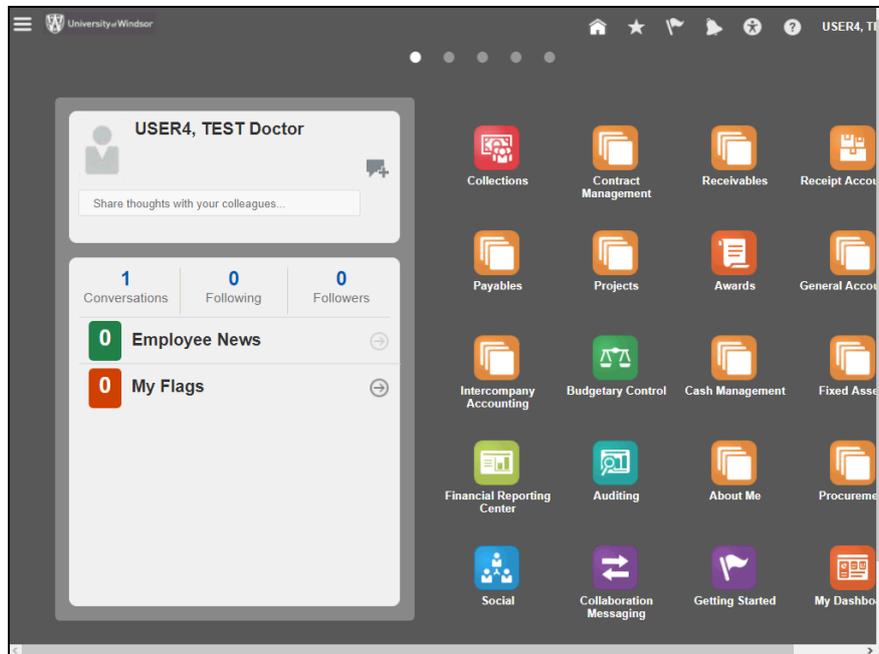


FA 02: Create a fixed asset manually (gift in kind)
Created on 2/21/2018

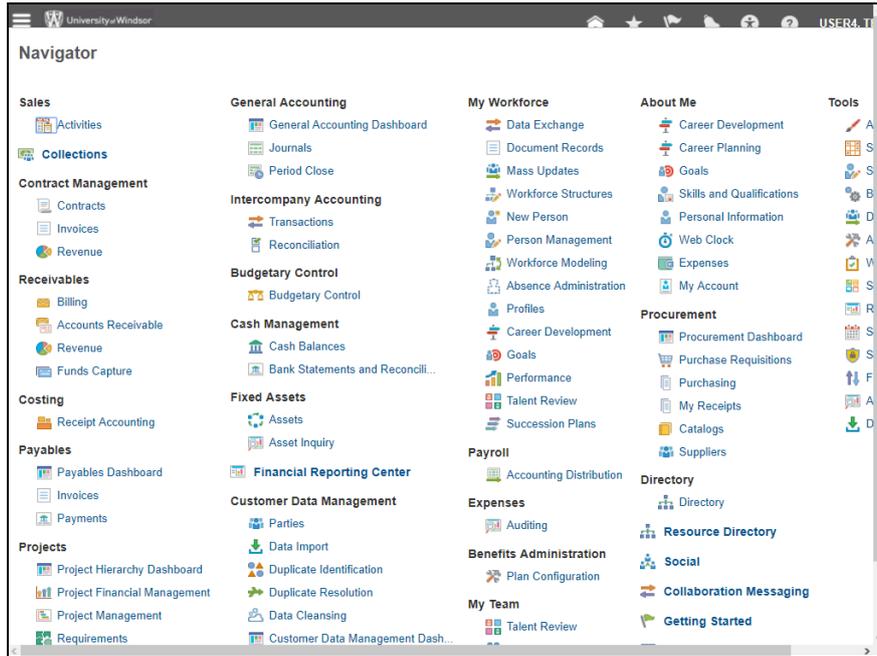
FA 02: Create a fixed asset manually (gift in kind)

Procedure

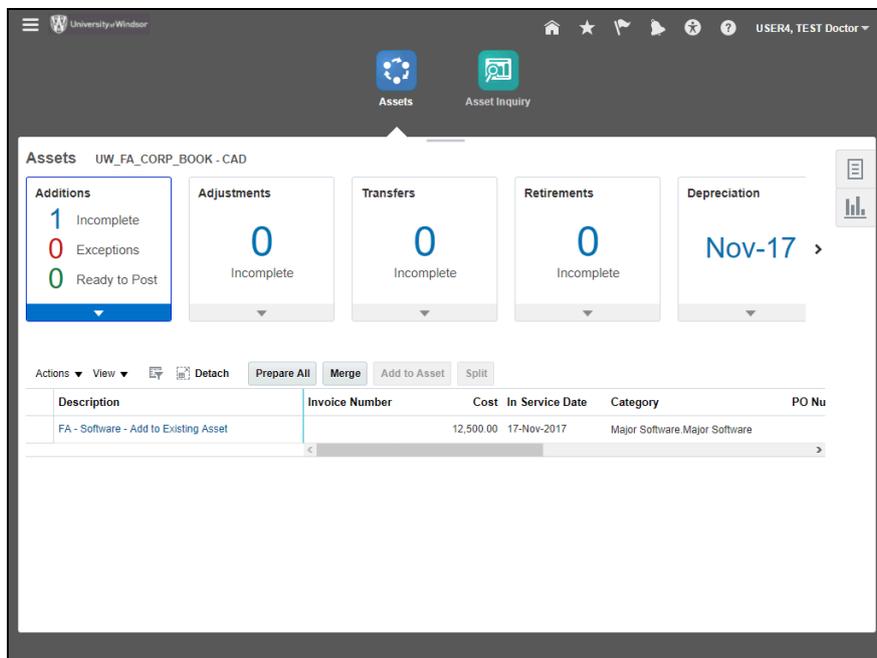
This User Guide outlines the steps required to create a fixed asset manually (gift in kind).



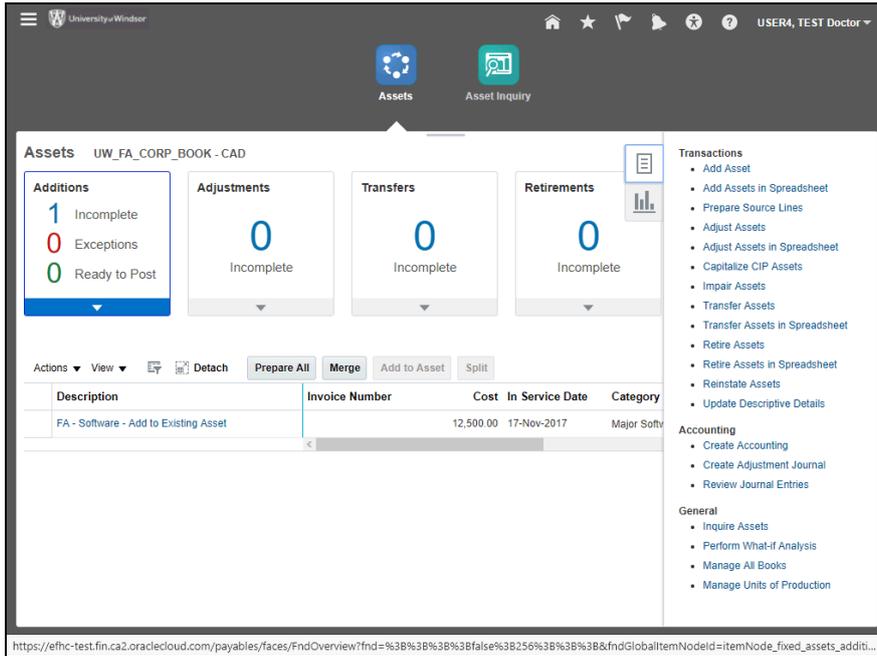
Step	Action
1.	Click the Navigator button. 



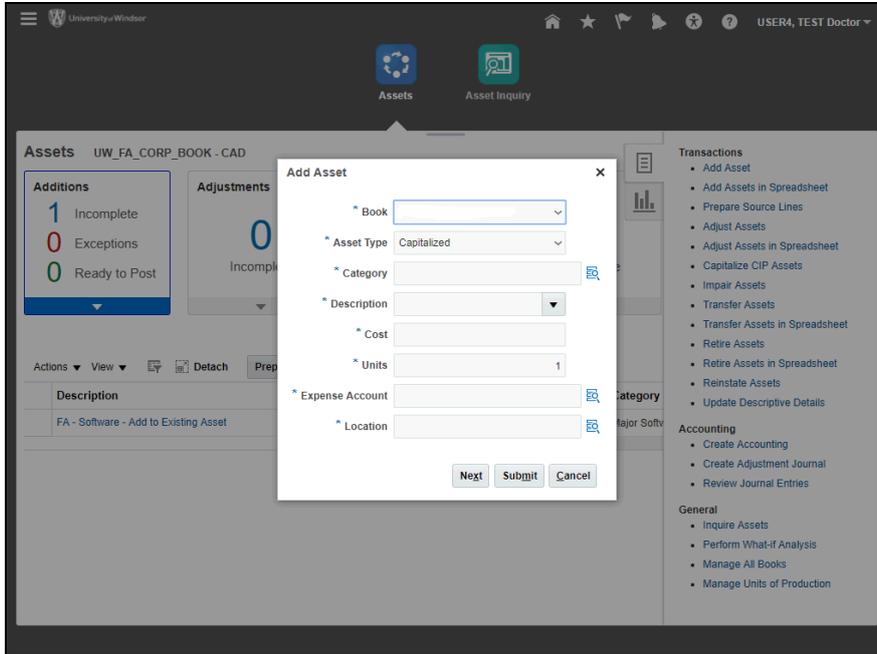
Step	Action
2.	Click the Assets link. Assets



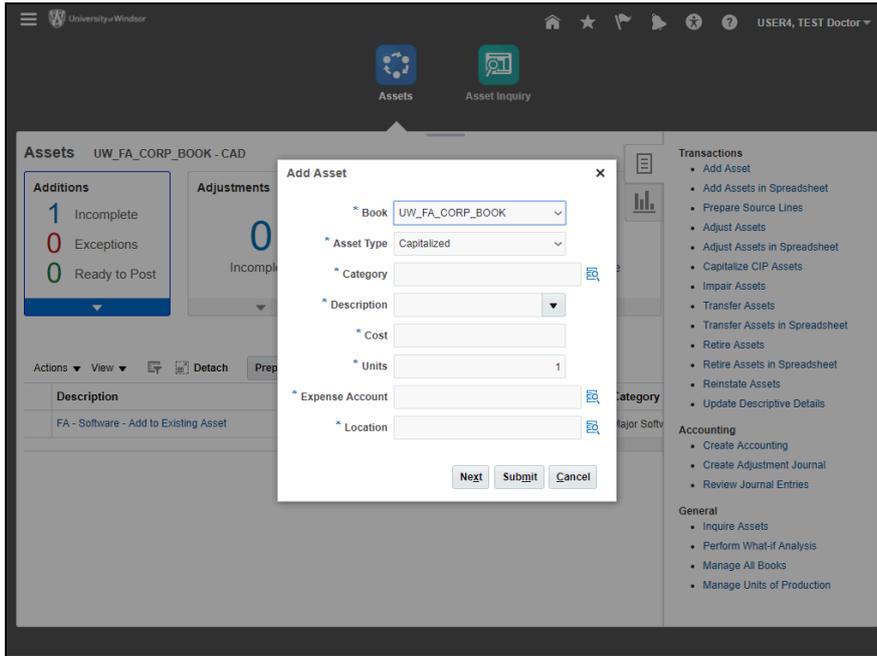
Step	Action
3.	Click the Go to Task menu. 



