



Asset Management Annual Process

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Asset Management Process

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

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

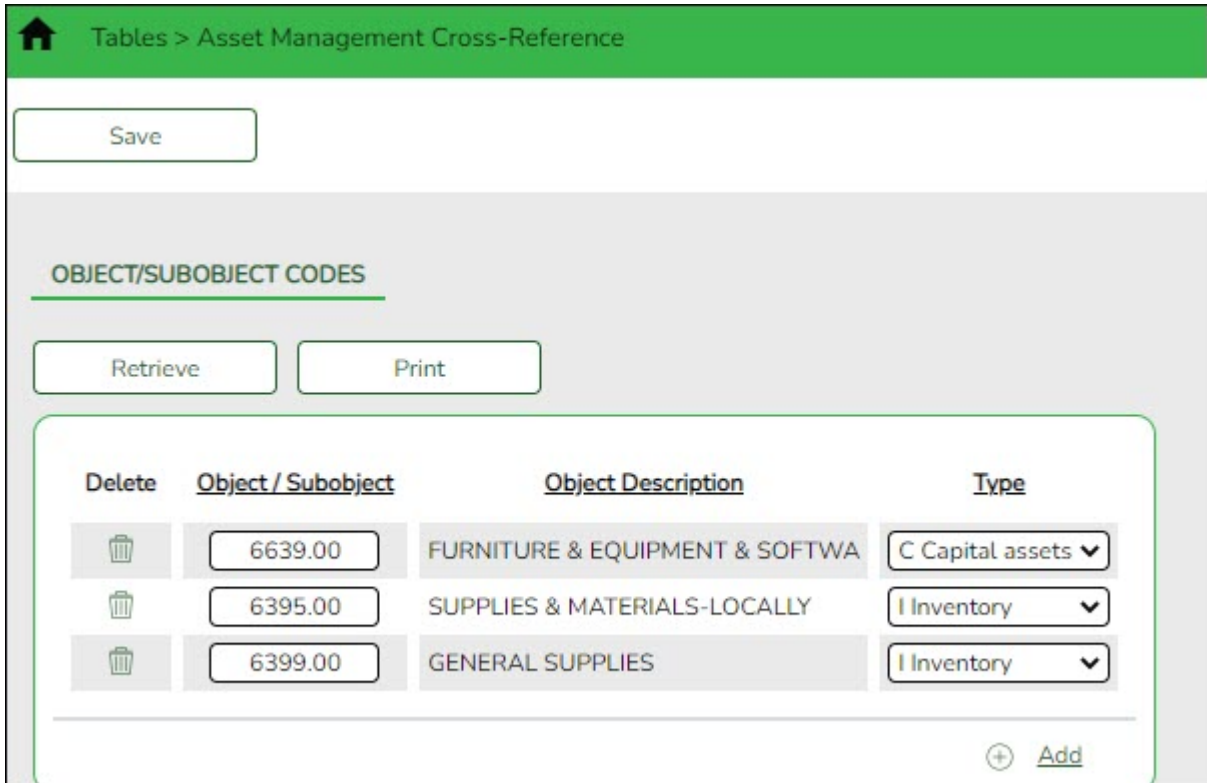
- [Verify object/sub-object codes](#).

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.

