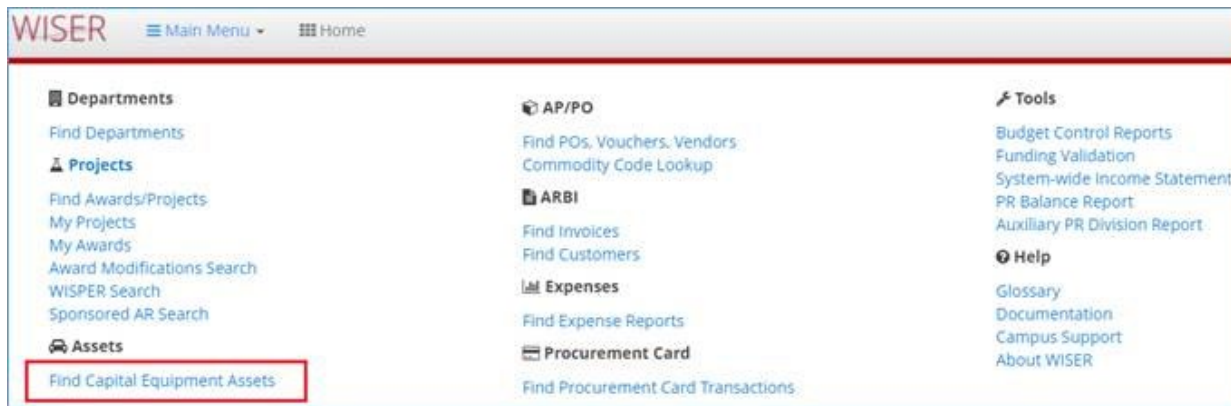# Introduction to WISER: Capital Equipment Search

Enterprise Reporting for the Modern Web

Find Capital Equipment Assets Search

These pages are intended to offer general capital equipment information to our internal campus community. Please direct any external requests for capital reporting, audit documentation, and transfer negotiations to the Division of Business Services Property Control team at property@bussvc.wisc.edu.

The Find Capital Equipment Assets search is intended for the use of Departmental Property Administrators (DPAs) and financial staff. This allows the departments to create their own ad hoc reporting on their capital equipment. Searches can be run to find all capital equipment for a particular department, a specific PI, an award/project used to purchase, a physical location, or a combination of other search criteria.

To search for Capital Equipment Assets, navigate to the Main Menu and choose the 'Find Capital Equipment Assets' option.

On the Find Capital Equipment Assets page, you will have the option to search by several criteria. Searches can be run with just a single filter/criterion selected, or with a combination. The most used search criteria are shown below, but there is also a "More Options" button which will give additional search criteria.

Asset ID	Building
Contains ˅	Contains ˅ [🔍]
Asset Tag	**Area ID/Room**
Wildcard ˅	Contains ˅
Asset Description	**Vendor/Manufacturer**
Wildcar ˅	Contains ˅
Custodial Dept	**Profile ID**
Contains ˅	˅
Funding Dept	**Funding Project**
Contains ˅	Contains ˅
Funding Fund	**Funding Program**
Contains ˅	
Award ID	**Funding Account**
	Contains ˅
Purchase Order/Master Lease/Gift-in-Kind	**Asset Custodian/DPA**
Wildcard ˅	start typing last name
Status	**Responsible Employee**
˅	start typing last name

More Options

Search

Additional search criteria available after selecting "More Options". This will show up below the original search criteria.

Asset Parent ID	Asset Serial Nbr
Contains ˅	Wildcard ˅
Asset Model Nbr	**Asset Plant**
Wildcard ˅	Wildcard ˅
Asset VIN	**Asset Class**
Wildcard ˅	˅
Last Inventory Date	**Journal Date**
Is Exactly ˅ mm/dd/yyyy	Is Exactly ˅ mm/dd/yyyy
Funding Class	
Contains ˅	

☑ Summarize by asset

Search
Reset

Search Criteria

We expect the most commonly used search criteria to be Asset ID, Asset Tag, Asset Description, Custodial Dept, Status, Building, Area/Room, Funding Project, and Responsible Employee (PI).

Asset ID – Asset IDs are 12 digits in length and are the unique identifier for an individual asset. For example, 000000031583. By leaving the drop-down selector at "Contains", you can search only by the active digits of the Asset ID (without the leading zeros). For example, 31583.

