



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
November - 2019

Revisions to Manual

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

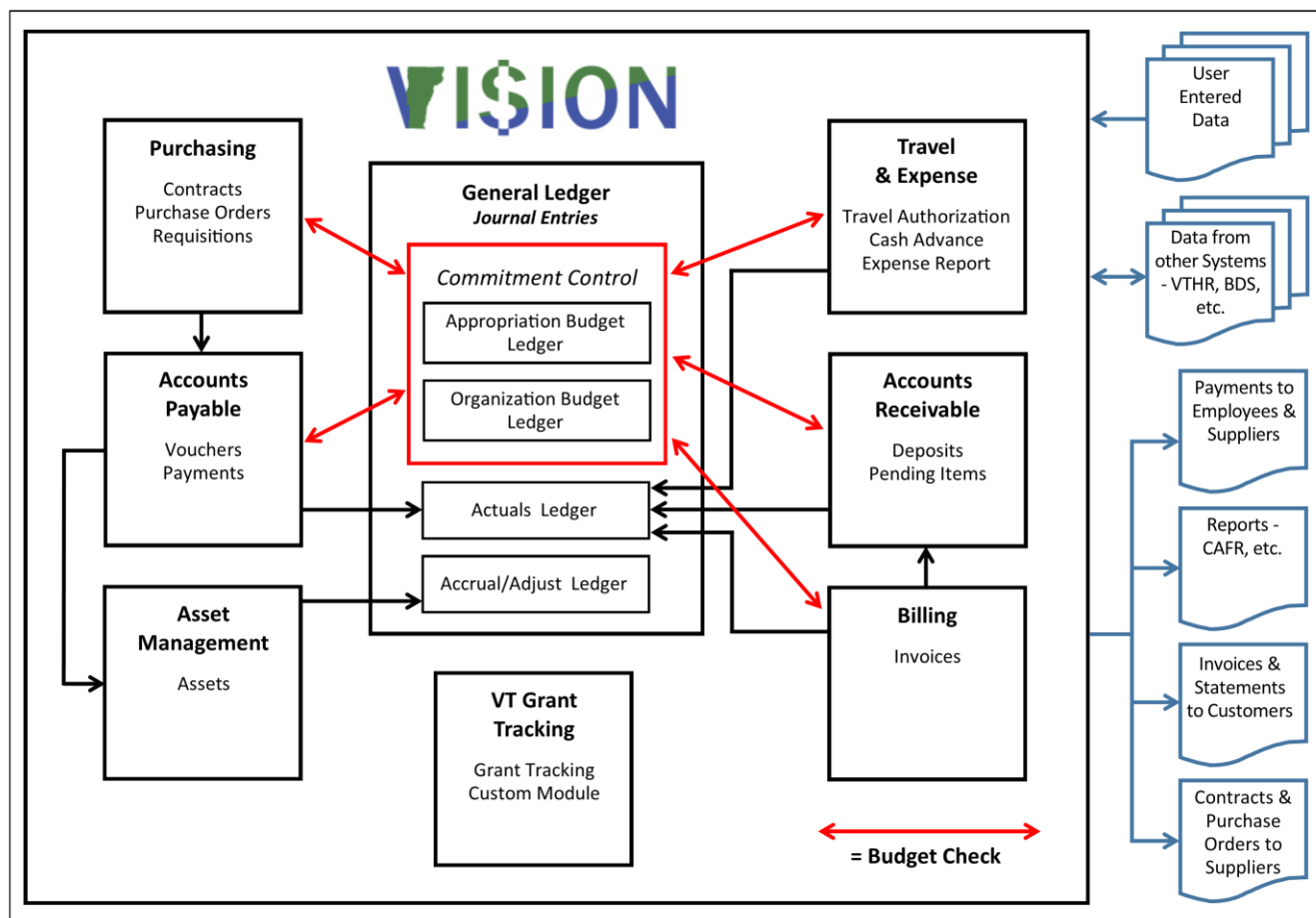
- Manual written

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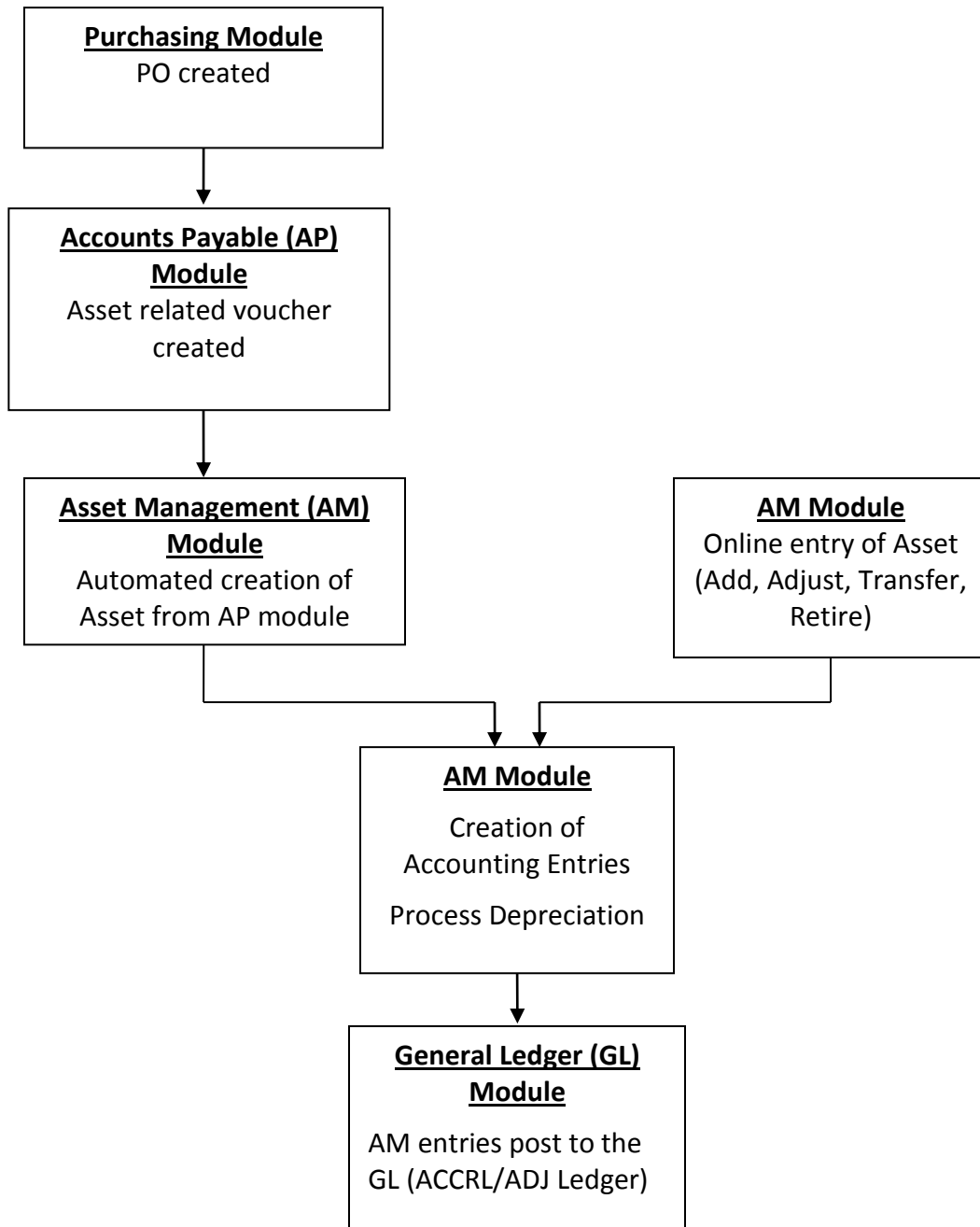
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VISION Overview

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 Location Parent ID

Category Asset ID Tag Number Serial ID Approval Pending

Asset Status In Service Profile ID CARS Threshold ID Group ID

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

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
Group ID
Tag Number
Profile 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

Search for an Asset

Asset Search Criteria

Unit 06120

Book

Parent ID

Category

Location

Area ID

Asset ID

Asset Status In Service

Tag Number

Profile ID

Group ID

Serial ID

Threshold ID

☐ Approval Pending

Additional Search Criteria **Chartfield Search Criteria**

Acquisition Details

PO Unit

Receipt Unit

AP Unit

PO No

Receipt No

Voucher

Project ID

Retrieve

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

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

The **More Filter Options** page displays:

More Filter Options

Personalize | Find | View All | First 1 of 1 Last

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

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

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

Search for an Asset

Asset Search Criteria

Unit 06120

Book

Parent ID

Category

Location

Area ID

Asset ID

Asset Status In Service

Tag Number

Profile ID

Group ID

Serial ID

Threshold ID

☐ Approval Pending

Additional Search Criteria **Chartfield Search Criteria**

Acquisition Details

PO Unit

Receipt Unit

AP Unit

PO No

Receipt No

Voucher

Project ID

Retrieve

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

5. 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
Profile ID
Tag Number
Threshold ID
Group ID
Serial 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:
--- Select Component ---
GO!

