

QUICK REFERENCE GUIDE

November 1, 2019

Print an Asset

This guide covers viewing and printing asset information from the *Printable View of Asset* page. Information from the *Basic Add* pages is compiled into one page which you can print should the need arise.

Steps to complete:

- Step 1: Navigate to the Print an Asset page
- Step 2: View and Print the Printable View of Asset page

Step 1: Navigate to the Print an Asset page

You can navigation to the *Print an Asset* page directly as shown in this example or use the *Search for an Asset* page.

1. Navigate to the *Print an Asset* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review, left-menu, Print an Asset.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter. The Search for an Asset page displays by default. Search for and select the asset that you want to print, and select the "Print an Asset" component. (Refer to the " Use the Search for an Asset Page " guide for more detail.)

2. At the *Print an Asset* page, enter search criteria to locate the asset you want to view and print. Commonly used options are described below:

Field	Field Description
Business Unit	Accept the default <i>Business Unit</i> or click on the Lookup and select a different <i>Business Unit</i> .
Asset Identification	Enter an <i>Asset ID</i> to limit your search. The percent sign (%) can be used to replace one or more characters.

Print an Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Business Unit = G1001

Asset Identification begins with %1215

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Printable View of Asset* page displays.

Step 2: View and Print the Printable View of Asset page

The *Printable View of Asset* page displays information that can be found on the *Basic Add* pages, including cost information and ChartFields. The page can be printed, if desired.

1. View the **Header** section of the page.
 - Information from the *Basic Add* pages displays, such as Asset ID and Description, Profile ID, Location, Asset Status, and Manufacturing information.

Printable View of Asset

Unit G1001 Asset ID 000000001215 EQUIP10 Status In Service

Tag Number		<input checked="" type="checkbox"/> Taggable Asset
Asset Class		<input checked="" type="checkbox"/> Capitalized Asset
Asset Type Equipment		<input type="checkbox"/> Composite Asset
Asset Subtype		<input type="checkbox"/> Replacement Asset
Profile ID EQUIP10 Equipment - 10 Yrs		<input type="checkbox"/> This Asset is Offsite
Location G10MAD0000 MAD		<input checked="" type="checkbox"/> New Asset
Area ID		<input type="checkbox"/> Clustered Asset
Parent ID		<input type="checkbox"/> Hazardous Asset
Group Asset Flag None <input type="checkbox"/> Asset is Available		<input type="checkbox"/> In Physical Use
Financing Code		<input type="checkbox"/> Asset Retirement Obligations
Acquisition Code Purchased		ARO Identification
Replacement Cost		Threshold ID
Index Name <input type="checkbox"/> Approval Pending		Acquisition Date 01/12/2018
Subindex Name		Last Update
CAP #		Lease Asset ID
Contact		Old Asset ID
Manufacturer		Phone #
Contact		Model
Serial ID		Product Version
Custodian		Empl ID
R and D Start Date <input type="checkbox"/> R&D Plant		<input type="checkbox"/> Use NBV for R and D
Collateral Asset		JV BUS
Document		FERC Code

2. View the **Default Book & Depr Attributes** section.

- Depreciation settings for the asset display, including In Service Date, Method, Beginning Depreciation Date.

Default Book & Depr Attributes

Book Name Minnesota State Book	Currency USD
In Service Date 01/12/2018	Calculation Type Remaining Value
Convention Actual Month	Depreciation Status Depreciate
Begin Depr Date 01/01/2018	
Method Straight Line	<input type="checkbox"/> Derogatory Depreciation
Future Depr Yrs	<input type="checkbox"/> Low Value
End Date	<input type="checkbox"/> Depreciate When In Service
Useful Life 120 Periods	

3. View the **Asset Cost Information for Default Book** section.

- Cost information displays including the Asset Category, Cost amount, Salvage Value, and ChartFields.

Asset Cost Information for Default Book

Category	Cost Type	Cost	Salvage Value
EQUIP		100,000.00 USD	0.00

Chartfields

Chartfields II▶

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000	G1032400	G100115					

Return to Search Notify

4. Print the page as you would normally.