

Financial Internal Control Initiative
Department Property Administrator (DPA) Training:
Introduction to Changes in the Management of Capital Equipment

*November 9, 10 & 16
2016*

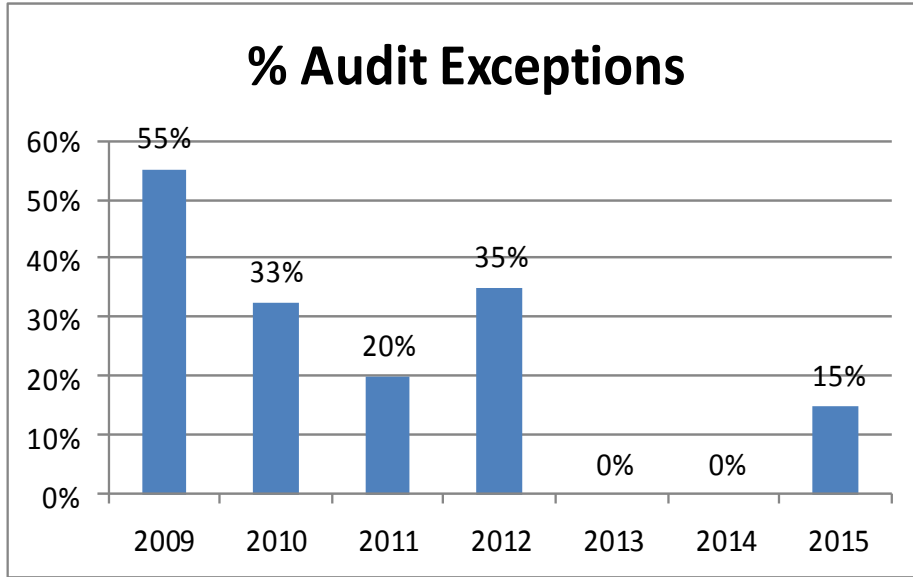


Welcome!

Agenda

1. Welcome & Introductions
2. Financial Internal Controls Initiative
3. Capital Equipment Project Team
4. Department Property Administrator (DPA) Role
5. New Policy & Interim Procedures
6. New Software Launch
7. Timeline
8. Your Next Steps

Capital Equipment Audit Results



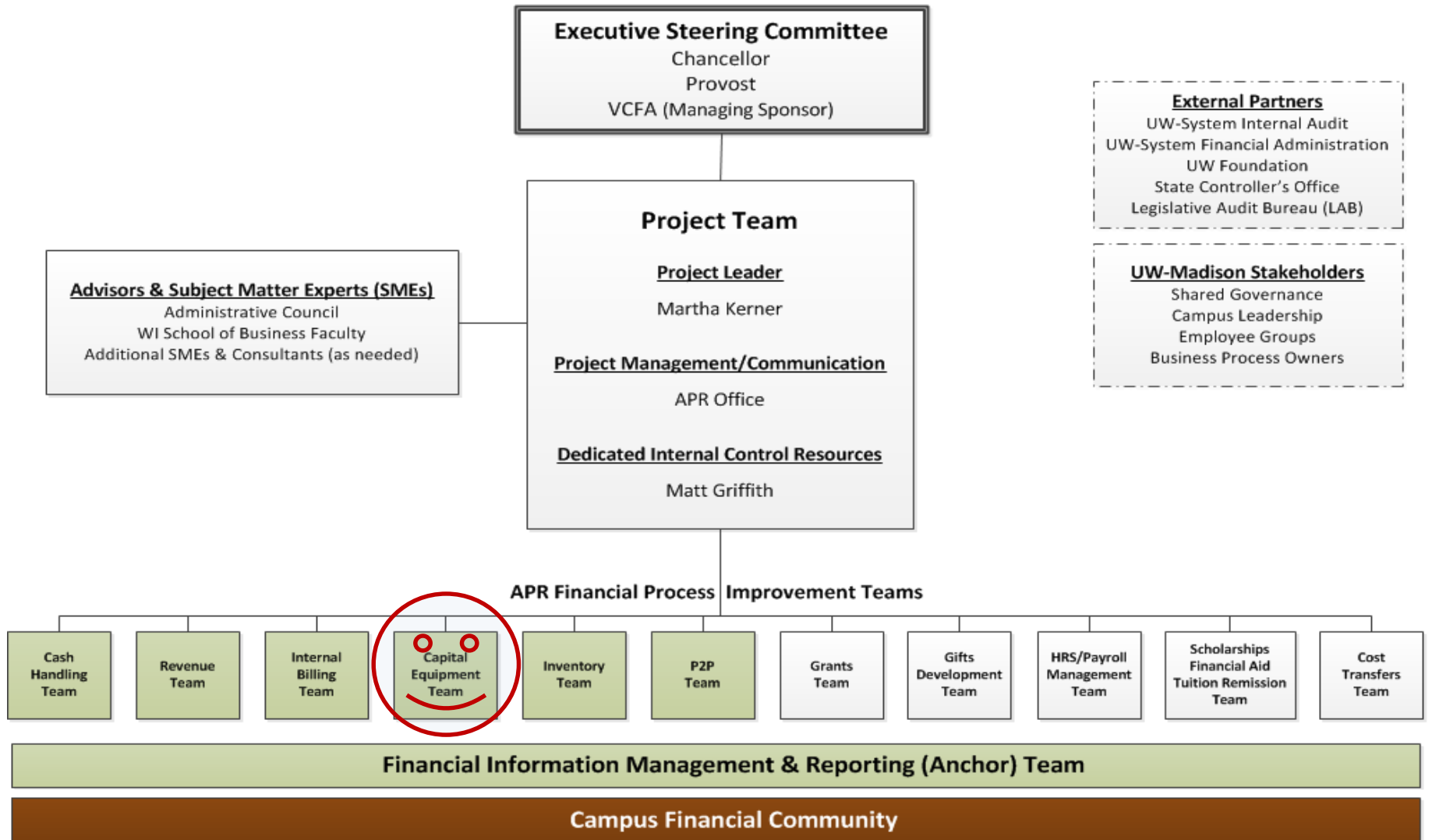
Stop-Gap Results

Fiscal Year	Equipment Sample Size	# of Audit Exceptions	% Audit Exceptions
2009	20	11	55%
2010	40	13	33%
2011	40	8	20%
2012	40	14	35%
2013	40	0	0%
2014	40	0	0%
2015	40	6	15%

- Legislative Audit Bureau (LAB) performs the annual OMB Circular A-133 audit and randomly selects a sample of federally funded capital equipment.
 - Assessing whether equipment is properly tagged, tracked and reported.
 - Improvements are measured by comparing the proportion of audit exceptions to the sample size.



Financial Internal Controls Project Structure



The Financial Internal Controls Initiative



Financial Internal Controls Information is available online at:
www.bussvc.wisc.edu/intcntrls/intcntrls.html



Capital Equipment Project Team Findings

- There was unnecessary complexity, confusion and inconsistency in the Capital Equipment process
- No clear policies or procedures were in place
- Departmental Property Administrators (DPAs) are critical to the process but were not supported or set-up for success
- A significant technology investment would be required to gain process control and efficiency

Capital Equipment Project Team Recommendations

- 1. Reduce complexity and unnecessary asset tracking.**
- 2. Acknowledge mobile nature of capital assets.**
- 3. Broaden, empower and strengthen support for DPA role and make it a focal point for asset activity.**
4. Reduce time to tag and capitalize assets.
- 5. Optimize the tagging technology.**
6. Strengthen periodic inventory practices and allow reasonable time to conduct inventory.
- 7. Increase control of disposals and transfers.**
8. Improve overall campus disposal process.
- 9. Clearly document and train on all property control processes/procedures and improve their accessibility.**
10. Migrate to electronic workflow with integrated information exchanges.
- 11. Select and implement an enterprise system for end-to-end integrated financial and asset information, history and electronic processing workflow.**
12. Optimize Property Control group's focus and foster asset management culture change across campus.

