FIXED ASSET APPLICATION (FAA) & PHYSICAL INVENTORY TRAINING GUIDE

Rev. 5/2014

Chicago Public Schools
School Financial Services
125 South Clark, 14th floor
Phone: 773-553-2766

FOR SUPPORT OR TRAINING, PLEASE CONTACT THE SCHOOL SUPPORT CENTER AT 773-535-5800
# Table of Contents

1. Purpose.............................................................................................................................................. 1
2. Asset Definition.................................................................................................................................... 1
3. Responsibilities.................................................................................................................................. 1
4. Fixed Asset Application (FAA)........................................................................................................... 2
5. Tagging and Identifying Inventoriable Assets.................................................................................. 3
6. Tasks to Complete by June 30th....................................................................................................... 4
7. Physical Inventory............................................................................................................................... 6
8. Asset Inquiry....................................................................................................................................... 10
9. Asset Details..................................................................................................................................... 18
10. Asset Summary Details.................................................................................................................... 21
11. Create a New Asset Record............................................................................................................. 28
    A. Creating a record for an IAMS Asset.......................................................................................... 29
    B. Creating a record for a Donated Asset....................................................................................... 38
    C. Creating a record for a Manual Asset........................................................................................ 51
12. Completing an Asset Record........................................................................................................... 62
13. Non-Asset / Duplicate...................................................................................................................... 66
    A. Non-Asset / Duplicate from Asset Details Page – A Single Record........................................ 66
    B. Non-Asset / Duplicate from Physical Inventory Page - Multiple Records............................. 70
14. Transfer / Disposal............................................................................................................................. 73
    A. Transfer to Employee................................................................................................................. 74
    B. Transfer to School/Department................................................................................................. 83
    C. Transfer to Student..................................................................................................................... 89
    D. Transfer to Others..................................................................................................................... 97
    E. Lost or Stolen............................................................................................................................. 102
    F. Disposal - Retirement................................................................................................................. 108
    G. Disposal - TechXL..................................................................................................................... 113
    H. Disposal - Donated..................................................................................................................... 118
    I. Disposal - Sale............................................................................................................................ 123
15. Mass Transfer .......................................................................................................................... 129
16. Mass Check In .......................................................................................................................... 134
17. Approving a Transferred Asset Record ............................................................................ 137
18. Rejecting a Transferred Asset Record ............................................................................. 140
19. Unit Receipt of a Transferred Asset ................................................................................. 143

Fixed Asset Policy
1. Purpose

The purpose of this manual is to set forth the procedures governing the control and reporting of CPS fixed assets. It is intended to assist personnel in implementing and maintaining effective asset controls. The implementation of an effective and accurate process for tracking fixed assets is necessary for several reasons:

- To ensure compliance with governmental agencies concerning the accounting of controlled assets.

- The most important reason is accountability. Assets are purchased using governmental, grants and donated funds. It is important to have a process in place to account for the use of these funds.

- To ensure that management has adequately minimized risk to assets through internal controls

It is the responsibility of every employee to safeguard CPS assets. Every employee has a duty to promptly report any suspected or real incident of theft, damage or loss of assets to his or her supervisor. CPS Administrators are responsible for insuring CPS assets under their control is adequately protected against damages, theft or other loss. They must also ensure that all such property is used correctly and only for Board business use. Property may not be removed from CPS locations except for CPS business or repair.

2. Asset Definition

Fixed assets are described as furniture and equipment purchased, leased or donated at a value of $500.00 and have a useful life of more than one year. Additionally, all computer equipment such as iPads, Notebooks and Chromebooks is considered an asset and must be included in the fixed asset register regardless of the cost.

3. Responsibilities

Administrators are responsible for all fixed assets assigned to their school or department, and must account for each item at least once per fiscal year according to procedures established by the Chief Financial Officer.
Administrators are responsible for:

- Approving all transfers and disposals
- Assigning staff the responsibility of maintaining assets and the asset register
- Assigning all access to the Fixed Asset Application (Approver, Transaction, or Inquiry)

The school/department staff's asset tasks and responsibilities include:

- Adding assets purchased through internal accounts to the register (upon receipt).
- Adding donated assets to the register upon receipt.
- Transferring and disposing of assets.
- Managing the movement of all assets within the school or department.
- Conducting the annual physical inventory.

NO ITEMS SHOULD BE MOVED WITHOUT THE PRIOR KNOWLEDGE OF THE PRINCIPAL/ADMINISTRATOR.

Responsibility lies with every individual utilizing CPS-owned fixed assets for the performance of their duties. All personnel are responsible to adhere to all policies & procedures in the procurement, transfer, & disposition of all district fixed assets.

4. Fixed Asset Application (FAA)

The Office of School Financial Services designed the Oracle Fixed Asset Application (FAA) to assist with tracking assets from acquisition to disposition. This innovative, on-line system makes asset data more comprehensive and accurate as well as easy to maintain. FAA is constantly being enhanced to improve school and department compliance with Board Policy 04-0526-PO1. The system is integrated with Oracle Purchasing, the TechXL database 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
- Transfers and Disposal process according to Board Policy
5. Tagging and Identifying Inventoriable Assets

All CPS equipment meeting the fixed asset definition is tracked in the Oracle Fixed Asset Application. An asset tag number is attached to all computer equipment purchased with a Purchase Order for inventory and identification purposes. The owning school/department is responsible for tagging all other furniture and equipment meeting the fixed asset definition and ensuring an asset record is created in FAA. Note: it is important not to remove, relocate, or damage fixed asset tags.

Maintaining a positive identification of assets is the primary purpose of tagging. Tagging is important to:

- Provide an accurate method of identifying individual assets,
- Aid in the annual physical inventory,
- Control the location of all fixed assets,
- Aid in maintenance of fixed assets,
- Provide a common ground of communication for both Financial Services and the assets’ users

- **Reason to Tag**
  
  To identify inventoriable assets as belonging to CPS.

- **Controlled Assets**
  
  Include assets that are sensitive, portable, or prone to theft.

- **When to Tag**
  
  Upon receipt.

- **When not to Tag**
  
  When impractical or impossible. Reasons not to mark are, but are not limited to, when the item:
  
  - Is maintained at CPS but not owned by CPS
  - Is Marked for transfer/disposal

- **Method for Marking**
  
  All assets must have an asset tag that has a unique tag number.
6. **Tasks to Complete by June 30th**

1. **Review the asset data.**
   - Identify and remove non-assets and legitimate duplicates. *Note: All items that were split-funded purchased will appear to have two records; however, it is considered one record.*
   - Check listed room locations for uniformity (e.g. room 101 should not have multiple entries such as rm 101 and 101).
   - Ensure a record is created for all assets purchased or donated this fiscal year.

2. **Begin the physical inventory by conducting a walk-through of the building/s.**
   - Include all assets including staff laptops and other equipment maintained outside of the schools.
   - Check the asset tag and serial number of every asset.
   - Ensure all assets have an Asset Tag. If tags are needed, contact ITS. *(No RFID tags are being provided to schools for this year's inventory).*

3. **Update and Complete all asset records in FAA.**
   - Add the date of physical inventory to every active asset record. *Note: The physical inventory date must be on or after April 21, 2014.*
   - Add the name of the staff person who completed the inventory to each active asset record.
   - Update the location of the asset.
   - Ensure all records are in “complete” status.
   - Transfer and Dispose of assets that have already moved or been disposed of. All other transfers and disposals should be performed after June 30.
   - Ensure all Transfer/Disposal and Lost/Stolen asset records in FAA are completed.
     - All Transfers must be approved by the owning unit Principal and received by the receiving unit Principal. If an asset transfer is pending the receiving units receipt, please contact that unit and request their approval.
     - All Disposals must be approved by the owning unit Principal.
     - All Lost/Stolen assets must have a police report and must be approved by the owning unit Principal.

4. 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.

5. Maintain and update asset registers as needed.
Board Policy 04-0526-P01 compliance requires the following by June 30th:

- 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.
7. Physical Inventory

Board Policy 04-0526-P01 requires schools/units to conduct a physical inventory of all furniture and equipment purchased, leased or donated at a value of $500.00 and have a useful life of more than one year. Additionally, all computer equipment such as iPads, Notebooks and Chromebooks is considered an asset and must be included in the fixed asset register regardless of the cost.

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, for each asset record, the name of person who completed the physical inventory and the date it was done.

