

The logo for OnBase 16 is centered within a white rectangular area. Above the text is a stylized rainbow arc composed of several overlapping, curved bands in shades of blue, green, purple, and pink. The entire white area is enclosed in a thick, dark blue border.

OnBase[®]16

**WEB CLIENT
FIXED ASSET TAG FORM
USER GUIDE**

Can be used with the following browsers: Google Chrome, Mozilla Firefox

Grand Valley State University

Contents

Purpose of Fixed Asset Tag Forms	2
Completing an Asset Tag form.....	2
1. Opening Workflow in OnBase.....	2
2. Completing the Asset Tag form	2
3. Tagging the Asset	3
4. Viewing completed tags in Document Retrieval.....	4
APPENDIX	5
1. Taggable Equipment	5
2. Fixed Asset Account Codes	5
3. Asset Disposals.....	5
4. Questions?	5

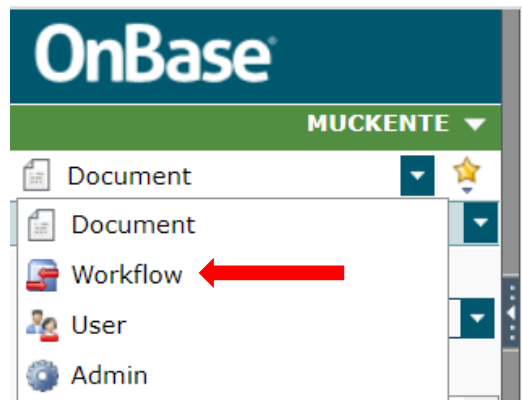
Purpose of Fixed Asset Tag Forms

The University tags individual assets over \$5,000 and tracks these in Banner. This form is used to gather information needed by Accounting to track the asset/equipment. A physical asset tag will be generated for each piece of equipment, and sent out to departments (via inter-campus mail) upon completion of the tag form.

Completing an Asset Tag form

1. Opening Workflow in OnBase

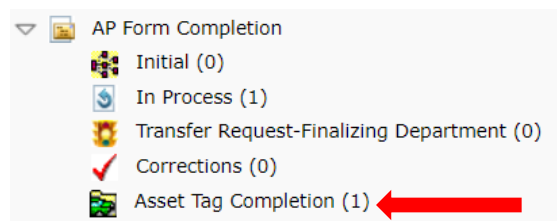
- a. Log into OnBase 16
<https://www.onbase16.gvsu.edu/AppNet/Login.aspx>
- b. Click on the drop-down arrow on the “Document” menu.
- c. Click on “Workflow” – a new window will open.



- d. Click on the life cycle AP Form Completion – this will expand the folders that are available in this workflow.

2. Completing the Asset Tag form

- a. Click on “Asset Tag Completion”

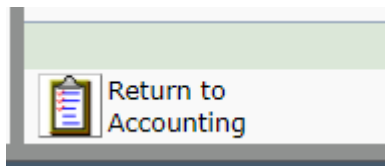


- b. Open the Tag Form from your inbox
- c. Complete the requested information about your asset purchase in the Asset Details section.
 - i. Location Description
 - ii. Make
 - iii. Model
 - iv. Manufacturer

- v. Serial Number/VIN
- vi. GVSU Vehicle Tag #
- d. You can view copies of the invoice and purchase order by viewing the cross references on the tag form (right click, select “Cross References”)
- e. Click the Save button

The screenshot shows a web browser window displaying the 'ACCT Fixed Asset Tag' form. The browser address bar shows 'onbase16.gvsu.edu/AppNet/Workflow/WorkflowViewerContainer.aspx'. The form has a dark blue header with the title 'ACCT Fixed Asset Tag'. Below the header, there are three main sections: 'Asset Tag Information', 'Asset Purchase Information', and 'Asset Details'. The 'Asset Purchase Information' section contains a table with the following data: Vendor Name: DELL MARKETING L.P., Purchase Order Number: P0090973, Purchase Order Total: \$5,000.00, and Banner Doc Reference: 10941973. The 'Asset Details' section is highlighted with a red border and contains fields for Asset Description (Dell Server), Asset Amount (\$5,000.00), Location Description, Make, Model, Manufacturer, Serial Number/VIN, and GVSU Vehicle Tag #.

