



Asset Management System

Training Manual – EP91TRN

March 2012

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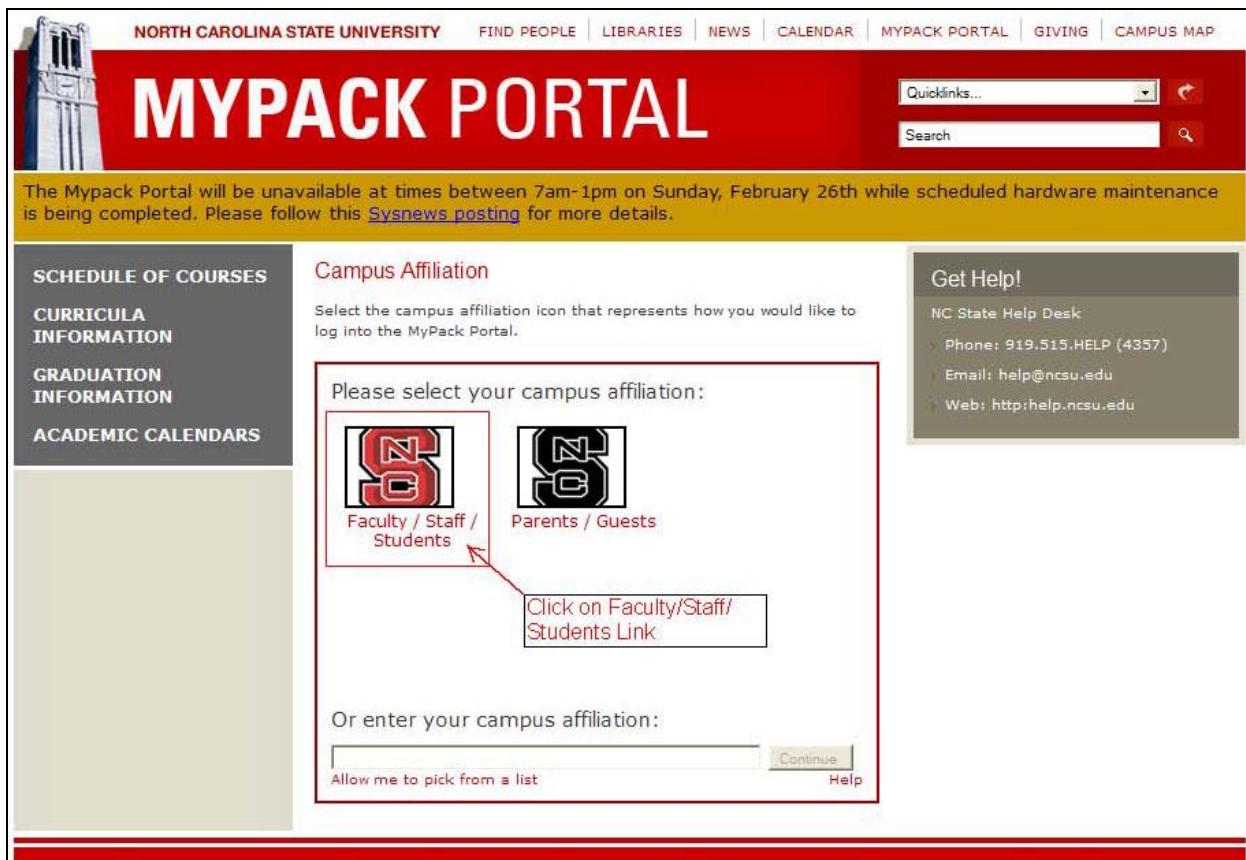
Basic Login Instructions for PeopleSoft Asset Manager

The following instructions are for logging into the **PeopleSoft Training System (EP91TRN)** and accessing the **PeopleSoft Asset Management Menu**:

- 1) Access the NCSU EP91TRN page at:

<https://shibdv.acs.ncsu.edu/psc/EP91TRN/EMPLOYEE/EMPL/h/?tab=DEFAULT>

The resulting page that appears in your browser should look like the screen shown below.



- 2) Trace your mouse over the “Faculty/Staff/Student” link and left click on the link as indicated in the image above.

- 3)** Clicking on the “Faculty/Staff/Student” link will redirect you to the Shibboleth – Secure Login page as shown below. Sign in using your PeopleSoft User ID (lowercase) and your PeopleSoft Password (case sensitive).

If you need assistance with your User ID or Password, please contact the NCSU Help Desk at 515-HELP (515-4357) or email them at help@ncsu.edu

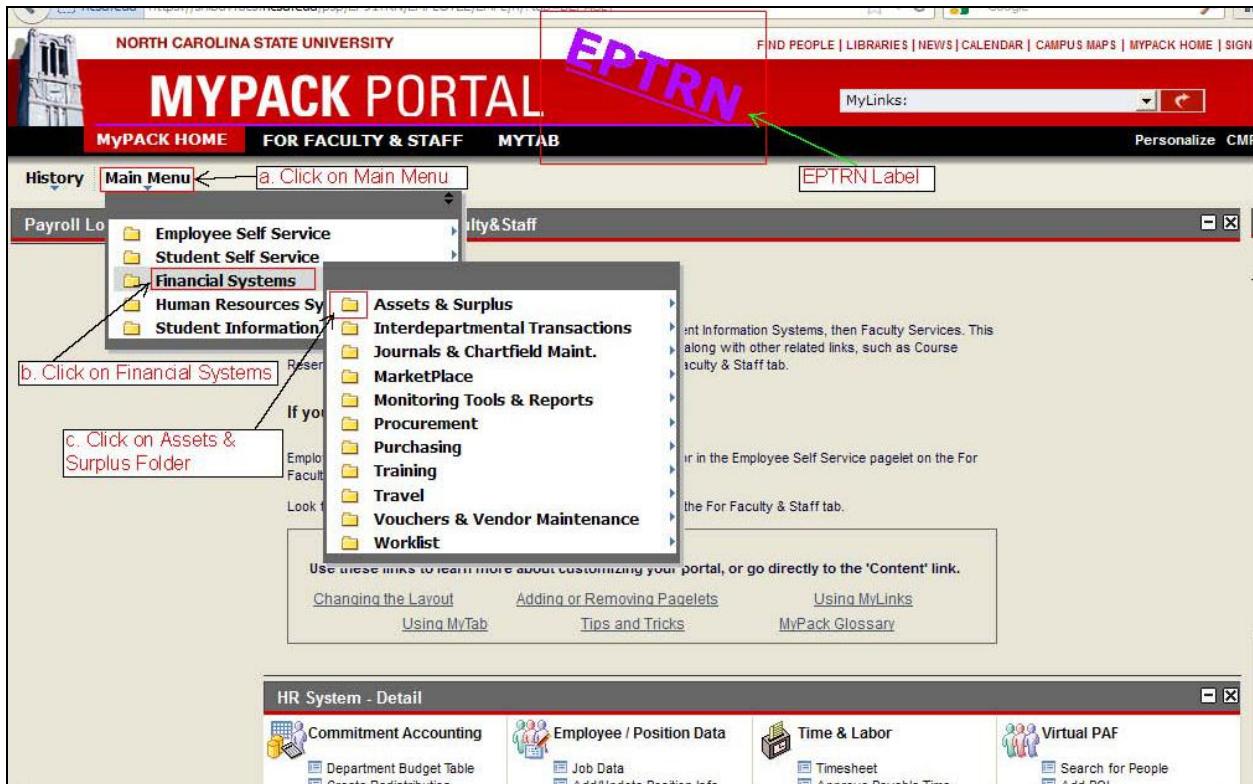
The screenshot shows the NC State University Shibboleth - Secure Login page. The top navigation bar includes links for CAMPUS DIRECTORY, LIBRARIES, MYPACK PORTAL, CAMPUS MAP, and SEARCH NCSU. The main title is "Shibboleth - Secure Login". The left side contains input fields for "Unity ID" (mswilson) and "Password" (redacted). Below these are buttons for "Login" and "Reset my attribute release approvals". To the right of the login form is a large informational box. It contains a note about the Shibboleth System being a standards-based, open-source software package for web single sign-on. It also explains how Shibboleth works by authenticating Unity ID and password and redirecting back to the service. A section titled "How do I know this isn't a scam to steal my password?" provides instructions for verifying the URL and breaking out of frames. Another section, "What if I think this is a scam?", advises reporting copied login sites. At the bottom, it states that the service is provided by the Office of Information Technology at NC State University, and features the OIT logo.

- 4)** Once your User ID and Password have been accepted, it will redirect you to the PeopleSoft EP91TRN Portal page as shown below.

Note the “EPTRN” label at the top of the page. If you do not see this label, close the browser and start over with step 1. If the label is present then the following instructions will take you to the PeopleSoft Asset Management section of the EP91TRN Portal.

- a. Click on “Main Menu” in the top left hand corner of the page.
- b. Click on “Financial Systems” in the drop down box.

- c. Click on the folder icon next to “Assets & Surplus” in the new drop down box.



- 5) Clicking on the Folder Icon next to “Assets & Surplus” will take you to the main page for the PeopleSoft Asset Management Menu as shown below. If you are not redirected to the page below, click on the “MyPack Home” link and repeat step 4.

Asset Maintenance Enter/update any asset with physical and financial details	Print an Asset Print basic asset information such as book, depreciation, and cost.	Search for an Asset Use the asset search utility with drill-down to asset details.	Surplus Request Asset Management Surplus Request	Review Accounting Entries Review accounting entries
Review Asset Depreciation Review asset depreciation by year, period, or activity	Review Book Review book change history	Review Cost Review capitalized and non-capitalized asset cost transactions.		

Daily Activities

This section is devoted to actions that can and should be completed routinely for assets that have already been capitalized and entered into the PeopleSoft Asset Management System. These actions include searching for an asset and its associated physical and financial information summary, changing the currently identified location of an asset, changing the currently identified condition of an asset, changing the currently identified “In-Use” status of an asset, changing the currently identified “Responsible Person” for an asset, and updating the Home Use status of an asset. All of these actions can be accessed using the associated following sections beginning from the **PeopleSoft Asset Management Menu**.

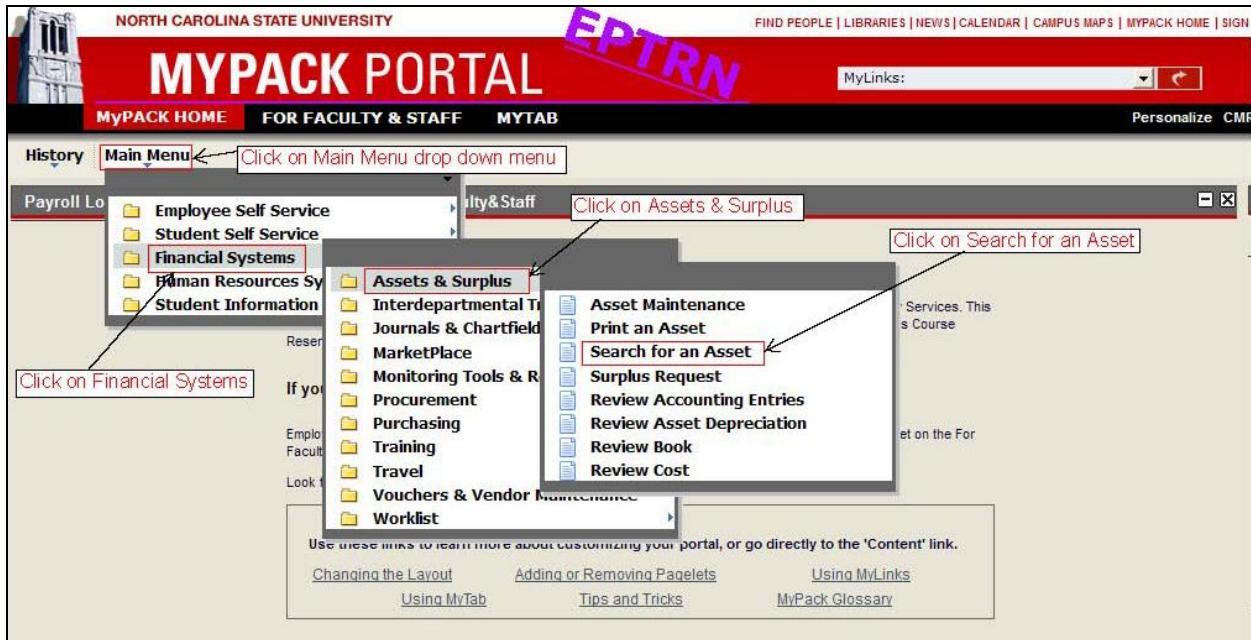
Lookup an Asset

On a routine basis, coordinators and Departments will find the need to access the basic physical and financial information for a given Capital Asset that has already been recorded in the PeopleSoft Asset Management System. The following instructions will guide you in accessing such information in order to either view it online or to print a copy of the information out. In contrast to CAMS, PSAM allows a user to search for any asset on the system rather than just those in your assigned OUC(s).

- 1) There are two ways to access the Asset Search Page:
 - a. Beginning from the **PeopleSoft Asset Management Menu** (see instructions for Basic Login Instructions for PeopleSoft Asset Management pg 5), click on “Search for an Asset” from the menu options.

The screenshot shows the North Carolina State University MyPack Portal. The top navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. Below the navigation is a banner for 'MYPACK PORTAL' with sub-links for MyPACK HOME, FOR FACULTY & STAFF, and MYTAB. The main menu path is History > Main Menu > Financial Systems > Assets & Surplus. A sub-menu for 'Assets & Surplus' is displayed, with a red box and an arrow highlighting the 'Click on Search for an Asset Link' option. Other options in this menu include Asset Maintenance, Print an Asset, Review Asset Depreciation, Review Book, Review Cost, and Surplus Request. To the right of this menu is a 'MyLinks:' dropdown and a search bar. The bottom of the page features a light green footer area.

- b. Or from any page within the portal, Click on the “Main Menu” drop down, then click on “Financial System”, then click on “Assets & Surplus”, and then click on “Search for an Assets” as shown below.



- 2) The Asset Search Page below has several criteria, including “Unit”, “Asset ID”, “Tag Number”, “Serial ID”, and “Location” that can be used to locate a specific asset or multiple assets. You can search using one or multiple criteria, but must enter “NCSU1” for the Unit for any search (page is defaulted to this value).

The screenshot shows the 'Search for an Asset' page in the MyPack Portal. The search criteria are as follows:

- Unit:** Always NCSU1
- PeopleSoft AM ID #:** (empty)
- Asset Location Code:** (empty)
- Book:** (empty)
- Location:** (empty)
- Parent ID:** (empty)
- Area ID:** (empty)
- Asset ID:** (empty)
- Asset Status:** In Service
- Profile ID:** (empty)
- Group ID:** (empty)
- Tag Number:** (empty)
- Serial ID:** (empty)
- CAMS Tag # (New Format):** (empty)
- Additional Search Criteria:** (empty)

Below the search criteria, there are checkboxes for 'Cost Information', 'Acquisition Information', 'Location', 'Non Capital Asset', 'Custodian', 'Lease', and 'Hint'. There are also 'Search' and 'Clear' buttons. The message 'No Assets Found' is displayed. The URL in the browser bar is [http://mypack.ncsu.edu/ncsu1/financialsystems/assetsandsurplus/searchforanasset](#).

- a. **Unit:** Must always be “NCSU1”
- b. **Asset ID:** The PeopleSoft Asset Management ID used to track an asset. This number is unique to each asset recorded in PeopleSoft Asset Management. **This is not the CAMS Tag Number.**
- c. **Tag Number:** **This is the CAMS Tag number on the asset.** Must enter leading “00”s or “%” when using this field. New format for PeopleSoft Asset Manager:
 - i. **Old CAMS Format: Two Parts – Cams Prefix & Cams Suffix**
 - 1. CAMS Prefix – 8 digits = “00” + CAMS Sticker Number
 - Ex. Asset 253003 = CAMS Prefix 00253003
 - Ex. Asset 86005342 = CAMS Prefix 86005342
 - 2. Cams Suffix – 2 digits = Only applicable for sub-assets
 - Ex. Sub-asset 253003-01 = CAMS Prefix 00253003, CAMS Suffix 01
 - Ex. Sub-asset 86005342-01=CAMS Prefix 86005342, CAMS Suffix 01
 - ii. **New Format: Combined – Always 10 digits**
 - 1. Parent Asset = “00” + CAMS Sticker Number + “00”
 - Ex. Asset 253003 = 0025300300
 - Ex. Asset 86005342 = 8600534200
 - 2. Sub Asset = “00” + CAMS Sticker Number + CAMS Suffix
 - Ex. Sub-asset 253003-01 = 0025300301
 - Ex. Sub-asset 86005342-01 = 8600534201
- d. **Serial ID:** The Asset Serial Number or VIN Number for Vehicles.
- e. **Location:** The location code for a building and room. Can use just the building code to pull all assets in any room assigned to a specific building by just entering the four digit building number in this field.

i. Old CAMS Format: Four Parts – Building, Building Suffix, Room, & Room Suffix

1. CAMS Building Prefix – 4 Digits = Bldg Number + Preceding Zeros
Ex. Building 54 (Dabney Hall) = Building Prefix 0054
Ex. Building 106 (Clark Hall) = Building Prefix 0106
2. CAMS Building Suffix – 1 Alpha Character = Single Alpha Character
Ex. Building 32A (SAS Hall) = Building Prefix 0032; Suffix A
Ex. Building 782A (EB I) = Building Prefix 0782; Suffix A
3. CAMS Room Prefix – 5 Digits = Room Number + Preceding Zeros
Ex. Room 1 = Room Prefix 00001
Ex. Room 23 = Room Prefix 00023
Ex. Room 302 = Room Prefix 00302
Ex. Room 2302 = Room Prefix 02302
4. CAMS Room Suffix – 1 Alpha Character = Single Alpha Character
Ex. Room 1A = Room Prefix 00001; Suffix A
Ex. Room 23A = Room Prefix 00023; Suffix A
Ex. Room 302A = Room Prefix 00302; Suffix A
Ex. Room 2302A = Room Prefix 02302; Suffix A

ii. New Format: Combined – 10 or 11 characters

1. Location Code for Building by itself
Ex. Building 54 (Dabney Hall) = Location Code 054_%
Ex. Building 106 (Clark Hall) = Location Code 106_%
Ex. Building 32A (SAS Hall) = Location Code 032A%
Ex. Building 782A (EB I) = Location Code 782A%

2. Location Code for Building & Room Combined

Building 54 (Dabney Hall)

Ex. Room 1 = Location Code 054_00001

Ex. Room 1A = Location Code 054_00001A

Building 106 (Clark Hall)

Ex. Room 23 = Location Code 106_00023

Ex. Room 23A = Location Code 106_00023A

Building 32A (SAS Hall)

Ex. Room 302 = Location Code 302A00302

Ex. Room 302A = Location Code 302A00302A

Building 782A (EB I)

Ex. Room 2302 = Location Code 782A02302

Ex. Room 2302A = Location Code 782A02302A

- 3) Once you have entered all of the appropriate criteria you wish to search for, as identified in step 2 of this section, click on the “Search” button as shown below.

The screenshot shows the 'Search for an Asset' form on the MyPACK Portal. The 'Asset Search Criteria' section contains several input fields and dropdown menus. Red arrows and boxes highlight specific fields:

- A red box labeled "Optional Criteria Fields" points to the "Book", "Location", "Asset Status", "Profile ID", "Parent ID", "Area ID", and "Group ID" fields.
- A red box labeled "Criteria Fields Not Currently Used" points to the same set of fields.
- A red arrow labeled "Click 'Search' Button" points to the "Search" checkbox.
- A red arrow labeled "No Assets Found" points to the message "No Assets Found" below the search buttons.

Below the search form, there are checkboxes for "Cost Information", "Acquisition Information", "Location", "Non Capital Asset", "Custodian", "Lease", and "Hint". There are also "Search" and "Clear" buttons.

The results of the search will appear below the criteria section as shown below.

*note: a single asset may show up several times in the results, due to split funding, as each row is unique to a single cost source. As shown in the example below.

The screenshot shows the MyPack Portal search results for an asset. The search criteria include Unit: NCSU1, Asset ID: 00253049, and Asset Status: In Service. The results table displays three rows of data, all corresponding to the same asset description: "193-NANOMETER LITHOGRAPHY STEPP".

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
NCSU1	000000005264	193-NANOMETER LITHOGRAPHY STEPP	Other		0025304900	7409	In Service
NCSU1	000000005264	193-NANOMETER LITHOGRAPHY STEPP	Other		0025304900	7409	In Service
NCSU1	000000005264	193-NANOMETER LITHOGRAPHY STEPP	Other		0025304900	7409	In Service

- 4) The following steps will allow you to choose an asset to view from the search results that were returned, as shown in the following screen shot.

- Select the indicator button to the left of the asset you wish to view/print.

*Note: You can only choose one asset at a time, though once chosen it will open the asset in a separate window leaving you the ability to choose additional assets to view without having to re-complete the search page, or search for additional assets without having to navigate back to the "Search" page.

- Select "Print an Asset" from the drop down box.
- Click on the "Go" button.

*Note: Clicking on the "Go" button will open a new tab/window. If it does not appear please check your browser to insure that your pop-up blocker is not activated.

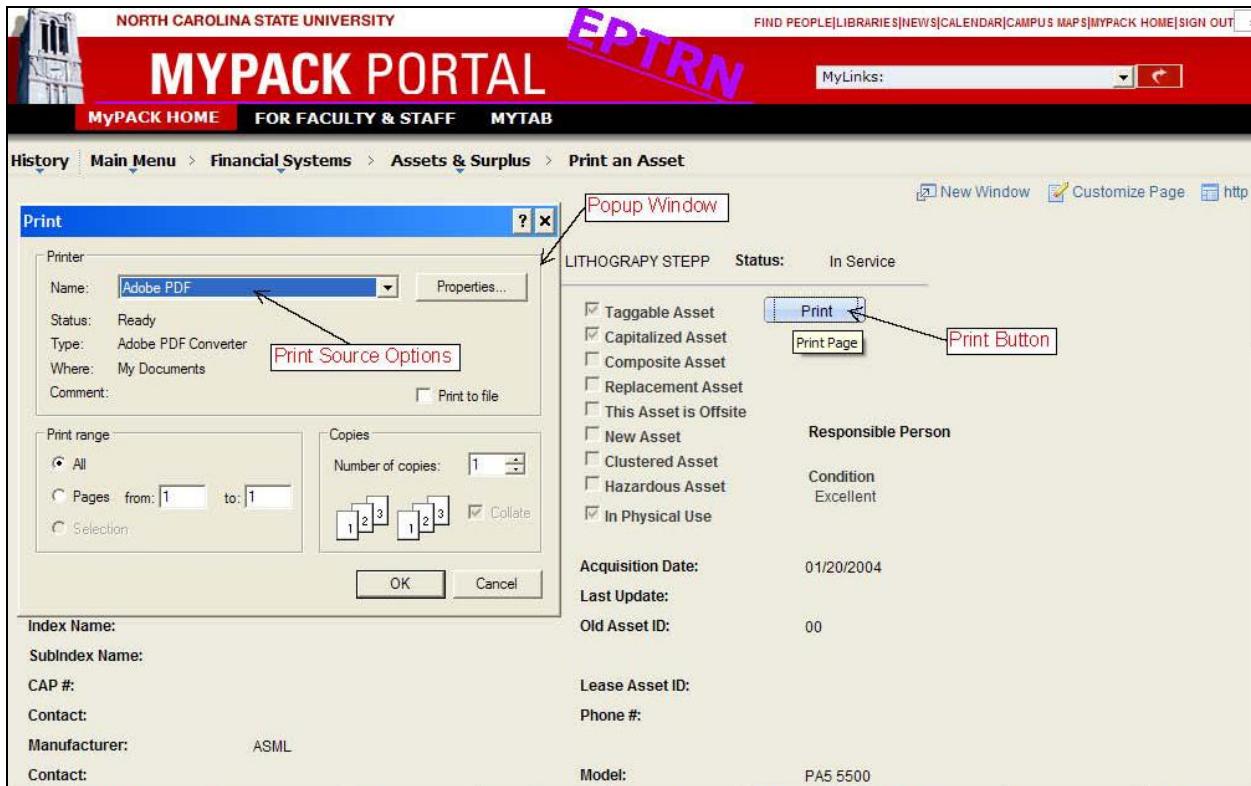
Search for an Asset

Unit	Asset ID	Description	Location	Parent ID
NCSU1	00000005264	193-NANOMETER LITHOGRAPHY STEPP	Other	
NCSU1	00000005264	193-NANOMETER LITHOGRAPHY STEPP	Other	

- 5) Clicking on the “Go” button will open a new window with all the information on record for the selected asset. The information is divided into three sections:

- Upper Section – No Label: This section provides all the physical information on record for an asset including Asset ID, Description, Status, Tag Number, Profile ID, Location, Ownership Code, Acquisition Code, In Physical Use Box, Acquisition Date, Responsible Person Field, Condition, Manufacturer, Model, Serial. (**See Appendix A for more detail**)
- Middle Section – Default Book & Depr Attributes: This section provides all the depreciation information for the asset including the In Service Date, the Useful Life (in periods rather than years), and the Depreciation Convention (Actual Month). In addition, this section also identifies the current departmental ownership of the asset. (**See Appendix B for more detail**)
- Lower Section – Asset Cost Information for Default Book: This section provides a break down of the funding source(s) for the identified asset. It provides individual project costs and total cost for the asset. (**See Appendix C for more detail**)

- 6) Notice at the top right of the screen is a “Print” button if a copy of the record is needed. The print function automatically converts the page to fit width wise on an 8 ½ x 11 sheet of paper, no matter if it is printed in portrait or landscape format, and opens a new window for the user to choose the location to print to.



Updating Asset Information

- 1) Beginning from the **PeopleSoft Asset Management Menu** (see instructions for Basic Login Instructions for PeopleSoft Asset Management pg 5).

- Click on the “Assets & Surplus” Drop Down Menu.
- Click on “Asset Maintenance” from the Drop Down Menu.

Or From the PeopleSoft Asset Management Menu

- Click on “Asset Maintenance” from the Asset Management Menu.



Or from anywhere inside the PeopleSoft Portal

- Click on the “Main Menu” Drop Down Menu.
- Click on the “Financial Systems” Link from the Drop Down Menu.
- Click on the “Assets & Surplus” Link from the Sub-Menu
- Click on the “Asset Maintenance” Link from the new Sub-Menu

Any one of these three paths will take you to the “Asset Maintenance” page to access any assets assigned to your OUC/DEPT ID to make changes to the Location, Condition, In-Use Status, or Responsible Person Fields.

- 2) The “Asset Basic Search” page below has several criteria, that can be used to locate a specific asset currently recorded in PeopleSoft Asset Management.

Asset Basic Information

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

Find an Existing Value

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

Business Unit: = NCSU1
 a) Always NCSU1

Asset Identification: begins with
 b) Asset ID #

Tag Number: between and
 c) CAMS Tag #

Parent ID: >
Description: contains
Asset Type: between and

Asset Subtype: not =
 d) Asset Description

Include History Case Sensitive
 e) Criteria Parameters

- a) **Business Unit:** Always “NCSU1”
- b) **Asset Identification (also referred to as “Asset ID”):** The PeopleSoft Asset Management ID used to track an asset. This number is unique to each asset recorded in PeopleSoft Asset Management. **This is not the CAMS Tag Number.**
- c) **Tag Number:** **This is the CAMS Tag number on the asset.** Must enter the preceding “00”s when using this field or change the criteria to “Contains”. New format for PeopleSoft Asset Manager:

i. Old CAMS Format: Two Parts – Cams Prefix & Cams Suffix

1. CAMS Prefix – 8 digits = “00” + CAMS Sticker Number

Ex. Asset 253003 = CAMS Prefix 00253003

2. Cams Suffix – 2 digits = Only applicable for sub-assets

Ex. Sub-asset for 253003 = CAMS Prefix 00253003, CAMS Suffix 01

ii. New Format: Combined – Always 10 digits

1. Parent Asset = "00" + CAMS Sticker Number + "00"
Ex. Asset 253003 = 0025300300
 2. Sub Asset = "00" + CAMS Sticker Number + CAMS Suffix
Ex. Sub-asset 253003-01 = 0025300301
- d) **Asset Description:** The Description assigned to the asset in the PeopleSoft Asset Management System. Recommend changing the Criteria to "Contains" when using this field to search for an asset.
- e) **Criteria Parameters:** Each of the search criteria listed in b, c, & d above can be altered with the criteria parameters to be searched as "Begins With", "Contains", "Between", etc just like the search parameters for a Journal, an IDT, or a Voucher can in PeopleSoft.
- 3) Once you have entered all of the appropriate criteria you wish to search for, as identified in step 2 of this section, click on the "Search" button as shown below.

Asset Basic Information

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

Find an Existing Value Criteria Changed to "Contains"

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

Business Unit:	=	NCSU1	Partial CAMS Tag Used
Asset Identification:	begins with		
Tag Number:	contains	253049	
Parent ID:	begins with		
Description:	begins with		
Asset Type:	=		
Asset Subtype:	begins with		

Include History Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

Click on Search Button

- 4) If the criteria you used to search by is unique to a single asset then the system will automatically redirect you to the “Asset Basic” page for that asset (proceed to step 5). If the criteria is not unique to a single asset then a listing of possible assets will appear below the search criteria. Select the asset you are looking for from the list by simply clicking on any of its associated information as shown below.

NORTH CAROLINA STATE UNIVERSITY **EPTRN**

MYPACK PORTAL

MyPACK HOME FOR FACULTY & STAFF MYTAB

History Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance

Find an Existing Value

Criteria Changed to "Begins With"

Business Unit: NCSU1 Partial CAMS # Used

Asset Identification: begins with

Tag Number: **00253**

Parent ID:

Description:

Asset Type:

Asset Subtype:

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Choose Correct Asset by Clicking on it

Search Results

Only the first 300 results of a possible 664 can be displayed.

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Type	Asset Subtype
NCSU1	000000005248	0025302100	(blank)	COMPUTER DISTRIBUTION CONTROL	Other	(blank)
NCSU1	000000005249	0025302200	(blank)	COMPUTER DISTRIBUTION CONTROL	Other	(blank)
NCSU1	000000005250	0025302300	(blank)	PROJECTOR	Other	(blank)
NCSU1	000000005251	0025302400	(blank)	CAMERA LOC: EQUIP RM	Other	(blank)
NCSU1	000000005252	0025302500	(blank)	SPECTROPHOTOMETER	Other	(blank)

- 5) The page displayed now is the “Asset Basic” page for the individual asset selected as seen below (Detailed descriptions of each tab provided in **Appendix D through H**).

