

Maintaining Your Sanity While Maintaining Your Fixed Assets

Office of Business and Financial Services
University Accounting and Financial Reporting

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What “Drives” Property Accounting?

- Internal Control Over University of Illinois Resources
 - Timely and accurate recording of what we acquire
 - Marking it as ours
 - Knowing/recording where it is
 - Disposing of it legally

What “Drives” Property Accounting?

- University Policy
 - ***Business and Financial Policies and Procedures***
Section 12:
<http://www.obfs.uillinois.edu/manual/index.html#s12>
 - Specified Unit Head Responsibilities [12.1]:
 - Custodianship responsibility
 - Physical security
 - Tagging
 - Physical inventory
 - Reporting acquisitions, changes, disposals
 - Obtaining approval prior to disposal

What “Drives” Property Accounting?

- Compliance with External Requirements
 - State statutes/administrative code
 - Federal sponsorship
 - Generally Accepted Accounting Principles
 - Audited financial statements
- Consistency with Financial Accounting of Expenditures

Consequences

- **Audit findings**
 - 2006 Audit: Unrecorded disposals; Missing; Untagged
- **Loss of CMS exemptions**
- **Bad publicity**
- **Threats to funding sources**
- **Wasted resources**
- **Restitution**
- **Prosecution**

Internal Control:

Timely Recording of What We Acquire



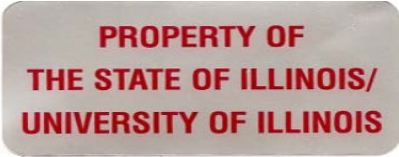
- Cash purchases:
 - Purchase Orders
 - IBuy
 - PCard
 - Stores
- Non-cash additions: Gifts/transfers, etc.
- Year-end closing deadlines
- Reconcile GL operating ledger/
Fixed Asset module acquisitions

Internal Control: Timely Recording of What We Acquire

Acquisition Categories

- Capitalized Equipment
 - 163nnn: >\$4,999.99, tagged w/#, depreciated
- Expensed/Tracked Equipment
 - 161nnn: \$500-\$2,499.99, tagged w/#, not depreciated
 - 127nnn: \$2,500-\$4,999.99, tagged w/#, not depreciated
- Expensed/Not Tracked Equipment
 - 126nnn: \$100-\$499.99, tagged w/o #, not depreciated
- Supplies
 - 121nnn-124nnn: <\$100, not tagged, not depreciated

Internal Control: Marking It As Ours

- Promptly—Establishes internal control over item & ability to match item to record
- Property Tags
 - Numbered
[Tracked; >\$499.99]

 - Unnumbered
[Not tracked; \$100-\$499.99]

 - Coming soon...Federal/Other Title tags

Internal Control: Knowing/Recording Where It Is

Internal Relocation

- Communication within unit so that property contact knows about moves
- Loan/off-campus documentation
- Updates via FABWeb
 - Responsible Location Code: Building v. Room
 - Building = 20+ FM Building #
 - Room = “random”
 - Title: Digits 1-4 = FM# / 6-13 = Room# / 15-35 = Name
 - Custodian/Equipment Manager?

Internal Control: Knowing/Recording Where It Is

Transfers to Other Units

- Transfer forms
- Approval of both units
- Updating record via FABWeb
 - Responsible Location Code
 - Custodian
 - Equipment Manager

Internal Control: Disposing of it Legally

- Scrap/Surplus—disposal forms
- Trade-in—Documentation on new acquisition documents
- Transfer with Researcher—Special form; *prior* approval
- Cannibalization—Email request
- Data Elimination—Scrubbing tags

http://www.uic.edu/depts/accc/policies/disk_scrubbing.html

“Entity” Accounting Considerations

- “Entities”
 - Similar, university-wide self-supporting activity
 - State requirement—“excess funds”
 - Reserves—20% cap/non-cap equipment value
- Equipment Entity Assignment
 - Based on *use* in generating self-supporting revenue
 - Identify 1) self-supporting funds and 2) equipment used in generating revenue recorded to each fund
 - Entity Code = level 3 hierarchy of *fund code* for which equipment is *used to generate revenue*
 - One code assigned to each related equipment record

