9.2 Basic Add

Purpose: Basic Add is another way to add assets manually, and is the only way to add Small & Attractive (non-capitalized) assets that did not get added via the AP Interface. The Basic Add component is also used to change the Location of an asset.

Audience: Financial Asset Manager, Facilities Asset Manager

- You must have at least one of these local college managed security roles:
- ZD Asset Management Inquiry
- ZZ AM Interface Processing
- ZZ Asset Entry

You must also set these User Preference Definitions:

· User Preferences: Asset Management

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

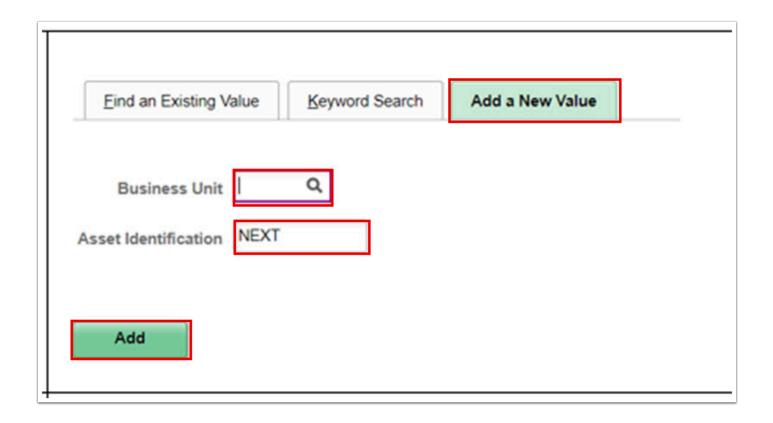


To add a new location, please submit a **Service Desk** ticket.

Basic Add

Navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

- 1. The Asset Basic Information search page displays.
- 2. Go to Add a New Value.
- 3. Enter your **Business Unit** (it may default).
- 4. Leave the **Asset Identification** as NEXT, or, if desired, enter your own (up to 12 characters).
- 5. Select Add.



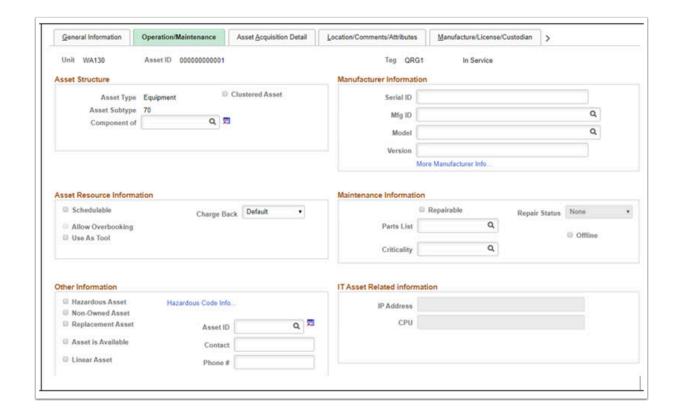
- 6. The **General Information** page: The highlighted fields are required; all others are optional. Numbers in red correspond to the circled red numbers on the page image below.
- 7. 1 Description: 30 character alphanumeric field. The first 10 characters will default into the Short Description, but can be overwritten.
- 8. 2, 3 Taggable Asset: Select (Check) if this asset will be tagged for physical inventory and tracking, and enter the tag number
- 9. 4, 5, 6 The values for Asset Class, Asst Type, and Asset Subtype will automatically populate from the Asset Profile entered in (11) below when the asset is saved.
- 10. 7 The Asset Status will default to In Service, but can be changed. Options are:
 - Budgeted
 - Commitment
 - Disposed
 - In Service
 - Received (Not in Service)
 - Requisitioned
 - Suspended
 - Transferred
 - Work in Progress
- 11. 8 Acquisition Date is the date the asset was purchased or otherwise acquired.
- 12. 9 Placement Date: Enter the date that the asset is placed in service for physical purposes. Optional.
- 13. 10 Acquisition Code defaults to Purchased but can be changed. Options are:
 - Constructed
 - Donated
 - Leased

- Like Exchange
- Purchased
- Trade In
- Transferred
- 14. 11 Profile ID: For non-capital assets, the Profile ID should always end with "-SA" to indicate that this is a non-capital asset. The first 4 digits generally conform to the old Commodity Code, but some are different. The Profile ID contains default values for several important fields on this page, including the Asset Class, Type, Subtype, and Threshold ID. It also determines, when this is a capital asset, the useful life of the asset for depreciation purposes.
- 15. 12 Threshold ID: The minimum dollar amount that the system considers eligible for creating an asset. The Threshold ID also defaults when you enter the Profile ID and save the Asset.

