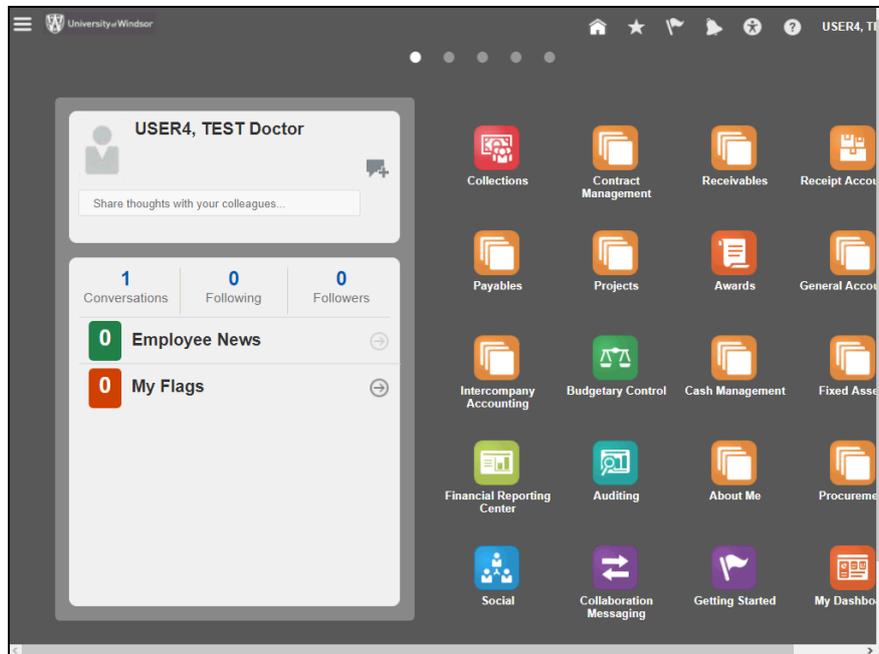**FA 02: Create a fixed asset manually (gift in kind)**
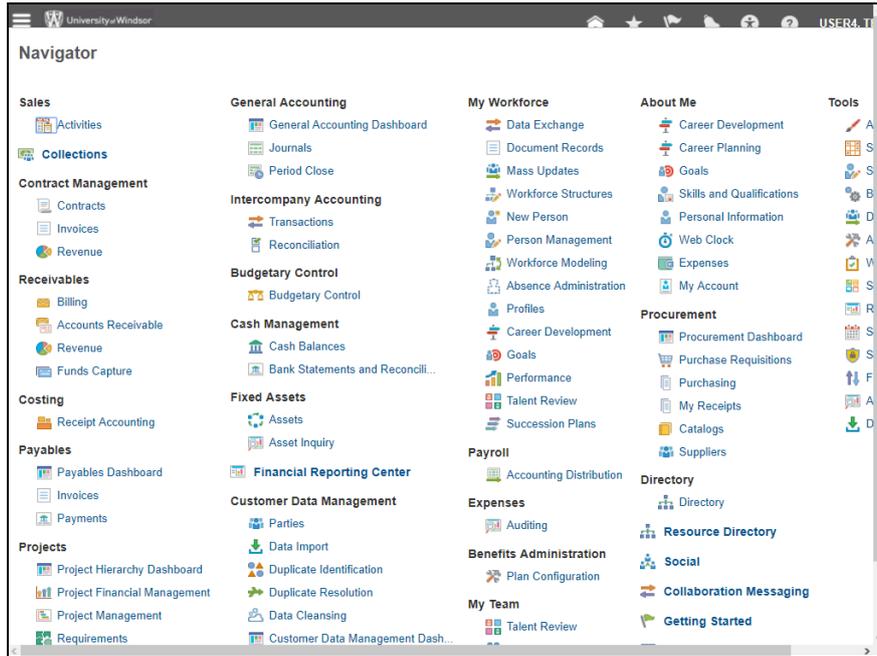**Created on 2/21/2018**

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

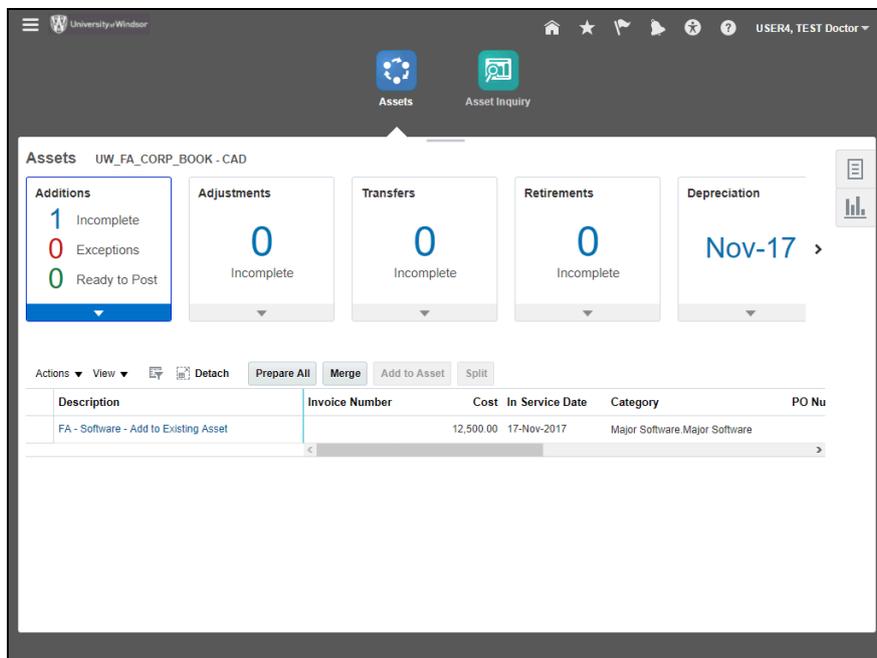**Procedure**

