


# District Asset Management Options

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# District Asset Management Options

***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.<br>Click **Next Available Item Nbr** to populate the **Next Available Item Nbr** field with the last number plus 1.<br>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).<br><br>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** | Click ⌄ to select the default code that describes the condition of the assets (e.g., active, inactive, disposed). The code must exist on the Asset Management > Tables > Code Tables > Status Code tab before it can be used on this page. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |

| | |
|---|---|
| **Print** | Print the report.<br>Click to print the Asset Management Options report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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