



INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

Financial Information System

Capital Asset Document Group

Add Asset Document for Non-capital Additions

AUGUST 21, 2007

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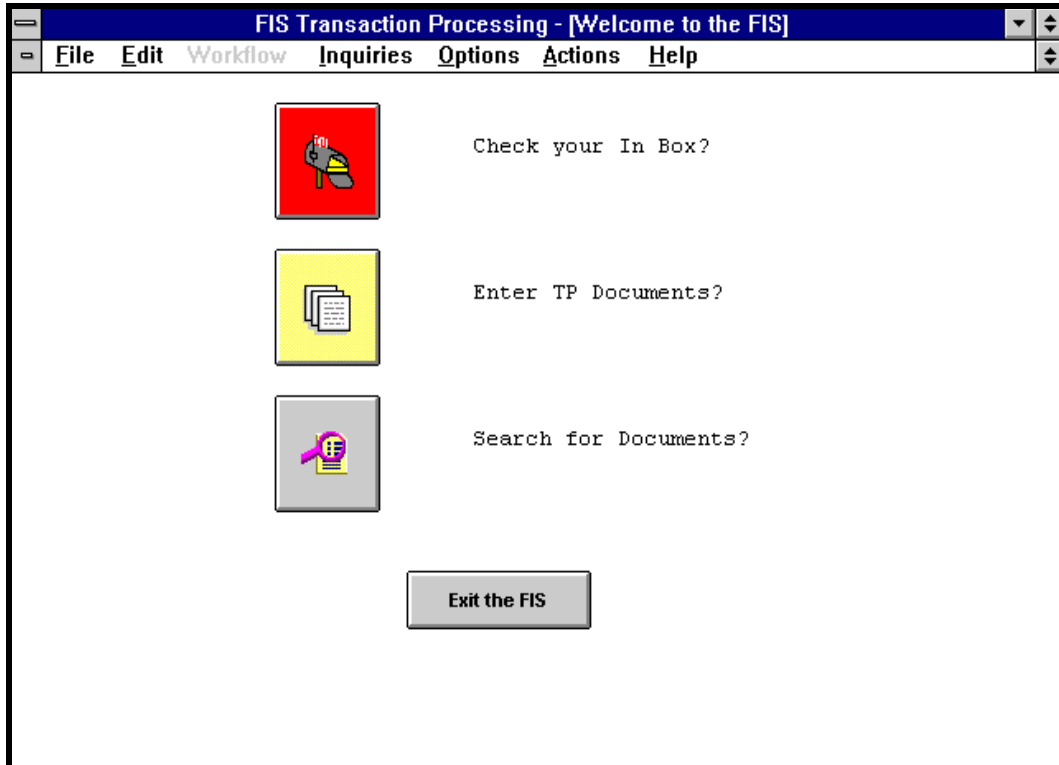
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Selecting CAMS Documents

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:

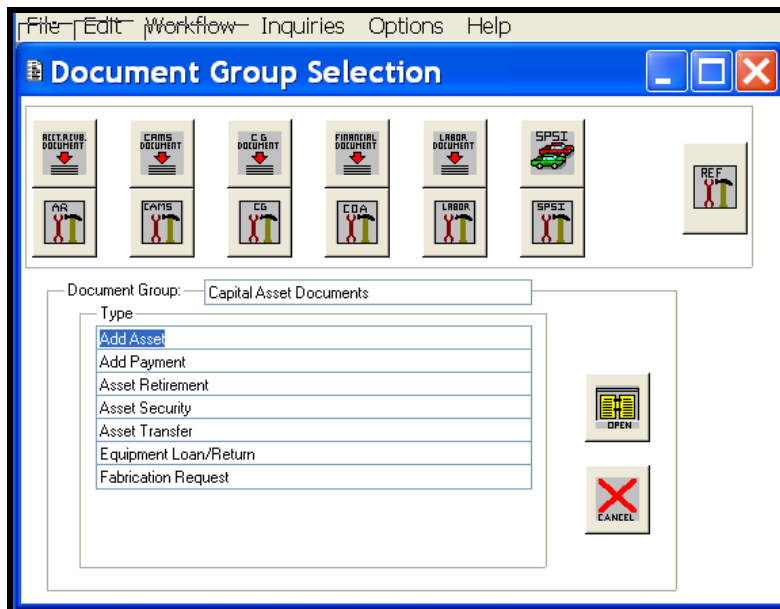
- double clicking on a button or field, or
- pressing **F3** when the cursor is pointed at a button or field.

