Disposals and Amendments to Asset Information in the InfoHub Asset Register

Capital equipment is recorded on UCD's Fixed Asset Register, maintained by the Finance Office. According to University policy, only equipment with an individual item cost of €5,000 and above is captured on the register.

We are currently rolling out a system whereby users from outside the Finance Office can declare asset disposals and make changes to asset information through the Fixed Asset Register database on UCD InfoHub, accessible through UCD Connect.

*If you have any queries regarding the features detailed below, or experience any difficulties in using them, please contact the Finance Office at **equipment.register@ucd.ie***

Accessing the Fixed Asset Register

To access the Fixed Asset Register, log into "InfoHub" (using through the main menu in UCD Connect. Click on the "Finance" tab in the upper right of the screen. The "Fixed Asset Register" menu should be available within this tab**.**

Link to InfoHub Fixed Asset Register

Disposals and amendments to asset information are carried out through the **"My Assets"** menu.

Visibility of Equipment

The user's role in the organisation determines which items of equipment they can view in the "My Assets" menu.

For the purposes of asset visibility, equipment on the "My Assets" can be split into two classes:

1. Equipment purchased with school funding
2. Equipment purchased with research funding

Research-Funded Equipment

Principal Investigators (PIs) have full visibility of capital equipment (>€5k) purchased through their own research accounts.

School-Funded Equipment

Users other than PIs have full visibility of capital equipment purchased by the school to which they are linked (excluding equipment purchased through research funding).
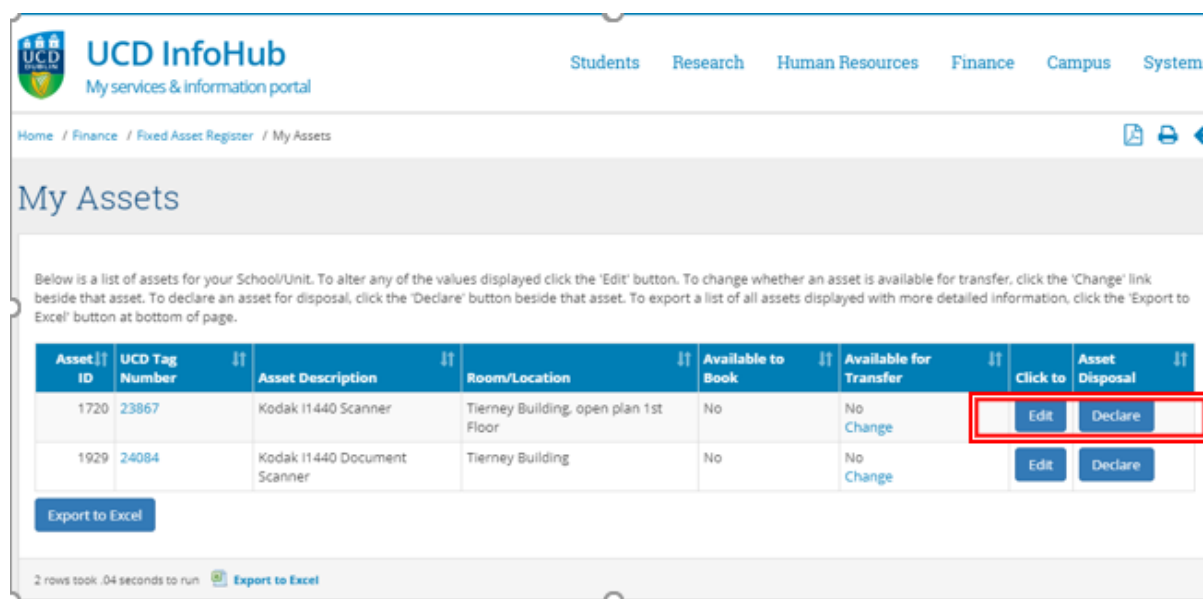
Disposals

Disposals of capital equipment were previously notified in paper form. This form was signed by the relevant Head of School and returned to the Finance Office.

Disposals of capital equipment can now be declared online via the Fixed Asset Register facility on InfoHub.

Disposals are declared through the "My Assets" menu in the InfoHub Fixed Asset Register. This menu displays a list of assets that the user has permission to see, depending on access rights (as per **Visibility of Equipment** section above).

