Department Asset Queries

This guide details the steps to run the **U_ASSETS_BY_MY_DEPARTMENT or U_ASSET_PURCH_REF** queries.

The **U_ASSETS_BY_MY_DEPARTMENT** query retrieves the most recent Net Book Value information for those assets which were in service as of the last day of the previous month. This query provides the following values/information:

ASSET ID - The Asset ID for the associated Tag Number.

TAG NUMBER - The Tag Number associated with the Asset.

ASSET STATUS - This is the current status of the asset. If there is a D status in your report this means the asset has been retired since last Net Book Value run.

ASSET TAGGABLE? - This provides whether the Asset is Taggable (Y) which stands for whether the Asset is Inventoriable or not. Software is an example of a non-taggable (N) asset as a tag number cannot be affixed to software.

ASSET DESCRIPTION - The current description of the Asset.

MANUFACTURER - The Manufacturer of the Asset.

MODEL - The Model of the Asset.

SERIAL ID - The Serial ID of the asset.

IN SERVICE DATE - The date the asset was placed in Service.

ACQUISITION DATE - The date the asset was acquired.

END DEPRECIATION DATE - The date depreciation will stop calculating and the asset should be at a zero net book value.

CF SEQ NO - The chart-field sequence of the asset. An asset may have more than one chart-field sequence number. The information which follows would be specific to the sequence.

OPERATING UNIT - The Operating Unit associated with the Chart-field Sequence Number.

FUND - The Fund Code associated with the Chart-field Sequence Number.

ACCOUNT - The Account Number associated with the Chart-field Sequence Number.

DEPARTMENT ID - The Department ID associated with the Chart-field Sequence Number.

PRODUCT- The Product ID associated with the Chart-field Sequence Number.

INITIATIVE - The Initiative associated with the Chart-field Sequence Number.

PROJECT ID - The Project ID associated with the Chart-field Sequence Number.

LOCATION - This is the most recent known location for the asset whether through inventory or provided from when the asset was acquired.

ESTIMATED USEFUL LIFE - This is the Estimated Useful Life for the Asset

ASSET COST FOR CF SEQ NO- This is the Cost of the Asset in relation to the Chart-field Sequence Number

ACCUM DEPR CF SEQ NO - This is the Accumulated Depreciation of the Asset in relation to the Chart-field Sequence Number

ASSET YTD DEPR FOR CF SEQ NO - This is the Year to Date Depreciation of the Asset in relation to the Chart-field Sequence Number

CRRNT PD DEPR FOR CF SEQ NO - This is the Current Period Depreciation of the Asset in relation to the Chart-field Sequence Number

ASSET NBV FOR CF SEQ NO - This is the Net Book Value of the Asset in relation to the Chart-field Sequence Number

LAST INVENTORY SCAN DATE - This is the last Year and Month the asset was scanned for inventory if the asset is an inventoriable asset. If it is blank and the asset is inventoriable this means the asset has never been scanned. Non-Taggable Assets are not inventoriable so the field should be blank.

NBV AS OF DATE - This is the date the information for the Net Book Value is provided as of. The Net Book Value information is updated on a monthly basis. This occurs after the end of the month procedures have been completed. The information will always be as of the end of the previous month.

DEPARTMENT ID LIKE % - If a valued was entered in the prompt the value is provided here. (Not displayed in documentation)

TAG NUMBER LIKE % - If a valued was entered in the prompt the value is provided here. (Not displayed in documentation)

The **U_ASSET_PURCH_REF** query retrieves Purchase Order, Voucher, Non-Fast PO, Non-Fast Voucher purchasing information for those assets which have this information. Assets converted from the previous Asset Management system may not contain this information and some manually added assets may no contain this information either. The query provides the following values:

ASSET ID - The Asset ID for the associated Tag Number.

TAG NUMBER - The Tag Number associated with the Asset.

NON-FAST PO - This is the Non-Fast Purchase order information provided for assets which were donated to the University.

NON-FAST VOUCHER - This is the Non-Fast Voucher information provided for assets which were donated to the University

PO NUMBER - This is the FAST Purchase Order associated with the purchase of the asset. For older assets which were converted from the previous Asset Management system, or some manually added assets this information may not be available.

VOUCHER ID - This is the FAST Voucher associated with the purchase of the asset. For older assets which were converted from the previous Asset Management system, or some manually added assets this information may not be available.

