This job aid highlights the item category selections for assets and Account codes when creating a requisition in NUFinancials. Requesters need to make accurate selections and Approvers need to review selections.

How to Access NUFinancials

- Log in to NUPortal* [https://nuportal.northwestern.edu](https://nuportal.northwestern.edu)
- Click appropriate tab Staff or Faculty
- Click Purchasing & Payments tab
- Click Login to NUFinancials

* If you cannot access NUPortal or appropriate tabs, go to [http://cafe.northwestern.edu/gateway](http://cafe.northwestern.edu/gateway) and click NUFinancials

* For entry of non-catalog requisition training materials, go to [http://cafe.northwestern.edu/documents/training/supplychain/803/NonCatalogRequisition.pdf](http://cafe.northwestern.edu/documents/training/supplychain/803/NonCatalogRequisition.pdf)

Definition of Asset: an asset is defined as equipment, building, land, leasehold, or other improvement with the following two characteristics:

- Life span of longer than 1 year
- Value over $5000

1. **Category Selection, on Add Items and Services page**

   - If the item being purchased is defined as an asset, select an asset Category
   - Asset categories identify equipment for accounting tasks such as inventory and depreciation.

   ![Category Selection](image.png)

**Item Categories used for Assets:**

- Artwork Asset
- Athletic Equipment Asset
- Audio-Visual Equipment Asset
- Computer Equipment Asset
- Computer Hardware Asset
- Elevator Building Supp Asset
- Food Service Equipment Asset
- Furniture Asset
- Furniture Classroom Asset
- Furniture Dorm Asset
- Furniture Office Asset
- HVAC Asset
- Laboratory Equipment Asset
- Laundry Service Equipment Asset
- Maintenance Equipment Asset
- Musical Instruments Asset
- Office Equipment Asset
- Scientific Equipment Asset
- Shelving, Seating and Lights Asset
- Shop Equipment Asset
- Telecommunications Equip Asset
- Vehicles Asset
2. Account ChartField Selection, on Review and Submit page

- If the item being purchased is defined as an asset, confirm an appropriate Account

**Capital and Non-capital Accounts for Equipment Purchase**

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Non-Capital Accounts</th>
<th>Capital Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Equipment</td>
<td>77070 &amp; 77010</td>
<td></td>
</tr>
<tr>
<td>Scientific Instruments</td>
<td>77080 &amp; 77020</td>
<td>77560</td>
</tr>
<tr>
<td>Computers</td>
<td>77090 &amp; 77030</td>
<td>77570</td>
</tr>
<tr>
<td>Fixed Equipment</td>
<td>n/a</td>
<td>75840</td>
</tr>
<tr>
<td>Furniture</td>
<td>75844</td>
<td>75841, 77510</td>
</tr>
<tr>
<td>Movable Equipment</td>
<td>75844</td>
<td>75842</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>n/a</td>
<td>75843</td>
</tr>
<tr>
<td>NTG Telephone Equipment</td>
<td>77060</td>
<td>77515</td>
</tr>
<tr>
<td>Typewriter</td>
<td>77010</td>
<td>77520</td>
</tr>
<tr>
<td>Dictating Equipment</td>
<td>77010</td>
<td>77530</td>
</tr>
<tr>
<td>Calculators</td>
<td>77010</td>
<td>77540</td>
</tr>
<tr>
<td>AV Equipment</td>
<td>77050</td>
<td>77545</td>
</tr>
<tr>
<td>Other Office Equipment</td>
<td>77099</td>
<td>77550</td>
</tr>
<tr>
<td>Government/Sponsor Titled Equipment</td>
<td>n/a</td>
<td>77505</td>
</tr>
<tr>
<td>Music Instruments</td>
<td>77040</td>
<td>77580</td>
</tr>
<tr>
<td>Other Equipment</td>
<td></td>
<td>77599</td>
</tr>
</tbody>
</table>

For more information:
[http://www.northwestern.edu/equipment-inventory/](http://www.northwestern.edu/equipment-inventory/)

**NEED HELP?**

Contact the Help Desk at 847-491-HELP (4357) or email [consultant@northwestern.edu](mailto:consultant@northwestern.edu)