


## Basic Add - Capitalized Asset

The screenshot shows the 'Basic Add' page for a Capitalized Asset in the Core-CT system. The page includes a navigation breadcrumb trail: Favorites > Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add. There are links for Home, HRMS Worklist, FIN Worklist, Add to My Links, and Sign out. A search bar is present with a dropdown menu set to 'All' and a search button. Below the search bar, there are tabs for 'Finance' and 'Core-CT Help'. The main section is titled 'Asset Basic Information' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section follows, containing several search fields: Business Unit (dropdown), Asset Identification (dropdown 'begins with'), Tag Number (dropdown 'begins with'), Parent ID (dropdown 'begins with'), Description (dropdown 'begins with'), Asset Type (dropdown), and Asset Subtype (dropdown 'begins with'). Below these fields are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

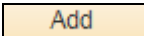
Step	Action
1.	Click the <b>Add a New Value</b> tab. 

Favorites ▾ Main Menu ▾ Core-CT Financials ▾ Asset Management ▾ Asset Transactions ▾ Owned Assets ▾ Basic Add  
 Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out  
 All ▾ Search [ ] Advanced Search  
 My Links [Select One: ▾]  
 Finance | Core-CT Help Help | [ ]  
**Asset Basic Information**  
 Find an Existing Value | Add a New Value  
 Business Unit [ ] Q  
 Asset Identification [NEXT]  
 Add  
 Find an Existing Value | Add a New Value

Step	Action
2.	Enter <b>OSCM1</b> in the <b>Business Unit</b> field.

Favorites ▾ Main Menu ▾ Core-CT Financials ▾ Asset Management ▾ Asset Transactions ▾ Owned Assets ▾ Basic Add  
 Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out  
 All ▾ Search [ ] Advanced Search  
 My Links [Select One: ▾]  
 Finance | Core-CT Help Help | [ ]  
**Asset Basic Information**  
 Find an Existing Value | Add a New Value  
 Business Unit [OSCM1] Q  
 Asset Identification [NEXT]  
 Add  
 Find an Existing Value | Add a New Value

Step	Action
3.	<p>By default, Core-CT follows an auto numbering sequence for <b>Asset Identification</b> numbers. Once the asset is saved, the <b>Asset Identification</b> changes from NEXT to an auto assigned identification.</p> <p><b>Asset Identifications</b> can be assigned manually or automatically. Follow agency procedures.</p>

Step	Action
4.	<p>Click the <b>Add</b> button.</p> <p></p>

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[Advanced Search](#)

[Finance](#) | [Core-CT Help](#)

[General Information](#) | [Operation/Maintenance](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Supplemental Data](#)

Unit: OSCM1    Asset ID: NEXT    Tag:    In Service:

**Asset Information**

Description:     Short Desc:

CAP #:     Seq #:

Taggable Asset    Tag Number:

Asset Class:      Capitalized Asset

Asset Type:      New Asset

Asset Subtype:      Available For Use

\*Asset Status:      In Physical Use

Acquisition Date: 02/14/2017    Appraisal Date:

Placement Date: 02/14/2017    Last Update:

Collateral Asset:

\*Acquisition Code:     Parent ID:

FERC Code:     Region Code:

Financing Code:     Composite Asset ID:

Fair Value: 0.00 USD

Replacement Cost:

Index Name:

SubIndex Name:

Parent/Child:

Profile ID:

Threshold ID:

Federally Funded Asset?     Composite Asset

[Book Page](#)    [Set R and D Info...](#)

Step	Action
5.	<b>General Information</b> page enables you to add basic asset information manually or modify existing asset information.

Favorites ▾ Main Menu ▾ Core-CT Financials ▾ Asset Management ▾ Asset Transactions ▾ Owned Assets ▾ Basic Add  
 Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out  
 All ▾ Search [ ] Advanced Search  
 My Links [Select One: ▾]  
 Finance | Core-CT Help  
 Related Content ▾ | Help | Personalize Page | [ ]  
 General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data  
 Unit OSCM1 Asset ID NEXT Tag In Service  
**Asset Information**  
 Description [ ] Short Desc [ ]  
 CAP # [ ] Seq # [ ]  
 Taggable Asset Tag Number [ ]  
 Asset Class [ ]  
 Asset Type [ ]  
 Asset Subtype [ ]  
 \*Asset Status In Service  
 Acquisition Date 02/14/2017  
 Placement Date 02/14/2017  
 Collateral Asset [ ]  
 \*Acquisition Code Purchased  
 FERC Code [ ]  
 Financing Code [ ]  
 Fair Value 0.00 USD  
 Replacement Cost [ ] Appraisal Date [ ]  
 Index Name [ ] Last Update [ ]  
 Subindex Name [ ]  
 Parent/Child None Parent ID [ ]  
 Profile ID [ ] Region Code [ ]  
 Threshold ID [ ]  
 Federally Funded Asset?  Composite Asset Composite Asset ID [ ]  
 Book Page Set R and D Info...