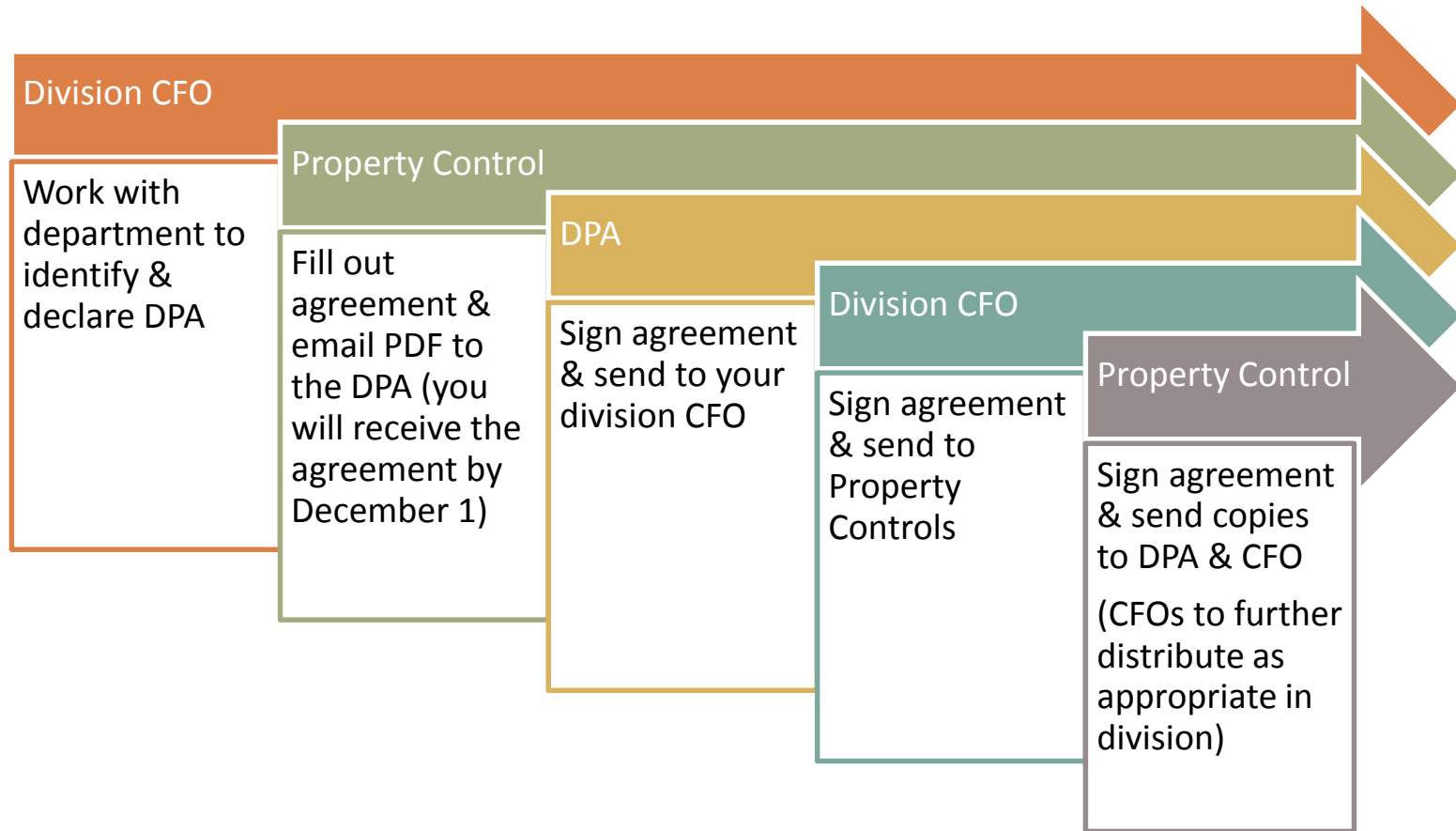
Property Control – Partners to DPAs

- Roles and Responsibilities
- DPA Tools
- Policy & Procedure
- Software Launch

The Department Property Administrator (DPA) Role

- Every division designates at least one DPA
- Roles and responsibilities have been codified and documented
- Document has been shared with Administrative Council, HR Representatives, Financial Managers and VCFA Directors
- Chief Financial Officers (CFOs) have been asked to ensure PDs for DPAs have been adjusted to account for their new responsibilities

