



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Purchase Requisitions — Asset Requisition Lines

**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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# Purchase Requisitions — Asset Requisition Lines

## Regular Requisition Lines Versus Asset Requisition Lines

The only difference between regular requisition lines and requisition lines for an asset is the need for a PROFILE ID on asset requisition lines.

## Entering an Asset Requisition Line

**Note:** Before you begin, it may be helpful to reference the *Requisition – Basic Entry* desk aid for instructions on entering a requisition.

To enter an asset requisition line:

1. Add requisition line basics (ITEM DESCRIPTION, PRICE, QUANTITY, UNIT OF MEASURE, NIGP CLASS and ITEM).
2. Navigate to **Checkout**, **Schedule**, then **Distribution**.
3. Enter the CHARTFIELD (budget) information.

**Note:** the Account (e.g. 7378) dictates if the requisition line is an Asset.

**Note:** If you attempt to select **Done** on the **Distribution** page without entering the required asset data, an error occurs that prompts the following pop-up window.

Select **OK** to dismiss this error message.

4. Navigate to the **Asset Information** tab.

The screenshot shows a 'Distribution' form with the following elements:

- Cancel** button in the top left corner.
- Schedule** 1
- Item Description** [blurred]
- Quantity** 1 EACH
- Merchandise Amount** [blurred] USD
- Distribute By** Qty (dropdown menu)
- SpeedChart** [input field with search icon]
- Navigation tabs: **Chartfields1**, **Chartfields2**, **Chartfields3**, **Details**, **Budget Information**, **Asset Information** (highlighted in blue), **Show All**.
- Search fields at the bottom: **AM Business Unit**, **Profile ID**, **Tag Number**, **CAP #**, and **Sequence**.

5. Enter the AM BUSINESS UNIT and PROFILE ID fields.
6. Select **Done** (in the upper right corner) when you have completing entering budget and asset information for this line.

## Revision History

Date	Description of Change	Changed By
March 27, 2024	Updated, converted to new template, added 508-compliance.	J. Goodman
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A