Automated Asset+ Instructions

Purpose: It is critical that the University controls all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere at the University. By adhering to these guidelines for asset management, Northeastern can enhance its ability to efficiently oversee its assets.

Objective of Property Control: The Property, Plant and Equipment function within the Controller's Office is responsible for maintaining accurate records for physical assets whose value is $5,000 or more and has a useful life of one year or more. Our Policy on Capital Assets summarizes procedures to ensure compliance with Federal Uniform Guidance, accounting industry standards, and accurate reporting of physical assets. As a recipient of Federal funds, Northeastern is required to conduct periodic inventories, provide financial accountability, ensure safeguards against loss, damage, or theft, develop procedures to ensure proper asset maintenance, and follow proper disposal procedures.

Capital Equipment: The Accounting office at Northeastern identifies, tags, and documents all capital items, including federally funded purchases, with an acquisition cost equal to or greater than $5,000 per unit and having a useful life of over one year.

Instructions for completing Asset+:

The **Asset+ form *MUST*** be completed for the following actions pertaining to university- owned property:

- Disposal/Recycling
- Selling
- Donating
- Transferring/Moving from one NU location to another
- Loaning to an outside entity
- Decommissioning Equipment

1. **Access the form Using the following link:** [Northeastern University - Asset+ Form](#)

2. **Click on "Users" to access the dashboard, and from there, proceed to select "New request."**

![Northeastern University - Office of the Chief Financial Officer]
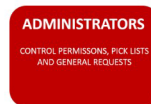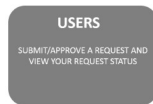
ASSET+

The Asset+ platform (FKA Asset Disposition process) was created to ensure proper disposal of University-owned property, whether capital or non-capital assets. It is critical the University control all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere in the University. By following these disposition guidelines, Northeastern will be able to more effectively manage its assets. For guidance on how to properly complete the form, please refer to the instructions linked below.

ASSET+ FORM AND INSTRUCTIONS

PLEASE NOTE: For those assets that are to be sold or donated, custodians of the asset are responsible for identifying vendors to donate or sell their assets to. As needed, members of the Procurement team can assist in determining a resale value. If you have any questions, please contact accounting@northeastern.edu.

USERS
SUBMIT/APPROVE A REQUEST AND VIEW YOUR REQUEST STATUS

ADMINISTRATORS
CONTROL PERMISSONS, PICK LISTS AND GENERAL REQUESTS

![Northeastern University - Office of the Chief Financial Officer]

ASSET+ REQUEST

Northeastern University

Asset+ Dashboard

➕ New Request   ✂ Role Management

WORKLIST
ACTIVITY NAME	FOLIO	TASK START DATE
	No tasks to display	

My Request

Selected Filter: Default   Quick Search: All fields

TITLE	SUBMITTED BY	STATUS	DATE SUBMITTED
	No items to display		

ALL REQUEST FORMS

3. The form will automatically populate the following fields for the submitter:
   - Date Submitted
   - Submitted by
   - Job title
   - Email Address
   - NUID
   - Department

4. You will then need to choose an action from the Action Type * drop menu. (*Select the appropriate action.*)
   - Dispose
   - Lost or Stolen
   - Move
   - Sale or Donation

   Note: *For all sales and donations, it is the custodian's responsibility to locate the buyer(s); by submitting an Asset+ form, the procurement department will be notified, and the bill of sale will be issued accordingly. A Bill of Sale is a university document that is prepared by the seller (university) to the purchaser. For transfer of title of ownership of a specific item of property which is the legal property of the university to the purchaser in exchange for financial consideration or a value determined by the University. The Bill of Sale* <u>*must be*</u> *prepared by the Procurement Services Department* <u>*prior*</u> *to the sale. If you are selling or donating an electronic device, please also reach out to ITS to have the data scrubbed.*

5. **Use** the **Action Description** to give a brief description of the action.

6. Check the **Capital Asset** Box if you believe the item is a capital asset. The Accounting office at Northeastern identifies, tags, and documents all capital items, including federally funded purchases, with an acquisition cost equal to or greater than $5,000 per unit and having a useful life of over one year. For easy identification of capital assets, ***all capital assets should have been assigned a NU Property Tag. <u>A sample can be found below.</u>***

7. Check the "**Electronic**" box if the asset is a computer, monitor, phone, tablet, or any other electronic device. If the electronic box is checked, _be sure to select either with or without the phone/tablet sub box_.

Electronic ☑

    ○ Electronic Without Phones/Tablets
    ○ Electronic With Phones/Tablets

Please note that only electronic items may be added when checking this box.

8. Check the _Contains an Item Bought from Federal Funds_ if federal funds were used to purchase the asset. This information will be verified by the Accounting Office and NU-RES Finance.

