

People Soft Asset Management Search For An Asset

To access your tangible personal property, log in to PeopleSoft.
Choose **Financials** from the Enterprise menu.

THE SCHOOL DISTRICT OF PALM BEACH COUNTY Search:

Home | Resource Finder | Add to My Links | Sign out

My Links | Select One:

Personalize Content Layout Tue, Jul 25, 06 7:31 AM Homepage Help

Enterprise Menu

- Financials FNPRD
- HCM HRPRD
- UPK Help
- Apply For Jobs

Job Aids

Human Resources

- Position Detail Report Explained
- Recruiting--Applicant--Hire Cycle of Life
- FTE Conversion Chart
- More...

When your individual menu comes up, choose **Asset Management**. If Asset Management is not listed, this means you do not have access. Go to the Security Access link on the Capital Asset website and fill out the Liquid Office form to have your security updated.

PeopleSoft.

Personalize Content Layout Home Worklist Add to Favorites Sign out Help

Menu

Search:

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Vendors
- Purchasing
- Inventory
- eProcurement
- Accounts Payable
- eSettlements
- Asset Management
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations
- SDPBC Catalogs (Inquiry Only)

SDPBC Top Reports

- No Budget Status Report Found
- No Budget Security/Workflow Report Found
- No Daily P-Card Transaction Report Found

PB ChartField Cross Walk

ChartField Cross Walk

TERMS Dimensions

Fund	GL	Function	Object	Loca	Project	Program	FY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fetch

PeopleSoft ChartFields

From the Asset Management Menu, choose Search for an Asset.

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Home | Worklist | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Vendors
- Purchasing
- Inventory
- eProcurement
- Accounts Payable
- Asset Management**
 - Asset Transactions
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Send/Receive Information
 - Service and Maintenance
 - Physical Inventory
 - Mass Change
 - Search for an Asset**
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Reporting Tools
- PeopleTools

Main Menu >

Asset Management

Access Asset Management.

- Asset Transactions**
Administer financial and non-financial asset transactions like Adds, Adjustments, transfers & retires.
Owned Assets
Acquisition Details
Asset Book Information
4 More...
- Search for an Asset**
Use the asset search utility with drill-down to asset details.
- Depreciation**
Process and review regular and group asset depreciation.
Open Transactions
Processing
What-If Scenarios
2 More...
- Accounting Entries**
Process and close accounting activities.
Create Accounting Entries
Close Depreciation
Review Financial Entries
2 More...
- Financial Reports**
Produce reports and load reporting tables.
Cost and Depreciation Summary
Load Reporting Tables
Asset Details
4 More...
- Send/Receive Information**
Send and receive Asset Management data and transactions.
Preview AP/PO Information
Retrieve Info from AP/PO
Load Transactions
3 More...
- Service and Maintenance**
Create and maintain insurance and service/repair information.
Asset Insurance
Asset Warranties
Maintenance Contract Terms
6 More...
- Physical Inventory**
Asset physical inventory processing.
Physical Inventory/Mass Change
Create Schedules
Create Extract Rules
9 More...
- Mass Change**
Define Mass Change templates and process transactions.
Define Criteria
Run Request

You can search using different information. To search by Tag Number, enter the 6 character SDPBC tag number in the box and click SEARCH. You can also use the PO No, the Receipt No, the Serial ID, etc.

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Search for an Asset

Asset Search Criteria

Unit: SDPBC Book: Parent ID: Group ID:

Category: Location: Asset Status: In Service

Asset ID: Tag Number: Profile ID: Hazardous Asset

Serial ID: [Additional Search Criteria](#) [Chartfield Search Criteria](#)

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit:

PO No.: Receipt No.: Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Search Clear

The search should return the following screen. If the search returned the correct asset, choose the circular radio button and the arrow for the drop down box.

