

Department of Administration – State Controller's Office

Section	16	Inventory, Trackable Assets, and Capital Assets	<b>Effective Date</b>	5/26/2016
Sub-section	05	Asset Management Acquisition Report	<b>Revision Date</b>	07/07/2020

### BACKGROUND

Section 18-01 of the Wisconsin Accounting Manual contains various monthly and quarterly checklist items for agencies to complete throughout the fiscal year to ensure a smoother and more efficient fiscal year-end close process. Within this checklist are items related to Asset Management (AM) which utilize the AM Acquisition Report. The procedures contained within this WAM section outline how to run this report.

## **Navigation Path to the Report:**

Navigator > Asset Management > Financial Reports > Asset Details > Acquisitions

## PROCEDURES

Create a new Run Control ID, or select an existing, previously established, Run Control ID.

Enter the following to configure the report:

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

Push the Save button to save the report parameters to the established or existing Run Control ID.

Push the Run button.



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## Select the Type of Report you want:

Process List							
Select	Description	Process Name	Process Type	*Type	*Format	Distribution	
	Asset Acquisitions by Chartfie	AMAS2100	SQR Report	Web ▼	PDF ▼	Distribution	
	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 format.
- After making these selections, push the OK button.



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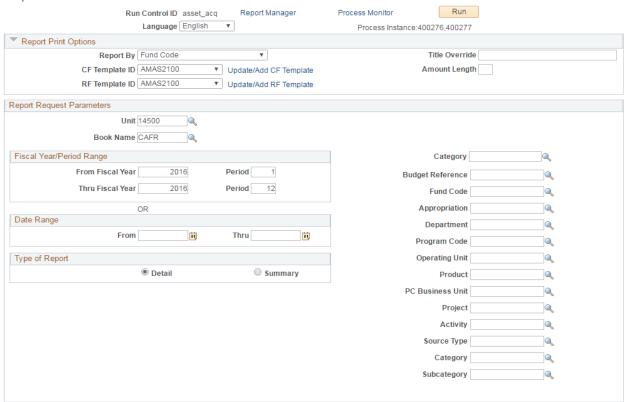
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#### Click the Process Monitor Link.

- 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.

### An example of the Report Request Parameters should look like:

#### Acquisitions





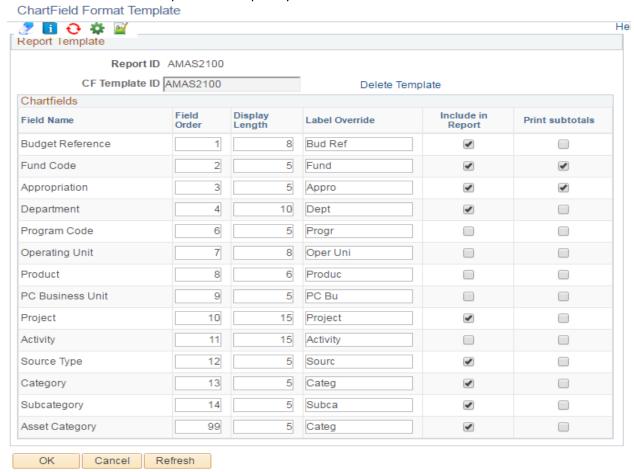
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### **Chartfield Format Template**

Click the "Update/Add CF Template" link. The Report ID will already be populated with the value AMAS2100. Type AMAS2100 in the CF Template ID field, then 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.





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#### Report Fields Format Template

Click the "Update/Add RF Template" link. The Report ID will already be populated with the value AMAS2100. Type AMAS2100 in the RF Template ID field, then 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.

			Н
AS2100			
S2100		Delete Template	
	Override Label	Label Override	
₩		Asset ID	
•		Description	
•		Cost Type	
•		Service Date	
•		Depr Date	
•		Asset Life	
•		Cost Balance	
•		YTD Depr	
•		LTD Depr	
•		Net Book Value	
	S2100 lude in eport	S2100  lude in eport  Override Label	Service Date     Ser