



# Registering Capitalized Assets



*This Registering Capitalized Assets Tip Sheet is for finance employees involved specifically in Asset Management.*

## College Specific Considerations

CCC	
CNM	
LCC	
NNMC	
SFCC	General Services Registers Asset, Asset Accountant Assigns Accounting
SJC	

## Overview

The process of registering capitalized assets begins once a **supplier invoice has been reviewed for trackable assets and approved.**

**Note:** We recommend opening all necessary Workday tabs before beginning. If you navigate away from the registration page mid-process, Workday may no longer recognize the session, causing you to lose unsaved work.

## Before Beginning Registration

1. Begin by **registering the business asset** in Workday.  
(Asset Registration Task in Workday inbox).
2. **(Recommended)** open the following resources for reference:
  - The **supplier invoice**
  - The **receipt**
3. If the asset or request seems unusual, **check previous records** to see if something similar was registered before.
4. **(If available)** gather equipment images—online sources are fine or reach out to the department if needed. Images help with asset identification.
5. **(Optional)** In a separate Workday tab, **run report CR1116** using the grant number or other worktag being overridden.

**Note:** It is important to run the CR1116 report *before* entering registration data. Running it after can cause an error when you return to finish registration.

6. Select **OK** to begin.

## Registering Your Asset

1. **(Optional) Copy the memo** from one of the listed assets—these should all be identical and will be pasted later in the Assign Asset Accounting screen.
2. **(Optional) Verify the Acquisition Date** matches the **Accounting Date Override** on the supplier invoice. **Confirm with your institution's specific policies before proceeding.** Acceptable Acquisition Dates may include:
  - Supplier invoice date
  - Supplier invoice journal accounting date
  - Supplier invoice payment date
  - Receipt date
  - Accounting override date

**Note:** Do not use the override date if the month is already closed.

3. Use the asset description from the appropriate source document and enter it into both the Asset Name and Asset Description fields in Workday.

**Note:** For buildings or improvements, include the **building name at the beginning** of the asset name and description for sorting purposes.

4. Enter the **Tag Number** into the **Asset Identifier** field under *Additional Information*.
5. Enter the **Serial Number**, along with the **Model Number (MN #)** and manufacturer information.
6. **(Optional) Determine the appropriate Asset Class.**
7. **(Optional) Determine the Asset Coordinator:**
  - Check the quote to identify who requested the equipment.
  - If unclear, contact the department directly.

**Note:** Asset Coordinators can be updated in the future without any negative impact.

8. Enter the **Location** listed on the Equipment Labeling Form.
9. In the asset registration screen:
  - **(CNM Only) Delete** all additional worktags *except* any **grant, project, or gift numbers**.
  - **(CNM Only) Remove** the prefilled cost center. Enter *Cost Center: CC300097*
10. Enter your Investment in plant. **FD0017** and **EX096A**.

**Note:** Double-check all entered data, especially the acquisition date. It is extremely difficult to make corrections after submission.

11. Once all data is confirmed, select **Submit**.
12. From the confirmation window, select **Open**.

### Assigning Asset Accounting Information

1. **(Optional)** On the *Assign Asset Accounting Information* screen, paste the memo from the CR1116 report into the *Memo* field.
2. Set the **In Service Start Date** to match the Acquisition Date.
3. Confirm the **Depreciation Profile** is correct.
4. Double-check all information again > select **Submit**.
5. **(SFCC Only)** Determine the appropriate **Asset Class**.
6. **(SFCC and NNMCC Only)** Invest in plant cost center.

### (Optional) Final Review and Documentation

1. From the Asset Accounting popup, select **View Details**.
2. Review everything once more for accuracy.
3. From the top of the page, select the asset itself.
4. From the Asset ID, select **Related Actions** (three dots).
5. Hover over **Business Asset** > select **Edit**.
6. Navigate to the **Attachments** section (next to General).
7. **Attach** the Equipment Labeling Form and any **equipment photos** by dragging and dropping into the field.
8. Select **OK** > **Done**.