

Overview

This Job Aid details the procedure for deleting unused Asset Master Records.

The Delete Asset transaction is executed by the FA.15 user (Asset Accounting User).

Asset Master Records can only be deleted if they have never had any transactions posted to them, including original capitalization. Not even a retired asset can be deleted. Therefore, this process is mainly reserved for cleaning up asset master data from when assets are incorrectly created either through transaction **AS01** or by requisitioners while creating shopping carts in SRM.

It is VERY important to ensure that the Asset Master Record is not contained in any open Shopping Cart or Purchase order in the SRM-Portal before it is deleted.

If an Asset Master Record has been used either:

- retire the asset or,
- reverse the posting and deactivate the Asset Master Record.

When an asset is deleted, it will no longer appear in asset master data reports, nor will its asset number be reused.

1 – Deleting Asset Master Records

The following process must be performed the FA.15 Asset Accounting User.

1. Execute Transaction code **AS06**.
2. Fill out the following fields in the first screen, and then press enter.

Asset: Enter the asset number of the original asset being transferred

Subnumber: Asset subnumber, if it is non-zero

Company Code: 1000

Delete Asset: Initial screen

Delete

Asset

Subnumber

Company Code

- If the asset already has had transactions posted to it, you will not be able to delete the asset. You would most likely see one of the following errors:

Deleting is not possible. The asset already has values.

Deleting is not possible. Transactions already exist.

- The next screen will ask you to confirm that you want to delete the asset. Select **Physically delete asset** in the 'Deletion' section at the bottom of the screen.

Delete Asset: Processing screen

Asset Modular Unit

Class Prefabs Company Code

General data

Description

Acct determination

Inventory number

Quantity EA

Posting information

Capitalized on Deactivation on

First acquisition on

Acquisition year 0 Plnd. retirement on

Deletion

Do not delete asset

Physically delete asset

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- Finally, click on the Save button, and then click yes in the confirmation box that appears.



6. You should receive confirmation in the bottom status bar.

