

## **Instructions for Updating Asset Information Online**

- Log into PeopleSoft Financials with your ID/Password.
- Within the left hand menu, choose “Asset Management”.
- Within that category choose “Asset Management Home”.
- Click on “Financial Asset Management” link.
- Click on “Asset Basic Information” link.
- Enter the appropriate business unit from the drop down menu and then enter the asset number or tag number.
- Hit the “Search” button.
- Go to the tab that you need to update.
- Remember, for “Location/Comments/Attributes” and “Custodian/License/MFG” pages, you have to insert a row before adding or editing information. You can do this by selecting the plus sign button on the upper right hand corner of the box.
- When in the “Location/Comments/Attributes” page, if you have trouble entering the correct room number or don’t know it, clicking the magnifying glass will allow you to search by the three digit building number or building description (name). After hitting “Search”, the first 300 results will be listed. You can then select the appropriate code.
- The “Custodian/License/MFG” page allows you to update the custodian, but you must enter the name in Lastname,Firstname order. (Ex: Smith,Mary with no spaces between names)
- Always remember to click the “Save” icon in the bottom left of the page.