

CUNYfirst Asset Management Quick Reference Guide

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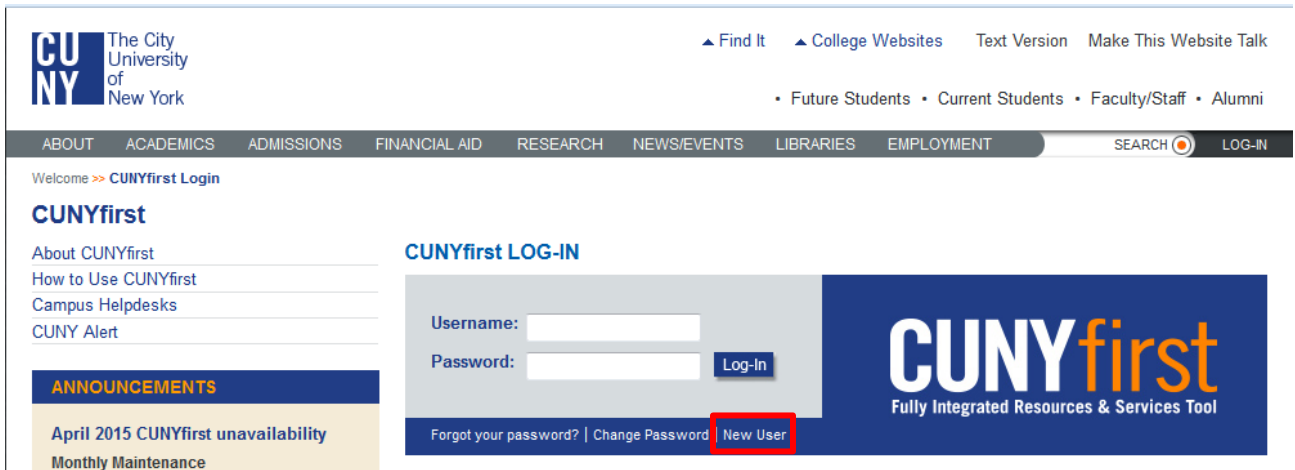
Log On

- **Activate Your CUNYfirst Account**

In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar.

Step 2: On the Login page, click New User link.



The screenshot shows the CUNYfirst login page. At the top left is the CUNY logo with the text 'The City University of New York'. To the right are links for 'Find It', 'College Websites', 'Text Version', and 'Make This Website Talk'. Below these are links for 'Future Students', 'Current Students', 'Faculty/Staff', and 'Alumni'. A navigation bar contains links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'FINANCIAL AID', 'RESEARCH', 'NEWS/EVENTS', 'LIBRARIES', 'EMPLOYMENT', 'SEARCH', and 'LOG-IN'. The main content area is titled 'CUNYfirst' and includes a 'CUNYfirst LOG-IN' section with fields for 'Username:' and 'Password:', a 'Log-In' button, and a 'New User' link highlighted with a red box. There are also links for 'Forgot your password?' and 'Change Password'. A sidebar on the left contains 'About CUNYfirst', 'How to Use CUNYfirst', 'Campus Helpdesks', and 'CUNY Alert'. An 'ANNOUNCEMENTS' section at the bottom left mentions 'April 2015 CUNYfirst unavailability Monthly Maintenance'.

Step 3: On the Account Activation page, enter First name, Last Name, Date of Birth, Last 4 digits of SS number, and RECAPTCHA text.

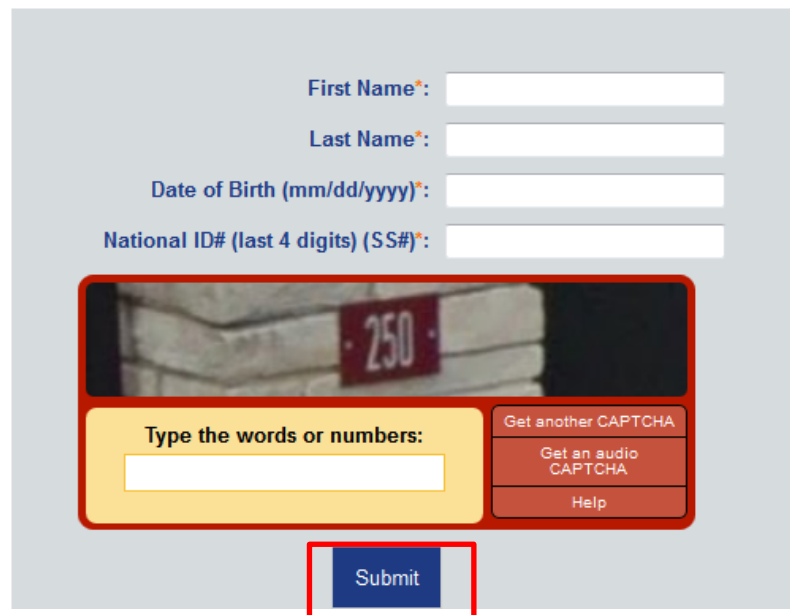
Note: Use your name of record with correct capitalization for the First Name and Last Name fields.

Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.

Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.

ACCOUNT ACTIVATION

Please provide the required information in the following fields to activate your CUNY account.



The screenshot shows the 'ACCOUNT ACTIVATION' page. It features four required input fields: 'First Name*', 'Last Name*', 'Date of Birth (mm/dd/yyyy)*', and 'National ID# (last 4 digits) (SS#)*'. Below these fields is a CAPTCHA section with a red box around the CAPTCHA image and a 'Submit' button highlighted with a red box. The CAPTCHA section includes a 'Type the words or numbers:' label, a text input field, and three buttons: 'Get another CAPTCHA', 'Get an audio CAPTCHA', and 'Help'.

Step4: Click the Submit button.

Step 5: On the Challenge Questions and Answers page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character. Then click OK button.

Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.

Challenge Questions And Answers

Please select a question from each of the drop down menus below, and provide the answers of your choice to be used in the future for password changes

Question 1*:	--- Please Select ---
Answer*:	--- Please Select ---
Question 2*:	What is your mother's maiden name?
Answer*:	What is your favorite color?
Question 3*:	What is the name of your pet?
Answer*:	What is the city of your birth?
Question 4*:	What is your favorite vacation destination?
Answer*:	What was the name of the first school you attended?
Question 5*:	What is your father's middle name?
Answer*:	What is your mother's middle name?
Question 6*:	What is your paternal grandfather's first name?
Answer*:	What is your maternal grandmother's first name?
Question 7*:	Who was your first employer?
Answer*:	What is the name of your first school teacher?
Question 8*:	What is your favorite movie?
Answer*:	Who is your favorite author?
Question 9*:	Who is your favorite athlete?
Answer*:	Who was you first crush?
Question 10*:	What is your favorite book?
Answer*:	What is your favorite food?
	In what city was your mother born?
	In what city was your father born?

Step 6: On the Choose a Password page, enter and confirm your password.

Note: The two entries must match or the user will have to re-enter both fields.

Note: CUNY Password Policy when choosing a password

- 8 or more characters
- 1 or more uppercase letters
- 1 or more numeric or special characters

Note: CUNY Password Reset Policy

- No change for 5 days after last password change
- Not one of 4 previous passwords
- Expires 90 days after the last password change

An email notification will be sent to users whose password is going to expire in the next 7 days.

Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password

At 90 plus days, CUNYfirst will require the user to change their password.

Choose a Password

Choose a password below. For password policy details, please [click here](#)

Password*:	<input type="password"/>
Confirm Password*:	<input type="password"/>
	<input type="button" value="OK"/>

*Denotes required field

Once submitted, the update process may take a couple minutes. Please wait...

Step 7: To submit the password, click the OK button.

Step 8: On the User Activation Completed Successfully! page, your Empl ID (CUNY ID) is displayed as in the example below.

Note: The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.

User Activation Completed Successfully!

Your username is: Matt.Fox

Your EMPLID is: 00256481

Step 9: When you have finished, make a record of your username, Empl ID and password.

- **Submit Security Forms**

In order to receive access to Asset Management on CUNYFirst, the new users will need to fill out the following two forms:

- 1) CUNYfirst Asset Management User Access Request Form - PRODUCTION
- 2) CUNYfirst Procurement User Access Request Form - PRODUCTION

Approvals from both your manager and OUC are required.

Step 1: Fill out the highlighted sections and parts on CUNYfirst Asset Management User Access Request Form – PRODUCTION.

CUNYfirst Asset Management User Access Request Form - PRODUCTION

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee's manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.
Security is granted by Business Unit.

EMPLOYEE INFORMATION SECTION:		
Last Name:	First Name:	
CUNYfirst Emp ID *:	Job Title:	
Business Unit / Campus:	Department Name:	
Work Phone:	Ext:	CUNY email address:
CONFIDENTIALITY STATEMENT (Must be signed by the Employee):		
<p>I understand that the data obtained from any CUNYfirst system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.</p>		
Employee's Signature: _____		Date: _____

Asset Management Functional Roles

Functional Role Description	Add	Remove
Asset Access - View Only		
Asset Insurance and Warranty Maintenance		
*Central Office Asset Management <i>(Central Office Employees ONLY)</i>		
Property Manager		

Primary Permission List and Row Level Security is Required

Only One Primary Permission List can be used for General Ledger and Asset Management

User's Primary Permission List & Row Level Security		
(Check ONLY ONE)		
<input type="checkbox"/>	CUFSDPGLXXXALL	(XXX = Campus Domain, e.g. LAG)
<input type="checkbox"/>	CUFSDPGLXXX##	(XXX = Campus Domain), (## = Campus specific BU, e.g. LAG02)
<input type="checkbox"/>	CUFSDPGLCUNYALL	(Central Office Only)
<input type="checkbox"/>	Keep Existing	(already a FIN user)

Note:

- 1) Asset Management Functional Roles: For Property Manager, check “add” next to “Property Manager. For Accountant, check “add” next to “Asset Access – View Only”.
- 2) User’s Primary Permission List & Row Level Security: Choose CUFSDPGLXXXALL if the user need to see all business units. Choose CUFSDPGLXXX## for specific business unit.

Approvals and Special Consideration

NOTE:

- Campus Applicants must obtain approval from campus Business Managers or VP of Administration
- Central Office Applicants must obtain approval from Central Office Controller/Deputy

Refer to the "Approvals" section of the form for signatures

FOR EMPLOYEE		
Last Name:	First Name:	
Date of Security Activation:	OR	Date of Security Deactivation:

MANAGERIAL REQUEST	
Business unit:	Department:
Requesting Manager Last Name:	First Name:
Requesting Manager Signature:	Date:

APPROVALS:	
Business Manager Last Name:	First Name:
Business Manager Signature:	Date:
VP of Administration Last Name:	First Name:
VP of Administration Signature:	Date:
*Central Office Controller/Deputy Last Name:	First Name:
*Central Office Controller/Deputy Signature:	Date:

SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)

Step 2: Fill out highlighted sections and parts on CUNYfirst Procurement User Access Request Form – PRODUCTION.

Note: Highlighted sections on both forms are required.

Step 3: Add Special Instructions.

CUNYfirst Procurement User Access Request Form - PRODUCTION

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee's manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.
Security is granted by Business Unit.

EMPLOYEE INFORMATION SECTION:		
Last Name: _____	First Name: _____	
CUNYfirst Emp ID #: _____	Job Title: _____	
Business Unit / Campus: _____	Department Name: _____	
Work Phone: _____	Ext: _____	CUNY email address: _____
CONFIDENTIALITY STATEMENT (Must be signed by the Employee):		
<p>I understand that the data obtained from any CUNYfirst system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.</p>		
Employee's Signature: _____		Date: _____

Procurement Roles

Role Description	Add	Remove
Requester*	<input type="checkbox"/>	<input type="checkbox"/>
Creator**	<input type="checkbox"/>	<input type="checkbox"/>
Requester's Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Department Approver – Level 1****	<input type="checkbox"/>	<input type="checkbox"/>
Department Approver – Level 2****	<input type="checkbox"/>	<input type="checkbox"/>
IT Category Approver	<input type="checkbox"/>	<input type="checkbox"/>
Facilities Category Approver	<input type="checkbox"/>	<input type="checkbox"/>
Hazmat Category Approver	<input type="checkbox"/>	<input type="checkbox"/>
Budget Reviewer***	<input type="checkbox"/>	<input type="checkbox"/>
Buyer	<input type="checkbox"/>	<input type="checkbox"/>
PO Approver	<input type="checkbox"/>	<input type="checkbox"/>
Receiver	<input type="checkbox"/>	<input type="checkbox"/>
Inspector	<input type="checkbox"/>	<input type="checkbox"/>
AP Voucher Entry	<input type="checkbox"/>	<input type="checkbox"/>
AP Pend 3(Level1) Approver (Community Colleges)	<input type="checkbox"/>	<input type="checkbox"/>
AP Pend5(Level2) Approver (Community Colleges)	<input type="checkbox"/>	<input type="checkbox"/>
AP Approver (Senior Colleges)®	<input type="checkbox"/>	<input type="checkbox"/>
Contract Entry ^	<input type="checkbox"/>	<input type="checkbox"/>

*All Requesters must also specify their Supervisors (See Step#1 below)

** For Creator, specify the requestor for whom this individual is creating the requisition (See Step#2 below)

**** For Department Approvers (See Step#3 below)

***If no Department Approver is found on a Requisition, then Budget Reviewer in the campuses will be notified via Worklist

© AP Approvers for Senior Colleges must not check AP Voucher Entry and vice versa as per New York State Policy

^ Refer to Contract Processing section for details (See Page 4 of 5)

Additional Information for Specific Procurement Roles

- 1) For Requestor (To be verified by Supervisors/Department Heads). Work with your local Budget Office for assistance

Supervisor Employee Id	
Location (room or cubicle code)	
Ship To (Loading Dock room code at the campus)	
Requestor Phone	
Requestor Fax	
GL Business Unit	
Default Fund (10, 11, 20 or 61)	
Default Department	
Default Major Purpose (MP)	
Default Operating Unit (Oper Unit)	
Default Program (Fill 99999 if Not Applicable)	
Default Funding Source (Fnd Src) (Fill 999999 if Not Applicable)	
Default Special Initiative (Sp Init) (Fill 9999 if Not Applicable)	

- 2) For Creator (To be verified by Requestor's Supervisors/Department Heads)

Authorized for Requestors' Employee Id	Authorized for Requestors' Employee Id and Name	

- 3) For Department Approver (Level 1 and Level 2)

Approver Employee ID	CUNYfirst Department ID

Only One Primary Permission List is required

Primary Permission List and Row Level Security is Required (Normal Handling)

User's Primary Permission List & Row Level Security (Check ONLY ONE)	
<input type="checkbox"/>	CUFSDPAPxxx (Procurement Only)
<input type="checkbox"/>	CUFSDPAPxxxSF (Student Refunds Only)
<input type="checkbox"/>	CUFSDPAPxxxALL (Procurement and Student Refunds Both)
<input type="checkbox"/>	Keep Existing (already a GL user)

Primary Permission List and Row Level Security is Required (HTR/HCS Only)

User's Primary Permission List & Row Level Security (Check ONLY ONE)	
<input type="checkbox"/>	CUFSDPAPHTR (Procurement HTR Only)
<input type="checkbox"/>	CUFSDPAPHCS (Procurement HCS Only)
<input type="checkbox"/>	CUFSDPAPHTRALL (HTR and HCS Both)*

*Purchasing and Payables Employees for HCS and HTR are common

Primary Permission List and Row Level Security is Required (GRD/HON/SOJ/SPS Only)

User's Primary Permission List & Row Level Security (Check ONLY ONE)	
<input type="checkbox"/>	CUFSDPAPGRD (Procurement for all GRD/HON/SOJ/SPS)*
<input type="checkbox"/>	CUFSDPAPSPS (Procurement SPS Only)
<input type="checkbox"/>	CUFSDPAPSOJ (Procurement SOJ Only)
<input type="checkbox"/>	CUFSDPAPHON (Procurement HON Only)

*GRD does Purchasing for All GRD/HON/SOJ/SPS and GRD does Payments for GRD and HON Business Units

Student Refunds (Colleges)

Role Description	Add	Remove
Student Refunds - Campus	<input type="checkbox"/>	<input type="checkbox"/>

Student Refunds (Central Office - Only)

Role Description	Add	Remove
Student Refund - Central Office	<input type="checkbox"/>	<input type="checkbox"/>
Student Refund – Payment Update	<input type="checkbox"/>	<input type="checkbox"/>
Bank Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>

WorkStudy Payroll Taxes (Central Office - Only)

Role Description	Add	Remove
AP Voucher Entry	<input type="checkbox"/>	<input type="checkbox"/>
AP Pend 3(Level1) Approver	<input type="checkbox"/>	<input type="checkbox"/>
AP Pend5(Level2) Approver	<input type="checkbox"/>	<input type="checkbox"/>

Vendor Management (Central Office - Only)

Role Description	Add	Remove
Vendor Admin	<input type="checkbox"/>	<input type="checkbox"/>

Contract Processing

Role Description	Add	Remove
Contract Entry	<input type="checkbox"/>	<input type="checkbox"/>
Contract Approval (Central Office - Only)	<input type="checkbox"/>	<input type="checkbox"/>

Outside Legal Services Approver (Central Office - Only)

Role Description	Add	Remove
Legal Category Approver	<input type="checkbox"/>	<input type="checkbox"/>

NOTE:
Requesters, Receivers and Inspectors must obtain approval from campus Business Managers.
Requisition Approvers (Supervisors, Department Lev 1 and Lev 2) and Category Approvers must obtain approval from Vice President of Administration or his/her designee at the campus
Refer to the "Approvals and Special Consideration" section of the form for signatures

Approvals and Special Consideration

FOR EMPLOYEE	
Last Name:	First Name:
Date of Security Activation:	OR Date of Security Deactivation:
MANAGERIAL REQUEST	
Business unit:	Department:
Requesting Manager Last Name:	First Name:
Requesting Manager Signature:	Date:
APPROVALS:	
* Central Office Controller/Deputy Last Name:	First Name:
* Central Office Controller/Deputy Signature:	Date:
Business Manager Last Name:	First Name:
Business Manager Signature:	Date:
VP of Administration Last Name:	First Name:
VP of Administration Signature:	Date:
SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)	
PO & Voucher View Plus, Property Management Inventory Report.	

* for Central Office employees ONLY

- **Sign In to My CUNYfirst Account**

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar.

Step 2: Enter your Username and Password and click the Log In button.

Note: Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.

Sign In

Username

Password

[Forgot Your Password?](#) | [Change Password](#) | [First Time Users](#)

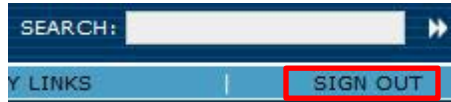
If you have any questions or problem logging in, please contact Help Desk.

212-541-0981/0982

helpdesk@mail.cuny.edu

- **Sign Out of My CUNYfirst Account**

Step 1: Click the Sign Out link in the upper right corner of the screen.



Step 2: You have successfully ended your session in CUNYfirst.

Step 3: Close all web browser windows to clear the session information.

- **Set Up SACR**

Setting up User Defaults enables CUNYfirst to automatically enter specific values in a range of fields. User defaults speed data entry by pre-filling fields or values that are or nearly are standard for a given end-user. Still, these defaults may be overridden at any time.

Users should review the defaults periodically (beginning of each term) to determine if changes are required (such as term default).


Step 1: Enter the CUNYfirst URL <https://home.cunyfirst.cuny.edu> in your browser's address bar to access the CUNYfirst Portal Login page.


Step 2: Navigate to: Set Up SACR > User Defaults.

Step 3: Click the Academic Institution  Look Up icon; and then select any link on the correct row.

Note: Upon select of the Academic Institution, the Career Group SetID and Facility Group SetID auto-display.

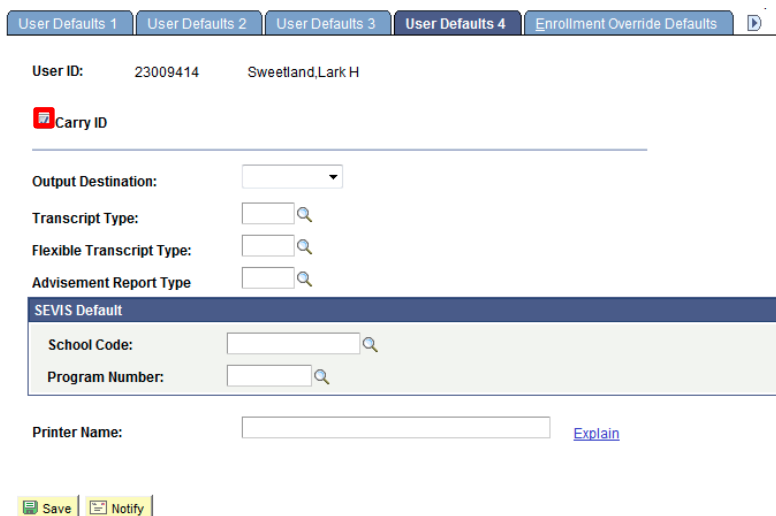
A screenshot of the 'User Defaults' form in the CUNYfirst system. At the top, there are five tabs: 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. The 'User Defaults 1' tab is selected. Below the tabs, the user's information is displayed: 'User ID: 23009414 Name: Sweetland,Lark H'. Below this, there are several rows of fields, each with a search icon (magnifying glass) to its right. The fields are: 'Academic Institution:', 'Career Group SetID:', 'Facility Group SetID:', 'Academic Career:', 'Academic Group:', 'Subject Area:', 'Term:', 'Academic Program:', 'Academic Plan:', and 'Academic Sub-Plan:'. At the bottom of the form, there are two buttons: 'Save' and 'Notify'.

Step 4: Click the Academic Career  Look Up icon; and then select any link on the correct row.

Step 5: Click the Term  Look Up icon; and then select any link on the correct row.

Step 6: Select the User Defaults 4 tab.

Step 7: Select the Carry ID checkbox to view search results for the same student until selecting the Return to Search button.



Step 8: Click the Save button.

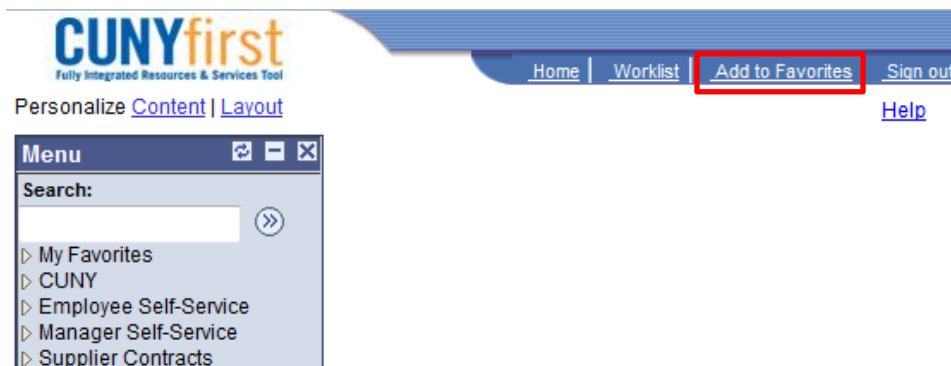
• Add a Favorite

My Favorites allows you to create your own list of bookmarks to commonly used components in CUNYfirst.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the HR/Campus Solutions link.

Step 2: When you have navigated to the first page of a frequently used component, in the Universal Navigation Header click the Add to Favorites link.



Step 3: On the Add to Favorites page, either leave the auto-text description or enter text to create a description of the component.

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description:

OK

Cancel

Step 4: Click the OK button.

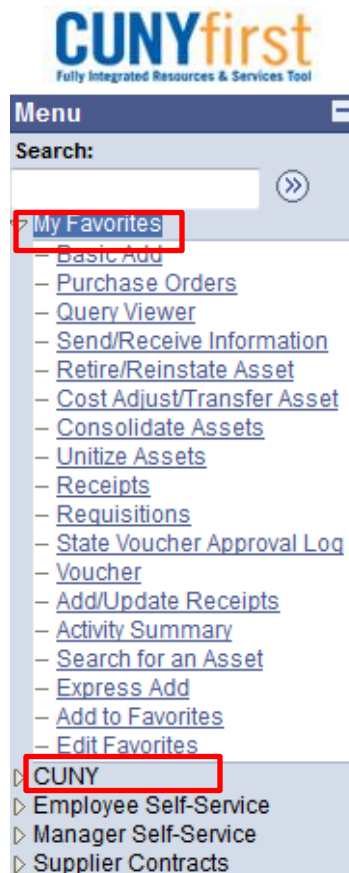
• Delete a Favorite

My Favorites allows you to delete a bookmark.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the HR/Campus Solutions link.

Step 2: Navigate to: My Favorites > Edit Favorites.



Step 3: On the Edit Favorites page to remove a favorite, click the Delete button on that favorite's row.

Edit Favorites

Click the Save button after editing or deleting favorites.

*Favorite	Sequence number	
My Page	0	Delete
Basic Add	1	Delete
Purchase Orders	2	Delete

Step 4: On the Message from webpage window to confirm the favorite is to be deleted, click the OK button.

Step 5: Click the Save button.



Note: The favorite will not be deleted until you complete this step.

• Sequence Favorites

On the My Favorites menu, bookmarks are listed in the order in which they were added to My Favorites. My Favorites allows you to sequence bookmarks of commonly used components in My Favorites on the CUNYfirst Main Menu.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the HR/Campus Solutions link.

Step 2: Navigate to: My Favorites > Edit Favorites.

Step 3: On the Edit Favorites page in the Sequence number field, enter a numeral to indicate the preferred position on the list for each favorite.

Note: The number '1' is the first favorite on the revised list.

Edit Favorites

Click the Save button after editing or deleting favorites.

*Favorite	Sequence number	
Basic Add	1	Delete
Purchase Orders	2	Delete
Query Viewer	3	Delete

Step 4: Click the Save button.

Note: The sequence of favorites will not be done until this step is completed.\

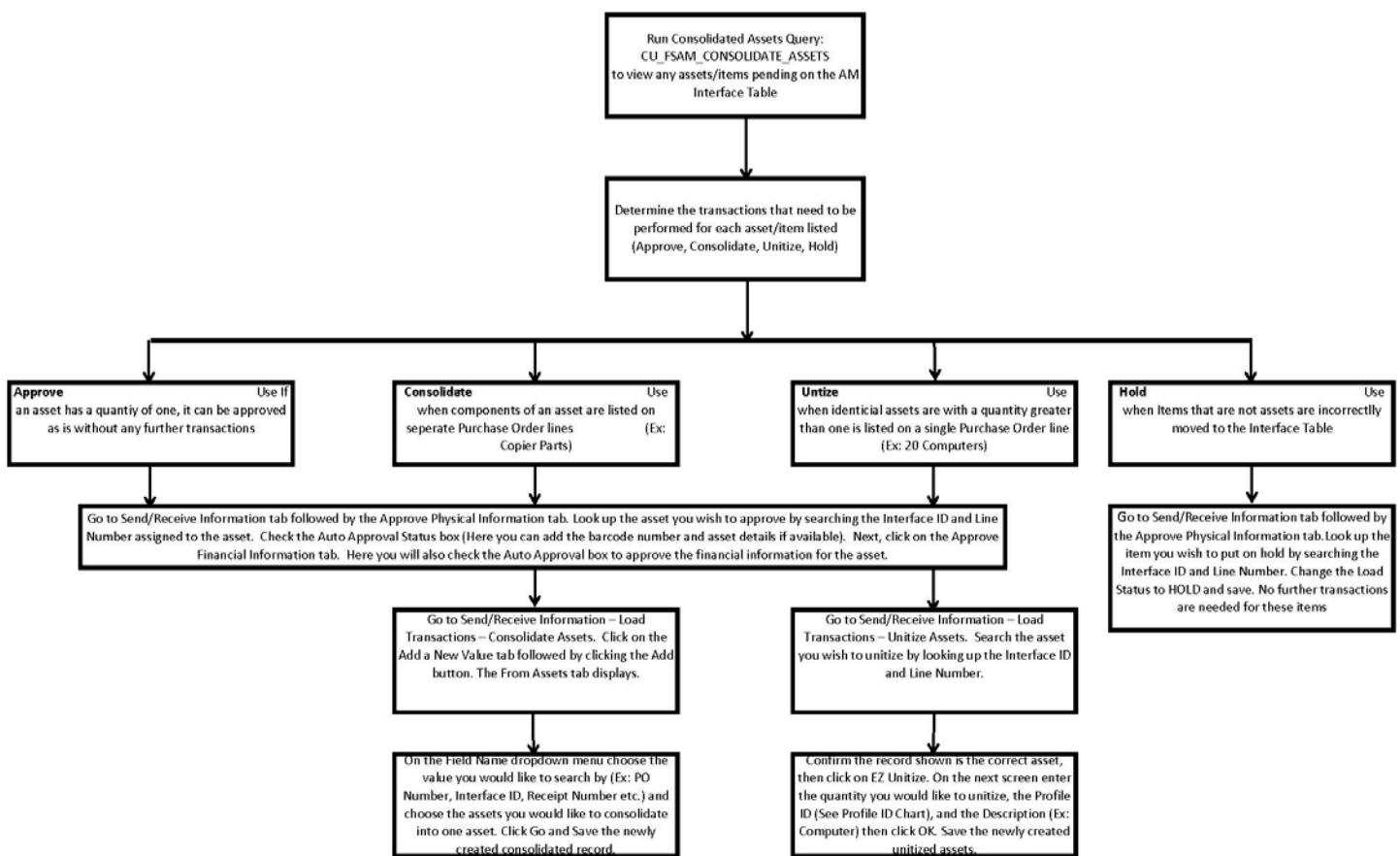
Add Assets

Tax Levy assets are added to the CUNYfirst Asset Management module through the Procurement Integration process.

DASNY, DDCM, Research Foundation, and Non-Tax Levy assets may be added manually in one of two ways:

1. Use the Copy of Existed Asset component.
2. Use the Spreadsheet Upload.

On a daily basis, review assets processed through AP/PO in order to decide whether if any assets need to be loaded, consolidated, unitized, or put on hold.



• Before Loading Assets from AP/PO Interfaces

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Search: [New Window](#) | [Help](#) | [Customize Page](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_CONSOLIDATE_ASSETS	Query for Asset Consolidation	Public		HTML	Excel	XML	Schedule	Favorite

Step 3: Enter the query name “CU_FSAM_CONSOLIDATE_ASSETS”, then click Search.

Note: All Asset Management reports begins with “CU_FSAM”.

Step 4: Run the report. Select the desired format.

Step 5: Enter Business Unit. Then Click View Results.

CU_FSAM_CONSOLIDATE_ASSETS - Query for Asset Consolidation

Unit (like %):

[View Results](#)

Step 6: Analyse the report to decide what need to be done with the assets:

- 1) Approve financial or physical information (loaded as it is)
- 2) Consolidate or unitize assets
- 3) Put on hold

Load Stat	Unit	Intfc	Line	PO No.	Receipt	Receipt Line	Vouch	Profile ID	Unit Pri	Quanti	Total Co	Oper Unit	Sp It	Ful	N	Progra	End S	Dev	action to be taken
NEW	BAR01	100071	3	0000001300	0000003360	1	00002533	EQUIPMENT	6695.00000	1.0000	6695.000	9999	9999	50	100	99999	999999	10208	Approve
NEW	BAR01	100071	4	0000001251	0000003021	1	00002587	HARDWARE	1617.00000	1.0000	1617.000	9999	9999	50	350	99999	999999	80073	Approve
NEW	BAR01	100071	5	0000001354	0000003121	1	00002713	HARDWARE	2381.17000	1.0000	2381.170	9999	9999	50	100	99999	999999	70001	Approve
NEW	BAR01	100071	7	0000000875	0000003626	1	00002985	SEN_HARDW	299.00000	6.0000	1794.000	9999	9999	10	350	99999	999999	80073	Unitize
NEW	BAR01	100071	8	0000001394	0000003564	1	00003029	HARDWARE	1386.40000	1.0000	1386.400	9999	9999	50	300	99999	999999	75056	Approve
NEW	BAR01	100071	9	0000001445	0000003795	1	00003035	SEN_HARDW	599.00000	1.0000	599.000	9999	9999	10	355	99999	999999	80299	Approve
NEW	BAR01	100071	10	0000001576	0000003761	1	00003167	SOFTWARE	1314.00000	1.0000	1314.000	9999	9999	50	350	99999	999999	80069	Approve
NEW	BAR01	100071	11	0000001361	0000003273	1	00003203	HARDWARE	3143.78000	1.0000	3143.780	9999	9999	50	400	99999	999999	80048	Consolidate
NEW	BAR01	100071	18	0000001659	0000004033	1		HARDWARE	2099.00000	1.0000	2099.000	9999	9999	50	100	99999	999999	80109	Consolidate
NEW	BAR01	100071	20	0000001751	0000004095	3		EQUIPMENT	5335.00000	3.0000	16005.000	3019	9999	50	300	99999	999999	80073	Unitize
NEW	BAR01	100071	21	0000001751	0000004095	4		EQUIPMENT	9841.50000	1.0000	9841.500	3019	9999	50	300	99999	999999	80073	Approve
NEW	BAR01	100071	25	0000001712	0000004212	1		SEN_HARDW	884.00000	4.0000	3536.000	9999	9999	10	355	99999	999999	80250	Unitize
NEW	BAR01	100071	29	0000001212	0000002985	1	00002479	HARDWARE	1328.90000	1.0000	1328.900	9999	9999	50	100	99999	999999	70001	Approve
NEW	BAR01	100071	30	0000001212	0000002985	1	00002479	HARDWARE	1328.90000	1.0000	1328.900	9999	9999	50	100	99999	999999	70001	Approve
NEW	BAR01	100071	31	0000001638	0000004178	1		HARDWARE	1013.43000	1.0000	1013.430	9999	9999	50	100	99999	999999	80109	Approve
NEW	BAR01	100071	32	0000001638	0000004178	1		HARDWARE	1013.43000	1.0000	1013.430	9999	9999	50	100	99999	999999	80109	Approve
NEW	BAR01	100071	33	0000001638	0000004178	1		HARDWARE	1013.43000	1.0000	1013.430	9999	9999	50	100	99999	999999	80109	Approve
NEW	BAR01	100121	1	0000001716	0000004397	2		SEN_HARDW	519.00000	2.0000	1038.000	9999	9999	10	100	99999	999999	60196	On Hold

Note: If asset information is missing, review POs and Vouchers to make decisions.


• View Purchase Orders

View details of a specified Purchase Order.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Acquisition Details > Review Purchase Orders.

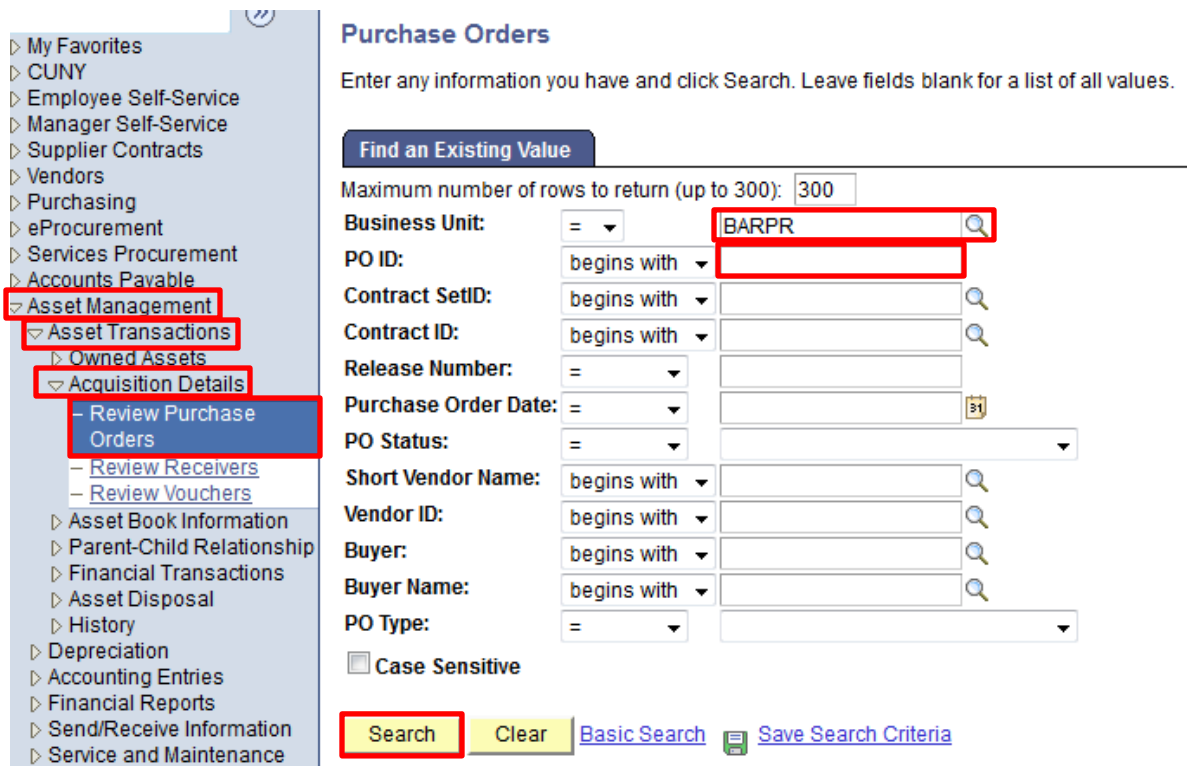
Step 3: On the Purchase Orders search page Find an Existing Value tab Business Unit field, enter or  look up the Procurement Business Unit.

Note: Under the Purchase Order, the Business Unit is the school initial plus PR.

Step 4: In the PO ID field, enter the ten digits PO ID.

Note: An entry in the PO ID field reduces the Search Results to a single row.

Step 5: Alternatively, enter search criteria into any of the following fields: Contract SetID, Release Number, Purchase Order Date, PO Status, Short Vendor Name, Vendor ID, Buyer, Buyer Name, and PO Type.




Purchase Orders


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Maximum number of rows to return (up to 300): 300


Business Unit: = 

PO ID: begins with


Contract SetID: begins with 


Contract ID: begins with 


Release Number: =


Purchase Order Date: = 

PO Status: =

Short Vendor Name: begins with 


Vendor ID: begins with 

Buyer: begins with 

Buyer Name: begins with 

PO Type: =

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 8: The Purchase Order Inquiry page displays. At the top of the page, the Unit, PO Status, and PO ID indicate the PO.

Purchase Order Inquiry

Purchase Order

Unit: BARPR
PO ID: 0000003128

PO Status: Dispatched
Budget Status: Valid
POA Status: Not Required

▼ Header

PO Date: 11/14/2014
Vendor: TURNING TE-001
Vendor ID: 2000000035
Buyer: George Verghese
PO Reference: Requisition No. 0000003456




Doc Tol Status: Valid
Backorder Status: None
Receipt: Received
 Hold From Further Processing

Amount Summary
Merchandise: 23,580.00
Freight/Tax/Misc.: 0.00
Total: 23,580.00 USD

Select Lines To Display

Header Details All RTV Matching
Header Comments... Document Status
Change Order

Lines

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		RF HID Receiver 04 (No Storage)	4321160002	1.0000	EA	23,580.00 USD	Active  


[Return to Search](#) [Notify](#)

Step 9: In the Header section, view the PO Date, Doc Tol Status, Vendor, Backorder Status, Vendor ID, Receipt, Buyer and PO Reference fields.

Step 10: In the Account Summary area, view the Merchandise, Freight/Tax/Misc. and Total amounts.

Step 11: To view additional details, select any of these links: Vendor Details, Header Details, All RTV, Matching, Document Status and Change Order.

Step 12: In the Lines section, view the Line, Item Description, Category, PO Qty, UOM, Amount, and Status fields.

Step 13: Click the Line Details  icon to view additional information including the Physical Nature, Amount, Category, and Contract data.


Details for Line TURNING TE-001

PO ID: 000003128 Line: 1 [RF HID Receiver 04 \(No Storage\)](#)
Status: Active Amount Only Backorder Status: None

Line Details	
Physical Nature:	Goods
Amount:	23,580.00 USD
Category:	4321160002 Computer Accessories-\$1K asset 00764
Contract:	STAPR Release:
Rebate ID:	
RFQ ID:	UPN ID:
Vnd Itm ID:	XRC-R04, RFC-03-BX GPO ID:
Vndr Catlg:	GPO Contract:
Mfg ID:	
Mfg Itm ID:	
Price Qty:	Schedule Price Date: PO
<input type="checkbox"/> Withholding	Replenish Code: Standard
Recv Req: Required	<input checked="" type="checkbox"/> Inspect <input type="checkbox"/> Device Tracking
Config Code:	

[Return](#)

Step 14: Click the Return button.

Step 15: Click the Line Comments  icon to view the original PO by clicking View in Associated Document section.

PO Line Comments

Unit: BARPR PO ID: 000003128 Vendor: TURNING TE-001

Retrieve Active Comments Only [Retrieve](#)

*Sort Method: *Sort Sequence: [Sort](#)

Comments [Find](#) [View All](#) First 1 of 3 Last

[Copy Item Specs](#) Comment Status: Active

Send to Vendor Shown at Receipt Shown at Voucher


Associated Document

Attachment [Turning_Technologies_SS_Justification.docx](#) [Attach](#) [View](#) Email

[From -> REQ BARPR-000003456-1](#)

[OK](#) [Cancel](#)

Step 16: Click Ok to return to the previous page.

Step 15: Click the Schedule Details  icon to view schedules, such as the Due Date, Ship To, PO Qty, Price, Amount, and Status field.

[Purchase Order Inquiry](#)

Schedules

Unit: BARPR PO ID: 0000003128

[Return to Main Page](#)

Lines											
Line:	1	RF HID Receiver 04 (No Storage)	PO Qty:	1.0000	EA	Amount:	23,580.00	USD			
Schedules											
Customize Find View All First 1 of 1 Last											
Details Statuses											
Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status			
1	11/14/2014			H-150	1.0000	23,580.00000	23,580.00	USD	Active		

Ship To Comments

[Return to Search](#) [Notify](#)

Step 16: Click on Distribution  icon to see chartfields, which include accounts associate with this PO.

[Purchase Order Inquiry](#)

Distributions for Schedule 1

PO ID: 0000003128 Line: 1 Sched: 1 Item: RF HID Receiver 04 (No Storage) & Response Card RF with LCD Box
Status: Active Sched Qty: 1.0000
Distribute by: Quantity Merchandise Amt: 23,580.00 USD
Doc. Base Amount: 23,580.00 USD

Distributions											
Customize Find View All First 1 of 1 Last											
Chartfields Details/Tax Asset Information Req Detail											
Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	EmplID	Capitalize	Cost Type	Description
1	Open	100.0000	BAR01	SEN_HARDW					<input checked="" type="checkbox"/>		

[Return](#)

Step 17: Click on Asset Information Tab to view Profile ID in Asset Management.

Step 18: Click Return to Schedules page.

Step 16: Click the Return to Search button to view other Purchase Orders.


• **View Receipts**

View receiving details such as Business Unit, Item ID, or Vendor receipt quantities.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

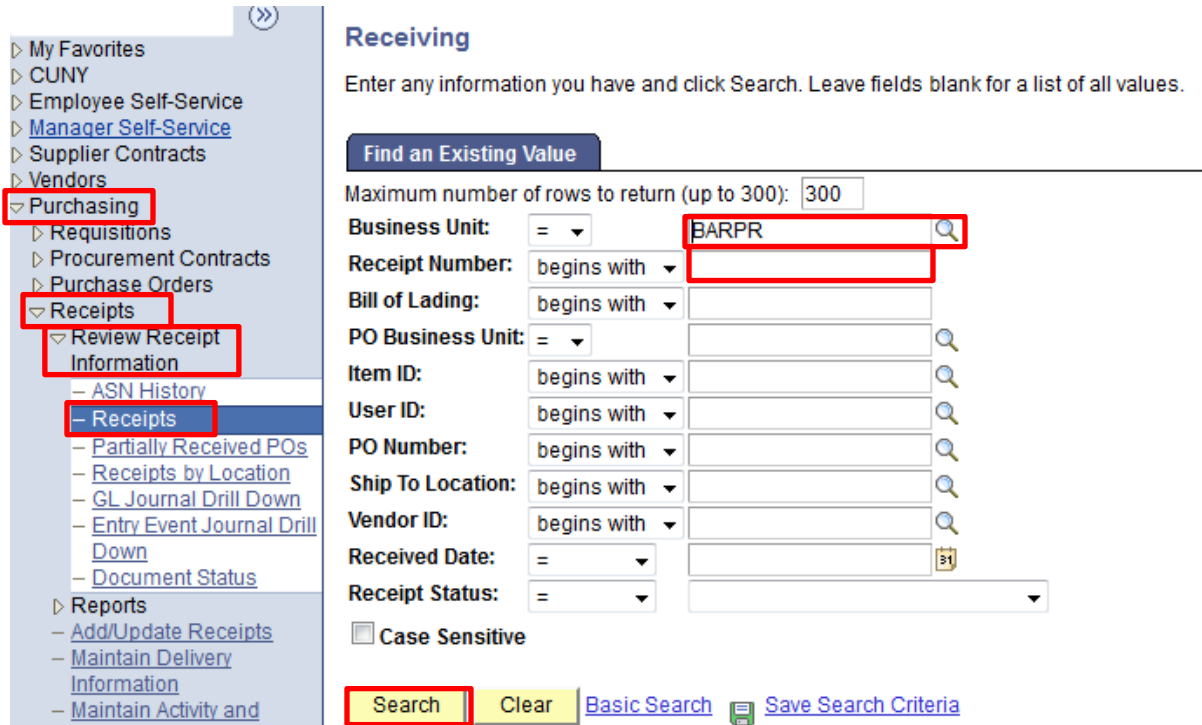
- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Purchasing > Receipts > Review Receipt Information > Receipts.

Step 3: On the Receiving search page Find an Existing Value tab Business Unit field, enter or  look up the Procurement Business Unit.

Step 4: In the Receipt Number field, enter the ten digit Receipt Number.

Note: An entry in the Receipt Number field reduces the Search Results to a single row.



Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 7: In the Sel column, click the checkbox of the line for which you wish to view more detailed information.

Step 8: The Receipts tab displays. In the Header area, view the Unit, Receipt No (Number), Source and Receipt Status.

Note: Click the Header Details link to view more header information.

Receipts

Unit: BARPR **Receipt No.:** 0000009868 **Source:** On-line **Receipt Status:** Received

Receipt Lines Customize | Find | View All | First 1 of 1 Last

Receipt Lines More Line Data Optional Input

Sel	Item	Revision	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input checked="" type="checkbox"/>	1		HP LJ 4250 4350 TONER BLK	135.00000	<input type="checkbox"/>	3.0000	EA		<input type="checkbox"/>

[Header Details](#) [Line Details](#) [Manufacturer Info](#) [Asset Information](#) [Document Status](#) [Header Comment...](#)
[Display RTV Information](#) [Line Status](#) [Distribution](#) [Putaway Information](#) [Device Tracking](#) [Line Comment](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step 9: In the Receipt Lines section Receipt Lines tab, view the Line, Description, Price, Recv (Receiving) Qty, and Recv UOM (Unit of Measure).

Step 10: Select the More Line Data tab to view more detailed line information.

Step 11: Click the Asset Information link to view related Asset Information including the Profile ID, whether or not the Asset is capitalized and the Asset ID.

Asset Management Information for Line 1

Unit: BARPR **Receipt No.:** 0000009868 **Receipt Line:** 1 **Status:** Received

Distribution Information Find | View All | First 1 of 1 Last

Distribution Line: 1 **Business Unit:**

Profile ID: **Capitalize:** Non Cap

CAP #: **CAP Sequence:**

Cost Type:

Asset Information Customize | Find | View All | First 1 of 1 Last

Asset Information More Details

Dist Seq	Business Unit	Status	Quantity	Taq Number	Serial ID	Asset ID	Profile ID
1		O					

Return

Step 12: Click the Return button.


• View Vouchers

View details of a specified Voucher.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.


Step 2: Navigate to: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.

Step 3: On the Voucher Inquiry search page Find an Existing Value tab Business Unit field, enter or  look up the Procurement Business Unit.

Step 4: Enter or  look up the Vendor SetID.

Note: Enter either CTYPR (Community Colleges) or STAPR (Senior Colleges).

Step 5: If known, enter the Voucher ID.

Note: Leave the 'begins with' default on the Voucher ID  dropdown menu, and then enter the wildcard "%" followed by the non-zero digits at the end of the Asset ID.

Menu

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ [Employee Self-Service](#)
- ▷ [Manager Self-Service](#)
- ▷ [Supplier Contracts](#)
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ [Services Procurement](#)
- ▷ [Accounts Payable](#)
 - ▷ Vouchers
 - ▷ [Batch Processes](#)
 - ▷ [Review Accounts Payable Info](#)
 - ▷ [Payables Search Criteria](#)
 - ▷ [Vouchers](#)
 - ▷ [Accounting Entries](#)
 - ▷ [Document Status](#)
 - ▷ [Document Tolerance Override](#)
 - ▷ [Journal Drill Down](#)
 - ▷ [Match Workbench](#)
 - ▷ [Unbalanced](#)
 - ▷ [Accounting Entries](#)
 - ▷ [Voucher](#)
- ▷ [Interfaces](#)
- ▷ [Payments](#)
- ▷ [Vendor](#)
- ▷ [Reports](#)
 - ▷ [Accounts Payable Center](#)
- ▷ [Asset Management](#)
- ▷ [Commitment Control](#)
- ▷ [Set Up Financials/Supply Chain](#)
- ▷ [Enterprise Components](#)
- ▷ [Worklist](#)
- ▷ [Tree Manager](#)
- ▷ [Reporting Tools](#)
- ▷ [PeopleTools](#)
- ▷ [My Personalizations](#)
- ▷ [My System Profile](#)
- ▷ [My Dictionary](#)
- ▷ [firstSolutions Knowledge Base](#)

vouchner inquiry

Search Criteria

Search Name	<input type="text" value="ALL"/>	
	From	To
Business Unit	<input type="text" value="BARPF"/>	<input type="text" value="BARPF"/>
Voucher ID	<input type="text"/>	<input type="text"/>
Invoice Id	<input type="text"/>	
Vendor SetID	<input type="text" value="STAPR"/>	<input type="text"/>
Short Name	<input type="text"/>	
Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	
Entry Status	<input type="text"/>	
Accounting Dt	<input type="text"/>	<input type="text"/>
Invoice Date	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>
Origin Set ID	<input type="text"/>	<input type="text"/>
Origin	<input type="text"/>	<input type="text"/>
Control Group ID	<input type="text"/>	<input type="text"/>
Contract ID	<input type="text"/>	
Lease Number	<input type="text"/>	
PO Business Unit	<input type="text"/>	
Purchase Order	<input type="text"/>	
Item ID	<input type="text"/>	
*Amount Rule	<input type="text" value="Any"/>	
Amount	<input type="text"/>	
Currency	<input type="text"/>	
Post Status	<input type="text"/>	
Approval Status	<input type="text"/>	
Voucher Balance	<input type="text"/>	
Voucher Source	<input type="text"/>	
User ID	<input type="text"/>	
GL Business Unit	<input type="text"/>	
Account	<input type="text"/>	
Department	<input type="text"/>	
VAT No	<input type="text"/>	
Process Instance	<input type="text"/>	
Match Status	<input type="text"/>	
Financial	<input type="text"/>	
Sanctions Status	<input type="text"/>	
Max Rows	<input type="text" value="300"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Sort Criteria

*Sort By: *Sort Asc/Desc:

▶ [Display Currency Criteria](#)

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 8: The Voucher Inquiry Results section Voucher Details tab displays to view the Business Unit, Voucher ID, Invoice Number, Invoice Date, Vendor ID, Entry Status, Accounting Entries, Match Status, Match Workbench, Payment Information, Scheduled Payments, and Short Vendor Name.

Sort Criteria

*Sort By: Voucher ID *Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View 100 | First 1-100 of 300 Last

Voucher Details Amounts More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name
BARPR	00000001	3207037191	08/15/2013	2000000412	Postable		Matched		\$		STAPLES IN-001
BARPR	00000002	4248622306	08/06/2013	2000010657	Postable		Matched		\$		APPLE INC-001
BARPR	00000003	4248906228	08/08/2013	2000010657	Postable		Matched		\$		APPLE INC-001
BARPR	00000004	FD55899	08/15/2013	2000007822	Postable		Matched		\$		CDW GOVERN-001
BARPR	00000005	4248073370	08/01/2013	2000010657	Postable		Matched		\$		APPLE INC-001
BARPR	00000006	03G0439047051	07/18/2013	2000010696	Postable		Matched		\$		NESTLE WAT-001
BARPR	00000007	03G0438363897	07/18/2013	2000010696	Postable		Matched		\$		NESTLE WAT-001
BARPR	00000008	137-ES4	07/01/2013	2000008323	Postable		Matched		\$		NEW YORK N-001

Step 9: Select the Amounts tab to view the Business Unit, Voucher ID, Transaction Currency, Gross Invoice Amount, Voucher Unpaid Balance, Unapplied Prepayments, Total Non-Merch, Entered VAT, Gross Amount Paid, and Net Amount Paid.

Sort Criteria

*Sort By: Voucher ID *Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View 100 | First 1-100 of 300 Last

Voucher Details Amounts More Details

Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
BARPR	00000001	USD	33.63	0.00	0.00	0.00	0.00	33.63	33.63
BARPR	00000002	USD	1,428.00	0.00	0.00	0.00	0.00	1,428.00	1,428.00
BARPR	00000003	USD	1,952.00	0.00	0.00	0.00	0.00	1,952.00	1,952.00
BARPR	00000004	USD	680.92	0.00	0.00	0.00	0.00	680.92	680.92
BARPR	00000005	USD	239.00	0.00	0.00	0.00	0.00	239.00	239.00
BARPR	00000006	USD	55.25	0.00	0.00	0.00	0.00	55.25	55.25
BARPR	00000007	USD	39.00	0.00	0.00	0.00	0.00	39.00	39.00
BARPR	00000008	USD	550.00	0.00	0.00	0.00	0.00	550.00	550.00

Step 10: On the More Details tab view the Business Unit, Voucher ID, Voucher Style, Vendor Loc, Detail Lines, Post Status, Approval Status, Close Status, Origin, Due Date, Basis Date, Acctg Date, Entered On, Budget Header Status and Budget Misc Status.

Sort Criteria

*Sort By: Voucher ID *Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View 100 | First 1-100 of 300 Last

Voucher Details Amounts More Details

Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
BARPR	00000001	Regular	MAINCHECK		Posted	Approved	Open	ONL	08/15/2013	08/15/2013	08/26/2013	08/26/2013	Valid	Valid
BARPR	00000002	Regular	MAINEPAY		Posted	Approved	Open	ONL	08/06/2013	08/06/2013	08/30/2013	08/30/2013	Valid	Valid
BARPR	00000003	Regular	MAINEPAY		Posted	Approved	Open	ONL	08/08/2013	08/08/2013	08/30/2013	08/30/2013	Valid	Valid
BARPR	00000004	Regular	MAINEPAY		Posted	Approved	Open	ONL	08/15/2013	08/15/2013	08/30/2013	08/30/2013	Valid	Valid
BARPR	00000005	Regular	MAINEPAY		Posted	Approved	Open	ONL	08/01/2013	08/01/2013	10/22/2013	08/30/2013	Valid	Valid
BARPR	00000006	Regular	MAINCHECK		Posted	Approved	Open	ONL	07/18/2013	07/18/2013	08/30/2013	08/30/2013	Valid	Valid
BARPR	00000007	Regular	MAINCHECK		Posted	Approved	Open	ONL	07/18/2013	07/18/2013	08/30/2013	08/30/2013	Valid	Valid

• Preview AP/PO Information

Financial Asset Managers review the batch data on the Pre-Interface PreAM 1 table. After assets are Consolidated or Unitized, then Financial Asset Managers, as needed, confirm each Pre-Interface ID corresponds to one Asset Management record. On the Pre-AM 1 page, users may view Purchase Order, Accounts Payable and Asset Management information on a single page for interfaced assets.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Send/Receive Information > Preview AP/PO Information.

Step 3: On the Load Preview – Pre-AM page Find an Existing Value page, enter or 🔍 look up the AM Business Unit.

The screenshot shows the 'Load Preview - Pre-AM' search interface. On the left is a navigation menu with 'Send/Receive Information' expanded to 'Preview AP/PO Information'. The main area has a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A table of search criteria follows, with 'AM Business Unit' set to 'BAR01' and highlighted by a red box. Other criteria include Pre-Interface ID, Pre-Interface Line Number, PO Business Unit, Receiving Business Unit, AP Business Unit, System Source, Load Status, Asset Profile ID, PO Number, Receipt Number, and Voucher ID. At the bottom are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

Step 4: Click the Search button.

Step 5: The Search Results display below. Select a link to display the Pre-AM 1 page.

Note: To view the rows in sequence, select the first Pre-Interface ID link. After reviewing the Pre-AM 1 page, select the Next in List button to display the Pre-AM 1 page for the next row.

Pre-AM 1

Pre-Interface ID: 100180 Line: 1

Asset Information Find | View All First 1 of 2 Last


Business Unit: GRD01	Date/Time: 05/22/2014 8:00:31PM
Asset ID: 000000002724	Load Status: Loaded
PO Unit: GRDPR	Interface ID: 100180 Line: 1
PO/Line: 0000000590 1 Sched: 1	System Source: PO Online
BU Recv: GRDPR	Trans Date: 05/09/2014
Receiver/Ln: 0000001387 1 Ship Seq: 1	Accounting Date: 05/09/2014
AP Unit:	Cost: 14,900.00
Voucher/Ln: Dist:	Base Cost: 14,900.00
Vendor ID: 2000010000	Quantity: 1.0000
Invoice:	Sales Tax:
Invoice Date:	Base Sales Tax Amount:
Tag:	Use Tax:
Serial ID:	Base Use Tax Amount:
Descr: MS SQL Server Dell Quote #6775	Freight:
Item:	Base Freight Amount:
Manufacturer:	Misc Charge Amount:
Model:	Base Misc. Amount:
Custodian:	VAT Amount:
Empl ID:	Total VAT Base Amount:
CAP #: <input type="text"/> <input type="text"/>	Merchandise Amt:
Location: GC-8311	Base Merchandise Amount: 14,900.00
Profile ID: HARDWARE	Currency: USD
Capitalize: Y	Base Currency: USD
PC Bus Unit:	Cost Type:
Activity:	Fund Code: 50
An Type:	Department: 80214
	Major Purpose Code: 350
	Operating Unit: 9999
	Program Code: 99999
	Funding Source: 999999
	Special Initiatives: 9999
UPC Code:	Project Activity:
VIN:	Project:
	ChartField 3:

- **Approve Financial Information**

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step2: Navigate to: Asset Management > Send/Receive Information > Approve Financial Information > Review.

Step 3: The Load Preview - Financial search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or  look up the Business Unit.

Step 4: On the Load Status  dropdown menu, select Pending list item.

Step 5: Click the Search button.

Search:

- > My Favorites
- > CUNY
- > Employee Self-Service
- > Manager Self-Service
- > Supplier Contracts
- > Vendors
- > Purchasing
- > eProcurement
- > Services Procurement
- > Accounts Payable
- > Asset Management**
 - > Asset Transactions
 - > Depreciation
 - > Accounting Entries
 - > Financial Reports
 - > Send/Receive Information**
 - > Load Transactions
 - > Approve Financial Information
 - Review**
 - Approve
 - > Approve Physical Information
 - > Approve Lease Information

Load Preview - Financial

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Interface ID: = [] []

Interface Line Number: = [] []

Business Unit: = [] BARPR []

Trans Load Type: = [] []

System Source: = [] []

Mass Change Definition: begins with [] []

Physical Inventory ID: begins with [] []

Auto Approval Status

Load Status: = [] Pending []

Asset Identification: begins with [] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step 6: The Search Results display a list of Interface ID's. Select any link on each row that displays a Load Status of Pending.

Note: If the search returns only one row, then the Financial Transactions tab for that row will display.

Search Results

View All

Interface ID	Interface Line Number	Business Unit	Trans Load Type	System Source
101205	2	BAR01	Fin Add	PO Online
101228	5	BAR01	Fin Add	PO Online
101228	6	BAR01	Fin Add	PO Online
101228	7	BAR01	Fin Add	PO Online
101228	8	BAR01	Fin Add	PO Online
101228	9	BAR01	Fin Add	PO Online
101228	10	BAR01	Fin Add	PO Online
101249	2	BAR01	Fin Add	PO Online
101448	7	BAR01	Fin Add	PO Online
101548	20	BAR01	AdjCstAcqD	AP Page
101684	1	BAR01	Retirement	PO Online
101720	4	BAR01	Retirement	PO Online

Step 7: The Financial Transactions tab displays asset to be loaded to Asset Management from AP/PO interfaces for the selected Interface ID. Check Auto Approval Status box.

Financial Transactions

Interface ID: 101228 Interface Line Number: 5
 PI ID: Mass Change Definition:

Financial Information Find | View All First 1 of 1 Last

Auto Approval Status

Unit: BAR01
 *Asset ID: NEXT
 Book Name:
 Category:
 Cost Type:
 Fund Code: 11
 Department: 80073
 Major Purpose Code: 300
 Operating Unit: 3019
 Program Code: 99999
 Funding Source: 999999
 Special Initiatives: 9999
 Project Activity:
 Project:
 ChartField 3:

Trans Code:
 Load Type/Status: FAD Pending
 Trans Date: 12/17/2014
 Acctg Date: 12/17/2014
 Cost: 12,169.10 USD
 Base Cost 12,169.10 USD
 Quantity: 10.0000
 Depr Amt:
 Proceeds:
 Removal Cost:

Error Message:

Step 8: Click the Save button.

Step 9: Click the Return to Search button to go back the Search Results.

• **Approve Physical Information**

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Send/Receive Information > Approve Physical Information > Review-A.

Step 3: The Load Preview – Physical A search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or look up the Business Unit.

Step 4: On the Load Status dropdown menu, select the Pending list item.

Step 5: Click the Search button.

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Accounts Payable
- ▷ **Asset Management**
- ▷ Asset Transactions
- ▷ Depreciation
- ▷ Accounting Entries
- ▷ Financial Reports
- ▷ **Send/Receive Information**
- ▷ Load Transactions
- ▷ Approve Financial Information
- ▷ **Approve Physical Information**
- Review-A
- Approve-A
- Review-B
- Approve-B

Load Preview - Physical A

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Interface ID: = [] []

Interface Line Number: = [] []

Business Unit: = [] [BAR01] []

Trans Load Type: = [] []

System Source: = [] []

Mass Change Definition: begins with [] []

Physical Inventory ID: begins with [] []

Auto Approval Status

Load Status: = [] [Pending] []

Asset Identification: begins with [] []

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Step 6: The Search Results display a list of Interface ID's. Select any link on each row that displays a Load Status of Errored.

Note: If the search returns only one row, then the Physical Transactions A tab for that row will display.

Physical Transactions A

Interface ID: 101228 Line Num: 5
 PI ID: MC Defn ID:

Physical A Information Find | View All First 1 of 1 Last

Unit: BAR01 []	<input type="checkbox"/> Auto Approval Status
Asset ID: NEXT []	Load Type: Fin Add
Description: Dell Venue 11 Pro (7130/7139)	Load Status: Pending []
Short Desc: Dell Venue	System Source: PO Online
Tag Number: []	Profile ID: SEN_HARDW
Serial ID: []	Location: H-619
Voucher ID: []	Area ID: []
Invoice: []	Empl ID: []
Invoice Date: [] []	Custodian: []
PO No.: 0000003249	Parent ID: []
Receipt No.: 0000008076	Project: []
Item ID: []	Quantity: 10.0000 USD
<input type="checkbox"/> Linear Asset	Amount: 12,169.10
Detailed Description:	VAT Inv: []
Dell Venue 11 Pro (7130/7139)	

Save **Return to Search** **Previous in List** **Next in List** **Notify**


Step 7: The Physical Transactions A tab displays for the selected Interface ID. A TAG number can be added if it is available.

Step 8: Click the Save button.

Step 9: Click the Return to Search button to go back the Search Results.

Step 10: The Physical Transactions A tab displays for the selected Interface ID. Resolve each error for this upload with one of two options:

Option One - Correct the spreadsheet and notify Operations Support to re-run Transaction Loader.

Option Two – On the Load Type/Status  dropdown menu, select Pending, click the Save button, and notify Operation Support to re-run Transaction Loader.

• Consolidate Assets

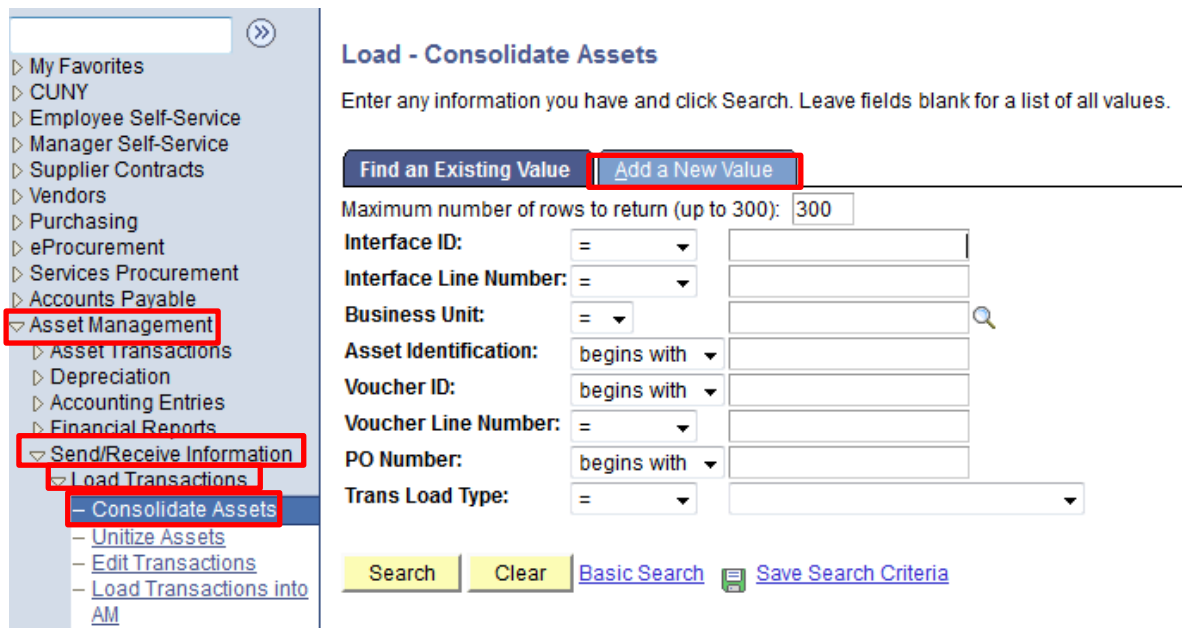
This component is used to prepare procurement data to be uploaded into Asset Management when items on more than one load line are combined to create one asset.

Note: User may only consolidate assets within the SENSITIVE category or CAPITAL category. You may not consolidate assets from SENSITIVE to CAPITAL or vice versa.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets.



Step 3: On the Load - Consolidate Assets search page, click the Add a New Value tab.

Load - Consolidate Assets

[Find an Existing Value](#) [Add a New Value](#)


Interface ID:

[Add](#)

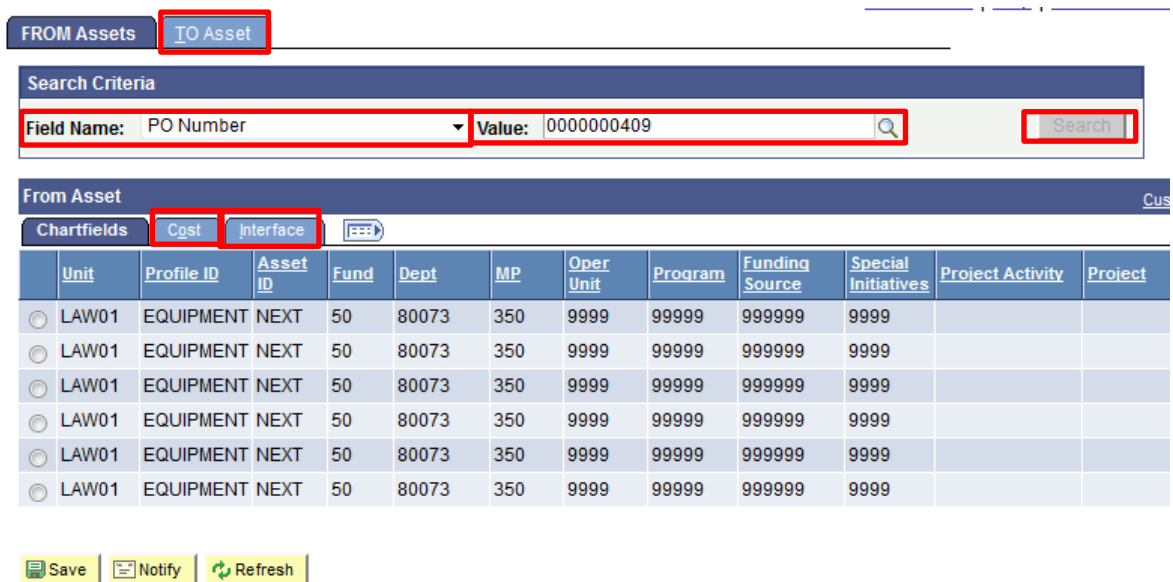
[Find an Existing Value](#) | [Add a New Value](#)

Step 4: Click the Add button.

Step 5: The FROM Assets tab displays. On the Field Name dropdown menu, select the correct value.

Step 6: In the Value field, enter or  look up the correct value

Step 7: Click the Search button.



FROM Assets [TO Asset](#)

Search Criteria

Field Name: PO Number Value: 0000000409 [Search](#)

From Asset

Chartfields [Cost](#) [Interface](#) [\[...\]](#)

	Unit	Profile ID	Asset ID	Fund	Dept	MP	Oper Unit	Program	Funding Source	Special Initiatives	Project Activity	Project
<input type="radio"/>	LAW01	EQUIPMENT	NEXT	50	80073	350	9999	99999	999999	9999		
<input type="radio"/>	LAW01	EQUIPMENT	NEXT	50	80073	350	9999	99999	999999	9999		
<input type="radio"/>	LAW01	EQUIPMENT	NEXT	50	80073	350	9999	99999	999999	9999		
<input type="radio"/>	LAW01	EQUIPMENT	NEXT	50	80073	350	9999	99999	999999	9999		
<input type="radio"/>	LAW01	EQUIPMENT	NEXT	50	80073	350	9999	99999	999999	9999		
<input type="radio"/>	LAW01	EQUIPMENT	NEXT	50	80073	350	9999	99999	999999	9999		

[Save](#) [Notify](#) [Refresh](#)

Step 8: The Chartfields tab displays to view the Unit, Profile ID, and Asset ID. Click on minus next to each line to exclude asset from consolidation.

Step 9: Select the Cost tab to view the Unit, Profile ID, Asset ID, Descr, Amount, Qty Interface, and Quantity Received.

Step 10: Select the Interface tab to view the Unit, Profile ID, Asset ID, and PO No.

Step 11: Select the TO Asset tab.

Step 12: The TO Asset tab displays. Review the following fields:

1. The Profile ID should match the Profile ID on the FROM Assets page.
2. Asset ID should be set to NEXT since the single asset has not yet been created.

3. Amount should be the total of the amounts on the FROM Assets page.

The screenshot shows the 'To Asset Information' form. The 'Unit' is 'LAW01'. The '*Profile ID' is 'EQUIPMENT', '*Asset ID' is 'NEXT', and 'Description' is 'CORE BTS'. The 'Quantity' is '-6.0000' with a '1' next to it. The 'Merchandise Amt' is '77,295.420'. The 'Cost' is '77,295.420'. Other fields include 'Short Desc', 'Tag Number', 'Serial ID', 'Custodian', 'Location', 'Area ID', 'Manufacturer', 'Model', 'Total VAT', 'Non-Recov VAT', 'Recoverable VAT', 'Sales Tax', 'Use Tax', 'Freight', 'Currency', 'Base Currency', 'Fund Code', 'Department', 'Major Purpose Code', 'Operating Unit', 'Program Code', 'Funding Source', 'Special Initiatives', 'Project Activity', 'Project', 'Activity', and 'ChartField 3'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.

Step 13: In the Description field, enter a brief description of the single asset.

Step 14: In the Detailed Description field, as needed, enter more descriptive information of the single asset.

Step 15: Click the Save button.

Note: After saving the lines as a single component:

1. Change quantity to 1 in Financial and Physical Information
2. Approve Financial and Physical Information
3. Assets will be loaded overnight

• Unitize Assets


This component is used to prepare procurement data to be uploaded into Asset Management when a multiple quantity of identical items are purchased on a single line of a purchase order. This transaction results in separate Asset ID's for each item in Asset Management.

Note: User may only unitize assets within the SENSITIVE category or CAPITAL category. You may not unitize assets from SENSITIVE to CAPITAL or vice versa.

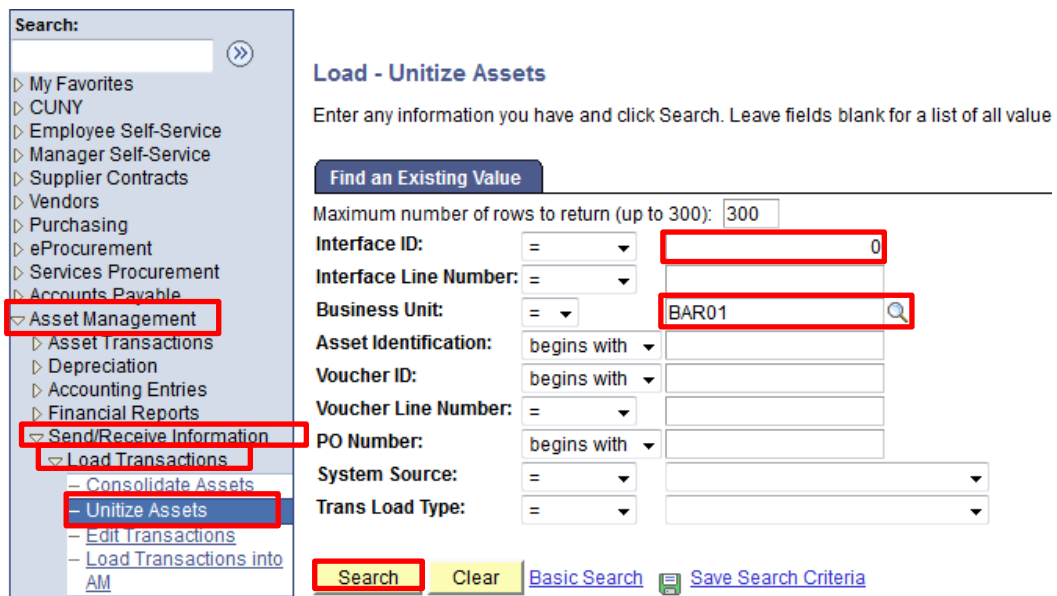
Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Send/Receive Information > Load Transactions > Unitize Assets.

Step 3: On the Load – Unitize Assets search page Find an Existing Value tab Business Unit field, enter or  look up the Business Unit.

Step 4: If known, in the Interface ID field, enter the Interface ID.



Search:

- My Favorites
- CUNY
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Accounts Payable
- Asset Management**
 - Asset Transactions
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Send/Receive Information**
 - Load Transactions
 - Consolidate Assets
 - Unitize Assets**
 - Edit Transactions
 - Load Transactions into AM

Load - Unitize Assets


Enter any information you have and click Search. Leave fields blank for a list of all value

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Interface ID: = [dropdown] [0]

Interface Line Number: = [dropdown]

Business Unit: = [dropdown] [BAR01] 

Asset Identification: begins with [dropdown]


Voucher ID: begins with [dropdown]

Voucher Line Number: = [dropdown]

PO Number: begins with [dropdown]

System Source: = [dropdown]

Trans Load Type: = [dropdown]

Search Clear Basic Search  Save Search Criteria

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 7: The FROM Asset tab displays. Click the EZ Unitize... button.


FROM Asset TO Assets

Unit: BAR01 Asset ID: NEXT
Profile ID: SEN_HARDW

From Asset Find | View All First 1 of 1 Last

System Source:	PO Online Entry Panel	PO Unit:	BARPR
Transaction Amount:	23,580.00 USD	PO No.:	0000003128 EZ Unitize...
Amount:	23,580.00 USD	Receipt No.:	0000008009
Quantity:	1.0000	Item:	
Sales Tax Amount:		AP Unit:	
Base Sales Tax Amount:		Voucher ID:	Vendor: 2000000035
Use Tax Amount:		Invoice:	
Base Use Tax Amount:		Invoice Date:	
Freight Amount:		PC Bus Unit:	
Base Freight Amount:		Activity:	
Fund Code:	11		
Department:	80073		
Major Purpose Code:	300		
Operating Unit:	3019		
Program Code:	99999		
Funding Source:	999999		
Special Initiatives:	9999		
Project Activity:			
Project:			
ChartField 3:			


Step 8: On the Proportional Unitization Defaults page Quantity field, enter the same number of items in the quantity field as shown on the line of the Purchase Order.

Step 9: In the Profile ID field, enter or  look up the Profile ID that applies to all of these items.

Step 10: In the Description field, enter a brief description of the items.

Proportional Unitization Defaults

Quantity:

Profile ID: 

Description:

Step 11: Click the OK button.

Step 12: The TO Assets tab displays. CUNYfirst generates the same number of rows as entered in the Quantity field.

For each row of data review the following fields:

1. The Profile ID should match the Profile ID entered on the Proportional Unitization Defaults page.
2. Asset ID should be set to NEXT since the multiple assets have not yet been created.
3. The Quantity should be '1.0000' while the number of rows matches the Quantity entered on the Proportional Unitization Defaults page.
4. Amount should be the cost shown on the Purchase Order evenly divided by the number of items.

FROM Asset TO Assets

To Asset Find | View All First 1 of 10 Last

Line Num: 11 Business Unit: BAR01

Profile ID: EQUIPMENT PO No.: 0000003249

Asset ID: NEXT Invoice:

Tag Number: Activity:

Serial ID: Voucher: Line:

Quantity: 1.0000 Total Tax:

Cost: 1,216.91 Total VAT Base Amount:

Base Cost: 1,216.91 VAT Non Recoverable:

Sales Tax: Non-Recoverable Base Amount:

Base Sales Tax Amount: Recoverable VAT:

Use Tax: VAT Recovery Base Amount:

Base Use Tax Amount: Merchandise Amt:

Freight: Base Merchandise Amount: 1,216.91

Base Freight Amount: Currency: USD

Descr: equip Base Currency: USD Totals/Balance...

Fund Code: 11 Detailed Description: Dell Venue 11 Pro (7130/7139)

Department: 80073

Major Purpose Code: 300

Operating Unit: 3019

Program Code: 99999

Funding Source: 999999

Special Initiatives: 9999


Project Activity:

Project:

Activity:

ChartField 3:

Save Return to Search Previous in List Next in List Notify Refresh

Step 13: Click the Show next row  icon to view the other row/s of data.

Step 14: Click the Save button.

Note: After saving the lines as separate assets:

1. Approve Financial and Physical Information
2. Assets will be loaded overnight

- **Put on Hold**

Use this step if the report indicating that the asset should not be added to AM (e.g. non-inventory items).

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to Asset Management Send/Receive Information > Approve Physical Information > Review-A.

Step 3: Change Load Status to On Hold.

The screenshot displays the Oracle Financials Supply Chain interface. On the left, the navigation menu includes 'eProcurement', 'Accounts Payable', 'Asset Management', 'Asset Transactions', 'Depreciation', 'Accounting Entries', 'Financial Reports', 'Send/Receive', 'Information', 'Load Transactions', 'Approve Financial Information', 'Approve Physical Information', 'Review-A', 'Approve-A', 'Review-B', 'Approve-B', 'Approve Lease Information', and 'Preview AP/PO Information'. The main window is titled 'Physical Transactions A' and shows details for an asset with Interface ID: 100071, Line Num: 7, and PI ID: MC Defn ID. The 'Physical A Information' section includes fields for Unit (BAR01), Asset ID (NEXT), Description (iPad mini WiFi 16GB - Space Gr), Short Desc (iPad mini), Tag Number, Serial ID, Voucher ID (00002985), Invoice (4281087122), Invoice Date (04/18/2014), and PO No. (0000000875). The 'Load Status' dropdown menu is open, showing options: Consolidat, Errored, In Process, Loaded, On Hold (selected), Pending, Replaced, and Utilized. The 'Auto Approval Status' is marked with a red X.

Step 4: Click Save.

Step 5: Repeat steps 2-4 for 'Approve Financial Information'.

• Copy an Asset

Existing assets may be copied to create new assets when the existing asset's financial and physical information is similar to the new asset. Once the existing asset is copied, changes can be made as needed.

Note: The function can be used only if specific asset is in an error (i.e. profile ID is blank).

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset.

Step 3: The Copy Asset search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the 'begins with' default on the Asset Identification dropdown menu, and then enter the wildcard "%" followed by the non-zero digits at the end of the Asset ID.

[New Window](#) | [Help](#) |

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Accounts Payable
- ▷ **Asset Management**
- ▷ **Asset Transactions**
- ▷ **Owned Assets**
- Express Add
- Basic Add
- **Copy Existing Asset**
- ▷ Acquisition Details
- ▷ Asset Book Information
- ▷ Parent-Child Relationship
- ▷ Financial Transactions

Copy Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: =

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 7: The Create Asset Copies page displays. Enter the Acquisition Date field that applies to the new asset in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

- a. left dropdown menu, and then click the correct month;
- b. right dropdown menu icon, and then click the correct year; and lastly,
- c. correct day of the month.

Step 8: Enter the Trans Date field that applies to the new asset in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

- a. left dropdown menu, and then click the correct month;
- b. right dropdown menu icon, and then click the correct year; and lastly,
- c. correct day of the month.

Note: The Trans Date should be the same as the Receipt Date.

Step 9: Enter the Acctg Date field that applies to the new asset in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

- a. left dropdown menu, and then click the correct month;
- b. right dropdown menu icon, and then click the correct year; and lastly,
- c. correct day of the month.

Note: The Accounting Date must fall within the current open Accounting Period.

Step 10: Click the Create Assets button.

Note: This action cannot be reversed.

Create Asset Copies

Business Unit: BAR01
 Original Asset ID: 000000000002 COMPUTER
 Acquisition Date: 04/24/2015
 *Currency: USD
 Num of Asset Copies to create: 1

Trans Date: 04/24/2015
 Acctg Date: 04/24/2015
 Trans Code:
 *Rate Type: CRRNT

Create Assets

Step 11: In the Asset section Description field, enter a brief description (30 characters) of the new asset.

