SUNY
Asset4000
User Guide
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1. **Starting Series4000**

It will be necessary to access the Asset4000 module via the Real Asset Management Series4000 dashboard.

Double Clicking on the Series4000 Icon will present you with a choice of which database to log into. (if there is only one database set up this will automatically be selected.) Select the appropriate option and you will be asked for your User ID and Password.

**Tip** – Tab between the boxes to move the cursor and then select Enter.

**Tip** – The User ID is not case sensitive.
2.1 Series4000 Features

Background

Menu Toolbar

Login Summary

Event Information

Product Selector

Database Details

Status Bar

Current period as set in the application

Today’s’ Date
Series4000 - Opening Screen Features

1. **Menu Toolbar** – This provides a list of commands. You can use this to give Series4000 instructions about what you want to do.

2. **Products Menu** – This tool allows the user to select which module within the Series4000 product range that they would like to use.

3. **Login Summary** – The login summary shows the details of the last user to login and logout of the system.

4. **Event Information** – This section shows summary details for the module that has been selected in the ‘Show summary for product’ list.

5. **Status Bar** – This give information about the asset register, namely:
   a. **Database Details** – This states the version number and the current database selection.
   b. **Period Indicator** – This is the current period that has been set in the System Configuration section of the database.
   c. **Today’s Date** – Today’s date according to the current PC setting.
2.2 Asset4000 Features

- Status Bar
- Main Icon Menu
- Controller Bar
- Main Navigation Tool
- Menu
- Asset Browser
- Navigator Bar
- Database Details
- Status Bar
- Period Indicator
- Status Indicator
- Today’s Date
**Asset4000 - Opening Screen Features**

1. **Menu Toolbar** – This provides a list of the main system functions. You can use this to give Asset4000 instructions about what you want to do.

2. **Main Icon Menu** – The main icon menu lists the major functions of the system. Use this menu to access the asset browser, to assign events to assets or to run depreciation.

3. **Main Navigation Tool** – This tool allows the user to scroll between records displayed in the selected window, the asset register for example. This functionality may also be displayed on the controller bar too.

4. **Status Bar** – This gives information about the asset register, namely:
   a. **Database Details** – This states the version number and the current database selection.
   b. **Current Period** – This is the current period that has been set in the System Configuration section of the database
   c. **Today’s Date** – Today’s date according to the current PC setting
   d. **Status Indicator** - The current system status. This will vary based on the most recent action selected.

5. **Navigator Bar** - This is an optional feature which may be toggled on or off by right clicking on the menu toolbar and selecting Use Navigator Bar.
3. **The Controller**

   The Controller bar provides a constant aid to navigating the system. It changes to show the relevant buttons for each screen and reflects each user's access rights. The Controller will always show relevant buttons for the active window.

   The Controller's position can be customized to suit the needs of the user. It can be floating, where the user can move it to any position within the screen. It can also be lodged to the active window either on the left, right, top or bottom.

   **Tip –** Not sure what to do on the screen? The controller always displays the functions that the user can perform within the current window.
4. **The Asset Browser**

The Asset Browser performs two useful functions:

1. To search for an asset or range of assets.
2. To create a useful meaningful view of the asset register.

### 1. To search for an asset or range of assets:

The Asset Browser is accessed by clicking Inquiries > Asset. When opened it normally defaults to showing All Assets; i.e. all assets on the register.

It is possible to filter out assets by specific values such as asset code or description. This is done via the **Ranges** tab.

**Tip** – Assets in Red are disposed assets. Blur represents assets to be processed in a future period. Black are active assets that have been processed in a prior period.
Type a specific asset code that you wish to filter, into the Asset Code ranges line.

This function works by filtering out anything that does not fall between the values entered into the Value and To columns, inclusive.

E.g. If asset code 100 is typed into the value column, and 110 is typed into the To column, Asset4000 will display all existing assets with an asset code 100 to 110.

To input values into these fields, the user may either type straight into the text boxes, or select the values from the pick lists.

To apply the range, click back to Records.
In order to remove the range filter just applied, the user will need to navigate back to the *Ranges* screen, and to use the *Clear All Ranges* button at the bottom of the window.

In addition to the normal ranges function, Asset4000 contains the option to exclude Asset records from any applied filter.

When applying a Range, the user has the option to select the *Filter* option at the end of the appropriate Range line.
The Filter screen will appear as shown above, and will contain the ranges that were set in the previous screen as the Inclusion range.

It is possible to edit the inclusion range at this stage, or move straight on to enter an Exclusion range. To do so, click on the + symbol to the right of the Exclusion ranges table. As in the example above, assets to be included are between 0100 and 0110 inclusive. However, with the exclusion rule set as 0105 to 0105, when applied, the browser will display all assets between and including 0100 to 0110 but excluding asset code 0105.

