



INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

Financial Information System

Capital Asset Maintenance Group

Capital Asset Maintenance

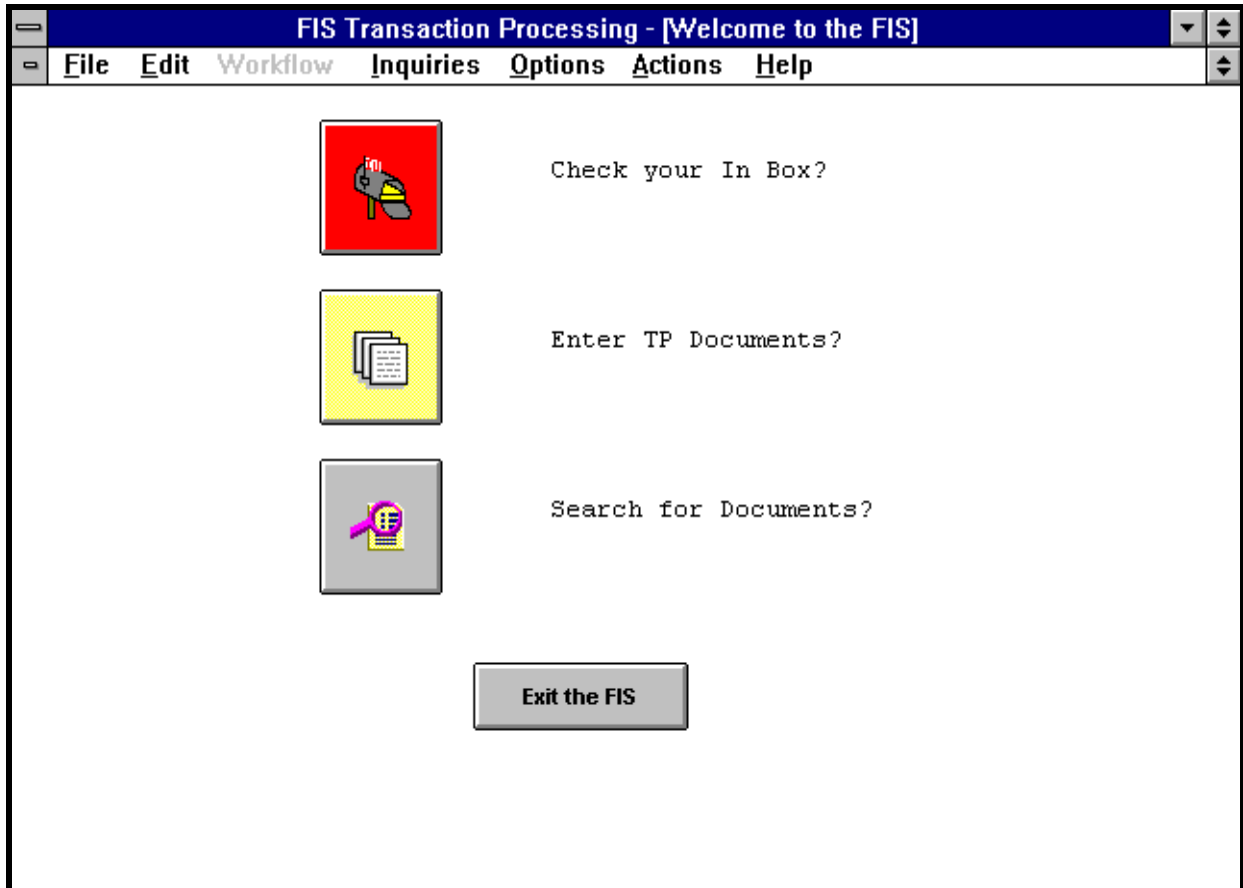
April 13, 2010

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Selecting CAMS Maintenance Screens

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:

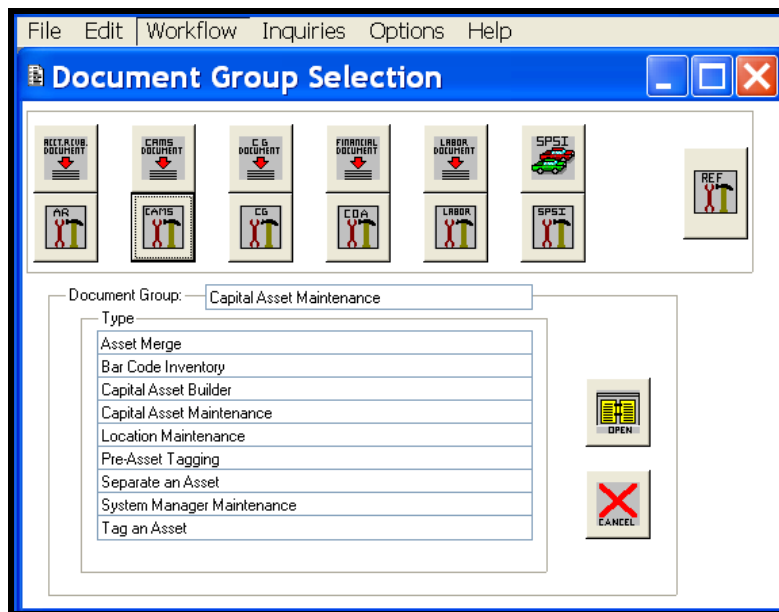
- double clicking on a button or field, or
- pressing **F3** when the cursor is pointed at a button or field.

The CAMS Maintenance Group Button (Wrench & Hammer Icon)

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

Clicking on the **CAMS (wrench & hammer)** button at the bottom left of the screen will take you to the **Capital Asset Maintenance Group**.

Once the CAMS screens have been returned to the **Type** zone, double click on **Capital Asset Maintenance** or place the cursor on **Capital Asset Maintenance** and click on the *Open* button.



Capital Asset Maintenance Screen

What is it?

The **Capital Asset Maintenance** screen displays information about an asset. Changes to the asset will be reflected overnight in the **Indiana University Information Environment** for reporting purposes see (<https://onestart.iu.edu/my-prd/Portal.do>.)

Why is it used?

The Capital Asset Maintenance screen displays information about an asset. The **Capital Asset Maintenance** screen is used for file maintenance, and to complete physical inventories. Physical inventories are completed to assist organization with effective management of capital equipment. The physical inventory process is an essential part of fulfilling compliance with federal requirements. The building, room number, condition, inventory sort name, and description information may be changed on-line via the Capital Asset Maintenance screen.

Who uses it?

Organizational asset representatives, support staff, and fiscal officers.

How does it route?

This maintenance screen **does not** route for approval. The **Capital Asset Maintenance** screen is a maintenance form and therefore changes are made in real time to the database.

How does the security work?

Security is determined by the chart and organization code on the individual's FIS user document. The user will have access, and be able to modify, any asset that reports to the organization on his or her FIS user document.

If additional access is needed, the **Asset Security** document can be used to grant additional access by organization.

Note

User maintained tables such as the **Warranty**, **Asset Component** and **Repair History** tables can be accessed from the **Asset Maintenance** screen. These tables are intended to be used at the discretion of the department or organization.

Capital Asset Lookup Screen

When accessing **Capital Asset Maintenance** screen, the **Capital Asset Lookup** screen will appear first.

Asset Nbr	IU Tag Number	Org	Mfr. Name	Description	Type	Status
-----------	---------------	-----	-----------	-------------	------	--------

Searches can be conducted by asset number, IU tag number, owner chart/account, asset type, manufacturer, condition, and inventory status.

Other Tag Numbers Lookup Screen

Asset Number	IU Tag Nbr	Org	Status	Description	Asset Type	Owner Account
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The **Tag Number** search button provides a lookup screen in which three types of identifying tag numbers can be used to initiate a search. These are: the official **IU Tag Number**, the **Old IU Tag Number**, and the **Organization's Internal Tag Number**.

This search screen also provides **model and serial numbers** as selection criteria. The "Moveable Asset Lookup" screen is also presented when clicking on the model and serial number buttons.

Purchase Order Lookup Screen

Capital Asset Payment Lookup

Search Criteria

Origin: 01

PO Number: _____

Requisition Nbr: _____

Doc Nbr: _____

Search

Clear

Search Results

Asset Nbr	PO Number	Req Number	Tag Number	Org	Stat	Description	Owner COA	Owner Account

OK Cancel

Many departments use the purchase order (PO) as the key to their office filing systems. To complement this, a lookup screen that uses the PO and related documents as search keys was developed.

The **PO Number** is the default line. The **Requisition Number** and the **Doc Number** are other listed search criteria. The **Doc Number** is the procurement payment request number or the financial document number. The **Search** button initiates the search.

Campus/Building Lookup Screen

Movable Asset Lookup

Search Criteria

Campus: _____

Building: _____

Room Number: _____

Search

Clear

Search Results

Asset Number	Bldg	Room	Org	Manufacturer	Description	Asset Type	Status

OK Cancel

The **Campus/Building/Room** lookup screen allows the user to enter a campus, building, and room combination. Each asset that fits the search criteria will be retrieved in the “Search Results” zone.

Capital Asset Lookup Notes:

The Capital Asset Lookup screen on the Capital Asset Maintenance Document will create a pick list of asset numbers relating to the criteria. After updating the asset number and selecting the **OK** button, the user will be taken back to the **Capital Asset Lookup** screen where the next asset number may be selected from the pick list for modification.

PO Number Lookup

An asset number may appear more than once when retrieving assets from the **PO Number Lookup** screen since the asset number displays once for each payment record.

The university capital asset office creates control assets. These assets are used to post payments that are re-classified as supplies. These assets can be identified by the organization code of **UA-BALS** and asset type of "**1000**." If you retrieve an asset with these specifications in your **Search Results** zone, please disregard the asset number.

Wild Cards and Searches

The FIS 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).

Some fields on the capital asset lookup screens allow the use of wild cards 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		Asset Type	
<	Less Than	<	Less Than
<=	Less Than or Equal To	<=	Less Than or Equal To
>	Greater Than	>	Greater Than

Asset Type, Manufacture, Serial Number, Model Number, Campus, Building, and Room (room)

21* Look for all occurrences of the current field beginning with "21"

Based on the information available (IU tag number, PO number, etc.), choose the most appropriate search method to find the asset number. On the main **Capital Asset Lookup** screen:

1. Enter the **Asset Number**.
 2. Click on the **Search** button
- In the "Search Results" zone, double-click on the asset number to be modified. This will take the user back the Capital Asset Maintenance screen.

When you open the **Capital Asset Maintenance** screen, the **Capital Asset Lookup** screen will appear first.

Capital Asset Maintenance Screen

In the FIS system, the **Capital Asset Maintenance** screen looks like this:

The screenshot shows a software window titled "Capital Asset Maintenance". The window contains two main sections of input fields and a vertical column of buttons on the right side.

Top Section Fields:

- Asset Number: []
- Asset Rep: []
- Description: []
- Asset Type: []
- Condition: []
- Vendor Name: []
- Acq Type: []
- Inventory Status: []
- Owner: []
- Campus: []
- Building: []
- Chart: []
- Owner Acct: []
- Org: []
- Total Cost: []
- Posted: []
- Fed Contribution: []
- Created: []

Bottom Section Fields:

- Manufacturer: []
- Model Number: []
- Serial Number: []
- Room Number: []
- Subroom: []
- Org Invn Name: []
- Org Text: []
- Org Tag: []
- Inventory Date: []
- IU Tag Nbr: []
- Old Tag Nbr: []

Buttons (Right Side):

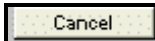
- OK
- Cancel
- Clear
- More
- Documents
- Component
- Repair History
- Warranty
- Payment
- Depreciation

Capital Asset Maintenance Buttons

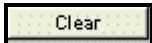
The **Capital Asset Maintenance** screen has a number of “drill down” screens which allow the user to access further information. The **buttons** displayed vertically to the right of the **Capital Asset Maintenance** screen provide detailed information which will assist in maintaining the accuracy and utility of a particular asset throughout its life. These screens and their fields are explained in this document.



This button saves and updates the changes you have made to a maintenance screen.



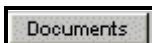
This button cancels any changes and takes you back to the previous screen.



This button clears all the fields.



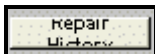
This button advances you to a follow-up related screen to the one you are viewing.



This button displays any documents that have been processed against this asset.



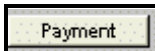
This button takes you to the **Asset Component List** screen.



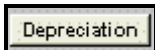
This button takes you to the **Capital Asset Repair History** screen.



This button takes you to the **Asset Warranty Maintenance** screen.



This button takes you to the **Capital Asset Payment Inquiry** screen.



This button takes you to the **Capital Asset Depreciation Inquiry** screen.

NOTE: If you exit by clicking on the “X” in the right hand corner of the screen in cases where no data entry has been performed, you will be taken back to the Capital Asset Lookup screen. If data has been entered on the screen, you will be asked if you want to quit without saving.

Updating an Asset on the Capital Asset Maintenance Screen

The **buttons** displayed vertically to the right of the screen reveal other information, action screens, or table maintenance opportunities for maintaining the accuracy and utility of a particular asset throughout its life. Some of these buttons also access sibling or “drill down” screens which are explained in the pertinent sections of this document.

The screenshot shows a window titled "Capital Asset Maintenance" with a form containing the following fields:

Asset Number	01 - 284854	Asset Rep	
Description	Battery		
Asset Type	220	Condition	Excellent
Vendor Name	INTERMAC	Acq Type	A
Inventory Status	Non-Capital Active	Owner	01 INU
Campus	BLOOMINGTON	Building	008
Chart	UA	Owner Acct	1912610
Total Cost	0.00	Org	FMOP
Fed Contribution	0.00	Posted	12 1999
		Created	06/02/1999

Manufacturer	INTERMAC		
Model Number	5519		
Serial Number	678911		
Room Number		Subroom	
Org Invn Name			
Org Text		Org Tag	
Inventory Date	06/02/1999		
IU Tag Nbr		Old Tag Nbr	

On the right side of the form is a vertical toolbar with the following buttons: OK, Cancel, Clear, More, Documents, Component, Repair History, Warranty, Payment, and Depreciation.

Below the main form is a Message Information Bar, indicated by a curved arrow from the text below.

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 for you at the bottom of the document (see arrow above).

Pertinent information about the asset is retrieved by the system once the **asset number** is selected from the lookup screen.

1. The **Asset Nbr** (asset number) is the system-assigned identifier.
2. The **Asset Rep** field stores the **Universal User ID**. This field can be utilized 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 very useful field if you want to sort your assets by a

person's name. If you do not know the *Universal User ID* you can go to a lookup table by double clicking in the field.

3. The *Description* field identifies the equipment you are tracking. Double click on the field to bring up an expansion screen. Your description may be entered in upper or lower case. While the *Description* can be modified at any time, the best time to modify the description is when it is first tagged. Putting the most descriptive information in the first 30 characters is recommended, as only the first 30 characters are presented on summary reports. Be sure the description will readily identify the equipment.



When modifying the description it is important to verify the item you are describing is the item that was purchased for the given purchaser order. For example if the description and vendor both do not match it is more likely that you have not located the correct asset, and in this case the description should not be changed.

4. The *Asset Type* field is view only. Double clicking on the *Asset Type* field will take you to an expansion screen that displays the depreciable life information, and a description of the code. Normally the asset type code is verified during the tagging process. If you determine the asset type code is incorrect please call the Campus Capital Asset Office.
5. The *Condition* field can be changed by selecting a new value from the pull down menu. During the physical inventory process it is mandatory that the condition of the asset is reviewed and changed when appropriate.
 - Excellent – Newly acquired.
 - Good – Still in good working order.
 - Fair – Equipment is beginning to show age.
 - Poor – Equipment still works but is old and nearly ready for disposal.

Any assets that are no longer in use, obsolete, dilapidated, broken or inoperable should be transferred to Surplus Stores.

6. The *Vendor Name* can be changed by typing in a new value.
7. The *Acq Type* field is view only. Double clicking on the *Acq Type* field will take you to an expansion screen that displays the name of the acquisition type code.

8. **Inventory Status** is a code describing the current status of the asset. Changes to the inventory status code are governed by the existing code. Although all values from the inventory status table are displayed in the pull down menu, not all of them are acceptable changes on the Capital Asset Maintenance screen. See the business rules listed below.

Capital assets business rules for inventory status:

- **A – Active and Identifiable** assets are those that can be tagged and are currently in use. If the inventory status is “A,” the inventory status can be changed to “C” (Active and Non-accessible) or “S” (Surplus Equipment).
- **C – Active and non-accessible** assets are those that cannot be tagged due to the item’s size or nature. If the inventory status code is “C” it can be changed to “A” (Active and Identifiable) or to “S” (Surplus Equipment).
- **U – Under Construction.** The *fabrication document* sets the inventory status code to “U.” Normally, the only time a constructed asset inventory status code is changed is when the construction is completed and the asset placed into service. If the inventory status code is “U” it **cannot** be changed on the Capital Asset Maintenance screen.
- **S – In Storage.** The storage inventory status code is used if an organization is not actively using the equipment. The capital asset office encourages organizations to transfer equipment to surplus when it is no longer useful to the department. If the inventory status code is “S” it can be changed to “A” (Active and Identifiable) or to “C” (Active and Non-accessible).
- **R – Retired.** If the inventory status code is “R” it **cannot** be changed on the Capital Asset Maintenance screen. For capital equipment the inventory status is only set to “R” by a retirement document

Non-capital assets business rules for inventory status.

- **N – Non-capital Active** identifies non-capital assets created by an organization. If the inventory status code is “N” it can only be changed to “O” (Non-capital Retired)
- **O – Non-capital Retired** identifies non-capital assets that have been retired. A non-capital retired asset can be made active again by changing the status code to “N” (Non-capital Active).
- **D – Non-Cap. Active 2003.** The “D” status code identifies 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. To retire an asset with an inventory status code of “D” the user should change the inventory status code to “E” (Non-Cap. Retired 2003). Indiana University stopped creating assets with a cost less than \$5,000 on July 1, 2002.
- **E – Non-Cap. Retired 2003.** This code is used to retire a non-capital asset that was created by the batch retirement process, which occurred in March of 2003.

When the inventory status is “E” (Non-Cap. Retired 2003) the only option is to change the inventory status to “D” (Non-Cap. Active 2003).

When you discard a non-capital asset, you can change the *Inventory Status code* from *Non-capital Active* to *Non-capital Retired*. This is only necessary for those organizations that are tracking their non-capital assets.

Non-capital Active change the inventory status code to Non-capital Retired”
Act Non-capital 2003 change the inventory status code to Ret Non-capital 2003

An **Asset Retirement Document** must be processed to retire capital equipment.

9. The **Owner** field is view only. The **Owner** represents the institution that holds the title to the asset.
10. The **Campus** can be changed by selecting a new value from the pull down menu.
11. The **Building** code can be changed by deleting the current value and entering a new value. If you do not know the number for a building, you can double click in the **Building** field to get to the lookup screen.

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 that is associated with Indiana University (for example, equipment located at the Bloomington Hospital). Off campus information can be entered by clicking on the **MORE** button.

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/>

12. The **Chart** field is view only. The **Chart** represents the chart of accounts code that has custody of the asset. Double clicking on the **Chart** field will take you to the **Chart of Accounts Inquiry** screen.
13. The **Owner Account** is assigned when the asset is created. For moveable equipment, the *capital asset builder* assigns the owner account at the time the asset is created, based on the account that contributed the most dollars. The **Owner Account** field is view only. An Asset Transfer Document must be issued to change ownership of an asset.
14. The **Org** (organization) is derived from the owner account, and is the organization responsible for the physical inventory of the asset. The **Org** field is **view only**.
15. The **Total Cost** is the total dollar amount paid for the asset.
16. The **Posted** field reflects the fiscal year and period the asset was created. These fields are view only.

17. The **Fed Contribution** field is view only. The federal contribution is calculated by summing the account amounts on payment records that have a federaly funded or federaly owned object code.
18. The **Create Date** for moveable equipment is the date the asset was added to the capital asset database, and the date the asset is recognized for depreciation. For non-moveable additions the create date is set using a half year convention. The create date is view only on the capital asset maintenance screen.
19. The **Manufacturer** is the name of the company that manufactured the asset. The manufacture name can be changed by deleting the current information and typing in the new information. If the manufacturer cannot be determined when the asset is created, it is set to the vendor and should be corrected when tagged. The manufacturer is not validated and is required for capital assets. The manufacturer is upper cased.
20. The **Model Number** is the model number assigned by the manufacturer of the asset. The model number can be changed by deleting current information and entering new information. The model number is not validated, and is not required.
21. The **Serial Number** is the manufacturer's identification number for the asset. The serial number is not required, and is not validated. To change the serial number delete the current value and enter the new number.
22. The **Room Number** can be changed by deleting the current value and entering a new value. If the user does not know the room number, a lookup table can be retrieved by double-clicking in the blank field. The room numbers in the lookup table are predetermined by the selection of a campus and building code. Double-clicking on a room number brings up the room inquiry screen.

For capital equipment a valid campus, building and room number are a system requirement. Alternatively, you have the option of entering an **off campus location** 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 **More** button.

If you can not 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 Bureau of Facilities Programming & Utilization. If you don't know who in your organization is responsible for the space inventory you can contact Dave Everton at deverton@indiana.edu or by phone 812-855-7361 for possible addition of the room number.

For non-capital equipment you may choose **not** to enter a building and room number. If you decide to track location information, you **must** enter valid values in the campus, building and room fields.

23. The **Sub-room** can be changed by deleting the current value and entering a new one. Most departments use this field to enter a cubicle sub-room number. This is a field created for departmental use, and is not validated.

24. The **Org Invn Name** (organization inventory name) field is an additional field organization can use to manage (sort or group) their assets. The organization inventory name field is not required, and is not validated. The data can be entered in upper or lower case.
25. The **Org Text** (organization text) can be changed by deleting the current text and typing new information. This field can be used to help departments manage their assets. Think of it as a post-it-note. The data can be entered in upper or lower case.

On the rare occasion an asset can't be tagged in 30 days a note explaining the problem should be listed in the org text field.

26. The **Org Tag** (organization tag number) can be entered or changed at any time. To change the organization tag number, delete the current value and enter the new one.
27. The **Inventory Date** is view only; however, when a change is made to the campus, building, room combination, or room number, sub room, IU tag number combination, the inventory date is updated by the application..
28. The **IU Tag Nbr** can be entered on the Capital Asset Maintenance screen; the system will verify the tag number does not exist on another asset. The tag number **should be** upper cased. The Capital Asset Maintenance screen will not allow the user to update the asset type code that is verified during the tagging process. If the asset does not require a change to the asset type code, the tag number may be entered on this screen.

