ASSET MANAGEMENT

OPEN FORUM

MAY 2, 2001
CHANGES IN REQUISITIONS

➢ Expanded Item Category Listing

✓ Users will need to choose a more detailed category when requesting an asset.

➢ Default Item ID and Item Description

✓ Req’s having assets will default an Item ID and Item Description when the Item Category is selected. Delete the default description and type in your own.

➢ Multiple Accounting Distribution

✓ When creating multiple accounting distributions for asset lines, the distribution needs to be done by Quantity instead of by Amount.

➢ Location

✓ If the physical location is different from the delivery location, put the physical location in the “Location” field and add the delivery information to the Comments section.

➢ Additional Charges

✓ Additional charges incurred to get the asset “up and running” such as installation charges, shipping, freight, etc if known at the moment the Requisition is prepared, should be added in a separate line using the same Item Category as the asset being purchased. This way the additional charges are also transferred to Asset Management and the cost of the asset.

SYSTEM INQUIRIES

➢ Asset information can be reviewed on-line through the Manage Asset, Inquire Menu

✓ Review Assets – general info, location, custodian
✓ Asset Cost History
REPORTS

➤ New reports are available in the Manage Assets, Reports Menu

✓ Asset by Dept
✓ Asset by Asset ID
✓ Asset by Location

QUERIES

➤ Public queries are available to assist in identifying an Asset ID

✓ GSU_AM_ASSET_XREF_LOC
✓ GSU_AM_ASSET_XREF_PO_ID
✓ GSU_AM_ASSET_XREF_SERIAL_ID
✓ GSU_AM_ASSET_XREF_VCHR_ID
✓ GSU_AM_ASSET_XREF_RCVR_ID