



Asset Management

This is a comprehensive guide that contains important information and instructions for searching, inquiring on, adding, adjusting, copying, transferring, retiring, and reinstating all types of assets.

State of Vermont
Department of Finance & Management
March - 2023

Revisions to Manual

March 2023

- Removed lease exercises

November 2019

- Complete review and update

April 2019

- Asset profiles were updated to allow departments to track all computer equipment in VISION, pages 9 and 10 have been updated to reflect the changes.

March 2019

- Manual finalized

January 2019

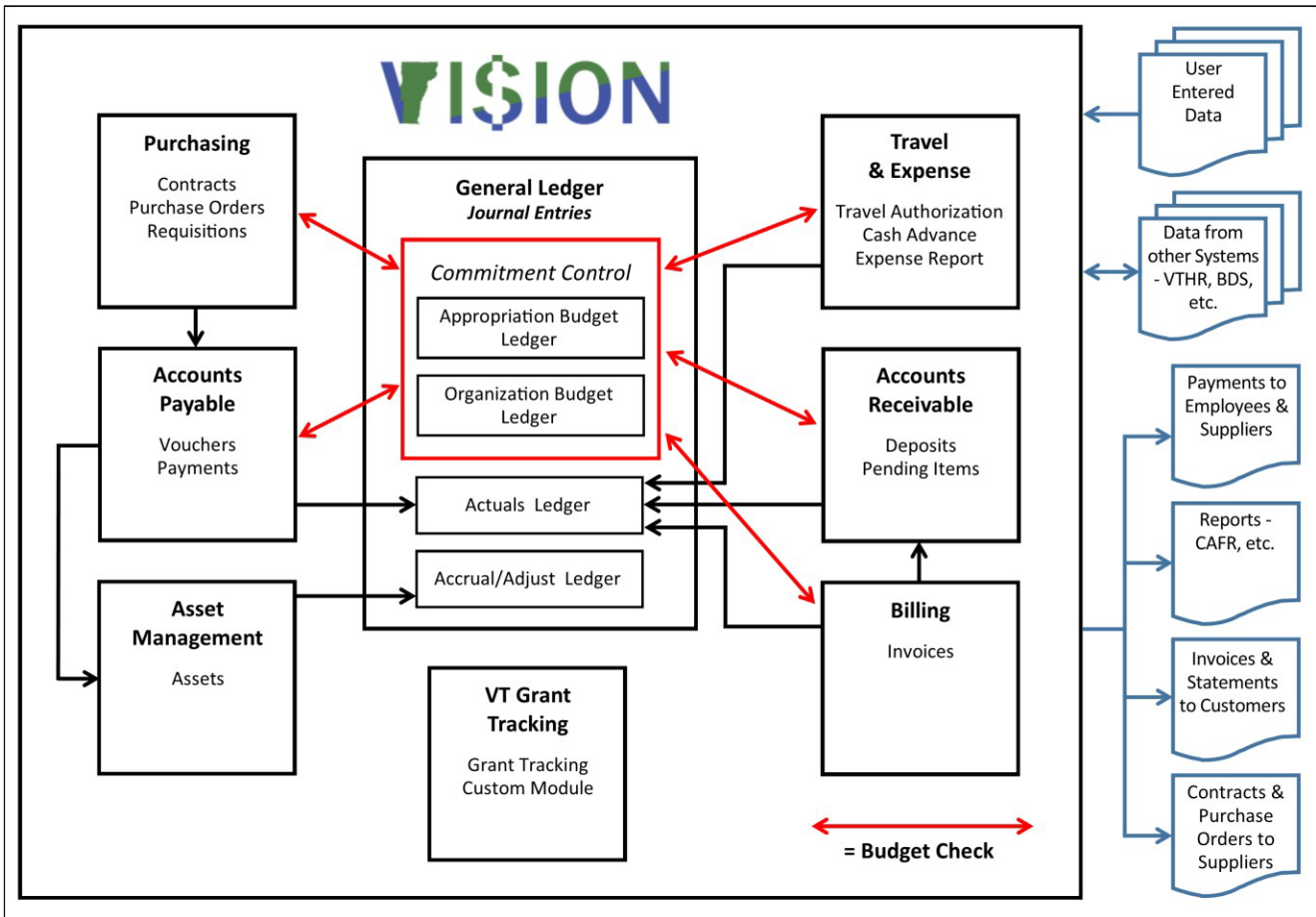
- Manual written

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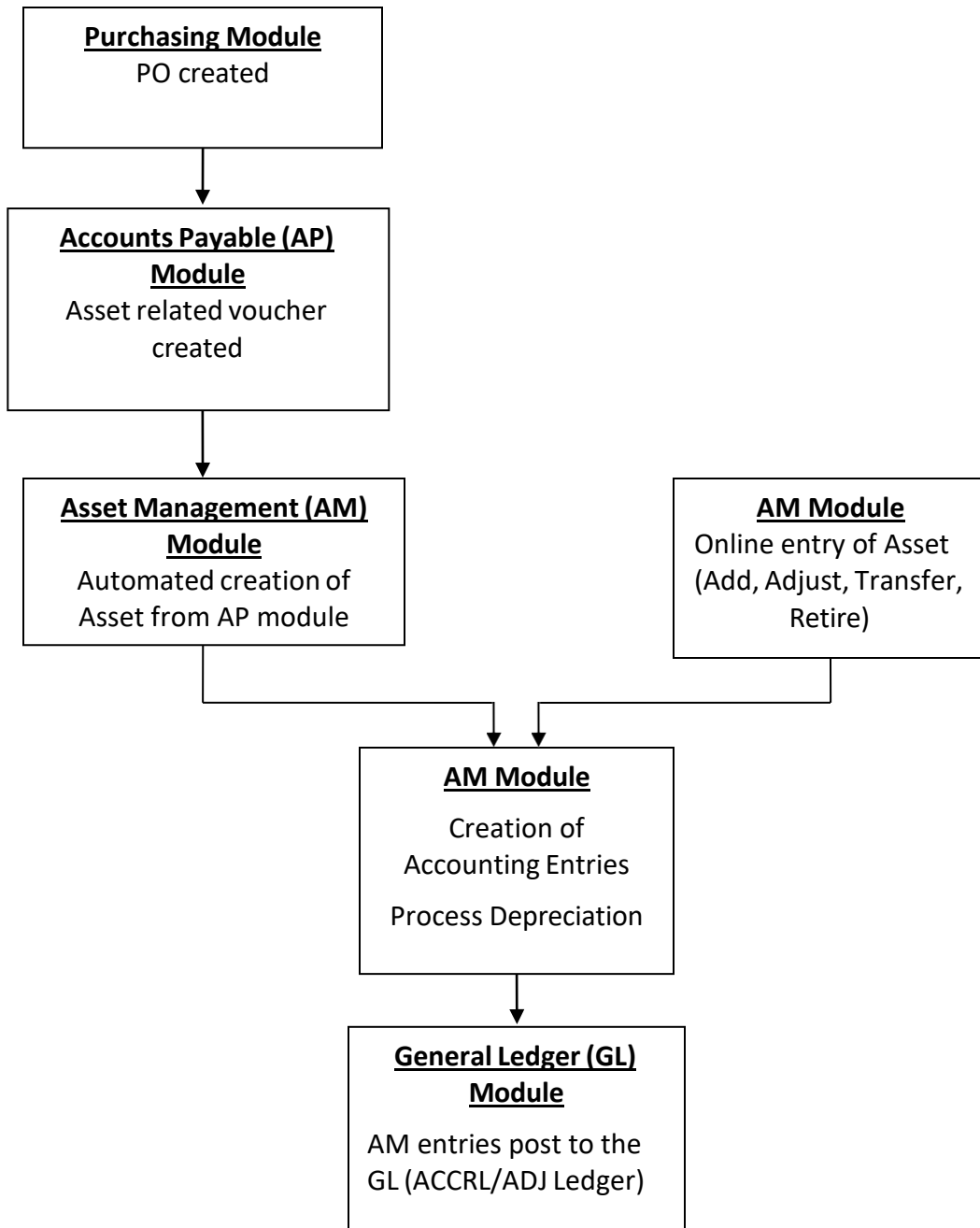
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VISION Overview

Overview of the VISION system:



Asset Management Process



Search for an Asset

Situations when this function is used: To search for an existing asset.

WorkCenter navigation: Asset Management WorkCenter > Links > Search for an Asset > Search for an Asset

Navigator Menu navigation: Asset Management > Search for an Asset

The **Search for an Asset** page displays:

The screenshot shows the 'Search for an Asset' interface. The 'Asset Search Criteria' section includes fields for Unit (01110), Book, Location, Parent ID, Area ID, Asset ID, Tag Number, Serial ID, Asset Status (In Service), Profile ID (CARS), and Threshold ID. The 'Acquisition Details' section includes PO Unit, Receipt Unit, AP Unit, PO No, Receipt No, Voucher, and Project ID. The 'Retrieve' section has checkboxes for Cost Information, Acquisition Information, Location, Non Capital Asset, Custodian, and Lease. The 'Search' button is highlighted, and the message 'No Assets Found' is displayed below it.

Your default business unit will appear in the Unit field. The Asset Status will default as In Service. This page allows for assets to be retrieved by entering values in the Asset Search Criteria fields and/or the Acquisition Details section. Different boxes can be selected in the Retrieve section to return specific asset information.

Search for an asset using Profile ID

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Profile ID** - Select the appropriate Profile ID
3. Click **Search**

The Search Results display:

Search for an Asset

Asset Search Criteria

Unit <input type="text" value="01110"/>	Book <input type="text"/>	Parent ID <input type="text"/>
Category <input type="text"/>	Location <input type="text"/>	Area ID <input type="text"/>
Asset ID <input type="text"/>	Asset Status <input type="text" value="In Service"/>	
Tag Number <input type="text"/>	Profile ID <input type="text" value="CARS"/>	Group ID <input type="text"/>
Serial ID <input type="text"/>	Threshold ID <input type="text"/>	

Approval Pending

Additional Search Criteria Chartfield Search Criteria

Acquisition Details

PO Unit <input type="text"/>	Receipt Unit <input type="text"/>	AP Unit <input type="text"/>
PO No <input type="text"/>	Receipt No <input type="text"/>	Voucher <input type="text"/>
		Project ID <input type="text"/>

Retrieve ?

Cost Information
 Acquisition Information
 Location
 Non Capital Asset
 Custodian
 Lease

Drill-Down To:

Search Results - Select One Asset to Continue Personalize | Find | First 1-9 of 9 Last

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input checked="" type="radio"/>	01110	000000000484	Cars 3 Yr Life	Fleet			In Service
<input type="radio"/>	01110	000000000486	TEST13A	Fleet	RP07241813		In Service
<input type="radio"/>	01110	000000000487	TEST1	Fleet	JS080718		In Service
<input type="radio"/>	01110	000000000489	TEST4	Fleet	JS0807184		In Service
<input type="radio"/>	01110	000000000491	TEST7	Fleet	JS0808187		In Service
<input type="radio"/>	01110	000000000493	TEST10	Fleet	JS08081810		In Service
<input type="radio"/>	01110	000000000501	Training 1	Fleet	EH102618		In Service
<input type="radio"/>	01110	000000000502	TEST15	Fleet	DJB11271815		In Service
<input type="radio"/>	01110	000000000503	Cars 3 Yr Life	Fleet			In Service

In this example, the search retrieved all assets in BU 01110 that are coded with a Profile ID of **CARS** and have a Status of **In Service**. Other tabs can be selected to view additional information (Asset Cost Information, Acquisition Details, etc.)

Additionally, the radio button next to an asset can be selected to use the “Drill-Down To:” drop-down to view details of the asset by component. Once a component has been selected, click **GO!**

Search for an Asset using Chartfield Search Criteria

Search for an Asset

Asset Search Criteria

Unit 06120

Book

Parent ID

Category

Location

Area ID

Asset ID

Asset Status In Service

Tag Number

Profile ID

Group ID

Serial ID

Threshold ID

Approval Pending

Additional Search Criteria **Chartfield Search Criteria**

Acquisition Details

PO Unit

Receipt Unit

AP Unit

Project ID

PO No

Receipt No

Voucher

Retrieve Cost Information Acquisition Information Location Non Capital Asset Custodian Lease

Search Clear

Notify

1. **Business Unit** - Leave as default or enter the appropriate Business Unit
2. Click the **Chartfield Search Criteria** link

The **More Filter Options** page displays:

More Filter Options

More Filter Options Personalize | Find | View All | First 1 of 1 Last

Fund Code	Department	Program	Class Field	Project
<input type="text"/>	6120070000 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

3. **Enter Chartfield Values** - Enter Chartfield information to filter the search. In this example Department is being used.
4. Click **OK**

The **Search for an Asset** page displays:

Search for an Asset

Asset Search Criteria

Unit 06120

Book

Parent ID

Category

Location

Area ID

Asset ID

Asset Status In Service

Tag Number

Profile ID

Group ID

Serial ID

Threshold ID

Approval Pending

Additional Search Criteria **Chartfield Search Criteria**

Acquisition Details

PO Unit

Receipt Unit

AP Unit

Project ID

PO No

Receipt No

Voucher

Retrieve Cost Information Acquisition Information Location Non Capital Asset Custodian Lease

Search Clear

5. Click **Search**

The Search Results display:

Search for an Asset

Asset Search Criteria

Unit: 06120 Book: Location: Parent ID: Category: Asset ID: Tag Number: Serial ID: Approval Pending Asset Status: In Service Profile ID: Threshold ID: Group ID: Additional Search Criteria Chartfield Search Criteria

Acquisition Details

PO Unit: PO No: Receipt Unit: Receipt No: AP Unit: Voucher: Project ID:

Retrieve Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Search Clear Drill-Down To: --- Select Component --- GO!

Search Results - Select One Asset to Continue Personalize | Find | First 1-16 of 16 Last

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
06120	000000002569	Hammond Cove Shooting Range	Property				In Service
06120	000000002433	Woven Wire Fence Kehoe	Property				In Service
06120	000000002747	DELL LATITUDE E6440	IT Hardware		31WXP12	31WXP12	In Service
06120	000000002746	DELL LATITUDE E6440	IT Hardware		JZKWP12	JZKWP12	In Service
06120	000000002840	Dell Latitude E5270	IT Hardware		7Q2BMC2	7Q2BMC2	In Service
06120	000000002655	Dell Latitude E6540	IT Hardware		FV7YXZ1	FV7YXZ1	In Service
06120	000000002656	Dell Latitude E6540	IT Hardware		B27YXZ1	B27YXZ1	In Service
06120	000000002654	Dell Latitude E6540	IT Hardware		GY7YXZ1	GY7YXZ1	In Service
06120	000000002043	Latitude D820	IT Hardware		4F1ZT91	4F1ZT91	In Service
06120	000000002152	W208 Pellegirin TOY Tundra 2006 Fleet	Fleet		FW0011	5TBBT44196S48676	In Service
06120	000000002676	W265 2015 Subaru Nicole	Fleet		FW0400	4S4BSAAC9F3226087	In Service

This search retrieved all assets in BU 06120 that are coded with Dept ID of **6120070000** and have a Status of **In Service**. Other tabs can be selected to view additional information (Asset Cost Information/Acquisition Details/More).

Search for an Asset is Complete

Add an Asset using Basic Add (Including CIP)

Situations when this function is used: To add any new asset, including Construction-In-Process (CIP), into the Asset Management module that does not have a split in cost. If an asset with split cost needs to be added, refer to the exercise called [Add an Asset Using Express Add \(Including CIP\)](#).

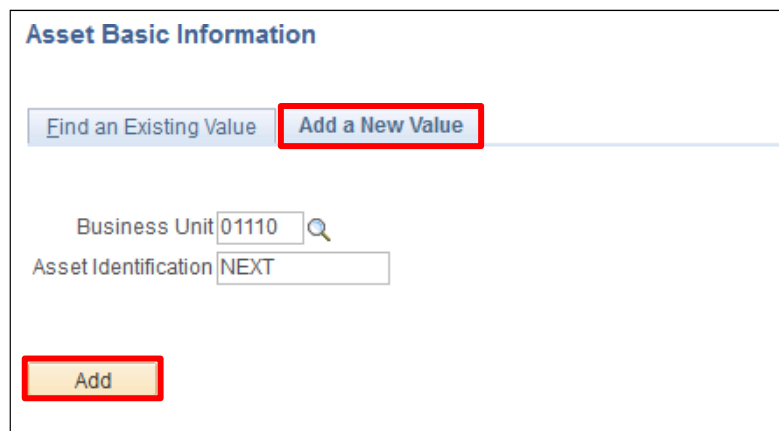
Note: *Basic Add can be used to add capital, non-financial (physical) and CIP assets. The Capitalization Threshold feature enables the system to automatically classify assets into one of the following categories:*

- **Capital Assets** – The system generates an Asset ID and stores both physical and financial information
- **Non-Financial “Physical” Assets** – The system generates an Asset ID and stores only physical information. These assets are trackable by physical information.
- **Expensed Assets** – The system does not generate an Asset ID
- **CIP Assets** – The system generates an Asset ID and books the amount to the Construction-In-Process account for tracking purposes. Accounting entries are created but depreciation is not calculated because the asset is still being constructed. Once the construction is complete, the CIP Asset must be retired, and a Capital Asset must be entered.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Basic Add

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The **Asset Basic Information** page displays, click on the **Add a New Value** tab:



The screenshot shows the 'Asset Basic Information' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there are two input fields: 'Business Unit' with the value '01110' and a search icon, and 'Asset Identification' with the value 'NEXT'. At the bottom left, there is a yellow 'Add' button with a red border.

Your default BU will appear in the Business Unit field

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Defaults as 'NEXT'; leave default value
3. Click **Add**

The **General Information** page displays: The asset status will default as In Service. The Parent/Child field will default as None and New Asset will be selected.

1. **Description** - Enter a detailed description. A detailed description makes yearly inventory much easier and faster for your Department. *Example: Rather than “Computer Monitor”, enter “Samsung SyncMaster912N Monitor”*
2. Click **Taggable Asset ONLY** if the asset is a tangible asset. Please refer to [VISION Procedure #1:Asset Management Procedure](#) and the [Finance & Management Policy #10: Capital Assets - Tangible and Intangible](#) to determine if the asset is taggable
Note: The Taggable Asset box will be selected automatically if the asset is taggable when the asset is saved if you have not selected it manually. You will then need to enter the tag number and save again.
3. **Tag Number** - If the taggable box is selected, then a unique tag number must be entered
4. **Asset Class** - Do not enter an Asset Class. The appropriate Asset Class will automatically default in based on the Profile ID selected below and must not be changed
5. **Asset Type** - Do not enter an Asset Type. The appropriate Asset Type will automatically default in based on the Profile ID selected below and must not be changed
6. **Acquisition Date** - Enter the date the asset was acquired. For CIP, enter the date of the first invoice paid towards the construction that will result in a capital asset

7. **Placement Date** - Enter the date the asset was placed into service. For CIP, enter the date of the first invoice paid towards the construction that will result in a capital asset
8. **Acquisition Code** - Leave as default **or** select appropriate acquisition code from the list below:
 - **Constructed:** Asset was constructed by the entering department
 - **Purchased:** Asset was purchased by the entering department
 - **Donated:** Asset was either donated to the entering department by an external entity OR the asset was paid for by another State department and donated to the entering department
 - **Transferred:** Asset was transferred from another State department to the entering department
9. **Profile ID** - Select the appropriate Profile ID from the lookup. For Construction-In-Process select the Profile = CIP
10. **Threshold ID** - A Threshold ID may or may not default based on the Profile ID selected. This field must not be changed, and a threshold id must not be manually added
11. **Attachments (Hyperlink)** - Add any applicable attachments such as invoices, warranties, or pictures of the asset. Attachments are optional but they are a useful tool
12. Click on the **Asset Acquisition Detail** tab

The **Asset Acquisition Detail** page displays:

The screenshot displays the 'Asset Acquisition Detail' page with the following details:

- Unit:** 01110, **Asset ID:** NEXT, **Tag:** EH9876123, **In Service:**
- Description:** Training Fleet Car
- System Source:** AM Online Entry Page
- Incentive ID:**
- Quantity:** 1.0000
- Amount:** 20000.00
- Sales Tax:** 0.00
- Use Tax:** 0.00
- Freight:** 0.00
- Misc Charge:** 0.00
- Total Amount:** \$0.00
- *Capitalize:** To be Capitalized
- Base Currency:** USD, **Currency:** USD
- Category:**
- Cost Type:**
- Interfaces Info:** (highlighted)
- Capitalization Information:**
 - Profile ID:** CARS
 - Rate Type:** CRRNT
 - Accum Depr in Current Pd:**
 - Default Book:** ASSETS
 - Left to Capitalize:**

Quantity	1.0000
Amount	0.00 USD
 - Trans Date:** 01/06/2020
 - Acctg Date:** 01/06/2020
 - Trans Code:**

The quantity will default in as 1.0000; Currency = USD; Capitalize Status = To Be Capitalized; Profile ID carries over from the General Information tab; Rate Type = CRRNT; Default Book = ASSETS; Trans Date & Acctg Date = Current Date; Quantity Left to Capitalize = 1.0000; and Amount Left to Capitalize = 0.00.

The Capitalize field is greyed-out and will automatically change to the appropriate status once the asset has been capitalized (yellow Capitalize button is clicked).

13. Description - Enter a detailed description. A detailed description makes yearly inventory much easier and faster for your Department. *Example: Rather than “Computer Monitor”, enter “Samsung SyncMaster912N Monitor”*

Note: The copy & paste functionality may be used to copy the description from the General Information tab

14. Quantity - Always leave as default ‘1.0000’

15. Amount - Enter the total cost of the asset

16. Category - Leave this field blank. The appropriate category will automatically be selected by the system based on the Profile ID selected previously when the Capitalize button is clicked later in the process

17. Click the **Interfaces Info** link

The **Acquisition Details** page displays:

The screenshot shows the 'Acquisition Details' window. The 'Payables Acquisition' section is highlighted with red boxes around the following fields: AP Unit (01110), Voucher ID (00002347), Invoice Number (Train12345), Invoice Date (01/06/2020), and Supplier ID (0000145057). The 'Purchasing' section includes PO Unit, PO No., PO Line, Sched Num, and Distrib Line. The 'Receiving' section includes BU Recv, Receipt No., Receipt Line, Ship Seq, and Distrib Ln. The 'Procurement Group' section is a table with columns for Procurement Group ID, Seq, and Primary Unit. The 'Project Cost Acquisition' section includes a Project field. The form also includes OK and Cancel buttons at the bottom.

IMPORTANT: The following Payables Acquisition fields are required for all assets constructed or purchased by the entering department. If an asset was donated or transferred to the entering department, then the Payables Acquisition fields cannot be entered. Instead, a comment must be entered on the Location/Comments/Attributes page to explain how the asset was acquired.

18. AP Unit - Enter appropriate AP Unit that the asset was purchased by

19. Voucher ID - Enter appropriate Voucher ID

20. Supplier ID - Enter the Supplier ID that the voucher was paid to

21. Invoice Number - Enter the Invoice Number that was paid by the voucher

22. Invoice Date - Enter the Invoice Date

23. Click **OK**

The **Asset Acquisition Detail** page displays:

Unit 01110 Asset ID NEXT Tag EH9876123 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description Training Fleet Car

System Source AM Online Entry Page

Incentive ID

Quantity 1.0000

Amount 20000.00

Sales Tax 0.00

Use Tax 0.00

Freight 0.00

Misc Charge 0.00

Total Amount \$0.00

*Capitalize To be Capitalized

Base Currency USD

Currency USD

Category

Cost Type

Interfaces Info...

Acquisition Detail Chartfields

Capitalization Information

Profile ID CARS

Rate Type CRRNT

Accum Depr in Current Pd

Capitalize

Default Book ASSETS

Left to Capitalize

Quantity 1.0000

Amount 0.00 USD

Trans Date 01/06/2020

Acctg Date 01/06/2020

Trans Code

Save Add Update/Display Include History Correct History

24. Click the **Acquisition Detail Chartfields** link

The **Acquisition Detail Chartfields** page displays:

Acquisition Detail Chartfields Help

Fund Code 10000

Department 1110010000

Program Code

Class Field

Project

OK Cancel

25. Enter appropriate chartfield information - **Fund** and **Department** are required

26. Click **OK**

The **Asset Acquisition Detail** page displays:

The screenshot shows the 'Asset Acquisition Detail' page with the following fields and sections:

- General Information:** Unit 01110, Asset ID NEXT, Tag EH9876123, In Service.
- Acquisition Details:**
 - Description: Training Fleet Car
 - System Source: AM Online Entry Page
 - Incentive ID: (empty)
 - Quantity: 1.0000
 - Amount: 20000.00
 - Sales Tax: 0.00
 - Use Tax: 0.00
 - Freight: 0.00
 - Misc Charge: 0.00
 - Total Amount: \$0.00
 - *Capitalize: To be Capitalized
 - Base Currency: USD
 - Currency: USD
 - Category: (empty)
 - Cost Type: (empty)
- Capitalization Information:**
 - Profile ID: CARS
 - Rate Type: CRRNT
 - Accum Depr in Current Pd:
 - Capitalize: **Capitalize** (highlighted in red)
 - Default Book: ASSETS
 - Left to Capitalize:

Quantity	Amount
1.0000	0.00 USD
 - Trans Date: 01/06/2020 (highlighted in red)
 - Acctg Date: 01/06/2020 (highlighted in red)
 - Trans Code: (empty dropdown menu, highlighted in red)

27. Trans Date - Enter the transaction date. This date must be the same as the acquisition date entered on the General Information page.

IMPORTANT! - *The Trans Date is the date used to calculate depreciation on capital assets. The Trans Date cannot be corrected once the Capitalize button is selected. Assets entered with incorrect Trans Dates will need to be retired and then reentered correctly.*

28. Trans Code - Leave this field blank unless the asset was donated from an external entity (outside State government). If the asset was donated from an external entity, then select "Donated" from the drop-down menu.

29. Click Capitalize

The **Asset Cost Information** box displays:

The screenshot shows the 'Asset Cost Information' section of a software interface. The 'Location/Comments/Attributes' tab is highlighted in red. The 'Asset Cost Information' box is highlighted with a green border and contains the following data:

Book Name	Quantity	Cost	Salvage
ASSETS	1.0000	20,000.00 USD	0.00 USD

Below the table, there are fields for Category (VEHD), Cost Type, Accum Depr, and YTD Depr. At the bottom, there is a 'Chartfields' section with a table for Fund, Dept, Program, Class, and Project.

Fund	Dept	Program	Class	Project
10000	1110010000			

Book Name - Populates a default value of ASSETS.

Quantity - Populates from the quantity entered in the Acquisition Details section.

Category - Populates with the category that is associated to the Profile ID that was selected on the General Information Page. Do NOT change this value. If the category is not correct, it is because the wrong Profile ID was selected. The only way to correct this is to exit the page without saving and start over.

Cost - Populates from the amount entered in the Acquisition Details section.

Salvage - Populates a default value of 0.00

Chartfield Information - Populates from the chartfield values entered on the Acquisition Detail Chartfield page.

