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 Description	Item ID	Su	pplier		Quantity	UOM		Price	Total	Details	Comments	Delete
MOUSE, CONTOUR, PRO3, #RM-PRO3		SC TE	UTHLAND CHNOLOGY			1 EACH		219.00	219.00		🖗 Edit	Î
Shipping Line 1	*	Ship To MIR		Q	Add Shipto Cor	nments	Quantity	1			+	-
	ŀ	Address 1044 San I	0 Black Mountain Diego, CA 92126	Road 2999			Price	219.00	Price Adju Pegging Ir	stment iquiry		_
	Atter	ntion To CAR	RIE DE MOLL						Pegging W	/orkbench		
	D Accounting Li	ue Date		Ħ								More
	*Dist	ribute By Qty	\checkmark		SpeedChart		Q					nfo
	Accounting Li	nes					Perso	onalize Find	View All 🗖	Firs	1 of 1 🔍	🕑 La
	Chartfields1	Chartfields2	Chartfields3	Details Deta	ils 2 Asset In	formation	Asset Information	2 <u>B</u> udget I	nformation			
	Line Status	Dist Type	*Location	Quantit	/ P	ercent	Merchandis	e Amt GL Unit	Entry E	Event		
	1 Open		MIR	_	1	100.000	2	19.00 MIR01	٩		2	+ -

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

			Change the search criteria
	Look Up Location	×	Change the search criteria
	Help	^	from " <mark>begins with</mark> " to
Requisition Settings	SetID SHARE		
	Location Cod		" "contains" for both the
Business Unit	Descriptic I contains)/Quote	
*Requester CDEMOLL		Priority Medium V	Location Code and Description
*Currency USD	Look Up Clear Cancel Basic Lookup		
Default Ontions (2)	Search Results		In the <i>Location Code</i> field,
If you select this option, the	View 100 First 4 1-43 of 43 D Last	are no predefined values for these	input MID00 In the
fields.	Location Code Description		input wirkov. In the
Override If you select this option, the	MIR00C0121 MIRAMAR C BUILDING RM 0121	e fields,only non blank values are assigned.	Description field input the
	MIR00RANGE Miramar College - Range		Description netu, input the
Line Defaults ?	MIROOH110N Miramar College Bidg H-Rm 110N		alnha character for the
	MIR00K203N Miramar College Bldg K-Rm 203N		alpha character for the
Supplier Q	MIR00L023N Miramar College Bldg L-Rm 023N		annronriate building For the
Supplier Location	MIR00L101N Miramar College Bldg L-Rm 101N		appropriate bunding. For the
Dunce	MIR00L114N Miramar College Bidg L-Rm 114N		Administration Building
Buyer~	MIR00M211N Miramar College Bldg M-Rm 211N		Auton Dunuing,
Shipping Defaults	MIR00M217N Miramar College Bldg M-Rm 217N		ontor N. Than salact the room
	MID00N0400 Minute College Didg N Dm 0400		enter N. Then select the room
Ship To MIR	MIR00N0101 Miramar College Bldg N-Rm 0101		# from the nonulated list
Due Date	MIR00N0102 Miramar College Bldg N-Rm 0102		# from the populated list.
Distribution Defaults	MIRUUNU103 Miramar College Bidg N-Rm 0103		
Distribution Delauna	MIR00N0105 Miramar College Bldg N-Rm 0104		
SpeedChart	MIR00N0106 Miramar College Bldg N-Rm 0106		
Accounting Defaults	MIR00N0201 Miramar College Bldg N-Rm 0201	ast	
Chartfields1	MIR00N0202 Miramar College Bldg N-Rm 0202		
	MIR00N0203 Miramar College Bldg N-Rm 0203		
Dist Percent Location GL Un	MIR00N0204 Miramar College Bidg N-Rm 0204		
1 MIR Q MIRO	MIRODN0205 Minamar College Bldg N-Rfl 0205 MIRODN0206 Minamar College Bldg N-Rm 0206		
	MIR00N0207 Miramar College Bidg N-Rm 0207		
	MIR00N101A Miramar College Bldg N-Rm 101A		
	MIR00N101B Miramar College Bldg N-Rm 101B	~	
OK Cancel	MIR00N101C Miramar College Bldg N-Rm 101C		
On Galicel			

Next click the 5th tab, "Asset Information".