Multiple exclusions may be set into the same range line by repeating the above process, and the exclusion may encompass multiple assets.

In order to apply this, select OK at the bottom of the screen, and return to the Records page in the Asset browser.

Tip – It is good practice to select the Clear All Ranges button prior to entering search criteria.

Tip – Always ensure that you have filled in the Value and To boxes when both are present.
2. To create a useful meaningful view of the asset register

**Tip** – Ticking the **View Live Assets Only** check box will filter out any disposed or future assets from the view.

After clicking on the Ranges Tab, select a useful User Code / Analysis Code to order your assets by. This is done by choosing an option from the drop down list next to **Group by**. Click the **Records** button to apply this action.
5. The Asset Record

- Unique asset code assigned to each record
- User-definable fields, otherwise referred to as User Codes
- Financial details. The system uses some of this information to calculate depreciation
- Asset Tabs
- Asset Detail Buttons
- The main asset description
- Controller Bar
- Available books within the application
- This section gives an ‘at-a-glance’ view of costs for the previous period
- Reference Dates
The Asset Record – Descriptions

Asset Code – A unique ID that is assigned to each asset. It may either be input by the user or automatically generated by the sequence generator (if this has been configured).

Asset Tabs – These tabs hold different information for each asset.

Asset Detail Buttons – These buttons show information that has been entered for each asset.

Description – The asset title.

User / Analysis Codes – User definable fields that are pre-defined at the consultancy stage. Only codes that have been entered in the User Code Configuration section can be selected here.

Financial Details – These are the details that the system uses to calculate depreciation. Fields include Date Purchased, Date Capitalised, Purchase Cost, Depreciation Code and Life. Other fields may appear here depending on how the system has been configured.

Last Period Information – This section of the screen is not completed when entering a New Acquisition. This gives an ‘at-a-glance’ view of costs for the previous period.

Available Books – This is the list of books that the register contains. SUNY will only have one available book within the University Prod –HCA (Historical Costs)
6. **Asset Acquisitions (New Assets)**

To add a new asset, open up the asset browser and click **Add** on the controller.

![Asset Browser Image]

Depending on how the system has been configured, some or all of the below options will appear on the ‘Acquisition Mode’ window:

**New** - A brand new asset will be created in the system. This will require the user to input data for user codes and description fields and to input all required financial information.

**For SUNY: Campuses are to Select NEW ONLY.**

Decide what mode the asset should be created in and click **OK**. Some (or all) of the following fields will need to be completed:

**Asset Code** – This will be manually entered – 10 characters in length with prefix of the campus code 3rd and 4th position. (e.g., 28650 would be 65)

**Description** – The asset title to be displayed in the asset browser.
User Codes – Typically, Asset Type or Category will be linked to the Asset Life and Depreciation Code and will therefore populate these fields automatically. This fields are all dropdown selections and required on each asset.

Description Fields – Found under the ‘Description’ asset details button. Mandatory Fields are Room-Loc, Manufacturer, Model and BarCode #.

Date Purchased – This can be typed in or selected from the drop down calendar. This is the In-Service Date and the date depreciation begins.

Date Capitalized – This would normally fall in the current period, as shown by the Current Period Indicator. The system will automatically default in the date purchased but this can be overtyped. There could be a long period between the Purchase and Capitalization Dates.

Quantity – The quantity field refers to the number of assets stored against this acquisition. This will only be for quantity 1.

Purchase Cost – This is the amount paid for the asset, and will become the initial GBV and NBV, to be depreciated over the life of the asset.

Expiry Date – This cannot be input and is automatically entered based on the Depreciation Acqn %, Depreciation Code and Life. This field will be populated after depreciation has been calculated.

Depn Acq % - Depreciation Acquisition Percentage. This determines how much depreciation is charged in the first period of the asset’s life.

Depn Code – Depreciation Code. This is a drop down option. This would normally be defaulted in by the choice of User Code. Popular options are: SL – Straight Line and ND – Non Depreciating.

Last Period Information – This section of the screen is not completed when entering a new acquisition. This data will not become available until the system is moved into the period after the capitalization of the asset (and all depreciation calculations have been made correctly.

Once the Asset record has been completed, click the Save button on the Controller.

