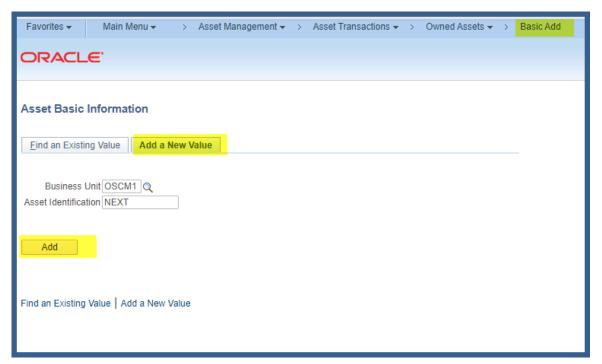
# **SBITA Basic Add Job Aid**

# Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

# **Getting Started**

- □ Identify the Subscription Asset to add to the Asset Repository
- □ Navigation: Asset Management > Asset Transactions > Owned Assets > Basic
  Add

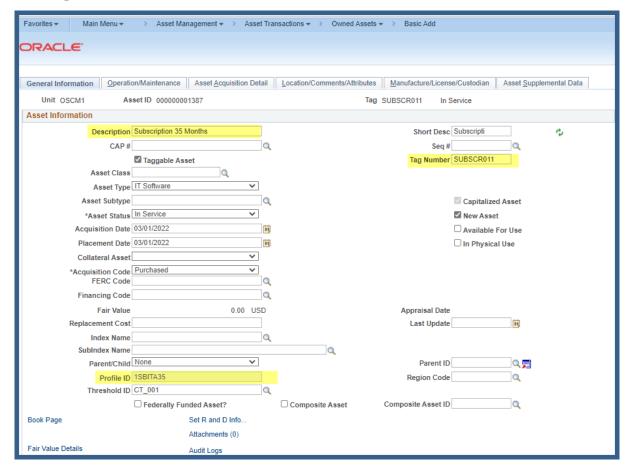


- Select Add a New Value and populate your Business Unit. Note that it is recommended best practice to let the system assign the Asset ID
- ☐ Select the **General Information Tab**:
  - 1. Add Description
  - 2. Add Profile ID (Note: The selected Profile ID should reflect the number of months in the Subscription Term. All Subscription Profile IDs begin with

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

1SBITA Prefix. Please contact Core-CT if an appropriate Profile ID is not available in the look-up.) Contact Core-CT by logging a Help Desk Request via Footprints. If you are not able to access Footprints, please submit an email to Readiness@ct.gov

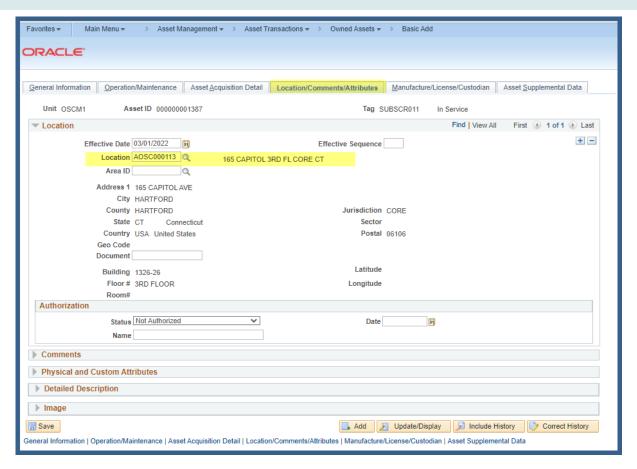
#### 3. Add Tag Number



☐ Select the Location/Comments/Attributes Tab

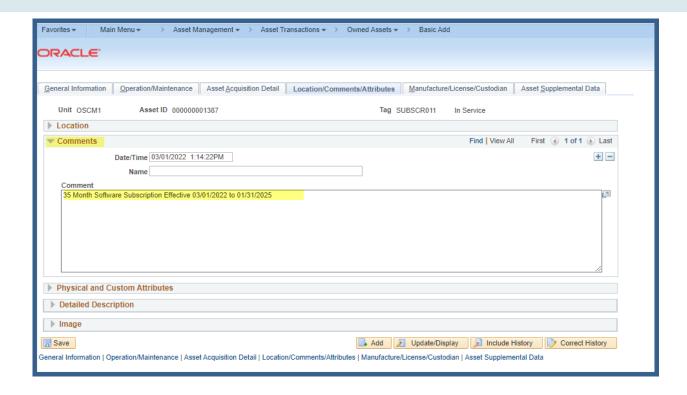
Add an appropriate Asset Location Code

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)



