



# INDIANA UNIVERSITY

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OFFICE OF FINANCIAL MANAGEMENT SERVICES

Financial Information System

Capital Asset Document Group

Asset Transfer

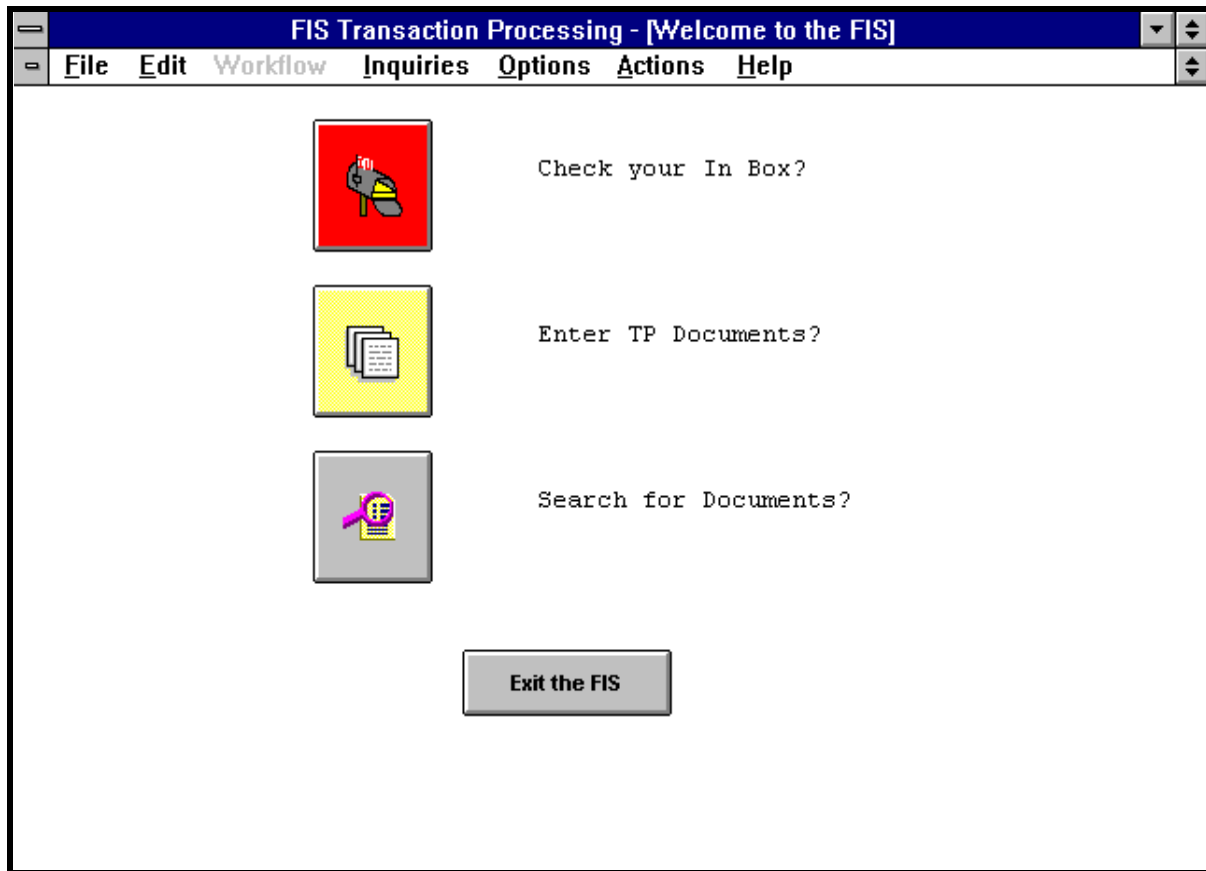
January 24, 2012

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## Selecting CAMS Documents

After you have logged into the FIS, click on **Enter TP Documents** at the *Welcome to the FIS* screen:



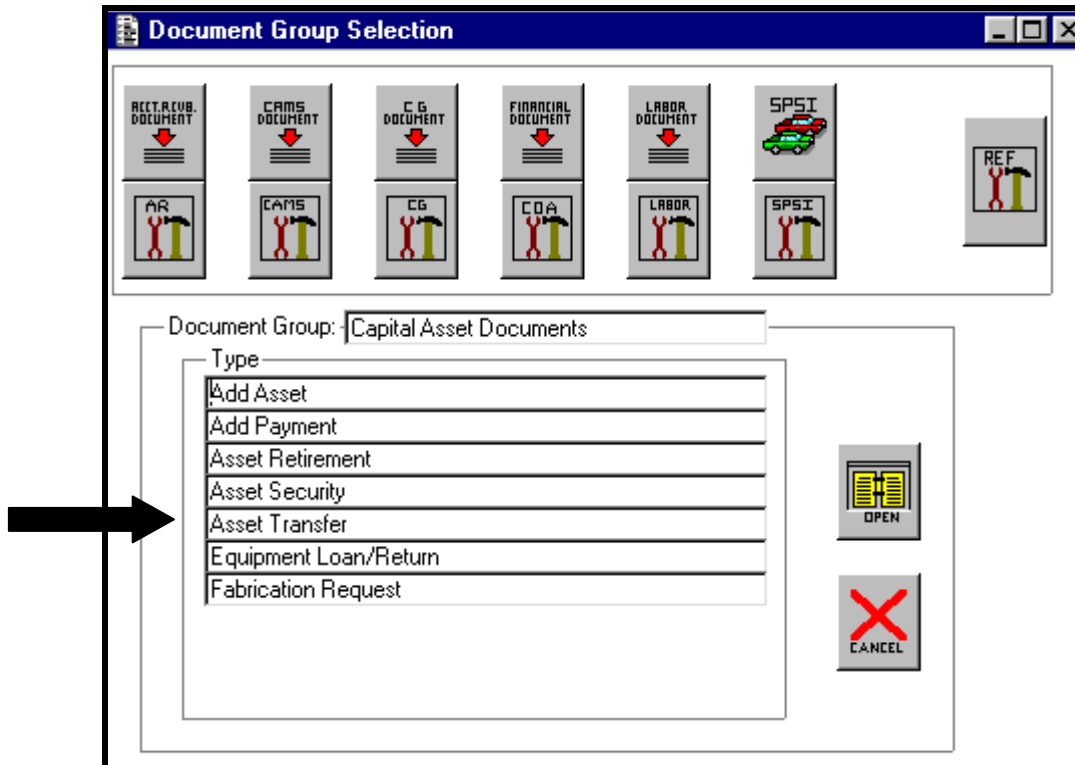
**NOTE:** You can navigate within the TP environment by:

- ❑ double-clicking on a button or field, or
- ❑ pressing "F3" when the cursor is pointed at a button or field

## The CAMS Document Group

After clicking on the **Enter TP Documents** button, you will be taken to the **Document Group Selection** screen.