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New Window Help Customize Page

Search for an Asset

Asset Search Criteria

Unit: SDPBC Book: Parent ID: Category: Location: Group ID: Asset ID: Asset Status: In Service Tag Number: BE5250 Profile ID: Hazardous Asset Serial ID: Additional Search Criteria Chartfield Search Criteria

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No.: Receipt No.: Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Search Clear Drill-Down To: --- Select Component --- **GO!**

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input checked="" type="radio"/> SDPBC	000000037064	COMPUTER OPTIPLEX GX280D 3.2GH	IT Hardware		BE5250	8H9LV71	In Service

From the drill-down, choose Asset Basic Information. Click **GO!**

Drill-Down To: Asset Basic Information **GO!**

- Select Component ---
- Asset Accounting Entries
- Asset Basic Information**
- Asset Cost Adjust/Transfers
- Asset Cost History
- Asset Depreciation
- Asset Retirements
- Copy Asset
- Define Tax/Depr Criteria

This is the first page of Asset Information. Check to see that you have the correct tag number. Click on the arrow to expand the tabs.

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New Window Help Customize Page

Asset Information1 Asset Information2 Asset Acquisition Detail Location/Comments/Attributes **D**

Unit: SDPBC Asset ID: 000000127034 DELL OPTIPLEX GX520 DESKTOP PE Tag: C11146 In Service

Asset Information

Description: DELL OPTIPLEX GX520 DESKTOP PE Short Description: DELL OPTIP

CAP #: Seq #: Set R and D Info...

Taggable Asset Tag Number: C11146

Asset Class: Auction Status: Allowed to be Auctioned

Asset Type: Hardware Region Code:

Asset Subtype: Capitalized Asset

*Asset Status: In Service New Asset

Acquisition Date: 08/23/2006 Available For Use

In Service Dt: 08/23/2006 Composite Asset

Collateral Asset: Composite Asset ID:

*Acquisition Code: Purchased

FERC Code:

Financing Code:

Replacement Cost: Last Update:

Index Name:

SubIndex Name:

Parent/Child: None Parent ID: Book Page

Profile ID: DESKTOP

Save Return to Search Add Update/Display Include History

Choose the **Manufacture/License/Custodian** tab.

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New Window Help Customize Page

Asset Information2 Asset Acquisition Detail Location/Comments/Attributes **Manufacture/License/Custodian**

Unit: SDPBC Asset ID: 000000127034 DELL OPTIPLEX GX520 DESKTOP PE Tag: C11146 In Service

Asset Information

Description: DELL OPTIPLEX GX520 DESKTOP PE Short Description: DELL OPTIP

CAP #: Seq #: Set R and D Info...

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Asset Class: Auction Status: Allowed to be Auctioned

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*Asset Status: In Service New Asset

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Replacement Cost: Last Update:

Index Name:

SubIndex Name:

Parent/Child: None Parent ID: Book Page

Profile ID: DESKTOP

Save Return to Search Add Update/Display Include History

The Custodian field is populated during the receiving process. The 3 columns on the side; **Building, Room and Accountable Person**; are fields that should be updated by the asset owner. To update these fields, see the Aide titled *Update an Asset*.

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New Window Help Customize Page

Asset Information2 Asset Acquisition Detail Location/Comments/Attributes **Manufacture/License/Custodian**

Unit: SDPBC Asset ID: 000000127034 DELL OPTIPLEX GX520 DESKTOP PE Tag: C11146 In Service

Manufacturer Information

Serial ID: 3DD03B1
 Manufacturer ID:
 Manufacturer Name: DELL
 Model: GX520
 Product Version: Production Date:
 Plant: Purchase Funding Strip:
 VIN: SKU:

Custodian Information Find View All First 1 of 1 Last

Effective Date: 08/23/2006 Effective Sequence: 0 This Asset is Offsite
 Custodian: PROGRAMS,FEDERAL
 EmplID:

Authorization

Status: Date:
 Name:

Building No: A
 Room No: Federal Programs Studio
 Assigned To:

Department: 9039 Secondary Education
 Fund: 1095 Prior Year Encumbrances
 Function: 5340 Continuing Workforce Education
 Program: 0000 Unassigned
 Budget Manager: 9039 Secondary Education
 Local Code: 000 School/Department Wide
 Award Year:
 Project:

Save Return to Search Add Update/Display Include History

Asset Information1 | Asset Information2 | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

The **account fields** carry over from the purchase order. The manufacturer information comes from the receiving process.