

#### **Purpose**

Use this procedure to reverse an asset transaction that was posted incorrectly. Then, verify the reversal in *Asset Explorer* **-AW01N** .

## **Trigger**

Perform this procedure when the incorrect transaction has been identified. Some assets may have the incorrect asset class, value, quantity, or capitalized versus expensed detail that needs to be corrected.

## **Prerequisites**

The asset main number and subnumber to which the incorrect transaction was posted.

#### Menu Path

Use the following menu path to begin this transaction:

N/A

#### **Transaction Code**

AB08

#### **Helpful Hints**

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Only asset transactions which originate in the AA module can be reversed with this transaction.
- Assets that originated in transaction CJ88 and capitalized to FDA's must be reversed within Project Systems.
- Assets that were originated through a purchase requisition must be reversed in MM-PR (Materials Management - Procurement).
- Use transaction FB02 to add documentation with detailed text description for the reversal.
- A reversal can only be performed if the prior or future period is open.

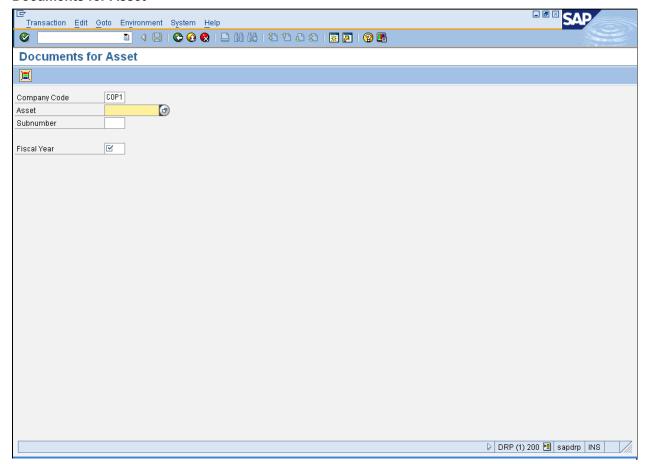
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## **Procedure**

**1.** Start the transaction using the menu path or transaction code. The *Documents for Asset* screen displays.

#### **Documents for Asset**



**2.** As required, complete/review the following fields:

Field	R/O/C	Description
Asset	R	The number which, together with the asset subnumber, identifies a fixed asset in Asset Accounting.
		<b>Example:</b> 500001

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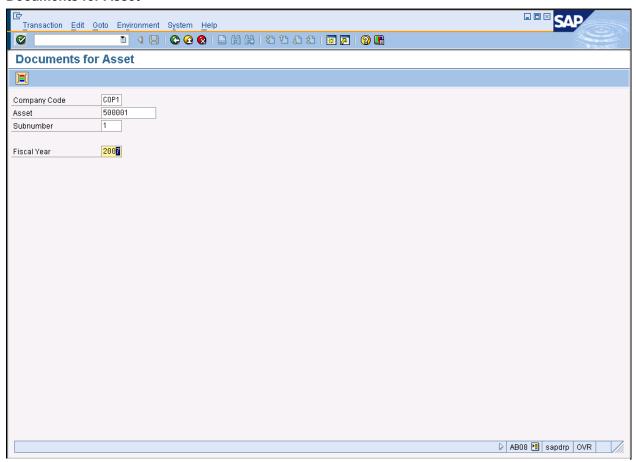


Field	R/O/C	Description
Subnumber		The number which, together with the main asset number, uniquely identifies a fixed asset in Asset Accounting. The asset subnumber must be numerical. Asset subnumber provides separate management of later acquisitions to a main asset and can represent complex fixed assets with their component parts.
		Example: 1
Fiscal Year	R	The fiscal year for which this transaction is relevant.
		Example: 2007

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#### **Documents for Asset**

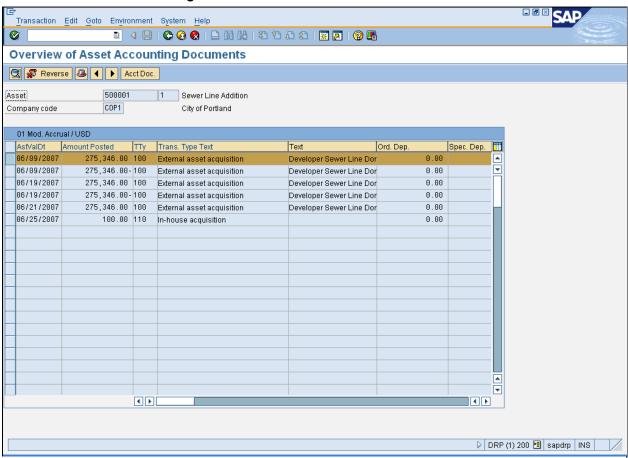


3. Click Continue (Enter) . The Overview of Asset Accounting Documents screen displays.

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#### **Overview of Asset Accounting Documents**



