Asset Management
Requisition - End User
Inquiry
Report
Query
Guide

The Spectrum System
Georgia State University

PeopleSoft Financials
Version 7.5
Integrating with Purchasing and Accounts Payable

Purchasing and Accounts Payable are the dual points of entry for an asset to be entered into the Asset Management module. Therefore, assets must be identified as such in the Purchasing and the Accounts Payable module in order for the asset record to be fed into the Asset Management module.

The item should be marked as an asset on the purchase order when it is purchased, on the receiver when it is received, and on the voucher when it is paid. This item will then be loaded from the Purchasing and Accounts Payable modules into the Asset Management pre-interface tables using the Process Receipts process in Purchasing and the Load Assets process in Accounts Payable. Following these processes, Property Accounting will run the Payables/Purchasing interface and the Transaction Loader to load the assets into Asset Management.
1. Changes in Requisitions

1.1. Item Categories and Item ID’s

1. Requisitions must use the new Item Categories when requesting Assets. The new Item Categories are the following:

   a) 84110 - Vehicle
   b) 84311 – Maintenance & Farm Equipment
   c) 84312 – Medical and Lab Equipment
   d) 84313 – Security Equipment
   e) 84314 – Other Equipment
   f) 84315 – Heating, Ventilation & Air Equipment
   g) 84316 – Weapons
   h) 84317 – Machinery
   i) 84330 – Computers
   j) 84331 – Office Machinery & Equipment
   k) 84332 – Audiovisual Equipment
   l) 84333 – Communications Equipment
   m) 84350 – Furniture
   n) 86010 – Building and Building Improvements
   o) 87010 – Land Improvements
   p) 88011 – Infrastructure

2. The Item Category will populate the corresponding Item ID, which will default the following information:

   a) Item description – entered by the user to describe specifically what is being requested.
   b) Unit of measure (UOM)
   c) Account
   d) AM Business Unit

   This is what tells the system that the item is an asset

   e) Profile ID

3. If no Item ID and no Item Category are selected, if the user selects an Asset Expenditure account (8XXXXX), the system will display an error message indicating that the item needs to be marked as an asset (i.e. AM Business Unit and Profile ID need to be assigned).

4. Information can be corrected at the PO level if necessary.
1.2. Accounting Distribution

1. If multiple accounting distribution is used for assets, it needs to be distributed by QTY. It cannot be distributed by amount. This means that you need to make the allocation to each account by using percentages.

1.3. Additional Comments

1. Additional charges incurred to get the asset “up and running” such as installation charges, shipping, freight, etc if known at the moment the PO is prepared, should be added in a separate line using the same Item ID as the asset being purchased. This way the additional charges are also transferred to Asset Management.
2. Reviewing Basic Asset Information

In this lesson you will learn how to review the information for an existing asset.

2.1. Accessing the Asset Basic Information Panels

Process

1. Select Go⇒Manage Assets⇒Manage Assets.

2. Select Inquire⇒Review Assets ⇒General Information

3. Verify that GSUFS appears in the Business Unit field.

4. Click on OK. A list of valid Asset ID’s displays. OR

5. Enter an Asset ID in the Asset Identification field.

6. Click on OK. This brings you to the General Information panel.
2.2. Reviewing General Information

Process

1. Review the asset description at the top of the screen.

2. Review the asset status – In Service, Missing, Stolen, Disposed

3. Review the asset’s short description in the Short Description field.

4. Verify the Acquisition Date field.
2.3. Reviewing Attributes Information

Process

1. Review the information on this panel. The Attribute information on this panel is optional.

2. Click on the Comments tab.
2.4. Reviewing Comments Information

Process

1. Verify the **Date and Time** in the Date/Time field. Every time a comment is entered for an Asset ID, there will be a new effective dated row.

2. Comment information will be entered for missing and stolen items and any other pertinent information.

3. Click on the **Location** tab.
2.5. Reviewing Location Information

Every asset **must** have a location associated with it for physical inventory and audit purposes.

**Process**

1. Verify the **Date and Time** in the Date/Time field. Every time a new location is entered for an Asset ID, there will be a new effective dated row.

2. Click on the **Custodian** tab.
2.6. Reviewing Custodian Information

**Note:** In the Spectrum System, this panel will be used mainly to track custodians of assets that are off-campus and indicate the department that is responsible for the asset.

**Process**

1. Verify the **Date and Time** in the Date/Time field. Every time a new department or custodian is added there will be a new effective dated row.

2. If **This Asset is Offsite** checkbox is **checked**, verify the custodian name and the department are both entered. If the checkbox is **unchecked**, verify that the department field is populated.

   **Note:** For onsite assets, the custodian field should not be populated by the name of the person who ordered or received the asset.

3. Click on the **License/Register** tab.
2.7. Reviewing License/Register Information

Note: In the Spectrum system, this panel will be used for vehicles only.