- f. After form is complete, click “Return to Accounting” on your Workflow Inbox screen.



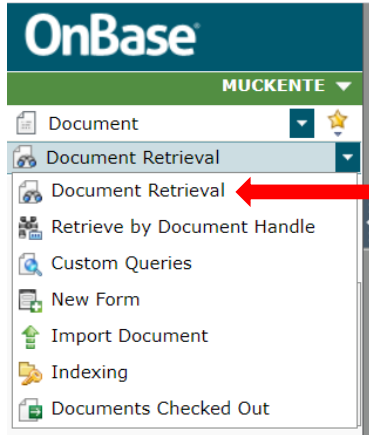
3. Tagging the Asset

After your form is returned and processed by Accounting, a physical tag will be sent to you via intercampus mail. Please place this tag on the asset for tracking purposes.

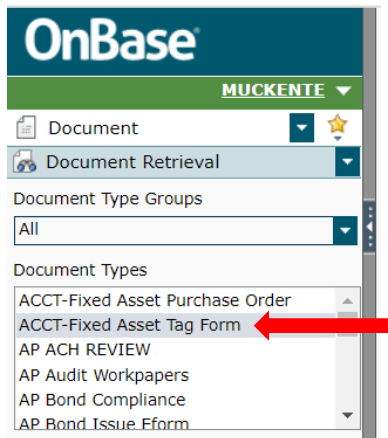
If you need to view a tag form that has already been completed and sent to Accounting, you can view it in Document Retrieval (see next section).

4. Viewing completed tags in Document Retrieval

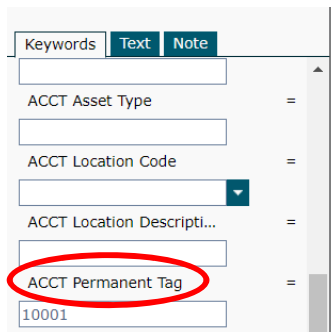
- a. Click on the dropdown next to “Document Retrieval”.
- b. Select “Document Retrieval”



- c. Click on “ACCT-Fixed Asset Tag Form”



- d. Enter the Tag # under “ACCT Permanent Tag”



- e. Click “Find”



APPENDIX

Please see below for some additional helpful information related to Accounting for fixed assets.

1. Taggable Equipment

Items are tagged by the University if:

- a. Individual items have a purchase price of \$5,000 or more.
- b. The asset has a useful life of greater than one year.
- c. Items are considered individually unless additional pieces are required for the equipment to function as a whole. Items will be combined at the discretion of Accounting.

2. Fixed Asset Account Codes

The following account codes should be used for assets that are individually \$5,000 or more. If an invoice is made up of several individual items that are each less than \$5,000, these account codes should not be used.

- 7602: Equipment > \$5000
- 7603: Computer Equipment > \$5000
- 7604: Computer Software > \$5000
- 7605: Furniture > \$5000
- 7606: Office Equipment > \$5000
- 7607: Artwork > \$5000

3. Asset Disposals

When an item with a GVSU asset tag has been disposed of, please forward the tag to the Accounting Office (Attention: Terra Muckenthaler, 2015 JHZ).

NOTE: Before disposing of any equipment, you should contact the Purchasing Office. Please see the Property Disposal sections of the purchasing procedures.

<https://www.gvsu.edu/purchasing/disposal-and-surplus-help-14.htm>

4. Questions?

For any fixed asset related questions, please contact Terra Muckenthaler at muckente@gvsu.edu.