



**FI\$Cal**

*Financial Information System for California*

# FI\$Cal Solution Walkthrough (SWT): Asset Management

2017 / 2018 Release

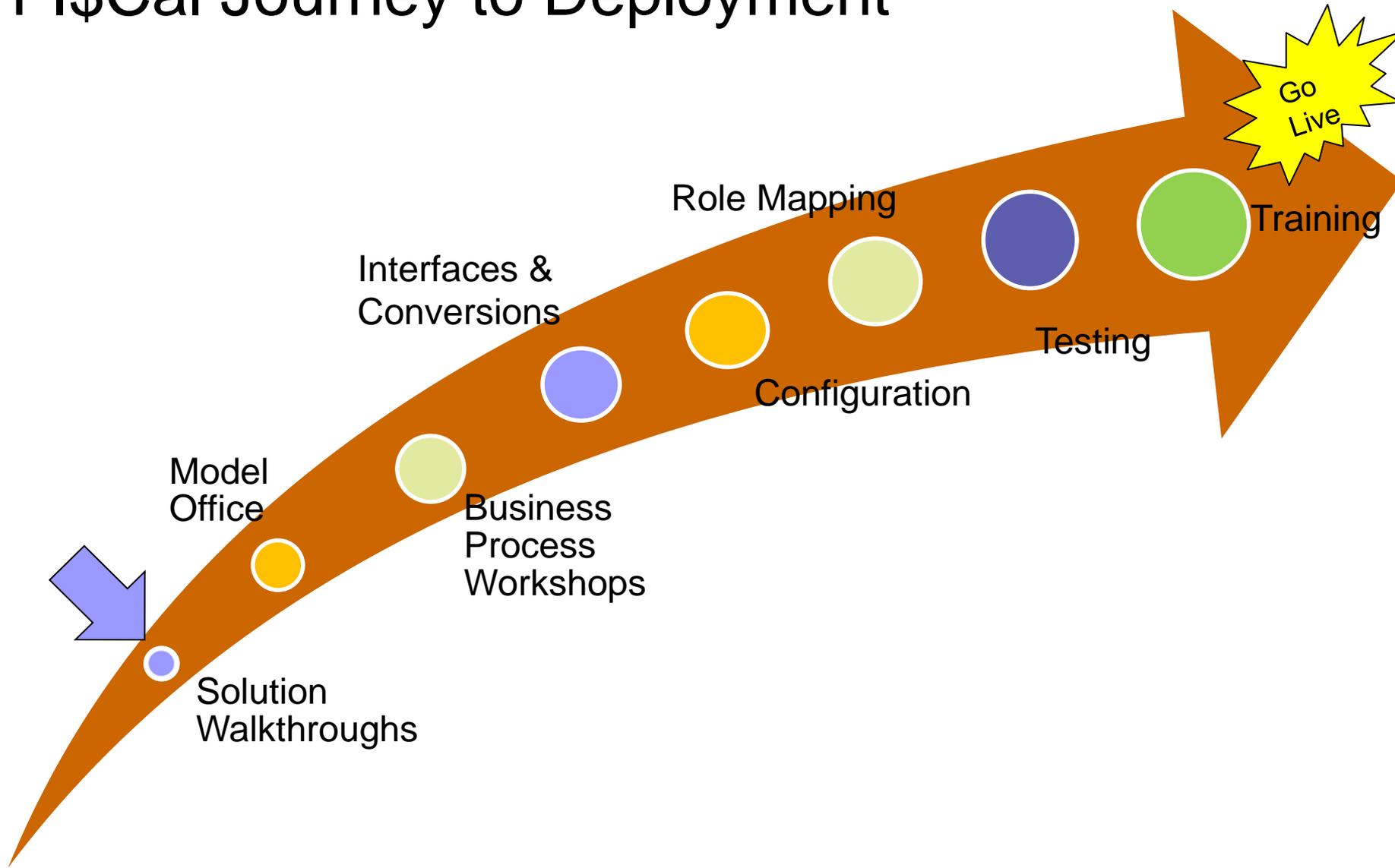
# Agenda

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- Solution Walkthrough Objectives
- Asset Management Solution Overview
- Asset Management Processes
  - Acquire Asset
  - Maintain Assets
  - Asset Stocktaking
  - Depreciate Assets
  - Transfer Assets
  - Retire and Reinstate Assets
  - Month End Processing
  - Technology Considerations
- Session Recap
- Q&A Session
- Feedback: [www.surveymonkey.com/r/SWTFFeedback](http://www.surveymonkey.com/r/SWTFFeedback)



# FI\$Cal Journey to Deployment



# SWT Objectives

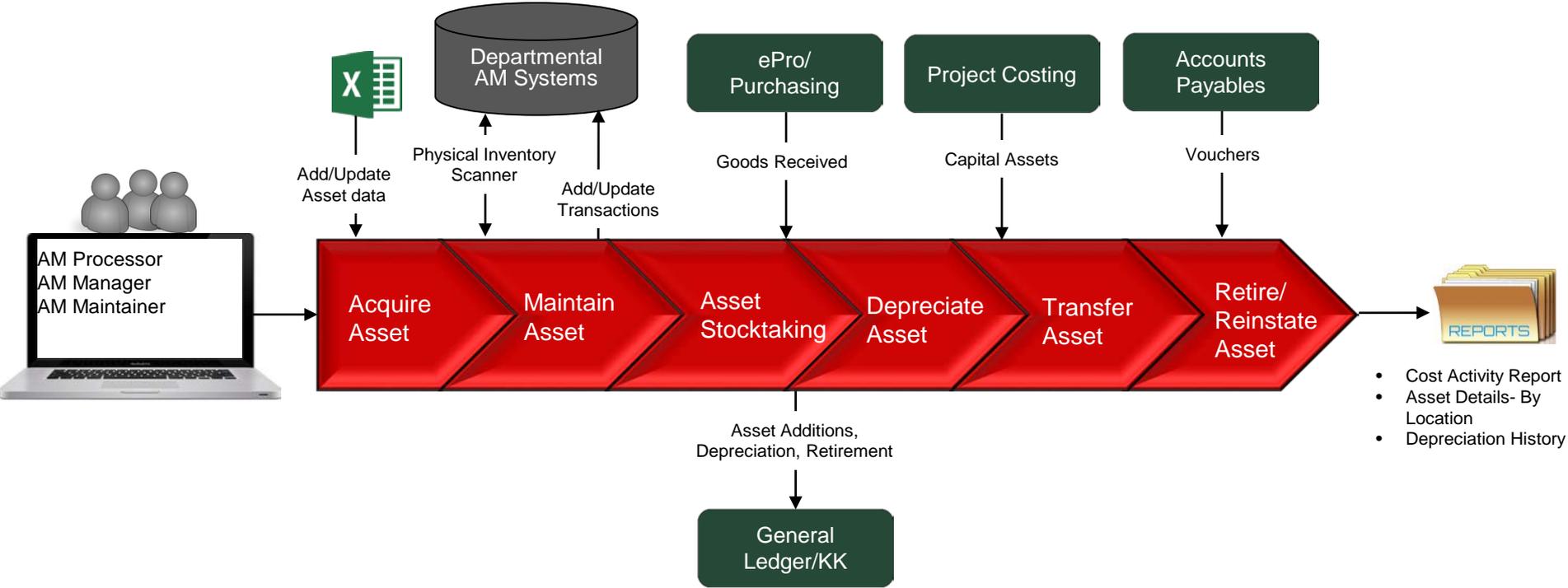
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The Solution Walkthroughs will provide:

- An overview of the business processes, including key terms and functionalities
- A demonstration of the FI\$Cal solution
- “To-Be” business processes



# Asset Management



# FI\$Cal's Asset Management Benefits

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- Every department can track assets that assist with physical inventory reconciliation
- Better financial maintenance of assets
- Provides common asset repository across the State for Asset Accounting and Tracking
- Automates financial accounting and depreciation processing
- Streamlined asset creation and addition through integration from Purchasing, Project Costing and Accounts Payable
- Better management of Leased Capital and Land assets



