



FINANCIAL MANAGEMENT SERVICES

INDIANA UNIVERSITY

Financial Information System

Capital Asset Document Group

Asset Transfer

April 6, 2007

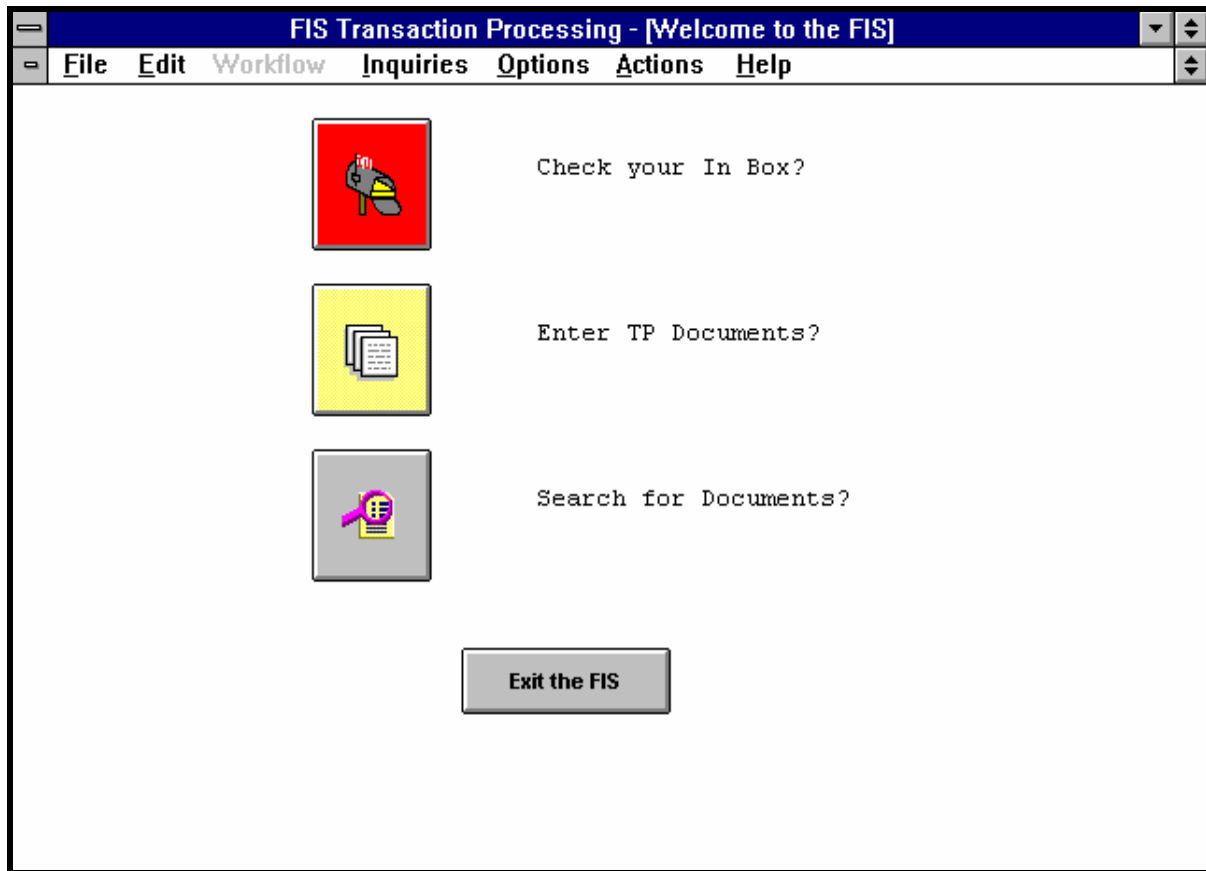
Table of Contents

The CAMS Document Group	5
The Asset Transfer Document	6
What is it?	6
Why is it used?	6
Who uses it?	6
How does it route?	6
Additional Notes	6
Additional Information for Transfers on the Bloomington Campus to Material Management	7
Additional Procedures for Transferring Items to Surplus on the Indianapolis Campus	7
The Asset Transfer Screen	9
Message Information Bar	9
Document Buttons.....	10
Initiating an Asset Transfer Document.....	11
Scenario	11
Entering Document Information	11
Document Header Zone	11
Asset Information Zone	12
Capital Asset Lookup Screen.....	12
Receiving Organization Body Zone	13
Universal User Lookup Screen	13
Universal User Lookup Screen STEPS	14
Universal User Lookup Notes	14
Back to Processing the Asset Transfer	14
Building Lookup Screen	15
Building Notes	16
Room Lookup Screen	16
Room Look up Notes.....	17
Asset Transfer Interdepartmental Sale Zone.....	18
Asset Transfer Current Information Zone	18
General Ledger Entries	19

