

Entering an Asset Master

Overview

You must create an asset master for every asset that you want to manage in the NIS Fixed Assets system. When you create asset master records, you establish the following basic information about each asset:

- ◆ Tag Numbers to uniquely identify the asset
- ◆ The agency that is responsible for the asset
- ◆ The cost account for the asset
- ◆ The date you acquired the asset
- ◆ User defined category code descriptions of asset status, class, etc.
- ◆ Text descriptions or remarks to help locate the asset

This work instruction shows how to:

[Enter an Asset Master for Personal Property](#)

[Enter Donated Personal Property or Buildings](#)

[Fixed Asset Journal Entry for Donated Assets](#)

[Enter an Asset Master Entry for Capital Projects](#)

[Fixed Asset Journal Entry for Capital Acquisition](#)

[Asset Master Entry with Split Codes](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Fixed Assets.

(Citrix users – right click on the menu, choose View by Role, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Add Fixed Asset > Asset Master Information

Steps

Enter an Asset Master for Personal Property

Start this instruction from the Asset Master Information – Work with Assets window.

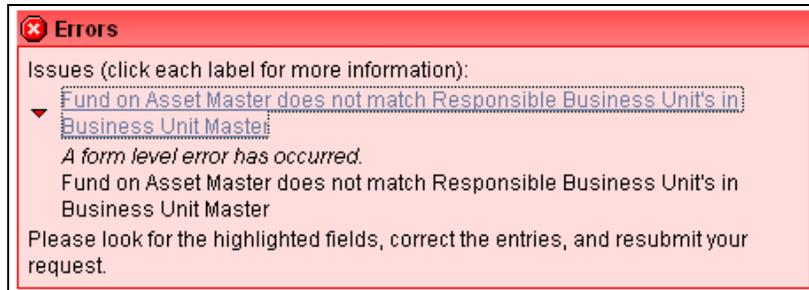
1. Click **Add**. The Asset Master Information – Asset Master Revisions window appears.

2. Complete the following required fields:
 - Tag Number



This number is your two digit agency number, one to two letter division alpha identifier and up to 8-9 digits the agency assigns. The maximum length is 12 alphanumeric characters.

- Description 1 – required (30 character maximum)
- Fund – enter the fund associated with the business unit on the BU Master. If the fund entered is not associated with the business unit on the BU Master, a red error will appear.



-  To find the correct fund, please follow the steps below:
 - click on the visual assist next to the Responsible BU field
 - enter the business unit in the Business Unit field and click Find
 - make note of the fund (i.e. 56650)
 - click Close
 - enter the fund in the Fund field on the Asset Master Revisions window

- Responsible Business Unit (BU)
- Account Number

 The Account Number value used here is Fund.17xx00, where xx is your item code. During the invoice process 58xx00, where xx is your item code, will be entered for the capital outlay. When an optional account is utilized under the series from 58xx01 through 58xx99, type the header account number **17xx00** in the Account Number field.

- Date Acquired
- Status

3. Complete the remaining fields as fully as possible or necessary.

-  All remaining fields are optional but some may be required by your agency, particularly:
 - Serial Number
 - P.O.
 - Address Book
 - Parent Number – defaults to the Tag Number if left blank

4. Click the **Location** tab.

The screenshot shows the PeopleSoft interface for 'Asset Master Information - Asset Master Revisions'. The 'Location' tab is active. The form contains the following fields:

- Location: A search-enabled text input field.
- Start Date: A date input field.
- Current Qty/Net Area: A numeric input field with the value '1.00'.
- Original Qty/Gross Area: A numeric input field with the value '1.00'.
- Equipment Status: A dropdown menu.
- Column: A numeric input field.
- Row: A numeric input field.

5. Complete the following required fields:

- Location Business Unit
 -  Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".
- Start Date – enter the date acquired.
 -  The start date must be equal to or less than the present date.
 -  **Tip:** When entering a new asset with an estimated date acquired of some time in the future **do not** update the location tab. At the time the date acquired is updated to the actual date acquired, the Location tab can be completed.
 -  **The start date for location cannot be prior to the date acquired and the start date for location cannot be after the present date.**

6. Complete the remaining fields as fully as possible or necessary:

- Current Qty/Net/Area
- Original Qty/Gross Area

7. Click the **Category Codes** tab.

The screenshot shows the 'Asset Information' tab of the PeopleSoft Asset Master form. The form contains the following fields:

Item Code	<input type="text"/>	Flood Plain	<input type="text"/>
Sub-Item Code	<input type="text"/>	Util/Cyl	<input type="text"/>
Manufacturer	<input type="text"/>	Type Heating	<input type="text"/> NONE
Model Year	<input type="text"/>	Type Cooling	<input type="text"/> NONE
Use/Debit Code	<input type="text"/>	Split Code/Grant	<input type="text"/>
Agency	<input type="text"/>	Cat. Code 18	<input type="text"/>
Division	<input type="text"/>	Cat. Code 17	<input type="text"/>
Source Funds	<input type="text"/>	COD(Adj) Type	<input type="text"/>
Color/Material	<input type="text"/>	Cat. Code 19	<input type="text"/>
Vehicle Type	<input type="text"/>	Cat. Code 20	<input type="text"/>

 **Agency** and **Division** fields are required and will flag red if left blank.

8. Complete the following required fields:
 - Item Code – defaults in from account number
 - Agency – three digit agency number (ex. 065)
 - Division – three digit division number (ex. 017)
9. Complete the remaining fields as fully as possible or necessary:
 - Sub Item Code – type in code that further defines the item
 - Model Year – type in the year, (i.e., 002 = 2002), optional
 - Color – optional
 - Use/Debit Code – Agency Specific
 - Flood Plain, Util/Cyl/Type Heating or Type Cooling – Agency Specific
-  When the proceeds from a surplus sale are to be returned to a specific fund enter information in the following fields. An example would be the proceeds of the sale of a vehicle that are returned to the TSB Fund.
 - Source Funds
 - COD Type
 - Split Code/Grant
10. Click the **Additional Info** tab.