Tip – If you need to change any details after you have clicked Save, just re-open the record and use the edit button. Depending on the level of access, you may not be able to edit calculation critical fields once depreciation is calculated.
### 6.1 Acquisition Report

#### Reports > Events > Acquisitions

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Purchased</th>
<th>Date Capitalized</th>
<th>Life</th>
<th>Purchase Cost</th>
<th>GBV</th>
<th>Dept Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01X2732600</td>
<td>2K TECHNOLOGIES CALIBRATOR</td>
<td>5/18/2019</td>
<td>1/2/2020</td>
<td>156</td>
<td>$0,050.00</td>
<td>$0,050.00</td>
<td>SL</td>
</tr>
<tr>
<td>01X273471000</td>
<td>HONEYWELL NETWORK ADAPTER</td>
<td>11/8/2019</td>
<td>1/2/2020</td>
<td>60</td>
<td>$7,183.36</td>
<td>$7,183.36</td>
<td>SL</td>
</tr>
<tr>
<td>01X273471400</td>
<td>VILOCITY MICRO COMPUTER</td>
<td>10/3/2019</td>
<td>1/2/2020</td>
<td>60</td>
<td>$6,459.00</td>
<td>$6,459.00</td>
<td>SL</td>
</tr>
<tr>
<td>01X273471500</td>
<td>NOBLES FLOOR SPEED SCRUBBER</td>
<td>10/28/2019</td>
<td>1/2/2020</td>
<td>156</td>
<td>$9,786.57</td>
<td>$9,786.57</td>
<td>SL</td>
</tr>
</tbody>
</table>

**2019 (4 records)**

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Purchased</th>
<th>Date Capitalized</th>
<th>Life</th>
<th>Purchase Cost</th>
<th>GBV</th>
<th>Dept Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01100010120</td>
<td>Servers to run Cadence and...</td>
<td>1/2/2020</td>
<td>1/16/2020</td>
<td>60</td>
<td>$26,325.00</td>
<td>$26,325.00</td>
<td>SL</td>
</tr>
</tbody>
</table>

**2031 (1 record)**

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Purchased</th>
<th>Date Capitalized</th>
<th>Life</th>
<th>Purchase Cost</th>
<th>GBV</th>
<th>Dept Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01400003200</td>
<td>MegaFlock Set</td>
<td>1/14/2020</td>
<td>1/14/2020</td>
<td>96</td>
<td>$11,900.00</td>
<td>$11,900.00</td>
<td>SL</td>
</tr>
<tr>
<td>01400003200</td>
<td>Compact 1600 Degree C Tube</td>
<td>12/16/2010</td>
<td>1/16/2020</td>
<td>96</td>
<td>$9,030.00</td>
<td>$9,030.00</td>
<td>SL</td>
</tr>
<tr>
<td>01400003200</td>
<td>Tube Microscope</td>
<td>12/23/2019</td>
<td>1/14/2020</td>
<td>60</td>
<td>$5,610.40</td>
<td>$5,610.40</td>
<td>SL</td>
</tr>
<tr>
<td>01400003200</td>
<td>4 Channels Pulse Generator</td>
<td>1/19/2020</td>
<td>1/14/2020</td>
<td>96</td>
<td>$25,085.85</td>
<td>$25,085.85</td>
<td>SL</td>
</tr>
<tr>
<td>01890643200</td>
<td>Metal Oxide Spinning-IFD</td>
<td>12/24/2019</td>
<td>1/9/2020</td>
<td>60</td>
<td>$2,214.77</td>
<td>$2,214.77</td>
<td>SL</td>
</tr>
</tbody>
</table>

**2018 (5 records)**

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Purchased</th>
<th>Date Capitalized</th>
<th>Life</th>
<th>Purchase Cost</th>
<th>GBV</th>
<th>Dept Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0290273000</td>
<td>AUTOSCRUBBER, BOOST 20&quot;</td>
<td>1/14/2020</td>
<td>1/31/2020</td>
<td>156</td>
<td>$5,198.00</td>
<td>$5,198.00</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>AUTOSCRUBBER, BOOST 20&quot;</td>
<td>1/14/2020</td>
<td>1/31/2020</td>
<td>156</td>
<td>$5,198.00</td>
<td>$5,198.00</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>AUTOSCRUBBER, BOOST 28&quot;</td>
<td>1/14/2020</td>
<td>1/31/2020</td>
<td>156</td>
<td>$10,205.00</td>
<td>$10,205.00</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>LASER DISSECTION SCOPE</td>
<td>10/7/2019</td>
<td>1/31/2020</td>
<td>72</td>
<td>$194,949.92</td>
<td>$194,949.92</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>COPIER, CANON  IMAGE RUNNER</td>
<td>11/21/2019</td>
<td>1/28/2020</td>
<td>120</td>
<td>$3,870.00</td>
<td>$3,870.00</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>BRUKER ALPHA II FTIR</td>
<td>5/13/2019</td>
<td>1/14/2020</td>
<td>72</td>
<td>$20,881.80</td>
<td>$20,881.80</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>Temperature and CO2 Controller</td>
<td>12/20/2019</td>
<td>1/21/2020</td>
<td>60</td>
<td>$7,368.10</td>
<td>$7,368.10</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>COPIER, CANON  IMAGE RUNNER</td>
<td>11/21/2019</td>
<td>1/28/2020</td>
<td>120</td>
<td>$3,870.00</td>
<td>$3,870.00</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>BUS, OCCT</td>
<td>12/20/2019</td>
<td>1/28/2020</td>
<td>72</td>
<td>$169,911.55</td>
<td>$169,911.55</td>
<td>SL</td>
</tr>
<tr>
<td>0290273000</td>
<td>BUS, OCCT</td>
<td>12/20/2019</td>
<td>1/28/2020</td>
<td>72</td>
<td>$169,911.55</td>
<td>$169,911.55</td>
<td>SL</td>
</tr>
</tbody>
</table>

