INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

Financial Information System

Capital Asset Maintenance Group

Pre-Asset Tagging
&
Tag an Asset

November 6, 2007

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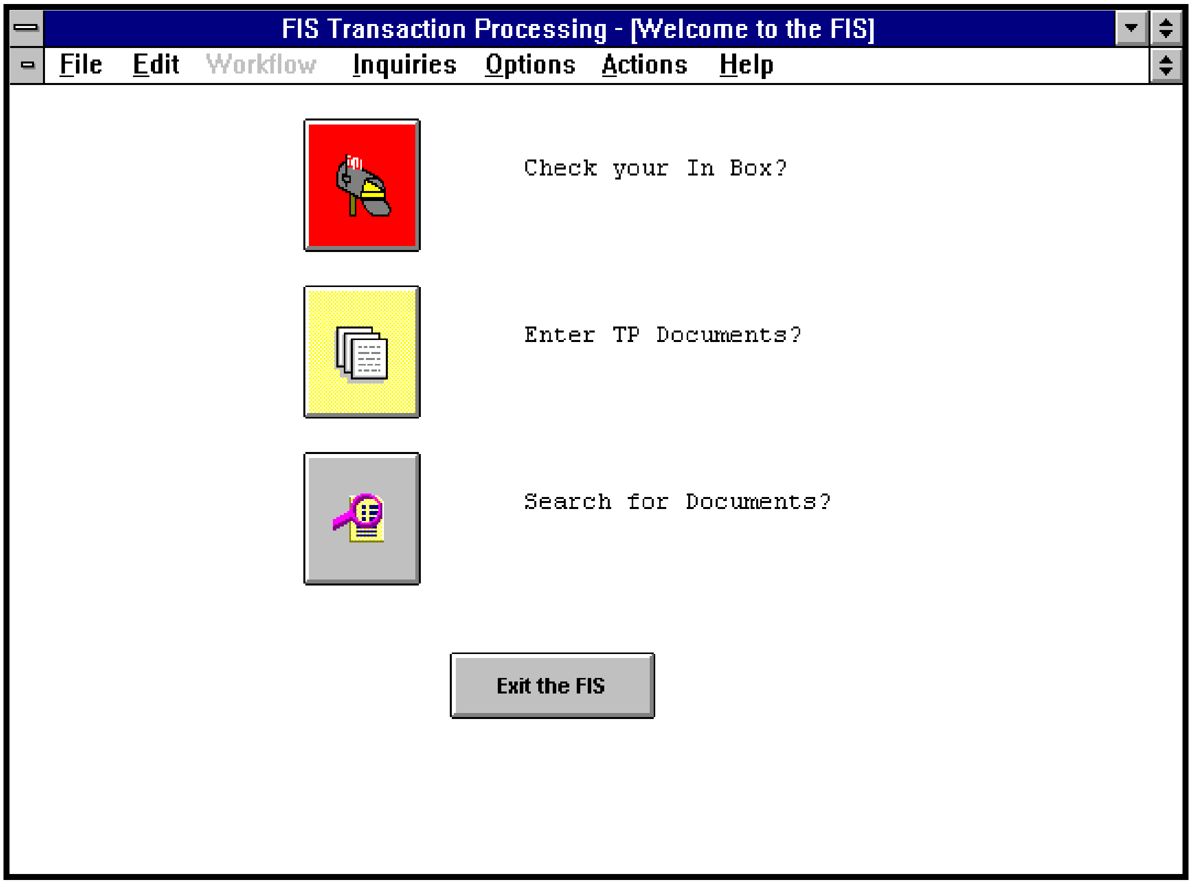
Selecting CAMS Documents

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



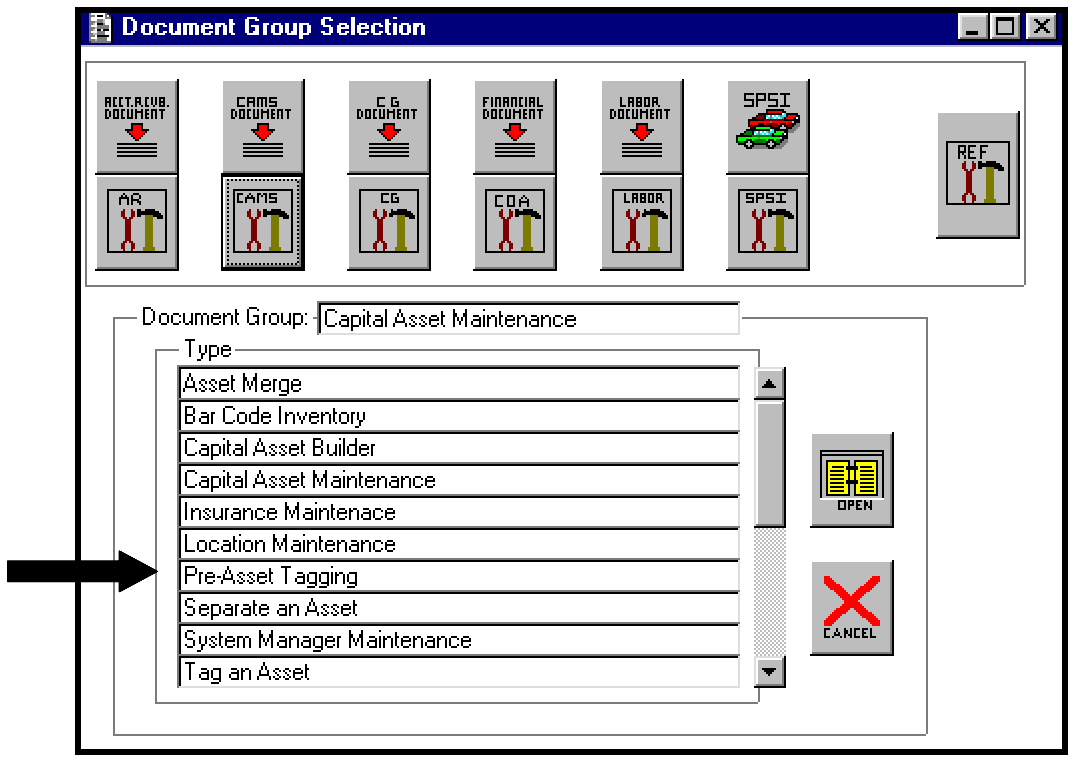
NOTE: You can navigate within the TP environment by:

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

The CAMS Document Group

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

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



Pre-Asset Tagging

To comply with state and federal standards movable capital equipment must be tagged. (Reference U.S. Office of Management and Budget: Circular A110)

Movable capital equipment in the custody of Indiana University must meet two specific criteria in order to qualify as a capital purchase. It must have (1) an acquisition value of at least $5,000.00 and (2) a useful life expectancy of one year or greater.

What is it?

The **Pre-asset Tagging** screen is used to enter tagging information for **capital** equipment. Information entered into the university asset database will be reflected overnight in the **Indiana University Information Environment (IUIE)** for reporting. To help organizations monitor the tagging processes several reports have been developed, see the reporting section of this document for more information on reporting options.

Why is it used?

Using **Pre-asset Tagging** allows organizations to enter tagging information into the university asset database **before** the asset is created.

Who uses it?

Organizational asset representatives, support staff, and campus capital asset offices.

How does it route?

The **Pre-Asset Tagging** screen is a maintenance screen, and changes are made in "real time" once the initiator has clicked on the ***SAVE*** button.

Additional Information

1. Purchase Order information will be extracted from EPIC when the purchase order status is changed to open. The purchase order number, line number, quantity ordered, description, and vendor information will be uploaded into the **Pre-asset tagging table** for movable capital equipment.

REMINDER: pre-asset tagging can only be used for capital assets. Unit cost is $5,000.00 or more.

2. Once the PREQ is processed and extracted for the general ledger the asset(s) will be created. When the asset is created, the **Pre-asset tagging table** will be checked to extract any tagging information available.

3. If the asset is not tagged when the asset is created, a tagging sheet will be mailed to the organization.

4. To create assets, we extract the purchase order number, line item number, and the description from EPIC. The purchase order number and line item number are combined to create a primary key. This key is used to match pre-asset tagging information with assets that are created. When entering pre-asset tagging information, be sure to match the purchase order line numbers with the line item(s) you have tagged.

5. There have been a few occasions when the asset is being created at the exact time information is entered into the **Pre-asset tagging table**. If this does occur, the asset can be created without the tagging information.

6. Organizations have a window of opportunity to enter the tagging information before the asset is created. The window of opportunity is the time from which the asset is received to the time the PREQ is processed in EPIC.

7. If you enter pre-asset tagging information into the university asset database for an asset that has already been created, you will **not** get a warning. This will result in your tagging information not being assigned to the asset. For this reason, always check to see if the asset has been created before you enter information into the **Pre-Asset Tagging Table**.

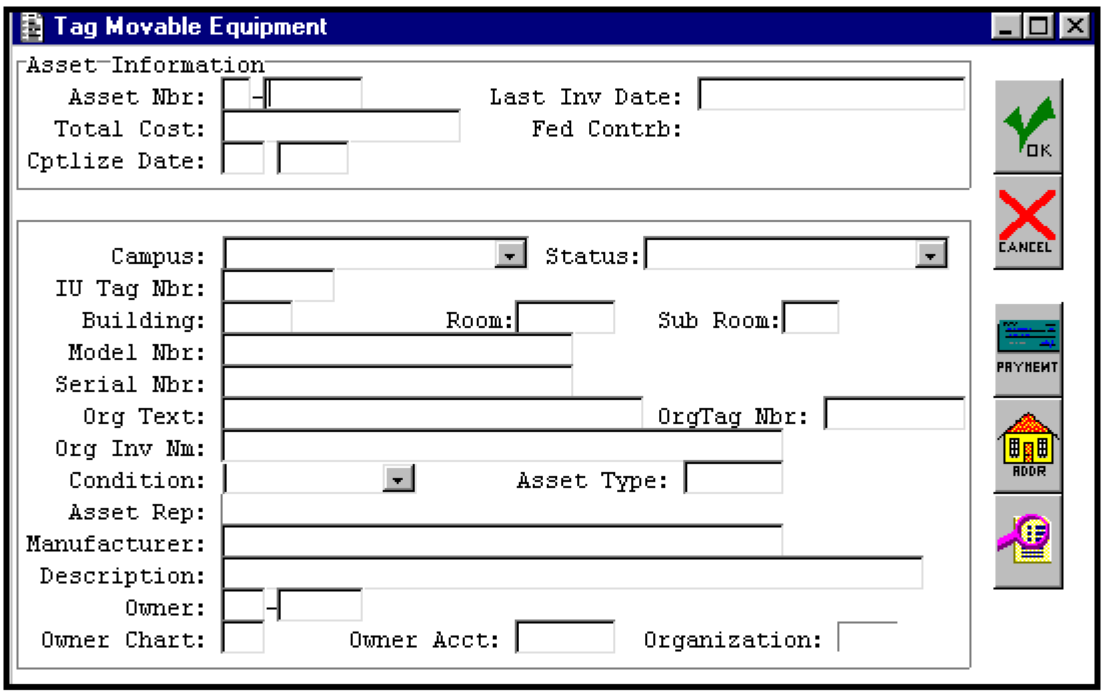
➢ From the **Tag an Asset** screen, perform a lookup by purchase order number. If the asset is not retrieved in the search results, then you can enter the tagging information in **the Pre-Asset Tagging Table**.

If the asset is retrieved then the tagging information should be entered on the **Tag an Asset** screen.

