Creating Accounting Entries Overview
Asset accounting entries are created for various asset transactions such as Additions, Adjustments or Retirements.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Process is done on a regular basis as determined by each institution.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>None</td>
</tr>
<tr>
<td>Assumptions</td>
<td>None</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Users at the individual institutions are generally responsible for this business process. However, the UWSA Problem Solvers may assist in troubleshooting.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>None</td>
</tr>
</tbody>
</table>

Process Detail

Asset Management Accounting Entries

I. Creating Accounting Entries

The Asset Accounting Entry Creation process (AM_AMAEDIST) creates accounting entries for all non-depreciation transactions such as asset additions, transfers or retirements.

*Navigation: Asset Management > Accounting Entries > Create Accounting Entries*

1. Select an existing Run Control, or Create a new Run Control. The following page will display after selecting or adding a Run Control ID:
2. **Enter** the *Request ID*
3. **Change** the *Process Frequency* to ‘Always’.
4. **Enter** the *Business Unit*.
5. **Enter** the *Book Name*.
6. **Click** to create accounting entries for all assets for a given Business Unit and Book Name.

7. **Select** ‘PSUNIX’ as the *Server Name*.
8. **Click**
9. **Click** the *Process Monitor* link
10. The process is complete when the *Run Status* is ‘Success’ and the *Distribution Status* is ‘Posted’.
II. Reviewing Accounting Entries

The Asset Accounting Entries page is used to review accounting entries that have been created during asset processing, such as additions, transfers, and depreciation.

*Navigation: Asset Management > Accounting Entries > Review Financial Entries*

![Asset Accounting Entries](image)

1. **Enter** the *Business Unit*.
2. **Enter** the *Asset Identification*.
3. **Click** Search
4. **Select** an asset to display all the accounting entries generated for that asset.
The Trans Type ‘ADD’ means the entry was created during asset addition. Click on the Chartfields or Journal sub-tabs to see more specific information related to the financial entries for this Asset ID.

5. **Click** on the Detail hyperlink at the end of line.
   a. This page will display more information about transactions including the Journal ID that created the transaction.
III. Reviewing Audit Logs

Click the Audit Logs hyperlink in the top corner of the List page to open Search Audit Logs Page with Asset Accounting Entry audit log information.

The following example shows the audit log for asset accounting entries.
Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surya Gannavarapu</td>
<td>1.0</td>
<td>05/16/2013</td>
<td>Final</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>1.1</td>
<td>05/01/2013</td>
<td>Final review and publish to website</td>
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<tr>
<td>Surya Gannavarapu</td>
<td>1.2</td>
<td>05/16/2013</td>
<td>Added Reviewing Audit Logs section</td>
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<tr>
<td>Susan Kincanon</td>
<td>1.3</td>
<td>05/17/2013</td>
<td>Final review and publish to website</td>
</tr>
<tr>
<td>Jon Ahola</td>
<td>1.4</td>
<td>06/13/2013</td>
<td>Final review</td>
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