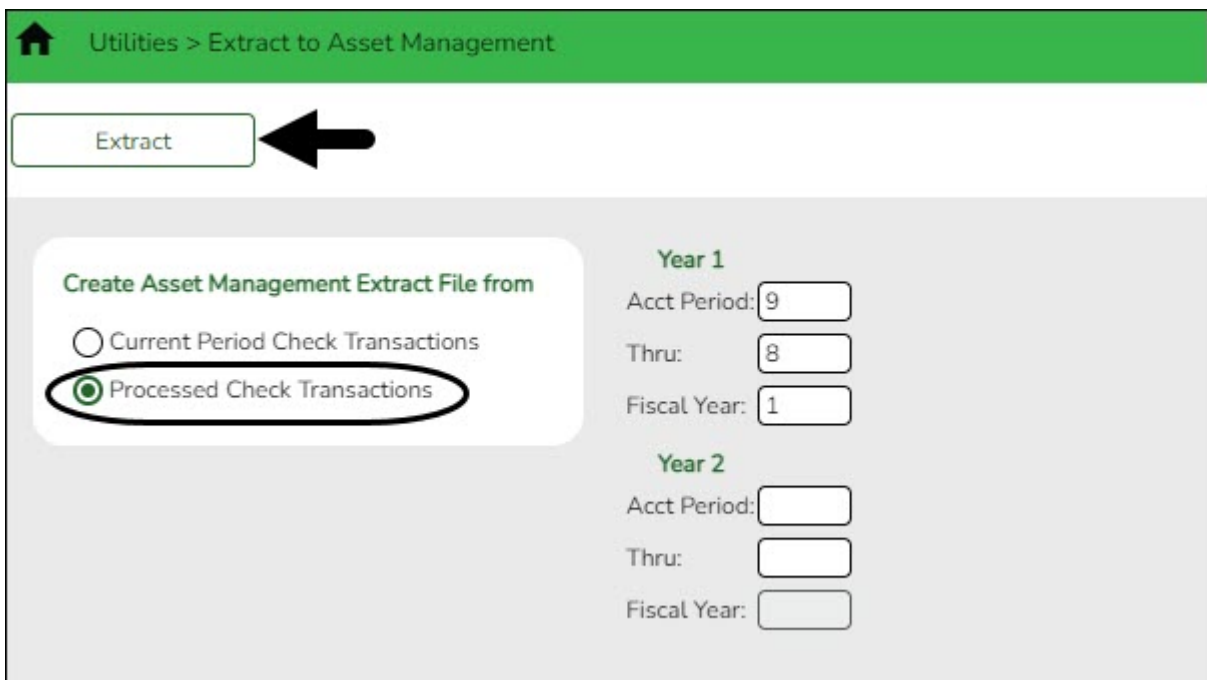


- [Extract to Asset Management.](#)

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.



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.

| Date Run: | | Asset Management Extract | | | | | Program: FIN7500 | | |
|--|------------|--------------------------|----------|--------|------|-------------|------------------|-----------|---------|
| Cnty Dist: | | | | | | | Page: 1 of 3 | | |
| Year 1 Fiscal Year 1 Accounting Periods 09 to 08 | | | | | | | File ID: 1 | | |
| Year 2 Fiscal Year 1 Accounting Periods 09 to 08 | | | | | | | | | |
| Fnd-Fnc-Obj_So-Org-Prog | Vendor Nbr | Vendor Name | Acct per | PO Nbr | Type | Invoice Nbr | Check Date | Check Nbr | Amount |
| 102-13-6395-00-628-199000 | | | 11 | 450036 | I | 4472892 | 11-30-2020 | E04894 | 510.2 |
| 102-21-6395-00-626-199000 | | | 09 | 449684 | I | 1964296 | 09-30-2020 | E04754 | 1,003.2 |
| 102-53-6395-00-321-199000 | | | 08 | 451872 | I | G035383 | 08-12-2021 | E05506 | 1,047.2 |
| 102-62-6395-00-322-199000 | | | 07 | 451915 | I | G278310 | 07-15-2021 | E05424 | 2,018.0 |
| 102-62-6395-00-322-199000 | | | 07 | 451915 | I | G362336 | 07-15-2021 | E05424 | 391.3 |
| 102-62-6395-00-322-199000 | | | 07 | 451988 | I | G352932 | 07-15-2021 | E05424 | 1,647.9 |
| 102-62-6395-00-322-199000 | | | 06 | 451555 | I | G620767 | 06-18-2021 | E05347 | 582.7 |

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

Retrieve Print

Automatic Item Numbering:

Next Available Item Nbr: 258

Use Catalog Description:

Allow Alpha Item Numbers:

Current Fiscal Year:

Default Gain Code: P PURCHASED

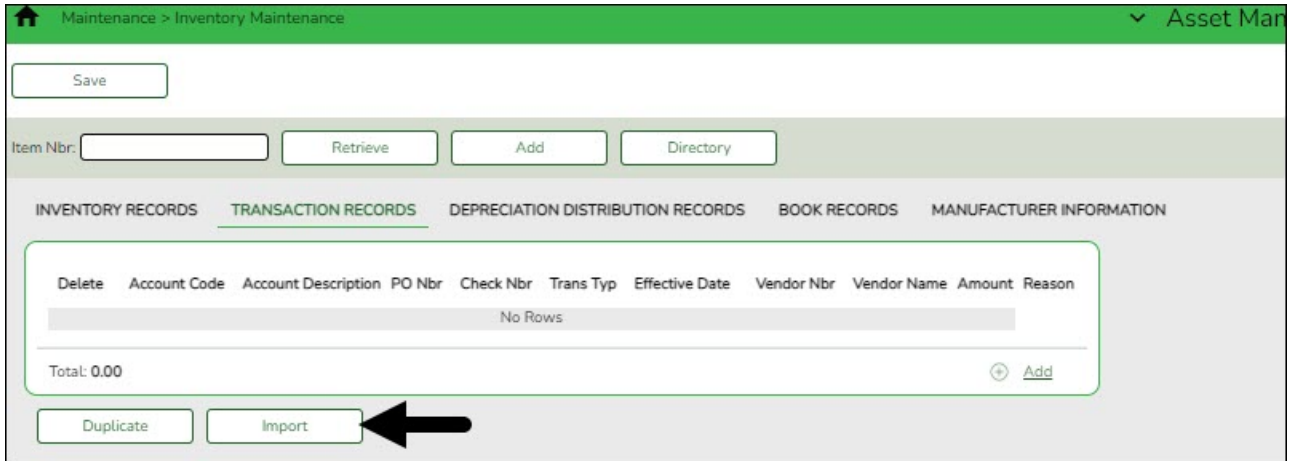
Default Status Code: A ACTIVELY USED ITEM

- [Import/add asset items from the Finance.](#)