“Entity” Accounting Considerations

	UFAS	Banner	Banner Plant			R&R
			Unexpended			
			[Self-Sup]	Unrestricted	Internal Fin. Bond	
<u>Willard Airport</u>						
Commercial Operations Under Indenture	65	3610	7103	7206	7306	7630
<u>Hospital/HSFS</u>						
Hospitals and Clinics	66	3500	7101	7202	7304	7610
<u>Auxiliaries under Indenture</u>						
Housing and Food Services	50	3300	7100	7201	7302	7600
Student Activities Facilities	51	3310	7105	7203	7303	7601
Parking Operations	52	3320	7106	7204	7300	7602
<u>Other Entities</u>						
UI2 Integrate COP	29	3131				
Communication and Computing Services	30	3100	7107	7207		7650
Plant and Service Operations	31	3110	7108	7208		7651
Student/Staff Programs and Services	40	3200	7109	7209		7660
Instructional Course Activities	60	3400	7110	7210		7670
Professional Development Activities	61	3410	7111	7211		7671
Unique Instructional Programs	62	3420	7112	7212		7672
Agricultural Operations	63	3430	7113	7213		7673
Commercial Operations Not Under Indenture	64	3600	7114	7214		7674
Public Service and Academic Support	67	3440	7115	7215		7675
Intercollegiate Athletics	68	3450	7116	7216		7676
<u>General Campus</u>						
Everything else			7104/7102	7200/7205		7640/7620

“Entity” Accounting Considerations

- Maintaining Asset Record Entity Code
 - Maintained centrally by UPAR
 - Self-supporting fund equipment acquisitions assume use by same fund
 - Transfers—units need to determine if entity use
 - Units review/confirm use during physical inventories; communicate needed changes to UPAR

Research Activity Considerations

- Important Fields
 - Title-to: State / Federal / Other
 - Responsible location: Room level
 - Condition code
 - Entity
 - Source C-FOAPAL

Research Activity Considerations

- Rate Setting
 - Storeroom/service rates and depreciation
 - F & A rates and institutional funds
 - Entity code significance

- Researcher Credibility
 - Awarding grants
 - Heightened audit/scrutiny

Management Resources: Data Input

FABWeb Acquisitions

FABweb
Main Menu | Log Out

Find a Record

Find records in two ways:

- Enter information about the acquisition and click on Find.
- Browse all the records for your organization(s) listed below.

Acquisition Document: # Org (Resp):

[Create a new record](#)

Ophthalmology & Visual Sci - (539000)

OTag #	Acq Doc #	Line/Item #	OTag Date	PTag #	Commodity	Invoice #	Amount
From Banner							
T00108077	AR003023	2	2/2/2007			AR003023	\$1,373.00
T00108078	AR003023	3	2/2/2007			AR003023	\$1,373.00
T00108079	AR003023	4	2/2/2007			AR003023	\$1,373.00
T00108080	AR003023	5	2/2/2007			AR003023	\$1,373.00
T00108081	AR003023	6	2/2/2007			AR003023	\$1,373.00
T00108082	AR003023	7	2/2/2007			AR003023	\$1,373.00
T00108083	AR003023	8	2/2/2007			AR003023	\$1,244.00
T00108265	P0103589	1	2/5/2007			I1521598	\$7,034.20
T00108268	P0104176	1	2/5/2007			I1598210	\$19,500.00
T00103712	P0109762	1	12/7/2006			I1642751	\$7,158.00
T00107049	P0116095	1	1/23/2007			I1713215	\$17,429.55
T00105378	PCA0994G	1	1/3/2007			PCA0994G	\$1,189.00

Management Resources: Data Input

FABWeb Acquisitions

FABweb

[Main Menu](#) | [Log Out](#) | [Find](#)

Complete the Banner Record for a New Acquisition

Acquisition Doc Info	Unit Info	Item Info	Finalize Transaction
-----------------------------	------------------	------------------	-----------------------------

PTag #: Acquisition Document #: P0104176 Line/Item #: 1
 OTag #: T00108268 OTag Date: 2/5/2007

Invoice #: I1598210 Invoice Date: 01-Jan-07 Amount: \$19,500.00
 Vendor Name: Fujifilm Medical Systems USA Inc Commodity: 99857 - Laboratory Equipment

FOAPAL:				
COA Fund	Orgn	Acct	Prog	Actv
2 496020	539000	163060	191100	

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Management Resources: Data Input

FABWeb Acquisitions

FABweb Main Menu | Log Out | Find

Complete the Banner Record for a New Acquisition

Acquisition Doc Info | **Unit Info** | **Item Info** | **Finalize Transaction**

* = Required to Finalize Transaction

Ptag #:

	Code/UIN	Refresh	Description/Name
* Chart (Resp):	<input type="text" value="2"/>		
* Org (Resp):	<input type="text" value="539000"/>		
Entity:			
* Location:	<input type="text"/>		
Custodian:	<input type="text"/>		
Equip Mgr:	<input type="text"/>		
* Commodity:	<input type="text" value="99857"/>		Laboratory Equipment

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Management Resources: Data Input

FABWeb Acquisitions

FABweb
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Complete the Banner Record for a New Acquisition

Acquisition Doc Info
Unit Info
Item Info
Finalize Transaction

* = Required to Finalize Transaction

*Manufacturer:	<input type="text"/>	*Model:	<input type="text"/>
Part # Vehicle Tag:	<input type="text"/>	*Serial #/VIN:	<input type="text"/>
Fleet or PP number for vehicles			
*Description:	<input type="text" value="Laboratory Equipment"/>		
*In-Service Date:	<input type="text" value="2/28/2007"/>		

Master/Parent PTag #:

This new acquisition will be linked as part of the master/parent asset.

External Cross Ref:

PTag number(s) of traded-in item(s)

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Management Resources: Data Input

FABWeb Updates

The screenshot displays the FABweb application interface. At the top, a dark blue header contains the text "FABweb" on the left and "Main Menu | Log Out" on the right. Below the header, the main content area is titled "Find a Record to Update". Underneath this title, a prompt reads: "To find a record, enter the PTag number and click on Find:". This is followed by a form consisting of a text input field labeled "PTag #:" and a blue "Find" button. At the bottom of the page, there is a footer section containing the text: "Office of Business and Financial Services", "Main Menu | Log Out", "University of Illinois | Chicago Campus | Springfield Campus | Urbana-Champaign Campus", and "© 2003-2007 The Board of Trustees of the University of Illinois".

Management Resources: Data Input

Interdepartmental Transfer of Equipment

University of Illinois
OBFS - University Accounting and Financial Reporting
University Property Accounting and Reporting Division
Chicago • Springfield • Urbana-Champaign

SAMPLE FORM

Interdepartmental Transfer of Equipment

PTag	Description	FROM						TO						
		Ch.	Org. Code	Dept. Name	Location Code In Banner	Pick-up Location			Ch.	Org. Code	Dept. Name	Location Code In Banner	Delivery Location	
					Bldg. Code	Building Name	Room#					Bldg. Code	Building Name	Room#
NA	FILE CABINET (5 DRAWERS)	2	115003	SURPLUS	n/a	972 LWB	n/a	2	388000	OTM	841	841	AOB	201
NA	FILE CABINET (5 DRAWERS)	2	115003	SURPLUS	n/a	972 LWB	n/a	2	388000	OTM	841	841	AOB	201
none	IBM Pentium 4 computer S/N KCF0G0T	2	115003	SURPLUS	n/a	972 LWB	n/a	2	588000	Medicine	n/a	920	CSB	1034