NOTE: For those organizations interested in **tagging** non-capital assets, the University Capital Asset offices will re-sell, at cost, non-capital bar-code tags. To inquire about cost, please contact your Campus Capital Asset Office. By purchasing these tags you ensure that your tags will not be duplicates of existing tags and therefore will be usable in the university asset database. Also this will ensure that your non-capital tags can be scanned by the university inventory tracking equipment.

29. The **Old Tag Nbr** is view only. On the Location Maintenance screen when the user enters a new IU tag number the system will move the current tag into the **Old Tag Number** field once the record is saved. The old tag number is not validated.

Asset Representative Universal User Lookup Screen

Search Criteria							
User ID:							Search
Unvl ID:							
Empl ID:							Clear
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 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.

Universal User Lookup Notes

When performing name lookup searches, be sure 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 the user is not sure exactly how the name was entered into the database.

1. Tab into the **Name** field and enter the last name of the person to be located.
2. Click on the **Search** button.
3. In the Search Results zone, find the name of the person and double-click in the **User ID** field. This will take the name back to the document.

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 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 **Name** field can be used to search the database for a building code.

- Tab into the **Name** field and enter a wild card.
- Enter the name of the building with a wild card at the end. (If using the name produces no results, try entering the address.)
- Click on the **Search** button.
- To navigate back to the *add asset document* double-click on a building code.

Wild cards can be used in the **Building**, and **Name** field. The **Campus**, **Building Number**, and **Building Name** fields are set to upper case.

On occasion it can be easier to find a building code using the Bureau of Facilities Programming & Utilization web site: <http://www.indiana.edu/~bureau/buildwww.pdf>.

Building Room Lookup Screen

Room Number	Description	Department	Type	Bldg	Cmps
001	teaching cli	Optometry	MACHINE SHOP	BL065	BL
001B	teaching cli	Optometry	WELDING ROOM	BL065	BL
002	teaching cli	Optometry	WOODWORKING	BL065	BL
007	office other	Optometry	OTS lab: Horner	BL065	BL
007A	office other	Optometry	OTS LAB/ALLEN	BL065	BL
094	teaching cli	Optometry	STORAGE	BL065	BL
095	teaching cli	Optometry	STORAGE	BL065	BL
098	teaching cli	Optometry	STORAGE	BL065	BL

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.

- Choose the most appropriate field to help find the appropriate room number. It may be **Description**, **Department**, or both.
- Click on the **Search** button.
- In the “Search Results” zone, locate the room number. Double-click on the number to return it to the document.

Wild card searches can be used in the **Building**, **Room Nbr**, **Department**, **Type**, and **Description** fields. The **Campus**, **Building**, **Room Nbr**, **Department**, **Type**, and **Description** fields are all set to upper case.

Room Look up Notes

If you can not 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 Bureau of Facilities Programming & Utilization. If you don't know who in your organization is responsible for the space inventory you can contact Dave Everton at deverton@indiana.edu or by phone 812-855-7361 for possible addition of the room number.

Capital Asset Maintenance (More) Screen

The **More** button on the Capital Asset Maintenance screen accesses the Capital Asset Maintenance (More) screen, which displays organizational information about an asset.

The screenshot shows a software window titled "Capital Asset Maintenance (More)". At the top, there are two text boxes: "Asset Mbr:" containing "0-205870" and "Desc:" containing "PAC-PVW327AL SONY 3CCD BETACAM SP CAMCORI". Below these are several input fields arranged in a grid-like fashion. On the left side, there are fields for "Org Asset Typ:", "Receive Date:", "Replacement Amt:" (with a value of 0.00), "Salvage Amt:" (with a value of 0.00), "Base Amount:" (with a value of 873.01), and "Est Sale Price:" (with a value of 0.00). On the right side, there is a section titled "Separated" with a "Date:" field and an "Original Asset" checkbox. Below that is an "Off-Campus-Location" section with fields for "Street:", "City:", "State:", and "Zip Code:". On the far right, there is a vertical column of buttons: "OK", "Cancel", "Equipment Loan", "Fabrication", and "Retirement".

1. The system allows the organization to assign its own personal asset type information in the **Org Asset Typ** field. The organization asset type code can be used to classify the type of equipment. The organization asset type code is not validated, not required, and data can be entered in upper or lower case.
2. The **Receive Date** is a field that can be used at the discretion of the organization. It can be used to track the time period during which equipment is received. Could this be re-named and used as an in service date?
3. The **Replacement Amt** field can be used to track the replacement amount for equipment. Initially, this field was used when issuing an equipment loan/return document and selecting to insure the equipment. When insuring the asset the replacement amount was required by the Risk Management department. However, the policy coverage for equipment was changed and it is no longer necessary for the department to provide special insurance coverage for equipment on loan. The **Replacement Amt** field is currently not used by Indiana University.
4. The **Salvage Amt** is the residual amount for which the organization expects to sell the equipment. The depreciation method must be changed to "SV" in order for the depreciation procedure to consider the salvage amount. To change the depreciation method, click on the **Depreciation** button on the main Capital Asset Maintenance screen.
5. The **Base Amount** is the amount eligible for depreciation. Federally owned amounts are excluded using the financial object sub type codes. The base amount is view only.
6. The **Est Sale Price** (Estimated Sale Price) is a field that can be used to track the estimated selling price of an asset. This field was added to the Capital Asset Management system, per departmental request, during the initial development. It is currently not used by Indiana

University. The estimated sale price is formatted as a money field and will only accept numeric values.

Separated Fields

The information in the following fields is automatically retrieved by the system if the asset has been created from the **Separate an Asset** function. The Separated box (top right) is intended to assist the organization in tracking the history of the asset.

7. The **Date** is the date that the asset was separated.
8. The **Original Asset** is the asset number that was used to create the current asset.

Off Campus Location

The **Off Campus Location** box is provided for those occasions when equipment is located at an off-campus/off site institutional location associated with Indiana University. This includes equipment residing at a research location affiliated with Indiana University.

When entering an **Off Campus Location**, the **building and room number** should be removed from the asset record.

9. The **Street** is the street address of the institution or school that the equipment is physically located in.
10. The **City** is the name of the city the equipment is located in.
11. The **State** is the name of the state the equipment is located in.
12. The **Zip** is the zip code of the state where the equipment is located.

A system bug exists that makes it difficult to enter off campus addresses that are “out of the country”. Until this bug is fixed we recommend that the state is set to “IN” and the Zip code is set to “XXXXX”. If you need assistance entering an off campus addresses please contact the University Capital Asset Office at fmscams@indiana.edu.



An Equipment Loan/Return Document is required when capital equipment is borrowed from Indiana University (off premise) for more than thirty days, and the equipment resides at a location which is not directly associated with the university i.e., faculty or staff personal property.

Equipment Loan Maintenance Screen

Clicking on the **Equipment Loan** button (on the right-hand side of the Capital Asset Maintenance More screen) accesses the Equipment Loan Maintenance screen, which displays current loan information. To update the information, an equipment loan/return document must be initiated.

All fields on the Equipment Loan Maintenance screen are **view only**. The asset number and description is pulled forward from the Capital Asset Maintenance Screen.

The screenshot shows a window titled "Equipment Loan Maintenance" with the following fields and buttons:

- Asset Nbr: 01-220863 Desc: HP C1553A 4MM DAT AUTOLOADER
- Loan Date: Return Date:
- Expected Return: Signature:
- Insurance Acct: View Premium button
- Borrower section:
 - Name: Street: City: State: Zip Code: Country: Phone:
 - OK button
- Stored at section:
 - Street: City: State: Zip Code: Country: Phone:
 - Cancel button

Because Risk Management insures equipment off campus, we no longer use the insurance option on the Equipment Loan Return Document; therefore, **View Premium** button no longer stores this information.

1. If the asset is actively on loan, the date the equipment loan/return document was issued is displayed in the **Loan Date** field. This field is view only.
2. A **Return Date** is displayed when equipment previously on loan has had an equipment loan/return document issued to return the equipment to the university. This field is view only.
3. The **Expected Return** date is the date the asset is expected to return to the university. This field is view only.
4. The **Insurance Acct** is no longer used, and should be removed from the screen.
5. The **Signature** check box is used to signify that the organization has the borrower's signature on file **if** the borrower is **not** an active FIS user.

Borrower

The Borrower address is the personal residence of the person that has the equipment.

6. The **Name** field displays the user id of the borrower.
7. The **Street** is the street address of the borrower.
8. The **City** is the city of the borrower's personal residence.
9. The **State** is the state in which the borrower's residence is located.
10. The borrower's **Zip Code**.
11. The borrower's **Country**.
12. The borrower's **Phone** number.

Stored at

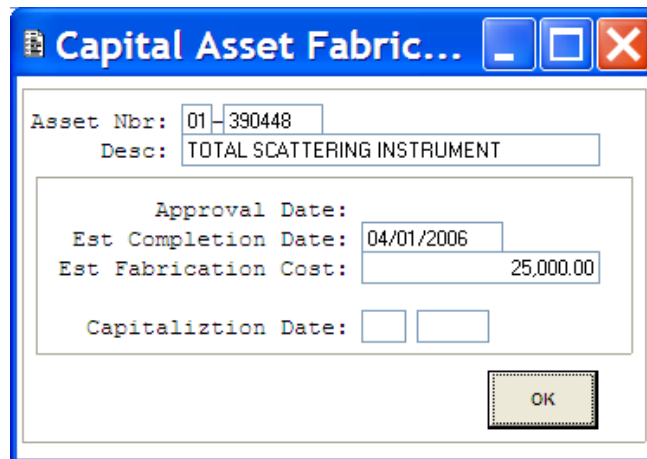
The **Stored at** address is only used when the equipment is not physically located at the borrower's personal residence. The borrower address is still required when the **Stored at** address is used.

13. The stored at **Street** address is the street address where the equipment is located.
14. The stored at **City** is the city in which the equipment is located.
15. The stored at **State** is the state in which the equipment is located.
16. The stored at **Zip Code** is the zip code of the location where the equipment is located.
17. The stored at **Country** is the country in which the equipment is located.
18. The stored at phone number is a phone number of someone that has access to the equipment at its given location.
 - Clicking on the **OK** or **Cancel** button will navigate you back to the **Capital Asset Maintenance (More)** screen.

Fabrication Inquiry Screen

Clicking on the **Fabrication** button accesses the Capital Asset Fabrication Inquiry screen. Some departments or organizations find that the unique nature of their research requires them to actually build or make equipment. The information on this screen is processed through the initiation and approval of the fabrication request document.

This inquiry screen is for reference, and is a **display only** screen. It lists the asset number, description, and other information from the fabrication request document.



Asset Nbr:	01-390448
Desc:	TOTAL SCATTERING INSTRUMENT
Approval Date:	
Est Completion Date:	04/01/2006
Est Fabrication Cost:	25,000.00
Capitalization Date:	

OK

1. The **Approval Date** displays the date the fabrication document was approved
2. The **Est Completion Date** is the date the fabrication is expected to be completed.
3. The **Est Fabrication Cost** is the amount the fabrication is expected to cost.
4. When a fabricated asset displays a **Capitalization Date**, it means the construction is complete.
 - Clicking on the **OK** button will navigate you back to the **Capital Asset Maintenance (More)** screen.

Asset Retirement Maintenance Screen

Clicking on the **Retirement** button (to the right on the Capital Asset Maintenance More screen) brings up the Asset Retirement Maintenance screen, which displays pertinent data related to the retirement of an asset. An asset can be retired via the asset retirement document, or by merging one asset into another. This inquiry screen is for reference, and is a display only screen. It lists the asset number, description, and other information from the asset retirement document, or the merge an asset function.