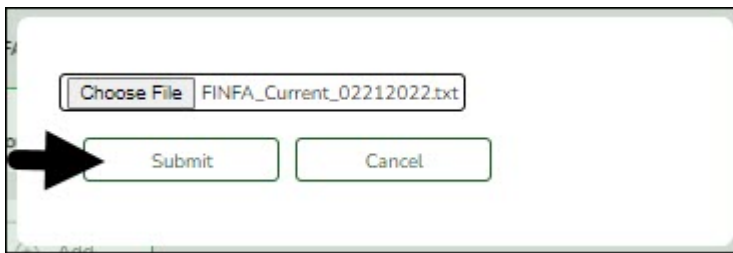
Import/add asset items from Finance

Asset Management > Maintenance > Inventory Maintenance > Transaction Records

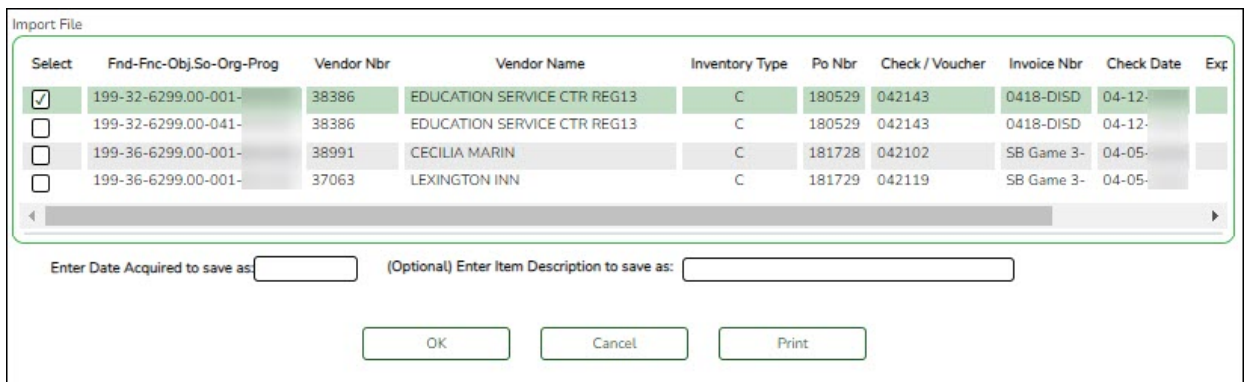
Use the file that you previously created in Finance on the Extract to Asset Management page to import asset items. Or, manually add asset items as needed.



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.

| Date Run: | | Campus Room Inventory Report | | | | | Program: BAM1400 | |
|-------------------|-------|------------------------------|-----------------------|------|-----------|--------------|------------------|---------------|
| Cnty Dist: | | ISD | | | | | Page: 1 of 49 | |
| Campus: | | Grouped by Campus | | | | | File ID: C | |
| Item Nbr | Units | Catalog Nbr | Description | Type | Status | Unit Cost | Total Unit Cost | Serial Nbr |
| Department: | | | | | | | | |
| Room: | | | | | | | | |
| 000000177 | 1 | 31000 | ISCRUB 20 DLX ORB 114 | C | A - ACTIV | 5,594.00 | 5,594.00 | 1006184000008 |
| 000000206 | 1 | 16000 | 2' HMAC PAVING | C | A - ACTIV | 20,381.00 | 20,381.00 | |
| 000000212 | 1 | 13000 | ACOUSTICAL PANELS & | C | A - ACTIV | 16,200.00 | 16,200.00 | |
| 000000215 | 1 | 17000 | NEW MHMS CIP | C | A - ACTIV | 2,186,415.76 | 2,186,415.76 | |
| 000000218 | 1 | 13000 | CANOPY | C | A - ACTIV | 10,000.00 | 10,000.00 | |
| 000000219 | 1 | 31000 | WATER HEATER - MEN | C | A - ACTIV | 5,000.00 | 5,000.00 | |
| 000000220 | 1 | 31000 | WATER HEATER - | C | A - ACTIV | 5,000.00 | 5,000.00 | |
| 000000221 | 1 | 41000 | FENCING | C | A - ACTIV | 21,260.00 | 21,260.00 | |
| 000000222 | 1 | 31000 | FIRE PROTECTION | C | A - ACTIV | 218,779.00 | 218,779.00 | |
| 000000223 | 1 | 13000 | FLOORING | C | A - ACTIV | 267,096.00 | 267,096.00 | |
| 000000224 | 1 | 13000 | HVAC | C | A - ACTIV | 213,000.00 | 213,000.00 | |
| 000000225 | 1 | 41000 | MOBILE HOME LOT PREP | C | A - ACTIV | 85,131.22 | 85,131.22 | |
| 000000226 | 1 | 13000 | ROOFING | C | A - ACTIV | 711,057.00 | 711,057.00 | |
| 000000227 | 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 Types:

Capital Assets
 Inventory Assets
 Both

Item Nbrs:

INVENTORY **BOOK**

Change Last Inventory Date

Change Status Code
 Change Catalog Nbr
 Change Campus
 Change Department
 Change Room Nbr
 Change Condition Code
 Change Gain Code
 Change Insurance Code

Last Inventory Date:

From: To:

Status:

Catalog Nbr:

Campus:

Department:

Room:

Condition:

Gain:

Insurance:

Mass Update Inventory Record Preview

Date Run: Page: 1 of 1

Cnty Dist: 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 Calculation and EOY Reports

Asset Management

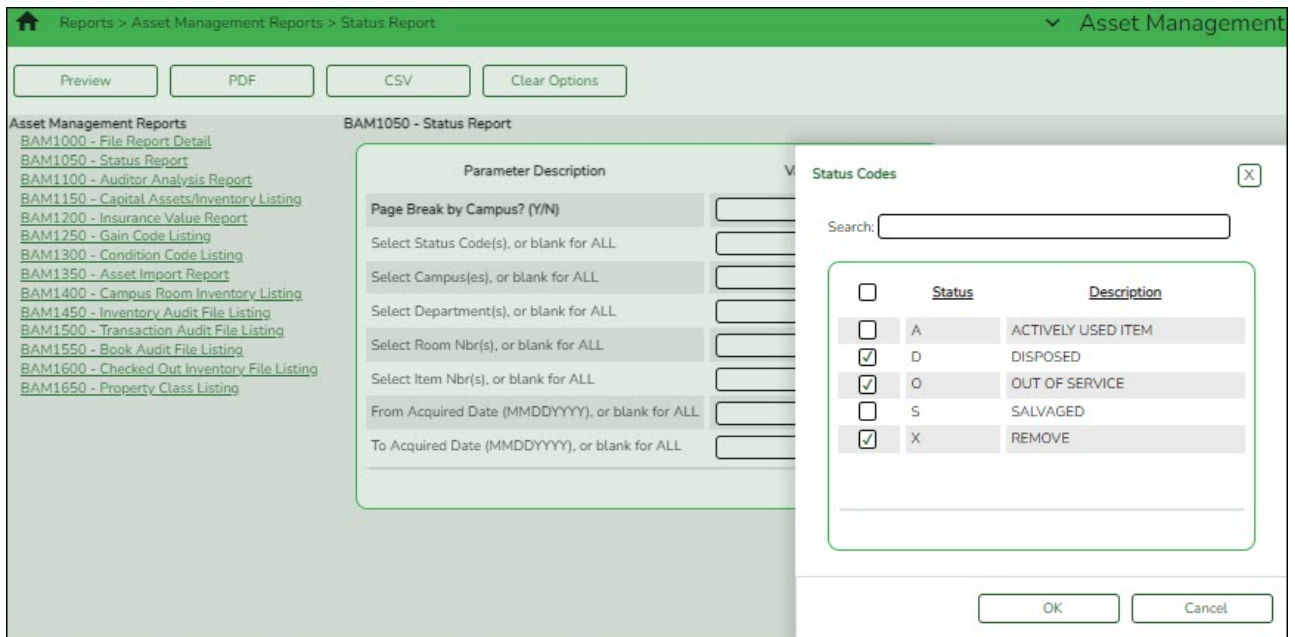
- [Generate the Status Report](#)

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.



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 | |
|----------------------------------|---------------------------|---------------------------------|----------------------------|------------------|--------|
| City Dist: | | | | Page: 1 of 20 | |
| From Acquired Date – Thru – | | | | File ID: C | |
| Status Code: D - DISPOSED | | | | | |
| Campus: | | | | | |
| Department: | | | | | |
| Room Nbr: 1ST FLOOR | | | | | |
| 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 Asset Management

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: On Loan To:

Dt Last Update: 02-27-2002

Maintenance > Sale/Disposal of Capital Asset Asset Mar

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.

| Date Run: | | Auditor Analysis Report | | | | Program: BAM1100 | |
|----------------------|----------------------------------|---------------------------|--------------------|-----------------------|-----------------------|-----------------------|--|
| City Dist: | | From 09-01-20 to 12-31-20 | | | | 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

Preview PDF CSV Clear Options

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](#)

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: | Inventory of Assets/Inventory Items | Program: BAM1150 |
| Cnty Dist: | Capital Asset Items | Page: 12 of 12 |
| From Acquired Date Thru | | File ID: C |
| Grand Cost | | 6,184,736.20 |
| End of Report | | |

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

Preview PDF CSV Clear Options

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

- If report totals match, perform depreciation calculations.

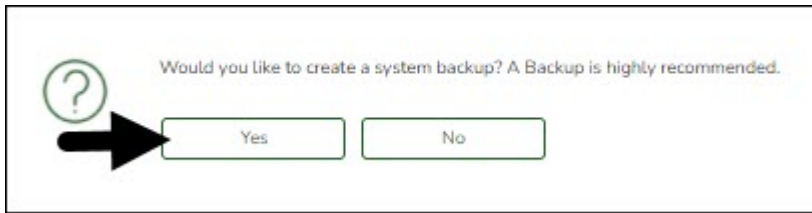
If report totals match, perform depreciation calculations

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

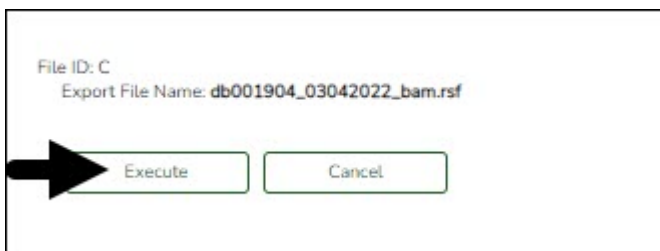
If the Capital Asset Listing, Auditor’s Analysis, and Property Class reports are correct/balanced and you have reviewed the [Requirements for Depreciation Calculations Checklist](#), perform your depreciation calculations for the year.

