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".

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

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 5th tab, "Asset Information".

Enter AM Business Unit as MIR01.

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

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