

Subject: Reminder: Run the Directory of Unposted Assets Report in Preparation for Year-End (Transaction code S_ALR_87012056)

Audience: Finance Directors, Asset Managers, Asset Custodians, Asset Accountants

As you prepare for year-end closing, the SCEIS Finance Team wants to remind you about an important report all agencies should run as part of this process: the Unposted Assets Report (Transaction code S_ALR_87012056). The results of this report are useful in clearing up any assets that have not had a value posted to them.

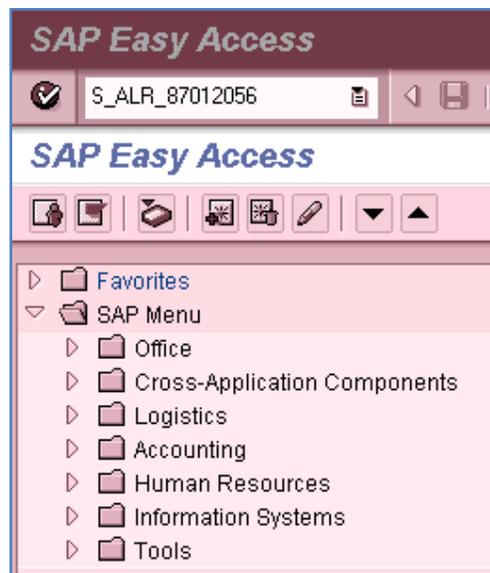
This report displays a fixed Asset directory of unposted assets derived from asset shells that have been created but have no associated value(s). Report fields include Asset Number, Sub-number, Company Code, "Created On" date, User ID of the individual who created the asset, and the Asset Description.

Instructions and screen shots showing how to run the Unposted Assets Report are included below for your convenience. After following the steps shown below, review each item on the report as follows:

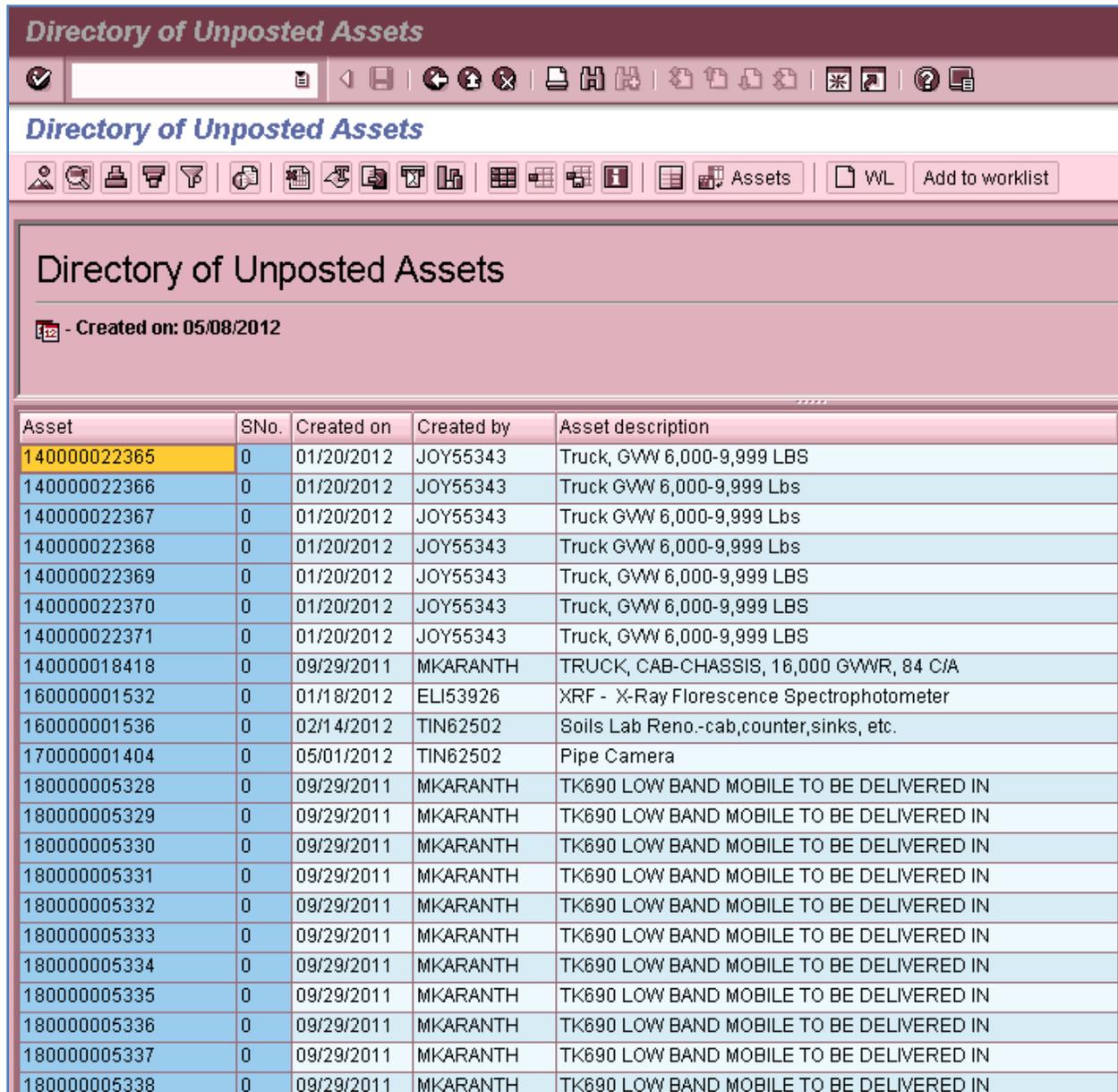
1. Drill into each asset shell to see if a purchase order (PO) is attached to the asset shell.
2. If the shell is not attached to a PO, take the appropriate steps to find out whether the item was delivered to your agency, and how it was delivered.
3. If you determine that your agency has received the asset, perform an ABZON transaction to move the values over to the asset.
4. If the asset was created, but the agency will not be receiving the asset, delete the asset shell.