30. Click on the **Location/Comments/Attributes** tab

The Location/Comments/Attributes page displays:

The screenshot shows a web application interface for asset management. At the top, there are tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The 'Location/Comments/Attributes' tab is active. Below the tabs, there is a header with 'Unit 01110', 'Asset ID NEXT', 'Tag EH9876123', and 'In Service'. The main content area is titled 'Location' and contains several fields: 'Effective Date' (01/06/2020), 'Effective Sequence' (empty), 'Location' (AMTP109ST), 'Area ID' (empty), 'Address 1' (Pavillion Office Building), 'City' (Montpelier), 'County' (empty), 'State' (VT), 'Country' (USA), 'Jurisdiction' (empty), 'Sector' (empty), 'Postal' (05602), 'Location Detail' (Train1 Flt), 'Building' (empty), 'Floor #' (empty), and 'Room#' (empty). Below these fields is an 'Authorization' section with 'Status' (Not Authorized) and 'Date' (empty). At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted with a red box.

31. **Location** - Select the appropriate asset location code (begins with A)
32. **Location Detail** - Enter a free-form value that represents a more detailed location. (Example: 4th Floor Conference Room)
33. **Comments** - Enter any required comments such as how the asset was acquired if not purchased by the entering department.
34. Click **Save**

If the total cost entered (or not entered) does not meet the physical threshold, then the costs will be considered expensed and no asset will be created. The following message displays. Click **OK** and exit out of basic add as the transaction will not save.

The screenshot shows a message dialog box with the following text: "Expenses are not allowed to be entered into the Asset System (8005,184) Capitalization Threshold determines that this asset will be treated as an Expense and it will not be allowed to enter into the Asset System". At the bottom of the dialog box, there is an "OK" button highlighted with a red box.

If the total cost exceeds the physical threshold but not the capitalization threshold, then a Non-Financial asset will be created for tracking purposes only but no accounting entries will be generated. The following message displays. Click **OK** and a new asset id will be assigned.

Message

Save as Physical? (8005,193)

Capitalization Threshold determines that this asset will not be capitalized but can be stored in AM for physical inventory purposes. Continue?

If the total cost exceeds the physical and capitalization thresholds, then a Capital asset will be created, and a new asset ID will be assigned.

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

Unit 01110 **Asset ID 00000000599** Training Fleet Car Tag EH9876123 In Service

Asset Information

Description Training Fleet Car Short Desc Training F

CAP # Seq #

Taggable Asset **Tag Number EH9876123**

Asset Class CARS Cars

Asset Type Fleet

Asset Subtype

*Asset Status In Service Capitalized Asset

Acquisition Date 01/06/2020 New Asset

Placement Date 01/06/2020 Available For Use

Collateral Asset In Physical Use

*Acquisition Code Purchased

FERC Code

Financing Code

Fair Value 0.00 USD Appraisal Date

Replacement Cost Last Update

Index Name

Subindex Name

Parent/Child None Parent ID

Profile ID CARS Region Code

Threshold ID CAP5K Composite Asset ID

Composite Asset

Book Page Set R and D Info... Attachments (1)

Fair Value Details

35. Click **Save**

36. If you did not select the **Taggable Asset** box in **Step 2** it may default to checked based upon the Profile ID. If the Taggable Asset box defaults to checked, enter a **Tag Number**

Add an Asset using Basic Add (Including CIP) is Complete

Add an Asset using Express Add (Including CIP)

Situations when this function is used: To quickly add any new asset (including CIP) into the Asset Management module with or without split cost. Once the asset is established through Express Add, further updates are required to be completed in Basic Add.

Note: *Express Add can be used to add capital, non-financial (physical) and CIP assets. The Capitalization Threshold feature enables the system to automatically classify assets into one of the following categories:*

Capital Assets – *The system generates an Asset ID and stores both physical and financial information.*

Non-Financial Physical Assets – *The system generates an Asset ID and stores only physical information. These assets are trackable by physical information.*

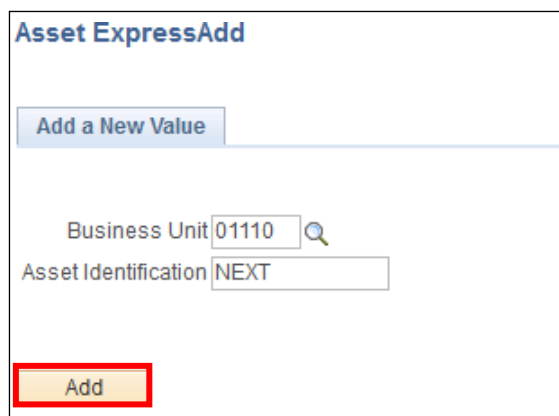
Expensed Assets – *The system does not generate an Asset ID*

CIP Assets – *The system generates an Asset ID and books the amount to the Construction-In-Process account for tracking purposes. Accounting entries are created but depreciation is not calculated because the asset is still being constructed. Once the construction is complete, the CIP Asset must be retired, and a Capital Asset must be entered.*

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Express Add

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Express Add

The **Asset ExpressAdd** page displays:



Asset ExpressAdd

Add a New Value

Business Unit 01110

Asset Identification NEXT

Add

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Defaults as 'NEXT'; leave default value
3. Click **Add**

The **Cost/Asset Information** page displays:

The screenshot displays the 'Cost / Asset Information' page. It is divided into two main sections: 'Asset Information' and 'Asset Cost Information'.

Asset Information:

- Unit: 01110
- Profile ID: CARS (highlighted with a red box)
- Description: 2012 Chevy Silverado
- Location: ABAR162NMN (highlighted with a red box), 162 N. Main St.
- Tag Number: 12345EJHTEST
- Asset ID: NEXT
- Trans Date: 01/14/2020 (highlighted with a red box)
- Acctg Date: 01/14/2020 (highlighted with a red box)
- Trans Code: (dropdown menu)
- Currency: USD
- Rate Type: CRRNT
- Accum Depr in Current Pd:

Asset Cost Information:

- Book Name: ASSETS
- Quantity: 1.0000
- Cost: 10,000.00 USD
- Salvage: 0.00 USD
- Category: (dropdown)
- Cost Type: (dropdown)
- Accum Depr: 0.00
- YTD Depr: 0.00 USD
- Default Profile: (highlighted with a red box)

Chartfields:

- Fund: 10000
- Dept: 1110003000
- Program: (dropdown)
- Class: (dropdown)
- Project: (dropdown)

Asset Additional Information:

- Book Name: ASSETS
- Quantity: 0.0000
- Cost: 500.53 USD
- Salvage: 0.00 USD
- Category: (dropdown)
- Cost Type: (dropdown)
- Accum Depr: 0.00
- YTD Depr: 0.00 USD


Chartfields:

- Fund: 10000
- Dept: 1110002000
- Program: (dropdown)
- Class: (dropdown)
- Project: (dropdown)

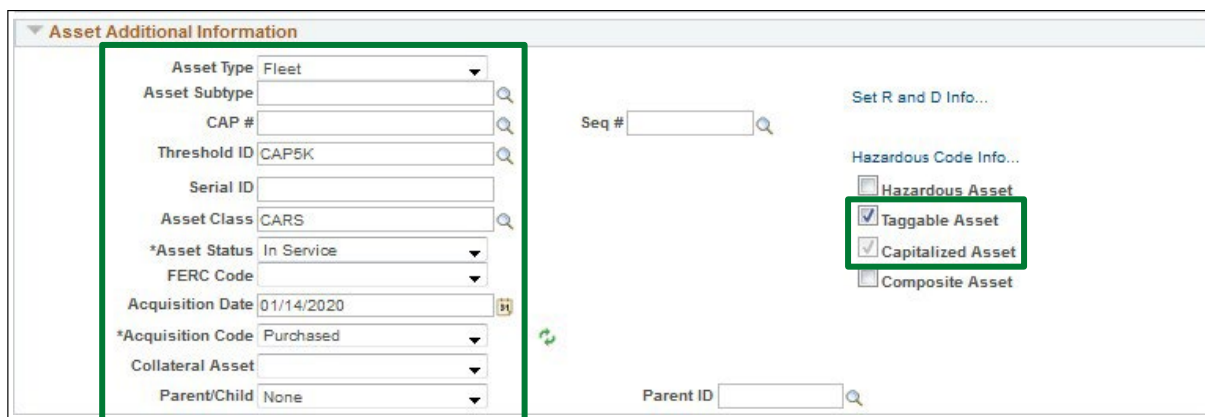
Buttons at the bottom include Save, Notify, and Add.

The Trans Date and Acctg Date will default in as the current date. The Currency defaults to USD. The Rate Type defaults to CRRNT. The Book Name defaults to ASSETS. The Quantity defaults to 1.0000.

4. **Profile ID** - Select the appropriate Profile ID from the lookup. For Construction-In-Process select the Profile = CIP
5. **Description** - Enter a detailed description. A detailed description makes yearly inventory much easier and faster for your Department. *Example: Rather than "Computer Monitor", enter "Samsung SyncMaster912N Monitor"*
6. **Location Code** - Select the appropriate asset location code (begins with A)
7. **Tag Number** - A unique tag number must be entered if the asset is taggable (tangible). Please refer to [VISION Procedure #1:Asset Management Procedure](#) and the [Finance & Management Policy #10: Capital Assets - Tangible and Intangible](#) to determine if the asset is taggable.
8. **Trans Date** - Enter the date the asset was acquired. For CIP, enter date of the first invoice paid towards the construction that will result in a capital asset
IMPORTANT! - The Trans Date is the date used to calculate depreciation on capital assets. The Trans Date cannot be corrected once the Save button is selected. Assets entered with incorrect Trans Dates will need to be retired and then reentered correctly.
9. **Acctg Date** - Always leave as the current date default

10. **Trans Code** - Leave this field blank unless the asset was donated from an external entity (outside State government). If the asset was donated from an external entity, then select "Donated" from the drop-down menu
11. **Quantity** – Defaults to 1.0000. Leave as default or update to appropriate quantity if entering a split cost asset.
Note: The combined quantity of all Asset Cost Information rows must total 1.0000. (Example: If row 1 = .7500 then row 2 must = .2500). The combined cost of all Asset Cost Information rows must total the full cost of the asset. You may also set one line to quantity = 1.0000 and any additional lines to quantity = 0.0000 – this will allow you to set precise cost values for each line as in the following example
12. **Cost** - Enter appropriate cost for the asset. If entering a split cost asset, then enter the amount associated with the first line of asset cost.
13. **Chartfield Information** - Enter appropriate chartfield information for the asset. If entering a split cost asset, then enter the chartfields associated with the first line of asset cost.
14. **Entering multiple cost rows** - If this is a split cost asset, click the plus  icon to add an additional row of Asset Cost Information. The Quantity, Cost and Chartfield Information must be completed for each additional line of cost.
15. Click **Default Profile** - The Category fields for each row of cost are populated. Do not change the default Category value

The **Asset Additional Information** section expands:



15. **Asset Type/Threshold ID/Asset Class** - Values default based on the Profile ID selected on the Cost/Asset Information Page and must NOT be changed
16. **Asset Status** - Defaults to **In Service**
17. **Acquisition Date** - Defaults based on the Trans Date that was entered on the Cost/Asset Information Page
18. **Acquisition Code** - Leave as default or select appropriate acquisition code from the list below:
 - Constructed: Asset was constructed by the entering department
 - Purchased: Asset was purchased by the entering department
 - Donated: Asset was either donated to the entering department by an external entity OR the asset was paid for by another State department and donated to the entering department

- Transferred: Asset was transferred from another State department to the entering department

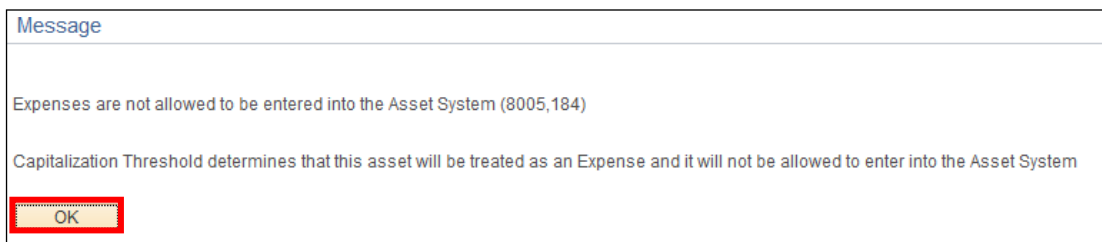
19. Parent/Child - Defaults to None. Use the dropdown box to designate whether the asset is the parent or child of another asset. If the asset is a child of another asset, then the asset identification number of the parent asset must be entered in the Parent ID field

20. Taggable Asset - Defaults as selected if the asset is tangible

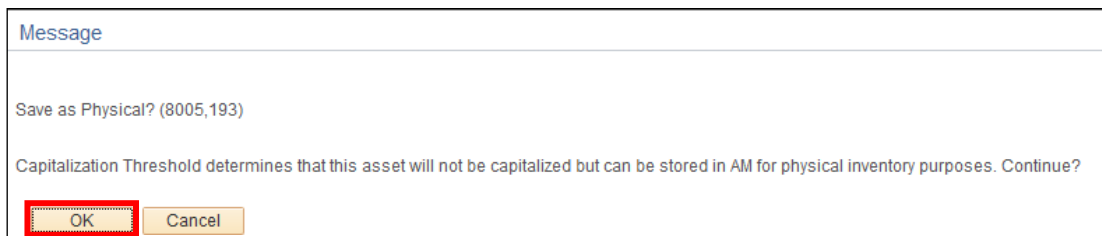
21. Capitalized Asset - Defaults as selected (*this is greyed out*)

22. Click **Save**

If the total cost entered (or not entered) does not meet the physical threshold, then the costs will be considered expensed and no asset will be created. The following message displays. Click **OK** and exit out of basic add as the transaction will not save.

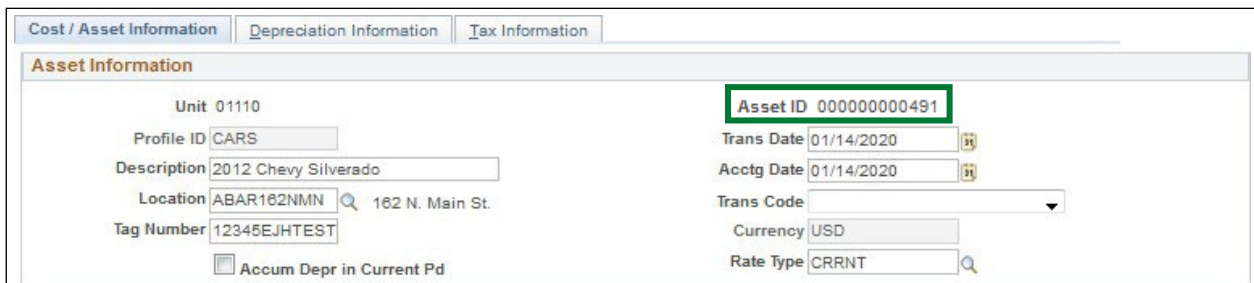


If the total cost exceeds the physical threshold but not the capitalization threshold, then a Non-Financial asset will be created for tracking purposes only, but no accounting entries will be generated. The following message displays. Click **OK** and a new asset id will be assigned.



If the total cost exceeds the physical and capitalization thresholds, then a capital asset will be created, and a new asset id will be assigned.

Once the asset has been saved, the **Asset ID** will display:



Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The **Asset Basic Information** page displays:

Asset Basic Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

Include History **Correct History** Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Business Unit and Asset Identification should default from Express Add

1. Select the **Correct History** box
2. Click **Search**

The **General Information** page displays:

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

Unit 01110 Asset ID 000000000491 2012 Chevy Silverado Tag 12345TEST In Service

Asset Information

Description Short Desc

CAP # Seq #

Taggable Asset Tag Number

Asset Class Cars

Asset Type

Asset Subtype

*Asset Status

Acquisition Date Capitalized Asset

Placement Date New Asset

Collateral Asset Available For Use

*Acquisition Code In Physical Use

FERC Code

Financing Code

Fair Value Appraisal Date

Replacement Cost Last Update

Index Name

Subindex Name

Parent/Child Parent ID

Profile ID Region Code

Threshold ID Composite Asset ID

Composite Asset

Book Page [Set R and D Info...](#)

Fair Value Details [Attachments \(0\)](#)

3. Click on the **Asset Acquisition Detail** tab

The **Asset Acquisition Detail** page displays:

4. Click on the **Interfaces Info** link

The **Acquisition Details** page displays:

IMPORTANT: The following Payables Acquisition fields are required for all assets constructed or purchased by the entering department. If an asset was donated or transferred to the entering department, then the Payables Acquisition fields cannot be entered. Instead, a comment must be entered on the Location/Comments/Attributes page to explain how the asset was acquired.

Note: *You only need to add the Acquisition Details for the first line of a multi-line asset.*

5. **AP Unit** - Enter appropriate AP Unit that the asset was purchased by
6. **Voucher ID** - Enter appropriate Voucher ID
7. **Supplier ID** - Enter the Supplier ID that the voucher was paid to
8. **Invoice Number** - Enter the Invoice Number that was paid by the voucher
9. **Invoice Date** - Enter the Invoice Date
10. Click **OK**

The **Asset Acquisition Detail** page displays:

11. Click on the **Location/Comments/Attributes** tab

The **Location/Comments/Attributes** page displays:

11. **Location Detail** - Enter a free-form value that represents a more detailed location. (Example: 4th Floor Conference Room)

12. **Comments** - Enter any required comments such as how the asset was acquired if not purchased by the entering department

13. Click on the **Asset Acquisition Detail** tab

The **Asset Acquisition Detail** page displays:

The screenshot shows the 'Asset Acquisition Detail' page with the following data and controls:

- Unit: 01110, Asset ID: 000000000491, 2012 Chevy Silverado, Tag: 12345TEST, In Service
- Acquisition Details: Find | View All, First, 1 of 2, Last
- Description: 2012 Chevy Silverado
- System Source: AM Online Entry Page
- Incentive ID: (empty)
- Quantity: 1.0000
- Amount: 25,699.00
- Sales Tax: 0.00
- Use Tax: 0.00
- Freight: 0.00
- Misc Charge: 0.00
- Total Amount: \$25,699.00
- *Capitalize: Already Capitalized
- Base Currency: USD, Currency: USD, Category: VEHD, Cost Type: (empty)
- Interfaces Info... and Acquisition Detail Chartfields links are present.
- Buttons at the bottom: Save (highlighted with a red box), Return to Search, Add, Update/Display, Include History, Correct History.

14. Click **Save**

Add an Asset using Express Add (Including CIP) is Complete

Copy an Existing Asset

Situations when this function is used: To create multiple assets from an existing asset.

An example would be if 50 laptops were acquired, an existing laptop asset could be used to create 50 new laptop assets. Or, one new laptop asset can be created and then used to create 49 more laptop assets in one transaction using the copy function.

Note: *Only assets that were created in v9.2 can be used to copy from.*

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Copy Existing Asset

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset

The **Copy Asset** page displays:

Copy Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ 01110 🔍

Asset Identification begins with ▼

Tag Number begins with ▼

Parent ID begins with ▼ 🔍

Description begins with ▼

Asset Status = ▼

Threshold ID begins with ▼ 🔍

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. Enter the appropriate search criteria in the fields provided to locate an asset to copy from and create new assets.
3. Click **Search**

The **Create Asset Copies** page displays:

Business Unit 01110
Original Asset ID 00000000503 HP ENVY
Acquisition Date 12/03/2018
Num of Asset Copies to create 1 **Create Assets**

Asset Copy Options

- Asset Acquisition Info
- Asset Non Capitalized Cost
- Asset Maintenance Info
- Asset Inspection Info
- Asset Comments
- Asset Attributes Info
- Asset Warranty Info
- Asset Attribute Groups Info
- Asset License/Register Info
- Asset Lease Info
- Asset Insurance Info

Asset

*Asset ID NEXT
 Taggable Asset

Description
Tag Number
Serial ID

Financial Parent ID
Physical Component of

Save Return to Search Notify Refresh

4. **Original Asset ID** - Defaults in

5. **Description** - Defaults in

6. **Acquisition Date** - Defaults as the current date

7. **Num of Asset Copies to Create** - Defaults to 1. Enter appropriate number of new assets that need to be created. **Example:** If you created the first asset and need 4 assets in all, only enter 3 in this field. If you used an existing asset and need 4 assets in all, enter 4 in this field

In the **Asset Copy Options** section:

8. All Asset Copy Options default in as selected **except;** Asset Non-Capitalized Cost, Asset Inspection Info and Asset Insurance Info

9. Click **Create Assets**

The **Asset** section will open and displays sub-sections for each of the new assets being created:

Business Unit 01110
Original Asset ID 00000000503 HP ENVY
Acquisition Date 12/03/2018
Num of Asset Copies to create 3 **Create Assets**

Asset Copy Options

- Asset Acquisition Info
- Asset Non Capitalized Cost
- Asset Maintenance Info
- Asset Inspection Info
- Asset Comments
- Asset Attributes Info
- Asset Warranty Info
- Asset Attribute Groups Info
- Asset License/Register Info
- Asset Lease Info
- Asset Insurance Info

Asset

*Asset ID NEXT
 Taggable Asset

Description
Tag Number
Serial ID

Financial Parent ID
Physical Component of

*Asset ID NEXT2
 Taggable Asset

Description
Tag Number
Serial ID

Financial Parent ID
Physical Component of

*Asset ID NEXT3
 Taggable Asset

Description
Tag Number
Serial ID

Financial Parent ID
Physical Component of

Save Return to Search Notify Refresh

10. **Asset ID** - Defaults in with a NEXT value (NEXT, NEXT2, NEXT3) so that the new assets are created with the next available asset identification numbers. These values must not be changed

11. **Taggable Asset** - Defaults value from the asset being copied.

12. Description - Enter a detailed description for each asset. A detailed description makes yearly inventory much easier and faster for your Department. Example: Rather than “Laptop Computer”, enter “Dell Latitude E6400”

13. Tag Number - Enter the assigned unique tag number for each asset if tangible (taggable) assets are being created. Please refer to [VISION Procedure #1:Asset Management Procedure](#) and the [Finance & Management Policy #10: Capital Assets - Tangible and Intangible](#) to determine if the asset is taggable.

14. Serial ID - Enter the Serial ID associated with each asset (if applicable)

Note: This is not a required field, but it is very useful during year-end inventory.

15. Click Save

Each line is assigned an Asset ID:

NOTE: Each new asset must be updated in Basic Add to include all other required information not entered during the copy process. For example, if the assets were purchased with different vouchers, then the AP Unit information should be updated accordingly. Or if the assets reside in different locations, the locations and/or location detail fields should be updated accordingly. Use the [Update Asset Information](#) exercise to do this.

Copy an Existing Asset is Complete

Update Asset Information

Situations when this function is used: To correct asset information that was originally entered incorrectly or to add new asset information. This would include things such as location, comments, description, tag number, serial id, etc.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Basic Add

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

Note: *Some of these fields are effective dated and others are not. We advise to always select “Correct History” when making these types of changes to an asset.*

The **Asset Basic Information** page displays:

Asset Basic Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit = 01110

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

Include History **Correct History** Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification or Tag Number** - Enter a valid value
3. Select the **Correct History** box
4. Click **Search**

The **General Information** page displays:

The screenshot displays the 'General Information' page for an asset. The page is titled 'Asset Information' and shows details for a 'Surface Pro 3 Tablet' with Tag ID 'AOA00874'. The asset is currently 'Disposed'. The page is divided into several sections: 'Description' (Surface Pro 3 Tablet), 'Tag Information' (Tag Number: AOA00874), 'Asset Classification' (Asset Class: COMPUTERS, Asset Type: IT Hardware), 'Acquisition Details' (Acquisition Date: 10/14/2015, Placement Date: 10/14/2015, Acquisition Code: Purchased), and 'Asset Status' (Asset Status: Disposed). Other fields include CAP #, FERC Code, Financing Code, Fair Value (0.000), Replacement Cost, Index Name, SubIndex Name, Parent/Child (None), Profile ID (E COMPUTERS), Threshold ID, and Composite Asset (unchecked). The page also includes a 'Book Page' section and a 'Fair Value Details' section. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

5. The following fields can be updated on the **General Information** page. If any other fields are incorrect, then contact the [VISION Support Team](#) for assistance.

- **Description**
- **Taggable Asset Box**
- **Tag Number**
- **Placement Date**
- **Acquisition Code**
- **Parent/Child (If change to Child, then Parent ID is required)**
- **Parent ID (Only required if Parent/Child = Child)**
- **Attachments (Hyperlink) - Adding attachments is optional**

Click on the **Asset Acquisition Detail** tab:

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

Unit 01110 Asset ID 00000000474 Surface Pro 3 Tablet Tag AOA00874 Disposed

Acquisition Details Find | View All First 1 of 1 Last

Description Surface Pro 3 Tablet

System Source AM Online Entry Page

Incentive ID

Quantity 1.0000

Amount 1,560.00

Sales Tax 0.00

Use Tax 0.00

Freight 0.00

Misc Charge 0.00

Total Amount \$1,560.00

*Capitalize Already Capitalized

Base Currency USD

Currency USD

Category COMPE

Cost Type

Interfaces Info...

Acquisition Detail Chartfields

Save Return to Search Add Update/Display Include History Correct History

In the **Acquisition Details** section, click on the **Interfaces Info...** link and make necessary changes to the AP information (AP Unit, Invoice Number, Invoice Date, Supplier ID, and Voucher ID).

Acquisition Details

Payables Acquisition

AP Unit 01110

Voucher ID 00007105

Vchr Line

Distrib Line

Supplier ID

PS/Accounts Payable Drilldown

Invoice Number 70011237

Invoice Date 10/14/2015

Purchasing

PO Unit

PO No.

PO Line

Sched Num

Distrib Line

PS/Purchasing Drilldown

Receiving

BU Recv

Receipt No

Receipt Line

Ship Seq

Distrib Ln

PS/PO Receiving Drilldown

Procurement Group

Procurement Group ID Seq Primary Unit

Project Cost Acquisition

Project

PS/Projects Drilldown

OK Cancel

6. Click **OK**

7. Click on the **Location/Comments/Attributes** tab. The following fields can be updated on the page:

- **Effective Date**
- **Location**
- **Location Detail**

If an asset was **entered with an incorrect location**, then the location within the original effective dated row can be updated to reflect the correct location. If an **asset has physically changed location**, then a new effective dated row must be added to ensure the historical location is not changed. The new effective dated row must contain the new location.

8. Use one of the following scenarios to appropriately update the location:
 - If correcting original location, then update the existing effective dated row with the appropriate location.
 - If the asset was physically moved, then click on the **+** icon to add a new effective dated row. The 1 of 1 will change to 1 of 2. Enter an Effective Date equal to the date the physical change happened. Select the new Location and enter applicable new Location Detail.
9. Click on **Manufacturer/License/Custodian** tab. Any of the fields displayed can be updated on this page if dictated by your department:

10. Click **Save** after any necessary changes have been made.

Update Asset Information is Complete

Determine if an Asset is a Capital or Non-Financial Asset

Situations when this function is used: To determine if an asset is a capital or non-financial asset.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Basic Add

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The **Asset Basic Information** page displays:

The screenshot shows the 'Asset Basic Information' search interface. It includes a search criteria section with the following fields: Business Unit (dropdown), Asset Identification (begins with), Tag Number (begins with), Parent ID (begins with), Description (begins with), Asset Type (dropdown), and Asset Subtype (begins with). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300)'. A red box highlights the 'Search' button.

