



The State University
of New York

Asset 4000i

Real Asset Management System User Guide

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Section 1-Introduction

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

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

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

Section 1.1 Starting Asset 4000i

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

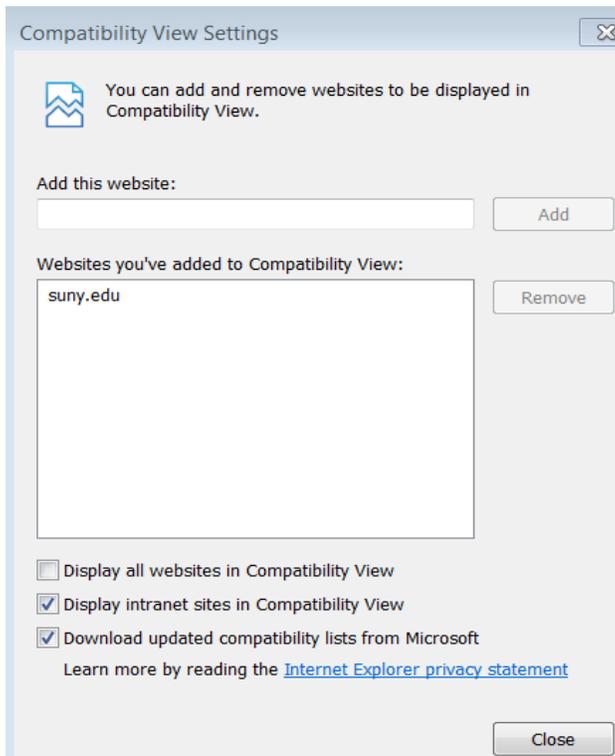
<https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm>

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



The image shows a login form titled "SUNY SECURE Sign On". At the top left is a gold key icon. 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 a dropdown menu for "Your Campus:" set to "Sys Admin", a text input for "SA LAN Userid:" containing "BAKERMI", an empty text input for "SA LAN Password:", and a checked checkbox for "Remember me?". A "Login" button is at the bottom. The footer contains the SUNY logo, "UNAUTHORIZED ACCESS PROHIBITED", copyright information for 2012, 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 a "Compatibility View Settings" dialog box. It contains a message: "You can add and remove websites to be displayed in Compatibility View." Below this is an "Add this website:" section with a text input field and an "Add" button. Underneath is a list of "Websites you've added to Compatibility View:" 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

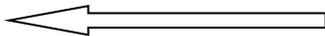
[Finance & Management System](#) **Announcement**

[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:

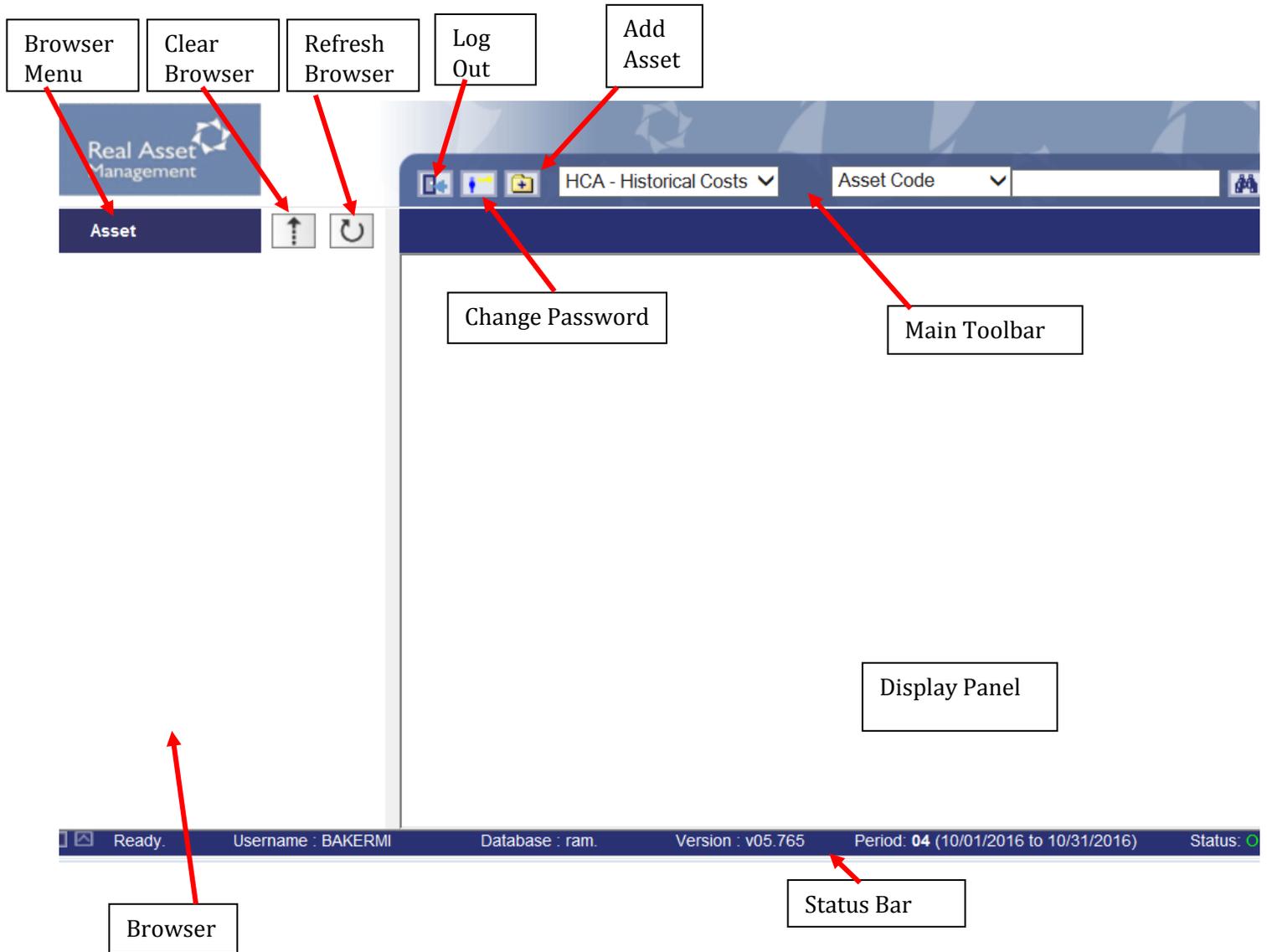
password:

LOGIN

[Change Password](#)

