

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.

Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description
1	Material		HP COLOR LASERJET CP6015XH WIDE-FORMAT P	20477	PRINTERS, LASER

2. Click on the "Account Assignment" tab

Details for item 1 OVEN MICROWAVE

Item Data Account Assignment

Identification

Item Type: Material

3. Click on "Details" button

Item Data Account Assignment

You can see who bears the costs and, if necessary

Cost Distribution Percentage Details

Number	Accounting Line Number
0001	

4. Enter the "Functional Area"

Details for Item 0001 : Finances and Funds

Percentage: * 100.00

Account Assignment Category: Finances and Funds

Cost Center: * 1812301

Fund Center: 1812301

Grant: NOT_RELEVANT

Functional Area:

5. Click the "Check" button

Clipboard

Delete Clipboard Content

Percentage	Account Assignment Description	Account Assi
100.00	Emerson MS	1812301

Order Close Print Preview Save Check Park

6. This message should show on top of the screen

Create Shopping Cart

Number 1000004220 Document Name Mr. Bruce Wayne - 5-13-13

Line 1: Please change account assignment category to asset.

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

Details for Item 0001 : Asset

Percentage: * 100.00

Account Assignment Category: Asset

Cost Center:

Fund Center: 1812301

Grant: NOT_RELEVANT

Functional Area: 1110-1000-14170

Currently Assigned Asset

Asset: * 400000002579

Fund: 010-0000

Commitment Item: 430001

8. Click the Certification Check Box

certify that, to the best of my knowledge, I have not knowingly violated any applicable laws, rules, or policies regarding contracting/procurement activities including conducting a fair and impartial competitive bid where appropriate and that I have not knowingly violated any conflict of interest requirements. Additionally, all supporting documents, related to this transaction are attached hereto and/or

9. Click Order

Order Close Print Preview Save Check Park

General Data

Buy on Behalf of: Rosie Brooks

Name of shopping cart: Mr. Bruce Wayne - 5-10-13

Default Settings: Set Values

Header Data: Values

Approval Process: Display / Edit Agents