Asset 4000i

Real Asset Management System User Guide
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Section 1-Introduction

Real Asset Management Information System (RAMI) Asset 4000i is a web-based application. SUNY System Administration is responsible for the maintenance of the application.

It will include all equipment owned by SUNY or State University Research Foundation (SURF). It is to be used to facilitate proper and timely reporting of equipment transactions and safeguard against loss.

The purpose of the User Guide is to assist users of Asset 4000i with information and guidance to navigate all screens to input all equipment activity.
Section 1.1 Starting Asset 4000i

To access application, go to SUNY Portal. The application is fully compatible within Internet Explorer.
https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm

Sign onto the SUNY Port with your Lan User name and Password
Please ensure the Compatibility View Setting is selected and allow for Pop-Up.
The following screen will be displayed:

Sign in using the username and password provided from System Administration when access was granted.
Section 2 Main Window Screen

- Browser Menu
- Clear Browser
- Refresh Browser
- Log Out
- Add Asset
- Change Password
- Main Toolbar
- Display Panel
- Browser
- Status Bar
Section 2.1 The Asset Browser
The asset browser is the tool used to define your current view of the asset register.

Viewing all Assets

1. Choose the field (1) from the main toolbar.

2. In the search box (2), type in the ‘%’, this is the character used for the Wild Card Function. The Wild Card Function allows a user to display all assets within a specific range. In the Asset Code field (2), input 01X% to display all assets that begin with 01X. Another example, input ‘%RF%’ and this will retrieve all assets that contains the value of RF within the asset code.

3. Click on the Quick Search (3) button to display all the assets within the register.

Result from typing ‘%’
**Result from typing ‘01X%’**

![Image 1](image1.jpg)

**Result from typing ‘%RF%’**

![Image 2](image2.jpg)

---

**Viewing a specific asset or assets within a user code**

The below list is from the Main Toolbar of all User Codes that can be searched within RAMI.
In this example, to search on a specific asset code (number), Select, Asset Code, then in the Search Box input the asset number.

In another example, you can search on a specific PO:

The result will appear to the left of the screen (browser), all assets within the PO Number 904875

Advanced Search Option

The second set of binoculars icon is the Advance Search Function.

The Advance Search Function will allow a user to search on as many fields to restrict a search but limited to searching on all items related to a dropdown menu for User Codes.
The following screen will appear in the Display Panel:

Once a user has selected all the criteria for the advance search, click on

to display the results.
Section 2.2 Viewing Asset Details

When viewing an asset, the asset will appear in the Browser as the asset number with a folder attached.

Double Click on the folder to expand and to view the details of an asset.

The folder expands to display all details associated with the asset on the left hand side of the screen (browser).

You may further click on each icon to further expand and display details in the Display Panel.

In this example, it displays that the asset was an addition with a capitalization date of 06/05/2012.

This will also display all event types; Additions, Disposals, Transfers and Revaluations.

Example of clicking on Events-Addition

Addition - 06/05/2012

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>Date</th>
<th>Type</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>June 2012</td>
<td>06/05/2012</td>
<td>Addition</td>
<td>Acquisition</td>
</tr>
</tbody>
</table>
Example of Clicking on Period Asset Cost-Addition Costs

Addition Costs - 06/05/2012

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>Date</th>
<th>Type</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>June 2012</td>
<td>06/05/2012</td>
<td>Addition</td>
<td>Acquisition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>GBV</th>
<th>NBV</th>
<th>Per Depn</th>
<th>YTD Depn</th>
<th>Total Depn</th>
<th>Life Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>October 2012</td>
<td>$5,854.85</td>
<td>$5,455.70</td>
<td>$44.35</td>
<td>$177.40</td>
<td>$399.15</td>
<td>9.000000</td>
</tr>
<tr>
<td>2012</td>
<td>September 2012</td>
<td>$5,854.85</td>
<td>$5,500.05</td>
<td>$44.35</td>
<td>$133.05</td>
<td>$354.80</td>
<td>8.000000</td>
</tr>
<tr>
<td>2012</td>
<td>August 2012</td>
<td>$5,854.85</td>
<td>$5,544.40</td>
<td>$44.35</td>
<td>$88.70</td>
<td>$310.45</td>
<td>7.000000</td>
</tr>
<tr>
<td>2012</td>
<td>July 2012</td>
<td>$5,854.85</td>
<td>$5,588.75</td>
<td>$44.35</td>
<td>$44.35</td>
<td>$266.10</td>
<td>6.000000</td>
</tr>
<tr>
<td>2011</td>
<td>June 2012</td>
<td>$5,854.85</td>
<td>$5,633.10</td>
<td>$221.75</td>
<td>$221.75</td>
<td>$221.75</td>
<td>5.000000</td>
</tr>
</tbody>
</table>

The asset detail information is displayed within the Display Panel with all data that was input on the individual asset.

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Section 2.3 Editing Asset Details

Certain fields within the asset detail screen can be edited. Input Asset Number and select to view in Display Panel. Above the Asset Number, a dropdown box will appear and select ‘Edit asset details’ from the dropdown menu in the Display Panel Toolbar.

![Dropdown menu](image)

A new window will open on the screen (allow pop-up). Only fields highlighted (not greyed out) can be amended. Click the ‘Next’ button to move to the next screen.

It is suggested, that edit asset details should be used to edit assets that have not been processed in a prior period. However, all information in Step 3-Descriptions can only be edited and not transferred when changing Rooms.

Once the fields have been amended, click the ‘Check Mark’ in Step 8 on the last page to Save all changes.

**Note**, if an asset has been processed in a prior period, specific attribute fields cannot be changed such as; Asset Number, Campus, Purchase Cost, Date Capitalized, Depreciation type, HCA Life in Months (useful lives), as such these fields will be grayed out.
Section 3 Asset Acquisitions
To add a new asset to the asset register;

1. Click the icon. This is located on the Main Toolbar. 2. A separate screen will appear for data input.

Enter an Asset Code, this should be a unique asset number to identify the equipment item being entered into the system.

Example, Campus 28650, asset numbers begin with 65 (asset number 65110051xx). This identifies the campus code with the first two positions and the remaining eight positions based upon each campus unique asset sequence numbering system. You may search on any position of an asset number using the Wildcard (%) option (Section 2.1).
Step 2: Enter all User Codes. User Codes are **mandatory** fields that are required on each asset that impacts financial reporting. Required fields are in Red and are drop down options.

You may search by scrolling on the menu or type in the value and select.

Hospital Only. All others, select N/A
In the above example, type in ‘28650-s’, this will bring to the point in the drop down to select more easily.

When entering as asset with a Fund Code 06 (Research Foundation), an Award Number is required. Once the award number is selected, then tab.

The remaining 5 fields; SURF Ownership, RF Sponsor Code, RF Award Type, RF Award Purpose and RF Admin Assets, will automatically populate for the Award Number.

All fields will need to be inputted in order to click on Step 2 to move to the next screen.

If all fields that are required are not completed, an error message will appear. i.e.:
Step 3: Descriptions. These are all free form fields and may enter up to 30 positions in each field. The required fields that will need input for Step 3 are; Room, Manufacturer, Model and Bar Code Number.

