



## **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**  
**February - 2024**

## Revisions to Manual

### **February 2024**

- Updated for PeopleTools 8.60 upgrade

### **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**

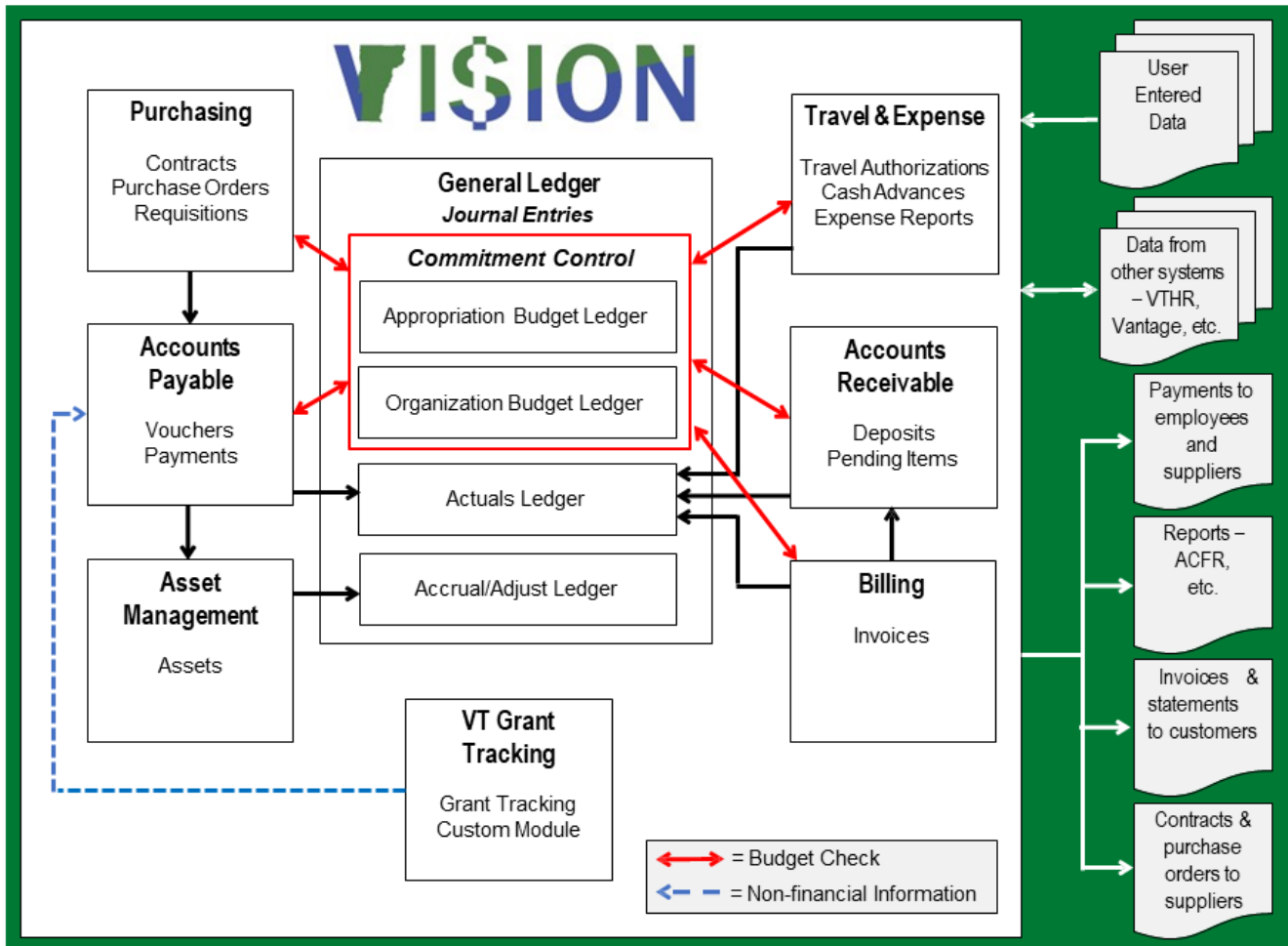
- Manual written

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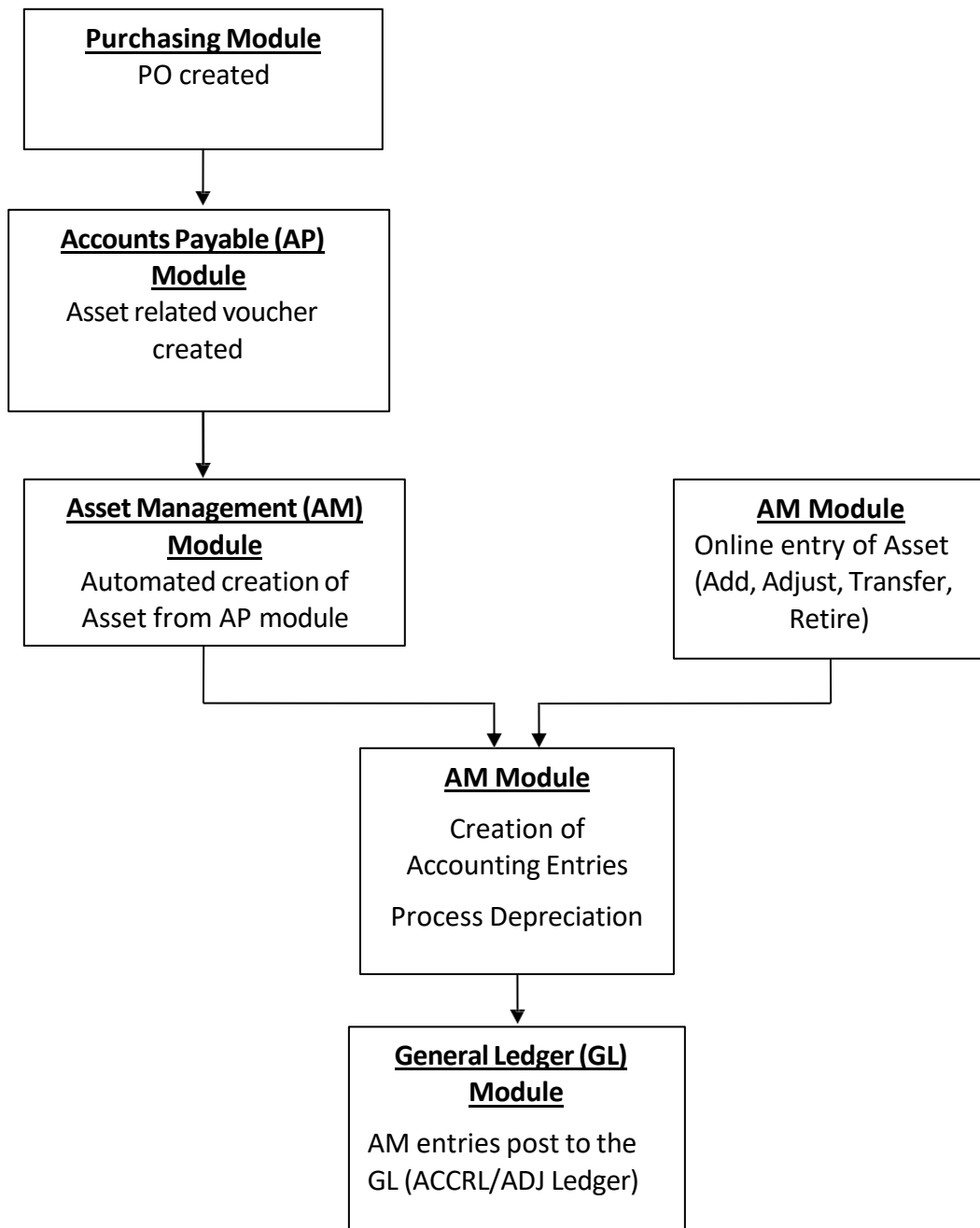
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## VISION Overview

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:

Search for an Asset

**Asset Search Criteria**

Unit 01110 Book Parent ID  
Category Location Area ID  
Asset ID Asset Status In Service  
Tag Number Profile ID CARS  
Serial ID Threshold ID Group ID  
☐ Approval Pending

**Acquisition Details**

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

**Retrieve**

☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset ☐ Custodian ☐ Lease

**Search** Clear

No Assets Found

Notify

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 
Book 
Parent ID 
Category 
Location 
Area ID 
Asset ID 
Asset Status 
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 
PO No 
Receipt No 
Voucher 
Project ID

**Retrieve**

☐ Cost Information
☐ Acquisition Information
☐ Location
☐ Non Capital Asset
☐ Custodian
☐ Lease

Search
Clear

Drill-Down To:
Asset Basic Information
GO!

**Search Results - Select One Asset to Continue**

Personalize
Find
First
1-9 of 9
Last

Asset Information
Asset Cost Information
Acquisition Details
Owner/Custodian
Work Maintenance
Work Maintenance 2
More...

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

Notify

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

The screenshot shows the 'Search for an Asset' interface. Under the 'Asset Search Criteria' section, the 'Unit' field contains '06120' and is highlighted with a red box. Below this, there are fields for Category, Asset ID, Tag Number, and Serial ID. To the right, there are fields for Book, Location, Asset Status (set to 'In Service'), Profile ID, and Threshold ID. Further right are fields for Parent ID, Area ID, and Group ID. Below these is the 'Additional Search Criteria' section, which includes a link to 'Chartfield Search Criteria' highlighted with a red box. The 'Acquisition Details' section contains fields for PO Unit, Receipt Unit, AP Unit, PO No, Receipt No, Voucher, and Project ID. At the bottom, there is a 'Retrieve' section with checkboxes for Cost Information, Acquisition Information, Location, Non Capital Asset, Custodian, and Lease. Search and Clear buttons are at the bottom left, and a Notify button is at the bottom right.

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:

The screenshot shows the 'More Filter Options' dialog box. It has a title bar with 'More Filter Options' and a 'Help' button. Below the title bar, there are tabs for 'Personalize', 'Find', 'View All', and a '1 of 1' indicator. The main area contains a table with columns: Fund Code, Department, Program, Class Field, and Project. The 'Department' field contains '6120070000' and is highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted with a red box.

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:

This screenshot is identical to the first one, showing the 'Search for an Asset' form. The 'Unit' field still contains '06120'. The 'Chartfield Search Criteria' link is still highlighted. The 'More Filter Options' dialog box is no longer visible. The 'Search' button at the bottom left is now highlighted with a red box.

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: Asset Status: In Service Profile ID: Threshold ID: Group ID: ☐ Approval Pending

**Acquisition Details**

PO Unit: Receipt Unit: AP Unit: PO No: Receipt No: 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 | 1-16 of 16 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 Pellegrin TOY Tundra 2006 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 \(Including CIP\)](#).

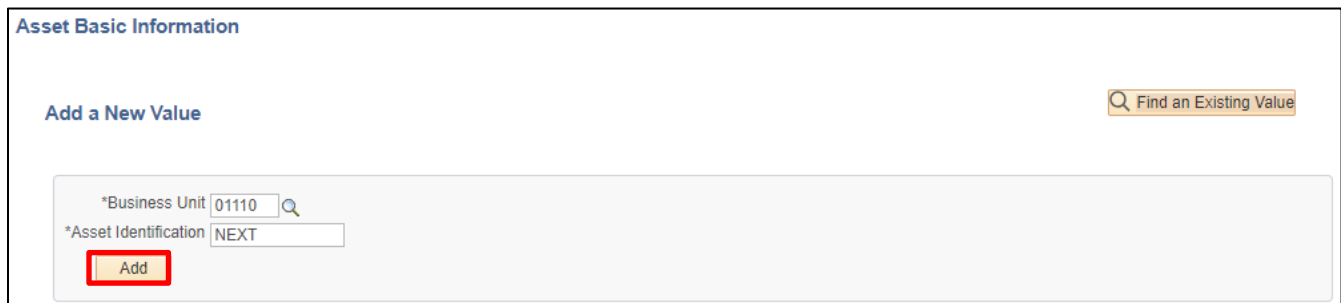
**Note:** *Basic Add can be used to add capital, non-financial (physical) and CIP assets. The Capitalization Threshold feature enables the system to automatically classify assets into one of the following categories:*

- **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** button:



Asset Basic Information

Add a New Value Find an Existing Value

\*Business Unit 01110 Search

\*Asset Identification NEXT

Add

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.

The screenshot shows the 'General Information' tab for an asset. The asset is identified by Unit 01110, Asset ID NEXT, and Tag EH9876123, with a status of 'In Service'. The 'Asset Information' section contains the following fields:

- Description:** Training Fleet Car
- CAP #:** (empty)
- Tag Number:** EH9876123
- Asset Class:** CARS
- Asset Type:** Fleet
- Asset Subtype:** (empty)
- \*Asset Status:** In Service
- Acquisition Date:** 01/06/2020
- Placement Date:** 01/06/2020
- Acquisition Code:** Purchased
- Fair Value:** 0.00 USD
- Replacement Cost:** (empty)
- Index Name:** (empty)
- SubIndex Name:** (empty)
- Parent/Child:** None
- Profile ID:** CARS
- Threshold ID:** CAP5K
- Composite Asset:** (unchecked)

On the right side, there are checkboxes for 'Capitalized Asset' (unchecked), 'New Asset' (checked), 'Available For Use' (unchecked), and 'In Physical Use' (unchecked). There are also fields for 'Appraisal Date', 'Last Update', 'Parent ID', 'Region Code', and 'Composite Asset ID'. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A link for 'Attachments (1)' is also visible.

- 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"*
- 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.**
- Tag Number** - If the taggable box is selected, then a unique tag number must be entered
- 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
- 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
- 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 shows the 'Asset Acquisition Detail' page. Key fields include:

- 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
- Profile ID:** CARS
- Rate Type:** CRRNT
- Accum Depr in Current Pd:** (checkbox)
- Default Book:** ASSETS
- Left to Capitalize:**

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

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 a red box and contains the following fields: AP Unit (01110), Voucher ID (00002347), Vchr Line, Distrib Line, and Supplier ID (0000145057) with a dropdown showing 'BEAN,CHEVROLET'. The 'Invoice Number' (Train12345) and 'Invoice Date' (01/06/2020) are also highlighted with a red box. 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 has a table with columns for Procurement Group ID, Seq, and Primary Unit. The 'Project Cost Acquisition' section includes a Project field. The 'OK' button is highlighted with a red box.

**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	Amount	USD
1.0000	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:

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	Amount	USD
1.0000	0.00	USD

Trans Date 01/06/2020

Acctg Date 01/06/2020

Trans Code

Save Add Update/Display Include History Correct History

**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 'Location/Comments/Attributes' tab in the Asset Management software. The 'Asset Cost Information' section is highlighted with a green border. It contains the following fields and values:

- Book Name:** ASSETS
- Quantity:** 1.0000
- Cost:** 20,000.00 USD
- Salvage:** 0.00 USD
- Category:** VEHD
- Cost Type:** (empty)
- Accum Depr:** (empty)
- YTD Depr:** (empty)

Below the 'Asset Cost Information' section is the 'Chartfields' section, which includes a table with the following columns: Fund, Dept, Program, Class, and Project. The table contains one row with the following values:

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 the 'Location/Comments/Attributes' page for Unit 01110, Asset ID NEXT, Tag EH9876123, and In Service status. The 'Location' section includes fields for Effective Date (01/06/2020), Location (AMTP109ST), Area ID, Address 1 (Pavillion Office Building), City (Montpelier), County, State (VT), Country (USA), and Location Detail (Train1 Flt). The 'Authorization' section shows Status (Not Authorized) and Date. The 'Comments', 'Physical and Custom Attributes', 'Detailed Description', and 'Image' sections are collapsed. 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: 4<sup>th</sup> 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 message box displays 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". The 'OK' button is 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?

OK

Cancel

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 000000000599

Training Fleet Car

Tag EH9876123

In Service

Asset Information

Description

Training Fleet Car

CAP #

Taggable Asset

Asset Class

CARS

Cars

Asset Type

Fleet

Asset Subtype

\*Asset Status

In Service

Acquisition Date

01/06/2020

Placement Date

01/06/2020

Collateral Asset

\*Acquisition Code

Purchased

FERC Code

Financing Code

Fair Value

0.00

USD

Replacement Cost

Index Name

SubIndex Name

Parent/Child

None

Profile ID

CARS

Threshold ID

CAP5K

Composite Asset

Short Desc

Training F

Seq #

Tag Number

EH9876123

Capitalized Asset

Capitalized Asset

New Asset

New Asset

Available For Use

Available For Use

In Physical Use

In Physical Use

Appraisal Date

Last Update

Parent ID

Region Code

Composite Asset ID

Book Page

Set R and D Info...

Fair Value Details

Attachments (1)

Save

Add

Update/Display

Include History

Correct History

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:




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

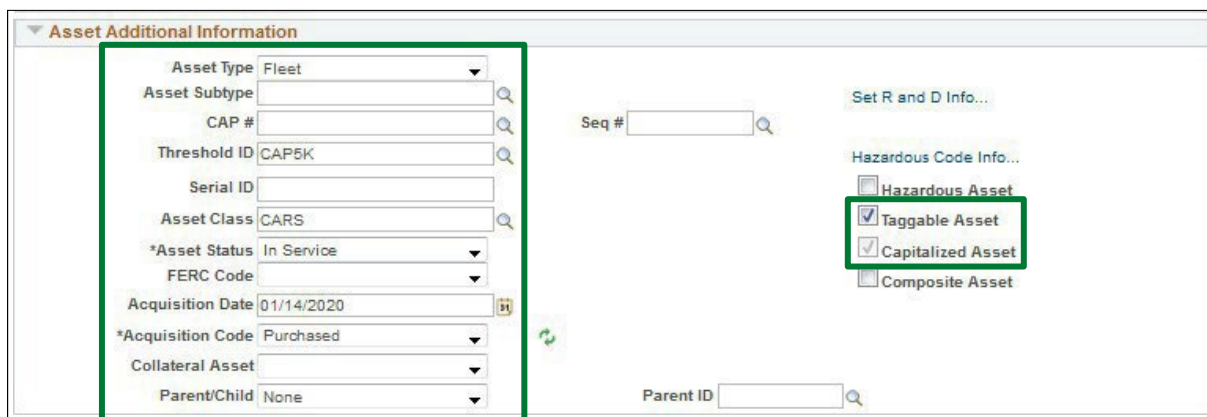
The **Cost/Asset Information** page displays:

The 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.

Message

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

OK

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?

OK Cancel

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:

Cost / Asset Information Depreciation Information Tax Information

**Asset Information**

Unit 01110

Profile ID CARS

Description 2012 Chevy Silverado

Location ABAR162NMN 162 N. Main St.

Tag Number 12345EJHTEST

☐ Accum Depr in Current Pd

**Asset ID 00000000491**

Trans Date 01/14/2020

Acctg Date 01/14/2020

Trans Code

Currency USD

Rate Type CRRNT

**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 header with the title and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several input fields: 'Business Unit' (dropdown), 'Asset Identification' (text with 'begins with' dropdown), 'Tag Number' (text with 'begins with' dropdown), 'Parent ID' (text with 'begins with' dropdown), 'Description' (text with 'begins with' dropdown), 'Asset Type' (dropdown), and 'Asset Subtype' (text with 'begins with' dropdown). There are also checkboxes for 'Include History', 'Correct History' (which is checked), and 'Case Sensitive'. A text field for 'Limit the number of results to (up to 300):' is set to '300'. At the bottom are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and '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:

The screenshot shows the 'General Information' page for 'Asset Acquisition Detail'. The page has a tabbed interface with tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail' (which is selected and highlighted with a red box), 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. Below the tabs, the page displays asset details for 'Unit 01110', 'Asset ID 000000000491', '2012 Chevy Silverado', 'Tag 12345TEST', and 'In Service'. The 'Asset Information' section includes fields for 'Description' (2012 Chevy Silverado), 'CAP #', 'Asset Class' (CARS), 'Asset Type' (Fleet), 'Asset Subtype', '\*Asset Status' (In Service), 'Acquisition Date' (12/31/2019), 'Placement Date' (12/31/2019), '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), and 'Threshold ID' (CAP5K). There are also checkboxes for 'Taggable Asset', 'Capitalized Asset', 'New Asset', 'Available For Use', and 'In Physical Use'. At the bottom are buttons for 'Book Page', 'Set R and D Info...', 'Attachments (0)', 'Fair Value Details', 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

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: 4<sup>th</sup> 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:

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	
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

Interfaces Info...  
Acquisition Detail Chartfields

Save 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**

**Find an Existing Value**

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*Business Unit = 01110

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Threshold ID begins with

^ Show fewer options

☐ Case Sensitive

**Search** Clear

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:

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:

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:

Business Unit 01110  
Original Asset ID 000000000503 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	Description	Tag Number	Serial ID	Financial Parent ID	Physical Component of
*Asset ID 000000000504 <input checked="" type="checkbox"/> Taggable Asset	HP ENVY	FM7778			
*Asset ID 000000000505 <input checked="" type="checkbox"/> Taggable Asset	HP ENVY	FM7779			
*Asset ID 000000000506 <input checked="" type="checkbox"/> Taggable Asset	HP ENVY	FM7780			

Save Return to Search Notify Refresh

**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:

The screenshot shows the 'Asset Basic Information' page. At the top right is a button labeled '+ Add a New Value'. Below the title is a section 'Find an Existing Value' with a 'Search Criteria' dropdown. A note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are 'Recent Searches' and 'Saved Searches' dropdowns. The main search area contains several fields: '\*Business Unit' (dropdown), 'Asset Identification' (dropdown with 'begins with' selected), 'Tag Number' (dropdown with 'begins with' selected), 'Parent ID' (dropdown with 'begins with' selected), 'Description' (dropdown with 'begins with' selected), 'Asset Type' (dropdown), and 'Asset Subtype' (dropdown with 'begins with' selected). Below these fields are three checkboxes: 'Case Sensitive', 'Include History', and 'Correct History' (which is checked). At the bottom are 'Search' and 'Clear' buttons. Red boxes highlight the 'Asset Identification' field, the 'Correct History' checkbox, and the 'Search' button.

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' tab for an asset. The asset is identified as 'Surface Pro 3 Tablet' with ID '00000000474' and tag 'AOA00874'. The status is 'Disposed'. The 'Asset Information' section contains the following fields:

- Description:** Surface Pro 3 Tablet (highlighted with a red box)
- Short Desc:** Tablet (highlighted with a red box)
- Taggable Asset:** ☒ (highlighted with a red box)
- \*Acquisition Code:** Purchased (highlighted with a red box)
- Asset Class:** COMPUTERS
- Asset Type:** IT Hardware
- Asset Subtype:** (empty)
- \*Asset Status:** Disposed
- Acquisition Date:** 10/14/2015
- Placement Date:** 10/14/2015
- Collateral Asset:** (empty)
- FERC Code:** (empty)
- Financing Code:** (empty)
- Fair Value:** 0.000
- Replacement Cost:** (empty)
- Index Name:** (empty)
- SubIndex Name:** (empty)
- Parent/Child:** None
- Profile ID:** ECOMPUTERS
- Threshold ID:** (empty)
- Composite Asset:** ☐
- Tag Number:** AOA00874
- Seq #:** (empty)
- Capitalized Asset:** ☒
- New Asset:** ☒
- Available For Use:** ☐
- In Physical Use:** ☐
- Appraisal Date:** (empty)
- Last Update:** (empty)
- Parent ID:** (empty)
- Region Code:** (empty)
- Composite Asset ID:** (empty)

At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'. There are also links for 'Book Page', 'Fair Value Details', 'Set R and D Info...', and 'Attachments (0)'.

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:

The screenshot shows the 'Asset Acquisition Detail' tab selected. The top navigation bar includes tabs for General Information, Operation/Maintenance, Asset Acquisition Detail (highlighted), Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Supplemental Data. Below the tabs, the asset details are displayed: Unit 01110, Asset ID 00000000474, Surface Pro 3 Tablet, Tag AOA00874, and Disposed. The 'Acquisition Details' section contains fields for 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), and \*Capitalize (Already Capitalized). To the right, there are fields for Base Currency (USD), Currency (USD), Category (COMPE), and Cost Type. A red box highlights the 'Interfaces Info...' link. At the bottom, there are buttons for Save, Return to Search, Add, Update/Display, Include History, and 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).

The screenshot shows the 'Payables Acquisition' section. It contains fields for AP Unit (01110), Voucher ID (00007105), Vchr Line, Distrib Line, and Supplier ID. To the right, there are fields for Invoice Number (70011237) and Invoice Date (10/14/2015). Below this, there are sections for 'Purchasing' and 'Receiving' with their respective fields. At the bottom, there is a 'Procurement Group' section and a 'Project Cost Acquisition' section. A red box highlights the 'Payables Acquisition' section. At the bottom, there are 'OK' and 'Cancel' buttons.

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:

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:

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**:

Unit 01110 Asset ID 00000000599 Training Fleet Car 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 20,000.00

Sales Tax 0.00

Use Tax 0.00

Freight 0.00

Misc Charge 0.00

Total Amount \$20,000.00

\*Capitalize Already Capitalized

Base Currency USD

Currency USD

Category VEHD

Cost Type

Interfaces Info...

Acquisition Detail Chartfields

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

Unit 01110 Asset ID 00000000488 HP Elitebook 840G3 Laptop Tag AOA01967 In Service

Acquisition Details Find | View All First 1 of 1 Last

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

\*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

**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:

Asset Cost Adjust/Transfers

Find an Existing Value

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*Business Unit = 01110

Asset Identification begins with [red box]

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear

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:

Cost History ListCost History DetailNon Cap History ListNon Cap History Detail

Unit 01110Asset ID 000000000520Training 2Tag EJHTEST2In Service

Book ?Find | View AllFirst1 of 1Last

Book Name ASSETSAsset BookCurrency USD

Total Cost 10,500.00

Asset Cost Information ?Personalize | Find | First1-2 of 2Last

CostChartfields

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 01/03/2020	ADD		0.5000	10,000.00	<a href="#">Detail</a>
2 01/03/2020	ADJ		0.5000	500.00	<a href="#">Detail</a>

[Return to Search](#)[Notify](#)

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' page. At the top right is a button '+ Add a New Value'. Below it is a section 'Find an Existing Value' with a 'Search Criteria' dropdown. A note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two search history sections: 'Recent Searches' and 'Saved Searches', both with a dropdown 'Choose from recent/saved searches' and an edit icon. The main search area contains several fields: '\*Business Unit' (dropdown, value '01110'), 'Asset Identification' (dropdown 'begins with', value '00000000521'), 'Tag Number' (dropdown 'begins with'), 'Parent ID' (dropdown 'begins with'), 'Description' (dropdown 'begins with'), 'Asset Type' (dropdown), and 'Asset Subtype' (dropdown 'begins with'). Below these fields is a link 'Show fewer options'. At the bottom are three checkboxes: 'Case Sensitive', 'Include History', and 'Correct History'. At the very bottom are two buttons: 'Search' and 'Clear'. The 'Search' button is highlighted with a red box.

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:

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

Unit 01110 Asset ID 00000000521 HP Laptop Tag COMP1234 In Service

**Asset Information**

Description HP Laptop Short Desc HP Laptop

CAP # Seq #

☒ Taggable Asset Tag Number COMP1234

Asset Class COMPUTERS Computers

Asset Type IT Hardware

Asset Subtype

\*Asset Status In Service

Acquisition Date 01/03/2020

Placement Date 01/03/2020

Collateral Asset

\*Acquisition Code Purchased

FERC Code

Financing Code

Fair Value 0.000

Replacement Cost

Index Name

Subindex Name

Parent/Child None

Profile ID COMPUTERS

Threshold ID CAP5K

☐ Composite Asset

Appraisal Date

Last Update

Parent ID

Region Code

Composite Asset ID

Book Page Set R and D Info...

Fair Value Details Attachments (0)

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

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

The **Acquisition Detail** page displays:

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

Unit 01110 Asset ID 00000000521 HP Laptop Tag COMP1234 In Service

**Acquisition Details** Find | View All First 1 of 1 Last

Description HP Laptop

System Source AM Online Entry Page

Incentive ID

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

Interfaces Info...

