



INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

Financial Information System

Capital Asset Document Group

Equipment Loan/Return Document

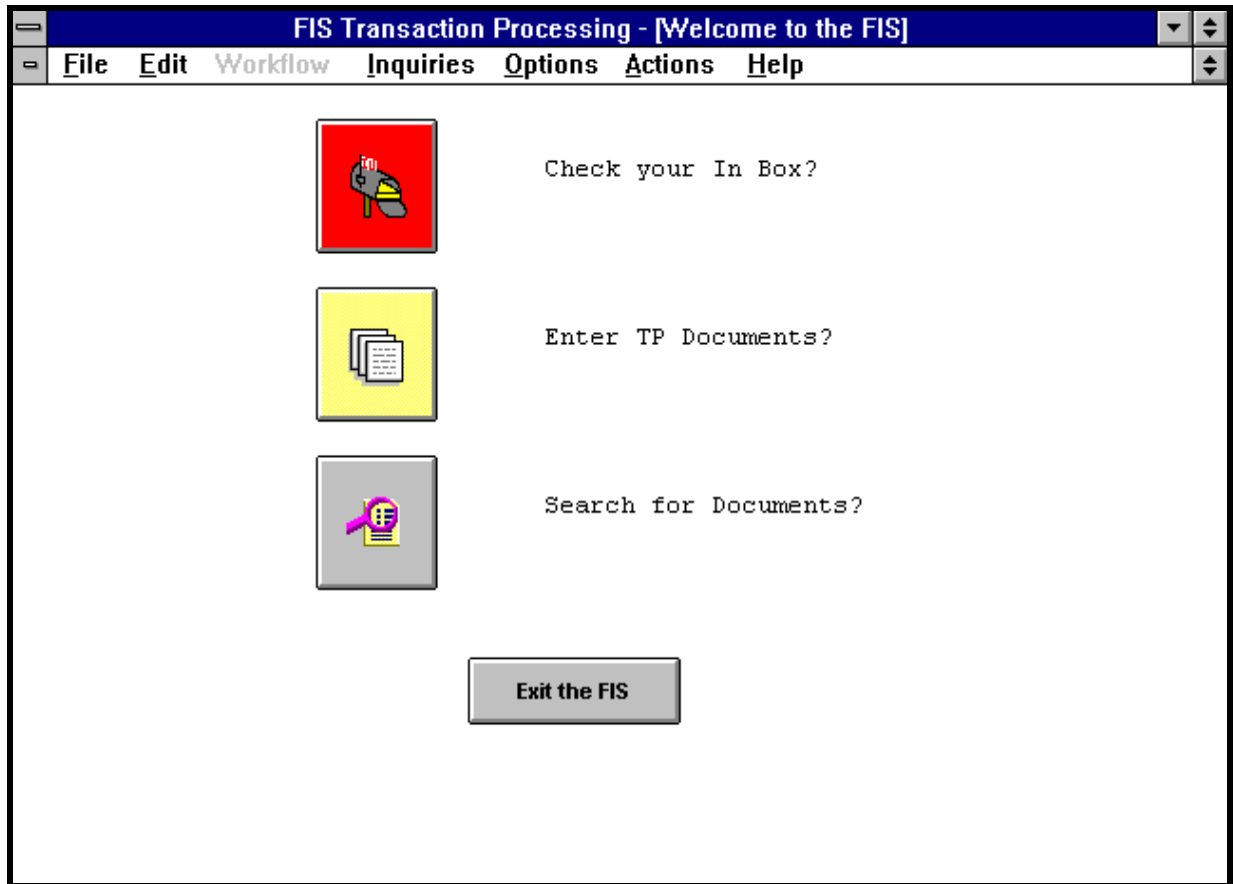
March 10, 2008

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Selecting CAMS Documents

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



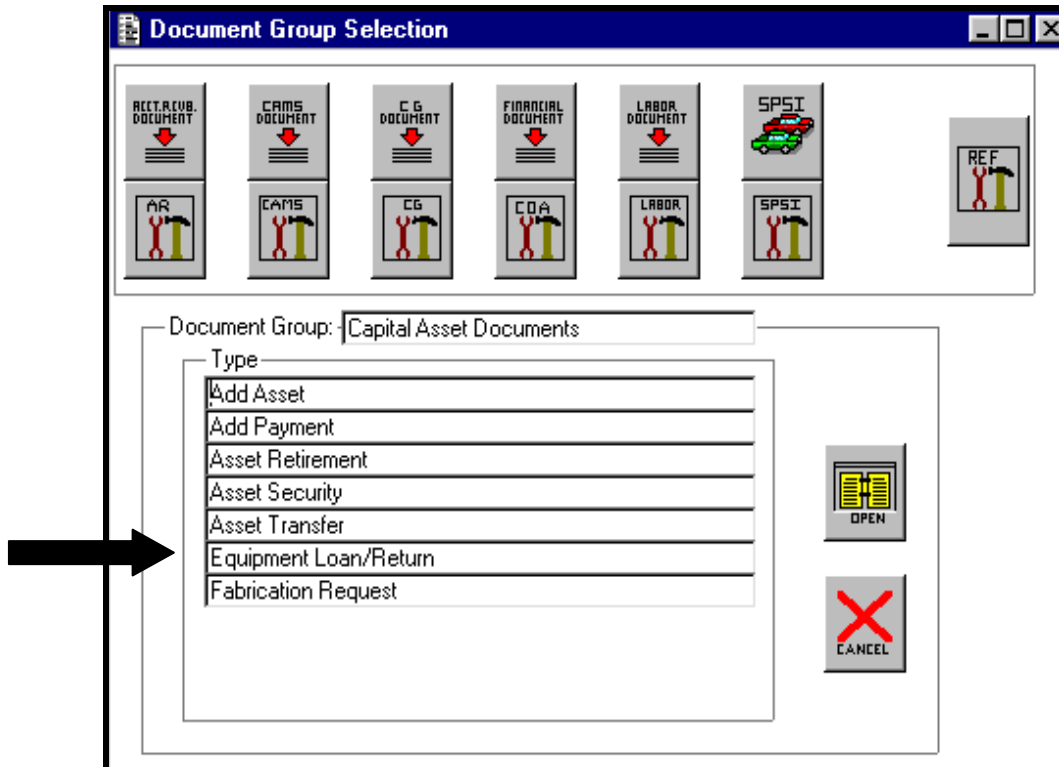
NOTE: You can navigate within the TP environment by:

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

The CAMS Document Group

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

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



Once the CAMS documents have been returned to the **Type** zone, double click on **Equipment Loan/Return** or place the cursor on **Equipment Loan/Return** and click on the **Open** button.

The Equipment Loan/Return Document

What is it?

Capital Equipment

Initiation of the Equipment Loan/Return Document is *required* when capital equipment is borrowed from Indiana University for more than thirty-one (31) days, and the equipment resides at a location which is not directly associated with the university. The document must be completed *before* the equipment is removed from the campus.

In accordance with IU policy, equipment may be loaned for a period of two years or less, and the loan document must be completed within thirty (30) days of the loan. If the equipment is not returned at the end of two years a new Equipment Loan/Return Document must be processed to extend the loan. When extending a loan, a return document is created and blanket approved as part of the extended loan process. The blanket approval allows the system to store a return date thus allowing the user to extend the loan. The return document will be sent FYI (as an acknowledgement) to the normal routing approval path. The document to extend the loan will need to be approved by the fiscal officer, and borrower.

Three events must occur before the *equipment loan/return* document is initiated: 1) the asset must be created in the asset database, 2) the IU tag must be attached to the equipment, and 3) the tag number must be entered into the university asset database.

NOTE: If the asset is untagged, do not attempt to save the *equipment loan/return* document to the inbox and enter the IU tag later. The system retrieves the asset information only once. This occurs when the asset number is entered or returned from the lookup screen. It does not retrieve information from the database again.

Non-capital Equipment

Non-capital assets do not require submission of an *equipment loan/return* document; however, the document has been developed to allow processing for non-capital assets.

If the asset is not in the university asset database and has a cost of less than \$5,000.00, a non-capital asset may be created by the organization, then an *equipment loan/return* document processed. If you need help creating a non-capital asset, the **Add Asset/Non-capital** training material is available at the following location:

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

Upon approval, the loan information can be viewed on-line via the **Capital Asset Maintenance** screen, by clicking on the *More* button, then the *Equipment Loan* button. The loan information will be reflected overnight in the **Indiana University Information Environment (IUIE)** for reporting purposes. The Expired Loan Report information can be found in the Reporting Section of this document.

Why is it used?

An organization or auditor should be able to physically locate capital equipment with information taken from the university asset database. Using the *equipment loan/return* document ensures inventory compliance issues are met by your organization.

Who uses it?

Organizational asset representatives, support staff, and fiscal officers.

How does it route?

1. Documents are automatically routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the account retrieved into the *Asset Information* zone of the document.
2. The document also routes to the Borrower ID, if the user is an active user of the FIS. If the borrower is not an active FIS user, the initiator will be required to check the appropriate box signifying they have the signature on file in the department.
3. When a document is processed to extend the loan, a return document is created (template). When clicking on the OK button the document will be blanket approved, and routed FYI to the normal routing approval path.

What are the organization's responsibilities?

1. Tagging the equipment before it leaves the premises, unless the equipment is a non-capital asset which does not require a tag.
2. Performing the physical inventory of the equipment.
3. Processing the *equipment loan/return* document and, when necessary, completing the appropriate documents to extend the loan, or issue a return document to return the asset to the university campus.
4. Keeping accurate inventory records of equipment on loan for a period less than thirty-one (31) days.