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".
**Training Guide**  
**Fixed Asset Application & Physical Inventory**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Asset Application&quot; Responsibility.</td>
</tr>
</tbody>
</table>
| 2.   | Click the "Physical Inventory" link.  
The Fixed Asset Inventory page opens. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | The Fixed Asset Inventory page has two (2) sections: 

**1. Simple Search** - used to find specific records based on criteria entered in any of the search fields. |
| 4.   | And,  

**2. Mass Update Fields** - 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 |
| 5.   | The "Current Location Unit" is required on this page.  
Enter the "Current Location Unit"  
For this example, enter "46061". |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the <strong>Go</strong> button.</td>
</tr>
<tr>
<td></td>
<td>The system will display all asset records for the unit.</td>
</tr>
<tr>
<td>7.</td>
<td>To assist with the walkthrough, you will need to print the results below as a checklist.</td>
</tr>
<tr>
<td></td>
<td><strong>Perform the following steps:</strong></td>
</tr>
<tr>
<td></td>
<td>1. Click the <strong>Location/Room/Person</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>2. Complete the Physical Inventory by walking through the entire building and identifying assets in each area.</td>
</tr>
<tr>
<td></td>
<td>3. Check <strong>off</strong> assets on Physical Inventory report, add any assets found and not listed, and note any asset on report not found.</td>
</tr>
<tr>
<td></td>
<td>4. Check serial numbers, asset tags and locations.</td>
</tr>
<tr>
<td></td>
<td>5. Note assets to Transfer/Dispose.</td>
</tr>
<tr>
<td></td>
<td>6. Add the name of person conducting physical inventory and the date it was done on the Physical Inventory Report.</td>
</tr>
<tr>
<td></td>
<td><em>Suggestion: You may want to split this task. Request each person to inventory the assets in their area.</em></td>
</tr>
<tr>
<td>8.</td>
<td>Once the walk through is completed, update the information in the system.</td>
</tr>
<tr>
<td></td>
<td><strong>You will need to:</strong></td>
</tr>
<tr>
<td></td>
<td>1. Add new assets to system - Go to Create a New Asset section</td>
</tr>
<tr>
<td></td>
<td>2. Update records of assets already on system – Go to Edit/View Asset Details section.</td>
</tr>
<tr>
<td></td>
<td>3. Transfer/Dispose of assets – See Transfer/Disposal section</td>
</tr>
<tr>
<td></td>
<td>Once you have completed these tasks, you are now ready to complete the Physical Inventory on the system.</td>
</tr>
<tr>
<td>9.</td>
<td>Remember to enter the &quot;<strong>Current Location Unit</strong>&quot;.</td>
</tr>
<tr>
<td></td>
<td>For this example, enter &quot;<strong>46061</strong>&quot;.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Go</strong> button.</td>
</tr>
<tr>
<td></td>
<td>The system will display all asset records for the unit.</td>
</tr>
</tbody>
</table>
## Training Guide
### Fixed Asset Application & Physical Inventory

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

**Procedure**

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

![Asset Inquiry Image]

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “CPS Fixed Assets Application” Responsibility.</td>
</tr>
</tbody>
</table>
2. Click the “Fixed Assets” link.

The Fixed Asset Inquiry page opens.

3. Enter the "Owner Unit number".

Note: The Owner Unit is required for all inquiries.

For this example, please enter **46061**

4. The top of this page represents the Simple Search area. You can search using any of the fields.

In this Tutorial, we will look at some of the search fields in the right column.
### Step | Action
--- | ---
5. | Go to the "Asset Data Source" and click the drop down arrow to view the list:
   - **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

   Select the Asset Data Source.

6. | After selecting the source, click **Go**.

   The system will populate all of the asset records for the selected data source at the bottom of this page.

7. | Click the drop down arrow at "Status", to search an asset by status.

   Click [here](#) for status descriptions.

   After selecting the status, click **Go**. The system will populate all of the asset records for the selected status at the bottom of this page.

8. | Click the "Non Asset" drop down arrow to search for either assets or non assets.

   **Note:** The default value for the "Non-Asset" field is "No"
   - Click "Yes" to search for records of all Non-Assets.
   - Click "No" to search for all records of Assets.

   After selecting the "Non-Asset", click **Go**. The system will populate all of the asset records for the selected search at the bottom of this page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Click the drop down arrow at &quot;Show Results For&quot; to search Assets by &quot;Details or Summary&quot; for this example.</td>
</tr>
<tr>
<td></td>
<td><strong>(1) Asset Details</strong> - Detailed information on assets.</td>
</tr>
<tr>
<td></td>
<td><strong>(2) Asset Summary</strong> - 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.</td>
</tr>
<tr>
<td></td>
<td>After selecting &quot;Show Results&quot;, click Go. The system will populate all of the asset records for the selected criteria.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The Fixed Asset Inquiry defaults to &quot;Show Results&quot; for &quot;Asset Details&quot;.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the drop down arrow at &quot;Transferred Out&quot;. This field refers to assets transferred (temporarily or permanently) from the owning School/Department.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The default value at the &quot;Transferred Out&quot; field is &quot;No&quot;</td>
</tr>
<tr>
<td></td>
<td>To search for assets Transferred Out, select &quot;Yes&quot;.</td>
</tr>
<tr>
<td></td>
<td>To search for assets that were not Transferred Out, select &quot;No&quot; and click Go</td>
</tr>
<tr>
<td>11.</td>
<td>To get a list of all assets records, click the Go button without entering any data in search fields.</td>
</tr>
<tr>
<td></td>
<td>The system will display search results at bottom of screen.</td>
</tr>
<tr>
<td>12.</td>
<td>To view and/or edit an asset record :</td>
</tr>
<tr>
<td></td>
<td>(1) Click on the Reference ID link to the asset record; or</td>
</tr>
<tr>
<td></td>
<td>(2) Click the Radio Button of the asset record and then click the Asset Detail button.</td>
</tr>
<tr>
<td></td>
<td>For this example, click the link to Reference ID- &quot;330553&quot;.</td>
</tr>
<tr>
<td></td>
<td>The system opens the Asset Detail page to the selected record</td>
</tr>
</tbody>
</table>
### Step 13.

The Asset Detail page contains five (5) sections:

1. **General Section**
2. **Asset**
3. **Purchase Details**
4. **Lease/Warrantee**
5. **Funding Source**

After viewing the asset details, click the "Return Inquiry" button to go back to the Asset Inquiry page.
Step | Action
--- | ---
14. | To view the details of a particular asset record, enter the "Reference ID" in the reference ID field.

For this example, enter reference ID as **330553** and then click **Go**.

15. | Once you get the asset record, click the **Radio** button to select the record.

16. | Click the "**Asset Detail**" button to view the asset record details.

![](image.png)
### Step 17
After viewing the asset details, click the "Return Inquiry" button to go back to the Asset Inquiry page.

### Step 18
To Export data, click on the Radio button at the Reference ID-330553.

### Step 19
Click the "Export" button to export the data into an Excel file.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>To view the <strong>Action History</strong> of a record, click on the <strong>Radio</strong> button at the <strong>Reference ID-330553</strong></td>
</tr>
<tr>
<td>21.</td>
<td>Click the &quot;<strong>Action History</strong>&quot; button, to view the asset actions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>The &quot;<strong>Action History</strong>&quot; tracks when the <strong>status</strong> of a record changed.</td>
</tr>
<tr>
<td></td>
<td>Click the &quot;<strong>Return Inquiry</strong>&quot; button, to go back to asset inquiry page.</td>
</tr>
<tr>
<td>23.</td>
<td><strong>Congratulations!</strong> You have completed the lesson on how to find, view and edit asset records using the <strong>Asset Inquiry</strong> and <strong>Asset Details</strong>.</td>
</tr>
</tbody>
</table>

**End of Procedure.**
### 9. 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>&quot;CPS Fixed Assets Application&quot;</strong> Responsibility. Click the <strong>expand</strong> button.</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
2. | Click the "Fixed Assets" link.
3. | Enter your unit number at "Owner Unit".
   For this example, enter "46061".
4. | Click the Go button.
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- "2011438835".
6. | After viewing the asset record details at "Fixed Asset Detail" page, click the "Return Inquiry" button to go back to Inquiry page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | **Congratulations!** You have completed the lesson to find and review an asset record from **"Asset Details"** page.  
*End of Procedure.* |
10. 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 in TechXL Unmatched category as well as those purchased by P-Card or l-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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;Fixed Assets&quot; link. The Fixed Asset Inquiry page opens.</td>
</tr>
</tbody>
</table>
3. **Enter the "Owning Unit" number.**
   For this example, please enter "46061".

4. **The default for this page in the "Show Results For" field is Asset Details.**
   Click the drop down arrow in "Show Results For" field.
   To view purchasing and invoice data, change the "Show Results For" field to "Asset Summary".

5. **Click on "Asset Summary".**

6. **Click the Go button.**
   **Note:** The system will display all asset records grouped by purchase order.
   Remember, PO#'s beginning with 88100 represent assets purchased by P-Card or I-expense.
   All other PO#s are assets purchased through an Oracle Purchase Order.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | The results display a summary of PO information. Data includes:  
- Total Invoices - per PO  
- Total Assets - per PO.  
- Approve Assets - records in Approved status  
- Transferred Assets - assets transferred out of school/unit  
- Disposed assets - assets disposed and permanently removed from school/unit  
- Incomplete Assets - records in Incomplete status  
- Budget Line |
| 8.   | Click on the **PO Number** link to view purchasing details.  
For this example, we will view "**Oracle Purchasing**" invoice details. Click on PO - **806573** |
| 9.   | The **Fixed Asset Summary Detail** page opens. It contains three sections:  
1. PO Details  
2. Invoice Details  
3. Asset Details.  
The **PO Details** section provides PO data.  
To view and print the PO, click the **"Print PO"** button at the top right corner of the page. The system opens the PO image. |
### Step 10
Click the **"Open"** button.

### Step 11
The system displays the PO image. From here you can view and/or print the PO.

**Note:** To print, click the printer icon or use the Menu Bar (click File and then click Print).

Once you are done, click the **"Close"** button.
12. The "Invoice Details" section provides Invoice data by Line item. 

To view the Invoice Image, click the Radio button to the selected line.

For this example, click the Radio button to Invoice Number 840429390 - line 1.