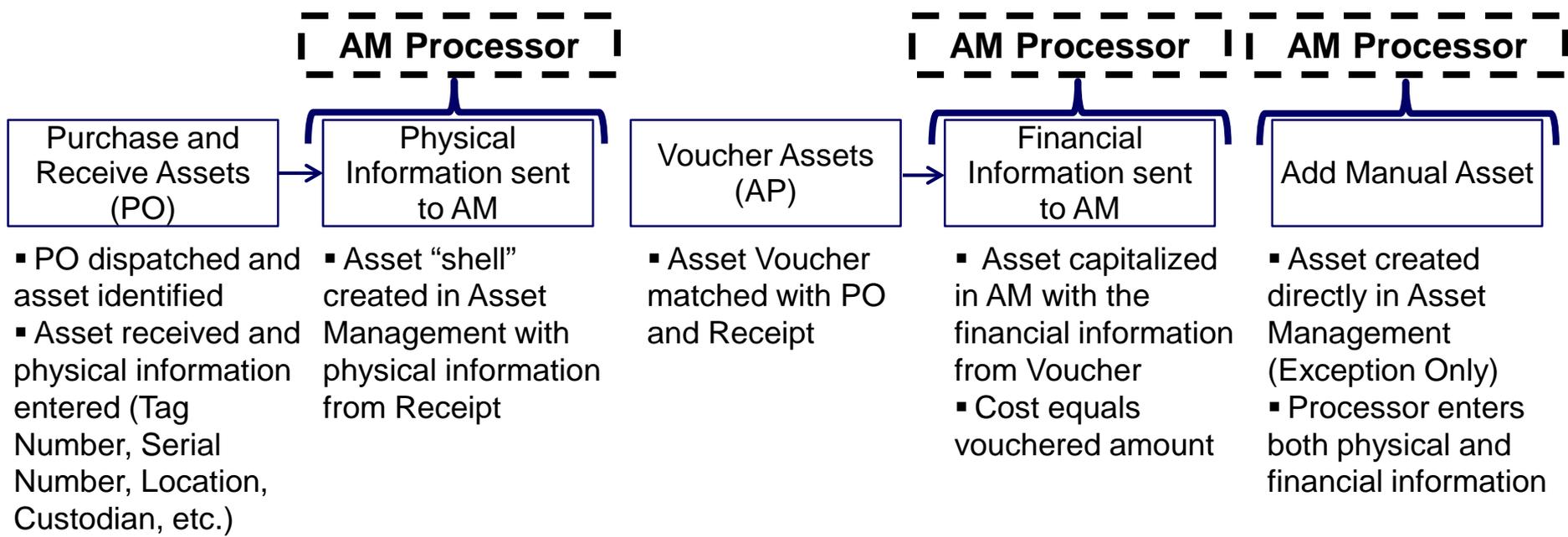
# Acquire Assets Key Terms

Term	Definition
<b>Capital Asset</b>	State property that has a normal useful life of at least one year, costs \$5,000 or greater, and is used to conduct State business. Capital assets must be recorded in FI\$Cal for both financial reporting and property tracking purposes.
<b>Non-Capital Asset</b>	State property that does not meet the State's capitalization criteria, typically based on the cost threshold, but in which property records are still required to be maintained. Non-Capital assets must be recorded in FI\$Cal for property tracking purposes.

# Acquire Assets Key Terms

Term	Definition
<b>Transaction Types</b>	Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include: <ul style="list-style-type: none"> <li>• <b>ADD</b> – Additions</li> <li>• <b>ADJ</b> – Adjustments</li> </ul>
<b>Asset Profile</b>	Template that stores standard depreciation criteria for a type of asset and the corresponding asset books for defaulting. Profiles determine all related accounting and depreciation information.
<b>Unitize</b>	Procedure in the Receipt stage that assigns individual Asset ID's in a multiple quantity, single line PO.

# Acquire Assets Summary Flow



## Key Impacts

- Asset Management integrated with PO and AP modules.
- Assets are created using physical information from Receipt and financial information from Voucher.
- Assets may be directly added in Asset Management (donated assets, corrections, etc.).





# Acquire Assets – Illustration

- Receipt – serialize button

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Receipts ▾ > Add/Update Receipts

**FI\$Cal** Home Worklist

New Window

Maintain Receipts

## Receiving

Business Unit: 0820 Receipt Status: Open **×**  
 Receipt ID: NEXT Add Header Comments Activities

Header Details

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize Find View All First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		agriculture equipment	10.0000	EA	100000.00000	10.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Interface Receipt  Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

# Acquire Assets – Illustration

- Receipt unitized assets page

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

**FI\$Cal**

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 0820      Status: Open  
 Receipt ID: NEXT      Item: agriculture equipment  
 Receipt Line: 1      Standard UOM: EA

Next Asset ID

Distribution Information Find | View All    First 1 of 1 Last

Distribution Line: 1      Capitalize: Non Cap  
 Business Unit: 0820      CAP Sequence:  
 Profile ID: AGRI\_EQUIP      Employee ID:  
 CAP #:      Distributed Quantity: 10.0000  
 Cost Type:      Merchandise Amount: 1000000.00

Apply to Details

Select Action: Assign Tag Ids      Multiplier: 1  
 Enter Starting Number:      \*Start Row: 1

Overwrite existing numbers     

Asset Details Personalize | Find | View 3 | First 1-10 of 10 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	0820	Open	1.0000			NEXT			AGRI_EQUIP
2	0820	Open	1.0000			NEXT			AGRI_EQUIP
3	0820	Open	1.0000			NEXT			AGRI_EQUIP
4	0820	Open	1.0000			NEXT			AGRI_EQUIP
5	0820	Open	1.0000			NEXT			AGRI_EQUIP
6	0820	Open	1.0000			NEXT			AGRI_EQUIP

# Acquire Assets – Illustration

- Voucher – Asset information

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item:  UOM: EA

\*Distribute by: Quantity Unit Price: 100,000.00000 Quantity: 10.0000

Ship To: 3980000001 Line Amount: 1,000,000.00  Force Price

SpeedChart:  Description: agriculture equipment  One Asset

[Purchase Order & Receiver Info](#)

[Associate Receiver\(s\)](#)

▼ Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
				<input type="checkbox"/>	1	100.0000	100.0000	1,000,000.00	10.0000	<input checked="" type="checkbox"/>	0820	AGRI_EQUIP	NEXT

# Acquire Assets – Illustration

- Basic info - Drill back page

## Acquisition Details

Payables Acquisition	
AP Unit:	<input type="text" value="0820"/>
Voucher ID:	<input type="text" value="00000770"/>
Vchr Line:	<input type="text"/>
Distrib Line:	<input type="text"/>
Vendor ID:	<input type="text" value="0000000001"/> ACCENTURE LLP
<a href="#">PS/Accounts Payable Drilldown</a>	
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>

Purchasing	Receiving
PO Unit:	BU Recv:
<input type="text" value="0820"/>	<input type="text" value="0820"/>
PO No.:	Receipt No:
<input type="text" value="0000000167"/>	<input type="text" value="0000000126"/>
PO Line:	Receipt Line:
<input type="text" value="1"/>	<input type="text" value="1"/>
Sched Num:	Ship Seq:
<input type="text" value="1"/>	<input type="text" value="1"/>
Distrib Line:	Distrib Ln:
<input type="text" value="1"/>	<input type="text" value="1"/>
<a href="#">PS/Purchasing Drilldown</a> <a href="#">PS/PO Receiving Drilldown</a>	

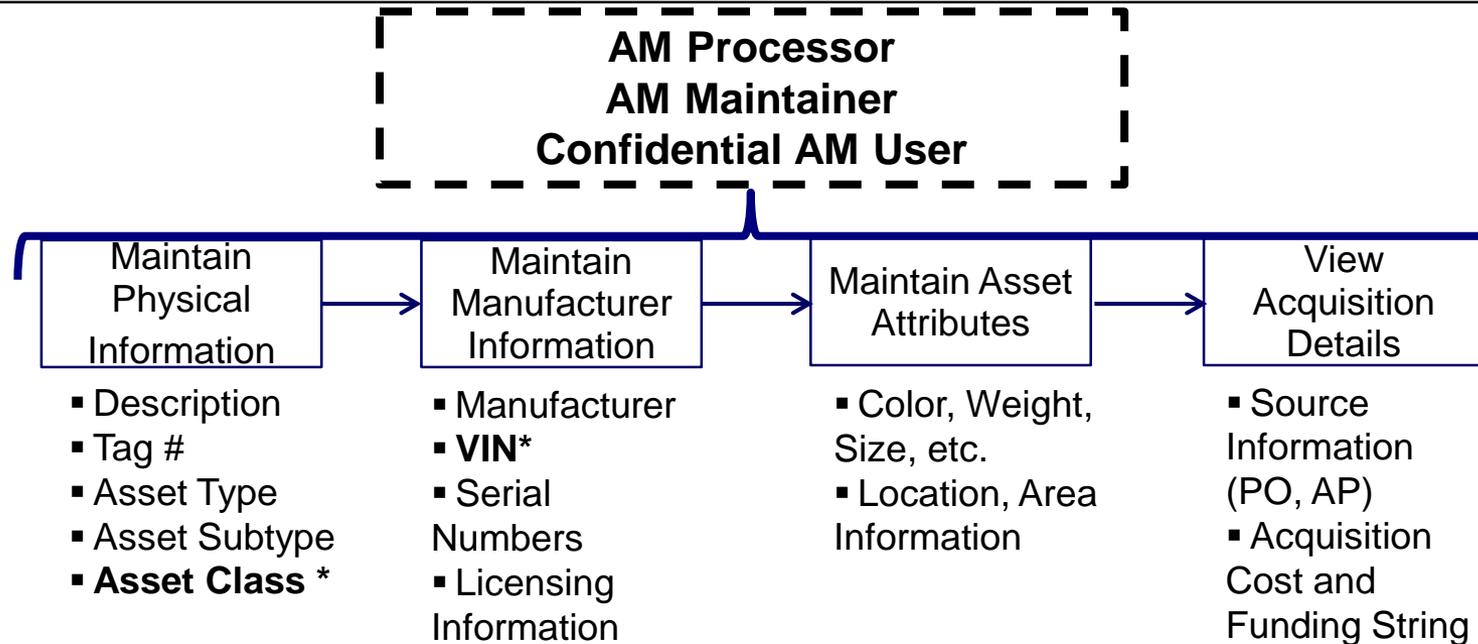
Project Cost Acquisition	
PC Bus Unit:	<input type="text"/>
Project:	<input type="text"/>
Activity:	<input type="text"/>
Source Type:	<input type="text"/>
<a href="#">PS/Projects Drilldown</a>	