Search Results - Select One Asset to Continue
Personalize | Find | 1-16 of 16 | 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 type="radio"/>	06120	000000002569	Hammond Cove Shooting Range	Property				In Service
<input type="radio"/>	06120	000000002433	Woven Wire Fence Kehoe	Property				In Service
<input type="radio"/>	06120	000000002747	DELL LATITUDE E6440	IT Hardware		31WXP12	31WXP12	In Service
<input type="radio"/>	06120	000000002746	DELL LATITUDE E6440	IT Hardware		JZKWP12	JZKWP12	In Service
<input type="radio"/>	06120	000000002840	Dell Latitude E5270	IT Hardware		7Q2BMC2	7Q2BMC2	In Service
<input type="radio"/>	06120	000000002655	Dell Latitude E6540	IT Hardware		FV7YXZ1	FV7YXZ1	In Service
<input type="radio"/>	06120	000000002656	Dell Latitude E6540	IT Hardware		B27YXZ1	B27YXZ1	In Service
<input type="radio"/>	06120	000000002654	Dell Latitude E6540	IT Hardware		GY7YXZ1	GY7YXZ1	In Service
<input type="radio"/>	06120	000000002043	Latitude D820	IT Hardware		4F1ZT91	4F1ZT91	In Service
<input type="radio"/>	06120	000000002152	W208 Pellegrin TOY Tundra 2006	Fleet		FW0011	5TBBT44196S48676	In Service
<input type="radio"/>	06120	000000002676	W265 2015 Subaru Nicole	Fleet		FW0400	4S4BSAAC9F3226087	In Service

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

Search for an Asset is Complete

Add an Asset using Basic Add (Including CIP)

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

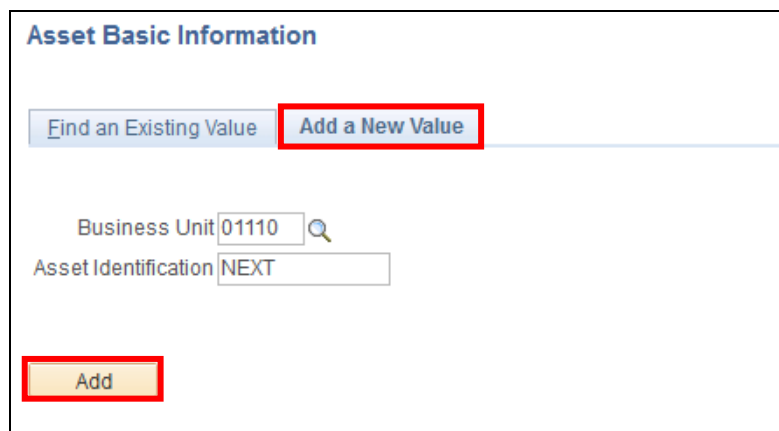
Note: *Basic Add can be used to add capital, non-financial (physical) and CIP assets. The Capitalization Threshold feature enables the system to automatically classify assets into one of the following categories:*

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

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

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

The **Asset Basic Information** page displays, click on the [Add a New Value](#) tab:



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 selected. The top navigation bar includes tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. Below the tabs, the asset details are displayed. The 'Asset Information' section is highlighted. The following fields are visible and highlighted with red boxes:

- Description:** Training Fleet Car
- Tag Number:** EH9876123
- Taggable Asset:** ☒
- Asset Class:** CARS
- Asset Type:** Fleet
- Asset Status:** In Service
- Acquisition Date:** 01/06/2020
- Placement Date:** 01/06/2020
- Acquisition Code:** Purchased
- Parent/Child:** None
- Profile ID:** CARS
- Threshold ID:** CAP5K

Other fields visible include CAP #, Short Desc (TrainFleet), Seq #, Asset Subtype, *Asset Status, Acquisition Date, Placement Date, Collateral Asset, Acquisition Code, PERC Code, Financing Code, Fair Value (0.00 USD), Replacement Cost, Index Name, SubIndex Name, Parent ID, Region Code, Composite Asset ID, and Composite Asset.

At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

1. **Description** - Enter a detailed description. A detailed description makes yearly inventory much easier and faster for your Department. *Example: Rather than "Computer Monitor", enter "Samsung SyncMaster912N Monitor"*
2. Click **Taggable Asset** **ONLY** if the asset is a tangible asset. Please refer to [VISION Procedure #1:Asset Management Procedure](#) and the [Finance & Management Policy #10: Capital Assets - Tangible and Intangible](#) to determine if the asset is taggable

Note: The Taggable Asset box will be selected automatically if the asset is taggable when the asset is saved if you have not selected it manually. You will then need to enter the tag number and save again.

3. **Tag Number** - If the taggable box is selected, then a unique tag number must be entered
4. **Asset Class** - Do not enter an Asset Class. The appropriate Asset Class will automatically default in based on the Profile ID selected below and must not be changed
5. **Asset Type** - Do not enter an Asset Type. The appropriate Asset Type will automatically default in based on the Profile ID selected below and must not be changed
6. **Acquisition Date** - Enter the date the asset was acquired. For CIP, enter the date of the first invoice paid towards the construction that will result in a capital asset

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

The **Asset Acquisition Detail** page displays:

The screenshot shows the 'Asset Acquisition Detail' tab selected. The 'Acquisition Details' section contains the following fields:

- 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

The 'Capitalization Information' section shows:

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

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

Buttons at the bottom include Save, Add, Update/Display, Include History, and Correct History. A red box highlights the 'Interfaces Info' link.

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:

Acquisition Details

Payables Acquisition

AP Unit 01110

Voucher ID 00002347

Vchr Line

Distrib Line

Supplier ID 0000145057 BEAN,CHEVROLET

Invoice Number Train12345

Invoice Date 01/06/2020

Purchasing

PO Unit

PO No.

PO Line

Sched Num

Distrib Line

Receiving

BU Recv

Receipt No.

Receipt Line

Ship Seq

Distrib Ln

Procurement Group

Procurement Group ID	Seq	Primary Unit
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Project Cost Acquisition

Project

OK Cancel

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

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

19. Voucher ID - Enter appropriate Voucher ID

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

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

22. Invoice Date - Enter the Invoice Date

23. Click **OK**

The **Asset Acquisition Detail** page displays:

Unit 01110 Asset ID NEXT Tag EH9876123 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description Training Fleet Car

System Source AM Online Entry Page

Incentive ID

Quantity 1.0000

Amount 20000.00

Sales Tax 0.00

Use Tax 0.00

Freight 0.00

Misc Charge 0.00

Total Amount \$0.00

*Capitalize To be Capitalized

Base Currency USD

Currency USD

Category

Cost Type

Interfaces Info

Acquisition Detail Chartfields

Capitalization Information

Profile ID CARS

Rate Type CRRNT

Accum Depr in Current Pd

Capitalize

Default Book ASSETS

Left to Capitalize

Quantity	1.0000
Amount	0.00 USD

Trans Date 01/06/2020

Acctg Date 01/06/2020

Trans Code

Save Add Update/Display Include History Correct History

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

The **Acquisition Detail Chartfields** page displays:

Acquisition Detail Chartfields Help

Fund Code 10000

Department 1110010000

Program Code

Class Field

Project

OK Cancel

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

26. Click **OK**

The **Asset Acquisition Detail** page displays:

The screenshot displays the 'Asset Acquisition Detail' page. At the top, there are tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail' (selected), 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. Below the tabs, the page shows 'Unit 01110', 'Asset ID NEXT', 'Tag EH9876123', and 'In Service'. The 'Acquisition Details' section includes fields for '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), and '*Capitalize' (To be Capitalized). The 'Capitalization Information' section is expanded, showing 'Profile ID' (CARS), 'Rate Type' (CRRNT), 'Accum Depr in Current Pd' (checked), and a 'Capitalize' button. The 'Default Book' is 'ASSETS'. The 'Trans Date' is 01/06/2020, 'Acctg Date' is 01/06/2020, and 'Trans Code' is a dropdown menu. A 'Save' button is at the bottom left, and 'Add', 'Update/Display', 'Include History', and 'Correct History' buttons are at the bottom right.

