

Adding a Non-capitalized Asset Using Basic Add

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Adding a Non-capitalized Asset Using Basic Add



Basic Add enables a user to manually add assets to the Core-CT 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 \$500 and an **Asset Profile ID** associated with a **Capitalization Threshold ID**. Core-CT 9.1 treats the new asset as a non-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 []

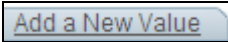
Asset Type: = []

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 Add a New Value 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: [] []

Asset Identification: NEXT

Add

Find an Existing Value | Add a New Value



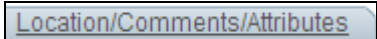
Step	Action
2.	Enter AESM1 into the Business Unit field.

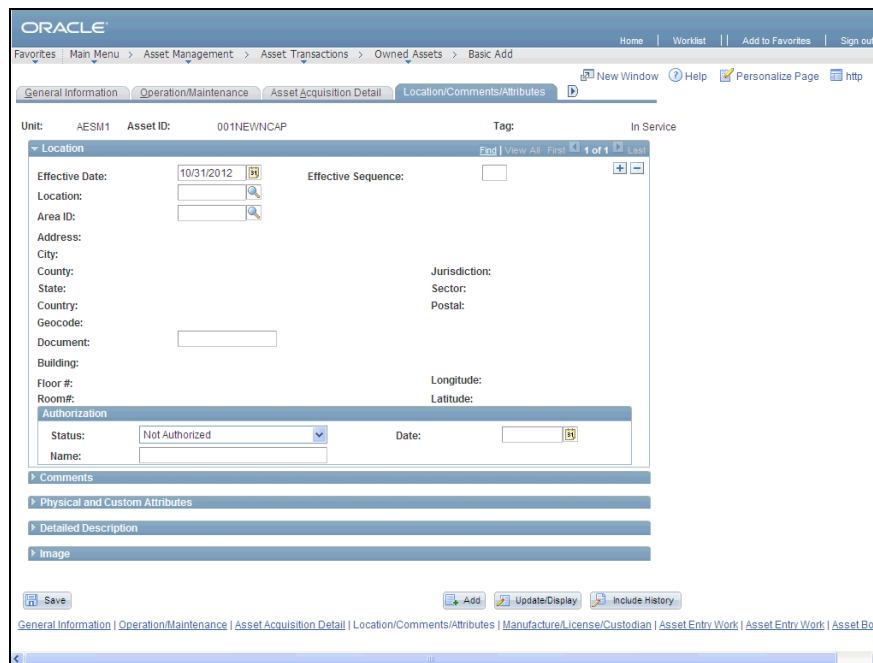
Step	Action
3.	<p>By default, Core-CT follows an auto numbering sequence for Asset Identification numbers. Once the asset is saved, the Asset Identification changes from NEXT to an auto assigned identification.</p> <p>Asset Identifications can be assigned manually or automatically. Follow agency procedures.</p> <p>Click in the Asset Identification field.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">NEXT</div>
4.	Enter 001NEWNCAP into the Asset Identification field.
5.	<p>Click the Add button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #d3d3d3;">Add</div>


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 '001NEWNCAP'. 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:

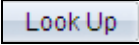
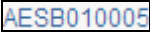


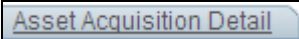
- Description: [Empty]
- Short Desc: [Empty]
- CAP #: [Empty]
- Seq #: [Empty]
- Tag Number: [Empty]
- Asset Class: [Empty]
- Asset Type: [Empty]
- Asset Subtype: [Empty]
- *Asset Status: In Service
- Acquisition Date: 10/31/2012
- Placement Date: 10/31/2012
- Collateral Asset: [Empty]
- *Acquisition Code: Purchased
- FERC Code: [Empty]
- Financing Code: [Empty]
- Fair Value: 0.00 USD
- Appraisal Date: [Empty]
- Replacement Cost: [Empty]
- Last Update: [Empty]
- Index Name: [Empty]
- Subindex Name: [Empty]
- Parent/Child: None
- Parent ID: [Empty]
- Threshold ID: [Empty]
- Profile ID: [Empty]
- Federally Funded Asset? [Checked]
- Region Code: [Empty]
- Capitalized Asset [Unchecked]
- New Asset [Checked]
- Available For Use [Unchecked]
- In Physical Use [Unchecked]
- Composite Asset [Unchecked]
- Composite Asset ID: [Empty]

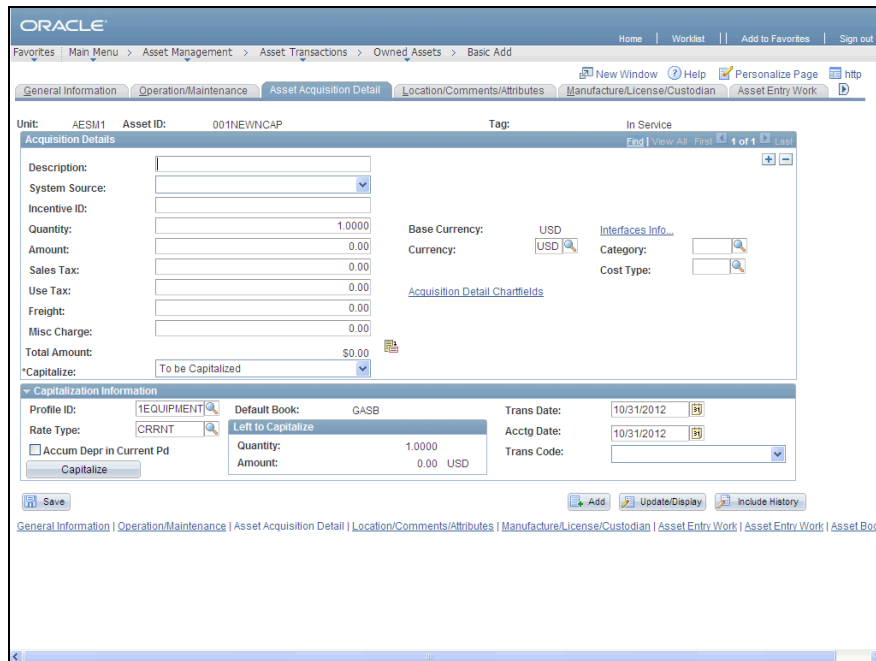
Step	Action
6.	Use the General Information page to add basic asset information or modify existing information.
7.	<p>Enter COMPUTER into the Description field.</p> <p>The Short Description field will automatically populate with the first 10 characters of the Description field.</p>

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






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

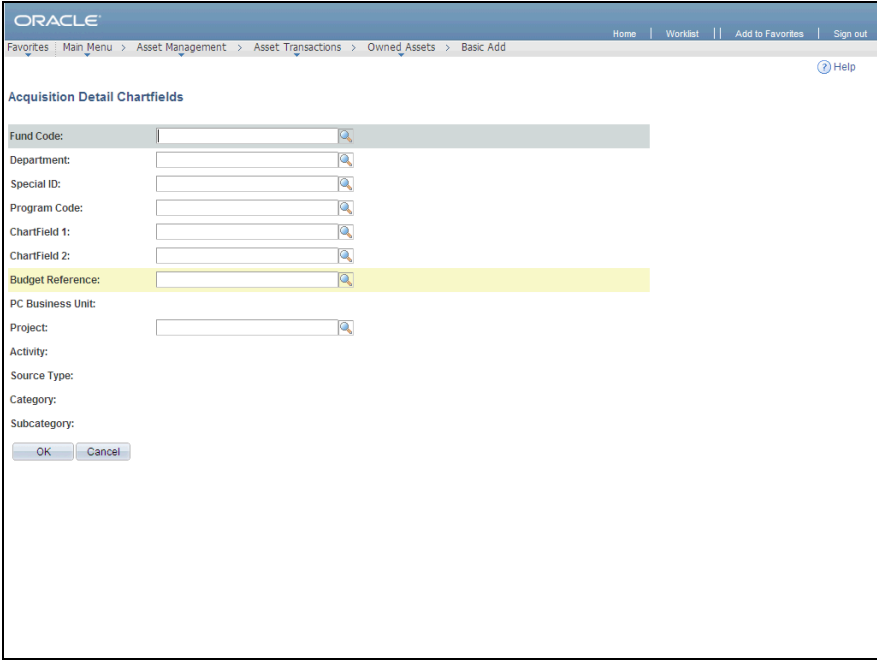
Step	Action
13.	A valid Asset Location Code is required for all assets. All Asset Location Codes begin with the prefix 'A'. Enter AES into the Location Code field.
14.	Click the Look Up button. 
15.	Click the AESB010005 link. 
16.	Click the Status list. 
17.	Click the Authorized list item. 
18.	Enter 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 tab. 

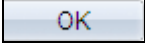


The screenshot displays the Oracle Asset Management interface for the 'Asset Acquisition Detail' form. The form is titled 'Basic Add' and is for Unit 'AESM1' and Asset ID '001NEWNCAP'. The 'Acquisition Details' section includes fields for Description, System Source, Incentive ID, Quantity (1.0000), Amount (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', Default Book 'GASB', Trans Date '10/31/2012', Acctg Date '10/31/2012', and a table for Capitalization Information with columns for Profile ID, Default Book, Trans Date, Acctg Date, and Amount.

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. 
24.	Enter 500 into the Amount field.
25.	Click the Acquisition Detail ChartFields link. 



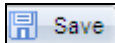
Step	Action
26.	Use the Acquisition Detail ChartFields page to enter the applicable ChartField values for the asset.
27.	Enter 12051 into the Fund Code field.
28.	Enter AES48013 into the Department field.
29.	Enter 40255 into the Special ID field.
30.	Enter 00000 into the Program Code field.
31.	Enter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

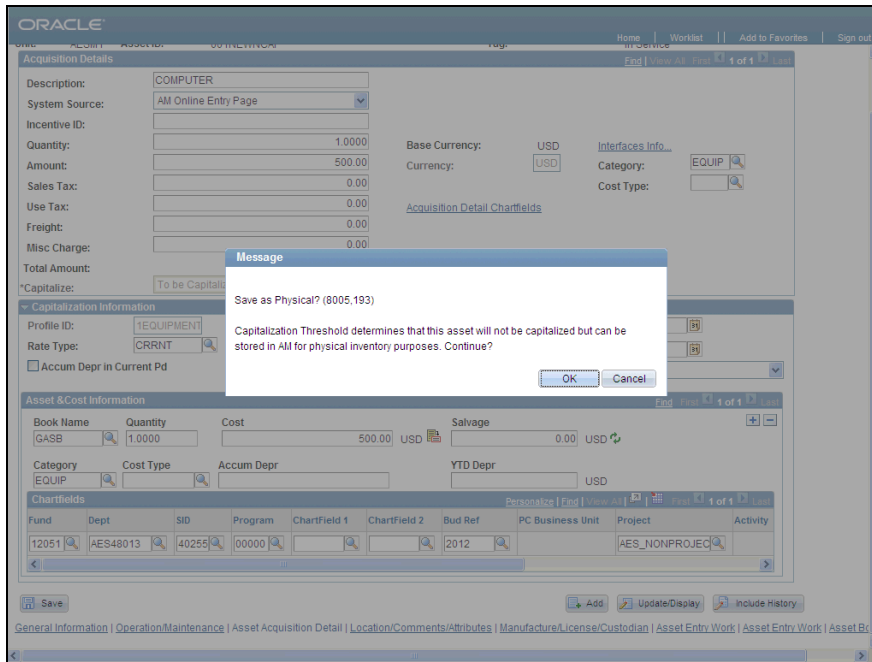
The screenshot displays the Oracle Asset Management interface for an asset acquisition. The asset is identified as 'COMPUTER' with a quantity of 1.0000 and a total amount of \$500.00. The capitalization information section is active, showing the profile ID as 'EQUIPMENT' and the default book as 'GASB'. A 'Capitalize' button is visible at the bottom of the capitalization information section.

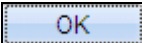
Step	Action
34.	<p>All assets in Core-CT 9.1 are potentially capitalizable.</p> <p>The Capitalization ID associated with the Asset Profile ID and the total cost of the asset determines whether an asset will be capitalized. Assets with total costs of less than \$1000 will be treated as non capitalized 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 Capitalize button.</p> <div data-bbox="440 1304 704 1346" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p style="margin: 0;">Capitalize</p> </div>

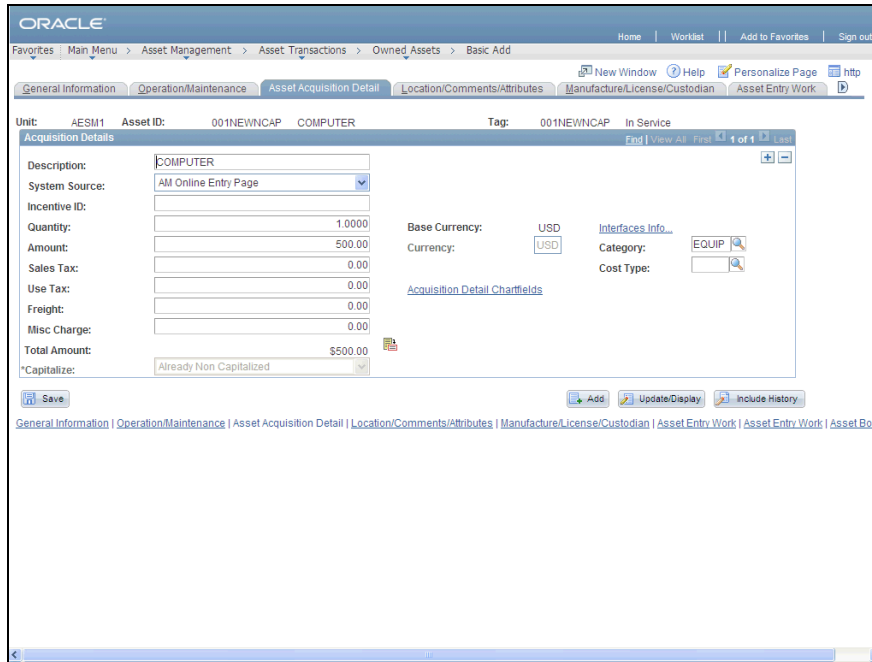
Step	Action
35.	Click the scrollbar.

Step	Action
36.	Click the Save button.





Step	Action
37.	<p>A message displays that indicates that the asset will not be added as a capitalized asset. It must be saved as a non-capitalized asset. Its costs will be stored in the non-capitalized cost tables.</p> <p>The total cost of the asset is less than the capitalization threshold of \$999.99 and the Asset Profile selected for the asset is associated with a capitalization threshold.</p> <p>Click the OK button.</p> 



Step	Action
38.	The Capitalize field displays Already Non Capitalized. The asset has been saved as a non-capitalized asset.
39.	Note the Tag field has populated.
40.	End of Procedure.