



Viewing and Amending an Asset Assignment

Currently there is limited information in the Fixed Asset module regarding the physical location and responsible person, for the majority of the University's assets. It is hoped that over time Departments will update these details for themselves.

Viewing the Current Asset Assignment

Navigate: **View Financial Information** OR **Assets Workbench**

1. Enter the asset number in the **Asset Number** field and click on **Find**.
2. In the Assets screen you will see information relating to the asset. Click **Assignments** to see who is responsible for the asset and where it is located.

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

Buttons: Assignments, Source Lines, Books

At present the location codes displayed are building codes (e.g. M031 is Arup Building). Departments will be able to add more specific details such as floors and room numbers themselves.

Units	Employee Name	Employee Number	Expense Account	Location
1	TURNER, Mr John	10000157	U.LA.0000.ZZZA.FBBB.0000	M031.GROUND.LA

Amending an Asset Assignment

You can update the physical location and the name of the person who is responsible for an asset under "Assignments". To update this information you need to navigate to the Assignments from the Assets Workbench.

Navigate: **Asset Workbench**

1. Enter the asset number in the **Asset Number** field and click on **Find**.

2. Click on **Assignments**. Here you can change the location and assignment of the asset.

3. Optionally enter a **comment**.
4. Enter **'-1'** (minus one) in the **Unit change box** of the first line and then tab to the next line down.
5. On the second line enter **'1'** into the **Unit change box**
 - a) To change the responsible employee for this asset select their name from the list of values .
 - b) To change the location click on the list of values for that field.
6. Copy the **Expense Account** code from the row above (use **Shift and F5**).

DO NOT change the Expense Account Code, as it affects depreciation. If you feel that it is not correct then please contact the Fixed Asset Helpdesk to discuss on : 66780 or UFS_FA@admin.cam.ac.uk

7. Click on **Done**



Can't find the location that you want?

Contact the Fixed Asset Helpdesk
(UFS_FA@admin.cam.ac.uk) and they will update the list of values for the location.