13. Click the "Invoice Image" button,

The system opens another screen and displays the invoice image.
Step | Action
--- | ---
14. | The system displays the Invoice image. From here you can view and/or print the Invoice.

**Note:** To print, click the printer icon or use the Menu Bar (click File and then click Print).

Once you are done, click the "Close" button.
### Training Guide

#### Fixed Asset Application & Physical Inventory

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 15.  | The **Asset Details** section provides details on the actual asset.  

To view the **Asset Details**, click the link to the **Reference ID**. |
| 16.  | To export the **Asset Details** list to Excel, click the "Export" button. |
| 17.  | Click the "**Return Inquiry**" button, to go back to the **Asset Inquiry** page. |
| 18.  | **Congratulations!** You have completed the lesson to view and find purchase order and invoice information from the "**Asset Summary**" page. |

**End of Procedure.**
11. Create a New Asset Record

The **Fixed Asset Application** automatically creates an asset record for all assets (furniture and equipment purchased, leased or donated at a value of $500.00 or more and have a useful life of more than one year. Additionally, all computer equipment such as iPads, Notebooks and Chromebooks is considered an asset and must be included in the fixed asset register regardless of the cost) 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 with Internal Accounts funds (IAMS Asset)
2. An asset donated to the school/department (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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
</tbody>
</table>
### Step 3
**Action:**
3. Click the *New Asset* button.

![New Asset Button](image)

### Step 4
**Action:**
4. The *Fixed Asset Detail* pages opens.

Note this page has five sections:
1. General Information
2. Asset
3. Purchase Details
4. Lease/Warrantee
5. Funding Source

![Fixed Asset Detail](image)

### Step 5
**Action:**
5. Click in the *Purchasing Unit* field.

**Note:** the *Purchasing Unit* field is always required to start a record or inquiry.

All other fields with an asterisk are required fields to Complete a record.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6.   | Enter the appropriate Unit Number, in the "**Purchasing Unit**" field and click the Tab key.  
For this example, enter "**46061**". |
| 7.   | Note: The system may display the unit in an object box.  
Click the "**46061**" object. |
| 8.   | Click the drop down arrow at "**Asset Category**". |
| 9.   | Select the "**Asset Category**" that best describes the asset.  
For this example, select "**Other Equipment**". |
| 10.  | Click the drop down arrow at "**Asset Data Source**".  
**Note:** The system will open the **Asset Data Source** dropdown list only after the Purchasing Unit has been entered. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 11.  | Select the "**Asset Data Source**".  
For this example, select "**IAMS Purchase**" since we are learning to create an asset purchased with internal accounts funds.  
**Note:** Once you select the **Asset Data Source** as an **IAMS Purchase**, the system populates the **IAMS Check Number** field. This field maintains a list of checks written by the purchasing unit. |
| 12.  | Click the Magnifying glass to search for the "**IAMS Check Number**" used to purchase the asset.  
The **Search and Select** page opens. |
13. Click the drop down arrow to the **Search By** field.

**Note:** There are three (3) ways to search:

1. Check Number and click the Go button;
2. **Vendor Name** and click the Go button;
3. Or, without entering any search criteria, click the Go button to get a list of all checks written by the unit.

The system displays the search results.

For this example, click the **Go** button.

14. Select the appropriate "Check" by clicking the "Quick Select" button.

**Note:** Once a check is selected, the system will automatically populate data (Purchase Price; Purchase Date; Vendor #, and Vendor Name) from the check.

15. Click in the **Asset Description** field.

16. Enter the **Asset Description**.

For this example, enter "Epson Powerlite 83 Projector".
### Training Guide

**Fixed Asset Application & Physical Inventory**

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

There are five (5) ways to search for **Current Unit Location**:

1. Search by **Unit Name** and click the **Go** button
2. Search by **Unit Number** and click the **Go** button
3. Search by **Unit Address** and click the **Go** button
4. Search by **Unit** and click the **Go** button
5. Or, without entering any search criteria, click the **Go** button to get a list of all units based on your unit security.

For this example, click the **Go** button.

The system displays the search results.

29. Select the Unit by clicking the unit's "**Quick Select**" button.

**Note:** Make sure to select the appropriate unit, if you have access for Multiple Units (CPC, Branch, etc.)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 30.  | Click the drop down arrow at "Room Type"  
|      | [ ] |
| 31.  | Select the **Room Type** that best describes the location.  
|      | For this example, select "Teacher's Office"  
|      | [Teacher's Office] |
| 32.  | Enter the desired information into the "Room Number / Description" field.  
|      | For this example, enter "302 / Teacher's Room".  
|      | **Note**: If the check was selected from the Search page, you are not required to enter any data after "Room Number / Description" field. The system automatically adds the Purchasing Details.  
|      | If check number was manually entered, you must enter the required Purchasing information. |
| 33.  | Click the **"Save / Update"** button, to save the data entered into the system.  
|      | **Note**: The system will display a confirmation at the top.  
<p>|      | [Save/Update] |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 34.  | Click the "Approve" button to change the Status of the asset record from Incomplete to Complete. Once record is successfully approved, the Approve button will disappear from this page.  

**Note:** The system will display a confirmation at the top and the status will change to "Complete".  
If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk. |
| 35.  | Click the "Return Inquiry" button, to go back to the Asset Inquiry page |
| 36.  | Congratulations! You have completed the lesson on creating a new "IAMS Asset" record.  

**End of Procedure.** |
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>&quot;CPS Fixed Assets Application&quot;</strong> Responsibility.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;<strong>Fixed Assets</strong>&quot; link.</td>
</tr>
</tbody>
</table>

**Note:** The Fixed Asset Inquiry page opens.
Step 3. Click the "New Asset" button.

**Note:** The Fixed Asset Detail page opens.

This screen has five sections:
1. General Information
2. Asset
3. Purchase Details
4. Lease/Warranty
5. Funding Source
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the appropriate Unit Number, at &quot;Purchasing Unit&quot; and click the Tab key. For this example, enter 46061.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the drop down arrow at &quot;Asset Category&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Select the &quot;Asset Category&quot; that best describes the asset. For this example, select &quot;Other Equipment&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the drop down arrow at &quot;Asset Data Source&quot;. Note: System will open the Asset Data Source dropdown list only after entering the Purchasing Unit.</td>
</tr>
<tr>
<td>8.</td>
<td>Select &quot;Donated Assets&quot;. Note: Once the &quot;Donated&quot; Asset Data Source is selected, the system adds the Donated Price and Estimated Date to the Purchase Detail section of the page.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the description in the &quot;Asset Description&quot; field. For this example, enter &quot;Alto Sax&quot;</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the &quot;Serial Number&quot;. For this example, enter &quot;97865&quot;.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the &quot;Asset Tag&quot;. Note: All assets must have an Asset Tag. For this example, enter &quot;Note 5&quot;.</td>
</tr>
</tbody>
</table>
### Step 12

**Action**

Enter the "Make".

For this example, enter, NE-345.

### Step 13

**Action**

Enter the "Model".
### Step 14
Check the "Funding Source".

**Note:** System defaults “School” as the Funding Source since the asset was donated directly to the school.

### Step 15
Click the drop down arrow at "Condition".

### Step 16
Select the "Condition".

**Note:** The Condition for all new assets should be Good.

For this example, select "Good".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 17.  | Go to the "**Current Unit Location**" field and click the **Magnifying** glass.  
The Search page opens. |
## Training Guide

### Fixed Asset Application & Physical Inventory

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 18.  | Click the drop down arrow at "Search By" and select the Search Criteria.  
There are five (5) ways to search for **Current Unit Location**:  
1. Search by **Unit Name** and click the **Go** button  
2. Search by **Unit Number** and click the **Go** button  
3. Search by **Unit Address** and click the **Go** button  
4. Search by **Unit** and click the **Go** button  
5. Or, without entering any search criteria, click the **Go** button to get a list of all units based on your unit security. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>For this example, choose <strong>&quot;Unit Number&quot;</strong>.</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
20. | Enter the unit number into the field. For this example enter "46061"
21. | Click the Go button. The system displays the search results.
22. | Select the unit by clicking the "Quick Select" button.
### Step 23

Go to the "**Room Type**" field and click the drop down arrow. Select the room type that best describes the location.

For this example, click the "**Voc Ed Class room**".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Enter the desired information into the &quot;<strong>Room Number / Description</strong>&quot; field. For this example, enter &quot;<strong>503 / Band Room</strong>&quot;.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>25.</td>
<td>Enter the &quot;<strong>Donated Price</strong>&quot;. Note: The donated price is the current market value or the best estimated value of an asset. For this example, enter &quot;<strong>550</strong>&quot;.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>26.</td>
<td>Enter the &quot;<strong>Estimated Date</strong>&quot; by clicking the &quot;Calendar&quot; icon. Note: The Estimated Date is the date the asset was donated. The calendar opens.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
27. | Select the "Estimated Date".
    
For this Example, select February 19, 2011.

