

# Adding a Capitalized Asset Using Basic Add

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## Table of Contents

Adding a Capitalized Asset Using Basic Add ..... 1

### Adding a Capitalized Asset Using Basic Add



**Basic Add** enables a user to manually add assets to the Asset Management module. Agencies acquire assets by escheatment, donation, lease, construction, or purchase. When an asset cannot be added through the procurement integration process, the asset must be entered using the Basic Add functionality.

In Core-CT 9.1 the capitalization status of an asset is determined by the **Capitalization Threshold ID** associated with the **Profile ID** and the total cost of the asset. If the total cost of the asset exceeds the capitalization threshold of \$999.99 and the **Profile ID** is associated with a threshold ID, Core-CT 9.1 will treat the asset as a capitalized asset. If the total cost of the asset does not exceed \$999.99 and a capitalization threshold is associated with the **Profile ID**, Core-CT 9.1 treats the asset as a non-capitalized asset.

If the **Profile ID** is not associated with a **Capitalization Threshold ID**, Core-CT 9.1 treats the asset as a capitalized asset no matter what the total cost of the asset.

In this topic a user adds an asset with a total cost of \$3000 and an **Asset Profile ID** associated with a **Capitalization Threshold ID**. Core-CT 9.1 treats the new asset as a capitalized asset.

This topic provides the minimum required information on how to add assets by using **Basic Add**.

#### Procedure

Navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

New Window | Help | http

### 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 [ ]

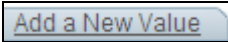
Asset Type: = [ ]

Asset Subtype: begins with [ ]

Include History  Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
1.	Click the <b>Add a New Value</b> tab. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

New Window | Help | http

### Asset Basic Information

Find an Existing Value | **Add a New Value**


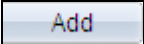
Business Unit: [AESM1] [ ]

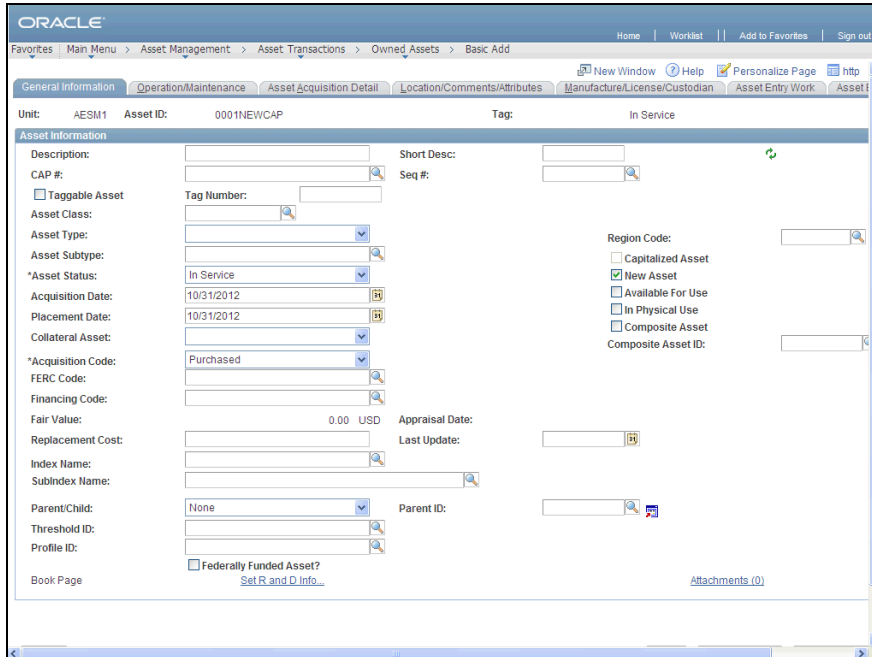
Asset Identification: [NEXT]

Add

Find an Existing Value | Add a New Value



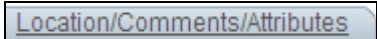
Step	Action
2.	Enter <b>AESM1</b> into the <b>Business Unit</b> field.

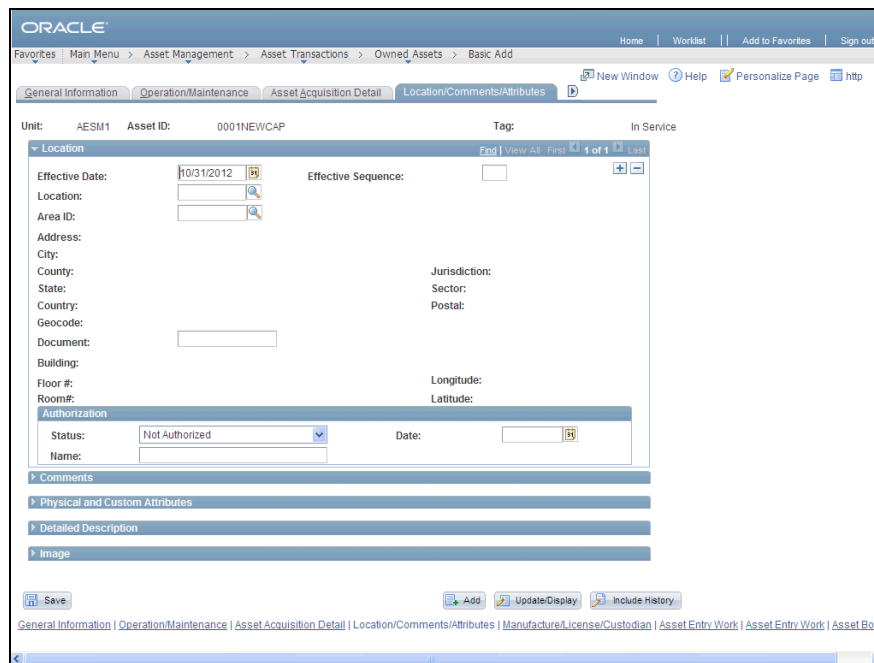
Step	Action
3.	Click in the <b>Asset Identification</b> field. 
4.	By default Core-CT follows an auto numbering sequence for <b>Asset Identifications</b> . Once the asset is saved, the <b>Asset Identification</b> changes from NEXT to an auto assigned ID.  <b>Asset IDs</b> can be assigned manually or automatically. Follow agency procedures.  In this example enter <b>0001NEWCAP</b> into the <b>Asset Identification</b> field.
5.	Click the <b>Add</b> button. 



The screenshot shows the Oracle Asset Management 'Basic Add' form. The form is titled 'Basic Add' and is for 'Owned Assets'. The 'Unit' is 'AESM1' and the 'Asset ID' is '0001NEWCAP'. The 'Tag' is 'In Service'. The form is divided into several sections: 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', 'Asset Entry Work', and 'Asset Information'. The 'Asset Information' section is currently active and contains the following fields: Description, CAP #, Tag Number, Asset Class, Asset Type, Asset Subtype, \*Asset Status (set to 'In Service'), Acquisition Date (10/31/2012), Placement Date (10/31/2012), Collateral Asset, \*Acquisition Code (set to 'Purchased'), FERC Code, Financing Code, Fair Value (0.00 USD), Appraisal Date, Replacement Cost, Last Update, Index Name, Subindex Name, Parent/Child (set to 'None'), Parent ID, Threshold ID, Profile ID, and Region Code. There are also checkboxes for 'Taggable Asset', 'Capitalized Asset', 'New Asset', 'Available For Use', 'In Physical Use', 'Composite Asset', and 'Federally Funded Asset?'. A 'Book Page' link and an 'Attachments (0)' link are also visible.


Step	Action
6.	Use the <b>General Information</b> page to add basic asset information or modify existing information.
7.	Enter <b>COMPUTER</b> into the <b>Description</b> field.  The <b>Short Desc</b> field will automatically populate with the first 10 characters of the <b>Description</b> field.

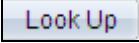
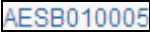


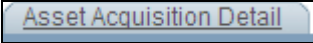
Step	Action
8.	<p>The <b>Profile ID</b> represents the depreciation method, the estimated life, and the depreciation rules for the asset.</p> <p>The <b>Profile ID</b> will also default the Category to the asset.</p> <p>Click the <b>Look up Profile ID</b> button.</p> 
9.	<p>Click the <b>1EQUIPMENT</b> link.</p> 
10.	<p>The <b>Threshold ID</b> field automatically populated based on the value selected in the <b>Profile ID</b> field.</p> <p>Core-CT uses the Threshold ID to determine (based on the total cost of the asset) whether the asset will be treated as a capitalized or non-capitalized asset.</p>
11.	<p>Click the <b>Location/Comments/Attributes</b> tab.</p> 

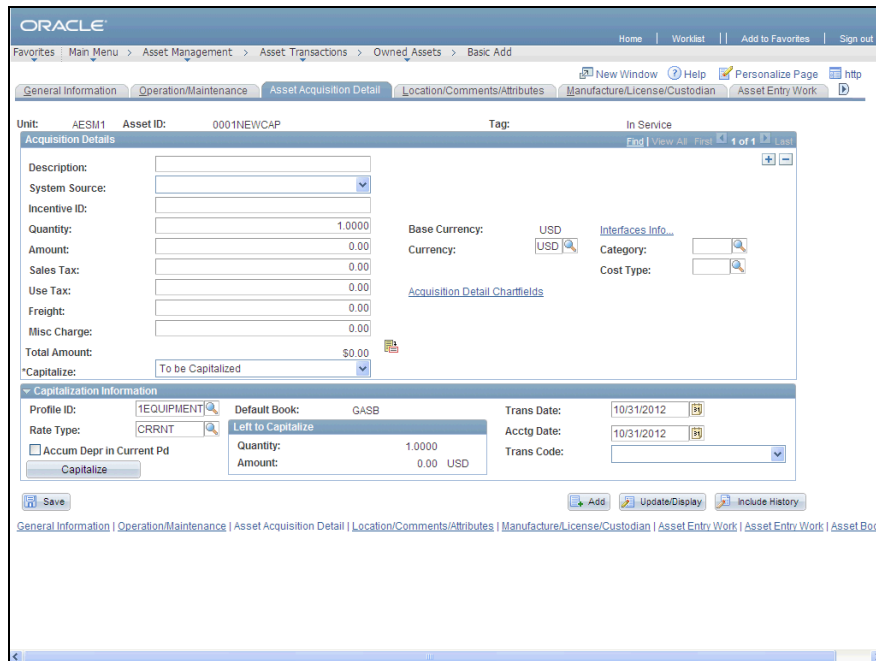


The screenshot displays the Oracle Asset Management interface for the 'Location/Comments/Attributes' tab. The page is titled 'Basic Add' and shows the following details:

- Unit:** AESM1, **Asset ID:** 0001NEWCAP, **Tag:** In Service
- Location Section:**
  - Effective Date: 10/31/2012
  - Effective Sequence:
  - Location:
  - Area ID:
  - Address:
  - City:
  - County:
  - State:
  - Country:
  - Geocode:
  - Document:
  - Building:
  - Floor #:
  - Room #:
  - Longitude:
  - Latitude:
  - Jurisdiction:
  - Sector:
  - Postal:
- Authorization Section:**
  - Status: Not Authorized
  - Date:
  - Name:
- Other Sections:** Comments, Physical and Custom Attributes, Detailed Description, Image.
- Buttons:** Save, Add, Update/Display, Include History.
- Navigation:** General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Entry Work | Asset Entry Work | Asset Root



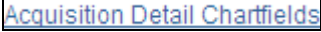
Step	Action
12.	<p>Use the <b>Location/Comments/Attributes</b> page to enter location information, comments, and physical attributes for an asset.</p> <p>Click the <b>Look up Location</b> button.</p> 

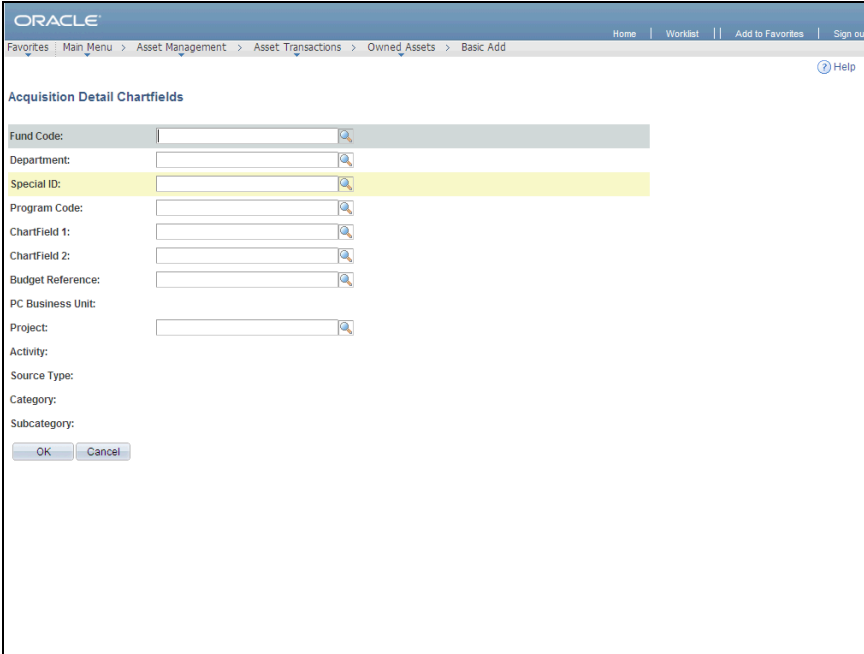
Step	Action
13.	A valid Asset Location Code is required for all assets. All Asset Location Codes begin with the prefix 'A'.  Enter <b>AES</b> into the <b>Location Code</b> field.
14.	Click the <b>Look Up</b> button. 
15.	Click the <b>AESB010005</b> link. 
16.	Click the <b>Status</b> list. 
17.	Click the <b>Authorized</b> list item. 
18.	Enter <b>10/31/12</b> into the <b>Date</b> field.
19.	The <b>Name</b> field must be entered in the following format: last name,first name  Enter <b>BONOLA,DAVID</b> into the <b>Name</b> field.
20.	Click the <b>Asset Acquisition Detail</b> link. 

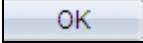


The screenshot displays the Oracle Asset Management interface for the 'Asset Acquisition Detail' form. The form is titled 'Basic Add' and is for Unit 'AESM1' and Asset ID '0001NEWCAP'. The 'Acquisition Details' section includes fields for Description, System Source, Incentive ID, Quantity (1.0000), Amount (0.00), 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 'EQUIPMENT', Rate Type 'CRRNT', Default Book 'GASB', Trans Date '10/31/2012', Acctg Date '10/31/2012', and Trans Code. The 'Capitalization Information' section also shows 'Left to Capitalize' and 'Accum Depr in Current Pd' options.

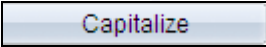
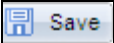
Step	Action
21.	Enter <b>COMPUTER</b> into the <b>Description</b> field.

