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Usage of Worklist Functionality in Asset Accounting-Part I

December 22, 2014 | 1,282 Views |

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1. Introduction to Worklist Functionality in SAP

On numerous instances an entity might want to carry out mass retirements, mass transfers or mass changes to asset master data. For example, an

organization might dispose a major portion of its Fixed Account and might have to account for the retirement of the same in its books.

This document explains the usage of worklist functionality in asset accounting. This functionality enables the us to carry out mass transactions like retirement, transfers etc. **without having to develop an LSMW for the same.** The worklist functionality can be used to:

- Carrying out mass retirement of asset without revenue or with revenue.
- **Mass inter-company asset transfer.**
- Making mass changes to asset master data

The usage of worklist functionality for each of these instances is explained subsequently. Basically this functionality would involve two steps:

a) Grouping assets for which similar processing has to be done-this is achieved by creation of worklist. b) Releasing the worklist so created which would complete the processing on the assets(i.e. transfer, changes or retirement).

This document would describe the usage of worklist functionality to carry out mass retirement with revenue and without revenue and mass intercompany asset transfer The other instances i.e. mass changes to asset master involves some additional steps and are described in Part II of the document.

2.1 Retirement of Assets (without Revenue)

The retirement of assets can be carried out using the transaction code ABAVN. However when an entity desires to retire **more than one asset** at a time it can use the worklist functionality to post the mass retirement of assets. This will enable the entity to post the retirement **of all assets at a time**.

For creation of worklist, following is the path:

Easy Access Path:

Accounting – Financial accounting – Fixed assets – Environment – Worklist – Generate. (T-code is AR01)

At this stage we enter the company code, asset number and asset sub number of the assets which have to be retired. There is possibility of giving additional selection options like asset class, cost center, plant also as given in the screenshot below:

Thereafter we proceed to create the Worklist by clicking on the 'Worklist' tab in the following screen that appears on execution:

Asset	SNo	CoCd	Busk	Asset description	Ccy	Acquis.val	Accum.d
45000474	10	245010	01.12.1996	CD-SET-N SINIX US0100-C3-DAVIS	EUR	98.68	98.
46000118	10	246010	01.12.1996	PROGRAMA XTP-BASE-DAVIS	EUR	2,279.51	2,279.
*Balance sheet item						EUR	2,378.19

We give the name of the worklist (any task- name to be input by the user) and the retirement option (in this case Retirement without revenue)

In addition, we enter various other parameters like the posting date, document date, asset value date and transaction type for posting the mass retirement. The text that has to be populated during the retirement also has to be entered.

The screenshot shows the SAP 'Asset Balances' screen with a 'Retirement w/o Revenue' dialog box open. The dialog box contains the following fields:

- Posting Date: 31.12.2011
- Document Date: 31.12.2011
- Transaction Type: 200
- Asset Value Date: 31.12.2011
- Trading Partner: (empty)
- Text: Retirement by Scrapping 2011

In the background, a table of assets is visible:

	Ctry	Acquis.val.	Accum.d
0-C3-DAVIS	EUR	98.68	98.
VIS	EUR	2,279.51	2,279.
	EUR	2,378.19	2,378.

On doing so a work queue gets added. All the selected assets which we need to be retired get added to this work queue.

The screenshot shows the SAP 'Asset Balances' screen with a report titled 'Report date: 31.12.2011 Asset Balances - 01 Book deprec. Created on: 30.12.2011'. The report displays a table of assets:

Asset	SNr.	CoCd	BusA	Acctn	APC	Cap.date	Asset description	Ctry	Acquis.val.	Accum.d
45000474	10			245010		01.12.1996	CD-SET-M SIMEX U50100-C3-DAVIS	EUR	98.68	98.
46000118	10			246010		01.12.1996	PROGRAMA XTP-BASE-DAVIS	EUR	2,279.51	2,279.
*Balance sheet item								EUR	2,378.19	2,378.

At the bottom of the screen, a status bar indicates: 'Work queue 000103246689 added'.

The next step is to release the worklist. The easy access path for the same is Accounting – Financial accounting – Fixed assets – Environment – Worklist – Edit (T-code for the same is AR31)

In the screen that appears, we give the work queue number and execute the same. Then we release the work queue as shown below:

Work Item Status	Asset	SNo.	Capitalized on	Asset description	€	Acquis.Val	€	Accum. dep.	€	Book Value	Crcy
Ready	45000474	10	01.12.1996	CD-SET-N SINIX U50100-C3-DAVIS		98.68		98.68		0.00	EUR
Asset Class 245150 PC/PintAccess					*	98.68	*	98.68	*	0.00	EUR
Acquisition/Acquis. and production costs 245010 OfficeEquipCosts					**	98.68	**	98.68	**	0.00	EUR
Ready	46000118	10	01.12.1996	PROGRAMA XTP-BASE-DAVIS		2,279.51		2,279.51		0.00	EUR
Asset Class 246000 PC & SW Tangible					*	2,279.51	*	2,279.51	*	0.00	EUR
Acquisition/Acquis. and production costs 246010 PCSoftTangCosts					**	2,279.51	**	2,279.51	**	0.00	EUR
Balance sheet item ??????????					***	2,378.19	***	2,378.19	***	0.00	EUR
Business Area					****	2,378.19	****	2,378.19	****	0.00	EUR

Once released, the following screen appears:

Work Item Status	Asset	SNo.	Capitalized on	Asset description	€	Acquis.Val	€	Accum. dep.	€	Book Value	Crcy
Ready	45000474	10	01.12.1996	CD-SET-N SINIX U50100-C3-DAVIS		98.68		98.68		0.00	EUR
Asset Class 245150 PC/PintAccess					*	98.68	*	98.68	*	0.00	EUR
Acquisition/Acquis. and production costs 245010 OfficeEquipCosts					**	98.68	**	98.68	**	0.00	EUR
Ready	46000118	10	01.12.1996	PROGRAMA XTP-BASE-DAVIS		2,279.51		2,279.51		0.00	EUR
Asset Class 246000 PC & SW Tangible					*	2,279.51	*	2,279.51	*	0.00	EUR
Acquisition/Acquis. and production costs 246010 PCSoftTangCosts					**	2,279.51	**	2,279.51	**	0.00	EUR
Balance sheet item ??????????					***	2,378.19	***	2,378.19	***	0.00	EUR
Business Area					****	2,378.19	****	2,378.19	****	0.00	EUR
Company Code					*****	2,378.19	*****	2,378.19	*****	0.00	EUR

Work queue 000103246689 released

Check the error log for errors if any:

The entry that gets passed is given below. The accumulated depreciation account is debited and the corresponding asset account is credited. The text given at the time of creation of worklist gets populated here as shown below:

Itm	PR	Account	Account short text	TX	Commission Number	Cost Ctr	Cond. Type	Amount	Text
1	75	245150	000045000474 0010					98.68	Retirement by Scrapping 2011
2	70	245910	000045000474 0010					98.68	Retirement by Scrapping 2011

2.2 Retirement of Assets (with Revenue)

The retirement of assets with revenue is similar to the retirement of assets without revenue except for the accounting treatment that has to be followed in case of the resultant revenue derived from the sale of asset and the proportion of distribution of the same to the various assets.

The assets that have to be retired are added to a worklist by using transaction AR01:

Asset Balances

Report date: 31.12.2012 Asset Balances - 01 Book deprec.
Created on: 06.07.2012

Company Code	Business Area	Bal. sheet item	Bal. sh. acct APC	Asset Class
		7777777777	223010	223210

Asset	Sho.	Cap.	Book	Account	Cap. date	Asset description	Crcy	Acquis. val.	Accum. dep.	Book val.
230000002	0			223010	01.01.1993	LIGAÇÃO CABI. PINTURA AO EXTERIOR	EUR	781.12	781.12-	0.00
230000004	0			223010	01.12.1996	MODIFICAÇÃO CASA BATERIAS/OLEOS	EUR	3,728.98	3,728.98-	0.00
230000008	0			223010	10.12.1999	PORTA CORIA FOGO 60 - 1600X2100	EUR	498.80	498.80-	0.00
*Balance sheet item 7777777777							EUR	5,008.90	5,008.90-	0.00

Asset Balances

Report date: 31.12.2012 Asset Balances - 01 Book deprec.
Create Worklist: Choose Workflow Task

Company Code	Business Area	Bal. sheet item	Bal. sh. acct APC	Asset Class
		7777777777	223010	223210

WL name: retirement with revenue

Task selection:

- Name
- Retirement without revenue
- Retirement with revenue**
- Change asset w/o dialog (bulk change)
- Intercompany Asset Transfer

Asset description	Crcy	Acquis. val.	Accum. dep.	Book val.
93 LIGAÇÃO CABI. PINTURA AO EXTERIOR	EUR	781.12	781.12-	0.00
96 MODIFICAÇÃO CASA BATERIAS/OLEOS	EUR	3,728.98	3,728.98-	0.00
99 PORTA CORIA FOGO 60 - 1600X2100	EUR	498.80	498.80-	0.00
	EUR	5,008.90	5,008.90-	0.00

An additional step that has to be followed in case of retirement with revenue is to determine the sale proceeds that will be realized from the assets and the proportion in which the same will be distributed amongst various assets.