**Note:** Be sure to check the Month and Year.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 28.  | Enter the "Vendor Number".  
      For this example enter, "23405". |
| 29.  | Enter the "Vendor Name".  
      For this example, enter "Hulton". |
| 30.  | Scroll up to review the asset record. Make sure all fields with an asterisk are completed. |
| 31.  | Click the "Save / Update" button, to save the data entered into the system.  
      **Note:** The system will display a confirmation at the top. |
| 32.  | Click the "Approve" button to change the Status of the asset record from Incomplete to Complete. Once record is successfully approved, the Approve button will disappear from this page.  
      **Note:** The system will display a confirmation at the top and the status will change to "Complete".  
      If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk. |
### Step 33
Click the "Return Inquiry" button, to go back to the Asset Inquiry page.

- **Return Inquiry**

### Step 34
**Congratulations!** You have completed the lesson on creating a new "Donated Asset" record.

**End of Procedure.**
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
</tbody>
</table>
### Step 2
Click the **"Fixed Assets"** link.

The Fixed Asset Inquiry page opens.

### Step 3
Click the **"New Asset"** button. The Fixed Asset Detail page opens.

**Note:** This screen has five sections:
1. General Information
2. Asset
3. Purchase Details
4. Lease/Warrantee
5. Funding Source
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the appropriate Unit Number, at &quot;Purchasing Unit&quot;. For this example, enter <strong>46061</strong>.</td>
</tr>
<tr>
<td>5.</td>
<td>Go to the &quot;Asset Category&quot; field and click the drop down arrow.</td>
</tr>
<tr>
<td>6.</td>
<td>Select the &quot;Asset Category&quot;. For this example, select &quot;Other Equipment&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Go to the &quot;Asset Data Source&quot; field and click the drop down arrow. <strong>Note</strong>: The system will open the &quot;Asset Data Source&quot; field only after entering the Purchasing Unit.</td>
</tr>
<tr>
<td>8.</td>
<td>Select &quot;Manual&quot; as the &quot;Asset Data Source&quot;.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the &quot;Asset Description&quot;. For this example, enter &quot;Flute&quot;</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the &quot;Serial Number&quot;. <strong>Note</strong>: Serial Number is not required if the Asset category is “Furniture” or “Other.” For this example, enter &quot;4765&quot;</td>
</tr>
</tbody>
</table>
### Training Guide
**Fixed Asset Application & Physical Inventory**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 11.  | Enter the "**Asset Tag**" number.  
**Note:** All assets must have an Asset Tag.  
For this example, enter "**Note-5**". |
| 12.  | Enter the "**Make**" of an asset.  
For this example, enter "**Gemeinhardt**". |

13. Enter the "**Model**" number.  
For this example, enter "**Model 3 Flute**".  

---

![Fixed Asset Application & Physical Inventory Screenshot](image-url)
Step | Action
--- | ---
14. | Check the "Funding Source".
   **Note:** System defaults "School" as the Funding Source. Since we are creating a Manual Asset record, the Funding source is probably CPS.
   School
15. | Go to the "Condition" field and click the drop down arrow. Select the Condition.
   **Note:** The Condition for all new assets should be Good.
   For this example, select "Good".
16. | Go to the "Current Unit Location" field and click the Magnifying glass. The Search and Select page opens.
### Step 17
Click the drop down arrow at "Search By" and select the Search Criteria.

There are five (5) ways to search for **Current Unit Location**:

1. Search by **Unit Name** and click the **Go** button
2. Search by **Unit Number** and click the **Go** button
3. Search by **Unit Address** and click the **Go** button
4. Search by **Unit** and click the **Go** button
5. Or, without entering any search criteria, click the **Go** button to get a list of all units based on your unit security.

For this example, click the **Go** button.

The system displays the search results.

### Step 18
For this Example, click on **"Unit Number"**

### Step 19
Enter the search data.

For this example enter **"46061"**.

### Step 20
Click the **Go** button.

### Step 21
Select the Unit by clicking the **"Quick Select"** button.
Step | Action
---|---
22. | G to the "Room Type" field and click the drop down arrow.
23. Select the **Room Type** that best describes the location.

For this example, click the "Voc Ed Classroom".

![Voc Ed Classroom](image)

24. Enter the desired information into the "**Room Number / Description**" field.

For this example, enter "**305 / Band Room**".

25. Enter the "**Purchase Price**".

For this example, enter "**575**"

26. Enter the "**Purchase Date**" by clicking the "Calendar" icon.

The calendar opens.
Step | Action
--- | ---
27. | Select the “**Purchase Date**” of the Asset.

For this example, please select **February 17, 2011**.

Note: Make sure to check the Month and Year.
28. Enter the "Vendor Number".
   For this example, enter the "1234" as vendor number.

29. Enter the "Vendor Name"
   For this example, enter "Music Arts".

30. Scroll up to review the data entered into the system.

31. Click the "Save / Update" button, to save the data entered into the system.

   **Note:** The system will display a confirmation at the top.

32. Click the "Approve" button to change the Status of the asset record from Incomplete to Complete. Once record is successfully approved, the Approve button will disappear from this page.

   **Note:** The system will display a confirmation at the top and the status will change to "Complete".

If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.</td>
<td>Click the &quot;Return Inquiry&quot; button, to go back to the Asset Inquiry page.</td>
</tr>
<tr>
<td>34.</td>
<td>Congratulations! You have completed the lesson on creating a new &quot;Manual Asset&quot; record.</td>
</tr>
</tbody>
</table>

End of Procedure.
12. 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. The status of these asset records is Incomplete. Units are required to enter missing data to Complete the asset records.

In this tutorial, you will learn how to find all Incomplete asset records, 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 Incomplete asset records, add missing data and Complete asset records.
### Training Guide
**Fixed Asset Application & Physical Inventory**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Asset Application&quot; Responsibility.</td>
</tr>
</tbody>
</table>
| 2.   | Click the "Fixed Assets" link.  
The Fixed Asset Inquiry page opens. |
| 3.   | Enter the "Owner Unit number".  
For this example, please enter 46061 |
| 4.   | Go to the "Status" field and click the drop down arrow. |
| 5.   | Select the "Incomplete" status. |
| 6.   | Click the Go button.  
**Note:** The system will display a list of all asset records in **Incomplete** status. |
### Step 7
Select the record by clicking on the **Reference ID** of the asset record you want to complete.

The system will open the Asset Details to the selected record.

**Note:** 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 - **330561**.

### Step 8
Enter data for all **Required Fields** identified with an asterisk.

**Note:** Data must be entered in all Required fields in order to **Complete** the asset record.

For this example, we are adding the missing date like "**Asset Category**", "**Room Type**", and "**Room Number / Description**".

Go to the "**Asset Category**" and click the drop down arrow.
### Step 9
For this example, select "Computer Equip" as the **Asset Category**.

### Step 10
Go to the "Room Type" and click the drop down arrow.

**Note:** This is not a Required field.

### Step 11
For this example, select "Dedicated Computer Lab".

### Step 12
Enter the desired information into the "Room Number / Description".

For this example, enter **219 / Computer Lab**.

### Step 13
Scroll up to review the asset record. Make sure data is entered for all Required fields identified with an asterisk.

### Step 14
Click the "Save / Update" button, to save the data entered into the system.

**Note:** The system will display a confirmation at the top.

### Step 15
Click the "Approve" button to change the **Status** of the asset record from Incomplete to Complete. Once record is successfully approved, the **Approve** button will disappear from this page.

**Note:** The system will display a confirmation at the top and the status will change to "Complete".

If the system displays an error message, go back and make sure data is entered in all Required Fields identified with an asterisk.

### Step 16
Click the "Return Inquiry" button, to go back to the **Asset Inquiry** page.

### Step 17
**Congratulations!** You have completed the lesson on how to **Complete an Asset Record**.

**End of Procedure.**
13. Non-Asset / Duplicate

Asset records are automatically created from purchase orders that are $500 or more and where the furniture, equipment and supply accounts were used. Therefore, some records may be created for items that are not assets (shipping, installation, paper, postage, tee-shirts, etc.). 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.

**Note:** Asset records being Transferred or Disposed should **NOT** be marked Non-Asset/Duplicate.

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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
</tbody>
</table>
| 2.   | Click the "Fixed Assets" link.  
  **Note:** The Fixed Asset Inquiry pages opens. |
| 3.   | Enter the "Owner Unit".  
  For this example, enter unit number as "46061". |
| 4.   | Search and find the asset record to mark as a Non-Asset / Duplicate".  
  **Note:** Search by:  
  (1) Using the search fields and clicking the Go to find specific records, or  
  (2) With no search criteria entered, clicking the Go button to view all asset records.  
  For this example, Click the Go button. |
| 5.   | Open the asset details of the asset records by  
  (1) Clicking on the link of the Reference ID; or  
  (2) Clicking the Radio Button of the asset and then clicking the Asset Detail button  
  For this example, click the link to the reference ID- "201438825". |
### Step 6
Once the **Asset Details** page opens, click the drop down arrow at **"Non-Asset / Duplicate"**

**Note:** The default value at **"Non-Asset / Duplicate"** is **"No"**

### Step 7
Select **"Yes"** to mark an asset record as a **"Non-Asset / Duplicate"**.

**Yes**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8.   | Click the "Save/Update" button.  
**Note:** Status changes to "Non-Asset / Duplicate" and this asset record will not be seen or included in the Physical Inventory. |
| 9.   | Click the "Return Inquiry" button to go back to the Fixed Assets Inquiry page. |
| 10.  | **Congratulations!** You have completed the lesson to mark a single record as a "Non-Asset Duplicate" from Asset Details page.  
**End of Procedure.** |
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
</tbody>
</table>
## Step 2
Click the "Physical Inventory" link.

