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## 1. Creating Asset Related Requisitions

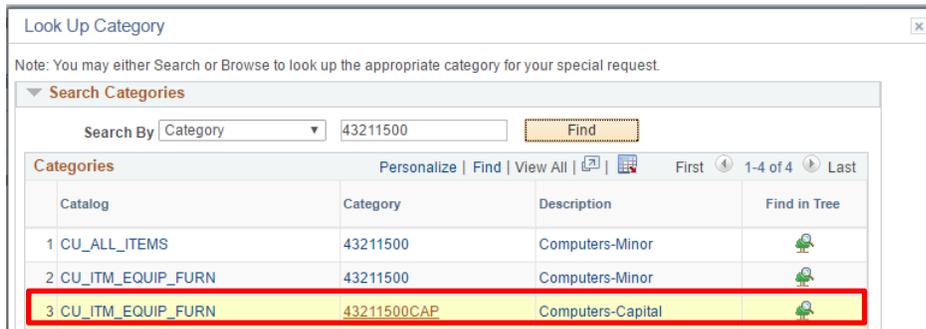
**Step 1:** Create a new requisition by navigating to **eProcurement > Requisitions**.

**Step 2:** On the Requisition Defaults page, enter the Supplier, Ship To, Bill To, Attention To and desired ChartField information, then click OK.

**Note:** *It is recommended that the Account ChartField be left blank as a default Account value will be populated from the Category Code selected when entering line information.*

**Step 3:** From the Home Page, click on the **Special Requests** link to enter requisition line information. Enter the Item Description, Quantity, Price, Unit of Measure and **Category Code**.

**Step 4:** For Capital Equipment purchases that are greater than or equal to \$5000, the **Category Code** selected should be the value that ends with “CAP” and has “Capital” in the description. Purchases that are less than \$5000 should reference a Category Code that does not end in “CAP” and has “Minor” in the description.



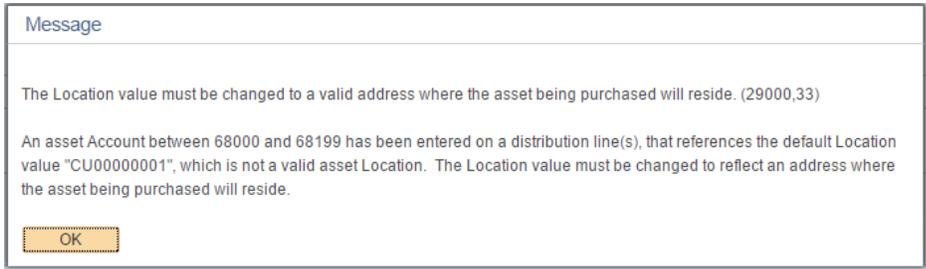
**Step 5:** Select **Add to Cart**. Once all line items have been entered, select **Checkout**.

**Step 6:** On the Review and Submit page, expand the Lines section and the Accounting Lines section.

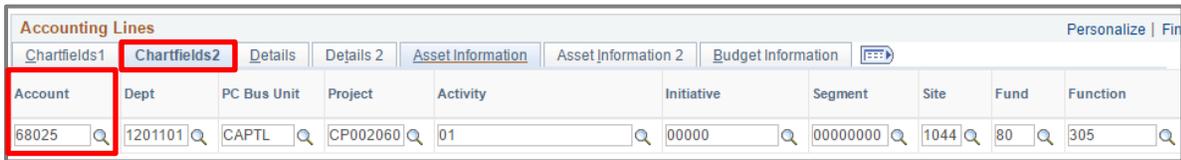
**Step 7:** On the **ChartFields 1** tab, enter a **Location** that identifies where the asset being purchased will reside. If this is not known at the time of requisitioning, enter the ShipTo ID. Once the Location is known, contact Capital Asset Accounting to provide them with the asset Location.



**Note:** *If the default Location value “CU00000001” is not changed, users will receive an error message when the requisition is saved requiring a valid Location to be entered.*



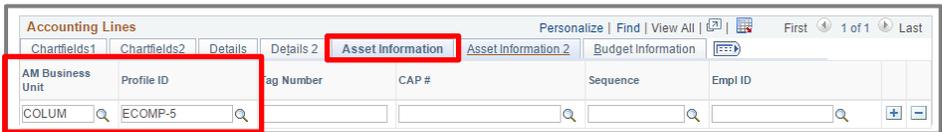
**Step 8:** Click on the **Chartfields 2** tab. The **Account** field will be populated with a value defaulted from the selected **Category Code**. Enter the remaining ChartField values as applicable.



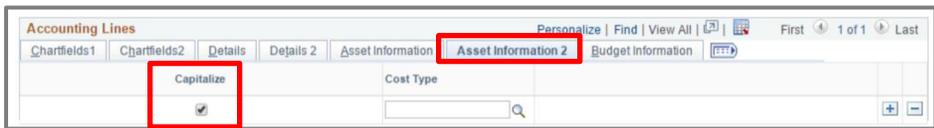
**Note:** When purchasing capital equipment, the Account value must be between 68000 – 68199.

**Step 9:** Click on the **Asset Information** tab.

- The **AM Business Unit** will default to “COLUM”
  - **Note:** The **AM Business Unit** and **GL Business Unit** should be the same, hence, the **AM Business Unit** should be changed to the same value as the **GL Business Unit** entered on the **Chartfields 1** tab if other than **COLUM**.
- The **Profile ID** will be defaulted from the Category Code. If the purchase is for fabricated equipment, select the applicable Profile ID that begins with “FAB”.
  - **Note:** When purchasing fabricated equipment, users must contact Capital Asset Accounting to establish a unique “FAB” Profile ID for the fabrication.



**Step 10:** Click on the **Asset Information 2** tab. The **Capitalize** checkbox should be checked.



**Step 11:** Click the **Save and Submit** button to save the Requisition and route it for approval.

**Note:** If the **AM Business Unit**, **Profile ID** or **Capitalize** checkbox are not defined on distribution lines that reference an Account between 68000 - 68199, users will receive an error message when the requisition is saved that the asset information must be entered.

Message

Please enter the AM Business Unit, Profile ID and select the Capitalize Flag. (29000,29)

An asset account between 68000 - 68199 has been entered on a distribution line(s), requiring Asset Management information to be entered. Click on the Asset Information tab and enter the AM Business Unit, Profile ID and select the Capitalize Flag.

OK

## 2. Creating Asset Related Requisitions with a Trade-In

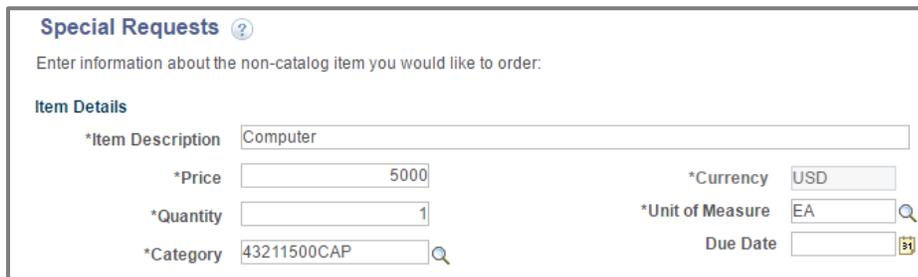
**Step 1:** Create a new requisition by navigating to **eProcurement > Requisitions**.

**Step 2:** On the Requisition Defaults page, enter the **Supplier, Ship To, Bill To, Attention To** and desired **ChartField** information, then click **OK**.