Cancel Document	20
Trouble Shooting.....	21
Our organization wants to give or sell equipment to another IU organization. What should I do?	21
When should I transfer an asset to Materials Management?.....	21
I forgot to transfer an asset to Materials Management. What should I do?	21
When sending capital equipment to surplus should I remove the yellow tag?	22
Am I required to transfer non-capital equipment to materials management?.....	22
I keep checking my document but it is still unapproved what should I do?	22
Reporting	23
IUIE reporting environment.....	23
Navigating IUIE for Capital Asset Management Reports.....	23
Building Code Report.....	25
Unapproved Documents in Inbox by Chart and Org	26
Information Fields	28
Asset Information Zone	28
Receiving Organization Fields	29
Interdepartmental Sale Fields	31
Current Fields	31
Field Name	31

Selecting CAMS Documents

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



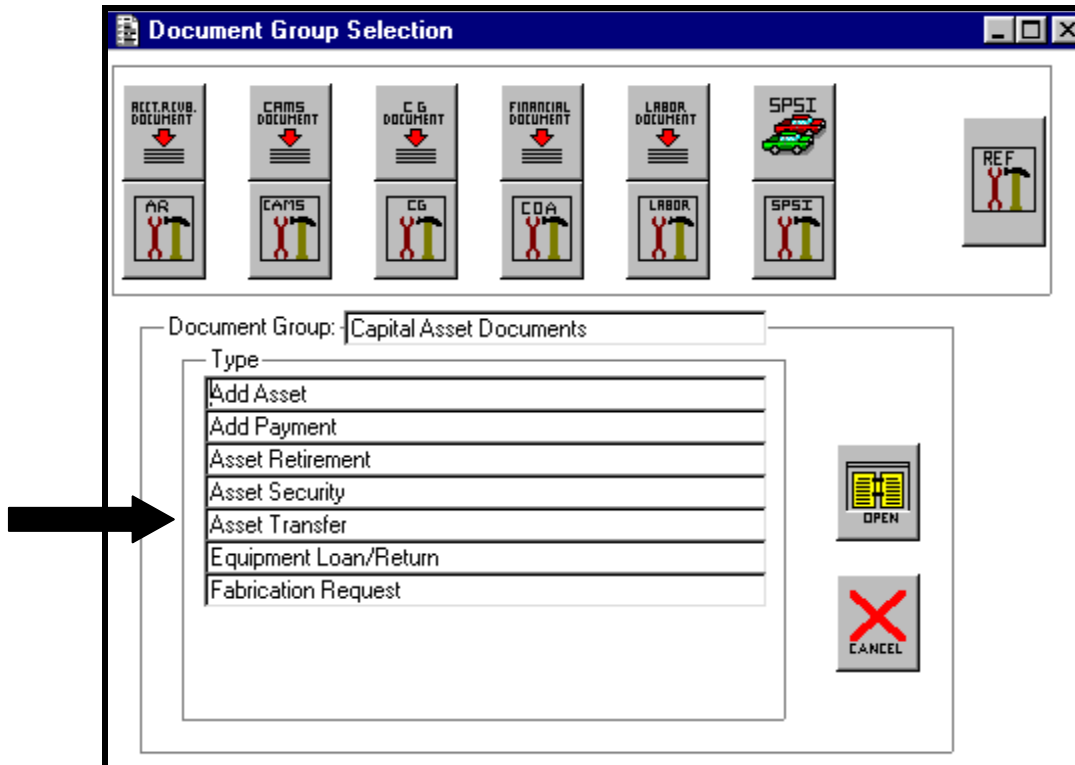
NOTE: You can navigate within the TP environment by:

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

The CAMS Document Group

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

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



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

The Asset Transfer Document

What is it?

