



INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

Financial Information System

Capital Asset Maintenance Group

Location Maintenance

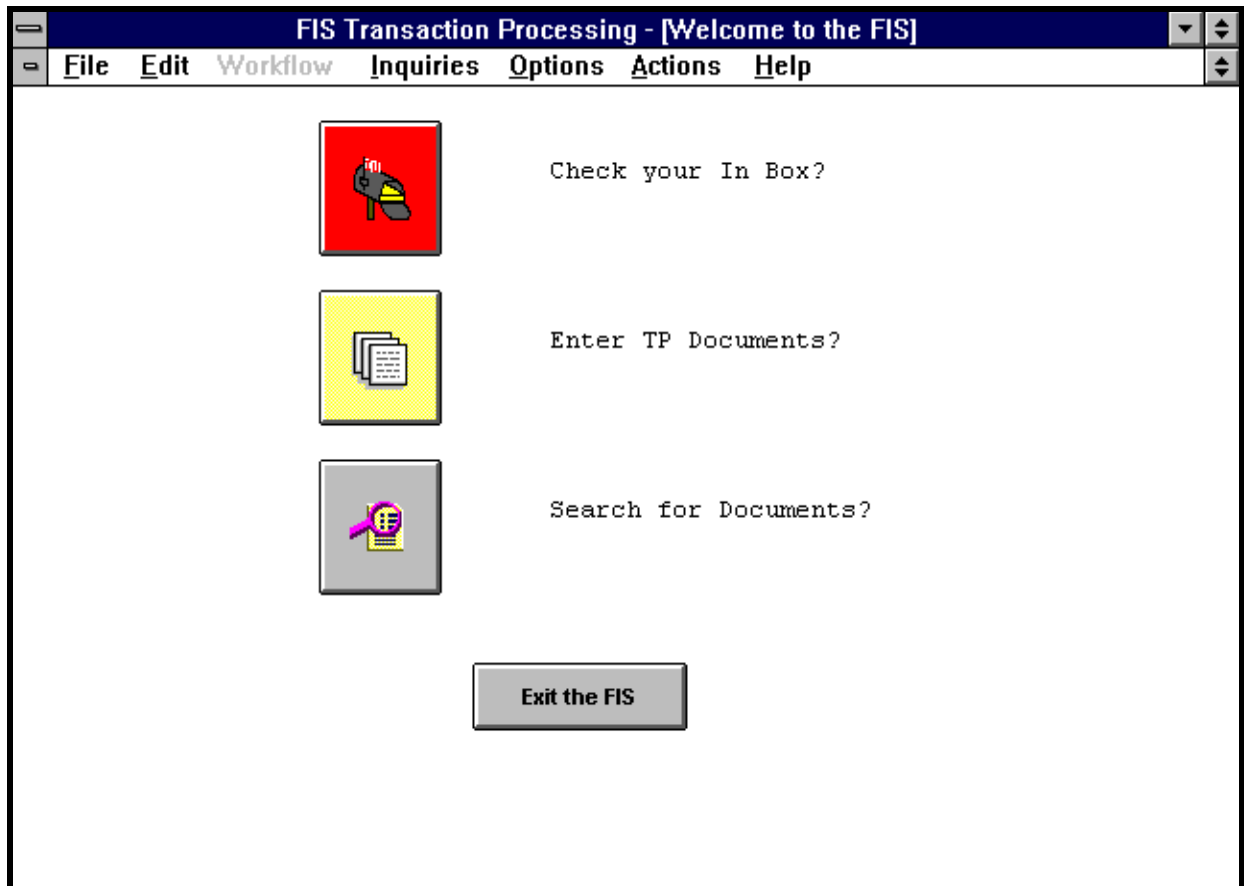
March 2008

Table of Contents

Selecting CAMS Documents	3
The CAMS Document Group	4
The Location Maintenance Screen	5
<i>What is it?</i>	<i>5</i>
<i>Why is it used?</i>	<i>5</i>
<i>Who uses it?</i>	<i>5</i>
<i>How does it route?</i>	<i>5</i>
<i>How does the security work?</i>	<i>5</i>
Location Maintenance Screen.....	6
<i>Retrieving Assets.....</i>	<i>6</i>
<i>Action Buttons.....</i>	<i>6</i>
<i>Select Assets by Location</i>	<i>7</i>
<i>To Modify Locations</i>	<i>8</i>
<i>View Asset Information.....</i>	<i>9</i>
<i>Saving your Changes</i>	<i>9</i>
Trouble Shooting.....	10
<i>Why were my changes not saved?.....</i>	<i>10</i>
<i>Why don't I see my non-capital assets?</i>	<i>10</i>
<i>How do I update the Last Inventory Date?.....</i>	<i>10</i>
<i>After entering my IU tag number and clicking on the OPEN button the asset was not retrieved. Why?</i>	<i>10</i>
<i>How do I view more information?</i>	<i>11</i>
<i>When doing a lookup by location some untagged were retrieved. I'm sure all of my assets are tagged. What are these assets?</i>	<i>11</i>
Reporting	11
Navigating IUIE for Capital Asset Management Reports.....	11
