



CAPPS Financials

End-User Training (EUT)

EUT Course - 300
Asset Management

PeopleSoft Version 9.2
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Asset Management

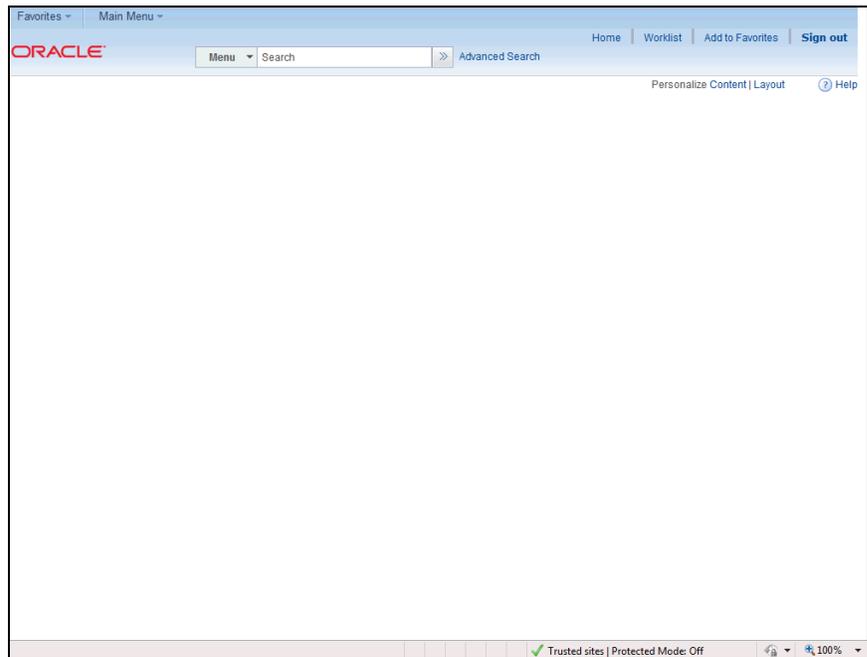
Section 2 Adding and Viewing Asset Transactions

Adding an Asset Using Basic Add

Section 2 - Lesson 1, Exercise - Scenario 1 - Adding a Asset Using Basic Add

Procedure

In this topic you will create an asset.

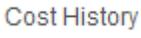


Step	Action
1.	Click the Main Menu button to navigate to the Asset Basic Information page. 
2.	Click the Asset Management menu.  Asset Management ▶
3.	Click the Asset Transactions menu.  Asset Transactions ▶

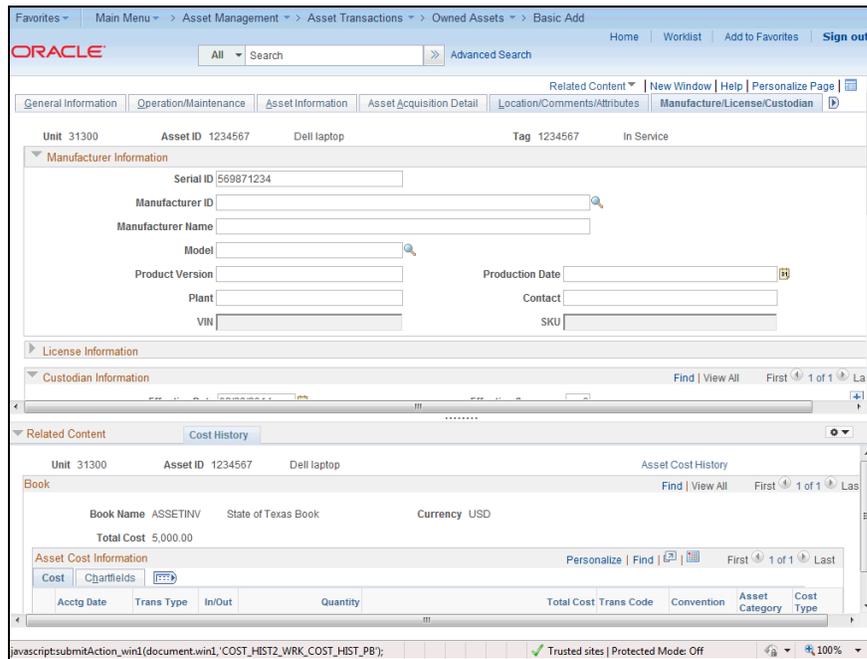
Step	Action
4.	Click the Owned Assets menu.  Owned Assets
5.	Click the Basic Add link.  Basic Add
6.	In this exercise, add a new asset to business unit 31300. Click the Add a New Value tab. 
7.	To have the system assign the next available Asset Identification number, leave NEXT in that field. In this example, you want to provide the number, so enter 1234567 into the Asset Identification field.
8.	Click the Add button. 
9.	Use the General Information page to add detailed information about the new asset.
10.	Enter Dell laptop into the Description field.
11.	A short description may be entered into the Short Desc field, or the application will automatically populate the field by using the first 10 characters from the Description field. Enter laptop into the Short Desc field.
12.	Use the Taggable Asset option to assign a tag number to the new asset. A tag number enables you to keep track of assets. This option is not used in this exercise.
13.	Use the Asset Status list to specify the status of the asset such as In Service, Auction, Budgeted, Disposed or Received. For this exercise, accept the default value of In Service .
14.	When entering information in a date field, accept the default current date, enter t for today's date, enter the date in the format mmddyy (no slashes) or click on the Choose a Date (Alt+5) button to select a date. For this exercise, accept the default Acquisition Date and Placement Date .

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Step	Action
15.	Use the Acquisition Code list to define how the asset was acquired. Some of the valid acquisition codes are Constructed, Donated, Leased and Transferred. Note that certain options may cause additional fields to appear. For this exercise, accept the State Sources acquisition code.
16.	The next step is to assign the asset's Profile ID. Click the Look up Profile ID (Alt+5) icon . 
17.	Click the Profile ID 20454 link. 
18.	Once the Profile ID has been entered, the Asset Class and Asset Type are automatically populated.
19.	Click the Asset Acquisition Detail tab. 
20.	Use the Acquisition Details section to specify how the asset was created. This page also allows you to specify the cost and acquisition details.
21.	In this example, the asset was acquired by purchasing. Enter Purchase into the Description field.
22.	For this example, accept the default value AM Online Entry Page .
23.	Enter 5000.00 in the Amount field.
24.	Click the Acquisition Detail Chartfields link. 
25.	Click the Look up Fund (Alt+5) icon . 
26.	Click the 0010 - N - AGENCY FUND 0001 link. 
27.	Click the Look up Department (Alt+5) icon . 
28.	Click the 2220 - (blank) - Enterprise Contracts link. 
29.	Click the Look up Appropriation/PCA (Alt+5) icon . 

Step	Action
30.	Click the 00008 - N- Capitol Complex Telephone link. 
31.	Click the Look up Appropriation Year (Alt+5) icon. 
32.	Click the down arrow on the vertical scrollbar to locate Appropriation Year 201103 .
33.	Click the 201103 link. 
34.	Click the OK button. 
35.	Click the Capitalize button to capitalize the asset. 
36.	In the next step, enter a Serial ID. Click the Manufacture/License/Custodian tab to navigate to the Serial ID field. 
37.	For an asset of this Asset Type (Hardware), a Serial ID is required. Enter 569871234 into the Serial ID field.
38.	Click the down arrow on the vertical scrollbar to display the Save button.
39.	Click the Save button. This will save all the information entered for this new asset. 
40.	Click the up arrow on the vertical scrollbar to return to the top of the page.
41.	Click the Related Content link to navigate to the Cost History information for the newly added asset. 
42.	Click the Cost History link. 

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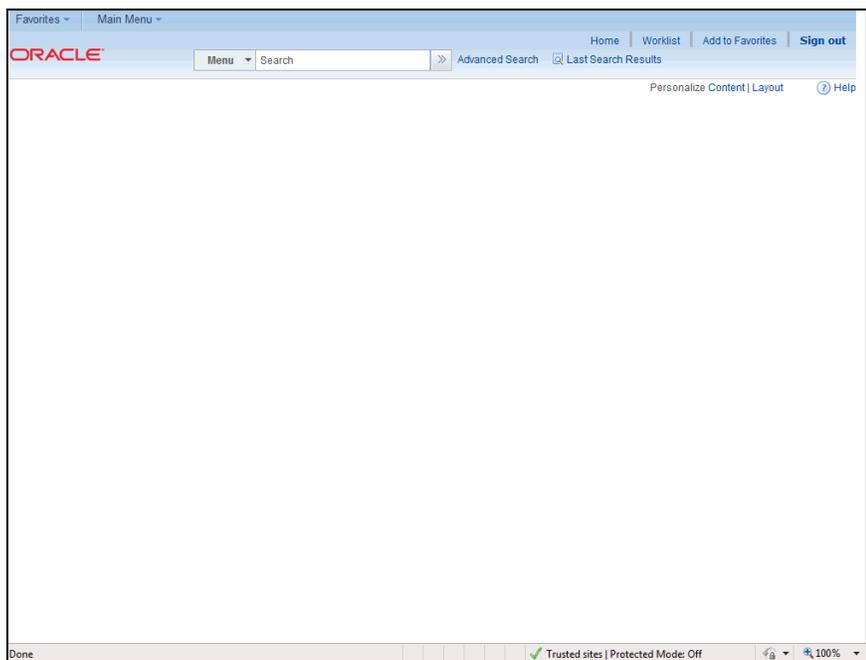
Step	Action
43.	Click the down arrow on the vertical scrollbar to display the Cost History fields.
44.	The Cost History fields for the newly added asset have been added.
45.	Congratulations! You have successfully completed this lesson. End of Procedure.

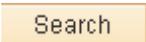
Copying an Asset

Section 2 - Lesson 1, Exercise - Scenario 2 - Copying an Asset

Procedure

In this topic, you will create two new assets by copying information from an existing asset.



Step	Action
1.	Click the Main Menu button to navigate to the Copy Existing Asset page. 
2.	Click the Asset Management menu.  Asset Management ▶
3.	Click the Asset Transactions menu.  Asset Transactions ▶
4.	Click the Owned Assets menu.  Owned Assets ▶
5.	Click the Copy Existing Asset link.  Copy Existing Asset
6.	Click the Search button to locate assets assigned to Business Unit 31300. 
7.	Begin by locating the asset from which you want to copy. Click the Asset Identification 0000000001 link.
8.	Use the Create Asset Copies page to copy selected attributes of an existing asset. To copy an existing asset, you only need to change the financial and physical information that differs between the existing asset and the new asset.

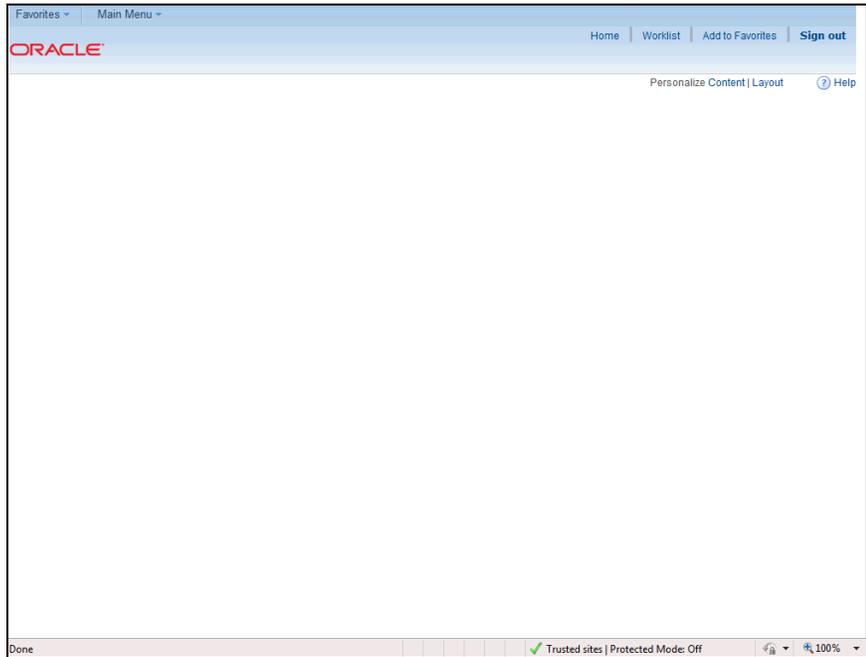
Step	Action
9.	Use the Num of Asset Copies to create field to indicate the number of new assets you want to create as a result of this process. This field will default to 1. Enter 2 into the Num of Asset Copies to create field.
10.	Click the Create Assets button to complete the copy. 
11.	The Asset ID field defaults to NEXT for the first copied asset and NEXT2 for the second copied asset. This means the system will auto-assign the next available Asset ID when you save this page.
12.	Click the down arrow on the vertical scrollbar to display the second new asset.
13.	The system will automatically assign the new asset a unique Asset ID, or you can assign the Asset ID manually. In this exercise, you will manually assign an Asset ID. For the first item, enter COPY1 into the Asset ID field. Note: When assigning Asset IDs, you should follow the standard naming convention established for your entity.
14.	Enter DESK1 into the Description field for the first copied asset.
15.	If the asset has been assigned a serial number, enter it into the Serial ID field. Enter " 12345 " into the Serial ID field.
16.	Enter Copy2 into the Asset ID field for the second copied asset.
17.	Enter Desk2 into the second copied asset's Description field.
18.	Enter " 12346 " into the second copied asset's Serial ID field.
19.	Click the Save button to save the information for the two newly copied assets. 
20.	Congratulations! You have successfully completed this lesson. End of Procedure.

Searching, Updating and Printing an Asset

Section 2 - Lesson 1, Exercise - Scenario 3 - Searching, Updating, and Printing and Asset

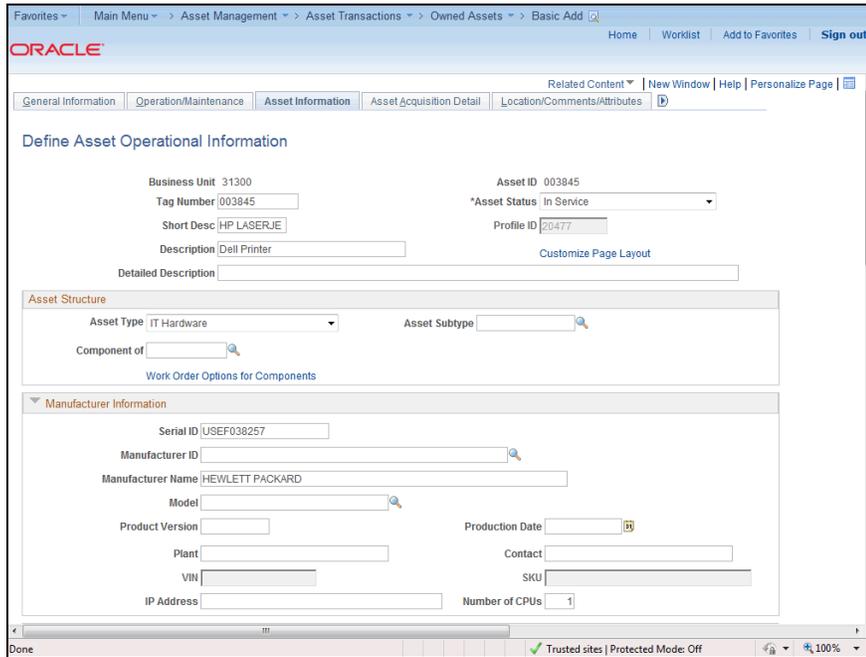
Procedure

In this topic you will search for, update, save and print an existing asset.



Step	Action
1.	Click the Main Menu button to navigate to the Asset Basic Information page. 
2.	Click the Asset Management menu.  Asset Management ▶
3.	Click the Asset Transactions menu.  Asset Transactions ▶
4.	Click the Owned Assets menu.  Owned Assets ▶
5.	Click the Basic Add link.  Basic Add

Step	Action
6.	<p>In order to update the asset, click the Correct History option. This will allow edits to historical records.</p> <p>For example, an asset was created with an incorrect description. Using the Correct History mode will update the current and past records with the correct description.</p> <p>Few people have this functionality for security reasons as it erases prior information with no audit trail.</p> <p>Click the Correct History option.</p> <p><input type="checkbox"/> Correct History</p>
7.	<p>Click the Description list to display a list of valid values.</p> <p><input type="text" value="begins with"/></p>
8.	<p>Click the contains list item to conduct a broad search.</p> <p>contains</p>
9.	<p>Enter printer into the Description field.</p>
10.	<p>Click the Search button to search for all assets whose description contains "printer" for business unit 31300.</p> <p><input type="button" value="Search"/></p>
11.	<p>A list of assets containing the description word "printer" appear.</p> <p>Click the 003845 link.</p>
12.	<p>Use the General Information page to add/review asset information.</p> <p>In the next step, you will change the Description of HP LASERJET 4000 PRINTER.</p>
13.	<p>Enter Dell Printer into the Description field.</p>
14.	<p>You also need to change the employee who is using this asset (i.e. has custody).</p> <p>Click the Asset Information tab.</p> <p><input type="button" value="Asset Information"/></p>



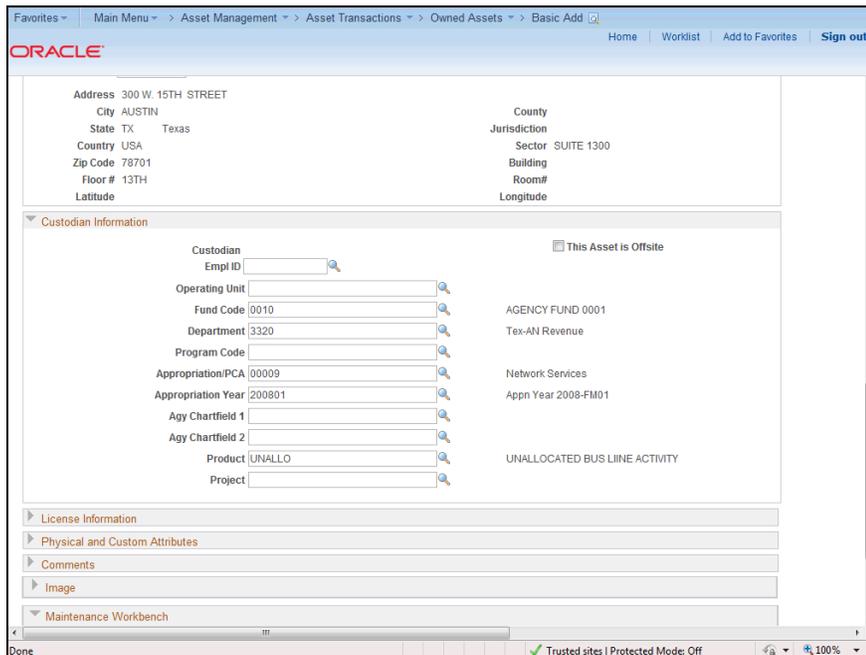
Define Asset Operational Information

Business Unit: 31300 Asset ID: 003845
 Tag Number: 003845 *Asset Status: In Service
 Short Desc: HP LASERJE Profile ID: 20477
 Description: Dell Printer
 Detailed Description: _____

Asset Structure
 Asset Type: IT Hardware Asset Subtype: _____
 Component of: _____

Manufacturer Information
 Serial ID: IUSEF038257
 Manufacturer ID: _____
 Manufacturer Name: HEWLETT PACKARD
 Model: _____
 Product Version: _____ Production Date: _____
 Plant: _____ Contact: _____
 VIN: _____ SKU: _____
 IP Address: _____ Number of CPUs: 1

Step	Action
15.	Click the down arrow on the vertical scrollbar to navigate down to the Custodian Information section.



