

AM.020.012 – ADDING SVP ITEMS

Purpose	<ul style="list-style-type: none"> To define Small Value Property (SVP) To identify what types of items must be tracked in the AM module with an SVP profile. To identify how SVP items are typically added. To add an SVP item directly into the AM module
Description	A Small Value Property (SVP) item is any item costing less than \$5,000 but greater than \$2,999.00; or items that must still be tracked through the physical inventory process such as firearms. Also, SVP items are not depreciable.
Security Role	BOR_AM_MAINTENANCE
Dependencies/ Constraints	The Profile ID chosen determines the asset category and useful life of the asset
Additional Information	None

Procedure

Below are step by step instructions on how add SVP items.

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 the institution's Business Unit in the Business Unit field.
9.	Click the Add button.
10.	Enter asset description in the Description field.
11.	If the asset is taggable, check the Taggable Asset checkbox and enter in the Tag Number.
12.	Click the Asset Type list and select the asset type from the drop-down box. <i>Note: Asset Type is required and automatically pre-fills based on the profile ID chosen if users choose to leave this field blank.</i>
13.	Enter date in the Acquisition Date field.
14.	Enter date in the Placement Date field.
15.	Click the Profile ID button and select an Asset Profile ID that matches the asset. The Profile ID chosen determines the asset category and useful life of the asset.
16.	Click the Operation/Maintenance tab.
17.	Enter the asset's serial number in the Serial ID field.
18.	Click the Asset Acquisition Detail tab.
19.	Enter asset description in the Description field.
20.	Enter asset amount in the Amount field.
21.	Click the Acquisition Detail ChartField link.

22.	<p>Enter required ChartField information. Fund Code, Department, Program Code, Class Field and Budget Reference are required when adding an asset.</p> <p>Note: <i>If an attempt is made to exit the Acquisition Detail ChartField page with one or more fields not populated, an error message will appear for each ChartField not populated. If these messages appear, click OK to clear them.</i></p>
23.	Click OK .
24.	<p>Enter date in the Trans Date field.</p> <p>Note: <i>The system populates the Trans Date as the current date. Furthermore, the date entered here will carry over to the Acquisition Date and Placement Date on the Asset Information page. To edit the Acquisition Date and Placement Date, users navigate back to the General Tab page and change the Acquisition Date and Placement Date before saving.</i></p>
25.	Enter date in the Acctg Date field. This date should be in a current, open period.
26.	Click the Capitalize button.
27.	Click the Save button.