# Maintain Asset

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- The Maintain Asset covers all activities related to entering and updating the information associated with an asset in FI\$Cal.
- This includes the following sub-processes:
  - Maintain Physical Information
  - Maintain Confidential Information

# Maintain Assets



## Key Impacts

- Detailed asset information can be entered, updated, and maintained in FI\$Cal once asset is received.
- Asset information is searchable and reportable.
- Acquisition details provide traceability back to Purchase Order, Receipt, and Voucher
- \* indicates confidential field.

# Asset Stocktaking

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- The Asset Stocktaking, or Physical Inventory (PI), Process covers all the activities related to barcode scanning or manually conducting a physical inventory of assets.
- This includes the following sub-processes:
  - Integrated scanning solution Asset Advantage is now available
  - Departments with existing technology (scanners) may choose to develop own process for integrating with FI\$Cal
  - Manual Counts are supported

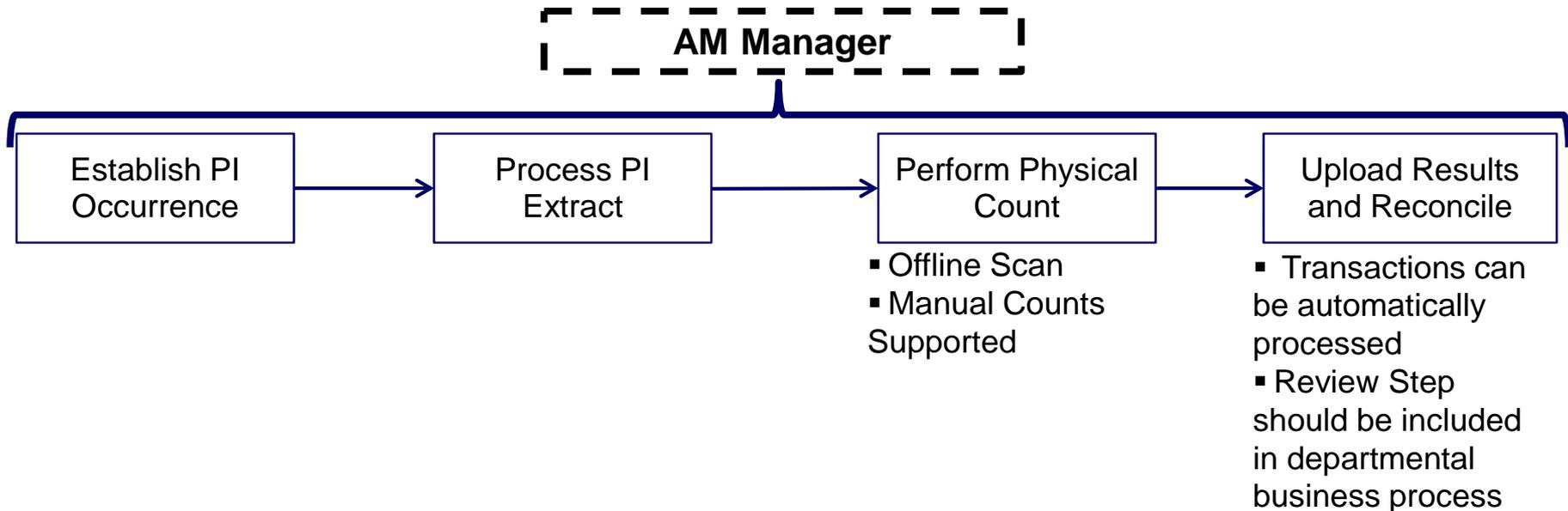


# Asset Advantage for FI\$Cal

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- Fully Supports PeopleSoft Asset Management Functionality
- Extends PeopleSoft Asset Management through Mobile Devices, Bar Code and RFID
- Seamlessly Update PeopleSoft Asset Management Database for Ownership, Location and Other Attributes

# Asset Stocktaking (PI) Summary



## Key Impacts

- Overs and Unders Report will display exceptions.
- PI History record is entered in the system for all found assets.

# Physical Inventory – Illustration



[Definition](#) | [Transaction Defaults](#)

Physical Inventory ID: 2014PI      \*PI Name:

**Physical Inventory Parameters**

Unit:	<input type="text"/>	Book Name:	<input type="text"/>
Start Date:	<input type="text"/>		
End Date:	<input type="text"/>		
Last Step:	0 Initially Created		
Capital Extract ID:	<input type="text"/>	Capital Scan ID:	<input type="text"/>
Non Capital Extract ID:	<input type="text"/>	Non Capital Scan ID:	<input type="text"/>
Oper Lease Extract ID:	<input type="text"/>	Oper Lease Scan ID:	<input type="text"/>

**Comments**

# Physical Inventory – Illustration

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Physical Inventory ▾ > Define Inventory Occurrence

Home | Worklist | Add to Favorites | **Sign out**

ORACLE

New Window | Help | Personalize Page

Definition | **Transaction Defaults**

Physical Inventory ID: 2014PI

### Auto Approval

Approve

### Transactions Enabled

- Non-Financial Adds
- Physical Asset Changes
- Asset Updates

- Transfers
- Non Capital Transfer
- Operating Lease Transfer

- Retirements
- Non Capital Retirement
- Operating Lease Retirement

### Transaction Defaults

\*Transaction Date:  31

\*User ID:

\*Accounting Date:  31

\*Interface ID:

Transaction Code:

\*Open Transaction ID:

### Retirement Defaults

\*Disposal Code:

### Voluntary Conversion

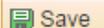
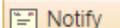
- Voluntary Conversion
- Involuntary

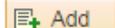
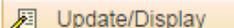
### Type

- Ordinary Retirement
- Extraordinary

\*Retirement Convention:

\*Retire Option:

 Save  Notify

 Add  Update/Display

# Physical Inventory – Illustration

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Physical Inventory](#) > [Define Inventory Occurrence](#) > [Load/Match/Reconcile PI Info](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

**ORACLE**

[New Window](#) | [Help](#) | [Personalize Page](#)

## Load/Match/Reconcile PI Info

Run Control ID: 2014PI [Report Manager](#) [Process Monitor](#)

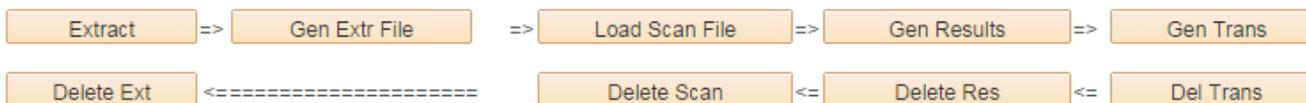
PI ID:

File Name:

**Export / Import**

▼

Last PI Step Executed:



### Request Information

Extract Data allows you to extract all your current PS/AM data into a format you may load into a Bar-code reader. If you accumulate PI Data in a Bar-code reader, you may run Load Data to get that data into the PS/AM PI system. Enter the filename you want to load. The physical inventory process also supports web services to extract and load data.

