


PeopleSoft

KUMC

**Low Value Asset Tracking
Procedural Reference**

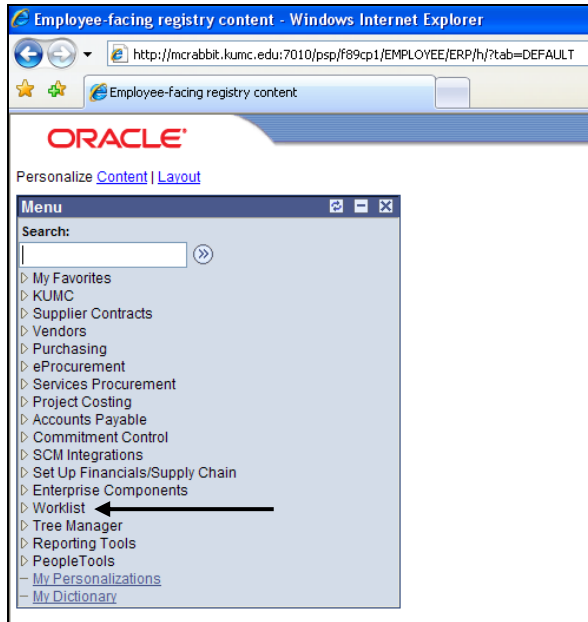
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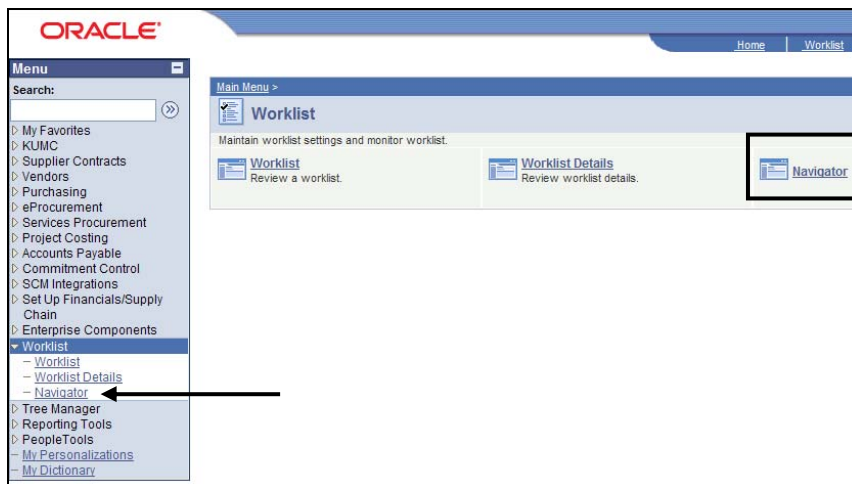
Throughout this manual, the  symbol indicates additional information on the left side of the page.

DISPLAYING THE NAVIGATION ICONS

Navigation



1. Click **Worklist** in the menu.



2. Click **Navigator** icon or menu item.

ENTER ASSET

Navigation

KUMED Processes

Billing & Receiving Budget BPC

Central Office Financial Reports Grant Information

IDB Journal Voucher Request **Manage Assets**

Requisition & Receiving Software Compliance Travel

User Inquiry

Manage Low Value Assets

Enter Assets Update/Inquire Assets Asset Report

Low Value Asset Tracking

Business Unit:

KU Asset ID:

1. Click **Manage Assets** icon.

2. Click **Manage Low Value Assets** icon.

3. Click **Enter Assets** icon.

4. Click .

ENTER ASSET

Enter Data

- Step 1(a)** If the asset does not have a serial number, leave this field blank.
- Step 1(b)** Enter purchase date. If purchase date is unknown, enter 7/01/05.
- Step 1(c)** 256 characters maximum. Only first 40 characters will show on the Asset Report.
- Step 2** Use the format ***building number-room number*** (e.g. 63-120X). For a list of building numbers see Appendix.

1. Complete the following fields:
 - a. **Serial ID**
 - b. **Date Acquired**
 - c. **Asset Description**
 - d. **Monetary Amount**
(purchase price or estimate if unknown)
 - e. **Purchase Identifier**

Purchase Type	Enter	Followed by
Requisition	PO	PO number
BPC	BPC	BPC number
Endowment	KUEA	<i>(nothing else needed)</i>
RI Funds	RINST	PO or BPC number if available
Other	OTHER	<i>(nothing else needed)</i>

- f. **Department**
2. Do you need to search for the **Location**?
If **no**, enter the location and go to step 7.
If **yes**, go to step 3.
3. Click (lookup) for **Location**.

