

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.

Shopping Cart • 3510733

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.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	210-AYVL	Each	1,202.08	1 Each	1,202.08

Commodity Code: 43211507

Estimate (1,202.08 USD)

Subtotal	1,202.08
Shipping	0.00
Handling	0.00
Total	1,202.08

Accounting Codes

Speed Chart	Cost Center	Project ID	Fund	Department	Function	Activity	PC Business Unit	Account	Profile ID	PROGRAM CODE
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value

Required fields: Speed Chart, Fund, Department, Function, Account, Profile ID. Empty field: PROGRAM CODE.

Edit Accounting Codes

Accounting Codes

Speed Chart *	Cost Center	Project ID	Fund *	Department *	Function *	Activity
19021601	19021601	No Value	3105	301500	700	No Value

Annotations: 3 (Speed Chart), 4 (Fund)

Edit Accounting Codes

Accounting Codes

Account *	Profile ID	PROGRAM CODE
Search	No Value	

Annotations: 5 (Profile ID)

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.

Value	Description	
107CTL41	Weapons	+
130CTL41	Cameras	+
131CTL41	TV, VCR, VidCamera, Laser Ply	+
142CAP41	Other Assets	+
203CAP41	Servers (cost > \$5,000)	+
203CTL41	Servers	+
204CTL41	Computer, Desktop	+
208CTL41	Printer, Not Portable	+

7. Next, enter the respective **account number**.
Please note: Controlled assets utilize account numbers that begin with a **6** and capital assets utilize account numbers that begin with an **8**.

Function	Activity	PC Business Unit	Account *	Profile ID	PROGRAM CODE
700	No Value		63163	204CTL41	

8. Save

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.

Speed Chart	Cost Center	Project ID	Fund	Department	Function	Activity	PC Business Unit	Account	Profile ID	PROGRAM CODE
19021601 PEOPLESOFT VPBA OPE EXPENSES	19021601 PEOPLESOFT VPBA OPE EXPENSES	no value	3105 DES Designated Tuition	301500 PeopleSoft	700 Institutional Support	no value	no value	63163 Computer Equip Controlled	204CTL41 Computer, Desktop	no value