DPA Designation Procedure & DPA Agreement

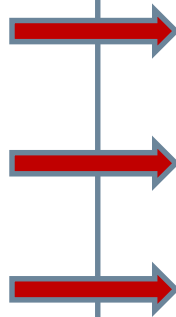


DPA Tools



Current

- 301 Form
- Capital Equipment Tracker
- CEIMS Inquiry Tool



Interim

- Capital Equipment Confirmation Form
- Property Control Support
- Online Monthly BOX Reports

New Policy – Effective January 1, 2017


- Outlines tasks associated with an asset life-cycle
- Guidance for response time on assets not found
- Links to procedures
- Roles & Responsibilities
- Provides definitions


Untaggable Assets

- All capital assets are required to receive a tag
- BUT some assets make it impossible to attach a tag
- A new procedure will be available in January
- Call Property Control in the interim.

UW Physical Inventory Report for Department A3491 04/2015

Building: 8995 ANTARCTIC RESEARCH INST-SOUTH POLE Room: N/A (80 items at this location)

Building Barcode: 

Room Barcode: 

Asset Tag	Description	Manufacturer	Mr. Model #	Mr. Serial #
F000640	DRILL, SLED MOUNTED 4 INCH HOT WATER DRILL, ORIGINALLY PURCHASED ON 02/28/11. COMPOSED OF WHITCO STINGER HEATERS, WHITCO R010 PUMPING MODULES, FABRICATED PER DENNIS DULINO. SPECIFICATIONS: SERIAL NOT ATTACHED BECAUSE ITEM WAS DEPLOYED TO MCUMUROO	FABRICATED	SMHWD1	NONE
	Usage Dept: A349100	Reacum: A349100	Acq Date: 04/02/2003	Cost: 11,255.00
	Origin: CASH TRANSFER/DIRECT PAYMENT	Property Administrator: STEINL, MELISSA R	Responsible Employee: SLAWNY, KRISTINA R	Last Phys Inv: 11/10/2014
Asset Tag	Description	Manufacturer	Mr. Model #	Mr. Serial #
F000642	DRILLING MACHINE, CORE - KOVACS ENTERPRISES-MARK-V 14 CM WITH (7) ONE METER EXTENSION RODS AND 8 SETS OF EXTRA CUTTERS. -PURCHASED WITH PURCHASING CARD, SSEC# 12370	KOVACS ENTERPRISES	MARKV	NONE
	Usage Dept: A349100	Reacum: 10840	Acq Date: 04/12/2005	Cost: 7,794.00
	Origin: PURCHASING CARD/PROCARD	Property Administrator: STEINL, MELISSA R	Responsible Employee: SLAWNY, KRISTINA R	Last Phys Inv: 11/10/2014
Asset Tag	Description	Manufacturer	Mr. Model #	Mr. Serial #
F000643	LATHE, WEST BEND LATHE 1340 GEARED HEAD LATHE, ACCESSORIES, SSEC# 12254	SOUTH BEND LATHE INC	1340	13404121630
	Usage Dept: A349100	Reacum: 0271411	Acq Date: 06/16/2005	Cost: 18,450.00
	Origin: PURCHASE ORDER	Property Administrator: STEINL, MELISSA R	Responsible Employee: SLAWNY, KRISTINA R	Last Phys Inv: 11/10/2014
Asset Tag	Description	Manufacturer	Mr. Model #	Mr. Serial #
F000644	MILLING MACHINE, SERVO HT, WINEWALL DIGITAL READOUT, C80-3, XYZ AXIS, COLLETS, (SET) OF R-8 COLLETS, ITEM LOCATED AT WAREHOUSE, SSEC# 12292	BRIDGEPORT MACHINE	SER000001STD	H0N09894
	Usage Dept: A349100	Reacum: 0271514	Acq Date: 06/02/2005	Cost: 15,228.00
	Origin: PURCHASE ORDER	Property Administrator: STEINL, MELISSA R	Responsible Employee: SLAWNY, KRISTINA R	Last Phys Inv: 11/10/2014