Step	Action
6.	Enter <b>COMPUTER</b> in the <b>Description</b> field.

Favorites ▾ Main Menu ▾ Core-CT Financials ▾ Asset Management ▾ Asset Transactions ▾ Owned Assets ▾ Basic Add  
 Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out  
 All ▾ Search [ ] Advanced Search  
 My Links [Select One: ▾]  
 Finance | Core-CT Help  
 Related Content ▾ | Help | Personalize Page | [ ]  
 General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data  
 Unit OSCM1 Asset ID NEXT Tag In Service  
**Asset Information**  
 Description COMPUTER Short Desc [ ]  
 CAP # [ ] Seq # [ ]  
 Taggable Asset Tag Number [ ]  
 Asset Class [ ]  
 Asset Type [ ]  
 Asset Subtype [ ]  
 \*Asset Status In Service  
 Acquisition Date 02/14/2017  
 Placement Date 02/14/2017  
 Collateral Asset [ ]  
 \*Acquisition Code Purchased  
 FERC Code [ ]  
 Financing Code [ ]  
 Fair Value 0.00 USD  
 Replacement Cost [ ] Appraisal Date [ ]  
 Index Name [ ] Last Update [ ]  
 Subindex Name [ ]  
 Parent/Child None Parent ID [ ]  
 Profile ID [ ] Region Code [ ]  
 Threshold ID [ ]  
 Federally Funded Asset?  Composite Asset Composite Asset ID [ ]  
 Book Page Set R and D Info...

Step	Action
7.	<p>The <b>Short Description</b> field will automatically populate with the first 10 characters of the <b>Description</b> field.</p> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 10px 0;"></div>

Step	Action
8.	<p>The <b>Profile ID</b> represents the depreciation method of the asset, the estimated life of the asset, and the depreciation rules for the asset.</p> <p>The <b>Profile ID</b> will also default the Category to the asset.</p> <p>Click the <b>Look up Profile ID</b> icon.</p> <div style="display: inline-block; border: 1px solid black; width: 20px; height: 20px; vertical-align: middle; margin-left: 10px;"></div>

The screenshot shows the 'Look Up Profile ID' search results window. The search criteria include SetID and STATE. The search results table is as follows:

Asset Profile ID	Description	Capitalized Asset
1AIRCRAFT	Aircraft & Equipment	Y
1AIRLAND20	Airport Landing Areas	Y
1BOAT	Boat	Y
1BOOKS/MAP	Books, Maps, & Records	Y
1BUILDINGS	State Owned Buildings	Y
1CNTRLITEM	Controllable Assets	Y
1CONSTRUCT	Construction in Progress	Y
1EASEMENT	Permanent Land Easement Rights	Y
1EQUIPMENT	Furnishings & Equipment	Y
1FINEART	Fine Art&Historical Treasures	Y
1LAND	State Owned Land	Y
1LCNTRL	Lease Controllable	Y
1LEASEDBUI	Leased Buildings	Y
1LEASEDEQ	Leased Capital Equipment	Y
1LEASEPROP	Leased Property Impro	Y
1LIVESTOCK	Livestock	Y
1RAILBRIG	Railways and Bridges	Y
1RAILCAR	Railroad Car	Y
1ROADBRIG	Roads and Bridges	Y
1SITEIMPRO	Site Improvements	Y
1SOFTWARE	Software Owned by the State	Y
1UNDRTHRES	Furnishings & Equipment No Thr	Y
1VEHICLES	Automobile	Y
ISAIRLND15	Airport Landing/Parking-15 yrs	Y
ISAIRLND30	Airport Landing/Parking-30 yrs	Y
ISBUILD10	Airport Buildings-10 years	Y

