Asset Profile ID

It is important to profile assets in order to identify if these will be controlled or capitalized assets, profiling also helps determine how an asset will be reflected in annual finance reports.

1. After initiating a purchase requisition in Miner Mall, select the **Proceed to Checkout** option.

2. Next, update the Accounting Codes section by selecting the **Edit** pencil icon.

3. Enter the respective **Speed Chart.**
4. **Scroll to the right** to continue the process.
5. Use the **magnifying glass** on the **Profile ID** section, to see the list of available Asset

Asset Profile ID

6. To select the appropriate **Profile ID**, use the **+** button.

7. Next, enter the respective **account number**.

> **Please note:** Controlled assets utilize account numbers that begin with a <u>6</u> and capital assets utilize account numbers that begin with an <u>8</u>.

9. The Accounting Codes section is now updated and the **Profile ID** is also displayed.

10. Proceed with making final updates to the requisition, carefully review and complete the process by selecting **Place Order** button.