Add a free form comment to describe the Subscription Terms and End Date

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)



□ Select the **Manufacture/License/Custodian** Tab

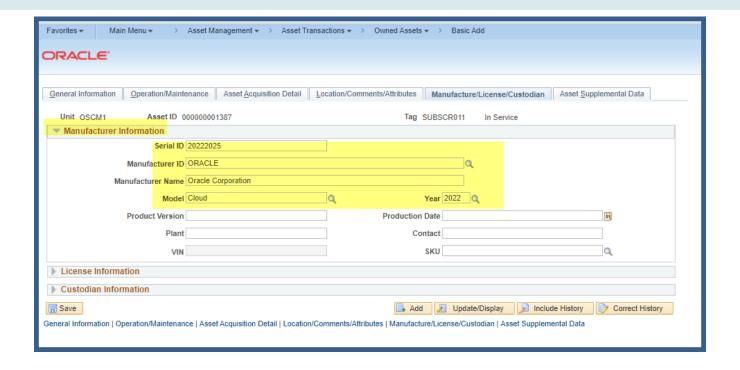
Add a Serial Number

Add a Make

Add a Model Number

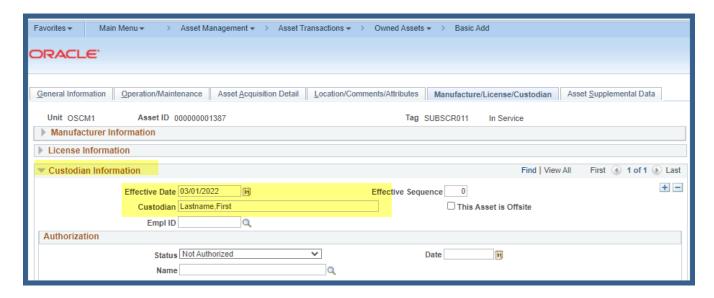
Add a Year

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)



Expand the Custodian Information Section

Add an appropriate Custodian by entering the Employee ID or Name (using the Last Name, First nomenclature.



☐ Select the **Asset Acquisition Detail** Tab

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

Add a more detailed description

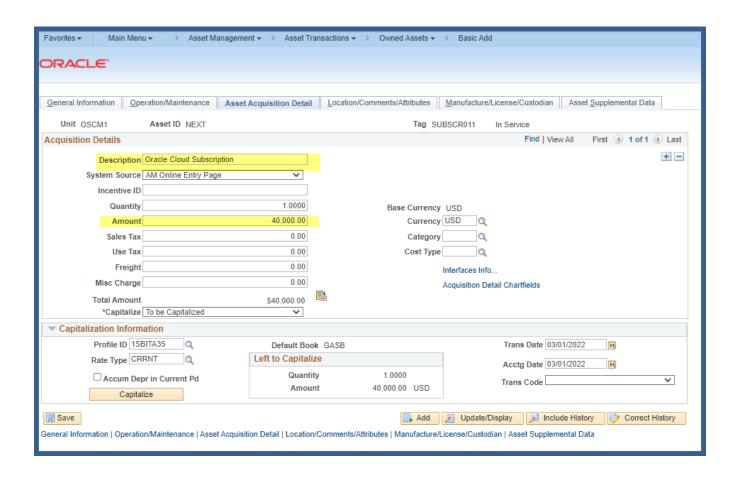
Add the properly calculated cost (monthly cost X total Subscription in months)

Example \$1000.00 per month X 35 Month Lease = \$35,000.00 dollars

Note: Add any necessary ancillary implementation costs (to place the asset In-Service)

