

## **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](mailto: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***

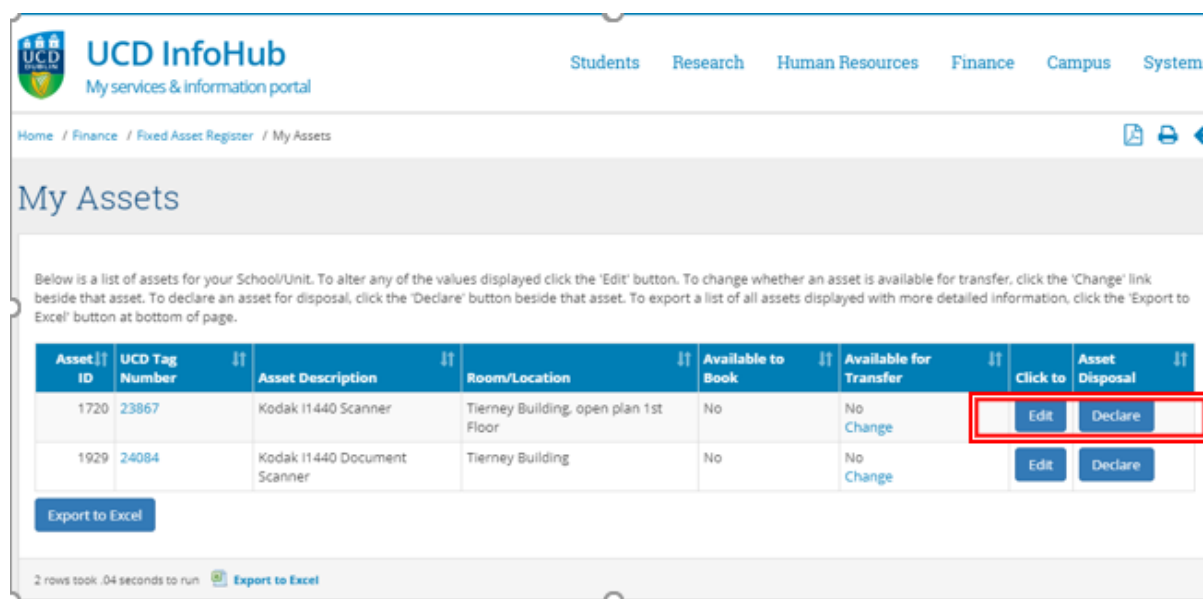
Disposals of capital equipment were previously notified in paper form. This form was signed by the relevant Head of School and returned to the Finance Office.

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).<sup>1</sup>

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<sup>2</sup> 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](mailto:equipment.register@ucd.ie) if disposing of such assets.

UCD Tag N	School/Ur	Asset Date	Quantity	Technical	Serial Nur	Value in €
24084	Finance O	19-Dec-13	2	Kodak I1440 Docume		5880.3
23867	Finance O	23-Apr-12	1	Kodak I1440 Scanner		7281.7

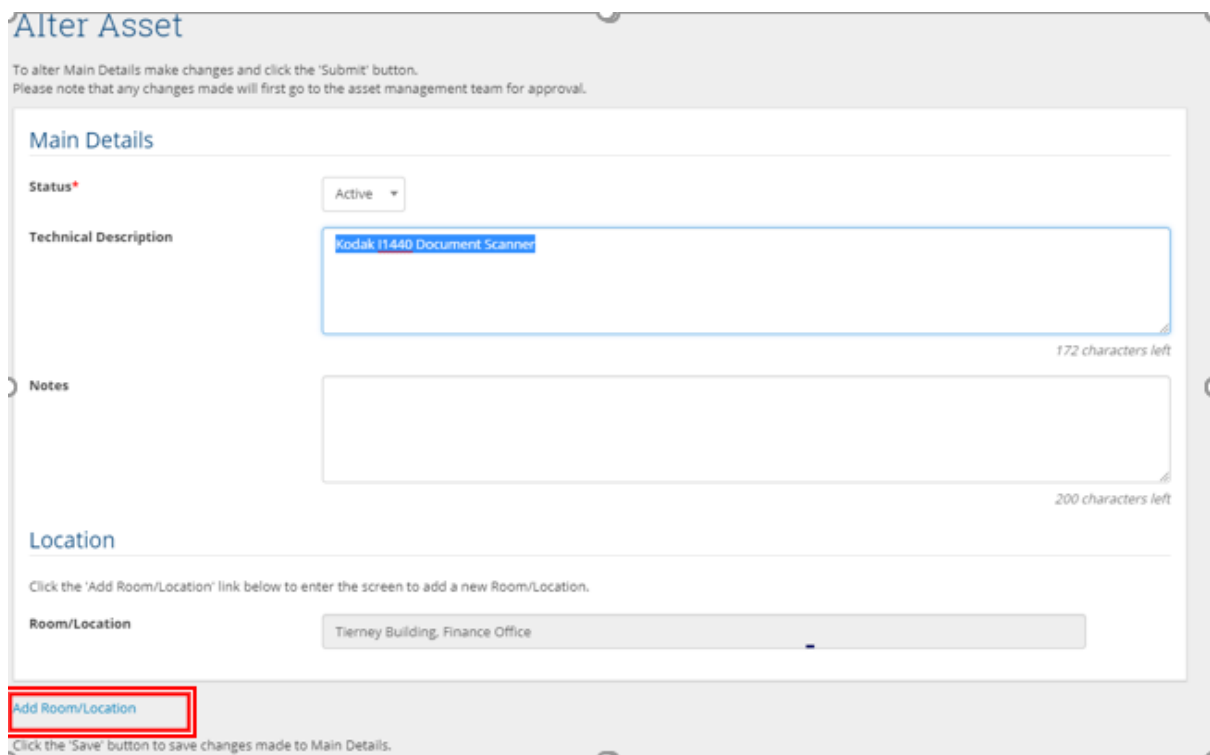
<sup>1</sup> Certain procedures must be followed if selling or donating an asset. Please contact [equipment.register@ucd.ie](mailto:equipment.register@ucd.ie) if you intend to sell or donate capital equipment

<sup>2</sup> With the exception of certain Finance personnel, and the head of the school to which the PI belongs.

## 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:



The screenshot shows a web form titled "Alter Asset". At the top, it says "To alter Main Details make changes and click the 'Submit' button. Please note that any changes made will first go to the asset management team for approval." The form is divided into three main sections: "Main Details", "Notes", and "Location".

- Main Details:** Includes a "Status\*" dropdown menu set to "Active". Below it is a "Technical Description" text area containing "Kodak I1440 Document Scanner" with "172 characters left" remaining.
- Notes:** A large empty text area with "200 characters left" remaining.
- Location:** Includes a "Room/Location" text field containing "Tierney Building, Finance Office". Below this field is a red-bordered button labeled "Add Room/Location".

At the bottom of the form, it says "Click the 'Save' button to save changes made to Main Details."

If there is a substantial amount of information to be altered - for example, in excess of 5 items - please contact [equipment.register@ucd.ie](mailto: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.