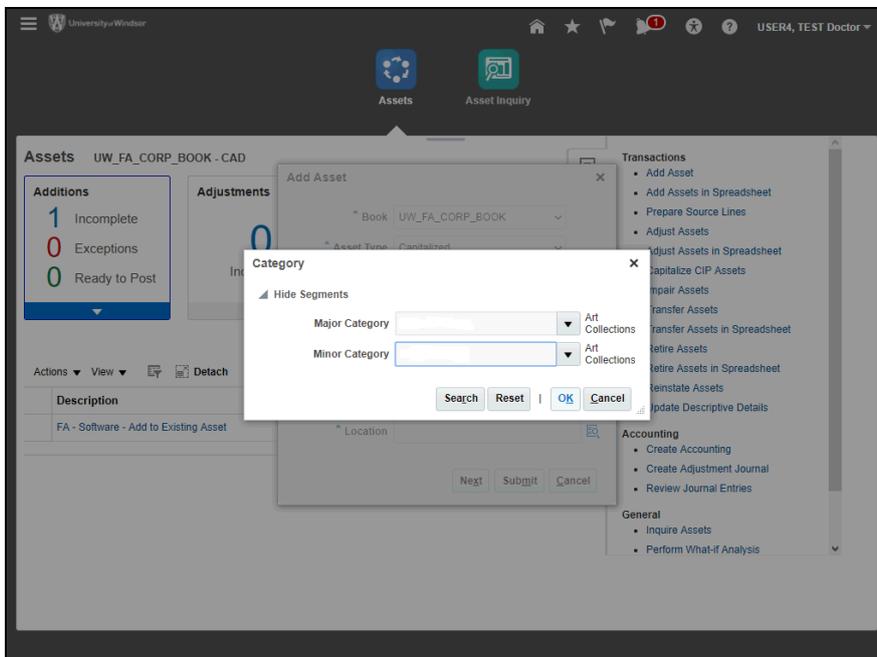
Step	Action
4.	Click the "Add Asset" link. Add Asset



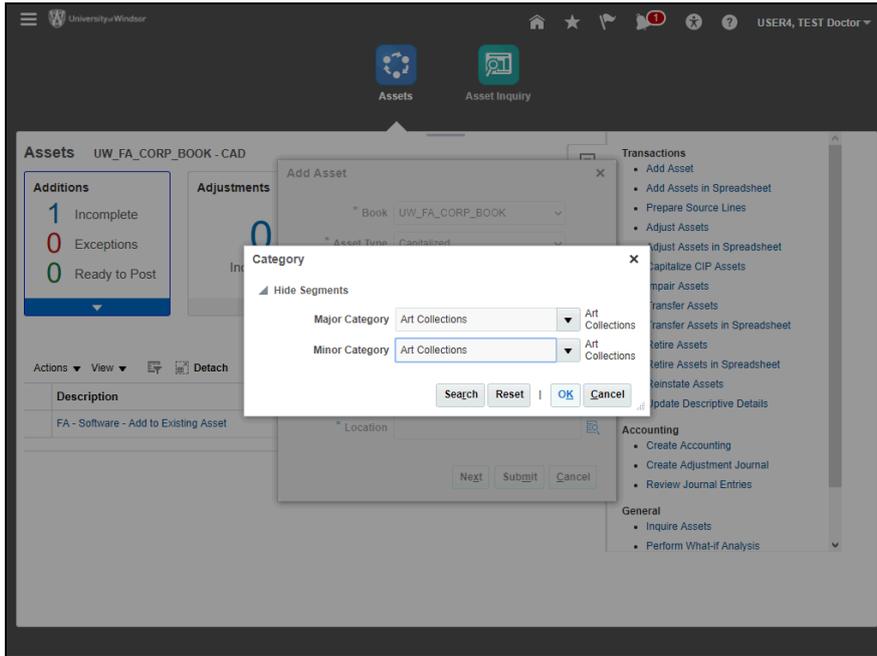
Step	Action
5.	Enter the book name in the Book field.



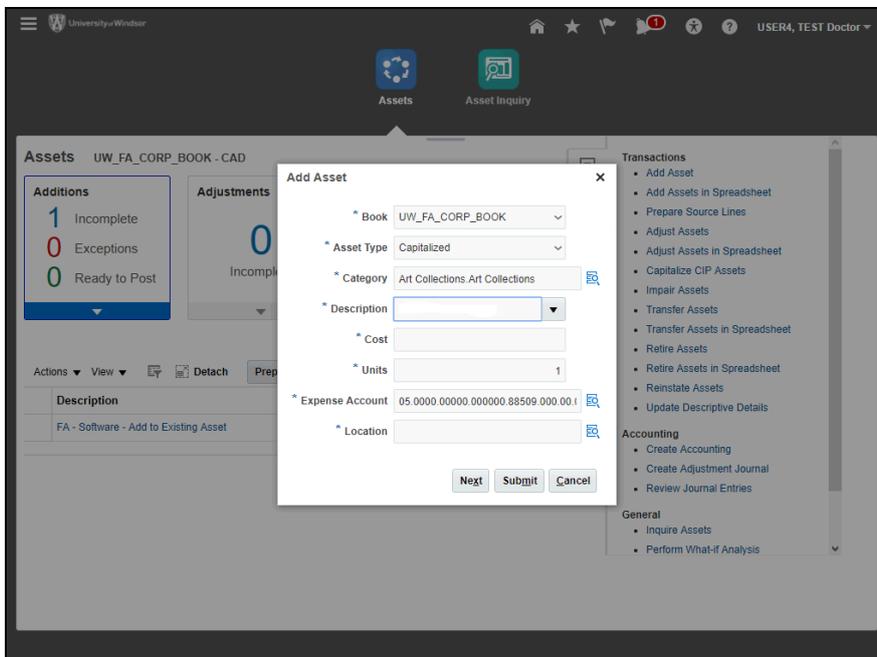
Step	Action
6.	Click the Search Help button next to the Category field.



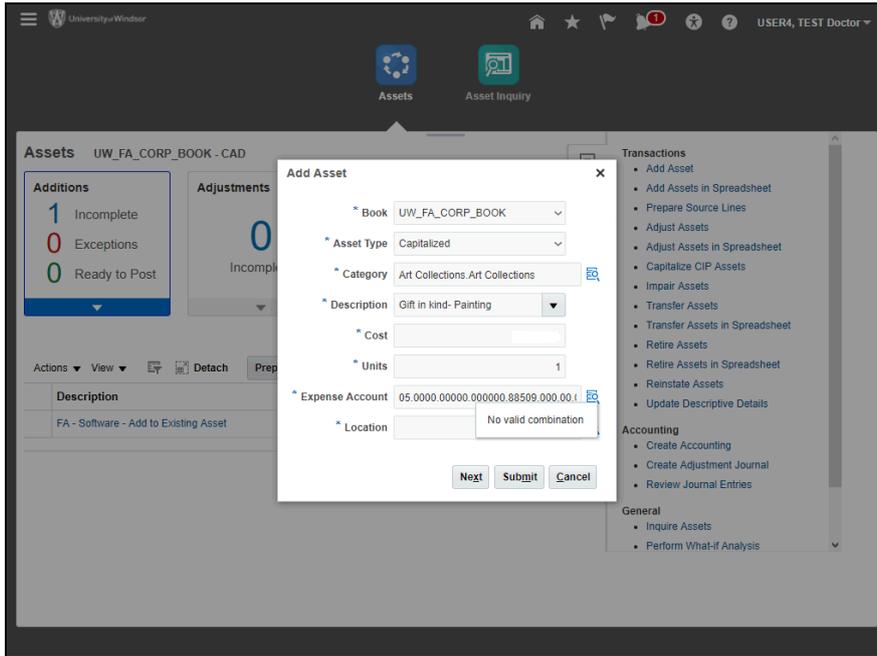
Step	Action
7.	Enter the Major Category in the Major Category field. Enter the Minor Category in the Minor Category field.



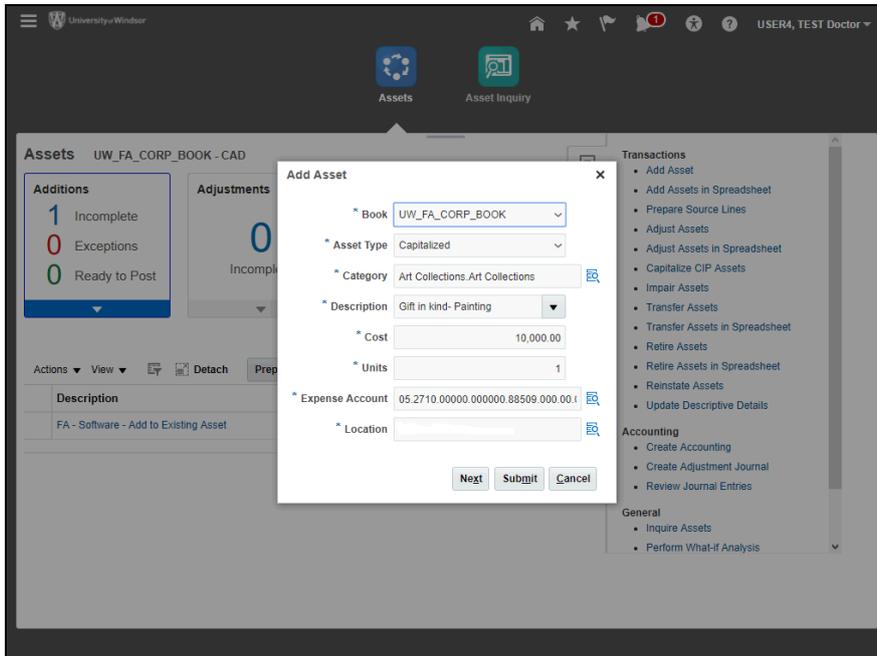
Step	Action
8.	Click the OK button.



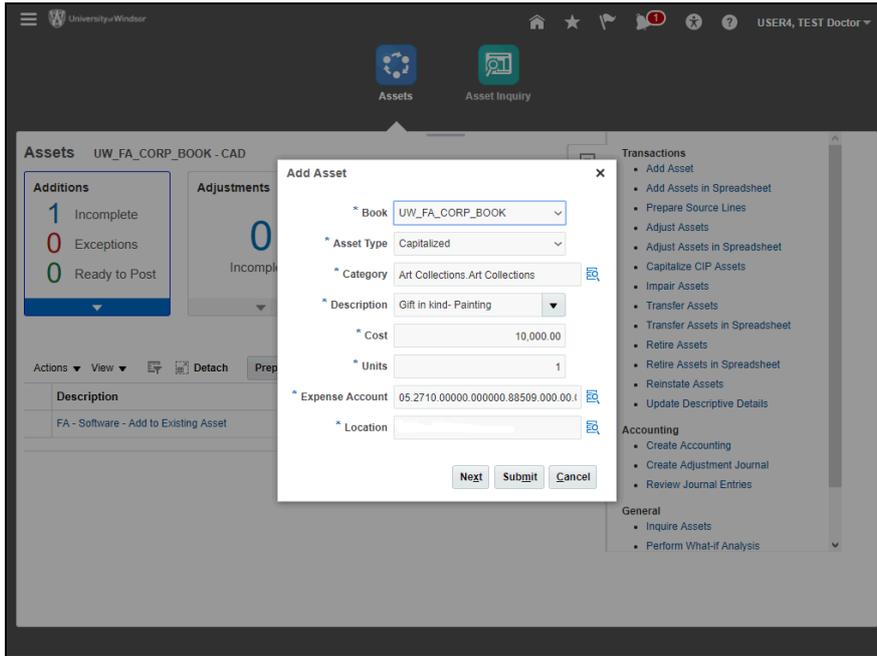
Step	Action
9.	Enter the description in the "Description" field.



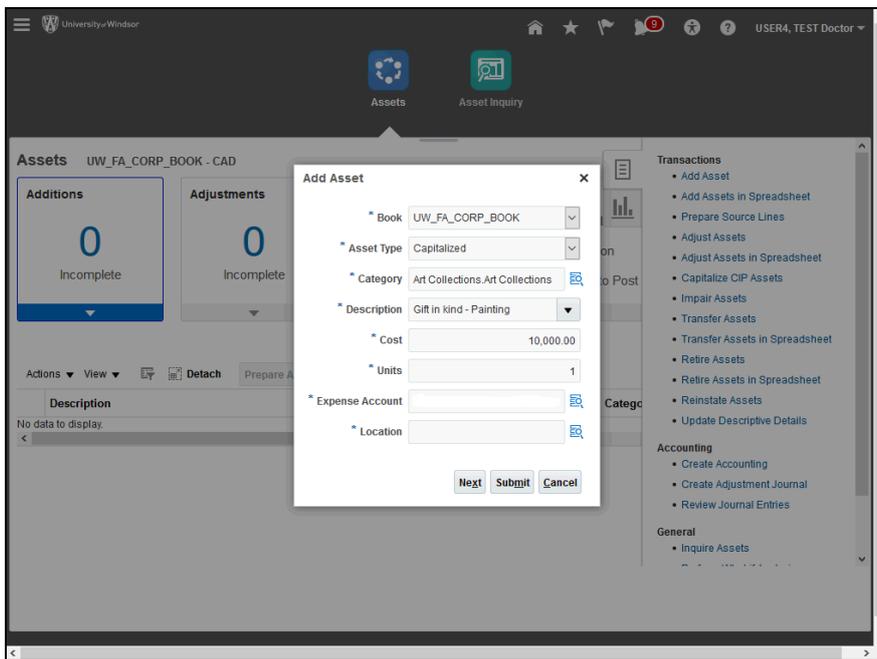
Step	Action
10.	Enter the cost in the Cost field.



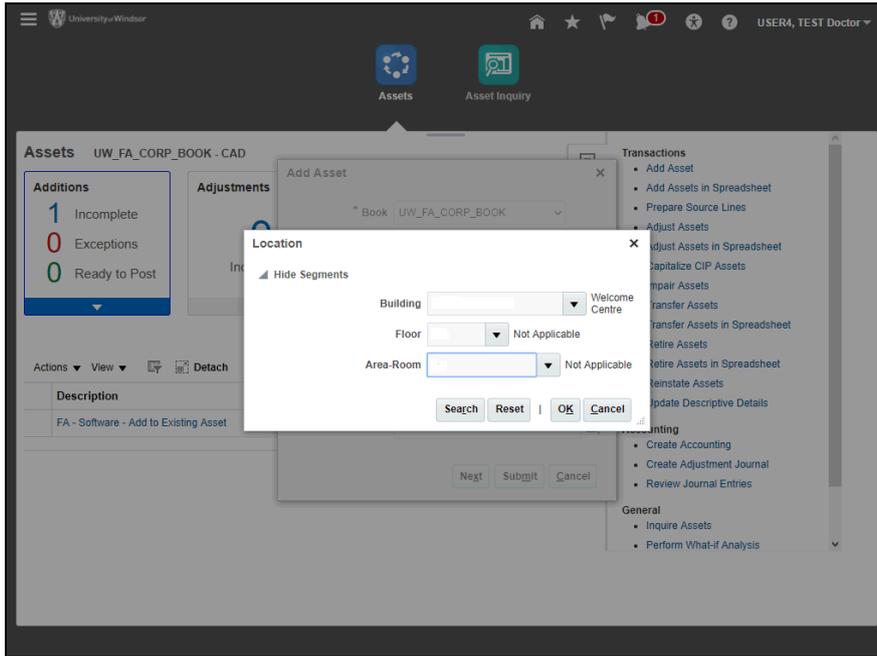
Step	Action
11.	Validate the number of units is correct. "1" is the default value.



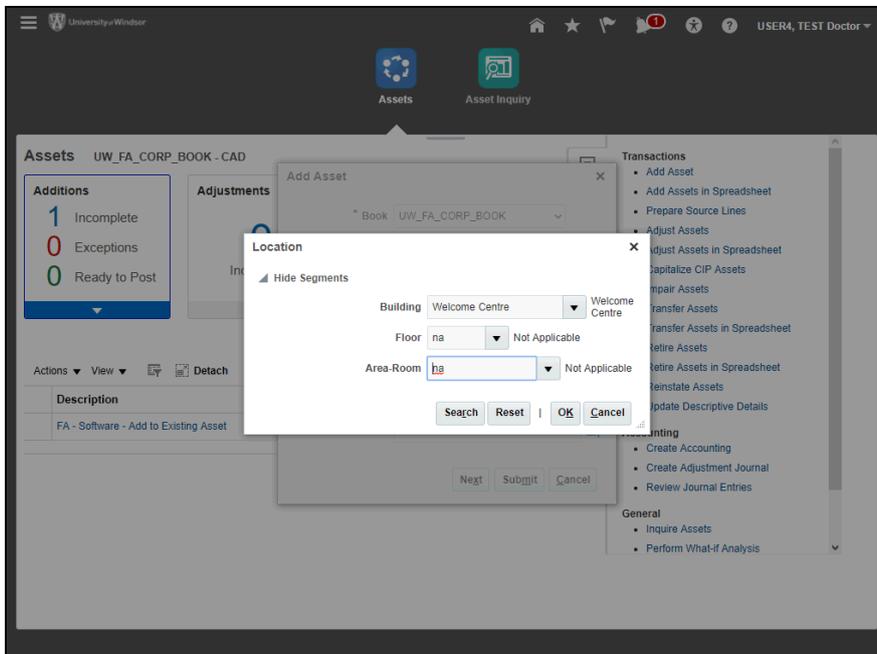
Step	Action
12.	Expense Account is auto populated based on the Category selected.



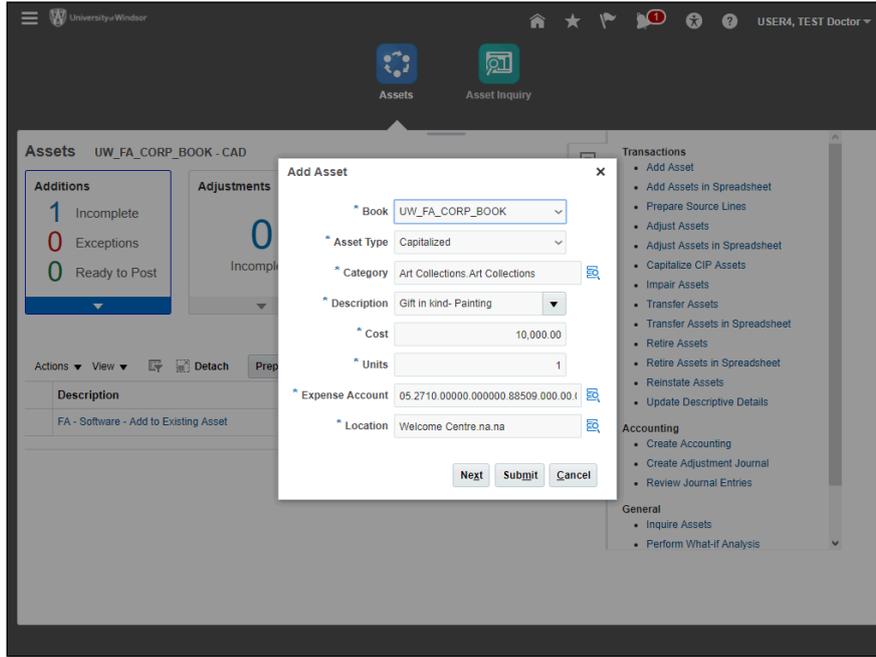
Step	Action
13.	Click the Search Help button next to the Location field. 



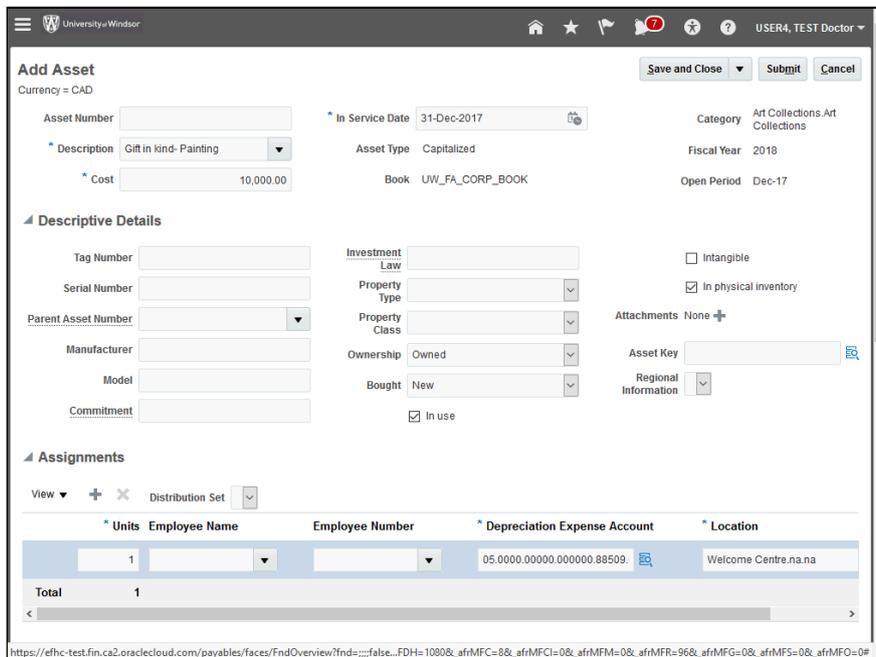
Step	Action
14.	Enter the appropriate information in the following fields: Building Floor Area-Room



Step	Action
15.	Click the OK button. 



Step	Action
16.	Click the Next button.



Step	Action
17.	Review the date in the In Service Date field, and change to the appropriate date. The default date is the last day of the current period.

Add Asset
Currency = CAD

Asset Number: [] * In Service Date: 31-Dec-2017 Category: Art Collections.Art Collections
 * Description: Gift in kind- Painting Asset Type: Capitalized Fiscal Year: 2018
 * Cost: 10,000.00 Book: UW_FA_CORP_BOOK Open Period: Dec-17

Descriptive Details

Tag Number: [] Investment Law: [] Intangible
 Serial Number: [] Property Type: [] In physical inventory
 Parent Asset Number: [] Property Class: [] Attachments: None +
 Manufacturer: [] Ownership: Owned Asset Key: []
 Model: [] Bought: New Regional Information: []
 Commitment: [] In use

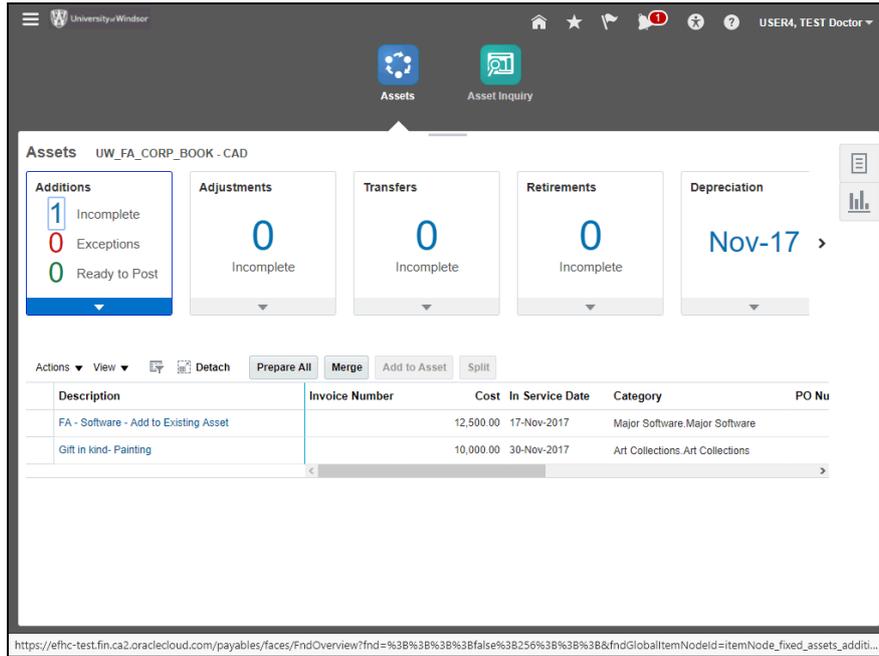
Assignments

View + x Distribution Set: []

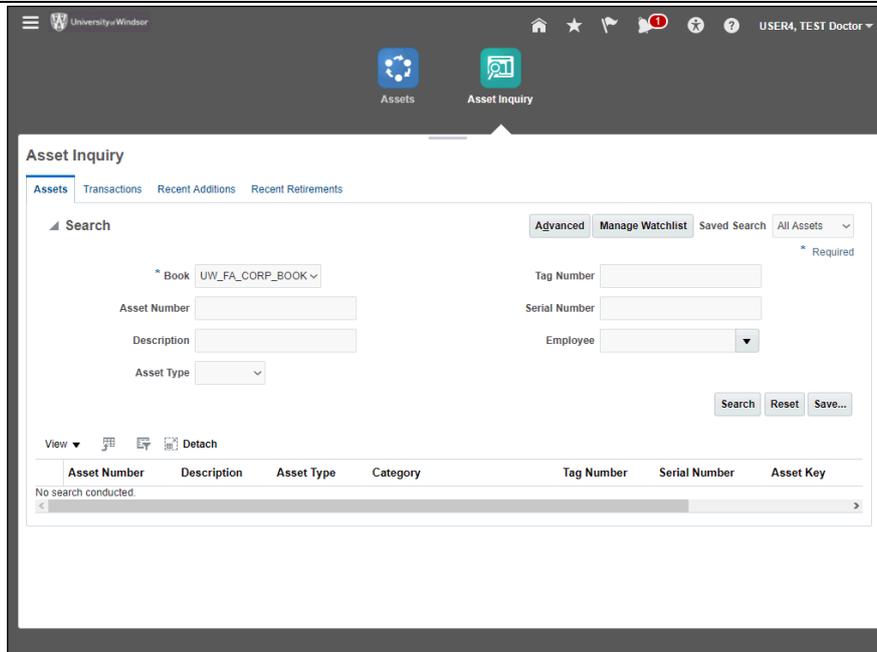
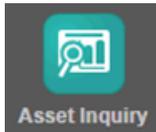
* Units	Employee Name	Employee Number	* Depreciation Expense Account	* Location
1	[]	[]	05.0000.00000.000000.88509	Welcome Centre.na.na
Total	1			

Step	Action
18.	Review information entered in previous steps. Add any additional information in the " Descriptive Details " section. This information may come from invoices, reports, etc.

Step	Action
19.	Click the Submit button.