For Bar Code, if not using Handheld Scanners, simply input Asset Code Number.

If Fund Code 01 in selected in Step 2, please input associated Capital Project Number

The field Off Campus Location must be completed if in Step 2, Off Campus is selected. This is a required field for Research Foundation and the physical address is to be input in Step 3.
Click on [ ] to advance to the next screen.

Step 4: Dates. These are not required. However, format to enter is mm/dd/yyyy or click on the calendar to select the date.

![Dates](image)

Step 5: Dates/User Values. The 2 required dates are for Date Purchased and Date Capitalized. The format for the date is mm/dd/yyyy or click on the calendar to select the date.

![Dates / User Values](image)
Notes:

The **Quantity** field is a default field and should always equal 1.

**Date Purchased**, due to limitations of customization, SUNY was unable to revise the field name. This is the date the asset has been **physically placed into service**.

The **Date Capitalized** will default to the date purchased date. However, this can be overwritten, a user can only select a date within the most current open period within the system.

Step 6: HCA (Historical Cost Accounting) Book-. Purchase Cost must be input as exact dollars. This is the only field that needs to be inputted on this screen, additional fields are populated based on Class Code input (Step 2).

Any asset with a cost $5,000 or above, should be marked Capital (Step 2). Any asset with a cost of under $5,000, should be marked as Inventory (Step 2). There are exceptions related to Research Foundation Assets.

Step 7: Notes. Enter any further notes required on an asset. It is used to store additional free-form text (limit 2,000 characters). Use the scrollbar to move up and down through the notes.
Step 8: Finished. Once all data is input, click the check \(\checkmark\) to save the changes.
Section 4 Asset Disposals

Select the Asset to dispose of and then on the drop down menu, select ‘Add Disposition’.

A new window will open on the screen. Only fields highlighted (not greyed out) can be amended.
Step 1: Type in the Reason and click ⬅️⬅️⬅️

![Disposition Screen]

Asset Code 6511051600  
Description Lanier Multifunction Copier

Disposition Date 11/30/2012 ⬅️

Reason

Note-the disposal date will default to the last day of the month for the current open period. The disposal date can be revised within the current period or any date in the future.

Step 2: Disposition Code

![Disposition Codes]

Click on ⬅️⬅️⬅️
Step 3: Historical Costs. Proceeds should be entered when an asset has been traded-In. This is the only field that should be updated. If none, type in 0

Click on to save the changes.

Step 4: Finished

Click on the tick to save details.

Click on the ‘check’ to save the changes.
Review the disposal completed by refreshing the screen, click ☰.

Then drill into the Asset Events folder.

Details of the Disposition will be displayed in the Display Panel.

**Disposition - 11/30/2012**

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>November 2012</td>
<td>11/30/2012</td>
<td>Disposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason</th>
<th>removed due to trade-in for new copier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposal Type</td>
<td>Period</td>
</tr>
<tr>
<td>Disposition %</td>
<td>100.00000000</td>
</tr>
<tr>
<td>Proceeds</td>
<td>$500.00</td>
</tr>
<tr>
<td>Gain/Loss</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>H</td>
</tr>
<tr>
<td>Acc. Net Rev Adj.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adj. Gain/Loss</td>
<td></td>
</tr>
</tbody>
</table>

If the disposal was completed in error, you may delete or edit the event within the current open period.
In this example, if the disposal was entered in error, within the current period, and should be removed, then select ‘Delete Disposition’. A new window (pop-up) will open on the screen.

Click on the check ✔️ to save changes to the asset.

To check, refresh your screen by clicking on (Refresh Tree icon) 🔁.

Expand the asset folders, then expand Events Tab and will note the Disposal has been removed.
Note - if an asset addition acquisition was completed in error, a deletion request (Other Forms 10.1) should be sent by email to System Admin to remove the asset with the specific reason for the removal.

**Section 5 Asset Transfers**

Transfer Events should be completed for all fields in Step 2 User Codes (drop down fields) of an asset Addition.

From the dropdown box, click on ‘Add Transfer’

![Dropdown box with 'Add Transfer' option highlighted]

A new window will open on the screen.

**Step 1: Asset Details**

![Asset details form with fields for Asset Code, Description, Transfer Date, Reason, and Transfer Type]
The Transfer Date will auto-populate to the last date of the current period open. Type in the Reason for the Transfer and then click on Step 2: Transfer Details

Highlight the User Code that needs to be amended. This will turn the code Blue. Then select the new code (transfer code) that the asset is now assigned to.
Step 3: Historical Costs.

Click on \( \text{Next} \) to proceed to the next Step.

Step 4: Finished.

Click on the check mark \( \text{Submit} \) to save changes.

As mentioned in Section 4 Disposals, you may edit or delete the transfer completed as long as the period that the transfer was completed in is still open.
**Section 6 Asset Revaluations**

The purpose of a Revaluation Event is to account for a change to the GBV (Gross Book Value) and NBV (Net Book Value).

From the dropdown menu of the asset, select ‘Add Revaluation’.

A new window will open on the screen.

**Step 1: Revaluation**

The date will default to the last day of the current period that is open. You may change the date by inputting a new date in the format of mm/dd/yyyy or selecting the calendar. Then input the reason for the revaluation.

The date will default to the last day of the current period that is open. You may change the date by inputting a new date in the format of mm/dd/yyyy or selecting the calendar. Then input the reason for the revaluation.

Click on **>>>**.
Step 2: Action Book

Click on the box for HCA: **HCA**:. Then Click on **Step 2**.

**If you do not check the box, then for Step 3, you will not be able to adjust GBV or NBV.

Step 3: Historical Costs

To revise the GBV and NBV, check on both boxes to allow input into the shaded grey boxes.

Once these are both checked, then the new GBV and NBV can be entered.
Example, an asset has an Original Purchase Cost of $5,854.85. The GBV reflects the same amount. However, an improvement has been added to the cost of the asset and was increased by a value of $2,500.

On the Revaluation screen (Step 3), you will increase the GBV and NBV both by $2,500.
**Note:** When the asset is processed at month end close, the Purchase Cost and GBV will not be the same amount. The purchase cost (historical cost) will remain the same regardless and the increase/decrease in value will be reflected in the GBV to include any and all revaluations to the asset.

Another example, an asset has an original purchase cost of $7,262. The GBV reflects the same amount. However, the NBV is $0.00, which means that the asset is fully depreciated. The asset was overstated and the value needs to be reduced by $1,500.00.

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On the Revaluation screen (Step 3), you will decrease the GBV by $1,500. However, the NBV is $0.00. You cannot input a negative value. The NBV will remain as $0.00.
Campuses should notify System Administration of all negative revaluations for completion.

Section 7 Link to a Child Asset
This is used to define relationships between assets on the asset register.
Highlight the asset in the browser and select ‘Link to Child Asset’ from the dropdown box.

A new window will open on the screen. Type in the child asset number.

Click on \[\] to proceed to the next screen.
Example, Asset 6500000000 is setup as a 2013 Bayliner Boat. Asset 6500000001 is setup as a Bayliner Trailer. They are both tagged separately but associated. Therefore, these assets are linked by adding the child asset (6500000001).