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 near 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 **Add Asset** or place the cursor on **Add Asset** and click on the **Open** button.



Add Asset (Non-Capital Equipment)

What is it?

The Add Asset Document can be used to create non-capital assets. Non-capital assets are equipment where the unit cost is less than the capitalization threshold of \$5,000.00.

Why is it used?

For organizations that want to track non-capital equipment the Add Asset Document allows you to create the assets in the university asset database. Upon clicking the OK button, the asset can be viewed on-line, and will be reflected be reflected overnight in the **Indiana University Information Environment** for reporting purposes see (<https://onestart.iu.edu/my-prd/Portal.do>.)

Non-capital additions **do not** have the same data requirements as capital equipment.

Note: Any item less than the capital asset threshold may be added as non-capital asset.

Capital Assets

Capital Assets are created by the University Capital Asset Office.

- If you receive a gift of capital equipment it should be reported to the IU Foundation Gift Office.
- When capital equipment is transferred to IU please contact the University Capital Asset Office at 855-9419.
- Found capital assets should be created by the University Capital Asset Office.

Who uses it?

Organizational asset representatives, and support staff. The University Capital Asset Office also uses the Add Asset Document to create gift assets.

How does it route?

Non-capital

No routing occurs for non-capital assets.

Note: Assets added as non-capital *will not create income or expense*, even if the acquisition type of *Gift* is used.

In the FIS system, the **Add Asset Document** looks like this:

Add Asset

System Information
 Document #: 01-HR5174603
 Status: ?
 Initiator: TCAIN
 Created: 03/21/2003
 Org Doc #:

Asset Information
 Asset Nbr: - To
 Owner COA: Acct:
 Owner: 01 - INU Org:
 Asset Rep:
 Quantity to Create: 1

Asset Type
 Asset Type:
 Condition: E
 Vendor:
 Desc:
 Mnfctr:
 Org Text:
 Create Date: 03/21/2003
 Inv Status: A
 Acq Type:
 Model Nbr:

Payment

| COA | Account | Object | Fin Doc # | Type | Amount |
|-----|---------|--------|-----------|------|--------|
| | | | | | |

Insert Line Delete Line Total: 0.00

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 document. Be sure to watch for messages that appear during data entry and processing. If a problem or error occurs, a message will be displayed for you at the bottom of the document (see arrow above).

Document Buttons

Several buttons appear to the right of the **Add Asset Document**. Each button performs a specific function that can also be accomplished through the use of the menu bar. However, these buttons provide a shortcut for the user.



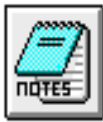
The **OK** button saves the document and begins the routing process.



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 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 **Location** button navigates you to a screen where the Campus, Building, Room, Sub-room, Serial number, and off campus location fields are entered.



The **SubAcct** button will navigate the user to the “Sub Accounting Distribution” screen where the date, purchase order number, and requisition number can be entered. The cursor must be on the payment line before clicking on the **SubAcct** button. For non-capital additions and capital assets with an acquisition type of “New” the system requires a date, which is normally the financial post date for the transaction. The date field is located on the Sub Accounting Distribution Screen.

NOTE: If you exit by clicking on the “X” in the right hand corner of the document and 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.

Creating A Non-Capital Asset

Scenario

Financial Management Services has purchased 4 computer monitors that cost \$750.00 each. The department would like to track these assets in the university asset database.

| System Information | Asset Information |
|--------------------------|-----------------------------|
| Document #: 01-HR5174603 | Asset Nbr: [] - [] To [] |
| Status: ? | Owner COA: UA Acct: 1912610 |
| Initiator: TCAIN | Owner: 01-INU Org: FMO |
| Created: 03/21/2003 | Asset Rep: RREUTER |
| Org Doc #: [] | Quantity to Create: 4 |

System Information Section

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

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's **Initiator**.
4. The **Created** date will be set to today's date.
5. The **Org Doc** field is an **optional** field. If the organization does not use an internal referencing system, tab past this field. Up to ten alphanumeric characters are allowed in this field.

Asset Information Section

6. The **Asset Nbr** (asset number) is system assigned once the initiator clicks "OK" to route the document. This field is "view only" and can not be entered by the user. A table in the FIS keeps track of the last asset number assigned. When a new asset is created the asset number is assigned and the (next asset) number incremented.
7. The **Acct** (account) field is a required field. Only active, valid accounts may be used. To perform an account lookup search, you can double click in the blank account field. Once the account number has been filled in, double clicking will take you to an account inquiry screen. The account number entered into this field becomes the **owner account** for the asset. Notice that the **Owner COA** and **Org** fields are filled in when the user tabs out of the account field. This account number and the payment account number can be different numbers.
8. The **Owner** (owner) field defaults to "INU." The "INU" designates that the equipment is owned by or in the custody of Indiana University. The system presets the owner and it should not be changed.

9. The **Asset Rep** (asset representative) field is not required. The asset representative field can be used to group assets by a person's name (i.e., staff member, faculty member) whose name is in the Universal User Table. The information presented on reports will be in the format of last name, first name. If you intend to organize your assets by a name this field will ensure the information is entered in the same manner, thus ensuring the sort order for reporting purposes. This field is validated against the Universal User Lookup screen. To navigate to the Universal User Lookup screen double click in the Asset Rep field.
10. The **Quantity to Create** field determines how many assets will be created. The system will verify that the value entered is numeric.

Add Asset Document Body Zone

The body of the document is used to provide descriptive information about the asset.

| | | | |
|-------------|----------------------|--------------|----------------------|
| Asset Type: | <input type="text"/> | Create Date: | 03/21/2003 |
| Condition: | E | Inv Status: | A |
| Vendor: | <input type="text"/> | Acq Type: | <input type="text"/> |
| Desc: | <input type="text"/> | | |
| Mnfctr: | <input type="text"/> | Model Nbr: | <input type="text"/> |
| Org Text: | <input type="text"/> | | |

11. The **Asset Type** is a required field for all types of assets. Only valid values can be entered. When unsure of the asset type code, the user can access a lookup screen by double clicking in the field. The asset type is the code used to group equipment for reporting. For capital assets this code also assigns the useful life for depreciation.
12. The **Capitalization Date** is set to today's date by the system. The capitalization date can be set to the date the invoice was received or left at today's date.
13. The **Condition** defaults to "E" (Excellent). The condition is set to upper case. To change the default, delete the current value and double click to access a lookup table. The condition is a required field, and only valid values are accepted.
14. The **Inv Status** (inventory status) defaults to "A" (active and identifiable.) To create a non-capital asset the inventory status code must be changed to "N" - non-capital. The inventory status is a required field, and only valid values are accepted.
 - **Change inventory status to N**
15. The **Vendor** is not required for non-capital assets. The Vendor is the Company or person from where the equipment was purchased.

- The *Acq Type* (acquisition type) field is required and the system will only accept valid values. Double click in the blank acquisition type field to access a lookup screen. Once a value has been selected, double click on the acquisition type code will take the user to an information screen.

➤ **Set the acquisition type code to A**

When you use acquisition type of “G” (*Gift*), the *Fin Doc #* will be set to the Add Asset Document number, and the document type will be set to “AA” for *Add Asset*. The user may not want to create a payment record for a non-capital item; therefore the payment can be deleted by clicking on the *Delete* button.

- The *Desc* (description) is a required field. A description should be entered that helps to identify the equipment. The description may be entered in upper or lower case. The system will require at least one character in the description field.
- The *Mnfctr* (manufacture) is an optional field for non-capital equipment. The manufacture is the name of the company that manufactured the asset.
- The *Model Nbr* field is optional. The model number is set to upper case.
- The *Org Text* (organization text) is an optional field. The field is 255 characters, and can be used to help the organization manage its physical inventory. The organization text can be entered in upper or lower case.

Payment Information Zone

Payment information for non-capital equipment is **optional**. If the user wishes to enter information in the payment record, then the *Account*, *Object*, *Fin Doc #*, *Amount*, and the *Date* accessed from the SubAcct button are required fields.

You cannot enter a capital object code when creating a non-capital asset.

The screenshot shows a payment record form with the following data:

| Payment | COA | Account | Object | Fin Doc # | Type | Amount | |
|--------------------------------|-----|---------|--------|-----------|-----------|--------------|-----------------|
| 1 | UA | 1912610 | 5215 | 01 | HG4316003 | AA | 3,000.00 |
| GENFND FMOP FMS ADMINISTRATION | | | | | | EXPEND CMPTR | N |
| Insert Line | | | | | | Delete Line | Total: 3,000.00 |

A callout box labeled "Origin Code field" points to the Object field (5215) in the table.


To complete the *Payment Information* zone:

- The “1” displayed without a label is the payment sequence number. This number is part of the primary key that helps identify a unique payment record.
- The *COA* code identifies the chart of accounts in which an account resides. The COA code is filled in by the system when the account number is entered.

23. The **Account** number is only required for non-capital if payment information is entered. The account number entered in the payment zone is normally set to the account number used to purchase the item. This account number may be different than the one entered in the Asset Information Zone. The account number entered in the Asset Information Zone is used to identify ownership for the physical inventory of the asset. The account number in the Payment Information Zone identifies the accounts that contributed to the purchase of the asset. The account number must be valid and active. To access the account lookup screen double click in the account number field.
24. The **Object** code is required and validated when the user has decided to enter payment data for a non-capital asset. Double click in the blank object field to access the lookup screen. The **inventory status** will determine if a non-capital or capital object code is appropriate for the document.
25. The **Origin Code** field is not required, but highly recommended when entering the Add Asset Document number or a Financial Document Number (see arrow in diagram above for the payment information zone). Set to "01."
26. The Financial (Expenditure) Document Number **Fin Doc#** is required when a payment record is entered for a non-capital asset. The Fin Doc# may be set to the EPIC payment request number or document number of the Add Asset Document. For gifts, found, transfers, state excess, this field will be filled in automatically. It will be the document number of the Add Asset Document being processed.
27. The **Type** code is a code that identifies the type of document used to create a transaction. The type is required when a payment record is entered for a non-capital asset. For non-capital equipment "PREQ" payment request or "AA" for Add Asset may be used.
28. The **Amount** entered should be the amount for the total number of assets. Example: if we want to create 4 non-capital assets with a unit cost of \$750.00 then we need to enter amount \$3,000.00.


Non-capital assets should always have a unit cost below the \$5,000 capitalization threshold. If an asset with a value of \$5,000 or more is found, and is **not** on your equipment list, the inventory representative should report to the item to the Campus Capital Asset Office. The Campus Capital Asset Office will need to know how the equipment was acquired by your organization (i.e., Gift, Transfer-in, IU Purchase.)

| Payment | | | | | | | |
|--------------------------------|---------|-------------|-----------|--------------|-----------|----------|----------|
| COA | Account | Object | Fin Doc # | Type | Amount | | |
| 1 | UA | 1912610 | 5215 | 01 | FQ2974706 | AA | 3,000.00 |
| GENFND FMOP FMS ADMINISTRATION | | | | EXPEND CMPTR | | N | |
| Insert Line | | Delete Line | | Total: | | 3,000.00 | |



To enter a SubAcct, SubObj, Project, Org Ref ID or Date, place the cursor on the payment line

and then click on the **SubAcct** button.