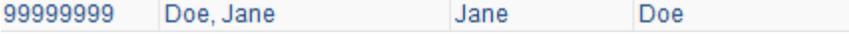
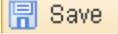
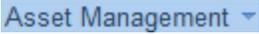
Address: 300 W. 15TH STREET
 City: AUSTIN County: _____
 State: TX, Texas Jurisdiction: _____
 Country: USA Sector: SUITE 1300
 Zip Code: 78701 Building: _____
 Floor #: 13TH Room#: _____
 Latitude: _____ Longitude: _____

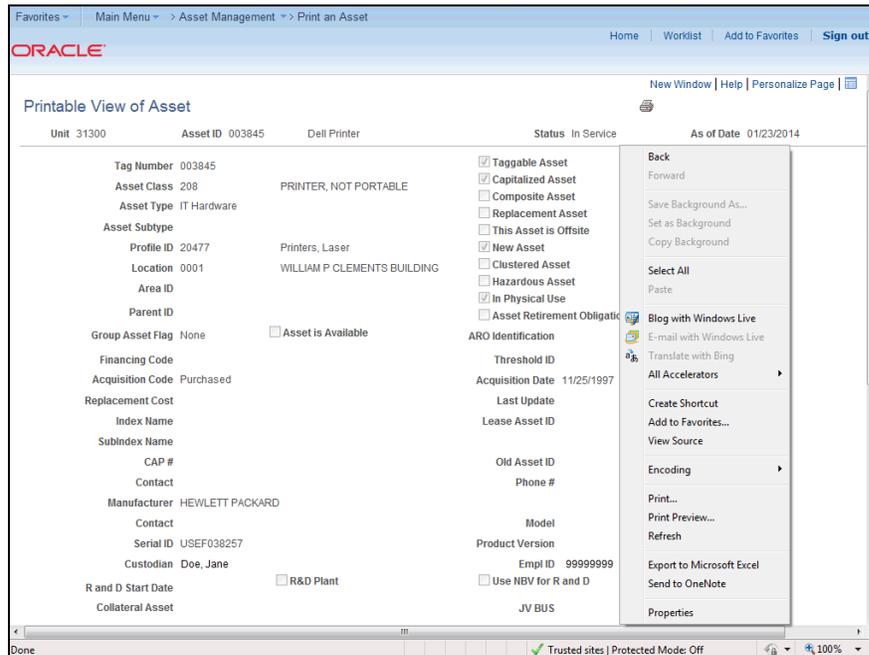
Custodian Information This Asset is Offsite

Custodian Empl ID: _____
 Operating Unit: _____
 Fund Code: 0010 AGENCY FUND 0001
 Department: 3320 Tex-AN Revenue
 Program Code: _____
 Appropriation/PCA: 00009 Network Services
 Appropriation Year: 200801 Appn Year 2008-FM01
 Agy Chartfield 1: _____
 Agy Chartfield 2: _____
 Product: UNALLO UNALLOCATED BUS LINE ACTIVITY
 Project: _____

License Information
 Physical and Custom Attributes
 Comments
 Image
 Maintenance Workbench

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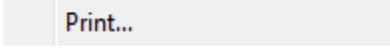
Step	Action
16.	To view all employee ID's, click the Look up Empl ID (Alt+5) button. 
17.	For this exercise, click the 99999999 link to assign Jane Doe as the custodian. 
18.	Click the down arrow on the vertical scrollbar to display the Save button.
19.	Click the Save button. 
20.	Now generate a printed report of the asset's information. Click the Asset Management menu to navigate to the Print An Asset page. 
21.	Click the Print an Asset link. 
22.	Use the Printable View of Asset page to print asset information.
23.	Right click on the screen to display the Print option.



The screenshot displays the 'Printable View of Asset' interface in Oracle. The asset details include:

- Unit: 31300, Asset ID: 003845, Dell Printer, Status: In Service, As of Date: 01/23/2014
- Tag Number: 003845, Asset Class: 208 (PRINTER, NOT PORTABLE), Asset Type: IT Hardware
- Asset Subtype: Profile ID 20477 (Printers, Laser), Location 0001 (WILLIAM P. CLEMENTS BUILDING)
- Acquisition Code: Purchased, Acquisition Date: 11/25/1997
- Manufacturer: HEWLETT PACKARD, Serial ID: USEF038257
- Custodian: Doe, Jane, R and D Start Date: [checkbox], Collateral Asset: [checkbox]

The right-click context menu is open, showing options such as 'Back', 'Forward', 'Save Background As...', 'Print...', 'Print Preview...', and 'Export to Microsoft Excel'.

Step	Action
24.	Click the Print... option. 
25.	Congratulations! You have successfully completed this lesson. End of Procedure.

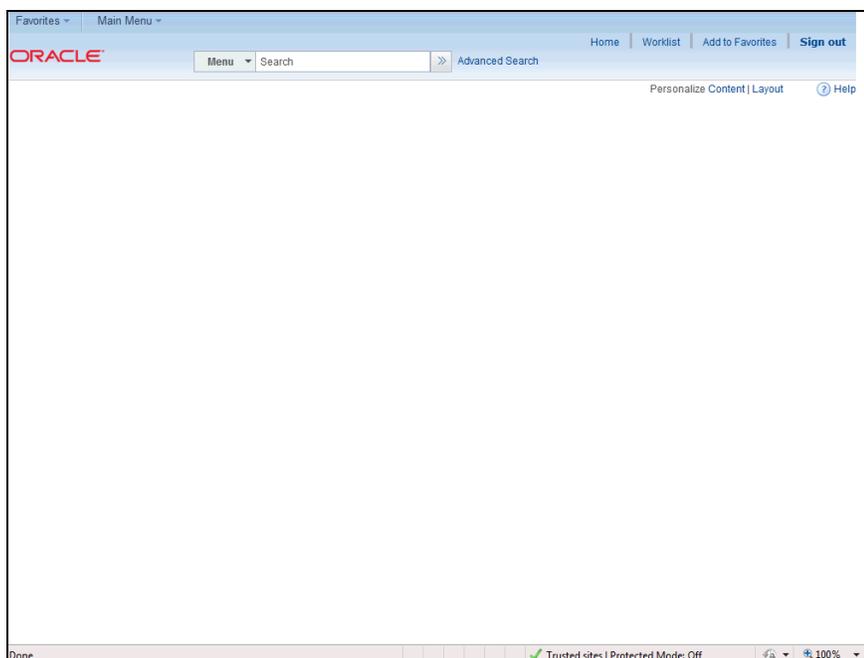
Section 3 Maintaining Parent and Child Assets

Linking Parent-Child Assets

Section 3 - Lesson 1, Exercise - Scenario 1 - Linking Parent-Child Assets

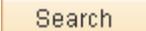
Procedure

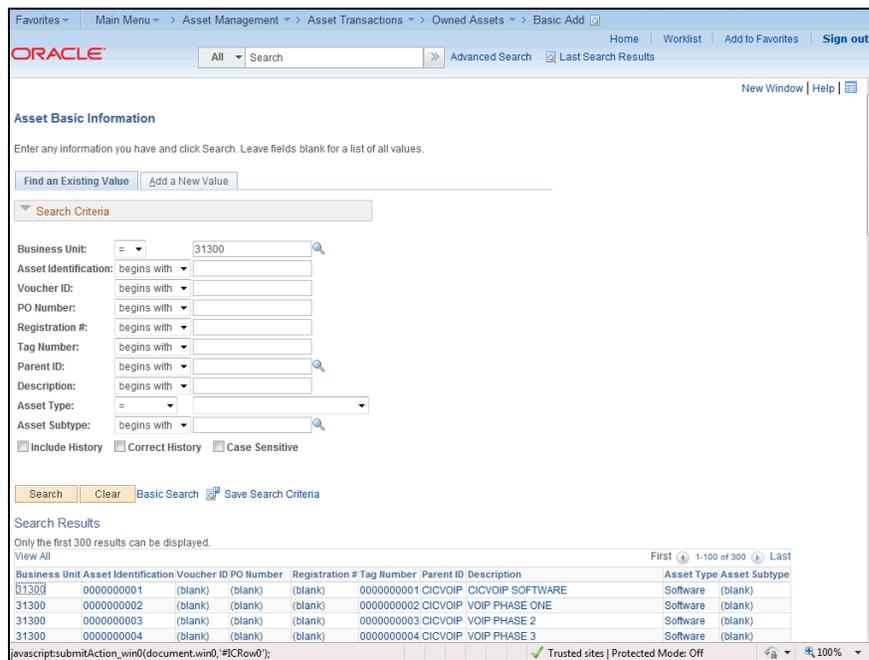
In this topic, you will establish parent-child relationships.



Step	Action
1.	Click the Main Menu button to navigate to the Asset Basic Information page where you will establish an asset as a parent. 
2.	Click the Asset Management menu. 

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Step	Action
3.	Click the Asset Transactions menu.  Asset Transactions
4.	Click the Owned Assets menu.  Owned Assets
5.	Click the Basic Add link.  Basic Add
6.	Notice that Business Unit 31300 defaults based on your User Preferences and security. Use the Asset Basic Information page to define the Business Unit and Asset Identification number for the asset.
7.	Click the Include History option to retrieve all assets, past and current, in Business Unit 31300. 
8.	Click the Search button to locate all assets assigned to Business Unit 31300. 



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: = 31300

Asset Identification: begins with

Voucher ID: begins with

PO Number: begins with

Registration #: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Type: =

Asset Subtype: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

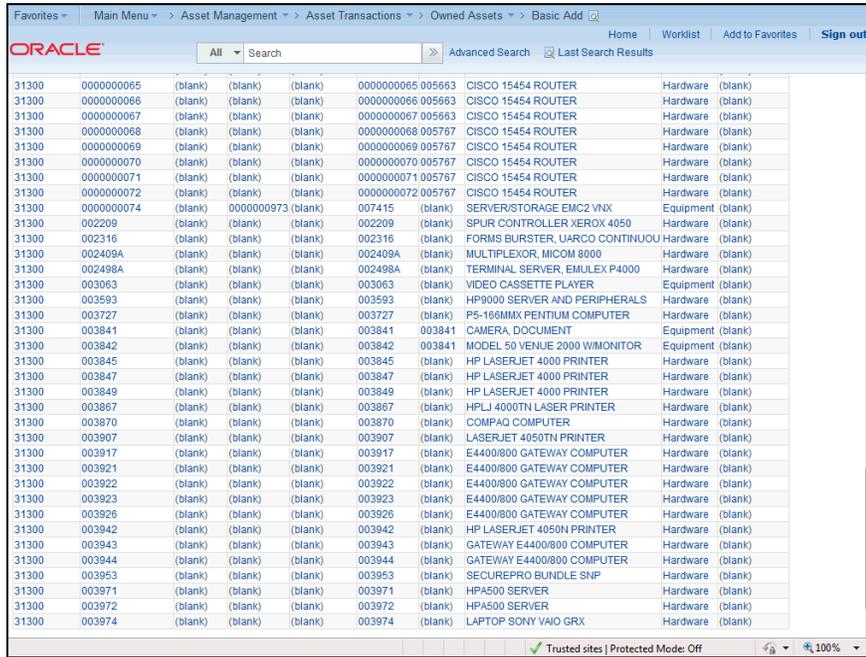
Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Business Unit	Asset Identification	Voucher ID	PO Number	Registration #	Tag Number	Parent ID	Description	Asset Type	Asset Subtype
31300	000000001	(blank)	(blank)	(blank)	000000001	CICVOIP	CICVOIP SOFTWARE	Software	(blank)
31300	000000002	(blank)	(blank)	(blank)	000000002	CICVOIP	VOIP PHASE ONE	Software	(blank)
31300	000000003	(blank)	(blank)	(blank)	000000003	CICVOIP	VOIP PHASE 2	Software	(blank)
31300	000000004	(blank)	(blank)	(blank)	000000004	CICVOIP	VOIP PHASE 3	Software	(blank)

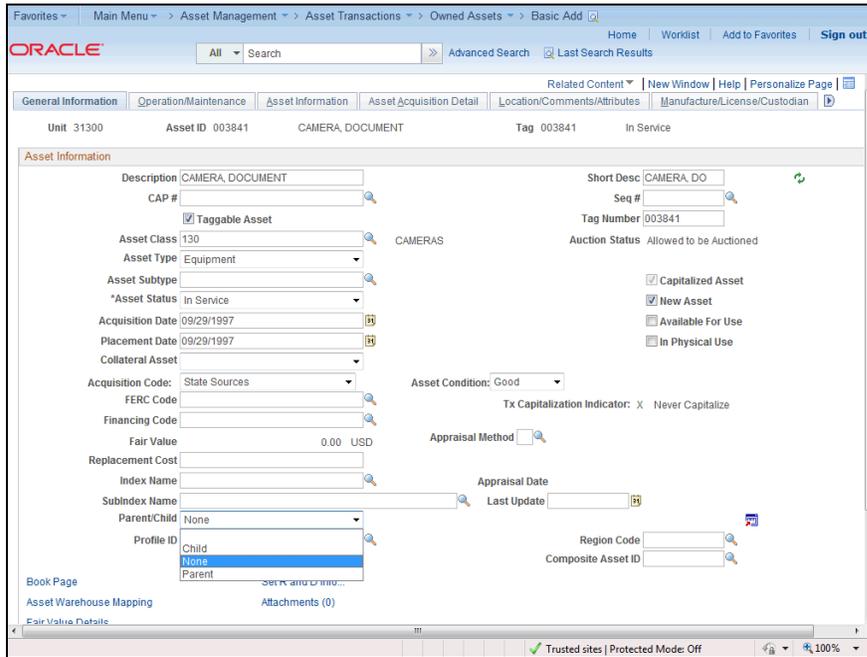
Step	Action
9.	Click the down arrow on the vertical scrollbar to view more results.



Asset ID	Parent ID	Description	Category
31300 0000000065	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000066	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000067	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000068	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000069	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000070	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000071	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000072	(blank)	CISCO 15454 ROUTER	Hardware
31300 0000000074	0000000973	SERVER/STORAGE EMC2 VNX	Equipment
31300 002209	(blank)	SPUR CONTROLLER XEROX 4050	Hardware
31300 002316	(blank)	FORMS BURSTER, UARCO CONTINUOU	Hardware
31300 002409A	(blank)	MULTIPLEXOR, MICOM 8000	Hardware
31300 002498A	(blank)	TERMINAL SERVER, EMULEX P4000	Hardware
31300 003063	(blank)	VIDEO CASSETTE PLAYER	Equipment
31300 003593	(blank)	HP9000 SERVER AND PERIPHERALS	Hardware
31300 003727	(blank)	P5-166MMX PENTIUM COMPUTER	Hardware
31300 003841	(blank)	CAMERA, DOCUMENT	Equipment
31300 003842	(blank)	MODEL 50 VENUE 2000 W/MONITOR	Equipment
31300 003845	(blank)	HP LASERJET 4000 PRINTER	Hardware
31300 003847	(blank)	HP LASERJET 4000 PRINTER	Hardware
31300 003849	(blank)	HP LASERJET 4000 PRINTER	Hardware
31300 003867	(blank)	HPLI 4000TN LASER PRINTER	Hardware
31300 003870	(blank)	COMPAQ COMPUTER	Hardware
31300 003907	(blank)	LASERJET 4050TN PRINTER	Hardware
31300 003917	(blank)	E4400/800 GATEWAY COMPUTER	Hardware
31300 003921	(blank)	E4400/800 GATEWAY COMPUTER	Hardware
31300 003922	(blank)	E4400/800 GATEWAY COMPUTER	Hardware
31300 003923	(blank)	E4400/800 GATEWAY COMPUTER	Hardware
31300 003926	(blank)	E4400/800 GATEWAY COMPUTER	Hardware
31300 003942	(blank)	HP LASERJET 4050N PRINTER	Hardware
31300 003943	(blank)	GATEWAY E4400/800 COMPUTER	Hardware
31300 003944	(blank)	GATEWAY E4400/800 COMPUTER	Hardware
31300 003953	(blank)	SECUREPRO BUNDLE SNP	Hardware
31300 003971	(blank)	HPA500 SERVER	Hardware
31300 003972	(blank)	HPA500 SERVER	Hardware
31300 003974	(blank)	LAPTOP SONY VAIO GRX	Hardware

Step	Action
10.	Click the 003841 link. This asset will be considered the parent for this exercise.
11.	Use the General Information page to add/edit asset information.
12.	<p>Since this asset is considered the parent asset, it needs to be designated as such.</p> <p>Click the Parent/Child list to view the valid options.</p> <p>None ▼</p>

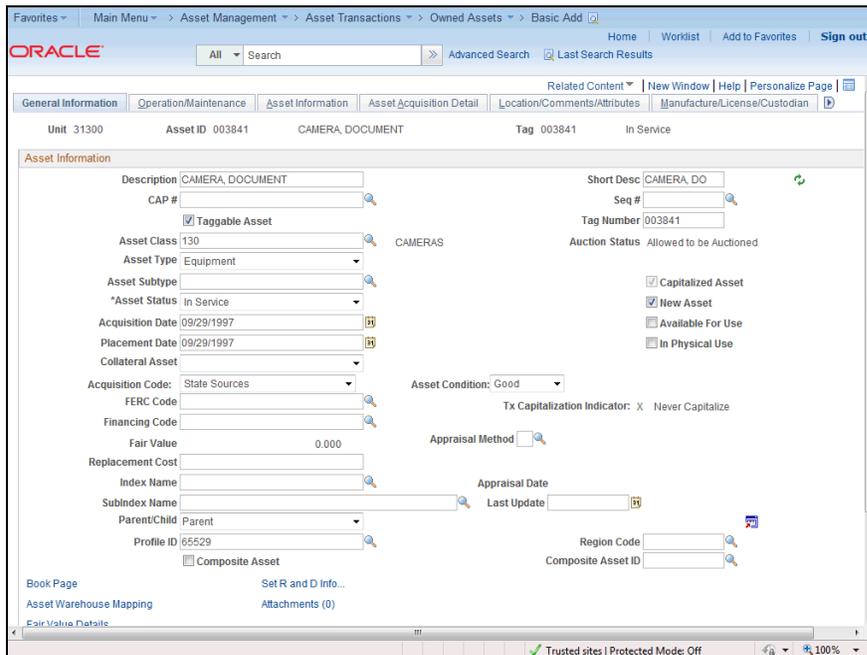
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Oracle CAPPS Asset Information page for Unit 31300, Asset ID 003841 (CAMERA, DOCUMENT), Tag 003841, In Service.

Asset Information fields include: Description (CAMERA, DOCUMENT), Short Desc (CAMERA, DO), CAP #, Tag Number (003841), Asset Class (130), Asset Type (Equipment), Asset Subtype, *Asset Status (In Service), Acquisition Date (09/29/1997), Placement Date (09/29/1997), Collateral Asset, Acquisition Code (State Sources), Asset Condition (Good), FERC Code, Financing Code, Fair Value (0.00 USD), Replacement Cost, Index Name, Subindex Name, Parent/Child (None), Profile ID (None), Region Code, and Composite Asset ID.

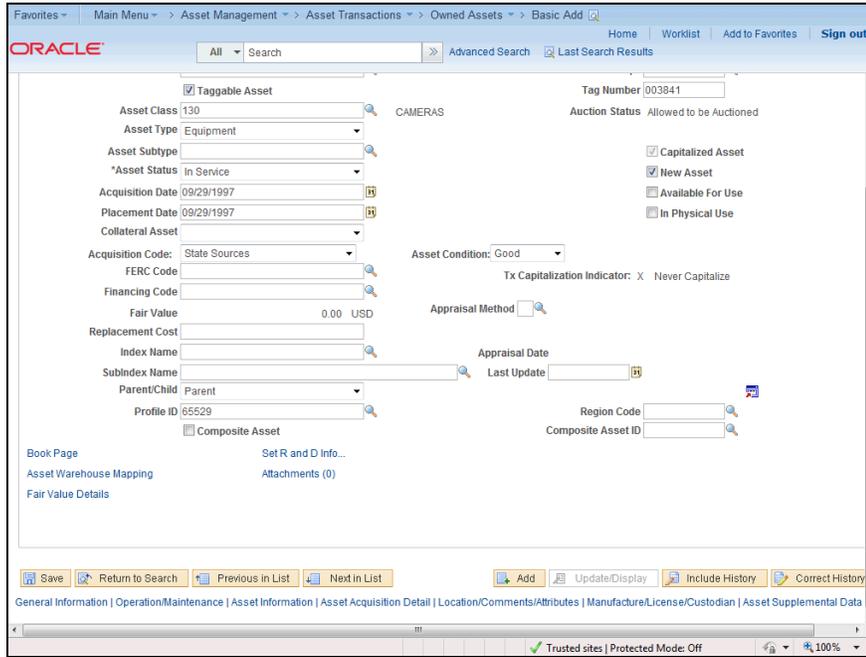
Step	Action
13.	Click the Parent list item to designate this asset as the parent asset.



Oracle CAPPS Asset Information page for Unit 31300, Asset ID 003841 (CAMERA, DOCUMENT), Tag 003841, In Service.

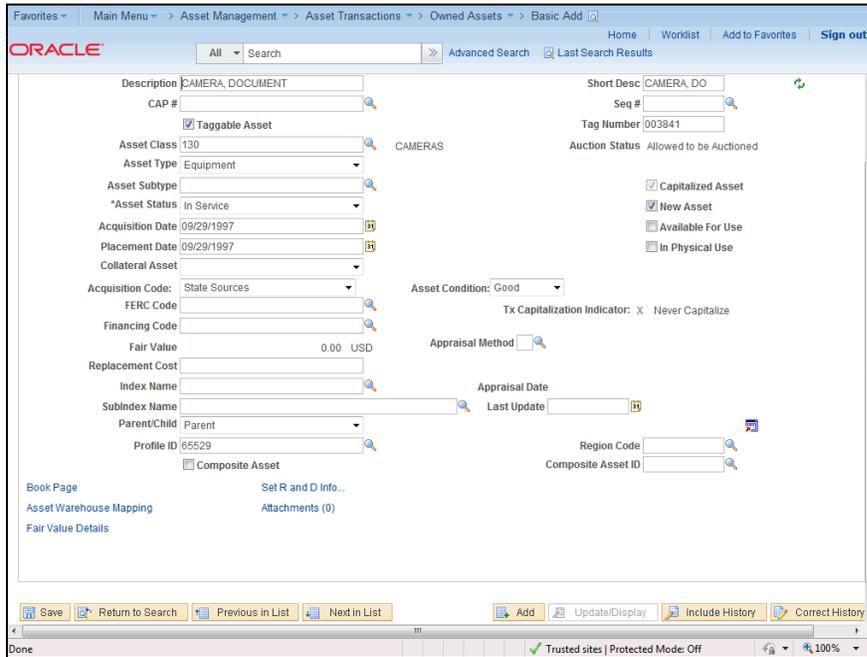
Asset Information fields include: Description (CAMERA, DOCUMENT), Short Desc (CAMERA, DO), CAP #, Tag Number (003841), Asset Class (130), Asset Type (Equipment), Asset Subtype, *Asset Status (In Service), Acquisition Date (09/29/1997), Placement Date (09/29/1997), Collateral Asset, Acquisition Code (State Sources), Asset Condition (Good), FERC Code, Financing Code, Fair Value (0.000), Replacement Cost, Index Name, Subindex Name, Parent/Child (Parent), Profile ID (65529), Region Code, and Composite Asset ID.

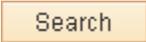
Step	Action
14.	Click the down arrow on the vertical scroll bar to display the Save button.



Step	Action
15.	Click the Save button.  Save

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Step	Action
16.	<p>Now that you have designated the parent asset, you will need to link the child assets to it.</p> <p>Click the Return to Search button to navigate to the Asset Basic Information page where you will search for the child asset.</p> 
17.	<p>The Business Unit and Asset Identification fields will default in from the previous asset viewed.</p> <p>The Asset Identification number must be deleted before clicking the Search button.</p>
18.	<p>To search for the asset being designated as a child in Business Unit 31300, click the Search button.</p> 

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: = 31300

Asset Identification: begins with

Voucher ID: begins with

PO Number: begins with

Registration #: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Type: =

Asset Subtype: begins with

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All | First | 1-100 of 300 | Last

Business Unit	Asset Identification	Voucher ID	PO Number	Registration #	Tag Number	Parent ID	Description	Asset Type	Asset Subtype
31300	000000001	(blank)	(blank)	(blank)	000000001	CICVOIP	CICVOIP SOFTWARE	Software	(blank)
31300	000000002	(blank)	(blank)	(blank)	000000002	CICVOIP	VOIP PHASE ONE	Software	(blank)
31300	000000003	(blank)	(blank)	(blank)	000000003	CICVOIP	VOIP PHASE 2	Software	(blank)
31300	000000004	(blank)	(blank)	(blank)	000000004	CICVOIP	VOIP PHASE 3	Software	(blank)

Step	Action
19.	Click the down arrow on the vertical scrollbar to view more results.

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: = 31300

Asset Identification: begins with

Voucher ID: begins with

PO Number: begins with

Registration #: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Type: =

Asset Subtype: begins with

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

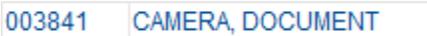
Only the first 300 results can be displayed.

View All | First | 1-100 of 300 | Last

Business Unit	Asset Identification	Voucher ID	PO Number	Registration #	Tag Number	Parent ID	Description	Asset Type	Asset Subtype
31300	000000065	(blank)	(blank)	(blank)	000000065	005663	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000066	(blank)	(blank)	(blank)	000000066	005663	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000067	(blank)	(blank)	(blank)	000000067	005663	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000068	(blank)	(blank)	(blank)	000000068	005767	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000069	(blank)	(blank)	(blank)	000000069	005767	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000070	(blank)	(blank)	(blank)	000000070	005767	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000071	(blank)	(blank)	(blank)	000000071	005767	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000072	(blank)	(blank)	(blank)	000000072	005767	CISCO 15454 ROUTER	Hardware	(blank)
31300	000000074	(blank)	000000973	(blank)	007415	(blank)	SERVER/STORAGE EMC2 VNX	Equipment	(blank)
31300	002209	(blank)	(blank)	(blank)	002209	(blank)	SPUR CONTROLLER XEROX 4050	Hardware	(blank)
31300	002316	(blank)	(blank)	(blank)	002316	(blank)	FORMS BURSTER_UARCO CONTINUOU	Hardware	(blank)
31300	002409A	(blank)	(blank)	(blank)	002409A	(blank)	MULTIPLEXOR, MICOM 8000	Hardware	(blank)
31300	002498A	(blank)	(blank)	(blank)	002498A	(blank)	TERMINAL SERVER, EMULEX P4000	Hardware	(blank)
31300	003063	(blank)	(blank)	(blank)	003063	(blank)	VIDEO CASSETTE PLAYER	Equipment	(blank)
31300	003593	(blank)	(blank)	(blank)	003593	(blank)	HP9000 SERVER AND PERIPHERALS	Hardware	(blank)
31300	003727	(blank)	(blank)	(blank)	003727	(blank)	P5-166MX PENTIUM COMPUTER	Hardware	(blank)
31300	003841	(blank)	(blank)	(blank)	003841	003841	CAMERA, DOCUMENT	Equipment	(blank)
31300	003842	(blank)	(blank)	(blank)	003842	003841	MODEL 50 VENUE 2000 WMONITOR	Equipment	(blank)
31300	003845	(blank)	(blank)	(blank)	003845	(blank)	HP LASERJET 4000 PRINTER	Hardware	(blank)
31300	003847	(blank)	(blank)	(blank)	003847	(blank)	HP LASERJET 4000 PRINTER	Hardware	(blank)
31300	003849	(blank)	(blank)	(blank)	003849	(blank)	HP LASERJET 4000 PRINTER	Hardware	(blank)
31300	003867	(blank)	(blank)	(blank)	003867	(blank)	HPLJ 4000TN LASER PRINTER	Hardware	(blank)
31300	003870	(blank)	(blank)	(blank)	003870	(blank)	COMPAQ COMPUTER	Hardware	(blank)
31300	003907	(blank)	(blank)	(blank)	003907	(blank)	LASERJET 4050TN PRINTER	Hardware	(blank)
31300	003917	(blank)	(blank)	(blank)	003917	(blank)	E4400/800 GATEWAY COMPUTER	Hardware	(blank)
31300	003921	(blank)	(blank)	(blank)	003921	(blank)	E4400/800 GATEWAY COMPUTER	Hardware	(blank)
31300	003922	(blank)	(blank)	(blank)	003922	(blank)	E4400/800 GATEWAY COMPUTER	Hardware	(blank)
31300	003923	(blank)	(blank)	(blank)	003923	(blank)	E4400/800 GATEWAY COMPUTER	Hardware	(blank)
31300	003926	(blank)	(blank)	(blank)	003926	(blank)	E4400/800 GATEWAY COMPUTER	Hardware	(blank)
31300	003942	(blank)	(blank)	(blank)	003942	(blank)	HP LASERJET 4050N PRINTER	Hardware	(blank)
31300	003943	(blank)	(blank)	(blank)	003943	(blank)	GATEWAY E4400/800 COMPUTER	Hardware	(blank)
31300	003944	(blank)	(blank)	(blank)	003944	(blank)	GATEWAY E4400/800 COMPUTER	Hardware	(blank)
31300	003953	(blank)	(blank)	(blank)	003953	(blank)	SECUREPRO BUNDLE SNP	Hardware	(blank)
31300	003971	(blank)	(blank)	(blank)	003971	(blank)	HPA500 SERVER	Hardware	(blank)
31300	003972	(blank)	(blank)	(blank)	003972	(blank)	HPA500 SERVER	Hardware	(blank)
31300	003974	(blank)	(blank)	(blank)	003974	(blank)	LAPTOP SONY VAIO GRX	Hardware	(blank)

Step	Action
20.	Click the 003842 link.

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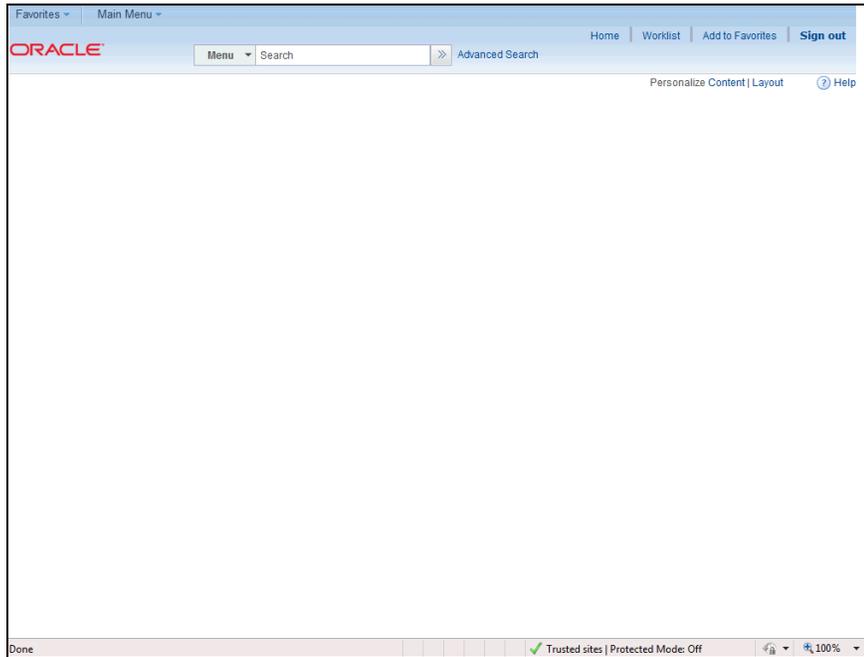
Step	Action
21.	Click the Parent/Child list to view the valid options. 
22.	To make this asset the child, click the Child list item. 
23.	To associate it with a parent asset and view all parent IDs, click the Look up Parent ID (Alt+5) button. 
24.	Click the 003841 link. 
25.	Click the down arrow on the vertical scrollbar to display the Save button.
26.	After making this asset a child asset and linking it to a parent asset, click the Save button to save your edits. 
27.	Congratulations! You have successfully completed this lesson. End of Procedure.

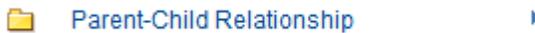
Reviewing Parent-Child Information

Section 3 - Lesson 1, Exercise - Scenario 2 - Reviewing Parent-Child Information

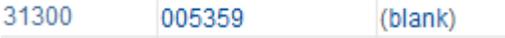
Procedure

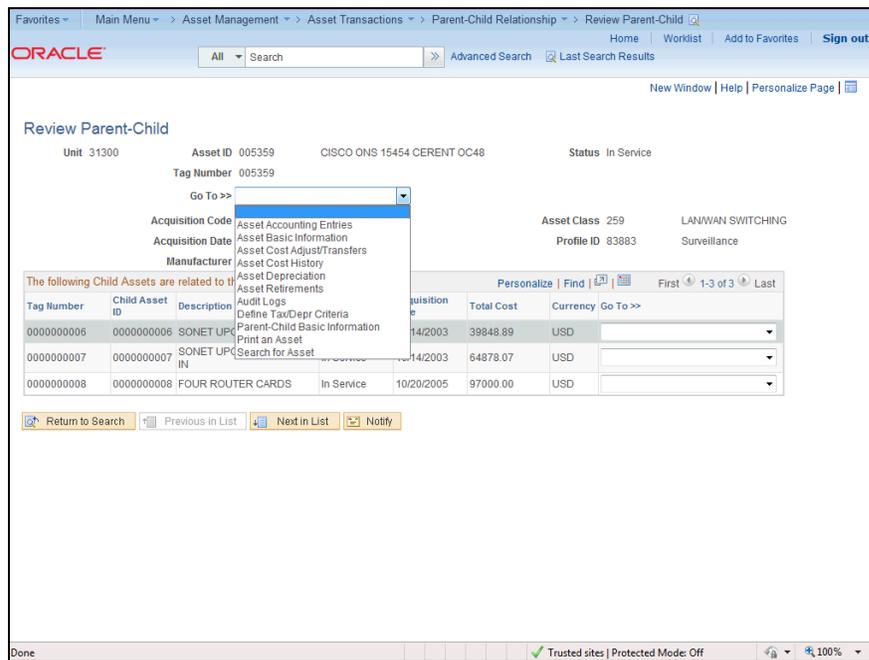
In this topic, you will review a parent asset and the child assets associated with the parent asset.



