CSU BUSINESS CONFERENCE
March 2012

Asset Management – Lessons Learned
Sacramento & San Marcos
Asset Management

Implementation of Asset Management:

- Concerns:
  - Accumulated Depreciation Issue
  - Acquisition Date or Accumulated Depreciation
  - Effective Dates issue
  - Location and Custodian Tables Dates and conflicts with AM dates

- Test, Test and Test Again
  - Use of Fields within Asset Management
    - Use as many as possible – allows for greater detail and documentation
Asset Management

AM Processes:

- AP/PO loading versus Manual Entry of Assets
  - Requires training for Requisition Creation / Purchase Order Creation / Voucher Creation / Review and Loading into Asset Management

- Yearend Issues
  - GAAP Accruals and Entry into Asset Management
Asset Management

Asset Entry into CFS:

- San Marcos: All Cap Asset Entry done by Accounting Services and Non-Cap/Inventory done by Property Management
- Sacramento: All Asset Entry done by Accounting Services and Inventory done by Property Management
Asset Management

Asset Inventory – San Marcos:
- Property department creates non-cap entries into the non-cap book via new CFS spreadsheet upload.
- Property department uses scanners/data load to update location of all assets (cap/non-cap)
- Accounting department only creates/updates cap assets

Asset Inventory – Sacramento:
- Property department currently implementing use of scanner/data uploading.
Asset Management

CFS Spreadsheet Upload – San Marcos:
  o Put link to spreadsheet here
Asset Management

AM Reporting:

- **Report 18/19**
  - System Generated Report
    - Potential for “Grossing-Up” of Adds and Retires

- **Inventory Reports**
  - AM System Generated
  - Use of Scanners and Uploading into Asset Management
  - Campus Policies per ICSUAM