1. **Business Unit** - Leave as default **or** enter the appropriate Business Unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The **General Information** page displays:

The screenshot shows the 'Asset Acquisition Detail' page for a 'Training Fleet Car'. The page is divided into several sections: 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail' (highlighted with a red box), 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The 'Asset Acquisition Detail' section contains various fields for asset information, including Description, CAP #, 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, Threshold ID, Short Desc, Seq #, Tag Number, Capitalized Asset, New Asset, Available For Use, In Physical Use, Appraisal Date, Last Update, Parent ID, Region Code, and Composite Asset ID. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

4. Click on the **Asset Acquisition Detail** tab

The **Asset Acquisition Detail** page displays, a capital asset will have the Capitalize field set to **Already Capitalized** – a non-financial asset will be set to **Already Non Capitalized**:

This screenshot shows the 'Asset Acquisition Detail' page for a 'Training Fleet Car'. The page includes tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The 'Asset Acquisition Detail' tab is active, displaying the following information:

- Unit: 01110, Asset ID: 00000000599, Description: Training Fleet Car, Tag: EH9876123, Status: In Service
- Acquisition Details: Description (Training Fleet Car), System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Amount (20,000.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$20,000.00)
- Base Currency: USD, Currency: USD, Category: VEHD, Cost Type
- *Capitalize: Already Capitalized

Buttons at the bottom include Save, Return to Search, Add, Update/Display, Include History, and Correct History.

This screenshot shows the 'Asset Acquisition Detail' page for an 'HP Elitebook 840G3 Laptop'. The page includes tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The 'Asset Acquisition Detail' tab is active, displaying the following information:

- Unit: 01110, Asset ID: 00000000488, Description: HP Elitebook 840G3 Laptop, Tag: AOA01967, Status: In Service
- Acquisition Details: Description (HP Elitebook 840G3 Laptop), System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Amount (1,155.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$1,155.00)
- Base Currency: USD, Currency: USD, Category: COMPD, Cost Type
- *Capitalize: Already Non Capitalized

Buttons at the bottom include Save, Return to Search, Add, Update/Display, Include History, and Correct History.

Determine if an Asset is a Capital or Non-Financial Asset is Complete

Adjust the Cost and/or Quantity of a Capital or CIP Asset

Situations when this function is used: To increase or decrease the cost of an existing Capital or CIP asset due to a change in the asset value or additional construction costs. To increase or decrease the cost of an existing Capital or CIP asset that was originally entered into Asset Management with an incorrect cost. To adjust the quantity of a Capital asset that was created from a voucher entered in the Accounts Payable module with an incorrect quantity. To adjust the quantity of an asset that was manually entered into Asset Management with an incorrect quantity.

Important Notes:

- **VISION Asset Management allows for Capital and CIP assets to be adjusted once they are entered. The cost, quantity, and chartfield information can be adjusted. The cost and quantity are considered an adjustment in AM and can be done at the same time. The chartfield information is considered a transfer in AM and must be done separately.**
- **The combined quantity of all Asset Cost Information rows must total 1.0000. (Example: If row 1 = .7500 then row 2 must = .2500). The combined cost of all Asset Cost Information rows must total the full cost of the asset. You may also set one line to quantity = 1.0000 and any additional lines to quantity = 0.0000 – this will allow you to set precise cost values for each line.**

Before starting, follow the [Determine if an Asset is a Capital or Non-Financial Asset](#) exercise in this manual. If the asset is non-financial, follow the [Adjust the Cost and/or Quantity of a Non-Financial Asset](#) exercise in this manual.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Cost Adjust/Transfer Asset

Navigator Menu navigation: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer

The **Asset Cost Adjust/Transfers** page displays:

The screenshot shows the 'Asset Cost Adjust/Transfers' search interface. At the top, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing several search fields: 'Business Unit' (set to 01110), 'Asset Identification' (begins with), 'Tag Number' (begins with), 'Parent ID' (begins with), 'Description' (begins with), and 'Asset Status' (set to =). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300): 300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate Business Unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The **Main Transaction** page displays:

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **In Service** displays in upper right-hand corner of page.

4. **Transaction Date** - This date must be equal to the date the adjustment occurred
Using the correct transaction date will adjust the depreciation schedule appropriately.
 - *If the original cost was entered incorrectly, then use the original Transaction Date for the adjustment.*
 - *If the cost increased or decreased based on a change in the asset value or additional construction costs, then use the date in which the cost change was effective.*
5. **Action** - Select **Adjustment** from the drop-down menu
6. Click **GO!**

The **Cost Information** page displays

All current cost information defaults in.

7. **Convention** - Defaults in as Mid-Month and must not be changed
8. **Cost** - Change the cost so that it is equal to what the cost should be
For example: If the cost is currently \$10,000.00 and should be \$10,500.00 change the to the correct amount
9. **Quantity** - Adjust the quantity so that it is equal to 1

Note: If there are multiple lines of cost associated with an asset due to split cost, click the [View All](#) link to display all lines of costs and make adjustments to each line as necessary.

9. Click the **Apply** button on the chartfields line – Asset adjustment has been applied

10. Click **Save** – Asset adjustment has been saved

Note: The adjustment will not show when reviewing the asset in Basic Add. To review the adjustment that was just made to the asset, use the following navigation:

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Review Cost

Navigator Menu navigation: Asset Management > Asset Transactions > History > Review Cost

The **Asset Cost History** page displays:

11. **Business Unit** - Leave as default **or** enter the appropriate Business Unit

12. **Asset Identification** - Enter the Asset Identification number

13. Click **Search**

The **Cost History List** page displays:

The screenshot shows the 'Cost History List' page for Asset ID 000000000520, Training 2, with tag EJHTEST2 and status In Service. The page displays the following information:

- Unit: 01110
- Asset ID: 000000000520
- Training: 2
- Tag: EJHTEST2
- In Service

Book Name: ASSETS, Asset Book, Currency: USD. Total Cost: 10,500.00.

Asset Cost Information table:

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 01/03/2020	ADD		0.5000	10,000.00	Detail
2 01/03/2020	ADJ		0.5000	500.00	Detail

The adjustments appear under Asset Cost Information. The Total Cost should reflect the sum of the original addition and the adjustment that was just made.

Adjust the Cost and/or Quantity of a Capital or CIP Asset is Complete

Adjust the Cost and/or Quantity of a Non-Financial Asset

Situations when this function is used: To increase or decrease the cost of an existing non-financial asset due to a change in the asset value. To increase or decrease the cost of an existing non-financial asset that was originally entered into Asset Management with an incorrect cost. To adjust the quantity of a non-financial asset that was loaded through Accounts Payable with an incorrect quantity. To increase or decrease the quantity of an existing non-financial asset that was originally entered into Asset Management with an incorrect quantity.

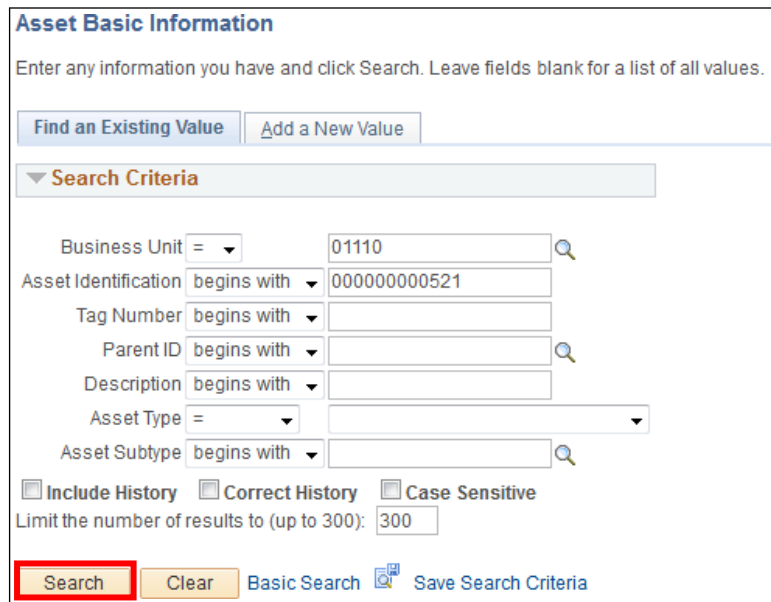
Important Note: *This process must be used for non-financial assets only.*

The combined quantity of all Asset Cost Information rows must total 1.0000. (Example: If row 1 = .7500 then row 2 must = .2500). The combined cost of all Asset Cost Information rows must total the full cost of the asset. You may also set one line to quantity = 1.0000 and any additional lines to quantity = 0.0000 – this will allow you to set precise cost values for each line.

Before starting, follow the [Determine if an Asset is a Capital or Non-Financial Asset](#) exercise in this manual. If it is a Capital or CIP asset, follow the [Adjust the Cost and/or Quantity of a Capital or CIP Asset](#) exercise in this manual.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Basic Add

The **Asset Basic Information** page displays:



The screenshot shows the 'Asset Basic Information' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several search fields: 'Business Unit' (set to 01110), 'Asset Identification' (begins with 000000000521), 'Tag Number' (begins with), 'Parent ID' (begins with), 'Description' (begins with), 'Asset Type' (=), and 'Asset Subtype' (begins with). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text box for 'Limit the number of results to (up to 300): 300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Enter Asset Identification number
3. Click **Search**

The **General Information** page displays:

The screenshot shows the 'General Information' page for an asset. The 'Asset Acquisition Detail' tab is selected and highlighted with a red box. The page displays the following information:

- Unit: 01110, Asset ID: 00000000521, HP Laptop, Tag: COMP1234, In Service
- Asset Information** section:
 - Description: HP Laptop
 - Short Desc: HP Laptop
 - CAP #: [Searchable]
 - Seq #: [Searchable]
 - Tag Number: COMP1234
 - Taggable Asset:
 - Asset Class: COMPUTERS (Computers)
 - Asset Type: IT Hardware
 - Asset Subtype: [Searchable]
 - *Asset Status: In Service
 - Capitalized Asset:
 - New Asset:
 - Available For Use:
 - In Physical Use:
 - Acquisition Date: 01/03/2020
 - Placement Date: 01/03/2020
 - Collateral Asset: [Searchable]
 - *Acquisition Code: Purchased
 - FERC Code: [Searchable]
 - Financing Code: [Searchable]
 - Fair Value: 0.000
 - Appraisal Date: [Searchable]
 - Replacement Cost: [Searchable]
 - Last Update: [Searchable]
 - Index Name: [Searchable]
 - Subindex Name: [Searchable]
 - Parent/Child: None
 - Parent ID: [Searchable]
 - Region Code: [Searchable]
 - Profile ID: COMPUTERS
 - Threshold ID: CAP5K
 - Composite Asset ID: [Searchable]
 - Composite Asset:
- Buttons: Save, Return to Search, Add, Update/Display, Include History, Correct History

4. Click on the **Asset Acquisition Detail** tab

The **Acquisition Detail** page displays:

The screenshot shows the 'Acquisition Details' page for the same asset. The 'Asset Acquisition Detail' tab is selected. The page displays the following information:

- Unit: 01110, Asset ID: 00000000521, HP Laptop, Tag: COMP1234, In Service
- Acquisition Details** section:
 - Description: HP Laptop
 - System Source: AM Online Entry Page
 - Incentive ID: [Searchable]
 - Quantity: 0.5000
 - Amount: 2,000.00
 - Sales Tax: 0.00
 - Use Tax: 0.00
 - Freight: 0.00
 - Misc Charge: 0.00
 - Total Amount: \$2,000.00
 - *Capitalize: Already Non Capitalized
 - Base Currency: USD
 - Currency: USD
 - Category: COMPD
 - Cost Type: [Searchable]
 - Interfaces Info... Acquisition Detail Chartfields
- Buttons: Save, Return to Search, Add, Update/Display, Include History, Correct History

5. **Quantity** - Adjust the quantity to total to 1.000

6. **Amount** - Adjust the amount to reflect the correct cost

7. Click **Save**

Adjust the Cost and/or Quantity of a Non-Financial Asset is Complete

Transfer a Capital or CIP Asset to Update a Chartfield

Situations when this function is used: To correct a chartfield value (fund/dept id/class/program/project) after a Capital or CIP asset has been entered with incorrect chartfield information. To change a chartfield value if a Capital or CIP asset has been physically transferred within the same department or agency.

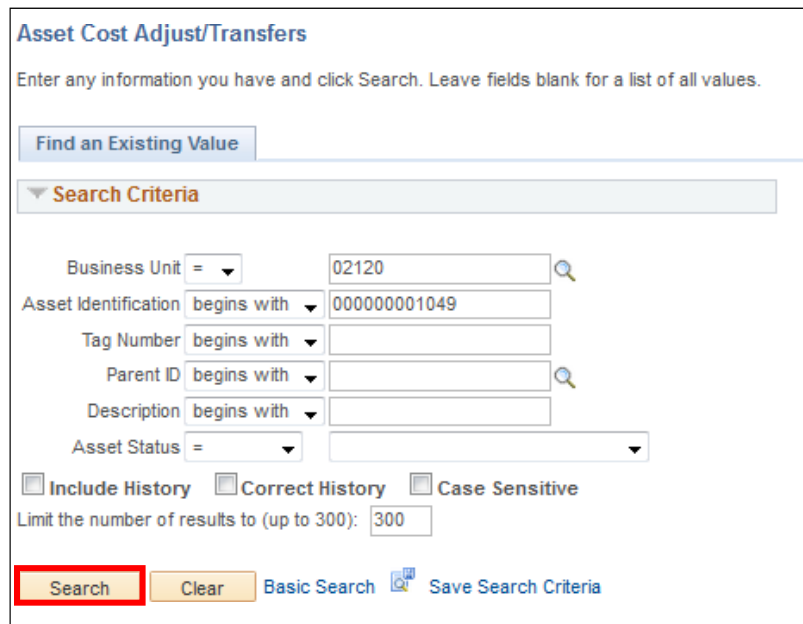
VISION Asset Management (AM) allows for Capital and CIP assets to be adjusted once they are entered. The cost, quantity, and chartfield information can be adjusted. The cost and quantity are considered an adjustment in AM. The chartfield information is considered a transfer in AM. Only one type of adjustment can be done at a time. For example: If a Capital or CIP asset was in the system with an incorrect cost and incorrect Dept ID, the cost would need to be adjusted and saved, then the Dept ID would need to be transferred and saved in two separate transactions.

Before starting, follow the [Determine if an Asset is a Capital or Non-Financial Asset](#) exercise in this manual. If the asset is non-financial, follow the [Update a Chartfield of a Non-Financial Asset](#) exercise in this manual.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Cost Adjust/Transfer Asset

Navigator Menu navigation: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

The **Asset Cost Adjust/Transfers** page displays:



The screenshot shows the 'Asset Cost Adjust/Transfers' search interface. At the top, there is a title 'Asset Cost Adjust/Transfers' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing several search fields: 'Business Unit' (set to '= 02120'), 'Asset Identification' (set to 'begins with 000000001049'), 'Tag Number' (set to 'begins with'), 'Parent ID' (set to 'begins with'), 'Description' (set to 'begins with'), and 'Asset Status' (set to '='). There are also three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. A text input field for 'Limit the number of results to (up to 300):' is set to '300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate Business Unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click [Search](#)

The **Main Transaction** page displays:

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **In Service** displays in upper right-hand corner of page.

4. Transaction Date - This date must be equal to the date the transfer occurred

Using the correct date will adjust the depreciation schedule appropriately

- *If the original chartfield was entered incorrectly, then use the original Transaction Date for the transfer.*
- *If the chartfield changed later, then use the effective date of the change for the transfer.*

6. Action - Select **Transfer** from the drop-down menu

7. Click GO!

The **Cost Information** Page displays:

All current cost information defaults in.

8. Convention - Defaults in as Mid-Month and must not be changed

Main Transaction | Cost Information

Unit 02120 Asset ID 00000001049 TEST11A Tag RSP08281811A In Service

Change Location

Book: ASSETS Asset Book Base Currency USD Convention Mid-Month

Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	5,000.00	0.00	COMPD		02120

Chartfields: Fund 10000 Dept 2120030310 Program Class Project

Adjust Current Row By: USD Apply

Save Return to Search Notify Update/Display Include History

Main Transaction | Cost Information

9. If updating an incorrect chartfield value, then replace with the correct chartfield value. If a chartfield value is missing, then add the correct chartfield value. (this example shows an update to a Dept ID)
10. Click **Apply** - Asset Transfer has been applied
11. Click **Save** - Asset Transfer has been saved

Transfer a Capital or CIP Asset to Update a Chartfield is Complete

Update a Chartfield of a Non-Financial Asset

Situations when this function is used: To correct a chartfield value (fund/dept id/class/program/project) after a Non-Financial asset has been entered with incorrect chartfield information. To change a chartfield value if a Non-Financial asset has been physically transferred within the same department or agency.

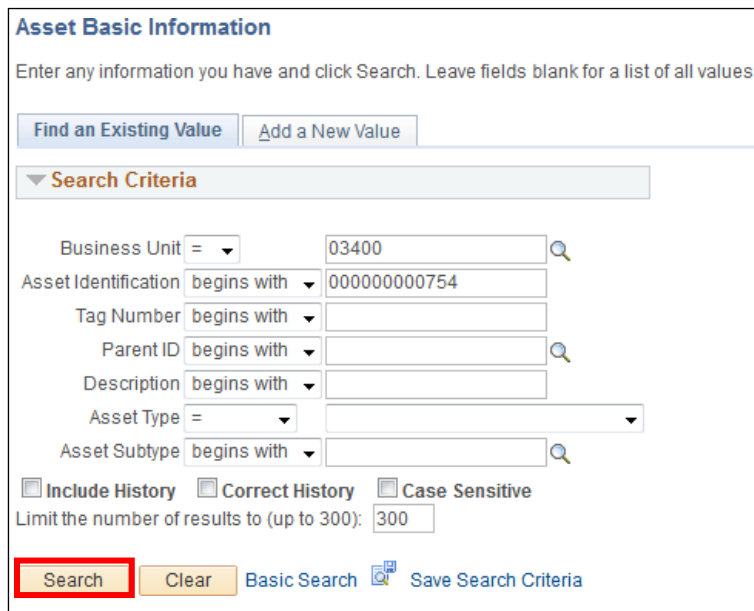
Important Note: *This process must be used for non-financial assets only.*

Before starting, follow the [Determine if an Asset is a Capital or Non-Financial Asset](#) exercise in this manual. If it is a Capital or CIP asset, follow the [Transfer a Capital or CIP Asset to Update a Chartfield](#) exercise in this manual.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Basic Add

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The **Asset Basic Information** page displays:



The screenshot shows the 'Asset Basic Information' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several search fields: 'Business Unit' (set to '= 03400'), 'Asset Identification' (set to 'begins with 000000000754'), 'Tag Number' (set to 'begins with'), 'Parent ID' (set to 'begins with'), 'Description' (set to 'begins with'), 'Asset Type' (set to '='), and 'Asset Subtype' (set to 'begins with'). There are also three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. A text box indicates 'Limit the number of results to (up to 300): 300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The **General Information** page displays:

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

Unit 03400 Asset ID 00000000754 HP EliteBook 840 G5 Tag AHSCO-104680 In Service

Asset Information

Description: HP EliteBook 840 G5 Short Desc: HP EliteBo
 CAP #: Seq #:
 Taggable Asset Tag Number: AHSCO-104680
 Asset Class: LAPTOPS Laptops
 Asset Type: IT Hardware
 Asset Subtype: Capitalized Asset
 *Asset Status: In Service New Asset
 Acquisition Date: 03/21/2019 Available For Use
 Placement Date: 08/19/2019 In Physical Use
 Collateral Asset:
 *Acquisition Code: Purchased
 FERC Code:
 Financing Code:
 Fair Value: 0.000 Appraisal Date:
 Replacement Cost: Last Update:
 Index Name:
 Subindex Name:
 Parent/Child: None Parent ID:
 Profile ID: LAPTOPS Region Code:
 Threshold ID: CAP5K Composite Asset ID:
 Composite Asset

Book Page [Set R and D Info...](#)
[Attachments \(0\)](#)

Fair Value Details

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

4. Click on the **Asset Acquisition** tab

The **Acquisition Details** page displays:

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

Unit 03400 Asset ID 00000000754 HP EliteBook 840 G5 Tag AHSCO-104680 In Service

Acquisition Details Find | View All First 1 of 2 Last

Description: HP EliteBook 840 G5
 System Source: AM Online Entry Page
 Incentive ID:
 Quantity: 0.7500 Base Currency: USD
 Amount: 811.75 Currency: USD
 Sales Tax: 0.00 Category: COMPD
 Use Tax: 0.00 Cost Type:
 Freight: 0.00
 Misc Charge: 0.00
 Total Amount: \$811.75
 *Capitalize: Already Non Capitalized

[Acquisition Detail Chartfields](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

5. Click on the **Acquisition Detail Chartfields** link

The **Acquisition Detail Chartfields** page displays:

Acquisition Detail Chartfields

Fund Code: 22005 Federal Revenue Fund

Department: 3400001060 Health Care Reform

Program Code: 37101 Health Care Operations Staff

Class Field:

Project:

OK Cancel

6. Edit the chartfield(s) – In this example the fund is being changed

Acquisition Detail Chartfields

Fund Code: 10000 General Fund

Department: 3400001060 Health Care Reform

Program Code: 37101 Health Care Operations Staff

Class Field:

Project:

OK Cancel

7. Click **OK**

The **Asset Acquisition Detail** page displays:

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

Unit: 03400 Asset ID: 000000000754 HP EliteBook 840 G5 Tag: AHSCO-104680 In Service

Acquisition Details

Description: HP EliteBook 840 G5

System Source: AM Online Entry Page

Incentive ID:

Quantity: 0.7500

Amount: 811.75

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Charge: 0.00

Total Amount: \$811.75

*Capitalize: Already Non Capitalized

Base Currency: USD

Currency: USD

Category: COMPD

Cost Type:

Interfaces Info...
Acquisition Detail Chartfields

Save Return to Search Add Update/Display Include History Correct History

8. Click **Save**

Update a Chartfield of a Non-Financial Asset is complete

Retire an In-Service Capital or CIP Asset

Situations when this function is used: To retire a capital asset that is currently no longer in service. To retire a CIP asset because the construction has been completed and a new capital asset must be entered. To retire a capital or CIP asset that was originally entered in Asset Management in error.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Retire/Reinstate Asset

Navigator Menu navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

The **Asset Retirements** page displays:

The screenshot shows the 'Asset Retirements' search interface. It includes a search criteria section with the following fields: Business Unit (dropdown), Asset Identification (begins with), Tag Number (begins with), Parent ID (begins with), Description (begins with), and Asset Status (dropdown). The Business Unit is set to '05100' and Asset Identification is '000000001266'. There is a 'Search' button highlighted with a red box, and a 'Clear' button next to it. Below the search criteria, there is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The **Retire Assets** page displays:

The screenshot shows the 'Retire Assets' page. At the top, there are tabs for 'Retire Assets', 'Other Options', and 'By Chartfield'. The main header displays asset information: Unit 05100, Asset ID 000000001266, CISCO 3560 SWITCH, Tag ED1305, and In Service status. Below this, there are fields for Trans Date (10/08/2018), Acctg Date (10/08/2018), Rate Type (CRRNT), and In Physical Use checkbox. The 'Book' section shows Book Name ASSETS, Asset Book, Base Currency USD, and As Of 10/08/2018. The 'Retire As' dropdown is set to 'Retirement by Sale', with 'Go' and 'Reinstate' buttons. A 'Copy Changes to Other Books' checkbox is checked. The 'Retirement' section shows Date/Time 10/08/18 10:33:16AM, Ret Status Unretired, and various financial fields: Retirement Amt 0.00 USD, Base Removal Cost 0.00, Base Proceeds 0.00, Accum Depr 0.00, Gain/Loss 0.00, and Overridden Accum. There are also fields for Disposal Code, Quantity, Removal Cost, Proceeds, Convention, Trans Code, and Retire Option.

The transaction and accounting date will default with the current date. The rate type will default as CRRNT. Copy Changes to Other Books will be checked. **In Service** displays in the upper right-hand corner of the page.

4. Select Retire As Option - Select the appropriate **Retire As** option using the most common examples below:

- The capital asset was sent to Surplus Property: select **Donated to External Group**
- The capital or CIP asset was entered incorrectly: select **Scrapped Assets**
- The capital asset is no longer in service but has not been sent to Surplus: this is usually **Scrapped Assets**, but could be something else, like **Missing Asset**, if the description seems applicable
- The CIP asset must be retired because the construction has been completed and now a new Capital Asset must be entered: **Scrapped Assets**

The screenshot shows the 'Retire Assets' form with the following details:

- Unit: 05100, Asset ID: 000000001266, CISCO 3560 SWITCH, Tag: ED1305, In Service: In Physical Use
- Trans Date: 10/08/2018, Acctg Date: 10/08/2018, Rate Type: CRRNT
- Book Name: ASSETS, Asset Book: [blank], Base Currency: USD, As Of: 10/03/2018
- Retire As: **Scrapped Assets** (highlighted with a red box), Go button (highlighted with a red box), Reinstater button
- Quantity: 1.0000, Cost: 5,406.60
- Retirement Section:
 - Date/Time: 10/08/18 10:33:16AM, Ret Status: Unretired
 - *Disposal Code: Retirement by Sale
 - Quantity: [blank]
 - Removal Cost: 0.00, RC Curr: USD
 - Proceeds: 0.00, Pr Curr: USD
 - Convention: Mid-Month
 - Trans Code: [blank]
 - Retire Option: Calculate Gain/Loss, Override Accum
 - Retirement Amt: 0.00 USD
 - Base Removal Cost: 0.00
 - Base Proceeds: 0.00
 - Accum Depr: 0.00
 - Gain/Loss: 0.00
 - Overridden Accum: [blank]

5. Click Go

The screenshot shows the 'Retire Assets' form after clicking 'Go' with the following details:

- Unit: 05100, Asset ID: 000000001266, CISCO 3560 SWITCH, Tag: ED1305, In Service: In Physical Use
- Trans Date: 09/01/2018, Acctg Date: 10/08/2018, Rate Type: CRRNT
- Book Name: ASSETS, Asset Book: [blank], Base Currency: USD, As Of: 10/03/2018
- Retire As: **Scrapped Assets**, Go button, Reinstater button
- Quantity: 1.0000, Cost: 5,406.60
- Retirement Section:
 - Date/Time: 10/08/18 10:33:16AM, Ret Status: **New**
 - *Disposal Code: **Scrapped Assets**
 - Quantity: -1.0000
 - Removal Cost: 0.00, RC Curr: USD
 - Proceeds: 0.00, Pr Curr: USD
 - Convention: Mid-Month
 - Trans Code: [blank]
 - Retire Option: Calculate Gain/Loss, Override Accum
 - Retirement Amt: -5,406.60 USD
 - Base Removal Cost: 0.00
 - Base Proceeds: 0.00
 - Accum Depr: 0.00
 - Gain/Loss: 0.00
 - Overridden Accum: [blank]

6. **Trans Date** - This date must be equal to the date the retirement occurred

IMPORTANT! – *The Trans Date is the date used to calculate depreciation on capital assets.*

- *If this asset was entered in error, the original transaction date must be used.*
- *If this asset is no longer in service, then the effective date of the retirement must be used.*

IMPORTANT! – *The Trans Date for CIP Asset retirements must be the date when the Capital Asset is ready for its intended use. Examples would be:*

- *Go-Live Date for internally generated software*
- *The date of occupancy for a building*

7. **Proceeds** - Enter proceeds from the sale of the asset if applicable

Note: *The Proceeds field may be left blank. The Proceeds field is only used if there is a sale of an asset.*

8. Click **Save** - Asset retirement has been saved

Retire Assets | Other Options | By Chartfield

Unit 05100 Asset ID 000000001266 CISCO 3560 SWITCH Tag ED1305 **Disposed**

Trans Date 09/01/2018 Acctg Date 10/08/2018 Rate Type CRRNT In Physical Use

Book Name ASSETS Asset Book Base Currency USD As Of 10/08/2018

Retire As Scrapped Assets Go Reinststate Quantity 1.0000

Cost 5,406.60

Retirement Date/Time 10/08/18 2:38:27PM Ret Status New

*Disposal Code Scrapped Assets Retirement Amt -5,406.60 USD

Quantity -1.0000 Base Removal Cost 0.00

Removal Cost 0.00 Base Proceeds 0.00

Proceeds 0.00 Accum Depr 0.00

Convention Mid-Month Pr Curr USD Gain/Loss 0.00

Trans Code Retire Option Calculate Gain/Loss Override Accum

Save Return to Search Notify

Disposed displays in the upper right-hand corner of the page.

