CAPPS Desk Aid

Tracking Assets

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Tracking Assets

Overview

This desk aid provides instructions for performing physical inventory asset scanning and reporting from the asset tracking system. Users will work in the fluid version of the CAPPS Financials module. Topics include:

- Setting options to track assets.
- Creating prerequisite requirements for physical inventory.
- Scanning and finding assets with a state-authorized mobile device.
- Reporting with a four-pivot grid to view scanned asset details while performing physical inventory.

To scan assets, users require:

- Access to:
  - A state-authorized mobile device with CAPPS Financials.
  - The Asset module.
  - The business unit to which they are assigned.
- An assigned:
  - User ID and password.
  - Security role **TX_FIN_AM_ASSET_TRACK**.
- Printing and saving capabilities from a state-authorized mobile device.

Prior to and Enabling Tracking Assets

Defining a Physical Inventory Occurrence Prior to Tracking Assets

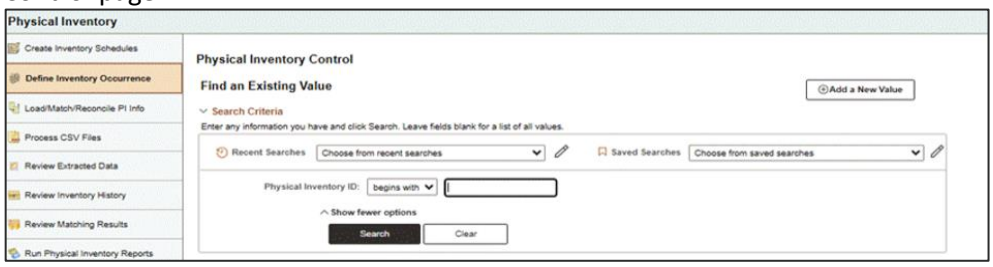
When beginning the asset tracking process, define the `PHYSICAL INVENTORY` (PI) `ID` by following instructions:

In the Accenture Scenario ID 12933, Script Name FIN_AM_12933_PHY_INV (Steps 1 to 45), per STW1537 to help establish the asset scope for the PI occurrence.
– or –
The following summarized instructions.

Navigation

NavBar: Menu; Asset Management; Asset Management Configuration; Define Inventory Occurrence page

1. Select **Define Inventory Occurrence** from the *Asset Management Configuration Physical Inventory Control* page.



2. Enter a PHYSICAL INVENTORY ID (agency number plus the date of inventory).

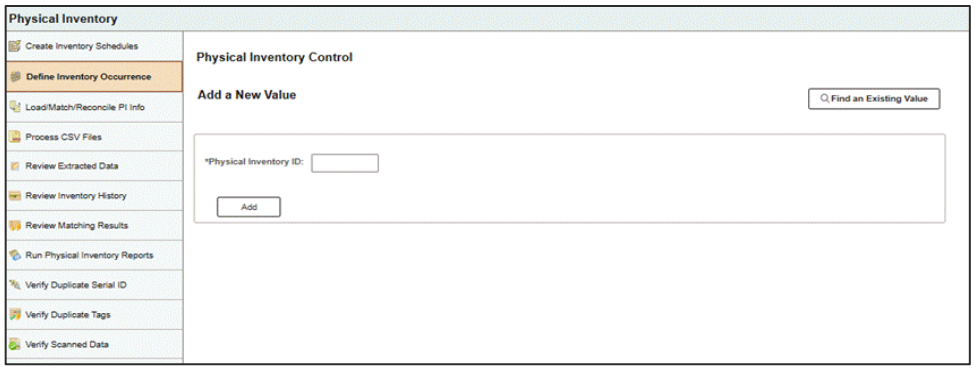
   Select **Search**.

   The page displays with populated information.
   – or –
   Select **Add a New Value** if no results display.

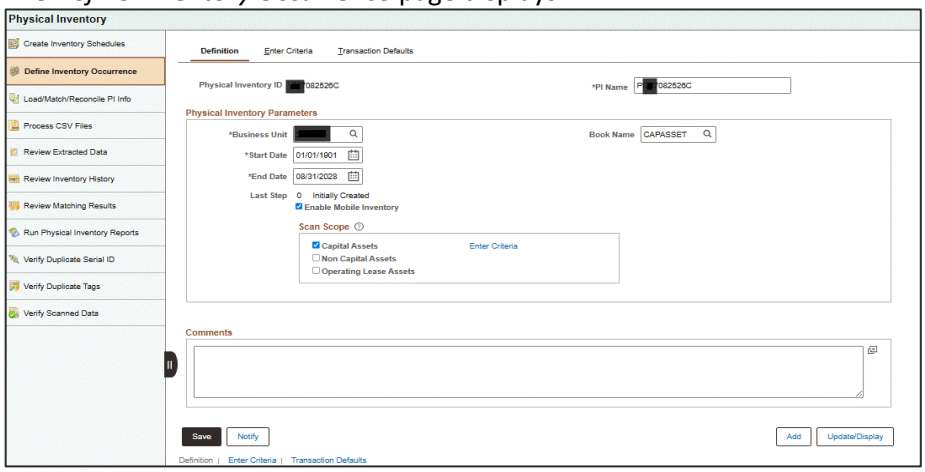
   – or –
   Select **Add a New Value**.
   The *Add a New Value* page displays.

3. Enter a PHYSICAL INVENTORY ID.

4. Select **Add**.



The *Define Inventory Occurrence* page displays.



5. Enter the PHYSICAL INVENTORY ID plus the PI NAME (PI11223344) on the *Definition* tab.

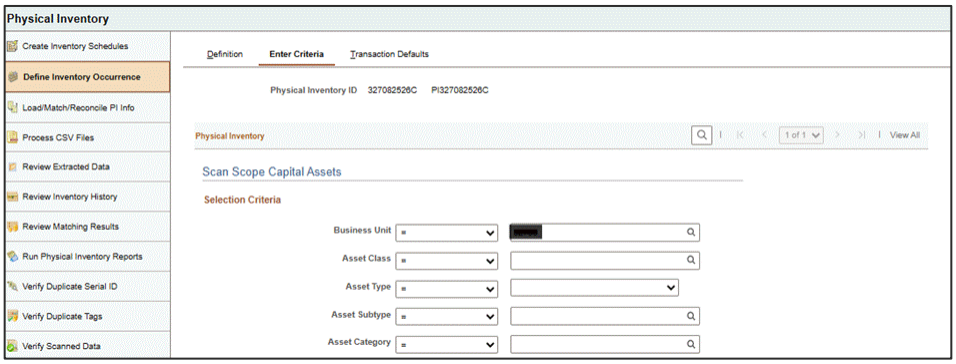
6. Enter the BUSINESS UNIT.

7. Enter the START DATE and END DATE.

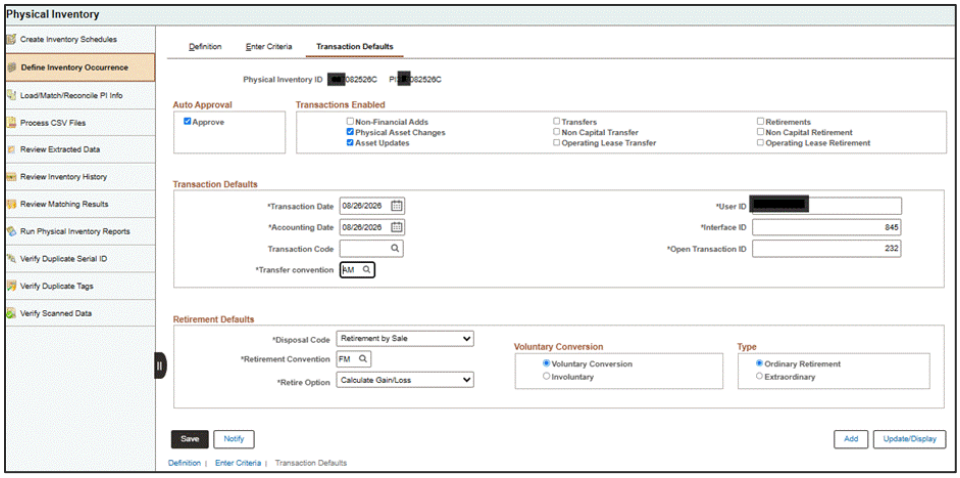
8. Select the ENABLE MOBILE INVENTORY checkbox if it isn't enabled on the *Asset Management Business Unit, Interface Options* tab.

9. Select the CAPITAL ASSETS checkbox in the *Scan Scope* section. Select **Enter Criteria**.

10. Enter the BUSINESS UNIT in the *Selection Criteria* section.



11. Select the *Transaction Defaults* tab.



12. Select the following checkboxes:
    - APPROVE
    - PHYSICAL ASSET CHANGES
    - ASSET UPDATES
13. Enter the TRANSACTION DATE and ACCOUNTING DATE (enter today's date if unsure).
14. Enter **AM** in the TRANSFER CONVENTION field.

