



# Asset Management Annual Process



# Table of Contents

<b>Asset Management Process .....</b>	<b>1</b>
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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.

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## 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.

Tables > Asset Management Cross-Reference

Save

OBJECT/SUBOBJECT CODES

Retrieve Print

Delete	Object / Subobject	Object Description	Type
	6639.00	FURNITURE & EQUIPMENT & SOFTWA	C Capital assets
	6395.00	SUPPLIES & MATERIALS-LOCALLY	I Inventory
	6399.00	GENERAL SUPPLIES	I Inventory

+ Add

- [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.

Utilities > Extract to Asset Management

Extract

Create Asset Management Extract File from

Current Period Check Transactions

Processed Check Transactions

**Year 1**

Acct Period: 9

Thru: 8

Fiscal Year: 1

**Year 2**

Acct Period:

Thru:

Fiscal Year:

- 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	E05247	582.2

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 ▼

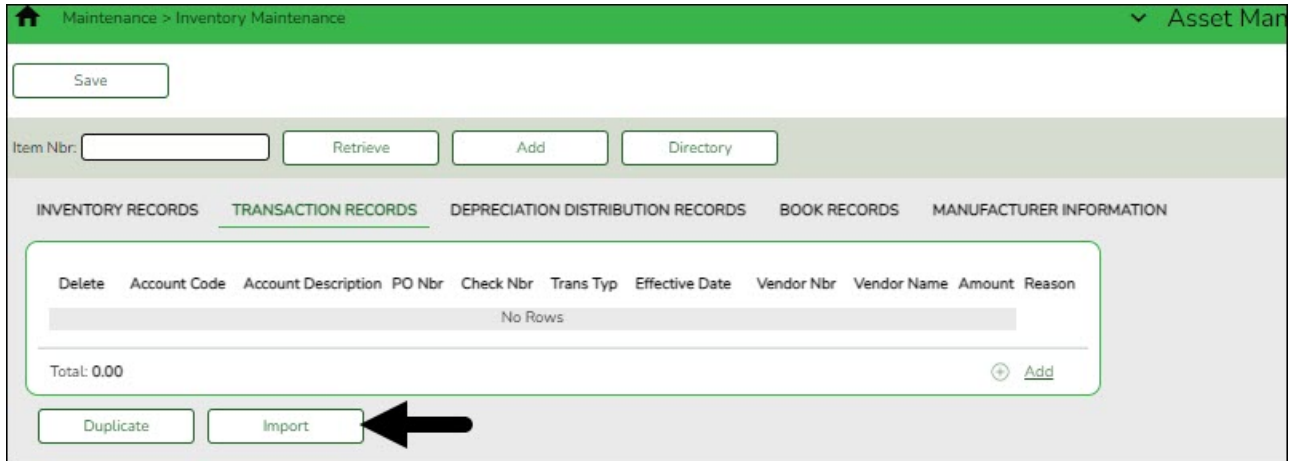
Default Status Code: A ACTIVELY USED ITEM ▼