Step	Action
9.	Click the <b>1EQUIPMENT</b> link. <b>1EQUIPMENT</b>

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

All Search >> [Advanced Search](#)

My Links [Select One:](#)

[Finance](#) | [Core-CT Help](#)

[General Information](#) | [Operation/Maintenance](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Supplemental Data](#)

Unit: OSCM1    Asset ID: NEXT    Tag:    In Service:

**Asset Information**

Description: COMPUTER    Short Desc: COMPUTER

CAP #:    Seq #:

Taggable Asset    Tag Number:

Asset Class:    Asset Type: Equipment

Asset Subtype:    \*Asset Status: In Service

Acquisition Date: 02/14/2017    Placement Date: 02/14/2017

Collateral Asset:    \*Acquisition Code: Purchased

FERC Code:    Financing Code:

Fair Value: 0.00 USD    Appraisal Date:

Replacement Cost:    Last Update:

Index Name:    SubIndex Name:

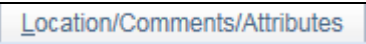
Parent/Child: None    Parent ID:

Profile ID: 1EQUIPMENT    Region Code:

Threshold ID: CT\_001    Composite Asset ID:

Federally Funded Asset?     Composite Asset

Book Page    [Set R and D Info...](#)


Step	Action
10.	Click the <b>Location/Comments/Attributes</b> tab. 

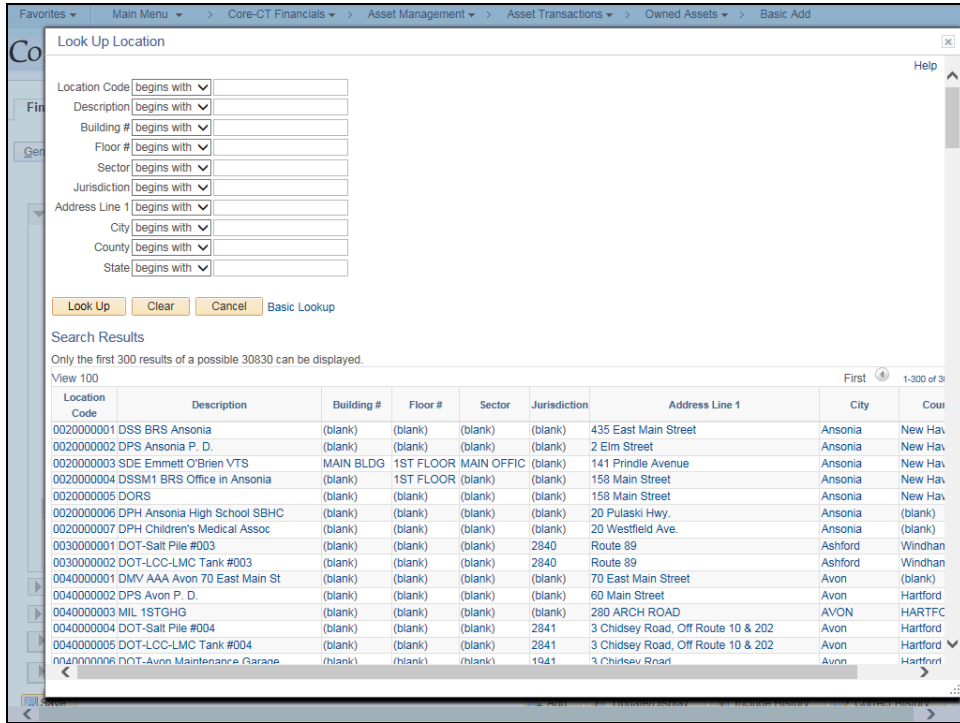


The screenshot shows the 'Location/Comments/Attributes' page in the Core-CT system. The breadcrumb trail at the top reads: Favorites > Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Core-CT' and there is a search bar. The main content area is titled 'Location' and contains several input fields and sections:

- Effective Date:** 02/14/2017
- Effective Sequence:** [Empty field]
- Location:** [Input field with magnifying glass icon]
- Area ID:** [Input field with magnifying glass icon]
- Address:** [Input field]
- City:** [Input field]
- County:** [Input field]
- State:** [Input field]
- Country:** [Input field]
- Geocode:** [Input field]
- Document:** [Input field]
- Building:** [Input field]
- Floor #:** [Input field]
- Room#:** [Input field]
- Jurisdiction:** [Input field]
- Sector:** [Input field]
- Postal:** [Input field]
- Latitude:** [Input field]
- Longitude:** [Input field]

Below the location fields is an **Authorization** section with a **Status** dropdown menu (currently set to 'Not Authorized') and a **Date** input field. At the bottom, there are expandable sections for **Comments**, **Physical and Custom Attributes**, **Detailed Description**, and **Image**. A **Save** button is located at the bottom left, and a row of action buttons (Add, Update/Display, Include History, Correct History) is at the bottom right.

