

Inventory Update

Property

Master Data

Mass Change of Assets

Remove Asset Class if it appears in Asset Class field

Business Area – **L000**

Scroll down to the Asset Selection Criteria

CPO Number – **click on the drop down box**

CPO Name - **use last name of CPO** (i.e. *tisby*)

Start Search

Highlight name – double click

Execute

Last Inv Date – **date inventory was done (i.e. 12/31/2008)**

Inventory Note – **Inventory update**

Carryout Mass Change

Select All

Highlight Inventory Number Column –

sort in ascending order – **click on the ICON next to the magnifying glass** (this will put the assets in numeric sequence)

Deselect assets that need a transfer, change or are in a disposal process.

Transfers (from one CPO to another CPO or one APO to another APO), use portal: Property – Master Data – Transfer - MASS TRANSFER OF ASSETS.

Changes (i.e, cog employee if under the same CPO, manufacturer etc.): use portal: Property – Master Data - CHANGE ASSET MASTER RECORD

Or in the process of disposal (need to change the inventory note to read: disposal document number or pending disp). Also, input the inventory date. use portal: Property – Master Data - CHANGE ASSET MASTER RECORD

Save Changes

Be sure all assets have a green circle. If red, check Message Text for error message. Must fix error, then update the asset by doing a Change Asset Master Record.

If you have several assets that are in the process of disposal, use the following process:

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Mass Change of Assets

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Scroll down to the Asset Selection Criteria

CPO Number – **click on the drop down box**

CPO Name - **use last name of CPO** (i.e. *tisby*)

Start Search

Highlight name – double click

Execute

Last Inv Date – **date inventory was done** (i.e. 12/31/2008)

Inventory Note – **disposal**

Carryout Mass Change

Highlight Inventory Number Column –

sort in ascending order – **click on the ICON next to the magnifying glass** (this will put the assets in numeric sequence)

Select assets that are to be disposed

Save Changes