



## Updating Details of Departments Assets

Once an asset has been posted into the Fixed Asset module by Central and Research Accounting (normally from the Accounts Payable module or through contacting the FA helpdesk) departments are able to:

- View and amend some of the asset details;
- Change its location;
- Change the responsible employee.

To change details you will need to do the following.

### Navigate: Asset Workbench

1. Locate the asset by either entering the Asset Number or by using a combination of the other fields and clicking **Find**.
2. Click **Open** and the **Asset Details** window will be displayed.

The screenshot shows the 'Asset Details' window with the following fields and values:

Asset Number	10547	Description	LAPTOP
Tag Number		Category	EQUIPMENT ASSETS.EXPENS [..F]
Serial Number		Asset Key	AG.MISC
Asset Type	Expensed	Units	1
Parent Asset		Description	
Manufacturer		Model	
Warranty Number		Description	[ ]
Lease Number		Ownership	Owned
Lessor		Bought	New
<input checked="" type="checkbox"/> In Use		Investment Law	
<input checked="" type="checkbox"/> In Physical Inventory			
Property Type			
Property Class			
Commitment			

Buttons: Done, Cancel

Callouts:  
- Unique identifier as defined by CUPS (points to Asset Number)  
- Department reference number as per allocation of number from Central Accounting (points to Asset Number)



3. At this stage you can update the record with further details of the asset:

Field	Notes
<b>Tag Number</b>	Enter a tag number based on number range provided by Central and Research Accounting
<b>Description</b>	Defaults in with the detail entered in AP: can be changed/updated so more descriptive or appropriate.
<b>Serial Number</b>	Enter the appropriate details from the item.
<i>Asset Type</i>	<i>Cannot update yourself</i>
<b>Parent Asset</b>	This allows you to cross reference one asset to another, where the new asset is a subcomponent of an existing one. Select an existing asset number.
<b>Manufacturer</b>	Manufacturer name
<b>Model</b>	Model number of asset
<b>Warranty details.</b>	If applicable
<b>In Use tick box</b>	Do not un-tick. If your asset is genuinely no longer in use please contact the FA Helpdesk.
<i>Property Type</i>	<i>Not used by the University at the moment</i>
<i>Property Class</i>	
<i>Asset categories</i>	<p><i>We currently have around 33 different asset categories and these summarise the University's assets by the source of their funding and between:</i></p> <ul style="list-style-type: none"> <li><i>• Equipment;</i></li> <li><i>• Freehold buildings;</i></li> <li><i>• Long leasehold;</i></li> <li><i>• Short leasehold.</i></li> </ul> <p><i>They cannot be changed by departments.</i></p>
<i>Units</i>	<i>Cannot update yourself</i>

4. When completed click on **Done** and this will automatically save your amendments.