

Tips Of The Day

How Do I Delete a Capital Asset on a Requisition?

When a **Capital Asset Object Code** is entered on a **Requisition**, the **Capital Asset** tab is required prior to submitting.

If the requisition has been saved with the **Capital Asset** tab filled out and the **Object Code** has been changed to a **Non-Capital Object Code** the following message will appear when submitting.

Capital Asset ▼ hide

Errors found in this Section:

- On Item 1, a Capital Asset Transaction Type of NEW ASSET is invalid with Object Code NON-CAPITAL <5K (UH). To change Transaction Type to fit the Object Code, you may need to first change Recurring Payment Type.
- Please fix the object code in line item # 1 or remove the capital asset information from corresponding capital asset item in capital asset tab.

System Selection

Capital Asset System Type: Individual Assets

Capital Asset System State: New System

Action: change update view

Capital Asset Items

Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Restricted
	NO QUANTITY					Xerox all in one copier/scanner/printer	4500.00	4500.00	No

▼ hide **Capital Asset**

Capital Asset Transaction Type: NEW ASSET ▼

Capital Asset Note Text:

Receiving Outside of Current Fiscal Year: No select

Asset Type: 101001

Manufacturer: XEROX same as vendor

Model Number: 1234

On the **Capital Asset** tab , click on the “**change**” button found on the **Action: field** (see above).

Tips Of The Day

This message appears “**If you continue, the Capital Asset System State, system type, and all information in the Capital Asset tab will be cleared. Do you wish to continue?**” Click the “**yes**” button to cancel the requirement for the Capital Asset Tab.

If you continue, the Capital Asset System State, System Type, and all information in the Capital Asset tab will be cleared. Do you wish to continue?



This message will appear on the top of the **Requisition** e-doc informing you that the **Capital Asset** information has been cleared.

- All Capital Asset information has been cleared.