



Section	16	Inventory, Trackable Assets and Capital Assets	Effective Date	5/26/2016
Sub-section	05	Asset Management Acquisition Report	Revision Date	5/26/2016
SAM Ref				

BACKGROUND

Section 18-01 of the Wisconsin Accounting Manual contains various monthly pre-closing checklists. Step #8 of the Asset Management Checklist indicates that staff are to run the AM Acquisition Report. The procedures below identify how to run that report.

Navigation Path to the Report

Main Menu > Asset Management > Financial Reports > Asset Details > Acquisitions

PROCEDURES

Create a new run control ID or select an existing one.

Enter the following

Field	Enter	Notes
Report Print Options		
Report By	Select from the Drop Down Menu	
CF Template ID	Click “Update/Add CF Template”	User must add template prior to running the report for the first time (see steps below)
RF Template ID	Click “Update/Add RF Template”	User must add template prior to running the report for the first time (see steps below)
Report Request Parameters		
Unit	Enter your BU	
Book Name	CAFR	
Fiscal Year/Period Range	Enter fiscal year and periods	Enter Fiscal Year and Period OR Date Range
Date Range	Select specific dates	
Type of Report	Select radio button	Detail = lists asset detail; recommended. Summary = summarizes by chartfield combination
Chartfield Criteria	Type the chartfields or use the lookups to select	Select chartfield combinations to display only asset data for those combinations. Leave chartfields blank to display asset data for all.

Push the Save button to save the report parameters.



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Push the Run button.

Select the Type of Report you want:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Asset Acquisitions by Chartfie	AMAS2100	SQR Report	Web ▼	PDF ▼	Distribution
<input type="checkbox"/>	Asset Acquisitions by In Servi	AMAS2110	SQR Report	Web ▼	PDF ▼	Distribution

- Asset Acquisitions by Chartfield = Will provide asset acquisitions for certain chartfields you set up in the CF Template ID.
- Asset Acquisitions by In Service = Will provide asset acquisitions with certain details for the details you set up in the RF Template ID.
- Select the format that you want. Can be PDF or CSV.
- After making these selections, push the OK button.

An example of the Report Request Parameters should look like:

Acquisitions

Run Control ID: asset_acq Report Manager Process Monitor **Run** Language: English Process Instance: 400276,400277

Report Print Options

Report By: Fund Code Title Override: _____
 CF Template ID: AMAS2100 Update/Add CF Template Amount Length:
 RF Template ID: AMAS2100 Update/Add RF Template

Report Request Parameters

Unit: 14500 Book Name: CAFR

Fiscal Year/Period Range

From Fiscal Year: 2016 Period: 1
 Thru Fiscal Year: 2016 Period: 12

OR

Date Range

From: _____ Thru: _____

Type of Report

Detail Summary

Category: _____
 Budget Reference: _____
 Fund Code: _____
 Appropriation: _____
 Department: _____
 Program Code: _____
 Operating Unit: _____
 Product: _____
 PC Business Unit: _____
 Project: _____
 Activity: _____
 Source Type: _____
 Category: _____
 Subcategory: _____



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Click the Process Monitor Link.

- View the Processing Status of the report.
- Push the refresh button until the Run Status is “Success” and the Distribution Status is “Posted.”
- Click the Details link
- Click the View Log/Trace link
- Click the report name to display the results.

Chartfield Format Template

Click the Add CF Template Link. The Report ID will already be populated with AMAS2100. Type AMAS2100 in the CF Template ID. Click the Add Template link.

The screen below will appear. Use it to select the chartfields you want to appear and to be subtotaled in the report. Once the template has been added the first time, users can then update it to provide different chartfields each time the report is subsequently run.

ChartField Format Template

Report ID AMAS2100
He

CF Template ID
Delete Template

Chartfields	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Budget Reference	<input type="text" value="1"/>	<input type="text" value="8"/>	<input type="text" value="Bud Ref"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fund Code	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="Fund"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriation	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="Appro"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input type="text" value="4"/>	<input type="text" value="10"/>	<input type="text" value="Dept"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Code	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="Progr"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Unit	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="Oper Uni"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product	<input type="text" value="8"/>	<input type="text" value="6"/>	<input type="text" value="Produc"/>	<input type="checkbox"/>	<input type="checkbox"/>
PC Business Unit	<input type="text" value="9"/>	<input type="text" value="5"/>	<input type="text" value="PC Bu"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="Project"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity	<input type="text" value="11"/>	<input type="text" value="15"/>	<input type="text" value="Activity"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source Type	<input type="text" value="12"/>	<input type="text" value="5"/>	<input type="text" value="Sourc"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Category	<input type="text" value="13"/>	<input type="text" value="5"/>	<input type="text" value="Categ"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subcategory	<input type="text" value="14"/>	<input type="text" value="5"/>	<input type="text" value="Subca"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asset Category	<input type="text" value="99"/>	<input type="text" value="5"/>	<input type="text" value="Categ"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK
Cancel
Refresh



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Report Fields Format Template

Click the Add RF Template Link. The Report ID will already be populated with AMAS2100. Type AMAS2100 in the RF Template ID. Click the Add Template link.

The screen below will appear. Use it to select the fields you want to appear in the report. Once the template has been added the first time, users can then update it to provide different fields each time the report is subsequently run.

Report Fields Format Template

Report ID AMAS2100
Report Template

RF Template ID
[Delete Template](#)

Field Label	Include in Report	Override Label	Label Override
Asset ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Asset ID"/>
Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Description"/>
Cost Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Cost Type"/>
Service Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Service Date"/>
Depr Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Depr Date"/>
Asset Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Asset Life"/>
Cost Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Cost Balance"/>
YTD Depr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="YTD Depr"/>
LTD Depr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="LTD Depr"/>
Net Book Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Net Book Value"/>

OK
Cancel
Refresh