



The State University  
of New York

# **Asset 4000i**

## **Real Asset Management System User Guide**

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# Section 1.1 Starting Asset 4000i

To access application, go to SUNY Portal. The application is fully compatible within Internet Explorer.

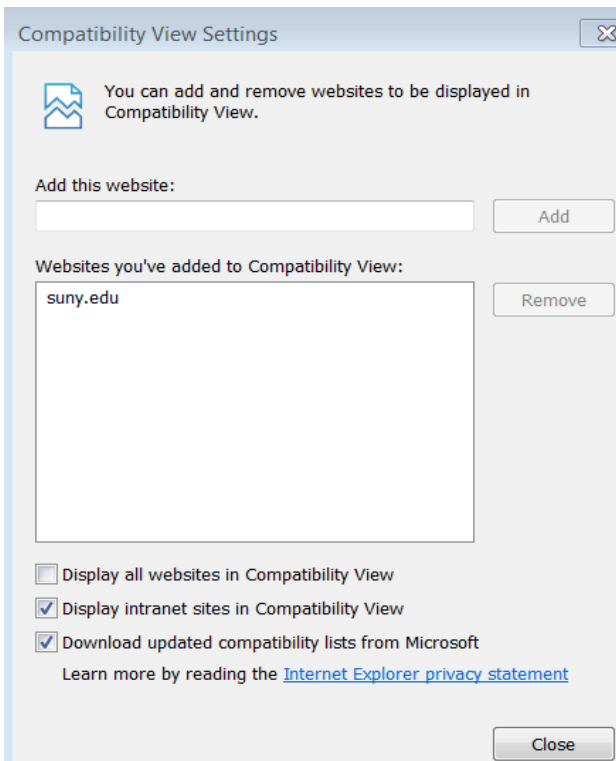
<https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm>

Sign onto the SUNY Port with your Lan User name and Password



The image shows the SUNY SECURE Sign On login page. At the top left is a gold key icon. The title "SUNY SECURE Sign On" is in large white letters on a dark blue background. Below the title, it says "Please select your campus, then enter the appropriate credentials below." with a "Help" link. A red asterisk indicates required fields. The form includes: "Your Campus:\*" with a dropdown menu showing "Sys Admin"; "SA LAN Userid:\*" with a text box containing "BAKERMI"; "SA LAN Password:\*" with an empty text box; "Remember me?" with a checked checkbox; and a "Login" button. At the bottom left is the SUNY logo. At the bottom right, it says "UNAUTHORIZED ACCESS PROHIBITED" in red, followed by copyright information and links for "Contact Us", "WEB ACCESSIBILITY", and "Privacy Policy".

Please ensure the Compatibility View Setting is selected and allow for Pop-Up.



The image shows the "Compatibility View Settings" dialog box. It has a title bar with a close button. The main content area says "You can add and remove websites to be displayed in Compatibility View." Below this is an "Add this website:" section with a text box and an "Add" button. Underneath is a "Websites you've added to Compatibility View:" section with a list box containing "suny.edu" and a "Remove" button. At the bottom, there are three checkboxes: "Display all websites in Compatibility View" (unchecked), "Display intranet sites in Compatibility View" (checked), and "Download updated compatibility lists from Microsoft" (checked). A link to "Internet Explorer privacy statement" is provided. A "Close" button is at the bottom right.

# Employee Services Portal

Business Systems Applications

E-Business Services

Enrollment Management

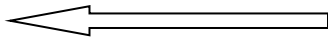
[Finance & Management System](#) **Announcement**

[Human Resource Systems](#)

[IDL Inquiry Form](#)

[SMRT - SUNY Management Resource Tool](#)

[SUNY Asset Management System](#)



The following screen will be displayed:

Real Asset Management

username:

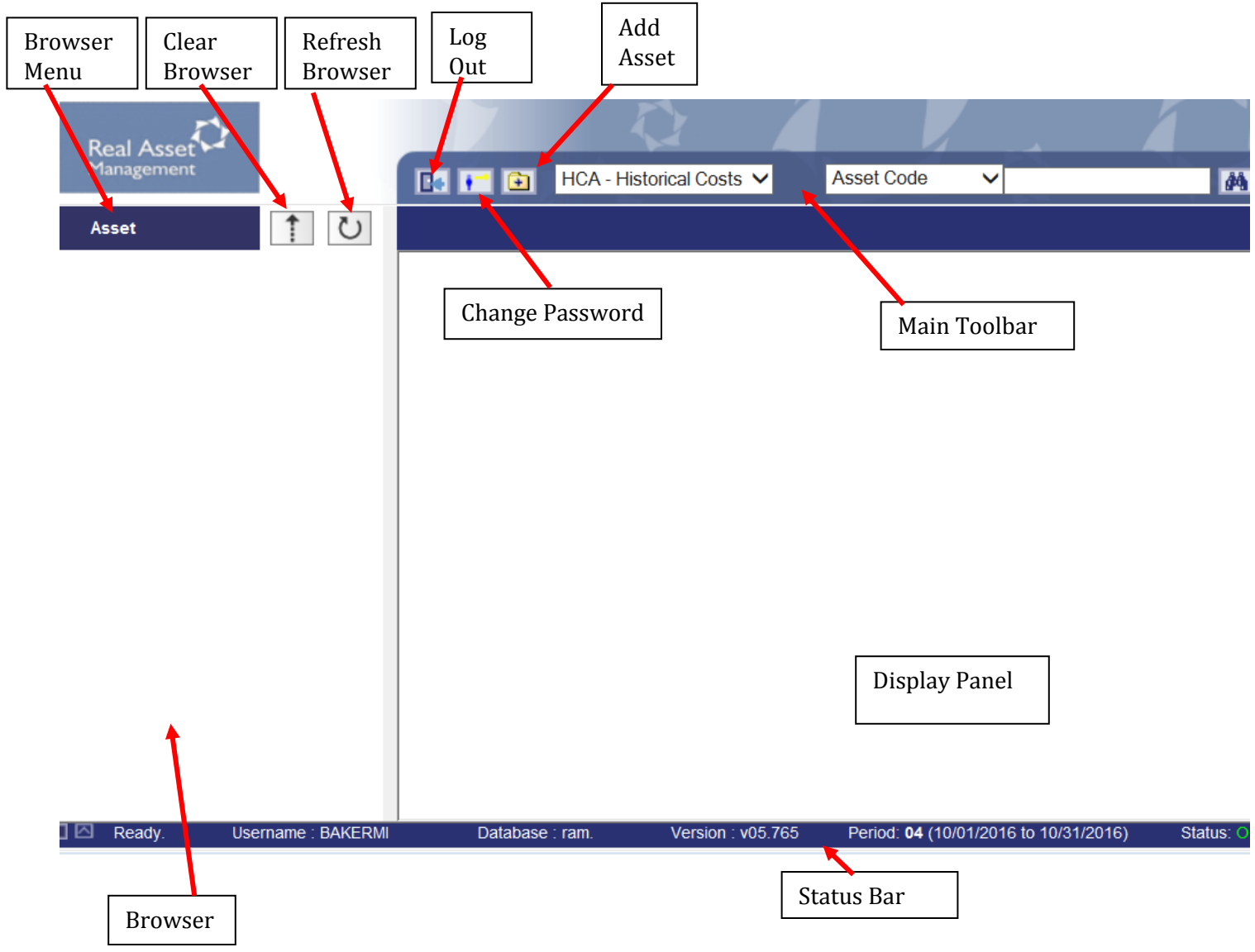
password:

LOGIN

[Change Password](#)

Sign in using the username and password provided from System Administration when access was granted

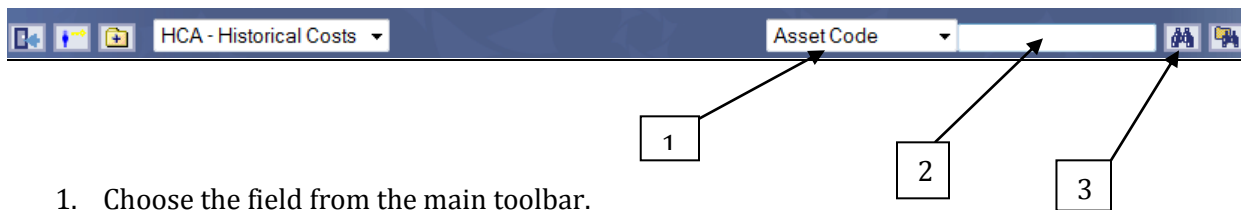
# Section 2 Main Window Screen



## Section 2.1 The Asset Browser

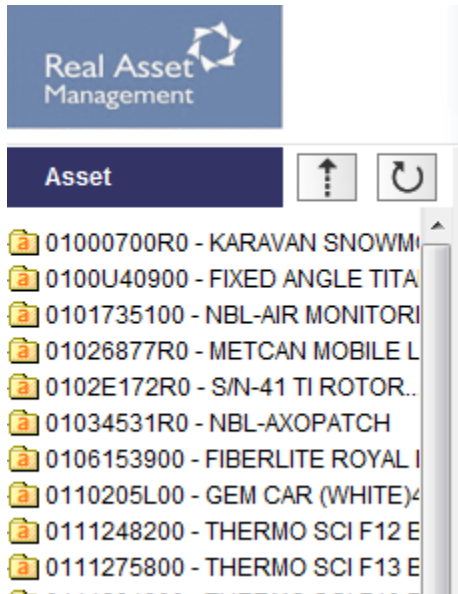
The asset browser is the tool used to define your current view of the asset register.

### Viewing all Assets



1. Choose the field from the main toolbar.
2. In the search box (1), type in the '%', as this is known as the Wild Card Function. This will display all assets within the system. 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%'

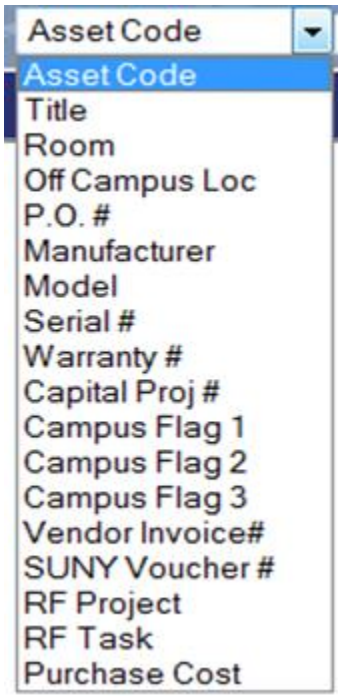


### Result from typing '%RF%'

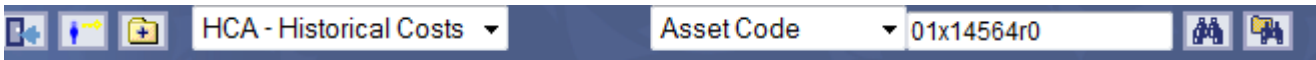


Viewing a specific asset or assets within a user code

The below list is from the Main Toolbar of all User Codes that can be searched within RAMI.



