CUNYfirst Asset Management Quick Reference Guide
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Log On

- **Activate Your CUNYfirst Account**
  
  In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar.

  Step 2: On the Login page, click New User link.

  Step 3: On the Account Activation page, enter First name, Last Name, Date of Birth, Last 4 digits of SS number, and RECAPTCHA text.

  **Note**: Use your name of record with correct capitalization for the First Name and Last Name fields.

  **Note**: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.

  **Note**: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.

  Step 4: Click the Submit button.
Step 5: On the Challenge Questions and Answers page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character. Then click OK button.

**Note:** In CUNYfirst, users may reset their password with Challenge Questions and Answers.

![Challenge Questions And Answers](image)

Step 6: On the Choose a Password page, enter and confirm your password.  
**Note:** The two entries must match or the user will have to re-enter both fields.  
**Note:** CUNY Password Policy when choosing a password  
• 8 or more characters  
• 1 or more uppercase letters  
• 1 or more numeric or special characters  
**Note:** CUNY Password Reset Policy  
• No change for 5 days after last password change  
• Not one of 4 previous passwords  
• Expires 90 days after the last password change

An email notification will be sent to users whose password is going to expire in the next 7 days. Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password.

At 90 plus days, CUNYfirst will require the user to change their password.
Step 7: To submit the password, click the OK button.

Step 8: On the User Activation Completed Successfully! page, your Empl ID (CUNY ID) is displayed as in the example below.

Note: The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.

User Activation Completed Successfully!

Your username is: Matt.Fox
Your EMPLID is: 00256481

Step 9: When you have finished, make a record of your username, Empl ID and password.

- Submit Security Forms

In order to receive access to Asset Management on CUNYFirst, the new users will need to fill out the following two forms:

1) CUNYfirst Asset Management User Access Request Form - PRODUCTION  
2) CUNYfirst Procurement User Access Request Form - PRODUCTION

Approvals from both your manager and OUC are required.

Step 1: Fill out the highlighted sections and parts on CUNYfirst Asset Management User Access Request Form – PRODUCTION.
CUNYfirst Asset Management User Access Request Form - PRODUCTION

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee’s manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.

Security is granted by Business Unit.

### EMPLOYEE INFORMATION SECTION

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNYfirst Emp ID:</td>
<td>Job Title:</td>
</tr>
<tr>
<td>Business Unit / Campus:</td>
<td>Department Name:</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Ext:</td>
</tr>
<tr>
<td>CUNY email address:</td>
<td></td>
</tr>
</tbody>
</table>

**CONFIDENTIALITY STATEMENT (Must be signed by the Employee):**

I understand that the data obtained from any CUNYfirst system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee’s Signature: ____________________________ Date: ____________

### Asset Management Functional Roles

<table>
<thead>
<tr>
<th>Functional Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Access - View Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Insurance and Warranty Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Central Office Asset Management&quot;</td>
<td>(Central Office Employees ONLY)</td>
<td></td>
</tr>
<tr>
<td>Property Manager:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Primary Permission List and Row Level Security is Required

**Only One Primary Permission List can be used for General Ledger and Asset Management**

<table>
<thead>
<tr>
<th>User’s Primary Permission List &amp; Row Level Security (Check ONLY ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CUFSOGLXXXXALL (XXX = Campus Domain, e.g. LAG)</td>
</tr>
<tr>
<td>☐ CUFSOGLXXXX## (XXX = Campus Domain, ## = Campus specific BU, e.g. LAGCC)</td>
</tr>
<tr>
<td>☐ CUFSOGLCUYALL (Central Office Only)</td>
</tr>
<tr>
<td>☐ Keep Existing (already a FIN user)</td>
</tr>
</tbody>
</table>

**Note:**

1) Asset Management Functional Roles: For Property Manager, check “add” next to “Property Manager. For Accountant, check “add” next to “Asset Access – View Only”.

2) User’s Primary Permission List & Row Level Security: Choose CUFSOGLXXXXALL if the user need to see all business units. Choose CUFSOGLXXXX## for specific business unit.
Step 2: Fill out highlighted sections and parts on CUNYfirst Procurement User Access Request Form – PRODUCTION.

Note: Highlighted sections on both forms are required.

Step 3: Add Special Instructions.
CUNYfirst Procurement User Access Request Form - PRODUCTION

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee's manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.

Security is granted by Business Unit.

EMPLOYEE INFORMATION SECTION:

Last Name: [Field]
First Name: [Field]
CUNYfirst Emp ID: [Field]
Job Title: [Field]
Business Unit / Campus: [Field]
Department Name: [Field]
Work Phone: [Field]
Ext: [Field]
CUNY email address: [Field]

CONFIDENTIALITY STATEMENT (Must be signed by the Employee):

I understand that the data obtained from any CUNYfirst system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee’s Signature: [Field]
Date: [Field]

Procurement Roles

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creator**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requester’s Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Approver – Level 1****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Approver – Level 2****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Category Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Category Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazmat Category Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Reviewer***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receiver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Voucher Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Pend 3 (Level1) Approver (Community Colleges)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Pend 5 (Level2) Approver (Community Colleges)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Approver (Senior Colleges)©</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Entry ^</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All Requesters must also specify their Supervisors (See Step#1 below)
** For Creator, specify the requestor for whom this individual is creating the requisition (See Step#2 below)
**** for Department Approvers (See Step#3 below)
© AP Approvers for Senior Colleges must not check AP Voucher Entry and vice versa as per New York State Policy
^ Refer to Contract Processing section for details (See Page 4 of 5)
## Additional Information for Specific Procurement Roles

1) For Requestor (To be verified by Supervisors/Department Heads). Work with your local Budget Office for assistance.

<table>
<thead>
<tr>
<th>Supervisor Employee Id</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (room or cubicle code)</td>
<td></td>
</tr>
<tr>
<td>Ship To (Loading Dock room code at the campus)</td>
<td></td>
</tr>
<tr>
<td>Requestor Phone</td>
<td></td>
</tr>
<tr>
<td>Requestor Fax</td>
<td></td>
</tr>
<tr>
<td>GL Business Unit</td>
<td></td>
</tr>
<tr>
<td>Default Fund (10, 11, 20 or 61)</td>
<td></td>
</tr>
<tr>
<td>Default Department</td>
<td></td>
</tr>
<tr>
<td>Default Major Purpose (MP)</td>
<td></td>
</tr>
<tr>
<td>Default Operating Unit (Oper Unit)</td>
<td></td>
</tr>
<tr>
<td>Default Program (Fill 99999 if Not Applicable)</td>
<td></td>
</tr>
<tr>
<td>Default Funding Source (Find Src) (Fill 999999 if Not Applicable)</td>
<td></td>
</tr>
<tr>
<td>Default Special Initiative (Splt) (Fill 9009 if Not Applicable)</td>
<td></td>
</tr>
</tbody>
</table>

2) For Creator (To be verified by Requestor’s Supervisors/Department Heads)

<table>
<thead>
<tr>
<th>Authorized for Requestors’ Employee Id</th>
<th>Authorized for Requestors’ Employee Id and Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3) For Department Approver (Level 1 and Level 2)

<table>
<thead>
<tr>
<th>Approver Employee ID</th>
<th>CUNY/first Department ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Only One Primary Permission List is required

### Primary Permission List and Row Level Security is Required (Normal Handling)

<table>
<thead>
<tr>
<th>User’s Primary Permission List &amp; Row Level Security (Check ONLY ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CUFSDFAFxxx (Procurement Only)</td>
</tr>
<tr>
<td>□ CUFSDFAFxxxSF (Student Refunds Only)</td>
</tr>
<tr>
<td>□ CUFSDFAFxxxALL (Procurement and Student Refunds Both)</td>
</tr>
<tr>
<td>□ Keep Existing (already a GL user)</td>
</tr>
</tbody>
</table>

### Primary Permission List and Row Level Security is Required (HTR/HCS Only)

<table>
<thead>
<tr>
<th>User’s Primary Permission List &amp; Row Level Security (Check ONLY ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CUFSDFAPHTR (Procurement HTR Only)</td>
</tr>
<tr>
<td>□ CUFSDFAPHCS (Procurement HCS Only)</td>
</tr>
<tr>
<td>□ CUFSDFAPHTRALL (HTR and HCS Both)</td>
</tr>
</tbody>
</table>

*Purchasing and Payables Employees for HCS and HTR are common*

### Primary Permission List and Row Level Security is Required (GRD/HON/SOJ/SPS Only)

<table>
<thead>
<tr>
<th>User’s Primary Permission List &amp; Row Level Security (Check ONLY ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CUFSDFAPFORD (Procurement for all GRD/HON/SOJ/SPS)*</td>
</tr>
<tr>
<td>□ CUFSDFAPSPS (Procurement SPS Only)</td>
</tr>
<tr>
<td>□ CUFSDFAPSOJ (Procurement SOJ Only)</td>
</tr>
<tr>
<td>□ CUFSDFAPHON (Procurement HON Only)</td>
</tr>
</tbody>
</table>

*GRD does Purchasing for All GRD/HON/SOJ/SPS and SPS does Payments for GRD and HON Business Units*

### Student Refunds (Colleges)

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Refunds - Campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student Refunds (Central Office - Only)

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Refund - Central Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Refund – Payment Update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WorkStudy Payroll Taxes (Central Office - Only)

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Voucher Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Pend 3(Level1) Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Pend5(Level2) Approver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vendor Management (Central Office - Only)

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Admin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contract Processing

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Approval (Central Office - Only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Outside Legal Services Approver (Central Office - Only)

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Category Approver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

- Requesters, Receivers and Inspectors must obtain approval from campus Business Managers.
- Requisition Approvers (Supervisors, Department Lev 1 and Lev 2) and Category Approvers must obtain approval from Vice President of Administration or his/her designee at the campus
- Refer to the "Approvals and Special Consideration" section of the form for signatures
### Sign In to My CUNYfirst Account

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar.

Step 2: Enter your Username and Password and click the Log In button.

**Note:** Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.
If you have any questions or problem logging in, please contact Help Desk.
212-541-0981/0982
helpdesk@mail.cuny.edu

- **Sign Out of My CUNYfirst Account**

  Step 1: Click the Sign Out link in the upper right corner of the screen.

  ![Sign Out Button](image)

  Step 2: You have successfully ended your session in CUNYfirst.

  Step 3: Close all web browser windows to clear the session information.

- **Set Up SACR**

  Setting up User Defaults enables CUNYfirst to automatically enter specific values in a range of fields. User defaults speed data entry by pre-filling fields or values that are or nearly are standard for a given end-user. Still, these defaults may be overridden at any time.

  Users should review the defaults periodically (beginning of each term) to determine if changes are required (such as term default).

  Step 1: Enter the CUNYfirst URL https://home.cunyfirst.cuny.edu in your browser’s address bar to access the CUNYfirst Portal Login page.

  Step 2: Navigate to: Set Up SACR > User Defaults.

  Step 3: Click the Academic Institution Look Up icon; and then select any link on the correct row.

  Note: Upon select of the Academic Institution, the Career Group SetID and Facility Group SetID auto-display.
Step 4: Click the Academic Career Look Up icon; and then select any link on the correct row.

Step 5: Click the Term Look Up icon; and then select any link on the correct row.

Step 6: Select the User Defaults 4 tab.

Step 7: Select the Carry ID checkbox to view search results for the same student until selecting the Return to Search button.

Step 8: Click the Save button.

• Add a Favorite

My Favorites allows you to create your own list of bookmarks to commonly used components in CUNYfirst.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the HR/Campus Solutions link.

Step 2: When you have navigated to the first page of a frequently used component, in the Universal Navigation Header click the Add to Favorites link.

Step 3: On the Add to Favorites page, either leave the auto-text description or enter text to create a description of the component.
Step 4: Click the OK button.

- **Delete a Favorite**

  My Favorites allows you to delete a bookmark.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
  
  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the HR/Campus Solutions link.

  Step 2: Navigate to: My Favorites > Edit Favorites.

  Step 3: On the Edit Favorites page to remove a favorite, click the Delete button on that favorite’s row.
Step 4: On the Message from webpage window to confirm the favorite is to be deleted, click the OK button.

Step 5: Click the Save button.

Note: The favorite will not be deleted until you complete this step.

• Sequence Favorites

On the My Favorites menu, bookmarks are listed in the order in which they were added to My Favorites. My Favorites allows you to sequence bookmarks of commonly used components in My Favorites on the CUNYfirst Main Menu.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the HR/Campus Solutions link.

Step 2: Navigate to: My Favorites > Edit Favorites.