Step	Action
1.	Click the Main Menu button to navigate to the Review Parent-Child page. 
2.	Click the Asset Management menu. 
3.	Click the Asset Transactions menu. 
4.	Click the Parent-Child Relationship menu. 
5.	Click the Review Parent-Child link. 
6.	To view all the business units, click the Look up Business Unit (Alt+5) button. 
7.	In this example, you will view the assets in Business Unit 31300 . Click the 31300 link. 
8.	Click the Search button. 

EUT Course

Step	Action
9.	Click the 005359 link. 
10.	Use the Review Parent-Child page to review parent and child information.
11.	This screen displays the parent asset 005359 and below that, the associated child assets 0000000006, 0000000007 and 0000000008.
12.	Use the Go To list to navigate to various asset properties pages. In this example you will view the Asset Cost History page. Click the Go To >> list to view the available options. 



Step	Action
13.	Click the Asset Cost History link. This will open a new tab in your browser. 
14.	After reviewing and identifying the Cost History List information, click the Close button to return to the Review Parent-Child page. Click the Close Tab (Ctrl+W) button. 

Step	Action
15.	Congratulations! You have successfully completed this lesson. End of Procedure.

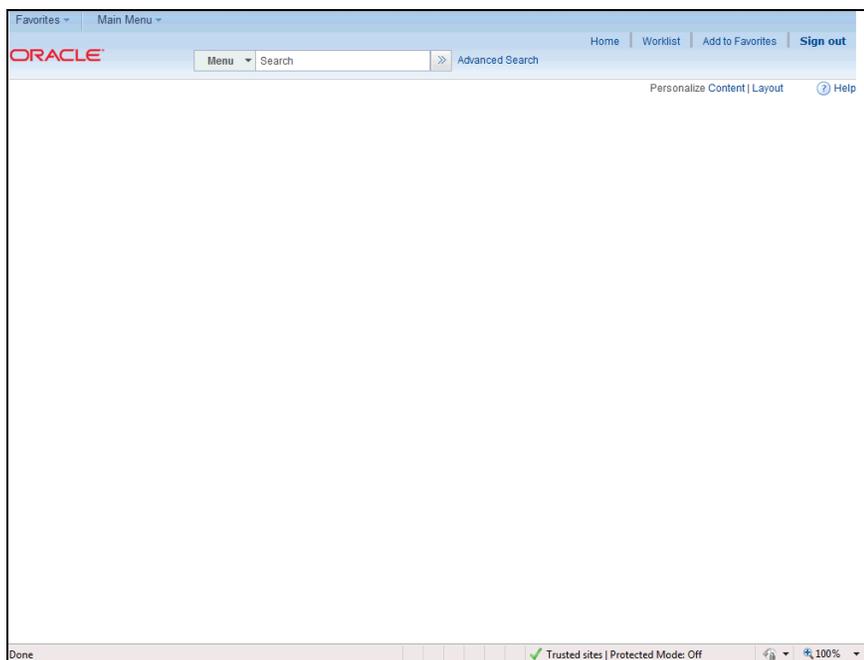
Section 4 Adjusting and Transferring Assets

Adjusting Asset Information

Section 4 - Lesson 1, Exercise - Scenario 1 - Adjusting Asset Information

Procedure

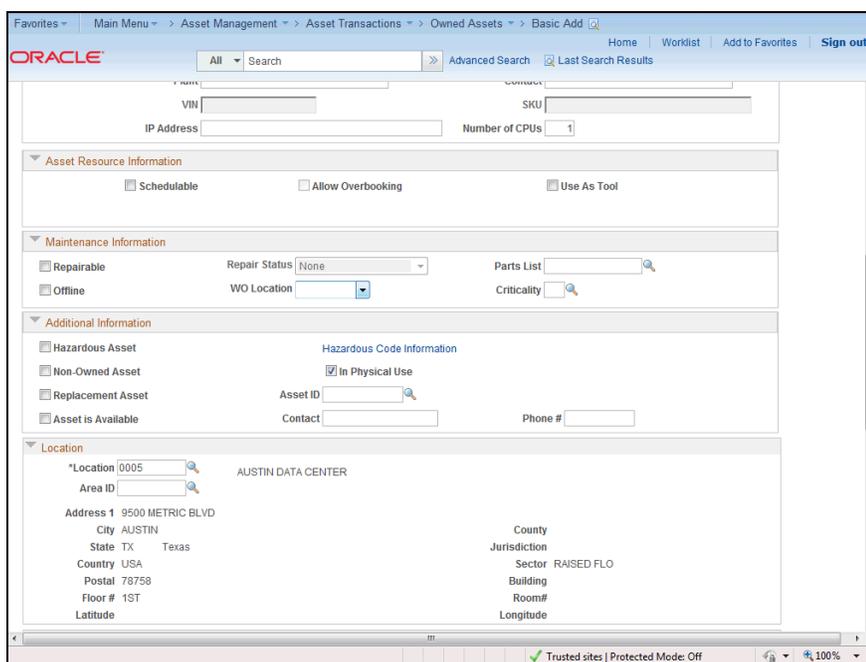
In this lesson the Location and Custodian identifiers will be changed.



Step	Action
1.	Click the Main Menu button to navigate to the Asset Basic Information page. 
2.	Click the Asset Management menu. 

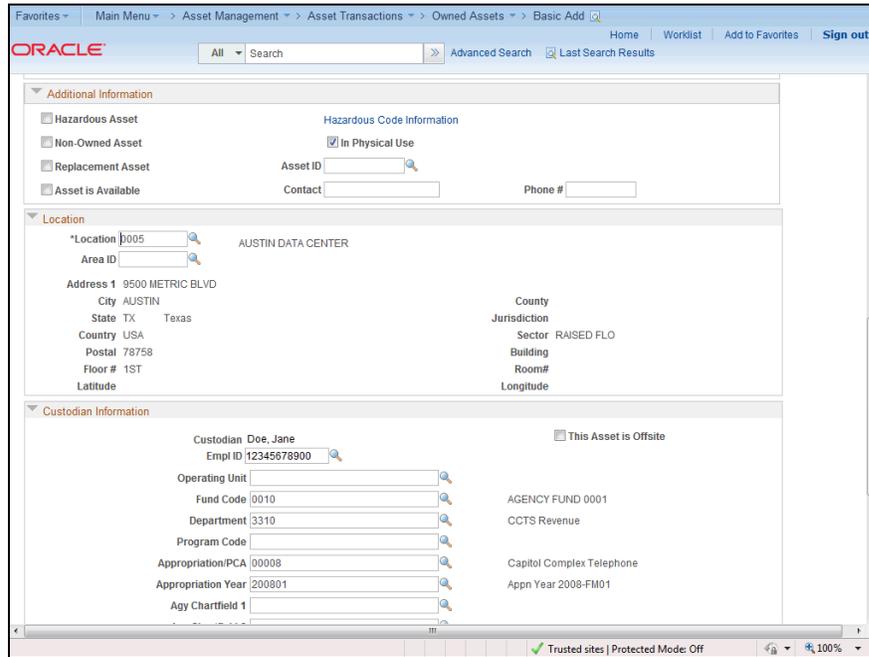
Step	Action
3.	Click the Asset Transactions menu.  Asset Transactions ▶
4.	Click the Owned Assets menu.  Owned Assets ▶
5.	Click the Basic Add link.  Basic Add
6.	On the Asset Basic Information page, the Business Unit auto-populates based on your security. To change an asset's location or custodial information, you must be in Correct History mode. Few users will have security to Change History as this erases previous history and leaves no audit trail. Click the Correct History option. <input type="checkbox"/> Correct History
7.	Click the Search button. 
8.	All valid Asset Identifications for Business Unit 31300 are displayed. Click the down arrow on the vertical scrollbar to display Asset Identification 000000009 .
9.	Click the 000000009 link.
10.	Use the General Information page to add new asset information. An asset's current location and custodian information are on the Asset Information tab.
11.	Click the Asset Information tab. 
12.	Click the down arrow on the vertical scrollbar to display the Location section.
13.	First, change the asset's location. Notice that the asset's current location is 0022, the DPS COMPLEX.
14.	Click the Look up Location (Alt+5) icon to display a list of valid location options. 

Step	Action
15.	<p>This asset is being moved to the Austin Data Center.</p> <p>Click the 0005 link.</p> <p>Note: The error message, "Cannot change current or history records unless in Correction mode" will be displayed if you did not check the Correct History checkbox on the Asset Basic Information search page.</p> <p>0005 AUSTIN DATA CENTER</p>



Step	Action
16.	<p>Next, change the asset's custodian.</p> <p>Click the down arrow on the vertical scrollbar to display the Custodian Information section.</p>

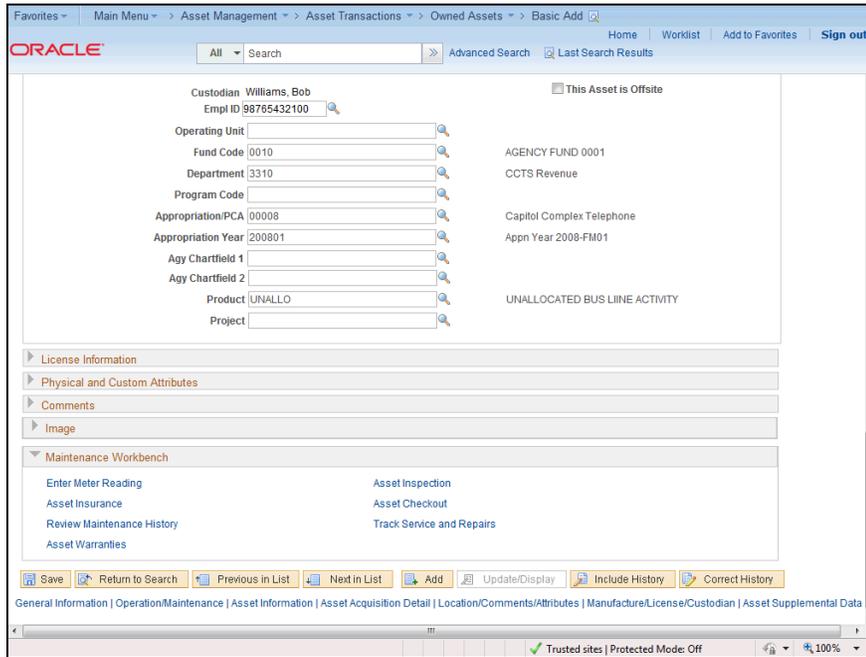
EUT Course



The screenshot shows the Oracle CAPPS Financials interface for an asset. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The interface includes a search bar and a 'Sign out' link. The main content area is divided into three sections:

- Additional Information:** Includes checkboxes for 'Hazardous Asset', 'Non-Owned Asset', 'Replacement Asset', and 'Asset is Available'. It also has a 'Hazardous Code Information' section with a checked 'In Physical Use' option, and fields for 'Asset ID', 'Contact', and 'Phone #'.
- Location:** Shows details for 'AUSTIN DATA CENTER' with fields for 'Location' (0005), 'Area ID', 'Address 1' (9500 METRIC BLVD), 'City' (AUSTIN), 'State' (TX), 'Country' (USA), 'Postal' (78758), 'Floor #' (1ST), 'Latitude', 'County', 'Jurisdiction', 'Sector' (RAISED FLO), 'Building', 'Room#', and 'Longitude'.
- Custodian Information:** Shows 'Custodian Doe, Jane' with 'Empl ID 12345678900'. It includes a 'This Asset is Offsite' checkbox and various financial codes: 'Operating Unit', 'Fund Code' (0010), 'Department' (3310), 'Program Code', 'Appropriation/PCA' (00008), 'Appropriation Year' (200801), 'Agy Chartfield 1', 'AGENCY FUND 0001', 'CCTS Revenue', 'Capitol Complex Telephone', and 'Appn Year 2008-FM01'.

Step	Action
17.	<p>You need to move this asset from Jane Doe to a different custodian.</p> <p>Click the Look up Empl ID (Alt+5) icon to display a list of valid Empl IDs.</p> 
18.	<p>Bob Williams is now in possession of this asset.</p> <p>Click the 98765432100 link.</p> <p>98765432100 Williams, Bob Bob Williams</p>
19.	<p>Click the down arrow on the vertical scrollbar to display the Save button.</p>



Step	Action
20.	Click the Save button. 
21.	Congratulations! You have successfully completed this lesson. End of Procedure.

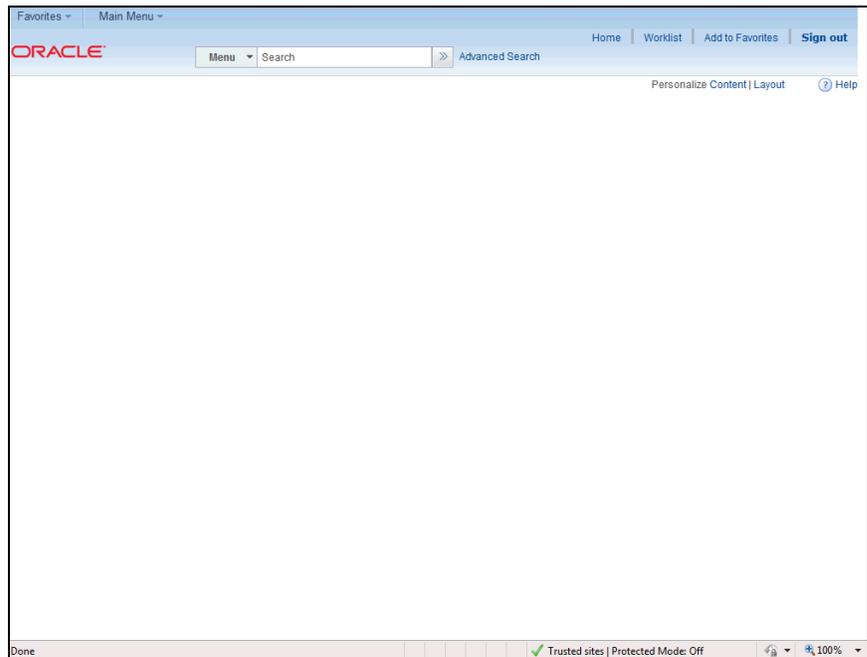
Adjusting Asset Financial Information

Section 4 - Lesson 1, Exercise - Scenario 2 - Adjusting Asset Financial Information

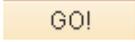
Procedure

In this lesson you will adjust the asset's cost by a specific dollar amount and a percentage.

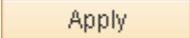
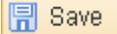
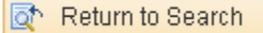
EUT Course



Step	Action
1.	Click the Main Menu button to navigate to the Main Transaction page. 
2.	Click the Asset Management menu.  Asset Management ▶
3.	Click the Asset Transactions menu.  Asset Transactions ▶
4.	Click the Financial Transactions menu.  Financial Transactions ▶
5.	Click the Cost Adjust/Transfer Asset link.  Cost Adjust/Transfer Asset
6.	On the Asset Cost Adjust/Transfers page, the Business Unit auto-populates based on your User Preferences. Click the Search button to display a list of assets assigned to the Business Unit. 
7.	In this example, you need to view Asset ID 0000000009. Click the 0000000009 link.

Step	Action
8.	The Main Transaction page opens, which is used to record a financial transaction for an asset.
9.	The Transaction Date and Accounting Date fields default to the current date. In this example, you will accept the default dates.
10.	The Copy Changes to Other Books option is not used since agencies only use one book, so this option does not apply. This checkbox is selected by default but you can leave it checked.
11.	Use the Action list to select the financial transaction to be performed. Click the Action dropdown button to activate the menu. 
12.	You can perform these actions on assets from the Main Transaction page: <ul style="list-style-type: none"> • Addition: adds an adjustment cost line with a transaction type of ADD as a result of alternate or multiple funding sources. • Adjustment: adjusts the cost or quantity of an existing row and adds a line with transaction type of ADJ. • Fixed Price Markup: applies a Markup to the asset that you are transferring. • InterUnit Transfer: transfers an asset from one Business Unit to another with different legal entities. • Recategorize: changes an asset category or cost type. • Revaluation: revalues an asset by percentage. • Transfer: moves an asset within the same Business Unit.
13.	In this example, adjust the asset's cost value. Click the Adjustment list item. 
14.	Click the GO! button to navigate to the Cost Information page, where the adjustment is entered. 
15.	Use the Cost Information page to enter or adjust the cost information for an asset.
16.	The Cost field displays the cost of the item before the adjustment. Notice the Cost for Asset ID 0000000009 is 103,300.00.
17.	An asset's cost can be adjusted by Percent or Cost . For example, since Asset ID 0000000009 was originally valued at 103,300 if it is now worth \$103,600, you can enter 300 in the Cost field on the Adjust All Rows By line.
18.	Enter 300 into the Cost field.

