Asset Management –Inventory Instruction Sheet

1. Navigation: Asset Management – Search for an Asset
2. To look up a tag# or Serial ID#
3. Check the following boxes:
   1. Cost information
   2. Acquisition information
   3. Location
   4. Non Capital Asset
   5. Custodian
4. Type a tag#(use 00 preceding the tag number) or Serial ID in box
5. Click Search button
6. Navigation: Asset Management – Asset Transactions – Owned Assets – Basic Add
7. Navigation: Reporting Tools – Query – Query Viewer

UM\_FR\_AM\_SENSITIVE\_INVENTORY prompted by department#

UM\_SENSITIVE\_INVENTORY\_TAG prompted by tag#

UM\_SENSITIVE\_INVENTORY\_SERIAL prompted by serial#

UM\_SENSITIVE\_INVENTORY\_BY\_DEPT prompted by Dept incl comments

UM\_FR\_Capital\_by\_dept prompted by department#

Um\_FR\_CAPITAL\_BY\_PROJECT prompted by project#

UM\_Vouchers\_Equip\_Verify Prompted by department#

( Verify equipment purchased and entered )

1. Location of forms:

Docusign

1. Change location in Peoplesoft
   1. Enter the tag#
   2. Go to Location/Comments/Attributes
   3. Under Location hit the + sign
   4. Enter the location – building# Room#
   5. Save