Step 3: On the Edit Favorites page in the Sequence number field, enter a numeral to indicate the preferred position on the list for each favorite.

Note: The number ‘1’ is the first favorite on the revised list.
Step 4: Click the Save button.

Note: The sequence of favorites will not be done until this step is completed.

Add Assets

Tax Levy assets are added to the CUNYfirst Asset Management module through the Procurement Integration process. DASNY, DDCM, Research Foundation, and Non-Tax Levy assets may be added manually in one of two ways:

1. Use the Copy of Existed Asset component.
2. Use the Spreadsheet Upload.

On a daily basis, review assets processed through AP/PO in order to decide whether if any assets need to be loaded, consolidated, unitized, or put on hold.

- Before Loading Assets from AP/PO Interfaces

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.
Step 3: Enter the query name “CU_FSAM_CONsolidate_ASSETS”, then click Search.

**Note:** All Asset Management reports begins with “CU_FSAM”.

Step 4: Run the report. Select the desired format.

Step 5: Enter Business Unit. Then Click View Results.

**CU_FSAM_CONsolidate_ASSETS - Query for Asset Consolidation**

Step 6: Analyse the report to decide what need to be done with the assets:

1) Approve financial or physical information (loaded as it is)
2) Consolidate or unitize assets
3) Put on hold

**Note:** If asset information is missing, review POs and Vouchers to make decisions.
• View Purchase Orders

View details of a specified Purchase Order.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

  • Enter your Username and Password and click the Log In button.
  • From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Acquisition Details > Review Purchase Orders.

Step 3: On the Purchase Orders search page Find an Existing Value tab Business Unit field, enter or look up the Procurement Business Unit.

Note: Under the Purchase Order, the Business Unit is the school initial plus PR.

Step 4: In the PO ID field, enter the ten digits PO ID.

Note: An entry in the PO ID field reduces the Search Results to a single row.

Step 5: Alternatively, enter search criteria into any of the following fields: Contract SetID, Release Number, Purchase Order Date, PO Status, Short Vendor Name, Vendor ID, Buyer, Buyer Name, and PO Type.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 8: The Purchase Order Inquiry page displays. At the top of the page, the Unit, PO Status, and PO ID indicate the PO.
Step 9: In the Header section, view the PO Date, Doc Tol Status, Vendor, Backorder Status, Vendor ID, Receipt, Buyer and PO Reference fields.

Step 10: In the Account Summary area, view the Merchandise, Freight/Tax/Misc. and Total amounts.

Step 11: To view additional details, select any of these links: Vendor Details, Header Details, All RTV, Matching, Document Status and Change Order.

Step 12: In the Lines section, view the Line, Item Description, Category, PO Qty, UOM, Amount, and Status fields.

Step 13: Click the Line Details icon to view additional information including the Physical Nature, Amount, Category, and Contract data.
Step 14: Click the Return button.

Step 15: Click the Line Comments icon to view the original PO by clicking View in Associated Document section.

Step 16: Click Ok to return to the previous page.

Step 15: Click the Schedule Details icon to view schedules, such as the Due Date, Ship To, PO Qty, Price, Amount, and Status field.
Step 16: Click on Distribution icon to see chartfields, which include accounts associate with this PO.

Step 17: Click on Asset Information Tab to view Profile ID in Asset Management.

Step 18: Click Return to Schedules page.

Step 16: Click the Return to Search button to view other Purchase Orders.

• **View Receipts**

  View receiving details such as Business Unit, Item ID, or Vendor receipt quantities.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

  • Enter your Username and Password and click the Log In button.
  • From the Enterprise Menu, select the Financials Supply Chain link.

Step 3: On the Receiving search page find an Existing Value tab Business Unit field, enter or look up the Procurement Business Unit.

Step 4: In the Receipt Number field, enter the ten digit Receipt Number.

Note: An entry in the Receipt Number field reduces the Search Results to a single row.

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 7: In the Sel column, click the checkbox of the line for which you wish to view more detailed information.

Step 8: The Receipts tab displays. In the Header area, view the Unit, Receipt No (Number), Source and Receipt Status.

Note: Click the Header Details link to view more header information.
Step 9: In the Receipt Lines section Receipt Lines tab, view the Line, Description, Price, Recv (Receiving) Qty, and Recv UOM (Unit of Measure).

Step 10: Select the More Line Data tab to view more detailed line information.

Step 11: Click the Asset Information link to view related Asset Information including the Profile ID, whether or not the Asset is capitalized and the Asset ID.

Step 12: Click the Return button.

- **View Vouchers**

  View details of a specified Voucher.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
  
  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the Financials Supply Chain link.
Step 2: Navigate to: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.

Step 3: On the Voucher Inquiry search page Find an Existing Value tab Business Unit field, enter or look up the Procurement Business Unit.

Step 4: Enter or look up the Vendor SetID.

Note: Enter either CTYPR (Community Colleges) or STAPR (Senior Colleges).

Step 5: If known, enter the Voucher ID.

Note: Leave the ‘begins with’ default on the Voucher ID dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.
Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 8: The Voucher Inquiry Results section Voucher Details tab displays to view the Business Unit, Voucher ID, Invoice Number, Invoice Date, Vendor ID, Entry Status, Accounting Entries, Match Status, Match Workbench, Payment Information, Scheduled Payments, and Short Vendor Name.
Step 9: Select the Amounts tab to view the Business Unit, Voucher ID, Transaction Currency, Gross Invoice Amount, Voucher Unpaid Balance, Unapplied Prepayments, Total Non-Merch, Entered VAT, Gross Amount Paid, and Net Amount Paid.

Step 10: On the More Details tab view the Business Unit, Voucher ID, Voucher Style, Vendor Loc, Detail Lines, Post Status, Approval Status, Close Status, Origin, Due Date, Basis Date, Acctg Date, Entered On, Budget Header Status and Budget Misc Status.
• **Preview AP/PO Information**

Financial Asset Managers review the batch data on the Pre-Interface PreAM 1 table. After assets are Consolidated or Unitized, then Financial Asset Managers, as needed, confirm each Pre-Interface ID corresponds to one Asset Management record. On the Pre-AM 1 page, users may view Purchase Order, Accounts Payable and Asset Management information on a single page for interfaced assets.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Send/Receive Information > Preview AP/PO Information.

Step 3: On the Load Preview – Pre-AM page Find an Existing Value page, enter or look up the AM Business Unit.

Step 4: Click the Search button.

Step 5: The Search Results display below. Select a link to display the Pre-AM 1 page.

**Note:** To view the rows in sequence, select the first Pre-Interface ID link. After reviewing the Pre-AM 1 page, select the Next in List button to display the Pre-AM 1 page for the next row.
### Approve Financial Information

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Send/Receive Information > Approve Financial Information > Review.

Step 3: The Load Preview - Financial search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or look up the Business Unit.

Step 4: On the Load Status dropdown menu, select Pending list item.

Step 5: Click the Search button.
Step 6: The Search Results display a list of Interface ID’s. Select any link on each row that displays a Load Status of Pending.

Note: If the search returns only one row, then the Financial Transactions tab for that row will display.

Step 7: The Financial Transactions tab displays asset to be loaded to Asset Management from AP/PO interfaces for the selected Interface ID. Check Auto Approval Status box.
Step 8: Click the Save button.

Step 9: Click the Return to Search button to go back the Search Results.

- **Approve Physical Information**

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the Financials Supply Chain link.

  Step 2: Navigate to: Asset Management > Send/Receive Information > Approve Physical Information > Review-

  Step 3: The Load Preview – Physical A search page displays with the Find an Existing Value tab by default. In
  the Business Unit field, enter or look up the Business Unit.

  Step 4: On the Load Status dropdown menu, select the Pending list item.

  Step 5: Click the Search button.
Step 6: The Search Results display a list of Interface ID’s. Select any link on each row that displays a Load Status of Errored.

**Note:** If the search returns only one row, then the Physical Transactions A tab for that row will display.

Step 7: The Physical Transactions A tab displays for the selected Interface ID. A TAG number can be added if it is available.
Step 8: Click the Save button.

Step 9: Click the Return to Search button to go back the Search Results.

Step 10: The Physical Transactions A tab displays for the selected Interface ID. Resolve each error for this upload with one of two options:

Option One - Correct the spreadsheet and notify Operations Support to re-run Transaction Loader.
Option Two – On the Load Type/Status dropdown menu, select Pending, click the Save button, and notify Operation Support to re-run Transaction Loader.

- **Consolidate Assets**

  This component is used to prepare procurement data to be uploaded into Asset Management when items on more than one load line are combined to create one asset.

  Note: User may only consolidate assets within the SENSITIVE category or CAPITAL category. You may not consolidate assets from SENSITIVE to CAPITAL or vice versa.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
    - Enter your Username and Password and click the Log In button.
    - From the Enterprise Menu, select the Financials Supply Chain link.

  Step 2: Navigate to: Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets.

  Step 3: On the Load - Consolidate Assets search page, click the Add a New Value tab.
Step 4: Click the Add button.

Step 5: The FROM Assets tab displays. On the Field Name dropdown menu, select the correct value.

Step 6: In the Value field, enter or look up the correct value.

Step 7: Click the Search button.

Step 8: The Chartfields tab displays to view the Unit, Profile ID, and Asset ID. Click on minus next to each line to exclude asset from consolidation.

Step 9: Select the Cost tab to view the Unit, Profile ID, Asset ID, Descr, Amount, Qty Interface, and Quantity Received.

Step 10: Select the Interface tab to view the Unit, Profile ID, Asset ID, and PO No.

Step 11: Select the TO Asset tab.

Step 12: The TO Asset tab displays. Review the following fields:

1. The Profile ID should match the Profile ID on the FROM Assets page.
2. Asset ID should be set to NEXT since the single asset has not yet been created.
3. Amount should be the total of the amounts on the FROM Assets page.

Step 13: In the Description field, enter a brief description of the single asset.

Step 14: In the Detailed Description field, as needed, enter more descriptive information of the single asset.

Step 15: Click the Save button.

Note: After saving the lines as a single component:

1. Change quantity to 1 in Financial and Physical Information
2. Approve Financial and Physical Information
3. Assets will be loaded overnight
• Unitize Assets

This component is used to prepare procurement data to be uploaded into Asset Management when a multiple quantity of identical items are purchased on a single line of a purchase order. This transaction results in separate Asset ID’s for each item in Asset Management.

Note: User may only unitize assets within the SENSITIVE category or CAPITAL category. You may not unitize assets from SENSITIVE to CAPITAL or vice versa.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

• Enter your Username and Password and click the Log In button.
• From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Send/Receive Information > Load Transactions > Unitize Assets.

Step 3: On the Load – Unitize Assets search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 4: If known, in the Interface ID field, enter the Interface ID.

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 7: The FROM Asset tab displays. Click the EZ Unitize… button.
Step 8: On the Proportional Unitization Defaults page Quantity field, enter the same number of items in the quantity field as shown on the line of the Purchase Order.

Step 9: In the Profile ID field, enter or look up the Profile ID that applies to all of these items.

Step 10: In the Description field, enter a brief description of the items.

Step 11: Click the OK button.

Step 12: The TO Assets tab displays. CUNYfirst generates the same number of rows as entered in the Quantity field.

For each row of data review the following fields:

1. The Profile ID should match the Profile ID entered on the Proportional Unitization Defaults page.
2. Asset ID should be set to NEXT since the multiple assets have not yet been created.
3. The Quantity should be '1.0000' while the number of rows matches the Quantity entered on the Proportional Unitization Defaults page.
4. Amount should be the cost shown on the Purchase Order evenly divided by the number of items.
Step 13: Click the Show next row icon to view the other row/s of data.

Step 14: Click the Save button.

Note: After saving the lines as separate assets:

1. Approve Financial and Physical Information
2. Assets will be loaded overnight

- **Put on Hold**

Use this step if the report indicating that the asset should not be added to AM (e.g. non-inventory items).

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
Step 2: Navigate to Asset Management Send/Receive Information > Approve Physical Information > Review-A.

Step 3: Change Load Status to On Hold.

Step 4: Click Save.

Step 5: Repeat steps 2-4 for ‘Approve Financial Information’.

- **Copy an Asset**

Existing assets may be copied to create new assets when the existing asset’s financial and physical information is similar to the new asset. Once the existing asset is copied, changes can be made as needed.

Note: The function can be used only if specific asset is in an error (i.e. profile ID is blank).

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset.

