The new Last Inventory Date button is visible only to Asset Custodians for their organizations. Use of this button streamlines the process for updating the last inventory date field when an asset has been inventoried, but the location of the asset has not changed. Once the date change is submitted in UAccess Financials, the request is routed to the Fiscal Officer and is unable to be reverted once approved.

1. From the **Capital Assets** menu, select **Asset**.

2. Enter the Tag Number and select **Search**.

3. Select **edit** for the Asset to review the details.
4. Review and update the information as appropriate.

5. If the location has not changed, click the **Update** button to change the Last Inventory Date field to today’s date.

   Note: If the location has changed, enter the updated information. Do not press the Update button.

6. An automated note is added to the document indicating the change.

7. Click **Submit** to route the document for approval to the Fiscal Officer.