What is the Asset Management (AM) module?

The PeopleSoft Financials Asset Management module integrates with e-Procurement, Accounts Payable, and General Ledger. The Asset Management module contains major equipment over $5,000 and other Fixed Assets.

**Fixed Assets** – items purchased or constructed with respect to buildings or land and have a useful life of greater than one year.

**Major Equipment** – A category within Fixed Assets. Includes movable items with an aggregate cost of $5,000 or greater, such as servers, office machines, research equipment, vehicles or furniture.

What is the benefit to the University?

- The Asset Management module will provide an efficient and accurate way to track equipment and fixed assets.
- Asset Management will increase the accuracy of the financial reporting of assets and depreciation.
- The module will allow seamless data flow from e-Procurement and Accounts Payable to the Asset Management module.

What is the impact to Campus Financial Users?

Purchasing and receiving processes will NOT be impacted for financial users purchasing items under $5,000, or a non-asset item over $5,000, such as consulting services.

Purchasing and receiving processes will change slightly for financial users purchasing major equipment over $5,000. Please refer to Questions & Answers document.

Purchasing and receiving processes will change slightly for financial users purchasing an item under $5,000 but is considered part of a piece of major equipment. Please refer to Questions & Answers document.

Where can I find information?

More Asset Information can be found on the asset website at: [http://www.case.edu/projects/erp/asstmgmt.html](http://www.case.edu/projects/erp/asstmgmt.html)
Reference Guides and information will be posted on the financial guide page at [http://www.case.edu/projects/erp/learning/finguides.html](http://www.case.edu/projects/erp/learning/finguides.html)

**Highlights of changes:**

**Creating a Requisition**
- The Item Category must be a category for Major Equipment >$5,000. Each Item Category is assigned to a pre-defined account code. The Controller’s office policy is that the Account number cannot be changed once the Item Category is chosen.
- Enter comments in the **Additional Comments** field to describe assets that are being shared by a department or made up of multiple parts, such as fabricated equipment.
- Review the **Asset Information** tab to verify that this item is set up as an asset.

**Receiving**
- If the item is an asset, 2 columns will be shown, Serial and Asset Status.
  - Check **Serial** checkbox when receiving multiple quantities of the same item at one time.
  - Click on the **Asset Status Pending** link to go to Asset Management Information page.
- Enter the **Serial ID (Serial Number)** on the Asset Information tab
- Enter the name of the Asset’s **Custodian** on the More Details tab.
- **Asset Location** is automatically defaulted from the **Ship To Location** on the requisition. This **Location** may be changed, if necessary.
- Enter optional information such as **Model, Manufacturer, and VIN**
- When you receive an item with multiple distribution lines (split funding), receive each distribution line separately, and click the **Use One Asset ID** button before you click OK.