

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:

ı Url Links		
Links	Customize Find View All 🗖 🛗	First 💶 🕨 Last
1 Select	Assets Assigned to BU Head	
2 Select	List a Department's Assets	
3 Select	Lookup asset by serial number	
4 Select	Lookup asset by tag number	
5 Select	Phase Computers for BU Head	
6 Select	Review asset attachment files	

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 <u>Select</u> 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.

RE SI	PONSIBLE ew Results	EMPLOYEE W#: 001234	56	Enter B Head W	¦					
Do	wnload i	esults in : Excel Spre	adSheet CSV Tex	kt File (8 k	b) < Opt	ons				
/iew	/ All						1		First 🗃 1-15	of 15 🕞 Las
/iew	r All Tag Number	Descr	Manufacturer	Model S	erial ID Budge	Descr	Name	Location	First 🗨 1-15 Descr	of 15 🕞 Las
/iew	All Tag Number	Descr CPU DELL GX270	Manufacturer	Model S	erial ID Budg Unit 1850 99999	Descr Special Studies	Name Dough, John	Location NC-B 300	First 🗨 1-15 Descr N. Campus Bldg B, Rm 300	of 15 🕞 Las Loc Effdt 05/19/2009

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 V	alue	Business Unit			
		must be SLULA			
Limit the number of results to (up to 300): 300					
Business Unit:	= 💌 SLULA	Q			
Asset Identification	; begins with 💌				
Tag Number:	begins with 💌 64781 🚤	Enter the asset tag			
Parent ID:	begins with 💌	number.			
Description:	begins with 💌				
Asset Type:	=	▼			
Asset Subtype:	begins with 💌	Q			
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 SLULA Asset CNV000004057Description: CPU DELL GX260T PIV/2.8 Tag: 6.							
At name link.	Customize	Find View All 💷 🛗	First 💶 1 of 1 💵 Last				
File Name Description	<u>User</u>	<u>Name</u>	Date/Time Stamp				
64781-13040.jpg PIC OF 64781	SJENKINS	Sandra C Jenkins	06/01/11 9:30:54AM				