Change Asset Master Record (AS02)

Purpose
Use this procedure to change an asset master record shell or asset master record with value.

This document explains how to change an asset master record that you have created and assumes that you already have access to the AS02 transaction. Visit the BCS page Request Access to request access to the roles that utilize this transaction.

Helpful Hints
• Data not entered using transaction AS01 (Create Asset Master Record) may be entered when the data is known (i.e. Serial Number) using transaction AS02.
• If the business unit that has possession of, or responsibility for the asset has changed then change the Responsible Cost Center in the asset master record on the Time-Dependent tab. Also change the asset location (Building/Room Number) if appropriate.
• Once value is posted to the asset shell, the accounting string cannot be changed. The Responsible Cost Center may be changed after value has been posted to the asset shell. Contact Asset Management via email at assethelp@uc.edu for assistance with accounting string changes after value has been posted to the asset.
• Acquisition Request (Origin tab) is used to add an asset to UC Flex when an asset number was not assigned to a purchase order or Concur allocation or when an asset is donated/gifted to UC or transferred to UC.
• Disposition Request (Origin tab) is used to remove an asset from UC Flex for disposition methods other than a transfer to Surplus Management. Transfer requests for Surplus are submitted in the AssetWorks system.

AS02 Transaction Process
Follow the steps below to change an asset master record.

1. Navigate to the AS02 – Change Asset Master Record transaction:
   a. Type the transaction code AS02 directly into the Command Bar and press Enter to the left of the command bar or on your keyboard.

   Starting Screen: The image above displays the Change Asset: Initial Screen. Here you will enter the asset number and sub-number that you want to modify. Select the matchcode icon to search for assets within UC Flex. When you have the correct asset listed, select enter to continue.
2. If appropriate, make any changes necessary on the General tab.

**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. If appropriate, make any changes necessary on the **Time-dependent** tab.

   a. Remember: 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.

4. If appropriate, make any changes necessary to the **Allocations** tab.
5. If appropriate, make any changes necessary to the **Origin** tab.

6. See the reference guide **AS01 – Create Asset Master Record** for more detailed information regarding the tabs.

7. Once all necessary changes have been made to the asset, select the **Save icon** to update the asset.

8. Note that at the bottom of the screen the message should display that the asset has changed.

9. **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