Drilling Equipment

Owner	Inventory	Asset#	Contra#	Inventory Label	Common Name	Item Description	Responsible Person	Location
F	F0003800	E301806	F0003802	PROPERTY OF U.S. GOVERNMENT F001864	Eclipse Dnt 1	DRILL, ICE CORING, 82MM, ECLIPSE, SPECROBMS, LW ICE CORING AND DRILLING SERVICES, TRANSFERRED FROM UNIV. OF WISCONSIN, GOV. FURNISHED, 1050000 DUPLICATE SERIAL SENT TO GALE ALLEN	Kristina Slawny	8010
F	F0003850	E301808	F0003852	PROPERTY OF U.S. GOVERNMENT F001805	Replicate Coring	REPLICATE CORING DEVELOPMENT PROJECT FOR ICEDRILL00, SSEC# PA491476, 3L DOUBLE O RING RECEPTACLES, PURCHASED WITH PURCHASING CARD SSEC# R20305	Kristina Slawny	8010
F	F0003820	E301807	F0003825	PROPERTY OF U.S. GOVERNMENT F001807	Blue Ice Drill	BLUE ICE DRILL, 12", INTERNAL, REID., FABRICATION OF HELICAL FLIGHTS ON THE DD FD THREE FIBERGLASS TUBES THAT WILL BE SUPPLIED BY EDDO.	Kristina Slawny	8010
F	F0003870	E301803	F0003872	PROPERTY OF U.S. GOVERNMENT F001803	Polar Wind Screen	SCREEN, WIND, POLAR, POLAR RESEARCH SOLUTIONS, LLC., PURCHASED WITH PURCHASING CARD, LOCATED IN ANTARCTICA	Kristina Slawny	8010
F	F0003961	E301985	F0003961	PROPERTY OF U.S. GOVERNMENT F001985	1000 3-Hrd Hand Auger Prototype Kit	AUGER, HAND AUGER PROTOTYPE KIT, INCLUDES BARREL ADAPTER ASSEMBLY, CUTTER HEAD, HEAD ADAPTER, 3 COLLETS, 2 REINFORCEMENT RINGS, CHIP CATCHERS, CUTTER HEAD, SIDEWINDER ADAPTER, PURCHASED WITH PURCHASING CARD SSEC# J-CARD# 23485	Josh Goetz	8010
F	F0003962	E301986	F0003962	PROPERTY OF U.S. GOVERNMENT F001986	1000 3-Hrd Hand Auger Prototype Kit	AUGER, HAND AUGER PROTOTYPE KIT, INCLUDES BARREL ADAPTER ASSEMBLY, CUTTER HEAD, HEAD ADAPTER, 3 COLLETS, 2 REINFORCEMENT RINGS, CHIP CATCHERS, CUTTER HEAD, SIDEWINDER ADAPTER, PURCHASED WITH PURCHASING CARD SSEC# J-CARD# 23485	Josh Goetz	8010
F	F0004001	E301900	F0004001	PROPERTY OF U.S. GOVERNMENT F001900	Intermediate Depth Logging Winch	WINCH, 6000A-1000 WINCH ASSEMBLY, 4000A-2250 TENSION OPTION, 4000A-3000 SCR MOTOR CONTROLLER, 3000A-1000 WINCH CONTROLLER DISPLAY UNIT, 3000A-1000 REMOTE CONTROL, 3000A-1000 TENSION DISPLAY UNIT, (QTY 1000) EDDO SUPPLIED CABLE (POOLING, (QTY 2) 2045-1000-146 50-4 CABLE/500, CABLE/500 INSTALLATION, 500 PULS/BURN DEPTH ENCODER	Kristina Slawny	8000
F	F0004011	E301759	F0004011	PROPERTY OF U.S. GOVERNMENT F001759	Intermediate Depth Drill (EDC)	WINCH, INTERMEDIATE DEPTH DRILL, 988143, WHICH DRUM FABRICATED PER QUOTE NO. 9121008A (8-20-12) AND DRAWING 914800A AS SUPPLIED BY EDDO.	Kristina Slawny	8010
F	F0004012	E301801	F0004012	PROPERTY OF U.S. GOVERNMENT F001801	1000 3-Hrd Logging Winch	WINCH, INTERNAL REID, "DEEP LOGGING" WINCH FOR 8000000, ROCHESTER CABLE, STOCK NO. A246191, TYPE 44-181-0, SIZE 3/16 INCH LENGTH 15.45 FEET AT 8 BUFT	Kristina Slawny	8010

