Profile ID’s can be selected at either the header or line level of the PR document.

1. Click **edit** to add or change Profile ID.

2. Click on **Select from all values** to bring up search window.

3. In the **Description** box type a brief description of the item.

4. Click **Search**.

5. Click **Select** when you find the matching item.
1. **Asset** - An asset is an owned item of value. An asset is determined by its cost and physical properties.

2. **Asset Profile ID** - An asset profile is a shortcut that contains standard depreciation criteria for an asset type and its corresponding asset books.

3. **Class Code** - A table of codes that is used statewide to standardize personal and real property reporting. It is 3 digits in length and has a specific description.

4. **Asset Definition** - Identifies if the asset is capitalized or controlled. **CAP** or **CTL**.

5. **Category** - One or two digit numerical or alphanumerical category assignment with a description under that category.

6. **Capital (CAP)** - Capitalized assets are capital assets that have a value equal to or greater than $5000.

7. **Control (CTL)** - A controlled asset is a capital asset that has a value less than $5000, but is considered a high-risk nature. Example:
   - Hand guns
   - Computers
   - TV