NORTH CAROLINA STATE UNIVERSITY **EPTRN**

MYPACK PORTAL

MyPACK HOME FOR FACULTY & STAFF MYTAB

History Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance

New Window Customize Page http

Unit: NCSU1	Asset ID: 000000005252	SPECTROPHOTOMETER	Tag: 0025302500	In Service
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Asset Information

Description: SPECTROPHOTOMETER	Short Desc: SPECTROPHO
CAP #: <input checked="" type="checkbox"/> Taggable Asset	Seq #: <input type="text"/>
Asset Class: <input type="text"/>	Commodity Code: 41000000
Asset Type: Other	Region Code: <input type="text"/>
Asset Subtype: <input type="text"/>	<input checked="" type="checkbox"/> Capitalized Asset
*Asset Status: In Service	<input type="checkbox"/> New Asset
Acquisition Date: 08/19/2003	<input type="checkbox"/> Available For Use
Placement Date: 08/19/2003	<input checked="" type="checkbox"/> In Physical Use
Collateral Asset: <input type="text"/>	<input type="checkbox"/> Composite Asset
*Acquisition Code: <input type="text"/>	Composite Asset ID: <input type="text"/>
FERC Code: <input type="text"/>	
Ownership Code: A	
Fair Value: 0.000	Condition: <input checked="" type="checkbox"/> Excellent
Replacement Cost: <input type="text"/>	Responsible Person: AUNE
Index Name: <input type="text"/>	

NCSU Title: Appraisal Date: Last Update:

Updating Location

On a routine basis, capital assets move from room to room and from building to building. This change in location is required to be updated in the PeopleSoft Asset Management System as it occurs. This is vital not only to being able to locate an asset at any given point in time, but is also critical when it comes to calculating the F&A or Overhead rate for the University as a whole. The following instructions will guide you through how to update the location for any given asset already recorded in the PeopleSoft Asset Management System.

- 1) Click on the “Location/Comments/Attributes” tab at the top of the page as indicated below.

The screenshot shows the North Carolina State University MyPack Portal. The main navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. Below the navigation is a banner with the text "MYPACK PORTAL". The page title is "Asset Maintenance". The breadcrumb trail shows: History > Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance. The tabs at the top are General Information, Asset Information, Asset Acquisition Detail, Location/Comments/Attributes (which is highlighted in red), and Manufacture/License/Custodian. The main content area displays asset details for Unit: NCSU1, Asset ID: 000000005252, Description: SPECTROPHOTOMETER, Tag: 0025302500, and Status: In Service. A large red box highlights the "Click on Location Tab" button. To the right of the asset details, there are checkboxes for Capitalized Asset, New Asset, Available For Use, In Physical Use, and Composite Asset, along with a field for Composite Asset ID. At the bottom right, there are fields for Condition (set to Excellent) and Responsible Person (set to AUNE).

- 2) The page displayed below is what should now be showing on the screen. To change the location click on the plus sign in the location section as shown.

The screenshot shows the MyPACK Portal Asset Maintenance page. At the top, the navigation path is History > Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance. The asset details are: Unit: NCSU1, Asset ID: 000000005252, Description: SPECTROPHOTOMETER, Tag: 0025302500, Status: In Service. The Location section shows Effective Date: 02/22/2012, Location: 075A00183, Effective Sequence: 1, and Jurisdiction: DAVID CLARK LABS ADDITION 183. A note says "Click on '+' sign to update the location for the asset chosen". The record number is 1 of 1.

- 3) Though the screen does not appear to have changed when you clicked on the plus button, three things should be noticed:
 - a. The “Effective Date” has changed to the current date.
 - b. The “Effective Sequence” shows “1”.
 - c. In the top right corner of the location section, the record has changed from 1 of 1 to 1 of 2.

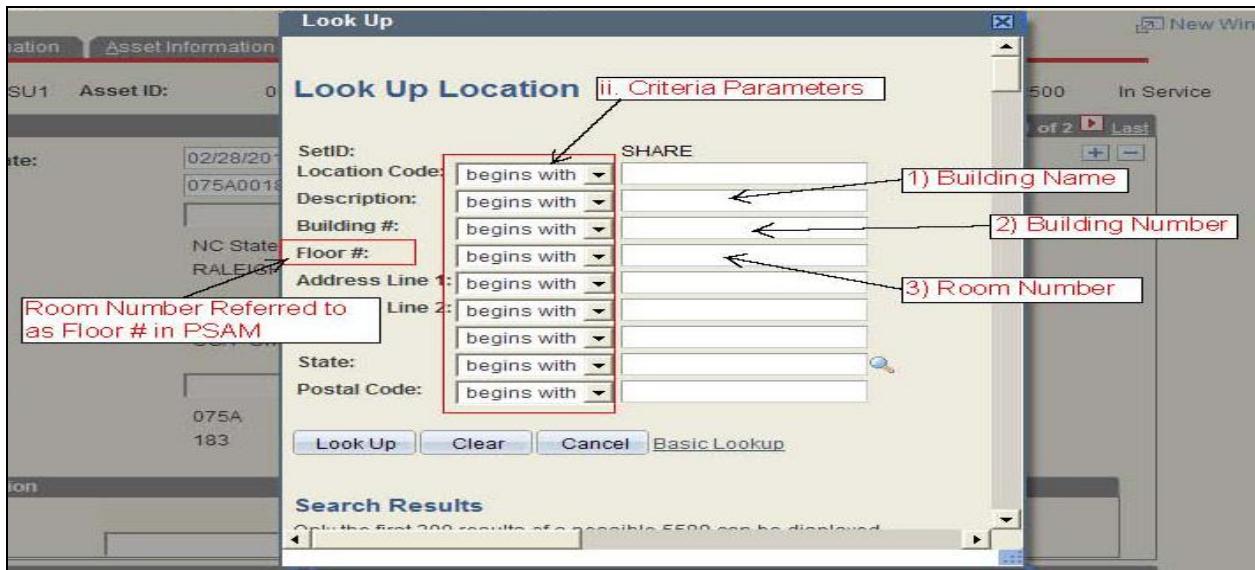
The screenshot shows the same MyPACK Portal Asset Maintenance page after changes. The asset details remain the same. In the Location section, the Effective Date is now 02/28/2012, and the Effective Sequence is now 1. A note says "Effective date now equal to current date" and "Effective Sequence equal to 1". The record number is now 1 of 2.

- 4) To change the location of the asset, there are two options:

The screenshot shows the North Carolina State University MyPack Portal. The main menu path is History > Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance. The General Information tab is selected. In the Location/Comments/Attributes tab, the Location section is highlighted. The Location code '075A00183' is entered in the 'Location' input field, which has a red box around it and an arrow pointing to a spyglass icon. Another arrow points from the text '(a) Enter Fully Location Code' to the same input field. To the right, the 'Effective Sequence' dropdown shows '1' with a red box around it and an arrow pointing to the spyglass icon. Below the location fields, a search box is labeled 'Click on Spyglass to Search for Asset'. Other fields in the Location section include Effective Date (02/28/2012), Area ID, Address, City, County, State, Country, Geocode, Document, Building (075A), Floor # (183), Room#, Jurisdiction, Sector, Postal, Longitude, and Latitude.

- Enter the full location code into the “Location” box.
 - CAMS System Location Format
 - Building – 4 digits: Caldwell Hall = 0025
 - Room – 5 digits: Room = 00214
 - PeopleSoft Asset Management Format
 - Building & Room numbers combined
 - Caldwell Hall Rm 214 = 025_00214
- Look up the Location Code for the specific building and room by clicking on the spyglass to the right of the “Location” box.
 - Below is the Location Search box that comes up if you select the spyglass. The location search box allows you to search by Description, Building #, Floor #, or combination.
 - Description:** The Building Name
 - Building #:** The Building Number Assigned by Facilities

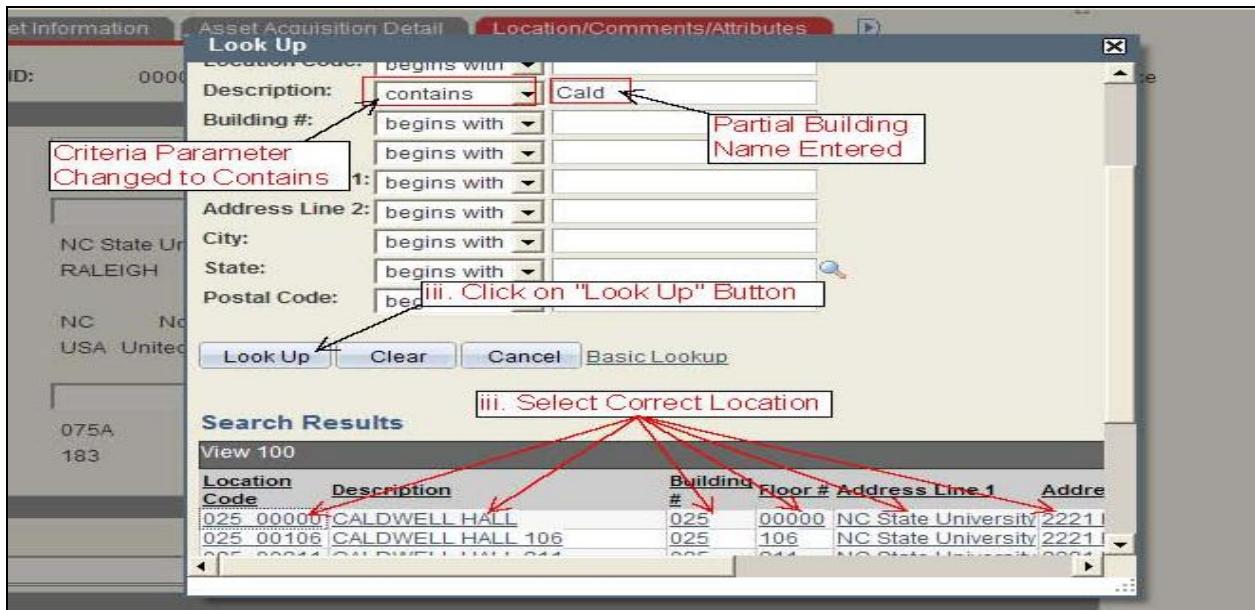
3. Floor #: This is actually the room number for the location.



- ii. Each of these search criteria can be altered using the parameters to the left of each criteria.

Ex. You can change the parameter for Description to "Contains" and enter "Cald" into the criteria to pull up all locations that have "Cald" in the building description.

- iii. Once the criteria has been entered and the parameters set, click on the lookup button, and select the correct location from the results.



- 5) Once you have selected the updated location you will see it reflected in the location section as seen below (Caldwell Hall Rm 214 chosen). After verifying the location is correct, scroll to the bottom of the page and click on “SAVE”. The location has now been updated.

The screenshot shows the MyPack Portal interface for Asset Maintenance. The page title is "MYPACK PORTAL" with a red banner across the top. The main menu includes "MyPACK HOME", "FOR FACULTY & STAFF", and "MYTAB". The current path is "History > Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance". The main content area is titled "Location". It displays the following information:

- Effective Date:** 02/28/2012
- Location:** 025_00214 (highlighted with a red box)
- Effective Sequence:** CALDWELL HALL 214 (highlighted with a red box)
- Area ID:** NC State University
- Address:** RALEIGH
- City:**
- County:**
- State:** NC
- Country:** North Carolin
- Geocode:** USA United States
- Document:**
- Building:** 025 (highlighted with a red box)
- Floor #:** 214 (highlighted with a red box)
- Room #:**
- Jurisdiction:**
- Sector:**
- Postal:** 27607
- Longitude:**
- Latitude:**

A large red box labeled "Location Updated" is overlaid on the location field. Below the location fields, there is an "Authorization" section with "Status: Room # authorized" and "Name: Carolyn M Richardson". At the bottom of the page, there are several buttons: "Save" (highlighted with a red box), "Return to Search", "Update/Display", and "Include History". A red arrow points from the "5) Click on Save Button" instruction to the "Save" button.

Note: Current room “XXXXX” in CAMS denoting an asset that is stored outside at a specific location, has been changed to room “00000”

Updating Condition/Home-Use Status

On a routine basis, capital assets change condition from Excellent to Good to Fair to Poor, as well as to and from Home Use. This change in condition is required to be updated in the PeopleSoft Asset Management System as it occurs. This is vital for the University to evaluate equipment replacement needs. The following instructions will guide you through how to update the condition for any given asset already recorded in the PeopleSoft Asset Management System.

- 1) Click on the “General Information” tab at the top of the page as indicated below.
- 2) Select the correct condition code from the drop down box as shown below:

MyPACK HOME FOR FACULTY & STAFF MYTAB

History Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance

General Information Asset Information Asset Acquisition Detail Location/Comments/Attributes Manufacture/License/Custodian

Unit: NCSU Asset ID: 00000005252 SPECTROPHOTOMETER Tag: 0025302500 In Service

Asset Information

Description: SPECTROPHOTOMETER
CAP #: 1) Click on "General Information" Tab

Asset Class: Taggable Asset
Asset Type: Other
Asset Subtype:
*Asset Status: In Service
Acquisition Date: 08/19/2003
Placement Date: 08/19/2003
Collateral Asset:
*Acquisition Code: Purchased
FERC Code:
Ownership Code: A
Fair Value: 0.000
Replacement Cost:
Index Name:
SubIndex Name:
Parent/Child: None
Profile ID: EQU-OTHER

Short Desc: SPECTROPHO
Seq #:
Tag Number: 0025302500

Commodity Code: 41000000 Region Code:
Capitalized Asset
New Asset
Available For Use
In Physical Use
Composite Asset

NCSU Title
Appraisal Date:
Last Update:

Condition: Excellent
a) Excellent
b) Good
c) Fair
d) Poor
e) Home-Use

- a. Excellent: Greater than 5 years of Useful Life remaining.
- b. Good: 3-5 years of Useful Life remaining.
- c. Fair: 1-2 years of Useful Life remaining.
- d. Poor: Less than 1 year of Useful Life remaining.
- e. Home-Use: Overrides all other condition codes when being used as Home-Use.

- 3) Once the Condition has been updated, scroll to the bottom of the page and click on "Save" as shown below. Condition has now been updated.

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

MyPACK HOME FOR FACULTY & STAFF MYTAB

History Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance

Asset Type: User **Commodity Code:** 71000000

Asset Subtype: In Service

***Asset Status:** In Service

Acquisition Date: 08/19/2003

Placement Date: 08/19/2003

Collateral Asset: Purchased

***Acquisition Code:** FERC Code: A

Ownership Code: A

Fair Value: 0.000

Replacement Cost:

Index Name:

SubIndex Name:

Parent/Child: None

Profile ID: EQU-OTHER

NCSU Title:

Appraisal Date:

Last Update:

Condition: Excellent

Responsible Person: AUNE

Book Page: Set R and D Info... **Attachments (0):**

Fair Value Details: 3) Click on "Save" Button

Save **Return to Search** **Update/Display** **Include History**

General Information | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Updating In Use/Not In Use Status

On a routine basis, capital assets change status as to whether or not they are being used or stored for use at a later date. This change in status is required to be updated in the PeopleSoft Asset Management System as it occurs. This is vital for the University to evaluate available equipment across campus that can be re-tasked. The following instructions will guide you through how to update the In Use/Not In Use Status for any given asset already recorded in the PeopleSoft Asset Management System.