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 a 'Chartfields' section with a table for Fund, Dept, Program, Class, and Project. The table has the following data:

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 Code (AMTP109ST), Area ID, Address 1 (Pavillion Office Building), City (Montpelier), County, State (VT), Country (USA), Location Detail (Train1 Flt), and Address 2 (109 State St). The 'Authorization' section includes Status (Not Authorized), Date, and Name. Below these are sections for Comments, Physical and Custom Attributes, Detailed Description, and Image. The 'Save' button is highlighted at the bottom left.

31. Location - Select the appropriate asset location code (begins with A)

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

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

34. Click [Save](#)

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

The message box displays the following text: "Expenses are not allowed to be entered into the Asset System (8005,184)" and "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 at the bottom left.

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 00000000599** Training Fleet Car Tag EH9876123 In Service

Asset Information

Description Training Fleet Car Short Desc Training F

CAP # Tag Number EH9876123

☒ 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

☒ Capitalized Asset

☒ New Asset

☐ Available For Use

☐ In Physical Use

Appraisal Date

Last Update

Parent ID

Region Code

Composite Asset ID

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

Fair Value Details

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.

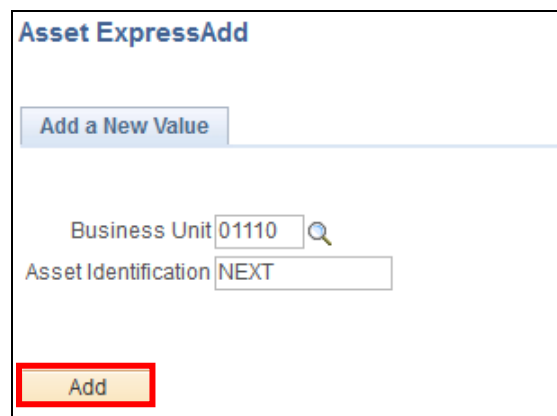
Expensed Assets – The system does not generate an Asset ID

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:

Cost / Asset 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 NEXT

Trans Date 01/14/2020

Acctg Date 01/14/2020

Trans Code

Currency USD

Rate Type CRRNT

Asset Cost Information

Find | View All First 1-2 of 2 Last

Book Name ASSETS Quantity 1.0000 Cost 10,000.00 USD Salvage 0.00 USD

Category Cost Type Accum Depr 0.00 YTD Depr 0.00 USD

Default Profile

Chartfields

Personalize | Find | View All First 1 of 1 Last

Fund 10000 Dept 1110003000 Program Class Project

Book Name ASSETS Quantity 0.0000 Cost 500.53 USD Salvage 0.00 USD

Category Cost Type Accum Depr 0.00 YTD Depr 0.00 USD

Chartfields

Personalize | Find | View All First 1 of 1 Last


Fund 10000 Dept 1110002000 Program Class Project

Asset Additional Information

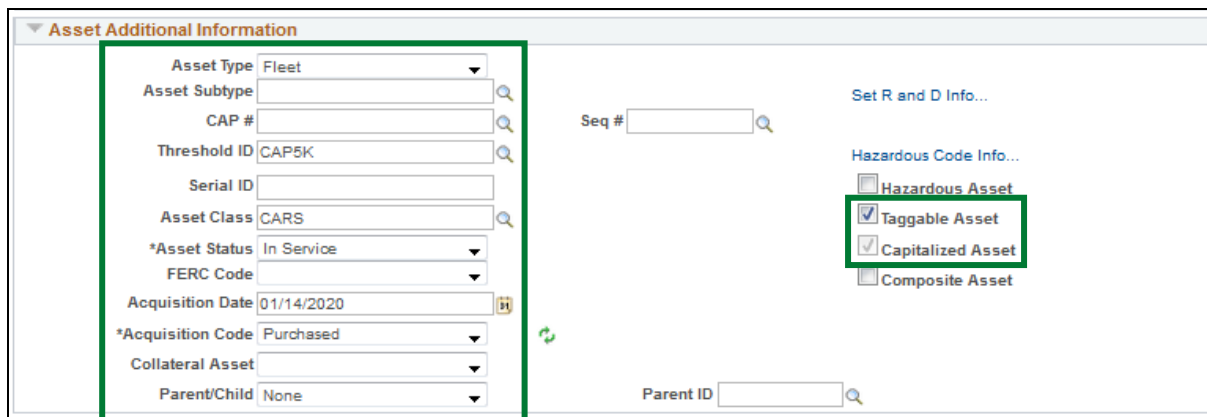
Save Notify Add

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

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

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

The **Asset Additional Information** section expands:



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

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

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

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

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

22. Click **Save**

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

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 form. It includes a header with the title and a sub-header '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 section titled 'Search Criteria' contains several search fields: 'Business Unit' (dropdown), 'Asset Identification' (text), 'Tag Number' (text), 'Parent ID' (text), 'Description' (text), 'Asset Type' (dropdown), and 'Asset Subtype' (text). There are also checkboxes for 'Include History', 'Correct History' (which is checked and highlighted with a red box), 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'. The main content area is divided into two columns. The left column contains fields for 'Description' (2012 Chevy Silverado), 'CAP #', 'Taggable Asset' (checked), '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). The right column contains fields for 'Short Desc' (2012 Chevy), 'Seq #', 'Tag Number' (12345TEST), 'Capitalized Asset' (checked), 'New Asset' (checked), 'Available For Use' (unchecked), 'In Physical Use' (unchecked), 'Appraisal Date', 'Last Update', 'Parent ID', 'Region Code', and 'Composite Asset ID'. At the bottom are buttons for '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: 4th Floor Conference Room)

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

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

The **Asset Acquisition Detail** page displays:

General Information		Operation/Maintenance		Asset Acquisition Detail		Location/Comments/Attributes		Manufacture/License/Custodian		Asset Supplemental Data	
Unit	01110	Asset ID	000000000491	2012 Chevy Silverado		Tag	12345TEST	In Service			
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											
<div> Save  Return to Search  Add  Update/Display  Include History  Correct History</div>											

14. Click **Save**

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

Copy an Existing Asset

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

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

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

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

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

The **Copy Asset** page displays:

Copy Asset

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

[Find an Existing Value](#)

Search Criteria

Business Unit = 01110

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Threshold ID begins with

☐ Case Sensitive

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

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

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

The **Create Asset Copies** page displays:

Create Asset Copies

Business Unit 01110
 Original Asset ID 000000000503 HP ENVY
 Acquisition Date 12/03/2018
 Num of Asset Copies to create 1 **Create Assets**

Asset Copy Options

☒ Asset Acquisition Info
☐ Asset Non Capitalized Cost
☒ Asset Maintenance Info
☐ Asset Inspection Info

☒ Asset Comments
☒ Asset Attributes Info
☒ Asset Warranty Info
☒ Asset Attribute Groups Info

☒ Asset License/Register Info
☒ Asset Lease Info
☐ Asset Insurance Info

Asset

*Asset ID NEXT
☒ Taggable Asset
 Description
 Tag Number
 Serial ID
 Financial Parent ID
 Physical Component of

Save Return to Search Notify Refresh

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

5. **Description** - Defaults in

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

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

In the **Asset Copy Options** section:

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

9. Click **Create Assets**

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

Create Asset Copies

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 NEXT
☒ Taggable Asset
 Description
 Tag Number
 Serial ID
 Financial Parent ID
 Physical Component of

*Asset ID NEXT2
☒ Taggable Asset
 Description
 Tag Number
 Serial ID
 Financial Parent ID
 Physical Component of

*Asset ID NEXT3
☒ Taggable Asset
 Description
 Tag Number
 Serial ID
 Financial Parent ID
 Physical Component of

Save Return to Search Notify Refresh

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

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

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

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

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

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

15. Click Save

Each line is assigned an Asset ID:

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

<input checked="" type="checkbox"/> Asset Acquisition Info	<input checked="" type="checkbox"/> Asset Comments	<input checked="" type="checkbox"/> Asset License/Register Info
<input type="checkbox"/> Asset Non Capitalized Cost	<input checked="" type="checkbox"/> Asset Attributes Info	<input checked="" type="checkbox"/> Asset Lease Info
<input checked="" type="checkbox"/> Asset Maintenance Info	<input checked="" type="checkbox"/> Asset Warranty Info	<input type="checkbox"/> Asset Insurance Info
<input type="checkbox"/> Asset Inspection Info	<input checked="" type="checkbox"/> Asset Attribute Groups 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:

Asset Basic Information

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

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

▼ **Search Criteria**

Business Unit = 01110

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

☐ Include History ☒ **Correct History** ☐ Case Sensitive

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

Search Clear Basic Search Save Search Criteria

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

The **General Information** page displays:

The screenshot displays the 'General Information' tab for an asset. At the top, it shows 'Unit 01110', 'Asset ID 00000000474', 'Surface Pro 3 Tablet', 'Tag AOA00874', and 'Disposed'. Below this is the 'Asset Information' section. Fields include: Description (Surface Pro 3 Tablet), Short Desc (Tablet), CAP #, Seq #, Tag Number (AOA00874), Taggable Asset (checked), Asset Class (COMPUTERS), Asset Type (IT Hardware), Asset Subtype, *Asset Status (Disposed), Acquisition Date (10/14/2015), Placement Date (10/14/2015), Collateral Asset, *Acquisition Code (Purchased), FERC Code, Financing Code, Fair Value (0.000), Replacement Cost, Index Name, SubIndex Name, Parent/Child (None), Profile ID (ECOMPUTERS), Threshold ID, Capitalized Asset (checked), New Asset (checked), Available For Use, In Physical Use, Appraisal Date, Last Update, Parent ID, Region Code, and Composite Asset ID. At the bottom, there are buttons for Save, Return to Search, Add, Update/Display, Include History, and Correct History.

