

---

## AM.020.090 – ADDING AND TRACKING ASSET WARRANTIES

|                                  |  |
|----------------------------------|--|
| <b>Purpose</b>                   | <ul style="list-style-type: none"> <li>• To identify how asset warranty information is added to the system.</li> <li>• To identify who notifies Property Control about a warranty that was purchased for an asset.</li> <li>• To add and track asset warranties.</li> </ul>  |
| <b>Description</b>               | <p>Adding and tracking asset warranties is optional. However, adding and tracking warranties is a feature that some Property Control departments will want to use as an additional property management feature.</p> <p>Property Control will be prompted to add Asset Warranty information to the system when Purchasing notifies Asset Management that a warranty has been purchased for the asset. This information is not loaded into the AM module through the PO/AP feed. Property Control will need to enter the information manually.</p> |
| <b>Security Role</b>             | <b>BOR_AM_SERV_RPR</b>   |
| <b>Dependencies/ Constraints</b> | None   |
| <b>Additional Information</b>    | None   |

## Procedure

Below are step by step instructions on how to add and track asset warranties.

| 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>Service and Maintenance</b> link.                           |
| 5.   | Click the <b>Asset Warranties</b> link.                                  |
| 6.   | Enter the institution's Business Unit in the <b>Business Unit</b> field. |
| 7.   | Enter the Asset ID in the <b>Asset Identification</b> field.             |
| 8.   | Click <b>Search</b> . The system navigates to the Asset Warranties page. |
| 9.   | Enter the effective date in the <b>Effective Date</b> field.             |
| 10.  | Click the status dropdown menu and select " <b>Active</b> ."             |
| 11.  | Enter any other additional information about the asset warranty.         |
| 12.  | Click the <b>Save</b> button.  |