



SUNY

Asset4000

User Guide

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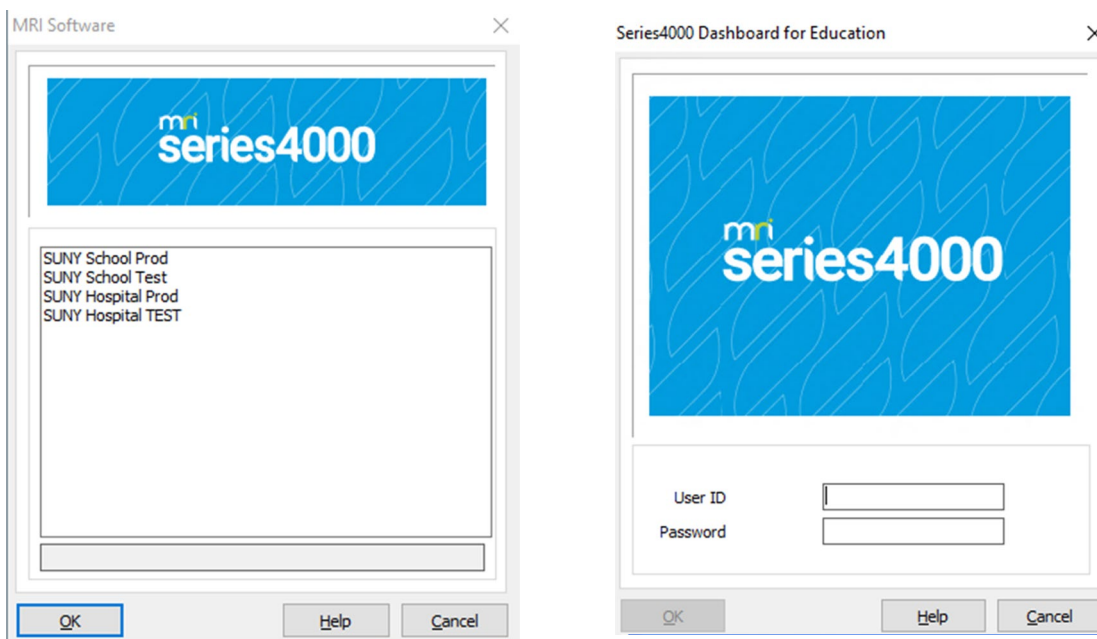
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1. Starting Series4000

It will be necessary to access the Asset4000 module via the Real Asset Management Series4000 dashboard.

Double Clicking on the Series4000 Icon will present you with a choice of which database to log into. (if there is only one database set up this will automatically be selected.) Select the appropriate option and you will be asked for your User ID and Password.

Tip – Tab between the boxes to move the cursor and then select Enter.



Tip – The User ID is not case sensitive.

2. Opening Screen Features

2.1 Series 4000 features

The screenshot shows the 'Series4000 Dashboard for Education' window. The interface includes a menu toolbar at the top, a product selector on the left, and a main content area with several data sections. The background is a blue patterned wallpaper with the 'mri' logo in the bottom right corner.

Menu Toolbar: File, Inquiries, Master, Utilities, Options, Window, Help

Product Selector: A list of products including Asset4000, Forecast4000, Inventory4000, Lease4000, Maintenance4000, and Project4000.

Login Summary: A section showing login statistics for the selected product (Asset4000).

Product Summary Information		
Show summary for product		
Asset4000		
Login Summary		
Current number of logins		19
Maximum logins allowed		30
Last login	NS768471 (Nicola Siler) - 11/24/2025 11:29:35 AM	
Last logout	DMM51 (Dave Maxfield) - 11/13/2025 9:01:20 AM	

Event Information: A table showing activity for the current year/period (2025/05).

Current Year / Period			
Current Year / Period			
2025/05			
Event Information			
	Period	Year to date	Total
Acquisitions	91	1977	252357
Disposals	166	5738	130083
Transfers	153	1819	167750
Revaluations	4	165	8130
Reliefs	0	0	1408
Enhancements	0	0	0

Depreciation Log / Errors:

Depreciation Log Items	509
Depreciation Errors	0

Status Bar: Series4000 Dashboard for Education Version 10.522 SUNY School Prod | 2025/05 | INACTIVE | BAKERMI | 11/24/2025 12:07

Series4000 - Opening Screen Features

1. **Menu Toolbar** – This provides a list of commands. You can use this to give Series4000 instructions about what you want to do.
2. **Products Menu** – This tool allows the user to select which module within the Series4000 product range that they would like to use.
3. **Login Summary** – The login summary shows the details of the last user to login and logout of the system.
4. **Event Information** – This section shows summary details for the module that has been selected in the 'Show summary for product' list.
5. **Status Bar** – This give information about the asset register, namely:
 - a. **Database Details** – This states the version number and the current database selection.
 - b. **Period Indicator**– This is the current period that has been set in the System Configuration section of the database.
 - c. **Today's Date** – Today's date according to the current PC setting.

2.2 Asset4000 Features

The screenshot shows the Asset4000 software interface. The main window displays a table of asset records. The interface includes a menu bar at the top, a toolbar with icons, and a sidebar on the left. The main area contains a table of asset records with columns for Asset Code, Description, HCA Purchase Cost, HCA GBV (Previous), Date Purchased, Date Capitalized, P.O. #, and Classification. The record with Asset Code 6510943400 is selected. Below the table, there is a status bar showing the currently selected record (6510943400), page navigation (Page 1 of 2), and the number of records displayed (1 to 25 of 46). The status bar also includes buttons for 'Records' and 'Ranges'. The bottom of the window shows the database details (Asset4000 for Education Version 10.522 SUNY School Prod), the period indicator (2025/05), the status indicator (VIEW), the user name (BAKERMI), and the date (11/24/2025 12:14).

Labels and arrows point to the following components:

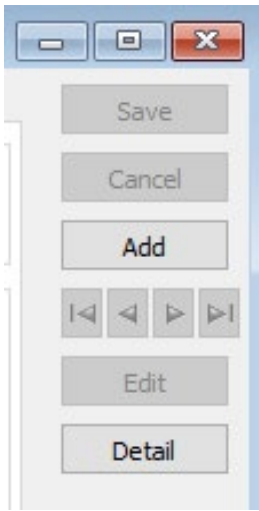
- Menu:** Points to the top menu bar.
- Main Icon Menu:** Points to the toolbar icons.
- Controller Bar:** Points to the toolbar icons.
- Main Navigation Tool:** Points to the navigation buttons on the right side.
- Asset Browser:** Points to the sidebar on the left.
- Database Details:** Points to the bottom status bar.
- Status Bar:** Points to the bottom status bar.
- Period Indicator:** Points to the date '2025/05'.
- Status Indicator:** Points to the 'VIEW' button.
- Date:** Points to the date '11/24/2025 12:14'.

Asset Code	Description	HCA Purchase Cost	HCA GBV (Previous)	Date Purchased	Date Capitalized	P.O. #	Classification
6511052700	Lanier Copier MPC3002	\$5,619.80	\$5,619.80	8/22/2012	6/12/2013	P-Card	501100
6511053300	Lanier Copier	\$6,206.00	\$6,206.00	1/31/2013	8/15/2013	120375	501100
6510933700	BROOK EOC 60 PLASM...	\$13,069.00	\$13,069.00	6/21/2006	8/1/2005	400933	500508
6510933900	LI EOC EOC 60 PLASM...	\$13,069.00	\$13,069.00	6/21/2005	8/1/2005	400933	500508
6510934400	LI EOC 60 PLASMA DIS...	\$13,069.00	\$13,069.00	6/21/2005	8/1/2005	400933	500508
6511053600	Webcasting Recorder	\$7,548.00	\$7,548.00	10/18/2012	8/15/2013	120166	500505
6510951100	UCS Server for VOIP	\$13,122.50	\$13,122.50	11/1/2011	2/9/2012	110004	430300
6510951200	UCS Server for VOIP	\$13,122.50	\$13,122.50	11/1/2011	2/9/2012	110004	430300
6510943600	CODIAN MCU 4210-04	\$13,243.00	\$13,243.00	3/27/2008	4/1/2008	700877	430300
6510913200	SWITCH	\$5,697.00	\$5,697.00	1/1/1994	8/1/2003	201053	430200
6510913300	SWITCH	\$5,697.00	\$5,697.00	6/1/1999	8/1/2003	201053	430200
6510943400	TANDBERG 3000 MXP(V...	\$20,984.00	\$20,984.00	3/27/2008	4/1/2008	700878	4300XX
6510794700	B-BASE	\$6,746.00	\$6,746.00	11/1/1995	1/1/2001	00085...	420505
6511074400	Lanier MFP - N424	\$8,099.50	\$8,099.50	7/13/2019	11/27/2019	180180	420420
6511074500	Lanier MFP - ST7	\$6,187.19	\$6,187.19	7/13/2019	11/27/2019	180180	420420
6511074600	Lanier MFP - ST6	\$6,187.19	\$6,187.19	7/13/2019	11/27/2019	180180	420420
6510947500	MFP/SCANNER/printer ...	\$6,950.00	\$6,950.00	4/22/2010	4/1/2010	P-CA...	420410
6510953100	Network Switch Stack	\$25,837.66	\$25,837.66	9/28/2020	12/31/2020	190411	420300
6510939000	F5 LOAD BALANCER LT...	\$29,373.00	\$29,373.00	7/25/2007	8/1/2007	420200	420200
6510939100	F5 LOAD BALANCER LT...	\$29,373.00	\$29,373.00	7/25/2007	8/1/2007	700103	420200
6510942100	RIVERBED STEELHEAD ...	\$7,240.00	\$7,240.00	9/2/2007	2/1/2008	700311	420200
6510952800	MediaSite HDMI ML Mob...	\$16,999.00	\$16,999.00	7/1/2019	12/31/2020	180354	420200
6510952900	1S Area Video system ...	\$7,275.60	\$7,275.60	4/27/2020	12/1/2020	190411	420200
6510953000	1S Area Video system ...	\$7,275.60	\$7,275.60	4/27/2020	12/1/2020	190411	420200
6510953200	T9 Video system	\$8,934.29	\$8,934.29	12/20/2019	12/1/2020	190217	420200

Asset4000 - Opening Screen Features

1. **Menu Toolbar** – This provides a list of the main system functions. You can use this to give Asset4000 instructions about what you want to do.
2. **Main Icon Menu** – The main icon menu lists the major functions of the system. Use this menu to access the asset browser, to assign events to assets or to run depreciation.
3. **Main Navigation Tool** – This tool allows the user to scroll between records displayed in the selected window, the asset register for example. This functionality may also be displayed on the controller bar too.
4. **Status Bar** – This gives information about the asset register, namely: -
 - a. **Database Details** – This states the version number and the current database selection.
 - b. **Current Period** – This is the current period that has been set in the System Configuration section of the database
 - c. **Today's Date** – Today's date according to the current PC setting
 - d. **Status Indicator** - The current system status. This will vary based on the most recent action selected.
5. **Navigator Bar** - This is an optional feature which may be toggled on or off by right clicking on the menu toolbar and selecting Use Navigator Bar.

3. The Controller



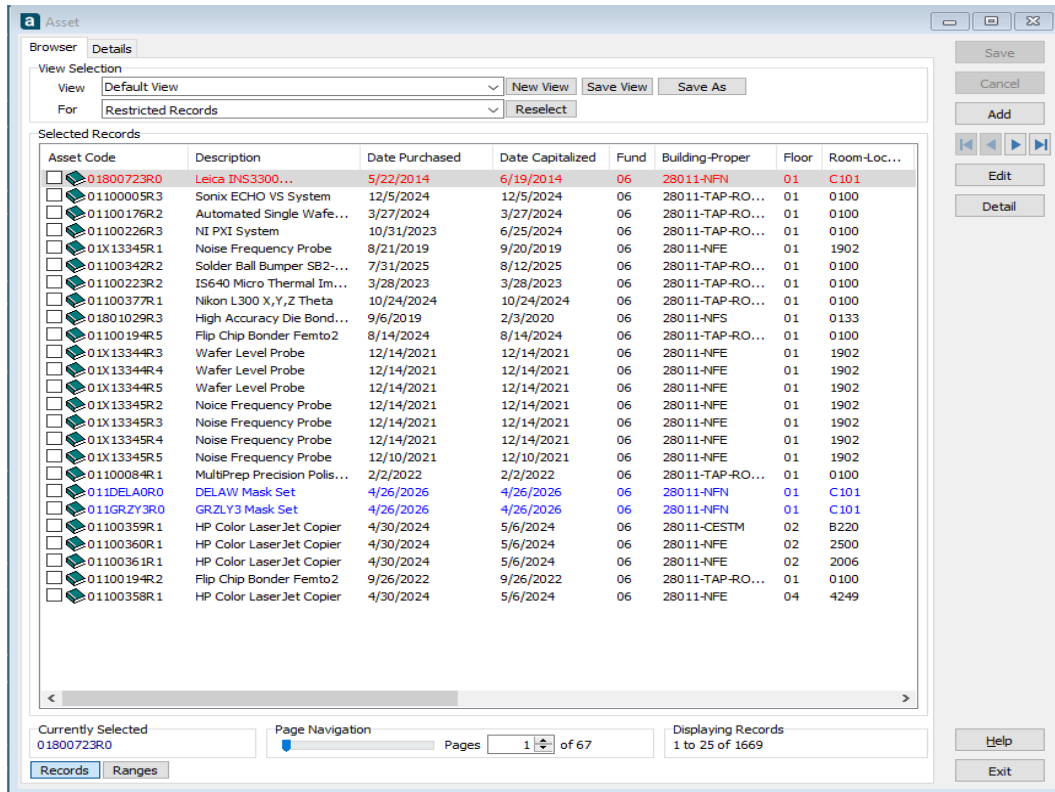
The Controller bar provides a constant aid to navigating the system. It changes to show the relevant buttons for each screen and reflects each user's access rights. The Controller will always show relevant buttons for the active window.

Tip – Not sure what to do on the screen? The controller always displays the functions that the user can perform within the current window.