Asset Tag - The 7-digit code that is on the asset identification sticker attached to the asset (provided by property control). For example, U039640. These codes either start with U or F depending on whether or not the asset is titled to the University (U) or the Sponsor/Federal Government (F).

Asset Description - A very general, short description of the asset. These are in ALL CAPS, for example, SPECTROMETER, INFRARED. There is a 30-character limit in the system for the Asset Description, so some of them may be cut off. When using description to search for assets, it's best to use "Contains" in the drop-down selector.

Custodial Dept - The UDDS/DeptID of the custodial department is expected to be the most common search criterion. It is possible to search for all assets under the custody of a specific department or even a division. By leaving the drop-down selector at "Starts With", you can search assets based on a division "19", a department "1935", or even down to a sub-department "193564". You do not need to include the "A" at the beginning of your UDDS.

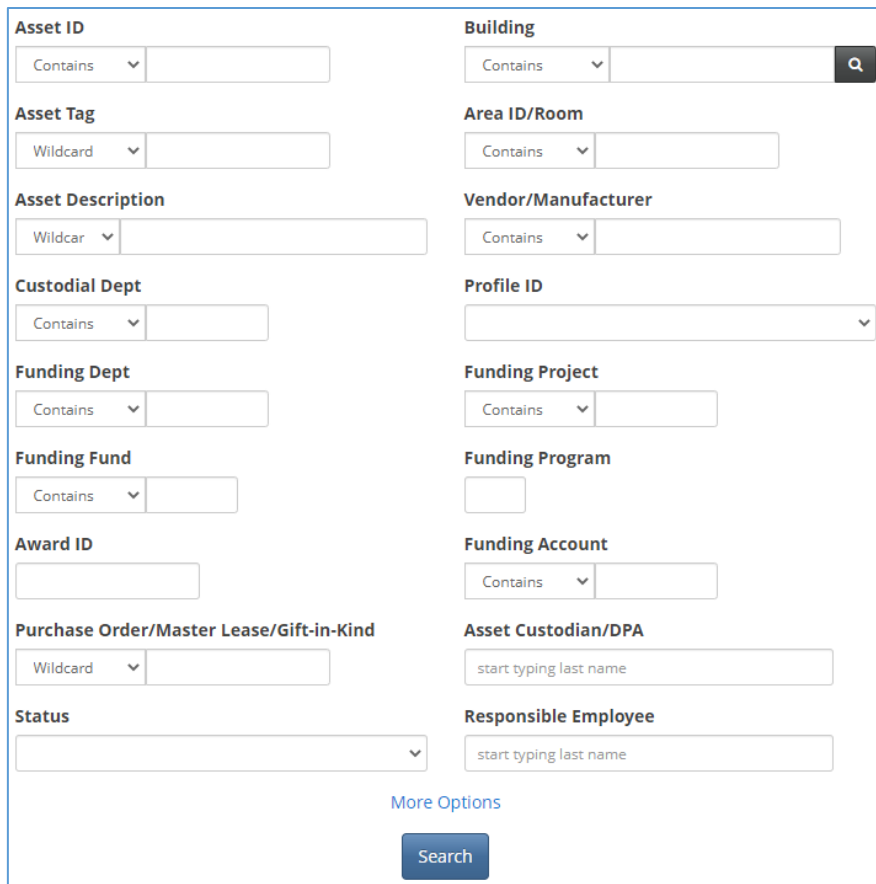If you are unsure of a department ID, see the following links:
https://rsp.wisc.edu/services/udds.cfm
https://businessservices.wisc.edu/accounting/using-funding-codes-and-strings/departmental-id-search/

Status - We use 4 different statuses: In Service, Disposed, Requisitioned, and Suspended

The two most common are In Service and Disposed. In Service means that the asset is active. Disposed means that the asset has been retired.

For active asset fabrications, the status field is going to display either Requisitioned or Suspended. These status messages do not mean that the assets are either requisitioned or suspended, but rather are used to indicate the current stage of the asset fabrication process. Requisitioned means that the fabrication asset has been created and is ready to have charges added to it. Suspended means that the fabrication has at least one charge added to it but has not been confirmed as completed. Once a build/fabrication is confirmed as completed, we would update the status to In Service.

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Building - The Building field allows assets to be searched by Location. This uses the Building Number as defined by FP&M. If you are unsure of the Building Number, you can search using the magnifying glass to the right of the field and search by description or address. If using this search, please note that the description field does not have any spaces in it. For example, "MedicalSciencesCenter". FP&M also has a list of all buildings and building numbers. https://facilities.fpm.wisc.edu/facility-list/

Please note - if an asset is kept offsite, it will have location 0498 in the Building field.