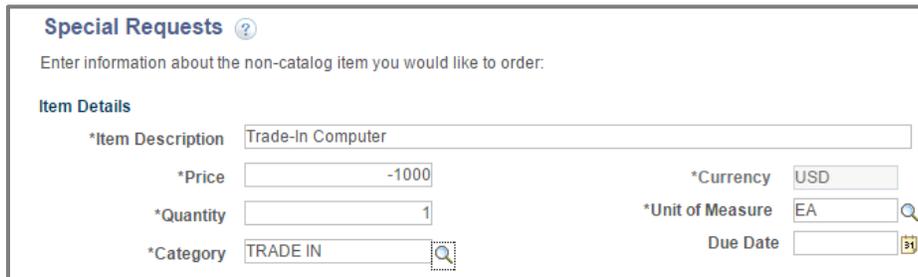
**Note:** It is recommended that the “**Account**” ChartField be left blank as a default **Account** value will be populated from the **Category Code** selected when entering line information.

**Step 3:** From the Home Page, click on the **Special Requests** link to enter requisition line information.

- Line 1 - Enter the **Item Description, Quantity, Price, Unit of Measure** and **Category Code** for the asset being purchased. The Category Code selected should end in “CAP”. Select Add to Cart to enter Line 2.



- Line 2 – Enter the **Item Description, Quantity, Price, Unit of Measure** and **Category Code** for the asset being traded in. The trade-in price must be reflected as a negative number. The “**TRADE IN**” Category Code should be entered.



**Step 4:** For Capital Equipment purchases that are greater than or equal to \$5000, the **Category Code** selected should be the value that ends with “CAP” and has “Capital” in the description. Purchases that are less than \$5000 should reference a Category Code that does not end in “CAP” and has “Minor” in the description.

**Step 5:** Select **Add to Cart**. Select **Checkout**.

**Step 6:** On the Review and Submit page, expand the Lines section and the Accounting Lines section.

**Step 7:** On the **ChartFields 1** tab, enter a **Location** that identifies where the asset being purchased will reside. If this is not known at the time of requisitioning, enter the **ShipTo ID**. Once the Location is known, contact Capital Asset Accounting to provide them with the asset Location.

The screenshot shows the 'Accounting Lines' form with the 'Location' field in the 'Chartfields2' tab highlighted with a red box. The value 'CU00000001' is entered in this field.

**Note:** If the default Location value “CU00000001” is not changed, users will receive an error message when the requisition is saved requiring a valid Location to be entered.

The message box contains the following text: "The Location value must be changed to a valid address where the asset being purchased will reside. (29000,33) An asset Account between 68000 and 68199 has been entered on a distribution line(s), that references the default Location value “CU00000001”, which is not a valid asset Location. The Location value must be changed to reflect an address where the asset being purchased will reside." There is an 'OK' button at the bottom.

**Step 8:** Click on the **Chartfields 2** tab.

- Line 1 - The **Account** field will be populated with a value defaulted from the selected **Category Code**. Enter the remaining ChartField values as applicable.

The screenshot shows the 'Accounting Lines' form with the 'Chartfields2' tab selected. The 'Account' field is highlighted with a red box and contains the value '68025'. Other fields include Dept (1201101), PC Bus Unit (CAPTL), Project (CP002060), Activity (01), Initiative (00000), Segment (00000000), Site (1044), Fund (80), and Function (305).

**Note:** When purchasing capital equipment, the Account value must be between 68000 – 68199.

- Line 2 – The **Account** field will be populated with the value “46982” that is defaulted from the **TRADE IN Category Code**. This value should not be changed.

The screenshot shows the 'Accounting Lines' form with the 'Chartfields2' tab selected. The 'Account' field is highlighted with a red box and contains the value '46982'. Other fields include Dept (1201101), PC Bus Unit (CAPTL), Project (CP002060), Activity (01), Initiative (00000), Segment (00000000), Site (1044), Fund (80), and Function (305).

**Step 9:** Click on the **Asset Information** tab.

- Line 1:
  - The **AM Business Unit** will default to “COLUM”
    - Note:** The AM Business Unit and GL Business Unit should be the same, hence, the AM Business Unit should be changed to the same value as the GL Business Unit entered on the Chartfields 1 tab if other than COLUM.
  - The **Profile ID** will be defaulted from the Category Code. If the purchase is for fabricated equipment, select the applicable Profile ID that begins with “FAB”.

- **Note:** When purchasing fabricated equipment, users must contact Capital Asset Accounting to establish a unique “FAB” Profile ID for the fabrication.

The screenshot shows the 'Accounting Lines' window. The 'AM Business Unit' field is set to 'COLUM' and the 'Profile ID' field is set to 'ECOMP-5'. Both fields are highlighted with a red box. The 'Asset Information 2' tab is also highlighted in red.

- Line 2: Asset Management information will not be defined on the distribution line for the trade in.

This screenshot is identical to the previous one, showing the 'AM Business Unit' and 'Profile ID' fields highlighted in red. The 'Asset Information' tab is highlighted in red.

**Step 10:** Click on the **Asset Information 2** tab.

- Line 1: The **Capitalize** checkbox should be checked for the asset line.

The screenshot shows the 'Asset Information 2' tab selected. The 'Capitalize' checkbox for Line 1 is checked and highlighted with a red box.

- Line 2: The **Capitalize** checkbox should not be checked for the trade in line.

The screenshot shows the 'Asset Information 2' tab selected. The 'Capitalize' checkbox for Line 2 is unchecked and highlighted with a red box.

**Step 11:** In the Requisition Lines section, enter a line **Comment** to provide Capital Asset Accounting the **Tag number** for the Asset being traded in. This will provide Capital Asset Accounting with the information needed to retire the trade in asset.

The 'Line Comment' dialog box is shown. The 'Business Unit' is 'COLUM' and the 'Requisition Date' is '02/02/2017'. The 'Status' is 'Pending'. The 'Line' is '2'. A comment is entered in the 'Comments' field: 'Trade-In Computer Tag Number 1234567890'. The comment is highlighted with a red box.

**Step 12:** Click the **Save and Submit** button to save the Requisition and route it for approval.

**Note:** *If the AM Business Unit, Profile ID or Capitalize checkbox are not defined on the distribution lines that reference an Account between 68000 - 68199, users will receive an error message when the requisition is saved that the asset information must be entered.*

Message

---

Please enter the AM Business Unit, Profile ID and select the Capitalize Flag. (29000,29)

An asset account between 68000 - 68199 has been entered on a distribution line(s), requiring Asset Management information to be entered. Click on the Asset Information tab and enter the AM Business Unit, Profile ID and select the Capitalize Flag.

### 3. Creating Asset Related Change Orders

**Step 1:** Create a Change Order by navigating to **Purchasing > Purchase Orders > PO Change Order Jump Page**.

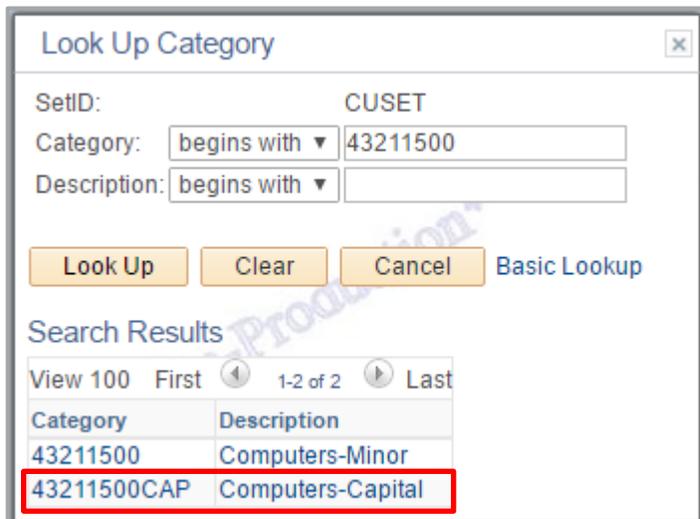
**Step 2:** On the PO Change Order Jump Page, enter the **Business Unit** and **PO ID** (or applicable search criteria), then click Search.

