

## AM.020.010 – ADDING ASSETS MANUALLY – BASIC ADD

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To define a fixed asset.</li> <li>To identify the types that manual asset additions generally fall into.</li> <li>To identify how assets are generally added to the AM module.</li> <li>To manually add an asset directly to the AM module.</li> </ul>
<b>Description</b>	<p>Fixed assets are those items valued at or above \$5000. Small Value Property (SVP) item is any item costing less than \$5,000 but greater than \$2,999.00; or items that must still be tracked through the physical inventory process such as firearms. Also, SVP items are not depreciable.</p> <p>Typically, assets are not added directly into Asset Management; rather, they are sent to the AM module through feeds from the Purchasing and Accounts Payable modules.</p> <p>Generally, manual asset additions in the AM module fall into the following types: Land, Capital Leases, Donations, Partial Payment Assets, and Assets with multiple ChartStrings.</p>
<b>Security Role</b>	<b>BOR_AM_MAINTENANCE</b>
<b>Dependencies/ Constraints</b>	The Profile ID chosen determines the asset category and useful life of the asset.
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to manually add an asset using basic add.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Asset Transactions</b> link.
5.	Click the <b>Owned Assets</b> link.
6.	Click the <b>Basic Add</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter the institution's Business Unit in the <b>Business Unit</b> field.
9.	Click the <b>Add</b> button. The system navigates to the Basic Add page and defaults to the General Information tab.
10.	Enter asset description in the <b>Description</b> field.
11.	If the asset is taggable, check the Taggable Asset checkbox and enter in the Tag Number.
12.	Click the <b>Asset Type</b> list and select the asset type from the dropdown box.  <i>Note: Asset Type is required and will automatically pre-fill based on the Profile ID chosen if users choose to leave this field blank.</i>
13.	Enter the date in the <b>Acquisition Date</b> field.
14.	Enter the date in the <b>Placement Date</b> field.
15.	Click the <b>Acquisition Code</b> list and select the asset code from the drop down box.
16.	Click the <b>Profile ID</b> button and select an Asset Profile ID that matches the asset. The Profile ID chosen will determine the asset category and useful life of the asset.
17.	Click the <b>Operation/Maintenance</b> tab.
18.	Enter the asset's serial number in the <b>Serial ID</b> field.
19.	Click the <b>Asset Acquisition Detail</b> tab.
20.	Enter asset description in the <b>Description</b> field.
21.	Enter asset amount in the <b>Amount</b> field.
22.	Click the <b>Acquisition Detail ChartFields</b> link.

Step	Action
23.	Enter required ChartField information. Fund Code, Department, Program Code, Class Field and Budget Reference are required when adding an asset.  <i><b>Note:</b> If an attempt is made to exit the Acquisition Detail ChartField page with one or more fields not populated, an error message will appear for each ChartField not populated. If these messages appear, click OK to clear them.</i>
24.	Click <b>OK</b> .
25.	Enter date in the <b>Trans Date</b> field.  <i><b>Note:</b> The system populates the Trans Date as the current date. Furthermore, the date entered here will carry over to the Acquisition Date and Placement Date on the Asset Information page. To edit the Acquisition Date and Placement Date, users navigate back to the General Tab page and change the Acquisition Date and Placement Date before saving.</i>
26.	Enter date in the <b>Acctg Date</b> field. This date should be in a current open period.
27.	Click the <b>Capitalize</b> button.
28.	Click the <b>Save</b> button to capitalize and save the asset. <b>**IMPORTANT: Make note of the Asset ID generated by the system**</b>