Capital Equipment

The **Asset Transfer** document is required when giving or selling capital equipment to another university organization. The account amounts (monies) are reversed out of the current chart/organization (balance sheet) and added to the chart/organization (balance sheet) to which the asset is being transferred. For “External Transfers” see the **Asset Retirement** document.

Non-capital Equipment

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

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

Why is it used?

To move equipment from one physical inventory to another.

Who uses it?

Organizational asset representatives, support staff, and fiscal officers.

How does it route?

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

Additional Notes

1. After the transfer has been agreed upon by both organizations, then either organization may process the **Asset Transfer** document. The current owner will retain responsibility until the receiving organization’s fiscal officer approves the transfer document. We suggest that the transferring organization contact the receiving organization to ensure that the item is transferred into the appropriate account.

2. We recommend using the *Notes* button to identify the person your organization has been working with to transfer the equipment. This information will be helpful to the fiscal officer or delegate when they are approving the document.
3. When there is an interdepartmental sale of equipment, a transfer of funds document will also need to be processed as well as an asset transfer document. The transfer of funds document is the only document that will not create a duplicate asset and therefore the only document that can record an interdepartmental sale of equipment.

On the transfer of funds document use the following object codes:
transfer-in (Contra Expense) object code (9915) Trsfrs of Funds-Revenue
transfer-out (Expense) object code 9970 Trsfrs of Funds Capital.

Additional Information for Transfers on the Bloomington Campus to Material Management

On the Asset Transfer Document:

- a) Set the receiving account number to **6615800**.
- b) Set the campus code to **Bloomington**.
- c) Set the building number to **BL615**.
- d) Set the room number to **127**

Additional Procedures for Transferring Items to Surplus on the Indianapolis Campus

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

This form can be faxed to Tally Thrasher @ 278-1707 or you can e-mail the information to Tally Thrasher @ tthrasher@iupui.edu. A copy of the form can be found at the following URL http://www.purchasing.iupui.edu/pdfs/Surplus_Pickup_Form.pdf.

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

2. On the Asset Transfer Document:

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

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

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

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

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

The Asset Transfer Screen

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

FIS Transaction Processing - [Asset Transfer]

File Edit Workflow Inquiries Options Actions Help

Asset Transfer

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

Asset Information

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

Receiving Organization

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

Interdepartmental Sale: Transfer Document Nbr: -

Current

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

OK
CANCEL
ROUTE
NOTES
PAYMENT
HDOR

Press OK to Save and Route document



Message Information Bar

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

Document Buttons

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



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



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



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



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



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



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



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

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

Initiating an Asset Transfer Document

Scenario

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

Entering Document Information

When entering information, it is important to note that:

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

Document Header Zone

Asset Transfer	Asset-Information
Document #: 01-TH0038600	Asset Nbr: 01-245222
Status: ?	Chart: BA Acct: 6628000
Initiator: TCAIN	Owner: 01-1NU Org: MOTR
Created: 12/04/1999	Campus: BL Bldg: 421
Org Ref #:	Asset Rep:

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

- A system-assigned *Document Number*
 - When processing documents it is a good idea to make a note of the document number.
- A question mark in the *Status* field (since the document is in the process of being created)
- The user ID of the document's *Initiator*
- The *Created* date (today's date)

NOTE: The *Org Ref* field is an **optional** field. If your organization does not use an internal referencing system, tab past this field. Up to ten alphanumeric characters are allowed in this field.

Asset Information Zone

- Tab into the *Asset Nbr* field and double click to go to a lookup screen.

Capital Asset Lookup Screen

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

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).

Based on the information you have about the asset (IU tag, PO number) chose the search method (for either search criteria or other search buttons) that best meets the information at hand to find the asset number.

When entering a **Status** code, be sure you have entered the correct value to retrieve your asset. For active capital assets the Status may be:

- A - Active and Identifiable
- C - Active and Non-accessible
- U - Under Construction
- S - Surplus Equipment

If you are unsure which status your asset may have, leave the status field blank to perform the search function.

Non-capital active assets are identified with status codes “N” (Non-capital) and “D” (Active Non-capital 2003). Non-capital assets do not require an Asset Transfer Document.

