

## DAS FIN Announcement: Express Add Entry Reminder

When entering a new asset record using the **Express Add** page, the **Asset Identification** field must not be changed from the default "NEXT." This will allow the system to automatically generate sequential **Asset ID** numbers. Changing from the default "NEXT" will cause system errors when trying to add a record to OAKS AM. The only action needed on the **Asset Express Add** page is to click the **Add** button.

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Express Add

OAKS Financials

### Asset ExpressAdd

Business Unit:

Asset Identification:

Additional question regarding entering new asset records can be directed to the Ohio Shared Services Service Center at 877-644-6771.