Adding a Capitalized Asset Using Basic Add
Created on 2/19/2013 2:28:00 PM

Table of Contents

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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
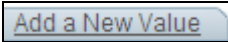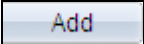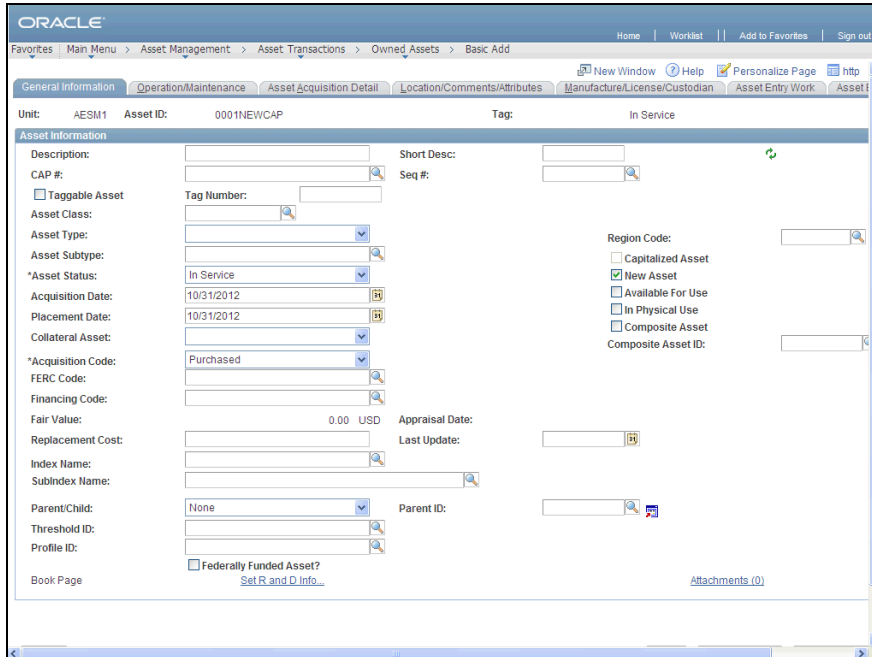
Step	Action
1.	Click the **Add a New Value** tab.
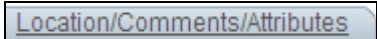
Step	Action
2.	Enter **AESM1** into the **Business Unit** field.

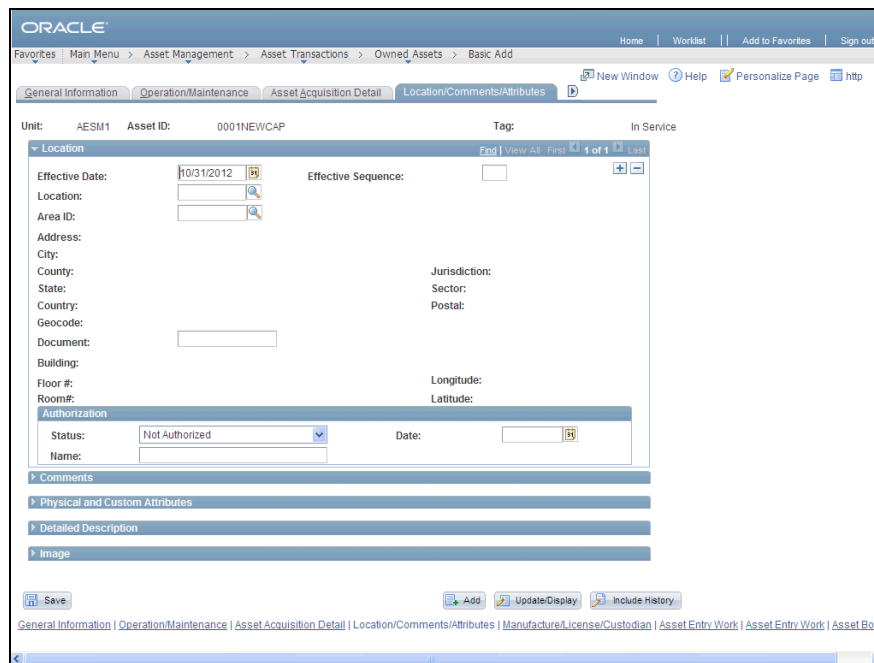| Step	Action
3.	Click in the **Asset Identification** field. NEXT
4.	By default Core-CT follows an auto numbering sequence for **Asset Identifications**. Once the asset is saved, the **Asset Identification** changes from NEXT to an auto assigned ID. **Asset IDs** can be assigned manually or automatically.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

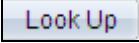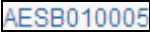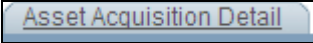| Step	Action
6.	Use the **General Information** page to add basic asset information or modify existing information.
7.	Enter **COMPUTER** into the **Description** field. The **Short Desc** field will automatically populate with the first 10 characters of the **Description** field.

