1. To add missing asset information

1. From the Menu, select **Finance Navigation > Employee Self-Service > Forms > Missing Asset Information**

**Search/Fill a Form**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Add an Existing Value**
- **Add a New Value**

**Search Criteria**

- **Sequence Number:**
- **Subject:**
- **Document Key String:**
- **Priority:**
- **Due Date:**
- **Approval Status:**

- **Case Sensitive**

- **Find an Existing Value**
- **Add a New Value**

2. Select **Add a New Value**
3. **Subject**: Please enter “New Asset” or “Update Asset”.
4. Please enter all the information that you have and want entered on the Missing Asset Information form.
5. **Priority** and **Due Date** may be left unchanged.
6. **Status**: You may not change this field value.
7. **Serial Number**: Enter from the documentation you have.
8. **Model Number**: Enter from the documentation you have.
9. **Make**: Enter from the documentation you have.
10. **PO Number**: Enter from the documentation you have.
11. **Gift or Purchase?**: Enter from the documentation you have.
12. **Price**: Enter from the documentation you have.
13. **Chartfield Date**: Enter from the documentation you have.
14. **Asset Description**: Enter from the documentation you have.
15. **Bldg. Location where used**: Enter from the documentation you have.
16. **Date in Service**: Enter from the documentation you have.
17. **Asset Tag Number**: Enter the Property Tag number (#######E).

18. **More Information**: Enter any other information you deem pertinent to the asset information being added.

19. Click **Save** to save this transaction.

20. The **Notify** button is not relevant to this form currently.

21. The **Attachments** tab is not relevant to this form currently. If the item was purchased with a PCard, please attach a copy of the invoice.