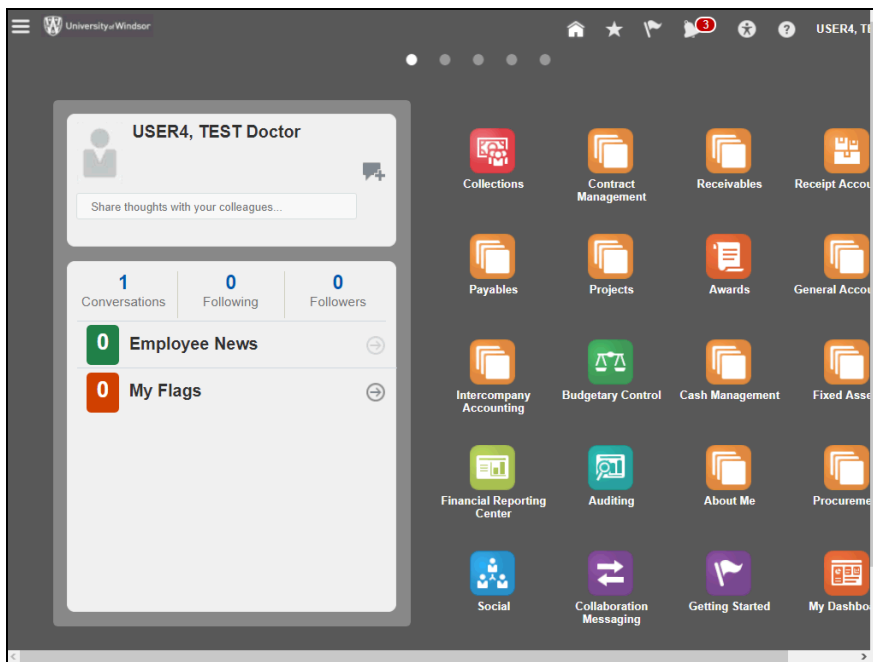



**FA 13: Manually add a deferred capital contribution
to the fixed asset module
Created on 2/16/2018**

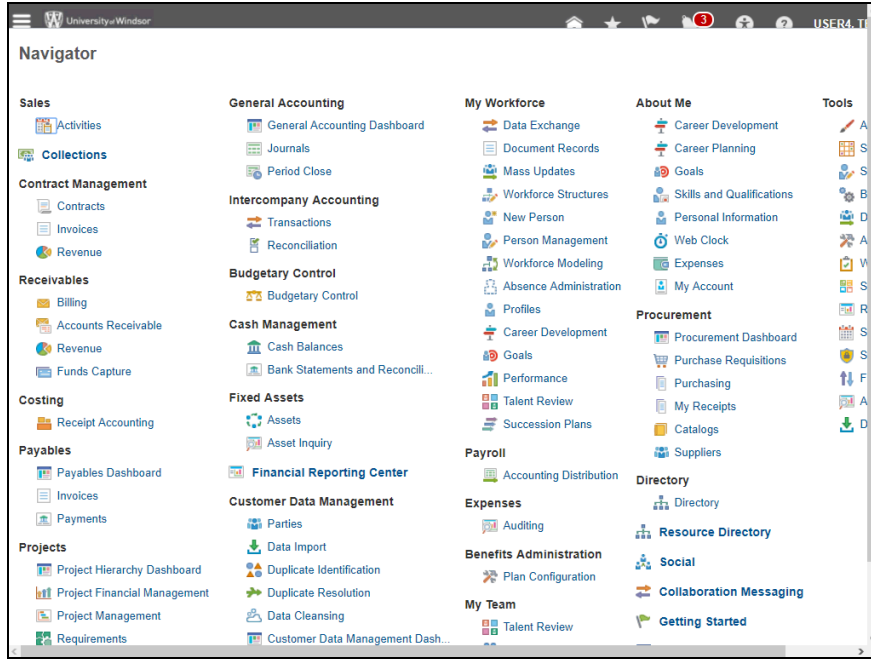
FA 13: Manually add a deferred capital contribution to the fixed asset module

Procedure

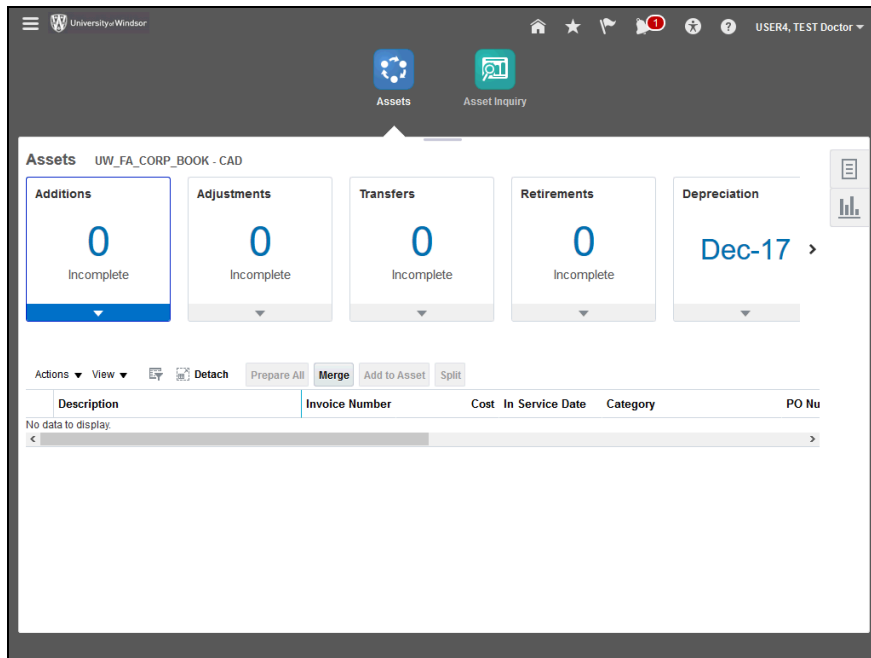
This User Guide outlines the steps required to manually add a deferred capital contribution to the fixed asset module.




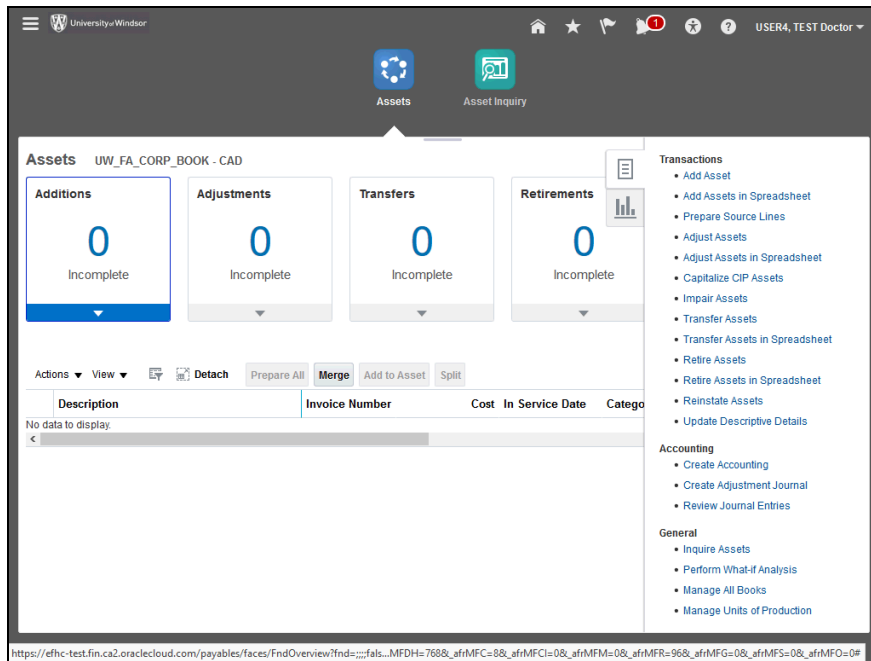
Step	Action
1.	Click the Navigator button. 



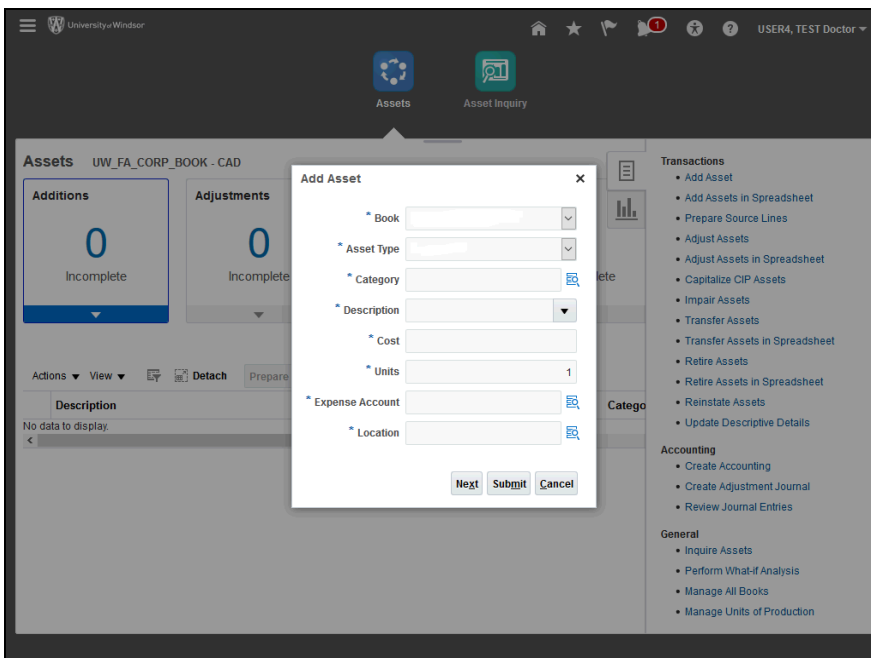
Step	Action
2.	Click the Assets link. Assets



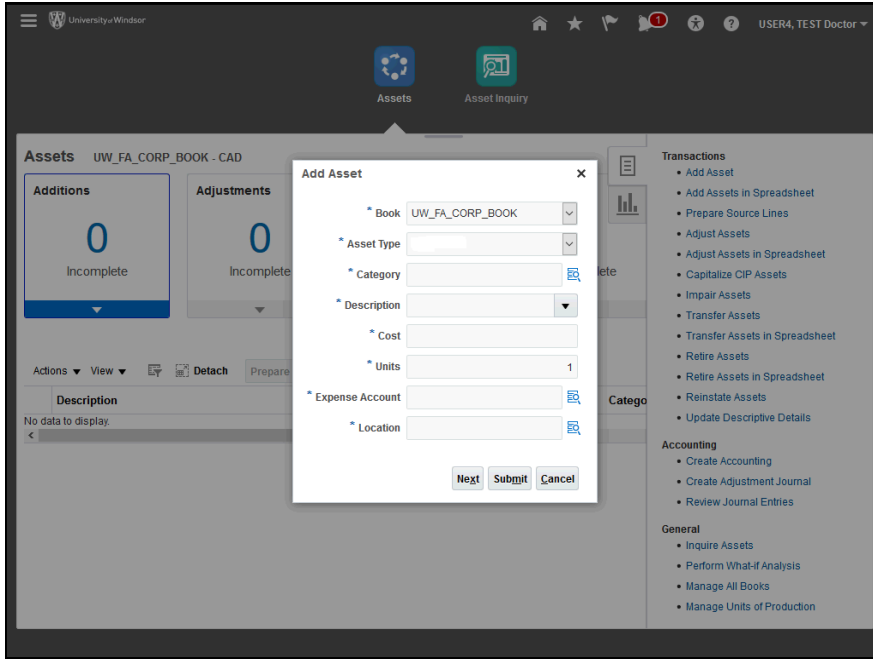
Step	Action
3.	Click the Go to Task menu. 