none	IBM Pentium 4 computer S/N KCF0GFV	2	115003	SURPLUS	n/a	972 LWB	n/a	2	588000	Medicine	n/a	920	CSB	1034
n/a	1 Chair on wheels with arm rests-red color	2	115003	Surplus	200972	972 LWB	WHS	2	34000	Physics	214374	618	SES	2238
n/a	2 Gray Chairs on wheels with arm rests	2	115003	Surplus	200972	972 LWB	WHS	2	34000	Physics	214374	618	SES	2238
n/a	1 Burgundy color Chair on wheels no armrests	2	115003	Surplus	200972	972 LWB	WHS	2	34000	Physics	214374	618	SES	2238
n/a	1 Bright red chair on wheels with arm rests	2	115003	Surplus	200972	972 LWB	WHS	2	34000	Physics	214374	618	SES	2238
69684	DELL Optiplex GX115 Computer	2	345000	External Education	N/A	675 1333 S Halsted	205	2	692000	Tutorium	N/A	618	Addams Hall	107
69742	DELL Optiplex GX115 Computer	2	345000	External Education	N/A	675 1333 S Halsted	205	2	692000	Tutorium	N/A	618	Addams Hall	107
69735	DELL Optiplex GX115 Computer	2	345000	External Education	N/A	675 1333 S Halsted	205	2	692000	Tutorium	N/A	618	Addams Hall	107
69691	DELL Optiplex GX115 Computer	2	345000	External Education	N/A	675 1333 S Halsted	205	2	692000	Tutorium	N/A	618	Addams Hall	107
69723	NEC Multisync LCD 1510+ Monitor	2	345000	External Education	N/A	675 1333 S Halsted	205	2	692000	Tutorium	N/A	618	Addams Hall	107
silver tag	NEC Multisync LCD 1530V Monitor	2	345000	External Education	N/A	675 1333 S Halsted	205	2	692000	Tutorium	N/A	618	Addams Hall	107
L10F1258	IBM INTELLISTATION	1	320000	NCSA	100017	148503 ADV COMP	114470	1	434000	Computer Science	148503	1104	Siebel Center	1104
L10F1259	IBM INTELLISTATION	1	320000	NCSA	100017	148503 ADV COMP	114470	1	434000	Computer Science	148503	1104	Siebel Center	1104
L10F1261	IBM INTELLISTATION	1	320000	NCSA	100017	148503 ADV COMP	114470	1	434000	Computer Science	148503	1104	Siebel Center	1104
L10F1261	IBM INTELLISTATION	1	320000	NCSA	100017	148503 ADV COMP	114470	1	434000	Computer Science	148503	1104	Siebel Center	1104
L4002938	1988 Chevy Van, Yellow, U5630	4	652000	PP&O Shop	401400	1400 Phys. Plant Shop	n/a	4	329000	Transportation	401400	1400	Phys. Plant Shop	n/a
L4004010	1995 GMC Van, Yellow, U19136	4	652000	PP&O Shop	401400	1400 Phys. Plant Shop	n/a	4	329000	Transportation	401400	1400	Phys. Plant Shop	n/a
L4004012	1989 Lift Truck	4	652000	PP&O Shop	412243	2022 Shepherd Stor	n/a	4	329000	Transportation	412243	1400	Phys. Plant Shop	n/a
L40033734	1994 Chevy Astrovan, U5331	4	652000	PP&O Shop	401400	1400 Phys. Plant Shop	n/a	4	329000	Transportation	401400	1400	Phys. Plant Shop	n/a
L40023410	1986 Dodge pickup	4	913000	Grounds	401400	1400 Phys. Plant Shop	n/a	4	329000	Transportation	401400	1400	Phys. Plant Shop	n/a
48255	MAC cpu	4	840000	OTEL	412098	HRB Human Resros	78-Lab	4	840000	OTEL	411303	BRK	Brookens	433
OTEL-MAC	MAC monitor	4	840000	OTEL	412098	HRB Human Resros	78-Lab	4	840000	OTEL	411303	BRK	Brookens	433

