

PO.020.890 – CREATING AN ASSET REQUISITION

Purpose	<ul style="list-style-type: none"> To create a create a requisition for an asset. To Identify the two pieces of information that identify an asset. To add an Asset Requisition.
Description	<p>This topic demonstrates how to create a requisition for an asset. A previous topic demonstrated how to create a requisition, which requires entering Header, Line, Schedule, and Distribution information. Creating a requisition for an asset requisition follows almost the identical process except that you also add an Asset Management (AM) Unit and a Profile ID in the Distributions.</p> <p>Requisitions that are considered assets are identified as assets by an AM Unit and Profile ID on the Distributions line.</p>
Security Role	BOR_PO_REQ_MAINT
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create a requisition for a Dell laptop computer, which is considered an asset. The asset is \$1200.00. Users will add an AM Unit and a Profile ID on the Distributions line.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Add/Update Requisitions link.
6.	Click the Add button.
7.	Enter " Dell Laptop " in the Description field.
8.	Enter " 1 " in the Quantity field.
9.	Enter " EA " in the UOM field.
10.	Enter " 20400 " in the Category field.
11.	Enter " 1200.00 " in the Price field.
12.	Click the horizontal scrollbar.
13.	Click the Schedule button.
14.	Click the Ship To button.
15.	Click an entry in the Ship To Location column.
16.	Enter " 08302007 " in the Due Date field.
17.	Click the Distribution button.
18.	Enter " 843390 " in the Account field.
19.	Click the Asset Information tab.
20.	Enter " 27000 " in the AM Unit field.
21.	Click the Profile ID button.
22.	Click an entry in the Asset Profile ID column.
23.	Click the OK button.
24.	Click the Return to Main Page link.
25.	Click the Add Comments link.
26.	Enter " Please rush order. Thank you! " in the Comments field.
27.	Click the Send to Vendor checkbox.
28.	Click the Shown at Receipt checkbox.

Step	Action
29.	Click the OK button.
30.	Click the Save button.