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

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.

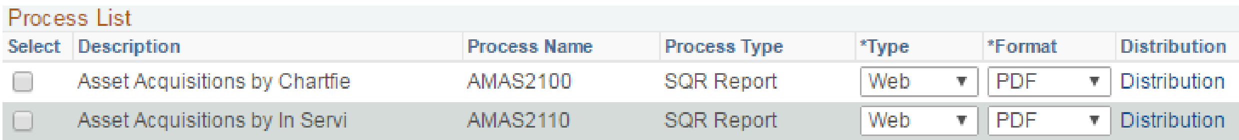
Enter the following to configure the report:

Field	Enter	Notes
Report Print Options		
Report By	Select from the drop-down menu	Leaving it blank will summarize the report by department ID
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	Enter "CAFR"	
Fiscal Year/ Period Range	Enter fiscal year and periods	Enter Fiscal Year and Periods **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 to the established or existing Run Control ID.

Push the Run button.

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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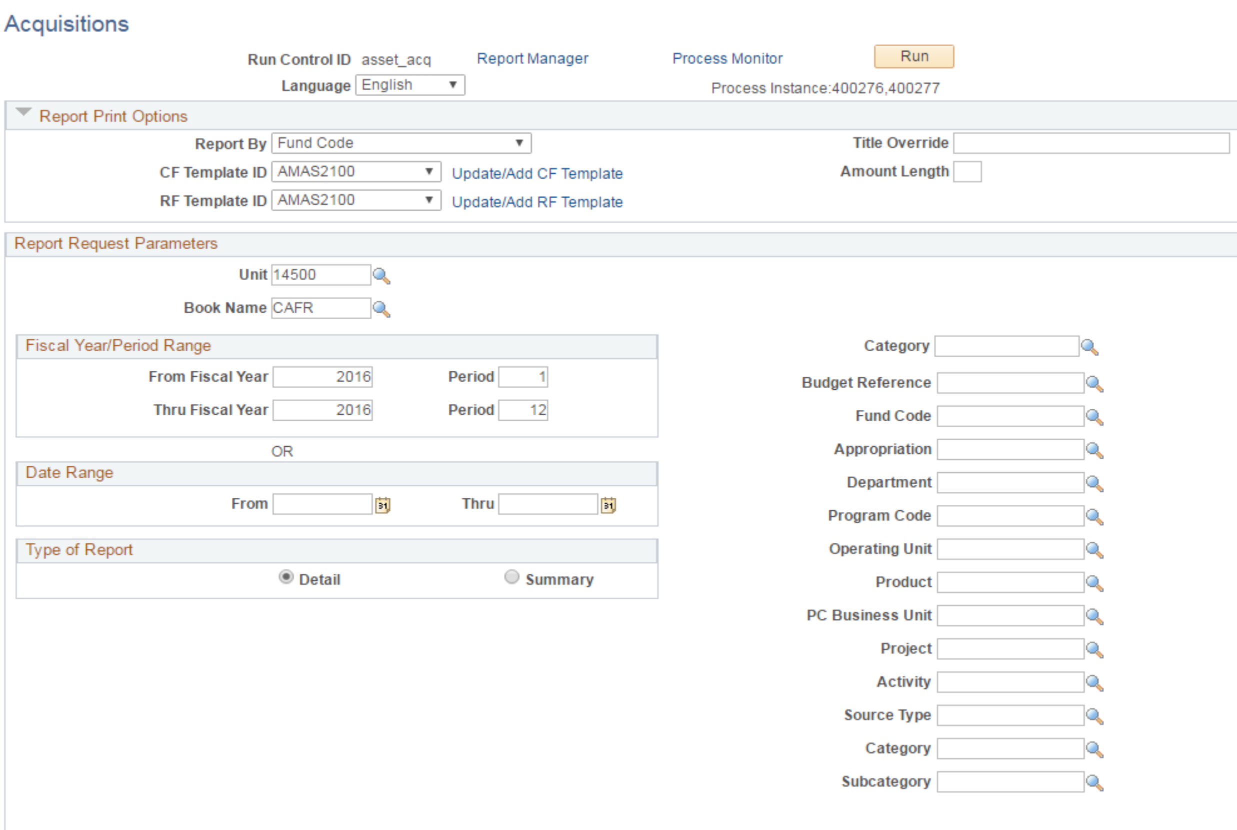
Click the Process Monitor Link.