Clicking on the **CAMS Document** button at the top left of the screen will take you to the **Capital Asset Document Group**.



Once the CAMS documents have been returned to the **Type** zone, double click on **Asset Transfer Document** or place the cursor on **Asset Transfer** and click on the **Open** button.

# The Asset Transfer Document

## What is it?

### Capital Equipment

The **Asset Transfer Document** is required when giving or selling capital equipment to another university organization. Asset Transfer Document should be initiated in the Capital Asset Management System when the asset has left your organization.

The account amounts (monies) are reversed out of the current chart/organization (balance sheet) and added to the chart/organization (balance sheet) to which the asset is being transferred. For “External Transfers” see the **Asset Retirement Document**.

### Non-capital Equipment

The **Asset Transfer Document** is optional when giving or selling non-capital equipment to another university department. When a transfer document for non-capital equipment is approved the owner account will be changed to the receiving organization. **Asset Transfer Documents** for non-capital assets will not generate ledger entries or create payment records.

### Surplus Equipment

The **Asset Transfer Document** is used to transfer capital assets to the surplus department.

When movable capital equipment is taken to Surplus Stores the yellow capital asset tag should remain on the equipment and an Asset Transfer Document initiated in the Capital Asset Management System within three business days of the asset having been sent to surplus.

Non-capital assets should be taken to Surplus Stores. However, non-capital assets do not require an asset transfer document to be issued. The white non-capital asset tag or the organizations tag should be removed when taken to Surplus Stores.

Before transferring an asset to surplus the department should offer the asset to other university departments using the purchasing redistribution list. To post surplus messages use the purchasing web form at <http://www.indiana.edu/~blpur/forms/redistribution.shtml>.

Upon approval, the new owner information can be viewed on line via the *Capital Asset Maintenance* screen. The information will be reflected overnight in the **Indiana University Information Environment (IUIE)** for reporting purposes.

## Why is it used?

To move equipment from one physical inventory to another.

## Who uses it?

Organizational asset representatives, support staff, and fiscal officers.

## How does it route?

Documents are automatically routed to the appropriate fiscal officer or delegates. The fiscal officer to whom this document is routed is defined by the account retrieved into the **Asset Information** zone of the document, and the fiscal officer of the account in the **Receiving Organization** zone entered by the initiator.

## Additional Notes

1. After the transfer has been agreed upon by both organizations, then either organization may process the **Asset Transfer Document**. The current owner will retain responsibility until the receiving organization's fiscal officer approves the transfer document. We suggest that the transferring organization contact the receiving organization to ensure that the item is transferred into the appropriate account.
2. The **Asset Transfer Document** should be initiated when the asset is physically removed from your Organization. Timely transactions are important to the university to protect us from an unfavorable audit finding.
3. We recommend using the **Notes** button to identify the person your organization has been working with to transfer the equipment. This information will be helpful to the fiscal officer or delegate when they are approving the document.
4. When there is an interdepartmental sale of equipment, a **Transfer of Funds Document** will also need to be processed as well as an **Asset Transfer Document**. The **Transfer of Funds Document** is the only document that will not create a duplicate asset and therefore the only document that can record an interdepartmental sale of equipment.

On the **Transfer of Funds Document** use the following object codes:

In the "From" section of the document use the transfer-out (Expense) object code 9970 Trsfrs of Funds Capital.

In the "To" section of the document use a transfer-in (Contra Expense) object code 9915 Trsfrs of Funds-Revenue.

### 4. Surplus Equipment

Departments may contact IU Surplus Stores at IUB to determine if surplus can be sold through their facility.

Excerpt taken from Bloomington Surplus Stores home page:

When a University Department determines that specific equipment, furniture, supplies, or other items are no longer needed within their department, there are two means to dispose of the surplus items. The department can post a message on the Resource Re-distribution Mail List in an effort to relocate the surplus item within the university. The second option is for the department to send the surplus item to Surplus Stores. Both means require an Asset Transfer Document for capital equipment.

Excerpt taken from Purchasing Newsletters:

The disposal of surplus computer equipment at Indiana University is governed by Institutional Policy and provides the procedures by which IU departments should dispose of such equipment. See the complete policy at <http://www.indiana.edu/~purchase/policies/p141.html>. This policy promotes the most beneficial use and return on investment for computing technology to IU and defines and directs how computing technology should be managed before the technology is removed from the University campuses.

Don't Sit on Your Stuff..

As technology ages it loses value and becomes a burden to not only your department, but, Indiana University.

Don't sit on your stuff.. Know what assets your department has and when it's time to let go of them.

Be sure that someone else in your department is also familiar with your surplus for better internal control and accountability.

Be sure to send your items to Surplus Stores rather than letting it collect dust in a closet.

You **MUST** contact your surplus operations to dispose of our aging technology. According to IU Policy, departments are **NOT** allowed to dispose of, sell or donate any University assets.

<http://www.indiana.edu/~purchase/policies/p140.html>

#### 5. What about junk?

When assets are not considered viable for sale by **Purchasing**, and there are no environmental concerns, they should be disposed of in the normal Building Services process. The correct document for this type of transaction is an Asset Retirement with a retirement reason of Discarded.

If the asset(s) is too large, too numerous, or hazardous, the organization should contact the organization listed below to dispose of the asset.