Next the Sub Accounting Distribution Screen will appear.

| COA | Account | SubAcct | Object | SubObj | Project | Org Ref ID | Amount |
|-----|---------|---------|--------|--------|---------|------------|----------|
| U | 1912610 | | 5215 | | | | 3,000.00 |

| Fin Doc # | Type | Date | Fsc1 Yr | Prd | PO Number | Req Number |
|-----------|-----------|------|---------|------|-----------|------------|
| 01 | FQ2974706 | AA | | 2006 | 08 | |

29. The *SubAcct* is not required and is validated.
30. The *SubObj* is not required and is validated.
31. The *Project* code is not required and is validated.
32. The *Org Ref Id* is not required and is not validated.
33. The *Date* field can be set to today's date or the invoice date. This is a required field when a payment record for non-capital equipment is entered. The date is validated from the university date table.
34. *Fsc1 Yr* (fiscal year). The system will assign the fiscal year by converting the date entered into the date field to a fiscal year, again using the universal date table.
35. *Prd* (fiscal period). The fiscal period will be assigned by converting the date entered into the date field to a fiscal period, again using the universal date table.
36. *Purchase Order*. *Purchase Order* number used to acquire the asset can be entered on the Sub Accounting Distribution Screen. The PO number is not validated or required.
37. *Req Number* (requisition number). The requisition number is not validated or required.
 - Clicking on the **OK** button will navigate the user back to the main Add Asset Document screen.

Add Asset Document Review

Non-capital Example:

File Edit Workflow Inquiries Options Help

System Information
Document #: 01-FQ2974706
Status: ?
Initiator: TCAIN
Created: 02/15/2006
Org Doc #: []

Asset Information
Asset Nbr: [] To []
Owner COA: UA Acct: 1912610
Owner: 01 Org: FMO
Asset Rep: []
Quantity to Create: 4

Asset Type
Asset Type: 407 Create Date: 02/15/2006
Condition: E Inv Status: N
Vendor: CBM COMPUTERS Acq Type: A
Desc: 17" Monitor
Mnfctr: SYNCMASTER Model Nbr: 17G6SI
Org Text: []

Payment

| COA | Account | Object | Fin Doc # | Type | Amount | |
|--------------------------------|---------|---------|-----------|-----------|--------------|----------|
| 1 | UA | 1912610 | 5215 01 | FQ2974706 | AA | 3,000.00 |
| GENFND FMOP FMS ADMINISTRATION | | | | | EXPEND CMPTR | N |

Insert Line Delete Line Total: 3,000.00

OK
CANCEL
ROUTE
NOTES
LOCATION
SubAcct

- Click on the **Location** button to enter serial number, tag number, and location information.

Multiple Attributes Screen

The unique information is entered on the Multiple Attributes screen.

| 1 | Campus: | Bldg: | Room: | Sub Room: | Serial #: | Org Type: | Org Inv Nm: | IU Tag #: | Street: | City: | State: | Zip Code: |
|---|---------|-------|-------|-----------|-----------|-----------|-------------|-----------|---------|-------|--------|-----------|
| | | | | | | | | | | | | |

OK Cancel Insert Delete Copy

Location Screen Buttons

The **Copy** Button will allow you to copy information to create the number of location lines to match the number of assets the document will create. Be careful not to enter the IU tag number when using the copy button. Currently the IU tag number copies and the system will allow the user to save the IU tag numbers, not recognizing that the tags will create a duplicate tagging error. The copy button will only allow you to enter the number of lines entered in the “Quantity to Create” field.

The **Delete** Button will allow deletion of any unwanted rows.

The **Insert** button will allow insertion of rows to create location information for the number of assets the user wishes to create.

The **Cancel** button will navigate you back to the Add Asset Document. The user will be asked if they want to save their changes.

The **OK** button will save any changes and navigate the user back to the Add Asset Document.

Enter Location Information:

38. The **Campus** field is required, and validated. The campus field is set to upper case. Double click in the blank campus field to access a lookup screen. Click on the **Search** button and a list of values will be returned.
39. The **Bldg** (building code) is not required for non-capital assets. The building code is set to upper case. For capital assets the asset type code table is used to determine if a building code is required. Only valid building codes can be entered. To view all the building codes for a given campus, click on the **Search** button and the data will appear along with a scroll bar. Using the bar at the right, scroll down to locate the appropriate building code. The

building data comes from the Bureau of Facilities Programming & Utilization system. This data is loaded weekly into the FIS.

