



Asset Management Summary Quick Checklist

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Asset Record Maintenance (done throughout the year)

Finance

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| <input type="checkbox"/> | Verify the necessary object/subobject codes exist in the Asset Management Cross-Reference table. |
| <input type="checkbox"/> | Run the Extract to Asset Management utility to extract data from Finance to Asset Management.
Print the PDF report. |
| <input type="checkbox"/> | Save the file and record the file name as it is needed it in a later step.
Finance Module Extract File Name: |

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.

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| <input type="checkbox"/> | (Optional) Verify that Automatic Item Numbering is selected. |
| <input type="checkbox"/> | Import asset items using the file that you previously created in Finance on the Extract to Asset Management pages. Or, manually add asset items as needed. |
| <input type="checkbox"/> | (Optional) Generate and distribute the Campus Room Inventory Report.
Use the report to track and update asset changes in the system.
Perform a Mass Update to update the Last Inventory Date on the Inventory Records tab. |

Depreciation Calculations and EOY Reports

Asset Management

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| <input type="checkbox"/> | Generate the BAM1050 - Status Report to review any asset items that were sold, deleted, or entered in error. |
| <input type="checkbox"/> | Verify that the required information is entered for the sale of any Capital Assets. |
| <input type="checkbox"/> | Generate the following reports:
BAM1100 - Auditor Analysis Report
BAM1150 - Capital Assets/Inventory Listing
BAM1650 - Property Class Listing Reports |
| <input type="checkbox"/> | Verify the data and balances on the reports. The totals should match. |
| <input type="checkbox"/> | If report totals match, perform the Depreciation Calculations. |
| <input type="checkbox"/> | Generate the Depreciation Detail Schedule report if requested by the auditor. |

Prepare for New Year Processing

Asset Management

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| <input type="checkbox"/> | Verify the current and next fiscal years exist in the fiscal year table. |
| <input type="checkbox"/> | Copy the current file ID (C) to a new file ID for historical purposes. |

Verify that you are in file ID C for the following steps:

- | | |
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| <input type="checkbox"/> | Rollover the Depreciation Distribution Funds |
| <input type="checkbox"/> | Perform a Mass Delete of all asset items that have been deleted, sold, or entered in error. |
| <input type="checkbox"/> | After the auditor has completed their review, perform the Initialize Audit Tables process. |
| <input type="checkbox"/> | Perform an Export by File ID (C) for clean backup of the beginning new year database; give meaningful filename and record for future reference if needed (e.g., Export File ID (C) Beginning Year 21-22" |