



Asset Management Annual Process

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Asset Management Annual Process

This process provides you with information about managing asset records and performing end-of-year procedures for Asset Management.

Some of the images and examples provided in this document are for informational purposes and may not completely represent your LEA's process.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

[Asset Management Summary Quick Checklist](#) (prints separately) - This is a one-page quick checklist of the following steps.

Asset Record Maintenance (performed throughout the year)

Finance

- [Verify object/sub-object codes.](#)

Verify object/subobject codes

[Finance > Tables > Asset Management Cross-Reference > Object/Subobject Codes](#)

Verify that object/subobject codes for any assets that need to be carried over exist in the Asset Management Cross-Reference table.

If you need to add object/subobject codes to the table, the codes must exist in the Chart of Accounts.

Delete	Object / Subobject	Object Description	Type
	6639.00	FURNITURE & EQUIPMENT & SOFTWARE	C Capital assets
	6395.00	SUPPLIES & MATERIALS-LOCALLY	I Inventory
	6399.00	GENERAL SUPPLIES	I Inventory

- Extract data to Asset Management.

Extract data to Asset Management

Finance > Utilities > Extract to Asset Management

Run the Extract to Asset Management utility to extract data from Finance to Asset Management.

Create Asset Management Extract File from

Current Period Check Transactions
 Processed Check Transactions

Year 1
 Acct Period: 9
 Thru: 8
 Fiscal Year: 1

Year 2
 Acct Period:
 Thru:
 Fiscal Year:

- Under **Create Asset Management Extract File from**, select **Processed Check Transactions** to enable the **Year** fields and complete the **Acct Period**, **Thru**, and **Fiscal Year**

fields for the accounting periods you want to capture.



TIP: The value in the **Thru** field should be the month where you last posted check transactions.

Notes:

- The **Use Asset Management Cross-Reference Table** option on the District Finance Options page must be selected before assets/inventory transactions can be extracted.
- The Asset Management Cross-Reference table must have object/subobject codes for all assets/inventory before assets/inventory transactions can be extracted.

Click **Extract**. The Asset Management Extract report is displayed. Be sure to save or print the report.

Asset Management Extract								Program: FIN7500
Cntr Dist:								Page: 1 of 3
Year 1 Fiscal Year 1 Accounting Periods 09 to 08								File ID: 1
Fnd-Fnc-Obj-So-Org-Prog	Vendor Nbr	Vendor Name	Acct per	PO Nbr	Type	Invoice Nbr	Check Date	Check Nbr
102-13-6395-00-628-199000			11	450036	I	4472892	11-30-2020	E04894
102-21-6395-00-626-199000			09	449684	I	1964296	09-30-2020	E04754
102-53-6395-00-321-199000			08	451872	I	G035383	08-12-2021	E05506
102-62-6395-00-322-199000			07	451915	I	G278310	07-15-2021	E05424
102-62-6395-00-322-199000			07	451915	I	G362336	07-15-2021	E05424
102-62-6395-00-322-199000			07	451988	I	G352932	07-15-2021	E05424
102-62-6395-00-322-199000			06	451EEE	I	D020767	06-12-2021	E05247

Click **Process** to begin creating the file. A message is displayed indicating that the process was successful. Click **OK**.

A dialog box is displayed with the file name (e.g., FINFA_02212022.txt) prompting you to save the file. Be sure to make note of the file name as you will need to access it during the import process.



Click **Cancel** to return to the Extract Asset Management page.

Asset Management



CAUTION: Prior to initiating end-of-year procedures, use the [Asset Management > Utilities > Export by File ID](#) page to perform an export of all current year data. **Do not** proceed until a valid export of all current year data exists.

If at any point during the export process, you need to restart, be sure to log out and back into Finance; otherwise, you may receive an error when trying to export data.

- (Optional) Verify automatic numbering.

(Optional) Verify automatic numbering

[Asset Management > Tables > District Asset Management Options](#)

If you want ASCENDER to maintain and auto-assign the next available Inventory Item numbers when adding or importing new items, select **Automatic Item Numbering**.

Tables > District Asset Management Options

Save

ASSET MANAGEMENT OPTIONS

Automatic Item Numbering:

Next Available Item Nbr: 258

Use Catalog Description:

Allow Alpha Item Numbers:

Current Fiscal Year:

Default Gain Code: P PURCHASED

Default Status Code: A ACTIVELY USED ITEM

Retrieve Print

- Import/add asset items from Finance.

Import/add asset items from Finance

Asset Management > Maintenance > Inventory Maintenance > Transaction Records

Use the file that you previously created in Finance on the Extract to Asset Management page to import asset items. Or, manually add asset items as needed.

Click **Import** to begin the import process.

- Click **Choose File** to select the file that you created from Finance.
- Click **Submit** to import the selected file. A list of assets that can be moved from Finance is displayed.

- Select the asset to extract from Finance.
- Enter the **Date Acquired to Save As** and click **OK**. The item is now displayed on the Transaction Records tab.

Click **Save** to save the item. Repeat this process to continue importing the additional asset

items as only one record can be imported at a time.



For each "C" item record that is \$5,000 and over, you must complete the required fields on the Inventory Records, Depreciation Distribution Records, and Book Record tabs. You can either import all items and then return to each record and complete the fields on the various tabs **OR** complete the fields on the various tabs as you are importing each record. Either way, be sure to click **Save** after entering all data for a record to ensure that the record is updated.

- If you have any inventory records that were not imported, you can manually enter those items so that you will have a complete inventory for closing the year. Reference the [Enter Records in Asset Management](#) guide for additional information.
 - All *C - Capital Assets* must have a Transaction, Inventory, Depr Distribution, and Book Record entered.
 - All *I - Inventory Assets* must have the Transaction and Inventory tabs completed only.
- (Optional) Generate the Campus Room Inventory Report.

(Optional) Generate the Campus Room Inventory Report

[Asset Management > Reports > Asset Management Reports > BAM1400 - Campus Room Inventory Listing](#)

Generate and distribute the Campus Room Inventory Reports to staff so that they can verify the location and account for the various items.

It is best practice to generate the report in May prior to the end of the school year. Employees can make changes in red ink, sign the report, and then return it to the appropriate department/person allowing them to make the necessary changes in Asset Management. Possible changes may include items moving locations or being sold, broken, or deleted.