Step 12: In the Tag Number field, enter the assigned tag number when available.

Note: The Taggable Asset checkbox will automatically be checked when the Tag Number field is populated.

Step 13: In the Serial ID field, enter the Serial ID.

Step 14: On the Book section Cost subsection Cost tab, edit the Cost field.

Note: The Cost field would display the source asset's financial cost.

Step 15: On the Chartfields tab, enter these correct Chartfields for the new asset:

- Fund
- Dept (Department)
- MP (Major Purpose)
- Oper Unit (Operating Unit)
- Program
- Fnd Src (Funding Source)
- Sp Init (Special Initiatives)

Note: All the Chartfields above are **mandatory** and can not be blank. The Fund Code field is 50 for Capital Assets.

Asset

*Asset ID: NEXT
 Taggable Asset
 Description:
 Tag Number:
 Serial ID:
 Financial Parent ID:
 Physical Component of:

Book Find | View All First 1 of 1 Last
 Book: SENSITIVE Sensitive Assets-Non-Financial Base Currency: USD

Cost Customize | Find | View All First 1 of 1 Last
 Cost Chartfields

Quantity	Cost	Salvage Value	Category	CT
1.0000	647.10	USD	0.00 USD	SENS

Save Return to Search Previous in List Next in List Notify Refresh

Book									
Book: SENSITIVE		Sensitive Assets-Non-Financial				Base Currency: USD			
Cost									
Cost		Chartfields							
Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	Project	ChartField 3
50	10190	100	9999	99999	999999	9999			

Step 16: Click the Save button.

Note: Clicking the Save button triggers the assignment of a twelve digit Asset ID for the new asset by CUNYfirst.

- **Add Assets via Spreadsheet Upload**

This function is primarily for DASNY, Research Foundation, DDCM and Non-Tax Levy. When Interfaces do not work properly for Tax Levy, spreadsheet upload may also be used.

Step 1: Access the Sharepoint site at <https://sharepoint.cuny.edu/sites/Accounting/default.aspx>. Log in using your Sharepoint ID and Network password. Contact the Service Desk (service.desk@cuny.edu) to reset your password if needed.

Step 2: Navigate to Shared Documents > Asset Management folder.

Step 3: Open the 'Excel to CI Data Input Worksheet' and complete all fields. Dates, Amounts and Accounting information are mandatory. Leave Interface ID field blank until ready to upload.

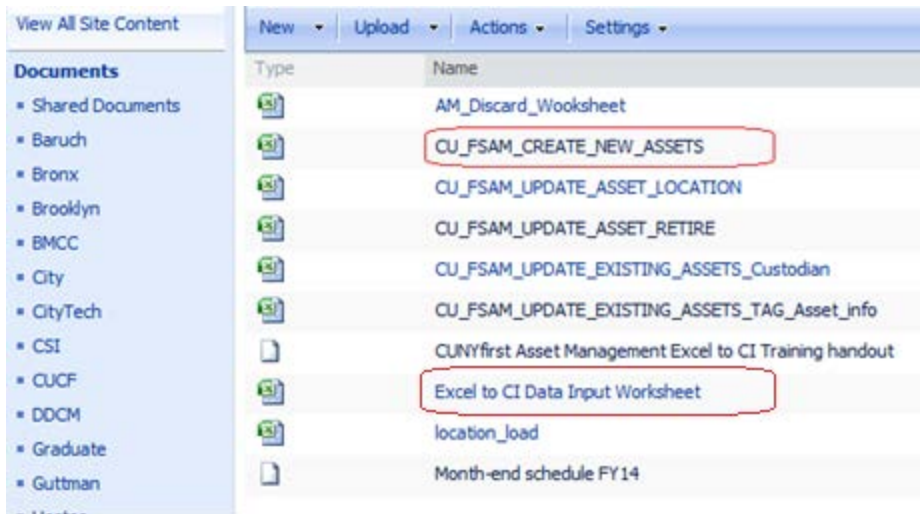
Note: highlighted in yellow are mandatory and must be filled in for the Spreadsheet upload. For RF CUNY PO and PRSY data, see Acq Detail Desc field (item #30) for correct format to use.

	Column Header	Sample Value	Use or Restrictions or Uploaded Data Elements
1	Interface ID	90000536	Use query cu_fsam_interface_run to get a new interface ID
2	Intrrerface Line Number	01	Next available number in the sheet 01, 02, 03, 04, 05 etc.
3	Business Unit	BKL01	BKL01 or BKL02 etc. AS many as you have to upload
4	Asset ID (Next)	NEXT	Always NEXT assigns the next asset ID
5	Operating Unit	9999	See value on PO or Voucher or use 9999
6	Special Initiatives	9999	See value on PO or Voucher or use 9999
7	Fund Code (50)	50	Always use "50"
8	Major Purpose Code	100	Depends on department and it's purpose. You can run CU_FSAM_NBV_REPORT query to see what values have been used for other assets.
9	Program Code	99999	See value on PO or Voucher or use 9999
10	Funding Code	803002	See chart in Funding Souces tab or 999999 if not one of the options in that tab.
11	Department	10229	The CUNYfirst department; cannot be a budget department
12	Transaction Date (MM/DD/YYYY)	4/16/2007	When you obtained the asset
13	Accounting Date (MM/DD/YYYY)	6/10/2014	The current open Assent Management period
14	In Service Date (MM/DD/YYYY)	4/16/2007	When you obtained the asset
15	Qty Interface (1)	1	We are always interfacing one asset at a time
16	Total Cost	32569	Total cost of the "one" asset
17	User ID		not needed or your 8 digit ID number
18	Transaction Cost	32569	Total cost of the "one" asset. Same as Total Cost.
19	Asset Subtype		Always blank. Not needed.
20	Taggable (Y/N)	Y	Options "Y" for Taggable "N" for not taggeable
21	TAG Number (12 char)	BRO-0049372	TAG Number
22	Main Descr (30 char)	SPECTROFLUOROMETER	Description of the asset
23	Short Descr (10 char)	G	Short Description - Holds either condition "G" or NFD status with MM/YY format
24	Long Descr (254 char)	02002A; 1; 149;;;KAI SHUM; NANOLONG SYSTEM.; INVDT 03-14-2013; LAST_INVDT 03-09-2012; INVBY LJB	Detailed Description - Holds legacy building, floor and room number along with RF Sponsors, RF Orig Sponsor, RF Principal Investigator, Memo and Remarks separated by semi-colon. The last fields will be truncated if they exceed 254 characters.
25	Acquisition Date (MM/DD/YYYY)	4/16/2007	When you obtained the asset
26	Asset Profile ID	EQUIPMENT	See chart in profile_ID tab
27	Manufacturer (30 char)	HORIBAJOBIN YVO	Can be updated after asset has been added to AM.
28	Serial IS (20 char)	0944B	Can be updated after asset has been added to AM.
29	Plant/Model (30 char)	FL3-21HR	Can be updated after asset has been added to AM.
30	Acq Detail Descr (30 char)	106078; 1234	CUNY Purchase Order and Invoice fields separated by semi-colon (30 characters). For Research Foundation PO's, the format is Last 2 digits of fiscal year, dash, RF followed by PO number semi-colon, PRSY number (e.g. 10-RF07644357; 68822-00-37)
31	Tranction Amount	32569	Total cost of the "one" asset. Same as Total Cost.
32	Amount	32569	Total cost of the "one" asset. Same as Total Cost.
33	Qty Interface (1)	1	Always 1
34	Custodian Effective Date		When you assigned the asset
35	Custodian (Text, Text) (30 char)		Must use Lname,Fname format.
36	Offsite (Y/N)	N	Self explanatory
37	Location Effective Date	2/16/2014	When the asset was placed on its current location. Can be the same as In Service Date.
38	Location Code	IA-149	Must be in CUNYfirst. Should be checked by running query cu_fsam_location.

Step 4: Save the file to Sharepoint under your College's Asset Management folder or send it to OUC for approval.

Step 5: OUC will review for errors.

Step 6: Once the file is approved, open the 'CU_FSAM_CREATE_NEW_ASSETS' template file.



Step 7: Navigate to: Reporting Tools > Query > Query Viewer to obtain the Interface ID.

Step 8: Run the Interface ID via query: CU_FSAM_INTERFACE_NUM in Reporting Tools/Query Viewer.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

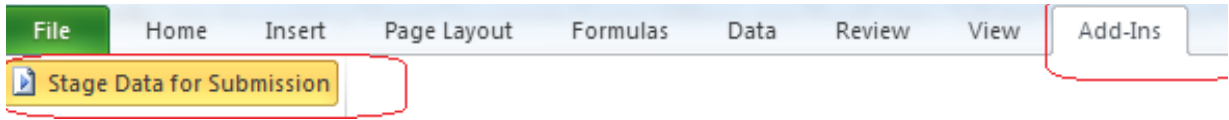
*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_INTERFACE_NUM	Next available AM Interface ID	Public		HTML	Excel	XML	Schedule	Favorite

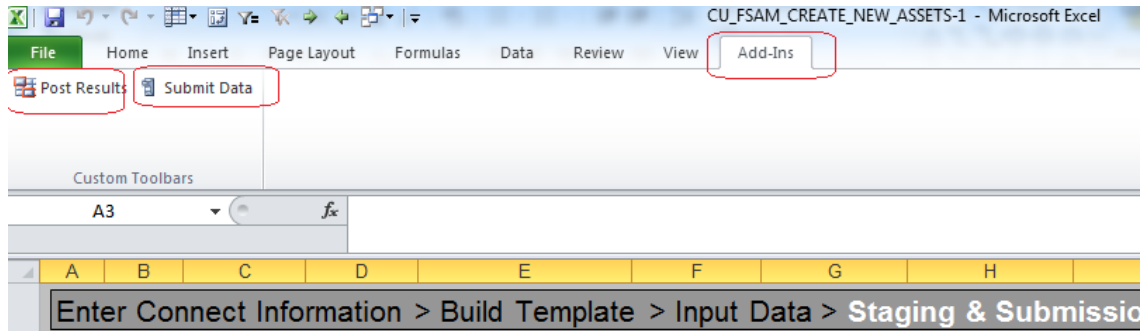
Step 9: The report will provide the Last Interface ID Used. Add 1 to the number (e.g. 90000554) for your spreadsheet upload.

	A	B
1	Next available AM Interface ID	332
2	Intfc ID	
3		90000553
4		90000552
5		90000551
6		90000550
7		90000549
8		90000548
9		90000547
10		90000546

Step 10: Enter the Interface ID into the Data Input Worksheet. Copy/Paste all information from Data Input Worksheet to the CU_FSAM_CREATE_NEW_ASSETS template, Data Input tab.



Step 11: Click Add Ins, then Stage Data for Submission. Log in using your CUNYfirst username and password.



Step 12: In 'Staging & Submission' tab, click Add Ins, then Submit Data. Lines noted as OK will post automatically.

Step 13: If lines have ERRORS, click Post Results and make necessary corrections.

Step 14: Repeat step 11 and re-submit. The same Interface ID can be used as long as no new lines are added from original.

Step 15: E-mail OUC Interface ID and Business Unit in order to load your spreadsheet to Asset Management.

Note: 1) Profile ID: Use the appropriate value listed in the following chart.

Profile ID	Descr	Asset Desc	Capitalize	Taggable	Dollar Criteria
ART	Art/History Treasures	Art/History Treasures	Y	Y	5K and over
BLDG_IMPR	Building Improvements	Building Improvements	Y	N	
BLDG_SVCS	Building Serives	Building Serives	Y	N	
BLDG_WIP	Building WIP	Building WIP	Y	N	
BUILDING	Building	Building	Y	N	
COPYRIGHTS	Copyrights	Copyrights	Y	N	
EASEMENTS	Easements	Easements	Y	N	
EQUIPMENT	Equipments	Equipments	Y	Y	5K and over
FURNFIXTRS	Furniture & Fixtures	Furniture & Fixtures	Y	Y	5K and over
HARDWARE	Hardware	Hardware	Y	Y	1K and over
INFRAIMPRV	Infrastructure Improvements	Infrastructure Improvements	Y	N	
INFRASTRCT	Infrastructure	Infrastructure	Y	N	
INTDEVSFTW	Internally Developed Software	Internally Developed Software	Y	N	
LAND	Land	Land	Y	N	
LANDIMPROV	Land Improvements	Land Improvements	Y	N	
PATENTS	Patents	Patents	Y	N	
SEN_ART	Art - Sensitive Items	Art - Sensitive Items	N	Y	less than 5K
SEN_EQUIP	Equipments - Sensitive Items	Equipments - Sensitive Items	N	Y	less than 5K
SEN_FURFIX	Furniture - Sensitive Items	Furniture - Sensitive Items	N	Y	less than 5K
SEN_HARDW	Hardware - Sensitive Items	Hardware - Sensitive Items	N	Y	less than 5K
SEN_SOFTW	Software - Sensitive Items	Software - Sensitive Items	N	N	less than 5K
SEN_VEHIC	Vehicare - Sensitive Items	Vehicare - Sensitive Items	N	Y	less than 5K
SOFTWARE	Software	Software	Y	N	5K and over
TRADEMARKS	Trademarksmarks	Trademarksmarks	Y	N	
VEHICLES	Vehiclesles	Vehiclesles	Y	Y	5K and over

3) Funding Code: Use the appropriate value listed in the chart or '999999' if option is not listed.

Founding Source	Description	Short Description
803001	Certification of Participation	COPS
803002	Dormitory Authority State	NY DASNY
803003	Gift_Donated	Gift
803004	City & State Appropriated Fund	Tax Levy
803005	Research Foundation	RFCUNY
803006	Department of Design and Construction Management	DDCM
803007	Treasury Centralization	Non-Tax Levy

4) Location Code: Use the following query to obtain valid Location Code for your college:
CU_FSAM_LOCATION

Maintain Assets

Use the Search for an Asset component to find an item's Asset ID in CUNYfirst. As needed, delete an asset transaction prior to any financial accounting entries being run. To update, many but not all, asset information fields use the Basic Add component.

In CUNYfirst, changes may be made to the financial attributes of an asset.

- Cost changes may be made to an asset's base cost.
- Recategorizations change the accounting treatment of future asset financial activities.
- Transfers are changes in who 'owns the asset'. Transfers may be made within a business unit or between business units.

A 'standard' warranty may be set up when terms and conditions have common characteristics. Enter warranty, license, and insurance related data for assets in CUNYfirst.


• Search for an Asset

Search for an asset based on specified criteria. The drill-down functionality enables you to view detailed information about a selected asset within different Asset Management components.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:


- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Search for an Asset.

Step 3: On the Search for an Asset search page in the Asset Search Criteria section Unit field, enter or  look up the Business Unit.

Step 4: To narrow the search, in the Category field, enter or  look up the category.

Step 5: To further narrow the search from the Asset Status  dropdown menu, select the correct value.

Note: To further narrow the search, enter or  look up any of the additional information in either or both of the Asset Search Criteria or Acquisition Details sections.

Note: In the Asset Search Criteria section, additional filtering options may be added on either or both of the Additional Search Criteria or Chartfield Search Criteria links.

Step 6: In the Retrieve section, select one or more of the checkboxes to return that information about the assets in the Search Results.

Note: The Lease checkbox is not in use at CUNY at the present time.

Step 7: Click the Search button.

Step 8: The Search Results Asset Information tab displays in Asset ID numerical order the first ten assets that meet the selection criteria.

Note: As needed, select another tab including Asset Cost Information, Acquisition Details, Owner/Custodian, or Work Maintenance to provide additional information to identify the asset.

Step 9: If more than ten items are in the search results, then click the View All link or Show next row button to view additional other rows ten at a time.

Step 10: To download the Search Results as an Excel file, click the Download icon on the Search Results – Select One Asset to Continue title bar. An Excel file with the Search Results will be downloaded automatically to the local computer.

Step 11: On the Asset Information tab, select the radio button of the correct asset.

Step 12: On the Drill Down To dropdown menu select one of these components:

- Asset Accounting Entries
- Asset Basic Information
- Asset Cost Adjust/Transfers
- Asset Cost History
- Asset Depreciation
- Asset Retirements
- Copy Asset
- Define Tax/Depr Criteria (define tax and depreciation criteria)
- Print an Asset

Search		Clear		Drill-Down To: --- Select Component ---		GO!			
Search Results - Select One Asset to Continue									
Asset Information		Asset Cost Information		Acquisition Details		Owner/Custodian		Work Maintenance	
Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status		
<input checked="" type="radio"/>	BAR01	000000000601	PAINTING	ARTWORK 210	PAINTING	BAR-0017126	In Service		
<input type="radio"/>	BAR01	000000000610	PAINTING	ARTWORK 210	PAINTING	BAR-0017128	In Service		
<input type="radio"/>	BAR01	000000000620	PAINTING	ARTWORK 210	PAINTING	BAR-0017130	In Service		
<input type="radio"/>	BAR01	000000000625	PRINT	ARTWORK 210	PRINT	BAR-0017131	In Service		
<input type="radio"/>	BAR01	000000000630	PRINT	ARTWORK 210	PRINT	BAR-0017132	In Service		
<input type="radio"/>	BAR01	000000000635	PAINTING	ARTWORK 210	PAINTING	BAR-0017133	In Service		
<input type="radio"/>	BAR01	000000000640	PRINT	ARTWORK 210	PRINT	BAR-0017134	In Service		
<input type="radio"/>	BAR01	000000000645	PAINTING	ARTWORK 210	PAINTING	BAR-0017135	In Service		
<input type="radio"/>	BAR01	000000000655	PHOTOGRAPH	ARTWORK 210	PHOTO	BAR-0017137	In Service		
<input type="radio"/>	BAR01	000000000659	PRINT	ARTWORK 210	PRINT	BAR-0017138	In Service		

Step 13: Click the Go! button to go to that component for the selected asset.


• Delete Pending Asset Transactions

CUNYfirst allows you to delete newly created assets for which accounting entries have not yet been created or processed. Usually you can delete the assets in the same day as it is created since account entries are getting created overnight. If an asset is not available in the search results of the Delete Asset page, it means that accounting entries for this asset have already been created, and it is no longer available for deletion.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Financial Transactions > Change/Delete Pending Trans.

Step 3: The Change/Delete Pending Trans search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or  look up the Business Unit.

Step 4: Click the Search button.

Change/Delete Pending Trans

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300)

Business Unit: =

Asset Identification: begins with

Transaction Date: =

Accounting Date: =

Description: begins with

Case Sensitive

[Basic Search](#)

Step 5: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 6: The Pending Trans Update/Delete tab displays. Click the Delete... button.

Step 7: Click the OK button.

Step 8: This message displays: “Save confirms this pending open transaction deletion. You have asked to delete this pending transaction. Pressing Save commits this change to the database. If there are multiple books that you want to affect, be sure to press Delete on the other books before saving.” Then click the OK button.

Pending Trans Update/Delete

Unit: BAR01 **Asset ID:** 000000000026 **TYPEWRITER, ELECTRIC** **Tag:** BAR-0000619 **Disposed**

Find | View All | First | 1 of 1 | Last

Book Name: SENSITIVE Sensitive Assets-Non-Financial **Currency:** USD

Transaction Type: RET Asset Retirement

Date/Time Stamp: 10/23/2014 11:27:49AM

Transaction Date: 10/17/2014

Accounting Date: 10/17/2014

Transaction ID: 1

User ID: 10854202

To keep books in synch, remember to make changes to all books.

Step 9: The Pending Trans Update/Delete page displays. Click the Save button.

• Update Asset Information

Non-financial information such as Serial ID, Location, Custodian and Offsite fields are updated through the Basic Add component.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add.

Step 3: Run Mass Disposal query and attach to AM Discard Worksheet. Type in the tag you wish to dispose of. Cut BU, Asset ID, and Asset Class and paste to the Update Asset Retire Query

Step 4: On the Asset Basic Information search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 5: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the 'begins with' default on the Asset Identification dropdown menu, and then enter the wildcard "%" followed by the non-zero digits at the end of the Asset ID. If you only have part of an ID or tag, use the "Contains" on the Asset Identification dropdown menu.

Asset Basic Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = [BAR01]

Asset Identification: begins with [000000000004]

Tag Number: begins with []

Parent ID: begins with []

Description: begins with []

Asset Type: = []

Asset Subtype: begins with []

Include History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The General Information tab displays. Select the Asset Information tab.

General Information	Asset Information	Asset Acquisition Detail	Location/Comments/Attributes	Manufacture/License/Custodian
Unit:	BAR01	Asset ID:	000000000004	PC, LAPTOP
Tag:	BAR-0050462	In Service		
Asset Information				
Description:	PC, LAPTOP		Short Description:	G

Step 9: In the Manufacturer Information section Serial ID field, enter the Serial ID.

Step 10: In the Manufacturer Name field, enter the name of the manufacturer.


Step 11: In the Model field, enter the manufacturer's model identification.

Manufacturer Information	
Serial ID:	4LYJVK1
Manufacturer ID:	
Manufacturer Name:	DELL
Model:	
Product Version:	
Production Date:	
Plant:	LATITUDE E400
Contact:	
VIN:	
SKU:	
IP Address:	
Number of CPUs	


Step 12: In the Custodian Information section Custodian field, enter the name of the custodian.

Note: Use the format – Last Name,First Name Middle Name. As an example, Roosevelt,Franklin Delano.

Step 13: For assets that are not always in the same location, click the This Asset is Offsite checkbox.

Step 14: On the Comments section header, click the  Expand icon.

Step 15: In the Comment field, as needed, enter comments.

Step 16: On the Image section header, click the  Expand icon.

Step 17: Click the Attachments  icon.

 Comments
 Image


Step 18: Click the Add Attachment button.

Step 19: The File Attachment pop up window displays. Click the Browse button.

Step 20: Within CUNYfirst, your Computer older displays. Click the document to be uploaded into CUNYfirst.

Note: The uploaded file must be a .jpg.

Step 21: Click the Open button.

Step 22: Click the Upload button.

Step 23: When there is more than one attachment, click the Add Attachment button to begin the attach cycle again.

Step 24: Click the Save button.

• View Book

View detailed book change history.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:


- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > History > Review Book.

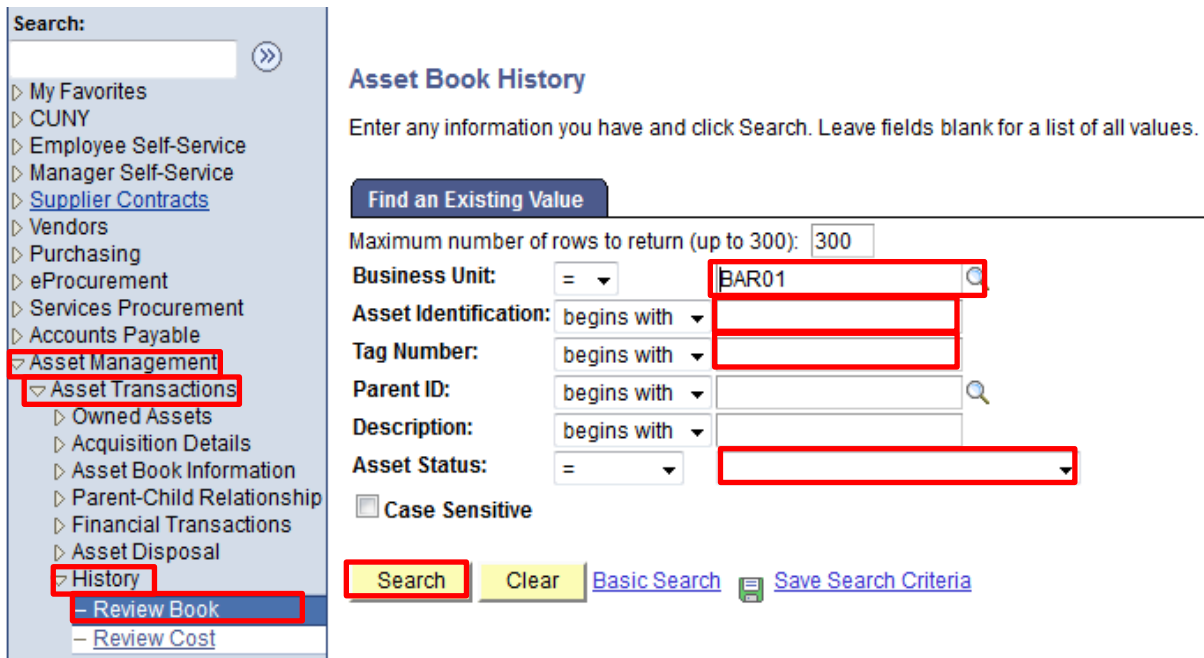
Step 3: On the Asset Book History search page Find an Existing Value tab Business Unit field, enter or 🔍 look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 5: Alternatively, in the Tag Number field enter the tag number.

Step 6: From the Asset Status  dropdown menu, select the correct value.

Step 7: Click the Search button.



Step 8: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field or Tag Number field reduces the Search Results to a single row.

Step 9: The List tab displays. View the Unit, Asset ID, Short Description, and Tag that confirms the asset.

Step 10: In the Book section, the Book Name and Currency display.

Step 11: In the Book History List subsection, assets transactions display in rows with these fields: Date/Time Stamp, Trans Date, Acctg Date, Change Type, Status, and Method (always Straight Line).

Step 12: Select the detail link to view more information.

Unit: BAR01 Asset ID: 000000000009 PC, LAPTOP Tag: BAR-0050463

Book Find | View All First 1 of 1 Last

Book Name: SENSITIVE Sensitive Assets-Non-Financial Currency: USD

Book History List Customize | Find | View All | First 1 of 1 Last

	Date/Time Stamp	Trans Date	Acctg Date	Change Type	Status	Method	Detail
1	02/15/2014 4:17:19AM	10/13/2009	10/13/2009	Add	Non Depr	Straight Line	Detail

Save Return to Search Previous in List Next in List Notify

Step 13: The Detail tab displays. In the Details subsection, view these highlighted fields:

Book Name: CAPITAL Capital Assets-Financial Currency: USD

Details Find | View All First 1 of 1 Last

Date/Time: 03/31/14 3:16:00PM **Trans Date:** 05/22/2013 **Acctg Date:** 05/22/2013

Change Type: Addition **Status:** Depreciate

In Service Dt: 05/22/2013 **Convention:** FY **Shift Code:** **Depreciate When In Service**

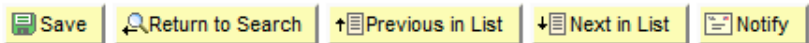
Susp Date: **Resume Dt:** **Suspend Pd:**

Method: Straight Line **Calc Type:** Life-to-Date

Useful Life: 60 Periods **Depr Pass Life**

Low Value **End Date:** **Future Depr Yrs:**

Depr Limit: **Cost Limit:**



Step 14: Click the Return to Search button to view other Assets.

• **Cost Adjust an Asset**


There are two ways to cost adjust an asset.

