AFD – Property Accounting
Property Dashboard Roadmap

- Page Name
- Choose Dashboard
- Page Prompts
- Views
- Report Results
- Other Actions

**Blue Hyperlinks = Drillable Info**

- Apply!!!
- Choose Dashboard
- Other Actions

**Important Information**
Today is Friday, May 16, 2014 for Spring Quarter 2014 (ends 06/18/14).

**About this Page**
Clear My Selections

**Property Listing**

- Asset ID
- Tag Number
- Asset
- Manufacturer
- Model
- Serial ID
- Current Custodian Dept
- Last Inventory Date
- Current Location
- Acquisition Date
- Cost Code
- Asset Status
- Checked Out To
- Offsite
- Old Tag #

**Property Prompts**

- Dept Lvl 1
- Dept Lvl 2
- Dept Lvl 3
- Dept Lvl 4
- Dept Description

**Blue Hyperlinks**

- Drillable Info

**Other Actions**

- Refresh • Print • Export

**Report Results**

- Send questions or comments to polldata-fm-support@calpoly.edu

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### Dept Level Hierarchy Samples

<table>
<thead>
<tr>
<th>Dept Levels</th>
<th>Sample #1</th>
<th>Sample #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Lvl 1</td>
<td>120000 – Academic Affairs</td>
<td>125000 – Administration &amp; Finance</td>
</tr>
<tr>
<td>Dept Lvl 2</td>
<td>117500 – CSM-College of Science &amp; Math</td>
<td>125200 – Fiscal Services</td>
</tr>
<tr>
<td>Dept Lvl 3</td>
<td>115100 – CSM-Biological Sciences</td>
<td>126000 – Fiscal Svcs-General Acct&amp;Fin R</td>
</tr>
<tr>
<td>Dept Lvl 4</td>
<td></td>
<td>125500 – Fiscal Svcs-Property</td>
</tr>
</tbody>
</table>

**Sample #1**

**Property Prompt**

- Dept Lvl 1: 120000-Academic Affairs
- Dept Lvl 2: 117500-CSM-College
- Dept Lvl 3: 115100-CSM-Biological
- Dept Lvl 4: — Select Value —

**Sample #2**

**Property Prompt**

- Dept Lvl 1: 125000-Administration
- Dept Lvl 2: 123200-Fiscal Service
- Dept Lvl 3: 126000-Fiscal Svcs-G
- Dept Lvl 4: 125500-Fiscal Svcs-Property