Campus Room Inventory Report ISD Grouped by Campus							Program: BAM1400	
Date Run: _____ Cnty Dist: _____ Campus: _____							Page: 1 of 49	
Item Nbr	Units	Catalog Nbr	Description	Type	Status	Unit Cost	Total Unit Cost	Serial Nbr
Department: Room: 0000000177	1	31000	ISCRUB 20 DLX ORB 114	C	A-ACTIV	5,594.00	5,594.00	1006184000008
0000000206	1	16000	2' HMAC PAVING	C	A-ACTIV	20,381.00	20,381.00	
0000000212	1	13000	ACOUSTICAL PANELS &	C	A-ACTIV	16,200.00	16,200.00	
0000000215	1	17000	NEW MHMS CIP	C	A-ACTIV	2,186,415.76	2,186,415.76	
0000000218	1	13000	CANOPY	C	A-ACTIV	10,000.00	10,000.00	
0000000219	1	31000	WATER HEATER - MEN	C	A-ACTIV	5,000.00	5,000.00	
0000000220	1	31000	WATER HEATER -	C	A-ACTIV	5,000.00	5,000.00	
0000000221	1	41000	FENCING	C	A-ACTIV	21,260.00	21,260.00	
0000000222	1	31000	FIRE PROTECTION	C	A-ACTIV	218,779.00	218,779.00	
0000000223	1	13000	FLOORING	C	A-ACTIV	267,096.00	267,096.00	
0000000224	1	13000	HVAC	C	A-ACTIV	213,000.00	213,000.00	
0000000225	1	41000	MOBILE HOME LOT PREP	C	A-ACTIV	85,131.22	85,131.22	
0000000226	1	13000	ROOFING	C	A-ACTIV	711,057.00	711,057.00	
0000000227	1	31000	WALL TALKERS	C	A-ACTIV	5,964.00	5,964.00	
						Room Total:	3,770,877.9	3,770,877.98
						Department Total:	3,770,877.9	3,770,877.98

- Update asset items.

Update asset items

[Asset Management > Maintenance > Inventory Maintenance > Inventory Records](#)

Review the Campus Room Inventory Report to identify and make the necessary changes to asset item records.

- Mass update last inventory dates.

Mass update last inventory dates

[Asset Management > Reports > Asset Management Reports > BAM1400 - Campus Room Inventory Listing](#)

After the annual inventory has been completed and any changes to items recorded, perform a Mass Update to update the **Last Inventory Date** on the Inventory Records tab.

Utilities > Mass Update

Asset Management

INVENTORY BOOK

Inventory Types:

Capital Assets Inventory Assets Both

Item Nbrs: Directory

Change Last Inventory Date

Last Inventory Date: From To

Status: Catalog Nbr: Campus: Department:

Campus: Department: Room:

Condition: Gain: Insurance:

Execute

Process Cancel

Date Run: Mass Update Inventory Record Preview
Cnty Dist: ISD Page: 1 of 1
File ID: C

Inventory Number	Description	Last Inven Date	Status Code	Catalog Nbr	Campus	Dept	Room Nbr	Cond Code	Gain Code	Ins Code
0000000002	SPECTRUM MD 7120 FB SCOREBOARD	08-31-20	DISPOS	31000	001	MAINT	FBFIELD	G	P	
0000000003	1997 FORD 71 PASS BUS #27	08-31-20	DISPOS	20000	999	TRANS	BUSBARN	G	P	
End of Report										

Depreciation Calculations and EOY Reports

Asset Management

- Generate the Status Report.

Generate the Status Report

[Asset Management > Reports > Asset Management Reports > BAM1050 - Status Report](#)

Generate the report to review any asset items that were sold, deleted, or entered in error. All items entered in error, for sale, or to be deleted must have a status code change on the [Asset Management > Maintenance > Inventory Maintenance > Inventory Records](#) tab to reflect their

status.

Asset Management Reports

- [BAM1000 - File Report Detail](#)
- [BAM1050 - Status Report](#)
- [BAM1100 - Auditor Analysis Report](#)
- [BAM1150 - Capital Assets/Inventory Listing](#)
- [BAM1200 - Insurance Value Report](#)
- [BAM1250 - Gain Code Listing](#)
- [BAM1300 - Condition Code Listing](#)
- [BAM1350 - Asset Import Report](#)
- [BAM1400 - Campus Room Inventory Listing](#)
- [BAM1450 - Inventory Audit File Listing](#)
- [BAM1500 - Transaction Audit File Listing](#)
- [BAM1550 - Book Audit File Listing](#)
- [BAM1600 - Checked Out Inventory File Listing](#)
- [BAM1650 - Property Class Listing](#)

BAM1050 - Status Report

Parameter Description

Page Break by Campus? (Y/N)

Select Status Code(s), or blank for ALL

Select Campus(es), or blank for ALL

Select Department(s), or blank for ALL

Select Room Nbr(s), or blank for ALL

Select Item Nbr(s), or blank for ALL

From Acquired Date (MMDDYYYY), or blank for ALL

To Acquired Date (MMDDYYYY), or blank for ALL

Status Codes

Search:

<input type="checkbox"/>	Status	Description
<input type="checkbox"/>	A	ACTIVELY USED ITEM
<input checked="" type="checkbox"/>	D	DISPOSED
<input checked="" type="checkbox"/>	O	OUT OF SERVICE
<input type="checkbox"/>	S	SALVAGED
<input checked="" type="checkbox"/>	X	REMOVE

OK Cancel

Use the status codes created for your LEA that reflect an action to remove the item from the inventory when the EOY process is performed.

Auditors want to see this report. Print and save the report.

Date Run:		Status Report		Program: BAM1050					
Cnty Dist:				Page: 1 of 20					
From Acquired Date – Thru –				File ID: C					
Status Code: D - DISPOSED									
Campus:									
Department:									
Room Nbr:	1ST FLOO								
Item Nbr:	0000007053	Description:	NET GEAR SWITCH	Total Cost:	424.99				
Acquired Date:	06-08-2012	Manufacturer:		Disposal Date:					
Catalog Nbr:		Make:							
Serial Nbr:	1LY9183300397	Model:							
Vendor Nbr	Vendor Name	Fnd-Fnc-Obj-So-Org-Prog	Account Description	Amount					
09778	TIGERDIRECT	167-62-6399.00-219-299602			424.99				
Room Nbr:	2605								
Item Nbr:	0000006196	Description:	HP LASER JET 1320N PRINTER	Total Cost:	500.26				
Acquired Date:	09-16-2005	Manufacturer:		Disposal Date:					
Catalog Nbr:		Make:							
Serial Nbr:	CNBJK23126	Model:							
Vendor Nbr	Vendor Name	Fnd-Fnc-Obj-So-Org-Prog	Account Description	Amount					
00062	LAKEHILLS CONSULTING L.P.	161-13-6395.00-606-699000			500.26				
Room Nbr:	2606								
Item Nbr:	0000007233	Description:	headset	Total Cost:	305.72				
Acquired Date:	01-24-2014	Manufacturer:		Disposal Date:					
Catalog Nbr:		Make:							
Serial Nbr:	10683	Model:							
Vendor Nbr	Vendor Name	Fnd-Fnc-Obj-So-Org-Prog	Account Description	Amount					
		165-41-6395.00-202-499000	TAGGED INVENTORY ITEMS		.00				

- Enter sale information for capital assets.

Enter sale information for capital assets

Asset Management > Maintenance > Inventory Maintenance > Inventory Records

Verify that the required information is entered for the sale of any capital assets. The **Sale Price**, **Date**, and **Sold To** information is required for the sale of "C" items. You can enter this information on the Inventory Records tab OR on the Asset Management > Maintenance > Sale/Disposal of Capital Asset page.