**Step 3:** Select the radio button for the applicable PO, then select the **Change Type** to denote if you are processing a **Price/Quantity** or **Financial** Change Order. Click the **Create Change Order** button.

**Step 4: (Skip to Step 9 if creating a Financial Change Order)** In the PO Lines section, click the plus sign (+) to enter a new line then enter the number of lines to be added. Click **OK** to the Change Order validation message, then enter the **Item Description, Quantity, Price, Unit of Measure** and **Category Code**.

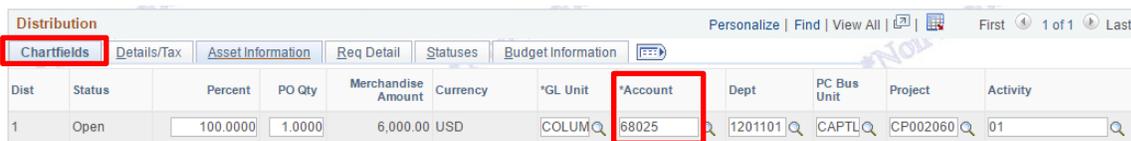
**Note:** *If not entering a new line, simply change the quantity and/or price on an existing line(s), as applicable.*

**Step 5:** For Capital Equipment purchases that are greater than or equal to \$5000, the **Category Code** selected should be the value that ends with “CAP” and has “Capital” in the description. Purchases that are less than \$5000 should reference a Category Code that does not end in “CAP” and has “Minor” in the description.



**Step 6:** Click the **Schedule** icon and enter a **Ship To Location**, then click on the **Distribution Line** icon.

**Step 7:** On the **Chartfields** tab, the **Account** field will be populated with a value defaulted from the selected Category Code. Enter the remaining ChartField values as applicable.



**Note:** *When purchasing capital equipment, the Account value must be between 68000 – 68199.*

**Step 8:** Click on the **Details/Tax** tab and enter a **Location** that identifies where the asset being purchased will reside. If this is not known at the time of creating the change order, enter the **ShipTo ID**. Once the Location is known, contact Capital Asset Accounting to provide them with the asset Location.

**Note:** If the default Location value “CU00000001” is not changed, users will receive an error message when the requisition is saved requiring a valid Location to be entered.

**Step 9:** Click on the **Asset Information** tab.

- The **AM Business Unit** will default to “COLUM”
  - **Note:** The AM Business Unit and GL Business Unit should be the same, hence, the AM Business Unit should be changed to the same value as the GL Business Unit entered on the Chartfields 1 tab if other than COLUM.
- The **Profile ID** will be defaulted from the Category Code. If the purchase is for fabricated equipment, select the applicable Profile ID that begins with “FAB”.
  - **Note:** When purchasing fabricated equipment, users must contact Capital Asset Accounting to establish a unique “FAB” Profile ID for the fabrication.
- The **Capitalize checkbox** should be checked.

**Step 10:** Click **OK** to close the Distribution line page, then click **Save and Submit** to save the Change Order and route it for approval.

**Note:** If the **AM Business Unit**, **Profile ID** or **Capitalize checkbox** are not defined on distribution lines that reference an Account between 68000 - 68199, users will receive an error message when the Change Order is saved that the asset information must be entered.

Message

Please enter the AM Business Unit, Profile ID and select the Capitalize Flag. (29000,29)

An asset account between 68000 - 68199 has been entered on a distribution line(s), requiring Asset Management information to be entered. Click on the Asset Information tab and enter the AM Business Unit, Profile ID and select the Capitalize Flag.

OK

## 4. Receiving a Trade In Asset

**Step 1:** Create a new receipt by navigating to **Purchasing > Receipts > Add/Update Receipts**. Click on the Add a New Value tab and click Add.

**Step 2:** Enter the **Business Unit** and **PO ID**. Click **Search**. Select the checkbox next to both the asset and trade in PO Line(s) and click OK.

Retrieved Rows										
Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	COLUM	0000081449	1	1		02/02/2017	1.0000			Computer
<input checked="" type="checkbox"/>	COLUM	0000081449	2	1		02/02/2017	1.0000			Trade-In Computer

**Step 3:** Enter the **Received** quantity for both lines.

Receipt Lines													
Receipt Lines	More Details		Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Computer	1.0000	EA	5000.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track
2		Trade-In Computer	1.0000	EA	-1000.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA		Device Track

**Step 4:** Click on the **Pending** link under the **AM Status** heading for the asset line. The **AM Business Unit**, **Profile ID** and **Capitalize flag** will be populated with the asset information defined on the PO. Click **OK**.

Asset Management Information for Line 1

Business Unit COLUM      Status Open

Receipt ID NEXT      Item Computer

Receipt Line 1      Standard UOM EA

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Distribution Information

Distribution Line 1

Business Unit COLUM      Capitalize Capitalize

Profile ID ECOMP-5      CAP Sequence

CAP #      Employee ID

Cost Type      Distributed Quantity 1.0000

Merchandise Amount 5000.00

**Note:** Once the asset is created in Asset Management, the **AM Status** will change from **“Pending”** to **“Moved”**.

**Step 5:** Click **Save**.

## 5. Creating Asset Related Non-PO Vouchers

**Step 1:** Create a new non-PO Voucher by navigating to **Accounts Payable > Vouchers > Add/Update > Regular Entry**.

**Step 2:** On the **Add a New Value** tab, enter the **Supplier, Invoice Number, Invoice Date** and **Gross Invoice Amount**. Click **Add**.

**Step 3:** In the **Voucher Header** section, enter the **Invoice Received Date** and **Voucher Type**. In the **Voucher Lines** section, enter the **Description, Quantity, Unit of Measure, Unit Price** and **Line Amount**.

**Step 4:** In the **Voucher Distribution** section, enter an **Asset Account** and the remaining **ChartField** values.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
<input type="checkbox"/>	1	5,000.00	1.0000	COLUMQ	68100	1201101	CAPTLQ	CP002060	01	00000	00000000	1044

**Note:** When purchasing capital equipment, the Account value must be between 68000 – 68199.

**Step 5:** Click on the **Asset Information** tab.

- Select the **Asset** checkbox
- Enter the **AM Business Unit**
  - **Note:** The AM Business Unit and GL Business Unit should be the same.
- Enter the **Profile ID**. If the purchase is for fabricated equipment, select the applicable Profile ID that begins with “FAB”.
  - **Note:** When purchasing fabricated equipment, users must contact Capital Asset Accounting to establish a unique “FAB” Profile ID for the fabrication.
- The **Asset ID field** will be defaulted to “NEXT” and should not be changed on a Regular Voucher.
  - **Note:** Asset ID numbers should only be defined on Journal Vouchers in order to update the ChartField coding change on an existing asset.

Asset	Business Unit	Profile ID	Asset ID
<input checked="" type="checkbox"/>	COLUM	FAB0000005	NEXT

**Step 6:** Click **Save** to save the voucher and route it for approval. Non-PO vouchers referencing an Account between 68000 – 68199 will route to Capital Asset Accounting for approval.

