



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Adding Asset Basic Information — Asset Management

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Adding Asset Basic Information — Asset Management

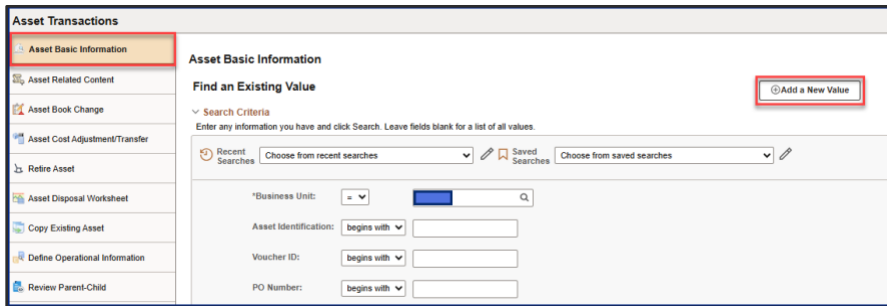
Adding New Asset Values

Navigation Path

Dashboard: Asset Management; **Tile:** Asset Transactions

From the **Asset Basic Information** page:

1. Select the **Add a New Value** tab.



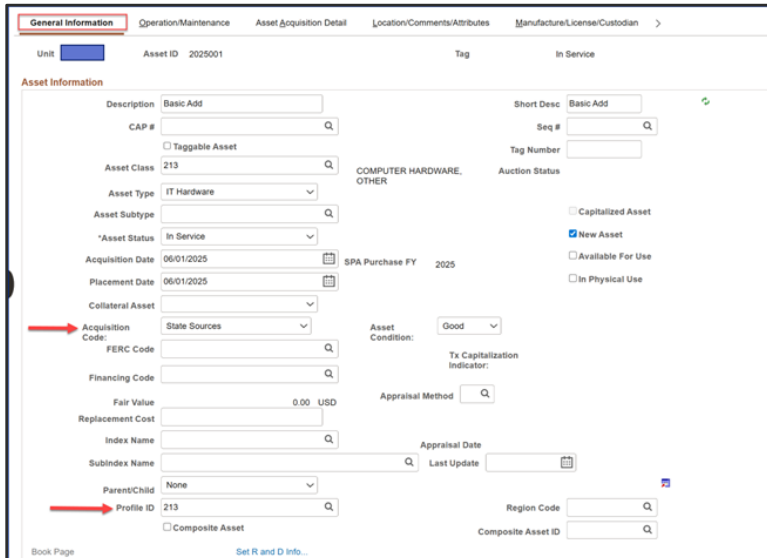
2. Enter the BUSINESS UNIT.
3. Enter the ASSET IDENTIFICATION as an asset tag number.

Note: Do not use NEXT for an asset ID; always enter a valid asset ID/tag number.

4. Select **Add**.



5. Select the **General Information** tab.
 6. Add a PROFILE ID.
- The asset profile autopopulates the ASSET CLASS, ACQUISITION CODE and ASSET TYPE fields.



Note: Each asset acquisition code defaults to *State Sources*.

7. Select the appropriate ACQUISITION CODE value from the drop-down list.
8. Enter a DESCRIPTION.
9. Select the **Manufacture/License/Custodian** tab.
10. Enter the SERIAL ID in the **Manufacturing Information** section.

The screenshot shows the 'Manufacture/License/Custodian' tab selected. The 'Manufacturer Information' section is expanded, showing fields for Serial ID (AM12345), Manufacturer ID, Manufacturer Name, and Model. A red arrow points to the Serial ID field.

11. Enter the EMPL ID in the **Custodian Information** section. (Optional)

The screenshot shows the 'Custodian Information' section expanded. Fields include Effective Date (07/02/2025), Effective Sequence (0), Custodian, and Empl ID. A red arrow points to the Empl ID field. There is also a checkbox for 'This Asset is Offsite' and an 'Authorization' section below.

12. Select the **Location/Comments/Attributes** tab.
13. Enter values for the **Location** section.

The screenshot shows the 'Location/Comments/Attributes' tab selected. The 'Location' section is expanded, showing fields for Effective Date (07/02/2025), Effective Sequence, Location (R11), Area ID, Address 1, City (Austin), County (227), State (TX), Country (USA), and Jurisdiction details (Sector, Postal 78753).

14. Select the **Asset Acquisition Detail** tab.
15. Enter the QUANTITY.

16. Enter the AMOUNT (*cost of the asset*).

The screenshot shows the 'Asset Acquisition Detail' form. The 'Amount' field is highlighted with a red arrow and contains the value '1500.00'. Other fields include Description, System Source (AM Online Entry Page), Incentive ID, Quantity (1.0000), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$0.00), and *Capitalize (To be Capitalized). The right side of the form includes Base Currency (USD), Currency (USD), Category, and Cost Type.

17. Select the **Acquisition Detail Chartfields** hyperlink.

This screenshot is identical to the previous one, but a red box highlights the 'Acquisition Detail Chartfields' hyperlink located below the 'Category' and 'Cost Type' fields. A red arrow points to this hyperlink.

The *Acquisition Detail Chartfields* window appears.

The 'Acquisition Detail Chartfields' dialog box is shown. It contains several input fields for chartfield values: Operating Unit, Fund Code (0001), Department, Program Code, Appropriation/PCA, Appropriation Year (2025), Agy Chartfield 1, Agy Chartfield 2, Product, PC Business Unit, Project, Activity, Source Type, Category, and Subcategory. The 'Fund Code' field is pre-filled with '0001' and 'GENERAL REVENUE FUND' is displayed to its right. The 'Project' field is highlighted. At the bottom, there are 'OK' and 'Cancel' buttons.

18. Enter the FUND CODE.

19. Enter the APPROPRIATION YEAR.

20. Enter other required Chartfield values, as necessary.

21. Select **OK**.
22. Select the **Capitalize** hyperlink in the **Capitalization Information** section.

Note: Make sure to update values in the *Capitalize* hyperlink before selecting **Save**.

The *Asset Cost Information* window appears.

23. Verify the values entered.

Oper Unit	Fund	Dept	Program	Appn/PCA	Appn Year	Agy Chartfield 1	Agy Chartfield 2	Product	PC Business Unit	Project	Activity	Source
	0001				2025							

24. Select **Save**.

Revision History

Date	Description of Change	Changed By
Dec. 15, 2025	Initial release.	M. Apolonio