

## Quick Reference Guide:

### AM7 for surplus capital assets-

- **Asset Number-** Is the unique asset number assigned in the asset module when the asset information was initially entered. This number should also be listed as the PeopleSoft Asset ID Number in the Surplus Property Transfer Form.
- **Category Code-** The current code can best be found in the Review Cost History Screen, Cost History Detail tab using the last screen page. For example, if there are 1 of 3 pages, look at the last history page, in this case that being page 3 or simply click on the “Last” screen option.

The screenshot shows the Oracle PeopleSoft Review Cost History Detail screen. The browser address bar indicates the URL: http://oasisfs.oasis.lcl/psp/FPD8/EMPLOYEE/ERP/c/MANAGE\_ASSETS.COST\_HISTORY.GBL?PORTAL... The screen displays the following information:

- Unit:** [Redacted] **Asset ID:** 00000000458 **Book Name:** GOVERNMENT Governmental Fund Reporting **Base Currency:** USD
- Acctg Date:** 02/18/2009 **Trans Date:** 07/01/2003 **Date/Time Stamp:** 02/18/2009 3:19:09PM
- Trans Type:** RCT In **Trans Code:** Asset Recategorization
- Cost:** 6,786.19 USD **Base Cost:** 6,786.19 USD
- Quantity:** 1.0000
- Convention:** AM
- User ID:** [Redacted]
- Category:** EQOFF (circled in red) Equipment-Computer & Office
- Fund Code:** 10000 **Department:** 3120100000 **Program Code:** [Redacted]
- Project:** ROD1 PROJECT TYPE TEMPLATE

- **Disposition Code-** When completing the AM7 for items using the surplus property transfer form the disposition code is SCR (scrapped). Should the ACO receive a copy of the surplus form prior to the receipt of the AM7 and backup from a department, the ACO will note if the item was sold at auction and use the code RTR (Retirement by Sale) if necessary. RTR is primarily used for department vehicles sold at auction when dealing with the surplus process.
- **Quantity-** This field should always be one as each capital asset is individually entered.
- **Retirement Amount-** The total final cost of the asset, which is found in the Review Cost History Screen, Cost History List tab in the Asset Module.

The screenshot displays the Oracle Review Cost application interface. The main content area shows a 'Cost History List' for Asset ID 00000000458, which is a CANON MP-80 MICROFICHE READER. The asset is in 'In Service' status. The total cost is listed as 6,786.19. Below this, a table details the cost history:

Accto Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 04/30/2002	ADD		1.0000	6,786.19	<a href="#">Detail</a>
2 02/18/2009	RCT	O	-1.0000	786.19	<a href="#">Detail</a>
3 02/18/2009	RCT	I	1.0000	6,786.19	<a href="#">Detail</a>

- Proceeds- This field should be left blank unless the department has received proceeds from the auctioning of department owned vehicles. The department(s) receiving proceeds will receive documentation of the proceeds money received at time of vehicle auction.
- Removal Costs- This field should be left blank if the removal costs were already considered in the proceed calculation for auctioned department owned vehicles.
- Disposition Date- For items listed on the Surplus Property Transfer Form, the disposition date is the date that the surplus personnel picked up the item(s) and dated with their signature. For auctioned department owned vehicles, this would be the date listed as the sale date on the auction report.
- Department Head or Designee signature: Ensure that your department head or the designee as assigned by the AM2 has signed and dated the AM7 form.
- Send the AM7, Surplus Property Transfer Form copy, and any additional backup paperwork to ACO Mailstop #1051.