FMS752 Asset Tracking

This training guide will show you how to track an asset.

Before you begin . . .

Upon completion of this guide you will be able to:
- Track an asset (Building, Equipment, Land, Leasehold, and Other Improvement (OIMP))

Who has access?
Accounting Services staff

What does it affect?
This process replaces the current process of managing assets.

When is this used/not used?
Assets should be entered into NUFinancials to maintain NUFinancials as the system of record.

How to log in?
Asset Management menu is accessed from NUFinancials.

Additional Resources
http://cafe.northwestern.edu/training/

Where to get help? For assistance, contact NUIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu
Review Asset Basic Information

Navigation: Asset Management → Search for an Asset

- Enter Unit as NWUNV
- Enter Asset ID
- Select Asset Status (or leave blank to search for asset in any status)
- Click Search

- Select one asset to review
- Select Asset Basic Information
- Click GO!
- Review information in new window and close window
Review Asset Accounting Entries

Navigation: Asset Management → Search for an Asset

- Enter Unit as NWUNV
- Enter Asset ID
- Select Asset Status (or leave blank to search for asset in any status)
- Click Search

- Select one asset to review
- Select Asset Accounting Entries
- Click GO!
- Review information in new window and close window
Review Asset Journals

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

- Find an Existing Value
- Enter search criteria for asset
  - Business Unit
  - Journal ID
  - Journal Date
  - GL Journal Line Number
  - Ledger
- Review Asset Journals

Review Book Information

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

- Find an Existing Value
- Enter search criteria for asset
  - Business Unit
- Review Book Information under tabs:
  - List
    - Depreciation Status
    - Trans Date (FY beg, 9/01/xxxx)
    - Accting Date (capitalization date)
  - Detail
    - In Service Date
    - Convention
    - Depreciation method
    - Useful life
Review Cost Information

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

- Find an Existing Value
- Enter search criteria for asset
  - Business Unit
- Review Cost Information under tabs:
  - Cost History List
  - Cost History Detail

![Cost History List](image)
Review Financial Entries

Navigation: Asset Management → Accounting Entries → Review Financial Entries

- Enter Unit as NWUNV
- Enter Asset ID
- Click Search
- Select asset
- Review Trans Type entries

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