> **Note:** The USER ID, INTERFACE ID, OPEN TRANSACTION ID and the fields in the *Retirement Defaults* section auto-populate and do not need to change.

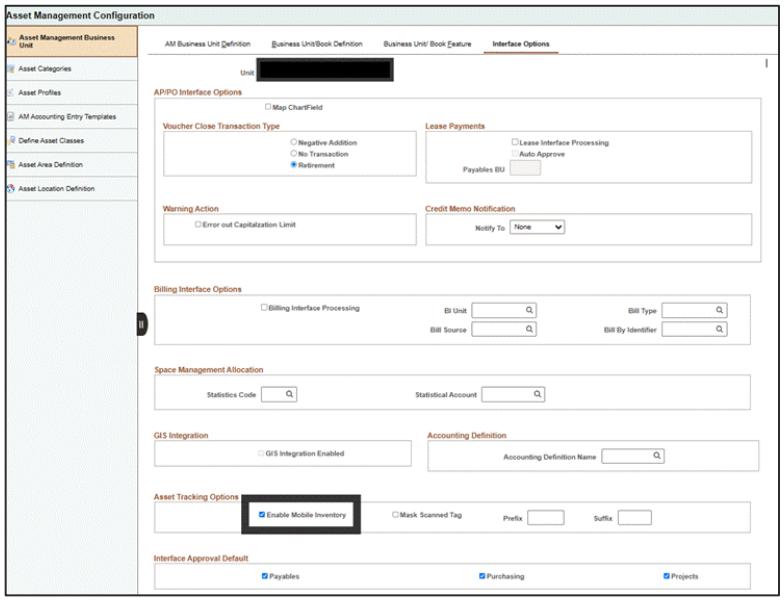
15. Select **Save**.
    The system creates the PI Occurrence.
16. Scan assets.

Enabling Tracking Assets

Navigation

NavBar: Menu; Financials; Set Up Financials/Supply Chain; Business Unit Related; Asset Management; Asset Management Definition

1. Select the *Interface Options* tab.
2. Select the ENABLE MOBILE INVENTORY checkbox in the *Asset Tracking Options* section.



Setting Up Scan Options

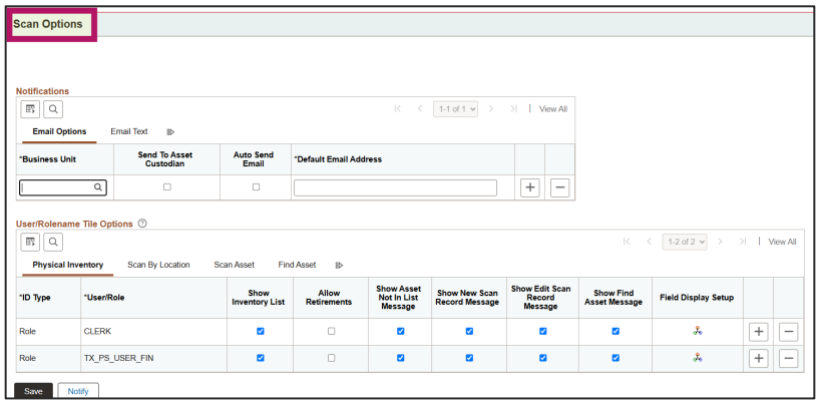
Navigation

NavBar: Menu; Setup Financials/Supply Chain; Product Related; Asset Management; Physical Inventory; Asset Tracking Scan Options; Scan Options page

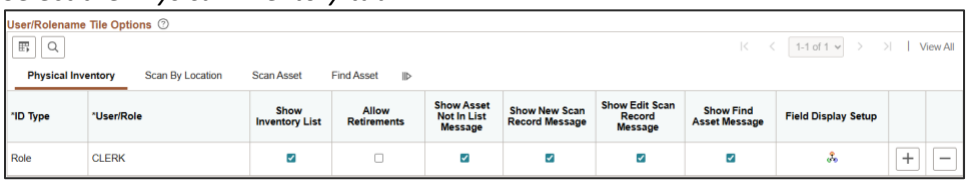
The *Scan Options* page is:

- Configurable by physical inventory managers and leads.
- Not accessible to property custodians and staff who scan assets.
- Used to define email notification defaults and configure field-level authorization within the *Asset Tracking* homepage.

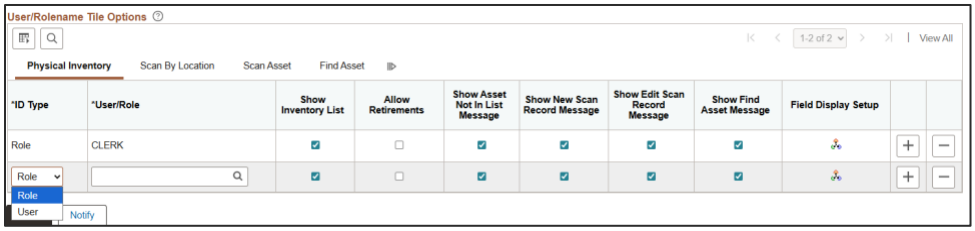
> **Note:** Email notifications will not be implemented in tracking assets.



1. Select the *Physical Inventory* tab.



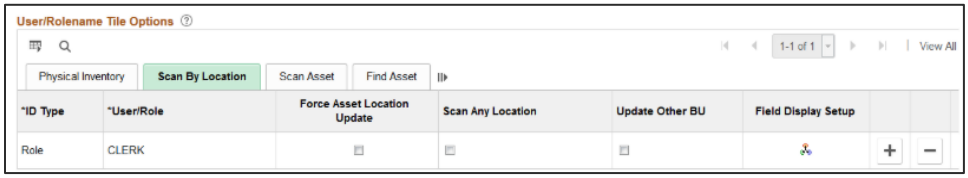
2. Select the **plus** (+) icon to add a new role if the User/Role is TX_PS_USER_FIN.
3. Select **Role** for ID TYPE.



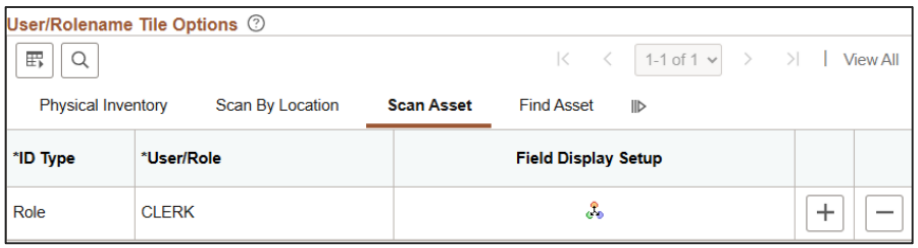
4. Select **TX_PS_USER_FIN** (default) for the USER/ROLE.
5. Select the following checkboxes:
   - SHOW INVENTORY LIST
   - SHOW ASSET NOT IN LIST MESSAGE
   - SHOW NEW SCAN RECORD MESSAGE
   - SHOW EDIT SCAN RECORD MESSAGE
   - SHOW FIND ASSET MESSAGE
6. Disable the ALLOW RETIREMENTS checkbox.
7. Select **Save**.
8. Select the **minus** (-) icon to delete any noncurrent rows.

> **Notes:** The USER/ROLE **CLERK** is delivered with PeopleSoft and will not be used as a default role.
>
> The *Notifications* section displays the *Email Options* and the *Email Text* tabs. Neither of these functionalities are configured for any agency; they remain blank.

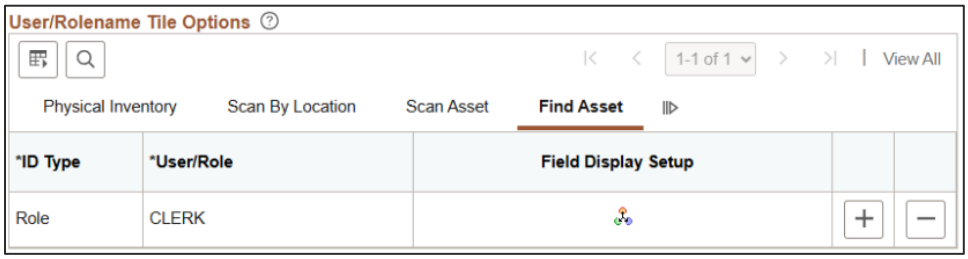
9. Select the *Scan By Location* tab.