Maintenance > Inventory Maintenance

Save

Item Nbr: 0000000006 Retrieve Add Directory Documents

INVENTORY RECORDS TRANSACTION RECORDS DEPRECIATION DISTRIBUTION RECORDS BOOK RECORDS MANUFACTURER INFORMATION

Item Nbr:	0000000006	Description:	ELITE ATH POLE VAULT PIT W/PADS & STANDARDS		
Catalog Nbr:	31000 EQUIPMENT - OTHER	Serial Nbr:			
Vendor Nbr:	00000	Vendor Name:			
Inventory Type:	C Capital assets	Campus:			
Status:	A ACTIVELY USED ITEM	Local Use1:			
Department:	ATHLET	Local Use2:	0.00		
Room Nbr:	FBFIELD	Local Use3:	0.00		
Gain Code:	P PURCHASED	Number of Units:	1		
From Year:	2000	Unit Cost:	8,763.90		
To Year:	2010	Total Cost:	8,763.90		
Condition:	G GOOD	Insurance Code:			
Acquired Date:	08-31-2000	Insurance Value:	0.00		
Last Inven Date:	00-00-0000	Sale Price:	0.00		
Disposal Date:	00-00-0000	Expense of Sale:	0.00		
Estimated Life:	0.00	Primary Inven Nbr:			
Sold To:					
Dt Last Update:	02-27-2002	On Loan To:			

Maintenance > Sale/Disposal of Capital Asset

Save

Item Nbr: 0000000006 Retrieve Directory

SALE / DISPOSAL

Item Nbr: 0000000006 Description: ELITE ATH POLE VAULT PIT W/PADS & STANDARDS

Current Status:	A ACTIVELY USED ITEM	
Date Disposed:	..	
Sale Price:	.00	
Expense Of Sale:	.00	
Sold To:		

- Generate the Capital Assets/Inventory Listing, Auditor Analysis, and Property Class Listing Reports.

Generate the Capital Assets/Inventory Listing, Auditor Analysis, and Property Class Listing Reports

Generate the following reports to verify data and balance totals for the year. The report totals should match.

[Asset Management > Reports > Asset Management Reports > BAM1100 - Auditor Analysis Report](#)

The ending balances should match the Auditor's totals. Always Print the Error Report with the Auditor's Analysis to review issues. Verify these items are coded correctly, if so, the errors are OK.

Reports > Asset Management Reports > Auditor Analysis Report

Asset Management Reports

[BAM1000 - File Report Detail](#)

[BAM1050 - Status Report](#)

[BAM1100 - Auditor Analysis Report](#)

[BAM1150 - Capital Assets/Inventory Listing](#)

[BAM1200 - Insurance Value Report](#)

[BAM1250 - Gain Code Listing](#)

[BAM1300 - Condition Code Listing](#)

[BAM1350 - Asset Import Report](#)

[BAM1400 - Campus Room Inventory Listing](#)

[BAM1450 - Inventory Audit File Listing](#)

[BAM1500 - Transaction Audit File Listing](#)

[BAM1550 - Book Audit File Listing](#)

[BAM1600 - Checked Out Inventory File Listing](#)

[BAM1650 - Property Class Listing](#)

BAM1100 - Auditor Analysis Report

Parameter Description	Value
Print Error Listing? (Y/N)	<input type="text" value="Y"/>
From Date (MMDDYYYY)	<input type="text" value="090120XX"/>
To Date (MMDDYYYY), or blank for ALL	<input type="text"/>

Date Run: Cnty Dist:		Auditor Analysis Report From 09-01-2023 to 12-31-2023				Program: BAM1100 Page: 1 of 1 File ID: C	
Property Class	Description	Beg Book Balance	Additions for Year	New Balance	Less Sold/Dismantled	Ending Balance	
BLDG	BUILDING IMPROV-STRUCTURAL	15,646.00	27,422.00	43,068.00	.00	43,068.00	
BUILDINGS	BUILDINGS	4,368,892.00	.00	4,368,892.00	.00	4,368,892.00	
F&EQ-C.	FURN&EQUIP-CAP,LEASE	5,620.10	.00	5,620.10	.00	5,620.10	
F&EQ>5000	FURN & EQUIP >\$5,000(LAWN,TEACH	1,073,434.30	10,800.00	1,084,234.30	33,575.00	1,050,659.30	
TECH	TECH EQUIP (COMP,SERV,COPIERS)	612,170.39	37,674.10	649,844.49	92,106.00	557,738.49	
VEH>5,000	VEHICLES > \$5,000	33,077.31	.00	33,077.31	.00	33,077.31	
Grand Totals:		6,108,840.10	+ 75,896.10	= 6,184,736.20	- 125,681.00	= 6,059,055.20	
End of Report							

[Asset Management > Reports > Asset Management Reports > BAM1150 - Capital Assets/Inventory Listing](#)

Reports > Asset Management Reports > Capital Assets/Inventory Listing

Asset Management Reports

[BAM1000 - File Report Detail](#)
[BAM1050 - Status Report](#)
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[BAM1450 - Inventory Audit File Listing](#)
[BAM1500 - Transaction Audit File Listing](#)
[BAM1550 - Book Audit File Listing](#)
[BAM1600 - Checked Out Inventory File Listing](#)
[BAM1650 - Property Class Listing](#)

BAM1150 - Capital Assets/Inventory Listing

Parameter Description	Value
Sort by Item Nbr (I), Campus, Department and Room (C)	I
Print Disposed Items only? (Y/N)	N
Include Maintenance Transactions? (Y/N)	Y
Page Break by Campus? (Y/N) (Required when sorting by Campus)	
Select Capital Assets (C), Inventory (I), or blank for ALL	C
Select Campus(es), or blank for ALL	
Select Department(s), or blank for ALL	
Select Room Nbr(s), or blank for ALL	
From Acquired Date (MMDDYYYY), or blank for ALL	
To Acquired Date (MMDDYYYY), or blank for ALL	
Select Item Nbr(s), or blank for ALL	

Date Run: Cnty Dist: From Acquired Date Thru	Inventory of Assets/Inventory Items Capital Asset Items	Program: BAM1150 Page: 12 of 12 File ID: C
End of Report	Grand Cost 6,184.736.20	

[Asset Management > Reports > Asset Management Reports > BAM1650 - Property Class Listing](#)

The Grand Total should match the above reports.

Reports > Asset Management Reports > Property Class Listing

Asset Management Reports

[BAM1000 - File Report Detail](#)
[BAM1050 - Status Report](#)
[BAM1100 - Auditor Analysis Report](#)
[BAM1150 - Capital Assets/Inventory Listing](#)
[BAM1200 - Insurance Value Report](#)
[BAM1250 - Gain Code Listing](#)
[BAM1300 - Condition Code Listing](#)
[BAM1350 - Asset Import Report](#)
[BAM1400 - Campus Room Inventory Listing](#)
[BAM1450 - Inventory Audit File Listing](#)
[BAM1500 - Transaction Audit File Listing](#)
[BAM1550 - Book Audit File Listing](#)
[BAM1600 - Checked Out Inventory File Listing](#)
[BAM1650 - Property Class Listing](#)

BAM1650 - Property Class Listing

Parameter Description	Value
Sort by Property Class (P), Item Nbr (I)	P
Include Disposed Items? (Y/N)	Y
Select Property Class(es), or blank for ALL	
Select Item Nbr(s), or blank for ALL	
From Date In Service (MMDDYYYY), or blank for ALL	
To Date In Service (MMDDYYYY), or blank for ALL	

Date Run: Cnty Dist: From Date In Service Thru	Property Class Listing				Program: BAM1650 Page: 7 of 7 File ID: C
Property: VEHICLES > \$5,000	Class: VEH>5,000	Method: SL	Convention: FM	Recovery Period:	5.00
<hr/>					
Item Nbr	Item Description	Date in Service	Unalloc Fund	Depreciation Cost	Salvage Value
Property Class	Method	Convention	Recovery Period	Status	Adjusted Value
0000006897 BAD BOYZ LAWN TRACTOR VEH>5,000	SL	FM	06-09-2010 N	5,081.99 5.00 R - DISPOSED	.00
0000008043 2011 Dodge Ram Truck VEH>5,000	SL	FM	03-31-2012 N	27,995.32 10.00 A - ACTIVELY USED ITEM	.00
		Totals		33,077.31	.00
		Grand Totals		6,184,736.20	.00
End of Report					

- If report totals match, perform depreciation calculations.