Use the arrow buttons to move inventory items to the right side of the page.

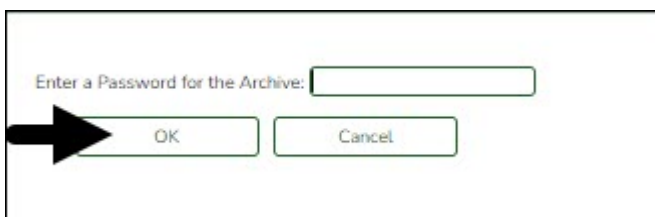
- Click **Calculate** to calculate the depreciation of all selected inventory numbers. A message is displayed prompting you to create a backup.



- 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.



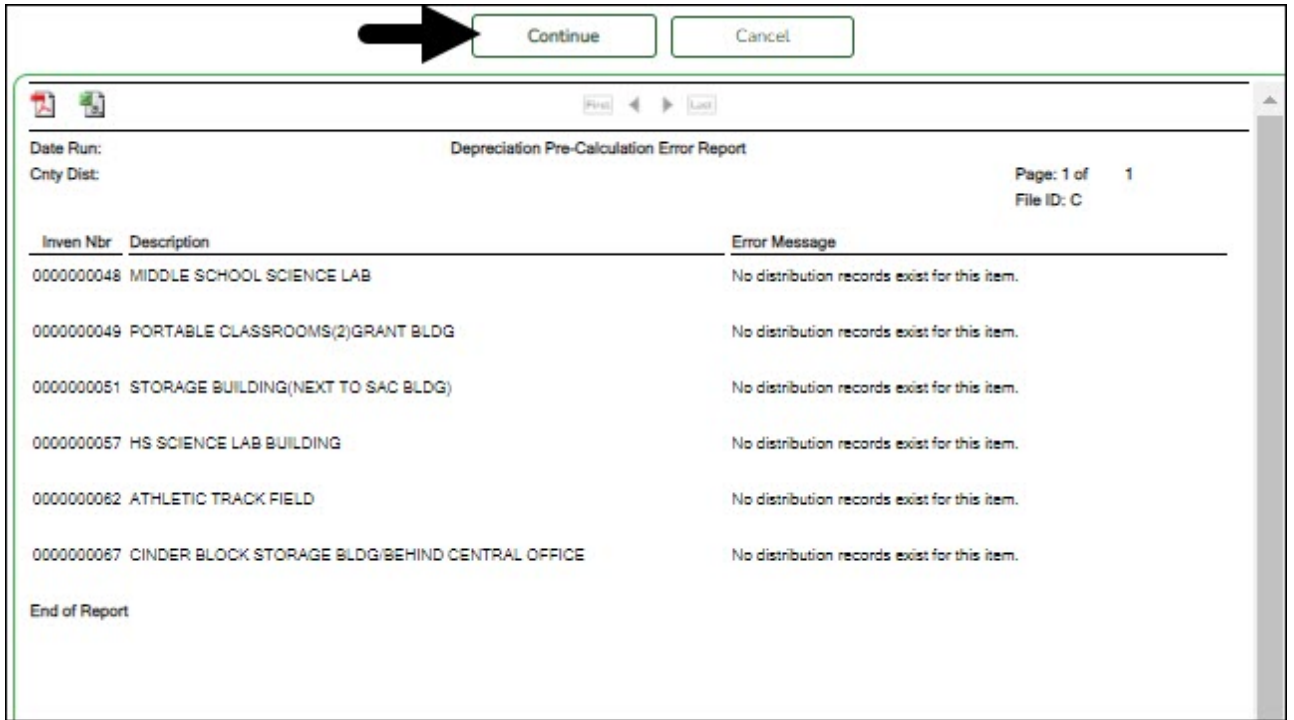
- Enter the password and click **OK**. Continue the process to save the file in the appropriate location.

- 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.

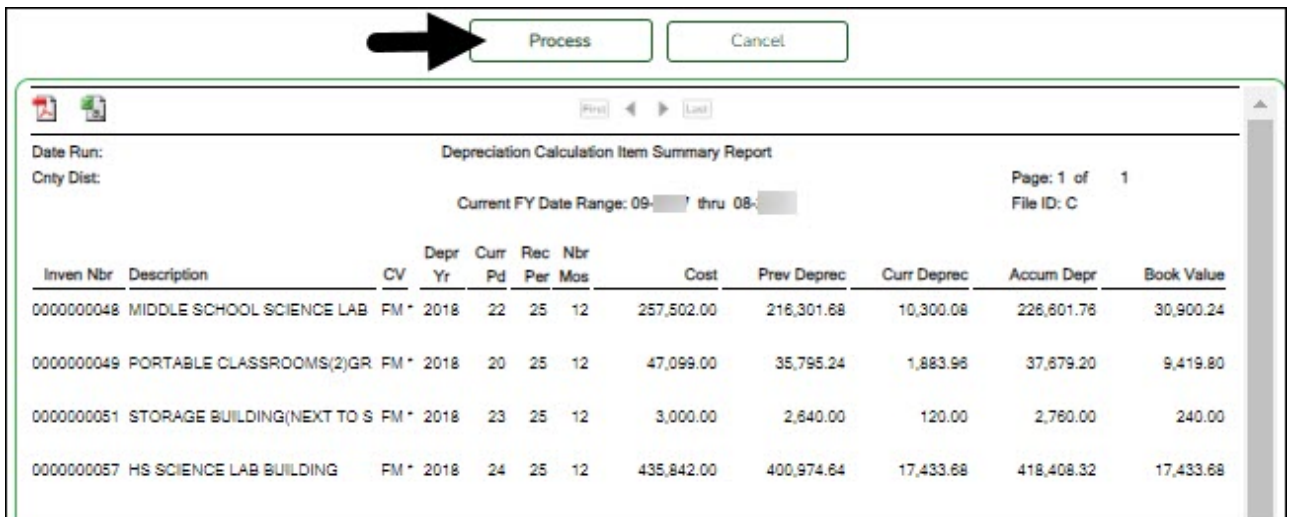
- Select **Recalculate all prior years of depreciation (Also includes current FY.)** check box to recalculate the depreciation of the selected assets for all years in service. If not selected, then the depreciation is only calculated for the current fiscal year.

