



CMS/PeopleSoft®

Asset Management

User Guide

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Asset Management

Welcome to the new and improved system for accounting for your assets

Overview

This workshop gives an overview of the following items:

Information/samples of The New Departmental Inventory report

Accessing the CMS system for On-Line Query Report (Ad Hoc) to bring up assets assigned to your Department ID

Gives you the capability of viewing asset information on-line for a particular asset tag number (Property decal number).

Special notes

Asset Management Contacts

Annual Inventory Report

The new Campus Inventory Report sent out by the Asset Manager every 18 months

Report will be based on the Dept. ID

Capitalized, Non Capitalized and Sensitive items

The report will show:

- Asset Tag #
- Location (xx-xxx represents the physical location of the asset. First component is the building, the component is the room.)
- Manufacturer (if listed)
- Model (if listed)
- Description
- Serial Number
- Acquisition Date
- Amount
- Signature section

SAMPLE OF THE INVENTORY REPORT

Asset Tag	Location	Manufacturer	Model	Description	Serial Number	Acquisition Date	Amount
080991	53_71	LECTROSON	VDR 200B	SYNTHESIZED DIVERSITY RECEIVER	500	01-JUN-1998	6,366.95
082929	53_71	SONY	3C	BETACAM SP VIDEO CAMERA	10351	01-NOV-1997	23,071.00
092849	53_71	JVC	DY90WU	DVD CAMCORDER	955956	01-JUN-2001	23,139.52
057209	53_ENG135	IKEGAMI	ITC730A	CAMERA	7150	01-AUG-1987	9,634.09
056504	53_L1B6	N/A	23GHE	MICROWAVE LINK	3099	01-OCT-1987	6,015.50
056505	53_L1B6	N/A	23GHE	MICROWAVE LINK	3310	01-OCT-1987	6,015.50
065916	53_PIONR	CEN/VALLEY	PV7F-04	TRANSMITTER REPEATER NTIA/DTFP	06-04-01717	01-APR-1991	20,039.50
065918	53_PIONR	CEN/VALLEY	PV7F-04	TRANSMITTER REPEATER NTIA/DTFP	06-04-01717	01-APR-1991	20,039.50
054315	53_UMS	FORD	1986 AEROSTAR	WAGON (VIN# 1FMCAL1U0G2B42710)	E-418102	01-JUL-1986	14,572.13
057511	53_UMS	IVECO	SATELLITE	TRUCK (VIN ZCFKL7268G1700100)	E-423908	01-NOV-1987	414,960.17
052899	53_VAULT	EMCEE		ITFS TRANSMITTER	314	01-JUN-1985	19,080.00
053405	53_VAULT	NACOM	MA-6G	TRANSMITTER RACK	8535-D5892	01-SEP-1985	24,268.32
062322	53_VAULT	EMCEE	A-1	ITFS TRANSMITTER	643	01-APR-1989	18,338.07
062323	53_VAULT	EMCEE	A-2	ITFS TRANSMITTER	135	01-APR-1990	18,000.00
062324	53_VAULT	EMCEE	A-3	ITFS TRANSMITTER	132	01-APR-1990	18,000.00
062325	53_VAULT	EMCEE	A-4	ITFS TRANSMITTER	133	01-APR-1990	18,000.00
065911	53_VAULT	CEN/VALLEY	NTIA/DTFP	MICROWAVE SSB MULTIPLEX	06-04-01717	01-APR-1991	6,947.00
072181	53_VAULT	G/V	3291-RI	WAVELINK RECEIVER	811586	01-JUN-1994	6,090.04
053088	53_WLFMT	ANDREW	HMD	12FT ANTENNA	8	01-AUG-1985	5,895.72
053406	53_WLFMT	NACOM	MA-6G	MICROWAVE TRANSMITTER SYSTEM	8535D5894	01-SEP-1985	24,268.32
095195	53_YARD	CHEYSLEER	2002 T/C	VAN (VIN 2C82P74L92R566950)	E-1118044	01-DEC-2001	29,329.00
Total Dollar Value							3,686,377.31

Report ID: SACAMPYI

California State University, Sacramento
Equipment Inventory Report
Department 43100 - University Media Services

Page No. 7 of 7
Run Date 08/17/2004
Run Time 13:56:53

This inventory was completed on _____ (Date)

BY _____ (Printed Name)
(Designee, Department Chair or Dean of Department)

SIGNED _____

For help or corrections contact:
David Shannon, Procurement & Contracts
Ext. 87322 Email: procman@csus.edu
Revised 11/19/2004

Inventory Query on an Asset

Ad Hoc Query to list asset information by Dept ID

Navigation in CMS System

1. From the Menu, select REPORTING TOOLS
2. Select QUERY
3. Select QUERY VIEWER
4. Indicate QUERY NAME: SAC8ALL
5. Select SEARCH button
6. Go to SAC8ALL_DEPT_INVENTORY
7. Click on RUN
8. Type in your DEPT ID number (for example 43100)
9. Select VIEW RESULTS
 - Can be run on CSV file, these instructions will be covered in GL02 Class
 - The QUERY can be modified to include other fields if requested

This report is real time. It can be accessed at any time and will show the most current information.