Instructions

1. Enter transaction code S_ALR_87012056.



3. The resulting report will resemble the screen shot below.



| Asset | SNo. | Created on | Created by | Asset description |
|--------------|------|------------|------------|---|
| 140000022365 | 0 | 01/20/2012 | JOY55343 | Truck, GWW 6,000-9,999 LBS |
| 140000022366 | 0 | 01/20/2012 | JOY55343 | Truck GWW 6,000-9,999 Lbs |
| 140000022367 | 0 | 01/20/2012 | JOY55343 | Truck GWW 6,000-9,999 Lbs |
| 140000022368 | 0 | 01/20/2012 | JOY55343 | Truck GWW 6,000-9,999 Lbs |
| 140000022369 | 0 | 01/20/2012 | JOY55343 | Truck, GWW 6,000-9,999 LBS |
| 140000022370 | 0 | 01/20/2012 | JOY55343 | Truck, GWW 6,000-9,999 LBS |
| 140000022371 | 0 | 01/20/2012 | JOY55343 | Truck, GWW 6,000-9,999 LBS |
| 140000018418 | 0 | 09/29/2011 | MKARANTH | TRUCK, CAB-CHASSIS, 16,000 GWW, 84 C/A |
| 160000001532 | 0 | 01/18/2012 | ELI53926 | XRF - X-Ray Florescence Spectrophotometer |
| 160000001536 | 0 | 02/14/2012 | TIN62502 | Soils Lab Reno.-cab,counter,sinks, etc. |
| 170000001404 | 0 | 05/01/2012 | TIN62502 | Pipe Camera |
| 180000005328 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005329 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005330 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005331 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005332 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005333 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005334 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005335 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005336 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005337 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |
| 180000005338 | 0 | 09/29/2011 | MKARANTH | TK690 LOW BAND MOBILE TO BE DELIVERED IN |

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.