What are Asset Types, Asset Classes and Asset Numbers?

Each type of asset is categorized in an asset class which determines the useful life and depreciation schedule. UCFlex assigns an asset number based on the asset class selected.

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Asset Class Number</th>
<th>Asset Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Capital (&lt;$5,000)</td>
<td>39001-39119</td>
<td>10xxxxx-0</td>
</tr>
<tr>
<td>Non-Capital Software (&lt;$100,000)</td>
<td>39300</td>
<td></td>
</tr>
<tr>
<td>Capital ($5,000+)</td>
<td>49001-49119, 49600</td>
<td>21xxxxxx-0</td>
</tr>
<tr>
<td>Capital Software ($100,000+)</td>
<td>49300</td>
<td>60xxxxxx-0</td>
</tr>
<tr>
<td>Asset Under Construction</td>
<td>44200</td>
<td>16xxxxxx-0</td>
</tr>
<tr>
<td>Non-UC Titled (&lt;$5,000)</td>
<td>39700</td>
<td>4xxxxxx-0</td>
</tr>
<tr>
<td>Non-UC Titled ($5,000+)</td>
<td>49700</td>
<td>5xxxxxx-0</td>
</tr>
</tbody>
</table>

What information is displayed in UCFlex R/3 with transaction AS03 - Display Asset?

**General Tab**
- Description (Line 1)
- Model (Line 2 of Description)
- Serial No.
- Inventory Number (Asset Tag)
- Capitalized On Date (acquisition date)
- Deactivation On Date (retirement date)
- Replacement Asset Tag Request

**Allocations Tab**
- Investment Reason (Title Holder)
- 10 = UC; 20 = State; 30 = Federal

**Origin Tab**
- Vendor (derived from PO)
- Manufacturer
- Type Name (legacy PO for converted assets)
- Acquisition and Disposition Requests

**Time-Dependent Tab**
- Business Area
- Cost Center
- Responsible Cost Center (subject to audit)
- Internal Order
- Fund
- Functional Area
- Grant
- Funds Center (derived from Cost Center)

**Depreciation Areas Tab**
- Depreciation settings for Asset Management use

**Asset Values Button**
- Asset Value
- Planned and Posted Depreciation
- Objects Related to Asset (UCFlex Purchase Order)

**How Do I Do That?**

**Display Asset Record**
- Sign-in to UCFlex>>>Log-in to R/3>>>Transaction Code AS03 (Display Asset Master Record)

**Display Purchase Orders Since 7/1/05**
- Sign-in to UCFlex>>>Log-in to R/3>>Transaction AW01N>>>Objects Related to Asset>>>Click on PO Date or Number

**Report Grant Funded Assets**
- Sign-in to UCFlex>>>Log-in to BW>>>Select report AA310 Detailed Asset Information (UC Titled Assets) or report AA340 Non-UC Titled Assets

**Additional Asset Information:**
- www.uc.edu/asset/resources:
  - Capital Asset Policy 2.1.13
  - Asset Disposition Policy 2.1.15
  - Capital Asset Audit Preparation Information
  - Asset Tracking and Audit Grid
  - Non-UC Titled Assets Powerpoint Presentation