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 → Run → Requests** **Click OK to Single Request**

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

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

- **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.

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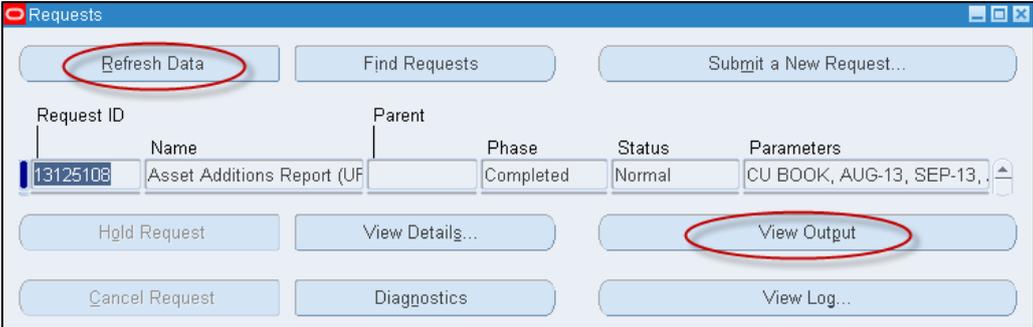
6. Click on **View Output** and this will open up your report.

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