Create Asset Sub-Number (AS11)

Purpose
Use this procedure to create an asset sub-number to identify multiple funding sources for an asset.

This document explains how to create an asset sub-number and assumes that you already have access to the AS11 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 have more than one funding source for an asset.

AS11 Transaction Process
Follow the steps below to create an asset sub-number.

1. Navigate to the AS11 – Create Asset Sub-number transaction:
   a. Type the transaction code AS11 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 Create Sub-number: Initial Screen. Here you will enter the asset number and number of similar sub-numbers that you want to create. 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.

   Note: If adding 1 additional funding area, leave the number of similar sub-numbers as 1. If adding 2 additional funding areas, change number of similar sub-numbers to 2. This pattern continues for however many additional funding areas are needed. Note that if you change the number of similar sub-numbers to anything greater than 1, all sub-numbers will be created at the same time. You will then need to change each asset sub-number individually using the AS02 transaction. See the reference guide AS02 – Change Asset Master Record for more information on changing asset master records.
2. To create a new funding area, select the **Time-dependent** tab.

   **a.** Note that the Responsible Cost Center, the Building Name, and Room Number will not change when creating asset sub-numbers. The only fields that may change are Cost Center, Internal Order, Fund, Functional Area and Grant. These fields should be updated to identify the second funding area.

3. When finished making adjustments to the appropriate fields, select the Save icon to create the asset sub-number(s).
4. Note that the message box below pops-up informing you that you are creating 2 similar asset sub-number master records. This message box will not display if you are only creating 1 sub-number.

   a. You must select **Create** in order to create the asset sub-numbers. The **Maintain** option does not work and should not be used.

      i. When you select “create” you will then need to change the account string information for each asset sub-number individually using the AS02 transaction. See the reference guide **AS02 – Change Asset Master Record** for more information on changing asset master records.

5. The message box at the bottom of the screen will display, informing you that assets with new sub-numbers have been created. Again, if creating more than 1 sub-number, additional sub-numbers will need to be modified using the AS02 transaction.

6. 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