



# **Fixed Asset Application (FAA) Phase II**

5/1/2011

Chicago Public Schools  
School Financial Services – Internal Accounts  
125 South Clark, 14<sup>th</sup> floor

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# 1. Oracle Fixed Asset Application

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The Office of School Financial Services is pleased to announce the launch of the new Oracle Fixed Asset Application (FAA) Phase II on May 2, 2011. This enhanced and innovative, on-line system is designed to make asset data more comprehensive and accurate as well as easy to maintain. Changes were developed to improve school compliance with Board Policy 04-0526-PO1. The Phase II module has complete functionality enabled to track every asset from acquisition to disposal. The system is integrated with Oracle Purchasing, the TechXL data base and the Oracle Internal Accounts Management System. The system includes:

- Asset records automatically created from purchase orders through Oracle I-Procurement from 2004 to date
- Budget lines or IAMS check numbers used in the purchase
- Images of Purchase Orders and Invoices
- Data from TechXL database matched whenever possible to Oracle I-Procurement data
- Asset records for computer equipment leased and bought centrally on behalf of the schools
- Conversion FY09 records for non-TechXL items
- Asset records for Donated assets added by schools
- Transfers and Disposal according to Board Policy

## What Assets Are Required to Record and Track?

Assets are described as furniture and equipment purchased, leased or donated at a value of \$500.00 and a useful life of more than one year.

Schools are also required to maintain asset information on equipment purchased with federal funds at \$50 or more with a useful life of more than one year.

## How was Data Combined from Phase I and Phase II?

Assets records were created from Oracle I-Procurement because of its complete and accurate Purchase Price, Date, P.O and Description supported by on-line P.O. and Invoice documentation. Additional information was added to the records from the TechXL data base such as Asset Tag, Serial Number, Make, Model, Warrantee and Leasing information.

Asset records created in Phase I were matched to the newly created Phase II records in order to provide the other Physical Inventory information if already recorded by the schools and departments. If a unique match could be made using elements such as P.O. number, asset description, serial number or asset tag, then the following Phase I data elements were transferred to the new records: Asset Description (in Remarks field), Room Type, Room /Description, Person Doing Inventory, Date of Annual Physical Inventory and for Non-TechXL assets only Make an Model.

# Training Guide

## Fixed Asset Application - Phase II

The new work flow functionality for Transfers and Disposals will require all of the records inactivated last year to be re-processed so that proper approvals and acceptances are recorded.

### Where to Direct Questions and Get Support

School Financial Services – Internal Accounts

Hotline: 773-553-2750

Email: [InternalAccounts@cps.k12.il.us](mailto:InternalAccounts@cps.k12.il.us)

A **Fixed Asset Tutorial** is linked to the Home Page of the Fixed Asset Application.

## 2. Tasks to Complete by June 30th

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1. Review Asset Register.
2. Identify and mark records of Non-Assets/Duplicates.
3. Conduct a walk-through of your unit and complete physical inventory of all assets as of May or June. Update records in FAA. The date of physical inventory and name of person who completed inventory are required for each asset record.
4. Complete all records of new assets purchased through Oracle I-Procurement.
5. Create and complete records for all new assets donated to the school or purchased through Internal Accounts.
6. Identify assets to transfer/dispose and update asset record in the system. Submit for unit administrator's approval.
7. Print the Asset Register for the unit administrator's review and file in your school/department. Do not mail to General Accounting as the on-line data is sufficient.
8. Maintain and update asset registers as needed.

*Contact Internal Accounts via hotline at x3-2750 or e-mail at [InternalAccount@cps.k12.il.us](mailto:InternalAccount@cps.k12.il.us) if you have questions or need assistance.*

### **Board Policy 04-0526-PO1 compliance requires the following by June 30<sup>th</sup>:**

- Each asset record to include a date of physical inventory and name of person who completed physical inventory.
- Each asset record must be in "Complete" status.
- Non-asset/duplicate records marked.
- Transfers and disposals of assets are properly completed and recorded.



### 3. FAA Phase II - Updates/Changes

This section highlights the new design showing how much the system has been enhanced and how much most screens have really remained the same.

#### Physical Inventory Screen

The physical inventory screen remains essentially unchanged. Our concept of ownership has changed slightly so that assets that are “owned” by another Unit but reside at your location will show on your inventory page for the purposes of doing the inventory. An example would be assistive equipment purchased centrally that is in your building, but still owned by Specialized Services.

Fixed Asset Inventory

TIP The required Annual Inventory are reflected by entering or updating Date and Person once a year.

**Simple Search**

Note that the search is case insensitive

Reference ID :

Owner Unit :

PO Number :

Purchase Price Ranges :  To

Purchase Date Ranges :  To

Asset Data Source :

Status :

Asset Description :

Vendor Name :

Serial Number :

Asset Tag :

Room No/Description :

Go Clear

Annual Physical Inventory Date :

Person Doing Physical Inventory :

Room Number/ Description :

Non-Asset/ Duplicate :

Save Export Print Asset Register Print Transfer / Disposal Form

Select All Select None

Select	Reference ID	Owner Unit	Asset Description	PO Number	Asset Tag	Serial Number	Vendor Name/Make	Purchase Date	Purchase Price	Status	Location/Room/Person	Person Doing Physical Inventory	Annual Physical Inventory Date
<input type="checkbox"/>	347083	12410	Quote 1006874562206, DellFlex, Lat D630 Inst Notebook, qty = 3; Lat D630 Admin Notebook, qty = 2;48 mos lease, 1st yr payment, Dept of Finance, 12410, Board Report 08-0625-PR4, TechXL, Gretchen Lopez, 773-553-5562	1676489	50850808	8S2VYH1	DELL	25-Jun-2009	1,780.26	Incomplete	Corporate Accounting14FL		
<input type="checkbox"/>	347089	12410	Quote 1006874562206, DellFlex, Lat D630 Inst Notebook, qty = 3; Lat D630 Admin Notebook, qty = 2;48 mos lease, 1st yr payment, Dept of Finance, 12410, Board Report 08-0625-PR4, TechXL, Gretchen Lopez, 773-553-5562	1676489	50854541	DS2VYH1	DELL	25-Jun-2009	1,780.26	Incomplete	Corporate Accounting14FL		
<input type="checkbox"/>	347090	12410	Quote 1006874562206, DellFlex, Lat D630 Inst Notebook, qty = 3; Lat D630 Admin Notebook, qty = 2;48 mos lease, 1st yr payment, Dept of Finance, 12410, Board Report 08-0625-PR4, TechXL, Gretchen Lopez, 773-553-5562	1676489	50854736	GS2VYH1	DELL	25-Jun-2009	1,780.26	Incomplete	Corporate Accounting14FL		

# Training Guide

## Fixed Asset Application - Phase II

### Fixed Assets Inventory – Summary

ITS has added a new way to view your assets, summarized at the PO level. When doing a search in the FAI screen, you can choose to show your results in the summary form. This will allow you to see your assets grouped by PO number and see important bits of information like their status (approved, incomplete), and whether any have been transferred or retired. On this screen, you can click the PO number hyperlink to see the detail records of all the assets associated with that PO.

The screenshot displays the Oracle Fixed Asset Inquiry interface. At the top, there's a navigation bar with 'ORACLE' logo and 'USER PRODUCTIVITY KIT'. Below it, the 'Fixed Asset Inquiry' window is open, showing a 'Simple Search' section. The search form includes fields for Reference ID, Owner Unit (set to 12410), Fund, Grants, PO Number, Asset Description, Purchase Price Ranges, Purchase Date Ranges, Creation Date Ranges, Location, Asset Data Source, Status, Non Asset, Vendor Name, Serial Number, Asset Tag, Room No/Description, Show Results For (set to Asset Summary), Assigned Person, and Transferred Out? (set to No). There are 'Go' and 'Clear' buttons at the bottom of the search form.

Below the search form is a table showing a summary of assets grouped by PO number. The table has the following columns: Source, PO Number, Unit, Purchase Date, Purchase Total Amount Invoices, Total Assets, Approved Assets, Transferred Assets, Disposal Assets, Incomplete Assets, and Budget Line. The data is as follows:

Source	PO Number	Unit	Purchase Date	Purchase Total Amount Invoices	Total Assets	Approved Assets	Transferred Assets	Disposal Assets	Incomplete Assets	Budget Line
Oracle Purchasing	<a href="#">8810008039</a>	Corporate Accounting	27-Dec-2010	1.00 1	1	0	0	0	1	12410.115.53405.252501.000000.2010
Oracle Purchasing	<a href="#">1739408</a>	Corporate Accounting	18-May-2009	10,743.36 1	4	0	0	0	4	12410.115.55005.252502.000000.2009
Oracle Purchasing	<a href="#">1411843</a>	Corporate Accounting	20-Aug-2007	1,142.97 1	1	0	0	0	1	12410.115.55005.252302.000000.2008
Oracle Purchasing	<a href="#">1444683</a>	Corporate Accounting	29-Oct-2007	2,170.48 1	1	0	0	0	1	12410.115.55005.252502.000000.2008
Oracle Purchasing	<a href="#">1447661</a>	Corporate Accounting	02-Nov-2007	2,832.08 1	2	0	0	0	2	12410.115.55005.252502.000000.2008
Oracle Purchasing	<a href="#">1452046</a>	Corporate Accounting	14-Nov-2007	969.10 1	1	0	0	0	1	12410.115.55005.252501.000000.2008
Oracle Purchasing	<a href="#">1482213</a>	Corporate Accounting	31-Jan-2008	982.37 1	1	0	0	0	1	12410.115.55005.252501.000000.2008
Oracle Purchasing	<a href="#">1484317</a>	Corporate Accounting	05-Feb-2008	1,395.51 1	1	0	0	0	1	12410.115.55005.252502.000000.2008
Oracle Purchasing	<a href="#">1503697</a>	Corporate Accounting	18-Mar-2008	1,160.73 1	1	0	0	0	1	12410.115.55005.252502.000000.2008
Oracle Purchasing	<a href="#">1517489</a>	Corporate Accounting	17-Apr-2008	1,425.39 1	1	0	0	0	1	12410.115.55005.252501.000000.2008

The table includes navigation controls at the bottom right: 'Previous 1-10' and 'Next 10'. The interface also shows a 'Done' button and a 'Trusted sites' indicator at the bottom.

## Fixed Assets Inventory – Detail

This screen has been unchanged from the current version and displays a single line of detail for each of your assets. To see the complete record or to update fields that are currently incomplete, you can click on either the reference ID or select the radial button and click the Asset Detail button. This is also the screen you would choose if you are creating a new asset from scratch.

The screenshot displays the Oracle Fixed Asset Inquiry interface. At the top, there is a navigation bar with 'ORACLE' logo, 'Navigator', 'Favorites', 'Preferences', and 'Close Window'. Below this is the 'Fixed Asset Inquiry' title and a 'Simple Search' section. The search section includes various input fields for filters such as Reference ID, Owner Unit (12410), Fund, Grants, PO Number, Asset Description, Purchase Price Ranges, Purchase Date Ranges, Creation Date Ranges, Location, Asset Data Source, Status, Non Asset, Vendor Name, Serial Number, Asset Tag, Room No/Description, Show Results For (Asset Details), Assigned Person, and Transferred Out? (No). 'Go' and 'Clear' buttons are at the bottom of the search section.

Below the search section is a table with the following columns: Reference Select ID, Asset Description, Asset Tag, Serial Number, Vendor Name/Make, Purchase Date, Purchase Price, Status, Funding Source, Location/Room/Person, Inactivate Reason/Remarks, and Budget Line. An arrow points to the 'Print Transfer / Disposal Form' button above the table.

Reference Select ID	Asset Description	Asset Tag	Serial Number	Vendor Name/Make	Purchase Date	Purchase Price	Status	Funding Source	Location/Room/Person	Inactivate Reason/Remarks	Budget Line
<a href="#">382642</a>	OPTIPLEX 960 MT;OptiPlex 960 Minitower Base Standard PSU	51610920	FSJDRL1	DELL MARKETING L.P.	06-Apr-2010	3,006.90	Incomplete	CPS	Corporate Accounting/OFFICE/		11010.115.55005.252401.000000.2010
<a href="#">377063</a>	Latitude E6400;IntelREG CoreTM 2 Duo P8700 with VT (2.53GHz, 3M L2 Cache, 1066MHz FSB)	51608291	6WP4XL1	DELL MARKETING L.P.	01-Feb-2010	2,586.28	Incomplete	CPS	Corporate Accounting/14FLOOR/		12470.324.55005.261008.511039.2010
<a href="#">355220</a>	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50918113	GDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
<a href="#">355200</a>	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50908329	FDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
<a href="#">355176</a>	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50914182	DDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
<a href="#">355149</a>	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50906118	CDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009
<a href="#">355129</a>	OptiPlex 760 Minitower;OptiPlex 760 Minitower Base Standard PSU	50907115	BDC59K1	DELL MARKETING L.P.	18-May-2009	11,761.02	Incomplete	CPS	Corporate Accounting/14FL/		12430.115.55005.252301.000000.2009

# Training Guide

## Fixed Asset Application - Phase II

### Fixed Assets Detail

This screen also remains almost identical to the screen you see now. From this screen, you can maintain the asset by adding additional details to the asset records as you do now or you can transfer or dispose of the record by clicking the Transfer/Disposal tab.

The screenshot displays the Oracle Fixed Asset Detail application interface. At the top, the Oracle logo is visible on the left, and navigation options like 'Navigator', 'Favorites', 'Preferences', and 'Close Window' are on the right. The main title is 'Fixed Asset Detail'. Below the title, there are three buttons: 'Save/Update', 'Approve', and 'Return Inquiry'. Three tips are listed: 1. Fields marked with '\*' are mandatory when approving an asset. 2. Assets can only be transferred if their status is 'Complete'. 3. Fields marked with '#' in the Retirement/Disposal section are used for transferring or disposing of an asset.

The form contains several sections:

- Reference ID:** 382642
- Non-Asset/Duplicate:** No
- \* Purchasing Unit:** 12410 - Corporate Accounting
- Current Owning Unit:** 12410 - Corporate Accounting
- Parent Asset:** (empty)
- \* Asset Category:** (dropdown)
- Status:** Incomplete
- \* Asset Data Source:** Oracle Purchasing
- Invoice Number:** XDRT7PMW3
- Purchase Price:** 1,503.45
- \* Asset Description:** OPTIPLEX 960 MT;OptiPlex 960 Minitower Base Standard PSU
- Remarks:** (empty)

Below this, there are three tabs: 'Asset Detail', 'Affiliated Asset', and 'Transfer / Disposal'. The 'Asset Detail' tab is active, showing two sub-sections:

- Asset:**
  - \* Serial Number: F5JDR11
  - \* Asset Tag: 51610920
  - \* Make: DELL
  - Model: DELL OPTIPLEX 960
  - \* Funding Source: CPS
  - \* Condition: Good
  - Annual Physical Inventory Date: (calendar icon)
  - Person doing Physical Inventory: (empty)
- Location:**
  - \* Location Name: Corporate Accounting
  - Location Address: 125 South Clark Street 14th Floor, Chicago, IL-60603
  - Room Type: (dropdown)
  - \* Room Number / Description: OFFICE
  - Assigned Person: (empty)

At the bottom, there is a 'Lease / Warrantee' section with the following fields:

- Lease Type: (dropdown)
- Lease Start Date: (calendar icon)
- Lease End Date: (calendar icon)
- Warrantee Start Date: 04-May-2010 (calendar icon)
- Warrantee End Date: 03-May-2013 (calendar icon)
- Extended Support Start Date: (calendar icon)
- Extended Support End Date: (calendar icon)

At the bottom right, there are three buttons: 'Save/Update', 'Approve', and 'Return Inquiry'. The bottom status bar shows 'Done', 'Trusted sites', and '100%' zoom level.

## Transfer/Disposal

The transfer and disposal portion of FAA has changed quite a bit. In addition to the creation of a Mass Transfer Screen, which allows you to move several assets at once, the options for transfers have been expanded. The new application allows for both permanent and temporary transfers. Temporary transfers are for cases where you may be loaning items to students, employees or other schools. ITS has created a check-in process for when the temporarily transferred items are returned.

For permanent transfers, where ownership truly changes, both the school that is sending the item(s) and the school receiving the item(s) have to approve the transaction for it to be completed. In all transfer or disposal cases, a transaction history will be maintained so that items can be followed from the time of purchase/entry into FAA until they are ultimately disposed of.

For all cases of retirement or disposal, the Principal will be blocked from entering the initial transaction. This restriction is put in place so that at least two persons are working on the transaction, a submitter and an approver. Therefore, we can meet best practices in dual approval for these types of transactions.

The screenshot displays the Oracle Fixed Asset Detail application. At the top, there are navigation options: Navigator, Favorites, Preferences, and Close Window. The main section is titled 'Fixed Asset Detail' and includes several buttons: Save/Update, Approve, Submit Transfer/Disposal, and Return Inquiry. Below these are three tips regarding mandatory fields and retirement/disposal requirements. The asset details include Reference ID (382642), Non-Asset/Duplicate (No), Purchasing Unit (12410 - Corporate Accounting), Current Owning Unit (12410 - Corporate Accounting), Parent Asset, Asset Category (Incomplete), Asset Data Source (Oracle Purchasing), Invoice Number (XDRT7PMW3), and Purchase Price (1,503.45). The Asset Description is 'OPTIPLEX 960 MT;OptiPlex 960 Minitower Base Standard PSU'. There is also a Remarks field.

Below the asset details is a tabbed interface with 'Asset Detail', 'Affiliated Asset', and 'Transfer / Disposal'. The 'Retirement / Disposal' tab is active, showing a table with the following data:

Transfer Number	Type of Transfer Reason	Disposal / Transfer Date	Disposal / Transfer Status	Transfer Price	Police Report Number	Transfer To School	Transfer To Student	Transfer To Employee	Transfer To Others	Retire Grantor Amount	Unit Authorized Signature Name	Unit Authorized Date	LSC Authorization Date	LSC Authorization Date	Receipt By	Receipt Date
118556	Complete Transfer to School/Dept	23-Jan-2011	Approved			12410 - Corporate Accounting					Winckler, Ms. Alicia	23-Jan-2011			Okrzesik, Mr. Daryl Joseph	23-Jan-2011

Below the table is the 'New Transfer/Disposal' section, which includes fields for Disposal / Transfer / Inactivate Reason, Disposal / Transfer / Inactivate Date, LSC Authorization, LSC Authorization Date, and Transfer/Disposal Comments. At the bottom, there are buttons for Save/Update, Approve, Submit Transfer/Disposal, and Return Inquiry. The footer contains 'Privacy Statement', 'Preferences Close Window', and 'Copyright (c) 2006. Oracle. All rights reserved.'

## 4. Quick Reference

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### Buttons

- **Go** – Displays all unit records or search results based on data entered in search fields
- **Clear** – Clears all search criteria entered on screen to prepare for next search
- **New Asset** – opens a new Fixed Asset Detail page with a unique Reference ID to create an asset record for assets acquired from an IAMS Purchase, Donated or Manual data source
- **Save** – Saves the data entered. And, on Physical Inventory page, adds Quick Entry fields to selected asset records.
- **Approve** – updates status of the asset record if all required fields are completed
- **Return to Inquiry** – system returns to the Fixed Asset Inquiry page
- **Action History** – provide list of status changes
- **Asset Detail** – provide asset information grouped by Purchase Order and invoice and provides images to view or print.
- **Add Transfer/Disposal** – opens Retirement/Disposal section. Screen changes based on the Disposal / Transfer / Inactivate Reason
- **Submit Transfer/Disposal** – forwards the transfer/disposal request to the unit approver
- **Export** – Exports the data list to Microsoft Excel

### Quick Entry Fields on Physical Inventory Page:

- **Annual Physical Inventory Date** – required to be updated minimally once a year
- **Person Doing Physical Inventory** – enables work to be divided and audit trail retained
- **Room No/Description** – update whenever asset is moved
- **Purchase Date** – date that invoice or IAMS check is recorded on the accounting system, not when order is placed through opening of Purchase Order
- **Purchase Price** – amount paid excluding shipping or market value of donated asset
- **Non-Asset/Duplicate** – Items not required to report in physical inventory such as service charge, shipping, keyboard, monitor, postage, etc.

### Asset Data Sources:

- **Conversion FY09** – System-generated asset records of converted data from FY09 asset register
- **Donated** – School/Department created asset records of donated assets
- **IAMS Purchased** – School/Department created asset records of assets purchased with an internal accounts check
- **Manual** – School/Department created asset record necessary when system did not automatically create the record
- **Oracle Purchasing** - System-generated asset record created from purchase orders
- **Unmatched TechXL/PO** - System-generated asset record created from TechXL where purchase order data is missing

### Transfer/Disposal Types:

- Transfer to Employee

- Transfer to School/Dept.
- Transfer to Student
- Transfer to Others
- Lost/Stolen
- Disposal – Retirement
- Disposal – TechXL
- Disposal – Donated
- Disposal – Sale

**Purchase Order Numbers:**

- PO numbers **beginning with 88100** represent assets purchased by **P-Card or I-Expense**.
- **All other** purchase orders numbers are assets purchased through an **Oracle Purchase Order**

## 5. Physical Inventory

Board Policy 04-0526-PO1 requires schools/units to conduct a physical inventory of all assets purchased, donated or leased at a cost of \$500 or more and with a useful life of one year. In addition, schools are to inventory all assets purchased with federal funds at a cost of \$50 or more and a useful life of one year.

**The physical inventory is a walkthrough of the entire school building(s) to identify and check each asset. Principals must assign someone to complete this task.**

- The physical inventory is due every June 30.
- The physical inventory must include a name of person who completed the physical inventory and the date it was done for each asset record.

In addition, compliance includes updating each record to Complete status.

Schools must maintain the inventory throughout the school year by updating asset records and adding or transferring/disposing of asset as needed in the system. This includes updating the location of the asset as it is moved within the school/.unit.


### Procedure

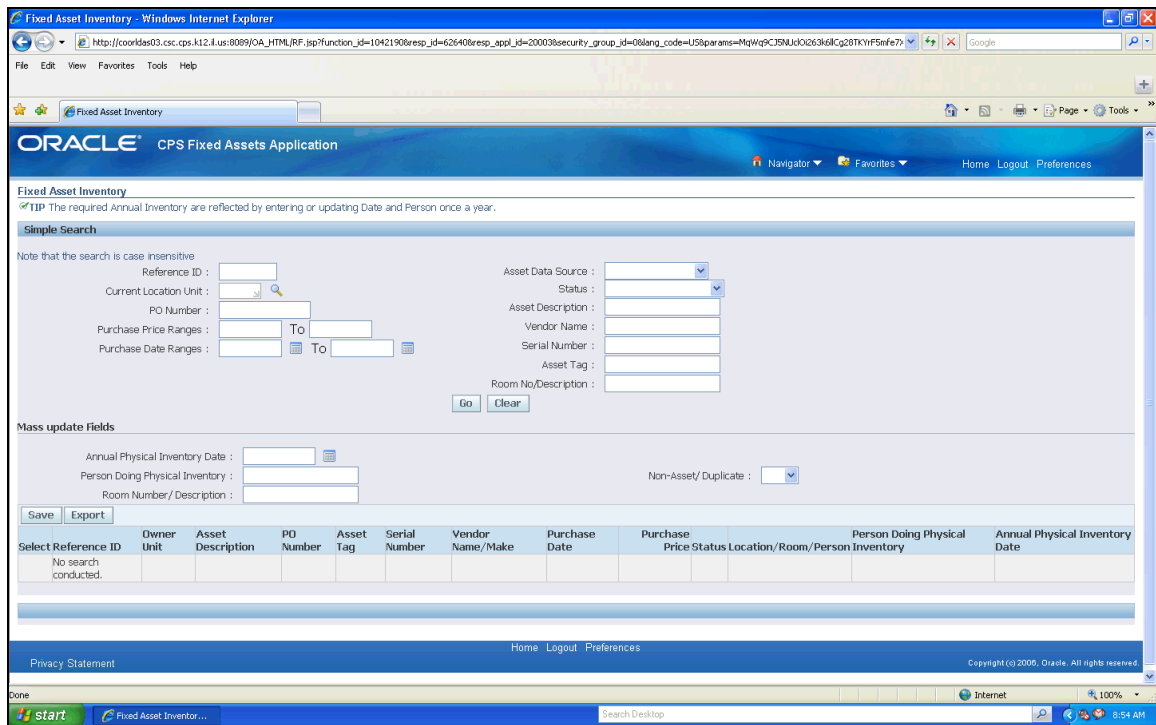
In this tutorial, you will learn how to complete the "Annual Physical Inventory".

The screenshot shows the Oracle Applications Home Page in a Windows Internet Explorer browser. The page is titled "Oracle Applications Home Page" and is logged in as "PEMURPHY". The main menu on the left includes "CPS Budget Transfer", "CPS Fixed Assets Management", "CPS Expense - School", "CPS Incident Reporting", "CPS Internal Accounting", "CPS PC Positions", "CPS Requestor - Unit 46061", "CPS SIDA User", "CPS Student Travel", "CPS Web Inquiry", "CPS Workflow User Web (New)", "CPSD Reports", "CPSWO - Self Directed Schools", and "Preferences SSWA". The "CPS Fixed Assets Management" menu item is highlighted.

The Worklist table displays a list of requests with the following columns: From, Type, Subject, Sent, and Due. The table contains 20 rows of data, including requests from Marissa, Alice, Barry, and Margaret, with various statuses such as "Approved" and "Rejected".




From	Type	Subject	Sent	Due
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 100340, Trip Date : 16-Nov-2010) is Approved...		15-Nov-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95023, Trip Date : 06-Oct-2010) is Approved...		01-Oct-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 96214, Trip Date : 02-Oct-2010) is Approved...		01-Oct-2010
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number : 95865, Trip Date : 24-Sep-2010) is rejected...		30-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95881, Trip Date : 08-Oct-2010) is Approved...		27-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95883, Trip Date : 01-Oct-2010) is Approved...		27-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95990, Trip Date : 29-Oct-2010) is rejected...		27-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95895, Trip Date : 06-Oct-2010) is Approved...		27-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95139, Trip Date : 17-Sep-2010) is rejected...		24-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95110, Trip Date : 17-Sep-2010) is rejected...		24-Sep-2010
Rodgers, Barry	CPS Student Travel	The Student Travel request (Request Number : 95865, Trip Date : 24-Sep-2010) is rejected...		23-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95521, Trip Date : 07-Oct-2010) is Approved...		22-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95560, Trip Date : 24-Nov-2010) is Approved...		22-Sep-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95562, Trip Date : 03-Nov-2010) is Approved...		22-Sep-2010
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number : 94918, Trip Date : 08-Oct-2010) is Approved...		21-Sep-2010
Murphy, Margaret	CPS Work Order Approval	Work Order 10-1-48849-0 for 46061 - Northside College Prep has been Approved...		07-Jan-2010
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74627) is Approved...		23-Nov-2009
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74629) is Approved...		23-Nov-2009
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74734) is Approved...		23-Nov-2009
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74738) is Approved...		23-Nov-2009
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74742) is Approved...		23-Nov-2009
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74495) is rejected...		18-Nov-2009
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74369) is Approved...		18-Nov-2009
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74095) is Approved...		16-Nov-2009

Step	Action
1.	Click the <b>"CPS Fixed Asset Application"</b> Responsibility. 
2.	Click the <b>"Physical Inventory"</b> link. The <b>Fixed Asset Inventory</b> page opens.



Step	Action
3.	The <b>Fixed Asset Inventory</b> page has two (2) sections:  <b>1. Simple Search</b> - used to find specific records based on criteria entered in any of the search fields.
4.	And,  <b>2. Mass Update Fields</b> - used to update a group of records with any or all of the same information below: - Annual Physical Inventory Date - Person Doing Physical Inventory - Room Number/Description It is also used to mark a group of assets as Non-Asset/Duplicate

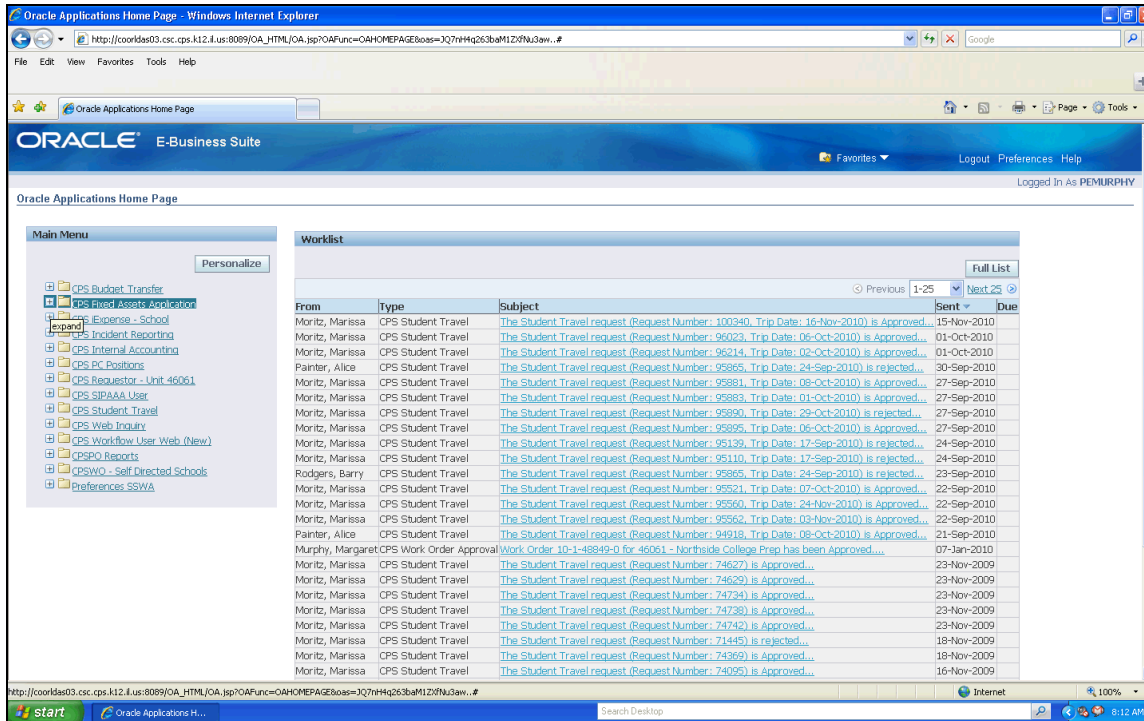
Step	Action
5.	<p>The "<b>Current Location Unit</b>" is required on this page.</p> <p>Enter the "<b>Current Location Unit</b>"</p> <p>For this example, enter "<b>46061</b>".</p>
6.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records for the unit.</p> <p><b>Go</b></p>
7.	<p>To assist with the walkthrough, you will need to print the results below as a checklist.</p> <p><b><u>Perform the following steps:</u></b></p> <ol style="list-style-type: none"> <li>1. Click the <b>Location/Room/Person</b> column heading to sort the report by location. (The system will sort in ascending or descending order). This will group assets by location and make the physical inventory a little easier.</li> <li>2. Complete the Physical Inventory by walking through the entire building and identifying assets in each area.</li> <li>3. Check off assets on Physical Inventory report, add any assets found and not listed, and note any asset on report not found.</li> <li>4. Check serial numbers, asset tags and locations.</li> <li>5. Note assets to Transfer/Dispose.</li> <li>6. Add the name of person conducting physical inventory and the date it was done on the Physical Inventory Report.</li> </ol> <p><i>Suggestion: You may want to split this task. Request each person to inventory the assets in their area.</i></p> <p><b>Location/Room/Person</b></p>
8.	<p>Once the walk through is completed, update the information in the system.</p> <p><b><u>You will need to:</u></b></p> <ol style="list-style-type: none"> <li>1. Add new assets to system - Go to <b>Create a New Asset</b> section</li> <li>2. Update records of assets already on system – Go to <b>Edit/View Asset Details</b> section.</li> <li>3. Transfer/Dispose of assets – See <b>Transfer/Disposal</b> section</li> <li>4. Mark non-asset/duplicates – See <b>Non-Asset Duplicates</b> section.</li> </ol> <p>Once you have completed these tasks, you are now ready to complete the Physical Inventory on the system.</p> <p><b>Location/Room/Person</b></p>
9.	<p>Remember to enter the "<b>Current Location Unit</b>".</p> <p>For this example, enter "<b>46061</b>".</p>

Step	Action
10.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records for the unit.</p> 
11.	<p>To complete the physical inventory, you need to add the <b>Annual Physical Inventory Date</b> and <b>the Name of the Person who Completed the Physical Inventory</b>.</p> <p>Select the records by clicking the <b>Select</b> box.</p> <p><b>Note:</b> The "<b>Select All</b>" button can be used <u>only</u> if the date and person apply to all records.</p> <p>For this example, select Reference ID <b>2011000791</b>.</p> <input type="checkbox"/>
12.	Select the next record - Reference ID <b>2011000792</b> .
13.	<p>Click the "Calendar" icon at "<b>Annual Physical Inventory Date</b>"</p> 
14.	<p>Select the date the "<b>Physical Inventory</b>" was completed by clicking on the date.</p> <p><b>Note:</b> Be sure to check month and year.</p> <p>For this example, please select <b>February 20, 2011</b>.</p> <input type="text" value="20"/>
15.	Enter the full name of the person who completed the physical inventory in the " <b>Person Doing Physical Inventory</b> " field.
16.	<p>Click the "<b>Save</b>" button.</p> <p>The system will display a confirmation at the top of the page.</p> <p><b>Note:</b> The system has populated the Annual <b>Physical Inventory Date</b> and <b>Person doing Physical Inventory</b> (see last 2 columns) for the selected asset records.</p> 
17.	<p><b>Congratulations!</b> You have completed the lesson on the "<b>Annual Physical Inventory</b>".</p> <p><b>End of Procedure.</b></p>

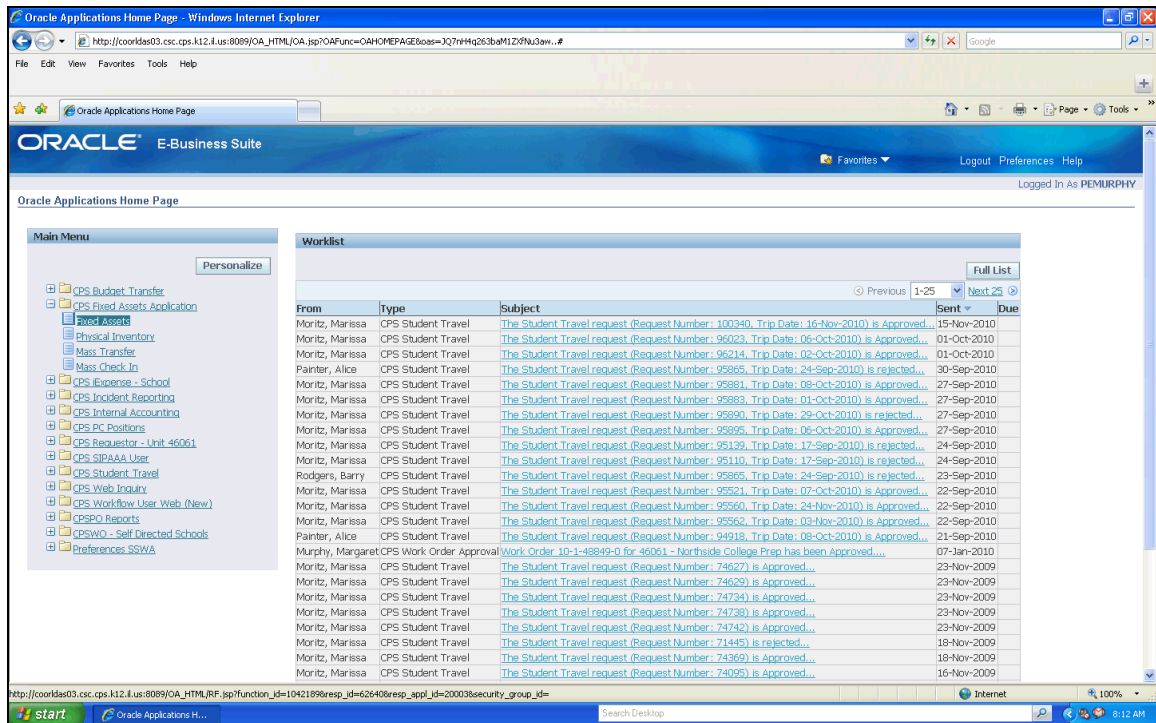
## 6. Asset Inquiry



### Procedure





In this tutorial, you will learn how to use the "Asset Inquiry" page to find, view, and edit an asset record.







Step	Action
1.	Click the "CPS Fixed Assets Application" Responsibility. 



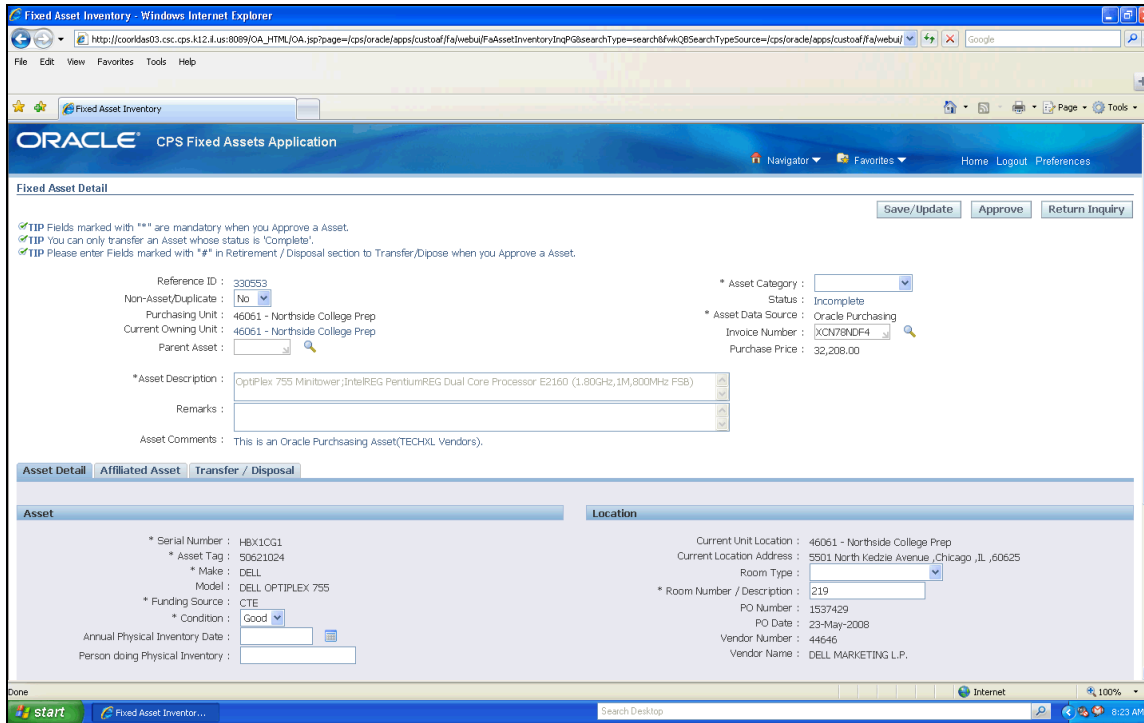
Step	Action
2.	<p>Click the <b>“Fixed Assets”</b> link.</p> <p>The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter the <b>“Owner Unit number”</b>.</p> <p><b>Note:</b> The Owner Unit is required for all inquiries.</p> <p>For this example, please enter <b>46061</b></p> 
4.	<p>The top of this page represents the <b>Simple Search</b> area. You can search using any of the fields.</p> <p>In this Tutorial, we will look at some of the search fields in the right column.</p>

Step	Action
5.	<p>Go to the "<b>Asset Data Source</b>" and click the drop down arrow to view the list:</p> <ul style="list-style-type: none"> <li>•<b>Conversion FY09</b> – System-generated asset records of converted data from FY09 asset register</li> <li>•<b>Donated</b> – School/Department created asset records of donated assets</li> <li>•<b>IAMS Purchased</b> – School/Department created asset records of assets purchased with an internal accounts check</li> <li>•<b>Manual</b> – School/Department created asset record necessary when system did not automatically create the record</li> <li>•<b>Oracle Purchasing</b> - System-generated asset record created from purchase orders</li> <li>•<b>Unmatched TechXL/PO</b> - System-generated asset record created from TechXL where purchase order data is missing</li> </ul> <p>Select the Asset Data Source.</p> 
6.	<p>After selecting the source, click <b>Go</b>.</p> <p>The system will populate all of the asset records for the selected data source at the bottom of this page.</p> 
7.	<p>Click the drop down arrow at "<b>Status</b>", to search an asset by status.</p> <p>Click <a href="#">here</a> for status descriptions.</p> <p>After selecting the status, click <b>Go</b>. The system will populate all of the asset records for the selected status at the bottom of this page.</p> 
8.	<p>Click the "<b>Non Asset</b>" drop down arrow to search for either assets or non assets.</p> <p><b>Note:</b> The default value for the "<b>Non-Asset</b>" field is "<b>No</b>"</p> <ul style="list-style-type: none"> <li>- Click "<b>Yes</b>" to search for records of all Non-Assets.</li> <li>- Click "<b>No</b>" to search for all records of Assets.</li> </ul> <p>After selecting the "<b>Non-Asset</b>", click <b>Go</b>. The system will populate all of the asset records for the selected search at the bottom of this page.</p> 

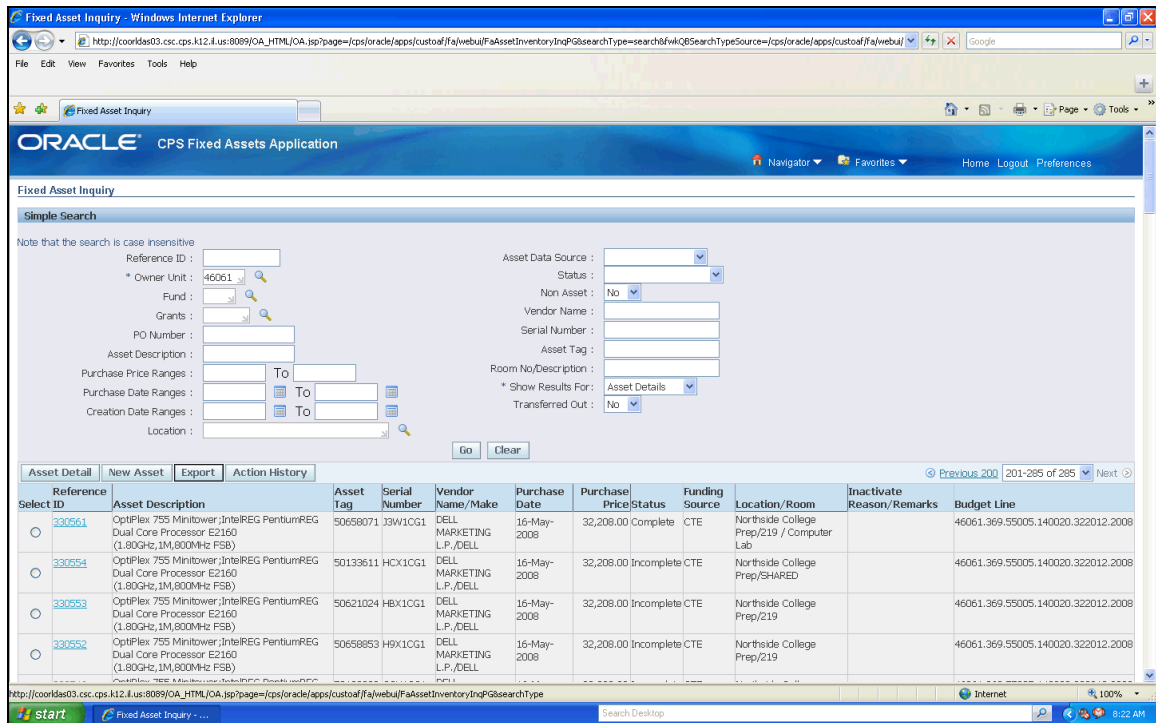
Step	Action
9.	<p>Click the drop down arrow at "<b>Show Results For</b>" to search Assets by "<b>Details or Summary</b>" for this example.</p> <p>(1) <b>Asset Details</b> - Detailed information on assets. Search results will include Reference IDs beginning with 2011 that represent assets purchased by P-Card or I-Expense. All other PO#s are assets purchased through an Oracle Purchase Order.</p> <p>(2) <b>Asset Summary</b> - Asset information by Purchase Order. Search results will include PO#'s beginning with 88100 that represent assets purchased by P-Card or I-expense. All other PO#s are assets purchased through an Oracle Purchase Order.</p> <p>After selecting the "<b>Show Results</b>", click <b>Go</b>. The system will populate all of the asset records for the selected criteria.</p> <p><b>Note:</b> The Fixed Asset Inquiry defaults to "<b>Show Results</b>" for "<b>Asset Details</b>".</p> 
10.	<p>Click the drop down arrow at "<b>Transferred Out</b>". This field refers to assets transferred (temporarily or permanently) from the owning School/Department.</p> <p><b>Note:</b> The default value at the "<b>Transferred Out</b>" field is "<b>No</b>"</p> <p>To search for assets Transferred Out, select "<b>Yes</b>". To search for assets that were not Transferred Out, select "<b>No</b>" and click <b>Go</b></p> 
11.	<p>To get a list of all assets records, click the <b>Go</b> button without entering any data in search fields.</p> <p>The system will display search results at bottom of screen.</p> 
12.	<p>To view and/or edit an asset record :</p> <p>(1) Click on the <b>Reference ID</b> link to the asset record; or</p> <p>(2) Click the <b>Radio</b> Button of the asset record and then click the <b>Asset Detail</b> button.</p> <p>For this example, click the link to Reference ID- "<b>330553</b>".</p> <p>The system opens the <b>Asset Detail</b> page to the selected record</p> 

# Training Guide

## Fixed Asset Application - Phase II



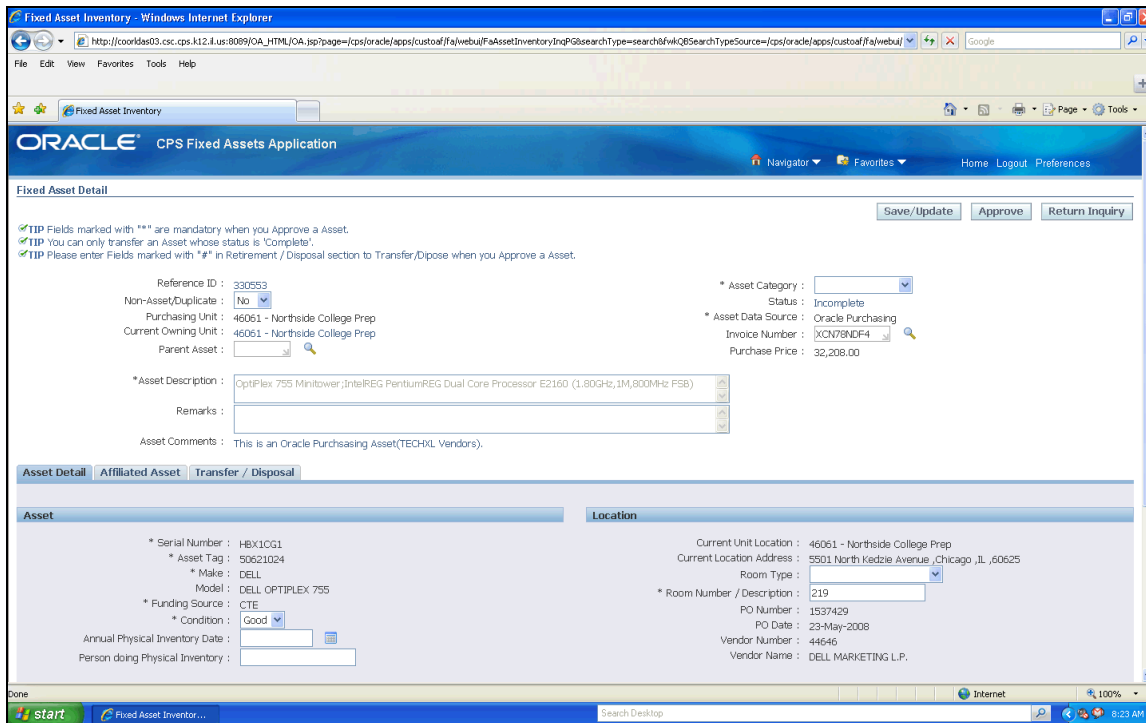
Step	Action
13.	<p>The Asset Detail page contains five (5) sections:</p> <ol style="list-style-type: none"> <li>(1) General Section</li> <li>(2) Asset</li> <li>(3) Purchase Details</li> <li>(4) Lease/Warranty</li> <li>(5) Funding Source</li> </ol> <p>After viewing the asset details, click the <b>"Return Inquiry"</b> button to go back to the <b>Asset Inquiry</b> page.</p>



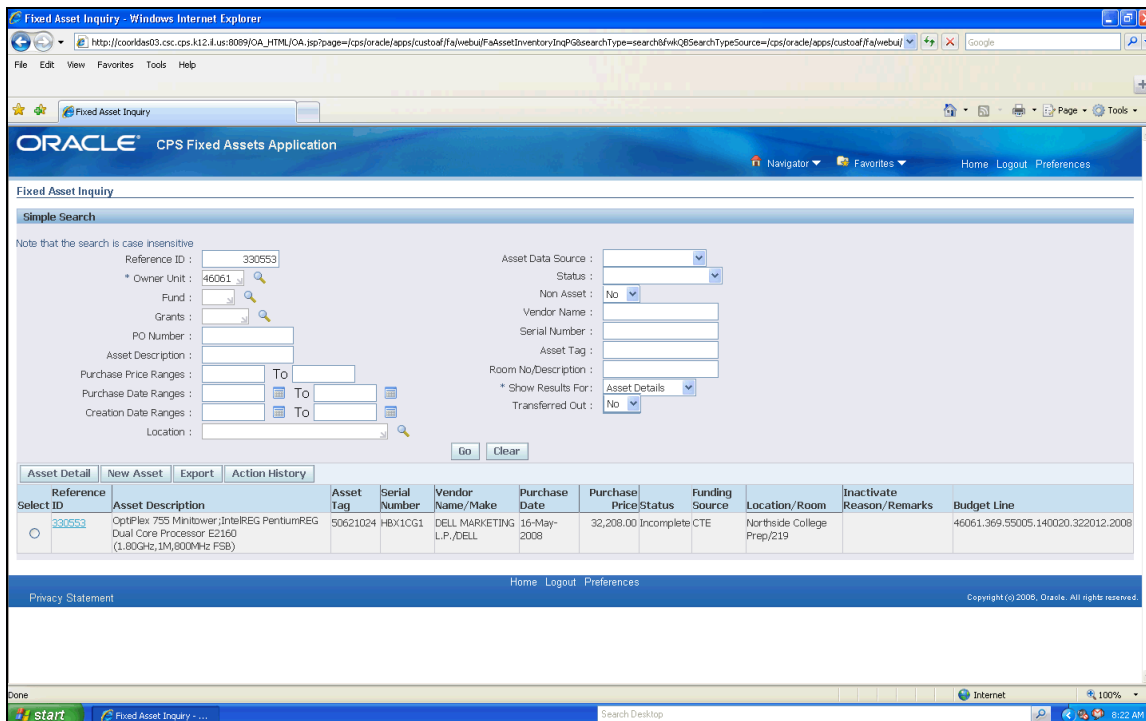
Step	Action
14.	To view the details of a particular asset record, enter the <b>"Reference ID"</b> in the reference ID field.  For this example, enter reference ID as <b>330553</b> and then click <b>Go</b> . <input type="text"/>
15.	Once you get the asset record, click the <b>Radio</b> button to select the record.
16.	Click the <b>"Asset Detail"</b> button to view the asset record details. <input type="button" value="Asset Detail"/>


# Training Guide

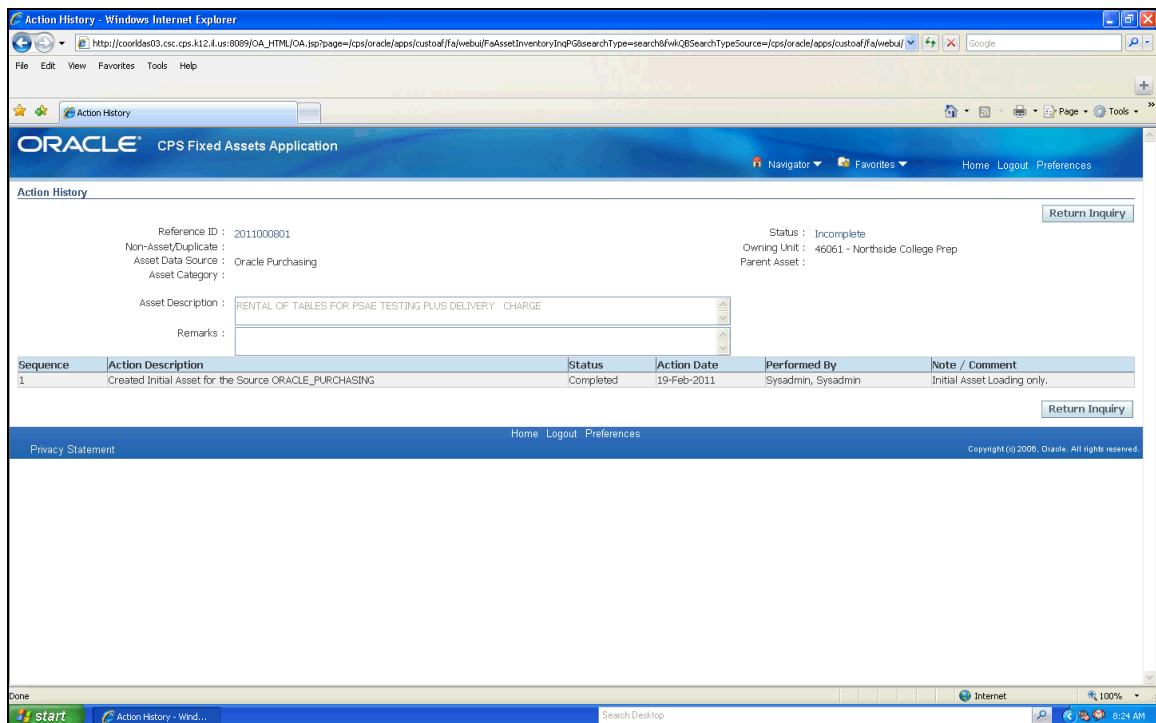
## Fixed Asset Application - Phase II



Step	Action
17.	After viewing the asset details, click the <b>"Return Inquiry"</b> button to go back to the <b>Asset Inquiry</b> page.