Tag an Asset

➢ Double click on the **Tag an Asset** to open the screen.

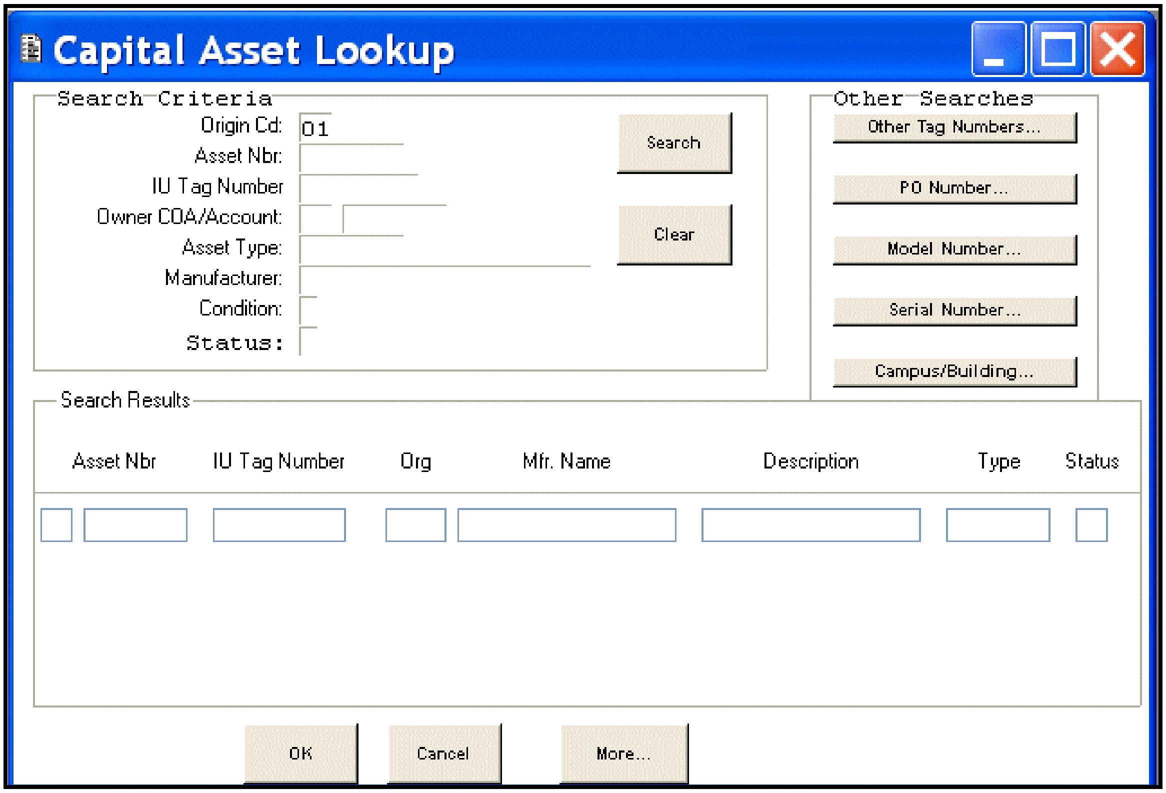
In the FIS system, the **Tag Movable Equipment** screen looks like this:



Searching the Database

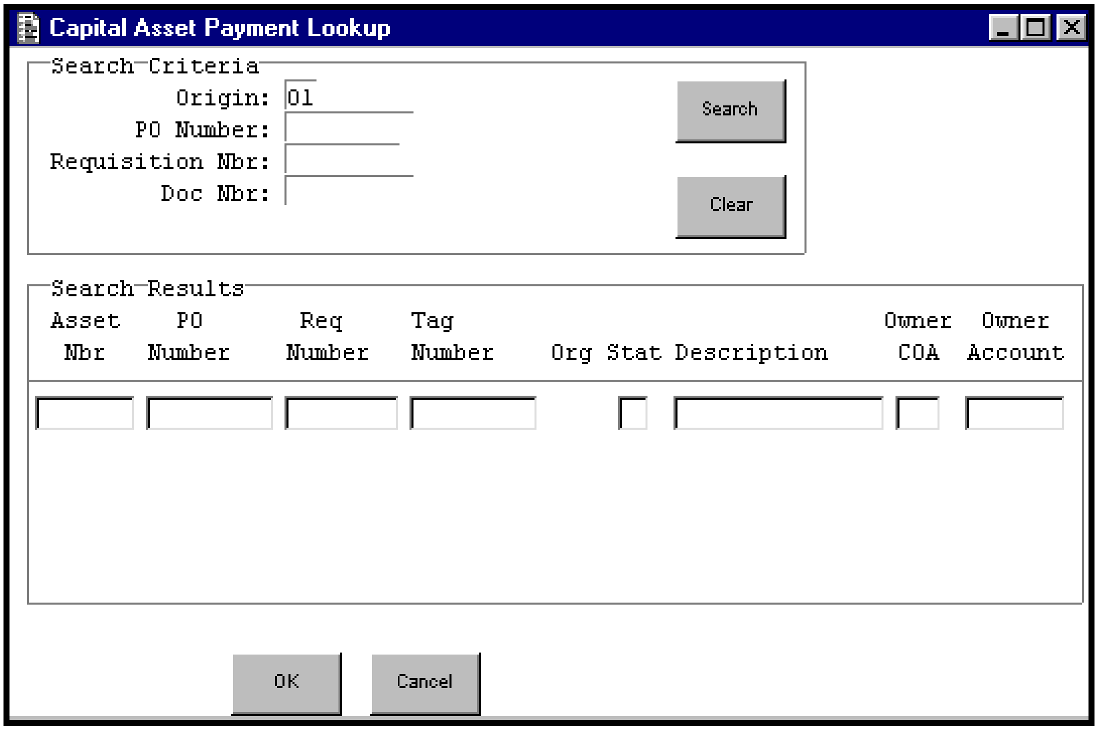
➢ Double click in the blank ***Asset Nbr*** field, or click on the ***Search*** button (magnifying glass icon) to get to the **Capital Asset Lookup** screen.

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



- Click on the ***PO number*** button.

In the FIS system, the **Capital Asset Payment Lookup** PO number lookup screen looks like this:



Capital Asset Purchase Order Lookup Notes*:*

1. An asset number may appear more than once when retrieving assets from the **PO Number Lookup** screen. This is because the asset number displays once for each payment record on that asset.

2. 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.

3. In the pervious procurement system (TOPS) purchase order numbers were recycled every 10 years. Assets remain on inventory records until the equipment physically leaves the university; thus assets may be presented to you that were purchased 10 years ago. Use the description, owner accounts, and requisition number to identify your asset.

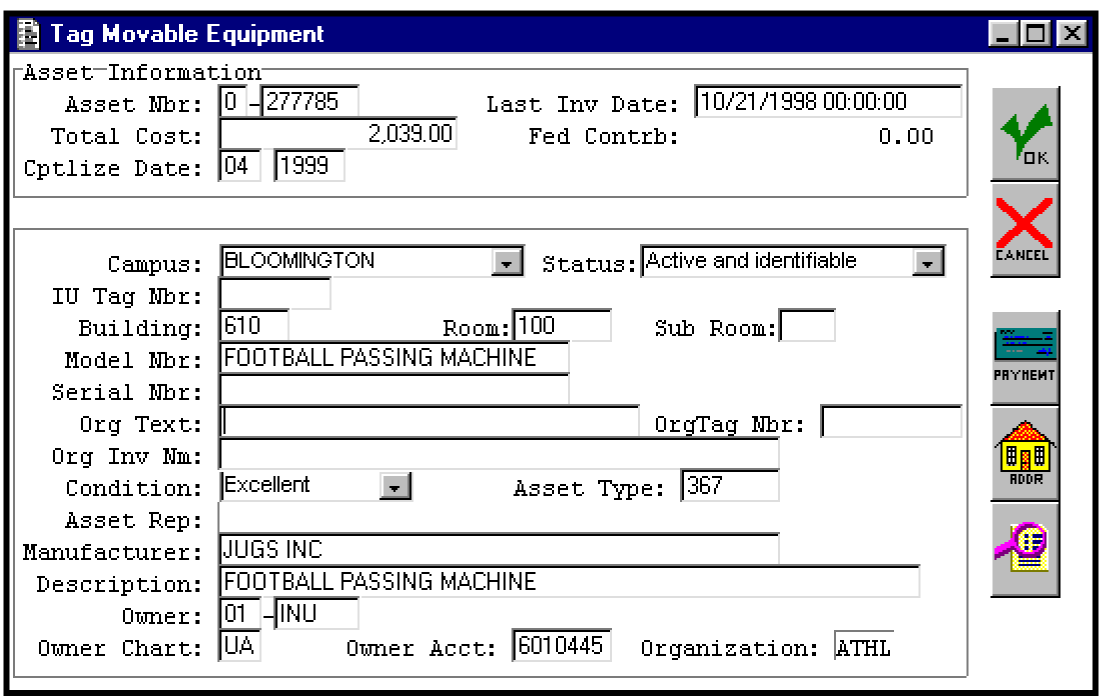
Asset has been created update tagging Information

- Enter your Purchase Order Number example "**129090195**"

- Click on the ***Search*** button

If asset(s) have been created, select the ***Asset Nbr*** you wish to update by **double clicking** on the ***Asset Nbr*** field in the ***Search Results*** zone. Using the ***Description*** field, verify that you have the correct asset by comparing it with the description on the purchase order.

- In the search results double click on the asset number. Example: Asset Nbr **277785.** This will return the asset to the Tag Moveable Equipment Screen.



Once the user has navigated back to the Tag an Asset screen information regarding the asset will be displayed on the screen.

1. The **Asset Nbr** is the system-assigned identifier. Type in the asset number and tab out of the field to retrieve the information entered during the asset creation process. If the asset number is unknown, it can be found by double-clicking in the blank **Asset Nbr** field (or selecting the **Search** button) to bring up the *capital asset lookup* screen.
2. The **Last Inv Date** is set to the date the asset is created. The **Last Inv Date** is updated by the system when data is changed in one of the following fields:
    - Campus
    - Building
    - Room
    - Sub Room
    - IU tag number
3. The **Total Cost** is the sum of all the payments. This field is "view only."
4. The **Fed Contrb** is a sum of the federal contribution payments. The federal contribution is calculated by summing object codes that are designated as federally funded, and federally owned.
5. The **Create Dat**e is the fiscal year and period in which the asset was created. This field is "view only."
6. **Campus** uniquely identifies an Indiana University campus. The **Campus** field is required, and validated. The campus can be changed by selecting a new value from the pull down menu.
7. **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. See the business rules listed below.

Capital

- **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 *tag an asset* screen.

- **S** – **Surplus Equipment**. The surplus 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 *tag an asset* screen. For capital equipment the inventory status is only set to "R" by a retirement document

Non-Capital

- **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)

- **– 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 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).

8. The **IU-tag number** is the official university identification number affixed to the asset, indicating the custody of that asset. The IU tag number field is set to upper case. When entering a tag number the system checks to see if the tag number already exists in the database. If it does, an error message is presented to the user. The letter "N" is excluded from this edit as all non-taggable items are assigned the same value. Retired capital assets are excluded from this error. Non-capital retired assets are not excluded from this error.

    - The Indiana University tag number must be attached to the asset within thirty days (30) of asset creation, and the information updated in the Capital Asset Management System. Reference university policy I-170 Custody and Initial Physical Confirmation of Capital Movable Equipment. On those rare occasions an asset can't be tagged within 30 days a note should be entered in the org(organization) text field.