ENTER ASSET

Enter Data (continued)

Look Up Location

SetID: KUMED

Location Code: begins with ←


Description: begins with

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce
[View All](#) First 1-100 of 300


Location Code	Effective Date	Status as of Effective Date	Description
001-0000	06/30/2004	Active	Murphy (A);
001-0000	12/08/2003	Active	Murphy (A);
001-0000	10/15/2003	Active	Murphy (A);

 **Step 4** For a list of building numbers see Appendix. May need to include a hyphen and floor number for buildings with many entries.

Low Value Assets

KUMC Low Value Asset Tracking

Business Unit: KUMED Asset Id: 9900000003 ←

Serial ID: *Date Acquired: 

*Asset Description:

*Monetary Amount: Purchase Identifier:

Scroll Area Find | View All First of 1 Last


Date/Time: 08/04/08 2:51:37PM

*Department: Accounting Controller

*Location: Support Services:Office

Disposition Disposition Type:

←

4. Enter the building number in the **Location Code** field. 

5. Click .

6. Click desired Location.

7. Click .

8. Note the **Asset ID** number.

9. Click [KU_PROCESSES](#) to return to navigation icons.

UPDATE/INQUIRE ASSET

Navigation

KUMED Processes

Billing & Receiving Budget BPC

Central Office Financial Reports Grant Information

IDB Journal Voucher Request **Manage Assets**

Requisition & Receiving Software Compliance Travel

User Inquiry

Manage Low Value Assets

Enter Assets

Update/Inquire Assets

Asset Report

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

Find an Existing Value Add a New Value

Business Unit: =

KU Asset ID: begins with ←

Serial ID: begins with

Department: begins with 🔍

Asset Management Status: begins with

 [Basic Search](#)

Step 4 Can also search by Serial ID or Department number.

1. Click **Manage Assets** icon.
2. Click **Manage Low Value Assets** icon.
3. Click **Update/Inquire Assets** icon.
4. In **KU Asset ID** field, enter Asset ID number.
5. Click .

UPDATE/INQUIRE ASSET

Enter Data

Low Value Assets

KUMC Low Value Asset Tracking

Business Unit: KUMED Asset Id: 9900000003

Serial ID: 86490J *Date Acquired: 08/01/2008

*Asset Description: Dell desktop PC

*Monetary Amount: 629.000 Purchase Identifier: PO 0000145262

Scroll Area Find | View All First 1 of 1 Last

Date/Time: 08/04/08 2:51:37PM

*Department: 60101 Accounting Controller

*Location: 063-121 Support Services:Office

Disposition Disposition Type: []

Save Return to Search Previous in List Next in List Add Update



Scroll Area Find | View All First 1 of 1 Last

Date/Time: 08/04/08 2:51:37PM

*Department: 60101 Accounting Controller

*Location: 063-121 Support Services:Office

Disposition Disposition Type: []



Scroll Area Find | View All First 2 of 2 Last

Date/Time: 08/04/08 3:22:22PM

*Department: []

*Location: []

Disposition Disposition Type: []

} New line of fields available

Step 3 Use the navigation bar to move from line to line.

1. Enter changes in fields.

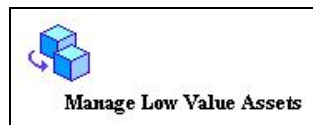
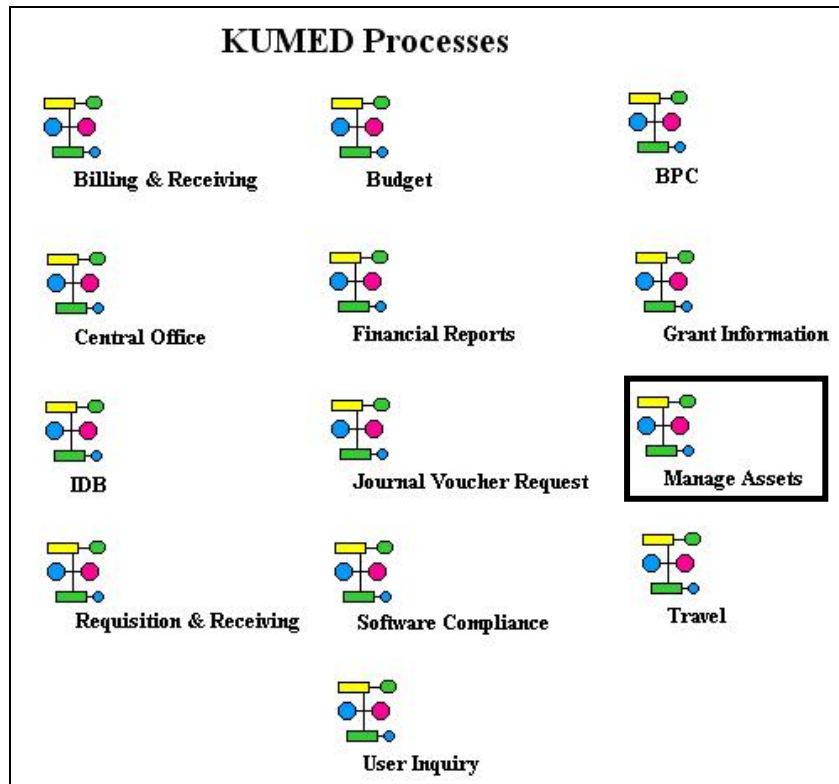
To...	Click...	Go to Step...
Modify Serial ID, Date Acquired, Asset Description, Monetary Amount, Purchase Identifier, Department or Location	In field, make change	4
Inactivate Asset (Department no longer owns the asset.)	Disposition check box	2
Reactivate Asset	to add a row	3