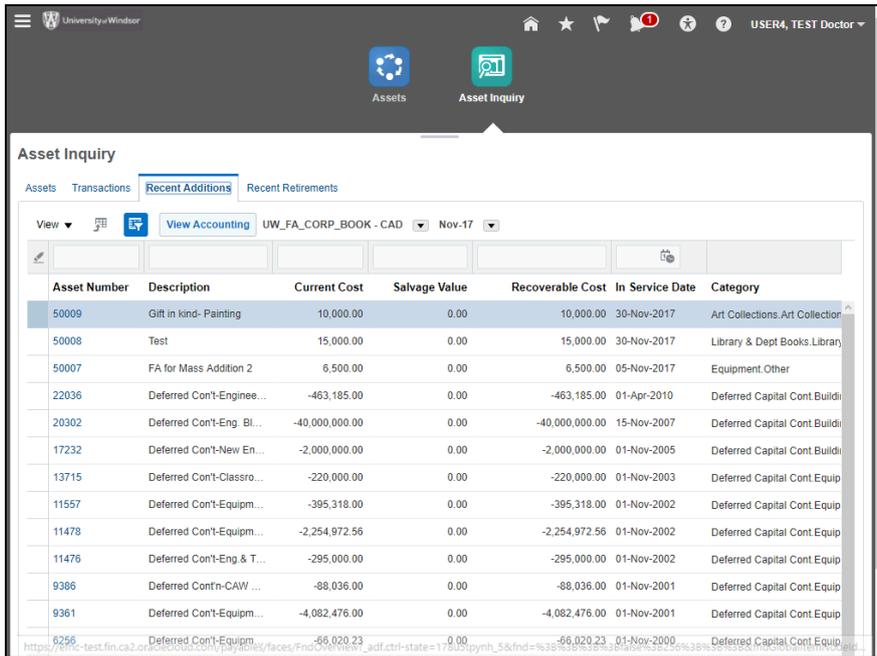


Step	Action
20.	Click the Asset Inquiry button.

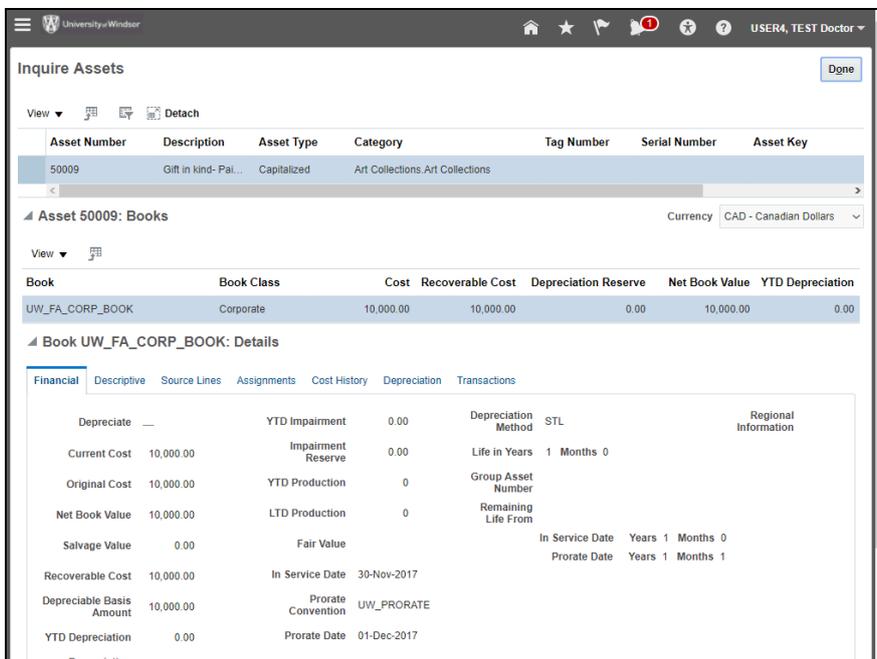


Step	Action
21.	Click the Recent Additions tab. The asset created previously should be the first on the list.

[Recent Additions](#)



Step	Action
22.	Click the appropriate Asset Number .



Step	Action
23.	Review the Financial, Descriptive, Source Lines, and Assignments tabs.

[Financial](#)
[Descriptive](#)
[Source Lines](#)
[Assignments](#)

The screenshot shows the 'Inquire Assets' page for asset 50009. The asset is a 'Gift in kind- Painting' categorized under 'Art Collections'. Below this, a table shows the asset's financial details:

Book	Book Class	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
UW_FA_CORP_BOOK	Corporate	10,000.00	10,000.00	0.00	10,000.00	0.00

Below the table, there are tabs for 'Financial', 'Descriptive', 'Source Lines', 'Assignments', 'Cost History', 'Depreciation', and 'Transactions'. The 'Financial' tab is active, showing a table with columns for 'Depreciate', 'Current Cost', 'Original Cost', 'Net Book Value', 'Salvage Value', 'Recoverable Cost', 'Depreciable Basis Amount', and 'YTD Depreciation'. It also includes fields for 'YTD Impairment', 'Impairment Reserve', 'YTD Production', 'LTD Production', 'Fair Value', 'In Service Date', 'Prorate Convention', and 'Prorate Date'.

Step	Action
24.	Click the Done button.

The screenshot shows the 'Asset Inquiry' page with a list of assets. The table below shows the first few rows of the asset list:

Asset Number	Description	Current Cost	Salvage Value	Recoverable Cost	In Service Date	Category
50009	Gift in kind- Painting	10,000.00	0.00	10,000.00	30-Nov-2017	Art Collections.Art Collection
50008	Test	15,000.00	0.00	15,000.00	30-Nov-2017	Library & Dept Books.Librar
50007	FA for Mass Addition 2	6,500.00	0.00	6,500.00	05-Nov-2017	Equipment.Other

Step	Action
25.	End of Procedure.