

# PREPARING FOR YOUR CAM-ASSISTED AUDIT



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## **PHASE 1**

*Start of the audit period*



# Know your assets

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- 🏰 Run the [UPL021 - Asset Inventory report in Cognos/BI](#)
  - **Tip:** run the report as an Excel file to sort by building and room number and be sure to check all pages
- 🏰 Share the report with your department and ask for their assistance in locating the assets

Missing assets or asset tags? Notify CAM at [camhelp@msu.edu](mailto:camhelp@msu.edu) as soon as possible for assistance.



# Schedule your audit



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-  Determine the appropriate audit length based on the quantity of assets and locations of the assets
  - Available time slots range from 30 minutes to three hours
  - Multiple audits can be scheduled to accommodate large asset inventory or many locations
  - Outdoor assets (e.g. farm and lawn equipment) should be scheduled as three-hour audits
  - Off-campus assets may require a separate audit process

*Schedule online: [upl.msu.edu/capital-asset-management/track-audit/schedule-cam.html](https://upl.msu.edu/capital-asset-management/track-audit/schedule-cam.html)*

## Schedule your audit

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-  Pick a day where you and your team will be available and will have access to all asset locations
  - **Note:** CAM doesn't have keys or access cards to any buildings or departments
-  Notify your team when CAM will be coming to assist with the audit to ensure no one is surprised by the auditor's presence

*Schedule online: [upl.msu.edu/capital-asset-management/track-audit/schedule-cam.html](https://upl.msu.edu/capital-asset-management/track-audit/schedule-cam.html)*

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## **PHASE 2**

*Day before the audit*



# Audit confirmation

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-  A booking confirmation and reminder email will be automatically generated
  - If you'll be traveling to meet the CAM auditor, please [email](#) the day before to provide a cell phone number
-  Remind your team that the CAM auditor will be visiting
-  Ensure you have a freshly-printed copy of the UPL021 - Asset Inventory report ready



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## **PHASE 3**


*Day of the audit*





# Meet the auditor

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-  Meet the CAM auditor at the designated meeting point
- **Tip:** bring your UPL021 - Asset Inventory report, a pen, and a highlighter

Our CAM auditors come prepared with a barcode scanner, asset tags, and a separate report for confirming the data on your UPL021 – Asset Inventory report



## Conduct the audit

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-  Guide the auditor through your building(s) or department, indicating capital assets
-  Missing barcode tags will be replaced by the CAM auditor as appropriate

If needed, the CAM auditor will discuss tagging exceptions and alternative tracking methods during the audit.



## Conduct the audit

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-  The CAM auditor will scan asset tags and verify the location against the UPL021 report, noting any inconsistencies
  - **Tip:** make notes on your copy of the UPL021 report of location changes for verifying edits to the asset record made by CAM following the audit
-  If your audit includes multiple buildings, guide the auditor to the secondary location(s) and repeat the audit process



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## **PHASE 4**

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### *After the audit*





## Follow-up with CAM

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- 🏰 The CAM auditor will upload the scanner data to KFS, flagging issues with the data for you to correct
- 🏰 If your audit was not completed and missing assets have been located, [schedule another audit appointment](#)
- 🏰 Have outstanding questions following the audit?
  - Schedule a post-audit meeting, or
  - Email [camhelp@msu.edu](mailto:camhelp@msu.edu)



*Schedule online: [upl.msu.edu/capital-asset-management/track-audit/schedule-cam.html](https://upl.msu.edu/capital-asset-management/track-audit/schedule-cam.html)*

## **Certify the completed audit**

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 Sign and submit the [Annual Asset Inventory Certification form](#)

- Mail:  
Capital Asset Management  
Angell Building  
166 Service Road  
East Lansing, MI 48824
- Email:  
[camhelp@msu.edu](mailto:camhelp@msu.edu)



*Be sure to keep a copy of the completed form for departmental audit purposes*