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

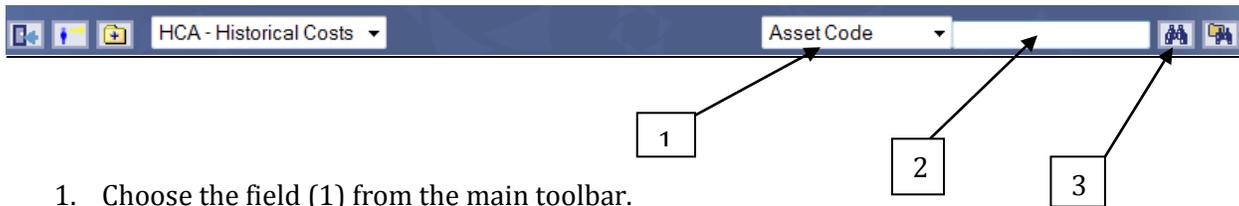
Section 2 Main Window Screen



Section 2.1 The Asset Browser

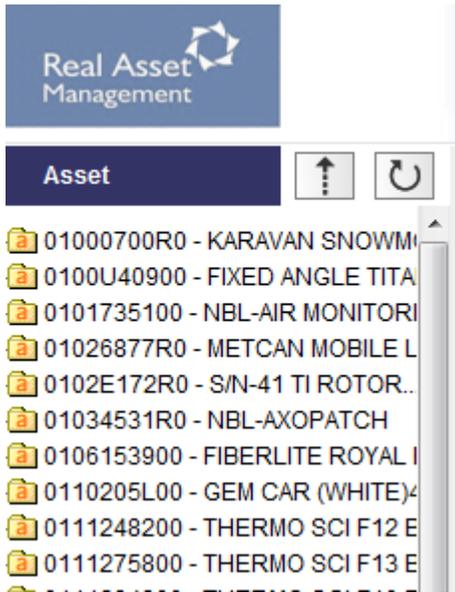
The asset browser is the tool used to define your current view of the asset register.

Viewing all Assets

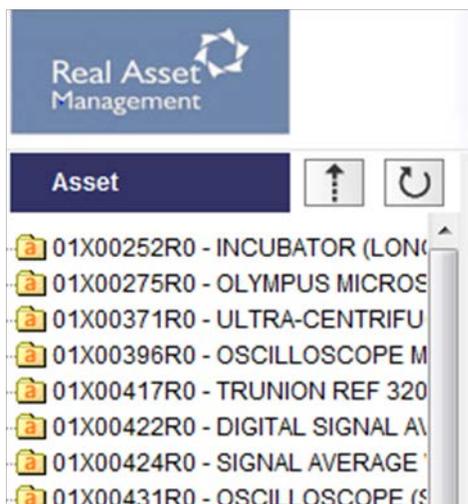


1. Choose the field (1) from the main toolbar.
2. In the search box (2), type in the '%', this is the character used for the **Wild Card** Function. The Wild Card Function allows a user to display all assets within a specific range. In the Asset Code field (2), input 01X% to display all assets that begin with 01X. Another example, input '%RF%' and this will retrieve all assets that contains the value of RF within the asset code.
3. Click on the Quick Search (3) button to display all the assets within the register.

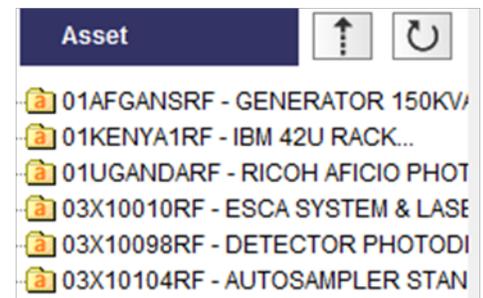
Result from typing '%'



Result from typing '01X%'



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.



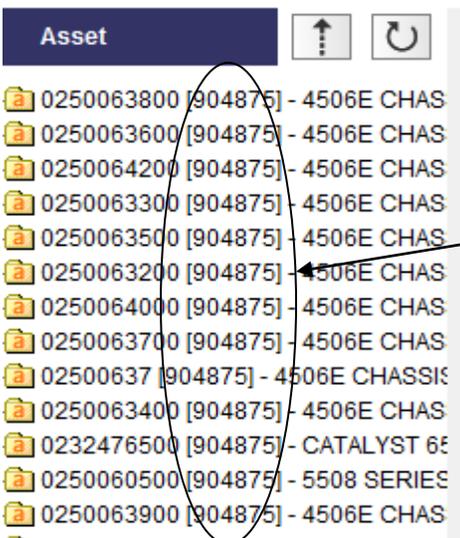
In this example, to search on a specific asset code (number), Select, Asset Code, then in the Search Box input the asset number.



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.

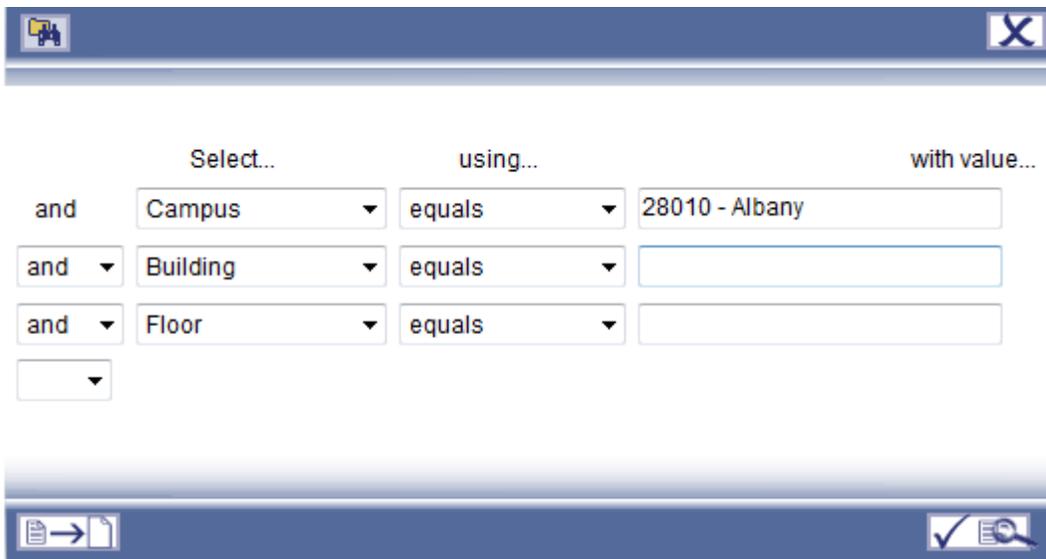
Advanced Search Option

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 the Advanced Search interface. The interface is contained within a window with a title bar and a close button. The main area contains a search criteria table with columns: "and", "Select...", "using...", and "with value...". The first row has "and" (no dropdown), "Campus" (dropdown), "equals" (dropdown), and "28010 - Albany" (text input). The second row has "and" (dropdown), "Building" (dropdown), "equals" (dropdown), and an empty text input. The third row has "and" (dropdown), "Floor" (dropdown), "equals" (dropdown), and an empty text input. Below the third row is an empty dropdown menu. The bottom of the window has a toolbar with a "back" icon, a "forward" icon, a "checkmark" icon, and a "binoculars" icon.

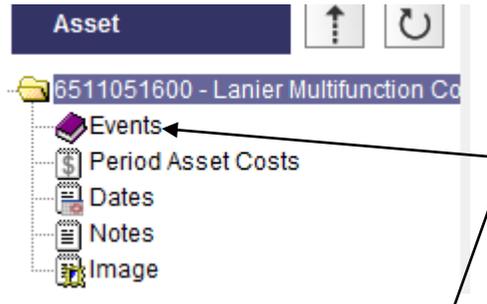
Once a user has selected all the criteria for the advance search, click on  to display the results.

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.

