

How to Find Assets for Cost Centers

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The FIN RPT - Find Assets for Cost Centers report can be used to run an asset list for single or multiple Cost Centers. In the Search box, type in "FIN RPT - Find Assets For Cost Centers". Click "FIN RPT - Find Assets for Cost Centers" under Tasks and Reports.

The screenshot shows the 'Guest Services3' application interface. At the top, there is a green header bar with the text 'ementation - guestservices3'. Below this is a navigation bar with a 'MENU' button, the 'GUEST SERVICES' logo, and a search bar containing 'Fln R'. The main content area is divided into two sections. On the left, under 'Saved Categories', there is a list with 'People' (0) and 'Tasks and Reports' (1). On the right, under 'Tasks and Reports', the 'FIN RPT - Find Assets For Cost Centers' report is highlighted with an orange circle. Below this, there is a 'Report Definition' section with a description: 'View, analyze, and take action on individual business asset lifecycle events or edit the business one or more optional prompt. Optional prompts: Company, Issued To, Accounting Treatment, Sp Asset Source, Supplier Invoice Number, Location, Asset Identifier, Serial Number, Asset Name, A Acquisition Method, Asset Class, Asset Type, Last Issued or Transferred Date'. At the bottom, there is a message: 'Didn't find what you were looking for? Try searching under More Categories. More Categories'.

- 2 In "Company" field, select Company and then click on Guest Services, Inc.

The screenshot shows a dialog box titled "FIN RPT - Find Assets For Cost Centers". On the left, there is a list of fields: Company, Asset ID, Issued To, Accounting Treatment For Primary Book, Spend Category, Item, and Requesting Worker. The "Company" field is currently open, displaying a search interface. At the top of this interface is a "Search" bar. Below it, a dropdown menu shows "Company" with a left arrow. Underneath, a list of results is shown, with "Guest Services Inc." highlighted by an orange circle. To the right of the list is a small orange button with a plus sign. The background of the dialog is light gray, and there is a close button (X) in the top right corner.

- 3 In the "Worktags" field, select the cost center(s) you'd like to see assets for.

The screenshot shows the same dialog box "FIN RPT - Find Assets For Cost Centers". The fields on the left are: Location, Asset Identifier, Serial Number, Asset Name, Worktags, Asset Status, and Disposal Method. The "Worktags" field is open, showing a search interface. At the top, there is a search bar with a close button (X) and a menu icon (three horizontal lines). Below the search bar, the text "Search Results (1)" is displayed. Underneath, a list of results is shown, with "CC01010 Lincoln Food" selected, indicated by a blue checkmark in a box. The background of the dialog is light gray, and there is a close button (X) in the top right corner.