40. The **Room** field is not required for non-capital. If an organization decides to track location information for non-capital equipment, a valid campus, building, and room information must be entered.
41. The **Sub Room** number is a code created for departmental use. Most departments use this field to enter cubicle sub room numbers. The sub room number is optional and is not validated.
42. The **Serial Nbr** field is optional because some equipment does not have a manufacturer's serial number.
43. The **Org Type** (organization type) field is optional, and not validated. This field can be used to group assets for reporting.
44. The **Org Inv Nm** (organization inventory name) field is optional, and not validated. This field can also be used to group or organize assets.
45. The **IU Tag Nbr** field is optional for the Add Asset Document. When entering a tag number the system checks to see if the tag number already exists in the database. If it does, an error message is presented to the user. Non-capital tag can be purchased from the university capital asset office. Contact Juanita Matlock at juamat @ indiana.edu. Yellow tags are reserved for capital assets.
46. **Off Campus.** The **Street, City, State,** and **Zip Codes** fields can be used for assets that are not located at a building that is not owned or leased by Indiana University. These fields are used to track assets that are located in external institutions like the Bloomington Hospital. The "state" is set to upper case.
 - Click on the "**OK**" button to navigate back to the main Add Asset screen.
 - At the main Add Asset screen, click on the "**OK**" button to save the document.
47. A dialog box will display the asset number(s).

Asset Representative Lookup

The Asset Representative field can be used to group assets by a person's name (i.e., staff member, faculty member) any person that is in the Universal User Table. The information presented on reports will be in the format of last name, first name. If you intend to organize your assets by a name this field will ensure the information is entered in the same manner, thus insuring the sort order for reporting purposes.

Universal User Lookup Screen

| Search Criteria | | | | | | | | | |
|-----------------|----------------------|--|--|--|--|--|--|--|--|
| User ID: | <input type="text"/> | | | | | | | | |
| Unvl ID: | <input type="text"/> | | | | | | | | |
| Empl ID: | <input type="text"/> | | | | | | | | |
| SSN: | <input type="text"/> | | | | | | | | |
| Name: | <input type="text"/> | | | | | | | | |
| Dept: | <input type="text"/> | | | | | | | | |
| Status: | <input type="text"/> | | | | | | | | |
| Type: | <input type="text"/> | | | | | | | | |

| Search Results | | | | | | | | | |
|----------------|------|---------|---------|------|----|-----|--------------------------|--------------------------|--|
| User ID | Name | Unvl ID | Empl ID | Dept | St | Typ | FP | Act | |
| | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | |
|----|--------|---------|
| OK | Cancel | More... |
|----|--------|---------|

Universal User Lookup Notes

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

STEPS

1. Tab into the *Name* field and enter the last name of the person you wish to find.
2. Type the wild card.

Enter "CAIN*"

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).

3. In the Search Results zone, find the name of the person and double click in the *User ID* field. This will take your name back to the document.

Asset Type Lookup

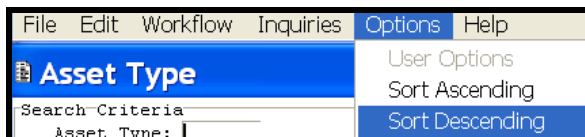
The *Asset Type* is the code used to group equipment for depreciation, and reporting. Occasionally, you may not find a code that exactly matches the type of equipment you are creating. When this is the case you will have to select the most appropriate code. Be sure to look under “Misc.*”

Asset Type Lookup Screen

| Asset Type | Description | Life Limit | Moving Code | Bldg Rqd |
|------------|-------------|------------|-------------|----------|
|------------|-------------|------------|-------------|----------|

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).

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



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

An alternative to viewing the entire list is to use the Description field to search the Asset Type code table.

