

AM.020.100 – REVIEWING ASSETS

Purpose	<ul style="list-style-type: none"> • To identify what types of information can be obtained when using the Search for an Asset page. • To identify what actions can be performed from the Search for an Asset page. • To search for an asset.
Description	<p>The search utility enables users to look for an asset using multiple criteria. After locating the asset in the system, users can review detailed information for the asset under different Asset Management components.</p> <p>The “Drill Down To” field allows users to view information about assets such as Accounting Entries, Basic Information, Component Hierarchy, Cost Adjust/Transfers, Cost History, Depreciation, and Retirements. Users can also copy the asset, define tax/depreciation criteria, and print an asset from this field.</p>
Security Role	BOR_AM_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to search for an asset.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Search for an Asset link.
5.	Enter the institution's Business Unit in the Unit field.
6.	Select the Asset Category .
7.	Click the Search button.
8.	Select an Asset, click the Drill-Down to drop down list and select the Asset Basic Information list item, then click the GO! button.
9.	Navigate up to the Drill-Down To dropdown menu.
10.	Select " Asset Basic Information. "
11.	Click the GO! button.
12.	Review the Asset Information page.
13.	Click the Asset Acquisition Detail tab to review more data.