The screenshot shows a software window titled "Asset Retirement Maintenance". At the top, there are two input fields: "Asset Nbr:" with the value "0-220729" and "Desc:" with the value "GRANVILLE-PHILLIPS PART #20340040, 34001 W/3". Below these are several other fields: "Reason:", "Posted:", "Merged Nbr:", and "Retirement Doc #:" with the value "0-AU3754498". The window is divided into three main sections: "Sale", "Stolen", and "External Transfer". The "Sale" section contains fields for "Sale Price:", "Est Sale Price:" (with the value "1,300.00"), "Cash Rcpt Chart:", "Cash Rcpt Doc:", and "Buyer Desc:". The "Stolen" section contains a field for "IUPD Case Nbr:". The "External Transfer" section is a button. On the right side of the window, there are three buttons: "External Transfer", "OK", and "Cancel".

1. If the asset is retired, the retirement **Reason** is displayed on the screen.
2. The **Posted** period and year is the fiscal year and fiscal period the asset retirement was approved.
3. The **Merged Nbr** displays the asset number into which an existing asset was merged. The merged number is intended to assist in tracking the history of the asset.
4. If the asset was retired via the asset retirement document, the document number is displayed. Double-clicking on the **Retirement Doc** field will bring up the original document bearing that number.

Sale Zone

When capital equipment is sold, the asset retirement requires additional information regarding the sale of the equipment.

5. The **Sale Price** is required when the retirement reason is "Sold."
6. The **Est Sale Price** was added to the capital asset management system during development and is not being used.
7. The **Cash Rcpt Doc** field can be used on the asset retirement document to create an audit history for the income from the sale of the equipment.
8. The **Buyer Desc** is required when the retirement reason is "Sold."

Stolen Zone

9. The **IUPD Case Nbr** is required on the asset retirement document when the retirement reason is "Theft."

NOTE: Double clicking on the **Retirement Doc** field will bring up the original document bearing that document number.

External Transfer Screen

When a capital asset is retired with the reason of **External Transfer or Gift**, the retirement document requires additional information regarding the disposition. The external transfer is a retirement type that generally relates to equipment funded by federal agencies.

The screen below is for reference, and is a **display only** screen. The information displayed is generated through the initiation and approval of the *asset retirement document*.



1. For an external transfer or gift the **Contact Name** is required on a retirement document.
2. For an external transfer or gift the **Institution** name is required on a retirement document.

The remaining fields are not required on the *asset retirement document*.

3. The **Street** address of the institution or agency that received the equipment as a result of the external transfer or gift
 4. The **City** of the institution or agency that received the equipment
 5. The **State** where the receiving institution or agency is located
 6. The **Zip Code** of the receiving institution or agency
 7. The **Country** where the receiving institution or agency is located
 8. A **Phone** number of the receiving agency or institution
- Clicking on the **OK** or **Cancel** button will navigate you back to the **Asset Retirement Maintenance** screen.
 - Clicking on the **OK** or **Cancel** button at the **Asset Retirement Maintenance** screen will navigate you back to the **Capital Asset Maintenance (More)** screen.
 - Clicking on the **OK** or **Cancel** button at the **Capital Asset Maintenance (More)** screen will navigate you back to the **Capital Asset Maintenance** screen.

Asset Document Review Screen

The **Documents** button on the Capital Asset Maintenance screen accesses the Asset Document Review screen. This screen displays documents that have been processed against the asset. The **Document** button displays red if a pending document exists. **Does not work in all situations.**

Asset Document Review					
Asset	285202	Dell 500MHZ Pentium III Minitower			
Pending Documents					
Type	Number	Status	Initiator	Approval Date	Org Reference
Processed Documents					
Type	Number	Status	Initiator	Approval Date	Org Reference
AR	EE4716503	A	TCAIN	03/29/2003	285202
AA	QI6374599	A	MSTURPIN	05/25/1999	
Pending General Ledger Transactions					
Type	Number	Status	Initiator	Approval Date	Org Reference

Double-clicking on a document number will access the original document.

Pending Documents Zone

The pending document zone displays documents that have not completed the approval process. Only capital asset documents such as the asset retirement, transfer, and equipment loan return documents are displayed in this section.

Processed Documents Zone

The processed document zone displays approved or cancelled capital asset documents.

Pending General Ledger Transactions Zone

The pending general ledger transactions zone displays invoices or financial transactions that will modify the asset. These transactions are processed in CAB by the University Capital Asset Office.

1. **Type** – a code that identifies the document.. Example: AR – Asset Retirement.
2. **Number** – document number that identifies the transaction.
3. **Status** – document status. Example: ‘A’ approved, ‘C’ cancelled.
4. **Initiator** – person who issued the document.
5. **Approval Date** – date the document was approved.

6. **Org Reference** – from the org reference field on the document. This is a code assigned by the initiator of the document that allows an organization to identify or select a given transaction.
7. If a capital asset is retired and you do not see a retirement document the asset was retired by the merge an asset function. Use the More button, then go to the Retirement button to find the asset number this asset was merged into.
 - Click on the **OK** button to navigate back to the **Capital Asset Maintenance** screen. Alternatively clicking on the “**X**” at the top right of the screen will navigate you back to the Capital Asset Maintenance screen.

Component List Screen

Clicking on the **Component** button at the Capital Asset Maintenance screen displays the Asset Component List screen, which allows organizations to create and maintain detailed information for component assets. A keyboard, mouse, motor, and truck bed are examples of asset components.

Creating a Component

Number	Description	Tag Nbr	Cond	Contact Phone
1	DHCP		E	
2	WIN NT		E	
3	Pentium II 400		E	
4	64		E	
5	6.4 G		E	
6	Viewsonic 7		E	

In order to create a component, you must enter a *reference number*, *description* and *condition* in the appropriate fields.

The asset number and description are pulled forward from the Capital Asset Maintenance screen.

1. The **Number** is the key identifier of the component. The user can enter any numerical figure to create a component. The component number is required, must be numeric, and unique.
2. The **Description** field is used to describe the component item. A component description is required and may be entered in upper or lower case; however, the system requires at least one character in the description field.

3. The component **Tag Nbr** is used to record departmental tags assigned to components. The tag number is optional, is not validated, and is upper-cased.
4. The **Condition** is required, is validated, and upper-cased. The condition code is used to describe the condition of the asset.
5. The component **Contact Phone** number is optional and is not validated.
6. New components can be added by clicking on the **Insert Line** button.
7. Components can be removed by clicking on the **Delete Line** button.
8. Clicking on the **More** button on the **Asset Component List** brings up the **Asset Component Maintenance** screen.
9. Clicking on the **OK** button saves the information and returns the user to the Capital Asset Maintenance screen.
10. Clicking on the **Cancel** button does not save, and returns the user to the Capital Asset Maintenance screen.

NOTE: Clicking on the “**X**” at the top right will exit you from the screen and will **NOT** save your changes even if you click on the **Save** button.

- Enter “**I**” in the **Number** field.
- Enter “**Keyboard**” in the **Description** field.
- Enter “**E**” in the **Cond** field.
- Click on the **More** button.

Asset Component Maintenance

This screen displays detailed information about the component.

Asset Nbr: 01-292365 Desc: Pentium II 450

Component

Number: 1 Contact Phone:

Desc: DHCP

Org Text:

Tag Nbr:

Condition: E

Vendor Name:

Manufacturer:

Model Nbr:

Serial Nbr:

Est Life:

Replace Amt:

Repair History

Warranty

OK

Cancel

The asset number and description are pulled forward from the Capital Asset Maintenance screen. The component number, contact phone, component description, component tag number, and component condition are pulled forward from the Component List screen.

On the Asset Component Maintenance screen the **Component Number** field is view only; however, the **Contact Phone**, **Component Description**, **Component Tag Number**, and **Component Condition** fields can be modified.

1. **Component Org Text** is optional, is not validated, and may be entered in upper or lower case. This is a text field that can be used to store information regarding the component.
2. **Component Vendor Name** is optional, is not validated, and may be entered in upper or lower case. The company or person to whom the first payment was made is entered here.
3. **Component Manufacturer** is optional, is not validated, and may be entered in upper or lower case. This is the name of the company that manufactured the asset.
4. **Component Model Number** is optional, is not validated, and may be entered in upper or lower case. It is the model number assigned by the manufacturer of the component.
5. The **Component Serial Number** is optional, is not validated, and may be entered in upper or lower case. It is the identification number of the component's manufacturer.
6. **Component Est Life** is optional and is not validated; however, only numeric values are accepted. This is the number of years the component is expected to last.
7. **Component Replacement Amount** is optional and is not validated; however, only numeric values are accepted. This is the cost necessary to replace the component if it is lost, destroyed, or stolen.
8. Clicking on the **Repair History** button to the right of the **Asset Component Maintenance** screen takes the user to the Asset Component Repair History screen.
9. Clicking on the **Warranty** button to the right of the Asset Component Maintenance screen takes the user to the component warranty maintenance screen.
10. Clicking on the **OK** button saves the information and returns the user to the previous screen.
11. Clicking on the **Cancel** button does not save and returns the user to the previous screen.

Asset Component Repair History Screen

The following screen allows the user to create summary repair records for component assets.

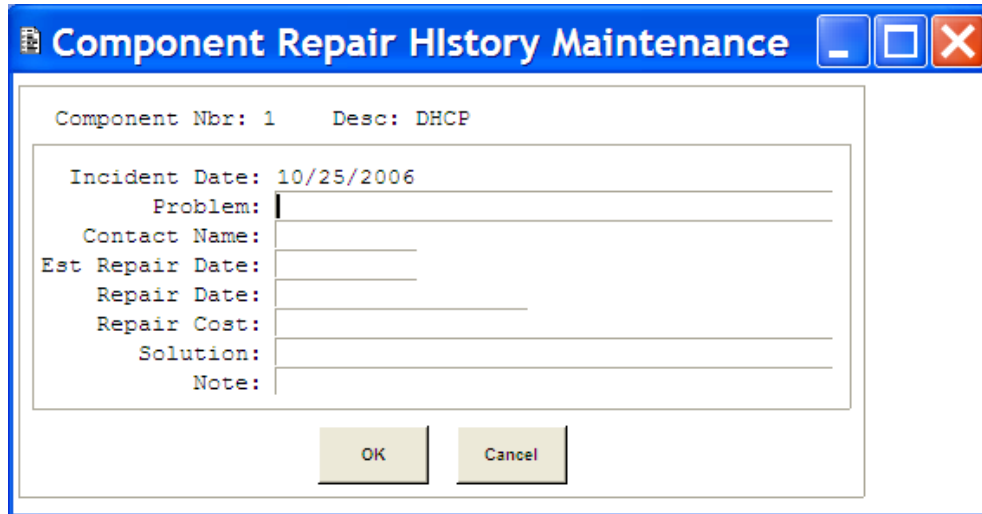
Incident-Dt	Problem	Repair-Dt	Repair-Amt
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The asset number, component number and component description are pulled forward from the Asset Component List Screen. They are view only on the Asset Component Repair History screen.