- 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:



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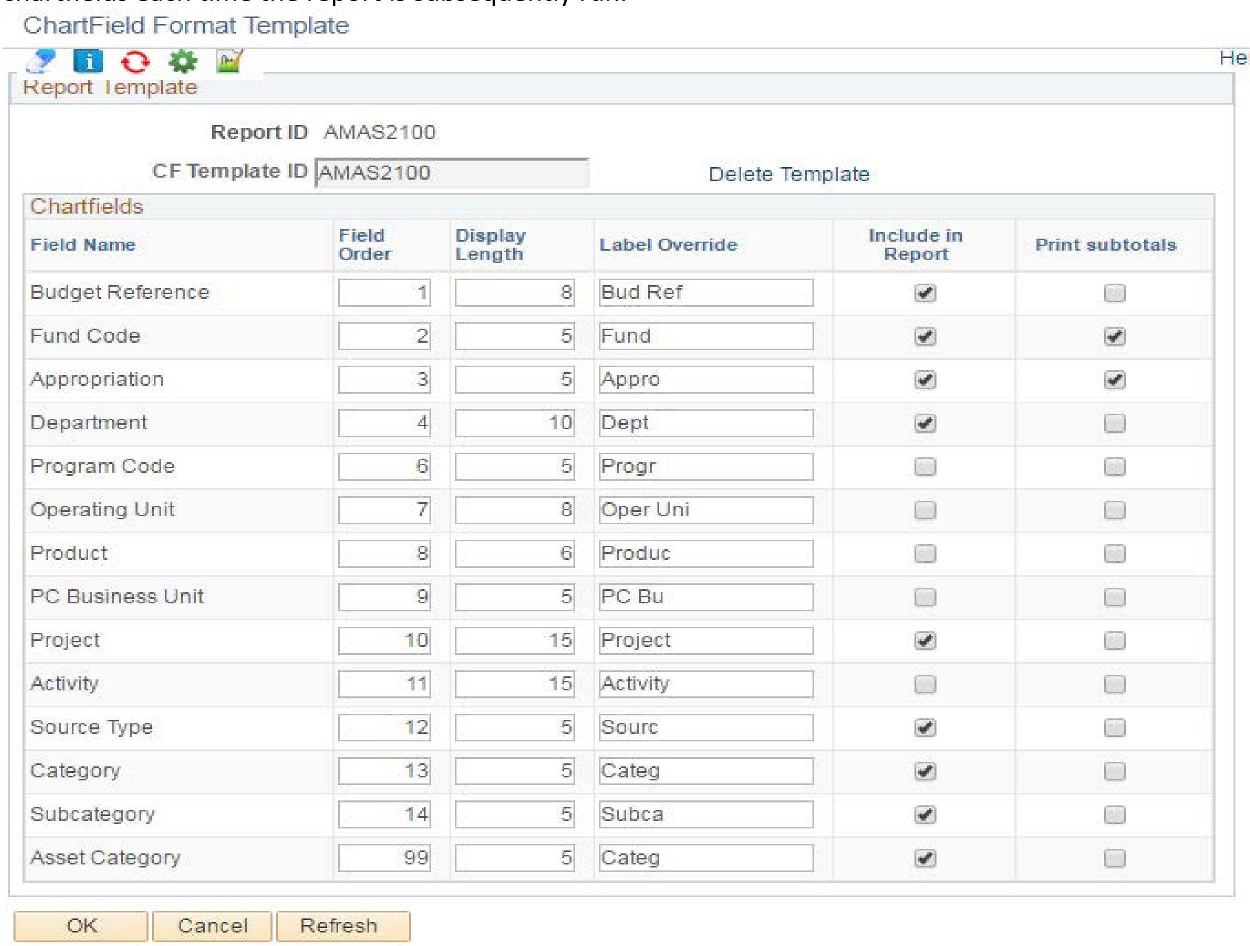
Chartfield Format Template

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.


