# **Creating a Line Item for an Asset**

\*Asset > is a **required field** in which you must select **Yes** or **No** from the dropdown menu. For transactions with multiple line items you may do this at the ***header*** ***level*** in the transaction or



you may do it on each ***individual*** line item.



Once you have answered the asset question whether it was at the header level or line item level, go to ***Details*** at the end of the ***Acct*** ***Assignment*** box to enter the fund and GL Code.



Enter the fund number in the ***Fund*** box and the GL Code in the ***General*** ***Ledger*** box >> in the top right corner of box click on ***UPDATE*** & then clickon ***APPLY***. For equipment with a value of $1,500.00 - $4,999.99 use GL Code 439400. For equipment with a value of $5,000.00 or more use GL Code 461200.



When you are ready to pay the invoice in IRIS using MIR7, in the ***PO*** ***Reference*** section at the bottom of the MIR7 screen, select the ***Acct*** ***Assgt*** box for the asset line item you are paying for.



Take out all information (GL Code, Cost Center, Fund) except for the dollar amount on that account assignment line >> enter the asset number in the ***Asset Column >>*** Click on ***Check*** >> click on ***Back***.