4 In the "Location" field, select Locations.

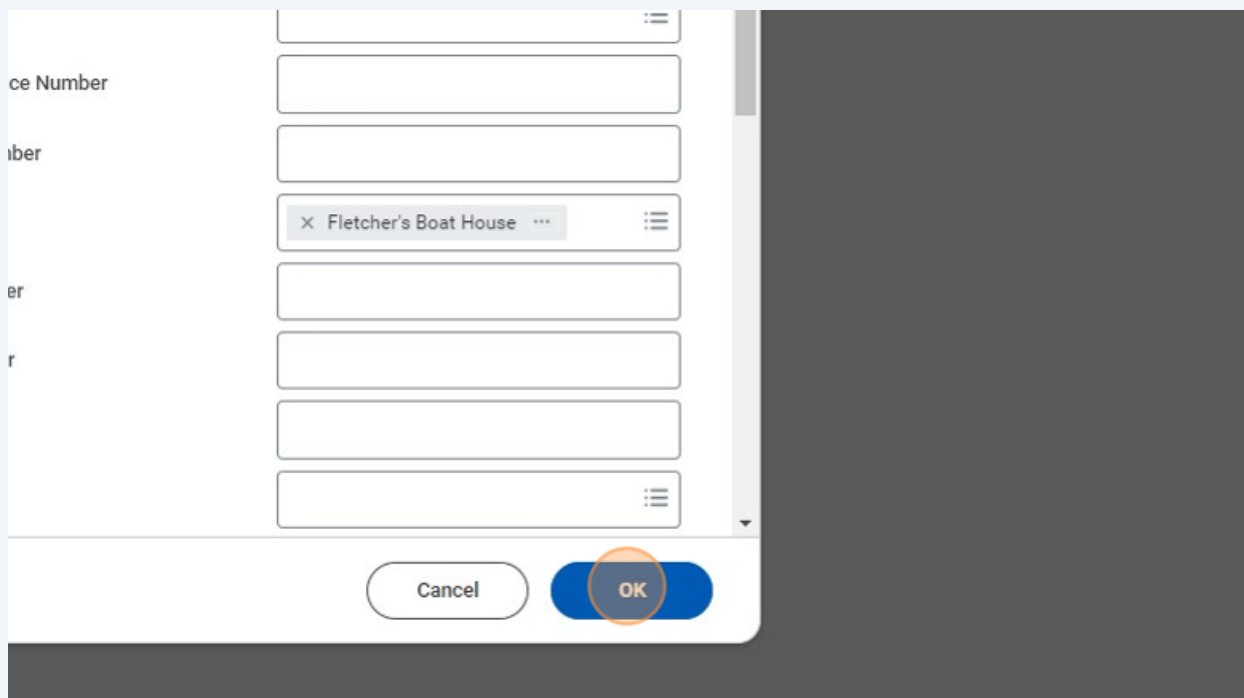
Spend Category	<input type="text"/>
Item	<input type="text"/>
Requesting Worker	<input type="text"/>
Asset Source	<input type="text"/>
Supplier Invoice Number	<div>Locations by Location Hierarchy ></div>
Contract Number	<div>Locations ></div>
Location	<div>Locations of all Sub-Hierarchies by Location Hierarchy ></div>
Asset Identifier	<input type="text"/>
Serial Number	<input type="text"/>
Asset Name	<input type="text"/>

5 Select your Location(s).

View Report Definition

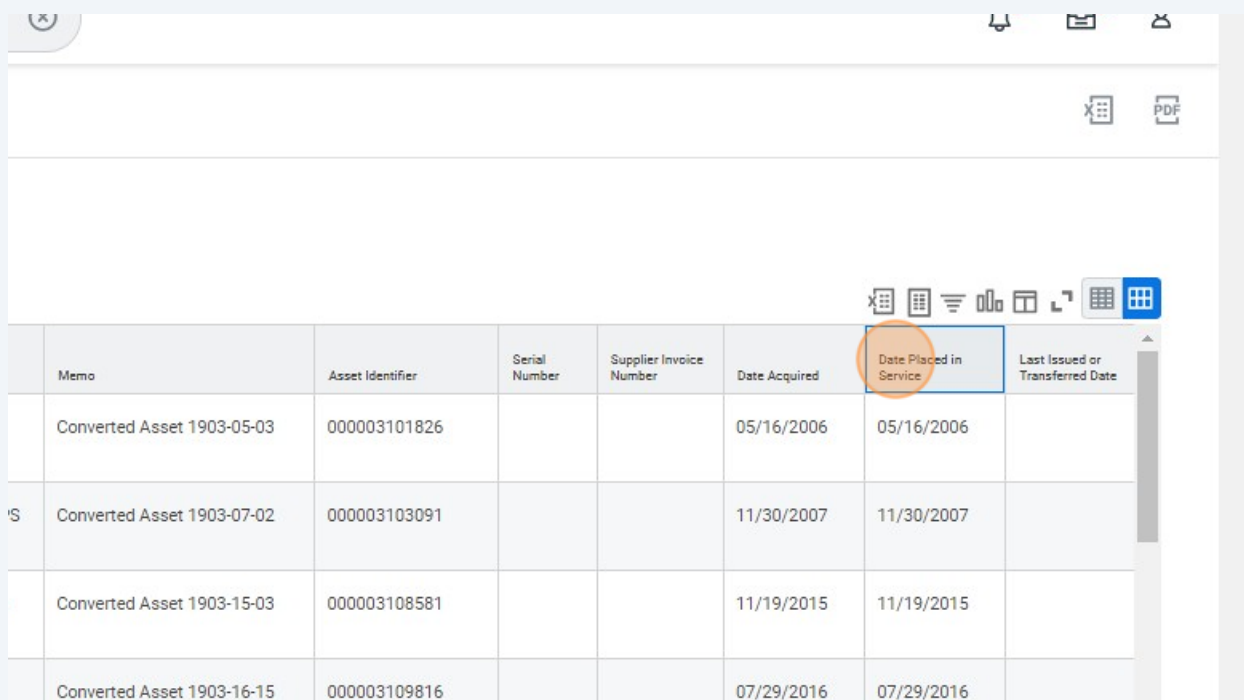
Company	<div>Guest Services Inc</div>
Asset ID	<div>Locations</div>
Issued To	<div><input type="checkbox"/> Fairfield Inn</div>
Accounting Treatment For Primary Book	<div><input type="checkbox"/> Father Judge Missionary Cenacle</div>
Spend Category	<div><input type="checkbox"/> Fletcher's Boat House</div>
Item	<div><input type="checkbox"/> Florida Southern College</div>
Requesting Worker	<div><input type="checkbox"/> Florida Southern Fresh Twist</div>
Asset Source	<div><input type="checkbox"/> FSP Annual Passports</div>
Supplier Invoice Number	<div><input type="checkbox"/> Giants Ridge</div>

