# Chapter 9

# Asset Inquiry

## Objectives

By the end of this chapter, you will be able to:

- Describe the asset inquiry process.

- Inquire on Physical and Financial information of any asset.

## Overview

PeopleSoft Asset Management provides an Asset Inquiry format that enables you to complete any inquiry on an asset to gather information regarding general information, comments, acquisition detail, cost history, book history, or depreciation history.

## ASSET INQUIRY

The online process involves these components:

- Asset Parent/Child Information

- Asset Basic Information

- Asset Acquisition Detail

- Location/Comments/Attributes

- Custodian/License/Manufacturer

- Responsible Person

- Sponsored Awards

- Cost History

- Book History

- Depreciation History

# General Information

There are three main ways to locate an asset for inquiry:

• Search for an Asset

• Parent/Child Inquiry

• Basic Add Inquiry

Both of the first two options are pages that are specifically designed to give you access to key information on an asset.  The Basic Add inquiry is exactly the same as the pages used in the Asset Update chapter.  We simply use PeopleSoft security to grant read only access to those pages to users that have an inquiry role.
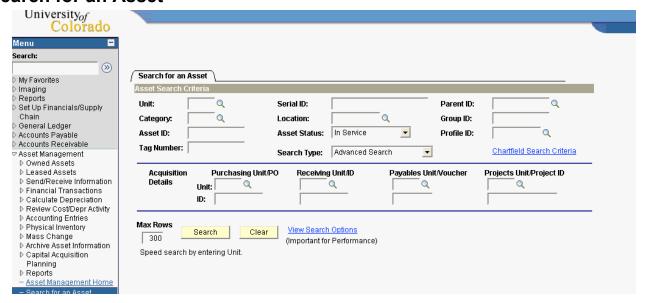
Search for an Asset is a general search page where you can enter descriptive parameters to locate an asset or a group of assets.  The page then gives you a menu of pages that you can jump to for inquiry purposes.

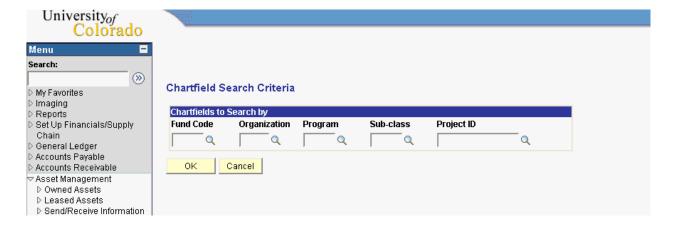Parent/Child Inquiry includes a series of pages designed to show you child asset information by Parent ID.

## Walkthrough

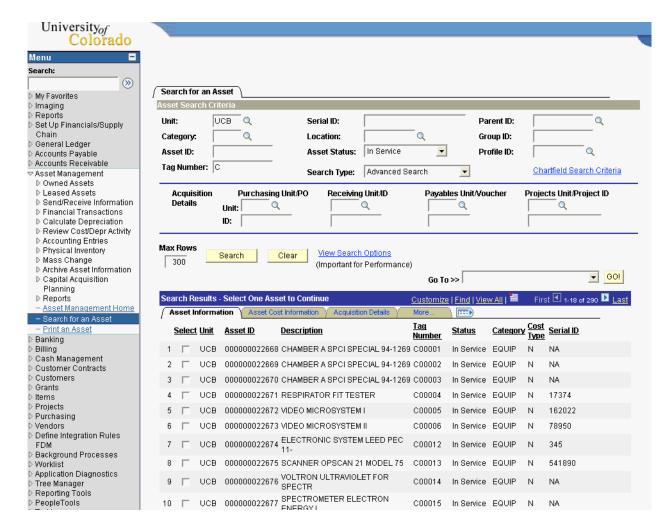**Go > Asset Management > Search for an Asset**

## Search for an Asset



On the asset search page, you can enter as many parameters as you need to narrow the list of assets returned by the search. If you need to include FOPPS or partial FOPPS, click on the ChartField Search Criteria link.