Note: by clicking the "Export to Excel" button, a spreadsheet file is generated displaying additional asset information.

To declare a disposal, click on the "Declare" button adjacent to the relevant asset, as per example below:

This will bring the user to a screen in which the date of disposal is entered, as well as a brief reason for the disposal (e.g. obsolescence). [1]

Once the "Save" button has been clicked, an email notification will be sent to the head of school notifying them of the asset disposal. The head of school then has the option to approve or reject the disposal.

As PIs are presently the only users[2] capable of viewing equipment linked to their research accounts, they themselves must declare disposals of equipment purchased from their research funding.

Note: The system does not currently support disposals of assets for which the Quantity is greater than 1 (the asset quantity can be checked by viewing the exported excel file, as outlined above).

Please contact equipment.register@ucd.ie if disposing of such assets.
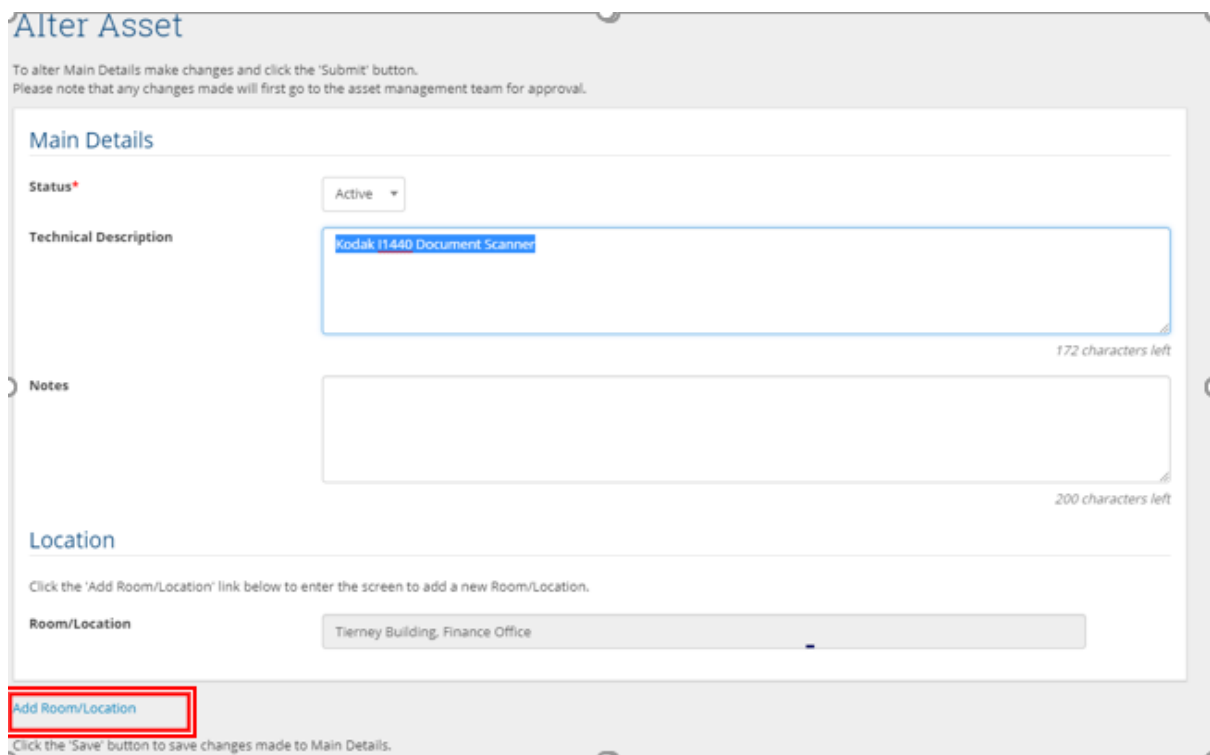
Amending Asset information

By clicking the "Edit" button in the "MyAssets" menu, as highlighted in the example above, the user can:

- amend the asset description
- add brief notes – for example, a PI can indicate that they have nominated another member of staff to assist with equipment-related queries
- update the asset location, by clicking the "Add Room/Location" link, as per example below:

If there is a substantial amount of information to be altered - for example, in excess of 5 items - please contact equipment.register@ucd.ie with a list of changes to be made. The Finance Office has the facility to amend information on multiple assets at once via an upload file.