Step	Action
18.	To <b>Export</b> data, click on the <b>Radio</b> button at the <b>Reference ID-330553</b>
19.	Click the <b>"Export"</b> button to export the data into an Excel file. 
20.	To view the <b>Action History</b> of a record, click on the <b>Radio</b> button at the <b>Reference ID-330553</b>
21.	Click the <b>"Action History"</b> button, to view the asset actions.



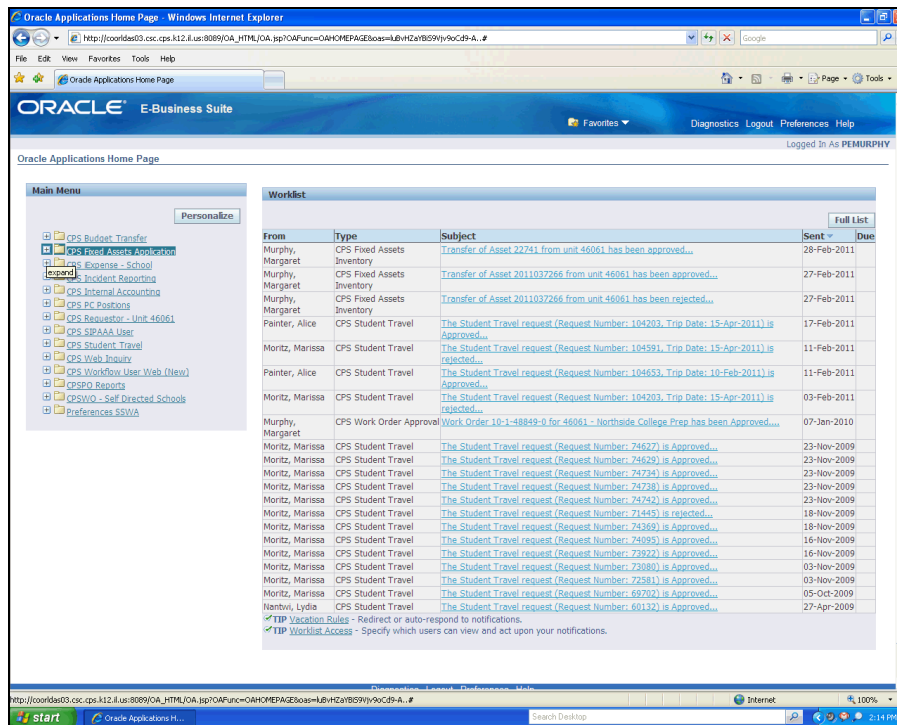
Step	Action
22.	The <b>"Action History"</b> tracks when the <b>status</b> of a record changed.  Click the <b>"Return Inquiry"</b> button, to go back to asset inquiry page.
23.	<b>Congratulations!</b> You have completed the lesson on how to find, view and edit asset records using the <b>Asset Inquiry</b> and <b>Asset Details</b> .  <b>End of Procedure.</b>

## 7. Asset Details

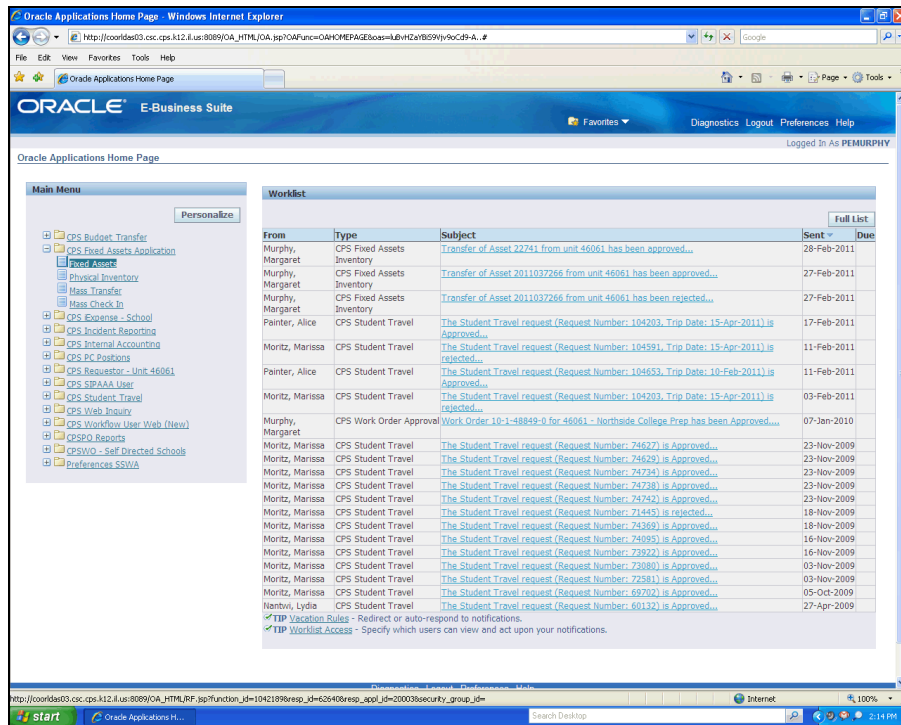
### Procedure

In this tutorial, you will learn how to search for an Asset record by "**Asset Details**".

**Note:** Asset Details provides detailed information on assets. Search results will include Reference IDs beginning with 2011 that represent assets purchased by P-Card or I-Expense and also the IAMS, Donated, Manual assets... All other PO#s are assets purchased through an Oracle Purchase Order.



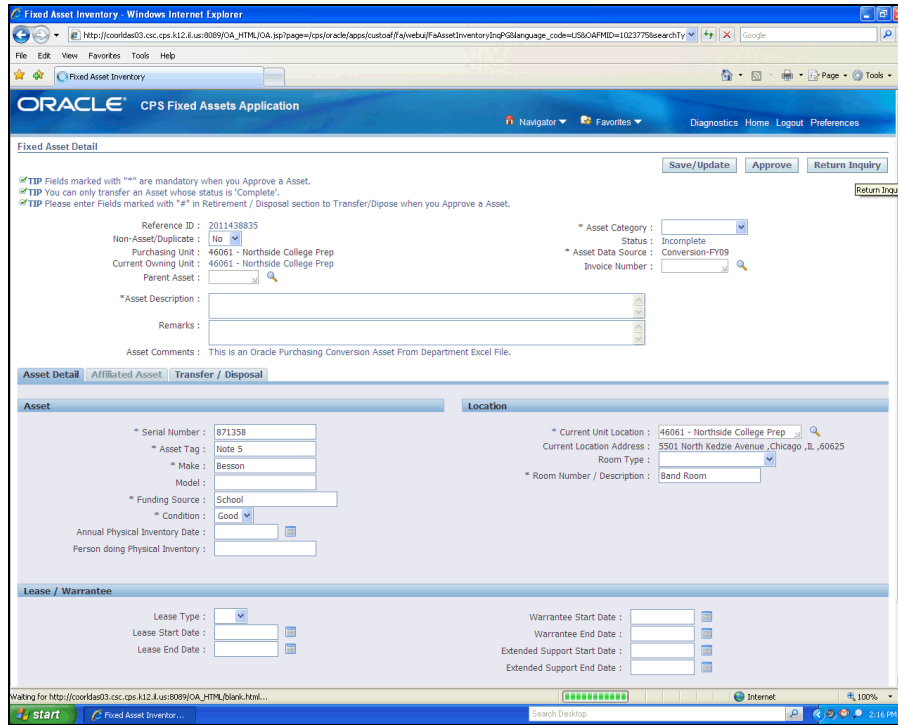
Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. Click the <b>expand</b> button. 



Step	Action
2.	Click the <b>"Fixed Assets"</b> link.
3.	Enter your unit number at <b>"Owner Unit"</b> . For this example, enter "46061". <input type="text" value="46061"/>
4.	Click the <b>Go</b> button. <input type="button" value="Go"/>
5.	To open Asset Details: (1) Click on the Reference ID of the asset record or (2) Click the Radio Button of the asset and then click the Asset Detail button For this example, click at the reference ID- <b>"2011438835"</b> . <input type="text" value="2011438835"/>
6.	After viewing the asset record details at <b>"Fixed Asset Detail"</b> page, click the <b>"Return Inquiry"</b> button to go back to Inquiry page. <input type="button" value="Return Inquiry"/>

# Training Guide

## Fixed Asset Application - Phase II



Step	Action
7.	Point to the status bar.
8.	<p><b>Congratulations!</b> You have completed the lesson to inquire an asset record from <b>"Asset Details"</b> page.</p> <p><b>End of Procedure.</b></p>

## 8. Asset Summary Details

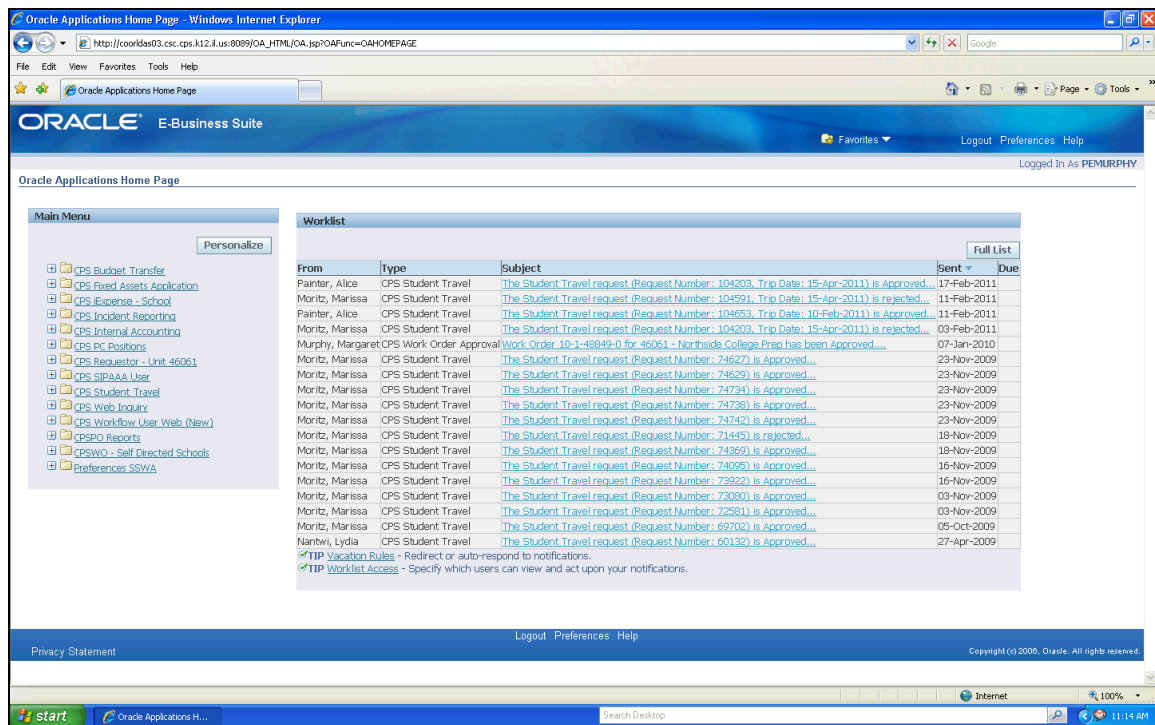
### Procedure


In this tutorial, you will learn how to search for an Asset record by "**Asset Summary**".

**Note:** **Asset Summary Details** provide asset information by Purchase Order. This information includes purchase order details, invoice details, budget lines and purchase order and invoice images.

PO numbers beginning with 88100 represent assets purchased by P-Card or I-expense. All other PO#s are assets purchased through an Oracle Purchase Order.

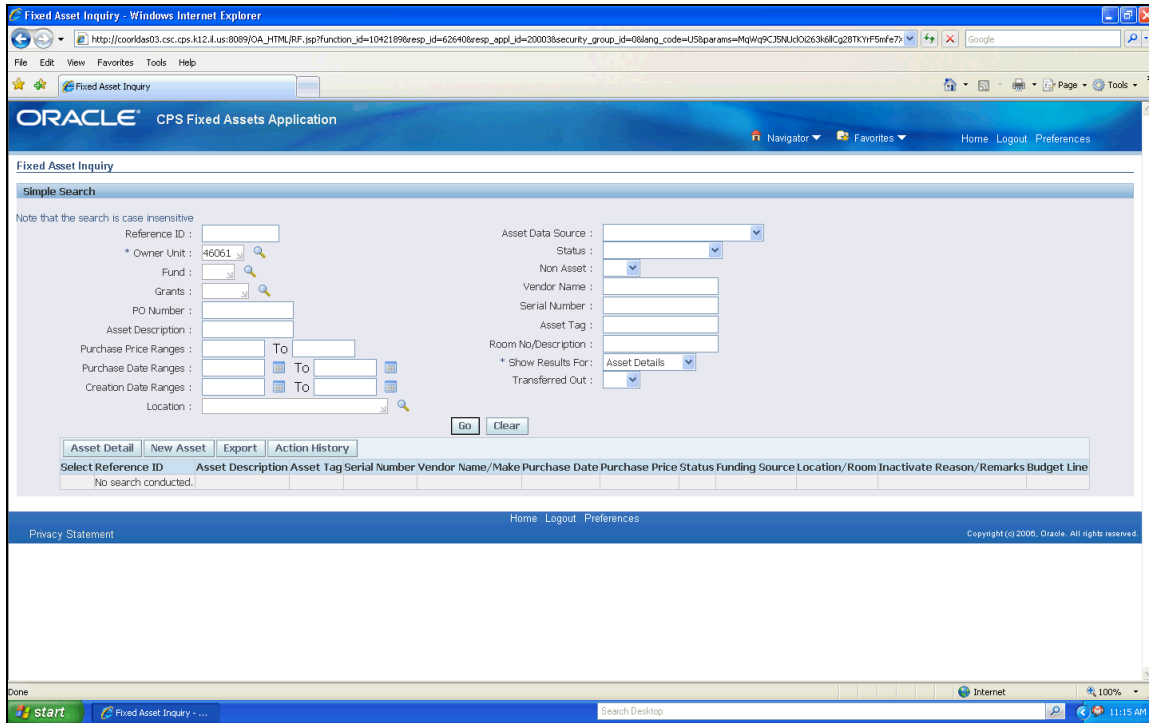
**Asset Summary Details** page can only be accessed from the **Fixed Asset Inquiry** page by changing the **Show Results For** field to **Asset Summary**.








Step	Action
1.	Click the " <b>CPS Fixed Assets Application</b> " Responsibility. 
2.	Click the " <b>Fixed Assets</b> " link. The <b>Fixed Asset Inquiry</b> page opens.

# Training Guide

## Fixed Asset Application - Phase II

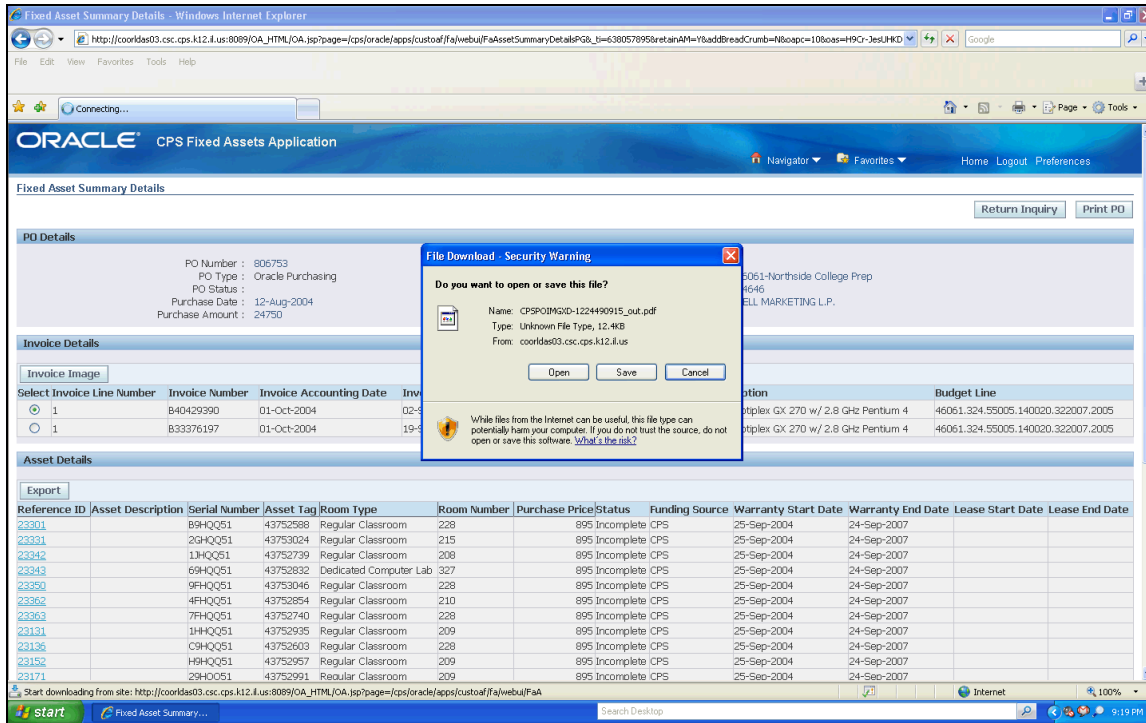


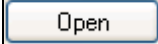
Step	Action
3.	<p>Enter the <b>"Owning Unit"</b> number.</p> <p>For this example, please enter <b>"46061"</b>.</p> 
4.	<p>The default for this page in the <b>"Show Results For"</b> field is <b>Asset Details</b>.</p> <p>Click the drop down arrow in <b>"Show Results For"</b> field.</p> <p>To view purchasing and invoice data, change the <b>"Show Results For"</b> field to <b>"Asset Summary"</b>.</p> 
5.	<p>Click on <b>"Asset Summary"</b>.</p> 

Step	Action
6.	<p>Click the <b>Go</b> button.</p> <p><b>Note:</b> The system will display all asset records grouped by purchase order.</p> <p>Remember, PO#'s beginning with 88100 represent assets purchased by P-Card or I-expense.</p> <p>All other PO#s are assets purchased through an Oracle Purchase Order.</p> 
7.	<p>The results display a summary of PO information.</p> <p>Data includes:</p> <ul style="list-style-type: none"> <li>- Total Invoices - per PO</li> <li>- Total Assets - per PO.</li> <li>- Approve Assets - records in - Approved status</li> <li>- Transferred Assets - assets transferred out of school/unit</li> <li>- Disposed assets - assets disposed and permanently removed from school/unit</li> <li>- Incomplete Assets - records in Incomplete status</li> <li>- Budget Line</li> </ul>
8.	<p>Click on the <b>PO Number</b> link to view purchasing details.</p> <p>For this example, we will view "<b>Oracle Purchasing</b>" invoice details. Click on PO - <b>806573</b></p> <p><b>Note:</b> Click on any of the "<b>PO Number</b>" that does not start with 881 to view Oracle Purchasing Invoice details related to that particular PO.</p>
9.	<p>The <b>Fixed Asset Summary Detail</b> page opens. It contains three sections:</p> <ol style="list-style-type: none"> <li>1. <b>PO Details</b></li> <li>2. <b>Invoice Details</b></li> <li>3. <b>Asset Details.</b></li> </ol> <p>The <b>PO Details</b> section provides PO data.</p> <p>To view and print the PO, click the "<b>Print PO</b>" button at the top right corner of the page. The system opens the PO image.</p> 

# Training Guide

## Fixed Asset Application - Phase II



Step	Action
10.	Click the "Open" button. 

**Chicago Public Schools**  
125 S Clark Street, Chicago, Illinois 60603  
Date: 2/20/2011


Vendor: Dell Marketing L.P. (44646)  
Address: 1 Dell Way, Mail Stop 8707  
Round Rock, TX 78682  
888 977-3355

Ship To: Northside College Prep High School (46061)  
5501 North Kedzie Avenue  
Chicago, IL 60625  
Tel. No: 773-534-3954

Requestor: Dimartino, Mr. Charles D  
Creation Dt: 12-Aug-2004  
Revision Dt:

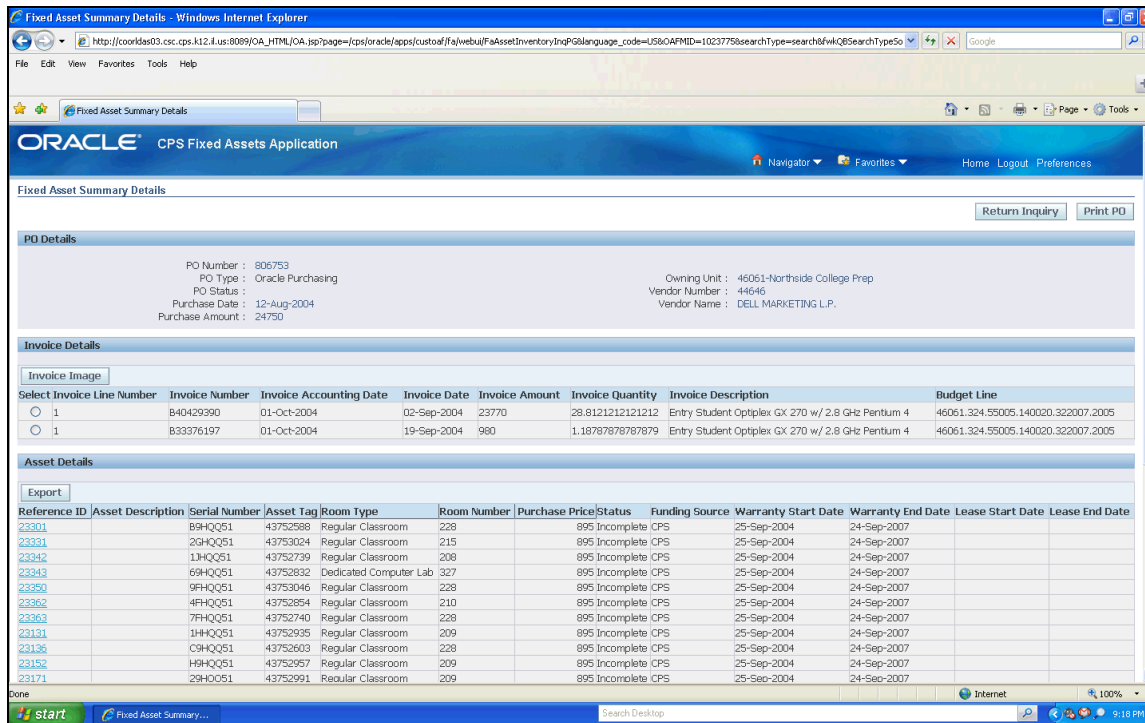
Line	Description	Need By Date	Qty	Unit Price	Extension
NOTE: THIS PURCHASE ORDER WILL BE CANCELLED ON 31-Oct-2004 DELIVERY MUST BE RECEIVED BY 31-Aug-2004					
1	Your #: 160309322 Entry Student Optiplex GX 270 w/ 2.8 GHz Pentium 4  Deliver To: Dimartino, Mr. Charles D (30) 46061.324.55005.140020.322007.2005	6-Aug-2004	30 Each	825.00	24,750.00
2	Your #: 160309322 48x DVD/CD-RW Combo  Deliver To: Dimartino, Mr. Charles D (1) 46061.324.55005.140020.322007.2005	6-Aug-2004	1 Each	85.00	85.00
3	Your #: 160309322 Upgrade to 512 MB Memory	6-Aug-2004	30 Each	70.00	2,100.00



Item	Description	Quantity	Unit Price	Extension	Warranty End Date	Lease Start Date	Lease End Date
23362	4FH-Q251 43752854 Regular Classroom	210	895 Incomplete CPS	25-Sep-2004	24-Sep-2007		
23363	7FH-Q251 43752740 Regular Classroom	228	895 Incomplete CPS	25-Sep-2004	24-Sep-2007		
23131	1FH-Q251 43752935 Regular Classroom	209	895 Incomplete CPS	25-Sep-2004	24-Sep-2007		
23136	3FH-Q251 43752603 Regular Classroom	228	895 Incomplete CPS	25-Sep-2004	24-Sep-2007		
23152	4FH-Q251 43752857 Regular Classroom	209	895 Incomplete CPS	25-Sep-2004	24-Sep-2007		
23171	29HQ251 43752991 Regular Classroom	209	895 Incomplete CPS	25-Sep-2004	24-Sep-2007		

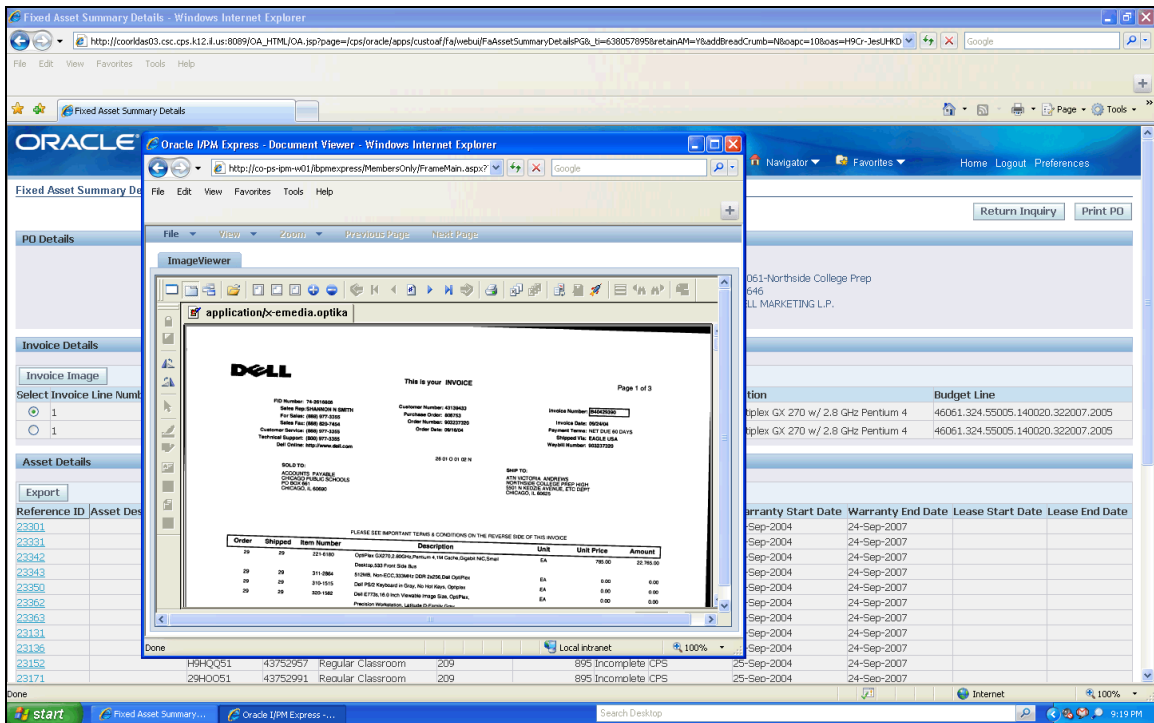
Step	Action
11.	<p>The system displays the PO image. From here you can view and/or print the PO.</p> <p>Note: To print, click the printer icon or use the Menu Bar (click File and then click Print).</p> <p>Once you are done, click the "Close" button.</p> 


# Training Guide

## Fixed Asset Application - Phase II



Step	Action
12.	<p>The <b>"Invoice Details"</b> section provides Invoice data by Line item.</p> <p>To view the <b>Invoice Image</b>, click the <b>Radio</b> button to the selected line...</p> <p>For this example, click the <b>Radio</b> button to Invoice Number <b>840429390</b> - <b>line 1</b>.</p> 
13.	<p>Click the <b>"Invoice Image"</b> button,</p> <p>The system opens another screen and displays the invoice image.</p> 



Step	Action
14.	<p>The system displays the Invoice image. From here you can view and/or print the Invoice.</p> <p><b>Note:</b> To print, click the printer icon or use the Menu Bar (click File and then click Print).</p> <p>Once you are done, click the "Close" button.</p> 

# Training Guide

## Fixed Asset Application - Phase II

**Fixed Asset Summary Details**

**PO Details**

PO Number : 806753  
 PO Type : Oracle Purchasing  
 PO Status :  
 Purchase Date : 12-Aug-2004  
 Purchase Amount : 24750  
 Owning Unit : 46051-Northside College Prep  
 Vendor Number : 44646  
 Vendor Name : DELL MARKETING LP.

**Invoice Details**

Invoice Image

Select	Invoice Line Number	Invoice Number	Invoice Accounting Date	Invoice Date	Invoice Amount	Invoice Quantity	Invoice Description	Budget Line
<input type="radio"/>	1	B40429390	01-Oct-2004	02-Sep-2004	23770	28.8121212121212	Entry Student Optiplex GX 270 w/ 2.8 Ghz Pentium 4	46061.324.55005.140020.322007.2005
<input type="radio"/>	1	B33376197	01-Oct-2004	19-Sep-2004	980	1.18787878787879	Entry Student Optiplex GX 270 w/ 2.8 Ghz Pentium 4	46061.324.55005.140020.322007.2005

**Asset Details**

Export

Reference ID	Asset Description	Serial Number	Asset Tag	Room Type	Room Number	Purchase Price	Status	Funding Source	Warranty Start Date	Warranty End Date	Lease Start Date	Lease End Date
<a href="#">2330</a>		69HQ051	43752588	Regular Classroom	228	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23331</a>		2GHQ051	43753024	Regular Classroom	215	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23342</a>		1JHQ051	43752739	Regular Classroom	208	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23343</a>		69HQ051	43752832	Dedicated Computer Lab	327	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23350</a>		9FHQ051	43753046	Regular Classroom	228	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23362</a>		4FHQ051	43752854	Regular Classroom	210	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23363</a>		7FHQ051	43752740	Regular Classroom	228	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23131</a>		1JHQ051	43752935	Regular Classroom	209	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23136</a>		03HQ051	43752603	Regular Classroom	228	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23152</a>		43HQ051	43752957	Regular Classroom	209	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		
<a href="#">23171</a>		29HQ051	43752991	Regular Classroom	209	895	Incomplete	CPS	25-Sep-2004	24-Sep-2007		

Step	Action
15.	<p>The <b>Asset Details</b> section provides details on the actual asset.</p> <p>To view the <b>Asset Details</b>, click the link to the <b>Reference ID</b>.</p> <p><a href="#">23342</a></p>
16.	<p>To export the <b>Asset Details</b> list to Excel, click the <b>"Export"</b> button.</p> <p><b>Export</b></p>
17.	<p>Click the <b>"Return Inquiry"</b> button, to go back to the <b>Asset Inquiry</b> page.</p>
18.	<p><b>Congratulations!</b> You have completed the lesson to view and find purchase order and invoice information from the <b>"Asset Summary"</b> page.</p> <p><b>End of Procedure.</b></p>

## 9. Create a New Asset Record

---

The **Fixed Asset Application** automatically creates an asset record for all assets (purchased, leased or donated at \$500 or more and assets purchased with federal funds at \$50 or more with a useful life of one year or more) that are:

- Purchased through a Purchase Order (Oracle Purchasing)
- Pulled from TechXL database with no Purchase Order (Unmatched TechXL/PO asset)
- Converted data (Conversion FY0)

**A New Asset Record will need to be created for:**

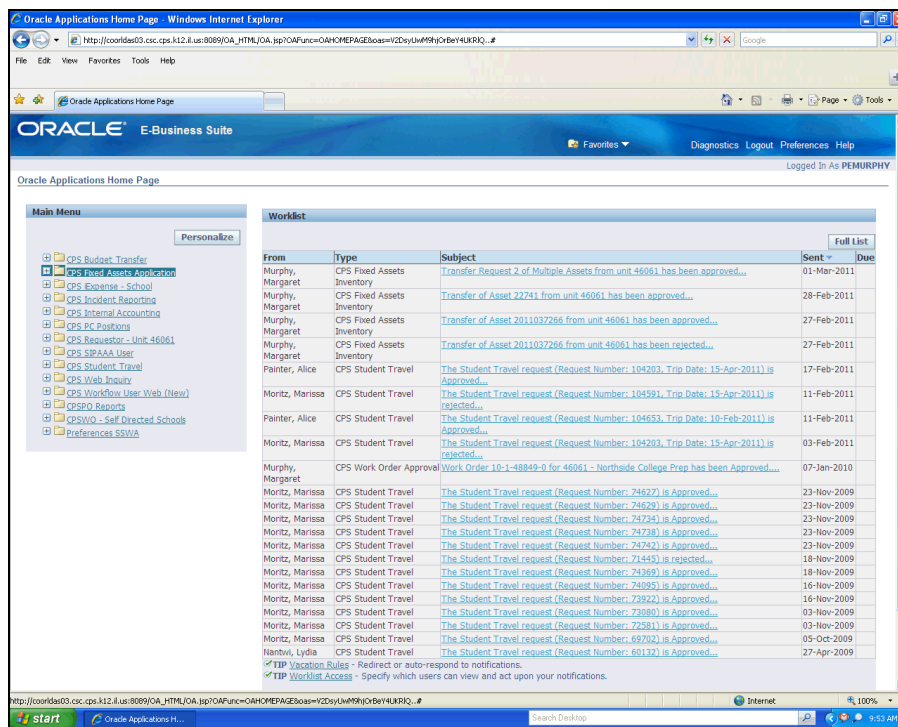
1. An asset purchased through Internal Accounts (IAMS Asset)
2. An asset donated to the school (Donated Asset)
3. An asset not automatically entered through the Purchasing System. (Manual Asset)


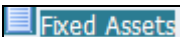
### A. Creating a record for an IAMS Asset

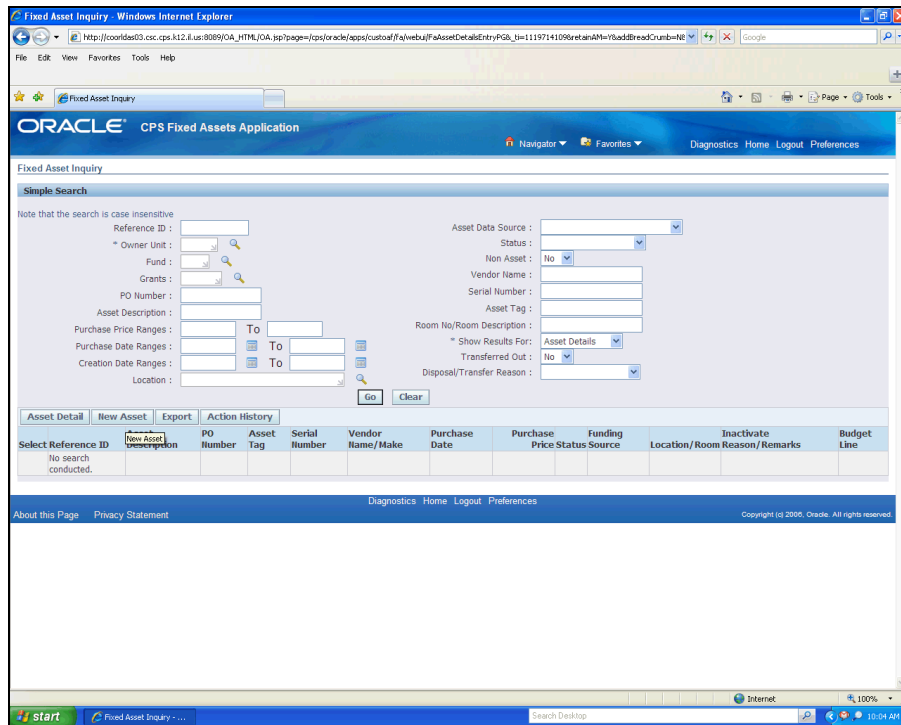
#### Procedure




In this tutorial, you will learn how to create a New **"IAMS Asset"** - an asset purchased with internal accounts funds.

**Note:** Fields with asterisks are required to complete an Asset record.



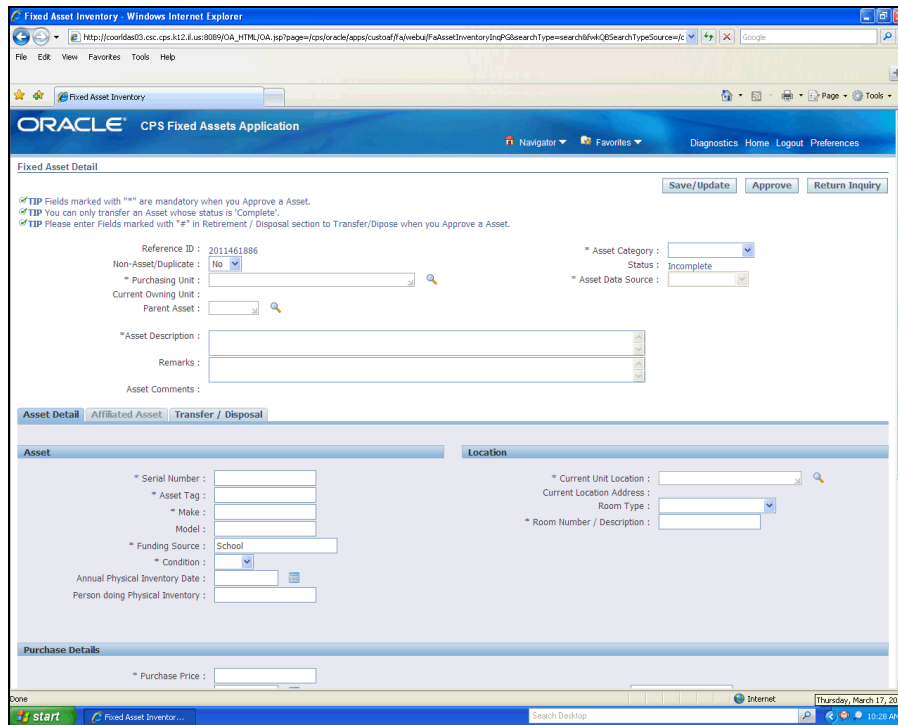
Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 
2.	Click the <b>"Fixed Assets"</b> link. The Fixed Asset Inquiry Page opens. 







Step	Action
3.	<p>Click the <b>"New Asset"</b> button.</p> 
4.	<p>The <b>Fixed Asset Detail</b> pages opens.</p> <p>Note this page has five sections:</p> <ol style="list-style-type: none"> <li>1. General Information</li> <li>2. Asset</li> <li>3. Purchase Details</li> <li>4. Lease/Warranty</li> <li>5. Funding Source</li> </ol> 
5.	<p>Click in the <b>"Purchasing Unit"</b> field.</p> <p><b>Note:</b> the <b>Purchasing Unit</b> field is always required to start a record or inquiry.</p> <p>All other fields with an asterisk are required fields to Complete a record.</p> 

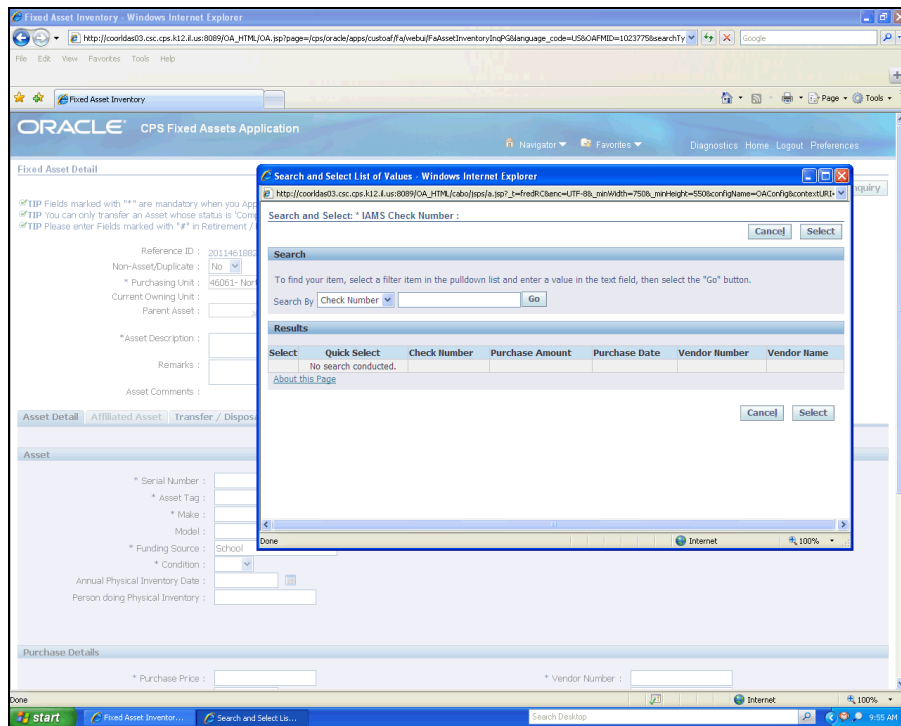
# Training Guide

## Fixed Asset Application - Phase II




Step	Action
6.	Enter the appropriate Unit Number, in the " <b>Purchasing Unit</b> " field and click the Tab key.  For this example, enter " <b>46061</b> ".
7.	Note: The system may display the unit in an object box.  Click the " <b>46061</b> " object.
8.	Click the drop down arrow at " <b>Asset Category</b> ". 
9.	Select the " <b>Asset Category</b> " that best describes the asset.  For this example, select " <b>Other Equipment</b> ". 
10.	Click the drop down arrow at " <b>Asset Data Source</b> ".  <b>Note:</b> The system will open the <b>Asset Data Source</b> dropdown list only after the Purchasing Unit has been entered.  

