

## Tracking Non Capitalized Equipment

Business Services – Rates and Review Team

August 23, 2016





## TRACKING NON CAPITALIZED EQUIPMENT

- ▶ Track mobile equipment that could be reasonably expected to be used away from university premises
- ▶ Track items that are theft-prone, contain sensitive/restricted data and with trade in value (such as cell-phones).
- ▶ Some examples are:
  - ▶ Desktop computers (including locally attached external hard drives)
  - ▶ Mobile devices (laptops, tablets, smartphones, etc.)
  - ▶ Audio visual equipment (projectors, TVs, video/still cameras, audio recorders, etc.)
  - ▶ Servers and other server-related equipment (servers, storage, backup, KVM devices, racks etc.)
  - ▶ Network equipment (switches, routers, firewalls, etc.)





## TRACKING NON CAPITALIZED EQUIPMENT

### Property Management Policy 11.30 Off Campus Use and Location

Custodial department responsibilities:

- ▶ Complete and submit a [Certification Statement for Off-Campus Location Use of Equipment](#) to the department head or director before items are moved off-campus campus.
- ▶ Send copies of the approved certification to the Business Office, Property Management-FSO and Sponsored Projects Services Property Manager (if the item was purchased with a grant).
- ▶ The Business Office must conduct a physical inventory annually of off-campus located equipment, and note the date and results of the inventory in the space provided on the Certification Statement.



## TRACKING NON CAPITALIZED EQUIPMENT

- ▶ Inventory listing for items with a tag number is found in UAccess Financials:

Main Menu> Custom Searches>Asset

**UAccess FINANCIALS** Main Menu Central Admin Maintenance Administration

action list doc search analytics/reports

**Message Of The Day**

08/08/2016: In an effort to provide improved service for all vendor maintenance, FSO Accounts Payable and PACS announce that all Vendor Maintenance Specialists with the assistance and guidance of PACS buyers. For details, see UAccess Financials listserv email and Commun...

**Balance Inquiries**

**Accounts**

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
- Current Account Balance

**Salaries & Wages**

- Labor Ledger View
- Labor Ledger Pending Entry
- Account Status (Base Funds)
- Account Status (Current Funds)

**Custom Searches**

- **Asset**
- Disbursement Vouchers
- Effort Certification
- Payment Requests
- Procurement Card
- Proposals
- Purchase Orders

**Transactions**

**Financial**

- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- Electronic Fund Transfer
- General Error Correction
- Internal Billing
- Pre-Encumbrance
- Salary Expense Transfer
- Transfer of Funds

**Purchasing**

- Bulk Receiving
- Contract Manager Assignment
- Receiving
- Requisition
- Shop Catalogs

**Budget Construction**

- Budget Construction Selection

**Capital Asset Management**

- Barcode Inventory Process

**Auxiliary Units**



THE UNIVERSITY OF ARIZONA

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## TRACKING NON CAPITALIZED EQUIPMENT

|                                                   |                                                   |
|---------------------------------------------------|---------------------------------------------------|
| <b>Tag Number:</b> N*                             | <b>Asset Number:</b>                              |
| <b>Organization Owner Chart Of Accounts Code:</b> | <b>Organization Owner Organization Code:</b> 0152 |
| <b>Organization Owner Account Number:</b>         | <b>Owner:</b>                                     |
| <b>Campus:</b>                                    | <b>Building Code:</b>                             |
| <b>Building Room Number:</b>                      | <b>Asset Type Code:</b>                           |
| <b>Asset Status Code:</b>                         | <b>Asset Condition:</b>                           |
| <b>Vendor Name:</b>                               | <b>Manufacturer:</b>                              |
| <b>Model Number:</b>                              | <b>Serial Number:</b>                             |
| <b>Create Date From:</b>                          | <b>Create Date To:</b>                            |
| <b>Asset Representative Principal Name:</b>       | <b>Organization Inventory Name:</b>               |
| <b>Asset Description:</b>                         | <b>Organization Text:</b>                         |
| <b>National Stock Number:</b>                     | <b>Government Tag:</b>                            |
| <b>Old Tag Number:</b>                            | <b>Organization Tag Number:</b>                   |
| <b>Total Cost:</b>                                | <b>Payment Sequence Number:</b>                   |
| <b>Payment Purchase Order Number:</b>             | <b>Payment Document Number:</b>                   |
| <b>Inventory Unit Code:</b>                       | <b>Inventory Unit Chart Of Accounts Code:</b>     |
| <b>Inventory Unit Organization Code:</b>          |                                                   |

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## QUESTIONS?

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