What are the borrower's responsibilities?

1. Obtaining proper approval for equipment on loan. If the borrower takes the equipment without proper authorization and there is a loss, the borrower will be personally responsible for replacement of the equipment.
2. The timely return of equipment or the completion of an Equipment Loan/Return Document to extend the loan for an additional two years.
3. Upon request the borrower may be required to return the equipment to the organization for inventory or audit purposes.

What additional information is required?

1. If the cost of the asset is \$5,000 or more, an IU tag must be attached to the equipment and entered into the university asset database before the *equipment loan/return* document can be initiated.
2. When the equipment is **not** located at the borrower's residence the **Stored at** address must be completed.

Insurance Notes

University equipment is covered by Risk Management with a \$1,000.00 deductible. This includes equipment off campus. Any concerns regarding insurance should be directed to Risk Management.

Additional Notes

Equipment located at an off-campus *institutional site* does not require completion of an *equipment loan/return* document. An off-campus institutional site refers to any school or institution location associated with Indiana University, i.e., equipment located at the Bloomington Hospital. The off-campus address must be entered on the *capital asset maintenance* screen within the Capital Asset Management System.

The Equipment Loan/Return Screen

In the FIS system, the **Equipment Loan/Return Document** looks like this:

The screenshot shows a window titled "Equipment Loan/Return" with a blue header bar. The main area is divided into several sections:

- Equipment Loan/Return** (Left side):
 - Document #: 01-HH6404305
 - Status: ?
 - Initiator: TC&IN
 - Created: 10/01/2004
 - Org Doc #: []
- Asset Information** (Right side):
 - Asset Nbr: []
 - COA: []
 - Owner: []
 - Campus: []
 - Asset Rep: []
 - Acct: []
 - Org: []
 - Bldg: []
- Borrower and Loan Information** (Middle):
 - Borrower ID: []
 - Expected Return Date: []
 - IU Tag Nbr: []
 - Loan Date: []
 - Return Date: []
 - Organization Tag Nbr: []
- Signature** (Below Borrower):
 - Signature on File?
- Description and Asset Details** (Bottom):
 - Description: []
 - Manufacturer: []
 - Replcmnt Cost: []
 - Room: []
 - Model Nbr: []
 - Serial Nbr: []
 - Org Text: []
 - Asset Type: []
 - Condition: []
 - Sub-Room: []

On the right side of the window, there is a vertical toolbar with icons for: OK (green checkmark), CANCEL (red X), ROUTE (yellow arrow), NOTES (blue notepad), PAYMENT (blue card), and ROOM (house icon).



Message Information Bar

The message information bar provides messages at the bottom of the screen as the user enters data. Be sure to watch for messages that appear during data entry and processing. If a problem or error occurs, the message displayed here can assist in determining the user's next steps (see arrow above).

Document Buttons

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



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



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



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



The **Notes** button indicates whether notes are attached to the document. If a note is attached, the button is red. If there are no notes, it appears gray. If the button is selected, it displays either the notes index (if there are notes), or 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.

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 Equipment Loan/Return Document

Scenario

Jim needs to take a computer home to work on a project.

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** when an asset is loaned
- some functions are performed by various **buttons** which appear on the document

Document Header Zone

The screenshot shows a window titled "Equipment Loan/Return" with a blue header bar. The window is divided into two main sections: "Equipment Loan/Return" on the left and "Asset Information" on the right. The "Equipment Loan/Return" section contains the following fields: Document #: 01-IG0039400, Status: ?, Initiator: TCAIN, Created: 12/27/1999, and Org Ref #: (empty). The "Asset Information" section contains the following fields: Asset Nbr: 0-77935, Chart: UA, Acct: 1912610, Owner: 0-1NU, Org: FMO, Campus: BL, Bldg: 008, and Asset Rep: (empty). On the right side of the window, there are two buttons: a green checkmark button labeled "OK" and a red X button labeled "CANCEL".

In the top left area of the document is a section labeled "Equipment Loan/Return," in which some information is system-generated as follows:

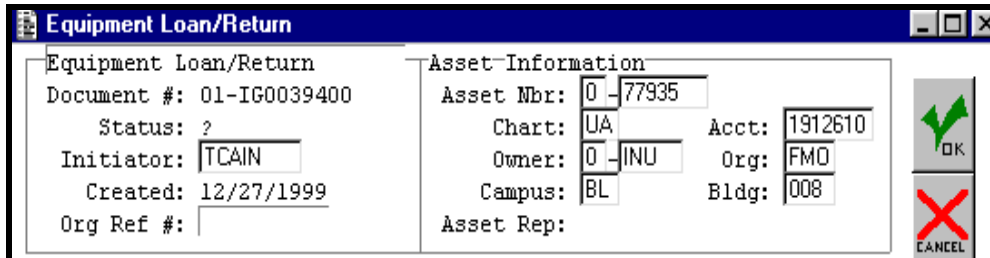
1. A system-assigned **Document Number**
2. A question mark in the **Status** field (since the document is in the process of being created)
3. The user ID of the document **Initiator**
4. The **Created** date (today's date)
5. The **Org Ref #** field is an **optional** field that allows entry of up to ten alphanumeric characters. It is generally used if the organization wishes to apply its own identifier to the transaction. (If the organization does not use an internal referencing system, tab past this field.)