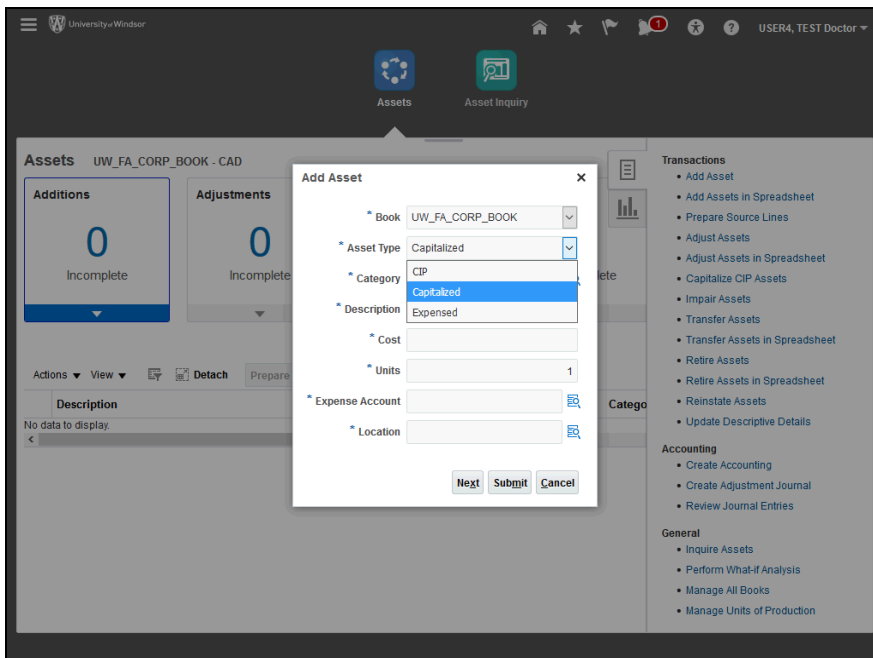
Step	Action
4.	Click the Add Asset link. Add Asset



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

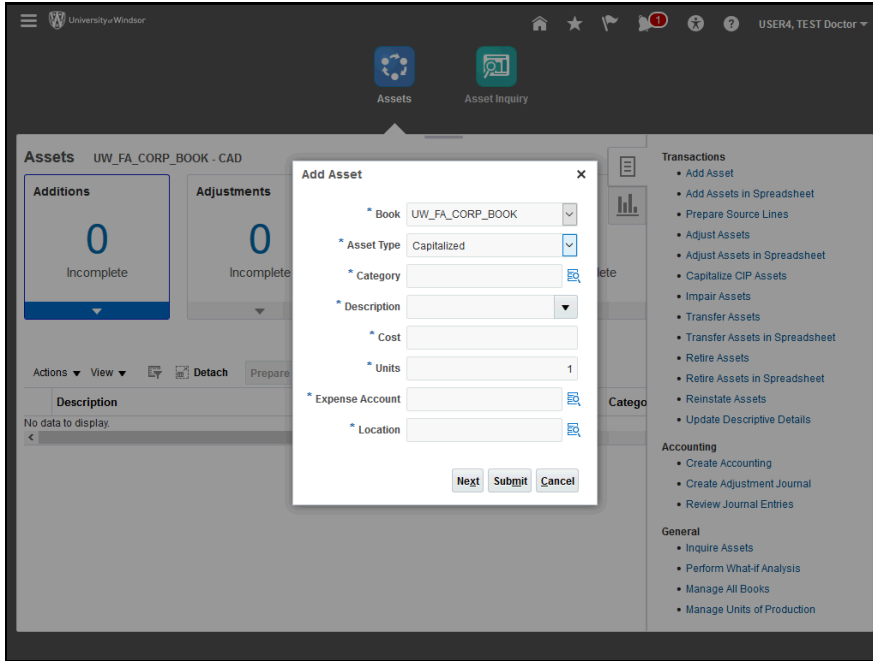


Step	Action
6.	Click the Asset Type drop-down button.

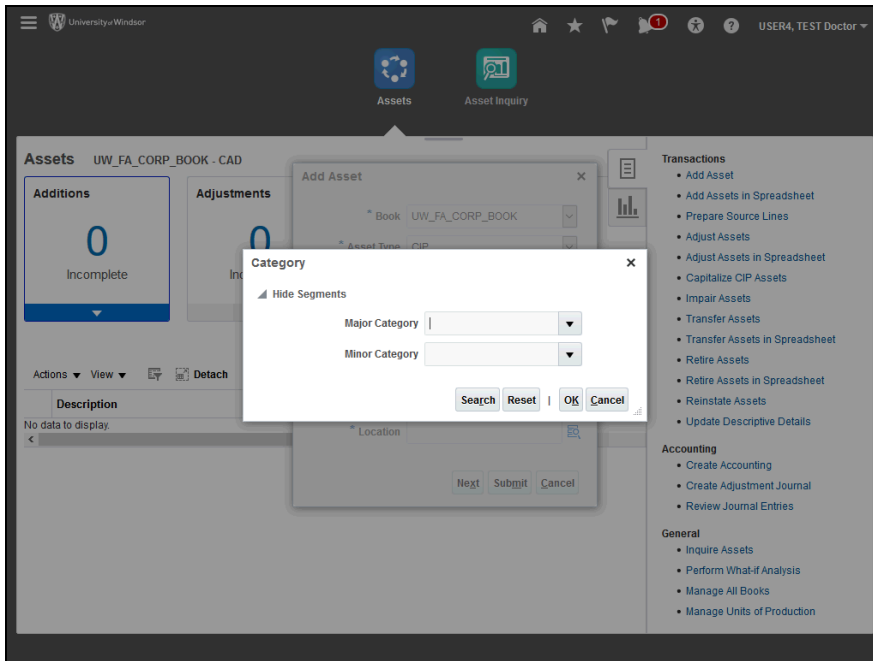


Step	Action
7.	Select Capitalized from the drop-down list.

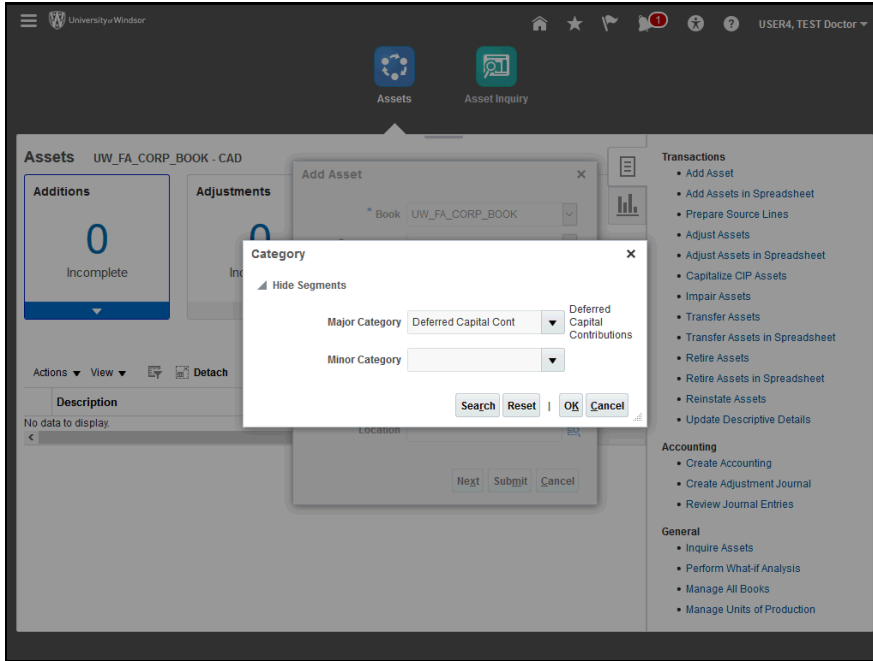




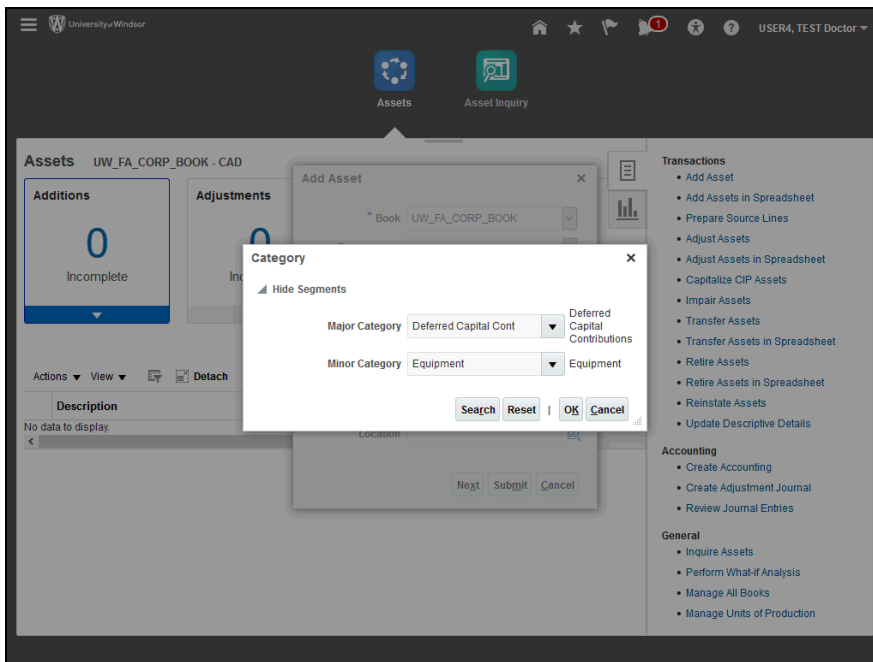
Step	Action
8.	Click the Search Help button next to the Category field.



Step	Action
9.	Enter the Major Category in the Major Category field.