The asset will appear in the Browser:

```
- 6500000000 - 2013 Bayliner Boat
  - Events
  - Period Asset Costs
  - Dates
  - Notes
  - Image
- 6500000001 - Bayliner Trailer
```

Child asset linked to Parent Asset. The child asset can be drilled into under the Parent Asset.

As drilled on the Browser:

```
- 6500000000 - 2013 Bayliner Boat
  - Events
  - Period Asset Costs
  - Dates
  - Notes
  - Image
- 6500000001 - Bayliner Trailer
  - Events
  - Period Asset Costs
  - Dates
  - Notes
  - Image
```

The child asset will also display the Parent Asset Number in the display panel once the asset has been processed.
Section 7.1 Remove Child Asset Link

This will be performed if one asset is being Dispose and the child or parent asset will remain on the asset register.

Highlight the asset in the browser and select ‘Remove Child Asset Link’ from the dropdown box.

A new window will open on the screen. A dropdown box will provide a listing of all assets that are linked as Child Assets. Select the child asset to be removed.
Click on the checkmark to save the changes.

**Section 8 Reports**

Reports can be viewed from the Browser Screen, click on Asset. This will display the dropdown options. Then Click on Reports.
The following choices will appear:

These will be the general reports that will be used to review assets and all activity reports.
Section 8.1 Asset List Reports

[Diagram showing the Asset List Report interface with options for Report Year/Period, Order By, Total, Page Eject, Include Parameter Page, Totals included for CSV/Excel™, Include Report Detail, Include Field Descriptions for CSV/Excel™, and Select... using... with value...]
Report Year/Period

These fields allow the report to be restricted for a specific year or period. When these options are set, the details of the report will be for that year or period.

Report Total

If this check box is used the report will be produced with an overall total at the end of the page.

Sequencing

This defines the **Order By**, **Then By** and **Then By** the report will be ordered by the analysis codes defined at the level of the report. For example, if a report is ordered by Asset Code, the asset details of the report would appear by asset code order. If **Total at Level 1** were checked, the report would produce a subtotal for each asset. If **Page Eject** were also checked at **Level 1** the system would print a new page for each different asset code.

Include Parameter Page

If this check box is used the details of report sequences and restriction ranges will be printed as a header page at the front of the report.

Include Report Detail

If this box is checked, the report will include each record in detail. If it is not ticked, the report will display only summary lines.

Totals Included for CSV (Comma Separated Values File)

If this box is checked, then the report output to file will include any subtotal.

Include Field Description for CSV

If this box is checked, the column titles will be imported along with the figures when they are exported.

Report Ranges

This allows the report to be restricted in the same way that the browsers are used to restrict records.

Only records would appear in the report.
Reports can be pulled in various formats:

- html
- word
- pdf
- csv
- xml

Based on preference, you may display using any option and save. In addition, if using .CSV or .XML, this will populate into excel.

Note: For .csv and .xml-If asset begins with 0 (zero) in the first position with no alpha characters in the asset number, the zero will be dropped.

Once all specifications are inputted, click on 🔄 to create report.

Example of requesting by specific Campus with subtotals after each Building Number:
## Results of Asset List Report:

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Capitalized</th>
<th>Expiration Date</th>
<th>Purchase Cost</th>
<th>Life</th>
<th>Deps Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building: 2650-2ICORP - 2ICORP-CAMPUS SERVICE</td>
<td>1.780,209.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4500217R0</td>
<td>COPY MACHINE</td>
<td>01/01/2008</td>
<td>12/31/2011</td>
<td>$13,100.00</td>
<td>120 00000</td>
<td>SL</td>
</tr>
<tr>
<td>4500312R0</td>
<td>XEROX COPIER</td>
<td>06/01/2006</td>
<td>03/31/2017</td>
<td>$16,500.00</td>
<td>122 00000</td>
<td>SL</td>
</tr>
<tr>
<td>4500321R0</td>
<td>XEROX COPIER</td>
<td>04/01/2007</td>
<td>03/31/2017</td>
<td>$18,240.00</td>
<td>120 00000</td>
<td>SL</td>
</tr>
<tr>
<td>Building: 2900-ALSTY - 415751-CHEZLERT SCHOOLS INSTITU</td>
<td>495,240.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4500219R0</td>
<td>SACHETLER SYSTEM 11 55 HOT PAIL</td>
<td>01/01/2008</td>
<td>01/31/2004</td>
<td>$5,675.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4500312R0</td>
<td>SONY DVCAM STUDIO EDITING</td>
<td>09/01/2003</td>
<td>09/30/2003</td>
<td>$6,850.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4500125R0</td>
<td>SACHETLER SYSTEM 45 55 HOT PAIL</td>
<td>09/01/2002</td>
<td>09/30/2001</td>
<td>$5,680.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4500317R0</td>
<td>AUD 20 REALTIME SYSTEM</td>
<td>08/01/2003</td>
<td>08/31/2001</td>
<td>$24,500.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4500125R0</td>
<td>BROADCAST PIX STUDIO SWITCHER</td>
<td>09/01/2001</td>
<td>08/30/2001</td>
<td>$20,000.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4500375R0</td>
<td>CAMCORDERANTON BAUER KIT</td>
<td>08/01/2002</td>
<td>08/31/2001</td>
<td>$9,649.95</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4500317R0</td>
<td>CAMCORDERANTON BAUER KIT</td>
<td>08/01/2002</td>
<td>08/31/2001</td>
<td>$9,649.95</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4500415R0</td>
<td>AUD ADRENALINE</td>
<td>09/01/2004</td>
<td>09/30/2004</td>
<td>$24,945.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>Building: 2900-SWASH - 2SWASH-GENLADMIN</td>
<td>100,539.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4506931R0</td>
<td>DELL POWEREDGE 2600 SERVER</td>
<td>01/01/2001</td>
<td>01/31/2001</td>
<td>$7,170.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4506931R0</td>
<td>CELL PHONE</td>
<td>09/01/2001</td>
<td>09/30/2001</td>
<td>$200.00</td>
<td>0.000000</td>
<td>ND</td>
</tr>
<tr>
<td>4506931R0</td>
<td>VERBATIM TRANSCRIPTION EQUIP</td>
<td>11/01/2006</td>
<td>12/30/2020</td>
<td>$155,830.00</td>
<td>100 00000</td>
<td>SL</td>
</tr>
<tr>
<td>Building: 2920-WEINE - WBEINE-GENLADM</td>
<td>106,189.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>451056100</td>
<td>NETWORK SYSTEM</td>
<td>08/31/1995</td>
<td>07/31/2000</td>
<td>$7,695.00</td>
<td>60.000000</td>
<td>SL</td>
</tr>
<tr>
<td>Building: 2920-ALBION - ALBION-GENLADM</td>
<td>7,895.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>451051100</td>
<td>NETWORK SYSTEM</td>
<td>11/01/2005</td>
<td>10/31/2000</td>
<td>$16,507.00</td>
<td>60.000000</td>
<td>SL</td>
</tr>
<tr>
<td>Building: 2920-ALBANY - ALBANY-GENLADM</td>
<td>6,597.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4500300R0</td>
<td>Sunshine</td>
<td>10/04/2011</td>
<td>09/20/2021</td>
<td>$2,250.00</td>
<td>120 00000</td>
<td>SL</td>
</tr>
<tr>
<td>Building: 2960-BKLYN - BKLYN-CAMPUS SERVICE</td>
<td>4,250.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>451051200</td>
<td>NETWORK SYSTEM</td>
<td>11/01/1995</td>
<td>10/31/2000</td>
<td>$6,597.00</td>
<td>60.000000</td>
<td>SL</td>
</tr>
<tr>
<td>Building: 2960-BROCKP - BROCKP-GENLADM</td>
<td>6,597.00</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4500197R0</td>
<td>PERSONAL COMPUTER</td>
<td>07/01/1997</td>
<td>06/30/2002</td>
<td>$1,634.00</td>
<td>60.000000</td>
<td>SL</td>
</tr>
</tbody>
</table>
Section 8.2 Acquisitions Report-Additions Reports

From the dropdown menu, select Reports, then click on Acquisitions Report. Select all parameters for the report request that appears in the Display Panel.

This example is specific to Period 6-December-2012. The Dates Capitalized are only within December.
The following results will appear, First Parameter Page:

### REPORT PARAMETERS

#### LEVEL 1 Campus

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Total for Level</td>
<td>01/01/2006</td>
</tr>
<tr>
<td>No Page Eject</td>
<td></td>
</tr>
</tbody>
</table>

#### LEVEL 2 Asset Code

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>No Page Eject</td>
<td></td>
</tr>
</tbody>
</table>

### REPORT RESTRICTIONS

- Date Capitalized
- Capital Inf
- RF Admin Assets
- Fund
- Report Period Start
- Report Period End

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Capitalized</td>
<td>01/01/2006</td>
</tr>
<tr>
<td>Capital Inf</td>
<td>CAPITAL</td>
</tr>
<tr>
<td>RF Admin Assets</td>
<td>ADMIN</td>
</tr>
<tr>
<td>Fund</td>
<td>05</td>
</tr>
<tr>
<td>Report Period Start</td>
<td>01/01/2006</td>
</tr>
<tr>
<td>Report Period End</td>
<td>01/01/2006</td>
</tr>
</tbody>
</table>

### Asset Code Table

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Purchase Date</th>
<th>Date Capitalized</th>
<th>Life</th>
<th>Purchase Cost</th>
<th>GBY</th>
<th>Dept Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>16K0086700</td>
<td>Illuminator</td>
<td>13/14/2012</td>
<td>12/4/2012</td>
<td>120.000000</td>
<td>$6,205.00</td>
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<td>SL</td>
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<tr>
<td>16K0086700</td>
<td>X-Cite</td>
<td>13/14/2012</td>
<td>12/4/2012</td>
<td>120.000000</td>
<td>$7,081.80</td>
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<tr>
<td>16K0086700</td>
<td>Cub Cadet 3 Lawn Mower</td>
<td>12/04/2012</td>
<td>12/04/2012</td>
<td>72.000000</td>
<td>$2,500.00</td>
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<td>SL</td>
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<tr>
<td>1801015700</td>
<td>microscope</td>
<td>10/23/2012</td>
<td>12/3/2012</td>
<td>96.000000</td>
<td>$31,872.70</td>
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<td>Multi Function Device</td>
<td>12/10/2012</td>
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<tr>
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<td>AUTOANALYZER 3 SYSTEM</td>
<td>09/30/2013</td>
<td>12/4/2013</td>
<td>156.000000</td>
<td>$30,113.15</td>
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<td>SL</td>
</tr>
<tr>
<td>2421006700</td>
<td>CO2/CH4/2D ANALYZER</td>
<td>06/20/2012</td>
<td>12/4/2012</td>
<td>156.000000</td>
<td>$55,000.00</td>
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<td>SL</td>
</tr>
<tr>
<td>2421006700</td>
<td>HYDROSEEDING UNIT</td>
<td>08/01/2012</td>
<td>12/4/2012</td>
<td>72.000000</td>
<td>$7,595.25</td>
<td></td>
<td>SL</td>
</tr>
<tr>
<td>2421006700</td>
<td>POWER CH IL &amp; CHANNEL RECORDER</td>
<td>10/23/2013</td>
<td>12/4/2013</td>
<td>156.000000</td>
<td>$6,195.00</td>
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<td>SL</td>
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<tr>
<td>282400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$48,920.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus: 28160 - Buffalo State</td>
<td></td>
<td></td>
<td></td>
<td>$3,873.50</td>
<td></td>
<td></td>
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<tr>
<td>282400</td>
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<td></td>
<td>$16,626.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Campus: 28200 - Purchase</td>
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<td></td>
<td></td>
<td>$30,750.00</td>
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</tr>
<tr>
<td>282400</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus: 28360 - Canton</td>
<td></td>
<td></td>
<td></td>
<td>$17,185.00</td>
<td></td>
<td></td>
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<tr>
<td>7040023973</td>
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<td></td>
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<td></td>
<td>$3,700.00</td>
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<td></td>
</tr>
<tr>
<td>2905020500</td>
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<td></td>
<td></td>
<td></td>
<td>$15,697.22</td>
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<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>$15,697.22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 8.3-Dispositions Report-Retirements Report

From the dropdown menu, select Reports, then click on Dispositions Report. Select all parameters for the report request that appears in the Display Panel.

Example:
### Dispositions Report

- **Report Year/Period**: 2012, December 2012
- **Report Total**: Yes

#### Order By
- **Total**
  - Campus: Level 1
  - Then By: Level 2

#### Page Eject
- Level 1
- Level 2

#### Include Parameters
- Parameter Page
- Report Detail

#### Totals Included for CSV/Excel™
- Field Descriptions for CSV/Excel™

#### Select... using... with value...
- **Disposition Date**: >= 12/01/2012
- **Disposition Date**: <= 12/31/2012
- **Fund**: not equal to 15 - Campus Foundation
- **RF Admin Assets**: not equal to ADMIN - Research Foundation
- **Fund**: not equal to 05 - Auxiliary Serv Corp/Faculty
- **Capital Ind**: equals CAPITAL - Asset cost in excess

---

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Results:

REPORT PARAMETERS

LEVEL 1: Campus

Total for Level
No Page Eject

REPORT RESTRICTIONS

<table>
<thead>
<tr>
<th>-Disposition Date</th>
<th>&gt;=</th>
<th>01/12/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Disposition Date</td>
<td>&lt;=</td>
<td>31/12/2012</td>
</tr>
<tr>
<td>Fund</td>
<td>&gt;=</td>
<td>05</td>
</tr>
<tr>
<td>ST Admin Assets</td>
<td>=</td>
<td>ADMIN</td>
</tr>
<tr>
<td>Fund</td>
<td>=</td>
<td>05</td>
</tr>
<tr>
<td>Capital Ind</td>
<td>=</td>
<td>CAPITAL</td>
</tr>
<tr>
<td>Report Period Start</td>
<td>&gt;=</td>
<td>01/12/2012</td>
</tr>
<tr>
<td>Report Period End</td>
<td>&lt;=</td>
<td>31/12/2012</td>
</tr>
<tr>
<td>Back Code</td>
<td>=</td>
<td>HCA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Capitalized</th>
<th>Disposition Date</th>
<th>GBV</th>
<th>SBV</th>
<th>Sales Proceeds</th>
<th>Gain/Loss</th>
<th>Revaluation Adj. P/L</th>
</tr>
</thead>
<tbody>
<tr>
<td>28160</td>
<td>BUFFALO STATE</td>
<td>01/01/1986</td>
<td>12/31/2012</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>28039</td>
<td>FREDONIA</td>
<td>02/01/2003</td>
<td>12/12/2012</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>28220</td>
<td>ONEONTA</td>
<td>01/01/1986</td>
<td>12/31/2012</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>2400G0600</td>
<td>GROUNDSMASTER</td>
<td>01/01/1986</td>
<td>12/31/2012</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2400R8480</td>
<td>15 PASI VAN</td>
<td>08/01/2011</td>
<td>12/31/2012</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>2400T0400</td>
<td>4WD PICKUP</td>
<td>12/01/1996</td>
<td>12/31/2012</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>2801605500</td>
<td>CASE SEALER AUTOMATIC</td>
<td>08/01/1992</td>
<td>12/31/2012</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,312.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

REPORT TOTAL

| $0.00 | $0.00 | $7,236.00 | $0.00 | $0.00 |

49
## Section 8.4 - Revaluations Report - Adjustment Reports

<table>
<thead>
<tr>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset List Report</td>
</tr>
<tr>
<td>Asset History Report</td>
</tr>
<tr>
<td>Aquisitions Report</td>
</tr>
<tr>
<td>Dispositions Report</td>
</tr>
<tr>
<td>Transfers Report (All)</td>
</tr>
<tr>
<td>Revaluations Report</td>
</tr>
</tbody>
</table>

Example:

From the dropdown menu, select Reports, then click on Revaluations Report. Select all parameters for the report request that appears in the Display Panel.
Results:

REPORT SEQUENCE

<table>
<thead>
<tr>
<th>LEVEL1: Campus</th>
<th>Total for Level</th>
<th>No Page Eject</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL2: Description</th>
<th>Total for Level</th>
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</table>

REPORT RESTRICTIONS

<table>
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<th>Operator</th>
<th>Value</th>
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<tr>
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<tr>
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<td>=</td>
<td>CAPITAL</td>
</tr>
<tr>
<td>Fund</td>
<td>=</td>
<td>15</td>
</tr>
<tr>
<td>RE Admin Assets</td>
<td>=</td>
<td>ADMIN</td>
</tr>
<tr>
<td>Fund</td>
<td>=</td>
<td>05</td>
</tr>
<tr>
<td>Report Period Start</td>
<td>&gt;=</td>
<td>03/12/2012</td>
</tr>
<tr>
<td>Report Period End</td>
<td>&lt;=</td>
<td>31/12/2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Capitalized</th>
<th>Revaluation Date</th>
<th>Revised GAV</th>
<th>Revised NBV</th>
<th>NBV Alteration</th>
<th>Reserve</th>
<th>B/E</th>
<th>GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0244603R1</td>
<td>HIGH TEMP OVEN SAMMANKIA</td>
<td>06/01/2008</td>
<td>12/31/2012</td>
<td>$11,811.00</td>
<td>$6,958.51</td>
<td>$6,958.51</td>
<td>$3,621.31</td>
<td>B</td>
<td>N</td>
</tr>
</tbody>
</table>

| Campus: 20020 - Binghamton | | | | | | | |
|----------------------------| | | | | | | |
| 03X4859RF                  | PUMPING SYSTEM               | 06/01/2004       | 12/31/2012       | $162,502.00 | $17,950.00  | $17,950.00     | $17,950.00 | B   | N  |

| Campus: 28030 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666546000                 | CPU DIGITAL RECORDING SYSTEM | 05/01/2012       | 12/31/2012       | $15,768.00  | $14,749.02  | $14,749.02     | $14,749.02 | B   | N  |

| Campus: 28040 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666546000                 | DIGITAL RECORDING SYSTEM     | 05/01/2012       | 12/31/2012       | $15,768.00  | $14,749.02  | $14,749.02     | $14,749.02 | B   | N  |

| Campus: 28050 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666547000                 | DIGITAL RECORDING SYSTEM     | 05/01/2012       | 12/31/2012       | $15,768.00  | $14,749.02  | $14,749.02     | $14,749.02 | B   | N  |

| Campus: 28060 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666542200                 | Fiber bronchoscope          | 04/01/2012       | 12/31/2012       | $9,300.00   | $6,397.21   | $6,397.21      | $6,397.21  | B   | N  |

| Campus: 28070 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666180600                 | Open MRI Machine            | 03/03/2011       | 10/31/2013       | $1,675,081.00 | $1,565,576.34 | $1,565,576.34 | $1,565,576.34 | B   | N  |

| Campus: 28080 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666281900                 | Rubbermaid medical carts    | 09/01/2012       | 12/31/2012       | $5,813.00   | $5,121.96    | $5,121.96      | $5,121.96  | B   | N  |

| Campus: 28090 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666282200                 | Rubbermaid medical carts    | 09/01/2012       | 12/31/2012       | $5,813.00   | $5,121.96    | $5,121.96      | $5,121.96  | B   | N  |

| Campus: 28090 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666283700                 | Rubbermaid medical carts    | 09/01/2012       | 12/31/2012       | $5,813.00   | $5,121.96    | $5,121.96      | $5,121.96  | B   | N  |

| Campus: 28090 - Buffalo    | | | | | | | |
|----------------------------| | | | | | | |
| 0666282200                 | Rubbermaid medical carts    | 09/01/2012       | 12/31/2012       | $5,813.00   | $5,121.96    | $5,121.96      | $5,121.96  | B   | N  |
Section 9-System Table Codes

See Section 10.2 for data elements and definitions for the codes listed below.

### Real Asset Management System Codes

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Capital Funds via Construction Fund</td>
<td>01-In-Use</td>
</tr>
<tr>
<td>02-Inter-campus Transfers</td>
<td>02-On Loan-Out</td>
</tr>
<tr>
<td>03-State Purpose (3R)</td>
<td>03-In Storage</td>
</tr>
<tr>
<td>04-DASNY Bonds</td>
<td>04-Surplus</td>
</tr>
<tr>
<td>05-ASC/FSA</td>
<td>05-Under Repair</td>
</tr>
<tr>
<td>06-Research Foundation</td>
<td>06-Not in Use-Planned Repair</td>
</tr>
<tr>
<td>07-Gift</td>
<td>07-Antiques &amp; Artwork</td>
</tr>
<tr>
<td>08-IFR (0R, TR, SF)</td>
<td>08-Shared Utilization</td>
</tr>
<tr>
<td>09-Mixed Fund Source</td>
<td>09-Excess to Needs</td>
</tr>
<tr>
<td>10-Loan</td>
<td>10-Loan-In</td>
</tr>
<tr>
<td>11-ASC-State Owned</td>
<td>11-Operating Lease</td>
</tr>
<tr>
<td>12-TELP-Capital Lease</td>
<td>12-Obsolete-In use</td>
</tr>
<tr>
<td>13-COPS/IPF-Capital Lease</td>
<td>13-Re-inventory</td>
</tr>
<tr>
<td>14-Dorm Oper/IFR(4R,SD)</td>
<td></td>
</tr>
<tr>
<td>15-Campus Foundation</td>
<td></td>
</tr>
<tr>
<td>16-Hosp Oper/IFR</td>
<td></td>
</tr>
<tr>
<td>17-Dorm Replacement</td>
<td></td>
</tr>
<tr>
<td>18-Transfers from State</td>
<td></td>
</tr>
</tbody>
</table>

**SURF Ownership Code**

- A – RF Administrative Equipment
- B – Organized Research Equip from RF Funded Revenue Awards
- C – Sponsor: Contractor Acquired Equipment
- D – RF Donated Equipment
- G – Federal Gov’t Furnished Equipment
- L – Loaned Equipment
- N – RF Nonfederal Funded Equipment
- O – RF Other Equip from RF Funded Revenue Awards
- R – RF Federally Funded Equipment
- T – Transfer of Federally Funded Equip from RF to State
- X – No Property Purchased
- N/A – N/A

**RF Admin Assets**

- Admin- Research Foundation Administrative Assets
- Non-Admin-RF Non-Admin Assets
- N/A-N/A

**Equipment Group**

- Building- Building (Hospital Only)

**Disposal Codes**

- A – Agency Transfer
- B – Surplus
- C – X-fer to State
- E – Scrap
- F – Lost
- H – Trade-In
- J – Pilferage
- K – Obsolescence
- L – Cannibalized
- P – X-fer from Stat
- S – Campus Disposal

**Condition Codes**

- E – Excellent
- G – Good
- F – Fair
- P – Poor
- S – Scrap

**Capital Indicator**

- Capital-Asset Cost in Excess of $5,000 including child assets
- Inventory-Sum of the assets total cost less than $5,000

**Cost Code**

- A – Actual
- E – Estimated
<table>
<thead>
<tr>
<th>AHA Code</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Land Improvement</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>Buildings</td>
<td>U</td>
</tr>
<tr>
<td>3</td>
<td>Fixed Building Service</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Fixed Built In</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Moveable</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Fixed- Fixed Equipment**

**Moveable- Moveable Equipment**

**Off Campus**

On Campus – On Campus

Off Campus- Off Campus (complete Off Campus Location)

RF Rented Space - Fac where rent is charged to RF sponsored proj#

**Split Fund**

**F – Fair Market**

**P – Primary**

**S – Secondary**

**N/A – N/A**

**New/Used**

**N – New**

**U – Used**

**Service Center/Cost Sharing**

**C – Cost Sharing**

**S – Service Center**

**N/A – not applicable**
Section 10-Other Related Forms

Asset deletions cannot be deleted within Real Asset Mgmt-Asset 4000i.

Requests are to be submitted to RAMIworkflow@suny.edu

Example of the form to be completed:

State University of New York  
Property Control-Real Asset Management  
Asset Number Deletion

Asset Number: ________________________________

Reason for Asset Deletion:  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________

Requested By: ________________________________  
Contact Information:  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________

Please insert lines if requesting for additional assets to be deleted and provide explanation for each.

Submit: RAMIWorkflow@suny.edu
Asset Number Changes are not permitted in Real Asset Mgmt-Asset 4000i.

Requests are to be submitted to RAMIworkflow@suny.edu

Example of the form to be completed:
Intercampus Asset Transfers are permitted and requests are to be submitted to System Administration.

Requests are to be submitted to RAMIWorkflow@suny.edu

Example of the form to be completed
**State University of New York**
**Property Control-Real Asset Management**
**Intercampus Asset Transfers**

<table>
<thead>
<tr>
<th>Original Asset Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Description</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sender-Originating Campus</th>
<th>Recipient-Receiving Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Code</td>
<td>Campus Code</td>
</tr>
<tr>
<td>RAMI Department Code</td>
<td>RAMI Department Code</td>
</tr>
<tr>
<td>RAMI Building</td>
<td>RAMI Building</td>
</tr>
</tbody>
</table>

Requested Submitted By:
Email:
Phone:

Recipient Contact
Information:

Submit:  PCSWorkflow@suny.edu
10.1-Request to PCS List Serve

Procedure Title:
Electronic Mail Discussion List Serves

Effective Date:
February 2007

This procedure item applies to:
State-operated Campuses
Contract Colleges

Summary
The office of the university controller has developed and maintains several email discussion lists available for university use. A discussion list allows members to reach a wide range of colleagues and peers via a single email. These discussion lists are privately owned for university business use. All university business system personnel are invited to join most of these discussion lists without regard to their business function. However, some lists such as the university network security administrators (SASECADM) will be limited to network security administrators only. All memberships are at the discretion of the listserv owner.

Process
The following are the current discussion lists available for university use as developed by the office of the university controller:

<table>
<thead>
<tr>
<th>List Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNYBDGT</td>
<td>University budget officers</td>
</tr>
<tr>
<td>SUNYACCT</td>
<td>University accounting officers</td>
</tr>
<tr>
<td>SUNYBRSR</td>
<td>University bursar's</td>
</tr>
<tr>
<td>SUNYABBX</td>
<td>University accounting/budget/bursar exec committee</td>
</tr>
<tr>
<td>SUNYPCH</td>
<td>University purchasing officers</td>
</tr>
<tr>
<td>SUNYAPAY</td>
<td>University accounts payable officers</td>
</tr>
<tr>
<td>SASECADM</td>
<td>University network security administrators (web and legacy)</td>
</tr>
<tr>
<td>SUNYURAS</td>
<td>University revenue accounting system</td>
</tr>
<tr>
<td>SUNYTIMA</td>
<td>University time accrual system</td>
</tr>
<tr>
<td>SUNYPCARD</td>
<td>University procurement card</td>
</tr>
<tr>
<td>SUNYABRT</td>
<td>University accounting/budget/bursar technology group</td>
</tr>
<tr>
<td>SUNYPESC</td>
<td>University Property Control Coordinators</td>
</tr>
<tr>
<td>SUNYHOSPCHR</td>
<td>University hospital purchasing</td>
</tr>
<tr>
<td>SUNYDLDRAW</td>
<td>University direct lending drawings</td>
</tr>
<tr>
<td>SUNYWEBAPAY</td>
<td>University web accounts payable for pilot campuses</td>
</tr>
<tr>
<td>SUNYWEBREC</td>
<td>University Web receiving</td>
</tr>
<tr>
<td>SUNYICO</td>
<td>University internal control officers</td>
</tr>
<tr>
<td>SUNYPSC</td>
<td>University Property Control</td>
</tr>
</tbody>
</table>

In order to send/receive an email to any of the discussion lists, you must be a member of the list. In order to subscribe to a list, send an email to listserv@ls.svsadm.suny.edu in the body of the email type the following:
subscribe SUNYlistname you name (i.e. subscribe sunyboot john doe)

In order to send an email to a specific list, send to the list name followed by @ls.sysadm.suny.edu:

sunylistname@ls.sysadm.suny.edu

You must be a member of the applicable lists to send or receive an email.

