

<u>Business Process</u>	<u>Navigation</u>
1. To search for an asset(s) to view details.	1. Main Menu > Finance Navigation > Asset Management > Search for an Asset

Use the following navigation to search for an asset.

1. The purpose of the Search for an Asset page is to be able to search based on different criteria than allowed from the Basic Asset component. The Search for an Asset page allows flexibility to search by fields such as category, location or asset status as well as to search by chartfields or other fields that may be used by SPPS.
2. From the Main Menu page, select **Finance Navigation** > **Asset Management** > **Search for an Asset**

3. The **Business Unit** field defaults to 62500.
4. Enter additional search criteria to help locate the asset or assets you desire to search. If you are looking for a category such as Buildings use the **Category** field. If you are looking for a particular location (physical location of assets) then use the **Location** field. If you are looking for all assets charged to a project code then you will use the **Chartfield Search Criteria** hyperlink.
5. The **Additional Search Criteria** hyperlink displays the following page where you can use any of these fields to narrow down your search.

The screenshot shows the 'Search for an Asset' page with the following sections:

- Asset Structure:** Asset Type (dropdown), Asset Subtype (text input with search icon), Component of (text input with search icon), and a checkbox for 'Clustered Asset'.
- Asset Resource Information:** Checkboxes for 'Use As Tool' and 'Schedulable'.
- Custodian Information:** Employee ID (text input with search icon) and Custodian (text input).
- Other Information:** Checkboxes for 'Capitalized Asset', 'Non-Owned Asset', 'Tangible Asset', 'Hazardous Asset', and 'Linear Asset'.
- Manufacturer Information:** Manufacturer ID (text input with search icon), Manufacturer Name (text input with search icon), Model (text input with search icon), and VIN (text input).

Buttons for 'OK' and 'Cancel' are located at the bottom left.

- Click **OK** to return to the main search page when you complete entering any information on the **Additional Search Criteria** page.
- The **Chartfield Search Criteria** hyperlink displays the following page and allows you to specify specific chartfield(s) to narrow your search results.

The screenshot shows the 'Search for an Asset' page with the 'More Filter Options' section expanded to show a table of chartfields:

Fund Code	Department	Program	Product	Class Field	Funding Source	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons for 'OK' and 'Cancel' are located at the bottom left.

- Click **OK** to return to the main search page when you complete entering any information on the **Chartfield Search Criteria** page.
- You can also use the **Acquisition Details** section of the page to narrow down the search by PO/AP/PC related information.
- Check the appropriate boxes in the **Retrieve** section of the page as to the data you want to see once you get your search results.
- Below is an example of a completed page where we are looking for assets that are Capital Equipment for one location.

Search for an Asset

Asset Search Criteria

Unit: 62500 Book: Location: 200100 Parent ID: Area ID: Impairment Processing: Group ID:

Category: EQPCP Asset Status: In Service

Tag Number: Profile ID: Threshold ID:

Serial ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Search Clear

Notify

- Once you have input all the appropriate search criteria, click **Search**.
- The search results will display at the bottom of the page.

Search for an Asset

Asset Search Criteria

Unit: 62500 Book: Location: 200100 Parent ID: Area ID: Impairment Processing: Group ID:

Category: EQPCP Asset Status: In Service

Tag Number: Profile ID: Threshold ID:

Serial ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Search Clear Drill-Down To: --- Select Component --- GO!

Search Results - Select One Asset to Continue

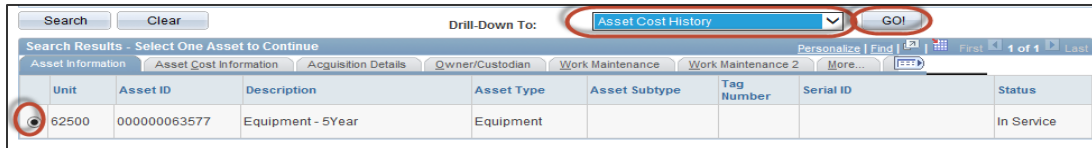
Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
62500	000000063577	Equipment - 5Year	Equipment				In Service

Notify

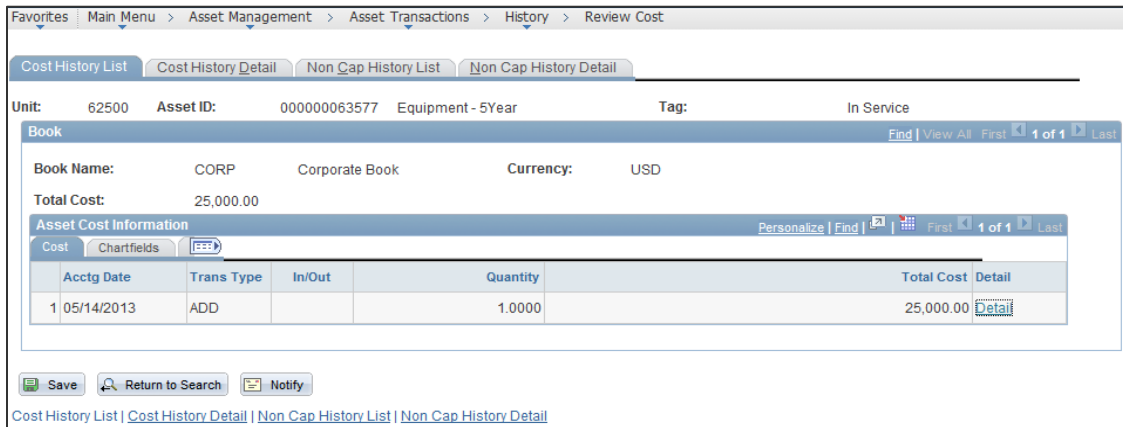
- Select the asset or assets that you desire to see more detail on. Either use the tabs available in the **Search Results** box or use the **Drill-Down To** options area to go to more details
- From the **Drill-Down TO** options you have the following list of choices.

- Select Component ---
- Asset Accounting Entries
- Asset Basic Information
- Asset Cost Adjust/Transfers
- Asset Cost History
- Asset Depreciation
- Asset Retirements
- Audit Logs
- Copy Asset
- Define Tax/Depr Criteria
- Print an Asset
- View Component Hierarchy

- After selecting the **Drill-Down To** option you desire, and selecting the Asset(s) you want to view more details on, click **GO**.



- In our example, after selecting the asset and the **Drill-Down To** option of Asset Cost History, and clicking **GO**, the system displays the **Asset Cost** history page for the selected asset by opening a new window.



- Depending on which **Drill-Down To** option selected, you will be taken to different pages.
- Once you have reviewed, close the additional window that was opened, and you will be back to the search page.
- You can continue selecting different options for the assets already retrieved in the **Search Results**.
- Or you can click the **Clear** button and start a new Search.