Asset Management View Access

This job aid lists the asset management pages for asset information review.

How to Access NUFinancials

- Log in to NUPortal* [https://nuportal.northwestern.edu]
- Click NUFinancials in the System Login portlet
  * If you cannot access NUPortal or appropriate tabs, go to [http://ffra.northwestern.edu/gateway] and click NUFinancials

Definition of Capital Asset: an asset is defined as equipment, building, land, leasehold, or other improvement with the following two characteristics:

- Useful life of at least 1 year
- Costs $5000 or more

Cognos Report:
Public Folders → Project Café Reports → School → Budget/COA → AM002 Asset Inventory Report

To report asset updates or discrepancies, contact [equipment-disposal@northwestern.edu]

1. Review Asset Information

**Navigation:** Asset Management → Search for an Asset
   1. Enter **Unit** as NWUNV
   2. Enter **Asset ID**
   3. Select **Asset Status** (or leave blank to search for asset in any status)
   4. Click **Search**
   5. Select one asset to review using radio button
   6. Select **Drill-Down To** option
      a. **Asset Accounting Entries**
      b. **Asset Basic Information**
      c. **Depreciation**
   7. Click **GO!**
   8. Review information in new window and close window
      a. Example: **Asset Basic Information**
      b. Asset Information1 (description, Profile ID, class, type, status, dates)
      c. Asset information2
      d. Asset Acquisition Detail (quantity, cost)
      e. Location/Comments/Attributes (location attributes)
      f. Manufacture/License/Custodian (manufacturer info, custodian)
1. Review Asset Information-continued

**Navigation:** Asset Management → Asset Transactions → Owned Assets → Basic Add

1. Find an Existing Value
2. Enter search criteria for asset
   a. Business Unit
   b. Asset Identification
3. Click **Search**
4. Review Information under tabs:
   a. Asset Information1 (description, Profile ID, class, type, status, dates)
   b. Asset Information2
   c. Asset Acquisition Detail (quantity, cost)
   d. Location/Comments/Attributes (location attributes)
   e. Manufacture/License/Custodian (manufacture info, custodian)

Embedded image showing tabs:
- Asset Information1
- Asset Information2
- Asset Acquisition Detail
- Location/Comments/Attributes

Use arrow to navigate to other tabs

2. Review Asset Journals

**Navigation:** Asset Management → Accounting Entries → Review Asset Journals

1. Find an Existing Value
2. Enter search criteria for asset
   a. Business Unit
   b. Journal ID
   c. Journal Date
   d. GL Journal Line Number
   e. Ledger
3. Review Asset Journals

3. Review Book Information

**Navigation:** Asset Management → Asset Transactions → History → Review Book

1. Find an Existing Value
2. Enter search criteria for asset
   a. Business Unit
3. Review Book Information under tabs:
   a. List
      i. Depreciation Status
      ii. Trans Date (FY beg, 9/01/xxxx)
      iii. Actng Date (capitalization date)
b. Detail
   i. In Service Date
   ii. Convention
   iii. Depreciation method
   iv. Useful life

<table>
<thead>
<tr>
<th>Date/Time Stamp</th>
<th>Trans Date</th>
<th>Accty Date</th>
<th>Change Type</th>
<th>Status</th>
<th>Method</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 02/05/2010 12:04:10PM</td>
<td>09/01/2009</td>
<td>02/05/2010</td>
<td>Add</td>
<td>Depreciate</td>
<td>Straight Line</td>
<td>Detail</td>
</tr>
</tbody>
</table>

4. Review Cost Information

**Navigation:** Asset Management → Asset Transactions → History → Review Cost

1. Find an Existing Value
2. Enter search criteria for asset
   a. Business Unit
3. Review Cost Information under tabs:
   a. Cost History List
   b. Cost History Detail
5. Review Financial Entries

**Navigation:** Asset Management ➔ Accounting Entries ➔ Review Financial Entries

1. Find an Existing Value
2. Enter search criteria for asset
   a. Business Unit
3. Review Financial Entry Information under tabs:
   a. List
   b. Detail
      i. Accounting Entries

**ADD:** Addition  
**ADJ:** Adjustment  
**DEP:** Depreciation  
**RET:** Retirement  
**REI:** Reinstatement

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For more information:
http://www.northwestern.edu/equipment-inventory/

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**NEED HELP?**
Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu