

# Asset Management Self Service

NUIT Administrative Systems



NORTHWESTERN  
UNIVERSITY

# Asset Management Self Service

- Where is it located?
- Who will have access?
- When is it coming?
- Are policies changing?



# Asset Management-Hot Tip!

- Do you purchase assets?
  - Select the new categories for assets on the **Add Items and Services** page of Requisitions
  - Select/confirm the correct Account code

**Create Requisition**

1. Define Requisition | 2. Add Items and Services

Add lines to the requisition, specifying the information necessary to procure each item or service.

Favorites | Templates | Forms | Catalog | **Non-Catalog**

**Non-Catalog Item**

\*Item Description: cube office system for main office space

\*Price: 15000.00000

\*Quantity: 1.0000

\*Unit of Measure: EA

\*Category: FURN\_OFFICE\_A

Due Date:

Vendor ID: 0000023439 OFFICE CONCEPTS INC

Vendor Catalog ID: quote #1234

# Asset Management Self Service

- On NUPortal, Financial menu, Financial tab

The screenshot displays the NUPortal interface. At the top, the header includes "NORTHWESTERN UNIVERSITY" and "NUPortal" with a search bar. Below the header is a navigation bar with tabs for "Financial", "Accounting", "Budgeting", "Purchasing", and "Payments". The "Financial" tab is highlighted with a red box. On the left side, a vertical menu lists various services, with "Financial" also highlighted. A callout box points to the "Financial" tab and the "Request Asset Disposal or Transfer" link in the "Financial Related Links" section. The "Request Asset Disposal or Transfer" link is also highlighted with a red box.

NORTHWESTERN UNIVERSITY  
NUPortal

Search Northwestern

Go to myNU Page

Financial Accounting Budgeting Purchasing Payments




myNU  
News And Events  
Facilities  
Financial  
Human Resources  
Research  
Services


**Financial News**

Select Financial in the left menu  
In the Financial tab, select **Request Asset Disposal or Transfer**

To see all news items, click on the RSS icon at left.

**Financial Related Links**

[Budget Details](#)   
[Budget Error Explanations](#)  
[Budget Overview](#)   
[Budget Policies & Procedures](#)  
[Dept Deposits / CRT](#) 


[Financial Policies & Procedures](#)  
[Monthly Close Calendar](#)   
[Office of Budget Planning](#)  
[Recharge Center & Cost Studies Guidelines](#)  
[Request Asset Disposal or Transfer](#)

# Asset Management Self Service

**Asset Retirement/Disposal or Transfer Request**

**Name:** Robbins, Virginia L  
**NetId:** vlr  
**Email:** peoplesoft@peoplesoft.com  
**Submission Date:** Fri, 19 Feb 2010

---

\* **Tag #:**    
**Asset ID:**

---

\*  Retirement/Disposal [?](#)  
 Transfer

---

**Documentation:**

**Comments:**





# Asset Management Self Service

- Enter or search for asset

Asset Id / Tag# Search Page

Tag#

Serial Number

Asset ID

*Use % for wildcards.*

Use Tag#, Serial Number, or Asset ID to search for an asset

Asset ID	Tag#	Serial Number	Description	Status	Contact	Available for Use	Phone	Short Description	Last Review Date
<a href="#">TESTEQUIP01</a>			TestEquipment01	I				Testequip1	
<a href="#">TESTEQ1</a>	1234567	243432434	Aubre equipment test 1	I				Aubre equi	
<a href="#">TESTEQ2</a>	1111		Aubre equipment test 3	I				Aubre equi	
<a href="#">TESTEQ3</a>	21212411	4222121	Aubre equipment test 3	I				Aubre equi	
<a href="#">TESTEQUIP01B</a>			Test AM01_TS01b	D				Test AM01_	
<a href="#">TESTEQUIP01A</a>			Test AM01_TS01a	D				testequip1	

Click Search

# Asset Management Self Service

- Retirement/Disposal

\*  Retirement/Disposal ?  
 Transfer

\*  Scrapped ?  
 Sold  
 Traded-in  
 Donated  
 External Transfer

Retirement Date: \* 2/1/2010 ?  
Proceeds of Sale: \* 1000.00 ?

Documentation: C:\Documents and Setting; Browse...

Comments: equipment from previous research project, no longer needed

Save Clear

Enter Retirement/Disposal information

Click Save



# Asset Management Self Service

- Transfer

\*  Retirement/Disposal ?  
 Transfer

\* New SIMS Locations:  ?

Transfer Date: \*  ?

Documentation:  Browse...

Comments:

Enter Transfer information

Click **Save**





# Asset Management Self Service

## Accounting Services

- Michael Youakim
- 847-467-2737
- [Equipment-disposal@northwestern.edu](mailto:Equipment-disposal@northwestern.edu)
- <http://www.northwestern.edu/equipment-inventory/>

## Support Center

- 847-491-HELP (4357) or
- [consultant@northwestern.edu](mailto:consultant@northwestern.edu)