- The tag should be placed on a flat surface near the manufacturer’s logo unless it is attached to a removable component or is inaccessible for inventory purposes. In either case, the tag should be placed in a visible, permanent location since it will be scanned.

- REMEMBER:  Yellow tags are assigned to capital assets; assets that cost $5,000.00 or more. White tags are used by organizations that wish to track non-capital assets.

- It is not possible to tag some assets due to their size or delicate nature (i.e., microscope objectives, camera lenses). When an asset is too delicate to be tagged an "N" should be placed in the tag number field, indicating that the asset can not be tagged. The inventory status code needs to be changed to “C” non-accessible. A note should be posted in the org text line that identifies what asset the non-accessible item is internal into, or associated with. While you will not be required to remove internal components for inventory verification, you will be required to verify that they are still use. For this reason it is a good idea to enter a contact name and any additional information that will help you locate and track the asset.

- **Federally Owned Assets.** Capital equipment in which title is vested in the federal government must also be tagged with a government tag. These items will appear on the tagging report with an object code of 7031, 7036 or 7046, 7731, and 7531. When an asset has a government owned object code you will be contacted by the Capital Asset Office to coordinate the application of the government tag.

- Any asset that adds to an existing system and cannot be used independently should be merged into the primary asset. Reference CSOP 15.0 Merge Asset for the rules that govern when assets can be merged.

9. The **Building** code, along with the campus code, is used to determine the university building in which a given asset physically resides. Moveable capital equipment requires a valid campus, building, and room combination or an **off-campus location**. Building codes are extracted from the Space Information database. The data is refreshed weekly. The building code is required and validated. If no data is the building code field the user can double-clicking on the field and this will bring up a lookup screen. Once a building code has been entered double clicking will take the user to an inquiry screen that displays the campus code, building code and building name. The building code is upper-cased.

10. The **Room** field is not required for non-capital, but is required for capital equipment. The room number field is set to upper case. Double-clicking in the blank room field presents a lookup table. Once the room number is entered or retrieved into the field double clicking will display an inquiry screen with the campus code, building code, room number, and a room description. For non-capital equipment the user may choose **not** to enter a building and room number. If they decide to track location information, a valid campus, building, and room information must be entered. Alternatively, the user has the option of entering an **off-campus location** into the system.

11. The **Sub Room** number is a code created for departmental use. Many departments use this field to enter a cubicle sub-room number. The Sub-room number is optional and is not validated. The sub-room number field is upper-cased.

12. The **Model Nbr** is the model number assigned by the manufacturer of the asset. This field is optional. The model number field is set to upper case.

13. The **Serial Nbr** field is optional because some equipment does not have a manufacturer's serial number. The serial number field is set to upper case.

14. The organization text **Org Text** is a 255 character optional field. It can be used to help organizations manage their physical inventory. The "Org Text" can be entered in upper or lower case.

    Any time an asset can not be tagged within 30 days a note should be added to the org text to explain why the asset can not be tagged; otherwise this field can be used to track additional information regarding the asset.

15. The **Org Inv Nm** (organization inventory name) field is optional, and is not validated. This field can be used to group or organize assets. When the asset is created the departmental contact from the purchase order is put into this field. The data is only intended to assist in tagging the asset. The department may change this information to something more meaningful to them.

16. The **Condition** is a code used to describe the condition of the asset. When assets are initially created the default is to set the condition to "E" (Excellent). The Condition code can be change by selecting a new code from the pull down menu. This is a required field, and only valid values are accepted.

E	**Excellent** – Newly acquired
G	**Good** – Still in good working order
F	**Fair** – Equipment is beginning to show age
P	**Poor** – Equipment still works but is old and nearly ready for disposal

17. The **Asset Type** is used to group assets into categories (i.e., movable, buildings, library books), and is used to assign the useful life to equipment. Because we also use this code to group assets for reporting purposes, an asset type code is required for all types of assets and only valid values can be entered. A search for an appropriate asset type code can be performed double clicking in the field to display a search window. Once an asset type code has been entered into the field double clicking will display an inquiry screen that displays the asset type code, description, depr life, moving code, and building code.

    When equipment is tagged is the best time to determine the most appropriate asset type code. The assignment of the correct asset type code is extremely important because useful lives for depreciation purposes are determined by this code. If it is incorrect it must be changed at this point.

    - Delete value and double click in the ***Asset Type*** field.

    The only time an asset type code should not be changed is when the current value is set to "40004" Moveable assets not in-service or not received. The 40004 asset type code will be updated the **University Capital Asset Office** when the assets is tagged by the organization signifying the asset is in-service.

A listing of asset type codes is available at the following url: http://www.fms.indiana.edu/cams/training/Asset%20Type%20Code%20By%20Desc%202-9-2011.pdf

18. The **Asset Rep** (Asset Representative) field is not required. The field is upper cased, and is validated against the universal user table. To navigate to the *universal user lookup screen* double click in the Asset Rep field. This field can be used to group assets by any person's name (e.g., staff member, faculty member) that is present in the universal user table. If the user intends to organize assets by name, this field will ensure that all information is entered in the same manner, thus insuring the sort order for reporting purposes. The information presented on reports will be in the format of last name, first name.

19. The **Manufacturer** is the name of the company that manufactured the asset. This is an optional field for non-capital equipment, but required for capital. The manufacture is not validated, and is upper-cased.

20. The **Description** is the field in which the asset should be described in detail, and is a required field. The description may be entered in upper or lower case.

    Enter a description that helps you identify the equipment. When the asset is first tagged this is the best time to modify the description if necessary. Putting the most descriptive information in the fist 30 characters is recommend, as only the first 30 characters are presented on summary reports.

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

21. The **Owner** field defaults to "INU**,**" which designates that the equipment is owned by or in the custody of Indiana University.

22. The **Owner COA** is the chart of accounts in which an asset resides. This field is view only and can only be updated via the *asset transfer document*.

23. The Owner **Acct** identifies the organization that owns or purchased the asset. The owner account is view only. Clicking on the account number will take the user to the account inquiry screen where more information is available regarding the account number.

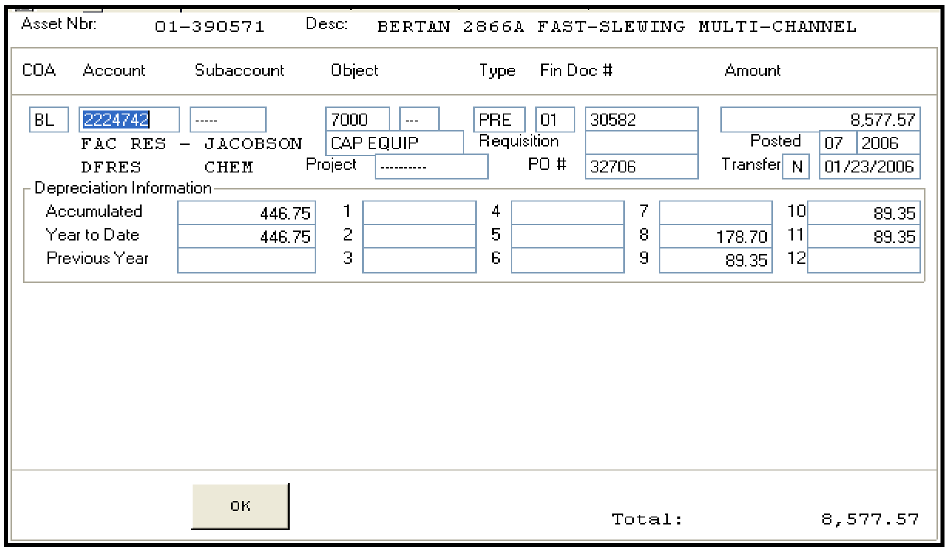
24. The **Organization** is another code that identifies the organization that owns or purchased the asset. The organization code is view only. Double clicking on the organization code will take the user to the organization inquiry screen where more information is available regarding the organization.

Once the asset is retrieved the user is ready to input the tagging and location information to update the asset.

View Payment Information

To view the payment history for the asset click on the 

button. Information presented on the payment screen is **view only**. When a financial document numbers is presented in the Fin Doc field the user can open the document by double clicking on the document number.



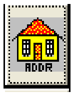
25. The ***COA*** code identifies the chart of accounts in which an account resides.
26. The ***Account*** is the account number used to purchase the item. Directly below the account number the account name is displayed.
27. The ***Subaccount*** is code use to further define an account.
28. The ***Object*** code is the specific classification identifier used in a financial transaction that identifies the transaction as capital. Directly below the object code the object code short name is displayed.
29. The ***Sub Object*** code is not labeled on the payment inquiry screen, the field is located to the right of the object code. The Sub Object provides a further breakdown of an object code.
30. The ***Type*** is the document type code of the transaction that created the capital asset. For example an asset created from a purchase order would have a document type of PREQ as the payment request is the transaction that generated the capital expenditure.
31. The ***Origin*** code is not labeled on the payment inquiry screen and is the field located to the right of the TYPE field. The origin code financial system origin code.
32. The ***Fin Doc#*** (Financial Document Number) ties back to the originating system (e.g., PREQ- Payment Request, AA- Add Asset Document)
33. The ***Account Amount*** is the amount the account contributed towards the purchase of the asset.
34. The ***Requisition*** number is a system generated number from the EPIC procurement system.
35. The ***Posted period and year*** are assigned from the general ledger transaction post date.
36. The ***Project*** is an identifier which allows organizations to track detailed transaction records pertaining to a particular project.
37. The ***PO*** (purchase order number) is the reference number used to identify a specific e-doc used to acquire products from external vendors.

38. The ***Transfer*** payment code is used to identify payments that are not eligible for depreciation. When an asset is transferred to another organization the system will assign a transfer payment code "Y" to the off set payments. When payments are initially created the transfer payment code is set to "N".
39. The ***Transaction Post Date*** is not labeled on the payment inquiry screen, and is to the right of the transfer payment code. This is the general ledger transaction post date for the transaction.

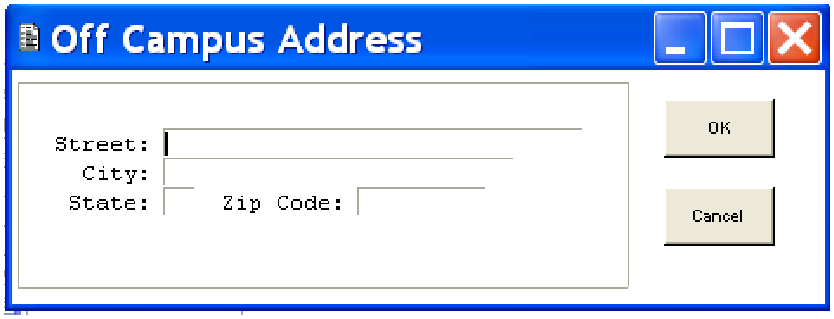
Depreciation Information Section

40. The ***Accumulated*** depreciation is the amount of the depreciation accumulated to date for depreciation; calculated using the asset create date.
41. The ***Year to Date*** depreciation is the total amount of deprecation expense for the current fiscal year.
42. The ***Previous Year*** depreciation is the amount of deprecation expense for the prior fiscal year.
43. ***Depreciation buckets*** are labeled 1-12 on the payment inquiry screen.

Enter Off Campus Location

Click on the house 

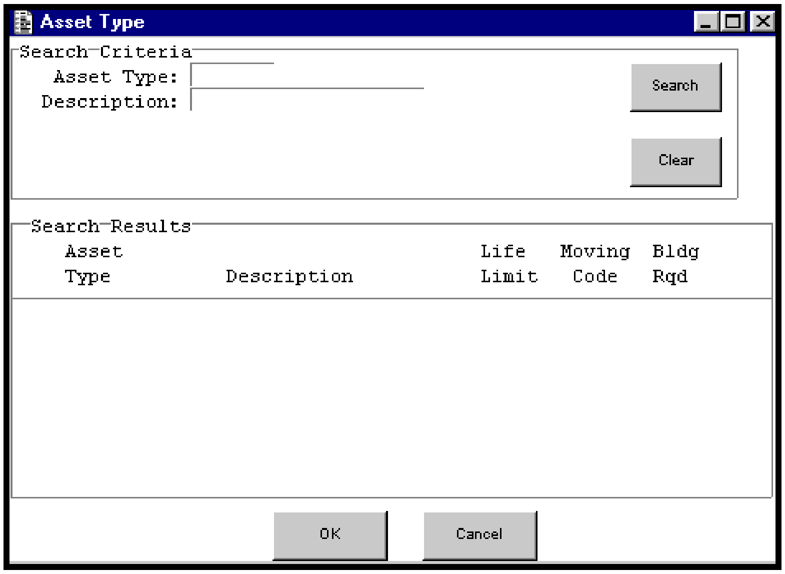
button.



44. The ***Off Campus*** fields are required for capital equipment when a building code and room number are not entered. The street, city, state, and zip code fields can be used for assets that are located in a building that is not owned or leased by Indiana University such as the Bloomington Hospital.
45. The **State** is required and validated. Double-click on the field to navigate to a lookup screen.
46. The **Zip Code** is required and not validated.

Asset Type Lookup Screen

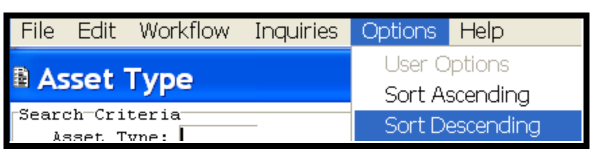
The *asset type code lookup* screen can be accessed by double clicking in the blank asset type code field.



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.

To view a complete list online click on the ***Search*** button with no values entered in to the **Asset Type** or **Description** fields. The data will appear along with a scroll bar. Using the bar at the right, you can scroll down until you find the asset type code that best describes the equipment.

Use the *Options* function to sort the list. For example, to sort the list by the description place the cursor on the **Description** field in the search results zone. Next, from the top menu click on **Options**, from the pull down menu select **Sort Ascending**.



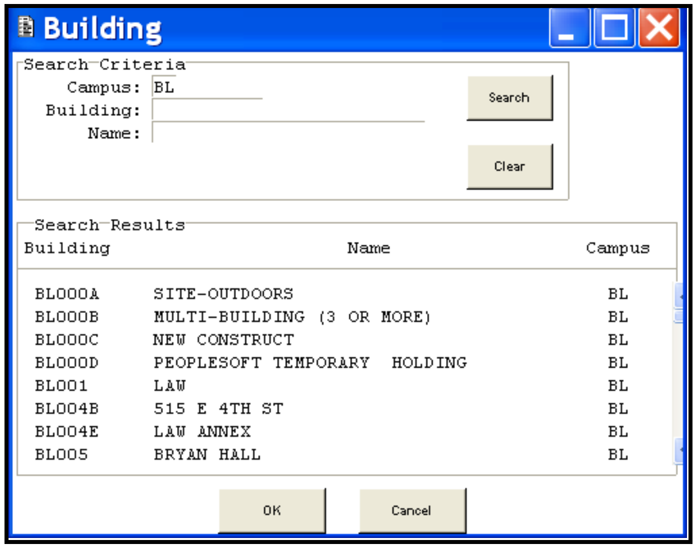
An alternative to viewing the entire list is to use the **Description** field to search the asset type code table as follows:

a. Tab into the **Description** field and enter the type of equipment being added. Be sure to enter the wild card before and after the description.

b. Select the ***Search*** button.

c. In the "Search Results" zone, find the most appropriate code and double-click on the asset type to return that code to the document.

Building Lookup Screen



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

Building Notes:

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 ***Addr*** (house icon) button.

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

The building data comes from the Bureau of Facilities Programming & Utilization system. To generate a listing of buildings from the Bureau of Facilities Programming & Utilization visit their web site at the following URL:

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

A list from the Capital Asset Management file can be generated from the IUIE reporting environment. From the Master Catalog select the **Financial** folder; next select the **Capital Asset Management System** folder. The Capital Asset Building report can be found under the Capital Asset Management System **Edits** folder

- Using the ***Name*** field you can search the database for a building code.

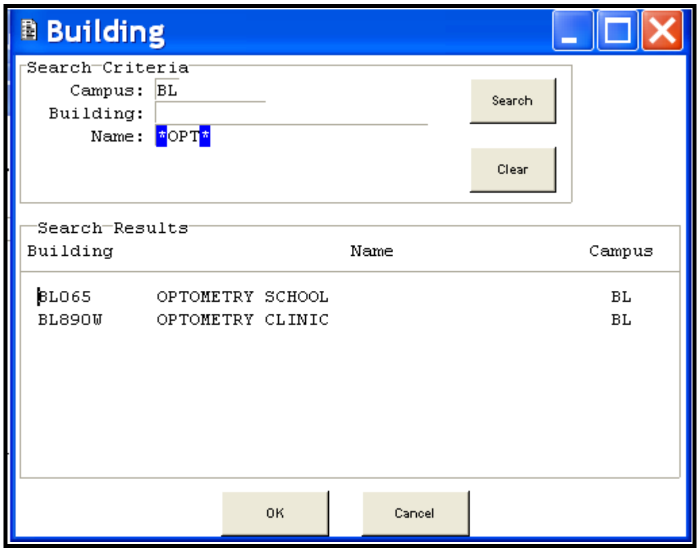
Steps

1. Tab into the ***Name*** field and enter the wild card.

2. Enter the name of the building. (If you do not get any results by entering the name, try entering the address) and a wild card at the end.

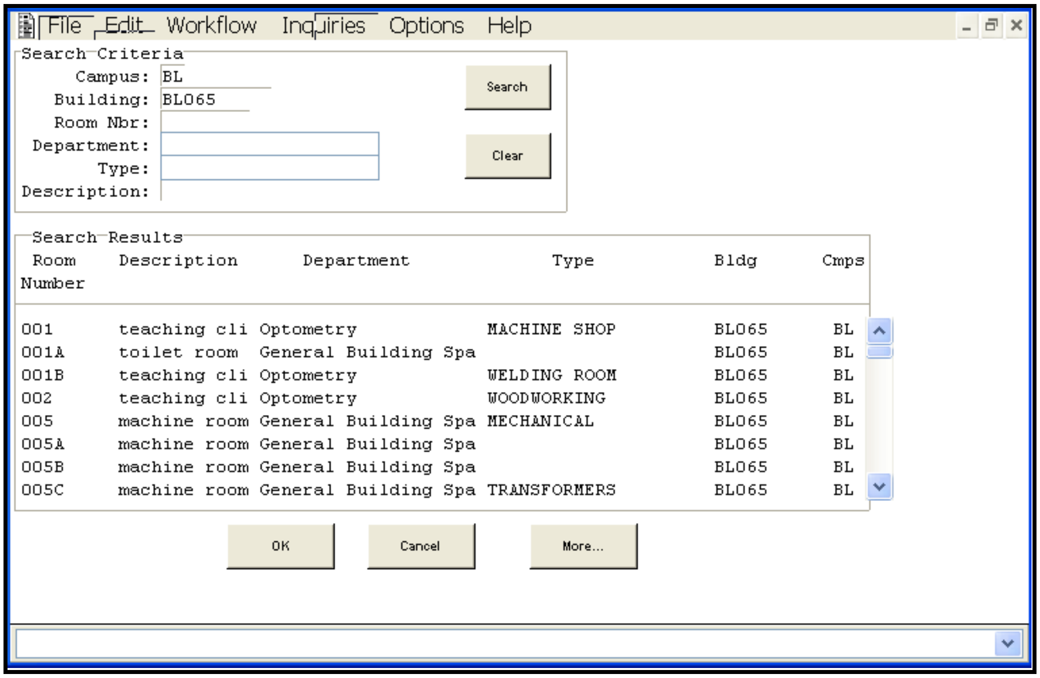
   Enter “**Opt***”

3. Click on the ***Search*** button



- To navigate back to the document, **double click** on the building code in the search results. For the purposes of our scenario, we want the Optometry building so double click on number “BL065.” This will return the value “BL065” to your document.

Building Room Lookup



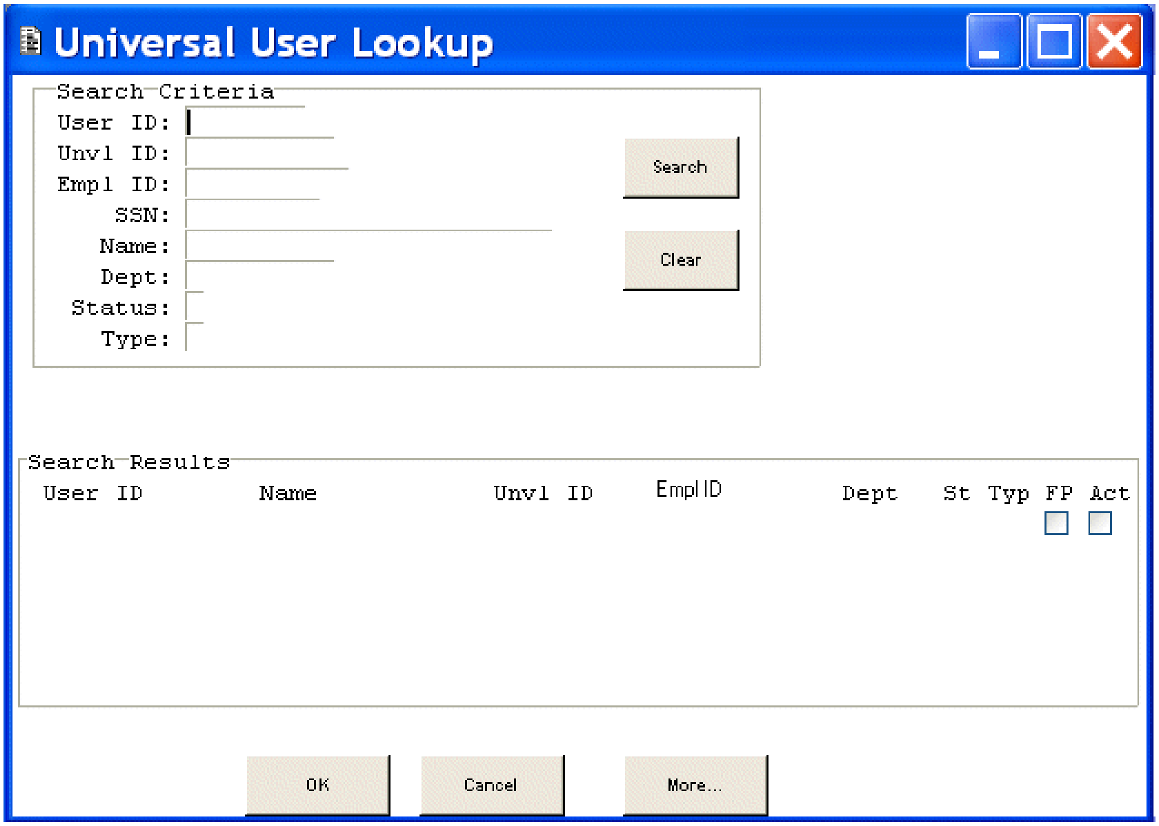
➢ Click on the **Search** button to retrieve all possible values. To select a room number **double click** on the room number in the search results. This will return you to the Tag Movable Equipment Screen.