Step	Action
11.	<p>Use the <b>Location/Comments/Attributes</b> page to enter location information, comments, and physical attributes for an asset.</p> <p>Click the <b>Look up Location</b> icon.</p> 



Step	Action
12.	<p>A valid Asset Location Code is required for all assets. All Asset Location Codes begin with the prefix 'A'.</p> <p>Enter <b>AOSC</b> into the <b>Location Code</b> field to narrow the search results to all OSC locations.</p>

Look Up Location

Location Code begins with  x

Description begins with

Building # begins with

Floor # begins with

Sector begins with

Jurisdiction begins with

Address Line 1 begins with

City begins with

County begins with

State begins with

Look Up Clear Cancel Basic Lookup

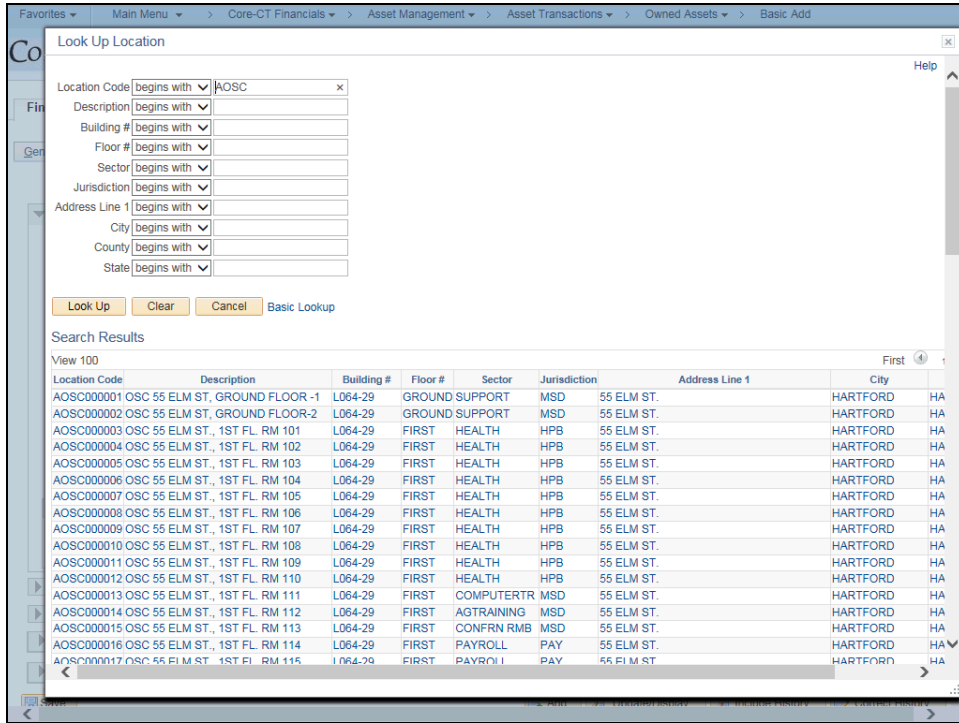
Search Results

Only the first 300 results of a possible 30830 can be displayed.

