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
    - ✓ 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

- 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

<table>
<thead>
<tr>
<th>Department-led</th>
<th>CAM-assisted</th>
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</thead>
<tbody>
<tr>
<td>• Notified by CAM team of audit responsibility in the fall</td>
<td>• Notified by CAM team of audit timing in the fall, with schedule options sent the month before audit</td>
</tr>
<tr>
<td>• Inventory certification and asset record updates due by end of period, March 31</td>
<td>• Inventory certification and asset record updates due by end of period, June 1</td>
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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