- 1) Click on the “General Information” tab at the top of the page as indicated below.
- 2) Check or uncheck the “In Physical Use” box as indicated below depending on the correct current status.

The screenshot shows the MyPACK Portal interface for Asset Maintenance. The 'General Information' tab is active. A red box highlights the 'Asset Information' section. Two specific fields are annotated with red boxes and numbers: '1) Click on "General Information" Tab' points to the 'General Information' tab itself; '2) In Use/Not In Use Check Box' points to the 'In Physical Use' checkbox under the 'Region Code' section, which is checked. Other visible fields include Asset ID, Description, Short Desc, Seq #, Tag Number, Commodity Code, Region Code (with options for Capitalized Asset, New Asset, Available For Use, and In Physical Use), and various asset details like Type, Status, and Date.

- Box Checked = Asset is in use on a regular basis, whether it is used daily, weekly, or monthly. It is used for the purposes it was purchased on a regular basis and not simply sitting on a shelf gathering dust for possible use in the future, or for spare parts.
- Box Unchecked = Asset is not in use on a regular basis.

- 3) Once you have checked/unchecked the “In Physical Use” box as appropriate, scroll to the bottom of the page and click on “Save” as indicated below. The In Use/Not In Use Status has now been updated.

The screenshot shows the North Carolina State University MyPack Portal. The page title is "MYPACK PORTAL" with a red banner across the top. The banner contains the text "FIND PEOPLE | LIBRARIES | NEVS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT". Below the banner, there are tabs for "MyPACK HOME", "FOR FACULTY & STAFF", and "MYTAB". The main content area is titled "Asset Maintenance".

The form fields include:

- Asset Type:** Utter
- Asset Subtype:** In Service
- *Asset Status:** In Service
- Acquisition Date:** 08/19/2003
- Placement Date:** 08/19/2003
- Collateral Asset:** Purchased
- *Acquisition Code:** FERC Code: A
- Fair Value:** 0.000
- Replacement Cost:** (empty)
- Index Name:** (empty)
- SubIndex Name:** (empty)
- Parent/Child:** None
- Profile ID:** EQU-OTHER
- NCSU Title:** (empty)
- Appraisal Date:** (empty)
- Last Update:** (empty)
- Condition:** Excellent
- Responsible Person:** AUNE
- Book Page:** Set R and D Info...
- Attachments (0):** (empty)
- Fair Value Details:** (empty)

A red box highlights the "In Physical Use" checkbox, which is checked. A callout bubble points to the "Save" button at the bottom left of the form area with the text "3) Click on \"Save\" Button".

At the bottom of the page, there are links: "General Information", "Asset Information", "Asset Acquisition Detail", "Location/Comments/Attributes", "Manufacture/License/Custodian", "Update/Display", and "Include History".

Updating Responsible Person

On a routine basis, capital assets change ownership within a department (OUC) from time to time. This change in responsible person is required to be updated in the PeopleSoft Asset Management System as it occurs. This is vital in being able to locate an asset at any given point in time. The following instructions will guide you through how to update the responsible person for any given asset already recorded in the PeopleSoft Asset Management System.

- 1) Click on the “General Information” tab at the top of the page as indicated below.
- 2) Update the Responsible Person Field as indicated below as needed.

The screenshot shows the MyPack Portal interface for Asset Maintenance. The 'General Information' tab is highlighted with a red box. In the 'Asset Information' section, the 'Responsible Person' field is also highlighted with a red box. The field contains the value 'AUNE'. Other fields visible include Asset ID (00000005252), Description (SPECTROPHOTOMETER), Short Desc (SPECTROPHO), Tag Number (0025302500), and Condition (Excellent).

- Responsible Person Field is the sole responsibility of the CAMS Coordinator for the Department that owns the identified asset. It should be used to record the individual that is directly responsible for tracking the use of the identified asset, or an additional form of information for tracking down the identified asset during the Annual Inventory Process or Spot Checks.

- 3) Once the field has been updated as is appropriate, scroll to the bottom of the page and click on "Save". The Responsible Person has now been updated.

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

MyPACK HOME FOR FACULTY & STAFF MYTAB

History Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance

Asset Type: User **Commodity Code:** 71000000

Asset Subtype: In Service

***Asset Status:** 08/19/2003

Acquisition Date: 08/19/2003

Placement Date: 08/19/2003

Collateral Asset:

***Acquisition Code:** Purchased

FERC Code:

Ownership Code: A

Fair Value: 0.000

Replacement Cost:

Index Name:

SubIndex Name:

Parent/Child: None

Profile ID: EQU-OTHER

NCSU Title

Appraisal Date:

Last Update:

Region Code:

- Capitalized Asset
- New Asset
- Available For Use
- In Physical Use
- Composite Asset

Composite Asset ID:

Condition: Excellent

Responsible Person: AUNE

Book Page Set R and D Info... **Attachments (0)**

Fair Value Details

3) Click on "Save" Button

Save **Return to Search** **Update/Display** **Include History**

General Information | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Disposition Changes

At this time the identification of disposition changes has not changed. A CA-4 form will still be required to be submitted for any disposition change other than Surplus.

Surplus – As is required per State Regulations, all assets, capital or non-capital, purchased by a State Entity, must be disposed of through State Surplus, they cannot simply be thrown away. Due to the size of our University the State has authorized and allowed us to create our own internal Surplus Group to handle these disposals for NCSU. The NCSU Surplus group is administered by the Materials Management Department for NCSU. With the upgrade to PeopleSoft Asset Manager, the University Surplus System has been tied into PeopleSoft Asset Manager to provide more congruent information throughout the surplus process. In addition, access to the University Surplus system has been restricted to CAMS Coordinators only. The intent being that the CAMS Coordinators are the only responsible party that can accurately identify Capital Assets when they are disposed of by a Department.

Attached in **Appendix I**, you will find the full **instructions on how to Surplus any item** purchased by the University. As the Surplus System has been integrated into PeopleSoft Asset Manager, when a capital asset is identified for Surplus, the Surplus System will automatically update the asset in PeopleSoft Asset Manager, to be moved out of the Departmental OUC and either retired or moved to the appropriate location while it awaits sale, disposal, or reassignment by the NCSU Surplus group. No additional documentation will be required for surplus assets from CAMS Coordinators moving forward.

Lost – Before identifying an asset as “Lost” be sure that all possible locations have been searched, be sure that it was not inadvertently surplussed without the CAMS tag number being recorded, and that you have verified with anyone associated with the use of the asset to try to determine the location and disposition of the asset. If the asset is deemed “Lost” then a CA-4 Form needs to be completed, signed, and submitted. Per UNC System Capital Asset Standards these assets will remain on your inventory for an additional year after 1st being reported as “Lost” to allow for additional time for the asset to be located or its disposition determined. If after the additional year, the asset remains “Lost”, a second CA-4 Form must be submitted as a 2nd notice to have the asset removed and retired from the Asset System.

When **completing the CA-4** form for either the 1st notice or the 2nd notice, complete Section I and Section III as shown in **Appendix J**. Once the form has been completed, sign the bottom of the form as the CAMS Coordinator, and have your Department Head sign it as well. Then submit the form to the CAMS Central Office.

STOLEN – Before identifying an asset as “Stolen” be sure that all possible locations have been searched, be sure that it was not inadvertently surplussed without the CAMS tag number being recorded, and that you have verified with anyone associated with the use of the asset to try to determine the location and disposition of the asset. If the asset is deemed “Stolen”, make sure the theft has been reported to Campus Police and a theft of property report has been completed. Then a CA-4 Form needs to be completed, signed, and submitted along with a copy of the police report. Per UNC System Capital Asset Standards these assets will remain on your inventory for an additional year after 1st being reported as “Stolen” to allow for additional time for the asset to be recovered. If after the additional year, the asset remains “Stolen”, a second CA-4 Form must be submitted as a 2nd notice to have the asset removed and retired from the Asset System.

When **completing the CA-4** form for either the 1st notice or the 2nd notice, complete Section I and Section IV as shown in **Appendix K**. Once the form has been completed, attach a copy of the police report, sign it as the CAMS Coordinator, and have your Department Head sign it as well. Then submit the form to the CAMS Central Office.

Transfer Ownership to New OUC – When an asset is permanently given or sold to another NCSU Department then a CA-4 form must be completed to transfer ownership of the asset in PeopleSoft Asset Manager.

When **completing the CA-4** form to transfer ownership of the asset to the new OUC, complete Section I and Section II as shown in **Appendix L**. In Section II complete the left hand side (Current OUC, Current Bldg, Current Room) and the New OUC portion of the right hand side. Once Section I and your portion of Section II have been completed, sign it as the CAMS Coordinator at the bottom, have your Department Head sign it as well, then send it to the CAMS Coordinator for the New OUC to complete the remainder of Section II, as well as sign Section II as having received the asset. Then submit the form to the CAMS Central Office.

Trade-In Current Asset – There are situations when older assets will be traded-in on the purchase of new assets or for a credit of some type. Under State Policies this is allowed with approval. For NCSU Departments this approval is granted by the Materials Management Department. In addition are situations when an asset is swapped out under warranty for the same type asset or a like asset.

When **completing the CA-4** form for an asset that has been traded in for credit towards a purchase, complete Section I and Section V as shown in **Appendix M**. Once the form has been completed sign it as the CAMS Coordinator, and have your Department Head sign it as well. Then submit the form to the CAMS Central Office.

Scrapped Asset – On occasion Departments will run into situations when they are forced to take an asset apart and use it as spare parts to keep another like asset running. When this occurs, the UNC System Capital Asset Guidelines deem this asset to have been scrapped, and capitalization guidelines require this asset to be retired. This does not provide an option to simply throw an asset away, remember that State Regulations require all equipment to be Surplussed no matter if they are working or not at the time of surplus.

When **completing the CA-4** form for a Scrapped Asset, complete Section I and Section III as shown in **Appendix N**. Once the form has been completed sign it as the CAMS Coordinator, and have your Department Head sign it as well. Then submit the form to the CAMS Central Office.

Destroyed Due to Renovation or Natural Disaster – In rare cases there are unavoidable situations in which assets are destroyed rather than sent to Surplus. These include but are not limited to situations in which the asset is installed in a room and is destroyed when the room is renovated, or is destroyed due to an unforeseeable event such as a natural disaster. In these situations the asset is destroyed beyond use and is disposed of by other means than being Surplussed. When this occurs a CA-4 form must be completed, identifying the asset as “Destroyed”.

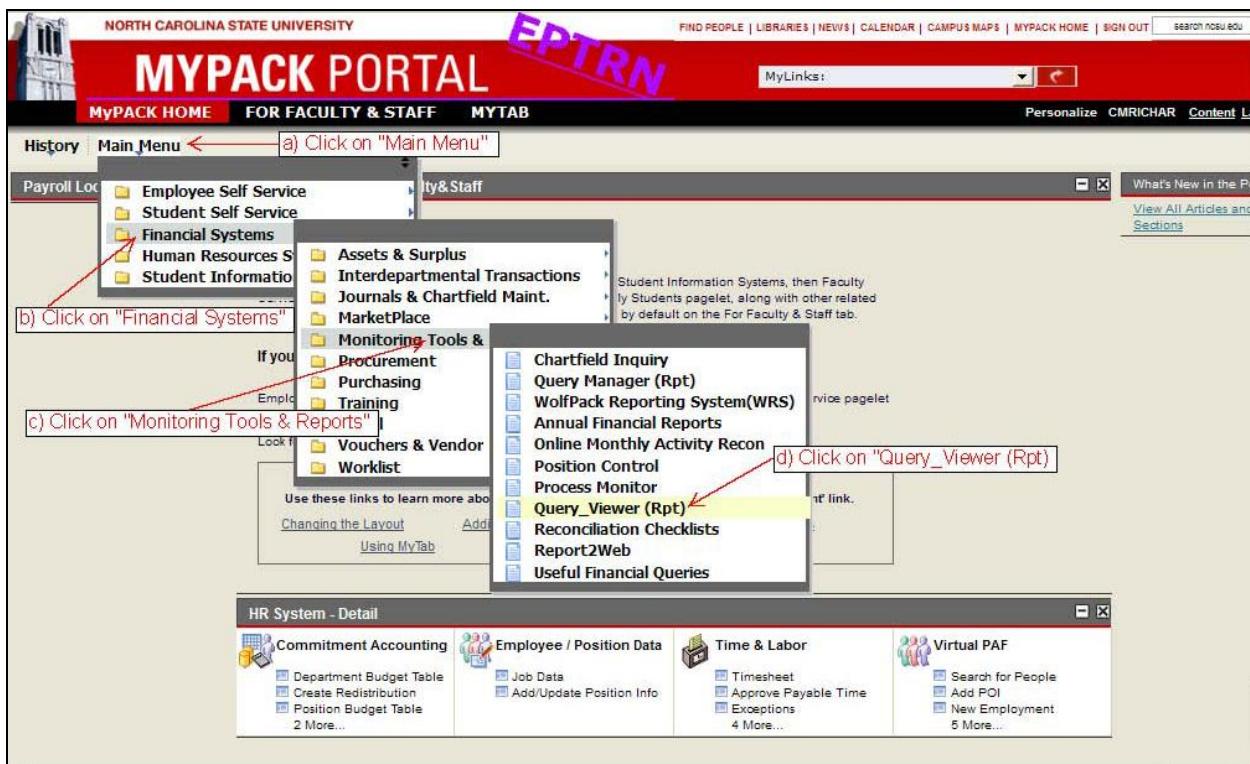
When **completing the CA-4** form, complete Section I and Section III as shown in **Appendix O**. Once the form has been completed, sign the bottom of the form as the CAMS Coordinator, and have your Department Head sign it as well. Then submit the form to the CAMS Central Office

Queries

Accessing Queries

Several basic queries have already been created for use by campus in the reporting environment of PeopleSoft. All of these queries begin with “PSAM_” and can be accessed as follows:

- 1) Beginning from the **PeopleSoft Asset Management Menu** (see instructions for Basic Login Instructions for PeopleSoft Asset Management pg 5).
 - a) Click on the “Main Menu” Drop Down Menu.
 - b) Click on “Financial Systems” from the Drop Down Menu.
 - c) Click on “Monitoring Tools & Reports” from the next Drop Down Menu.
 - d) Click on “Query_Visualizer (Rpt)” from the next Drop Down Menu.



- 2) Next you will need to pull up the PeopleSoft Asset Management Queries that have been created for your use:
 - a) Type in “PSAM_” in the “begins with” box as shown below.

- b) Click on the “Search” button. The results will show below the search criteria area.