The Fixed Asset Inventory (Physical Inventory) page opens.

### Note:
Search and find the asset records to mark as a "Non-Asset / Duplicate".

## Step 3
Enter the "Current Location Unit".

For this example, enter "46061".

## Step 4
Click the Go button.

## Step 5
Review the records displayed at bottom of page.

Select the records to mark as Non-Asset/Duplicate, by clicking the "Select" check box for each asset record that you would like to mark.

For this example, reference ID "8190" is selected as the first record.

## Step 6
For this example, reference ID "8241" is selected as the second record.

## Step 7
For this example, reference ID "8327" is selected as the third asset to mark as "Non Asset/Duplicate".
## Training Guide
### Fixed Asset Application & Physical Inventory

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>In the &quot;Mass update Fields&quot; section, click the drop down arrow at &quot;Non-Asset/ Duplicate&quot;.</td>
</tr>
<tr>
<td>9.</td>
<td>Select &quot;Yes&quot; to mark the asset records as &quot;Non-Asset / Duplicate&quot;.</td>
</tr>
</tbody>
</table>
| 10.  | Click the "Save" button.  

**Note:** Status changes to "Non-Asset / Duplicate" and these asset records will not be included in the unit's Physical Inventory. |
| 11.  | **Congratulations!** You have completed the lesson on marking multiple asset records as "Non-Asset Duplicate" from Physical Inventory page. |

**End of Procedure.**
14. Transfer / Disposal

Board Policy 04-0526-P01 requires all assets to be taken off the Asset Register when transferred or disposed of and be approved by the principal or department. 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) methods 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.

NOTE: ALL TRANSFERS/DISPOSALS NOT APPROVED AFTER 30 DAYS WILL BE REJECTED. The school/department will be required to re-enter the Transfer/Disposal and ensure the Transfer/Disposal transaction is approved within 30 days of entering the transaction.

- Temporary Transfers refer to assets temporarily provided or on loan to a person, school or department.
  - Transfer requires receiving unit’s approval and acknowledgement of the asset.
  - Receiving unit is responsible for updating the Physical Inventory data.
  - Owning unit is responsible for maintaining the asset record such as future transfers or disposals.
  - Transfers to Employees and Students can only be Temporary Transfers.

- Complete Transfers refer to assets permanently given away.
  - Transfer requires receiving unit’s approval and acknowledgement of the asset.
Transferred asset is responsibility of the receiving unit.
Receiving unit is responsible for and maintaining asset data and Physical Inventory.

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “CPS Fixed Assets Application” Responsibility.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;Fixed Assets&quot; link. <strong>Note:</strong> The <strong>Fixed Asset Inquiry</strong> page opens.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the Unit Number at &quot;Owner Unit&quot;. For this example, enter &quot;46061&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Go button. The system will display all asset records. Scroll down until you find the asset record to transfer. <strong>Note:</strong> To search and find the asset record to transfer, use the search fields in the <strong>Simple Search</strong> section and click the Go button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the record to Transfer by clicking the &quot;Radio&quot; button.</td>
</tr>
</tbody>
</table>
| 6.   | Click the "Asset Detail" button. **Note:** Otherwise, just click the link to the Reference ID to open the **Asset Detail**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the &quot;Transfer / Disposal&quot; tab.</td>
</tr>
</tbody>
</table>
| 8.   | Click the "Add Transfer Disposal" button.  
The system will open up the Transfer options. |
| 9.   | At the "Disposal / Transfer / Inactivate Reason" field, click the drop down arrow to view Disposal/Transfer options.  
The system will display all nine (9) options. |
| 10.  | Click the **Transfer Reason** to select it.  
For this example, select "Transfer to Employee" 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.  
**Note:** Transfers to Employees can only be processed as Temporary Transfers. |
| 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 February 21, 2011.

Note: Be sure to check the month and year.
Step | Action
---|---
13. | Click the magnifying glass at "Employee Name" to search for Employee.

The "Search and Select" Employee Name window will open.

**Note:** Each unit has access to Employees in their unit only.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Click the drop down arrow at &quot;Search By&quot; and select the 'Last Name' as search criteria.</td>
</tr>
</tbody>
</table>
| 15.  | Enter the "Last Name".  
For this example we are searching for the last name **Andrews**. Enter "and%".  
**Note:** '%' acts as a wild card, if you are unsure about the exact name. |
| 16.  | Click the **Go** button.  
The system will display the search result.  
**Go** |
| 17.  | Select the Employee by clicking the "Quick Select" button.  
**Note:** After selecting the Employee, the **Location Name** and **Location Address** fields will be grayed in. |
## Training Guide

**Fixed Asset Application & Physical Inventory**

---

### Step 18

In the "Transfer/Disposal Reasons" field, enter why this Transfer is being processed.

For this example, please enter the reason as "Transferred to support student projects".

### Step 19

Click the "Save/Update" button to save the data entered in the record.

**Note:** The system will display a confirmation that the data was saved to database.

![Save/Update Button](Image)

### Step 20

To complete the Transfer, click the "Submit Transfer/Disposal" button.

The system will automatically send the record to the Unit Admin for approval.

**Note:** The system will display a confirmation that the asset record was successfully changed.

![Submit Transfer/Disposal Button](Image)

### Step 21

The system displays the Transfer information in the Retirement /Disposal section.

Notice the Transfer status is "InProcess."

The record is now pending the Unit Admin's approval.
Step | Action
---|---
22. | The asset record cannot be edited. The system removes the "Save/Update" and "Submit Transfer/Disposal" buttons from the page. Click the "Return Inquiry" button to go back to the Asset Inquiry page.

23. | The Initiator of the Transfer should later check the Action History for Approval. Search and find the asset record. Select the "Radio" button and then click the "Action History" button.
### Step 24.

The system displays the sequences to the **Action History**.

Note: The **Action History** only displays status changes.

Notice the record is Pending at **Owning Unit Approver**.

After viewing the **Action History**, click the "**Return Inquiry**" button to go back to the **Asset Inquiry** page.

[Return Inquiry]

### Step 25.

**Congratulations!** You have completed the lesson on how to "**Transfer an Asset to an Employee**".

**End of Procedure.**
B. Transfer to School/Department

Transfers to School/Department can be made from an asset record in "Incomplete" 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “CPS Fixed Assets Application” Responsibility.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Click the "Fixed Assets" link.  
**Note:** The Fixed Asset Inquiry page opens.  

3. | Enter the Unit Number at "Owner Unit".  
For this example, please enter "46061".  

4. | Click the Go button.  
The system will display all asset records. Scroll down until you find the asset record to transfer.  
**Note:** To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.  

5. | Select the record to Transfer by clicking the "Radio" button.  
**Note:** Otherwise, just click the link to the Reference ID to open the Asset Detail.  
For this example, reference ID "2011355313" is selected.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the &quot;Transfer / Disposal&quot; tab.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the &quot;Add Transfer Disposal&quot; button. The system will open up the Transfer options.</td>
</tr>
<tr>
<td>8.</td>
<td>At the &quot;Disposal / Transfer / Inactivate Reason&quot; field, click the drop down arrow to view Disposal/Transfer options. The system will display all nine (9) options.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the Transfer Reason to select it. For this example, select &quot;Transfer to School/Dept.&quot; as we are transferring an asset record to another unit. The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
10. | Click the drop down arrow at "Type of Transfer".

**Note:** Transfer to School/Dept can be processed as Temporary or Complete Transfers.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>For this example, select <strong>&quot;Temporary Transfer.&quot;</strong></td>
</tr>
</tbody>
</table>

For this example, select **"Temporary Transfer."**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>&quot;Calendar&quot; icon at &quot;Disposal / Transfer / Inactivate Date&quot;.</strong></td>
</tr>
</tbody>
</table>

Click the **"Calendar" icon at "Disposal / Transfer / Inactivate Date".**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Select the <strong>&quot;Disposal / Transfer / Inactivate Date&quot;</strong> of the asset.</td>
</tr>
</tbody>
</table>

Select the **"Disposal / Transfer / Inactivate Date"** of the asset.

**Note:** Be sure to check the month and year,

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Enter the <strong>Unit Number of the School or Department</strong> the asset will be transferred to.</td>
</tr>
</tbody>
</table>

Enter the **Unit Number of the School or Department** the asset will be transferred to.

**Note:** **Location Name** and **Location Address** will be grayed in.

For this example, enter **"46221" and hit the tab key.**

**Note:** The system will automatically populate the unit and name.
### Step 15
In the "Transfer/Disposal Reasons" field, enter why this Transfer is being processed.

For this example, enter the reason as "Assets not needed - Transferred to School (Unit Number) for a program".

### Step 16
Click the "Save/Update" button to save the data entered in the record.

**Note:** The system will display a confirmation that the data was saved to database.

#### Save/Update

### Step 17
To complete the Transfer, click the "Submit Transfer/Disposal" button.

The system will automatically send the record to the Unit Admin for approval.

**Note:** The system will display a confirmation that the asset record was successfully changed.

#### Submit Transfer/Disposal

### Step 18
The system displays the Transfer information in the Retirement /Disposal section.

Notice the Transfer status is **In Process**

The record is now pending the Unit Admin's approval.

Once it is approved, the receiving unit will need to acknowledge asset.