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

Asset Information Zone

The asset information will be retrieved when the asset number is entered in the asset number field, or returned to the document from the lookup screen.

The information in the “Asset Information” zone is **view only**.



The screenshot shows a window titled "Equipment Loan/Return" with two main sections: "Equipment Loan/Return" and "Asset Information".

Equipment Loan/Return	Asset Information
Document #: 01-IG0039400	Asset Nbr: 0-77935
Status: ?	Chart: UA
Initiator: TCAIN	Acct: 1912610
Created: 12/27/1999	Owner: 0-INU
Org Ref #:	Org: FMO
	Campus: BL
	Bldg: 008
	Asset Rep:

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

6. The **Asset Nbr** (asset number) is the system-assigned identifier. The asset number may be entered or the user may double-click in the blank asset number field to bring up the lookup screen. Once an asset number is displayed on the screen more information about the asset can be accessed by double clicking on the asset number. Double clicking will navigate the user to the Capital Asset Maintenance screen where more information is available. To exit the Capital Asset Maintenance screen and return to the Equipment Loan/Return Document click on the **Cancel** button.
 - Enter asset number to be loaded.
7. The **Acct** (account) number identifies the account responsible for the asset.
8. The **Owner** (owner) “INU” designates that the equipment is owned by or in the custody of Indiana University.
9. The **Org** (organization) code is set by the owner account number, and identifies the organization responsible for the asset.
10. The **Campus** code identifies the physical campus on which the asset is located.
11. The **Bldg** code designates the building in which the equipment is currently located.
12. The **Asset Rep** (asset representative) can be used to group assets by a person’s name (i.e., staff member, faculty member) as long as the name is in the universal user table. The information presented on reports is in the format of last name, first name. Using the field in this manner helps to ensure the sort order for reporting purposes and that the information is entered in the same manner.

Equipment Loan Information Zone

Borrower ID:	<input type="text"/>	Loan Date:	12/27/1999	
Expected Return Date:	<input type="text"/>	Return Date:	<input type="text"/>	
IU Tag Nbr:	734055	Organization Tag Nbr:	<input type="text"/>	

13. The **Borrower ID** is required and validated against the universal user id table. The borrower id is set to upper case. The borrower is the staff or faculty member borrowing the equipment.

➤ Enter Borrower ID.

14. The **Loan Date** is set to the current date, and is required. Although this date is pre-set it can be changed.

15. The **Expected Return Date** must not be greater than two years, and is required when processing an equipment loan. (If the equipment is not returned by this date, the loan can be extended by processing a new document and clicking on the **Extend Loan** button.)

➤ Enter Expected Return Date.

16. The **Return Date** should be left blank when initially processing a loan. When the equipment is returned to the campus a new *equipment loan/return* document must be processed. The return date is entered at that time.

17. The **IU Tag Nbr** is retrieved by the system when the asset number is entered. If the tag does not yet appear in the database, the document cannot be process. Do not save the document to your inbox if the tag number is unavailable. Cancel the document and begin the entry process after the IU tag number has been entered into the system.

Signature Zone

The **Signature on File** box must be checked to signify the organization has the borrower's signature on file **if** the borrower is **not** an active FIS user. The box can be checked by tabbing or clicking with the mouse into the box.

Signature on File? <input type="checkbox"/>

To determine whether the borrower is an active FIS user, double-click on the borrower id after the user id has been entered. If the user is active this will bring up the **User Inquiry** screen below.

User Inquiry

User ID: TCAIN Name: CAIN, THERESA
 Empl ID: 0001769509 Dept: BL-FMOP

Universal ID: 1000032729
 Chart: UA
 Organization: FMS - FINANCIAL MANAGEMENT SERVICES Campus: BL
 Home Server: FIS1STG

Approval Chart: UA
 Approval RC: VP & CFO
 Update Access: Maintenance/Administrator/CAMS Administrator/
 Active? Yes

If the user is not active the following message is presented prior to bringing up the **User Inquiry** screen.

FIS Training

User is not an FIS user

When the “Signature on File” box is checked the department should have the borrower’s signature on file in the department. This can be a copy of the *equipment loan/return* document with a signature or it can be a copy of an e-mail. How the signature is obtained is up to the department. For users with the ability to attach files the e-mail can be attached to the notes on the Equipment Loan/Return Document. In this case the department will not need to keep a hard copy of the signature.

