Open Forum

Property Accounting Dashboard

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May 30, 2014
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 – Property Dashboard

Background

- PeopleSoft (PS) Asset Management - centralized property database
- No ability for departments to obtain up-to-date information regarding property inventory
- Consulted with IT Services and their data warehouse group
- This is the finished product
- IT Services - Thank you so much!
Property Accounting – Property Dashboard

- How will it be Implemented:
  - Obtain security access for PS Finance Role
    - CFSSL_ZR_DBPROPERTY
  - Who will be Authorized?
    - Limited to personnel designated as the department’s Inventory Coordinator, and their respective managers, Department Heads, Chairs and Deans
    - Dashboard Hands-On Training Classes
      - June 3 thru June 6 in 36-105
    - Training guides
Property Accounting-Property Dashboard

- Dates and Times for Training Classes
  - Tuesday June 3, 2014
    - 10am to 12pm and 1pm to 3pm
  - Wednesday June 4, 2014
    - 10am to 12pm and 1pm to 3pm
  - Thursday June 5, 2014
    - 10am to 12pm
  - Friday June 6, 2014
    - 10am to 12pm and 1pm to 3pm

- Sign up through SurveyGizmo

abc.afd.calpoly.edu
Property Accounting – Property Dashboard

- Where is it? Where can I find it?
- Go to Portal – Click on PolyData Dashboards
Property Accounting – Property Dashboard

- Select Property Dashboard from Dropdown
There are two tabs. The first one is the Property page tab.

Enter or Search for DeptID
Property Accounting – Property Dashboard

- Department Property Prompts - Hierarchy
  - Dept Lvl 1 – All deptids within a Division
  - Dept Lvl 2 – All deptids reporting to Dept Lvl 1
  - Dept Lvl 3 – All deptids reporting to Dept Lvl 2
  - Dept Lvl 4 – All deptids reporting to Dept Lvl 3

- Example:

<table>
<thead>
<tr>
<th>Dept Levels</th>
<th>Sample #1</th>
<th>Sample #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Lvl 1</td>
<td>120000 – Academic Affairs</td>
<td>125000 – Administration &amp; Finance</td>
</tr>
<tr>
<td>Dept Lvl 2</td>
<td>117500 – CSM-College of Science &amp; Math</td>
<td>125200 – Fiscal Services</td>
</tr>
<tr>
<td>Dept Lvl 3</td>
<td>115100 – CSM-Biological Sciences</td>
<td>126000 – Fiscal Svcs-General Acct&amp;Fin R</td>
</tr>
<tr>
<td>Dept Lvl 4</td>
<td></td>
<td>125500 – Fiscal Svcs-Property</td>
</tr>
</tbody>
</table>
Other Property Prompts

- Asset ID: Unique identifier when entered into AM
- Tag Number: Physical identifier affixed to property
- Manufacturer: self-explanatory
- Model: self-explanatory
- Serial ID: Unique identifier preprinted on some property by the manufacturer
- Current Location: The last recorded location
- Asset Description: Broad descriptor of property, such as scanner, printer, laptop
Tips and Tricks

- Defaults are set to Asset Status of “In Service” and “Cost Category” of Equipment and Non-Capital – Tracking Only.
- Default values are for convenience only and may be changed and then saved as a default layout.
- Property Prompt: You must enter a department first before values in other fields are visible.
- To search for specific values - use "contains" and unclick match case.
- Use reset button to clear selection criteria.
- Remember that report values are only as good as the prompts – think about the criteria!
Property Accounting – Property Dashboard

- Two views available under Property Listing:
  - Summary View
Summary View:

- Same fields as in Property Prompt, plus...
- Current Custodian Dept – responsible department
- Last Inventory Date - last date item was seen
- Acquisition Date – date acquired on purchase/transfer documents
- Cost Amount – amount paid or valued on purchase/transfer documents
- Survey Status – “1” is Survey in Process, so a Property Survey Request (PSR) has been initiated. “3” means Reinstated and indicates property previously surveyed/disposed but was later found and/or reallocated
- Checked Out To – person responsible for property per Off Campus Use form on file.
- Offsite – Off Campus Use Form on File
- Old Tag Number – tag number change from retag implementation
### Property Accounting – Property Dashboard

