

Viewing An Asset

PURPOSE

Use this procedure to view asset financial information, locate all equipment assigned to a general ledger account, view equipment assigned to a location or employee, view the purchase order number and supplier of a piece of equipment, and view equipment transaction history.

TRIGGER

Perform this procedure when searching for information related to equipment.

ASSISTANCE

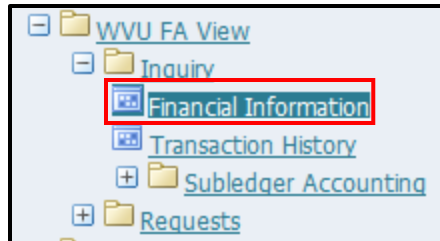
If you need assistance, please report your issue to the Self Service Help Desk:

- <http://it.wvu.edu/support/service-desk/selfservice>

PROCEDURE

From the Home Page

1. Under the **Main Menu**, click on the **WVU FA View** folder.
2. Click on the **Inquiry** subfolder.



3. Click on **Financial Information**. The **Find Assets** screen will open in a new window.

If you receive a message that states “The application’s digital signature cannot be verified,” click **Run**.

Find Assets

The screenshot shows a search form titled 'Find Assets'. It is divided into several sections: 'By Asset Detail', 'By Book', 'By Assignment', 'By Source Line', and 'By Lease'. In the 'By Asset Detail' section, the 'Asset Number' field is highlighted with a red box and contains the text 'OC86431'. Other fields like 'Tag Number', 'Serial Number', 'Warranty Number', 'Status', 'Description', 'Category', 'Asset Key', and 'Asset Type' are also present. At the bottom right, the 'Find' button is highlighted with a red box, and a 'Clear' button is visible to its left.

4. As required, complete/review the following field.

Field Name	Description
<i>Asset Number</i>	OC Tag # - Official asset number. Number and Tag are provided by Fixed Assets. Example: OC86431

If you do not know the OC tag number, you may search for the asset using other parameters, such as the Employee Assignment or Description.

5. Click **Find**. The Assets screen will display the record(s) that match your search.

The screenshot shows the 'Assets' screen with a table of results. The first row is highlighted in green and contains the following data:

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
OC86431	Projection Presentation Sys	TTMED2232	WVU.1T.10	306819868	Purchased.WVU.15-SEP-20

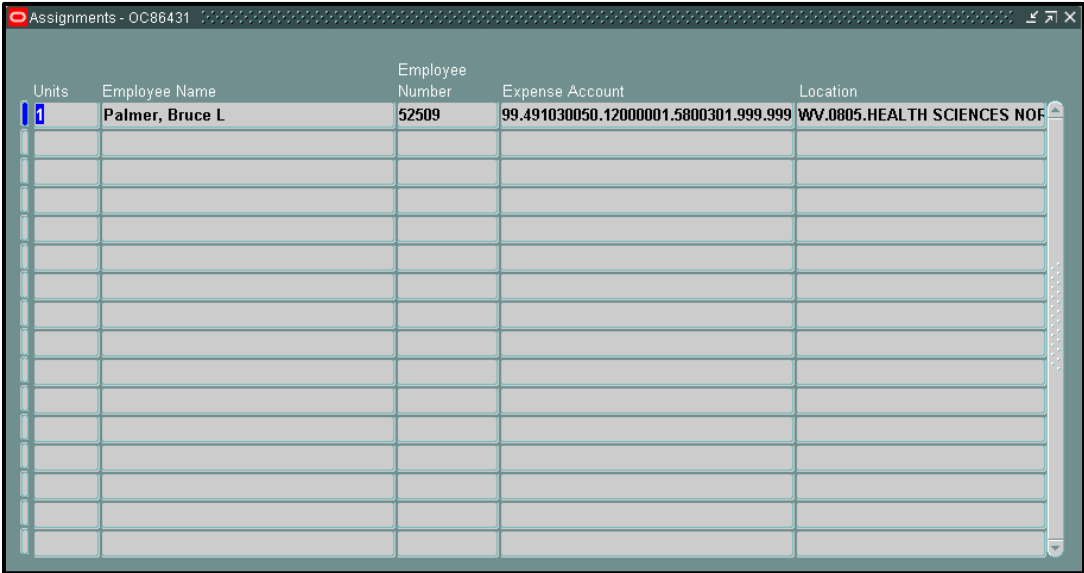
At the bottom of the screen, there are three buttons: 'Assignments', 'Source Lines', and 'Books'.

Review Asset Information

6. Perform one of the following:

If you want information on:	Go to:
Assignments	Step 7
Source Lines	Step 9
Fixed Asset Books	Step 11

7. Click the **Assignments** button to view the employee, expense account, and location to which this asset has been assigned.



8. Click the **X** in the upper right corner to close the Assignments window.

9. Click **Source Lines** for information on the Line Amount, Supplier, PO Number, Project, and Task Number.



10. Click the **X** in the upper right corner to close the View Source Lines window.

11. Click the **Books** button for financial information on the equipment.

The screenshot displays the 'View Financial Information - OC86431' window. At the top, a summary table shows the following values:

Book	Currency	Cost	Recoverable Cost	Net Book Value	YTD Depreciation	Accumulated Depreciation	Ledger
CADA BOOK	USD	8,359.00	8,359.00	7,662.44	696.56	696.56	WVU General

Below the summary table, various asset parameters are listed, including:

- Original Cost: 8,359.00
- Salvage Value: 0
- Date in Service: 15-SEP-2013
- Prorate Convention: ACT MONTH
- Prorate Date: 01-SEP-2013
- Method: STL
- Life Years: 8, Months: 0
- Remaining Life: From DPIS Years 7, Months 5; From Prorate Date Years 7, Months 5

At the bottom, the 'Depreciation' tab is selected, showing a table with the following data:

Period	Total Amount	Depreciation Amount	Adjustment Amount	Bonus Depreciation Amount	Bonus Adjustment Amount	Revaluation Amortization
APR-14	87.07	87.07	0	0	0	0
MAR-14	87.07	87.07	0	0	0	0
FEB-14	87.07	87.07	0	0	0	0
JAN-14	435.35	87.07	348.28	0	0	0

12. Click the **Transactions** button for a complete Transaction History for the piece of equipment.

13. By default, the **Depreciation** tab will be selected. This shows a complete Depreciation History by period.

14. Click the **Cost History** tab to view a complete Cost History listed by Transaction type and Effective Period.

15. You have completed reviewing Asset information.