- 4. Click to the left of the appropriate line item to highlight (select) the line item.
  - The first line will highlight by default.
- 5. Click **Reverse** Reverse . The Specifications for Reverse Postings dialogue box displays.

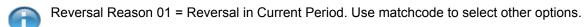
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## **Specifications for Reverse Posting**



6. Click Reversal Reason field .



**7.** As required, complete/review the following fields:

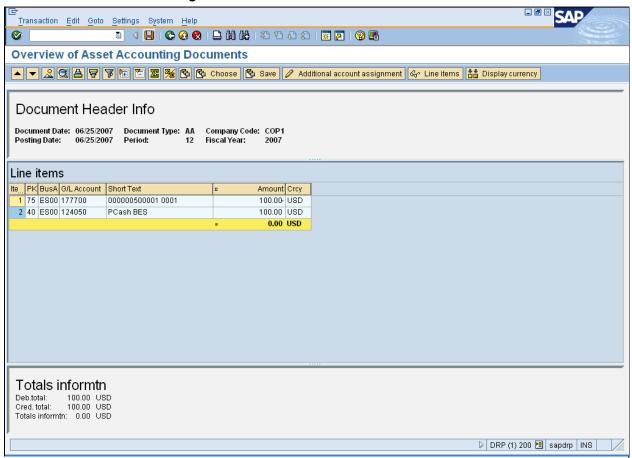
Field	R/O/C	Description
Reversal Reason		Field documenting whether the reversal takes place in the same period as the posting or in a later period.
		Example: 01

8. Click Continue (Enter) .

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#### **Overview of Asset Accounting Documents**



9. Click Post (Ctrl+S)

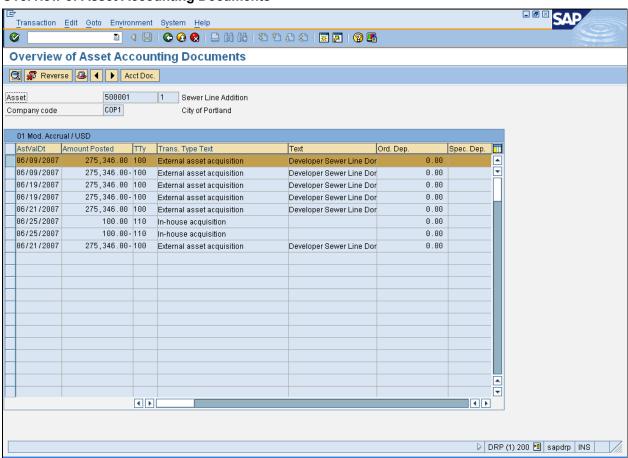


displays the message, "Asset transaction posted with document no. xxxx."

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#### **Overview of Asset Accounting Documents**