- Bloomington, Physical Plant, 812- 855-8728
- Indianapolis, Surplus, 317-278-1707
- East, Physical Plant, 765-973-8254
- Kokomo, Physical Plant, 765-455-9393
- Northwest, Environmental Health and Safety, 980-6778
- South Bend, Support Services, 574-520-4250
- Southeast, Physical Plant, 812-941-2330

## Additional Information for Transfers on the Bloomington Campus to Surplus Stores

Reminder: Technology assets may still have market value which could bring revenue to your department if you are no longer using the equipment. Be sure to promptly transfer unused assets to Surplus.

On the Asset Transfer Document:

- a) Set the receiving account number to **6625800**.
- b) Set the campus code to **Bloomington**.
- c) Set the building number to **BL615**.
- d) Set the room number to **127**

### How to Notify Surplus Stores (Material Management)

Surplus Stores can be reached by calling (812)855-2475, faxing to (812)855-9810, or email to surplus@indiana.edu or fill in our request for pick up form which can be printed from the following web site: <http://www.document.indiana.edu/copy/forms2/SurplusEWasteForm.aspx>. When surplus equipment is sold and a profit is made the account number on this form will be used deposit the income into a bursar's account. Once the income has been recorded on the cash receipt document to the bursar, Surplus Stores will issue a Distribution of Income and Expense to move the income into the departmental account.

For disposal of computing equipment, please use the following form, Transfer of Computing Equipment available at <http://www.indiana.edu/~surplus/etc/transfer.pdf>

## Additional Procedures for Transferring Items to Surplus on the Indianapolis Campus

1. The organization must submit an IUPUI Surplus Form. The form requires the following information:
  - a) date the pickup is needed
  - b) your location
  - c) organization name
  - d) account to be charged (when required)
  - e) date of Request
  - f) contact Name
  - g) contact Phone Number
  - h) quantity
  - i) item Description
  - j) is it working. Yes/NO
  - k) identifying #, University tag number if available

This form can be emailed to Tyler Parrish or you can e-mail the information to [surplusp@iupui.edu](mailto:surplusp@iupui.edu). A copy of the form can be found at the following URL [http://www.purchasing.iupui.edu/pdfs/Surplus\\_Pickup\\_Form.pdf](http://www.purchasing.iupui.edu/pdfs/Surplus_Pickup_Form.pdf).

Surplus does pickups once a week (mostly on Tuesdays) and they will work with your organization to get your surplus property moved out in a timely manner. For more information regarding IUPUI Surplus see the IUPUI Purchasing web site at: <http://www.surplus.iupui.edu/>.

If an item is sold at the IUPUI Surplus auction, unless otherwise noted, the item would need to bring a purchase price of more than \$500.00 before the organization would receive any funds from the sale. There are fees associated with the auction transaction so the actual deposit back to the organization would be net sales less 20%. The net proceeds will be deposited into the organizations account via a cash receipt document.

2. On the Asset Transfer Document:

- a) Set the receiving account number to **1274204**.
- b) Set the campus code to **Indianapolis**.
- c) Set the building number to **IN341**.
- d) Set the room number to **103**.

3. Upon physical receipt of the equipment, the Surplus department approves the **Asset Transfer** in TP.

For Capital Equipment (\$5,000.00 or more) the Asset Transfer Document is required.

For Non-capital Equipment (white tagged, under \$5,000) please do not initiate an Asset Transfer document for the equipment going to Surplus. In addition for non-capital items you can list the equipment as a bundle. Example Quantity of 15 computers; for Capital Equipment separate line items are required so the IU tag number can be listed.

The IUPUI Surplus Form is required for capital/non-capital.

# The Asset Transfer Screen

In the TP system, the **Asset Transfer** document looks like this:

FIS Transaction Processing - [Asset Transfer]

File Edit Workflow Inquiries Options Actions Help

Asset Transfer

Document #: 01-LW0896196  
Status: ?  
Initiator: SPOLLARD  
Created: 09/11/1995  
Org Ref #: [highlighted]

Asset-Information

Asset Nbr: -  
Chart: - Acct: -  
Owner: - Org: -  
Campus: - Bldg: -  
Asset Rep: -

Receiving-Organization

Asset Rep: - Chart: - Acct: - Org: -  
Campus: - Building: -  
Room: - Sub Room: -  
Org Tag: -  
Org Inv Nm: -  
Org Text: -

Interdepartmental Sale:  Transfer Document Nbr: -

Current

Asset Type: - Description: -  
Org Text: -  
IU Tag Nbr: - Org Tag Nbr: -  
Serial Nbr: - Old Tag Nbr: -  
Org Inv Nm: -

OK  
CANCEL  
ROUTE  
NOTES  
PAYMENT  
ADDR

Press OK to Save and Route document



## Message Information Bar

The information section gives the user messages while he/she is entering data on the screen. Be sure to watch for messages that appear during data entry and processing. If a problem or error occurs, a message will be displayed at the bottom of the document (see arrow above).

## Document Buttons

Several buttons appear to the right of the **Asset Transfer** document. Each button performs a specific function that can also be accomplished through the use of the menu bar. However, these buttons provide a short-cut for the user.



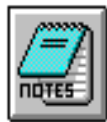
The **OK** button saves the document and begins the routing process.



The **Cancel** button closes the document without taking any action. If any fields have been changed, the user will be asked if they wish to save the changes.



The **Route** button displays the routing/approval log. This log records all the people who have seen/approved/reviewed the document, and all of those who are still to see/review/approve the document. The log will be blank until a document has been routed for initial approval.



The **Notes** button indicates whether any notes are attached to the document. If a note has been attached, this button will be red. If there are no notes, it will appear gray. If the button is selected, it will display either the notes index (if there are notes), or will display the **Notes Create** window so a note can be added to the document.



The **Payment** button displays payment records for the asset.



The **Address** button displays fields used to track off campus information.



The **Search** button allows you to perform searches on the document using a variety of criteria.

**NOTE: If you exit by clicking on the “X” in the right hand corner of the document if no data entry has been done, you will be taken back to the document selection screen. If data has been entered on the screen you will be asked if you want to save the document into your Inbox.**

# Initiating an Asset Transfer Document

## Scenario

The Transportation organization is giving a Ford pickup to the chemistry organization.

