



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 Distribution 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"