



The Department's Role

When creating a requisition for an item that meets the criteria of a fixed asset (over £5,000 and remaining within the University for a minimum of a year), the requisitioner should tick the **Track as Asset** box at the procurement check out stage of the process. However, if it was omitted at this stage, it can still be tracked either via the Accounts Payable or Fixed Asset module.

Fixed Asset Register stickers have been distributed to departmental Fixed Asset contacts. This number must be entered in CUFS when paying for a fixed asset. If you are unable to locate these stickers in your department, please contact the Fixed Asset helpdesk who can distribute some.



Processing the Invoice

- a. Enter the purchase invoice into the Accounts Payable module in the normal way (whether it be matching to the order or standalone – detail documents are available for these processes) until you get to the lines tab.
- b. The next stage of the process will vary depending on the process you follow:
 - Standard matching invoice to order
 - Quick Match invoice to order
 - Standalone invoice (not being matched to an order) proceed to page 3. Please note this should be a rare occurrence as Financial Regulations stipulate that all items over £100 in value must have a purchase order raised. If this is not the case then please advise the requisitioner/buyer of this.

Standard Matching of Invoice to order

- a. Once the invoice has been matched to the order, the **Lines** tab displays with all the lines from the relevant purchase order. If any of these lines were tracked as an asset at the purchasing stage, a **tick** will default into the **Track As Asset** field as per screen shot below.

You can click **Save** at this point and a prompt message will display advising that you need to complete the CUFS Tag Number field. Click **OK** and follow steps as below.

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description	Item Description
1	Item	5,000.00	SR20.0%		<input checked="" type="checkbox"/>	TRACK AS ASSET	TRACKED AS AN ASSE



- b. Use the Scroll bar and scroll to the right to complete the mandatory **CUFS Tag Number** field. Enter the next available number from the sticker provided to your dept by the Finance Division. There are additional Fixed Asset fields that can be found by scrolling to the right. They aren't mandatory but can be completed if the information is available; *Serial Number, Warranty Number*.

ICE LINES							
Total		Gross		Retained		Net	
5,000.00		5,000.00				5,000.00	
Net Amount	Tax Name	Charge Account	Track As Asset	Description	Item Description	GL Date	CUFS Tag Number
5,000.00	SR20.0%		<input checked="" type="checkbox"/>	TRACK AS ASSET	TRACKED AS AN ASSET	08-JUN-2015	123456
			<input type="checkbox"/>				
			<input type="checkbox"/>				

- c. Repeat step b for any other lines populated with the Track As Asset box ticked.
- d. Click **Calculate Tax**.

Please Note! If the Track as Asset box is ticked and the **CUFS Tag Number** field is blank, the system will display 2 prompt messages and one error message. Click **OK** to all three messages and navigate to the CUFS Tag Number field and complete with the relevant sticker number.

Quick Match invoice to order

- a. Once the invoice has been quick matched to the order, the **Lines** tab displays with all the lines from the relevant purchase order.

In this scenario the **Track As Asset** tick box will not automatically populate.

- b. Click **Save**, and if the item was tracked as an asset at the purchasing stage then a tick will populate.
- c. Use the Scroll bar and scroll to the right to complete the mandatory **CUFS Tag Number** field. Enter the next available number from the sticker provided to your dept by the Finance Division. There are additional Fixed Asset fields that can be found by scrolling to the right. They aren't mandatory but can be completed if the information is available; *Serial Number, Warranty Number*.
- d. Repeat step c in this section for any other lines populated with the Track As Asset box ticked.
- e. Once all lines entered, click **Calculate Tax**.

Please Note! If the Track as Asset box is ticked and the **CUFS Tag Number** field is blank, the system will display 2 prompt messages and one error message. Click **OK** to all three messages and navigate to the CUFS Tag Number field and complete with the relevant sticker number.



What if



the item wasn't tracked at the purchasing stage and it should have been!

If matching or quick matching to the purchase order, the user can manually negative out the incorrect line (ensuring that the order number field is empty for the negative line), re-enter the new line (ensuring that the order number field is empty) and track the asset. A prompt will display advising that the CUFS tag no must be completed. Proceed to complete the field and then calculate tax

The other options are to manually add the asset directly into the Fixed Asset module via the Fixed Asset CUFS responsibility or contact the Fixed Asset helpdesk.

the item was tracked at the purchasing stage and it shouldn't have been!

Please contact the Fixed Asset help desk

Stand alone invoice

- a) On the **Lines** tab, enter:
 - i. The **Net** amount
 - ii. The correct **Tax Name**
 - iii. Either the GL account or Project code which is funding the purchase. Remember to select an appropriate transaction code (if paying for the item out of a GL account) or Expenditure Type (for Grants).

You must have entered a GL 'Account' code or at least tabbed past this field first, before ticking the checkbox. If you don't when you calculate tax the item line will un-tick itself. If this happens contact the FA helpdesk ufs_fa@admin.cam.ac.uk or (7)66780

- b) Tick the **Track as Asset** box. You can click **Save** at this point and a prompt message will display advising that you need to complete the **CUFS Tag Number** field. Click **OK** and follow steps as below.
- c) Enter an appropriate **Description**



Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description
1	Item	5,000.00	SR20.0%	U.AG.AGBA.AAAA.EHBZ.0000	<input checked="" type="checkbox"/>	TRACK AS ASSET

- d) Use the Scroll bar and scroll to the right to complete the mandatory **CUFS Tag number**. Enter the next available number from the sticker provided to your dept by the Finance Division.

Charge Account	Track As Asset	Description	Item Description	GL Date	Project	Organization	CUFS Tag Number
S.AGBG.AAAA.EQBA.0000	<input checked="" type="checkbox"/>	EQUIPMENT		09-SEP-2014			123456

- e) Once all items from the invoice are entered on the **Lines** tab and relevant item/s tracked as asset/s and CUFS Tag number field/s completed, click **Calculate Tax**.

Please Note! If you tick the Track as Asset box and forget to complete the **CUFS Tag Number** field, the system will display 2 prompt messages and one error message. Click **OK** to all three messages and navigate to the CUFS Tag Number field.

- f) Validate and Secondary Approve invoice in normal way.

What if ...



I forgot to track the item.

If you have calculated tax, manually negative out the item line, and re-enter a new line this time ticking the **Track As Asset** and adding **CUFS tag number**. Re-calculate tax and primary validate.

If you have already validated before realising the mistake then the contact the Fixed Asset Helpdesk on (7)66780 or email UFS_FA@admin.cam.ac.uk and ask them to add it to the Fixed Asset register.



Not sure if the item is a fixed asset

If in doubt - tick the box. It is easier to remove these details from their route to the asset register, rather than to enter all the details later. Alternatively contact the Fixed Asset Helpdesk: UFS_FA@admin.cam.ac.uk or Tel (7)66780

Other common scenarios

Scenario 1: Buying numerous items totalling more than £30,000 but each individual item costs less than £30,000

The items should be tracked as assets separately (if over £5,000). If the distribution line is the same but you have for example 30 items, just enter one distribution line and tick the box. Central Accounting will split the 30 items accordingly.

Scenario 2: Buying one item that is less than £30,000 in value but which is an add-on-part of a larger capitalised item.

This item should be merged with the larger item's record and capitalised. Merging will be carried out by Central Accounting. All that is required is to e-mail the Fixed Asset Helpdesk (UFS_FA@admin.cam.ac.uk) with the invoice numbers and a note that the items need merging.