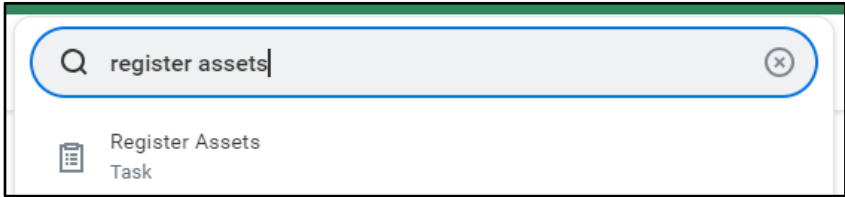


Business Assets: Asset Registration- Expensed Assets

Description	This job aid provides instructions to manually register an Expensed Asset.
Before you Start	Expensed assets are assets with a cost between \$4,999 and \$1,000. These assets need to be tracked for reporting purposes.

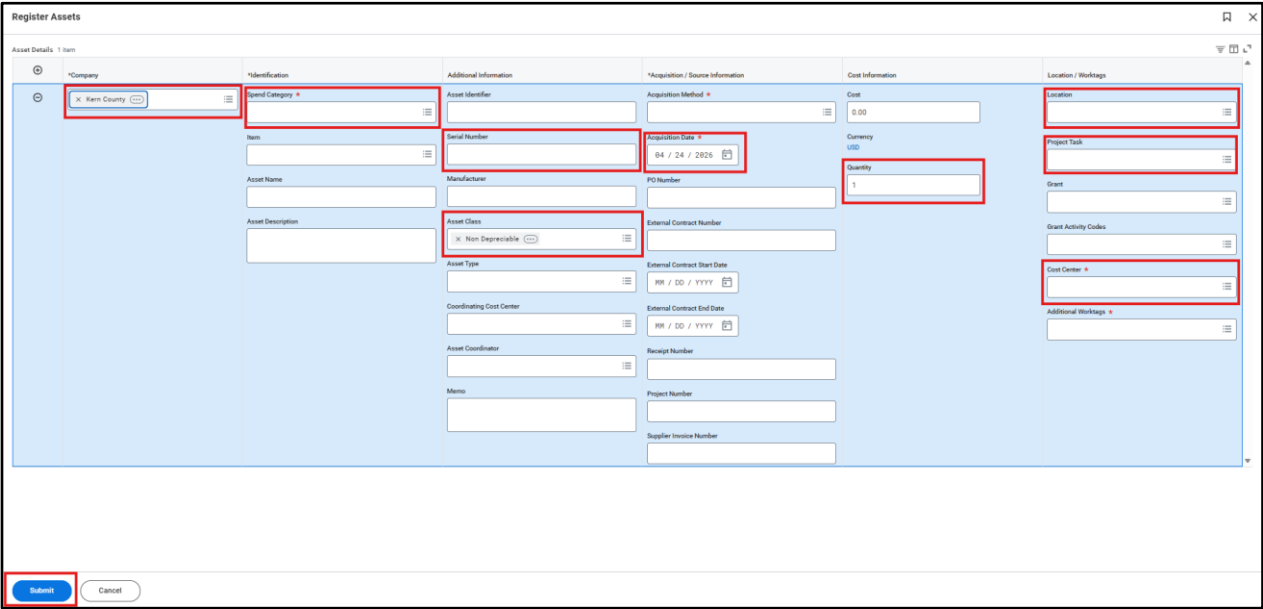
1

In the Search bar, enter **Register Assets**. In the search results, select the **Register Assets** task.



2

Under **Asset Details**, enter and/or verify the following in the fields:



- **Company** – this will always be “Kern County”
- **Spend Category** – use the spend category “1655SC- Expensed Equipment” for registering expensed assets
- **Item** – do not use
- **Asset Name**
- **Asset Description**
- **Asset Identifier**
- **Serial Number** – please ensure serial number is added for tracking and disposal of the assets
- **Manufacturer**

Business Assets: Asset Registration- Expensed Assets

	• Asset Class – select non-depreciable • Asset Type – select the asset type from the available drop-down list • Coordinating Cost Center • Asset Coordinator • Acquisition Method • Acquisition Date – always defaults to the current date. Update it if the asset was acquired on a different date. • Cost • Quantity – will always be one as registration if required for each individual asset • Location • Project Task – for expensed asset always use “Asset Expensed Project - <Department>” • Grant – enter if applicable • Cost Center Additional Worktags: These work tags will populate automatically based on the cost center selected. • Fund • Activity
3	Select Submit and Done .

What Happens Next?

The Asset then gets registered as expensed asset. Expensed assets will have a status of “Registered”.

Related Reports

- Find Assets
- Find Projects