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

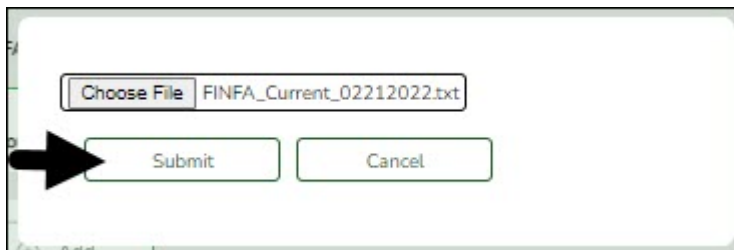
## Import/add asset items from Finance

Asset Management > Maintenance > Inventory Maintenance > Transaction Records

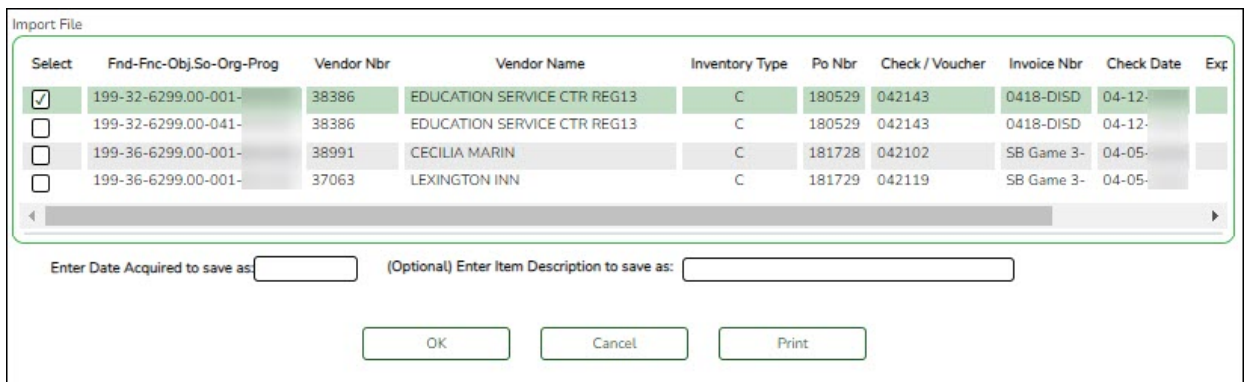
Use the file that you previously created in Finance on the Extract to Asset Management page to import asset items. Or, manually add asset items as needed.



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:

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

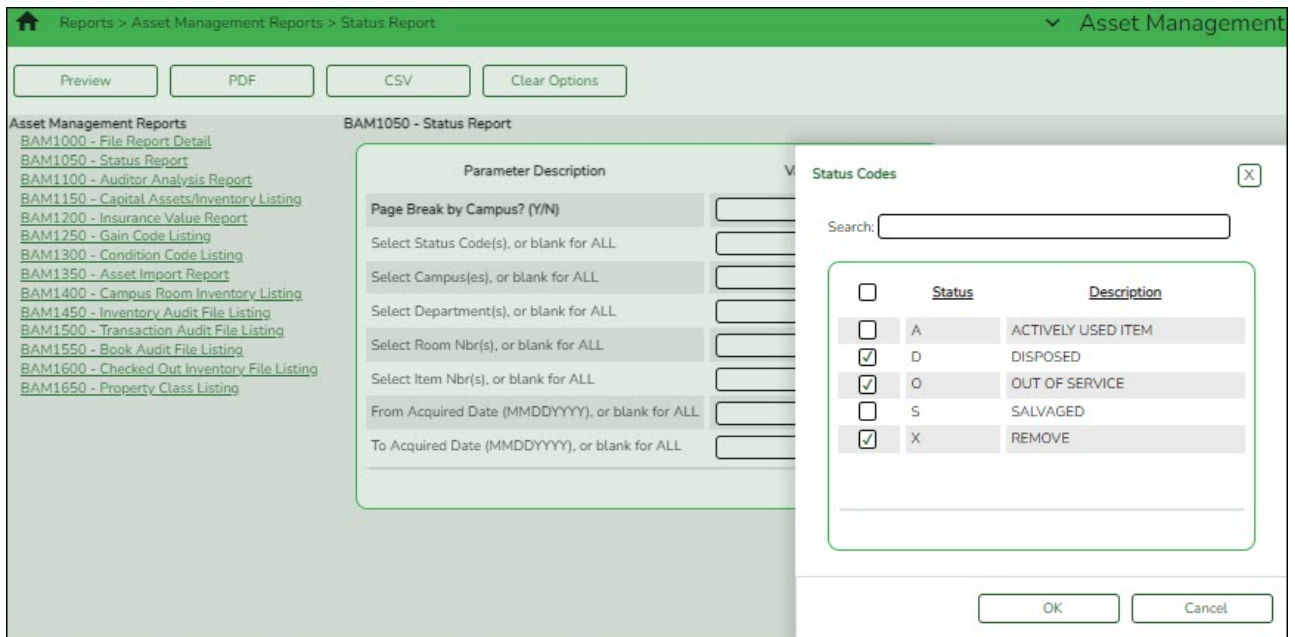
- [Generate the Status Report](#)

### 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	
Cnty Dist:				Page: 1 of 20	
From Acquired Date – Thru –				File ID: C	
<b>Status Code: D - DISPOSED</b>					
<b>Campus:</b>					
<b>Department:</b>					
<b>Room Nbr: 1ST FLOO</b>					
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:			
<b>Vendor Nbr</b>	<b>Vendor Name</b>	<b>Fnd-Fnc-Obj. So-Org-Prog</b>	<b>Account Description</b>	<b>Amount</b>	
09778	TIGERDIRECT	167-62-6399.00-219-299602		424.99	
<b>Room Nbr: 2605</b>					
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:			
<b>Vendor Nbr</b>	<b>Vendor Name</b>	<b>Fnd-Fnc-Obj. So-Org-Prog</b>	<b>Account Description</b>	<b>Amount</b>	
00062	LAKEHILLS CONSULTING L.P.	161-13-6395.00-606-699000		500.26	
<b>Room Nbr: 2606</b>					
Item Nbr:	0000007233	Description:	headset	Total Cost:	305.72
Acquired Date:	01-24-2014	Manufacturer:		Disposal Date:	
Catalog Nbr:		Make:			
Serial Nbr:	10683	Model:			
<b>Vendor Nbr</b>	<b>Vendor Name</b>	<b>Fnd-Fnc-Obj. So-Org-Prog</b>	<b>Account Description</b>	<b>Amount</b>	
		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.

Parameter Description	Value
Print Error Listing? (Y/N)	<input type="text" value="Y"/>
From Date (MMDDYYYY)	<input type="text" value="090120XX"/>
To Date (MMDDYYYY), or blank for ALL	<input type="text"/>

Date Run:		Auditor Analysis Report				Program: BAM1100	
Crty 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	
<b>Grand Totals:</b>		<b>6,108,840.10</b>	<b>+ 75,896.10</b>	<b>= 6,184,736.20</b>	<b>- 125,681.00</b>	<b>= 6,059,055.20</b>	

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	

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

[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 Thru								File ID: C	
Property: VEHICLES > \$5,000		Class: VEH>5,000		Method: SL		Convention: FM		Recovery Period: 5.00	
Item Nbr	Property Class	Item Description	Date in Service	Unalloc Fund	Depreciation Cost	Salvage Value	Adjusted Value	Gain/Loss	Bus Pct
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					
<b>Totals</b>					<b>33,077.31</b>	<b>.00</b>	<b>33,077.31</b>	<b>.00</b>	<b>.00</b>
<b>Grand Totals</b>					<b>6,184,736.20</b>	<b>.00</b>	<b>6,184,736.20</b>	<b>.00</b>	<b>.00</b>

End of Report

- If report totals match, perform depreciation calculations.

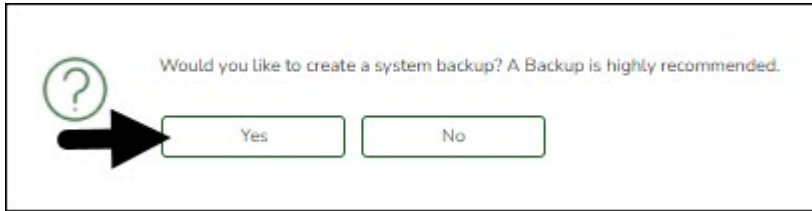
### If report totals match, perform depreciation calculations

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.

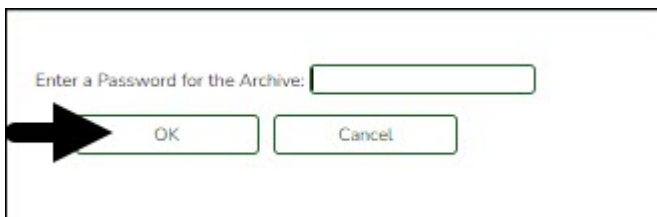
- Click **Calculate** to calculate the depreciation of all selected inventory numbers. A message is displayed prompting you to create a backup.



- 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.