## Entering Document Information

When entering information, it is important to note that:

- some information is **system generated** when a user initiates the document
- some information is **required**
- some functions are performed by various **buttons** which appear on the document

## Document Header Zone

Asset Transfer	Asset Information
Document #: 01-TH0038600	Asset Nbr: 01-245222
Status: ?	Chart: BA Acct: 6628000
Initiator: TCAIN	Owner: 01-INU Org: MOTR
Created: 12/04/1999	Campus: BL Bldg: 421
Org Ref #:	Asset Rep:

In the top left area of the document, is a section labeled “Asset Transfer” in which certain information is system generated. In these fields, the following information is automatically provided:

1. A system-assigned **Document Number**
2. A question mark in the **Status** field (since the document is in the process of being created)
3. The user ID of the document’s **Initiator**
4. The **Created** date (today’s date)
5. The **Org Ref** field is an **optional** field, which allows up to ten alphanumeric characters. If an internal referencing system is not used by the organization, the user may tab past this field. The **Org Ref** field is set to uppercase.

When processing documents it is a good idea to make a note of the document number.

## Asset Information Zone

Asset information is retrieved when the asset number is entered in the asset number field or returned to the document from the lookup screen. Once an asset number is displayed on the screen, more information about the asset can be accessed by double-clicking on the asset number. On the transfer document the only values that can be entered are in the “Receiving Organization Zone” all other fields are **view only**.

## Asset Information Zone Continued

The screenshot shows a window titled "Asset Transfer" with two main sections: "Asset Transfer" and "Asset Information".

Asset Transfer		Asset Information			
Document #:	01-TH0038600	Asset Nbr:	01-245222		
Status:	?	Chart:	BA	Acct:	6628000
Initiator:	TCAIN	Owner:	01-INU	Org:	MOTR
Created:	12/04/1999	Campus:	BL	Bldg:	421
Org Ref #:		Asset Rep:			

On the right side of the window, there are two buttons: "OK" (with a green checkmark) and "CANCEL" (with a red X).

- The **Asset Nbr** (asset number) is the system-assigned identifier. The user can enter an asset number or double-click in the blank asset number field to access the lookup screen. Once an asset number is displayed on the screen more information about the asset can be accessed by double clicking on the asset number. Double clicking will navigate the user to the Capital Asset Maintenance screen where more information is available. To exit the Capital Asset Maintenance screen and return to the Asset Transfer Document click on the **Cancel** button.
  - Tab into the *Asset Nbr* field.
  - Double click to navigate to the asset lookup screen.
  - Tab into the tag number field.
  - Enter tag #1 under asset transfer section from your Class User ID sheet.
  - Click the search button.
  - In the search results **double click** on the asset number. This will return to you the transfer document.
- The **Acct** (account) number identifies the organization responsible for the asset. Double clicking on the account will present the account inquiry screen.
- The **Owner** "INU" designates that the equipment is owned by or in the custody of Indiana University.
- The **Org** (organization) code is set by the owner account number, and identifies the organization responsible for the asset. Double clicking on the Org code will present the organization inquiry screen.
- The **Campus** code identifies the campus on which the asset is physically located. Double clicking on the campus code will present the campus inquiry screen.
- The **Bldg** code identifies the building in which the asset is physically located.
- The **Asset Rep** field can be used to track equipment by name. Although the field stores the universal user id on the pre-defined queries, the name of the person will be printed. This is a useful field for organizations that want to sort assets by name.

## Receiving Organization Body Zone

The screenshot shows a form titled "Receiving Organization" with the following fields and values:

Asset Rep:	Chart: BL	Acct: 1024700	Org: CHEM
Campus: BLOOMINGTON	Building: 072		
Room: D05	Sub Room:		
Org Tag:			
Org Inv Nm:			
Org Text:			

On the right side of the form, there are two buttons: "ROUTE" (with a yellow arrow icon) and "NOTES" (with a blue notepad icon).

9. The **Asset Rep** (asset representative) field is an *optional* field, and validated against the universal id table once data is entered. The Asset Rep field is set to uppercase, and can be used to identify a contact person in the receiving organization. If no new information is entered any existing data will be set to NULL (blank) in the Asset Rep field. Double-clicking in the field will take the user to the lookup table.

- Tab into the **Asset Rep** field.
- Double click to navigate to user id lookup screen.
- Tab into the **Name** field.
- Enter your last name, then a comma, then the wild card. Example **cain, \***
- Click on the search button.
- Click the cancel button to return to the asset transfer document.

10. The **Acct** (account number) field is required and becomes the owner account of the asset. Only valid active accounts may be used. To access the account look up screen double-click in the account field. Because the account number cannot be changed in the routing process we recommend working with the receiving organization to get the appropriate account number. Once the account number has been entered, double-clicking will bring up the account inquiry screen. Notice that the **Chart** and **Org Code** are filled in when the user tabs out of the **Acct** field.

Enter the account number for the receiving organization.

- Enter account number: **6625800**

11. The **Campus** field is required and validated. The user should select the physical campus of the receiving organization from the pull down menu.

Enter the physical campus the asset will be transferred to.

- Enter: **Bloomington**

12. The **Building** code is required. Only valid building codes can be entered. To access the building code lookup screen double click in the building code field. The building code field must be blank to access the lookup screen. On the lookup screen click on the **Search** button to view a complete list of building codes for a given campus. Using the bar at the right, the user can scroll down until they find the appropriate building code. The building name field can be used to find a building code. Building data comes from the Bureau of Facilities Programming & Utilization system. This data is loaded weekly into the FIS.

A valid **Campus**, **Building** and **Room** combination is a **system requirement**. Alternatively, there must be an **Off Campus Location** entered into the system. **Off Campus** refers to any school or institution location associated with Indiana University (for example, equipment located at the

Bloomington Hospital). Off campus information can be entered by clicking on the **Addr** (house icon) button.

Enter the building code the asset will be located in after the transfer.