4. The Asset Browser

The Asset Browser performs two useful functions:

1. To search for an asset or range of assets.
2. To create a useful meaningful view of the asset register.



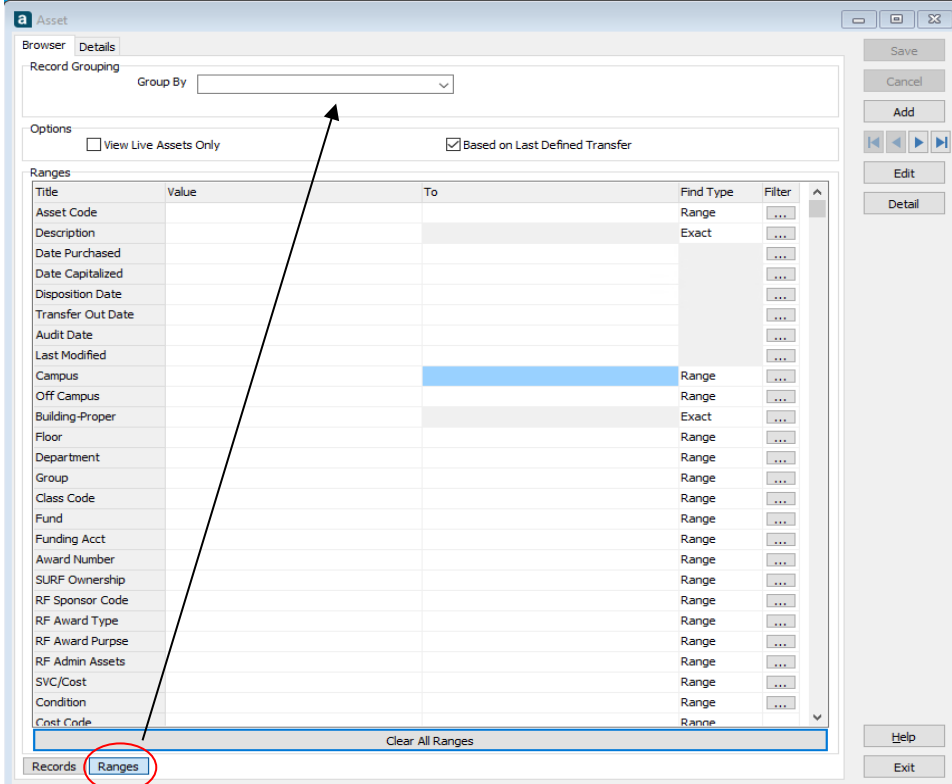
To search for an asset or range of assets:

The Asset Browser is accessed by clicking Inquiries > Asset or by simply clicking on the Assets icon. When opened it normally defaults to showing All Assets, i.e. all assets on the register.

It is possible to filter out assets by specific values such as asset code or description. This is done via the Ranges Tab.

Tip – Assets in Red are disposed assets. Blue represents assets to be processed in a future period. Black are active assets that have been processed in a prior period

It is possible to filter out assets by specific values such as asset code or description. This is done via the **Ranges** tab.



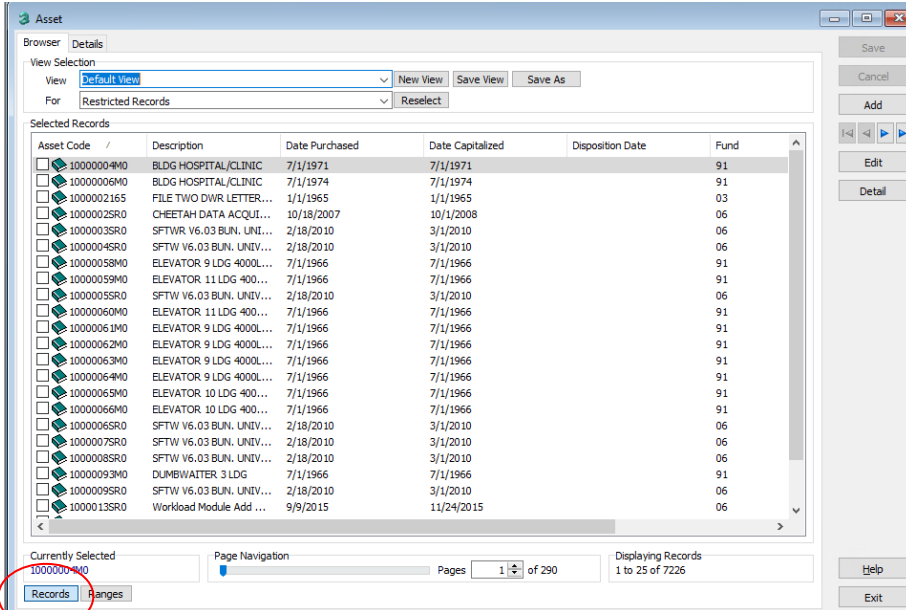
Type a specific asset code that you wish to filter, into the Asset Code ranges line.

This function works by filtering out anything that does not fall between the values entered the Value and To columns, inclusive.

E.g. If asset code 100 is typed into the value column, and 110 is typed into the To column, Asset4000 will display all existing assets with an asset code 100 to 110.

To input values into these fields, the user may either type straight into the text boxes, or select the values from the pick lists.

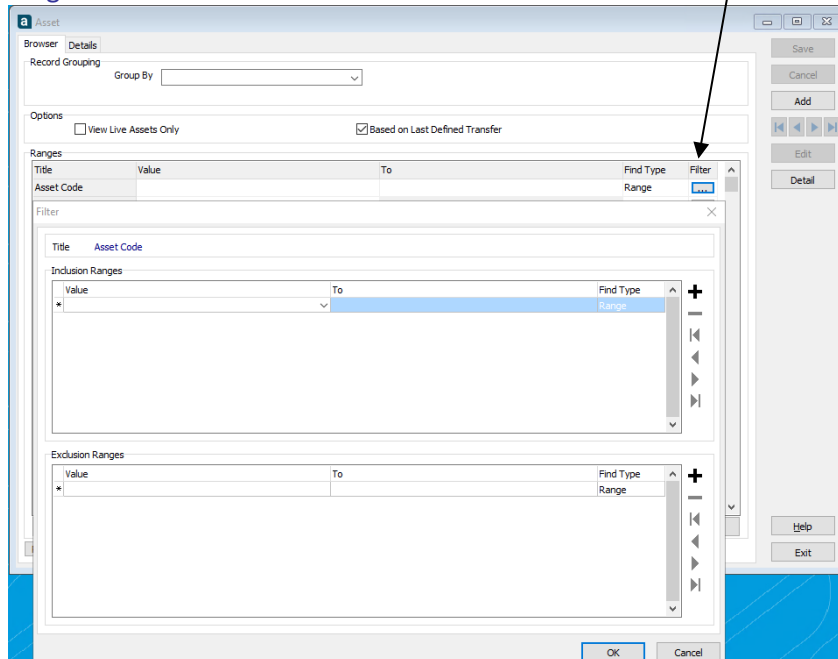
To apply the range, click back to **Records**.



To remove the range filter just applied, the user will need to navigate back to the **Ranges** screen, and to use the **Clear All Ranges** button at the bottom of the window.

In addition to the normal ranges function, Asset4000 contains the option to **exclude** Asset records from any applied filter.

When applying a Range, the user has the option to select the **Filter** option at the end of the appropriate Range line.



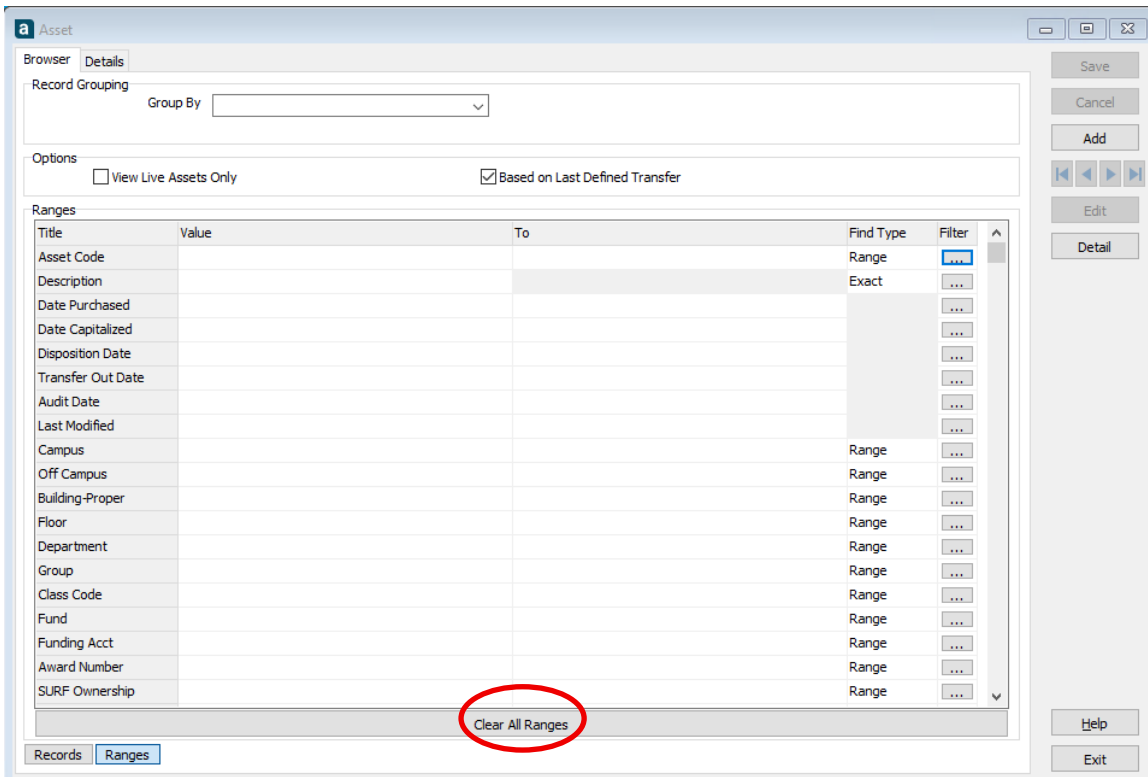
The **Filter** screen will appear as shown above, and will contain the ranges that were set in the previous screen as the **Inclusion range**.

It is possible to edit the inclusion range at this stage or move straight on to enter an **Exclusion range**. To do so, click on the + symbol to the right of the Exclusion ranges table. As in the example above, assets to be included are between 0100 and 0110 inclusive. However, with the exclusion rule set as 0105 to 0105, when applied, the browser will display all assets between and including 0100 to 0110 but excluding asset code 0105.

Multiple exclusions may be set into the same range line by repeating the above process, and the exclusion may encompass multiple assets.

To apply this, select **OK** at the bottom of the screen, and return to the Records page in the Asset browser.

Tip – It is good practice to select the **Clear All Ranges** button prior to entering search criteria.

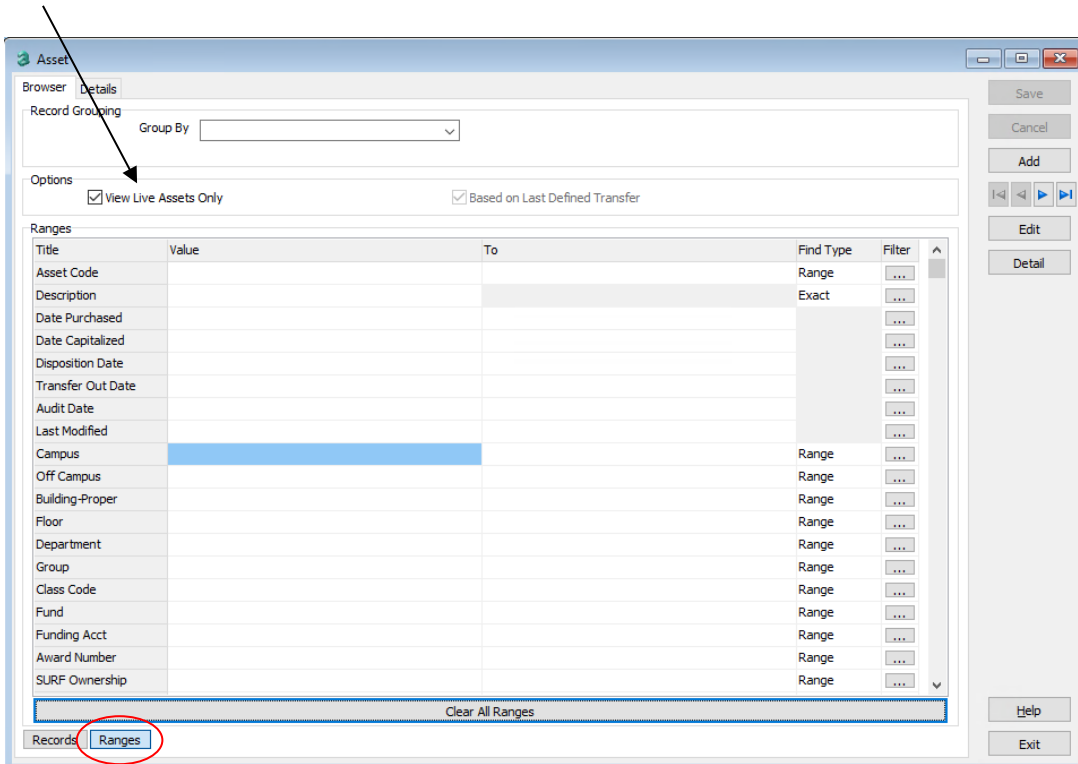


Tip – Always ensure that you have filled in the **Value** and **To** boxes when both are present.

To create a useful meaningful view of the asset register

Tip – Ticking the **View Live Assets Only** check box will filter out any disposed or future assets from the view.

After clicking on the Ranges Tab, select a useful User Code / Analysis Code to order your assets by. This is done by choosing an option from the drop-down list next to **Group by**. Click the **Records** button to apply this action.



5. The Asset Record

Unique asset code assigned to each record

Asset Detail Buttons

The main asset description

Controller Bar.

User-definable fields, otherwise referred to as User Codes

Financial details. The system uses some of this information to calculate depreciation

This section gives an 'at-a-glance' view of costs for the previous period

Reference Dates

Asset Code: 0571680681
Description: TRUCK HWD
Acquisition Mode: Partially Depreciated
Robert Naranjo modified on 4/13/2023

Asset	Events	Parents/Children	Image	Physical Audit History
Campus	28050	Stony Brook		
Off Campus	ON CAMPUS	On Campus		
Building-Propor	28050-ECC	ECC-EDUCATIONAL COMM CNTR		
Floor	99	Yard & Outside		
Department	28050-90087600	Telecommunications & Networkin		
Group	MOVEABLE	Moveable Equipment		
Class Code	200535	TRUCK, 4 X 4 UTILITY		
Fund	03	State Purpose / Revenue Offset		
Funding Acct				
Award Number	N/A	N/A		
SURF Ownership	N/A	N/A		
RF Sponsor Code	N/A	N/A		
RF Award Type	N/A	N/A		

User Codes | Descriptions | Notes | Dates

Date Purchased	3/30/2007	Last Period	
Date Capitalized	3/1/2007	Life Used	
Quantity	1	GBV	
Purchase Cost	\$21,286.00	NBV	
Expiration Date	2/28/2013	Per Depn	
		YTD Depn	
Depn Acqn %	Period 100	Disposition Date	6/30/2025
Depn Code	SL	Transfer Out Date	
HCA Life in Months	72.000000	Audit Date	

HCA

The Asset Record – Descriptions

Asset Code – This will be manually entered – 10 characters in length with prefix of the campus code 3rd and 4th position. (e.g., 28650 would be **65**)

Asset Tabs – These tabs hold different information for each asset.