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

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

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

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

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

Acquisition Details Find | View All First 1 of 1 Last

Description: Surface Pro 3 Tablet

System Source: AM Online Entry Page

Incentive ID:

Quantity: 1.0000

Amount: 1,560.00

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Charge: 0.00

Total Amount: \$1,560.00

*Capitalize: Already Capitalized

Base Currency: USD

Currency: USD

Category: COMPE

Cost Type:

Interfaces Info...

Acquisition Detail Chartfields

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

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

Acquisition Details Help

Payables Acquisition

AP Unit: 01110 PS/Accounts Payable Drilldown

Voucher ID: 00007105 Invoice Number: 70011237

Vchr Line: Invoice Date: 10/14/2015

Distrib Line: Supplier ID:

Purchasing **Receiving**

PO Unit: BU Recv: PS/Purchasing Drilldown PS/PO Receiving Drilldown

PO No.: Receipt No: PS/Purchasing Drilldown PS/PO Receiving Drilldown

PO Line: Receipt Line: PS/Purchasing Drilldown PS/PO Receiving Drilldown

Sched Num: Ship Seq: PS/Purchasing Drilldown PS/PO Receiving Drilldown

Distrib Line: Distrib Ln: PS/Purchasing Drilldown PS/PO Receiving Drilldown

Procurement Group

Procurement Group ID Seq Primary Unit

Project Cost Acquisition

Project: PS/Projects Drilldown

OK Cancel

6. Click **OK**

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

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

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

8. Use one of the following scenarios to appropriately update the location:

- If correcting original location, then update the existing effective dated row with the appropriate location.
- If the asset was physically moved, then click on the **+** icon to add a new effective dated row. The 1 of 1 will change to 1 of 2. Enter an Effective Date equal to the date the physical change happened. Select the new Location and enter applicable new Location Detail.

9. Click on **Manufacturer/License/Custodian** tab. Any of the fields displayed can be updated on this page if dictated by your department:

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

Update Asset Information is Complete

Enter a Capital Lease Asset

Situations when this function is used: To enter a regular Capital Lease that has been properly approved and needs to be recorded in VISION. To enter a step lease, refer to the [Enter a Capital Step Lease Asset](#) exercise.

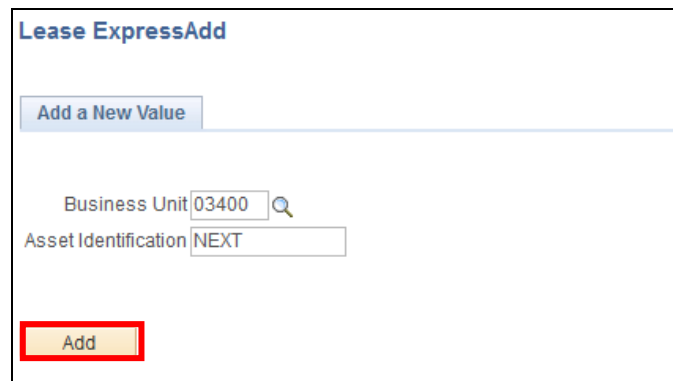
Prerequisite: No agency, department, or unit of State government is authorized to enter a capital lease without the approval of the Secretary of Administration and the Treasurer. The approval process should be coordinated through the Department of Building and General Services (BGS). All leases for office or other equipment, with a term of more than 12 months, must be requested through BGS prior to execution. BGS will then determine if the lease is an operating lease that falls under the budgetary authority of the department head, or a capital lease that should be purchased through the Equipment Revolving Fund (ERF), or if, in fact, the purchase request should be a capital purchase.

NOTE: Before entering a capital lease into VISION, you will need a Lease Agreement, including interest rates and principal amounts. The Department also needs prior approval before entering a Capital Lease as stated above. For information and guidance for leasing office or other equipment review [Secretary's Directive Memos-Other Policy Directives- 10-13-2005 ~ Capital vs Operating Leases](#)

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

Navigator Menu navigation: Asset Management > Asset Transactions > Leased Assets > Lease Express Add

The **Lease 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 **Definition** page displays:

The screenshot shows the 'Definition' page for a lease asset. The page is divided into sections: Definition, Cost, Step Lease Payment, and Payment Schedule. The Definition section contains fields for Unit (03400), Profile ID (CPLSEQUIP), Description (TRAIN AM-05-1), CAP #, Asset Type, Serial ID, Location, Asset ID (NEXT), Region Code, Seq #, Subtype, Tag Number (TRAINAM5), Area ID, In Service, Trans Date (11/28/2018), Acctg Date (11/28/2018), Trans Code, Currency (USD), and Rate Type (CRRNT). The Lease Information section contains fields for Lease Term (36), Estimated Life (36), Interest Rate Percent (3.1900), Borrowing Rate Percent, Payment Schedule ID (General Payment Schedule), Fair Value (10,000.00), FV Template ID, FV Group ID, Guaranteed Residual Value (500.00), Guaranteed Residual Percent, BPO (checked), BRO, Transfer Ownership End Lease, Step Lease, Minimum Rental Payment (MRP) (290.00), Minimum Lease Payments (MLP) (0.00), Present Value Lease Payments (0.00), Capitalized Lease Amount (0.00), Interim Rent (Monthly) (0.00), Capitalize Interim Rent, Lease Payment Type (Arrears), Lease Type (Capital), and a Calculate button. The bottom of the page shows Created By, Created On, Last Updated By, Last Updated On, and buttons for Save, Notify, Refresh, and Add.

The Currency defaults to USD. The Rate Type defaults to CRRNT. The Lease Payment Type defaults as Arrears. The Lease Type defaults as Capital.

4. **Profile ID** - Select the Profile ID. Click on the magnifying glass next to the Profile ID to view the available choices. A Profile ID that begins with **CPLS** must be used.
5. **Description** - Enter a detailed description of the capital asset
6. **Tag Number** - Enter the unique tag number if one has been assigned
7. **Trans Date** - This date is equal to the lease inception date.
IMPORTANT! The payment schedule and Depreciation schedule use the Trans Date which cannot be changed after the leased is saved so if entered incorrectly, the leased asset will need to be retired and reentered properly.
8. **Acctg Date** - Always leave as the current date
9. **Lease Term** - Enter the term from the lease agreement
10. **Estimated Life** - Enter the estimated life from the lease agreement
11. **Interest Rate Percent** - Enter the annual percentage rate from the lease agreement
12. **Payment Schedule ID** - Select the appropriate payment schedule from the lease agreement

Note: General Payment Schedule = Monthly

- 13. Fair Market Value** - Enter fair market value from the lease agreement
- 14. Guaranteed Residual Value** - Enter guaranteed residual value from the lease agreement
- 15. BPO (Bargain Purchase Option)** - Select box if applicable
- 16. BPO Payment Amount** - Enter the BPO payment amount from the lease agreement
- 17. Transfer of Ownership** - Select box if applicable

- 18. Minimum Rental Payment** - Enter minimal rental payment from the lease agreement
- 19. Lease Payment Type** - Select the appropriate payment type from the lease agreement
- 20.** Click **Calculate**
- 21. Lease Type** - Leave as Capital
- 22.** Click the **Verify** button

The following message displays:

- 23.** Click **OK**

Click on the **Cost** tab:

Definition **Cost** Step Lease Payment Payment Schedule

Unit 03400 Asset ID NEXT TRAIN AM-05-1 Status: In Service

Lease Book ASSETS Asset Book Currency USD

Asset Cost Information ? Personalize Find 1 of 1 Last

Cost **Chartfields** Depreciation

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000 x	9,944.33	USD	500.00	USD	CPLSQ	

Save Notify Refresh Add

24. In the Asset Cost Information section, click the **Chartfields** tab and enter the appropriate Chartfield information:

Definition Cost Step Lease Payment **Payment Schedule**

Unit 03400 Asset ID NEXT TRAIN AM-05-1 Status: In Service

Lease Book ASSETS Asset Book Currency USD

Asset Cost Information ? Personalize Find 1 of 1 Last

Cost **Chartfields** Depreciation

Fund	Dept	Program	Class	Project
10000	3400001000			

Save Notify Refresh Add

25. Click the **Payment Schedule** tab

The **Payment Schedule** page displays. The Payment Date, Interest Expense and Obligation Reduction default in as calculated by the system based on the Trans Date that was previously entered. The Payment Total column equals the Minimum Rental Payment previously entered.