The screenshot shows the 'Query Viewer' application window. At the top, there is a search bar labeled '*Search By:' with a dropdown set to 'Query Name' and a text input field containing 'PSAM'. Below the search bar is a 'Search' button and an 'Advanced Search' link. A red arrow points from the text input field to the search criteria area with the label 'a) Enter "PSAM" into begins with box'. Another red arrow points from the 'Search' button to the search criteria area with the label 'b) Click on "Search" button'. The main area is titled 'Search Results' and contains a table of query results. The table has columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The 'Run to' columns are highlighted with red boxes. A red arrow points from the 'Run to' column headers to the 'Run to' column for the first row with the label 'Results from Search'. Another red arrow points from the 'Run to' column headers to the second row with the label 'To Run Query'.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
PSAM_EQUIP_BY_OUC_FULL	List of Equipment by OUC - All	Private		HTML	Excel	XML	Schedule	Favorite
PSAM_EQUIP_BY_OUC_PROJECT	List of Equip by OUC - w/ Proj	Public		HTML	Excel	XML	Schedule	Favorite
PSAM_EQUIP_BY_OUC_SHORT	List of Equip by OUC -Physical	Public		HTML	Excel	XML	Schedule	Favorite
PSAM_EQUIP_BY_OUC_VOUCHER	List of Equip by OUC - w/vouch	Public		HTML	Excel	XML	Schedule	Favorite
PSAM_EQUIP_BY_PROJECT	List of Equipment by Project	Public		HTML	Excel	XML	Schedule	Favorite

- 3) Choose the query you need and click on the “HTML” link in that row or the “Excel” link in that row to run the query (as shown above). Each query will prompt you for information and return specific information as detailed below:

a) PSAM_EQUIP_BY_OUC_PROJECT

- i) Prompt: 6 digit OUC (Can use 1-6 digits followed by wild card “%”)
- ii) Results: Owner Dept OUC (1-6 digit OUC entered in prompt), Asset ID (PeopleSoft Asset ID Number), Tag Number (CAMS Sticker Number), Description, Manufacturer, Model, Serial ID, Location Code, Location Description, Condition, Responsible Person, Acquisition Date, Total Asset Cost, Project ID, Project Cost.

b) PSAM_EQUIP_BY_OUC_SHORT

- i) Prompt: 6 digit OUC (Can use 1-6 digits followed by wild card “%”)
- ii) Results: Owner Dept OUC (1-6 digit OUC entered in prompt), Asset ID (PeopleSoft Asset ID Number), Tag Number (CAMS Sticker Number), Description, Manufacturer, Model, Serial ID, Location Code, Location Description.

c) PSAM_EQUIP_BY_OUC_VOUCHER

- i) Prompt: 6 digit OUC (Can use 1-6 digits followed by wild card "%")
- ii) Results: Owner Dept OUC (1-6 digit OUC entered in prompt), Asset ID (PeopleSoft Asset ID Number), Tag Number (CAMS Sticker Number), Description, Manufacturer, Model, Serial ID, Location Code, Location Description, Condition, Responsible Person, Acquisition Date, Total Asset Cost, Voucher ID.

d) PSAM_EQUIP_BY_PROJECT

- i) Prompt: 6 digit Project ID (Can use 1-6 digits followed by wild card "%")
- ii) Results: Asset ID (PeopleSoft Asset ID Number), Tag Number (CAMS Sticker Number), Project ID, Project Cost, Total Asset Cost, Owner Dept OUC, Description, Manufacturer, Model, Serial ID, Location Code, Location Description, Acquisition Date, Useful Life (in months).

Glossary of Terms

Appendix A

Upper Section of “Print an Asset” page – No Label: This section provides all the physical information on record for an asset. Fields in **Blue** are updateable by CAMS Coordinators. Fields in **Red** must be submitted to the CAMS Central Office to be updated. Fields in **Black** cannot be changed.

The screenshot shows the MyPack Portal interface. At the top, it says "NORTH CAROLINA STATE UNIVERSITY" and "MYPACK PORTAL". Below that, there are links for "MyPACK HOME", "FOR FACULTY & STAFF", and "MYTAB". The main content area has a breadcrumb trail: "History" -> "Main Menu" -> "Financial Systems" -> "Assets & Surplus" -> "Print an Asset". The title "Printable view of Asset" is displayed. The form fields include:

- Unit:** NCSU1
- Asset ID:** 00000005264
- Asset Description:** 193-NANOMETER LITHOGRAPHY STEPP (highlighted with a red arrow)
- Status:** In Service
- Tag Number:** 0025304900
- Asset Class:** EQU-OTHER Equipment: Other Equipment
- Profile ID:** EQU-ONVEH (highlighted with a red box)
- Location:** 720A00211
- Area ID:** (empty)
- Parent ID:** (empty)
- Group Asset Flag:** None
- Ownership Code:** A NCSU Title
- Acquisition Code:** Purchased
- Replacement Cost:** (empty)
- Index Name:** (empty)
- SubIndex Name:** (empty)
- CAP #:** (empty)
- Contact:** (empty)
- Manufacturer:** ASML
- Contact:** (empty)
- Serial ID:** 7409
- Asset is Available:**
- Responsible Person:** Condition Excellent
- Print:** (button)
- Checkboxes (Asset Type):**
 - Taggable Asset
 - Capitalized Asset
 - Composite Asset
 - Replacement Asset
 - This Asset is Offsite
 - New Asset
 - Clustered Asset
 - Hazardous Asset
 - In Physical Use
- Acquisition Date:** 01/20/2004
- Last Update:** (empty)
- Old Asset ID:** 00
- Lease Asset ID:** (empty)
- Phone #:** (empty)
- Model:** PA5 5500
- Product Version:** (empty)

Unit: Always NCSU1

Asset ID: Auto assigned for each asset & sub-asset by PeopleSoft

Asset Description: Asset description as defined by department

Status: Current Asset Status

Tag Number: CAMS Sticker Number

Profile ID: Asset Type – EQU-ONVEH (Licensed Vehicles); EQU-OFFVEH (Unlicensed Vehicles); EQU-COMP (Computer Equipment); EQU-ELCTR (Audio Visual, Publishing, other Electronics); EQU-OTHER (Other Equipment)

Location: PeopleSoft Location Code (10-11 characters in length)

Ownership Code: Identifies who ownership of asset belongs to upon disposal

Acquisition Code: Identifies if the asset Purchased or Donated

In Physical Use Box: Identifies whether or not the Asset is being used regularly

Acquisition Date: Date asset was received

Responsible Person: Faculty/Staff asset is currently assigned to for use

Condition: Excellent, Good, Fair, Poor, Home Use

Manufacturer: Company name that manufactured/produced the asset

Model: Asset Model

Serial: Asset Serial # or Vehicle VIN #

Appendix B

Middle Section of “Print an Asset” page – Default Book & Depr Attributes: This section provides all the depreciation information for the asset, and identifies the OUC (Department) that currently owns and is responsible for updating the asset. All fields in this section must be submitted to the CAMS Central Office to be updated.

The screenshot shows the North Carolina State University MyPack Portal. The top navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. The main menu items are MyPACK HOME, FOR FACULTY & STAFF, and MYTAB. The current page is 'Assets & Surplus > Print an Asset'. The 'Default Book & Depr Attributes' section is highlighted. It contains the following fields:

Department:	142501
Fund Code:	
Program Code:	
Class Field:	
Budget Reference:	
Book Name:	Asset Book
In Service Date:	01/20/2004
Convention:	Actual Month
Begin Depr Date:	01/01/2004
Method:	Straight Line
Future Depr Yrs:	
End Date:	
Useful Life:	120 Periods
Currency:	USD
Calculation Type:	Remaining Value
Depreciation Status:	Depreciate
<input type="checkbox"/> Derogatory Depreciation	
<input type="checkbox"/> Low Value	
<input type="checkbox"/> Depreciate When In Service	

Department: The six digit OUC/DEPT ID that the asset is currently assigned to.

In Service Date: The date the asset was received by NCSU and put into Use.

Convention: The Depreciation Convention used for the asset. For NCSU it is actual month in PeopleSoft Asset Management.

Begin Depr Date: Date that depreciation was initiated for the identified asset.

Method: Depreciation Method used for the asset. For NCSU it is straight line.

Useful Life: The expected useful life assigned to the identified asset when entered into the system. Each period is equal to one month.

Currency: The currency used when recording the value of the asset. For NCSU it is USD (US Dollars).

Depreciation Status: Identifies if depreciation is currently being run on the identified asset.

Appendix C

Lower Section of “Print an Asset” page – Asset Cost Information for Default Book: This section provides a break down of the funding source(s) for the identified asset. It provides individual project costs and total cost for the asset. All fields in this section must be submitted to the CAMS Central Office to be updated.

Asset Cost Information for Default Book

Category	Cost Type	Cost	Salvage Value
EQUIP		18,937.00 USD	0.00

Chartfields

Dept	Project ID	Class	Fund	Program
142501	207505	212	16030	110

Dept Associated with Project

Project ID

Project Paid from & Associated Cost for Project

Category	Cost Type	Cost	Salvage Value
EQUIP		255,552.00 USD	0.00

Chartfields

Dept	Project ID	Class	Fund	Program
032901	821001	81	40224	31002

Dept Associated with Project

Project ID

Project Paid from & Associated Cost for Project

Category	Cost Type	Cost	Salvage Value
EQUIP		49,385.00 USD	0.00

Chartfields

Dept	Project ID	Class	Fund	Program
032901	821001	81	40224	31002

Dept Associated with Project

Project ID

Project Paid from & Associated Cost for Project

Category	Cost Type	Cost	Salvage Value
EQUIP		429.00 USD	0.00

Chartfields

Dept	Project ID	Class	Fund	Program
032901	821001	81	40224	31002

Dept Associated with Project

Project ID

Product Paid from & Associated Project Cost

Category	Cost Type	Cost	Salvage Value
EQUIP		1,000,000.00 USD	0.00

Chartfields

Dept	Project ID	Class	Fund	Program
140101	251460	262	91000	101

Dept Associated with Project

Project ID

Product Paid from & Associated Project Cost

Total Cost for Asset

Total Cost

1,324,303.00 USD

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

Appendix D

"Asset Maintenance" Page – General Information Tab

Fields in **Blue** are updateable by CAMS Coordinators. Fields in **Red** must be submitted to the CAMS Central Office to be updated. Fields in **Black** cannot be changed.

The screenshot shows the "Asset Maintenance" page in the MyPACK Portal. The top navigation bar includes links for NORTH CAROLINA STATE UNIVERSITY, FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. The main title is "MYPACK PORTAL" with "FOR FACULTY & STAFF" below it. The "MYTAB" button is also present. The page displays a breadcrumb trail: History > Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance. A large watermark "EPTRN" is overlaid across the page. The "General Information" tab is selected. The form fields include:

Unit: NCSU1	Asset ID: 00000005252	SPECTROPHOTOMETER	Tag: 0025302500	In Service
Asset Information				
Description: SPECTROPHOTOMETER	Short Desc: SPECTROPHO	<input checked="" type="checkbox"/> Taggable Asset		
CAP #:	Seq #:	Tag Number: 0025302500		
Asset Class:	Asset Type: Other	Commodity Code: 41000000	Region Code:	
Asset Subtype:	<input checked="" type="checkbox"/> Capitalized Asset <input type="checkbox"/> New Asset <input type="checkbox"/> Available For Use <input checked="" type="checkbox"/> In Physical Use <input type="checkbox"/> Composite Asset			
*Asset Status: In Service	Composite Asset ID:			
Acquisition Date: 08/19/2003				
Placement Date: 08/19/2003				
Collateral Asset:				
*Acquisition Code: Purchased				
FERC Code:				
Ownership Code: A	NCSU Title	Condition: Excellent	Responsible Person: AUNE	
Fair Value: 0.000	Appraisal Date:	Last Update:		
Replacement Cost:		Last Update:	AUNE	
Index Name:				
SubIndex Name:				
Parent/Child: None		Parent ID:	<input type="checkbox"/>	
Profile ID: EQU-OTHER				
Book Page:	Set R and D Info...			Attachments (0)
Fair Value Details				
<input type="button"/> Save <input type="button"/> Return to Search <input type="button"/> Previous in List <input type="button"/> Next in List <input type="button"/> Update/Display <input type="button"/> Include History				
General Information Asset Information Asset Acquisition Detail Location/Comments/Attributes Manufacture/License/Custodian				

Unit: Always NCSU1.

Asset ID: Auto-populated with unique value for each asset & sub-asset.

Tag: CAMS sticker number

Description: Asset description as defined by department

Asset Status: Current status of an asset (In Service, Disposed)

Acquisition Date: Date asset was received

Placement Date: Date asset was received and put into Service/Use

Acquisition Code: Identifies if the asset Purchased or Donated

Ownership Code: Identifies who ownership of asset belongs to upon disposal

Profile ID: Asset Type – EQU-ONVEH (Licensed Vehicles); EQU-OFFVEH (Unlicensed Vehicles); EQU-COMP (Computer Equipment); EQU-ELCTRN (Audio Visual, Publishing, other Electronics); EQU-OTHER (Other Equipment)

Short Description: 10 Character version of Description Field

Tag Number: CAMS sticker number

Commodity Code: Federal classification of goods and services

In-Physical Use Box: Identifies whether or not the Asset is being used regularly

Condition: Excellent, Good, Fair, Poor, Home Use

Responsible Person: Faculty/Staff asset is currently assigned to for use

Appendix E

"Asset Maintenance" Page – Asset Information Tab

Fields in **Blue** are updateable by CAMS Coordinators. Fields in **Red** must be submitted to the CAMS Central Office to be updated. Fields in **Black** cannot be changed.

The screenshot shows the MyPack Portal interface for asset maintenance. The top navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. The main menu path is History > Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance. Below this, a sub-menu bar has tabs for General Information, Asset Information (which is selected), Asset Acquisition Detail, Location/Comments/Attributes, and Manufacture/License/Custodian. A large red stamp 'EPTRN' is overlaid on the page. The main content area is titled 'Define Asset Operational Information'. It contains several input fields:

Business Unit:	NCSU1
Tag Number:	0025302500
Short Desc:	SPECTROPHO
Description:	SPECTROPHOTOMETER
Detailed Description:	SPECTROPHOTOMETER
Asset ID:	000000005252
Asset Status:	In Service
Profile ID:	EQU-OTHER

Below these fields is a section titled 'Asset Structure' with fields for Asset Type (Other) and Asset Subtype. There is also a 'Component of:' field and a link to 'Work Order Options for Components'.

Business Unit: Always NCSU1

Tag Number: CAMS sticker number

Short Desc: 10 Character version of Description Field

Description: Asset description as defined by department

Detailed Description: Additional Description Field for additional description details

Asset ID: Auto-populated with unique value for each asset & sub-asset.