ChartField Format Template

Report Template

Report ID AMAS2100

CF Template ID AMAS2100 Delete Template

Chartfields

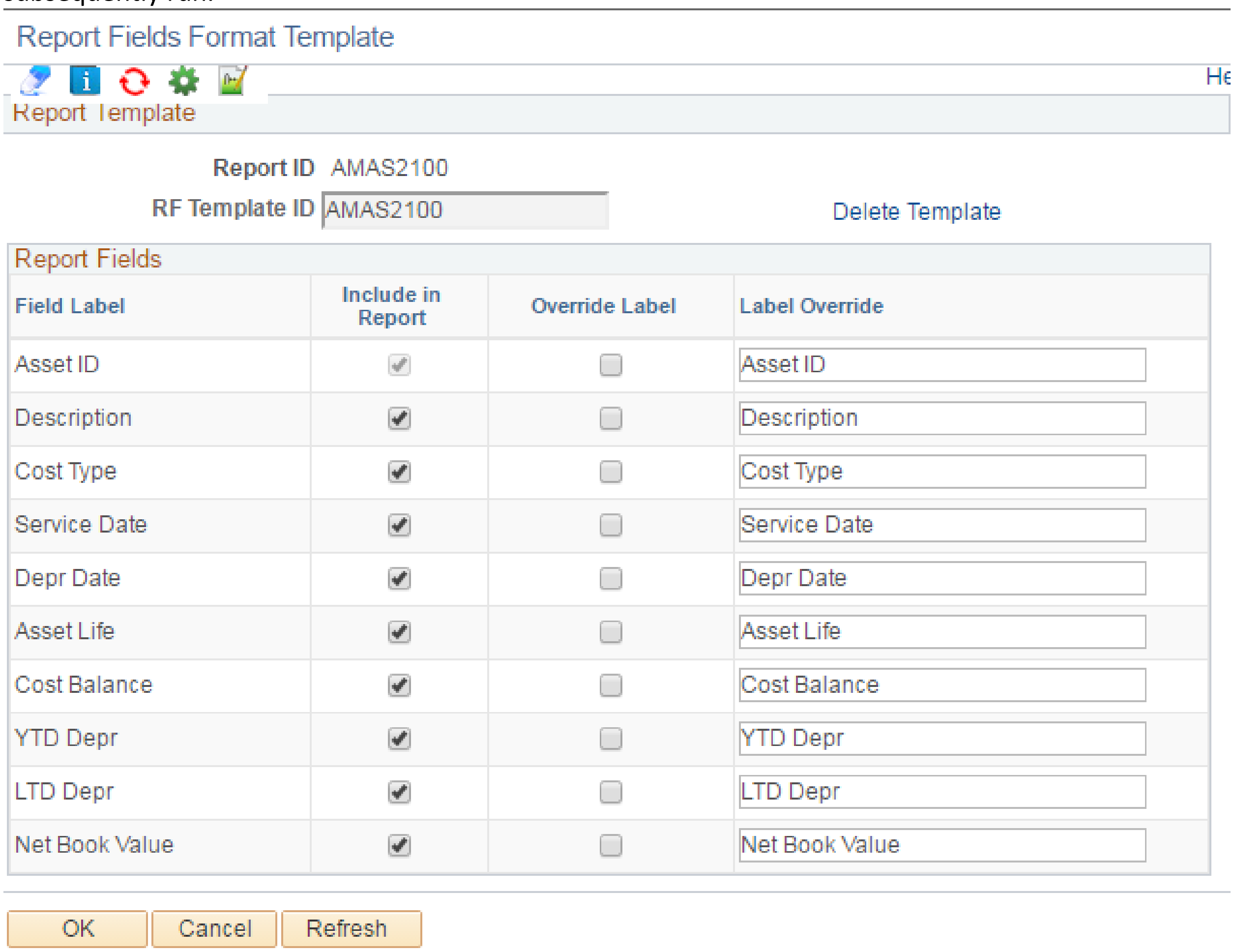
Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Budget Reference	1	8	Bud Ref	☑	☐
Fund Code	2	5	Fund	☑	☑
Appropriation	3	5	Appro	☑	☑
Department	4	10	Dept	☑	☐
Program Code	6	5	Progr	☐	☐
Operating Unit	7	8	Oper Uni	☐	☐
Product	8	6	Produc	☐	☐
PC Business Unit	9	5	PC Bu	☐	☐
Project	10	15	Project	☑	☐
Activity	11	15	Activity	☐	☐
Source Type	12	5	Sourc	☑	☐
Category	13	5	Categ	☑	☐
Subcategory	14	5	Subca	☑	☐
Asset Category	99	5	Categ	☑	☐

OK Cancel Refresh

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.



Report Fields Format Template

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Report Template

Report ID AMAS2100

RF Template ID AMAS2100

Delete Template

Report Fields

Field Label	Include in Report	Override Label	Label Override
Asset ID	✔	☐	Asset ID
Description	✔	☐	Description
Cost Type	✔	☐	Cost Type
Service Date	✔	☐	Service Date
Depr Date	✔	☐	Depr Date
Asset Life	✔	☐	Asset Life
Cost Balance	✔	☐	Cost Balance
YTD Depr	✔	☐	YTD Depr
LTD Depr	✔	☐	LTD Depr
Net Book Value	✔	☐	Net Book Value

OK Cancel Refresh