**2029 (12 records)**

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>Date Purchased</th>
<th>Date Capitalized</th>
<th>Life</th>
<th>Purchase Cost</th>
<th>GBV</th>
<th>Dept Code</th>
</tr>
</thead>
</table>

**Total CBV: $822,533.67**
6.2 Parents/Children Link
To add a Parent Link to a Child Asset, select child asset record and go to details tab or double click on asset.

Click on the Parents/Children Tab:

Click on Add:

Select the Parent Asset to link to the Child asset and then Save the record.

Note: This will allow to select Disposed Assets. Please verify that the asset record is that of a live asset.

To remove link, select delete from the Controller Bar within the Child Asset Record. It will confirm the delete record and select ‘Yes’.

Tip – Parent/Children Link should be used for Research Foundation (RF) assets that are Split Funded.
7 Asset Events

7.1 Asset Disposals

The purpose of a Disposal event is to indicate that on a certain date an existing asset on the register is to be the subject of an accounting disposal.

Assets are disposed of when it is required that their values are removed from the Asset Register. The reasons for this might include the sale, theft or obsolescence of the asset.

To action the disposal highlight the Asset in the Browser then either drag the asset onto the Red Cross icon and release, or simply highlight the asset and click the Red Cross Icon. This will launch the screen below.

Enter a Disposal date. This will usually have to be either in the current period or a future period.

Select the Type of Disposal. If ‘Sale’ is selected, the ‘Proceeds’ figure (below) will need to be greater than zero. If ‘Write-Off’ is selected, the ‘Proceeds’ figure will be greyed out so that it remains as zero.

Complete the Disposal reason.
Enter the **proceeds** or **expenses of sale** for the disposal. This is the amount received from a third party for the asset or the amount spent on disposal. The value will be used in the calculation of the Profit/Loss figure.

The disposal event is now stored as an asset event.

The disposal will not take place, i.e. the GBV / NBV will not change and the Profit/Loss figure will not be calculated, until the depreciation calculations are performed for the accounting period that includes the specified disposal date.

Run the Disposal report – Reports > Events > Disposals.
### 7.2 Asset Transfers

The purpose of a **Transfer event** is to indicate that on a certain date one or more of the 25 user codes stated against an asset is subject to change.

Transfers are typically added to record the physical movement of an asset, for example from one location to another. This will have the effect of recording a new Year to Date depreciation at the new location, whilst retaining the depreciation history at the old location.

To action the **Transfer** highlight the Asset in the Browser then either drag the asset onto the Yellow Diagonal Arrow icon and release, or highlight the asset and click the Yellow Icon. This will launch the screen below:
Enter a **Transfer Date**.

Complete the **Transfer reason**. This states the reason for the transfer or as a cross-reference to paperwork for that transfer.

**Transfer type.** This defaults to **Within Register**. This will be the only selection SUNY will input against.

**Finance details:** Leave as default setting.

Define the **Transfer details**:

This is done by the ‘TO’ user codes in the Transfer Details box. The FROM codes appear automatically except for acquisition transfers and should not be changed.

The entries in the TO fields will be validated against the allowable user codes which have been defined. Pick lists are available on each field and further user code types can be viewed using the scrollbar. Some suggested changes might default in if cross-references have been set up for the user codes.

At least one of the 23 user codes must change with each transfer record. It is also possible (although unlikely) to change all 23-user codes.

Click ‘Save’ to complete the **Transfer**. The transfer event is now stored as an asset event.

