



Working with non-capitalized assets differs in several ways from working with capital assets.

Depreciation and Accounting Entries

Non-capitalized assets, because they don't depreciate, do not appear in the book history component and they aren't included when the **Create Accounting Entry** process is run. Non-capitalized assets are considered non-financial assets or controllable assets.

Adjustments

Cost adjustments to non-capitalized costs are made using the **Update Non-Capitalized Cost** component.

Navigation

Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost

Update Non-Capitalized Cost

Unit: AESM1 Asset ID: 000000000008 COMPUTER Tag: 000000000008 In Service

Copy Changes to Other Books

Ins Code	Quantity	Rate Type	Trans Currency	Transaction Cost	Base Cost	Salvage Value	Currency	
	1.0000	CRRNT	USD	500.00	500.00	0.00	USD	<input type="button" value="+"/>

Use the **Add a New Row** button to add a new row to the **Asset Cost Information** grid.

Ins Code	Quantity	Rate Type	Trans Currency	Transaction Cost	Base Cost	Salvage Value	Currency	
	1.0000	CRRNT	USD	500.00	500.00	0.00	USD	<input type="button" value="+"/>
		CRRNT	USD	0.00	0.00	0.00	USD	<input type="button" value="+"/>

Add a value in the **Quantity** field (usually "1"). Add a value in the **Transaction Cost** field (the amount of the adjustment).

Click the **ChartFields** tab.

Fund	Dept	SID	Program	ChartField 1	ChartField 2	Bud Ref	Project	Category
12051	AES48013	40255	00000			2012	AES_NONPROJECT	EQUIP
								EQUIP

Add ChartField information and click **Save**.

Transfers within a Business Unit

Transfers of non-capitalized assets within a business unit are made using the **Update Non-Capitalized Cost** component. IntraUnit transfers are accomplished by creating two additional rows on the **Asset Cost Information** grid. The first row credits the original department for the total non-capitalized cost of the asset. This row uses the same ChartFields used for the initial addition of the asset and any subsequent adjustments. The second row debits the department to which the asset is being transferred for the total non-capitalized cost of the asset.

Navigation

Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost

Ins Code	Quantity	Rate Type	Trans Currency	Transaction Cost	Base Cost	Salvage Value	Currency
	1.0000	CRRNT	USD	500.00	500.00	0.00	USD

Use the **Add a New Row** button to add the credit row to the **Asset Cost Information** grid.

Ins Code	Quantity	Rate Type	Trans Currency	Transaction Cost	Base Cost	Salvage Value	Currency
	1.0000	CRRNT	USD	500.00	500.00	0.00	USD
	1	CRRNT	USD	-500	0.00	0.00	USD

Add a value in the **Quantity** field. Enter the credit amount in the **Transaction Cost** field—the opposite of the total non-capitalized cost of the asset.

Click the **ChartField** tab.

Fund	Dept	SID	Program	ChartField 1	ChartField 2	Bud Ref	Project	Category
12051	AES48013	40255	00000			2012	AES_NONPROJECT	EQUIP
1205	AES4801	4025	00000			2012	ES_NONPROJECT	EQUIP

Enter ChartField information. The ChartField values should be the same as those on the previous row(s).

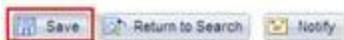
Click the **Add a New Row** button to add the debit row.

Fund	Dept	SID	Program	ChartField 1	ChartField 2	Bud Ref	Project	Category
12051	AES48013	40255	00000			2012	AES_NONPROJECT	EQUIP
1205	AES4801	4025	00000			2012	AES_NONPROJECT	EQUIP
1205	AES4811	4025	00000			2012	ES_NONPROJECT	EQUIP

Add ChartField information for the debit row. Use the same ChartField string used for the credit row except for the **Dept** field. Enter the value for the department to which the asset is being transferred in the **Dept** field.

Click the **Cost** tab to add cost information for the debit row.

Quantity	Rate Type	Trans Currency	Transaction Cost	Base Cost	Salvage Value	Currency
1.0000	CRRNT	USD	500.00	500.00	0.00	USD
1.0000	CRRNT	USD	-500.00	-500.00	0.00	USD
1	CRRNT	USD	500	0.00	0.00	USD



Add a value in the **Quantity** field that equals the value entered on the credit row. Add a value in the **Transaction Cost** field that equals the cost being transferred to the new department—the total non-capitalized cost of the asset.

Click the **Save** button.

Retiring Non-Capitalized Assets

Non-capitalized assets must be retired using the **Retire/Reinstate Non-Fin Asset** component.

Navigation

Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset

Non-Financial Retire | Asset Ret Nf Wrk1 | Asset Ret Nf Wrk2

Unit: AESM1 | Asset ID: 000000000008 | COMPUTER | Tag: 000000000008 | In Service

Trans Date: 11/12/2012 | Trans Code: []

Retire | Reinststate | Acq Code: Purchased | Date/Time: 11/08/2012 8:56:47AM

*Ret Type: **Scrapped Assets**

Lease Information

Lease ID: | Inception Date: 11/12/2012

Vendor ID:

Vendor Contact:

Select a value from the **Ret Type** drop down list.

Click the **Retire** button.

Non-Financial Retire | Asset Ret Nf Wrk1 | Asset Ret Nf Wrk2

Unit: AESM1 | Asset ID: 000000000008 | COMPUTER | Tag: 000000000008 | **Disposed**

Trans Date: 11/12/2012 | Trans Code: []

Retire | Reinststate | Acq Code: Purchased | Date/Time: 11/08/2012 8:56:47AM

*Ret Type: **Scrapped Assets**

Lease Information

Lease ID: | Inception Date: 11/12/2012

Vendor ID:

Vendor Contact:

The asset status changes to Disposed and the **Retire** button is grayed-out.

Transferring a Non-Capitalized Assets Between Business Units

Transferring a non-capitalized asset from one business unit to another is a two-step process in Core-CT 9.1.

Use the **Retire/Reinstate Non-Fin Asset** component to retire the asset in the sending Business Unit. Then use **Basic Add** to add the asset in the receiving business unit.