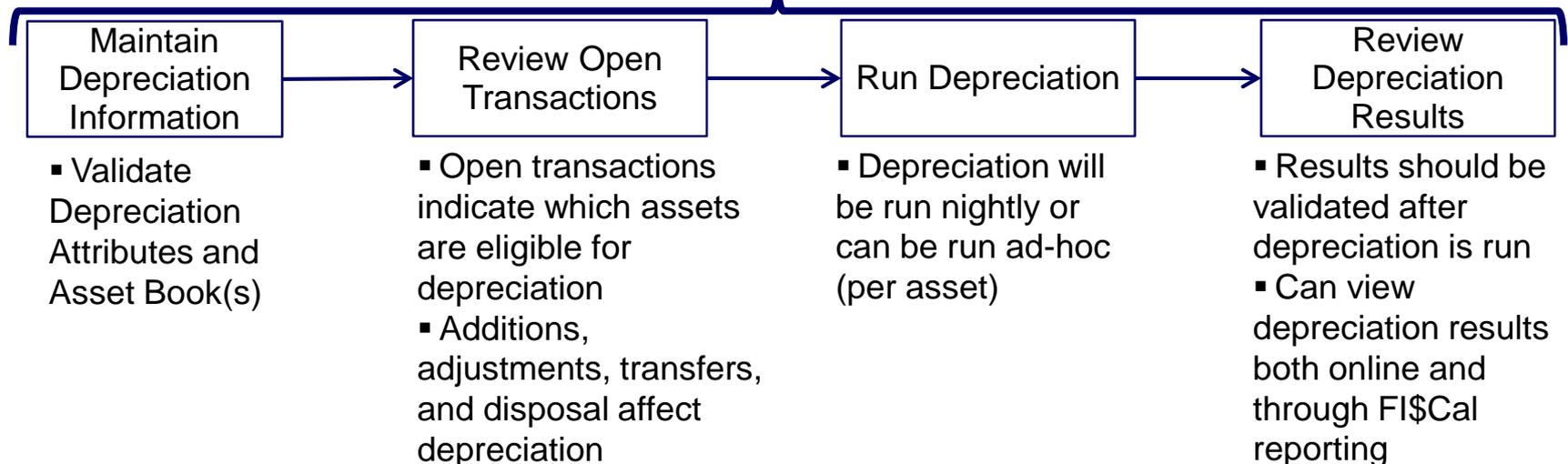
Once you have data in the PS/AM PI system, you may match that data to the current PS/AM data to help your reconciliation process.

# Depreciate Assets Key Terms

Term	Definition
<b>Transaction Types</b>	Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include: <ul style="list-style-type: none"> <li>• <b>DPR</b> – Depreciation</li> <li>• <b>PDP</b> – Prior Depreciation (“catch-up” adjustment)</li> </ul>
<b>Depreciation Calculation (AMDPCALC)</b>	Process to allocate the cost of an asset over the estimated life of the asset. Depreciation is based on several factors including the depreciation method, the estimated life of the asset and the in-service date of the asset.
<b>Useful Life</b>	Number of periods in which that asset will remain in use. Utilized for depreciation purposes. Defaults from the Asset Profile.

# Depreciate Assets

## AM Manager



### Key Impacts

- FI\$Cal calculates depreciation on an asset-by-asset basis using standardized useful life, depreciation method, and depreciation convention.
- Departments validate depreciation calculations in preparation for sending to the General Ledger at month-end.

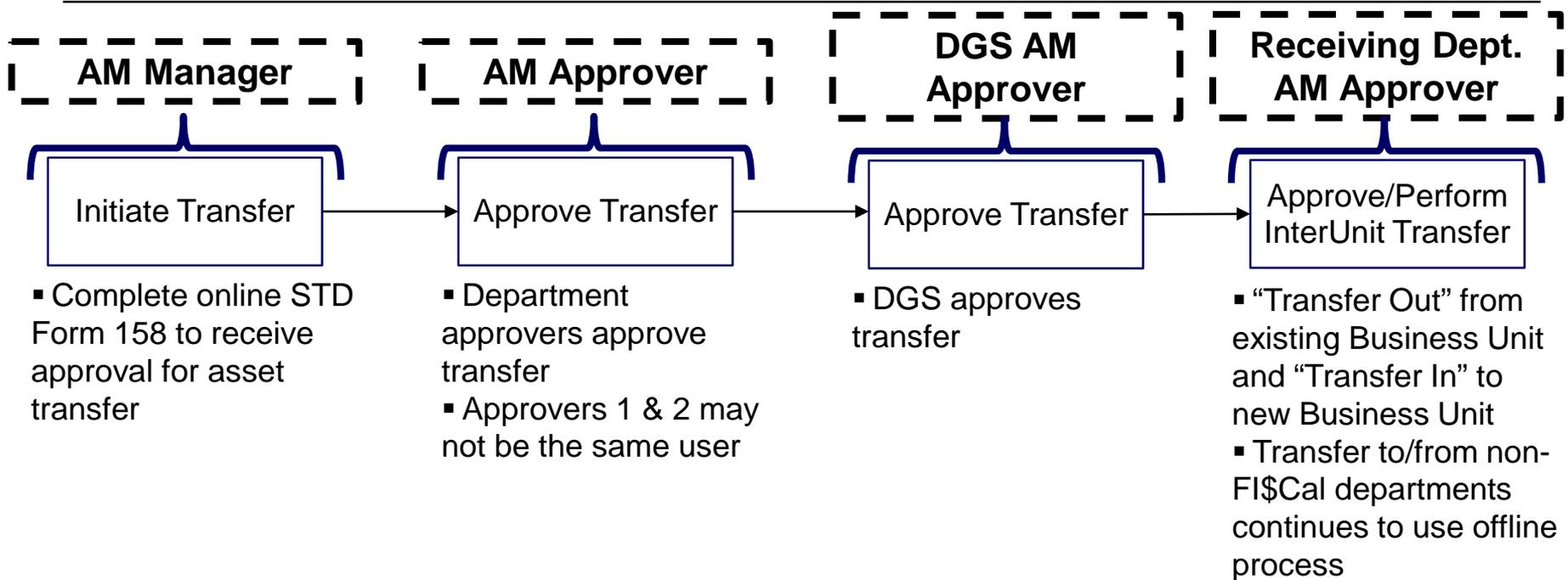
# Transfer Assets Key Terms

Term	Definition
<b>Transaction Types</b>	Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include: <ul style="list-style-type: none"> <li>• <b>ADJ</b> – Adjustments</li> <li>• <b>TRF</b> – Transfers</li> <li>• <b>RCT</b> – Re-Categorize</li> </ul>
<b>Intra-Unit Transfer</b>	The change in possession of an asset from one ChartField combination to another ChartField combination. Assets will be transferred using the original cost and current accumulated depreciation for that asset within a Business Unit.

# Transfer Assets Key Terms

Term	Definition
<b>Inter-Unit Transfer</b>	The change in possession of an asset from one Business Unit to another. The asset is disposed/“retired” in the originating Business Unit and added in the target Business Unit.
<b>Cost- Adjustment</b>	Manual adjustment (+/-) of the cost of an asset.
<b>Re-categorize</b>	Change in the category (GL Account) of the asset.

# Transfer Assets – Inter-Unit



## Key Impacts

- Once approved, Asset Transfer is performed in FI\$Cal.
- InterUnit Transfers create a new asset for the receiving department. Asset will be transferred using the current cost and accumulated depreciation.
- All asset information (physical and financial) will be transferred with the asset.

# Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)



## Inter Unit Asset Transfer

Transaction No: 81

\*From Business Unit:   \*To Business Unit:   Operator: Sudheer Devarasetty

\*Contact Person:  Asset Type:  Approval Status:

\*Contact Phone:  Transfer Date: 05/20/2015

\*Reason for Transfer:

Asset Details Personalize | Find | View All |  |  First  1 of 1  Last

	*Asset ID	Tag Number	*Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asset Cate
1	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value=""/> <input type="button" value="🔍"/>					

# Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)



## Inter Unit Asset Transfer

**Transaction No:** 81  
**From Business Unit:** 0840      **To Business Unit:** 1700      **Operator:** Sudheer Devarasetty  
**Contact Person:** val,kat      **Asset Type:** Equipment      **Approval Status:** Pending  
**Contact Phone:** 916/601-4323      **Transfer Date:** 05/20/2015

**Reason for Transfer:**

**Asset Details** 
[Personalize](#) | [Find](#) | [View All](#) | | 

 First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asset
1 0000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQUIP

# Transfer Assets – Illustration

Favorites > Main Menu > FI\$Cal Processes > FI\$Cal Interfaces > AM > Inter Unit Asset Transfer

**FI\$Cal**

Description		Expected Results	
Contact Person:	val,kat	Asset Type:	Equipment
Contact Phone:	916/601-4323	Transfer Date:	05/20/2015
Reason for Transfer:			
sold			

Approval Status: Pending

**Asset Details** Personalize | Find | View All | First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asset
1 0000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQUI

Buttons: **Approve** (circled in red), Deny, Push Back, Hold

**Inter Unit Asset Transfer**

TRANSACTION\_NBR=81, FROM\_BUSINESS\_UNIT=0840, TO\_BUSINESS\_UNIT=1700:Pending

Inter Unit Asset Transfer

```

graph LR
    A[Approved  
Sudheer Devarasetty  
AM Approver  
05/20/15 - 3:37 PM] --> B[Pending  
Multiple Approvers  
AM Approver 2]
    B --> C[Not Routed  
Multiple Approvers  
ZZ_DGS_1]
    C --> D[Not Routed  
Multiple Approvers  
Receiving Dept Trans Appr]
  
```

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History

# Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)

**FI\$Cal**

**From Business Unit:** 0840      **To Business Unit:** 1700      **Operator:** Sudheer Devarasetty  
**Contact Person:** val,kat      **Asset Type:** Equipment      **Approval Status:** Pending  
**Contact Phone:** 916/601-4323      **Transfer Date:** 05/20/2015

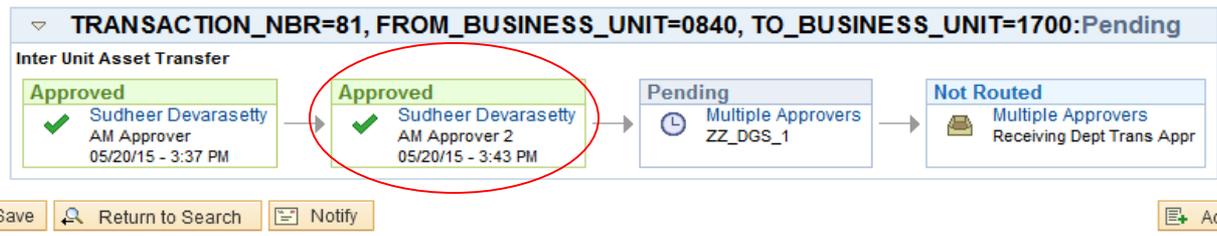
**Reason for Transfer:**

Asset Details Personalize | Find | View All | | | First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1 0000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQUI

## Inter Unit Asset Transfer



# Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)



Asset Details Personalize | Find | View All | First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1 0000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQUI

**Inter Unit Asset Transfer**



# Transfer Assets – Illustration

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Basic Add

**FI\$Cal**

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: **0840** Asset ID: 00000000072 Hewlett-Packard JetDirect EX+ Tag: 19966 **Transferred**

**Asset Information**

Description:	Hewlett-Packard JetDirect EX+	Short Desc:	1	
CAP #:	<input type="text"/>	Seq #:	<input type="text"/>	
Asset Class:	<input checked="" type="checkbox"/> Taggable Asset	Tag Number:	19966	
Asset Type:	IT Hardware	Auction Status:		
Asset Subtype:	NETWORK	Region Code:	<input type="text"/>	
*Asset Status:	Transferred	<input checked="" type="checkbox"/> Capitalized Asset		
Acquisition Date:	01/01/1998	<input checked="" type="checkbox"/> New Asset		
Placement Date:	01/01/1998	<input type="checkbox"/> Available For Use		
Collateral Asset:	<input type="text"/>	<input type="checkbox"/> In Physical Use		
*Acquisition Code:	Purchased	<input type="checkbox"/> Composite Asset		
FERC Code:	<input type="text"/>	Composite Asset ID:	<input type="text"/>	
Financing Code:	<input type="text"/>	Asset Condition:	Good	
Fair Value:	0.000	<input type="checkbox"/> Reasonable Accommodation(ADA)		
Replacement Cost:	<input type="text"/>	Contract ID:	<input type="text"/>	
		Appraisal Date:	<input type="text"/>	

# Transfer Assets – Illustration

[Cost History List](#) | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

**Unit:** 1700    **Asset ID:** 000000030006    Hewlett-Packard JetDirect EX+    **Tag:** 19966    **In Service**

**Book** [Find](#) | [View All](#)    First 1 of 1 Last

**Book Name:** STATE    Statewide Book    **Currency:** USD  
**Total Cost:** 0.01    [Audit Logs](#)

**Asset Cost Information** [Personalize](#) | [Find](#) | [Print](#) | [Calendar](#)    First 1 of 1 Last

Cost	Chartfields					
Acctg Date	Trans Type	In/Out		Quantity	Total Cost	Detail
1 05/20/2015	TRF	I		1.0000	0.01	<a href="#">Detail</a>

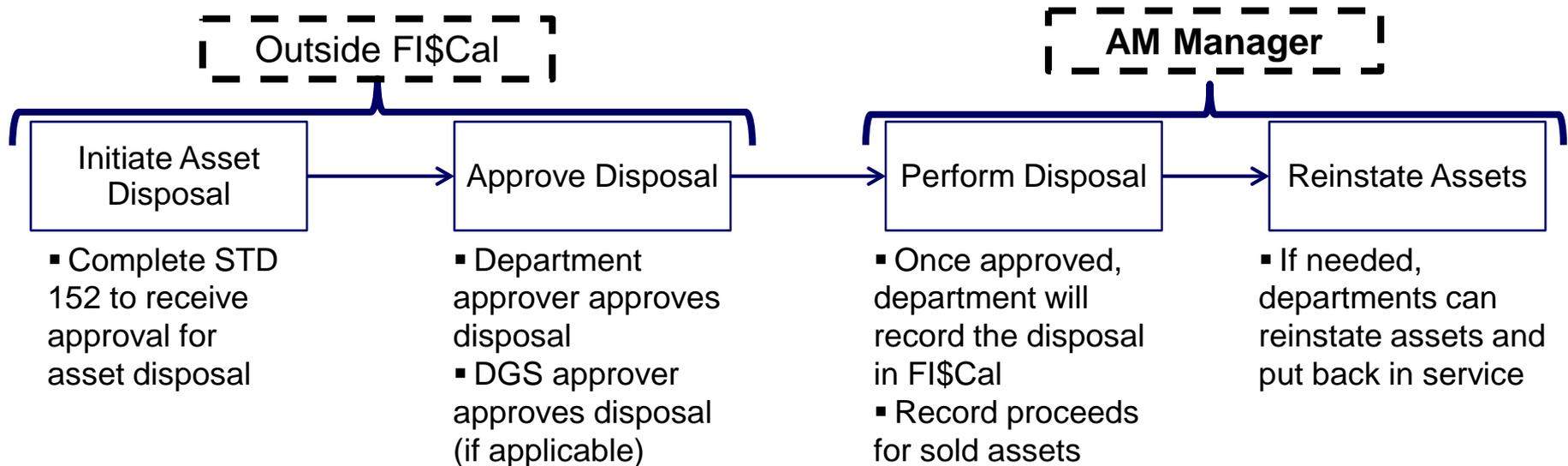
[Save](#)    [Return to Search](#)    [Notify](#)

[Cost History List](#) | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

# Retire Asset Key Terms

Term	Definition
<b>Transaction Types</b>	Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include: <ul style="list-style-type: none"> <li>• <b>RET</b> – Retirements</li> <li>• <b>REI</b> – Reinstatement</li> </ul>
<b>Asset Retirement</b>	The physical and financial removal of the asset from the department's possession and the department's accounting records.

