

SODEXO FIXED ASSET INVENTORY CONFIRMATION PROCESS & DISCREPANCIES RESOLUTION GUIDE

Confirmation must be completed by Aug 15 of current fiscal year

All Confirmations that have been assigned to you can only be found in your personal Asset Management Portal (AMP) Home Que.

In the AMP Home que, select the Request # (blue hyperlink) that you wish to open.

REQUEST #	INITIATOR	DATE SUBMITTED	DATE OF LAST APPROVAL	REQUEST TYPE
13992	FIXED_ASSETS	04/30/2020		CONFIRM
13991	FIXED_ASSETS	04/30/2020		CONFIRM
13988	FIXED_ASSETS	04/23/2020		CONFIRM
13987	FIXED_ASSETS	04/23/2020		CONFIRM

Select Edit to access the Confirmation

Asset Management Portal Request Id: 13992
Request Type: CONFIRM

Status

25%

Composing Confirmation Approval Fixedassets Approval Complete

This is the asset confirmation for cost center 25134001 ILLINOIS VALLEY HOSP FOOD. Select Edit to begin.

[Edit](#)

[Edit](#)

1. Indicate whether you will be completing the request or if you need to reassign it to someone else.
 - If reassigning, choose the correct button and then select Submit.
2. The assets that need to be confirmed are shown in the bottom section. For all assets that are still in service at the cost center, simply check the Confirm box on the right.

Confirmation Details - Cost Center 25134001 ILLINOIS VALLEY HOSP FOOD

[Print](#)

Select one of these three options before continuing:

I will complete the request.

 This should be completed by someone else:

 I don't know who should complete this request.

Inventory #	Desc	Manufacturer	Serial #	Date Acquired	NBV	Confirm?
0537925	HP 600 G3240 500GB 4GB-DUP/MS SLD+ OFFICE STD 2016	HP	2UA6050J0L	05/01/2016	0.00	<input type="checkbox"/>
9034196	REGISTER	DFM	KS-7200		0.00	<input type="checkbox"/>
0528381	KRONOS TIME CLOCK		00JC449475	07/30/2016	0.00	<input type="checkbox"/>
0542819	PI 3010224988 SELF-SERVE REFRIGERATED		PI 3010224988	04/13/2016	1773.66	<input type="checkbox"/>

Please Note:

The confirmation cannot be completed/submitted until:

1. All discrepancies have been resolved, see the Discrepancies Resolution Guide Section for instructions on resolving discrepancies, and
2. Any transfers or disposals have been completed.

Fixed Asset Department contact info

- FixedAssetProcessing.Noram@sodexo.com
- 1-800-828-7762, option 7, option 4

Discrepancies Resolution Guide Section

- A Sodexo asset physically located at the cost center, but not listed in the cost center's asset listing.
 - If there is an inventory tag number on the asset, first do a search in AMP to determine where the asset is being reported.

The image shows two screenshots of the Asset Management Portal (AMP) interface. The top screenshot displays the navigation menu on the left, with the 'Fixed Assets' option highlighted by a red circle. The right side of the top screenshot shows the 'Asset Management Portal' header and a note about capital expenditure payments and disposals. The bottom screenshot shows the 'Search Requests' form, with the 'Inventory number' field highlighted by a red circle. The form includes fields for Request Id, Request type, Create time start, Create time end, Initiator, Status, Asset number, Inventory number, Cost Center From, and Cost Center To. There are 'Search' and 'Reset' buttons at the bottom right of the form.

Asset Management Portal

Navigation Menu:

- <<
- Home
- Fixed Asset Mgt
- Search
- Fixed Assets**
- Acquisitions
- Capital Forecasting
- Reports
- Admin

Note: For New Capital Expenditure Payment with E... please note the cost center to be charged in the c...
Notice regarding disposals: For all disposals requi...
TimeClocks: Do not dispose/transfer Time Clocks... option 7, option 1, option 2.
AutoAmortization: This process runs Tuesday nig... For more AMP information visit SodexoNet and er...

Asset Management Portal

Search Requests

Request Id	<input type="text"/>
Request type	Select
Create time start	<input type="text"/>
Create time end	<input type="text"/>
Initiator	<input type="text"/>
Status	Select
Asset number	<input type="text"/>
Inventory number	<input type="text"/>
Cost Center From	<input type="text"/>
Cost Center To	<input type="text"/>

Search Reset

- Process a transfer request in AMP.

- If it is a new purchase, ensure the proper paperwork has been submitted to the fixed asset department in AMP. When the Fixed Asset Department receives the necessary paperwork an asset tag will be mailed to the cost center.
 - If the asset was physically transferred into the cost center, go to the asset transfer section in AMP and complete a transfer of the asset. Once you receive an email indicating the asset has been transferred, return to the confirmation to complete the process.
 - If the asset is client owned or leased, only revenue generating client owned or leased assets need a revenue tracking or inventory tag, i.e. a client owned cash register or leased vending machine. If you have a client owned asset that you report revenue on and you do not have an inventory tag or a revenue tracking tag, contact the Fixed Asset Department.
- An asset listed on the report, but not located at the cost center.
 - Process a transfer/disposal of the asset in AMP.
 - If there is a vehicle listed that you have already turned in, please check the box as confirmed. The vehicle will need to remain on the asset list until the Fleet department removes it.
 - If there is a vehicle listed that was never used by your cost center, please contact the Fleet department.
- The asset doesn't have an inventory or revenue reporting tag attached or on site.
 - Utilize the description to find the asset on the report to determine the correct tag number.
Note: Some assets do not lend themselves to having inventory tags affixed to them. Specifically small wares, signage, renovation, and leasehold improvement assets. In these cases an inventory tag should be on site. Also, some assets will have one tag for various components, i.e. table and chair sets. The inventory tag should be on the largest component of the set.
 - Contact the Fixed Asset Department to request a replacement tag.
- The asset description under the confirmation details section within the portal isn't accurate but the inventory number on the asset is correct.
 - Contact the Fixed Asset Department and provide them with the correct description so it can be updated.
- The serial number doesn't match or is missing.
 - Contact the Fixed Asset Department and provide them with the correct number so it can be updated.