Definition

Cost

Step Lease Payment

Payment Schedule

Unit 03400
Asset ID 00000000747
TRAIN AM-05-1
Status: In Service

Lease Book ASSETS
Asset Book
Currency USD

Payment Schedule
Personalize Find
First 1-36 of 36 Last

	Payment Date	Payment Total	Currency	Interest Expense	Obligation Reduction	Payment Type		
1	12/01/2018	290.00	USD	26.44	263.56	N		
2	01/01/2019	290.00	USD	25.73	264.27	N		
3	02/01/2019	290.00	USD	25.03	264.97	N		
4	03/01/2019	290.00	USD	24.33	265.67	N		
5	04/01/2019	290.00	USD	23.62	266.38	N		
6	05/01/2019	290.00	USD	22.91	267.09	N		
7	06/01/2019	290.00	USD	22.20	267.80	N		
8	07/01/2019	290.00	USD	21.49	268.51	N		
9	08/01/2019	290.00	USD	20.78	269.22	N		
10	09/01/2019	290.00	USD	20.06	269.94	N		
11	10/01/2019	290.00	USD	19.34	270.66	N		
12	11/01/2019	290.00	USD	18.63	271.37	N		
13	12/01/2019	290.00	USD	17.90	272.10	N		
14	01/01/2020	290.00	USD	17.18	272.82	N		
15	02/01/2020	290.00	USD	16.46	273.54	N		

Save

Notify

Refresh

Add

Definition | Cost | Step Lease Payment | Payment Schedule

26. Verify the Payment Schedule is correct based on the criteria entered on the Definition page from the lease

27. Click **Save**

The following message displays:

Message

Warning – FMV = 5000, and NPV = 15382.71. You should change the interest rate and recalculate the payment schedule (8015,30)

FMV is < the Net Present Value. FMV is used as the capitalized lease amount.

You should change the interest rate and recalculate the lease amortization schedule. The lease obligation amount should be the same as the FMV (FASB 13).

OK

Cancel

28. Click **OK**

The transaction is saved, and an asset ID has been assigned:

Definition	Cost	Step Lease Payment	Payment Schedule
<div>Unit 03400</div> <div>Asset ID 00000000747</div> <div>In Service</div>			
Profile ID CPLSEQUIP		Region Code	Trans Date 11/28/2018
Description TRAIN AM-05-1		Seq #	Acctg Date 11/28/2018
CAP #		Subtype	Trans Code
Asset Type Equipment		Tag Number TRAINAM5	Currency USD
Serial ID		Area ID	Rate Type CRRNT
Location			
<input type="checkbox"/> Prior Payments in Curr. Period		Asset Operational Information	

Enter a Capital Lease Asset is Complete

Enter a Capital Step Lease Asset

Situations when this function is used: To enter a Capital Step Lease that has been properly approved and needs to be recorded in VISION. To enter a regular capital lease, refer to the [Enter a Capital Lease Asset](#) exercise.

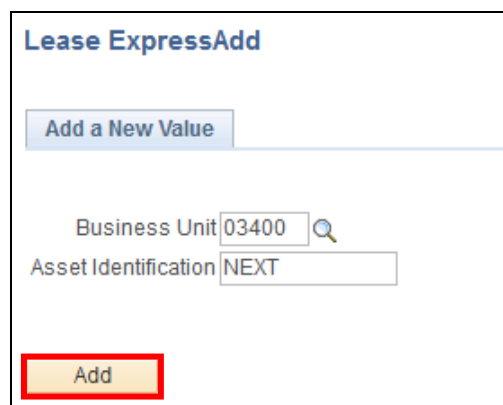
Prerequisite: No agency, department, or unit of State government is authorized to enter a capital lease without the approval of the Secretary of Administration and the Treasurer. The approval process should be coordinated through the Department of Building and General Services (BGS). All leases for office or other equipment, with a term of more than 12 months, must be requested through BGS prior to execution. BGS will then determine if the lease is an operating lease that falls under the budgetary authority of the department head, or a capital lease that should be purchased through the Equipment Revolving Fund (ERF), or if, in fact, the purchase request should be a capital purchase.

NOTE: Before entering a capital lease into VISION, you will need a Lease Agreement, including interest rates and principal amounts. The Department also needs prior approval before entering a Capital Lease as stated above. For information and guidance for leasing office or other equipment review [Secretary's Directive Memos-Other Policy Directives- 10-13-2005 ~ Capital vs Operating Leases](#)

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

Navigator Menu navigation: Asset Management > Asset Transactions > Leased Assets > Lease Express Add

The **Lease ExpressAdd** page displays:



Lease ExpressAdd

Add a New Value

Business Unit 03400

Asset Identification NEXT

Add

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

The **Definition** page displays:

4. **Profile ID** - Select the Profile ID. Click on the magnifying glass next to the Profile ID to view the available choices. A Profile ID that begins with **CPLS** must be used.
5. **Description** - Enter a detailed description of the capital asset
6. **Tag Number** - Enter the unique tag number if one has been assigned
7. **Trans Date** - This date is equal to the lease inception date.
IMPORTANT! The payment schedule and Depreciation schedule use the Trans Date which cannot be changed after the lease is saved so if entered incorrectly, the leased asset will need to be retired and reentered properly.
8. **Acctg Date** - Always leave as the current date
9. **Lease Term** - Enter the term from the lease agreement
10. **Interest Rate Percent** - Enter the annual percentage rate from the lease agreement
11. **Payment Schedule ID** – Select General Payment Schedule
12. **Fair Market Value** - Enter fair market value from the lease agreement
13. **Step Lease** - Select the box next to Step Lease. The Lease Payment Type defaults as Arrears and the Lease Type will default as Capital
14. Click on the **Cost** tab

The **Cost** page displays:

Definition | **Cost** | Step Lease Payment | Payment Schedule

Unit 03400 Asset ID NEXT Test AM-06 Status: In Service

Lease Book ASSETS Asset Book Currency USD

Asset Cost Information ? Personalize | Find | [Grid Icon] | [Calendar Icon] First 1 of 1 Last

Cost **Chartfields** Depreciation [Add Icon]

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	0.00	USD	0.00	USD	CPLSQ	[Search] [Add] [Minus]

[Save] [Notify] [Refresh] [Add]

15. In the **Asset Cost Information** section, click the **Chartfields** tab and enter the appropriate Chartfield information:

Definition | **Cost** | **Step Lease Payment** | Payment Schedule

Unit 03400 Asset ID NEXT Test AM-06 Status: In Service

Lease Book ASSETS Asset Book Currency USD

Asset Cost Information ? Personalize | Find | [Grid Icon] | [Calendar Icon] First 1 of 1 Last

Cost **Chartfields** Depreciation [Add Icon]

Fund	Dept	Program	Class	Project
10000 [Search]	3400001000 [Search]	[Search]	[Search]	[Search] [Add] [Minus]

[Save] [Notify] [Refresh] [Add]

16. Enter the appropriate chartfield information

17. Click on the **Step Lease Payment** tab

The **Step Lease Payment** page displays:

Definition | Cost | **Step Lease Payment** | Payment Schedule

Unit 03400 Asset ID NEXT Tag EJH1023196 In Service

Step Lease ? Personalize | Find | View All | [Grid Icon] | [Calendar Icon] First 1-2 of 2 Last

Line Number	Lease Term	Payment Frequency	Payment Amount	Currency
1	1.00	6	Monthly	315.75 USD [Add] [Minus]
2	2.00	6	Monthly	250.25 USD [Add] [Minus]

[Save] [Notify] [Refresh] [Add]

18. Enter a line for each step of the lease including term, payment frequency and payment amount

19. Click on the **Definition** tab

The **Definition** page displays:

Definition	Cost	Step Lease Payment	Payment Schedule
Unit 03400 Profile ID CPLSEQUIP Description Test AM-06 CAP # Asset Type Serial ID Location <input type="checkbox"/> Prior Payments in Curr. Period	Asset ID NEXT Region Code Seq # Subtype Tag Number EJH1023196 Area ID	In Service Trans Date 10/23/2019 Acctg Date 10/23/2019 Trans Code Currency USD Rate Type CRRNT	
Lease Information			
Lease Term			
Lease Term 60 Periods Estimated Life 60 Periods Interest Rate Percent 3.1900 Borrowing Rate Percent Payment Schedule ID General Payment Schedule Fair Value 5,000.00 FV Template ID FV Group ID Guaranteed Residual Value 0.00 Guaranteed Residual Percent <input type="checkbox"/> BPO <input type="checkbox"/> BRO <input type="checkbox"/> Transfer Ownership End Lease <input checked="" type="checkbox"/> Step Lease	Minimum Rental Payment (MRP) 0.00 Minimum Lease Payments (MLP) 0.00 Present Value Lease Payments 0.00 Capitalized Lease Amount 0.00 Interim Rent (Monthly) 0.00 <input type="checkbox"/> Capitalize Interim Rent	Lease Payment Type <input type="radio"/> Advance <input checked="" type="radio"/> Arrears Lease Type <input checked="" type="radio"/> Capital <input type="radio"/> Operating <input type="button" value="Verify"/>	<input type="button" value="Calculate"/>
Created By Created On	Last Updated By Last Updated On		
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/>	

20. Click the **Calculate** button

Lease Term
Lease Term 12 Periods Estimated Life 12 Periods Interest Rate Percent 3.1900 Borrowing Rate Percent Payment Schedule ID General Payment Schedule Fair Value 5,000.00 FV Template ID FV Group ID Guaranteed Residual Value 0.00 Guaranteed Residual Percent <input type="checkbox"/> BPO <input type="checkbox"/> BRO <input type="checkbox"/> Transfer Ownership End Lease <input checked="" type="checkbox"/> Step Lease
Minimum Rental Payment (MRP) 0.00 Minimum Lease Payments (MLP) 3,396.00 Present Value Lease Payments 3,341.12 Capitalized Lease Amount 3,341.12 Interim Rent (Monthly) 0.00 <input type="checkbox"/> Capitalize Interim Rent
Lease Payment Type <input type="radio"/> Advance <input checked="" type="radio"/> Arrears Lease Type <input checked="" type="radio"/> Capital <input type="radio"/> Operating <input type="button" value="Verify"/>
<input type="button" value="Calculate"/>

The **Minimum Lease Payments**, **Present Value Lease Payment**, and **Capitalized Lease Amount** fields are populated.

21. Click on the **Payment Schedule** tab

The **Payment Schedule** page displays with the Payment Date, Payment Total, Interest Expense, Obligation Reduction, and Payment Type defaulted in:

Definition		Cost	Step Lease Payment	Payment Schedule		
Unit	03400	Asset ID	NEXT	Test AM-06		
Status:	In Service					
Lease Book	ASSETS	Asset Book	Currency USD			
Payment Schedule ? Personalize Find 1-12 of 12 First Last						
	Payment Date	Payment Total	Currency	Interest Expense	Obligation Reduction	Payment Type
1	11/01/2019	315.75	USD	8.88	306.87	N
2	12/01/2019	315.75	USD	8.07	307.68	N
3	01/01/2020	315.75	USD	7.25	308.50	N
4	02/01/2020	315.75	USD	6.43	309.32	N
5	03/01/2020	315.75	USD	5.61	310.14	N
6	04/01/2020	315.75	USD	4.78	310.97	N
7	05/01/2020	250.25	USD	3.95	246.30	N
8	06/01/2020	250.25	USD	3.30	246.95	N
9	07/01/2020	250.25	USD	2.64	247.61	N
10	08/01/2020	250.25	USD	1.99	248.26	N
11	09/01/2020	250.25	USD	1.33	248.92	N
12	10/01/2020	250.25	USD	0.66	249.59	N

22. Verify the Payment Schedule is correct based on the criteria entered on the **Definition** page from the lease

23. Click **Save**

The following Message will display if the Present Value Lease Payments is greater than the Fair Value entered on the Definition page:

Message

Warning – FMV = 5000, and NPV = 15382.71. You should change the interest rate and recalculate the payment schedule (8015,30)

FMV is < the Net Present Value. FMV is used as the capitalized lease amount.

You should change the interest rate and recalculate the lease amortization schedule. The lease obligation amount should be the same as the FMV (FASB 13).

22. Click **OK**

The transaction is saved, and an asset ID number has been assigned:

Definition		Cost	Step Lease Payment	Payment Schedule
Unit	03400	Asset ID	000000000758	Test AM-06
Status:	In Service			
Lease Book	ASSETS	Asset Book	Currency USD	

Enter a Capital Step Lease Asset is Complete

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

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

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

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

The **Asset Basic Information** page displays:

The screenshot shows the 'Asset Basic Information' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several input fields: 'Business Unit' (set to 01110), 'Asset Identification' (set to begins with 00000000599), 'Tag Number' (set to begins with), 'Parent ID' (set to begins with), 'Description' (set to begins with), 'Asset Type' (set to), and 'Asset Subtype' (set to begins with). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. A text field 'Limit the number of results to (up to 300):' is set to 300. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

The **General Information** page displays:

The screenshot shows the 'General Information' page for 'Asset Acquisition Detail'. The page has several tabs: 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail' (highlighted with a red box), 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. Below the tabs, there is a header section with 'Unit 01110', 'Asset ID 00000000599', 'Training Fleet Car', 'Tag EH9876123', and 'In Service'. The main section is titled 'Asset Information' and contains various fields: 'Description' (Training Fleet Car), 'CAP #' (empty), 'Taggable Asset' (checked), 'Asset Class' (CARS), 'Asset Type' (Fleet), 'Asset Subtype' (empty), '*Asset Status' (In Service), 'Acquisition Date' (01/06/2020), 'Placement Date' (01/06/2020), 'Collateral Asset' (empty), '*Acquisition Code' (Purchased), 'FERC Code' (empty), 'Financing Code' (empty), 'Fair Value' (0.000), 'Replacement Cost' (empty), 'Index Name' (empty), 'SubIndex Name' (empty), 'Parent/Child' (None), 'Profile ID' (CARS), 'Threshold ID' (CAPSK), 'Short Desc' (Training F), 'Seq #' (empty), 'Tag Number' (EH9876123), 'Capitalized Asset' (checked), 'New Asset' (checked), 'Available For Use' (unchecked), 'In Physical Use' (unchecked), 'Appraisal Date' (empty), 'Last Update' (empty), 'Parent ID' (empty), 'Region Code' (empty), and 'Composite Asset ID' (empty). At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

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

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

General Information		Operation/Maintenance		Asset Acquisition Detail		Location/Comments/Attributes		Manufacture/License/Custodian		Asset Supplemental Data	
Unit	01110	Asset ID	00000000599	Training Fleet Car		Tag	EH9876123	In Service			
<div>Acquisition Details</div> <div>Find View All First 1 of 1 Last</div>											
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	

General Information		Operation/Maintenance		Asset Acquisition Detail		Location/Comments/Attributes		Manufacture/License/Custodian		Asset Supplemental Data	
Unit	01110	Asset ID	00000000488	HP Elitebook 840G3 Laptop		Tag	AOA01967	In Service			
<div>Acquisition Details</div> <div>Find View All First 1 of 1 Last</div>											
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
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

☐ Include History ☐ Correct History ☐ Case Sensitive

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

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

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

The **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 List](#)
[Cost History Detail](#)
[Non Cap History List](#)
[Non Cap History Detail](#)

Unit 01110 Asset ID 000000000520 Training 2 Tag EJHTEST2 In Service

Book [?](#)
[Find](#) | [View All](#) First [⏪](#) 1 of 1 [⏩](#) Last

Book Name ASSETS Asset Book Currency USD

Total Cost 10,500.00

Asset Cost Information [?](#)
[Personalize](#) | [Find](#) | [📄](#) | [📅](#) First [⏪](#) 1-2 of 2 [⏩](#) Last

[Cost](#) | [Chartfields](#) | [⚙️](#)

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

[🔍 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:

Asset Basic Information

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

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

Search Criteria

Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

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

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

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

The **General Information** page displays:

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

Unit 01110 Asset ID 000000000521 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

Capitalized Asset

☒ New Asset

☐ Available For 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 (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 000000000521 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

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

[Find an Existing Value](#)