10. Select the FORCE ASSET LOCATION UPDATE checkbox (for new or updated roles).
11. Select the *Scan Asset* tab.



12. Verify only valid and active roles are entered.
13. Select the *Find Asset* tab.



14. Verify only valid and active roles are entered.

Setting Up Field Display

Navigation

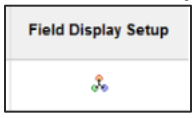
NavBar: Menu; Setup Financials/Supply Chain; Product Related; Asset Management; Physical Inventory; Scan Options; User/Rolename Tile Options section

The *Field Display* page is:

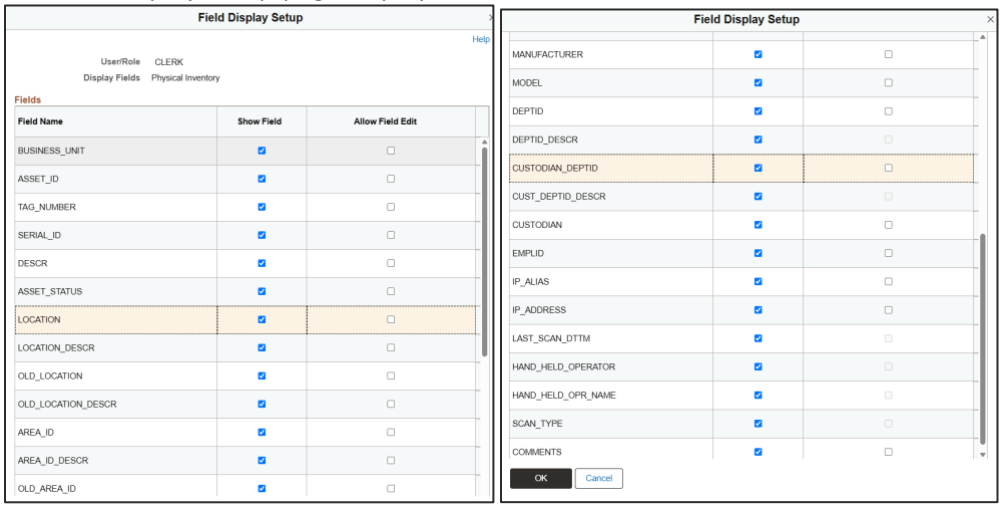
- Configurable by physical inventory managers and leads.
- Not accessible to property custodians and staff who scan assets.
- Used to configure individual field display and edit properties for the fluid pages in the *Asset Tracking* homepage.
- Adjusted from the following tabs:
    - *Physical Inventory*
    - *Scan By Location*
    - *Scan Asset*
    - *Find Asset*

Physical Inventory Tab

1. Select the *Physical Inventory* tab.
2. Select **Field Display Setup**.



The *Field Display Setup* page displays.



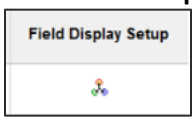
Notes: The PHYSICAL INVENTORY field displays setup options including SHOW FIELD and/or ALLOW FIELD EDIT for each selected field.

The ALLOW FIELD EDIT checkbox is disabled for BUSINESS_UNIT, ASSET_ID and TAG_NUMBER.

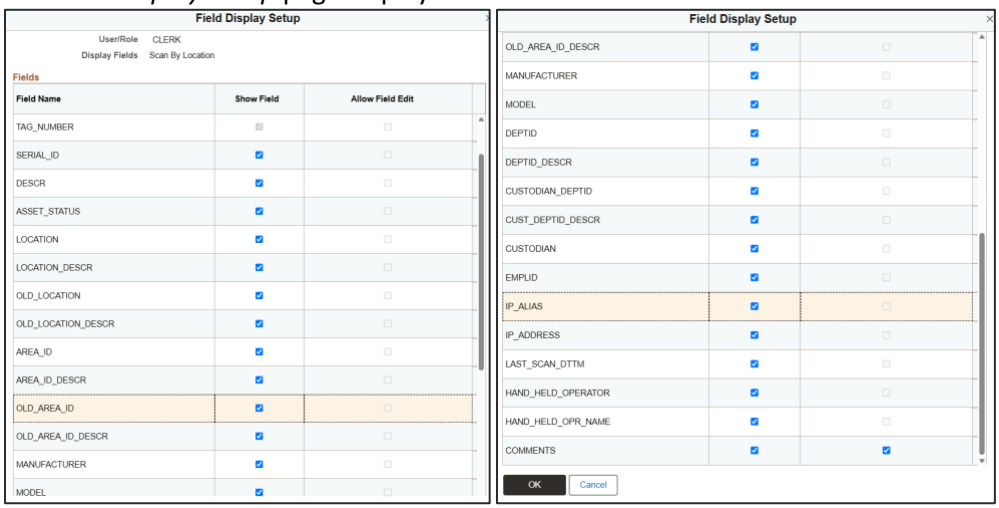
The default is USER/ROLE **TX_PS_USER_FIN** and replaces all field display setups with USER/ROLE **CLERK**.

Scan By Location Tab

1. Select the *Scan By Location* tab.
2. Select **Field Display Setup**.



The *Field Display Setup* page displays.



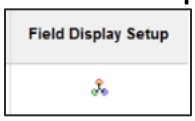
Notes: The SCAN BY LOCATION field displays setup options including SHOW FIELD and/or ALLOW FIELD EDIT for each selected field.

The ALLOW FIELD EDIT checkbox is disabled for all fields except COMMENTS.

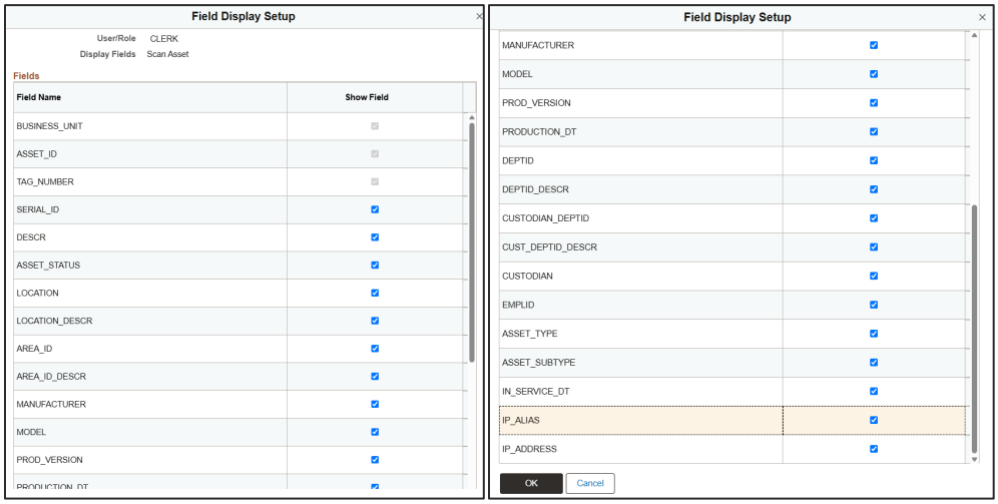
The default is USER/ROLE **TX_PS_USER_FIN** and replaces all field display setups with USER/ROLE **CLERK**.

Scan Asset Tab

1. Select the *Scan Asset* tab.
2. Select **Field Display Setup**.



The *Field Display Setup* page displays.

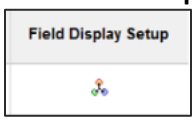


Notes: The SCAN ASSET field displays the setup options, including SHOW FIELD.

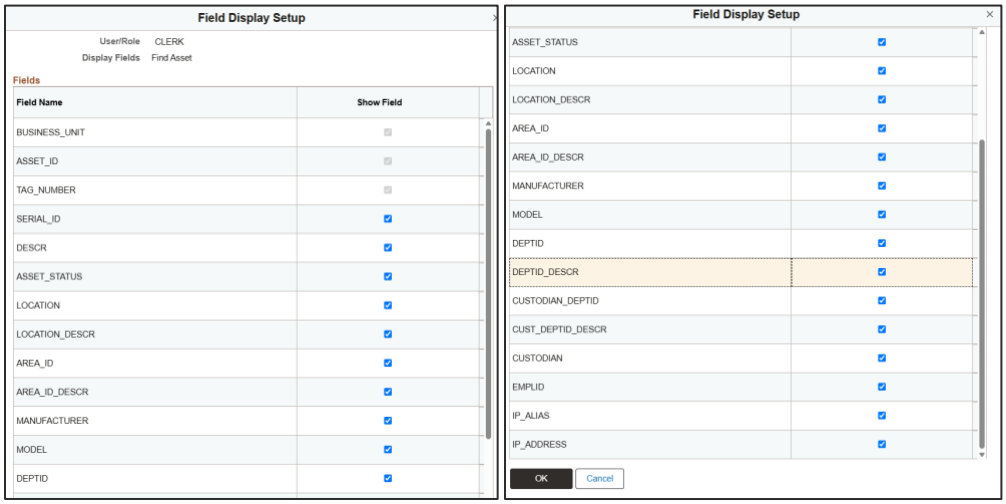
The default USER/ROLE **TX_PS_USER_FIN** replaces all field display setups with USER/ROLE **CLERK**.

Find Asset Tab

1. Select the *Find Asset* tab.
2. Select **Field Display Setup**.



The *Field Display Setup* page displays.



Notes: The `FIND ASSET` field displays setup options, including `SHOW FIELD`.
The default `USER/ROLE` **TX_PS_USER_FIN** replaces all field display setups with `USER/ROLE` **CLERK**.