ASSET ID LIKE % - If a valued was entered in the prompt the value is provided here. (Not displayed in documentation)

TAG NUMBER LIKE % - If a valued was entered in the prompt the value is provided here. (Not displayed in documentation)

Navigate to Query Viewer

Main Menu > Reporting Tools > Query > Query Viewer

Search For Asset Queries

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name ▾   begins with   U_ASSET

Search   Advanced Search

On the Query Viewer Screen enter '**U_ASSET**' in the search field and click Search. This will bring up those queries which have the '**U_ASSET**' as the beginning of the Query Name.

1. If you want you may add the query to your favorites so you do not have to search for the query the next time you wish to use it.

2. From this screen you may run a query to HTML, Excel, or Schedule the query. For this instruction guide we will use the Run to HTML option.

U_ASSETS_BY_MY_DEPARTMENT

The **U_ASSETS_BY_MY_DEPARTMENT** Query lists those assets for a given department which were <u>in-service on the last day of the previous month.</u>

The query also allows to search for an asset using the asset's tag number. This is helpful for when you wish to view just one

asset's information for such things as disposal requests or transfers of assets to another department

1. Click the Blue Hyperlink **'HTML'** in the **Run To HTML** column.

A new window will open to allow you to enter your query parameters.

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: [   ]
OR Tag Number Like %: [   ]
[View Results]

There are two prompts to enter in query parameters. **Only use one prompt to query at a time**. Either Search by Department or Search by Tag Number but not both.

Search By Department ID

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: [615798]
OR Tag Number Like %: [   ]
[View Results]

The Department ID prompt allows for entry of a full Department ID or a partial Department ID using the '%' wild card. DO NOT enter a tag number if you are searching for assets by department. Leave the Tag Number field blank.

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: 6157%

OR Tag Number Like %:

[View Results]

Once you have entered your search parameter click the View Results button.

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: 6157%
OR Tag Number Like %:
[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (3 kb)

View All

	ASSET ID	TAG NUMBER	ASSET STATUS	ASSET TAGGABLE?	ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL ID	IN SERVICE DATE	ACQUISITION DATE	END DEPRECIATION DATE	CF SEQ NO	OPERATING UNIT	FUND	ACCOUNT	DEPARTMENT ID	PRODUCT	INITIATIVE	PROJECT ID	LOCATION	ESTIMATED USEFUL LIFE	ASSET COST FOR CF SEQ NO	ACCUM DEPR FOR CF SEQ NO	ASSET YTD DEPR FOR CF SEQ NO	CRRNT PD DEPR FOR CF SEQ NO	ASSET NBV FOR CF SEQ NO	LAST INVENTORY SCAN DATE	NBV AS OF DATE
1	000000270940	495000245562	In Service	Y	LAPTOP COMPUTER	DELL	LATITUDE D610	2T3ZG81	04/26/2005	04/26/2005	03/31/2012	1	HSC	21000	18500	615700	000000	0000000		GPRFLORIDA	MDT1400D	84	5496.140	5496.140	0.000	0.000	0.000	201411	10/31/2015
2	000000318026	495000274094	In Service	Y	COPY MACHINE;	RICOH	AFICIO MP C4502	W512L0800659	10/31/2012	10/31/2012	09/30/2019	1	HSC	18300	18510	615798	000000	DEPTMNT			MDT1410	84	3586.500	1579.790	170.800	42.700	2006.710	201411	10/31/2015
3	000000318026	495000274094	In Service	Y	COPY MACHINE;	RICOH	AFICIO MP C4502	W512L0800659	10/31/2012	10/31/2012	09/30/2019	2	HSC	21000	18510	615700	000000	0000000		GPRFLORIDA	MDT1410	84	3586.500	1579.790	170.800	42.700	2006.710	201411	10/31/2015

For this search we did a search by 6157% to bring all Assets with a department ID which starts with 6157. There are two assets in the results. One asset has one cost row, the other asset has two cost rows.

Asset ID 000000318026 total Cost is $7,173.00 with a total Net Book Value of $4,013.42. Because the asset has two cost rows you must add the amounts together to obtain the total Cost, Accumulated Depreciation, Year To Date Depreciation, Current Period Depreciation, and Net Book Value for the Asset.