Capital Asset ☐

Contains an Item Bought From Federal Funds ☑

Electronic ☐
    ○ Electronic Without Phones/Tablets
    ○ Electronic With Phones/Tablets

9. **Assets section:** Enter the relevant information for your equipment:
   - Equipment Name – Enter a Description of the Equipment.
   - NU Tag Number – Enter tag information if one is affixed to your equipment (Not the serial number).
   - Serial Number – Enter Serial number if available.
   - Current Location – Enter the campus location of the equipment.
   - Bought From Federal Funds– Please check this box if this applies

Assets

➕ Add   ✖ Delete

EQUIPMENT NAME	NU TAG NUMBER	SERIAL NUMBER	CAMPUS	BOUGHT FROM FEDERAL FUNDS
Type a value	Type a value	Type a value	Type a value	☐

10. Attach any supporting documentation – This will allow you to attach files.
- o *Simply click on "Add."*

Attach Supporting Documentation ⌃

➕ Add   ❌ Delete

FILE	ADDED BY	DATE ADDED
	No items to display.	

11. Additional comments (Optional): The submitter may leave additional comments to ensure the smooth flow of the process. In addition, this section will serve as a communication tool between all department personnel involved in the Asset+ process.

Additional Comments

```
Add additional comment here
```

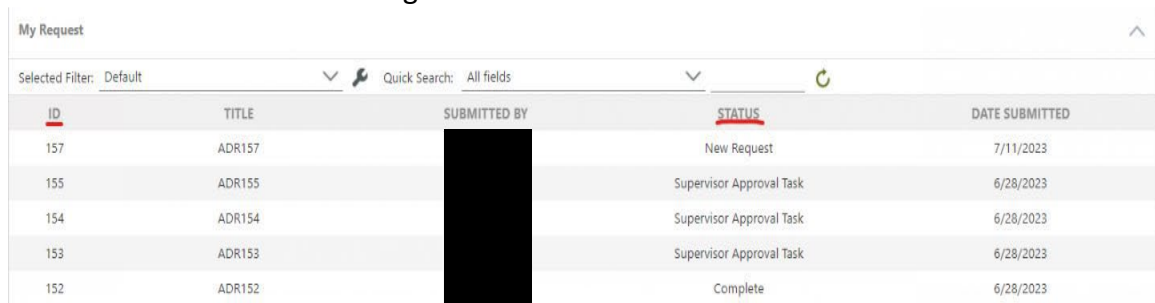Cancel   Submit

12. Click on the "Submit" button once the form is ready for submission.

13. After submitting the request, as the submitter, you will receive an email notification confirming the successful submission.

14. To access and view your recent request(s) and understand their details, please log into the dashboard again (follow step 2 mentioned above). Under the "My Request" section, you will find the following information:
    o Request ID: The unique identification number assigned to the form.
    o Status: Indicates the current step or department in which your form is located.
    o Date Submitted: The original submission date of the form.

ID	TITLE	SUBMITTED BY	STATUS	DATE SUBMITTED
157	ADR157		New Request	7/11/2023
155	ADR155		Supervisor Approval Task	6/28/2023
154	ADR154		Supervisor Approval Task	6/28/2023
153	ADR153		Supervisor Approval Task	6/28/2023
152	ADR152		Complete	6/28/2023

15. After you submit the request, it will be forwarded to the relevant office for approval. For a visual representation of the workflow chart, please refer to page 7-8 of this instruction.

16. For any questions and concerns, please refer to the following department contacts based on the status of your form:
    • **Supervisor** – Please reach out to your direct supervisor regarding the submission, as your request is still pending their approval.
    • **Accounting Task** – Please contact the Accounting Department via email at accounting@northeastern.edu
    • **ORAF Approval Task** – Please contact the Alex Hui in the NU-RES Finance via email at research_finance@northeastern.edu
    • **Procurement Task** - Please contact the Victoria Rios in the Procurement Department via email at procurement@northeastern.edu
    • **Facilities Task** - Please contact Susan Higgins in the Facilities Department via email at recycle@northeastern.edu

WORKFLOWS

Lost or Stolen

| REQUESTER | → | SUPERVISOR | → | ASSET MANAGER | → | ELECTRONIC? |

ELECTRONIC? —NO→ ACCOUNTING → CAPITAL ASSET? —YES→ FEDERAL FUNDS? —YES→ **NU-RES Finance**

ELECTRONIC? —YES→ **OIS** → END

CAPITAL ASSET? —NO→ END

FEDERAL FUNDS? —NO→ END

NU-RES Finance → END

Move & Dispose

REQUESTER → SUPERVISOR → ELECTRONIC? —NO→ ACCOUNTING → CAPITAL ASSET? —YES→ FEDERAL FUNDS? —YES→ **NU-RES Finance**

ELECTRONIC? —YES→ FACILITIES

CAPITAL ASSET? —NO→ FACILITIES

FEDERAL FUNDS? —NO→ FACILITIES

NU-RES Finance → FACILITIES

FACILITIES → END

Sales or Donation

```
REQUESTER → SUPERVISOR → ELECTRONIC? --NO→ ACCOUNTING → CAPITAL ASSET? --YES→ FEDERAL FUNDS? --YES→ NU-RES Finance
                                                              |                                              |
                                                             NO                                            NO
                                                              ↓                                              ↓
                                                        PROCUREMENT ←───────────────────────────────────────┘
                                                              ↓
                                                            END
```