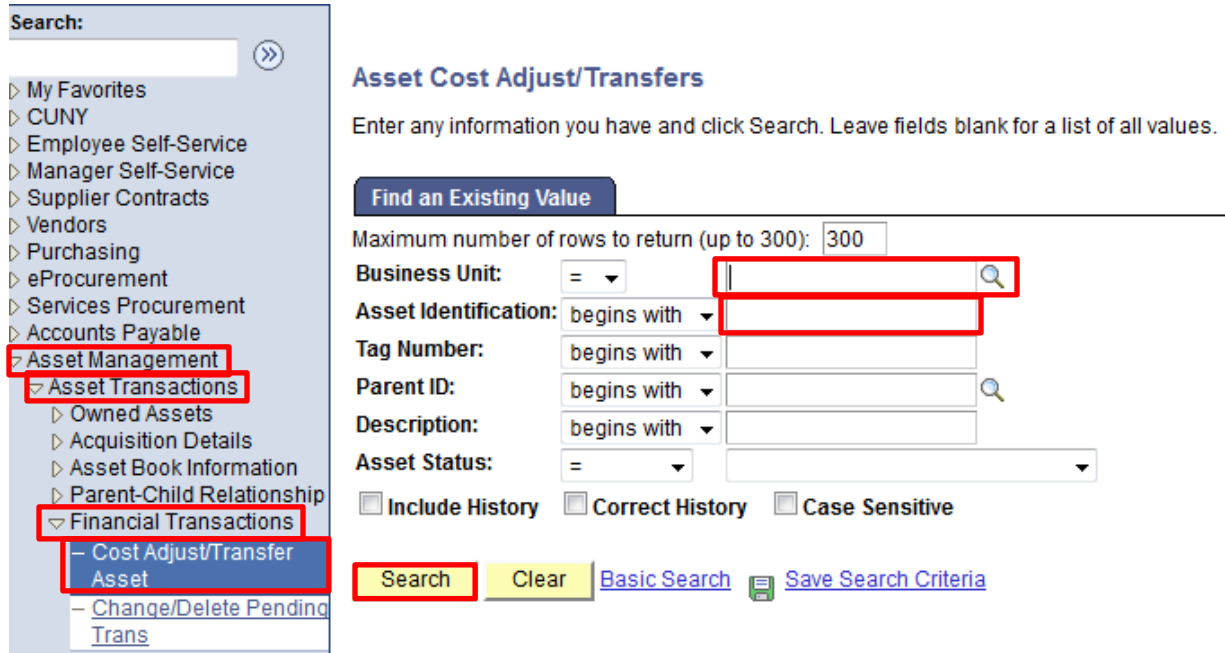
1. The revised cost of the asset may be entered. For example, documentation is provided that the cost of each refrigerator is reduced to \$440.
2. An amount to be subtracted or added to the cost of the asset may be entered. For example, documentation is provided that the cost of each refrigerator is -\$60.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset.

Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or  look up the Business Unit.



Search:


- ▷ My Favorites
- ▷ CUNY
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Accounts Payable
- ▷ **Asset Management**
- ▷ **Asset Transactions**
- ▷ Owned Assets
- ▷ Acquisition Details
- ▷ Asset Book Information
- ▷ Parent-Child Relationship
- ▷ **Financial Transactions**
- ▷ Cost Adjust/Transfer Asset
- ▷ Change/Delete Pending Trans

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = [] 

Asset Identification: begins with []

Tag Number: begins with []

Parent ID: begins with [] 

Description: begins with []

Asset Status: = []

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

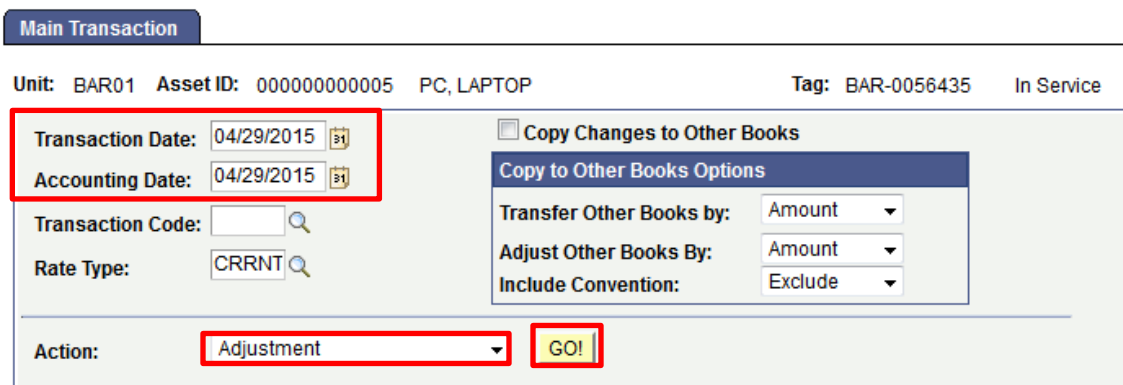
Note: Leave the 'begins with' default on the Asset Identification  dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.


Note: An entry in the Asset Identification field reduces the Search Results to a single row.


Step 7: The Main Transaction tab displays. On the Action  dropdown menu, select Adjustment and then click the Go! button.





Main Transaction

Unit: BAR01 **Asset ID:** 000000000005 **PC, LAPTOP** **Tag:** BAR-0056435 **In Service**

Transaction Date: 04/29/2015 


Accounting Date: 04/29/2015 


Transaction Code: [] 


Rate Type: CRRNT 


Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by: Amount 

Adjust Other Books By: Amount 

Include Convention: Exclude 

Action: Adjustment  **GO!**

Note: Make sure you choose the correct Transaction Date and Accounting Date.

- 1) Transaction Date: It is when the actual change regarding specific asset taking place.
- 2) Accounting Date: Current open Asset Management period.

Step 8: The Cost Information tab displays. In the Cost field, enter the cost in dollars and cents with two decimal places.

Step 9: Alternatively, in the Adjust Current Row By field, enter the amount to be subtracted preceded by a '-' minus sign or the amount to be added.

Step 10: Click the Apply button to the center left.

Step 11: Click the Save button.

Unit: BAR01 Asset ID: 000000000005 PC, LAPTOP Tag: BAR-0056435 In Service

Change Location

Book Name: CAPITAL Capital Assets-Financial Base Currency: USD Convention: Full Year M1

Cost History

Edit Cost Information

Adjust All Rows By: Percent: Quantity: Cost: Curr: USD

Quantity	Cost	Salvage	Category	Cost Type	Unit
0.0000	1,087.00	0.00	HARDW	<input type="checkbox"/>	BAR01

Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	Project	ChartField 3
50	10393	300	9999	99999	803004	9999			

Adjust Current Row By: USD

Step 12: To verify the result, in the Universal Navigation Header select the New Window link.

Step 13: Navigate to: Asset Management > Asset Transactions > History > Review Cost.

Step 14: On the Asset Cost History search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 15: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 16: Click the Search button.

Book Name: CAPITAL Capital Assets-Financial Currency: USD

Total Cost: 2,000.00

Cost	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	05/22/2013	ADD			1,087.00	Detail
2	04/29/2015	ADJ			913.00	Detail

Step 17: On the Cost History List tab Book section Cost tab Trans Type column, the ADJ value displays for cost adjustments. As needed, select the Detail link to view more information about the adjustment.


- **View Cost**

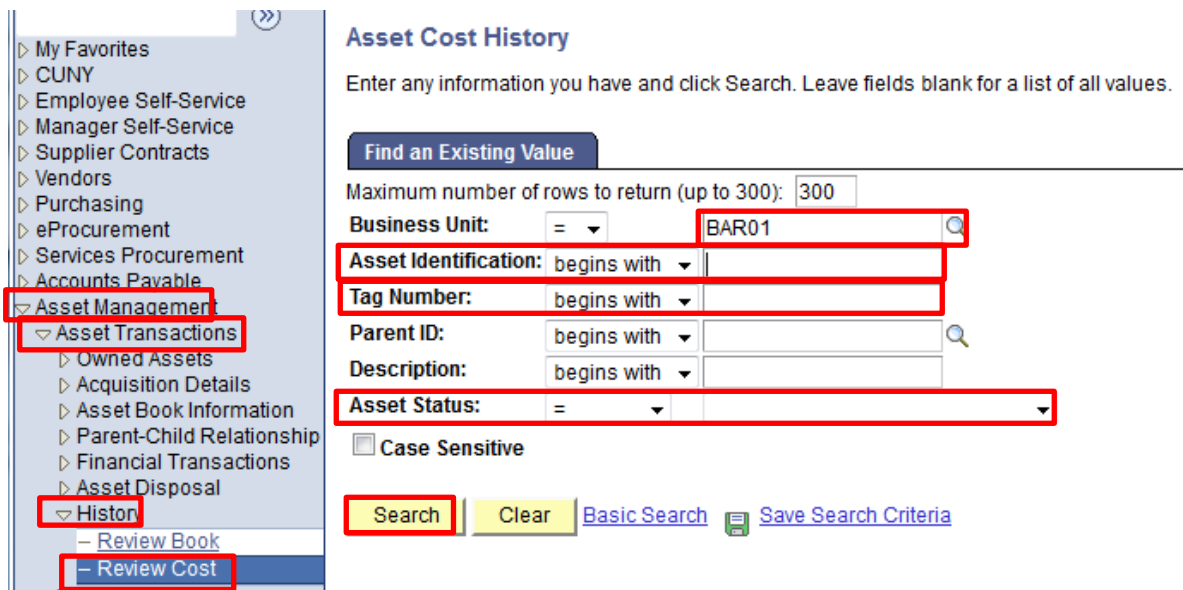
Review capitalized and non-capitalized asset cost transactions.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > History > Review Cost.

Step 3: On the Asset Cost History search page Find an Existing Value tab Business Unit field, enter or  look up the Business Unit.



Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 5: Alternatively, in the Tag Number field enter the tag number.

Step 6: From the Asset Status  dropdown menu, select the correct value.


Step 7: Click the Search button.

Step 8: The Search Results display at the bottom of the page. Select any link on the correct row.

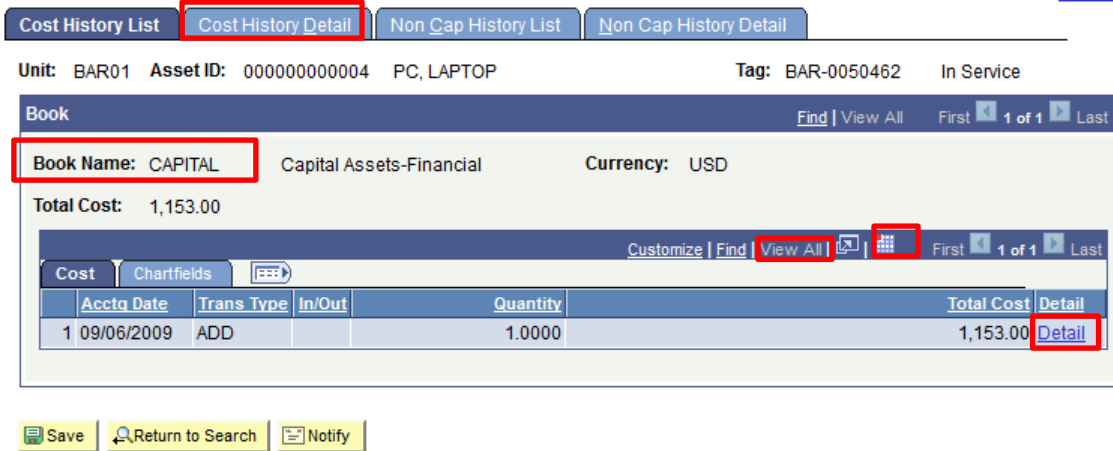
Note: An entry in the Asset Identification field or Tag Number field reduces the Search Results to a single row.

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
BAR01	000000000001	BAR-0000313	(blank)	MELTING POINT APPARATUS	In Service
BAR01	000000000002	BAR-0054195	(blank)	COMPUTER	In Service
BAR01	000000000003	BAR-0038787	(blank)	SWITCH	In Service
BAR01	000000000004	BAR-0050462	(blank)	PC, LAPTOP	In Service

Step 9: The Cost History List tab Book section Book Name CAPITAL displays.

Step 10: If more than fifteen transactions exist, click the  Show next row button to view the other rows fifteen at a time.

Step 11: Alternatively, select the View All link.




Unit: BAR01 Asset ID: 000000000004 PC, LAPTOP Tag: BAR-0050462 In Service


Book Name: CAPITAL Capital Assets-Financial Currency: USD

Total Cost: 1,153.00


Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 09/06/2009	ADD		1.0000	1,153.00	Detail

Step 12: To download the transactions as an Excel file, click the  Download icon on the blue bar. An Excel file with the transactions will be downloaded automatically to the local computer.


Step 13: To view more detail about a specific transaction, select that Detail link. The Cost History Detail tab displays for that transaction.

Step 14: On the Cost History Detail tab, click the View All link or  Show next row button to view one row at a time.


Step 15: Click the Non Cap History List tab to view the Book Name SENSITIVE.

Step 16: If more than fifteen transactions exist, click the  Show next row button to view the other rows fifteen at a time.

Step 17: Alternatively, select the View All link.

Step 18: To download the Date transactions as an Excel file, click the  Download icon above Total Cost. An Excel file with the items will be downloaded automatically to the local computer.

Step 19: To view more detail about a specific transaction, select that Detail link. The Non Cap History Detail tab displays for that transaction.

Step 20: On the Non Cap History Detail tab, click the View All link or  Show next row button to view the details one row at a time.

Step 21: Click the Return to Search button to view other Asset ID's.

• Recategorize an Asset


Change the Asset Category of an existing asset. It is the Asset Category of an asset that determines how the asset will be treated in future financial transactions such as depreciation.

Note: User may only recategorize an asset within the SENSITIVE category or CAPITAL category. You may not recategorize an asset from SENSITIVE to CAPITAL or vice versa.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:


- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset.

Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or  look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the 'begins with' default on the Asset Identification  dropdown menu, and then enter the wildcard "%" followed by the non-zero digits at the end of the Asset ID.

Step 5: When the Asset ID is not known, as needed, to narrow the results, from the Asset Status  dropdown menu select the correct value.

Step 6: Click the Search button.

Search: 


- ▷ My Favorites
- ▷ CUNY
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Accounts Payable
- ▷ **Asset Management**
- ▷ **Asset Transactions**
- ▷ Owned Assets
- ▷ Acquisition Details
- ▷ Asset Book Information
- ▷ Parent-Child Relationship
- ▷ **Financial Transactions**
- ▷ **Cost Adjust/Transfer Asset**
- ▷ Change/Delete Pending Trans

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: = 

Asset Identification: begins with


Tag Number: begins with

Parent ID: begins with 

Description: begins with

Asset Status: =

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)


Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.


Note: An entry in the Asset Identification field reduces the Search Results to a single row.


Step 8: The Main Transaction tab displays. On the Action  dropdown menu, select Recategorize and then click the Go! button.


Main Transaction

Unit: BAR01 Asset ID: 000000000002 COMPUTER Tag: BAR-0054195 In Service

Transaction Date: 

Accounting Date: 

Transaction Code: 

Rate Type: 

Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by:


Adjust Other Books By:

Include Convention:

Action:

Note: Make sure you choose the correct Transaction Date and Accounting Date.

- 1) Transaction Date: It is when the actual change regarding specific asset taking place.
- 2) Accounting Date: Current open Asset Management period.

Step 9: The Cost Information tab displays. In the Book section Edit Cost Information subsection Category field, enter or  look up the new category value.

[Main Transaction](#) | **Cost Information**

Unit: BAR01 Asset ID: 000000000069 PC, LAPTOP Tag: BAR-0056448 In Service [Change Location](#)

Book Find | View All First 1 of 1 Last

Book Name: CAPITAL Capital Assets-Financial **Base Currency:** USD **Convention:** Actual Month M1

▶ Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
0.0000	1,087.00	0.00	HARDW		BAR01

Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	Project	ChartField 3
50	10393	300	9999	99999	803004	9999			

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include F](#)

Step 10: On the Look Up Category page in the Search Results, click any link on the correct row.

Look Up Look Up Category

SetID: SHARE
 Asset Category: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results View 100 First 1-20 of 20 Last

Asset Category	Description
ART	Artwork / Historical Treasures
BLDIM	Building Improvements
BLDNG	Building
BLDSV	Building Services
CIP	Construction in Progress
COPYR	Copyrights
EASEM	Easements
EQUIP	Equipment
FANDE	Furniture & Fixtures

Step 11: The Cost Information tab displays with the selected category.

Step 12: Click the Save button.

New Window | Help | System Help

Main Transaction | **Cost Information**

Unit: BAR01 Asset ID: 000000000069 PC, LAPTOP Tag: BAR-0056448 In Service [Change Location](#)

Book Find | View All First 1 of 1 Last

Book Name: CAPITAL Capital Assets-Financial Base Currency: USD Convention: Actual Month M1

▶ Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
0.0000	1,087.00	0.00	EQUIP		BAR01

Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	Project	ChartField 3
50	10393	300	9999	99999	803004	9999			

Save Return to Search Previous in List Next in List Notify Update/Display Include

Step 13: Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add.

Step 14: On the General Information Tab of the specific asset, change the profile ID. Then click Save.

Note: User cannot go directly to Basic Add to change the profile ID.

Unit: BAR01 Asset ID: 000000000069 PC, LAPTOP Tag: BAR-0056448 In Service

Asset Information

Description: PC, LAPTOP Short Description: 3521629

CAP #: Seq #: [Set R and D Info...](#)

Taggable Asset Tag Number: BAR-0056448

Asset Class: Asset Type: HARDWARE Auction Status: Allowed to be Auctioned

Asset Subtype: In Service Region Code:

*Asset Status: Acquisition Date: 05/22/2013 Placement Date:

Collateral Asset: *Acquisition Code: Purchased FERC Code: Financing Code:

Fair Value: 0.00 USD Appraisal Date: [Fair Market Value Details](#)

Replacement Cost: Last Update:

Index Name: SubIndex Name:

Parent/Child: None Parent ID:

Profile ID: EQUIPMENT [Book Page](#)

Save Return to Search Update/Display Include History


- **Transfer Assets within a Business Unit**

Update a record when an asset is retained by the original business unit while being located at another business unit or location, such as department, major purpose, funding source.


Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset.

Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or  look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the 'begins with' default on the Asset Identification  dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

Step 5: To further narrow the results, from the Asset Status  dropdown menu select the correct value.

Step 6: Click the Search button.



Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Main Transaction tab displays. On the Action  dropdown menu, select Transfer and then click the Go! button.

Main Transaction

Unit: BAR01 Asset ID: 000000000002 COMPUTER Tag: BAR-0054195 In Service

Transaction Date: 04/29/2015
 Accounting Date: 04/29/2015

Transaction Code:
 Rate Type: CRRNT

Copy Changes to Other Books
 Copy to Other Books Options
 Transfer Other Books by: Amount
 Adjust Other Books By: Amount
 Include Convention: Exclude

Action: Transfer **GO!**

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Note: Make sure you choose the correct Transaction Date and Accounting Date.

- 1) Transaction Date: It is when the actual change regarding specific asset taking place.
- 2) Accounting Date: Current open Asset Management period.

Step 9: The Cost Information tab displays. In the Book section Edit Cost Information subsection Dept field, enter or look up the new category value.

Step 10: On the Look Up Dept page in the Search Results, click any link on the correct row.

Step 11: The Cost Information tab displays with the selected department.

Step 12: Click the Save button.

Book Find | View All First 1 of 1 Last

Book Name: SENSITIVE Sensitive Assets-Non-Financial Base Currency: USD Convention: Actual Month M1

Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000		647.10	0.00 SENS		BAR01

Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	Project	ChartField 3
50	10190	100	9999	99999	999999	9999			

Adjust Current Row By: USD Apply

Save Return to Search Previous in List Next in List Notify Update/Display Include History

• Transfer Assets between Business Units

Update a record when an asset is transferred from the original business unit to a recipient business unit.


Note: If the transfer is between two schools (i.e. Baruch College to Hunter College), contact OUC to do that.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:


- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset.

Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default.

In the Business Unit field, enter or  look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification  dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

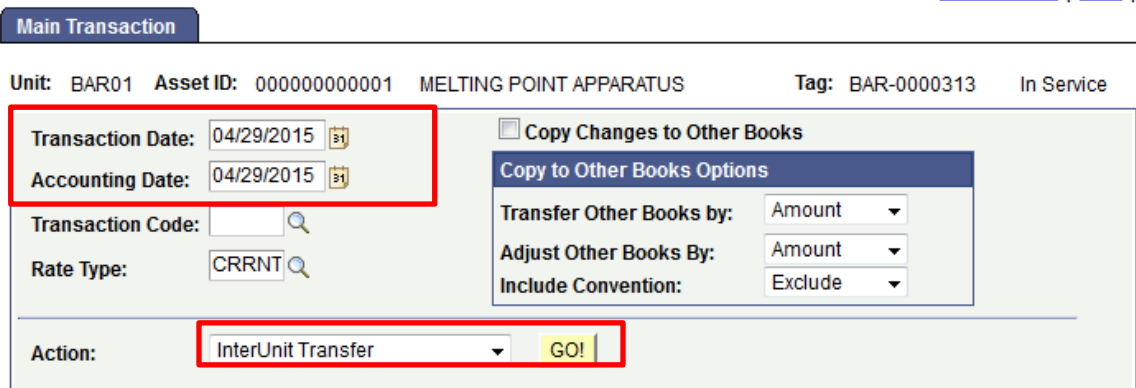
Step 5: To further narrow the results, from the Asset Status  dropdown menu select the correct value.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.


Note: An entry in the Asset Identification field reduces the Search Results to a single row.


Step 8: The Main Transaction tab displays. On the Action  dropdown menu, select Interunit Transfer and then click the Go! button.





Main Transaction

Unit: BAR01 Asset ID: 000000000001 MELTING POINT APPARATUS Tag: BAR-0000313 In Service

Transaction Date: 04/29/2015 


Accounting Date: 04/29/2015 


Transaction Code: 


Rate Type: CRRNT 


Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by: Amount 


Adjust Other Books By: Amount 

Include Convention: Exclude 

Action: InterUnit Transfer  **GO!**

Note: Make sure you choose the correct Transaction Date and Accounting Date.

- 1) Transaction Date: It is when the actual change regarding specific asset taking place.
- 2) Accounting Date: Current open Asset Management period.

Step 9: The Cost Information tab displays. In the InterUnit Transfer section Enter New Business Unit Information subsection New Unit field, enter or  look up the Business Unit to which the asset is to be transferred.

Note: Only those business units to which the user has been granted security will appear on this look up table.

Step 10: The Cost Information tab displays. In the Book section Edit Cost Information subsection, enter the new Chartfields at the new Business Unit for the asset:

- Fund

- Dept (Department)
- MP (Major Purpose)
- Oper Unit (Operating Unit)
- Program
- Fnd Src (Funding Source)
- Sp Init (Special Initiatives)

Note: All the Chartfields above are mandatory. None of them should be blank. The Fund Code field is 50 for Capital Assets.

The screenshot displays the 'InterUnit Transfer' section with the following details:

- Unit: BAR01 Asset ID: 000000000001 MELTING POINT APPARATUS Tag: BAR-0000313 In Service
- Enter New Business Unit Information: New Unit: [Red Box], New Asset ID: [Red Box], Profile ID: [Red Box], Trans Code: [Red Box], Use Profile:

The 'Edit Cost Information' section includes a table with the following data:

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	628.00	0.00	SENS		BAR01

Below the table are fields for Fund (50), Dept (10208), MP (100), Oper Unit (9999), Program (99999), Fnd Src (999999), Sp Init (9999), Proj Act, Project, and ChartField 3. The 'Save' button is highlighted with a red box.

Step 11: Click the Save button.

Note: Location codes are business unit specific. Update the location fields using the Basic Add component.

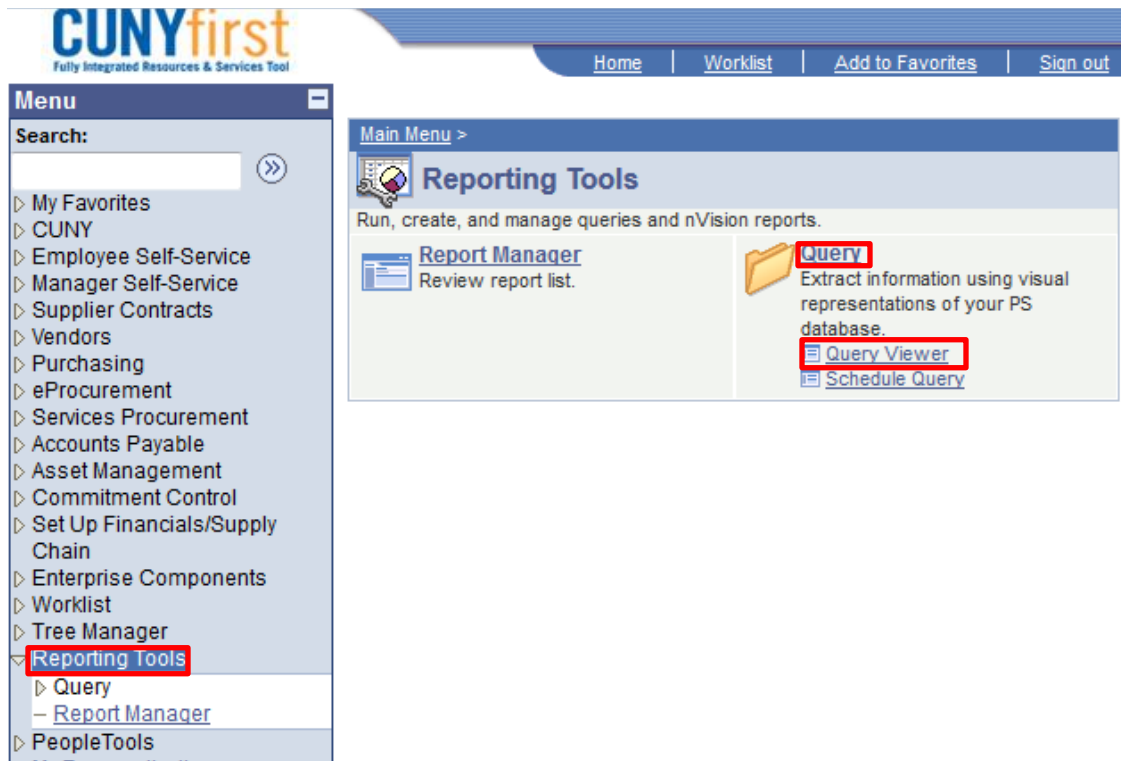
• Run a Report via Query Viewer

Generate asset management reports.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.



Step 3: Enter the query name then click Search. Then click search.

Note: All Asset Management reports begins with “CU_FSAM”.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By:** Query Name

[Advanced Search](#)

Step 4: Click on the desired report in specific format.

Note: HTML, Excel, XML format are available. Choose one of them based on the size of the report. For large data, choose Excel for best result.

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_ALLOC_PURCHASES_QUERY		Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_ALLOC_VOUCHER_QUERY		Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_ALL_NO_TAG_NUM_ASSETS	No tag numbers assets list	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_ALL_TAGGED_ASSETS	All tagged assets - mass dispo	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_AM01	AM01 - Most Info Rep (CAPITAL)	Public		HTML	Excel	XML	Schedule	Favorite

Step 5: Enter the Business Unit and date range. Then Click View Results

Business Unit (% for all):

From Acq Date: 31

To Acq Date: 31

[View Results](#)

There is a location query which provides all valid location for BU: CU_FSAM_LOCATION

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

* Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
CU_FSAM_LOCATION	Valid Locations by BU	Public		HTML	Excel	XML	Schedule	-
CU_FSAM_LOCATION_BLANK_INVALID	Asset w/ blanks or invalid loc	Public		HTML	Excel	XML	Schedule	-
CU_FSAM_MISSING_CF	Missing Chartfields in Asset	Public		HTML	Excel	XML	Schedule	-
JOURNALCHECK_ONLINE_2	Journal check - not posted jrn	Public		HTML	Excel	XML	Schedule	-

[Clear Favorites List](#)

CU_FSAM_LOCATION - Valid Locations by BU

BU (like BAR%):

[View Results](#)

SetID

Note: For example, you are trying to access the voucher in business unit Baruch 01 from March 1st, 2015 to April 30th, 2015. Here is how it looks like after you click HTML and then enter all the required information.