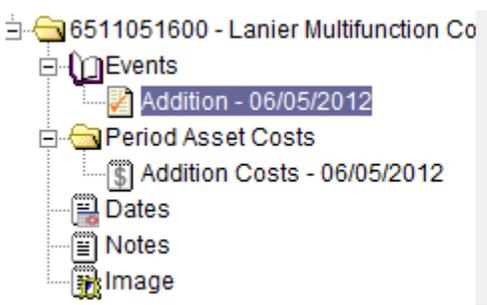


The folder expands to display all details associated with the asset on the left hand side of the screen (browser).
You may further click on each icon to further expand and display details in the Display Panel.



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

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.

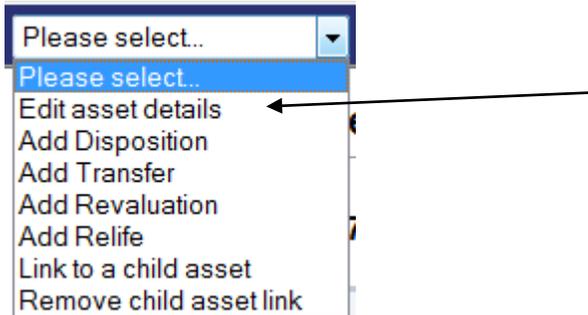
6511051600 - Lanier Multifunction Copier

0070 modified on 07/27/2012

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

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.

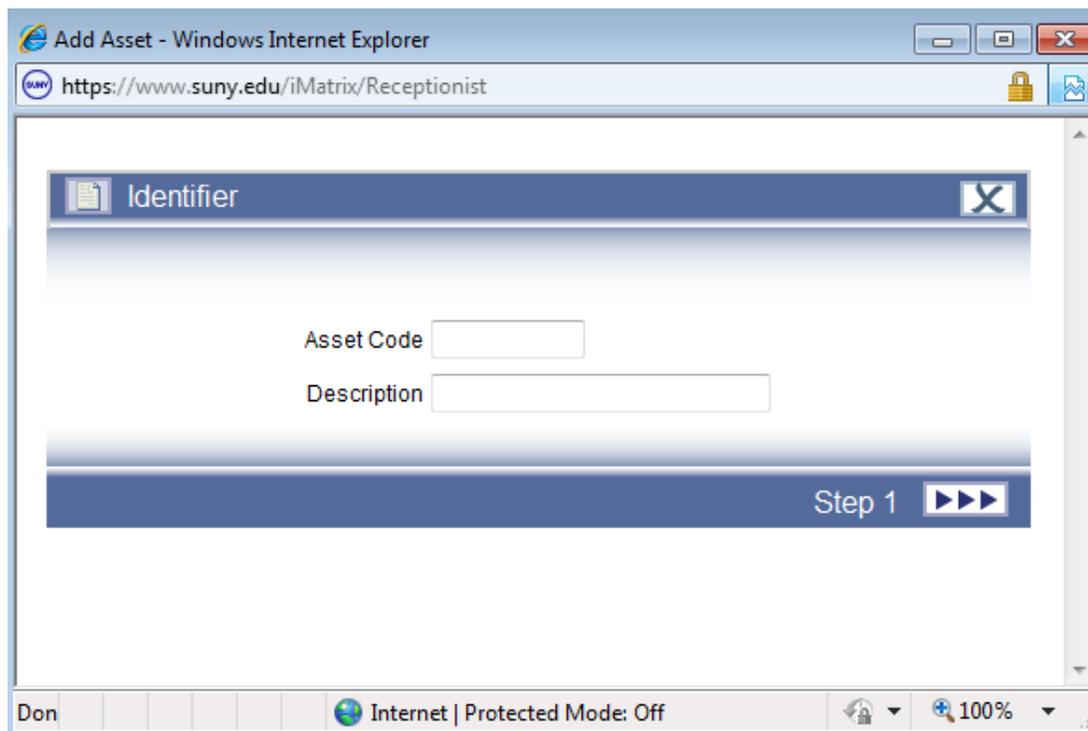
Once the fields have been amended, click the 'Check Mark'  in Step 8 on the last page to Save all changes.

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

Section 3 Asset Acquisitions

To add a new asset to the asset register;

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



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 indicates "Step 1" with a double 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. User Codes 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 and their states:

- Campus: Red bar
- Off Campus: Blue bar with dropdown menu open
- Building: Red bar
- Floor: Red bar
- Department: Red bar
- Group: Red bar
- Class Code: Red bar
- Fund: Red bar
- Funding Acct: White bar
- Award Number: White bar
- SURF Ownership: Red bar
- RF Sponsor Code: Red bar
- RF Award Type: Red bar
- RF Award Purpose: Red bar
- RF Admin Assets: Red bar
- SVC/Cost: Red bar
- Condition: Red bar
- Cost Code: Red bar
- N/U: Red bar
- Status: Red bar
- Capital Ind: Red bar
- Split Funded: Red bar
- AHA Code: Red bar with callout box pointing to it

Callout box text: Hospital Only. All others, select N/A

Form title: User Codes

Step indicator: 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' and the following dropdown options:

- 28650-SCHENE - SCHENE-GENL ADMIN (highlighted)
- 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 as asset with a Fund Code 06 (Research Foundation), an Award Number is required. Once the award number is selected, then tab.

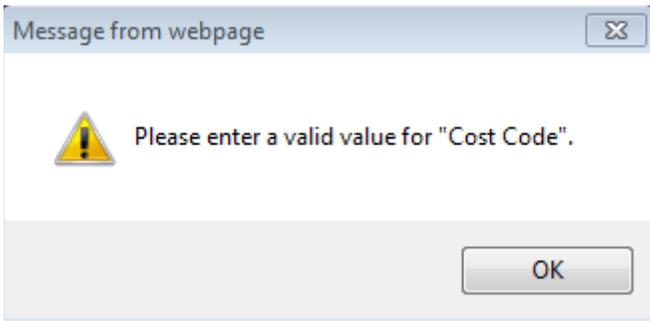
Award Number	63007 - 63007	Type in Award Number only
SURF Ownership	R - RF Federally Funded Equipment	
RF Sponsor Code	396 - Private Other	
RF Award Type	F - Federal	
RF Award Purpose	SC - Subcontract	
RF Admin Assets	NON-ADMIN - Research Foundation Non-Administrative Assets	

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 in selected in Step 2, please input associated Capital Project Number

Step 3

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

Click on  to advance to the next screen.

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

The screenshot shows a window titled "Dates" with four input fields: "Maint Date", "Warranty End", "Maint Interval", and "Inspection Date". Each field has a small calendar icon to its right. A larger calendar window is open, displaying "FEB 2013" with days of the week (M, T, W, T, F, S, S) and dates from 1 to 28. The date "5" is highlighted with a red box. Navigation arrows are visible at the bottom of the calendar and the main window.

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.

The screenshot shows a window titled "Dates / User Values" with five input fields: "Date Purchased", "Date Capitalized", "Audit Date", "Quantity", and "UserValue". The "Date Purchased" and "Date Capitalized" fields are highlighted in red and have calendar icons. The "Quantity" field contains the value "1". Navigation arrows and the text "Step 5" are visible at the bottom of the window.

Notes:

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

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

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

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

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

The screenshot shows a software window titled "HCA Book". It contains several input fields: "Purchase Cost" with a red background, "Depreciation Type" set to "Period", "Depn Acqn %" set to "100", "Depn Code" set to "SL - Straight Line", "Expiration Date" set to "12/04/2072", and "HCA Life in Months" set to "60". At the bottom, there are navigation arrows and the text "Step 6".

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 software window titled "Notes". It features a large, empty text area with a vertical scrollbar on the right side. At the bottom, there are navigation arrows and the text "Step 7".

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

The screenshot shows a software window titled "Finished". It contains a message: "Click on the tick to save details." At the bottom, there are navigation arrows, the text "Step 8", and a checked checkbox.

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

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

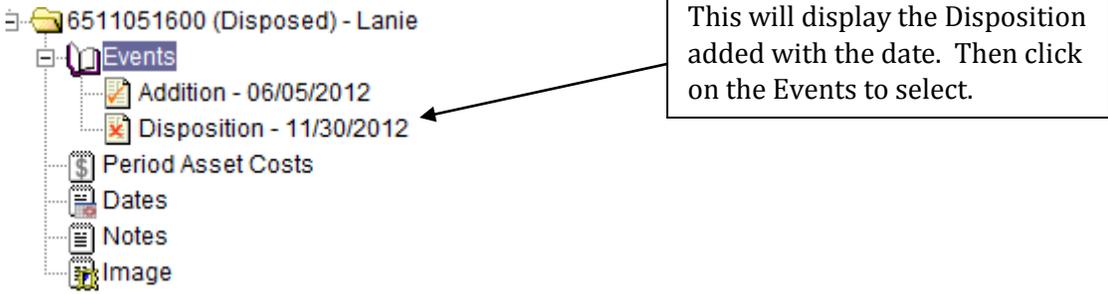
Click on the tick to save details.

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

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

Acc Net Rev Adj.	\$0.00
Adj Gain/Loss	

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) .

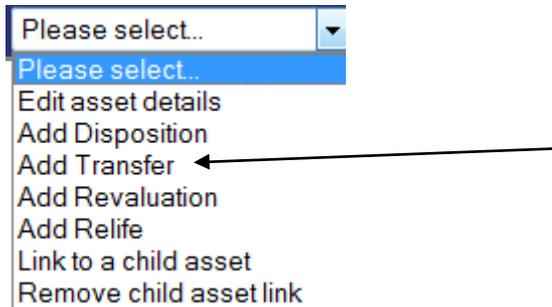
Expand the asset folders, then expand Events Tab and will note the Disposal has been removed.

Note-if an asset addition acquisition was completed in error, a deletion request (Other Forms 10.1) should be sent by email to System Admin to remove the asset with the specific reason for the removal.

Section 5 Asset Transfers

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

From the dropdown box, click on 'Add Transfer'



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, it says 'Step 1' with 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

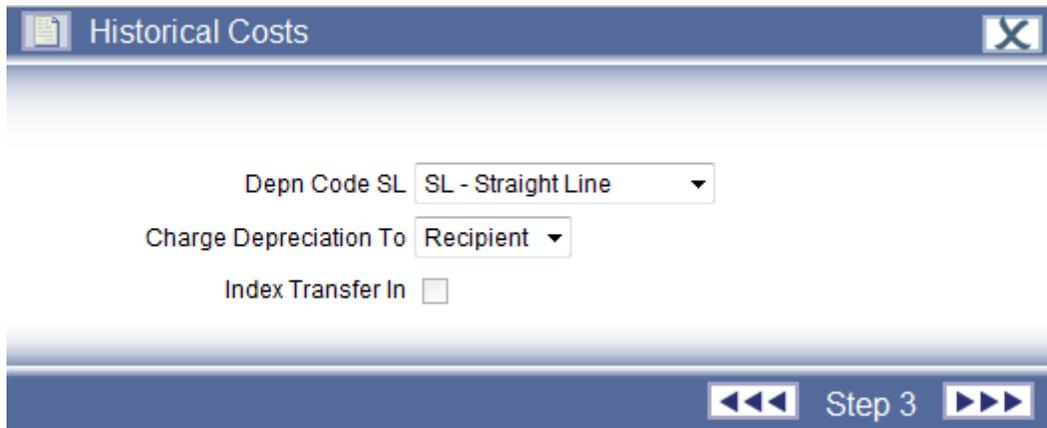
Highlight the User Code that needs to be amended. This will turn the code Blue. Then select the new code (transfer code) that the asset is now assigned to.

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

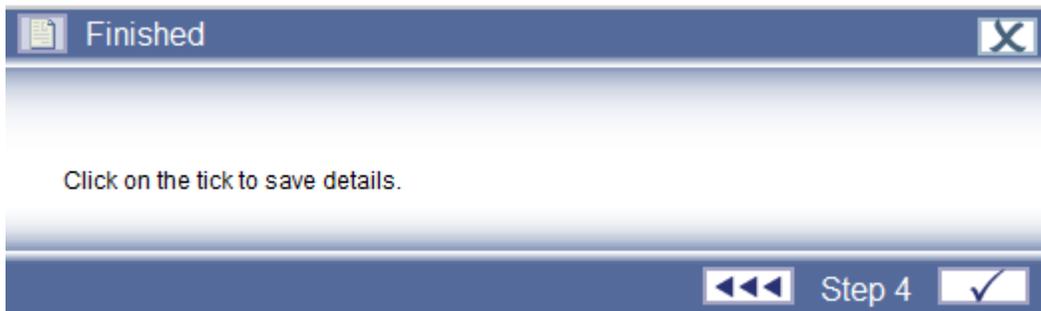
Charge Depreciation To Recipient

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

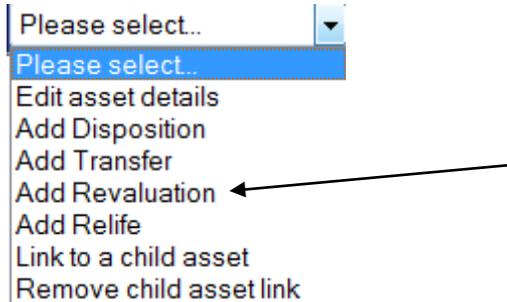
Click on the check mark  to save changes.

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.

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 has a blue header bar with a document icon and a close button. The main content area is white and contains the following text: 'Asset Code 6511051600', 'Description Lanier Multifunction Copier', 'Revaluation Date' followed by a text box containing '11/30/2012' and a calendar icon, and 'Reason' followed by an empty text box. At the bottom of the window, there is a blue bar with the text 'Step 1' and a right-pointing arrow icon.

