

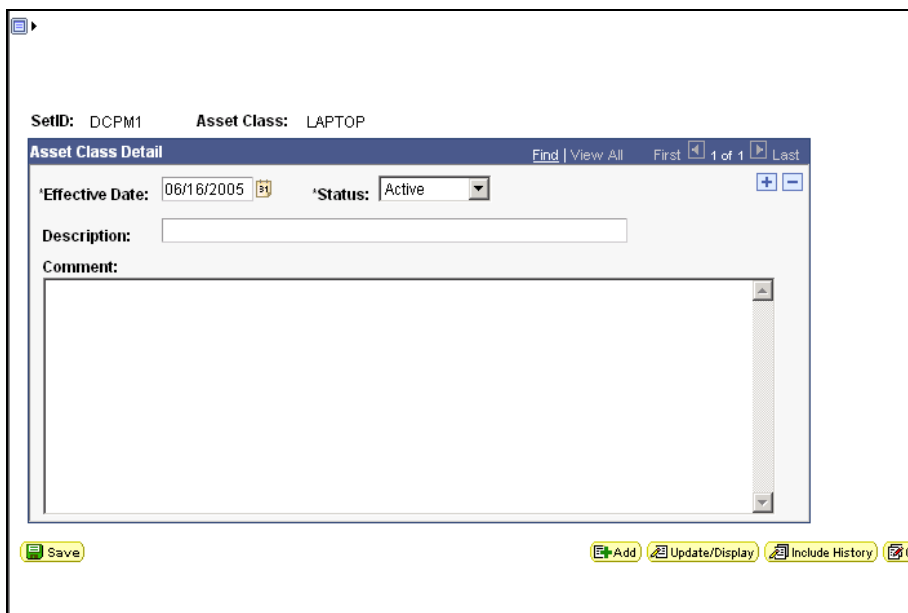
Purpose

The Agency Asset Processor should use this job aid to enter asset classes for their agency. Asset Classes are used to classify assets for reporting purposes. This is agency specific configuration.

Procedure

1. Begin by selecting **Set Up Financials/Supply Chain → Product Related → Asset Management → Financials → Asset Classes** to display the **Asset Classes Search** page.
2. Complete the Find an Existing Value or Add a New Value tab. The **Asset Class** page displays.

Asset Class



The screenshot shows a software window titled "Asset Class Detail". At the top, it displays "SetID: DCPM1" and "Asset Class: LAPTOP". Below this is a search bar with "Find | View All" and navigation buttons for "First", "1 of 1", and "Last". The form contains several fields: "Effective Date" with a date picker set to "06/16/2005", "Status" with a dropdown menu set to "Active", "Description" with a text input field, and "Comment" with a larger text area. At the bottom of the window, there are several action buttons: "Save", "Add", "Update/Display", "Include History", and "Co".

3. The Effective Date defaults as the current date. Change the Effective Date, if necessary.
4. Leave the defaults of Active in the Status field.
5. Type a Description for the Asset Class.
6. Type a Comment for the Asset Class, if necessary.

7. Click  .

Additional Information

- If the SetID equals DOTM1 or DOTD1, then the Equipment Additive Rate field will display. The user can add an effective dated record to update the value.
- To inactivate an Asset Class Detail, the user would change the Status from Active to Inactive.
- To update an Asset Class Detail, the user would add a new Effective Dated row.