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.



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

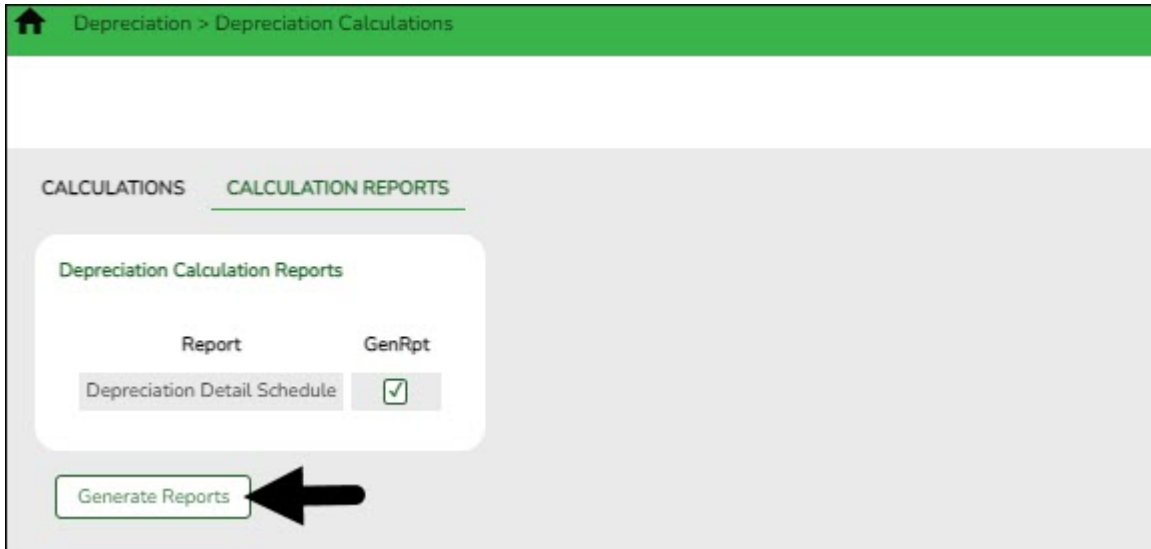


Click **Process** to continue.

- 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: | | Depreciation Detail Schedule | | | | | | Program: BAM2000 | |
|-------------|---|------------------------------|---------------------------|-----------------------------|---------------------------|----------------------------|---------------------------|------------------|--|
| Cntry Dist: | | By Item Number | | | | | | Page: 1 of 2 | |
| Year 2021 | | | | | | | | 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 | FM | 11-21-2013 | 6,108.00 | 5,962.56 | 145.44 | 6,108.00 | | |
| | F&EQ>5000 FURN & EQUIP >\$5,000(LAWN | 7.00 | | 6,108.00 | .00 | .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 | FM | 04-25-2017 | 15,646.00 | 1,781.90 | 521.53 | 2,303.43 | | |
| | BLDG IMPRO BUILDING IMPROV- | 30.00 | | 15,646.00 | .00 | .00 | .00 | | |
| | 161-62-6629.00-211-199E47 Account Code not in Finance | | | | | 521.53 | | | |
| | Account Code Totals | | | | | 521.53 | | | |
| 0000007608 | server for 2nd floor | FM | 10-05-2017 | 5,400.00 | 5,250.00 | 150.00 | 5,400.00 | | |
| | TECH EQUIP TECH EQUIP (COMB SERV | 3.00 | | 5,400.00 | .00 | .00 | .00 | | |

Prepare Database for New Year Processing

Asset Management

- [Verify current and next fiscal years exist in the 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.

Tables > Fiscal Year Asset Mar

Save

FISCAL YEAR

Retrieve Print

| 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 the current file ID \(C\) to a 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.

