Training Objectives

Gain an understanding of how to complete each section of the Assets and Liabilities page in GUS.

- Assets – Bank Accounts, Retirement, and Other Accounts You Have
- Other Assets You Have
- Liabilities – Credit Cards, Other Debts, and Leases that You Owe
- CAIVRS Information
GUS Assets and Liabilities: Assets – Bank Accounts, Retirement and Other Accounts

5 Sections of the Assets and Liabilities section.
GUS Assets and Liabilities: Assets – Bank Accounts, Retirement and Other Accounts, Continued...

Steps:

1. Select **Add Asset**.

Steps:

2. Select **Account Owner/Borrower Name** from the drop-down list.

3. Select the **Account Type** from the drop-down list. Then complete **Financial Institution**, **Account Number** and **Cash or Market Value**.
GUS Assets and Liabilities: Assets – Other Assets You Have

**Steps:**

1. Select Add Other Asset.

2. Select Add Other Asset.
3. Select the **Account Owner/Borrower Name** from the drop-down list.
4. Select the **Asset Type** from the drop-down list.
5. Enter the **Cash or Market Value**.
6. System will calculate the **Total Cash or Market Value for All Borrowers**.
GUS Assets and Liabilities: Liabilities – Credit Cards, Other Debts and Leases You Owe

Steps:

1. Select Add Liability.

Steps:

2. Select Account Owner.
3. Select the Account Type.  
   Note: If Other, specify.
4. Enter Company Name and Account Number.
5. Enter Unpaid Balance.
6. Choose applicable Pay-Off Option.  
   Note: If Omit, please specify.
**GUS Assets and Liabilities: Other Liabilities and Expenses**

**Steps:**

1. Select **Add Other Liability**.

2. Select the **Account Owner/Borrower Name**.

3. Choose **Liabilities or Expense Type** and complete the **Monthly Payment** field.

**Note:** If **Liabilities or Expense Type** is Other, an additional field will display. Please provide a description.
GUS Assets and Liabilities: CAIVRS Information

Steps:
1. Confirm the CAIVRS Number is correct.

If CAIVRS Number is blank:
2. Select Get CAIVRS Number to auto-populate the field or
3. Select the Access CAIVRS Website link to correct or locate the CAIVRS number.
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