



Asset Payment

Steps in Finance System

Link: **Main Menu > Lookup and Maintenance > Capital Asset Management > Asset Payment**

1. Enter criteria in the **Asset Payment Lookup** screen to find the asset.
2. Click the **Search** button to view the asset payment information in a table below.

Notes

- Know the asset number you are looking up.
- The underlined fields allow lookups into the asset attributes.
- Click the underlined **Asset Number** in the search results to view the **Asset Inquiry** screen. The tabs allow you to select the information you wish to see.
- Users with (CAM) Departmental Processor rights can take maintenance actions against the asset if needed.
- The **Asset Payment** link is only a lookup. It provides information about existing payments on assets.
- The **Asset Manual Payment** link under **Administrative Transactions** allows only central CAM Managers the ability to add payments to the asset for additions or adjustments.