➤ Enter Building: **BL615**

13. The **Room** field is required, and only valid values are accepted. Double-clicking in the Room field navigates the user to a lookup table that presents valid values for the given campus and building combination


Enter the room number the asset will be located in after the transfer.

➤ Enter Room Number: **127**

14. The **Sub Room** is not required, and not validated. Most departments use this field to enter cubicle sub-room numbers.
15. The **Org Tag Nbr** is a tag that can be assigned by the organization; however, this tag does not take the place of the official IU tag.
16. The **Org Inv Nm** (organization inventory name) is used by organizations to help manage and organize their assets. This field is available on many of the reports as a sorting option. This field is optional and used at the discretion of the organization. If the **Org Inv Nm** field is left blank any data existing in this field from the previous owner will be deleted.
17. The **Org Text** field can be used as a notes field. If the **Org Text** field is left blank any data existing in this field from the previous owner will be deleted. This is an **optional** field.



### Asset Transfer Interdepartmental Sale Zone

When there is an interdepartmental sale of equipment, a *transfer of funds document* will also need to be processed as well as an *asset transfer document*. The *transfer of funds document* is the only document that will not create a duplicate asset, or increase the cost of the asset. Therefore it is the only document that can be used to record an interdepartmental sale of equipment.

Interdepartmental Sale: <input type="checkbox"/>	Transfer Document Nbr: -	
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18. An audit history can be created by including the *transfer of funds* document number on the *asset transfer document*. Clicking in the **Interdepartmental Sale** box will require the user to enter the origin code and document number of the *transfer of funds document*; however this will **not** generate the *transfer of funds document*.
19. The **Transfer Document Nbr** is optional, and can be entered when appropriate. The document number is not validated.

### Asset Transfer Current Information Zone

Current		
Asset Type:	702	Description: 1996 FORD F150 PICKUP PER IU SPEC
Org Text:		
IU Tag Nbr:	020-96	Org Tag Nbr:
Serial Nbr:	1FTEF15Y2TLC07226	Old Tag Nbr:
Org Inv Nm:	MIKE HARDESTY	

Once the asset number has been entered or retrieved from the lookup screen, the information in the following fields is automatically retrieved from the asset database by the system. These fields are **view only**.

20. The **Asset Type** code groups equipment by type and is used for depreciation.
21. The **Description** field is used to describe the asset. Changes may be made to the description field on the *capital asset maintenance* screen.
22. The **Org Text** is a field design to help organizations organize and manage their assets.
23. The **IU Tag Nbr** is the official university tag number.
24. The **Org Tag Nbr** field is used by organizations that have their own tagging system independent of the university.
25. The **Serial Nbr** is the identification number assigned by the manufacturer.

➤ To complete the *asset transfer document*, click on the **OK** button to submit the document.

## Capital Asset Lookup Screen

NOTE: The TP wildcard function is performed by pressing the F2 key, and then clicking on the number 8 key on the main keyboard—the number 8 on the numerical keypad will not work.

The search is generated based on the available information regarding asset (IU tag, PO number). When entering a **Status** code, be sure to enter the correct value to retrieve the asset. An active capital asset may have any one of the following status codes:

<b>A</b>	<b>Active and Identifiable</b>	identifies assets that can be tagged and are currently in use
<b>C</b>	<b>Active and Non-accessible</b>	identifies assets where a tag cannot be attached due to the items size or nature
<b>U</b>	<b>Under Construction</b>	identifies assets that are developed and created by the university
<b>S</b>	<b>Surplus Equipment</b>	The surplus inventory status code is used when an organization is not actively using the equipment.

Non-capital active assets are identified with status codes “N” (Non-capital) and “D” (Active Non-capital 2003).

<b>N</b>	<b>Non-capital Active</b>	identifies non-capital assets created by an organization
<b>D</b>	<b>Non-Cap. Active 2003</b>	The “D” non-capital inventory status code was created to identify assets that were retired due to a change in the capitalization threshold. This code was developed so these assets could be tracked by organizations as a non-capital asset.

Transfers of non-capital assets do not require completion of an *asset transfer document*.

If the user is unsure of the appropriate status to assign to an asset, the field should be left blank to perform the search function.

- a. Tab into the **IU tag Number** field and enter the tag number.
- b. Click on the **Search** button to retrieve the asset.
- c. In the “Search Results” zone, double-click on the asset number to return to the *asset transfer document*.

## **Wildcards and Searches**

Some fields on the Capital Asset Lookup screens allow the use of wildcards or operators within a field. Operators are used to tell the system how to handle the values provided for the query and offer the user more control over the search criteria.

### **Asset Number**

- < Less Than
- <= Less Than or Equal To
- > Greater Than
- >= Greater Than or Equal To

### **Asset Type**

- 21\* Look for all occurrences of the current field beginning with "21"
- < Less Than
- <= Less Than or Equal To
- > Greater Than
- >= Greater Than or Equal To

### **Manufacture, Serial Number, Model Number, Campus, Building, and Room (room)**

- SE21\* Look for all occurrences of the current field beginning with "SE21"

## Asset Representative Universal User Lookup Screen

Search Criteria							
User ID:							
Unvl ID:							
Empl ID:							
SSN:							
Name:							
Dept:							
Status:							
Type:							

Search Results							
User ID	Name	Unvl ID	Empl ID	Dept	St Typ	FP	Act
						<input type="checkbox"/>	<input type="checkbox"/>

NOTE: The TP wild card function is performed by pressing the **F2** key, and then clicking on the **Number 8** key (on the main keyboard; the **Number 8** on the numerical keypad will not work).

### Universal User Lookup Screen STEPS

- Tab into the **Name** field and enter the last name of the person you wish to find then enter a wild card.

#### Example: Cain\*

To reduce the response time, enter the chart- organization code in the **Department** field.

- Enter “UA-FMOP”
- Click on the **Search** button.
- In the **Search Results** zone, find the name of the person and double click in the **User ID**. This will return the user id back to the document.

### Universal User Lookup Notes

When performing name lookup searches, you may need to use a **wild card** search since names may be entered into the database in different formats. A wild card search can be very helpful particularly if you are not sure of exactly how the name has been entered in the database.

