Updating Details of Departments Assets

Once an asset has been posted into the Fixed Asset module by Central and Research Accounting (normally from the Accounts Payable module or through contacting the FA helpdesk) departments are able to:

- View and amend some of the asset details;
- Change its location;
- Change the responsible employee.

To change details you will need to do the following.

Navigate: Asset Workbench

1. Locate the asset by either entering the Asset Number or by using a combination of the other fields and clicking **Find.**

2. Click **Open** and the *Asset Details* window will be displayed.

3. At this stage you can update the record with further details of the asset:

Field	Notes
Tag Number	Enter a tag number based on number range provided by Central and Research Accounting
Description	Defaults in with the detail entered in AP: can be changed/updated so more descriptive or appropriate.
Serial Number	Enter the appropriate details from the item.
Asset Type	*Cannot update yourself*
Parent Asset	This allows you to cross reference one asset to another, where the new asset is a subcomponent of an existing one. Select an existing asset number.
Manufacturer	Manufacturer name
Model	Model number of asset
Warranty details.	If applicable
In Use tick box	Do not un-tick. If your asset is genuinely no longer in use please contact the FA Helpdesk.
Property Type	*Not used by the University at the moment*
Property Class	

Asset categories	*We currently have around 33 different asset categories and these summarise the University's assets by the source of their funding and between:*
	    • *Equipment;*
	    • *Freehold buildings;*
	    • *Long leasehold;*
	    • *Short leasehold.*
	They cannot be changed by departments.

Units	*Cannot update yourself*

4. When completed click on **Done** and this will automatically save your amendments.