Some Tag Numbers (limited few) may have multiple Asset IDs associated with them. These few assets in the system you must add all the information for all the rows associated with the Tag Number together to have the information necessary to know the true costs and depreciation of the asset.

If you want to you can download the results to an excel file by clicking on the link **Excel SpreadSheet.**

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: 615798
OR Tag Number Like %:

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

	ASSET ID	TAG NUMBER	ASSET STATUS	ASSET TAGGABLE?	ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL ID	IN SERVICE DATE	ACQUISITION DATE	END DEPRECIATION DATE	CF SEQ NO	OPERATING UNIT	FUND	ACCOUNT	DEPARTMENT ID	PRODUCT	INITIATIVE	PROJECT ID	LOCATION	ESTIMATED USEFUL LIFE	ASSET COST FOR CF SEQ NO	ACCUM DEPR FOR CF SEQ NO	ASSET YTD DEPR FOR CF SEQ NO	CRRNT PD DEPR FOR CF SEQ NO	ASSET NBV FOR CF SEQ NO	LAST INVENTORY SCAN DATE	NBV AS OF DATE
1	000000318026	495000274094	In Service	Y	COPY MACHINE;	RICOH	AFICIO MP C4502	W512L0800659	10/31/2012	10/31/2012	09/30/2019	1	HSC	18300	18510	615798	000000	DEPTMNT		MDT1410	84	3586.500	1579.790	170.800	42.700	2006.710	201411	10/31/2015
2	000000318026	495000274094	In Service	Y	COPY MACHINE;	RICOH	AFICIO MP C4502	W512L0800659	10/31/2012	10/31/2012	09/30/2019	2	HSC	21000	18510	615700	000000	0000000	GPRFLORIDA	MDT1410	84	3586.500	1579.790	170.800	42.700	2006.710	201411	10/31/2015

For this search we did a search by a specific department ID. However, the query brought back a second row with a different Department ID associated with it. This is because the Asset has two Chart-field Sequence Numbers representing two Chart-field Strings. The Total Cost, Accumulated Depreciation, Year To Date Depreciation, Current Period Depreciation, and Net Book Value for the Asset above is the summation of the values for these fields. The Asset's total cost is 7,173.00, accumulated depreciation 3,159.58, YTD depreciation is 341.60, CRRNT PD Depreciation is 85.40, and the Net Book Value is 4,013.42.

If you want to you can download the results to an excel file by clicking on the link **Excel SpreadSheet.**

Search By Tag Number

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: [   ]
OR Tag Number Like %: [495000274094]

[View Results]

Next we want to search for an asset's information using the tag number. This can be done by either entering the entire Tag Number or part of the tag number. DO NOT enter a department ID if you are searching by tag number. Leave the Department ID field blank.

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: [   ]
OR Tag Number Like %: [%274094]

[View Results]

You may use the '%' wild card and enter only the last 6 characters of the tag number.

U_ASSETS_BY_MY_DEPARTMENT

Department ID Like %: [ ]
OR Tag Number Like %: [%274094]

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

	ASSET ID	TAG NUMBER	ASSET STATUS	ASSET TAGGABLE?	ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL ID	IN SERVICE DATE	ACQUISITION DATE	END DEPRECIATION DATE	CF SEQ NO	OPERATING UNIT	FUND	ACCOUNT	DEPARTMENT ID	PRODUCT	INITIATIVE	PROJECT ID	LOCATION	ESTIMATED USEFUL LIFE	ASSET COST FOR CF SEQ NO	ACCUM DEPR FOR CF SEQ NO	ASSET YTD DEPR FOR CF SEQ NO	CRRNT PD DEPR FOR CF SEQ NO	ASSET NBV FOR CF SEQ NO	LAST INVENTORY SCAN DATE	NBV AS OF DATE
1	000000318026	495000274094	In Service	Y	COPY MACHINE;	RICOH	AFICIO MP C4502	W512L0800659	10/31/2012	10/31/2012	09/30/2019	1	HSC	18300	18510	615798	000000	DEPTMNT		MDT1410	84	3586.500	1579.790	170.800	42.700	2006.710	201411	10/31/2015
2	000000318026	495000274094	In Service	Y	COPY MACHINE;	RICOH	AFICIO MP C4502	W512L0800659	10/31/2012	10/31/2012	09/30/2019	2	HSC	21000	18510	615700	000000	0000000	GPRFLORIDA	MDT1410	84	3586.500	1579.790	170.800	42.700	2006.710	201411	10/31/2015

For the asset above the information was pulled for just the asset requested. Because the asset above has two different chart-fields it is being depreciated by those two different chart-fields. The Asset's total cost is 7,173.00, accumulated depreciation 3,159.58, YTD depreciation is 341.60, CRRNT PD Depreciation is 85.40, and the Net Book Value is 4,013.42.

