

AM.020.102 – VIEWING BOOK HISTORY

Purpose	<ul style="list-style-type: none"> • To define why it may be necessary to review book history for an asset. • To identify which book SVP assets reside in. • To view book history for an asset.
Description	<p>Users can view book history for two books: ALLASSETS and ENTERPRISE.</p> <ul style="list-style-type: none"> • ALLASSETS: contains all assets including Small Value Property (SVP) items that are not depreciable • ENTERPRISE: contains only depreciable assets. Accounting entries are generated from the ENTERPRISE book, which are then posted to the General Ledger. <p>Often times, users need to review the book history to verify that the data is correct in one or both books. There is a need to review the history to verify that the data is correct in one or both books. Ideally, if the asset's value exceeds \$5000, the information in each of these books should be identical for that specific asset.</p>
Security Role	BOR_AM_INQUIRY
Dependencies/ Constraints	None
Additional Information	SVP Assets will only reside in the ALLASSETS book. A Small Value Property (SVP) item is any item costing less than \$5,000 but greater than \$2,999.00; or items that must still be tracked through the physical inventory process such as firearms. Also, SVP items are not depreciable.

Procedure

Below are step by step instructions on how to view book history of an asset.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Asset Transactions link.
5.	Click the History link.
6.	Click the Review Book link.
7.	Enter the institution's Business Unit in the Business Unit field.
8.	Enter the Asset ID in the Asset Identification field.
9.	Click Search .
10.	Click an entry in the Detail column to view additional book related details.
11.	Click the View All button to review the ENTERPRISE book data.