Room Look up Notes:

Any room you are unable to enter into the Capital Asset Tagging form 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.*Asset Type Lookup Screen*

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

Universal User Lookup Screen (asset representative)



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

Steps

1. Tab into the ***Name*** field and enter the last name of the person you wish to find.
2. Enter a comma after the last name and type then the wild card.
   Enter "**CAIN,***"
3. To reduce the response time, enter the chart- organization code in the ***Department*** field and then click on the ***Search*** button.
   Enter "**UA-FMS**"
4. In the ***Search Results*** zone, find the name of the person and double click on the ***User ID*** field. This will take your name back to the document.

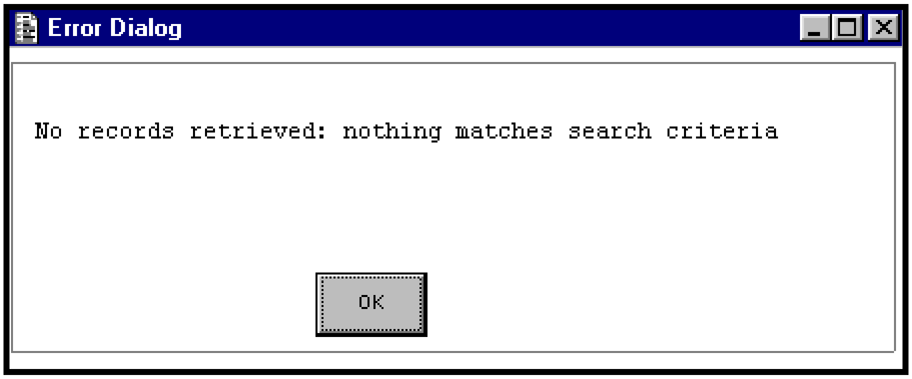
Universal User Lookup Notes:

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

Asset Has Not Been Created

If the asset has not been created you will receive an **Error Dialog** box with the message ***No records retrieved***.

When you receive this message you can enter the tagging information in the **Pre-asset Tagging** screen



- Click on the ***OK*** button.
- At the **Capital Asset Payment Lookup** screen, click on the ***Cancel*** button.

Once you have returned to the **Document Group Select** screen, double click on **Pre-asset Tagging** or place the cursor on **Pre-asset Tagging** and click on the ***Open*** button.

Pre-Asset Tagging

The Pre-asset Tagging screen is used to enter tagging information for **capital** equipment. Using pre-asset tagging allows organizations to enter tagging information into the university asset database **before** the asset is created. Pre-asset tagging is optional.

Purchase order information is extracted from the EPIC procurement system when the purchase order is approved. The extract job selects line items that have a capital equipment object sub-type code and a unit cost of $5,000 or more. The purchase order number, line number, quantity ordered, description, and vendor information is uploaded into the pre-asset tagging table for moveable capital equipment.

Once the invoice has been approved by Accounts Payable, the asset is created. At that point, the pre-asset tagging table is checked to extract any tagging information available. When the asset is not Pre-Asset Tagged the Tag an Asset screen is then used to update the tagging information.

To create assets in the Capital Asset Builder (CAB), the purchase order number, line item number, and the description are extracted from the procurement system. The purchase order number and line item number are combined to create a "primary key." This key is used to match pre-asset tagging information with assets that are created. Care should be taken to ensure that the tagged equipment is matched to the line item number on the purchase order.

- Organizations have a window of opportunity to enter the tagging information before the asset is created. The window of opportunity is the time from which the asset is received to the time the invoice is processed and approved by Accounts Payable.

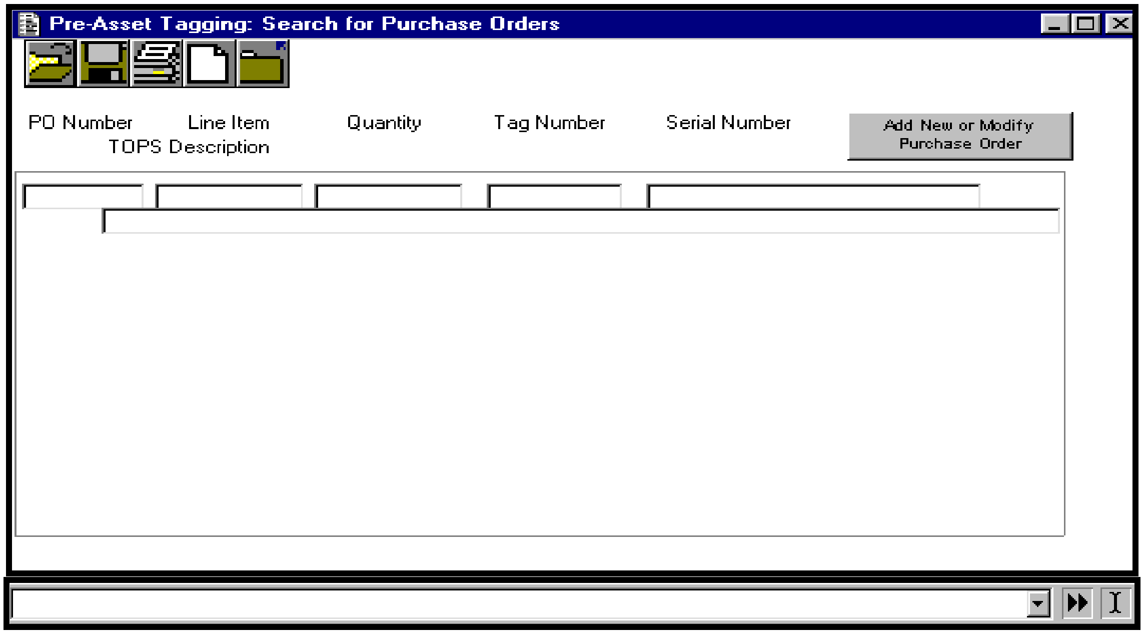
- If pre-asset tagging information is entered into the university asset database for an asset that has already been created, a system warning is **not** presented. As a result, the tagging information entered on via the Pre-asset Tagging screen will **not** being assigned to the asset. For this reason, it is important that the user always check to see if the asset has already been created **before** entering information into the pre-asset tagging table.

Financial Documents

Financial documents also create a record in the pre-asset tagging table. When the option of "create new" is selected on the general error correction, distribution of income/expense, service billing, and procurement card documents, the information entered into "Enter Pending Asset Information" is saved to the pre-asset tagging tables.

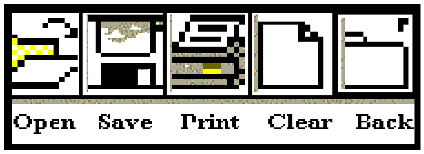
Pre-Asset Tagging

The Pre-asset Tagging Search for Purchase Orders screen is illustrated below:



Document Buttons

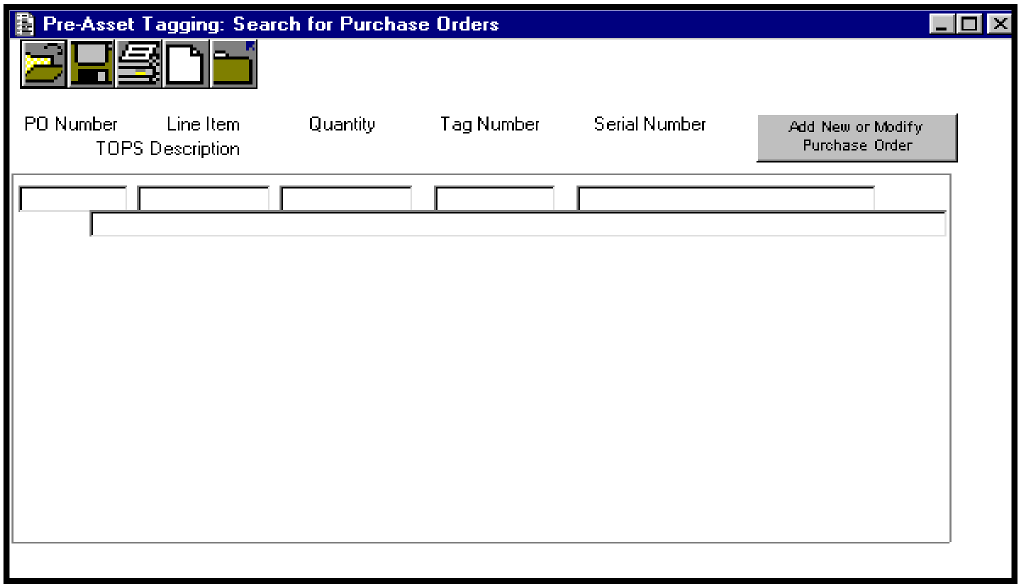
The buttons in the top left corner of the above screen function as follows:



- The **Open** (open folder) button opens all purchase orders unless a specific purchase order number is entered.
- The **Save** (disk) button saves the information entered.
- The **Print** (printer) button prints the screen.
- The **Clear** (white paper) button clears the screen.
- The **Back** (closed folder) button moves the user back to the previous window.

➢ This form is a search screen. You may enter a ***PO Number***, (purchase order number) and open the file by clicking on the ***Open Folder*** button, alternatively you may tab out of the field. If the purchase order is not retrieved, you can enter it manually.

The Pre-Asset Tagging: Search for Purchase Order



To conduct a purchase order search on the above window, enter a purchase order number in the PO Number field. Open the file by selecting the **Open Folder** button, or tab out of the field.

If the purchase order is not retrieved, it can be entered manually. If the purchase order did not have a capital object code, or the line item amount was not at least $5,000 when the purchase order was approved, it will not be loaded into the pre-asset tagging tables. To enter a purchase order manually, the screen must first be cleared. Next, select the ***Add New or Modify Purchase Order*** button. (Reference the ***Entering a Purchase Order Number*** section of this document.) The following information is retrieved:

1. The ***Line Item*** number is displayed on the screen and represents the line item number from the purchase order.

2. The ***Quantity*** is displayed and represents the quantity ordered for the given line item.

3. **Tag Number** is it the university tag number that is physically attached to the equipment. Once the tagging information is entered for a purchase order, the record can be retrieved using the tag number field. The tag number is upper-cased.

4. The **Serial Number** is the vendor identification number. Once the serial number has been entered for a line item, the record can be retrieved using the serial number field.

