KFS CAPITAL ASSET MANAGEMENT SYSTEM

EQUIPMENT MANAGEMENT FORUM

OCTOBER 2015

JIM HEWLETT
ANALYST
Welcome and Introductions

- Jim Hewlett, A&FS: Education & Support Services
- Courtney Finn, A&FS: Equipment Management
- Jim Seibert, A&FS: Equipment Management
- Michelle Belden: Aggie Surplus
- Danielle Sherwood, A&FS: Costing Policy & Analysis
Today’s Agenda

1. Why is physical inventory required?
2. Are you due for physical inventory this year?
3. Updating **Custodial Code** information
4. Running the 375 Report in FIS DS
5. Why is info missing on 375 Report?
6. Completing Physical Inventory
7. Disposing of un-needed equipment
8. Documenting Lost/Stolen Equipment
9. Completing the Equipment Certification
11. Hot Button Topic: Equipment on Requisitions
12. Best Practices
13. Q&A
Why Do Departments Have to Complete Physical Inventory?

- **Required** per UCD Policy and Procedure Manual 350-55 and UCOP BUS 29:
  http://afs.ucdavis.edu/our_services/equipment-management/general-information/policies.html

- We are accountable to our stakeholders; depending on funding, stakeholders can be outside funding agencies or taxpayers (all of us!)

- If equipment is not properly tracked and inventoried, we risk losing funding; loss of funding can extend to more than just a single department, it can extend to the larger UC Davis entity
Are YOU due for Physical Inventory This Year?

- On the KFS **Main Menu**, in the **Capital Asset Management System** section, click on the **Asset Custodial Code** link.

![Capital Asset Management System](image)
Asset Custodial Code Lookup

Enter your department **Custodial Code (Cost Center)** in the first field, OR enter part of your department name (with the * wildcard before and after your search text) in the **Custodial Description** field. Or, use other search fields as desired, and then click **Search**.
Physical Inventory Cycle 1 Due 10/31/15!

- In the search results, any custodial codes with an **Inventory Cycle Type Code** of 01 are due on 10/31/15.

<table>
<thead>
<tr>
<th>Custodial Code</th>
<th>Custodial Description</th>
<th>Asset Representative</th>
<th>Asset Delegate</th>
<th>Organization Owner Chart Of Accounts</th>
<th>Organization Owner Account Number</th>
<th>Organization Owner Organization Code</th>
<th>UC Sub Location Code</th>
<th>Department Head</th>
<th>Inventory Cycle Type Code</th>
<th>Active?</th>
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<tr>
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<tr>
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<td>ACCOUNTING-BUSINESS OFFICE</td>
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<td>01</td>
<td>Yes</td>
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</table>
Custodial Code: Are other Changes Needed?

- Since you’re already viewing the **Asset Custodial Code** screen, this is a good time to make other updates, if needed.

- The **Edit** link will appear for the person listed as the **Asset Representative**, **Department Head**, and **Department Head Delegate** for that **Custodial Code**.

- Click the **Edit** link to make changes to any of the reference information listed (except for the **Inventory Cycle**).

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**One item retrieved.**

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Custodial Code: Are other Changes Needed?

Asset Delegate is another person who has the same update rights as the Asset Representative (except can’t update Custodial Code).

You can assign up to 3 persons per custodial code as Asset Delegate; especially helpful for Custodial Codes with many equipment items or remote locations.
Physical Inventory Report

- The **Equipment Inventory Listing (375)** in FIS Decision Support (DS) identifies the equipment assigned to a department/account/custodial code.

- The **Custodial Code Range** is used to enter the first and last Custodial Codes if your department is assigned a range of consecutive codes (such as 2201 through 2205); if you only wish to search on one Custodial Code, enter it in both fields.

- Using the **Equipment Inventory Groups** sort of Building (1) and Room Number (2) is helpful when using the report as a tool to physically inspect the equipment.
Sorting by Principal Investigator Name

- In KFS, each Asset Record has a **Principal Investigator** field that can be used to identify the faculty member/researcher assigned to that asset.

