

UHD FY19 Property Custodian Meeting

May 29, 2019

AGENDA

It is a good thing to share, to remind property managers, how important good property management is not only because of our responsibility to tax payers, but also to avoid being in the news, since these stories happen every one or two years. – Stacy Parker, State Property Accounting

1. Inventory is State policy, UHD policy, Audit requirement
2. New Policy – **Property Management Annual Inventory Policy 07.A.03.4.3**
 - Departmental employees will have thirty (30) days from their physical scan date to locate any assets not scanned and submit all inventory forms. (Inventory Confirmation form and Designation of Custodian form)
 - The department Property Custodian will verify the information and communicate to Property Management any necessary changes to the report.
 - The department head will certify the completion of the annual physical inventory.
 - Property Management will update the database prior to sending the Annual Inventory Report to the Texas State Auditor's Office.
 - After the inventory, a new departmental listing can be requested by the Property Custodians.
3. Please let me know when you would like to check out a scanner: June 3rd thru June 28th
 - You may use the scanner for one day, maybe two
 - After you return the scanner you will have 30 calendar days to complete your inventory
4. Timeline of Inventory Process
 - Reserve scanner
 - Scan everything in your department
 - Return scanner to Property Management
 - Receive equipment Not Scanned report
 - Find all equipment not scanned
 - Inventory Confirmation
 - Designation of Custodian
 - Due 30 days after returning scanner to Property Management
 - Off Campus equipment
 - Due August 31

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5. Monitors and Printers

- The State of Texas has determined we are no longer required to inventory monitors and printers unless their value is \$5,000 or greater
- There will not be any monitors or printers on your inventory unless their value is \$5,000 or greater
- Scan the monitors if it is convenient. Don't if you can't see the tag.
- Scan the printers
- Scan everything you see with a tag

6. Capital and Controlled Assets

- What is a capital asset?
- What is a controlled asset?

7. Off Campus Assets (Request to Remove Capital Property form)

- Include the Empl ID
- Include the employee's room number
- When employees leave UHD, whether voluntary or involuntary, any equipment used off campus must be returned to the property custodian. In other words, they must bring back their equipment.
- When you receive the equipment, whether you keep it or send to IT, **please email me so I can update your inventory. This has become an issue**

8. Laptop checkout within your department

- A laptop does not have to be assigned to one employee
- Use a check out/check in log to record the activity of any asset
- Property Management has a sample log document

9. Banner conversion to Campus Solutions

- General Accounting/Cashier/Student Accounting
- Admissions
- Enrollment Management/Student Services
- Financial Aid
- Registrar
- Any other departments?

10. Contacting the IT Department

- Do not. Email or call me
- Only IT can move IT equipment

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11. Guest Speaker Anthony Samudio

- Quotes for computers, printers, laptops, etc
- When using Pcard, use the quote given

12. Guest Speaker Dewayne Loville

- Purchase the warranty or complete care with the equipment
- Returns – go thru Megan for returns
- IT is not storage; if you want to re-use equipment you must store in your department

13. Questions? Comments?

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Property Inventory Procedures

1. Check Out Scanner
 - a. Reserve - any time during the month of June.
 - b. Review your work schedule.
2. Scan Department
 - a. Keep for one day – scan the entire department at one time, so you do not forget where you are in the process.
 - b. Student workers can scan but you are responsible.
 - c. The university as a whole has to be scanned in 30 days.
3. Return Scanner for Download
 - a. Downloaded to excel format.
 - b. 24 hour turnaround.
4. Receive Email with Spreadsheet of Equipment Not Scanned and Off Campus Assets
 - a. Lists any equipment that was not scanned.
 - b. Lists off campus assets. You can:
 - i. Ask employee to bring in asset, or
 - ii. Use previous off campus form for verification.
 1. Verify what is on form is what they are taking off campus.
 2. Auditors will want to verify these documents.
5. Find the Equipment Not Scanned
 - a. Look everywhere – especially file cabinets and closets. Update Not Scanned tab in Comments column with current location/status.
 - b. Any equipment not found will be listed as missing.
 - c. Department head is notified of missing assets.
6. Inventory Confirmation Form – due 30 days after returning the scanner to Property Management
 - a. You will provide property management back up documents for the confirmation. This will include #5 above (Comments column on Not Scanned tab).
 - b. Auditors will want this document.
7. Designation of Custodian Form – FY20
 - a. Annual documentation for custodian of department.
 - b. Auditors will want this document.

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8. Off Campus Forms – due August 31
 - a. Listing provided will be for the previous year from #4 above.
 - b. Due Date will be 8/31/2020.
 - c. This list will change:
 - i. New employees,
 - ii. New equipment.
 - iii. Former employees,
 - iv. Equipment turned in,
 - v. Stolen/missing equipment.
 - vi. See #4 above for additional information.

9. Be Vigilant Over Your Equipment for the Remainder of Year
 - a. You are custodian of the equipment in your department; its safety is under your care.
 - b. If you see an IT person taking a computer – ask!
 - c. If you see anything out of the ordinary – ask!
 - d. You are responsible for your departments' inventory!

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Viewing your inventory in PeopleSoft Asset Management (PSAM)

PSAM_DEPT_ASSET_QUERY – this query was designed to provide users with a means of either extracting information for a particular capital or controlled asset, or extracting a listing of all capital and controlled assets for any given Location Department Code.

Navigation is: **Reporting Tools > Query > Query Viewer**

Search by Name– Begins With: **PSAM_DEPT_ASSET_QUERY**

Click **Search**

Click Run to **HTML** or Run to **Excel**

Type in Business Unit (Ex. 00784)

Type in % sign in Tag Nbr field to get all tags for a department

Select **Asset Status** in the Drop-down menu (Ex. In Service will provide all current assets)

Type in location department (Ex. D0036)

Click **View Results**

*This will not show if an asset is off campus.

Asset by Department Custom Report – lists all assets in the same format as the 1074.

Navigation: **Custom Reports > AM > Asset by Department**

Create Run Control ID - AssetByDepartment

DeptID **Select** Tree Range, Tree Node **Type** in location department (Ex. D0036)

*This will show if an asset is off campus, but not who

View Individual Asset. This will show one or a range of assets and is for the entire university, not just your department.

Navigation: **Asset Management > Asset Transactions > Owned Assets > Basic Add**

Enter tag number or part of number to see a range of values

*This will show if an asset is off campus in the Custodian tab - Assignee

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EVALUATION

Was this meeting helpful in your preparation for the annual inventory?

How satisfied are you with the content?

What other topics would you like covered in more detail?

Comments: