

Purpose

The agency Financial Asset Processor should use this job aid to enter asset classes for their agency. Asset Classes are used to classify assets for reporting purposes. This is an agency specific configuration.

Procedure

1. Navigation: **Set Up Financials/Supply Chain → Product Related → Asset Management → Financials → Asset Classes** to display the **Asset Classes Search** page.
2. Complete the Find an Existing Value or Add a New Value tab. The **Asset Class** page displays.

Asset Class



The screenshot shows a software interface for creating an Asset Class. At the top, it displays 'SetID: DCPM1' and 'Asset Class: LAPTOP'. Below this is a header bar for 'Asset Class Detail' with navigation options 'Find | View All' and 'First 1 of'. The form contains several fields: 'Effective Date' is set to '06/16/2005', 'Status' is a dropdown menu currently showing 'Active', 'Description' is an empty text box, and 'Comment' is a larger empty text area.

3. The Effective Date defaults as the current date. Change the Effective Date, if necessary.
4. Leave the defaults of Active in the Status field.
5. Type a Description for the Asset Class.
6. Type a Comment for the Asset Class, if necessary.

7. Click  .

Additional Information

- If the SetID equals DOTM1 or DOTD1, then the Equipment Additive Rate field will display. The user can add an effective dated record to update the value.
- To inactivate an Asset Class Detail, the user would change the Status from Active to Inactive.
- To update an Asset Class Detail, the user would add a new Effective Dated row.