Use this job aid to create and submit a shopping cart with an Asset $5,000 or greater. Additional job aids are available for product category codes/approval workflow, and accounting lines.

1. When buying equipment, computer systems, machines, furniture or instruments that has a unit value of $5,000 or greater, ensure that the product category code is an asset code. Use job aid Product Category Code for Assets to identify the product category code. Next, from the Item Overview, click the “Details” button.

2. Click on the “Account Assignment” tab

3. Click on “Details” button

4. Enter the “Functional Area”

5. Click the “Check” button

6. This message should show on top of the screen

7. Change the Account Assignment Category to Asset. (It will auto generate an Asset # and the Fund will auto populate)

8. Click the Certification Check Box

9. Click Order