**Note:** If the **AM Business Unit** or **Profile ID** are not defined on distribution lines that reference an Account between 68000 - 68199, users will receive an error message when the Voucher is saved that the asset information must be entered.

Message

Please enter the AM Business Unit, Profile ID and select the Capitalize Flag. (29000,29)

An asset account between 68000 - 68199 has been entered on a distribution line(s), requiring Asset Management information to be entered. Click on the Asset Information tab and enter the AM Business Unit, Profile ID and select the Capitalize Flag.

OK

### How Assets are Created in Asset Management:

- If the Non-PO Voucher has a Quantity of 1 and 1 distribution line, the system will create one Asset ID for the distribution line in Asset Management.
- If the Non-PO Voucher has a Quantity of 1 and multiple distribution lines, the system will automatically group the distributions under the one Asset ID when the asset is created in Asset Management.
- If the Non-PO Voucher has a Quantity greater than 1 (>) and 1 distribution line, Capital Asset Accounting will split the quantities into separate Asset IDs (one for each quantity) prior to the assets being created in Asset Management.
- If the Non-PO Voucher has a Quantity greater than 1 (>) and multiple distribution lines, the system will build a separate Asset IDs for each distribution line. Capital Asset Accounting will split the quantities into separate Asset IDs each with multiple distribution lines after the assets has been created in Asset Management.

## 6. Creating Asset Related PO Vouchers

**Step 1:** Create a new PO Voucher by navigating to **Accounts Payable > Vouchers > Add/Update > Regular Entry**.

**Step 2:** Create a **PO Voucher**.

**Note:** *Nothing about the creation of a PO Voucher will differ with the exception that the Asset Information entered on the requisition will be carried to the PO and subsequently to the PO Voucher.*

Asset	Business Unit	Profile ID	Asset ID
<input checked="" type="checkbox"/>	COLUM	ECOMP-5	NEXT <input type="text"/>

**Step 3:** Click **Save** to save the voucher and route it for approval. PO vouchers referencing an Account between 68000 – 68199 will not route to Capital Asset Accounting for approval.

### How Assets are Created in Asset Management:

- If the PO Voucher has a Quantity of 1 and 1 distribution line, the system will create one Asset ID for the distribution line in Asset Management.
- If the PO Voucher has a Quantity of 1 and multiple distribution lines, the system will automatically group the distributions under the one Asset ID when the asset is created in Asset Management.
- If the PO Voucher has a Quantity greater than 1 (>) and 1 distribution line, Capital Asset Accounting will split the quantities into separate Asset IDs (one for each quantity) prior to the assets being created in Asset Management.
- If the PO Voucher has a Quantity greater than 1 (>) and multiple distribution lines, the system will build a separate Asset IDs for each distribution line. Capital Asset Accounting will split the quantities into separate Asset IDs each with multiple distribution lines after the assets has been created in Asset Management.

## 7. Creating Asset Related Journal Vouchers

**Preface:** If the Journal Voucher being created will affect an asset that has already been created, users should search for the Asset ID prior to entering the Journal Voucher. **See Section 9 of this job aid to identify how to search for an Asset ID and its correlating Profile ID.**

**Step 1:** Create a new Journal Voucher by navigating to **Accounts Payable > Vouchers > Add/Update > Regular Entry.**

**Step 2:** On the **Add a New Value** tab, Select **Voucher Style** "Journal Voucher". Enter the **Supplier, Invoice Number** and **Invoice Date.** Click **Add.**

**Step 3:** In the **Voucher Header** section, enter the **Invoice Received Date, Voucher Type** and **Related Voucher ID.**

**Step 4:** In the **Voucher Lines** section, enter the **Description.** The Line Amount should be \$0.

**Step 5:** In the **Voucher Distribution** section, enter the ChartField values from the original voucher (Related Voucher ID) for the distribution line(s) that is being reversed with the merchandise amount and quantity defined as a negative number.

**Step 6:** Click the plus sign **+** and enter the number of distribution lines to be added that will reflect the corrected ChartField string(s). Enter the corrected ChartField values that the voucher should be charged to with the merchandise amount and quantity defined as a positive number.

**Step 7:** Click on the **Asset Information** tab. (**Note:** Refer to Section 9 on how to search for Asset Information.)

a. Follow these steps if the ChartField correction is **moving from an Asset Account to an Asset Account** (e.g., 68025 to 68025)

GL Chart		Exchange Rate	Statistics	Assets									
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	
<input checked="" type="checkbox"/>	1	-5,000.00	-1.0000	COLUM	68025	1201101	CAPTL	CP002060	01	00000	00000000	1044	
<input type="checkbox"/>	2	5,000.00	1.0000	COLUM	68025	1201101	CAPTL	CP002062	01	00000	00000000	1044	

- Select the **Asset** checkbox on **both** the reversal and the correction Distribution lines
- Enter the **AM Business Unit** on **both** the reversal and the correction Distribution lines
- Enter the **Profile ID** on **both** the reversal and the correction Distribution lines
- Enter the **Asset ID** on **both** the reversal and the correction Distribution lines

GL Chart		Exchange Rate	Statistics	Assets								
Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID					
<input checked="" type="checkbox"/>	1	-5,000.00	-1.0000	<input checked="" type="checkbox"/>	COLUM	ECOMP-5	000000000102					
<input type="checkbox"/>	2	5,000.00	1.0000	<input checked="" type="checkbox"/>	COLUM	ECOMP-5	000000000102					

**Note:** Both the reversal and correction ChartField Distribution Lines will be updated on the existing asset.

b. Follow these steps if the ChartField correction is **moving from an Asset Account to a non-Asset Account** (e.g., 68010 to 67200)

GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
	<input checked="" type="checkbox"/>	1	-5,000.00	-1.0000	COLUM	68010	1201101	CAPTL	CP002060	01	00000	00000000	1044
	<input type="checkbox"/>	2	5,000.00	1.0000	COLUM	67200	1201101	CAPTL	CP002060	01	00000	00000000	1044

- Select the “Asset” checkbox on the reversal distribution line(s) only
- Enter the AM Business Unit on the reversal distribution line(s) only
- Enter the Profile ID on the reversal distribution line(s) only
- Enter the Asset ID on the reversal distribution line(s) only

GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID					
	<input checked="" type="checkbox"/>	1	-5,000.00	-1.0000	<input checked="" type="checkbox"/>	COLUM	ESCIE-10	000000000153					
	<input type="checkbox"/>	2	5,000.00	1.0000	<input type="checkbox"/>								

**Note:** Since the Asset Account is being removed, the reversal ChartField Distribution Line will be updated on the existing asset. This asset will be retired by Capital Asset Accounting since the equipment asset does not exist.

c. Follow these steps if the ChartField correction is moving from a non-Asset Account to an Asset Account (e.g., 67200 to 68010)

GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
	<input checked="" type="checkbox"/>	1	-5,000.00	-1.0000	COLUM	67200	1201101	CAPTL	CP002060	01	00000	00000000	1044
	<input type="checkbox"/>	2	5,000.00	1.0000	COLUM	68010	1201101	CAPTL	CP002060	01	00000	00000000	1044

- Select the “Asset” checkbox on the correction distribution line(s) only
- Enter the AM Business Unit on the correction distribution line(s) only
  - **Note:** The AM Business Unit and GL Business Unit should be the same.
- Enter the Profile ID on the correction distribution line(s) only
- Leave the Asset ID field set to “NEXT” on the correction distribution line(s) only

GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID					
	<input checked="" type="checkbox"/>	1	-5,000.00	-1.0000	<input type="checkbox"/>								
	<input type="checkbox"/>	2	5,000.00	1.0000	<input checked="" type="checkbox"/>	COLUM	ESCIE-10	NEXT					

**Note:** Since the Asset Account is being added, the correction ChartField Distribution Line will be created as a new Asset ID.

d. Follow these steps if the ChartField correction is moving to a New AM Business Unit (e.g., COLUM to REIDH)

		GL Chart	Exchange Rate	Statistics	Assets										
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site		
<input type="checkbox"/>	<input type="checkbox"/>	1	-5,000.00	-1.0000	COLUM	68025	1201101	CAPTL	CP002060	01	00000	00000000	1044		
<input type="checkbox"/>	<input type="checkbox"/>	3	5,000.00	1.0000	REIDH	68025	0112302	GENR	GT004871	01	00000	00000000			

- Select the **Asset** checkbox on both the reversal and correction distribution line(s)
- Enter the **AM Business Unit** on both the reversal and correction distribution line(s)
  - **Note:** The AM Business Unit and GL Business Unit should be the same.
- Enter the **Profile ID** on both the reversal and correction distribution line(s)
- Enter the **Asset ID** on the original voucher distribution line(s) only and leave the **Asset ID** field set to "NEXT" on the correction distribution line(s) only

		GL Chart	Exchange Rate	Statistics	Assets								
	Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID					
<input type="checkbox"/>	<input type="checkbox"/>	1	-5,000.00	-1.0000	<input checked="" type="checkbox"/>	COLUM	ECOMP-5	000000000103					
<input type="checkbox"/>	<input type="checkbox"/>	3	5,000.00	1.0000	<input checked="" type="checkbox"/>	REIDH	ECOMP-5	NEXT					

**Note:** Since the AM Business Unit is being changed, the reversal ChartField Distribution Line will be updated on the existing asset. This asset will be retired by Capital Asset Accounting since the equipment asset does not exist under the original AM Business Unit. The correction ChartField Distribution Line will be created as a new Asset ID under the new AM Business Unit.

**!!Exception to 7a, 7b and 7d!!:** If the Asset ID being corrected is a **converted asset** (Asset ID begins with "CNV1"), the converted Asset ID should **NOT** be entered on the Journal Voucher. Instead, **the Asset ID should be defined as "NEXT" instead of referencing the Converted Asset ID (e.g., CNV100011111)**. This will create a new Asset ID in Asset Management.

		GL Chart	Exchange Rate	Statistics	Assets							
Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID					
<input type="checkbox"/>	1	-29,302.75	-1.0000	<input checked="" type="checkbox"/>	COLUM	ESCIE-10	NEXT					
<input type="checkbox"/>	2	29,302.75	1.0000	<input checked="" type="checkbox"/>	COLUM	ESCIE-10	NEXT					

In addition, a **Comment** should be entered on the Journal Voucher referencing the converted Asset ID that the Journal Voucher is correcting. This will allow Capital Asset Accounting to associate the Journal Voucher to the applicable converted asset.

Business Unit COLUM Voucher ID 02648450 Voucher Style Journal Voucher Invoice Date 04/06/2017 Invoice Received 04/06/2017		Invoice No JV for Asset Accounting Date 04/06/2017 Pay Terms 00 Due Now Basis Date Type Inv Date *Service Location US *Voucher Type Invoice		<b>Invoice Total</b> Line Total 0.00 Currency USD Total 0.00 Difference 0.00		Session Defaults Comments(1) Attachments (0) Template List Advanced Supplier Search Approval History Supplier Hierarchy Supplier 360 Procurement EDM Cost Transfer Justification
Supplier ID 0000041897 ShortName OPHIR SPIR Location CHK-01 *Address 1		Related Voucher 02572868				

**Voucher Comments (Maximum number of characters allowed for comments is 254)**

Comments:

Voucher Line 1 - Distribution Lines 1 and 2 are being entered to correct the ChartField coding on Converted Asset CNV100011111.

127 characters remaining

OK Cancel

**Step 8:** Click **Save** to save the voucher and route it for approval. Journal vouchers referencing an Account between 68000 – 68199 will route to Capital Asset Accounting for approval.

**Note:** *If the AM Business Unit or Profile ID are not defined on distribution lines that reference an Account between 68000 - 68199, users will receive an error message when the Voucher is saved that the asset information must be entered.*

Message

Please enter the AM Business Unit, Profile ID and select the Capitalize Flag. (29000,29)

An asset account between 68000 - 68199 has been entered on a distribution line(s), requiring Asset Management information to be entered. Click on the Asset Information tab and enter the AM Business Unit, Profile ID and select the Capitalize Flag.

OK

## 8. Reconciling Asset Related P-Card Transactions

**Step 1:** Reconcile a P-Card transaction by navigating to **Purchasing > Procurement Cards > Reconcile > Reconcile Statement**.

**Step 2:** On the Reconcile Statement search page, enter the **Cardholder, Card Issuer, Billing Date** and **Statement Status**. Click **Search**.

**Step 3:** Select a transaction then scroll to the right and click on the **Distribution** icon.

**Step 4:** On the **ChartFields** tab, enter the ChartField values.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA  
 Billing Date 01/22/2017 Billing Amount 1158.14 USD Unit Price 1158.14000  
 SpeedChart Transaction Unit Price 1158.14000 \*Distribute By Amount

Distributions Personalize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Dept	PC Bus Unit	Project	Activity	Initiative
1	100.0000	1158.14	USD	COLU	68100	7527403	GENRI	PC001745	01	80006

**Note:** When purchasing capital equipment, the Account value must be between 68000 – 68199

**Step 5:** Scroll to the far right and enter a **Location** that identifies where the asset being purchased will reside. If this is not known at the time of reconciling the P-Card transaction, enter the ShipTo ID. Once the Location is known, contact Capital Asset Accounting to provide them with the asset Location.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA  
 Billing Date 01/22/2017 Billing Amount 1158.14 USD Unit Price 1158.14000  
 SpeedChart Transaction Unit Price 1158.14000 \*Distribute By Amount

Distributions Personalize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Statuses

ty	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Location
	80006	00000000		10	260			3003050540

**Note:** If the Location is left blank when the Account entered on the distribution is between 68000 - 68199, users will receive an error message when attempting to close the distribution page, requiring a valid Location to be entered.

Message

The Location value must be changed to a valid address where the asset being purchased will reside. (29000,33)

An asset Account between 68000 and 68199 has been entered on a distribution line(s), that references the default Location value "CU00000001", which is not a valid asset Location. The Location value must be changed to reflect an address where the asset being purchased will reside.

OK

**Step 6:** Click on the **Asset Information** tab.

- Enter the **AM Business Unit**
  - **Note:** *The AM Business Unit and GL Business Unit should be the same.*
- Enter the **Profile ID**. If the purchase is for fabricated equipment, select the applicable Profile ID that begins with “FAB”.
  - **Note:** *When purchasing fabricated equipment, users must contact Capital Asset Accounting to establish a unique “FAB” Profile ID for the fabrication.*

The screenshot shows the 'ProCard Account Distribution' interface. At the top, it displays 'Line 1' with a 'PO Qty' of 1.0000 and 'UOM EA'. Billing information includes 'Billing Date 01/22/2017', 'Billing Amount 1158.14 USD', and 'Unit Price 1158.14000'. A 'SpeedChart' field is present. Below this, the 'Distributions' section is active, with the 'Asset Information' tab selected. The 'AM Unit' is set to 'COLUM' and the 'Profile ID' is 'FAB0000006'. The 'Capitalize' checkbox is checked. Other fields like 'CAP #' and 'Sequence' are empty.