EUT Course

Step	Action
19.	<p>After entering a Percent or Cost adjustment click the Apply button to update the asset's cost.</p> 
20.	<p>The asset's Cost is updated from the original amount of 103,300 to 103,600.</p> <p>Note: The amount of the adjustment can always be viewed in the Cost field on the Adjust All Rows By line.</p>
21.	<p>Click the Save button to save the asset's cost adjustment.</p> 
22.	<p>Click the Return to Search button where you will locate a second asset to adjust.</p> 
23.	<p>Click the 000000004 link.</p>
24.	<p>In this part of the exercise, you will adjust an asset's cost based on a percentage.</p> <p>Click the Action list dropdown.</p> 
25.	<p>Click the Adjustment list item.</p> 
26.	<p>Click the GO! button to navigate to the Cost Information page.</p> 
27.	<p>Use the Percent field to indicate the percentage by which the cost should be adjusted.</p> <p>In this exercise, make a positive adjustment by increasing the value of the asset by 15 percent. If the cost needs to be reduced, then enter the percentage as a negative.</p> <p>Enter 15 into the Percent field.</p>
28.	<p>Note that the original Cost of the asset is \$68,981.10.</p>
29.	<p>Click the Apply button to update the asset's cost.</p> 
30.	<p>After clicking the Apply button, the asset's Cost is increased by 15% from 68,981.10 to 79,328.27.</p> <p>The percentage amount of the adjustment can always be viewed in the Percent field on the Adjust All Rows By line.</p>
31.	<p>Click the Save button.</p> 

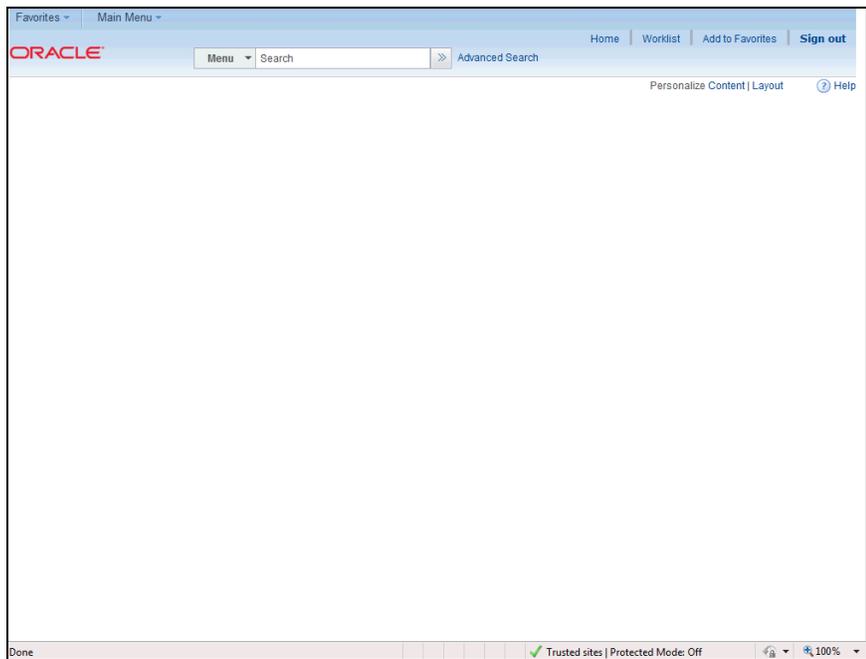
Step	Action
32.	Congratulations! You have successfully completed this lesson. End of Procedure.

Recategorizing Assets

Section 4 - Lesson 1, Exercise - Scenario 3 - Recategorizing Assets

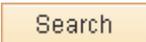
Procedure

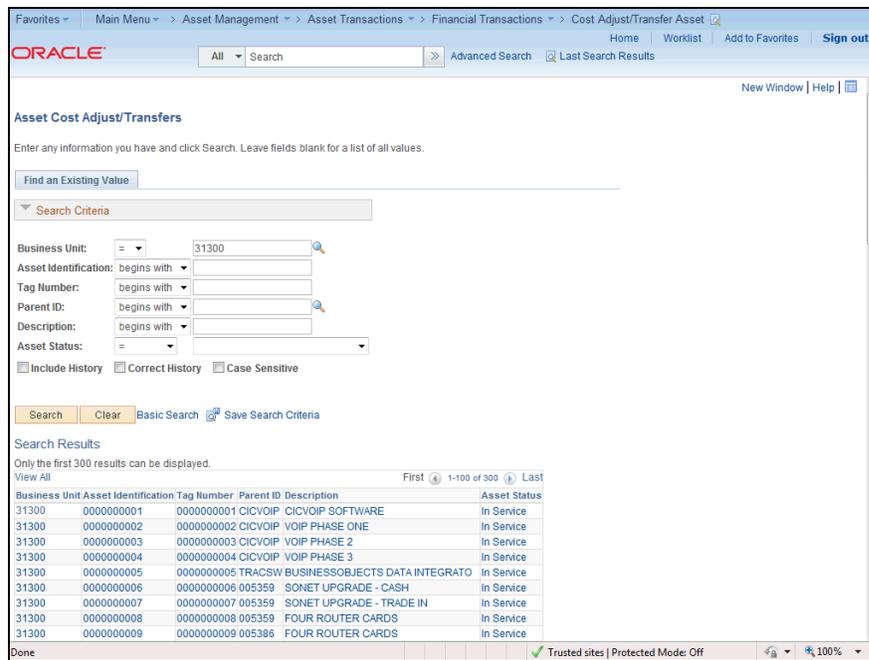
In this lesson, you will recategorize an asset from Furniture and Equipment (FE) to Other Capital Assets-DPRC (OTHDR).



Step	Action
1.	You might need to recategorize an asset if an incorrect asset category/cost type was assigned during asset entry, or if a new category/cost type was created to which you want to transfer existing assets. Click the Main Menu button to navigate to the Asset Cost Adjust/Transfers page. 
2.	Click the Asset Management menu. 

EUT Course

Step	Action
3.	Click the Asset Transactions menu.  Asset Transactions
4.	Click the Financial Transactions menu.  Financial Transactions
5.	Click the Cost Adjust/Transfer Asset link.  Cost Adjust/Transfer Asset
6.	On the Asset Cost Adjust/Transfers page, the Business Unit will auto-populate based on your User Preferences and security. Click the Search button. 



Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = 31300

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

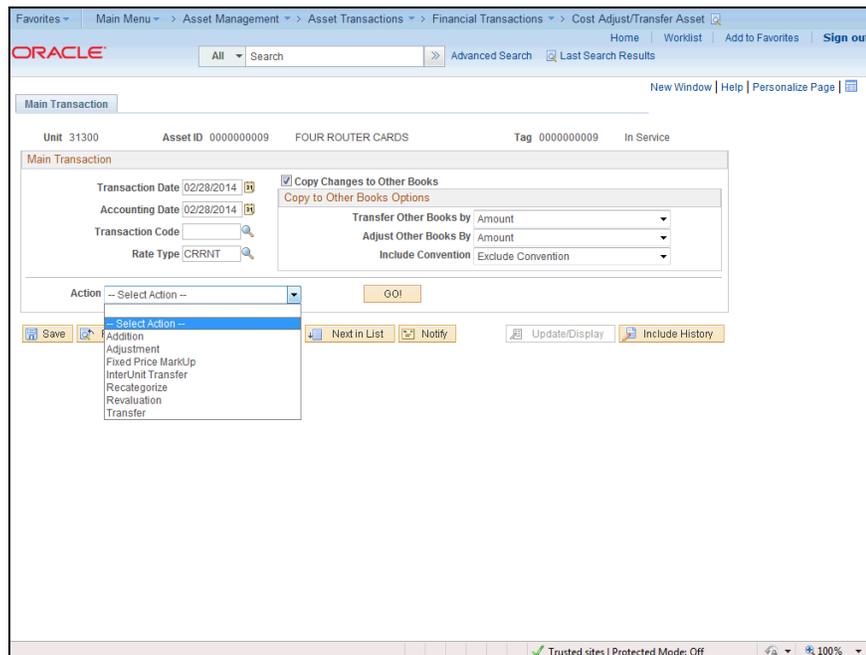
Only the first 300 results can be displayed.

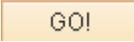
View All First 1-100 of 300 Last

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
31300	0000000001	0000000001	CICVOIP	CICVOIP SOFTWARE	In Service
31300	0000000002	0000000002	CICVOIP	VOIP PHASE ONE	In Service
31300	0000000003	0000000003	CICVOIP	VOIP PHASE 2	In Service
31300	0000000004	0000000004	CICVOIP	VOIP PHASE 3	In Service
31300	0000000005	0000000005	TRACSW	BUSINESSOBJECTS DATA INTEGRATO	In Service
31300	0000000006	0000000006	005359	SONET UPGRADE - CASH	In Service
31300	0000000007	0000000007	005359	SONET UPGRADE - TRADE IN	In Service
31300	0000000008	0000000008	005359	FOUR ROUTER CARDS	In Service
31300	0000000009	0000000009	005386	FOUR ROUTER CARDS	In Service

Step	Action
7.	Click the 0000000009 link.
8.	Use the Main Transaction page to perform an Action on an asset.

Step	Action
9.	In this example, accept the defaults for Transaction Date and Accounting Date (current date), Rate Type , Copy Changes to Other Books checkbox (checked) and Copy to Other Books Options . The Transaction Code field can be left blank.
10.	Use the Action list to select the financial transaction to be performed. Click the Action list to view the valid options. <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> – Select Action – </div>
11.	You can perform these actions on assets from the Main Transaction page: <ul style="list-style-type: none"> • Addition: adds an adjustment cost line with a transaction type of ADD as a result of alternate or multiple funding sources. • Adjustment: adjusts the cost or quantity of an existing row and adds a line with transaction type of ADJ. • Fixed Price Markup: applies a markup to the asset you are transferring. • InterUnit Transfer: transfers an asset from one Business Unit to another with different legal entities. • Recategorize: changes an asset category or cost type. • Revaluation: revalues an asset by percentage. • Transfer: transfers an asset within the same Business Unit.



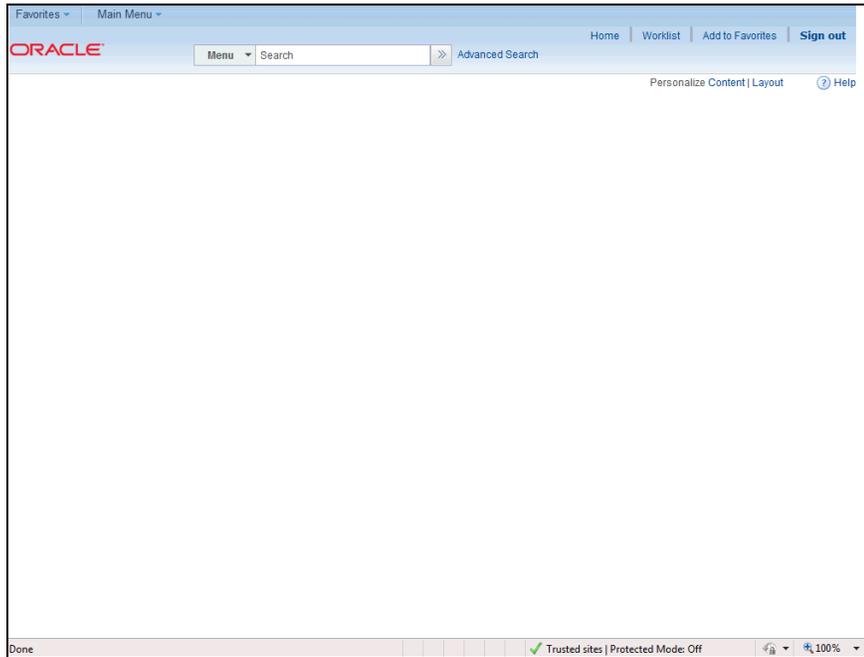
Step	Action
12.	To recategorize this asset, click the Recategorize list item. 
13.	Click the GO! button to enter/adjust an asset's information on the Cost Information page. 
14.	Use the Cost Information page to enter or adjust information required by the recategorizing transaction you initiated from the Main Transaction page.
15.	Use the Category field to change the category assigned to this asset. In this example, the asset was incorrectly categorized as FE (Furniture and Equipment). The correct category is OTHDR (Other Capital Assets-DPRC).
16.	Click the Look up Category (Alt+5) icon to view all valid categories. Note: Category assignment affects depreciation. 
17.	Click the OTHDR link. 
18.	Click the Save button to apply the asset's Category change. 
19.	Congratulations! You have successfully completed this lesson. End of Procedure.

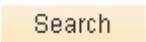
Transferring Assets within a Business Unit

Section 4 - Lesson 1, Exercise - Scenario 4 - Transferring Assets within a Business Unit

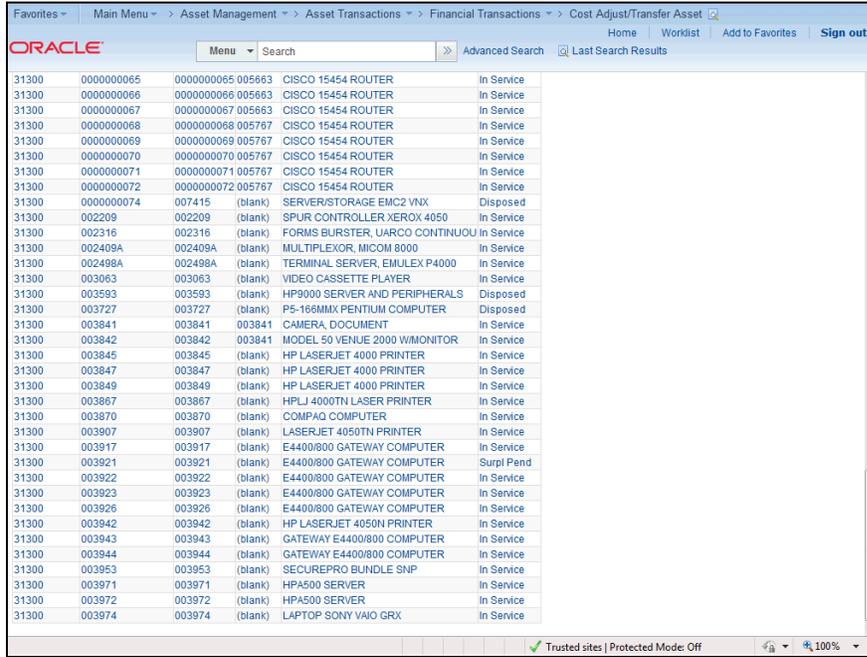
Procedure

In this topic, transfer an asset from one department to another within a business unit.



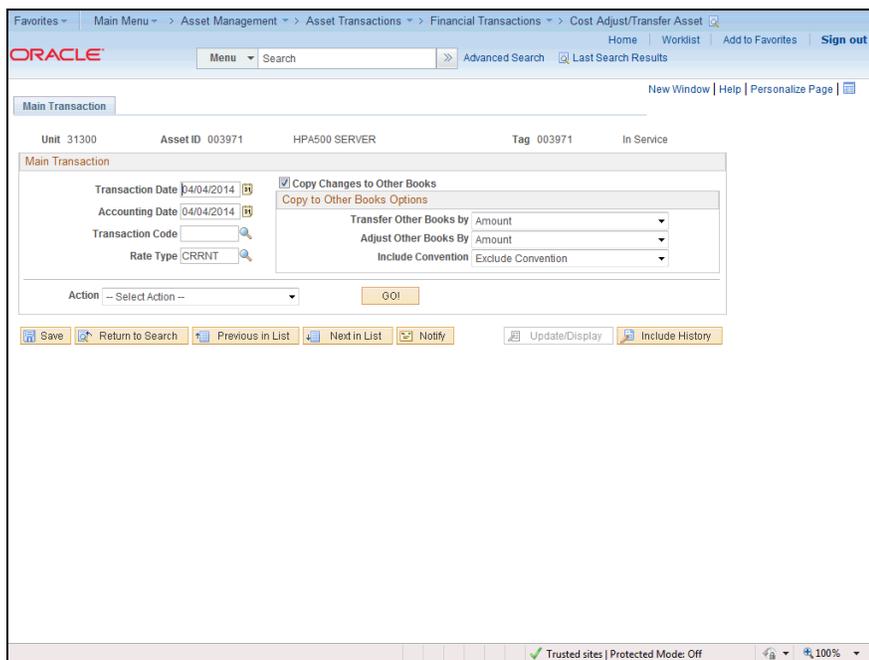
Step	Action
1.	Click the Main Menu button to navigate to the Main Transaction page. 
2.	Click the Asset Management menu. 
3.	Click the Asset Transactions menu. 
4.	Click the Financial Transactions menu. 
5.	Click the Cost Adjust/Transfer Asset link. 
6.	The Business Unit will auto-populate based on your User Preferences and security. Click the Search button. 
7.	Click the down arrow on the vertical scrollbar to locate the asset to be transferred. In this example, transfer asset 003971 .

EUT Course

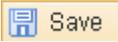


Asset ID	Description	Status
31300 0000000065	CISCO 15454 ROUTER	In Service
31300 0000000066	CISCO 15454 ROUTER	In Service
31300 0000000067	CISCO 15454 ROUTER	In Service
31300 0000000068	CISCO 15454 ROUTER	In Service
31300 0000000069	CISCO 15454 ROUTER	In Service
31300 0000000070	CISCO 15454 ROUTER	In Service
31300 0000000071	CISCO 15454 ROUTER	In Service
31300 0000000072	CISCO 15454 ROUTER	In Service
31300 0000000074	SERVER/STORAGE EMC2 VNX	Disposed
31300 002209	SPUR CONTROLLER XEROX 4050	In Service
31300 002316	FORMS BURSTER, UARCO CONTINUOU	In Service
31300 002409A	MULTIPLEXOR, MICOM 8000	In Service
31300 002498A	TERMINAL SERVER, EMULEX P4000	In Service
31300 003063	VIDEO CASSETTE PLAYER	In Service
31300 003593	HP9000 SERVER AND PERIPHERALS	Disposed
31300 003727	P5-166MMX PENTIUM COMPUTER	Disposed
31300 003841	CAMERA, DOCUMENT	In Service
31300 003842	MODEL 50 VENUE 2000 WMONITOR	In Service
31300 003845	HP LASERJET 4000 PRINTER	In Service
31300 003847	HP LASERJET 4000 PRINTER	In Service
31300 003849	HP LASERJET 4000 PRINTER	In Service
31300 003867	HPLJ 4000TN LASER PRINTER	In Service
31300 003870	COMPAQ COMPUTER	In Service
31300 003907	LASERJET 4050TN PRINTER	In Service
31300 003917	E4400/800 GATEWAY COMPUTER	In Service
31300 003921	E4400/800 GATEWAY COMPUTER	Surpl Pend
31300 003922	E4400/800 GATEWAY COMPUTER	In Service
31300 003923	E4400/800 GATEWAY COMPUTER	In Service
31300 003926	E4400/800 GATEWAY COMPUTER	In Service
31300 003942	HP LASERJET 4050N PRINTER	In Service
31300 003943	GATEWAY E4400/800 COMPUTER	In Service
31300 003944	GATEWAY E4400/800 COMPUTER	In Service
31300 003953	SECUREPRO BUNDLE SNP	In Service
31300 003971	HPA500 SERVER	In Service
31300 003972	HPA500 SERVER	In Service
31300 003974	LAPTOP SONY VAIO GRX	In Service

Step	Action
8.	Click the 003971 link.
9.	Use the Main Transaction page to perform an Action on an asset.
10.	In this example, accept the defaults for Transaction Date and Accounting Date (current date), Rate Type , Copy Changes to Other Books checkbox (checked) and Copy to Other Books Options . The Transaction Code field can be left blank.



