



- FY15 Property PDI recap
Full presentation on webpage
- Property Reports
Jasper, eThORITY, EACR's
- Year end dates
- Recognition of contribution
- Function of the Property Management Office

March
2015

Property *focus*

Recap FY15 Property PDI SYSTEM ASSETS

Group assets (not capitalized)

Multiple property *units of like items* that do not meet capital criteria on their own. Units function together and are interchangeable, but adding or subtracting individual units does not effect the functionality of the item as a whole.



Cluster assets



A combination of similar *Individual Assets* that can function independently, but may be related to or associated with a larger conglomeration for management or control purposes. Individual assets can be added or removed without effecting the cluster.

Capitalizing a Cluster Asset as one system will only be considered if significant costs and permanent connections are involved to combine the cluster and it will be disposed of as one unit.

Bundled assets (aka: set or kit)

The cost of the asset is bundled and meets capital criteria but individual item costs are unknown. The items will be kept together as one asset. If the components are interchangeable and likely to be used in another configuration, an appraisal will be requested for the individual units.



Combined assets



A combination of *items that function together* as a single asset.

The *items* generally would not be capitalized on their own, but as a conglomeration the total cost is over \$5,000.00. Combined assets are connected in a manner of dependency.

Host asset

The host asset is a primary asset or main unit that functions together with individual items all of which are typically under capitalization threshold individually. The items do not function with each other, but are easily interchangeable with another "host".



Multiple unit asset



Any combination of items that function together as a single asset. The individual items may meet capital criteria and the conglomeration meets capital criteria. The life and usefulness of the items are mainly dependent on each other as a whole and will be disposed of as a complete asset. Assets of this type will be entered in the asset record as a single asset record.

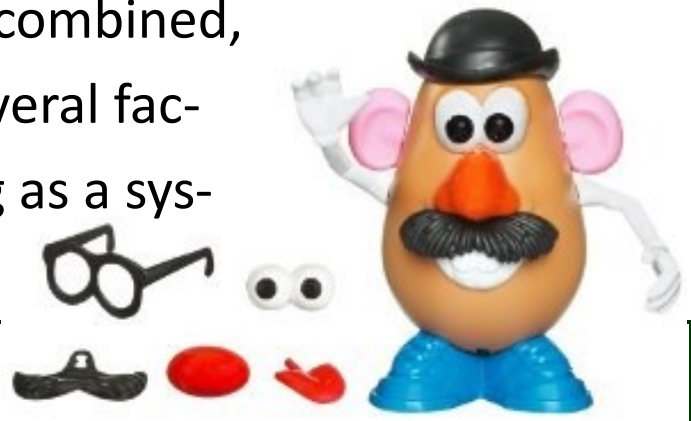
Electronic system asset

Physical attachment – If the items are connected in a manner of dependency greater than a cable or wired connection, capitalize as an Electronic System Asset

Lack of interchangeability – If removing an item renders the system inoperable, the conglomeration may be capitalized as an Electronic System Asset.



System Assets have multiple items combined, that act as one asset. There are several factors to consider prior to capitalizing as a system asset:



Cost

The individual cost of an item shouldn't be the driving factor in how to capitalize assets. If multiple units will be configured to obtain the purpose or result you are seeking, the cost of those units can be combined to create one asset.

If we *only* looked at individual costs, we wouldn't be able to capture items that are under \$5,000.00 each but work together as one asset.

How and When items are purchased.

If you have multiple corresponding PO's to create an asset, purchased within the same time frame, cross-reference doc numbers in the notes section.

If it will be purchased over a longer span, a Work-in Process or WIP should be created.



Connectivity

Take note how permanently the items are connected: a more permanent connection would probably create a system asset and a system of units connected simply by a cord may end up as individual assets

i.e.; a server, while part of a greater system, can be easily changed out or upgraded necessitating an individual asset record, whereas a video conference room may be hardwired to the building itself and much less likely to be changed out until its replaced completely.

Dependency on other items

Many system assets have dependent/ direct/ designated/ integral/ components that may not be integrated into the primary unit, rather attached or connected externally, if detachment from the primary renders them inoperable they should be considered part of the "system" and capitalized as 1 asset record.



Interchangeability

External components with their own maintenance schedule that can be easily swapped out into different configurations or with a different primary unit should be considered individual assets.



Use

Will a system of units stay together for their lifecycle?

The intention of a "system" asset is multiple units working symbiotically towards one purpose or result over the course of their collective lifespan

The configuration it is purchased in will remain together until the "system" is no longer needed and disposition is requested.