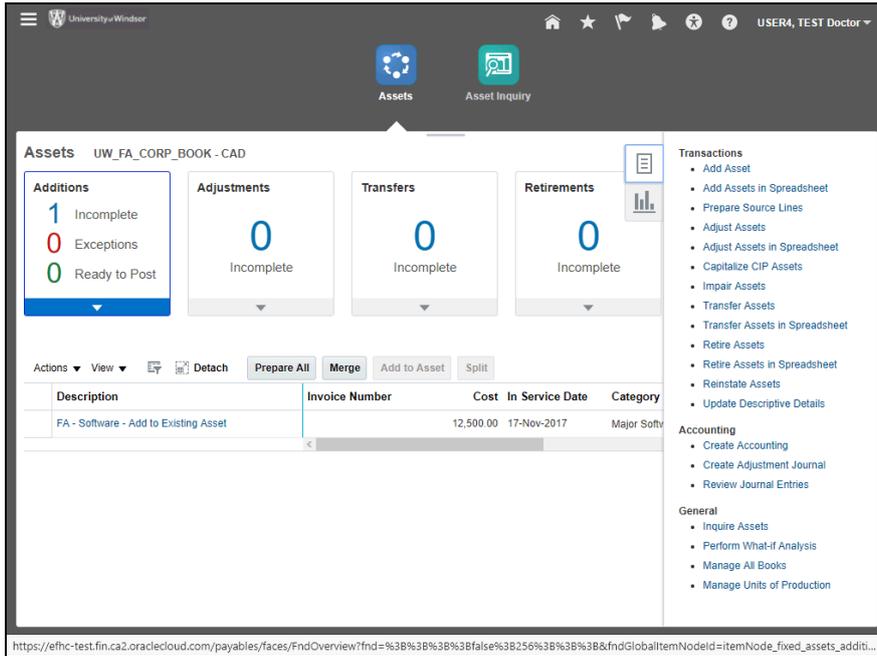This User Guide outlines the steps required to create a fixed asset manually (gift in kind).
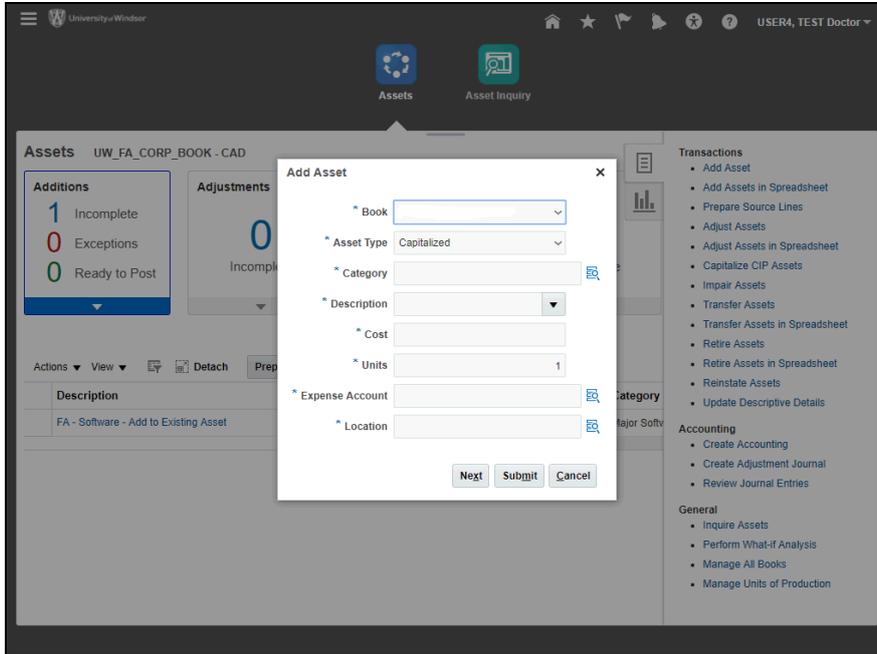

Step	Action
1.	Click the **Navigator** button.

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.
