

How to Create an Asset.

NOTE: You will only need to enter data in the **asset class**, **description**, **cost center**, and **fund** fields to create an asset.

1. Enter **Transaction Code AS01**.
2. Click **“Enter”**.
3. Enter **“Asset Class”**. *(For example: Asset Class 4500 for Computer Equipment Controlled)*
4. Enter description under the **“General Tab”**.
5. Click on the **“Time-Dependent Tab”**.
6. Enter the **“Cost Center”**. *(NOTE: This field is under the “business Area” section)*
7. Enter the **“Fund Number”**. *(NOTE: You may need to scroll down if the fund field is not initially visible. The “Fund” field is under the “Personnel Number” field.)*
8. Click **“Enter”**. *Other Field will be derived.*
 - a. If the **“Functional Area”** is not derived, do not click save. Research the cost center/fund combination. **“Functional Area”** is under the **“Fund”** field.
 - b. If the **“Functional Area”** is derived, click **“Save”**. SAP will show the new asset number.