<p>Originating Unit: Complete form & enter authorization information; forward in email to Receiving Unit</p> <p>Receiving Unit: Review form; enter authorization information; save in original email with subject that includes your Chart/Org codes and "TRANSFER"; then forward email with updated attachment to obfsuafproperty@uillinois.edu</p>	<p>Authorization-Originating Unit</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____ Phone: _____</p> <p>Pickup Contact: _____</p> <p>Email: _____ Phone: _____</p>	<p>Authorization-Receiving Unit</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____ Phone: _____</p> <p>Delivery Contact: _____</p> <p>Email: _____ Phone: _____</p>
--	--	--

Transportation Service Request Number [UIC Only]: _____

SR # _____

Comments:

Management Resources: Data Input

Request to Dispose of Equipment

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University Property Accounting and Reporting Division
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Request to Dispose of Equipment as Scrap or Surplus

Include all equipment items to be disposed, regardless of original cost or whether recorded in Banner

SAMPLE FORM

PTag#*	Description	Title Code	Original Cost	Year Acquired	Responsible Chart/Org Code	Location Code			Pick-up Location Bldg. Code/Dg. Nam Room #	Dept. Assessment Condition	Scrap or Surplus?	Computers Only			External Review (Central offices)			
						In Banner	Bldg.	Code/Dg.				Processor Speed	Scrub tag Scrubbed?	Scrub tag affixed?	Agrees/w Banner?	Disposition Okay?	Scrubbing Tag?	
L20676813	Processor, Scientific - Xerox 532	S - S	\$ 6680	1/13/1993	2 - U	858000	200914	935	MSB	E-144	Not Useable	Scrap						
L20043541	Intel PII	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium II	Yes	Yes			
L20004989	Indigo 2 CPU	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium II	Yes	Yes			
L20670844	Mac II SI	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Non-Micro	Yes	Yes			
L20053248	CPU	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium II	Yes	Yes			
L20678956	Macintosh II Si	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Non-Micro	Yes	Yes			
E0500252	Silicon Graphics	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium II	Yes	Yes			
L20673142	Gateway 2000 Model 486DX2	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium III	Yes	Yes			
QF10081177	CPU	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium II	Yes	Yes			
L20018988	Gateway 2000 Model P5-133 486	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium III	Yes	Yes			
L20022037	Power Mac Macintosh 7500/100	S - S	\$ 2,645	1996	2 - U	791000	266024	919	MBRB	1121	Not Useable	Scrap	Non-Micro	Yes	Yes			
L20013219	Power Mac G3	S - S	\$ 3,791	1995	2 - U	791000	222362	919	MBRB	3202	Not Useable	Scrap	Non-Micro	Yes	Yes			
8417HHA40	Compag CP Series 3400	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium II	Yes	Yes			
0046783517	IBM -CP AND9SA S170	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Pentium II	Yes	Yes			
FC4340KWII	Apple Mac	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Non-Micro	Yes	Yes			
2081159	Silicon Graphics Monitor Model:	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Removed to Storage	Yes	Yes			
10637T DGX	Dell 15" Monitor Model: D1528-W	S - S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Removed to Storage	Yes	Yes			
F9755288	Micron Monitor, Model: M-7F3MR	S			2 - U	791000	222113	919	MBRB	1121	Not Useable	Scrap	Removed to Storage	Yes	Yes			

* Use Serial Number if not tagged/not in Banner Fixed Asset

Name of Department Submitting Request:

Request Prepared By: Phone# Email address:

Departmental Approval By: Phone# Email address:

Departmental Pick-up Contact: Phone# Email address:

UPAR Review: Phone# Email address:

Facilities/Plant Review: Phone# Email address:

Transportation Service Request # [required for UIC unit]

Comments:

Comments can be entered here to communicate special information to UPAR regarding items in the request. If your request is to dispose of Pending inventory items that remain unlocatable, use this place to indicate that the listed items are to be disposed because "presumed scrapped w/o authorization" or other reason for removal.

General Instructions:
Sections highlighted in BLUE must be completed for ALL items; YELLOW sections must be completed for all computers; ORANGE sections are for OBFS and Facilities/Plant staff only.
You may insert more rows if needed. When completed, send an email with this form as an attachment and subject heading that includes your Chart and 3-digit Organization codes plus the word "DISPOSAL" to: obfsuafprroperty@uillinois.edu
NOTE: If a computer is functioning, you may not disable it or remove the drive to circumvent the data scrubbing requirement.
Include all equipment items to be disposed, regardless of original cost or whether recorded in Banner

Management Resources: Data Review

Banner Fixed Asset Module: FFIMAST

Master Information FFIMAST 7.2 (BANPROD) (1UIUC)

Origination Tag:	<input type="text" value="T00083152"/>	Origination Tag Date:	<input type="text" value="12-JUL-2006"/>
Permanent Tag:	<input type="text" value="P20083155"/>	Permanent Tag Date:	<input type="text" value="21-JUL-2006"/>
Primary Tag:	<input type="text"/>	Last Adjustment Date:	<input type="text" value="10-AUG-2006"/>
Subordinate Type:	<input type="text"/>	Origination Tag Cancel Date:	<input type="text"/>
Asset Description:	<input type="text" value="MEDICAL HOSPITAL EQUIPMENT P0102795 I1467097"/>		
Commodity:	<input type="text" value="20400"/> COMPUTER HARDWARE AND PERIPHERALS FOR M	Capitalization Indicator:	<input type="text" value="Y"/>
Unit of Measure:	<input type="text" value="N/A"/> Not Applicable	System Status Code:	<input type="text" value="D"/>
Asset Type:	<input type="text" value="ME"/> Moveable Equipment	Text Exist:	<input type="text" value="N"/>
User Status Code:	<input type="text"/>	Tag in Use:	<input type="text"/>
Insurance Value:	<input type="text"/>	Gift Indicator:	<input type="text" value="N"/>
Market Value:	<input type="text"/>	Cost:	<input type="text" value="21,171.40"/>
Replacement Value:	<input type="text"/>	Total Cost:	<input type="text" value="21,171.40"/>
Book Value:	<input type="text"/>	Net Book Value:	<input type="text" value="19,659.16"/>
		Total Net Book Value:	<input type="text" value="19,659.16"/>

Management Resources: Data Review

Banner Fixed Asset Module: FFIMAST

Acquisition Information FFIMAST 7.2 (BANPROD) (1UIUC)

Origination Tag: T00083152 **Permanent Tag:** P20083155 MEDICAL HOSPITAL EQUIPMENT P010279

