

## AM.020.103 – REVIEWING ASSET ACCOUNTING ENTRIES

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To describe what the Asset Accounting Entry panel is typically used for.</li> <li>To identify what types of accounting entries can be reviewed in the Asset Accounting Entry panel.</li> <li>To review an asset's accounting entries.</li> </ul>
<b>Description</b>	<p>The Asset Accounting Entry panel is typically used to review accounting entries that have been created during asset processing, such as additions, transfers, and depreciation.</p> <p>Property Control and Accounting personnel review these panels prior to closing the accounting period for depreciation.</p>
<b>Security Role</b>	<b>BOR_AM_INQUIRY</b>
<b>Dependencies/ Constraints</b>	Asset accounting entries may be viewed in this panel; however, if users wish to use this panel to create or edit accounting entries, they must be certain that Depreciation Close was not run for those accounting entries they wish to edit or add.
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to review asset accounting entries.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Accounting Entries</b> link.
5.	Click the <b>Review Financial Entries</b> link.
6.	Enter the institution's Business Unit in the <b>Business Unit</b> field.
7.	Enter the Asset ID in the <b>Asset Identification</b> field.
8.	Click <b>Search</b> . The system navigates to the Review Financial Entries page.
9.	View the <b>Accounting Lines</b> and <b>Chartfields</b> tab information.