**Step 7:** Click **OK** to close the Distribution line page, then click **Save**.

**Note:** *If the AM Business Unit, Profile ID or Capitalize checkbox are not defined on distribution lines that reference an Account between 68000 - 68199, users will receive an error message when closing the Distribution page that the asset information must be entered.*

The screenshot shows a 'Message' dialog box with the following text: 'Please enter the AM Business Unit, Profile ID and select the Capitalize Flag. (29000,29)'. Below this, it states: 'An asset account between 68000 - 68199 has been entered on a distribution line(s), requiring Asset Management information to be entered. Click on the Asset Information tab and enter the AM Business Unit, Profile ID and select the Capitalize Flag.' An 'OK' button is at the bottom.

## 9. Searching for Assets in Asset Management

### A) Searching for Converted Assets (Assets Created Before the 9.2 Upgrade)

**Step 1:** Search for assets by navigating to **Asset Management > Search for an Asset**.

**Step 2:** In the **Unit** field, enter the **AM Business Unit that the asset was created under**.

**Note:** *If you do not enter the correct Business Unit that the asset was created under, the search will not display any results.*

**Step 3:** Enter the **PO Unit** and **PO No** (PO ID).

**Step 4:** Under the **Retrieve** section, select the **Acquisition Information** and **Location** checkboxes.

**Note:** *If you do not select the applicable checkboxes, asset information will be displayed on the respective asset search tabs.*

The screenshot shows the 'Search for an Asset' interface. The breadcrumb trail is 'Asset Management > Search for an Asset'. The 'Asset Search Criteria' section includes fields for Unit (highlighted with a red box and containing 'COLUM'), Category, Asset ID, Tag Number, Serial ID, Book, Location, Asset Status (set to 'In Service'), Profile ID, Threshold ID, Parent ID, Area ID, Impairment Processing, and Group ID. The 'Acquisition Details' section includes PO Unit (highlighted with a red box and containing 'COLUM'), PO No (highlighted with a red box and containing '0000080408'), Receipt Unit, Receipt No, AP Unit, Voucher, PC Bus Unit, and Project ID. The 'Retrieve' section has checkboxes for Cost Information, Acquisition Information (checked and highlighted with a red box), Location (checked and highlighted with a red box), Non Capital Asset, Custodian, and Lease. Search and Clear buttons are at the bottom.

**Step 5:** Click **Search**. The converted Asset IDs that are displayed will have a prefix of “CNV1”.

**Note:** *It is possible that multiple converted Asset IDs will exist for a PO. Review the details on the **Asset Cost Information** tab to identify the applicable asset you are searching for.*

**Step 6:** On the **Asset Information** tab, note the **Asset ID**. The **Asset Description**, **Asset Type** (Profile ID Description) and **Status** are also displayed.

Search Results - Select One Asset to Continue							
Personalize   Find   [?] [ ] First 1-6 of 6 Last							
Asset Information   Asset Cost Information   Acquisition Details   Owner/Custodian   Work Maintenance   Work Maintenance 2   More... [ ]							
Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input type="radio"/>	COLUM	CNV100047047	POS3 10- HF-ANGSTROM WS7-US W	Equipment			In Service
<input type="radio"/>	COLUM	CNV100047048	Transportation & Logistics	Equipment			In Service
<input type="radio"/>	COLUM	CNV100047049	PO# 20- HF-MC8-SM780-NF Multic	Equipment			In Service
<input type="radio"/>	COLUM	CNV100047050	Transportation & Logistics	Equipment			In Service
<input type="radio"/>	COLUM	CNV100047051	POS3 10- HF-ANGSTROM WS7-US W	Equipment			In Service
<input type="radio"/>	COLUM	CNV100047052	PO# 20- HF-MC8-SM780-NF Multic	Equipment			In Service

**Step 7:** Click on the **Asset Cost Information** tab. The asset **Chartfield** and **cost** information is displayed.

Search Results - Select One Asset to Continue									
Personalize   Find   [?] [ ] First 1-6 of 6 Last									
Asset Information   Asset Cost Information   Acquisition Details   Owner/Custodian   Work Maintenance   Work Maintenance 2   More... [ ]									
Unit	Asset ID	Description	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	
<input type="radio"/>	COLUM	CNV100047047	POS3 10- HF-ANGSTROM WS7-US W	4047102	SPONS	PG007669	01	00000	TZ2142
<input type="radio"/>	COLUM	CNV100047048	Transportation & Logistics	4047102	SPONS	PG007669	01	00000	TZ2142
<input type="radio"/>	COLUM	CNV100047049	PO# 20- HF-MC8-SM780-NF Multic	4047102	SPONS	PG007669	01	00000	TZ2142
<input type="radio"/>	COLUM	CNV100047050	Transportation & Logistics	4047102	GENRL	UR007348	DR	60729	TZ2142
<input type="radio"/>	COLUM	CNV100047051	POS3 10- HF-ANGSTROM WS7-US W	4047102	GENRL	UR007348	DR	60729	TZ2142
<input type="radio"/>	COLUM	CNV100047052	PO# 20- HF-MC8-SM780-NF Multic	4047102	GENRL	UR007348	DR	60729	TZ2142

Scroll to the right...

Search Results - Select One Asset to Continue							
Personalize   Find   [?] [ ] First 1-6 of 6 Last							
Asset Information   Asset Cost Information   Acquisition Details   Owner/Custodian   Work Maintenance   Work Maintenance 2   More... [ ]							
Unit	Asset ID	Description	Category	Cost Type	Quantity	Cost	Currency
<input type="radio"/>	COLUM	CNV100047047	POS3 10- HF-ANGSTROM WS7-US W	00003		1.0000	11,800.00 USD
<input type="radio"/>	COLUM	CNV100047048	Transportation & Logistics	00003		1.0000	274.30 USD
<input type="radio"/>	COLUM	CNV100047049	PO# 20- HF-MC8-SM780-NF Multic	00003		1.0000	3,999.20 USD
<input type="radio"/>	COLUM	CNV100047050	Transportation & Logistics	00003		1.0000	411.46 USD
<input type="radio"/>	COLUM	CNV100047051	POS3 10- HF-ANGSTROM WS7-US W	00003		1.0000	17,700.00 USD
<input type="radio"/>	COLUM	CNV100047052	PO# 20- HF-MC8-SM780-NF Multic	00003		1.0000	5,998.80 USD

**Step 8:** Click on the **Acquisition Details** tab. The Procurement transactions associated with the asset are displayed.

Search Results - Select One Asset to Continue									
Asset Information		Asset Cost Information		<b>Acquisition Details</b>		Owner/Custodian	Work Maintenance	Work Maintenance 2	More...
Unit	Asset ID	Description	Unit	PO No.	BU Recv	Receipt No	AP Unit	Voucher ID	Project ID
<input type="radio"/>	COLUM	CNV100047047	POS3 10- HF-ANGSTROM WS/7-US W	YUM	0000080408				PG007669
<input type="radio"/>	COLUM	CNV100047048	Transportation & Logistics	YUM	0000080408				PG007669
<input type="radio"/>	COLUM	CNV100047049	PO# 20- HF-MC8-SM780-NF Multic	YUM	0000080408				PG007669
<input type="radio"/>	COLUM	CNV100047050	Transportation & Logistics	YUM	0000080408				UR007348
<input type="radio"/>	COLUM	CNV100047051	POS3 10- HF-ANGSTROM WS/7-US W	YUM	0000080408				UR007348
<input type="radio"/>	COLUM	CNV100047052	PO# 20- HF-MC8-SM780-NF Multic	YUM	0000080408				UR007348

**Step 9:** Click on the **More** tab and scroll to the far right. The asset **Profile ID** is displayed.

Search Results - Select One Asset to Continue									
Asset Information		Asset Cost Information		Acquisition Details		Owner/Custodian	Work Maintenance	Work Maintenance 2	<b>More...</b>
Unit	Asset ID	Description	<b>Profile ID</b>	Threshold ID	Parent ID	Group ID	Location	Area ID	
<input type="radio"/>	COLUM	CNV100047047	POS3 10- HF-ANGSTROM WS/7-US W	ESCIE-10			9990BLDING		
<input type="radio"/>	COLUM	CNV100047048	Transportation & Logistics	ESCIE-10			9990BLDING		
<input type="radio"/>	COLUM	CNV100047049	PO# 20- HF-MC8-SM780-NF Multic	ESCIE-10			9990BLDING		
<input type="radio"/>	COLUM	CNV100047050	Transportation & Logistics	ESCIE-10			9990BLDING		
<input type="radio"/>	COLUM	CNV100047051	POS3 10- HF-ANGSTROM WS/7-US W	ESCIE-10			9990BLDING		
<input type="radio"/>	COLUM	CNV100047052	PO# 20- HF-MC8-SM780-NF Multic	ESCIE-10			9990BLDING		

## B) Searching for Non-Converted Assets (Assets Created After the 9.2 Upgrade)

**Step 1:** Search for assets by navigating to **Asset Management > Search for an Asset**.

**Step 2:** In the **Unit** field, enter the **AM Business Unit** that the asset was created under.

**Note:** *If you do not enter the correct Business Unit that the asset was created under, the search will not display any results.*

**Step 3:** Enter the **AP Unit** and **Voucher** (Voucher ID).

**Step 4:** Under the **Retrieve** section, select the **Cost Information**, **Acquisition Information**, **Location** and **Custodian** checkboxes.

**Note:** *If you do not select the applicable checkboxes, asset information will not be displayed on the respective asset search tabs.*

The screenshot shows the 'Search for an Asset' interface. In the 'Asset Search Criteria' section, the 'Unit' field is populated with 'COLUM'. In the 'Acquisition Details' section, 'AP Unit' is 'COLUM' and 'Voucher' is '02629402'. Under the 'Retrieve' section, the checkboxes for 'Acquisition Information', 'Location', and 'Custodian' are selected.

**Step 5:** Click **Search**. The non-converted Asset IDs that are displayed will have leading zeros and begin with a sequence number of 50000 (e.g., 000000050001).

**Note:** *It is possible that multiple converted Asset IDs will exist for a Voucher. Review the details on the **Asset Cost Information** tab to identify the applicable asset you are searching for.*

**Step 6:** On the **Asset Information** tab, note the **Asset ID**. The Asset Description, Asset Type (Profile ID Description) and Status are also displayed.

Search Results - Select One Asset to Continue							
Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
COLUM	000000050119	Item# 871372 / Catalog# 630-01	Furniture				In Service

**Step 7:** Click on the **Asset Cost Information** tab. The asset **Chartfield** and **cost** information is displayed.

Search Results - Select One Asset to Continue										
Personalize   Find   [?]   [x]   First 1 of 1 Last										
Asset Information			Asset Cost Information	Acquisition Details	Owner/Custodian	Work Maintenance	Work Maintenance 2	More...		
Unit	Asset ID	Description	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund
COLUM	000000050119	Item# 871372 / Catalog# 630-01	7007302		CP002298		00000	00000000	2031	80

Scroll to the right...

Search Results - Select One Asset to Continue										
Personalize   Find   [?]   [x]   First 1 of 1 Last										
Asset Information			Asset Cost Information	Acquisition Details	Owner/Custodian	Work Maintenance	Work Maintenance 2	More...		
Unit	Asset ID	Description	Function	Category	Cost Type	Quantity	Cost	Currency		
COLUM	000000050119	Item# 871372 / Catalog# 630-01	335	00006		1.0000	38,100.00	USD		

**Step 8:** Click on the **Acquisition Details** tab. The Procurement transactions associated with the asset are displayed.

Search Results - Select One Asset to Continue										
Personalize   Find   [?]   [x]   First 1 of 1 Last										
Asset Information			Asset Cost Information	Acquisition Details	Owner/Custodian	Work Maintenance	Work Maintenance 2	More...		
Unit	Asset ID	Description	PO Unit	PO No.	BU Recv	Receipt No	AP Unit	Voucher ID	Project ID	
COLUM	000000050119	Item# 871372 / Catalog# 630-01	COLUM	0000083062	COLUM	0000030579	COLUM	02629402	CP002298	

**Step 9:** Click on the **Owner/Custodian** tab. The **Custodian** name and **Employee ID** are displayed.

**Note:** The asset Custodian will be defined by the system as the Voucher Initiator.

Search Results - Select One Asset to Continue										
Personalize   Find   [?]   [x]   First 1 of 1 Last										
Asset Information			Asset Cost Information	Acquisition Details	Owner/Custodian	Work Maintenance	Work Maintenance 2	More...		
Unit	Asset ID	Description	Employee ID	Custodian	Asset Custodian Deptid	Offsite				
COLUM	000000050119	Item# 871372 / Catalog# 630-01	10027837	Park, Terry	7007302	N				

**Step 10:** Click on the **More** tab and scroll to the far right. The asset **Profile ID** and **Location** are displayed.

Search Results - Select One Asset to Continue										
Personalize   Find   [?]   [x]   First 1 of 1 Last										
Asset Information			Asset Cost Information	Acquisition Details	Owner/Custodian	Work Maintenance	Work Maintenance 2	More...		
Unit	Asset ID	Description	Profile ID	Threshold ID	Parent ID	Group ID	Location	Area ID	Lease End Date	
COLUM	000000050119	Item# 871372 / Catalog# 630-01	EFURN-20				CU00000001			

### C) Retrieving Asset Cost via the Cost Information vs. Acquisition Detail Checkbox

**Overview:** The Cost Information and Acquisition Information checkboxes on the search page may provide different cost information based on the checkbox selected per the following:

- **Acquisition Information** – Selecting this checkbox will display the cost of the asset at the time that it was acquired and created as an asset in Asset Management.
- **Cost Information** – Selecting this checkbox will display the current cost of the asset, which would include any cost adjustments made to the asset since it was acquired.

#### a. Viewing Cost via Acquisition Information Checkbox

**Step 1:** In the **Unit** field, enter the **AM Business Unit** that the asset was created under.

**Note:** If you do not enter the correct Business Unit that the asset was created under, the search will not display any results.

**Step 2:** Enter the **PO Unit** and **PO No** for a converted asset or **AP Unit** and **Voucher** for a non-converted asset.

**Step 3:** Under the **Retrieve** section, select the **Acquisition Information** checkbox.

**Step 4:** Click **Search**.

**Step 5:** Click on the **Asset Cost Information** tab and scroll to the right to view the cost.

- The cost will be the same as the cost on the respective voucher distribution line.

Unit	Asset ID	Description	Function	Category	Cost Type	Quantity	Cost	Currency
COLUM	000000050119	Item# 871372 / Catalog# 630-01	335	00006		1.0000	38,100.00	USD

**b. Viewing Cost via Cost Information Checkbox**

**Step 1:** In the **Unit** field, enter the **AM Business Unit** that the asset was created under.

**Note:** *If you do not enter the correct Business Unit that the asset was created under, the search will not display any results.*

**Step 2:** Enter the **PO Unit** and **PO No** for a converted asset or **AP Unit** and **Voucher** for a non-converted asset.