<i>Asset Detail List.....</i>	<i>13</i>
<i>Asset Inventory Reconciliation.....</i>	<i>20</i>
Location Maintenance Screen Field Information	24

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:

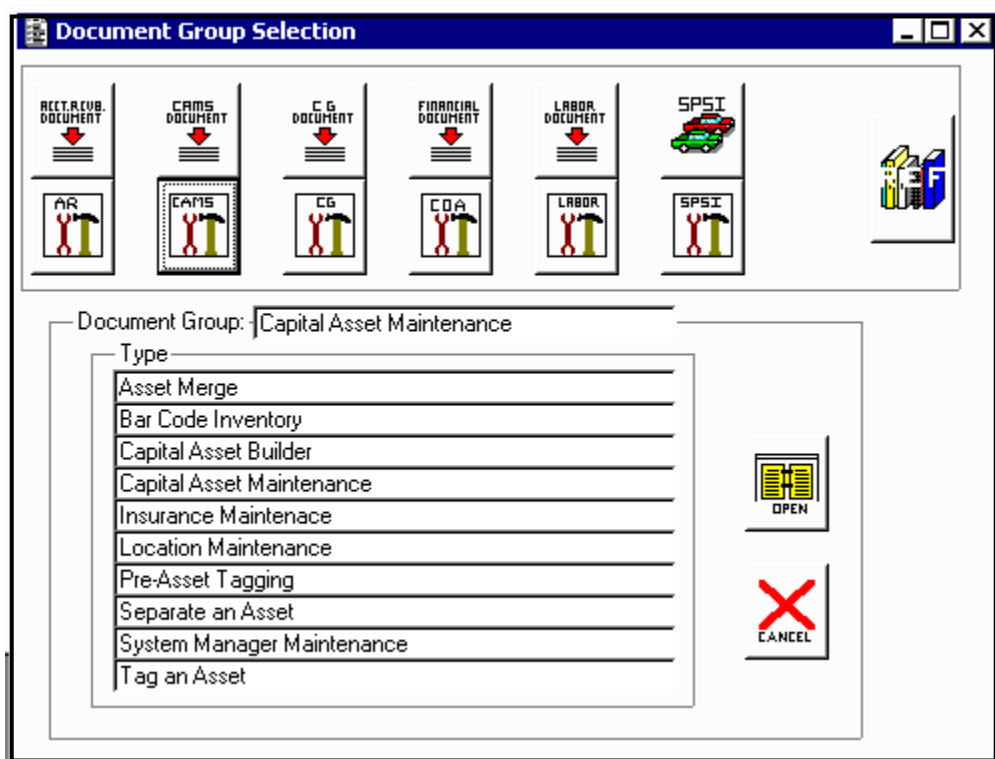
- ❑ double-clicking on a button or field, or
- ❑ pressing "F3" when the cursor is pointed at a button or field

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 Wrench and Hammer* button icon in the second row on the screen will take you to the **Capital Asset Maintenance Group**.

Once the CAMS documents have been returned to the *Type* zone, double click on **Location Maintenance** screen or place the cursor on **Location Maintenance** and click on the *Open* button.



The Location Maintenance Screen

What is it?

The **Asset Tag and Location Maintenance** screen allows you to **change** campus, building, room, and IU tag information. This screen processes multiple location changes at one time. Changes made on this screen will update the database when you select the **Save** button.

Upon clicking on the save button the information can be viewed on line via the **Capital Asset Maintenance** screen. You will notice that the last inventory date has been updated. The information will be reflected overnight in the **Indiana University Information Environment** for reporting purposes.