If report totals match, perform depreciation calculations

Asset Management > Depreciation > Depreciation Calculations > Calculations

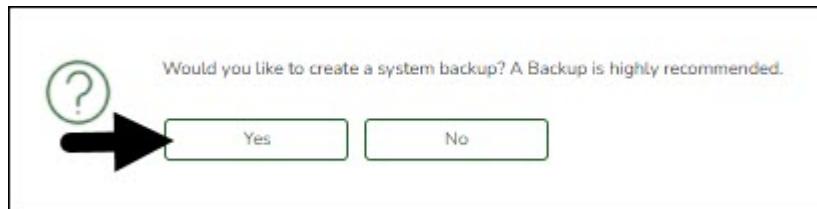
If the Capital Asset Listing, Auditor's Analysis, and Property Class reports are correct/balanced and you have reviewed the [Requirements for Depreciation Calculations Checklist](#), perform your depreciation calculations for the year.

Date range for current FY calculations: From Month/Year: **09-20XX** To Month/Year: **08-20XX** Recalculate all prior years of depreciation. (Also includes current FY.)

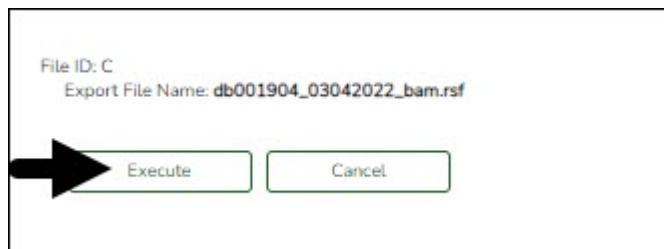
Select	Item Nbr	Description	Dt Disposed																																																																																								
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<table border="1"> <thead> <tr> <th>Select</th> <th>Item Nbr</th> <th>Description</th> <th>Dt Disposed</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>000000006</td><td>ELITE ATH POLE VAULT PIT W/PADS & STANDARDS</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000007</td><td>PLAYGROUND SLAB</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000008</td><td>PLAYGROUND EQUIPMENT</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000009</td><td>PLAYGROUND EQUIPMENT</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000014</td><td>1997 FORD 71 PASS BUS #28</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000018</td><td>1998 BLUEBIRD 25 PASS BUS #30 (SP. ED.)</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000020</td><td>1999 THOMAS7.2DIESEL71 PASS BUS#32 (ROUTE)</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000022</td><td>2000 CHEV EXPR 12 PASS VAN #34</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000029</td><td>1990 CHEV DIESEL 71 PASS BUS #21</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000042</td><td>PA SYSTEM IN OLD HS OFFICE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000044</td><td>BAND HALL DRESSING ROOMS/OLD GYM</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000047</td><td>MIDDLE SCHOOL MAIN BUILDING</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000048</td><td>MIDDLE SCHOOL SCIENCE LAB</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000049</td><td>PORTABLE CLASSROOMS(2)GRANT BLDG</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000050</td><td>MIDDLE SCH SAC BUILDING</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000051</td><td>STORAGE BUILDING(NEXT TO SAC BLDG)</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000054</td><td>HS AG CLASS AND LAB BLDG</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000057</td><td>HS SCIENCE LAB BUILDING</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000059</td><td>HS WEIGHT ROOM/BUS BARN</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000062</td><td>ATHLETIC TRACK FIELD</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000067</td><td>CINDER BLOCK STORAGE BLDG/BEHIND CENTRAL OFFICE</td><td></td></tr> </tbody> </table>				Select	Item Nbr	Description	Dt Disposed	<input type="checkbox"/>	000000006	ELITE ATH POLE VAULT PIT W/PADS & STANDARDS		<input type="checkbox"/>	000000007	PLAYGROUND SLAB		<input type="checkbox"/>	000000008	PLAYGROUND EQUIPMENT		<input type="checkbox"/>	000000009	PLAYGROUND EQUIPMENT		<input type="checkbox"/>	000000014	1997 FORD 71 PASS BUS #28		<input type="checkbox"/>	000000018	1998 BLUEBIRD 25 PASS BUS #30 (SP. ED.)		<input type="checkbox"/>	000000020	1999 THOMAS7.2DIESEL71 PASS BUS#32 (ROUTE)		<input type="checkbox"/>	000000022	2000 CHEV EXPR 12 PASS VAN #34		<input type="checkbox"/>	000000029	1990 CHEV DIESEL 71 PASS BUS #21		<input type="checkbox"/>	000000042	PA SYSTEM IN OLD HS OFFICE		<input type="checkbox"/>	000000044	BAND HALL DRESSING ROOMS/OLD GYM		<input type="checkbox"/>	000000047	MIDDLE SCHOOL MAIN BUILDING		<input type="checkbox"/>	000000048	MIDDLE SCHOOL SCIENCE LAB		<input type="checkbox"/>	000000049	PORTABLE CLASSROOMS(2)GRANT BLDG		<input type="checkbox"/>	000000050	MIDDLE SCH SAC BUILDING		<input type="checkbox"/>	000000051	STORAGE BUILDING(NEXT TO SAC BLDG)		<input type="checkbox"/>	000000054	HS AG CLASS AND LAB BLDG		<input type="checkbox"/>	000000057	HS SCIENCE LAB BUILDING		<input type="checkbox"/>	000000059	HS WEIGHT ROOM/BUS BARN		<input type="checkbox"/>	000000062	ATHLETIC TRACK FIELD		<input type="checkbox"/>	000000067	CINDER BLOCK STORAGE BLDG/BEHIND CENTRAL OFFICE	
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Use the arrow buttons to move inventory items to the right side of the page.

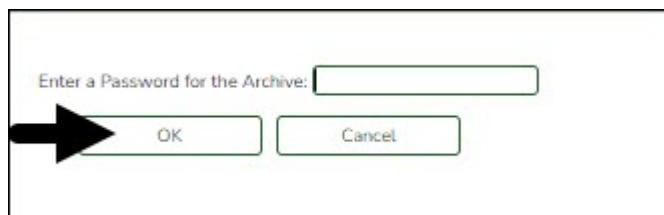
Click **Calculate** to calculate the depreciation of all selected inventory numbers. A message is displayed prompting you to create a backup.



Click **Yes**. A pop-up window is displayed with the export file name.