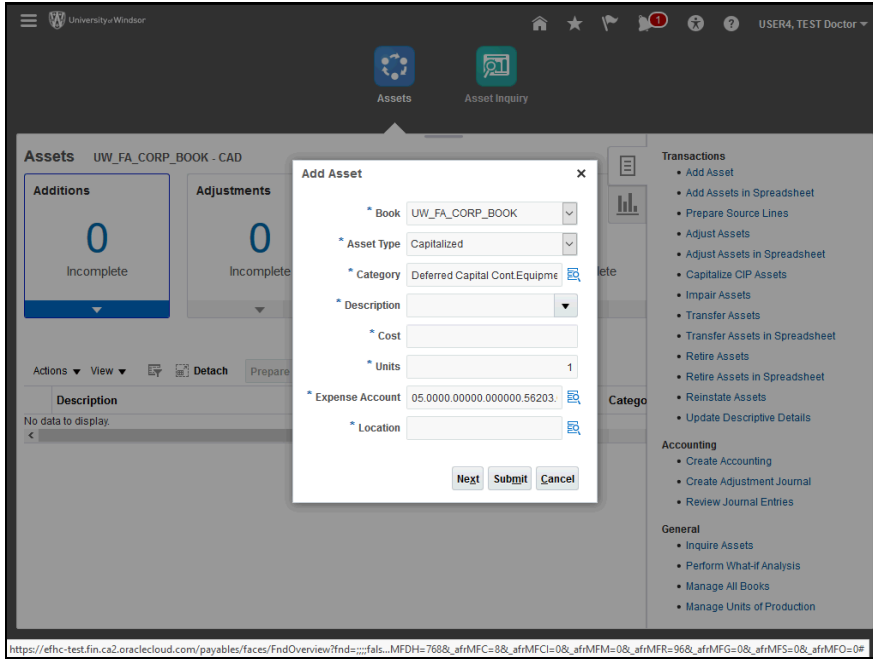


Step	Action
10.	Enter the Minor Category in the Minor Category field.

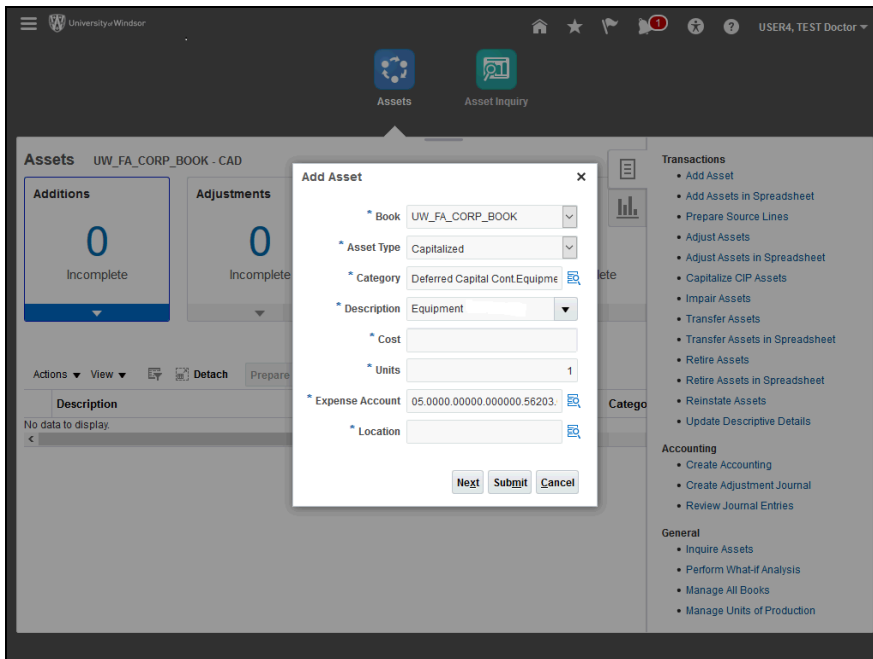


Step	Action
11.	Click the OK button.