View 100 First 1-300 of 3

Location Code	Description	Building #	Floor #	Sector	Jurisdiction	Address Line 1	City	Cour
0020000001	DSS BRS Ansonia	(blank)	(blank)	(blank)	(blank)	435 East Main Street	Ansonia	New Hav
0020000002	DPS Ansonia P. D.	(blank)	(blank)	(blank)	(blank)	2 Elm Street	Ansonia	New Hav
0020000003	SDE Emmett O'Brien VTS	MAIN BLDG	1ST FLOOR	MAIN OFFIC	(blank)	141 Prindle Avenue	Ansonia	New Hav
0020000004	DSSM1 BRS Office in Ansonia	(blank)	1ST FLOOR	(blank)	(blank)	158 Main Street	Ansonia	New Hav
0020000005	DORS	(blank)	(blank)	(blank)	(blank)	158 Main Street	Ansonia	New Hav
0020000006	DPH Ansonia High School SBHC	(blank)	(blank)	(blank)	(blank)	20 Pulaski Hwy.	Ansonia	(blank)
0020000007	DPH Children's Medical Assoc	(blank)	(blank)	(blank)	(blank)	20 Westfield Ave.	Ansonia	(blank)
0030000001	DOT-Salt Pile #003	(blank)	(blank)	(blank)	2840	Route 89	Ashford	Windhan
0030000002	DOT-LCC-LMC Tank #003	(blank)	(blank)	(blank)	2840	Route 89	Ashford	Windhan
0040000001	DMV AAA Avon 70 East Main St	(blank)	(blank)	(blank)	(blank)	70 East Main Street	Avon	(blank)
0040000002	DPS Avon P. D.	(blank)	(blank)	(blank)	(blank)	60 Main Street	Avon	Hartford
0040000003	MIL 1STGHC	(blank)	(blank)	(blank)	(blank)	280 ARCH ROAD	AVON	HARTFC
0040000004	DOT-Salt Pile #004	(blank)	(blank)	(blank)	2841	3 Chidsey Road, Off Route 10 & 202	Avon	Hartford
0040000005	DOT-LCC-LMC Tank #004	(blank)	(blank)	(blank)	2841	3 Chidsey Road, Off Route 10 & 202	Avon	Hartford
0040000006	DOT-Avon Maintenance Garage	(blank)	(blank)	(blank)	1941	3 Chidsey Road	Avon	Hartford

Step	Action
13.	Click the <b>Look Up</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Look Up</div>



Step	Action
14.	Click the <b>AOSC000001</b> link. <a href="#">AOSC000001</a>

The screenshot shows the Core-CT web application interface. The breadcrumb trail is: Favorites > Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Core-CT' and the search bar contains 'All' and 'Search'. The navigation menu includes 'Finance' and 'Core-CT Help'. The main content area is titled 'Location' and displays details for asset AOSC00000. The 'Authorization' section is expanded, showing a 'Status' dropdown menu with 'Not Authorized' selected. Other fields include 'Effective Date' (02/14/2017), 'Location' (AOSC00000), 'Area ID', 'Address 1' (55 ELM ST.), 'City' (HARTFORD), 'County' (HARTFORD), 'State' (CT), 'Country' (USA), 'Jurisdiction' (MSD), 'Sector' (SUPPORT), 'Postal' (06106), 'Building' (L064-29), 'Floor #' (GROUND), and 'Room#'. The bottom of the page has a 'Save' button and a history menu with options: Add, Update/Display, Include History, and Correct History.

Step	Action
15.	Click the <b>Status</b> list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Not Authorized ▼</div>

Favorites ▾ Main Menu ▾ Core-CT Financials ▾ Asset Management ▾ Asset Transactions ▾ Owned Assets ▾ Basic Add  
 Core-CT All Search Advanced Search Home HRMS Worklist FIN Worklist Add to My Links Sign out  
 My Links Select One: ▾

Finance Core-CT Help Related Content ▾ Help Personalize Page ▾

General Information Operation/Maintenance Asset Acquisition Detail **Location/Comments/Attributes** Manufacture/License/Custodian Asset Supplemental Data

Unit OSCM1 Asset ID NEXT Tag In Service


Location Find | View All First 1 of 1 Last

Effective Date 02/14/2017 Effective Sequence  
 Location AOSCD00001 OSC 55 ELM ST, GROUND FLOOR -1  
 Area ID  
 Address 1 55 ELM ST.  
 City HARTFORD  
 County HARTFORD Jurisdiction MSD  
 State CT Connecticut Sector SUPPORT  
 Country USA United States Postal 06106  
 Geo Code  
 Document  
 Building L064-29 Latitude  
 Floor # GROUND Longitude  
 Room#

**Authorization**  
 Authorization Pending  
 Authorized  
 Status NOT Authorized Date  
 Name

Comments  
 Physical and Custom Attributes  
 Detailed Description  
 Image


Save Add Update/Display Include History Correct History

Step	Action
16.	Click the <b>Authorized</b> list item. 

