



Asset Management Training

March 22, 2022

Current Asset Management Tracking Thresholds

Items must be tracked in the Asset Management module in Spectrum

Capital Assets

- Items valued at or above \$5,000
- Use an expense account code 8xxxxx

Small Value Property (SVP)

- Items valued between \$3,000 and \$4,999.99
- Use an expense account code 7xxxx

Donated Assets

- All in-kind donations, regardless of value should be reported to GSU Foundation
- In-kind donations with value of >\$2,999 are assigned an asset tag number and added to the university's inventory record.



Asset Management Overview

Role(s) of the Asset Management (AM) module of Spectrum

- All acquired assets are recorded and tracked in the AM module
- Cost adjustments or asset transfers are maintained in the AM module
- Asset depreciation is recorded in the AM module
- Disposal of an asset must also be recorded in the AM module



New Asset Management Tracking Thresholds

What is a Controlled Asset?

Capitalized Assets

- Items valued at or above \$5,000

Small Value Property (SVP)

- Items valued between \$3,000 and \$4,999.99

Controlled Assets

- Items which are tracked without regard to the \$3,000 value; an item that is viewed as “high risk.”
- All weapons (including firearms)
- Works of Art and Historical Treasures less than \$3,000
- All laptops, desktops, servers, tablets, cellphones, smartphones, and hotspots or other GSU-owned devices connecting to the GSU Network and storing or transmitting university data that are less than \$3,000 (this does not include document scanners or printers)**



Why are we Changing the University Asset Management “Tracking” Thresholds?

- **Enhance the University’s IT asset inventory**
 - AM will become a data source for identifying and tracking small value IT assets
- **Strengthen Cybersecurity mitigation efforts**
 - AM will provide Cybersecurity with custodian and location information of devices connecting to the GSU network
- **Enhance Insurance coverage for lost or stolen items**
 - AM will provide Insurance and Risk Management with records to provide coverage for small value, transient items such as laptops



Asset Management Procedures (cont'd)

1. Initiate purchase requisition in PantherMart
2. When the asset is received, create a quantity receipt PantherMart
3. Create the Asset ID Tag in the **Spectrum**.
 - i. PO Number
 - ii. Serial Number
 - iii. Make and model of the asset
 - iv. Custodian of the asset
 - v. Location of the asset, *including whether the asset is routinely used off-site.*



STUDENTS

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Finance & Admin.

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Training
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Staff Council
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Spectrum Services
Risk Management
Ombudsperson

Human Resources

Open Enrollment
Payroll & W2 Information
Benefits
Vacation & Leave
Work/Life Programs
New Hires
Employee Resources
OneUSG Training
Managers
Retirees
Faculty Handbook
Staff Handbook

Campus Services

Facilities Management
URSA
Mail Services
Printing
PantherDining
Catering
Travel Reservations
PR & Marketing
Communications
Legal Services
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Technology

Email
Send A File
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iCollege
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SPECTRUM
Training and Learning
CETLOE
Digital Measures
Stacks for State

Useful Links

Coronavirus News
Coronavirus Resources
Staff A-Z Index
Calendar
Library
Help Center
Safety & Security
Facilities
Ethics Hotline
Identity & Communications
ToolKit
College to Career