Step 3: The Copy Asset search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.
Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 7: The Create Asset Copies page displays. Enter the Acquisition Date field that applies to the new asset in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

a. left dropdown menu, and then click the correct month;
b. right dropdown menu icon, and then click the correct year; and lastly,
c. correct day of the month.

Step 8: Enter the Trans Date field that applies to the new asset in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

a. left dropdown menu, and then click the correct month;
b. right dropdown menu icon, and then click the correct year; and lastly,
c. correct day of the month.

Note: The Trans Date should be the same as the Receipt Date.

Step 9: Enter the Acctg Date field that applies to the new asset in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

a. left dropdown menu, and then click the correct month;
b. right dropdown menu icon, and then click the correct year; and lastly,
c. correct day of the month.

Note: The Accounting Date must fall within the current open Accounting Period.

Step 10: Click the Create Assets button.

Note: This action cannot be reversed.
Step 11: In the Asset section Description field, enter a brief description (30 characters) of the new asset.

Step 12: In the Tag Number field, enter the assigned tag number when available.

**Note:** The Taggable Asset checkbox will automatically be checked when the Tag Number field is populated.

Step 13: In the Serial ID field, enter the Serial ID.

Step 14: On the Book section Cost subsection Cost tab, edit the Cost field.

**Note:** The Cost field would display the source asset’s financial cost.

Step 15: On the Chartfields tab, enter these correct Chartfields for the new asset:

- Fund
- Dept (Department)
- MP (Major Purpose)
- Oper Unit (Operating Unit)
- Program
- Fnd Src (Funding Source)
- Sp Init (Special Initiatives)

**Note:** All the Chartfields above are mandatory and cannot be blank. The Fund Code field is 50 for Capital Assets.
Step 16: Click the Save button.

**Note:** Clicking the Save button triggers the assignment of a twelve digit Asset ID for the new asset by CUNYfirst.

- **Add Assets via Spreadsheet Upload**

  This function is primarily for DASNY, Research Foundation, DDCM and Non-Tax Levy. When Interfaces do not work properly for Tax Levy, spreadsheet upload may also be used.

  Step 1: Access the Sharepoint site at [https://sharepoint.cuny.edu/sites/Accounting/default.aspx](https://sharepoint.cuny.edu/sites/Accounting/default.aspx). Log in using your Sharepoint ID and Network password. Contact the Service Desk (service.desk@cuny.edu) to reset your password if needed.

  Step 2: Navigate to Shared Documents > Asset Management folder.

  Step 3: Open the ‘Excel to CI Data Input Worksheet’ and complete all fields. Dates, Amounts and Accounting information are mandatory. Leave Interface ID field blank until ready to upload.

  **Note:** highlighted in yellow are mandatory and must be filled in for the Spreadsheet upload. For RF CUNY PO and PRSY data, see Acq Detail Desc field (item #30) for correct format to use.
<table>
<thead>
<tr>
<th>Column Header</th>
<th>Sample Value</th>
<th>Use or Restrictions or Uploaded Data Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interface ID</td>
<td>900000536</td>
<td>Use query cu_fsam_interface_run to get a new interface ID</td>
</tr>
<tr>
<td>Interface Line Number</td>
<td>01</td>
<td>Next available number in the sheet 01, 02, 03, 04, 05 etc.</td>
</tr>
<tr>
<td>Business Unit</td>
<td>BKLO1</td>
<td>BKLO1 or BKLO2 etc. AS many as you have to upload</td>
</tr>
<tr>
<td>Asset ID (Next)</td>
<td>NEXT</td>
<td>Always NEXT assigns the next asset ID</td>
</tr>
<tr>
<td>Operating Unit</td>
<td>9999</td>
<td>See value on PO or Voucher or use 9999</td>
</tr>
<tr>
<td>Special Initiatives</td>
<td>9999</td>
<td>See value on PO or Voucher or use 9999</td>
</tr>
<tr>
<td>Fund Code (50)</td>
<td>50</td>
<td>Always use &quot;50&quot;</td>
</tr>
<tr>
<td>Major Purpose Code</td>
<td>100</td>
<td>Depends on department and it's purpose. You can run CU_FSAM_NBV_REPORT query to see what values have been used for other assets.</td>
</tr>
<tr>
<td>Program Code</td>
<td>99999</td>
<td>See value on PO or Voucher or use 9999</td>
</tr>
<tr>
<td>Funding Code</td>
<td>803002</td>
<td>See chart in Funding Sources tab or 99999999 if not one of the options in that tab</td>
</tr>
<tr>
<td>Department</td>
<td>10229</td>
<td>The CUNYfirst department; cannot be a budget department</td>
</tr>
<tr>
<td>Transaction Date (MM/DD/YYYY)</td>
<td>4/16/2007</td>
<td>When you obtained the asset</td>
</tr>
<tr>
<td>Accounting Date (MM/DD/YYYY)</td>
<td>6/10/2014</td>
<td>The current open Asset Management period</td>
</tr>
<tr>
<td>In Service Date (MM/DD/YYYY)</td>
<td>4/16/2007</td>
<td>When you obtained the asset</td>
</tr>
<tr>
<td>Qty Interface (1)</td>
<td>1</td>
<td>We are always interfacing one asset at a time</td>
</tr>
<tr>
<td>Total Cost</td>
<td>32569</td>
<td>Total cost of the &quot;one&quot; asset</td>
</tr>
<tr>
<td>User ID</td>
<td></td>
<td>not needed or your 8 digit ID number</td>
</tr>
<tr>
<td>Transaction Cost</td>
<td>32569</td>
<td>Total cost of the &quot;one&quot; asset Same as Total Cost.</td>
</tr>
<tr>
<td>Asset Subtype</td>
<td></td>
<td>Always blank. Not needed.</td>
</tr>
<tr>
<td>Taggable (Y/N)</td>
<td>Y</td>
<td>Options &quot;Y&quot; for Taggable &quot;N&quot; for not taggable</td>
</tr>
<tr>
<td>TAG Number (12 char)</td>
<td>BRO-0049372</td>
<td>TAG Number</td>
</tr>
<tr>
<td>Main Descr (30 char)</td>
<td>SPECTROFLUOROMETER</td>
<td>Description of the asset</td>
</tr>
<tr>
<td>Short Descr (10 char)</td>
<td>G</td>
<td>Short Description - Holds either condition &quot;G&quot; or NFD status with MM/YY format</td>
</tr>
<tr>
<td>Long Descr (254 char)</td>
<td>02002A; 1; 149; KAI SHUM; NANO LONG SYSTEM; INVDT 03-14-2013; LAST_INVDT 03-09-2012; INVBY LIB</td>
<td>Detailed Description - Holds legacy building, floor and room number along with RF Sponsors, RF Orig Sponsor, RF Principal Investigator, Memo and Remarks separated by semi-colon. The last fields will be truncated if they exceed 254 characters.</td>
</tr>
<tr>
<td>Acquisition Date (MM/DD/YYYY)</td>
<td>4/16/2007</td>
<td>When you obtained the asset</td>
</tr>
<tr>
<td>Asset Profile ID</td>
<td>EQUIPMENT</td>
<td>See chart in profile_ID tab</td>
</tr>
<tr>
<td>Manufacturer (30 char)</td>
<td>HORIBA JOBIN YVO</td>
<td>Can be updated after asset has been added to AM.</td>
</tr>
<tr>
<td>Serial IS (20 char)</td>
<td>09448</td>
<td>Can be updated after asset has been added to AM.</td>
</tr>
<tr>
<td>Plant/Model (30 char)</td>
<td>FL3-2IHR</td>
<td>Can be updated after asset has been added to AM.</td>
</tr>
<tr>
<td>Acq Detail Descr (30 char)</td>
<td>106078; 1234</td>
<td>CUNY Purchase Order and Invoice fields separated by semi-colon (30 characters). For Research Foundation PO's, the format is Last 2 digits of fiscal year, dash, RF followed by PO number semi-colon, PRSY number (e.g. 10-RF07644357; 68822-00-37)</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>32569</td>
<td>Total cost of the &quot;one&quot; asset Same as Total Cost.</td>
</tr>
<tr>
<td>Amount</td>
<td>32569</td>
<td>Total cost of the &quot;one&quot; asset Same as Total Cost.</td>
</tr>
<tr>
<td>Qty Interface (1)</td>
<td>1</td>
<td>Always 1</td>
</tr>
<tr>
<td>Custodian Effective Date</td>
<td></td>
<td>When you assigned the asset</td>
</tr>
<tr>
<td>Custodian (Text, Text) (30 char)</td>
<td>N</td>
<td>Must use Lname, Fname format.</td>
</tr>
<tr>
<td>Offsite (Y/N)</td>
<td></td>
<td>Self explanatory</td>
</tr>
<tr>
<td>Location Effective Date</td>
<td>2/16/2014</td>
<td>When the asset was placed on its current location. Can be the same as In Service Date.</td>
</tr>
<tr>
<td>Location Code</td>
<td>IA-149</td>
<td>Must be in CUNYfirst. Should be checked by running query cu_fsam_location.</td>
</tr>
</tbody>
</table>

Step 4: Save the file to Sharepoint under your College’s Asset Management folder or send it to OUC for approval.

Step 5: OUC will review for errors.

Step 6: Once the file is approved, open the ‘CU_FSAM_CREATE_NEW_ASSETS’ template file.
Step 7: Navigate to: Reporting Tools > Query > Query Viewer to obtain the Interface ID.

Step 8: Run the Interface ID via query: CU_FSAM_INTERFACE_NUM in Reporting Tools/Query Viewer.

Step 9: The report will provide the Last Interface ID Used. Add 1 to the number (e.g. 90000554) for your spreadsheet upload.

Step 10: Enter the Interface ID into the Data Input Worksheet. Copy/Paste all information from Data Input Worksheet to the CU_FSAM_CREATE_NEW_ASSETS template, Data Input tab.
Step 11: Click Add Ins, then Stage Data for Submission. Log in using your CUNYfirst username and password.

Step 12: In ‘Staging & Submission’ tab, click Add Ins, then Submit Data. Lines noted as OK will post automatically.

Step 13: If lines have ERRORS, click Post Results and make necessary corrections.

Step 14: Repeat step 11 and re-submit. The same Interface ID can be used as long as no new lines are added from original.

Step 15: E-mail OUC Interface ID and Business Unit in order to load your spreadsheet to Asset Management.

Note: 1) Profile ID: Use the appropriate value listed in the following chart.
<table>
<thead>
<tr>
<th>Profile ID</th>
<th>Descr</th>
<th>Asset Desc</th>
<th>Capitalize</th>
<th>Taggable</th>
<th>Dollar Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Art/History Treasures</td>
<td>Art/History Treasures</td>
<td>Y</td>
<td>Y</td>
<td>5K and over</td>
</tr>
<tr>
<td>BLDG_IMP</td>
<td>Building Improvements</td>
<td>Building Improvements</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>BLDG_SVCS</td>
<td>Building Services</td>
<td>Building Services</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>BLDG_WIP</td>
<td>Building WIP</td>
<td>Building WIP</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>BUILDING</td>
<td>Building</td>
<td>Building</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>COPYRIGHTS</td>
<td>Copyrights</td>
<td>Copyrights</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>EASEMENTS</td>
<td>Easements</td>
<td>Easements</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>Equipments</td>
<td>Equipments</td>
<td>Y</td>
<td>Y</td>
<td>5K and over</td>
</tr>
<tr>
<td>FURNFIXTRS</td>
<td>Furniture &amp; Fixtures</td>
<td>Furniture &amp; Fixtures</td>
<td>Y</td>
<td>Y</td>
<td>5K and over</td>
</tr>
<tr>
<td>HARDWARE</td>
<td>Hardware</td>
<td>Hardware</td>
<td>Y</td>
<td>Y</td>
<td>1K and over</td>
</tr>
<tr>
<td>INFRAIMPRV</td>
<td>Infrastructure Improvements</td>
<td>Infrastructure Improvements</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>INFRASTRCT</td>
<td>Infrastructure</td>
<td>Infrastructure</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>INTEDEVSTFW</td>
<td>Internally Developed Software</td>
<td>Internally Developed Software</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>LAND</td>
<td>Land</td>
<td>Land</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>LANDIMPROV</td>
<td>Land Improvements</td>
<td>Land Improvements</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>PATENTS</td>
<td>Patents</td>
<td>Patents</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>SEN_ART</td>
<td>Art - Sensitive Items</td>
<td>Art - Sensitive Items</td>
<td>N</td>
<td>Y</td>
<td>less than 5K</td>
</tr>
<tr>
<td>SEN_EQUIP</td>
<td>Equipments - Sensitive Items</td>
<td>Equipments - Sensitive Items</td>
<td>N</td>
<td>Y</td>
<td>less than 5K</td>
</tr>
<tr>
<td>SEN_FURFIX</td>
<td>Furniture - Sensitive Items</td>
<td>Furniture - Sensitive Items</td>
<td>N</td>
<td>Y</td>
<td>less than 5K</td>
</tr>
<tr>
<td>SEN_HARDW</td>
<td>Hardware - Sensitive Items</td>
<td>Hardware - Sensitive Items</td>
<td>N</td>
<td>Y</td>
<td>less than 5K</td>
</tr>
<tr>
<td>SEN_SOFTW</td>
<td>Software - Sensitive Items</td>
<td>Software - Sensitive Items</td>
<td>N</td>
<td>N</td>
<td>less than 5K</td>
</tr>
<tr>
<td>SEN_VEHIC</td>
<td>Vehicare - Sensitive Items</td>
<td>Vehicare - Sensitive Items</td>
<td>N</td>
<td>Y</td>
<td>less than 5K</td>
</tr>
<tr>
<td>SOFTWARE</td>
<td>Software</td>
<td>Software</td>
<td>Y</td>
<td>N</td>
<td>5K and over</td>
</tr>
<tr>
<td>TRADEMARKS</td>
<td>Trademarksmarks</td>
<td>Trademarksmarks</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>VEHICLES</td>
<td>Vehiclesles</td>
<td>Vehiclesles</td>
<td>Y</td>
<td>Y</td>
<td>5K and over</td>
</tr>
</tbody>
</table>

3) Funding Code: Use the appropriate value listed in the chart or ‘999999’ if option is not listed.