AreaID/Room - It's required that every asset has both the building and the room number recorded to help facilitate inventories. You can search by Room, although we recommend selecting "Contains" in the drop-down in case the formatting in the system is somewhat different. For example, 409B instead of B409.

Funding Project - Assets may have a number of different funding projects associated with them (as seen in Full Asset Records screen detailed below). You can search by a specific project to view all assets that have been funded by that project. You can only search by one project at a time.

Responsible Employee - The Responsible Employee (sometimes referred to as PI) is a required field on all assets. This is typically the employee who is using the equipment or responsible for the physical space in which the asset is kept/used. This is a smart field which will display possible matches as you type. If you know the employee ID, you can search by that; otherwise search by last name.

If you have questions on any of the additional fields, please don't hesitate to reach out to the Property Control team at property@bussvc.wisc.edu

Search Results

After a successful search, the system will come back with a list of all assets that matched the criteria selected.

| « | 1 | » | 1 - 14 of 14 | | | | | | | | |

Asset ID	Asset Tag	Description	Status	Dept	Custodian/DPA	Building Nbr	Area ID/Room	Cost	Financial Book Value
000000004831	F002161	SPECTROMETER, X-123 SDD FAST C	In Service	198000	PROCHASKA,JESSE J	0762	303	$10,915.00	$10,915.00
000000004887	F001024	SPECTROMETER, MCPHERSON SPRED,	In Service	198000	PROCHASKA,JESSE J	0762	B157	$45,811.96	$45,811.96
000000004888	F000537	SPECTROMETER, 0.75M GRATING, W	In Service	198000	PROCHASKA,JESSE J	0762	321	$18,079.00	$18,079.00
000000004897	F000538	SPECTROMETER, MASS, PRISMA QUA	In Service	198000	PROCHASKA,JESSE J	0407	B1219	$11,533.00	$11,533.00

Additional to the fields already detailed, the results are also going to show information regarding Cost and Financial Book Value. **Cost** is the original purchase value of the asset. **Financial Book Value** is the original purchase value less accumulated depreciation through the current Fiscal Year. A Financial Book Value of $0 indicates that the asset is either already fully depreciated or will be fully depreciated by the end of the Fiscal Year. Regardless of Financial Book Value, all assets are governed by the same capital equipment procedures and policies.
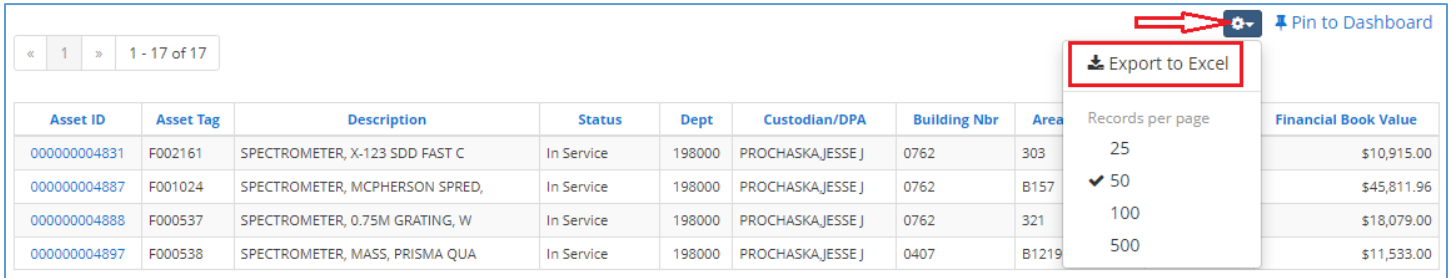
By default, your search results are going to be sorted in ascending order by Asset ID. It is possible to re-order your search results by clicking on any of the column headings. Doing so will re-sort the results by that column, ascending and descending. For example, you can re-sort the results by the Area/Room field.