- **Download View**

#### Property Listing

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Tag Number</th>
<th>Asset Description</th>
<th>Current Location</th>
<th>Cost Category</th>
<th>Acquisition Date</th>
<th>Acquisition Fund</th>
<th>Asset Status</th>
<th>Survey Report No.</th>
<th>Survery Report Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000016200</td>
<td>119963</td>
<td>DUGG CARGO ACO T2005 #198</td>
<td>T1T</td>
<td>25790</td>
<td>10300</td>
<td>NONCAP Non-Cap - Non-Cap - Non-Cap</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>100000013050</td>
<td>137500</td>
<td>TABLET DELL LATITUDE ST</td>
<td>A-POSS-1</td>
<td>125000</td>
<td>01010</td>
<td>NONCAP Non-Cap - Non-Cap - Non-Cap</td>
<td>12/1/2011</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1000000132143</td>
<td>116111</td>
<td>RFID SCANNER INTERMEC</td>
<td>ON70</td>
<td>20121340029</td>
<td>125000</td>
<td>NONCAP Non-Cap - Non-Cap - Non-Cap</td>
<td>2/12/2014</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>100000032142</td>
<td>116301</td>
<td>RFID SCANNER INTERMEC</td>
<td>ON70E</td>
<td>12213400249</td>
<td>125000</td>
<td>NONCAP Non-Cap - Non-Cap - Non-Cap</td>
<td>12/12/2014</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
To drill down into additional details of an asset either in Summary or Download Views, click on the blue hyperlinks – Asset ID or Tag Number.
Property Accounting – Property Dashboard

- This provides a history of an asset’s location, Custodian and Inventory Dates

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Tag Number</th>
<th>Asset</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial ID</th>
<th>Current Custodian Dept</th>
<th>Last Inventory Date</th>
<th>Current Location</th>
<th>Acquisition Date</th>
<th>Cost Category</th>
<th>Cost</th>
<th>Location History</th>
<th>Custodian History</th>
<th>Inventory History</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000021390</td>
<td>137029</td>
<td>SLATE TABLET</td>
<td>DECK</td>
<td>LATITUDE ST</td>
<td>44POOR1</td>
<td>Fiscal Sys-Property</td>
<td>0010013100-Administration</td>
<td>12/1/2011</td>
<td>NONCP-NonCap - Trading Only</td>
<td>10713</td>
<td>Location History</td>
<td>Custodian History</td>
<td>Inventory History</td>
<td></td>
</tr>
</tbody>
</table>
To drill down directly to Location History for a selected asset, click on the blue hyperlink – Current Location.
Property Accounting – Property Dashboard

- This provides history of changes to an asset’s location and the effective dates.

```
<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Tag Number</th>
<th>Asset</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial ID</th>
<th>Location Effective Date</th>
<th>Location</th>
<th>Building</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000021390</td>
<td>137029</td>
<td>SLATE TABLET</td>
<td>DELL</td>
<td>LATITUDE ST</td>
<td>44PDDR1</td>
<td>7/15/2013</td>
<td>0010013100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>100000021390</td>
<td>137029</td>
<td>SLATE TABLET</td>
<td>DELL</td>
<td>LATITUDE ST</td>
<td>44PDDR1</td>
<td>2/1/2012</td>
<td>0580</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>100000021390</td>
<td>137029</td>
<td>SLATE TABLET</td>
<td>DELL</td>
<td>LATITUDE ST</td>
<td>44PDDR1</td>
<td>12/1/2011</td>
<td>0580</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
```
To drill down directly to Custodian History for a selected asset, click on the blue hyperlink – Current Custodian Dept
Property Accounting – Property Dashboard

- This provides a history of changes to an asset’s Custodian Dept and the effective dates
The second tab is for an Asset Search page
- Search by Asset ID, Tag Number, Serial ID, or Asset Description

After selecting Criteria
Click Apply
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- Search Results under Asset Search Tab
Live Demonstration!!!!
Questions???
Additional Resources and forms can be found under:

http://afd.calpoly.edu/fiscalservices/forms.asp

- **Property Control Procedures** (Updated 05/21/12) - Click on hyperlink to download or review most recent Property control policies and procedures.
- **Property Relocation Form** – Click on hyperlink to electronically notify us about a relocation of property within the same department (deptid).
- **Transfer of Property Ownership Form** – Click on hyperlink for form to notify us about a relocation of property to a different department (deptid).
- **Property Survey Request Form** (Updated 12/07/10) – Click on hyperlink for form to initiate the disposal (removal) of property from your inventory:
  - [Click here for definitions of Disposal Options on the Request to Survey Equipment Form](http://afd.calpoly.edu/fiscalservices/forms.asp)
- **Property Loss Report** (Updated 12/07/10) – Click on hyperlink for form to report missing, lost, stolen or vandalized property. *Note: Must be accompanied with a Property Survey Request Form.*
- **Authorization for Off-Campus Use of Cal Poly Property** (Updated 10/13/11) – Click on hyperlink for form to authorize a custodian for property being taken off-campus for official University business use:
  - [Click here for Off-Campus Property Use Control Policy and Procedure](http://afd.calpoly.edu/fiscalservices/forms.asp) (Updated 1/29/08).
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