STEPS

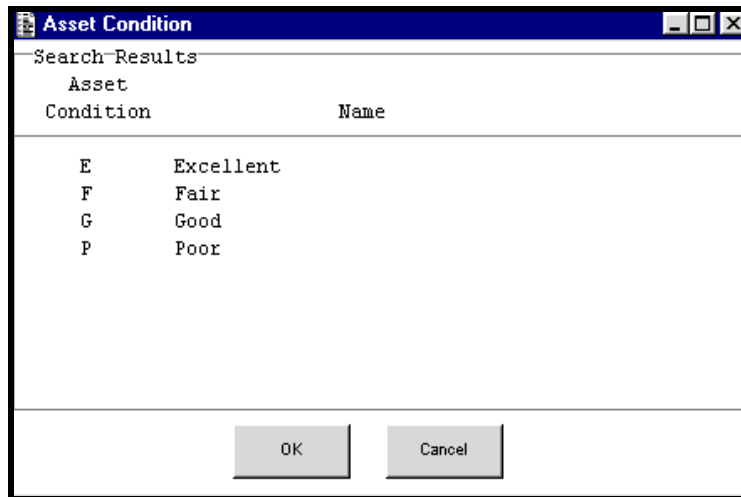
1. Tab into the *Description* field and enter the type of equipment you are adding.

Example enter: **Monitor***

2. Click on the *Search* button.
3. In the *Search Results* zone, find the most appropriate code and double click on the *Asset Type* to return it to the document.

If you prefer to have a paper copy of the available Asset Type codes a list can be generated from the **Indiana University Information Environment (IUIE.)** From the Master Catalog select the **Financial** folder; next select the **Capital Asset Management System** folder. The Asset Type Code report can be found under the Capital Asset Management System **Edits** sub-folder

Asset Condition Lookup Screen



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

STEPS

1. To see all of the values in the condition table delete out the current value.
2. Double Click in the blank *condition* field.
3. Click on the *Search* button.

All values can be used on any type of asset addition.

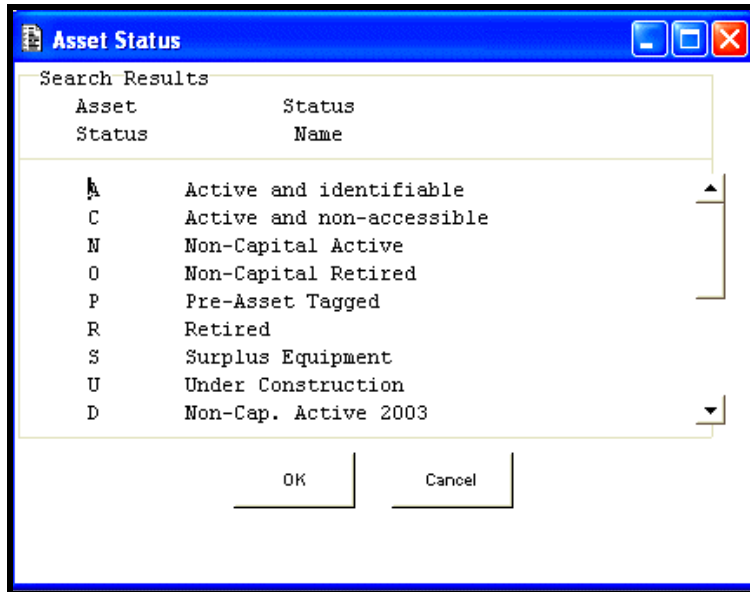
4. Click on the **OK** button to return the value “**E**” to the document.

Asset Status (Inventory Status)

When viewing tables you are able to see all the values in the table. It is possible that not all the values are appropriate for the document you are initiating. For example, organizations may only use the following status when creating a non-capital asset.

