[Report – Asset List by Dept in myAssets]

Use this instruction guide to learn how to keep get a report of all assets in your department from myAssets to use in completing inventory. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF’s new online property management system, myAssets, at https://myassets.fa.ufl.edu

This report lists all the assets on your Department ID including all current fiscal year purchases that have been issued decals. You can view all your Dept IDs or select specific Dept IDs to view. Some of the new assets may not have an inventory date, which means the decals have not been placed yet and scanned.

- Log on to https://myassets.fa.ufl.edu using your Gator Link username and password
- In the Dept Asset Administration menu, in the Reports section, click the Assets List by Dept Report link
  - A dropdown appears displaying Dept ID and all Dept IDs for which you are responsible
    - Select one or more of the Dept IDs for the report, or select “All Dept IDs”
    - Click the VIEW link next to it to obtain your report
    - Make sure to Save instead of Open to draw the complete report

The report will list all the assets for the selected Dept IDs

- All reports contain the Dept ID, Program, Decal number, Description, Serial Number, Model, Acquisition Date, Cost, Fund, Project, Location and Inventory Date
- For further assistance contact the University Asset Management Office at (352) 392-2556.