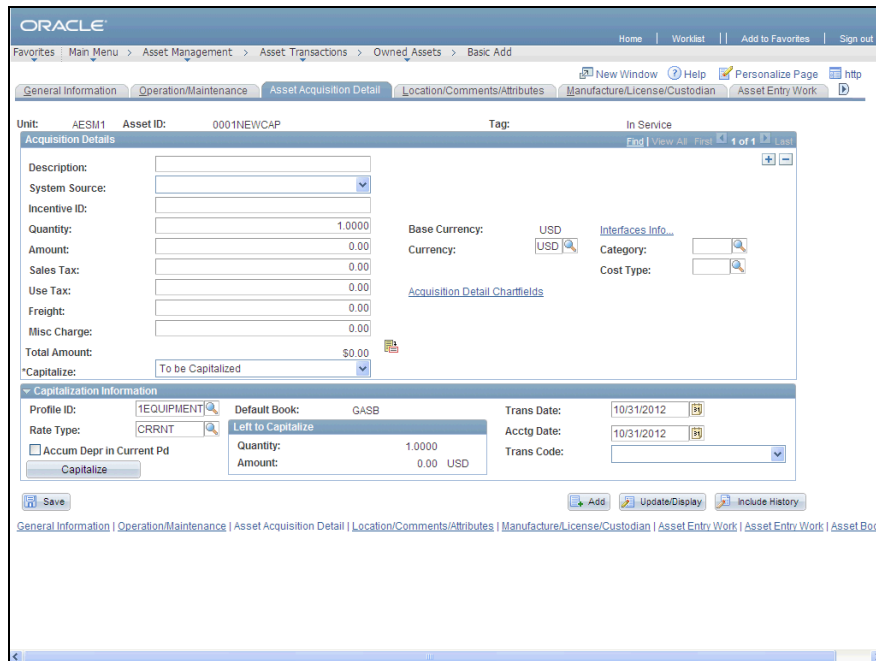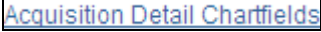| Step	Action
8.	The **Profile ID** represents the depreciation method, the estimated life, and the depreciation rules for the asset. The **Profile ID** will also default the Category to the asset. Click the **Look up Profile ID** button.
9.	Click the **1EQUIPMENT** link. 1EQUIPMENT
10.	The **Threshold ID** field automatically populated based on the value selected in the **Profile ID** field. 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.
11.	Click the **Location/Comments/Attributes** tab. Location/Comments/Attributes

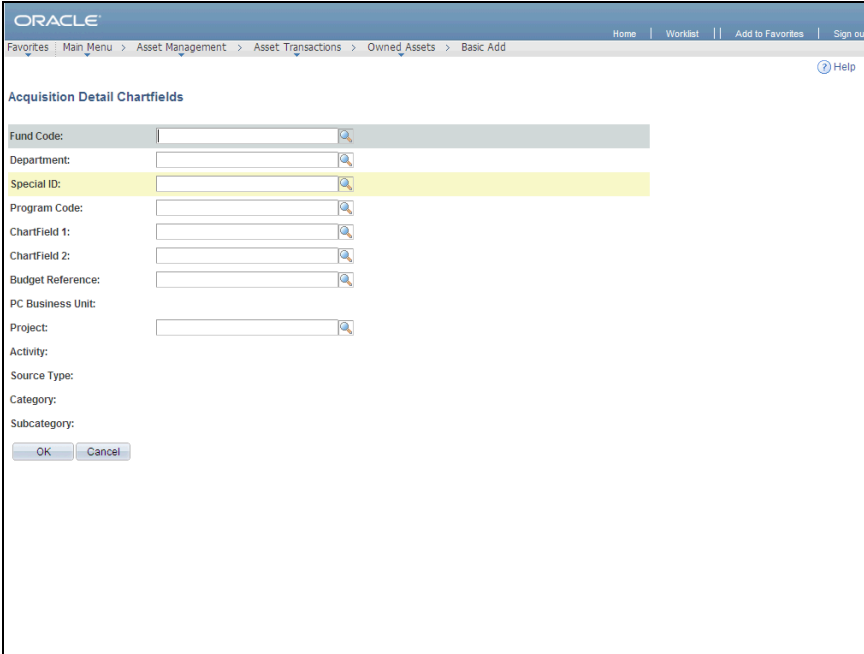| Step	Action
12.	Use the **Location/Comments/Attributes** page to enter location information, comments, and physical attributes for an asset. Click the **Look up Location** button.

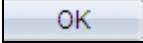| Step	Action
13.	A valid Asset Location Code is required for all assets. All Asset Location Codes begin with the prefix 'A'. Enter **AES** into the **Location Code** field.
14.	Click the **Look Up** button. Look Up
15.	Click the **AESB010005** link. AESB010005
16.	Click the **Status** list. Not Authorized
17.	Click the **Authorized** list item. Authorized
18.	Enter **10/31/12** into the **Date** field.
19.	The **Name** field must be entered in the following format: last name,first name Enter **BONOLA,DAVID** into the **Name** field.
20.	Click the **Asset Acquisition Detail** link. Asset Acquisition Detail

Step	Action
21.	Enter **COMPUTER** into the **Description** field.

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

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

Step	Action
33.	All assets in Core-CT 9.1 are potentially capitalizable. 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. 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. Click the **Capitalize** button. Capitalize
34.	Click the scrollbar.
35.	Click the **Save** button. Save

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