



Viewing Financial Information

Navigate: View Financial Information

Locate your asset

1. Search for the required asset either by its asset number or through a combination of the other search criteria fields and click on **Find**.

The screenshot shows a search form titled "Find Assets" with several sections for filtering results:

- By Asset Detail:** Fields for Asset Number (35942), Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, and Asset Type.
- By Book:** Fields for Book, Dates in Service, Group Asset, and a checkbox for "Show Disabled Groups".
- By Assignment:** Fields for Employee Name, Expense Account, Employee Number, and Location.
- By Source Line:** Fields for Supplier Name, Invoice Number, PO Number, Project Number, Supplier Number, Line Number, Source Batch, and Task Number.
- By Lease:** Fields for Lease Number and Lessor.

Buttons for "Clear" and "Find" are at the bottom right, with "Find" circled in red.

2. This will locate the asset and show you other information relating to the asset, to view financial information click on **Books**.

The screenshot shows the "Assets" window with a table of results:

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
35942	Dell HPC - partial		EQUIPMENT ASSETS.RG - OS		LA.MISC

Buttons for "Assignments", "Source Lines", and "Books" are at the bottom, with "Books" circled in red.

Depreciation Tab

The University policy is that only assets over £30,000 are depreciated. Depreciation is calculated centrally by the Finance Division, as part of the monthly close down of the Fixed Assets module.

The monthly depreciation charge is then transferred back (as a debit) to the Income & Expenditure section of the department's accounts using the Z source of funds and the transaction code FBBA/FBBB (I&E Depreciation)

Book	Currency	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation	Ledger
CU BOOK	GBP	1,500,000.00	1,500,000.00	1,062,500.00	31,250.00	437,500.00	CAPSA Set of

Original Cost	1,500,000.00	Method	STL	Capacity	
Salvage Value	0	Life Years	4	Months	0
Date in Service	06-JUL-2012	Life End Date		YTD Production	
Prorate Convention	BASE	Basic Rate	%	LTD Production	
Prorate Date	01-JUL-2012	Adjusted Rate	%	Depr Ceiling	
<input checked="" type="checkbox"/> Depreciate		Bonus Rule		Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Remaining Life		Revaluation Reserve	0
		From DPIS Years	2	Months	10
		From Prorate Date Years	2	Months	10
				YTD Bonus Depreciation	0
				LTD Bonus Depreciation	0

Period	Total Amount	Depreciation Amount	Adjustment Amount	Bonus Depreciation Amount	Bonus Adjustment Amount	Revaluation Amortization
AUG-13	31,250.00	31,250.00	0	0	0	0
JUL-13	31,250.00	31,250.00	0	0	0	0
JUN-13	31,250.00	31,250.00	0	0	0	0
MAY-13	31,250.00	31,250.00	0	0	0	0
APR-13	31,250.00	31,250.00	0	0	0	0
MAR-13	31,250.00	31,250.00	0	0	0	0

In the above example the monthly depreciation is calculated as:

$$\frac{\text{Original cost} - \text{its salvage value}}{\text{Its Life in months}} = \frac{£1,500,000 - £0}{48} = £3,1250 \text{ per month depreciation}$$

NB. This is using the Straight-line method of depreciation (STL)

Cost History

This screen shows the original cost of the asset (an addition to the fixed asset register) as well as any subsequent additions or mergers.

The screenshot displays the 'View Financial Information - 35942' window. At the top, a summary table shows the following data:

Book	Currency	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation	Ledger
CU BOOK	GBP	1,500,000.00	1,500,000.00	1,062,500.00	31,250.00	437,500.00	CAPSA Set of

Below the summary table are various input fields for asset details:

- Original Cost: 1,500,000.00
- Salvage Value: 0
- Date in Service: 06-JUL-2012
- Prorate Convention: BASE
- Prorate Date: 01-JUL-2012
- Depreciate
- Investment Tax Credit
- Method: STL
- Life Years: 4, Months: 0
- Life End Date: [empty]
- Basic Rate: [empty] %
- Adjusted Rate: [empty] %
- Bonus Rule: [empty]
- Remaining Life: From DPIS Years: 2, Months: 10; From Prorate Date Years: 2, Months: 10
- Capacity: [empty]
- YTD Production: [empty]
- LTD Production: [empty]
- Depr Ceiling: [empty]
- Revaluation Ceiling: [empty]
- Revaluation Reserve: [empty]
- YTD Bonus Depreciation: 0
- LTD Bonus Depreciation: 0

At the bottom, there are three tabs: 'Depreciation', 'Cost History', and 'Impairment'. The 'Cost History' tab is active, showing a table with the following data:

Reference Number	Transaction Type	Transaction Date	Periods Effective	Entered	Fiscal Year	Cost
459491	ADDITION	06-JUL-2012	JUL-12	JUL-12	2012	1,500,000.00

A 'Transactions' button is located at the bottom right of the window.

If you have located your asset via the Asset Work Bench you will also be able to view this information about Depreciation and Cost History by clicking on the **Financial Inquiry** button. However, by accessing the asset information in this way you will not have the option of drilling down into the individual Transactions as detailed below.

Transactions

By clicking on the **Transactions** button you can get a summary of all the actions that have been performed on this asset.

By clicking on the **Details** button for each line you can review the following additional information.

Addition	Shows current, original, recoverable costs as well as salvage value and depreciation details
Transfer In	The responsible employee and location that was initially attributed to the asset.
Transfer	An Assignment transfer, e.g. a change of responsible employee and/or location
Adjustments	Shows any amendments to values and/or depreciation values or policies

Reference Number	Transaction Type	Asset Number - Description	Effective	Entered
459491	ADDITION	35942 - Dell HPC - partial	JUL-12	JUL-12
459492	TRANSFER IN VOID	35942 - Dell HPC - partial	JUL-12	JUL-12
497529	TRANSFER IN	35942 - Dell HPC - partial	JUL-12	JUL-12

Book: Amortized Adjustment

Comments:

[Details](#)

Alternatively, this information is also available as a standard report - **Transaction History Report**