

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

<http://ffra.northwestern.edu/documents/reporttemplates/AM002-AssetInventoryReport.pdf>

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)



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. Accting Date (capitalization date)

- b. Detail
 - i. In Service Date
 - ii. Convention
 - iii. Depreciation method
 - iv. Useful life

Book History List							
Date/Time Stamp	Trans Date	Acctg Date	Change Type	Status	Method	Detail	
1 02/05/2010 12:04:10PM	09/01/2009	02/05/2010	Add	Depreciate	Straight Line	Detail	

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

Cost History List							
Unit: NWUNV Asset ID: TESTCOPY EQUIPMENT, FIXED-15 Tag: 987654321 In Service							
Book							
Book Name: AM_BOOK AM BOOK Currency: USD							
Total Cost: 9,999.00							
Cost							
Acctg Date	Trans Type	In/Out	Quantity	Total Cost		Detail	
1 02/05/2010	ADD		1.0000	9,999.00		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

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

For more information:

<http://www.northwestern.edu/equipment-inventory/>



NEED HELP?

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