The search page is defaulted to return a maximum of 300 rows of data that match your search criteria. This number can be changed but it is recommended for performance reasons not to go over a maximum of 300. For our example, we will locate all assets in UCB whose Tag Numbers begin with the letter C.
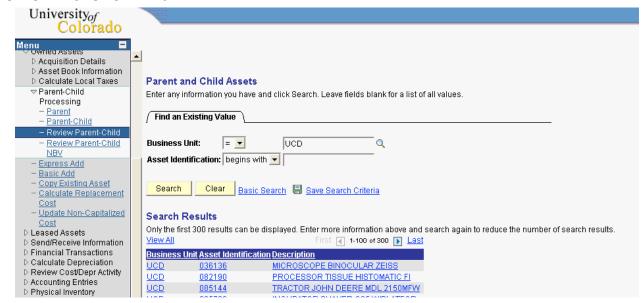
Once you enter your criteria and click Search, the system returns all matching assets up to the maximum limit you have set. In this case, the system returns the first 300 rows it finds.
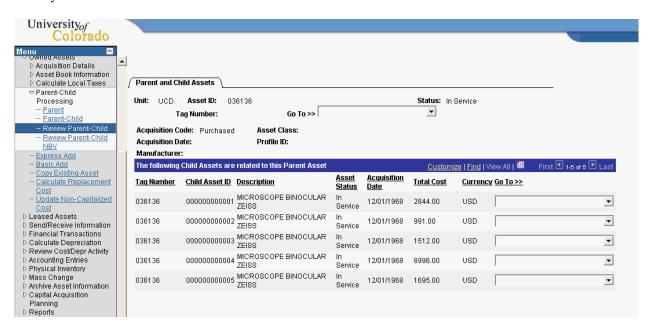
We now can select any of the tabs in the search results section to view additional information on our screen or select any individual asset and use the Go To menu to jump to a different area of the system to view more detailed information on the asset.

**Go > Asset Management > Owned Assets> Parent-Child Processing> Review Parent-Child**
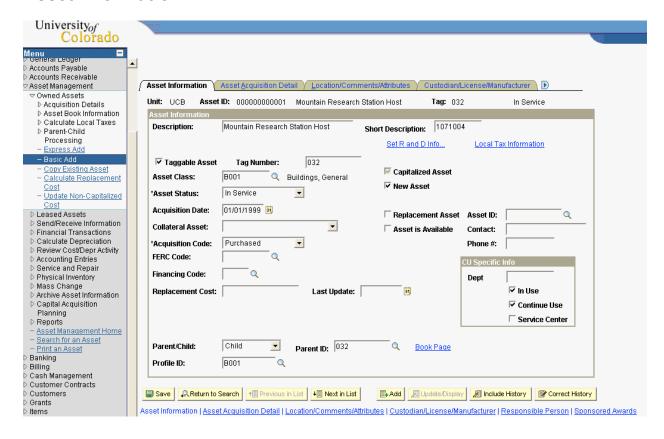
## Review Parent-Child



Enter your search criteria and click Search.  Select a Parent ID to view the Child assets for the Parent.



All of the Child assets are displayed in the bottom section of the page.  You can now use the dropdown menu next to each individual asset to jump to other areas of the system for more detailed information on the asset.
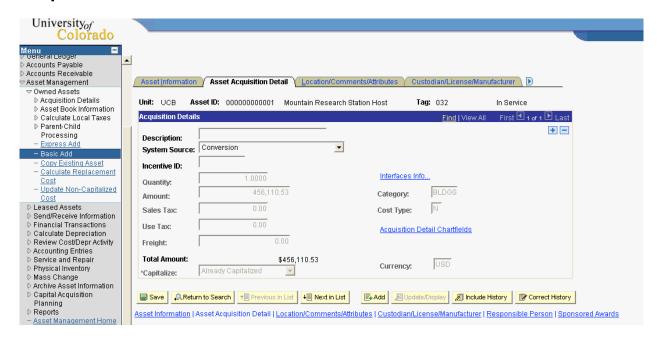
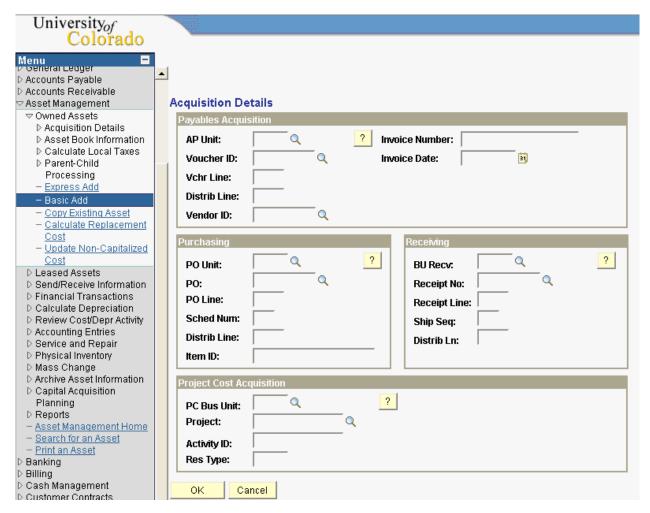**Go > Asset Management > Owned Assets > Basic Add**

## Asset Information



| Field | Description |
|---|---|
| **Description** | Long description for the asset. |
| **Short** | Short description for the asset. |
| **Tag Number** | Displays SAFECO vehicle numbers for automobiles. |
| **Taggable Asset** | Check this box if this asset has been tagged. |
| **Asset Class** | Describes the class the asset falls under, such as Furniture, Cars, PC Equipment, etc. |
| **Asset Status** | Describes the status of the asset, such as In Service, Transferred, Disposed, etc. |

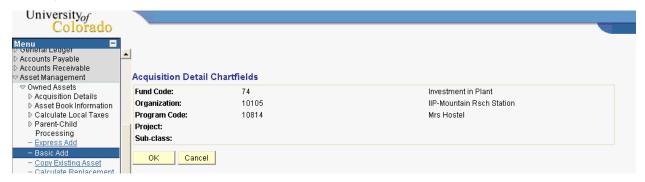| | |
|---|---|
| **Acquisition Date** | Date the asset was first acquired. |
| **Acquisition Code** | Describes how the asset was acquired, such as Purchased, Donated, Leased, Transferred, etc. |
| **Parent** | This is the parent ID that the child asset belongs to. |
| **Book Page** | This link can be used to transfer to the Book Page to view or update depreciation parameters for the asset.  Changes on the Book Page will result in a financial transaction to recalculate depreciation. |
| **Profile ID** | This is the asset profile that was used when the asset was added to the system. |
| **Dept** | Legacy Department values used in conversion from CU asset databases. |
| **In Use** | Click this box if the asset is currently in use on an existing project.  This field is typically used for Equipment.  Default should be ON. |
| **Continue Use** | Click this box if the asset is intended to continue  use on an existing project.  This field is typically used for Equipment.  Default should be ON. |
| **Service Center** | Click this box if the asset is in use in a Service Center. |

# Acquisition Detail



Acquisition Detail shows historical information related to various asset transactions. Usually this information could be considered the Receipt of the acquisition. Click Interfaces info link to access PO and AP information if it exists.
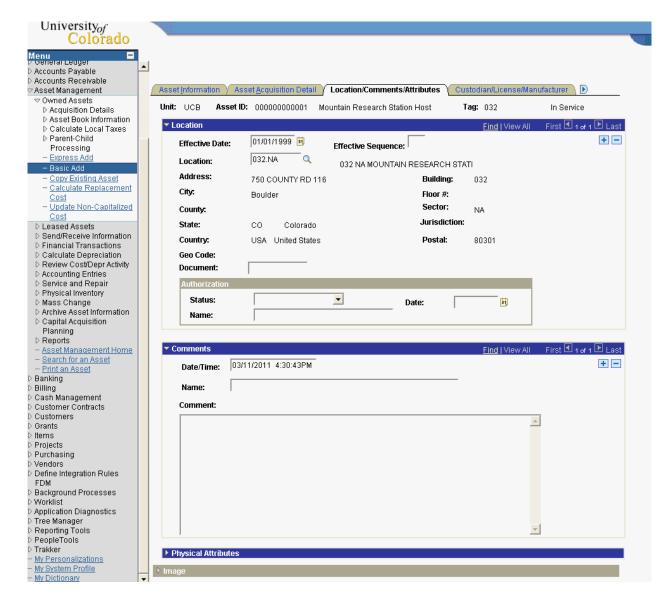
Click Cancel to return to the Acquisition Detail page.

Select the Acquisition Detail ChartFields link to access the original FOPPS that was used to add the asset to the system.
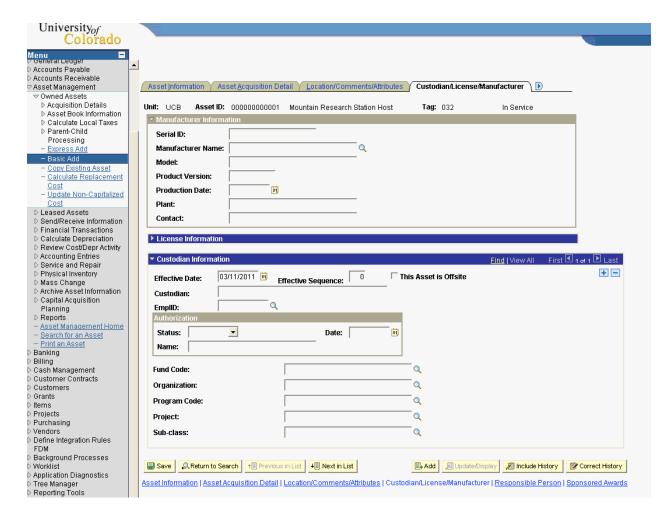


Click Cancel to return to the Acquisition Detail page.

# Location/Comments/Attributes



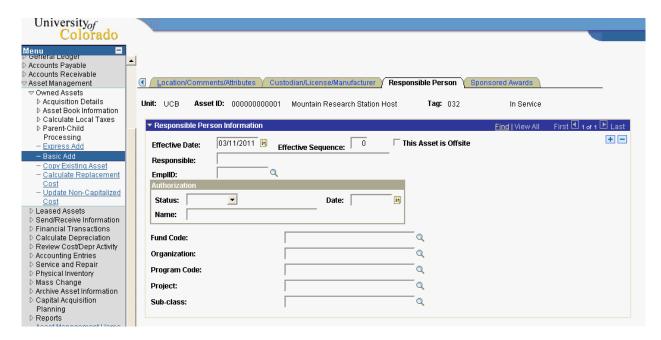Asset Location and Comments for the asset are both effective dated and history is maintained.

# Custodian/License/Manufacturer



Manufacturer information such as Serial ID, Manufacturer Name and Model will be displayed here. History is not maintained for this information.

The Asset Custodian is typically the person that physically holds the asset. Custodian information is effective dated and will maintain history.

# Responsible Person



The Responsible person is typically the person in charge of Physical Inventory for the asset.  This page is identical to the Custodian page and works the same way.  It is effective dated and history is maintained.
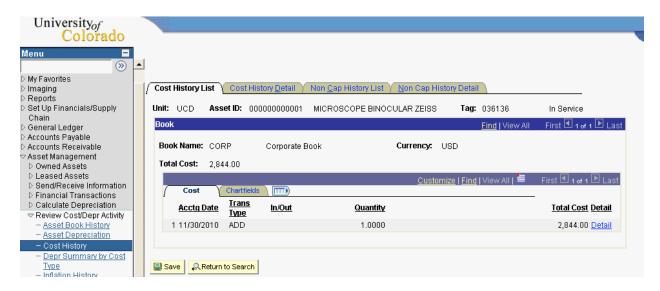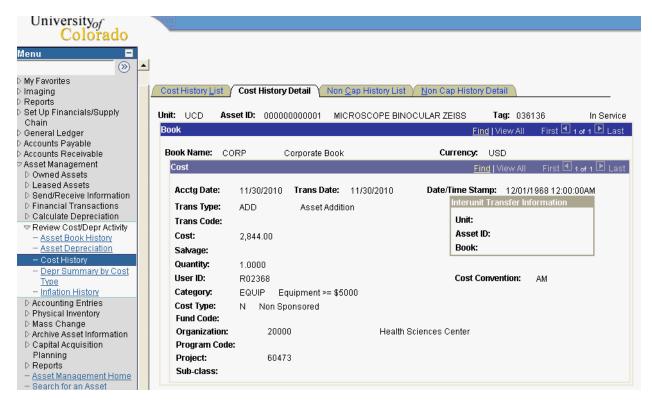
## Sponsored Awards



If the asset is associated with a Sponsored Award, the award number(s) will appear here.

