



Campus Controller's Office

Department Property Management Training Fabrications



Departmental Asset Management

Introducing the Stimulating and Thought-Provoking
World of Asset Management





Introductions

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Moderated by:

Carol Shannon: Training & Development Specialist





Topics



Fabrication criteria



Fabrication life cycle



Forms



Multi awards funding a fabrication



Upgrades to a fabrication



Deliverables



Cannibalization



Helpful tips



Questions/Answers



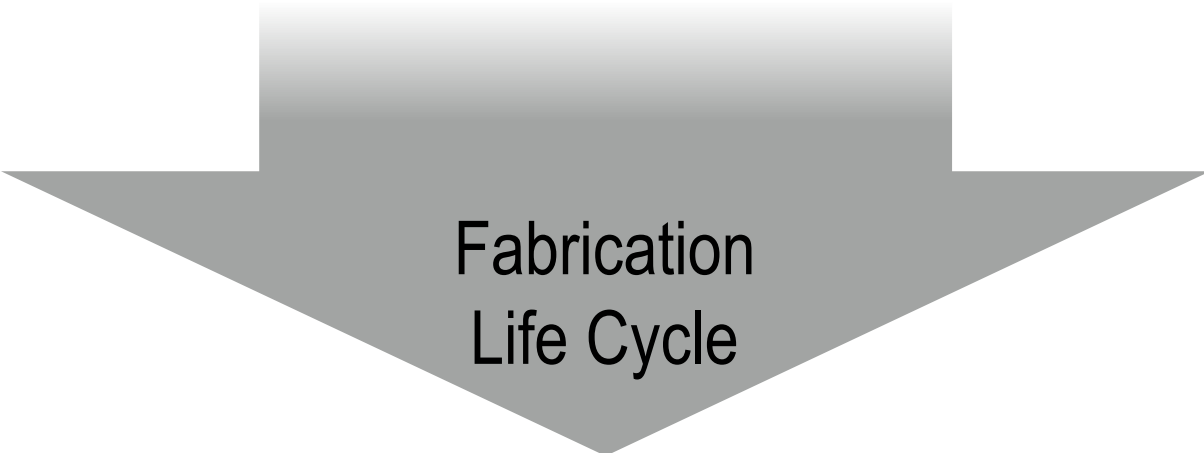
Fabricating a Capital Asset

Fabrications or Constructions

- ▶ Must meet the same criteria as capital equipment. Useful life begins once the item is placed into service.
- ▶ Fabricated assets are defined as components that work together to perform one function. Each component is necessary for the system to function as a whole. Removal of any one component would result in the system not operating at the required capacity or for its intended purpose.
- ▶ Fabrication Tag Request Form and process can be found at Property Central Website. <https://www.colorado.edu/property/>
- ▶ Before fabrications begin, contact Melissa Keller in the PAO (mkeller@Colorado.edu, 579 UCB). **Send her the fabrication request form and a Chartfield request form.**



Fabrication Life Cycle



Fabrication Life Cycle

PI wants to build a fabrication. Department fills out and submits the Fabrication Tag Request form and CFR.

Fabrication speedtype number and subclass are setup. Department builds the fabrication and charges the expenses to this fabrication speedtype.

The fabrication is done being built and is complete. It is ready to be put into service. The department reviews the expenses on the fabrication speedtype.

The fabrication is put into service and entered into PSAM. It is now complete and in service.



Steps of the Fabrication Life Cycle

1 PI says they want to start a fabrication.

2 Fill out the Fabrication Tag Request form and send CFR form to Melissa Keller.

The Fabrication Tag Request form is filled out by the department.

It is then sent by Docusign to the PI for their signature.

Next it is sent to Melissa Keller for her review to make sure the request meets the criteria to be a fabrication.

The form is sent to OCG for their review and approval.

The form then comes back to Melissa Keller who will move forward in getting the fabrication speedtype set up.

Once speedtype is set up you will receive the email with that information.



Steps of the Fabrication Life Cycle

3 Once you receive the fabrication speedtype you can start charging expenses for the fabrication to that speedtype using account code 810700 (Government titled 810800).

4 Fabrication is complete and is being used for its intended purpose.



Steps of the Fabrication Life Cycle

- 5** Review all the expense on the fabrication speedtype to make sure that everything is correct. Make sure all the expenses for the fabrication are on this fabrication speedtype and in the correct account code.
- 6** Let Melissa know that the fabrication is complete. Let her know the date it was put into service and what your records show as the total cost for the fabrication.



Steps of the Fabrication Life Cycle

7 Melissa will put this fabrication into service in PSAM and will send the tag.

8 The fabrication speedtype will be closed.

Steps of the Fabrication Life Cycle

When using sponsored research funds to pay for the fabrication:

If PI knows they would like to build a fabrication with part of the award they are submitting, they should add the fabrication and its cost in on the proposal they are submitting so that when they receive the award the fabrication is a budget line item on the award.

Forms

This form should be used to request tags for all fabrications.