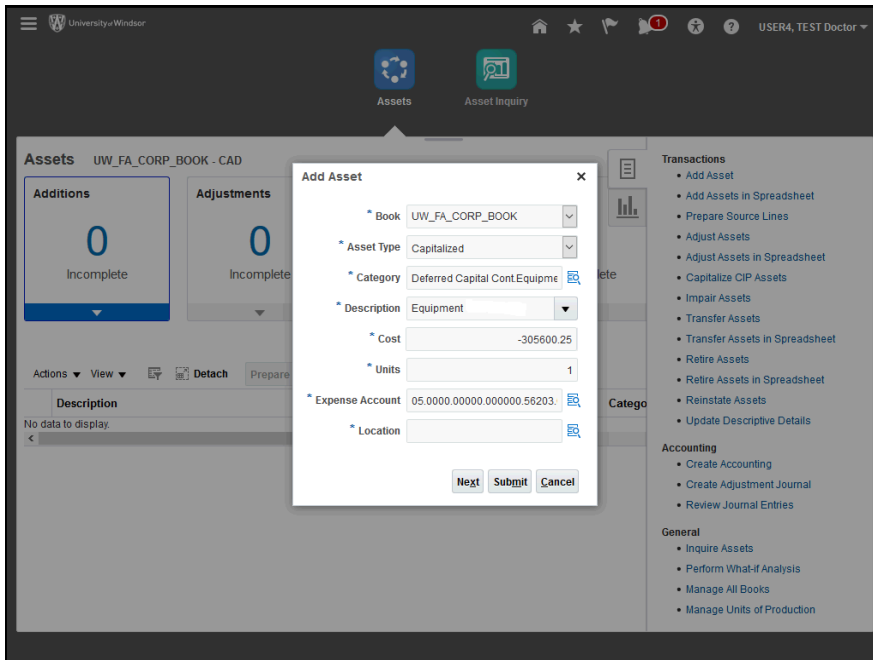





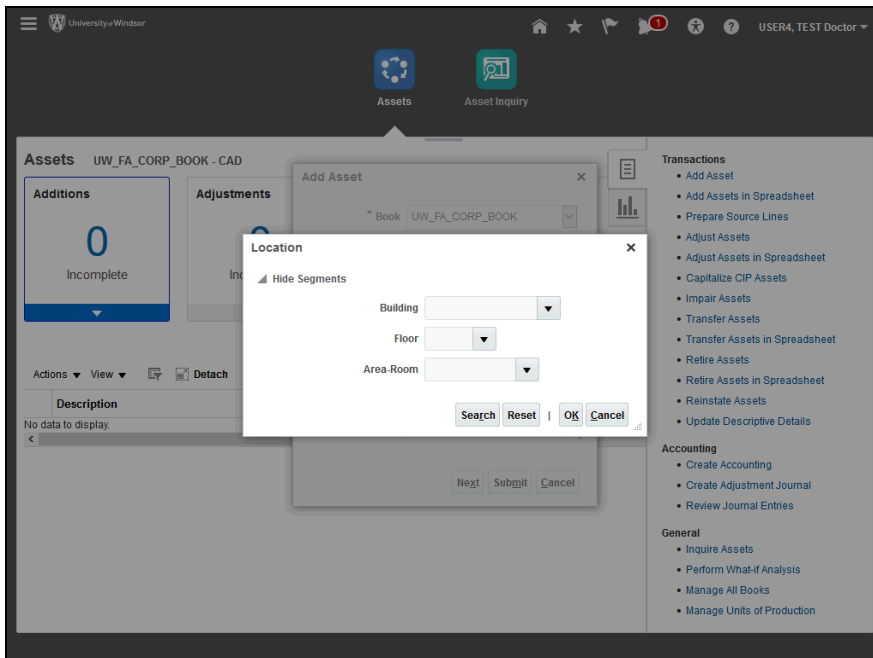
Step	Action
12.	Enter the description in the " Description " field.



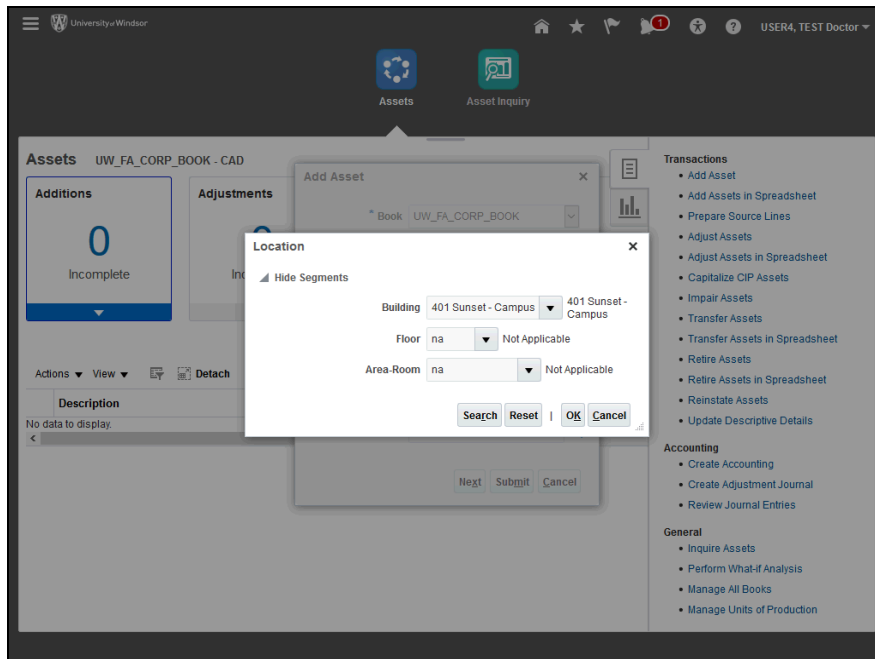
Step	Action
13.	Enter the amount in the " Amount " field.




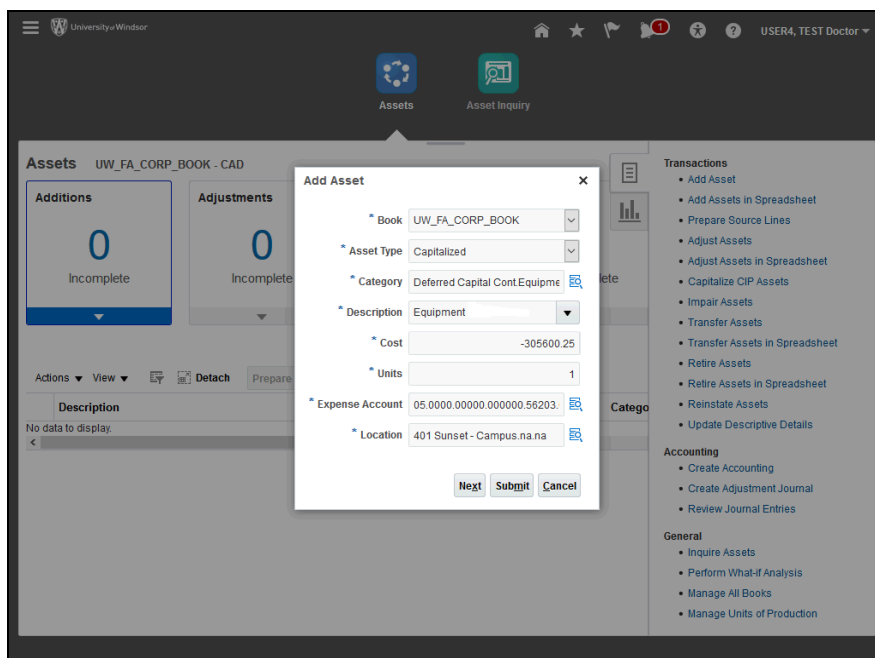
Step	Action
14.	Click the Search Help button next to the Location field. 