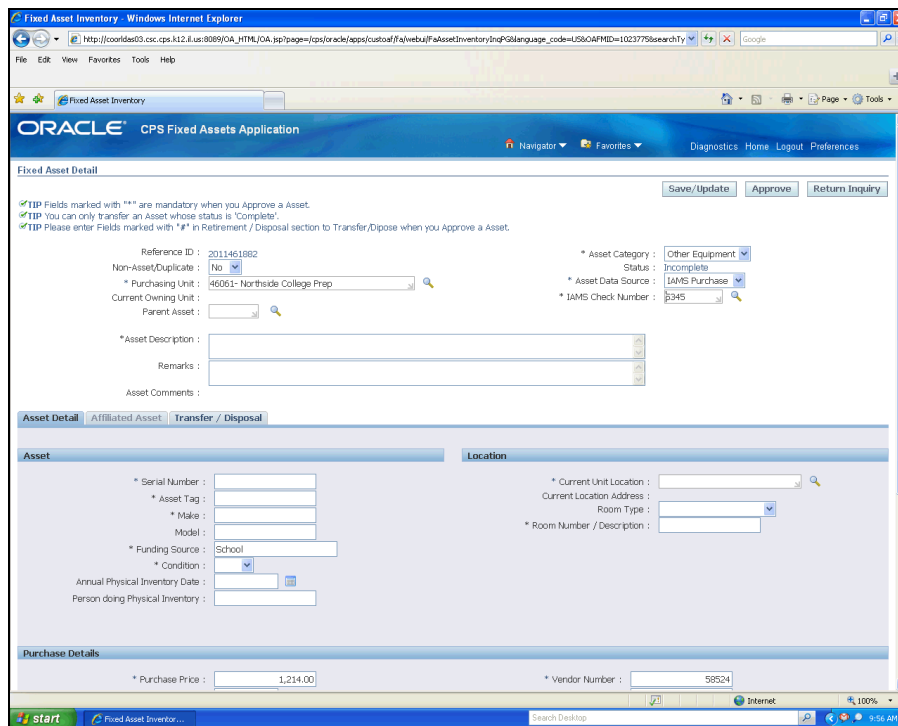
Step	Action
11.	<p>Select the <b>"Asset Data Source"</b>.</p> <p>For this example, select <b>"IAMS Purchase"</b> since we are learning to create an asset purchased with internal accounts funds.</p> <p><b>Note:</b> Once you select the <b>Asset Data Source</b> as an <b>IAMS Purchase</b>, the system populates the <b>IAMS Check Number</b> field. This field maintains a list of checks written by the purchasing unit.</p> <p><b>IAMS Purchase</b></p>
12.	<p>Click the Magnifying glass to search for the <b>"IAMS Check Number"</b> used to purchase the asset.</p> <p>The <b>Search and Select</b> page opens.</p> 



# Training Guide

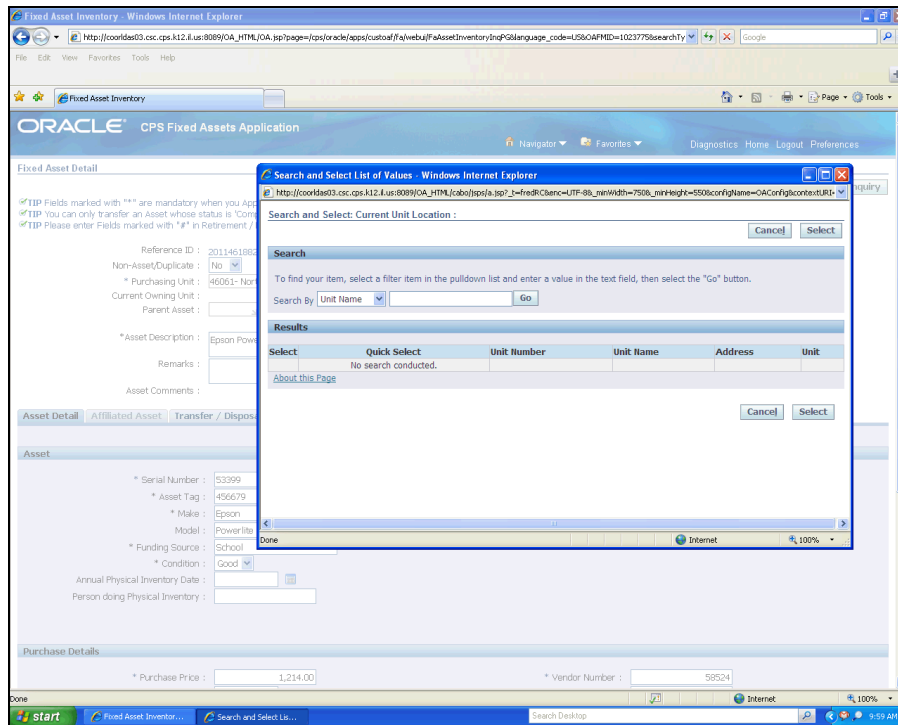
## Fixed Asset Application - Phase II



Step	Action
13.	<p>Click the drop down arrow to the <b>Search By</b> field.</p> <p><b>Note:</b> There are three (3) ways to search:</p> <ol style="list-style-type: none"> <li>1. Check Number and click the <b>Go</b> button;</li> <li>2. <b>Vendor Name</b> and click the <b>Go</b> button;</li> <li>3. Or, without entering any search criteria, click the <b>Go</b> button to get a list of all checks written by the unit.</li> </ol> <p>The system displays the search results.</p> <p>For this example, click the <b>GO</b> button.</p>
14.	<p>Select the appropriate "<b>Check</b>" by clicking the "<b>Quick Select</b>" button.</p> <p><b>Note:</b> Once a check is selected, the system will automatically populate data (Purchase Price; Purchase Date; Vendor #, and Vendor Name) from the check.</p> 

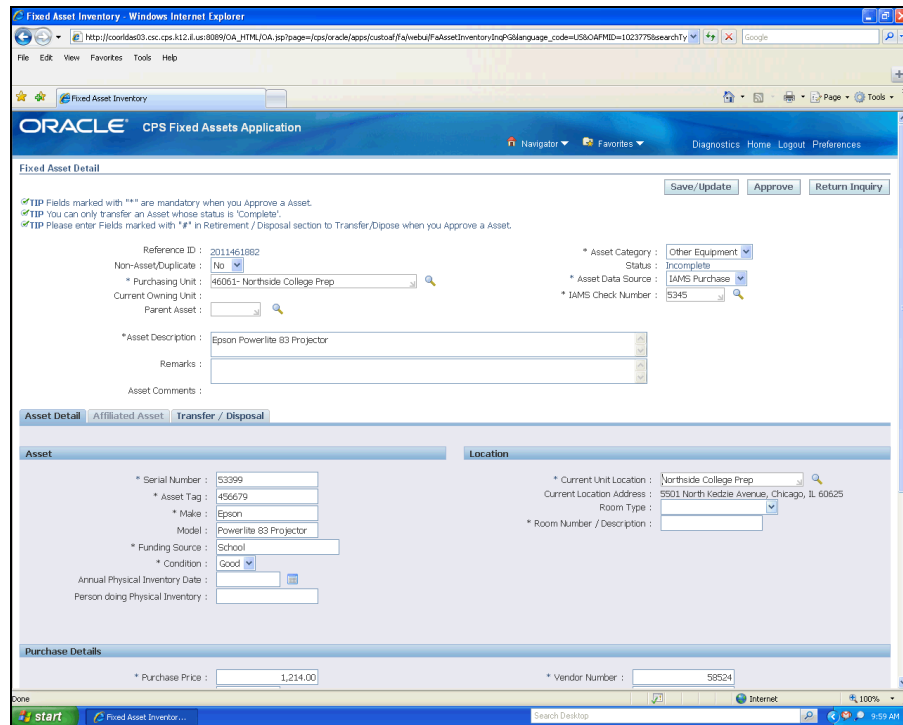





Step	Action
15.	Click in the " <b>Asset Description</b> " field.

Step	Action
16.	Enter the <b>"Asset Description"</b> .  For this example, enter <b>"Epson Powerlite 83 Projector"</b> .
17.	Click in the <b>"Serial Number"</b> field. 
18.	Enter the <b>"Serial Number"</b> .  <b>Note:</b> Serial number is not required if the <b>Asset Category</b> is <b>"Furniture"</b> or <b>"Other"</b>  For this example, enter <b>"53399"</b> .
19.	Click in the <b>"Asset Tag"</b> field. 
20.	Enter the <b>"Asset Tag"</b> number.  <b>Note:</b> All assets must have an Asset Tag.  For this example, enter <b>"456679"</b> .
21.	Click in the <b>"Make"</b> field. 
22.	Enter the <b>"Make"</b> of the asset.  For this example, enter <b>"Epson"</b>
23.	Enter the <b>"Model"</b> number.  For this example, enter <b>"Powerlite 83 Projector"</b> .
24.	The system will automatically populate the default <b>"Funding Source"</b> as <b>School</b> for an <b>IAMS Purchase</b> since funds from the school checking account was used. 
25.	Click the drop down arrow at <b>"Condition"</b> . 
26.	Select <b>"Good"</b> as condition for all New Assets 
27.	Go to the <b>"Current Unit Location"</b> field and click the <b>Magnifying</b> glass to search for the unit.  The <b>Search and Select</b> page opens. 





Step	Action
28.	<p>Click the drop down arrow at <b>"Search By"</b> and select the Search Criteria.</p> <p>There are five (5) ways to search for <b>Current Unit Location</b>:</p> <ol style="list-style-type: none"> <li>1. Search by <b>Unit Name</b> and click the <b>Go</b> button</li> <li>2. Search by <b>Unit Number</b> and click the <b>Go</b> button</li> <li>3. Search by <b>Unit Address</b> and click the <b>Go</b> button</li> <li>4. Search by <b>Unit</b> and click the <b>Go</b> button</li> <li>5. Or, without entering any search criteria, click the <b>Go</b> button to get a list of all units based on your unit security.</li> </ol> <p>For this example, click the <b>Go</b> button.</p> <p>The system displays the search results.</p> 
29.	<p>Select the Unit by clicking the unit's <b>"Quick Select"</b> button.</p> <p><b>Note:</b> Make sure to select the appropriate unit, if you have access for Multiple Units (CPC, Branch, etc.)</p> 



Step	Action
30.	Click the drop down arrow at " <b>Room Type</b> " 
31.	Select the <b>Room Type</b> that best describes the location.  For this example, select " <b>Teacher's Office</b> " 
32.	Enter the desired information into the " <b>Room Number / Description</b> " field.  For this example, enter " <b>302 / Teacher's Room</b> ".  <b>Note:</b> If the check was selected from the Search page, you are not required to enter any data after " <b>Room Number / Description</b> " field. The system automatically adds the Purchasing Details.  If check number was manually entered, you must enter the required Purchasing information.
33.	Click the " <b>Save / Update</b> " button, to save the data entered into the system.  <b>Note:</b> The system will display a confirmation at the top.  

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
34.	<p>Click the "<b>Approve</b>" button to change the <b>Status</b> of the asset record from Incomplete to Complete. Once record is successfully approved, the <b>Approve</b> button will disappear from this page.</p> <p><b>Note: Note:</b> The system will display a confirmation at the top and the status will change to "<b>Complete</b>".</p> <p>If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk.</p> <p></p>
35.	<p>Click the "<b>Return Inquiry</b>" button, to go back to the <b>Asset Inquiry</b> page</p> <p></p>
36.	<p><b>Congratulations!</b> You have completed the lesson on creating a new "<b>IAMS Asset</b>" record.</p> <p><b>End of Procedure.</b></p>

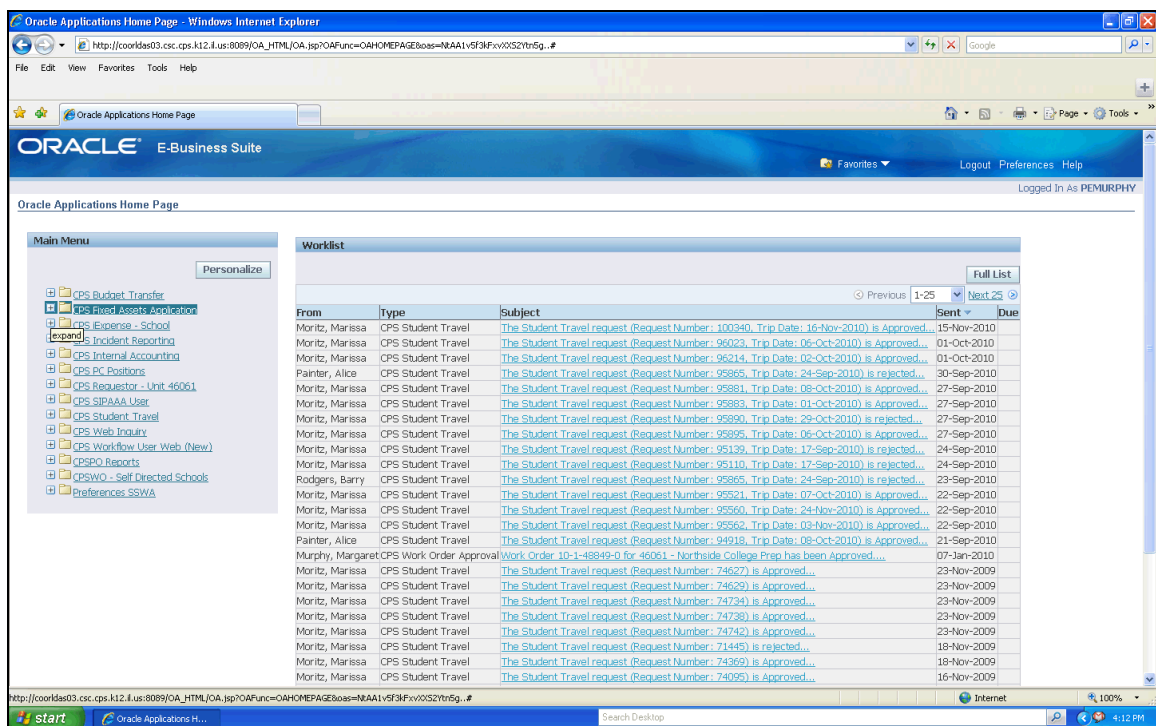
## B. Creating a record for a Donated Asset



### Procedure

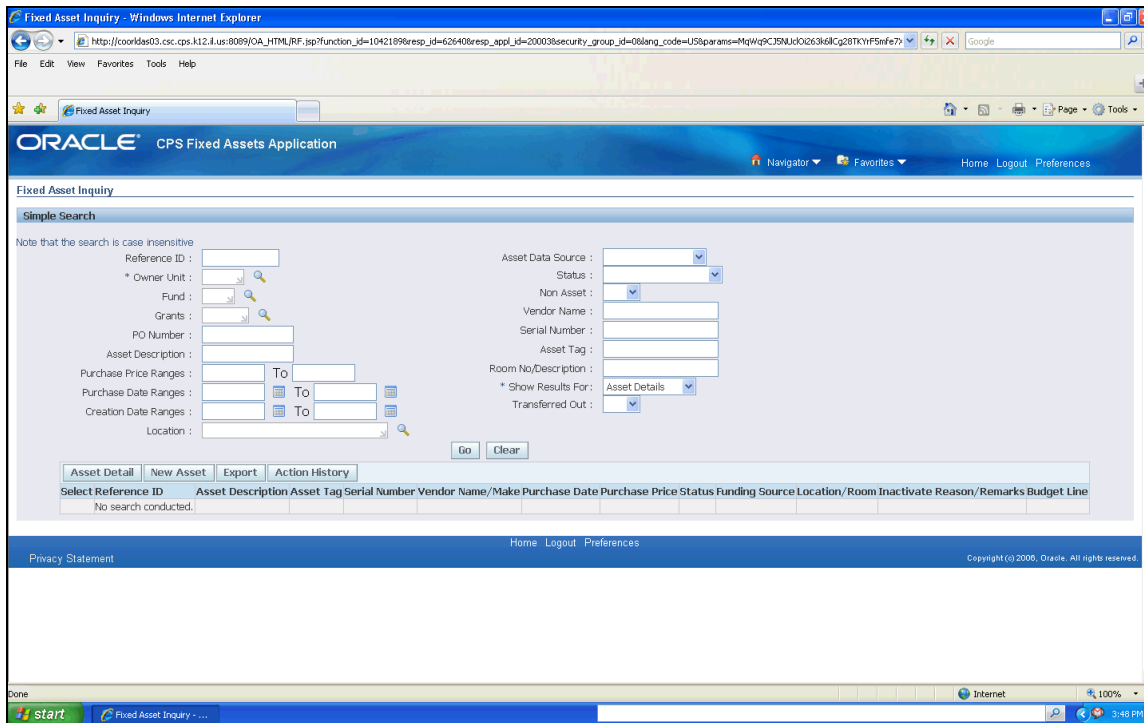
A **Donated** asset is an asset donated to the school.

In this tutorial, you will learn how to create a New Asset record for a **"Donated Asset"**.

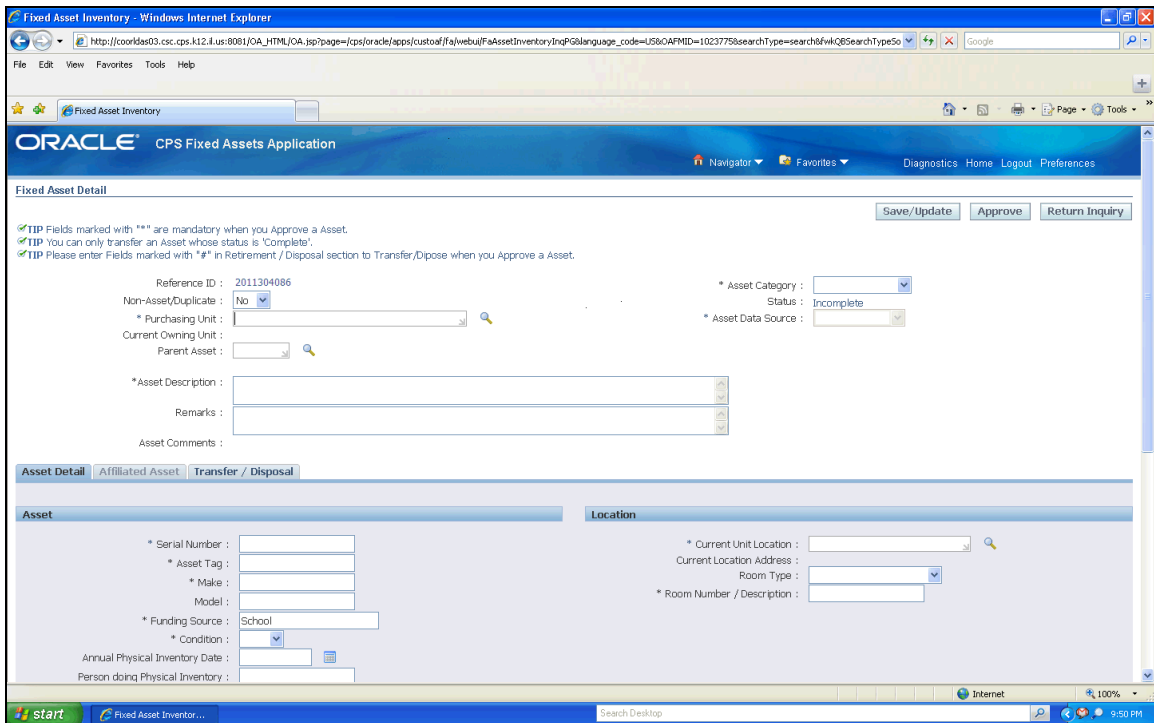
**Note:** Fields with asterisks are required to complete an Asset record.







Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 
2.	Click the <b>"Fixed Assets"</b> link. <b>Note:</b> The Fixed Asset Inquiry page opens. 



Step	Action
3.	<p>Click the <b>“New Asset”</b> button.</p> <p><b>Note:</b> The Fixed Asset Detail page opens.</p> <p>This screen has five sections:</p> <ol style="list-style-type: none"> <li>1.General Information</li> <li>2.Asset</li> <li>3.Purchase Details</li> <li>4.Lease/Warranty</li> <li>5.Funding Source</li> </ol>

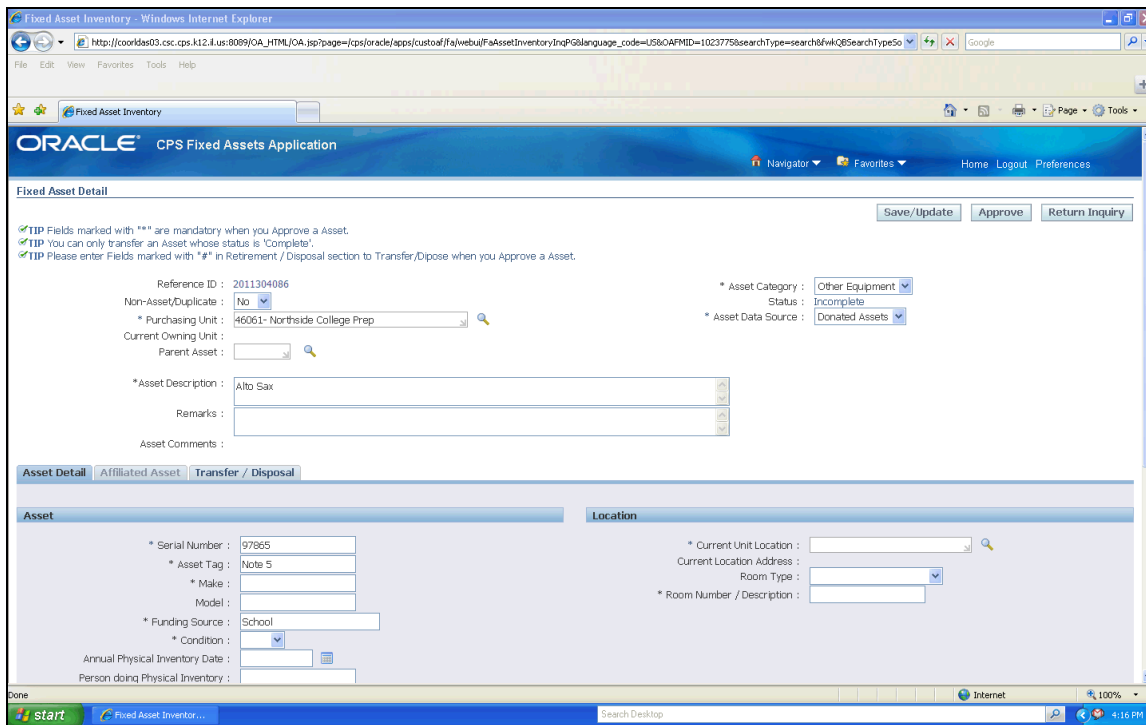


Step	Action
4.	Enter the appropriate Unit Number, at " <b>Purchasing Unit</b> " and click the Tab key.  For this example, enter <b>46061</b> .
5.	Click the drop down arrow at " <b>Asset Category</b> ". 
6.	Select the " <b>Asset Category</b> " that best describes the asset.  For this example, select " <b>Other Equipment</b> ". 
7.	Click the drop down arrow at " <b>Asset Data Source</b> ".  <b>Note:</b> System will open the <b>Asset Data Source</b> dropdown list only after entering the Purchasing Unit. 
8.	Select " <b>Donated Assets</b> ".  <b>Note:</b> Once the " <b>Donated</b> " <b>Asset Data Source</b> is selected, the system adds the <b>Donated Price</b> and <b>Estimated Date</b> to the <b>Purchase Detail</b> section of the page. 
9.	Enter the description in the " <b>Asset Description</b> " field.  For this example, enter " <b>Alto Sax</b> "

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
10.	<p>Enter the <b>"Serial Number"</b>.</p> <p>For this example, enter <b>"97865"</b>.</p> <input type="text"/>
11.	<p>Enter the <b>"Asset Tag"</b>.</p> <p><b>Note:</b> All assets must have an Asset Tag.</p> <p>For this example, enter <b>"Note 5"</b>.</p> <input type="text"/>



Step	Action
12.	<p>Enter the <b>"Make"</b>.</p> <p>For this example, enter, <b>NE-345</b>.</p> <input type="text"/>

The screenshot shows the Oracle CPS Fixed Assets Application interface. The main form is titled "Fixed Asset Detail" and contains the following fields and values:

- Reference ID: 2011304086
- Non-Asset/Duplicate: No
- Purchasing Unit: 46061- Northside College Prep
- Current Owning Unit: (empty)
- Parent Asset: (empty)
- Asset Category: Other Equipment
- Status: Incomplete
- Asset Data Source: Donated Assets
- Asset Description: Alto Sax
- Remarks: (empty)
- Asset Comments: (empty)


Below the main form, there are two sections: "Asset" and "Location".

**Asset Section:**

- Serial Number: 97865
- Asset Tag: Note 5
- Make: NE-345
- Model: (empty)
- Funding Source: School
- Condition: (empty)
- Annual Physical Inventory Date: (empty)
- Person doing Physical Inventory: (empty)

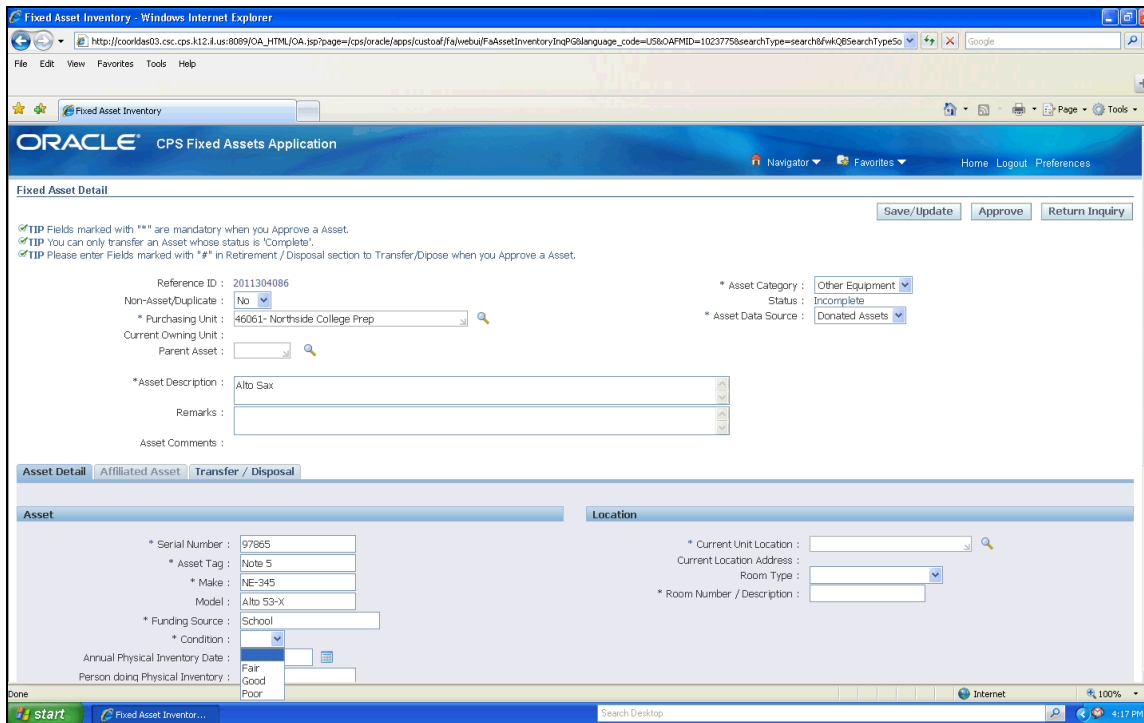
**Location Section:**

- Current Unit Location: (empty)
- Current Location Address: (empty)
- Room Type: (empty)
- Room Number / Description: (empty)

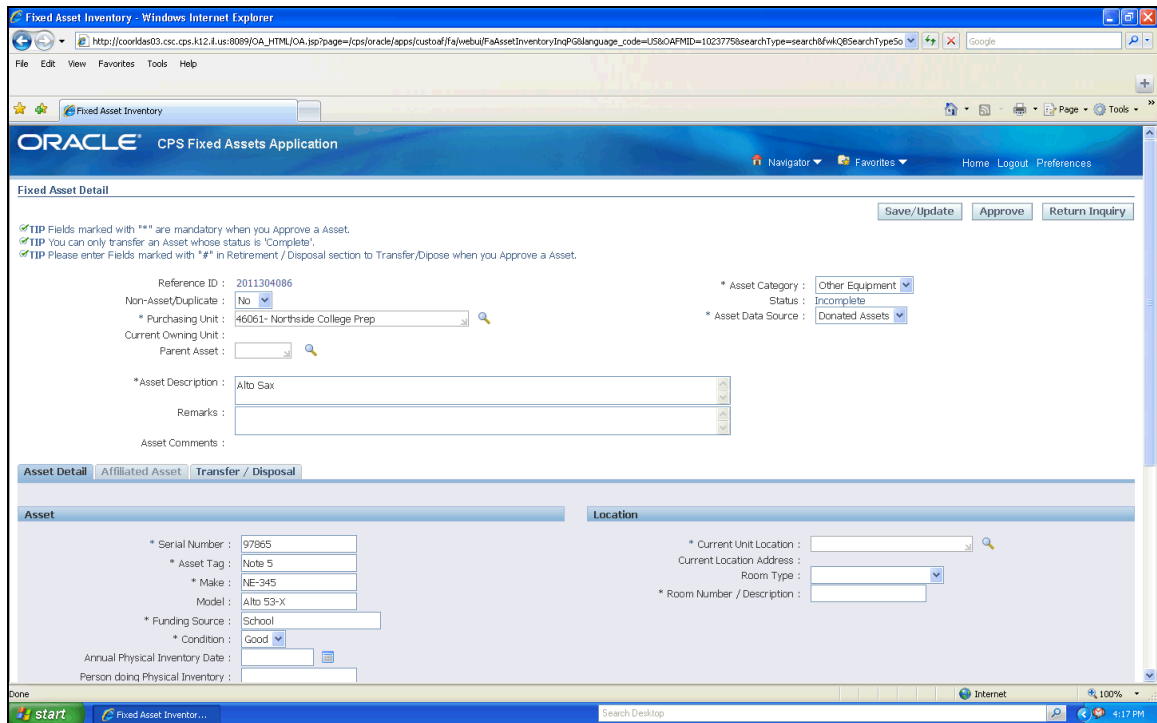
Step	Action
13.	Enter the <b>"Model"</b> .
14.	Check the <b>"Funding Source"</b> .  <b>Note:</b> System defaults <b>"School"</b> as the <b>Funding Source</b> since the asset was donated directly to the school.
15.	Click the drop down arrow at <b>"Condition"</b> .  

# Training Guide

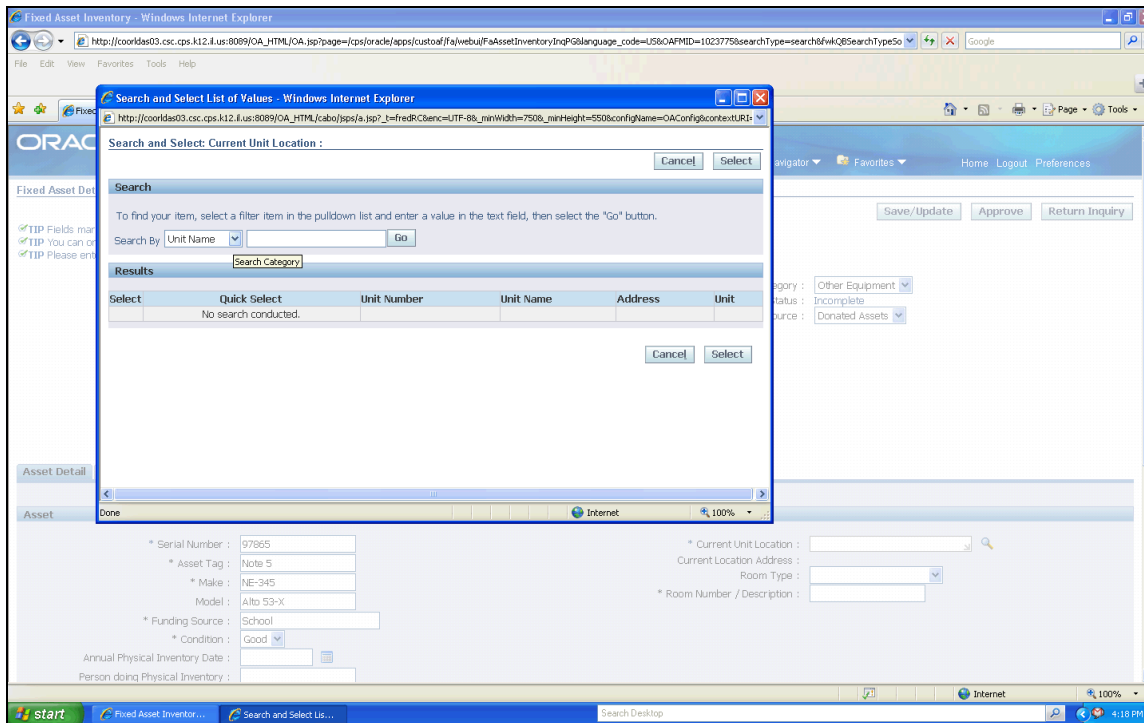
## Fixed Asset Application - Phase II



Step	Action
16.	<p>Select the <b>"Condition"</b>.</p> <p><b>Note:</b> The Condition for all new assets should be Good.</p> <p>For this example, select <b>"Good"</b>.</p> <p>Good</p>

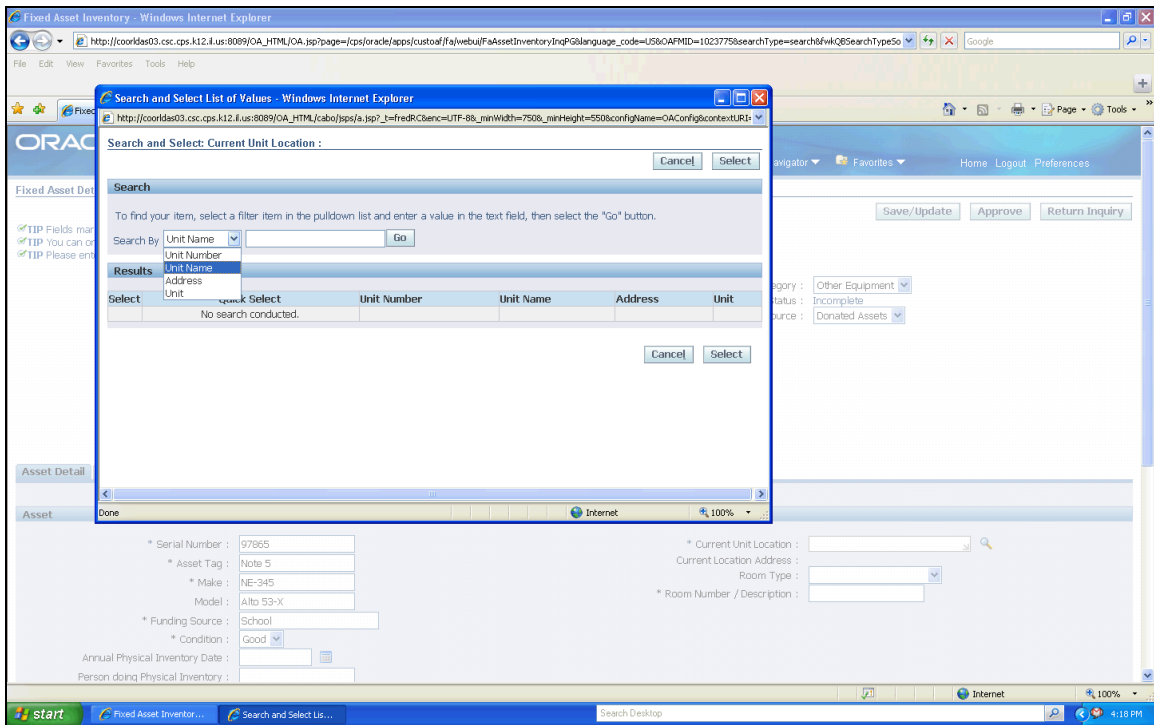


Step	Action
17.	Go to the <b>"Current Unit Location"</b> field and click the <b>Magnifying</b> glass.  The Search page opens.

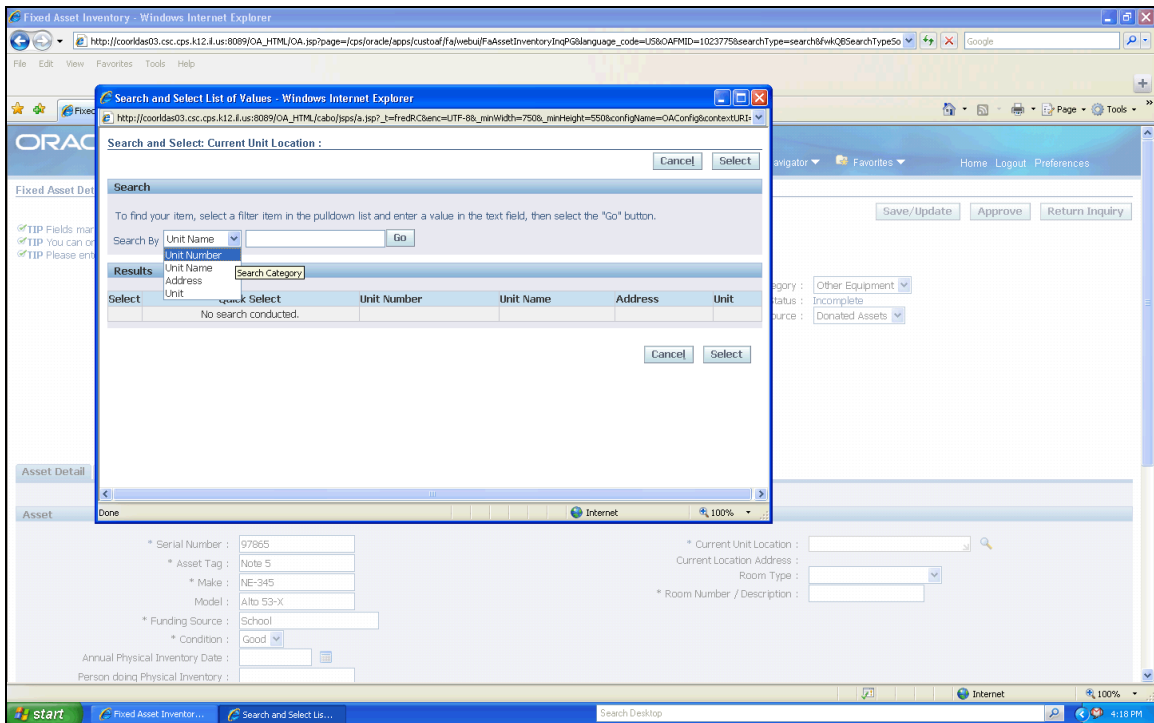


Step	Action
18.	<p>Click the drop down arrow at <b>"Search By"</b> and select the Search Criteria.</p> <p>There are five (5) ways to search for <b>Current Unit Location</b>:</p> <ol style="list-style-type: none"> <li>1. Search by <b>Unit Name</b> and click the <b>Go</b> button</li> <li>2. Search by <b>Unit Number</b> and click the <b>Go</b> button</li> <li>3. Search by <b>Unit Address</b> and click the <b>Go</b> button</li> <li>4. Search by <b>Unit</b> and click the <b>Go</b> button</li> <li>5. Or, without entering any search criteria, click the <b>Go</b> button to get a list of all units based on your unit security.</li> </ol>







Step	Action
19.	For this example, choose <b>"Unit Number"</b> .

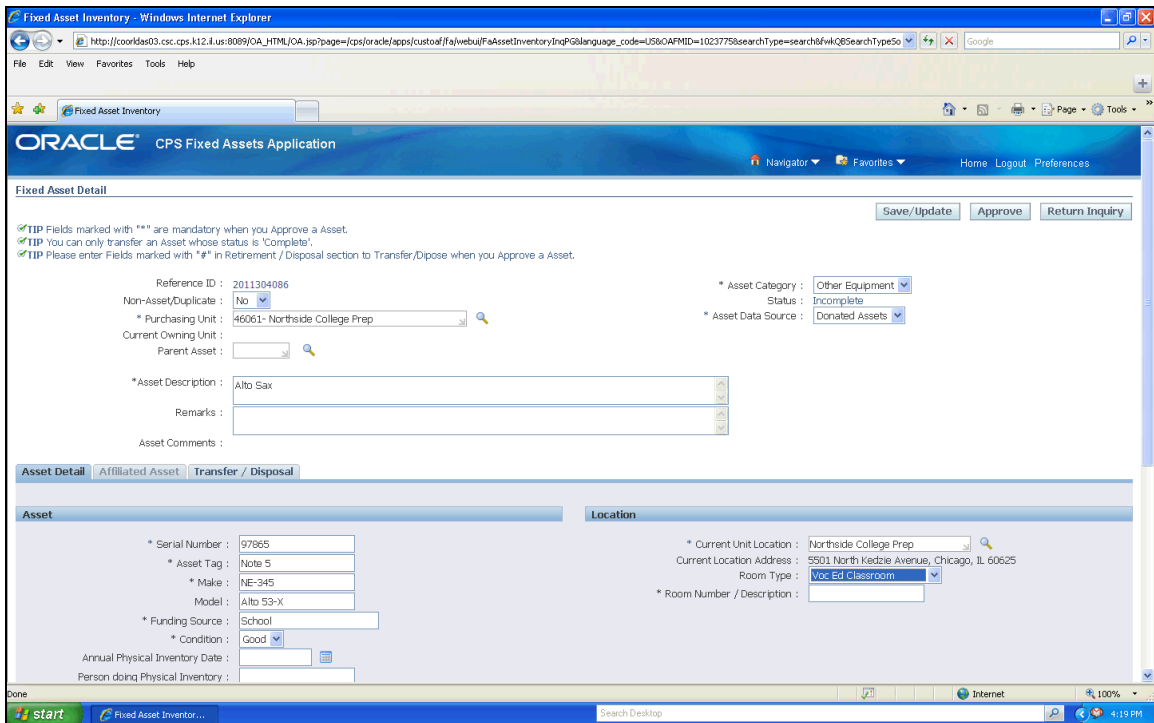


# Training Guide

## Fixed Asset Application - Phase II

Step	Action
20.	Enter the unit number into the field.  For this example enter <b>"46061"</b>
21.	Click the <b>Go</b> button.  The system displays the search results. 
22.	Select the unit by clicking the <b>"Quick Select"</b> button. 


Step	Action
23.	Go to the <b>"Room Type"</b> field and click the drop down arrow. Select the room type that best describes the location.  For this example, click the <b>"Voc Ed Class room"</b> .

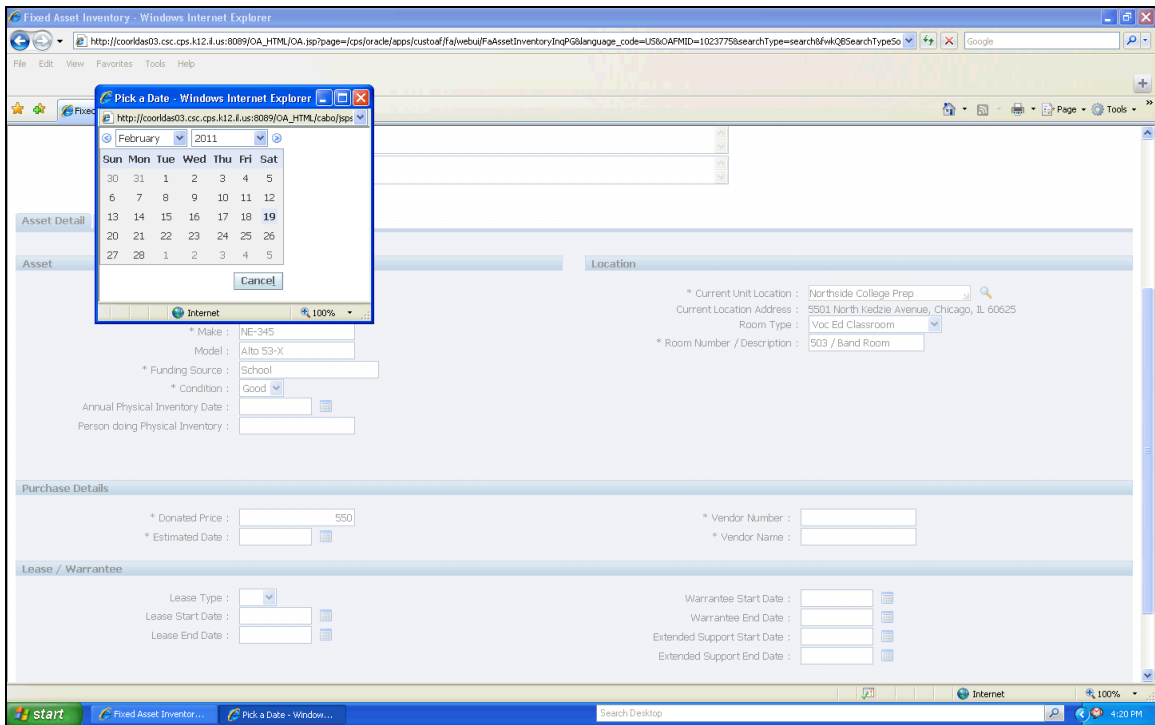


Step	Action
24.	<p>Enter the desired information into the <b>"Room Number / Description"</b> field.</p> <p>For this example, enter <b>"503 / Band Room"</b>.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
25.	<p>Enter the <b>"Donated Price"</b>.</p> <p><b>Note:</b> The donated price is the current market value or the best estimated value of an asset.</p> <p>For this example, enter <b>"550"</b>.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">550</div>

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
26.	<p>Enter the <b>“Estimated Date”</b> by clicking the "Calendar" icon.</p> <p><b>Note:</b> The Estimated Date is the date the asset was donated.</p> <p>The calendar opens.</p> 





Step	Action
27.	<p>Select the <b>“Estimated Date”</b>.</p> <p>For this Example, select <b>February 19, 2011</b>.</p> <p><b>Note:</b> Be sure to check the Month and Year.</p>

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
28.	<p>Enter the <b>"Vendor Number"</b>.</p> <p>For this example enter, <b>"23405"</b>.</p> <input type="text"/>
29.	<p>Enter the <b>"Vendor Name"</b>.</p> <p>For this example, enter <b>"Hulton"</b>.</p> <input type="text"/>
30.	<p>Scroll up to review the asset record. Make sure all fields with an asterisk are completed.</p>
31.	<p>Click the <b>"Save / Update"</b> button, to save the data entered into the system.</p> <p><b>Note:</b> The system will display a confirmation at the top.</p> <input type="button" value="Save/Update"/>

Step	Action
32.	<p>Click the <b>"Approve"</b> button to change the <b>Status</b> of the asset record from Incomplete to Complete. Once record is successfully approved, the <b>Approve</b> button will disappear from this page.</p> <p><b>Note: Note:</b> The system will display a confirmation at the top and the status will change to <b>"Complete"</b>.</p> <p>If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk.</p> <p></p>
33.	<p>Click the <b>"Return Inquiry"</b> button, to go back to the <b>Asset Inquiry</b> page.</p> <p></p>
34.	<p><b>Congratulations!</b> You have completed the lesson on creating a new <b>"Donated Asset"</b> record.</p> <p><b>End of Procedure.</b></p>

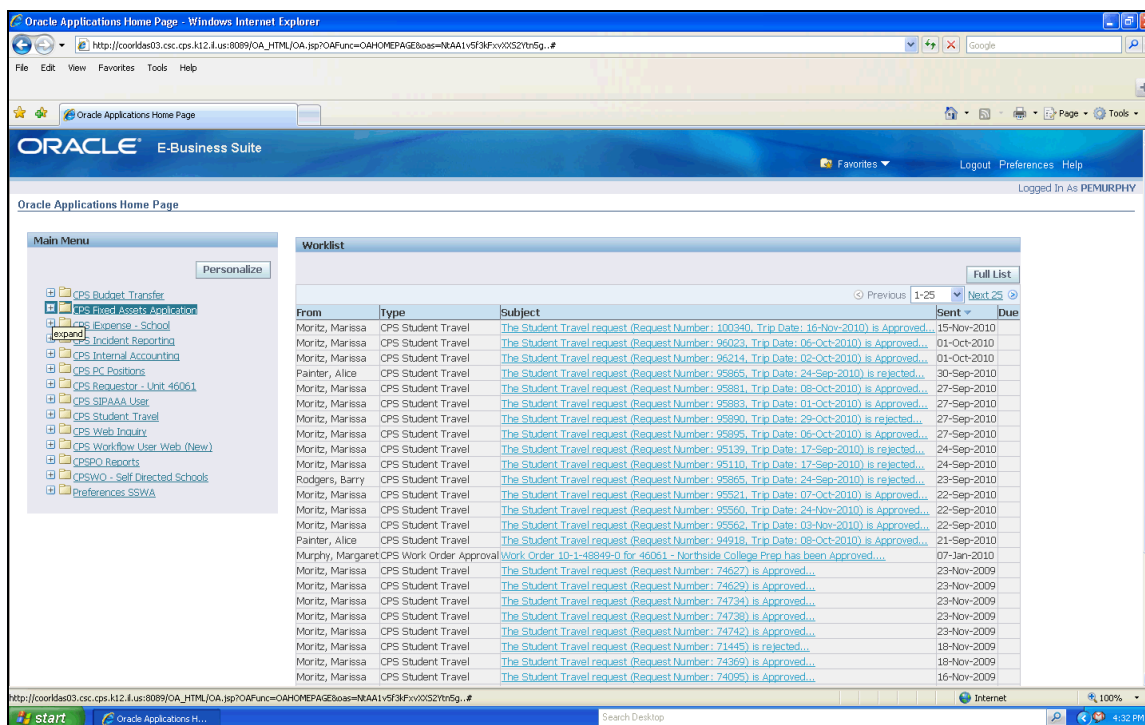
### C. Creating a record for a Manual Asset

#### Procedure

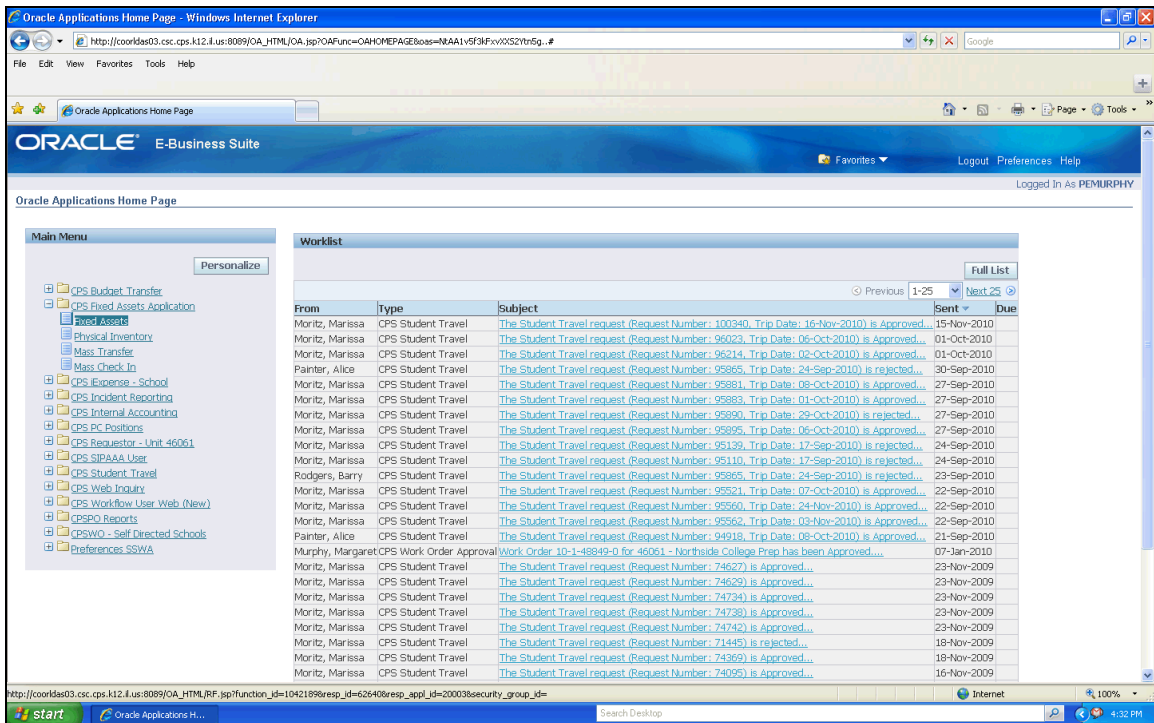
In this tutorial, you will learn how to create a record for a New **"Manual Asset"**.

