



State of Kansas Asset Management Navigation Overview



Statewide Management, Accounting and Reporting Tool

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This job aid includes a list of the most commonly used Asset Management pages per role. Only agency roles are included.

AGENCY ASSET PROCESSOR

- **Entering Assets Directly in SMART**

Asset Management -> Asset Transactions -> Owned Assets -> Express Add

- **Updating Asset Records in SMART (location, custodian, physical attributes, etc)**

Asset Management -> Asset Transactions -> Owned Assets -> Basic Add

Asset Management -> Asset Transactions -> Owned Assets -> Define Asset Operational Info

- **Entering Leases in SMART**

Asset Management -> Asset Transactions -> Leased Assets -> Express Add

- **Updating Leases in SMART**

Asset Management -> Asset Transactions -> Leased Assets -> Update Lease Information

- **Parent-Child Assets**

Asset Management -> Asset Transactions -> Parent-Child Relationship -> Parent-Child Basic Information

- **Review Parent-Child Asset**

Asset Management -> Asset Transactions -> Parent-Child Relationship -> Review Parent-Child

- **Review Cost History**

Asset Management -> Asset Transactions -> History -> Review Cost

- **Preview Pre-Interface Tables**

Asset Management -> Send/Receive Information -> Preview AP/PO Information

- **Consolidate Assets**

Asset Management -> Send/Receive Information -> Load Transactions -> Consolidate Assets

- **Unitize Assets**

Asset Management -> Send/Receive Information -> Load Transactions -> Unitize Assets

- **Review Transaction Loader Tables**

Asset Management -> Send/Receive Information -> Approve Financial Information -> Review

Asset Management -> Send/Receive Information -> Approve Physical Information -> Review-A

Asset Management -> Send/Receive Information -> Approve Physical Information -> Review-B

- **Transaction Loader**

Asset Management -> Send/Receive Information -> Load Transactions -> Load Transactions into AM

- **Review Accounting Entries**

Asset Management -> Accounting Entries -> Review Financial Entries

- **Search for an Asset**

Asset Management -> Search for an Asset

AGENCY ADJUSTMENT, TRANSFER, AND RETIREMENT PROCESSOR

- **Adjust/Transfer/Recategorize Asset**

Asset Management -> Asset Transactions -> Financial Transactions -> Cost Adjust/Transfer Asset

- **Retire/Reinstate Asset**

Asset Management -> Asset Transactions -> Asset Disposal -> Retire/Reinstate Asset

- **Disposal Worksheet**

Asset Management -> Asset Transactions -> Asset Disposal -> Disposal Worksheet

AGENCY ASSET MAINTAINER

- **Establish Meter Reading**

Asset Management -> Service and Maintenance -> Asset Meter Information -> Establish Meter Reading

- **Enter Meter Reading**

Asset Management -> Service and Maintenance -> Asset Meter Information -> Enter Meter Reading

- **Update Meter Reading**

Asset Management -> Service and Maintenance -> Asset Meter Information -> Update Meter Reading

- **Review Meter Readings History**

Asset Management -> Service and Maintenance -> Asset Meter Information -> Meter Reading History

- **Asset Insurance**

Asset Management -> Service and Maintenance -> Asset Insurance

- **Asset Warranties**

Asset Management -> Service and Maintenance -> Asset Warranties

- **Enter Maintenance Contract Terms**

Asset Management -> Service and Maintenance -> Maintenance Contract Terms

- **Track Service and Repairs**

Asset Management -> Service and Maintenance -> Track Service and Repairs

- **Apply Maintenance Contract**

Asset Management > Service and Maintenance > Apply Maintenance Contract

AGENCY DEPRECIATION PROCESSOR

- **Review Open Transactions**

Asset Management -> Depreciation -> Open Transactions -> Review

- **Calculate Depreciation**

Asset Management -> Depreciation -> Processing -> Calculate

- **Review Depreciation**

Asset Management -> Depreciation -> Review Depreciation Info -> Asset Depreciation

AGENCY CONFIGURATION MAINTAINER

- **Adding Financing Codes**

Set Up Financials/Supply Chain -> Product Related -> Asset Management -> Financials -> Financing Codes

- **Adding Maintenance Types**

Set Up Financials/Supply Chain -> Product Related -> Asset Management -> Service and Repair -> Maintenance Types

- **Adding Warranties**

Set Up Financials/Supply Chain -> Product Related -> Asset Management -> Service and Repair -> Standard Warranties

Set Up Financials/Supply Chain -> Product Related -> Asset Management -> Service and Repair -> Warranty Templates

- **Adding Area ID's**

Set Up Financials/Supply Chain -> Product Related -> Asset Management -> Area Definition