



## Asset Management Reporting

Requirement: Produce a list of assets and associated information by department number.

Report fields:

Department  
Fund  
Associated Project  
Program Code  
Department Flex  
Asset ID  
Asset Description  
Asset Category  
Tag Number  
Serial ID  
Asset Profile  
Location Code  
Quantity  
Cost

Navigation: Enterprise Reporting > Access Reporting > Financial Information > My UFL Financials > Asset Management

Recommended Report: Of the four reports currently available for Asset Management, the recommended report is the listing of asset cost information in Excel format called “**Asset Cost Information by Asset ID Listing**.”

Prompts available are:

**Enter Department ID**

**Enter Asset ID**

Enter department number (only first 4 digits are required, no wildcard needed).

Although a prompt is available for locating a specific asset ID, highly recommend using the Asset Management online search function in cases where excel output of entire an

department listing is not required. Online search has more flexible search criteria and more information on the asset.

Navigation for online search:

Asset Management > Search for an Asset

*Or*

Asset Management > Print an Asset

PS Roles required for Enterprise Reporting:

UF\_ER\_USER

UF\_ER\_FI\_ASSET\_MGMT

PS Role required for online Asset Management search / print:

UF\_AM\_INQUIRY