

**ACCOUNTABLE PROPERTY SYSTEM OF RECORDS (APSR)  
EQUIPMENT REQUIREMENTS CHECKLIST**

**INSTRUCTIONS**

For each item below, identify whether the capability exists within the target system (identified at "Target System Name"). If the capability exists, check the "yes" column and write in the "comments" block how the system accomplishes the action. If not, check the "no" column and write if there is an alternate method (e.g., secondary system, manual entry) that accomplishes the action or if plans exist to modify the target system.

**TARGET SYSTEM NAME**

**SECTION I - CORE REQUIREMENTS**

APSR CHECKLIST ITEM	YES	NO	COMMENTS
1. Does the property system maintain an individual subsidiary account for CIP, with ledgers for each construction project to facilitate the transfer of associated costs to the applicable property or expense account?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the system capture the useful life of the asset in years?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the system record the acceptance date of new items to support the acceptance process?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the system accumulate depreciation expense in a contra asset account -- accumulated depreciation?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the system record accumulated depreciation based on the full cost and the number of years the PP&E has been in use relative to its estimated useful life?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the system capture the acquisition cost, full cost, and any changes in the valuation?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the system in the period of disposal, retirement, or removal from service, remove the asset from the asset accounts along with associated accumulated depreciation?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the system capture the type of disposal for all property?	<input type="checkbox"/>	<input type="checkbox"/>	

**SECTION I - CORE REQUIREMENTS** *(Continued)*

APSR CHECKLIST ITEM	YES	NO	COMMENTS
9. Does the system allow an entity to disclose, in its financial statements, information for each major asset class of general PP&E?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Does the system directly interface with the core financial system?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does the system establish property records by formal receipt and acceptance dates?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Does the system include sufficient information indicating the physical quantity, location, and unit cost of the PP&E: <ul style="list-style-type: none"> <li>• Name, part number and description, model number and NSN if known</li> <li>• Owner: both the accountable and custodial organization</li> <li>• Status</li> <li>• Quantity and unit of measure</li> <li>• Value at full cost (baseline and net book value)</li> <li>• Estimated useful life</li> <li>• UII</li> <li>• Date placed in service</li> <li>• Location</li> <li>• Current condition</li> <li>• Posting reference</li> <li>• Transaction type</li> <li>• Transaction date</li> <li>• COSIS</li> <li>• GFP Authorizing contract</li> <li>• GFP Recipient point of contact</li> <li>• GFP period of performance</li> <li>• Property return date</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Does the system provide automated functionality to query document additions, modifications and cancellations? Parameters include: <ul style="list-style-type: none"> <li>• User ID</li> <li>• Document number</li> <li>• Document type</li> <li>• Change type (add, modify, cancel)</li> <li>• Transaction date range</li> <li>• Accounting period</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Does the system establish accountability and maintain it using AIT?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Does the system produce life cycle event transactions to the IUID Registry?	<input type="checkbox"/>	<input type="checkbox"/>	

**SECTION II - ADDITIONAL CAPABILITIES**

APSR CHECKLIST ITEM	YES	NO	COMMENTS
1. Does the property management system classify PP&E according to the Standard General Ledger Accounts (e.g., buildings, land, equipment, assets under capital lease, software)?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the system capture the activity based useful life?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the system provide the ability to capture the following items using automated functionality <ul style="list-style-type: none"> <li>• Acceptance official</li> <li>• Date products accepted</li> <li>• Quantity/amount accepted</li> <li>• Vendor ID number and name</li> <li>• Ship to locations</li> <li>• Contract Number</li> <li>• Receiving Document (i.e. DD250)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the system capture the method of acquiring each property item or bulk property items (e.g., direct purchase, completed work-in-process, capital lease, donation, non-reciprocal transfer or reciprocal transfer), and the date of acquisition?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the system record item: <ul style="list-style-type: none"> <li>• Identification</li> <li>• Classification (e.g., nomenclature, quantity, description, Federal stock classification or national stock number)</li> <li>• Initial cost</li> <li>• Associated costs related to acquisition (i.e. holding/handling cost).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the system capture an item's current use status whether in-use, in storage, in-transit, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the system accept data from DoD enterprise systems (e.g. Wide Area Workflow)?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the APSR maintain data access in a way that supports separation of duties?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PREPARED BY</b> <i>(Signature)</i>		<b>APPROVED BY</b> <i>(Signature)</i>	