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

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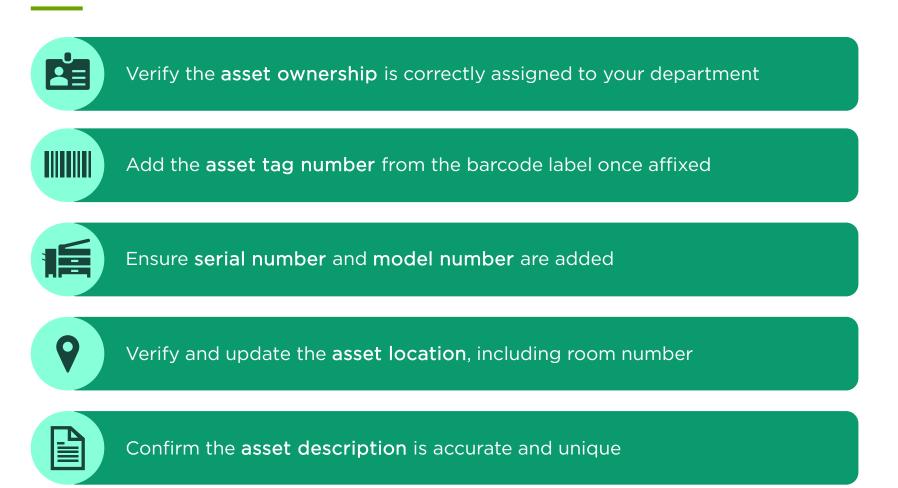
What are my responsibilities?

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

Verify the **asset ownership** is correctly assigned to your department

Add the **asset tag number** from the barcode label once affixed

Ensure **serial number** and **model number** are added

Verify and update the **asset location**, including room number

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

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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