

UT EQUIPMENT

Presented by

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What else do all these 4,223 World Record holders have in common?

Finance > Controller > Plant Funds and Equipment

Plant Funds and Equipment

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<https://controller.tennessee.edu/plant-funds-and-equipment/>

ANNUAL EQUIPMENT INVENTORY - 2017

Total Cost Centers	1 271
Total Dollar Value	\$502,123,564.04
Total number of Assets	46,803
Distribution Codes	110
Contacts	250

NOTE: All inventories were sent out February 2nd to be returned to the Controllers Office by May 1st , 2017.

IMPORTANT THINGS TO KNOW

- the definition of *Moveable Equipment*
- when to create an asset
- how to create an asset correctly
- how correct assets show on your inventory reports
- proper disposal methods

What is an Asset?

- Definition of Moveable Equipment:

- items of a movable nature
- have a cost or fair value of \$5,000 or more.

Unfortunately, we have

- Sensitive Minor Equipment:
 - items of a movable nature
 - particularly vulnerable to theft
 - have a cost between \$1 500 and \$4,999.99.

***** Fiscal policy has a list of specific items *****

Sensitive Minor Equipment

These are items which are both vulnerable to theft and have a unit cost or fair value between \$1,500 and \$4,999.99. The following specific items are defined as sensitive minor equipment:

boat motors	oscilloscopes
boat trailers	printers
boats	riding lawn mowers
cameras	radio scanners
camera lenses	spectrum analyzers
canoes	switches/routers/hubs
computers / monitors	televisions
fax machines	tractors
firearms*	two-way radio transmitters and receivers
forklifts	vector scopes
ham radios and receivers	video cameras
LCD/multimedia projectors	video recorders and players
marine band transmitters and receivers	waveform monitors
microscopes	*All firearms must be recorded regardless of price
motorized vehicles	
musical instruments	

Any equipment purchased that falls within this price range but not listed above should be given the general ledger expenditure account Supplies--439100.

(Revised 07-01-12)

**DOES ITEM MEET THE DEFINITION
OF AN ASSET?**

YES

NO

How much does it cost?

**Pay as Supplies - G/L
439100 or Other**

\$5,000 +
Includes Freight
& cost to put into
service

< \$5,000

**Select Asset Class
between
30,000 – 50,000**

Is it on the SME list?

YES

NO

**Select Asset Class
80,000**

**Pay as Supplies - G/L
439100 or Other**

CREATING AN ASSET – ASSET CLASS



Selecting the correct asset class is *extremely* important

If the wrong asset class is selected when creating the asset master shell, you cannot go into the asset master shell and change the asset class – you will be required to create a new Asset Master Shell

CREATING AN ASSET – ASSET CLASS

Sensitive Minor Equipment 80,000

Items costing \$5,000 + 30,000
thru
41,000

Software costing \$5,000 + 50,000

CREATING AN ASSET – ASSET CLASS USEFUL LIFE

University of Tennessee
Asset Classes and Useful Lives

Class	Class name	Useful Life
10000	Land	n/a
11000	Land Improvements	20
20000	Buildings	40
21000	Infrastructure	20
30000	Furniture	20
31000	Office Machines	10
32000	Computers & Peripherals	5
33000	Education & Scientific Equipment	10
34000	Works of Art & Historical Treasures	n/a
40000	Vehicles	5
41000	Heavy Equipment	10
50000	Software	5
80000	Sensitive Minor Equipment	n/a
100000	Assets under Construction	n/a

CREATING AN ASSET – ASSET DESCRIPTION

Make it as descriptive as possible

If the asset is not located in a university building [i.e. outside or at non-UT owned facility] indicate such in the description.

Use the 2nd line of the description for additional information

CREATING AN ASSET – COST CENTER

ALWAYS begins with “M”!

Create Asset: Master data

Asset values

Asset	INTERN-00001	0	HP9040DN Laser Printer	
Class	33000		Education/Scientific	
			Company Code	UT

General Time-dependent Allocations Origin Net worth tax Leasing Deprec. areas

Interval from 01/01/1900 to 12/31/9999

Cost Center	M010000001	KNOXVILLE
Resp. cost center	E011024	CHEMISTRY

inc

CREATING AN ASSET – RESPONSIBLE COST CENTER

ALWAYS begins with “E”!