# Retire/Reinstate Assets



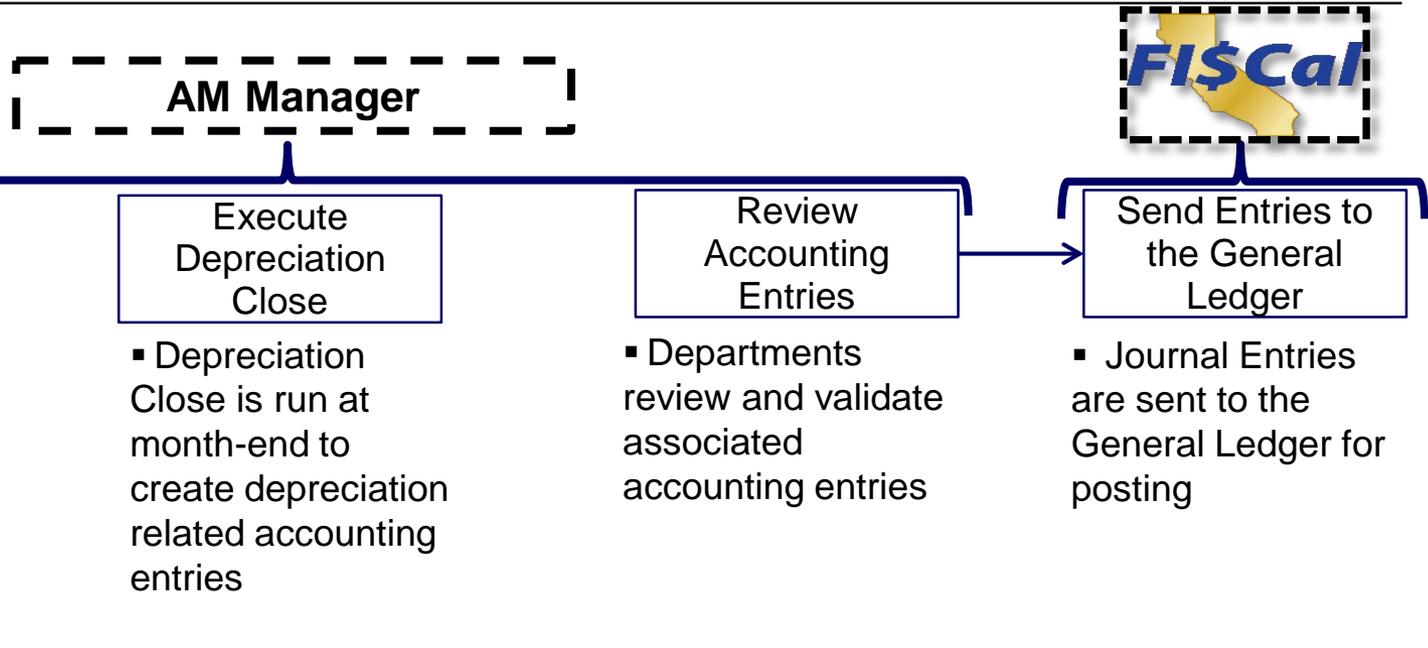
## Key Impacts

- Once approved, Asset Disposals are performed in FI\$Cal.
- Assets can be disposed individually or in multiple assets can be disposed at once in a Disposal Worksheet.
- If proceeds received for an asset, the asset should remain in FI\$Cal until proceed amount is determined.
- An asset can be reinstated back to the point in time when it was disposed.

# Month-End Processing

- The Month-End process covers all activities related to preparing information to be sent to the General Ledger.
- This includes the following sub-processes:
  - Creating accounting Entries for Financial Transactions (AMAEDIST)
  - Depreciation Close (AMDPCLOS)

# Asset Month-End Processing



## Key Impacts

- FI\$Cal creates the accounting entries to be sent to the General Ledger for asset additions, adjustments, depreciation, and retirements.
- Journal entries will be sent to the General Ledger for reporting purposes.

# Technology Considerations – Data Conversions

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- A conversion is the transfer of data from its current format to a type that can be integrated into the FI\$Cal system.
- There is one key conversion that will be performed by departments, or for departments, transitioning to FI\$Cal:
- Asset Conversion:
  - Including:
    - Active assets
    - Capital (over \$5,000) and non-capital (under \$5,000) assets
    - Tangible and intangible assets used in government operations
  - Excluding:
    - Retired/decommissioned assets
    - Asset that are considered work-in-process (WIP) and have not been put in-service

# Session Recap

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- Answer unfinished questions
- Discuss the key input/feedback provided during session
- Any new questions?

# More Information Can be Found at...

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FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

For Questions, Comments or Feedback:

[www.surveymonkey.com/r/SWTFeedback](http://www.surveymonkey.com/r/SWTFeedback)

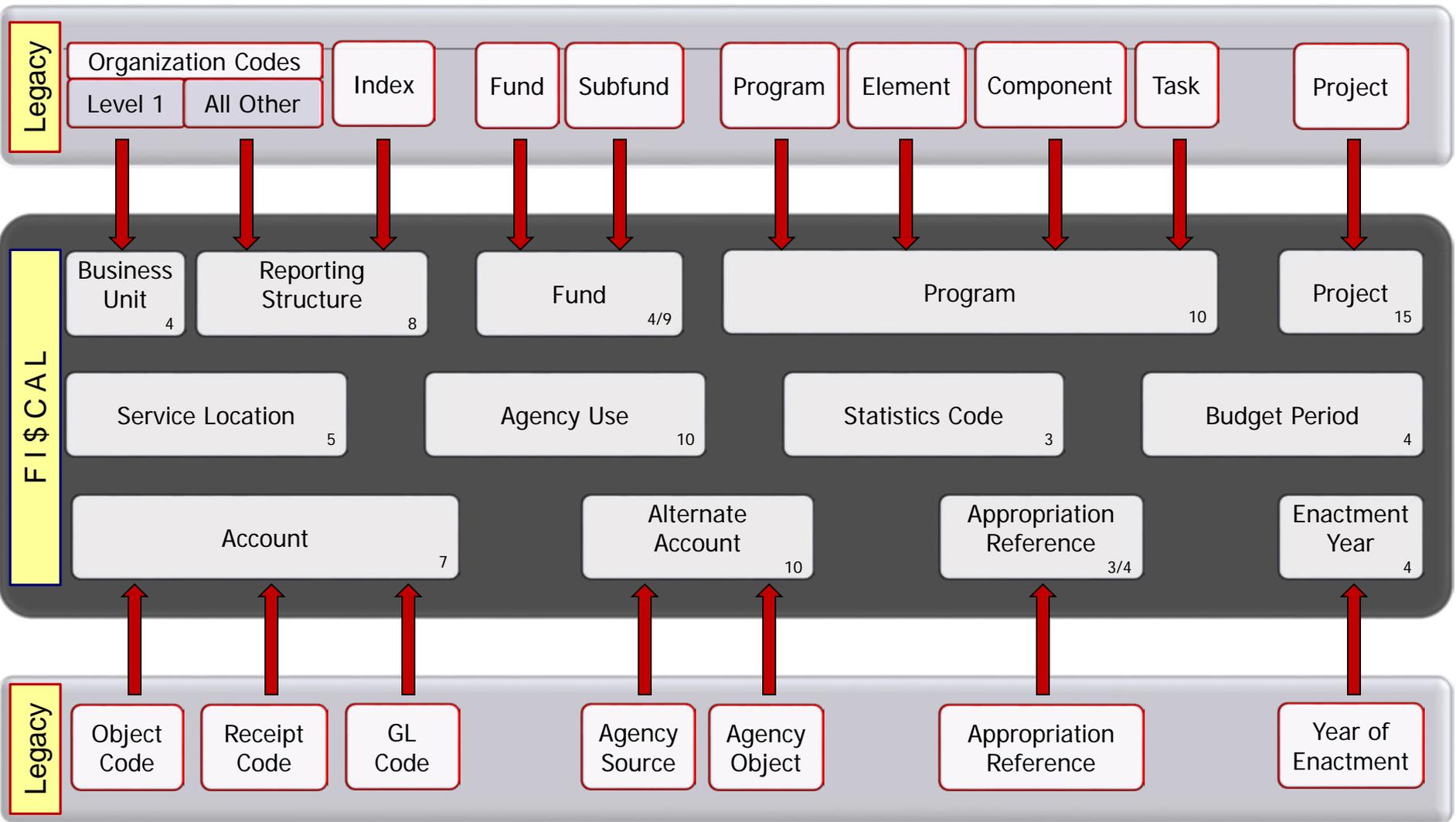
or e-mail the FI\$Cal Project Team at:

[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)

