

# ASSET INFORMATION

You need to enter Asset Information into a requisition **only** if:

- Any singular item is over \$1,000, including shipping and tax
- Any line item contains Computer/AV/IT equipment with a value of \$200 or greater
- Any line item contains Software (hard disk or download) with a value of \$200 or greater
- Any line item contains a Firearm

Click the gray triangle in front of the line item that is an asset. Then click the arrow in front of “Accounting Lines”.

Line	Status	Dist Type	Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		MIR	1	100.0000	219.00	MIR01	

Use the **Location field** to identify the end location for the order to be delivered. Select the magnifying glass icon next to the location field.

Look Up Location

SetID: SHARE

Location Code: contains MIR00

Description: contains N

Search Results:

Location Code	Description
MIR00C0121	MIRAMAR C BUILDING RM 0121
MIR00RANGE	Miramar College - Range
MIR00F200N	Miramar College Bldg F-Rm 200N
MIR00H110N	Miramar College Bldg H-Rm 110N
MIR00K203N	Miramar College Bldg K-Rm 203N
MIR00L023N	Miramar College Bldg L-Rm 023N
MIR00L101N	Miramar College Bldg L-Rm 101N
MIR00L114N	Miramar College Bldg L-Rm 114N
MIR00M107N	Miramar College Bldg M-Rm 107N
MIR00M211N	Miramar College Bldg M-Rm 211N
MIR00M217N	Miramar College Bldg M-Rm 217N
MIR00N0101	Miramar College Bldg N-Rm 0101
MIR00N0102	Miramar College Bldg N-Rm 0102
MIR00N0103	Miramar College Bldg N-Rm 0103
MIR00N0104	Miramar College Bldg N-Rm 0104
MIR00N0105	Miramar College Bldg N-Rm 0105
MIR00N0106	Miramar College Bldg N-Rm 0106
MIR00N0201	Miramar College Bldg N-Rm 0201
MIR00N0202	Miramar College Bldg N-Rm 0202
MIR00N0203	Miramar College Bldg N-Rm 0203
MIR00N0204	Miramar College Bldg N-Rm 0204
MIR00N0205	Miramar College Bldg N-Rm 0205
MIR00N0206	Miramar College Bldg N-Rm 0206
MIR00N0207	Miramar College Bldg N-Rm 0207
MIR00N101A	Miramar College Bldg N-Rm 101A
MIR00N101B	Miramar College Bldg N-Rm 101B
MIR00N101C	Miramar College Bldg N-Rm 101C

Change the search criteria from “begins with” to “contains” for both the **Location Code** and **Description**. In the **Location Code** field, input MIR00. In the **Description** field, input the alpha character for the appropriate building. For the **Administration Building**, enter N. Then select the room # from the populated list.

Next click the 5<sup>th</sup> tab, “Asset Information”.

The screenshot shows the Accounting Lines interface. At the top, there are dropdowns for '\*Distribute By' (Qty) and a search box for 'SpeedChart'. Below this is a tabbed interface with tabs for 'Chartfields1', 'Chartfields2', 'Chartfields3', 'Details', 'Details 2', 'Asset Information' (highlighted with a red box), 'Asset Information 2', and 'Budget Information'. A table below the tabs shows one line item with the following data:

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		MIR	1	100.0000	219.00	MIR01	

Enter AM Business Unit as MIR01.

The screenshot shows the Accounting Lines interface with the 'Asset Information' tab selected. The 'AM Business Unit' field is highlighted with a red box and contains the value 'MIR01'. A blue arrow points from the text above to this field.

If you do not know the Profile ID, click on the magnifying glass icon to determine the proper ID from the pop-up list.

The screenshot shows the Accounting Lines interface with a search pop-up window open. The 'AM Business Unit' field is 'MIR01' and the 'Profile ID' field contains 'EQUIPMENT' (highlighted with a red box). A magnifying glass icon is also highlighted with a red box. The search results window shows a list of asset profiles:

AM Business Unit	Asset Profile ID	Description	Capitalized Asset
MIR01	BILIFE0	Building Improvements Life 50	Y
MIR01	BLDG IMP	Building Improvements	Y
MIR01	BLDG ROOFS	Building Roofs	Y
MIR01	BUILDINGS	Buildings	Y
MIR01	COMPUTERS	Computers	Y
MIR01	EFCE	Equipment Food Cont. Ed.	Y
MIR01	EQBCE	Equipment Bookstore Cont. Ed.	Y
MIR01	EQBCT	Equipment Bookstore City	Y
MIR01	EQBMM	Equipment Bookstore Miramar	Y
MIR01	EQBMS	Equipment Bookstore Mesa	Y
MIR01	EQEX	Other Enterprise equipment	Y
MIR01	EQFCT	Equipment Food City	Y
MIR01	EQFMM	Equipment Food Miramar	Y
MIR01	EQFMS	Equipment Food Mesa	Y
MIR01	EQUIPMENT	Equipment	Y
MIR01	FORKLIFTS	Forklifts	Y
MIR01	FRT	Capital Asset Freight	Y
MIR01	FURNITURE	Furniture	Y
MIR01	GIFT	Gifts	Y
MIR01	INFRLIFE0	Infrastructure - Life 80	Y
MIR01	INFSTRCTR	Infrastructure	Y
MIR01	IT-OTHER	IT Equipmt - Other	Y
MIR01	LABEQUIP	Lab Equipment	Y
MIR01	LABFURNIT	Lab Furniture	Y
MIR01	LAND	Land	Y
MIR01	LAND IMP	Land Improvements	Y
MIR01	LEASE CAP	LEASE CAPITAL	Y
MIR01	LEASE NON	LEASE NON CAPITAL	Y
MIR01	MONITORS	Computer Monitors	Y
MIR01	PARKING	Parking Areas	Y
MIR01	PRINTER	PRINTER	Y

Repeat these steps for any other line items on the requisition that qualify as assets. Be sure to click “Save for Later”!