



Asset Custodian

Description This role is designed for situations where full asset accountant capabilities are not required. For example, role required to create an asset master / sub number only.

Tasks/Responsibilities

- Change asset master and asset sub master records, as needed
- Create asset master records
- Create asset sub numbers as needed
- Display asset master records
- Display changes to asset master records

Related Processes

- Asset Management - Maintaining Asset Master Records
- Asset Management - Asset Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Central Goods Receiver

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of Asset and General Ledger Accounting as well as read and write English and use a computer
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 17

Course Title: AM210 SCEIS Asset Reporting	Duration in Hours: 4
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: AM300 SCEIS Asset Retirements and Transfers	Duration in Hours: 4
Course Title: AM200 SCEIS Create, Procure, Change, Display, Block and Delete Asset Masters	Duration in Hours: 6
Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2



Asset Accountant

Description

- Create, change, block, delete, and display asset master records and subnumbers
- Create transactions to retire, scrap, or sell assets and revalue, transfer and reclassify expensed items that should have been capitalized
- Display asset documents and execute all asset reports
- Role Conflicts: In this composite role, a user can create master data and dispose of assets. The control for this is that a turn-in document is used to turn the asset over to Surplus Property. Therefore, the custody and accounting for the asset are not performed by the same person.

Tasks/Responsibilities

- Block asset master as needed
- Change asset master records as needed
- Create asset master records
- Create asset sub numbers as needed
- Delete asset master as needed
- Display asset master records
- Display changes to asset master records
- Display common AM transactions
- Execute various asset reports as needed for analysis purposes
- Reclassify expenses to assets
- Retire assets
- Transfer assets where changes in account assignment have occurred
- Utilize the display capability to analyze asset postings

Related Processes

- Asset Management - Maintaining Asset Master Records
- Asset Management - Create Asset Postings
- Asset Management - Transferring Assets
- Asset Management - Retiring Assets
- Asset Management - Month End Processing
- Asset Management - Asset Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- See role description field (at the top of this page) for detail

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of Asset and General Ledger Accounting as well as read and write English and use a computer
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 17

Course Title: AM200 SCEIS Create, Procure, Change, Display, Block and Delete Asset Masters Duration in Hours: 6

Course Title: AM210 SCEIS Asset Reporting Duration in Hours: 4



Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: AM300 SCEIS Asset Retirements and Transfers	Duration in Hours: 4



Asset Manager

Description

- Reversal authorities
- Change, reverse, and display asset documents
- Execute all asset reports
- Create, change, block, delete, and display asset master records and sub numbers
- Create transactions to retire, scrap, or sell assets and revalue, transfer and reclassify expensed items that should have been capitalized
- Role Conflicts: In this composite role, a user can create master data and dispose of assets. The control for this is that a turn-in document is used to turn the asset over to Surplus Property. Therefore, the custody and accounting for the asset are not performed by the same person.

Tasks/Responsibilities

- Block asset master as needed
- Change asset master records as needed
- Change long text as needed in the Asset Document
- Coordinate reversal of documents with the appropriate agency personnel
- Create asset master records
- Create asset sub numbers as needed
- Delete asset master as needed
- Display asset master records
- Display changes to asset master records
- Display common AM transactions
- Execute various asset reports as needed for analysis purposes
- Reclassify expenses to assets
- Retire assets
- Reverse asset documents and all associated FI, FM, CO, GM documents
- Transfer assets where changes in account assignment have occurred
- Utilize the display capability to analyze asset postings

Related Processes

- Asset Management - Maintaining Asset Master Records
- Asset Management - Retiring Assets
- Asset Management - Month End Processing
- Asset Management - Create Asset Postings
- Asset Management - Transferring Assets
- Asset Management - Asset Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- See role description field (at the top of this page) for detail

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of Asset and General Ledger Accounting as well as read and write English and use a computer
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

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