<table>
<thead>
<tr>
<th>Founding Source</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>803001</td>
<td>Certification of Participation</td>
<td>COPS</td>
</tr>
<tr>
<td>803002</td>
<td>Dormitory Authority State</td>
<td>NY DASNY</td>
</tr>
<tr>
<td>803003</td>
<td>Gift_Donated</td>
<td>Gift</td>
</tr>
<tr>
<td>803004</td>
<td>City &amp; State Appropriated Fund</td>
<td>Tax Levy</td>
</tr>
<tr>
<td>803005</td>
<td>Research Foundation</td>
<td>RFCUNY</td>
</tr>
<tr>
<td>803006</td>
<td>Department of Design and Construction Management</td>
<td>DDCM</td>
</tr>
<tr>
<td>803007</td>
<td>Treasury Centralization</td>
<td>Non-Tax Levy</td>
</tr>
</tbody>
</table>

4) Location Code: Use the following query to obtain valid Location Code for your college:
   CU_FSAM_LOCATION

**Maintain Assets**

Use the Search for an Asset component to find an item’s Asset ID in CUNYfirst. As needed, delete an asset transaction prior to any financial accounting entries being run. To update, many but not all, asset information fields use the Basic Add component.

In CUNYfirst, changes may be made to the financial attributes of an asset.
• Cost changes may be made to an asset’s base cost.
• Recategorizations change the accounting treatment of future asset financial activities.
• Transfers are changes in who ‘owns the asset’. Transfers may be made within a business unit or between business units.

A ‘standard’ warranty may be set up when terms and conditions have common characteristics. Enter warranty, license, and insurance related data for assets in CUNYfirst.

- **Search for an Asset**

Search for an asset based on specified criteria. The drill-down functionality enables you to view detailed information about a selected asset within different Asset Management components.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Search for an Asset.

Step 3: On the Search for an Asset search page in the Asset Search Criteria section Unit field, enter or look up the Business Unit.

Step 4: To narrow the search, in the Category field, enter or look up the category.

Step 5: To further narrow the search from the Asset Status dropdown menu, select the correct value.

**Note:** To further narrow the search, enter or look up any of the additional information in either or both of the Asset Search Criteria or Acquisition Details sections.

**Note:** In the Asset Search Criteria section, additional filtering options may be added on either or both of the Additional Search Criteria or Chartfield Search Criteria links.
Step 6: In the Retrieve section, select one or more of the checkboxes to return that information about the assets in the Search Results.

Note: The Lease checkbox is not in use at CUNY at the present time.

Step 7: Click the Search button.

Step 8: The Search Results Asset Information tab displays in Asset ID numerical order the first ten assets that meet the selection criteria.

Note: As needed, select another tab including Asset Cost Information, Acquisition Details, Owner/Custodian, or Work Maintenance to provide additional information to identify the asset.

Step 9: If more than ten items are in the search results, then click the View All link or Show next row button to view additional other rows ten at a time.

Step 10: To download the Search Results as an Excel file, click the Download icon on the Search Results – Select One Asset to Continue title bar. An Excel file with the Search Results will be downloaded automatically to the local computer.

Step 11: On the Asset Information tab, select the radio button of the correct asset.

Step 12: On the Drill Down To dropdown menu select one of these components:

- Asset Accounting Entries
- Asset Basic Information
- Asset Cost Adjust/Transfers
- Asset Cost History
- Asset Depreciation
- Asset Retirements
- Copy Asset
- Define Tax/Depr Criteria (define tax and depreciation criteria)
- Print an Asset
Step 13: Click the Go! button to go to that component for the selected asset.

- **Delete Pending Asset Transactions**

CUNYfirst allows you to delete newly created assets for which accounting entries have not yet been created or processed. Usually you can delete the assets in the same day as it is created since account entries are getting created overnight. If an asset is not available in the search results of the Delete Asset page, it means that accounting entries for this asset have already been created, and it is no longer available for deletion.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.


Step 3: The Change/Delete Pending Trans search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or look up the Business Unit.
Step 4: Click the Search button.

Step 5: The Search Results display at the bottom of the page. Select any link on the correct row.

Step 6: The Pending Trans Update/Delete tab displays. Click the Delete… button.

Step 7: Click the OK button.

Step 8: This message displays: “Save confirms this pending open transaction deletion. You have asked to delete this pending transaction. Pressing Save commits this change to the database. If there are multiple books that you want to affect, be sure to press Delete on the other books before saving.” Then click the OK button.

Step 9: The Pending Trans Update/Delete page displays. Click the Save button.
Update Asset Information

Non-financial information such as Serial ID, Location, Custodian and Offsite fields are updated through the Basic Add component.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add.

Step 3: Run Mass Disposal query and attach to AM Discard Worksheet. Type in the tag you wish to dispose of. Cut BU, Asset ID, and Asset Class and paste to the Update Asset Retire Query

Step 4: On the Asset Basic Information search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 5: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID. If you only have part of an ID or tag, use the “Contains” on the Asset Identification dropdown menu.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The General Information tab displays. Select the Asset Information tab.
Step 9: In the Manufacturer Information section Serial ID field, enter the Serial ID.

Step 10: In the Manufacturer Name field, enter the name of the manufacturer.

Step 11: In the Model field, enter the manufacturer’s model identification.

Step 12: In the Custodian Information section Custodian field, enter the name of the custodian.

Note: Use the format – Last Name, First Name Middle Name. As an example, Roosevelt, Franklin Delano.

Step 13: For assets that are not always in the same location, click the This Asset is Offsite checkbox.

Step 14: On the Comments section header, click the Expand icon.

Step 15: In the Comment field, as needed, enter comments.

Step 16: On the Image section header, click the Expand icon.

Step 17: Click the Attachments icon.

Step 18: Click the Add Attachment button.

Step 19: The File Attachment pop up window displays. Click the Browse button.

Step 20: Within CUNYfirst, your Computer older displays. Click the document to be uploaded into CUNYfirst.

Note: The uploaded file must be a .jpg.
Step 21: Click the Open button.

Step 22: Click the Upload button.

Step 23: When there is more than one attachment, click the Add Attachment button to begin the attach cycle again.

Step 24: Click the Save button.

- **View Book**

View detailed book change history.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > History > Review Book.

Step 3: On the Asset Book History search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 5: Alternatively, in the Tag Number field enter the tag number.

Step 6: From the Asset Status dropdown menu, select the correct value.

Step 7: Click the Search button.

Step 8: The Search Results display at the bottom of the page. Select any link on the correct row.
Note: An entry in the Asset Identification field or Tag Number field reduces the Search Results to a single row.

Step 9: The List tab displays. View the Unit, Asset ID, Short Description, and Tag that confirms the asset.

Step 10: In the Book section, the Book Name and Currency display.

Step 11: In the Book History List subsection, assets transactions display in rows with these fields: Date/Time Stamp, Trans Date, Acctg Date, Change Type, Status, and Method (always Straight Line).

Step 12: Select the detail link to view more information.

Step 13: The Detail tab displays. In the Details subsection, view these highlighted fields:
Step 14: Click the Return to Search button to view other Assets.

- **Cost Adjust an Asset**

  There are two ways to cost adjust an asset.

  1. The revised cost of the asset may be entered. For example, documentation is provided that the cost of each refrigerator is reduced to $440.

  2. An amount to be subtracted or added to the cost of the asset may be entered. For example, documentation is provided that the cost of each refrigerator is -$60.

  **Step 1:** Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

     - Enter your Username and Password and click the Log In button.
     - From the Enterprise Menu, select the Financials Supply Chain link.

  **Step 2:** Navigate to: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset.
Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 7: The Main Transaction tab displays. On the Action dropdown menu, select Adjustment and then click the Go! button.

Note: Make sure you choose the correct Transaction Date and Accounting Date.

1) Transaction Date: It is when the actual change regarding specific asset taking place.
2) Accounting Date: Current open Asset Management period.
Step 8: The Cost Information tab displays. In the Cost field, enter the cost in dollars and cents with two decimal places.

Step 9: Alternatively, in the Adjust Current Row By field, enter the amount to be subtracted preceded by a ‘-’ minus sign or the amount to be added.

Step 10: Click the Apply button to the center left.

Step 11: Click the Save button.

Step 12: To verify the result, in the Universal Navigation Header select the New Window link.


Step 14: On the Asset Cost History search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 15: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 16: Click the Search button.
Step 17: On the Cost History List tab Book section Cost tab Trans Type column, the ADJ value displays for cost adjustments. As needed, select the Detail link to view more information about the adjustment.

**View Cost**

Review capitalized and non-capitalized asset cost transactions.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > History > Review Cost.

Step 3: On the Asset Cost History search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 5: Alternatively, in the Tag Number field enter the tag number.

Step 6: From the Asset Status dropdown menu, select the correct value.

Step 7: Click the Search button.

Step 8: The Search Results display at the bottom of the page. Select any link on the correct row.

**Note:** An entry in the Asset Identification field or Tag Number field reduces the Search Results to a single row.
Step 9: The Cost History List tab Book section Book Name CAPITAL displays.

Step 10: If more than fifteen transactions exist, click the Show next row button to view the other rows fifteen at a time.

Step 11: Alternatively, select the View All link.

Step 12: To download the transactions as an Excel file, click the Download icon on the blue bar. An Excel file with the transactions will be downloaded automatically to the local computer.

Step 13: To view more detail about a specific transaction, select that Detail link. The Cost History Detail tab displays for that transaction.

Step 14: On the Cost History Detail tab, click the View All link or Show next row button to view one row at a time.

Step 15: Click the Non Cap History List tab to view the Book Name SENSITIVE.

Step 16: If more than fifteen transactions exist, click the Show next row button to view the other rows fifteen at a time.

Step 17: Alternatively, select the View All link.

Step 18: To download the Date transactions as an Excel file, click the Download icon above Total Cost. An Excel file with the items will be downloaded automatically to the local computer.

Step 19: To view more detail about a specific transaction, select that Detail link. The Non Cap History Detail tab displays for that transaction.

Step 20: On the Non Cap History Detail tab, click the View All link or Show next row button to view the details one row at a time.
Step 21: Click the Return to Search button to view other Asset ID’s.

• **Recategorize an Asset**

  Change the Asset Category of an existing asset. It is the Asset Category of an asset that determines how the asset will be treated in future financial transactions such as depreciation.

  **Note:** User may only recategorize an asset within the SENSITIVE category or CAPITAL category. You may not recategorize an asset from SENSITIVE to CAPITAL or vice versa.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the Financials Supply Chain link.


  Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or look up the Business Unit.

  Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

  **Note:** Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

  Step 5: When the Asset ID is not known, as needed, to narrow the results, from the Asset Status dropdown menu select the correct value.

  Step 6: Click the Search button.
Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

**Note:** An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Main Transaction tab displays. On the Action dropdown menu, select Recategorize and then click the Go! button.