#### Example Cain,\*

- For the sake of our scenario, however, we will return to the **Asset Transfer** document by clicking on the **Cancel** button.

## Building Lookup Screen

Building	Name	Campus
BLO00A	SITE-OUTDOORS	BL
BLO00B	MULTI-BUILDING (3 OR MORE)	BL
BLO00C	NEW CONSTRUCT	BL
BLO00D	PEOPLESOFT TEMPORARY HOLDING	BL
BLO01	LAW	BL
BLO04B	515 E 4TH ST	BL
BLO04E	LAW ANNEX	BL
BLO05	BRYAN HALL	BL

NOTE: The TP wild card function is performed by pressing the **F2** key, and then pressing the **Number 8** key (on the main keyboard; the **Number 8** on the numerical keypad will not work).

### STEPS

- Tab into the **Name** field and enter the **wild card**.
- Enter the name of the building (if you do not get any results by entering the name, try entering the address) and a **wild card** at the end.
- Click on the **Search** button.
- To navigate back to the document, double click on the **Building** number.

### Building Notes

To view all the building codes for a given campus, you can click on the **Search** button and the data will appear along with a scroll bar. Using the bar at the right, you can scroll down until you find the building you are interested in. To print the list, press the function key **F12** then **F11**.

A building list from the Capital Asset Management file can be generated from the **Indiana University Information Environment (IUIE)**. For report information see the **Reporting** section in this document.

The building data comes from the Space Information system. To generate a listing of buildings from Space Information visit their web site at the following URL:

<http://www.indiana.edu/~bureau/>

In addition to providing a building list the Space Information web site also offers campus maps, and a request form for floor plans.

- Tab into the **Room** field. By double clicking in the blank **Room** field you will go a lookup table.

## Room Lookup Screen

Room Number	Description	Department	Type	Bldg	Cmps
001	SERV SHOPS	ALUMNI RELATIONS	400 E 7	008	BL
001A	SERV SHOPS	ALUMNI RELATIONS	400 E 7	008	BL
001B	PFC PR TOIL	ALUMNI RELATIONS		008	BL
001C	PFC PR TOIL	ALUMNI RELATIONS		008	BL
003	MACH ROOM	GENERAL BLDG SRV	MACHINE ROOM	008	BL
003A	SERV SHOPS	PHYSICAL PLANT	ZONE MAINTENANCE	008	BL
004	MACH ROOM	GENERAL BLDG SRV	BOILER/AC	008	BL
005	OFC SERVICE	UNIV. FIN. AID	POPLARS STORAGE	008	BL

NOTE: The TP wild card function is performed by pressing the **F2** key, and then pressing the **Number 8** key (on the main keyboard; the **Number 8** on the numerical keypad will not work).

### STEPS

Pick the most appropriate field to help you find the room number you are looking for. It may be the **Description**, **Department**, or both.

- Enter “**FINANCIAL\***” in the **Department** field.
- Click on the **Search** button.
- In the **Search Results** zone, find the room number and double click on the number to return it to the document.

### Room Look up Notes

If you cannot find a room number that is displayed on a door in the Capital Asset Management System your first contact should be the person in your organization that does the space inventory for the Space Information Organization. If you don't know who in your organization is responsible for the space inventory you can contact Dave Everton at [deverton@indiana.edu](mailto:deverton@indiana.edu) or by phone 812-855-7361 for possible addition of the room number.

## Cancel Document

Once you have completed a document, it is electronically routed to the next approver. If you need to cancel the document for any reason, you will need to notify the next approver via the following procedure.

At the **Welcome** screen, click on the *Search for Documents?* button.

Doc#	Org Ref	Type	Created	St	Initiator	Approve Date	Amount

If you know the document number, enter it in the *Doc Number* field. Otherwise enter as much information into the *Search Criteria* zone as possible (for example, *Type*, *Create Date*, and *Initiator*). This should limit the number of responses that will be returned to the *Search Results* zone.

1. From the *Search Results* zone, open the document you wish to cancel.
2. From the menu bar at the top of your FIS screen, select *Workflow* option.
3. At the *Workflow* menu, click on the *Cancel Document* option. You will be required to add a note explaining why the document should be cancelled. This note will be read by the next approver.
4. Click on the *Notes* button and choose the *Add Note* option. Add a note explaining why the document needs to be cancelled.
5. Click on *OK* to approve the document. The next approver should disapprove the document upon reading the note, thereby canceling the document.

## General Ledger Entries

General Ledger Entries are created only for capital assets.

Transferring an asset to another university organization will only affect balance sheet object codes within the 95 plant fund. The capitalized cost, the accumulated depreciation, and the residual fund balance will be removed from the current owner account's balance sheet and placed on the balance sheet of the receiving account.

New Payment Records will be generated that will create an audit history of the transfer (this will *not* affect cash for either the 1024700 or the 6628000)

Chart	Account	Obj.Code	Account Amt
BA	6628000	7000	13,112.00
BA	6628000	7000	-13,112.00
BL	1024700	7000	13,112.00

### General Ledger Entries for Asset Transfer:

Chart	Account	Obj. Code	Amount	Obj typ	DB/CR	Description of Entries in Plant Fund
BA	9528000	8610	13,112.00	AS	C	Capital Equipment (Transportation)
BA	9528000	8910	4,720.00	AS	D	Depreciation
BA	9528000	9899	8,392.00	FB	D	Fund Balance
BL	9520004	8610	13112.00	AS	D	Capital Equipment (Chemistry)
BL	9520004	8910	7,720.00	AS	C	Depreciation
BL	9520004	9899	8,392.00	FB	C	Fund Balance

The Pending Ledger Entries will appear as follows:

Origin Code: 01 Document Nbr: LE0039300

Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
1	BA	9528000	8610	AC	AS	13,112.00	C
2	BA	9528000	8910	AC	AS	4,720.00	D
3	BA	9528000	9899	AC	FB	8,392.00	D
4	BL	9520004	8610	AC	AS	13,112.00	D
5	BL	9520004	8910	AC	AS	4,720.00	C
6	BL	9520004	9899	AC	FB	8,392.00	C

## Frequently Asked Questions

### *Question*

**Our organization wants to give or sell equipment to another IU organization. What should I do?**

### *Answer*

After the transfer has been agreed upon by both organizations, then either organization may process an Asset Transfer Document. The current owner will retain responsibility until the receiving organization's fiscal officer has approved the transfer document.

