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Overview
People Soft Asset Management enables adding assets or taggable items through purchase orders and receipts. The instructions below are related to the specific areas in the purchase order creation that must be completed. The process itself begins when the lead buyer or manager prints the express purchase order from the department to distribute to the individual buyers. At this point they will confer with the property clerk to identify those express purchase orders that will be processed either as an asset or taggable item and that will be notated on the copy furnished to the individual buyer.
Create an Asset or Taggable Item Related PO

Navigate to Purchasing
> Purchase Orders
> Add/Update PO’s

1. Enter Business Unit HW001
2. Click the Find an Existing Value tab

The Purchase Order page displays.

3. Enter PO Number you wish to call up
4. Click Search

The Search Results displays.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>PO ID</th>
<th>Purchase Order Date</th>
<th>PO Status</th>
<th>Short Vendor Name</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Buyer</th>
<th>Buyer Name</th>
<th>PO Type</th>
<th>Purchase Order Reference</th>
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</thead>
<tbody>
<tr>
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<td>MACS LAB INC</td>
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</tbody>
</table>
5. At the Details tab enter all the Required Purchase Order Information

6. Click the Receiving tab

7. Select “Receiving is Required” for all asset or taggable related POs

8. Click the Details tab

9. Click the Schedule Icon

The Schedules page displays.

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

11. Enter Chartfield information

12. Verify that the account is an Asset account or other appropriate account for a taggable item

13. Click the Asset Information tab

14. Verify the AM Business Unit

15. Select valid AM Profile ID

16. Click the OK button to return to the schedule page

The Schedules page displays.

17. Click the Return to Main Page link

18. Complete your normal processes, budget check and 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).