

# Asset Management View Access

NUIT Administrative Systems



NORTHWESTERN  
UNIVERSITY

# Asset Management View Access

- What is it?
- Who will have access?
- When is it coming?




# Asset Management View Access

- Review asset information (2 navigation paths)
- Review asset journals
- Review book information
- Review cost information
- Review financials entries



# Asset Management View Access

- Review asset Information

Asset Information1		Asset Information2		Asset Acquisition Detail		Location/Comments/Attributes	
Unit:	NWUNV	Asset ID:	000000000003	Television display,main lobby	Tag:	In Service	
<b>Asset Information</b>							
Description:	Television display,main lobby			Short Description:	Television 		
CAP #:		Seq #:	Set R and D Info...				
<input checked="" type="checkbox"/> Taggable Asset	Tag Number:						
Asset Class:	004	TELECOMMUNICATIONS EQUIPMENT					
Asset Type:	Equipment			Region Code:			
Asset Subtype:	000254	TELEVISION DISPLAY-5			<input checked="" type="checkbox"/> Capitalized Asset		
Asset Status:	In Service			<input checked="" type="checkbox"/> New Asset			
Acquisition Date:	02/08/2010			<input type="checkbox"/> Available For Use			
Placement Date:	02/08/2010			<input type="checkbox"/> Composite Asset			
Collateral Asset:	Composite Asset ID:						
Acquisition Code:	Purchased						
FERC Code:							
Financing Code:							
Replacement Cost:				Last Update:			
Index Name:							
SubIndex Name:							
Parent/Child:	None	Parent ID:		Book Page			
Profile ID:	000254						

# Asset Management View Access

- Review boo information

List	Detail
Unit: NWUNV Asset ID: 000000000003 Television display,main lobby Tag:	
Book <span style="float:right">Find   View All First 1 of 1 Last</span>	
Book Name: AM_BOOK AM BOOK Currency: USD	
Details <span style="float:right">Find   View All First 1 of 1 Last</span>	
Date/Time: 02/08/10 12:46:53PM	Trans Date: 02/08/2010 Acctg Date: 02/08/2010
Change Type: Addition	Status: Depreciate
In Service Dt: 02/08/2010 Convention: AM	Shift Code: <input type="checkbox"/> Depreciate When In Service
Susp Date:	Resume Dt: Suspend Pd:
Method: Straight Line	Calc Type: Life-to-Date
Useful Life: 60 Periods	<input type="checkbox"/> Depr Pass Life
<input type="checkbox"/> Low Value	
End Date:	Future Depr Yrs:
Depr Limit:	Cost Limit:



# Asset Management View Access

- Review cost information

**Cost History List** | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit: NWUNV Asset ID: 000000000003 Television display,main lobby Tag: In Service

Book Find | View All First 1 of 1 Last

Book Name: AM\_BOOK AM BOOK Currency: USD

Total Cost: 15,000.00

Customize | Find | View All | First 1 of 1 Last

Cost	Chartfields	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1		02/08/2010	ADD		2.0000	15,000.00	<a href="#">Detail</a>

# Asset Management View Access

- Review financial entries

Unit: NWUNV Asset ID: TESTASSET11 Renovation - classroom Tag: Disposed

Book Name: AM\_BOOK AM BOOK Base Currency: USD

Accounting Lines	Chartfields	Journal								
Acctg Date	Trans Type	Fund Code	Department	Project	Class Field	Program Code	ChartField 1	Account	Amount	Detail
1 01/31/2010	ADD	840	1422500	90018422				14200	9,999.00	Detail
2 01/31/2010	ADD	840	1422500	90018422				47000	-9,999.00	Detail
3 02/03/2010	ADJ	840	1422500	90018422				14200	5,000.00	Detail
4 02/03/2010	ADJ	840	1422500	90018422				47000	-5,000.00	Detail
5 02/11/2010	ADJ	840	1422500	90018422				14200	-2,000.00	Detail
6 02/11/2010	ADJ	840	1422500	90018422				47000	2,000.00	Detail
7 02/03/2010	RET	840	1422500	90018422				14200	-12,999.00	Detail
8 02/03/2010	RET	840	1422500	90018422				47331	12,999.00	Detail
9 02/03/2010	REI	840	1422500	90018422				14200	12,999.00	Detail
10 02/03/2010	REI	840	1422500	90018422				47331	-12,999.00	Detail
11 02/08/2010	RET	840	1422500	90018422				14200	-12,999.00	Detail
12 02/08/2010	RET	840	1422500	90018422				47331	12,999.00	Detail

# Asset Management Inventory Report



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## Asset Inventory Report

Department: All  
Building: All  
Floor: All  
Room: All

Building	Floor	Room	Asset ID	Tag #	Asset Description	Manufacturer	Model	Serial	Invoice Date	Purchase Order	Fund Code	Dept ID	Project ID	Custodian	Custodian Dept	Original Cost
8791	01	01701	TESTASSET08		testasset08	Acme Inc	Model 1		09/01/2009		110	1000000		Custodian 1	1000000	\$9,999.00
8791	01	01701	TESTASSET09		testasset09	Acme Inc	Model 1		01/01/2010		110	1000000		Custodian 1	1000000	\$9,999.00
8791	01	01701	TESTASSET11		Renovation - classroom	ACME, INC.			09/01/2009		110	1000000		Custodian 1	1000000	\$9,999.00
8791	01	01701	TESTASSET12		Land Parcel	ACME, INC.	Model 1		01/01/2010		110	1000000		Custodian 1	1000000	\$9,999.00
8791	01	01701	TESTASSET14		LHIMP-RG	Acme Inc	Model 1		01/01/2010		110	1000000		Custodian 1	1000000	\$9,999.00
8791	01	01701	TESTASSET15		QIMP-RG	Acme Inc	Model 1		01/01/2010		110	1000000		Custodian 1	1000000	\$9,999.00
8791	01	01701	TESTASSET17		Land Improvement	ACME, Inc.	Model 1		01/01/2010		110	1000000		Custodian 1	1000000	\$10,000.00
8791	01	01701	TESTASSETRG1		Test_Recategorization	Acme Inc	Model 1		02/05/2010		110	1000000		Custodian 1	1000000	\$12,000.00
8791	01	01701	TESTASSET_RG		Equipment_Category	Regi George	ABC		02/01/2010		110	1000000		Custodian 1	1000000	\$15,000.00

I hereby certify that the above information is correct

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AM002 v1.0

- 3 -

Run Date: 2/23/10  
Run Time: 4:33:36 PM



# 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\_AS**      Due Date:

Vendor ID: 0000023439      OFFICE CONCEPTS INC

Vendor Catalog ID: quote #1234

# Asset Management Help

## 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)

