How to Enter an Asset Profile ID on a Requisition

Why We Have to Do This?
Before the Health eShop project and the addition of approximately 8,700 Category codes, the category codes that GHSU used had descriptions with dollar ($) amounts.

For example:
Lab/Research, Gen Supplies
Lab/Research Equipment $3,000-$4,999
Lab/Research Equipment > $5,000

Now, there is not a dollar value assigned to Category Codes (NIGP codes), when the dollar amount was assigned to Category Codes, then any dollar amount that would have identified equipment as an asset, had an associated Asset Profile ID that was pre-populated on requisitions based on the Category Code that the requester coded on the requisition.

Some Category Codes will still pre-populate the correct Asset Profile ID. They are some big equipment, computers and firearms.

In cases where the Category Codes are not pre-populated, then the requester is responsible for populating the Asset Profile IDs on the Requisition.

Why We Have to Do This?
Per the below screen shot, requesters can populate the Asset Profile ID on Step 3. Review and Submit, by:
1. Clicking the sideways triangle beside each line number
2. Click on the Asset Information tab
3. Enter 12000 in the AM Business Unit field
4. Enter an Asset Profile ID in the Profile ID field, or use the lookup button to find one

What Asset Profile ID Should I Use?
If the requester has any questions as to what Asset Profile ID to populate, then they can contact Tabetha Kendrick (tkendrick@georgiahealth.edu) or at 706-721-9444.