Step	Action
11.	<p>You can perform these Actions on assets:</p> <ul style="list-style-type: none"> • Addition: adds an adjustment cost line with a transaction type of ADD as a result of alternate or multiple funding sources. • Adjustment: adjusts the cost or quantity of an existing row and adds a line with a transaction type of ADJ. • Fixed Price Markup: applies a markup to the asset you are transferring. • InterUnit Transfer: transfers an asset from one Business Unit to another with different legal entities. • Recategorize: changes an asset category or cost type. • Revaluation: revalues an asset by percentage. • Transfer: transfers an asset within the same Business Unit. <p>Click the Action list to view the valid options.</p> <p>-- Select Action --</p>
12.	<p>To transfer this asset within the same Business Unit, click the Transfer list item.</p> <p>Transfer</p>
13.	<p>Click the GO! button to edit the chartfields for this asset on the Cost Information page.</p> <p>GO!</p>
14.	<p>Use the Cost Information page to enter or adjust the information as necessary due to the asset's transfer.</p>

Step	Action
15.	<p>Notice the asset is currently in Dept 3320. Move the asset to the General Counsel's department.</p> <p>Click the Look up Dept (Alt+5) button.</p> 
16.	<p>Click the 1100 link for the General Counsel Sec.</p> <p><input type="text" value="1100"/> <input type="text" value="(blank)"/> <input type="text" value="General Counsel Sec"/></p>
17.	<p>Click the Save button.</p> 
18.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Section 5 Retiring Assets

Classifying Disposition of Assets, Retiring as Missing and Viewing Retired Assets

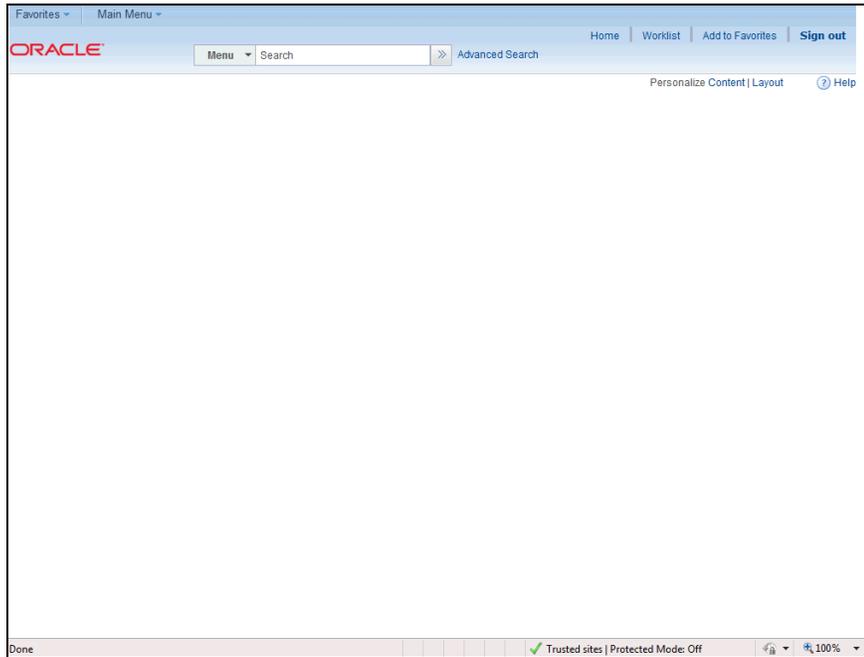
Section 5 - Lesson 1, Exercise - Scenario 1 - Classifying Disposition of Assets, Retiring as Missing and Viewing Retired Assets

Procedure

In this topic, you will:

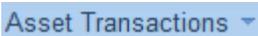
- Retire an Asset
- View a Retired Asset

Assets can be retired and disposed by SPA disposal methods, and one of the disposal methods is explained in this exercise.



Step	Action
1.	Click the Main Menu button to navigate to the Retire/Reinstate Asset page. 
2.	Click the Asset Management menu. 
3.	Click the Asset Transactions menu. 
4.	Click the Asset Disposal menu. 
5.	Click the Retire/Reinstate Asset link. 
6.	Notice the Business Unit defaults based on your User Preferences. Click the Search button. 
7.	In this example, you need to retire Asset 0000000006. In the Search Results grid, click the 0000000006 link.
8.	On the Retire/Reinstate Asset page, the Retire Assets tab provides numerous options to retrieve assets for retirement.

Step	Action
9.	The Trans Date and the Acctg Date default to the current date. These dates can be changed later in the transaction if needed.
10.	Use the Retire As field to specify the type of retirement transaction. Click the Look up Retire As (Alt+5) button to view a list of valid options. 
11.	For this example, classify the retirement transaction as missing. Click the Missing link. 
12.	In the Book section, clicking the Go button will: --classify the asset as Missing; --auto-populate the Disposal Code and Quantity fields in the Retirement section below; and, --activate the grayed-out areas of the Retire Assets tab allowing you to make changes, such as changing the Trans Date and/or the Acctg Date . Click the Go button. 
13.	In the header section on the Retire Assets tab, the Trans Date (transaction date) should reflect the date the asset was retired. Notice the Trans Date has been changed to 02/27/2014.
14.	The system uses the Acctg Date (accounting date) in the header section on the Retire Assets tab to determine the accounting period in which the transaction will be posted to the General Ledger. Notice the Acctg Date has been changed to 02/27/2014.
15.	The Disposal Code field displays the retirement type you selected (in this case, 18-Missing).
16.	The Disposal Comments field can be used to describe this action. Enter Missing item into the Disposal Comments field.
17.	Click the Save button. 
18.	Notice that the status of the asset is now Disposed . Now you can review the retired asset.

Step	Action
19.	Click the Asset Transactions button to navigate to the Review Costs page. 
20.	Click the History menu.  History
21.	Click the Review Cost link.  Review Cost
22.	On the Review Cost page, use the Cost History List tab to view the history of an asset's transactions including assets that have been archived as an Add transaction
23.	In this example, notice line 2 in the Asset Cost Information section shows the asset's retirement is recorded with the transaction type RET .
24.	Click the Cost History Detail tab. 
25.	Use the Cost History Detail tab to view more details about a specific transaction.
26.	The Trans Date and Trans Type fields reflect that this asset was added on 2/27/2014.
27.	In the Cost section, each transaction is saved in a unique record. Use the navigation button to view the different cost transactions for this asset. Click the Show next row (Alt+.) button until the last row appears. 
28.	Notice the Trans Date and Trans Type for the next cost transaction reflects the Retirement of the asset on 02/27/2014.
29.	Congratulations! You have successfully: - Classified an asset as missing - Retired it as missing - Viewed the retired missing asset End of Procedure.

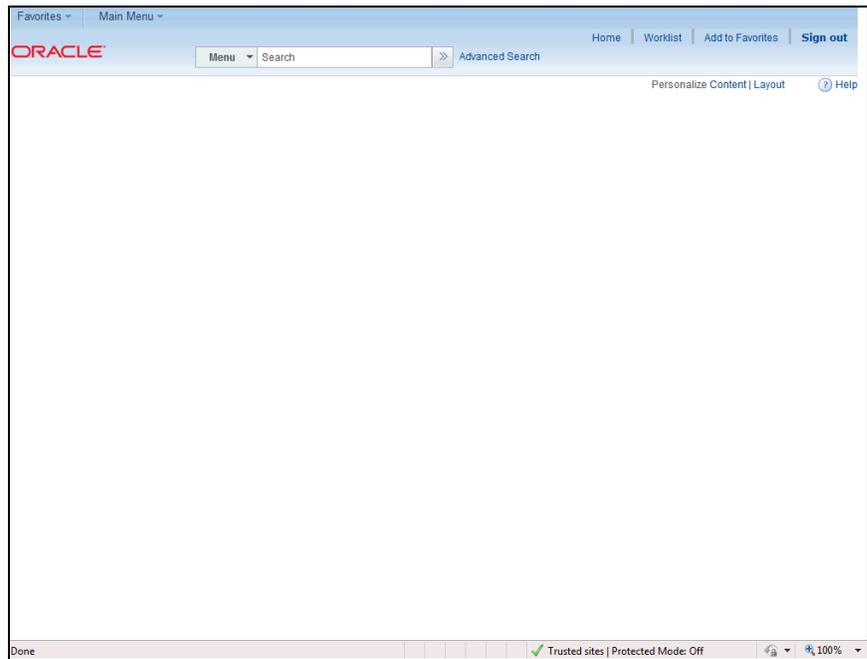
Reinstating a Retired Asset

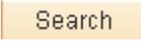
Section 5 - Lesson 1, Exercise - Scenario 2 - Reinstating a Retired Asset

Procedure

In this topic you will learn how to reinstate an asset that had previously been disposed of because it was missing.

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Step	Action
1.	Click the Main Menu button to navigate to the Retire Assets page. 
2.	Click the Asset Management menu.  Asset Management ▶
3.	Click the Asset Transactions menu.  Asset Transactions ▶
4.	Click the Asset Disposal menu.  Asset Disposal ▶
5.	Click the Retire/Reinstate Asset link.  Retire/Reinstate Asset
6.	The Business Unit will auto-populate based on your security. Click the Search button. 
7.	In this example, you need to reinstate Asset 0000000008. Click the Asset Identification 0000000008 link.

Step	Action
8.	Use the Retire Assets page to retire or reinstate an asset. In this example you need to reinstate Asset 0000000008 because it was previously missing, disposed of, and now it has been located.
9.	Notice that the status of Asset 0000000008 is Disposed.
10.	To reinstate this retired asset, click the Reinstate button. 
11.	Click the Save button. 
12.	Notice that now the Asset's status is In Service .
13.	Congratulations! You have successfully reinstated an asset that had previously been disposed of because it was missing. End of Procedure.

Section 6 Depreciating Assets

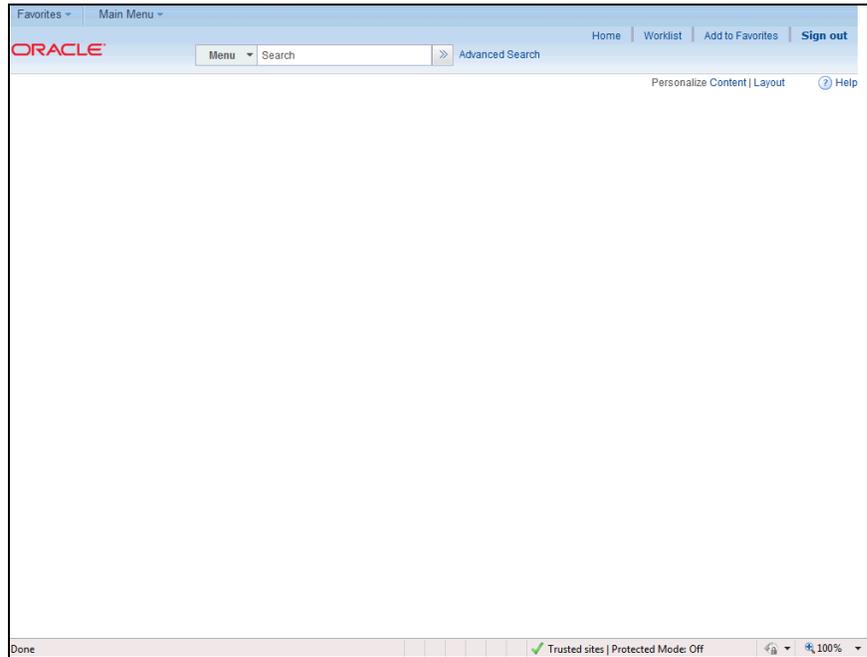
Processing and Viewing Depreciation

Section 6 - Lesson 1, Exercise - Scenario 1 - Processing and Viewing Depreciation

Procedure

In this topic, you will learn how to run the depreciation process. After completing the process, review the calculated depreciation amounts.

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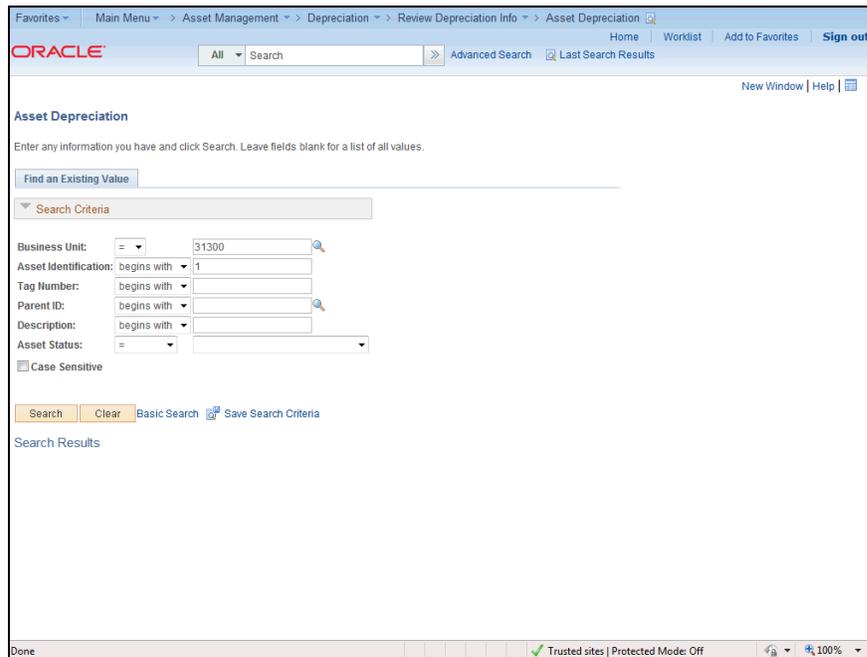
Step	Action
1.	Click the Main Menu button to navigate to the Depreciation Calculation page. 
2.	Click the Asset Management menu.  Asset Management ▶
3.	Click the Depreciation menu.  Depreciation ▶
4.	Click the Processing menu.  Processing ▶
5.	Click the Calculate link.  Calculate
6.	A Run Control ID is an identifier that when paired with your User ID, uniquely identifies the process you are running.

Step	Action
7.	<p>A process or report can be run by searching for an existing Run Control ID or by adding a new value. In this example, you will add a new value.</p> <p>Note: Clicking Search on the Find an Existing Value tab would display previously created Run Control IDs from which you would choose.</p> <p>Click the Add a New Value tab.</p> 
8.	<p>Enter DEPRECIATION in the Run Control ID field.</p> <p>Note: Run Control IDs must be a minimum of three characters and cannot contain spaces.</p>
9.	<p>Click the Add button.</p> 
10.	<p>Use the Depreciation Calculation page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.</p>
11.	<p>Use the Request ID field to define the request calculation number.</p> <p>For this exercise, accept the default value.</p>
12.	<p>For this example, accept the default Business Unit 31300.</p>
13.	<p>Click the Process Frequency list to display a list of valid options.</p> 
14.	<p>Click the Always list item.</p> 
15.	<p>To view all book names, click the Look up Book Name (Alt+5) button.</p> 
16.	<p>Click the ASSETINV link.</p> 
17.	<p>Use the From Asset ID field to define the beginning range of Asset ID numbers that this depreciation calculation will be run against.</p> <p>To view all Asset IDs, click the Look up From Asset ID (Alt+5) button.</p> 
18.	<p>For this example, you will run depreciation for Asset 1234567.</p> <p>Click the 1234567 link.</p>

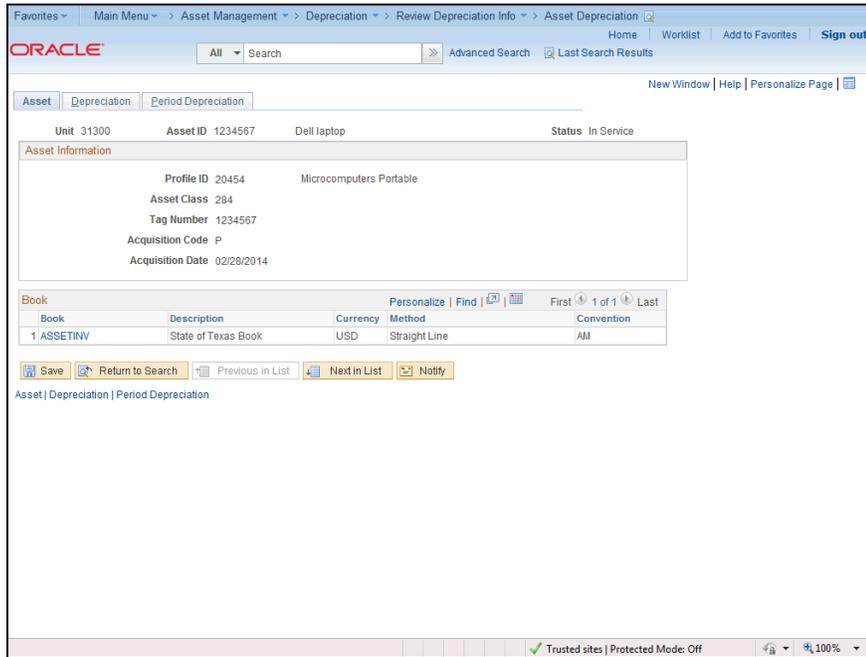
Step	Action
19.	<p>After defining the parameters, you need to schedule the process to run.</p> <p>Click the Run button.</p> 
20.	<p>You must select a server name to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will be the default in this list.</p> <p>Click the Server Name list to display the server options.</p> 
21.	<p>Click the PSUNX list item.</p> 
22.	<p>In the Process List group box, select the Calculate Depreciation checkbox.</p> 
23.	<p>Use the Type field in the Process List group box to select the type of output you want to generate for this job. The four Type options are Email, File, Web and Printer.</p> <p>For this example, accept the default value of Web.</p>
24.	<p>Use the Format field to define the output format for the report. The available values depend on the report's Type that you selected.</p> <p>For this example, accept the default value of TXT.</p>
25.	<p>Click the OK button to start the processing depreciation.</p> 
26.	<p>Notice that the Process Instance number appears. This number helps you identify the process that you have run when you check the status.</p> <p>Write down the Process Instance number.</p>
27.	<p>Click the Process Monitor link.</p> 
28.	<p>Use the Process List page to view the status of submitted process requests.</p>
29.	<p>You can identify the process you are running by the Process Instance number you wrote down. Here is your process instance number.</p>
30.	<p>The current Run Status is Queued and the Distribution Status is N/A.</p> <p>The process is finished when the Run Status is Success and the Distribution Status is Posted.</p>

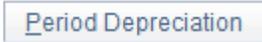
Step	Action
31.	<p>Click the Refresh button.</p> <p>Note: you may need to click the Refresh button several times before the Run Status is Success and the Distribution Status is Posted.</p> 
32.	The Run Status is now Success and the Distribution Status is Posted .
33.	<p>Click the Details link.</p> 
34.	<p>Click the Message Log link.</p> 
35.	The Message Log page shows the process has successfully posted.
36.	<p>After the process completes successfully, you need to view the asset to verify it reflects the depreciation calculation.</p> <p>Click the Depreciation tab to navigate to the Asset Depreciation page.</p> 
37.	<p>Click the Review Depreciation Info menu.</p> 
38.	<p>Click the Asset Depreciation link.</p> 
39.	<p>The asset you need to verify is 1234567 in Business Unit 31300.</p> <p>For this example, enter 1 into the Asset Identification field to search for all assets beginning with 1 in Business Unit 31300.</p> <p>Note: you could enter all or any part of the asset ID number.</p>

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Step	Action
40.	Click the Search button. 
41.	Click the 1234567 link.
42.	Use the Asset page to view a summary of basic asset and depreciation information.
43.	The Asset page displays the Asset ID you selected at the top of the page.
44.	The asset's Tag Number and when the asset was acquired displays. The Book group box displays the depreciation method.



