

District Asset Management Options

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Asset Management > Tables > District Asset Management Options

This page is used to select preferences for running the Asset Management application.

Set asset management options:

Field	Description
Automatic Item Numbering	Selected by default to automatically assign item numbers to assets. If not selected, you must manually assign an item number to each asset. Click **Next Available Item Nbr** to populate the **Next Available Item Nbr** field with the last number plus 1. If the next available item number has reached the maximum number (i.e., 9999999999), the item number is reset to 0000000001 and begins to search for the next available number that was not previously used (i.e., 0000000995). If all available numbers were previously used, the following message is displayed “All available item numbers are used.” You must perform the necessary steps to clear item numbers from the file ID.
Use Catalog Description	Select to use the item description from the Catalog table. If not selected, you must manually type the description for each new entry.
Allow Alpha Item Numbers	Select to allow the use of alpha characters (e.g., 12AB) in the **Asset Item Numbers** field. If not selected, item numbers can only be numerical (e.g., 1234).
Current Fiscal Year	Type the current fiscal year in the YYYY format to represent the year to calculate depreciation.
Default Gain Code	Click ⌄ to select the default code that describes how assets were acquired (e.g., purchased, donated, leased). The code must exist in the Asset Management > Tables > Code Tables > Gain Code tab before it can be used on this page.
Default Status Code	**Tables** Use the Table of Contents to access a page.

Click **Save**.

**NOTE:

Other functions and features:

Delete a row.	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.