



Departmental Fixed Asset Report (UFS) XML Publisher

This report should be run as part of your month end procedures. You should use this report to verify your assets and it should match against the University's fixed asset register.

This report is also sent out by Central and Research Accounting on a six monthly basis.

To run a Departmental Fixed Asset Report, you should follow the path below and populate the relevant field in the parameters screen:

Navigate: Other → Run → Requests
Click OK to single request

1. Click in to the name field and select **Departmental Fixed Asset Report (UFS) – XML Publisher** from the list of values.
2. In the parameters screen, you will need to populate two fields:
 - **Book** :Click on the list of values and CU Book will default in (only option)
 - **Department**: Enter your two digit department code
 - Click **OK**

Parameters

Book: CU BOOK UNIVERSITY OF CAMBRIDGE

Department: AG Finance

OK Cancel Clear Help

3. You will not need to print this as it will directly export in to an Excel file. Click on the **Option** button and ensure that your print copies is set to 0.

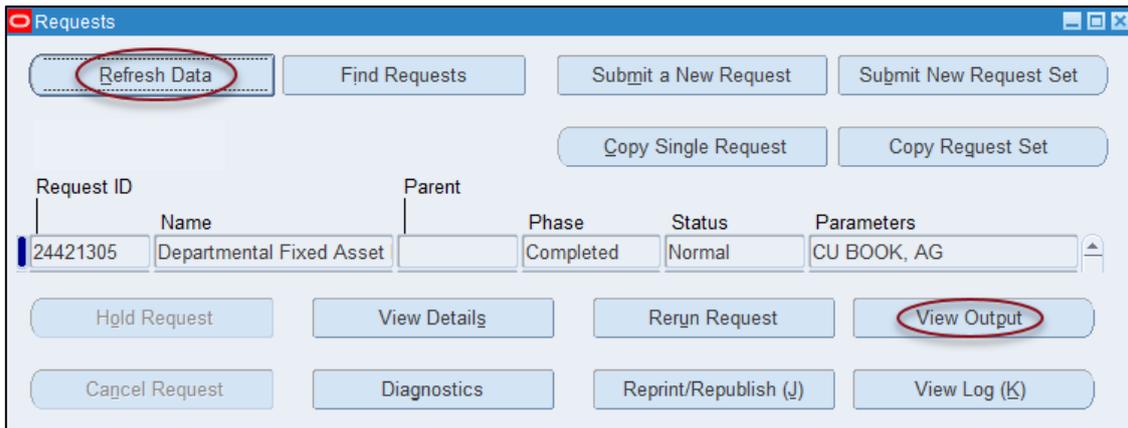
Print the Output To:

Style: BACS

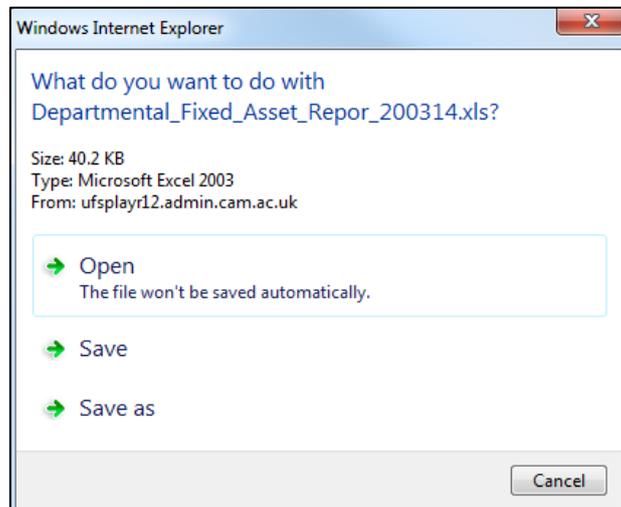
Printer	Copies	For Language
noprint	0	All languages

Help OK Cancel

4. **Submit** you request
5. Occasionally click on the **Refresh Data** button till your request has completed.
6. Click on **View Output**.



7. You will now see a message asking if you would like to open or save the excel file. Depending on what you would like to do click on the appropriate option





The spreadsheet contains numerous fields : scroll right to view them all.