Why is it used?

The **Location Maintenance** screen is used for file maintenance. Campus, building, room number, and retagging information may be changed on line in the FIS environment.

Who uses it?

Organizational asset representatives, support staff, and fiscal officers.

How does it route?

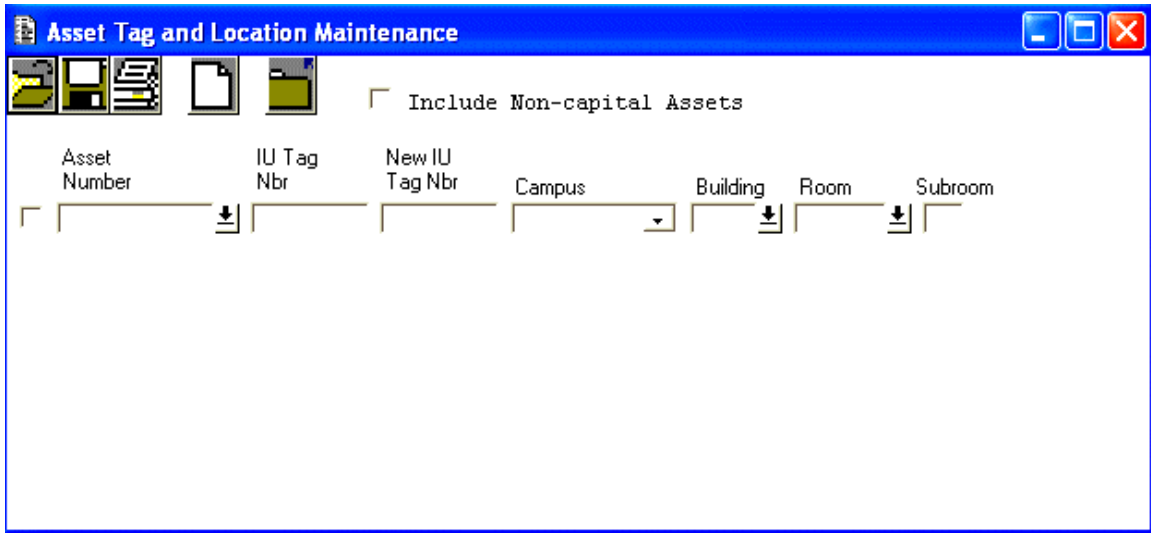
This maintenance screen **does not** route for approval. The **Capital Asset Maintenance** screen is a maintenance form and therefore changes are made in real time to the database.

How does the security work?

Security is determined by the chart and organization code on the individual's FIS user document. The user will have access, and be able to modify, any asset that reports to the organization on his or her FIS user document. In addition they can modify any assets in organizations entered into the security table.

Location Maintenance Screen

In the TP system, the **Location Maintenance** screen looks like this:



Retrieving Assets

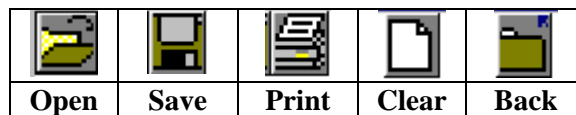
You can retrieve assets by:

- entering an Asset Number
- entering a Tag Number
- entering a Campus, Building, and/or Room combination

NOTE: To include non-capital assets, place a check in the “Include Non-capital Assets” check box.

Action Buttons

There are a number of “action” buttons in the top left corner of the dialog window. These function as follows:



- The “open folder” button opens the asset(s) from the information entered on the screen.
- The “disk” button saves your information.
- The “printer” button prints the screen.
- The “white paper” button clears the screen.
- The “closed folder” button moves you back to the previous window.