A Manual Asset is an asset whose record was not automatically created by the system.

**Note:** Thoroughly check the system for the asset record prior to entering a new asset record.



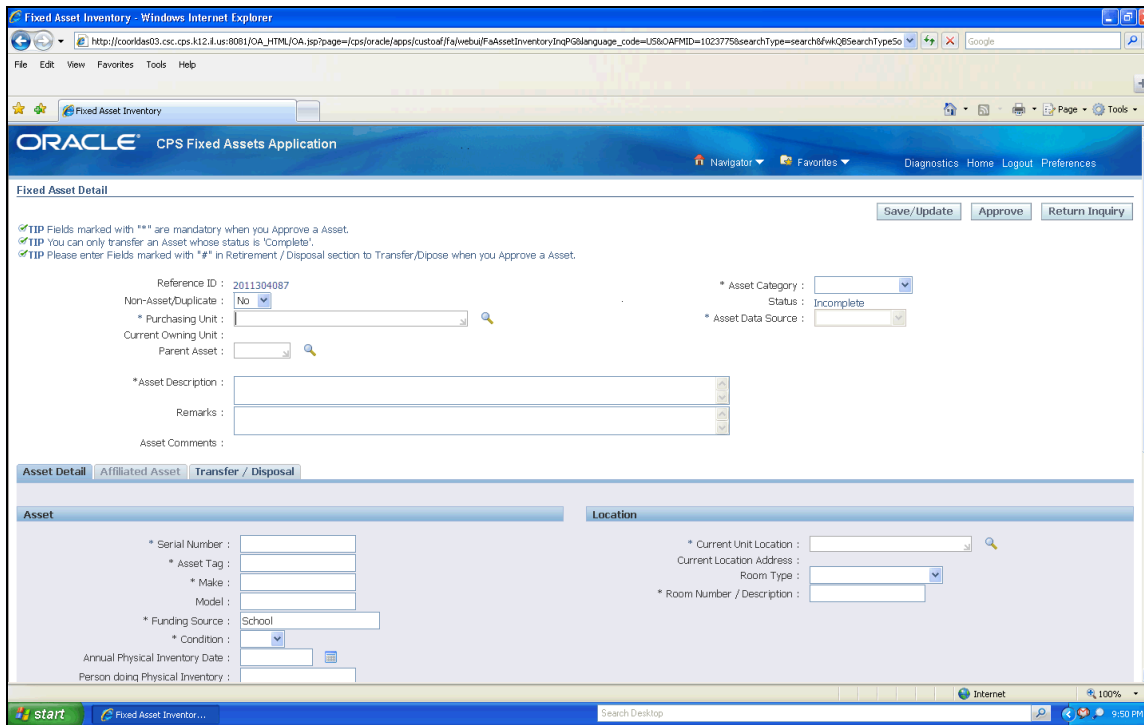
Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 






Step	Action
2.	<p>Click the <b>“Fixed Assets”</b> link.</p> <p>The Fixed Asset Inquiry page opens.</p> <p><b>Fixed Assets</b></p>
3.	<p>Click the <b>“New Asset”</b> button. The Fixed Asset Detail page opens.</p> <p><b>Note:</b> This screen has five sections:</p> <ol style="list-style-type: none"> <li>1.General Information</li> <li>2.Asset</li> <li>3.Purchase Details</li> <li>4.Lease/Warrantee</li> <li>5.Funding Source</li> </ol>

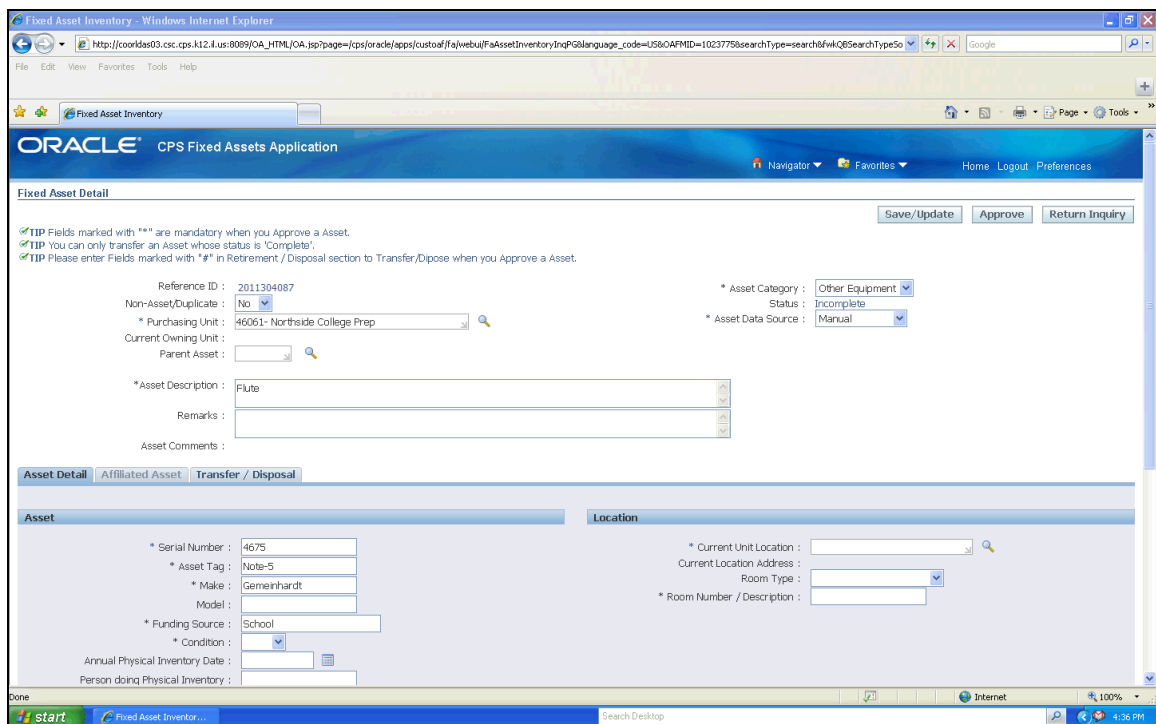
# Training Guide

## Fixed Asset Application - Phase II

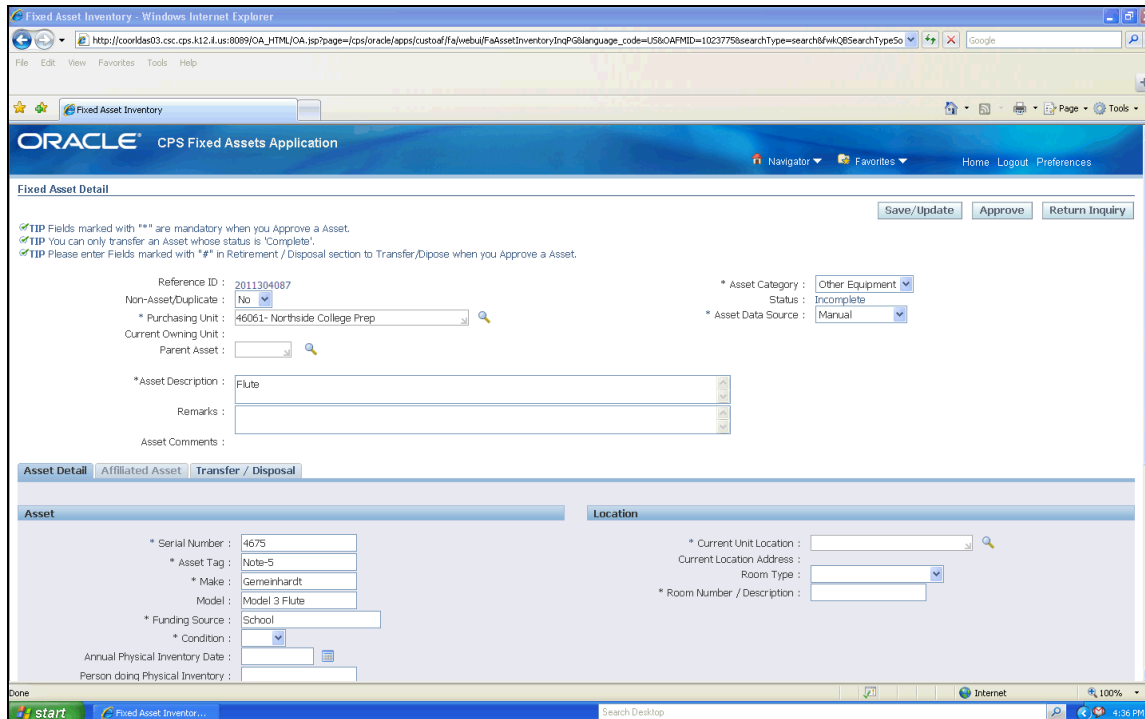


Step	Action
4.	Enter the appropriate Unit Number, at " <b>Purchasing Unit</b> ". For this example, enter <b>46061</b> .
5.	Go to the " <b>Asset Category</b> " field and click the drop down arrow. 
6.	Select the " <b>Asset Category</b> ". For this example, select " <b>Other Equipment</b> ". 
7.	Go to the " <b>Asset Data Source</b> " field and click the drop down arrow. <b>Note:</b> The system will open the "Asset Data Source" field only after entering the Purchasing Unit. 
8.	Select " <b>Manual</b> " as the " <b>Asset Data Source</b> ".
9.	Enter the " <b>Asset Description</b> ". For this example, enter " <b>Flute</b> ".

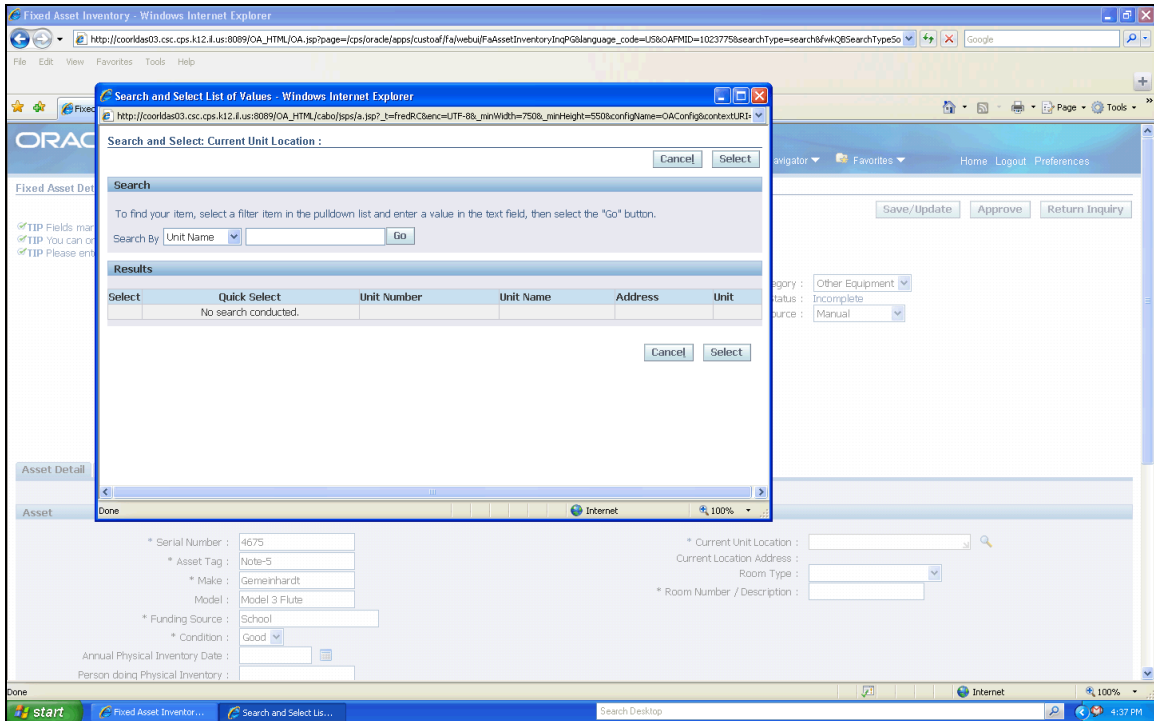
Step	Action
10.	<p>Enter the <b>"Serial Number"</b>.</p> <p><b>Note:</b> Serial Number is not required if the Asset category is <b>"Furniture"</b> or <b>"Other."</b></p> <p>For this example, enter <b>"4765"</b></p>
11.	<p>Enter the <b>"Asset Tag"</b> number.</p> <p><b>Note:</b> All assets must have an Asset Tag.</p> <p>For this example, enter <b>"Note-5"</b>.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 10px auto;"></div>
12.	<p>Enter the <b>"Make"</b> of an asset.</p> <p>For this example, enter <b>"Gemeinhardt"</b>.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 10px auto;"></div>





Step	Action
13.	<p>Enter the <b>"Model"</b> number.</p> <p>For this example, enter <b>"Model 3 Flute"</b>.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>




Step	Action
14.	<p>Check the <b>"Funding Source"</b>.</p> <p><b>Note:</b> System defaults <b>"School"</b> as the Funding Source. Since we are creating a Manual Asset record, the Funding source is probably CPS.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
15.	<p>Go to the <b>"Condition"</b> field and click the drop down arrow. Select the Condition.</p> <p><b>Note:</b> The Condition for all new assets should be Good.</p> <p>For this example, select <b>"Good"</b>.</p>
16.	<p>Go to the <b>"Current Unit Location"</b> field and click the <b>Magnifying</b> glass. The <b>Search and Select</b> page opens.</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin-left: 20px; text-align: center; vertical-align: middle;"> </div>

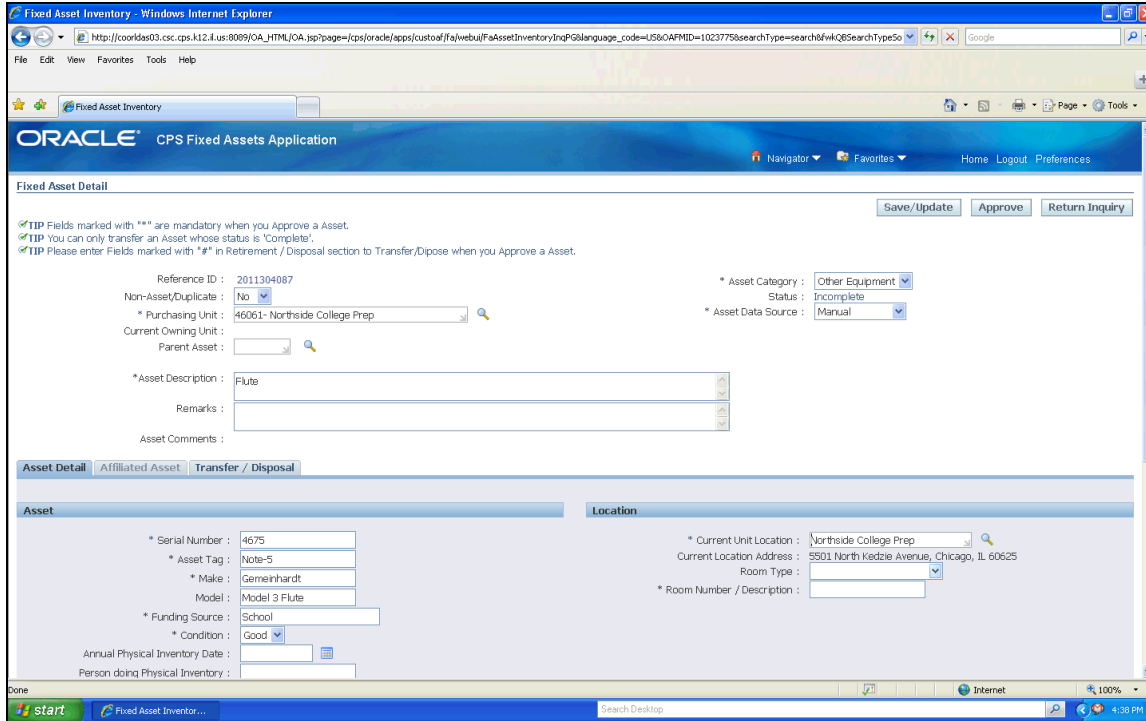



Step	Action
17.	<p>Click the drop down arrow at <b>"Search By"</b> and select the Search Criteria.</p> <p>There are five (5) ways to search for <b>Current Unit Location</b>:</p> <ol style="list-style-type: none"> <li>1. Search by <b>Unit Name</b> and click the <b>Go</b> button</li> <li>2. Search by <b>Unit Number</b> and click the <b>Go</b> button</li> <li>3. Search by <b>Unit Address</b> and click the <b>Go</b> button</li> <li>4. Search by <b>Unit</b> and click the <b>Go</b> button</li> <li>5. Or, without entering any search criteria, click the <b>Go</b> button to get a list of all units based on your unit security.</li> </ol> <p>For this example, click the <b>Go</b> button.</p> <p>The system displays the search results.</p> 
18.	For this Example, click on <b>"Unit Number"</b>
19.	<p>Enter the search data.</p> <p>For this example enter <b>"46061"</b>.</p>
20.	<p>Click the <b>Go</b> button.</p> 

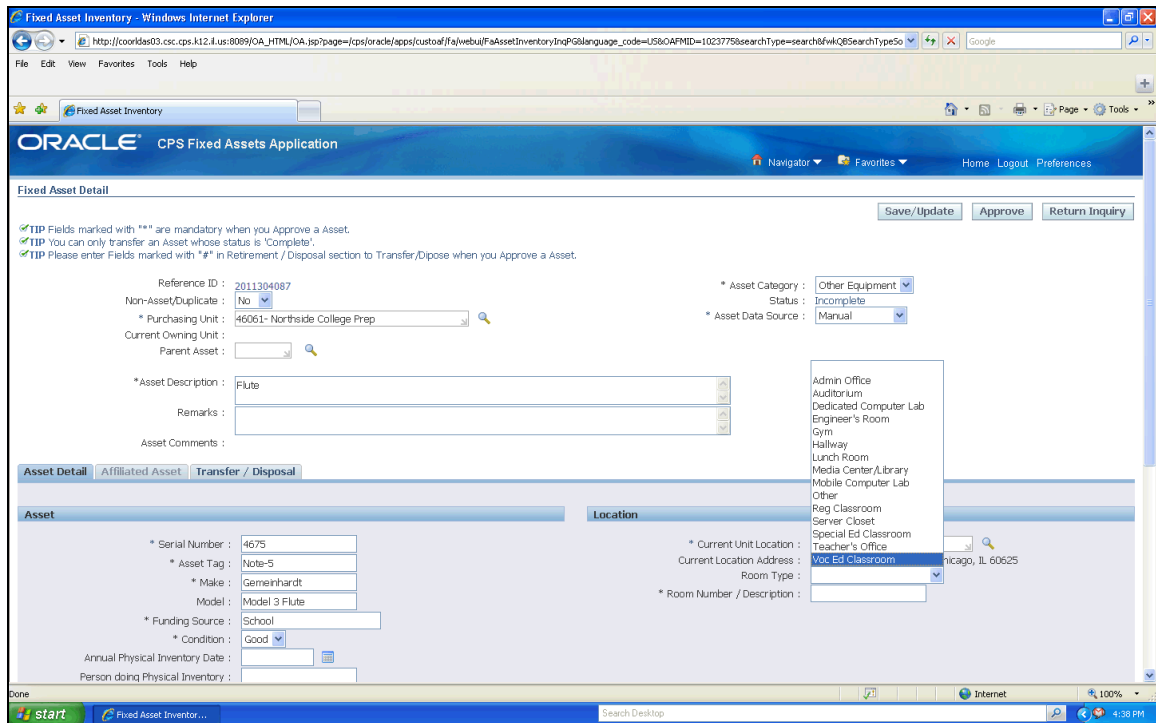
# Training Guide

## Fixed Asset Application - Phase II

Step	Action
21.	Select the Unit by clicking the <b>"Quick Select"</b> button. 



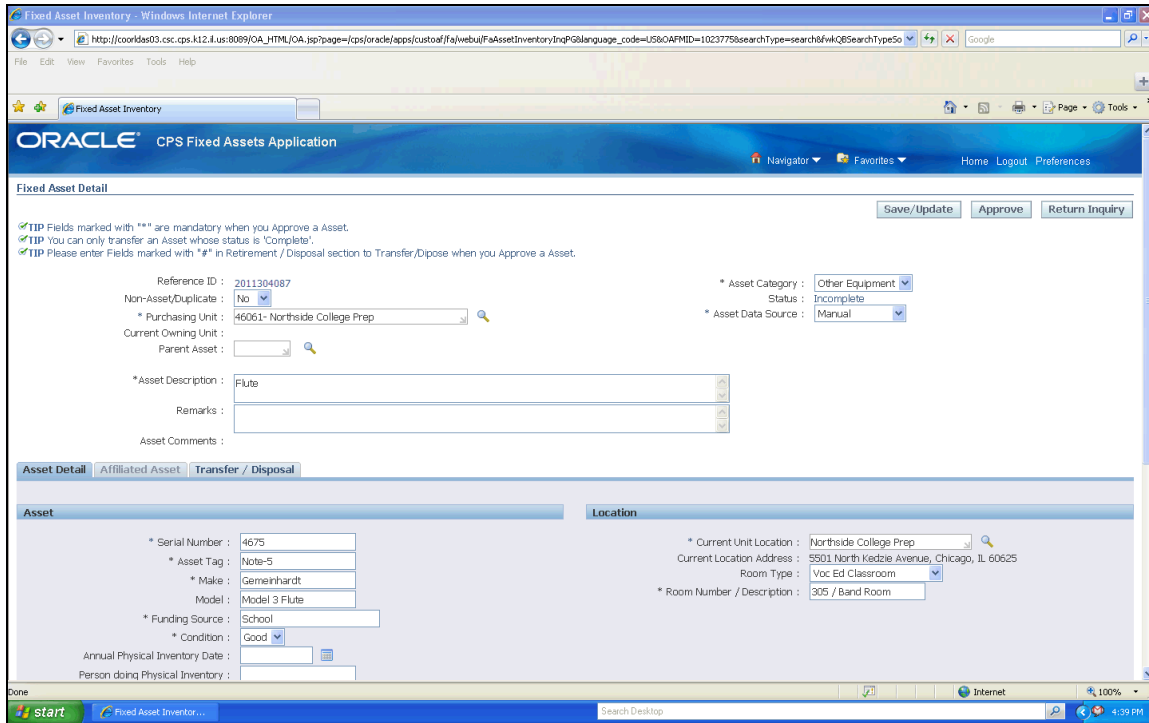
Step	Action
22.	G to the <b>"Room Type"</b> field and click the drop down arrow. 




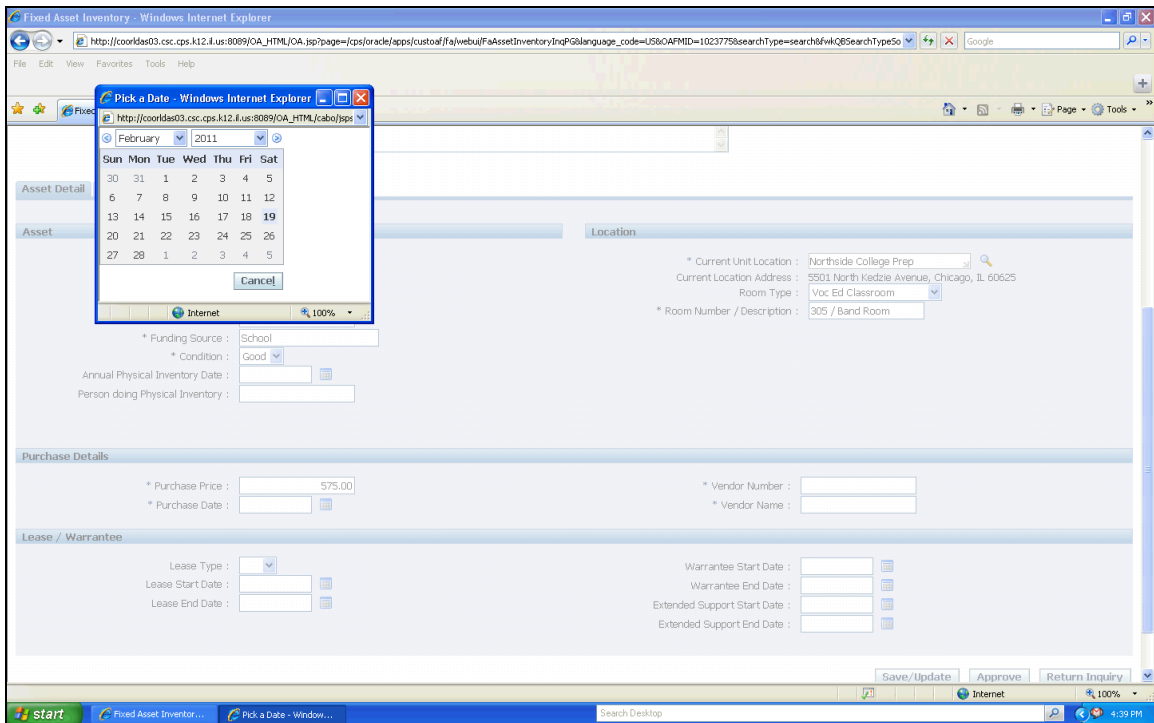
Step	Action
23.	<p>Select the <b>Room Type</b> that best describes the location.</p> <p>For this example, click the <b>"Voc Ed Classroom"</b>.</p> <p>Voc Ed Classroom</p>

# Training Guide

## Fixed Asset Application - Phase II




Step	Action
24.	Enter the desired information into the <b>"Room Number / Description"</b> field.  For this example, enter <b>"305 / Band Room"</b> .
25.	Enter the <b>"Purchase Price"</b> .  For this example, enter <b>"575"</b>
26.	Enter the <b>"Purchase Date"</b> by clicking the <b>"Calendar"</b> icon.  The calendar opens. 




Step	Action
27.	<p>Select the <b>“Purchase Date”</b> of the Asset.</p> <p>For this example, please select <b>February 17, 2011</b>.</p> <p>Note: Make sure to check the Month and Year.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">17</div>

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
28.	Enter the <b>"Vendor Number"</b> .  For this example, enter the <b>"1234"</b> as vendor number.
29.	Enter the <b>"Vendor Name"</b>  For this example, enter <b>"Music Arts"</b> .
30.	Scroll up to review the data entered into the system.
31.	Click the <b>"Save / Update"</b> button, to save the data entered into the system.  <b>Note:</b> The system will display a confirmation at the top. 
32.	Click the <b>"Approve"</b> button to change the <b>Status</b> of the asset record from Incomplete to Complete. Once record is successfully approved, the <b>Approve</b> button will disappear from this page.  <b>Note: Note:</b> The system will display a confirmation at the top and the status will change to <b>"Complete"</b> .  If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk.

Step	Action
33.	Click the <b>"Return Inquiry"</b> button, to go back to the <b>Asset Inquiry</b> page. 
34.	<b>Congratulations!</b> You have completed the lesson on creating a new <b>"Manual Asset"</b> record.  <b>End of Procedure.</b>

## 10. Completing an Asset Record

The Fixed Asset system automatically adds a record for assets purchased through a Purchase Order from the Purchasing System. These system-created records will include assets purchased at \$500 or more, using non-Federal dollars, and at \$50 or more if the assets are purchased using Federal dollars. **The status of these asset records are Incomplete. Units are required to enter missing data to Complete the asset record.**

In this tutorial, you will learn how to find all asset records in In-Complete status; add missing data and **Complete** the asset records.

- Each school/department must add all required data to asset records in order to Complete it. Records should be maintained throughout the year. After receiving an item in the Purchasing system, go directly to the Fixed Asset system and Complete the record.
- In addition to completing the Physical Inventory, schools/departments are required to Complete all asset records by June 30.



### Procedure

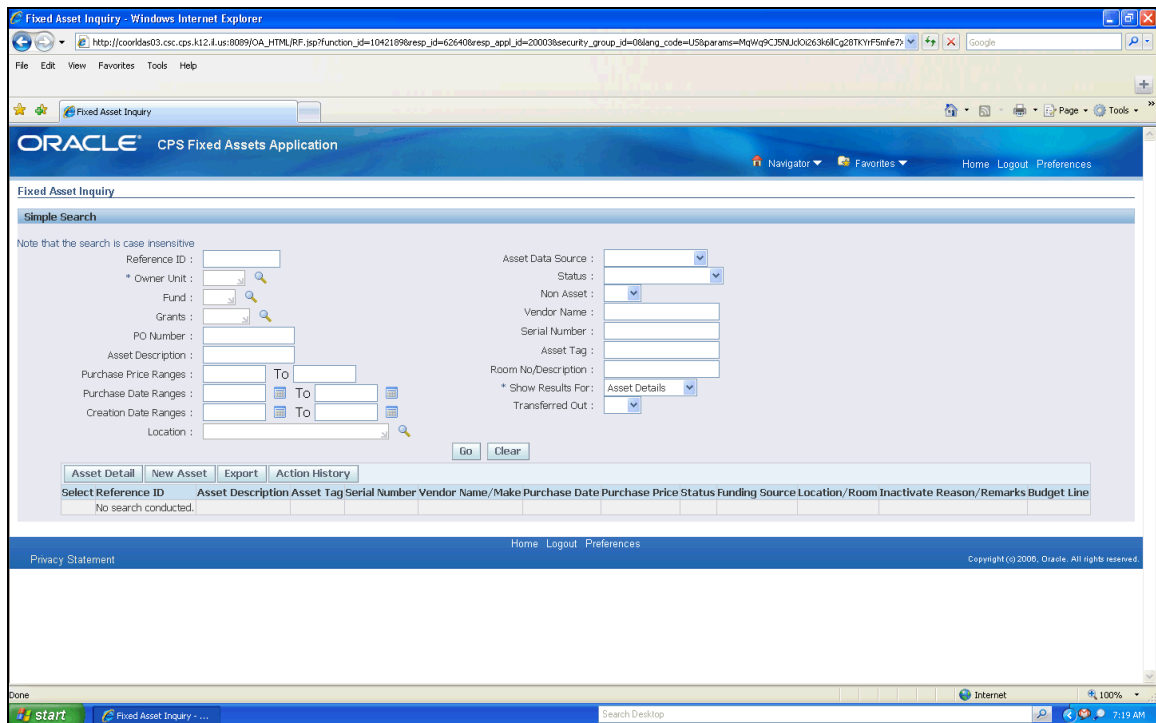
In this tutorial, you will learn how to find all asset records in **"In-Complete status"**; add missing data and Complete the asset records.




The screenshot shows the Oracle Applications Home Page in a Windows Internet Explorer browser. The page is titled "Oracle Applications Home Page" and is logged in as "AS PEMURPHY". The main menu on the left includes "CPS Budget Transfer", "CPS Fixed Assets Declaration", "CPS Expense - School", "CPS Incident Reporting", "CPS Internal Accounting", "CPS PC Positions", "CPS Requestor - Unit 46061", "CPS SIDAAL User", "CPS Student Travel", "CPS Web Inquiry", "CPS Workflow User Web (New)", "CPSPO Reports", "CPSWO - Self Directed Schools", and "Preferences SSWA". The "CPS Fixed Assets Declaration" menu item is highlighted.

The "Worklist" table displays the following data:

From	Type	Subject	Sent	Due
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 100340, Trip Date : 16-Nov-2010) is Approved...	15-Nov-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 96023, Trip Date : 06-Oct-2010) is Approved...	01-Oct-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 96214, Trip Date : 02-Oct-2010) is Approved...	01-Oct-2010	
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number : 95865, Trip Date : 24-Sep-2010) is rejected...	30-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95881, Trip Date : 08-Oct-2010) is Approved...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95883, Trip Date : 01-Oct-2010) is Approved...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95890, Trip Date : 29-Oct-2010) is rejected...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95895, Trip Date : 06-Oct-2010) is Approved...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95139, Trip Date : 17-Sep-2010) is rejected...	24-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95110, Trip Date : 17-Sep-2010) is rejected...	24-Sep-2010	
Rodgers, Barry	CPS Student Travel	The Student Travel request (Request Number : 95869, Trip Date : 24-Sep-2010) is rejected...	23-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95521, Trip Date : 07-Oct-2010) is Approved...	22-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95560, Trip Date : 24-Nov-2010) is Approved...	22-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 95562, Trip Date : 03-Nov-2010) is Approved...	22-Sep-2010	
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number : 94918, Trip Date : 08-Oct-2010) is Approved...	21-Sep-2010	
Murphy, Margaret	CPS Work Order Approval	Work Order 10-1-48849-0 for 46061 - Northside College Prep has been Approved...	07-Jan-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74527) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74527) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74734) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74734) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74742) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74742) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 71445) is rejected...	18-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74369) is Approved...	18-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number : 74050) is Approved...	16-Nov-2009	



Step	Action
1.	Click the <b>"CPS Fixed Asset Application"</b> Responsibility. 
2.	Click the <b>"Fixed Assets"</b> link.  The Fixed Asset Inquiry page opens. 

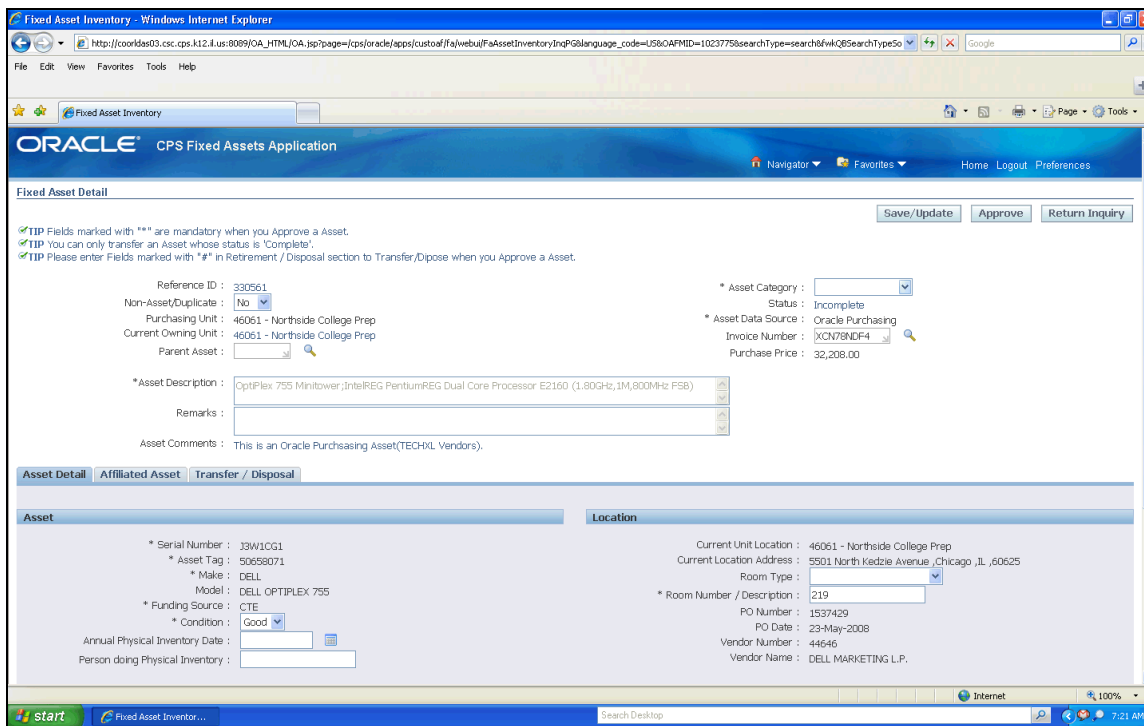







Step	Action
3.	Enter the <b>"Owner Unit number"</b> .  For this example, please enter <b>46061</b> 
4.	Go to the <b>"Status"</b> field and click the drop down arrow. 
5.	Select the <b>"Incomplete"</b> status. 

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
6.	<p>Click the <b>Go</b> button.</p> <p><b>Note:</b> The system will display a list of all asset records in <b>Incomplete</b> status.</p> 
7.	<p>Select the record by clicking on the <b>Reference ID</b> of the asset record you want to complete.</p> <p>The system will open the Asset Details to the selected record.</p> <p><b>Note:</b> To open Asset Details:</p> <ol style="list-style-type: none"> <li>(1) Click on the Reference ID of the asset record; or</li> <li>(2) Click the Radio Button of the asset and then click the Asset Detail button.</li> </ol> <p>For this example, click at the reference ID- "<b>330561</b>".</p> 



Step	Action
8.	<p>Enter data for all <b>Required Fields</b> identified with an asterisk.</p> <p><b>Note:</b> Data must be entered in all Required fields in order to <b>Complete</b> the asset record.</p> <p>For this example, we are adding the missing date like <b>"Asset Category"</b>, <b>"Room Type"</b>, and <b>"Room Number / Description"</b>.</p> <p>Go to the <b>"Asset Category"</b> and click the drop down arrow.</p> 
9.	<p>For this example, select <b>"Computer Equip"</b> as the <b>Asset Category</b>.</p> 
10.	<p>Go to the <b>"Room Type"</b> and click the drop down arrow.</p> <p><b>Note:</b> This is not a Required field.</p> 
11.	<p>For this example, select <b>"Dedicated Computer Lab"</b>.</p>
12.	<p>Enter the desired information into the <b>"Room Number / Description"</b>.</p> <p>For this example, enter <b>219 / Computer Lab</b>.</p>
13.	<p>Scroll up to review the asset record. Make sure data is entered for all Required fields identified with an asterisk.</p>
14.	<p>Click the <b>"Save / Update"</b> button, to save the data entered into the system.</p> <p><b>Note:</b> The system will display a confirmation at the top.</p> 
15.	<p>Click the <b>"Approve"</b> button to change the <b>Status</b> of the asset record from Incomplete to Complete. Once record is successfully approved, the <b>Approve</b> button will disappear from this page.</p> <p><b>Note: Note:</b> The system will display a confirmation at the top and the status will change to <b>"Complete"</b>.</p> <p>If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk.</p> 
16.	<p>Click the <b>"Return Inquiry"</b> button, to go back to the <b>Asset Inquiry</b> page.</p>
17.	<p><b>Congratulations!</b> You have completed the lesson on how to <b>Complete an Asset Record</b>.</p> <p><b>End of Procedure.</b></p>

## **11. Non-Asset / Duplicate**

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Asset records are automatically created from purchase orders that are \$500 or more (non-federal funds) and \$50 or more (federal funds) and where the furniture, equipment and supply accounts were used. Therefore, some records may be created for items that are not assets (for example, paper, postage, tee-shirts, etc.). And, duplicate asset records may have been created manually or from the system. These records will need to be removed from the asset inventory by marking them as a “Non-Asset/Duplicate record.

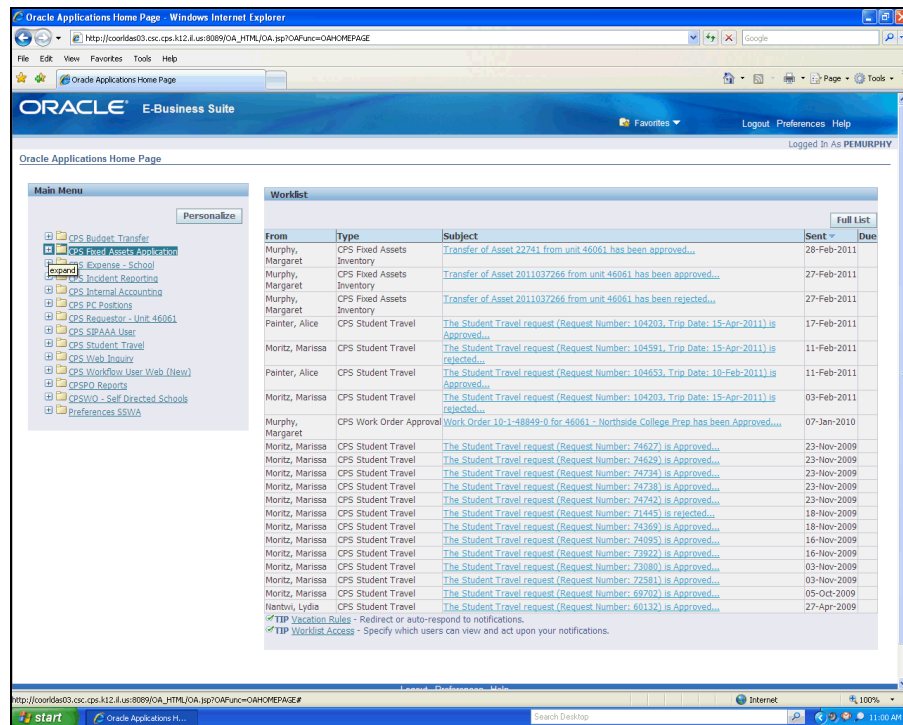
An asset record can be marked as a Non-Asset/Duplicate one record at a time or multiple records at a time:


- Mark a single asset record from the Asset Detail page
- Mark multiple asset records from the Physical Inventory – Mass Update Fields

## A. Non-Asset / Duplicate from Asset Details Page – A Single Record

### Procedure

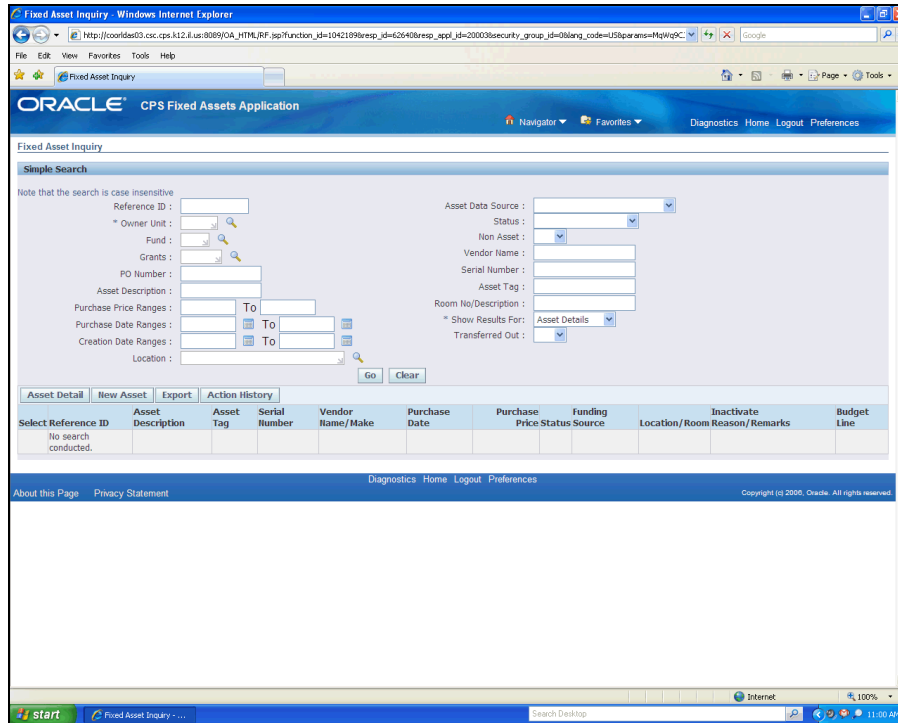
In this tutorial, you will learn how to mark a single asset record as a **"Non-Asset / Duplicate"** from Asset Detail Page.



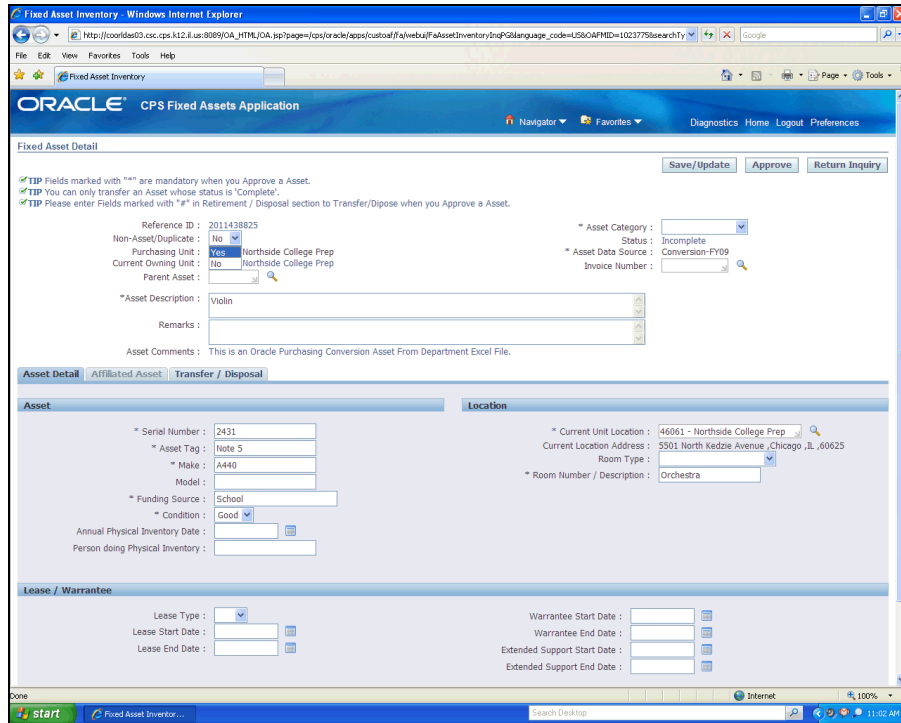
Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 
2.	Click the <b>"Fixed Assets"</b> link. <b>Note:</b> The <b>Fixed Asset Inquiry</b> pages opens.


