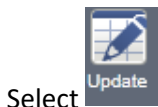
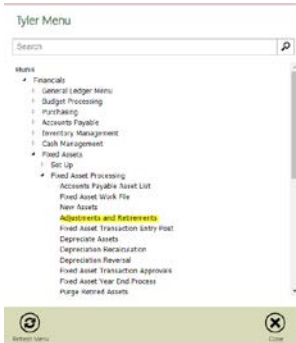


Updates to Existing Assets

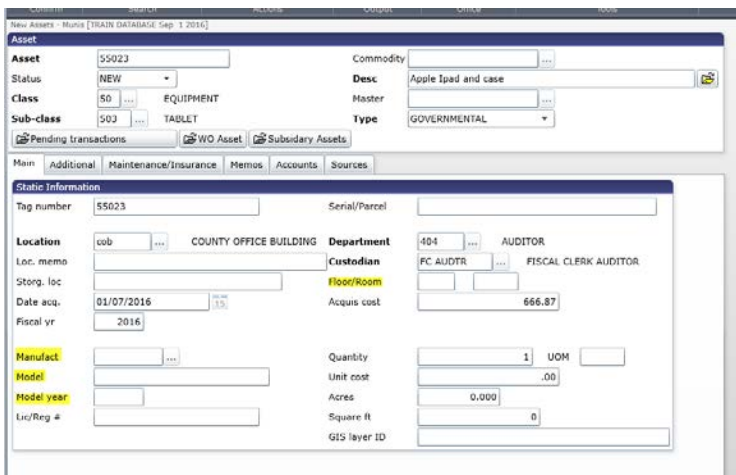
Version 11.3

Open the Adjustments and Retirements Program:




You can make updates to the record below. Do not update the Status, Class, Subclass or Tag Number.

We suggest updates are made to the fields in yellow to better help you track assets.



Asset		Commodity	Desc
Asset	55023		Apple Ipad and case
Status	NEW		
Class	50 EQUIPMENT		
Sub-class	503 TABLET		
		Master	
		Type	GOVERNMENTAL

Static Information		Serial/Parcel	
Tag number	55023		
Location	COB COUNTY OFFICE BUILDING	Department	404 AUDITOR
Loc. memo		Custodian	PC AUDTR FISCAL CLERK AUDITOR
Storg. loc		Floor/Room	
Date acq.	01/07/2016	Acquis cost	666.87
Fiscal yr	2016		
Manufact		Quantity	1 UOM
Model		Unit cost	.00
Model year		Acres	0.000
Lic/Reg #		Square ft	0
		GIS layer ID	

Once the updates have been made, select .