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The **Asset Basic Information** page displays:

The screenshot shows the 'Asset Basic Information' search interface. At the top, there are three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these is a 'Search Criteria' section with several search fields: 'Business Unit' (set to 05100), 'Asset Identification' (begins with 000000001266), 'Tag Number' (begins with), 'Parent ID' (begins with), 'Description' (begins with), 'Asset Type' (=), and 'Asset Subtype' (begins with). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300): 300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

- 9. **Business Unit** - Leave the default value
- 10. **Asset Identification** - Leave the default value
- 11. Click **Search**

The **Asset General Information** page displays:

The screenshot shows the 'Asset General Information' page for a 'CISCO 3560 SWITCH'. The page has several tabs: 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes' (highlighted with a red box), 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The main content area is divided into two columns. The left column contains fields for 'Description' (CISCO 3560 SWITCH), 'CAP #', 'Asset Class' (COMPACCSRY), 'Asset Type' (IT Hardware), 'Asset Subtype', '*Asset Status' (Disposed), 'Acquisition Date' (02/10/2008), 'Placement Date' (02/10/2008), 'Collateral Asset', '*Acquisition Code' (Purchased), 'FERC Code', 'Financing Code', 'Fair Value' (0.000), 'Replacement Cost', 'Index Name', 'SubIndex Name', 'Parent/Child' (None), 'Profile ID' (DCOMPACC), and 'Threshold ID'. The right column contains fields for 'Short Desc' (SWITCH), 'Seq #', 'Tag Number' (ED1305), 'Capitalized Asset' (checked), 'New Asset' (checked), 'Available For Use' (unchecked), 'In Physical Use' (unchecked), 'Appraisal Date', 'Last Update', 'Parent ID', 'Region Code', and 'Composite Asset ID'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- 12. Click on the **Location/Comments/Attributes** tab

The **Location/Comments/Attributes** page displays:

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

Unit 05100 Asset ID 00000001266 CISCO 3560 SWITCH Tag ED1305 Disposed

▼ Location Find | View All First 1 of 1 Last

Effective Date 02/10/2008 Effective Sequence

Location AMTP120ST 120 State St.

Area ID

Address 1 Office Building

City Montpelier

County

State VT Vermont

Country USA United States

Geo Code

Location Detail

Building

Floor #

Room#

Jurisdiction

Sector

Postal 05602

Latitude

Longitude

Authorization

Status Not Authorized Date

Name

▶ Comments

▶ Physical and Custom Attributes

▶ Detailed Description

▶ Image

Save Return to Search Add Update/Display Include History Correct History

13. Expand the **Comments** section by clicking the arrow

▼ Comments Find | View All First 1 of 1 Last

Date/Time 10/09/2018 9:31:47AM

Name Brochu, Danielle

Comment

This asset was scrapped on 10/09/18. This asset was sent to surplus property.

14. **Name** - Enter your name - A name should always be associated with comments - names must be entered as last name,first name (no spaces)

15. **Comment** - Enter comments related to the reasoning why this asset was retired. These comments should provide very specific details regarding the retirement; including where the asset was physically moved to (if applicable)

16. Click **Save** - the Comments have been saved

Retire an In-Service Capital or CIP Asset is complete

Retire an In Service Non-Financial Asset

Situations when this function is used: To retire a non-financial asset that is currently no longer in service or to retire a non-financial asset that was originally entered in Asset Management in error.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Retire/Reinstate Non-Fin Asset

Navigator Menu navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset

The **Non-Financial Asset Retire** page displays:

The screenshot shows the 'Non-Financial Asset Retire' search interface. At the top, there is a title 'Non-Financial Asset Retire' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a button labeled 'Find an Existing Value'. A section titled 'Search Criteria' contains several search fields: 'Business Unit' with a dropdown set to '=' and a text box containing '02140'; 'Asset Identification' with a dropdown set to 'begins with' and a text box containing '00000007976'; 'Parent ID' with a dropdown set to 'begins with' and an empty text box; 'Tag Number' with a dropdown set to 'begins with' and an empty text box; 'Description' with a dropdown set to 'begins with' and an empty text box. There is also a 'Composite Asset' checkbox which is unchecked. Below these are 'Composite Asset ID' and 'FERC Code' fields, both with 'begins with' dropdowns and empty text boxes. A 'Case Sensitive' checkbox is also present and unchecked. At the bottom, there is a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. A row of buttons at the bottom includes 'Search' (highlighted with a red box), 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The **Non-Financial Retire** page displays:

The screenshot shows the 'Non-Financial Retire' page with the following details:

- Unit: 02140
- Asset ID: 00000007976 TEST9B
- Tag: MB1113189B
- In Service:
- Trans Date: 03/13/2019
- Trans Code: SCR
- Retirement section:
 - Buttons: Retire (highlighted), Reinststate
 - Acq Code: Purchased
 - *Ret Type: Retirement by Sale (dropdown menu)
 - Date/Time: 11/13/2018 10:42:39AM
- Lease Information section:
 - Lease ID
 - Supplier ID
 - Supplier Contact
 - Inception Date: 03/13/2019
- Buttons at the bottom: Save, Return to Search, Notify

The Trans Date will default with the current date. The Trans Code will default as Blank. The Ret Type will default with Retirement by Sale. **In Service** displays in the upper right-hand corner of the page.

- 4. Trans Date** - This date is equal to the date that the retirement occurred
- 5. Trans Code** - Select the appropriate option for the transaction. The two most common are:
 - The asset was sent to Surplus Property: select **Surplus**
 - The asset was entered incorrectly: select **Scrap**
- 6. Ret Type** - Select the appropriate option for the transaction. The most common are:
 - The asset was sent to Surplus Property: select **Donated to External Group**
 - The asset was transferred to another Business Unit: select **Scrapped Assets**
 - The asset is no longer in service but has not been sent to Surplus or transferred: this is usually **Scrapped Assets**, but could be something else, like **Missing Asset**, if the description seems applicable.
- 7. Click Retire**

Non-Financial Retire

Unit 02140 Asset ID 000000007976 TEST9B Tag MB1113189B **Disposed**

Trans Date 03/13/2019 Trans Code SCR

Retirement

Retire Reinststate Acq Code Purchased Date/Time 11/13/2018 10:42:39AM

*Ret Type Retirement by Sale

Lease Information

Lease ID Inception Date 03/13/2019

Supplier ID

Supplier Contact

Save Return to Search Notify

The Retire button turns gray and **Disposed** displays in the upper right-hand corner of the page.

8. Click **Save** - Asset retirement has been saved

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The **Asset Basic Information** page displays:

Asset Basic Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit = 02140

Asset Identification begins with 000000007976

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

Include History Correct History Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

9. **Business Unit** - Leave the default value
10. **Asset Identification** - Leave the default value
11. Click **Search**

The Asset General Information page displays:

The screenshot shows the 'Asset General Information' page with the 'Location/Comments/Attributes' tab selected. The page displays the following information:

- Unit: 02140, Asset ID: 00000007976, TEST9B, Tag: MB1113189B, Disposed
- Asset Information section with fields for Description, CAP #, Taggable Asset (checked), Asset Class (CARS), Asset Type (Fleet), Asset Subtype, *Asset Status (Disposed), Acquisition Date (10/01/2018), Placement Date (10/01/2018), Collateral Asset, *Acquisition Code (Purchased), FERC Code, Financing Code, Fair Value (0.000), Replacement Cost, Index Name, Subindex Name, Parent/Child (None), Profile ID (CARS), Threshold ID (CAP5K), Composite Asset (unchecked), Short Desc (TEST9B), Seq #, Tag Number (MB1113189B), Capitalized Asset (unchecked), New Asset (checked), Available For Use (unchecked), In Physical Use (unchecked), Appraisal Date, Last Update, Parent ID, Region Code, and Composite Asset ID.
- Buttons for Book Page, Set R and D Info..., Attachments (0), and Fair Value Details.

12. Click on the [Location/Comments/Attributes](#) tab

The Location/Comments/Attributes page displays:

The screenshot shows the 'Location/Comments/Attributes' page with the 'Location' section expanded. The page displays the following information:

- Unit: 02140, Asset ID: 00000007976, TEST9B, Tag: MB1113189B, Disposed
- Location section with fields for Effective Date (10/01/2018), Effective Sequence, Location (AMTP109ST), Area ID, Address 1 (Pavillion Office Building), City (Montpelier), County, State (VT), Country (USA), Geo Code, Location Detail, Building, Floor #, Room#, Jurisdiction, Sector, and Postal (05602).
- Authorization section with fields for Status and Date.
- Comments section (highlighted with a red box).
- Physical and Custom Attributes section.
- Detailed Description section.
- Image section.
- Buttons for Save, Return to Search, Add, Update/Display, Include History, and Correct History.

13. Expand the [Comments](#) section by clicking the arrow

Comments

Find | View All First 1 of 1 Last

DateTime 03/13/2019 11:17:41AM

Name Sheltra,Jamie

Comment

Asset entered incorrectly so it was retired.

14. **Name** - Enter your name - A name should always be associated with comments - name must be last name,first name (no spaces)
15. **Comment** - Enter comments related to the reasoning why this asset was retired. These comments should provide very specific details regarding the retirement; including where the asset was physically moved to (if applicable)
16. Click **Save** - the Comments have been saved

Retire an In Service Non-Financial Asset is Complete

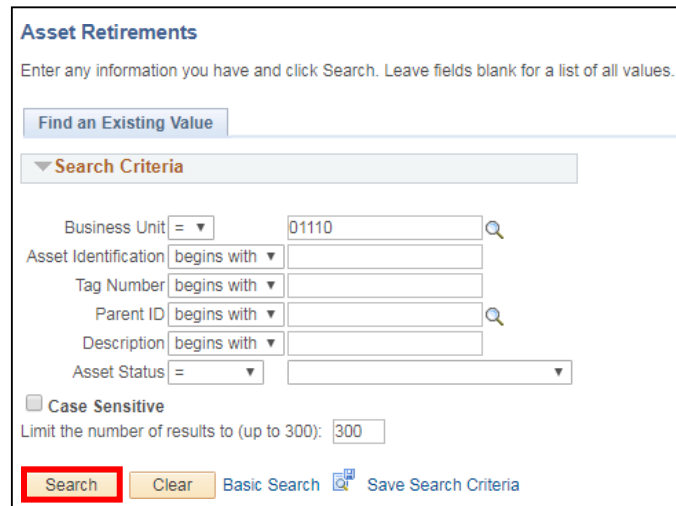
Reinstate a Disposed Capital or CIP Asset

Situations when this function is used: To reinstate a capital or CIP asset that was originally disposed of in Asset Management in error. To reinstate a disposed capital asset that has come back into service.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Retire/Reinstate Asset

Navigator Menu navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

The **Asset Retirements** page displays:



The screenshot shows the 'Asset Retirements' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section contains several fields: 'Business Unit' with a dropdown and a text input containing '01110'; 'Asset Identification' with a 'begins with' dropdown and a text input; 'Tag Number' with a 'begins with' dropdown and a text input; 'Parent ID' with a 'begins with' dropdown and a text input; 'Description' with a 'begins with' dropdown and a text input; and 'Asset Status' with a dropdown menu. There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with '300' entered. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The **Retire Assets** page displays:

The screenshot shows the 'Retire Assets' page with the following details:

- Unit:** 05100, **Asset ID:** 000000001266, **CISCO 3560 SWITCH**, **Tag:** ED1305, **Disposed** (highlighted in a blue box).
- Trans Date:** 01/02/2020, **Acctg Date:** 01/02/2020, **Rate Type:** CRRNT, **In Physical Use:** .
- Book Name:** ASSETS, **Asset Book:** Asset Book, **Base Currency:** USD, **As Of:** 01/02/2020.
- Retire As:** Retirement by Sale, **Go** button, **Reinstate** button (highlighted in a red box).
- Copy Changes to Other Books**
- Quantity:** 0.0000, **Cost:** 0.00.
- Retirement Section:**
 - Date/Time:** 01/02/20 2:08:34PM, **Ret Status:** New, **Reinstate** checkbox (checked).
 - *Disposal Code:** Scrapped Assets, **Retirement Amt:** -5,406.60 USD.
 - Quantity:** -1.0000, **Base Removal Cost:** 0.00.
 - Removal Cost:** 0.00, **Base Proceeds:** 0.00.
 - Proceeds:** 0.00, **Accum Depr:** 0.00.
 - Convention:** Mid-Month, **Gain/Loss:** 0.00.
 - Trans Code:** (empty), **Overridden Accum:** (empty).
 - Retire Option:** Calculate Gain/Loss, **Override Accum:** .
- Buttons:** **Save** (highlighted in a red box), **Return to Search**, **Notify**.

