



Asset Management Summary Quick Checklist

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ASSET RECORD MAINTENANCE (done throughout the year) FINANCE MODULE

<input type="checkbox"/> Ensure all Object/SubObject codes are present in the Asset Management Cross-Reference Table
<input type="checkbox"/> Execute Extract utility: 1) print PDF report and 2) save to file, recording filename for future step:Finance Module Extract Filename

ASSET MANAGEMENT MODULE

<input type="checkbox"/> Verify that "Automatic Item Numbering" is checked if this option is desired
<input type="checkbox"/> 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
<input type="checkbox"/> 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

<input type="checkbox"/> Run Report : Status Report to show any Asset items Entered in Error, for Sold, or Deleted
<input type="checkbox"/> Ensure required information for the sale of any Capital Assets is entered
<input type="checkbox"/> Run Reports : Capital Assets/Inventory Listing, Auditor Analysis and Property Class Listing
<input type="checkbox"/> Verify the data and balances in the Reports; Totals should match
<input type="checkbox"/> If Report totals match, perform the Depreciation Calculations
<input type="checkbox"/> Run Report: Depreciation Detail Schedule if desired or required by Auditor

PREPARE DATABASE FOR NEW YEAR PROCESSING ASSET MANAGEMENT MODULE

<input type="checkbox"/> Verify the current fiscal year 2015 and the next fiscal year 2016 are listed in the FY Table
<input type="checkbox"/> Copy Current FileID (C) into new FileID for history; ensure you are in FileID (C) for following:
<input type="checkbox"/> Rollover the Depreciation Distribution Funds
<input type="checkbox"/> Perform a Mass Delete of all Asset Items that have status of Entered in Error, Deleted, or Sold
<input type="checkbox"/> After the Auditor has completed their review, perform the Initialize Audit Tables process
<input type="checkbox"/> 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"