These locations should be updated every March and September based on deployment



Fabrications: A New Approach to Components

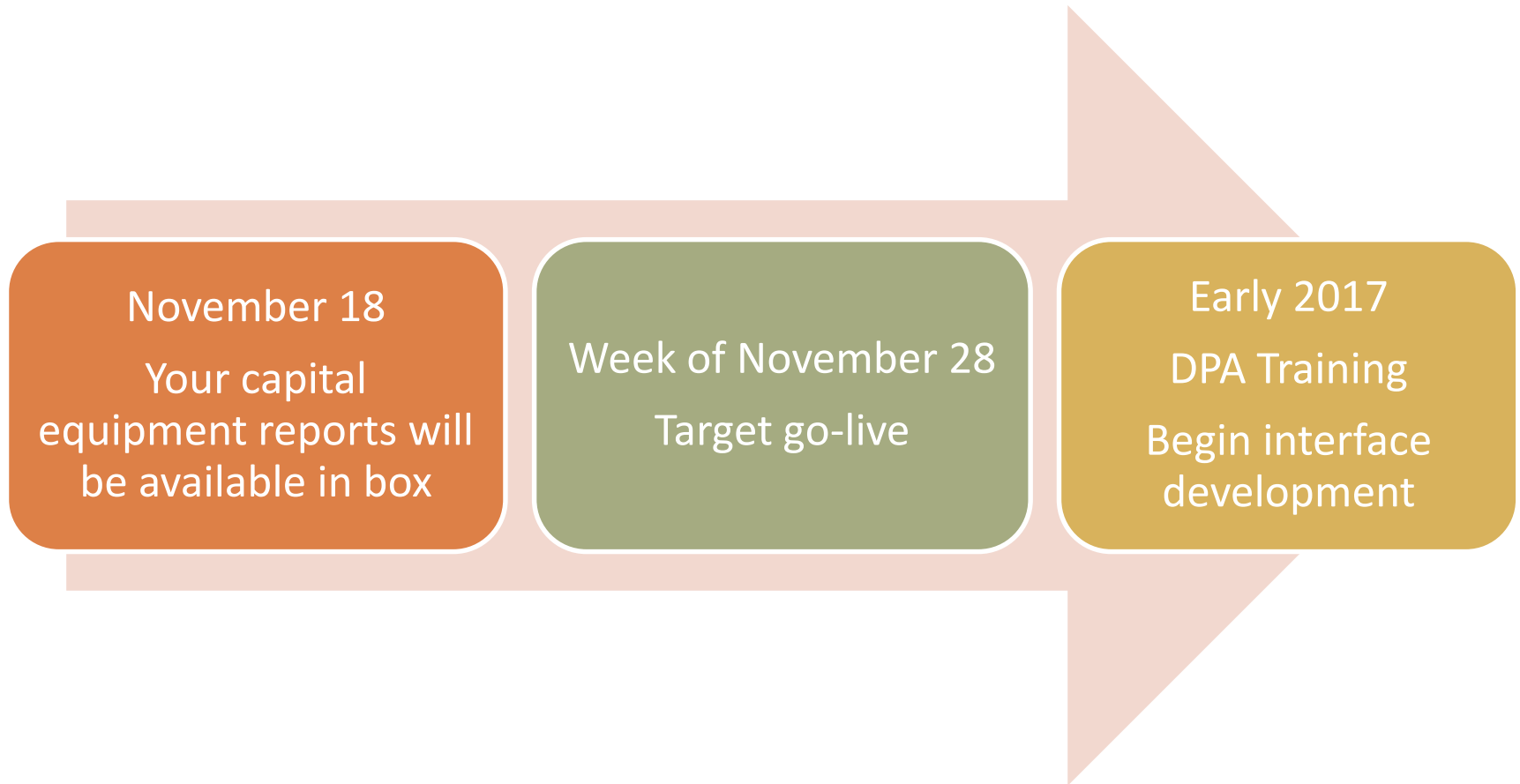
- Component parts tracked as one fabricated item
- Additional information will be needed at the time of set up
- Reduces paperwork for DPAs
- Please seek assistance from Property Control if you have additional questions

