

# Asset Creation

IRIS Transaction: AS01 – Create Asset Master Data

Select Asset Class. Click on the line and the search field will appear.

**Create Asset: Initial screen**

Master data    Depreciation areas

Asset Class

Company Code

Number of similar assets

**Reference**

Asset

Sub-number

Company code

Post-capitalization

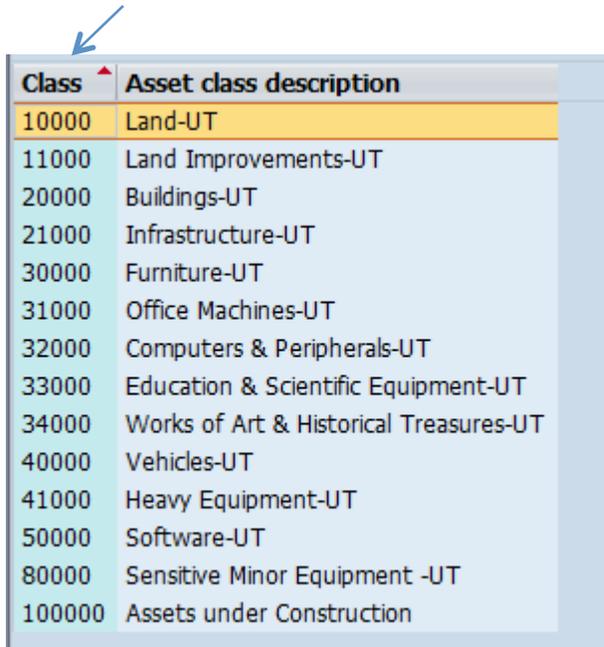
If creating more than 1 similar asset you can change the number of similar asset to how many that is needed and enter the data only once. When the transaction is saved, the appropriate number of assets will be created.

Number of similar assets

Examples: purchasing 5 similar washers.

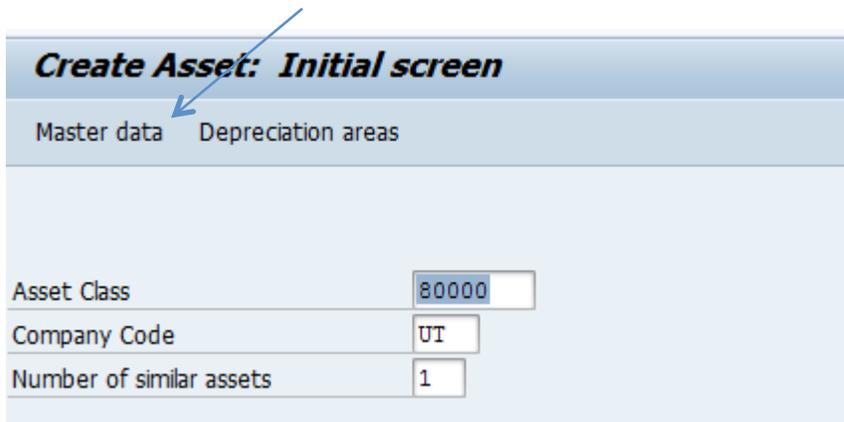
Select the appropriate class by double clicking on the appropriate class.

Minor Sensitive Equipment \$1,500.00 - \$4,999.99 (If Sensitive Minor equipment use only 80000 class)  
Capital Equipment \$5,000 or more (If Capital Equipment select from classes 10000-50000)



Class	Asset class description
10000	Land-UT
11000	Land Improvements-UT
20000	Buildings-UT
21000	Infrastructure-UT
30000	Furniture-UT
31000	Office Machines-UT
32000	Computers & Peripherals-UT
33000	Education & Scientific Equipment-UT
34000	Works of Art & Historical Treasures-UT
40000	Vehicles-UT
41000	Heavy Equipment-UT
50000	Software-UT
80000	Sensitive Minor Equipment -UT
100000	Assets under Construction

Select Master Data



**Create Asset: Initial screen**

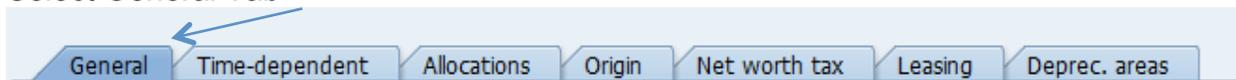
Master data    Depreciation areas

Asset Class                      80000

Company Code                    UT

Number of similar assets        1

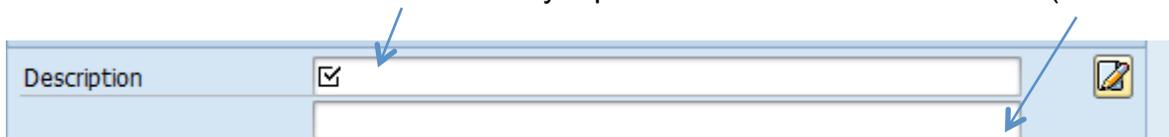
Select General Tab



General    Time-dependent    Allocations    Origin    Net worth tax    Leasing    Deprec. areas

Enter the Item Description

The description field is visible on inventory. When appropriate use item name, brand and model in first line. The second line can be used to identify a person associated with an item. (Lori Donavant's Computer)



Description

Asset main no. text copies from description upon selecting enter or going to the next tab.

Asset main no. text

If at this time the inventory number is not available, leave blank. It is the department's responsibility to enter the inventory number once the tag is received.

Inventory number

Leave blank. These fields are completed by the Controller's Office.

Posting information

Capitalized on	<input type="text"/>	Deactivation on	<input type="text"/>
First acquisition on	<input type="text"/>		
Acquisition year	<input type="text"/> 000		

Select Time-dependent tab.

General Time-dependent Allocations Origin Net worth tax Leasing Deprec. areas

Cost Center: Click on the line and select the search icon.

Interval from 01/01/1900 to 12/31/9999

Cost Center	<input checked="" type="checkbox"/>
Resp. cost center	<input checked="" type="checkbox"/>

Enter M05\* and



Cost Center

Controlling Area

Company Code

Cost Center Category

Person Responsible

User Responsible

Cost ctr short text

Language Key

Maximum No. of Hits

Double click on M050000001

M050000001 UT UT M 00139345 MARTIN EN 01/01/1950 12/31/9999

The Cost Center will always be M050000001. This field is recording the asset for the Martin campus.

General Time-dependent Allocations Origin

Interval from 01/01/1900 to 12/31/9999

Cost Center M050000001

Resp. cost center

License plate number

Personnel Number

Fund

The Responsible Center must be an E account. This is the department that the asset will appear on inventory. This field cannot be a Gift Account (R05).

Resp. cost center

The License plate number and Personnel number is left blank.

Fund: The fund can be an E or R account. Use this field to identify an asset purchased by a grant (R05).

Fund

Building No. and Room No.: If you know at the time of entry the building number and room number select them at the time of entry. If not, it is the department's responsibility to go back into asset record to enter this information at time of delivery.

Location

Building No.

Room No.

Select Allocations Tab.

Allocations

Allocations	
Source of Funds	<input type="text"/>
Distribution Code	<input type="text"/>
Dept Equip ID	<input type="text"/>

Source of Funds: The source of funds is generally A (Current Operating Fund) but could be one of the other options. D (Grant-non federal) or E (Grant- Federal)

Allocations	
Source of Funds	<input type="text" value="A"/>

E... <span>Sort in Descending Order</span>	
A	CURRENT OPERATING FUNDS
B	PLANT FUNDS - FEDERAL
C	PLANT FUNDS - NON-FEDERAL
D	GRNT/CONTRACT FNDS-NON FEDERAL
E	GRANT/CONTRACT-FEDERAL
F	FED APPROPRIATION AG EXT/EXP
G	ACQUIRED BY GIFT
H	UT CONSTRUCTED OR TRANSFER
I	GOVT SURPLUS -- CURRENT FUNDS
J	GOVERNMENT FURNISHED EQUIPMENT
K	SOURCE UNKNOWN

Distribution Code: Will always be 005 (Ms. Lori Donavant)

Distribution Code	<input type="text" value="005"/>
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Dept Equip ID- Leave blank

The remaining tabs (Origin, Net worth tax, Leasing and Deprec. Areas) are completed by the Controller's Office.

Origin	Net worth tax	Leasing	Deprec. areas
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Select Save



**Write down your asset number. You will need it at requisition entry and procurement card verification.**

**Tip:**

The document number will begin with a 4 for Sensitive Minor Equipment (\$1,500-\$4,999.99)  
 The document number will begin with a 3 for Capital Equipment (\$5,000 or more)

AS02 – Change Asset Master Data

Used to make changes or add additional information to the Asset Master Data.