Click **Execute**. A pop-window is displayed prompting you for a password for the archive.



Enter the password and click **OK**. Continue the process to save the file in the appropriate location.

Print the report and verify that the new items are listed for depreciation calculations **before** you process. Other Depreciation Reports are listed in Reports menu.

Select **Recalculate all prior years of depreciation (Also includes current FY.)** check box to recalculate the depreciation of the selected assets for all years in service. If not selected, then the depreciation is only calculated for the current fiscal year.

If necessary, you can run the depreciation calculations screen multiple times. For example, if you added an item that should have been depreciated in a previous year, you can select the recalculate option and it will retro process calculations. Be sure to keep your auditors informed about which items are involved.

If you receive an error report when you calculate the depreciations, review the report and reconcile any issues prior to continuing this process.

 Continue Cancel

Inven Nbr	Description	Error Message
0000000048	MIDDLE SCHOOL SCIENCE LAB	No distribution records exist for this item.
0000000049	PORTABLE CLASSROOMS(2)GRANT BLDG	No distribution records exist for this item.
0000000051	STORAGE BUILDING(NEXT TO SAC BLDG)	No distribution records exist for this item.
0000000057	HS SCIENCE LAB BUILDING	No distribution records exist for this item.
0000000062	ATHLETIC TRACK FIELD	No distribution records exist for this item.
0000000067	CINDER BLOCK STORAGE BLDG/BEHIND CENTRAL OFFICE	No distribution records exist for this item.

End of Report

Click **Continue**. The Depreciation Calculation Item Summary Report is displayed.

 Process Cancel

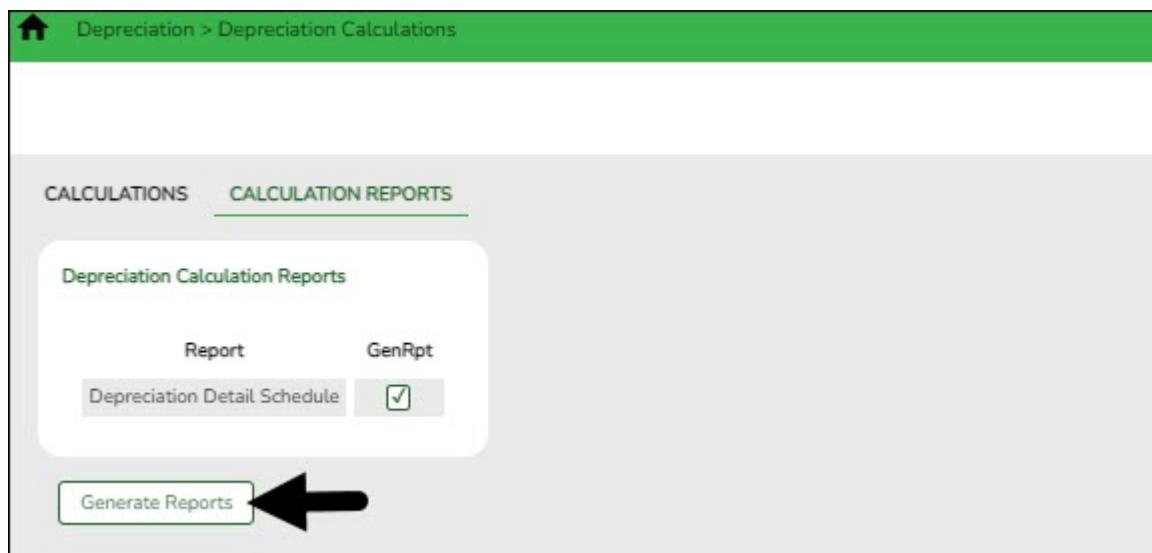
Depreciation Calculation Item Summary Report											
Current FY Date Range: 09- thru 08- 											
Inven Nbr	Description	CV	Depr Yr	Curr Pd	Rec Per	Nbr Mos	Cost	Prev Deprec	Curr Deprec	Accum Depr	Book Value
0000000048	MIDDLE SCHOOL SCIENCE LAB	FM *	2018	22	25	12	257,502.00	216,301.68	10,300.08	226,801.78	30,900.24
0000000049	PORTABLE CLASSROOMS(2)GR	FM *	2018	20	25	12	47,099.00	35,795.24	1,883.96	37,879.20	9,419.80
0000000051	STORAGE BUILDING(NEXT TO S	FM *	2018	23	25	12	3,000.00	2,640.00	120.00	2,760.00	240.00
0000000057	HS SCIENCE LAB BUILDING	FM *	2018	24	25	12	435,842.00	400,974.64	17,433.68	418,408.32	17,433.68

Click **Process** to continue.

- If requested by auditor, generate the Depreciation Detail Schedule report.

If requested by auditor, generate the Depreciation Detail Schedule report

[Asset Management > Depreciation > Depreciation Calculations > Calculation Reports](#)



□ Select **Gen Rpt** to generate the Depreciation Detail Schedule report. Click **Generate Reports**.

Date Run: Ctry Dist: Year 2021		Depreciation Detail Schedule By Item Number					Program: BAM2000 Page: 1 of 2 File ID: C	
Item Nbr	Description Property Class	CV R Per	Dt in Serv Dt Disposed	Deprec Cost Basis Adjust	Prev Deprec Sale Price	Curr Deprec Exp of Sale	Accum Deprec Gain/Loss	
0000007135	JOHN DEERE GATOR F&EQ>5000 FURN & EQUIP >\$5,000(LAWN	FM 7.00	11-21-2013	6,108.00 6,108.00	5,962.56 .00	145.44 .00	6,108.00 .00	
XXX-51-XXXX-XX-XXX-1XXXXX	Account Code not in Finance					145.44		
	Account Code Totals					145.44		
0000007535	wall of honor plaques on wood BLDG IMPRO BUILDING IMPROV-	FM 30.00	04-25-2017	15,646.00 15,646.00	1,781.90 .00	521.53 .00	2,303.43 .00	
161-62-6629.00-211-199E47	Account Code not in Finance					521.53		
	Account Code Totals					521.53		
0000007608	server for 2nd floor TERU CARLIO TERU CARLIO INOMO CEDV	FM 2.00	10-05-2017	5,400.00 5,400.00	5,250.00 .00	150.00 .00	5,400.00 .00	

- Run the Historical Depreciation Schedule Inquiry

Run the Historical Depreciation Schedule Inquiry

[Asset Management > Depreciation > Historical Depreciation Schedule Inquiry](#)

Use this inquiry as an easy way to view when depreciation started and what years have been calculated.