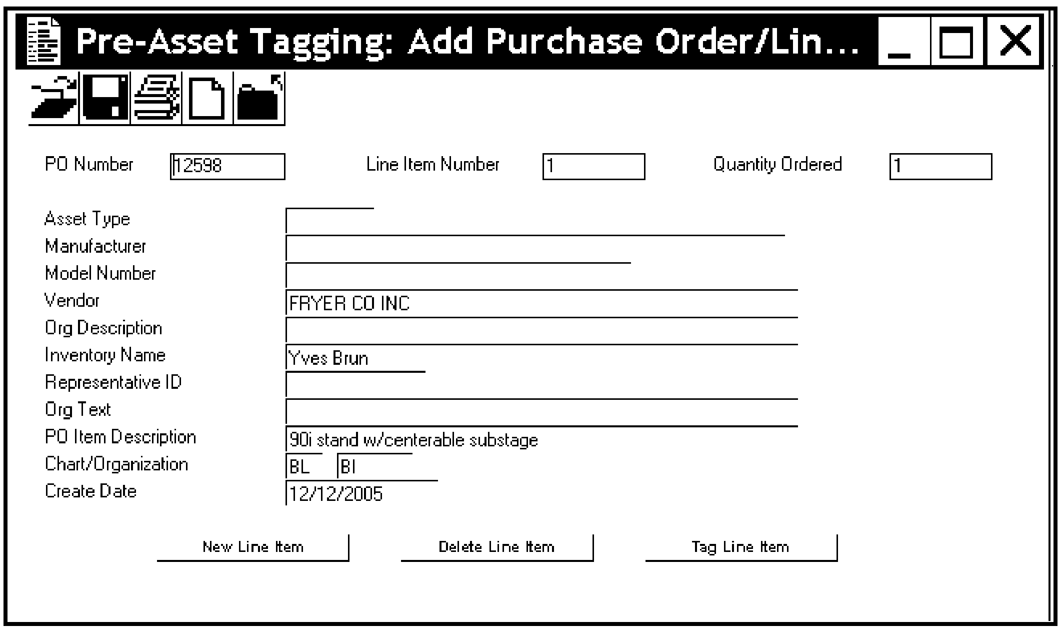
5. After opening the purchase order select the **Add New or Modify Purchase Order** button. This brings up the **Maintain Tags by Purchase Order/Line Item** screen.

Enter Pre-Asset Tagging Information

Two pre-asset tagging screens exist in the FIS. The first screen—**Pre-asset Tagging: Add Purchase Order/Line Item**—is used to capture line item information that is the same for all of the assets created for a given line item. For example the Manufacturer and Model number must be the same for the line item. The second screen—**Pre-asset Tagging: Maintain Tags by Purchase Order/Line Item**—is used to capture information that is unique, such as the serial number and tag number.

Pre-asset Tagging: Add Purchase Order/Line Item

The first pre-asset tagging screen is illustrated below. This screen allows the user to enter information that should be gathered when the equipment is tagged. Where possible, information is extracted from the procurement system.



The PO number, line item number, and quantity invoiced are pull forward from the search screen. These fields are the key identifers used to match records to assets created in the *capital asset builder*.

6. **Asset Type** is required and only valid values can be entered. If uncertain of the asset type code, the user can display a lookup table by double-clicking in the field. The **Asset Type** is the code used to group equipment for reporting. For capital assets, this code also assigns the useful life for depreciation. Once an asset type code has been entered or selected from the lookup screen the user can double click on the asset type code; this will display an inquiry screen that displays the asset type code, description, dep life, moving code and bldg code.

7. **Manufacturer** is required and is not validated. The **Manufacturer** field is upper-cased.

8. The **Model Nbr** field is optional, is not validated, and is upper-cased.

9. **Vendor** is required, is not validated, and is upper-cased. The **Vendor** field is populated via the pre-tagging data extract from the procurement system.

10. The **Org Description** field is, in essence, a pre-tagging post-it note field. The data is this field is **<u>not</u>** passed to the CAMS database, and can be entered in upper or lower case.

11. The **Inventory Name** field is optional, and not validated, and can be entered in upper or lower case. This field can be used to group or organize assets. It is populated by the IU contact name, or the requisition initiator from the pre-tagging extract.

12. The **Representative ID** (Asset Representative) field is not required, is validated against the universal user table, and is upper-cased. To navigate to the Universal User Lookup screen, double-click in the Asset Rep field. This field can be used to group assets by any person's name (e.g., staff member, faculty member) that is present in the universal user table. If the user intends to organize assets by name, this field will ensure that all information is entered in the same manner, thus insuring the sort order for reporting purposes. The information presented on reports will be in the format of last name, first name.

13. **Org Text** is an option field. The field is 255 characters and can be used to help the organization manage their physical inventory. The data can be entered in upper or lower case.

14. **PO Item Description** is a required field. Data can be entered in upper or lower case. The pre-asset tagging data extract will pull the line item description from the purchase order into this field; however, the description to the vendor may not fully describe the asset. Since this description is used when creating the asset (if the line item has tagging information), it is important that it be updated to give a complete description. Data may be entered in upper or lower case.

15. **Chart/Organization** is view only for line items that were extracted from the procurement system. The Chart and Organization fields are upper-cased.

16. **Create Date** is assigned for the pre-asset tagging extract. This field is populated by the PO_INIT_OPEN_DT. It is updateable but is **<u>not</u>** passed to the CAMS database. It is used only in managing unused pre-tagging records.

17. The **New Line Item** button is used when the user must manually enter a line item to pre-asset tag the equipment.

18. Using the **Delete Line Item** will remove the line item from the pre-asset tagging table.

19. The **Tag Line Item** button navigates the user to the **Pre-Asset Tagging: Maintain Tags by Purchase Order/Line Item** screen.

Pre-Asset Tagging: Maintain Tags by Purchase Order/Line Item

20. The **Serial Number** field is optional since some equipment does not have a manufacturer's serial number.

21. The **IU Tag Nbr** field is required, and is upper-cased. When entering a tag number, the system checks to see if the tag number already exists in the database. If it does an error message is presented to the user. The letter "N" is excluded from this edit as all non-taggable items are assigned 'N" as a tag number.

    a. Indiana University assigns yellow tags for capital assets (assets that cost $5,000.00 or more). White tags are used by organizations that wish to track non-capital assets. Indiana University's tags are purchased from a vendor.

    b. It is not possible to tag some assets due to their size or delicate nature (i.e., microscope objectives, camera lenses). For these items, Indiana University assigns the capital letter "N." The "N" is assigned in place of a tag number, indicating that the asset can not be tagged. The inventory status is also changed to "C," non-accessible.

22. **Cmp** (campus) is required and validated. The pull down menu lists available values.

23. **Bldg** (building code) is required, validated, and is upper-cased. Double-clicking in the blank building field navigates the user to a lookup screen.

24. The **Room** number is required, validated, and is upper cased. Double-clicking in the blank room field navigates the user to a lookup screen.

25. The **SubRm** is an optional field and is not validated. Departments generally use this field to enter a cubicle sub-room number.

26. **Create Date** is system assigned when the tagging record is saved. This field is used to trouble shoot pre-asset tagging problems. For example a department may call and ask why they received a tagging report for an asset that was Pre-asset tagged. We will compare the create date of the asset to the pre-asset tagging record create date.

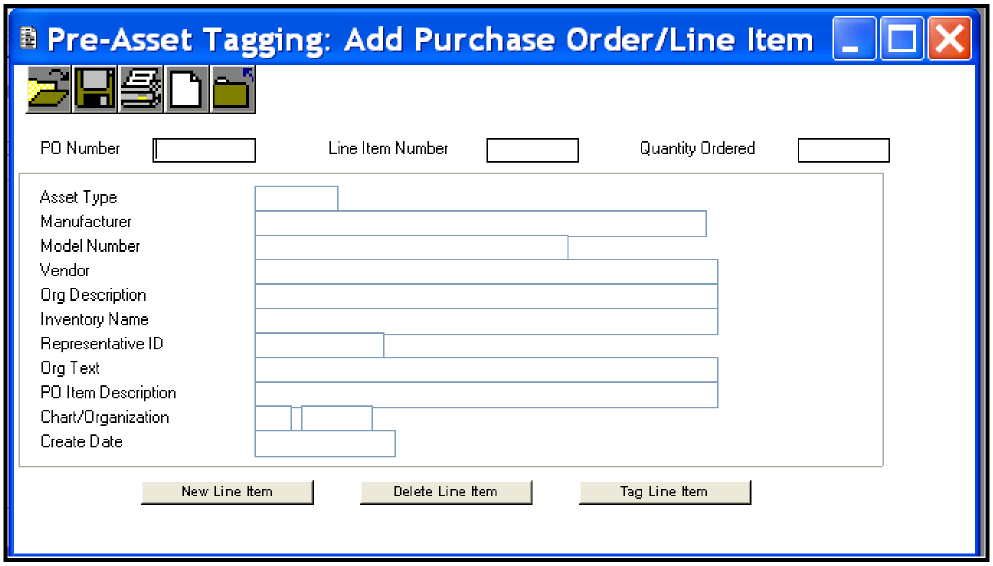
27. The **Insert Tag Line** button only allows the user to insert as many lines as the quantity designates; however, it is not necessary enter the information for all lines. For example, for a quantity of five, the user can enter the tagging information for one line item or all five. The important thing to remember is that the tagging information must be entered and saved before the assets are created.

28. The **Delete Tag Line** button will allow the user to delete the tagging information line.

29. Clicking on the **Save** button will take the user back to the **Pre-Asset Tagging: Maintain Tags by Purchase Order/Line Item** screen. If a save had been previously performed, the user can click on the **Back** button. If the save has not been performed on this screen, click on the **Save** button. This will take the user back to the **Pre-Asset Tagging: Search for Purchase Order** screen.

Entering a Purchase Order Number for Pre-Asset Tagging

In some cases, a purchase order is not extracted from the procurement system and must be entered manually into the pre-asset tagging table. This would occur if a capital equipment object code was not assigned to the line item when the purchase was approved. To enter a purchase order manually, clear the Pre-asset tagging: Search for Purchase Order screen. Next, select the **Add New or Modify Purchase Order** button. This will take you to the **Pre-Asset Tagging: Add Purchase Order/line Item** screen.



1. **PO Number** is required and not validated. Enter the PO number the equipment was ordered under.

2. The **Line Item Number** is required and not validated. The line item number entered on the pre-asset tagging screen should correspond the purchase order line item number. The purchase order number and line item number are combined to create a primary key, which allows the system to match the tagging records from the pre-asset tagging table to the assets created. If the tag is not assigned to the correct line item number, an asset might be entered into the database with the tagging information applied to the wrong asset. The line item number is a **required** field.

3. The **Quantity Ordered** field is required and not validated. This quantity should match the quantity ordered on the purchase order.

4. The **Asset Type** codes is required and validated. This code groups equipment by type, and is used for depreciation. If uncertain of the appropriate asset type code, the user can retrieve a look up table by double-clicking in the field.

5. The **Manufacturer** is required, is not validated, and is upper-cased. This is the name of the company that manufactured the asset.

6. The **Model Number** is optional, is not validated, and is upper-cased. This is the model number assigned by the manufacturer of the asset. The field is optional because not all equipment has an identifiable model number.

7. The **Vendor** is the acquisition source (i.e. the company or business from which the equipment was ordered). Vendor is upper-cased and is a required field.

8. The **Org Description** is used as a "post-it note" for pre-asset tagging. This is an optional field, and the data is **not** passed to the CAMS database.

9. The **Inventory Name** is not validated. This field can be used to sort or group the inventory. It is an optional field to be used at the discretion of the organization.

10. The **Representative ID** (Asset Representative) field is not required, is validated against the universal user table, and is upper-cased. To navigate to the Universal User Lookup screen, double-click in the Asset Rep field. This field can be used to group assets by any person's name (e.g., staff member, faculty member) that is present in the universal user table. If the user intends to organize assets by name, this field will ensure that all information is entered in the same manner, thus insuring the sort order for reporting purposes. The information presented on reports will be in the format of last name, first name.

11. **Org Text** is an option 255-character field that can be used to help the organization manage their physical inventory.

12. **PO Item Description** is a required field. Data can be entered in upper or lower case. The pre-asset tagging data extract will pull the line item description from the purchase order into this field; however, the description to the vendor may not fully describe the asset. Since this description is used when creating the asset (if the line item has tagging information), it is important that it be updated to give a complete description. Data may be entered in upper or lower case.

