Financial Information: Find by Assignment

Find by Assignment is another query method that can be used to locate an asset. The Book and Expense Account fields are used to enter the selection criteria. These two fields are located on the Find Assets window.

Search results are displayed on the Assets window and they will be specific to the selection criteria. Each line or record will have numerous fields containing information regarding the specific asset.

The Assignments button at the bottom of the Assets window, gives you access to the physical location of the asset.

You will also be able to view the Financial Information, Cost and Depreciation for the selected asset.

Navigation

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Find Assets Window

- To query, use the **Book** and **Expense Account** fields.
    - The Book field is located in the By Book region.
        - There are several Fixed Assets Books from which to choose; an LOV is available.
    - The Expense Account field is located in the By Assignment region.
        - Populating the Book field will enable the Expense Account field.

- Select the appropriate book and press Tab.

- To populate the **Expense Account** field, invoke the LOV; the Accounting Flexfield window appears.

- As you enter each segment, the cursor will automatically advance to the next field.

- Enter the required segments of the Accounting Flexfield, they are:
    - Fund
    - Unit
    - Budget Purpose
    - Natural Account
    - Object

Note: The system will advance automatically to the Dept Act 1 after populating the Budget Purpose. Tab to the next required field, Natural Account.

- Enter the Natural Account and Object segments.

- Click **OK;** you will return to the Find Assets window.

- The selection criteria are complete. Now, we'll execute the search by clicking **Find.**

IMPORTANT: Failure to populate any of the **required** fields will generate an error message when you close the window. You will have to return to the AFF window and populate the required fields.

Assets Window

- All records assigned to the Book and Expense Account indicated in the search criteria are displayed on the **Assets** window.

- Remember, to view all of the fields for the displayed records, use the Vertical and Horizontal scroll bars.

Assignments

- The location of the asset can be found in the Assignments information.

- To view Assignment information, select the desired record and click the Assignments button; the **Assignments** window opens.

- Notice that the asset number is part of the title bar.

- The Assignments window contains the following fields:
    – Units - number of Units.
    – Employee Name - not currently used.
    – Employee Number - not currently used.
    – Expense Account - account used for charging the asset.
    – Location - physical location of the asset.

- The contents of the Expense Account and Location fields can be viewed more easily by opening the flexfield window; click in the Location field.

- Select the Edit Field icon on the Toolbar.

- The Location Flexfield window identifies each segment shown in the Location field and provides a description for each.

- The FA Unit, FA Building and FA Room segments identify who owns the asset and where it is currently located.

- Click OK to close the window.

Note: If your sound is turned up on your PC you will hear a ding when you close the Location Flexfield window. The Message Line at the bottom of the window should read, "You cannot create records here." Disregard the message.

- Review of the Assignment information is complete.

- Close the window and return to the Assets window.

View Financial Information

- From the Assets window, click the Current Record Indicator next to the asset you wish to review (for demonstration purposes, we used 2166159.

Note: You can also click the **Books** button.

- The financial Information for the selected Asset is shown.

- The lower portion of the window shows the Depreciation history of the asset, by default.

- Some of the information contained in the upper portion of the window:
    – **Book** - an asset is assigned to a depreciation Book.
    – **Cost** - the original cost of the asset.
    – **Recoverable Cost** - the portion of the current cost that can be depreciated.
    – **Net Book Value** - the Current Cost minus accumulated depreciation and bonus reserve.
    – **YTD Depreciation** - provides totals for depreciation expenses.
    – **Date in Service** - this field displays the date the asset was entered in the system.
    – **Prorate Convention** and **Prorate Date** - fields are used to determine depreciation during the first and last years of an asset life.

- **Depreciation** tabbed region allows you to view the depreciation history for the selected Asset.

- **Cost History** tabbed region which contains the cost history for the selected asset.

- When a change is made in relation to the cost of the asset, the transaction is recorded, in the Transaction Type field.

- This completes the Find by Assignment learning cycle.

Note: If you have additional questions about Depreciation or Cost History, contact your respective Fixed Asset unit.