When there is an interdepartmental sale of equipment, a Transfer of Funds document must also be processed in addition to an Asset Transfer Document.

The asset transfer should be initiated when the equipment has left your organization.

### *Question*

**When should I transfer an asset to Surplus Stores (Materials Management)?**

### *Answer*

When equipment is no longer actively used by your organization then it is important to transfer the equipment to Materials Management. A prompt transfer (within 3 business days) to Materials Management will ensure the university gets full use of the asset. The equipment is available to transfer to other university organizations; or a prompt transfer can ensure the best price for selling the equipment.

### *Question*

**I forgot to transfer an asset to Surplus Stores (Materials Management). What should I do?**

### *Answer*

*If the asset was sent to materials management less than thirty days ago* then process the asset transfer document. Due to business flow, Surplus Stores may be prepared to re-sell the equipment before the 30 day window has expired. Accordingly, this is the reason for the need of a prompt asset transfer to Surplus. If you find you are unable to process the asset transfer to surplus, please contact the capital asset office.

*If the asset was sent to materials management more than thirty days ago* then process an Asset Retirement Document with the retirement reason of auction. Please put a note on the retirement document that the asset was not transferred because the asset went to materials management more than 30 days ago. It is important to know that timely transactions are important to the university, thus a note will be sent to the department, and the fiscal officer noting that the document was not processed in a timely manner. Untimely transactions put the university at risk for an unfavorable audit. For this reason it is important that we take the necessary steps to ensure that documents are processed timely. If you are unable to process the asset retirement please contact the capital asset office. Reference Financial Policy I-170 Physical Inventories and Location Changes for Capital Movable Equipment

<http://www.indiana.edu/~vpcfo/policies/accounting/i-170.html>.

*Question*

**When sending capital equipment to surplus should I remove the yellow tag?**

*Answer*

No. For capital equipment the yellow tag should remain on the asset. For non-capital equipment (white tags) please remove the white tag. Capital equipment are those items that have an original cost of \$5,000.00 or more, non-capital assets have a cost less than \$5,000.00.

*Question*

**Am I required to transfer non-capital equipment to Surplus Stores (Materials Management)?**

*Answer*

No. The management of non-capital (those assets under \$5,000.00) assets is left up to the discretion of the department. If you do decide to transfer a non-capital asset then we do ask that you remove the white tag. Just a reminder this applies only to white tags.

*Question*

**I keep checking my document but it is still unapproved what should I do?**

*Answer*

On occasion a document will end up in an inbox that is not actively monitored. To find out where the document is held from the FIS Welcome screen, click on the “**Search for Documents?**” button. If you know the document number, enter it in the Doc Number field. Click on the Search button. Once the document is retrieved in the Search Results you can check the routing by clicking on the **Routing** button. Sometimes it will be a simple as sending the user a note to let them know there is a document awaiting their approval.

On occasion you may find a user that is currently active in the FIS but does not use the FIS system. When this is the case the FIS user should be made inactive. Your department can initiate an FIS User document to change the status to inactive. Until the FIS User document is approved documents will continue to route to this person for approval.

To get the pending document approved your department will need to add a note to the document stating that you need the document approved, and that user is not an active FIS user. Once this is done send a note to your Campus Capital Asset Office asking that the document be approved.

# Reporting

## IUIE reporting environment

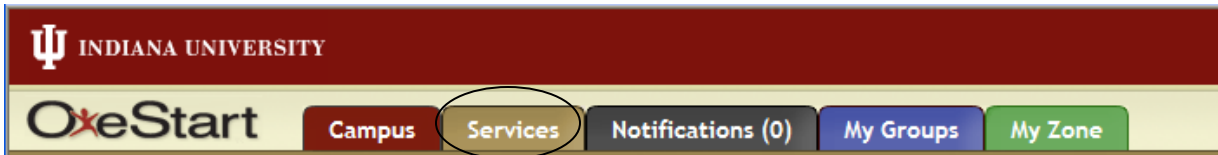
Before issuing your asset transfer you may want to print out a current listing of the valid building codes.

First we must navigate to IUIE.

Open your web browser.

Go to the OneStart menu at: <https://onestart.iu.edu/my-prd/Portal.do>

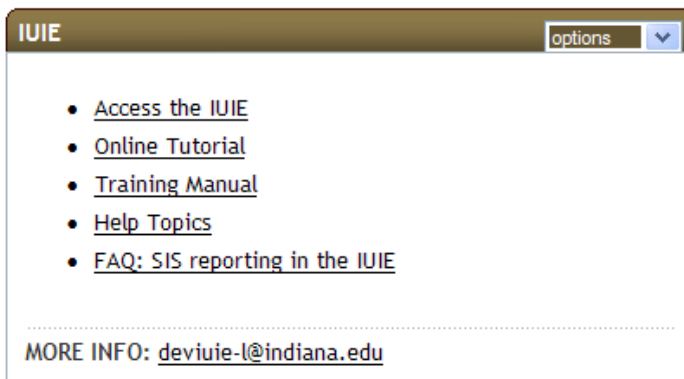
After logging in from the OneStart menu click on the **Service** tab.