Asset Detail Buttons – These buttons show information that has been entered for each asset.

Description – The asset title.

User / Analysis Codes – User definable fields that are pre-defined at the consultancy stage. Only codes that have been entered in the User Code Configuration section can be selected here.

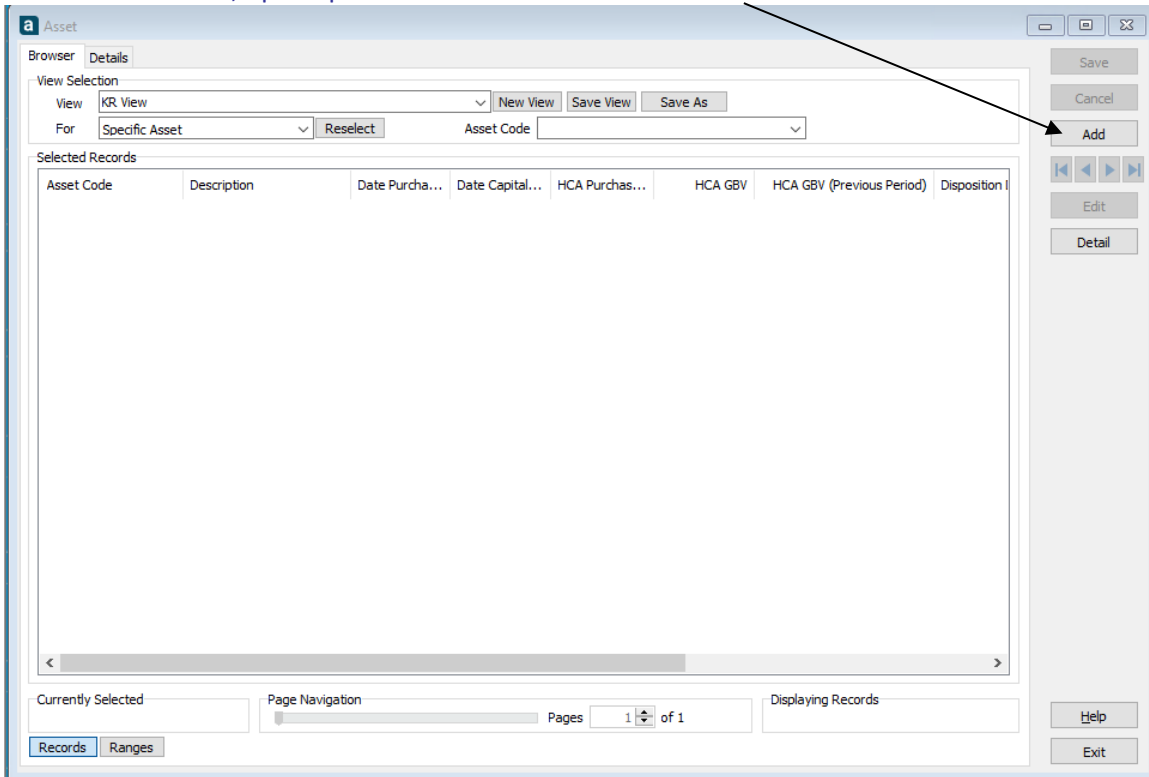
Financial Details – These are the details that the system uses to calculate depreciation. Fields include Date Purchased, Date Capitalized, Purchase Cost, Depreciation Code and Life.

Last Period Information – This section of the screen is not completed when entering a New Acquisition. This gives an ‘at-a-glance’ view of costs for the previous period.

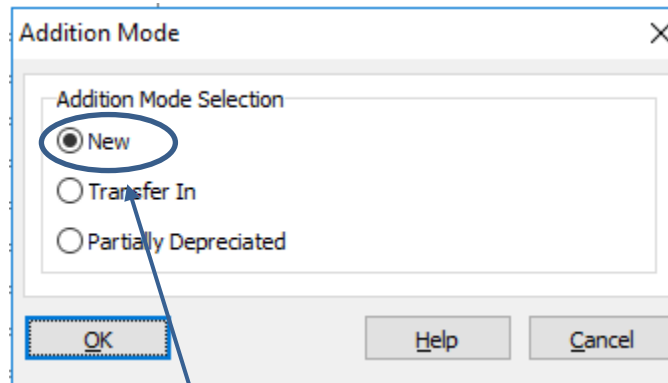
Available Books – This is the list of books that the register contains. SUNY will only have one available book within the University Prod –HCA (Historical Costs)

6. Asset Additions

To add a new asset, open up the asset browser and click **Add** on the controller.



The below options will appear on the 'Addition Mode' window:



New - A brand new asset will be created in the system. This will require the user to input data for user codes and description fields and to input all required financial information.

For SUNY: Campuses are to Select NEW ONLY.

Click **OK**.

The below screen will now allow the user to populate all required fields.

Asset Code – This will be manually entered – 10 characters in length with prefix of the campus code 3rd and 4th position. (e.g., 28650 would be **65**)

Description – The asset title to be displayed in the asset browser.

User Codes – Typically, Asset Type or Category will be linked to the Asset Life and Depreciation Code and will therefore populate these fields automatically. This fields are all dropdown selections and required on each asset.

- Note – when adding an asset that is Off-Campus, be sure to select ‘Off Campus’ under the ‘Off Campus Field’. Be sure to add an Off-Campus location within the ‘descriptions’ tab.

Description Fields – Found under the ‘Description’ asset details button. Mandatory Fields are Room-Location, PO #, Manufacturer, Model and Barcode #.

Date Purchased – This can be typed in or selected from the drop-down calendar. **This is the In-Service Date, and the date depreciation begins.**

Date Capitalized – This would normally fall in the current period, as shown by the Current Period Indicator. The system will automatically default to the current open period.

Quantity – This will only be defaulted to quantity **1**.

Purchase Cost – This is the amount paid for the asset, and will become the initial GBV and NBV, to be depreciated over the life of the asset.

Depn Acq % - Depreciation Acquisition Percentage. This determines how much depreciation is charged in the first period of the asset's life.

Depn Code – Depreciation Code. This is a drop-down option. This is a cross-reference applied from the Class Code User Code. Options are SL – Straight Line and ND – Non-Depreciating which is defaulted from Class Code.

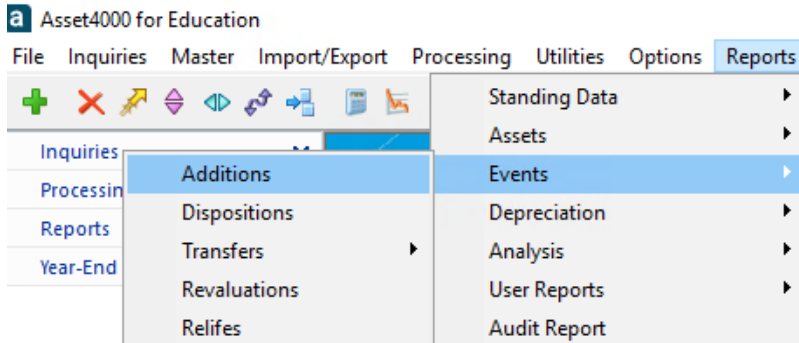
Last Period Information – This section of the screen is not completed when entering a new acquisition. This data will not become available until the system is moved into the period **after** the capitalization of the asset and all depreciation calculations have been made correctly.

Once the Asset record has been completed, click the **Save** button on the Controller.

Tip – If you need to change any details after you have clicked **Save**, just re-open the record and use the Edit button.

6.1 Additions Report

Reports > Events > Additions

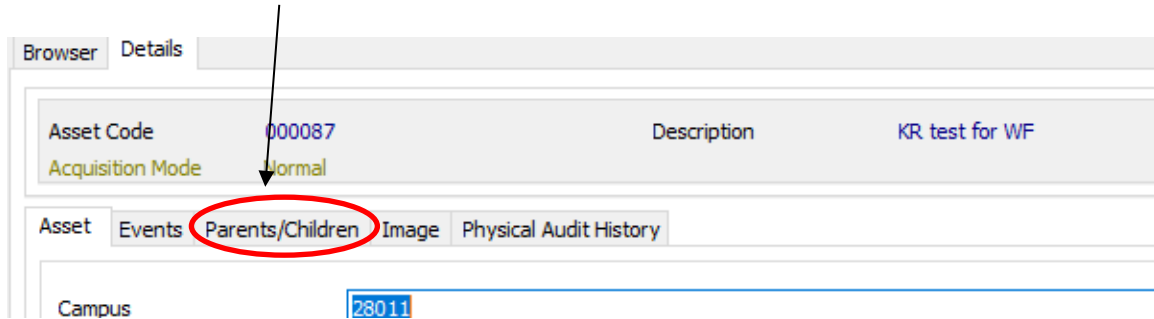


HCA Asset Addition List FOR 2019/07 (Ordered by Campus)							Page 2
6/16/2020 5:41:01 PM Asset4000 for Education Version 10.300							State University of New York
Asset	Description	Date Purchased	Date Capitalized	Life	Purchase Cost	GBV	Depn Code
01X17302R0	2B TECHNOLOGIES CALIBRATOR...	5/13/2019	1/2/2020	156.000000	\$9,050.00	\$9,050.00	SL
01X3471300	HONETWELL NETWORK ADAPTER...	11/8/2019	1/2/2020	60.000000	\$7,183.36	\$7,183.36	SL
01X3471400	VILOCITY MICRO COMPUTER...	10/3/2019	1/2/2020	60.000000	\$6,459.00	\$6,459.00	SL
01X3471500	NOBLES FLOOR SPEED SCRUBBER...	10/28/2019	1/2/2020	156.000000	\$9,788.07	\$9,788.07	SL
28010 (4 records)					\$32,480.43	\$32,480.43	
01100012R0	Servers to run Cadence and ...	1/2/2020	1/16/2020	60.000000	\$28,835.08	\$28,835.08	SL
28011 (1 record)					\$28,835.08	\$28,835.08	
01400001R0	MegaPuck Set...	1/14/2020	1/14/2020	96.000000	\$11,900.00	\$11,900.00	SL
0140000200	Compact 1600 Degree C Tube...	12/16/2019	1/16/2020	96.000000	\$9,030.00	\$9,030.00	SL
01400002R0	Tube Microscope...	12/23/2019	1/14/2020	60.000000	\$5,610.40	\$5,610.40	SL
01400003R0	4 Channels Pulse Generator....	1/10/2020	1/14/2020	96.000000	\$25,085.85	\$25,085.85	SL
01800504R1	Metal Oxide Sputtering~PVD...	12/24/2019	1/9/2020	60.000000	\$2,214.75	\$2,214.75	SL
28014 (5 records)					\$53,841.00	\$53,841.00	
0250237800	AUTOSCRUBBER, BOOST 20"	1/8/2020	1/31/2020	156.000000	\$5,198.00	\$5,198.00	SL
0250237900	AUTOSCRUBBER, BOOST 20"	1/8/2020	1/31/2020	156.000000	\$5,198.00	\$5,198.00	SL
0250238100	AUTOSCRUBBER, BOOST 28"	1/8/2020	1/29/2020	156.000000	\$10,205.00	\$10,205.00	SL
0250239300	LASER DISECTION SCOPE	10/7/2019	1/31/2020	72.000000	\$194,949.92	\$194,949.92	SL
0250247100	3D BIO PRINTER	11/26/2019	1/14/2020	60.000000	\$40,000.00	\$40,000.00	SL
0250247200	CRYOSTAT	9/19/2019	1/14/2020	72.000000	\$23,128.00	\$23,128.00	SL
0250247300	BRUKER ALPHA II FTIR	5/13/2019	1/14/2020	72.000000	\$20,881.80	\$20,881.80	SL
0250247400	Temperature and CO2 Controller	12/20/2019	1/21/2020	60.000000	\$7,368.30	\$7,368.30	SL
0250247600	COPIER, CANON IMAGE RUNNER	11/21/2019	1/28/2020	120.000000	\$5,870.00	\$5,870.00	SL
02BC883300	BUS, OCCT	12/20/2019	1/28/2020	72.000000	\$169,911.55	\$169,911.55	SL
02BC883400	BUS, OCCT	12/20/2019	1/28/2020	72.000000	\$169,911.55	\$169,911.55	SL
02BC883500	BUS, OCCT	12/20/2019	1/28/2020	72.000000	\$169,911.55	\$169,911.55	SL
28020 (12 records)					\$822,533.67	\$822,533.67	

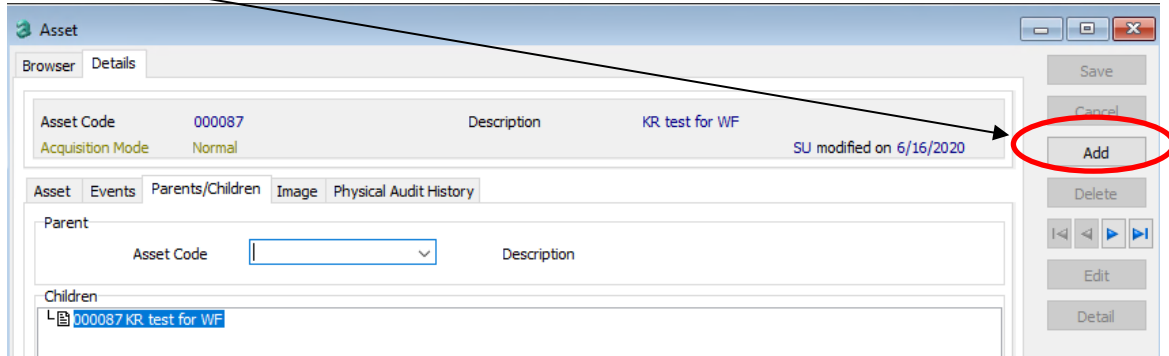
6.2 Parents/Children Link

To add a Parent Link to a Child Asset, select child asset record and go to details tab or double click on asset.

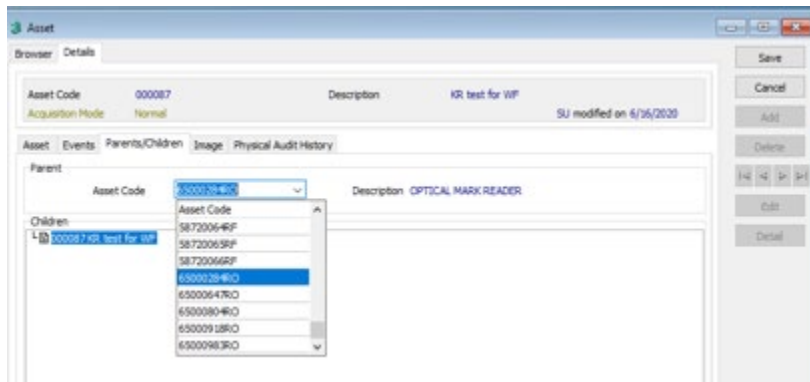
Click on the Parents/Children Tab:



Click on Add:



Select the Parent Asset to link to the Child asset and then Save the record.



Note: This will allow to select Disposed Assets. Please verify that the asset record is that of a live asset.

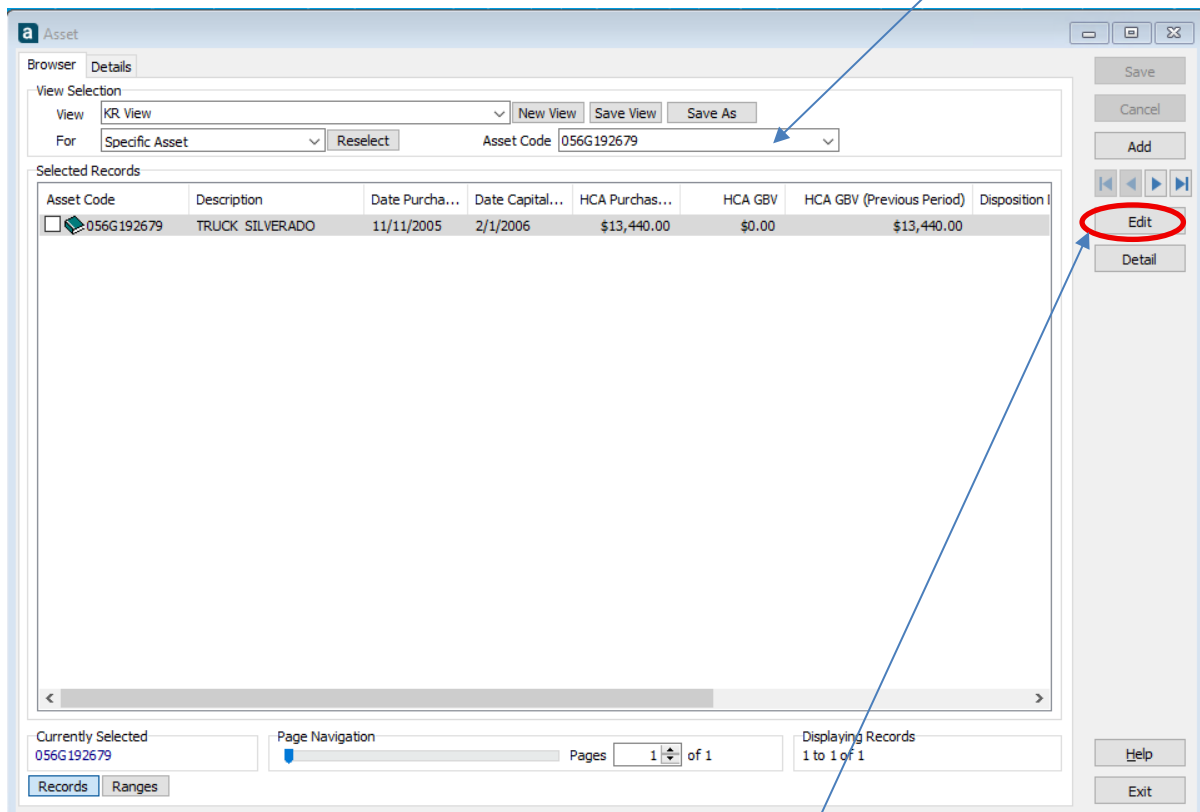
To remove link, select delete from the Controller Bar within the Child Asset Record. It will confirm the delete record and select 'Yes'.

Tip – Parent/Children Link should be used for Research Foundation (RF) assets that are Split Funded.

6.3 Edit an Asset

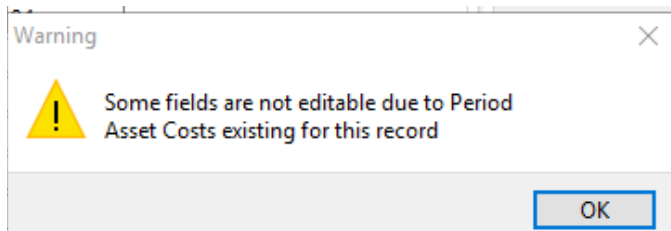
Once an asset has been capitalized, there are only certain fields that can be edited.

To edit an asset that has been capitalized, enter your asset number into the 'Asset code' Field



Click on the asset and select 'Edit' on the Controller bar on the right-hand side.

This warning will pop up informing you that this asset has been previously capitalized and only some fields may be changed.



The only fields allowed to be edited once the asset has been capitalized are within the 'Descriptions', 'Notes', 'Images' (Section 6.4) and 'Dates' tabs.

The screenshot shows the 'Asset' details page in the Asset4000 system. At the top, there are tabs for 'Browser' and 'Details'. Below this, the asset information is displayed: Asset Code 056G192679, Description TRUCK SILVERAD, and Acquisition Mode Partially Depreciated. A navigation bar includes 'Asset', 'Events', 'Parents/Children', 'Image', and 'Physical Audit History'. The main form contains several input fields: Room-Location (Y&O), Off Campus Loc, P.O. # (503482Q), Manufacturer (CHEVROLET), Model (1500), Serial # (3GCEC14Z06G192679), Warranty # (PLT#L98558), Capital Proj #, Campus Flag 1 (plate-AE4597), and Campus Flag 2. At the bottom, there are tabs for 'User Codes', 'Descriptions', 'Notes', and 'Dates'. The 'Descriptions' tab is circled in red.

Tip – when editing the ‘Room-Location’ field, the system of record is Asset Works AiM Property Locations and must match the formatting within the application. The formatting should be identical and should contain any leading zeros and/or dashes within that coding. Your Physical Space Coordinator can assist with providing this data.

The screenshot shows the 'Asset' details page in the Asset4000 system, similar to the previous one. The 'Notes' tab is selected and highlighted with a red circle. The main form area contains the text 'input serial # 8/8/17 RN'. At the bottom, there are tabs for 'User Codes', 'Descriptions', 'Notes', and 'Dates'. The 'Notes' tab is circled in red.

Tip – when entering new data within the ‘Notes’ Section, do not hit the ‘enter’ key to start a new line. Instead, space over several times and input the new data on the same line as the existing data. It is recommended to date new Notes within the record.

Real Asset Management
Asset4000 User Guide

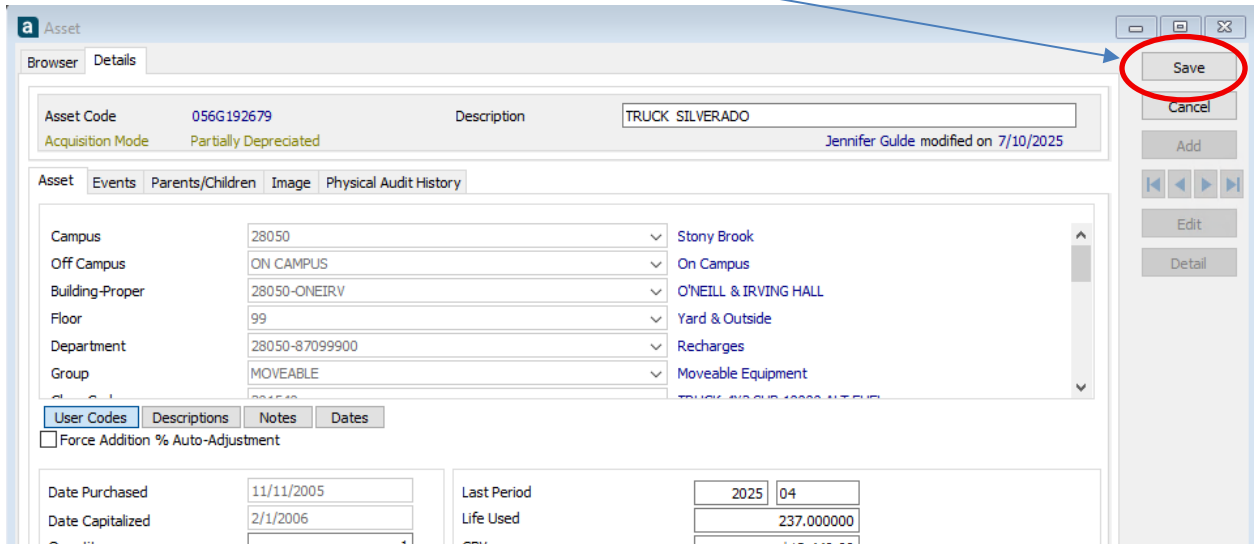
The screenshot shows the 'Asset' details page in Asset4000. The 'Dates' tab is highlighted with a red circle. The page displays fields for PO Date, Warranty End, Maint Interval, and Audit Date(NT), each with a dropdown arrow. Below these fields are tabs for User Codes, Descriptions, Notes, and Dates. The 'Dates' tab is the active and highlighted one.

For **Audit Date (NT)** – NT represents Non-Track Audit Date. This is to be populated once a campus completes a Physical Inventory Audit.

This screenshot shows the 'Asset' details page for a 'TRUCK SILVERADO' (Asset Code 056G192679). The 'Dates' tab is selected. The 'Audit Date' field is highlighted with a red oval. The page is divided into several sections: Campus information (Campus, Off Campus, Building-Propser, Floor, Department, Group), Financials (Date Purchased, Date Capitalized, Quantity, Purchase Cost, Expiration Date), Depreciation (Last Period, Life Used, GBV, NBV, Per Depn, YTD Depn), and Disposition (Disposition Date, Transfer Out Date, Audit Date). The 'Audit Date' field is currently empty.

Note – if your campus is a Track5000 user, your **Audit Date** will automatically be populated under the 'user codes' tab once an inventory has been processed

Once your changes have been made in one of these respective fields, select 'Save' on the right side of the screen.



The screenshot displays the 'Asset' details page in the Asset4000 software. The 'Save' button in the top right corner is circled in red, with a blue arrow pointing to it from the text above. The interface includes a 'Browser' tab and a 'Details' section with the following information:

Asset Code	056G192679	Description	TRUCK SILVERADO
Acquisition Mode	Partially Depreciated	Jennifer Gulde modified on 7/10/2025	

Below this, there are tabs for 'Asset', 'Events', 'Parents/Children', 'Image', and 'Physical Audit History'. The 'Asset' tab is active, showing a list of fields with dropdown menus:

Campus	28050	Stony Brook
Off Campus	ON CAMPUS	On Campus
Building-Proper	28050-ONEIRV	O'NEILL & IRVING HALL
Floor	99	Yard & Outside
Department	28050-87099900	Recharges
Group	MOVEABLE	Moveable Equipment

At the bottom, there are sections for 'User Codes', 'Descriptions', 'Notes', and 'Dates'. A checkbox for 'Force Addition % Auto-Adjustment' is present. The 'Dates' section includes:

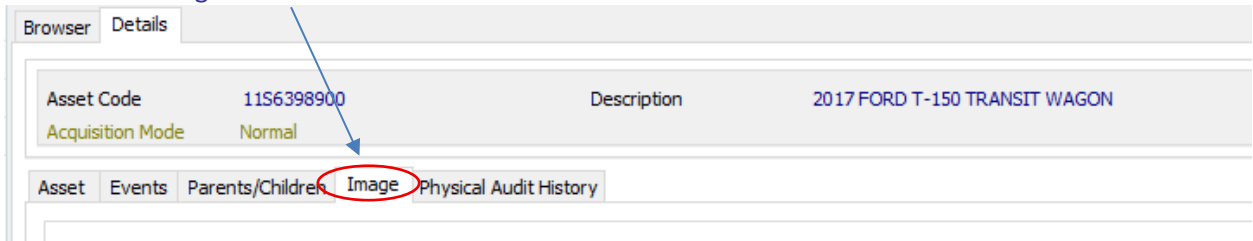
Date Purchased	11/11/2005	Last Period	2025	04
Date Capitalized	2/1/2006	Life Used	237,000,000	

Note - If you are updating an asset to have an Off Campus Location, you will first need to complete a Transfer Event (7.2) to change the asset to Off Campus within the 'User Codes' Field and to select the proper building. An Off Campus description cannot be added to an asset unless it is properly transferred to an Off Campus Location.

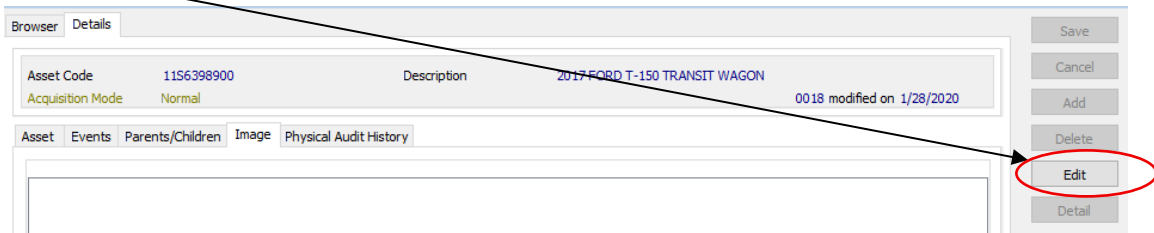
6.4 Adding an Image

To add an image, select the asset record and go to details tab or double click on asset.

