**Asset Management: *Agency Month-End Processing***

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| 1 | **All capital assets (including CIP assets) must be in SMART.**  This includes those added manually and via integration.  --See the **“Adding an Asset Via Express Add”** Training Guide for assets added manually.  --See the **“CIP Assets”** job aid for Construction in Progress Assets.  --See step 5 below for those added via integration. |
| 2 | **All adjustments, transfers, and retirements have been processed.**  See the following Asset Management Training Guides for additional instruction:  **“Adjustments and Additions to Cost and/or Quantity”**  **“IntraUnit and InterUnit Transfers”**  **“Retiring and Reinstating Assets”** |
| 3 | **The costs should be up-to-date for all capital assets.**  See the Cost History page for transaction level detail: Asset Management > Asset  Transactions > History > Review Cost |
| 4 | **All capital assets must have a fund code.**  An IntraUnit Transfer is required to fix those assets entered without a fund code. See the  **“IntraUnit and InterUnit Transfers”** Training Guide for additional instruction. |
| 5 | **All outstanding Interface Id’s in the AM Loader Tables have been loaded.**  See the **“Reviewing the Transaction Loader Tables”** job aid for additional instruction. |
| 6 | **Run the "KS\_AM\_VCHRS\_WITH\_54XXXX\_ACCT" Query and compare it to the Asset Inventory List report.**  This query displays a list of all vouchers within a specified date range with  54xxxx account codes. It will help agencies validate all assets have been added to the  Asset Management module in SMART. Additional instruction is located on these training  documents:  **“KS\_AM\_VCHRS\_WITH\_54XXXX\_ACCT Query”**  **“AM Reports and the Info They Provide”** |