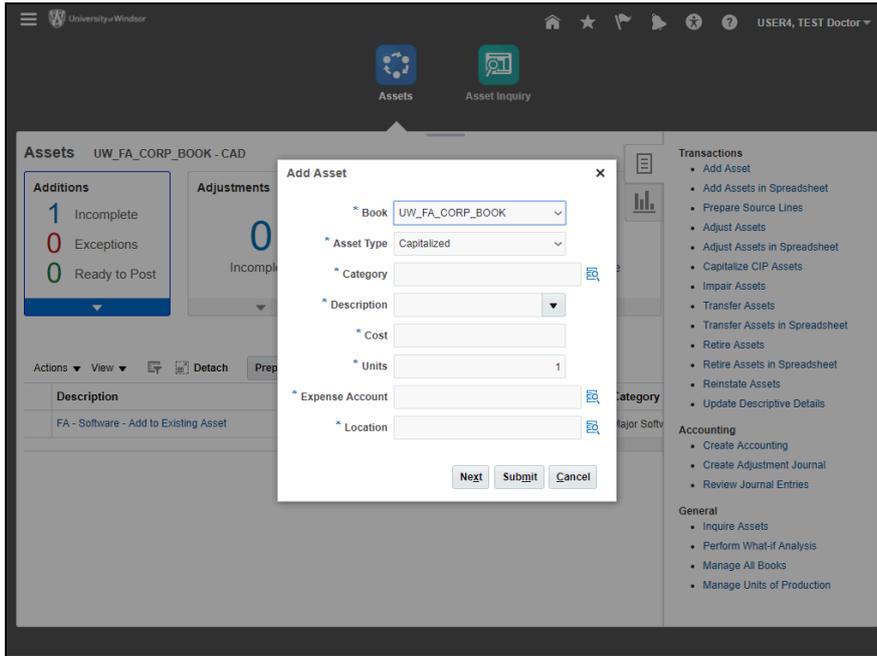
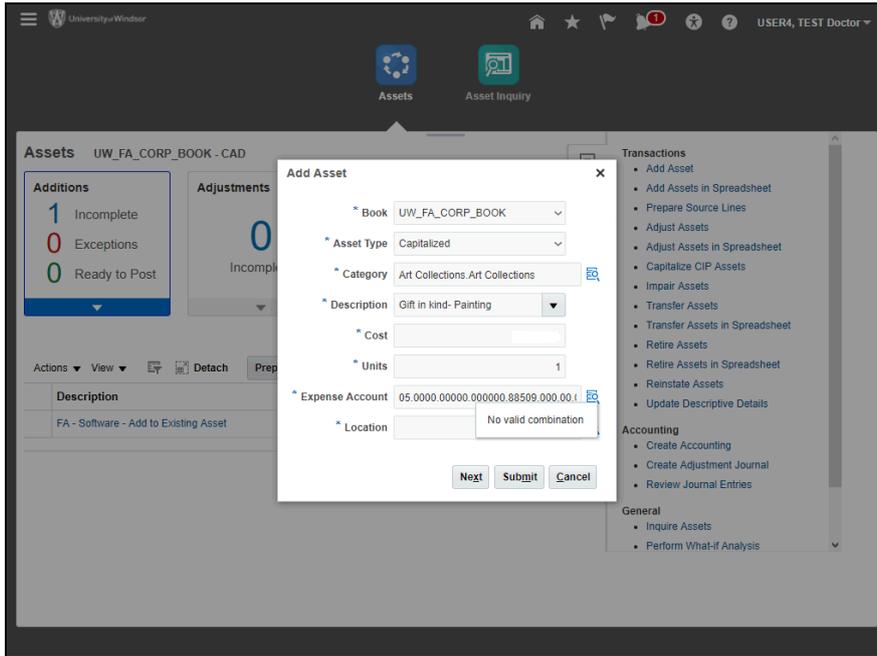| Step	Action
6.	Click the **Search Help** button next to the **Category** field.
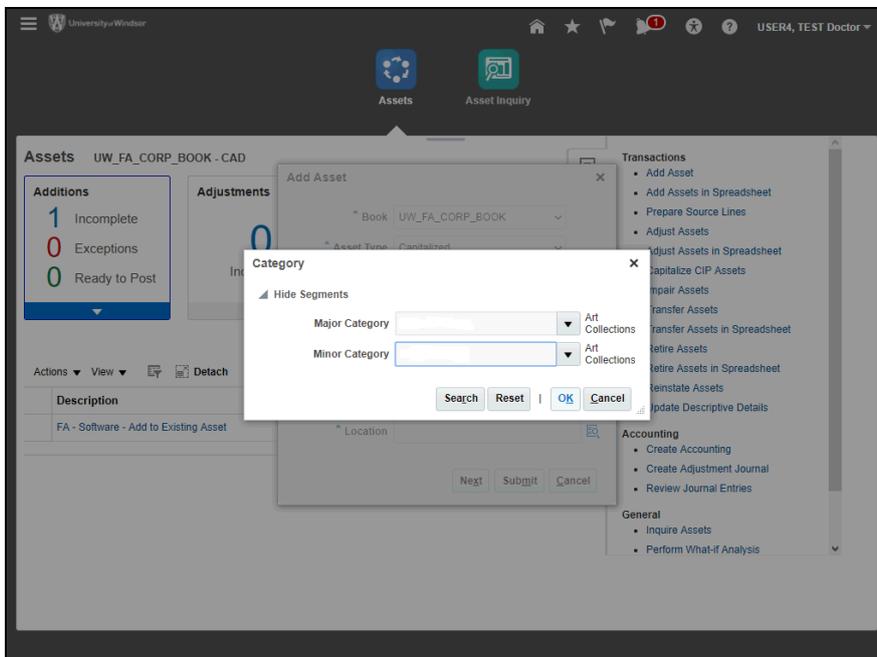
Step	Action
7.	Enter the Major Category in the **Major Category** field. Enter