Step	Action
45.	Click the Depreciation tab to view the depreciation history for this item. 
46.	For regular assets, use the Depreciation page to calculate an asset's net book value and view its depreciation information for the year.
47.	The Net Book Value group box displays the original cost of the item along with the total depreciation amount.
48.	In the Yearly Depreciation group box, you can review the depreciation amount by year. For example, at the end of the 2014 the asset will have depreciated by \$729.17.
49.	To view the depreciation details by fiscal period, click the Period Depreciation tab. 
50.	Use the Period Depreciation page to view depreciation for the periods that you specified when you added the asset.
51.	The Depreciation Amount column calculated depreciation for the periods displayed.
52.	Congratulations! You successfully ran the depreciation process and reviewed the calculated depreciation amounts. End of Procedure.

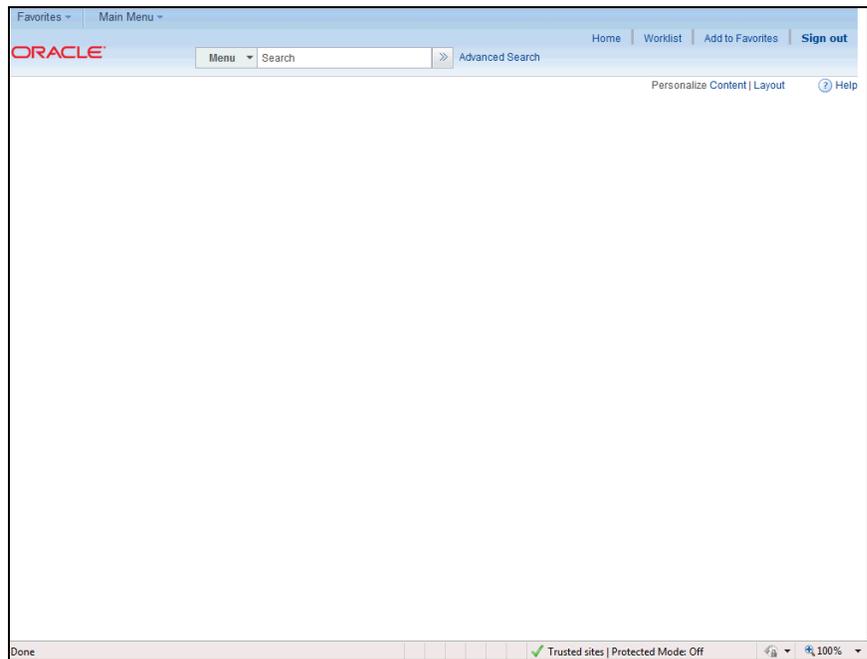
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Reviewing Open Transaction Status

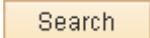
Section 6 - Lesson 1, Exercise - Scenario 2 - Reviewing Open Transaction Status

Procedure

In this topic, you will review the status of an open transaction.



Step	Action
1.	Click the Main Menu button to navigate to the Open Transaction Detail page. 
2.	Click the Asset Management menu. 
3.	Click the Depreciation menu. 
4.	Click the Open Transactions menu. 
5.	Click the Review link. 
6.	Enter 31300 into the Business Unit field.

Step	Action
7.	Click the Search button. 
8.	Click the down arrow on the vertical scrollbar to view more Search Results .
9.	Click the 000000019 link.
10.	The Open Transaction Detail page opens and is used to view the status of an Asset.
11.	Notice the different statuses. The Depreciation Calc Status is Completed , the Acctg Entry Creation Status is Completed , and the Reporting Process Status is Pending .
12.	Congratulations! In this topic, you successfully reviewed the status of an open transaction. End of Procedure.

Loading the Depreciation Reporting Table

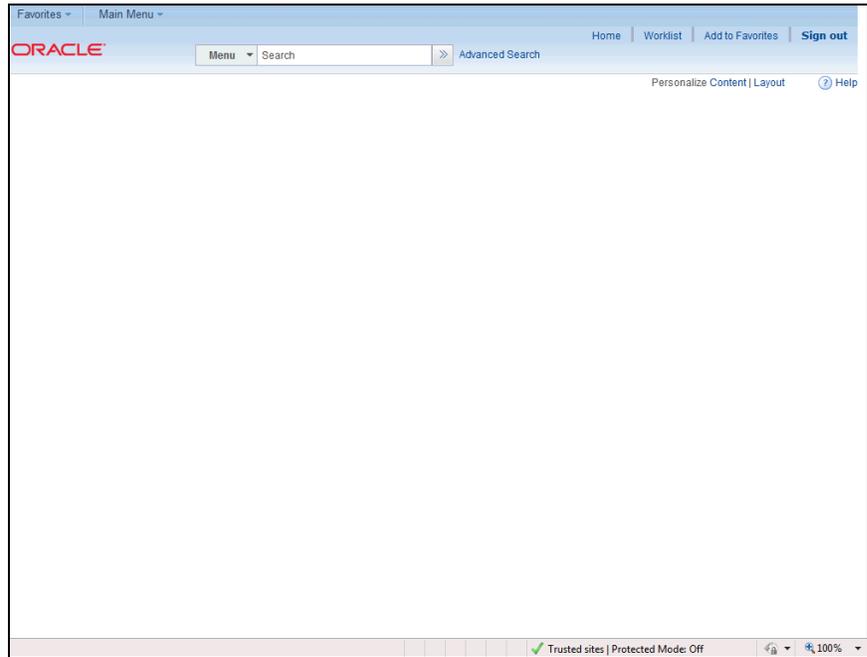
Section 6 - Lesson 1, Exercise - Scenario 3 - Loading the Depreciation Reporting Table

Procedure

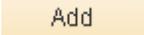
In this topic, you will learn how to run the Load Depreciation Reporting table process to generate cost and depreciation reports.

Step	Action
1.	After running the depreciation calculation process, run the Load Depreciation Reporting table process (AMDPREPT) to generate cost and depreciation reports. This table stores life-to-date and year-to-date depreciation amounts. Run this process once at the beginning of the year for all assets in your system, and then on a monthly or other regular basis thereafter for newly created open transactions.

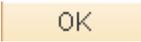
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Step	Action
2.	Click the Main Menu button to navigate to the Depr Reporting Table page. 
3.	Click the Asset Management menu.  Asset Management ▶
4.	Click the Financial Reports menu.  Financial Reports ▶
5.	Click the Load Reporting Tables menu.  Load Reporting Tables ▶
6.	Click the Depr Reporting Table link.  Depr Reporting Table

Step	Action
7.	<p>Run this process by searching for an existing Run Control ID, or add a new one.</p> <p>Creating a Run Control ID that is relevant to the process may help you remember it for future use. If you need to look for an existing one, search for it using the Find an Existing Value tab.</p> <p>In this example, add a new Run Control ID.</p> <p>Click the Add a New Value tab.</p> 
8.	<p>A Run Control ID is an identifier that, when paired with your user ID, uniquely identifies the process that you are running.</p> <p>The Run Control ID also defines parameters that are used when a process is run.</p> <p>Enter DEPR_RPT into the Run Control ID field.</p>
9.	<p>Click the Add button.</p> 
10.	<p>The Depr Reporting Table page displays and is used to specify the request parameters of the process request.</p> <p>The system will use these parameters to define the processing rules and the data to be included when the process is run.</p>
11.	<p>The Request ID field defaults to 1. This identifies the number of Depr Reporting Table processes you are running at the same time.</p> <p>For this example, accept the default value.</p>
12.	<p>Click the Process Frequency list to view a list of valid options.</p> 
13.	<p>Click the Always list item. This will allow you to continually reuse the DEPR_RPT Run Control ID.</p> 
14.	<p>Select the Use Open Trans option to pick up only new open transactions since you last ran the process.</p>
15.	<p>Selecting the Keep Other Fiscal Years option would set the system to process a new year but retain other years in the table.</p>
16.	<p>Enter 2013 into the From Year field.</p>

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Step	Action
17.	Use the To Year field to enter the end of a range of fiscal years to include in the process. Enter 2013 into the To Year field.
18.	Enter 31300 into the Unit field.
19.	Click the Book Name list to display a list of valid options. 
20.	Click the ASSETINV list item. ASSETINV
21.	Click the Run button to navigate to the Process Scheduler Request page where you will select the server. 
22.	The Process Scheduler Request window displays and is used to enter or update parameters, such as the server name and the process output format.
23.	Select a Server Name to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will be the default in this field.
24.	Click the Server Name list to view the valid options. 
25.	Click the PSUNX list item. PSUNX
26.	Use the Type field to select the type of output that you want to generate for this job. The four choices are Email, File, Web and Window. For this example, you will accept the default Web value.
27.	Use the Format list to define the output format for the report. The values depend on the process type that you have selected. For this example, you will accept the default TXT value.
28.	After completing the options on the Process Scheduler Request window, click the OK button to run the process. 
29.	Notice that a Process Instance number displays. This number helps identify the process that you have run.
30.	Click the Process Monitor link. Process Monitor

Step	Action
31.	Look for the Instance number assigned to your process, which was 18984. Notice it is listed on the first line of the Process List section.
32.	The current Run Status is Queued and the Distribution Status is N/A. The process is finished when the Run Status is Success and the Distribution Status is Posted.
33.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. Note: While the process is running, various statuses may display, such as Queued, Initiated, Processing, Success, Error, or Warning. 
34.	The Run Status is now Success and the Distribution Status is Posted.
35.	To verify the process has successfully completed and to view the message log, click the Details link to the right of the Distribution Status field. Details
36.	In the Actions section, click the Message Log link. Message Log
37.	The Message Log window displays. In the Message Text column, the last line indicates the process successfully posted.
38.	Congratulations! You successfully ran the Load Depreciation Reporting table process to generate cost and depreciation reports. End of Procedure.

Section 7 Creating Accounting Entries

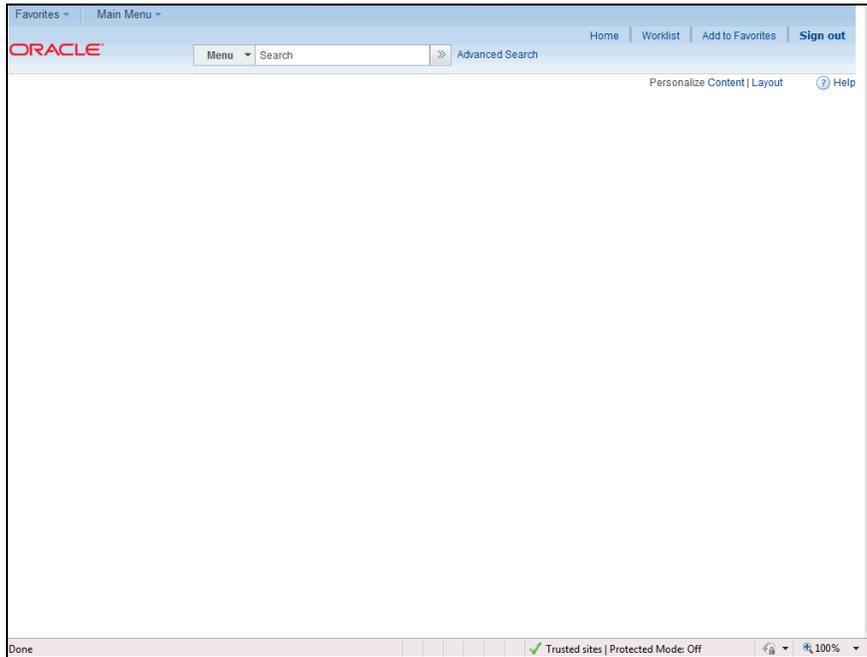
Creating and Reviewing Accounting and Depreciation Entries

Section 7 - Lesson 1, Exercise - Scenario 1 - Creating and Reviewing Accounting and Depreciation Entries

Procedure

In this topic, you will learn how to create and review asset related accounting entries.

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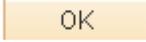


Step	Action
1.	Click the Main Menu button to navigate to the Create Accounting Entries page. 
2.	Click the Asset Management menu.  Asset Management ▶
3.	Click the Accounting Entries menu.  Accounting Entries ▶
4.	Click the Create Accounting Entries link.  Create Accounting Entries
5.	Click the Add a New Value tab. 
6.	This process can be run by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. In this example, create a new Run Control ID .

Step	Action
7.	<p>A Run Control ID is an identifier that, when paired with your user ID, uniquely identifies the process that you are running.</p> <p>The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p> <p>Enter ACCOUNTING_ENTRY into the Run Control ID field.</p>
8.	<p>To add this Run Control ID, click the Add button.</p> 
9.	<p>Use the Create Accounting Entries page to enter the request parameters. The system will use these parameters to define the processing rules and data to be included when the process is run.</p>
10.	<p>Notice the default for the Process Frequency field is "Don't".</p> <p>Click the Process Frequency list to view the valid options.</p> 
11.	<p>Click the Always list item to change the option for the Process Frequency field.</p> <p>Note: Using the Always option will allow you to re-use this Run Control ID in the future.</p> 
12.	<p>Enter 31300 into the Business Unit field.</p>
13.	<p>Click the Look up Book Name (Alt+5) button next to the Book Name field to view the valid values.</p> 
14.	<p>The Look Up Book Name popup window displays. Click the ASSETINV link in the Search Results section.</p> 
15.	<p>You have the option of running this process for a specific asset or range of assets.</p> <p>For this exercise, create accounting entries for one asset.</p> <p>Click the Look up From Asset ID (Alt+5) button next to the From Asset ID field to view the valid values.</p> 
16.	<p>Click the 7040 link.</p> 

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Step	Action
17.	Click the Run button to schedule the process to run. 
18.	The Process Scheduler Request popup window displays where you will enter or update the run parameters, such as the Server Name and the process output format.
19.	Click the OK button to initiate processing. 
20.	The Process Instance number displays. This number helps you identify the process you have run when you check the status.
21.	Click the Process Monitor link. Process Monitor
22.	View the Process List tab to find the status of submitted process requests.
23.	In the Process List section, find the process Instance number assigned to your process, which was 20809. Notice it is listed on the first line of the Process List section.
24.	The current Run Status of Instance 20809 is Queued and the Distribution Status is N/A. The process will be finished when the Run Status is Success and the Distribution Status is Posted.
25.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted . Note: While the process is running, various statuses may display, such as Queued, Initiated, Processing, Success, Error, or Warning. 
26.	The Run Status is now Success and the Distribution Status is Posted .
27.	To verify the process has successfully completed and to view the message log, click the Details link to the right of the Distribution Status field. Details
28.	Click the Message Log link. Message Log
29.	In the Message Text column, the last line indicates the process successfully posted.
30.	Click the Return button. 

Step	Action
31.	Click the OK button. 
32.	To review the accounting depreciation entries, click the Accounting Entries menu to navigate to the Review Financial Entries page. 
33.	Click the Review Financial Entries link.  Review Financial Entries
34.	Enter DC into the Asset Identification field.
35.	To locate the asset's accounting entries, click the Search button. 
36.	In the Search Results listing, click the DC_AST5 link.
37.	The Review Financial Entries page displays. View the List tab to review accounting entries in a summary list format.
38.	The List tab displays the accounting entries by transaction type and Chartfields, etc.
39.	To view additional asset details, click the Detail tab. 
40.	Use the Detail page to review accounting entries in detail.
41.	Congratulations! You successfully created and viewed asset related accounting entries. End of Procedure.