1. **Component Repair Incident Date** is required and is validated for date format. This is the date in which it was determined that a component needed repair, or the date the vendor was contacted to repair a component.
2. **Component Repair Problem** is required and may be entered in upper or lower case. The system requires at least one character. This field should be used to enter a description of the problem that prompted the repair of the component.
3. **Component Repair Date** is not required and is validated for date format. This is the date that the component was actually repaired.
4. **Component Repair Amount** is not required and is not validated; however, only numeric values are accepted.
5. A new component repair history can be added by clicking on the **Insert Line** button.
6. A component repair history can be removed by clicking on the **Delete Line** button.
7. Selecting the **More** button on the Component Repair History Maintenance screen provides the user with specific incident information fields.
8. Selecting the **OK** button saves the information and returns the user to the previous screen.
9. Selecting the **Cancel** button does not save and returns the user to the previous screen.

Component Repair History Maintenance

Selecting the *More* button on the **Component Repair History** screen provides the user with specific incident information fields, as illustrated below.



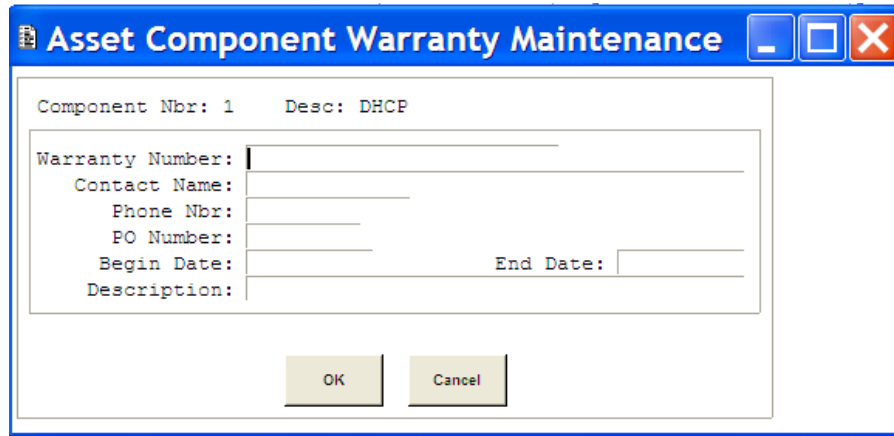
The screenshot shows a dialog box titled "Component Repair History Maintenance". At the top, it displays "Component Nbr: 1" and "Desc: DHCP". Below this, there is a list of fields for incident information: "Incident Date: 10/25/2006", "Problem:" (with a text input field), "Contact Name:" (with a text input field), "Est Repair Date:" (with a text input field), "Repair Date:" (with a text input field), "Repair Cost:" (with a text input field), "Solution:" (with a text input field), and "Note:" (with a text input field). At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

The component number, component description, and incident date are pulled forward from the Component Repair History Maintenance screen and are view only.

1. **Component Repair History Problem** is pulled from the Asset Component Repair History screen and can be modified on the Component Repair History Maintenance Screen. Data can be entered in upper or lower case.
2. **Component Repair History Contact Name** is not required, is not validated, and may be entered in upper or lower case. This is the individual or company that performed the component repair.
3. **Component Est Repair Date** is not required and is validated for date format. This is the date the component asset is expected to be repaired.
4. **Component Repair History Date** is pulled from the Asset Component Repair History screen and can be modified on the Component Repair History Maintenance Screen.
5. **Component Repair Cost** is pulled from the Asset Component Repair History screen and can be modified on the Component Repair History Maintenance Screen.
6. **Component Repair Solution** is not required or validated. This field is a narrative about how the problem with the asset component was resolved.
7. **Component Repair Note** is not required or validated. The field is for text describing any communication with the person or company repairing the asset.
8. Selecting the **OK** button saves the information and returns the user to the previous screen.
9. Selecting the **Cancel** button does not save and returns the user to the previous screen.

Component Warranty Maintenance

This screen allows the user to create and maintain warranty information relating to a component.



The screenshot shows a dialog box titled "Asset Component Warranty Maintenance". At the top, it displays "Component Nbr: 1" and "Desc: DHCP". Below this, there are several input fields: "Warranty Number:", "Contact Name:", "Phone Nbr:", "PO Number:", "Begin Date:", "End Date:", and "Description:". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

The Component Number and Component Description are pulled forward from the Asset Component Maintenance screen, and are view only.

1. **Component Warranty Number** is optional, is not validated, and is upper-cased. This is the warranty or maintenance agreement number that was assigned by the manufacturer.
2. **Component Warranty Contact Name** is optional, is not validated, and may be entered in upper or lower case. It is the vendor contact name.
3. **Component Warranty Phone Number** is optional and is not validated. It is the telephone number of the vendor or repair representative.
4. **Component Warranty PO Number** is optional and is not validated. This field contains the purchase order number with which the warranty or maintenance agreement was paid.
5. **Component Warranty Begin Date** is optional and is validated for date format. This field contains the date on which the warranty starts.
6. **Component Warranty End Date** is optional and is validated for date format. The field contains the date on which the warranty ends.
7. **Component Warranty Description** is optional and is not validated. This is a free form field for an organization to enter information they wish to record about the warranty.
8. Selecting the **OK** button saves the information and returns the user to the previous screen.
9. Selecting the **Cancel** button does not save and returns the user to the previous screen.

Capital Asset Repair History

The **Repair** button on the Asset Maintenance screen brings up the Capital Asset Repair History screen, which is similar to the Asset Component Repair screen. The asset number and description of the asset are carried forwarded from the Capital Asset Maintenance screen.

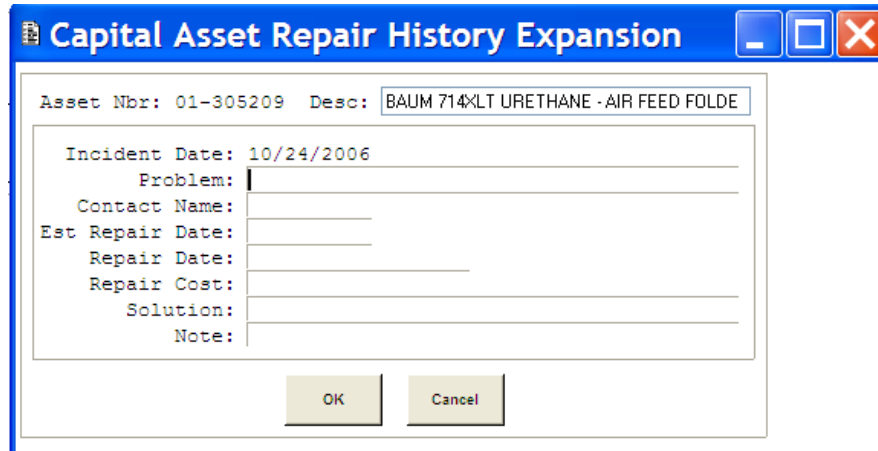
Incident Dt	Problem	Repair Dt	Repair Amt
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The asset number and description are pulled forward from the Capital Asset Maintenance screen and are view only.

1. **Incident Date** is required and is validated for date format. This is the date on which it was determined that a component needed repair, or the date the vendor was contacted to repair a component.
2. **Repair Problem** is required and may be entered in upper or lower case. The system requires at least one character. This field should be used to enter a description of the problem that prompted the repair of the asset.
3. **Repair Date** is not required and is validated for date format. This is the date the asset was actually repaired.
4. **Repair Amount** is not required and is not validated; however, only numeric values are accepted.
5. A new Repair History can be added by clicking on the **Insert Line** button.
6. A **Repair History** can be removed by clicking on the **Delete Line** button.
7. Selecting the **More** button on the Asset Repair History Expansion screen provides the user with specific incident information fields.
8. Selecting the **OK** button saves the information and returns the user to the previous screen.
9. Selecting the **Cancel** button does not save and returns the user to the previous screen.

Capital Asset Repair History Expansion

Selecting the **More** button provides the user with specific incident information fields on the expansion screen.



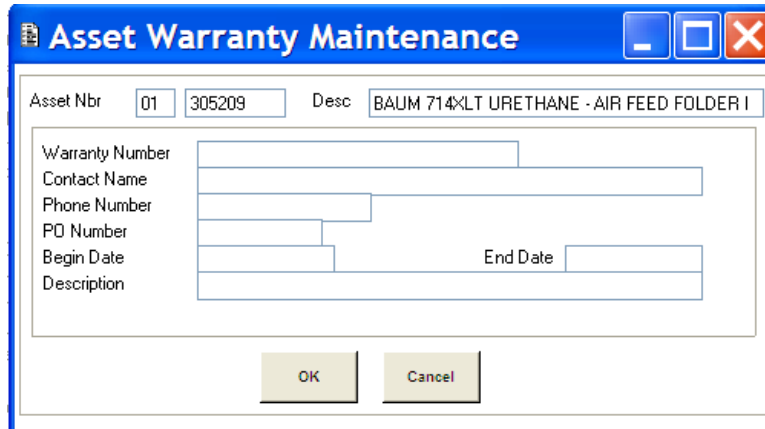
The screenshot shows a dialog box titled "Capital Asset Repair History Expansion". At the top, it displays "Asset Nbr: 01-305209" and "Desc: BAUM 714XLT URETHANE - AIR FEED FOLDE". Below this, there is a list of fields: "Incident Date: 10/24/2006", "Problem:" (with a text input field), "Contact Name:" (with a text input field), "Est Repair Date:" (with a date input field), "Repair Date:" (with a date input field), "Repair Cost:" (with a text input field), "Solution:" (with a text input field), and "Note:" (with a text input field). At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

The asset number, description, and incident date are pulled forward from the Capital Asset Repair History screen and are view only.

1. **Problem** is pulled from the Capital Asset Repair History screen and can be modified on the Capital Repair History Maintenance Screen. Data can be entered in upper or lower case.
2. **Contact Name** is not required, is not validated, and may be entered in upper or lower case. This is the name of the individual or company that performed the repair on the component.
3. **Est Repair Date** is not required and is validated for date format. This is the date the asset is expected to be repaired.
4. **Repair Date** is pulled from the Capital Asset Repair History screen and can be modified on the Capital Asset Repair History Expansion Screen.
5. **Repair Cost** is pulled from the Capital Asset Repair History screen and can be modified on the Capital Asset Repair History Expansion Screen.
6. **Solution** is not required or validated. This field is a narrative about how the problem with the asset was resolved.
7. **Note** is not required or validated. The field is for text describing any communication with the person or company repairing the asset.
8. Selecting the **OK** button saves the information and returns the user to the previous screen.
9. Selecting the **Cancel** button does not save and returns the user to the previous screen..

Asset Warranty Maintenance

Clicking on the **Warranty** button on the Capital Asset Maintenance screen brings up the Asset Warranty Maintenance screen, which allows the user to create and maintain warranty information relating to the asset.



The screenshot shows a dialog box titled "Asset Warranty Maintenance". At the top, there are two input fields: "Asset Nbr" containing "01" and "305209", and "Desc" containing "BAUM 714XLT URETHANE - AIR FEED FOLDER I". Below these are several input fields for warranty details: "Warranty Number", "Contact Name", "Phone Number", "PO Number", "Begin Date", "End Date", and "Description". At the bottom of the dialog are "OK" and "Cancel" buttons.

