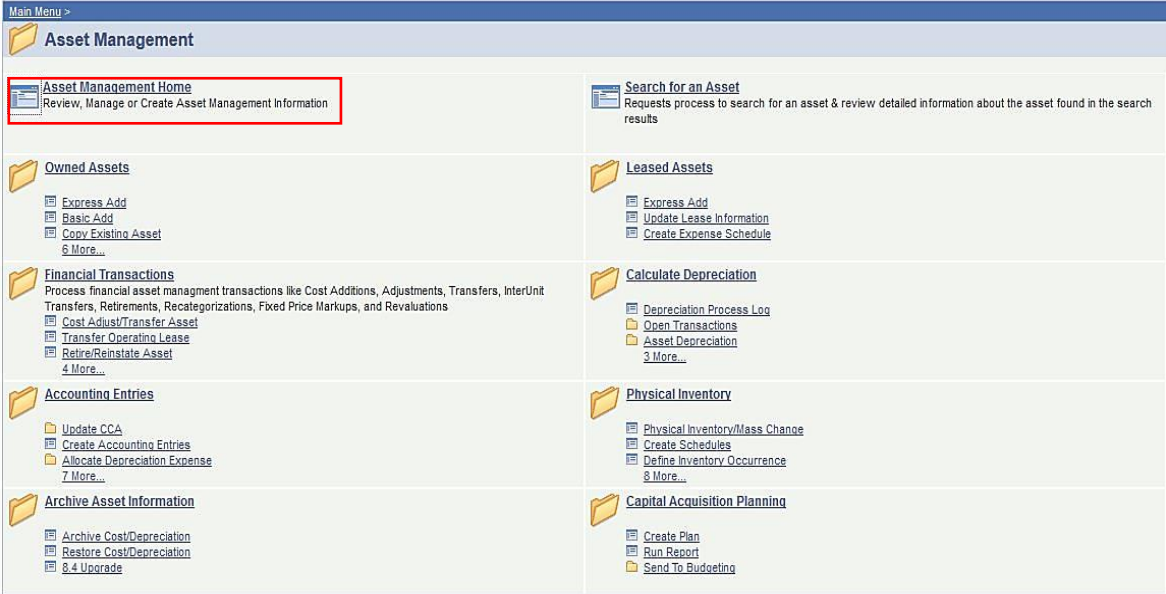


# Updating Asset Information Online


1. Within PeopleSoft, choose "Asset Management."



2. Select "Asset Management Home."











3. Click on "Financial Asset Management" link.

 **Asset Management Home**

You are on the Asset Management Home Page. From here you can navigate to Asset Management functions required for day-to-day financial or physical management of your assets.

\* This page is intended to be an alternative to Portal navigation.

 <b>Financial Asset Management</b> Add, adjust, transfer, retire and re-categorize assets with visibility into asset depreciation, accounting entries, and closed period information.	 <b>Asset Processes</b> Administer off-line processes.	 <b>Asset Reports</b> Load report tables and run asset reports
 <b>Asset Administration</b> Administer Asset Management by defining control information relevant to asset management.	 <b>Asset Integration</b> Administer integration of asset data from or to Asset Management.	 <b>Physical Inventory</b> Schedule, define, and reconcile asset physical inventory information
 <b>Physical Asset Management</b> Track service and repair information, schedule maintenance events and record license and warranty information	 <b>Capital Acquisition Planning</b> Plan for Capital Asset Acquisition	

4. Click on "Asset Basic Information" link.


 **Financial Asset Management**


<a href="#">Express Add</a>	<a href="#">Asset Cost Adjust/Transfers</a>	<a href="#">Lease Express Add</a>
<a href="#">Copy Assets</a>	<a href="#">Asset Retirements</a>	<a href="#">Review Asset Leases</a>
<b><a href="#">Asset Basic Information</a></b>	<a href="#">Asset Depreciation</a>	<a href="#">Transfer Operating Lease</a>
<a href="#">Asset Book Definition</a>	<a href="#">Depreciation Accum Adjustment</a>	<a href="#">Operating Lease Acctg Entries</a>
<a href="#">Asset Book History</a>	<a href="#">Review What If Depreciation</a>	<a href="#">Review Inflation Information</a>
<a href="#">Asset Cost History</a>	<a href="#">Accounting Entries</a>	<a href="#">Depr Summary By Cost Type</a>
<a href="#">Update Non Capitalized Costs</a>	<a href="#">Define Asset Allocations</a>	<a href="#">CCA UCC Beginning of Year</a>
<a href="#">Retire Non-Financial Asset</a>	<a href="#">Close Asset Accounting Period</a>	<a href="#">Adjust Local Tax Amounts</a>
<a href="#">Basic Parent Child</a>	<a href="#">Review Open Transactions</a>	<a href="#">Change Local Tax Information</a>
<a href="#">Parent Assets</a>	<a href="#">Review Open Transactions - Tax</a>	<a href="#">Review Asset Journals</a>
<a href="#">Review Parent Child Assets</a>	<a href="#">Purge Open Transactions</a>	<a href="#">Review Asset Purchase Orders</a>
<a href="#">Parent and Child NBV</a>	<a href="#">Update/Delete Pending Trans</a>	<a href="#">Review Asset Vouchers</a>
		<a href="#">Review Asset Receivers</a>


5. Enter the appropriate business unit from the drop down menu, and then enter the Asset ID or Tag Number. Hit the "Search" button.


**Asset Basic Information**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.


---

**Business Unit:** [= v] UNIV 


**Asset Identification:** [begins with v] 000001066148 

**Tag Number:** [begins with v] 

**Parent ID:** [begins with v] 

**Description:** [begins with v] 

Include History
  Correct History
  Case Sensitive

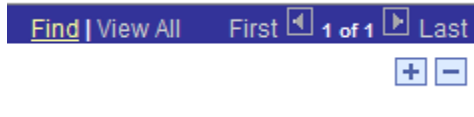
[Basic Search](#)

[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

6. Go to the appropriate tab for the information that is to be updated.



- REMEMBER: For "Location/Comments/Attributes" and "Custodian/License/MFG" pages, insert a row before adding or editing information. Select the + sign button to do this.



- When in the "Location/Comments/Attributes" page, clicking the magnifying glass will help to find the three digit building number or building description (name). After hitting "Search", the first 300 results will be listed. Then, select the appropriate code.

### Look Up Location

SetID: UNIV  
 Location Code: begins with   
 Description: begins with  blankenship hall

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Location**

Effective Date:

Location:

### Search Results

[View All](#) First  Last

Location Code	Description
<a href="#">360</a>	<a href="#">Blankenship Hall</a>

- The "Custodian/License/MFG" page shows custodian updates, but the information must entered in Lastname,Firstname order. (Ex: Smith,Mary with no spaces between names). This is also true for the Comments tab in the "Location/Comments/Attributes" page.

**Custodian Information** Find | View All First  Last

Effective Date:  Effective Sequence:   This Asset is Offsite

Custodian:

EmpIID:

---

**Comments** Find | View All First  Last

Date/Time:

Name:

Comment:

7. Always remember to click the "Save" icon.