

## Creating an Asset Quick Sheet

Create Asset (see fiscal policy FI0605 for purchases requiring asset numbers)		
Menu Path	Accounting>>Financial Accounting>>Fixed Assets>>Asset>>Create>>AS01 - Create	
Screen Name: Initial Screen	<b>Field Name/Actions:</b> Asset Class  Company Code  Number of Assets  Click Enter (↵) or Press the Enter Key to continue.	<b>Input:</b> Click on Match-Code button to retrieve a list of asset classes. Double-click the appropriate one for type of asset you are purchasing.  UT  Type in the # of assets of the same type ( <i>i.e. if buying 5 computers, type 5</i> )
Master Data - General Tab	Description	Enter description of the asset
Time Dependent Tab	Click Time Dependent Tab	Opens the Time Dependent Tab
	Cost Center	Enter M040000001 exactly as you see it here ( <i>this will always begin with an M and have the Budget Entity of 04</i> ).
	Responsible Cost Center	Type in your Cost Center ( <i>This number will always begin with an E and is the cost center responsible for the equipment inventory. If you have a WBS element/R account, you should also have an E cost center for inventory</i> ).
	Fund	Enter the E or R account that is paying for the asset
Allocations Tab	Click on the Allocations Tab	Opens the Allocations Tab
	Source of Funds	Click in this field, then on the Match-code button to see a list. Double click on A- Current Operating Funds ( <i>this will usually be A, or D - Grant and Contract Funds</i> ).
	Distribution Code	Type 007 for Sue Morris ( <i>you can also click on the Match-code button and choose her name from the list</i> ).
	Click on the Save button <input checked="" type="checkbox"/> .	Your asset is now saved and you should have an asset number(s) at the bottom of the screen. Be sure to write these down, as you will need them for your purchase requisition.