In order to review the membership of a specific list (you must be a member of the list), in the body of the message type:

review SUNYlistname

A copy of the membership list will be sent to your email address under separate cover. Upon review, you may notice that several names appear on the lists more than once with different addresses. This indicates that your address has changed so that you now appear on the list with your old address and your new address. This may result in your receiving multiple copies of the same email. If any changes need to be done, please send an email to listserv@ls.sysadm.suny.edu. In the body of the email, use the following command format:

subscribe SUNYlistname you name
unsubscribe SUNYlistname

You will need to do both subscribe and unsubscribe if your address has changed. You can only unsubscribe before your actual address changes; if the address has already changed you will need to send the unsubscribe directly to the list owner.

Each time one of the above commands are sent, a notification from the listserv will be returned to the sender acknowledging receipt. If an error is detected in the format used by the sender, a notification will also be sent back indicating the error.

Related Procedures
There are no related procedures relevant to this procedure.

Forms
There are no forms relevant to this procedure.

Other Related Information
There is no other information relevant to this procedure.

Authority
Office of the University Controller Accounting Requirements

History
There is no history relevant to this procedure.

Appendices
There are no relevant appendices to this procedure
Section 10.2-Data Elements and Definitions

Required fields for all SUNY/state-owned and Research Foundation (RF) assets are bolded. Additionally, data elements that are required for RF purposes only are denoted with an asterisk (*). For the applicable codes related to the data elements and definitions see Section 9 – System Table Codes.

1. **Asset Code**

A unique asset number (10 characters) is required to be affixed to each asset to serve as an item’s identification and its linkage to the Real Asset Management database. Positions 1-2, referred to as the asset prefix, must be the 3rd and 4th position of the SUNY campus number^1^ (e.g., campus 28020 would be **02**). Placing an R in the 9th position identifies an RF asset. RF assets generally have a suffix of RF or R0 (R zero).

^1^ Exception for Stony Brook Health Science Center- Prefix **06**

2. **Asset Description**

A free text alpha/numeric description of the item that will display in the asset register (40 character maximum).

3. **Campus**

Five digit numeric code based on the inputting campus. Positions 1-2 represent SUNY’s state agency code (28), positions 3-5 represent the individual campus designations. Based on login security, users will be restricted to their campus only for data input, search functions, and reporting.

4. **On / Off Campus Indicator***

Used to assist the RF in developing campus Facilities and Administrative Cost proposals. If “off campus” is selected, the off campus location (field # 26) should also be filled in.

*On campus* – Conducted in a facility, regardless of physical location, that is owned or leased by the University. This includes rental space funded through indirect cost recoveries returned to the campus from the RF for SUNY.

*Off campus* – Conducted in facilities not owned or leased by the University. This includes rental space that is funded as a direct charge to a sponsored award associated with the RF for SUNY as well as facilities owned or rented by a campus related entity (e.g., foundation, housing corporation, etc).
5. **Building**

An alpha-numeric code combining the SUNY campus number and the building abbreviation from the Building Characteristics Inventory (BCI), Physical Space Inventory (PSI) or Building Exception files. Identification of new building construction or contemplated building name/number changes should be coordinated with the Campus Physical Space Inventory Coordinator.

6. **Floor**

A two-digit alpha/numerical series to designate the various levels within a building or structure.

7. **Department**

An eight-digit SUNY chart of account number is entered to provide departmental stewardship identification of each asset. The intent of this field is to identify where the item is physically located, not what account the equipment was purchased from.

8. **Equipment Group**

*Moveable* – equipment not permanently connected to a structure. (e.g., vehicles, printers, furniture, microscopes, lab equipment, software, etc.).

*Fixed* - equipment items that are connected to, and are an integral part of, the building and are discrete and replaceable. (e.g., boilers, generators, air conditioning units) or, permanently connected to building services or the structure itself and associated with operations and activities (e.g., walk-in refrigerators/coolers, fume hoods, laboratory benches, etc.).

For fixed equipment to be entered in the system, it should be determined that it is not part of a larger capital project in excess of $100,000 being reported on a SUNY Project Capitalization Form. Equipment and Facilities staff should work together to determine where fixed equipment is being reported.

*Building* – Health Science Center use only for building and land improvements.

Note: Fixed equipment items do not need to be inventoried.

9. **Class Code**

Standard code used to classify similar equipment. The class code also determines the useful life that is associated with each item for depreciation purposes. (See class code file)
10. **Fund Code**

   Represents the primary source of funds used to acquire the asset. All RF assets are coded Fund Code 6, regardless of source (i.e., donated, Federal, etc.).

11. **Funding Account**

   An eight digit SUNY chart of account number representing the account which the expenditure for the initial purchase was charged against. (For future use only)

12. **RF Award Number***

   For assets purchased with RF funds, this field must contain the Oracle award number under which the asset was purchased. This award number is contained on the purchase order. For donated assets enter “Gift”, for loaned assets enter “Loan”.

13. **RF Ownership Code***

   Used to indicate what entity title is vested in (ownership) for RF assets. This field is systematically populated based on the value entered in the RF award number field. After an RF award number is entered into RAMI please tab through this field and the RAMI system will populate this field. For additional descriptions on RF ownership code see SURF Ownership Code listing in the appendix section.

14. **RF Sponsor Code ***

   A three-position numeric code that identifies the organization that sponsors the program administered by the RF that purchased the asset. For most assets this is a System generated code related to the RF award number field. After an RF award number is entered into RAMI please tab through this field and the RAMI system will populate this field.

15. **RF Award Type Code***

   A code that identifies the type of award that was the basis for establishment of an account, the purpose of which is to administer the award. This value will be simply an N for non-federal or an F for Federal. This field is systematically populated based on the value entered in the RF award number field. After an RF award number is entered into RAMI please tab through this field and the RAMI system will populate this field.

16. **RF Award Purpose***

   A code that provides further classification of the purpose within an award type. This field is systematically populated based on the value entered in the RF award number field. After an
RF award number is entered into RAMI please tab through this field and the RAMI system will populate this field.

17. **RF Administrative Assets***

A systematically generated code used to differentiate administrative assets of the RF from sponsored assets (primarily used for financial reporting purposes only). All assets with a fund code not equal to 6 should be N/A. After an RF award number is entered into RAMI please tab through this field and the RAMI system will populate this field.

18. **Service Center / Cost Sharing***

Identifies if a State or RF asset costing $5,000 or more and the depreciation for the asset is included in a campus service center re-charge rate (code is “S”) or if an asset is considered as a match/cost sharing to an RF federal or nonfederal sponsored program (code is “C”). This code is also used to identify which assets should be excluded from the campus Facilities & Administrative Cost proposal. If an asset is not cost shared or service center N/A is listed in this field.

19. **Condition**

Based upon asset condition upon receipt, physical inventory, or circumstances affecting condition change, a code should be assigned and/or updated to describe current condition of the asset.

20. **Cost Code**

For purchased items, cost at acquisition will be based upon actual cost. Gifts should be recorded at fair market value if an appraisal has been completed, or an estimated cost if an appraisal is not readily available.