**Note:** Make sure you choose the correct Transaction Date and Accounting Date.

1) Transaction Date: It is when the actual change regarding specific asset taking place.
2) Accounting Date: Current open Asset Management period.

Step 9: The Cost Information tab displays. In the Book section Edit Cost Information subsection Category field, enter or look up the new category value.
Step 10: On the Look Up Category page in the Search Results, click any link on the correct row.

Step 11: The Cost Information tab displays with the selected category.

Step 12: Click the Save button.
Step 13: Navigate to: Asset Management > Asset Transactions > Owned Assets > Basic Add.

Step 14: On the General Information Tab of the specific asset, change the profile ID. Then click Save.

Note: User cannot go directly to Basic Add to change the profile ID.

- Transfer Assets within a Business Unit
Update a record when an asset is retained by the original business unit while being located at another business unit or location, such as department, major purpose, funding source.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.


Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default. In the Business Unit field, enter or search look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

Step 5: To further narrow the results, from the Asset Status dropdown menu select the correct value.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Main Transaction tab displays. On the Action dropdown menu, select Transfer and then click the Go! button.
Note: Make sure you choose the correct Transaction Date and Accounting Date.

1) Transaction Date: It is when the actual change regarding specific asset taking place.
2) Accounting Date: Current open Asset Management period.

Step 9: The Cost Information tab displays. In the Book section Edit Cost Information subsection Dept field, enter or look up the new category value.

Step 10: On the Look Up Dept page in the Search Results, click any link on the correct row.

Step 11: The Cost Information tab displays with the selected department.

Step 12: Click the Save button.

- Transfer Assets between Business Units

Update a record when an asset is transferred from the original business unit to a recipient business unit.

Note: If the transfer is between two schools (i.e. Baruch College to Hunter College), contact OUC to do that.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
• Enter your Username and Password and click the Log In button.
• From the Enterprise Menu, select the Financials Supply Chain link.


Step 3: The Asset Cost Adjust/Transfers search page displays with the Find an Existing Value tab by default.

In the Business Unit field, enter or look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

Step 5: To further narrow the results, from the Asset Status dropdown menu select the correct value.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Main Transaction tab displays. On the Action dropdown menu, select Interunit Transfer and then click the Go! button.

![Main Transaction](image)

Note: Make sure you choose the correct Transaction Date and Accounting Date.

1) Transaction Date: It is when the actual change regarding specific asset taking place.
2) Accounting Date: Current open Asset Management period.

Step 9: The Cost Information tab displays. In the InterUnit Transfer section Enter New Business Unit Information subsection New Unit field, enter or look up the Business Unit to which the asset is to be transferred.

Note: Only those business units to which the user has been granted security will appear on this look up table.

Step 10: The Cost Information tab displays. In the Book section Edit Cost Information subsection, enter the new Chartfields at the new Business Unit for the asset:

• Fund
Note: All the Chartfields above are mandatory. None of them should be blank. The Fund Code field is 50 for Capital Assets.

Step 11: Click the Save button.

Note: Location codes are business unit specific. Update the location fields using the Basic Add component.

- **Run a Report via Query Viewer**

Generate asset management reports.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.
Step 3: Enter the query name then click Search. Then click search.

Note: All Asset Management reports begins with “CU_FSAM”.

**Query Viewer**

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

*Search By:*

- Query Name begins with **CU_FSAM**

[Search][Advanced Search]

Step 4: Click on the desired report in specific format.

Note: HTML, Excel, XML format are available. Choose one of them based on the size of the report. For large data, choose Excel for best result.
Step 5: Enter the Business Unit and date range. Then Click View Results

There is a location query which provides all valid location for BU: CU_FSAM_LOCATION

Note: For example, you are trying to access the voucher in business unit Baruch 01 from March 1st, 2015 to April 30th, 2015. Here is how it looks like after you click HTML and then enter all the required information.
Schedule Query

Generate asset management reports for large amount of data.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
   - Enter your Username and Password and click the Log In button.
   - From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: Enter the query name then click Search. Then click search.

Note: All Asset Management reports begins with “CU_FSAM”.

Step 4: Click on “Schedule” for the desired report.
Step 5: Type in Run Control ID, which is the same as Query Name. Then click Add.

![Find an Existing Value](Image1)  ![Add a New Value](Image2)

- **Query Name**: CU_FSAM_AM04
- **Run Control ID**: CU_FSAM_AM04
- **Add**

Step 6: Enter the Business Unit and date range. Then click OK.

![Business Unit](Image3)

- **Business Unit**: BAR01
- **From Date**: 07/01/2014
- **To Date**: 05/01/2015
- **OK**  **Cancel**

Step 7: Enter Description of the query. Then click OK.

Step 8: Select the desired Format using the dropdown menu. Click OK.

**Note**: If the file is expected to be big, choose TXT format for best result.

Step 9: Click on Schedule Query on the navigation panel.
Step 10: Click Search. The search result will be displayed and click on the desired report.

Step 11: Click OK. Then click on Process Monitor.

Step 12: Wait for the report to be generated and posted.

Note: Click Refresh for updated status. When Distribution Status shows Posted, the report is ready.

Step 13: Click on Details.

Step 14: Click View Log/Trace. Retrieve the desired report under the File List section.

Step 15: Next time when you need to run this specific report, repeat step 9-11.

Note: You can adjust the dates as your run specific report in the future by clicking Update Parameters.
Retire Assets

In CUNYfirst, both financial and non-financial assets may be retired. As needed, both financial and non-financial assets may be reinstated. Retired assets may be viewed. The Print Asset Information component allows some asset information to be printed from your browser.

- **Retire a Financial Asset**

  After an asset disposal notification is received from the business owners, the asset retirement process occurs to record the disposal and related financial information.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
  
  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the Financials Supply Chain link.

  Step 2: Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset.

  Step 3: On the Asset Retirements search page Find an Existing Value tab Business Unit field, enter or search look up the Business Unit.

  Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

  **Note:** Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

  Step 5: On the Asset Status dropdown menu, select In Service.
Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Retire Assets page displays. Verify the Tag is In Service.

Step 9: On the Retire As dropdown menu, the value of Retirement by Sale displays by default. As needed, select one of these values: Abandonment, Cannibalize for other Assets, Casualty Loss, Disappeared Assets,
Disposal Due to Theft, Donated to External Group, Returned to Inventory, Scrapped Assets, and Traded in for another Asset.

Step 10: Click the Go button.

Step 11: The Trans Date defaults to today’s date.

As needed, overwrite the Trans Date in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

a. left dropdown menu, and then click the correct month;
b. right dropdown menu icon, and then click the correct year; and lastly,
c. correct day of the month.

Note: The Trans Date must fall within the current open Accounting Period.

Step 12: The Acctg Date defaults to today’s date.

As needed, overwrite the Acctg Date in the mm/dd/yyyy format. Alternatively, select the Choose a date icon. On the calendar, click the:

a. left dropdown menu, and then click the correct month;
b. right dropdown menu icon, and then click the correct year; and lastly,
c. correct day of the month.

Note: The Acctg Date must fall within the current open Asset Management Period. Make sure you choose the correct Transaction Date and Accounting Date.

1) Transaction Date: It is when the actual change regarding specific asset taking place.
2) Accounting Date: Current open Asset Management period.
Step 13: In the Book section Retirement subsection, as needed, in the Removal Cost field, enter the value in dollars and cents with two decimal places.

Step 14: In the Proceeds field, enter the value in dollars and cents with two decimal places.

Step 15: On the Trans Code dropdown menu, select the correct value.

Step 16: On the Retire Option dropdown menu, the value of Calculate Gain/Loss displays by default. As needed, select one of these values: Fully Depr no Future Expense or Fully Depr with Future Expense.

Step 17: Click the Save button.

Note: The Asset Status updates to Disposed.

• **Mass Disposal via Spreadsheet**

This function allows users to retire multiple assets at once.

Step 1: Access the Sharepoint site at https://sharepoint.cuny.edu/sites/Accounting/default.aspx. Log in using your Sharepoint ID and Network password. Contact the Service Desk (service.desk@cuny.edu) to reset your password if needed.

Step 2: Navigate to Shared Documents > Asset Management folder.

Step 3: Open the “CU_FSAM_UPDATE_ASSET_RETIRE” and complete all fields. Business Unit, Asset ID and Asset Class are all mandatory. Specific format for each column are required. Asset ID is 12 characters, including the number 0. Asset class includes CANIBALIZ, DONATED, OBSOLETE, SALVAGED, SCRAPED, and RET_INVENT.

Note: Descriptions of each Asset class can be found in Disposition Type Table on page xx.

Step 4: Save the file.

Step 5: Click Add Ins, then Stage Data for Submission. Log in using your CUNYfirst username and password.

Step 6: In ‘Staging & Submission’ tab, click Add Ins, then Submit Data. Lines noted as OK will post automatically.
Step 7: If lines have ERRORS, click Post Results and make necessary corrections.

Step 8: Repeat step 11 and re-submit.

Step 9: E-mail OUC asset class and Business Unit to request for processing.

- **View Retired Assets**

Each retired asset’s transactions may be viewed in summary or detail. The data may be viewed or downloaded in an Excel file.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Asset Transactions > History > Review Cost.

Step 3: On the Asset Cost History search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 4: From the Asset Status dropdown menu, select Disposed.

Step 5: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Step 6: Alternatively, in the Tag Number field enter the tag number.
Step 7: Click the Search button.

Step 8: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field or Tag Number field reduces the Search Results to a single row.

Step 9: The Cost History List tab Book section the Book Name CAPITAL displays.

Step 10: If more than fifteen Acctg Date transactions exist, click the Show next row button to view the other rows fifteen at a time.

Step 11: Alternatively, select the View All link.

Step 12: To download the Acctg Date transactions as an Excel file, click the Download icon on the blue bar. An Excel file with the Acctg Date transactions will be downloaded automatically to the local computer.

Step 13: To view more detail about a specific Acctg Date transaction, select that Detail link. The Cost History Detail tab displays for that transaction.

Step 14: On the Cost History Detail tab, click the View All link or Show next row button to view one row at a time.
Step 15: Click the Non Cap History List tab to view the Book Name SENSITIVE.

Step 16: If more than fifteen Acctg Date transactions exist, click the View All link or Show next row button to view the other rows fifteen at a time.

Step 17: Alternatively, select the View All link

Step 18: To download the Acctg Date transactions as an Excel file, click the Download icon on the blue bar. An Excel file with the Acctg Date items will be downloaded automatically to the local computer.

Step 19: To view more detail about a specific Acctg Date transaction, select that Detail link. The Non Cap History Detail tab displays for that transaction.

Step 20: On the Non Cap History Detail tab, click the View All link or Show next row button to view the one row at a time.
Step 21: Click the Return to Search button to view other Asset ID’s.

- **Reinstate a Financial Asset**

   After an asset reinstatement notification is received from the business owners, the asset reinstatement process occurs to record the reinstatement and related financial information.

   Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
   
   - Enter your Username and Password and click the Log In button.
   - From the Enterprise Menu, select the Financials Supply Chain link.

   Step 2: Navigate to: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset.

   Step 3: On the Asset Retirements search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

   Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

   **Note:** Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

   Step 5: On the Asset Status dropdown menu, select Disposed.
Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Retire Assets page displays. Verify the Status is Disposed.

Step 9: In the Book section, click the Reinstate button.

Step 10: Click the Save button.

Note: The Asset Status updates to In Service.
• **Print Asset Information**

Select an asset to generate one page of basic asset information including default book and depreciation attributes, and asset cost information for the default book.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Print an Asset.

Step 3: On the Print an Asset search page Find an Existing Value tab Business Unit field, enter or search for the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

**Note:** Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

Step 5: In the Tag Number field, enter the tag number.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the correct row.

**Note:** An entry in the Asset Identification field reduces the Search Results to a single row.

Step 8: The Printable View of Asset page displays. Follow your browser’s prompts to print the page.