Click on Administration Systems



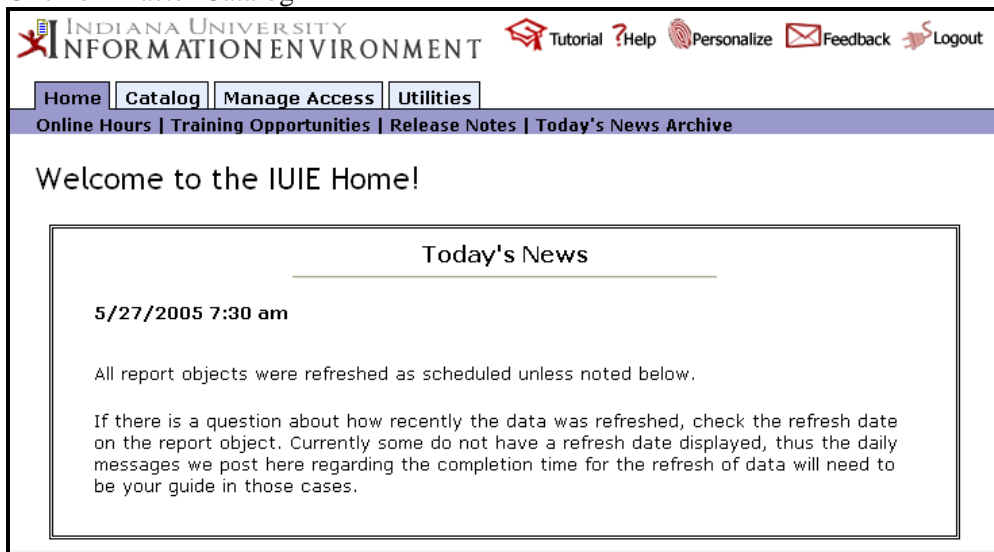
After clicking on the “Administration System you will need to scroll down on the page to the bottom left of the screen. Click on Access the IUIE



## Navigating IUIE for Capital Asset Management Reports

Click on Catalog

Click on Master Catalog













In the Report Index



Click on the  Financial folder

Click on  Capital Asset Management System

-  Capital Asset Management System
-  CAMS DataGroups
-  CAMS Depreciation Reports
-  CAMS Internal Reports
-  Capital Lease Reports
-  Edit Reports
-  **Inventory Control Reports**
-  Reconciliation Reports
-  Screening Reports
-  Summary Reports

## Unapproved Documents in Inbox by Chart and Org

Select the Unapproved Documents in Inbox by Chart and Org report within the **Inventory Control Reports** sub folder.

If the report is grayed out you will need to request access to the report. After clicking on the report you will be taken to a page titled "Report Object Metadata and Access Request" scroll down until you see the Justification box. Once you have entered information in the Justification box you can click on the Request Access button. If you do not see the report you may have the Application Setting checked to "Show me only report object that I can access" if you have this checked you will need to uncheck the setting. This setting is located under the Personalize menu button.

## [Unapproved Documents in Inbox by Chart and Org](#)

Last Refresh Of Underlying Datagroup:  
unavailable

[Create Shortcut Security Information](#)  
[Instructions](#) [Report Object Help](#)

### [Specified Field Values Will Determine the Resulting Output:](#)

Chart-Organization Code (UA-FMOP)	<input type="text"/>	
Document Status	<input type="text" value="E, I, II, O, OO, P, PP, Q, R, F"/>	<input type="button" value="Valid Values"/>
Before This Date (MM/DD/YYYY)	<input type="text"/>	
Include or Exclude Document Types	<input type="text" value="Include"/> ▼	
Document Types (ex. A21, AR, AWRD)	<input type="text"/>	<input type="button" value="Valid Values"/>
Include Organization Hierarchy?	<input type="checkbox"/>	

### [Select the Output Format](#)

- MS Excel
- Plain text
- Word-RTF

### [Select the Output Destination\\*](#)

- Wait for Output
- Send Output to Completed Reports
- [Send Output to BARR Printer](#)

## Parameter Descriptions

### Chart - Organization Code (UA-FMOP)

The “Chart - Organization Code” will present pending documents initiated by users within the organization. Be sure to type a hyphen (-) between the chart and organization code.

### Document Status

There are several stages of routing process, this parameter allows you to select pending documents in a given routing stage.

### Before This Date (mm/dd/yyyy)

You can use the “Before This Date” parameter to limit the report to documents created before the data entered into the parameter box.

### Include or Exclude Document Types

You may want to limit your selection to include or exclude a specific document. Using this parameter along with the document type code you can select only Capital Asset Management documents to be presented on the report.

### Document Types

The “Document Type” code identifies documents (i.e., GEC- General Error Correction, AR- Asset Retirement)

Capital Asset Management Document Type Codes

- a) AA – Add Asset Document
- b) AT – Asset Transfer
- c) AR – Asset Retirement
- d) ELR – Equipment Loan/Return

### Include Organization Hierarchy?

By default, the report does not use the organization hierarchy. In order to use the organization hierarchy you must first enter a Chart-Organization then check the box to include the organization hierarchy. This will include pending documents that report up to the chart-organization code entered in the “Chart-Organization” selection criteria box.

### Settings for Sample Report

Enter the following parameters:

Parameter Title	Enter Value
Chart-Organization Code (UA-FMOP)	Chart-Organization Code
Document Status	E, I, II, O, OO, P, PP, Q, R, RR, S
Before This Date (MM/DD/YYYY)	
Include or Exclude Document Types	Include
Document Types (ex. A21, AR, AWRD)	AA, AR, AT, ELR
Include Organization Hierarchy?	checked

### Recommended Frequency of Report Generation

The unapproved document report should be run **monthly**. In May you need to run the report weekly, so that all documents required to complete a physical inventory are approved before June 30.

From the **Edit Reports** folder select the **Building Report** for CAMS.

### Building Code Report

Select the Building Code Report from the **Edit** sub folder.

### [Building Report for CAMS](#)

Last Refresh Of Underlying Datagroup:

05/27/2005 03:41:22

[Create Shortcut](#) [Security Information](#)

[Instructions](#) [Report Object](#) [Help](#)

#### [Specified Field Values Will Determine the Resulting Output:](#)

##### [Campus Codes](#)

Order By:

#### [Select the Output Format](#)

- MS Excel
- Plain text
- Word-RTF

#### [Select the Output Destination\\*](#)

- Wait for Output
- Send Output to Completed Reports
- [Send Output to BARR Printer](#)

### Campus (BL)

The “Campus” identifies the physical. Using this parameter will generate a list of building codes for the given campus.

### Order By

The “Order By” drop down list allows you to select the sort order of the report.