Display Asset Master Record (AS03)

Purpose
Use this procedure to display an asset master record.

Note that you cannot make changes to an asset master record when using the AS03 transaction.

This document explains how to display an asset master record and assumes that you already have access to the AS03 transaction. Visit the BCS page Request Access to request access to the roles that utilize this transaction.

Trigger
Perform this procedure when there is a need to view an asset master record.

AS03 Transaction Process
Follow the steps below to display an asset master record.

1. Navigate to the AS03 – Display Asset Master Record transaction:
   a. Type the transaction code AS03 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 Display Asset: Initial Screen. Here you will enter the asset number and sub-number that you want to view. Select the matchcode icon to search for assets within UC Flex. When you have the correct asset listed, press ENTER on your keyboard or select the enter icon located to the left of the command bar.
2. Navigate through the different tabs in order to view asset master record information.

![Display Asset: Master data](image)

3. You may access financial transaction data for an asset by clicking on the Asset Values button
   a. See the reference guide **AW01N – Run Asset Explorer** for more detailed information for displaying financial transaction data.

4. 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