The screenshot shows the Core-CT web application interface. The breadcrumb trail is: Favorites > Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Core-CT' and there is a search bar. The navigation menu includes 'Finance' and 'Core-CT Help'. The main content area is titled 'Location' and contains the following information:

- Unit: OSCM1, Asset ID: NEXT, Tag: In Service
- Effective Date: 02/14/2017 (with a date picker icon)
- Effective Sequence: (empty field)
- Location: AOSC000001 (with a search icon), OSC 55 ELM ST, GROUND FLOOR -1
- Area ID: (empty field with a search icon)
- Address 1: 55 ELM ST.
- City: HARTFORD
- County: HARTFORD
- State: CT Connecticut
- Country: USA United States
- Jurisdiction: MSD
- Sector: SUPPORT
- Postal: 06106
- Geo Code: (empty field)
- Document: (empty field)
- Building: L064-29
- Floor #: GROUND
- Room#: (empty field)
- Latitude: (empty field)
- Longitude: (empty field)

Below the location information is an 'Authorization' section with a 'Status' dropdown menu set to 'Authorized' and a 'Date' field with a date picker icon. There are also expandable sections for 'Comments', 'Physical and Custom Attributes', 'Detailed Description', and 'Image'. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
17.	Click the <b>Choose a date</b> icon. 

The screenshot shows the 'Location' details page in the Core-CT system. The page includes a navigation bar at the top with 'Home', 'HRMS Worklist', 'FIN Worklist', 'Add to My Links', and 'Sign out'. Below the navigation bar, there are tabs for 'Finance' and 'Core-CT Help'. The main content area is divided into sections: 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Supplemental Data'. The 'Location/Comments/Attributes' section is active, showing details for a location with the following information:

- Unit: OSCM1
- Asset ID: NEXT
- Tag: In Service
- Effective Date: 02/14/2017
- Effective Sequence: [ ]
- Location: AOSCD00001
- Area ID: [ ]
- Address 1: 55 ELM ST.
- City: HARTFORD
- County: HARTFORD
- State: CT Connecticut
- Country: USA United States
- Geo Code: [ ]
- Document: [ ]
- Building: L064-29
- Floor #: GROUND
- Room#: [ ]
- Jurisdiction: MSD
- Sector: SUPPORT
- Postal: 06106
- Latitude: [ ]
- Longitude: [ ]

At the bottom of the page, there is an 'Authorization' section with a 'Status' dropdown set to 'Authorized' and a 'Date' field. Below this, there are links for 'Comments', 'Physical and Custom Attributes', 'Detailed Description', and 'Image'. At the very bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A 'Calendar' pop-up window is open over the 'Current Date' link, showing the month of February 2017 with the 14th highlighted.

Step	Action
18.	Click the <b>Current Date</b> link. <a href="#">Current Date</a>



The screenshot shows the Core-CT web application interface. The breadcrumb trail is: Favorites > Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Core-CT' and there is a search bar. The 'Location' tab is selected, showing details for asset AOSC000001. The location is OSC 55 ELM ST, GROUND FLOOR -1. The 'Authorization' section shows the status as 'Authorized' and the date as 02/14/2017. The 'Name' field is currently empty.

Step	Action
19.	<p>The <b>Name</b> must be entered in the following format: (last name, first name).</p> <p>Enter <b>BONOLA, DAVID</b> into the <b>Name</b> field.</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px;"></div>

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

**Core-CT**   [Advanced Search](#) [Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[Finance](#) | [Core-CT Help](#) My Links [Select One:](#)

[General Information](#) | [Operation/Maintenance](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Supplemental Data](#)

Unit: OSCM1    Asset ID: NEXT    Tag:    In Service:

**Location** [Find](#) | [View All](#)    First 1 of 1 Last

Effective Date: 02/14/2017    Effective Sequence:

Location: AOSC000001    OSC 55 ELM ST, GROUND FLOOR -1

Area ID:

Address 1: 55 ELM ST.  
 City: HARTFORD  
 County: HARTFORD    Jurisdiction: MSD  
 State: CT Connecticut    Sector: SUPPORT  
 Country: USA United States    Postal: 06106

Geo Code:    Latitude:  
 Document:    Longitude:


Building: L064-29  
 Floor #: GROUND  
 Room#:

**Authorization**

Status: Authorized    Date: 02/14/2017  
 Name: BONOLA, DAVID

[Comments](#)  
[Physical and Custom Attributes](#)  
[Detailed Description](#)  
[Image](#)

[Save](#)    [Add](#)    [Update/Display](#)    [Include History](#)    [Correct History](#)

Step	Action
20.	Click the <b>Asset Acquisition Detail</b> tab. 