13. **Chart/Organization** is the chart and organization that purchased the asset. If multiple organizations contributed to the purchase, enter the chart and organization of the account that contributed the most dollars.

14. **Create Date** is the date the purchase order was approved to an open status. This field is optional and not validated. It will **not** be passed to the CAMS database. It is used only in managing unused pre-tagging records.

15. The **New Line Item** button is used to manually enter a line item to pre-asset tag the equipment.

16. Using the **Delete Line Item** removes the line item from the pre-asset tagging table.

17. The **Tag Line Item** button navigates the user to the **Pre-Asset Tagging: Maintain Tags by Purchase Order/Line Item** screen.

Trouble Shooting

Non-Taggable (non-accessible)
There are some assets that can not be tagged because of their size or delicate nature. These types of assets are identified with an "N" number in the tagging field and the inventory status should be changed to "C" for non-accessible. Please keep in mind that these assets will need to be located during the inventory process. For this reason we recommend putting a note in the org text field that where possible you associate a non-accessible item with a tagged asset, or a person's name that will know when the asset is removed from service.

Separate an Asset
There will be occasions when you physically inspect an asset that it is determined to actually be two or more assets. When this is the case you need to contact the Capital Asset Office. The Capital Asset Office will need to know the number of assets that should be created, along with the unit cost, description, and location of each asset. This problem normally occurs when purchases are bundled to get a better price.

Merge an Asset
When an asset is an internal component of an existing asset it can be merged into the main asset. Only components that work together should be merged. While software is normally installed on a computer(s), when the software will outlive the computer it should not be merged. When considering a merge the following business rules should be observed:

1. Consolidation must create an individual asset.

2. The target asset must be an active asset in the FIS.

3. The owner account on the asset to be merged should match the owner account of the target asset. When they do not match an Asset Transfer Document should be processed on the asset to be merged. Once the Asset Transfer is fully approved the asset can be merged.

4. For auxiliary organizations only assets with the same life expectancy can be merged.

5. Assets that are federally owned should not be merged into assets that are university funded, or federally funded.

   Federally owned object codes are as follows:

a. Capital Equipment Fed Owned	7031
b. Computer Equipment Fed Owned	7036
c. Computer Software Fed Owned	7046
d. Transfers-in Capital Fed Owned	7731
e. Movable Fabricated Fed Owned	7531

   An asset can have multiple types of funding. An asset may be created with payments that are both university funded and federally owned monies, this practice is acceptable.

6. Fabricated assets may only be merged when they have the same status. An in-progress fabrication is identified by the asset type of "40000" and **does not** have a create date. A

completed fabrication has an asset type other than “40000” and **does have** a create date. It is important to only merge in-progress fabrications assets with other in-progress fabrications.

Building and Rooms
When updating the asset information in the Capital Asset Management System (CAMS) please ensure the building, and room numbers are correct. Any room you are unable to enter into the Capital Asset Tagging form should be verified with Bureau of Facilities, for possible addition to the Bureau of Facilities database. The facilities contact is Dave Everton phone (812) 855-7361 and by email @ deverton@indiana.edu.

Asset Type Code
When equipment is tagged is the best time to determine the most appropriate asset type code. The assignment of the correct asset type code is extremely important because useful lives for depreciation purposes are determined by this code. If it is incorrect it must be changed at this point.

Description
When the asset is first tagged this is the best time to modify the description if necessary. Putting the most descriptive information in the first 30 characters is recommend, as only the first 30 characters are presented on summary reports. When you modify a description, it is important to know that the item you are describing is the item that was purchased for the given purchase order. For example if the description and vender 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.

Payment Information
Corrections may be made to any information on the tagging report with the exception of the payment data. If you feel there is a problem with the payment information, the first step is to review the purchase order (PO), and invoices applied to the PO in EPIC. Once you have determined there are problems with the cost of the asset please contact Pam Wall or Theresa Cain. It may be helpful to know the business rules for creating assets.

a. To create capital assets, line items on a given purchase order may be added together. This occurs when a line item is given a 7XXX object code and is under the capitalization threshold of $5,000.
b. Freight, discounts, and trade in allowances can also affect the cost of an asset. The object code will determine if the freight, discounts are capitalized.

Federally Owned Assets
Capital equipment in which title is vested in the federal government must also be tagged with a government tag. These items will appear on the tagging report with an object code of 7031, 7036 or 7046, 7731, and 7531.

Where to get the Tags
All tags (including government tags) may be obtained from your Campus Capital Asset Office.

Frequently Asked Questions

Question
I'm sure I pre-asset tagged an asset why did I receive a tagging report?

Answer
One of two things could have occurred:

a. The window of opportunity to get the item tagged was missed. This can be confirmed by checking the create date of the asset, and then compare this to the date the pre-asset tagging record was created. The pre-asset tagging record can be found by opening the purchase order on the pre-asset tagging lookup screen, then clicking on the "Add New or Modify Purchase Order Button. Next click on the Tag Line Item button. Here you will see a create date for the tagging record.

b. It could be that several line items on the purchaser order were added together to create an asset. It may be possible that the asset creator and you selected different items as the main asset. The capital asset office will always use the information proved on the EPIC CAMS Document to combine/separate line items to create asset. The asset representative may want to review the EPIC CAMS Document before entering pre-asset tagging information.

In either case the tagging information was not picked up when the asset was created and therefore the tagging information will need to be entered on the Tag an Asset screen.

Question
When doing the physical inspection to apply the IU tag I could not find a place on the asset to attach the tag. What should I do?

Answer
There are some assets that can not be tagged because of their size or delicate nature. These types of assets are identified with an "N" number in the tagging field and the inventory status should be changed to "C" for non-accessible. Please keep in mind that these assets will need to be located during the inventory process. For this reason we recommend putting a note in the org text field that where possible you associate a non-accessible item with a tagged asset, or a person's name that will know when the asset is removed from serve.

REMEMBER:  Non-accessible assets will need to be transferred to surplus when they are no longer in service.

Question
Can I put the tag anywhere on the equipment?

Answer
The tag should be placed on or near the manufacturer's identification plate on the front of the equipment unless it is inaccessible for inventory purposes, in which case it should be placed in the most visible place.

Question

When tagging the asset I discovered there is more than one asset, but I only have paper work for one asset. What should I do?

Answer
Contact your Campus Capital Asset Office. They will need to know how many assets you expected, and at what unit cost. They will first check to determine what has been paid for on the invoice; if more assets are needed the campus capital asset office will Separate the Asset for you.

Question
When I went to tag the asset I found it was part of a bigger system. What do I need to do?

Answer
When components work together to perform one function we normally merge the components into one asset. The Merge an Asset function can only be performed by your campus capital asset office. They will ensure that the asset meets all of the merge criteria before merging the asset.

Question
When should I not request an asset be merged?

Answer
Only components that work together should be merged, for example the parts of a microscope should be merged.

While software is normally installed on a computer(s), when the software will outlive the computer, or the software is very expensive ($50,000 or more) it should not be merged.

Fabrication assets that are still under construction should not be merged into movable equipment. Or should movable equipment be merged into an open Fabrication.

When assets belong to different organizations an asset transfer should be processed to move the asset to be merged into the same organization that the target asset belongs to.

Question
When I went to tag the asset it turned out to be supplies. How do I get this asset removed?

Answer
If the asset was purchased in the current fiscal year the object code can be corrected using the General Error Correction Document. If you need help a copy of the Using Movable Capital Equipment Object Codes in Financial Documents is available at the following URL:

http://www.fms.indiana.edu/cams/training_materials.asp

If the asset was purchased in a prior fiscal year the asset will need to be retired by the campus capital asset office with a retirement reason of asset created in error.

Question
Should I transfer an asset? Our organization purchased an asset but it will be physically located at another organization. Are we required to keep this asset on our inventory?

Answer
If your organization is giving ownership of the asset to the organization it is physically located in then yes the asset should be transferred to the organization it is physically located in. If your organization is temporally loaning the equipment to an organization you can use the Capital Asset Maintenance Screen to update the location of the asset by changing the building and room number.

Question
When I enter a room number I get the message "Building/Room Number XXX/XXX is not valid for campus XX". How do I get a room number added to the system?

Answer
Any room you are unable to enter into the Capital Asset Tagging form should be verified with Bureau of Facilities, for possible addition to the Bureau of Facilities database. The facilities contact is Dave Everton.

Reporting

There are two reports to help you monitor your untagged assets. The Tagging report presents the asset information on one page per asset. The Untagged Report offers the word option and an excel version of the report. First we must navigate to the IUIE reporting environment.

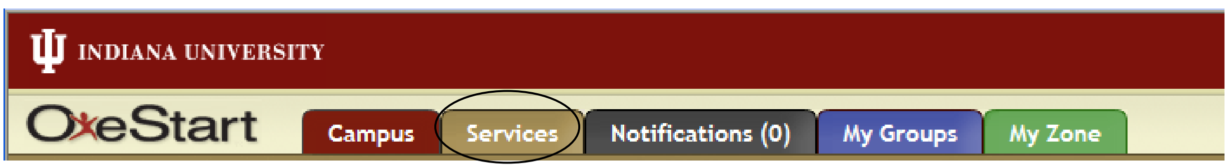
An additional report Assets Tagged Incorrectly will identify assets that have been tagged with the wrong tag. Yellow tags are designated for capital assets. White tags are for non-capital equipment.

First we must navigate to IUIE.

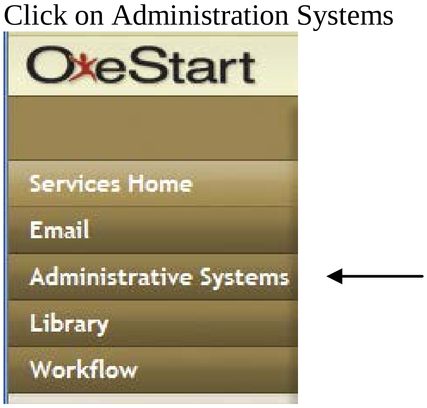
Open your web browser.

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

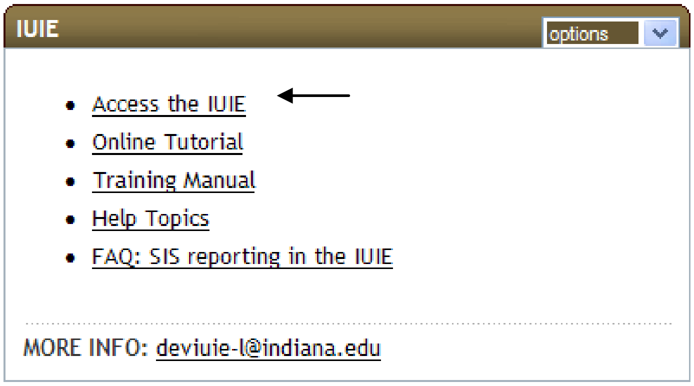
After logging in from the OneStart menu click on the **Service** tab.