Asset Status: Current status of an asset (In Service, Disposed)

Profile ID: Asset Type – EQU-ONVEH (Licensed Vehicles); EQU-OFFVEH (Unlicensed Vehicles); EQU-COMP (Computer Equipment); EQU-ELCTRN (Audio Visual, Publishing, other Electronics); EQU-OTHER (Other Equipment)

***Asset Structure Section: Not Used at this time**

Manufacturer Information	
Serial ID:	3V8F199001
Manufacturer ID:	
Manufacturer Name:	FISHER SCIENTIFIC
Model:	PC220
Product Version:	Production Date:
Plant:	Contact:
VIN:	SKU:
IP Address:	Number of CPUs

Serial ID: Asset serial number or vehicle VIN number

Manufacturer Name: Name of the manufacturer that produced the asset

Model: Asset model type

***Remaining Fields are not used at this time**

Asset Resource Information		
Schedulable: <input type="checkbox"/>	Allow Overbooking: <input type="checkbox"/>	Use As Tool: <input type="checkbox"/>
Maintenance Information		
<input type="checkbox"/> Repairable	Repair Status:	Parts List:
<input type="checkbox"/> Offline	WO Location:	Criticality:
Additional Information		
<input type="checkbox"/> Hazardous Asset	Hazardous Code Information	
<input type="checkbox"/> Non-Owned Asset	<input checked="" type="checkbox"/> In Physical Use	
<input type="checkbox"/> Replacement Asset	Asset ID:	
<input type="checkbox"/> Asset is Available	Contact:	Phone #:

***Asset Resource Information Section: Not used at this time**

***Maintenance Information Section: Not used at this time**

***Additional Information Section: Not used at this time**

Location	
Location:	075A00183 DAVID CLARK LABS ADDITION 183
Area ID:	
Address:	NC State University
City:	RALEIGH
State:	NC North Carolina
Country:	USA
Zip Code:	27607
Floor #:	183
Latitude:	
Custodian Information	
Custodian:	This Asset is Offsite: <input type="checkbox"/>
Empl ID:	
Project ID:	
Department:	112101
Fund Code:	Biology
Program Code:	
Class Field:	
Budget Reference:	

Location: PeopleSoft Location Code (10-11 characters in length)

Address: Physical Address of building

City: Physical City building is located in

State: Physical State building is located in

Country: Physical Country building is located in

Zip Code: Mailing Zip Code of building

Floor #: Location Room number

Building: Location Building number

Department: The six digit OUC/DEPT ID that the asset is currently assigned to

***Remaining fields are not used at this time**

The screenshot shows a form titled "License Information". It includes fields for "Supporting Doc Type" (set to "License"), "Agency ID", "Vendor ID" (containing "0000015510"), "Reg #", "Issue Date" (set to "02/27/2012"), "Renewal Date", "Reg. Name", "Address" (with a small button), and a "Comment" field. The top right corner of the window shows "Find | View All | First | 1 of 1 | Last".

Vendor ID: Always 0000015510 (NCDMV)

Reg #: Vehicle License Plate

***Remaining fields are not used at this time**

The screenshot shows a form titled "Physical and Custom Attributes". It includes fields for "Effective Date" (set to "02/27/2012"), "Color", "Height", "Width", "Length", "Weight", "Capacity", and "Power Rating". To the right of these fields are their respective "Units" (Height Units, Width Units, Length Units, Weight Units, Capacity Units, Power Rating Units). Below this is a table titled "Custom Attributes" with columns for "Attribute", "Attribute Name", "Value", and "UOM". The top right corner of the window shows "Find | View All | First | 1 of 1 | Last".

***Physical and Custom Attributes: Not used at this time**

Comments	
Date/Time:	02/22/2012 9:24:23PM
Name:	Accounting
Comment:	Room number corrected 27 April 06 by Doug Lancaster OUC changed from 114001 to 112101 as part of OUC re-organization – 7/1/08 MSW
Maintenance Workbench	
Enter Meter Reading	Asset Inspection
Asset Insurance	Asset Checkout
Review Maintenance History	Track Service and Repairs
Asset Warranties	

Date Time: Date Time Stamp that the current comment was entered

Name: User Name of who entered the comment

Comment: Note as to provide further information on changes, retirements, etc.

***Image Section: Not used at this time**

***Maintenance Workbench: Not used at this time**

Appendix F

“Asset Maintenance” Page – Asset Acquisition Detail Tab

This section/tab of the Asset Maintenance Page identifies the original purchase information used to record the asset in the PeopleSoft asset Management System. It only includes the original purchase information and projects used to create the asset and does not reflect the current financial expense information or total cost for the asset identified. To view the current financial information for an asset, follow the instructions for “Looking Up an Asset” on page 8.

The screenshot shows the MyPack Portal interface for Asset Maintenance. The top navigation bar includes links for North Carolina State University, FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. The main title is "MYPACK PORTAL" with a red banner across it. Below the banner, there are tabs for "MyPACK HOME", "FOR FACULTY & STAFF", and "MYTAB". The current page path is History > Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance. The sub-navigation menu includes General Information, Asset Information, Asset Acquisition Detail (which is selected), Location/Comments/Attributes, and Manufacture/License/Custodian. The main content area displays details for an asset with Asset ID 00000005252, described as a SPECTROPHOTOMETER. The "Acquisition Details" section shows the description as "SPECTROPHOTOMETER" and the system source as "Conversion". The "Total Cost Breakdown" table includes rows for Quantity (1.0000), Amount (\$9,132.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), and Misc Charge (0.00). The "Interfaces Info..." section shows Base Currency as USD and Currency as USD. The "Category" is listed as EQUIP. The "Cost Type" is listed as EQUIP. A note indicates the asset is Already Capitalized. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Update/Display, and Include History. A red box highlights the "Record # (X of X)" link, which is "1 of 1". A red arrow points from the text "Record # (X of X)" to this link.

Unit: Always NCSU1.

Asset ID: Auto-populated with unique value for each asset & sub-asset.

Tag: CAMS sticker number

Description: Asset description as defined by department

System Source: Identifies how the information was added to the system (Conversion, Manual Entry, Workbench)

Quantity: Always 1 as each asset is identified and recorded separately

Total Cost Breakdown: Breakdown of costs included in total amount

Total Amount: Total cost related to current payment record

Capitalize: Identifies if the transaction has been included for capitalization at present

Record #: Identifies the transaction record number for the current asset (example shows 1 of 1 as there is only one purchase document identified for this asset)

Base Currency: Always USD (US Dollars)

Currency: Always USD (US Dollars)

Acquisition Detail Chartfields: If attached to a specific voucher this section displays the financial chartfields used to make the payment identified

Category: Financial category expense was booked to

Appendix G

"Asset Maintenance" Page – Location/Comments/Attributes Tab

The screenshot shows the North Carolina State University MyPACK Portal. The main navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. The page title is "MYPACK PORTAL". Below the title, there are tabs for MyPACK HOME, FOR FACULTY & STAFF, and MYTAB. The current section is "Assets & Surplus > Asset Maintenance". The sub-section "Location/Comments/Attributes" is highlighted. The main content area shows the following details:

Unit:	NCSU1	Asset ID:	000000005252	SPECTROPHOTOMETER	Tag:	0025302500	In Service
Location							
Effective Date:	02/22/2012	Effective Sequence:	1	Find View: All First 1 of 1 Last			
Location:	075A00183	DAVID CLARK LABS ADDITION 183					
Area ID:							
Address:	NC State University			Physical Address Information			
City:	RALEIGH						
County:							
State:	NC	North Carolina		Jurisdiction:			
Country:	USA	United States		Sector:			
Geocode:							
Document:							
Building:	075A				Longitude:		
Floor #:	183				Latitude:		
Room#:							
Authorization							
Status:			Date:				
Name:							

Unit: Always NCSU1.

Asset ID: Auto-populated with unique value for each asset & sub-asset.

Tag: CAMS sticker number

Effective Date: Date current location record was entered

Effective Sequence: Reflects the location record number when multiple locations updates occur on the same Effective Date.

Location: PeopleSoft Location Code (10-11 characters in length)

Physical Address Information: Physical asset location information for building identified

Building: Location Building number

Floor #: Location Room number

Name: Name of CAMS staff member that made the current location update shown

Date: Date when the CAMS staff member recorded under name made the update

Comments

Date/Time: 02/22/2012 9:24:23PM

Name: Accounting

Comment:

Room number corrected 27 April 06 by Doug Lancaster OUC changed from 114001 to 112101 as part of OUC re-organization – 7/1/08 MSW

Date Time: Date Time Stamp that the current comment was entered

Name: User Name of who entered the comment

Comment: Note as to provide further information on changes, retirements, etc.

Physical and Custom Attributes

Effective Date:	02/27/2012		
Color:			
Height:		Height Units:	
Width:		Width Units:	
Length:		Length Units:	
Weight:		Weight Units:	
Capacity:		Capacity Units:	
Power Rating:		Power Rating Units:	

Custom Attributes

Attribute	Attribute Name	Value	UOM

***Physical and Custom Attributes Section: Not used at this time**

Detailed Description

Long Description:
SPECTROPHOTOMETER

Image

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

General Information | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

***Detailed Descriptions Section: Not used at this time**

*** Image Section: Not used at this time**

Appendix H

"Asset Maintenance" Page – Manufacture/License/Custodian Tab



NORTH CAROLINA STATE UNIVERSITY
MYPACK PORTAL
MyPACK HOME FOR FACULTY & STAFF MYTAB

FIND PEOPLE|LIBRARIES|NEWS|CALENDAR|CAMPUS MAPS|MYPACK HOME|SIGN OUT

History Main Menu > Financial Systems > Assets & Surplus > Asset Maintenance

Asset Information Asset Acquisition Detail Location/Comments/Attributes **Manufacture/License/Custodian**

New Window Customize Page http

Unit: NCSU1	Asset ID: 00000005252	SPECTROPHOTOMETER	Tag: 0025302500	In Service
Manufacturer Information				
Serial ID:	3V8F199001			
Manufacturer ID:				
Manufacturer Name:	FISHER SCIENTIFIC			
Model:	PC220			
Product Version:	Production Date:			
Plant:	Contact:			
VIN:	SKU:			

Serial ID: Asset serial number or vehicle VIN number

Manufacturer Name: Name of the manufacturer that produced the asset

Model: Asset model type

***Remaining Fields are not used at this time**



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

Address

License Information	
Supporting Doc Type:	License
Agency ID:	
Vendor:	0000015510
Reg #:	
Issue Date:	02/27/2012
Expiration Date:	
Renewal Date:	
Reg. Name:	
Comment:	

Vendor ID: Always 0000015510 (NCDMV)

Reg #: Vehicle License Plate

***Remaining fields are not used at this time**

Custodian Information		Find View All First 1 of 1 Last	
Effective Date:	08/19/2003	Effective Sequence:	1
<input type="checkbox"/> This Asset is Offsite			
Custodian:			
Empl ID:			
Authorization			
Status:	Date:		
Name:			
Chartfields			
Project ID:			
Department:	112101	Biology	
Fund Code:			
Program Code:			
Class Field:			
Budget Reference:			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/>		<input type="button" value="Update/Display"/> <input type="button" value="Include History"/>	
General Information Asset Information Asset Acquisition Detail Location/Comments/Attributes Manufacture/License/Custodian			

Effective Date: Date currently identified Dept was updated

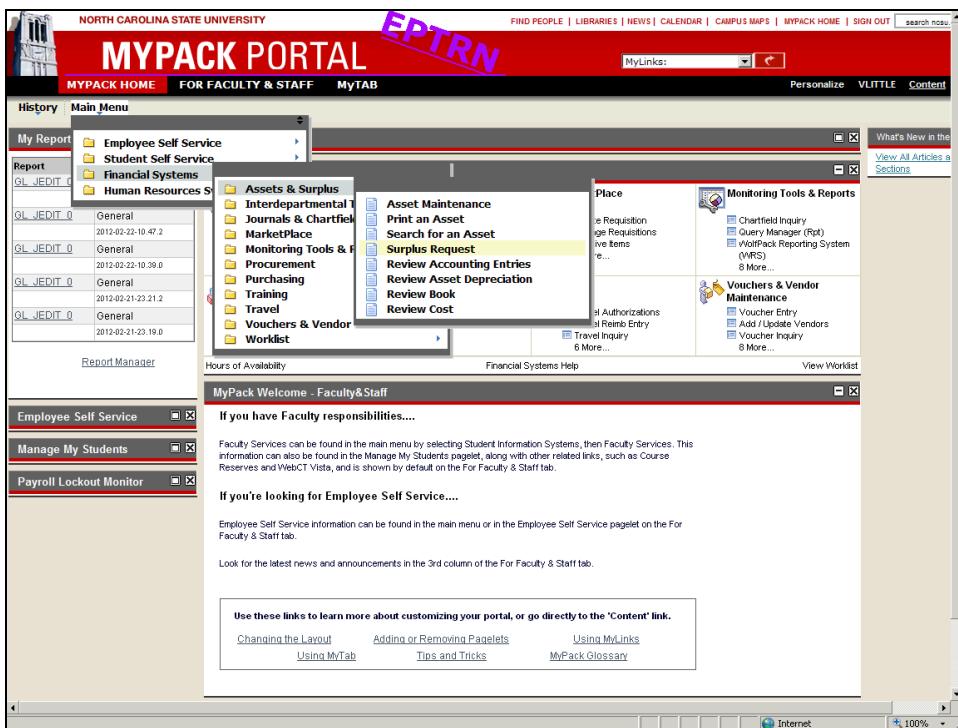
Department: The six digit OUC/DEPT ID that the asset is currently assigned to

Appendix I

Materials Support

Surplus Request

This manual outlines the process for how to enter, submit and view a Surplus Request.



Step	Action
1.	Navigate to Main Menu > Financial Systems > Assets & Surplus > Surplus Request.

EPTRN

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

MYPACK HOME FOR FACULTY & STAFF MyTAB

History Main Menu > Financial Systems > Assets & Surplus > Surplus Request

AM Surplus Request

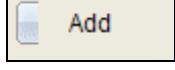
Find an Existing Value | Add a New Value

Business Unit: NCSU1
Surplus Rqst ID: NEXT1

Add

Find an Existing Value | Add a New Value

Done Internet 100%

Step	Action
2.	<p>On this page you can Add a New Value or you can Find an Existing Value. For now, we want to Add a New Value. The fields are pre-populated, so click on the "Add" button.</p> 

EPTRN

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

MYPACK HOME FOR FACULTY & STAFF MyTAB

History Main Menu Financial Systems > Assets & Surplus > Surplus Request

AM Surplus Request

Business Unit: NCSU1 Surplus Rqst ID: NEXT1 Surplus Request Date: 03/01/2012

Surplus Request Status: New

*Department: 510501 Business Services

*Contact User ID: VLITTLE Verna L Little

Phone: 919/513-7041
Fax: 919/513-3370
Email ID: mike.frechette@ncsu.edu

*Pick-Up Location:

Surplus Action: [Look up Pick-Up Location (Alt+S)] Project:

Comments:

Data Security Warning I have read and understand the Data Security Warning.