Equipment Information Zone

Once the asset number is entered or retrieved from the lookup screen the information in the following fields is automatically retrieved from the asset database by the system. The fields are **view only**. Information in the fields is validated on the documents and screens that allow data entry.

Description:	MICROSCOPE BINCAMERA.ATTACHMENT 3	Asset Type:	403
Manufacturer:	ZEISS	Condition:	G
Replcmnt Cost:	0.00	Room:	310
Model Nbr:	STANDARD	Sub-Room:	
Serial Nbr:	4375800		
Org Text:			

18. The **Description** field is used to describe the asset.
19. The **Asset Type** code is used to classify the type of equipment purchased. The life of equipment is assigned based on the asset type.
20. The **Manufacturer** is the name of the company that manufactured the asset.
21. The **Replcmnt Cost** (replacement cost) is the cost necessary to replace the asset if it is lost, destroyed, or stolen.

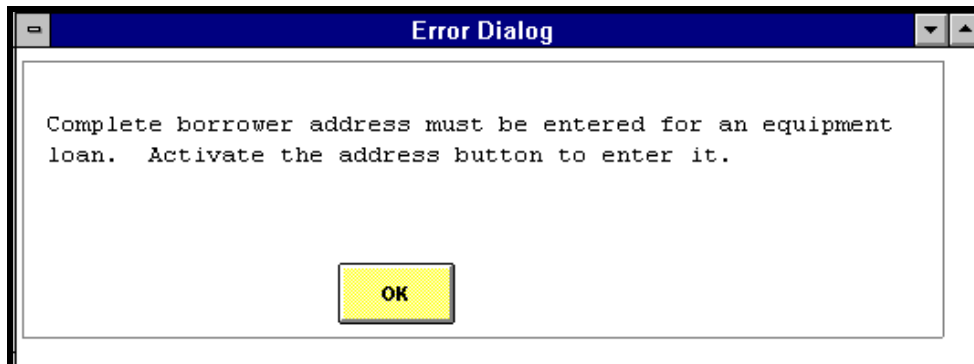
22. The **Room** number of the building in which the asset is physically located.
23. The **Sub-Room** is a code created for departmental use. Most departments use this field to enter cubicle sub-room number.
24. The **Model Nbr** is the model number assigned by the manufacturer of the asset.
25. The **Serial Nbr** is the identification number assigned by the manufacturer.
26. The **Org Text** is a free form field in which an organization may enter any information they wish to record about an asset.

Borrower's Address

The *equipment loan/return* document cannot be processed unless the borrower's address or (when appropriate) the storage address have been completed. To enter the borrower address click on the **Address** button (the button depicting a little yellow house to the right of the screen).



If the user tries to route the document without completing this address, the following dialog box will appear:



Borrower's Address

The ID will be carried forward from the *Borrower ID*.

The screenshot shows a window titled "Equipment Loan Addresses". Inside the window, there are two main sections: "Borrower" and "Stored-at".

The "Borrower" section contains the following fields:

- ID: (highlighted in yellow)
- Street:
- City:
- State:
- Zip Code:
- Country:
- Phone:

The "Stored-at" section contains the following fields:

- Street:
- City:
- State:
- Zip Code:
- Country:
- Phone:

On the right side of the dialog, there are two buttons: "OK" and "Cancel".

27. The borrower *Street* is required and not validated.

- Tab into the *Street* field and enter the street address of the borrower.

28. The borrower *City* is required and not validated.

- Tab into the *City* field and enter the city of the borrower.

29. The borrower *State* is required, is validated, and is set to upper case.

- Tab into the *State* field and enter the state of the borrower.

30. The borrower *Zip Code* is required and not validated.

- Tab into the *Zip Code* field and enter the zip code of the borrower.

31. The borrower *Country* is not required, but is validated if data is entered. The Country is set to upper-case.

- Tab into the *Country* field and enter the country of the borrower.

32. The borrower *Phone* number is not required and is not validated.

- Tab into the *Phone number* field and enter phone number of the borrower.
- Click on the **OK** button to navigate back to the *equipment loan/return* document.
- From the main *equipment loan/return* document click on the **OK** button to process the document.

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

33. The Stored at **Street** is not required or validated.

34. The **City** is not required or validated.

35. The **State** is not required, and is validated if data is entered. The state is set to upper case.

36. The **Zip Code** is not required and not validated.

37. The **Country** is not required, and is validated if data is entered. The country is set to upper case.

38. The **Phone** number is not required and is not validated.

Capital Asset Lookup Screen

The **Capital Asset Lookup** screen is used to retrieve the asset the user wants to place on loan or return to the university. The capital asset management system uses the capital asset number as the unique identifier for assets. However the user is more likely to have access to the IU tag number.