Select Assets by Location

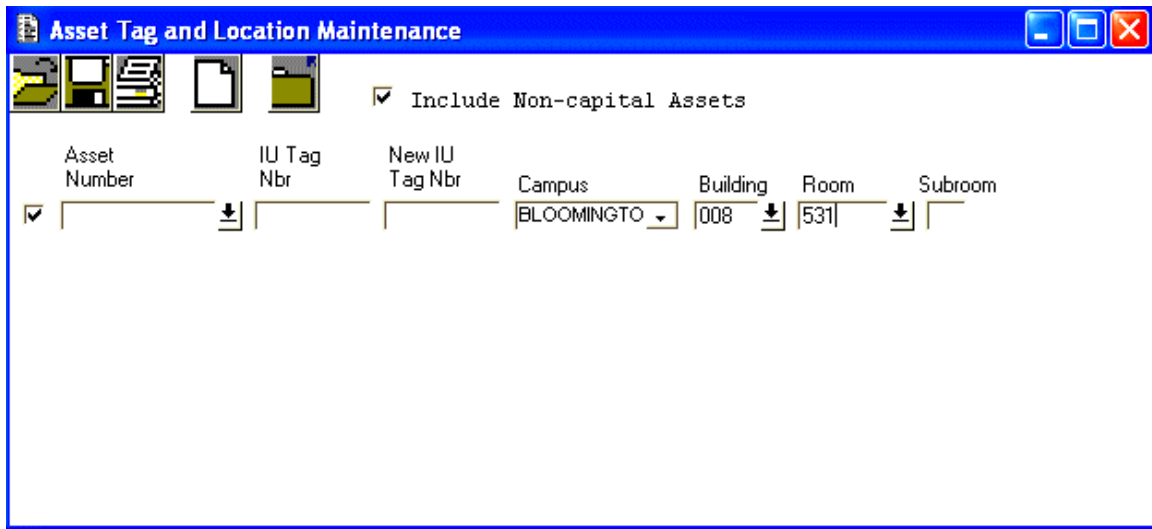
- Select the Bloomington campus by entering “**B**” in the **Campus** field (alternatively, click on the down arrow in the **Campus** field and select the campus from the list of options). Then press the **Tab** button
- Enter “008” in the **Building** field (double click in the building field to access a **Building Lookup** screen). Press the **Tab** button.

The down arrow button can only be used when a value has been entered into the building field. Clicking on the down arrow when the building number is blank will present an error dialog “Building is not valid” click on the “OK” button to exit this screen.

Next double click in the blank building field to access the Building Lookup screen.

- Enter Room “531” in the **Room** field (or double click in the room field to access a **Room Number** lookup screen).

Select the **Open** button from the action buttons row



After selecting the **Open** button, the data will be retrieved and you can make modifications as necessary.

A blank line will appear at the end of the list that will allow you to enter another (i.e., asset number, tag number, campus, building, room) to modify.

Asset Number	IU Tag Nbr	New IU Tag Nbr	Campus	Building	Room	Subroom
283571			BLOOMINGTO	008	531	
284752			BLOOMINGTO	008	531	
285584			BLOOMINGTO	008	531	
287818			BLOOMINGTO	008	531	
290359			BLOOMINGTO	008	531	
292126			BLOOMINGTO	008	531	
293193			BLOOMINGTO	008	531	
294013			BLOOMINGTO	008	531	
294089			BLOOMINGTO	008	531	

- To make changes to the tag number, enter the new number in the **New Tag Number** field. When the record is save the current tag will be moved to the old tag number field, and the new tag number placed in the IU tag number field.

Why would I need to change a tag number?

On rare occasion you may need to attach a new tag number when the existing tag number is no longer readable, or was removed. Be sure to remove the old tag, even though it is no longer readable.

On rare occasions you may return equipment to the vender and receive new equipment in its place. If keeping track of the old tag number is useful information then the new tag number should be entered on the Location Maintenance Screen. This will move the existing tag to the old tag number field in the FIS. The new serial number will need to be entered on the Capital Asset Maintenance Screen.

Additional Information

Normally when equipment is returned to a vender we receive a credit. When a credit is received the old asset is retired by the University Capital Asset Office. A new asset will be created when the new invoice is issued.

To Modify Locations

- To change a **Campus**, select a new one from the pull down menu (using the down arrow).
- To change a **Building**, delete what is in the field and enter the new building code. (If you are unsure of the building code you can get to a look up screen by clicking on the down arrow).
- To change the **Room Number**, delete what is currently in the field and enter the new room number. You can get to a look up table by clicking on the down arrow.

View Asset Information

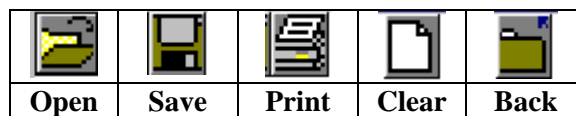
- After assets have been retrieved you can view more information by **double clicking** on an asset number. Double clicking on the asset number will navigate you to the Capital Asset Maintenance Screen in view only mode.
- To return to the Tag an Asset Location Maintenance screen click on the **OK** or **Cancel** button.