### Step 19
The asset record cannot be edited.

The system removes the "Save/Update" and "Submit Transfer/Disposal" buttons from the page.

Click the "Return Inquiry" button to go back to the Asset Inquiry page.

### Step 20
**Congratulations!** You have completed the lesson on how to "Transfer a single Asset to a School/Department".

**End of Procedure.**
C. Transfer to Student

Board Report 04-0526-P01 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".
## Step 1

**Click the “CPS Fixed Assets Application” Responsibility.**

![CPS Fixed Assets Application](image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | Click the "Fixed Assets" link.  
*Note:* The Fixed Asset Inquiry page opens. |
| 3.   | Enter the Unit Number at "Owner Unit".  
For this example, please enter "46061". |
| 4.   | Click the Go button.  
The system will display all asset records. Scroll down until you find the asset record to transfer.  
*Note:* To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button. |
| 5.   | Search and find the asset records to transfer.  
For this example, click the Next 200 link. |
| 6.   | Select the record to Transfer by clicking the "Radio" button.  
*Note:* Otherwise, just click the link to the Reference ID to open the Asset Detail.  
For this example, click the reference ID 2011281698. |
| 7.   | Click the "Transfer / Disposal" tab. |
| 8.   | Click the "Add Transfer Disposal" button.  
The system will open up the Transfer options. |
| 9.   | At the "Disposal / Transfer / Inactivate Reason" field, click the drop down arrow to view Disposal/Transfer options.  
The system will display all nine (9) options. |
### Step 10
**Action:** Select the Transfer Reason.

For this example, select "**Transfer to Student**" as we are transferring an asset record to a student.

**Note:** *Transfer to Student* can only be completed as a "**Temporary Transfer**".

### Step 11
**Action:** Click the "**Calendar**" icon at "Disposal / Transfer / Inactivate Date".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 12.  | Select the "Disposal / Transfer / Inactivate Date" of the asset.  
For this example, select March 16, 2011.  
**Note:** Be sure to check the month and year. |
| 13.  | Click the magnifying glass at "Loan to Parent/Guardian of Student" field to search for Employee.  
The **Search and Select: Loan to Parent/Guardian of Student** window will open.  
**Note:** Each unit has access to Parents/Guardians and Students in their unit only. |
| 14.  | Click the **Go** button.  
The system will display a list of all students in the unit.  
**Note:** To narrow search, click the **Search By** dropdown arrow and select the **Student Last Name** and click the **Go** button. |
Training Guide  
Fixed Asset Application & Physical Inventory

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 21.  | The **Initiator** of the Transfer should later check the **Action History** for Approval.  
Search and find the asset record.  
Select the "Radio" button and then click the "Action History" button.  
For this example, click the 2011281698 option. |
| 22.  | Click the "**Action History**" button. |
| 23.  | The system displays the sequences to the **Action History**.  
Note: The **Action History** only displays status changes.  
Notice the record is Pending at **Owning Unit Approver**.  
After viewing the **Action History**, click the "**Return Inquiry**" button to go back to the **Asset Inquiry** page.  
Click the "**Return Inquiry**" button, to go back to the Fixed Asset Inquiry page. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 24.  | **Congratulations!** You have completed the lesson to how to *Transfer an Asset to a Student*.  
**Note:** The schools will be responsible for renewing the asset transfer annually for up to three (3) years. |

**End of Procedure.**
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".
- Make sure that asset is still clearly labeled as Chicago Public Schools property.

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “CPS Fixed Assets Application” Responsibility.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;Fixed Assets&quot; link. The <strong>Fixed Asset Inquiry</strong> page opens.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter your Unit Number at &quot;Owner Unit&quot;. For this example, &quot;46061&quot; is selected.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Go</strong> button. The system will display all asset records. Scroll down until you find the asset record to transfer. <strong>Note:</strong> To search and find the asset record to transfer, use the search fields in the <strong>Simple Search</strong> section and click the <strong>Go</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Search and find the asset record to transfer. Select the record by clicking the Reference ID link to open the <strong>Asset Detail</strong>. For this example, select Reference ID &quot;2011355310.&quot;</td>
</tr>
<tr>
<td>6.</td>
<td>Click the &quot;Transfer / Disposal&quot; tab.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 7.   | Click the "Add Transfer Disposal" button.  
The system will open up the Transfer options. |
| 8.   | At the "Disposal / Transfer / Inactivate Reason" field, click the drop down arrow to view Disposal/Transfer options.  
The system will display all nine (9) options. |

For this example, select "Transfer to Others" as we are transferring an asset record to an individual who is neither an employee nor a student.  
The system will populate appropriate fields based on the selected Reason.  
All fields are required to complete the Transfer.  

**Note:** Transfer to Others can be completed only as a Temporary Transfer.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click the &quot;Calendar&quot; icon at &quot;Disposal / Transfer / Inactivate Date&quot;.</td>
</tr>
</tbody>
</table>
| 11.  | Select the "Disposal / Transfer / Inactivate Date" of the asset.  
For this example, please select "March 9, 2011".  
**Note:** Be sure to check the month and year,  
9 |
| 12.  | In the "Transfer to Others" field, enter who or where the asset was transferred to.  
For this example, enter "Teen Living Program". |
| 13.  | In the "Transfer/Disposal Reasons" field, enter why this Transfer is being processed.  
For this example, enter "For project work". |
| 14.  | Click the "Save/Update" button to save the data entered in the record.  
**Note:** 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 "In Process". |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 15.  | To complete the **Transfer**, click the **"Submit Transfer/Disposal"** button.  
The system will automatically send the record to the Unit Admin for approval.  
**Note:** The system will display a confirmation that the asset record was successfully changed. |
| 16.  | The asset record cannot be edited.  
The system removes the **"Save/Update"** and **"Submit Transfer/Disposal"** buttons from the page.  
Click the **"Return Inquiry"** button to go back to go back to **Asset Inquiry** page. |
| 17.  | **Congratulations!** You have completed the lesson on how to **"Transfer an Asset to Others"**.  
**End of Procedure.** |
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"

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “CPS Fixed Assets Application” Responsibility.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;Fixed Assets&quot; link.</td>
</tr>
<tr>
<td></td>
<td>The Fixed Asset Inquiry page opens.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter your Unit Number at &quot;Owner Unit&quot;.</td>
</tr>
<tr>
<td></td>
<td>For this example, <strong>46061</strong> is entered.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Go button.</td>
</tr>
<tr>
<td></td>
<td>The system will display all asset records. Scroll down until you find the asset record to transfer.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.</td>
</tr>
<tr>
<td>5.</td>
<td>Search and find the asset record(s) to record as &quot;Lost or Stolen&quot;.</td>
</tr>
<tr>
<td></td>
<td>Click the Next link to go to search on the next page.</td>
</tr>
<tr>
<td>6.</td>
<td>Select the record by clicking the Reference ID link to open the Asset Detail.</td>
</tr>
<tr>
<td></td>
<td>For this example, reference ID is <strong>2011281702</strong> is selected.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the &quot;Transfer / Disposal&quot; tab.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 8.   | Click the **"Add Transfer Disposal"** button.  
The system will open up the Disposal options. |
| 9.   | **Disposal / Transfer / Inactivate Reason** field, click the drop down arrow to view Disposal/Transfer options. |
| 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 **"Lost or Stolen"**. |
11. Click the "Calendar" icon at "Disposal / Transfer / Inactivate Date".

12. Select the "Disposal / Transfer / Inactivate Date" of the asset.
   
   For this example, please select "March 11, 2011".
   
   **Note:** Be sure to check the month and year.

13. For all lost or stolen assets, a police report must be filed.

   Enter the "Police Report Number".

   For this example, enter "99999".

---

**Steps:**

1. [Image of the Oracle Fixed Asset Application interface]

**Notes:**

- Be sure to check the month and year.
- For lost or stolen assets, a police report must be filed.
- Enter the police report number, e.g., "99999".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 14. | In the "Transfer/Disposal Reasons" field, enter why this Disposal is being processed.  
For this example, enter the reason as "Lost 09-Mar-2011" (the approximate date it was lost). |
| 15. | Click the "Save/Update" button to save the data entered in the record.  
**Note:** The system will display a confirmation that the data was saved to database. |
| 16. | To complete the Disposal click the "Submit Transfer/Disposal" button.  
The system will automatically send the record to the Unit Admin for approval.  
**Note:** The system will display a confirmation that the asset record was successfully changed. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 17.  | The system displays the Disposal information in the Retirement /Disposal section.  
Notice the Transfer status is "InProcess."  
The record is now pending the Unit Admin’s approval. |
| 18.  | The asset record cannot be edited.  
The system removes the "Save/Update" and "Submit Transfer/Disposal" buttons from the page.  
Click the "Return Inquiry" button to go back to Asset Inquiry page. |
| 19.  | Congratulations! You have completed the lesson on how to record an asset as "Lost or Stolen".  
**End of Procedure.** |
F. Disposal - Retirement

Procedure

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “CPS Fixed Assets Application” Responsibility.</td>
</tr>
</tbody>
</table>
## Fixed Asset Application & Physical Inventory

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | Click the "Fixed Assets" link.  
The Fixed Asset Inquiry page opens. |
| 3.   | Enter your Unit Number at "Owner Unit".  
For this example, **46061** is selected. |
| 4.   | Click the Go button.  
The system will display all asset records. Scroll down until you find the asset record to transfer.  
**Note:** To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button. |
| 5.   | The system will display all asset records. Scroll down until you find the asset record to transfer.  
**Note:** To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.  
For this example, click the link to Reference ID: **2011355304**. |
### Step 6
Click the "Transfer / Disposal" tab.