Run the Transfer report – Reports > Events > Transfers.
7.3 **Asset Revaluations**

The purpose of a *Revaluation event* is to indicate that on a certain date an asset in the register is to be the subject of an accounting revaluation. A change to either or both the Gross Book Value and Net Book Value is required.

A revaluation may be the result of a professional valuation of assets, a standard company practice in response to movements of certain market factors, a means of adjusting assets in the interests of accuracy or any other valid accounting reasons.

To action the Revaluation highlight the Asset in the Browser. Then either drag the asset onto the Pink vertical arrow icon and release, or simply highlight the asset and click the Pink arrowed Icon. This will launch the screen below.

![Click on Add](image)

**Input Revaluation**

![Input Revaluation](image)
Enter a **revaluation date**. This will default to the last day within the open period.

Complete the **revaluation description**.

**Time point** will default to End. Please do not change to Beginning.

**Gross Book Value (GBV)** is to be revalued – click on the check box (put a tick in the box) and enter the **revised total GBV** and not the change in GBV.

Note that the **From** field will show you the GBV before the revaluation for that period, but this field will only be populated once you have run depreciation for the revaluation period.

**Net Book Value (NBV)** is to be revalued - click on the check box (put a tick in the box) if the NBV is to be revalued and enter the **revised total NBV** and not the change in NBV.

Note that the **From** field will show you the NV before the revaluation for that period, but this field will only be populated once you have run depreciation for the revaluation period.

The revaluation record is now stored as an asset event.
Run the Revaluation report – Reports > Events > Revaluations.

Example prior to processing depreciation:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Description Revaluation Reason</th>
<th>Cap Date</th>
<th>Revaluation Date</th>
<th>Previous GBV GBV Allocation</th>
<th>Revised GBV GBV Allocation</th>
<th>Previous NBV NBV Allocation</th>
<th>Revised NBV NBV Allocation</th>
<th>Previous Min NBV Chg to Ret Res</th>
<th>Previous Salvage Salvage Chg to Ret Res</th>
<th>Reserve Reserve Balance</th>
<th>BE</th>
<th>Ab-Op</th>
<th>GP</th>
<th>WO</th>
</tr>
</thead>
<tbody>
<tr>
<td>011000055R0</td>
<td>LAM 2600 System RE Eng... adding R120997</td>
<td>2/27/2020</td>
<td>5/20/2020</td>
<td>$7,965,900.00</td>
<td>$7,965,900.00</td>
<td>$6,544,301.42</td>
<td>$6,544,301.42</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01101248R1</td>
<td>Desk VT V PC+Typing... adding R139424</td>
<td>1/31/2020</td>
<td>5/28/2020</td>
<td>$14,204.73</td>
<td>$14,204.73</td>
<td>$13,487.60</td>
<td>$13,487.60</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01102238R2</td>
<td>Strato Deposition System... adding R114379 R1111099 part glasses</td>
<td>12/31/2019</td>
<td>6/8/2020</td>
<td>$297,14.69</td>
<td>$297,14.69</td>
<td>$285,116.78</td>
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<td>$12,092.87</td>
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<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01102328R1</td>
<td>Utopia to ERP+EBU Chamber... adding R11544-04 part glasses</td>
<td>1/9/2018</td>
<td>4/17/2018</td>
<td>$7,153,765.68</td>
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<td>$0.00</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>270165050F</td>
<td>SPIDER COASTER Campus Request per Campus to reflect PO</td>
<td>12/6/2019</td>
<td>4/30/2019</td>
<td>$40,02.00</td>
<td>$40,02.00</td>
<td>$40,02.00</td>
<td>$40,02.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>270166050F</td>
<td>SPOI PROCESSOR As per campus request per Campus to reflect PO</td>
<td>12/20/2019</td>
<td>4/30/2019</td>
<td>$14,023.00</td>
<td>$14,023.00</td>
<td>$14,023.00</td>
<td>$14,023.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report Total (9 records)

$0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $16,745,512.29 $15,641,961.08 $0.00 $0.00 $5,863,047.95

The revaluation will not be processed, i.e. the GBV and NBV will not change until the depreciation calculations are performed for the accounting period that includes the specified revaluation date.