Inactivate an Asset

2. Select **Disposition Type** from drop down list and go to Step 4.
3. In the newly created line, complete **Department** and **Location** fields.
4. Click .
5. Click [KU_PROCESSES](#) to return to navigation icons.

ASSET REPORT

Navigation



3. Click **Manage Assets** icon.

4. Click **Manage Low Value Assets** icon.

5. Click **Asset Report** icon.

ASSET REPORT

Run Control

Low Value Asset Report

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

Find an Existing Value

Add a New Value

Run Control ID: begins with

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search Results

[View All](#)

First



1-2 of 2



Last

[Run Control ID](#) [Language Code](#)

[Office](#)

[English](#)

[reports](#)

[English](#)

Step 3 If only one Run Control is found, PeopleSoft displays the Selection Criteria page.

Low Value Asset Report

Find an Existing Value

Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step 4 Run Control IDs cannot contain spaces or special characters.

1. Have you previously created a Run Control for this report?
If **no**, click Add a New Value and go to Step 4.
If **yes**, go to Step 2.

2. Click .

3. Click desired run control name and go to Step 1 of Selection Criteria.

4. Complete the **Run Control ID** field.

5. Click .

ASSET REPORT

Selection Criteria

Low Val. Asset Rpt

Run Control ID: reports [Report Manager](#) [Process Monitor](#)

KUMC Low Value Assets Report Business Unit: KUMED

Department: Enter Department, or leave blank to produce report for all Departments

Active/Inactive Asset
 Active Assets Only
 All Assets Active/Inactive

The Results Of This Process Will Be E-mailed To You

Set Process Scheduler Request As Follows:
Server Name = PSUNX Type = FILE
Format = PDF
See Process Monitor For Run Status

Process Scheduler Request

User ID: PSHETTLEROE Run Control ID: reports


Server Name: PSUNX Run Date: 08/04/2008
Recurrence: Recurrence: Run Time: 3:36:51PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Output
<input checked="" type="checkbox"/>	Low Value Asset Report	JAM014	SQR Report	File	PDF	

 **Step 3** Process Name for Low Value Assets report is JAM014.


 **Step 4** Report will be emailed to you when complete.

1. Complete the following fields:


Department

Active/Inactive Asset radio button

2. Click .

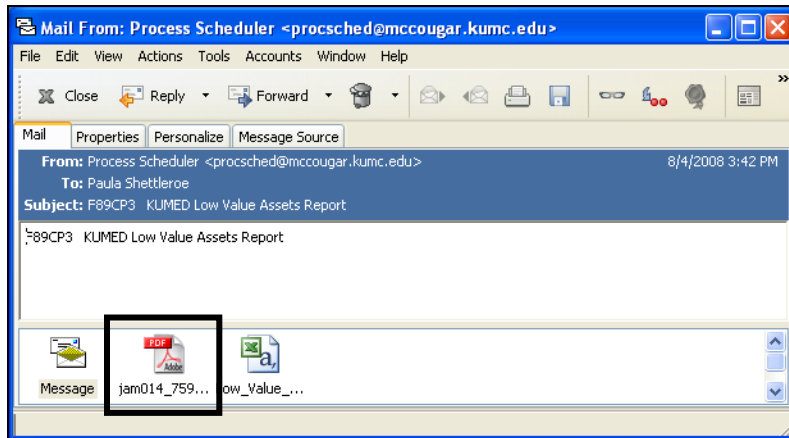
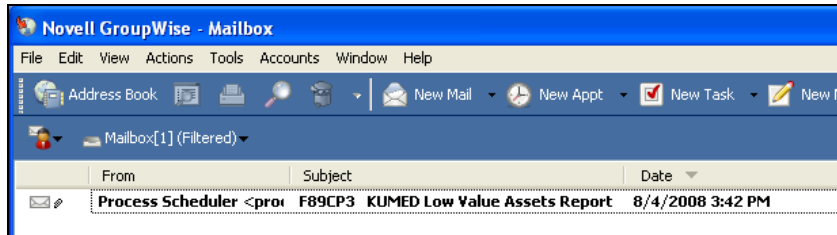
3. No changes are needed on this screen. The default settings (shown here) are correct for any report that you run. 