Acquisition Detail Chartfields

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:

**Asset Cost Adjust/Transfers**

**Find an Existing Value**

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

Recent Searches: Choose from recent searches [dropdown] [edit icon]  
Saved Searches: Choose from saved searches [dropdown] [edit icon]

\*Business Unit: [dropdown] 01110 [search icon]  
Asset Identification: begins with [dropdown] 000000001049 [search icon]  
Tag Number: begins with [dropdown]  
Parent ID: begins with [dropdown] [search icon]  
Description: begins with [dropdown]  
Asset Status: [dropdown]  
^ Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History

**Search** Clear

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 000000001049    TEST11A      Tag RSP08281811A    In Service      [Change Location](#)

**Book**      [Find](#) | [View All](#)    First 1 of 1 Last

Book Name 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**      [Personalize](#) | [Find](#) | [View All](#)    First 1 of 1 Last

Fund	Dept	Program	Class	Project
10000	2120030310			

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' page. At the top right is a button labeled '+ Add a New Value'. Below the title is a section 'Find an Existing Value' with a 'Search Criteria' dropdown. A note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area contains several fields: '\*Business Unit' (dropdown), 'Asset Identification' (dropdown with 'begins with' and a text input containing '000000000754'), 'Tag Number' (dropdown), 'Parent ID' (dropdown), 'Description' (dropdown), 'Asset Type' (dropdown), and 'Asset Subtype' (dropdown). Below these fields are three checkboxes: 'Case Sensitive', 'Include History', and 'Correct History'. At the bottom are 'Search' and 'Clear' buttons. Red boxes highlight the 'Asset Identification' field and 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:

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 #: [Search] Seq #: [Search]

☒ Taggable Asset Tag Number: AHSCO-104680

Asset Class: LAPTOPS Laptops

Asset Type: IT Hardware

Asset Subtype: [Search]

\*Asset Status: In Service

Acquisition Date: 03/21/2019

Placement Date: 08/19/2019

Collateral Asset: [Search]

\*Acquisition Code: Purchased

FERC Code: [Search]

Financing Code: [Search]

Fair Value: 0.000

Replacement Cost: [Search]

Index Name: [Search]

SubIndex Name: [Search]

Parent/Child: None

Profile ID: LAPTOPS

Threshold ID: CAP5K

☐ Composite Asset

Capitalized Asset: ☐

New Asset: ☒

Available For Use: ☐

In Physical Use: ☒

Appraisal Date: [Search]

Last Update: [Search]

Parent ID: [Search]

Region Code: [Search]

Composite Asset ID: [Search]

Book Page: [Search]

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: [Search]

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: [Search]

Interfaces Info... 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:



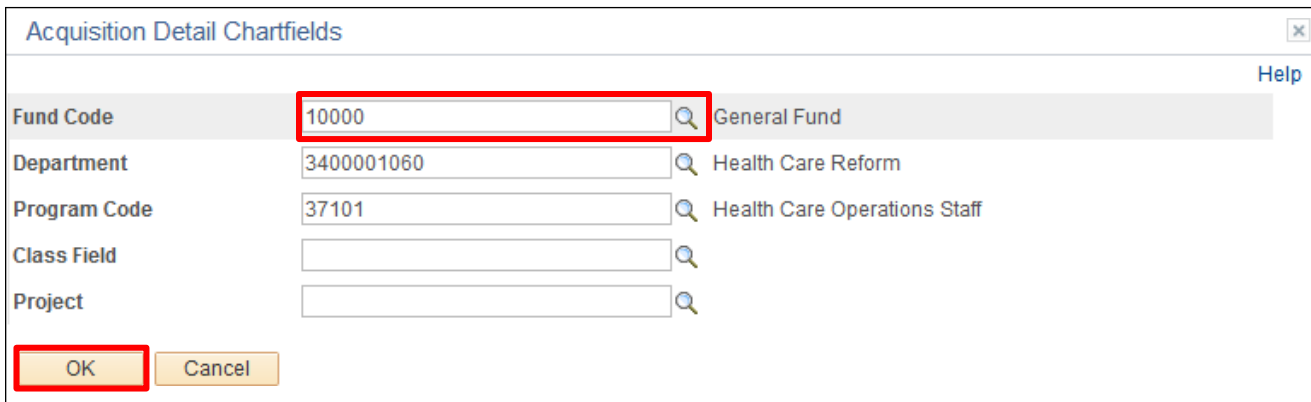
Acquisition Detail Chartfields

Help

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

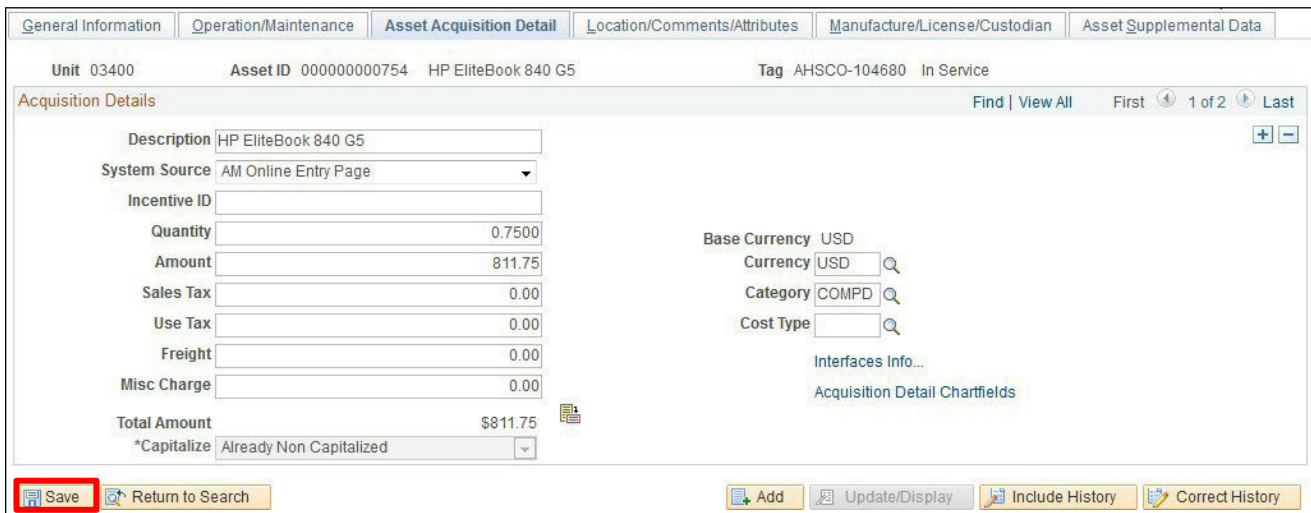
Help

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 Find | View All First 1 of 2 Last