- Tab into the ***IU tag Number*** field and enter your tag number.
- Click on the ***Search*** button to retrieve the asset.
- In the ***Search Results*** zone, double click on the asset number and you will be returned to the ***Asset Transfer*** document.

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

Once an asset number is displayed on the screen more information about the asset can be accessed by double clicking on the asset number.

Receiving Organization Body Zone

The ***Asset Rep*** field is an **optional** field. It can be used to identify a contact person in the receiving organization. If no new information is entered any existing data will be set to NULL (blank) in the asset representative field.

- Tab into the ***Asset Rep*** field and double click in the field to go to the lookup table.

Receiving Organization

Asset Rep: _____ Chart: BL Acct: 1024700 Org: CHEM

Campus: BLOOMINGTON Building: 072

Room: 005 Sub Room: _____

Org Tag: _____

Org Inv Nm: _____

Org Text: _____

ROUTE

NOTES

Universal User Lookup Screen

Universal User Lookup

Search Criteria

User ID: _____

Unvl ID: _____

Empl ID: _____

SSN: _____

Name: _____

Dept: _____

Status: _____

Type: _____

Search

Clear

Search Results

User ID	Name	Unvl ID	EmplID	Dept	St Typ	FP	Act

OK Cancel More...

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

Universal User Lookup Screen STEPS

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

Example: Cain*

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

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

Universal User Lookup Notes

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

Example Cain,*

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

Back to Processing the Asset Transfer

Receiving Organization			
Asset Rep:	Chart: BL	Acct: 1024700	Org: CHEM
Campus:	BLOOMINGTON	Building: 072	
Room:	005	Sub Room:	
Org Tag:			
Org Inv Nm:			
Org Text:			

- Tab into the *Acct* field and enter the receiving organization’s account number “1024700.”

Only valid active accounts may be used. If you would like to do an account look up, you can double click in the account field. Because the account number can not be changed in the routing process we recommend working with the receiving organization to get the appropriate account number. Once the account number has been entered, double clicking will take you to an account inquiry screen. The account field is **required**, and becomes the owner account of the asset.

Notice that the *Chart* and *Org Code* is filled in when you tab out of the account field.

- Tab into the *Campus* field. Enter the physical campus of the receiving organization. Select “**BLOOMINGTON**” from the pull down menu. This field is **required**.
- Tab into the *Bldg* field. Double click in the blank *Bldg* field to go to the lookup table. Only a valid building code can be entered. This field is **required**.

Building Lookup Screen

Building

Search Criteria

Campus: BL Search

Building: Clear

Name:

Search Results

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

OK Cancel

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

STEPS

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

Building Notes

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

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

The building data comes from the 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/>

In addition to providing a building list the Bureau of Facilities Programming Utilization web site also offers campus maps, and a request form for floor plans.

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

Room Lookup Screen

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

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

STEPS

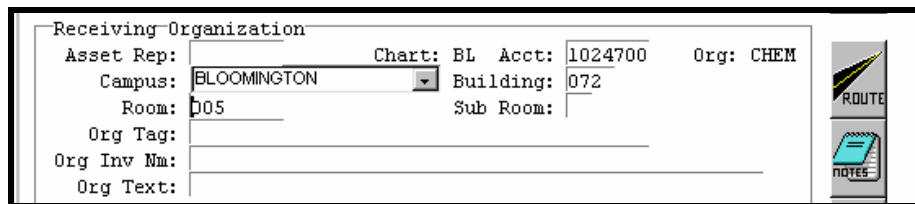
Pick the most appropriate field to help you find the room number you are looking for. It may be the *Description*, *Department*, or both.

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

Room Look up Notes

A valid *Campus*, *Building* and *Room* combination is a **system requirement**. Alternatively, there must be an *Off Campus Location* entered into the system. *Off Campus* refers to any school or institution location associated with Indiana University (for example, equipment located at the Bloomington Hospital). Off campus information can be entered by clicking on the *Addr* (house icon) button.


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.



