BEN ASSETS DATA COLLECTION
Quick Reference Guide

WHO SHOULD USE THIS DATA COLLECTION?

Anyone who wants to use BEN Assets data for operational support or historical analysis, for things such as:

- Managing departmental or school/center asset inventories
- Identifying moveable assets that have been designated as 'untaggable' in BEN Assets
- Tracking asset acquisitions for a specified time period, by Major and Minor category, along with asset attributes
- Monitoring assets identified as having been not found during the inventory
- Identifying assets whose Custodian, Tagging Contact, Asset Responsible ORG and/or Location are invalid, and need to be corrected in BEN Assets
- Reporting on fixed assets

WHAT TYPES OF BUSINESS QUESTIONS CAN I ANSWER USING THE COLLECTION?

There are a great many business questions that can be addressed using the Assets data collection, from the simple to the complex. For example:

- What assets for GSE have been identified as 'not found' during the last inventory?
- What assets were acquired by Wharton during the last fiscal year?
- Which SAS assets have invalid locations and need to be corrected?
- Are there any moveable SOM assets are in Blockley Hall and if so, what are they?
- What is the value of the assets 'not found' during the last inventory at the Museum?

COLLECTION DESCRIPTION

The **Assets Data Collection** is a subset of the University's Data Warehouse containing data from the BEN Assets module of BEN Financials. The Assets data collection contains current and historic information about building, fixed, movable and land assets at Penn.

- **Refreshed nightly**:
  - Monday through Friday, following the completion of BEN Assets batch processing (updates should usually be completed by start of business).
  - ASSETS, ASSET_CATEGORIES and ASSET_LOCATIONS tables are captured in monthly snapshots at the close of the BEN Assets period.
- **Data sources**: BEN Assets module of BEN Financials. The universes also join to related tables in the General Ledger and Space@Penn data collections.
- **Data tables/elements**: Documentation for a *Table* includes the explanation, common uses, primary keys, indexed data elements, and related tables for a table. Documentation for the table's *elements* specifies the definition, list of values, format, and the possibility of null values for each data element in the table. For further information, see https://www.isc.upenn.edu/assets-data-collection#Tables-and-Data-Elementsl

DATA INCLUDED IN THE COLLECTION BY BUSINESSOBJECTS UNIVERSE

- **BEN Assets Universe –** current information about assets, their locations, and related adjustment and invoice data
  - For more detailed information and diagrams
    http://provider.www.upenn.edu/computing/da/dw/benassets/assets.html

- **BEN Assets Snapshots Universe -** identifies the tables that make up the BEN Assets Snapshot universe and their join criteria

  - For more detailed information and diagrams
    http://www.provider.upenn.edu/computing/da/dw/benassets/assetssnap.html

ASSETS DATA COLLECTION TABLE INFORMATION

- ASSET_CATEGORIES is a decode table of current asset category information. An asset's category may change over time - historical monthly snapshots of asset/category associations are available in the ASSET_CATEGORIES_SNAP table.
- ASSET_CHANGE_HISTORY table contains day-to-day changes only for Asset Responsible ORG, Asset Responsible Center, Research Amount, Acquisition Cost, and Accumulated Depreciation. To track changes in other elements, refer to ASSETS_SNAP, which captures asset records as of the end of each BEN Assets period. For most current information available about an asset, refer to the ASSETS table.
- ASSET_LOCATIONS table does not keep history about locations. The ASSET_LOCATIONS_HISTORY table is available to view day-to-day changes in locations for asset records. Historical monthly snapshots of asset information are available in the ASSET_LOCATIONS_SNAP table.
- ASSETS_RETIREMENTS table contains information about retired assets, including the date at which they were retired, reason for retirement, value at time of retirement, etc. ASSET_RETIREMENTS is replaced in its entirety during nightly updates.
- ASSET_SECURITY table contains records for individuals authorized to access the Assets collection in the Warehouse, whether through ad hoc access, or BEN Reports.
- ASSETS table contains basic and summary information about individual assets, such as: asset number, description, responsible ORG, location, custodian, tagging contact, category, acquisition cost, etc. ASSETS is replaced in its entirety during nightly updates.
- LEASES table contains information about leases associated with assets. LEASES is replaced in its entirety during nightly updates.

ADDITIONAL COLLECTION INFORMATION

- For information about **corporate reports** involving Assets data, see https://www.isc.upenn.edu/assets-data-collection#Reports

FOR ADDITIONAL HELP WITH ASSETS DATA COLLECTION

- Send email to ASSETS-WH@LISTS.UPENN.EDU. This is a monitored list; subscription is automatic for people who obtain access to the Assets Data Collection.
- Send email to da-staff@isc.upenn.edu (Enterprise Information & Analytics staff).
- For additional information re the BEN Assets module of BEN Financials from the Financial Training Department, see the following:
  - **BEN Assets User Guide** (http://www.finance.upenn.edu/ftd/documentation.shtml#assets) which includes a glossary
  - **BEN Assets Knowledge Building** and application training:
    - http://www.finance.upenn.edu/ftd/coursedesc.shtml#assetskb
    - http://www.finance.upenn.edu/ftd/coursedesc.shtml#assets