

Autocreation Checklist



These are the general procedures for the set up of records in the **Asset Master** using a template or the Autocreation process.

01

Materials > Receiving > Receiving > Manage Purchase Order Receipts

Receive and accept the quantity for the appropriate purchase order and line.



02

Materials > Fixed Assets > Asset Master Records > Create Autocreation Transaction

Generate the Fixed Asset transaction.



03

Accounting > Fixed Assets > Asset Master Records > Manage Autocreation Transactions

Enter additional Asset Information.



04

Accounting > Fixed Assets > Asset Master Records > Print Autocreation Transactions Edit Report

Review the edit report for missing fields. Mandatory fields include the property type, classification code, depreciation method, asset life, accumulated depreciation code, expense code, and asset account.



05

Accounting > Fixed Assets > Asset Master Records > Create Asset Master Records

For either receipts or vouchers for a period up to a designated date, run the create process.