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

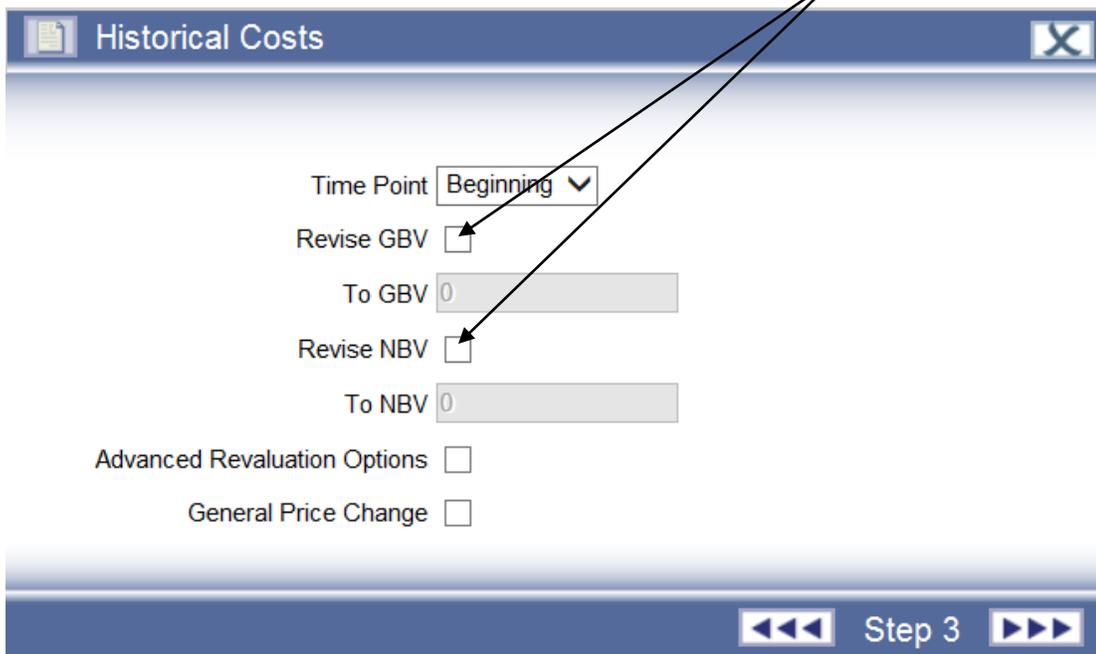


Click on the box for HCA: HCA. Then Click on .

**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.



Time Point

Revise GBV

To GBV

Revise NBV

To NBV

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.

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

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

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

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

Disposition Date	
Transfer Out Date	
Audit Date	

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 in value will be reflected in the GBV to include any and all revaluations to the asset.

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

65001478RO - COPIER

SU modified on 10/26/2011

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

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

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

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

Disposition Date	
Transfer Out Date	
Audit Date	

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

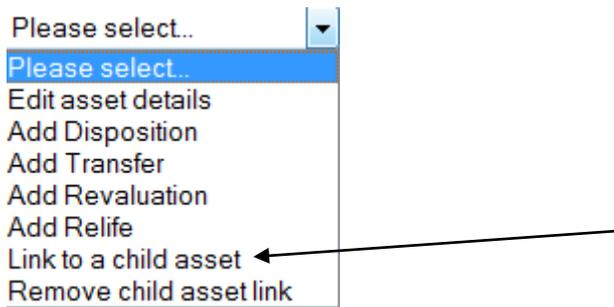
To NBV

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

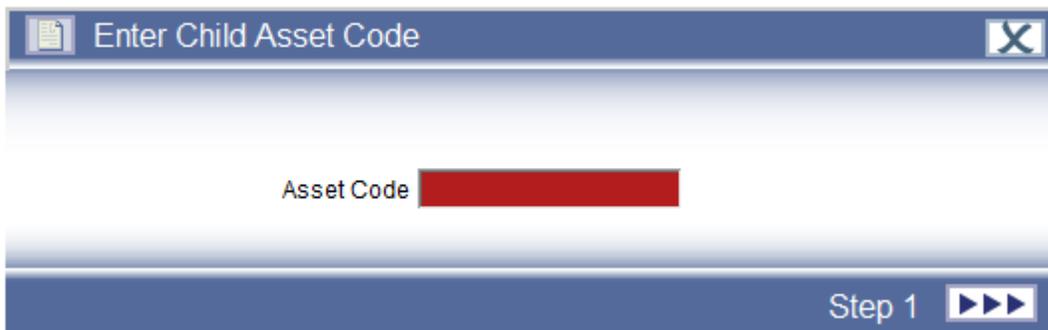
Section 7 Link to a Child Asset

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

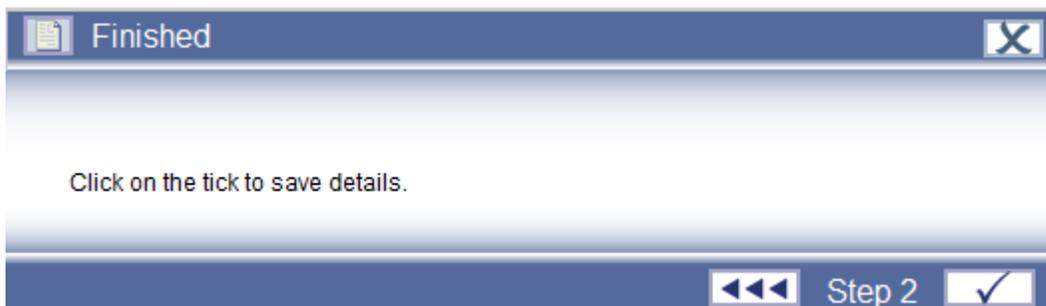
Highlight the asset in the browser and select 'Link to Child Asset' from the dropdown box.



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



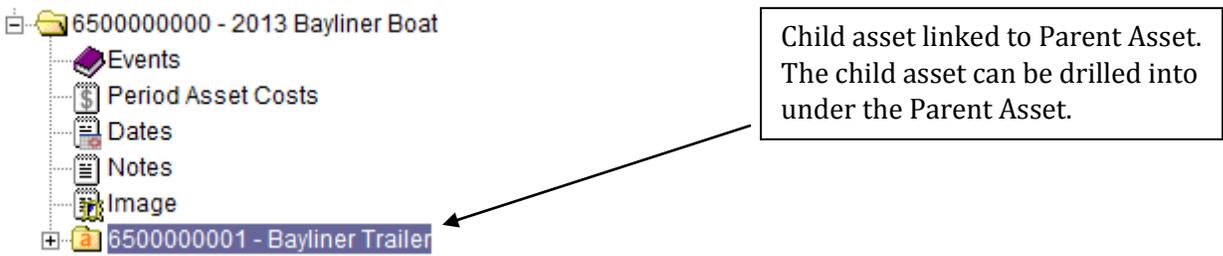
Click on  to proceed to the next screen.



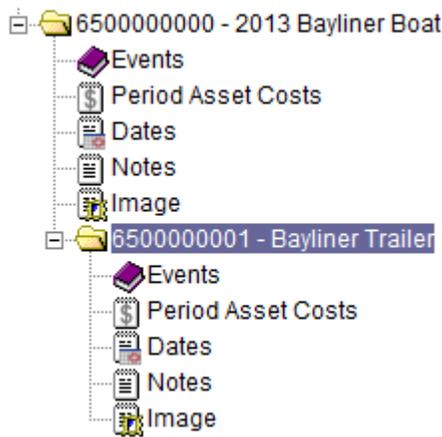
Click on the checkmark  to save the changes.