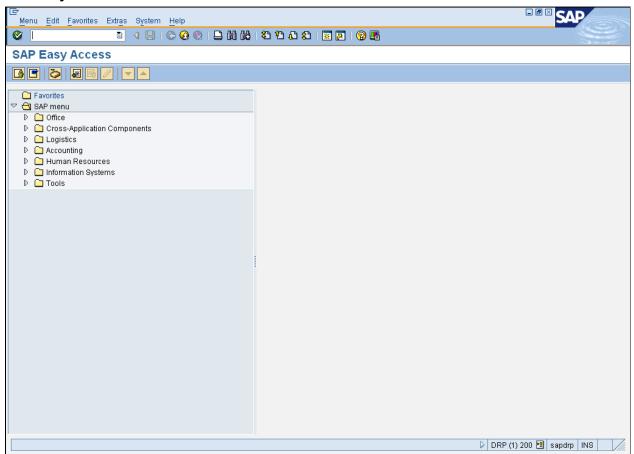


10. Click Exit (Shift+F3) until the SAP Easy Access screen displays.

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## **SAP Easy Access**



**11.** As required, complete/review the following fields:

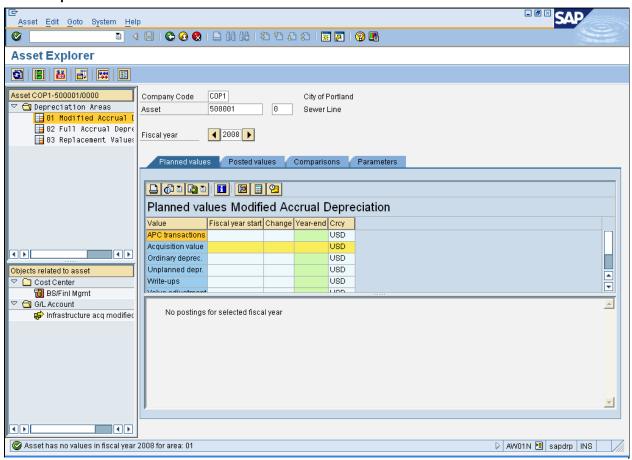
Field	R/O/C	Description
KEYCODE	R	SAP Transaction Code
		Example: aw01n

12. Click Enter . The Asset Explorer screen displays.

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#### **Asset Explorer**



**13.** As required, complete/review the following fields:

Field	R/O/C	Description
Asset	R	The number which, together with the asset subnumber, identifies a fixed asset in Asset Accounting.
		<b>Example:</b> 500001



The **Asset Subnumber** is the unlabeled field to the right of the Asset Number.

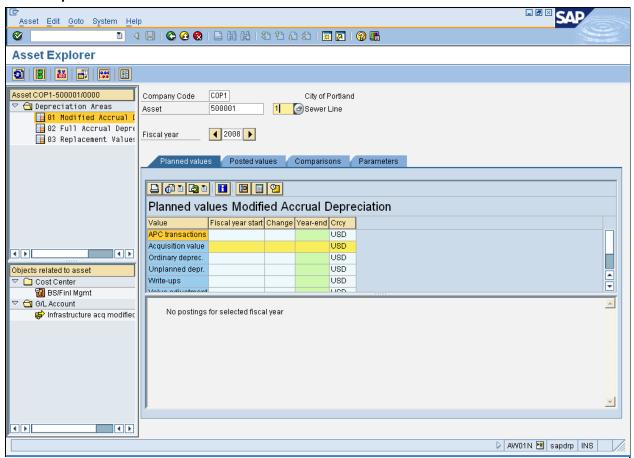
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**15.** As required, complete/review the following fields:

Field	R/O/C	Description
Subnumber		The number which, together with the main asset number, uniquely identifies a fixed asset in Asset Accounting. The asset subnumber must be numerical. Asset subnumber provides separate management of later acquisitions to a main asset and can represent complex fixed assets with their component parts.  Example:
		1

#### **Asset Explorer**



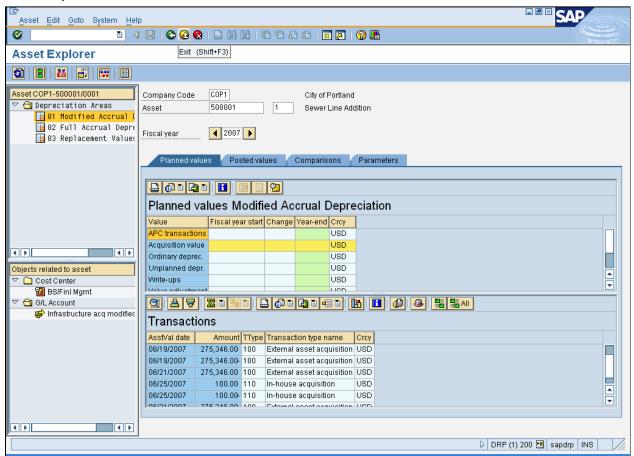
16. Click Enter 🖾

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17. Click Previous fiscal year

## **Asset Explorer**

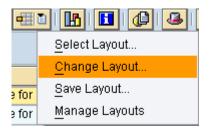


- 18. Click Exit (Shift+F3) 1 . The SAP Easy Access screen displays.
  - Review the *Transaction* section to determine that the reversal has been posted.
  - Click Select Layout -> Change Layout at anytime to view additional fields.

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# Result

You have successfully reversed the asset transaction, including any related financial, funds management and controlling documents, and verified the reversal.

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