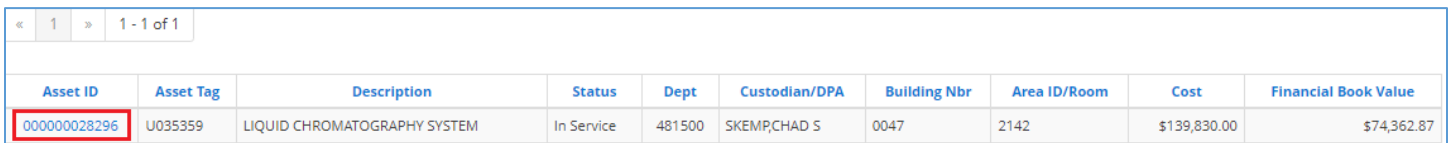| Asset ID	Asset Tag	Description	Status	Dept	Custodian/DPA	Building Nbr	Area ID/Room	Cost	Financial Book Value
000000004831	F002161	SPECTROMETER, X-123 SDD FAST C	In Service	198000	PROCHASKA,JESSE J	0762	303	$10,915.00	$10,915.00
000000004887	F001024	SPECTROMETER, MCPHERSON SPRED,	In Service	198000	PROCHASKA,JESSE J	0762	B157	$45,811.96	$45,811.96
000000004888	F000537	SPECTROMETER, 0.75M GRATING, W	In Service	198000	PROCHASKA,JESSE J	0762	321	$18,079.00	$18,079.00
000000004897	F000538	SPECTROMETER, MASS, PRISMA QUA	In Service	198000	PROCHASKA,JESSE J	0407	B1219	$11,533.00	$11,533.00

To export your search results into Excel, click the gear icon in the upper right, and then select "Export to Excel".

Full Asset Record

Once at the search results page, simply click on the Asset ID field to view the full asset record.

Asset ID	Asset Tag	Description	Status	Dept	Custodian/DPA	Building Nbr	Area ID/Room	Cost	Financial Book Value
000000028296	U035359	LIQUID CHROMATOGRAPHY SYSTEM	In Service	481500	SKEMP,CHAD S	0047	2142	$139,830.00	$74,362.87

The page that opens is going to show the entire asset record, all funding recorded, and the depreciation schedule.

000000028296 Capital Asset

Asset Tag # U035359	**Asset Profile ID** LABORCLASR	**Acquisition Code** Purchased	**Asset Parent ID** -	**Asset Class** 08yr Classroom / Laboratory Equipment	**Status** In Service
Location ChemistryBldg,FDaniels 1101UniversityAve Madison 53706-1322	**Area ID/Room** 2142	**Custodian/DPA** 00558579 SKEMP,CHAD S	**Researcher** 00298165 STAHL,SHANNON S	**Custodian Dept.** 481500	**Value** $139,830.00
Manufacturer WATERS TECHNOLOGIES CORPORATION	**MFG ID** 56397	**Serial Number** KAD4182	**Asset Model** -	**Asset Plant** -	**Accum. Depreciation** ❓ $65,467.13
Asset VIN -	**Condition Code** 1 - Excellent	**PO/GIK/Master Lease** X662325			**Financial Book Value** ❓ $74,362.87
Retirement Date -	**Retirement Status** -	**Disposal Code** -			**Life in Years** 8
Description LIQUID CHROMATOGRAPHY SYSTEM					

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Funding

Date	Trans ID	Fund	Dept	Program	Project	Class	Account/Category	System Source	Amount
10/25/2018	AP00495221922	144	481500	4	AAD7338		4602	PAM	$62,923.28
10/25/2018	AP00495221921	144	481500	4	AAD7289		4602	PAM	$62,923.27
11/28/2018	AP004986091678	144	481500	4	AAD7289		4602	PAM	$6,991.72
11/28/2018	AP004986091679	144	481500	4	AAD7338		4602	PAM	$6,991.73
									$139,830.00

Depreciation

Year	Depreciation Amount
2019	$12,975.68
2020	$17,497.15
2021	$17,497.14
2022	$17,497.16
2023	$17,497.14
2024	$17,497.16
2025	$17,497.13
2026	$17,497.16
2027	$4,374.28
	$139,830.00

Depreciation Prior to Fiscal Year 2016

When looking at older asset records in WISER, accumulated depreciation prior to Fiscal Year 2016 is going to be summed into year 2016 in the depreciation table.

Depreciation

Year	Depreciation Amount
2016	$23,059.76
2017	$3,861.17
2018	$3,861.16
2019	$3,861.18
2020	$2,252.35

Enterprise Reporting for the Modern Web

Summarize by Asset

Under the More Options section of the search criteria, there is a checkbox for "Summarize by Asset". By default, this box is checked. When checked, each asset will display one summarized line in the search results, regardless of how many different funding lines that asset has. When unchecked, the search results for an asset will display all the funding lines for that asset.