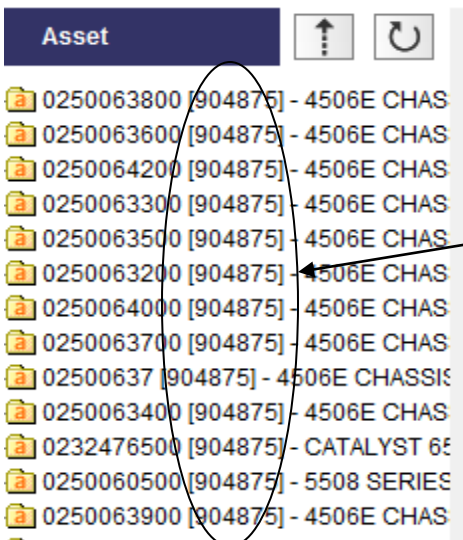
In this example, to search on a specific asset code (number), Select, Asset Code, then in the Search Box input the asset number.



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



The PO Number will be displayed next to the asset number.

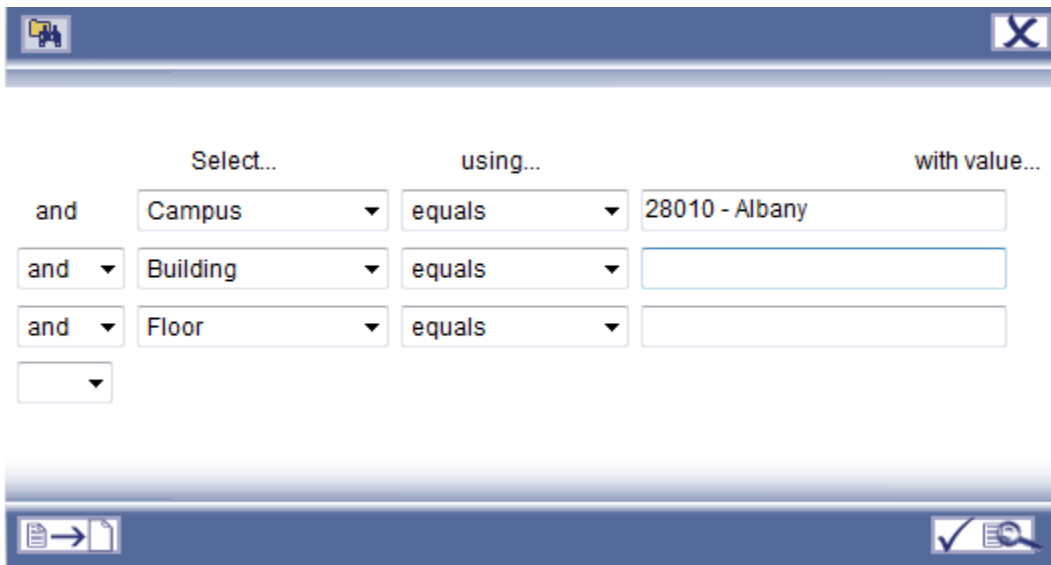
## Advanced Search Option

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:

A screenshot of an advanced search criteria panel. At the top is a blue header bar with a binoculars icon on the left and a close 'X' icon on the right. Below the header, the search criteria are organized into columns: 'and', 'Select...', 'using...', and 'with value...'. The first row shows 'and' followed by a dropdown menu containing 'Campus', a 'using...' dropdown menu containing 'equals', and a text input field containing '28010 - Albany'. The second row shows 'and' with a dropdown arrow, a dropdown menu containing 'Building', a 'using...' dropdown menu containing 'equals', and an empty text input field. The third row shows 'and' with a dropdown arrow, a dropdown menu containing 'Floor', a 'using...' dropdown menu containing 'equals', and an empty text input field. Below these rows is another empty dropdown menu. At the bottom of the panel is a blue footer bar with a navigation icon (document with arrow) on the left and a search icon (checkmark with magnifying glass) on the right.

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

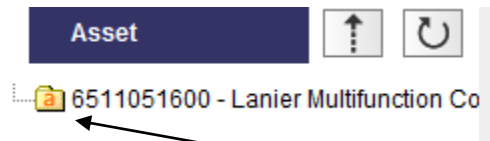


to display the results.

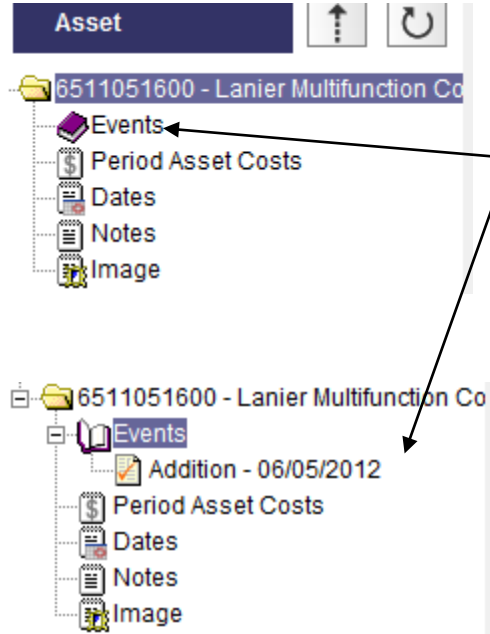


## Section 2.2 Viewing Asset Details

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



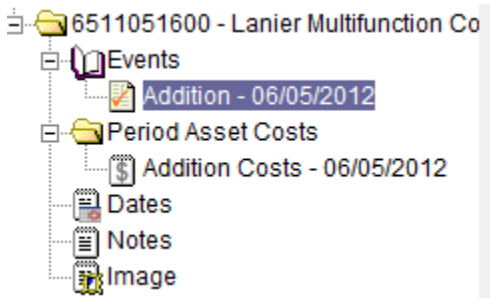
Double Click on the folder to expand and to view the details of an asset.



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

Year	Period	Date	Type	Reason
2011	June 2012	06/05/2012	Addition	Acquisition

Example of Clicking on Period Asset Cost-Addition Costs

## Addition Costs - 06/05/2012

Year	Period	Date	Type	Reason
2011	June 2012	06/05/2012	Addition	Acquisition

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

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

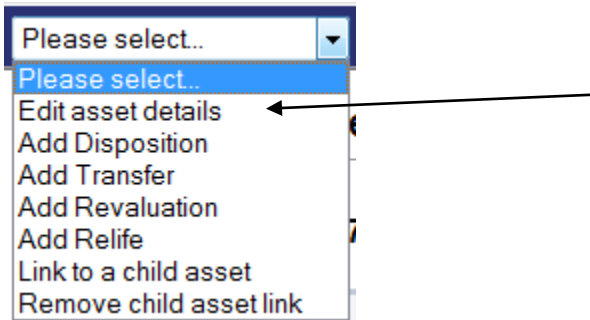
### 6511051600 - Lanier Multifunction Copier


0070 modified on 07/27/2012

<b>Campus</b>	28650 (System Administration)	<b>Room</b>	S4
<b>Off Campus</b>	ON CAMPUS (On Campus)	<b>Off Campus Loc</b>	
<b>Building</b>	28650-SUPLZA (SUPLZA-STATE UNIV. PLAZA)	<b>P.O. #</b>	110319
<b>Floor</b>	04 (04)	<b>Manufacturer</b>	Lanier
<b>Department</b>	28650-03732700 (South Fourth Floor)	<b>Model</b>	LD630C
<b>Group</b>	MOVEABLE (Moveable Equipment)	<b>Serial #</b>	V9316000291
		<b>Warranty #</b>	
		<b>Capital Proj #</b>	36129
<b>Date Purchased</b>	02/07/2012	<b>Last Period</b>	2012 04
<b>Date Capitalized</b>	06/05/2012	<b>Life Used</b>	9
<b>Quantity</b>	1	<b>GBV</b>	\$5,854.85
<b>Purchase Cost</b>	\$5,854.85	<b>NBV</b>	\$5,455.70
<b>Expiration Date</b>	01/28/2023	<b>Per Depn</b>	\$44.35
		<b>YTD Depn</b>	\$177.40
<b>Depn Acqn %</b>	Period 500.0	<b>Disposition Date</b>	
<b>Depn Code</b>	SL (Straight Line)	<b>Transfer Out Date</b>	
<b>HCA Life in Months</b>	132.0	<b>Audit Date</b>	

## 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.



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 edit and not transferred when changing Rooms.

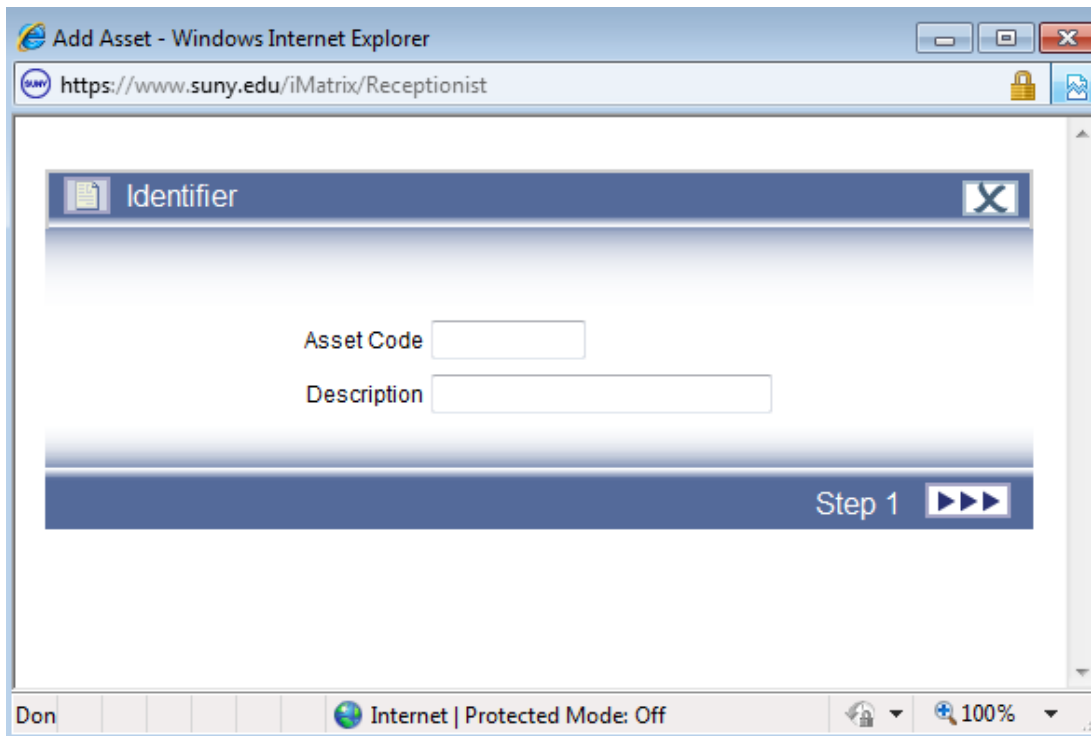
Once the fields have been amended, click the 'Check Mark'  in Step 8 on the last page to Save all changes.

