

Managing Assets & Capital Asset Information

Searching for an Asset

To search for an asset, follow these steps:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Asset Management > Search for an Asset**.
2. Click on the Chartfield Search Criteria to filter the assets by the department number.
3. On the filter options pop up window enter the department number.
4. Click the **OK** Button
5. Click the **Search** Button

Note: The system displays a list of the assets in the department.

Managing Capital Asset Information

To make changes to the location, custodian, manufacture information, and/or serial number of a Capital Asset, follow these steps:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Asset Management > Search for an Asset**.
2. Using the Tag Number or Asset ID field enter the asset ID or decal number.
3. Click the **Search** Button.
4. Select the radio button of the asset.
5. Using the **Drill Down To:** dropdown menu, select **Asset Basic Information**.
6. Click the **GO!** button.

Updating the Location

1. On the **Location/Comment/Attributes** tab, click the Add a new row button +.
2. In the Effective Date Field enter in the date the Asset was moved.

3. In the Location Field enter in the new location.

Note: If this is an intradepartmental change the Status and Name field can be left blank. If this is an interdepartmental change these fields are mandatory.

4. Enter the reason for moving the asset in the Comment area.
5. Click the **Save** button.

Updating the Capital Asset Custodian

1. Click the **Manufacture/License/Custodian** tab.
2. In the Custodian Information section, click the Add a new row button +.
3. Click the magnifying glass icon in the Employee ID field.
4. Enter the employee name in the Name fields.
5. Click the **Search** button.
6. Select the new asset custodian.
7. Click the **Save** button.

Updating the Manufacture Information or Serial Number

1. Click the **Manufacture/License/Custodian** tab.
2. In the Manufacture Information section, enter the necessary information for the Serial ID, Manufacturer Name, and Model, if available.
3. Click the **Save** button.

Important: For any status changes related to Surplus, theft, transfer, missing item, or transfer of asset outside of the University, send an email to assets_team@unc.edu.