Unit:

From Acctg Date:

To Acctg Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (7 kb)

View All

First 1-19 of 19 Last

	Unit	Asset ID	Descr	Dept	Fund	MP	Oper Unit	Fnd Src	Program	Sp Init	Voucher	Asset Cost	Vchr Amount	Acctg Date	Fund	Account
1	BAR01	000000009813	15BARPR-0000003463	80250	10	355	9999	999999	99999	9999	00007150	-479.000	39.000	03/13/2015	10	53905
2	BAR01	000000009813	15BARPR-0000003463	80250	10	355	9999	999999	99999	9999	00007150	578.000	39.000	04/02/2015	10	53905
3	BAR01	000000009952	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	23870.000	03/04/2015	11	55006
4	BAR01	000000009952	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	71610.000	03/04/2015	11	55006
5	BAR01	000000009953	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	71610.000	03/04/2015	11	55006
6	BAR01	000000009953	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	23870.000	03/04/2015	11	55006
7	BAR01	000000009954	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	71610.000	03/04/2015	11	55006
8	BAR01	000000009954	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	23870.000	03/04/2015	11	55006
9	BAR01	000000009955	Laptop for Professor Max Krame	80109	50	100	9999	999999	99999	9999	00006560	1949.000	1949.000	03/04/2015	10	55006
10	BAR01	000000009956	Laptop for GCMC	10129	50	300	9999	999999	99999	9999	00007309	1183.330	1183.330	03/01/2015	10	55006
11	BAR01	000000009957	Optiplex 9020 ES Minitower (vP	80042	10	355	9999	999999	99999	9999	00007069	662.000	662.000	03/01/2015	10	53905
12	BAR01	000000009958	MacBook Air 11 in for Prof Fer	10129	50	300	9999	999999	99999	9999	00007552	1524.000	1524.000	03/04/2015	10	55006
13	BAR01	000000009960	OptiPlex 9020 Mini Tower (210-	80069	10	350	9999	999999	99999	9999	00006826	958.850	1917.700	03/01/2015	10	53905
14	BAR01	000000009961	OptiPlex 9020 Mini Tower (210-	80069	10	350	9999	999999	99999	9999	00006826	958.850	1917.700	03/01/2015	10	53905
15	BAR01	000000009974	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	23870.000	03/01/2015	11	55006
16	BAR01	000000009974	Xerox D-95 Copier w/ Stapler/F	80073	50	300	3019	999999	99999	9999	00007253	23870.000	71610.000	03/01/2015	11	55006
17	BAR01	000000009986	15BARPR-0000003468	80073	10	350	9999	999999	99999	9999	00007350	2307.220	78.220	03/01/2015	10	53905
18	BAR01	000000009986	15BARPR-0000003468	80073	10	350	9999	999999	99999	9999	00007148	2307.220	29.000	03/01/2015	10	53905
19	BAR01	000000009986	15BARPR-0000003468	80073	10	350	9999	999999	99999	9999	00007147	2307.220	2121.000	03/01/2015	10	55006

• Schedule Query

Generate asset management reports for large amount of data.

Step 1: Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viwer.

Step 3: Enter the query name then click Search. Then click search.

Note: All Asset Management reports begins with "CU_FSAM".

Step 4: Click on "Schedule" for the desired report.

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_ALLOC_PURCHASES_QUERY		Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_ALLOC_VOUCHER_QUERY		Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_ALL_NO_TAG_NUM_ASSETS	No tag numbers assets list	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_ALL_TAGGED_ASSETS	All tagged assets - mass dispo	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_AM01	AM01 - Most Info Rep (CAPITAL)	Public		HTML	Excel	XML	Schedule	Favorite

Step 5: Type in Run Control ID, which is the same as Query Name. Then click Add.

Find an Existing Value
Add a New Value

Query Name:

Run Control ID:

Step 6: Enter the Business Unit and date range. Then click OK.

CU_FSAM_AM04

Business Unit:

From Date: 31

To Date: 31

Step 7: Enter Description of the query. Then click OK.

Step 8: Select the desired Format using the dropdown menu. Click OK.

Note: If the file is expected to be big, choose TXT format for best result.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

Step 9: Click on Schedule Query on the navigation panel.



Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of a

[Find an Existing Value](#)

[Add a New Value](#)

Maximum number of rows to return (up to 300):

Search by: begins with

Case Sensitive

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 10: Click Search. The search result will be displayed and click on the desired report.

Step 11: Click OK. Then click on Process Monitor.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1204432		Application Engine	PSQUERY	23027892	04/29/2015 12:23:33PM EDT	Queued	N/A	Details

Step 12: Wait for the report to be generated and posted.

Note: Click Refresh for updated status. When Distribution Status shows Posted, the report is ready.

View Process Request For

User ID: Type: Last Days [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1204327		Application Engine	PSQUERY	23027892	04/22/2015 3:32:04PM EDT	Success	N/A	Details
<input type="checkbox"/>	1204326		Application Engine	PSQUERY	23027892	04/22/2015 3:31:27PM EDT	Success	Posted	Details
<input type="checkbox"/>	1204325		Application Engine	PSQUERY	23027892	04/22/2015 3:31:09PM EDT	Success	Posted	Details

Step 13: Click on Details.

Step 14: Click View Log/ Trace. Retrieve the desired report under the File List section.

Step 15: Next time when you need to run this specific report, repeat step 9-11.

Note: You can adjust the dates as your run specific report in the future by clicking Update Parameters.

Schedule Query

Run Control ID: CU_FSAM_AM04

[Report Manager](#) [Process Monitor](#)

[Run](#)

Query Name: CU_FSAM_AM04

[Search](#)

*Description: Asset Management

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	BAR01
ACQUISITION_DT	2014-07-01
ACQUISITION_DT	2014-12-31

[Save](#)

[Return to Search](#)

[Add](#)

[Update/Display](#)

Retire Assets

In CUNYfirst, both financial and non-financial assets may be retired. As needed, both financial and non-financial assets may be reinstated. Retired assets may be viewed. The Print Asset Information component allows some asset information to be printed from your browser.


- **Retire a Financial Asset**

After an asset disposal notification is received from the business owners, the asset retirement process occurs to record the disposal and related financial information.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset.

Step 3: On the Asset Retirements search page Find an Existing Value tab Business Unit field, enter or  look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the 'begins with' default on the Asset Identification  dropdown menu, and then enter the wildcard "%" followed by the non-zero digits at the end of the Asset ID.

Step 5: On the Asset Status  dropdown menu, select In Service.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.


Step 8: The Retire Assets page displays. Verify the Tag is In Service.



Step 9: On the Retire As dropdown menu, the value of Retirement by Sale displays by default. As needed, select one of these values: Abandonment, Cannibalize for other Assets, Casualty Loss, Disappeared Assets,

Disposal Due to Theft, Donated to External Group, Returned to Inventory, Scrapped Assets, and Traded in for another Asset.

Step 10: Click the Go button.


Step 11: The Trans Date defaults to today's date.



As needed, overwrite the Trans Date in the mm/dd/yyyy format. Alternatively, select the Choose a date  icon. On the calendar, click the:

- a. left  dropdown menu, and then click the correct month;
- b. right  dropdown menu icon, and then click the correct year; and lastly,
- c. correct day of the month.

Note: The Trans Date must fall within the current open Accounting Period.

Step 12: The Acctg Date defaults to today's date.

As needed, overwrite the Acctg Date in the mm/dd/yyyy format. Alternatively, select the Choose a date  icon. On the calendar, click the:

- a. left  dropdown menu, and then click the correct month;
- b. right  dropdown menu icon, and then click the correct year; and lastly,
- c. correct day of the month.

Note: The Acctg Date must fall within the current open Asset Management Period. Make sure you choose the correct Transaction Date and Accounting Date.

- 1) Transaction Date: It is when the actual change regarding specific asset taking place.
- 2) Accounting Date: Current open Asset Management period.

Retire Assets | Other Options | By Chartfield

Unit: BAR01 Asset ID: 000000000005 PC, LAPTOP Tag: BAR-0056435 In Service

Trans Date: 05/01/2015 Acctg Date: 05/01/2015 Rate Type: CRRNT

Book Name: CAPITAL Capital Assets-Financial Base Currency: USD As Of: 05/01/2015

Retire As: Scrapped Assets Go Reinstale Quantity: 0.0000 Cost: 2,000.00

Retirement *Disposal Code: Scrapped Assets Date/Time: 05/01/15 2:56:52PM Ret Status: New Retirement Amt: -2,000.00 USD

Quantity: Removal Cost: 0.00 RC Curr: USD Proceeds: 0.00 Pr Curr: USD

Convention: Actual Month M1 Accum Depr: 0.00

Trans Code: Scrapped Gain/Loss: 0.00

Retire Option: Calculate Gain/Loss


Save Return to Search Previous in List Next in List Notify

Retire Assets | Other Options | By Chartfield

Step 13: In the Book section Retirement subsection, as needed, in the Removal Cost field, enter the value in dollars and cents with two decimal places.

Step 14: In the Proceeds field, enter the value in dollars and cents with two decimal places.

Step 15: On the Trans Code  dropdown menu, select the correct value.

Step 16: On the Retire Option  dropdown menu, the value of Calculate Gain/Loss displays by default. As needed, select of these values: Fully Depr no Future Expense or Fully Depr with Future Expense.

Step 17: Click the Save button.

Note: The Asset Status updates to Disposed.

- **Mass Disposal via Spreadsheet**

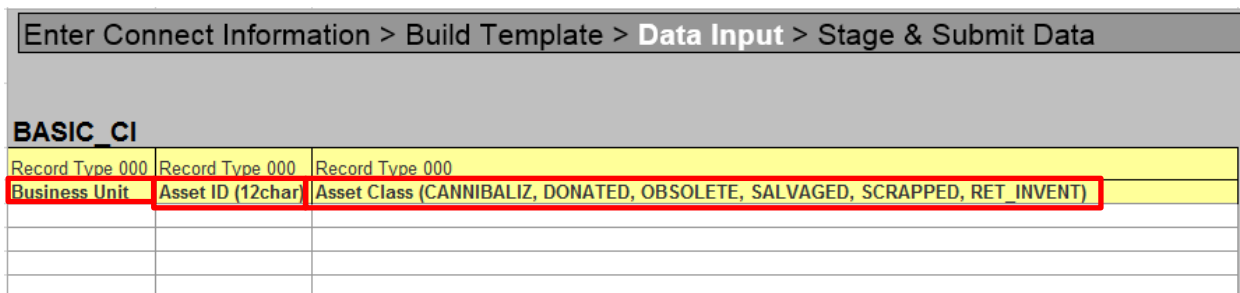
This function allows users to retire multiple assets at once.

Step 1: Access the Sharepoint site at <https://sharepoint.cuny.edu/sites/Accounting/default.aspx>. Log in using your Sharepoint ID and Network password. Contact the Service Desk (service.desk@cuny.edu) to reset your password if needed.

Step 2: Navigate to Shared Documents > Asset Management folder.

Step 3: Open the “CU_FSAM_UPDATE_ASSET_RETIRE” and complete all fields. Business Unit, Asset ID and Asset Class are all mandatory. Specific format for each column are required. Asset ID is 12 characters, including the number 0. Asset class includes CANNIBALIZ, DONATED, OBSOLETE, SALVAGED, SCRAPPED, and RET_INVENT.

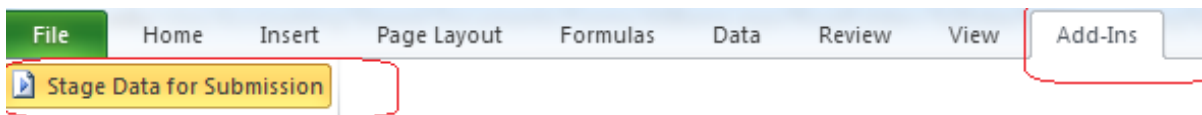
Note: Descriptions of each Asset class can be found in [Disposition Type Table](#) on page xx.



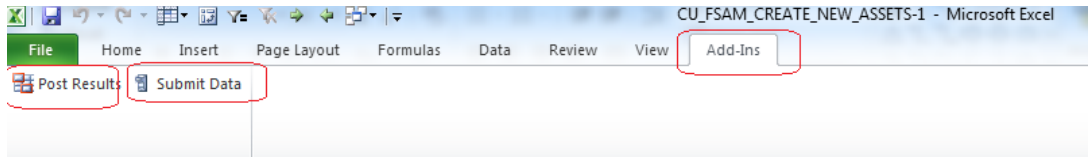
Enter Connect Information > Build Template > Data Input > Stage & Submit Data					
BASIC_CI					
Record Type 000	Record Type 000	Record Type 000			
Business Unit	Asset ID (12char)	Asset Class (CANNIBALIZ, DONATED, OBSOLETE, SALVAGED, SCRAPPED, RET_INVENT)			

Step 4: Save the file.

Step 5: Click Add Ins, then Stage Data for Submission. Log in using your CUNYfirst username and password.



Step 6: In ‘Staging & Submission’ tab, click Add Ins, then Submit Data. Lines noted as OK will post automatically.



Step 7: If lines have ERRORS, click Post Results and make necessary corrections.

Step 8: Repeat step 11 and re-submit.

Step 9: E-mail OUC asset class and Business Unit to request for processing.


• View Retired Assets

Each retired asset's transactions may be viewed in summary or detail. The data may be viewed or downloaded in an Excel file.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > History > Review Cost.

Step 3: On the Asset Cost History search page Find an Existing Value tab Business Unit field, enter or  look up the Business Unit.

Step 4: From the Asset Status  dropdown menu, select Disposed.

Step 5: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 6: Alternatively, in the Tag Number field enter the tag number.

Step 7: Click the Search button.

Step 8: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field or Tag Number field reduces the Search Results to a single row.

Step 9: The Cost History List tab Book section the Book Name CAPITAL displays.

The screenshot shows the 'Cost History List' interface. At the top, there are four tabs: 'Cost History List' (highlighted with a red box), 'Cost History Detail', 'Non Cap History List', and 'Non Cap History Detail'. Below the tabs, the following information is displayed: Unit: BAR55, Asset ID: 000000000001, COMPUTER, Tag: BAR-0050470, Disposed. A 'Book' section contains 'Book Name: CAPITAL' (highlighted with a red box), 'Capital Assets-Financial', and 'Currency: USD'. Below this, 'Total Cost: 0.00' is shown. A table with columns 'Acctg Date', 'Trans Type', 'In/Out', 'Quantity', 'Total Cost', and 'Detail' contains two rows: 1 10/07/2008 ADD with a total cost of 1,290.00 and a 'Detail' link (highlighted with a red box); and 2 08/31/2014 RET with a total cost of -1,290.00 and a 'Detail' link. A toolbar at the bottom includes buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. A grid icon in the table's toolbar is also highlighted with a red box.

Step 10: If more than fifteen Acctg Date transactions exist, click the Show next row button to view the other rows fifteen at a time.

Step 11: Alternatively, select the View All link.

Step 12: To download the Acctg Date transactions as an Excel file, click the Download icon on the blue bar. An Excel file with the Acctg Date transactions will be downloaded automatically to the local computer.

Step 13: To view more detail about a specific Acctg Date transaction, select that Detail link. The Cost History Detail tab displays for that transaction.

Step 14: On the Cost History Detail tab, click the View All link or Show next row button to view one row at a time.

Cost History List **Cost History Detail** Non Cap History List Non Cap History Detail

Unit: BAR55 Asset ID: 00000000001 COMPUTER Tag: BAR-0050470 Disposed

Book Find | View All First 1 of 1 Last

Book Name: CAPITAL Capital Assets-Financial Base Currency: USD

Cost Find | View All First 1 of 1 Last

Acctg Date: 10/07/2008 Trans Date: 10/07/2008 Date/Time Stamp: 03/31/2014 3:16:58PM
 Trans Type: ADD Asset Addition
 Trans Code:
 Cost: 1,290.00 USD
 Base Cost: 1,290.00 USD
 Salvage:
 Quantity: 0.0000
 Convention: FY
 User ID: 10856293
 Category: HARDW Hardware
 Cost Type:
 Fund Code: 50 Invested in Capital Assets-Net
 Department: 65040 Executive Programs
 Major Purpose Code: 100 Instruction
 Operating Unit: 9999 OU not applicable
 Program Code: 99999 PC not applicable
 Funding Source: 803007 Treasury Centralization
 Special Initiatives: 9999 SI not applicable
 Project Activity:
 Project:
 ChartField 3:

Interunit Transfer Information
 Unit:
 Asset ID:
 Book:

Exchange Rate
 Rate Type: CRRNT
 Rate Effdt: 10/07/2008
 Exchange Rate: 1.00000000

Save Return to Search Previous in List Next in List Notify

Step 15: Click the Non Cap History List tab to view the Book Name SENSITIVE.

Cost History List Cost History Detail **Non Cap History List** Non Cap History Detail

Unit: BAR55 Asset ID: 00000000001 COMPUTER Tag: BAR-0050470 Disposed

Book Find | View All First 1 of 1 Last

Book Name: CAPITAL Capital Assets-Financial Currency: USD

Cost Chartfields Customize | Find | View All First 1 of 1 Last

Acctg Date	Trans Type	Quantity	Total Cost	Detail
1			0.00	Detail

Save Return to Search Previous in List Next in List Notify

Step 16: If more than fifteen Acctg Date transactions exist, click the View All link or Show next row button to view the other rows fifteen at a time.

Step 17: Alternatively, select the View All link

Step 18: To download the Acctg Date transactions as an Excel file, click the Download icon on the blue bar. An Excel file with the Acctg Date items will be downloaded automatically to the local computer.

Step 19: To view more detail about a specific Acctg Date transaction, select that Detail link. The Non Cap History Detail tab displays for that transaction.

Step 20: On the Non Cap History Detail tab, click the View All link or Show next row button to view the one row at a time.

Cost History List Cost History Detail Non Cap History List **Non Cap History Detail**

Unit: BAR55 Asset ID: 00000000001 COMPUTER Tag: BAR-0050470 Disposed

Book Find | View All First 1 of 1 Last

Book Name: CAPITAL Capital Assets-Financial Currency: USD

&Cost Find | View All First 1 of 1 Last

Acctg Date:	Trans Date:	Date/Time:
Trans Type:		
Trans Code:		
Cost:	0.00	
Base Cost:	0.00	
Salvage:		
Quantity:	0.0000	
User ID:		
Category:		
Cost Type:		
Fund Code:		
Department:		
Major Purpose Code:		
Operating Unit:		
Program Code:		
Funding Source:		
Special Initiatives:		
Project Activity:		
Project:		
ChartField 3:		

Transfer Information

Unit:

Asset ID:

Exchange Rate

Rate Type:

Rate Effdt:

Multiplier:

Divisor:

Save Return to Search Previous in List Next in List Notify

Step 21: Click the Return to Search button to view other Asset ID's.


• Reinstatement a Financial Asset

After an asset reinstatement notification is received from the business owners, the asset reinstatement process occurs to record the reinstatement and related financial information.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset.

Step 3: On the Asset Retirements search page Find an Existing Value tab Business Unit field, enter or  look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the 'begins with' default on the Asset Identification  dropdown menu, and then enter the wildcard "%" followed by the non-zero digits at the end of the Asset ID.

Step 5: On the Asset Status  dropdown menu, select Disposed.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Retire Assets page displays. Verify the Status is Disposed.

Step 9: In the Book section, click the Reinstate button.

Step 10: Click the Save button.

Note: The Asset Status updates to In Service.


• Print Asset Information

Select an asset to generate one page of basic asset information including default book and depreciation attributes, and asset cost information for the default book.


Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

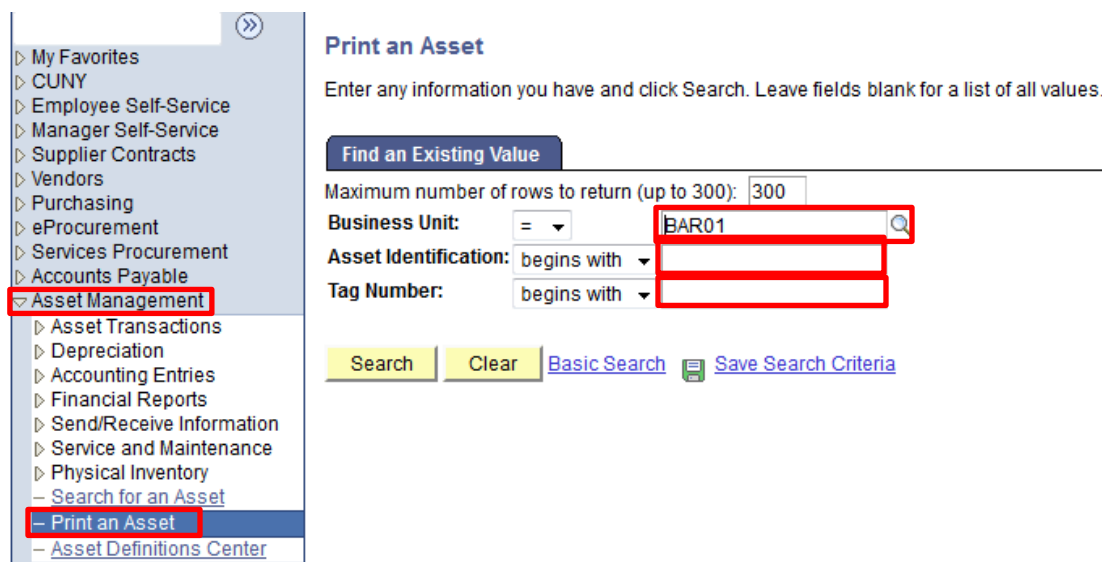
Step 2: Navigate to: Asset Management > Print an Asset.

Step 3: On the Print an Asset search page Find an Existing Value tab Business Unit field, enter or  look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the 'begins with' default on the Asset Identification  dropdown menu, and then enter the wildcard "%" followed by the non-zero digits at the end of the Asset ID.

Step 5: In the Tag Number field, enter the tag number.




Print an Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 

Asset Identification: begins with

Tag Number: begins with


[Basic Search](#)  [Save Search Criteria](#)

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Printable View of Asset page displays. Follow your browser's prompts to print the page.

Note: In Mozilla Firefox, right click the page. For Macs hold control and right click. A pop up window appears. Select or hover over 'This Frame'. A second pop up window appears. Select 'Print Frame...'.


Printable view of Asset

Unit: BAR01 Asset ID: 00000000001 MELTING POINT APPARATUS Status: In Service As of Date 05/01/2015

Tag Number: BAR-0000313 Taggable Asset
 Asset Class: Capitalized Asset
 Profile ID: SEN_EQUIP Equipment - Sensitive Items Composite Asset
 Location: A-824 Laboratory Replacement Asset
 Area ID: This Asset is Offsite
 Parent ID: New Asset
 Group Asset Flag: None Asset is Available Clustered Asset
 Financing Code: Hazardous Asset
 Acquisition Code: Purchased Acquisition Date: 07/08/1985
 Replacement Cost: Last Update:
 Index Name: Old Asset ID:
 Subindex Name:
 CAP #:
 Contact: Lease Asset ID:
 Manufacturer: FISHER Phone #:
 Contact: Model:
 Serial ID: 6481 Product Version:
 Custodian: NATURAL SCIENCE,DEPT Empl ID:
 R and D Start Date: R&D Plant Use NBV for R and D
 Collateral Asset: JV BUS:
 Document: FERC Code:

Default Book and Depreciation Attributes

Fund Code: 50
 Department: 10208

Book Name: Currency:
 In Service Date: Calculation Type:
 Convention: Depreciation Status:
 Begin Depr Date:
 Method:
 Future Depr Yrs: Derogatory Depreciation
 End Date: Low Value
 Useful Life: Periods Depreciate When In Service

Asset Cost information for Default Book

Category		Cost Type		Cost				Salvage Value		ChartField
				0.000				0.000		
Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	Project	3	

Depreciation

- **View Depreciation**

View depreciation-related information for assets.


Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser’s address bar:

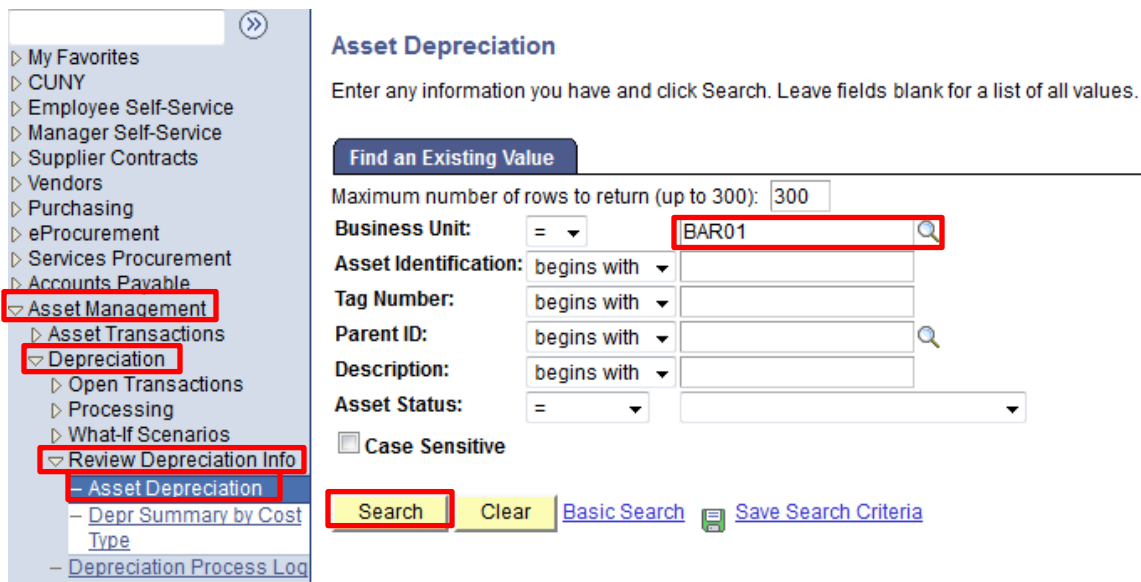
- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation.

Step 3: On the Asset Depreciation search page Find an Existing Value tab Business Unit field, enter or 🔍 look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification  dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.



Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 7: The Asset tab displays with a summary of basic asset and depreciation information.

Asset Depreciation **Period Depreciation**

Unit: BAR01 Asset ID: 000000000005 PC, LAPTOP Status: In Service

Asset Information

Profile ID: HARDWARE Hardware
 Asset Class:
 Tag Number: BAR-0056435
 Acquisition Code: P
 Acquisition Date: 05/22/2013

Book Customize | Find | First 1 of 1 Last

Book	Description	Currency	Method	Convention
1 CAPITAL	Capital Assets-Financial	USD	Straight Line	FY

Save Return to Search Previous in List Next in List Notify

Step 8: Click the Period Depreciation tab to view the periods specified when the asset was entered.

Asset Depreciation **Period Depreciation**

Unit: BAR01 Asset ID: 000000000005 PC, LAPTOP Status: In Service

Book

Book Name: CAPITAL Capital Assets-Financial Currency: USD

Get Period Depreciation

Expense Accum Year: 2015 Get Period Depr

[Depr. Accum Adjustment](#)

Period Depreciation

Year	Period	Trans Type	Depreciation Amount	Fund	Dept	MP	Oper Unit	Program	End Src	Sp Init	Proi Act
2015	1	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	2	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	3	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	4	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	5	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	6	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	7	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	8	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	9	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	10	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	11	DPR	18.12	50	10393	300	9999	99999	803004	9999	
2015	12	DPR	18.08	50	10393	300	9999	99999	803004	9999	

Step 9: Click the Depreciation tab to view depreciation information for the year.

Step 10: To calculate the net book value, click the Calculate NBV button.