Physical Inventory

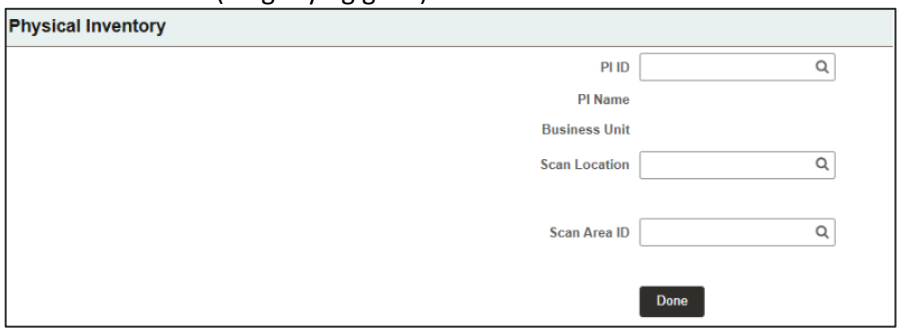
Navigation

Dashboard: Asset Management; **Tile:** Asset Tracking; **Tile**: Physical Inventory

- The `PHYSICAL INVENTORY ID` field is the same field established from the *Define Inventory Occurrence* page, which is a prerequisite to using the *Physical Inventory* page (refer to the Defining a Physical Inventory Instance Prior to Tracking Assets section).
- Users should only have access to their assigned business unit.

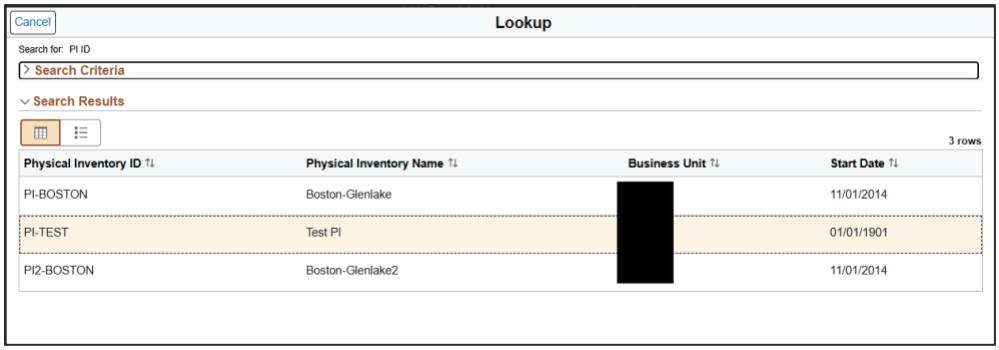
To scan or update physical inventory items:

1. Select the **search** (magnifying glass) icon with the `PI ID` field.



Note: The instructions to create a `PI ID` are included in the Accenture Scenario ID 12933, Script Name **FIN_AM_12933_PHY_INV** (refer to Steps 1 to 45), per STW1537 to help establish the asset scope to include in the PI occurrence.

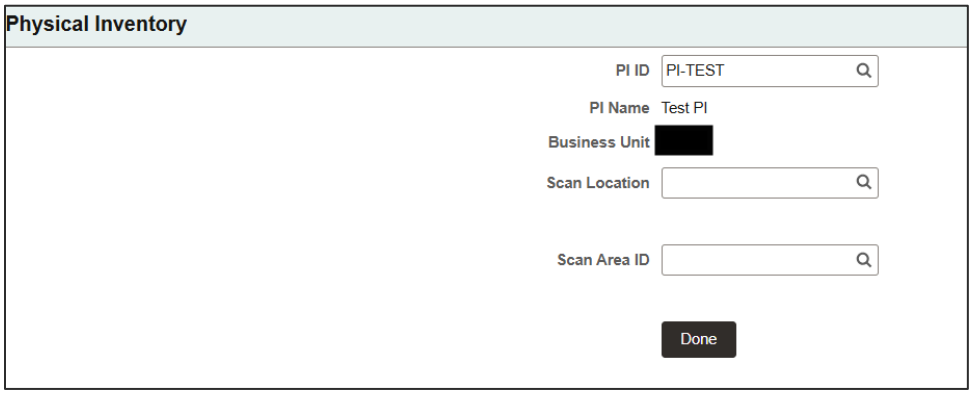
2. Select the applicable PI ID.
   The *Lookup* page displays.



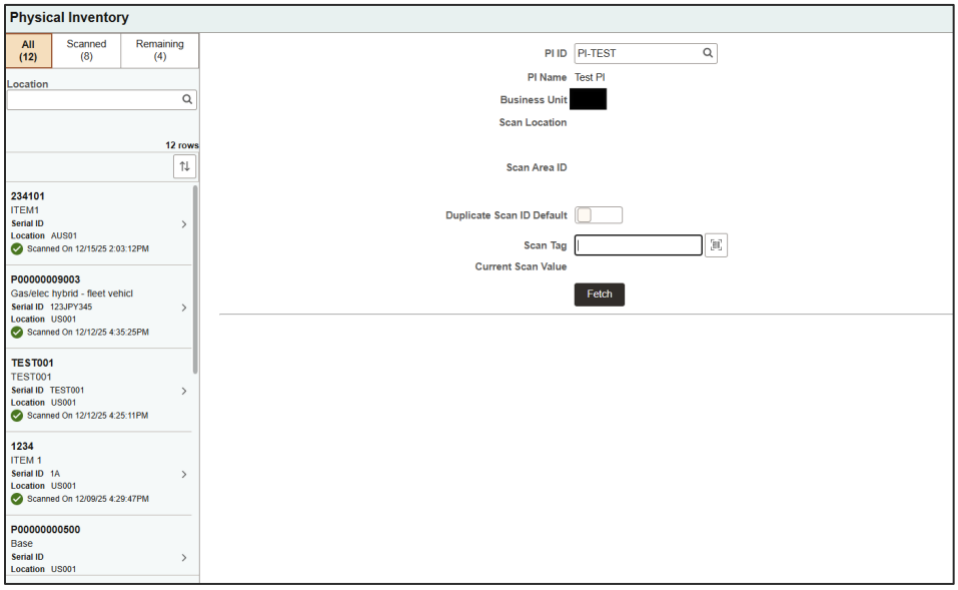
3. Select the row with the applicable PI ID.

4. Select the SCAN LOCATION (optional).
   – or –
   Select the SCAN LOCATION/SCAN AREA ID combination to refine the scope of assets being scanned as part of the applicable *Physical Inventory* (optional).

   The *Physical Inventory* page displays with the PI ID populated.



5. Select **Done**.
   Scanned and remaining asset IDs display on the *Physical Inventory* page.



6. Select the **Asset ID/Tag Number** to be scanned/updated.
   The page populates with the selected asset data.



7. Select **Edit** to make any updates to the scanned asset data.
   The *Edit Scan Record* page displays.



8. Edit any updatable fields.

9. Select **Done** to save updates.
   – or –
   Select **Cancel** (does not save updates).

   The *Physical Inventory* page displays.

10. Select the **Scan Next Tag** icon to scan the next tag number**.**
    The *QR/Bar Code Scanner* page displays.

11. Scan the **QR/bar code** on the asset label.
    – or –
    Scan the **printed QR/bar code** from the *Print QR/Bar Code* section.

12. Follow the instructions in the Scan Asset Page section.

    The *Physical Inventory* page displays after scanning the asset tag.

13. Select **Fetch** to populate the *Physical Inventory* page with the *Edit Scan Record* page.

14. Select **Edit** to update information (return to step 5 of this section).

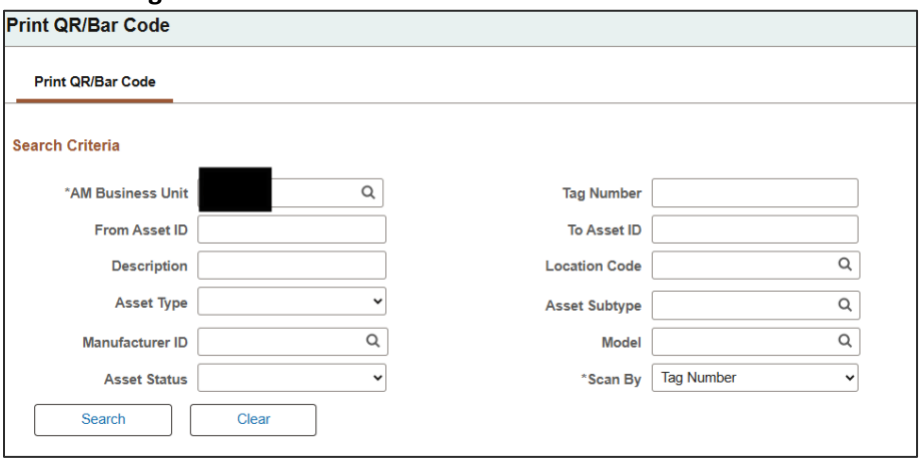
Print QR/Bar Code

Use the *Print QR/Bar Code* page to generate and print an asset tag in QR or bar code formats for affixing to an asset.

