

Asset Management Summary Quick Checklist

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ASSET RECORD MAINTENANCE (done throughout the year) FINANCE MODULE ☐ Ensure all Object/SubObject codes are present in the Asset Management Cross-Reference Table ☐ Execute Extract utility: 1) print PDF report and 2) save to file, recording filename for future step:

```
Finance Module Extract Filename:
_____________________________________________
```

ASSET MANAGEMENT MODULE ☐ Verify that “Automatic Item Numbering” is checked if this option is desired ☐ Import any Asset items from the Finance Module using the Filename recorded above and manually enter any other Asset items you wish to add ☐ Optional: Run and distribute the Campus Room Inventory Report for hand notations ☐ Update any Asset items in the database with changes from the Inventory Report ☐ Do a Mass Update of the “Last Inventory Date”

DEPRECIATION CALCULATION AND EOY REPORTS ASSET MANAGEMENT MODULE ☐ Run Report : Status Report to show any Asset items Entered in Error, for Sold, or Deleted ☐ Ensure required information for the sale of any Capital Assets is entered ☐ Run Reports : Capital Assets/Inventory Listing, Auditor Analysis and Property Class Listing ☐ Verify the data and balances in the Reports; Totals should match ☐ If Report totals match, perform the Depreciation Calculations ☐ Run Report: Depreciation Detail Schedule if desired or required by Auditor

PREPARE DATABASE FOR NEW YEAR PROCESSING ASSET MANAGEMENT MODULE ☐ Verify the current fiscal year 2015 and the next fiscal year 2016 are listed in the FY Table ☐ Copy Current FileID (C) into new FileID for history; ensure you are in FileID (C) for following: ☐ Rollover the Depreciation Distibution Funds ☐ Perform a Mass Delete of all Asset Items that have status of Entered in Error, Deleted, or Sold ☐ After the Auditor has completed their review, perform the Initialize Audit Tables process ☐ Do an Export by FileID (C) to have a clean backup of the beginning new year database; give meaningful filename and record for future reference if needed:

```
Export Asset Management Tables Filename:  i.e. “Export FileID(C) Beginning
Year 21-22”
```