



Business Process	Navigation
1. To add missing asset information	1. Main Menu > <b>Finance Navigation</b> > <b>Employee Self-Service</b> > <b>Forms</b> > <b>Missing Asset Information</b>

Use the following navigation to add missing asset information.

1. From the Menu, select **Finance Navigation > Employee Self-Service > Forms > Missing Asset Information**


2. Select **Add a New Value**

Favorites | Main Menu > Employee Self-Service > Forms > Missing Asset Information

Form | Instructions | Attachments

### Missing Asset Information

\*Subject:

Priority:  Due Date:  

Status:

Serial Number:


Model Number:

Make:

PO Number:


Gift or Purchase?:

Price:

Chartfield Date:  

Asset Description:

Bldg. Location where used:

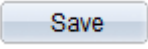
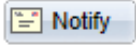
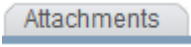
Date in Service:  

Asset Tag Number:

More Information:

[Form](#) | [Instructions](#) | [Attachments](#)

3. **Subject:** Please enter "New Asset" or "Update Asset".
4. Please enter all the information that you have and want entered on the Missing Asset Information form.
5. **Priority** and **Due Date** may be left unchanged.
6. **Status:** You may not change this field value.
7. **Serial Number:** Enter from the documentation you have.
8. **Model Number:** Enter from the documentation you have.
9. **Make:** Enter from the documentation you have.
10. **PO Number:** Enter from the documentation you have.
11. **Gift or Purchase?:** Enter from the documentation you have.
12. **Price:** Enter from the documentation you have.
13. **Chartfield Date:** Enter from the documentation you have.
14. **Asset Description:** Enter from the documentation you have.
15. **Bldg. Location where used:** Enter from the documentation you have.
16. **Date in Service:** Enter from the documentation you have.

17. **Asset Tag Number:** Enter the Property Tag number (#####E).
18. **More Information:** Enter any other information you deem pertinent to the asset information being added.
19. Click  to save this transaction.
20. The  button is not relevant to this form currently.
21. The  tab is not relevant to this form currently. If the item was purchased with a PCard, please attach a copy of the invoice.