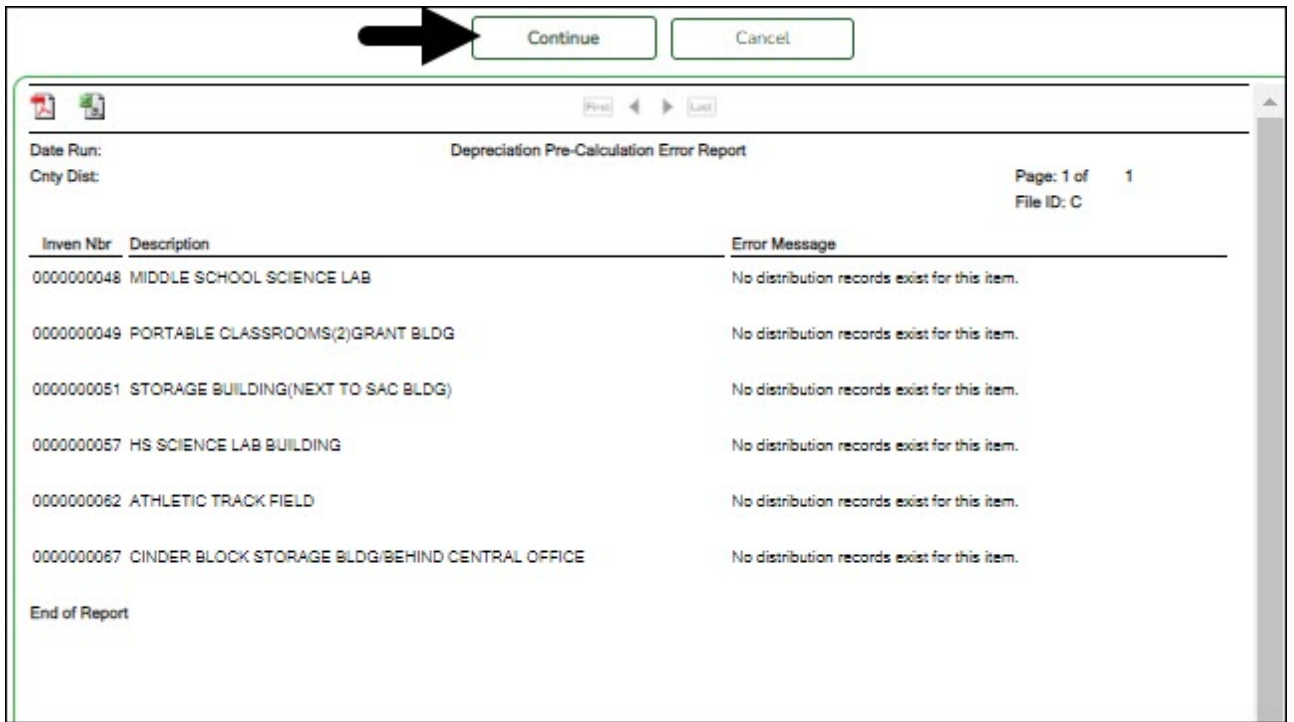
- Enter the password and click **OK**. Continue the process to save the file in the appropriate location.

- 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.

