



Making Adjustments to Assets

Purpose

The Agency Asset Processor or Financial Agency Asset Processor can use this job aid to determine what type of adjustment they are making in Core-CT, where to make the adjustment, and where to find the applicable WLAs that refer to these adjustments.

Types of Adjustment

Adjustment Type	Description	Role	Core-CT Navigation Path	WLA Path
Intraunit Transfer	Chartfield value changes within a Business Unit. Choose the following Action on the Main Transaction page: Transfer	Financial Agency Asset Processor	Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset	Core-CT Asset Management > Adjusting, Transferring, Retiring, and Reinstating Assets > Data Entry Procedures > Adjusting and Transferring Assets
InterUnit Transfer (Transfers between agencies usually also means there is a location change. See below.)	Transfer of assets between agencies: mostly used for surplus items. Choose the following Action on the Main Transaction page: InterUnit Transfer	Financial Agency Asset Processor	Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset	Core-CT Asset Management > Adjusting, Transferring, Retiring, and Reinstating Assets > Data Entry Procedures > Adjusting and Transferring Assets
Cost and Quantity Adjustments	Adjust the cost or quantity of an asset. Choose the following Actions on the Main Transaction page: Addition or Adjustment	Financial Agency Asset Processor	Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset	Core-CT Asset Management > Adjusting, Transferring, Retiring, and Reinstating Assets > Data Entry Procedures

				> Adjusting and Transferring Assets
Location Changes	Changes to the physical location of an asset. This is completed on the Location/Comments/Attributes tab through the Basic Add component.	Agency Asset Processor	Asset Management > Asset Transactions > Owned Assets > Basic Add	Core-CT Asset Management > Adding and Maintaining Assets > Data Entry Procedures > Using Asset Basic Information
Changes to Asset Acquisition Details	Add or change additional acquisition detail to an already existing asset. You can include related procurement references on an acquisition detail line.	Agency Asset Processor	Asset Management > Asset Transactions > Owned Assets > Basic Add	Core-CT Asset Management > Adding and Maintaining Assets > Data Entry Procedures > Using Asset Basic Information