SAMPLE OF INVENTORY QUERY

Dept = 43100									
View All Rerun Query Download to Excel First ◀ 1-100 of 276 ▶ Last									
	Asset ID	Tag Number	Descr	Profile ID	Dept	Status	Model	Serial ID	Location
1	000000000113	043840	GENERATOR SIGNAL	EQUIP-10	43100	In Service	1410R	B010257	53_50B
2	000000000124	045901	RECORDER	EQUIP-10	43100	In Service	AG-440C-2	4591805	53_52D
3	000000000125	045902	RECORDER	EQUIP-10	43100	In Service	AG-440C-2	4591808	53_52D
4	000000000126	045904	RECORDER	EQUIP-10	43100	In Service	AG-440-2	2991754	53_63
5	000000000129	046203	VIDEO CAMERA	EQUIP-10	43100	In Service	310	1202	53_63
6	000000000132	046287	ZOOM LENS	EQUIP-10	43100	In Service		192372	53_63
7	000000000135	046487	FILM EVALUATOR 16MM	EQUIP-10	43100	In Service	MX	E12602	53_14C
8	000000000177	050439	VIDEO TEST MONITOR	EQUIP-10	43100	In Service	380	300951	53_50B
9	000000000178	050478	SYSTEM 21 SWITCHER	EQUIP-10	43100	In Service		240278B4	53_52E

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 Revised 11/19/2004

Viewing Asset Basic Information

All information related to the Asset

1. Navigation>Menu>Asset Management>Owned Asset>Basic Add

2. On this panel, type in the Tag Number

Asset Basic Information

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

Find an Existing Value

Business Unit: =

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Include History Case Sensitive

[Basic Search](#)

The following panels are examples of all Asset Information that will show

Asset Information

Asset Information
[Asset Acquisition Detail](#)
[Location/Comments/Attributes](#)
[Custodian/License/Manufacturer](#)

Unit: SACST **Asset ID:** 000000000084 **PIANO** **Tag:** 032199 **In Service**

Description: **Short Description:**

CAP #: **Seq #:** [Set R and D Info...](#) [Local Tax Information](#)

Taggable Asset **Tag Number:** **Clustered Asset**

Asset Class: **Capitalized Asset**

***Asset Status:** **New Asset**

Acquisition Date: **Composite Asset** **Asset ID:**

Collateral Asset: **Replacement Asset** **Asset ID:**

***Acquisition Code:** **Asset is Available** **Contact:**

FERC Code: **Phone #:**

Financing Code:

Replacement Cost: **Last Update:**

Index Name:

SubIndex Name:

Parent/Child: **Parent ID:** [Book Page](#)

Profile ID:

Asset Acquisition Detail

Unit: SACST Asset ID: 00000000084 PIANO Tag: 032199 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description: PIANO

System Source: Conversion

Incentive ID:

Quantity: 1.0000

Amount: 6,476.97

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Total Amount: \$6,476.97

*Capitalize: Already Capitalized

Category: EQUIP

Cost Type:

Currency: USD

Interfaces Info...

Acquisition Detail Chartfields

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

Location/Comments/Attributes

PeopleSoft. Home Add to Favorites Sign out

Unit: SACST Asset ID: 00000000053 computer equipment Tag: 10578 In Service

Location/Comments/Attributes Find | View All First 1 of 1 Last

Location Find | View All First 1 of 1 Last

Effective Date: 10/12/2004 Effective Sequence:

Location: 01_155 SACRAMENTO HALL-155

Address: SACRAMENTO HALL Building: 01

City: Floor #:

County: Sector:

State: Jurisdiction:

Country: USA United States Postal:

Geo Code:

Document:

Authorization

Status: Date:

Name:

Comments Find | View All First 1 of 1 Last

Date/Time: 10/18/2004 1:15:32PM

Name:

Comment:

Physical Attributes Find | View All First 1 of 1 Last

Effective Date: 10/18/2004

Color: Units:

Height: Units:

Width: Units:

Length: Units:

Weight: Units:

Capacity: Units:

Power Rating: Units:

Image

Return to Search Next in List Previous in List Update/Display Include History

Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Custodian/License/Manufacturer | Asset Entry Wk1 | Asset Entry Wk2 | Asset Book Wk1 | Open Trans 1 Wk

For help or corrections contact:
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 Revised 11/19/2004

Custodian/License/Manufacturer

PeopleSoft

Home | Add to Favorites | Sign out

Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | **Custodian/License/Manufacturer** | Help

Out: SACST Asset ID: 00000000053 computer equipment Tag: 10578 In Service

Manufacturer Information

Serial ID:
 Manufacturer Name:
 Model:
 Product Version:
 Production Date:
 Plant:
 Contact:

License Information Find | View All First 1 of 1 Last

Agency ID:
 Vendor ID:
 Reg #:
 Issue Date: 10/18/2004
 Expiration Date:
 Reg. Name:
 Address:
 Comment:

Custodian Information Find | View All First 1 of 1 Last

Effective Date: 10/12/2004 Effective Sequence: 0 This Asset is Offsite

Custodian:
 EmpID:
 Authorization
 Status: Date:
 Name:

Operating Unit:
 Fund Code: 004DS OF-General Fund Support 04/05
 Department: 49100 Procurement Services
 Program Code:
 Class Field:
 Budget Reference:
 Product:
 Project:

Return to Search | Next in List | Previous in List | Update/Replay | Include History

Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Custodian/License/Manufacturer | Asset Entry Wk1 | Asset Entry Wk2 | Asset Book Wk1 | Open Trans1 Wk

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Special Notes

New naming convention

- Property management is now Asset Management
- Asset disposal is now Asset Retirement

Conversion of assets from the Property Management System (PMS)

- Only “active” assets will be converted into the new system (as of November 1, 2004)

Changes to an asset (Location, Department, etc.)

- Departments will no longer have the capability of requesting changes on-line. All changes must be written or emailed to the Asset Management Supervisor, Thurman Watson, email address: twatson@csus.edu .

Definition of Asset ID number vs. Tag Number.

- Asset ID number is a sequential number assigned by the system.
- Tag number is the Property decal number

Contacts for Asset Management

Thurman Watson, Asset Management & Receiving Supervisor

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David Shannon, Manager for Procurement Services, Asset Management & Receiving

Phone: Ext. 87322

Email: procman@csus.edu