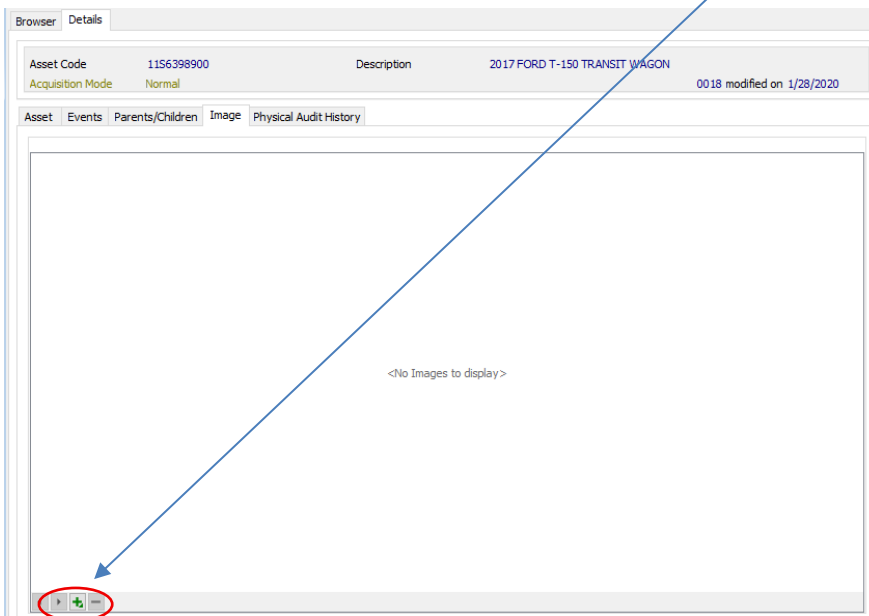
Click on the Image Tab:



Click on Edit:

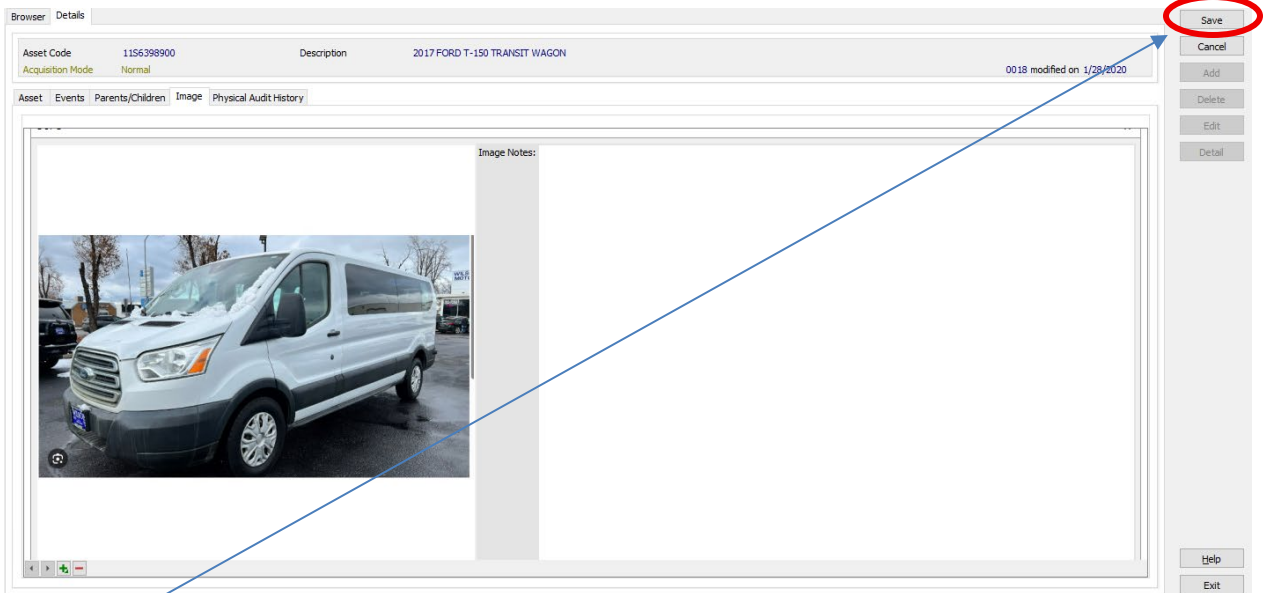


Select the add image icon shown at the bottom of the screen:

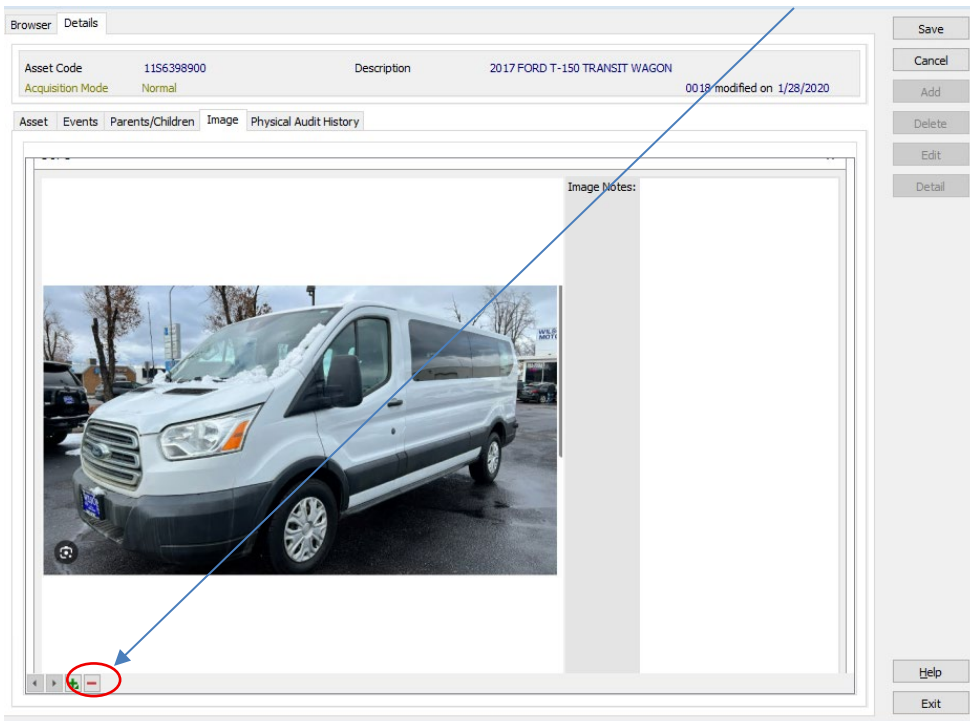


Note: This will automatically pull up your Temp folder. Ensure the image you want to add is saved in this folder for easy access. Select the image you want to add and click open. It is recommended to reduce or resize the image to a smaller scale. If image is too large, will not upload properly. If any issues, will need to request image to be removed by email to PCSWorFlow@suny.edu.

This will add the image on the image tab. You can also add notes to your image by typing in the image notes area:



Select **Save** on the right-hand column to save your image.
To **delete** an image select edit on the right-hand column and select the box shown below:



A pop up will appear asking you to confirm that you want to delete this image. Select Yes then hit save on the right-hand column.

7 Asset Events

7.1 Asset Dispositions

The purpose of a **Disposition event** is to indicate that on a certain date an existing asset on the register is to be the subject of an accounting disposal.

Assets are disposed of when it is required that their values are removed from the Asset Register. The reasons for this might include the sale, theft or obsolescence of the asset.

To action the disposal, highlight the Asset in the Browser then either drag the asset onto the Red Cross icon and release, or simply highlight the asset and click the Red Cross Icon. This will launch the screen below.

Asset4000 for Education
File Inquiries Master Import/Export Processing Utilities Options Reports Window Help

Inquiries
Processing
Reports
Year-End Process

Dispositions

Asset: 056G192679 TRUCK SILVERADO
Disposition Date: 11/30/2025

Type of Disposition:
 Sale Write Off Merge

Disposition Details:
Reason:
Type:
Proceeds: \$0.00
Expenses of Sale: \$0.00
Gain/Loss:
Adj Gain/Loss: \$0.00

Disposition Type:
 Period Year
Depn Disposition %: 100

Acc Net Rev Adj.: \$0.00

HCA

Save
Cancel
Add
Delete
Edit
Help
Exit

Enter a **Disposition date**. This will usually have to be either in the current period or a future period.

Select the **Type of Disposition**. If 'Sale' is selected, the 'Proceeds' figure (below) will need to be greater than zero. If 'Write-Off' is selected, the 'Proceeds' figure will be greyed out so that it remains as zero.

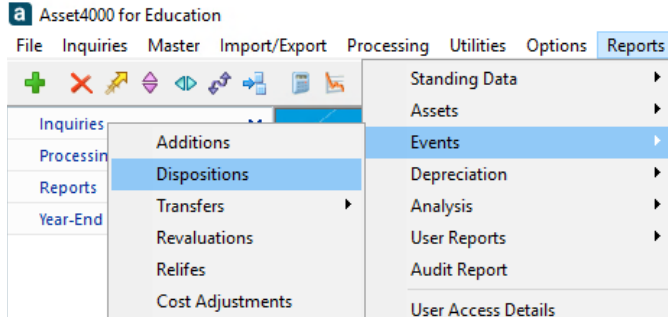
Complete the **Disposition reason**.

Enter the **proceeds** for the disposal. This is the amount received from a third party for the asset or the amount spent on disposal. The value will be used in the calculation of the Profit/Loss figure.

The disposition event is now stored as an asset event.

The disposition will not take place, i.e. the GBV / NBV will not change, and the Profit/Loss figure will not be calculated, until the depreciation calculations are performed for the accounting period that includes the specified disposal date.

Run the Disposition report – Reports > Events > Dispositions.



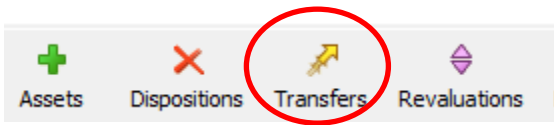
6/16/2020 5:44:32 PM Asset4000 for Education Version 10.300		HCA Asset Disposition List FOR 2019/07 (Ordered by Campus)				Page 3 State University of New York	
Asset	Description	Capn Date Disposition Da	Expenses of Sale	GBV Proceeds	NBV Gain/Loss	Acc Depn Revaluation Adj. P/L	
28050 (12 records)							
			\$0.00	\$180,190.79	\$3,776.28	\$176,414.51	
				\$0.00	-\$3,776.28	-\$3,776.28	
10S8084100	BANNER RACK SERVER	7/1/2005		\$11,658.00	\$0.00	\$11,658.00	
		1/8/2020	\$0.00	\$0.00	\$0.00	\$0.00	
10S8388000	SERVER PROLIANT G6	7/1/2010		\$5,318.00	\$0.00	\$5,318.00	
		1/8/2020	\$0.00	\$0.00	\$0.00	\$0.00	
28100 (2 records)							
			\$0.00	\$16,976.00	\$0.00	\$16,976.00	
				\$0.00	\$0.00	\$0.00	
11R10693RO	WHITEBOARD ELECTRIC SMARTBOARD	3/1/2009		\$6,786.00	\$0.00	\$6,786.00	
		1/31/2020	\$0.00	\$0.00	\$0.00	\$0.00	
11S5219000	BIOSAFETY HOOD	5/1/2007		\$6,112.00	\$0.00	\$6,112.00	
		1/31/2020	\$0.00	\$0.00	\$0.00	\$0.00	
11S6324000	Copier	8/31/2012		\$23,495.00	\$0.00	\$23,495.00	
		1/31/2020	\$0.00	\$0.00	\$0.00	\$0.00	
11S6367900	FISH CAPTURE STATION PC	4/16/2015		\$7,424.27	\$123.61	\$7,300.66	
		1/31/2020	\$0.00	\$0.00	-\$123.61	-\$123.61	
28110 (4 records)							
			\$0.00	\$43,817.27	\$123.61	\$43,693.66	
				\$0.00	-\$123.61	-\$123.61	
1600002000	COLOR SCANNER	10/1/2010		\$18,348.00	\$0.00	\$18,348.00	
		1/2/2020	\$0.00	\$0.00	\$0.00	\$0.00	
1601086900	BATTERY FRYER	5/1/2007		\$13,759.00	\$0.00	\$13,759.00	
		1/24/2020	\$0.00	\$0.00	\$0.00	\$0.00	
161-172900	SEABIRD	8/1/2010		\$22,909.00	\$1,145.37	\$21,763.63	
		1/24/2020	\$0.00	\$0.00	-\$1,145.37	-\$1,145.37	
1616562300	REFRIGERATED DISPLAY UNIT	5/1/2007		\$6,513.00	\$0.00	\$6,513.00	
		1/3/2020	\$0.00	\$0.00	\$0.00	\$0.00	
16473056R0	SEABIRD	5/1/1995		\$22,909.00	\$0.00	\$22,909.00	
		1/24/2020	\$0.00	\$0.00	\$0.00	\$0.00	
28160 (5 records)							
			\$0.00	\$84,438.00	\$1,145.37	\$83,292.63	
				\$0.00	-\$1,145.37	-\$1,145.37	
2323023839	NETWORK SWITCH	1/11/2013		\$7,700.00	\$0.00	\$7,700.00	
		1/31/2020	\$0.00	\$0.00	\$0.00	\$0.00	
28230 (1 record)							
			\$0.00	\$7,700.00	\$0.00	\$7,700.00	
				\$0.00	\$0.00	\$0.00	

7.2 Asset Transfers

The purpose of a **Transfer event** is to indicate that on a certain date one or more of the 25 user codes stated against an asset is subject to change.

Transfers are typically added to record the physical movement of an asset, for example from one location to another. This will have the effect of recording a new Year to Date depreciation at the new location, whilst retaining the depreciation history at the old location.

To action the **Transfer**, highlight the Asset in the Browser then either drag the asset onto the Yellow Diagonal Arrow icon and release, or highlight the asset and click the Yellow Icon. This will launch the screen below:



a Transfers

Asset: 056G192679 TRUCK SILVERADO
Transfer Date: 11/30/2025

Transfer Details

Reason:

Transfer Type

Into Register Within Register
 Out of Register Addition

Finance Details

Charge Depreciation To: Recipient Index Transfer In

Transfer Details

	From	To
Campus	28050	28050
Off Campus	ON CAMPUS	ON CAMPUS
Building-Propser	28050-ONEIRV	28050-ONEIRV
Floor	99	99
Department	28050-87099900	28050-87099900
Group	MOVEABLE	MOVEABLE
Class Code	201540	201540
Fund	03	03
Funding Acct		
Award Number	N/A	N/A

Buttons: Save, Cancel, Add, Delete, Edit

Enter a **Transfer Date**.

Complete the **Transfer reason**. This states the reason for the transfer or as a cross-reference to paperwork for that transfer.

Transfer type. This defaults to **Within Register**. This will be the **only** selection SUNY will input against.

Finance details: Leave as default setting.

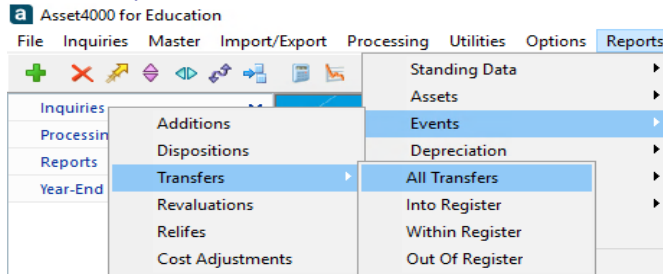
Define the **Transfer details**:

This is done by the 'TO' user codes in the Transfer Details box. The FROM codes appear automatically except for acquisition transfers and should not be changed.

The entries in the TO fields will be validated against the allowable user codes which have been defined. Pick lists are available on each field and further user code types can be viewed using the scrollbar. Some suggested changes might default in if cross-references have been set up for the user codes.

At least one of the 23 user codes must change with each transfer record. It is also possible (although unlikely) to change all 23-user codes.

Click 'Save' to complete the **Transfer**. The transfer event is now stored as an asset event.