Less Options

Asset Parent ID		Asset Serial Nbr	
Contains ⌄		Wildcard ⌄	

Asset Model Nbr		Asset Plant	
Wildcard ⌄		Wildcard ⌄	

Asset VIN		Asset Class	
Wildcard ⌄		⌄	

Last Inventory Date		Journal Date	
Is Exactly ⌄	mm/dd/yyyy	Is Exactly ⌄	mm/dd/yyyy

Funding Class	
Contains ⌄	

☑ Summarize by asset

Search

Reset

For example, the two different search results pages after searching for asset tag U008713 (which has 6 lines of funding).

Summarize by Asset checked

Asset ID	Asset Tag	Description	Status	Dept	Custodian/DPA	Building Nbr	Area ID/Room	Cost	Financial Book Value
000000019895	U008713	REACTOR SYSTEM, REACTOR WATER	In Service	198000	PROCHASKA,JESSE J	0407	1215	$36,895.62	$0.00
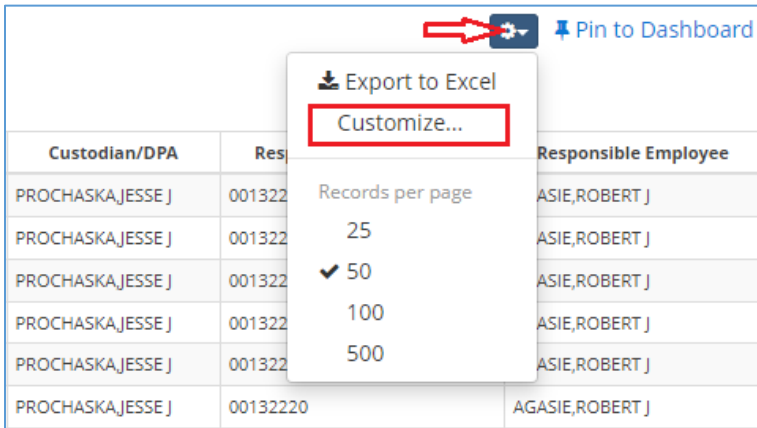
Summarize by Asset unchecked

Asset ID	Asset Tag	Custodial Dept	Description	Custodian Emplid	Custodian/DPA	Responsible Employee ID	Responsible Employee
000000019895	U008713	198000	REACTOR SYSTEM, REACTOR WATER	00210778	PROCHASKA,JESSE J	00132220	AGASIE,ROBERT J
000000019895	U008713	198000	REACTOR SYSTEM, REACTOR WATER	00210778	PROCHASKA,JESSE J	00132220	AGASIE,ROBERT J
000000019895	U008713	198000	REACTOR SYSTEM, REACTOR WATER	00210778	PROCHASKA,JESSE J	00132220	AGASIE,ROBERT J
000000019895	U008713	198000	REACTOR SYSTEM, REACTOR WATER	00210778	PROCHASKA,JESSE J	00132220	AGASIE,ROBERT J
000000019895	U008713	198000	REACTOR SYSTEM, REACTOR WATER	00210778	PROCHASKA,JESSE J	00132220	AGASIE,ROBERT J
000000019895	U008713	198000	REACTOR SYSTEM, REACTOR WATER	00210778	PROCHASKA,JESSE J	00132220	AGASIE,ROBERT J

The main advantage to running an asset search with Summarize by Asset unchecked is that it allows the user to customize the columns/fields in the search results.

Once a column/field is added to the view, the columns can also be organized to customize the view even further.

Once a column/field is added, it would also be included in the Export to Excel (same process as detailed above).

Enterprise Reporting for the Modern Web

Pinning a Search to WISER Homepage

It is possible to pin an asset search to your home page in WISER. This is useful if you are repeating the same search by department, PI, award, etc. Once you have completed a search and are viewing the search results, simply select "Pin to Dashboard" in the upper right and select a name for the Pin.