Receiving Organization			
Asset Rep:	Chart: BL	Acct: 1024700	Org: CHEM
Campus: BLOOMINGTON	Building: 072		
Room: 005	Sub Room:		
Org Tag:			
Org Inv Nm:			
Org Text:			




- The *Sub Room* is an **optional** field and can be used at the discretion of the organization.
- The *Org Tag* is an **optional** field. It is used by organizations that have their own tagging system.
- The *Org Inv Nm* is used by organizations to help manage and organize their assets. This field is available on many of the reports as a sorting option. This field is optional and used at the discretion of the organization. If the *Org Inv Nm* field is left blank any data existing in this field from the pervious owner will be deleted.
- The *Org Text* field can be used as a notes field. If the *Org Text* field is left blank any data existing in this field from the pervious owner will be deleted. This is an **optional** field.

Asset Transfer Interdepartmental Sale Zone

Interdepartmental Sale: <input type="checkbox"/>	Transfer Document Nbr: -	
--------------------------------------------------	--------------------------	-------------------------------------------------------------------------------------

- When equipment is sold to another university organization, a **Transfer of Funds** document will need to be processed to move the funds. You may create an audit history by including the TP document number on the asset transfer document. Clicking in the *Interdepartmental Sale* box will require you to enter the origin code and document number of the Transfer of Fund document.

Asset Transfer Current Information Zone

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

Once the asset number has been entered, the information in the following fields is automatically retrieved by the system.

The *Asset Type* code groups equipment by type and is used for depreciation. On the **Asset Transfer** screen this information is **view only**.

The *Description* identifies the equipment and is **view only** on the asset transfer document. Changes may be made to the description field on the **Capital Asset Maintenance** screen.

The *Org Text* is a field design to help organizations better manager their assets. **View only**.

The *IU Tag Nbr* is the official university tag number. **View only**.

The *Org Tag Nbr* field is used by those organizations that have their own tagging system independent of the university. **View only**.

The *Serial Nbr* is **view only**.

The *Old Tag Nbr* is **view only**.

The *Org Inv Nm* can be used by organizations to group assets. **View only**.

- To complete your **Asset Transfer** document, click on the **OK** button.

General Ledger Entries

General Ledger Entries are created only for capital assets.

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

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

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

General Ledger Entries for Asset Transfer:

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

The Pending Ledger Entries will appear as follows:

Origin Code: 01 Document Nbr: LE0039300

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

More... OK

Cancel Document

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

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

Doc#	Org Ref	Type	Created	St	Initiator	Approve Date	Amount

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

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

Trouble Shooting

Question

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

Answer

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

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

To insure compliance with university policy the Asset Transfer Document must be processed with-in 30 days of when the equipment was moved. Reference Financial Policy I-170 Physical Inventories and Location Changes for Capital Movable Equipment

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

Question

When should I transfer an asset to Materials Management?

Answer

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

Question

I forgot to transfer an asset to Materials Management. What should I do?

Answer

If the asset was sent to materials management less than thirty days ago then process the asset transfer document.

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

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

Question

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

Answer

For capital equipment the yellow tag should remain on the asset. For non-capital equipment (white tags) please do remove the white tag. Capital equipment are those items that have an original cost of \$5,000.00 or more, non-capital assets have a cost less than \$5,000.00.

Question

Am I required to transfer non-capital equipment to materials management?

Answer

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

Question

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

Answer

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

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

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

Reporting

IUIE reporting environment

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

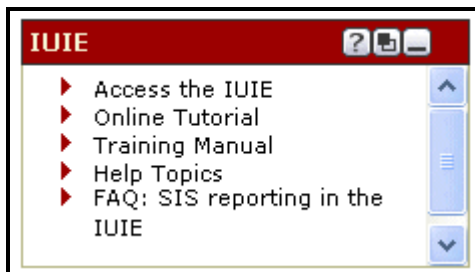
First we must navigate to IUIE.

Open your web browser.

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

After logging in from the OneStart menu click on the **More** tab and select the **University System** tab from the pull down menu.