21. **New / Used**

Designates whether the item was new or used at the time it was obtained.

22. **Status Code**

Utilization code assigned to active assets or indicates the basis for retirements. For RF leased equipment utilize status code of 11 – for operating and capital leased equipment.
23. **Capitalization Indicator**

Used to determine whether an item will be treated as a capital asset or as an inventory item. Generally, items with a value of $5,000 (State University capitalization threshold) or greater will be capital in nature and therefore depreciated, while items with a value less than $5,000 will be treated as inventory and expensed in the year of acquisition.

For all state-owned assets, the capital designation should be chosen for assets that have a value of $5,000 or greater. If the items value is less than $5,000, the inventory designation should be chosen. The same criterion applies for RF assets unless a single asset is purchased with funds from multiple RF award numbers. If multiple awards are charged, determine the total dollar value of the item, including all awards. If the total value is $5,000 or greater, chose the capital designation for each asset number created.

**Example 1** - one item purchased at $6,000 split equally among three RF award numbers, three distinct asset numbers are entered at $2,000 each with the capital designation chosen and the 9th & 10th positions of the asset numbers being R0, R1, and R2.

**Example 2** - one item purchased at $4,000 split equally among two award numbers, two distinct assets numbers are entered at $2,000 each with the inventory designation chosen and the 9th & 10th positions of the asset numbers being R0 and R1.

24. **Split Funded Indicator** *

Should only be used for RF assets. Identifies whether the grant proceeds used to purchase an asset were from a single RF Award or from a combination of multiple awards. If only one award contributed to the purchase of the RF asset enter in N/A. If multiple awards contributed to the asset identify the primary award and assign a “P” in this field. A primary award is generally the award that contributed the highest cost of the asset. For all other awards contributing to the asset enter an “S” – secondary in the field.

25. **AHA Code**

American Hospital Association code used to differentiate between moveable equipment and buildings. *(Hospital use only)*

1= Account 451 – Land Improvements

3= Account 453 – Buildings

5= Account 455-1 – Fixed Equipment – Building Services

6= Account 455-2 – Fixed Equipment – Built In

7= Account 457 – Major Moveable
26. **Room**

Room or space numbering convention should reflect the location of the asset and must conform to the physical space inventory system AiM. Room **Y&O (YARD AND OUTSIDE)** is used to identify equipment located outside buildings and **ROOF** is used to identify equipment located on a building’s roof.

27. **Off Campus Location***

Used in conjunction with the mandatory “On / Off Campus” field in section one. If off campus is selected in section one, this field should be used to elaborate on the assets location (e.g., a physical address, name of a complex, or the country and academic program name).

28. **Purchase Order Number**

The purchase order (**PO**) number under which an asset was acquired. The purchase order number is matched to other files (RF reconciliation process); therefore, it is important that it be recorded exactly as it appears on the purchase order. For RF assets do not enter in the letter “R” in the PO number field only enter in the PO numbers. For RF donated assets enter “GIFT”, and for loaned assets enter “LOAN”. Purchase order numbers with leading zeros should have the leading zeros recorded in the property record. For State lease purchases the contract number should be used.

29. **Manufacturer**

Name of manufacturer

30. **Model**

Series, type and/or size as used by the manufacturer.

31. **Serial Number**

Alpha and/or numeric serial number specified by the manufacturer.

32. **Warranty Number**

Manufacturer warranty number, if any.

33. **Capital Project Number**

Five digit State University Construction Fund project number under which a capital funded asset was acquired.
34 – 36. **Campus Use Flags**

Three alpha/numeric fields reserved for use by the local campus at their discretion. *Campus Flag 1* is two (2) characters; *Campus Flag 2* is four (4) characters; *Campus Flag 3* is eight (8) characters.

37. **Invoice Number**

Vendor invoice number listed on the bill of sale.

38. **SUNY Voucher Number**

Seven position field located on a SUNY voucher which authorizes payment for goods or services received by the University.

39. **Research Foundation Project Number**

Seven position field, obtained from the RF purchase order, identifying the RF project number that the asset was purchased against.

40. **Research Foundation Task**

Identifies the RF task number that purchased the asset and is obtained from RF purchase order.

41. **Principal Investigator Name**

Identifies the name of the principal investigator assigned to the RF project. Also can be used for assigning non-RF equipment to an individual.

42. **Parent Asset Number**

This field can be used to track the multiple components of a split funded asset or the parent portion of an asset within a “parent/child” relationship.

43. **Maintenance Date**

Information used by campus to schedule/monitor maintenance activity. Month, day and year (MM/DD/YYYY)

44. **Warranty End Date**

The month, day and year (MM/DD/YYYY) of an assets warranty expiration, based upon the warranty terms.

45. **Maintenance Interval**
Interval information used by campus to schedule/monitor maintenance activity. Month, day and year (MM/DD/YYYY)

46. **Inspection date**

Month, day and year (MM/DD/YYYY) used by campus to reflect the last time in which an asset was inspected. This field will be systematically updated when an asset tag is scanned if Track 4000 is used.

47. **Date Purchased**

Month, day and year (MM/DD/YYYY) of an asset that has been physically placed into service. Date purchased can be backdated to a prior period. Date purchased or In Service Date determines when depreciation begins. Due to limitations of customization, SUNY was unable to revise the field name.

48. **Capitalization Date**

Month, day and year (MM/DD/YYYY) that an asset is inputted into the system. Date capitalized cannot be backdated to a prior period. Date Capitalized can be inputted into future period.

49. **Audit Date**

Month, day and year (MM/DD/YYYY) of the most recent physical inventory that was performed on each individual asset. For Track 4000 users, this date is populated during physical audit process.

50. **Quantity**

Must always be one.

51. **Purchase Cost**

The purchase cost is the purchase price (less discounts) of equipment, including freight and installation costs necessary to place the asset in use, and in the case of donated assets, the fair market value of the asset at the date of acquisition. For assets acquired under lease, the purchase cost should include applicable fees but exclude financing charges and maintenance costs.
52. **Depreciation Type**

*Must always equal period.* The University calculates depreciation on a monthly basis and therefore this field always has to be period rather than year.

53. **Depreciation Acquisition %**

*Must always equal 100.* The University’s capitalization policy states that assets begin depreciating in the month they are placed in service and 100% of the month’s depreciation is recorded in the first month regardless of the day of the month the asset was added.

54. **Depreciation Code**

*Must always be equal to straight line.* The University’s depreciation methodology is straight line. This includes hospital assets that are being entered in the University’s main historical cost accounting (HCA) set of books. Hospital assets in the secondary hospital set of books may use a different depreciation methodology.

55. **Expiration Date**

Defaults to the date of data entry.

56. **HCA Life in Months**

The financial useful life of an asset that is derived from the class code. This field is systematically populated and should never be changed.

57. **Notes**

The notes section can be used to store any additional free-form text that is required about an asset. Use the scroll bar to move up and down through the notes.

58. **GBV**

Gross Book Value is the recorded value of an asset. This could be the original cost (purchase or historical cost) or a restated cost after revaluation.

59. **NBV**

Net Book Value is the written down value of a fixed asset. This is GBV of an asset less accumulated depreciation.