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' page with the 'Find an Existing Value' section. Under 'Search Criteria', there are fields for '\*Business Unit' (set to 01110), 'Asset Identification' (set to 'begins with' and 000000001266), 'Tag Number', 'Parent ID', 'Description', and 'Asset Status'. A red box highlights the 'Asset Identification' field. Below the fields is a 'Search' button, also highlighted with a red box, and a 'Clear' button. There are also 'Recent Searches' and 'Saved Searches' dropdowns at the top.

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'. Below these are fields for 'Unit' (05100), 'Asset ID' (000000001266), 'Tag' (ED1305), and 'In Service' (checked). There are also fields for 'Trans Date' (10/08/2018), 'Acctg Date' (10/08/2018), and 'Rate Type' (CRRNT). 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'. There is a 'Go' button and a 'Reinstate' button. A checkbox 'Copy Changes to Other Books' is checked. The 'Retirement' section shows 'Date/Time' (10/08/18 10:33:16AM), '\*Disposal Code' (Retirement by Sale), 'Quantity' (1.0000), 'Removal Cost' (0.00), 'Proceeds' (0.00), 'Convention' (Mid-Month), 'Trans Code', 'Retire Option' (Calculate Gain/Loss), and 'Override Accum' (unchecked). The 'Ret Status' is 'Unretired'. The 'Retirement Amt' is 0.00 USD. The 'Base Removal Cost' is 0.00, 'Base Proceeds' is 0.00, 'Accum Depr' is 0.00, 'Gain/Loss' is 0.00, and 'Overridden Accum' is 0.00.



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. At the top, there are tabs for 'Retire Assets', 'Other Options', and 'By Chartfield'. Below these, fields for Unit (05100), Asset ID (000000001266), CISCO 3560 SWITCH, Tag (ED1305), In Service, Trans Date (10/08/2018), Acctg Date (10/08/2018), Rate Type (CRRNT), and In Physical Use are visible. The 'Book' section shows 'Book Name' as 'ASSETS' and 'Asset Book' as 'ASSETS'. The 'Retire As' dropdown is set to 'Scrapped Assets', and the 'Go' button is highlighted with a red box. The 'Retirement' section shows 'Date/Time' as 10/08/18 10:33:16AM, '\*Disposal Code' as 'Retirement by Sale', 'Quantity' as 1.0000, 'Removal Cost' as 0.00, 'Proceeds' as 0.00, 'Convention' as 'Mid-Month', 'Trans Code' as, and 'Retire Option' as 'Calculate Gain/Loss'. The 'Ret Status' is 'Unretired'. The 'Retirement Amt' is 0.00 USD. The 'Base Removal Cost' is 0.00, 'Base Proceeds' is 0.00, 'Accum Depr' is 0.00, and 'Gain/Loss' is 0.00. The 'Override Accum' checkbox is unchecked.

**5. Click Go**

The screenshot shows the 'Retire Assets' form after clicking the 'Go' button. The 'Retire As' dropdown is still set to 'Scrapped Assets'. The 'Retirement' section shows 'Date/Time' as 10/08/18 10:33:16AM, '\*Disposal Code' as 'Scrapped Assets', 'Quantity' as -1.0000, 'Removal Cost' as 0.00, 'Proceeds' as 0.00, 'Convention' as 'Mid-Month', 'Trans Code' as, and 'Retire Option' as 'Calculate Gain/Loss'. The 'Ret Status' is now 'New'. The 'Retirement Amt' is -5,406.60 USD. The 'Base Removal Cost' is 0.00, 'Base Proceeds' is 0.00, 'Accum Depr' is 0.00, and 'Gain/Loss' is 0.00. The 'Override Accum' checkbox is unchecked.

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

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

- Unit:** 05100
- Asset ID:** 000000001266
- CISCO 3560 SWITCH**
- Tag:** ED1305
- Trans Date:** 09/01/2018
- Acctg Date:** 10/08/2018
- Rate Type:** CRRNT
- In Physical Use:** ☐
- Disposed:** (highlighted in a green box)
- Book Name:** ASSETS
- Asset Book:**
- Base Currency:** USD
- As Of:** 10/08/2018
- Quantity:** 1.0000
- Cost:** 5,406.60
- Retirement Amt:** -5,406.60 USD
- Base Removal Cost:** 0.00
- Base Proceeds:** 0.00
- Accum Depr:** 0.00
- Gain/Loss:** 0.00

**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:

**9. Business Unit** - Leave the default value

**10. Asset Identification** - Leave the default value

**11. Click [Search](#)**

The **Asset General Information** page displays:

**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 'Asset Retirements' page. At the top, there is a section 'Find an Existing Value' with a 'Search Criteria' dropdown. Below this, a message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', both with a dropdown menu to 'Choose from recent searches' and a search icon. The main search area contains several fields: '\*Business Unit' (a dropdown menu with '02140' selected), 'Asset Identification' (a dropdown menu with 'begins with' and '000000007976' entered), 'Tag Number' (a dropdown menu with 'begins with'), 'Parent ID' (a dropdown menu with 'begins with'), 'Description' (a dropdown menu with 'begins with'), and 'Asset Status' (a dropdown menu with '=' and a blank field). Below these fields is a link 'Show fewer options' and a checkbox 'Case Sensitive'. At the bottom, there are two buttons: 'Search' and 'Clear'. The 'Search' button is highlighted with a red box.

