I’ve received notification of my upcoming Capital Asset Audit — Why is This Necessary?

University Financial Policy number 2.1.13 (Capital Assets) requires the Office of Asset Management to schedule and perform physical audits of capital assets at least every two years, as well as periodically perform unscheduled audits.

Organizational units are responsible for stewardship of university assets under their control. Stewardship of capital assets includes basic safeguarding and physical security; compliance with university, state and federal record keeping requirements; maintaining assets in good working condition and using them safely and properly. Organizational units are responsible for arranging appropriate insurance coverage where required for compliance with sponsored project agreements.

I’ve received notification of my upcoming Capital Asset Audit — Now What?

At least 2 days prior to the day of the audit, the organizational unit being audited must make sure of the following:

- **Physical Inventory** — The individual(s) assigned to escort the auditor to the capital assets should have completed a physical inventory of every asset on their Initial Moveable Capital Asset Listing (sent with the audit notification email). Any additional capital assets received after the initial audit notification will be included in the audit. At least two days prior to the audit, the organizational unit should review their current inventory listing using the Business Warehouse link provided with the initial audit notification.

- **UC Flex Changes** — The audited organizational unit must make sure that all necessary corrections are made to incorrect asset records (via transaction AS02) no later than two days prior to the audit. This should include accurate Responsible Cost Center, Serial #, and Location info.

- **Acquisition/Disposition/Asset Tag Requests** — The audited organizational unit must submit any needed Asset Acquisition, Asset Disposition, or Replacement Tag Requests no later than two days prior to the audit. This will allow time for Asset Management to make the accounting entry(s) to reflect additional acquisitions or dispositions and to be able to generate requested replacement tags and bring them along on the day of the audit.

### How Do I Do That?

**Change Asset Record**

- Sign-in to UCFlex>>>Log-in to R/3>>>Transaction Code AS02 (Change Asset Master Record)

**Add/Remove Asset Record**

- Sign-in to UCFlex>>>Log-in to R/3>>>Transaction Code AS02 (Complete Acquisition and Disposition Requests section of Origin Tab)

**Replacement Tag Request**

- Sign-in to UCFlex>>>Log-in to R/3>>>Transaction Code AS02 (Complete Replacement Asset Tag Request section of General Tab)

### Solutions for Common Problems

- **No asset tag found** > Complete a Replacement Tag Request using transaction AS02
- **Asset moved to new Building/Room** > Change location using transaction AS02
- **Serial Number not listed on asset record** > Add serial # using transaction AS02
- **Asset transferred to new Organizational unit** > Change Responsible Cost Center using transaction AS02. Also change Building/Room to new location.
- **Asset Gifted/Donated to UC, Transferred Sponsored Asset to UC** > See ‘Add/Remove Asset Record’ in ‘How Do I Do That?’ section above
- **Asset Destroyed/Scrapped, Traded In, Transferred Sponsored Asset Outside UC, Gifted/Donated, Sold, Vandalized/Stolen, Lost** > See ‘Add/Remove Asset Record’ in ‘How Do I Do That?’ section above
- **Unable to view or tag asset** > Complete form AM-05—Asset Audit Exception Form located at www.uc.edu/asset/resources

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**CAPITAL ASSET AUDIT PREPARATION Reference Sheet**

**AM-01**

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