

## Entry of already Issued Desktop/Laptop data in ERP System

1. Use T-Code PA30 and fill the Pernr of the officer to whom Desktop/Laptop is already issued.(as shown below):

The screenshot shows the SAP 'Maintain HR Master Data' (PA30) interface. The title bar reads 'Maintain HR Master Data'. The left sidebar contains a 'Find by' section with 'Person' selected, and a 'Hit list' table with columns 'Personnel number' and 'Name'. The main area is divided into several sections: 'Personnel no.' (with a red arrow pointing to a yellow box labeled 'Fill PERNR of the officer'), 'Name', 'Personnel ar' (1100), 'Subarea' (1101), 'EE group' (1), and 'EE subgrp' (01). Below this is a tabbed interface with 'Basic personal data' selected. The 'Infotype Text' list shows 'Actions' selected with a green checkmark. The 'Period' section has radio buttons for 'Today', 'All', 'From curr.date', 'Current Period', 'Curr.week', 'Last week', and 'Current Year'. The 'Direct selection' section shows 'Infotype' (9002) and 'STy' (0001) with 'IT Items Group'.

2. After clicking on creation button the following screen will appear:

The screenshot shows the SAP 'Create Issued Items' (PA30) interface. The title bar reads 'Create Issued Items'. The left sidebar is identical to the previous screenshot. The main area shows 'Pers.No.' (with a red arrow pointing to a yellow box labeled 'Fill PERNR of the officer'), 'Pers.area' (1100 Corporate Office), 'Name' (with a red arrow pointing to a yellow box labeled 'Fill PERNR of the officer'), 'Cost Ctr' (1002301 ADMINISTRATION), 'EE subgrp' (01), 'Group A', 'WS rule' (GEN0 General Shift Office), and 'Start' (10.10.2022) to 'To' (31.12.9999). Below this is the 'Issued Items' section with fields for 'Item Type', 'Make', 'Model', 'Unique/ Serial No', 'Date of Purchase', 'Date of Warranty END', 'Specifications', 'Issued' (with radio buttons for 'Issue Date' and 'Returning Date'), 'Returned', 'Claim Number', 'Asset', and 'Equipment'.

Kindly fill the required data in the respective filed and click on "Save" button, the record will be created.