


Creating an Asset Quick Sheet

Create Asset (Items costing more than \$2000 or a sensitive item, i.e. computers & must be defined in IRIS before creating the requisition)		
Menu Path	Accounting>>Financial Accounting>>Fixed Assets>>Asset>>Create>>AS01 - Create	
Screen Name: Initial Screen	Field Name/Actions: Asset Class Company Code Number of Assets Click Enter (✓) or Press the Enter Key to continue.	Input: Click on Match-Code button to retrieve a list of asset classes. Double-click the appropriate one for type of asset you are purchasing. UT Type in the # of assets of similar type (<i>i.e. if buying 5 computers, type 5</i>)
Master Data - General Tab	Description Press the TAB key. Click Enter (✓) or Press the Enter Key to continue.	Enter description of the asset This will place default information in the other fields
Time Dependent Tab	Click Time Dependent Tab Business Area Cost Center Press the TAB key Responsible Cost Center	Opens the Time Dependent Tab Leave this blank (defaults from Cost Center info) Enter M040000001 exactly as you see it here (<i>this will always begin with an M and have the Budget Entity of 04</i>). Type in your Cost Center (<i>This number will always begin with an E and is the cost center responsible for performing the annual equipment inventory. If you have a WBS element/R account, you should also have an E cost center for inventory</i>).
Allocations Tab	Source Cost Center or WBS Element Press the TAB key. Click on the Allocations Tab Source of Funds Distribution Code Press the Enter key, and then click on the Save button  .	You will only choose one of these fields (<i>E & I cost centers use Cost Center field; R accounts /WBS elements use the WBS field</i>). Opens the Allocations Tab Click in this field, then on the Match-code button to see a list. Double click on A- Current Operating Funds (<i>this will usually be A, or D - Grant and Contract Funds</i>). Type 007 for Sue Garrett (<i>you can also click on the Match-code button and choose her name from the list</i>). Your asset is now saved and you should have an asset number(s) at the bottom of the screen. Be sure to write these down, as you will need them for your purchase requisition.