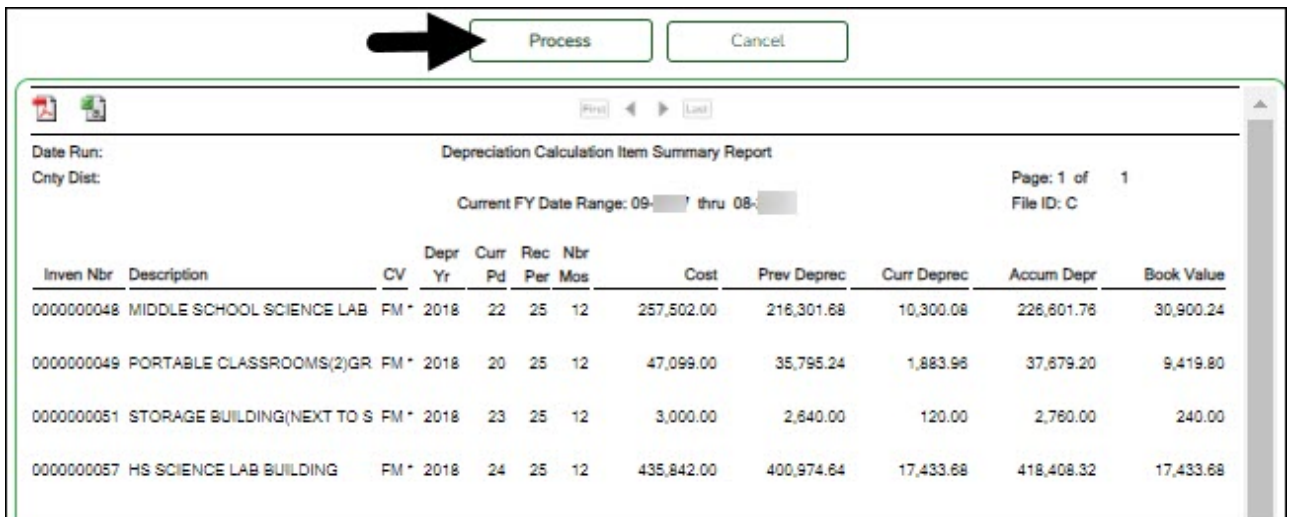
- Select **Recalculate all prior years of depreciation (Also includes current FY.)** check box to recalculate the depreciation of the selected assets for all years in service. If not selected, then the depreciation is only calculated for the current fiscal year.

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.

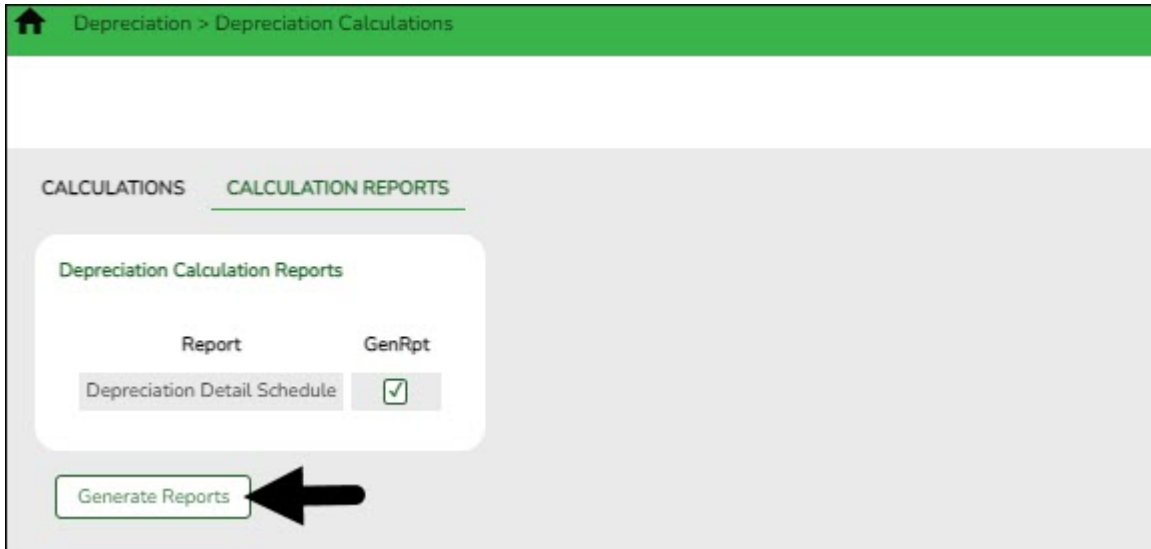


Click **Process** to continue.