**\*\*Note**, if an asset has been processed in a prior period, specific attributes cannot change, such as; Asset Number, Campus, Purchase Cost, Date Capitalized, Depreciation type, HCA Life in Months (useful lives), as 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



The screenshot shows a web browser window titled "Add Asset - Windows Internet Explorer" with the URL "https://www.suny.edu/iMatrix/Receptionist". The main content area displays a form titled "Identifier" with two input fields: "Asset Code" and "Description". At the bottom right of the form, it says "Step 1" with a right-pointing arrow icon. The browser's status bar at the bottom shows "Don", "Internet | Protected Mode: Off", and "100%".

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. A User Code are **mandatory** fields that are required on each asset that impacts financial reporting. Required fields are in Red and are down drop options.

The screenshot shows a 'User Codes' form with the following fields:

- Campus
- Off Campus
- Building (dropdown menu open showing options: 28010 - Albany, 28018 - CNSE, 28020 - Binghamton, 28030 - Buffalo, 28050 - Stony Brook, 28060 - Stony Brook Hospital, 28100 - Downstate, 28110 - Upstate, 28150 - Brockport)
- Floor
- Department
- Group
- Class Code
- Fund
- Funding Acct
- Award Number
- SURF Ownership
- RF Sponsor Code
- RF Award Type
- RF Award Purpose
- RF Admin Assets
- SVC/Cost
- Condition
- Cost Code
- N/U
- Status
- Capital Ind
- Split Funded
- AHA Code (highlighted in red, with callout: Hospital Only. All others, select N/A)

At the bottom of the form, there are navigation buttons: Step 2.

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

The close-up shows the 'Building' field with the value '28650-s' entered. The dropdown menu is open, displaying the following search results:

- 28650-SCHENE - SCHENE-GENL ADMIN (highlighted in blue)
- 28650-STGAR - STGAR-STORAGE GARAGE
- 28650-STONYB - STONYB-GENL ADMIN
- 28650-STUBEN - STUBEN-GENL ADMIN
- 28650-SUFFOL - SUFFOL-GENL ADMIN
- 28650-SULLIV - SULLIV-GENL ADMIN
- 28650-SUPLZA - SUPLZA-STATE UNIV. PLAZA
- 28650-SUPLZW - SUPLZW-FEDERAL BLDG
- 28650-SYRACU - SYRACU-GENL ADMIN

In the above example, type in '28650-s', this will bring to the point in the drop down to select more easily.

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

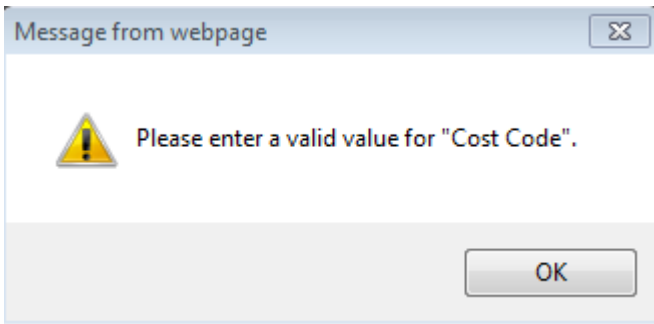
Award Number	63007 - 63007	←	Type in Award Number only
SURF Ownership	R - RF Federally Funded Equipment	←	The following fields are pre-populated and please tab through each field
RF Sponsor Code	396 - Private Other	←	
RF Award Type	F - Federal	←	
RF Award Purpose	SC - Subcontract	←	
RF Admin Assets	NON-ADMIN - Research Foundation Non-Administrative Assets	←	

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  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.

Room

Off Campus Loc

P.O. #

Manufacturer

Model

Serial #

Warranty #

Capital Proj #

Campus Flag 1

Campus Flag 2

Campus Flag 3

Vendor Invoice#

SUNY Voucher #

RF Project

RF Task

Prin Inv. Name

Parent Asset #

Barcode #

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

Step 3

\*\*The field **Off Campus Location** must be completed if in Step 2 (User Code) is selected as **Off Campus** and **Building Number** is 28xx0-Off-Campus. The **Off Campus Location** is required to be completed for all Research Foundation and SUNY assets with the physical address inputted in Step 3 (Descriptions). If unable to input full location, please provide within the Notes Section (Step 7).

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

Maint Date

Warranty End

Maint Interval

Inspection Date

Calendar: FEB 2013

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

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.

Date Purchased

Date Capitalized

Audit Date

Quantity

UserValue

Step 5

Notes:

\*\*Quantity should always remain as 1. This field defaults to 1 and should remain unchanged.

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

\*\*Date Capitalized-the system will default to date purchase in the system. However, this can be overtyped but can only select in the most current period that is open within the system.



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

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

The screenshot shows a window titled "HCA Book" with a close button (X) in the top right corner. The window contains several input fields and dropdown menus:

- Purchase Cost:** A text input field with a red background, currently empty.
- Depreciation Type:** A dropdown menu with "Period" selected.
- Depn Acqn %:** A text input field containing "100".
- Depn Code:** A dropdown menu with "SL - Straight Line" selected.
- Expiration Date:** A date input field containing "12/04/2072" and a calendar icon to its right.
- HCA Life in Months:** A text input field containing "60".

At the bottom of the window, there is a navigation bar with left and right arrow buttons, the text "Step 6", and another set of left and right arrow buttons.

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.

The screenshot shows a window titled "Notes" with a close button (X) in the top right corner. The window contains a large text area for entering notes, with a scrollbar on the right side. The word "Notes" is displayed to the left of the text area.

At the bottom of the window, there is a navigation bar with left and right arrow buttons, the text "Step 7", and another set of left and right arrow buttons.

Step 8: Finished. Once all data is input, click the check  to save the changes.

The screenshot shows a window titled "Finished" with a close button (X) in the top right corner. The window contains a message: "Click on the tick to save details."

At the bottom of the window, there is a navigation bar with left and right arrow buttons, the text "Step 8", and a checkmark icon in a box.

## Section 4 Asset Disposals

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

Please select..

Please select..

Edit asset details

Add Disposition

Add Transfer

Add Revaluation

Add Relife

Link to a child asset

Remove child asset link

**Lanier Multifunction Copier**

7/2012

<b>Campus</b>	28650 (System Administration)	<b>Room</b>	S4
<b>Off Campus</b>	ON CAMPUS (On Campus)	<b>Off Campus Loc</b>	
<b>Building</b>	28650-SUPLZA (SUPLZA-STATE UNIV. PLAZA)	<b>P.O. #</b>	110319
<b>Floor</b>	04 (04)	<b>Manufacturer</b>	Lanier
<b>Department</b>	28650-03732700 (South Fourth Floor)	<b>Model</b>	LD630C
<b>Group</b>	MOVEABLE (Moveable Equipment)	<b>Serial #</b>	V9316000291
		<b>Warranty #</b>	
		<b>Capital Proj #</b>	36129