### Step 7
Click the "Add Transfer Disposal" button.

The system will open up the Disposal options.

### Step 8
At the "Disposal / Transfer / Inactivate Reason" field, click the drop down arrow to view Disposal/Transfer options.

### Step 9
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 "Disposal-Retirement".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click the &quot;Calendar&quot; icon at &quot;Disposal / Transfer / Inactivate Date&quot;.</td>
</tr>
</tbody>
</table>
| 11.  | Select the "Disposal / Transfer / Inactivate Date" of the asset.  
   For this example, please select "March 10, 2011".  
   **Note:** Be sure to check the month and year.  
| 12.  | In the "Transfer/Disposal Reasons" field, enter why this Disposal is being processed.  
   For this example, enter the reason as "Obsolete".  |
| 13.  | Click the "Save/Update" button to save the data entered in the record.  
   **Note:** The system will display a confirmation that the data was saved to database.  |
### Step 14. Action

To complete the Disposal click the "Submit Transfer/Disposal" button.

The system will automatically send the record to the Unit Admin for approval.

**Note:** The system will display a confirmation that the asset record was successfully changed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>To complete the <strong>Disposal</strong> click the &quot;Submit Transfer/Disposal&quot; button. The system will automatically send the record to the Unit Admin for approval. <strong>Note:</strong> The system will display a confirmation that the asset record was successfully changed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 15.  | The system displays the Disposal information in the **Retirement /Disposal** section.

Notice the Transfer status is **In Process**.

The record is now pending the Unit Admin's approval. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 16.  | The asset record cannot be edited.

The system removes the "Save/Update" and "Submit Transfer/Disposal" buttons from the page.

Click the "**Return Inquiry**" button to go back to go back to **Asset Inquiry** page. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td><strong>Congratulations!</strong> You have completed the lesson on how to <strong>Dispose of a Retired Asset</strong>.</td>
</tr>
</tbody>
</table>

**End of Procedure.**
G. Disposal - TechXL

Procedure

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

Note: TechXL handles the pickup of the computer equipment to be disposed of; they are Not responsible for updating the Fixed Asset Register records. Assets approved for disposal to TechXL should be recorded in the Fixed Asset Register system prior to the scheduled pickup by TechXL.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “CPS Fixed Assets Application” Responsibility.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 2.   | Click the "Fixed Assets" link.  
The **Fixed Asset Inquiry** page opens. |
| 3.   | Enter the Unit Number at "**Owner Unit**".  
For this example, **46061** is selected. |
| 4.   | Click the **Go** button.  
The system will display all asset records. Scroll down until you find the asset record to transfer.  
**Note**: To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button. |
| 5.   | Search and find the asset records to transfer.  
Click the Next link to view the next page. |
### Training Guide

**Fixed Asset Application & Physical Inventory**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| **6.** | Select the record by clicking the **Reference ID** link to open the Asset **Detail**.  
For this example, click the link to Reference ID **2011343325**. |
| **7.** | Click the **"Transfer / Disposal"** tab. |
| **8.** | Click the **"Add Transfer Disposal"** button.  
The system will open up the Disposal options. |
| **9.** | At the **"Disposal / Transfer / Inactivate Reason"** 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.  
Select the Transfer Reason. - **"Disposal TechXL"**.  

![Image of Oracle Fixed Asset Application interface with highlighted Transfer / Disposal tab and Add Transfer Disposal button.]

---

115
### Step 11
Click the "Calendar" icon at "Disposal / Transfer / Inactivate Date".

### Step 12
Select the "Disposal / Transfer / Inactivate Date" of the asset.

For this example, please select "March 10, 2011".

**Note:** Be sure to check the month and year.

### Step 13
In the "Transfer/Disposal Reasons" field, enter why this Disposal is being processed.

For this example, enter the reason as "Obsolete".

### Step 14
Click the "Save/Update" button.

**Note:** The system will display a confirmation that the data was saved to database.

### Step 15
To complete the Disposal click the "Submit Transfer/Disposal" button.

The system will automatically send the record to the Unit Admin for approval.

**Note:** The system will display a confirmation that the asset record was successfully changed.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>The system displays the Disposal information in the <strong>Retirement/Disposal</strong> section. Notice the Transfer status is <strong>In Process</strong>. The record is now pending the Unit Admin's approval.</td>
</tr>
<tr>
<td>17.</td>
<td>The asset record cannot be edited. The system removes the &quot;<strong>Save/Update</strong>&quot; and &quot;<strong>Submit Transfer/Disposal</strong>&quot; buttons from the page. Click the &quot;<strong>Return Inquiry</strong>&quot; button to go back to the Asset Inquiry page.</td>
</tr>
<tr>
<td>18.</td>
<td><strong>Congratulations!</strong> You have completed the lesson on how to <strong>Dispose of assets through TechXL</strong>. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
H. Disposal - Donated

Procedure

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

Note: Prior to disposal of the asset check budget classification and purchase date. If asset is funded by federal or other grants check that the program requirements permit donation of the asset to third parties.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;Fixed Assets&quot; link. The Fixed Asset Inquiry page opens.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the Unit Number at &quot;Owner Unit&quot;. For this example, please enter &quot;46061&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Go button. The system will display all asset records. Scroll down until you find the asset record to transfer. Note: To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.</td>
</tr>
<tr>
<td>5.</td>
<td>The system will display all asset records. Scroll down until you find the asset record to transfer. Note: To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button. For this example, click the Reference ID - 2011343323.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6.</td>
<td>Click the &quot;Transfer / Disposal&quot; tab.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the &quot;Add Transfer Disposal&quot; button.</td>
</tr>
<tr>
<td></td>
<td>The system will open up the Disposal options.</td>
</tr>
<tr>
<td>8.</td>
<td>At the &quot;Disposal / Transfer / Inactivate Reason&quot; field, click the drop down arrow to view Disposal/Transfer options.</td>
</tr>
</tbody>
</table>

9. Select the **Transfer/Inactivate Reason**.

   The system will populate appropriate fields based on the selected Reason. All fields are required to complete the Transfer.

   For this example, click the "Disposal-Donated".
### Step 10
Click the "Calendar" icon at the "Disposal / Transfer / Inactivate Date".

### Step 11
Select the "Disposal / Transfer / Inactivate Date" of the asset.

For this example, please select March 11, 2011.

**Note:** Be sure to check the month and year.

### Step 12
In the "Donated to Organization/Person" field, enter the name of the person or organization receiving the asset.

### Step 13
In the "Address" field, enter the receiver's address.

### Step 14
In the "Phone Number" field, enter the receiver's phone number.

For this example, enter "773-553-1000".

### Step 15
In the "Transfer/Disposal Reasons" field, enter why this Disposal is being processed.

For this example, enter the reason as "Not in use".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 16.  | Click the "Save/Update" button to save the data entered in the record.  
**Note:** The system will display a confirmation that the data was saved to database. |
| 17.  | To complete the Disposal click the "Submit Transfer/Disposal" button.  
The system will automatically send the record to the Unit Admin for approval.  
**Note:** The system will display a confirmation that the asset record was successfully changed. |
| 18.  | The system displays the Disposal information in the Retirement /Disposal section.  
Notice the Transfer status is **In Process**  
The record is now pending the Unit Admin's approval. |
| 19.  | The asset record cannot be edited.  
The system removes the "Save/Update" and "Submit Transfer/Disposal" buttons from the page.  
Click the "Return Inquiry" button to go back to go back to Asset Inquiry page. |
| 20.  | **Congratulations!** You have completed the lesson on how to Dispose of Donated assets.  
**End of Procedure.** |
I. Disposal - Sale

Procedure

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

Note: Prior to disposal of asset check budget classification and purchase date. If asset is funded by federal or other grants check that the program requirements permit sale of the asset.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Click the "Fixed Assets" link.
   
The Fixed Asset Inquiry page opens.
3. | Enter the Unit Number at "Owner Unit".
   
For this example, please enter 46061.
4. | Click the Go button.
   
The system will display all asset records. Scroll down until you find the asset record to transfer.
   
**Note:** To search and find the asset record to transfer, use the search fields in the Simple Search section and click the Go button.
5. | Scroll down until you find the asset record to transfer.
   