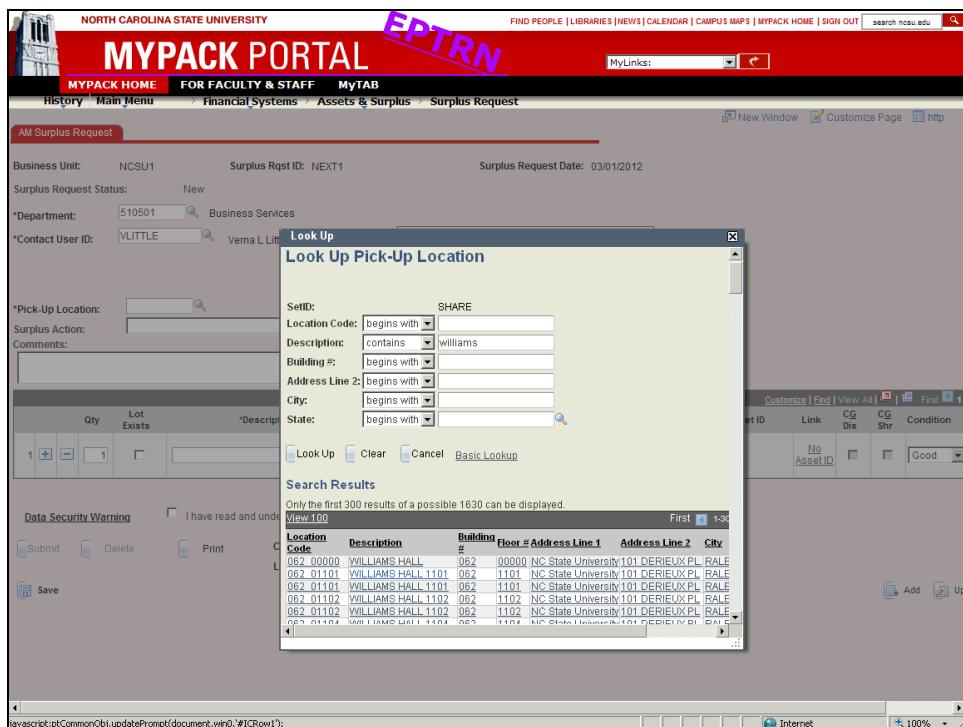
Certified By: 03/01/12 10:29AM

Created By: VLITTLE Last Updated:

Save

`javascript:pAction_wm0(document.wm0.NC_SURP_RQST_LOCATIONprompt);`

Step	Action
3.	<p>This is the Surplus Request page. Your personnel information will be pre-populated from the HR system. If it is incorrect, please contact your HR representative.</p> <p>If you have access to multiple OUC's, you will need to select which OUC you are Surplussing items for from the magnifying glass next to the Department Field.</p> <p>To get started, click on the magnifying glass next to the Pick-Up Location Field.</p>



Step	Action
4.	<p>Change the description drop down menu from "begins with" to "contains". Enter your building name. Click "Look Up".</p> <p>Once your building search results are displayed, select the location where the items are located. If you are Surplussing a vehicle, as-is, where-is items or would like to deliver your items, please continue to enter the current location of the item. You will have the opportunity to identify those items later in the Surplus Request Form.</p> <p>If your location is missing from the list, please select the room closest to your location and add a note in the comments box. You can also send an e-mail to dejacobs@ncsu.edu to get your location added to the system.</p> <p>If your items are in multiple buildings, please submit one Surplus Request per building.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input style="border: none; font-size: small; margin-right: 5px;" type="button" value="contains"/> <input style="border: none; font-size: small; margin-right: 5px;" type="button" value="▼"/> <input style="width: 150px; height: 1.2em;" type="text" value="williams"/> </div>

Step	Action
5.	<p>Once the Pick-Up Location is identified, click the "Surplus Action" Drop Down Menu. There are four options to choose from.</p> <p>As-Is, Where-Is items are typically items that are sold in place via the State Surplus Property bid system.</p> <p>Delivered indicates that the department will be bringing all items on the disposition form to NCSU Surplus Property on Ligon Street.</p> <p>Pick-Up indicates that the department would like for NCSU Surplus Property to send personnel over to retrieve the Surplussed items.</p> <p>Vehicle is for the disposal of titled vehicles.</p> <p>If you have multiple Surplus Actions (for example, some to be picked up but also a vehicle), you will need to submit one request per Surplus Action.</p> <p>Once the Surplus Action is selected, click on the magnifying glass next to the "Project" field.</p>

EPTRN

The screenshot shows the MyPack Portal interface for a Surplus Request. The main form has fields for Business Unit (NCSU1), Surplus Rqst ID (NEXT1), and Surplus Request Date (03/01/2012). A 'Look Up' dialog box is open over the form, titled 'Look Up Project'. It contains search fields for 'SpeedType Key' and 'Description', and buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. Below the search area is a table titled 'Search Results' with columns for 'View', 'First', 'Last', 'Asset ID', 'Link', 'CG Dis', 'CG Shr', and 'Condition'. The table lists several project IDs and descriptions, such as 201720 (CTR FOR VIRTUAL COMP LAB) and 201730 (COMM CONSULTING & OUTREACH). At the bottom of the dialog, there are buttons for 'Add' and 'Up'.

Step	Action
6.	Click "Look Up". Select your project ID from the list (based on OUC listed on the Surplus Request Form).

EPTRN

Step	Action
7.	<p>Your project ID will populate into the field on the Surplus Request.</p> <p>Please add any comments relevant to your request in the "Comments" box.</p>

EPTRN

AM Surplus Request

Business Unit: NCSU1 Surplus Rqst ID: NEXT1 Surplus Request Date: 03/01/2012

Surplus Request Status: New

*Department: 510501 Business Services

*Contact User ID: VLITTLE Verna L Little

*Pick-Up Location: 062_01101

Surplus Action: Pick-Up Project: 202106

Comments:
Office doors are locked daily from 12pm to 1pm.

Qty	Lot Exists	*Description	Serial #	Project	Asset Tag #	Asset ID	Link	CG Dis	CG Shr	Condition
1	<input type="checkbox"/>	Dell Dimension E520 Desktop	56HNSG36JN3G87635	202106			No Asset ID			Good

Data Security Warning I have read and understand the Data Security Warning. Certified By:

Submit

Created By: VLITTLE Last Updated: 03/01/12 10:29AM

Step	Action
8.	Complete the "Qty", "Description" and "Condition" fields for each item you Surplus. If the item has a serial number (or VIN number for vehicles), please place that information in the "Serial #" field. The project ID will be pulled down from the header and filled in on each Surplus line you request.

EPTRN

Business Unit: NCSU1 Surplus Rqst ID: NEXT1 Surplus Request Date: 03/01/2012

Surplus Request Status: New

*Department: 510501 Business Services

*Contact User ID: VLITTLE Verna L Little

*Pick-Up Location: 062_01101

Surplus Action: Pick-Up Project: 202106

Comments: Office doors are locked daily from 12pm to 1pm.

Qty	Lot Exists	*Description	Serial #	Project	Asset Tag #	Asset ID	Link	CG Dis	CG Shr	Condition
1	<input type="checkbox"/>	Dell Dimension E520 Desktop	56HNSG36JN3G87635	202106			No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good
2	<input type="checkbox"/>	1 <input checked="" type="checkbox"/> Keyboards		202106			No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good

Data Security Warning I have read and understand the Data Security Warning. Certified By:

Submit Created By: VLITTLE Last Updated: 03/01/12 10:29AM

Step	Action
9.	<p>Use the plus sign at the left of each row to add additional lines or the subtraction sign to remove any excess lines.</p> <p>The "lot exists" checkbox is for items of substantial quantity or items that are frequently sold at Surplus. This would include, but is not limited to, keyboards, mice, cords, notebooks, computer speakers, etc. Leave the quantity at 1 and check the "lot exists" box and provide a description for the item.</p>

EPTRN

The screenshot shows the MyPack Portal interface for a Surplus Request. The main form includes fields for Business Unit (NCSU1), Surplus Rqst ID (NEXT1), and Surplus Request Date (03/01/2012). A 'Look Up' dialog box is open, titled 'Look Up Asset Tag #'. It contains several search criteria dropdowns and a 'Search Results' table. The table has columns for Tag Number, Asset Identification, Asset Location, Asset Profile, Description, and Serial ID. The results list various assets, such as a SPECTRUM ANALYZER, HOMEWORK LASER/XMITTER, and CHEVY ASTRO CARGO MINIVAN.

Tag Number	Asset Identification	Asset Location	Asset Profile	Description	Serial ID
0018679900	000000000598	775_01450	EQU-OTHER	SPECTRUM ANALYZER	1454/2.4.1
0022822800	0000000001681	775_01450	EQU-OTHER	HOMEWORK LASER/XMITTER	949955
0022965300	0000000001726	272_00000	EQU-ONVEH	CHEVROLET CM10905 CARGO MINIVA	1GCDM14
0022965400	0000000001727	272_00000	EQU-ONVEH	CHEVY ASTRO CARGO MINIVAN	1GCDM14
0022965500	0000000001728	272_00000	EQU-ONVEH	CHEVROLET CM10905 CARGO MINIVA	1GCDM14
0023044600	0000000001770	048_00216	EQU-ELCTRNR SCANNER		1000680
0023100700	0000000001789	272_00103	EQU-OFFVEH	MITSUBISHI FG15 FORK LIFT PNEU	AF25-506

Step	Action
10.	<p>To Surplus a Capital Asset click on the magnifying glass next to the "Asset Tag #" field.</p> <p>Once the pop-up window appears, click on "Search" to display all of your CAMS items.</p> <p>Select the asset you wish to Surplus.</p>

EPTRN

Qty	Lot Exists	*Description	Serial #	Project	Asset Tag #	Asset ID	Link	CG Dis	CG Shr	Conditio
1	<input type="button" value="+"/> <input type="button" value="-"/> <input type="checkbox"/>	Dell Dimension E520 Desktop	56HNSG36JN3G87635	202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="button" value="+"/> <input type="button" value="-"/> <input type="checkbox"/>	Keyboards		202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="button" value="+"/> <input type="button" value="-"/> <input type="checkbox"/>	SPECTRUM ANALYZER	1454/2,4,6		0018679900	000000000598	000000000598	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Action
11.	<p>You will notice that the information for the asset is pre-populated. The project ID field for assets is intentionally left blank and should not be completed.</p> <p>Once your form is complete, read the "Data Security Warning" using the embedded link provided. Click the check box to indicate that you have read and understand the "Data Security Warning".</p> <p>If the box is not checked, you will not be able to submit your Surplus Request form.</p>

EPTRN

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

MYPACK HOME FOR FACULTY & STAFF MyTAB

History Main Menu Financial Systems Assets & Surplus Surplus Request

AM Surplus Request

Business Unit: NCSU1 Surplus Rqst ID: NEXT1 Surplus Request Date: 03/01/2012

Surplus Request Status: New

*Department: 510501 Business Services

*Contact User ID: VLITTLE Verna L Little

Phone: 919/513-7041
Fax: 919/513-3370
Email ID: mike.frechette@ncsu.edu

*Pick-Up Location: 062_01101

Surplus Action: Pick-Up Project: 202106

Comments:
Office doors are locked daily from 12pm to 1pm.

Qty	Lot Exists	*Description	Serial #	Project	Asset Tag #	Asset ID	Link	CG Dis	CG Shr	Conditio
1	<input type="checkbox"/>	Dell Dimension E520 Desktop	56HNSG36JN3G87635	202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	Keyboards		202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	SPECTRUM ANALYZER	1454/2,4,6		0018679900	000000000598		000000000598	<input type="checkbox"/>	<input type="checkbox"/>

Data Security Warning I have read and understand the Data Security Warning. Certified By:

Submit Delete Print Created By: VLITTLE 03/01/12 10:29AM
Last Updated:

Save Add

Done Internet 100%

Step	Action
12.	Click the "Save" button. 

EPTRN

AM Surplus Request

Business Unit: NCSU1 Surplus Rqst ID: 000000000001 Surplus Request Date: 03/01/2012

Surplus Request Status: Submitted

*Department: 510501 Business Services

*Contact User ID: VLITTLE Verna L Little

Phone:	919/513-7041
Fax:	919/513-3370
Email ID:	mike.frechette@ncsu.edu

*Pick-Up Location: 062_01101

Surplus Action: Pick-Up Project: 202106

Comments:
Office doors are locked daily from 12pm to 1pm.

Qty	Lot Exists	Description	Serial #	Project	Asset Tag #	Asset ID	Link	CG Dis	CG Shr	Condition	
1	<input type="button" value="+"/> <input type="button" value="-"/>	1 <input type="checkbox"/> Dell Dimension E520 Desktop	56HNSG38JN3G87635	202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good
2	<input type="button" value="+"/> <input type="button" value="-"/>	1 <input type="checkbox"/> Keyboards		202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good
3	<input type="button" value="+"/> <input type="button" value="-"/>	1 <input type="checkbox"/> SPECTRUM ANALYZER	1454/2,4,6		0018679900	00000000598	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Good

Data Security Warning I have read and understand the Data Security Warning. Certified By: VLITTLE

Created By: VLITTLE 03/01/12 10:29AM
Last Updated: VLITTLE 03/01/12 10:31AM

Step	Action
13.	Click "Submit". The page will remain the same. You will know that the form has been submitted because "Submit" will now be grayed out and your Surplus Request Status will change from "In Process" to "Submitted".

EPTRN

Qty	Lot Exists	Description	Serial #	Project	Asset Tag #	Asset ID	Link	CG Dis	CG Shr	Condition	
1	<input type="button" value="+"/> <input type="button" value="-"/>	Dell Dimension E520 Desktop	56HNSG38JN3G87635	202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good
2	<input type="button" value="+"/> <input type="button" value="-"/>	Keyboards		202106				No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good
3	<input type="button" value="+"/> <input type="button" value="-"/>	SPECTRUM ANALYZER	1454/2,4,6		0018679900	00000000598	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Good

Data Security Warning I have read and understand the Data Security Warning. **Certified By:** VLITTLE

Created By: VLITTLE **Last Updated:** VLITTLE 03/01/12 10:29AM 03/01/12 10:31AM

Step	Action
14.	To return to the main menu, click the "Add" button.

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT

search ncsu.edu

MyLinks:

EPTRN

MYPACK HOME FOR FACULTY & STAFF MyTAB

History Main Menu > Financial Systems > Assets & Surplus > Surplus Request

AM Surplus Request

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

Business Unit:
Surplus Rqst ID:

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

Done Internet 100%

Step	Action
15.	You can either add a new Surplus Request Form or find an existing surplus request. To see submitted Surplus Request Forms, click on the "Find an Existing Value" tab. Find an Existing Value

EPTRN

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

MYPACK HOME FOR FACULTY & STAFF MyTAB

History Main Menu Financial Systems Assets & Surplus Surplus Request

AM Surplus Request

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

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300)

Business Unit: 

Surplus Rgst ID: 

Surplus Request Date: 

Department: 

Contact User ID: 

Surplus Request Status: 

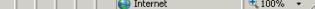
Location Code: 

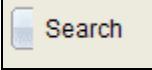
Created By: 

Case Sensitive

 **Search**  **Clear**  **Basic Search**  **Save Search Criteria**

Find an Existing Value | Add a New Value

Done 

Step	Action
16.	Click the "Search" button. 

EPTRN

The screenshot shows the North Carolina State University MyPack Portal. The top navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT. A search bar for 'search.ncsu.edu' is also present. The main menu has tabs for MYPACK HOME, FOR FACULTY & STAFF, and MyTAB. Under the FOR FACULTY & STAFF tab, the path Financial Systems > Assets & Surplus > Surplus Request is selected. The page title is 'AM Surplus Request'. It instructs users to enter information and click 'Search'. There are two buttons: 'Find an Existing Value' (highlighted in red) and 'Add a New Value'. Below these are search criteria fields for Business Unit (set to 'began with NCSU1'), Surplus Rgst ID (set to '000000000001'), Surplus Request Date (set to '03/01/2012'), Department (set to 'VLITTLE'), Contact User ID (set to '062 01101'), Surplus Request Status (set to 'Submitted'), Location Code (set to 'VLITTLE'), and Created By (set to 'VLITTLE'). There is also a 'Case Sensitive' checkbox. At the bottom of the search form are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The 'Search Results' section shows a single row of data:

Surplus Rgst ID	Surplus Request Date	Department	Contact User ID	Surplus Request Status	Location Code	Created By
000000000001	03/01/2012	VLITTLE	Submitted	062 01101	VLITTLE	VLITTLE

Below the results are 'Find an Existing Value' and 'Add a New Value' buttons. The bottom of the page includes standard browser controls for Back, Forward, Stop, Refresh, and Home, along with an Internet icon and a zoom level of 100%.

