
AM.020.090 – ADDING AND TRACKING ASSET WARRANTIES

Purpose	<ul style="list-style-type: none"> • To identify how asset warranty information is added to the system. • To identify who notifies Property Control about a warranty that was purchased for an asset. • To add and track asset warranties.
Description	<p>Adding and tracking asset warranties is optional. However, adding and tracking warranties is a feature that some Property Control departments will want to use as an additional property management feature.</p> <p>Property Control will be prompted to add Asset Warranty information to the system when Purchasing notifies Asset Management that a warranty has been purchased for the asset. This information is not loaded into the AM module through the PO/AP feed. Property Control will need to enter the information manually.</p>
Security Role	BOR_AM_SERV_RPR
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to add and track asset warranties.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Service and Maintenance link.
5.	Click the Asset Warranties link.
6.	Enter the institution's Business Unit in the Business Unit field.
7.	Enter the Asset ID in the Asset Identification field.
8.	Click Search . The system navigates to the Asset Warranties page.
9.	Enter the effective date in the Effective Date field.
10.	Click the status dropdown menu and select " Active ."
11.	Enter any other additional information about the asset warranty.
12.	Click the Save button.