

BNA ASSET INVENTORY™

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Better manage and maintain accurate fixed assets records to assure compliance and maximum return.

BNA Asset Inventory provides the comprehensive solution you need to perform asset inventory, validate, and reconcile data, as well as, track the physical location of assets for accurate payment of insurance and personal property taxes. Integrated with BNA Fixed Assets™, BNA Asset Inventory includes state-of-the-art software, hardware, supplies, and expert professional inventory services.

Segmented Database Control

- Maintain multiple databases for different types of assets, such as IT software and hardware, furniture, artwork, lab equipment, and more
- Assign database responsibility in a distributed and controlled manner (HR, Facilities, Operations, etc.)
- Guarantee data autonomy through password protection
- Allow multiple security levels
- Support unlimited assets
- Offer discreet data bases for heightened Sarbanes-Oxley and audit standards compliance

Automated Capture of Unlimited User-Defined Fields

- Create custom field names for unlimited data capture capabilities
- Verify data in user-defined fields to increase data accuracy and consistency
- Create pick lists to save time while entering asset data
- Print any data in bar code format for electronic data capture
- Define user fields as text, numeric, currency, date, T/F, URL, or file link

Internal Reporting Tools

- Take advantage of over 100 standard reports
- Generate custom reports at no additional charge with Report Writer Tool
- Filter to allow for easy, comprehensive data extraction
- Modify and save all reports for future reporting sessions
- Export reports in a variety of formats, including ASCII, XLS, PDF, TXT, RTF, XML, and HTML
- Support digital image (including PDF) attachments to asset records
- Print bar code labels with no add-ons required

Total Asset Accountability

- Track and view asset history with detailed audit trail
 - Generate audit trail reports by transaction type, product type, cost center, inventory dates, etc.
 - Integrate asset data with BNA Fixed Assets including additions, disposals and modifications
 - Add multiple assets with unique bar code number assignments with just one click
 - Post changes automatically to the asset's history, along with a date stamp and user ID
 - Check-in/check-out using process that includes user-defined receipts and auto alerts for past due items
 - Identify capital threshold management assets automatically
 - Benefit from ability to integrate with Help Desk systems
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Professional Inventory Services

One of the most important aspects of effective asset management is the accuracy of the underlying data. Bloomberg BNA offers professional inventory services that can help you establish a clean inventory database and put systems in place that will help you maintain the viability of your fixed assets data. Each project is approached independently and each solution is created based on a thorough review of the scope of your assets.

- **On-going Communication** – Before we begin services, we'll clearly define what information must be captured, which locations are to be inventoried, and when you can expect results. During the inventory service fieldwork, you will continually be apprised of the progress, inventory counts vs. budget, and any issues encountered.
- **Snapshot Inventory** – If you require an inventory of assets as of a point in time – with no requirement for perpetual asset controls – we will provide trained personnel and equipment to accurately identify and record your data, as well as, generate final reports.
- **Initial System Implementation** – Once BNA Asset Inventory is implemented, we create an initial database and, if required, an initial system inventory. Assets are labeled with permanent asset tags, and all required data recorded. At the conclusion of the project we provide the BNA Asset Inventory database and generate final reports.
- **Confirmation/Audit Inventory** – If your existing asset records require confirmation services, we will reestablish the accuracy of asset data for each of your locations, update inventory, add untagged assets, and deliver final reports from the BNA Asset Inventory database.
- **Asset Ledger Reconciliation** – If your asset ledgers have not been confirmed or maintained reliably, you may need both an inventory and a reconciliation. A highly automated approach is used to match field inventory assets to those in the fixed asset ledgers. Our goal is to present the data needed to adjust the ledger so that it accurately reflects the present asset base.

Support

- Toll-free telephone technical support

System Requirements

- Available in single-user or network versions
- Client: Windows® XP/2003/Vista™/Windows 7/Windows 8
- Server: Windows® XP/2003/Vista™/Windows 7/Windows 8, Microsoft SQL Server 2000 or higher

BNA Asset Inventory Components

- BNA Asset Inventory Software
- Wedge; Batch; WIFI; Cellular Mobile Data Collection Devices
- DataCAP Data Collection Software
- Bar Code or RFID Asset Labels
- Professional Inventory Services

About Bloomberg BNA's Software Products

Bloomberg BNA offers expert software products for tax and accounting professionals. With category-leading software and top-rated technical support, we are the solution of choice for professional firms and corporations of every size. More than 70,000 customers, including the IRS, depend upon Bloomberg BNA's software products for the highest degree of tax, regulatory, and compliance expertise available in the market.

About Bloomberg BNA

Bloomberg BNA, a wholly owned subsidiary of Bloomberg, is a leading source of legal, regulatory, and business information for professionals. Its network of more than 2,500 reporters, correspondents, and leading practitioners delivers expert analysis, news, practice tools, and guidance — the information that matters most to professionals. Bloomberg BNA's authoritative coverage spans the full range of legal practice areas, including tax & accounting, labor & employment, intellectual property, banking & securities, employee benefits, health care, privacy & data security, human resources, and environment, health & safety.

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