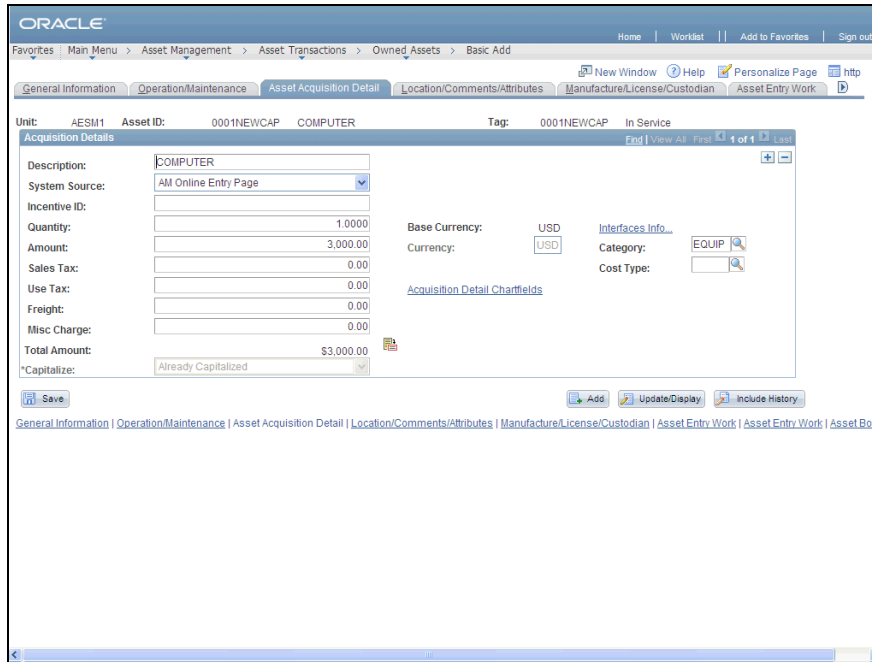
Step	Action
22.	Click the <b>System Source</b> list. 
23.	Click the <b>AM Online Entry Page</b> list item. 
24.	Enter <b>3000</b> into the <b>Amount</b> field.
25.	Click the <b>Acquisition Detail ChartFields</b> link. 



Step	Action
26.	Use the <b>Acquisition Detail ChartFields</b> page to enter the applicable ChartField values for the asset.  Enter <b>12051</b> into the <b>Fund Code</b> field.
27.	Enter <b>AES48013</b> into the <b>Department</b> field.
28.	Enter <b>40255</b> into the <b>Special ID</b> field.
29.	Enter <b>00000</b> into the <b>Program Code</b> field.
30.	Enter <b>2012</b> into the <b>Budget Reference</b> field.
31.	Enter <b>AES_NONPROJECT</b> into the <b>Project</b> field.
32.	Click the <b>OK</b> button. 

The screenshot displays the Oracle Asset Management interface for the 'Asset Acquisition Detail' of asset 0001NEWCAP. The form is divided into several sections: 'Acquisition Details' with fields for Description, System Source, Incentive ID, Quantity, Amount, Sales Tax, Use Tax, Freight, Misc Charge, Total Amount, and Capitalization; 'Capitalization Information' with fields for Profile ID, Rate Type, Accum Depr in Current Pd, Default Book, Trans Date, Acctg Date, and Trans Code; and a 'Capitalization Threshold' section with Quantity and Amount fields. A 'Capitalize' button is located at the bottom left of the form.

Step	Action
33.	<p>All assets in Core-CT 9.1 are potentially capitalizable.</p> <p>The Capitalization ID associated with the Asset Profile ID and the total cost of the asset determines whether an asset will be capitalized. Assets with total costs of less than \$1000 will be treated as non-capitalized assets if their Profile ID is associated with a Capitalization Threshold.</p> <p>If the Profile ID is not associated with a Capitalization Threshold, the asset will be treated as a capitalized asset no matter what its cost.</p> <p>Click the <b>Capitalize</b> button.</p> 
34.	Click the scrollbar.
35.	<p>Click the <b>Save</b> button.</p> 



Step	Action
36.	<p>The asset has been capitalized.</p> <p>The <b>Profile ID</b> has an associated <b>Capitalization Threshold ID</b>, and the total cost of the asset exceeds the capitalization threshold of \$999.99.</p>
37.	The <b>Tag</b> field has populated.
38.	<b>End of Procedure.</b>