FMS752 Asset Basic Add

This training guide will show you how to enter a new asset using Basic Add.

**Before you begin . . .**

Upon completion of this guide you will be able to:
- Enter an asset (Building, Equipment, Land, Leasehold, and Other Improvement (OIMP)) into Asset Management module of NUFinancials

Who has access?
Accounting Services staff

How to log in?
Asset Management menu is accessed from NUFinancials.

When is this used/not used?
Assets should be entered manually into NUFinancials to maintain NUFinancials as the system of record. This includes assets not captured in the procurement module or donated to the university.

**Additional Resources**
http://cafe.northwestern.edu/training/

**Where to get help?** For assistance, contact NUIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu
Getting Started: Navigating in Asset Management menu

Navigation: Asset Management → Asset Transactions → Owned Assets → Basic Add

Asset Basic Information page allows for locating an existing value or adding a new value.

Step 1: Add a New Value

- Confirm Business Unit as NWUNV and Asset Identification as 'NEXT' (for auto-sequencing of numbering)
- Click Add

NOTE: It is recommended to enter the information for the Basic Add of an Asset in a non-sequential order of the information tabs to take advantage of autopopulation for effective date and location (Project ID).
Step 2: Asset Information 1 tab

- Enter asset information
- Select Profile ID first to auto-populate other fields
  - Profile ID defines category (land, equipment, building, leasehold, improvements other than building), type and useful life of an asset
  - Search for Profile ID using
- Complete required fields:

<table>
<thead>
<tr>
<th>Profile ID</th>
<th>Short Description</th>
<th>Asset Class (if equipment, = former roll-up code)</th>
<th>Acquisition Date = (9/01/xxxx FY beg date)</th>
<th>Acquisition Code (Constructed, Donated, Leased, Like Exchange, Purchased, Trade In, Transferred)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (detailed)</td>
<td>Asset Status (In Service)</td>
<td>Asset Subtype (confirm, = former property code)</td>
<td>Placement Date = (9/01/xxxx FY beg date)</td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Manufacture/License/Custodian tab

- Enter asset information
- Complete or confirm required fields:

<table>
<thead>
<tr>
<th>Serial ID</th>
<th>Manufacturer Name</th>
<th>Model</th>
<th>Effective Date (FY 9/01/yyyy)</th>
<th>Custodian</th>
<th>Department (Custodian’s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Image of asset management software interface showing Serial ID, Model, Effective Date, and Custodian fields.]
Step 4a: Location/Comments/Attributes tab

- Enter asset information
- Complete or confirm required fields:

- In Location search page, copy Address 3 field (investment in plant Project ID) for use with Asset & Cost Information on Asset Acquisition Detail tab (see page 9)

| Effective Date (9/01/xxxx) | Location Code (use AM1xxxxxxx for equipment with floor and room, AM2xxxxxxx for building (plant), no floor or room) |

- Click arrow to expand Physical and Custom Attributes section
Step 4b: Physical and Custom Attributes

- Enter asset information
- Complete or confirm required fields:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Moveable=M, Fixed=X</td>
</tr>
<tr>
<td>Condition</td>
<td>Excellent=E, Good=G, Fair=F, Poor=P</td>
</tr>
<tr>
<td>Source</td>
<td>Purchase Order=O, Appraised=A, Estimated=S</td>
</tr>
<tr>
<td>Type</td>
<td>Used=U, New=N, Donated=D</td>
</tr>
<tr>
<td>FEDCONTRIB</td>
<td>1,000,000,000.00</td>
</tr>
<tr>
<td>Componentized (building)</td>
<td>Yes=Y</td>
</tr>
</tbody>
</table>
### Step 5a: Asset Acquisition Detail tab

- Enter asset information
- Complete or confirm required fields:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Interfaces Info</th>
<th>Acquisition Detail Chartfields</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Source</td>
<td></td>
<td></td>
<td>System Source: AM Online Entry Page</td>
</tr>
<tr>
<td></td>
<td>Quantity</td>
<td>Amount</td>
<td>Category: Equipment, Building, Land, Leasehold Improvement, OIMP</td>
</tr>
</tbody>
</table>

- Trans Date (depr start date/beg FY 09/01/xxxx)
- Acctg Date (current date/capitalization date)

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**Diagram Notes:**
- Click **Interfaces Info** to add invoice date (see next page for details)
- Click **Acquisition Detail Chartfields** to add purchase chart string (see next page for details)
**Step 5b: Interfaces Info**

- Click **Interfaces Info**
- Enter invoice date (purchase acquisition date)
- Enter Voucher ID and invoice number
- Click **OK**

**Step 5c: Acquisition Detail ChartFields**

- Click **Acquisition Detail ChartFields**
- Enter or confirm asset purchase chart string from voucher
- Click **OK**
Step 5d: Capitalize (Asset Acquisition Detail tab)

- Click **Capitalize**
- Enter capitalization **Fund** and **Dept** which is always 840 and 1422500, respectively
- Enter **Project** which is the building location

Building location of asset is the **Address 3** field from the **Location** search (see page 5)

Step 5d: Save

- Click **Save**

Option: Once above is complete, you can run depreciation, create accounting entries and review asset information and transactions.