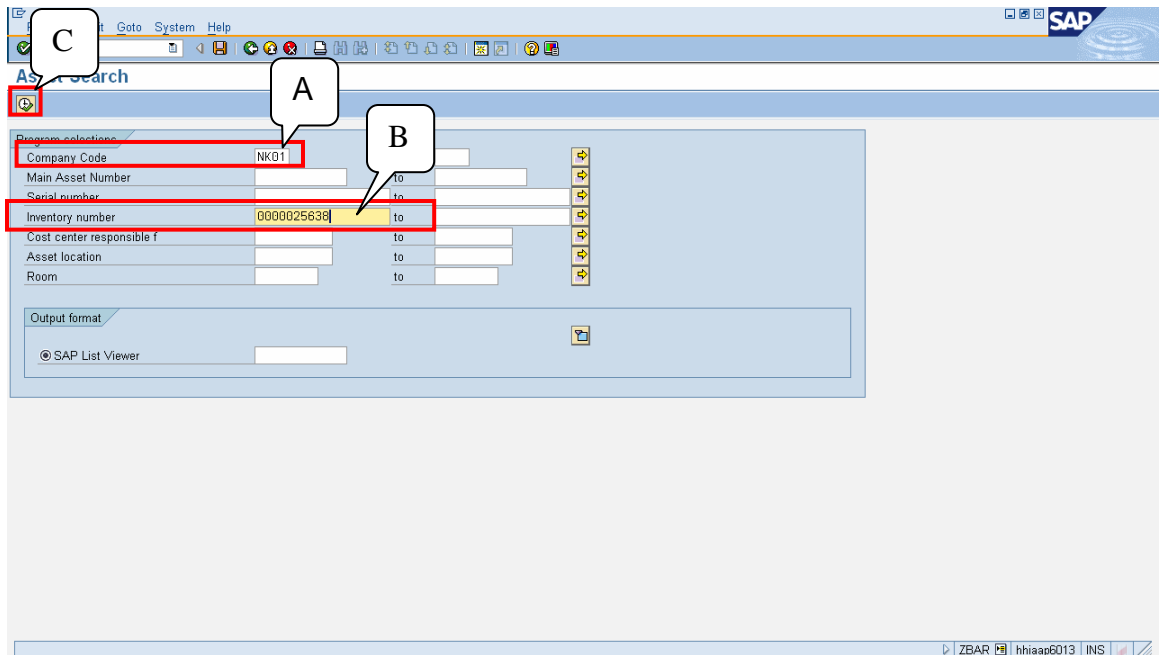


ZBAR – Asset Search

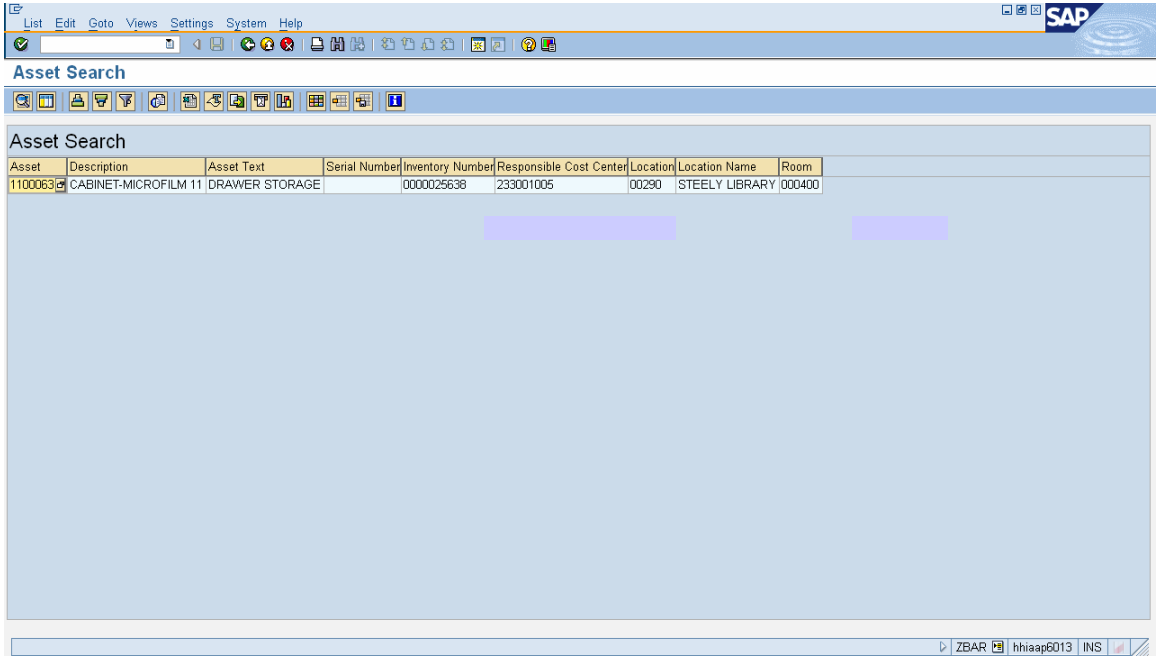
Each year the University undergoes asset reconciliation. This normally happens during the week of spring break. Each department administrator will be required to validate assets listed against the asset control document for their area of responsibility.