Closing Depreciation

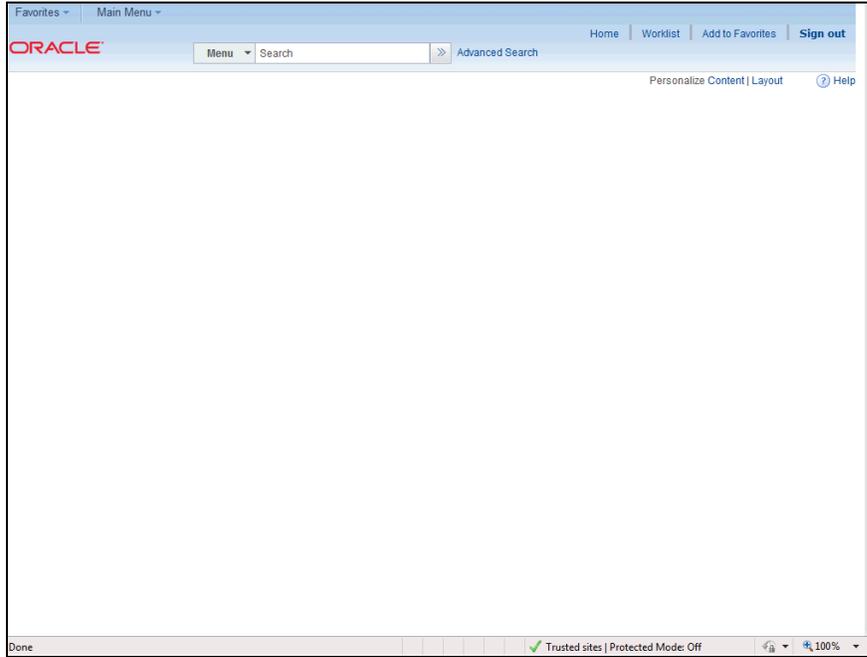
Section 7 - Lesson 1, Exercise - Scenario 2 - Closing Depreciation

Procedure

In this topic, you will learn how to run the depreciation close process and verify that it ran successfully.

Step	Action
1.	Run the Depreciation Close process to generate period depreciation entries for all depreciable assets in a particular accounting period. This process can only be run for accounting periods that have not yet been closed in Asset Management.

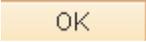
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Step	Action
2.	<p>The depreciation close process generates period depreciation entries for all depreciable assets in a particular accounting period.</p> <p>Click the Main Menu button to navigate to the Close Depreciation page.</p> 
3.	<p>Click the Asset Management menu.</p> 
4.	<p>Click the Accounting Entries menu.</p> 
5.	<p>Click the Close Depreciation link.</p> 
6.	<p>This process can be run by searching for an existing Run Control ID, or you can add a new one.</p> <p>Creating a Run Control ID that is relevant to the process may help you remember it for future use. To look for an existing one, search for it using the Find an Existing Value tab.</p> <p>In this example, add a new Run Control ID.</p> <p>Click the Add a New Value tab.</p> 

Step	Action
7.	<p>A Run Control ID is an identifier that, when paired with your user ID, uniquely identifies the process that you are running.</p> <p>The Run Control ID also defines parameters that are used when a process is run.</p> <p>Enter DPR_CLOSE into the Run Control ID field.</p>
8.	<p>To add the new Run Control ID, click the Add button.</p> <p></p>
9.	<p>The Close Depreciation page displays and is used to specify the parameters of the process request.</p> <p>The system will use these parameters to define the processing rules and the data to be included when the process is run.</p>
10.	<p>The Request ID field defaults to 1. This identifies the number of Depr Reporting Table processes you are running at the same time.</p> <p>For this example, accept the default value.</p>
11.	<p>Click the Process Frequency list to view the valid options.</p> <p></p>
12.	<p>Click the Always list item. This will allow you to continually reuse the DEPR_RPT Run Control ID.</p> <p>Always</p>
13.	<p>Enter 31300 into the Unit field.</p>
14.	<p>Click the Book Name dropdown list to display the valid values.</p> <p></p>
15.	<p>Select the ASSETINV list item.</p> <p>ASSETINV</p>
16.	<p>Use the Fiscal Year field to specify the accounting year to be closed.</p> <p>Enter 2014 into the Fiscal Year field.</p>
17.	<p>Use the Period field to specify the open periods that need to be closed.</p> <p>Enter 8 into the Period field.</p>
18.	<p>Click the Run.</p> <p></p>
19.	<p>The Process Scheduler Request window displays and is used to enter or update parameters, such as the server name and the process output format.</p>

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Step	Action
20.	Click the OK button to run the process. 
21.	Notice that a Process Instance number displays. This number helps you identify the process that you have run. Write down this number; you will need it later to check the process status.
22.	To verify the depreciation close process is running, click the Process Monitor link. Process Monitor
23.	Use the Process List tab to view the status of submitted process requests.
24.	Look for the Instance number assigned to your process, which is listed in the Process List section.
25.	The current Run Status of the process is Queued and the Distribution Status is N/A. The process is complete when the Run Status is Success and the Distribution Status is Posted .
26.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. Note: While the process is running, various statuses may display, such as Queued, Initiated, Processing, Success, Error, or Warning. Click the Refresh button. 
27.	The Run Status is now Success, and the Distribution Status is now Posted.
28.	To verify the process has successfully completed and to view the message log, click the Details link to the right of the Distribution Status field. Details
29.	The Process Detail window displays. In the Actions section, click the Message Log link. Message Log
30.	In the Message Text column, the last line indicates the process successfully posted.
31.	Congratulations! You ran the depreciation close process and verified that it ran successfully. End of Procedure.

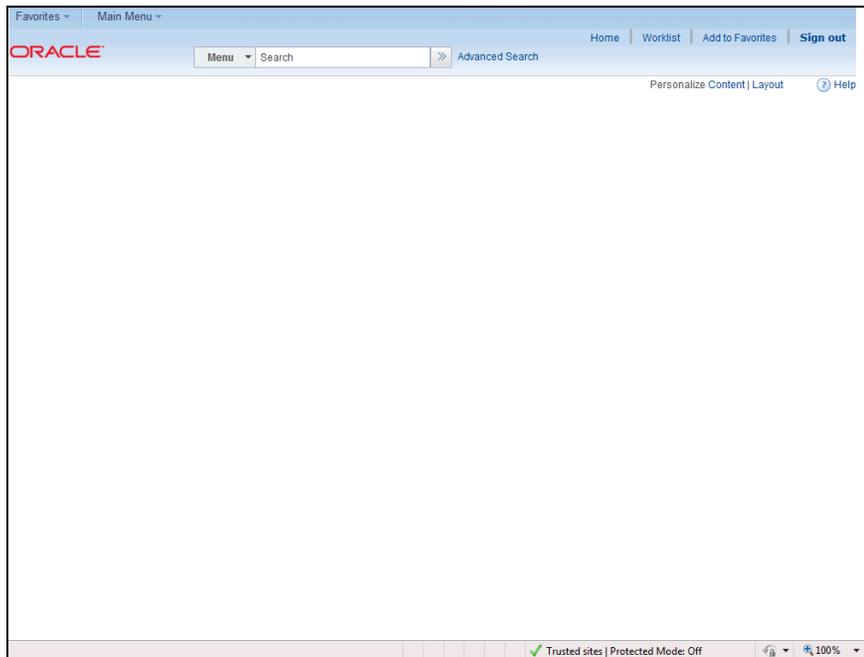
Closing an Asset Accounting Period

Section 7 - Lesson 1, Exercise - Scenario 3 - Closing an Asset Accounting Period

Procedure

In this topic, you will learn how to close an asset accounting period.

Step	Action
1.	<p>After creating accounting entries for an accounting period, close the period in Asset Management to ensure that you do not create additional depreciation-related accounting entries.</p> <p>Consult with General Ledger staff prior to closing an accounting period.</p>



Step	Action
2.	<p>Click the Main Menu button to navigate to the Close Asset Accounting Period page.</p> <p>Main Menu ▾</p>
3.	<p>Click the Asset Management menu.</p> <p>📁 Asset Management ▶</p>
4.	<p>Click the Accounting Entries menu.</p> <p>📁 Accounting Entries ▶</p>

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Step	Action
5.	Click the Close Accounting Period link.  Close Accounting Period
6.	In this example, search for an existing value. Click the Look up Business Unit (Alt+5) button. 
7.	For this example, close an accounting period for Business Unit 31300. Click the 31300 link.  
8.	Click the Look up Asset Book Name (Alt+5) button. 
9.	Click the ASSETINV link.  
10.	Click the Search button. 
11.	Use the Close Accounting Period page to close accounting periods, which ensures new transactions are not entered in the period.
12.	Use the Year field to define the year of the accounting period that you are closing. Enter 2013 into the Year field.
13.	Use the Period field to define the accounting period you are closing. Note: each month of the Fiscal Year is assigned a number. September is 1, October is 2, etc. Enter 7 into the Period field.
14.	Click the Save button. 
15.	Notice that the Closed Accounting Periods group box now displays the period that you closed. You cannot create any new Asset Management transactions in the period.
16.	Congratulations! You have successfully closed an accounting period. End of Procedure.

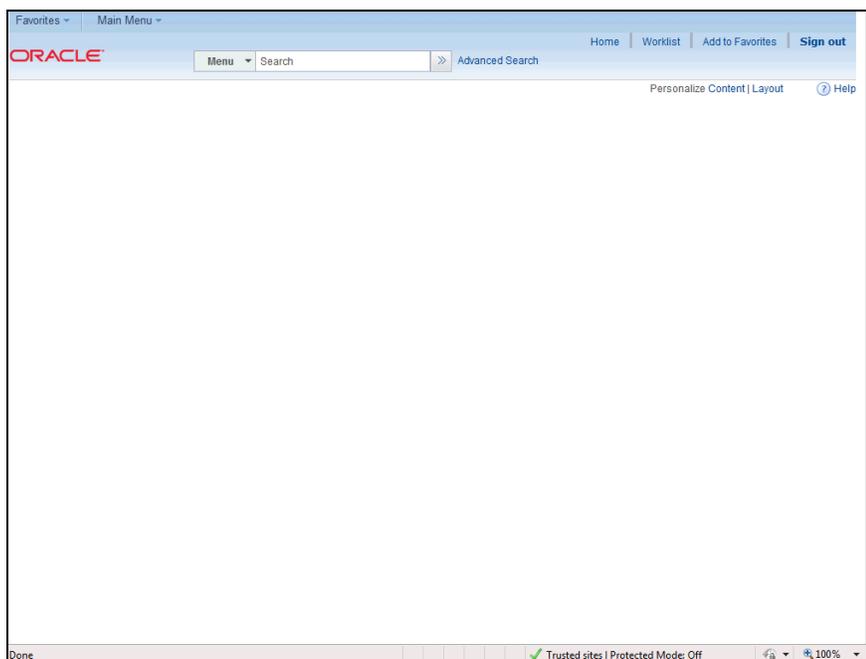
Section 8 Receiving an Asset

Receiving an Asset

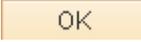
Section 8 - Lesson 1, Exercise - Receiving an Asset

Procedure

In this topic, you will learn how to use CAPPS purchasing to record the receipt of an asset.

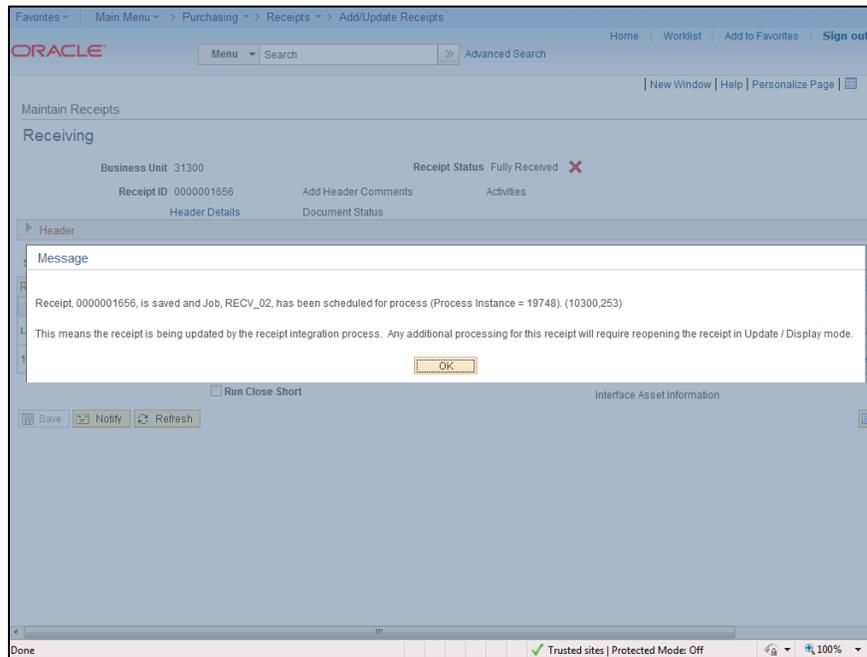


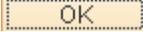
Step	Action
1.	Click the Main Menu button. 
2.	Click the Purchasing menu. 
3.	Click the Receipts menu. 
4.	Click the Add/Update Receipts link. 
5.	Notice the Business Unit will default based on your User Preferences. If necessary, the value can be changed.

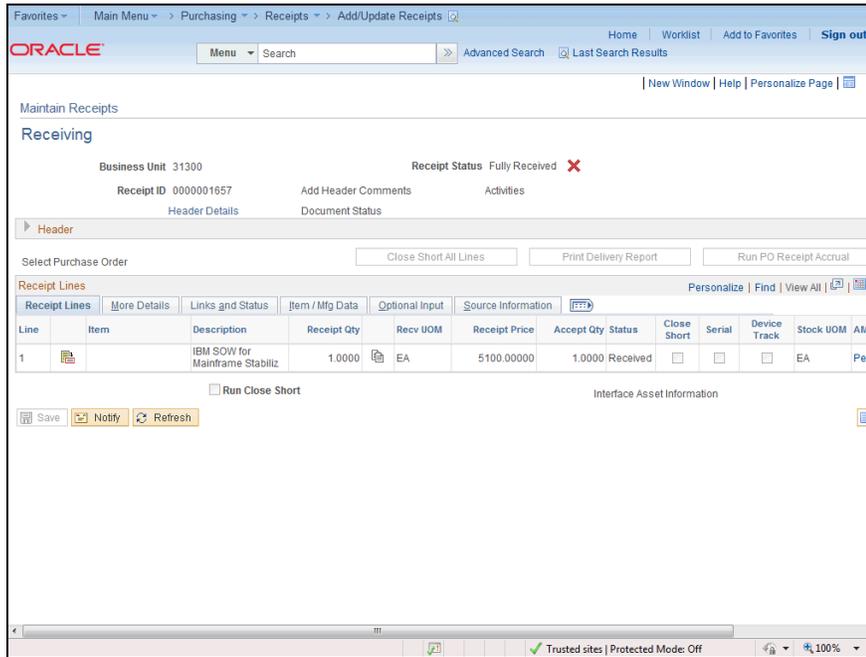
Step	Action
6.	<p>Each receipt is assigned a unique number for identification purposes.</p> <p>'NEXT' indicates CAPPS will assign the next sequential receipt number when you save the transaction.</p>
7.	<p>Select the PO Receipt checkbox if this receiver is associated with an existing purchase order.</p> <p>In this example, the PO Receipt checkbox is marked because a purchase order had been created.</p>
8.	<p>Click the Add button to begin entering a new receipt.</p> 
9.	<p>In the ID field, enter DC_PO1 to locate the purchase order issued for this item.</p>
10.	<p>Click the Search button to retrieve detailed information for the specified purchase order.</p> 
11.	<p>The Retrieved Rows section displays with the purchase order details. If this purchase order had multiple lines, more than one row displays.</p>
12.	<p>In the Retrieved Rows section, under the Selected Rows column, click the Sel checkbox to select the line that relates to the item being received.</p> <p>Note: Verify the Description field matches the item being received.</p> 
13.	<p>Click the OK button to copy the selected PO details to the Receiving page.</p> 
14.	<p>The Receiving page displays.</p>
15.	<p>When a receipt is first added, it has a Receipt Status of Open. As you continue to make edits and save those changes, the status will be updated.</p> <p>Later in this topic, you will see updated statuses.</p>
16.	<p>In the Receipt Lines section, verify the number in the Receipt Qty field matches the quantity received.</p> <p>The quantity defaults based on the purchase order.</p> <p>For this exercise, receive one asset.</p>

Step	Action
17.	<p>Because the item you received is an asset, you will need to enter additional details used to track the asset such as the Asset ID and tag number.</p> <p>Click the Pending link in the AM Status column to continue to the Asset Management Information page.</p> <p>Pending</p>
18.	<p>Use this page to view and enter information about asset purchases. This information is passed to CAPPS Asset Management.</p>
19.	<p>This page is available for entry only if the selected receipt is targeted for CAPPS Asset Management. One or more of the distributions you enter below must have a CAPPS Asset Management business unit and a Asset Management profile designated.</p> <p>Note: The AM Business Unit and Profile ID that appears below in the Asset Details section is pre-populated based on the associated purchase order.</p>
20.	<p>In CAPPS, a Business Unit configuration is set when a Tag Number is defaulted from an Asset ID.</p> <p>Enter 1234567891 into the Tag Number field.</p>
21.	<p>Enter 1234567891 into the Asset ID field.</p>
22.	<p>Click the OK button to return to the Receiving page where you will save the information you entered.</p> <p>OK</p>
23.	<p>Click the left arrow on the horizontal scrollbar to display the Save button.</p>
24.	<p>Click the Save button to save the changes made in the Asset Management Information page.</p> <p>Save</p>

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Step	Action
25.	<p>To accept the receipt, click the OK button.</p> <p>Note: When you click the OK button, a series of processes used to move items to their final destination will be initiated.</p> 
26.	<p>Notice the Receipt Status changed from Open to Fully Received indicating all items ordered have been received (or canceled).</p> <p>In the meantime, the background processes are continuing to run. Once they are complete and you refresh the screen, you will see the updated status.</p>



Step	Action
27.	Click the Refresh button.  Refresh
28.	Notice the Receipt Status has changed to "Moved to Destination." This status indicates the asset has been created in Asset Management by the Asset Loader process. Note: User preferences for the user creating the receipt must be configured to automatically interface receipt data to AM when the receipt is saved.
29.	Congratulations! You successfully used CAPPS purchasing to record the receipt of an asset. End of Procedure.