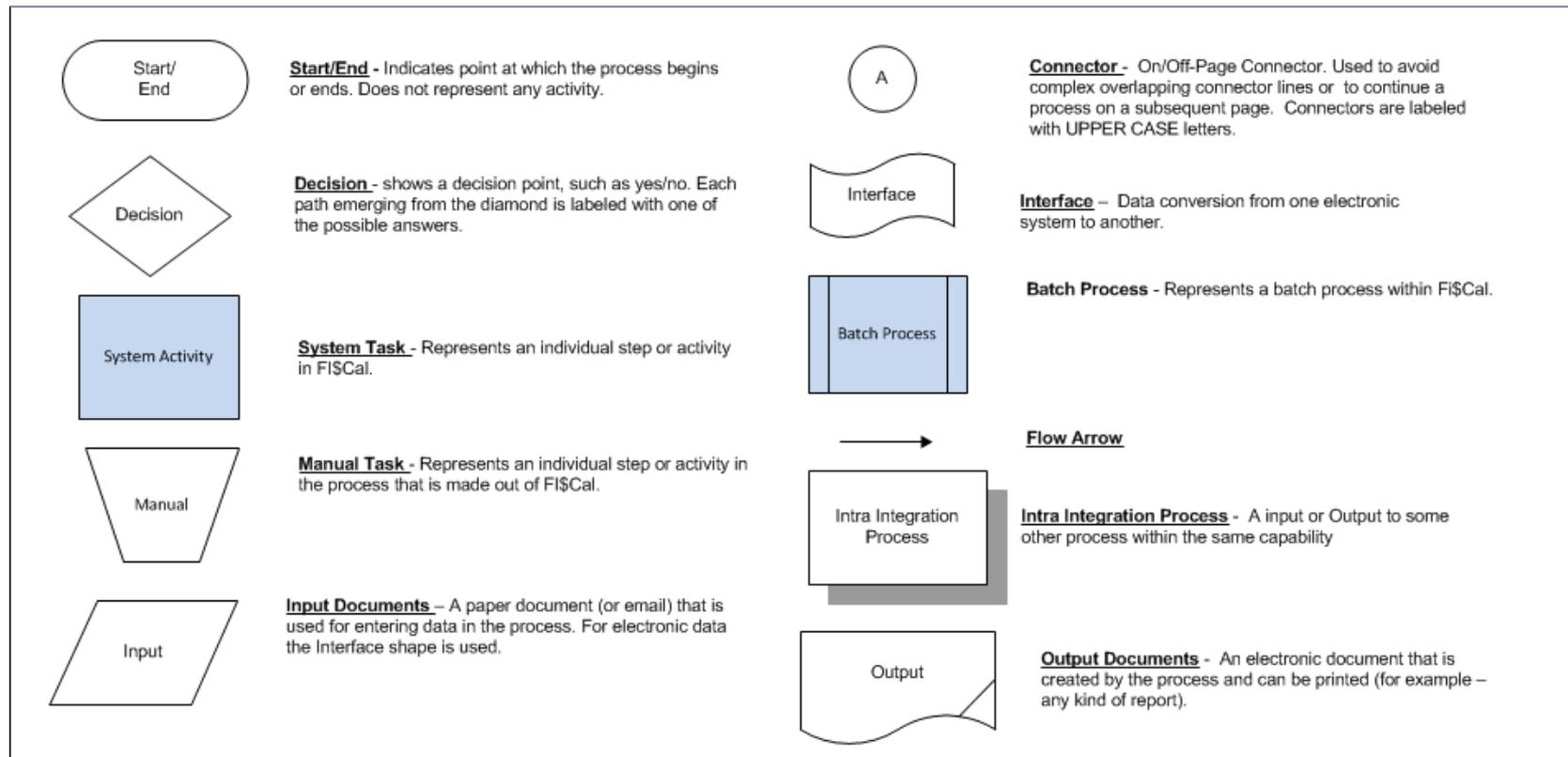
## **Appendix**

Additional information and screenshots for reference

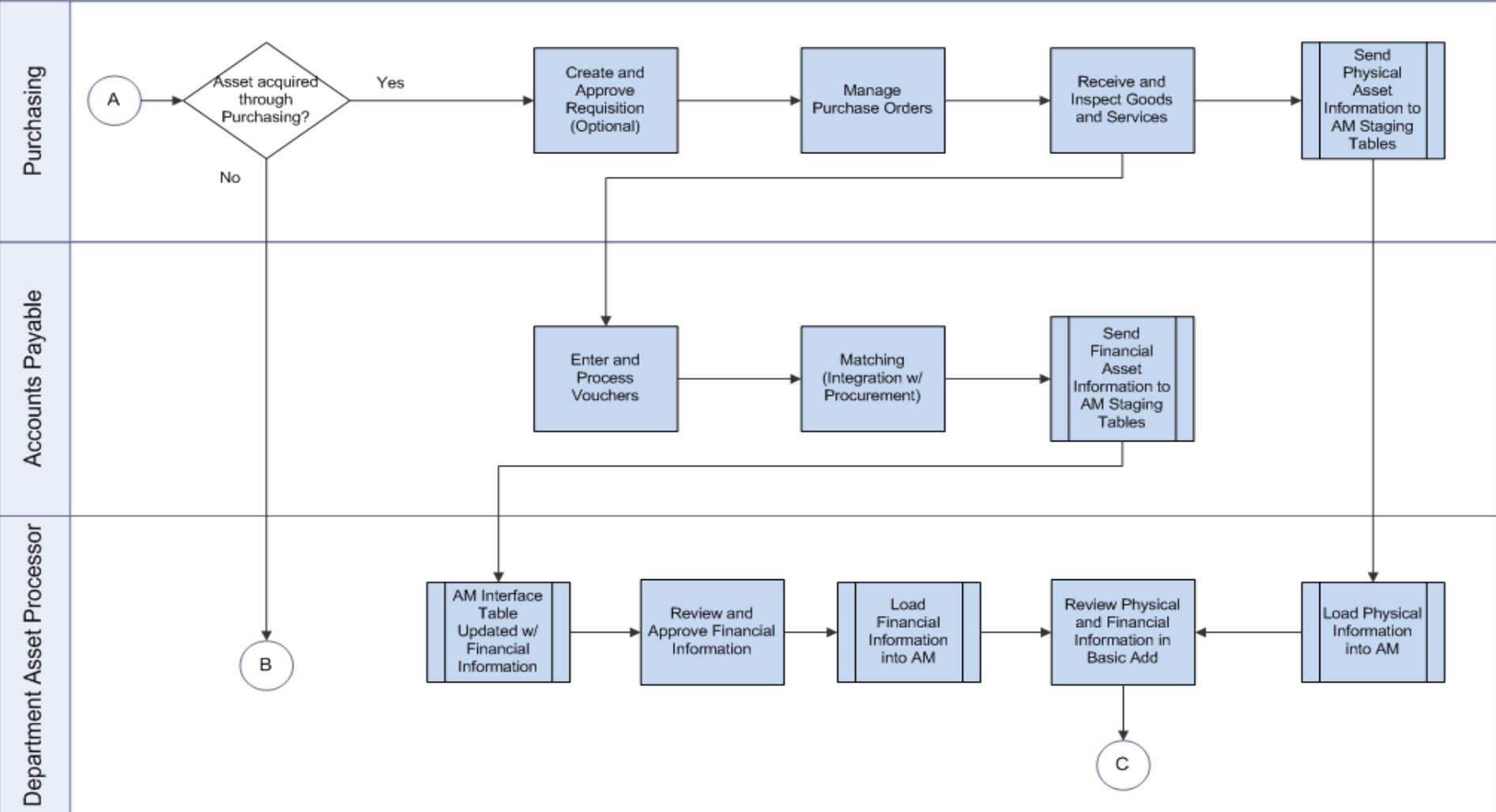
# ChartField / UCM Codes Cross-Reference