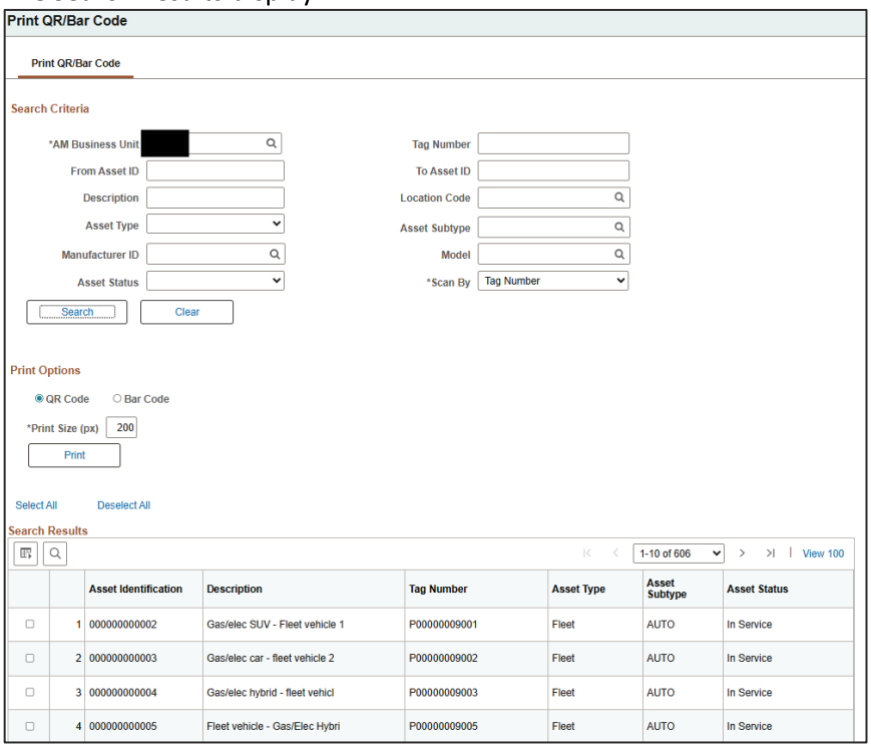
Navigation

NavBar: Menu; Asset Management; Physical Inventory; Print QR/Bar Code

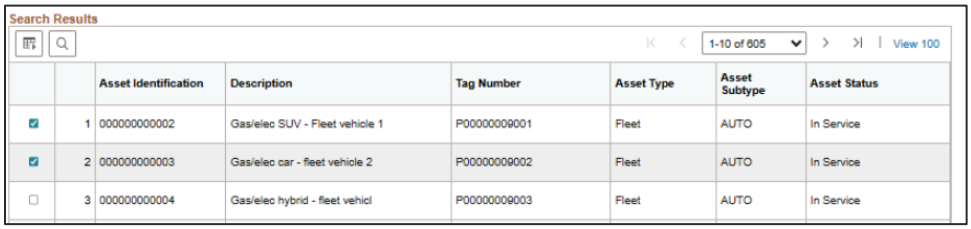
1. Enter the required search criteria:
   - AM BUSINESS UNIT
   - SCAN BY **Tag Number**



2. Complete one or more fields to further refine the search (optional).
3. Select **Search**.
   The *Search Results* display.



4. Select **QR Code.**
   – or –
   Select **Bar Code**.
5. Enter **200** for the `PRINT SIZE (PX)`.
6. Select the appropriate checkbox(es).



7. Select **Print.**
   – or –
   Select **Save As (PDF)** to print later.

   Note: Both options allow scanning the codes using the *Scan Asset* page or the *Physical Inventory* page.
8. Generate and print additional codes using the search feature (optional).

Scanning

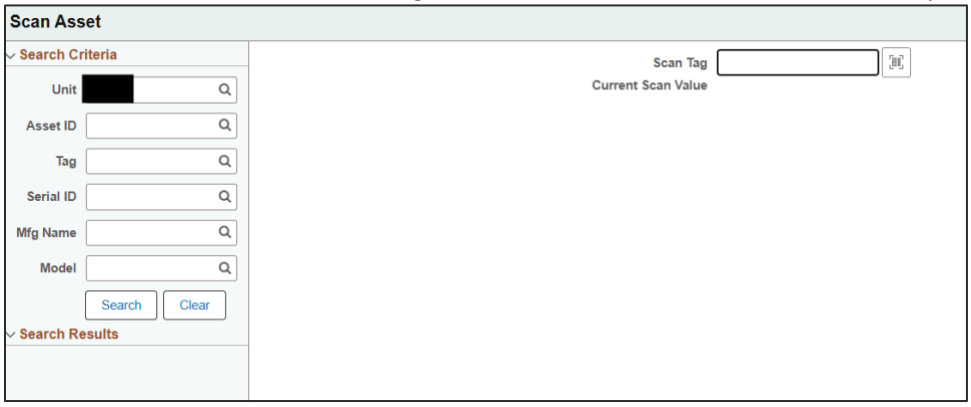
Scan Asset Page

Users assigned to scan asset tags and labels need access to the items listed in the Overview section.

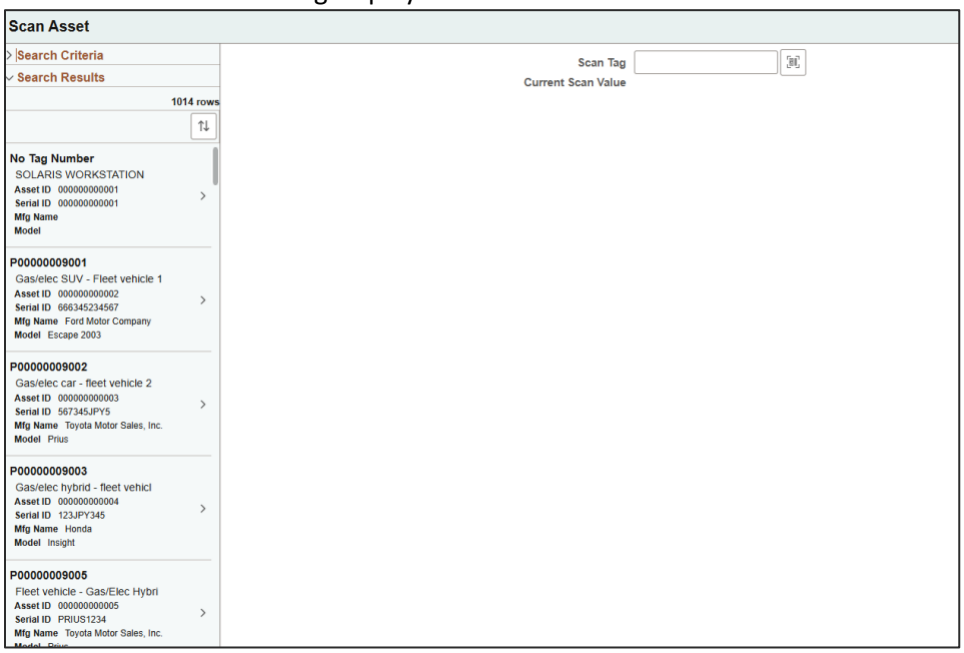
Navigation

Dashboard: Asset Management; **Tile:** Asset Tracking; **Tile:** Scan Asset

1. Enter the `UNIT` (asset management business unit) in the *Search Criteria* section.
2. Enter one or more of the remaining fields to further refine the asset search (optional).



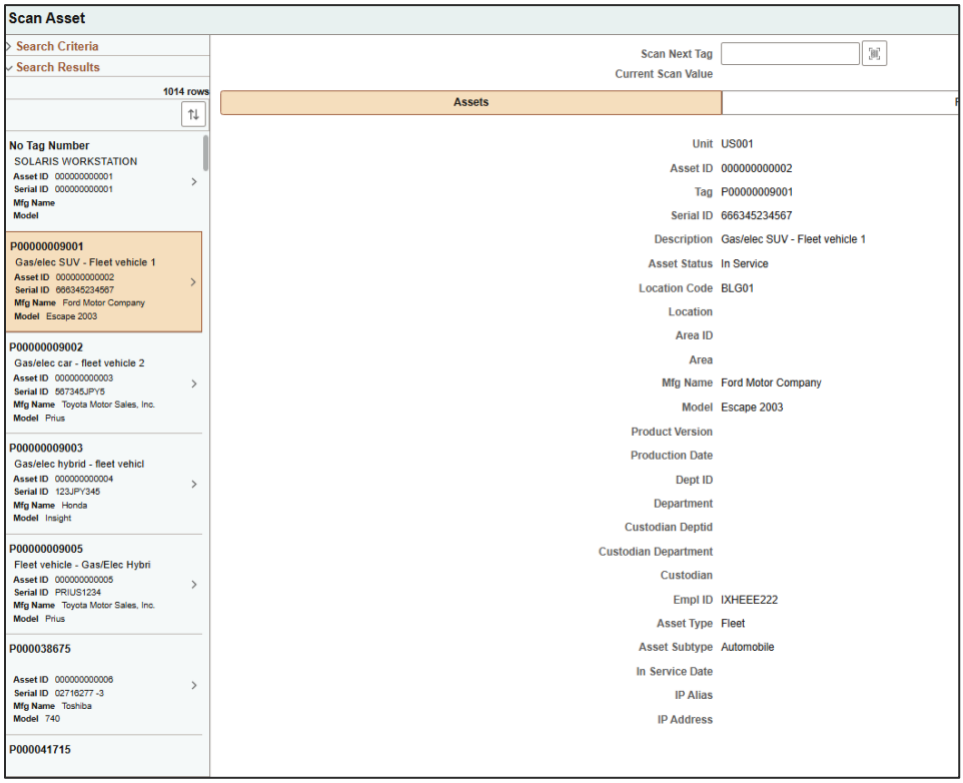
3. Select **Search**.
   An asset ID list for scanning displays.