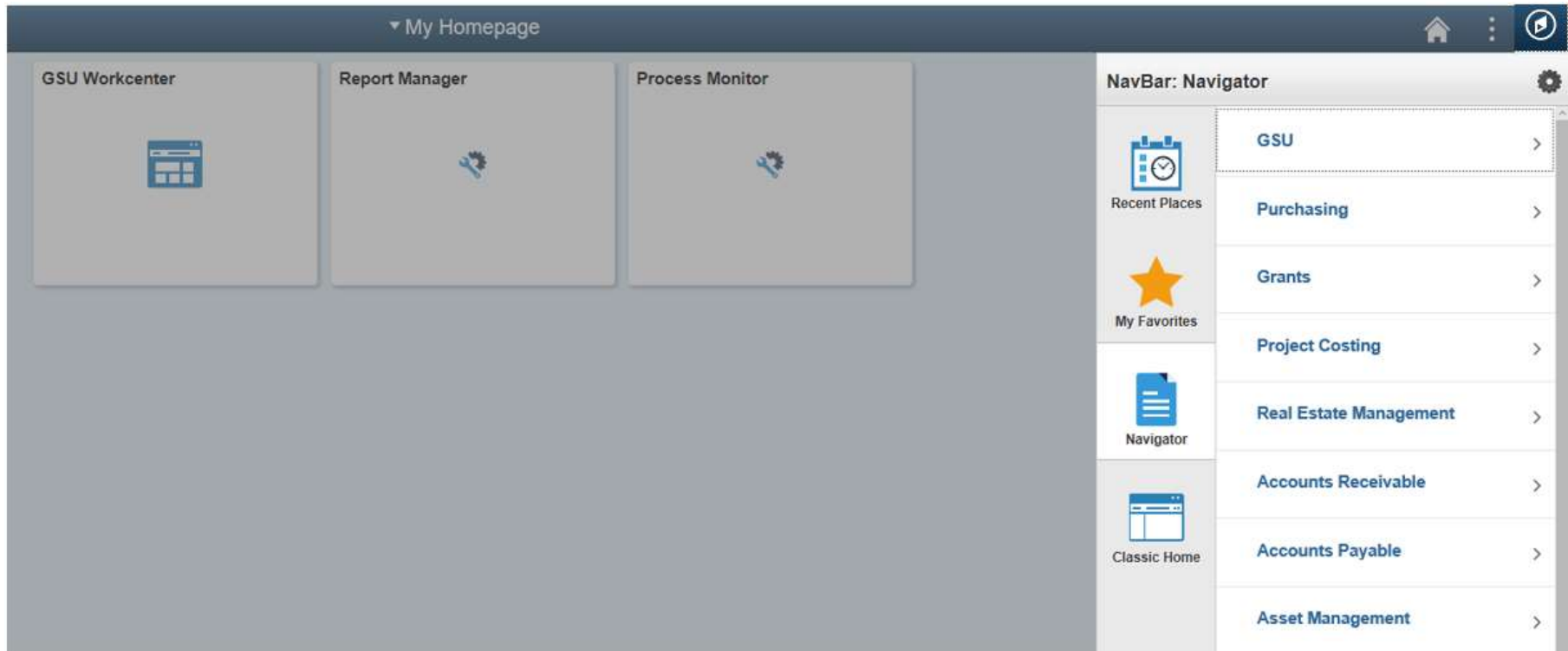
Spectrum+ Financial System

User ID

Password

Sign In

Asset Management Procedures (cont'd)



Asset Management Procedures (cont'd)

Procedures: *Receiving Items*

- Purchasing
- Receipts
- Add/Update Receipts
- Click Add
- Enter The PO Number
- Search
- Select All
- Click OK
- Check ☒ Serial, Click Pending
- Click NEXT ID
- Click Asset Information (Enter Serial Number)
- Click More Detail (Enter Custodian, Location, Model and Manufacturer)
- Click OK
- SAVE



Asset Management Procedures (cont'd)

- Image: Select Purchase Order page

[Home](#) [Add/Update Receipts](#)

Select Purchase Order

Search Criteria

PO Unit

Days +/- Today

ID

Start Date

Line / Schedule /

End Date

Release

Supplier Name

Item ID

Supplier Item ID

Ship To

Manufacturer ID

Ship Via

Manufacturer's Item ID

☒ Retrieve Open PO Schedules

Receipt Qty Options

☐ No Order Qty ☒ Ordered Qty ☐ PO Remaining Qty

Retrieved Rows

Selected Rows

Shipping Related

More Details

Personalize | Find | View All | First 1 of 1 Last

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	GSUFS	PM00848023	1	1		01/12/2022	1.0000			Base;XPS 15 (9510)