Disposal

"System" assets capitalized as one asset record are dispositioned as one unit, they have the same lifespan and if one unit is no longer operational the system is no longer operational

Units combined together that will be broken apart and utilized individually prior to final disposition, should be considered individual assets

In some circumstances, cannibalization of a "system" can be requested, allowing the components of a system to be absorbed by other assets, saving the expense of purchasing replacement parts.

New Reporting Tools!



Inventory reports have been available on our web page through Jasper, enabling you to pull basic asset information by department, building, room, and representative in either PDF or EXCEL. These reports help identify capital assets for the physical inventory. We are excited to be expanding our reports and availability of information to eThORITY! You will be able to find financial information, titled assets, system components, non-capital active assets, disposition sale proceeds, loaned asset information, and more.

eThORITY.colostate.edu

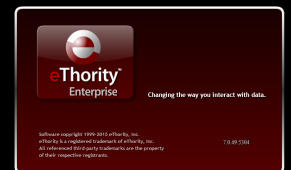
From the eThORITY dashboard:

Financials

Reports

Business & Financial Services

Property Management



Images for processed EACR's are now available to campus users:

EACR.colostate.edu From dashboard, click on Documents, choose Org number, browse images

As EACR forms are processed and approved by Property Management, images are kept for long term audit records. These images are filed by organization code, FY, and assigned lot number. Historic and current Property Accountability Authorized Signer forms are also kept as images under organization code and the PAAS heading.

Year end timeline for Property Management

- 5/11 Requisitions for FY15 funds processed and approved
- 6/23 Gift in Kind submitted to Advancement
- 6/26 Donations, Transfers, and Loans submitted to Property Management
- 6/30 Asset Retirement documents routed and finalized
- 6/30 All Asset edit documents routed and finalized
- 6/30 Department FY15 capital asset inventory results finalized
- 6/30 Action taken on all KFS action list documents
- 7/7 P-card reallocations completed for fabricated equipment purchases
- 7/8 FY15 invoices submitted for construction and remodel projects
- 7/8 Receiving documents processed and finalized
- 7/10 Accruals processed for FY15 equipment



The Property Management Office is a division of the Business and Financial Services Department, located at 555 S Howes St, Fort Collins, CO 80521.

The functions we assist campus with include:

- ◆ Creation of capital assets,
- ◆ Identification tagging and lifetime tracking of capital assets,
- ◆ Maintaining the Capital Asset Management database,
- ◆ Tracking and reporting for Federal and Sponsor owned assets,
- ◆ Inventory audits for campus departments,
- ◆ Inventory certification compliance
- ◆ Facilitation of spot audits by outside agencies,
- ◆ Contract closeout equipment reporting,
- ◆ Monitoring all disposition for proper disposal of capital assets,
- ◆ Creation and tracking of capital lease equipment on campus,
- ◆ Assisting departments with capital equipment acquisition documents,
- ◆ Proper capital object and type code support
- ◆ Providing asset reports to campus departments
- ◆ Assignment of EAR number upon approval
- ◆ 89fund WIP account setup
- ◆ and Training for all of the above, among many other functions.

491-2040 Geneva Scott

— Administrator / Accounting —

491- 2270 Debra Ellison

— Admin Asst / Acct Tech III —

491-6513 Linda Brucker

— Lease / Accounting —

491-1358 Mack Freestone

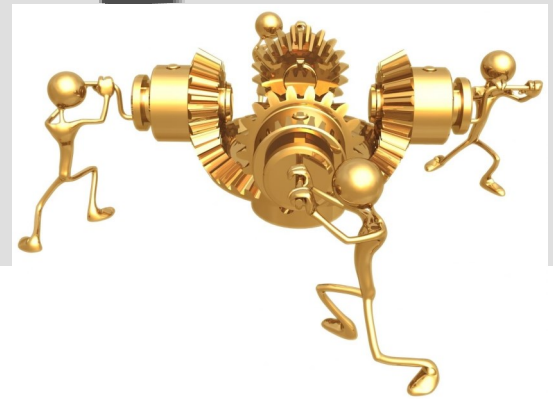
— Inventory Specialist / Data Entry —

491-1045 Rachel Drenth

— Inventory Specialist / Data Entry —

<http://busfin.colostate.edu/prp.aspx>

BFS_property_management@colostate.edu



2-3 times per year we will distribute a newsletter with a focus on some of these functions to help us work together in protecting the interests of the University.

Property Management Office would like to recognize members of the campus community for their valuable contributions to asset management



Darlene Maki—Facilities Management

Ginger Wright Facilities—Management

Renee Mandis—Library Services

Amanda Billmire—CSURF

Mark Cooper VP External—Relations

Mike Rice—Facilities Management

Wendy Johnson—Physics

Samantha Mayhew—Atmospheric Science

Pam Burt—Lory Student Center

And Departments

OSP, KFS Operations, Property Plant, Financial System Services