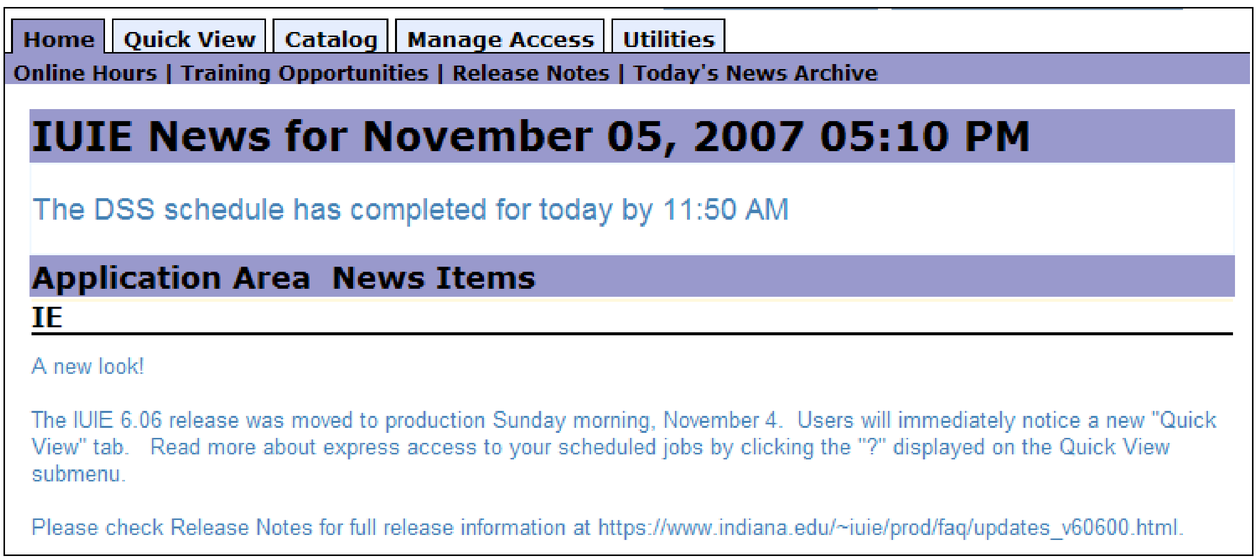
Click on Administration Systems



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 **<u>Capital Asset Management System</u>**

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

Select the **<u>Inventory Control Reports</u>**

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

Asset Tagging Report

Select the **Asset Tagging Report** within the **Inventory Control Reports** sub folder.

Asset Tagging Report

Specified Field Values Will Determine the Resulting Output:

Report Title		
Capital/Non-Capital	Capital & Non Capital Non Capital	
Chart-Organization Code (ua-fmop)		
Campus Code (BL)		
Beginning Create Date >= (mm/dd/yyyy)		
Create Post Year =		Valid Values
Create Post Period Code=		Valid Values
Order By:	Chart, Organization Code, Asset Number Chart, Organization Code, Asset Type	
Include leased assets with cost under $5,000?		
Include Organization Hierarchy?		

Select the Output Format

- Plain text
- Word-RTF

Select the Output Destination*

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

Select the Output Format

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

Report Description
The **Tagging Report** is used to locate and tag capital equipment. The report contains the latest additions to the capital asset database.

REMINDER:  Yellow tags are assigned to capital assets, assets that cost $5,000.00 or more. White tags are used by departments that want to track non-capital assets.

If the asset is not tagged in a timely manor you will need to review your reports to remove duplicate paper work each time you run a new report.

Parameter Descriptions

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

Capital/Non-Capital
The “Capital/Non-Capital” option allows you to include non-capital assets in your report.

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.

Campus (BL)
The “Campus” identifies the physical campus of an asset. Using this parameter will generate a list of assets regardless of who owns them.

Begin Create Date > (MM/DD/YYYY)
Using the “Begin Create Date” parameter with the “Chart-Organization Code” parameter creates a report of untagged assets with a create date more recent than the date entered.

Document Post Year
Using the “Document Post Year” parameter will generate a report for assets created in the given fiscal year entered.

Document Post Period Code

Using the “Document Post Period Code” parameter will include only those assets purchased in that period. When using the “Document Post Period Code” you should also enter a “Document Post Year”.

Order By
The “Order By” drop down list allows you to select how the report is sorted. Click on the down arrow to view sort options.

Order By:

Chart, Organization Code, Asset Number
Chart, Organization Code, Asset Type

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 university’s capitalization threshold. This option allows you to include the leased assets for reporting.

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

Settings for Sample Reports

Tagging report for Financial Management Servers
Enter the following parameters:

Parameter Title	**Enter Value**
Report Title	
Capital/Non-Capital	
Chart-Organization Code (ua-fmop)	ua-fmop
Campus Code (bl)	
Beginning Create Date >=	05/24/2004
Create Post Year =	
Create Post Period Code =	
Order by	Chart, Organization
Include leased assets with cost under $5,000?	
Include Organization Hierarchy?	Check

Untagged Report

Select the **Untagged Assets** within the **Inventory Control Reports** sub folder.

Untagged Assets

Specified Field Values Will Determine the Resulting Output:

Report Title		
Capital/Non-Capital	Capital	
Campus Code		Valid Values
Chart-Organization Code (ua-fmop)		
Building Code		
Begin Create Date(MM/DD/YYYY)>		
End Create Date (MM/DD/YYYY)<		
Order By	Chart, Organization	
Include leased assets with cost under $5,000?	☐	
Include only asset information? Y/N	☑	
Use Organization Hierarchy?	☐	

Select the Output Format

- MS Excel
- Plain text
- 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 Run button.

Report Description
The Untagged Report identifies assets that have not been tagged. Each asset must be researched to determine why a tag number has not been entered into the asset database.

Reminder: A note should be added to the org text for any item that can not be tagged within 30 days.

Parameter Descriptions

Report Title
This field will be printed as the title of your report. This field is optional and free-form.

Capital/Non-Capital
The "Capital/Non-Capital" parameter will allow you to include non-capital assets on your report.

Campus (BL)
The "Campus" identifies the physical campus of an asset. Using the "Campus" parameter will generate a list of assets regardless of who owns them.

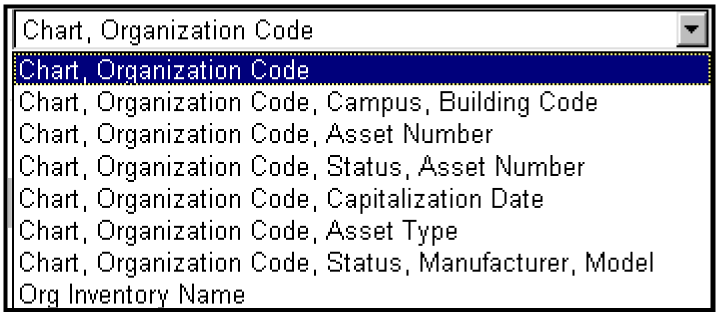
Chart - Organization Code (UA-FMOP)
The "Chart - Organization Code" will list assets the department is responsible for. Be sure to type a hyphen (-) between the chart and organization code.

Building Code
Using the "Building Code" parameter with the "Campus Code" will generate a report by physical location. When using the building parameter you must also enter a campus code. Using this parameter will generate a list of assets regardless of who owns them.

Begin Create Date > (MM/DD/YYYY)
Using the "Begin Create Date" with the "Chart-Organization Code" parameter creates a report of untagged assets with a create date greater than the date entered.

End Create Date < (MM/DD/YYYY)
Using the "End Create Date" with the "Chart-Organization Code" parameter creates a report of untagged assets with a date less than the date entered.

Order By
The "Order By" drop down list allows you to select how the report is sorted. Click on the down arrow to view sort options.



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 when 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 university's capitalization threshold. This option allows you to include the leased assets in your report.

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

Example parameters to generate an un-tagged listing for an Organization

Enter the following parameters:

Parameter Title	**Enter Value**	**Notes**
Report Title		
Capital/Non-Capital		
Campus Code		
Chart-Organization Code (ua-fmop)	ua-fmop	Replace with your chart – organization code.
Building Code		
Begin Create Date (mm/dd/yyyy) >		
End Create Date (mm/dd/yyyy) <		
Order By	Asset number	
Include leased assets with cost under $5,000.00		
Include only asset information? (Excel option)	checked	
Include Organization Hierarchy?	checked	

Assets Tagged Incorrectly

From the **Edit** sub folder select the **Assets Tagged Incorrectly Report**.

Assets Tagged Incorrectly

Last Refresh Of Underlying Datagroup:
06/06/2005 02:18:45
Create Shortcut Security Information
Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

Chart-Organization Code (ua-fmop)

Campus Code

Valid Values

Building Code

Last Inventory Date < (mm/dd/yyyy)

Create Date < (mm/dd/yyyy)

Order By: Campus, Building Code, Room / Create Date

Include Organization Hierarchy?

Include Asset Summary? (word option only)

Select the Output Format

- MS Excel
- Plain text
- Word-RTF

Select the Output Destination*

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

Run

Save Settings

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 Run button.

Report Description
The Assets Tagged Incorrectly report is used identify assets that have been tagged with the wrong tag. Assets w/cost > $5,000 receive a white tag. Assets w/cost > or = $5,000 receive a yellow tag.

Parameter Descriptions

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.

Campus (BL)
The “Campus” identifies the physical campus of an asset. Using the “Campus” parameter will generate a list of assets regardless of who owns them.

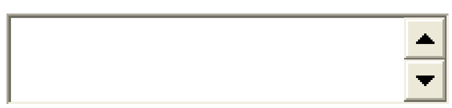
Building Code
Using the “Building Code” parameter with the “Campus Code” will generate a report by physical location. When using the “Building Code” parameter you must also enter a “Campus.” Using this parameter will generate a list of assets regardless of who owns them.

Inventory Date < (MM/DD/YYYY)
Entering a date in this field includes assets that have a last inventory date less than the date entered.

Create Date < (MM/DD/YYYY)
Entering a date in this field includes assets that have a create date less than the date entered.

Order By
The “Order By” parameter allows you to select how the report will be sorted. Click on the down arrow to view sort options.

Order By:



Include Organization Hierarchy?
“Include Organization Hierarchy” builds a hierarchy of organizations. All assets that report to the organization entered in the “Chart-Organization Code” parameter will be included in the 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.

Example parameters for an organization

Enter the following parameters:

Parameter Title	**Enter Value**	**Notes**
Chart-Organization Code (ua-fmop)	Ua-fmop	Replace with your chart-organization code.
Campus Building Code (bl-008, or bl)		
Last Inventory Date < (mm/dd/yyyy)		
Create Date < (mm/dd/yyyy)		
Include Organization Hierarchy?	Checked	
Include Asset Summary? (word option only)		

Asset Type Code Report

From the **Edit** folder select the Asset Type Code Report.

Asset Type Code Report

Last Refresh Of Underlying Datagroup:
12/13/2004 02:25:04
Create Shortcut Security Information
Instructions Report Object Help

Specified Field Values Will Determine the Resulting Output:

Enter Asset Type Category	Non-Movable All Asset Type Codes		
Asset Type		Valid Values	Wildcards Allowed
Life			
Order By:	Asset Type Code		

Select the Output Format

- MS Excel
- Plain text
- Word-RTF

Select the Output Destination*

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

*** Security Note:** Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).

Run Save Settings

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

Report Description
The Asset Type Code is used for depreciation and to group assets for reporting. This report presents a complete lising of asset type codes availabe in the FIS.

When the asset is tagging is the best time to ensure the asset type code is correct. Selecting the most appropriate asset type code will insue depreciation is calculated correctly.

Parameter Descriptions

Enter Asset Type Category
The Capital Asset Management System houses several types of assets (i.e., movable equipment, buildings, infrastructure, library books ect.) For this report the assets have been put into two categories movable, and non-movable.

Asset Type
Using the “Asset Type” as a parameter you can verify the life of the asset type code.

Life
The life parameter can be used to present all type codes available for a given life.

Example parameters to run the Asset Type Code Report

Enter the following parameters:

Parameter Title	**Enter Value**
Enter Asset Type Category	Movable
Asset Type	
Life	