The asset number and description are pulled forward from the Capital Asset Maintenance screen. They are view only on the Asset Warranty Maintenance screen

1. **Warranty Number** is optional, is not validated, and is entered in upper case. This is the warranty or maintenance agreement number that was assigned by the manufacturer.
2. **Contact Name** is optional, is not validated, and may be entered in upper or lower case. This is the vendor contact name.
3. **Phone Number** is optional and is not validated. This is the telephone number of the vendor or repair representative.
4. **PO Number** is optional and is not validated. This field contains the purchase order number with which the warranty or maintenance agreement was paid.
5. **Begin Date** is optional and is validated for date format. This field contains the date on which the warranty starts.
6. **End Date** is optional and is validated for date format. The field contains the date on which the warranty ends.
7. **Description** is optional and is not validated. This is a free form field for an organization to enter information they wish to record about the warranty.
8. Selecting the **OK** button saves the information and returns the user to the previous screen.
9. Selecting the **Cancel** button does not save and returns the user to the previous screen.

Capital Asset Payment Inquiry

The **Payment** button located on the Asset Maintenance screen displays payment information about an asset. This screen is display only.

COA	Account	Subaccount	Object	Type	Fin Doc #	Amount
UA	1912610	OPERA	7015	TOP	01 AP799401	5,385.10
	FMS ADMINISTRATION		CMPTR EQUIP	Requisition	000P117	Posted 12 2000
	GENFND	FMOP	Project	PD #	170050092	Transfer N 06/20/2000

Depreciation Information											
Accumulated	4,319.30	1	0.00	4	56.10	7	0.00	10	0.00		
Year to Date	168.29	2	56.10	5	0.00	8	0.00	11	0.00		
Previous Year	112.18	3	56.09	6	0.00	9	0.00	12	0.00		

OK

Total: 5,385.10

The asset number and description are pulled forward from the Capital Asset Maintenance screen.

1. The **COA** code identifies the chart of accounts in which an account resides.
2. **Account** number identifies the accounts that contributed to the purchase of the asset. The account title is displayed below the account number.
3. The **Subacct** number is set up by the department, and is used to further define an account.
4. **Object** codes are used to identify capital transactions as well as the category (e.g., 7000-Moveable Equipment, 7100-Library Books.) In addition, object codes are used to identify funding (e.g., 7000-Moveable equipment-university funded, 7030-Moveable equipment-federally funded, 7031-Moveable equipment-federally owned).
5. The **Short Description** of the object code is displayed directly under the object code.
6. The **Sub Object** code is set up by the department, and is used to further define object code.
7. The document **Type** code is used to identify the document or application that generated the transaction. Examples include (PREQ – Payment Request, AT- Asset Transfer).
8. The **System Origination Code** corresponds to the system in which a transaction was created e.g., 01 – Transaction Processing, EP – EPIC).
9. **Fin Doc #** is the financial document number of the transaction.
10. **Amount** is the account amount contribution to acquire the asset.

11. The **Requisition** number is assigned by the procurement system, and is used to uniquely identify the requisition.
12. **Posted** period and year represent the fiscal period and year the transaction was added to the general ledger.
13. **Project** code allows the user to group transactions for reporting.
14. **PO number** is the field used to identify a specific e-doc used to acquire products from external vendors.
15. The **Transfer** payment code is set to “N” for new payments. This code identifies that the payment is eligible for depreciation. When an asset is transferred, only the account to which the payments are transferred is eligible for depreciation. The original payments and offsetting payments have the transfer payment code set to “Y”, which excludes them from depreciation.
16. Selecting the **OK** button returns the user to the previous screen.

Depreciation Information Zone

17. **Accumulated** represents the amount of the depreciation accumulated to date for depreciation; calculated using the asset create date.
18. **Year-to-Date** is the total amount of depreciation expense that was calculated as of the last depreciation posting. Depreciation is calculated on a monthly basis. This is the accumulation of the monthly depreciation within a fiscal year.
19. **Previous Year** is the amount of depreciation calculated in the prior fiscal year for depreciation.
20. **Depreciation Expense** is posted monthly into one of twelve depreciation buckets.

➤ Click on the **OK** button to return to the **Capital Asset Maintenance** screen.

Depreciation Inquiry Screen

The **Depreciation** button on the Capital Asset Maintenance screen displays the Capital Asset Depreciation Inquiry screen.

Primary		Secondary	
Method:	SL	Method:	
Base:	5,385.10	Accum:	0.00
Salvage:	0.00	YTD:	0.00
Accum:	4,319.30	Curr Mo:	0.00
YTD:	168.29	Prev Yr:	0.00
Curr Mo:	56.10		
Prev Yr:	112.18		

The asset number and description are pulled forward from the Capital Asset Maintenance screen.

Primary Zone - The **Primary** section of the screen is the official method of depreciation for the university.

1. The two **depreciation methods** used by Indiana University are straight-line (SL) and salvage value (SV). For organizations that want to use the salvage amount to affect the depreciation schedule the “SL” (Straight Line) can be changed to “SV” (Salvage Value). When “SV” is the depreciation method, the salvage amount is deducted from the depreciable base amount before depreciation is calculated. The depreciation method is required, and validated. It can be updated on the capital asset depreciation inquiry screen. Field is upper cased.
2. **Salvage Amt** is the residual amount for which the organization expects to sell the equipment. The depreciation method must be changed to “SV” in order for depreciation to consider the salvage amount.

The remaining fields on the capital asset depreciation inquiry screen are **view only**.

3. **Base Amount** is the amount upon which depreciation is based. The base amount is calculated by excluding federal and other owned payments.
4. **Accumulated** is the amount of the depreciation accumulated to date; calculated using the asset create date.
5. **YTD** (year to date) is the total amount of depreciation expense calculated as of the last depreciation posting. Depreciation is calculated on a monthly basis. This is the accumulation of the monthly depreciation within a fiscal year.
6. **Curr Mo** is the current amount from the latest depreciation bucket.
7. **Prev Yr** is the amount of depreciation calculated in the prior fiscal year. A valid depreciation method is required.

Secondary Zone - Secondary depreciation fields are currently not being utilized by IU.

Frequently Asked Questions

Question

How do I change the Off Campus Address?

Answer

Once you have retrieved the asset you want to modify click on the More button. The Off Campus fields are located at the bottom of the More screen.

Question

How do I change the Owner Account?

Answer

Changing the owner of an asset can only be done on the Asset Transfer Document.

Question

How do I change the Asset Type code?

Answer

Normally the asset type code is not changed once the asset has received depreciation expense. For this reason the asset type code is set to view only on the Capital Asset Maintenance Screen. If you determine that the asset type code is wrong contact the Campus Capital Asset Office; they will review the asset type code and assist you if it is determined that the code should be changed. It is important to know that changing the asset type code will cause depreciation to re-calculate.

Question

How do I retire a non-capital asset?

Answer

First you will need to determine how the non-capital asset was created. Non-capital assets created by departments are assigned an inventory status code of "Non-Capital". To retire these assets change the inventory status code to "Non-capital retired".

Assets created by the University Capital Asset Office prior to July 1, 2002, with a cost less than \$4,999.99 were retired by the university in March 2003. These assets were made non-capital by assigning an inventory status code of "Non-capital Active 2003". To mark these assets as retired change the inventory status code to "Non-Capital Retired 2003".

Capital Assets require an Asset Retirement Document.

Question

When entering a room number the system presents an error message. Why won't it save my room number?

Answer

The building and room data comes from the Bureau of Facilities Programming & Utilization system.

Any room you are unable to save should be verified with Bureau of Facilities, for possible addition to the Bureau of Facilities database. Please contact Dave Everton, phone 812-855-7361, e-mail deverton@indiana.edu.

Question

How do I update the Last Inventory Date?

Answer

Once you have retrieved your asset use your mouse to highlight the current room number. The room number should now be highlighted in blue. Type over the existing room number, and click on the “OK” button. This will save the room number and change the last inventory date.

You can also update the room number on the Location Maintenance Screen, and the Tag an Asset Screen.

Question

The asset is retired but I don’t see a retirement document on the Document Review Button. Why?

Answer

If the asset is a capital asset then the asset was merged into another asset. You can find the asset number this asset was merged into on the Retirement Screen accessed from the More button on the Capital Asset Maintenance Screen.

Non-capital assets created by the organization will not have a retirement document; they are retired by changing the inventory status.

Question

What fields can I use to sort assets?

Answer

The Capital Asset Management System has two fields that can be used to sort, organization your assets. The **Org Invn Name** field is a free form field, and you can enter up to 40 characters. When using this field it will be important to ensure the data is entered in the same manner for each asset.

The **Asset Rep** field stores the Universal User Id. If you wanted to track your inventory by names this would be the best field to use. This field will ensure the data is entered the same on each asset. Although the field stores the user ID, the name of the person will be printed on the reports. The only caveat

Reporting

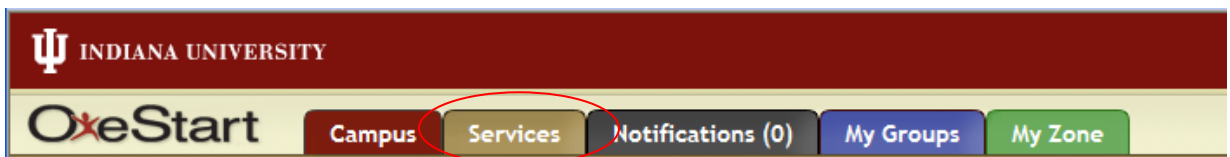
There are several reports to help you monitor your capital and non-capital assets. Most reports will be found in the Inventory Control Reports folder in the Indiana University Information Environment IUIE.

First we must navigate to IUIE.

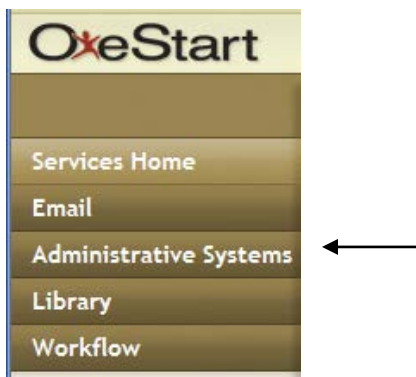
Open your web browser.

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

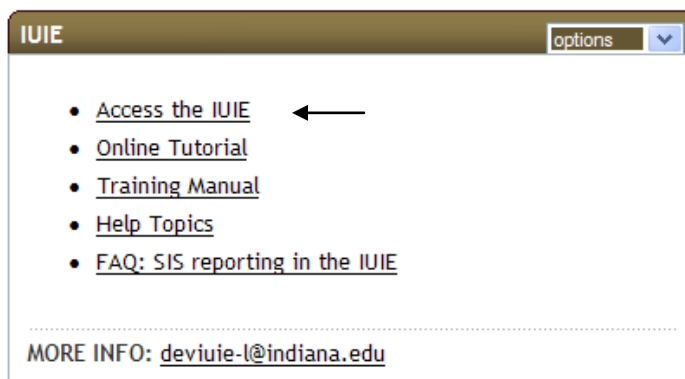
After logging in from the OneStart menu click on the **Service** tab.



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

Displayed below are the CAMS sub folders that house CAMS Report Objects

-  Capital Asset Management System
-  CAMS DataGroups
-  CAMS Depreciation Reports
-  CAMS Internal Reports
-  Capital Lease Reports
-  Edit Reports
-  Inventory Control Reports

- 📁 Organization Reconciliation Reports
- 📁 Screening Reports
- 📁 Summary Reports

Select the **Inventory Control Reports**

- 📁 Inventory Control Reports
 - 📄 **Asset Detail List**
 - 📄 Asset Inventory Reconciliation
 - 📄 Asset Tagging Report
 - 📄 Component Summary (computer)
 - 📄 Component Summary (generic)
 - 📄 Equipment Loan
 - 📄 Expired Equipment Loan/Return Reports
 - 📄 Retirement
 - 📄 Untagged Assets

From the **Inventory Control Reports** folder, select the **Asset Detail List**.

Organizations can use the Asset Detail Report, a Pre-Defined Query, which will present the assets your organization purchased or assets that were transferred to your organization.

To generate the report, enter the appropriate selection criteria in the parameter boxes shown below.



TIP!

Valid Values

Some fields in IUIE report objects will have Valid Value buttons beside them. These buttons are there to assist you in choosing the appropriate criteria for your report. Click the Valid Value button to be shown a list of all the valid values that can be entered in that field. Each value has a check box next to it. Click the check box to select the criteria to be included in your report. Select all values that are appropriate for your report and click “Return Value.”

Asset Detail List

The **Detail Report** will present a detailed description, location information, and lists the payment information. The Detail Report also will display a pending document number if an Asset Retirement, Transfer, or Equipment Loan/Return document is pending for the asset. The excel version of the Detail Report will include more information regarding the pending transaction. The document type, document create date, and document status

The **Summary Report** will present the IU tag number, asset number, asset description, campus, building name, room, cost, accumulated depreciation, and YTD depreciation amounts

Specified Field Values Will Determine the Resulting Output:

Select Report	<input type="text" value="Detail and Summary Summary"/>	
Select Asset Category	<input type="text" value="Art & Museum Objects Bond Issuance"/>	
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Report Title	<input type="text"/>	
Chart-Organization Code (UA-FMOP)	<input type="text"/>	
Payment Account Number(1912610)	<input type="text"/>	
Campus Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Building Code	<input type="text"/>	
Building Room Number	<input type="text"/>	
Inventory Status Code	<input type="text" value="A, C, S, U"/>	<input type="button" value="Valid Values"/>
Asset Number	<input type="text"/>	
IU Tag Number	<input type="text"/>	
Old Tag Number	<input type="text"/>	
Org Tag Number	<input type="text"/>	
Asset Type Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Org Asset Type	<input type="text"/>	
Last Inventory Date < (mm/dd/yyyy)	<input type="text"/>	
Create Date >= (mm/dd/yyyy)	<input type="text"/>	

Purchase Order	<input type="text"/>	
Document Post Year	<input type="text"/>	<input type="button" value="Valid Values"/>
Document Post Period Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Order By:	<input type="text" value="Asset Number"/> ▲ <input type="text" value="Asset Representative Name"/> ▼	
Include Organization Hierarchy?	<input type="checkbox"/>	
Include only asset information?(excel option only)	<input type="checkbox"/>	
Include leased asset w/cst under 5,000?	<input type="checkbox"/>	
Include a list of organizations included in this report?	<input type="checkbox"/>	
Select the Output Format		
<input checked="" type="radio"/>	MS Excel	
<input type="radio"/>	Plain text	
<input type="radio"/>	Word-RTF	
Select the Output Destination*		
<input checked="" type="radio"/>	Wait for Output	
<input type="radio"/>	Send Output to Completed Reports	
<input type="radio"/>		

After entering your values in the selection criteria you must decide how you want the report presented to you.

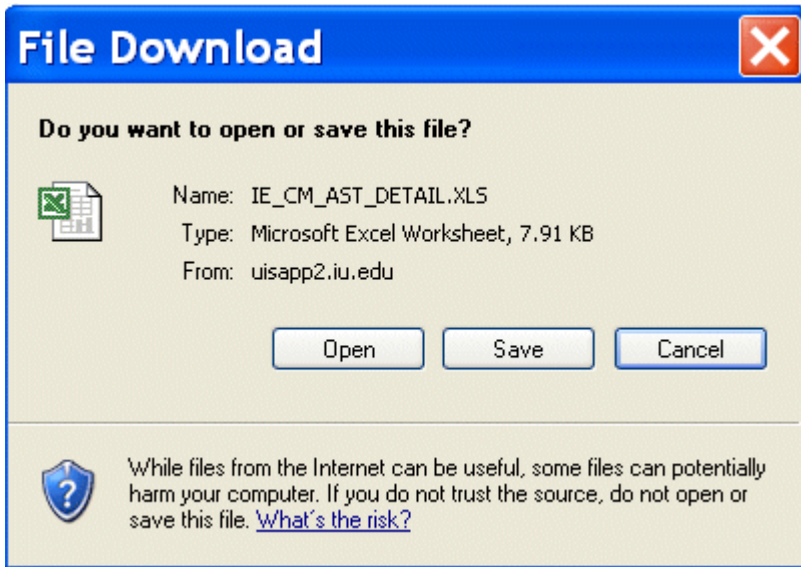
Select the Output Format

- Select **MS Excel** to return the report to a spreadsheet format, such as Microsoft Excel.
- For online viewing, select **Plain text**.
- Select **Word-RTF** to return the report to a word processing format.

Once you have entered the selection criteria, decided on the Output Format, and the Output

Destination you are ready to click on button.

After the report has been processed, the system asks if you would like to open the file or save it to a disk. As seen below, normally you will select to open the file.



Excel is launched automatically and after formatting a few of the columns, you are ready to review your inventory listing.

Part of the generated report is pictured below.

INDIANA UNIVERSITY								
CAPITAL ASSET MANAGEMENT SYSTEM								
Asset Detail Report								
No Report Title								
Asset Type: Movable Equipment								
Responsibility Center Code: ALL								
Report Date: May 26, 2005								
Chart of Account Codes: UA								
Organization Codes: FMOP								
Payment Chart- Acct: ALL								
Sort Order: Asset Number								
Chart	Org	Organization Name	Ast Nbr	IUTag	Manufacturer	Model#	Serial#	CMP
UA	FMOP	FMS ADMINISTRATION	77380	N	E I	NA	NA	BL
UA	FMOP	FMS ADMINISTRATION	77380	N	E I	NA	NA	BL

Parameter Descriptions

Select a Report

- **Report Options**

1. The Detail Report will present a detailed description, location information, and lists the payment information. For the Excel option the payment information is optional.
2. The Summary Report will present the IU tag number, asset number, asset description, campus, building name, room, cost, accumulated depreciation, and YTD depreciation amounts.

Select Asset Category

The "Select Asset Category" parameter allows you to select the type of assets you want presented on your report. The Capital Asset Management System (CAMS) houses many types of assets (i.e., Movable Equipment, Buildings, and Library Books, Fabricated Assets).

Responsibility Center Code

The "Responsibility Center Code" is a two character code that identifies each responsibility center in the financial system. Some examples include 04 (Arts & Sciences), 24 (Business), 44 (Optometry), 50 (Journalism), etc. Using this selection criteria will select all assets assigned to the given responsibility center.

Report Title

This field will be printed as the title of your report. This is a free form field and is not required.

Chart - Organization Code (UA-FMOP)

The "Chart - Organization Code" will list assets the department is responsible for. Be sure to type a hyphen (-) between the chart and organization code.

Payment Account

The account number is an identifying number for a pool of funds assigned to a specific university organization, for a specific function. Using the "Payment Account" number parameter will present assets purchased on the given account number.

Campus

The "Campus" identifies the physical campus of an asset. The "Campus" parameter will present assets for the given campus. Using this selection criterion will generate a list of assets regardless of who owns them.

Building Code (BL008)

The "Building Code" identifies the physical building the asset is located in. Using the "Building Code" parameter will generate a list of assets regardless of who owns them. Be sure to enter a campus code when using the building code as your selection criteria.

Building Room Number

To further restrict the assets presented on a report you can use the room number to select assets for a given room. When using the “Building Room Number” parameter be sure to enter valid values in the “Campus”, and “Building Code” parameter boxes.

Inventory Status Code

The “Inventory Status Code” is used to describe the current status of the asset. Valid Values are:

A - Active and Identifiable
C - Active and Non-accessible
N - Non-Capital Active
O - Non-Capital Retired
R - Retired
S - Surplus Equipment
U - Under Construction
D - Act Non-Capital 2003
E - Ret Non-Capital 2003

The “Inventory Status Code” parameter is defaulted to include all status codes that represent active assets for your inventory.

Asset Number

Using the “Asset Number” parameter will generate a report for a given asset number.

IU Tag Number

Using the “IU Tag Number” parameter will generate a report for a given IU tag number.

Old IU Tag Number

The “Old IU Tag Number” parameter will generate a report for the given Old Tag Numbers. There will only be data in this field if the IU tag number was changed using the Location Maintenance Screen. A few organizations may have data in this field if they went through a retagging process when IU first purchased the black and white bar-code scanning tags.

Org Tag Number

The “Org Tag Number” is only applicable as selection criteria if the organization is entering tag numbers in the “Org Tag Number” field.

Asset Type Code

The “Asset Type” parameter allows you to select the type of assets you want presented on your report. The Capital Asset Management System (CAMS) houses many types of assets: (Computers = asset type 214, Buildings = asset type 20000, Art & Museum Items = asset type 60000). To get a complete listing of asset types run the Asset Type Code Report.

Org Asset Type

The “Org Asset Type” parameter is only applicable for this report if the organization enters data in this field.

Last Inventory Date

The “Last Inventory Date” parameter is used to present assets that have a date less than the date entered. For example entering a date of 07/30/2002 will present assets with a Last Inventory Date less than 07/30/2002. To get a complete inventory listing leave this selection criteria blank.

Purchase Order

There may be an occasion when you need to view all of the capital equipment purchased on a given purchase order. Using the “Purchase Order” parameter will present the assets for the given PO. You may want to include retired assets by adding an inventory status of “R” to the “Inventory Status Code” selection criteria.

Document Post Year

Using the “Document Post Year” parameter will select assets for the given fiscal year.

Document Post Period Code

When using the “Document Post Period Code” parameter you will normally also use the “Document Post Year” selection criteria. Using these selection criterias together will present assets purchased in a given fiscal year and period.

Order By

The “Order By” determines the fields to be used in sorting the records for the report.

Include Orgization Hierarch?

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

Include only asset information? (Excel option only)

The “Include only asset information?” check box is used with the Excel option on the Detail Report. This allows you exclude payment records from your report. An asset can have many payments; when payments are included in the report the asset information is replicated for each payment. To include payments, leave the “Include only asset information?” parameter box unchecked.

Include a list of organizations included in this report?

When selecting to “Include Organization Hierarchy” this option will include a list of the organization codes that report to the organization code entered into the “Chart-Organization Code” selection criteria.

Settings for Sample Report

Inventory Listing for FMS



When running an inventory listing be careful using any additional selection criteria other than the Chart – Organization code as this might exclude assets you are expecting on your report.

Enter the following selection criteria's:

Select a Report	Detail Report
Select Asset Category	Movable Equipment
Responsibility Center Code	
Report Title	
Chart-Organization Code	UA-FMS
Payment Account Number	
Campus	
Building Code (BL008)	
Building Room Number	
Inventory Status Code	A,C,S,U
Asset Number	
IU Tag Number	
Old Tag Number	
Org Tag Number	
Asset Type Code	
Org Asset Type Code	
Last Inventory Date	
Purchase Order Number	
Document Post Year	
Document Post Period Code	
Order By	
Include Organization Hierarchy?	checked
Include only asset information? (Excel option only)	checked
Include a list of organizations included in this report?	

Asset Inventory Reconciliation

Select the **Asset Inventory Reconciliation** report within the **Inventory Control Reports** sub folder.