The screenshot shows the 'Create Asset: Master data' form in SAP. The form is divided into several sections. The top section contains the asset name 'HP9040DN Laser Printer' and the company code 'UT'. Below this, there are tabs for 'General', 'Time-dependent', 'Allocations', 'Origin', 'Net worth tax', 'Leasing', and 'Deprec. areas'. The 'General' tab is selected. The 'Cost Center' field is set to 'M010000001' and the 'Resp. cost center' field is set to 'E011024'. The 'Origin' field is set to 'KNOXVILLE' and the 'Deprec. areas' field is set to 'CHEMISTRY'. The form also includes a date range 'Interval from 01/01/1900 to 12/31/9999' and a 'Asset values' button.

Asset	INTERN-00001	0	HP9040DN Laser Printer	Company Code	UT
Class	33000		Education/Scientific		
Interval from 01/01/1900 to 12/31/9999					
Cost Center	M010000001		KNOXVILLE		
Resp. cost center	E011024		CHEMISTRY		

- Determines the department where the item shows up on inventory reports.

CREATING AN ASSET – FUND

- Can be either E or R
- Can be different than the Responsible Cost Center
- Determines who is charged for the asset's expense

License plate number		
Personnel Number		
Fund	R011024027	NSF DMR-9703692 WJND

CREATING AN ASSET – ADDITIONAL INFORMATION

- Serial Number
- Inventory [tag] Number
- Building/Room Number
 - must be valid in IRIS Real Estate module
 - If outside or in non-UT owned facility, use responsible person's office

These are the fields that Auditors check

CREATING AN ASSET – SUB-ASSET

- When is a sub-asset necessary?
 - Multiple funding sources
- Determines who is charged for the asset's expense

CREATING AN ASSET – SUB ASSET

- 3 items must remain the same as the main asset number
 - Main asset text
 - Responsible Cost Center
 - Distribution Code
- Other data may be different

OTHER SITUATIONS -

- Accessory Items
- Assembled Equipment
- System Component Parts

See Fiscal Policy


GENERAL GUIDELINES

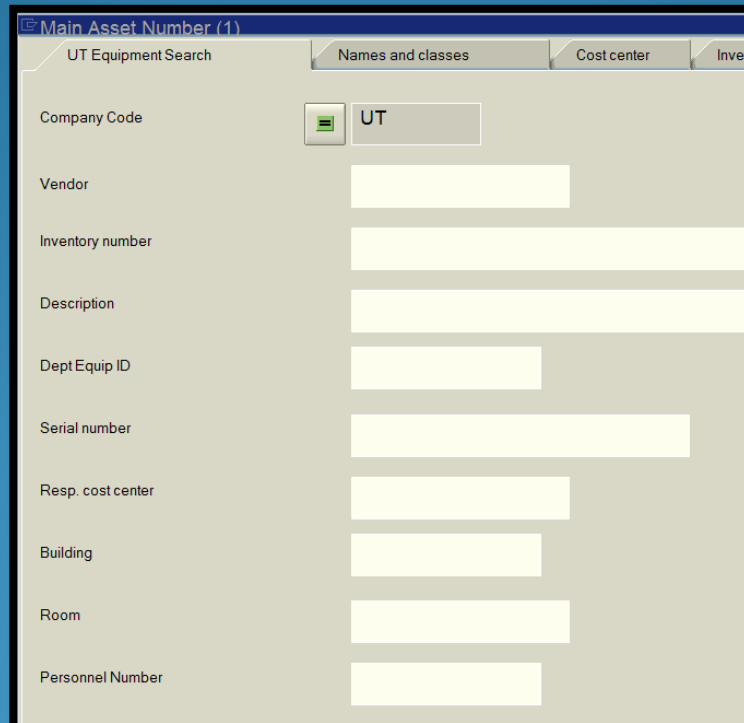
- Equipment bought on Contracts where the agency retains title typically have a Gov't tag and UT tag.

CHANGING AN ASSET

As more information about the item is known, go back into AS02 and update the asset record with inventory #, serial #, building/room #, etc.

DISPLAYING AN ASSET

Transaction AS03. Use the drop-down  to help find the asset, if you don't know the asset number.



The screenshot shows the SAP 'Main Asset Number (1)' form. The title bar reads 'Main Asset Number (1)'. Below the title bar, there are four tabs: 'UT Equipment Search', 'Names and classes', 'Cost center', and 'Inventory'. The 'UT Equipment Search' tab is active. The form contains several input fields with labels on the left and input areas on the right. The 'Company Code' field has a dropdown menu icon and the value 'UT'. The other fields are empty. The fields are: Company Code, Vendor, Inventory number, Description, Dept Equip ID, Serial number, Resp. cost center, Building, Room, and Personnel Number.