Example of Report after processing depreciation:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Description Revaluation Reason</th>
<th>Cap Date</th>
<th>Revaluation Date</th>
<th>Previous GBV GBV Allocation</th>
<th>Revised GBV GBV Allocation</th>
<th>Previous NBV NBV Allocation</th>
<th>Revised NBV NBV Allocation</th>
<th>Previous Min NBV Chg to Ret Res</th>
<th>Previous Salvage Salvage Chg to Ret Res</th>
<th>Reserve Reserve Balance</th>
<th>BE</th>
<th>Ab-Op</th>
<th>GP</th>
<th>WO</th>
</tr>
</thead>
<tbody>
<tr>
<td>01100128TR</td>
<td>Plasma Etch PP-200... adding R1297900</td>
<td>6/18/2019</td>
<td>3/11/2020</td>
<td>$12,084.88</td>
<td>$12,084.88</td>
<td>$11,780.06</td>
<td>$11,780.06</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,431.37</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1110156709</td>
<td>Arts &amp; Design RY Unit KM SOFTWARE UPGRADE ON DO R146131</td>
<td>6/1/2019</td>
<td>3/31/2020</td>
<td>$2,130,723.00</td>
<td>$2,130,723.00</td>
<td>$196,811.17</td>
<td>$196,811.17</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$170,077.29</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report Total (2 records)

$2,130,723.00 $2,130,723.00 $0.00 $0.00 $3,531.37 $117,077.29 $0.00 $0.00 $170,077.29 $0.00 $175,518.66 $0.00 $0.00 $0.00 $0.00
8. **Reviewing the Period Asset Costs**

Displays the history of all events for the asset

Displays all period costs for the asset
Reviewing the Period Asset Costs

Running Depreciation generates Period Asset Costs for that period. Every Asset will have a Period Cost Record for every period for which it has had depreciation run.

The Period Asset Costs menu option allows you to view the period cost records that exist in your database.

The GBV, NBV, Period Depreciation, Year to Date Depreciation and Total Depreciation are displayed.

The top part of the form shows all transfers (including the initial acquisition) that exist against the selected asset. The period cost details shown in the bottom part of the form apply to the stage of the asset’s life highlighted in the top part of the form (i.e. if a transfer event exists and is clicked on, the costs displayed will be from that transfer event onwards).
9. **Depreciation Reports**

Once depreciation has been completed reports can be produced for the period. Reports in Asset4000 are comprehensive and easy to produce.

A frequently used report is the Depreciation List. This report can be run in Summary or Detail format. It is accessed via Reports > Depreciation > Depreciation List.

**Book Code** – HCA only.

**Choose the Report Year / Period** - it is normally necessary to move this forward to the current period. The reports always defaults to the previous closed period.
Choose how to order the report – This will sort the assets into order of whichever code is chosen. If the Level 1 sub-total box is ticked then the report will sub-total at the end of each level one code. Ticking Page Eject will result in each ordering level starting on a new page.

It is possible to sub-total the report by more than one level by selecting ‘Then By’.

Select a Parameter Page if required.

Include Report Detail – If individual assets need to be displayed, tick this box.

Select the Range of Assets to include – If nothing is entered the report will include all assets. This screen also reflects the new Asset4000 functionality to exclude as well as include groups of assets.

Choose where to send the Report – Screen (print preview), Printer (gives a choice of Printer), Direct to default printer, CSV – Comma separated Value format or Spreadsheet (Excel)

If the report is displayed to screen, it can be printed using the icons in the top left of the screen. Note: Email function is not available for use.
Depreciation List Report

<table>
<thead>
<tr>
<th>Asset Code</th>
<th>Description</th>
<th>GBV</th>
<th>NBV</th>
<th>Par Days</th>
<th>YTD Days</th>
<th>Acc Days</th>
<th>Life</th>
<th>Life Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>05485450B0</td>
<td>Hydrogen Torch System</td>
<td>$1,900.00</td>
<td>$1,230.06</td>
<td>$63.94</td>
<td>$63.94</td>
<td>$63.94</td>
<td>150 000.0000</td>
<td>5 000.0000</td>
</tr>
<tr>
<td>02494098B0</td>
<td>Benchtop granular-polisher</td>
<td>$1,050.74</td>
<td>$1,370.59</td>
<td>$25.93</td>
<td>$120.15</td>
<td>$120.15</td>
<td>70 000.0000</td>
<td>5 000.0000</td>
</tr>
<tr>
<td>02462112B0</td>
<td>Press 10</td>
<td>$795.55</td>
<td>$592.07</td>
<td>$13.31</td>
<td>$105.40</td>
<td>$105.40</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>05465108B0</td>
<td>Safety Enclosure</td>
<td>$8,000.00</td>
<td>$7,510.00</td>
<td>$20.93</td>
<td>$1,330.40</td>
<td>$1,330.40</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02465568B0</td>
<td>HP Envelope 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497036B1</td>
<td>Elite desk 800</td>
<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497037B0</td>
<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
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<td>0 00000000</td>
</tr>
<tr>
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<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
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<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
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<td>$45.37</td>
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<td>0 00000000</td>
</tr>
<tr>
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<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497042B1</td>
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<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497043B0</td>
<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497044B1</td>
<td>Elite desk 800</td>
<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497045B0</td>
<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497046B1</td>
<td>Elite desk 800</td>
<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
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<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
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<td>$112.25</td>
<td>$45.37</td>
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<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497049B0</td>
<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
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<td>$45.37</td>
<td>$0.35</td>
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<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
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<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497052B1</td>
<td>Elite desk 800</td>
<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497053B0</td>
<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
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<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
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<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497056B1</td>
<td>Elite desk 800</td>
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<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497057B0</td>
<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497058B1</td>
<td>Elite desk 800</td>
<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497059B0</td>
<td>Elite desk 800</td>
<td>$160.75</td>
<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
<tr>
<td>02497060B1</td>
<td>Elite desk 800</td>
<td>$112.25</td>
<td>$45.37</td>
<td>$0.35</td>
<td>$7.01</td>
<td>$7.01</td>
<td>60 0000000</td>
<td>0 00000000</td>
</tr>
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<td>$147.18</td>
<td>$9.40</td>
<td>$8.57</td>
<td>$8.57</td>
<td>60 000.0000</td>
<td>0 00000000</td>
</tr>
</tbody>
</table>
10. **Reports Review**

All reports are located under the ‘Reports’ Menu.

The principles for running other reports are the same as the Depreciation List.

**Tip** — Click the **Clear All Ranges** button before entering any Report ranges or running the report. This will ensure that any ranges that have been saved (when the report was previously run) are cleared.
11. Exiting Asset4000

The product can be closed into two ways:

To disconnect from the Database but keep the product open then choose **File** and **Logout**. This could be used over the lunch period or when stopping using the software for a short time.

Alternatively the Product can be closed down. The can be done by choosing **File** and **Exit**. Otherwise, click the red “exit” cross in the top right hand side of the screen. Please ensure that **both** Asset4000 and Series4000 application windows are closed upon exit.
### Section 12-System Table Codes - 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/Revenue Offset (3R or 1R)</td>
<td>03-In Storage</td>
</tr>
<tr>
<td>04-DASNY Bonds</td>
<td>04-Surplus</td>
</tr>
<tr>
<td>05-Auxiliary Serv Corp/Faculty Student Assoc.</td>
<td>05-Under Repair</td>
</tr>
<tr>
<td>06-Research Foundation</td>
<td>06-Not in Use</td>
</tr>
<tr>
<td>07-Gift</td>
<td>07-Antiques &amp; Artwork</td>
</tr>
<tr>
<td>08-Income Fund Reimbursable (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</td>
<td>12-Obsolete</td>
</tr>
<tr>
<td>13-Capital Lease (COPS/IPF)</td>
<td>13-Re-inventory</td>
</tr>
<tr>
<td>14-Dorm Oper/IFR (4R,SD)</td>
<td>14-Capital Lease (TELP, IPF, COPS)</td>
</tr>
<tr>
<td>15-Campus Foundation</td>
<td>Disposal Codes</td>
</tr>
<tr>
<td>16-Hosp Oper/IFR (7R, 8H, 8V, 9H, 5R)</td>
<td>A –Agency Transfer</td>
</tr>
<tr>
<td>17-Dormitory Replacement</td>
<td>B –Surplus</td>
</tr>
<tr>
<td>18-Transfers from State</td>
<td>C - X-fer to State</td>
</tr>
<tr>
<td></td>
<td>E -Scrap</td>
</tr>
<tr>
<td></td>
<td>F -Lost</td>
</tr>
<tr>
<td></td>
<td>H –Trade-In</td>
</tr>
<tr>
<td></td>
<td>J -Pilferage</td>
</tr>
<tr>
<td></td>
<td>K -Obsolescence</td>
</tr>
<tr>
<td></td>
<td>L -Cannibalized</td>
</tr>
<tr>
<td></td>
<td>P –X-fer from Stat</td>
</tr>
<tr>
<td></td>
<td>S –Campus Disposal</td>
</tr>
<tr>
<td></td>
<td>Condition Codes</td>
</tr>
<tr>
<td></td>
<td>E -Excellent</td>
</tr>
<tr>
<td></td>
<td>G -Good</td>
</tr>
<tr>
<td></td>
<td>F -Fair</td>
</tr>
<tr>
<td></td>
<td>P -Poor</td>
</tr>
<tr>
<td></td>
<td>S -Scrap</td>
</tr>
<tr>
<td></td>
<td>Capital Indicator</td>
</tr>
<tr>
<td></td>
<td>Capital-Asset Cost in Excess of $5,000</td>
</tr>
<tr>
<td></td>
<td>Inventory-Sum of the assets total cost</td>
</tr>
<tr>
<td></td>
<td>Cost Code</td>
</tr>
<tr>
<td></td>
<td>A -Actual</td>
</tr>
<tr>
<td></td>
<td>E -Estimated</td>
</tr>
<tr>
<td></td>
<td>F –Fair Market</td>
</tr>
<tr>
<td></td>
<td>Spilt Fund</td>
</tr>
<tr>
<td></td>
<td>P –Primary</td>
</tr>
<tr>
<td></td>
<td>S –Secondary</td>
</tr>
<tr>
<td></td>
<td>N/A – N/A</td>
</tr>
<tr>
<td></td>
<td>New/Used</td>
</tr>
<tr>
<td></td>
<td>N –New</td>
</tr>
<tr>
<td></td>
<td>U –Used</td>
</tr>
<tr>
<td></td>
<td>SVC/Code</td>
</tr>
<tr>
<td></td>
<td>C-Cost Sharing</td>
</tr>
<tr>
<td></td>
<td>S-Service Center</td>
</tr>
<tr>
<td></td>
<td>N/A – N/A</td>
</tr>
</tbody>
</table>
Section 13-Other Related Forms

Asset deletions within a Prior Period cannot be deleted by a Standard User. 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:

<table>
<thead>
<tr>
<th>Orig Asset Number</th>
<th>New Asset Number</th>
<th>Reason for Asset Number Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
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</tr>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested By:
___________________________
Contact Information:
___________________________
___________________________

Submit: RAMIWorkflow@suny.edu
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

<table>
<thead>
<tr>
<th>Original Asset Number</th>
<th>Asset Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></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
13.1-Request to PCS List Serve

**Procedure Title:**
Electronic Mail Discussion List Serves

**Effective Date:**
February 2007

**This procedure item applies to:**
State-operated Campuses
Contrad Colleges

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**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>Category</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>SUNYABEX</td>
<td>University accounting/bursar exec committee</td>
</tr>
<tr>
<td>SUNYPRCH</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</td>
</tr>
<tr>
<td>SUNYURAS</td>
<td>University uniform 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>SUNYARFT</td>
<td>University accounting/budget/bursar technology group</td>
</tr>
<tr>
<td>SUNYPSC</td>
<td>University Property Control Coordinators</td>
</tr>
<tr>
<td>SUNYHOSPCH</td>
<td>University hospital purchasing</td>
</tr>
<tr>
<td>SUNYDLDRAWS</td>
<td>University direct lending draws</td>
</tr>
<tr>
<td>SUNYWEBPAY</td>
<td>University web accounts payable 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.sysadm.suny.edu in the body of the email type the following:
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 your 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 13.2-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 (*).

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 number¹ (e.g., campus 28020 would be **02**). Placing an R in the 9th position identifies an RF asset.
   ¹ Exception for Stony Brook Health Science Center- Prefix **06** and SUNY Poly CNSE – Prefix **018**

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 log-in 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 (refer to # 27) 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 of 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 of SUNY as well as facilities owned or rented by a campus related entity (e.g., foundation, housing corporations, etc).

5. **Building**
   An alpha-numeric code combining the SUNY campus number and the building abbreviation from SUNY Asset Works AiM System-Property Module. 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 06, 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. For additional descriptions on RF ownership code see RF Property Management Handbook. This field is systematically populated based on the value entered in the RF award number field.

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. See RF Property Management Handbook. This field is systematically populated based on the value entered in the RF award number 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. See RF Property Management Handbook. This field is systematically populated based on the value entered in the RF award number field.

16. **RF Award Purpose** *
   A code that provides further classification of the purpose within an award type. See RF Property Management Handbook. This field is systematically populated based on the value entered in the RF award number 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. This field is systematically populated based on the value entered in the RF award number 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, then 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 11 (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 item’s 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, choose 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 award 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”-Primary 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.

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 with the Asset Works Aim System-Space Management Module. 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). The length in description fields are 30 characters, if more space needed, place remaining within the Notes Section of the Asset.

28. **Purchase Order Number**
   The purchase order (PO) number under which an asset was acquired. Purchase order numbers with leading zeros should have the leading zeros recorded in the property record. For lease purchases the contract number should be used. 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 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”.

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**
   Six Position 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. **Prior Uses** were **Campus Flag 1** is two (2) characters; **Campus Flag 2** is four (4) characters; **Campus Flag 3** is eight (8) characters. However, a campus may input up to 30 positions under each Campus Flag. The length in description fields are 30 characters or spaces.

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.

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.