- The **Principal Investigator** field can also be used to identify other staff/non-faculty; the PI field retrieves names from the **Person Lookup** in KFS (table of ALL employees at UC Davis).

- The PI names will display on the report as **Last Name, First Name** (e.g. Hewlett, James).

- Sorting by PI Name can make your equipment tracking much easier!
Why is equipment missing from 375?

- If recently purchased equipment is not displaying on the 375 report, check the following:
  - Has a Line Item Receiving document been completed?
  - Has a payment been made?
  - A Receiving document and payment must be made and the asset priced by Capital Asset Accounting (CAA) before an asset will appear on the 375

- It’s possible that equipment is assigned to a different Custodial Code
  - Run the 375 by the specific UCOP Tag # to see if it can be located in another Custodial Code
  - An Asset Transfer Global document can be processed to transfer it to your Custodial Code if needed

- It’s also possible that the equipment was previously reported as lost/stolen and removed from inventory
  - Contact Equipment Management to reinstate the equipment on your Custodial Code
Missing Equipment Reinstated

- Equipment Management will enter **recovered** equipment that was originally over $5K

- The *original* UCOP Tag Number will be reinstated for the asset, but there will be a new (different) system-assigned Asset Number for the asset
  - In other words, the asset tag will have the same # as it did before the asset was removed from inventory
Why is my PI Information Missing from 375?

- In DaFIS, the **PI Name** shared a field with **Org Inventory Name**.

- The two fields were split apart with the conversion to KFS.

- The DaFIS field was “free form;” the KFS **Organization Inventory Name** field remained free form, but KFS **PI** field was standardized to retrieve the Name from the campus **Person (Employee) Lookup**.

- Info in the DaFIS shared field could not be migrated into the KFS PI field but only into the **Organization Inventory Name** field, where you will find your PI name in the **Asset Lookup** in KFS.
Why is my PI Information Missing from 375?

• The Organization Inventory Name field is not on the 375, only on the Asset Lookup in KFS.

• Ensuring that the Principal Investigator name is on each asset record in KFS will ensure that your 375 searches by Principal Investigator are as helpful as possible.
Completing the Physical Inventory

Physically view each asset at or above $5K on the 375 report. Verify the following:

- **UCOP Tag Number** (this is the number printed on the UC Davis asset decal, which should be on the front of the item)
- **Description**
- **Manufacturer**
- **Model Number**
- **Serial Number** (enter NSN for items without Serial #)
- **Location** (Verify BOTH building AND room)
- **Condition Code** (see list of code definitions at bottom of 375 report)
- **Principal Investigator** (optional)

Note any discrepancies and complete the appropriate CAMS documents
What to Do with Items We Don’t Need?

NOTE: Disposal processes are different for Hospital (Chart H accounts) Departments and Non-Hospital Departments

Campus and School of Medicine (Non-Hospital Cost Centers):

- Transfer to another department that can use it: Asset or Asset Transfer Global document

- **Aggie Surplus**: Complete the **Aggie Surplus Service Request** form on their website; their goal is to return items into circulation; equipment sales can also generate $ for your department!
What to Do with Items We Don’t Need?

UCDMC Cost Centers (Chart H Account) departments in Sacramento:

- Transfer to another department that can use it: **Asset** or **Asset Transfer Global** document

- **UCDMC Surplus/Bargain Barn**: Complete an **Asset** or **Asset Transfer Global** document to Cost Center 9993

- Transfers should be ad hoc routed as **Approval Required**:
  - Medical Equipment transfers to **Joelene Rodriguez** user ID: JOELENE in UCDHS Clinical Engineering
  - Computer Equipment transfers to **Edith Brennan** user ID ECBRENNNA in UCDHS Information Services
What to Do with Items We Can’t Find?

Lost Equipment:

- **Asset Retirement** document citing **Retirement Reason Code 3 (UCOP Disposal Code 22)**; add a note to your document indicating efforts that were undertaken to locate asset

- **Property Loss Report** not required

- For Hospital (Chart H) departments, if you can’t locate **patient care** equipment, contact UCDHS Clinical Engineering (they might be able to assist in tracking it down)
What to Do with Items We Can’t Find?

