Procedures for Inputting Assets into the AM System through a Non-Standard PO

Secretary/Bookkeeper will create a Non-Standard Purchase Order at their location to order an Inventory or Fixed Asset, usually from Dell Marketing.

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At Asset Item(s) Status for PO, use drop down to choose HAS ASSET(S).

Enter each line item in the usual manner. The "Line Detail" section is completed as usual. However, for each line that has an asset item, you must do the following:

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Click on the Activity, Asset tab at the bottom.

DO NOT SPLIT THE COST OF ASSETS BETWEEN BUDGET CODES!

Example: ordering 7 computers to be charged to 199...6398 and 211...6398. You must order 3 from one code (one line item) and 4 (different line item) from the other. The system does not recognize split codes and will assign all the assets to one code.

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Choose the proper Asset Template using the drop down

Asset Template is made up of four parts: 199 F 001 100

- **199** Designates the **Fund 199**
- **F** Designates Fixed Asset (or I for Inventory Asset)
- 001 Designates Campus Location (in this example, the campus is Pasadena HS)
- **100** Designates the Catalog Index Number (You will be given a table with this information on it!)

YOU MUST DO THIS FOR EVERY LINE THAT HAS AN ASSET!

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When you have entered everything for the order, click "ADD."

When you have completed your entries for the NS-PO, you are ready to release and print the NS-PO.

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Click "Inquire" drop down arrow to find "Release"

In the drop down menu, select "Release."

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The **PRINT** function is found in the same drop down as the **RELEASE**