



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.

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

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

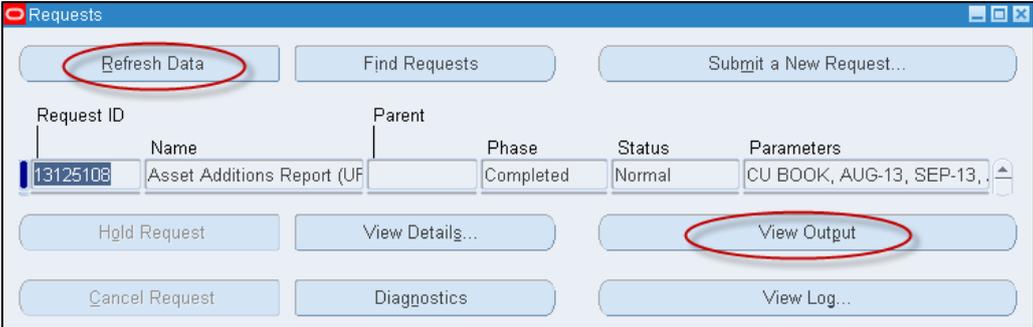
Book: CU BOOK UNIVERSITY OF CAMBRIDGE
From Period: AUG-13
To Period: SEP-13
Department: AG Finance

- **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

CAMBRIDGE UNIVERSITY		Asset Register Report (UFS)				Report Date: 20-MAR-2014 09:49	
Book: CU BOOK		For Assets Between and				Page: 3 of 17	
Department: AG - Finance							
Asset Number:	10548	Description:	COLOUR PRINTER				
Tag Number:		Serial Number:					
Category:	EQUIPMENT ASSETS.EXPENSED_LOW_VALU	Manufacturer:					
Model Number:		Property Type:					
Owned or Leased:	Owned	New or Used:	New				
Parent Asset No:		Parent Asset Description:					
Total Units:	1						
Property Class:							
In Use:	Yes						
Asset Type:	Expensed						

Invoice Number	Invoice Line Number	Description	Vendor Number	Vendor Name	Purchase Order Number
86692		Colour Printer	50104	MISD	

Book	Date Placed In Service	Prorate Convention	Prorate Date	Months Deprn in First Yr	Depreciate When Placed in Service	Deprn Start Date
CU BOOK	31-JAN-2004	BASE	01-JAN-2004	7 No	Yes	31-JAN-2004

Book	Depreciation Method	Life Yr.Mo	Basic Rate (\$)	Adjusted Rate (\$)	Capacity	Year-To-Date Production	Life-To-Date Production	Unit of Measure	Depreciate in Last Year
CU BOOK	STL	4.00							Yes

Book	Period Reserved	Period Retired	ITC Rate (\$)	ITC Amount	ITC Basis	Basis Reduction Rate (\$)	Basis Reduction
CU BOOK		JUL-13					

Book	Revaluation Reserve	Ceiling Name	Ceiling Type	Bonus Rule	Salvage Value	Rate Adj Factor	Original Cost
CU BOOK	0.00				0.00	1.00	2,307.71

Book	Cost	Recoverable Cost	Depreciable Basis	Net Book Value	Depreciation Reserve	Year-To-Date Depreciation
CU BOOK	0.00	0.00	0.00	0.00	0.00	0.00

Book	General Ledger Number	Location	Employee Num	Employee	Units
CU BOOK	U.AG.0000.ZZZZ.FBBA.0000	T032.FIRST.ROOM F56	10090372	SHELDON, Ms. Karen	1.00