Run the Transfer report – Reports > Events > Transfers.

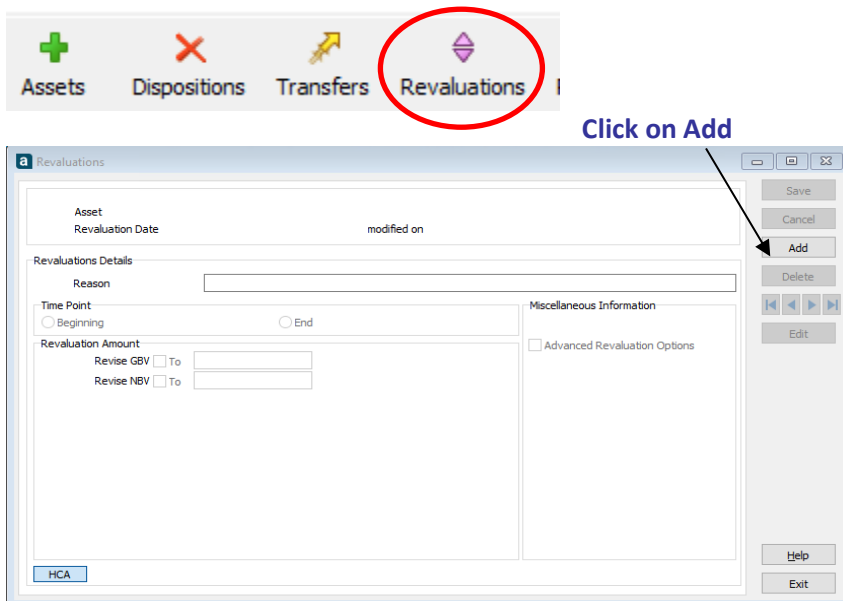
6/17/2020 3:29:45 PM Asset4000 for Education Version 10.300		HCA Asset Transfer List FOR 2019/09 (Ordered by Campus)		Page 12 State University of New York	
Asset	Description	Capn Date	Trans. Date	GBV	NBV Type Charge
1189497100	POWER EXAM TABLE/CHAIR	9/30/2016	3/31/2020	\$11,043.46	\$5,866.68 W R
	Building-Propser	From 28110-UH2		To 28110-UHCC54	
	Floor	From 0B		To 01	
28110 (31 records)				\$536,245.61	\$435,365.31
24200950700	Black Storm-4 CH Multi-Def Vid	6/8/2015	3/31/2020	\$15,616.10	\$7,417.88 W R
	Condition	From E		To G	
28240 (1 record)				\$15,616.10	\$7,417.88
2802663900	ROUTER INTEGRATED SERVICE 2951	6/30/2014	3/31/2020	\$5,040.00	\$0.00 W R
	Building-Propser	From 28280-CCSUN		To 28280-OFF CAMPUS	
	Floor	From 0B		To 01	
2802776700	Konica Minolta Color Copier	8/12/2014	3/13/2020	\$8,717.00	\$3,777.48 W R
	Campus	From 28650		To 28280	
	Off Campus	From OFF CAMPUS		To ON CAMPUS	
	Building-Propser	From 28650-4118TA		To 28280-4118TA	
	Floor	From 02		To 0B	
	Department	From 28650-88033500		To 28280-86081500	
2802776800	Konica Minolta Color Copier	8/12/2014	3/13/2020	\$6,850.00	\$2,968.55 W R
	Campus	From 28650		To 28280	
	Off Campus	From OFF CAMPUS		To ON CAMPUS	
	Building-Propser	From 28650-4118TA		To 28280-4118TA	
	Floor	From 02		To 0G	
	Department	From 28650-88033500		To 28280-86081500	
28280 (3 records)				\$20,607.00	\$6,746.03
335669427LP	2010 CHEVY IMPALA	5/1/2010	3/10/2020	\$25,495.00	\$0.00 W R
	Campus	From 28190		To 28350	
	Building-Propser	From 28190-SCHRAD		To 28350-VICHSE	
	Department	From 28190-86065700		To 28350-86065700	
28350 (1 record)				\$25,495.00	\$0.00

7.3 Asset Revaluations

The purpose of a **Revaluation event** is to indicate that on a certain date an asset in the register is to be the subject of an accounting revaluation. A change to either or both the Gross Book Value and Net Book Value is required.

A revaluation may be the result of a professional valuation of assets, a standard company practice in response to movements of certain market factors, a means of adjusting assets in the interests of accuracy or any other valid accounting reasons.

To action the **Revaluation**, highlight the Asset in the Browser. Then either drag the asset onto the Pink vertical arrow icon and release or simply highlight the asset and click the Pink arrowed Icon. This will launch the screen below.



Input Revaluation

The screenshot shows the 'Revaluations' dialog box. At the top, there are two dropdown menus: 'Asset' with the value '056G192679' and 'Revaluation Date' with the value '11/30/2025'. Below these is a 'Reason' text field. The 'Time Point' section has two radio buttons: 'Beginning' (selected) and 'End'. The 'Revaluation Amount' section has two rows: 'Revise GBV' with an unchecked checkbox and a 'To' text field, and 'Revise NBV' with an unchecked checkbox and a 'To' text field. The 'Miscellaneous Information' section has an unchecked checkbox for 'Advanced Revaluation Options'. On the right side, there are buttons for 'Save', 'Cancel', 'Add', 'Delete', 'Edit', 'Help', and 'Exit'. At the bottom left, there is an 'HCA' button.

Enter a **revaluation date**. This will default to the last day within the open period.

Complete the **revaluation reason**.

Time point-will default to Beginning. Please do not change to End.

Gross Book Value (GBV) is to be revalued – click on the check box (put a tick in the box) and enter the **revised total GBV** and not the change in GBV.

Note that the **From** field will show you the GBV before the revaluation for that period, but this field will only be populated once you have run depreciation for the revaluation period.

Net Book Value (NBV) is to be revalued - click on the check box (put a tick in the box) if the NBV is to be revalued and enter the **revised total NBV** and not the change in NBV.

Select Save

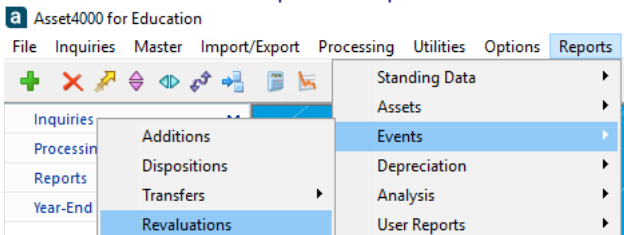
The revaluation record is now stored as an asset event.

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Note that the **From** field will show you the NV before the revaluation for that period, but this field will only be populated once you have run depreciation for the revaluation period.

Asset	[REDACTED] HORIBA RAMAN SPECTROMETER/ ELIAS ARRIJ		
Revaluation Date	11/1/2025	[REDACTED]	modified on 11/11/2025
Revaluations Details			
Reason	\$13,721.26 POLARIZER UPGRADE (RF PO 1449453)		
Time Point	<input checked="" type="radio"/> Beginning <input type="radio"/> End		
Revaluation Amount	Revise GBV <input checked="" type="checkbox"/> To <input type="text" value="\$196,756.26"/> From <input type="text" value="\$183,035.00"/> Revise NBV <input checked="" type="checkbox"/> To <input type="text" value="\$99,518.94"/> From <input type="text" value="\$85,797.68"/>		

Run the Revaluation report – Reports > Events > Revaluations.



Example prior to processing depreciation:

HCA Asset Revaluation List FOR 2019/20									
(Ordered by Campus)									
Asset	Description Revaluation Reason	Capn Date	Revaluation Date	Previous GBV Revised GBV GBV Alteration	Previous NBV Revised NBV NBV Alteration	Previous Min NBV Revised Min NBV Chg to Rvl Rave	Previous Salvage Revised Salvage Charge to I&E	Reserve Balance B/E Reserve	B/E Adr.Op GP WO
01100003R0	LAM 2300 System RIE Etch... adding R1202097	2/27/2020	5/20/2020	\$0.00 \$7,063,070.00 \$7,063,070.00	\$0.00 \$6,947,801.42 \$6,947,801.42	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 *	\$0.00 E N
01801248R1	Desk V TSC HP w/Tilting... adding R1196254	1/31/2020	5/28/2020	\$0.00 \$14,236.73 \$14,236.73	\$0.00 \$13,487.40 \$13,487.40	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 *	\$0.00 E N
01X13293R2	Stratus Deposition System... adding R1164739,R1111056 part pymts	12/31/2019	6/8/2020	\$0.00 \$297,814.93 \$297,814.93	\$0.00 \$283,156.76 \$283,156.76	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 *	\$75,135.87 E N
01X13326R1	Vigus tx LK3+ BEOL Chamber... adding R1195404 part pymt	1/9/2018	4/17/2020	\$0.00 \$7,313,751.63 \$7,313,751.63	\$0.00 \$6,397,515.50 \$6,397,515.50	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$9789,912.08	E N
27X1550554	SPUTTER COATER Campus Request-per Corey to reflect PO	12/18/2019	4/30/2020	\$0.00 \$40,620.00 \$40,620.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 *	\$0.00 E N
27X1550564	SPIN PROCESSOR As per campus request-per Corey to reflect PO	12/20/2019	4/30/2020	\$0.00 \$14,025.00 \$14,025.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 *	\$0.00 E N
Report Total (6 records)				\$0.00 \$14,743,518.29 \$14,743,518.29	\$0.00 \$13,641,961.08 \$13,641,961.08	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$5,865,047.95	

The revaluation will not be processed, i.e. the GBV and NBV will not change until the depreciation calculations are performed for the accounting period that includes the specified revaluation date.

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Example of Report after processing depreciation:

6/17/2020 3:44:43 PM		HCA Asset Revaluation List FOR 2019/09						Page 2	
Asset4000 for Education Version 10.300		(Ordered by Campus)						State University of New York	
Asset	Description Revaluation Reason	Capn Date	Revaluation Date	Previous GBV Revised GBV GBV Alteration	Previous NBV Revised NBV NBV Alteration	Previous Min NBV Revised Min NBV Chg to Rvl Rave	Previous Salvage Revised Salvage Charge to I&E	Reserve Balance B/E Chg to I&E Reserve	GP Adv.Op WO
01801267R0	Plasma Etch PE-25 Benchtop... adding R1207930	6/19/2019	3/31/2020	\$12,094.88 \$15,594.88 \$3,500.00	\$10,280.66 \$13,780.66 \$3,500.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$3,431.37 N	N
1185566700	Artis Q Bi-Plane X-Ray Unit KM SOFTWARE UPGRADE ON PO 916159T	6/1/2014	3/31/2020	\$2,138,723.00 \$2,252,400.00 \$113,677.00	\$386,811.17 \$500,488.17 \$113,677.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$170,077.29 B \$0.00 N	N
Report Total (2 records)				\$2,150,817.88 \$2,267,994.88 \$117,177.00	\$397,091.83 \$514,268.83 \$117,177.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$173,508.66	

8. Reviewing the Period Asset Costs

Period Asset Costs

Asset 65003684RO Lanier MPC3004 Color System

Period Cost Details Summary Graph

Year	Period	Type	Reason
2017	12	Acquisition	Acquisition
2018	01	Within	Correct Bldg - 7/30/18 SYS ADMIN MDM

Cost Detail Cost Detail Graph

Drag a column header here to group by that column

Year	Period	GBV	NBV	Per Depn	YTD Depn	Total Depn	Life
2018	01	\$7,128.50	\$6,210.44	\$54.00	\$54.00	\$918.06	
2018	02	\$7,128.50	\$6,156.44	\$54.00	\$108.00	\$972.06	
2018	03	\$7,128.50	\$6,102.44	\$54.00	\$162.00	\$1,026.06	
2018	04	\$7,128.50	\$6,048.44	\$54.00	\$216.00	\$1,080.06	
2018	05	\$7,128.50	\$5,994.44	\$54.00	\$270.00	\$1,134.06	
2018	06	\$7,128.50	\$5,940.44	\$54.00	\$324.00	\$1,188.06	
2018	07	\$7,128.50	\$5,886.44	\$54.00	\$378.00	\$1,242.06	
2018	08	\$7,128.50	\$5,832.44	\$54.00	\$432.00	\$1,296.06	
2018	09	\$7,128.50	\$5,778.44	\$54.00	\$486.00	\$1,350.06	
2018	10	\$7,128.50	\$5,724.44	\$54.00	\$540.00	\$1,404.06	
2018	11	\$7,128.50	\$5,670.44	\$54.00	\$594.00	\$1,458.06	
2018	12	\$7,128.50	\$5,616.44	\$54.00	\$648.00	\$1,512.06	
2019	01	\$7,128.50	\$5,562.44	\$54.00	\$54.00	\$1,566.06	
2019	02	\$7,128.50	\$5,508.44	\$54.00	\$108.00	\$1,620.06	
2019	03	\$7,128.50	\$5,454.44	\$54.00	\$162.00	\$1,674.06	
2019	04	\$7,128.50	\$5,400.44	\$54.00	\$216.00	\$1,728.06	
2019	05	\$7,128.50	\$5,346.44	\$54.00	\$270.00	\$1,782.06	
2019	06	\$7,128.50	\$5,292.44	\$54.00	\$324.00	\$1,836.06	
2019	07	\$7,128.50	\$5,238.44	\$54.00	\$378.00	\$1,890.06	

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HCA

Save
Cancel
Add
Edit
Year End
Help
Exit

Displays the history of all events for the asset

Displays all period costs for the asset

Reviewing the Period Asset Costs

Running Depreciation generates Period Asset Costs for that period. Every Asset will have a Period Cost Record for every period for which it has had depreciation run.

The Period Asset Costs menu option allows you to view the period cost records that exist in your database.

The GBV, NBV, Period Depreciation, Year to Date Depreciation and Total Depreciation is displayed.

The top part of the form shows all transfers (including the initial acquisition) that exist against the selected asset. The period cost details shown in the bottom part of the form apply to the stage of the asset's life highlighted in the top part of the form (i.e. if a transfer event exists and is clicked on, the costs displayed will be from that transfer event onwards).

Choose the Report Year / Period - it is normally necessary to move this forward to the current period. The reports always defaults to the previous closed period.

Choose how to order the report – This will sort the assets into order of whichever code is chosen. If the Level 1 sub-total box is ticked then the report will sub-total at the end of each level one code. Ticking Page Eject will result in each ordering level starting on a new page.

It is possible to sub-total the report by more than one level by selecting 'Then By'.

Select a **Parameter Page** if required.

Include Report Detail – If individual assets need to be displayed, tick this box.

Select the Range of Assets to include – If nothing is entered the report will include all assets. This screen also reflects the new Asset4000 functionality to exclude as well as include groups of assets.