11. Enter the following information:

- Location – (the first location field should be filled in)
- Acquisition Type
- Ownership, the following are several examples of ownership codes:
 - **F**, Federal Owned
 - **M**, Master Lease
 - **S**, State Owned

12. Click **Form, Asset Master Info, Finance**. The Asset Master Information – Financing Information window appears.

13. Enter in the following info:
 - Vendor
 - Explanation
 - Explanation – Remark
 - Ownership
14. Click **OK** to return to the Asset Master Revisions window.
15. Click **Form, Asset Mater Info, Insurance** to enter any insurance information pertinent to the new asset (i.e. insurance company, policy number, premium, value, replacement cost, etc.)
16. Click **OK** to return to the Asset Master Revisions window.
17. Click **OK** to clear the Asset Master Revisions window.
18. Record the Last Asset Number Entered.
19. To enter additional assets, repeat steps 1-14.
20. Click **Cancel**.
21. Click **Close**.

Enter Donated Personal Property or Buildings

Revising information on an asset master for a donated asset is essentially the same process as that for a purchased asset. The most significant difference in processing a donated asset occurs in the preliminary step of attaching the fair market value for the asset at the time of donation. A purchased asset has a voucher paid and posted to it. A donated asset, however, has a journal entry created using the Fixed Asset Cost account and a Donated Asset account to get a dollar amount attached to the asset.

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Add Fixed Asset > Asset Master Information

Start this instruction from the Asset Master Information – Work With Assets window.

1. Click **Add**. The Asset Master Information – Asset Master Revisions window appears

2. Complete the following required fields:

- Tag Number
 - ✎ This number is your two digit agency number, one to two letter division alpha identifier and up to 8-9 digits the agency assigns. The maximum length is 12 alphanumeric characters.
- Description 1 – required (30 character maximum)
- Fund – enter the fund associated with the business unit on the BU Master. If the fund entered is not associated with the business unit on the BU Master, a red error will appear.

Errors

Issues (click each label for more information):

Fund on Asset Master does not match Responsible Business Unit's in Business Unit Master

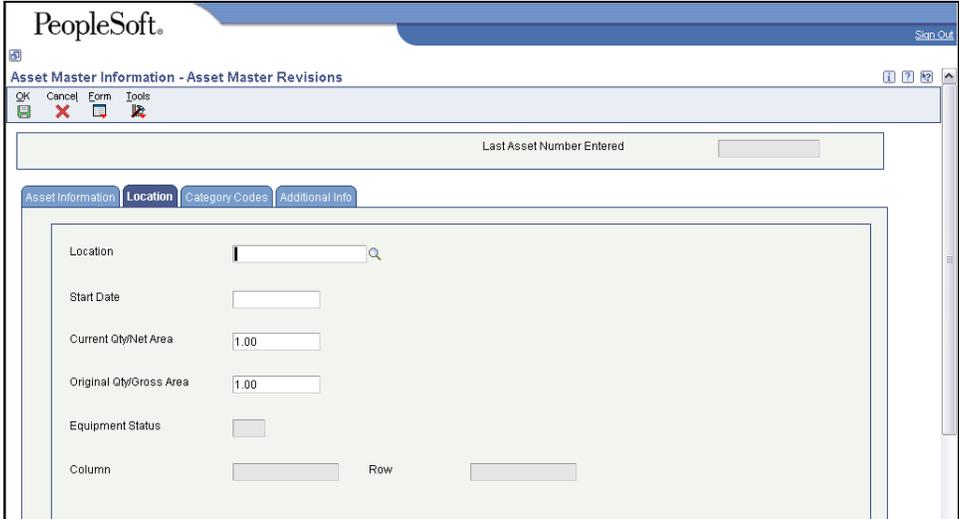
A form level error has occurred.

Fund on Asset Master does not match Responsible Business Unit's in Business Unit Master

Please look for the highlighted fields, correct the entries, and resubmit your request.

- ✎ To find the correct fund, please follow the steps below:
 - click on the visual assist next to the Responsible BU field
 - enter the business unit in the Business Unit field and click Find
 - make note of the fund (i.e. 56650)
 - click Close
 - enter the fund in the Fund field on the Asset Master Revisions window

- Responsible Business Unit (BU)
 - Account Number
 -  The Account Number value used here is Fund.17xx00, where xx is your item code. During the invoice process 58xx00, where xx is your item code, will be entered for the capital outlay. When an optional account is utilized under the series from 58xx01 through 58xx99, type the header account number **17xx00** in the Account Number field.
 - Date Acquired
 - Status
3. Complete the remaining fields as fully as possible.
-  All remaining fields are optional but some may be required by your agency, particularly:
 - Serial Number
 - P.O.
 - Address Book
 - Parent Number – defaults to the Tag Number if left blank
4. Click the **Location** tab.



The screenshot shows the PeopleSoft interface for 'Asset Master Information - Asset Master Revisions'. The 'Location' tab is active. The form contains the following fields:

- Location: A text input field with a search icon.
- Start Date: A date input field.
- Current Qty/Net Area: A numeric input field with the value 1.00.
- Original Qty/Gross Area: A numeric input field with the value 1.00.
- Equipment Status: A checkbox.
- Column: A text input field.
- Row: A text input field.

