

## Financial Information: Find by Asset Detail

The **Find Assets** window is used to locate the asset. The most common searches are conducted using the region **Find by Asset Detail**. Once the asset information is retrieved, it is displayed on the **Assets** window for review.

In order to view the financial information for the selected asset, you must click the Current Record Indicator to open the View Financial Information window.

Following are step-by-step procedures to locate an asset by Tag Number, Old Tag Number or Serial Number.

## Navigation

Beginning at the Oracle E-Business Suite Navigator page click: **SIU Fixed Assets Managerial Inquiry → Inquiry/Financial Information**.

- After clicking the Financial Information link, you will see a quick display of Oracle's JInitiator window and the Application Navigator window. Then, the Find Assets window will appear.

## Find Assets Window

### By Asset Detail region - Tag Number

- The cursor resides in the Asset Number field. Click in the Tag Number field.
- If the entire Tag Number is not known, a % sign can be used at the beginning and end of the known numbers.
- When inquiring on an Asset for a specific campus, use the campus indicator, C, E, S, or U. Place it in front of the Tag Number for which the search is being conducted e.g., S6006%.
  - This will return only the assets belonging to the Springfield campus with 6006 in the Tag Number, as opposed to all assets of the University with 6006 in the Tag Number.
- For practice, enter %461532 (or a number of your own) in the Tag Number field; click Find to execute the search.
- The Assets window appears. Notice the Tag Number used in the query is located in the third field.
- The first character is a "C" indicating this asset belongs to the Carbondale campus.
  - Since a wild card was used for the first character in our search and the only asset that was retrieved began with a "C", we can assume that neither Edwardsville nor Springfield have this same tag number.
- The fields on the Asset record window extend beyond view; to view the fields not shown, use the scroll bars or customize the Folder. Not all fields are populated.
  - **Asset Number** - assigned by AIS.
  - **Description** - brief description of the asset.
  - **Tag Number** - assigned by Fixed Assets.
  - **Category** - denotes the type of equipment.
  - **Serial Number** - displays the serial number on the asset. This is usually provided to Fixed Assets by the Department.
    - In Carbondale, the tagger records the serial number at the time he/ she places the tag on the equipment.
  - **Asset Key** - displays the account used to purchase the asset.
  - **Asset Type** - can be Expensed or Capitalized.
    - If an Asset Type is expensed, the entire cost is expensed in the current year. If an Asset Type is capitalized, the cost is expensed (via depreciation) over several years due to the useful life, etc. Assets costing \$5,000 and up are capitalized.
    - Units - the number of components included as part of an asset.
  - **Property Type** - will be either Real or Personal. If it is not Real property, then it is Personal. The Property Type defaults from the Category.
    - Real** is real estate - land, buildings, improvements.
    - Personal** is all owned equipment.

- **Ownership** - is either owned or leased.
- **Inventorial** - field displays a checkmark.
- **Descriptive Flexfield** - contains the Old Tag Number field and related field information.
- Scroll back to the left to the first set of fields displayed.

**Note:** The **Assignments**, **Source Lines**, and **Books** buttons at the bottom of this window will be referenced later.

## Financial Information

- To view the financial information for the selected asset, click the Current Record Indicator.
  - The View Financial Information window for the current asset displays.
- From this window, you can also see the **Date in Service** for the asset as well as the **Life Years** and **Remaining Life Years**.
- From this window you can view **Depreciation** and **Cost History** information using the respective tabs at the bottom of the window.
- To view **Transactions**, click the corresponding button at the bottom of this window.
- We'll provide detail for each of these functions later.
- Close the View Financial Information window and return to the Assets window.
  - Click on the Oracle icon and click Close from the Drop Down menu.
  - From the Assets window, we'll return to the Find Assets window to begin another query; click the Flashlight icon. The Find Assets window reappears.

## By Asset Detail region – Old Tag Number

If you have an old piece of equipment and it doesn't have a new tag number, you can use the Old Tag Number field to find the asset.

**Note:** Springfield (SOM) does not use the Find by Old Tag # functionality. For the SOM, the new AIS tag number is the old tag number with an 'S' as a prefix, i.e., 600634 became S600634.

- Click the **Clear** button to remove any previous search criteria.
- The Old Tag Number field is not visible on the Find Assets window but is located in the Descriptive Flexfield (DFF).
- Click on the DFF.
- The Old Tag # field on the **Asset Category** window.
- When only a couple of the numbers in the Old Tag # are known, you can enter those and use wildcard characters to find the asset.
- Enter a percent sign before and after the known numbers in the Old Tag # field. For practice purposes, enter %380% (or a number of your own).
- Click OK.
- The Find Assets window returns where you can see part of the entry displayed in the DFF.
- Click Find.
- All records containing the number combination entered in the Old Tag # field, in this case "380", are displayed.
- Locate the needed asset and review the field information provided in the record.
- Remember, to view the financial information, select the record and then click the Current Record Indicator.
- Return to the Find Assets window for the final demonstration.

### By Asset Detail region – Serial Number

- Remove any previous search criteria.
- Enter "0275" (or a number of your own)
- Click **Find**.
- The Assets window displays with the asset information pertaining to the Serial Number specified in the search.
- Click the Current Record Indicator.
- The View Financial Information window opens, which should look familiar to you by now.
- Return to the Navigator by selecting the Close Form icon on the Toolbar.