AM.020.020 – ADDING ASSETS WITH MULTIPLE CHARTSTRINGS

Purpose	• To identify how Property Control designates allocation to multiple ChartStrings for an asset. • To describe how assets with multiple ChartStrings are added to AM. • To add an asset with multiple ChartStrings to AM.
Description	A 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. Small Value Property (SVP) assets and depreciable assets may also be allocated between multiple ChartStrings, although splitting the costs between ChartStrings is the exception rather than the rule for SVP assets. When adding assets with multiple ChartStrings, add each ChartStrings and associated cost individually. Keep in mind that an asset which contains multiple ChartStrings may not be scanned for Physical Inventory as this will cause an error.
Security Role	**BOR_AM_MAINTENANCE**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to add asset with multiple ChartStrings.

Step	Action
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.
6.	Click the **Basic Add** link.
7.	Click the **Add a New Value** tab.
8.	Enter the institution’s Business Unit in the **Business Unit** field.
9.	Click the **Add** button.
10.	Enter asset description in the **Description** field.
11.	Click the **Asset Type** list and select the asset type from the drop down box. ***Note**: Asset Type is required.*
12.	Click the **Acquisition Code** list and select the asset code from the drop down box.
13.	Click the **Profile ID** magnifying glass button and select an Asset Profile ID that matches the asset you are adding.
14.	Click the **Asset Acquisition Detail** tab.
15.	Enter asset amount in the **Amount** field.
16.	Click the **Acquisition Detail ChartField** link.
17.	Enter required ChartField information. Fund Code, Department, Program Code, Class Field and Budget Reference are required when adding an asset. ***Note**: 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.*
18.	Click the **OK** button.
19.	To add additional ChartFields, click the plus (**+**) button to add a new row. Enter the same information as listed in Step 17 for each additional ChartStrings.
20.	Click the **Capitalize** button.
21.	Click the **Save** button to capitalize and save the asset. ****IMPORTANT: Make note of the Asset ID generated by the system****