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

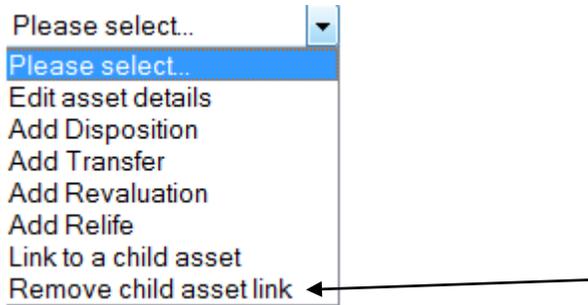
0076 modified on 02/06/2013

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
		Parent Asset #

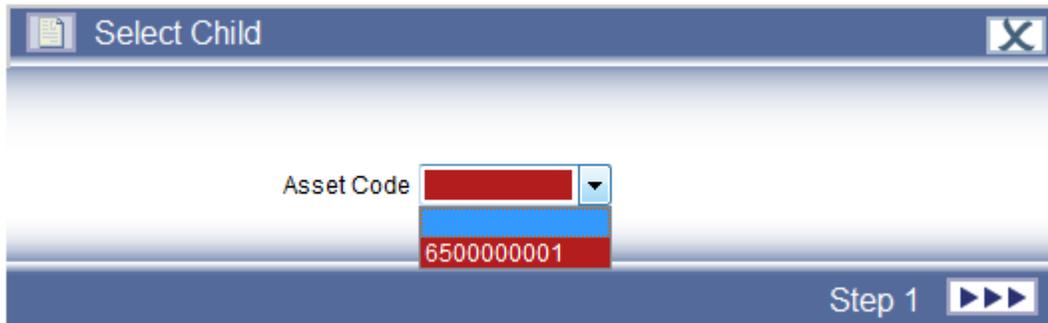
Section 7.1 Remove Child Asset Link

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

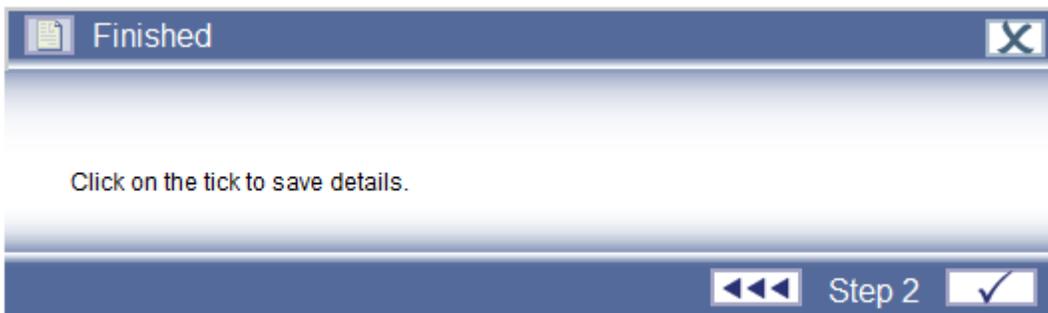
Highlight the asset in the browser and select 'Remove Child Asset Link' from the dropdown box.



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.



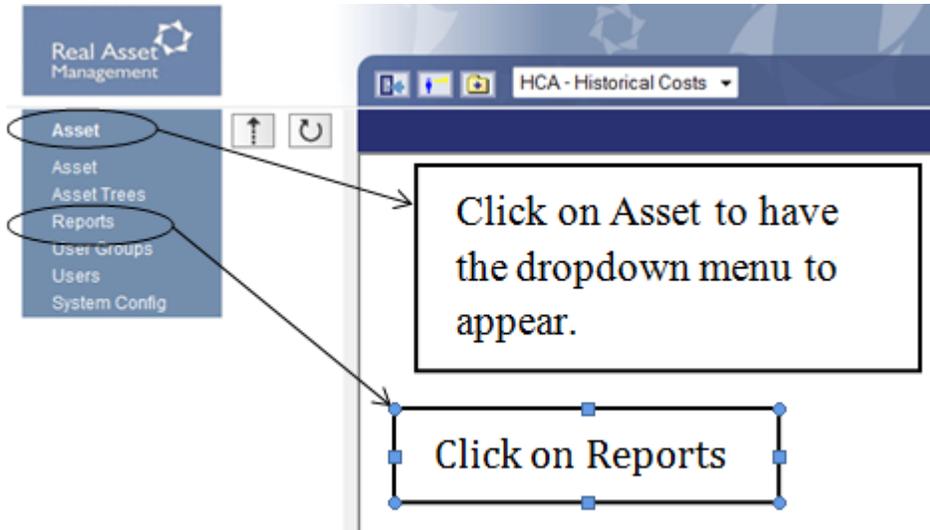
Click on the checkmark  to save the changes.

Section 8 Reports

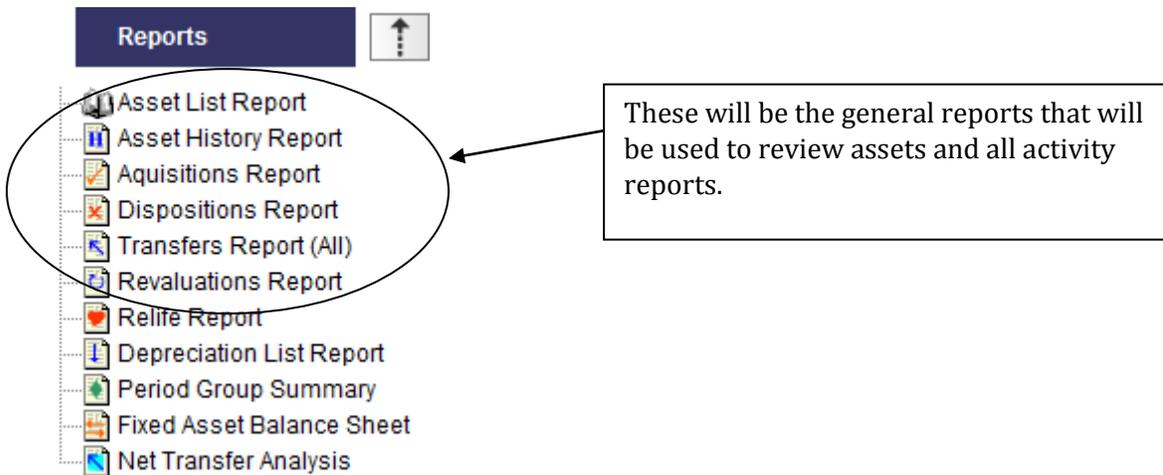
Reports can be viewed from the Browser

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: Level 1 Page Eject: 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)

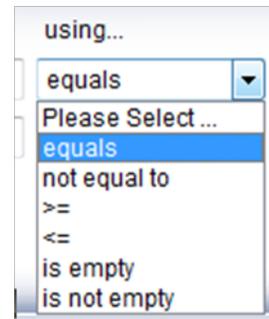
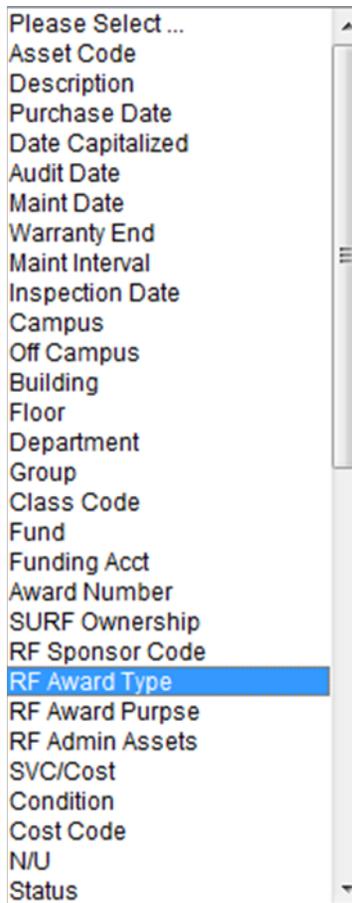
If this box is checked, then the report output to file will include any subtotal.