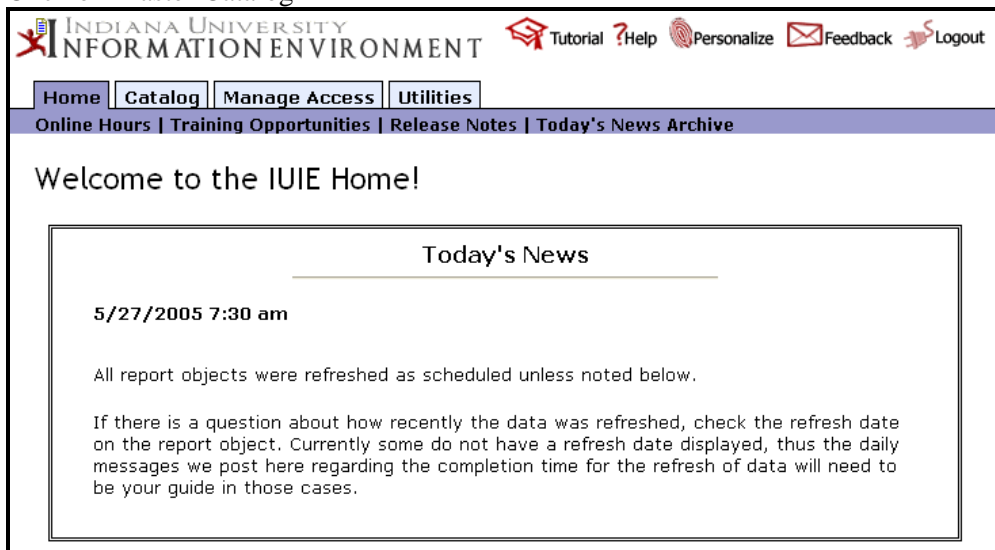
From the IUIE area select “Access the IUIE”.



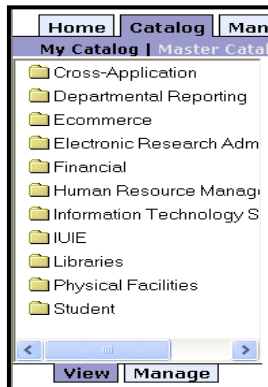
Navigating IUIE for Capital Asset Management Reports

Click on Catalog


Click on Master Catalog













In the Report Index



Click on the  Financial folder

Click on  Capital Asset Management System

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

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

Building Code Report

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

[Building Report for CAMS](#)

Last Refresh Of Underlying Datagroup:

05/27/2005 03:41:22

[Create Shortcut Security Information](#)

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

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

[Campus Codes](#)

Order By:

[Select the Output Format](#)

MS Excel

Plain text

Word-RTF

[Select the Output Destination*](#)

Wait for Output

Send Output to Completed Reports

[Send Output to BARR Printer](#)

Campus (BL)

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

Order By

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

Unapproved Documents in Inbox by Chart and Org

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

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

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

Last Refresh Of Underlying Datagroup:

unavailable

[Create Shortcut Security Information](#)

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

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

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

[Select the Output Format](#)

- MS Excel
- Plain text
- Word-RTF

[Select the Output Destination*](#)

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

Parameter Descriptions

Chart - Organization Code (UA-FMOP)

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

Document Status

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

Before This Date (mm/dd/yyyy)

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

Include or Exclude Document Types

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

Document Types

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

Capital Asset Management Document Type Codes

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

Include Organization Hierarchy?

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

Settings for Sample Report

Enter the following parameters:

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

Recommended Frequency of Report Generation

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

Information Fields

Asset Information Zone

This section appears at the top right of the CAMS documents.

Field Name	Title & Description	Other information
Asset Nbr	Asset Number This is the number that identifies the asset and is the key to accessing information about the asset.	The asset number is system assigned when an asset is added to the system or is constructed/fabricated. On all other CAMS documents, the asset number is either entered or system retrieved by detailing on the field and performing a search on the lookup screen.
Chart	Owner Chart of Account This field contains the campus code to which the account belongs.	Two characters are allowed. This information is system retrieved when the account number is entered. Display only.
Acct	Account Number This is the code that identifies the organization which owns or purchased the asset.	Seven alphanumeric characters are accepted. This field is required on the Add Asset document, and system retrieved on all others. Detail on empty field for look-up screen. Detail on filled-in field for more information about that account number.
Owner	Owner This is a code used to identify the owner of the asset. For example, an asset can be owned by Indiana University or the State of Indiana.	Up to seven alphanumeric characters are accepted. Defaults to "INU." This field is required on Add Asset document, and system retrieved on all others. Detail on empty field for look-up screen.