# Training Guide

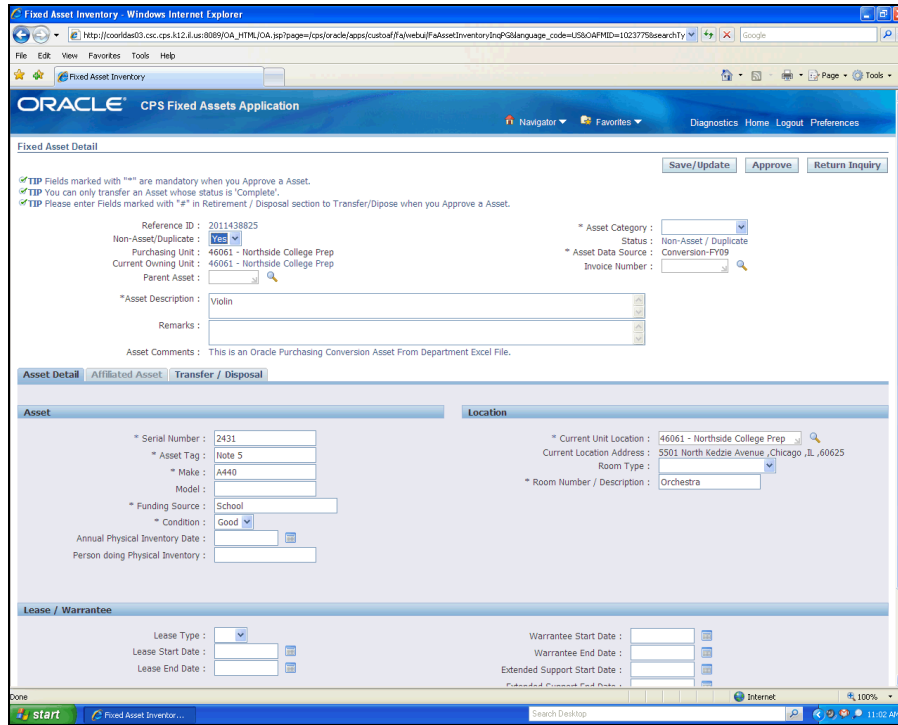
## Fixed Asset Application - Phase II



Step	Action
3.	<p>Enter the <b>"Owner Unit"</b>.</p> <p>For this example, enter unit number as <b>"46061"</b>.</p> <input type="text"/>
4.	<p>Search and find the asset record to mark as a <b>Non-Asset / Duplicate"</b>.</p> <p><b>Note:</b> Search by:</p> <ol style="list-style-type: none"> <li>(1) Using the search fields and clicking the <b>Go</b> to find specific records, or</li> <li>(2) With no search criteria entered, clicking the <b>Go</b> button to view all asset records.</li> </ol> <p>For this example, Click the <b>Go</b> button.</p> <input type="button" value="Go"/>
5.	<p>Open the asset details of the asset records by</p> <ol style="list-style-type: none"> <li>(1) Clicking on the link of the Reference ID; or</li> <li>(2) Clicking the Radio Button of the asset and then clicking the Asset Detail button</li> </ol> <p>For this example, click the link to the reference ID- <b>"2011438825"</b>.</p>
6.	<p>Once the <b>Asset Details</b> page opens, click the drop down arrow at <b>"Non-Asset / Duplicate"</b></p> <p><b>Note:</b> The default value at <b>"Non-Asset / Duplicate"</b> is <b>"No"</b></p>



Step	Action
7.	Select <b>"Yes"</b> to mark an asset record as a <b>"Non-Asset / Duplicate"</b> . 

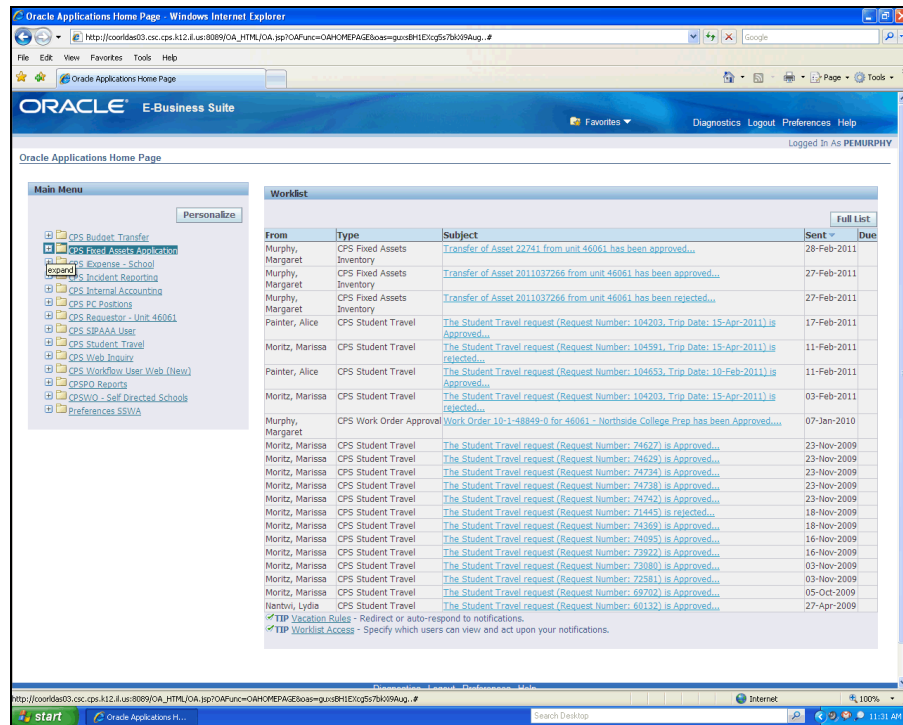


Step	Action
8.	<p>Click the <b>"Save/Update"</b> button.</p> <p><b>Note:</b> Status changes to <b>"Non-Asset / Duplicate"</b> and this asset record will not be seen or included in the <b>Physical Inventory</b>.</p> <p><b>Save/Update</b></p>
9.	<p>Click the <b>"Return Inquiry"</b> button to go back to the <b>Fixed Assets Inquiry</b> page.</p> <p><b>Return Inquiry</b></p>
10.	<p><b>Congratulations!</b> You have completed the lesson to <b>Mark A Single Record as a "Non-Asset Duplicate"</b> from Asset Details page.</p> <p><b>End of Procedure.</b></p>

## B. Non-Asset / Duplicate from Physical Inventory Page - Multiple Records

### Procedure

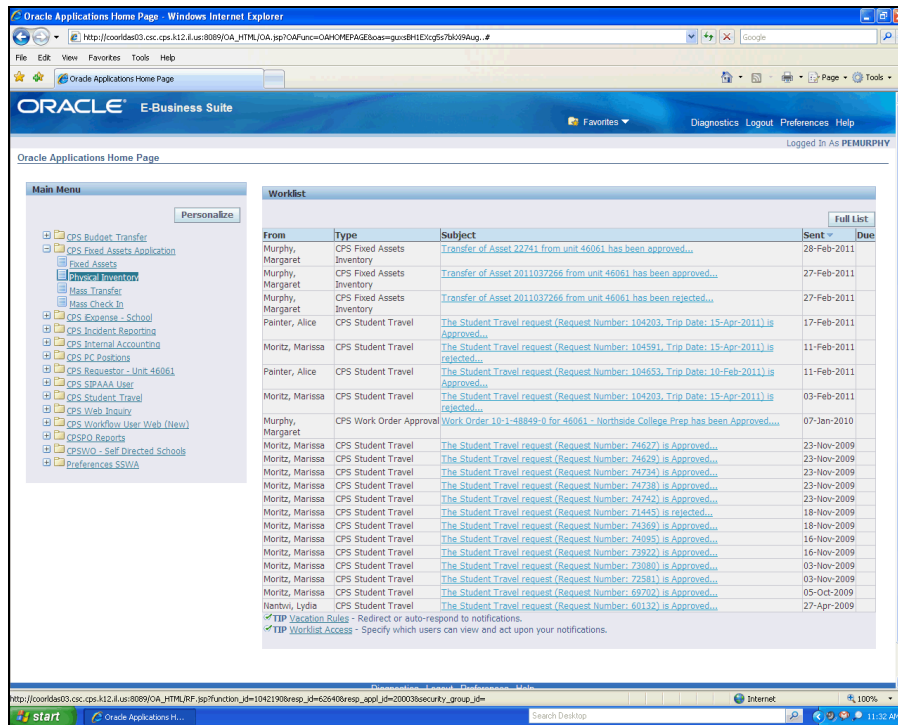
In this tutorial, you will learn how to mark multiple asset record as **"Non-Asset / Duplicate"** from the Physical Inventory page.

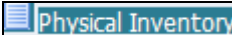








Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 

# Training Guide

## Fixed Asset Application - Phase II



Step	Action
2.	Click the <b>"Physical Inventory"</b> link.  The <b>Fixed Asset Inventory</b> (Physical Inventory) page opens. 
3.	Enter the <b>"Current Location Unit"</b> .  For this example, enter <b>"46061"</b> .
4.	Click the <b>Go</b> button.  <b>Note:</b> Search and find the asset records to mark as a <b>"Non-Asset / Duplicate"</b> . 
5.	Review the records displayed at bottom of page.  Select the records to mark as <b>Non-Asset/Duplicate</b> , by clicking the <b>"Select"</b> check box for each asset record that you would like to mark.  For this example, reference ID <b>"8190"</b> is selected as the first record. 
6.	For this example, reference ID <b>"8241"</b> is selected as the second record. 

Step	Action
7.	For this example, reference ID "8327" is selected as the third asset to mark as "Non Asset/Duplicate". 
8.	In the "Mass update Fields" section, click the drop down arrow at "Non-Asset/Duplicate".
9.	Select "Yes" to mark the asset records as "Non-Asset / Duplicate". 
10.	Click the "Save" button.  <b>Note:</b> Status changes to "Non-Asset / Duplicate" and these asset records will not be included in the unit's Physical Inventory. 
11.	<b>Congratulations!</b> You have completed the lesson on marking <b>multiple asset records as "Non-Asset Duplicate"</b> from Physical Inventory page.  <b>End of Procedure.</b>

## 12. Transfer / Disposal

---

**Board Policy 04-0526-PO1** requires all assets to be taken off the Asset Register when transferred or disposed. Any assets purchased with grant funds must be disposed of following grantor guidelines. Transfer and disposal procedures vary according to the determination of functionality of the asset. See the policy for details.

The asset record must be updated to reflect the "Asset Transfer/Disposal".

There are nine (9) ways to Transfer/Dispose of an asset:

- (1) Transfer to Employee
- (2) Transfer to School/Dept.
- (3) Transfer to Student
- (4) Transfer to Others
- (5) Lost/Stolen
- (6) Disposal – Retirement
- (7) Disposal – TechXL
- (8) Disposal – Donated
- (9) Disposal – Sale

A **Transfer/Disposal** can only be done when the asset record is in **Complete** status with the exception of **Transfer to School/Dept.** and **Lost or Stolen**.

Assets can be transferred or disposed of one record at a time from **the Asset Detail** page or multiple records at a time from the **Mass Transfer** link.

Transfers can be **Temporary** or **Complete**.

- **Temporary Transfers refer to assets temporarily provided or on loan to a person, school or department.**
  - o Requires receiving unit's approval and acknowledgement of the asset.
  - o Receiving unit is responsible for updating the Physical Inventory data.
  - o Owning unit responsible for maintaining the asset record.
  - o Transfers to Employee and Students can only be Temporary Transfers.
  
- **Complete Transfers refer to assets permanently given away.**
  - o Requires receiving unit's approval and acknowledgement of the asset.
  - o Transferred asset is responsibility of the receiving unit. Physical Inventory and asset data must be maintained.

## A. Transfer to Employee

Transfers to Employees can only be made, when an asset record is in **"Complete"** status and can only be **"Temporary"**.

### Procedure

In this tutorial, you will learn how to **"Transfer an Asset to an Employee"**.

### Note:

These **Transfers** can only be **Temporary Transfers**.

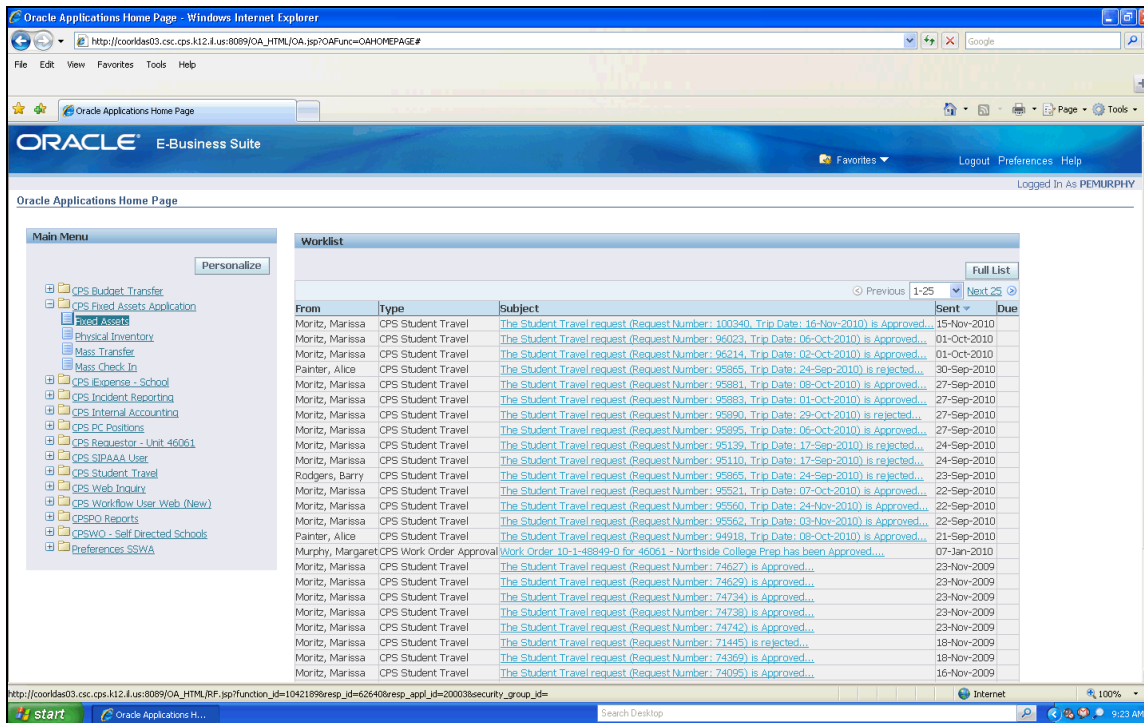
The asset record must be in **Complete** status before completing a **Transfer**.





From	Type	Subject	Sent	Due
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 100340, Trip Date: 16-Nov-2010) is Approved...	15-Nov-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 96023, Trip Date: 06-Oct-2010) is Approved...	01-Oct-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 96214, Trip Date: 02-Oct-2010) is Approved...	01-Oct-2010	
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number: 95865, Trip Date: 24-Sep-2010) is rejected...	30-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95883, Trip Date: 09-Oct-2010) is Approved...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95890, Trip Date: 01-Oct-2010) is Approved...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95895, Trip Date: 29-Oct-2010) is rejected...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95139, Trip Date: 06-Oct-2010) is Approved...	27-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95139, Trip Date: 17-Sep-2010) is rejected...	24-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95110, Trip Date: 17-Sep-2010) is rejected...	24-Sep-2010	
Rodgers, Barry	CPS Student Travel	The Student Travel request (Request Number: 95865, Trip Date: 24-Sep-2010) is rejected...	23-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95921, Trip Date: 07-Oct-2010) is Approved...	22-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95960, Trip Date: 24-Nov-2010) is Approved...	22-Sep-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 95862, Trip Date: 03-Nov-2010) is Approved...	22-Sep-2010	
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number: 94919, Trip Date: 09-Oct-2010) is Approved...	21-Sep-2010	
Murphy, Margaret	CPS Work Order Approval	Work Order 10-1-48949-0 for 46061 - Northside College Prep has been Approved...	07-Jan-2010	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74622) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74623) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74734) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74738) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74742) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74743) is Approved...	23-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74365) is Approved...	18-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74369) is Approved...	18-Nov-2009	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 74095) is Approved...	16-Nov-2009	

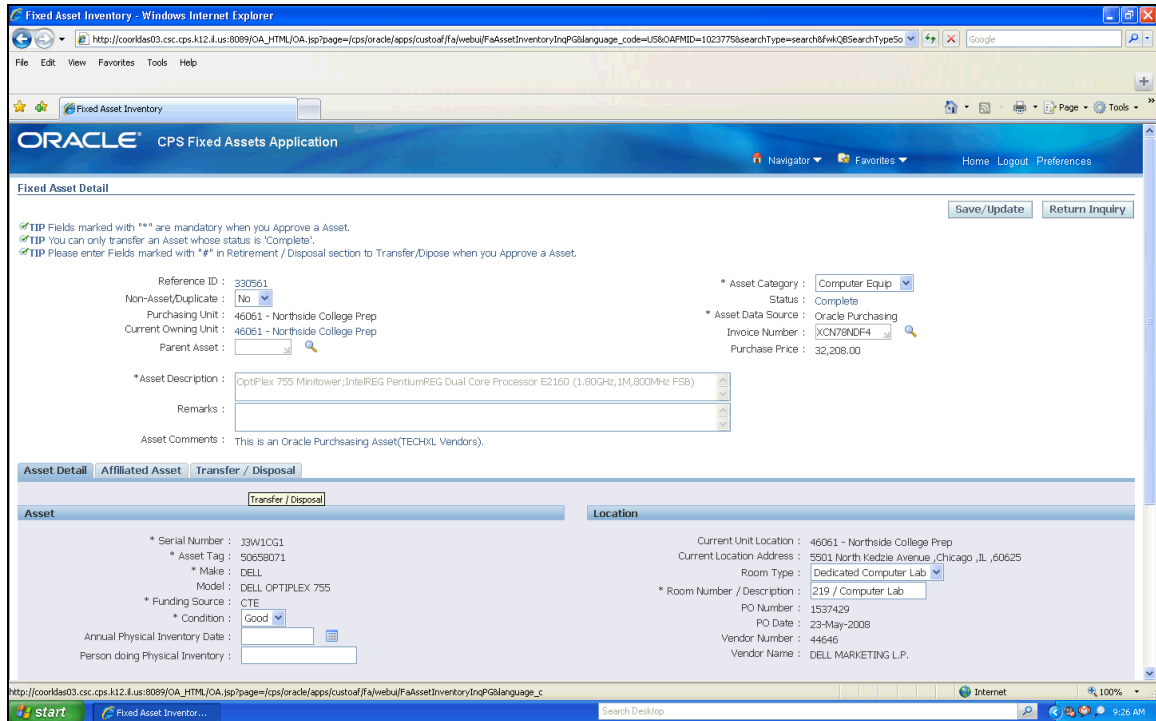
Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 



# Training Guide

## Fixed Asset Application - Phase II




Step	Action
2.	<p>Click the <b>"Fixed Assets"</b> link.</p> <p><b>Note:</b> The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter the Unit Number at <b>"Owner Unit"</b>.</p> <p>For this example, enter <b>"46061"</b>.</p> 
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the <b>Simple Search</b> section and click the <b>Go</b> button.</p> 
5.	<p>Select the record to <b>Transfer</b> by clicking the <b>"Radio"</b> button.</p> 
6.	<p>Click the <b>"Asset Detail"</b> button.</p> <p><b>Note:</b> Otherwise, just click the link to the <b>Reference ID</b> to open the <b>Asset Detail</b>.</p>

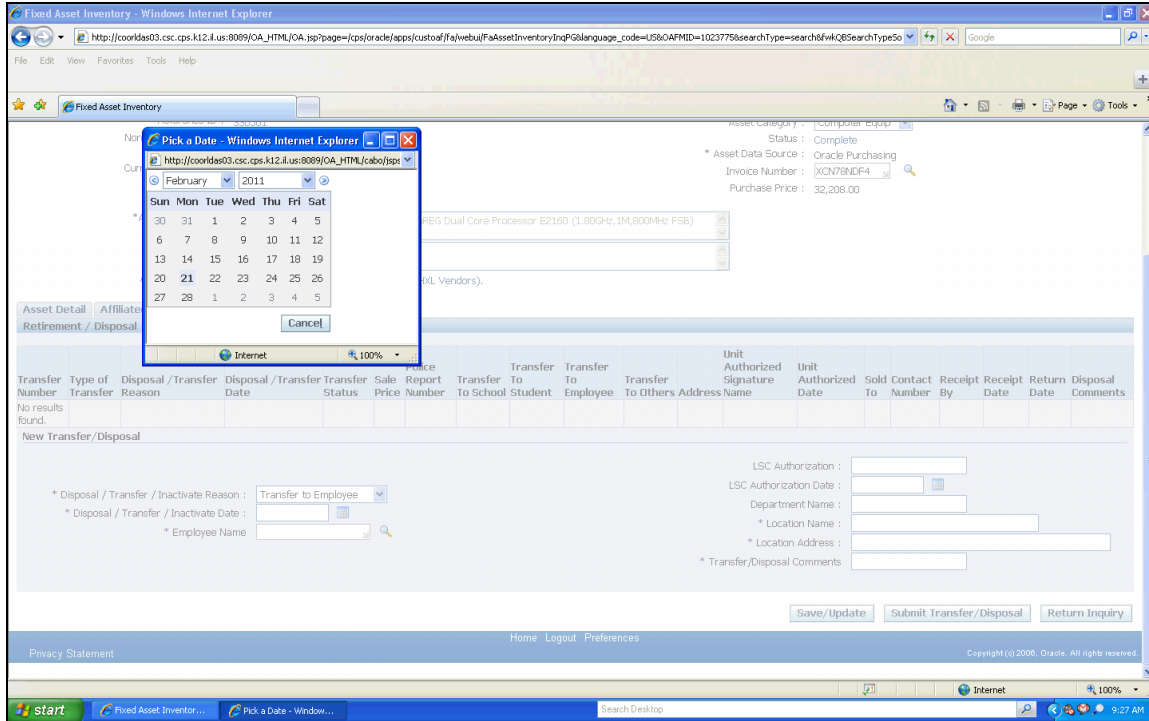



Step	Action
7.	Click the <b>"Transfer / Disposal"</b> tab. 
8.	Click the <b>"Add Transfer Disposal"</b> button.  The system will open up the Transfer options.
9.	At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options.  The system will display all nine (9) options. 
10.	Click the <b>Transfer Reason</b> to select it.  For this example, select <b>"Transfer to Employee"</b> as we are transferring an asset record to an employee.  The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.  <b>Note:</b> Transfers to Employees can only be processed as Temporary Transfers.

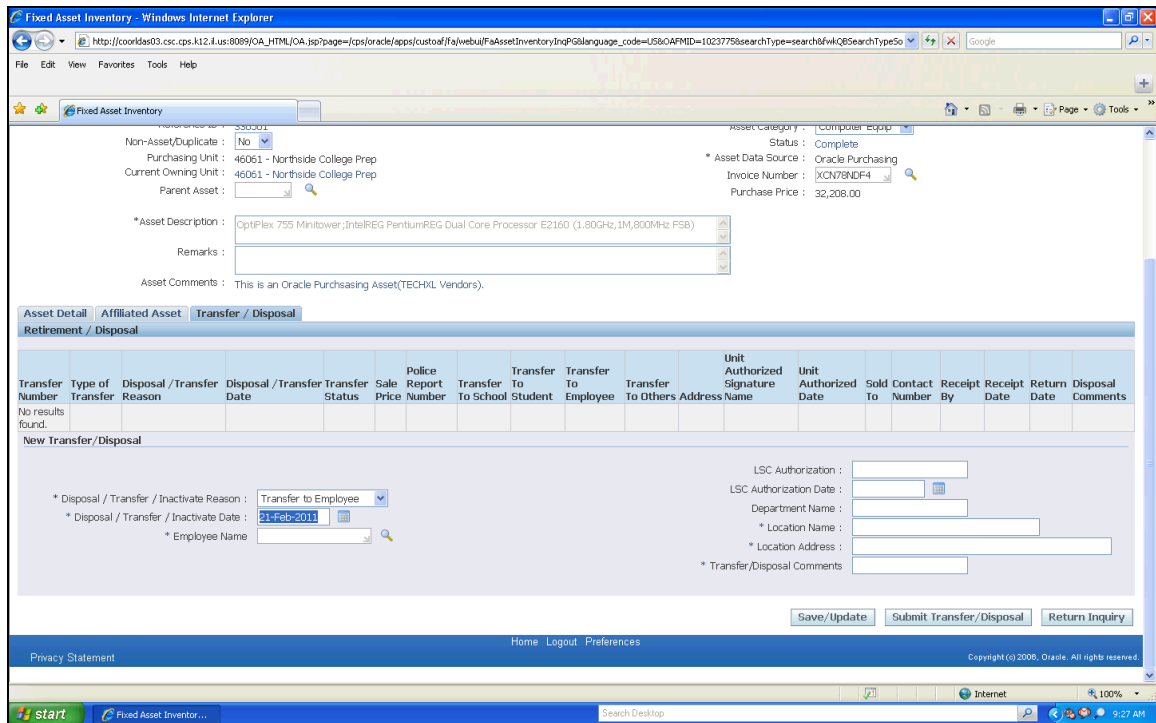
# Training Guide

## Fixed Asset Application - Phase II

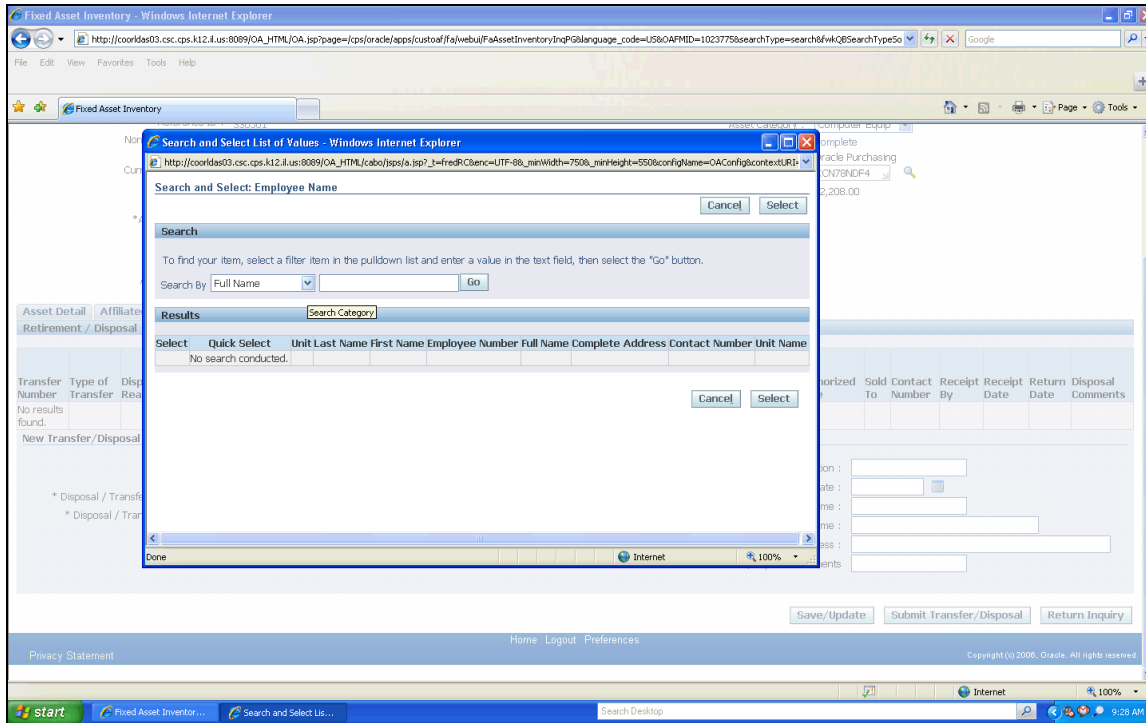
Step	Action
11.	Click the "Calendar" icon at "Disposal / Transfer / Inactivate Date". 






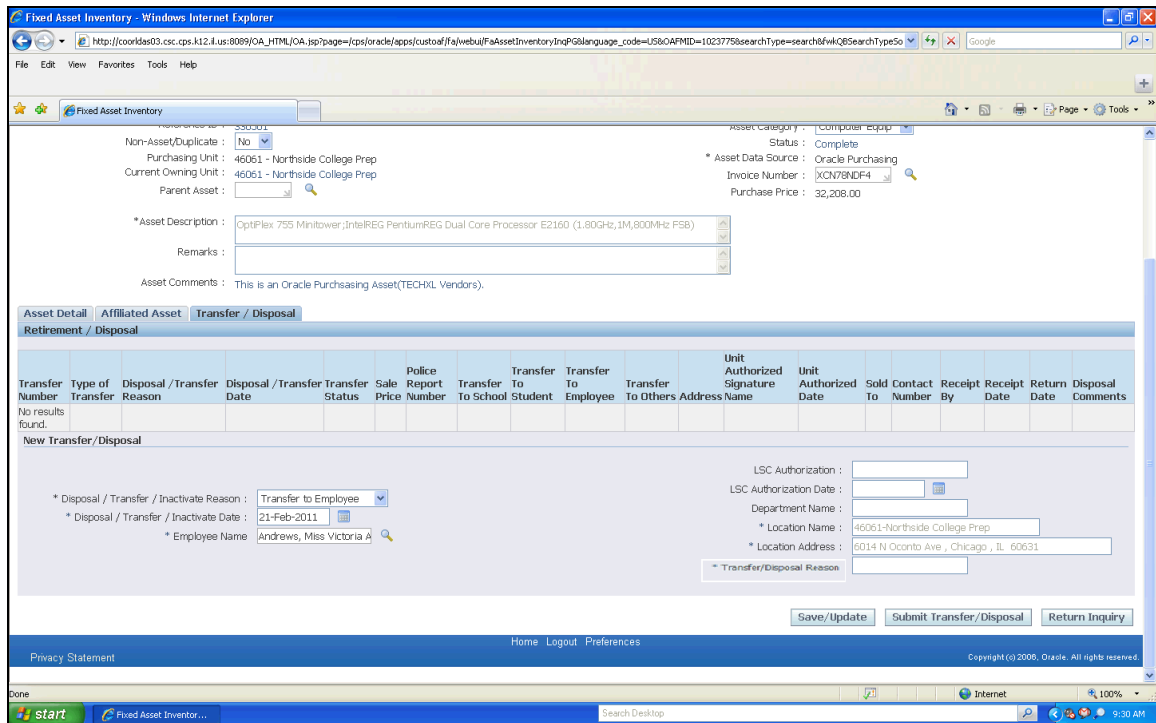
Step	Action
12.	Select the "Disposal / Transfer / Inactivate Date" of an asset.  For this example, please select <b>February 21, 2011</b> .  <b>Note:</b> Be sure to check the month and year.  





Step	Action
13.	<p>Click the magnifying glass at "<b>Employee Name</b>" to search for Employee.</p> <p>The "<b>Search and Select</b>" Employee Name window will open.</p> <p><b>Note:</b> Each unit has access to Employees in their unit only.</p>



Step	Action
14.	Click the drop down arrow at " <b>Search By</b> " and select the ' <b>Last Name</b> ' as search criteria. 
15.	Enter the " <b>Last Name</b> ". For this example we are searching for the last name <b>Andrews</b> . Enter " <b>and%</b> ". <b>Note:</b> '%' acts as a wild card, if you are unsure about the exact name.
16.	Click the <b>Go</b> button. The system will display the search result. 
17.	Select the Employee by clicking the " <b>Quick Select</b> " button. <b>Note:</b> After selecting the Employee, the <b>Location Name</b> and <b>Location Address</b> fields will be grayed in. 

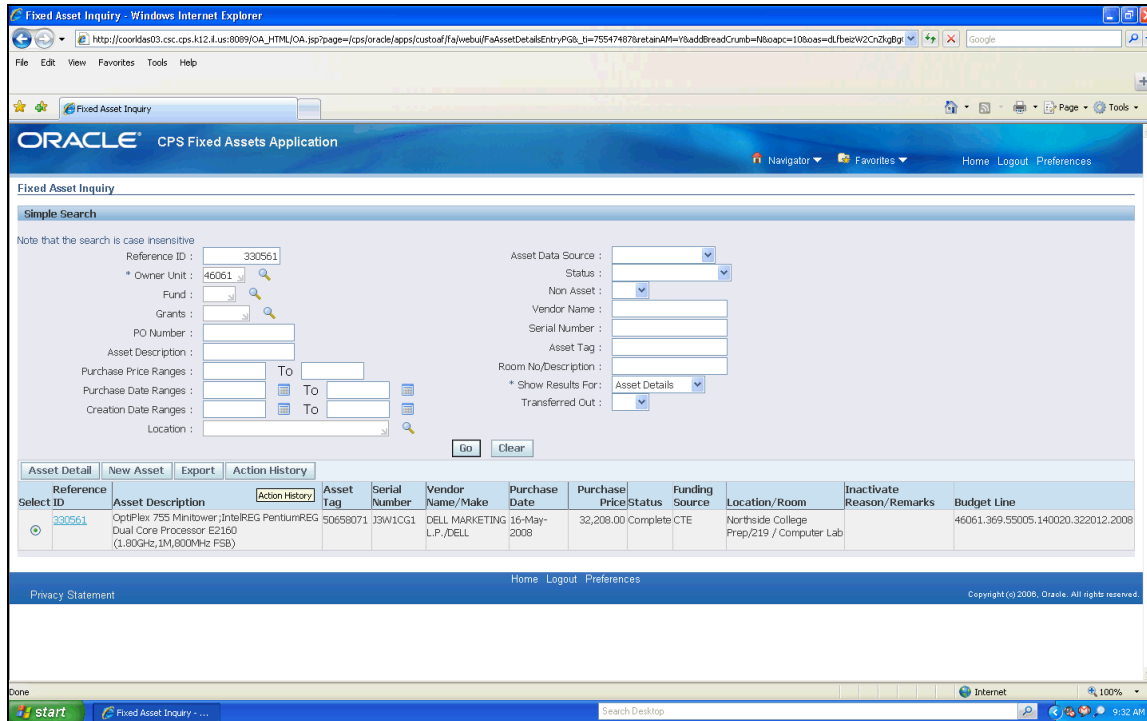


Step	Action
18.	<p>In the "<b>Transfer/Disposal Reasons</b>" field, enter why this Transfer is being processed.</p> <p>For this example, please enter the reason as "<b>Transferred to support student projects</b>".</p>
19.	<p>Click the "<b>Save/Update</b>" button to save the data entered in the record.</p> <p><b>Note:</b> The system will display a confirmation that the data was saved to database.</p> <p></p>
20.	<p>To complete the <b>Transfer</b>, click the "<b>Submit Transfer/Disposal</b>" button.</p> <p>The system will automatically send the record to the Unit Admin for approval.</p> <p><b>Note:</b> The system will display a confirmation that the asset record was successfully changed.</p> <p></p>
21.	<p>The system displays the Transfer information in the Retirement /Disposal section. Notice the Transfer status is "<b>InProcess</b>."</p> <p>The record is now pending the Unit Admin's approval.</p>

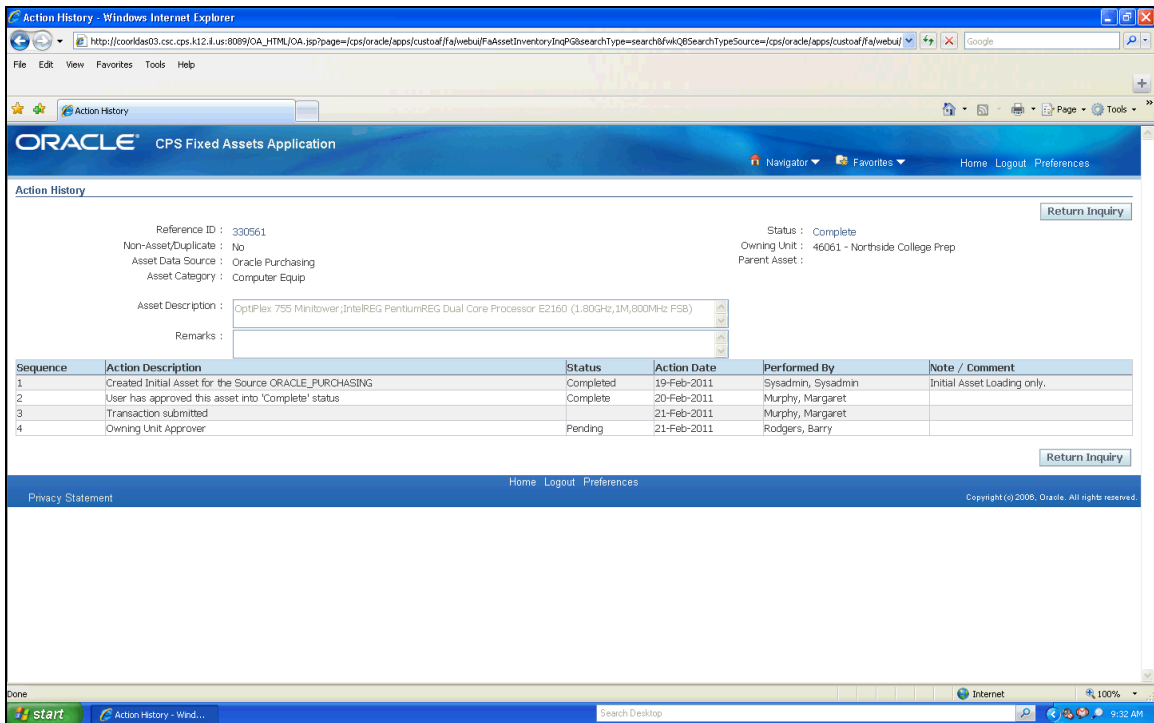
# Training Guide

## Fixed Asset Application - Phase II

Step	Action
22.	<p>The asset record cannot be edited.</p> <p>The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.</p> <p>Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.</p>



Step	Action
23.	<p>The <b>Initiator</b> of the Transfer should later check the <b>Action History</b> for Approval.</p> <p>Search and find the asset record.</p> <p>Select the <b>"Radio"</b> button and then click the <b>"Action History"</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> <b>Action History</b> </div>



Step	Action
24.	<p>The system displays the sequences to the <b>Action History</b>.</p> <p>Note: The <b>Action History</b> only displays status changes.</p> <p>Notice the record is Pending at <b>Owning Unit Approver</b>.</p> <p>After viewing the <b>Action History</b>, click the <b>"Return Inquiry"</b> button to go back to the <b>Asset Inquiry</b> page.</p> <p><b>Return Inquiry</b></p>
25.	<p><b>Congratulations!</b> You have completed the lesson on how to <b>"Transfer an Asset to an Employee"</b>.</p> <p><b>End of Procedure.</b></p>

## B. Transfer to School/Department

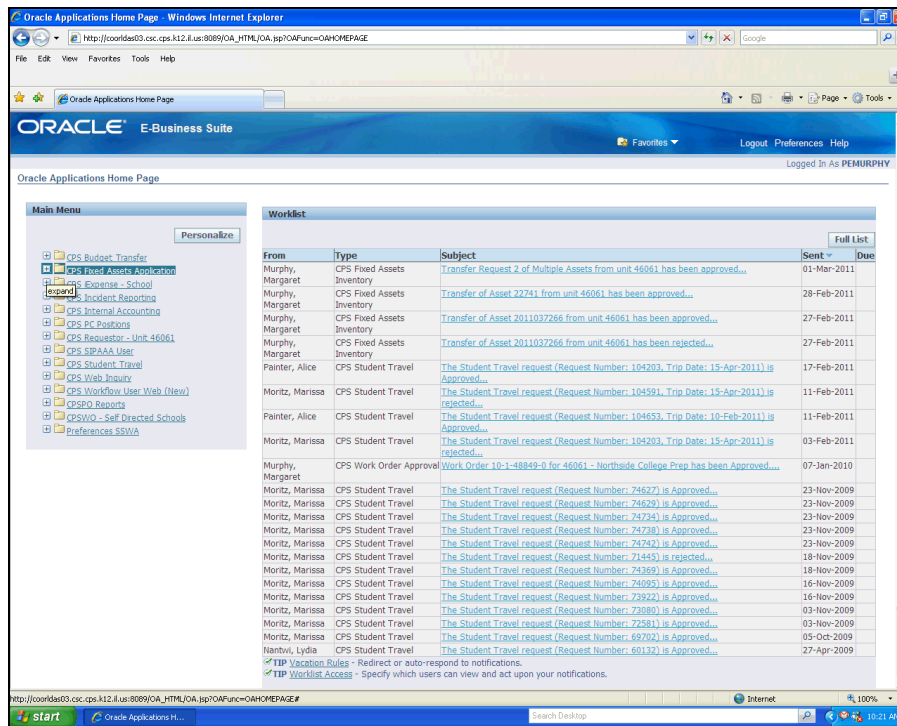
Transfers to School/Department can be made from an asset record in **"In Complete"** or **"Complete"** status.

Transfers to School/Department can be completed as a **"Temporary"** or **"Permanent Transfer"**.

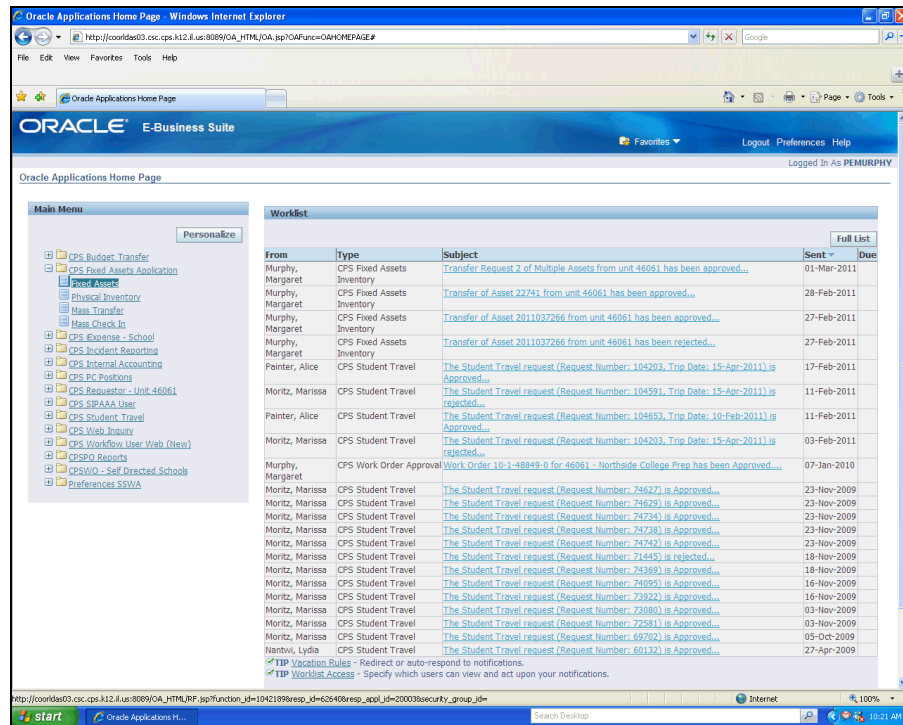
### Procedure




In this tutorial, you will learn how to **"Transfer a Single Asset to a School/Department"**.

**Transfers to School/Department** can be made from an asset record in InComplete or Complete status and can be processed as a **Temporary** or **Complete Transfer**.





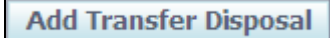

Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 

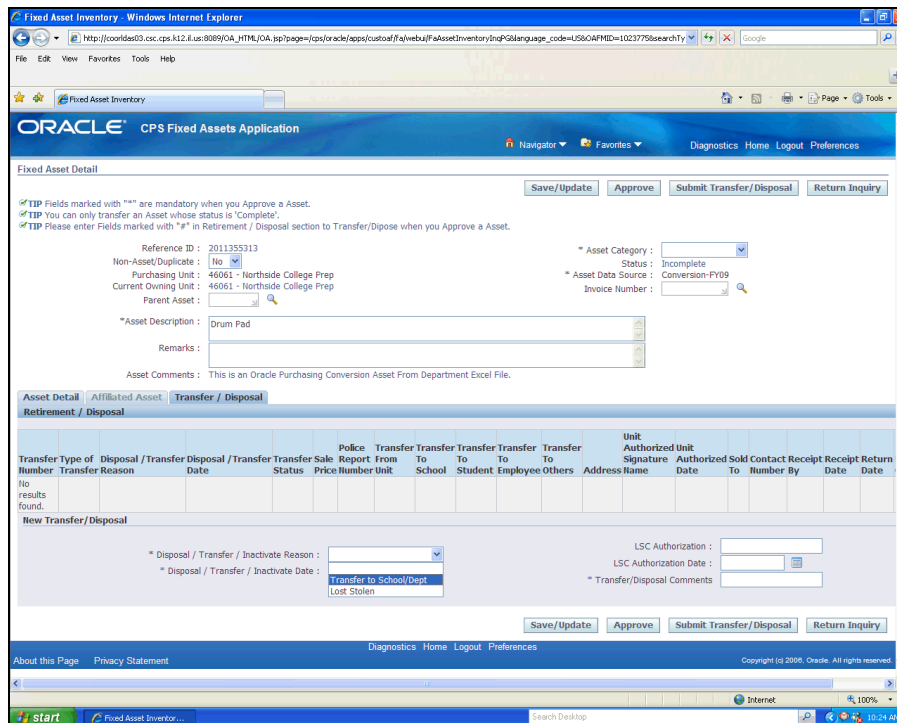


Step	Action
2.	<p>Click the <b>"Fixed Assets"</b> link.</p> <p><b>Note:</b> The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter the Unit Number at <b>"Owner Unit"</b>.</p> <p>For this example, please enter <b>"46061"</b>.</p> 
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the <b>Simple Search</b> section and click the <b>Go</b> button.</p> 

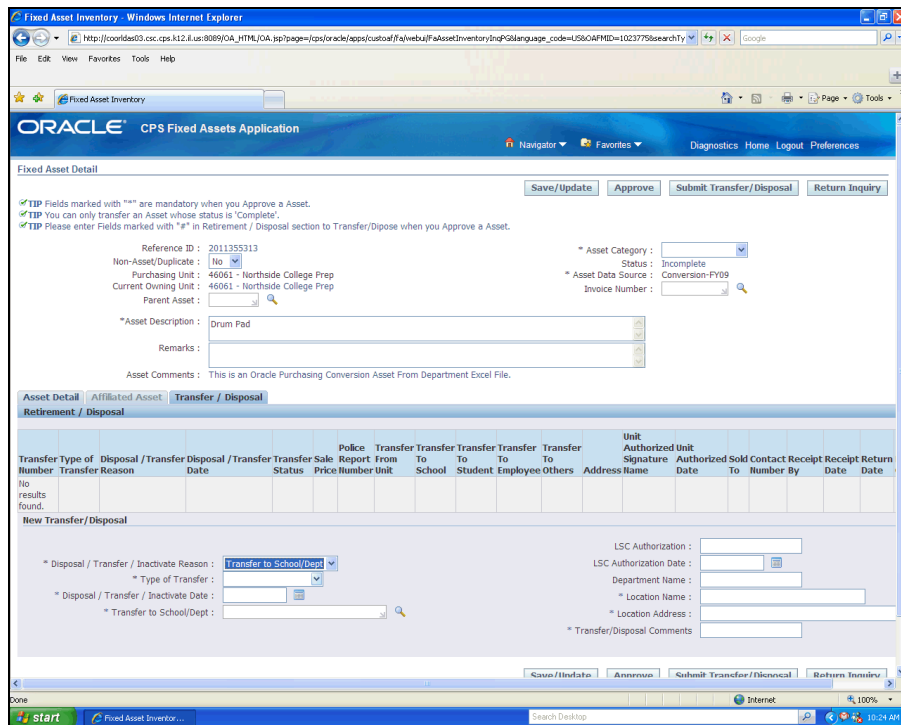
# Training Guide

## Fixed Asset Application - Phase II

Step	Action
5.	Select the record to <b>Transfer</b> by clicking the <b>"Radio" button</b> .  <b>Note:</b> Otherwise, just click the link to the <b>Reference ID</b> to open the <b>Asset Detail</b> .  For this example, reference ID <b>"2011355313"</b> is selected. 
6.	Click the <b>"Transfer / Disposal"</b> tab. 
7.	Click the <b>"Add Transfer Disposal"</b> button.  The system will open up the Transfer options. 
8.	At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options.  The system will display all nine (9) options. 