Search Criteria

Business Unit = 02120

Asset Identification begins with 000000001049

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

☐ Include History ☐ Correct History ☐ Case Sensitive

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

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

1. **Business Unit** - Leave as default **or** enter the appropriate Business Unit
2. **Asset Identification** - 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

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:

Asset Basic Information

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

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

▼ **Search Criteria**

Business Unit = 03400

Asset Identification begins with 000000000754

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

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

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

1. **Business Unit** - Leave as default **or** enter the appropriate business unit
2. **Asset Identification** - 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 000000000754 HP EliteBook 840 G5 Tag AHSCO-104680 In Service					
Asset Information					
Description HP EliteBook 840 G5		Short Desc HP EliteBo			
CAP #		Seq #			
<input checked="" type="checkbox"/> Taggable Asset		Tag Number AHSCO-104680			
Asset Class LAPTOPS		Laptops			
Asset Type IT Hardware					
Asset Subtype				<input type="checkbox"/> Capitalized Asset	
*Asset Status In Service				<input checked="" type="checkbox"/> New Asset	
Acquisition Date 03/21/2019				<input type="checkbox"/> Available For Use	
Placement Date 08/19/2019				<input checked="" type="checkbox"/> In Physical Use	
Collateral Asset					
*Acquisition Code Purchased					
FERC Code					
Financing Code					
Fair Value 0.000		Appraisal Date			
Replacement Cost		Last Update			
Index Name					
SubIndex Name					
Parent/Child None		Parent ID			
Profile ID LAPTOPS		Region Code			
Threshold ID CAP5K		Composite Asset ID			
<input type="checkbox"/> Composite Asset					
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** 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 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		Base Currency USD			
Amount 811.75		Currency USD			
Sales Tax 0.00		Category COMPD			
Use Tax 0.00		Cost Type			
Freight 0.00					
Misc Charge 0.00					
Total Amount \$811.75		Interfaces Info...			
*Capitalize Already Non Capitalized		Acquisition Detail Chartfields			
Save		Return to Search			
Add		Update/Display		Include History	
				Correct History	

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

The **Acquisition Detail Chartfields** page displays:

The screenshot shows the 'Acquisition Detail Chartfields' window. The 'Fund Code' field is highlighted with a red box and contains the value '22005'. Other fields include 'Department' (3400001060), 'Program Code' (37101), 'Class Field', and 'Project'. The 'Federal Revenue Fund' is listed next to the Fund Code. At the bottom are 'OK' and 'Cancel' buttons.

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

The screenshot shows the 'Acquisition Detail Chartfields' window with the 'Fund Code' field highlighted by a red box and containing the value '10000'. The 'General Fund' is listed next to it. The 'OK' button at the bottom is also highlighted with a red box.

7. Click **OK**

The **Asset Acquisition Detail** page displays:

The screenshot shows the 'Asset Acquisition Detail' page for Unit 03400, Asset ID 000000000754, HP EliteBook 840 G5. The 'Save' button at the bottom left is highlighted with a red box. The page includes various fields for acquisition details, currency, and taxes.

8. Click **Save**

Update a Chartfield of a Non-Financial Asset is complete

Retire an In-Service Capital or CIP Asset

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

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

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

The **Asset Retirements** page displays:

The screenshot shows the 'Asset Retirements' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with dropdowns for Business Unit (05100), Asset Identification (begins with 000000001266), Tag Number, Parent ID, Description, and Asset Status. There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. A red box highlights the 'Search' button, and other buttons like 'Clear', 'Basic Search', and 'Save Search Criteria' are also visible.

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 tabs for 'Retire Assets', 'Other Options', and 'By Chartfield'. It displays asset details: Unit 05100, Asset ID 000000001266, CISCO 3560 SWITCH, Tag ED1305, and status 'In Service'. The 'Book' section shows 'ASSETS' as the book name, 'Retirement by Sale' as the retire method, and 'Copy Changes to Other Books' as checked. The 'Retirement' section shows the date/time, disposal code, quantity, removal cost, proceeds, convention, trans code, and retire option. The 'Ret Status' section shows 'Unretired' and various amounts like Retirement Amt, Base Removal Cost, Base Proceeds, Accum Depr, Gain/Loss, and Overridden Accum.

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, the form displays asset details: 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. 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 'Scrapped Assets', and the 'Go' button is highlighted with a red box. Below this, the 'Retirement' section shows 'Date/Time 10/08/18 10:33:16AM', '*Disposal Code Retirement by Sale', 'Quantity', 'Removal Cost 0.00', 'Proceeds 0.00', 'Convention Mid-Month', 'Trans Code', 'Retire Option Calculate Gain/Loss', and 'Override Accum'. 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 'Overridden Accum' is 0.00. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

5. Click Go

The screenshot shows the 'Retire Assets' form after clicking 'Go'. The 'Retire As' dropdown is still set to 'Scrapped Assets', and the 'Go' button is highlighted with a red box. The 'Retirement' section shows 'Date/Time 10/08/18 10:33:16AM', '*Disposal Code Scrapped Assets', 'Quantity -1.0000', 'Removal Cost 0.00', 'Proceeds 0.00', 'Convention Mid-Month', 'Trans Code', 'Retire Option Calculate Gain/Loss', and 'Override Accum'. The 'Ret Status' is '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 'Overridden Accum' is 0.00. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

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. The 'Disposed' status is highlighted in a green box in the upper right corner. The form includes fields for Unit, Asset ID, CISCO 3560 SWITCH, Tag, Trans Date, Acctg Date, Rate Type, and a 'Disposed' status box. Below these are sections for 'Book' (ASSETS, Asset Book, Base Currency USD, As Of 10/08/2018) and 'Retirement' (Date/Time 10/08/18 2:38:27PM, *Disposal Code Scrapped Assets, Quantity -1.0000, Removal Cost 0.00, Proceeds 0.00, Convention Mid-Month, Trans Code, Retire Option Calculate Gain/Loss, Ret Status New, Retirement Amt -5,406.60 USD). At the bottom are buttons for Save, Return to Search, and Notify.

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

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

The **Asset Basic Information** page displays:

The screenshot shows the 'Asset Basic Information' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. A section titled 'Search Criteria' contains several input 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'), 'Asset Type' (set to '='), and 'Asset Subtype' (set to 'begins with'). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. A text box indicates 'Limit the number of results to (up to 300): 300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

9. Business Unit - Leave the default value

10. Asset Identification - Leave the default value

11. Click [Search](#)

The **Asset General Information** page displays:

The screenshot shows the 'Asset General Information' page for a specific asset. The top navigation bar includes tabs: 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes' (highlighted with a red box), 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. Below the tabs, the asset details are displayed: 'Unit 05100', 'Asset ID 000000001266', 'CISCO 3560 SWITCH', 'Tag ED1305', and 'Disposed'. The 'Asset Information' section contains various fields: 'Description' (CISCO 3560 SWITCH), 'Short Desc' (SWITCH), 'CAP #' (empty), 'Seq #' (empty), 'Tag Number' (ED1305), 'Asset Class' (COMPACCSRY), 'Asset Type' (IT Hardware), 'Asset Subtype' (Computer Accessories), '*Asset Status' (Disposed), 'Acquisition Date' (02/10/2008), 'Placement Date' (02/10/2008), 'Collateral Asset' (empty), '*Acquisition Code' (Purchased), 'FERC Code' (empty), 'Financing Code' (empty), 'Fair Value' (0.000), 'Replacement Cost' (empty), 'Index Name' (empty), 'SubIndex Name' (empty), 'Parent/Child' (None), 'Profile ID' (DCOMPACC), 'Threshold ID' (empty), 'Composite Asset' (empty), 'Capitalized Asset' (checked), 'New Asset' (checked), 'Available For Use' (unchecked), 'In Physical Use' (unchecked), 'Appraisal Date' (empty), 'Last Update' (empty), 'Parent ID' (empty), 'Region Code' (empty), and 'Composite Asset ID' (empty). At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

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

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

The screenshot shows the 'Location/Comments/Attributes' tab selected in a software interface. The top navigation bar includes tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. Below the tabs, asset details are displayed: Unit 05100, Asset ID 00000001266, CISCO 3560 SWITCH, Tag ED1305, and Disposed. The 'Location' section is expanded, showing fields for Effective Date (02/10/2008), Location (AMTP120ST), Area ID, Address 1 (Office Building), City (Montpelier), County, State (VT), Country (USA), Geo Code, Location Detail, Building, Floor #, Room#, Jurisdiction, Sector, and Postal (05602). The 'Authorization' section shows Status (Not Authorized) and Date. Below these are expandable sections for 'Comments', 'Physical and Custom Attributes', 'Detailed Description', and 'Image'. At the bottom are buttons for Save, Return to Search, Add, Update/Display, Include History, and Correct History. A red box highlights the 'Comments' section header.