Utilities > Copy Current to New File ID Asset Management

Execute

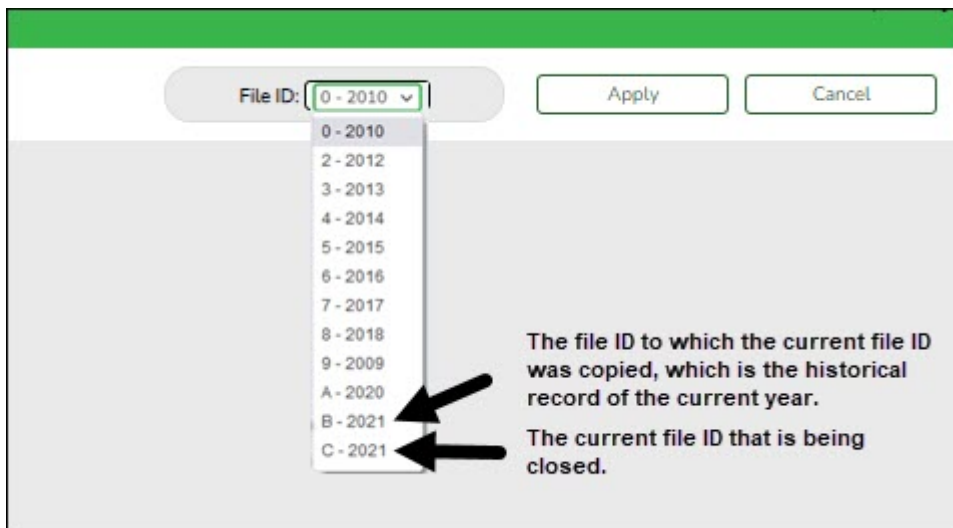
New File ID: B

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

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

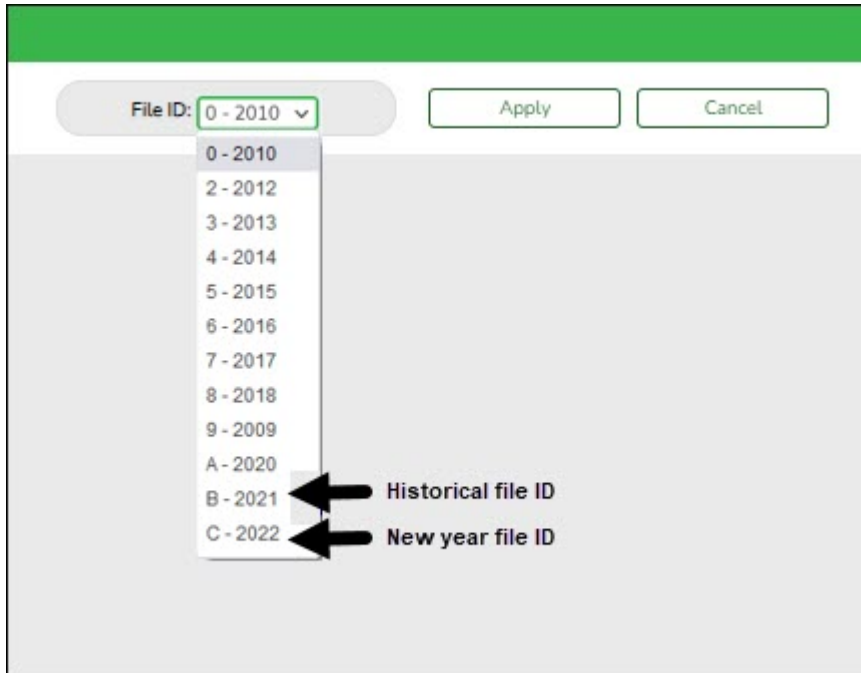
[Asset Management > Utilities > Fiscal Year Processing > Depreciation Distribution Fund Rollover](#)

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.

| Inven Nbr | Description | Error Message |
|-----------|-------------|---------------|
|-----------|-------------|---------------|

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



- [Perform a mass delete of all asset items that have been 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

←

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: ...

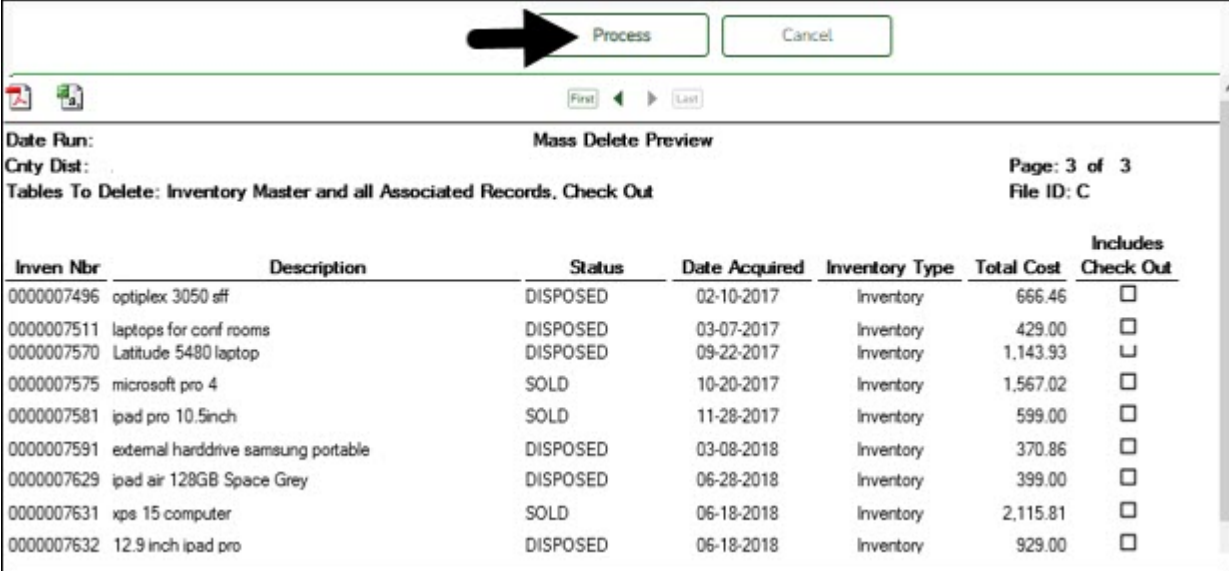
Status Codes: ...