Asset Depreciation Period Depreciation

Unit: BAR01 Asset ID: 000000000005 PC, LAPTOP Status: In Service

Book

Book Name: CAPITAL Capital Assets-Financial Currency: USD

Depreciation Attributes

Net Book Value

Cost: 2,000.00 As Of Fiscal Year: 2015 Period: 11

Salvage Value: 0.00

Accum Depr: 634.12

Net Book Value: 1,365.88 Calculate NBV

This asset has pending depreciation of some transaction

Yearly Depreciation Customize | Find

Year	Depreciation Amt	Fund	Dept	MP	Oper Unit	Program	Fnd Src	Sp Init	Proj Act	Project
2013	217.40	50	10393	300	9999	99999	803004	9999		
2014	217.40	50	10393	300	9999	99999	803004	9999		
2015	217.40	50	10393	300	9999	99999	803004	9999		
2016	217.40	50	10393	300	9999	99999	803004	9999		
2017	217.40	50	10393	300	9999	99999	803004	9999		

Save Return to Search Previous in List Next in List Notify

Step 11: When the net book value is calculated, click the Save button.

Physical Inventory

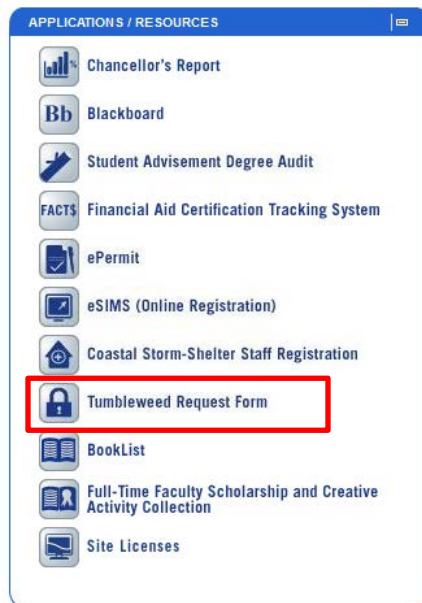
Physical inventory provides the ability to verify the existence and location of physical assets in a given area or business unit. The results of physical inventory are loaded back to the system and adjustments to asset records are made as appropriate. Every year, the due date for re-inventory is December 31st.

- **Obtain Access to Tumbleweed**

In order to perform re-inventory steps, users need to have the access to Tumbleweed, a platform for uploading scanned files.

Step 1: Enter <https://cunyportal.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- Select Tumbleweed Request Form.



Step 2: Fill out the entire request form.

BUSINESS REQUIREMENT

Do you need access to an existing folder Yes No

If you selected Yes provide name of folder

If you selected No provide a name for the new folder to be created

Are you the primary owner of this new folder Yes No

List the names of the people who you be sharing files with below:

Note: Select “Yes” for question “Do you need access to an existing folder”. Select “No” for question “Are you the primary owner of this new folder”.

Note: For name of folder, type in Asset/(school name). Examples: Asset/BMCC, Asset/Baruch, Asset/Bronx, Asset/Brooklyn, Asset/CSI, Asset/Central, Asset/City, Asset/Graduate, Asset/Hostos, Asset/Hunter, Asset/JJay, Asset/Journalism, Asset/KBCC, Asset/LAW, Asset/LaGuardia, Asset/Lehman, Asset/MedgarEvers, Asset/NCC, Asset/NYCCT, Asset/QBCC, Asset/Queens, Asset/SPS.

Step 3: Submit the form.

• Run Scan Analysis Query

Run the scan analysis report to see all the assets included in the re-inventory. The report will also show assets that have been scanned and assets that need to be scanned.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: On the Query Viewer search page in the begins with field, enter report name “CU_FSAM_AMPI_SCAN_ANALYSIS”. Then click Search.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with **CU_FSAM_AMPI_SCAN_ANALYSIS**

Search [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_AMPI_SCAN_ANALYSIS	Asset Scanner Data Analysis	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_AMPI_SCAN_ANALYSIS2	Scanner Data Analysis (after)	Public		HTML	Excel	XML	Schedule	Favorite

Step 4: Select query name “CU_FSAM_AMPI_SCAN_ANALYSIS” by clicking on the Excel Link.

Step 5: Enter school name. Then click view result. (Only the first three letters)

CU_FSAM_AMPI_SCAN_ANALYSIS - Asset Scanner Data Analysis

BU (First 3 chars for college): **BAR**

View Results

Unit	Asset ID	Asset Status	Tag Number	Descr	Acq Date	Taggable	Offsite	Custodian	Insite Building	Insite Floor
------	----------	--------------	------------	-------	----------	----------	---------	-----------	-----------------	--------------

Step 6: Analyze the report. Look for any assets that has “NFD” (Not Found) in the Condition column. These are the assets will need to be scanned. Once scanned the condition will change to “G”

S	T	U	V	W
Cost	Scan Location	File Name	Most recent scan date	Condition
628	A-824	INV-AM-BAR_MISCDEC11.txt	12/12/2014 12:07	G
647.1	B-9-274	INV-AM-BAR_Zicklin3.txt	5/22/2014 12:00	G
737.39	A-1203	INV-AM-BAR_SWITCHES2.txt	10/14/2014 16:09	G
1153	D-906	INV-AM-BAR_MISCIAN2.txt	1/6/2015 15:46	G
1087	B-2-260	INV-AM-BAR_HONOR.txt	10/8/2014 12:04	G
628	A-824	INV-AM-BAR_MISCDEC11.txt	12/12/2014 12:07	G
647.1	B-12-272	INV-AM-BAR_Zicklin2.txt	5/22/2014 15:27	G
737.39	A-209	INV-AM-BAR_SWITCHES2.txt	10/14/2014 11:54	G
1087	B-2-260	INV-AM-BAR_MISC.txt	10/2/2014 11:54	G
558	A-825	INV-AM-BAR_MISCDEC16.txt	12/17/2014 12:18	G
647.1	B-7-299	INV-AM-BAR_WEISSMAN7.txt	3/31/2014 11:56	G
737.39	B-2-TE1	INV-AM-BAR_SWITCHES2.txt	10/14/2014 15:31	G
1149	D-602	INV-AM-BAR_CIDR.txt	8/28/2014 11:40	G
1087				NFD
329	A-825	INV-AM-BAR_MISCDEC16.txt	12/17/2014 12:17	G
647.1	B-5-266	INV-AM-BAR_WEISSMAN6.txt	4/1/2014 11:44	G
737.39	B-7-TE2	INV-AM-BAR_Switches.txt	10/10/2014 11:11	G

- **Update Locations**

Keep track of physical properties and their actual locations.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: Enter the query name then click Search.

Note: All Asset Management reports begin with “CU_FSAM”.

Step 4: Click on the desired report in Excel format.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_LOCATION	Valid Locations by BU	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_LOCATION_DATA	Sq Footage by Room & Building	Public		HTML	Excel	XML	Schedule	Favorite

Step 5: Type in business unit. Then Click View Result.

CU_FSAM_LOCATION - Valid Locations by BU

BU (like BAR%):

Step 6: Copy the Location Column to Notepad (.txt) in the following format:

```

“Location:
XXXXXX
XXXXXX
XXXXXX
.....”

```

Step 7: Save as “CustomCode.Txt” and load to the scanner.

- **Scan File Load**

Step 1: After Scanning, import scan text file into Scanner_file_Template, which can be found on Sharepoint.

Tag# (12 chars)	Date (26 chars)	Surveyor (8 chars)	Domain (8 chars)	Building (12 chars)	Floor (4 chars)	Room (12 chars)	Condition (20 chars)	Y/N (1 char)	Location (10 chars)	PI note (16 chars)	Tag# (12 chars)	Date (26 chars)
1	BRO-004	4/20/2015 11:27	.B	BROOKLYN			G	N	LH-387A		OK	OK
2	BRO-004	4/20/2015 11:00	.B	BROOKLYN			G	N	LH-360		OK	OK
3	BRO-004	4/20/2015 11:51	.B	BROOKLYN			G	N	LH-412G		OK	OK
4	BRO-004	4/20/2015 10:41	.B	BROOKLYN			G	N	LH-234A		OK	OK
5	BRO-004	4/20/2015 11:25	.B	BROOKLYN			G	N	LH-387A		OK	OK
6	BRO-004	4/20/2015 11:26	.B	BROOKLYN			G	N	LH-387A		OK	OK
7	BRO-004	4/20/2015 11:09	.B	BROOKLYN			G	N	LH-387D		OK	OK
8	BRO-004	4/20/2015 11:21	.B	BROOKLYN			G	N	LH-387A		OK	OK
9	BRO-004	4/20/2015 11:51	.B	BROOKLYN			G	N	LH-412G		OK	OK
10	BRO-004	4/20/2015 11:21	.B	BROOKLYN			G	N	LH-387A		OK	OK
11	BRO-004	4/20/2015 11:21	.B	BROOKLYN			G	N	LH-387A		OK	OK
12	BRO-004	4/20/2015 11:21	.B	BROOKLYN			G	N	LH-387A		OK	OK
13	BRO-004	4/20/2015 11:30	.B	BROOKLYN			G	N	LH-387A		OK	OK
14	BRO-004	4/20/2015 11:52	.B	BROOKLYN			G	N	LH-412G		OK	OK
15	BRO-004	4/20/2015 11:43	.B	BROOKLYN			G	N	LH-412F		OK	OK
16	BRO-004	4/20/2015 11:22	.B	BROOKLYN			G	N	LH-387A		OK	OK
17	BRO-004	4/20/2015 11:31	.B	BROOKLYN			G	N	LH-387A		OK	OK
18	BRO-004	4/20/2015 11:31	.B	BROOKLYN			G	N	LH-387A		OK	OK
19	BRO-004	4/20/2015 11:25	.B	BROOKLYN			G	N	LH-387A		OK	OK

Step 2: Check to see if there is any error and fix those fields in Error (in columns A to P).

Note: Location column cannot be blank (column O). Inventory Date (column B) has to be in the correct format: MM/DD/YYYY hh:mm:ss AM/PM.

Step 3: Copy the updated data (without row 1) and paste onto a new Notepad window.

Step 4: Delete any space below last line of texts.

Step 5: Save as INV-AM-XXX_SSSSSSSSSSSSSSS.txt.

Note: Make sure the file name is in this structure.

XXX = Business Unit (COS for COSEN)

S = Scanner name and can be up to 15 characters – you can put the FY and the date, or the location code, etc.

- 1) Please note the "-" dash and "_" underscores - it has to be INV-AM-XXX_.
- 2) No spaces allowed in SSSSSSSSSSSSSSS and .txt must be lowercase

Step 6: Upload the text file to Tumbleweed - outside the "Done" folder, but in your school folder (example: "Asset_Baruch").



Note: Make sure you don't load the same scan file under different names over and over again, which causes duplicates. After re-running Scan Analysis report and duplicates still exist, contact Central Office to delete.

- **Follow Up on Scan File Upload the Next Day**

The day after you upload scan file to Tumbleweed, check your e-mail to look for an email with subject line “Scanner file upload log of the (i-173a) interface” for the next step of re-inventory.

Step 1: Log into your CUNY e-mail.

Step 2: Open the email with subject line “Scanner file upload log of the (i-173a) interface”. The e-mail should contain the following:

Subject: Scanner file upload log of the (i-173a) interface

Click on the below link and click on the second link under Report Manager (CU_I173a_Bar_Code_Inbound xxxx.log). The report log provides file name, number of rows loaded and any errors in the scan file that have to be corrected. Please fix the error(s) and re-upload the scan file to Tumbleweed.

https://pubsub.cunyfirst.cuny.edu/psc/cnyfsprd/EMPLOYEE/ERP/c/CDM_RPT.CDM_RPT.GBL?Page=CDM_RPT_INDEX&Action=U&CDM_ID=1152086

Step 3: Log into CUNYfirst and then click the link in the email

Step 4: CUNYFirst page displays. Click on the second link under the File List.

Report		
Report ID:	1152086	Process Instance: 1253451 Message Log
Name:	CU_AMP1_IN	Process Type: Application Engine
Run Status:	Warning	
I173a Bar Code Inbound		
Distribution Details		
Distribution Node:	ReportNode	Expiration Date: 06/19/2015
File List		
Name	File Size (bytes)	Datetime Created
AE_CU_AMP1_IN_1253451.log	268	05/05/2015 2:52:18.309138PM EDT
CU_I173a_Bar_Code_Inbound_201505051452.log	7,791	05/05/2015 2:52:18.309138PM EDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	10854202	
User	10856293	
User	10955437	
User	16149678	
User	23283295	
Role	CU_FSAM_Property_Manager	

Step 5: The “Error Log” page displays, which informs user how many number of rows on file has been processed and how many errors are there. It will list the barcode numbers for assets with errors.

```
-----  
Process Instance: 1253451  
Process Name   : I-173a Barcode Inbound Interface  
Run Date/Time  : 05/05/2015 02:52 PM  
-----
```

```
-----  
Processing file: sftpfinin/I-173a-BarCodeInbound/data/inv-am-bkl_MS10-RH2.txt
```

```
FILENAME:                inv-am-bkl_MS10-RH2.txt  
NUMBER OF ROWS ON FILE:  113  
RECORDS CONTAINING ERRORS: 0  
NUMBER OF ROWS WRITTEN:  113
```

```
-----  
Processing file: sftpfinin/I-173a-BarCodeInbound/data/inv-am-bkl_MS11-WJ1.txt
```

```
FILENAME:                inv-am-bkl_MS11-WJ1.txt  
NUMBER OF ROWS ON FILE:  156  
RECORDS CONTAINING ERRORS: 0  
NUMBER OF ROWS WRITTEN:  156
```

```
-----  
Processing file: sftpfinin/I-173a-BarCodeInbound/data/inv-am-bkl_MS12-LH1.txt
```

```
FILENAME:                inv-am-bkl_MS12-LH1.txt  
NUMBER OF ROWS ON FILE:  136  
RECORDS CONTAINING ERRORS: 0  
NUMBER OF ROWS WRITTEN:  136
```

Step 6: If one or more errors exist, correct the errors on the scan file and re-load on Tumbleweed. Then repeat the follow up on scan file upload the next day again.

• CU_FSAM_AMPI_173A_SCAN_SUM

View all the scan files that were loaded without any errors. If you cannot find a file in this query, there is at least one error in the file. The file needs to be corrected and reloaded.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: On the Query Viewer search page in the begins with field, enter the value '%173a%'.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_AMPI_173A_SCAN_LOAD	173A Barcode Scan File Data	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_AMPI_173A_SCAN_SUM	173A Barcode Scan File header	Public		HTML	Excel	XML	Schedule	Favorite

Step 4: Click the Search button.

Step 5: Select “CU_FSAM_AMPI_173A_SCAN_SUM”. Click on the specific format.

Note: HTML, Excel, XML format are available. Choose one of them based on the size of the report. For large data, choose Excel for best result.

Step 6: Enter Domain Value. Then click View Results.

Note: The Domain value for each school is the following:

M. EVERS; BARUCH; JOHN JAY; LGA; CITY; BRONX; CENTRAL; BROOKLYN;
 KCC; HUNTER; QUEENS; HOSTOS; LEHMAN; BMCC; LAW; CSI; GRADUATE;
 NEW-COM; QCC; YORK; NYC TECH; PROF-STU

CU_FSAM_AMPI_173A_SCAN_SUM - 173A Barcode Scan File header

Domain:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-6 of 6 Last

	Name	PI ID	Domain	Count	Condition
1	INV-AM-BAR_Art.txt	INV-AM-BAR	BARUCH	79	
2	INV-AM-BAR_SPA.txt	INV-AM-BAR	BARUCH	223	
3	INV-AM-BAR_WSAS.txt	INV-AM-BAR	BARUCH	321	
4	INV-AM-BAR_WSAS2.txt	INV-AM-BAR	BARUCH	149	
5	INV-AM-BAR_SmartRooms.txt	INV-AM-BAR	BARUCH	857	
6	inv-am-bar_SmartRooms2.txt	INV-AM-BAR	BARUCH	28	

Step 7: Results display. Users are able to down the results in Excel, CSV or XML if the user initially clicks HTML.

Step 8: Review the results. Make necessary changes based on the results.


• Review Extracted Data

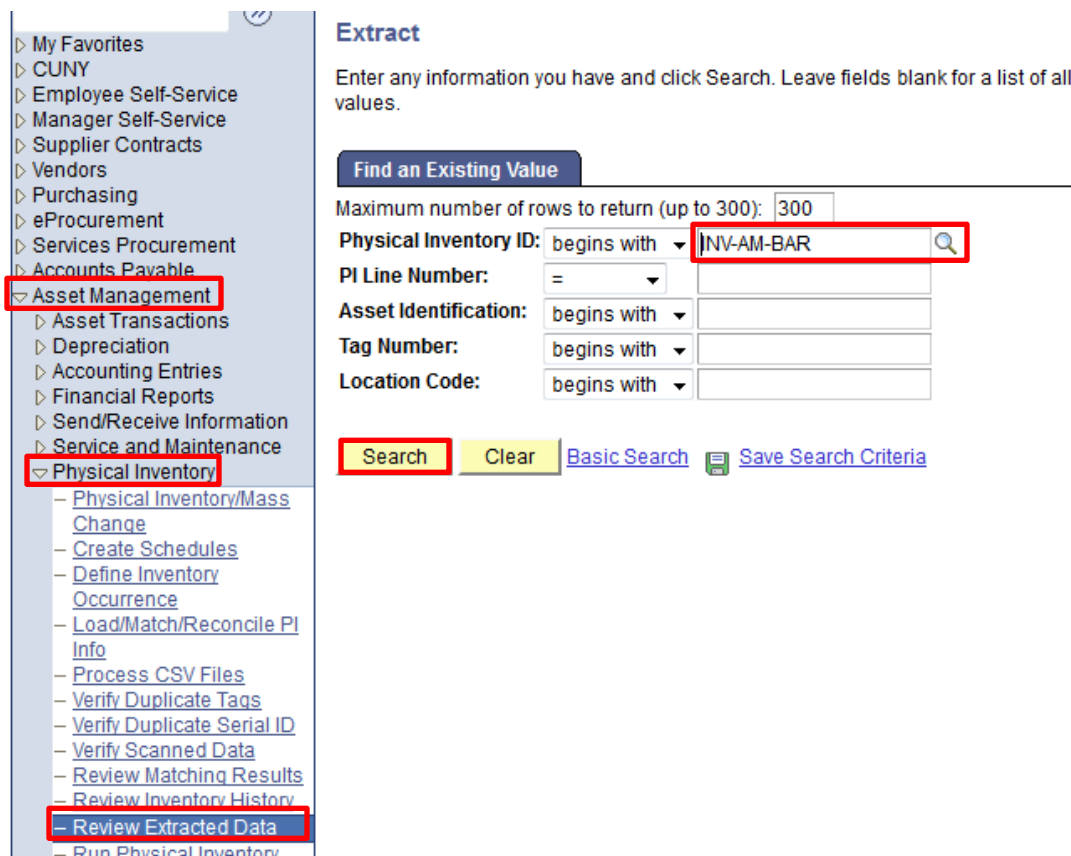
View the results of the extract data one asset at a time. Search by Physical Inventory ID, PI line number, Asset ID, Department, Tag Number, Serial ID, and location. The PI line number reflects the number of this asset in the extract sequence.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Physical Inventory > Review Extracted Data.

Step 3: On the Extract search page Find an Existing Value tab, enter or  look up the Physical Inventory ID used to load the PI_Extract table.




Extract

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):


Physical Inventory ID: begins with 

PI Line Number: =

Asset Identification: begins with

Tag Number: begins with

Location Code: begins with

[Basic Search](#)  [Save Search Criteria](#)

Step 4: Click the Search button.

Step 5: The Search Results display at the bottom of the page. In the Search Results header, view the number of rows to verify that that the number of extracted rows is equal to the number of expected assets for the Business Unit.

Step 6: Click any link on a row to view available information for that extract record.

Step 7: The Extract Data tab Extracted Data section displays available information.

- **Run Query I-173-A**

View the incoming scanned data to verify that the scanning is complete.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: On the Query Viewer search page in the “begins with” field, enter the value ‘%173a%’.

Query Viewer A. CUNYfirst Quick

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_AMPI_173A_SCAN_LOAD	173A Barcode Scan File Data	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_AMPI_173A_SCAN_SUM	173A Barcode Scan File header	Public		HTML	Excel	XML	Schedule	Favorite

Step 4: Click the Search button.

Step 5: The Search Results display below. In the Query section, on the row with the Query Name of CU_AMPI_SCAN_IN_173A, click the HTML link to view the Query results and verify that the results are ready for further processing.

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_AMPI_173A_SCAN_LOAD	173A Barcode Scan File Data	Public		HTML	Excel	XML	Schedule	Favorite
CU_FSAM_AMPI_173A_SCAN_SUM	173A Barcode Scan File header	Public		HTML	Excel	XML	Schedule	Favorite

Step 6: In the Query section, on the row with the Query Name of CU_FSAM_AMPI_173A_SCAN_LOAD, click the HTML link to view the Query results and verify that the results are ready for further processing.

- **Run Query I-173-B**

View the outbound scanned data to verify that the staging is complete.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: On the Query Viewer search page in the "begins with" field, enter the value '%173b%'.

Step 4: Click the Search button.

Step 5: In the Query section, on the row with the Query Name of CU_FSAM_AMPI_173BA_SCANSTG, click the HTML link to view the Query results and verify that the results are ready for further processing.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_FSAM_AMPI_173B_SCANSTG	173b Barcode Interface	Public		HTML	Excel	XML	Schedule	Favorite

Step 6: Enter or look up the PI (Physical Inventory) ID.

Step 7: Click the View Results button.

Step 8: In the Match Status column, one of three values display:

1. Over (O) - A tagged asset is scanned that is not expected.
2. Under (U) - A tagged asset is not scanned that should have been in the location scanned.
3. Inventory (I) - A tagged asset is scanned as expected.

Note: This record contains staging data that is purged except for "Overs". Property Managers can extract the Overs from this query to build the data for the Spreadsheet Uploads.


• Verify Scanned Data

View scanned data to edit and correct rows marked as: Overs, Unders, and Manual Review Required.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

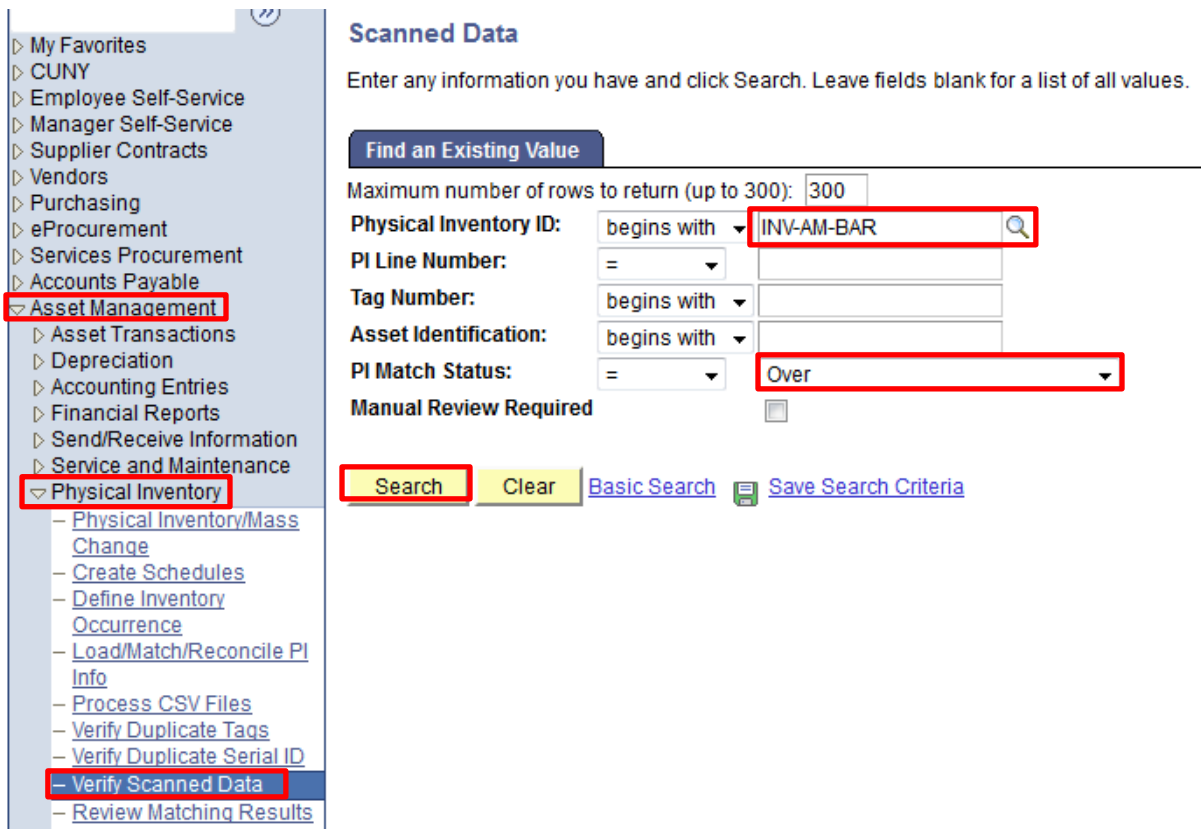
- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Physical Inventory > Verify Scanned Data

Step 3: On the Scanned Data search page Find an Existing Value tab, enter or  look up the Physical Inventory ID.

Note: CUNY Physical Inventory ID's are in the format INV-AM-xxx where xxx is the College prefix.

Step 4: In the Physical Inventory ID field, enter or  look up the Physical Inventory ID.



Scanned Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Physical Inventory ID: begins with

PI Line Number: =


Tag Number: begins with

Asset Identification: begins with

PI Match Status: =

Manual Review Required

[Basic Search](#)

Step 5: On the Inventory  dropdown menu, select the desired value.

Note: Match Status includes:

- O = Overs are TAG numbers that are “new” or found in a different Dept or Location. They will display an Asset ID of NEXT.
- U = Unders are TAG numbers that are not found.
- I) = Inventory are TAG numbers that are found in the expected location.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the desired row.

Step 8: Review and edit, as needed, each line marked as Overs, Unders, and Manual Review Required.

Note: To view the next result, click the Next in List button.

[New Window](#)

Scanned Data

Physical Inventory ID: INV-AM-BAR Baruch

Unit: Match Status:

Asset ID: Manual Review Required

Scanned By:

Scanned Data

Tag Number:	<input type="text" value="AR-0054952"/>	Employee ID:	<input type="text"/>
Serial ID:	<input type="text"/>	Custodian:	<input type="text"/>
Manufacturer:	<input type="text"/>	Location:	<input type="text" value="A-1109"/>
Model:	<input type="text"/>	Department:	<input type="text"/>
Description:	<input type="text"/>	IP Address:	<input type="text"/>
IP Alias:	<input type="text"/>		
Comment:	<input type="text"/>		

- **Review Matching Results**

View matching results data to edit and correct rows marked as: Overs, Unders, and Manual Review Required.

The PI Match Status of Inventory generates transfers and physical changes such as description, location, department, and custodian.


The PI Match Status of Over generates physical adds.

The PI Match Status of Under generates retirement.

Step 1: Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Physical Inventory > Review Matching Results.

Step 3: On the Inventory Results search page Find an Existing Value tab, enter or  look up the Physical Inventory ID.

Note: CUNY Physical Inventory ID's are in the format INV-AM-xxx where xxx is the College prefix.

Inventory Results

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Physical Inventory ID: begins with INV-AM-BAR

PI Line Number: =

Asset Identification: begins with

PI Match Status: = Over

Manual Review Required: begins with

Result In Error

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 300 results of a possible 810 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

Physical Inventory ID	PI Line Number	Asset Identification	PI Match Status	Manual Review Required	Result In Error
INV-AM-BAR	158	NEXT	Over	Y	N
INV-AM-BAR	159	NEXT	Over	Y	N
INV-AM-BAR	160	NEXT	Over	Y	N
INV-AM-BAR	161	NEXT	Over	Y	N
INV-AM-BAR	162	NEXT	Over	Y	N

Step 4: In the PI Match Status dropdown menu, enter or look up the desired Match Status.