Core-CT Finance Core-CT Help

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: OSCM1 Asset ID: NEXT Tag: In Service

Acquisition Details

Description:

System Source: AM Online Entry Page

Incentive ID:

Quantity: 1.0000

Amount: 0.00

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Charge: 0.00

Total Amount: \$0.00

\*Capitalize: To be Capitalized

Base Currency: USD

Currency: USD

Category:

Cost Type:

Capitalization Information

Profile ID: 1EQUIPMENT

Rate Type: CRRNT

Accum Depr in Current Pd:

Capitalize:

Default Book: GASB

Left to Capitalize

Quantity: 1.0000

Amount: 0.00 USD

Trans Date: 02/14/2017

Acctg Date: 02/14/2017

Trans Code:

Buttons: Save, Add, Update/Display, Include History, Correct History

Step	Action
21.	Enter <b>COMPUTER</b> in the <b>Description</b> field.

Core-CT Finance Core-CT Help

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: OSCM1 Asset ID: NEXT Tag: In Service

Acquisition Details

Description:

System Source: AM Online Entry Page

Incentive ID:

Quantity: 1.0000

Amount: 0.00

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Charge: 0.00

Total Amount: \$0.00

\*Capitalize: To be Capitalized

Base Currency: USD

Currency: USD

Category:

Cost Type:

Capitalization Information

Profile ID: 1EQUIPMENT

Rate Type: CRRNT

Accum Depr in Current Pd:

Capitalize:

Default Book: GASB

Left to Capitalize

Quantity: 1.0000

Amount: 0.00 USD

Trans Date: 02/14/2017

Acctg Date: 02/14/2017

Trans Code:

Buttons: Save, Add, Update/Display, Include History, Correct History

Step	Action
22.	Enter <b>5000</b> in the <b>Amount</b> field.

Step	Action
23.	Use the <b>Acquisition Detail Chartfields</b> page to enter the applicable chartfield values for the asset.  Click the <b>Acquisition Detail Chartfields</b> link. <a href="#">Acquisition Detail Chartfields</a>

The screenshot shows the 'Acquisition Detail Chartfields' dialog box in the Core-CT system. The dialog contains the following fields and values:

- Fund Code: 11000
- Department: OSC15100
- Special ID: 10050
- Program Code: 00000
- ChartField 1: (empty)
- ChartField 2: (empty)
- Budget Reference: 2017
- PC Business Unit: (empty)
- Project: OSC\_NONPROJECT

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog.

Step	Action
24.	<p>In this exercise the applicable chartfield values have been entered for you on the <b>Acquisition Detail Chartfields</b> page.</p> <p>Click the <b>OK</b> button.</p> <div data-bbox="354 1224 496 1260" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>



Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

Search: All Search [Advanced Search]

My Links [Select One]

Finance | Core-CT Help

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: OSCM1 | Asset ID: NEXT | Tag: | In Service: |

Acquisition Details

Description: COMPUTER

System Source: AM Online Entry Page

Incentive ID:

Quantity: 1.0000

Amount: 5,000.00

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Charge: 0.00

Total Amount: \$5,000.00

\*Capitalize: To be Capitalized

Base Currency: USD

Currency: USD

Category:

Cost Type:

Interfaces Info...  
Acquisition Detail Chartfields

Capitalization Information

Profile ID: EQUIPMENT

Rate Type: CRRNT

Accum Depr in Current Pd

Default Book: GASB

Trans Date: 02/14/2017

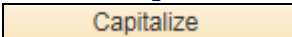
Acctg Date: 02/14/2017

Trans Code:

**Left to Capitalize**

Quantity	1.0000
Amount	5,000.00 USD

Buttons: Save, Add, Update/Display, Include History, Correct History

Step	Action
25.	<p>All assets in Core-CT 9.2 are potentially capitalizable.</p> <p>The Capitalization ID associated with the Asset Profile ID and the total cost of the asset determines whether an asset will be capitalized. Assets with total costs of less than \$5000 will be treated as non capitalized assets if their Profile ID is associated with a Capitalization Threshold.</p> <p>If the Profile ID is not associated with a Capitalization Threshold, the asset will be treated as a capitalized asset no matter what its cost.</p> <p>Click the <b>Capitalize</b> button.</p> <p></p>