Step	Action
17.	<p>These requests are not filtered by user or OUC. It is a listing of all submitted Surplus Requests. Use the search criteria listed above to narrow down the search results.</p> <p>Click on any Surplus Request you would like to see.</p> <p>0000000000001</p>

EPTRN

AM Surplus Request

Business Unit: NCSU1 Surplus Rqst ID: 000000000001 Surplus Request Date: 03/01/2012

Surplus Request Status: Submitted

*Department: 510501 Business Services

*Contact User ID: VLITTLE Verna L Little

Phone: 919/513-7041
Fax: 919/513-3370
Email ID: mike.frechette@ncsu.edu

*Pick-Up Location: 062_01101

Surplus Action: Pick-Up Project: 202106

Comments:
Office doors are locked daily from 12pm to 1pm.

Customize Find View All First 1-3 of 3										
Qty	Lot Exists	Description	Serial #	Project	Asset Tag #	Asset ID	Link	CG Dis	CG Shr	Condition
1	<input type="button" value="+"/> <input type="button" value="-"/>	1 <input type="checkbox"/> Dell Dimension E520 Desktop	56HNSG38JN3G87635	202106			No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good
2	<input type="button" value="+"/> <input type="button" value="-"/>	1 <input type="checkbox"/> Keyboards		202106			No Asset ID	<input type="checkbox"/>	<input type="checkbox"/>	Good
3	<input type="button" value="+"/> <input type="button" value="-"/>	1 <input type="checkbox"/> SPECTRUM ANALYZER	1454/2,4,6		0018679900	00000000598	AM	<input type="checkbox"/>	<input type="checkbox"/>	Good

Data Security Warning I have read and understand the Data Security Warning. Certified By: VLITTLE

Created By: VLITTLE 03/01/12 10:29AM
Last Updated: VLITTLE 03/01/12 10:31AM

Done

Step	Action
18.	A copy of a submitted Surplus Request. Once a form is submitted, it may not be altered by campus departments.

Appendix J

Lost Asset CA-4 Form

NCSU FORM CA-4 (Rev 2002)		
North Carolina State University Capital Assets Management System Equipment Transfer Disposition Request		
I. DEPARTMENT / ASSET INFO:		
Asset Number(s) Enter Asset Tag Number Here		
Equipment Description: Enter Asset Description Here		
Name: Cams Coordinator Name	Phone: 999-9999	Box: XXXX
School/Division/Department: Department's Name	OUC: 999999	
II. TRANSFER SECTION: To transfer asset to another school/division/department(requires dual signatures)		
Old Location	New Location	CAMS coordinator for new location must sign below:
6-digit OUC: _____	6-digit OUC: _____	CAMS Coordinator receiving asset:
Building #: _____	Building #: _____	_____
Room #: _____	Room #: _____	_____
III. DISPOSITION SECTION: To permanently remove asset from CAMS system		
Please provide a brief narrative describing when and under what circumstances the asset was removed from inventory. If the equipment is returned or located in the future, CAMS must be notified immediately to add the item(s) back onto the inventory system.		
Disposal Method (please check box and give explanation)		
<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Destroyed <input type="checkbox"/> Altered <input type="checkbox"/> Hazardous <input type="checkbox"/> Other		
Asset Lost - Approximate Date of Loss _____ _____ _____		
IV. STOLEN ASSETS: To inform CAMS of a stolen asset reported to University Public Safety		
Stolen Report Number: _____ Please provide a stolen report number to effect changes. Attach a copy of the stolen property report for CAMS records.		
V. TRADED IN: To notify CAMS of an asset traded in and an asset received in exchange for the trade-in.		
Please reference the CAMS tag number for the asset(s) traded in: CAMS# _____		
Please reference the new Purchase Order or Small Purchase number of the asset received in exchange for trade-in and CAMS Number if available: PO/SP# _____ CAMS# _____		
Both signatures below are <u>required</u> and certify that the asset has been transferred to another university department, or permanently removed from University property by some other means.		
CAMS Coordinator _____ _____		Date _____ _____
Department Head Signature _____ _____		Date _____ _____
Print Form		Reset Form

Appendix K

Stolen Asset CA-4 Form

NCSU FORM CA-4 (Rev 2002)				
North Carolina State University Capital Assets Management System Equipment Transfer Disposition Request				
I. DEPARTMENT / ASSET INFO:				
Asset Number(s) Enter Asset Tag Number Here				
Equipment Description: Enter Asset Description Here				
Name: CAMS Coordinator Name	Phone: 999-9999	Box: XXXX		
School/Division/Department: Department Name	OUC: 999999			
II. TRANSFER SECTION: To transfer asset to another school/division/department(requires dual signatures)				
Old Location	New Location	CAMS coordinator for new location must sign below:		
6-digit OUC: _____	6-digit OUC: _____	CAMS Coordinator receiving asset:		
Building #: _____	Building #: _____	_____		
Room #: _____	Room #: _____	_____		
III. DISPOSITION SECTION: To permanently remove asset from CAMS system				
Please provide a brief narrative describing when and under what circumstances the asset was removed from inventory. If the equipment is returned or located in the future, CAMS must be notified immediately to add the item(s) back onto the inventory system.				
Disposal Method (please check box and give explanation)				
<input type="checkbox"/> Lost	<input type="checkbox"/> Destroyed	<input type="checkbox"/> Altered	<input type="checkbox"/> Hazardous	<input type="checkbox"/> Other
<hr/> <hr/> <hr/>				
IV. STOLEN ASSETS: To inform CAMS of a stolen asset reported to University Public Safety				
Stolen Report Number: Police Report #				
Please provide a stolen report number to effect changes. Attach a copy of the stolen property report for CAMS records.				
V. TRADED IN: To notify CAMS of an asset traded in and an asset received in exchange for the trade-in.				
Please reference the CAMS tag number for the asset(s) traded in: CAMS#				
Please reference the new Purchase Order or Small Purchase number of the asset received in exchange for trade-in and CAMS				
Number if available: PO/SP# _____ CAMS# _____				
Both <u>signatures</u> below are <u>required</u> and certify that the asset has been transferred to another university department, or permanently removed from University property by some other means.				
CAMS Coordinator		Date		
Department Head Signature		Date		
Print Form		Reset Form		

Appendix L

Transfer of Ownership to New OUC CA-4 Form

NCSU FORM CA-4 (Rev 2002)				
North Carolina State University Capital Assets Management System Equipment Transfer Disposition Request				
I. DEPARTMENT / ASSET INFO:				
Asset Number(s) Enter Asset Tag Number Here				
Equipment Description: Enter Asset Description Here				
Name: CAMS Coordinator's Name	Phone: 999-9999			
Box: XXXX				
School/Division/Department: Department's Name	OUC: 999999			
II. TRANSFER SECTION: To transfer asset to another school/division/department(requires dual signatures)				
Old Location	New Location	CAMS coordinator for new location must sign below:		
6-digit OUC: Current OUC	6-digit OUC: New OUC	CAMS Coordinator receiving asset:		
Building #: Current Bldg	Building #: New Bldg	Signature of CAMS Coordinator for OUC Receiving Asset		
Room #: Current Room	Room #: New Room			
III. DISPOSITION SECTION: To permanently remove asset from CAMS system				
Please provide a brief narrative describing when and under what circumstances the asset was removed from inventory. If the equipment is returned or located in the future, CAMS must be notified immediately to add the item(s) back onto the inventory system.				
Disposal Method (please check box and give explanation)				
<input type="checkbox"/> Lost	<input type="checkbox"/> Destroyed	<input type="checkbox"/> Altered	<input type="checkbox"/> Hazardous	<input type="checkbox"/> Other
<hr/> <hr/> <hr/>				
IV. STOLEN ASSETS: To inform CAMS of a stolen asset reported to University Public Safety				
Stolen Report Number: _____				
Please provide a stolen report number to effect changes. Attach a copy of the stolen property report for CAMS records.				
V. TRADED IN: To notify CAMS of an asset traded in and an asset received in exchange for the trade-in.				
Please reference the CAMS tag number for the asset(s) traded in: CAMS# _____				
Please reference the new Purchase Order or Small Purchase number of the asset received in exchange for trade-in and CAMS				
Number if available: PO/SP# _____ CAMS# _____				
Both signatures below are required and certify that the asset has been transferred to another university department, or permanently removed from University property by some other means.				
CAMS Coordinator <hr/>	Date <hr/>			
Department Head Signature <hr/>	Date <hr/>			
Print Form Reset Form				

Appendix M

Trade-In Current Asset CA-4 Form

NCSU FORM CA-4 (Rev 2002)		
North Carolina State University Capital Assets Management System Equipment Transfer Disposition Request		
I. DEPARTMENT / ASSET INFO:		
Asset Number(s) Enter Asset Tag Number Here		
Equipment Description: Enter Asset Description Here		
Name: CAMS Coordinator's Name Phone: 999-9999 Box: XXXX		
School/Division/Department: Department's Name OUC: 999999		
II. TRANSFER SECTION: To transfer asset to another school/division/department(requires dual signatures)		
Old Location	New Location	CAMS coordinator for new location must sign below:
6-digit OUC: _____	6-digit OUC: _____	CAMS Coordinator receiving asset: _____
Building #: _____	Building #: _____	_____
Room #: _____	Room #: _____	_____
III. DISPOSITION SECTION: To permanently remove asset from CAMS system		_____
Please provide a brief narrative describing when and under what circumstances the asset was removed from inventory. If the equipment is returned or located in the future, CAMS must be notified immediately to add the item(s) back onto the inventory system.		
Disposal Method (please check box and give explanation)		
<input type="checkbox"/> Lost <input type="checkbox"/> Destroyed <input type="checkbox"/> Altered <input type="checkbox"/> Hazardous <input type="checkbox"/> Other		
_____ _____ _____		
IV. STOLEN ASSETS: To inform CAMS of a stolen asset reported to University Public Safety		_____
Stolen Report Number: _____ Please provide a stolen report number to effect changes. Attach a copy of the stolen property report for CAMS records.		
V. TRADED IN: To notify CAMS of an asset traded in and an asset received in exchange for the trade-in.		_____
Please reference the CAMS tag number for the asset(s) traded in: CAMS# Asset Tag # Traded In		
Please reference the new Purchase Order or Small Purchase number of the asset received in exchange for trade-in and CAMS Number if available: PO# / Vo# Asset was Traded in on or "Warranty" CAMS# CAMS # of New Asset if Tagged		
Both signatures below are required and certify that the asset has been transferred to another university department, or permanently removed from University property by some other means.		
_____ CAMS Coordinator	_____ Date	
_____ Department Head Signature	_____ Date	
Print Form Reset Form		

Appendix N

Scrapped Asset CA-4 Form

NCSU FORM CA-4 (Rev 2002)

North Carolina State University
Capital Assets Management System
Equipment Transfer Disposition Request

I. DEPARTMENT / ASSET INFO:

Asset Number(s) **Enter Asset Tag Number Here**

Equipment Description: **Enter Asset Description Here**

Name: **CAMS Coordinator's Name** Phone: **999-9999** Box: **XXXX**

School/Division/Department: **Department's Name** OUC: **999999**

II. TRANSFER SECTION: To transfer asset to another school/division/department(requires dual signatures)

Old Location

New Location

CAMS coordinator for new location must sign below:

6-digit OUC: _____

6-digit OUC: _____

CAMS Coordinator receiving asset:

Building #: _____

Building #: _____

Room #: _____

Room #: _____

III. DISPOSITION SECTION: To permanently remove asset from CAMS system

Please provide a **brief narrative** describing when and under what circumstances the asset was removed from inventory. If the equipment is returned or located in the future, CAMS must be notified immediately to add the item(s) back onto the inventory system.

Disposal Method (please check box and give explanation)

Lost Destroyed Altered Hazardous Other

Asset was scrapped for parts

IV. STOLEN ASSETS: To inform CAMS of a stolen asset reported to University Public Safety

Stolen Report Number: _____

Please provide a stolen report number to effect changes. Attach a copy of the stolen property report for CAMS records.

V. TRADED IN: To notify CAMS of an asset traded in and an asset received in exchange for the trade-in.

Please reference the CAMS tag number for the asset(s) traded in: CAMS# _____

Please reference the new Purchase Order or Small Purchase number of the asset received in exchange for trade-in and CAMS

Number if available: PO/SP# _____ CAMS# _____

Both signatures below are required and certify that the asset has been transferred to another university department, or permanently removed from University property by some other means.

CAMS Coordinator

Date

Department Head Signature

Date

Print Form

Reset Form

Appendix O

Destroyed Asset CA-4 Form

NCSU FORM CA-4 (Rev 2002)		
North Carolina State University Capital Assets Management System Equipment Transfer Disposition Request		
I. DEPARTMENT / ASSET INFO:		
Asset Number(s) <input type="text" value="Enter Asset Tag Number Here"/>		
Equipment Description: <input type="text" value="Enter Asset Description Here"/>		
Name: <input type="text" value="CAMS Coordinator's Name"/>	Phone: <input type="text" value="999-9999"/>	
Box: <input type="text" value="XXXX"/>		
School/Division/Department: <input type="text" value="Department's Name"/>	OUC: <input type="text" value="999999"/>	
II. TRANSFER SECTION: To transfer asset to another school/division/department(requires dual signatures)		
<u>Old Location</u>	<u>New Location</u>	<u>CAMS coordinator for new location must sign below:</u>
6-digit OUC: <input type="text"/>	6-digit OUC: <input type="text"/>	CAMS Coordinator receiving asset:
Building #: <input type="text"/>	Building #: <input type="text"/>	
Room #: <input type="text"/>	Room #: <input type="text"/>	
III. DISPOSITION SECTION: To permanently remove asset from CAMS system		
Please provide a brief narrative describing when and under what circumstances the asset was removed from inventory. If the equipment is returned or located in the future, CAMS must be notified immediately to add the item(s) back onto the inventory system.		
Disposal Method (please check box and give explanation)		
<input type="checkbox"/> Lost <input checked="" type="checkbox"/> Destroyed <input type="checkbox"/> Altered <input type="checkbox"/> Hazardous <input type="checkbox"/> Other		
<u>Asset Destroyed Durring Renovation</u> or <u>Asset Destroyed due to Flood, Hurricane, Tornado, Earthquake, or other Natural Disaster</u>		
IV. STOLEN ASSETS: To inform CAMS of a stolen asset reported to University Public Safety		
Stolen Report Number: <input type="text"/> Please provide a stolen report number to effect changes. Attach a copy of the stolen property report for CAMS records.		
V. TRADED IN: To notify CAMS of an asset traded in and an asset received in exchange for the trade-in.		
Please reference the CAMS tag number for the asset(s) traded in: CAMS# <input type="text"/>		
Please reference the new Purchase Order or Small Purchase number of the asset received in exchange for trade-in and CAMS		
Number if available: PO/SP# <input type="text"/> CAMS# <input type="text"/>		
Both <u>signatures</u> below are <u>required</u> and certify that the asset has been transferred to another university department, or permanently removed from University property by some other means.		
<input style="width: 200px; height: 15px; border: 1px solid black; margin-bottom: 5px;" type="text"/> CAMS Coordinator		<input style="width: 200px; height: 15px; border: 1px solid black; margin-bottom: 5px;" type="text"/> Date
<input style="width: 200px; height: 15px; border: 1px solid black; margin-bottom: 5px;" type="text"/> Department Head Signature		<input style="width: 200px; height: 15px; border: 1px solid black; margin-bottom: 5px;" type="text"/> Date
<input type="button" value="Print Form"/> <input type="button" value="Reset Form"/>		