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

The screenshot shows the 'Comments' section expanded. It displays a 'Date/Time' field with the value '10/09/2018 9:31:47AM'. Below this is a 'Name' field containing 'Brochu, Danielle'. A large text area for the 'Comment' is visible, containing the text: 'This asset was scrapped on 10/09/18. This asset was sent to surplus property.' A red box highlights the 'Name' field and the 'Comment' text area.

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:

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

*Ret Type Retirement by Sale

Lease Information

Lease ID Inception Date 03/13/2019

Supplier ID

Supplier Contact

Save Return to Search Notify

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

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

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

The **Asset Basic Information** page displays:

Asset Basic Information

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit = 02140

Asset Identification begins with 000000007976

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

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

Search Clear Basic Search Save Search Criteria

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

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

11. Click **Search**

The **Asset General Information** page displays:

The screenshot shows the 'Asset General Information' page with the 'Location/Comments/Attributes' tab selected. The page displays 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, Postal, Latitude, and Longitude. The 'Comments' section is highlighted with a red box.

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

Comments

Find | View All First 1 of 1 Last

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

Name Sheltra_Jamie

Comment

Asset entered incorrectly so it was retired.

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

Retire an In Service Non-Financial Asset is Complete

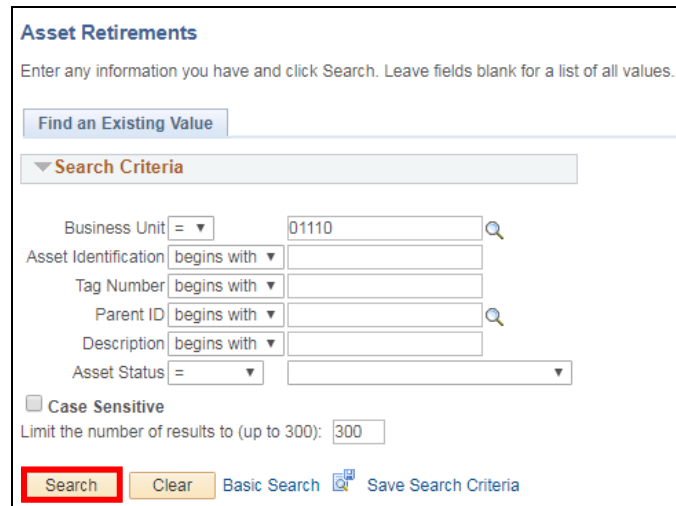
Reinstate a Disposed Capital or CIP Asset

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

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

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

The **Asset Retirements** page displays:



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

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, **RC Curr:** USD
 - Proceeds:** 0.00, **Pr Curr:** USD
 - Convention:** Mid-Month
 - Trans Code:**
 - Retire Option:** Calculate Gain/Loss
 - 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, **RC Curr:** USD
 - Proceeds:** 0.00, **Pr Curr:** USD
 - Convention:** Mid-Month
 - Trans Code:**
 - Retire Option:** Calculate Gain/Loss
 - 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:

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

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

Search Criteria

Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

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

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

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

The **Asset General Information** page displays:

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

Unit 05100 Asset ID 000000001266 CISCO 3560 SWITCH Tag ED1305 In Service

Asset Information

Description CISCO 3560 SWITCH Short Desc SWITCH

CAP #

☒ Taggable Asset Seq #

Asset Class COMPACCSRY Computer Accessories Tag Number ED1305

Asset Type IT Hardware

Asset Subtype

*Asset Status In Service ☐ Capitalized Asset

Acquisition Date 02/10/2008 ☒ New Asset

Placement Date 02/10/2008 ☐ Available For Use

Collateral Asset

*Acquisition Code Purchased ☐ In Physical Use

FERC Code

Financing Code

Fair Value 0.000 Appraisal Date

Replacement Cost Last Update

Index Name

SubIndex Name

Parent/Child None

Profile ID DCOMPACC

Threshold ID

☐ Composite Asset Parent ID

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](#)

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

The screenshot shows a web form titled "Non-Financial Asset Retire". Below the title is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below this is a section titled "Search Criteria" with a dropdown arrow. The form contains several search fields: "Business Unit" with a dropdown set to "=" and a text box containing "02140"; "Asset Identification" with a "begins with" dropdown and an empty text box; "Parent ID" with a "begins with" dropdown and an empty text box; "Tag Number" with a "begins with" dropdown and an empty text box; "Description" with a "begins with" dropdown and an empty text box; "Composite Asset" with an unchecked checkbox; "Composite Asset ID" with a "begins with" dropdown and an empty text box; and "FERC Code" with a "begins with" dropdown and an empty text box. There is also a "Case Sensitive" checkbox which is unchecked. Below these fields is a label "Limit the number of results to (up to 300):" followed by a text box containing "300". At the bottom of the form are four buttons: "Search" (highlighted with a red rectangle), "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a document icon).

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:

Asset Basic Information

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

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

▼ **Search Criteria**

Business Unit = ▼ 01110 🔍

Asset Identification begins with ▼ 🔍

Tag Number begins with ▼ 🔍

Parent ID begins with ▼ 🔍

Description begins with ▼ 🔍

Asset Type = ▼ 🔍

Asset Subtype begins with ▼ 🔍

☐ Include History ☐ Correct History ☐ Case Sensitive

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

Search Clear Basic Search 🔍 Save Search Criteria

6. **Business Unit** - Leave the default value
7. **Asset Identification** - Leave the default value
8. 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 000000000421 HP 4050dtn Printer Tag F299 In Service

Asset Information

Description HP 4050dtn Printer Short Desc printer 🔍

CAP # 🔍 Seq # 🔍

☒ Taggable Asset Tag Number F299

Asset Class COMPUTERS Computers

Asset Type IT Hardware

Asset Subtype 🔍

*Asset Status In Service

Acquisition Date 06/04/2007

Placement Date 06/04/2007

Collateral Asset

*Acquisition Code Purchased

FERC Code 🔍

Financing Code 🔍

Fair Value 0.000

Replacement Cost

Index Name 🔍

SubIndex Name 🔍

Parent/Child None

Profile ID ECOMPUTERS 🔍

Threshold ID

☐ Composite Asset

Appraisal Date

Last Update 🔍

Parent ID 🔍

Region Code 🔍


Composite Asset ID 🔍

Book Page Set R and D Info... Attachments (0)

Fair Value Details

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

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

10. If the asset has changed locations, then add a new row by clicking the plus  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

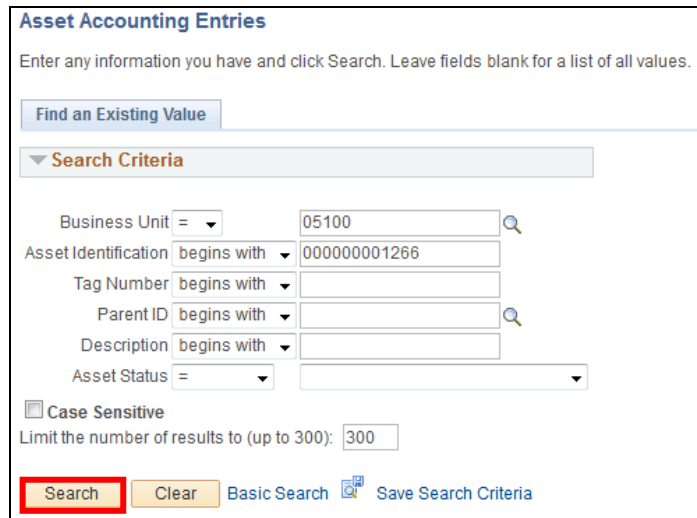
Inquire on the Cost History of a Capital or CIP Asset

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

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

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

The **Asset Accounting Entries** page displays:



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

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

The **List** page displays:

The screenshot shows the 'Detail' tab selected in a software interface. At the top, there are fields for 'Unit 05100', 'Asset ID 000000001266', 'CISCO 3560 SWITCH', 'Tag ED1305', and 'In Service'. Below this, a 'Book' section shows 'Book Name ASSETS', 'Asset Book', and 'Base Currency USD'. The main section is titled 'Accounting Entries' and contains a table with columns: 'Acctg Date', 'Trans Type', 'Account', 'Fund Code', 'Department', 'Program Code', 'Class Field', and 'Project'. The table lists 15 entries from 05/21/2008 to 09/30/2008. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

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

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 Cost History of a Capital or CIP Asset is Complete

Enter an Asset Related Voucher

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

Reports and Queries

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

Asset FAQ's

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