

Print an Asset

This guide covers viewing and printing asset information from the Printable View of Asset page. Information from the Basic Add pages is compiled into one page which you can print should the need arise.

1. Navigate to the Print an Asset page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review, left menu, Print an Asset.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter. The Search for an Asset page displays by default. Search for and select the asset that you want to print and select the "Print an Asset" component. (Refer to the " Use the Search for an Asset Page " guide for more detail.)

2. At the Print an Asset page, enter search criteria to locate the asset you want to view and print. Commonly used options are described below:

Field	Field Description
Business Unit	Accept the default Business Unit or select the Lookup and select a different Business Unit.
Asset Identification	Enter an Asset ID to limit your search. The percent sign (%) can be used to replace one or more characters.

3. Select the **Search** button.

4. Select the asset you want to print from the **Search Results** section.

Search Results
1 rows - Business Unit "G1001" Asset Identification "%1215"

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Type	Asset Subtype
G1001	000000001215	(blank)	(blank)	Plantronics Blackwire C320 GB	Hardware	(blank)

5. The Printable View of Asset page displays information that can be found on the Basic Add pages, including cost information and ChartFields. View the Header section of the page. Information from the Basic Add pages displays, such as Asset ID and Description, Profile ID, Location, Asset Status, and Manufacturing information.

Printable View of Asset

Unit G1001 Asset ID 000000001215 Plantronics Blackwire C320 GB Status In Service As of Date 02/18/2024

Tag Number		<input checked="" type="checkbox"/> Taggable Asset
Asset Class		<input checked="" type="checkbox"/> Capitalized Asset
Asset Type	IT Hardware	<input type="checkbox"/> Composite Asset
Asset Subtype		<input type="checkbox"/> Replacement Asset
Profile ID	NCP_HARD Non-Capital IT Hardware(Gen)	<input type="checkbox"/> This Asset is Offsite
Location	G104THFL00 MN MANAGEMENT & BUDGET	<input checked="" type="checkbox"/> New Asset
Area ID		<input type="checkbox"/> Clustered Asset
Parent ID		<input type="checkbox"/> Hazardous Asset
Group Asset Flag	None <input type="checkbox"/> Asset is Available	<input type="checkbox"/> In Physical Use
Financing Code		<input type="checkbox"/> Asset Retirement Obligations
Acquisition Code	Purchased	ARO Identification
Replacement Cost		Threshold ID
Index Name	<input type="checkbox"/> Approval Pending	Acquisition Date 05/09/2019
SubIndex Name		Last Update
CAP #		Lease Asset ID
Contact		Old Asset ID
Manufacturer		Phone #
Contact		Model
Serial ID		Product Version
Custodian		Empl ID
R and D Start Date	<input type="checkbox"/> R&D Plant	<input type="checkbox"/> Use NBV for R and D
Collateral Asset		JV BUS
Document		FERC Code

- View the Default Book & Depr Attributes section. Depreciation settings for the asset display, including In Service Date, Method, Beginning Depreciation Date.

Default Book & Depr Attributes

Book Name	Minnesota State Book	Currency	USD
In Service Date	05/02/2019	Calculation Type	Remaining Value
Convention	Actual Month	Depreciation Status	Depreciate
Begin Depr Date	05/01/2019	<input type="checkbox"/> Derogatory Depreciation	
Method	Straight Line	<input type="checkbox"/> Low Value	
Future Depr Yrs		<input type="checkbox"/> Depreciate When In Service	
End Date			
Useful Life	36	Periods	

- View the Asset Cost Information for Default Book section. Cost information displays including the Asset Category, Cost amount, Salvage Value, and ChartFields.

Asset Cost Information for Default Book

Category	Cost Type	Cost	Salvage Value
NCPHW		41.21 USD	0.00

Chartfields

Chartfields ||>

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Appropriation ID (CF3)
1000	G1039000						G100009

- Select the Print icon in the upper right corner of the page.

Printable View of Asset



Unit	G1001	Asset ID	000000001215	Plantronics Blackwire C320 GB	Status	In Service	As of Date	02/16/2024
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9. A PDF of the asset opens in a new window. Print or download as you normally would.



PeopleSoft Asset Management

Printable View of Asset

Page No: 1

Run Date: 02/16/2024

Run Time: 09:40:28

Business Unit	G1001	Asset ID	000000001215
Description	Plantronics Blackwire C320 GB	Asset Status	In Service

Tag Number		Taggable Asset	Y
Asset Class		Capitalized Asset	Y
Asset Type	IT Hardware	Replacement Asset	N
Asset Subtype		Offsite Asset	N
Profile ID	NCP_HARD	New Asset	Y
Location	G104THFL00	Clustered Asset	
Area ID		Hazardous Asset	N
Parent ID		In Physical Use	N
Group Asset Flag	N	Lease Asset ID	
Financing Code		Threshold ID	
Acquisition Code	P	Acquisition Date	05/09/2019
Replace Asset ID		Last Update	
CAP Number		CAP Sequence	0
Index Name		SubIndex Name	
Contact		Phone Number	
Serial ID		Model	
Manufacturer		Prod Version	
Contact		Employee ID	
Custodian		Composite Asset ID	
Composite Asset	N	ARO Asset ID	
ARO Asset	N	R & D Use Nbv	
R and D Start Date		Joint Venture BU	
Collateral Asset		FERC Code	
Document		Conversion ID	

Default Book & Depr Attributes

Book Name	MINN	Minnesota State Book	Currency	USD
Depreciation Status	Depreciable		Calculation Type	Remaining Value
Convention	AM	Actual Month	Depr When In Service	N
In Service Date	05/02/2019	Begin Depr Date	End Depr Date	04/30/2022
Method	Straight Line	Useful Life	Percent	0
UOP ID		UD Method ID	DB Percent	0
Depr Sched Code		Depr Low Limit	Depr Limit Pct	0.00
Depr Limit		Future Depr Years	Period Depr	N
Depr Pass Life	N	Derogatory Depr	Low Value	N
Depr Avg Options			Life End Date	

Asset Cost Information for Default Book

Oper Unit	Dept	Project	Class	Budget Ref	Product	Fund Code	Program	Category	Cost Type
	G1039000					1000		NCPHW	
Quantity	1.0000		Cost		41.21	Salvage Value		0.00	USD
Total Qty	1.0000		Total Cost		41.21	Total Salvage		0.00	