N Non Capital

Asset Status Lookup Screen

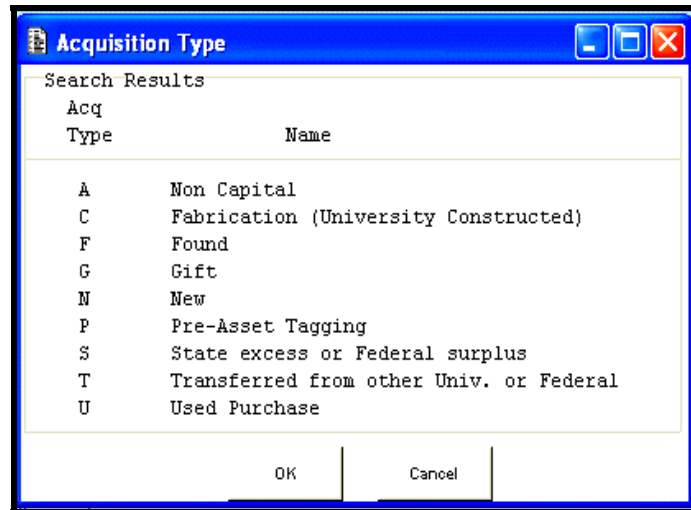


1. Double click on "N" to return the value to the document.

Acquisition Type Lookup

When you use acquisition type of “G” (*Gift*), the *Expnd Doc #* will be set to the **Add Asset** document number, and the document type will be set to “AA” for *Add Asset*. You may not want to create a payment record for a non-capital item, so you may want to delete this by clicking on the *Delete* button. When viewing the acquisition table all the values are displayed.

Acquisition Type Lookup Screen



The only appropriate acquisition type codes for non-capital equipment are:

- “A” for Non-Capital Equipment.
- “G” for Gift.
- “F” for Found

1. Double click on “A” to return the value to the document.

Building Lookup Screen

| Building | Name | Campus |
|----------|------------------------------|--------|
| BLO00A | SITE-OUTDOORS | BL |
| BLO00B | MULTI-BUILDING (3 OR MORE) | BL |
| BLO00C | NEW CONSTRUCT | BL |
| BLO00D | PEOPLESOFT TEMPORARY HOLDING | BL |
| BLO01 | LAW | BL |
| BLO04B | 515 E 4TH ST | BL |
| BLO04E | LAW ANNEX | BL |
| BLO05 | BRYAN HALL | BL |

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

Building Notes

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 function key **F12** then **F11**

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

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

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

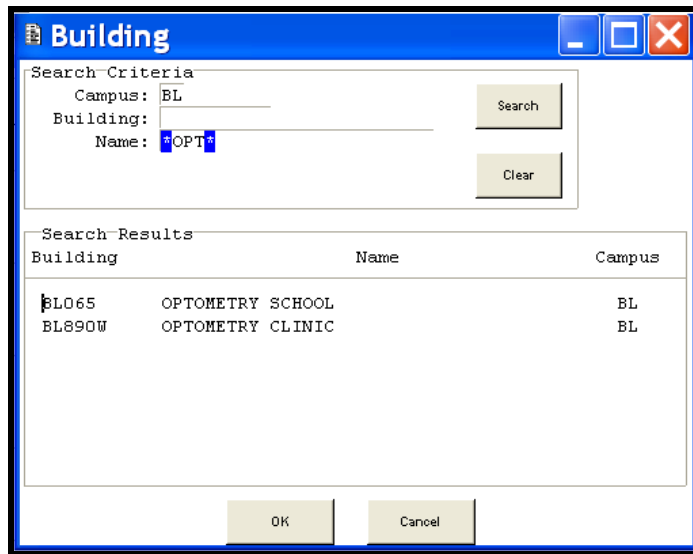
Using the **Name** field you can search the database for a building code.

STEPS

1. Tab into the **Name** field and enter the wild card.
2. Enter the name of the building. (If you do not get any results by entering the name, try entering the address) and a wild card at the end.

Enter "**Opt***"

3. Click on the **Search** button



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

Building Room Lookup

You may choose **not** to enter a building and room number for non-capital equipment. If you decide to track location information, you must enter valid campus, building, and room information. Alternatively, you have the option of entering an *off campus location* into the system. *Off Campus* refers to any school or institution location associated with Indiana University (for example, equipment located at the Bloomington Hospital).

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.

Room Lookup Screen

The screenshot shows a software interface for room lookup. It is divided into two main sections: 'Search Criteria' and 'Search Results'.

Search Criteria:

- Campus: BL
- Building: BL065
- Room Nbr: (empty)
- Department: O*
- Type: (empty)
- Description: (empty)

Buttons: Search, Clear

Search Results:

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

Buttons: OK, Cancel, More...

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STEPS

1. 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 "O*" in the **Department** field.

2. Click on the **Search** button.
3. In the **Search Results** zone, find the room number and double click on the number to return it to the document.