**How to Record an Asset on a Procurement Card Document**

1. Create Asset in IRIS using AS01 (same as always)
2. Go to FBV2:
3. Enter Document #
4. Enter FY
5. Press “Enter” button on keypad
6. Click on Fast Data Entry button at top of form
7. At bottom of form enter:
8. PstKy = 70
9. Account = asset number
10. TType = 100
11. Press “Enter” button on keypad
12. In the amount section, enter the asset amount and then press “Enter” key
13. Click on Green arrow at top to go to previous screen
14. You will see the account is out of balance by the amount of the asset
15. Click on Fast Data Entry button at top of form
16. Amount (of asset) = 0
17. Press “Enter” button on keypad
18. You will receive a WARNING message, but this is ok
19. Press “Enter” button on keypad
20. You will see that your account is now in balance and that the asset has been created at the bottom of the document
21. Continue with procard reconciliation