Acquisition Method: Purchase
Acquisition Date: 21-JUL-2006

Make:
Model: CA1000
Manufacturer: GE MEDICAL SYSTEMS
Serial Number or VIN: NA

Part Number or Vehicle Tag:
User Reference Number: FY07 CREDIT P200000QK
Barcode Number:
In Service Date: 21-JUL-2006
Last Inventory Date:
Percentage Used:
Work In Progress:
Condition: In Use/Unavailable for tran
Title To: State

Disposal Method: Returned for Credit
Disposal Date: 10-AUG-2006

Management Resources: Data Review

Banner Fixed Asset Module: FFIMAST

Procurement Information FFIMAST 7.2 (BANPROD) (1UIUC)

Origination Tag: T00083152 **Permanent Tag:** P20083155 MEDICAL HOSPITAL EQUIPMENT P0102795

Vendor Code: @00983582 General Electric Co

Purchase Order: P0102795 **Purchase Item:** 1

Receiver: **Receiver Date:**

Invoice: I1467097 **Invoice Date:** 30-JUN-2006 **Submission Number:** 0

Invoice Item: 1 **Cancel Date:**

Credit Memo: N **Installments:** N **Recurring:** N

Other Source Data

Document: **Type:** **Sequence:** **Document Tag Date:** **Source Submission:**

Transfer Data

Date: 10-AUG-2006

COA: 2 University of Illinois - Chicago

Organization: 987008 Cardiovasc Diag Svcs

Location: 200949 0949 00000000 University of Illinoi

Grant:

Custodian ID:

Equipment Manager:

Management Resources: Data Review

Banner Fixed Asset Module: FFIMAST

Funding Source FFIMAST 7.2 (BANPROD) (1UIUC)

Origination Tag: T00083152 Permanent Tag: P20083155 MEDICAL HOSPITAL EQUIPMENT P010275

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Cost
1	2	987009	301210	987008	163070	987009				21,171.40
		Document:	I1467097	Attachment Origination Tag:			Percentage:		100.00	
		Document:		Attachment Origination Tag:			Percentage:			
		Document:		Attachment Origination Tag:			Percentage:			
		Document:		Attachment Origination Tag:			Percentage:			

Management Resources: Data Review

Banner Fixed Asset Module: FFIMAST

Capitalization Information FFIMAST 7.2 (BANPROD) (1UIUC)

Origination Tag: T00083152 **Permanent Tag:** P20083155 MEDICAL HOSPITAL EQUIPMENT P010279

Change Sequence:	<input type="text" value="0"/>	Sequence:	<input type="text" value="1"/>	Direct Asset Indicator:	<input type="text" value="N"/>
COA:	<input type="text" value="2"/>	Attachment Otag Code:	<input type="text"/>	Cost:	<input type="text" value="21,171.40"/>
Capitalization Fund:	<input type="text" value="790000"/>	Adjusted Cost:	<input type="text" value="21,171.40"/>	Percentage:	<input type="text" value="100.00"/>
Equity Account:	<input type="text" value="90510"/>	Accumulated Depreciation:	<input type="text" value="1,512.24"/>	Depreciation/Posting Indicator:	<input type="text" value="M"/>
Asset Account:	<input type="text" value="57040"/>				
Accumulated Depreciation Account:	<input type="text" value="58040"/>				
Bank Code:	<input type="text" value="D1"/>				

Change Sequence:	<input type="text"/>	Sequence:	<input type="text"/>	Direct Asset Indicator:	<input type="text"/>
COA:	<input type="text"/>	Attachment Otag Code:	<input type="text"/>	Cost:	<input type="text"/>
Capitalization Fund:	<input type="text"/>	Adjusted Cost:	<input type="text"/>	Percentage:	<input type="text"/>
Equity Account:	<input type="text"/>	Accumulated Depreciation:	<input type="text"/>	Depreciation/Posting Indicator:	<input type="text"/>
Asset Account:	<input type="text"/>				
Accumulated Depreciation Account:	<input type="text"/>				
Bank Code:	<input type="text"/>				

Management Resources: Data Review

Monthly Reconciliation Report: FIFX_Monthly_Activity_by_Chart_and_Organization

FIFX_Monthly_Activity_by_Chart_and_Organization
29-NOV-2006

University of Illinois
Monthly Activity Report
Acquisitions

As of 29-FEB-2007
Page 1 of 2
Printed: 29-FEB-2007

Start Date: 08/01/2006 End Date: 02/27/2007

COA 2 - University of Illinois - Chicago Organization 295000 - Biopharmaceutical Sciences

Permanent Tag	Primary Tag	Origination Tag	Barcode Num	Item Description			Serial #/VIN	Location Code	Location Description		Flag Date
	Amount	PO Number	Invoice Number	Voucher Number	Fund	Org	Account	Program	Acquisition Date	Acquisition Method	Asset Type
P20087697		T00085218		Optiplex 520				200924			12-SEP-2006
	1,480.50		PCA04HQB		200250	295000	127090	295014	21-JUL-2006	P	EE

P20087698		T00085219		Optiplex 520				200924			12-SEP-2006
	1,480.50		PCA04HQB		200250	295000	127090	295014	21-JUL-2006	P	EE

Management Resources: Data Review

Monthly Reconciliation Report: FIFX_Monthly_Activity_by_Chart_and_Organization

FIFX_Monthly_Activity_by_Chart_and_Organization
Version: 29-NOV-2006

University of Illinois
Monthly Activity Report
Updates

As of 28-FEB-2007
Page 1 of 1
Printed: 28-FEB-2007

Start Date: 08/01/2006 End Date: 02/27/2007

COA		2 - University of Illinois - Chicago		Organization		279000 - Ambulatory Pharmacy Services				
Permanent Tag	Primary Tag	Origination Tag	Barcode Num	Item Description		Serial#/Vin	Location Code	Location Description		Pfag Date
	Amount	Voucher Number	Fund	Org	Account	Program	Seq. #	Update Activity Date	Acquisition Method	Asset Type
P20092339		T00098953		2 Centrifuges		N/A	200924	0924 00000000 College of Pharmacy		23-JAN-2007
	-1,281.12	J0654146	301134	279000	127070	279002	2	07-NOV-2006	P	EE
P20091119		T00100460		HP D07600 COMPUTER MOREDIRECT 2709229		MXL6350T4P	222831	0920 0000345A Clinical Sciences Bul		10-NOV-2006
	894.50	HA010714	301346	279000	127090	279004	2	07-NOV-2006	P	EE
P20091119		T00100460		HP D07600 COMPUTER MOREDIRECT 2709229		MXL6350T4P	222831	0920 0000345A Clinical Sciences Bul		10-NOV-2006
	-894.50	HA010714	301210	467008	127090	467035	3	07-NOV-2006	P	EE
Subtotal		0.00								

Management Resources: Data Review

Monthly Reconciliation Report: FIFX_Monthly_Activity_by_Chart_and_Organization

FIFX_Monthly_Activity_by_Chart_and_Organization
29-NOV-2006

University of Illinois
Monthly Activity Report
Transfers Received From Previous Organization

As of 28-FEB-2007
Page 1 of 1
Printed: 28-FEB-2007

Start Date: 08/01/2006 End Date: 02/27/2007

COA	2 - University of Illinois - Chicago	Organization	295000 - Biopharmaceutical Sciences
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Permanent Tag	Primary Tag	Origination Tag	Item Description	Serial#/VIN	Location Code	Location Description	Asset Type	Title Code
Amount	Transfer Date	Transfer Reason		Chart/Organization From		Chart/Organization To		Barcode Number
L20012027		000013738	CENTRIFUGE, ULTRACENTRIFUGE		224538	0924 00000443 College of Pharmacy	ME	8
22,275.00	15-FEB-2007	departmental transfer			2/791000 - Ctr for Pharmaceutical Biol	2/295000 - Biopharmaceutical Sciences		

Management Resources: Data Review

Monthly Reconciliation Report: FIFX_Monthly_Activity_by_Chart_and_Organization

FIFX_Monthly_Activity_by_Chart_and_Organization
Version: 29-NOV-2006

University of Illinois
Monthly Activity Report
Disposals

As of 28-FEB-2007
Page 1 of 1
Printed: 28-FEB-2007

Start Date: 08/01/2006 End Date: 02/27/2007

COA	2 - University of Illinois - Chicago		Organization	295000 - Biopharmaceutical Sciences				
Permanent Tag	Primary Tag	Origination Tag	Item Description		Serial#/Vin	Location Code	Location Description	
	Amount	Disposal Date	Disposal Code	Disposal Description		Asset Type	Title Code	Barcode Number
L20017083		000027293	MICROSCOPE		NA	200919	0919 00000000	Molecular Biology Res
	3,096.90	15-FEB-2007	P	Transferred w/ Researcher		EE	S	