Asset No	Dept	Category	Asset Key	Patient Related	Description	Serial Number	Model Number	Tag No	Vendor	PO No	Invoice No
10546	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		WHITE BOARD ON WHEELS				TEACHERBOARDS (1985) LTD	342913	222789
10547	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		LAPTOP				MISD		33427
10549	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		DATA PROJECTOR				ROCHE AUDIO VISUAL	108207	90496
10551	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		PC'S IN TRAINING ROOM 2				MISD	354651	103869
20754	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		SANYO PLC-XU48 PROJECTOR				QAV LTD	662074	INV2877
20755	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		SANYO PLC-XU48 PROJECTOR				QAV LTD	662074	INV2877
35700	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		EPPENDORF REFRIGERATED MICROCENTRIFUGE MODEL 5430	5427AJ913150 & 5427AJ113147		110253	FISHER SCIENTIFIC UK LTD	1464145	10479774
38281	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		Panasonic PT-EX500E LCD projector XGA, 5000 lumens				CROWSON & WARD LTD	1625610	SINV00051941/SORD00051323
39642	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		MF4300 - In-line Pressure Seal Machine inc. outfeed conveyor				PROLOG PRINT MEDIA LTD	1695956	OP/1401322
39853	AG	EQUIPMENT ASSETS.EXPENSED_LOW_VALUE	AG.MISC		TEST 01						
39855	AG	EQUIPMENT ASSETS.RG -	AG.MISC		TEST 03						
26199	AG	EQUIPMENT ASSETS.SYSTEM_ASSETS	AG.MISC		I-PROCUREMENT						
35100	AG	EQUIPMENT ASSETS.UNIVERSITY_FUNDED	AG.MISC		CLARA Camera 1392 x 1040 Interline CCD 6.45um x 6.45um pixels Hermetically Vacuu	DR-02348	DR-328G-C01-SIL	A02576	ANDOR TECHNOLOGY PLC	1339179	OP/1021330
39854	AG	EQUIPMENT ASSETS.UNIVERSITY_FUNDED	AG.MISC		TEST 02						



Key Part 1

- Asset Number** A CUFS generated unique number allocated to the asset
- Department** Your two letter department code
- Category** Category dependant on source of funds used to purchase asset
- Asset Key** Department code followed by MISC for miscellaneous
- Patient Related** If the asset is used for any patient use
- Description** A brief description of what the asset is
- Serial Number** Information from the asset which can be inputted when entering the invoice in Account Payable (lines tab) or later directly in the FA module.
- Model Number** Information from the asset which can be inputted when entering the invoice in Account Payable (lines tab) or later directly in the FA module
- Tag Number** Number given by Central Accounting to identify asset locally
- Vendor** Supplier of the asset
- Purchase Order Number** Purchase order number from iProcurement
- Invoice Number** Invoice number from supplier

RG Number	Cost	Deprn	Net Book Value	In Service	Units	Location	Assigned Officer
	253.8	0	253.8	31/01/2004	1	T032.GROUND.TRAINING ROOM 1	SHELDON, Ms. Karen
	1,702.58	0	1,702.58	31/01/2004	1	T032.FIRST.ROOM F34	SHELDON, Ms. Karen
	1,878.83	0	1,878.83	31/01/2004	1	T032.GROUND.TRAINING ROOM 2	SHELDON, Ms. Karen
	775.74	0	775.74	31/01/2004	9	T032.GROUND.TRAINING ROOM 2	SHELDON, Ms. Karen
	1,670.44	0	1,670.44	31/01/2007	1	T032.GROUND.TRAINING ROOM 1 AG	SHELDON, Ms. Karen
	1,670.44	0	1,670.44	31/01/2007	1	T032.GROUND.TRAINING ROOM 2 AG	SHELDON, Ms. Karen
RG65922	4,914.12	0	4,914.12	16/04/2012	1	A011..	Humphreys (Fin), Mr. Paul
	2,154.24	0	2,154.24	25/03/2013	1	A011.GROUND.AG	SHELDON, Ms. Karen
	5,760.00	0	5,760.00	10/07/2013	1	T032.GROUND.AG	DICKEN (FIN), Ms. Alexsis
	2,000.00	0	2,000.00	29/09/2013	1	A011.GROUND.AG	Humphreys (Fin), Mr. Paul
	35,000.00	0	35,000.00	29/09/2013	1	A011..	
	618,558.16	340,206.94	278,351.22	30/03/2008	1	A011..	
	52,812.00	24,205.50	28,606.50	16/11/2011	1	A011..	Humphreys (Fin), Mr. Paul
	35,000.00	0	35,000.00	29/09/2013	1	A011..	
Report Totals	764,150.35	364,412.44	399,737.91				

Key part 2

- RG Number** Research grant number if funds were used from there to purchase asset
- Cost** Purchase price
- Depreciation** Amount the asset has devalued by for wear and tear and usage
- Net Book Value** Value of asset at present time (cost less depreciation)
- In Service** Date of purchase
- Units** Quantity purchased
- Location** Location of the asset (can be changed, refer to Fixed Asset Manual)
- Assigned Officer** Emploess who has the asset or is using the asset (can be changed, refer to Fixed Asset Manual)