

## CREATE ASSET MASTER RECORD

PURPOSE: Use this procedure to manually create an asset master record shell.

You may need to create an asset master record in the following business processes:

- To create a record for a GSA Provided vehicle
  - To create an asset shell for a Purchase Order when multiple items are purchased that make up one asset.
  - To create a record for a bureau managed asset (should be an ABZON)
  - To create a final asset record for a completed capital project or internal use software
-  It is important to know all of the various details such as asset class, vendor, manufacturer, inventory number, location, CPO, APO, CE, location, responsible cost center, warranty information including dates.
  - It is critical to know the correct financial information such as cost center, work breakdown structure (WBS), Fund, Functional Area, and Funds Center.
  - To create a record and subnumber(s) for a capitalized item that is multi-funded or have additions for the same purchase.

1. Start the transaction using the portal path: Select **PROPERTY** tab → **ASSET** tab → **Master Data** folder → **Create Asset Master Record** to go to the *Create Asset Master Record* screen

## Create Asset: Initial Screen

The screenshot displays the 'Create Asset: Initial screen' within the FBMS (Financial Business Management System) interface. The page is titled 'Create Asset: Initial screen' and includes a detailed navigation menu on the left side. The main content area contains several input fields and a reference section.

**Navigation Menu (Left):**

- Asset Home
- Master Data
  - Change Asset Master Record
  - Create Asset Master Record
  - Create Asset Subnumber
  - Acquis. w/Autom. Offsetting Entry
  - Display Asset Master Record
  - Asset Explorer
  - Display Asset Document
  - Change Asset Document
  - Block Asset Master Record
  - Mass Change of Assets
  - Reverse Line Items
- Transfer
- Disposal
- Reporting
- Asset Project
- Period End Close
- Receiving
- Purchasing
- Help

**Main Form Fields:**

- Asset Class: [ ]
- Company Code: 1400
- Number of similar assets: [ ]

**Reference Section:**

- Asset: [ ]
- Sub-number: [ ]
- Company code: [ ]

**Other Elements:**

- Post-capitalization:
- Buttons: Menu, Back, Cancel, System, Master data, Depreciation areas