



Finding Assets

Searching

Navigate: [View Financial Information OR Assets Workbench](#)

- 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)

Find by	Guidelines
Asset detail	Enter descriptive information such as asset number, description or category as the search criteria. <i>However, if you just query by your department's asset key you will get a summary of all your department's assets.</i>
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

The screenshot shows the 'Find Assets' application window with the following sections and fields:

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

Buttons for 'Clear' and 'Find' are located at the bottom of the form.

- 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.*

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
10546	WHITE BOARD ON WHEELS		EQUIPMENT ASSETS. EXPENS		AG.MISC
10547	LAPTOP		EQUIPMENT ASSETS. EXPENS		AG.MISC
10548	COLOUR PRINTER		EQUIPMENT ASSETS. EXPENS		AG.MISC
10549	DATA PROJECTOR		EQUIPMENT ASSETS. EXPENS		AG.MISC
10550	BINDING MACHINE		EQUIPMENT ASSETS. EXPENS		AG.MISC
10551	PC'S IN TRAINING ROOM 2		EQUIPMENT ASSETS. EXPENS		AG.MISC
20754	SANYO PLC-XU48 PROJECTC		EQUIPMENT ASSETS. EXPENS		AG.MISC
20755	SANYO PLC-XU48 PROJECTC		EQUIPMENT ASSETS. EXPENS		AG.MISC
26199	I-PROCUREMENT		EQUIPMENT ASSETS. SYSTEM		AG.MISC
26200	I-EXPENSES		EQUIPMENT ASSETS. SYSTEM		AG.MISC
35100	CLARA Camera 1392 x 1040 Ir	A02576	EQUIPMENT ASSETS. UNIVER	DR-02348	AG.MISC
35700	EPPENDORF REFRIGERATE	110253	EQUIPMENT ASSETS. EXPENS	5427AJ913150	AG.MISC
36281	Panasonic PT-EX500E LCD pri		EQUIPMENT ASSETS. EXPENS		AG.MISC
39642	MF4300 - In-line Pressure Sea		EQUIPMENT ASSETS. EXPENS		AG.MISC
39853	TEST 01		EQUIPMENT ASSETS. EXPENS		AG.MISC
39854	TEST 02		EQUIPMENT ASSETS. UNIVER		AG.MISC

Buttons: Assignments, Source Lines, Financial Inquiry, Open

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