the Minor Category in the **Minor Category** field.
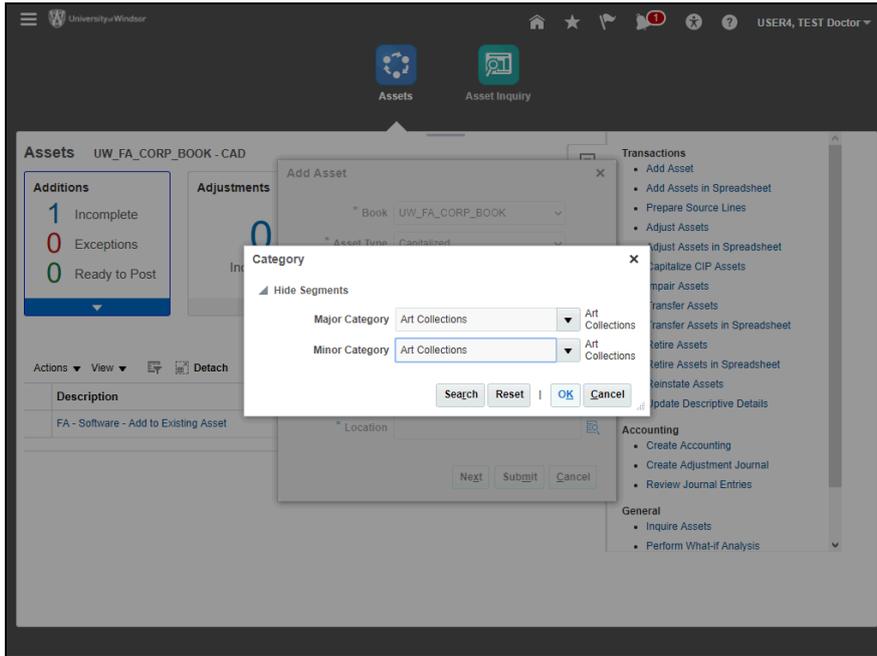
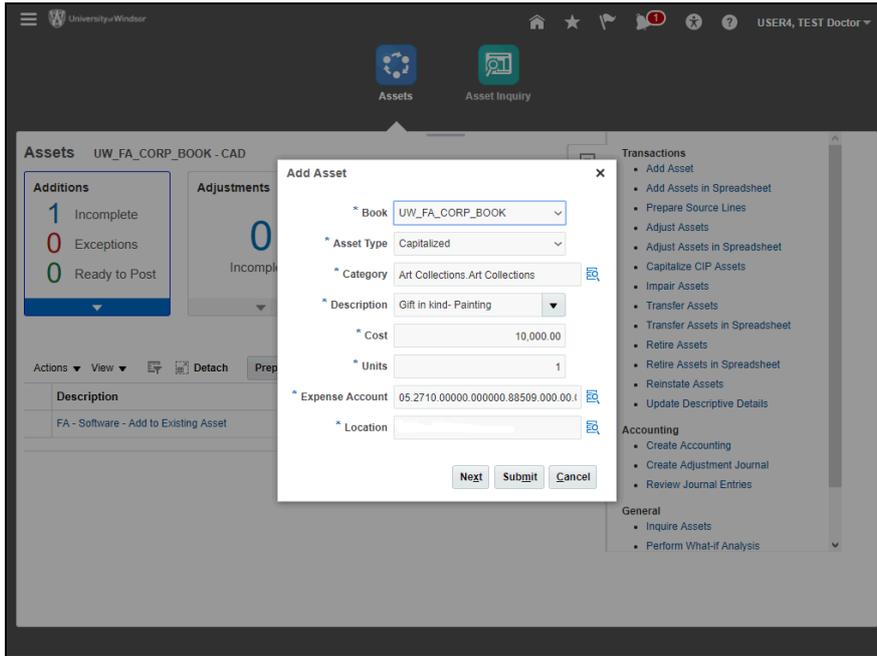| Step	Action
8.	Click the **OK** button. OK
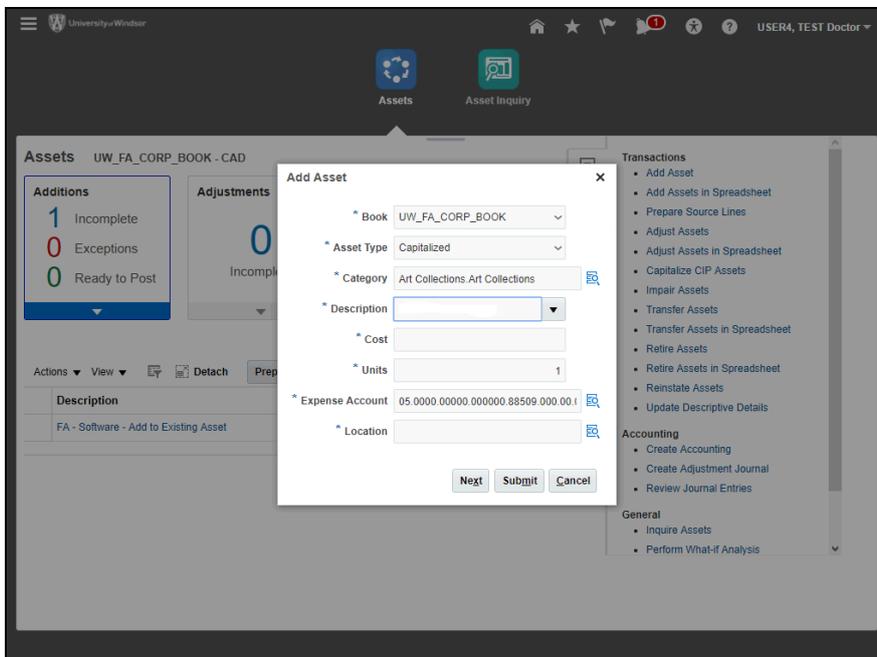
Step	Action
9.	Enter the description in the "**Description**" field.

Step	Action
10.	Enter the cost in the **Cost** field.
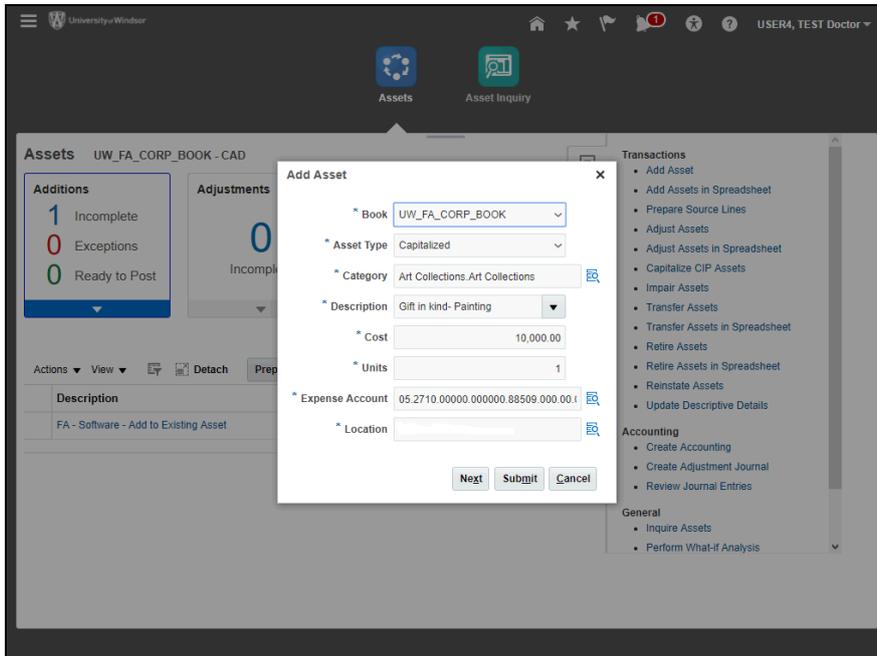
Step	Action
11.	Validate the number of units is correct. "**1**" is the default value.

Step	Action
12.	**Expense Account** is auto populated based on the **Category** selected.
