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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 “CU000000001” 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.
Please enter the AM Business Unit, Profile ID and select the Capitalize Flag (29040,29).

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.
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.
Note: If the default Location value “CU000000001” 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.

- Line 1 - 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.

- 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.

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”.

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

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

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

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

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

**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.

**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.
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 “CU000000001” 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. (29049,29)

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.

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

**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**.

**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.

**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.*

**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.*
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.*

<table>
<thead>
<tr>
<th>Asset</th>
<th>Business Unit</th>
<th>Profile ID</th>
<th>Asset ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COLUM</td>
<td>ECOMP-5</td>
<td>NEXT</td>
</tr>
</tbody>
</table>

**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:**

- **It 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.

- **It 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)*

   - 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

   **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)*
• 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

**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)

• 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

**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)

- 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

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.

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.
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.
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](image1)

**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](image2)

**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.
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.*

![Asset Information Tab](image)

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.*

![Error Message](image)

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.

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.

![Asset Information Table]

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

![Asset Cost Information Table]

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

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

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

Scroll to the right...

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

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**.

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

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

**Step 4:** Basic Asset information will be displayed on the Asset tab.
Step 5: Click on the **Depreciation** tab. The Yearly Depreciation schedule and Net Book Value will be displayed.

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