

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



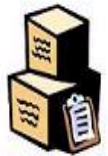
Self Tag
[Enter Self Tag Information](#)
[New Equipment Arrival Report](#)
[GT Outstanding Equipment Rpt](#)



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 \(396\)](#)
[Trade-In Authorization Request](#)



Inventory
[GT Annual Inv Report \(370A\)](#)
[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

The screenshot shows the Georgia Tech TechWorks interface. At the top left is the Georgia Tech logo. At the top right is the TechWorks logo. Below the logos is a navigation bar with links for "D Walker", "Home", "Add to My Links", "Sign out", and "My Links". A black box highlights the main menu navigation path: "Main Menu > Asset Management > Financial Management > History > Review Cost". Below the navigation bar is the "Asset Cost History" section. It contains a search form with the following fields: "Business Unit" (set to "GT"), "Asset Identification" (set to "begins with"), "Tag Number" (set to "begins with"), "Parent ID" (set to "begins with"), "Description" (set to "begins with"), and "Asset Status" (set to "="). There is also a "Case Sensitive" checkbox. At the bottom of the search form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

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

The screenshot shows the "Asset Cost History" search form with the "Asset Identification" field filled with "000000320022". The "Search" button is highlighted in yellow. Below the search form is the "Search Results" section. It shows "View All" and "First 1 of 1 Last". The search results are displayed in a table with the following columns: "Business Unit", "Asset Identification", "Tag Number", "Parent ID", "Description", and "Asset Status". The table contains one row of results:

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
GT	000000320022	0136778	(blank)	1000D ISCO Pump In Service	

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.

Cost History List | **Cost History Detail**

Unit: GT **Asset ID:** 000000320022 1000D ISCO Pump **Tag:** 0136778 In Service

Book | [Find](#) | [View All](#) | First 1 of 1 Last

Book Name: STANDARD Asset Mgmt Capitalize Book **Currency:** USD

Total Cost: 12,103.62

Cost | **Chartfields** | [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

<u>Acctg Date</u>	<u>Trans Type</u>	<u>In/Out</u>	<u>Quantity</u>	<u>Total Cost</u>	<u>Detail</u>
1 04/03/2008	ADD		1.0000	12,103.62	Detail

[Save](#) [Return to Search](#) [Notify](#)

[Cost History List](#) | [Cost History Detail](#)

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.