Check Out

Delete Check Out Records

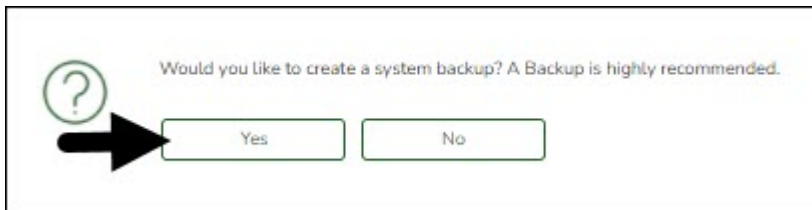
Check Out Return Date: (MMDDYYYY)

- 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.

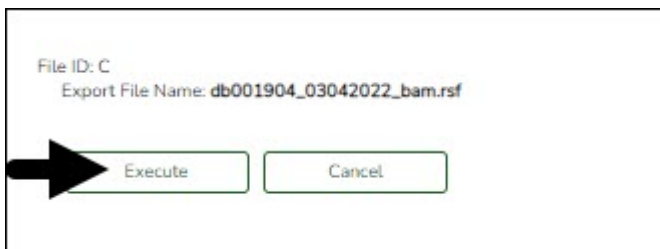


| Inven Nbr | Description | Status | Date Acquired | Inventory Type | Total Cost | Includes Check Out |
|------------|-------------------------------------|----------|---------------|----------------|------------|--------------------------|
| 0000007496 | optiplex 3050 sff | DISPOSED | 02-10-2017 | Inventory | 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 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**.

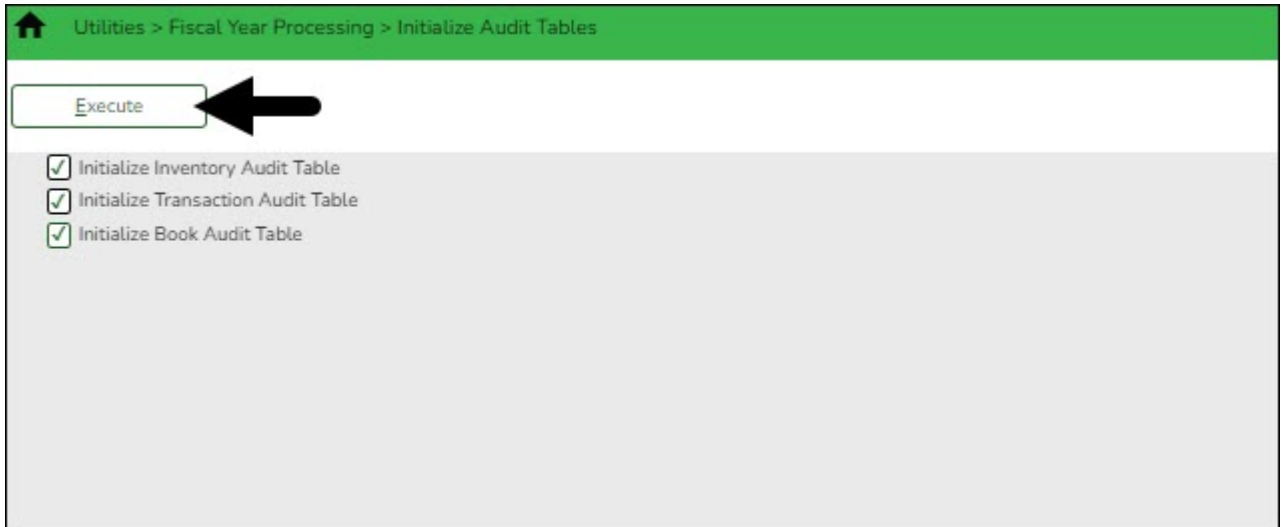
- [Initialize audit tables.](#)

Initialize audit tables

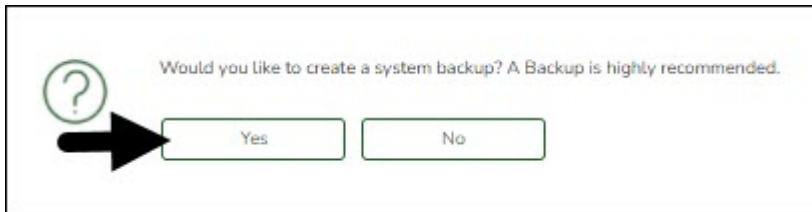
[Asset Management > Utilities > Fiscal Year Processing > Initialize Audit Tables](#)

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.



Back Cover