Financial Services Division

Asset Register

Enhanced features to help update register

Table of Contents

1. Asset Import

This screen lists invoice line details of 'equipment' purchases **(Note 1)** that have been charged to your department code in Oracle, with value above or equal to €250 **(Note 2)**. These details are sourced from Oracle Financials and are listed for you to review and determine whether you want to convert them into an asset or not.

Asset Register

Menu | Portal Home Portal Help Log me off

Asset Import | Page help ?

Asset Register Import

Below is a list of FIS assets available for import into the Asset Register (dept:3000)

Dept	Inv No	Inv Line No	Inv ID	Inv Line Qty	PO No	Project No	Supplier	Inv Line Desc	Inv Line Gross Val	Filename	Discard	Import
3000	3600603900	1	6272422	2	2475641		DELL (IRELAND)	[1021527068873\1] BASE:DELL LATITUDE 5590 XCTO	1635.9	WAP_040220172112.csv	✗	▷
3000	3600597949	1	6163213	6	2466199		DELL (IRELAND)	[1028408623049\4] BASE:DELL 27 USB-C MONITOR - P2719HC - 68.6CM(27") BLACK	1745.3	WAP_040220172112.csv	✗	▷
3000	1203283698	1	6424071	9912	2473991		LOGMEIN IRELAND LTD	LOGMEIN IRELAND GOTOASSIST REMOTE SUPPORT 14 LICENCES 1 JUN 2019 TO 31 MAY 2020. REMOTE SUPPORT AND SERVICE DESK BUNDLE	12191.76	WAP_040220172112.csv	✗	▷
3000	1203293538	1	6377691	14994.95	2478066		LOGMEIN IRELAND LTD	LOGMEIN IRELAND GOTOASSIST REMOTE SUPPORT 5 LICENCES (GL) 1 JUL 2019 TO 30 JUN 2020. REMOTE SUPPORT AND SERVICE DESK BUNDLE	18443.79	WAP_040220172112.csv	✗	▷
3000	1203292140	1	6342777	3540	2478066		LOGMEIN IRELAND LTD	LOGMEIN IRELAND GOTOASSIST REMOTE SUPPORT 5 LICENCES (GL) 1 JUL 2019 TO 30 JUN 2020. REMOTE SUPPORT AND SERVICE DESK BUNDLE	4354.2	WAP_040220172112.csv	✗	▷
3000	1203263777	1	6196002	1092	2469864		LOGMEIN IRELAND LTD	LOGMEIN IRELAND GOTOASSIST REMOTE SUPPORT LICENCES 13 MAR 2019 TO 12 MAR 2020. TONY AND WILLIAM - 1 BUNDLE AND 1 SERVICE DESK	1343.16	WAP_040220172112.csv	✗	▷
3000	141237	1	6335228	345.5	2480337		MICROMAIL	PROJECT ONLINE PROFESSIONAL EDUCATION PER USER X 4 RENEWALS PROJECT ONLINE PREMIUM EDUCATION PER USER X 1 RENEWAL J126120 - QUOTE	424.97	WAP_040220172112.csv	✗	▷
3000	141034	1	6334167	531	2471626		MICROMAIL	MICROMAIL - QUOTE J124493 - POWER BI AND PROJECT ONLINE PROFESSIONAL - MULTIPLE FSD USERS AS ATTACHED	663.13	WAP_040220172112.csv	✗	▷
3000	18360-B	1	6257229	1660	2452613	206654	NOVOSCO LTD	NOVOSCO - QUOTE NOVQ8675 - REVIEW OF OUR RESOURCE USAGE - CONSULTANCY_ANALYSIS TIME	2041.8	WAP_040220172112.csv	✗	▷
3000	1057185	1	6432507	3828.85	2481176		ORACLE EMEA	ORACLE LICENSE RENEWAL - TECHNICAL SUPPORT SERVICES FOR SUPPORT SERVICE NUMBER 11880416 30-AUG-19 TO 29-AUG-20	4709.48	WAP_040220172112.csv	✗	▷

- Select 'Import' – this will bring you to the standard **'Add Asset'** screen and brings with it the details from the Import Asset screen.
- Select 'Discard' – this will remove the row from the Asset Import screen. You may not want to create an asset from the row (e.g. maybe you have already manually added the item, or maybe it is not 'equipment' but has been coded as such in Oracle).
- If you do not select either 'Import' or 'Discard' the row remains on the list for later review.

The columns on this screen highlight the following: (All the data comes from **Oracle Financials**)

Dept	Equates to GL Segment 2 (Cost Centre) or Organisation Name (if Projects)
Inv No	Supplier's Invoice Number
Inv Line No	The line number of this item **(Note 3)**
Inv ID	An internal Oracle reference that uniquely identifies the invoice line
Inv Line Qty	The invoice line quantity (may not be meaningful if it emanates from a non-catalogue PO)
PO No	Purchase Order Number
Project No	The Research or Capital project number, where applicable
Supplier	Supplier Name
Inv Line Desc	The long line description emanating from the PO
Inv Line Gross Val	The invoice line value inclusive of VAT (always expressed in Euro)
Filename	This identifies the date and time the row was output from Oracle

Notes:

1. Only lines that were coded as 'equipment' on the PO are presented for consideration (i.e. Expense Codes in the ranges **53xxx, 80xxx** and **81xxx**)
2. Only invoice lines of value >€250 (before VAT) are presented
3. If there are multiple lines on the invoice you can choose to import only one line. But you'll need to <u>adapt the description</u> to enter the appropriate asset detail as before and <u>amend the purchase cost</u> to enter the full invoice value **including VAT,** as before. Only one line description is required.

2. Add Asset

- The 'Add Asset' screen is the same as before, except if you have imported a row from the Import Asset screen you will see that information pre-populated here (as in the below example).
- Please complete the remaining fields as you would do when adding an asset manually.
- As well as the new fields that come from Oracle Financials, there are also some additional fields available e.g. 'PI/Name', 'Asset Tag' that can be used if desired.

Menu — Asset Register — Portal Home Portal Help Log me off

Add an Asset   Page help ?

Create   Cancel

Enter Asset Details for Financial Services Division

Please complete the following fields. Those marked with an asterisk must be completed. Press create to add a new asset into the database.
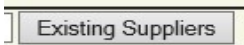
Field	Value
Asset Name *	
Comments / Description	[1021527068873\1] BASE;DELL LATITUDE 5590 XCTO *Max length 250.*
Serial No	
Asset Type *	▼
Acquistion Date *	11 ▼ Mar ▼ 2020 ▼
Is the above date in the current or a previous financial year	● Current (01/10/15-11/03/20) ○ Previous (01/10/14-30/09/15)
Sub-Department *	▼
Supplier	DELL (IRELAND)(FIS:101023) Existing Suppliers
Lifetime	
Purchase Cost *	1635.9
Funding *	▼
Replacement/Current Value	
Ownership	● Yes ○ No
Maintenance	○ Yes ● No
Trade-In	○ Yes ● No
Old Asset Code	
Trade-In Value	
Location *	▼
Room	Select Room
Additional FIS Data	
Invoice No	3600603900 Read-only
Invoice Line No	1 Numeric (read-only)
Invoice ID	6272422 Numeric (read-only)
PO Number	2475641 Numeric (read-only)
Invoice Line Qty	2 Numeric
Project No	Numeric
Other Additional Data	
PI/Name	
Asset Tag	

Notes:

Comments/Description	Using 'Import' - shows the Oracle line description. Can be overwritten
Supplier	Using 'Import' - shows the supplier Name from Oracle
Purchase Cost	Using 'Import' - shows the Oracle line value (incl. VAT). Can be overwritten
Invoice No **Invoice line No** **Invoice ID** **PO Number**	Using 'Import' - shows the Oracle values for these. They are 'read-only'
Invoice Line Qty	Using 'Import' - shows the Oracle line quantity. Can be overwritten
Project No	Using 'Import' - shows the Project Number associated with the invoice line, if applicable.
PI/Name	This field is available to record the name of a person responsible for asset
Asset Tag	This field is available to record your own departmental asset reference if you use one e.g. barcode etc.

3. Suppliers

- Where you have 'imported' an asset, the Oracle supplier **Name** will be automatically populated.
- If you are manually adding an asset there is an ⬚ Existing Suppliers drop down list to choose a supplier name from. All Suppliers active in Oracle are listed here (as depicted below).
- Please select the supplier name on the invoice

4. Locations and Rooms

- If you are adding an asset you need to select a Location and related Room where the asset is situated. There is a picklist of college Locations to choose from (see below).

- This Location list comes from the official **College Atlas**, which is maintained in the Estates and Facilities **PLANON** System.
- When a location has been selected from the list, please select a "Room" from the Room picklist. Only rooms that belong to the Location you have chosen are presented.
- Both Location and Room are mandatory fields to be completed before creating an asset.

Notes:
1. The "Locations" and associated "Rooms" lists conform to the new coding schema that is defined in the Estates and Facilities **PLANON** system. Assets that have been added in the past to the Web Asset Portal have utilised a separate location coding – this is no longer available when adding a new asset.
2. If you are maintaining an existing asset (through the 'Asset Search and Maintenance' menu option) it is possible to update a legacy Location to the new Location coding: however it will be also necessary to choose a valid Room.

5. Asset Download Reporting

There is an option 'Asset Download' that enables you to take an extract of **your** assets and import them to Excel for further analysis.

Selecting 'Download deptasset.csv' (as shown above) will generate a .csv file, which can be opened in Excel and it lists all assets for your department. This would then allow you to generate whatever form of report you require, utilising the sort and filtering functions of Excel.

This report will form the basis of your annual "Declaration of accuracy" submission and should be retained as audit evidence and available for subsequent inspection for insurance and audit purposes.