Capital Asset Management Training Session Two

What is a Role 6 CAM Processor?
Learning goals

- Checking and updating assignment in KFS
- Role overview
- Asset audits and certification process
- Tips for success
Who is my team’s Role 6 Processor?

- Role 6 CAM Processors are assigned at the departmental level, via a TeamDynamix form
  - Submit changes at [go.msu.edu/access-requests](http://go.msu.edu/access-requests)

- Find contact information using the UPL 020 - CAM Processor Lookup report in Cognos/BI
  - Search by:
    - Asset tag number
    - Account number
    - Organization name
    - Asset number
    - Org code
What are my responsibilities?

CAM works with Role 6 Processors based on the department assigned ownership for all asset records. Role 6 Processors are responsible for:

- Ensuring physical maintenance of all departmental assets, including affixing asset tags
- Maintaining accurate asset records
- Conduct annual asset audits
  - Certify the location and status of all capital assets

Still have questions? Book a meeting with the CAM team to discuss your specific needs as a Role 6 Processor.
Record maintenance: new assets

1. Verify the asset ownership is correctly assigned to your department.
2. Add the asset tag number from the barcode label once affixed.
3. Ensure serial number and model number are added.
4. Verify and update the asset location, including room number.
5. Confirm the asset description is accurate and unique.
Record maintenance: existing assets

- Update **asset location** if the asset is moved
- Replace missing barcode label and update **asset tag number**
- Conduct annual asset inventory, verifying **asset location** and **condition**
- **Transfer asset ownership** to another department based on usage
- **Retire** assets that are lost, stolen, cannibalized, or destroyed
  *Learn more about documentation required for retired assets on our website.*
Asset transfer and retirement

**Asset transfer**

Assets that are not being used or are not functional can be transferred* to the MSU Surplus Store.

Transferred assets will be made available for purchase by other MSU departments resulting in a secondary transfer, or...

**Asset Retirement**

Transferred assets will be made available for purchase by the general public, donated, recycled, or disposed of—and the MSU Surplus Store will retire the assets.

*To ensure the MSU Surplus Store can properly track the asset, please leave the asset barcode tag in place during transfer.
Annual asset inventory

- Every fall, CAM will notify all Role 6 Processors of the audit period start date.

- Inventory processes are divided by departmental org code, not Role 6 Processor.

- Inventory process types (department-conducted vs. CAM-assisted) alternate annually for all on-campus assets.
  - Assets located off-campus are inventoried every year by the owning department.
Types of asset inventory processes

**Department-led**
- Notified by CAM team of audit responsibility in the fall
- Inventory certification and asset record updates due by end of period, March 31

**CAM-assisted**
- Notified by CAM team of audit timing in the fall, with schedule options sent the month before audit
- Inventory certification and asset record updates due by end of period, June 1
The inventory process

- Run the **UPL021 - Moveable Asset Inventory report in Cognos/BI**

- Verify the location and status of the assigned capital assets
  - For CAM-assisted audits, ensure you’ll have access to all asset locations on the date of the inventory

- Affix a new asset tag label to any assets missing a label

- Update the asset record as needed to reflect the asset’s location and status
Tips for a successful inventory

- Prepare an audit plan with your team members
- Lease a barcode scanner from CAM to speed up large inventory processes
- Give yourself plenty of time to conduct the inventory and any needed follow-up
- Investigate missing assets and take appropriate action
- Transfer items to the MSU Surplus Store if unused or obsolete
Finalizing the audit

- Sign and submit the **Annual Asset Inventory Certification form**
  - Return via email to camhelp@msu.edu
  - **Note:** Forms will only be accepted when all active asset records have been tagged, updated and verified
Thank you!

Please send questions or suggestions for future tutorials to camhelp@msu.edu