Implementation Cost = \$5000.00

Total Asset Cost Basis = \$40,000.00



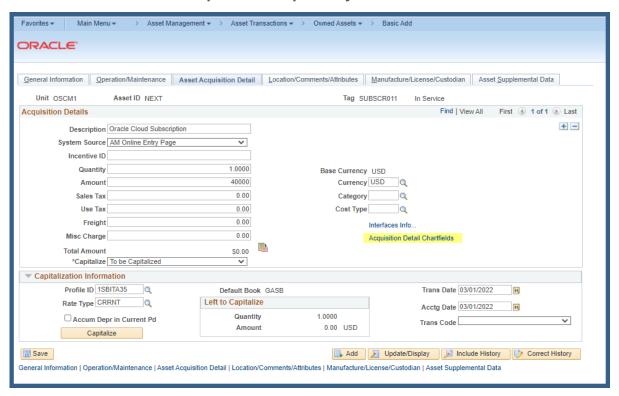
☐ Select the **Acquisition Detail Chartfields** hyperlink

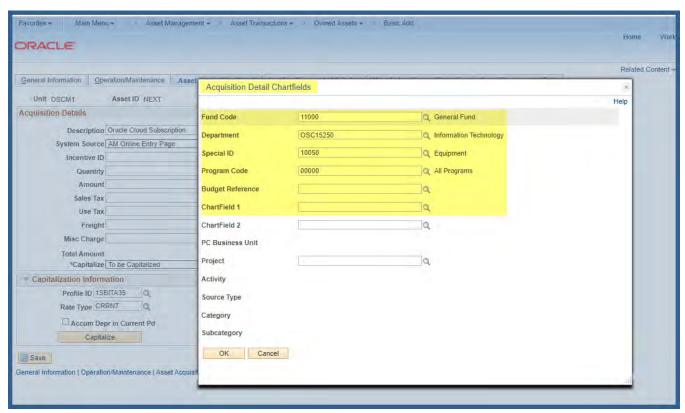
Add the appropriate Acquisition Detail

(Note: if there are multiple funding sources, a separate Asset Acquisition Detail row must be entered for each source)

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

#### Each new row must be Capitalized separately





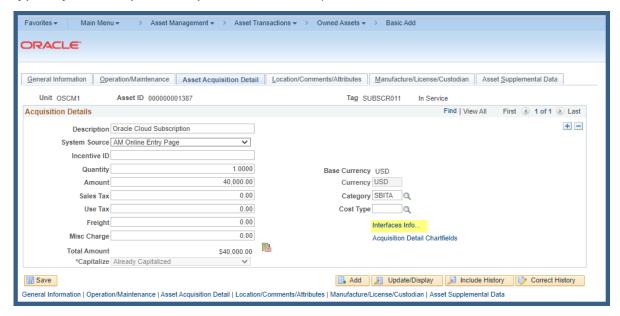
Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

☐ Select the **Interface Info** hyperlink

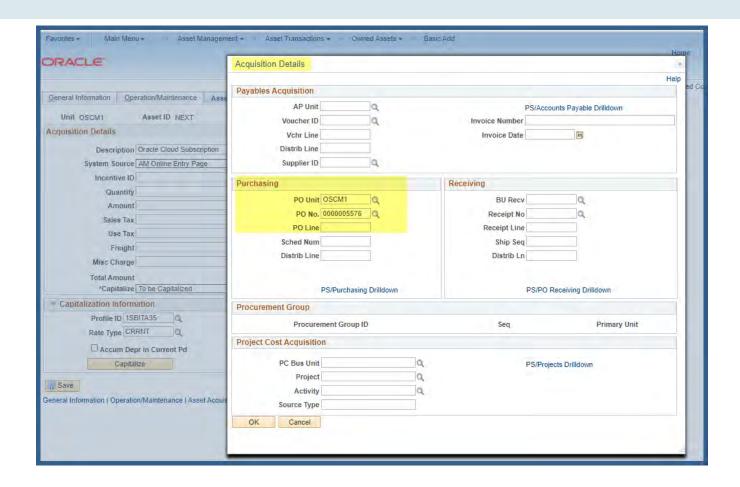
Add the appropriate Purchase Order reference