The search method used to locate information on an asset is based on the information the user has on hand (e.g., IU tag, PO number).

NOTE: The FIS wild card function is performed by pressing the **F2** key, then selecting the number **8** key on the keyboard. (The number **8** on the numerical keypad will not work.)

When entering an inventory status code, be sure to enter an appropriate value to retrieve your asset. For status codes for active capital assets consist of the following:

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

Non-capital active assets are identified with status codes **N** (Non-capital) or **D** (Active Non-capital 2003).

N	Non-capital Active	Identifies non-capital assets created by an organization
D	Non-cap. Active 2003	This code was created to identify assets that were retired due to a change in the capitalization threshold. It allows organizations to track these non-capital assets.

Non-capital assets do not require an *equipment loan/return* document.

If the user is unsure of the status of an asset, the **Status** field may be left blank to perform the search function as follows:

- a. Tab into the **IU tag Number** field and enter your tag number.
- b. Click on the **Search** button to retrieve the asset.
- c. In the "Search Results" zone, double-click on the asset number to return to the *equipment loan/return* 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 *equipment loan/return* the screen additional information about the asset can be accessed by double-clicking on the asset number. Double-clicking will take the user to the *capital asset maintenance screen*.

Wild Cards and Searches

Some fields on the capital asset lookup screens allow the use of wild cards or operators within a field. Operators are used to tell the system how to handle the values provided for the query and offer the user more control over the search criteria.

<i>Asset Number</i>		<i>Asset Type</i>	
<	Less Than	<	Less Than
<=	Less Than or Equal To	<=	Less Than or Equal To
>	Greater Than	>	Greater Than
>=	Greater Than or Equal To	>=	Greater Than or Equal To
		21*	Look for all occurrences that beginning with "21"

Manufacturer, Serial Number, Model Number, Campus, Building, and Room

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

From the search results, double click on the asset number and the user will be returned to the document.

Universal User Lookup Screen (borrower id)

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	Empl ID	Dept	St Typ	FP	Act
---------	------	---------	---------	------	--------	----	-----

OK Cancel More...

NOTE: The FIS wild card function is performed by pressing the **F2** key, then selecting the number **8** key on the keyboard. (The number **8** on the numerical keypad will not work.)

Universal User Lookup Screen Steps:

- When performing name lookup searches, the user may need to use a **wildcard** search since names may be entered into the database in different formats. A wildcard search can be very helpful particularly if the user is not sure exactly how the name has been entered into the database. Tab into the **Name** field and enter the last name of the person you wish to find, and then enter a wildcard.

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 on the **User ID**. This will return the user id back to the document.

Wild cards can be used in the User ID, Univ ID, Empl ID, SSN, Name, and Dept fields. The User ID, Name Dept, Status, and Type fields are set to upper case.

Processing an Extended Loan Document

To extend an equipment loan, open the *equipment loan/return* document. After entering an asset number or selecting an asset number from the Capital Asset Lookup screen notice that the **Borrower ID**, and **Expected Return Date** information was retrieved.

You will also notice a button titled “Renew Loan”.

FIS Testing - [Equipment Loan/Return]

File Edit Workflow Inquiries Options Help

Equipment Loan/Return	Asset Information
Document #: 01-KQ7434205	Asset Nbr: 01-320519
Status: ?	COA: IN Acct: 1280002
Initiator: TCAIN	Owner: 01-INU Org: DMO
Created: 10/08/2004	Campus: IN Bldg: 024
Org Doc #:	Asset Rep:

Borrower ID: TCAIN	Loan Date: 10/06/2004
Expected Return Date: 10/06/2006	Return Date:
IU Tag Nbr: 858504	Organization Tag Nbr: VANALLEN

Signature on File? Renew Loan

Description: 220-6670 LATITUDE C600, PENTIUM III 1GHZ	Asset Type: 214
Manufacturer: DELL	Condition: E
Replcmnt Cost: 2,400.00	
Room: 259	Sub-Room:
Model Nbr:	
Serial Nbr: J4XCP01	
Org Text:	

OK
CANCEL
ROUTE
NOTES
PRINT
ROOM

- Clicking on the “Renew Loan” button will create a template of a Return Document.

Notice that a new document number is assigned, and the return date has been generated. Selecting the **Renew Loan** button created a template of a new *loan* document to issue the return.

- Click on the “OK” button to complete the return.

The return document is blanket approved with an FYI to the normal routing/approval path. After you click on the ‘OK” button the document number will revert to the document number assigned when the new *equipment loan/return* document was initially opened.

- Enter a new expected return date.
- Click on the **OK** button to route the document.

The new loan document will route for approval.