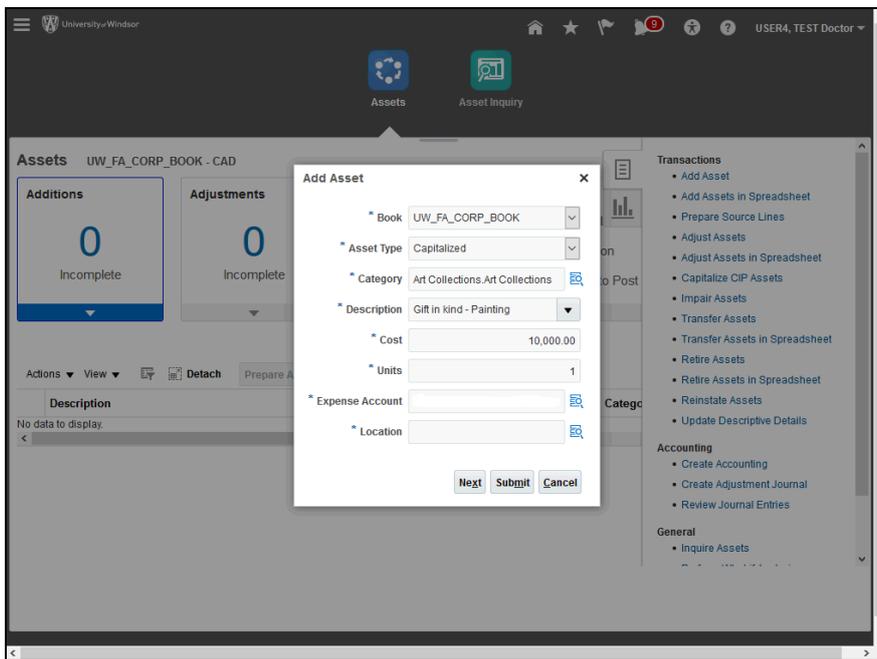
Step	Action
13.	Click the **Search Help** button next to the **Location** field.
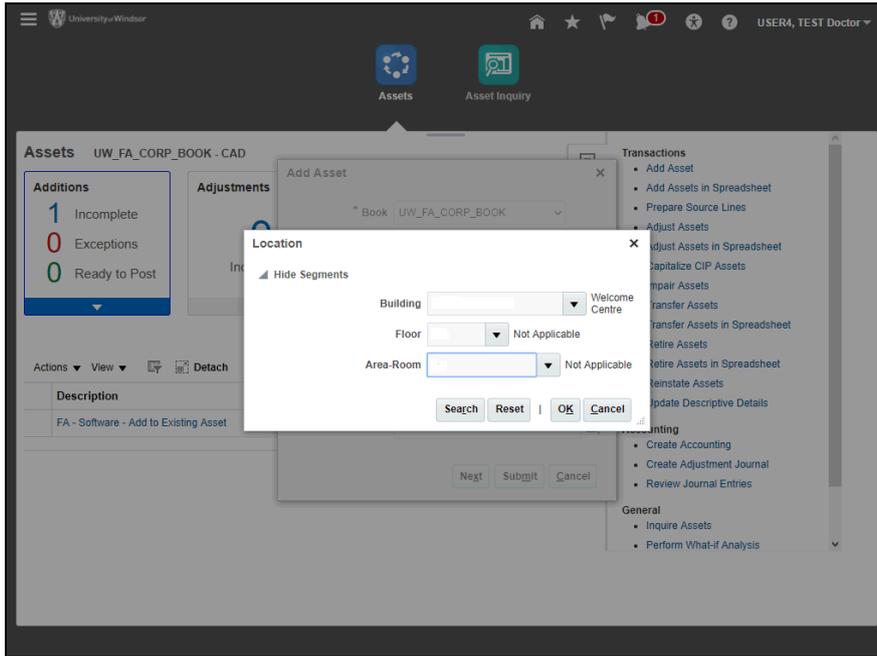
Step	Action
14.	Enter the appropriate information in the following fields: **Building** **Floor** **Area-Room**
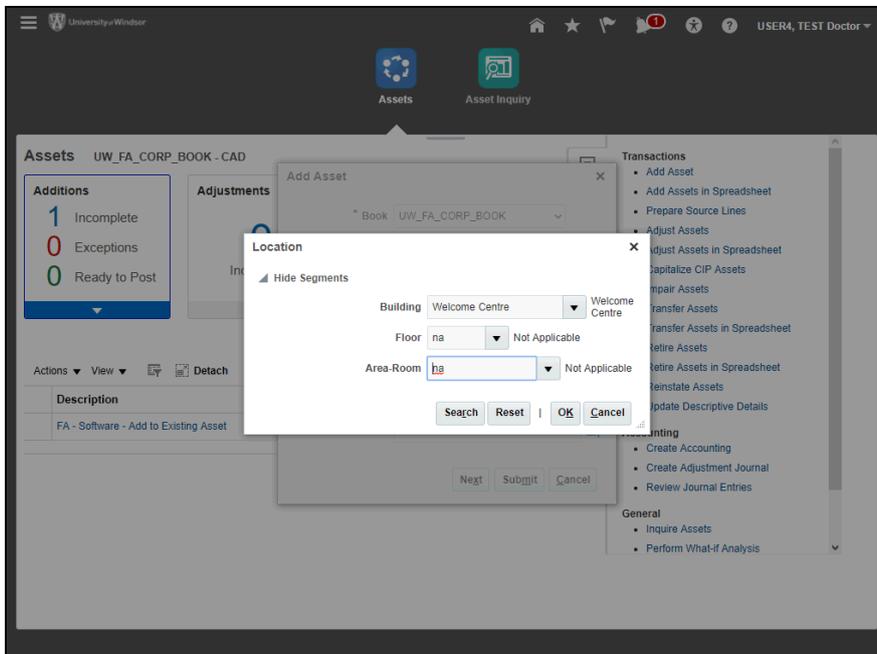
Step	Action
15.	Click the **OK** button. OK