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




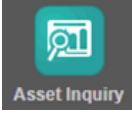
Step	Action
16.	Click the OK button. 

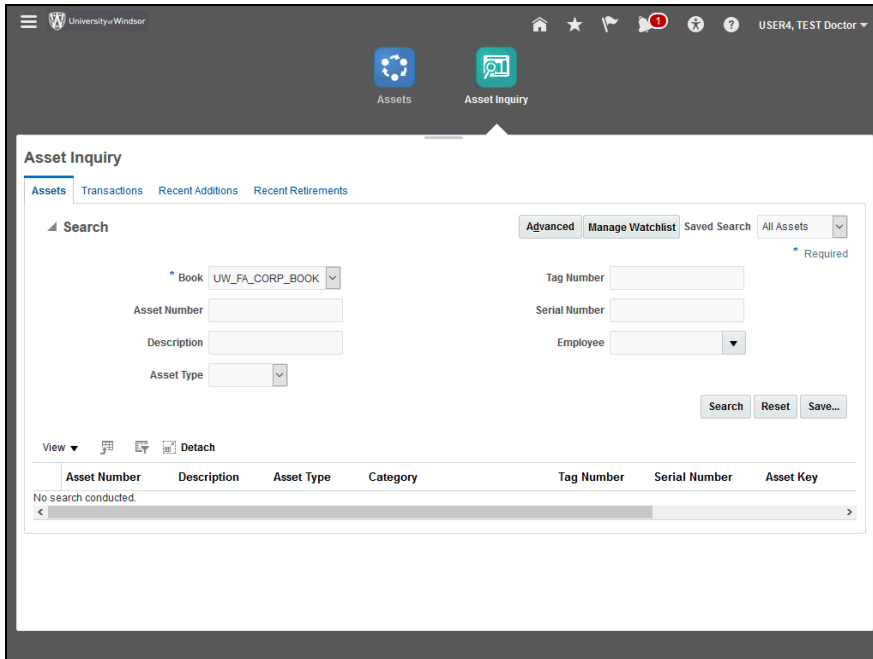


Step	Action
17.	Click the Next button. 

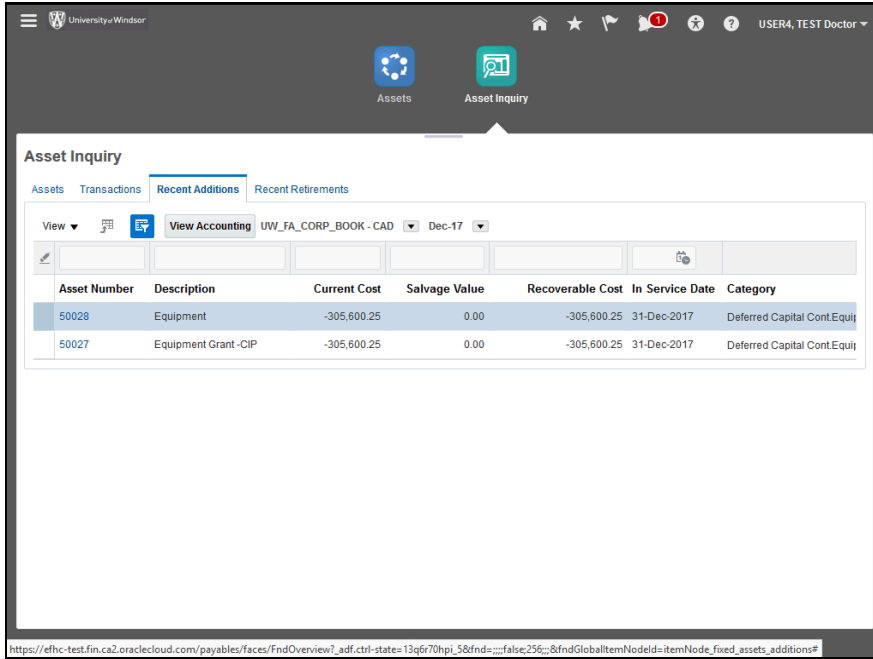
Step	Action
18.	Review the date in the In Service Date field, and change to the appropriate date. The default date is the last day of the current period.