New Software Launch

(PeopleSoft – Asset Management Module)

- Phase 1 - complete in 2016
 - Replaces CEIMS as system of record
 - Accessed by Property Control
 - Interim plan for campus to access their capital equipment asset information
 - By November 18th, DPAs & CFOs can access a list of their assets in box
 - Downloadable excel file, by division/college and school, sorted by UDDS

Timeline



Your Next Steps

- Connect with your manager for awareness
- After you receive the DPA acceptance agreement on December 1, sign it and take it to your CFO
- Familiarize yourself with your list of assets the Property Control Office will email to you
- Look for future emails regarding sign up for training slated for January 2017
- Confirm you have a Box account set-up

It takes a village to deliver these improvements....

Acknowledgements to:



APR Capital Equipment Recommendations Team:

Kris Ackerbauer – FP&M, Sandy Fowler – CALS, Matt Griffith – Acctg Svcs, Brenden Hedberg – Property Control, Tammie Hodgson – DoIT, Carl Johnson – SMPH, Steve Kuhn – Bus Svcs, Dennis Manthey – COE, Karen Mier – Vet Med, Hartley Murray – Purchasing, Nick Novak – VCRGE, Janel Oster – FP&M, Gerry Pelanek – APR, Colleen Reilly – DoIT, Mehdi Rezai – L&S, Kathleen Sielaff – RSP, Matt Thies – SWAP, Jim Thompson – APR, Jim Walker – School of Business

APR Capital Equipment Implementation Team:

Sandy Fowler – CALS, Matt Griffith – Acctg Svcs, Brenden Hedberg – Property Control, Tammie Hodgson – DoIT, Carl Johnson – SMPH, Janel Oster – FP&M, Carla Parker – Purchasing, Gerry Pelanek – APR, Colleen Reilly – DoIT, Mehdi Rezai – L&S, Amy Rognsvoog – Property Control, Melissa Steini – SSEC, Matt Thies – SWAP, Amy Wilson – Acctg Svcs

Asset Management Module – Software Team:

Jon Ahola – UW-System, Nicki Burton – UW-System, Katie Chase – DoIT, Erin Ellis – AIMS, Matt Griffith – Acctg Svcs, Harman Guran – Huron, Tammie Hodgson – DoIT, Pei Jin – Huron, Brian Keen – DoIT, Dan Langer – Acctg Svcs, Scott Larson – UW-System, Gail Levine – Huron, Susie Maloney – Acctg Svcs, Murali Manyam – DoIT, Steven Munoz – Huron, Bridget Nettesheim – Acctg Svcs, Gerry Pelanek – APR, Amy Rognsvoog – Property Control, Praneeth Ulavpalli – Huron, Peter Vander Velden – DoIT, Amy Wilson – Acctg Svcs

Communications Team:

Michelle Bacon – Bus Svcs, Alice Gustafson – APR, Martha Kerner – Bus Svcs, Mari Ann Menager – APR, Dawn Rekoske – Bus Svcs



Questions?

Property Control Office Information is available online at:
<http://www.bussvc.wisc.edu/acct/propcont/prophome.html>

Email: property@bussvc.wisc.edu