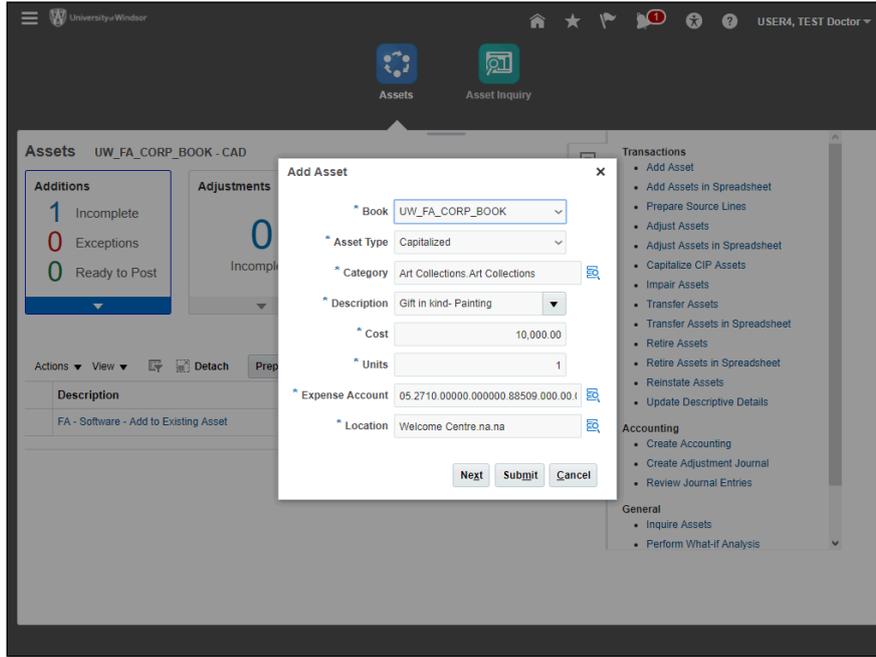
Step	Action
16.	Click the **Next** button. ![Next]
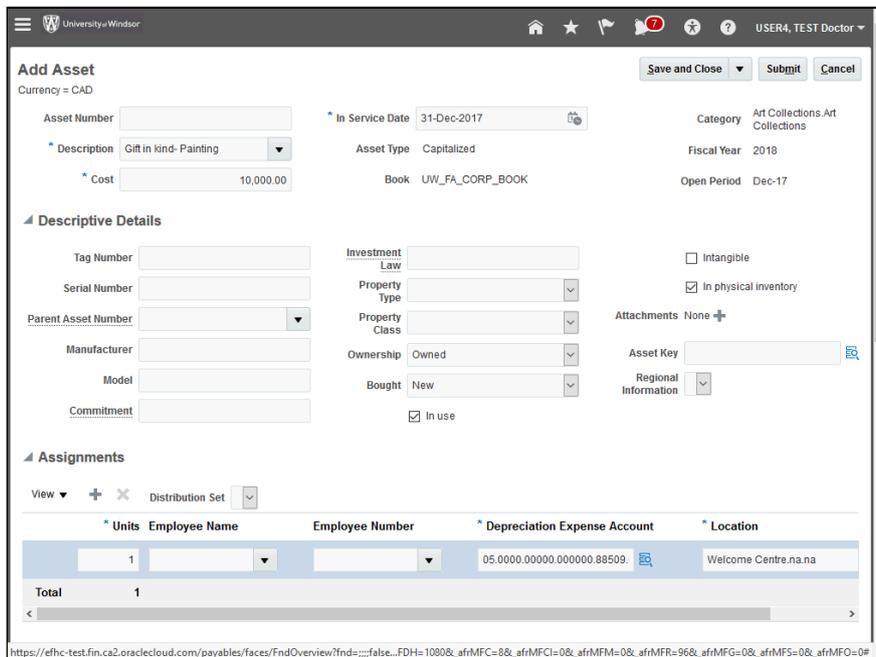
Step	Action
17.	Review the date in the **In Service Date** field, and change to the appropriate date. The default date is the last day of the current period.

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. ◢ **Descriptive Details**

