High Level Description

<table>
<thead>
<tr>
<th>Process</th>
<th>Create a PO with an Asset or Taggable Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>Asset Management</td>
</tr>
<tr>
<td>Document Type</td>
<td>Business Process Guide</td>
</tr>
</tbody>
</table>

Revision Control

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-23-2009</td>
<td>M Walker</td>
<td>Document created</td>
<td>4</td>
</tr>
</tbody>
</table>

Table of Contents

Table of Contents ............................................................................................................................................................. 1
Overview ........................................................................................................................................................................... 1
Create a PO with an Asset or Taggable Item ............................................................................................................... 2
Whom to Contact for Help? ........................................................................................................................................... 4

Overview

This is the procedure for the purchasing department to create a purchase order that is for either an asset or otherwise taggable item.
Create a PO with an Asset or Taggable Item

Navigate to Purchasing > Purchase Orders > Add/Update POs

1. Select Business Unit

Note: Most of your Purchase Orders have already been created as Express Purchase Orders.

2. Click the Find An Existing Value tab

The Purchase Order page displays.

3. Enter the PO ID

The Lines section displays.

4. At the Details tab enter all the required Purchase Order information

5. Click the Receiving tab

6. Select “Receiving is Required” for all asset related POs

7. Click the Details tab

8. Click the Schedule icon

9. Click the Distribution icon
The Distributions for Schedule 1 page displays.

10. Enter the **Chartfield Information** and verify that the account is an Asset account

11. Click the **Asset Information** tab

12. Verify the **AM Business Unit**

13. Select valid **AM Profile ID** *(This will be furnished by the Property Clerk)*

14. If this item is to be capitalized, make sure that you have checked the **Capitalize** box

15. Click **OK**

*Note: If the capitalize check box is checked the asset will be interfaced into AM as in service.*

The Schedules page displays.

16. Click the **Return to Main Page** hyperlink

The Purchase Order page displays.

17. Click **Save**
18. Budget Check
19. Dispatch

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).