

## **Asset Hub Project Wrap Checklist**

As you near project wrap, there are a few necessary items that need to be completed in Asset Hub before the account is turned over to the Studio. Links to informational articles have been attached for quick reference. Please see the list below and feel free to reach out for a demo, a refresher or with any questions - we are always happy to help!

### **Department User Checklist:**

Transactions Reconciled:

- ☐ All remaining transactions from the **Transaction Index** should be turned into Assets. [Reconciling Assets](#) (See additional workflow articles: [Managing Assets](#))
- ☐ Only items incorrectly tagged as assets in the accounting ledger should be moved to the **Excluded Tab**. Check the Excluded Tab to ensure that no other items have been added there.

Dispositions Added:

- ☐ Any **returned items** that appear in the Transaction Index should be matched to the original purchase transaction so that the studio can see the purchase and return transactions together.  
\* Please add a "Returned" disposition to these items. [Handling Returns](#)
- ☐ All Assets should be given a disposition other than "In Use" (ie "Storage", "Approved Sale", etc) You can update these dispositions in bulk to speed up wrap! [Bulk Updating Transactions](#)
- ☐ If a disposition of "Other" is added to an asset, a note explaining what "other" means should be added to the item for Studio reference
- ☐ If an item is an "Approved Sale" or "Approved Donation", please upload any **corresponding asset agreements or sales receipts**. [Uploading Documents](#)

Storage Locations Added:

- ☐ All items with the disposition "Storage" should be given a corresponding **Storage Location**. The POC will add in Storage Locations so that they are selectable in the dropdown menu. This can be updated in bulk as well! [Bulk Updating Assets](#)

### **POC Checklist:**

**Pre Wrap** - Storage Locations Added:

- ☐ Storage locations for the production or department should be added under the Storage Tab. These **Storage Locations** should be added as soon as they are known so that they appear in a drop-down menu for the crew as they are adding/wrapping inventory. [Creating Storage Locations](#)

Transactions Reconciled:

- ☐ There should be no remaining transactions in the **Transaction Index** for any department. If there are, please remind Crew that this needs to be completed per the Studio. [Transaction Notification](#)

Dispositions Added:

- ☐ Check that all Assets have a wrap **Disposition**. No items should have the disposition of "In Use" unless it is being used through post-production. [Disposition Examples](#)
- ☐ If a department has already been wrapped and an item is sold or donated by the production, please upload any **corresponding asset agreements or sales receipts**. [Uploading Documents](#)

### **Accounting Checklist:**

- ☐ Notify your Account Manager of the date that you intend to upload the final ledger
- ☐ Connect the Post Accountant with your Account Manager

**Account Manager for Paramount: Savannah Rubbico, [srubbico@ep.com](mailto:srubbico@ep.com), 310.451.1792 x19**

Support: [support@synconset.com](mailto:support@synconset.com)

Help Center: [Asset Hub Help Articles](#)