Include Field Description for CSV

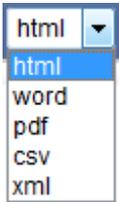
If this box is checked, the column titles will be imported along with the figures when they are exported.

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:

The screenshot shows the 'Asset List Report' configuration interface. At the top, there is a title bar with a document icon and the text 'Asset List Report'. Below this, there are two dropdown menus: 'Report Year/Period' set to '2012' and 'November 2012'. A 'Report Total' checkbox is checked. The main configuration area is divided into three sections. The first section has three columns: 'Order By', 'Total', and 'Page Eject'. Under 'Order By', there are three rows: 'Campus' (selected), 'Building', and an empty dropdown. Under 'Total', there are three rows: 'Level 1' (checked), 'Level 2' (checked), and 'Level 3' (unchecked). Under 'Page Eject', there are three rows: 'Level 1' (unchecked), 'Level 2' (unchecked), and 'Level 3' (unchecked). The second section contains four checkboxes: 'Include Parameter Page' (checked), 'Include Report Detail' (checked), 'Totals included for CSV/Excel™' (checked), and 'Include Field Descriptions for CSV/Excel™' (checked). The third section has three dropdown menus: 'Select...' set to 'Campus', 'using...' set to 'equals', and 'with value...' set to '28650 - System Administration'. At the bottom right, there is a blue bar with 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
Building: 28650-22CORP - 22CORP-CAMPUS SERVICE				\$1,780,209.25		
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
Building: 28650-41STST - 41STST-CHARTER SCHOOLS INSTITU				\$48,240.00		
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
Building: 28650-52WASH - 52WASH-GENL ADMIN				\$106,539.90		
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
Building: 28650-99PINE - 99PINE-GENL ADMIN				\$163,189.00		
6510586100	NETWORK SYSTEM	08/01/1995	07/31/2000	\$7,696.00	60.000000	SL
Building: 28650-ADIRON - ADIRON-GENL ADMIN				\$7,696.00		
6510581100	NETWORK SYSTEM	11/01/1995	10/31/2000	\$6,597.00	60.000000	SL
Building: 28650-ALBANY - ALBANY-GENL ADMIN				\$6,597.00		
65003680RO	Smartboard	10/04/2011	09/29/2021	\$4,250.00	120.000000	SL
Building: 28650-BRKLIN - BRKLIN-CAMPUS SERVICE				\$4,250.00		
6510581300	NETWORK SYSTEM	11/01/1995	10/31/2000	\$6,597.00	60.000000	SL
Building: 28650-BROCKP - BROCKP-GENL ADMIN				\$6,597.00		
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: Campus Total: Level 1 Page Eject: Level 1
Then By: Asset Code Level 2 Level 2
Then By: Level 3 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	Date Capitalized	>=	12/01/2012
and	Date Capitalized	<=	12/31/2012
and	Capital Ind	equals	CAPITAL - Asset cost in excess o
and	RF Admin Assets	not equal to	ADMIN - Research Foundation Ac
and	Fund	not equal to	05 - Auxiliary Serv Corp/Faculty St
and	Fund	not equal to	15 - Campus Foundation

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

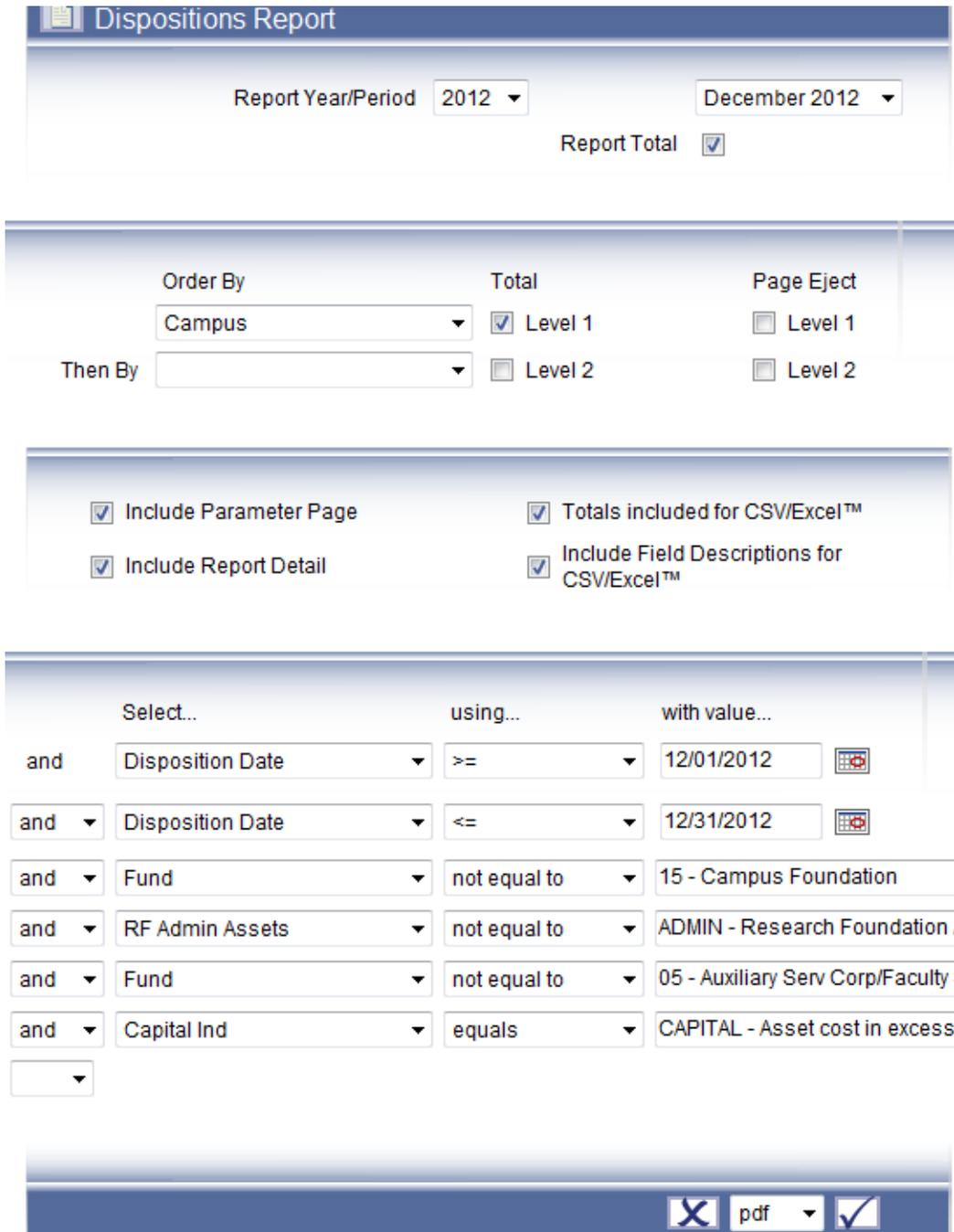
Asset Code	Description	Purchase Date	Date Capitalized	Life	Purchase Cost	GBV	Depts Code	
16K6086700	Illuminator	12/14/2012	12/14/2012	120.000000	\$6,205.00	\$0.00	SL	*
16Q-598500	X-Cite	12/14/2012	12/14/2012	120.000000	\$7,081.80	\$0.00	SL	*
16Z3000200	Cub Cadet D Lawn Mower	12/04/2012	12/04/2012	72.000000	\$12,500.00	\$0.00	SL	*
Campus: 28160 - Buffalo State						\$1,015,403.92	\$0.00	
1801135700	Microscope	10/23/2012	12/13/2012	96.000000	\$311,872.70	\$0.00	SL	*
Campus: 28180 - Fredonia						\$311,872.70	\$0.00	
2210567100	Mult Function Device	12/10/2012	12/12/2012	60.000000	\$12,677.95	\$0.00	SL	*
Campus: 28220 - Oneonta						\$12,677.95	\$0.00	
24X0058480	AUTOANALYZER 3 SYSTEM	09/02/2003	12/04/2012	156.000000	\$20,112.15	\$0.00	SL	*
24X0905300	CO2/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	*
Campus: 28240 - Plattsburgh						\$68,902.40	\$0.00	
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	*
Campus: 28260 - Purchase						\$16,626.00	\$0.00	
2802630800	SERVER APPLICATION CONTENT	09/19/2012	12/05/2012	60.000000	\$30,750.00	\$0.00	SL	*
Campus: 28280 - Empire State						\$30,750.00	\$0.00	
3600221980	HEAT PUMP	11/27/2012	12/03/2012	156.000000	\$7,108.90	\$0.00	SL	*
Campus: 28360 - Canton						\$7,108.90	\$0.00	
370PC23973	TISSUE PROCESSOR	12/19/2012	12/19/2012	156.000000	\$26,750.00	\$0.00	SL	*
Campus: 28370 - Cobleskill						\$26,750.00	\$0.00	
3901080200	ride on floor machine	12/11/2012	12/11/2012	156.000000	\$5,697.22	\$0.00	SL	*
Campus: 28390 - Farmingdale						\$5,697.22	\$0.00	
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:



Section 8.4-Revaluations Report-Adjustment Reports

Reports

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

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

Report Total

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

Include Parameter Page

Include Report Detail

Totals included for CSV/Excel™

Include Field Descriptions for CSV/Excel™

Ignore Disposed/Tfr Out

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

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
Campus: 28020 - Binghamton				\$11,181.00 \$0.00	\$6,958.51 \$0.00	\$6,958.51 \$0.00	\$3,621.31			
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
Campus: 28030 - Buffalo				\$162,502.00 \$0.00	\$17,950.00 \$0.00	\$17,950.00 \$0.00	\$17,950.00			

0666546800	CFU 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
0666546900	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
0666547000	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 (3R)
04-DASNY Bonds
05-ASC/FSA
06-Research Foundation
07-Gift
08-IFR (OR,TR,SF)
09-Mixed Fund Source
10-Loan
11-ASC-State Owned
12-TELP-Capital Lease
13-COPS/IPF-Capital Lease
14-Dorm Oper/IFR(4R,SD)
15-Campus Foundation
16-Hosp Oper/IFR
17-Dorm 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)
RF Rented Space-Fac where rent is charged to RF sponsored proj#

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-Planned Repair
07-Antiques & Artwork
08-Shared Utilization
09-Excess to Needs
10-Loan-In
11-Operating Lease
12-Obsolete-In use
13-Re-inventory

Disposal Codes

A -Agency Transfer
B -Surplus
C- X-fer to State
E -Scrap
F -Lost
H -Trade-In
J -Pilferage
K -Obsolesence
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

Section 10-Other Related Forms

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

Requests are to be submitted to RAMIworkflow@suny.edu

Example of the form to be completed:

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

Asset Number: _____

Reason for Asset Deletion: _____

Requested By: _____
Contact Information: _____

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

Submit: RAMIWorkflow@suny.edu

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

Requests are to be submitted to RAMIworkflow@suny.edu

Example of the form to be completed:

**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

Intercampus Asset Transfers are permitted and requests are to be submitted to System Administration.

Requests are to be submitted to RAMIworkflow@suny.edu

Example of the form to be completed

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

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

10.1-Request to PCS List Serve

 <p>THE STATE UNIVERSITY of NEW YORK</p> <p>Category: Financial</p> <p>Responsible Office: Controller's Office</p>	<p>Procedure Title: Electronic Mail Discussion List Serves</p> <p>Effective Date: February 2007</p> <p>This procedure item applies to: 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. 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. 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 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 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**

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 (field # 26) should also be filled in.

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

5. **Building**

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

6. **Floor**

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

7. **Department**

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

8. **Equipment Group**

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

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

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

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

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

9. **Class Code**

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

10. **Fund Code**

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

11. **Funding Account**

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

12. **RF Award Number***

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

13. **RF Ownership Code***

Used to indicate what entity title is vested in (ownership) for RF assets. This field is systematically populated based on the value entered in the RF award number field.

For additional descriptions on RF ownership code see RF property procedure “Adding Property Records to the Property Control System”.

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 procedure “Adding Property Records to the Property Control System”. 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. This field is systematically populated based on the value entered in the RF award number field. See RF property procedure "Adding Property Records to the Property Control System".

16. **RF Award Purpose***

A code that provides further classification of the purpose within an award type. This field is systematically populated based on the value entered in the RF award number field. See RF property procedure "Adding Property Records to the Property Control System".

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.

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

Identifies if a State or RF asset costing \$5,000 or more is included in a campus service center re-charge rate or if an asset is considered as a match/cost sharing to an RF federal or nonfederal sponsored program. This code is also used to identify which assets should be excluded from the campus Facilities & Administrative Cost proposal.

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.

23. Capitalization Indicator

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

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

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

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

24. Split Funded Indicator *

Should only be used for RF assets. Identifies whether the grant proceeds used to purchase an asset were from a single RF Award or from a combination of multiple awards.

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 PSI system. Room **Y&O** (YARD AND OUTSIDE) is used to identify equipment located outside buildings and **ROOF** is used to identify equipment located on a building's roof.

27. Off Campus Location*

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

28. Purchase Order Number

The purchase order (**PO**) number under which an asset was acquired. The purchase order number is matched to other files (RF reconciliation process); therefore, it is important that it be recorded exactly as it appears on the purchase order. 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.

29. Manufacturer

Name of manufacturer

30. Model

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

31. Serial Number

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

32. Warranty Number

Manufacturer warranty number, if any.

33. Capital Project Number

Five digit State University Construction Fund project number under which a capital funded asset was acquired.

34 – 36. Campus Use Flags

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

37. Invoice Number

Vendor invoice number listed on the bill of sale.

38. SUNY Voucher Number

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

39. Research Foundation Project Number*

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

40. Research Foundation Task*

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

41. Principal Investigator Name

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

42. Parent Asset Number

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

43. Maintenance Date

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

44. Warranty End Date

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

45. Maintenance Interval

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

46. Inspection date

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

47. Date Purchased

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

48. Capitalization Date

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

49. Audit Date

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

50. Quantity

Must always be one.

51. Purchase Cost

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

52. **Depreciation Type**

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

53. **Depreciation Acquisition %**

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

54. **Depreciation Code**

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

55. **Expiration Date**

Defaults to the date of data entry.

56. **HCA Life in Months**

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

57. **Notes**

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

58. **GBV**

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

59. **NBV**

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