Processing an Equipment Return Document

When the equipment is returned to Indiana University, an *equipment loan/return* document must be completed to signify the equipment is no longer on loan. After entering the asset number, notice that the **Borrower ID**, and **Expected Return Date** information is retrieved.

Equipment Loan/Return		Asset Information			
Document #:	01-HU5994300	Asset Nbr:	0-77935		
Status:	?	Chart:	UA	Acct:	1912610
Initiator:	JMCNEEL	Owner:	0- INU	Org:	FMO
Created:	10/19/1999	Campus:	BL	Bldg:	008
Org Ref #:		Asset Rep:			

Borrower ID:	NJENGEL	Loan Date:	10/19/1999
Expected Return Date:	10/19/2001	Return Date:	
IU Tag Nbr:	734055	Organization Tag Nbr:	

Signature on File?

Premium Selected? No Ins COA-Acct: [empty]

Description:	PS1230 PERSONAL COMPUTER W/COL	Asset Type:	214		
Manufacturer:	IBM	Condition:	G		
Replcmnt Cost:	0.00	Room:	536	Sub-Room:	
Model Nbr:	8530021				
Serial Nbr:	1043534				
Org Text:					

- When processing a return the only information required is the **Return Date**.

When processing a return document the document will route for approval.

The campus location information can be updated on the **Capital Asset Maintenance** screen.

Canceling a Document

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

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

Doc#	Org Ref	Type	Created	St	Initiator	Approve Date	Amount

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

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

Frequently Asked Questions

Question

While processing a loan document for a capital asset I received an error dialog box that tells me the IU tag number has not been assigned.

Can I save the document to my inbox and update the tag number?

Answer

No, the Equipment Loan/Return document selected the asset when you retrieved the asset from the lookup screen. The document does not refresh the information on the asset when you open it from your inbox. You will need to cancel your document. Enter the IU tag number via the Tag an Asset Screen, and initiate a new Equipment Loan/Return Document.

REMINDER: Yellow IU tags are used for capital equipment, equipment costing \$5,000.00 or more. If your department does not tag their equipment, contact your campus capital asset office to get the equipment tagged.

White tags are used for non-capital assets, those assets that are under \$5,000.00. Non-capital tags are attached to the equipment by the organization. Non-capital tags can be purchased from the University Capital Asset Office, contact Juanita Matlock at juamat@indiana.edu.

Question

While monitoring the routing on my Equipment Loan/Return document I noticed the document routed to the borrower who does not use the FIS.

How do I get this document approved?

Answer

The Equipment Loan/Return document routed to the borrower because they are currently flagged as an active FIS user. This person should be changed to an inactive user. 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 borrower is not an active user. Once this is done send a note to Juanita Matlock at juamat@indiana.edu asking her to get the document approved for you.

Question

When clicking on OK to route my document I received an error message “Equipment cannot be loaned for more than 2 years.” What do I need to do?

Answer

An Equipment Loan Return Document can only be loaned for up to two years. To continue processing your Equipment Loan/Return document click on the “OK” button on the error dialog box. Next change the return date so that it is less than or equal to two years. This edit ensures we are in compliance with government circler’s that govern the time frame for physical inventories

Government Circler’s that govern the inventory process can be found at the following URL:

<http://www.fms.indiana.edu/cams/camsgov.asp>

Reporting

The Expired Summary Report will help you monitor your Equipment Loan/Return documents. First we must navigate to the IUIE reporting environment.

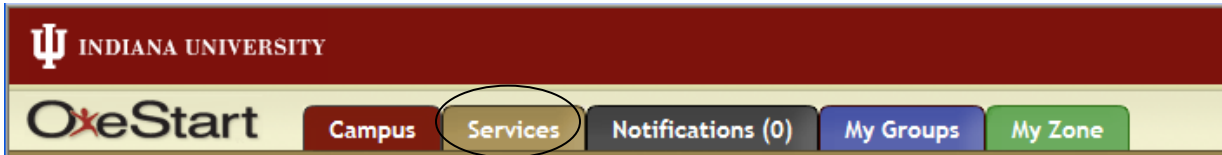
Open your Explorer browser.

First we must navigate to IUIE.

Open your web browser.

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

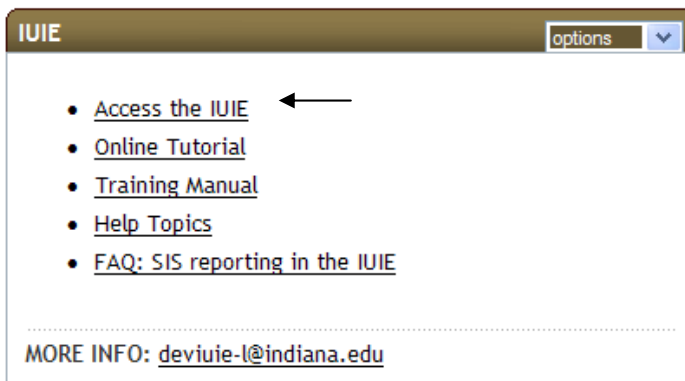
After logging in from the OneStart menu click on the **Service** tab.



