Property Accounting

What is Property Accounting?

- Responsible for tagging, tracking and surveying of State property
- Maintain perpetual inventory records in a centralized database including property acquisitions, relocations, transfers and dispositions
- Conduct periodic physical inventories across campus
- Support departments in meeting mandated State and CSU policy via the Property Control Procedures
Property Accounting

- **Background**
  - June 2007 - Upgraded to PeopleSoft Asset Management
  - Non-scannable decals affixed to property for tracking purposes
  - Inventory cycle - once every three years
  - Manual process – pen and paper
  - No ad hoc tool for departments to see records
  - Departments not aware of forms/processes
  - We knew there had to be a better way…….
Physical Inventory Improvement Project

- PeopleSoft Physical Inventory module – Asset Management
- Upgrade Tag Technology
  - Barcode
  - RFID: Radio Frequency Identification – tag that uses wireless non-contact electromagnetic fields to automatically identify/read an object
- RFID/barcode reader and software
- Campus-wide Retag Implementation
- Dashboard – allows department access to records
Physical Inventory Improvement Project

- Revamp Forms (in progress)
  [afd.calpoly.edu/fiscalservices/forms.asp](afd.calpoly.edu/fiscalservices/forms.asp)
- Annual inventory cycle and certification – building by building rotation
- Theft-prone and information-sensitive property rather than established minimum thresholds
- Survey process
- Loss reporting
Began Phase I campuswide retag - June 17, 2013
31,000 total items in database
Barcode, non-metal RFID, and metal RFID tags
  - RFID most cutting edge technology when it makes sense
Tag determined by available space (real estate), surface material, cost vs. benefit
Tag placement: visually - identifiable and consistently – placed
Approximately 12,000 items excluded in Phase I
Progress to Date:
- Completed 60 out of 93 buildings
- Found and retagged approximately 12,500 out of 19,000 items
- Projected Phase I completion – March/April 2014
- Begin mass inventory reconciliation and certification
- Phase II – work directly with departments excluded in Phase I
Property Accounting – New Property Dashboard

- Background
  - PeopleSoft (PS) Asset Management - centralized property database
  - No ability for departments to obtain up-to-date information regarding property inventory

- Who will be Authorized?
  - Limited to personnel designated as the department Inventory Coordinator, and their Department Heads and Deans
Property Accounting – New Property Dashboard

- How will it be Implemented:
  - Currently in test mode
  - Obtain security access for PS Finance Role
  - Open Forum with department Inventory Coordinators and Department Heads
  - Small group training
  - Training guides
Property Accounting – Contacts

Ken DelMese
Property Analyst
(805)756-2570
kdelmese@calpoly.edu

Rosalie Carlson
Inventory Clerk
(805)756-5813
rcarlso@calpoly.edu

Kimberly Perez
Director of General Accounting
(805)756-7415
kperez@calpoly.edu