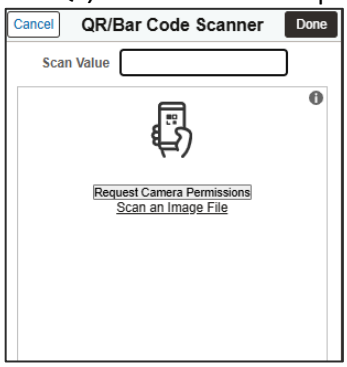
4. Select the **Asset ID/Tag Number** to be scanned or updated.

> **Note:** Only one asset can be scanned at a time.

The *Scan Asset* page displays the selected asset data.



5. Select the **Scan Next Tag** icon.
   The *QR/Bar Code Scanner* page displays.



6. Select one of the options:

   - Scan an Image File

     i. Select **Scan an Image File** to scan the QR/bar code on the asset label.
     The *QR/Bar Code Scanner* page refreshes.



     ii. Scan a PDF image of the QR/bar code to drag and drop on the *QR/Bar Code Scanner* page.
     – or –
     Select **Scan using camera directly** to launch the camera for scanning the QR/bar code and follow the prompts.
     – or –
     Generate QR/bar code PDFs using the instructions in the Print QR/Bar Code section. Store the PDFs on the local/shared drive on the state-authorized mobile device.

   - Request Camera Permissions

     i. Select **Request Camera Permissions**.

     ii. Scan the **QR/bar code** after camera permissions are granted.

     iii. Follow the prompts to complete the scanning process.

7. Select **Done**.
   The *Scan Asset* page displays.

8. Select **Fetch** to populate the *Physical Inventory* page with the Edit Scan record.

9. Select **Edit** to update information (refer to the Physical Inventory section, step 7, for continued instructions).

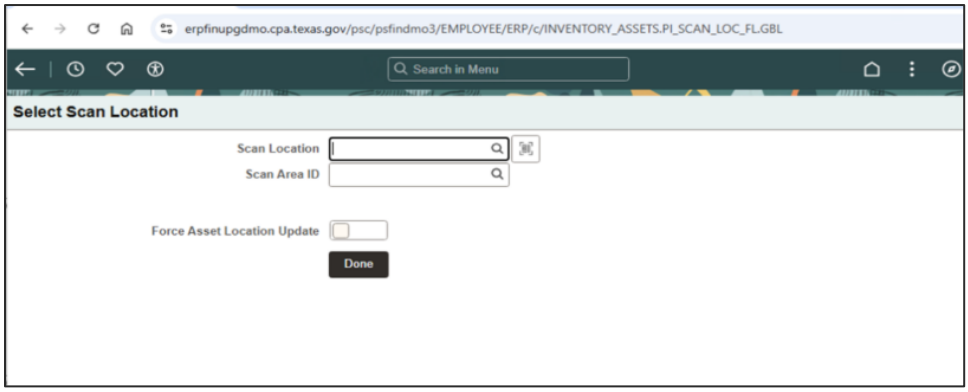
Asset Scan By Location Page

Use to scan assets within a specific location and area ID to build an audit history for assets.

Navigation

Dashboard: Asset Management**; Tile:** Asset Tracking; **Tile**: Scan By Location

1. Select the **search** (magnifying glass) icon for the SCAN LOCATION field.
2. Enter the SCAN AREA ID if it applies to the scan location (optional).



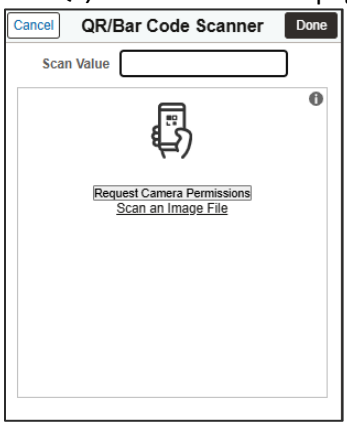
3. Select **Done**.
   A list of asset IDs to scan displays.



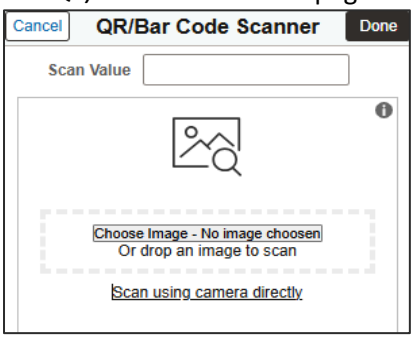
4. Select the **Asset ID/Tag Number** to be scanned/updated.

> **Note:** Only one asset can be scanned at a time.

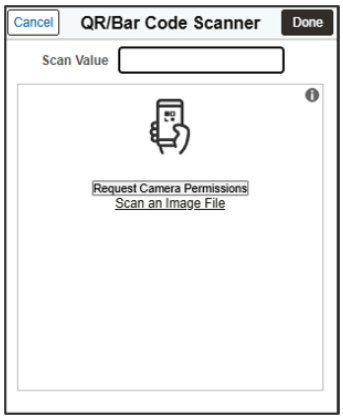
5. Select the **Scan Next Tag** icon next to the SCAN TAG field.
   The *QR/Bar Code Scanner* page displays.



6. Select an option:
   - Scan an Image File
     i. Select **Scan an Image File** to scan the QR/bar code on the asset label.
     ii. The *QR/Bar Code Scanner* page refreshes.

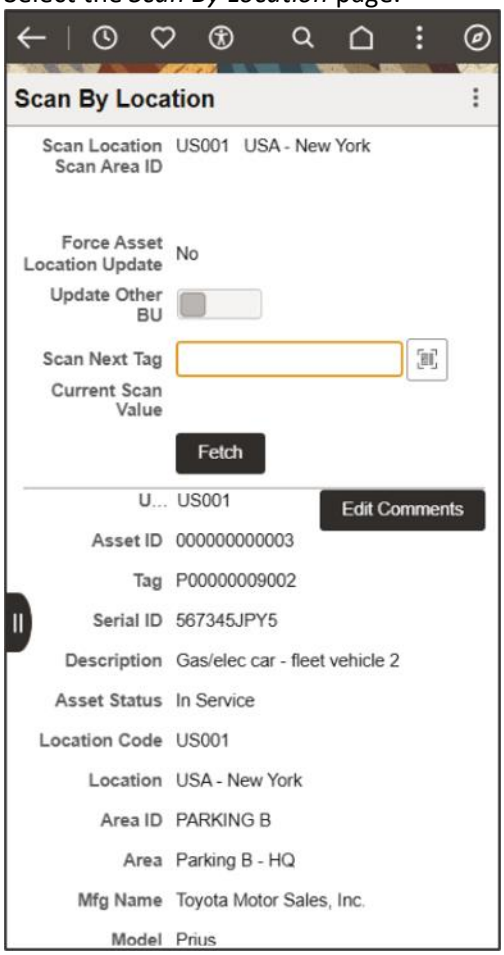


     iii. Scan a PDF of the QR/bar code to drag and drop on the *QR/Bar Code Scanner* page.
     – or –
     Select **Scan using camera directly** to launch the camera, and follow the prompts.
     – or –
     Generate QR/Bar code PDFs using the instructions in the Print QR/Bar Code section. Store the PDFs on the local/shared drive on the state-authorized mobile device.
   - Request Camera Permissions
     i. Select **Request Camera Permissions.**

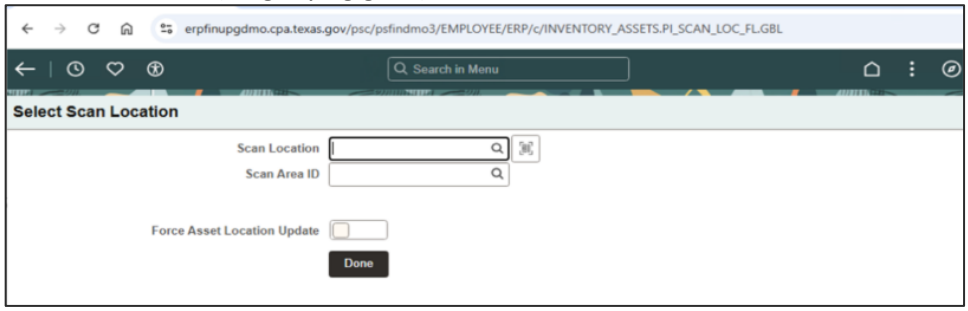


     The camera on the mobile device launches.
     ii. Scan the **QR/bar code**.
     iii. Follow the prompts.
7. Select **Done**.
   The *Scan By Location* page displays.
8. Select **Fetch** to populate the *Scan By Location* page with the record.
9. Select **Edit** to update information to the scanned asset tag (refer to the Physical Inventory section, step 7 for continued instructions).