Management Resources: Data Review

Biennial Physical Inventory Listing:

UR_FIFA_FIXED_ASSET_BY_ORG

Primary Tag	Permanent Tag (Tag)	Cap/Non Cap Primary Tag	Asset Description	Asset Type	Custodian	Location Code	Location Title	Manufacturer	Model	Acquisition Date		
	Origination Tag (Orig)	Commodity Code	Commodity Description	Title to	Equipment Manager	Entity Code	Entity Desc	Serial Number -- Vin	Vehicle FLT/PP #	Cost		Total Cost
	000057138	20464	Network Components: Adapter Cards, Bridges, Connectors, Expansion Modules/Ports, Hubs, Line Drivers, MSAUs, Routers, Transceivers, etc.	S				US90901403		3,705.00		3,705.00
L20066718	L20055719		DP EQUIP, P.C., GATEWAY GP7-500	EE		213467	0617 00000105 Burnham Hall	Gateway	GP7-500	9/21/1999		
	000073448	20453	Microcomputers, Desktop or Towerbased	S				0015458726		2,619.00		2,619.00
L20070888	L20070868		DP EQUIP, PRINTER,CANON NETWORK	EE		200617	0617 00000000 Burnham Hall			5/14/2001		
	000072361	20482	Printers, Microcomputer (Not Otherwise Classified)	S				J00100897		4,057.00		4,057.00
L20078844	L20076644		DP EQUIP, NETWORK SERVERLC2000R	EE		200617	0617 00000000 Burnham Hall			1/11/2002		
	000069777	20464	Network Components: Adapter Cards, Bridges, Connectors, Expansion Modules/Ports, Hubs, Line Drivers, MSAUs, Routers, Transceivers, etc.	S						2,799.00		2,799.00
P20088480	P20086480		Kates new laptop	EE		200617	0617 00000000 Burnham Hall	Dell	LAPTOP	5/12/2006		
	T00063738	20454	Microcomputers, Handheld, Laptop, and Notebook	S				N/S		1,741.45		1,741.45
P20088018	P20088018		Qty: 00001 Uom: EAC Prod Cd: PCM4000 Desc: SHARP M	EE	Madia, Janet I	200617	0617 00000000 Burnham Hall	Sharp	Sharp PC	7/20/2006		
	T00070367	20700	COMPUTER ACCESSORIES AND SUPPLIES	S				NA will fill in		1,619.18		1,619.18
P20088019	P20088019		Kaufman computer	EE		213465	0617 00000103 Burnham Hall	NA	NA	7/20/2006		
	T00072317	20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	S				NA		1,291.62		1,291.62

Management Resources: Data Review

Biennial Physical Inventory

- Review all items on list
- Review all items in space
- Resolve all listing/space discrepancies
- Verify record accuracy
- Verify tagging

Management Resources: Data Review

Special Needs Reporting

- Business Objects and Data Warehouse

<https://eddie.ds.uillinois.edu/wijsp/>

- Special Report/Query Requests

Jeff Weaver

217-244-7978

jweaver2@uillinois.edu

Management Resources: Supportive Culture

- Effective property contact staff
- Good internal communication/rapport
- Reinforcement with faculty/staff of custodial needs/expectations
- Support of departmental leadership

Management Resources: Training Opportunities

Instructor-Led:

- FA 104 Fixed Assets Disposal & Redistribution Processes

http://www.obfs.uillinois.edu/jobaids/training/fixed_assets104/index.html

- Biennial Inventory

http://www.obfs.uillinois.edu/jobaids/BI_PhysicalInventoryVerification_2007.pdf

- FABWeb

http://www.obfs.uillinois.edu/jobaids/PG_PA_FABweb.pdf

Web-Based:

- FNFA100

http://wbt.apps.uillinois.edu/traincenter_wbt_FN.htm

Management Resources: “Free” Equipment

Surplus Redistribution Warehouse

1515 W. 15th Street, 9:00-4:00, Mon-Fri

Management Resources: OBFS Support

Who to Ask

- Acquisitions/FABweb—Cheryl Dodge
217-244-0039 cheryld@uillinois.edu
[Also know your department-specific UPAR FABweb processor]
- Scrap, Surplus, & Transfers—Janet Ayers
312-996-2858 jayers2@uillinois.edu
- Special Disposal Requests—Paul Walters
217-333-0786 pdwalter@uillinois.edu
- Special Report Requests—Jeff Weaver
217-244-7978 jweaver2@uillinois.edu