Depreciation > Historical Depreciation Schedule Inquiry

Item Nbr: 0000000062 Description: ATHLETIC TRACK FIELD Retrieve Directory

HISTORICAL DEPRECIATION SCHEDULE INQUIRY

Book Typ: GP

Date In Service: 09-01-1997 Recovery Period: 25.00 Deprec Cost: 202,888.00

Date Disposed: 00-00-0000 Property Class: BUILDINGS Salvage Value: .00

Unallocated: N Method: SL Basis Adjust: 202,888.00

Bus Pct: .000 Convention: FM Gain Loss: .00

Depreciation

Detail	Year	Period	Nbr Months	Prev Deprec	Curr Deprec	Accum Deprec
Q	1998	1	12	.00	8,115.52	8,115.52
Q	1999	2	12	8,115.52	8,115.52	16,231.04
Q	2000	3	12	16,231.04	8,115.52	24,346.56
Q	2001	4	12	24,346.56	8,115.52	32,462.08
Q	2002	5	12	32,462.08	8,115.52	40,577.60
Q	2003	6	12	40,577.60	8,115.52	48,693.12
Q	2004	7	12	48,693.12	8,115.52	56,808.64
Q	2005	8	12	56,808.64	8,115.52	64,924.16
Q	2006	9	12	64,924.16	8,115.52	73,039.68
Q	2007	10	12	73,039.68	8,115.52	81,155.20
Q	2008	11	12	81,155.20	8,115.52	89,270.72
Q	2009	12	12	89,270.72	8,115.52	97,386.24
Q	2010	13	12	97,386.24	8,115.52	105,501.76
Q	2011	14	12	105,501.76	8,115.52	113,617.28
Q	2012	15	12	113,617.28	8,115.52	121,732.80
Q	2013	16	12	121,732.80	8,115.52	129,848.32
Q	2014	17	12	129,848.32	8,115.52	137,963.84
Q	2015	18	12	137,963.84	8,115.52	146,079.36
Q	2016	19	12	146,079.36	8,115.52	154,194.88
Q	2017	20	12	154,194.88	8,115.52	162,310.40

Depreciation Distribution

Year	Account Code	Percent	Deprec Amt
2016	199-36-6449.00-999-699000	100.00	8,115.52

Prepare for New Year Processing

Asset Management

- Verify current and next fiscal years exist in fiscal year table.

Verify current and next fiscal years exist in fiscal year table

Asset Management > Tables > Fiscal Year

Verify that the current fiscal year and the next fiscal year are listed.

Delete	Fiscal Year	From Month	From Year	To Month	To Year
	2010	09	2009	08	2010
	2011	09	2010	08	2011
	2012	09	2011	08	2012
	2013	09	2012	08	2013
	2014	09	2013	08	2014
	2015	09	2014	08	2015
	2016	09	2015	08	2016
	2017	09	2016	08	2017
	2018	09	2017	08	2018
	2019	09	2018	08	2019
	2020	09	2019	08	2020

First < 4 / 4 > Last [Add](#)

- [Copy current file ID \(C\) to new file ID for historical purposes.](#)

Copy current file ID (C) to new file ID for historical purposes

[Asset Management > Utilities > Copy Current to New File ID](#)

Copy the current file ID (C) data into the new historical file ID. This process allows you to copy data that currently exists in file ID C to a new file ID, which will serve as your prior year historical file.

New File ID: B

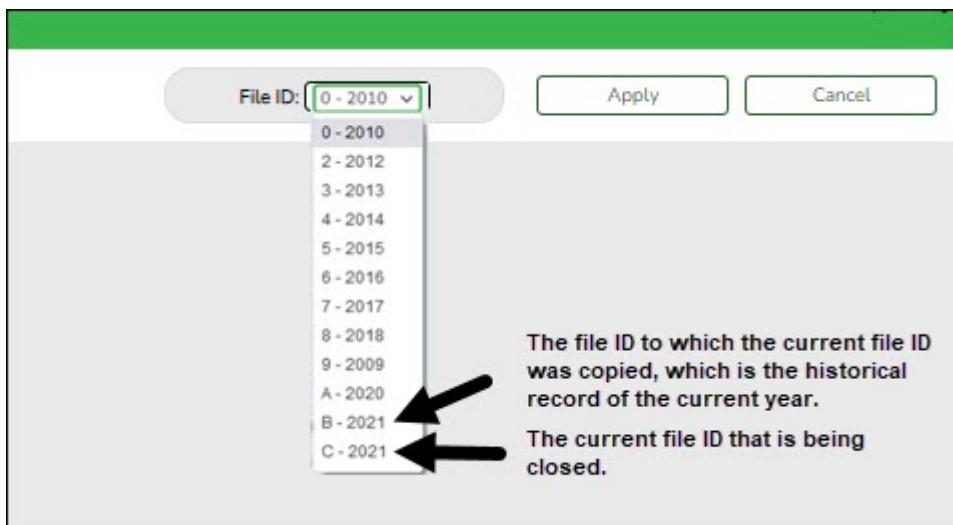
You are about to copy data from the current file id C to the new file id B.
Do you want to continue?

Yes No

If you need to update any information, you must log on to the new file ID through the Change File ID function and manually make the modifications.

Note: Changes made in one file ID do not update in the other file ID.

After copying data to the historical ID, you can begin making changes as needed to your new current file ID.



Verify that you are in file ID C before completing the following steps.

- Roll over depreciation distribution funds.

Roll over depreciation distribution funds

[Asset Management > Utilities > Fiscal Year Processing > Depreciation Distribution Fund Rollover](#)

This utility allows you to create new depreciation distribution records and update the fiscal year of the general ledger account codes in the depreciation distribution records. Capital asset records that are selected must meet the following criteria:

- They must exist in the current logged-on file ID.
- They must exist in the current fiscal year, as compared to the Asset Management Options table.
- They must not have been fully depreciated.
- They must not have been disposed of.

Enter New Fiscal Year:

This value will replace the fiscal year in the Asset Management Options in addition to inserting the new depreciation distribution records.

Execute

Tables

Maintenance

Depreciation

Inquiry

Utilities

- Export Asset Management Tables
- Import Asset Management Tables
- Mass Update
- Mass Change Inventory Number
- Copy Current to New File ID
- Mass Change Account Codes
- Merge Asset Management Text File
- Export by File ID
- Delete by File ID
- Fiscal Year Processing
 - Depreciation Distribution Fund Rollover **1**
 - Mass Delete **2**
 - Initialize Audit Tables **3**

Reports

Process

Cancel

Date Run:

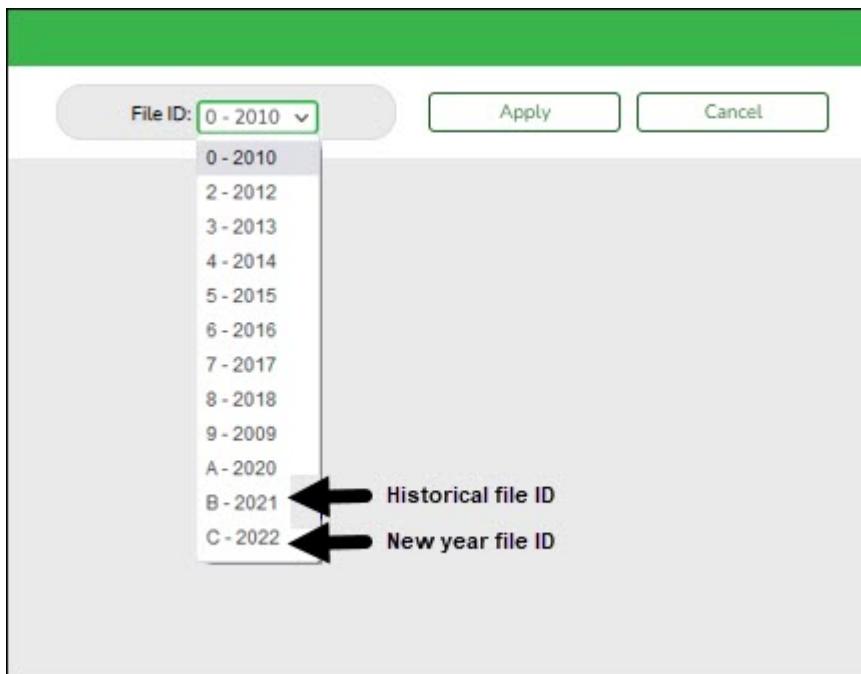
Cnty Dist:

Depreciation Distribution Fund Rollover

Page: 1
File ID: C

Inven Nbr	Description	Error Message
	Depreciation Distribution Fund Rollover	

If you check your dropdown of available file IDs now, you will see the new year has been created in this step.