The manner of distribution of sale proceeds can be either of the following:

- As per Acquisition costs
- As per net value
- Or any manner defined by the user

The status changes to completed when the processing is complete

Display worklist

Worklist 114339284 RETIREMENT WITH REVENUE

Retirement with revenue - Revenue amount 100.00 EUR

Status Completed

Work Item Status	Asset	SNo.	Capitalized on	Asset description	± Acquis.Val.	± Accum. dep.	± Book Value	± Planned Rev.	CrCy
Completed	23000002	0	01.01.1993	LIGAÇÃO CABL/PINTURA AO EXTERIOR	0.00	0.00	0.00	15.59	EUR
Completed	23000004	0	01.12.1996	MODIFICAÇÃO CASA BATERIAS/OLEOS	0.00	0.00	0.00	74.45	EUR
Completed	23000008	0	10.12.1999	PORTA CORTA FOGO 60 - 1600X2100	0.00	0.00	0.00	9.96	EUR
Asset Class 223210 ElectricGasSteamLines					*	0.00 *	0.00 *	0.00 *	100.00 EUR
Acquisition:Acquis. and production costs 223010 SiteImprCosts					**	0.00 **	0.00 **	0.00 **	100.00 EUR
Balance sheet item ??????????					***	0.00 ***	0.00 ***	0.00 ***	100.00 EUR
Business Area					****	0.00 ****	0.00 ****	0.00 ****	100.00 EUR

The accounting entry that gets generated on retirement is described below:

Document Overview - Display

Document Overview - Display

Doc.Type : AB (Accounting document) Normal document

Doc. Number 8016009193 Company Code Fiscal Year 2012

Doc. Date 06.07.2012 Posting Date 06.07.2012 Period 07

Calculate Tax ☐

Doc. Currency EUR

Doc. Hdr Text RETIREMENT WITH REVENUE

Itm	PK	Account	Account short text	Commission Number	Tx	Amount in LC	Tr.Prt	Cost Ctr	Text
1	75	223010	0000230000002 0000			673.38-			RETIREMENT WITH REVENUE
2	75	223010	0000230000002 0000			107.74-			RETIREMENT WITH REVENUE
3	70	223910	0000230000002 0000			781.12			RETIREMENT WITH REVENUE
4	40	741910	CLAcSaleFixedAsset	NS		15.59	10099000		RETIREMENT WITH REVENUE
5	50	741010	GaSaleTanphAsset			15.59-	10099000		RETIREMENT WITH REVENUE

Since the asset was fully depreciated, accumulated depreciation and asset account is fully reversed. The entire proceeds from sales is taken as revenue. Revenue of 100 EUR is distributed in proportion to the acquisition cost amongst the three assets that have been retired.

2.3 Mass Inter Company Asset transfer

Assets Transfer from one company code to another mainly happens in case of restructuring of an organization when a change in company code is necessitated. The standard transaction for executing this is ABT1N. However when an enterprise desires to do a mass Inter company asset transfer in SAP, the same can be made using the worklist functionality. Like retirement of assets, this involves creation of worklist and release of the same.

A worklist as described above is created using the transaction code AR01. All assets that have to be transferred are given in the selection criteria as shown below:

Asset Balances

Company code: [] to []
 Asset number: 45000232 to []
 Subnumber: [] to []

Selections

Asset class: 245150 to []
 Business area: [] to []
 Cost center: [] to []
 Plant: [] to []
 Location: [] to []
 Asset super number: [] to []

Worklist: []

Settings

Report date: 31.12.2012
 Depreciation area: 01 Book deprec.
 Sort Variant: 0001 Co. code/bus. area/bal. item/B/S acc
 Translation method: []

☒ List assets
☐ ... or main numbers only
☐ ... or group totals only

These assets are then added to the worklist as shown below:

Asset	SNo.	CoCd	BusA	Account	Cap.date	Asset description	Croy	Acquis.val.	Accum.dep.	Book.val.
45000232	0			245010	01.12.1991	RETROPROJECTOR TOP VISION PORTAT.	EUR	770.14	770.14-	0.00
45000233	0			245010	01.12.1991	IMPRESSORA LASERJET HP C/CANO	EUR	1,168.98	1,168.98-	0.00
45000266	0			245010	01.06.1992	PARTILHADORA BLACK-BOX H.9111201	EUR	482.14	482.14-	0.00
45000267	0			245010	01.06.1992	PARTILHADORA BLACK-BOX H.9111204	EUR	482.14	482.14-	0.00
45000273	0			245010	01.05.1992	UNIDADE CONTROL REMOTO	EUR	2,770.57	2,770.57-	0.00
*Balance sheet item: 7777777777							EUR	5,673.97	5,673.97-	0.00

In the selection screen that appears subsequently, the target assets to which the transfer has to be made is given. The transfer variants have to be selected based on the options available in the dropdown. The transfer variant specifies the valuation method and the transaction type for posting an asset transfer:

Intercompany Asset Transfer

Document Date: 28.08.2012
 Posting Date: 28.08.2012
 Period: []
 Document Type: []
 Transfer var.: 1
 Asset Val. Date: 28.08.2012

Posting information for intercompany transfer

To:
 Company code: []
 Business area: []
 Asset: 45001292 0

Revenue:
☐ No revenue
☒ NBV from area []

Reference: []
 Assignment: []
 Text: INTER COMPANY ASSET TRANSFER

	Croy	Acquis.val.	Accum.dep.	Book.val.
EUR	770.14	770.14-	0.00	
EUR	1,168.98	1,168.98-	0.00	
EUR	482.14	482.14-	0.00	
EUR	482.14	482.14-	0.00	
EUR	2,770.57	2,770.57-	0.00	
EUR	5,673.97	5,673.97-	0.00	

As described above in retirement, a work queue gets added and the same has to be released in the transaction code AR31 as below:

Program Edit Goto System Help

Edit worklist

Selections

Worklist: 114350716

Settings

Report date: 31.12.2012

Depreciation area: 01 Book deprec.

Sort Variant: 0001 Co. code/bus. area/bal. item/B/S acc

Translation method

Further options

Layout

Worklist 114350716 INTER COMPANY ASSET TRANSFER

Intercompany Asset Transfer

Status: Reserved

Work Item Status	Asset	SNo.	Capitalized on	Asset description	Acquis.Val.	Accum. dep.	Book Value	Crcy
Ready	45000232	0	01.12.1991	RETROPROJETOR TOP VISION PORTAT.	770.14	770.14	0.00	EUR
Ready	45000233	0	01.12.1991	IMPRESSORA LASERJET HP C/CABO	1,168.98	1,168.98	0.00	EUR
Ready	45000266	0	01.06.1992	PARTILHADORA BLACK-BOX N.9111201	482.14	482.14	0.00	EUR
Ready	45000267	0	01.06.1992	PARTILHADORA BLACK BOX N.9111204	482.14	482.14	0.00	EUR
Ready	45000273	0	01.05.1992	UNIDADE CONTROL REMOTO	2,770.57	2,770.57	0.00	EUR
Asset Class 245150 PC/PintAccess					5,673.97	5,673.97	0.00	EUR
Acquisition:Acquis. and production costs 245010 OfficeEquipCosts					5,673.97	5,673.97	0.00	EUR
Balance sheet item ??????????					5,673.97	5,673.97	0.00	EUR
Business Area					5,673.97	5,673.97	0.00	EUR
Company Code					5,673.97	5,673.97	0.00	EUR

Once the transfer is successful, acquisition cost and accumulated depreciation value becomes 0 in the books of the transferor company:

Worklist 114350716 INTER COMPANY ASSET TRANSFER

Intercompany Asset Transfer

Status: Completed

Work Item Status	Asset	SNo.	Capitalized on	Asset description	Acquis.Val.	Accum. dep.	Book Value	Crcy
Completed	45000232	0	01.12.1991	RETROPROJETOR TOP VISION PORTAT.	0.00	0.00	0.00	EUR
Completed	45000233	0	01.12.1991	IMPRESSORA LASERJET HP C/CABO	0.00	0.00	0.00	EUR
Completed	45000266	0	01.06.1992	PARTILHADORA BLACK-BOX N.9111201	0.00	0.00	0.00	EUR
Completed	45000267	0	01.06.1992	PARTILHADORA BLACK BOX N.9111204	0.00	0.00	0.00	EUR
Completed	45000273	0	01.05.1992	UNIDADE CONTROL REMOTO	0.00	0.00	0.00	EUR
Asset Class 245150 PC/PintAccess					0.00	0.00	0.00	EUR
Acquisition:Acquis. and production costs 245010 OfficeEquipCosts					0.00	0.00	0.00	EUR
Balance sheet item ??????????					0.00	0.00	0.00	EUR
Business Area					0.00	0.00	0.00	EUR
Company Code					0.00	0.00	0.00	EUR

Work queue 000114350716 released

QF2 (1) 010

The entry that is passed at the time of retirement is as follows:

In the books of transferor company, Asset Account is credited and the accumulated depreciation account is debited.

In the books of the transferee company the reverse entry takes place.

The usage of worklist functionality for mass changes to asset master would involve an additional step, i.e. creation of Substitution Rule. These are described in Part II of this document-the link for which I shall update shortly

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2 Comments



[Karteek k](#)

May 3, 2016 at 7:44 am

Hi,
Nice document. Thanks for sharing the knowledge.
Regards
Karthi



[Jayasri Kovvali](#)

June 1, 2016 at 9:16 am

Hi,
Articulate presentation.
Thanks
Jayasri Kovvali

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