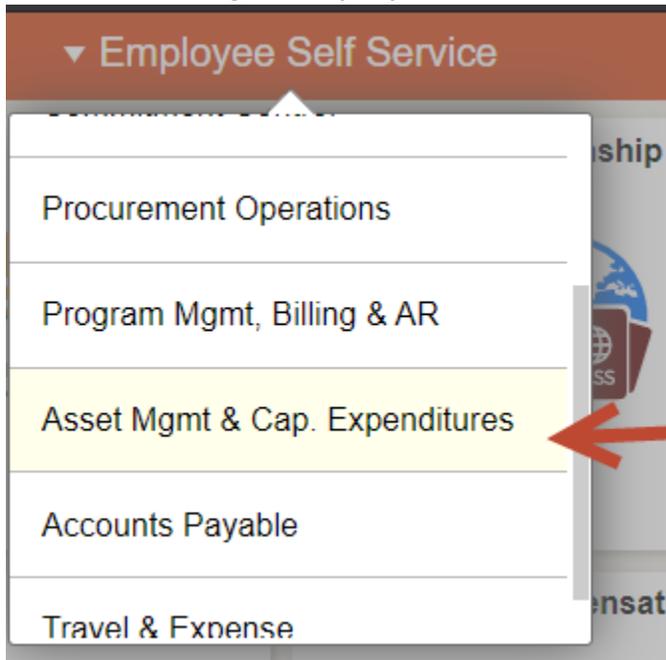


## HOW TO – SEARCH FOR AN ASSET IN PEOPLESOFT

The purpose of this process is to successfully locate an asset record in PeopleSoft using a tag number, asset ID number or serial ID number.

1. Log into PeopleSoft.
2. Select the **Asset Mgmt & Cap Expenditures Module**.



3. Select the **Search for an Asset** tile.

[Search for an Asset](#)



## HOW TO – SEARCH FOR AN ASSET IN PEOPLESFT

- Insert the tag number in the Tag Number field. Be sure to include the % symbol as a prefix.

The Asset ID or Serial ID Number can also be used as search criteria if a tag number is not available. It is recommended to use the % symbol as prefix.

- Click the **Search** button to view results then select the correct asset.

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID
UTRGV	00000095544	ZEBRA TC52 WLAN NFC 5.0"	Equipment		17719	

- Select **Asset Basic Information** from the Drill Down menu and click **GO!**

## HOW TO – SEARCH FOR AN ASSET IN PEOPLESOFT

- The asset record will display in a new window. Use the tabs to view specific details such as asset location and custodian.

General Information
Operation/Maintenance
Asset Acquisition Detail
Location/Comments/Attributes
Manufacture/License/Custodian

Unit UTRGV
Asset ID 000000095544
ZEBRA TC52 WLAN NFC 5.0"
Tag 17719
In Service

Asset Information

Description

CAP #

Taggable Asset

Asset Class   Palm Pilots

Asset Type

Asset Subtype

\*Asset Status

Acquisition Date

Placement Date

Collateral Asset

\*Acquisition Code

FERC Code

Financing Code

Fair Value

Replacement Cost

Index Name

SubIndex Name

Parent/Child

Profile ID

Composite Asset

Short Desc

Seq #

Tag Number

Auction Status

Capitalized Asset

New Asset

Available For Use

In Physical Use

Appraisal Date

Last Update

Parent ID

Region Code

Composite Asset ID

- Clicks **Return to Search** to start the process again for a new asset or close the window to exit.