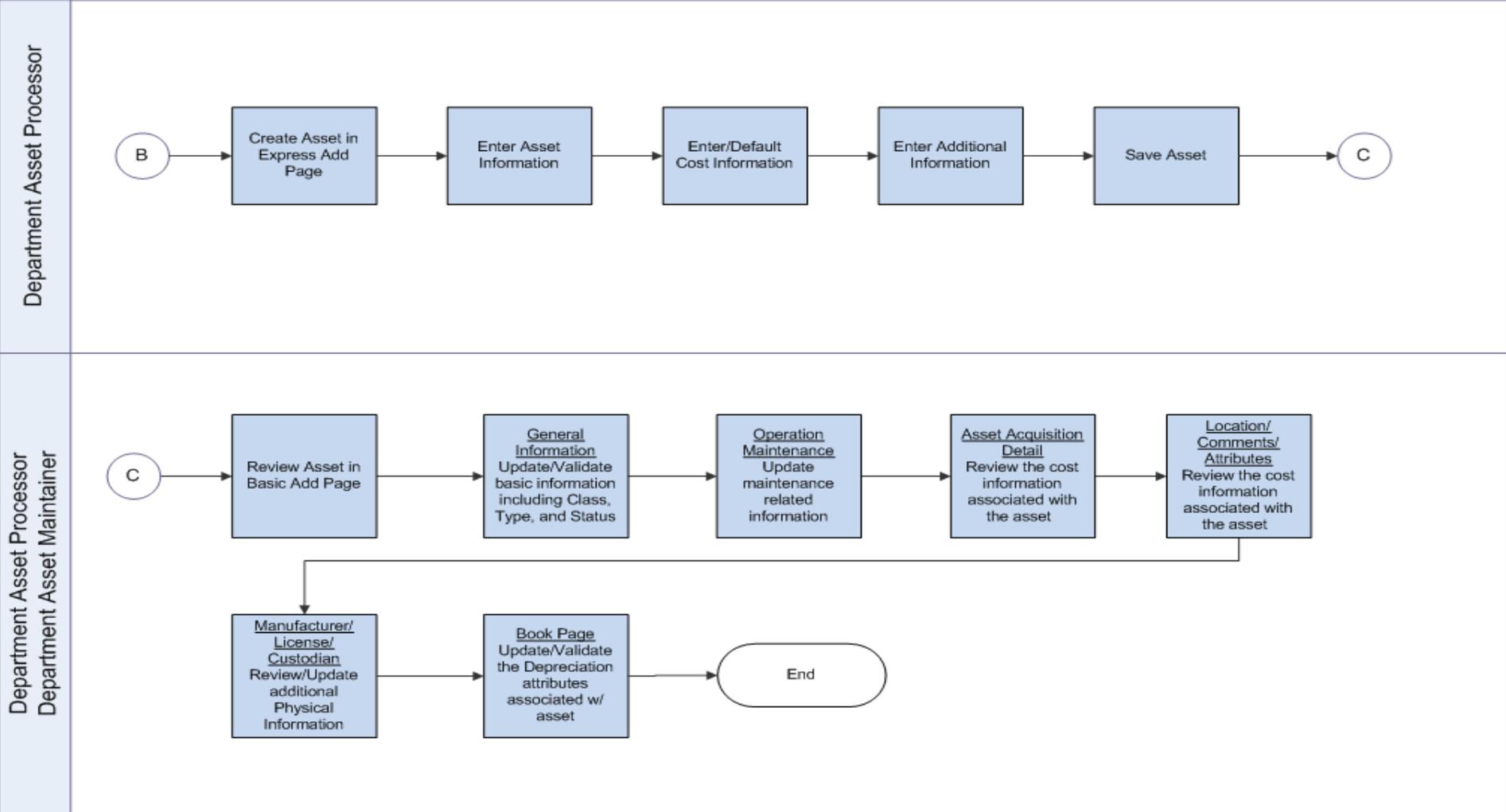
# Guide to Symbols in Flows



Acquire Assets



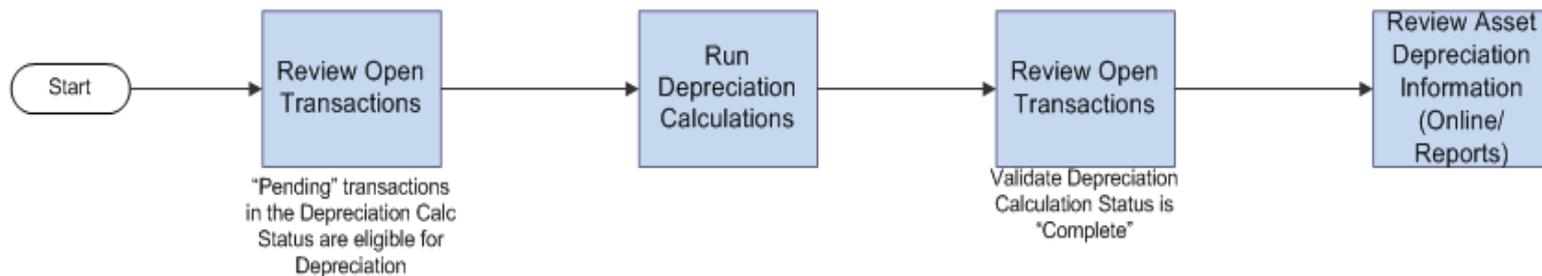
# Manual Asset Add and Maintain Asset



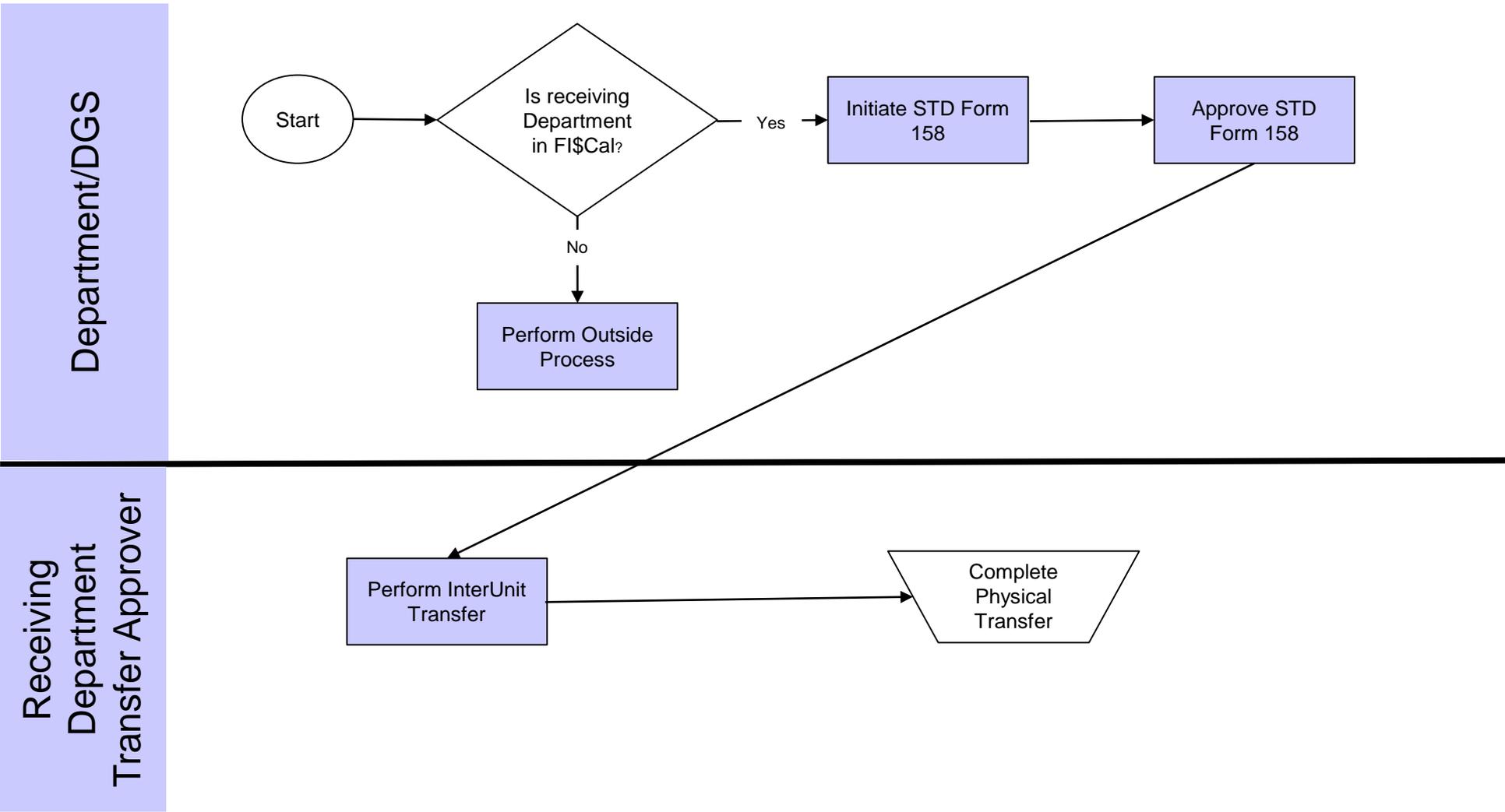
# Asset Depreciation

## Asset Depreciation

Department Asset Depreciation Processor

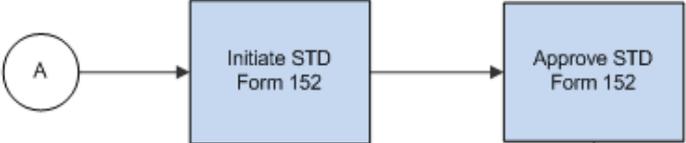


# InterUnit Transfers

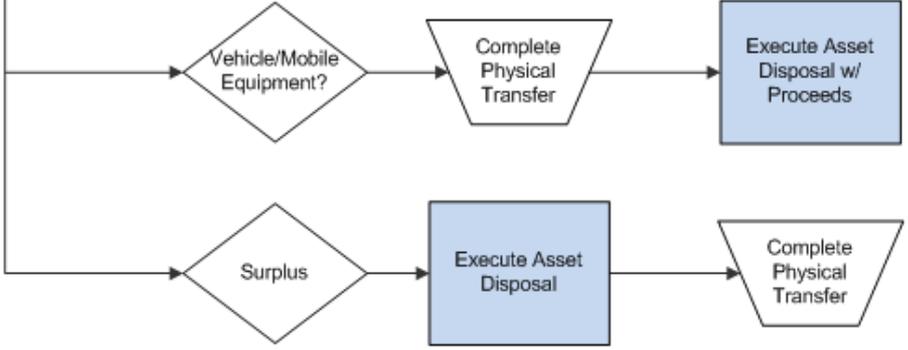


# Retire Assets

Department/DGS



Department Asset Manager



# Asset Month-End Processing

Asset Month-End Processing

Department Asset Month-End Processor

