

Instructions for Capital Asset Confirmations

1. Login at http://deptapp.drexel.edu/compt/applications/fixed_assets/login.aspx

Capital Asset Confirmation Login

User ID:(ex: jk12, abc123)

University ID:

- a. The User ID will be your domain login (ex. jk12, abc123).
 - b. Enter your University ID. If you do not know your University ID, you can find it here https://accounts.drexel.edu/BannerUPI_login_form.asp or by clicking on the University ID link above.
2. Once you have logged in you will be presented with the fixed asset confirmation form.

Capital Asset Confirmations

Required Name

Name (required): Date:

Condition Codes---															
		GD:Good	FR:Fair	PR:Poor	OB:Obsolete	DS:Disposed	UN:Known	TR:Transferred							
ptag	Description	Serial#	Model#	Acquired	BK Value	Name	Loc Title	room	Manufacturer	Part#	**Condition	Last Inv	Org	Updated	notes
<input type="button" value="Edit"/>	F00000011	Freezer	81912	TS-1000	1/1/2007	10000	Leah Cruz	3201 Arch Street	Suite 400	IBM	9090	GD	9/1/2009	3201	

Edit the form

Comments:

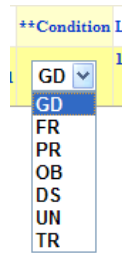
- a. Enter your name before updating the form.
- b. If all the asset information is correct and there are no changes needed, click "Submit and Email".
- c. To update the asset information, click on "Edit" (see above).

Editable Fields

Condition Codes---																
		GD:Good	FR:Fair	PR:Poor	OB:Obsolete	DS:Disposed	UN:Known	TR:Transferred								
ptag	Description	Serial#	Model#	Acquired	BK Value	Name	Loc Title	room	Manufacturer	Part#	**Condition	Last Inv	Org	Updated	notes	
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	F00000011	Freezer	81912	TS-1000	1/1/2007	10000	<input type="text" value="Leah Cruz"/>	<input type="text" value="3201 Arch Street"/>	<input type="text" value="Suite 400"/>	<input type="text" value="IBM"/>	<input type="text" value="9090"/>	<input type="text" value="GD"/>	<input type="text" value="9/1/2009"/>	<input type="text" value="3201"/>	

Comments:

- d. Verify all editable fields and make changes to each field if applicable. Also, verify the condition for each asset using the codes below. To change the code, click on the drop down box and select the proper code.



3. Click on the "Update" button for each asset that you edited.
4. If you have entered (DS) disposed, (TR) transferred, or (OB) obsolete you are required to complete a Capital Asset Disposition Form. Click on the condition field to download the disposition form.

Condition Codes---															
GD: Good FR: Fair PR: Poor OB: Obsolete DS: Disposed UN: Known TR: Transferred															
ptag	Description	Serial#	Model#	Acquired	BK Value	Name	Loc Title	room	Manufacturer	Part#	++Condition	Last Inv Org	Updated	notes	
<input type="button" value="Edit"/>	F00000011	Freezer	81912	TS-1000	1/1/2007	10000	Leah Cruz	3201 Arch Street	Suite 400	IBM	9090	<u>DS</u>	9/1/2009 3201	05/04/2010 4:34:15 PM	

Comments:

5. Once you have completed entering the asset information, click on
6. Attach and email your disposition form to lmc74@drexel.edu.