Finding Assets

Searching

Navigate: View Financial Information OR Assets Workbench

1. To recall the details of one of your department's fixed assets enter its unique asset number, or:
   - your department's Asset Key (e.g. XX.MISC) plus
   - any other details that you know about the item (e.g. description)

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<th>Find by</th>
<th>Guidelines</th>
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| Asset detail | Enter descriptive information such as asset number, description or category as the search criteria.  
  However, if you just query by your department's asset key you will get a summary of all your department's assets. |
| Assignment    | Enter assignment details such as employee name as the search criteria.             |
| Source Line   | Enter invoice information such as supplier or invoice number as the search criteria. |
| Lease         | Not being used by the University                                                  |

2. Click on the **Find** button.
What is the Asset key?

Each fixed asset is allocated an 'Asset Key' on the system. This details your department code and which register of assets it is recorded on. At present most departments only has one register and that is entitled 'Misc'.

Thus, NA.MISC is the Department of Engineering's register of assets. This information is defaulted in upon asset set up.

**Note:** If you want to be able to split your assets up into subgroups then further asset keys can be set up by Central Accounting, but all alterations (or transfers between subgroups) will also have to be done by Central Accounting.

![Screenshot of Asset Management Interface]

**Assignments**
Shows the location of the asset, the details of the employee who is responsible for it (a departmental default is put in) and the GL account which the depreciation will be charged to. Please **do not adjust** the GL code.

**Source Lines**
Shows details of the supplier, the invoice and purchase order and the project/grant if applicable.

**Books**
From ‘View Financial Information’ navigation path
This displays the financial information regarding the cost, depreciation and treatment of the asset within the FA module. It also allows you to drill down to detail about individual transactions affecting the asset.
Financial Inquiry

From the ‘Asset Workbench’ navigation path only
This displays the financial information regarding the cost, depreciation and treatment of the asset within the FA module, but, without the option to drill down to Transactions.

This window contains many fields and scrolls across to the right. However, the majority of fields are not utilised at the moment.

Use Folder Tools to customise the screen to display the useful fields