Saving your Changes

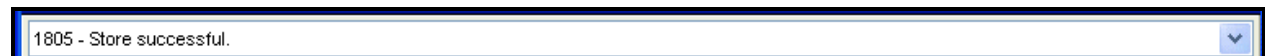
Once you have made a change to the New Tag Number, Campus, Building, Room, or Subroom fields a check will appear next to the asset number.

Asset Number	IU Tag Nbr	New IU Tag Nbr	Campus	Building	Room	Subroom
<input checked="" type="checkbox"/> 382574			BLOOMINGTON	008	529	
<input type="checkbox"/>						

To save you must click on the SAVE button. Clicking on the Clear or Back file buttons will NOT save your changes.



When your updates have been saved successfully, a message will appear in the information bar. The message will read “Store Successful.”



After performing the save you are now ready to exit the Location Maintenance Screen.

- Click on the **Back** button, or the **X** in the top right hand corner. A dialog box will be presented asking if you want to quit without saving changes.
- Click on **OK** to exit the screen. Your changes were saved earlier.

Trouble Shooting

Question

Why were my changes not saved?

Answer

After clicking on the save button you should see “Store was successful” in the information bar. The information bar is located at the bottom of the FIS Screen. If you don’t see this message it may be possible that you do not have the appropriate security to modify the asset. Contact your campus capital asset office, and let them know that you may have a security issue. They will need to know your FIS user ID, and the asset number you were trying to update.

For the Location Maintenance Screen the security is determined by the chart and organization code on the individual's FIS user document. The user will have access, and be able to modify, any asset that reports to the organization on his or her FIS user document. In addition they can modify any assets in organizations entered into the security table.

Question

Why don’t I see my non-capital assets?

Answer

To view non-capital assets check the box “Include Non-capital Assets”, then click on the file open button.

Question

I missed an asset when doing my physical inventory. The room number on the asset is correct but I need to get the Last Inventory Date updated.

How do I update the Last Inventory Date?

Answer

Enter the asset number or IU tag number on the Location Maintenance Screen. Click on the file open button to retrieve the asset. Use your mouse to highlight the current room number. The room number should now be highlighted in blue. Type over the existing room number and save. This will update the last inventory date.

Question

After entering my IU tag number and clicking on the OPEN button the asset was not retrieved. Why?

Answer

Be sure to capitalize the IU when entering the tag number. The other possibility could be that the tag number was never entered into the Capital Asset Management System. If you suspect this is true then use the Capital Asset Maintenance screen to retrieve the asset by the purchase order number.

Question

From the tag number I can't tell if this is the asset I want to update.

How do I view more information?

Answer

On the Location Maintenance screen once you have retrieved your assets, you can double click on the asset number and this will take you to the Capital Asset Maintenance screen where more information is available.

Question

When doing a lookup by location some untagged were retrieved. I'm sure all of my assets are tagged. What are these assets?

Answer

The Capital Asset Management System houses many types of assets (i.e., buildings, infrastructure, library books). Double click on the asset number, and then look at the asset type, and description. This should provide you with enough information to determine if you have a movable untagged asset.

Reporting

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

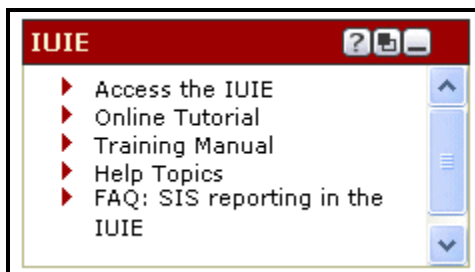
First we must navigate to IUIE.

Open your web browser.

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

After logging in from the OneStart menu click on the **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

INDIANA UNIVERSITY
INFORMATION ENVIRONMENT

Tutorial ? Help Personalize Feedback Logout

Home Catalog Manage Access Utilities

Online Hours | Training Opportunities | Release Notes | Today's News Archive

Welcome to the IUIE Home!

Today's News

5/27/2005 7:30 am

All report objects were refreshed as scheduled unless noted below.

If there is a question about how recently the data was refreshed, check the refresh date on the report object. Currently some do not have a refresh date displayed, thus the daily messages we post here regarding the completion time for the refresh of data will need to be your guide in those cases.

In the Report Index

Home Catalog Man

My Catalog | Master Cata





- Cross-Application
- Departmental Reporting
- Ecommerce
- Electronic Research Adm
- Financial
- Human Resource Manag
- Information Technology S
- IUIE
- Libraries
- Physical Facilities
- Student

View Manage






Click on the  Financial folder






Click on  Capital Asset Management System

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

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

Select the  Inventory Control Reports

-  Inventory Control Reports
-  Asset Detail List
-  Asset Inventory Reconciliation
-  Asset Tagging Report
-  Component Summary (computer)

-  Component Summary (generic)
-  Equipment Loan
-  Expired Equipment Loan/Return Reports
-  Retirement
-  Untagged Assets

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

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

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



TIP!

Valid Values

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

Asset Detail List

Last Refresh Of Underlying Datagroup:

06/09/2005 03:13:41

[Create Shortcut Security Information](#)

[Instructions Report Object Help](#)

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


Select Report	<input type="text" value="Detail Report"/> Detail and Summary Summary	
Select Asset Category	<input type="text" value="Movable Equipment"/> Art & Museum Objects Bond Issuance	
Responsibility Center Code	<input type="text"/>	<input type="button" value="Valid Values_"/>
Report Title	<input type="text"/>	
Chart-Organization Code (UA-FMOP)	<input type="text"/>	
Payment Account Number(1912610)	<input type="text"/>	
Campus Code	<input type="text"/>	<input type="button" value="Valid Values_"/>
Building Code	<input type="text"/>	
Building Room Number	<input type="text"/>	

Inventory Status Code	<input type="text" value="A, C, S, U"/>	<input type="button" value="Valid Values_"/>
Asset Number	<input type="text"/>	
IU Tag Number	<input type="text"/>	
Old Tag Number	<input type="text"/>	
Org Tag Number	<input type="text"/>	
Asset Type Code	<input type="text"/>	<input type="button" value="Valid Values_"/>
Org Asset Type	<input type="text"/>	
Last Inventory Date < (mm/dd/yyyy)	<input type="text"/>	
Create Date >= (mm/dd/yyyy)	<input type="text"/>	
Purchase Order	<input type="text"/>	
Document Post Year	<input type="text"/>	<input type="button" value="Valid Values_"/>
Document Post Period Code	<input type="text"/>	<input type="button" value="Valid Values_"/>
Order By:	<input type="text" value="Campus Code, Bldg Code, Room Number, Sub Room Number"/> <input type="button" value="▲"/> <input type="text" value="Asset Number"/> <input type="button" value="▼"/> <input type="text" value="Asset Representative Name"/>	
Include Organization Hierarchy?	<input type="checkbox"/>	
Include only asset information?(excel option only)	<input type="checkbox"/>	
Include leased asset w/cst under 5,000?	<input type="checkbox"/>	
Include a list of organizations included in this report?	<input type="checkbox"/>	
Select the Output Format		
<input type="checkbox"/>	MS Excel	
<input type="checkbox"/>	Plain text	
<input checked="" type="checkbox"/>	Word-RTF	
Select the Output Destination*		
<input checked="" type="checkbox"/>	Wait for Output	
<input type="checkbox"/>	Send Output to Completed Reports	
<input type="checkbox"/>		

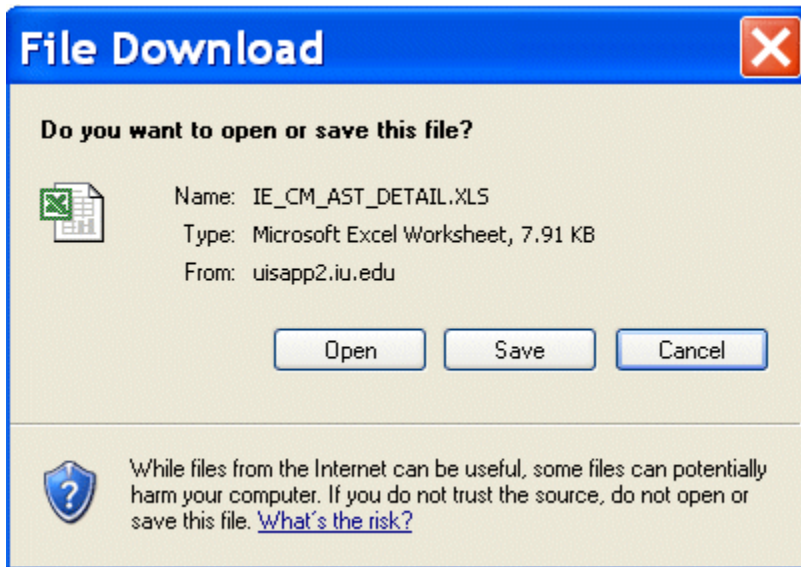
After entering your values in the selection criteria you must decide how you want the report presented to you.