Choose where to send the Report – Screen (print preview), Printer (gives a choice of Printer), Direct to default printer, CSV – Comma separated Value format or Spreadsheet (Excel

If the report is displayed to screen, it can be printed using the icons in the top left of the screen. Note: Email function is not available for use.

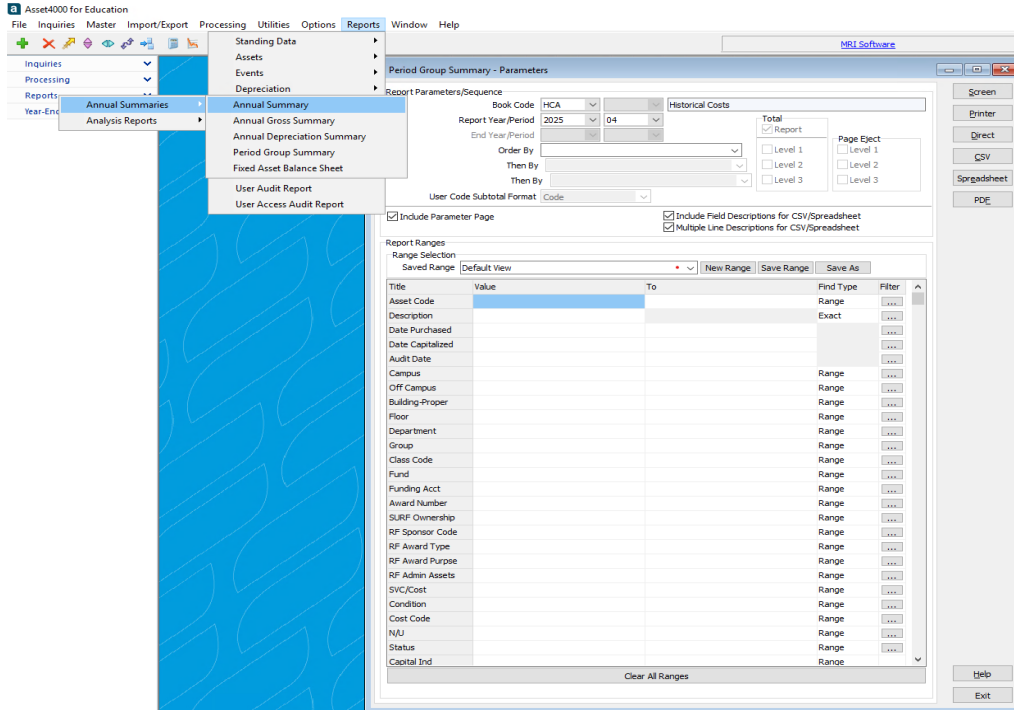
Depreciation List Report

6/17/2020 3:57:30 PM Asset4000 for Education Version 10.300		HCA Depreciation List FOR 2019/09 (Ordered by Campus)					Page 2 State University of New York	
Asset Code	Description	GBV	NBV	Per Depn	YTD Depn	Acc Depn	Life	Life Used
05488540R0	Hydrogen Torch System	\$1,995.00	\$1,931.06	\$63.94	\$63.94	\$63.94	156.000000	5.000000
05494089R0	Benchtop grinder/polisher	\$1,859.74	\$1,730.59	\$25.83	\$129.15	\$129.15	72.000000	5.000000
05496312R0	Prusa i3	\$798.55	\$692.07	\$13.31	\$106.48	\$106.48	60.000000	8.000000
05496810R0	Saftey Enclosure	\$8,921.00	\$7,620.02	\$92.93	\$1,300.98	\$1,300.98	96.000000	14.000000
05497036R0	HP Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497036R1	HP Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497037R0	HP Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497037R1	HP Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497038R0	Elite desk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497038R1	Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497039R0	Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497039R1	HP Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497040R0	elite desk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497040R1	elite desk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497041R0	Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497041R1	elite desk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497042R0	elite desk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497042R1	elite desk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497043R0	Elite desk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497043R1	Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497044R0	Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497044R1	Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497045R0	Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497045R1	Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497046R0	Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497046R1	Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497047R0	Elitedesk 800	\$563.75	\$479.18	\$9.40	\$84.57	\$84.57	60.000000	9.000000
05497047R1	Elitedesk 800	\$51.25	\$43.57	\$0.85	\$7.68	\$7.68	60.000000	9.000000
05497058R0	HD Chiller	\$3,135.02	\$2,699.60	\$43.54	\$435.42	\$435.42	72.000000	10.000000
05497058R1	HD Chiller	\$3,135.02	\$2,699.60	\$43.54	\$435.42	\$435.42	72.000000	10.000000
05497307R0	Advanced Spectrometer	\$6,790.55	\$6,442.31	\$43.53	\$348.24	\$348.24	156.000000	8.000000
05497307R1	Advanced Spectrometer	\$282.94	\$268.44	\$1.81	\$14.50	\$14.50	156.000000	8.000000
05497308R0	Detector Options	\$5,850.83	\$5,550.78	\$37.51	\$300.05	\$300.05	156.000000	8.000000
05497308R1	Detector Options	\$243.78	\$231.28	\$1.56	\$12.50	\$12.50	156.000000	8.000000
05497332R0	HP Workstation	\$2,912.00	\$2,475.20	\$436.80	\$436.80	\$436.80	60.000000	9.000000
05497338R0	X-Ray Power Supply	\$8,900.00	\$7,565.01	\$148.33	\$1,334.99	\$1,334.99	60.000000	9.000000
05497339R0	Keratograph 5m Ultra Lite	\$15,104.32	\$13,295.03	\$211.03	\$1,899.29	\$1,899.29	72.000000	9.000000
05497352R0	MB Unilab Pro SB	\$41,836.00	\$40,092.84	\$435.79	\$1,743.16	\$1,743.16	96.000000	4.000000
05497364R0	biological safety cabinet	\$4,292.50	\$3,890.09	\$44.71	\$402.41	\$402.41	96.000000	9.000000
05497364R1	Biological safety cabinet	\$4,292.50	\$3,890.09	\$44.71	\$402.41	\$402.41	96.000000	9.000000
05497420R0	Onyx Pro Linux Workstation	\$2,328.00	\$1,978.80	\$349.20	\$349.20	\$349.20	60.000000	9.000000
05497431R0	LG Electronics LED Monitor	\$539.00	\$458.15	\$80.85	\$80.85	\$80.85	60.000000	9.000000
05497447R0	Power supply	\$697.00	\$604.06	\$11.62	\$92.94	\$92.94	60.000000	8.000000
05497447R1	Power Supply	\$676.50	\$586.29	\$11.28	\$90.21	\$90.21	60.000000	8.000000

10. Reports Review

All reports are located under the 'Reports' Menu.

The principles for running other reports are the same as the Depreciation List.

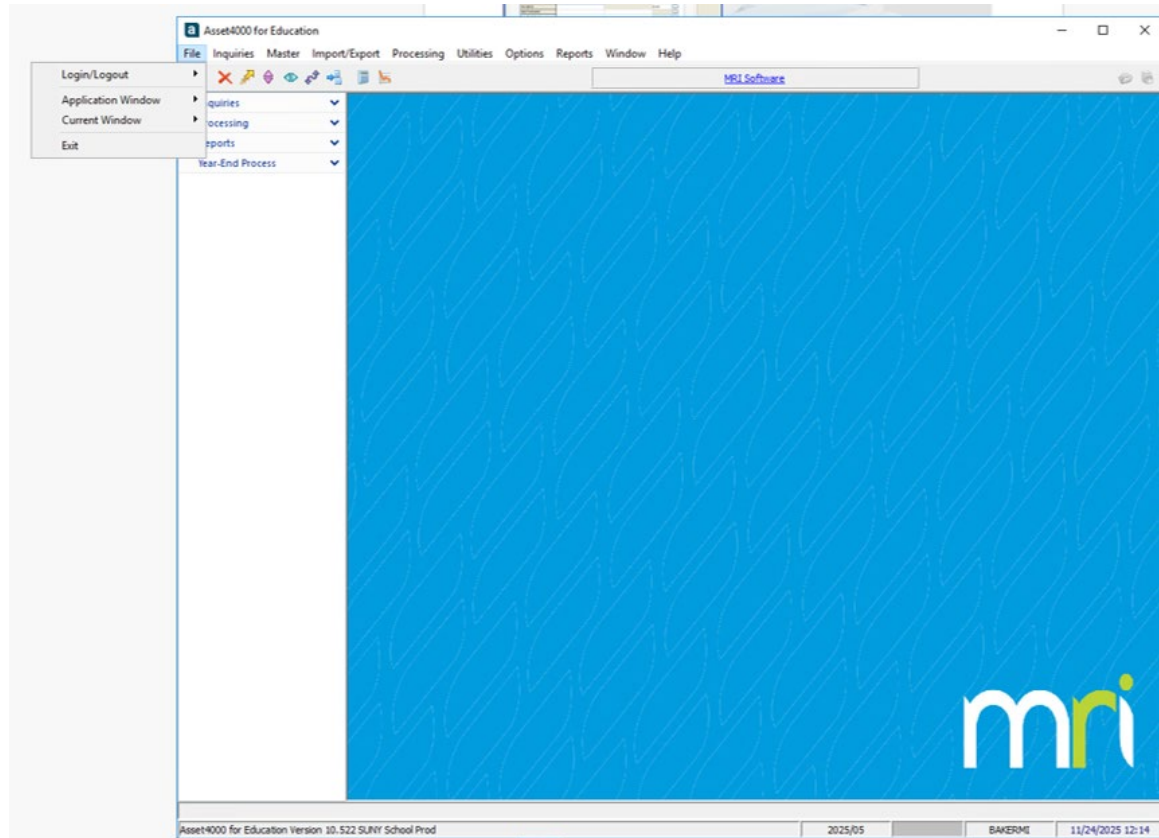


Tip – Click the **Clear All Ranges** button before entering any Report ranges or running the report. This will ensure that any ranges that have been saved (when the report was previously run) are cleared.

11. Exiting Asset4000

To disconnect from the Database but keep the product open then choose **File** and **Logout**.

Please ensure that **both** Asset4000 and Series4000 application windows are closed upon exit.



Section 12-System Table Codes - Real Asset Management System Codes

Fund Code

01-Capital Funds via Construction Fund
 02-Inter-campus Transfers
 03-State Purpose/Revenue Offset
 04-DASNY Bonds
 05-Auxiliary Serv Corp/Faculty Student Assoc.
 06-Research Foundation
 07-Gift
 08-Income Fund Reimbursable
 09-Mixed Fund Source
 10-Loan
 11-ASC-State Owned
 12-TELP
 13-Leases
 14-Dorm Oper/IFR/Rehab and Repair
 15-Campus Foundation
 16-Hosp Oper/IFR/Hosp Spons/LIVH
 18-Transfers from State
 19-Federal

SURF Ownership Code

A –RF Administrative Equipment
 B –Organized Research Equip from RF Funded Revenue Awards
 C –Sponsor: Contractor Acquired Equipment
 D –RF Donated Equipment
 G –Federal Gov't Furnished Equipment
 L –Loaned Equipment
 N –RF Non-federal Funded Equipment
 O –RF Other Equip from RF Funded Revenue Awards
 R –RF Federally Funded Equipment
 T –Transfer of Federally Funded Equip from RF to State
 X –No Property Purchased
 N/A –N/A

RF Admin Assets

Admin- Research Foundation Administrative Assets

Non-Admin-RF Non-Admin Assets

N/A-N/A

Equipment Group

Building- Building (Hospital Only)
 Fixed- Fixed Equipment
 Moveable- Moveable Equipment

Off Campus

On Campus –On Campus
 Off Campus-Off Campus (complete Off Campus Location)

AHA Code

1 –Land Improvement
 3 –Buildings
 5 –Fixed Building Service
 6 –Fixed Built In
 7 –Moveable
 N/A –N/A

Status Code

01-In-Use
 02-On Loan-Out
 03-In Storage
 04-Surplus
 05-Under Repair
 06-Not in Use
 07-Antiques & Artwork
 08-Shared Utilization
 09-Excess to Needs
 10-Loan-In
 11-Operating Lease
 12-Obsolete
 13-Re-inventory
 14-Lease

Disposal Codes

A –Agency Transfer
 B –Surplus
 C- X-fer to State
 E -Scrap
 F -Lost
 H –Trade-In
 J -Pilferage
 K -Obsolescence
 L -Cannibalized
 P –X-fer from Stat
 R-Recycling
 S –Campus Disposal

Condition Codes

E -Excellent
 G -Good
 F -Fair
 P -Poor
 S -Scrap

Capital Indicator

Capital-Asset Cost of \$10,000 or greater including child assets

Inventory-Sum of the asset's total cost less than \$10,000

Cost Code

A -Actual
 E -Estimated
 F –Fair Market

Spilt Fund

P –Primary
 S –Secondary
 N/A –N/A

New/Used

N –New
 U –Used

SVC/Code

C-Cost Sharing
 S-Service Center
 N/A –N/A

Section 13-Other Related Forms

Asset deletions within a Prior Period cannot be deleted by a Standard User.
Requests are to be submitted to PCSWorkflow@suny.edu

Example of the form to be completed:

State University of New York



The State University™
of New York

**Property Control-Real Asset Management
Asset Number Deletion**

Asset Number: _____

Reason for Asset Deletion: _____

Requested By: _____
Contact Information: _____

Please insert lines if requesting for additional assets to be deleted and provide explanation for each.

Submit: PCSWorkflow@suny.edu

Asset Number Changes are not permitted in MRI - Real Asset Mgmt

Requests are to be submitted to PCSWorkflow@suny.edu

Example of the form to be completed:



State University of New York
Property Control-Real Asset Management
Asset Number Changes

<u>Orig Asset Number</u>	<u>New Asset Number</u>	<u>Reason for Asset Number Changes</u>

Requested By: _____
Contact Information: _____

Submit: PCSWorkflow@suny.edu

Intercampus Asset Transfers are permitted, and requests are to be submitted to System Administration.

Requests are to be submitted to PCSWorkflow@suny.edu

Example of the form to be completed

State University of New York
Property Control-Real Asset Management
Intercampus Asset Transfers

Original Asset Number _____
Asset Description _____

Sender-Originating Campus
Campus Code _____
RAMI Department Code _____
RAMI Building _____

Recipient-Receiving Campus
Campus Code _____
RAMI Department Code _____
RAMI Building _____

Requested Submitted By: _____
Email: _____
Phone: _____

Recipient Contact
Information: _____

Submit: PCSWorkflow@suny.edu

13.1-Request to PCS List Serve



Office of the University Controller Listservs – Email Discussion

Job Aid Name	Listservs – Email Discussion
Purpose	How to use email discussion listservs.
User Role	Not Applicable
Date Modified	4/29/2021

Description

Instructions on how to subscribe and communicate within a listserv. To communicate with a listserv, you must be subscribed to it.