⚙▾ 📌 Pin to Dashboard

« 1 » 1 - 14 of 14

Asset ID	Asset Tag	Description	Status	Dept	Custodian/DPA	Building Nbr	Area ID/Room	Cost	Financial Book Value
000000032322		SPECTROMETER SYST, SINGLE CHAN	Suspended	198000	PROCHASKA,JESSE J	0762		$28,358.04	$28,358.04
000000024390		SPECTROMETER, HIGH RESOLUTION	Suspended	198000	PROCHASKA,JESSE J	0762	1241	$244,053.03	$244,053.03
000000004831	F002161	SPECTROMETER, X-123 SDD FAST C	In Service	198000	PROCHASKA,JESSE J	0762	303	$10,915.00	$10,915.00
000000004888	F000537	SPECTROMETER, 0.75M GRATING, W	In Service	198000	PROCHASKA,JESSE J	0762	321	$18,079.00	$18,079.00

Federal/Sponsor Titled and Software Assets

This asset query allows you to search for all assets pertaining to your search, including Federal/Sponsor titled assets and Software assets. There are some slight differences in the way the system displays both Federal/Sponsor titled and Software assets.

The University cannot financially recognize an asset that we don't have title to. So even though the asset search screen will show a Cost and Financial Book Value for a Federal/Sponsor titled asset, the full asset record itself will show $0 as the value. The Funding section will still correctly show the cost in the funding lines. See example below.

Asset ID	Asset Tag	Description	Status	Dept	Custodian/DPA	Building Nbr	Area ID/Room	Cost	Financial Book Value
000000028071	F003217	SERVER, TOPS-PVMH5	In Service	191500	BASTYR COOPER,JACQUELINE	0155	B380	$8,371.60	$8,371.60

000000028071 Capital Asset

Asset Tag # F003217	**Asset Profile ID** FEDSPN	**Acquisition Code** Purchased	**Asset Parent ID** -	**Asset Class**	**Status** In Service
Location ComputerSciences 1210WDaytonSt Madison 53706-1613	**Area ID/Room** B380	**Custodian/DPA** 00044795 BASTYR COOPER,JACQUELINE	**Researcher** 00737043 RAU,STEPHEN	**Custodian Dept.** 191500	**Value** $0.00
Manufacturer DELL COMPUTER	**MFG ID** 3044	**Serial Number** 51PDXQ2	**Asset Model** DELL POWEREDGE R640	**Asset Plant** -	**Accum. Depreciation** ❓ $0.00
Asset VIN -	**Condition Code** 1 - Excellent	**PO/GIK/Master Lease** MD10290			**Financial Book Value** ❓ $0.00
Retirement Date -	**Retirement Status** -	**Disposal Code** -			**Life in Years**

Description
SERVER, TOPS-PVMH5

Funding

Date	Trans ID	Fund	Dept	Program	Project	Class	Account/Category	System Source	Amount
08/29/2018	JRT02700602	144	191500	4	AAD1766		4620	PAM	$8,371.60
									$8,371.60

The University also does not depreciate property that we don't have title to, so any Federal/Sponsor titled assets will show $0 in accumulated depreciation in their asset records.

Depreciation

Year	Depreciation Amount
	$0.00

Both the value fields and the depreciation will show the same for any of the University's Software assets, as these are intangible assets and non-depreciable. See the example asset record below:

000000023663 Capital Asset

Asset Tag #	Asset Profile ID	Acquisition Code	Asset Parent ID	Asset Class	Status
	SOFTWARE	Purchased	-		In Service

Location	Area ID/Room	Custodian/DPA	Researcher	Custodian Dept.	Value
EngineeringResearchBuil 1500EngineeringDr Madison 53706-1609	543	00210778 PROCHASKA,JESSE J	00292725 CRONE,WENDY C	198000	$0.00

Manufacturer	MFG ID	Serial Number	Asset Model	Asset Plant	Accum. Depreciation ❓
INSTRON CORP	4719	-	-	-	$0.00

Asset VIN	Condition Code	PO/GIK/Master Lease			Financial Book Value ❓
-	1 - Excellent	514K780			$0.00

Retirement Date	Retirement Status	Disposal Code			Life in Years
-	-	-			

Description
LICENSE, SOFTWARE, BLUEHILL 3

Funding

Date	Trans ID	Fund	Dept	Program	Project	Class	Account/Category	System Source	Amount
04/03/2014	AP00346444805	135	198000	4	PRJ43TS			CNV	$2,580.64
04/03/2014	AP00346444806	150	198000	4	150E818			CNV	$13,033.59
									$15,614.23

Depreciation

Year	Depreciation Amount
	$0.00

Issues Finding a New Asset

If you notice a newly acquired purchase is missing from the search results, it most likely has not been entered in Asset Management yet. The Property Control team reviews all asset purchases and enters them into the system as the payments post (after the month closes).