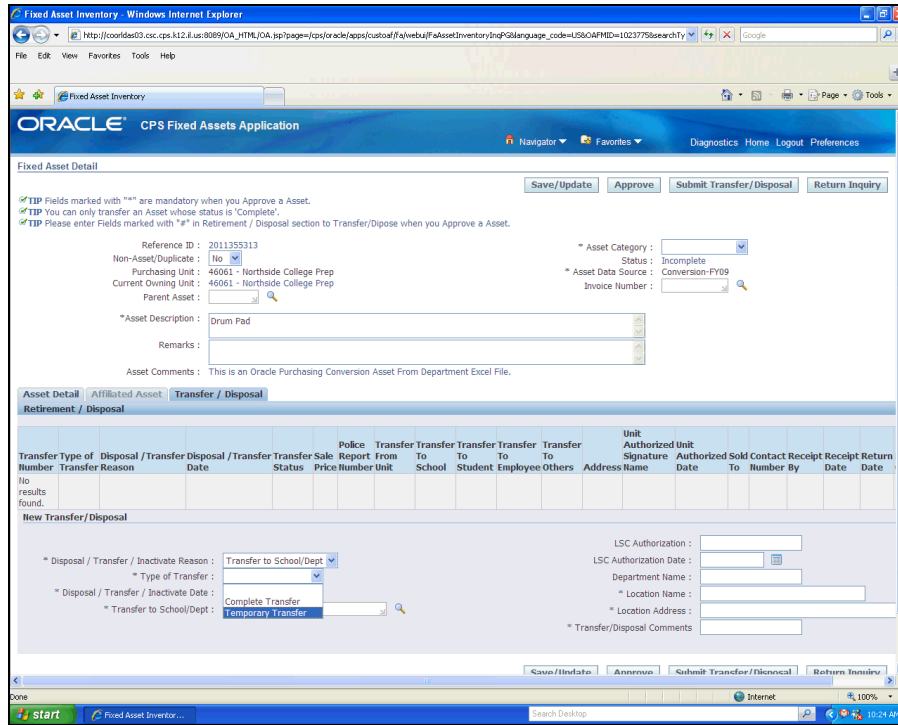
Step	Action
9.	<p>Click the <b>Transfer Reason</b> to select it.</p> <p>For this example, select <b>"Transfer to School/Dept."</b> as we are transferring an asset record to another unit.</p> <p>The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Transfer to School/Dept</div>



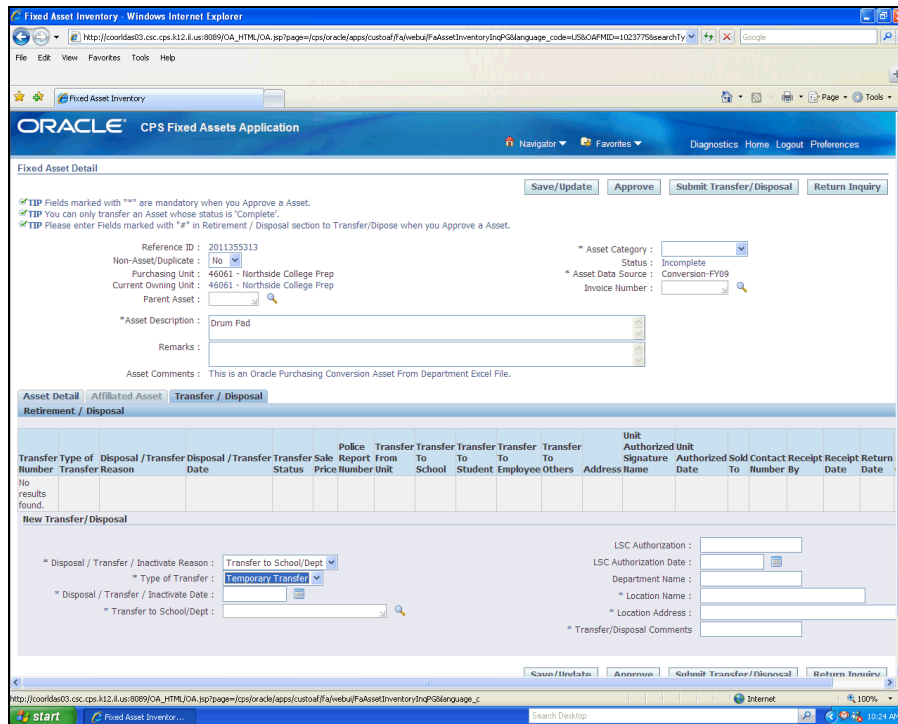
Step	Action
10.	<p>Click the drop down arrow at <b>"Type of Transfer"</b>.</p> <p><b>Note: Transfer to School/Dept can be processed as Temporary or Complete Transfers.</b></p> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-top: 5px;"> <span style="font-size: 10px;">▼</span> </div>




# Training Guide

## Fixed Asset Application - Phase II



Step	Action
11.	For this example, select <b>"Temporary Transfer."</b> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e0e0e0;">Temporary Transfer</div>



Step	Action
12.	Click the " <b>Calendar</b> " icon at " <b>Disposal / Transfer / Inactivate Date</b> ". 
13.	Select the " <b>Disposal / Transfer / Inactivate Date</b> " of the asset.  For this example, please select " <b>February 9, 2011</b> ".  <b>Note:</b> Be sure to check the month and year,
14.	Enter the <b>Unit Number of the School or Department</b> the asset will be transferred to.  <b>Note:</b> <b>Location Name</b> and <b>Location Address</b> will be grayed in.  For this example, enter " <b>46221</b> " and hit the tab key.  <b>Note:</b> The system will automatically populate the unit and name.
15.	In the " <b>Transfer/Disposal Reasons</b> " field, enter why this Transfer is being processed.  For this example, enter the reason as " <b>Assets not needed - Transferred to School (Unit Number) for a program</b> ".
16.	Click the " <b>Save/Update</b> " button to save the data entered in the record.  <b>Note:</b> The system will display a confirmation that the data was saved to database. 
17.	To complete the <b>Transfer</b> , click the " <b>Submit Transfer/Disposal</b> " button.  The system will automatically send the record to the Unit Admin for approval.  <b>Note:</b> The system will display a confirmation that the asset record was successfully changed.  
18.	The system displays the Transfer information in the <b>Retirement /Disposal</b> section. Notice the Transfer status is <b>In Process</b>  The record is now pending the Unit Admin's approval.  Once it is approved, the receiving unit will need to acknowledge asset.

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
19.	<p>The asset record cannot be edited.</p> <p>The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.</p> <p>Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.</p>
20.	<p><b>Congratulations!</b> You have completed the lesson on how to <b>"Transfer a single Asset to a School/Department"</b>.</p> <p><b>End of Procedure.</b></p>

## C. Transfer to Student

Board Report 04-0526-PO1 states that students who meet the standards may, by lottery, receive, as a loan, functional computer equipment scheduled for disposal. The lottery is to be held at each donor unit, at a time to be determined by the school principal.

For a student to participate in the lottery, the student must:

- (1) Participate in school programs;
- (2) Have maintained excellent attendance;
- (3) Have maintained good behavior, with no major infractions.

**The loan of this computer equipment is to be limited to one computer unit per family every three years. The loan is to be a one-year loan to the parent/guardian for the school year, and renewable annually at the option of the principal for a total maximum of three school-years.**

Units are to record the temporary transfer of the computer equipment as a "loan to (name of parent/guardian)" on their Asset Register.

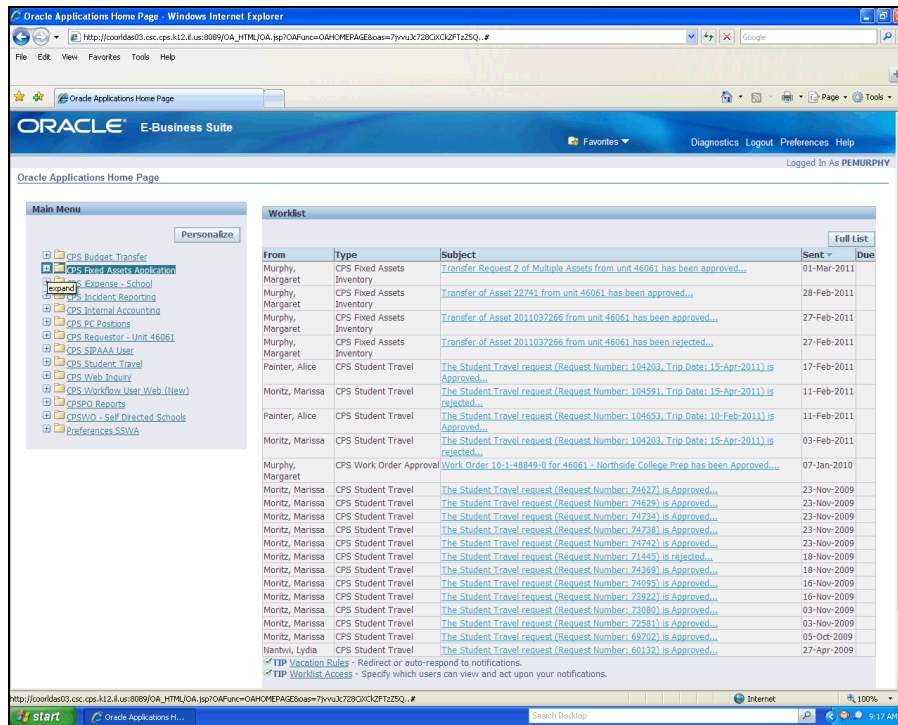
**Note:** Transfers to Student can only be made from an asset record in **Complete** status.

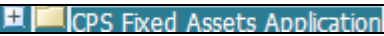
### Procedure

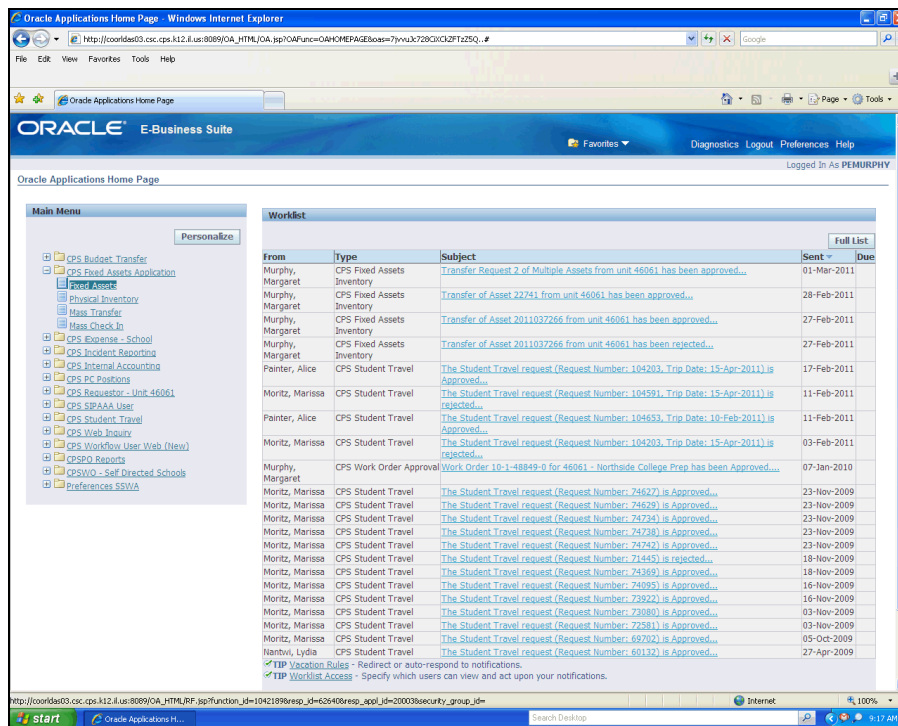
In this tutorial, you will learn how to "[Transfer an Asset to a Student](#)".


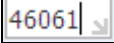

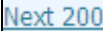




# Training Guide

## Fixed Asset Application - Phase II



Step	Action
1.	Click the <b>“CPS Fixed Assets Application”</b> Responsibility. 

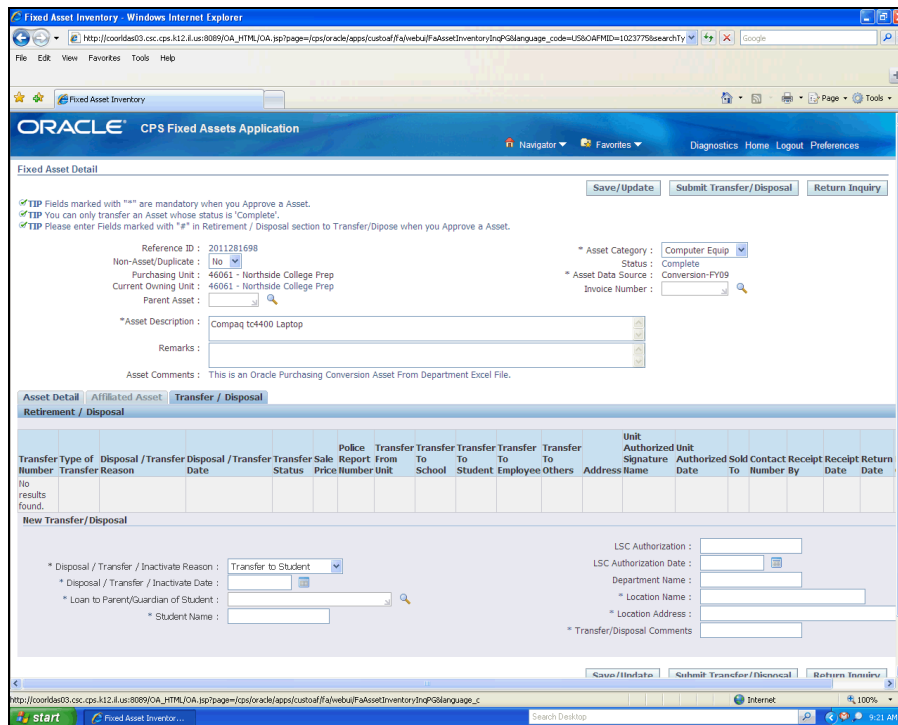



Step	Action
2.	<p>Click the "<b>Fixed Assets</b>" link.</p> <p><b>Note:</b> The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter the Unit Number at "<b>Owner Unit</b>".</p> <p>For this example, please enter "<b>46061</b>".</p> 
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the <b>Simple Search</b> section and click the <b>Go</b> button.</p> 
5.	<p>Search and find the asset records to transfer.</p> <p>For this example, click the <b>Next 200</b> link.</p> 
6.	<p>Select the record to <b>Transfer</b> by clicking the "<b>Radio</b>" button.</p> <p><b>Note:</b> Otherwise, just click the link to the <b>Reference ID</b> to open the <b>Asset Detail</b>.</p> <p>For this example, click the reference ID <b>2011281698</b></p> 
7.	<p>Click the "<b>Transfer / Disposal</b>" tab.</p> 
8.	<p>Click the "<b>Add Transfer Disposal</b>" button.</p> <p>The system will open up the Transfer options.</p> 
9.	<p>At the "<b>Disposal / Transfer / Inactivate Reason</b>" field, click the drop down arrow to view Disposal/Transfer options.</p> <p>The system will display all nine (9) options.</p> 

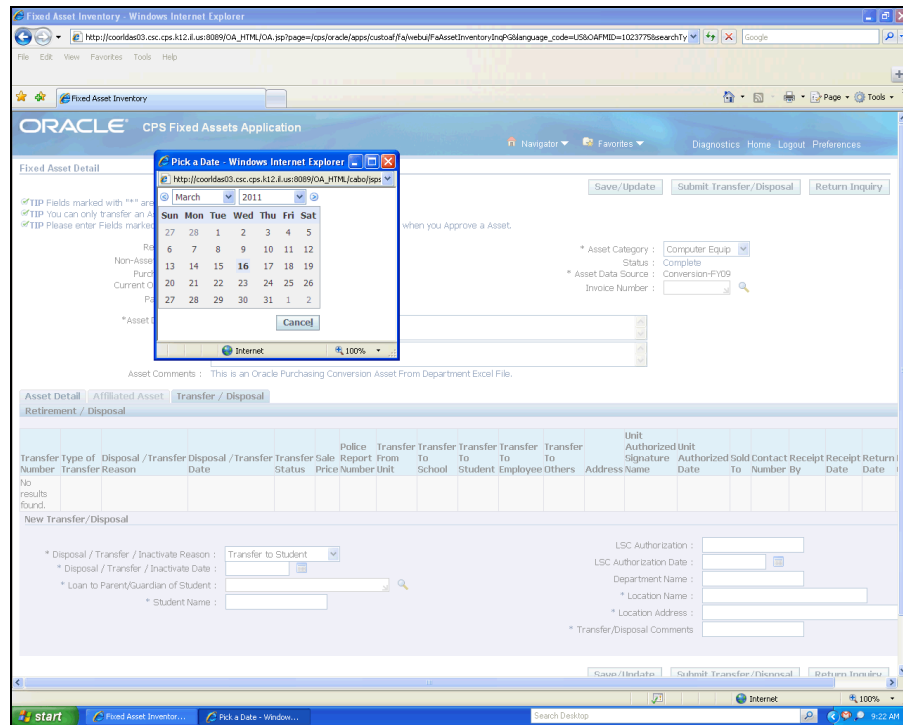
# Training Guide




## Fixed Asset Application - Phase II





Step	Action
10.	<p>Select the Transfer Reason.</p> <p>For this example, select <b>"Transfer to Student"</b> as we are transferring an asset record to a student.</p> <p><b>Note:</b> <b>Transfer to Student</b> can only be completed as a <b>"Temporary Transfer"</b>.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #4F81BD; color: white;">Transfer to Student</div>

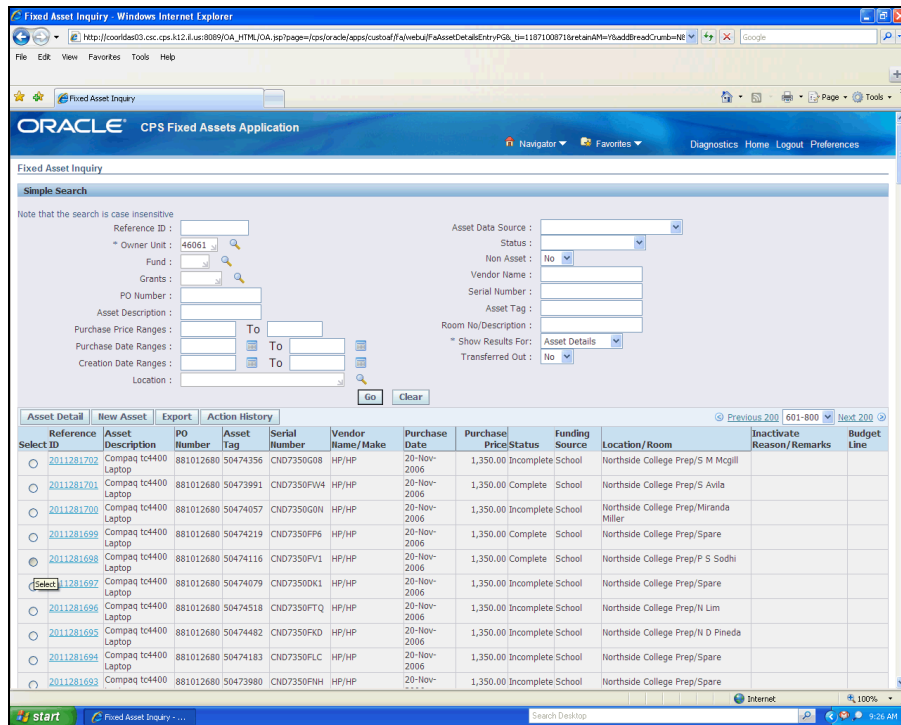




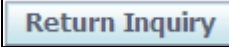
Step	Action
11.	<p>Click the <b>"Calendar"</b> icon at <b>"Disposal / Transfer / Inactivate Date"</b>.</p> 



Step	Action
12.	<p>Select the <b>"Disposal / Transfer / Inactivate Date"</b> of the asset.</p> <p>For this example, select <b>March 16, 2011</b>.</p> <p><b>Note:</b> Be sure to check the month and year.</p> 
13.	<p>Click the magnifying glass at <b>"Loan to Parent/Guardian of Student"</b> field to search for Employee.</p> <p>The <b>Search and Select: Loan to Parent/Guardian of Student</b> window will open.</p> <p><b>Note:</b> Each unit has access to Parents/Guardians and Students in their unit only.</p> 
14.	<p>Click the <b>Go</b> button.</p> <p>The system will display a list of all students in the unit.</p> <p><b>Note:</b> To narrow search, click the <b>Search By</b> dropdown arrow and select the <b>Student Last Name</b> and click the <b>Go</b> button.</p> 

Step	Action
15.	<p>Select the Student by clicking the <b>"Quick Select"</b> button.</p> <p><b>Note:</b> After selecting the Student, the <b>Location Name</b> and <b>Location Address</b> fields will be grayed in.</p> 
16.	<p>In the <b>"Transfer/Disposal Reasons"</b> field, enter why this Transfer is being processed.</p> <p>For this example, enter the reason as <b>"Student won lottery"</b>.</p>
17.	<p>Click the <b>"Save/Update"</b> button to save the data entered in the record.</p> <p><b>Note:</b> The system will display a confirmation that the data was saved to database.</p> 
18.	<p>To complete the <b>Transfer</b>, click the <b>"Submit Transfer/Disposal"</b> button.</p> <p>The system will automatically send the record to the Unit Admin for approval.</p> <p><b>Note:</b> The system will display a confirmation that the asset record was successfully changed.</p> 
19.	<p>The system displays the Transfer information in the Retirement /Disposal section. Notice the Transfer status is <b>"InProgress."</b></p> <p>The record is now pending the Unit Admin's approval.</p>
20.	<p>The asset record cannot be edited.</p> <p>The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.</p> <p>Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.</p> 



Step	Action
21.	<p>The <b>Initiator</b> of the Transfer should later check the <b>Action History</b> for Approval.</p> <p>Search and find the asset record.</p> <p>Select the <b>"Radio"</b> button and then click the <b>"Action History"</b> button.</p> <p>For this example, click the <b>2011281698</b> option.</p> 
22.	<p>Click the <b>"Action History"</b> button.</p> 
23.	<p>The system displays the sequences to the <b>Action History</b>.</p> <p>Note: The <b>Action History</b> only displays status changes.</p> <p>Notice the record is Pending at <b>Owning Unit Approver</b>.</p> <p>After viewing the <b>Action History</b>, click the <b>"Return Inquiry"</b> button to go back to the <b>Asset Inquiry</b> page.</p> <p>Click the <b>"Return Inquiry"</b> button, to go back to the Fixed Assets Inquiry page.</p> 

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
24.	<p data-bbox="342 279 1328 342"><b>Congratulations!</b> You have completed the lesson to how to <b>"Transfer an Asset to a Student"</b>.</p> <p data-bbox="342 380 1308 443"><b>Note:</b> The schools will be responsible for renewing the asset transfer annually for up to three (3) years.</p> <p data-bbox="342 480 574 512"><b>End of Procedure.</b></p>

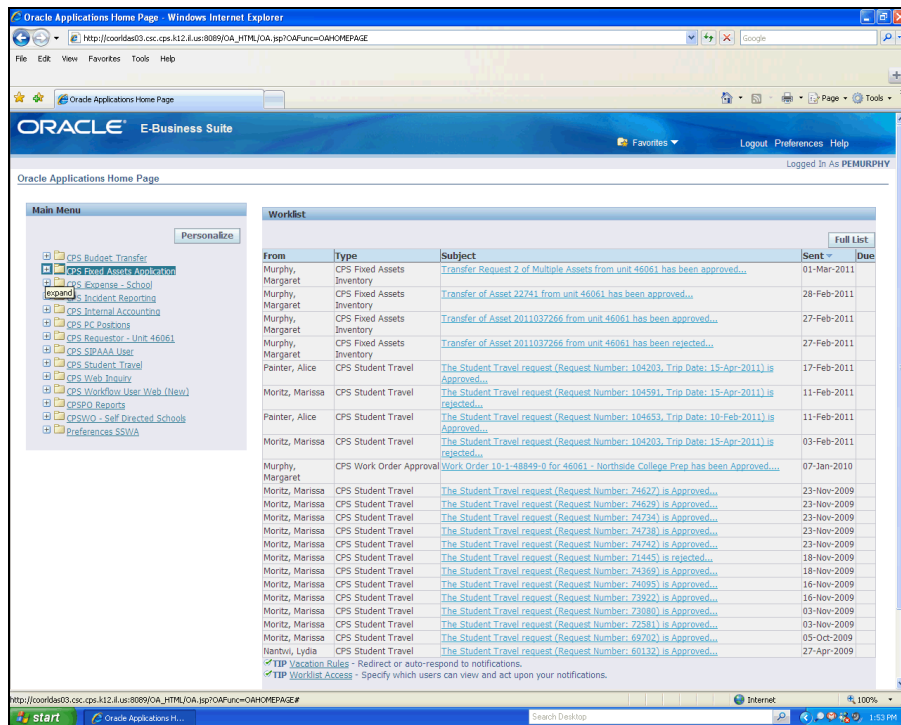
## D. Transfer to Others

- Transfers to Others can only be made from an asset record in **"Complete"** status.
- Transfers to Others can be made only as a **"Temporary Transfer"**.

### Procedure

In this tutorial, you will learn how to **"Transfer an Asset to Others"**.

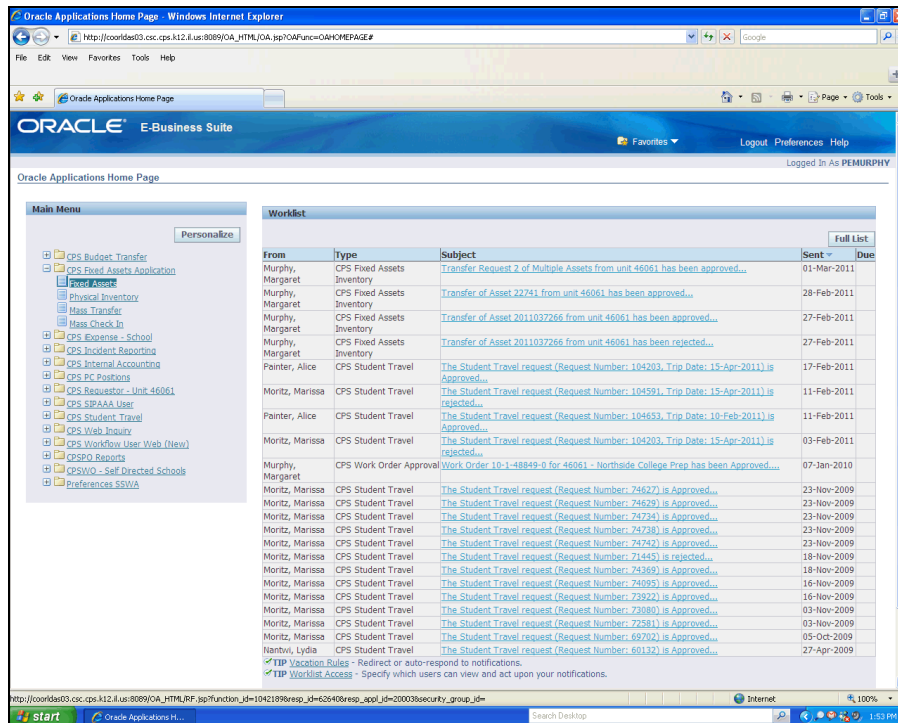
**Note:** **"Others"** refer to any person or group other than parents/students, employees and school/units.




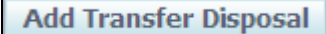

Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 

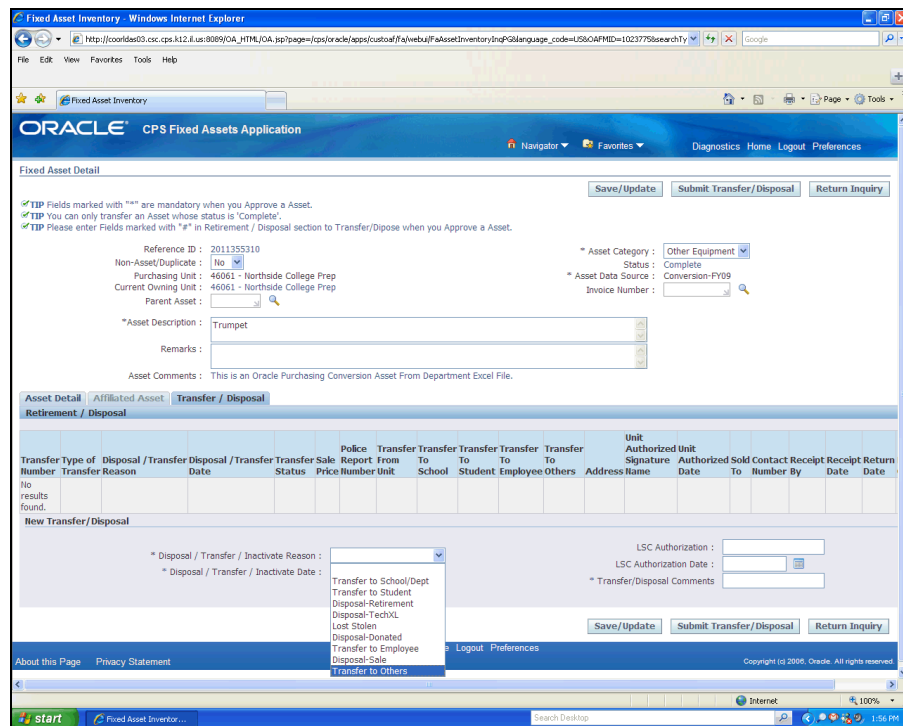
# Training Guide

## Fixed Asset Application - Phase II



Step	Action
2.	<p>Click the <b>“Fixed Assets”</b> link.</p> <p>The <b>Fixed Asset Inquiry</b> page opens.</p> <p><b>Fixed Assets</b></p>
3.	<p>Enter your Unit Number at <b>“Owner Unit”</b>.</p> <p>For this example, <b>“46061”</b> is selected.</p> <p><b>46061</b></p>
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the <b>Simple Search</b> section and click the <b>Go</b> button.</p> <p><b>Go</b></p>
5.	<p>Search and find the asset record to transfer.</p> <p>Select the record by clicking the <b>Reference ID</b> link to open the <b>Asset Detail</b>.</p> <p>For this example, select <b>Reference ID “2011355310.”</b></p> <p><b>2011355310</b></p>

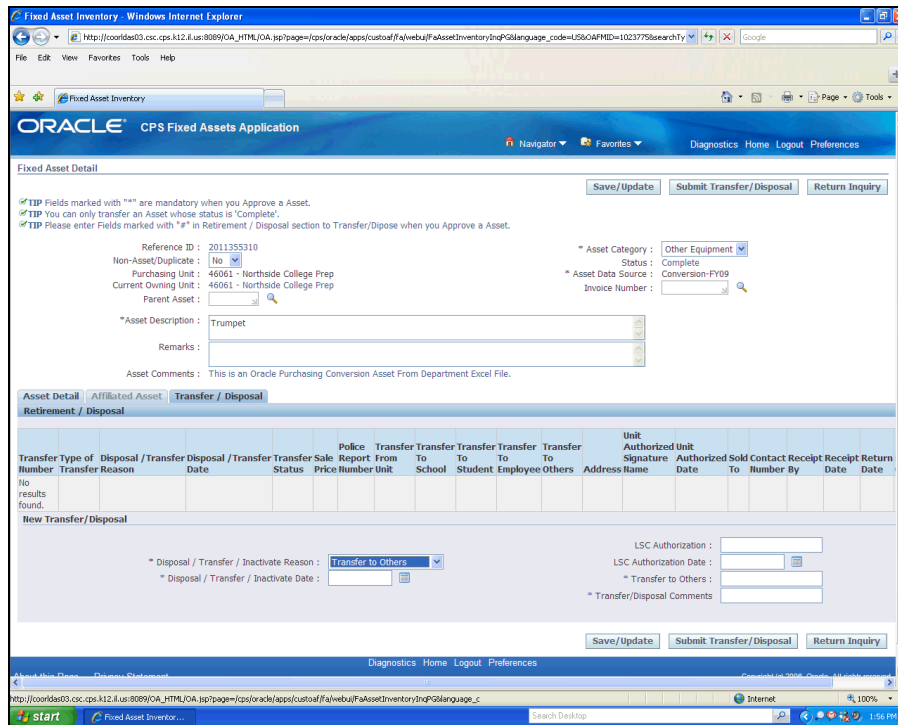
Step	Action
6.	Click the <b>"Transfer / Disposal"</b> tab. 
7.	Click the <b>"Add Transfer Disposal"</b> button.  The system will open up the Transfer options. 
8.	At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options.  The system will display all nine (9) options. 








# Training Guide

## Fixed Asset Application - Phase II

Step	Action
9.	<p>Select the Transfer Reason.</p> <p>For this example, select <b>"Transfer to Others"</b> as we are transferring an asset record to an employee.</p> <p>The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.</p> <p><b>Note:</b> <b>Transfer to Others</b> can be completed only as a Temporary Transfer.</p> <div style="border: 1px solid black; background-color: #4F81BD; color: white; padding: 2px; display: inline-block;">Transfer to Others</div>



Step	Action
10.	<p>Click the <b>"Calendar"</b> icon at <b>"Disposal / Transfer / Inactivate Date"</b>.</p> 
11.	<p>Select the <b>"Disposal / Transfer / Inactivate Date"</b> of the asset.</p> <p>For this example, please select <b>"March 9, 2011"</b>.</p> <p><b>Note:</b> Be sure to check the month and year,</p> 

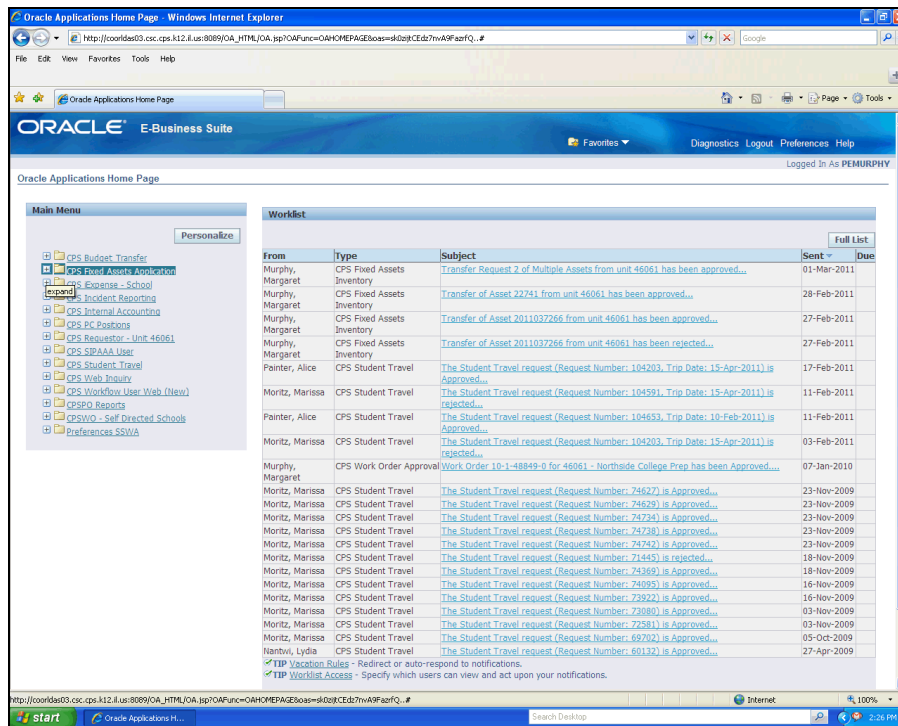
Step	Action
12.	In the <b>"Transfer to Others"</b> field, enter who or where the asset was transferred to.  For this example, enter <b>"Teen Living Program"</b> .
13.	In the <b>"Transfer/Disposal Reasons"</b> field, enter why this Transfer is being processed.  For this example, enter <b>"For project work"</b> .
14.	Click the <b>"Save/Update"</b> button to save the data entered in the record.  <b>Note:</b> The system will display a confirmation that the data was saved to database.  The entered information is now seen in the Retirement /Disposal section. Notice the Transfer status is <b>"In Process"</b> .  
15.	To complete the <b>Transfer</b> , click the <b>"Submit Transfer/Disposal"</b> button.  The system will automatically send the record to the Unit Admin for approval.  <b>Note:</b> The system will display a confirmation that the asset record was successfully changed.  
16.	The asset record cannot be edited.  The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.  Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.  
17.	<b>Congratulations!</b> You have completed the lesson on how to <b>"Transfer an Asset to Others"</b> .  <b>End of Procedure.</b>

### E. Lost or Stolen

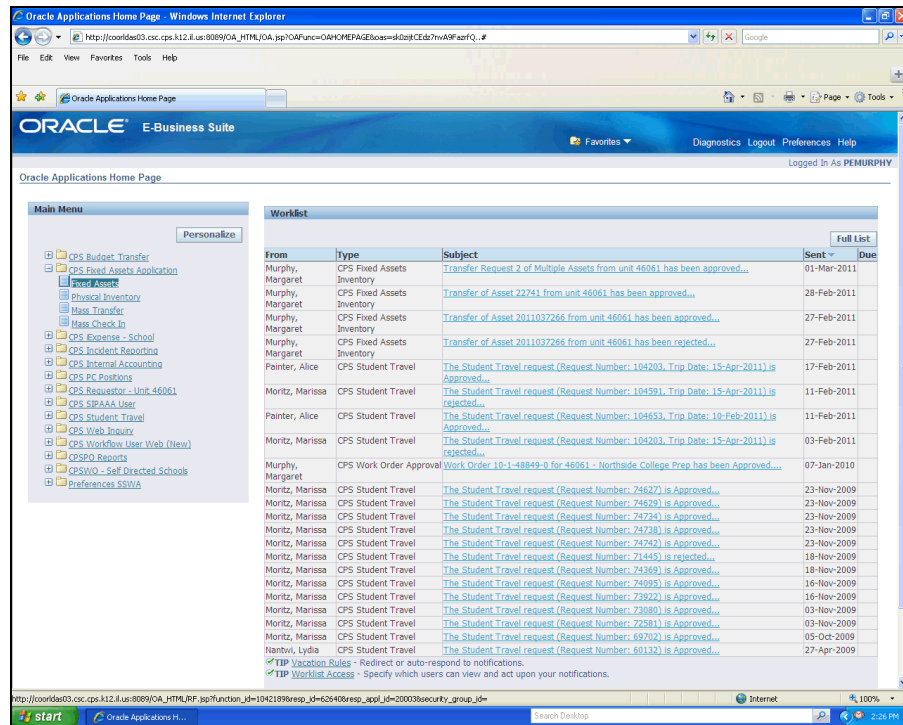
Assets Lost or Stolen can be reported from an asset record in **"Incomplete"** or **"Complete"** status.



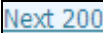

#### Procedure

In this tutorial, you will learn how to record an asset as **"Lost or Stolen"**




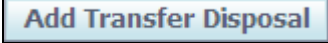

Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 

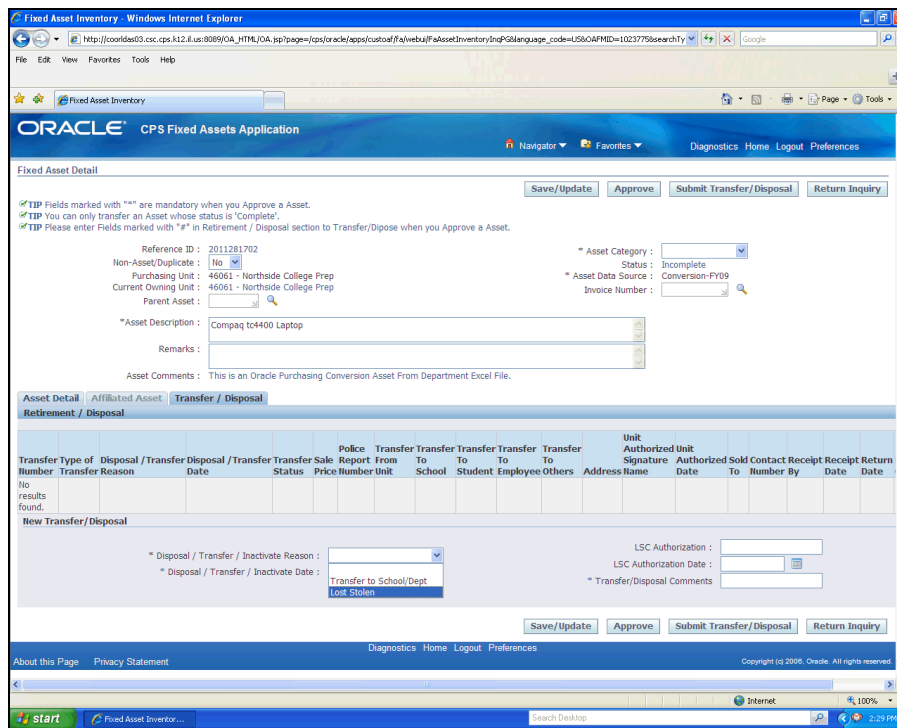



Step	Action
2.	Click the <b>"Fixed Assets"</b> link. The <b>Fixed Asset Inquiry</b> page opens. 
3.	Enter your Unit Number at <b>"Owner Unit"</b> . For this example, <b>46061</b> is entered.
4.	Click the <b>Go</b> button. The system will display all asset records. Scroll down until you find the asset record to transfer. <b>Note:</b> To search and find the asset record to transfer, use the search fields in the <b>Simple Search</b> section and click the <b>Go</b> button. 
5.	Search and find the asset record(s) to record as <b>"Lost or Stolen"</b> . Click the <b>Next</b> link to go to search on the next page. 
6.	Select the record by clicking the <b>Reference ID</b> link to open the Asset <b>Detail</b> . For this example, reference ID is <b>2011281702</b> is selected. 

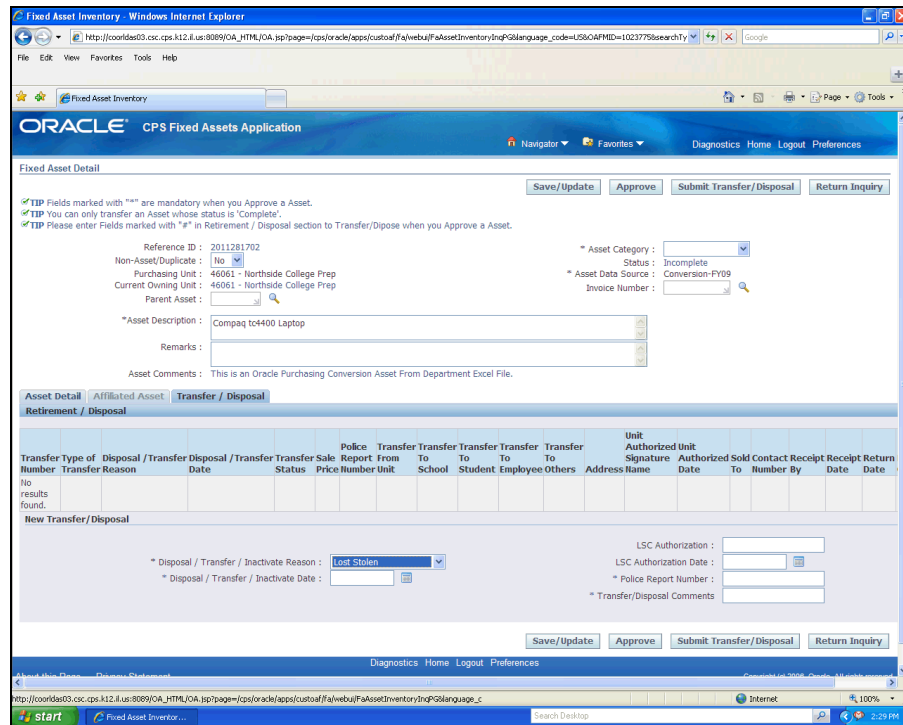
# Training Guide


## Fixed Asset Application - Phase II

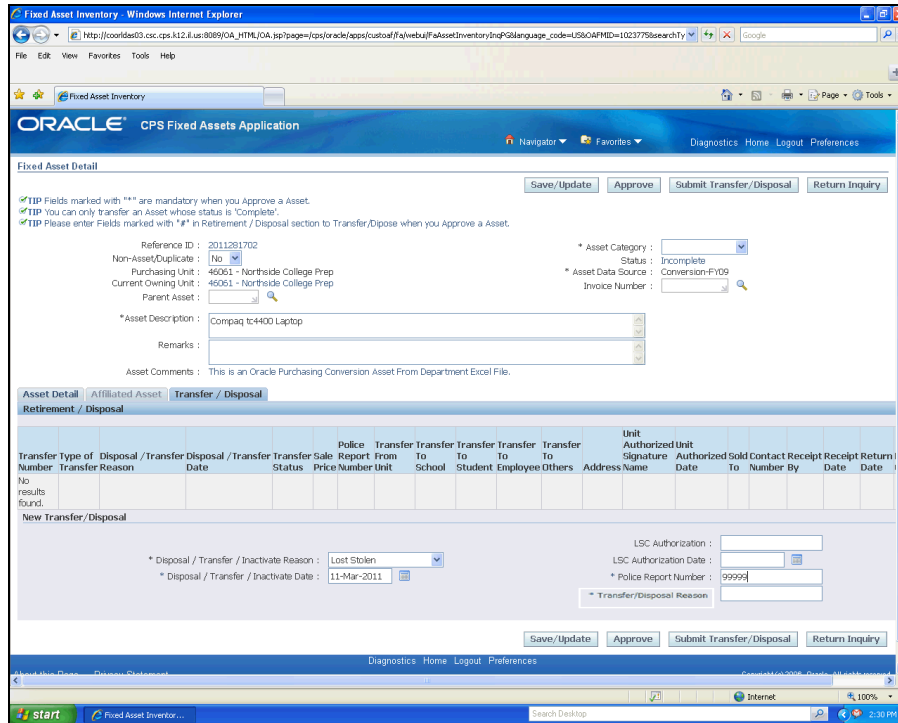
Step	Action
7.	Click the <b>"Transfer / Disposal"</b> tab. 
8.	Click the <b>"Add Transfer Disposal"</b> button.  The system will open up the Disposal options. 
9.	At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options. 



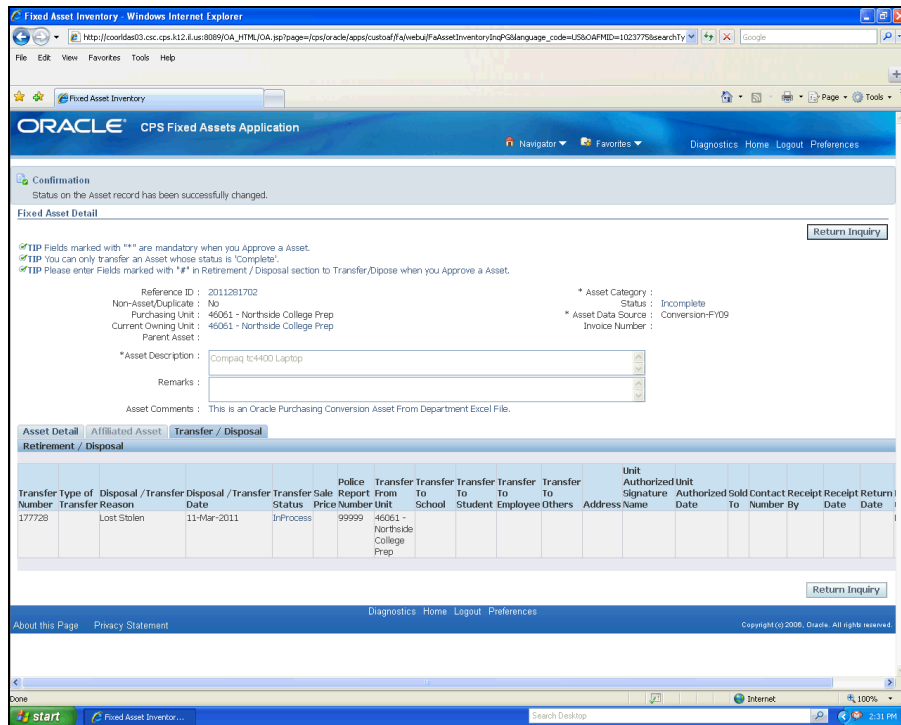
Step	Action
10.	Select the Transfer Reason.  The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.  For this example, select <b>"Lost or Stolen"</b> . 



Step	Action
11.	Click the <b>"Calendar "</b> icon at <b>"Disposal / Transfer / Inactivate Date"</b> . 
12.	Select the <b>"Disposal / Transfer / Inactivate Date"</b> of the asset.  For this example, please select <b>"March 11, 2011"</b> .  <b>Note:</b> Be sure to check the month and year.
13.	For all lost or stolen assets, a police report must be filed.  Enter the <b>"Police Report Number"</b> .  For this example, enter <b>"99999"</b> .



