Create Asset Master Record (AS01)

Purpose

Use this procedure to create an asset master record shell.

This document explains how to create an asset master record shell from scratch and assumes that you already have access to the AS01 transaction. Visit the BCS page Request Access to request access to the roles that utilize this transaction.

Helpful Hints

- Moveable capital assets include assets with a unit cost of $5,000+ and assets with multiple components costing less than $5,000 each that total $5,000+; all components are assigned to the same asset number
- Moveable capital asset cost includes required accessories, installation and freight
- Moveable capital asset cost excludes travel, training and service agreements
- For additional information (i.e. Moveable Asset Class Examples) refer to the Asset Management web site: http://www.uc.edu/asset.
- Data not entered using transaction AS01 may be entered using transaction AS02 when the data is known (i.e. Serial Number). Review the AS02 – Change Asset Master Record reference guide for more information.
- For an explanation of Export Controls refer to this website: http://researchcompliance.uc.edu/ExportControls/ExportControls.aspx

Moveable Asset Tracking/Audit Grid

<table>
<thead>
<tr>
<th>Type of Asset Acquisition</th>
<th>Capital/Non Capital Status</th>
<th>Need to Establish an Asset Record in UC Flex</th>
<th>Auditing Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Purchased by UC</td>
<td>Capital (&gt;=$5,000)</td>
<td>Required</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Non-Capital (&lt;$5,000)</td>
<td>Optional</td>
<td>No</td>
</tr>
<tr>
<td>Asset Transferred to UC</td>
<td>Capital (&gt;=$5,000)</td>
<td>Required</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Non-Capital (&lt;$5,000)</td>
<td>Optional</td>
<td>No</td>
</tr>
<tr>
<td>Asset Gifted/Donated to UC</td>
<td>Capital (&gt;=$5,000)</td>
<td>Required</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Non-Capital (&lt;$5,000)</td>
<td>Optional</td>
<td>No</td>
</tr>
<tr>
<td>Assets on a Grant or Contact</td>
<td>Capital (&gt;=$5,000)</td>
<td>Required</td>
<td>Yes</td>
</tr>
<tr>
<td>(UC Titled)</td>
<td>Non-Capital (&lt;$5,000)</td>
<td>Conditional</td>
<td>No</td>
</tr>
<tr>
<td>Assets on a Grant or Contact</td>
<td>Capital (&gt;=$5,000)</td>
<td>Required</td>
<td>Yes</td>
</tr>
<tr>
<td>(Non-UC Titled)</td>
<td>Non-Capital (&lt;$5,000)</td>
<td>Required</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- The threshold for capitalizing “software” is $100,000 for purchased software and $500,000 for internally developed software.
- The threshold for non-capital “software” is less than $100,000 for purchased software.
AS01 Transaction Process

Follow the steps below to create an asset master record shell.

1. Navigate to the AS01 – Create Asset Master Record transaction:
   a. Type the transaction code AS01 directly into the Command Bar (AS01) and press Enter to the left of the command bar or on your keyboard.

   ![Create Asset: Initial screen](Image)

   **Starting Screen:** The image above displays the initial screen for the AS01 transaction. The first thing that you will need to do is enter the Asset Class. The Asset Class assigns an asset to a category which determines the useful life and depreciation schedule. A complete listing of Asset Classes can be found on the Asset Management website. Either type the Asset Class number in the appropriate field or search for an Asset Class by selecting the search icon ( ) to the right of the field. After entering the Asset Class and “UC” as the company code, enter the number of similar assets that you want to create when saving the asset master record. When all three fields are filled-in, press ENTER on your keyboard or select the enter icon ( ) located to the left of the command bar.
2. On the **General** tab of the *Create Asset: Master Data* screen, enter an appropriate description for the asset. On the first description line, include a short generic description of the asset (i.e. Smart TV). On the second description line, enter the manufacturer, model and any additional identifying information available (i.e. Samsung Model 12345). Enter the serial number and when the asset was ordered if known, if unknown at the time of creation, update the asset master record with this information when available using the AS02 transaction. Review the **AS02 – Change Asset Master Record** reference guide for more information.

**Note:** To enter longer text for the asset description, select the long text icon located to the right of the description field. When finished filling in the long text description select the back button and “Yes” to save the long text changes and return to the asset details.
3. On the time-dependent tab, enter the funding area information for the asset.

   a. The required fields include:
      i. **Cost Center** – The business unit where the cost and associated depreciation is recorded.
      ii. **Responsible Cost Center** – The business unit that is responsible for the asset.
      iii. **Fund** – A separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts used to segregate cash and other financial resources together with associated liabilities, residual equities, and related changes.
      iv. **Functional Area** – An organizational unit in accounting that classifies the expenses of an organization by functions.
      v. **Building Name** – The building where the asset is located.
      vi. **Room Number** – The room where the asset is located.
         1. To enter the building name and room number, select inside the room number field and select the matchcode button. In the search field dialog box, search by room number. All buildings across the University that have the room number entered will be listed. Select the correct room building name and room number by double clicking.

   b. The conditional fields include:
      i. **Internal Order** – Identifies a group of financial transactions based on a certain event or project.
      ii. **License Plate Number** – Only for vehicle assets.
      iii. **Grant** – An award to the University as additional resources to support instruction, research, or public service.
4. On the **Allocations** tab, enter the following conditional information if appropriate.

a. **Auxiliary** – If the asset is assigned to an Auxiliary, select AUX from the drop-down menu; otherwise leave this field blank.

b. **Export Control** – Export Control is the transfer of commodities, software, technology, or information that is controlled. It can happen inside (deemed export) or outside the US. The manufacturer can supply this information to you. See Helpful Hints section of this document.

c. **Service Center** – An institutional entity which provides a service or product to University users for a fee. The rates charged by the center are calculated so that the center recovers its costs. The University has two types of Service Centers: University Service Centers and Departmental Service Centers.

d. **Investment Reason** – Indicates the organizational ownership of an asset. How the asset is titled. The investment reason will default to 10 (UC) for all asset classes except for Non-UC titled asset classes (39700 or 49700). The investment reason should only be modified if utilizing a Non-UC Titled asset class.
5. On the **Origin** tab, enter the following conditional information if appropriate.

   a. **Vendor** – The vendor code and description of vendor. This field is updated by the system when an invoice is posted to a PO. This does not apply to P-Card, A114, donated assets or any other case when an asset is not referenced on a PO.

   b. **Manufacturer** – Name of the manufacturer of a material or product.

   c. **Country of Origin** – The country where the asset was manufactured.

6. When all of your required and any appropriate conditional information is included in the asset master data tabs, select the **save** icon to save the asset master record.
7. At the bottom of the screen a message pops up informing you that the asset has been created. The asset number is followed by the number 0. This represents the asset sub-number. The asset sub-number 0 indicates the first funding area for the asset. If an asset requires multiple funding areas, the transaction AS11 should be used to identify additional sub-numbers (funding areas) for the asset. Review the AS11 – Create Asset Sub-number reference guide for more information.

![Create Asset: Initial screen](image)

8. Need assistance?
   a. For Asset Management Inquiries and Assistance:
      i. Visit [http://www.uc.edu/asset](http://www.uc.edu/asset)
      ii. Email assethelp@uc.edu
      iii. Call 513-556-3152