6 Click "OK"



A screenshot of a form with several input fields. The fields are labeled "ce Number", "iber", "er", and "r". The "iber" field contains the text "X Fletcher's Boat House". At the bottom of the form, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with an orange circle.

7 You may want to filter by "Date Placed in Service".



A screenshot of a table with 8 columns: Memo, Asset Identifier, Serial Number, Supplier Invoice Number, Date Acquired, Date Placed in Service, and Last Issued or Transferred Date. The table contains 4 rows of data. The "Date Placed in Service" column is highlighted with an orange circle. Above the table, there are several icons, including a filter icon (funnel) which is also highlighted with an orange circle.

	Memo	Asset Identifier	Serial Number	Supplier Invoice Number	Date Acquired	Date Placed in Service	Last Issued or Transferred Date
	Converted Asset 1903-05-03	000003101826			05/16/2006	05/16/2006	
'S	Converted Asset 1903-07-02	000003103091			11/30/2007	11/30/2007	
	Converted Asset 1903-15-03	000003108581			11/19/2015	11/19/2015	
	Converted Asset 1903-16-15	000003109816			07/29/2016	07/29/2016	

Click "Sort Descending" to see the most recent assets first.

Memo	Asset Identifier	Serial Number	Supplier Invoice Number	Date Acquired	Date Placed in Service	Last Issued or Transferred Date
Converted Asset 1903-05-03	000003101826					
Converted Asset 1903-07-02	000003103091					
Converted Asset 1903-15-03	000003108581					
Converted Asset 1903-16-15	000003109816					
Converted Asset 1903-16-19	000003109827					

Scroll to the right to see Asset Cost and Net Book Value.

Disposal Method	Asset Cost	Net Book Value (Posted/Accounted)	Cost Center	Location	Asset Class	Asset Type
	80.00	80.00	CC01903 Fletcher's Boat House	Fletcher's Boat House		Equipment
	2,060.40	2,060.40	CC01903 Fletcher's Boat House	Fletcher's Boat House		Equipment
	1,185.60	1,177.01	CC01903 Fletcher's Boat House	Fletcher's Boat House		Equipment

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Click on the individual asset in the "Asset ID" column to see more detailed information about the asset.

FIN RPT - Find Assets For Cost Centers ...

Company [Guest Services Inc](#)

Accounting Information not Assigned No

Location [Fletcher's Boat House](#)

31 items

Asset ID	Total Quantity	Company	Asset Status	Spend Category	Con Nur
ASSET-00007886 (Kayak Last Set) ...	1	Guest Services Inc	In Service	Miscellaneous Equipment	
ASSET-00007875 (Set of 5 Kayaks)	1	Guest Services Inc	In Service	Miscellaneous Equipment	
ASSET-00007871 (Kayaks 1903_011224)	1	Guest Services Inc	In Service	Miscellaneous Equipment	

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To see actual Supplier Invoice, click on "Supplier Invoice Line" under Acquisition Information.

Process History

Acquisition Information

Acquisition Method Purchased

Acquisition Date 02/02/2024


Asset Source Manual Registration

Supplier Invoice Line [Supplier Invoice: SUPINV-00000157 ...](#)

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Click on "Supplier Invoice Document" and the invoice will appear on the right-hand side of the screen.