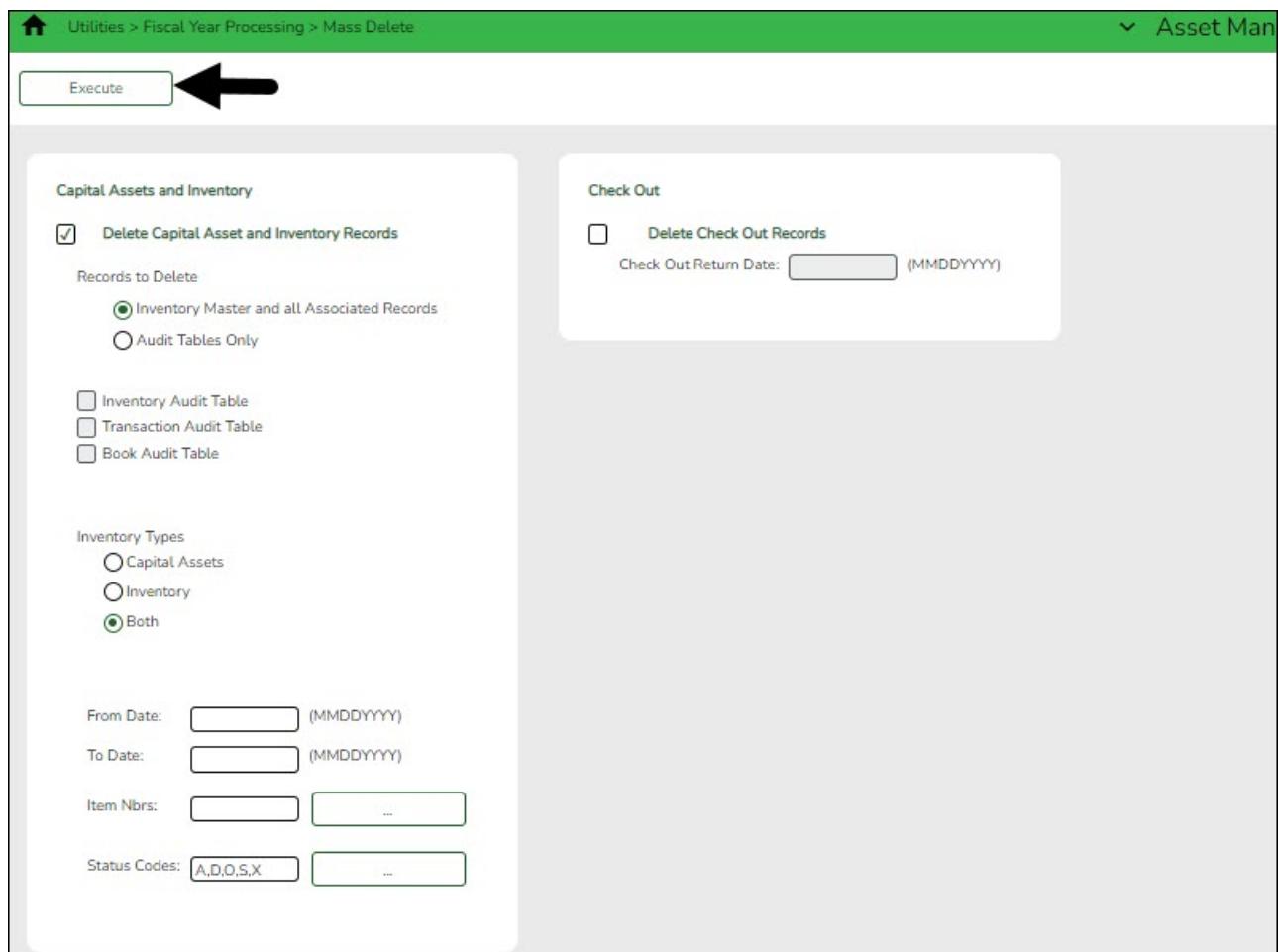


- Mass delete asset items deleted, sold, or entered in error.

Mass delete asset items deleted, sold, or entered in error

[Asset Management > Utilities > Fiscal Year Processing > Mass Delete](#)

Mass delete all records that have status codes associated with the item being deleted, sold, or entered in error. This process will delete those records from the current year file ID; however, the items will still be available in your prior year file ID(s).



Utilities > Fiscal Year Processing > Mass Delete

Asset Man

Execute 

Capital Assets and Inventory

Delete Capital Asset and Inventory Records

Records to Delete

Inventory Master and all Associated Records
 Audit Tables Only

Inventory Audit Table
 Transaction Audit Table
 Book Audit Table

Inventory Types

Capital Assets
 Inventory
 Both

From Date: (MMDDYYYY)

To Date: (MMDDYYYY)

Item Nbrs:

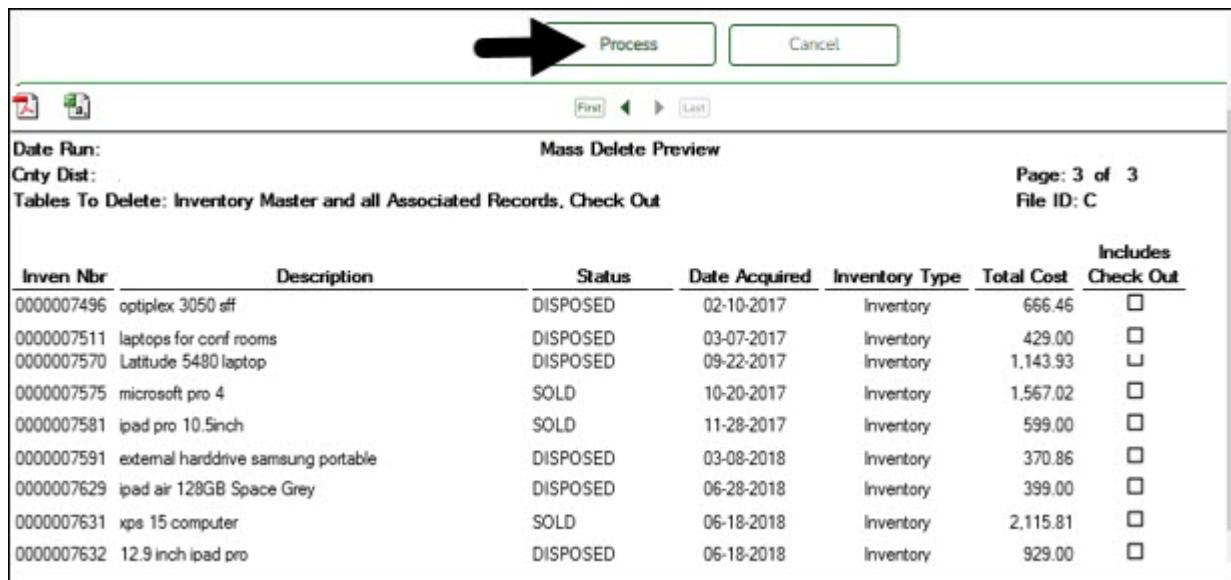
Status Codes:

Check Out

Delete Check Out Records

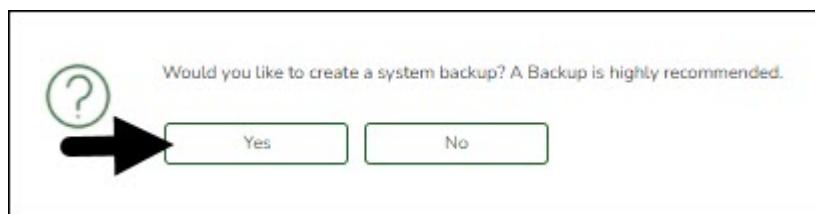
Check Out Return Date: (MMDDYYYY)

- Select Delete Capital Asset and Inventory Records.**
- Under Records to Delete**, select **Inventory Master and all Associated Records**.
- Under Inventory Types**, select **Both**.
- In the **Status Codes** field, click  to include the status codes from your LEA's Status Codes table that would warrant removing an item from your current year inventory.
- Click **Execute**. The Mass Delete Preview report is displayed.



Mass Delete Preview						
Date Run:		Tables To Delete: Inventory Master and all Associated Records, Check Out				Page: 3 of 3 File ID: C
Inven Nbr	Description	Status	Date Acquired	Inventory Type	Total Cost	Includes Check Out
0000007496	optiplex 3050 sff	DISPOSED	02-10-2017	Inventory	666.46	<input type="checkbox"/>
0000007511	laptops for conf rooms	DISPOSED	03-07-2017	Inventory	429.00	<input type="checkbox"/>
0000007570	Latitude 5480 laptop	DISPOSED	09-22-2017	Inventory	1,143.93	<input checked="" type="checkbox"/>
0000007575	microsoft pro 4	SOLD	10-20-2017	Inventory	1,567.02	<input type="checkbox"/>
0000007581	ipad pro 10.5inch	SOLD	11-28-2017	Inventory	599.00	<input type="checkbox"/>
0000007591	external harddrive samsung portable	DISPOSED	03-08-2018	Inventory	370.86	<input type="checkbox"/>
0000007629	ipad air 128GB Space Grey	DISPOSED	06-28-2018	Inventory	399.00	<input type="checkbox"/>
0000007631	xps 15 computer	SOLD	06-18-2018	Inventory	2,115.81	<input type="checkbox"/>
0000007632	12.9 inch ipad pro	DISPOSED	06-18-2018	Inventory	929.00	<input type="checkbox"/>

□ Review the report and click **Process**. A message is displayed prompting you to create a backup.



□ Click **Yes**. A pop-up window is displayed with the export file name.



□ Click **Execute**. A message is displayed indicating that the process was completed successfully. Click **OK**.

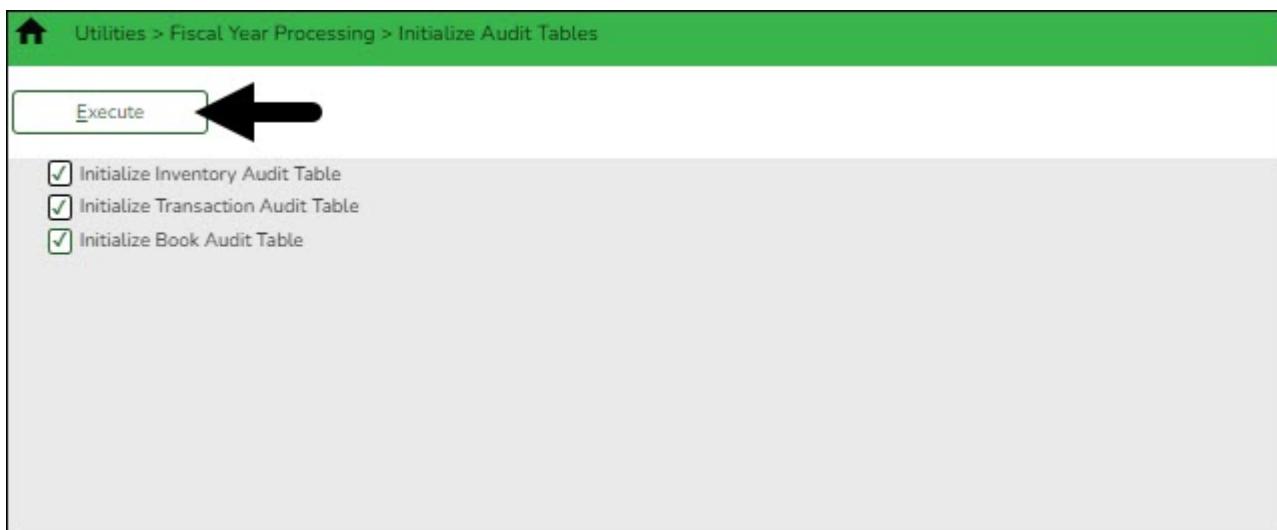
- Initialize audit tables.

Initialize audit tables

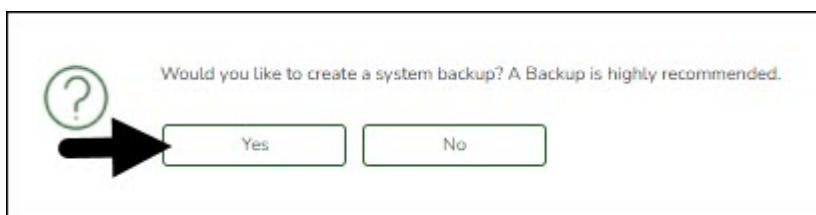
[Asset Management > Utilities > Fiscal Year Processing > Initialize Audit Tables](#)

This utility should be run **after** the auditor has completed their review. This process allows you to delete all selected historical audit files based on the file ID.

It is best practice to create a backup of your files prior to running this utility as this process does modify files.



- Select all three options on the page.
- Click **Execute**. A message is displayed prompting you to create a backup.



- Click **Yes**. A pop-up window is displayed with the export file name.



- Click **Execute** and save the file in the appropriate location. A message is displayed prompting you to continue with the process. Click **Yes**. A message is displayed indicating that the process was successfully completed. Click **OK**.

- [Create export of file ID C.](#)

Create export of file ID C

[Asset Management > Utilities > Export by File ID](#)

Create an export of file ID C as a backup of the beginning new year database. Save the file and record the file name for future reference if needed (e.g., Export File ID C Beginning Year XX-XX)

This is a backup of your LEA's new year inventory without any maintenance.



After completing the above steps, you are now ready to begin the new fiscal year for Asset Management.