

**Phoenix Program
Process Definition – ASSET MANAGEMENT**

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Copy Asset Panel Note: Asset must be In Service to be copied.	Agency
Step 2: Description: Required	
Step 3: Tag Number/ Serial ID leave blank (Will be discussed later)	
Step 4: If a change needs to be made to a chartfield, the quantity, or cost make sure to keep both books in sync. <i>Do not change the Category field.</i>	
Note: Do not save until the end of process.	
Step: 5 Click on the Copy Options Panel	
Step 6: The In Service Date is derived from the Transaction Date. The Transaction Date defaults to the current date. If applicable, click on Edit Trans Info and change the Transaction Date.	
Step 7: Enter the number of additional copies needed. Ex: If 10 copies are needed enter 9 additional copies.	
Step 8: Generate Assets: This button should only be used if more than one asset is being generated. Click to generate additional assets only.	
Step 9: Click on Asset Copy tab and enter the Tag Number and Serial ID if known. If Tag Number was not entered, but the asset should be tagged, check the Taggable Asset box.	
Note: Use the tallest scroll bar to scroll down and enter the unique Tag Number and Serial ID for each asset copy generated.	
Step 10: Click Save, A pop up is displayed (If In Service Date blank, the depr. status is nondepreciable) click ok and assets are saved.	
Note: Review the range of asset #s assigned prior to exiting the panel.	
Note: to update the copied assets, Use Asset Basic Information - Process # AM-003.	
<i>Forms Used with Process (#)</i>	
**Attach sample form(s)	

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested