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PO.020.860 - Creating an Asset Purchase Order

Trigger:

Concept

This topic demonstrates how to add a Purchase Order for an asset. This process is similar to the standard process of adding a Purchase Order, except that asset information is entered. Assets are identified by entering an Asset Management Business Unit and Asset Profile ID on the Purchase Order distribution lines.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Identify the two pieces of information that identify an asset.
- Add an Asset PO.

Assumptions

Dependencies/Constraints

Additional Information

Business Process Document







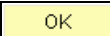



Purchasing - Purchase Orders PO.020.860 - Creating an Asset Purchase Order



Procedure

In topic, you will create a Purchase Order for a Dell laptop computer, which is considered an asset. You will designate the item as an asset by assigning the Asset Management Unit as 36000 and the Profile ID as COMM05YR.

Step	Action
1.	Click the Purchasing link. 
2.	Click the Purchase Orders link. 
3.	Click the Add/Update POs link. 
4.	Click the Add button. 
5.	Enter " 0000300001 " in the Vendor ID field.
6.	Enter " TBRUBAKER " in the Buyer field.
7.	If this screen appears, click the OK button and review the Ship To Comments if desired. 
8.	Enter " Laptop with Video Feature " in the Description field.
9.	The PO Reference field is optional.
10.	Enter " 1 " in the PO Qty field.
11.	Enter " EA " in the UOM field.
12.	Click the Category button. 
13.	Enter " Computer " in the Description field.
14.	Click the Look Up button. 
15.	Click an entry in the Description column. 
16.	Enter " 5600.00 " in the Price field.
17.	Click the Schedule button. 
18.	Click the horizontal scrollbar. 
19.	Click the Distributions/ChartFields button. 

Step	Action
20.	Click the Account button. 
21.	Enter " 84 " in the Account field.
22.	Click the Look Up button. 
23.	Click an entry in the Account column. 
24.	Enter " 10000 " in the Fund field.
25.	Enter " 1020050 " in the Dept field.
26.	Enter " 11100 " in the Program field.
27.	Enter " 11000 " in the Class field.
28.	Click the Asset Information tab. 
29.	Enter " 36000 " in the AM Unit field.
30.	Click the Profile ID button. 
31.	Click an entry in the Asset Profile ID column. 
32.	Remember: Asset Profile IDs have some custom code established to validate dollar amounts such as those in a SVP (\$3000.00 - \$4999.99 range) and warning messages may appear upon saving the Asset PO for more visibility of concerns and issues. Warnings are not hard stops; you can more through these by accepting the message.
33.	Click the OK button. 
34.	Click the horizontal scrollbar. 
35.	Click the Return to Main Page link. 
36.	Click the Save button. 
37.	<p>Congratulations. You have just completed the Adding/Updating an Asset PO topic. Below is the key concept of this topic:</p> <ul style="list-style-type: none"> - Purchase Orders that qualify as assets are designated as assets by Asset Management Unit and Profile ID in the Purchase Order Distributions. <p>End of Procedure.</p>

Business Process Document

Purchasing - Purchase Orders PO.020.860 - Creating an Asset



Purchase Order