**Stolen Equipment:**


- **Police Report** should be filed with local jurisdiction where theft occurred; Case # should be included on document

- **Property Loss Report** (from Risk Management Services) required
What to Do with Items Under $5K that you don’t want to track in KFS CAMS?

- Contact Aggie Surplus if you wish to **physically dispose of items**

- If they will continue to be in your department, but you just don’t want to track them in CAMS, process an **Asset Retirement Global** document, citing **Asset Retirement Reason Code U** (UCOP Disposal Code 10)
  
  - *Add a note indicating that you are not physically disposing of the item but are removing it from CAMS for tracking purposes*

- As with items meeting the equipment threshold, items under $5K should not be given away, thrown away, or otherwise disposed of other than through Aggie Surplus or another approved entity
What to Do with Items Needing Updates?

Location (Building/Room Changes):

- **Asset** document can be used to make updates to single asset record
- **Asset Location Global** document can be used to make updates to a group of assets at one time (helpful if department has moved from one building to another)

Other Updates:

- **Asset** document can be used to make updates to single asset record
Completing the Certification Form

- Two forms available on the Accounting website, one for **Campus** and one for **UCDMC** Departments

- Form must be submitted to Equipment Management by 10/31/15; **email submission is preferable**; if emailed, you do NOT need to mail hard copies

- Signatures on form **must match** what is indicated in the **Asset Custodial Code** record for those roles

- If assets have been purchased with sponsored funds (C&G), signatures on certification form must include those of the **Principal Investigator(s)**
Other “Hot Button” Issues: Fabrications

- Make sure a proposed item meets ALL of the criteria for being a Fabrication BEFORE a grant proposal is submitted or Asset Fabrication document is processed:
  - Fabrication includes each of the definitions of equipment (stand-alone, movable, useful life of year or more, value at or above $5K)
  - Fabrications are not a “deliverable” to the funding agency/source
  - Refer to the Fabrication Justification Form on the Equipment Management website for more information
  - When in doubt, better to complete the Fabrication Justification Form first and send to Equipment Management for review BEFORE processing Asset Fabrication document in KFS

- How to tell if an item is a fabrication or not: “Let’s make a cake!”

- If an item ends up not being a fabrication, a budget may have to be modified (if allowable)
Other “Hot Button” Issues: Requisitions

- Select the correct **Commodity Code** for equipment (if you’re not allowed to complete the **Capital Asset** section, this means a non-equipment code was selected)

- On the **Items** line, in the **Equipment** drop-down indicator, select **Component** or **Fabrication** as appropriate (if you identify an item as a **Component** and then select **Individual Assets** on the **Capital Asset** tab, you will get an error)

- Identify **add-ons** properly (must be at least 5K, integral, non-stand-alone part of the equipment)

- In the **Additional Charges** section, identify **trade-ins** (**UCOP Tag Number** of item being traded-in) and any **discounts**

- In the **Capital Asset** tab, select the correct **UC Acquisition Type Code** (30, 31, 48)
CAMS Best Practices

- On the Asset document, use the Principal Investigator field to locate and enter the name of the PI assigned to the equipment. You can then filter equipment assigned to that PI on the DS 375 Report!

- On the Asset Custodial Code screen, the Asset Delegate field is very helpful if you have equipment in remote locations. You can assign a person who works in the remote location as the Asset Delegate to complete the physical inventory for that location!
CAMS Best Practices

• Can’t find an asset? Use the Asset: Document History (KFS) (386) in FIS Decision Support (DS) to locate information on the original Purchase Order to see if there is a “technical contact” listed. In some cases, this person, if still working in your department, may be able to provide information to assist in locating the item!

• Request replacement asset decals from Equipment Management at eqhelp@ucdavis.edu
Questions and Answers!
Stay Informed!


- Sign up for the FIS user list at [http://afs.ucdavis.edu/resources/email-subscribe-form.html](http://afs.ucdavis.edu/resources/email-subscribe-form.html)
Thank You for Your Time!