5. Complete the following required fields:
- Location Business Unit
 -  Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".
 - Start Date – enter the date acquired.
 -  The start date must be equal to or less than the date acquired.
 -  Example: Enter a new asset with an estimated date acquired of 1/17/06 and a start date of 1/17/06. At the time the date acquired is updated to the actual date acquired, the date acquired can only be changed to 1/17/06 or earlier. For this reason, if you enter an estimated

date acquired for an asset, be sure to enter a date far enough in the future, so it can be updated to the correct actual date.

6. Complete the remaining fields as fully as possible or necessary:
 - Current Qty/Net/Area
 - Original Qty/Gross Area
7. Click the **Category Codes** tab.

 **Agency** and **Division** fields are required and will flag red if left blank.

8. Complete the following required fields:
 - Item Code – defaults in
 - Agency – three digits
 - Division – three digits
9. Complete remaining fields as fully as possible or necessary.
 - Sub Item Code – type in code that further defines the item
 - Model Year – type in the year, (i.e., 002 = 2002), optional
 - Color – optional
 - Use/Debit Code – Agency Specific
 - Flood Plain, Util/Cyl/Type Heating or Type Cooling – Agency Specific

 When the proceeds from a surplus sale are to be returned to a specific fund enter information in the following fields. An example would be the proceeds of the sale of a vehicle that are returned to the TSB Fund.

- Source Funds
- COD Type
- Split Code/Grant

10. Click the **Additional Info** tab.

The screenshot shows the 'Asset Master Information - Asset Master Revisions' window in PeopleSoft. The 'Additional Info' tab is active. The window contains the following sections:

- Location: Building/Room/Comments:** Three text input fields.
- Extended Category Codes:** Three text input fields labeled 'SPN Number', 'Category Code 22', and 'Category Code 23'.
- Other Information:** A list of fields with checkboxes or text boxes: 'New or Used', 'Ownership', 'State/Province', 'Tax Entity', and 'Fair Market Value'.

11. Enter the following information:

- Location – (at least one line should be filled in)
- Acquisition Type – **D**
- Ownership, the following are several examples of ownership codes:
 - **F**, Federal Owned
 - **M**, Master Lease
 - **S**, State Owned
- Fair Market Value – at time of donation

12. Click **Form, Asset Master Info, Finance**. The Asset Master Information – Financing Information window appears.

The screenshot shows the 'Asset Master Information - Financing Information' window in PeopleSoft. The window contains the following sections:

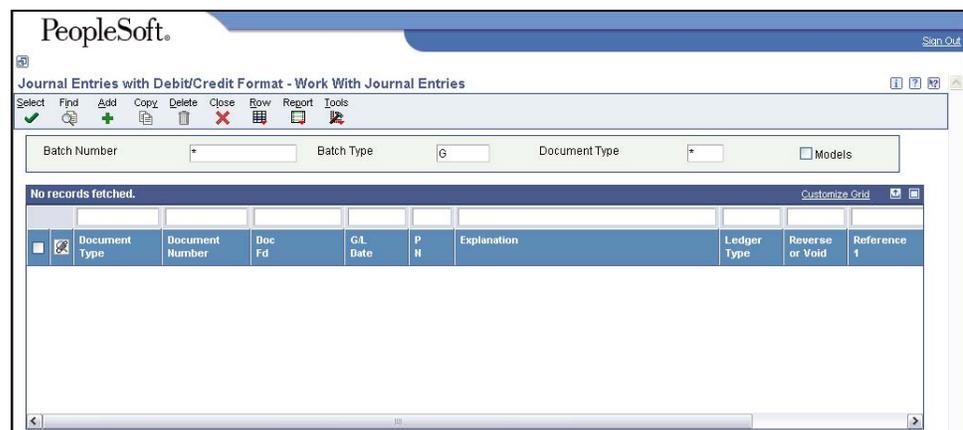
- Tag Number:** A text input field.
- Ownership:** A dropdown menu with a search icon.
- Lessor/Vendor:** A text input field.
- Handicap Access:** A checkbox.
- Purchase Option Price:** A text input field.
- Purchase Option Maximum Credit:** A text input field.
- Purchase Option Credit Percentage:** A text input field.
- Beginning Contract Date:** A date input field.
- Contract Expiration Date:** A date input field.
- Monthly Payment:** A text input field.
- Explanation:** A text input field.
- Explanation - Remark:** A text input field.

13. Enter in the following info:
 - Vendor
 - Explanation
 - Explanation – Remark
 - Ownership
14. Click **OK** to return to the Asset Master Revisions window.
15. Click **Form, Asset Mater Info, Insurance** to enter any insurance information pertinent to the new asset (i.e. insurance company, policy number, premium, value, replacement cost, etc.)
16. Click **OK** to return to the Asset Master Revisions window.
17. Click **OK** to clear the Asset Master Revisions window.
18. Record the Last Asset Number Entered.
19. To enter additional assts, return to step 1.
20. Click **Cancel**.
21. Click **Close**.

Fixed Asset Journal Entry for Donated Assets

Navigation: General Accounting – Agencies > Manage Journal Entries > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format

Start this instruction from the Journal Entries with Debit/Credit Format – Work with Journal Entries window.



1. Click **Add**. The Journal Entries with Debit/Credit Format – Journal Entry window appears.

The screenshot shows the 'Journal Entries with Debit/Credit Format - Journal Entry' window in PeopleSoft. The form includes the following fields:

- Batch Number: 601538
- Model:
- Percent:
- Reverse:
- Doc Type/No/Co: [Searchable field]
- G/L Date: [Date field]
- Ledger Type: AA
- Explanation: [Text field]

Below the form is a grid with the following columns:

Account Number *	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger	Subledger Description
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

A 'Remaining Amount' field is located at the bottom right of the grid area.

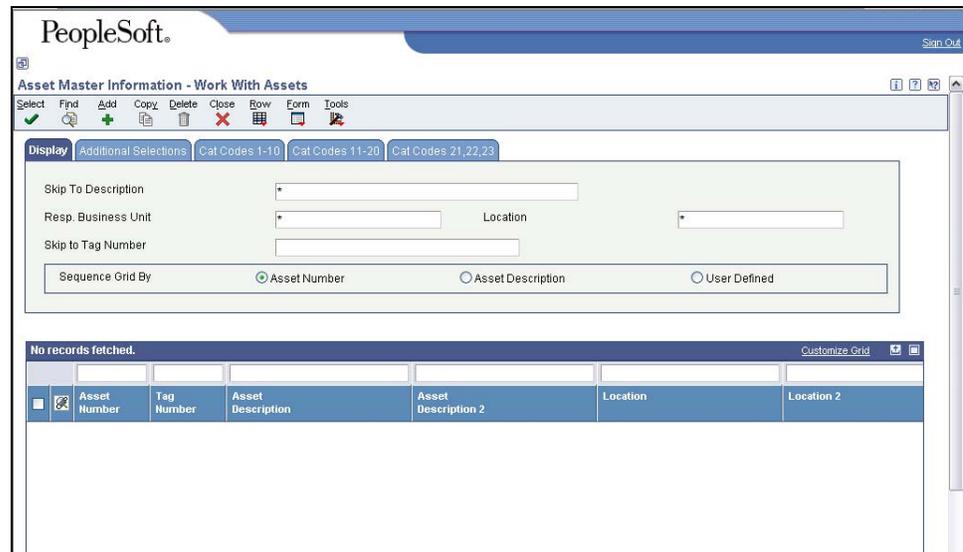
2. Enter the following information:
 - G/L Date – (today’s date defaults in if left blank)
 - Explanation
3. Click the cursor in the Account Information field in the QBE line and enter the following information:
 - Debit Account Number (object account should be 580300-586999)
 - Debit Amount
 - Tag Number – donated asset
4. Use the down arrow on the keyboard to move to the next row on the grid.
5. Enter in the following information:
 - Credit Account Number (object account should be 589000)
 - Credit Amount
 - Tag Number – donated asset
-  You must post the debit portion of this journal entry in the Fixed Asset module to attach cost to the donated asset.
6. Click **OK** to clear the Journal Entries with Debit/Credit Format – Journal Entry window.
7. Record the Batch Number.
8. Click **Cancel**.
9. Click **Close**.

Enter an Asset Master for Capital Projects

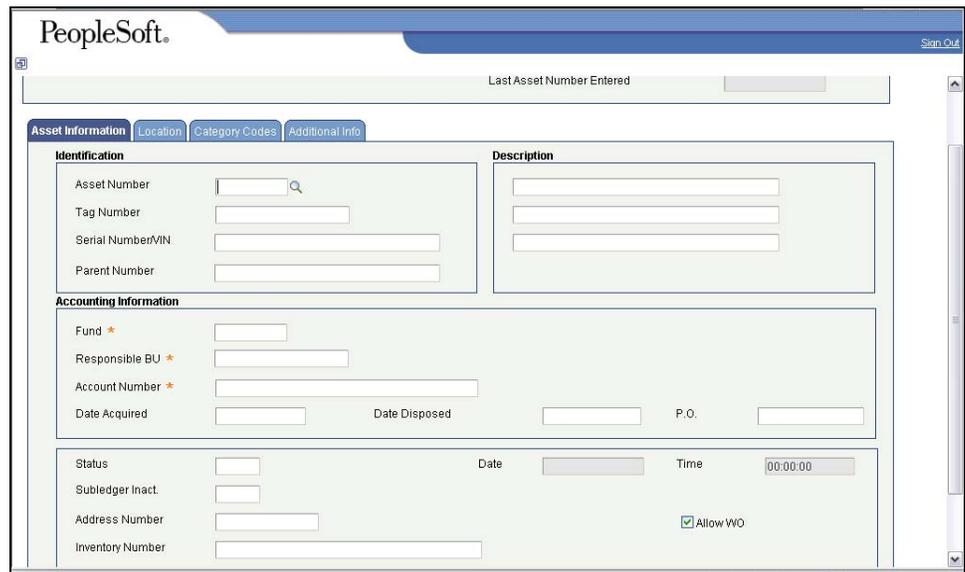
This creates an Asset Master Record for a completed capital project and must be completed before any dollars can be posted to it.

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Add Fixed Asset > Asset Master Information

Start this instruction from the Asset Master Information – Work with Assets window.

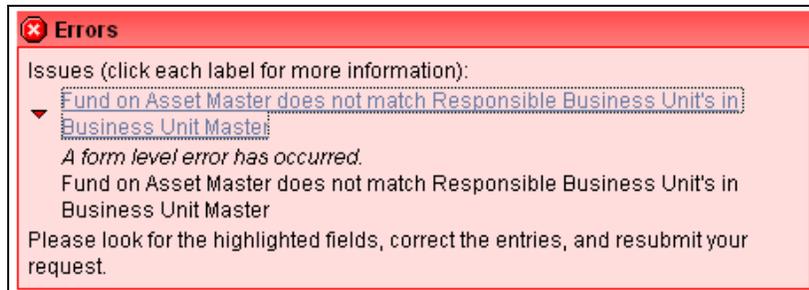


1. Click **Add**. The Asset Master Information – Asset Master Revisions window appears.



2. Enter the following information:

- Tag Number
 -  This number is your two digit agency number, one to two letter division alpha identifier and up to 8-9 digits the agency assigns. The maximum length is 12 alphanumeric characters.
- Description 1 – required (30 character maximum)
- Fund – enter the fund associated with the business unit on the BU Master. If the fund entered is not associated with the business unit on the BU Master, a red error will appear.



