Overview
One method to enter assets in the system is Asset Basic Information Add. This method allows the user to add assets with partial information. For instance, the physical information related to an asset can be entered when the asset is received and related financial information can be added later once the invoice has been received and paid. When the asset reimplementation takes place, Basic Add will primarily be used to enter donations and transfers as well as items purchased using the CSUEB credit card. The related financial information is not made for the asset that added through Asset Basic Information until the asset is capitalized manually selecting the Capitalize button on the Asset Acquisition Detail Page.
Add Asset Basic Information - Donation or Transfer

Navigate to Asset Management > Asset Transactions > Owned Assets > Basic Add

1. Click Add A New Value tab

2. Enter HW001 for Business Unit

3. Enter NEXT for Asset ID (It is defaulted do not type it in)

4. Click Add

The General Information page displays.

5. Enter Description and Short Description

   Note: Short Description will default from the first letters of your description.

6. Indicate if this is a Taggable item. If so, enter Tag Number

7. Asset type defaults from the Profile

8. Select Asset Status

9. Enter Acquisition Date

10. Select the Acquisition Code - Donated

11. Click the Asset Information tab
The Asset Information page displays.

**Asset Structure section**

*Note: This section shows asset type and asset subtype*

12. Verify the **Asset Type** *(It will default)*
13. Select an **Asset Subtype** if applicable *(for Instance Non-Instructional)*

*Note: Component Of is not used by the CSU.*

**Manufacturer Information section**

*Note: This section shows you Optional Manufacturer Information.*

14. Enter **Serial Number**
15. Enter other desired information

*Note: CSU does not use the Asset Resource Information or Maintenance Information Sections.*

**Location Information section**

*Note: This section shows you Physical location of the asset.*

16. Select **Location Code** of your asset *(This defaults in the rest of the information)*
Custodian Information section

Note: This section shows you Optional information on person or area responsible for the asset.

17. Enter desired information (Normally just the Custodian name and/or EmpID)

License Information section

Note: This section shows you Optional Information that can be used to track License and certificate information for Assets.

18. Enter desired information

Physical and Custom Attributes section

Note: This section shows you Optional Information to make it easier to locate. CSU does not use Custom Attributes.

19. Enter Desired Information

Comments section

Note: This section shows you Optional section to track comments related to the asset.

20. Enter desired Information
21. Click the **Asset Acquisition Detail** tab at top of page

The **Asset Acquisition Detail** page displays.

*Note: Use it to enter costs and capitalize the Asset.*

22. Enter **Description**

23. Select **System Source – AM online entry**

24. Enter **Quantity** and **Amount**

25. Enter **Sales Tax** if applicable

26. Click the **Acquisition Details Chartfield** link

The **Acquisition Details Chartfields** page displays.

27. Enter the chartfield information

28. Click **OK**

**Capitlization Information section**

- **Transaction Date** (defaults from Acquisition Date)
- **Accounting Date** (defaults from current Date)

29. Click the **Capitalize** button, if you wish to capitalize at this point
If you choose not to capitalize, at this point when you hit save you will receive this message.

30. Click OK (This returns you back to Asset Acquisition Detail page)

Notice that the Asset & Cost Information displays.

31. Click Save

Note: The Asset ID is now assigned and the Capitalize Button is no longer displayed as you clicked on the Capitalize button earlier.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).