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

Asset Code 6511051600

Description Lanier Multifunction Copier

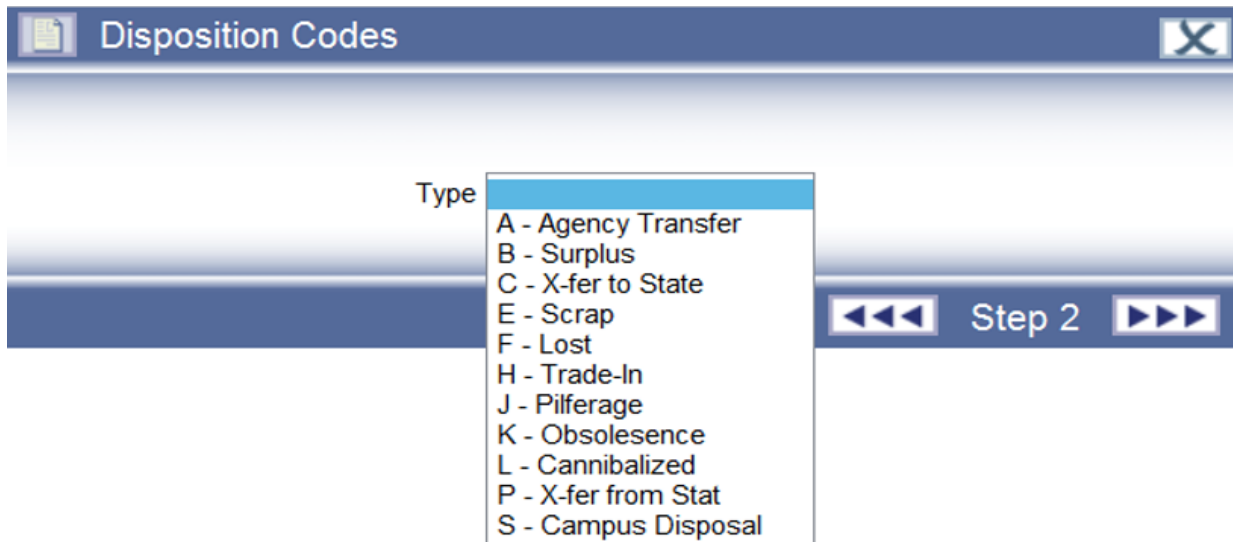
Disposition Date 11/30/2012

Reason

Step 1 ▶▶▶

\*\*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

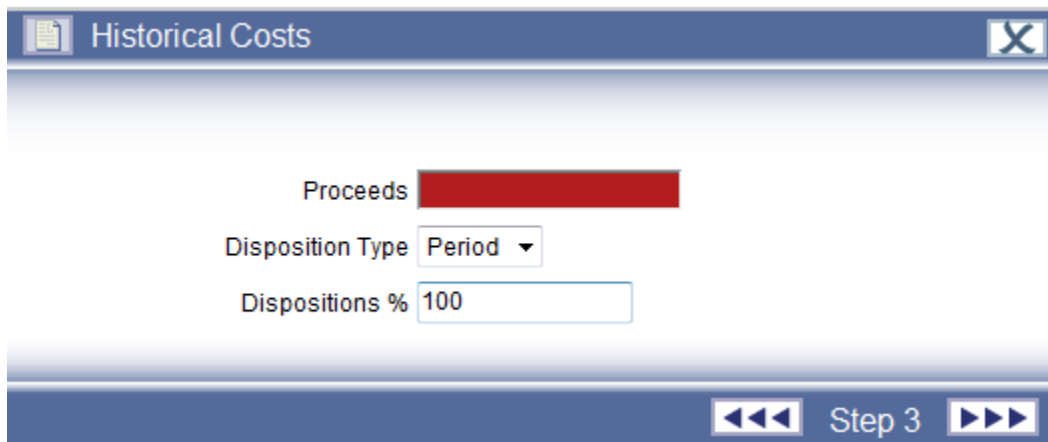
Type

- 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

Step 2

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



Historical Costs

Proceeds

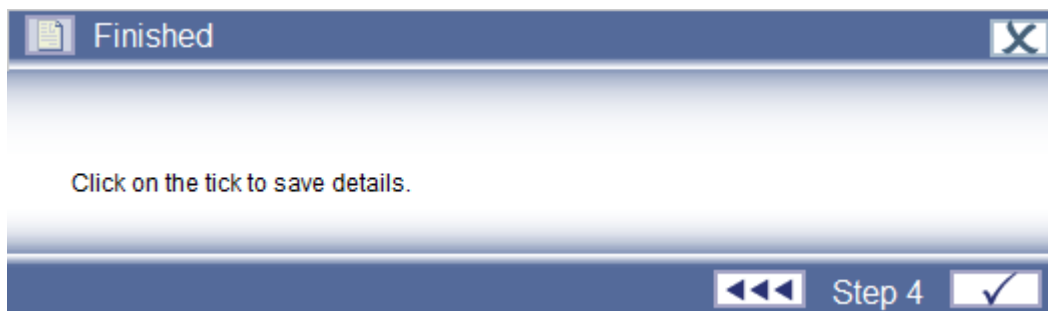
Disposition Type

Dispositions %

Step 3

Click on 

## Step 4: Finished




Finished

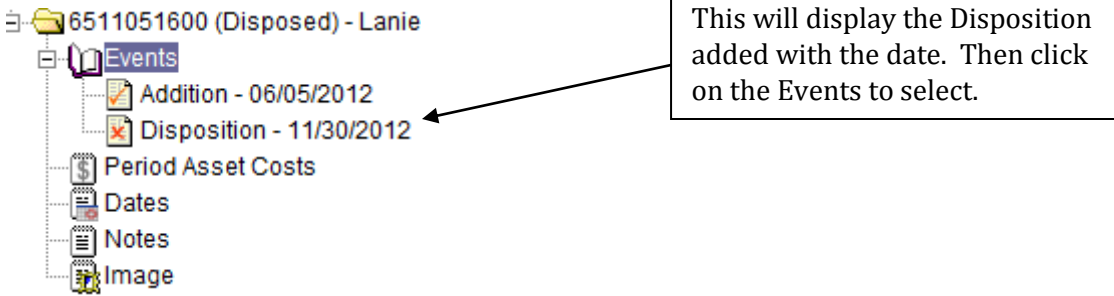
Click on the tick to save details.

Step 4

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.

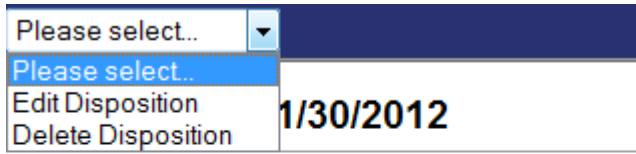
## Disposition - 11/30/2012

Year	Period	Date	Type
2012	November 2012	11/30/2012	Disposal

<b>Reason</b>	removed due to trade-in for new copier
<b>Disposal Type</b>	Period
<b>Disposition %</b>	100.000000
<b>Proceeds</b>	\$500.00
<b>Gain/Loss</b>	
<b>Type</b>	H

<b>Acc Net Rev Adj.</b>	\$0.00
<b>Adj Gain/Loss</b>	

If the disposal was completed in error, you may delete or edit the event within the current open period.



Year	Period	Date	Type
2012	November 2012	11/30/2012	Disposal

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) .

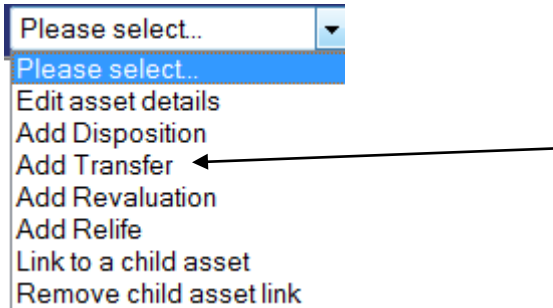
Expand the asset folders, then expand Events Tab and will note the Disposal has been removed.

**\*\*Note-if an asset addition was completed in error, a deletion request (Other Forms 10.1) will 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'



A new window will open on the screen.

Step 1: Asset Details

A screenshot of a software window titled 'Asset'. The window contains the following information: 'Asset Code 6511051600', 'Description Lanier Multifunction Copier', 'Transfer Date 11/30/2012' with a calendar icon, 'Reason' with an empty text box, and 'Transfer Type Within Register' with a dropdown arrow. At the bottom right of the window, it says 'Step 1' followed by a right-pointing arrow icon.

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

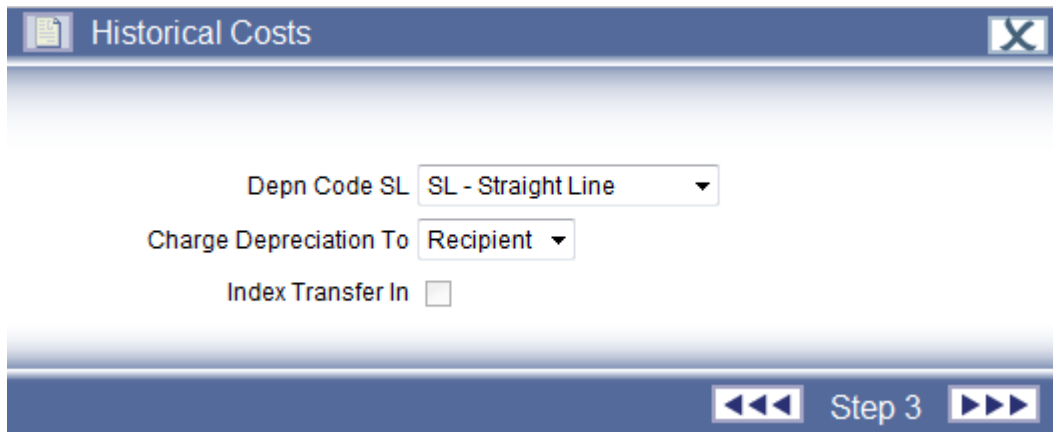
Highlight the User Code that needs to be amended. This will turn the code Blue. Then select the new code (transfer code) that the asset is now assigned to.

Transfer Details	
Campus 28650	28650 - System Administration
Off Campus ON CAMPUS	ON CAMPUS - On Campus
Building 28650-SUPLZA	28650-SUPLZA - SUPLZA-STATE UNIV. PLAZA
Floor 04	04 - 04
Department 28650-03732700	28650-03732700 - South Fourth Floor
Group MOVEABLE	MOVEABLE - Moveable Equipment
Class Code 120405	120405 - PHOTO COPY
Fund 01	01 - Capital Funds via Construction Fund
Funding Acct	
Award Number	
SURF Ownership N/A	N/A - N/A
RF Sponsor Code N/A	N/A - N/A
RF Award Type N/A	N/A - N/A
RF Award Purpse N/A	N/A - N/A
RF Admin Assets N/A	N/A - N/A
SVC/Cost N/A	N/A - N/A
Condition E	E - Excellent
Cost Code A	A - Actual
N/U N	N - New
Status 01	01 - In-Use
Capital Ind CAPITAL	CAPITAL - Asset cost in excess of \$5,000-inclgd child assets
Split Funded N/A	N/A - N/A
AHA Code N/A	N/A - N/A

◀◀ Step 2 ▶▶

Click on ▶▶ to proceed to the next Step

### Step 3: Historical Costs.




Historical Costs

Depn Code SL SL - Straight Line

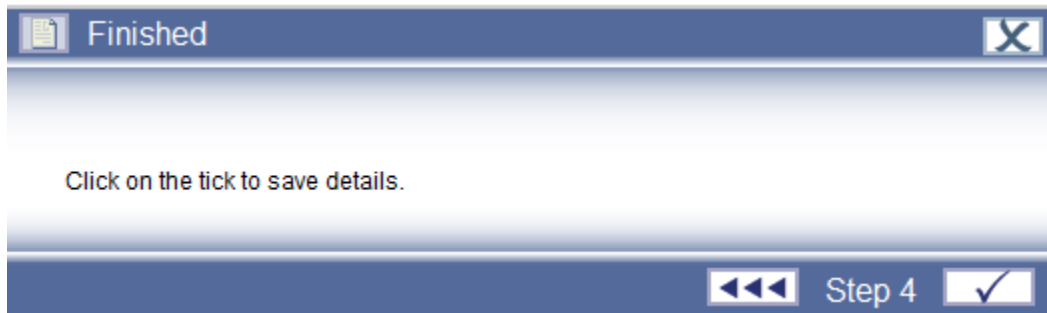
Charge Depreciation To Recipient

Index Transfer In

Step 3

Click on  to proceed to the next Step.

### Step 4: Finished.



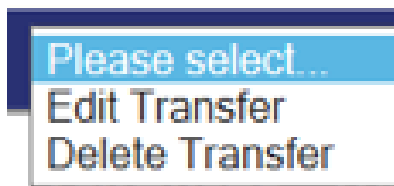
Finished

Click on the tick to save details.

Step 4

Click on the check mark  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.



Please select...