The Office of the University Controller (UCO) maintains several email discussion listservs that are available for campus use. A discussion listserv allows subscribers to reach a wide range of colleagues and peers via a single email. The discussion lists are privately owned for SUNY's internal, business use. Most of the listservs are open to all SUNY employees regardless of their job duties. However, some listservs may be limited to those with specific duties (IT network, security, and payroll). All memberships are at the discretion of the listserv owners.

Procedure

Item	Action
Subscribe	<p>To subscribe to a listserv:</p> <ol style="list-style-type: none"> 1. Send an email to listserv@ls.svsadm.suny.edu 2. Leave the subject of the email blank. 3. In the body of the email type the following command: >Subscribe listserv name your name (i.e. subscribe sunybdgt John Doe) 4. You will receive an email response acknowledging that you have been successfully added once approved the owner (may take up to 24 hours). The email that you receive will have additional commands that can be used that are not described in this job aid. <p><i>Note: Each time one of the commands are sent, a notification from the listserv will be returned to the sender acknowledging receipt. If an error is detected in the format used by the sender, a notification will also be sent indicating the error.</i></p>



Office of the University Controller Listservs – Email Discussion

Communicate	<p>To send an email to a listserv:</p> <ol style="list-style-type: none">1. E-mail address is the list name followed by @ls.sysadm.suny.edu (i.e. sunybdgt@ls.sysadm.suny.edu)2. Compose and send email.3. You will receive an email response acknowledging that your message was successfully distributed. <p><i>Note: There is a size limit for attachments. Use shareable links by uploading the documents into OneDrive or Google.</i></p>
Review	<p>To review the members of a listserv:</p> <ol style="list-style-type: none">1. Send an email to listserv@ls.sysadm.suny.edu2. Leave the subject of the email blank.3. In the body of the email type the following command: ➤Review Listserv Name (i.e. Review sunybdgt)4. You will receive an email containing all the subscribers of the listserv.
Unsubscribe	<p>To unsubscribe from a listserv:</p> <ol style="list-style-type: none">1. Send an email to listserv@ls.sysadm.suny.edu2. Leave the subject of the email blank.3. In the body of the email type the following command: ➤Unsubscribe Listserv Name (i.e. unsubscribe sunybdgt)4. You will receive an email response acknowledging that you have been successfully removed.

Section 13.2-Data Elements and Definitions

Required fields for all SUNY/state-owned and Research Foundation (RF) assets are **bolded**. Additionally, data elements that are required for RF purposes only are denoted with an asterisk (*).

1. Asset Code

A unique asset number (10 characters) is required to be affixed to each asset to serve as an item's identification and its linkage to the Real Asset Management database. Positions 1-2, referred to as the asset prefix, must be the 3rd and 4th position of the SUNY campus number¹ (e.g., campus 28020 would be **02**). Placing an R in the 9th position identifies an RF asset.

¹ Exception for Stony Brook Health Science Center- Prefix **06** and NY-CREATES-Prefix **011**

2. Asset Description

A free text alpha/numeric description of the item that will display in the asset register (40 character maximum).

3. Campus

Five digit numeric code based on the inputting campus. Positions 1-2 represent SUNY's state agency code (28), positions 3-5 represent the individual campus designations. Based on log-in security, users will be restricted to their campus only for data input, search functions, and reporting.

4. On / Off Campus Indicator*

Used to assist the RF in developing campus Facilities and Administrative Cost proposals. If "off campus" is selected, the off campus location (refer to # 27) should also be filled in.

On campus – Conducted in a facility, regardless of physical location, that is owned or leased by the University. This includes rental space funded through indirect cost recoveries returned to the campus from the RF of SUNY.

Off campus – Conducted in facilities not owned or leased by the University. This includes rental space that is funded as a direct charge to a sponsored award associated with the RF of SUNY as well as facilities owned or rented by a campus related entity (e.g., foundation, housing corporations, etc).

5. Building

An alpha-numeric code combining the SUNY campus number and the building abbreviation from SUNY Asset Works AiM System-Property Module. Identification of new building construction or contemplated building name/number changes should be coordinated with the Campus Physical Space Inventory Coordinator.

6. Floor

A two-digit alpha/numerical series to designate the various levels within a building or structure.

7. Department

An eight-digit SUNY chart of account number is entered to provide departmental stewardship identification of each asset. The intent of this field is to identify where the item is physically located, not what account the equipment was purchased from.

8. Equipment Group

Moveable – equipment not permanently connected to a structure. (e.g., vehicles, printers, furniture, microscopes, lab equipment, software, etc.).

Fixed - equipment items that are connected to, and are an integral part of, the building and are discrete and replaceable. (e.g., boilers, generators, air conditioning units) or, permanently connected to building services or the structure itself and associated with operations and activities (e.g., walk-in refrigerators/coolers, fume hoods, laboratory benches, etc.).

For fixed equipment to be entered in the system, it should be determined that it is not part of a larger capital project in excess of \$100,000 being reported on a SUNY Project Capitalization Form. Equipment and Facilities staff should work together to determine where fixed equipment is being reported.

Building – Health Science Center use only for building and land improvements.
Note : Fixed equipment items do not need to be inventoried.

9. Class Code

Standard code used to classify similar equipment. The class code also determines the useful life that is associated with each item for depreciation purposes. (See class code file)

10. Fund Code

Represents the primary source of funds used to acquire the asset. All RF assets are coded Fund Code **06**, regardless of source (i.e., donated, Federal, etc.).

11. Funding Account

An eight-digit SUNY chart of account number representing the account which the expenditure for the initial purchase was charged against. (For future use only)

12. RF Award Number*

For assets purchased with RF funds, this field must contain the Oracle award number under which the asset was purchased. This award number is contained on the purchase order. For donated assets enter “gift”, for loaned assets enter “Loan”.

13. RF Ownership Code*

Used to indicate what entity title is vested in (ownership) for RF assets. For additional descriptions on RF ownership code see RF Property Management Handbook. *This field is systematically populated based on the value entered in the RF award number field.*

14. RF Sponsor Code *

A three-position numeric code that identifies the organization that sponsors the program administered by the RF that purchased the asset. For most assets this is a System generated code. See RF Property Management Handbook. *This field is systematically populated based on the value entered in the RF award number field.*

15. **RF Award Type Code ***
A code that identifies the type of award that was the basis for establishment of an account, the purpose of which is to administer the award. This value will be simply an N for non-federal or an F for Federal. See RF Property Management Handbook. *This field is systematically populated based on the value entered in the RF award number field.*
16. **RF Award Purpose***
A code that provides further classification of the purpose within an award type. See RF Property Management Handbook. *This field is systematically populated based on the value entered in the RF award number field.*
17. **RF Administrative Assets***
A systematically generated code used to differentiate administrative assets of the RF from sponsored assets (primarily used for financial reporting purposes only). All assets with a fund code not equal to 6 should be N/A. *This field is systematically populated based on the value entered in the RF award number field.*
18. **Service Center / Cost Sharing***
Identifies if a State or RF asset costing \$10,000 or more and the depreciation for the asset is included in a campus service center re-charge rate (code is “S”) or if an asset is considered as a match/cost sharing to an RF federal or nonfederal sponsored program (code is “C”). This code is also used to identify which assets should be excluded from the campus Facilities & Administrative Cost proposal. If an asset is not cost shared or service center, then N/A is listed in this field.
19. **Condition**
Based upon asset condition upon receipt, physical inventory, or circumstances affecting condition change, a code should be assigned and/or updated to describe current condition of the asset.
20. **Cost Code**
For purchased items, cost at acquisition will be based upon actual cost. Gifts should be recorded at fair market value if an appraisal has been completed, or an estimated cost if an appraisal is not readily available.
21. **New / Used**
Designates whether the item was new or used at the time it was obtained.
22. **Status Code**
Utilization code assigned to active assets or indicates the basis for retirements. For RF leased equipment utilize status code 11 (Operating and Capital Leased Equipment).

23. **Capitalization Indicator**

Used to determine whether an item will be treated as a capital asset or as an inventory item. Generally, items with a value of \$10,000 (State University capitalization threshold) or greater will be capital in nature and therefore depreciated, while items with a value less than \$10,000 will be treated as inventory and expensed in the year of acquisition.

For all state-owned assets, the capital designation should be chosen for assets that have a value of \$10,000 or greater. If the items value is less than \$9,999.99, the inventory designation should be chosen. The same criterion applies for RF assets unless a single asset is purchased with funds from multiple RF award numbers. If multiple awards are charged, determine the total dollar value of the item, including all awards. If the total value is \$10,000 or greater, chose the capital designation for each asset number created.

Example 1- one item purchased at \$12,000 split equally among three RF award numbers, three distinct asset numbers are entered at \$4,000 each with the capital designation chosen and the 9th & 10th positions of the asset numbers being R0, R1, and R2.

Example 2 -one item purchased at \$9,000 split equally among two award numbers, two distinct assets numbers are entered at \$4,500 each with the inventory designation chosen and the 9th&10th positions of the asset numbers being R0 and R1.

24. **Split Funded Indicator ***

Should only be used for RF assets. Identifies whether the award proceeds used to purchase an asset were from a single RF Award or from a combination of multiple awards. If only one award contributed to the purchase of the RF asset enter in N/A. If multiple awards contributed to the asset, identify the primary award and assign a “P”-Primary in this field. A primary award is generally the award that contributed the highest cost of the asset. For all other awards contributing to the asset enter an “S”-Secondary.

25. **AHA Code**

American Hospital Association code used to differentiate between moveable equipment and buildings. **(Hospital use only)**

1= Account 451 – Land Improvements

3= Account 453 – Buildings

5= Account 455-1 – Fixed Equipment – Building Services

6= Account 455-2 – Fixed Equipment – Built In

7= Account 457 – Major Moveable

26. **Room**

Room or space numbering convention should reflect the location of the asset and must conform with the Asset Works Aim System-Space Management Module. Room **Y&O (YARD AND OUTSIDE)** is used to identify equipment located

outside buildings and **ROOF** is used to identify equipment located on a building's roof.

27. Off Campus Location*
Used in conjunction with the mandatory "On / Off Campus" field in section one. If off campus is selected in section one, this field should be used to elaborate on the asset's location (e.g., a physical address, name of a complex, or the country and academic program name). The length in description fields are 30 characters, if more space needed, place remaining within the Notes Section of the Asset.
28. Purchase Order Number
The purchase order (**PO**) number under which an asset was acquired. Purchase order numbers with leading zeros should have the leading zeros recorded in the property record. For lease purchases the contract number should be used. The purchase order number is matched to other files (RF reconciliation process); therefore, it is important that it be recorded exactly as it appears on the purchase order. For RF assets, do not enter the letter "R" in the PO number field, only enter in the PO numbers. For RF donated assets enter "GIFT", and for loaned assets enter "LOAN".
29. Manufacturer
Name of manufacturer
30. Model
Series, type and/or size as used by the manufacturer.
31. Serial Number
Alpha and/or numeric serial number specified by the manufacturer.
32. Warranty Number
Manufacturer warranty number, if any.
33. Capital Project Number
Six Position State University Construction Fund project number under which a capital funded asset was acquired.
- 34 – 36. Campus Use Flags
Three alpha/numeric fields reserved for use by the local campus at their discretion. **Prior Uses** were *Campus Flag 1* is two (2) characters; *Campus Flag 2* is four (4) characters; *Campus Flag 3* is eight (8) characters. However, a campus may input up to 30 positions under each Campus Flag. The length in description fields are 30 characters or spaces.
37. Invoice Number
Vendor invoice number listed on the bill of sale.

38. SUNY Voucher Number
Seven position field located on a SUNY voucher which authorizes payment for goods or services received by the University.
39. Research Foundation Project Number*
Seven position field, obtained from the RF purchase order, identifying the RF project number that the asset was purchased against.
40. Research Foundation Task*
Identifies the RF task number that purchased the asset and is obtained from RF purchase order.
41. Principal Investigator Name
Identifies the name of the principal investigator assigned to the RF project. Also, can be used for assigning non-RF equipment to an individual.
42. Parent Asset Number
This field can be used to track the multiple components of a split funded asset or the parent portion of an asset within a “parent/child” relationship.
43. Maintenance Date
Information used by campus to schedule/monitor maintenance activity. Month, day and year (MM/DD/YYYY)
44. Warranty End Date
The month, day and year (MM/DD/YYYY) of an assets warranty expiration, based upon the warranty terms.
45. Maintenance Interval
Interval information used by campus to schedule/monitor maintenance activity. Month, day and year (MM/DD/YYYY)
46. Inspection date
Month, day and year (MM/DD/YYYY) used by campus to reflect the last time in which an asset was inspected.
47. Date Purchased
Month, day and year (MM/DD/YYYY) of an asset that has been physically placed into service. Date purchased can be backdated to a prior period. Date purchased or In Service Date determines when depreciation begins. Due to limitations of customization, SUNY was unable to revise the field name.
48. Capitalization Date
Month, day and year (MM/DD/YYYY) that an asset is inputted into the system. Date capitalized cannot be backdated to a prior period. Date Capitalized can be inputted into future period.
49. Audit Date
Month, day and year (MM/DD/YYYY) of the most recent physical inventory that was performed on each individual asset. For Track 4000 users, this date is populated during physical audit process.
50. Quantity
Must always be one (1).

51. **Purchase Cost**
The purchase cost is the purchase price (less discounts) of equipment, including freight and installation costs necessary to place the asset in use, and in the case of donated assets, the fair market value of the asset at the date of acquisition. For assets acquired under lease, the purchase cost should include applicable fees but exclude financing charges and maintenance costs.
52. **Depreciation Type**
Must always equal period. The University calculates depreciation monthly and therefore this field always must be period rather than year.
53. **Depreciation Acquisition %**
Must always equal 100. The University's capitalization policy states that assets begin depreciating in the month they are placed in service and 100% of the month's depreciation is recorded in the first month regardless of the day of the month the asset was added.
54. **Depreciation Code**
Must always be equal to straight line. The University's depreciation methodology is straight line. This includes hospital assets that are being entered in the University's main historical cost accounting (HCA) set of books. Hospital assets in the secondary hospital set of books may use a different depreciation methodology.
55. **Expiration Date**
Defaults to the date of data entry.
56. **HCA Life in Months**
The financial useful life of an asset that is derived from the class code. This field is systematically populated and should **never be changed.**
57. **Notes**
The notes section can be used to store any additional free-form text that is required about an asset. Use the scroll bar to move up and down through the notes.
58. **GBV**
Gross Book Value is the recorded value of an asset. This could be the original cost (purchase or historical cost) or a restated cost after revaluation.
59. **NBV**
Net Book Value is the written down value of a fixed asset. This is GBV of an asset less accumulated depreciation.