The screenshot displays the Core-CT Asset Management interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Core-CT Financials > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Core-CT' with a search bar and 'Advanced Search' link. The navigation menu includes 'Finance' and 'Core-CT Help'. The main content area is titled 'Acquisition Details' and shows the following information:

- Unit: OSCM1, Asset ID: NEXT, Tag: In Service
- Description: COMPUTER
- System Source: AM Online Entry Page
- Incentive ID: (empty)
- Quantity: 1,0000
- Amount: 5,000.00
- Base Currency: USD
- Currency: USD
- Category: EQUIP
- Cost Type: (empty)
- Sales Tax: 0.00
- Use Tax: 0.00
- Freight: 0.00
- Misc Charge: 0.00
- Total Amount: \$5,000.00
- \*Capitalize: To be Capitalized

Below the acquisition details is the 'Capitalization Information' section, which includes:

- Profile ID: EQUIPMENT
- Rate Type: CRRNT
- Accum Depr in Current Pd: (unchecked)
- Default Book: GASB
- Trans Date: 02/14/2017
- Acctg Date: 02/14/2017
- Trans Code: (empty)

The 'Asset Cost Information' section at the bottom shows:

- Book Name: GASB
- Quantity: 1,0000
- Cost: 5,000.00 USD
- Salvage: 0.00 USD
- Category: EQUIP
- Cost Type: (empty)
- Accum Depr: (empty)
- YTD Depr: (empty) USD

Step	Action
26.	Use the Vertical Scrollbar to navigate to the bottom of the page.  Click the <b>Vertical Scrollbar</b> .

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

Core-CT   [Advanced Search](#) My Links [Select One](#):

**Finance** | [Core-CT Help](#)

Amount:  Currency:   
 Sales Tax:  Category:   
 Use Tax:  Cost Type:   
 Freight:   
 Misc Charge:   
 Total Amount:   
 \*Capitalize:

**Capitalization Information**  
 Profile ID:  Default Book:  Trans Date:   
 Rate Type:  **Left to Capitalize** Acctg Date:   
 Accum Depr in Current Pd
 

Quantity	1.0000
Amount	5,000.00 USD

 Trans Code:

**Asset Cost Information** Find First 1 of 1 Last  
 Book Name:  Quantity:  Cost:  USD Salvage:  USD  
 Category:  Cost Type:  Accum Depr:  YTD Depr:  USD

**Chartfields** Personalize | Find | View All | First 1 of 1 Last  
 Chartfields:

[General Information](#) | [Operation/Maintenance](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Supplemental Data](#)

Step	Action
27.	Click the <b>Save</b> button. 



Favorites ▾ Main Menu ▾ Core-CT Financials ▾ Asset Management ▾ Asset Transactions ▾ Owned Assets ▾ Basic Add  
 Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out  
 My Links [Select One: ▾]

Finance Core-CT Help  
 Related Content ▾ | Help | Personalize Page |

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit OSCM1 Asset ID 00000000664 Tag 00000000664 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description COMPUTER  
 System Source AM Online Entry Page  
 Incentive ID  
 Quantity 1.0000  
 Amount 5,000.00  
 Sales Tax 0.00  
 Use Tax 0.00  
 Freight 0.00  
 Misc Charge 0.00  
 Total Amount \$5,000.00  
 \*Capitalize Already Capitalized

Base Currency USD  
 Currency USD  
 Category EQUIP  
 Cost Type

Interfaces Info...  
 Acquisition Detail Chartfields

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Step	Action
28.	Notice the <b>Tag</b> field has populated.

Favorites ▾ Main Menu ▾ Asset Management ▾ Asset Transactions ▾ Owned Assets ▾ Basic Add  
 Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out  
 My Links [Select One: ▾]

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit OSCM1 Asset ID 00000000707 Tag 00000000707 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description COMPUTER  
 System Source AM Online Entry Page  
 Incentive ID  
 Quantity 1.0000  
 Amount 3,000.00  
 Sales Tax 0.00  
 Use Tax 0.00  
 Freight 0.00  
 Misc Charge 0.00  
 Total Amount \$3,000.00  
 \*Capitalize Already Capitalized

Base Currency USD  
 Currency USD  
 Category EQUIP  
 Cost Type

Interfaces Info...  
 Acquisition Detail Chartfields

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Step	Action
29.	<b>End of Procedure.</b>