The asset inventory reconciliation report offers two reports

1. To return a list of assets that were not found during the most recent inventory enter the date you began scanning or updating the FIS.
2. To return a complete inventory listing, enter today's date in the Begin Scan Date parameter

The word processor version of this report prints one page per asset.

The excel option offers you the option to include or exclude payment records. When excluding payments the report will present one line per asset. If the payment records are included the report will replicated asset information for each payment line. To include/exclude payments use the check box titled "Include only asset information".</p>

An organization may receive an **Asset Inventory Reconciliation** report after they have physically scanned their assets. The reconciliation report lists those assets not located during the physical inventory process. Once all of the assets are located an Inventory Certification Letter is sent to the organization for signature. Some organizations may locate all of their capital assets during the scan. 😊 If all assets are located during the scan then the organization needs to sign, and return the certification of completion letter to the Campus Capital Asset Office. Once the certification letter is received by the University Capital Asset Office this completes the physical inventory process for the organization.

When a reconciliation report is generated for an organization, the organization becomes responsible for completing the inventory process by locating the assets and updating the information in CAMS. Once this process is completed the organization needs to return the signed certification letter to the Campus Capital Asset Office to complete the inventory process.

Certification letters must be returned to the University Capital Asset Office before June 30th to be considered complete in the current fiscal year.

To generate the report, enter the appropriate selection criteria in the parameter boxes shown below.

Specified Field Values Will Determine the Resulting Output:


Capital/Non-Capital	<input type="text" value="Capital & Non Capital"/> <input type="text" value="Non Capital"/>	
Chart	<input type="text"/>	<input type="button" value="Valid Values"/>
Org	<input type="text"/>	
Campus Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Building Code	<input type="text"/>	
Begin Scan Date (MM/DD/YYYY) <	<input type="text"/>	
Asset Type	<input type="text"/>	<input type="button" value="Valid Values"/> Wildcards Allowed
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Order BY	<input type="text" value="Chart, Organization Code"/> <input type="text" value="Chart, Organization Code, Asset Number"/>	
Include leased assets w/cost under \$5,000.00?	<input type="checkbox"/>	
Include Non-tagable Assets?	<input checked="" type="checkbox"/>	
Include Asset Summary? (word option only)	<input checked="" type="checkbox"/>	
Include Only Asset Information? (excel option only)	<input checked="" type="checkbox"/>	
Include Organization Hierarchy?	<input type="checkbox"/>	
Select the Output Format		
<input checked="" type="radio"/>	MS Excel	
<input type="radio"/>	Plain text	
<input type="radio"/>	Word-RTF	

Output Settings

[Select the Output Format](#)

- MS Excel
- Plain text
- Word-RTF

- Select **MS Excel** to return the report to a spreadsheet format, such as Microsoft Excel.
- For online viewing, select **Plain text**.
- Select **Word-RTF** to return the report to a word processing format.

Once you have entered the selection criteria, decided on the Output Format, and the Output Destination you are ready to click on  button.

Parameter Descriptions

Capital/Non-Capital

The “Capital/Non-Capital” parameter allows you to select if you want to include non-capital assets in your report.

Chart

The “Chart” of accounts code will list assets with the given chart code. When entering a “Chart” code you may also want to enter an “Organization code”.

Organization Code

The “Organization Code” will list assets the organization is responsible for. Be sure to enter a “Chart” code if you enter an “Organization Code”.

Campus

The “Campus” identifies the physical campus of an asset. The “Campus” code selection criteria will present assets for the given campus. Using this selection criterion will generate a list of assets regardless of who owns them.

Building Code (BL008)

The “Building Code” identifies the physical building the asset is located in. Using the “Building Code” as the selection criteria will generate a list of assets regardless of who owns them. Be sure to enter a campus code when using the “Building Code” parameter.

Begin Scan Date

Suppose you began scanning items in your organization on February 1, 2000 and scanned items every day until February 5. Entering a “Begin Scan Date” of 2/1/2000 will list assets where the Last Inventory Date is less than 2/1/2000.

To generate a complete inventory listing using the Asset Reconciliation Report, enter today’s date in the “Begin Scan Date” parameter.

Asset Type

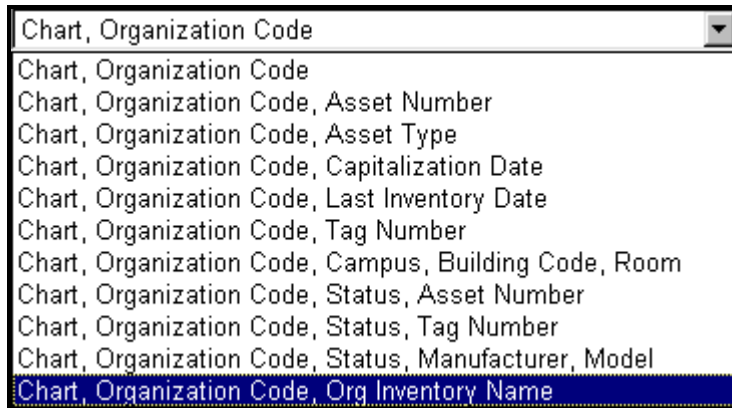
The “Asset Type Code” is used to group assets for reporting and depreciation. For example to generate a listing of computers you would enter asset type code 214. A listing of valid values is offered to help you select the most appropriate code for the type of assets you are looking to generate a report for. Only use this selection criteria when you want to restrict the report for a given type of equipment.

Responsibility Center Code

The “Responsibility Center Code” is a two character code that identifies each responsibility center in the financial system.

Order By

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



Include leased assets with cost under \$5,000?

Leased assets are identified as capital when they meet certain criteria, the unit cost is not a determining factor, thus lease assets can be created under the \$5,000.00 capitalization threshold. While we create these assets departments are not required to inventory leased assets when the cost is less than the universities capitalization threshold. These assets are available for reporting by placing a check in this parameter box.

Include Non-taggable Assets?

The “Include Non-taggable Assets” allows you to exclude assets that can not be tagged. These assets are identified with an “N” value in the tag number field. These assets must be located during your physical inventory and therefore should be included when using this report to generate an Inventory Reconciliation Report.

Include Asset Summary?

The “Include Asset Summary” is an additional report that lists the IU Tag Number, Asset Number, Description, Campus, Building, Room, Cost Amount, Accumulated Depreciation Amt, and YTD Depreciation Amt.

Include Organization Hierarchy?

Selecting the “Include Organization Hierarchy” will list all assets on the report that report up to the specified “Chart and Organization Code” entered. This option is only valid if you enter a chart and organization.

Example Inventory Reconciliation Report for FMS

Example parameters:

Parameter Title	Enter Value
Capital/Non-Capital	Capital
Chart	UA
Org	FMS
Campus Code	
Building Code (BL008)	
Begin Scan Date (mm/dd/yyyy)	07/01/2003
Asset Type	
Responsibility Center Code	
Order By	
Include Non-taggage assets?	checked
Include Asset Summary? (Word option)	
Include Organization Hierarchy?	checked

Auxiliary Reports

Asset Reconciliation

Select the **Asset Reconciliation** report within the **Depreciation Reports** sub folder.

This report can be used to present the detail transactions that make up the 86XX, and 89XX amounts presented on the Balance Sheet.

The asset cost reflects the cost for the parameters entered, other org.s may have contributed to the cost of an asset.

Control Assets are used to post expenses that were originally classified as capital, that are re-classified to a more appropriate object code. When the re-classification occurs the transaction on the control asset will net to zero. These assets are included on the detail report, but have been excluded on the summary report where the cost nets to zero.

This report will include depreciation on assets that have been retired or transferred out of your inventory. These assets will be readily recognizable because the account charge amount has been set to zero.

To capture depreciation for a prior year you must select the appropriate database. The databases are snapshots of the CAMS tables taken after year end closing for a given fiscal year.

Transactions that have not been created as assets can be found in the pending section of this report.

Asset Reconciliation

Report Type	Asset Reconciliation Detail		
Select Database	Production Snapshot 2006 Snapshot 2005		
Select Asset Category	Fabrications Art		
Chart		Valid Values	
Organization Code			
Payment Chart-Account (UA-1912610)			Wildcards Allowed
Plant Fund Chart-Account (BA-95XXXXX)			Wildcards Allowed
Include depreciation through <= (MM/DD/YYYY)	06/30/2007		
Include additions through fiscal period <=	13	Valid Values	
Asset Number			Wildcards Allowed
Include Organization Hierarchy?	<input type="checkbox"/>		

Select the Output Format

- MS Excel (XLS)
- Plain text (TXT)
- Word-RTF

Select the Output Destination*

- Wait for Output
- Send Output to Completed Reports
- Send Output to Printer

Run	Save Settings	RunAgainstTest
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Parameter Descriptions

Select a Report

Report Type

1. The detail report will list all asset payment records for the parameters entered
2. The summary report summarizes the payments by organization code, organization plant chart - account, and campus plant chart account.

Select Database

To capture depreciation for a prior year you must select the appropriate database. The databases are snapshots of the CAMS tables taken after year end closing for a given fiscal year.

Select Asset Category

The "Select Asset Category" parameter allows you to select the type of assets you want presented on your report. The Capital Asset Management System (CAMS) houses many types of assets (i.e. Movable Equipment, Buildings, and Library Books.)

Chart

The "Chart" of accounts code will list assets with the given chart code. When entering a "Chart" code you may also want to enter an "Organization code".

Organization Code

The "Organization Code" will list assets the organization is responsible for. Be sure to enter a "Chart" code if you enter an "Organization Code".

Payment Account

The account number is an identifying number for a pool of funds assigned to a specific university organization, for a specific function. Using the "Payment Account" number parameter will present assets purchased on the given account number.

Plant Fund Chart-Account

The Capitalization Process will post entries to an appropriate 95 Plant Fund Account depending on the type of expenditure and the Account incurring the expense. Within the 95 Plant Fund, Accounts have been set up for each Responsibility Center, Campus, and Reporting Auxiliary. In general, expenditures for Moveable Equipment will be Capitalized within the 95 Plant Fund by Responsibility Center. The capitalization of Art & Museum Objects, Buildings, Infrastructure, Land, Leasehold Equities, Library Books and other Non-Moveable items will occur at the Campus Level.

The exception to these guidelines occurs when Reporting Auxiliaries purchase Capital Items. In most cases, Moveable Equipment purchased by a Reporting Auxiliary will be Capitalized within the 95 Plant Fund Account set up for that Reporting Auxiliary. Generally, Art & Museum Objects, Buildings, Infrastructure, Land, Leasehold Equities, Library Books and other Non-Moveable items purchased by a Reporting Auxiliary will be Capitalized at the Campus Level. However, for some of the larger Auxiliary Units, these items will also be posted to the 95 Plant Fund Account specifically set up for that unit.

The Plant Fund Chart-Account parameter has been set up to pre-determent when to use the organization or campus plant fund accounts when the user selects the asset category.

Include depreciation through <= (MM/DD/YYYY)

The "Include depreciation through" date parameter must be entered in the following format 'MM/DD/YYYY' and is a required parameter. This parameter is used to back out depreciation expense that has occurred after the date entered in the parameter box.

Include additions through fiscal period <=

The "Include additions through fiscal period <=" allows this report to balance to an ending period for the current fiscal year to Balance Sheet.

Asset Number

Use this parameter if you need to know depreciation expense for a given asset number, other wise this parameter should be left blank.

Include Organization Hierarchy?

Selecting the "Include Organization Hierarchy" will list all assets on the report that report up to the specified "Chart and Organization Code" entered. This option is only valid if you enter a chart and organization.