Field Label	Value
Company Code	UT
Vendor	
Inventory number	
Description	
Dept Equip ID	
Serial number	
Resp. cost center	
Building	
Room	
Personnel Number	

OTHER METHODS OF ACQUIRING ASSETS

Bookstore: Contact Controller's Office with asset # and IRIS document # so it can be capitalized

Gift: Items given to the University. Certain information comes through Advancement Services, but should still contact Controller's Office with asset number. Choose 'G' for Source of Funds

P-card: Use complex posting during distribution of charges for Sensitive Minor Equipment items. Procurement cards may not be used to purchase Capital Equipment.

UT BOOKSTORE INVOICE

ACCOUNT NUMBER		THE UNIVERSITY OF TENNESSEE-KNOXVILLE UNIVERSITY CENTER KNOXVILLE, TENNESSEE 37996-4810	
Name - Dept.		Computer over \$1,500 Needs SME Asset number	
Address _____		UTBS Invoice No. _____	
PHONE: _____		EMAIL: _____	
		1.1.501.3684.17825	
1	MULT2LL/ MacBook Pro 15-	1	0750745
1	MF840LL/ MacBook Pro-13-	1	053658
1	SWL4B Institutional	1	807654
1	SWL4C Institutional	1	60783
			\$2,299.00
			\$1,324.00
			\$230.00
			\$318.00
		Computer less than \$1,500 Not considered SME	
		Sub-Total 4171.00	
		0.00 Trans Disc 0.00	
		Net Tax 0.00	
		Transaction Total 4171.00	
		AR Charge 4171.00	
		0/19/16 SALE %	
		#2,299	
		10/19/16	
		Total \$4,171.00	
		Payment \$4,171.00	
		Transaction #	
Rec'd By		SIGNATURE	
APPROVED BY		10/19	

KEY POINT

Asset master shells can be created at will, but they will NOT show up on the inventory until a document is posted against them!

Documents in IRIS mean KN, RN, SA, and less often AA.

NAVIGATION

How do I know if a particular asset will show up on my inventory?

NAVIGATION

Asset must be capitalized

The screenshot displays the SAP 'Display Asset: Master data' interface. At the top, the title is 'Display Asset: Master data'. Below it, there are icons for 'Asset values' and a search icon. The main data area shows the following fields:

Asset	4114109	0	WI- Com Vantage Server
Class	80000		Sensitive Min Equip
			Company Code UT

Navigation tabs include: General, Time-dependent, Allocations, Origin, Net worth tax, Leasing, and Deprec. areas. The 'General data' section contains:

Description	WI- Com Vantage Server
Asset main no. text	WI- Com Vantage Server
Acct determination	8000 Sensitive Minor Equipment-UT
Serial number	
Inventory number	

The 'Inventory' section includes:

Last inventory on		<input checked="" type="checkbox"/> Include asset in inventory list
Inventory note		

The 'Posting information' section shows:

Capitalized on	01 / 22 / 2010	Deactivation on	
First acquisition on	01 / 22 / 2010		
Acquisition year	2010 007		

A callout box with the text 'Cap date is filled in' has a blue arrow pointing to the 'Capitalized on' date field (01 / 22 / 2010).

NAVIGATION

Asset must not be retired

Display Asset: Master data

Asset values

Asset: 4114109 0 WI- Com Vantage Server
Class: 80000 Sensitive Min Equip Company Code: UT

General Time-dependent Allocations Origin Ne ec. areas

General data

Description: WI- Com Vantage Server

Asset main no. text: WI- Com Vantage Server

Acct determination: 8000 Sensitive Minor Equipment-UT

Serial number:

Inventory number:

Inventory

Last inventory on: Include asset in inventory list

Inventory note:

Posting information

Capitalized on: 01/22/2010 Deactivation on:

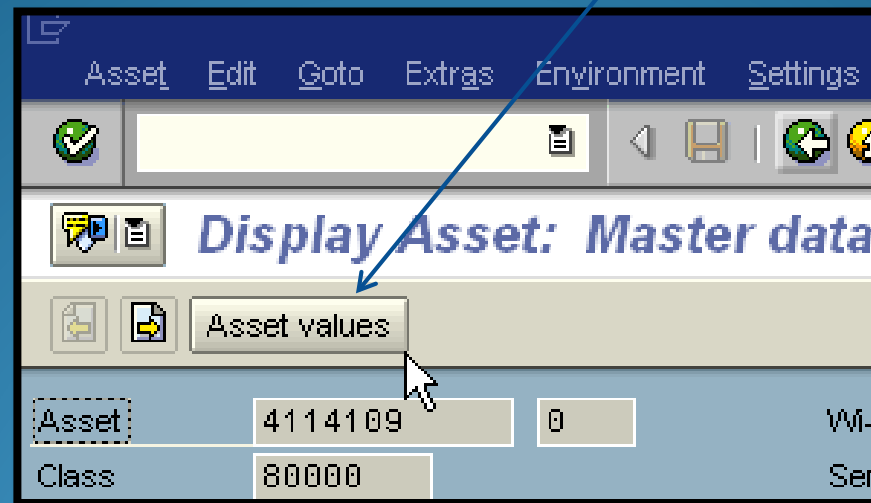
First acquisition on: 01/22/2010

Acquisition year: 2010 007

Deactivation on date is NOT filled in

NAVIGATION

Drill down to the asset's values to find IRIS documents



NAVIGATION

Click here to go back to Asset

The screenshot shows the SAP Asset Explorer interface. The left sidebar displays a tree view with 'Asset US 4114109/0000' expanded to show 'Depreciation Areas' and '01 Book depreciation'. Below this, 'Objects related to asset' are listed, including Vendor (ALLENTOWN INC), Cost Center (MEMPHIS), Purchase Order (07/02/2009), and GL Account (SENSITIVE MINOR EQUIPMENT). The main area shows the asset details: Company Code (UT), Asset (4114109), and Fiscal year (2010). The 'Planned values' tab is active, displaying a table of planned values for book depreciation in local currency. Below this, the 'Transactions' table shows a single transaction on 01/22/2010 for an external asset acquisition of 3,080.50 USD.

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		3,080.50	3,080.50	USD
Acquisition value		3,080.50	3,080.50	USD
Ordinary deprec.				USD
Unplanned dep.				USD
Write-up				USD

AsstVal date	Σ Amount	T Type	Transaction type name	DocumentNo	Text
01/22/2010	3,080.50	100	External asset acquisition	5105698291	
= 3,080.50					

Click here to see document

ZAM_EQUIP_VERIFY – UT EQUIPMENT INVENTORY REPORT

- My personal favorite report!
- Easy to re-sort; default is in Asset # order
- Can drill down to the asset master records & related documents to transaction AS02 – *Change Asset*
- Use variants to select un-capitalized, retired, etc.
- Default variant is the University’s “official” inventory

Use IRIS Transaction: **ZAM_EQUIP_VERIFY** to run a report of the current equipment inventory Fill in the appropriate fields:

The screenshot shows a software window titled "UT Annual Equipment Inventory Verification Report". The window has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is divided into two sections: "Report-specific selections" and "Output specification".

Report-specific selections

Responsible Cost Center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Personnel Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Distribution Code	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Output specification

Layout	<input type="text"/>
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- To narrow the search, enter selections such as **Personnel Number, Distribution Code, etc.**
- Use wildcards (*) or the Multiple selection button, where appropriate

DEPARTING UT FACULTY

- In general, title to movable equipment is held by UT.
- Faculty members should not be allowed to take equipment purchased with state or gift funds, unless specifically approved by Chris Cimino, CBO.
- If the provisions of a grant or contract allow a faculty member to remove the equipment from the university the department should obtain a letter of acceptance from the acquiring university. Send the letter with a signed **T-64** to the Controller's Office to remove the equipment.
- Retiring faculty may not take equipment with them.

SAMPLE TRANSFER REQUEST LETTER



TO: College Dean

FROM: Department Head

DATE: _____

RE: Equipment Transfer

Dear Dean:

As you know, Dr. _____ has left the University of Tennessee to become _____ at The University of _____. He has requested that some of the equipment he used here at The University of Tennessee be transferred with him to _____. Attached is a list of the equipment he has requested. We have checked with our faculty as well as faculty in other departments that he worked with, and the equipment on the attached list is not being used by any of these faculty. I would like your approval for Dr. _____ to take this equipment to _____.

If you have any questions, please let me know. Thank you for your consideration of this request.

Approved: _____, Dean

Approved: _____, CBO

OTHER MEANS OF DISPOSAL

- Form T-64

 - Transfer to other Departments - *two signatures*

 - Dismantlement - *one signature*

- Surplus – *Departmental and Warehouse signatures*

 - CPU Form

 - Non-CPU Form

 - Equipment purchased with Federal Funds – need to prove that UT has title

- Retiring employees may not take equipment with them.

QUESTIONS?