Step	Action
19.	Click the **Submit** button. Submit
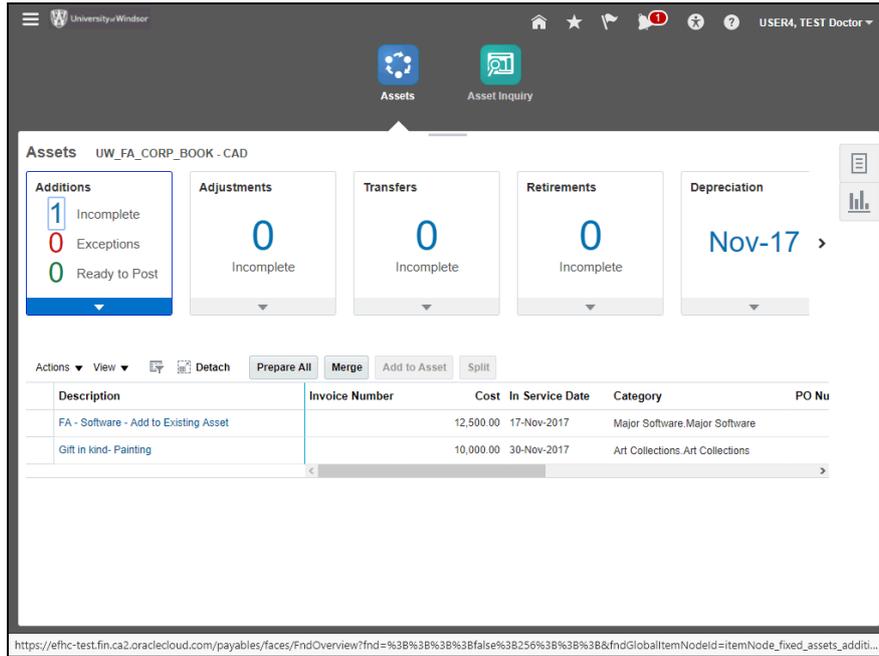
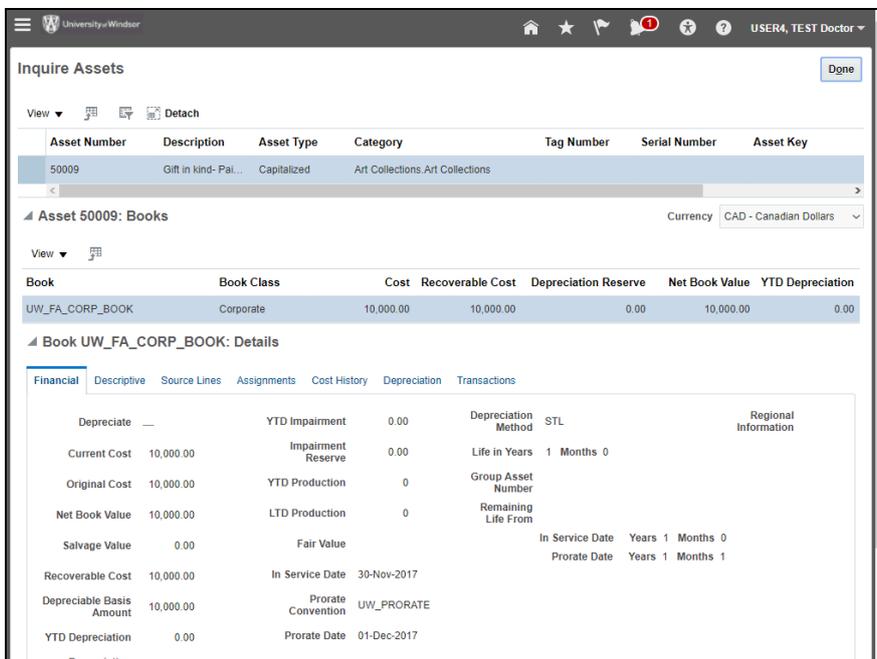| Step	Action
20.	Click the **Asset Inquiry** button.
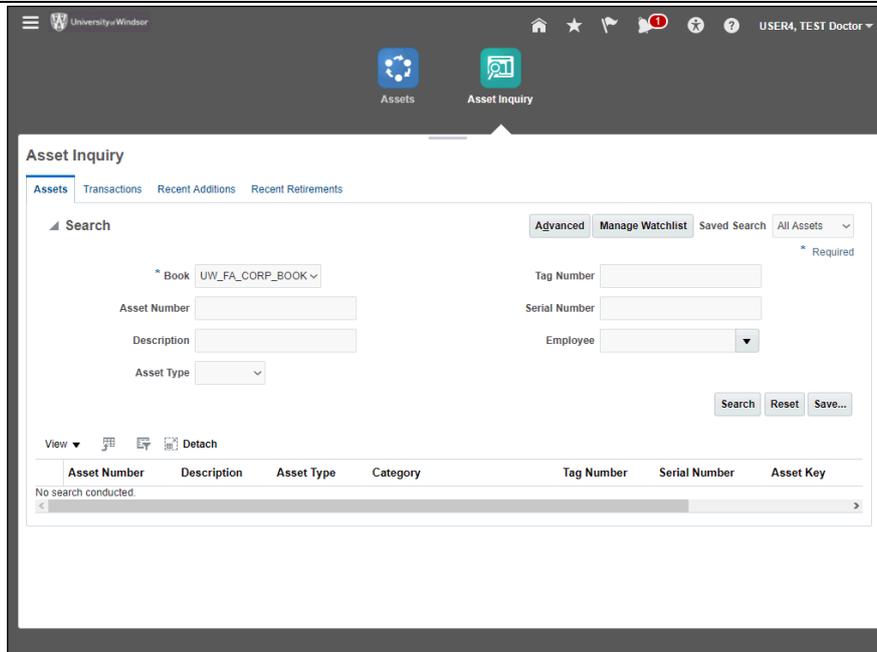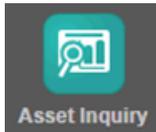
Step	Action
21.	Click the **Recent Additions** tab. The asset created previously should be the first on the list. Recent Additions
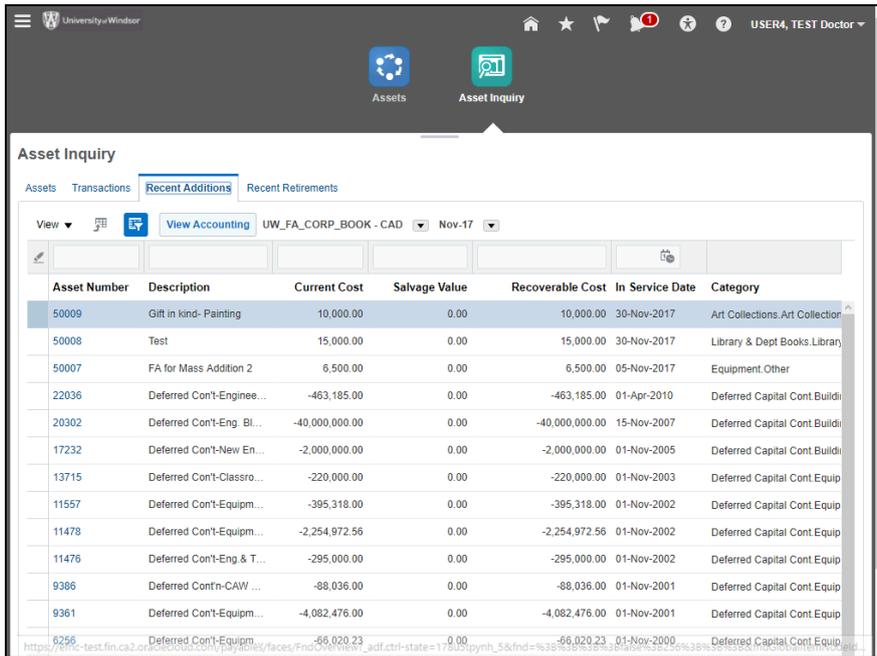
Step	Action
22.	Click the appropriate **Asset Number.**

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

Step	Action
24.	Click the **Done** button. ![Done button]

Step	Action
25.	**End of Procedure.**