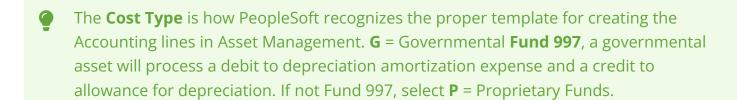


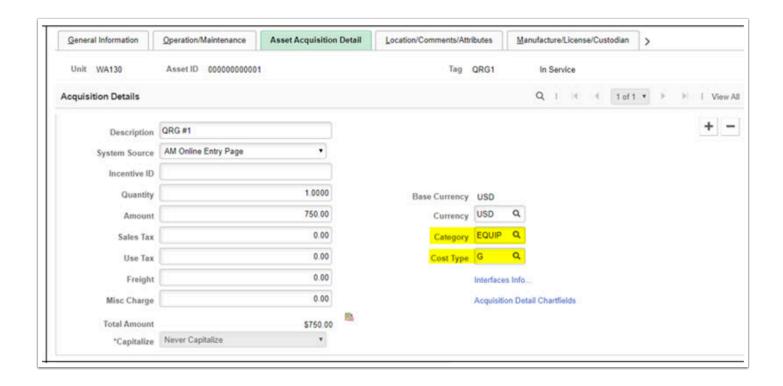
16. The **Operation/Maintenance** page: There are no required fields on this page.

Manufacturer Information section can be completed here, or on the Manufacturer/ License/ Custodian page.



17. The **Asset Acquisition Detail** page: Category and Cost Type are required fields. Quantity, Amount, and any taxes or freight are recommended for S&A assets, and required for capital assets.

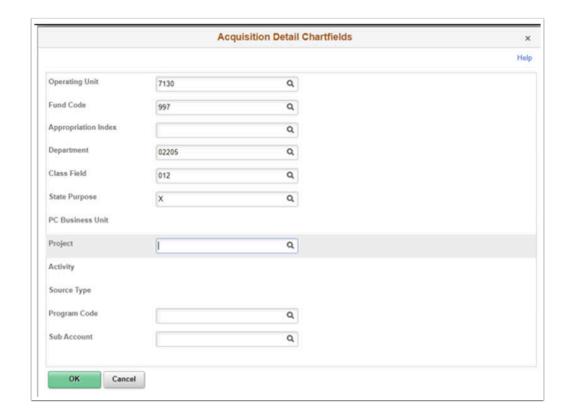




18. Purchasing Information such as PO # or Voucher # can be entered by selecting the Interfaces Info link.



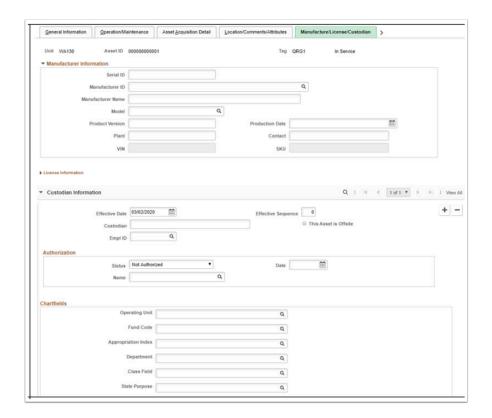
19. The Chartfield distribution information is entered by selecting on the Acquisition Detail Chartfields link. *Reminder: The 5 populated fields in the screen shot are required on all transactions in FIN. You don't need to populate the remaining fields unless the Fund used requires and Appropriation Index.*



20. The **Location/Comments/Attributes** page: Enter a Location for this asset, or change the location if the asset is moved. You may also enter any pertinent Comments on this page, if desired. No other sections of the page are required.



21. The **Manufacture/License/Custodian** page: Use this page to enter Manufacturer information and VIN numbers if you did not elect to add that information on the Operation/ Maintenance page. You do not need to fill in any other sections of this page.



- 22. The **Asset Supplemental Data** page: No required fields.
- 23. When finished entering your information, **Save** the asset, then process normally.



Note: When you save an asset entered via Basic Add, it is immediately entered in the asset database. You do not have the option to Change/Delete Pending Transactions as you do with assets entered via Express Add or the Interface process.

24. Process complete.