Select the Output Format

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

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

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



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

Part of the generated report is pictured below.

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

Parameter Descriptions

Select a Report

- **Report Options**

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

Select Asset Category

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

Responsibility Center Code

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

Report Title

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

Chart - Organization Code (UA-FMOP)

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

Payment Account

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

Campus

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

Building Code (BL008)

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

Building Room Number

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

Inventory Status Code

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

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

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

Asset Number

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

IU Tag Number

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

Old IU Tag Number

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

Org Tag Number

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

Asset Type Code

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

Org Asset Type

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

Last Inventory Date

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

Purchase Order

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

Document Post Year

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

Document Post Period Code

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

Order By

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

Include Orgization Hierarch?

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

Include only asset information? (Excel option only)

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

Include a list of organizations included in this report?

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

Settings for Sample Report

Inventory Listing for FMS



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

Enter the following selection criteria's:

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

Asset Inventory Reconciliation

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

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

Specified Field Values Will Determine the Resulting Output:

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

Select the Output Format


- 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  button.

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

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

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

Parameter Descriptions

Capital/Non-Capital

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

Chart

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

Organization Code

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

Campus

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

Building Code (BL008)

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

Begin Scan Date

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

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

Asset Type

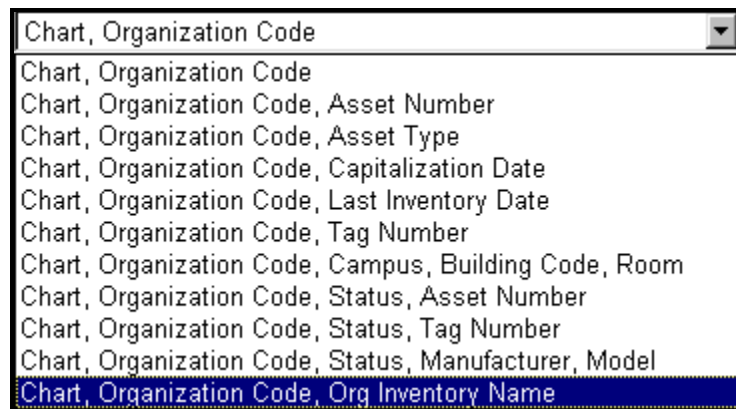
The “Asset Type Code” is used to group assets for reporting and depreciation. For example to generate a listing of computers you would enter asset type code 214. A listing of valid values is offered to help you select the most appropriate code for the type of assets you are looking to generate a report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

Responsibility Center Code

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

Order By

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



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

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

Include Non-tagable Assets?

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

Include Asset Summary?

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

Include Organization Hierarchy?

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

Settings for Sample Reports

Inventory Reconciliation Report for FMS

Enter the following parameters:

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

Location Maintenance Screen Field Information

Field Name	Title & Description	Other information
Asset Number	Asset Number This is the number, which identifies the asset and is the key to accessing information about the asset.	The asset number is system assigned and can be retrieved by performing a search by one of various options. 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.	Eight alphanumeric characters are accepted. The data is system retrieved for capital assets. Optional.
New Tag Number	New Tag Number This field is used when an IU tag number needs to be replaced in the system.	Eight alphanumeric characters are accepted. Optional.
Campus	Campus Code This is a field, which identifies the physical campus of Indiana University on which the asset is located.	Click on the down arrow button to view values. Required.
Building	Building Code This is the code that identifies the building in which the asset is physically located.	Four characters are allowed. Double click on the blank field for lookup screen and valid values. This is a required field for capital equipment.
Room Number	Room Number This field identifies the room in which the asset is physically located.	Up to six characters are allowed. Double click on the blank field for a lookup window. Only official room numbers are accepted, unless the campus field is <i>Off-Campus</i> . This field is required for capital equipment.
Subroom	Sub Room Number This field is created for departmental use. Most departments use this field to enter cubicle sub room numbers.	Two characters are allowed. Optional.