

Establish Parent-Child Relationships Overview

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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Follow the work instructions in the Fixed Asset training manual for Entering an Asset Master for Personal Property. You **must** enter the parent asset's Tag Number in the Parent Number field. Entering the parent asset's Tag Number in the Parent Number field automatically creates a parent-child relationship.

After parent and child relationships are established in the asset master, you are able to review all the children for a specific parent asset. Reviewing parent and child information allows you to:

- Report on asset costs at the parent or child level
- Track all children which have been assigned to a parent or the parents to which a specific child has been assigned.

After reviewing an asset's parent and child information, revise the parent information for individual child and change the sequence of the children if necessary.