

CREATE ASSET SUB-NUMBER

PURPOSE: Use this procedure to manually create an asset sub-number master record.

Perform this procedure when It is necessary to manually create an asset sub-number master record shell prior to posting an amount to the asset record.

- When you create a sub number, you must enter the main asset number for which you want a sub number.
1. Start the transaction using the portal path: Select **PROPERTY** tab → **ASSET** tab → **Master Data** folder → **Create Asset Subnumber** to go to the *Create Subnumber: Initial* screen.

Create Subnumber: Initial Screen

The screenshot displays the 'Create Subnumber: Initial screen' within the FBMS (Financial Business Management System) interface. The top navigation bar includes tabs for HOME, ACQUISITION, CORE FINANCIALS, DATA MANAGEMENT, FINANCIAL ASSISTANCE, TRAVEL, EMS, and PROPERTY. The left-hand navigation pane shows a tree structure with 'Create Asset Subnumber' highlighted. The main content area features a form with the following fields:

Asset	<input type="text"/>
Company Code	1400
Number of similar subnumbers	1

Below the form, there is a checkbox labeled 'Post-capitalizatr' which is currently unchecked. At the bottom right of the screen, the text 'RT1 (110)' is visible.

2. Input:
 - Asset – asset number assigned to the base item.
 - Company Code – 1400

Click **Master data** the Master data button to access additional data fields.

Create Asset: Master data Screen

The screenshot displays the 'Create Asset: Master data' screen. The top navigation bar includes 'HOME', 'ACQUISITION', 'CORE FINANCIALS', 'DATA MANAGEMENT', 'FINANCIAL ASSISTANCE', 'TRAVEL', 'EMIS', and 'PROPERTY'. The breadcrumb trail shows the path: 'Physical Inventory by Location > Display Asset Master Record > Physical Inventory by Location > Changes to Asset Master Records > Create Asset Subnumber'. The main form area has tabs for 'General', 'Time-dependent', 'Allocations', 'Origin', and 'Deprec. Areas'. The 'General' tab is selected, showing the following fields:

- Asset: 1874
- Class: 17CA230
- Cap Heavy Trucks
- Company Code: 1400
- Description: MV HD TRUCK & TRUCK TRACTORS, 4X2
- Asset main no. text: MV Sedan Compact - GSA provided
- Acct determination: 20020 Capital Vehicles
- Serial number: 1234567890
- Inventory number: 987654321
- Include asset in inventory list:
- Capitalized on: []
- First acquisition on: []
- Acquisition year: [] 000
- Deactivation on: []
- Pind. retirement on: []
- Ordered on: []

3. Input:

Serial number – if sub-number item has a serial number

Inventory number – the property number of the base item (i.e. L0999999 or LI999999)

Click **Time-dependent** the Time dependent tab to access additional data fields.

Create Asset: Master data Screen

The screenshot shows the 'Create Asset: Master data' screen. The top navigation bar includes 'HOME', 'ACQUISITION', 'CORE FINANCIALS', 'DATA MANAGEMENT', 'FINANCIAL ASSISTANCE', 'TRAVEL', 'EMIS', and 'PROPERTY'. The main form area has tabs for 'General', 'Time-dependent', 'Allocations', 'Origin', and 'Deprec. Areas'. The 'General' tab is selected, showing the following data:

Asset	1874	1	MV HD TRUCK & TRUCK TRACTORS, 4X2
Class	17CA230		Cap Heavy Trucks Company Code 1400
Interval from 01/01/1900 to 12/31/9999			
Business Area	L000		Bureau of Land Management
Cost Center	LIMTC01000		BILLINGS FO
Resp. cost center	LIMTC01000		BILLINGS FO
Plant	L000		BLM
Location			
Room			
License plate number			
Fund	XXXL4525RV		BLM340 WCF FND
Functional Area	L93100000.130000		FLEET ACQUISITION
Funds Center	LIMTC01000		BILLINGS FO
WBS Element (Costs)	LH.MV.01060000		MV, Sedan, Compact, Hybrid

Organization Information:

CPO Acceptance Ind.	P
CPO No. Name	40020374 Dena Bellagamba
CPO Org.	Org Unit LLD880100
APO No. Name	40010404 AMY J SAMPRUS
APO Org.	Org Unit LLD880100
CE No. Name	
CE Org.	

?????Caution: The financial information from the main asset number copies into the sub number fields. *You should change any of these fields as required.* If you are creating a sub asset for a multi-funded asset, these fields should be changed to reflect the appropriate accounts string for this line of funding. Do the same analysis for a betterment sub number.

4. Input: Cost Center; Responsible Cost Center; Plant; Location; License Plate Number (default from equipment master record); Fund; Functional Area; Fund Center; WBS element (if applicable); CPO No. Name (use drop-down box).

Click **Allocations** the Allocations tab to access additional data fields.

Create Asset: Master data Screen

Welcome Douglas Bidle
FBMS Help Personalize Log Off

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL EMIS PROPERTY
ASSET FLEET PROPERTY ORG DISPLAY

Physical Inventory by Location > Display Asset Master Record > Physical Inventory by Location > Changes to Asset Master Records > Create Asset Subnumber

Create Asset: Master data

[Menu] [Save] [Back] [Cancel] [System] [Previous tab page] [Next tab page] [Asset values]

Asset 1874 1 MV HD TRUCK & TRUCK TRACTORS, 4X2
Class 17CA230 Cap Heavy Trucks Company Code 1400

General Time-dependent Allocations Origin Deprec. Areas

Allocations

Ownership Status 2 GSA Provided
User Status 0 Active
UPC 23208410 MV HD TRUCK & TRUCK TRACTORS, 4X2

Integration of assets and equipment

Create/change equip. from asset master record

WF	Sync	Equipment number	C...	Object type	Description of technical object
<input type="checkbox"/>	<input checked="" type="checkbox"/>		V	TRHD	MV HD TRUCK & TRUCK TRACTORS, 4X2
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

No. 1 Create Entry 1 Frm 1

Changing asset from equip. master record via
 Synchronization
 Workflow

RT1 (110)

5. Input:

Ownership Status – 0

User Status – 0

UPC – use the UPC code that describes this sub-number

Click **Origin** the Origin tab to access additional data fields.

Create Asset: Master data Screen

The screenshot displays the 'Create Asset: Master data' screen in the FBMS system. The interface includes a navigation menu on the left, a breadcrumb trail at the top, and a main form area with tabs for General, Time-dependent, Allocations, Origin, and Deprec. Areas. The Origin tab is active, showing fields for Vendor, Asset, Class, and various acquisition details.

Asset Information:

- Asset: 1874
- Class: 17CA230
- Description: MV HD TRUCK & TRUCK TRACTORS, 4X2
- Company Code: 1400

Origin Information:

- Vendor: 70440752 (NAMEONE)
- Asset purch. new:
- Purchased used:
- Trading Partner:
- Original asset:
- Orig. Acquis. Year:
- Original value: USD

Account assignment for investment:

- WBS element:

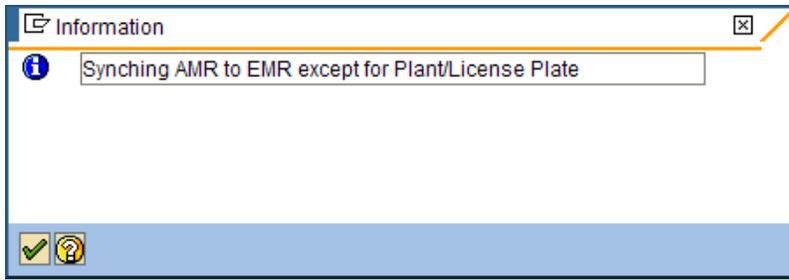
Origin Detail Information:

- PO/Acq.Doc/Ref.No: 79623012
- Physical Receipt Date:
- Valuation Method:
- Manufacturer: 13250 (CHEVROLET)
- Manufacture Year: 2008
- Model:
- Model Year:
- Warranty Start Date:
- Warranty End Date:

6. Input:

- Vendor – use the drop-down box
- PO/Acq. Doc/Ref. No. – use document number item was purchased on
- Manufacturer – use drop-down box
- Manufacture Year
- Model
- Model Year
- Warranty information

Click **Save** the Save button to save your entries.



7. Click  the Continue button to accept the Information Pop Up

Create Subnumber: Initial Screen

The screenshot displays the 'Create Subnumber: Initial screen' within the FBMS (Financial Business Management System) interface. The top navigation bar includes 'HOME', 'ACQUISITION', 'CORE FINANCIALS', 'DATA MANAGEMENT', 'FINANCIAL ASSISTANCE', 'TRAVEL', 'EMIS', and 'PROPERTY'. The 'PROPERTY' tab is active. The breadcrumb trail shows the path: 'Physical Inventory by Location > Display Asset Master Record > Physical Inventory by Location > Changes to Asset Master Records > Create Asset Subnumber'. The main form area contains the following fields:

Asset	1874
Company Code	1400
Number of similar subnumbers	1

There is an unchecked checkbox labeled 'Post-capitalizatzn' (likely 'Post-capitalization'). The status bar at the bottom of the screen displays the message: 'The asset 1874 1 is created'.

NOTE. The new asset sub-number is displayed in the lower left portion of the screen.

You have completed this transaction.