-  To find the correct fund, please follow the steps below:
 - click on the visual assist next to the Responsible BU field
 - enter the business unit in the Business Unit field and click Find
 - make note of the fund (i.e. 56650)
 - click Close
 - enter the fund in the Fund field on the Asset Master Revisions window

- Responsible Business Unit (BU)
- Account Number
 -  The Account Number value used here is Fund.17xx00, where xx is your item code. During the invoice process 58xx00, where xx is your item code, will be entered for the capital outlay. When an optional account is utilized under the series from 58xx01 through 58xx99, type the header account number **17xx00** in the Account Number field.
- Date Acquired
- Status

3. Click the **Location** tab.

The screenshot shows the 'Asset Master Information - Asset Master Revisions' form in PeopleSoft. The 'Location' tab is selected. The form contains the following fields:

- Location: A search field with a magnifying glass icon.
- Start Date: A date input field.
- Current Qty/Net Area: A numeric input field with the value '1.00'.
- Original Qty/Gross Area: A numeric input field with the value '1.00'.
- Equipment Status: A checkbox.
- Column: A numeric input field.
- Row: A numeric input field.

4. Complete the following required fields:
 - Location Business Unit
 -  Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".
 - Start Date – enter the date acquired.
 -  The start date must be equal to or less than the date acquired.
 -  Example: Enter a new asset with an estimated date acquired of 1/17/06 and a start date of 1/17/06. At the time the date acquired is updated to the actual date acquired, the date acquired can only be changed to 1/17/06 or earlier. For this reason, if you enter an estimated date acquired for an asset, be sure to enter a date far enough in the future, so it can be updated to the correct actual date.
5. Complete the remaining fields as fully as possible or necessary:
 - Current Qty/Net/Area
 - Original Qty/Gross Area
6. Click the **Category Codes** tab.

PeopleSoft

Asset Information Location **Category Codes** Additional Info

Item Code

Sub-Item Code

Manufacturer

Model Year

Use/Debit Code

Agency

Division

Source Funds

Color/Material

Vehicle Type

Flood Plain

Util/Cyl

Type Heating NONE

Type Cooling NONE

Split Code/Grant

Cat. Code 16

Cat. Code 17

COD(Adj) Type

Cat. Code 19

Cat. Code 20

 **Agency** and **Division** fields are required and will flag red if left blank.

7. Complete the following required fields:
 - Item Code – defaults in
 - Agency – three digits
 - Division – three digits
8. Complete the following fields as fully as possible or necessary
 - Sub Item Code – type in code that further defines the item
 - Model Year – type in the year, (i.e., 002 = 2002), optional
 - Color – optional
 - Use/Debit Code – Agency Specific
 - Flood Plain, Util/Cyl/Type Heating or Type Cooling – Agency Specific
-  When the proceeds from a surplus sale are to be returned to a specific fund enter information in the following fields. An example would be the proceeds of the sale of a vehicle that are returned to the TSB Fund.
 - Source Funds
 - COD Type
 - Split Code/Grant
9. Click the **Additional Info** tab.

10. Complete the following required field:

- Location 1 – at least one line should be filled in

11. Complete the following fields as fully as possible or necessary.

- Location 2 – if required
- Acquisition Type
- Ownership, the following are several examples of ownership codes:
 - **F**, Federal Owned
 - **M**, Master Lease
 - **S**, State Owned

12. Click **Form, Asset Master Info, Finance**. The Asset Master Information – Financing Information window appears.

13. Enter in the following information:

- Handicap Access
 - Beginning Contract Date
 - Contract Expiration Date
14. Click **OK** to return to the Asset Master Revisions window.
 15. Click **Form, Asset Master Info, Insurance**. The Asset Master Information – Insurance window appears.

The screenshot shows a PeopleSoft web interface window titled "Asset Master Information - Insurance Information". The window has a standard toolbar with "OK", "Cancel", and "Tools" buttons. The main content area is divided into several sections, each with a label and one or more input fields:

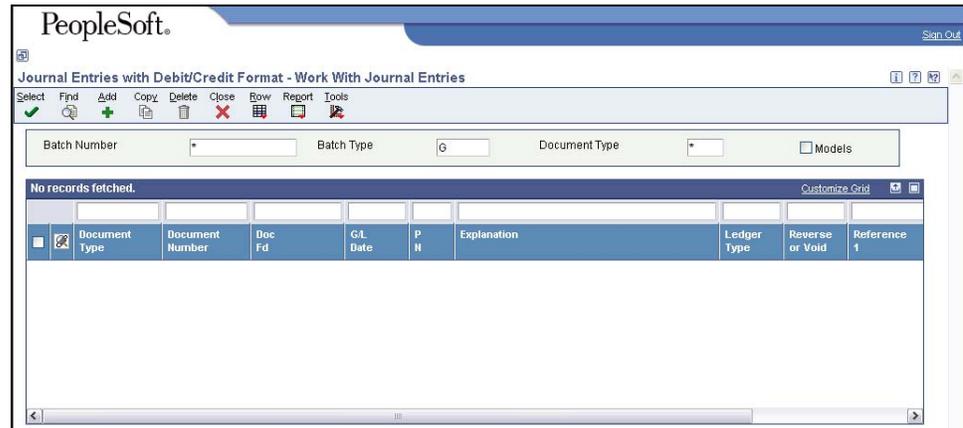
- Tag Number**: A single input field.
- Insurance Company**: A single input field.
- Insurance Policy Number**: A single input field.
- Renewal Month**: A single input field.
- Insurance Premium**: A single input field.
- Insurance Value**: A single input field, highlighted in light green.
- Replacement Cost**: A single input field, highlighted in light green.
- Last Years Replacement Cost**: A single input field.

