Cost View Procedure

Currently, if you want to know the total cost of an asset, you cannot find it by looking up an asset in the Basic Add on the Asset Acq Detail tab. This tab does not have a total cost field.

Use the Cost History Page to view the total cost.

1) Log into Asset Management and go the Main Menu. Click on Basic Add

Asset Management

Self Tag
Enter Self Tag Information
New Equipment Arrival Report
GT Outstanding Equipment Rpt

Manage Assets
Basic Add
GT Equipment Inv/Report (370)
Equipment Loan Agreement
Equipment Management Policy

Internal Transfer
View Department Assets
GT Create Mass Move Request
GT Mass Move Request

Surplus
Surplus Worksheet
GT Surplus Pick-Up Report
GT Surplus Summary Report

Disposals
Disposal Worksheet
GT Missing Equipment (386)
Trade-In Authorization Request

Inventory
GT Annual Inv Report (370)
Annual Inventory Procedures
Annual Inventory Checklist

Training
Financials Training Toolbox

Capital Assets Accounting
Dept
Capital Assets Home Page

Help
Asset Management Help
To review cost – Use the Main Menu and navigate to:
Asset Management > Financial Management > History > Review Cost

Type in the **Asset ID** or **tag number** in the field and click **search:**

**Asset Cost History**
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>GT</td>
</tr>
<tr>
<td>Asset Identification</td>
<td>begins with 000000320022</td>
</tr>
<tr>
<td>Tag Number</td>
<td>begins with</td>
</tr>
<tr>
<td>Parent ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
<tr>
<td>Asset Status</td>
<td>=</td>
</tr>
<tr>
<td>Case Sensitive</td>
<td></td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Asset Identification</th>
<th>Tag Number</th>
<th>Parent ID</th>
<th>Description</th>
<th>Asset Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT</td>
<td>0000000320022</td>
<td>0136778</td>
<td>(blank)</td>
<td>1000D ISCO Pump In Service</td>
<td></td>
</tr>
</tbody>
</table>
Click on the asset highlighted and the following page comes up and shows the total cost of the asset.

You can also click on the Cost History Detail to review further information.

Note: This option will only work for assets that are $5,000 or more. You will still have to go to the BASIC ADD page to the Asset Acq Detail tab to obtain the value of equipment between $3,000 and 4999.99.