**Process**

1. Verify that the vehicle registration number appears in the **Reg #** field.
2. Verify that the vehicle’s license plate number appears in the **Comment** field.
3. Click on the **Manufacturer** tab.
2.8. Reviewing Manufacturer Information

This panel is used to track manufacturing information about the asset.

**Process**

1. Review the following **information** on this panel:

2. Click on the **Acquisition Detail 1** tab. This brings you to the Acquisition Detail 1 panel.
2.9. Reviewing Acquisition Detail 1 Information

The Description, Amount and Quantity fields show the physical information for this asset and are **required**. This information comes from the Receiver when it was purchased by a Purchase Order or when it is physically tagged when it was purchased on an Express Voucher or was a Donation.

The Fund, Department, Project, Class, Budget Period and Proj/Grt, if applicable, chartfields show the financial information for the asset. These chartfields are automatically populated by the system from the voucher information via the Purchasing and Accounts Payable feeder system.

The Category field shows the category for this asset. This field is automatically populated by the system based on the Profile ID selected on the Capitalize panel.

**Note**: This panel will **not** be updated with future changes or updates to cost information, except when adding Component Costs to an existing asset. Other updates are typically performed using the Asset Cost Adjust/Transfer panel group.

**Process**

1. Review the acquisition **information** on this panel.
2. Click on the **Acquisition Detail 2** tab.
2.10. **Reviewing Acquisition Detail 2 Information**

**Process**

1. Review the *information* on this panel.
2. Click on the **Payables Info...** button. The Payables Detail dialog box displays.

If the asset was loaded from the AP system, the voucher info will appear on this panel.

3. Click on **OK**. This brings you back to the Acquisition Detail 2 panel.
4. Click on the **PO Recv Info...** button. The Purchasing/Receiving Detail dialog box displays. If the asset was loaded from the PO system, the PO info will appear on this panel.

5. Click on **OK**. This brings you back to the Acquisition Detail 2 panel.
3. Viewing an Asset’s Cost History

In this lesson, you will learn how to view the cost history for an individual asset online. The cost history of an asset is a permanent record of adjustments made to the asset during its useful life.

3.1. Accessing the Asset Cost History Panels

Process

1. Select Go⇒Manage Assets⇒Manage Assets.

2. Select Inquire⇒Asset Cost History⇒Cost History List. The Asset Cost History dialog box displays.

3. Verify that GSUFS appears in the Business Unit field.

4. Click on OK. A list of valid Asset ID’s displays. OR

5. Enter an Asset ID in the Asset Identification field.

6. Click on OK. This brings you to the Cost History List panel.
3.2. Reviewing Cost History List Information

Process

1. Review the information on the transaction history line by line on this panel.

2. Click on the Cost History Detail tab. This brings you to the Cost History Detail panel.
3.3. Reviewing Cost History Detail Information

Process

1. Review the information for the details for a specific transaction on this panel.

2. Click on the down arrow of the inner scroll bar to view the rest of the transactions for this asset.
4. Running Asset Management Reports

In this lesson, you will learn how to run the Asset Management Reports online.

4.1. Accessing the Asset Management Reports

Process

1. Select Go ⇒ Manage Assets ⇒ Manage Assets.
2. Select Report

Reports are available as follows:

Asset by Dept, Asset by Asset ID or Asset by Location
4.2. Asset by Dept

**Process**

3. Establish a Run Control.

4. Select the Department you want.
4.3. Process Scheduler Request

**Process**

1. Select the Output Destination. If you run the report to the window or printer, you will get a crystal report.
4.4. Crystal Report

Process

1. Select the Output Destination. If you run the report to the window, you will get a crystal report.

2. In the Status Column:
   
   If the item is Missing it is indicated by an “X”

   If the item is Stolen it is indicated by an “S”

3. In the Off Campus (OC) Column:

   If the item is Off Campus it is indicated by an “Y”
4.5. Running to Excel

Process

1. Select the envelope with the red arrow at the top of the page.

2. In the Export Format box, select Excel 5.0 (XLS) Tabular
3. In the Format Options check Column Heading
4. In the Choose Export File, select file destination to save report to.
5. Open up the file in excel and click the Spectrum logo and hit delete.
6. The report is now available in excel to format and save.
5. Asset Management Queries

The following public queries are available in Asset Management to assist in identifying an Asset ID:

➤ GSU_AM_ASSET_XREF_LOC
➤ GSU_AM_ASSET_XREF_PO_ID (Spectrum PO’s only)
➤ GSU_AM_ASSET_XREF_SERIAL_ID
➤ GSU_AM_ASSET_XREF_VCHR_ID
➤ GSU_AM_ASSET_XREF_RCVR_ID
➤ GSU_AM_XREF_PO_ID_NO_EDIT (All PO’s, Check’s and Other Sources)