**Note:** In Mozilla Firefox, right click the page. For Macs hold control and right click. A pop up window appears. Select or hover over ‘This Frame’. A second pop up window appears. Select ‘Print Frame…’.
## Printable view of Asset

**Unit:** BAR01  
**Asset ID:** 000000000001  
**MELTING POINT APPARATUS**  
**Status:** In Service  
**As of Date:** 05/01/2015

| Tag Number: | BAR-0000313 | Taggable Asset |  ✓ |
| Profile ID: | SEN_EQUIP | Equipment - Sensitive Items |  ✓ |
| Location: | A-824 | Laboratory |  ✓ |
| Parent ID: | | |  ✓ |
| Group Asset Flag: | None | Asset is Available |  ✓ |
| **Financing Code:** | | |  ✓ |
| Acquisition Code: | Purchased | |  ✓ |
| Replacement Cost: | | |  ✓ |
| **Index Name:** | | |  ✓ |
| **Subindex Name:** | | |  ✓ |
| **CAP #:** | | |  ✓ |
| Contact: | FISHER | |  ✓ |
| Manufacturer: | | |  ✓ |
| Custodian: | NATURAL SCIENCE,DEPT | |  ✓ |
| **R and D Start Date:** | | |  ✓ |
| **Collateral Asset:** | | |  ✓ |
| **Document:** | | |  ✓ |
| **Acquisition Date:** | 07/03/1985 | |  ✓ |
| **Last Update:** | | |  ✓ |
| **Old Asset ID:** | | |  ✓ |
| **Lease Asset ID:** | | |  ✓ |
| **Phone #:** | | |  ✓ |
| **Model:** | | |  ✓ |
| **Product Version:** | | |  ✓ |
| **Empl ID:** | | |  ✓ |
| **R&D Plant** | | |  ✓ |
| **Use NBV for R and D** | | |  ✓ |
| **JV BUS:** | | |  ✓ |
| **FERC Code:** | | |  ✓ |

### Default Book and Depreciation Attributes

| Fund Code: | 50 |
| Department: | 10208 |
| Book Name: | | |
| In Service Date: | | |
| Convention: | | |
| Begin Depr Date: | | |
| Method: | | |
| Future Depr Yrs: | | |
| End Date: | | |
| Useful Life: | | |
| Periods | | |
| **Currency:** | | |
| **Calculation Type:** | | |
| **Depreciation Status:** | | |
| **Derogatory Depreciation** | | |
| **Low Value** | | |
| **Depreciate When In Service** | | |

### Asset Cost Information for Default Book

<table>
<thead>
<tr>
<th>Category Cost Type</th>
<th>Cost</th>
<th>Salvage Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>MP</th>
<th>Oper Unit</th>
<th>Program</th>
<th>Fnd Src</th>
<th>Sp Init</th>
<th>Proj Act</th>
<th>Project</th>
<th>ChartField</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
Depreciation

- View Depreciation

View depreciation-related information for assets.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
   - Enter your Username and Password and click the Log In button.
   - From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation.

Step 3: On the Asset Depreciation search page Find an Existing Value tab Business Unit field, enter or look up the Business Unit.

Step 4: In the Asset Identification field, enter the twelve digit number that identifies the asset within CUNYfirst.

Note: Leave the ‘begins with’ default on the Asset Identification dropdown menu, and then enter the wildcard “%” followed by the non-zero digits at the end of the Asset ID.

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the correct row.

Note: An entry in the Asset Identification field reduces the Search Results to a single row.

Step 7: The Asset tab displays with a summary of basic asset and depreciation information.
Step 8: Click the Period Depreciation tab to view the periods specified when the asset was entered.

Step 9: Click the Depreciation tab to view depreciation information for the year.

Step 10: To calculate the net book value, click the Calculate NBV button.
Step 11: When the net book value is calculated, click the Save button.

**Physical Inventory**

Physical inventory provides the ability to verify the existence and location of physical assets in a given area or business unit. The results of physical inventory are loaded back to the system and adjustments to asset records are made as appropriate. Every year, the due date for re-inventory is December 31st.

- **Obtain Access to Tumbleweed**

In order to perform re-inventory steps, users need to have the access to Tumbleweed, a platform for uploading scanned files.

Step 1: Enter https://cunyportal.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- Select Tumbleweed Request Form.
Step 2: Fill out the entire request form.

Note: Select “Yes” for question “Do you need access to an existing folder”. Select “No” for question “Are you the primary owner of this new folder”.


Step 3: Submit the form.

- **Run Scan Analysis Query**

  Run the scan analysis report to see all the assets included in the re-inventory. The report will also show assets that have been scanned and assets that need to be scanned.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the Financials Supply Chain link.
Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: On the Query Viewer search page in the begins with field, enter report name “CU_FSAM_AMPI_SCAN_ANALYSIS”. Then click Search.

Step 4: Select query name “CU_FSAM_AMPI_SCAN_ANALYSIS” by clicking on the Excel Link.

Step 5: Enter school name. Then click view result. (Only the first three letters)

Step 6: Analyze the report. Look for any assets that has “NFD” (Not Found) in the Condition column. These are the assets will need to be scanned. Once scanned the condition will change to “G”
• **Update Locations**

Keep track of physical properties and their actual locations.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: Enter the query name then click Search.

**Note:** All Asset Management reports begin with “CU_FSAM”.

Step 4: Click on the desired report in Excel format.

Step 5: Type in business unit. Then Click View Result.

![Query Viewer](image)

Step 6: Copy the Location Column to Notepad (.txt) in the following format:

```
“Location:
xxxxxx
xxxxxx
xxxxxx
xxxxxx
……”
```

Step 7: Save as “CustomCode.Txt” and load to the scanner.

• **Scan File Load**

Step 1: After Scanning, import scan text file into Scanner_file_Template, which can be found on Sharepoint.
Step 2: Check to see if there is any error and fix those fields in Error (in columns A to P).

Note: Location column cannot be blank (column O). Inventory Date (column B) has to be in the correct format: MM/DD/YYYY hh:mm:ss AM/PM.

Step 3: Copy the updated data (without row 1) and paste onto a new Notepad window.

Step 4: Delete any space below last line of texts.

Step 5: Save as INV-AM-XXX_SSSSSSSSSSSSSSS.txt.

Note: Make sure the file name is in this structure.

XXX = Business Unit (COS for COSEN)

S = Scanner name and can be up to 15 characters – you can put the FY and the date, or the location code, etc.

1) Please note the "-" dash and "_" underscores - it has to be INV-AM-XXX_
2) No spaces allowed in SSSSSSSSSSSSSSS and .txt must be lowercase

Step 6: Upload the text file to Tumbleweed - outside the "Done" folder, but in your school folder (example: "Asset_Baruch").

Note: Make sure you don’t load the same scan file under different names over and over again, which causes duplicates. After re-running Scan Analysis report and duplicates still exist, contact Central Office to delete.
Follow Up on Scan File Upload the Next Day

The day after you upload scan file to Tumbleweed, check your e-mail to look for an email with subject line “Scanner file upload log of the (i-173a) interface” for the next step of re-inventory.

Step 1: Log into your CUNY e-mail.

Step 2: Open the email with subject line “Scanner file upload log of the (i-173a) interface”. The e-mail should contain the following:

Subject: Scanner file upload log of the (i-173a) interface

Click on the below link and click on the second link under Report Manager (CU_i173a_Bar_Code_Inbound_xxxxx.log). The report log provides file name, number of rows loaded and any errors in the scan file that have to be corrected. Please fix the error(s) and re-upload the scan file to Tumbleweed.


Step 3: Log into CUNYfirst and then click the link in the email

Step 4: CUNYFirst page displays. Click on the second link under the File List.

Step 5: The “Error Log” page displays, which informs user how many number of rows on file has been processed and how many errors are there. It will list the barcode numbers for assets with errors.
Step 6: If one or more errors exist, correct the errors on the scan file and re-load on Tumbleweed. Then repeat the follow up on scan file upload the next day again.

- **CU_FSAM_AMPI_173A_SCAN_SUM**

  View all the scan files that were loaded without any errors. If you cannot find a file in this query, there is at least one error in the file. The file needs to be corrected and reloaded.

  Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

  - Enter your Username and Password and click the Log In button.
  - From the Enterprise Menu, select the Financials Supply Chain link.

  Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

  Step 3: On the Query Viewer search page in the begins with field, enter the value ‘%173a%’.
Step 4: Click the Search button.

Step 5: Select “CU_FSAM_AMPI_173A_SCAN_SUM”. Click on the specific format.

Note: HTML, Excel, XML format are available. Choose one of them based on the size of the report. For large data, choose Excel for best result.

Step 6: Enter Domain Value. Then click View Results.

Note: The Domain value for each school is the following:

M. EVERS; BARUCH; JOHN JAY; LGA; CITY; BRONX; CENTRAL; BROOKLYN; KCC; HUNTER; QUEENS; HOSTOS; LEHMAN; BMCC; LAW; CSI; GRADUATE; NEW-COM; QCC; YORK; NYC TECH; PROF-STU

Step 7: Results display. Users are able to down the results in Excel, CSV or XML if the user initially clicks HTML.

Step 8: Review the results. Make necessary changes based on the results.
• **Review Extracted Data**

View the results of the extract data one asset at a time. Search by Physical Inventory ID, PI line number, Asset ID, Department, Tag Number, Serial ID, and location. The PI line number reflects the number of this asset in the extract sequence.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Physical Inventory > Review Extracted Data.

Step 3: On the Extract search page Find an Existing Value tab, enter or look up the Physical Inventory ID used to load the PI_Extract table.

Step 4: Click the Search button.

Step 5: The Search Results display at the bottom of the page. In the Search Results header, view the number of rows to verify that that the number of extracted rows is equal to the number of expected assets for the Business Unit.

Step 6: Click any link on a row to view available information for that extract record.

Step 7: The Extract Data tab Extracted Data section displays available information.
• **Run Query I-173-A**

View the incoming scanned data to verify that the scanning is complete.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: On the Query Viewer search page in the “begins with” field, enter the value ‘%173a%’.

Step 4: Click the Search button.

Step 5: The Search Results display below. In the Query section, on the row with the Query Name of CU_AMPI_SCAN_IN_173A, click the HTML link to view the Query results and verify that the results are ready for further processing.

Step 6: In the Query section, on the row with the Query Name of CU_FSAM_AMPI_173A_SCAN_LOAD, click the HTML link to view the Query results and verify that the results are ready for further processing.

• **Run Query I-173-B**

View the outbound scanned data to verify that the staging is complete.
Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
• Enter your Username and Password and click the Log In button.
• From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Reporting Tools > Query > Query Viewer.

Step 3: On the Query Viewer search page in the “begins with” field, enter the value ‘%173b%’.

Step 4: Click the Search button.

Step 5: In the Query section, on the row with the Query Name of CU_FSAM_AMPI_173BA_SCANSTG, click the HTML link to view the Query results and verify that the results are ready for further processing.

Step 6: Enter or look up the PI (Physical Inventory) ID.

Step 7: Click the View Results button.

Step 8: In the Match Status column, one of three values display:
1. Over (O) - A tagged asset is scanned that is not expected.
2. Under (U) - A tagged asset is not scanned that should have been in the location scanned.
3. Inventory (I) - A tagged asset is scanned as expected.

Note: This record contains staging data that is purged except for "Overs". Property Managers can extract the Overs from this query to build the data for the Spreadsheet Uploads.

• Verify Scanned Data

View scanned data to edit and correct rows marked as: Overs, Unders, and Manual Review Required.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:
• Enter your Username and Password and click the Log In button.
• From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Physical Inventory > Verify Scanned Data
Step 3: On the Scanned Data search page Find an Existing Value tab, enter or look up the Physical Inventory ID.

**Note:** CUNY Physical Inventory ID's are in the format INV-AM-xxx where xxx is the College prefix.

Step 4: In the Physical Inventory ID field, enter or look up the Physical Inventory ID.

Step 5: On the Inventory dropdown menu, select the desired value.

**Note:** Match Status includes:

- **O** = Overs are TAG numbers that are “new” or found in a different Dept or Location. They will display an Asset ID of NEXT.
- **U** = Unders are TAG numbers that are not found.
- **IJ** = Inventory are TAG numbers that are found in the expected location.

Step 6: Click the Search button.

Step 7: The Search Results display at the bottom of the page. Select any link on the desired row.

Step 8: Review and edit, as needed, each line marked as Overs, Unders, and Manual Review Required.

**Note:** To view the next result, click the Next in List button.
• **Review Matching Results**

View matching results data to edit and correct rows marked as: Overs, Unders, and Manual Review Required.

The PI Match Status of Inventory generates transfers and physical changes such as description, location, department, and custodian.

The PI Match Status of Over generates physical adds.

The PI Match Status of Under generates retirement.

Step 1: Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:

- Enter your Username and Password and click the Log In button.
- From the Enterprise Menu, select the Financials Supply Chain link.

Step 2: Navigate to: Asset Management > Physical Inventory > Review Matching Results.

Step 3: On the Inventory Results search page Find an Existing Value tab, enter or search look up the Physical Inventory ID.