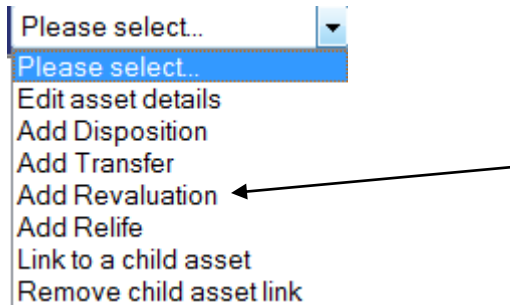
- Edit Transfer
- Delete Transfer



## 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


A screenshot of a software window titled 'Revaluation'. The window contains the following information: 'Asset Code 6511051600', 'Description Lanier Multifunction Copier', 'Revaluation Date' with a text box containing '11/30/2012' and a calendar icon, and a 'Reason' text box. At the bottom right of the window, there is a 'Step 1' label and a navigation button with two right-pointing arrows.

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

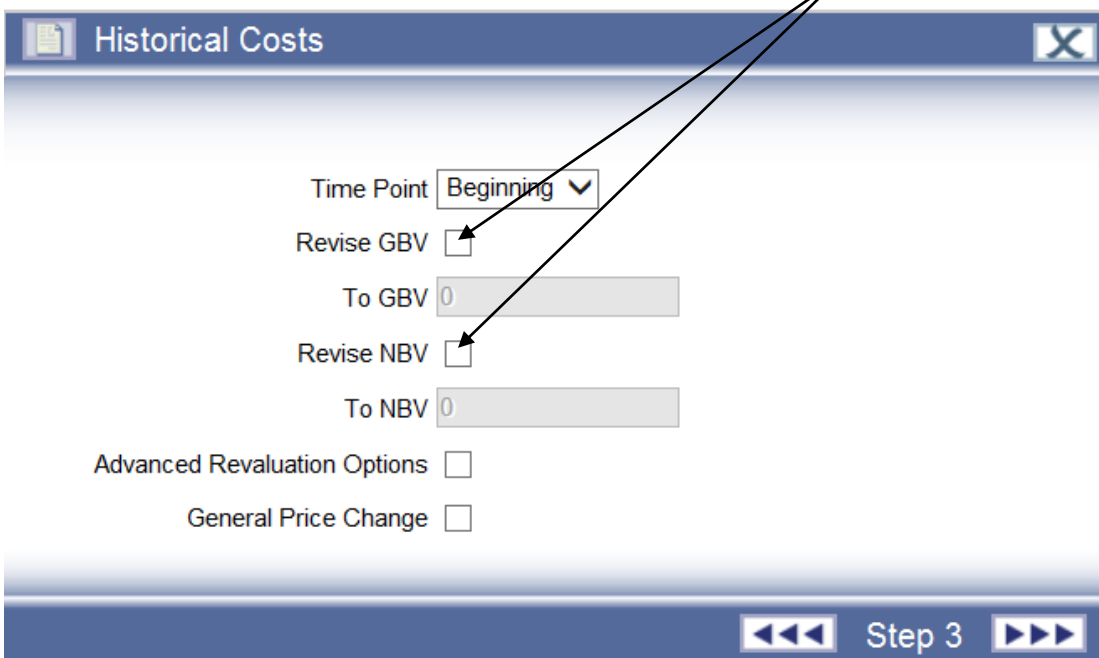


Click on the box for HCA: **HCA** . Then Click on .

\*\*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.

<b>Campus</b>	28650 (System Administration)	<b>Room</b>	S4
<b>Off Campus</b>	ON CAMPUS (On Campus)	<b>Off Campus Loc</b>	
<b>Building</b>	28650-SUPLZA (SUPLZA-STATE UNIV. PLAZA)	<b>P.O. #</b>	110319
<b>Floor</b>	04 (04)	<b>Manufacturer</b>	Lanier
<b>Department</b>	28650-03732700 (South Fourth Floor)	<b>Model</b>	LD630C
<b>Group</b>	MOVEABLE (Moveable Equipment)	<b>Serial #</b>	V9316000291
		<b>Warranty #</b>	
		<b>Capital Proj #</b>	36129

<b>Date Purchased</b>	02/07/2012	<b>Last Period</b>	2012	04
<b>Date Capitalized</b>	06/05/2012	<b>Life Used</b>	9	
<b>Quantity</b>	1			

<b>Purchase Cost</b>	\$5,854.85	<b>GBV</b>	\$5,854.85
<b>Expiration Date</b>	01/28/2023	<b>NBV</b>	\$5,455.70
		<b>Per Depn</b>	\$44.35
		<b>YTD Depn</b>	\$177.40

<b>Depn Acqn %</b>	Period	500.0
<b>Depn Code</b>	SL (Straight Line)	
<b>HCA Life in Months</b>	132.0	

<b>Disposition Date</b>	
<b>Transfer Out Date</b>	
<b>Audit Date</b>	

On the Revaluation screen (Step 3), you will increase the GBV and NBV both by \$2,500.

Time Point

Revise GBV

To GBV

Revise NBV

To NBV

**\*\*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 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.

## 65001478RO - COPIER

SU modified on 10/26/2011

<b>Campus</b>	28650 (System Administration)	<b>Room</b>	EOC
<b>Off Campus</b>	ON CAMPUS (On Campus)	<b>Off Campus Loc</b>	
<b>Building</b>	28650-BROOKL (BROOKL-GENL ADMIN)	<b>P.O. #</b>	04343
<b>Floor</b>	01 (01)	<b>Manufacturer</b>	XEROX
<b>Department</b>	28650-30021400 (28650-30021400)	<b>Model</b>	5322
<b>Group</b>	MOVEABLE (Moveable Equipment)	<b>Serial #</b>	1M2476247
		<b>Warranty #</b>	
		<b>Capital Proj #</b>	

<b>Date Purchased</b>	10/17/1995	<b>Last Period</b>	2012	04
<b>Date Capitalized</b>	11/01/1995	<b>Life Used</b>	136	
<b>Quantity</b>	1			

<b>Purchase Cost</b>	\$7,262.00	<b>GBV</b>	\$7,262.00
<b>Expiration Date</b>	10/31/2005	<b>NBV</b>	\$0.00
		<b>Per Depn</b>	\$0.00
		<b>YTD Depn</b>	\$0.00

<b>Depn Acqn %</b>	Period	100.0
<b>Depn Code</b>	SL (Straight Line)	
<b>HCA Life in Months</b>	120.0	

<b>Disposition Date</b>	
<b>Transfer Out Date</b>	
<b>Audit Date</b>	

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.

Time Point

Revise GBV

To GBV

Revise NBV

To NBV

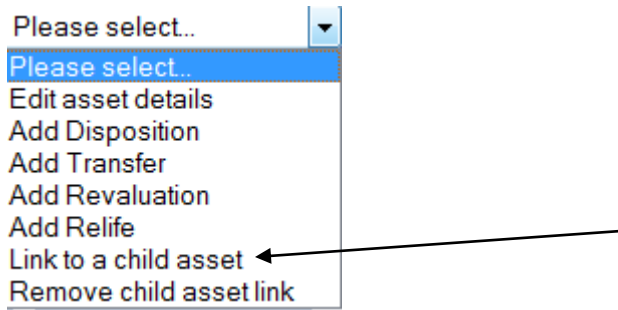
\*\*Campuses should notify System Administration of all negative revaluations for completion.

As mentioned in Section 4 Disposals and Section 5 Transfers, you may edit or delete the Revaluation Event completed as long as the period that the revaluation was completed in is still open.

## Section 7 Link to a Child Asset


This is used to define relationships between assets on the asset register.

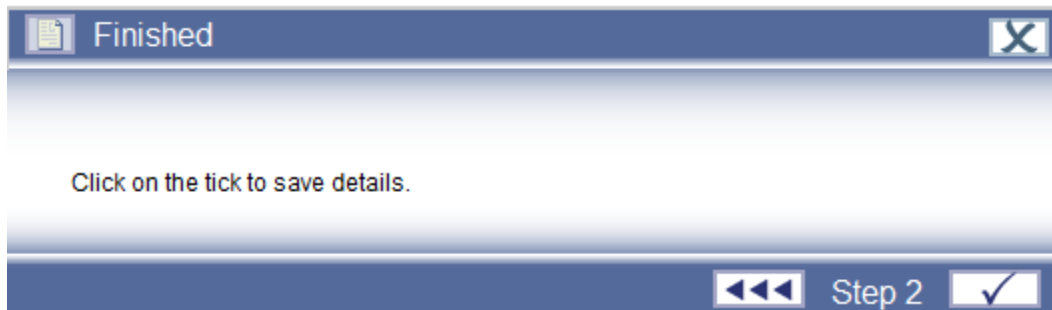
Highlight the asset in the browser and select 'Link to Child Asset' from the dropdown box.



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



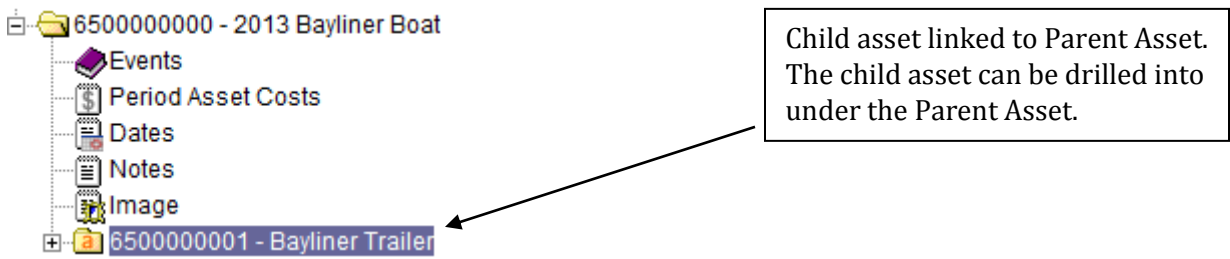
Click on  to proceed to the next screen.



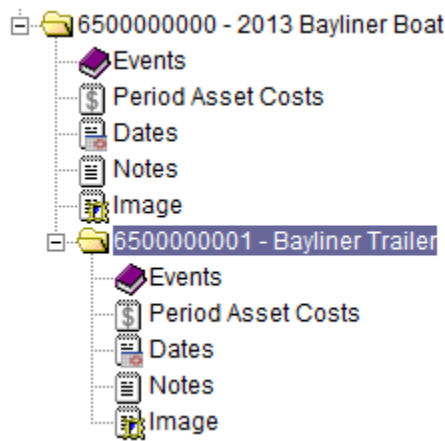
Click on the checkmark  to save the changes.

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 as:



As drilled on the Browser:



The child asset will also display the Parent Asset Number in the display panel once the asset has been processed.