There is no automated PO and A/P Asset Integration. The AM Business Unit and Profile ID should always be blank on source

(Note: Receiving and Accounts Payable information should be left blank as there will typically be multiple Receipts and Vouchers)

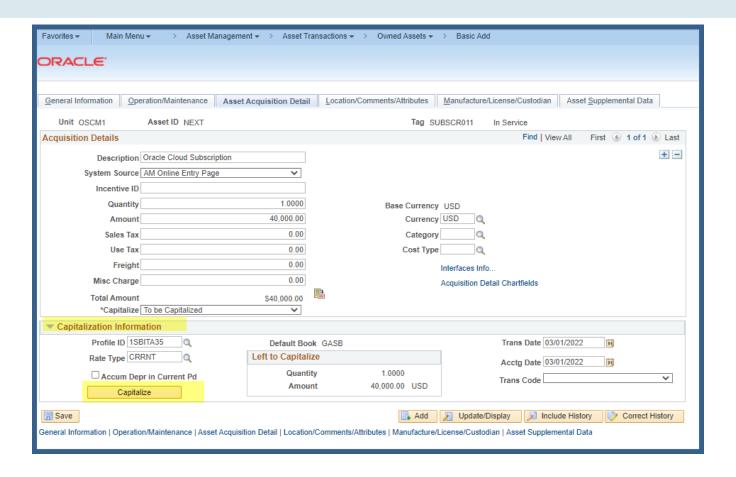


Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

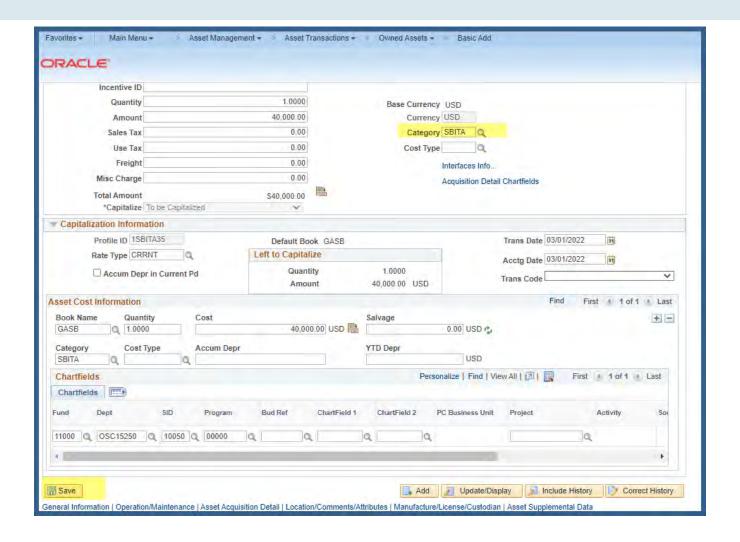


□ Open the Capitalization Section
 Click on the Capitalize Button
 Click on the Save Button

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)

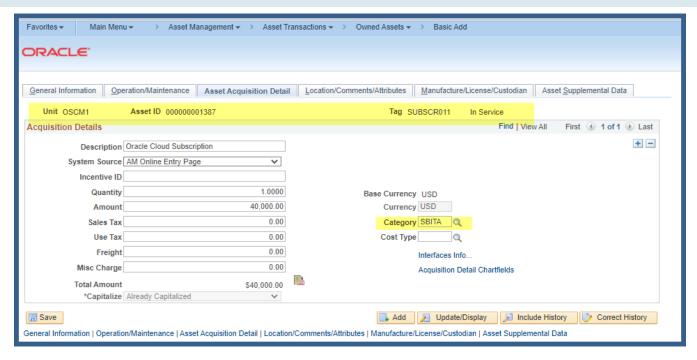


Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)



A new Subscription Asset is successfully created and In-Service

Adding a new GASB #96 Subscription Asset (Effective 07/01/2022)



**END**