**Note:** CUNY Physical Inventory ID's are in the format INV-AM-xxx where xxx is the College prefix.
Step 4: In the PI Match Status dropdown menu, enter or look up the desired Match Status.

Note: Match Status includes:

- **O** = Overs are TAG numbers that are “new” or found in a different Dept or Location. They will display an Asset ID of NEXT.
- **U** = Unders are TAG numbers that are not found.
- **I)** = Inventory are TAG numbers that are found in the expected location.

Step 5: Click the Search button.

Step 6: The Search Results display at the bottom of the page. Select any link on the desired row.

Step 7: Review and edit, as needed, each line marked as Overs, Unders, and Manual Review Required.

Note: To view the next result, click the Next in List button.
Appendix

Appendix A: Asset Management Icons
This selection of CUNYfirst icons is most common to the Asset Management Module.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Look up</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>Calendar</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Dropdown Menu</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Download</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icon" /></td>
<td>Cancel</td>
</tr>
<tr>
<td><img src="image6.png" alt="Icon" /></td>
<td>Comment</td>
</tr>
<tr>
<td><img src="image7.png" alt="Icon" /></td>
<td>Expand</td>
</tr>
<tr>
<td><img src="image8.png" alt="Icon" /></td>
<td>Collapse</td>
</tr>
<tr>
<td><img src="image9.png" alt="Icon" /></td>
<td>Add Row</td>
</tr>
<tr>
<td><img src="image10.png" alt="Icon" /></td>
<td>Delete Row</td>
</tr>
<tr>
<td><img src="image11.png" alt="Icon" /></td>
<td>Attachment</td>
</tr>
<tr>
<td><img src="image12.png" alt="Icon" /></td>
<td>Checkbox</td>
</tr>
</tbody>
</table>

Appendix B: Asset Management Business Units
The following list of CUNY Business Units for Asset Management appear in the sequence within CUNYfirst Asset Management Business Unit look up tables.

**Baruch College**
BAR01 Baruch College
BAR02 BMB College Aux Enterprises Co
BAR03 Baruch College Association Inc
BAR04 BMB College Early Learning Ctr
BAR05 Baruch College Fund
BAR55 Baruch Other Non-Tax Levy
BARPR Baruch College - Procurement

**Bronx Community College**
BCC01 Bronx Community College
BCC02 BCC Auxiliary
BCC03 BCC Association, Inc
BCC04 BCC Child Development Center
BCC05 BCC Foundation
BCC55 BCC Other Non-Tax Levy
BCCPR Bronx CC - Procurement
Brooklyn College
BKL01 Brooklyn College
BKL02 BC Auxiliary Ent
BKL03 BC Association
BKL04 BC Child Care Serv
BKL05 BC Foundation
BKL15 BC Student Serv Corp
BKL55 BC Other Non-Tax Levy
BKLPR Brooklyn College - Procurement

Borough of Manhattan Community College
BMC01 Borough of Manhattan CC
BMC02 BMCC Auxiliary Enterp. Corp
BMC03 BMCC Association, Inc.
BMC04 BMCC Early Childhood Center
BMC05 BMCC Foundation, Inc.
BMC55 BMCC Other Non-Tax Levy
BMCRBM BMCC Performing Arts Center
BMCPR Borough of Manhattan CC - Procurement

Central Office
COCOM Central Office Comm Colleges
COCPR CUNY Central Office
CONTCCentral Office NTL Community
CONTLCentral Office Other Non-TL
COSEN Central Office Senior Colleges
COSPR Central Office State – Procurement

CUNY TV
COSEN Central Office Senior Colleges
CTV05 CUNY TV Foundation

College of Staten Island
CSI01 College of Staten Island
CSI02 CSI Auxiliary Sves. Corp. Inc.
CSI03 The CSI Association, Inc.
CSI05 CSI Foundation, Inc.
CSI55 CSI Other Non-Tax Levy
CSI05 CSI Other Non-Tax Levy
CSIPR College of Staten Island -Procurement

The City College of New York
CTY01 City College
CTY02 City College Auxiliary Enterpr
CTY03 City College Student Services
CTY04 City College Child Development
CTY05 City College 21st Century Fnd
CTY06 City College Alumni Assoc
CTY09 City College Fund
CTY11 City College Research Fnd
CTY55 City College Other NonTax Levy
CTYPR City College - Procurement

**CUNY Graduate Center**
GRD01 Graduate Center
GRD02 GC Auxiliary Enterprises Corp
GRD03 GC Doctoral Student Council
GRD04 GC Child Development Ctr
GRD05 GC Foundation, Inc
GRD55 GC Other Non-Tax Levy
GRD13 GC Foundation Housing Corp.
GRD14 GC Foundation Housing Corp LIC
GRDPR Graduate Center – Procurement

**Hunter Campus Schools**
HCS01 Hunter Campus Schools
HCS55 Hunter Campus Oth Non-Tax Lev
HCSPR Hunter Campus Schools - Procurement

**Macauley Honors College**
COSEN Central Office Senior Colleges
HON05 Honors Foundation

**Hostos Community College**
HOS01 Hostos Community College
HOS02 HCC Auxiliary Enterprises Corp
HOS03 Hostos Comm Coll Association
HOS04 Hostos Comm Coll Children Ctr
HOS05 Hostos Comm Coll Foundation
HOS55 Hostos Other Non-Tax Levy
HOSPR Hostos CC - Procurement

**Hunter College**
HTR01 Hunter College
HTR02 Hunter College Auxiliary Enter
HTR03 Hunter College Student Activ
HTR04 HC Children's Learning Center
HTR05 Hunter College Foundation
HTR55 HC Other Non-Tax Levy
HTRPR Hunter College - Procurement

**John Jay College of Criminal Justice**
JJC01 John Jay College
JJC02 John Jay Coll Auxiliary
JJC03 John Jay Coll Student Assoc.
JJC04 John Jay Coll Children Center
JJC05 John Jay Coll Foundation Inc.
JJC55 John Jay Coll Other Non-TL
JJCPR John Jay College - Procurement

**Kingsborough Community College**
KCC01 Kingsborough Community College
KCC02 Kingsborough CC Auxiliary Ent.
KCC03 Kingsborough CC Assn. Inc.
KCC05 Kingsborough CC Foundation Inc
KCC55 Kingsborough CC Other Non-Tax
KCCPR Kingsborough CC - Procurement

**LaGuardia Community College**
LAG01 LaGuardia Community College
LAG02 LAGCC Auxiliary Enterprises
LAG03 LAGCC Association, Inc.
LAG04 LAGCC ECLC Programs, Inc.
LAG05 LAGCC Foundation
LAG06 LAGCC Alumni Association, Inc.
LAG12 LAGCC Education Fund, Inc.
LAG55 LAGCC Other Non-Tax Levy
LAGPR LaGuardia CC - Procurement

**CUNY School of Law**
LAW01 CUNY School of Law
LAW03 CUNY Sch of Law Student Assoc.
LAW04 CUNY Sch of Law Daycare Center
LAW05 CUNY School of Law Foundation
LAW55 CUNY Sch of Law Non-Tax Levy
LAWPR CUNY School of Law - Procurement

**Lehman College**
LEH01 Lehman College
LEH02 Lehman College Auxiliary Corp.
LEH04 Lehman College Child Care Corp
LEH05 Lehman Coll Foundation, Inc
LEH14 Bronx Information Net. Corp.
LEH55 Leh Coll Other Non-Tax Levy
LEHPR Lehman College - Procurement

**Medgar Evers College**
MEC01 Medgar Evers College
MEC02 MEC Auxiliary Enterprises Corp
MEC03 MEC Student Faculty Assoc.
MEC04 MEC Child Development Center
MEC05 MEC Educational Foundation Inc
MEC55 MEC Other Non-Tax Levy
MECPR Medgar Evers College - Procurement

**Stella and Charles Guttman Community College**
NCC01 New Community College
NCC02 Guttman Aux Enterprises Co
NCC03 Guttman Association Inc
NCC55 NCC Misc Other Non-Tax Levy
NCCPR New Community College - Procurement

**New York City College of Technology**
NYT01 NYC College of Technology
NYT02 Aux. Ent. Board of NYCCT, Inc.
NYT03 College Assoc. of NYCCT, Inc.
NYT05 NYCCT Foundation, Inc.
NYT06 NYCCT Alumni Association
NYT55 NYCCT Other Non-Tax Levy
NYTPR NYC College of Technology - Procurement

**Queensborough Community College**
QCC01 Queensborough CC
QCC02 QCC Auxiliary Enterprise, Inc
QCC03 QCC Student Association, Inc.
QCC05 QCC Fund, Inc.
QCC55 QCC Other Non-Tax Levy
QCCPR Queensborough CC - Procurement

**Queens College**
QNS01 Queens College
QNS02 QC Auxiliary Enterprise Assn
QNS03 QC Association & CDS
QNS04 Child Develop Ctr at QC, Inc.
QNS05 Queens College Foundation
QNS15 QC Student Services Corp
QNS16 QC Special Projects Fund, Inc
QNS55 QC Other Non-Tax Levy
QNSPR Queens College - Procurement

**The Research Foundation of CUNY**
RFC01 Research Foundation – CUNY

**CUNY Graduate School of Journalism**
SOJ01 School of Journalism
SOJ02 SOJ Auxiliary Enterprise Inc.
SOJ03 SOJ Graduate Council
SOJ55 SOJ Other Non-Tax Levy
SOJPR School of Journalism – Procurement
Appendix C: Retirement Codes
The table below lists the Retirement Codes. The Usage column has the selection criteria for the code. The Gain/Loss column explains how the net book value of an asset is calculated based on the Retirement Code.

<table>
<thead>
<tr>
<th>Disposition Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANNIBALIZED</td>
<td>To dismantle property for parts which are used as replacements in other property.</td>
</tr>
<tr>
<td>DONATED</td>
<td>Item contributed to a non-profit organization which has 501(c)(3) tax exempt status as defined by IRS, or is licensed by the City or State to accept such property donations. “Agreement of donation (form)” shall be filled in and signed by the party receiving any disposed property from the College and “as is condition” must be indicated on the form.</td>
</tr>
<tr>
<td>OBSOLETE</td>
<td>Item no longer used due to the useful life and has been replaced by a newer version.</td>
</tr>
<tr>
<td>SALVAGED</td>
<td>Relinquishment of surplus or obsolete item to the City Surplus (DCAS). See DCAS (Appendix I). Property Management personnel must document “Salvage” property with the corresponding relinquishment form.</td>
</tr>
<tr>
<td>SCRAPPED</td>
<td>Relinquishment of irreparable item to a recycling vendor. Documentation includes recycling vendors’ pick-up receipt of item.</td>
</tr>
<tr>
<td>RETURN TO INVENTORY</td>
<td>To mark an asset that is a duplicate of another asset in CUNYfirst or it was entered in error.</td>
</tr>
<tr>
<td>LOST/STOLEN*</td>
<td>MUST BE ACCOMPANIED BY A CAMPUS POLICE REPORT. Follow the Error! Reference source not found. procedure.</td>
</tr>
</tbody>
</table>

Appendix D: Asset Management Reports
The table below lists the most frequently used Asset Management reports, sorted alphanumerically by report ID. A more complete listing is in the Asset Management Reference Guide.
The reports are grouped into these categories:
  • Transaction reports.
  • Depreciation reports.
  • Retirement reports.
<table>
<thead>
<tr>
<th>Report ID and Report Name</th>
<th>Description</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Reports</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMAS2100</td>
<td>Lists asset information and also includes Cost, LTD and YTD Depreciation and Net Book Value with ChartField, Book and Report totals. (SQR)</td>
<td>Asset Management &gt; Financial Reports &gt; Asset Details &gt; Acquisitions</td>
</tr>
<tr>
<td>AMAS2200</td>
<td>Lists information on assets by location. (SQR)</td>
<td>Asset Management &gt; Financial Reports &gt; Asset Details &gt; By Location</td>
</tr>
<tr>
<td>AMAS2300</td>
<td>Lists asset transfers transactions ordered by ChartField. (SQR)</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Asset Transfers</td>
</tr>
<tr>
<td>AMAS2400</td>
<td>Lists asset recategorizations ordered by ChartField. (SQR)</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Asset Reclassifications</td>
</tr>
<tr>
<td><strong>Depreciation Reports</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMDP2000</td>
<td>Sorts cost activity by ChartField. (SQR), by Category, or by Account. Use the Asset Management report formatting features to include/exclude data and append suffixes to identify report types.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Depreciation Activity</td>
</tr>
<tr>
<td>AMDP2100</td>
<td>Sorts cost activity by ChartField, by Category, Location, or by Account (SQR). Use the Asset Management report formatting features to include/exclude data and append suffixes to identify report types. This report also provides options for assets that have had their depreciation stopped.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Asset Net Book Value</td>
</tr>
<tr>
<td>AMDP2200</td>
<td>Sorts assets by period depreciation at asset, category, department, book, or project levels. (SQR) Use the Asset Management report formatting features to include/exclude data.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Depreciation by Period</td>
</tr>
<tr>
<td>AMDP2300</td>
<td>Sorts assets by fiscal year depreciation at asset, category, project, department, or book levels. (SQR) Use the Asset Management report formatting features to include/exclude data.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Depreciation by Fiscal Year</td>
</tr>
<tr>
<td><strong>Retirement Reports</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AMRT2010
Retirement by In Service Date
Lists retirement information with totals per in service year/period. (SQR)
Asset Management > Financial Reports > Retirement > Retirement Information Report