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:

Non-Financial Retire

Unit 02140 Asset ID 000000007976 TEST9B Tag MB1113189B In Service

Trans Date 03/13/2019 Trans Code SCR

Retirement

Retire Reinstatement 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 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

Reinstate

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

Find an Existing Value

Add a New Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

\*Business Unit = 01240

Asset Identification begins with 000000007976

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

Show fewer options

Case Sensitive

Include History

Correct History

Search

Clear

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 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.

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 various fields for location information, including Effective Date, Location, Area ID, Address 1, City, County, State, Country, Geo Code, Location Detail, Building, Floor #, Room#, Jurisdiction, Sector, and Postal. The 'Comments' section is highlighted with a red box. The page also includes an Authorization section with Status, Name, and Date fields.

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' page with a search section titled 'Find an Existing Value'. Under 'Search Criteria', there is a prompt to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The main search area contains several fields: '\*Business Unit' (set to '05100'), 'Asset Identification' (set to 'begins with 000000001266'), 'Tag Number' (set to 'begins with'), 'Parent ID' (set to 'begins with'), 'Description' (set to 'begins with'), and 'Asset Status' (set to '='). There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons. Red boxes highlight the 'Asset Identification' field and 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 **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** (unchecked).
- Book Name:** ASSETS, **Asset Book:**, **Base Currency:** USD, **As Of:** 01/02/2020.
- Retire As:** Retirement by Sale, **Go**, **Reinstate** (highlighted in a red box).
- Quantity:** 0.0000, **Cost:** 0.00.
- Copy Changes to Other Books:** (checked).
- Retirement Section:**
  - Date/Time:** 01/02/20 2:08:34PM
  - \*Disposal Code:** Scrapped Assets
  - Quantity:** -1.0000
  - Removal Cost:** 0.00
  - Proceeds:** 0.00
  - Convention:** Mid-Month
  - Trans Code:**
  - Retire Option:** Calculate Gain/Loss
  - RC Curr:** USD, **Pr Curr:** USD
  - Override Accum:** (unchecked)
  - Ret Status:** New, **Reinstate** (checkbox)
  - 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:**
- 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 after clicking 'Reinstate' and 'Save'. The details are as follows:

- 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** (checked).
- Book Name:** ASSETS, **Asset Book:**, **Base Currency:** USD, **As Of:** 01/02/2020.
- Retire As:** Retirement by Sale, **Go**, **Reinstate** (disabled).
- Quantity:** 1.0000, **Cost:** 5,406.60.
- Copy Changes to Other Books:** (checked).
- Retirement Section:**
  - Date/Time:** 01/02/20 2:13:27PM
  - \*Disposal Code:** Retirement by Sale
  - Quantity:**
  - Removal Cost:** 0.00
  - Proceeds:** 0.00
  - Convention:** Mid-Month
  - Trans Code:**
  - Retire Option:** Calculate Gain/Loss
  - RC Curr:** USD, **Pr Curr:** USD
  - Override Accum:** (unchecked)
  - Ret Status:** Unretired
  - Retirement Amt:** 0.00 USD
  - Base Removal Cost:** 0.00
  - Base Proceeds:** 0.00
  - Accum Depr:** 0.00
  - Gain/Loss:** 0.00
  - Overridden 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:

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

The **Asset General Information** page displays:

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**

**Find an Existing Value**

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

\*Business Unit = 02140

Asset Identification begins with 000000007976

Parent ID begins with

Tag Number begins with

Description begins with

Composite Asset ☐

Composite Asset ID begins with

FERC Code begins with

^ Show fewer options

☐ Case Sensitive

Search Clear

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:

Non-Financial Retire

Unit 02140

Asset ID 000000007976 TEST9B

Tag MB1113189B

Disposed

Trans Date 03/13/2019

Trans Code

Retirement

Retire

Reinstate

Acq Code Purchased

Date/Time 11/13/2018 10:42:39AM

\*Ret Type Retirement by Sale

Lease Information

Lease ID

Inception Date 03/15/2019

Supplier ID

Supplier Contact

Save

Return to Search

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**

Non-Financial Retire

Unit 02140

Asset ID 000000007976 TEST9B

Tag MB1113189B

In Service

Trans Date 03/13/2019

Trans Code

Retirement

Retire

Reinstate

Acq Code Purchased

Date/Time 11/13/2018 10:42:39AM

\*Ret Type Retirement by Sale

Lease Information

Lease ID

Inception Date 03/15/2019

Supplier ID

Supplier Contact

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:

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

The **General Information** page displays:

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



**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

**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 Financial Entries 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 > Accounting Entries > Review Financial Entries

The **Asset Accounting Entries** page displays:

**Asset Accounting Entries**

**Find an Existing Value**

▼ **Search Criteria**

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

🕒 Recent Searches Choose from recent searches ✎

🔖 Saved Searches Choose from saved searches ✎

\*Business Unit = 05100 🔍

Asset Identification begins with 000000001266

Tag Number begins with

Parent ID begins with 🔍

Description begins with

Asset Status =

^ Show fewer options

☐ Case Sensitive

**Search** Clear

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 000000001266    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    Base Currency USD	
Details    Find View All    First 1 of 80 Last	
Tran Amt 5,406.60    Currency USD    *Acctg Date 05/21/2008	
Amount 5,406.60    USD    Distribution Status D	
*Category COMPD    Computer Equipment - Depr    Distribution Type Fixed Asset	
Cost Type	
Account 172001	
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    Ledger ACCRL/ADJ    Instance 3792715	
Journal ID ADD1016022    PS/GL Drill    Journal Date 05/31/2008    *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 Financial Entries 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](#).