Click on Administration Systems



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



Navigating IUIE for Capital Asset Management Reports

- Click on Catalog
- Click on Master Catalog












In the Report Index

Click on the Financial folder

Click on Capital Asset Management System

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

Select the  **Inventory Control Reports**

-  Inventory Control Reports
-  Asset Detail List
-  Asset Inventory Reconciliation
-  Asset Tagging Report
-  CAMS Retirement
-  Component Summary (computer)
-  Component Summary (generic)
-  **Equipment Loan**
-  **Expired Equipment Loan/Return Reports**
-  **Unapproved Documents in Inbox by Chart and Org**
-  Untagged Assets

Expired Summary Report Equipment Loan/Return

Select the **Expired Equipment Loan/Return** report within the **Inventory Control Reports** or the **Edit folder** section.

[Expired Equipment Loan/Return Reports](#)

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

Select Report	<input type="text" value="Expired Equipment Loan Detail"/> Expired Equipment Loan Summary Detail & Summary
Report Title	<input type="text"/>
Capital/Non-Capital	<input type="text" value="Capital"/> Capital & Non Capital Non Capital
Chart-Organization Code (ua-fmop)	<input type="text"/>
Campus Code (bl)	<input type="text"/>
Number of Days Past Expected Return Date	<input type="text"/>
Order By:	<input type="text" value="Asset Number"/> Campus, Chart, Organization Chart, Organization
Include Organization Hierarchy?	<input type="checkbox"/>

[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](#)

* **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).

Select the Output Format

- Plain text
- Word-RTF

- For online viewing, select **Plain text**.
- Select **Word-RTF** to return the report to a word processing format.

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

Report Description

This report will generate a list of expired Equipment Loan/Return documents by chart-organization code.

Parameter Descriptions

Select a Report

1. The "Expired Equipment Loan Summary" report will present the chart, organization codes, and a count of assets that have an expired loan document.
2. The "Expired Equipment Loan Detail Report" is used to present the asset number, borrower name, and existing loan document number.

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 select if you want 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)

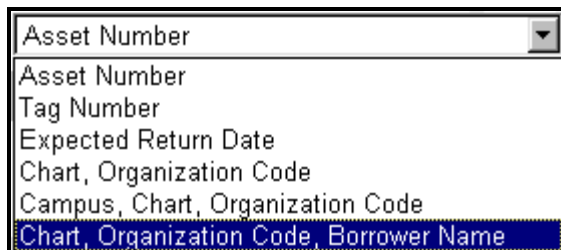
The "Campus" identifies the physical campus of an asset. Using this parameter will generate a list of assets regardless of who owns them.

Number of days past expected return

This parameter can be used to exclude assets from the report. An example: by entering **30**, the return would display only assets for which the loan is expired 30 days or more.

Order By

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



Include Organization Hierarchy?

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

Settings for Sample Report

Expired loans for an organization

Enter the following parameters:

Parameter Title	Enter Value
Select a Report	Expired Equipment Loan Summary
Report Title	
Capital/Non-Capital	Capital
Chart-Organization Code	Chart-Organization Code
Campus Code	
Number of Days Past Expected Return Date	30
Order by	Campus, Chart, Organization Code
Include Organization Hierarchy?	checked

Recommended Frequency of Report Generation

We recommend that loan documents are monitored on monthly basis.

Equipment Loan

Select the **Equipment Loan** report within the **Inventory Control Reports** sub folder.

[Equipment Loan](#)

Last Refresh Of Underlying Datagroup:

05/26/2005 02:19:29

[Create Shortcut Security Information](#)

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

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

Report Title

Capital/Non-Capital

Capital
Capital & Non Capital
Non Capital

[Chart-Organization Code \(ua-fmop\)](#)

[Campus Code](#)

Begin Loan Date < (mm/dd/yyyy)

End Loan Date > (mm/dd/yyyy)

Order By:

Asset Insurance Account Number	▲
Asset Number	▼
Borrower	▼

Include Organization Hierarchy?

Include Only Asset Information?(excel 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

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

This report lists assets that are currently on loan via the Equipment Loan/Return document.

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 Loan Date < (mm/dd/yyyy)

The “Begin Loan Date” uses the inventory loan date and presents assets that have a loan date less than the date entered into this parameter.

End Loan Date > (mm/dd/yyyy)

The “End Loan Date” uses the inventory loan date and presents assets that have a loan date greater than the date entered into this parameter.

Order By

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

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 Organization Hierarchy”. This will include assets that report up to the chart-organization code entered in the “Chart-Organization” selection criteria box.

Include only asset information? (Excel option only)

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

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.