FINDING & VERIFYING ASSET INFORMATION
in PeopleSoft Financials

To review asset information, you have several options. You can run queries by Budget Unit Head, by Department Number, by Serial Number, or by Tag Number. You can also access any files (pictures or documents) that are attached to the PeopleSoft asset record.

After logging into PeopleSoft Financials, navigate to Southeastern AM Links:

Asset Management > Southeastern AM Links

The list of asset information options will appear:

In the first 5 options you will be prompted for a Budget Unit Head's W#, a tag number, or a similar key field to run a query. For example, to search by Budget Unit Head, click Select on Link 1. (*For other options, click on the Link # and enter the appropriate information when prompted.*)

Enter the Budget Unit Head's W#. You may click on View Results or simply Enter. Notice that there are two (2) download options available: Excel or CSV Text File.
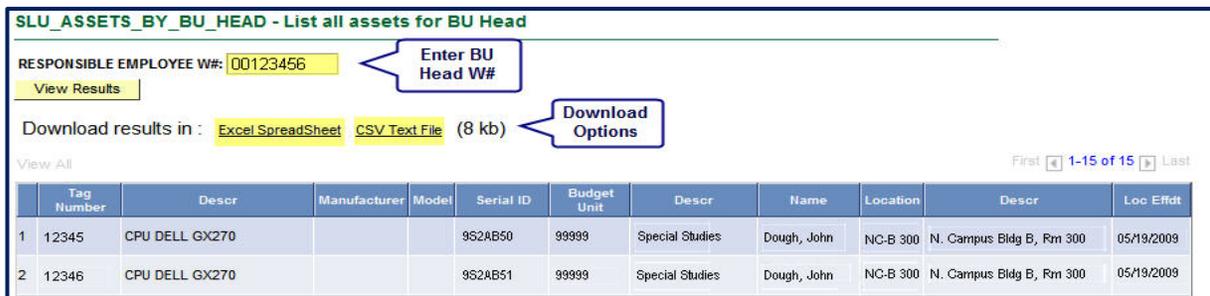
If you choose the 6th option on the Links Menu, "Review Asset Attachment Files", a selection screen with several prompts will appear. By entering an asset's tag number, you will access any attachments that are available for the asset. Press Search to continue.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = SLULA

Business Unit must be SLULA

Asset Identification: begins with

Tag Number: begins with 64781

Enter the asset tag number.

Parent ID: begins with

Description: begins with

Asset Type: =

Asset Subtype: begins with

☐ Includ Press search Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

On the next screen, click on the file name link to open the attachment.

Attachments

Business Unit SLULA   Asset Identification: CNV000004057 Description: CPU DELL GX260T PIV/2.8   Tag: 64781

Click on the file name link.

Attachments   Customize | Find | View All | 🗗 | ▦   First ◀ 1 of 1 ▶ Last

File Name	Description	User	Name	Date/Time Stamp	
64781-13040.jpg	PIC OF 64781	SJENKINS	Sandra C Jenkins	06/01/11 9:30:54AM	Delete

Rev081511