

## Assets Additions Report (UFS)

This report details assets that have been added to the department's Fixed Asset Register within a specified time period.

When the department purchases an asset, irrespective of how it has been identified (i.e. flagged in iProcurement, Accounts Payable or by contacting Central Accounting directly), it will be added to the Fixed Asset Register.

As part of your month end tasks, you must run the report and verify the asset. To run the report you will need to do the following:

Navigate: Other  $\rightarrow$  Run  $\rightarrow$  Requests Click OK to Single Request

1. Click in to the name field and select Asset Additions Report (UFS) from the list of values.

Reports	×
r: 12	
Find %	
Name	Application
Asset Retirements Report	Assets
Cost Detail Report	Assets
Cost Summary Report	Assets
Asset Additions Report (UFS)	CAPSA
Asset Register Report (UFS)	CAPSA
Departmental Fixed Asset Report (UFS) - XML Publisher	CAPSA
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Eind QK Cancel	

2. In the parameters screen you will need to populate the following:

Parameters				
Book	СИ ВООК	UNIVERSITY OF CAMBRIDGE		
From Period	AUG-13			
To Period	SEP-13			
Department	AG Finance			
	•			
		<u>OK</u>	Clear	Help

- Book: CU Book will default in when you click on the list of values.
- From Period and To Period: type in free text in correct date format or use list of values.
- **Department:** Enter your two letter department code.
- Click OK

3. Click on the **Options** button. This will allow you to choose whether you would like to print or just view the report.

Print the Output To:			Style	Landwide		
Printer	Copies	For Language				
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- To print a copy change your printer name using the list of values and select the appropriate printer and change number of copies to 1
- If you only want to view on screen, leave copies as 0
- Click OK
- 4. Click Submit.
- 5. This will take you to the *Requests* screen. Here you will need to click on **Refresh Data** occasionally till the request has completed.

🗢 Requests					
Refre	esh Data	Find Requests	3		Sub <u>m</u> it a New Request
Request ID		Parent			
	Name		Phase	Status	Parameters
13125108	Asset Additions Report (UF		Completed	Normal	CU BOOK, AUG-13, SEP-13, 📤
Hold	Request	View Detail <u>s</u>			View Output
( <u>C</u> ance	l Request	Diagnostics			View Log

6. Click on View Output and this will open up your report.

## Actions to be taken

Once you have the report visible there are three key checks you are required to carry out:

- 1. Verify **Description** of asset ensuring it is clear and correct
- 2. Verify **Location** of the asset
- 3. Verify asset assigned to the correct Employee

If any of these details are incorrect, contact the Central Accounting helpdesk.

UFS\_FA@admin.cam.ac.uk or 01223 (7)66780

## Note: DO NOT under any circumstance try and change the GL Number

AMBRIDGE UNIVE	ERSITY		Asset	t Register F	Report (UFS)	)	Repo	rt Date:	20-MAR-2014 09:49
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