ZBAR is a SAP transaction code that could be helpful during this process. The transaction code will display information about the asset including the building location.

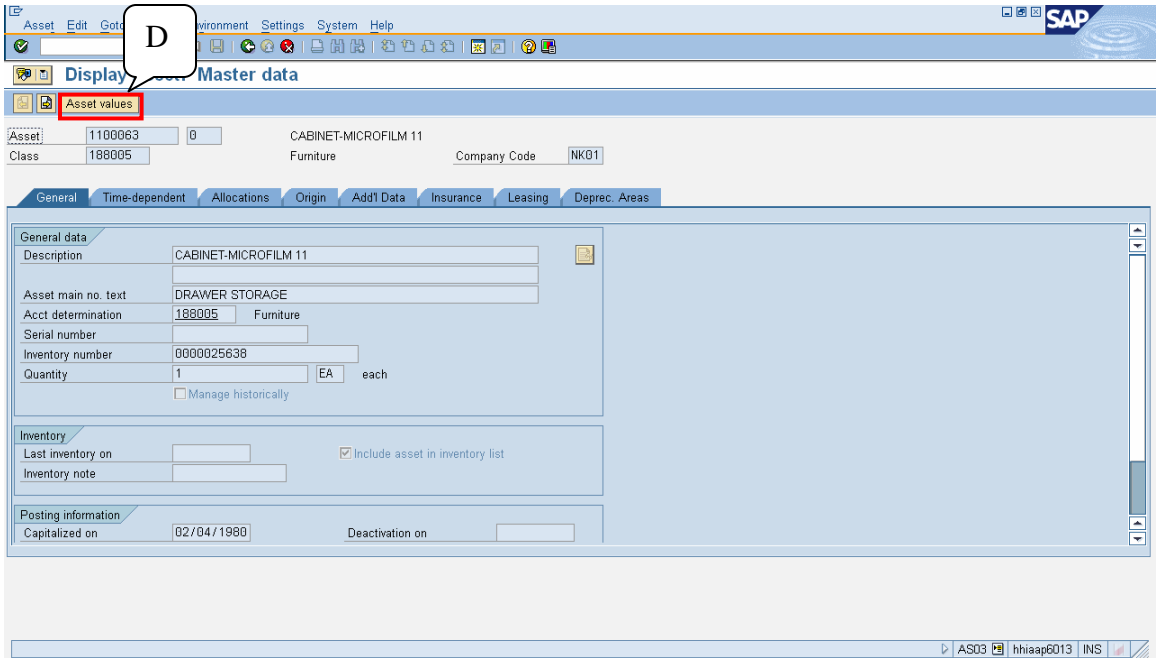
- Once logged into <https://myнку.edu/iri/portal>, access ZBAR within SAP GUI.
- Company Code will default to NK01 (A).
- Inventory number will be the tag number (you must enter the leading zeroes) (B).
- Click Execute (C).



Note: You can double-click on the Asset number to obtain additional information from the Asset Master Record.



- Double-clicking on the Asset will drill-down to information contained within the Asset Master Record (**AS03**).
- Click Asset values (**AW01N**) to obtain depreciation information (D).



- The depreciation information exists by fiscal year.

The screenshot displays the SAP Asset Explorer interface. The main window shows the 'Planned values Book depreciation in local currency' for fiscal year 2009. The data is presented in a table with the following columns: Value, Fiscal year start, Change, Year-end, and CrCY.

Value	Fiscal year start	Change	Year-end	CrCY
APC transactions	1,256.99		1,256.99	USD
Acquisition value	1,256.99		1,256.99	USD
Ordinary deprec.	1,256.99		1,256.99	USD
Unplanned dep.				USD
Write-up				USD

Below the table, it states: "No postings for selected fiscal year".