HOW TO – SEARCH FOR AN ASSET IN PEOPLESOFT

The purpose of this process is to successfully locate an asset record in PeopleSoft using a tag number, asset ID number or serial ID number.

- 1. Log into PeopleSoft.
- 2. Select the Asset Mgmt & Cap Expenditures Module.



3. Select the Search for an Asset tile.

Search for an Asset



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4. Insert the tag number in the Tag Number field. Be sure to include the **%** symbol as a prefix.

∢sset Mgmt & Cap	. Expenditures			Searc	h for an Ass	et	
Search for an	Asset						
 Asset Search Cri 	iteria						
Unit	UTRGV	Q	Book	۹		Parent	ID Q
Category		Q	Location	Q		Area	ID Q
Asset ID			Asset Status	In Service	~		
Tag Number	%17719		Profile ID	۹		Group	ID Q
Serial ID							
	Approval Pending	ria		Chartfield Search Criteria			
Acquisition Details	8						
PO Unit	Q	Receipt Unit		Q AP Unit	c	PC Bus Unit	٩
PO No		Receipt No		Voucher		Project ID	Q
Retrieve ⑦							
Cost Informati	on 🗌 Acquis	ition Information	🗆 Lo	cation 🗌 Non Capit	al Asset	Custodian	Lease
Search	Clear						

The <u>Asset ID</u> or <u>Serial ID Number</u> can also be used as search critiera if a tag number is not available. It is recommended to use the % symbol as prefix.

5. Click the **Search** button to view results then select the correct asset.

	Search	Clear	Dr	ill-Down To:	Select Component	•			
Sea	Search Results - Select One Asset to Continue								
	Q								
	Asset Informatio	Asset <u>C</u> ost Ir	formation Acguisition Details	Owner/Custodian	Work Maintenance	Work Maint	enance 2		
\mathbf{V}	Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID		
	UTRGV	00000095544	ZEBRA TC52 WLAN NFC 5.0"	Equipment		17719			

6. Select Asset Basic Information from the Drill Down menu and click GO!

Drill-Down To:	Asset Basic Information	✓ GO!
	Select Component Asset Accounting Entries Asset Basic Information	
Owner/Custodian	Asset Cost Adjust/Transfers Asset Cost History Asset Depreciation	Ince 2 More)
Asset Type	Asset Retirements Copy Asset	erial ID
Equipment	Print an Asset View Component Hierarchy	

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7. The asset record will display in a new window. Use the tabs to view specific details such as asset location and custodian.

General Information	<u>O</u> per	ation/Maintenance	Asset <u>A</u> cquisitio	n Detai	I <u>L</u> ocation/Commer	ts/Attributes	<u>M</u> anufacture	e/License <mark>/Custodian</mark>
Unit UTRGV Asset ID 000000095544 ZEBRA TC52 WLAN NFC 5.0" Tag 17719 In Service								
Asset Information								
Description		ZEBRA TC52 WLAN	NFC 5.0"				Short Desc	ZEBRA TC52
	CAP #			Q			Seq #	٩
		Taggable Asset					Tag Number	17719
Asset	Class	219		Q	Palm Pilots	A	uction Status	Allowed to be Auctione
Asset	t Type	Equipment	~					
Asset Su	ıbtype			Q				Capitalized Asset
*Asset S	Status	In Service	~					New Asset
Acquisition	n Date	04/05/2019						□ Available For Use
Placemen	t Date	04/05/2019		••••				In Physical Use
Collateral	Asset		~					
*Acquisition Code		Purchased	~					
FERC Code				Q				
Financing Code				Q				
Fair Value			0.000			A	ppraisal Date	
Replacement	t Cost						Last Update	
Index	Name			Q				
SubIndex Name					Q			
Parent/Child		None	~				Parent ID	Q
Profile ID		219CTL41		Q			Region Code	Q
		Composite Asse	t			Compo	site Asset ID	Q

8. Clicks Return to Search to start the process again for a new asset or close the window to exit.