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

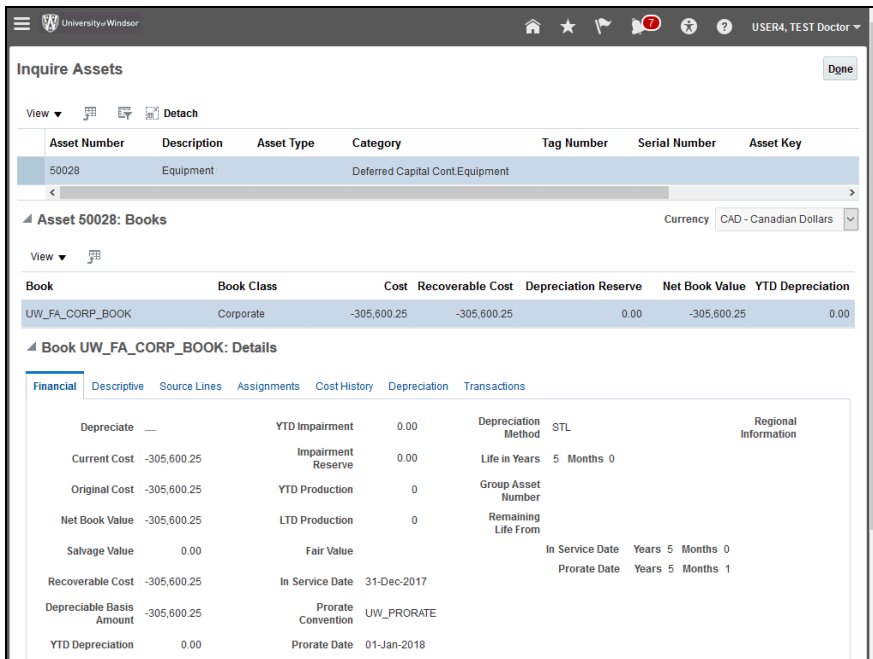
Step	Action
21.	Click the Asset Inquiry button. 



Step	Action
22.	Click the Recent Additions link. Recent Additions

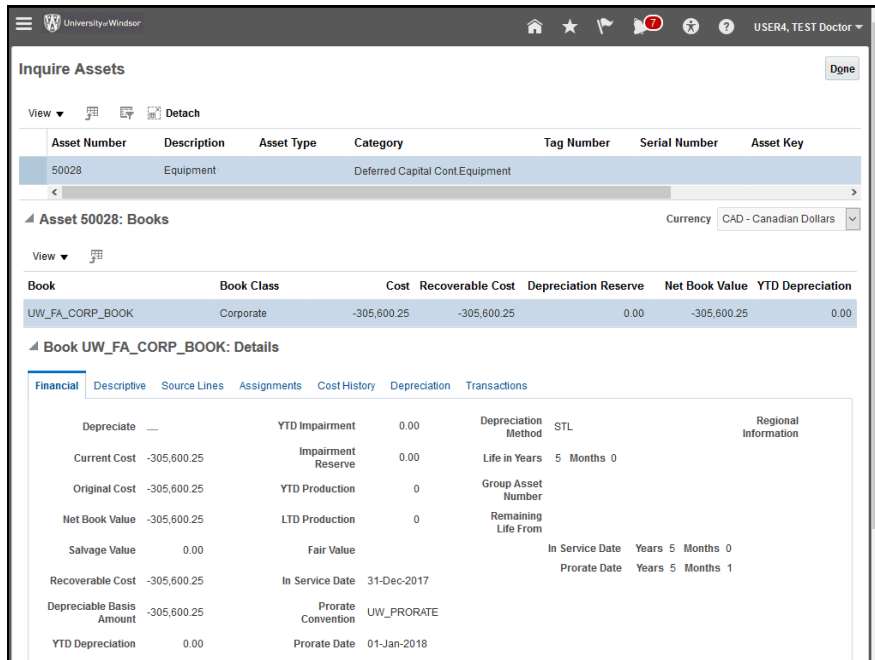


Step	Action
23.	Click the appropriate Asset Number .

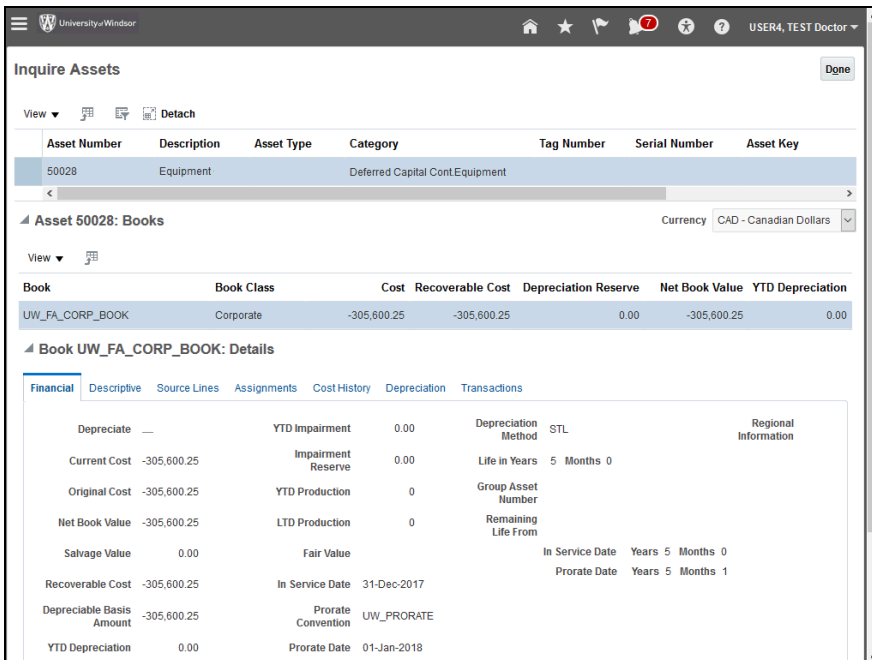


Step	Action
24.	Review the Financial, Descriptive, Source Lines, and Assignments tabs.





Step	Action
25.	Click the Done button.



Step	Action
26.	End of Procedure.