16. Complete the following required fields:
 - Insurance Value
 - Replacement Cost
17. Complete the remaining fields as fully as possible or necessary:
 - Insurance Policy Number
 - Renewal Month
 - Insurance Premium
 - Insurance Value
18. Click **OK** to return to the Asset Master Revisions window.
19. Click **OK** to clear the Asset Master Revisions window.
20. Write down the Last Asset Number.
21. Click **Cancel**.
22. Click **Close**.

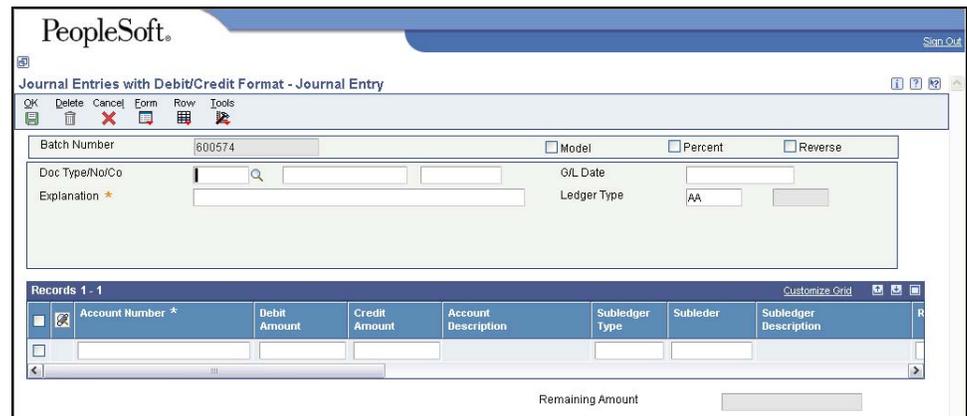
Fixed Asset Journal Entry for Capital Acquisition

Navigation: General Accounting – Agencies > Manage Journal Entries > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format

Start this instruction from the Journal Entries with Debit/Credit Format – Work with Journal Entries window.



1. Click **Add**. The Journal Entries with Debit/Credit Format – Journal Entry window appears.



2. Enter the following information in the header:
 - G/L Date – Today's date defaults if left blank
 - Explanation
3. Click the **Account Number** field in the grid.
4. Enter the following information:
 - Account Number – Balance Sheet BU.17XX00 (XX = item code)
 - Debit Amount
 - Tag Number
5. Use the down arrow on the keyboard to add another line to the grid.
6. Enter the following information:
 - Account Number – "Capital Project BU".**940000**

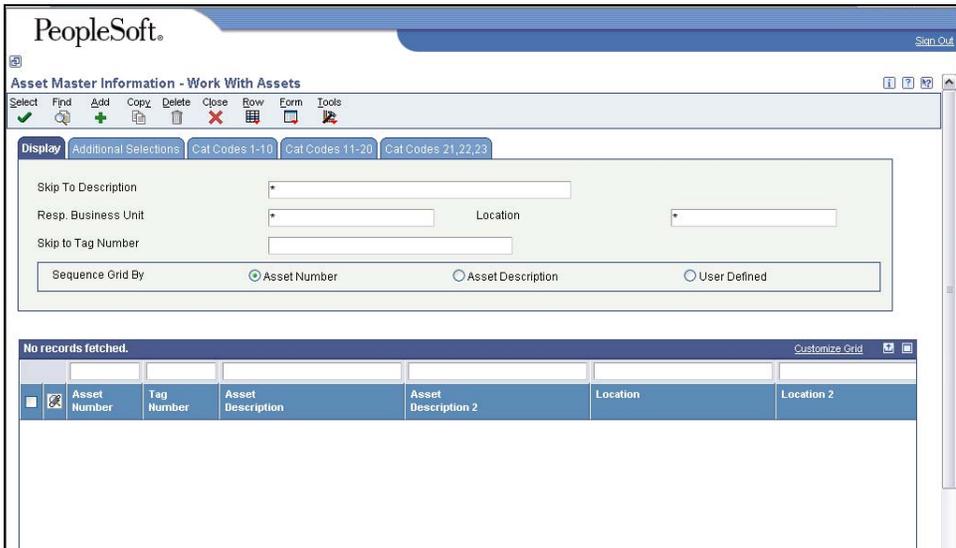
- Credit Amount
 - Tag Number
7. Click **OK**.
 8. Record the Batch Number.
 9. Click **Cancel**.
 10. Click **Close**.
 11. Follow the work instructions for [Review Journal Entries for Approval](#) and [Posting Journal Entries by Batch](#) in the General Accounting manual.

Asset Master Entry with Split Codes

 This is done when cost is being attributed to more than one funding source (business unit).

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Splits > Asset Master Information – Splits

Start this instruction in the Asset Master Information – Work with Assets window.



1. Click **Add**. The Asset Master Information – Asset Master Revisions window appears.

2. Enter the following information

- Tag Number
 -  This number is your two digit agency number, one to two letter division alpha identifier and up to 8-9 digits the agency assigns. The maximum length is 12 alphanumeric characters.
- Description 1 – required (30 character maximum)
- Fund – enter the fund associated with the business unit on the BU Master. If the fund entered is not associated with the business unit on the BU Master, a red error will appear.

Errors

Issues (click each label for more information):

Fund on Asset Master does not match Responsible Business Unit's in Business Unit Master

A form level error has occurred.

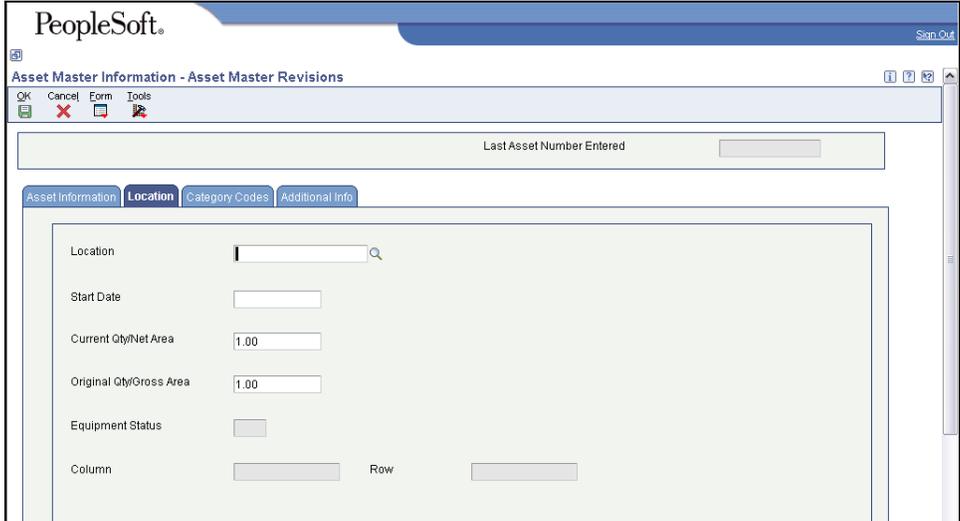
Fund on Asset Master does not match Responsible Business Unit's in Business Unit Master

Please look for the highlighted fields, correct the entries, and resubmit your request.

-  To find the correct fund, please follow the steps below:
 - click on the visual assist next to the Responsible BU field
 - enter the business unit in the Business Unit field and click Find
 - make note of the fund (i.e. 56650)
 - click Close
 - enter the fund in the Fund field on the Asset Master Revisions window

- Responsible Business Unit (BU)
- Account Number
 -  The Account Number value used here is Fund.17xx00, where xx is your item code. During the invoice process 58xx00, where xx is your item code, will be entered for the capital outlay. When an optional account is utilized under the series from 58xx01 through 58xx99, type the header account number **17xx00** in the Account Number field.
- Date Acquired
- Status

3. Click the **Location** tab.



The screenshot shows the 'Asset Master Information - Asset Master Revisions' window in PeopleSoft. The 'Location' tab is active. The form contains the following fields and controls:

- Location:** A text input field with a search icon.
- Start Date:** A date input field.
- Current Qty/Net Area:** A numeric input field with the value '1.00'.
- Original Qty/Gross Area:** A numeric input field with the value '1.00'.
- Equipment Status:** A checkbox.
- Table:** A table with two columns labeled 'Column' and 'Row', each with an empty input field.

4. Complete the following required fields:

- Location Business Unit
 -  Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".
- Start Date – enter the date acquired.
 -  The start date must be equal to or less than the date acquired.
 -  Example: Enter a new asset with an estimated date acquired of 1/17/06 and a start date of 1/17/06. At the time the date acquired is updated to the actual date acquired, the date acquired can only be changed to 1/17/06 or earlier. For this reason, if you enter an estimated date acquired for an asset, be sure to enter a date far enough in the future, so it can be updated to the correct actual date.

5. Complete the remaining fields as fully as possible or necessary:

- Current Qty/Net/Area
- Original Qty/Gross Area

6. Click the **Category Codes** tab.

7. Complete the following required fields:

- Item Code – defaults in
- Agency – three digits
- Division – three digits

8. Complete the remaining fields as fully as possible or necessary:

- Sub Item Code – type in code that further defines the item
- Model Year – type in the year, (i.e., 002 = 2002), optional
- Color – optional
- Use/Debit Code – Agency Specific
- Flood Plain, Util/Cyl/Type Heating or Type Cooling – Agency Specific

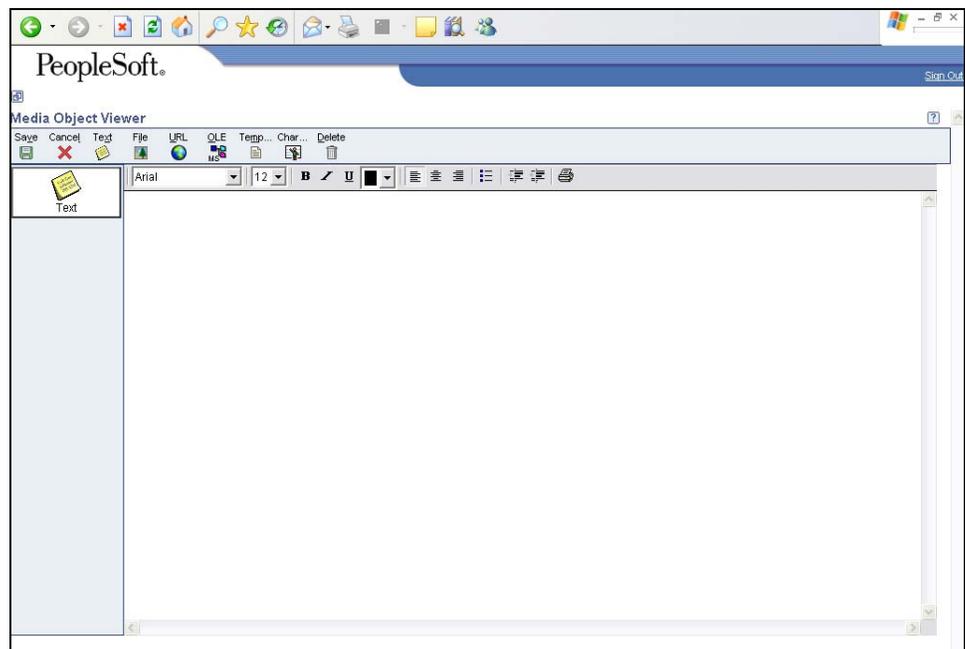
 When the proceeds from a surplus sale are to be returned to a specific fund enter information in the following fields. An example would be the proceeds of the sale of a vehicle that are returned to the TSB Fund.