The transaction and accounting date default with the current date. The rate type defaults as CRRNT. Copy Changes to Other Books will be selected. **Disposed** displays in the upper right-hand corner of the page.

4. Click **Reinstate**

5. Click **Save**

The screenshot shows the 'Retire Assets' page with the following details:

- Unit:** 05100, **Asset ID:** 000000001266, **CISCO 3560 SWITCH**, **Tag:** ED1305, **In Service** (highlighted in a green box).
- Trans Date:** 01/02/2020, **Acctg Date:** 01/02/2020, **Rate Type:** CRRNT, **In Physical Use:** .
- Book Name:** ASSETS, **Asset Book:** Asset Book, **Base Currency:** USD, **As Of:** 01/02/2020.
- Retire As:** Retirement by Sale, **Go** button, **Reinstate** button.
- Copy Changes to Other Books**
- Quantity:** 1.0000, **Cost:** 5,406.60.
- Retirement Section:**
 - Date/Time:** 01/02/20 2:13:27PM, **Ret Status:** Unretired.
 - *Disposal Code:** Retirement by Sale, **Retirement Amt:** 0.00 USD.
 - Quantity:** (empty), **Base Removal Cost:** 0.00.
 - Removal Cost:** 0.00, **Base Proceeds:** 0.00.
 - Proceeds:** 0.00, **Accum Depr:** 0.00.
 - Convention:** Mid-Month, **Gain/Loss:** 0.00.
 - Trans Code:** (empty), **Overridden Accum:** (empty).
 - Retire Option:** Calculate Gain/Loss, **Override Accum:** .
- Buttons:** **Save**, **Return to Search**, **Notify**.

In Service displays in the upper right-hand corner of the page.

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The Asset Basic Information page displays:

The screenshot shows the 'Asset Basic Information' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several input fields: 'Business Unit' (set to 01110), 'Asset Identification' (begins with), 'Tag Number' (begins with), 'Parent ID' (begins with), 'Description' (begins with), 'Asset Type' (dropdown), and 'Asset Subtype' (begins with). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300):' set to 300. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.


6. **Business Unit** - Leave the default value
7. **Asset Identification** - Leave the default value
8. Click **Search**

The Asset General Information page displays:

The screenshot shows the 'Asset General Information' page for a Cisco 3560 SWITCH. The 'Location/Comments/Attributes' tab is selected and highlighted with a red box. The page displays various fields for the asset, including Description (CISCO 3560 SWITCH), Short Desc (SWITCH), CAP #, Seq #, Tag Number (ED1305), Asset Class (COMPACCSRY), Asset Type (IT Hardware), Asset Subtype, *Asset Status (In Service), Acquisition Date (02/10/2008), Placement Date (02/10/2008), Collateral Asset, *Acquisition Code (Purchased), FERC Code, Financing Code, Fair Value (0.000), Replacement Cost, Index Name, SubIndex Name, Parent/Child (None), Profile ID (DCOMPACC), Threshold ID, Appraisal Date, Last Update, Parent ID, Region Code, and Composite Asset ID. There are also checkboxes for 'Capitalized Asset', 'New Asset', 'Available For Use', and 'In Physical Use'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

9. Click on the **Location/Comments/Attributes** tab

The **Location/Comments/Attributes** page displays:

10. If the asset has changed locations, then add a new row by clicking the plus  on and complete steps 11-13.

If the asset location has not changed, then proceed to step 14.

11. Enter the effective date equal to the date the asset was placed into the new location

12. **Location** - Select the new location where the asset is located

13. **Location Detail** - Update location detail as needed

14. Expand the **Comments** section by clicking the arrow

15. Add a new row by clicking on the plus  icon

16. **Name** - Enter your name - A name should always be associated with comments - name must be last name, first name (no spaces)

17. **Comment** - Enter comments related to the reasoning why this asset was reinstated. These comments should provide very specific details regarding the reinstatement; including where the asset is physically located

18. Click **Save** - the Comments have been saved

Reinstate a Disposed Capital or CIP Asset is Complete

Reinstate a Disposed Non-Financial Asset

Situations when this function is used: To reinstate a non-financial asset that was originally disposed of in Asset Management in error. To reinstate a disposed non-financial asset that has come back into service.

WorkCenter navigation: Asset Management WorkCenter > Links > Asset Transactions > Retire/Reinstate Non-Fin Asset

Navigator Menu navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset

Non-Financial Asset Retire

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = 🔍

Asset Identification begins with

Parent ID begins with 🔍

Tag Number begins with

Description begins with

Composite Asset

Composite Asset ID begins with 🔍

FERC Code begins with 🔍

Case Sensitive

Limit the number of results to (up to 300):

Search Clear Basic Search 🔍 Save Search Criteria

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The **Non-Financial Retire** page displays:

The screenshot shows the 'Non-Financial Retire' page. At the top, there is a header with 'Unit 02140', 'Asset ID 000000007976 TEST9B', and 'Tag MB1113189B'. A 'Disposed' status box is highlighted in blue in the upper right corner. Below this, 'Trans Date' is set to '03/13/2019' and 'Trans Code' is empty. The 'Retirement' section contains a 'Retire' button and a 'Reinstate' button, which is highlighted with a red dashed border. To the right of these buttons, 'Acq Code' is 'Purchased' and 'Date/Time' is '11/13/2018 10:42:39AM'. Below that, '*Ret Type' is set to 'Retirement by Sale' in a dropdown menu. The 'Lease Information' section shows 'Lease ID', 'Supplier ID', and 'Supplier Contact' fields, with 'Inception Date' set to '03/15/2019'. At the bottom, there are three buttons: 'Save' (highlighted with a red border), 'Return to Search', and 'Notify'.

The transaction date will default with the current date. **Disposed** displays in the upper right-hand corner of the page.

4. Click **Reinstate**
5. Click **Save**

The screenshot shows the 'Non-Financial Retire' page after the 'Reinstate' action. The 'Disposed' status box is now 'In Service', highlighted with a green border in the upper right corner. The 'Retire' and 'Reinstate' buttons are now both visible. The 'Acq Code' remains 'Purchased' and 'Date/Time' is '11/13/2018 10:42:39AM'. The '*Ret Type' dropdown is still 'Retirement by Sale'. The 'Lease Information' section remains the same. At the bottom, the 'Save' button is now highlighted with a red border.

In Service displays in the upper right-hand corner of the page.

Navigator Menu navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

The **Asset Basic Information** page displays:


The screenshot shows the 'Asset Basic Information' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several search fields: 'Business Unit' (set to '01110'), 'Asset Identification' (set to 'begins with'), 'Tag Number' (set to 'begins with'), 'Parent ID' (set to 'begins with'), 'Description' (set to 'begins with'), 'Asset Type' (set to '='), and 'Asset Subtype' (set to 'begins with'). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300):' set to '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

6. **Business Unit** - Leave the default value
7. **Asset Identification** - Leave the default value
8. Click **Search**

The **General Information** page displays:

The screenshot shows the 'General Information' page for an asset. The page has several tabs: 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The 'Location/Comments/Attributes' tab is highlighted with a red box. The page displays various fields for the asset, including 'Description' (HP 4050dtn Printer), 'Short Desc' (printer), 'CAP #', 'Seq #', 'Tag Number' (F299), 'Asset Class' (COMPUTERS), 'Asset Type' (IT Hardware), 'Asset Subtype', '*Asset Status' (In Service), 'Acquisition Date' (06/04/2007), 'Placement Date' (06/04/2007), 'Collateral Asset', '*Acquisition Code' (Purchased), 'FERC Code', 'Financing Code', 'Fair Value' (0.000), 'Appraisal Date', 'Replacement Cost', 'Index Name', 'Subindex Name', 'Parent/Child' (None), 'Profile ID' (ECOMPUTERS), 'Threshold ID', 'Parent ID', 'Region Code', and 'Composite Asset ID'. There are also checkboxes for 'Taggable Asset', 'Capitalized Asset', 'New Asset', 'Available For Use', and 'In Physical Use'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

9. Click on the **Location/Comments/Attributes** tab

10. If the asset has changed locations, then add a new row by clicking the plus  icon and complete steps 11-13

If the asset location has not changed, then proceed to step 14.

11. Enter the effective date equal to the date the asset was placed into the new location

12. **Location** - Select the new location where the asset is located

13. **Location Detail** - Update location detail as needed

14. Expand the **Comments** section by clicking the arrow

10. Add a new record by clicking on the plus  icon

15. **Name** - Enter your name - A name should always be associated with comments - name must be last name, first name (no spaces)

16. **Comment** - Enter comments related to the reasoning why this asset was reinstated. These comments should provide very specific details regarding the reinstatement; including where the asset is physically located

17. Click **Save** - the Comments have been saved

Reinstate a Disposed Non-Financial Asset is Complete

Inquire on the Cost History of a Capital or CIP Asset

Situations when this function is used: To review all transaction information that is included in the current cost of an asset. This inquiry includes the transaction type, effective date, transaction cost, transaction chartfields, journal id/date, etc.

WorkCenter navigation: Asset Management WorkCenter > Links > Accounting Entries > Review Financial Entries

Navigator Menu navigation: Asset Management > Asset Transactions > History > Review Cost

The **Asset Accounting Entries** page displays:

The screenshot shows the 'Asset Accounting Entries' search page. At the top, there is a title 'Asset Accounting Entries' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section contains several search fields: 'Business Unit' (dropdown), 'Asset Identification' (dropdown with 'begins with' and text input '000000001266'), 'Tag Number' (dropdown with 'begins with' and text input), 'Parent ID' (dropdown with 'begins with' and text input), 'Description' (dropdown with 'begins with' and text input), and 'Asset Status' (dropdown). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - Enter the Asset Identification number
3. Click **Search**

The List page displays:

Unit 05100 Asset ID 00000001266 CISCO 3560 SWITCH Tag ED1305 In Service

Book Find | View All First 1 of 1 Last

Book Name ASSETS Asset Book Base Currency USD

Accounting Entries Personalize | Find | View All | First 1-20 of 80 Last

Acctg Date	Trans Type	Account	Fund Code	Department	Program Code	Class Field	Project
1 05/21/2008	ADD	172001	22005	5100016000	49164		51821007
2 05/21/2008	ADD	172090	22005	5100016000	49164		51821007
3 05/21/2008	TRF	172001	22005	5100016000	49164		51821007
4 05/21/2008	TRF	172001	22005	5100031000	49164		51821007
5 05/21/2008	TRF	700300	22005	5100031000			
6 05/21/2008	TRF	700300	22005	5100016000			
7 05/31/2008	DPR	172501	22005	5100031000	49164		51821007
8 05/31/2008	DPR	523680	22005	5100031000	49164		51821007
9 06/30/2008	DPR	172501	22005	5100031000	49164		51821007
10 06/30/2008	DPR	523680	22005	5100031000	49164		51821007
11 07/31/2008	DPR	172501	22005	5100031000	49164		51821007
12 07/31/2008	DPR	523680	22005	5100031000	49164		51821007
13 08/31/2008	DPR	172501	22005	5100031000	49164		51821007
14 08/31/2008	DPR	523680	22005	5100031000	49164		51821007
15 09/30/2008	DPR	172501	22005	5100031000	49164		51821007

Save Return to Search Notify Refresh

The current Description, Tag, and Cost will display. The page will list all transactions that have been processed for this asset.

4. Click on the **Detail** tab or the **Detail** link from an Accounting Line (scroll right to see the link at the line level)

The **Detail** page displays:

List		Detail	
Unit	05100	Asset ID	000000001266 CISCO 3560 SWITCH
Tag	ED1305	In Service	
Book		Find View All First 1 of 1 Last	
Book Name	ASSETS	Asset Book	
Details		Base Currency USD	
Find View All First 1 of 80 Last			
Tran Amt	5,406.60	Currency	USD
Amount	5,406.60	USD	
*Category	COMPDP	*Acctg Date	05/21/2008
Cost Type		Distribution Status	D
Account	172001	Distribution Type	Fixed Asset
Alt Acct			
Fund Code	22005	Federal Revenue Fund	
Department	5100016000	Information Technology	
Program Code	49164	Equipment Fund	
Class Field			
Project	51821007	Indirects	
Trans Type			
Date/Time	05/21/2008 3:38:54PM	User	PS/AM
*Trans Type	Asset Addition	Trans Code	ADD Add
Reverse Status			
Journal ID			
GL Business Unit	05100	Ledger Group	ACCRL/ADJ
Journal ID	ADD1016022	Ledger	ACCRL/ADJ
Journal Date	05/31/2008	Instance	3792715
*Template	ADD	Asset Additions	
Save	Return to Search	Notify	Refresh

Individual transactions are listed on this page and will include the asset status as well as the user id that processed each transaction. Click the **View All** link to allow all transactions to be displayed on the page.

Inquire on the Cost History of a Capital or CIP Asset is Complete

Enter an Asset Related Voucher

The exercise to Enter an Asset Related Voucher is located in the [Accounts Payable Manual](#).

Reports and Queries

Reports and Queries for Asset Management are located in the [Reporting Manual](#).

Asset FAQ's

Asset FAQ's are located on the [Finance & Management website](#).