AMRT2100
Retirement Activity
Lists retirement related information. (SQR)
Asset Management > Financial Reports > Retirement > Retirement Activity Report

Appendix E: Run a Query

Query Viewer provides read-only versions to view or print.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar: • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.</td>
</tr>
<tr>
<td>3.</td>
<td>On the Query Viewer page in the Search By dropdown menu, select from these options: Access Group Name Description Folder Name Owner Query Name Type Uses Field Name Uses Record Name.</td>
</tr>
</tbody>
</table>
| 4.   | In the field to the right of the Search By dropdown menu, enter a Search string such as BUDGET for a budget related request. 
*Note: The wildcard (%) may be entered before and after the search string to find any Query containing the letters in the search string.* |
| 5.   | Click the Search button. |
| 6.   | In the Search Results, identify the Query by name or description and then select the preferred output format HTML, Excel or XML link. 
*Note: The query may be saved as a Favorite.* |
| 7.   | The query displays in the preferred format. As needed, download the results by selecting the Excel Spreadsheet, CSV Text File, and/or XML File. 
*Note: Query results will vary over time and it is recommended to include the date of download in the document name when saved to your computer.* 
*Note: If you download the query to Microsoft Excel, then you can print the query using Microsoft Excel’s print function.* 
*Note: If you download the query as a CSV text file, then you can print it using the print functions of the applications you use to work with it.* |
| 8.   | Click the Schedule link associated with the query. Submit a request to schedule a query, check the status of your request using Process Monitor, and view your output using Report Manager. |
The table below lists the most common Asset Management Queries.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU_FSAM_AM07</td>
<td>AM07 - DDCM Reconciliation</td>
</tr>
<tr>
<td>CU_FSAM_AM13B_DEPT</td>
<td>AM13B - Scanrep by Dept</td>
</tr>
<tr>
<td>CU_FSAM_AM01_OOLGA</td>
<td>AM01 - Most Info Report (RF)</td>
</tr>
<tr>
<td>CU_FSAM_AM01_RF</td>
<td>AM01 - Most Info Report (RF)</td>
</tr>
<tr>
<td>CU_FSAM_ALL_NO_TAG_NUM_ASSETS</td>
<td>No tag numbers assets list</td>
</tr>
<tr>
<td>CU_FSAM_AM06</td>
<td>AM06 - DASNY Reconciliation</td>
</tr>
<tr>
<td>CU_FSAM_LOCATION</td>
<td>Valid Locations by BU</td>
</tr>
<tr>
<td>CU_FSAM_LOCATION_DATA</td>
<td>Sq Footage by Room &amp; Building</td>
</tr>
<tr>
<td>CU_FSAM_EQUIP_HONORS</td>
<td>List of Equipment for Honors</td>
</tr>
<tr>
<td>CU_FSAM_AM01_SENSITIVE</td>
<td>AM01 - Most Info Rep (SEN)</td>
</tr>
<tr>
<td>CU_FSAM_AM04</td>
<td>AM04 - Tax Levy/Tech Fee Rec</td>
</tr>
<tr>
<td>CU_FSAM_INTFC_PHY_A</td>
<td>Physical Pending Interface</td>
</tr>
<tr>
<td>CU_FSAM_ASSETS_BY_PO_ID</td>
<td>Assets by PO ID</td>
</tr>
<tr>
<td>CU_FSAM_ASSET_MASS_DISP_INFO</td>
<td>Lists assets in Mass Disposal</td>
</tr>
<tr>
<td>CU_FSAM_AMPI_PEND_TRANS</td>
<td>PI Pending Transactions</td>
</tr>
<tr>
<td>CU_FSAM_AMPI_SCAN_ANALYSIS</td>
<td>Asset Scanner Data Analysis</td>
</tr>
<tr>
<td>CU_FSAM_AM13B_LOCATION</td>
<td>AM13B - Scanrep by Location</td>
</tr>
<tr>
<td>CU_FSAM_AM13B_LOC_ALL_ACQ_DATE</td>
<td>AM13B - Scanrep by Location 2</td>
</tr>
<tr>
<td>CU_FSAM_ASSETS_BY_CUST_NAME</td>
<td>List My Assets by Custodian</td>
</tr>
<tr>
<td>CU_FSAM_AM01</td>
<td>AM01 - Most Info Rep (CAPITAL)</td>
</tr>
<tr>
<td>CU_FSAM_AM01_NTL</td>
<td>AM01 - Most Info Rep (NTL)</td>
</tr>
<tr>
<td>CU_FSAM_AMPI_SCAN_ANALYSIS2</td>
<td>Scanner Data Analysis (after)</td>
</tr>
<tr>
<td>CU_FSAM_AMPI_SCAN_ARCH</td>
<td>Asset PI Scanner File Archive</td>
</tr>
<tr>
<td>CU_FSAM_ALL_TAGGED_ASSETS</td>
<td>All tagged assets - mass dispo</td>
</tr>
<tr>
<td>CU_FSAM_DISPOSITION_REPORT</td>
<td>Disposition Report</td>
</tr>
<tr>
<td>CU_FSAM_EQUIPMENT_REIMB</td>
<td>Equipment Reimbursement Report</td>
</tr>
<tr>
<td>CU_FSAM_COMPUTER_DEPT</td>
<td>Comp Hardware/Software by Dept</td>
</tr>
<tr>
<td>CU_FSAM_COMPUTER_LOC</td>
<td>Comp Hardware/Software by Loc</td>
</tr>
<tr>
<td>CU_FSAM_ASSET_UPD_CI</td>
<td>CI Template for Asset Update</td>
</tr>
<tr>
<td>CU_FSAM_DEPR_RPT_PERIOD</td>
<td>Ledger type report for AM</td>
</tr>
<tr>
<td>CU_FSAM_AMPI_173B_SCANSTG</td>
<td>173b Barcode Interface</td>
</tr>
<tr>
<td>CU_FSAM_AMPI_173A_SCAN_SUM</td>
<td>173A Barcode Scan File header</td>
</tr>
<tr>
<td>CU_FSAM_AMPI_173A_SCAN_LOAD</td>
<td>173A Barcode Scan File Data</td>
</tr>
<tr>
<td>CU_FSAM_CONDITION_HISTORY</td>
<td>Asset Condition History</td>
</tr>
<tr>
<td>CU_FSAMCONSOLIDATE ASSETS</td>
<td>Query for Asset Consolidation</td>
</tr>
<tr>
<td>CU_FSAM_AM13B_DEPT_ALL_ACQ_DATE</td>
<td>AM13B - Scanrep by Dept 2</td>
</tr>
<tr>
<td>CU_FSAM_REVIEW_ALLOC_JRNLS</td>
<td>Review AM Allocation Jrnls</td>
</tr>
<tr>
<td>CU_FSAM_MISSING_CF</td>
<td>Missing Chartfields in Asset</td>
</tr>
<tr>
<td>CU_FSAM_NBV_INVENTORY_REPORT</td>
<td>Inventory-Net Book Value Rpt</td>
</tr>
<tr>
<td>CU_FSAM_INTERFACE_NUM</td>
<td>Next available AM Interface ID</td>
</tr>
<tr>
<td>CU_FSAM_INTFC_FIN</td>
<td>Pending Transaction Loader</td>
</tr>
<tr>
<td>CU_FSAM_NEW_ASSET_BY_FS2</td>
<td>Acq date &lt;&gt; accounting date</td>
</tr>
<tr>
<td>CU_FSAM_BLD_LOCATION</td>
<td>Map bt INSITE Bld and Location</td>
</tr>
<tr>
<td>CU_FSAM_CAPITAL_PROJECT</td>
<td>Capital Project</td>
</tr>
<tr>
<td>CU_FSAM_ASSET_OPEN_TRANSFER</td>
<td>Report of Asset Transfers</td>
</tr>
</tbody>
</table>
A. **Reconciliation Instructions**

The objective of the reconciliation is to reconcile expenditure with Property Management Inventory Report, DASNY reports, and DDCM Payment log to CUNYfirst.

Step 1: Open Tax Levy_Template on SharePoint.

Step 2: Summary tab will be updated automatically from the Adj tab. No corrections are required.

Step 3: Run the Property Management Inventory Report (xls format) for the same period as in Adj tab and paste it on PMIR tab.

Enter BU and date range. Click on Save button and hit Run button. Then, hit OK followed by Process Monitor.
Refresh until query is posted. Click on details, once query is posted.

Click View Log/Trace. The report is in PDF format under the file list.
Step 4: Run AM04 Report for the same period as in Adj tab and paste it on AM04 tab
Step 5: Update College name and dates on Adj tab by doing the followings:

- Input total amount for PMIR (paid) and AM04 reports

- Subtract (-) all the assets that are on AM04 report but NOT on PMIR in column E. Include PO, tag number and detailed comments. For example, assets were received but not paid yet

- Add (+) all the assets that are on PMI report but NOT on AM04 in column E. Include PO and detailed comments

- Subtract (-) all the assets that are on PMI report and SHOULD NOT BE on AM04 in column F. Include PO and detailed comments

E34 should be equal F34 and should represent the total amount of POs for the current quarter to be loaded/already loaded to Asset Management
1. At the top of the reconciliation worksheet add the dates for the quarter and below this put the two totals taken from the Property Management Inventory Report and CUNY first reports. These two amounts will be reconciled at the bottom of the page: they will eventually be equal.

- Dollars (in PMIR) for non-inventorial expenditures will be removed from the PMI column (listed as negative)
- Inventory dollars (in CUNY first) that have not been paid and therefore not on the PMI report will be added to the PMI column (listed as positive)

2. Additions and subtractions are explained by a letter code and additional commentary where necessary

- Non-inventorial purchases on the PMI report such as License Renewals, Service Contracts are identified by the letter H and items deemed Under-Threshold by the letter F.
- Items listed on the CUNY first report but not on the PMI report are usually purchases that have arrived and have been tagged and entered into CUNY first but not yet paid for and therefore not listed on the PMI report. These are identified by the letter E.
- Frequently used letter codes and explanations, including those mentioned above, are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A Miscoded</td>
</tr>
<tr>
<td>2.</td>
<td>B Not Yet Tagged</td>
</tr>
<tr>
<td>3.</td>
<td>C Overcapture/ Undercapture</td>
</tr>
<tr>
<td>4.</td>
<td>D Prior Year Charge</td>
</tr>
<tr>
<td>5.</td>
<td>E Tagged but not Vouchered</td>
</tr>
<tr>
<td>6.</td>
<td>F Under Threshold</td>
</tr>
<tr>
<td>7.</td>
<td>G Lease</td>
</tr>
<tr>
<td>8.</td>
<td>H Maintenance/Services</td>
</tr>
<tr>
<td>9.</td>
<td>I Other (specify in comments field)</td>
</tr>
</tbody>
</table>

3. When purchase order expenditure amount on the PMI report equals the purchase order expenditure amount on the CUNY first report, these amounts do not need to be on the reconciliation as they cancel each other

- If there is a dollar difference, this must be recorded as either a negative or positive with the explanation C for Overcapture or Undercapture. This difference is because the cost on a purchase order might be different from the price on an invoice or because only a part of the purchase price has been paid

4. The Excel file worksheet is formatted to calculate the entries in each column

- Each purchase order to be reconciled from either PMI report or CUNY first report is recorded as a positive or negative on the worksheet
- On the PMI report only the column on the far right “Vouchers” represents the dollar figure paid out. This is distinct from the “Encumbrances” column in which the dollar figures have not been paid out. Be sure to use the “Voucher” amount and not the “Encumbrance” amount when reporting the amount paid on the Excel worksheet.