- Source Funds
- COD Type
- Split Code/Grant

9. Click the **Additional Info** tab.

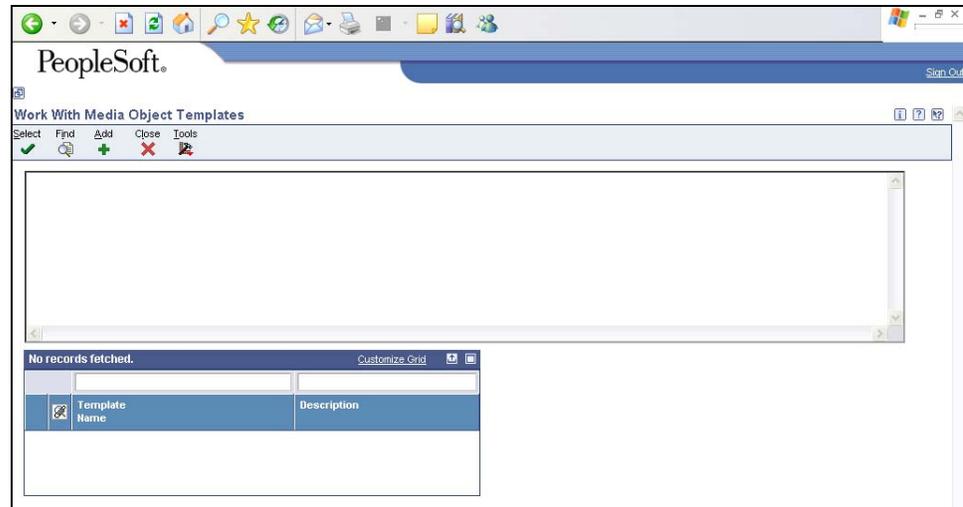
10. Complete the following required field:
 - Location – at least one line should be filled in
11. Complete the remaining fields as fully as possible or necessary:
 - Acquisition Type
 - Ownership, the following are several examples of ownership codes:
 - **F**, Federal Owned
 - **M**, Master Lease
 - **S**, State Owned
12. Click **Form, Asset Master Info, Finance**. The Asset Master Information – Financing Information window appears.

13. Enter in the following info:
 - Vendor
 - Explanation
 - Explanation – Remark
 - Ownership
14. Click **OK** to return to the Asset Master Revisions window.
15. Click **Form, Asset Mater Info, Insurance** to enter any insurance information pertinent to the new asset (i.e. insurance company, policy number, premium, value, replacement cost, etc.)
16. Click **OK** to return to the Asset Master Revisions window.
17. Click **Form, Attachment**. The Media Object Viewer window appears.



 If shadow data is present at this point, click **Delete** on the Tool Bar.

18. Click **Templates**.

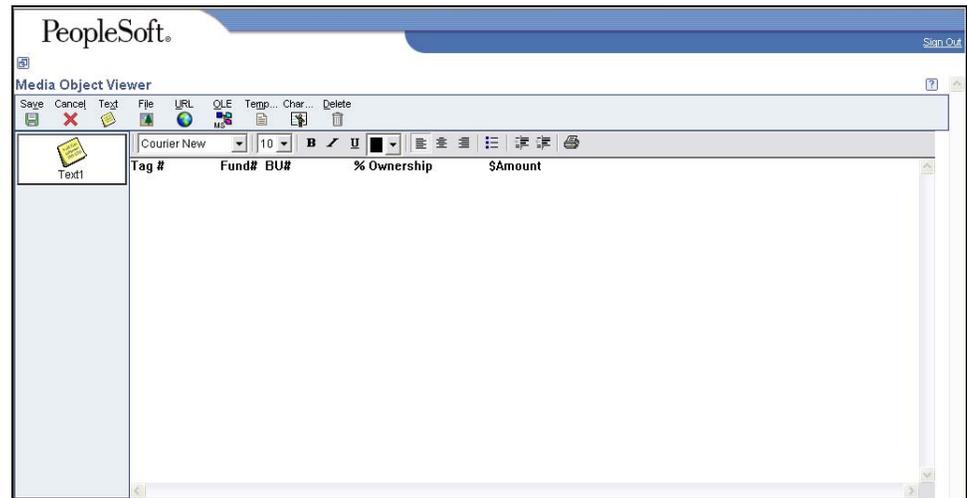


19. Click **Find**.

20. Choose **AA-SPLIT CODE/FUNDING**.

 You may also use this template to record the original business unit utilized to purchase the asset when the BU does not match the responsible business unit on the Asset Master. This may occur when purchasing assets with a federal grant.

21. Click **Select**.



22. Enter text as desired.

23. Click **Save** to return to the Asset Master Revisions window.

24. Click **OK** to clear the Asset Master Revisions window.

25. Record the Last Asset Number Entered, if desired.

26. Click **Cancel**.

27. Click **Close**.