10. Select the *Scan By Location* page.



11. Select the **search** (magnifying glass) icon for the SCAN LOCATION field.



> **Note:** When an asset's location differs from the scan location, update the ASSET LOCATION and AREA ID by changing the FORCE ASSET LOCATION UPDATE field. When set to **Yes**, the system:
>
> Inserts an effective-dated LOCATION and AREA ID record into the ASSET_LOCATION and stores the attributes in the PI_SCAN_HIST table.
>
> Creates comments in the ASSET_COMMENTS table, which can be viewed on the *Basic Add Asset Comment* page.

12. Select a value.
13. Verify the FORCE ASSET LOCATION UPDATE indicator indicates **Yes** (optional).
    – or –
    Toggle the indicator to the right (optional).

14. Select **Done**.



An asset list associated with the specific LOCATION and AREA ID displays.

> **Note:** This page must be multitenant, and the user should only have access to the business unit to which they are assigned.

15. Enter the tag number in the SCAN NEXT TAG field.
– or –
Use the **Scan** icon to scan the asset tag.



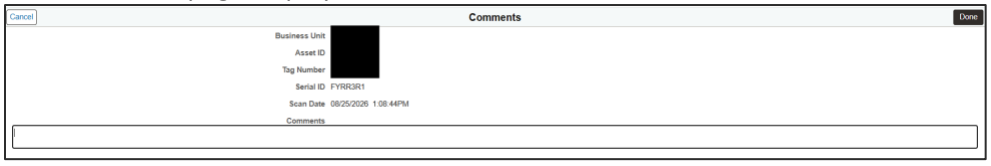
16. Select **Fetch**.

The system displays the old and new locations and area IDs.

> **Note:** With the mobile device camera, the user signs in using the SSL link.
>
> The *Scan By Location* page on a mobile device must be multitenant, and the user should only have access to the business unit to which they are assigned.

17. Grant camera access. (The scanner requires permission to access your device's camera to scan.)

18. Select **Edit Comments**.
The *Comments* page displays.



> **Note:** This page must be multitenant, and the user should only have access to the business unit to which they are assigned.

19. Enter or modify the comments.

20. Select **Done**.

21. View the new LOCATION, AREA ID and ASSET COMMENTS on the *Basic Add - Location/Comments/Attributes* page.

Find Asset

Use the *Find Asset* page to retrieve asset information without scanning a bar code.

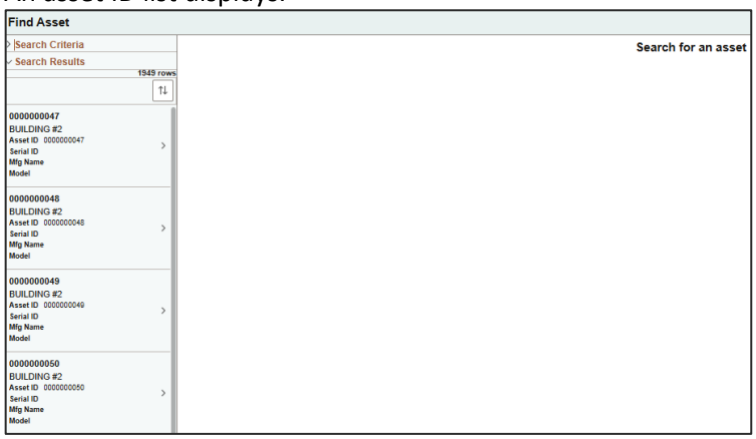
Navigation

Dashboard: Asset Management; **Tile:** Asset Tracking; **Tile**: Find Asset

1. Enter the `UNIT` (business unit) in the *Search Criteria* section.

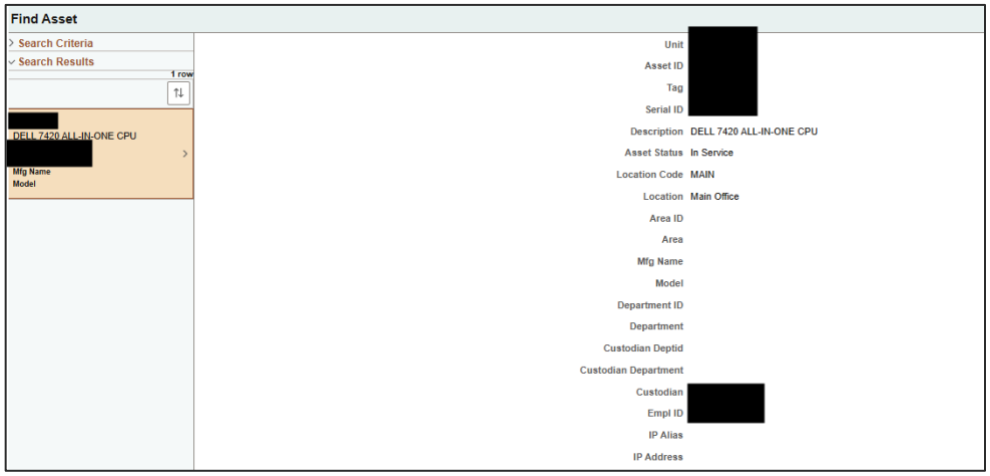


2. Enter one or more of the remaining fields to further refine the asset search (optional).
3. Select **Search**.
   An asset ID list displays.



4. Select the **Asset ID/Tag Number**.
   The selected asset data displays.

> **Note:** Only one asset can be viewed at a time.



Scan Scope List

Navigation
Dashboard: Asset Management; **Tile:** Asset Tracking; **Tile:** Scan Scope List

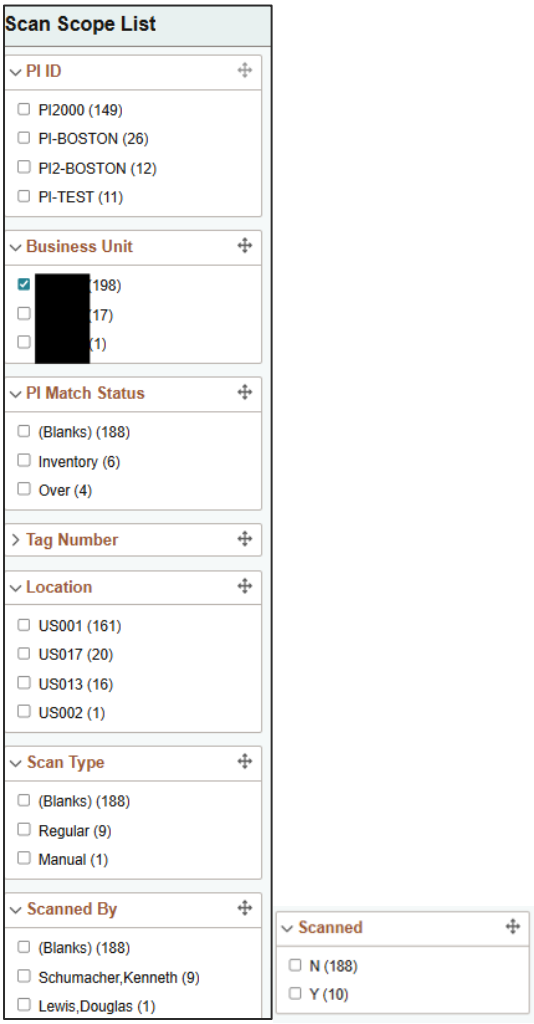
Use the *Scan Scope List* pivot grid to view the current:

- Status of the Physical Inventory IDs in progress.
- Scanned assets list.

To find specific scanned assets using filters:

1. Select the **Business Unit** filter.
2. Enter one or more of the remaining filters (optional).

> **Note:** The system refreshes the report as you select checkboxes.



Other filters:

- **PI ID** — Physical Inventory ID (refer to the Physical Inventory section).
- **PI Match Status** — Indicates how scanned data reconciles with the same data in the CAPPS Financials module.
- **Tag Number** — Asset label number that was scanned during physical inventory.

- **Location**
- **Scan Type** — Method of scanning assets (e.g., manual entry, regular scanning using camera).
- **Scanned By**
- **Scanned** — Scanned and unscanned assets during the current physical inventory process.