### 6500000001 - Bayliner Trailer

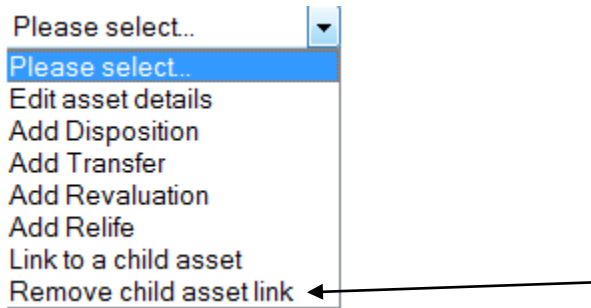
0076 modified on 02/06/2013

Class Code	200101 (BOAT/SWIMMING VESSELS)	Campus Flag 2
Fund	08 (Income Fund Reimbursable (OR, TR, SF))	Campus Flag 3
Funding Acct		Vendor Invoice#
Award Number		SUNY Voucher #
SURF Ownership	N/A (N/A)	RF Project
RF Sponsor Code	N/A (N/A)	RF Task
RF Award Type	N/A (N/A)	Prin Inv. Name
		<b>Parent Asset #</b>

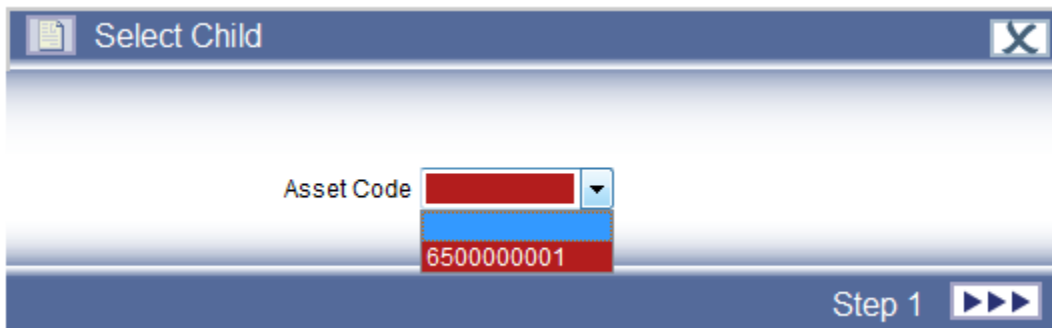
## Section 7.1 Remove Child Asset Link


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

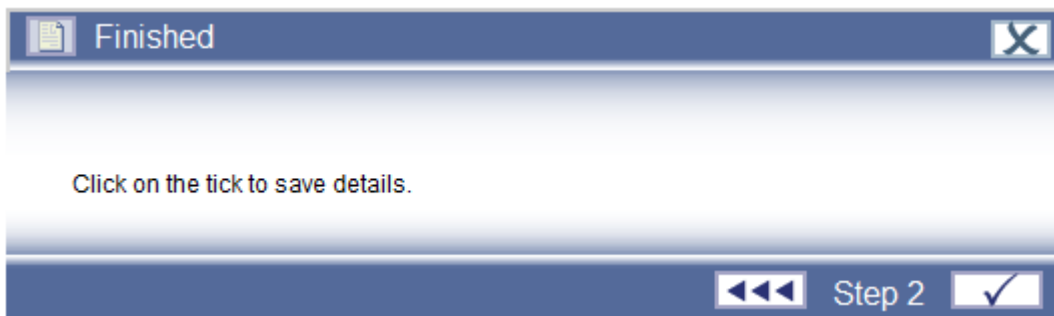
Highlight the asset in the browser and select 'Remove Child Asset Link' from the dropdown box.



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



Click on the  to proceed to the next screen.



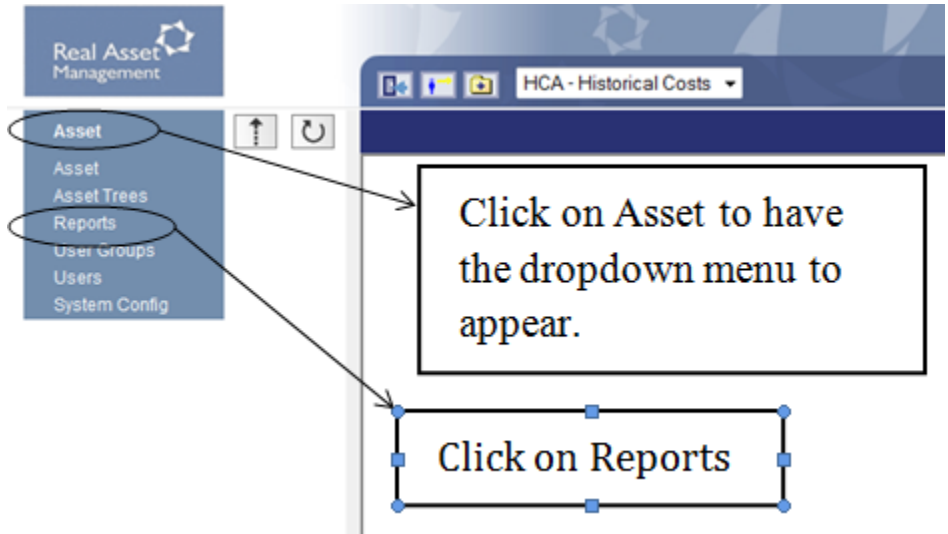
Click on the checkmark  to save the changes.

# Section 8 Reports

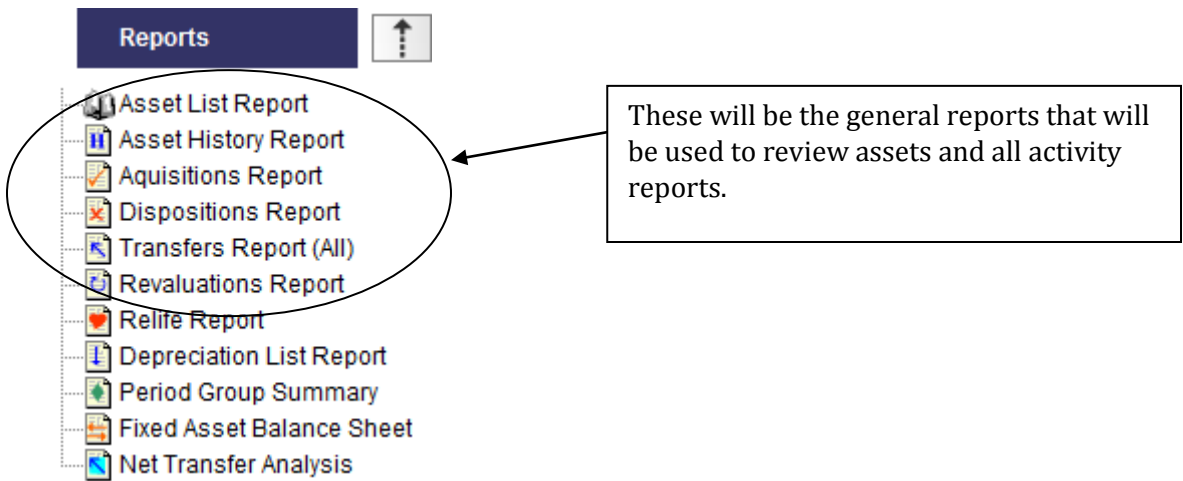
Reports can be viewed from the Browser

Screen, click on Asset. This will display the dropdown options.

Then Click on Reports.



The following choices will appear:





## Section 8.1 Asset List Reports

Reports

- Asset List Report
- Asset History Report
- Aquisitions Report
- Dispositions Report
- Transfers Report (All)
- Revaluations Report
- Relife Report

Asset List Report

Report Year/Period 2012 November 2012

Report Total

Order By Total Page Eject

Level 1  Level 1

Include Parameter Page  Totals included for CSV/Excel™

Include Report Detail  Include Field Descriptions for CSV/Excel™

Select... using... with value...

and Please Select ... Select Field ...

html

### 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)

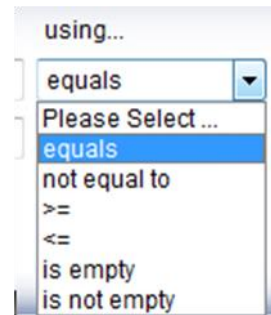
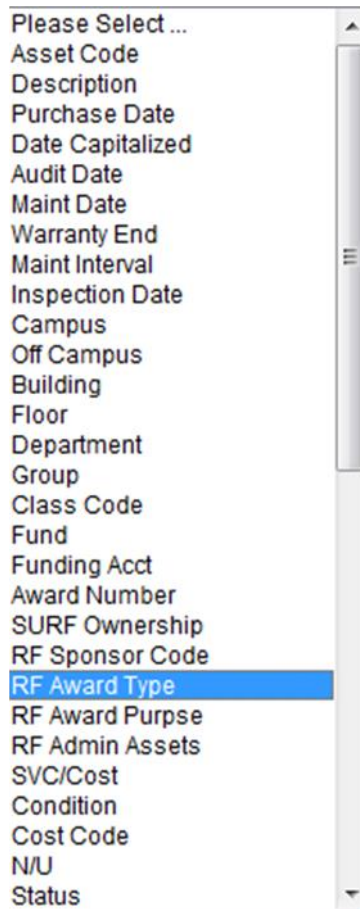
If this box is checked, then the report output to file will include any subtotal.

### Include Field Description for CSV

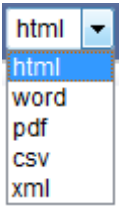
If this box is checked, the column titles will be imported along with the figures when they are exported.

### 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:



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:

A screenshot of a web application interface for generating an 'Asset List Report'. The interface is organized into several sections:

- Report Header:** 'Asset List Report' title, 'Report Year/Period' set to '2012', and 'November 2012'.
- Summary:** 'Report Total' checkbox is checked.
- Ordering and Grouping:** 'Order By' is set to 'Campus'. 'Then By' options include 'Building' (checked) and an empty field. 'Total' checkboxes for 'Level 1', 'Level 2', and 'Level 3' are all checked. 'Page Eject' checkboxes for 'Level 1', 'Level 2', and 'Level 3' are all unchecked.
- Options:** Four checkboxes are checked: 'Include Parameter Page', 'Include Report Detail', 'Totals included for CSV/Excel™', and 'Include Field Descriptions for CSV/Excel™'.
- Filtering:** A filter is set to 'and Campus' using 'equals' with the value '28650 - System Administration'.
- Footer:** A blue bar at the bottom contains a close button (X), a format dropdown set to 'pdf', and a checkmark button.