For this example, click the Next 200 link.
## Training Guide
### Fixed Asset Application & Physical Inventory

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>Select the asset.</strong>&lt;br&gt;Click the <strong>Reference ID</strong> to open the Asset Detail.&lt;br&gt;For this example, click the Reference ID - <strong>2011281701</strong>.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Click the &quot;Transfer / Disposal&quot; tab.</strong></td>
</tr>
<tr>
<td>8.</td>
<td><strong>Click the &quot;Add Transfer Disposal&quot; button.</strong>&lt;br&gt;The system will open up the Disposal options.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>At the &quot;Disposal / Transfer / Inactivate Reason&quot; field, click the drop down arrow to view Disposal/Transfer options.</strong></td>
</tr>
<tr>
<td>10.</td>
<td><strong>Select the <strong>Transfer/Inactivate</strong> Reason.</strong>&lt;br&gt;The system will populate appropriate fields based on the selected Reason.&lt;br&gt;All fields are required to complete the Transfer.&lt;br&gt;For this example, select &quot;<strong>Disposal-Sale</strong>.&quot;</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>11.</td>
<td>Click the “Calendar” icon at &quot;Disposal / Transfer / Inactivate Date&quot;.</td>
</tr>
</tbody>
</table>
| 12.  | Select the "Disposal / Transfer / Inactivate Date" of the asset.  
For this example, please select "March 15, 2011".  
**Note:** Be sure to check the month and year. |
| 13.  | In the "Sale Price" field, enter the amount received from the sale.  
For this example, enter “600.00”. |
| 14.  | In the "Sold To Organization/Person" field, enter the name of the Purchaser.  
For this example, enter "Sold to Young Organization". |
| 15.  | In the "Address" field, enter the Purchaser's address.  
For this example, enter "15 E. 5th Street, Chicago, IL--60605". |
| 16.  | In the "Phone Number" field, enter the Purchaser's phone number in the  
For this example, enter "773-553-1000". |
Step 17. In the "Transfer/Disposal Reasons" field, enter why this Disposal is being processed.

For this example, enter "Never Used".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 18.  | Click the "Save/Update" button to save the data entered in the record.  
**Note:** The system will display a confirmation that the data was saved to database. |
| 19.  | To complete the **Disposal** click the "Submit Transfer/Disposal" button.  
The system will automatically send the record to the Unit Admin for approval.  
**Note:** The system will display a confirmation that the asset record was successfully changed. |
| 20.  | The system displays the Disposal information in the **Retirement/Disposal** section.  
Notice the Transfer status is **In Process**.  
The record is now pending the Unit Admin’s approval. |
| 21.  | The asset record cannot be edited.  
The system removes the "Save/Update" and "Submit Transfer/Disposal" buttons from the page.  
Click the "Return Inquiry" button to go back to Asset Inquiry page. |
| 22.  | **Congratulations!** You have completed the lesson on how to Dispose of an asset from a Sale.  
**End of Procedure.** |
15. Mass Transfer

**New Feature:** 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Asset Application&quot; Responsibility.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;Mass Transfer&quot; link.</td>
</tr>
</tbody>
</table>

### Step 3
Enter the Unit Number at "Owner Unit".

For this example, enter **46061**.

### Step 4
Click the **Go** button.

The system will display all asset records. Scroll down until you find the asset record to transfer.

Note: To search and find the asset record to transfer, use the search fields in the **Simple Search** section and click the **Go** button.

### Step 5
Select the records to **Transfer** by clicking the "**Radio**" button on each record.

For this example, select the first five assets.

### Step 6
At the "**Disposal / Transfer / Inactivate Reason**" field, click the drop down arrow to view Disposal/Transfer options.

### Step 7
Click the **Transfer Reason** to select it.

The fields on the screen will change based on your Transfer Reason.

For this example, Select "**Transfer to School / Dept**"

### Step 8
At the "**Type of Transfer**" field, click the drop down arrow.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | Select the **Type of Transfer**.  
For this example, select "**Temporary Transfer**". |
| 10.  | Click the "**Calendar**" icon at "**Disposal / Transfer / Inactive Date**" |
| 11.  | Select the "**Disposal / Transfer / Inactive Date**" of the Asset.  
For this example, please select **February 20, 2011**. |
| 12.  | In the **Transfer to School** field, enter the unit number.  
For this example, click search for the unit by clicking the **Magnifying** glass.  
The **Search and Select** screen opens. |
| 13.  | Click the drop down arrow at "**Search By**". |
## Step 14
Select the search criteria.

For this Example, select "**Unit**" as search criteria.

[Image]

## Step 15
Enter the unit number into the search field.

**Note:** That the '%’ acts as a wild card if you are unsure about the unit number.

For this example, please enter "**4622%**".

## Step 16
Click the **Go** button.

[Image]

## Step 17
Select the unit by clicking the "**Quick Select**" button.

[Image]

## Step 18
In the "**Transfer/Disposal Comments**" field, enter why these Transfer are being processed.”

For this example, please enter "**Transferring some computers**".

## Step 19
Click the "**Submit Mass Transfer**" button to transfer the selected assets.

**Note:** The system will display a confirmation that the data was saved to database.

[Image]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Congratulations! You have completed the lesson on how to complete a &quot;Mass Transfer&quot; of assets.</td>
</tr>
<tr>
<td></td>
<td>End of Procedure.</td>
</tr>
</tbody>
</table>
16. Mass Check In

New Feature: A "Mass Check In" is used when recording the return of assets temporarily transferred to Students, Employees, Others, etc.

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the &quot;CPS Fixed Assets Application&quot; Responsibility.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the &quot;Mass Check In&quot; link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 3.   | Click the **Go** button.  
  
  The system will display all assets temporarily transferred out of your unit. |
| 4.   | Select the asset records that have been returned to your unit.  
  
  For this example, select the record for "2011438829" by clicking the Select box.  
  
  **Note:** If all of the transferred assets are being returned, click the "Select All" button to do a check in of all assets all at one time. |
| 5.   | Select the record for "2011438828" by clicking the Select box.  
  
  **Note:** Make sure to only select those assets returned to you. |
| 6.   | At the “**Asset Return Date**” field, enter the date the asset was received by clicking the "**Calendar**" icon.  
  
  For this example, select **March 01, 2011**. |
| 7.   | In the "**Return Reason**" field, enter why the assets were returned.  
  
  Enter the desired information into the **field**.  
  
  For this example, enter "**Project work completed**". |
| 8.   | In the "**Asset Return To**" field, enter the name of the school/unit staff person who physically received the returned assets.  
  
  For this example, enter the name **Apel**. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>To complete the Check-In, click the &quot;Submit Mass Check In&quot; button. The system removes the selected assets from the Transfer page.</td>
</tr>
<tr>
<td>10.</td>
<td>Congratulations! You have completed the lesson on how to do a &quot;Mass Check In&quot; of assets returned to your unit.</td>
</tr>
</tbody>
</table>

End of Procedure.
17. 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 upon receipt of the asset.

"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.
### Step 1
<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the Unit Admin has logged into Oracle, the system will display all Requests requiring the <strong>Approver's</strong> action under the <strong>Worklist</strong> heading.</td>
</tr>
</tbody>
</table>

Click the "Approval Request Notification for Transfer of Asset record" link to the request requiring approval.

For this example, click the "Approval Request for Transfer of Asset 2011037266 from unit 46061".

The **Approval Request for Transfer Asset** detail page will open.

---

### Step 2
<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the request for accuracy.</td>
</tr>
</tbody>
</table>

Click the "Approve" button.

The system returns to the Worklist.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Once the transfer request is approved, the notification will disappear from the &quot;Worklist&quot; (Oracle Applications Home page).</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Congratulations!</strong> You have completed the lesson on how to &quot;Approve a Transferred Asset&quot; record.</td>
</tr>
</tbody>
</table>

**End of Procedure.**
18. Rejecting a Transferred Asset Record

**Procedure**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After the Unit Admin has logged into Oracle, the system will display all Requests requiring the Approver's action under the Worklist heading. Click the &quot;Approval Request Notification for Transfer of Asset record&quot; link to the request requiring approval. For this example, click on the &quot;Approval Request for Transfer of Asset 2011037266 from unit 46061&quot;. The Approval Request for Transfer Asset detail page will open.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Review the request.
Enter the reason for Rejecting this asset transfer record in the "Note" field.
For this example, enter "This Project is Cancelled".
3. | Click the "Reject" button.
The system returns to the Worklist.
[Reject]
4. Once the asset transfer request has been rejected, the notification will disappear from the "Worklist" (Oracle Applications Home page).

5. **Congratulations!** You have completed the lesson on how to "Reject a Transferred Asset" record.

**End of Procedure.**
19. 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Once the Unit Admin’s logs into Oracle, the Worklist will be displayed on the right. For this example, notice the first row displays the transfer request for Asset 2011131244. Click the Approval Request for Transfer of Asset 2011131244 from unit 22071 link.</td>
</tr>
</tbody>
</table>
### Step 2. Action

The Unit Admin reviews the request and clicks the **Approve** button. The system will transfer the asset record to the **Receiving Unit**.

![Approve Button]

### Step 3. Action

The **Receiving Unit** should now ensure the asset record is in their database.

Go to the **Fixed Asset Inquiry** page and search for the asset.

For this example, we are searching by Reference **ID**. **Enter "201131244"** in the field.

Click the **Go** button.

### Step 4. Action

Click the **Radio** button to select the record for Reference **ID 201131244**.

### Step 5. Action

Click the **Action History** button.

### Step 6. Action

The system displays the **Action History** of the asset transfer.

Point to the **Return Inquiry** button.

### Step 7. Action

Click the **Return Inquiry** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>To view the Asset Detail, click the Reference ID link. For this example, click Reference ID 201131244.</td>
</tr>
<tr>
<td>9.</td>
<td>Notice the system displays the original Purchasing Unit and the Current Owning Unit. The Receiving Unit is now the Current Owning Unit.</td>
</tr>
<tr>
<td>10.</td>
<td>Congratulations! You have completed the lesson on how to Receipt a Transferred Asset. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Fixed Asset Policy

Chicago Public Schools Policy Manual

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

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:


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:

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.

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