**Step 3:** Under the **Retrieve** section, select the **Cost Information** checkbox.

**Step 4:** Click **Search**.

**Step 5:** Click on the **Asset Cost Information** tab and scroll to the right to view the cost.

- The current cost of the asset will be displayed, which would include any cost adjustments.

Unit	Asset ID	Description	Function	Category	Cost Type	Quantity	Cost	Currency
COLUM	000000050119	Item# 871372 / Catalog# 630-01	335	00006		1.0000	40,000.00	USD

**Note:** *If an asset has been retired, it will no longer display on the Search for an Asset page. You will only be able to view the asset cost information from the Cost History page (See Section 9D below).*

## D) Reviewing Asset Cost History

**Overview:** The Asset Cost History page displays the asset cost transactions that have been performed against an asset to include ChartField and Cost Detail for each Transaction Type (i.e., Adds, Adjustments, Retirements, etc.).

**Step 1:** Navigate to **Asset Management > Asset Transactions > History > Review Cost.**

**Step 2:** Enter the **AM Business Unit** and **Asset ID.**

**Step 3:** Click **Search.**

**Step 4:** The **Total Cost** will be displayed along with the applicable Transaction Type actions.

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 03/14/2017	ADD		0.5000	5,410.00	Detail
2 03/14/2017	ADD		0.5000	5,410.00	Detail
3 03/28/2017	RET		-0.5000	-5,410.00	Detail
4 03/28/2017	RET		-0.5000	-5,410.00	Detail

**Step 5:** Click on the **Cost History Detail** tab. The details for each cost row will be displayed.

Cost History List | **Cost History Detail** | Non Cap History List | Non Cap History Detail

Unit COLUM Asset ID 000000050003 Panasonic VIP Series 25.7 Cu. Tag Disposed

Book Find | View All First 2 of 2 Last

Book Name GAAP GAAP BOOK Currency USD

Cost Find | View All **First 1 of 4 Last**

Acctg Date 03/14/2017 Trans Date 02/13/2017 Date/Time Stamp 03/22/2017 9:38:01PM

**Trans Type ADD Asset Addition**

Trans Code

Cost 5,410.00 USD

Base Cost 5,410.00 USD

Salvage

Quantity 0.5000

Convention FY

User ID CUFNBATC

Category 00003 SCIENTIFIC EQUIPMENT

Cost Type

Department 7563406 MIC Fidock Lab

PC Business Unit

Project GG008120 AECM 310838

Activity

Initiative 70003 GEN Individual Faculty Rsch

Segment DF2260 Fidock, David Armand

Site

Fund Code 20 Government Grant and Contract

Function 335 MAJOR EQUIPMENT

Interunit Transfer Information

Unit

Asset ID

Book

Exchange Rate

Rate Type CRRNT

Rate Effdt 02/13/2017

Exchange Rate

Save Return to Search Notify

## E) Reviewing Depreciation Information

**Overview:** The Review Depreciation page displays a summary of basic asset and depreciation information.

**Step 1:** Navigate to **Asset Management > Asset Transactions > History > Review Cost.**

**Step 2:** Enter the **AM Business Unit** and **Asset ID.**

**Step 3:** Click **Search.**

Navigation: Favorites > Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

**Asset Depreciation**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = COLUM

Asset Identification: begins with 000000050004

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Step 4:** Basic Asset information will be displayed on the **Asset** tab.

Asset Depreciation Period Depreciation

Unit COLUM Asset ID 000000050004 Smaller 2 inner doors Item No. Status In Service

**Asset Information**

Profile ID ESCIE-10 EQUIP-SCIENCE/LAB/ENGINEER-10

Asset Class 500

Tag Number

Acquisition Code P

Acquisition Date 02/13/2017

**Book** Personalize | Find | First 1-2 of 2 Last

Book	Description	Currency	Method	Convention
1 GAAP	GAAP BOOK	USD	Straight Line	FY
2 FAIRV	FAIRV BOOK	USD	Declining Balance w/SL	HY

Save Return to Search Notify

**Step 5:** Click on the **Depreciation** tab. The Yearly Depreciation schedule and Net Book Value will be displayed.

Asset **Depreciation** | Period Depreciation

Unit COLUM Asset ID 00000050004 Smaller 2 inner doors Item No. Status In Service

Book Name GAAP GAAP BOOK Currency USD

Depreciation Attributes

**Net Book Value**

Cost	1,620.00
Salvage Value	0.00
Accum Depr	121.50
<b>Net Book Value</b>	<b>1,498.50</b>

As Of Fiscal Year 2017 Period 9 Calculate NBV

Yearly Depreciation Personalize | Find | View All | First 1-20 of 20 Last

Year	Depreciation Amt	Dept	PC Business Unit	Project	Activity	Initiative	Segment	Site	Fund	Function	Category	Cost Type
2017	81.00	7563406		GG008120		70003	DF2260	20	335	00003		
2017	81.00	7563406		GG012101		70003	DF2260	20	335	00003		
2018	81.00	7563406		GG008120		70003	DF2260	20	335	00003		
2018	81.00	7563406		GG012101		70003	DF2260	20	335	00003		
2019	81.00	7563406		GG008120		70003	DF2260	20	335	00003		
2019	81.00	7563406		GG012101		70003	DF2260	20	335	00003		
2020	81.00	7563406		GG008120		70003	DF2260	20	335	00003		
2020	81.00	7563406		GG012101		70003	DF2260	20	335	00003		
2021	81.00	7563406		GG008120		70003	DF2260	20	335	00003		
2021	81.00	7563406		GG012101		70003	DF2260	20	335	00003		
2022	81.00	7563406		GG008120		70003	DF2260	20	335	00003		
2022	81.00	7563406		GG012101		70003	DF2260	20	335	00003		
2023	81.00	7563406		GG008120		70003	DF2260	20	335	00003		
2023	81.00	7563406		GG012101		70003	DF2260	20	335	00003		
2024	81.00	7563406		GG008120		70003	DF2260	20	335	00003		

**Step 6:** Click on the **Period Depreciation** tab. The Depreciation by Period is displayed.

Asset Depreciation **Period Depreciation**

Unit COLUM Asset ID 00000050004 Smaller 2 inner doors Item No. Status In Service

Book Name GAAP GAAP BOOK Currency USD

Get Period Depreciation

Expense  Accum Year 2017 Get Period Depr

Depr. Accum Adjustment

Period Depreciation Personalize | Find | View All | First 1-10 of 10 Last

Year	Period	Trans Type	Depreciation Amount	Dept	PC Business Unit	Project	Activity	Initiative	Segment
2017	9	PDP	54.00	7563406		GG008120		70003	DF2260
2017	9	DPR	6.75	7563406		GG008120		70003	DF2260
2017	9	DPR	6.75	7563406		GG012101		70003	DF2260
2017	9	PDP	54.00	7563406		GG012101		70003	DF2260
2017	10	DPR	6.75	7563406		GG008120		70003	DF2260
2017	10	DPR	6.75	7563406		GG012101		70003	DF2260
2017	11	DPR	6.75	7563406		GG008120		70003	DF2260
2017	11	DPR	6.75	7563406		GG012101		70003	DF2260
2017	12	DPR	6.75	7563406		GG008120		70003	DF2260
2017	12	DPR	6.75	7563406		GG012101		70003	DF2260

## Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122