Results of Asset List Report:

02/21/2013 16:02 Asset4000i v05.703		HCA Asset List Report FOR 2012/05 Ordered By Campus, Building				Page8 State University of New York
Asset Code	Description	Date Capitalized	Expiration Date	Purchase Cost	Life	Depn Code
<b>Building: 28650-22CORP - 22CORP-CAMPUS SERVICE</b>				<b>\$1,780,209.25</b>		
65002277RO	COPY MACHINE	01/01/2003	12/31/2012	\$13,500.00	120.000000	SL
65003552RO	XEROX COPIER	06/01/2006	05/31/2017	\$16,500.00	132.000000	SL
65003568RO	XEROX COPIER	04/01/2007	03/31/2017	\$18,240.00	120.000000	SL
<b>Building: 28650-41STST - 41STST-CHARTER SCHOOLS INSTITU</b>				<b>\$48,240.00</b>		
65002183RO	SACHTLER SYSTEM 15 SB HOT PAD	01/01/2006	01/31/2006	\$5,775.00	0.000000	ND
65003225RO	SONY DVCAM STUDIO EDITING	09/01/2003	09/30/2003	\$6,340.00	0.000000	ND
65003252RO	SACHTLERSYSTEMDV-15HOTPODTRIP	09/01/2003	09/30/2003	\$5,680.00	0.000000	ND
65003257RO	AVID 2D REALTIME SYSTEM	08/01/2003	08/31/2003	\$24,500.00	0.000000	ND
65003265RO	BROADCAST PIX STUDIO SWITCHER	09/01/2003	09/30/2003	\$20,000.00	0.000000	ND
65003270RO	CAMCORDER/ANTON BAUER KIT	08/01/2002	08/31/2002	\$9,649.95	0.000000	ND
65003271RO	CAMCORDER/ANTON BAUER KIT	08/01/2002	08/31/2002	\$9,649.95	0.000000	ND
65003483RO	AVID ADRENALINE	09/01/2004	09/30/2004	\$24,945.00	0.000000	ND
<b>Building: 28650-52WASH - 52WASH-GENL ADMIN</b>				<b>\$106,539.90</b>		
65468931RO	DEL POWEREDGE 2600 SERVER	01/01/2001	01/31/2001	\$7,150.00	0.000000	ND
65468932RO	CELL PHONE	09/01/2001	09/30/2001	\$200.00	0.000000	ND
65468955RO	VERBATIM TRANSCRIPTION EQUIP	11/01/2006	10/29/2021	\$155,839.90	180.000000	SL
<b>Building: 28650-99PINE - 99PINE-GENL ADMIN</b>				<b>\$163,189.00</b>		
6510586100	NETWORK SYSTEM	08/01/1995	07/31/2000	\$7,696.00	60.000000	SL
<b>Building: 28650-ADIRON - ADIRON-GENL ADMIN</b>				<b>\$7,696.00</b>		
6510581100	NETWORK SYSTEM	11/01/1995	10/31/2000	\$6,597.00	60.000000	SL
<b>Building: 28650-ALBANY - ALBANY-GENL ADMIN</b>				<b>\$6,597.00</b>		
65003680RO	Smartboard	10/04/2011	09/29/2021	\$4,250.00	120.000000	SL
<b>Building: 28650-BRKLYN - BRKLYN-CAMPUS SERVICE</b>				<b>\$4,250.00</b>		
6510581300	NETWORK SYSTEM	11/01/1995	10/31/2000	\$6,597.00	60.000000	SL
<b>Building: 28650-BROCKP - BROCKP-GENL ADMIN</b>				<b>\$6,597.00</b>		
65001479RO	PERSONAL COMPUTER	07/01/1997	06/30/2002	\$5,634.00	60.000000	SL

## Section 8.2 Acquisitions Report-Additions Reports

**Reports**

- Asset List Report
- Asset History Report
- Acquisitions Report**
- Dispositions Report
- Transfers Report (All)
- Revaluations Report

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 2012.

### Acquisitions Report

Report Year/Period 2012 December 2012

Report Total

Order By	Total	Page Eject
<span>Campus</span>	<input checked="" type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Then By <span>Asset Code</span>	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Then By	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3

Include Parameter Page
  Totals included for CSV/Excel™
  Include Report Detail
  Include Field Descriptions for CSV/Excel™

Ignore Disposed/Trip Out

	Select...	using...	with value...
and	<span>Date Capitalized</span>	<span>&gt;=</span>	<span>12/01/2012</span>
and	<span>Date Capitalized</span>	<span>&lt;=</span>	<span>12/31/2012</span>
and	<span>Capital Ind</span>	<span>equals</span>	<span>CAPITAL - Asset cost in excess o</span>
and	<span>RF Admin Assets</span>	<span>not equal to</span>	<span>ADMIN - Research Foundation Ac</span>
and	<span>Fund</span>	<span>not equal to</span>	<span>05 - Auxiliary Serv Corp/Faculty St</span>
and	<span>Fund</span>	<span>not equal to</span>	<span>15 - Campus Foundation</span>

Click on



The following results will appear, First Parameter Page:

**REPORT PARAMETERS**

**REPORT SEQUENCE**

LEVEL1: Campus	Total for Level	No Page Eject
LEVEL2: Asset Code	No Total for Level	No Page Eject

**REPORT RESTRICTIONS**

and	Date Capitalized	>=	01/12/2012
and	Date Capitalized	<=	31/12/2012
and	Capital Ind	=	CAPITAL
and	RF Admin Assets	=	ADMIN
and	Fund	=	05
and	Fund	=	15
AND	Report Period Start	>=	01/12/2012
AND	Report Period End	<=	31/12/2012
AND	Book Code	=	HCA

Asset Code	Description	Purchase Date	Date Capitalized	Life	Purchase Cost	GBV	Depts Code	
16K6086700	Illuminator	12/14/2012	12/14/2012	120.000000	\$6,205.00	\$0.00	SL	*
16Q-598500	X-Cite	12/14/2012	12/14/2012	120.000000	\$7,081.80	\$0.00	SL	*
16Z3000200	Cub Cadet D Lawn Mower	12/04/2012	12/04/2012	72.000000	\$12,500.00	\$0.00	SL	*
<b>Campus: 28160 - Buffalo State</b>						<b>\$1,015,403.92</b>	<b>\$0.00</b>	
1801135700	Microscope	10/23/2012	12/13/2012	96.000000	\$311,872.70	\$0.00	SL	*
<b>Campus: 28180 - Fredonia</b>						<b>\$311,872.70</b>	<b>\$0.00</b>	
2210567100	Mult Function Device	12/10/2012	12/12/2012	60.000000	\$12,677.95	\$0.00	SL	*
<b>Campus: 28220 - Oneonta</b>						<b>\$12,677.95</b>	<b>\$0.00</b>	
24X0058480	AUTOANALYZER 3 SYSTEM	09/02/2003	12/04/2012	156.000000	\$20,112.15	\$0.00	SL	*
24X0905300	C02/CH4/H2O ANALYZER	06/20/2012	12/04/2012	156.000000	\$35,000.00	\$0.00	SL	*
24X0905700	EP-L55-6R HYDROSEEDING UNIT	08/01/2012	12/04/2012	72.000000	\$7,595.25	\$0.00	SL	*
24X0916400	POWERLAB 8 CHANNEL RECORDER	12/24/2012	12/24/2012	156.000000	\$6,195.00	\$0.00	SL	*
<b>Campus: 28240 - Plattsburgh</b>						<b>\$68,902.40</b>	<b>\$0.00</b>	
2611257400	Computer (with i/o interface)	01/05/2012	12/20/2012	60.000000	\$7,898.00	\$0.00	SL	*
2611257500	Computer (with Avid Pro Tools)	01/05/2012	12/20/2012	60.000000	\$8,728.00	\$0.00	SL	*
<b>Campus: 28260 - Purchase</b>						<b>\$16,626.00</b>	<b>\$0.00</b>	
2802630800	SERVER APPLICATION CONTENT	09/19/2012	12/05/2012	60.000000	\$30,750.00	\$0.00	SL	*
<b>Campus: 28280 - Empire State</b>						<b>\$30,750.00</b>	<b>\$0.00</b>	
3600221980	HEAT PUMP	11/27/2012	12/03/2012	156.000000	\$7,108.90	\$0.00	SL	*
<b>Campus: 28360 - Canton</b>						<b>\$7,108.90</b>	<b>\$0.00</b>	
370PC23973	TISSUE PROCESSOR	12/19/2012	12/19/2012	156.000000	\$26,750.00	\$0.00	SL	*
<b>Campus: 28370 - Cobleskill</b>						<b>\$26,750.00</b>	<b>\$0.00</b>	
3901080200	ride on floor machine	12/11/2012	12/11/2012	156.000000	\$5,697.22	\$0.00	SL	*
<b>Campus: 28390 - Farmingdale</b>						<b>\$5,697.22</b>	<b>\$0.00</b>	
40M0378600	SOUND SYSTEM	08/31/2012	12/13/2012	120.000000	\$5,064.98	\$0.00	SL	*

# 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.

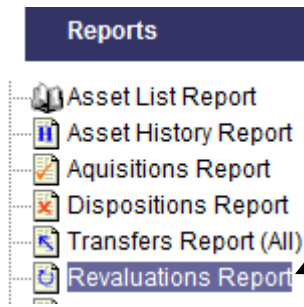
Example:

A screenshot of the 'Dispositions Report' configuration panel. The panel is titled 'Dispositions Report' and contains several sections for configuring the report. The 'Report Year/Period' is set to '2012' and 'December 2012'. The 'Report Total' checkbox is checked. The 'Order By' dropdown is set to 'Campus'. The 'Total' section has 'Level 1' checked and 'Level 2' unchecked. The 'Page Eject' section has 'Level 1' and 'Level 2' unchecked. The 'Include Parameter Page', 'Include Report Detail', 'Totals included for CSV/Excel™', and 'Include Field Descriptions for CSV/Excel™' checkboxes are all checked. The 'Select...' section contains a list of criteria: 'Disposition Date' with operator '>=' and value '12/01/2012', 'Disposition Date' with operator '<=' and value '12/31/2012', 'Fund' with operator 'not equal to' and value '15 - Campus Foundation', 'RF Admin Assets' with operator 'not equal to' and value 'ADMIN - Research Foundation', 'Fund' with operator 'not equal to' and value '05 - Auxiliary Serv Corp/Faculty', and 'Capital Ind' with operator 'equals' and value 'CAPITAL - Asset cost in excess'. The bottom of the panel has a 'pdf' button and a checkmark icon.





# Section 8.4-Revaluations Report-Adjustment Reports



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

Example:

Revaluations Report

Report Year/Period 2012 December 2012

Report Total

Order By	Total	Page Eject
<span>Campus</span>	<input checked="" type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Then By <span>Description</span>	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Then By <span></span>	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3

<input checked="" type="checkbox"/> Include Parameter Page	<input checked="" type="checkbox"/> Totals included for CSV/Excel™
<input checked="" type="checkbox"/> Include Report Detail	<input type="checkbox"/> Include Field Descriptions for CSV/Excel™

Ignore Disposed/Tfr Out

	Select...	using...	with value...
and	<span>Revaluation Date</span>	<span>&gt;=</span>	<span>12/01/2012</span>
and	<span>Revaluation Date</span>	<span>&lt;=</span>	<span>12/31/2012</span>
and	<span>Capital Ind</span>	<span>equals</span>	<span>CAPITAL - Asset cost in excess o</span>
and	<span>Fund</span>	<span>not equal to</span>	<span>15 - Campus Foundation</span>
and	<span>RF Admin Assets</span>	<span>not equal to</span>	<span>ADMIN - Research Foundation Ac</span>
and	<span>Fund</span>	<span>not equal to</span>	<span>05 - Auxiliary Serv Corp/Faculty St</span>

Results:

02/21/2013 16:28	HCA Revaluations Report FOR 2012/06	Page1
Asset4000i v05.703	Ordered By Campus, Description	State University of New York

**REPORT PARAMETERS**

**REPORT SEQUENCE**

LEVEL1: Campus	Total for Level	No Page Eject
LEVEL2: Description	No Total for Level	No Page Eject

**REPORT RESTRICTIONS**

	Revaluation Date	>=	01/12/2012
and	Revaluation Date	<=	31/12/2012
and	Capital Ind	=	CAPITAL
and	Fund	=	15
and	RF Admin Assets	=	ADMIN
and	Fund	=	05
AND	Report Period Start	>=	01/12/2012
AND	Report Period End	<=	31/12/2012
AND	Book Code	=	HCA

02/21/2013 16:28	HCA Revaluations Report FOR 2012/06	Page2
Asset4000i v05.703	Ordered By Campus, Description	State University of New York

Asset Code	Description	Date Capitalized	Revaluation Date	Revised GBV	Revised NBV	NBV Alteration	Reserve Balance	B/E	Impair	GP
				Chg to Rvl Rvse	Chg to I & E	Chg to I & E Reserve				
02446103R1	HIGH TEMP OVEN/SAMMAKIA	06/01/2008	12/31/2012	\$11,181.00 \$0.00	\$6,958.51 \$0.00	\$6,958.51 \$0.00	\$3,621.31	B	N	N
<b>Campus: 28020 - Binghamton</b>				<b>\$11,181.00</b> <b>\$0.00</b>	<b>\$6,958.51</b> <b>\$0.00</b>	<b>\$6,958.51</b> <b>\$0.00</b>	<b>\$3,621.31</b>			
03X48398RF	PUMPING SYSTEM	06/01/2004	12/31/2012	\$162,502.00 \$0.00	\$17,950.00 \$0.00	\$17,950.00 \$0.00	\$17,950.00	B	N	N
<b>Campus: 28030 - Buffalo</b>				<b>\$162,502.00</b> <b>\$0.00</b>	<b>\$17,950.00</b> <b>\$0.00</b>	<b>\$17,950.00</b> <b>\$0.00</b>	<b>\$17,950.00</b>			
066546800	CPU DIGITAL RECORDING SYSTEM	05/01/2012	12/31/2012	\$15,768.00 \$0.00	\$14,749.02 \$0.00	\$14,749.02 \$0.00	\$14,749.02	B	N	N
066546900	DIGITAL RECORDING SYSTEM	05/01/2012	12/31/2012	\$15,768.00 \$0.00	\$14,749.02 \$0.00	\$14,749.02 \$0.00	\$14,749.02	B	N	N
066547000	DIGITAL RECORDING SYSTEM	05/01/2012	12/31/2012	\$15,768.00 \$0.00	\$14,749.02 \$0.00	\$14,749.02 \$0.00	\$14,749.02	B	N	N
0666142200	fiber bronchoscope	04/01/2012	12/31/2012	\$9,300.00 \$0.00	\$6,397.21 \$0.00	\$6,397.21 \$0.00	\$6,397.21	B	N	N
0666189600	Open MRI Machine	12/02/2011	12/31/2012	\$1,672,681.00 \$0.00	\$1,565,576.24 \$0.00	\$1,565,576.24 \$0.00	\$902,739.75	B	N	N
0666281900	rubbermaid medical carts	09/01/2012	12/31/2012	\$5,813.00 \$0.00	\$5,121.96 \$0.00	\$5,121.96 \$0.00	\$5,121.96	B	N	N
0666282000	rubbermaid medical carts	09/01/2012	12/31/2012	\$5,813.00 \$0.00	\$5,121.96 \$0.00	\$5,121.96 \$0.00	\$5,121.96	B	N	N
0666282100	rubbermaid medical carts	09/01/2012	12/31/2012	\$5,813.00 \$0.00	\$5,121.96 \$0.00	\$5,121.96 \$0.00	\$5,121.96	B	N	N
0666282200	rubbermaid medical carts	09/01/2012	12/31/2012	\$5,813.00	\$5,121.96	\$5,121.96	\$5,121.96	B	N	N

# Section 9-System Table Codes

## Real Asset Management System Codes

### Fund Code

01-Capital Funds via Construction Fund  
02-Inter-campus Transfers  
03-State Purpose/Revenue Offset (3R or 1R)  
04-DASNY Bonds  
05-Auxiliary Serv Corp/Faculty Student Assoc.  
06-Research Foundation  
07-Gift  
08-Income Fund Reimbursable (0R,TR,SF)  
09-Mixed Fund Source  
10-Loan  
11-ASC-State Owned  
12-TELP  
13-Capital Lease (COPS/IPF)  
14-Dorm Oper/IFR (4R,SD)  
15-Campus Foundation  
16-Hosp Oper/IFR (7R, 8H, 8V, 9H, 5R)  
17-Dormitory Replacement  
18-Transfers from State

### 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)  
Fixed- Fixed Equipment  
Moveable- Moveable Equipment

### Off Campus

On Campus -On Campus  
Off Campus-Off Campus (complete Off Campus Location)

### AHA Code

1 -Land Improvement  
3 -Buildings  
5 -Fixed Building Service  
6 -Fixed Built In  
7 -Moveable  
N/A -N/A

### Status Code

01-In-Use  
02-On Loan-Out  
03-In Storage  
04-Surplus  
05-Under Repair  
06-Not in Use  
07-Antiques & Artwork  
08-Shared Utilization  
09-Excess to Needs  
10-Loan-In  
11-Operating Lease  
12-Obsolete  
13-Re-inventory  
14-Capital Lease (TELP, IPF, COPS)

### 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  
F -Fair Market

### Spilt Fund

P -Primary  
S -Secondary  
N/A -N/A

### New/Used

N -New  
U -Used

### SVC/Code

C-Cost Sharing  
S-Service Center  
N/A -N/A

## 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](mailto: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](mailto:RAMIWorkflow@suny.edu)

Asset Number Changes are not permitted in Real Asset Mgmt-Asset 4000i.

Requests are to be submitted to [RAMIworkflow@suny.edu](mailto:RAMIworkflow@suny.edu)

Example of the form to be completed:

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

<u>Orig Asset Number</u>	<u>New Asset Number</u>	<u>Reason for Asset Number Changes</u>

Requested By: \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit: [RAMIWorkflow@suny.edu](mailto: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](mailto:RAMIworkflow@suny.edu)

Example of the form to be completed

*State University of New York*  
Property Control-Real Asset Management  
Intercampus Asset Transfers

Original Asset Number \_\_\_\_\_  
Asset Description \_\_\_\_\_

Sender-Originating Campus

Campus Code \_\_\_\_\_  
RAMI Department Code \_\_\_\_\_  
RAMI Building \_\_\_\_\_

Recipient-Receiving Campus


Campus Code \_\_\_\_\_  
RAMI Department Code \_\_\_\_\_  
RAMI Building \_\_\_\_\_

Requested Submitted By: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Recipient Contact  
Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit: [PCSWorkflow@suny.edu](mailto:PCSWorkflow@suny.edu)

## 10.1-Request to PCS List Serve

 <p>THE STATE UNIVERSITY of NEW YORK</p> <p><b>Category:</b> Financial</p> <p><b>Responsible Office:</b> <a href="#">Controller's Office</a></p>	<p><b>Procedure Title:</b> Electronic Mail Discussion List Serves</p> <p><b>Effective Date:</b> February 2007</p> <p><b>This procedure item applies to:</b> State-operated Campuses Contract Colleges</p>
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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:

#### List Name

SUNYBDGT	University budget officers
SUNYACCT	University accounting officers
SUNYBRSR	University bursar's
SUNYABBX	University accounting/budget/bursar exec committee
SUNYPRCH	University purchasing officers
SUNYAPAY	University accounts payable officers
SASECADM	University network security administrators (web and legacy)
SUNYURAS	University uniform revenue accounting system
SUNYTIMA	University time accrual system
SUNYPCARD	University procurement card
SUNYABBT	University accounting/budget/bursar technology group
SUNYPCSC	University Property Control Coordinators
SUNYHOSPRCH	University hospital purchasing
SUNYDLDRWS	University direct lending draws
SUNYWEBAPAY	University web accounts payable pilot campuses
SUNYWEBRECV	University Web receiving
SUNYICO	University Internal Control Officers
SUNYPCSC	University Property Control

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](mailto:listserv@ls.sysadm.suny.edu). In the body of the email type the following:

`subscribe SUNYlistname your name (i.e. subscribe sunybdot 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](mailto: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.

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### Related Procedures

There are no related procedures relevant to this procedure.

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### Forms

There are no forms relevant to this procedure.

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### Other Related Information

There is no other information relevant to this procedure.

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### 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 (\*).

### 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 3<sup>rd</sup> and 4<sup>th</sup> position of the SUNY campus number<sup>1</sup> (e.g., campus 28020 would be **02**). Placing an R in the 9<sup>th</sup> position identifies an RF asset.

<sup>1</sup> 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 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 9<sup>th</sup> & 10<sup>th</sup> 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 9<sup>th</sup>&10<sup>th</sup> 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.