

AM.020.015 – ADDING FEDERALLY-FUNDED ASSETS

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| Purpose | <ul style="list-style-type: none"> To add a Federally Funded Asset to the Asset Management module. |
| Description | <p>Property Control will add assets directly into Asset Management on a limited basis. The typical method of asset addition will be through the Purchasing module. Property Control will need to communicate with Purchasing to determine whether or not the asset has been tagged and to tag the item if it is lacking a tag. A query, BOR_AM_ASSET_NO_TAG_NUMBER, has been developed to identify those assets that are lacking a tag.</p> |
| Security Role | BOR_AM_MAINTENANCE |
| Dependencies/ Constraints | <p>Chartfield Combination Edits check that the Chartfields users enter on a transaction meet the defined rules for Valid Chartfield Combinations.</p> |
| Additional Information | <p>As users enter the asset's Chartfields through either Express Add or Basic Add, the system will validate the user's Chartfields when the user save the asset. If a Combo-Edit rule is violated, users will receive a message letting the user know that Combo Edit errors were found.</p> |

Procedure

Below are step by step instructions on how add a federally funded asset.

| Step | Action |
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| 1. | Click the NavBar icon. |
| 2. | Click the Menu icon. |
| 3. | Click the Asset Management link. |
| 4. | Click the Asset Transactions link. |
| 5. | Click the Owned Assets link. |

| Step | Action |
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| 6. | Click the Basic Add link. |
| 7. | Click the Add a New Value tab. |
| 8. | Enter your institution's Business Unit in the Business Unit field. |
| 9. | Click the Add button. |
| 10. | Enter asset description in the Description field on the Asset Information tab . |
| 11. | Select the Look Up icon for the Asset Class field, select either Federal, Federal Title or Federal, Institution Title options. |
| 12. | Click the Asset Type list and select the asset type from the drop-down box. <i>Note: Asset Type is required and will automatically pre-fill based on the profile ID chosen if you choose to leave this field blank.</i> |
| 13. | Click the Acquisition Date: Choose a date button. |
| 14. | Enter date in the Placement Date field. |
| 15. | Click the Profile ID: Look up Profile ID button and select an Asset Profile ID that matches the asset you are adding. The Profile ID chosen will determine the asset category and useful life of the asset. * For Small Value Property – select SVP. |
| 16. | Click the Operation/Maintenance tab. |
| 17. | Enter the asset's serial number in the Serial ID field. |
| 18. | Click the Asset Acquisition Detail tab. |
| 19. | Enter asset description in the Description field. |
| 20. | Enter asset amount in the Amount field. |
| 21. | Select the Location/Comments/Attributes tab. |
| 22. | Expand the Physical and Custom Attributes section, and under the Custom Attributes , enter or select one of the following for Attribute : <ul style="list-style-type: none"> - FEDAGENCY (Federal Agency) - FEDCOND (Federal Condition) - FEDPERCENT (Federal Percentage) |
| 23. | Click the Asset Acquisition Detail tab. |
| 24. | Enter asset description in the Description field. |
| 25. | Enter asset amount in the Amount field. |
| 26. | Click the Acquisition Detail Chartfields link. |
| 27. | Because all Chartfields are required (except project) when adding an asset, if an attempt is made to exit the Acquisition Detail Chartfields page with one or more fields not populated, an error message will appear for each Chartfield not populated. |

| Step | Action |
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| 28. | Click OK to clear error messages. |
| 29. | Enter required Chartfield information and click the OK button when finished. |
| 30. | Enter date in the Trans Date field. <i>Note: The Trans Date defaults to current date. The date that is entered here will default to the acquisition date and placement date on the Asset Information page. If you do not want the dates to be the same, you will need to go back to the Asset Information page and change the dates before saving. Please note that the date entered in the Trans Date field will become the In-Service date for the asset.</i> |
| 31. | Enter date in the Acctg Date field. This date should be in a current, open period. |
| 32. | Click the Capitalize button. |
| 33. | Click the Save button. |
| 34. | Click the OK button. <i>Note: If you attempt to enter an accounting date that is not open in Ledgers for a Unit, you will encounter a message. Either change the Accounting Date to a valid date or open the period to accommodate the desired date.</i> |