

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**.

Find an Existing Value Keyword Search **Add a New Value**

Business Unit

Asset Identification

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 Descr field, 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.

The screenshot shows the 'Basic Add' form in the Finance & Accounting system. The form is divided into tabs: General Information, Operation/Maintenance, Asset Acquisition Detail, Location/Comments/Attributes, and Manufacture/License/Custodian. The 'General Information' tab is active. The form contains various fields for asset information, including Description, CAP #, Tag, In Service, Asset Class, Asset Type, Asset Subtype, Asset Status, Acquisition Date, Placement Date, Collateral Asset, Acquisition Code, FERC Code, Financing Code, Fair Value, Replacement Cost, Index Name, Subindex Name, Parent/Child, Profile ID, and Threshold ID. Red circles with numbers 1 through 12 highlight specific fields: 1. Description, 2. Taggable Asset checkbox, 3. Tag Number, 4. Asset Class, 5. Asset Type, 6. Asset Subtype, 7. Asset Status, 8. Acquisition Date, 9. Placement Date, 10. Acquisition Code, 11. Profile ID, and 12. Threshold ID.

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.

| General Information | | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian |
|---|-------|-----------------------|---|------------------------------|-------------------------------|
| Unit | WA130 | Asset ID | 000000000001 | Tag | QRG1 |
| | | | | | In Service |
| Asset Structure Asset Type: Equipment <input type="checkbox"/> Clustered Asset Asset Subtype: 70 Component of: <input type="text"/> | | | Manufacturer Information Serial ID: <input type="text"/> Mfg ID: <input type="text"/> Model: <input type="text"/> Version: <input type="text"/> More Manufacturer Info... | | |
| Asset Resource Information <input type="checkbox"/> Schedulable Charge Back: Default <input type="checkbox"/> Allow Overbooking <input type="checkbox"/> Use As Tool | | | Maintenance Information <input type="checkbox"/> Repairable Repair Status: None Parts List: <input type="text"/> Criticality: <input type="text"/> <input type="checkbox"/> Offline | | |
| Other Information <input type="checkbox"/> Hazardous Asset Hazardous Code Info... <input type="checkbox"/> Non-Owned Asset <input type="checkbox"/> Replacement Asset <input type="checkbox"/> Asset is Available <input type="checkbox"/> Linear Asset Asset ID: <input type="text"/> Contact: <input type="text"/> Phone #: <input type="text"/> | | | IT Asset Related information IP Address: <input type="text"/> CPU: <input type="text"/> | | |

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.

💡 The **Cost Type** is how PeopleSoft recognizes the proper template for creating the Accounting lines in Asset Management. **G** = Governmental **Fund 997**, a governmental asset will process a debit to depreciation amortization expense and a credit to allowance for depreciation. If not Fund 997, select **P** = Proprietary Funds.

| General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | | |
|--|-----------------------|---|------------------------------|-------------------------------|------|------------|
| Unit | WA130 | Asset ID | 000000000001 | Tag | QRG1 | In Service |
| Acquisition Details 1 of 1 View All | | | | | | |
| Description | | <input type="text" value="QRG #1"/> + - | | | | |
| System Source | | <input type="text" value="AM Online Entry Page"/> | | | | |
| Incentive ID | | <input type="text"/> | | | | |
| Quantity | | <input type="text" value="1.0000"/> | | | | |
| Amount | | <input type="text" value="750.00"/> | | | | |
| Sales Tax | | <input type="text" value="0.00"/> | | | | |
| Use Tax | | <input type="text" value="0.00"/> | | | | |
| Freight | | <input type="text" value="0.00"/> | | | | |
| Misc Charge | | <input type="text" value="0.00"/> | | | | |
| Total Amount | | <input type="text" value="\$750.00"/> | | | | |
| *Capitalize | | <input type="text" value="Never Capitalize"/> | | | | |
| | | Base Currency <input type="text" value="USD"/> Currency <input type="text" value="USD"/> <input type="button" value="Q"/> Category <input type="text" value="EQUIP"/> <input type="button" value="Q"/> Cost Type <input type="text" value="G"/> <input type="button" value="Q"/> Interfaces Info... Acquisition Detail Chartfields | | | | |

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

| Acquisition Details | | |
|---|---|--|
| Help | | |
| Payables Acquisition | | |
| <input type="text" value="AP Unit"/> <input type="button" value="Q"/> <input type="text" value="Voucher ID"/> <input type="button" value="Q"/> <input type="text" value="Vchr Line"/> <input type="text" value="Distrib Line"/> <input type="text" value="Supplier ID"/> <input type="button" value="Q"/> | <input type="text" value="Invoice Number"/> <input type="text" value="Invoice Date"/> <input type="button" value="Q"/> | |
| PS/Accounts Payable Drilldown | | |
| Purchasing | | |
| <input type="text" value="PO Unit"/> <input type="button" value="Q"/> <input type="text" value="PO No."/> <input type="button" value="Q"/> <input type="text" value="PO Line"/> <input type="text" value="Sched Num"/> <input type="text" value="Distrib Line"/> | <input type="text" value="BU Recv"/> <input type="button" value="Q"/> <input type="text" value="Receipt No."/> <input type="button" value="Q"/> <input type="text" value="Receipt Line"/> <input type="text" value="Ship Seq"/> <input type="text" value="Distrib Ln"/> | |
| PS/Purchasing Drilldown | | |
| Receiving | | |
| <input type="text" value="Procurement Group ID"/> <input type="text" value="Seq"/> <input type="text" value="Primary Unit"/> | | |
| Project Cost Acquisition | | |
| <input type="text" value="PC Bus Unit"/> <input type="button" value="Q"/> <input type="text" value="Project"/> <input type="button" value="Q"/> <input type="text" value="Activity"/> <input type="button" value="Q"/> <input type="text" value="Source Type"/> | <input type="text"/> | |
| PS/Projects Drilldown | | |

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.*

Acquisition Detail Chartfields

Help

Operating Unit

7130

Q

Fund Code

997

Q

Appropriation Index

Q

Department

02205

Q

Class Field

012

Q

State Purpose

X

Q

PC Business Unit

Project

Q

Activity

Source Type

Program Code

Q

Sub Account

Q

OK

Cancel

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.

General Information

Operation/Maintenance

Asset Acquisition Detail

Location/Comments/Attributes

Manufacture/License/Custodian

Unit

VIA130

Asset ID

000000000001

Tag

ORG1

In Service

Location

Q

1 of 1

View All

Effective Date

03/02/2020

Effective Sequence

Location

LCAAR0101

APPLIED ARTS BUILDING

Area ID

Address 1

1600 MAPLE STREET

City

Longview

County

Cowlitz

State

WA

Washington

Country

USA

United States

Geo Code

Document

Building

AAR

Floor #

Room#

0101

Jurisdiction

Sector

Zip Code

90632

Latitude

Longitude

Authorization

Status

Not Authorized

Date

Name

Comments

Q

1 of 1

View All

Date/Time

03/18/2020 1:49:14PM

User

Name

Source

Comment

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.

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | **Manufacture/License/Custodian**

Unit: WA130 Asset ID: 000000000001 Tag: QRG1 In Service

Manufacture Information

Serial ID: Manufacturer ID: Manufacturer Name: Model: Product Version: Plant: VIN: Production Date: Contact: SKU:

License Information

Effective Date: 03/02/2020 Effective Sequence: 0 ☐ This Asset is Offsite

Custodian Information

Custodian: Emp ID:

Authorization

Status: Not Authorized Date: Name:

Chartfields

Operating Unit: Fund Code: Appropriation Index: Department: Class Field: State Purpose:

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

Location/Comments/Attributes | Manufacture/License/Custodian | **Asset Supplemental Data**

Unit: WA130 Asset ID: 000000000001 Tag: QRG1 In Service

No Supplemental Data is defined.

Save Add Update/Display Include History Correct History

i 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.