

AM.020.016 – ADDING NON-CAPITAL ASSETS

Purpose	<ul style="list-style-type: none"> Add a Non-Capital Asset to the AM module.
Description	<p>This topic demonstrates how to add a Non-Capital Item (NCI) in Asset Management. A Non-Capital Item is an item under \$3000.00 that an institution would like to track at its discretion. Non-Capital Items are tracked separately in their own Cost table (COST_NON_CAP) so that they are not included in reports and queries that track costs of other Capitalized and SVP assets.</p> <p>Please note that the tracking of Non-Capital Items is based on institutional business process and is not mandated by BOR.</p>
Security Role	BOR_AM_MAINTENANCE
Dependencies/ Constraints	Non-Capital Items cannot be recategorized to SVP or a fixed asset category. Non-Capital Items must be retired and added as new assets if recategorization is needed.
Additional Information	None

Procedure

Below are step by step instructions on how add a non-capital asset.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Asset Transactions link.
5.	Click the Owned Assets link.
6.	Click the Basic Add link.
7.	Click the Add a New Value tab.
8.	Enter your institution's Business Unit in the Business Unit field.

Step	Action										
9.	Click the Add button.										
10.	Enter asset description in the Description field.										
11.	Click the Taggable Asset checkbox and enter in the Tag Number field, if the asset is taggable.										
12.	Click the Asset Type list and select the asset type from the drop-down box. <i>Note: Asset Type is required and will automatically pre-fill based on the profile ID chosen if you choose to leave this field blank.</i>										
13.	Click the Acquisition Date: Choose a date (Alt+5) button.										
14.	Enter date in the Placement Date field.										
15.	Click the Profile ID: Look up Profile ID (Alt+5) button and select an Asset Profile ID that matches the asset you are adding. * Select NCI *										
16.	You will notice that the Threshold ID field is populated with UNDER3K.										
17.	Click the Asset Information tab.										
18.	Enter the asset's serial number in the Serial ID field.										
19.	Click the Asset Acquisition Detail tab.										
20.	Enter asset description in the Description field.										
21.	Enter asset amount in the Amount field.										
22.	Click the Acquisition Detail Chartfields link.										
23.	Because all Chartfields are required (except project) when adding an asset, if an attempt is made to exit the Acquisition Detail Chartfields page with one or more fields not populated, this error message will appear for each Chartfield not populated. Click OK to clear error messages.										
24.	Chartfield Combination Edits check that the Chartfields you enter on a transaction meet the defined rules for Valid Chartfield Combinations. The following Combination Edits are in place for the Capital Ledger: <table border="0"> <thead> <tr> <th>Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ACCTBDREF</td> <td>A valid Budget Reference is required for all accounts.</td> </tr> <tr> <td>ACCTFUND</td> <td>A valid Fund Code is required for all accounts.</td> </tr> <tr> <td>FUNDDEPT</td> <td>Fund Code 60000 requires a Department ID of 0000000, A000001-A999999, or E100000-E200000.</td> </tr> <tr> <td>FUNDPROG</td> <td>Fund Code 12210 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 21000 – 21999 (Housing) Fund Code 12220 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 22000 – 22999 (Food Services)</td> </tr> </tbody> </table>	Group	Description	ACCTBDREF	A valid Budget Reference is required for all accounts.	ACCTFUND	A valid Fund Code is required for all accounts.	FUNDDEPT	Fund Code 60000 requires a Department ID of 0000000, A000001-A999999, or E100000-E200000.	FUNDPROG	Fund Code 12210 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 21000 – 21999 (Housing) Fund Code 12220 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 22000 – 22999 (Food Services)
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	<p>Fund Code 12230 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 23000 – 23999 (Stores) Fund Code 12240 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 24000 – 24999 (Health Services) Fund Code 12250 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 25000 – 25999 (Transportation) Fund Code 12260 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 26000 – 26999 (Plant Services) Fund Code 12270 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 27000 – 27999 (Other Organizations) Fund Code 12280 requires a Program Code between 29000 – 29000 (Auxiliary Transfers) OR 28000 – 28999 (Athletics)</p> <p>FUNDPROJ A valid Project ID is required for Fund Codes 20000, 21920, 21922, 21930, and 21940</p> <p>As you enter your asset’s Chartfields through either Express Add or Basic Add, the system will validate your Chartfields when you save the asset. If a Combo-Edit rule is violated, you will receive a message letting you know that Combo Edit errors were found.</p> <p>After clicking OK, the system takes you to the Combo Edit page that details which rule was violated. Refer to the chart above to learn details about the rule and determine how to correct your Chartfield entries.</p>
25.	Enter required Chartfield information and click the OK button when finished.
26.	Enter date in the Trans Date field. <i>Note: The Trans Date defaults to current date. The date that is entered here will default to the acquisition date and placement date on the Asset Information page. If you do not want the dates to be the same, you will need to go back to the Asset Information page and change the dates before saving.</i>
27.	Enter date in the Acctg Date field.
28.	Click the Capitalize button.
29.	Click the Save button.
30.	Click the OK button. <i>Note: If you attempt to enter an accounting date that is not open in Ledgers for a Unit, you will encounter this message. Either change the Accounting Date to a valid date or open the period to accommodate the desired date.</i>