IRIS Transaction: AS01 – Create Asset Master Data

Select Asset Class. Click on the line and the search field will appear.

If creating more than 1 similar asset you can change the number of similar asset to how many that is needed and enter the data only once. When the transaction is saved, the appropriate number of assets will be created.

Examples: purchasing 5 similar washers.

Select the appropriate class by double clicking on the appropriate class.
Minor Sensitive Equipment $1,500.00 - $4,999.99 (If Sensitive Minor equipment use only 80000 class)
Capital Equipment $5,000 or more (If Capital Equipment select from classes10000-50000)

<table>
<thead>
<tr>
<th>Class</th>
<th>Asset class description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>Land-UT</td>
</tr>
<tr>
<td>11000</td>
<td>Land Improvements-UT</td>
</tr>
<tr>
<td>20000</td>
<td>Buildings-UT</td>
</tr>
<tr>
<td>21000</td>
<td>Infrastructure-UT</td>
</tr>
<tr>
<td>30000</td>
<td>Furniture-UT</td>
</tr>
<tr>
<td>31000</td>
<td>Office Machines-UT</td>
</tr>
<tr>
<td>32000</td>
<td>Computers &amp; Peripherals-UT</td>
</tr>
<tr>
<td>33000</td>
<td>Education &amp; Scientific Equipment-UT</td>
</tr>
<tr>
<td>34000</td>
<td>Works of Art &amp; Historical Treasures-UT</td>
</tr>
<tr>
<td>40000</td>
<td>Vehicles-UT</td>
</tr>
<tr>
<td>41000</td>
<td>Heavy Equipment-UT</td>
</tr>
<tr>
<td>50000</td>
<td>Software-UT</td>
</tr>
<tr>
<td>80000</td>
<td>Sensitive Minor Equipment -UT</td>
</tr>
<tr>
<td>100000</td>
<td>Assets under Construction</td>
</tr>
</tbody>
</table>

Select Master Data

Create Asset: Initial screen

- Master data
- Depreciation areas

Asset Class: 80000
Company Code: UT
Number of similar assets: 1

Select General Tab

Enter the Item Description
The description field is visible on inventory. When appropriate use item name, brand and model in first line. The second line can be used to identify a person associated with an item. (Lori Donavant’s Computer)
Asset main no. text copies from description upon selecting enter or going to the next tab.

If at this time the inventory number is not available, leave blank. It is the department’s responsibility to enter the inventory number once the tag is received.

Leave blank. These fields are completed by the Controller’s Office.

Select Time-dependent tab.

Cost Center: Click on the line and select the search icon.

Enter M05* and
Double click on M050000001

The Cost Center will always be M050000001. This field is recording the asset for the Martin campus.

The Responsible Center must be an E account. This is the department that the asset will appear on inventory. This field cannot be a Gift Account (R05).

The License plate number and Personnel number is left blank.

Fund: The fund can be an E or R account. Use this field to identify an asset purchased by a grant (R05).

Building No. and Room No.: If you know at the time of entry the building number and room number select them at the time of entry. If not, it is the department’s responsibility to go back into asset record to enter this information at time of delivery.

Select Allocations Tab.
Source of Funds: The source of funds is generally A (Current Operating Fund) but could be one of the other options. D (Grant-non federal) or E (Grant- Federal)

Distribution Code: Will always be 005 (Ms. Lori Donavant)

Dept Equip ID- Leave blank

The remaining tabs (Origin, Net worth tax, Leasing and Deprec. Areas) are completed by the Controller’s Office.

Select Save

Write down your asset number. You will need it at requisition entry and procurement card verification.

Tip:
The document number will begin with a 4 for Sensitive Minor Equipment ($1,500-$4,999.99)
The document number will begin with a 3 for Capital Equipment ($5,000 or more)

AS02 – Change Asset Master Data
Used to make changes or add additional information to the Asset Master Data.