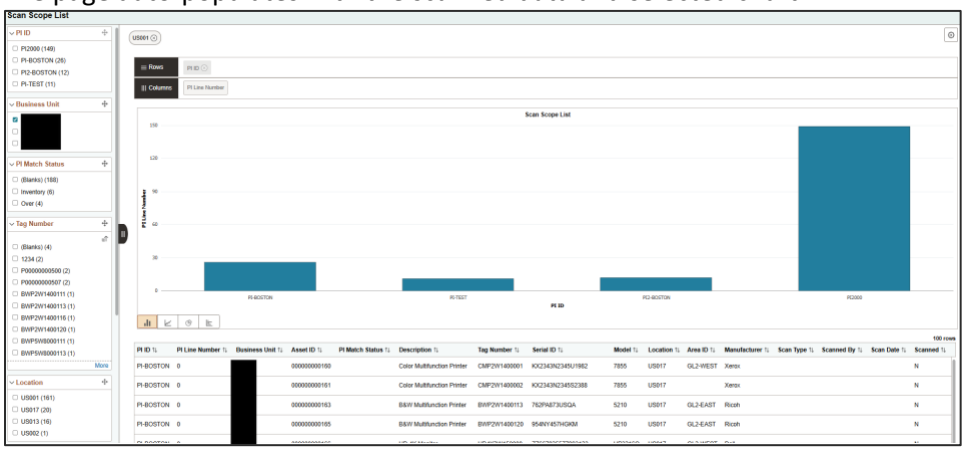
3. Select a control in the lower left corner to display the *Scan Scope List* pivot grid.



The available grid types are:

- Bar chart
- Line chart
- Pie chart
- Horizontal bar chart

The page auto-populates with the scanned data and selected chart.



Scan Duplicate Tag

Navigation

Dashboard: Asset Management; **Tile:** Asset Tracking; **Tile:** Scan Duplicate Tag

Use the *Scan Duplicate Tags* pivot grid to display assets with duplicate tags from the current physical inventory.

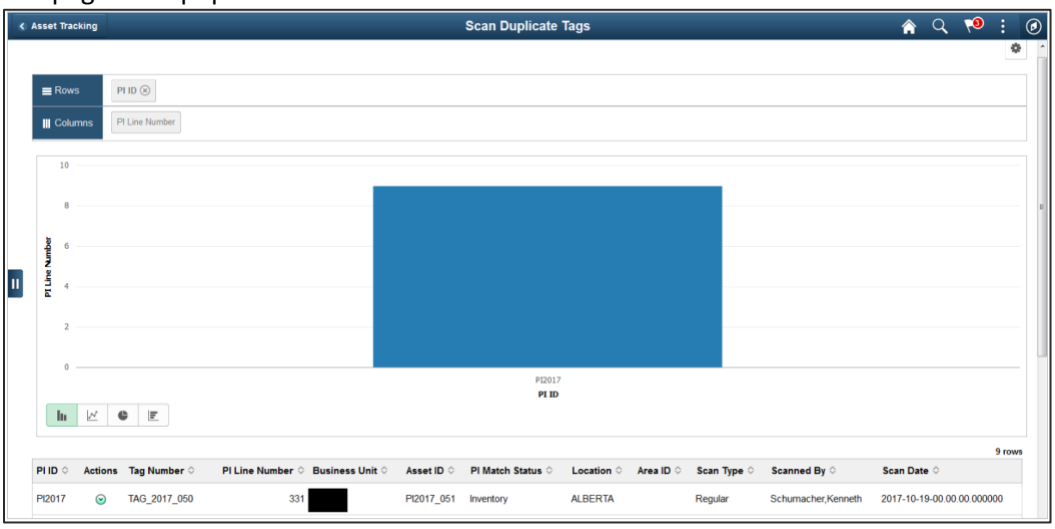
Select a control in the lower left corner to display the *Scan Scope List* pivot grid.



The available charts are:

- Bar chart
- Line chart
- Pie chart
- Horizontal bar chart

The page auto-populates with the scanned data and selected chart.



Scan Results

Navigation

Dashboard: Asset Management; **Tile:** Asset Tracking; **Tile:** Scan Results

Use the *Scan Results* pivot grid to review the matching results from the current physical inventory.

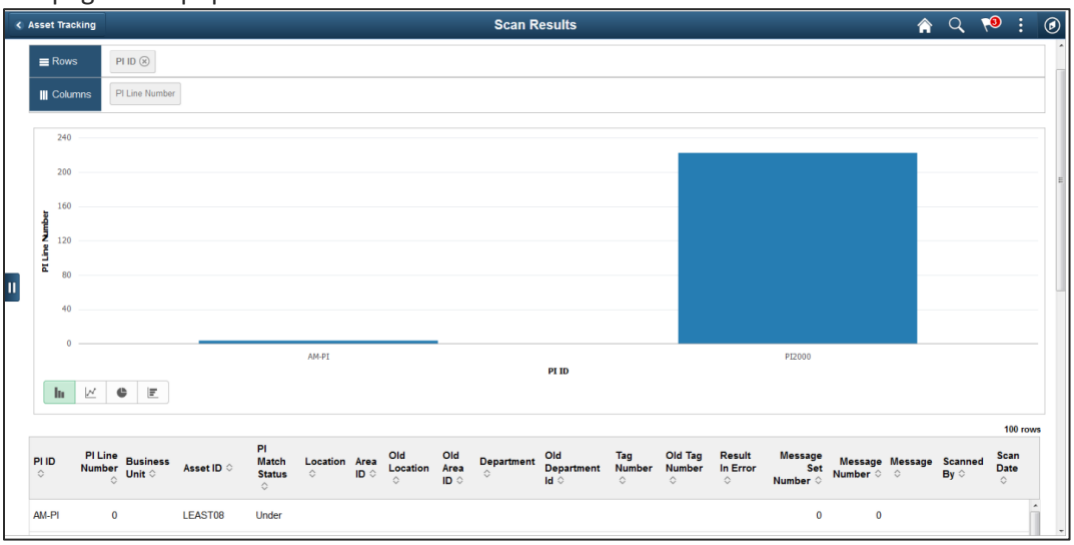
Select a control in the lower left corner to display the *Scan Scope List* pivot grid.



The available charts are:

- Bar chart
- Line chart
- Pie chart
- Horizontal bar chart

The page auto-populates with the data and selected chart.



Scan History

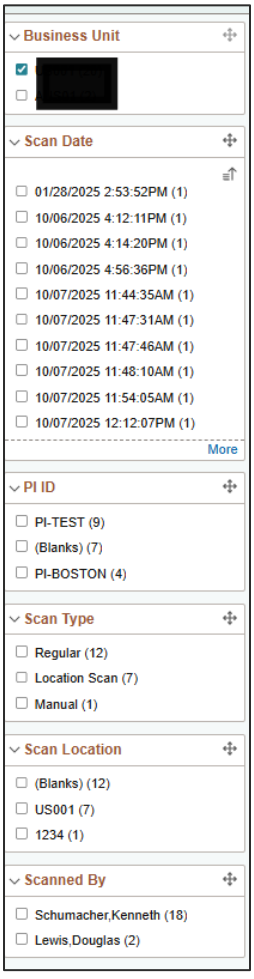
Use the *Scan History* pivot grid display to browse *Scan History* audit trails from the current physical inventory.

Navigation

Dashboard: Asset Management; **Tile:** Asset Tracking; **Tile**: Scan History

1. Select the checkbox (filter).
2. Enter the **Business Unit** (AM Business Unit).
3. Enter one or more of the remaining filters (optional).

Note: The system refreshes the *Scan History* list pivot report as filters are selected.



Other filters:

- Scan Date
- PI ID — Physical Inventory (PI) ID (refer to the Physical Inventory section)
- Scan Type — Method of scanning assets (e.g., manual entry, regular scanning using camera)
- Scan Location
- Scanned By

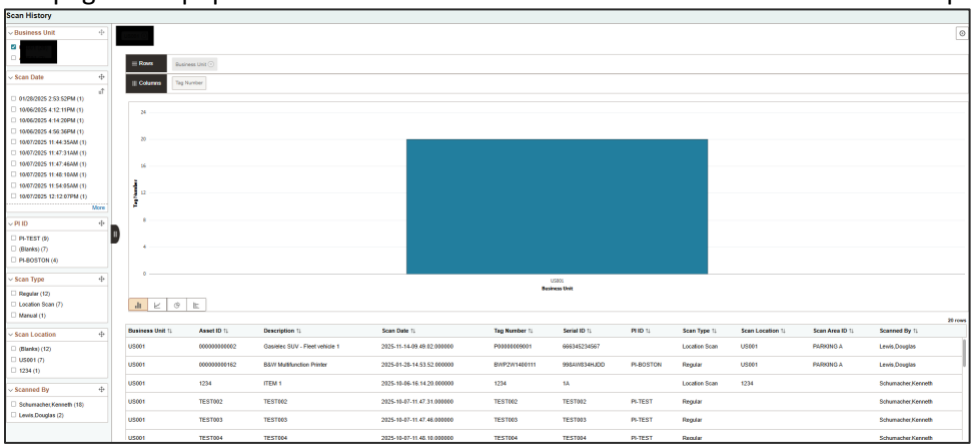
4. Select from the controls in the lower left corner to display the *Scan Scope List* pivot grid.



The available grid types are:

- Bar chart
- Line chart
- Pie chart
- Horizontal bar chart

The page auto-populates with the scanned data and selected chart in the main panel.



Revision History

Date	Description of Change	Changed By
Oct. 5, 2026	Initial document creation	J. Velazquez