Server NamePSUNX

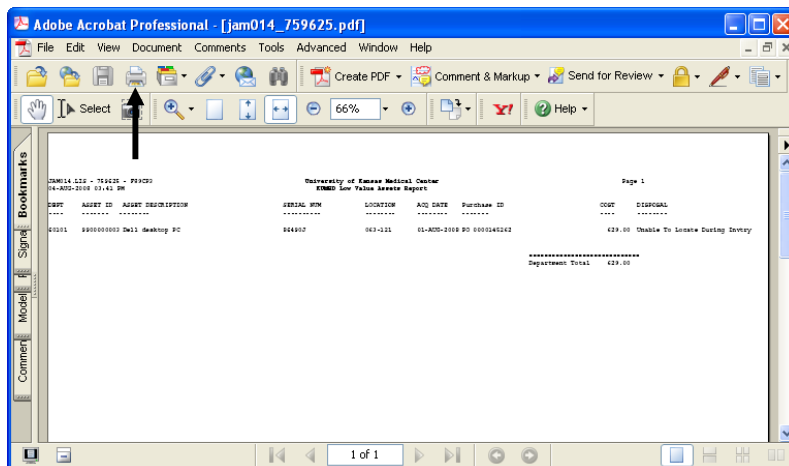
4. Click . 

ASSET REPORT

View Report



Step 2 Right-click the attachment, choose Open from menu.



1. Open email containing report.

2. Open **.pdf** attachment.

3. Click (Print).

4. Click to close Adobe Reader.

APPENDIX

Building Numbers

#	Name	#	Name
048	4125 Rainbow	070	OB (Nall Ave.)
073	AHEC – Garden City	016	Olathe Pav. (G)
072	AHEC – Hays	082	Ophthalmology (State Line Rd.)
071	AHEC – Pittsburg	054	Orr – Major
042	Applegate Energy Ctr	083	Peds (Mission Rd.)
064	Biomed Sci Research	EAGLE	Project Eagle
052	Breidenthal	058	Radiation Oncology
038	Breidenthal Annex	017	Robinson (L)
008	Carpenter Shop	030	Rsrch Supp Fac
018	CDU	090	Sch of Med, Wichita
066	Center on Aging	065	School of Nursing
009	Delp (D)	068	Shop Services
015	Delp (F)	037	Smith – East
021	Dykes Library	036	Smith – West
010	Eaton (E)	025	Special Storage
029	Fuel Oil Storage	027	Spencer Chapel
005	Hixon	014	Student Center
069	Hoglund Brain Imaging Ctr	007	Sudler Hall
049	International House	063	Support Services
064	Kansas Life Sci Innov Ctr	061	Sutherland
060	Kirmayer Fitness Ctr.	013	Taylor Hall
077	KU Children's Ctr	002	Wahl Annex
055	KU Hospital	020	Wahl Hall East
074	KU Med West	012	Wahl Hall West
067	KU Renal Dialysis Center	003	Wescoe (B)
062	Lied Biomed Rsrch	006	Wescoe (C)
039	Miller	079	Westwood East
053	Motor Pool	080	Westwood West
001	Murphy	092	WRI/CPC, Wichita

Disposition Types

Disposition Types
Delete, Add Inventory Adjustmnt
Destroyed
Local Disposal
Lost
Re-Instatement
Returned For Credit
Sell Used By Agency
Sell Used By State Surplus
Stolen
Trade In
Transfer to State Surplus
Transfer With Grant
Trfr To Other St Agency
Unable to Locate During Invtry

APPENDIX

Assistance

Using PeopleSoft

Questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system should be directed to PeopleSoft Support at ext **8-1121**.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.

Policies

Policy questions regarding Low Value Asset Tracking should be directed to Jerry Glenn, Associate Controller, Control and Reporting, extension 8-5365.