Go> Asset Management> Review Cost/Depr Activity> Cost History
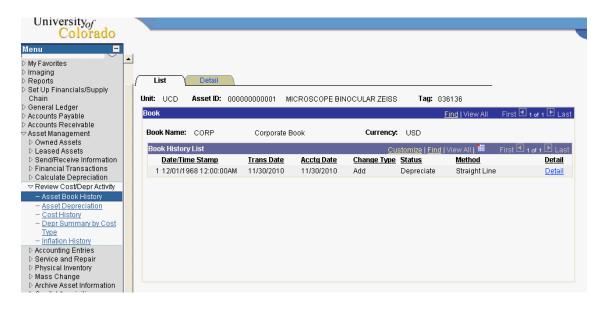
# Cost History



Cost History is a system maintained audit trail for the cost of an asset.  All financial transactions that affect the cost of an asset will be shown here.  The first page is a one page summary.  Click the detail page to look at the full details on any given transaction.
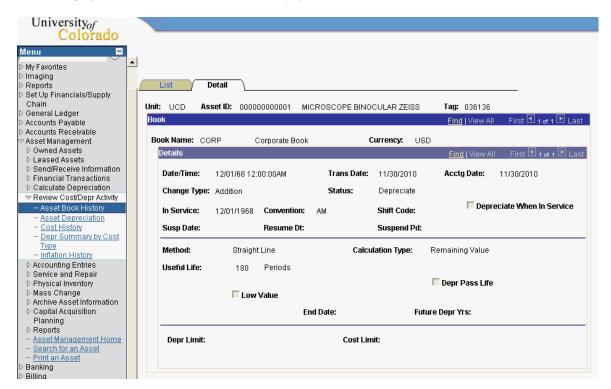
Go> Asset Management> Review Cost/Depr Activity> Asset Book History

# Asset Book History



Book History is a system maintained audit trail for the depreciation parameters of an asset. All financial transactions that affect these parameters will be shown here. The first page is a one page summary. Click the detail page to look at the full details on any given transaction.

Go> Asset Management> Review Cost/Depr Activity> Asset Depreciation
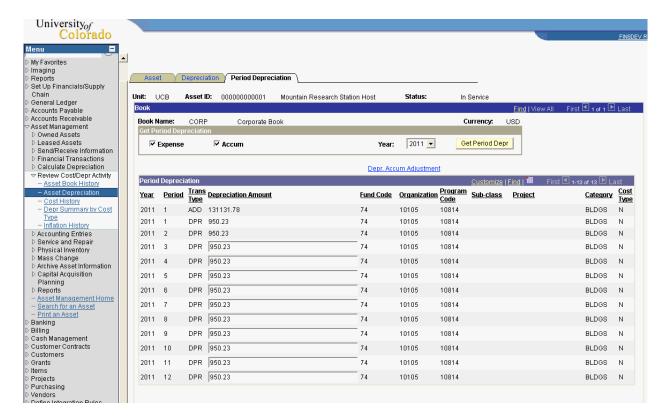
# Asset Depreciation



Asset Depreciation is a set of inquiry pages that allows you to see any part of the entire depreciation schedule for an asset.  The first page is a book summary page.  Either click the Depreciation tab or click on the CORP book link to see the annual depreciation schedule.



You can use the Calculate NBV button to instantly display the calculated Accum Depr and NBV of an asset at any point in its life.  Simply choose the Fiscal Year and Period and click the button.

Depreciation is maintained in the system in annual amounts.  To see a period depreciation detail for any year, click on the link to that year on the Depreciation tab.

## Review Questions

1. Why are all the pages "grayed" out when using Inquiry to look at asset information?

2. What page would you want to view to research Payables Information?

3. What types of Inquiry let you "jump" to other areas of the system?