Implementation - guestservices3

MENU  Find RPT - Find Assets for Cost Cer

View Supplier Invoice Line

Supplier Invoice Line Information

Supplier Invoice Line 

Supplier Invoice Document [Supplier Invoice: SUPINV-00000157](#) 

Supplier [Theresa Test Shop](#)

Item Description [ZXcZXc](#)

Track Items

Spend Category [Ice Cream](#)

Commodity Code (empty)



Ship-To Address [3055 Prosperity Ave Fairfax, VA 22031 United States of America](#)



Ship-To Contact (empty)









Prepaid

13

Click the icon highlighted below to download this report into Excel.

 6 82 

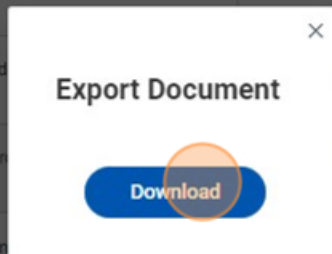
 

	Memo	Asset Identifier	Serial Number	Supplier Invoice Number	Date Acquired	Date Placed in Service	Last Issued or Transferred Date
	Converted Asset 1903-05-03	000003101826			05/16/2006	05/16/2006	
S	Converted Asset 1903-07-02	000003103091			11/30/2007	11/30/2007	
	Converted Asset 1903-15-03	000003108581			11/19/2015	11/19/2015	

14 Click "Download" to complete the export to Excel.

Spend Category	Number	Asset Name	Description	Memo	Asset
Leasehold Improvements		Upgrade Electrical Power	Upgrade Electrical Power	Converted Asset 1903-05-03	000
Leasehold Improvements		REPLACE DOCKS AND RAMPS	REPLACE DOCKS AND RAMPS	Converted Asset 1903-07-02	000
Leasehold Improvements		Ladders for Floating Docks 3	Ladders for Floating Docks 3	Converted Asset 1903-15-03	000
Miscellaneous Equipment		Bar Stools	Bar Stools	Converted Asset 1903-16-15	000
Miscellaneous Equipment		Renovated E	Renovated E	Converted Asset 1903-16-19	000
Miscellaneous Equipment		Egeberg 14' Wooden Chspk Skiff	Egeberg 14' Wooden Chspk Skiff	Converted Asset 1903-18-02	000
Miscellaneous Equipment		Clover POS System	Clover POS System	Converted Asset 1903-18-03	000
Leasehold Improvements		Camera System Installation	Camera System Installation	Converted Asset 1903-18-04	000



15 Congratulations - you've exported the report in Excel (see sample below).

Asset ID	Total Quantity	Company	Asset Status	Spend Category	Contract Number	Asset Name	Description	Memo	Asset Identifier	Serial Number	Supplier Invoice Number	Date Acquired
ASSET-00000921 (Upgrade Electrical Power)	1	Guest Services Inc	In Service	Leasehold Improvements		Upgrade Electrical Power	Upgrade Electrical Power	Converted Asset 1903-05-03	000003101026			5/16/2006
ASSET-00001114 (REPLACE DOCKS AND RAMPS)	1	Guest Services Inc	In Service	Leasehold Improvements		REPLACE DOCKS AND RAMPS	REPLACE DOCKS AND RAMPS	Converted Asset 1903-07-02	000003103091			11/30/2007
ASSET-00002235 (Ladders for Floating Docks 3)	1	Guest Services Inc	In Service	Leasehold Improvements		Ladders for Floating Docks 3	Ladders for Floating Docks 3	Converted Asset 1903-15-03	000003106581			11/19/2015
ASSET-00007062 (Kayaks 1903_011224)	1	Guest Services Inc	Registered	Miscellaneous Equipment		Kayaks 1903_011224	Set of 10 Kayaks	P-100023				1/16/2024
ASSET-00007063 (Kayaks 1903_011224)	1	Guest Services Inc	Registered	Miscellaneous Equipment		Kayaks 1903_011224	Set of 10 Kayaks	P-100023				1/16/2024
ASSET-00007064 (Kayaks 1903_011224)	1	Guest Services Inc	Registered	Miscellaneous Equipment		Kayaks 1903_011224	Set of 10 Kayaks	P-100023				1/16/2024