Print an Asset

This guide covers viewing and printing asset information from the *Printable View of Asset* page. Information from the *Basic Add* pages is compiled into one page which you can print should the need arise.

Steps to complete:

- Step 1: Navigate to the Print an Asset page
- Step 2: View and Print the Printable View of Asset page

**Step 1: Navigate to the Print an Asset page**

You can navigation to the *Print an Asset* page directly as shown in this example or use the *Search for an Asset* page.

1. Navigate to the *Print an Asset* page using one of the options below:

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Asset Management, Asset Review, left-menu, Print an Asset.</td>
</tr>
<tr>
<td><strong>WorkCenter</strong></td>
<td>Accounting, Asset Management, Asset Management WorkCenter. The Search for an Asset page displays by default. Search for and select the asset that you want to print, and select the “Print an Asset” component. (Refer to the “Use the Search for an Asset Page” guide for more detail.)</td>
</tr>
</tbody>
</table>

2. At the *Print an Asset* page, enter search criteria to locate the asset you want to view and print. Commonly used options are described below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
<td>Accept the default <em>Business Unit</em> or click on the <strong>Lookup</strong> and select a different <em>Business Unit</em>.</td>
</tr>
<tr>
<td><strong>Asset Identification</strong></td>
<td>Enter an <em>Asset ID</em> to limit your search. The percent sign (%) can be used to replace one or more characters.</td>
</tr>
</tbody>
</table>
3. Click on the **Search** button.

4. If more than one asset displays in the **Search Results** section, click on the asset you want to view. The **Printable View of Asset** page displays.

**Step 2: View and Print the Printable View of Asset page**

The **Printable View of Asset** page displays information that can be found on the **Basic Add** pages, including cost information and ChartFields. The page can be printed, if desired.

1. View the **Header** section of the page.
   - Information from the **Basic Add** pages displays, such as Asset ID and Description, Profile ID, Location, Asset Status, and Manufacturing information.
2. View the **Default Book & Depr Attributes** section.
   - Depreciation settings for the asset display, including In Service Date, Method, Beginning Depreciation Date.
3. View the **Asset Cost Information for Default Book** section.
   - Cost information displays including the Asset Category, Cost amount, Salvage Value, and ChartFields.

4. Print the page as you would normally.