Step	Action
14.	<p>In the <b>"Transfer/Disposal Reasons"</b> field, enter why this Disposal is being processed.</p> <p>For this example, enter the reason as <b>"Lost 09-Mar-2011"</b> (the approximate date it was lost).</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
15.	<p>Click the <b>"Save/Update"</b> button to save the data entered in the record.</p> <p><b>Note:</b> The system will display a confirmation that the data was saved to database.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Save/Update</div>
16.	<p>To complete the <b>Disposal</b> click the <b>"Submit Transfer/Disposal"</b> button.</p> <p>The system will automatically send the record to the Unit Admin for approval.</p> <p><b>Note:</b> The system will display a confirmation that the asset record was successfully changed.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Submit Transfer/Disposal</div>

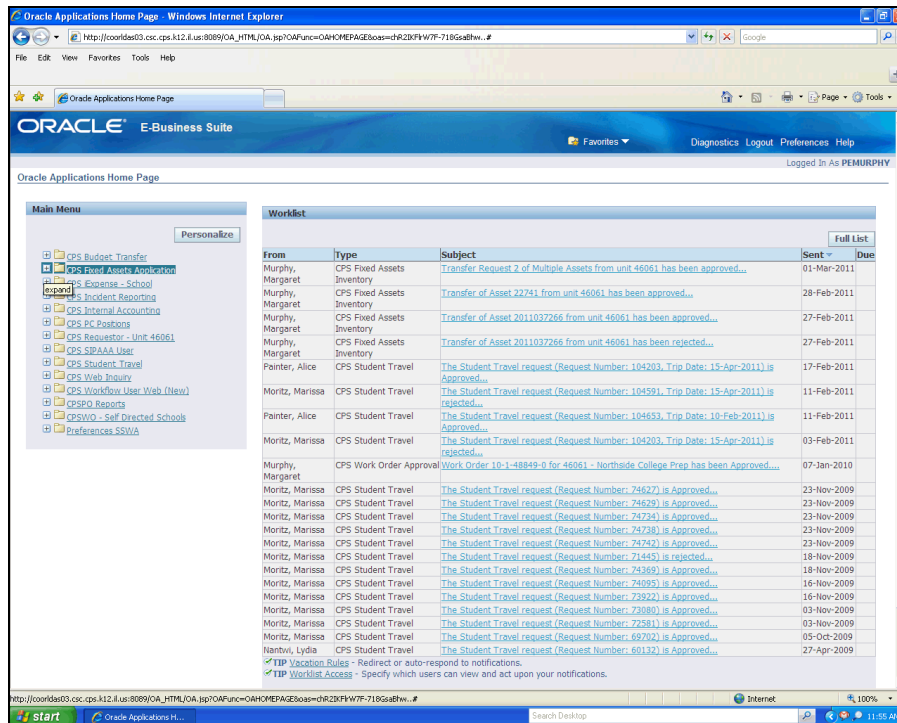


Step	Action
17.	<p>The system displays the Disposal information in the Retirement /Disposal section.</p> <p>Notice the Transfer status is <b>"InProcess."</b></p> <p>The record is now pending the Unit Admin's approval.</p>
18.	<p>The asset record cannot be edited.</p> <p>The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.</p> <p>Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.</p>
19.	<p><b>Congratulations!</b> You have completed the lesson on how to record an asset as <b>"Lost or Stolen"</b>.</p> <p><b>End of Procedure.</b></p>

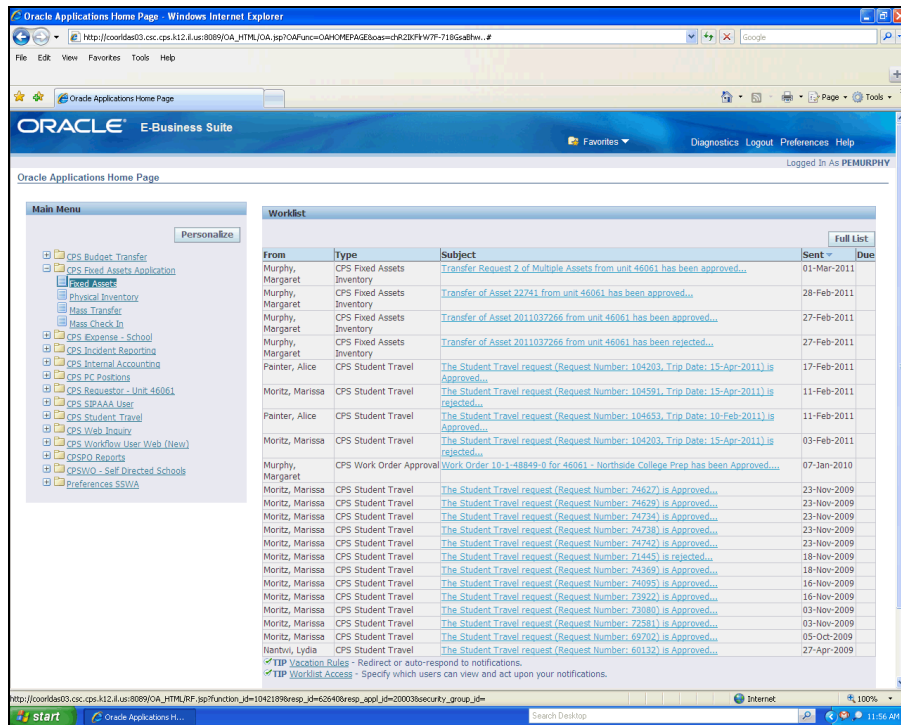
## F. Disposal - Retirement



### Procedure

In this tutorial, you will learn how to Dispose of assets using the **"Disposal - Retirement"** (Disposal type).




Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 

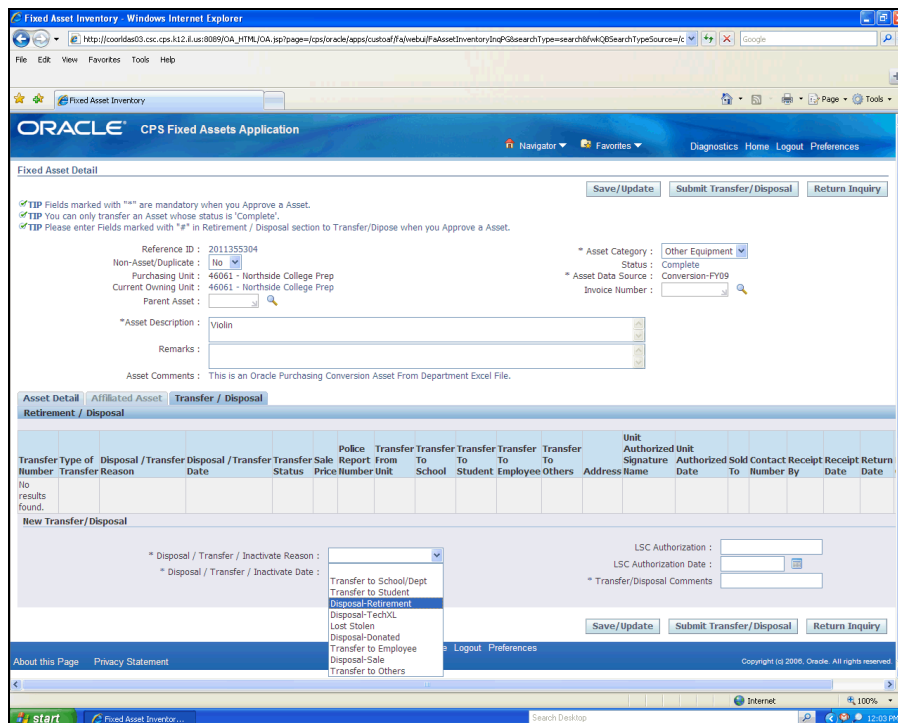


Step	Action
2.	<p>Click the <b>"Fixed Assets"</b> link.</p> <p>The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter your Unit Number at <b>"Owner Unit"</b>.</p> <p>For this example, <b>46061</b> is selected.</p> 
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.</p>

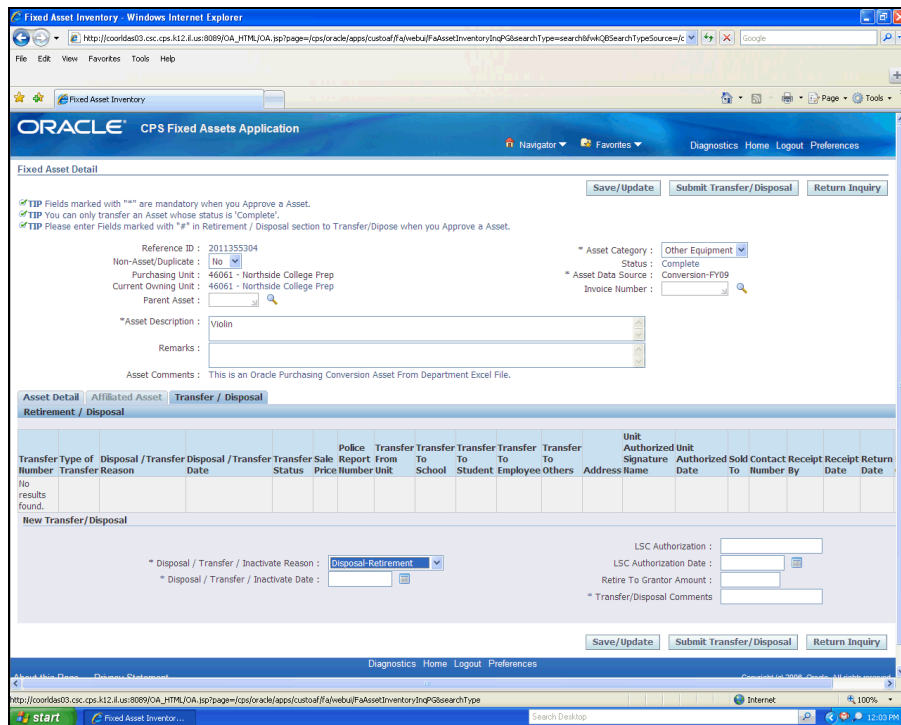
# Training Guide


## Fixed Asset Application - Phase II




Step	Action
5.	<p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p>Note: To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.</p> <p>For this example, click the link to Reference ID- <b>2011355304</b>.</p> <p><b>2011355304</b></p>
6.	<p>Click the <b>"Transfer / Disposal"</b> tab.</p> <p><b>Transfer / Disposal</b></p>
7.	<p>Click the <b>"Add Transfer Disposal"</b> button.</p> <p>The system will open up the Disposal options.</p> <p><b>Add Transfer Disposal</b></p>
8.	<p>At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options.</p> <p></p>



Step	Action
9.	<p>Select the Transfer Reason.</p> <p>The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.</p> <p>For this example, select <b>"Disposal-Retirement"</b>.</p> <div style="border: 1px solid black; background-color: #4F81BD; color: white; padding: 2px; display: inline-block;">Disposal-Retirement</div>



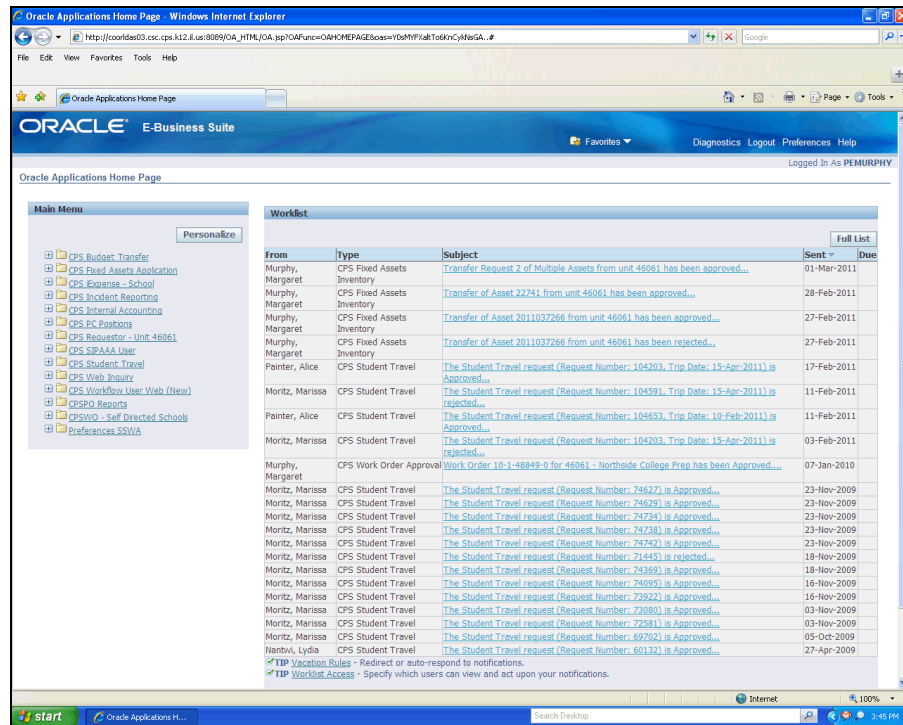
Step	Action
10.	<p>Click the <b>"Calendar"</b> icon at <b>"Disposal / Transfer / Inactivate Date"</b>.</p> 
11.	<p>Select the <b>"Disposal / Transfer / Inactivate Date"</b> of the asset.</p> <p>For this example, please select <b>"March 10, 2011"</b>.</p> <p><b>Note:</b> Be sure to check the month and year.</p> <div style="border: 1px solid black; background-color: #4F81BD; color: white; padding: 2px; display: inline-block;">10</div>

Step	Action
12.	<p>In the "<b>Transfer/Disposal Reasons</b>" field, enter why this Disposal is being processed.</p> <p>For this example, enter the reason as "<b>Obsolete</b>".</p>
13.	<p>Click the "<b>Save/Update</b>" button to save the data entered in the record.</p> <p><b>Note:</b> The system will display a confirmation that the data was saved to database.</p> <p></p>
14.	<p>To complete the <b>Disposal</b> click the "<b>Submit Transfer/Disposal</b>" button.</p> <p>The system will automatically send the record to the Unit Admin for approval.</p> <p><b>Note:</b> The system will display a confirmation that the asset record was successfully changed.</p> <p></p>
15.	<p>The system displays the Disposal information in the <b>Retirement /Disposal</b> section.</p> <p>Notice the Transfer status is <b>In Process</b>.</p> <p>The record is now pending the Unit Admin's approval.</p>
16.	<p>The asset record cannot be edited.</p> <p>The system removes the "<b>Save/Update</b>" and "<b>Submit Transfer/Disposal</b>" buttons from the page.</p> <p>Click the "<b>Return Inquiry</b>" button to go back to go back to <b>Asset Inquiry</b> page.</p> <p></p>
17.	<p><b>Congratulations!</b> You have completed the lesson on how to <b>Dispose of a Retired Asset</b>.</p> <p><b>End of Procedure.</b></p>

## G. Disposal - TechXL

### Procedure

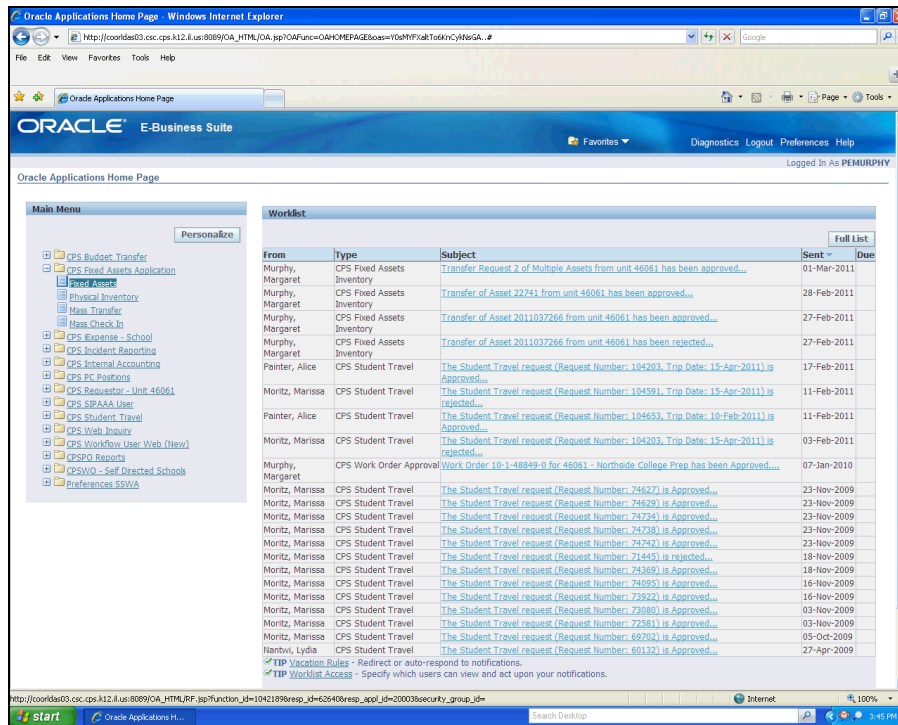
In this tutorial, you will learn how to Dispose of assets using the **"Disposal - TechXL"** disposal type.



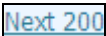






Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility.

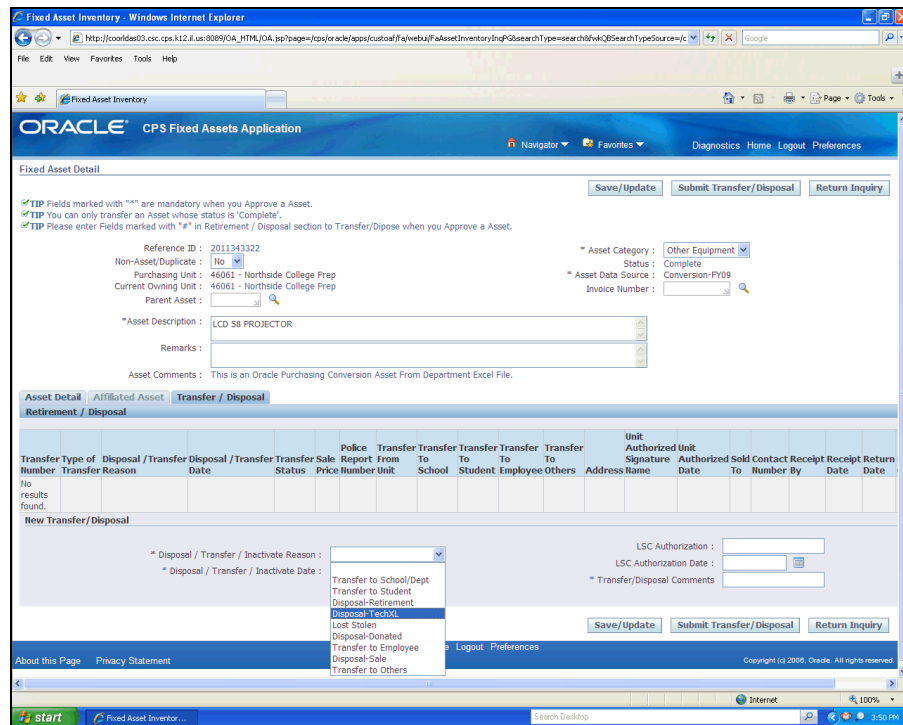
# Training Guide

## Fixed Asset Application - Phase II




Step	Action
2.	<p>Click the <b>"Fixed Assets"</b> link.</p> <p>The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter the Unit Number at <b>"Owner Unit"</b>.</p> <p>For this example, <b>46061</b> is selected.</p> 
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.</p>
5.	<p>Search and find the asset records to transfer.</p> <p>Click the Next link to view the next page.</p> 

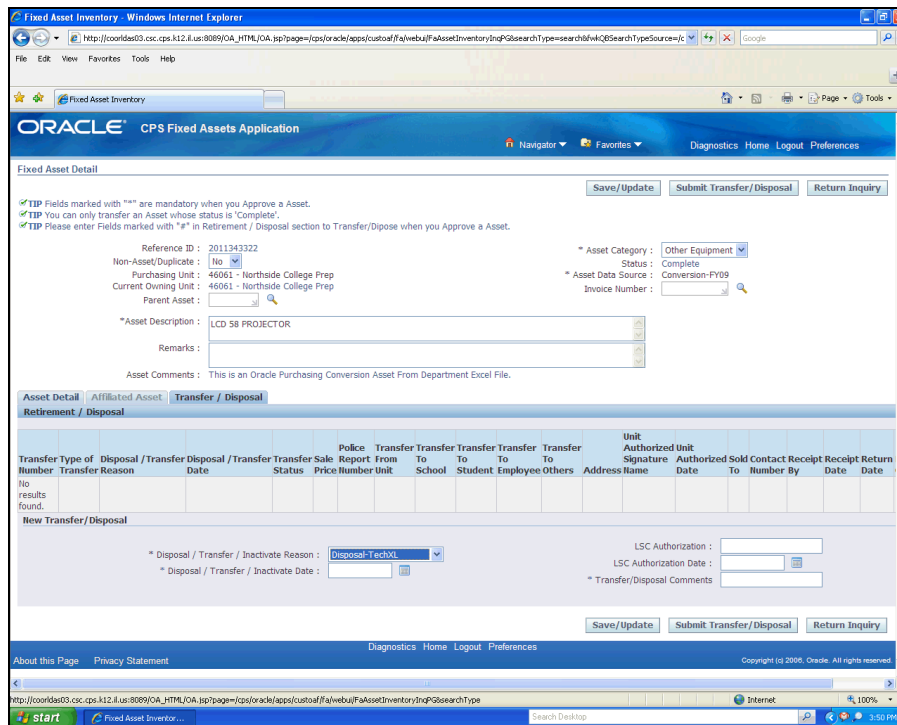
Step	Action
6.	Select the record by clicking the <b>Reference ID</b> link to open the Asset <b>Detail</b> .  For this example, click the link to Reference ID <b>2011343325</b> .  
7.	Click the <b>"Transfer / Disposal"</b> tab. 
8.	Click the <b>"Add Transfer Disposal"</b> button.  The system will open up the Disposal options. 
9.	At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options. 




# Training Guide

## Fixed Asset Application - Phase II

Step	Action
10.	<p>Select the Transfer Reason.</p> <p>The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.</p> <p>Select the Transfer Reason. - <b>"Disposal TechXL"</b>.</p> 



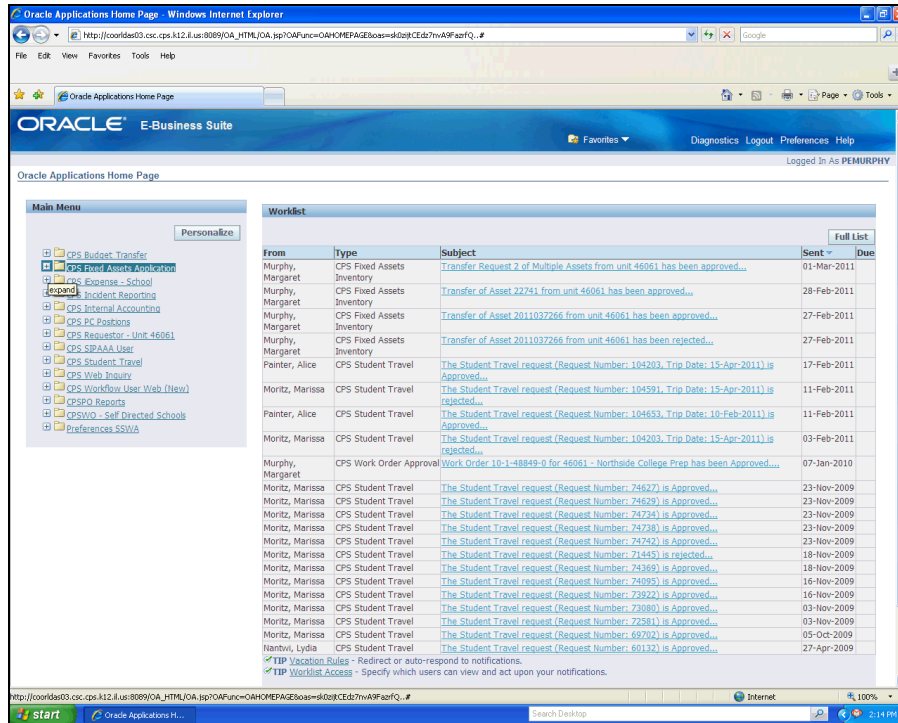
Step	Action
11.	<p>Click the "Calendar" icon at <b>"Disposal / Transfer / Inactivate Date"</b>.</p> 
12.	<p>Select the <b>"Disposal / Transfer / Inactivate Date"</b> of the asset.</p> <p>For this example, please select <b>"March 10, 2011"</b>.</p> <p><b>Note:</b> Be sure to check the month and year.</p>
13.	<p>In the <b>"Transfer/Disposal Reasons"</b> field, enter why this Disposal is being processed.</p> <p>For this example, enter the reason as <b>"Obsolete"</b>.</p>


Step	Action
14.	<p>Click the <b>"Save/Update"</b> button.</p> <p><b>Note:</b> The system will display a confirmation that the data was saved to database.</p>
15.	<p>To complete the <b>Disposal</b> click the <b>"Submit Transfer/Disposal"</b> button.</p> <p>The system will automatically send the record to the Unit Admin for approval.</p> <p><b>Note:</b> The system will display a confirmation that the asset record was successfully changed.</p>
16.	<p>The system displays the Disposal information in the <b>Disposal - TechXL</b> section. Notice the Transfer status is <b>In Process</b>.</p> <p>The record is now pending the Unit Admin's approval.</p>
17.	<p>The asset record cannot be edited.</p> <p>The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.</p> <p>Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.</p>
18.	<p><b>Congratulations!</b> You have completed the lesson on how to <b>Dispose of assets through TechXL</b>.</p> <p><b>End of Procedure.</b></p>

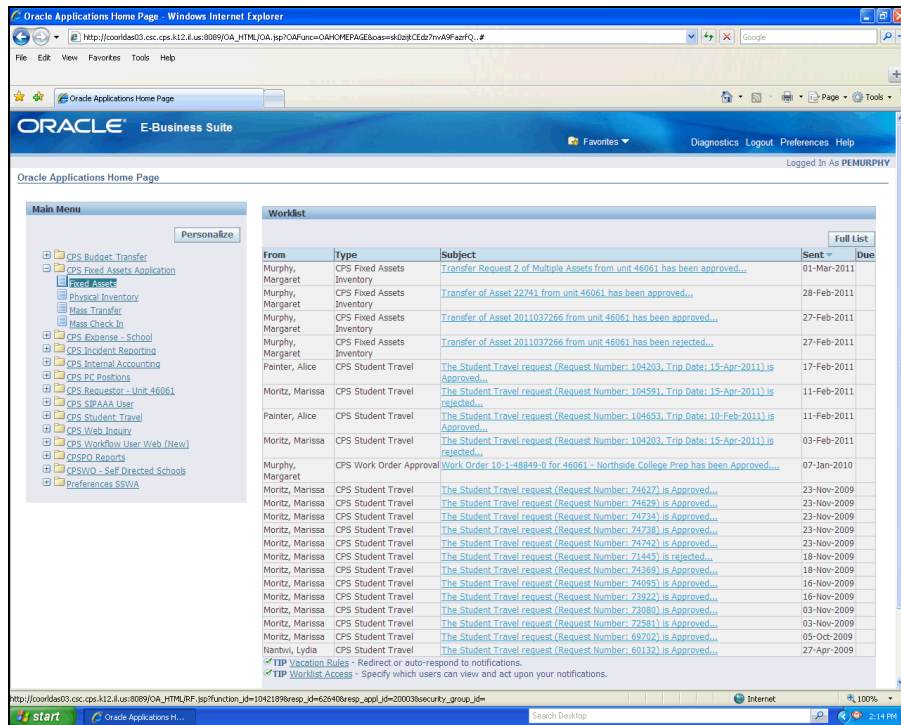
### H. Disposal - Donated

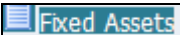
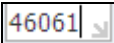

#### Procedure

In this tutorial, you will learn how to Dispose of assets using the **"Disposal-Donated"** (Disposal type).



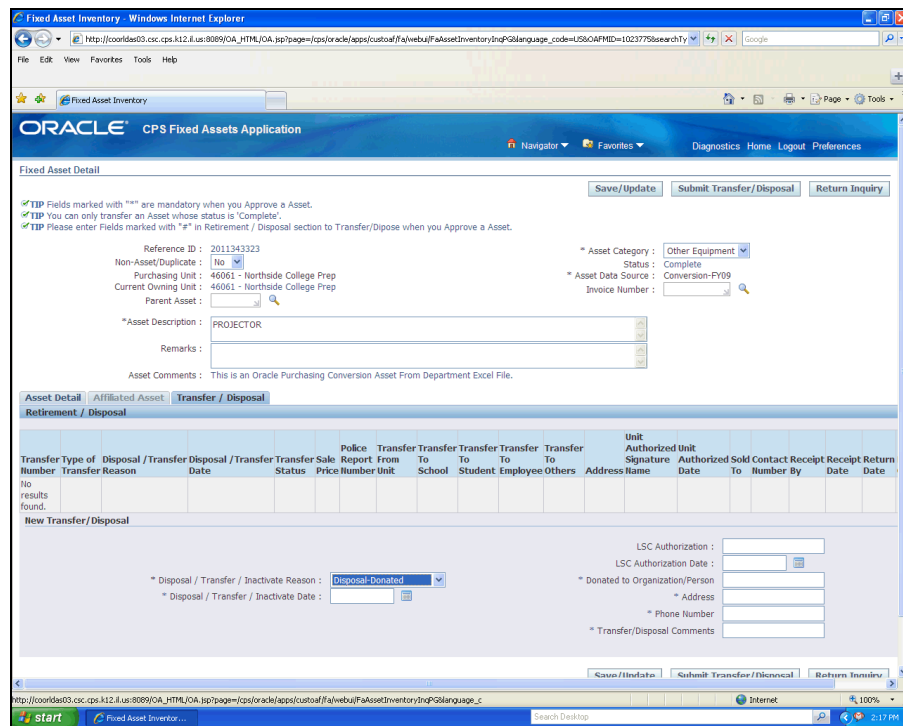
Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 








Step	Action
2.	<p>Click the <b>"Fixed Assets"</b> link.</p> <p>The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter the Unit Number at <b>"Owner Unit"</b>.</p> <p>For this example, please enter <b>"46061"</b>.</p> 
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.</p> 



Step	Action
9.	<p>Select the <b>Transfer/Inactivate Reason</b>.</p> <p>The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.</p> <p>For this example, click the <b>"Disposal-Donated"</b>.</p> <p><b>Disposal-Donated</b></p>



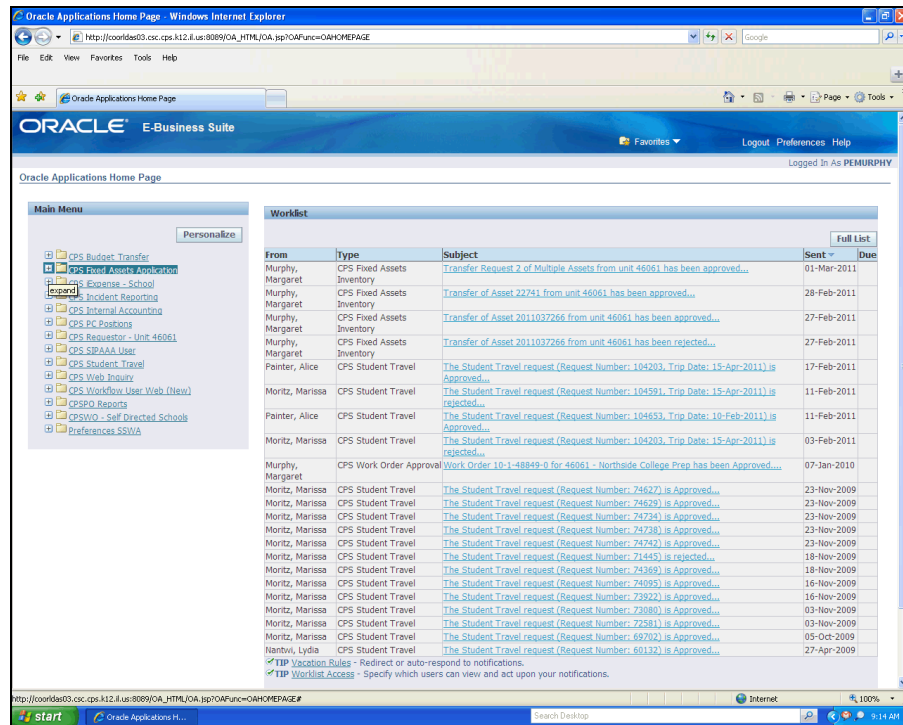
Step	Action
10.	<p>Click the <b>"Calendar"</b> icon at the <b>"Disposal / Transfer / Inactivate Date"</b>.</p> <p></p>
11.	<p>Select the <b>"Disposal / Transfer / Inactivate Date"</b> of the asset.</p> <p>For this example, please select March 11, 2011.</p> <p><b>Note:</b> Be sure to check the month and year.</p>
12.	<p>In the <b>"Donated to Organization/Person"</b> field, enter the name of the person or organization receiving the asset.</p> <p><input type="text"/></p>

Step	Action
13.	In the <b>"Address"</b> field, enter the receiver's address. 
14.	In the <b>"Phone Number"</b> field, enter the receiver's phone number.  For this example, enter <b>"773-553-1000"</b> .
15.	In the <b>"Transfer/Disposal Reasons"</b> field, enter why this Disposal is being processed.  For this example, enter the reason as <b>"Not in use"</b> .
16.	Click the <b>"Save/Update"</b> button to save the data entered in the record.  <b>Note:</b> The system will display a confirmation that the data was saved to database.  
17.	To complete the <b>Disposal</b> click the <b>"Submit Transfer/Disposal"</b> button.  The system will automatically send the record to the Unit Admin for approval.  <b>Note:</b> The system will display a confirmation that the asset record was successfully changed.  
18.	The system displays the Disposal information in the <b>Retirement /Disposal</b> section.  Notice the Transfer status is <b>In Process</b>  The record is now pending the Unit Admin's approval.
19.	The asset record cannot be edited.  The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.  Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.  
20.	<b>Congratulations!</b> You have completed the lesson on how to Dispose of Donated assets.  <b>End of Procedure.</b>

## I. Disposal - Sale

### Procedure

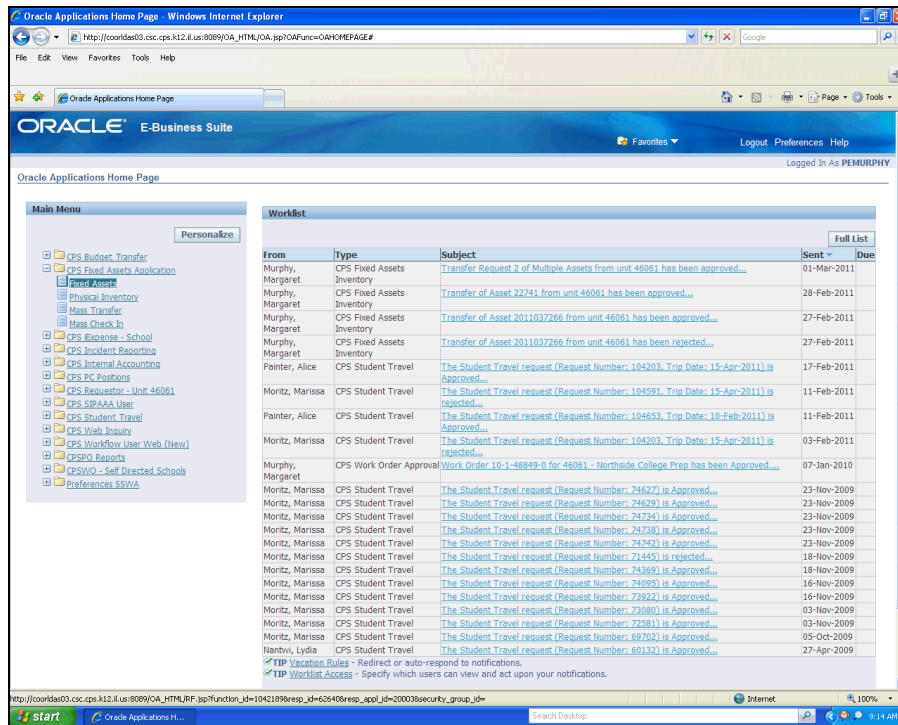
In this tutorial, you will learn how to Dispose of assets using the **"Disposal - Sale"** disposal type.



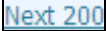




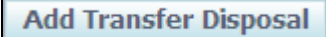

Step	Action
1.	Click the <b>"CPS Fixed Assets Application"</b> Responsibility. 

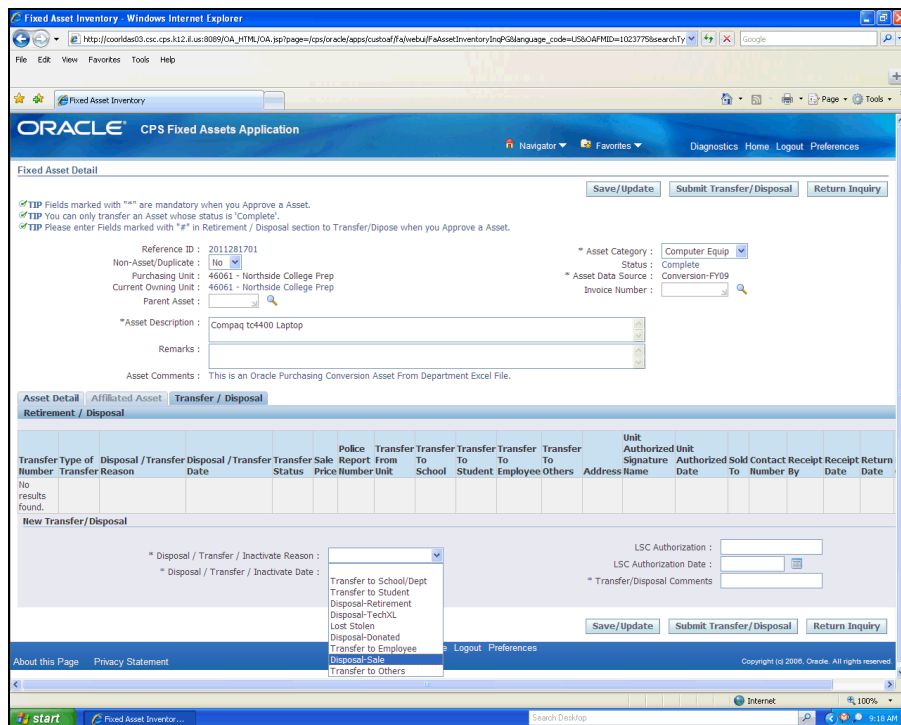
# Training Guide

## Fixed Asset Application - Phase II



Step	Action
2.	<p>Click the <b>"Fixed Assets"</b> link.</p> <p>The <b>Fixed Asset Inquiry</b> page opens.</p> 
3.	<p>Enter the Unit Number at <b>"Owner Unit"</b>.</p> <p>For this example, please enter <b>46061</b>.</p> <input data-bbox="344 1283 448 1325" type="text"/>
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p><b>Note:</b> To search and find the asset record to transfer, use the search fields in the Simple Search section and click the <b>Go</b> button.</p> 
5.	<p>Scroll down until you find the asset record to transfer.</p> <p>For this example, click the <b>Next 200</b> link.</p> 

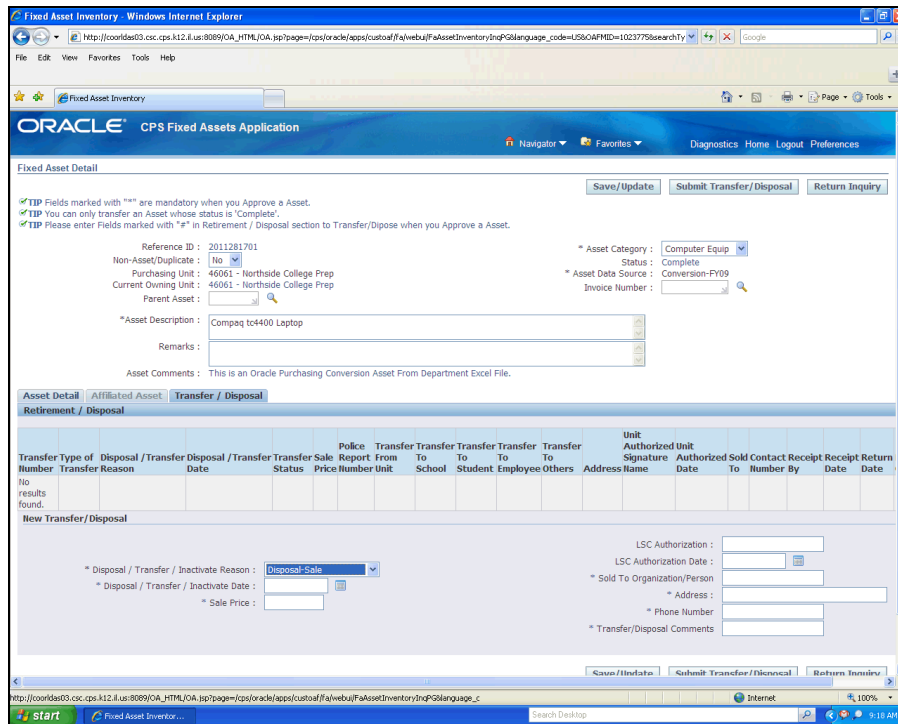
Step	Action
6.	Select the asset.  Click the <b>Reference ID</b> to open the Asset Detail.  For this example, click the Reference ID - <b>2011281701</b> . 
7.	Click the <b>"Transfer / Disposal"</b> tab. 
8.	Click the <b>"Add Transfer Disposal"</b> button.  The system will open up the Disposal options. 
9.	At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options. 




# Training Guide

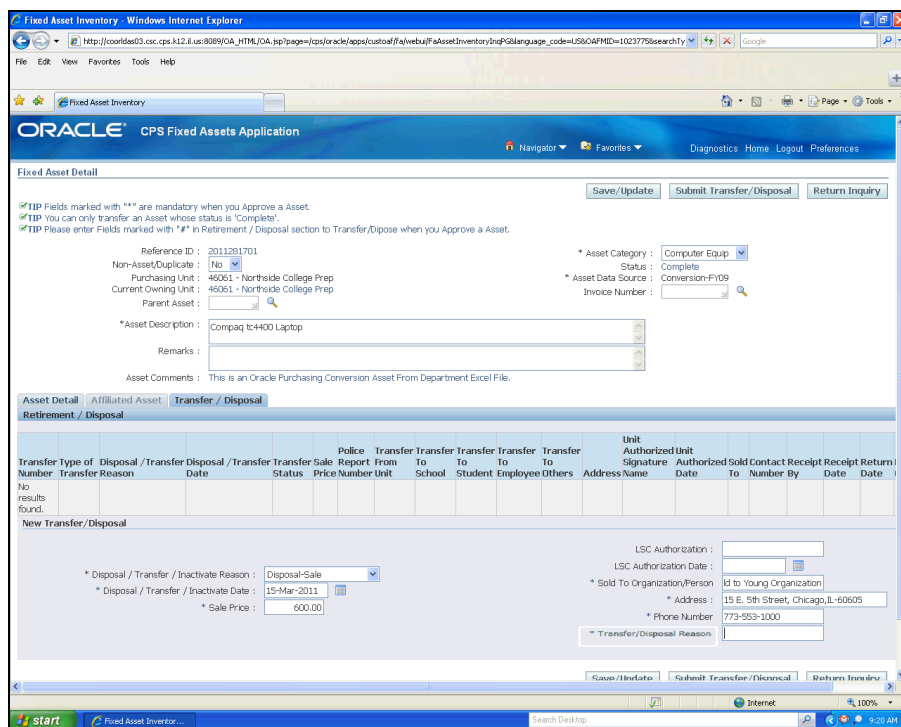
## Fixed Asset Application - Phase II

Step	Action
10.	<p>Select the <b>Transfer/Inactivate</b> Reason.</p> <p>The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.</p> <p>For this example, select <b>"Disposal-Sale"</b>.</p> <p><b>Disposal-Sale</b></p>



Step	Action
11.	<p>Click the <b>"Calendar"</b> icon at <b>"Disposal / Transfer / Inactivate Date"</b>.</p> <p></p>
12.	<p>Select the <b>"Disposal / Transfer / Inactivate Date"</b> of the asset.</p> <p>For this example, please select <b>"March 15, 2011"</b>.</p> <p><b>Note:</b> Be sure to check the month and year.</p> <p><b>15</b></p>
13.	<p>In the <b>"Sale Price"</b> field, enter the amount received from the sale.</p> <p>For this example, enter <b>"600.00"</b>.</p>

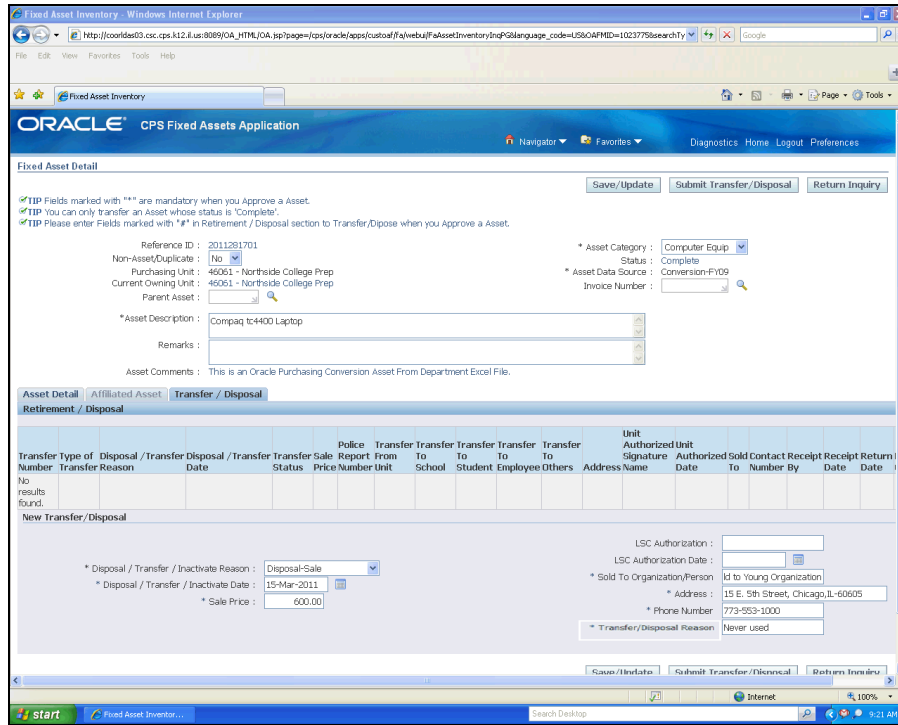
Step	Action
14.	In the <b>"Sold To Organization/Person"</b> field, enter the name of the Purchaser.  For this example, enter <b>"Sold to Young Organization"</b> .
15.	In the <b>"Address"</b> field, enter the Purchaser's address.  For this example, enter <b>"15 E. 5th Street, Chicago, IL--60605"</b> .
16.	In the <b>"Phone Number"</b> field, enter the Purchaser's phone number in the  For this example, enter <b>"773-553-1000"</b> .