Note: Match Status includes:

- O = Overs are TAG numbers that are “new” or found in a different Dept or Location. They will display an Asset ID of NEXT.
- U = Unders are TAG numbers that are not found.
- I = Inventory are TAG numbers that are found in the expected location.

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the desired row.

Step 7: Review and edit, as needed, each line marked as Overs, Unders, and Manual Review Required.

Note: To view the next result, click the Next in List button.

Results **Details**

Physical Inventory ID: INV-AM-BAR Baruch

Asset ID: NEXT

PI Match Status: Over

Scanned By: AJ

Manual Review Required
 Result In Error

Results Notification

Send Email Send Worklist

Description: [Text Area]

User ID: [Text Field]

Message Text:













Description: [Text Area]

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Appendix

Appendix A: Asset Management Icons

This selection of CUNYfirst icons is most common to the Asset Management Module.

Icon	Use
	Look up
	Calendar
	Dropdown Menu
	Download
	Cancel
	Comment
	Expand
	Collapse
	Add Row
	Delete Row
	Attachment
	Checkbox

Appendix B: Asset Management Business Units

The following list of CUNY Business Units for Asset Management appear in the sequence within CUNYfirst Asset Management Business Unit look up tables.

Baruch College

BAR01 Baruch College
 BAR02 BMB College Aux Enterprises Co
 BAR03 Baruch College Association Inc
 BAR04 BMB College Early Learning Ctr
 BAR05 Baruch College Fund
 BAR55 Baruch Other Non-Tax Levy
 BARPR Baruch College - Procurement

Bronx Community College

BCC01 Bronx Community College
 BCC02 BCC Auxiliary
 BCC03 BCC Association, Inc
 BCC04 BCC Child Development Center
 BCC05 BCC Foundation
 BCC55 BCC Other Non-Tax Levy
 BCCPR Bronx CC - Procurement

Brooklyn College

BKL01 Brooklyn College
BKL02 BC Auxiliary Ent
BKL03 BC Association
BKL04 BC Child Care Serv
BKL05 BC Foundation
BKL15 BC Student Serv Corp
BKL55 BC Other Non-Tax Levy
BKLPR Brooklyn College - Procurement

Borough of Manhattan Community College

BMC01 Borough of Manhattan CC
BMC02 BMCC Auxiliary Enterp. Corp
BMC03 BMCC Association, Inc.
BMC04 BMCC Early Childhood Center
BMC05 BMCC Foundation, Inc.
BMC55 BMCC Other Non-Tax Levy
BMCNR BMCC Performing Arts Center
BMCPR Borough of Manhattan CC - Procurement

Central Office

COCOM Central Office Comm Colleges
COCPR CUNY Central Office
CONTC Central Office NTL Community
CONTL Central Office Other Non-TL
COSEN Central Office Senior Colleges
COSPR Central Office State – Procurement

CUNY TV

COSEN Central Office Senior Colleges
CTV05 CUNY TV Foundation

College of Staten Island

CSI01 College of Staten Island
CSI02 CSI Auxiliary Svcs. Corp. Inc.
CSI03 The CSI Association, Inc.
CSI05 CSI Foundation, Inc.
CSI55 CSI Other Non-Tax Levy
CSIPR College of Staten Island - Procurement

The City College of New York

CTY01 City College
CTY02 City College Auxiliary Enterpr
CTY03 City College Student Services
CTY04 City College Child Development
CTY05 City College 21st Century Fnd
CTY06 City College Alumni Assoc

CTY09 City College Fund
CTY11 City College Research Fnd
CTY55 City College Other NonTax Levy
CTYPR City College - Procurement

CUNY Graduate Center

GRD01 Graduate Center
GRD02 GC Auxiliary Enterprises Corp
GRD03 GC Doctoral Student Council
GRD04 GC Child Development Ctr
GRD05 GC Foundation, Inc
GRD55 GC Other Non-Tax Levy
GRD13 GC Foundation Housing Corp.
GRD14 GC Foundation Housing Corp LIC
GRDPR Graduate Center – Procurement

Hunter Campus Schools

HCS01 Hunter Campus Schools
HCS55 Hunter Campus Oth Non-Tax Lev
HCSPR Hunter Campus Schools - Procurement

Macauley Honors College

COSEN Central Office Senior Colleges
HON05 Honors Foundation

Hostos Community College

HOS01 Hostos Community College
HOS02 HCC Auxiliary Enterprises Corp
HOS03 Hostos Comm Coll Association
HOS04 Hostos Comm Coll Children Ctr
HOS05 Hostos Comm Coll Foundation
HOS55 Hostos Other Non-Tax Levy
HOSPR Hostos CC - Procurement

Hunter College

HTR01 Hunter College
HTR02 Hunter College Auxiliary Enter
HTR03 Hunter College Student Activ
HTR04 HC Children's Learning Center
HTR05 Hunter College Foundation
HTR55 HC Other Non-Tax Levy
HTRPR Hunter College - Procurement

John Jay College of Criminal Justice

JJC01 John Jay College
JJC02 John Jay Coll Auxiliary
JJC03 John Jay Coll Student Assoc.

JJC04 John Jay Coll Children Center
JJC05 John Jay Coll Foundation Inc.
JJC55 John Jay Coll Other Non-TL
JJCPR John Jay College - Procurement

Kingsborough Community College

KCC01 Kingsborough Community College
KCC02 Kingsborough CC Auxiliary Ent.
KCC03 Kingsborough CC Assn. Inc.
KCC05 Kingsborough CC Foundation Inc
KCC55 Kingsborough CC Other Non-Tax
KCCPR Kingsborough CC - Procurement

LaGuardia Community College

LAG01 LaGuardia Community College
LAG02 LAGCC Auxiliary Enterprises
LAG03 LAGCC Association, Inc.
LAG04 LAGCC ECLC Programs, Inc.
LAG05 LAGCC Foundation
LAG06 LAGCC Alumni Association, Inc.
LAG12 LAGCC Education Fund, Inc.
LAG55 LAGCC Other Non-Tax Levy
LAGPR LaGuardia CC - Procurement

CUNY School of Law

LAW01 CUNY School of Law
LAW03 CUNY Sch of Law Student Assoc.
LAW04 CUNY Sch of Law Daycare Center
LAW05 CUNY School of Law Foundation
LAW55 CUNY Sch of Law Non-Tax Levy
LAWPR CUNY School of Law - Procurement

Lehman College

LEH01 Lehman College
LEH02 Lehman College Auxiliary Corp.
LEH03 Leh.Coll. Assn for Campus Act.
LEH04 Lehman College Child Care Corp
LEH05 Lehman Coll Foundation, Inc
LEH14 Bronx Information Net. Corp.
LEH55 Leh Coll Other Non-Tax Levy
LEHPR Lehman College - Procurement

Medgar Evers College

MEC01 Medgar Evers College
MEC02 MEC Auxiliary Enterprises Corp
MEC03 MEC Student Faculty Assoc.
MEC04 MEC Child Development Center

MEC05 MEC Educational Foundation Inc
MEC55 MEC Other Non-Tax Levy
MECPR Medgar Evers College - Procurement
Stella and Charles Guttman Community College
NCC01 New Community College
NCC02 Guttman Aux Enterprises Co
NCC03 Guttman Association Inc
NCC55 NCC Misc Other Non-Tax Levy
NCCPR New Community College - Procurement

New York City College of Technology
NYT01 NYC College of Technology
NYT02 Aux. Ent. Board of NYCCT, Inc.
NYT03 College Assoc. of NYCCT, Inc.
NYT05 NYCCT Foundation, Inc.
NYT06 NYCCT Alumni Association
NYT55 NYCCT Other Non-Tax Levy
NYTPR NYC College of Technology - Procurement

Queensborough Community College
QCC01 Queensborough CC
QCC02 QCC Auxiliary Enterprise, Inc
QCC03 QCC Student Association, Inc.
QCC05 QCC Fund, Inc.
QCC55 QCC Other Non-Tax Levy
QCCPR Queensborough CC - Procurement

Queens College
QNS01 Queens College
QNS02 QC Auxiliary Enterprise Assn
QNS03 QC Association & CDS
QNS04 Child Develop Ctr at QC, Inc.
QNS05 Queens College Foundation
QNS15 QC Student Services Corp
QNS16 QC Special Projects Fund, Inc
QNS55 QC Other Non-Tax Levy
QNSPR Queens College - Procurement

The Research Foundation of CUNY
RFC01 Research Foundation – CUNY

CUNY Graduate School of Journalism
SOJ01 School of Journalism
SOJ02 SOJ Auxiliary Enterprise Inc.
SOJ03 SOJ Graduate Council
SOJ55 SOJ Other Non-Tax Levy
SOJPR School of Journalism – Procurement

CUNY School of Professional Studies
 SPS01 School of Professional Studies
 SPS05 SPS Foundation
 SPS55 SPS Other Non-Tax Levy
 SPSPR School of Professional Studies – CUNY

York College
 YRK01 York College
 YRK02 Y.C.Auxiliary Enterprises Corp
 YRK03 York College Association, Inc.
 YRK04 Y.C. Child & Family Care Cntr
 YRK05 York College Foundation, Inc.
 YRK55 Y. C. Other Non-Tax Levy
 YRKPR York College - Procurement

Appendix C: Retirement Codes

The table below lists the Retirement Codes. The Usage column has the selection criteria for the code. The Gain/Loss column explains how the net book value of an asset is calculated based on the Retirement Code.

Disposition Type	Description
CANNIBALIZED	To dismantle property for parts which are used as replacements in other property.
DONATED	Item contributed to a non-profit organization which has 501(c)(3) tax exempt status as defined by IRS, or is licensed by the City or State to accept such property donations. “Agreement of donation (form)” shall be filled in and signed by the party receiving any disposed property from the College and “as is condition” must be indicated on the form.
OBSOLETE	Item no longer used due to the useful life and has been replaced by a newer version.
SALVAGED	Relinquishment of surplus or obsolete item to the City Surplus (DCAS). See DCAS (Appendix I). Property Management personnel must document “Salvage” property with the corresponding relinquishment form.
SCRAPPED	Relinquishment of irreparable item to a recycling vendor. Documentation includes recycling vendors’ pick-up receipt of item.
RETURN TO INVENTORY	To mark an asset that is a duplicate of another asset in CUNYfirst or it was entered in error.
LOST/STOLEN*	MUST BE ACCOMPANIED BY A CAMPUS POLICE REPORT. Follow the Error! Reference source not found. procedure.

Appendix D: Asset Management Reports

The table below lists the most frequently used Asset Management reports, sorted alphanumerically by report ID. A more complete listing is in the Asset Management Reference Guide.

The reports are grouped into these categories:

- Transaction reports.
- Depreciation reports.
- Retirement reports.

Report ID and Report Name	Description	Navigation
Transaction Reports		
AMAS2000 Cost Activity	Sorts cost activity by ChartField, by Category, or by Account (SQR). Use the Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	<i>Asset Management > Financial Reports > Cost and Depreciation > Cost Activity Report</i>
AMAS2100 Asset Acquisitions by ChartField	Lists asset information and also includes Cost, LTD and YTD Depreciation and Net Book Value with ChartField, Book and Report totals. (SQR)	<i>Asset Management > Financial Reports > Asset Details > Acquisitions</i>
AMAS2200 Assets by Location	Lists information on assets by location. (SQR)	<i>Asset Management > Financial Reports > Asset Details > By Location</i>
AMAS2300 Asset Transfers by ChartField	Lists asset transfers transactions ordered by ChartField. (SQR)	<i>Asset Management > Financial Reports > Cost and Depreciation > Asset Transfers</i>
AMAS2400 Asset Reclassifications	Lists asset recategorizations ordered by ChartField. (SQR)	<i>Asset Management > Financial Reports > Cost and Depreciation > Asset Reclassifications</i>
Depreciation Reports		
AMDP2000 Depreciation Activity	Sorts cost activity by ChartField. (SQR), by Category, or by Account. Use the Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	<i>Asset Management > Financial Reports > Cost and Depreciation > Depreciation Activity</i>
AMDP2100 Net Book Value	Sorts cost activity by ChartField, by Category, Location, or by Account (SQR). Use the Asset Management report formatting features to include/exclude data and append suffixes to identify report types. This report also provides options for assets that have had their depreciation stopped.	<i>Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value</i>
AMDP2200 Depreciation by Period	Sorts assets by period depreciation at asset, category, department, book, or project levels. (SQR) Use the Asset Management report formatting features to include/exclude data.	<i>Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Period</i>
AMDP2300 Depreciation by Fiscal Year	Sorts assets by fiscal year depreciation at asset, category, project, department, or book levels. (SQR) Use the Asset Management report formatting features to include/exclude data.	<i>Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Fiscal Year</i>
Retirement Reports		
AMRT2000 Retirement by ChartField	Sorts retirement information by ChartField. (SQR)	<i>Asset Management > Financial Reports > Retirement > Retirement Information Report</i>

AMRT2010 Retirement by In Service Date	Lists retirement information with totals per in service year/period. (SQR)	<i>Asset Management > Financial Reports > Retirement > Retirement Information Report</i>
AMRT2100 Retirement Activity	Lists retirement related information. (SQR)	<i>Asset Management > Financial Reports > Retirement > Retirement Activity Report</i>

Appendix E: Run a Query

Query Viewer provides read-only versions to view or print.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: <i>Reporting Tools > Query > Query Viewer.</i>
3.	On the Query Viewer page in the Search By dropdown menu, select from these options: <ul style="list-style-type: none"> Access Group Name Description Folder Name Owner Query Name Type Uses Field Name Uses Record Name.
4.	In the field to the right of the Search By dropdown menu, enter a Search string such as BUDGET for a budget related request. <i>Note: The wildcard (%) may be entered before and after the search string to find any Query containing the letters in the search string.</i>
5.	Click the Search button.
6.	In the Search Results , identify the Query by name or description and then select the preferred output format HTML , Excel or XML link. <i>Note: The query may be saved as a Favorite.</i>
7.	The query displays in the preferred format. As needed, download the results by selecting the Excel Spreadsheet , CSV Text File , and/or XML File . <i>Note: Query results will vary over time and it is recommended to include the date of download in the document name when saved to your computer.</i> <i>Note: If you download the query to Microsoft Excel, then you can print the query using Microsoft Excel's print function.</i> <i>Note: If you download the query as a CSV text file, then you can print it using the print functions of the applications you use to work with it.</i>
8.	Click the Schedule link associated with the query. Submit a request to schedule a query, check the status of your request using Process Monitor , and view your output using Report Manager .

The table below lists the most common Asset Management Queries.

Query Name	Description
CU_FSAM_AM07	AM07 - DDCM Reconciliation
CU_FSAM_AM13B_DEPT	AM13B - Scanrep by Dept
CU_FSAM_AM01_OLGA	AM01 - Most Info Report (RF)
CU_FSAM_AM01_RF	AM01 - Most Info Report (RF)
CU_FSAM_ALL_NO_TAG_NUM_ASSETS	No tag numbers assets list
CU_FSAM_AM06	AM06 - DASNY Reconciliation
CU_FSAM_LOCATION	Valid Locations by BU
CU_FSAM_LOCATION_DATA	Sq Footage by Room & Building
CU_FSAM_EQUIP_HONORS	List of Equipment for Honors
CU_FSAM_AM01_SENSITIVE	AM01 - Most Info Rep (SEN)
CU_FSAM_AM04	AM04 - Tax Levy/Tech Fee Rec
CU_FSAM_INTFC_PHY_A	Physical Pending Interface
CU_FSAM_ASSETS_BY_PO_ID	Assets by PO ID
CU_FSAM_ASSET_MASS_DISP_INFO	Lists assets in Mass Disposal
CU_FSAM_AMPI_PEND_TRANS	PI Pending Transactions
CU_FSAM_AMPI_SCAN_ANALYSIS	Asset Scanner Data Analysis
CU_FSAM_AM13B_LOCATION	AM13B - Scanrep by Location
CU_FSAM_AM13B_LOC_ALL_ACQ_DATE	AM13B - Scanrep by Location 2
CU_FSAM_ASSETS_BY_CUST_NAME	List My Assets by Custodian
CU_FSAM_AM01	AM01 - Most Info Rep (CAPITAL)
CU_FSAM_AM01_NTL	AM01 - Most Info Rep (NTL)
CU_FSAM_AMPI_SCAN_ANALYSIS2	Scanner Data Analysis (after)
CU_FSAM_AMPI_SCAN_ARCH	Asset PI Scanner File Archive
CU_FSAM_ALL_TAGGED_ASSETS	All tagged assets - mass dispo
CU_FSAM_DISPOSITION_REPORT	Disposition Report
CU_FSAM_EQUIPMENT_REIMB	Equipment Reimbursement Report
CU_FSAM_COMPUTER_DEPT	Comp Hardware/Software by Dept
CU_FSAM_COMPUTER_LOC	Comp Hardware/Software by Loc
CU_FSAM_ASSET_UPD_CI	CI Template for Asset Update
CU_FSAM_DEPR_RPT_PERIOD	Ledger type report for AM
CU_FSAM_AMPI_173B_SCANSTG	173b Barcode Interface
CU_FSAM_AMPI_173A_SCAN_SUM	173A Barcode Scan File header
CU_FSAM_AMPI_173A_SCAN_LOAD	173A Barcode Scan File Data
CU_FSAM_CONDITION_HISTORY	Asset Condition History
CU_FSAM_CONSOLIDATE_ASSETS	Query for Asset Consolidation
CU_FSAM_AM13B_DEPT_ALL_ACQ_DAT	AM13B - Scanrep by Dept 2
CU_FSAM_REVIEW_ALLOC_JRNL	Review AM Allocation Jrnls
CU_FSAM_MISSING_CF	Missing Chartfields in Asset
CU_FSAM_NBV_INVENTORY_REPORT	Inventory-Net Book Value Rpt
CU_FSAM_INTERFACE_NUM	Next available AM Interface ID
CU_FSAM_INTFC_FIN	Pending Transaction Loader
CU_FSAM_NEW_ASSET_BY_FS2	Acq date <> accounting date
CU_FSAM_BLD_LOCATION	Map bt INSITE Bld and Location
CU_FSAM_CAPITAL_PROJECT	Capital Project
CU_FSAM_ASSET_OPEN_TRANSFER	Report of Asset Transfers

CU_FSAM_NBV_REPORT	Net Book Value Report
CU_FSAM_NEW_ASSET_BY_FS	Acq date = accounting date
CU_FSAM_ASSET_UPD_CI_TAGS	CI Template for Asset Update

A. Reconciliation Instructions

The objective of the reconciliation is to reconcile expenditure with Property Management Inventory Report, DASNY reports, and DDCM Payment log to CUNYfirst.

Step 1: Open Tax Levy_Template on SharePoint.

Step 2: Summary tab will be updated automatically from the Adj tab. No corrections are required

The City University of New York	
College name	
Tax Levy Reconciliation	
1/1/2015-03/30/2015	
Property Management Inventory Report:	1
(attach the report)	
Adjustments	-
(attach detail)	
ADJUSTED Property Management Inventory Report BALANCE:	1
Page 1	
AM04 REPORT BALANCE:	2
(attach the AM04 - Tax Levy report)	
Adjustments	-
(attach detail)	
ADJUSTED AM04 REPORT BALANCE:	2
REPORT VARIANCE:	(1)
(should be zero, otherwise, provide explanation)	

Step 3: Run the Property Management Inventory Report (xls format) for the same period as in Adj tab and paste it on PMIR tab



Enter BU and date range. Click on Save button and hit Run button. Then, hit OK followed by Process Monitor.

Menu

Search: []

- My Favorites
- CUNY
 - CUCF Agency Interfaces
 - CUNY Financial Reports
 - Department Expenditure Report
 - Open Encumbrances Report
 - Prop. Mgmt Inventory Report
 - GL Conversions
 - CUNY Conversion Dashboard
 - CUNY General Ledger Reports
 - Budget Processing & Interfaces
 - CUNY COA Crosswalk

Process List | Server List

View Process Request For

User ID: 12042524 | Type: [] | Last: [] | 1 Days | **Refresh**

Server: [] | Name: [] | Instance: [] to []

Run Status: [] | Distribution Status: [] | Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	532167		Crystal	CUFAM612	12042524	01/21/2014 3:17:42PM EST	Success	Posted	Details
<input type="checkbox"/>	531639		Crystal	CUFAM612	12042524	01/21/2014 12:36:38PM EST	Success	Posted	Details
<input type="checkbox"/>	531629		Crystal	CUFAM612	12042524	01/21/2014 12:34:18PM EST	Success	Posted	Details

Refresh until query is posted. Click on details, once query is posted.

Menu

Search: []

- My Favorites
- CUNY
 - CUCF Agency Interfaces
 - CUNY Financial Reports
 - Department Expenditure Report
 - Open Encumbrances Report
 - Prop. Mgmt Inventory Report
 - GL Conversions
 - CUNY Conversion Dashboard
 - CUNY General Ledger Reports
 - Budget Processing & Interfaces
 - CUNY COA Crosswalk
 - Employee Self-Service
 - Manager Self-Service
 - Vendors
 - Purchasing
 - eProcurement
 - Services Procurement
 - Accounts Payable
 - Commitment Control
 - General Ledger
 - Set Up Financials/Supply Chain

Process Detail

Process

Instance: 532167 | Type: Crystal

Name: CUFAM612 | Description: CUFAM612

Run Status: Success | Distribution Status: Posted

Run

Run Control ID: report

Location: Server

Server: PSNT

Recurrence: []

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 01/21/2014 3:18:07PM EST

Run Anytime After: 01/21/2014 3:17:42PM EST

Began Process At: 01/21/2014 3:18:31PM EST

Ended Process At: 01/21/2014 3:18:53PM EST

Actions

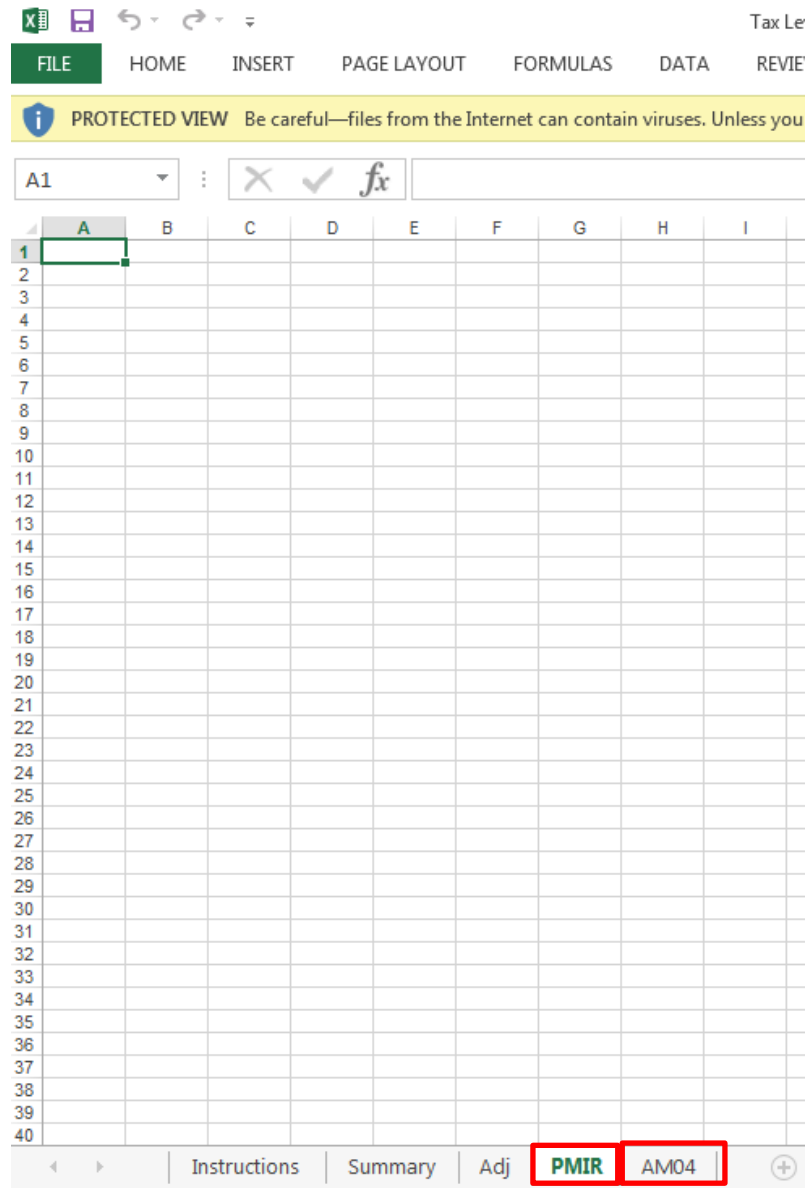
[Parameters](#) | Transfer

[Message Log](#)

Batch Timings

View Log/Trace

Click View Log/Trace. The report is in PDF format under the file list.



Step 5: Update College name and dates on Adj tab by doing the followings:

- Input total amount for PMIR (paid) and AM04 reports
- Subtract (-) all the assets that are on AM04 report but NOT on PMIR in column E. Include PO, tag number and detailed comments. For example, assets were received but not paid yet
- Add (+) all the assets that are on PMI report but NOT on AM04 in column E. Include PO and detailed comments
- Subtract (-) all the assets that are on PMI report and SHOULD NOT BE on AM04 in column F. Include PO and detailed comments

E34 should be equal F34 and should represent the total amount of POs for the current quarter to be loaded/already loaded to Asset Management

1. At the top of the reconciliation worksheet add the dates for the quarter and below this put the two totals taken from the Property Management Inventory Report and CUNYfirst reports. These two amounts will be reconciled at the bottom of the page: they will eventually be equal.
 - Dollars (in PMIR) for non-inventorial expenditures will be removed from the PMI column (listed as negative)
 - Inventory dollars (in CUNYfirst) that have not been paid and therefore not on the PMI report will be added to the PMI column (listed as positive)

2. Additions and subtractions are explained by a letter code and additional commentary where necessary
 - Non-inventorial purchases on the PMI report such as License Renewals, Service Contracts are identified by the letter H and items deemed Under-Threshold by the letter F.
 - Items listed on the CUNYfirst report but not on the PMI report are usually purchases that have arrived and have been tagged and entered into CUNYfirst but not yet paid for and therefore not listed on the PMI report. These are identified by the letter E.
 - Frequently used letter codes and explanations, including those mentioned above, are:

	Code	Explanation
1.	A	Miscoded
2.	B	Not Yet Tagged
3.	C	Overcapture/ Undercapture
4.	D	Prior Year Charge
5.	E	Tagged but not Vouchered
6.	F	Under Threshold
7.	G	Lease
8.	H	Maintenance/Services
9.	I	Other (specify in comments field)

3. When purchase order expenditure amount on the PMI report equals the purchase order expenditure amount on the CUNYfirst report, these amounts do not need to be on the reconciliation as they cancel each other
 - If there is a dollar difference, this must be recorded as either a negative or positive with the explanation C for Overcapture or Undercapture. This difference is because the cost on a purchase order might be different from the price on an invoice or because only a part of the purchase price has been paid

4. The Excel file worksheet is formatted to calculate the entries in each column
 - Each purchase order to be reconciled from either PMI report or CUNYfirst report is recorded as a positive or negative on the worksheet
 - On the PMI report only the column on the far right “Vouchers” represents the dollar figure paid out. This is distinct from the “Encumbrances” column in which the dollar figures have not been paid out. Be sure to use the “Voucher” amount and not the “Encumbrance” amount when reporting the amount paid on the Excel worksheet.