T Acco	ounting Li	nes												
	*Dist	tribute	By Qty	~		Spe	edChart		Q					
Acco	unting Li	ines							Personalize	e Find View A	I 🖉 I 🔣	First 🕚 1 o	f 1 🛞 Last	
Char	tfields1	Char	rtfields2	Chartfields3	Details	Details 2	Asset	Information	Asset Information 2	Budget Information	on 💷			
Line	Status		Dist Type	*Location		Quantity		Percent	Merchandise Amt	GL Unit	Entry Event			
1	Open			MIR	Q		1	100.0000	219.00	MIR01		Q	+ =	•

Enter AM Business Unit as MIR01.

 Accounting L *Dist 	ines tribute By	itu -	✓	Spee	edChart	Q					
Accounting L	.ines					Perso	onalize Find \	/iew A	n 🖾 🔣	First 🕚 1 of 1	Last
Chartfields1	Charmelds2	Chartfield	ls3 <u>D</u> etails	Details 2	Asset Information	Asse	t Information 2	Bud	lget Information		
AM Business Unit	Profile ID		Tag Number	CAI	2 #		Sequence		Empl ID		
MIR01		Q				Q		Q		Q	+ -

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

 Accounting Lines 									
*Distribute By Qty 🗸		S	peedChart		Q				
Accounting Lines				72	Perso	onalize Find View All	🖉 🔣 🛛 Fin	st 🕚 1 of 1	🕑 Las
Chartfields1 Chartfields2 Details Details	Look Up Pro	tile ID		Help	on 2	Budget Information)		
AM Business Unit Profile ID Tag Nam	Look Up	Clear	Cancel Basic Lookup			Sequence	Empl ID		
	Search Resul	its	First (6) 1-35 of	11 🛞 Last	Q	Q		Q	+
	AM As As	inet Profile	Description	Capitalized Asset					_
Select lines to: 🙀 Add to Favorites	MIR01 BILIFE50 Building Improvements Life 50 Y MIR01 BLDG IMP Building Improvements Y			Y Y	Delete Selected				
5.7	MIR01 BLC	OG ROOFS	Building Roofs	Y					
	MIR01 BUI	LDINGS MPLITERS	Buildings	Y					
	MIR01 EFC	E	Equipment Food Cont. Ed.	Y					
	MIR01 EQ	BCE	Equipment Bookstore Cont. Ed.	Y					
	MIR01 EQ	BCT	Equipment Bookstore City	Y					
	MIR01 EQ	BMM	Equipment Bookstore Miramar	Y					
	MIR01 EQ	BMS	Equipment Bookstore Mesa	Y					
	MIR01 EQ	EX	Other Enterprise equipment	Y					
	MIR01 EQ	FCT	Equipment Food City	Y					
	MIR01 EQ	FMM	Equipment Food Miramar	Y					
	MIRU1 EQ	INDARDAIT	Equipment Food Mesa	Y					
	MIROT EQ	DVI IETE	Equipment						
	MID01 ED1	There is	Capital Asset Ereight	v					
	MIR01 FUE	INITURE	Furniture	Y					
	MIR01 GIF	т	Gifts	Y					
	MIR01 INF	RLIFE60	Infrastructure - Life 60	Y					
	MIR01 INF	RSTRCTR	Infrastructure	Y					
	MIR01 IT-0	THER	IT Equipt - Other	Y					
	MIR01 LAE	BEQUIP	Lab Equipment	Y					
	MIR01 LAB	FURNIT	Lab Furniture	Y					
	MIR01 LAN	D.	Land	Y					
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	10004	OC NON	I EACE NOAL CADITAL						
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	MIR01 LEA MIR01 MO MIR01 PAI	NITORS	LEASE NON CAPITAL Computer Monitors Parking Areas	Y Y Y					

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