- 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			
	<b>Account Code Totals</b>					<b>145.44</b>			
0000007535	wall of honor plaques on wood	FM	04-25-2017	15,646.00	1,781.90	521.53	2,303.43		
	BLDG IMPROV BLDG IMPROV-	30.00		15,646.00	.00	.00	.00		
	161-62-6629.00-211-199E47 Account Code not in Finance					521.53			
	<b>Account Code Totals</b>					<b>521.53</b>			
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

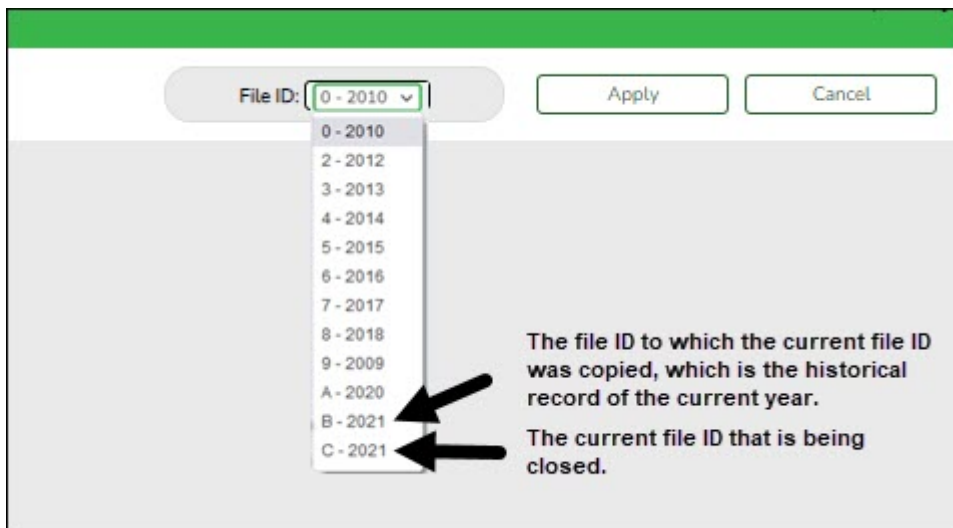
New File ID: B

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.

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Utilities > Fiscal Year Processing > Depreciation Distribution Fund Rollover

Execute

Enter New Fiscal Year: 20XX

This value will replace the fiscal year in the Asset Management Options in addition to inserting the new depreciation distribution records.

- Tables
- Maintenance
- Depreciation
- Inquiry
- Utilities
  - Export Asset Management Tables
  - Import Asset Management Tables
  - Mass Update
  - Mass Change Inventory Number
  - Copy Current to New File ID
  - Mass Change Account Codes
  - Merge Asset Management Text File
  - Export by File ID
  - Delete by File ID
  - Fiscal Year Processing
  - Depreciation Distribution Fund Rollover 1
  - Mass Delete 2
  - Initialize Audit Tables 3
- Reports

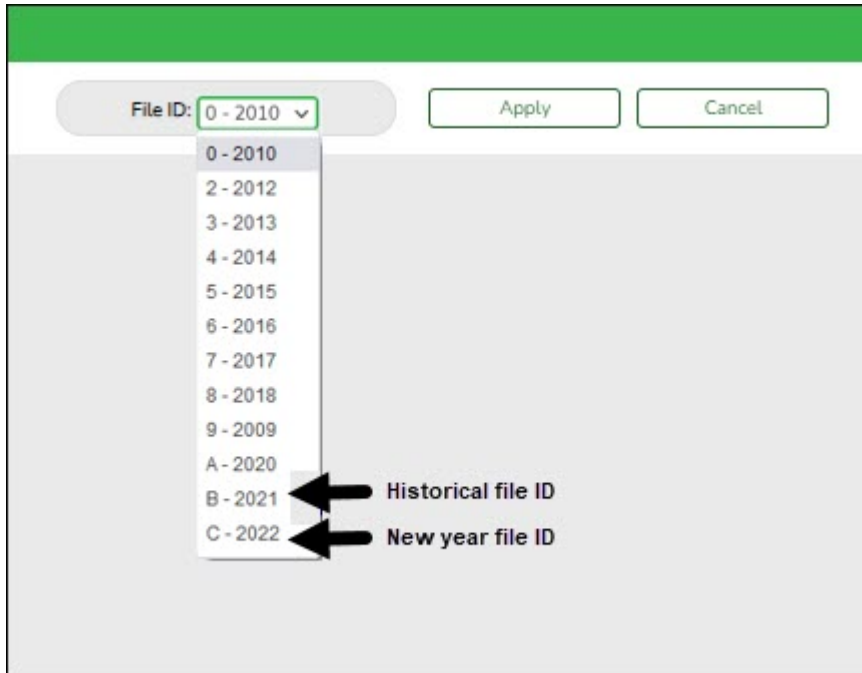
Process Cancel

First Last

Date Run: Depreciation Distribution Fund Rollover Page: 1  
Cnty Dist: File ID: C

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:

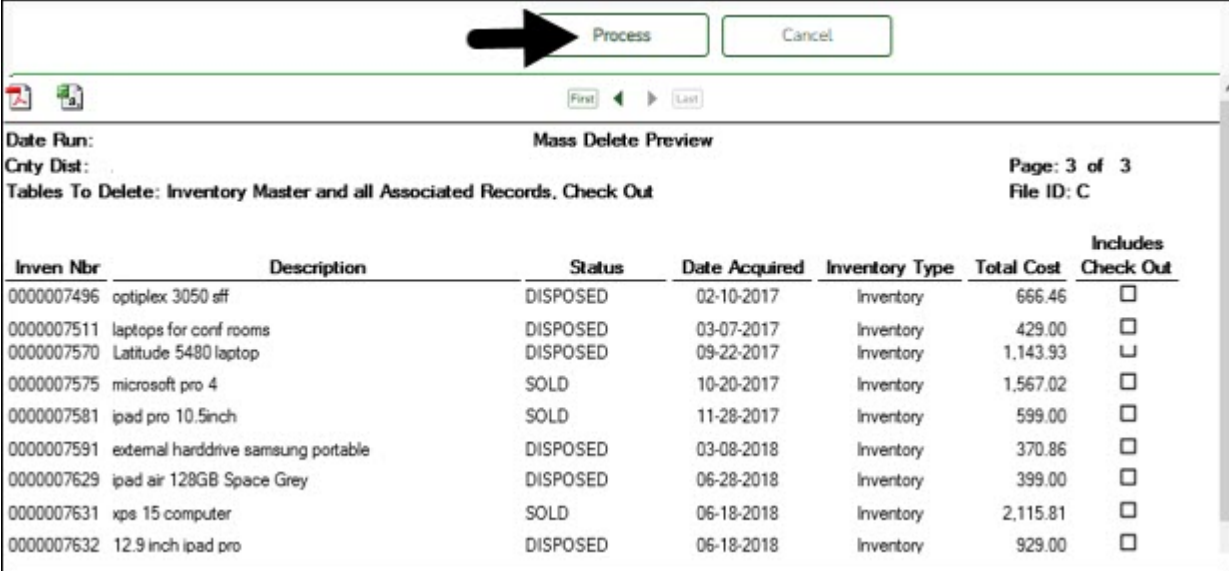
Status Codes:

**Check Out**

**Delete Check Out Records**

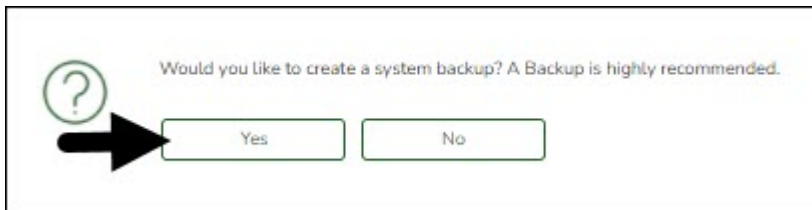
Check Out Return Date:  (MMDDYYYY)

- 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.

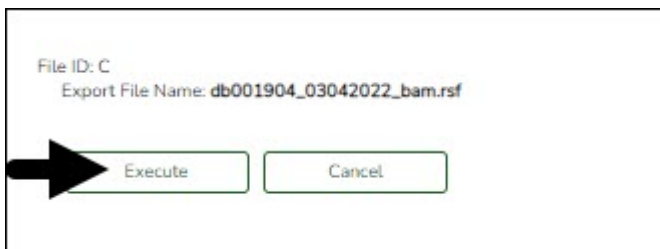


Inven Nbr	Description	Status	Date Acquired	Inventory Type	Total Cost	Includes Check Out
0000007496	optiplex 3050 sff	DISPOSED	02-10-2017	Inventory	666.46	<input type="checkbox"/>
0000007511	laptops for conf rooms	DISPOSED	03-07-2017	Inventory	429.00	<input type="checkbox"/>
0000007570	Latitude 5480 laptop	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**.