☒



Asset Management Procedures (cont'd)

Receipt Lines												Personalize Find View All		
Receipt Lines		More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track	
1		Base:XPS 15 (9510)	1.0000	EA	3095.81000	1.0000	Open	<input type="checkbox"/>	<div></div>	<input type="checkbox"/>	EA	Pending		

Asset Management Information for Line 1

Help

Business Unit GSUFS

Status Open

Receipt ID NEXT

Item

Base:XPS 15 (9510)

Receipt Line 1

Standard UOM EA

Next Asset ID

Print Tag

Distribution Information

Find | View All | First | 1 of 1 | Last

Distribution Line 1

Capitalize Capitalize

Business Unit GSUFS

CAP Sequence

Profile ID SVP_C

Employee ID

CAP #

Distributed Quantity 1.0000

Cost Type

Merchandise Amount 3095.81

Apply to Details

Select Action Assign Tag Ids

Multiplier 1

Enter Starting Number

*Start Row 1

☐ Overwrite existing numbers

Apply

Asset Details

Personalize | Find | View All | | First | 1 of 1 | Last

Asset Information

More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	TAG Print
1	GSUFS	Open	1.0000			NEXT			SVP_C	<input type="checkbox"/>

PO Comment

Find | View All | First | 1 of 1 | Last



Asset Management Procedures (cont'd)

Asset Management Information for Line 1 Help

Business Unit GSUFS Status Open
Receipt ID NEXT Item Base:XPS 15 (9510)
Receipt Line 1 Standard UOM EA
Next Asset ID Print Tag

Distribution Information Find | View All First 1 of 1 Last

Distribution Line 1 Capitalize Capitalize
Business Unit GSUFS CAP Sequence
Profile ID SVP_C Employee ID
CAP # Distributed Quantity 1.0000
Cost Type Merchandise Amount 3095.81

Apply to Details

Select Action Assign Tag Ids Multiplier 1
Enter Starting Number *Start Row 1
☐ Overwrite existing numbers Apply

Asset Details Personalize | Find | View All First 1 of 1 Last

Asset Information More Details

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1						Y

PO Comment Find | View All First 1 of 1 Last

Line:

OK Cancel Refresh

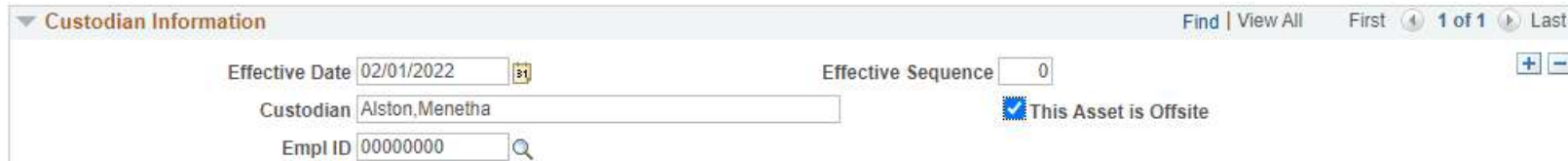


Asset Management Procedures (cont'd)

4. Property Control will print and issue a GSU asset tag for inventory tracking.
5. The equipment item will be added to the department's inventory and reflected Spectrum's AM module once the voucher payment process is completed.
6. If an asset tag # is not shown in Spectrum's AM module inventory
 - Ensure the vendor has sent an invoice to Disbursements for payment.
 - Contact the Asset Management Office.




Asset Management Procedures (cont'd)



The screenshot shows a web-based form titled "Custodian Information". At the top right, there are navigation links: "Find", "View All", "First", "1 of 1", and "Last". The form contains several input fields: "Effective Date" with the value "02/01/2022" and a calendar icon; "Effective Sequence" with the value "0"; "Custodian" with the text "Alston, Menetha"; and "Empl ID" with the value "00000000" and a search icon. To the right of the "Empl ID" field is a checkbox labeled "This Asset is Offsite" which is checked. There are also "+" and "-" buttons next to the "Effective Sequence" field.

Procedure: *Equipment Used Off Campus*

- Navigate to Basic Add (Main Menu>Asset Management>Asset Transactions>Owned Assets>Basic Add)
- Type the Asset ID; Search
- Click on the Manufacture/License/Custodian tab
- In the Custodian Information box, Click the + sign to add a new custodial record
- Enter the name of the custodian by typing in the last, first name or by searching with the Empl ID. 
- Check the box next to "This Asset is Offsite"
- Click Save



Asset Management Procedures (cont'd)

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | **Manufacture/License/Custodian** | Asset Entry Work | D

Unit GSUFS Asset ID 000000607526 DELL Desktop XPS7760 27" Tag 000000607526 In Service

Manufacturer Information

Serial ID GNGNB02

Manufacturer ID

Manufacturer Name DELL

Model XPS7760

Product Version

Production Date

Plant

VIN

Contact

SKU

License Information

Custodian Information Find | View All First 1 of 1 Last

Effective Date 06/06/2017 Effective Sequence 0

Custodian

Empl ID

☐ This Asset is Offsite

Authorization

Status

Name

Date

Chartfields

Fund Code 10000 RI - State Appropriation

Department 144000000 Public Management and Policy

Program Code 11100 E&G-Inst-General Academic Inst

Class Field 11000 Gen Opns - General

Budget Reference 2017 2017

Project

Click the
Add a New
Row button
to add a row



Asset Management Procedures (cont'd)

Equipment Used Off Campus

7. Departments will document state owned inventoried equipment housed or used at non-GSU locations (in a building not owned, leased, rented, etc. by GSU), a departmental inventory representative should login to the Spectrum and indicate the items which are being used at an off-site or off campus locations. The full name of the individual using or responsible for the equipment should be recorded in the Custodian field.
8. Departments should review the off-site status of equipment by using the AM_ASSET_DETAIL_DEPT or AM_ASSETS_OFFSITE_BY_DEPT query. *Departments are responsible for ensuring the off-site status is up to date.*



Asset Management Procedures (cont'd)

AM_ASSET_DETAIL_DEPT - Equipment Detail

Dept

[View Results](#)

Enter Dept ID

Dept = 166%	5										
Dept	Asset ID	Category	Descr	Sum Cost	Acq Date	Serial ID	Manufacturer	Model	Location	Custodian	Offsite
144000000	000000610210	SVP_C	MBP 15.4 SPACE GRAY Z0WW Laptop	3,319.00	8/29/2019	C02Z8344LVDR	APPLE	A1990	ARENAG11	Jonas, John	Y
144000000	000000611308	SVP_C	MBP 16.0 SILVER @3rd Floor	3,608.99	6/6/2020	C02CT15QMD6W	APPLE	MACBOOK PRO	ARENA101	Doe, Danny	N
144000000	000000607526	SVP_C	DELL Desktop XPS7760 27"	3,001.00	6/6/2017	GNGNB02	DELL	N/A	ARENA143	Happy, Eva	N
144000000	000000610211	SVP_C	Laptop MBP 15.4 SPACE GRAY Z0WW	3,319.00	8/29/2019	C02Z8345LVDR	APPLE	A1990	ARENAG18	Green, James	Y
144000000	000000611805	LM&E	XEROX Printer C8145H	6,657.86	4/1/2021	EHQ227893	XEROX	C8145H	ARENA101	Hunter, Aday	N
144000000	000000603630	M&E01	3D Motion Monitor System	49,458.00	9/25/2013	7000-000357-2008-1.0	Innovative Training Inc	200 Base Unit	ARENAG19	Brown, Rene	N



Questions?

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