If you want to you can download the results to an excel file by clicking on the link **Excel SpreadSheet.**

Finding your Asset Purchase Reference Information

Query								
					Personalize	Find	View 30	First 1 of 1 Last
Query Name	Description		Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
U_ASSET_PURCH_REF			Private		HTML	Excel	XML	Schedule	Favorite

Search for the query U_ASSET_PURCH_REF.

 If you want you may add the query to your favorites so you do not have to search for the query the next time you wish to use it. From this screen you may run a query to HTML, Excel, or Schedule the query. For this instruction guide we will use the Run to HTML option.

Running the Query

U_ASSET_PURCH_REF

Asset Identification Like %: [   ]
OR Tag Number Like %: [   ]
[View Results]

There are two options to search by. Asset Identification number, or Tag Number. <u>Only one field may be used at a time.</u>

Querying by Asset Identification Number

U_ASSET_PURCH_REF

Asset Identification Like %: [000000318026]
OR Tag Number Like %: [   ]
[View Results]

For the first round we will run the query using the Asset Identification Number.

U_ASSET_PURCH_REF

Asset Identification Like %: [%318026]
OR Tag Number Like %: [   ]
[View Results]

Again as with the previous query in this guide, the '%' wild card may be used to only enter part of the Asset Identification number.

U_ASSET_PURCH_REF

Asset Identification Like %: `%318026`
OR Tag Number Like %: [   ]

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All

	ASSET ID	TAG NUMBER	NON-FAST PO	NON-FAST VOUCHER	PO NUMBER	VOUCHER ID
1	000000318026	495000274094				
2	000000318026	495000274094			0000189964	
3	000000318026	495000274094			0000189964	00834540

The above information is provided for the Asset. The Purchase Order Number and Voucher ID are provided. Given there may be more than one PO or Voucher used to purchase the given asset, all POs and Voucher IDs associated with the asset are provide.

The Non-Fast PO and Non-Fast Voucher information is for those assets which were manually added and were donated to the university.

If you want to you can download the results to an excel file by clicking on the link **Excel SpreadSheet.**

Caveat For those assets which are manually added into the system, or were converted from the previous Asset Management Database, those Assets may not have any information to provide and a deeper analysis may need to be performed by Asset Management Personell.

Querying by the Tag Number

U_ASSET_PURCH_REF

Asset Identification Like %: [   ]
OR Tag Number Like %:   [495000274094]
[View Results]

For the second round we will use a Tag Number to search for the Asset Purchase Reference.

U_ASSET_PURCH_REF

Asset Identification Like %: [   ]
OR Tag Number Like %:   [%274094]
[View Results]

Again as with the previous query in this guide, the '%' wild card may be used to only enter part of the Tag number.

U_ASSET_PURCH_REF

Asset Identification Like %: [   ]
OR Tag Number Like %: [%274094]

[View Results]

Download results in : _Excel SpreadSheet_ _CSV Text File_ _XML File_ (1 kb)

View All

	ASSET ID	TAG NUMBER	NON-FAST PO	NON-FAST VOUCHER	PO NUMBER	VOUCHER ID
1	000000318026	495000274094				
2	000000318026	495000274094			0000189964	
3	000000318026	495000274094			0000189964	00834540

The above information is provided for the Asset. The Purchase Order Number and Voucher ID are provided. Given there may be more than one PO or Voucher used to purchase the given asset, all POs and Voucher IDs associated with the asset are provide.

The Non-Fast PO and Non-Fast Voucher information is for those assets which were manually added and were donated to the university.

If you want to you can download the results to an excel file by clicking on the link **Excel SpreadSheet.**

Caveat For those assets which are manually added into the system, or were converted from the previous Asset Management Database, those Assets may not have any information to provide and a deeper analysis may need to be performed by Asset Management Personnel.