	State of Kansas **Adding and Inactivating Area ID's** *Statewide Management, Accounting and Reporting Tool*	**KANSAS**

Created: 05/03/2010
Version #1

This job aid explains how to add and inactivate an Area ID. Area IDs are used to create a more granular level that further identifies the asset within a Location.

Within an agency, the only role that can add a new Area ID is the **Agency Configuration Maintainer**.

Note: You should only add Area ID's to Location Codes that your agency uses. Do NOT alter other agencies' data.

Steps to Add a New Area ID:

1. Determine a new Area ID is needed.
2. Navigate to *Setup Financials/Supply Chain > Product Related > Asset Management > Area Definition*.
3. Select the Add a New Value tab.
4. Enter a SetID of SOKID.
5. Click the lookup button for the Location Code field. In the search criteria, enter a "K" followed by the first letter of the city (example "KT" for a Topeka location). Select the Location Code for which a new Area ID needs to be setup from the lookup.
6. Enter a value in the Area ID field. This field is limited to 10 characters.
7. Click Add.
8. Accept the default of today's date in the Effective Date field.
9. Change the Status to Active.
10. Enter a Description in the Description field.
11. Enter further detail in the Area Detail field (optional). Data entered in this box will not display on the asset record.
12. Click Save.

Steps to Inactivate an Existing Area ID:
1. Determine an Area ID needs to be inactivated.
2. Log a Help Desk ticket requesting the inactivation. Central should perform this function to ensure no other agencies have assets assigned to that Area ID. Include the following in your ticket:
   a. Category: Asset Management
   b. Sub-Category: Other
   c. Subject: Area ID Inactivation
   d. Description:
      i. Location Code
      ii. Area ID
      iii. Reason for inactivating