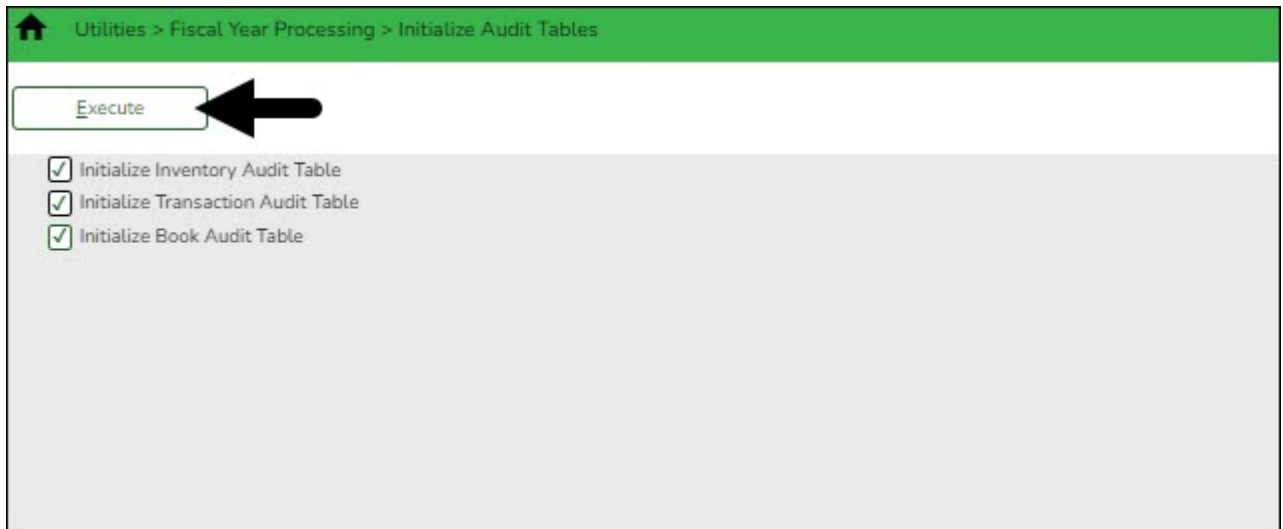
- [Initialize audit tables.](#)

## Initialize audit tables

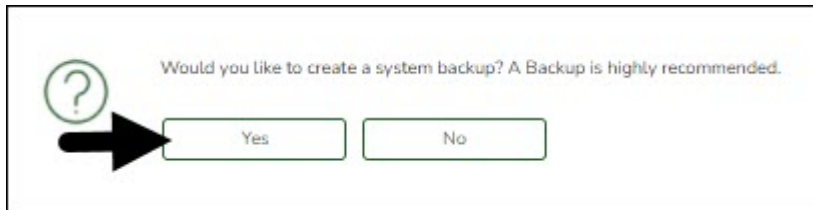
[Asset Management > Utilities > Fiscal Year Processing > Initialize Audit Tables](#)

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.

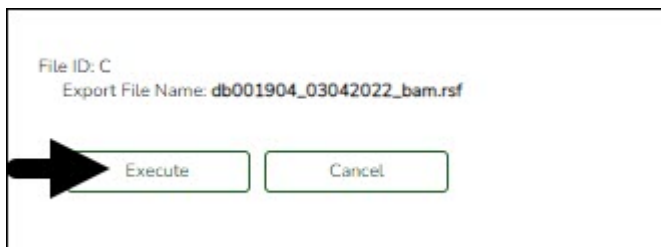
It is best practice to create a backup of your files prior to running this utility as this process does modify files.



- 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