Step	Action
17.	In the <b>"Transfer/Disposal Reasons"</b> field, enter why this Disposal is being processed.  For this example, enter <b>"Never Used"</b> .  <input type="text"/>

# Training Guide

## Fixed Asset Application - Phase II



Step	Action
18.	<p>Click the <b>"Save/Update"</b> button to save the data entered in the record.</p> <p><b>Note:</b> The system will display a confirmation that the data was saved to database.</p> <p><b>Save/Update</b></p>
19.	<p>To complete the <b>Disposal</b> click the <b>"Submit Transfer/Disposal"</b> button.</p> <p>The system will automatically send the record to the Unit Admin for approval.</p> <p><b>Note:</b> The system will display a confirmation that the asset record was successfully changed.</p> <p><b>Submit Transfer/Disposal</b></p>
20.	<p>The system displays the Disposal information in the <b>Disposal - TechXL</b> section. Notice the Transfer status is <b>In Process</b>.</p> <p>The record is now pending the Unit Admin's approval.</p>
21.	<p>The asset record cannot be edited.</p> <p>The system removes the <b>"Save/Update"</b> and <b>"Submit Transfer/Disposal"</b> buttons from the page.</p> <p>Click the <b>"Return Inquiry"</b> button to go back to go back to <b>Asset Inquiry</b> page.</p>

Step	Action
22.	<b>Congratulations!</b> You have completed the lesson on how to <b>Dispose of an asset from a Sale.</b>  <b>End of Procedure.</b>

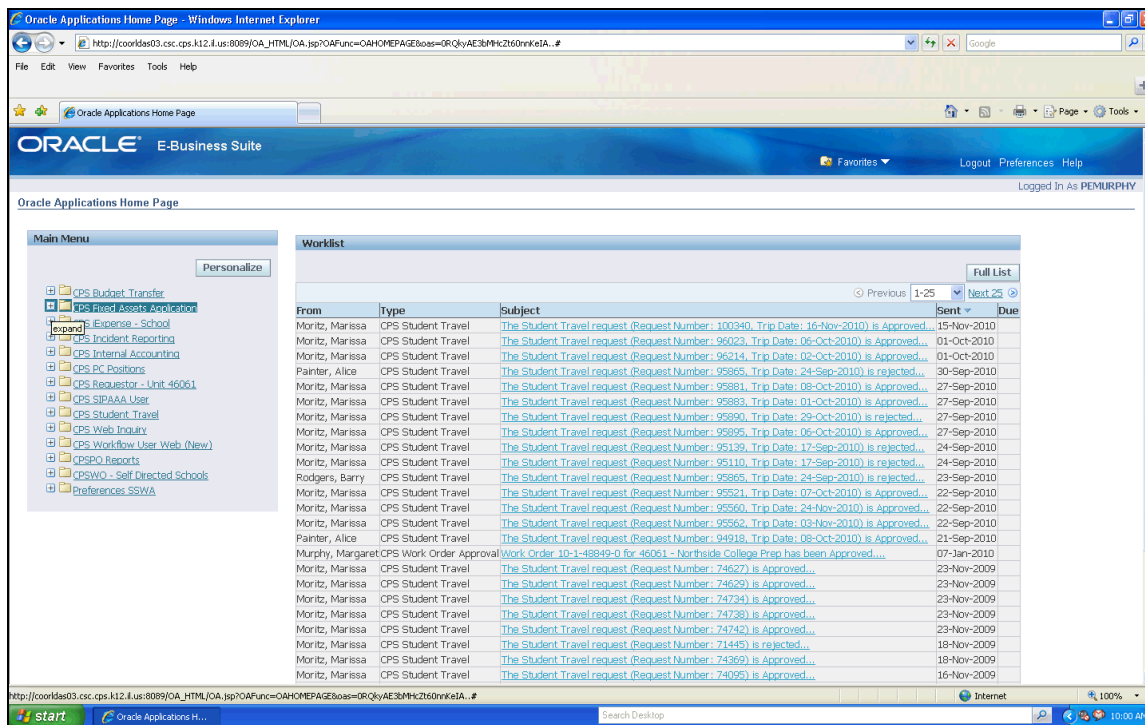
# 13. Mass Transfer


A **Mass Transfer** is used when transferring a group of assets to the same person/organization on the same day and with the same transfer type.

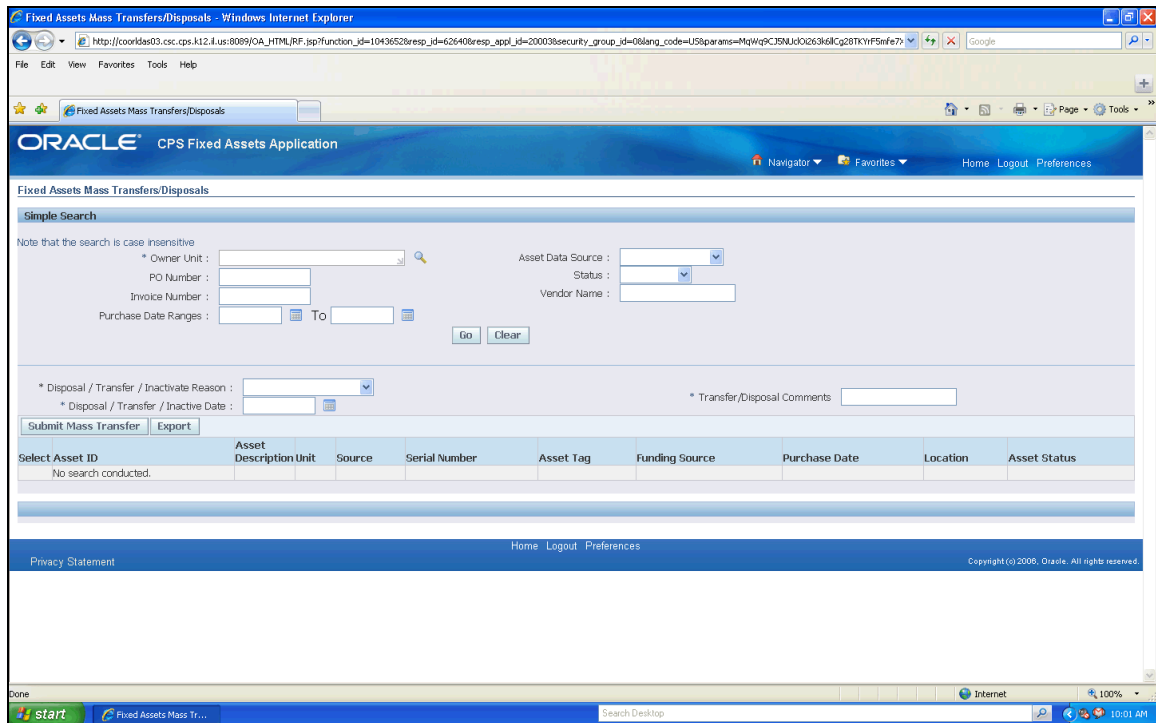
## Procedure




In this tutorial, you will learn how to do a "**Mass Transfer**".

**Note:** A Mass Transfer is used when transferring a group of assets to the same person/organization on the same day and with the same transfer type.








Step	Action
1.	Click the <b>"CPS Fixed Asset Application"</b> Responsibility. 
2.	Click the <b>"Mass Transfer"</b> link.  The <b>Fixed Assets Mass Transfers/Disposals</b> page opens

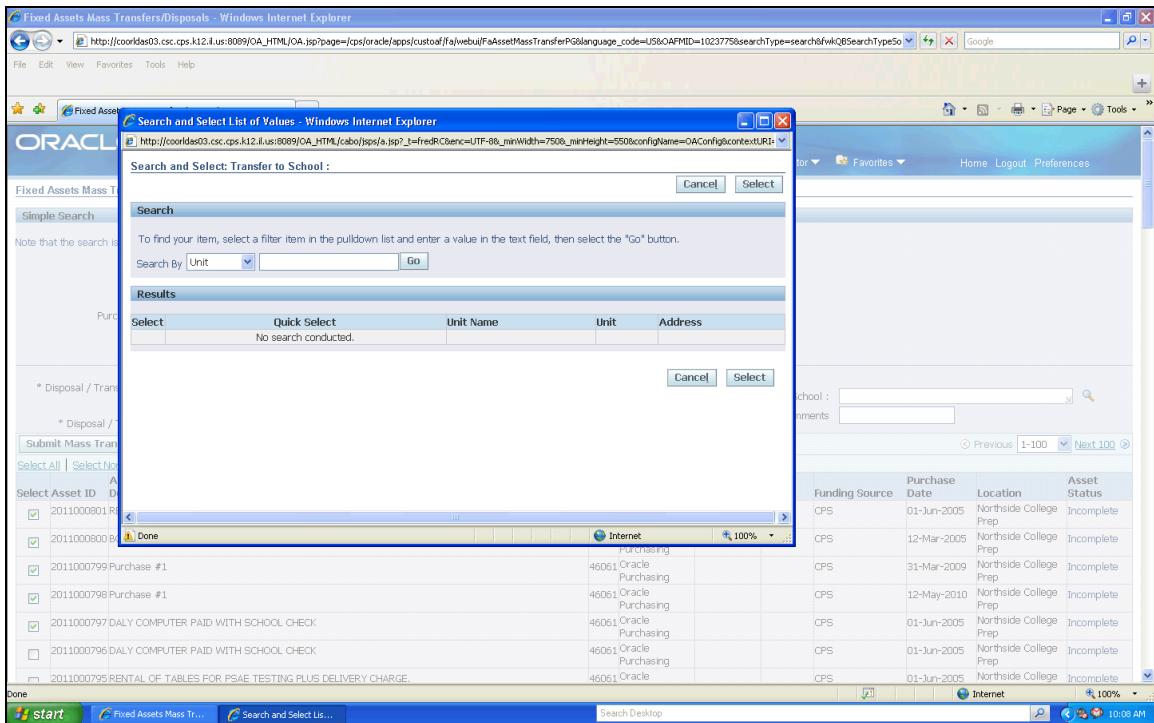


Step	Action
3.	<p>Enter the Unit Number at <b>"Owner Unit"</b>.</p> <p>For this example, enter <b>46061</b>.</p> 
4.	<p>Click the <b>Go</b> button.</p> <p>The system will display all asset records. Scroll down until you find the asset record to transfer.</p> <p>Note: To search and find the asset record to transfer, use the search fields in the <b>Simple Search</b> section and click the <b>Go</b> button.</p> 
5.	<p>Select the records to <b>Transfer</b> by clicking the <b>"Radio"</b> button on each record.</p> <p>For this example, select the first five assets.</p>
6.	<p>At the <b>"Disposal / Transfer / Inactivate Reason"</b> field, click the drop down arrow to view Disposal/Transfer options.</p> 

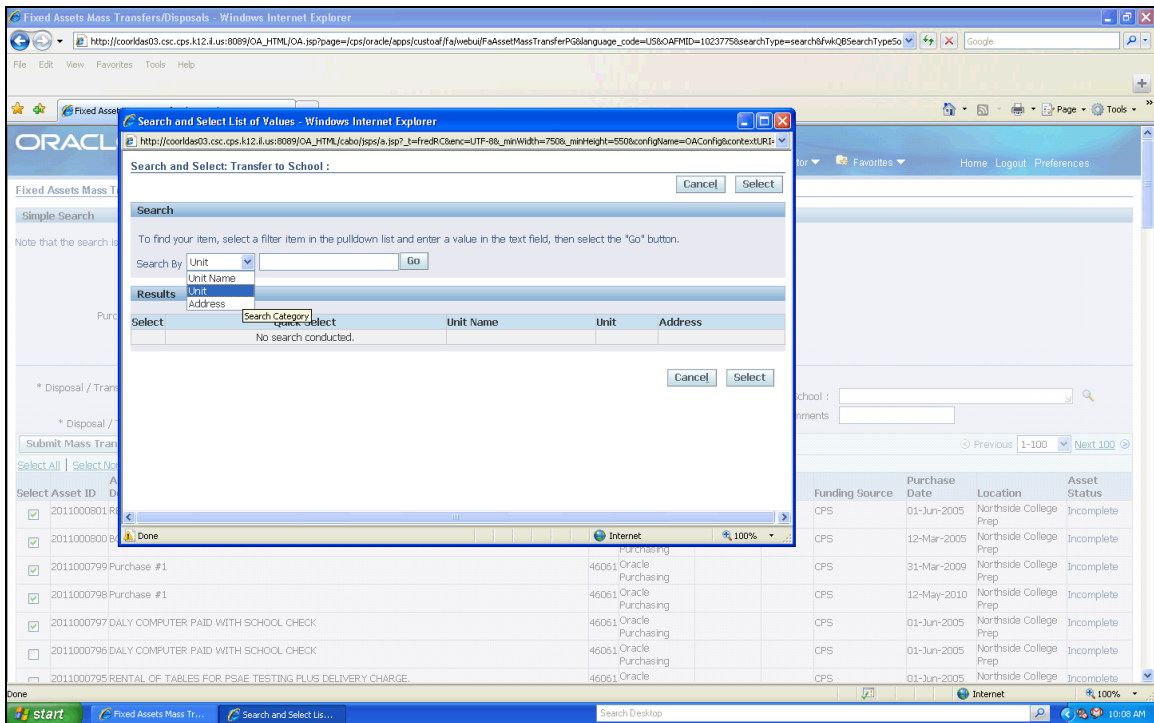
# Training Guide

## Fixed Asset Application - Phase II

Step	Action
7.	<p>Click the <b>Transfer Reason</b> to select it. The fields on the screen will change based on your Transfer Reason.</p> <p>For this example, Select "<b>Transfer to School / Dept</b>"</p> 
8.	<p>At the "<b>Type of Transfer</b>" field, click the drop down arrow.</p> 
9.	<p>Select the <b>Type of Transfer</b>.</p> <p>For this example, select "<b>Temporary Transfer</b>".</p> 
10.	<p>Click the "<b>Calendar</b>" icon at "<b>Disposal / Transfer / Inactive Date</b>"</p> 
11.	<p>Select the "<b>Disposal / Transfer / Inactive Date</b>" of the Asset.</p> <p>For this example, please select <b>February 20, 2011</b>.</p> 
12.	<p>In the <b>Transfer to School</b> field, enter the unit number.</p> <p>For this example, click search for the unit by clicking the <b>Magnifying</b> glass. The <b>Search and Select</b> screen opens.</p>






Step	Action
13.	Click the drop down arrow at "Search By".



# Training Guide

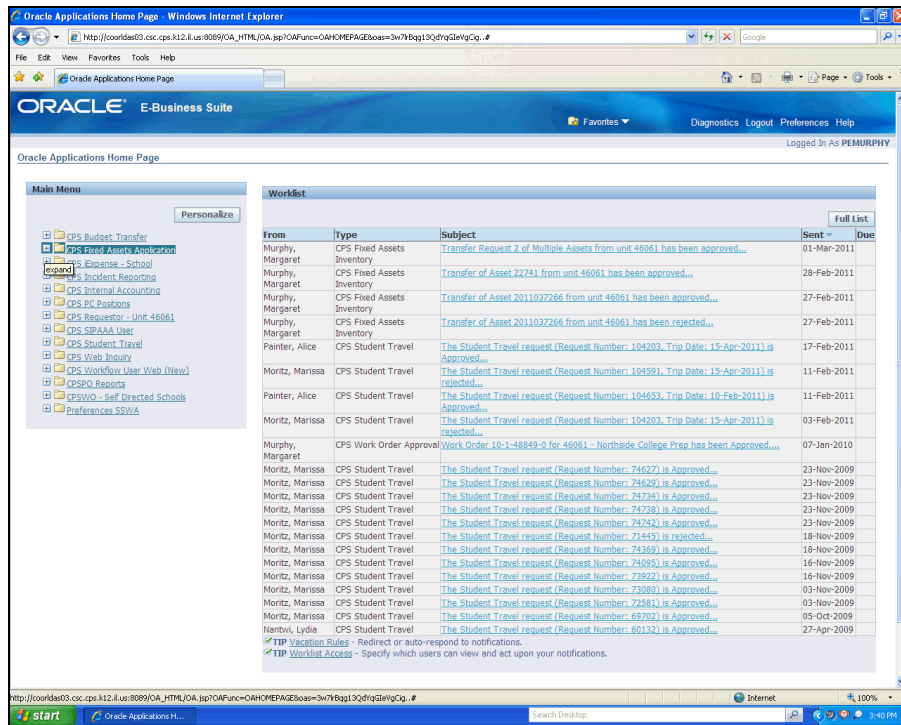
## Fixed Asset Application - Phase II

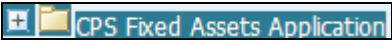

Step	Action
14.	<p>Select the search criteria.</p> <p>For this Example, select <b>"Unit"</b> as search criteria.</p> 
15.	<p>Enter the unit number into the search field.</p> <p><b>Note:</b> That the '%' acts as a wild card if you are unsure about the unit number.</p> <p>For this example, please enter <b>"4622%"</b>.</p>
16.	<p>Click the <b>Go</b> button.</p>
17.	<p>Select the unit by clicking the <b>"Quick Select"</b> button.</p> 
18.	<p>In the <b>"Transfer/Disposal Comments"</b> field, enter why these Transfer are being processed."</p> <p>For this example, please enter <b>"Transferring some computers"</b>.</p>
19.	<p>Click the <b>"Submit Mass Transfer"</b> button to transfer the selected assets.</p> <p><b>Note:</b> The system will display a confirmation that the data was saved to database.</p> 
20.	<p><b>Congratulations!</b> You have completed the lesson on how to complete a <b>"Mass Transfer"</b> of assets.</p> <p><b>End of Procedure.</b></p>

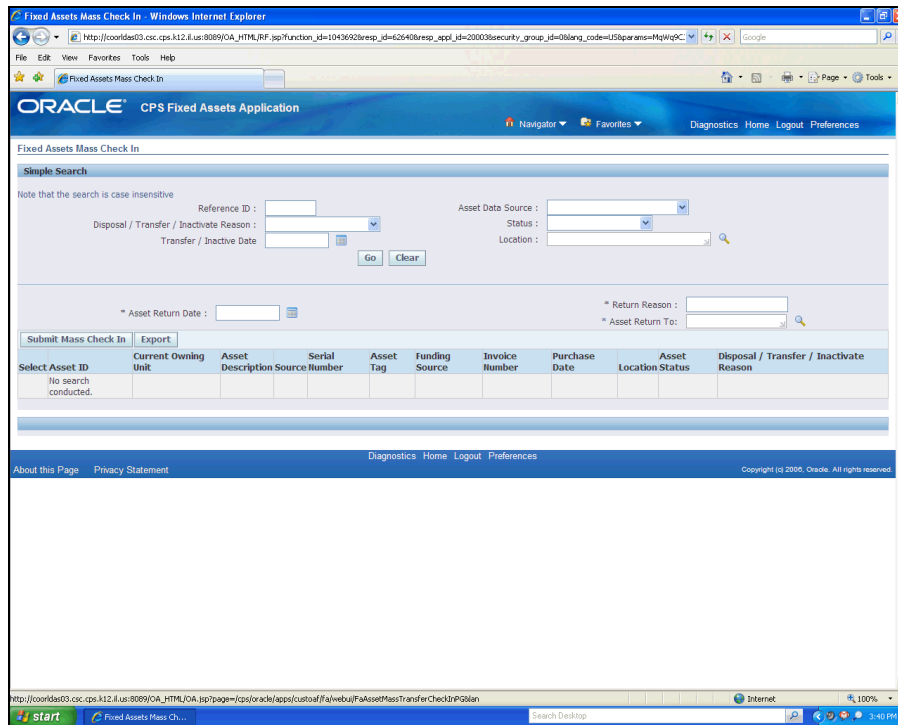
# 14. Mass Check In





## Procedure

In this tutorial you will learn how to do a "Mass Check In" of one asset or a group of assets temporarily loaned out to Students, Employees or Others.



Step	Action
1.	Click the "CPS Fixed Assets Application" Responsibility. 
2.	Click the "Mass Check In" link. 



Step	Action
3.	<p>Click the <b>Go</b> button.</p> <p>The system will display all assets temporarily transferred out of your unit.</p> 
4.	<p>Select the asset records that have been returned to your unit.</p> <p>For this example, select the record for <b>"2011438829"</b> by clicking the Select box.</p> <p><b>Note:</b> If all of the transferred assets are being returned, click the <b>"Select All"</b> button to do a check in of all assets all at one time.</p> 
5.	<p>Select the record for <b>"2011438828"</b> by clicking the Select box.</p> <p><b>Note:</b> Make sure to only select those assets returned to you.</p> 
6.	<p>At the <b>"Asset Return Date"</b> field, enter the date the asset was received by clicking the <b>"Calendar"</b> icon.</p> <p>For this example, select <b>March 01, 2011</b>.</p> 

Step	Action
7.	<p>In the <b>"Return Reason"</b> field, enter why the assets were returned.</p> <p>Enter the desired information into the <b>field</b>.</p> <p>For this example, enter <b>"Project work completed"</b>.</p>
8.	<p>In the <b>"Asset Return To"</b> field, enter the name of the school/unit staff person who physically received the returned assets.</p> <p>For this example, enter the name <b>Apel</b>.</p>
9.	<p>To complete the Check-In, click the <b>"Submit Mass Check In"</b> button.</p> <p>The system removes the selected assets from the <b>Transfer</b> page.</p> <div data-bbox="440 737 760 783" style="border: 1px solid black; padding: 2px; display: inline-block;">Submit Mass Check In</div>
10.	<p><b>Congratulations!</b> You have completed the lesson on how to do a <b>"Mass Check In" of assets returned to your unit.</b></p> <p><b>End of Procedure.</b></p>

# 15. Approving a Transferred Asset Record

All Transfers require the approval of the owning unit to transfer the asset.

If an asset is transferred from a unit to another unit, the Receiving Unit must acknowledge receipt of the asset by approving the transfer" from the owning unit.

"Only Principals" and "Unit Administrators" have approval authority in the system.

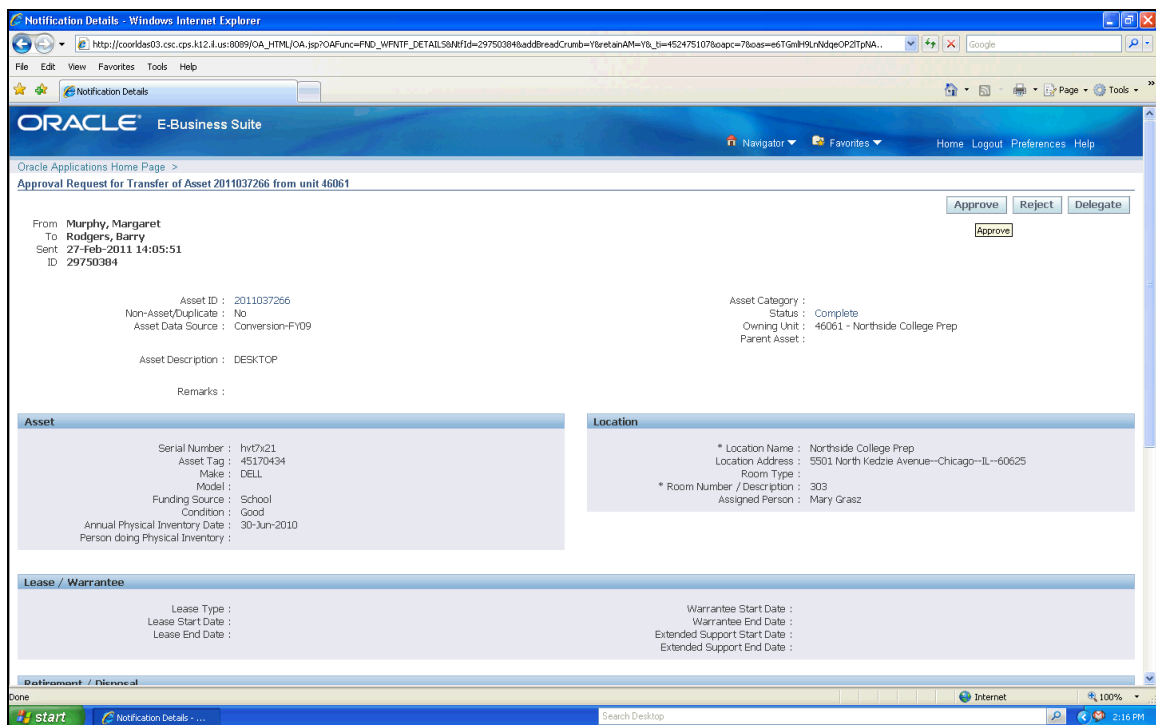
## Procedure


In this tutorial, you will learn how to "**Approve a Transferred Asset**" record.

The screenshot displays the Oracle Applications Home Page in a Windows Internet Explorer browser. The page is titled "Oracle Applications Home Page" and shows a "Main Menu" on the left and a "Worklist" table on the right. The Worklist table contains the following data:

From	Type	Subject	Sent	Due
Murphy, Margaret	CPS Fixed Assets Inventory	Approval Request for Transfer of Asset 2011037266 from unit 46051...	27-Feb-2011	
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number: 104493, Trip Date: 24-Feb-2011) is Approved...	18-Feb-2011	
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number: 104203, Trip Date: 15-Apr-2011) is Approved...	17-Feb-2011	
Chappelle, Dianne	CPS PC Transaction 2	Unknown Error Position Transaction request from Chappelle, Dianne (Request Number: 2011606681) has been approved...	15-Feb-2011	
Rodgers, Barry	PO Approval	Standard Purchase Order 2084186 has been approved...	14-Feb-2011	
Espinosa, Alejandra	Requisition	Purchase Requisition 6208854 for Espinosa, Alejandra (165,57 USD)...	14-Feb-2011	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 104591, Trip Date: 15-Apr-2011) is rejected...	11-Feb-2011	
Painter, Alice	CPS Student Travel	The Student Travel request (Request Number: 104653, Trip Date: 10-Feb-2011) is Approved...	11-Feb-2011	
Rodgers, Barry	PO Approval	Standard Purchase Order 2086971 has been approved...	09-Feb-2011	
Rodgers, Barry	PO Create Documents	Standard Purchase Order : 2086971 created...	09-Feb-2011	
Rodgers, Barry	PO Approval	Standard Purchase Order 2086970 has been approved...	09-Feb-2011	
Rodgers, Barry	PO Create Documents	Standard Purchase Order : 2086970 created...	09-Feb-2011	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 104493, Trip Date: 24-Feb-2011) is rejected...	09-Feb-2011	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 104631, Trip Date: 04-Feb-2011) is rejected...	07-Feb-2011	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 104635, Trip Date: 05-Feb-2011) is rejected...	07-Feb-2011	
Rodgers, Barry	CPS Student Travel	The Student Travel request (Request Number: 104653, Trip Date: 10-Feb-2011) is rejected...	07-Feb-2011	
Rodgers, Barry	PO Create Documents	Standard Purchase Order : 2084186 created...	04-Feb-2011	
Fitzpatrick, Janet	CPS PC Transaction 2	Update Bucket Position Transaction request from Fitzpatrick, Janet (Request Number: 2011494703) has been approved...	31-Jan-2011	
Fitzpatrick, Janet	CPS PC Transaction 2	Update Bucket Position Transaction request from Fitzpatrick, Janet (Request Number: 2011494703) has been approved...	31-Jan-2011	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 104085, Trip Date: 30-Jan-2011) is rejected...	31-Jan-2011	
Moritz, Marissa	CPS Student Travel	The Student Travel request (Request Number: 104203, Trip Date: 15-Apr-2011) is rejected...	31-Jan-2011	

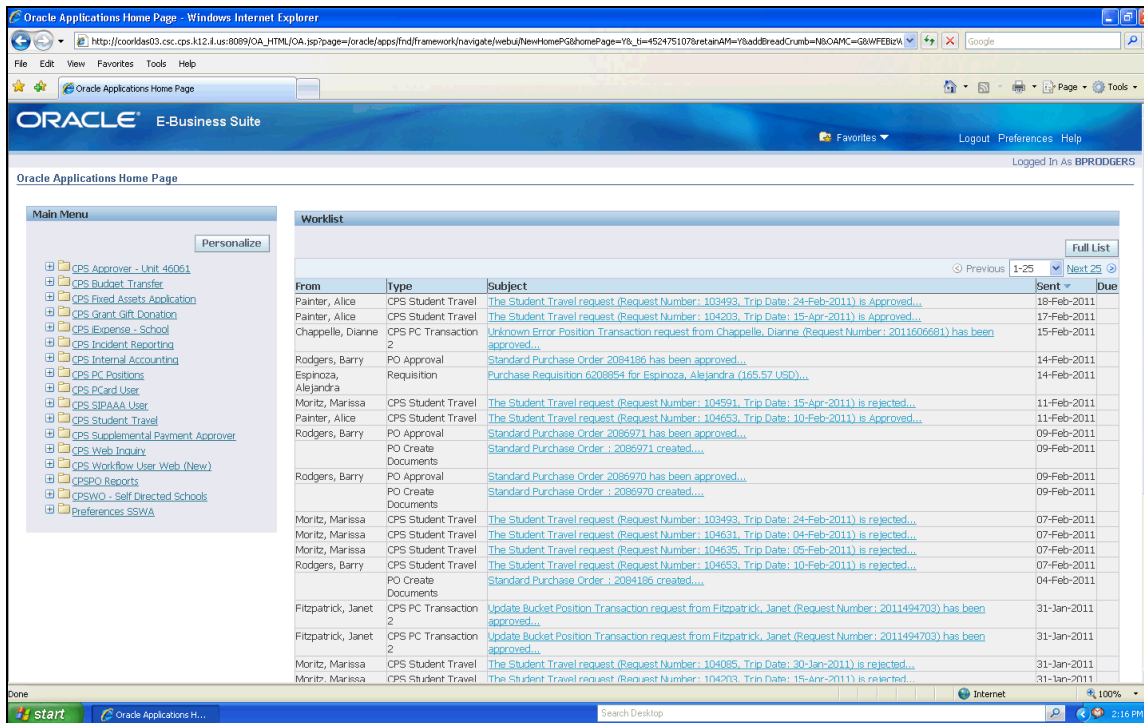
Step	Action
1.	<p>After the Unit Admin has logged into Oracle, the system will display all Requests requiring the <b>Approver's</b> action under the <b>Worklist</b> heading.</p> <p>Click the "<b>Approval Request Notification for Transfer of Asset record</b>" link to the request requiring approval.</p> <p>For this example, click the "<b>Approval Request for Transfer of Asset 2011037266 from unit 46061</b>".</p> <p>The <b>Approval Request for Transfer Asset</b> detail page will open.</p>



Step	Action
2.	<p>Review the request for accuracy.</p> <p>Click the "<b>Approve</b>" button.</p> <p>The system returns to the Worklist.</p> <p></p>

# Training Guide

## Fixed Asset Application - Phase II

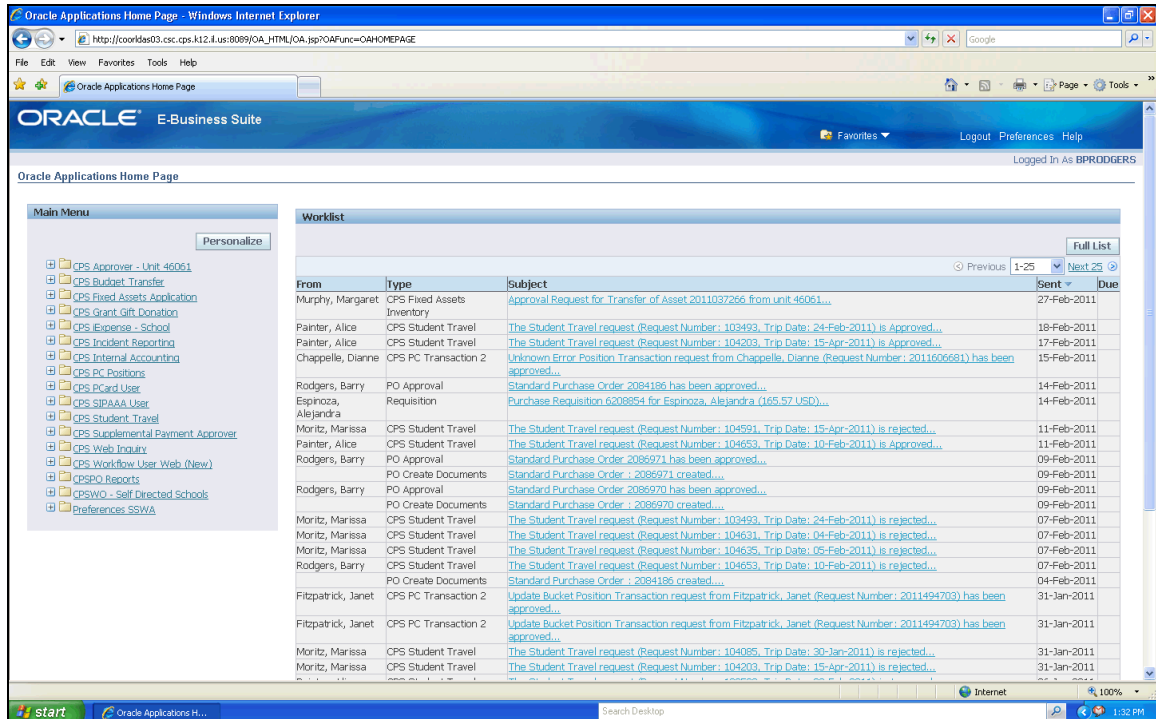


Step	Action
3.	Once the transfer request is approved, the notification will disappear from the <b>"Worklist"</b> (Oracle Applications Home page).
4.	<b>Congratulations!</b> You have completed the lesson on how to <b>"Approve a Transferred Asset"</b> record.  <b>End of Procedure.</b>

## 16. Rejecting a Transferred Asset Record

### Procedure

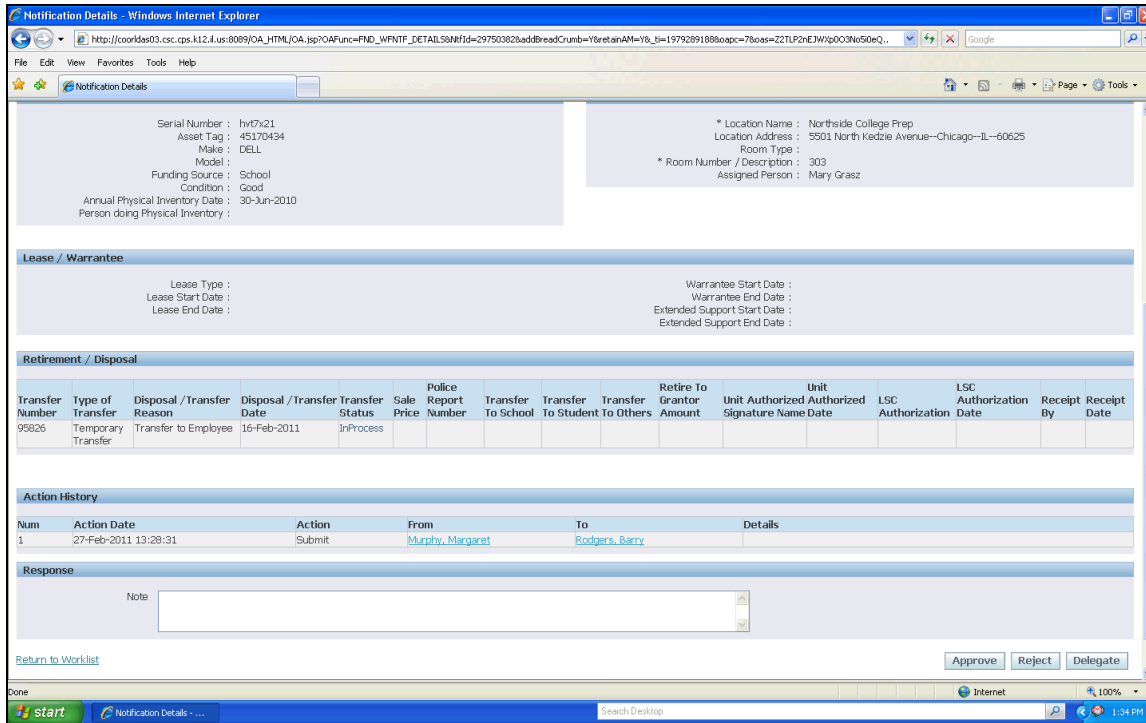
In this tutorial, you will learn how to **"Reject a Transferred Asset"** record.




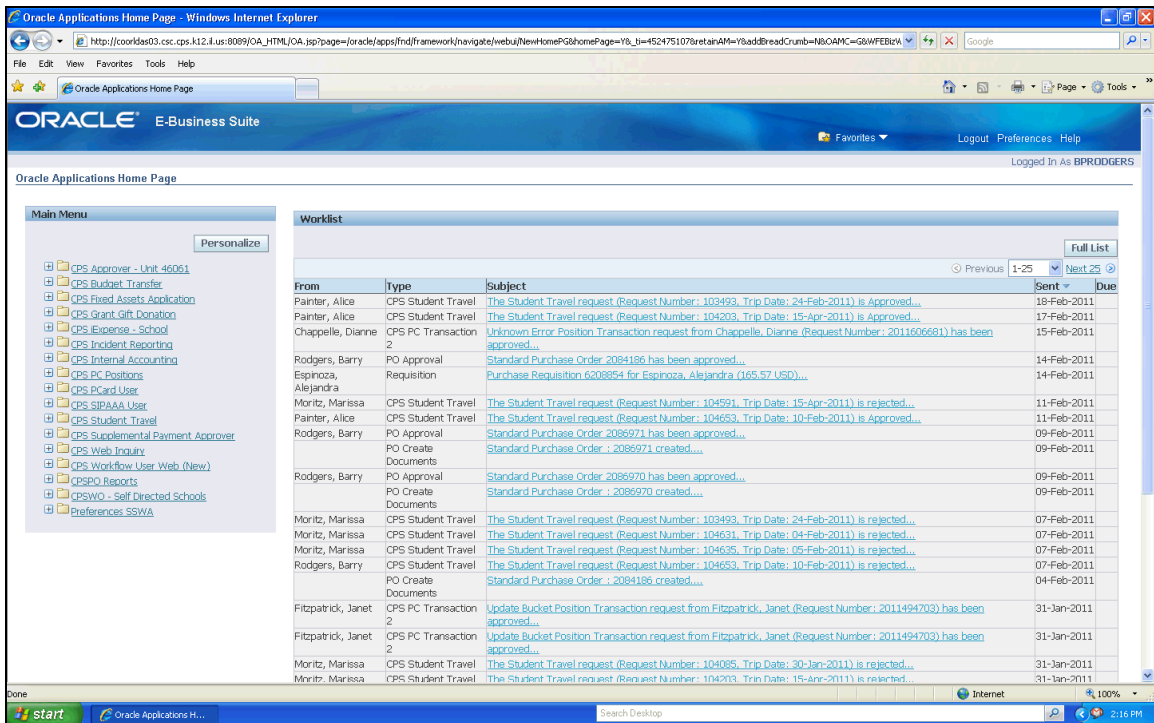
Step	Action
1.	<p>After the Unit Admin has logged into Oracle, the system will display all Requests requiring the <b>Approver's</b> action under the <b>Worklist</b> heading.</p> <p>Click the <b>"Approval Request Notification for Transfer of Asset record"</b> link to the request requiring approval.</p> <p>For this example, click on the <b>"Approval Request for Transfer of Asset 2011037266 from unit 46061"</b>.</p> <p>The <b>Approval Request for Transfer Asset</b> detail page will open.</p>

# Training Guide

## Fixed Asset Application - Phase II



Step	Action
2.	<p>Review the request.</p> <p>Enter the reason for Rejecting this asset transfer record in the <b>"Note"</b> field.</p> <p>For this example, enter <b>"This Project is Cancelled"</b>.</p>
3.	<p>Click the <b>"Reject"</b> button.</p> <p>The system returns to the Worklist.</p> <p></p>



Step	Action
4.	Once the asset transfer request has been rejected, the notification will disappear from the <b>"Worklist"</b> (Oracle Applications Home page).
5.	<b>Congratulations!</b> You have completed the lesson on how to <b>"Reject a Transferred Asset"</b> record.  <b>End of Procedure.</b>

## 17. Unit Receipt of a Transferred Asset




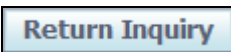
When an asset is transferred from one unit to another unit, the **Receiving Unit** must acknowledge receipt of the asset in the system. This can only be done by Principals or Unit Administrators.

### Procedure

The screenshot shows the Oracle E-Business Suite interface. On the left is a 'Main Menu' with various application areas like 'CPS Approver - Unit 46201' and 'CPS Fixed Assets Application'. The main area is titled 'Worklist' and contains a table of transactions. The table has columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. The first row shows an 'Approval Request for Transfer of Asset 2011131244 from unit 22071...' sent on 14-Apr-2011. Subsequent rows show 'Standard Purchase Order' transactions with subjects like 'Standard Purchase Order: 2090737 has been approved...' and 'Standard Purchase Order: 2087287 created...'. The 'From' column for most rows lists 'Szkapiak, George'.

From	Type	Subject	Sent	Due
Schmauderer-Briggs Susan	CPS Fixed Assets Inventory	Approval Request for Transfer of Asset 2011131244 from unit 22071...	14-Apr-2011	
Parker, Teresa	CPS Fixed Assets Inventory	Approval Request for Transfer of Asset 2011217254 from unit 46201...	13-Apr-2011	
Szkapiak, George	CPS PC Transaction	PC Transaction request (Request Number: 2011606813) encountered an error while performing the Position Transaction. Failed to Reserve Fund for 353...	17-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2090737 has been approved...	17-Feb-2011	
	PO Create Documents	Standard Purchase Order : 2090737 created....	17-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2087287 has been approved...	10-Feb-2011	
	PO Create Documents	Standard Purchase Order : 2087287 created....	10-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2087205 has been approved...	10-Feb-2011	
	PO Create Documents	Standard Purchase Order : 2087205 created....	10-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2086731 has been approved...	09-Feb-2011	
	PO Create Documents	Standard Purchase Order : 2086731 created....	09-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2085772 has been approved...	08-Feb-2011	
	PO Create Documents	Standard Purchase Order : 2085772 created....	08-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2084170 has been approved...	04-Feb-2011	
	PO Create Documents	Standard Purchase Order : 2084170 created....	04-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2084169 has been approved...	04-Feb-2011	
	PO Create Documents	Standard Purchase Order : 2084169 created....	04-Feb-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2082795 has been approved...	31-Jan-2011	
	PO Create Documents	Standard Purchase Order : 2082795 created....	31-Jan-2011	
Szkapiak, George	PO Approval	Standard Purchase Order: 2082794 has been approved...	31-Jan-2011	

Step	Action
1.	<p>Once the Unit Admin's logs into Oracle, the <b>Worklist</b> will be displayed on the right.</p> <p>For this example, notice the first row displays the transfer request for Asset <b>2011131244</b>. Click the <b>Approval Request for Transfer of Asset 2011131244 from unit 22071</b> link.</p>

Step	Action
2.	<p>The Unit Admin reviews the request and clicks the <b>Approve</b> button. The system will transfer the asset record to the <b>Receiving Unit</b>.</p> <p></p>
3.	<p>The <b>Receiving Unit</b> should now ensure the asset record is in their database.</p> <p>Go to the <b>Fixed Asset Inquiry</b> page and search for the asset.</p> <p>For this example, we are searching by Reference ID. Enter <b>"2011131244"</b> in the field.</p> <p>Click the <b>Go</b> button.</p> <p></p>
4.	<p>Click the <b>Radio</b> button to select the record for Reference ID <b>2011131244</b>.</p> <p><input type="radio"/></p>
5.	<p>Click the <b>Action History</b> button.</p> <p></p>
6.	<p>The system displays the <b>Action History</b> of the asset transfer. Point to the <b>Return Inquiry</b> button.</p>
7.	<p>Click the <b>Return Inquiry</b> button.</p> <p></p>

# Training Guide

## Fixed Asset Application - Phase II

Step	Action
8.	<p>To view the <b>Asset Detail</b>, click the <b>Reference ID</b> link.</p> <p>For this example, click Reference ID <b>2011131244</b>.</p> <p><a href="#">2011131244</a></p>
9.	<p>Notice the system displays the original <b>Purchasing Unit and the Current Owning Unit</b>.</p> <p>The Receiving Unit is now the Current Owning Unit.</p>
10.	<p><b>Congratulations!</b> You have completed the lesson on how to <b>Receipt a Transferred Asset</b>.</p> <p><b>End of Procedure.</b></p>

# Fixed Asset Policy

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## Chicago Public Schools Policy Manual

<b>Title:</b>	MAINTENANCE AND DISPOSAL OF ASSETS		
<b>Section:</b>	401.9		
<b>Board Report:</b>	04-0526-PO1	<b>Date Adopted:</b>	May 26, 2004

### Policy:

#### THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

Amend Board Report 99-0421-PO4, Policy on the Maintenance and Disposal of Assets.

#### PURPOSE:

The "Policy on the Maintenance and Disposal of Assets" presents comprehensive guidelines that regulate efficient asset utilization and disposal procedures to assure that Chicago Public Schools' assets are deployed effectively throughout their useful lives, and that obsolete assets are disposed of when no longer useful to the Chicago Public Schools.

#### POLICY TEXT:

### POLICY ON THE MAINTENANCE AND DISPOSAL OF ASSETS

#### I. MAINTENANCE OF ASSETS ON INVENTORY

The adoption of this policy requires the maintenance of inventories of assets regardless of funding source. Assets which are tangible, nonexpendable properties, or non-real estate purchased by or donated to Chicago Public Schools (CPS) which have a value of \$500 or more per unit having a useful life of more than one year must be entered on the "Asset Register" (Attachment A).

This Asset Register is to be maintained and updated quarterly and upon receipt of new asset(s) by the responsible administrator to accurately define the inventory of a school or department, collect necessary information, put personnel on notice that assets are being monitored, and provide the basis for planning future purchases. Each asset unit should be tagged with its control number that can be referenced on the Asset Register.

In addition to updating the inventory quarterly, each unit administrator must complete a physical inventory of all assets every year, beginning with June 30, 1999, and every year thereafter.

At the end of the fiscal year, the unit administrator in charge of a school shall review his/her Asset Registers for accuracy, sign, keep one copy, and forward copies to the Bureau of General Accounting of the Office of School Financial Services and the Bureau of Asset Management of the Department of Operations. Each school unit shall provide a copy to their Area Office Business Manager.

All assets purchased by or donated to CPS and in functional use shall remain on the Asset Register until such time as they are deemed appropriate for disposal.

The unit administrator has the responsibility of maintaining assets -- whether purchased, donated, or leased -- in an appropriate manner so as to maintain their value through their useful life.

#### II. TRANSFER AND DISPOSAL OF ASSETS

All assets are to be taken off the Asset Register when disposed of, per the Internal Accounts Manual. Any assets purchased with grant funds must be disposed of following grantor guidelines. The "Asset Transfer/Disposal Form" (Attachment B) is to be completed whenever asset disposal occurs.

Transfer and disposal procedures vary according to the determination of functionality of the asset:

**A. Criteria for Removal of Obsolete, Not-Needed, but Functional Assets:**

1. The school or unit should notify the Area Office Business Manager with details on assets that are available for transfer. Central Office departments are to notify the Bureau of Asset Management of the Department of Operations with details on assets that are available for transfer.
2. Any unit that needs the asset/equipment, from the donor unit, shall add the asset to its Asset Register making note of all the donated asset information.
3. The donor unit must strike the asset from its register and indicate the destination on the Asset Register. The donor unit must provide the receiving unit with a list of the asset's serial number, make, model, funding source, or other identifying information.
4. If no receiving unit contacts the donor unit within thirty days after the donor unit notified the Area Office Business Manager or the Bureau of Asset Management the donor unit should dispose of the asset in line with the Criteria for Removal of Non-Functional Assets, except that students who meet the standards set out below may, by lottery, receive, as a loan, functional computer equipment scheduled for disposal. The lottery is to be held at each donor unit, at a time to be determined by the school principal.

For a student to participate in the lottery, the student must: (1) participate in school programs; (2) have maintained excellent attendance; and (3) have maintained good behavior, with no major infractions. The loan of this computer equipment is to be limited to one computer unit per family every three years. The loan is to be a one-year loan to the parent/guardian for the school year, and renewable annually at the option of the principal for a total maximum of three school-years.

Units are to record the temporary transfer of the computer equipment as a "loan to (name of parent/guardian)" on their Asset Register.

5. The Bureau of Asset Management and the Bureau of General Accounting are to be notified of any transfer or disposal of assets, with the administrative units retaining copies of their own records. The Bureau of General Accounting is to create and maintain a data base of the assets inventories.

**B. Criteria for Removal of Non-Functional Assets**

1. Determination should be made by the administrator in charge that non-functional assets that contain hazardous waste materials may require special handling in disposal. The Department of Operation is to be contacted prior to disposal of any asset containing hazardous waste materials to make determination of special disposal requirements.
2. Determination may be made by the administrator in charge that non-functional computer equipment may be offered to school-based student computer recycling courses and Chicago Public Schools' programs which provide training for, or ownership of, computers as part of an approved curriculum. See the Department of Operations for the list of approved computer recycling programs.

3. Determination may be made by the administrator in charge that non-functional assets are to be donated to not-for-profit community organizations. The administrator in charge is to ascertain that the not-for-profit organization is tax exempt by verification of appropriate documentation. These organizations should be contacted and, as a condition of the donation, must be willing to pick up the item(s).
4. Determination may be made by the administrator in charge that non-functional assets are to be turned over to salvage/scavenger companies. The school or office may contact the school's property advisor to arrange for disposal, or the school or office may contact the Department of Operations. If applicable, the school or unit is to pay disposal charges.
5. The Bureau of General Accounting of the Office of School Financial Services will produce a report at the close of each school fiscal year, detailing Chicago Public Schools' obsolete equipment. This office will inform all appropriate federal, state, or other funding sources of the disposal of assets which had been purchased originally under the terms of the grants.
6. The Bureau of Asset Management and the Bureau of General Accounting are to be notified of any transfer or disposal of assets. Copies of the annual Asset Register are to be forwarded to the Bureau of Asset Management of the Department of Operations and to the Bureau of General Accounting of the Office of School Financial Services, with the administrative units retaining copies for their own records.

The Office of School Financial Services will promulgate such rules and regulations as are necessary to effectuate this policy.

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**Amends/Rescinds:** Amends 99-0421-PO4; Rescinds 88-0928-PO2  
**Cross References:**  
**Legal References:**