PO.020.860 – ADDING ASSET INFORMATION TO A PURCHASE ORDER

Purpose	• To add asset information to a purchase order. • To identify the two pieces of information needed to identify an asset on a purchase order.
Description	This process is like the standard process of adding a Purchase Order, with the additional of adding asset information on the purchase order. Assets are identified by entering an Business Unit and Profile ID on the Purchase Order distribution lines. Both of these pieces of information must be on the purchase order for the system to recognize the item(s) as an asset.
Security Role	**BOR_PO_MAINTAIN**
Dependencies/ Constraints	None
Additional Information	For more information on how to create a purchase order, see the Purchase Order Creation section of the Purchasing business processes.

Procedure

Below are step by step instructions on how to add asset information to a Purchase Order.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Purchasing** link.
4.	Click the **Purchase Orders** link.
5.	Click the **Add/Update POs** link.
6.	Verify the correct **Business Unit** defaults.
7.	Verify in the **Purchase ID** field the word 'NEXT' is there.
8.	Click the **Add** button.
9.	Create PO as you typically would.
10.	Click the **Distribution/Chartfields** icon.
11.	Click the **Asset Information** tab.
12.	Enter or search for the business unit in the **AM Unit** field.
13.	Enter or search for the Asset Profile ID in the **Profile ID** field. ***Note**: this field populates as the Serial ID on the receipt*.
14.	Click the **OK** button.
15.	Click the **Save** button. ***Note**: Asset Profile IDs have some custom code established to validate dollar amounts such as those in a SVP ($3000.00 - $4999.99 range) and warning messages may appear upon saving the Asset PO for more visibility of concerns and issues. Warnings are not hard stops and users can move through these by accepting the message.*