Field Name	Title & Description	Other information
Org	Organization Code This is another code that identifies the organization which owns or purchased the asset.	Four characters are allowed. This information is system retrieved when the account number is filled in. Display only.
Campus	Campus Code This is a code identifying the physical campus of Indiana University on which this asset is located.	Two alphanumeric characters are accepted. This field is required on Add Asset document and system retrieved on all others. Detail on the field for look-up screen and valid values.
Bldg	Building Code This is the code that identifies the building in which the asset is physically located.	Up to four alphanumeric characters are allowed. This field is required on Add Asset document, and system retrieved on all others. Once a campus code has been entered in the previous field, double-click on the Bldg field to get a list of valid codes.
Asset Rep	Asset Representative This is a field identifying the asset with a specific person or representative within an organization.	A valid Universal User ID must be entered in this field. Double-click on the field for look-up screen and valid values. This is an optional field.

Receiving Organization Fields

Field Name	Title & Description	Other information
Asset Rep	Asset Representative The user ID of the person receiving the equipment should be entered into this field. Only a person with a valid user ID can be an asset representative.	Up to ten characters are allowed. Optional.
Chart	Chart This field provides the valid code from the Chart of Account.	Two characters are allowed. This field is system retrieved when the account number is entered.

Field Name	Title & Description	Other information
Acct	Account This is the code that identifies the organization which owns or purchased the asset.	Seven characters are allowed. Detail on the field for a lookup screen and valid values. Detail on filled-in field for more information about the account. Required.
Org	Organization Code This is another code that identifies the organization which owns or has purchased the asset.	Four characters are allowed. This information is system retrieved when the account number is filled in. Display only.
Campus	Campus Code This is a code identifying the physical campus of Indiana University on which this asset is located.	Two alphanumeric characters are allowed. Detail on the field for look-up screen and valid values. Required.
Building	Building Code This is the code that identifies the building in which the asset is physically located.	Up to four alphanumeric characters are allowed. Required.
Room	Room Code This is the code that identifies the room in which the asset is physically located.	Up to six characters are allowed. Detail on the field for a lookup window. Only official room numbers are accepted, unless the campus field is "OC" (off-campus). Required.
Sub Room	Sub Room Code This a code created for departmental use. Most departments use this field to enter cubicle sub room numbers.	Two characters are allowed. Optional.
Org Tag	Organization Tag Code This field was created for those departments that have their own tags attached to equipment.	Up to eight characters are allowed. Optional.
Org Inv Nm	Organization Inventory Name This field is used by departments as a sort field to make physical inventory more manageable.	Up to forty characters are allowed. Optional.

Field Name	Title & Description	Other information
Org Text	Organization Text Field This field can be used as a “post-it” note attached to the document.	Up to two hundred and fifty five alphanumeric characters are allowed. Optional.

Interdepartmental Sale Fields

Field Name	Title & Description	Other information
Interdepartmental Sale	Interdepartmental Sale This field is for departments which are selling equipment. This field is checked if a transfer of funds document has been processed.	Click on the box to check. Optional.
Transfer Document Nbr	Transfer Document Number This is a field for storing the transfer of funds document number.	Up to nine characters are allowed. This is an optional field. However, if the “Interdepartmental Sale” box is filled in, then this field becomes required .

Current Fields

Field Name	Title & Description	Other information
Asset Type	Asset Type This is the code used to classify the type of item purchased.	Up to seven characters are allowed. This information is system retrieved. Display only.
IU Tag Nbr	IU Tag Number This is the official university identification number affixed to the asset, indicating the custody of that asset.	Up to eight characters are allowed. This information is system retrieved. Display only.
Org Tag Nbr	Organization Tag Number This field contains the department identification number.	Up to eight characters are allowed. This information is system retrieved. Display only.

Field Name	Title & Description	Other information
Serial Nbr	Serial Number This field contains the identification number of the asset's manufacturer.	Up to twenty-five characters are allowed. This information is system retrieved. Display only.
Old Tag Nbr	Old Tag Number This field identifies the old tag number of the asset.	Up to eight characters are allowed. This information is system retrieved. Display only.
Org Inv Nm	Organization Inventory Name This field is used by departments as a sort field to make physical inventory more manageable.	Up to forty characters are allowed. Display only.