Please note that the Chartfield Request form is also required

Home > Fabrication Tag Request

Fabrication Tag Request

This form should be used to request tags for all fabrications. If you have any questions, please contact [Melissa Keller](#) in the Property Accounting Office..

Please note that [Chartfield Request Form \(CFR\)](#) is also required. Please complete the [CFR](#) and email it to accounting@colorado.edu in addition to completing the Fabrication Tag Request form.

Contact *

Contact Email *

Requesting Department *

PI Name *

PI Email *

[Prepare Proposals](#) [Manage Awards](#) [Award Closeout](#) [Annual Report](#) [OCG Staff Resources](#)

Forms

- The project end date and the estimated completion date of the fabrication **should not** be the same.
- The estimated completion date of the Fabrication should be before the end date of the project.
- The useful lifespan of the fabrication needs to be a number of years and not a range of years. (5 years not 5-10 years)



CU Tag #	Fabrication SpeedType	Account Code
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PAO / OCG use only

Request Date	Requesting Department
Contact Name	
Contact Phone	Contact Email
Project Number*	Project End Date:
Award Number	

*Additional projects may be listed as needed on Page 2. (New fabrications only)

Fabrication Name:

Estimated Total Cost of Fabrication

Estimated Charge to This Project

Estimated Completion Date of Fabrication

Justification for this Fabrication

Is this an addition to a completed fabrication? Yes No

If yes, what is the tag number?

*Is this an addition to an active fabrication? Yes No

If yes, what is the tag number?

***Any additions must total \$5,000 or more.**

Is this a deliverable? Yes No

Is this fabrication being built as special test equipment? Yes No

What is the useful lifespan of this fabrication after being placed into service? (must be >1 year) years

I understand that my department and I are responsible for ensuring all materials and/or supplies purchased for the fabrication are accounted for according to University and sponsor requirements and are accurately reflected in the PeopleSoft General Ledger.

To the best of my knowledge, this equipment fabrication will result in a unique, special purpose, non-commercially available, stand-alone piece of equipment. The total cost of the material and supplies will be \$5,000 or greater and will have a planned useful life of more than one year, or be delivered per the project Statement of Work.

Forms

Additional Projects (continued from Page 1)

Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/>	\$ <input type="text"/>	Account Code
Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/>	\$ <input type="text"/>	Account Code
Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/>	\$ <input type="text"/>	Account Code
Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/>	\$ <input type="text"/>	Account Code

Provide justification for charging multiple projects for this fabrication in the Department Comments below.

Department Comments:

Property Accounting Office Comments:

OCG Comments:

OCG Approval:

OCG Approval Date:

PAO Approval:

PAO Approval Date:

Forms

The new chartfield is needed to create a subclass speedtype to capture all fabrication costs – there will be no budget associated with the new speedtype, it will be only be used to have a location to store all fabrication costs.

Put the parent speedtype number for the project on the “Program Funding Source” line.

Please make sure to fill in your Org number.

Effective Date: 06/23/2012

University of Colorado
Boulder | Colorado Springs | Fort Collins | Anschutz Medical Campus
 Office of University Controller (OUC)

ChartField Request (CFR):
SpeedType, Program, Subclass

Purpose:
 Used to request additions or changes (modification, inactivation, or reactivation) to SpeedTypes only using Funds 34. This includes additions or changes to Programs and/or Subclasses.
 Use this for Fund 34 requests ► Fund 34-Gift form

Note: For Account requests, use the ChartField Request: Account form. For Organization requests, use the ChartField Request: Organization form. For Project requests, use the ChartField Request: Project form. If only modifying SpeedType Fiscal Staff, instead use the ChartField Request: SpeedType Fiscal Staff form or email your campus controller/finance office.
[CFR-Account form](#) [CFR-Organization form](#) [CFR-Project form](#) [CFR-SpeedType Fiscal Staff form](#)

Organizational Unit Contact Information

Organizational Unit: CIRES	Contact Person: Ted De Maria
Campus Box: 216 UCB	Campus Phone: (303) 735-3739
Fax: (303) 492-1149	Email Address: DeMaria@Colorado.EDU

Request Details

Today's Date: 1/7/13 Effective Date: 10/1/11

Type of Request: Create Modify Inactivate Reactivate

Other notes and information, including a summary of what you are requesting and any particular set-up requirements: To Request a subclass Speedtype to capture all fabrication costs for the Na double-edge magneto-optical filter system for the Wentao Huang research group. Fabrication to be build on project 1548783 NSF Award AGS 1042257 "CEDAR: A Novel Atomic Edge Filter Enabling Na Doppler Lidar for Simultaneous Wind and Temperature Measurements from Troposphere to Lower Thermosphere"

Complete the appropriate section(s) below
 If modifying, enter only the new information
 Further information regarding ChartFields (including <https://www.cu.edu/controller/workingandprocedures/accountinghandbook>) can be found at:

Program Campus Box: _____ Subclass Description: magneto-optical filter system
 Program Funding Source: _____ New Subclass Value: _____

Purpose of SpeedType, Program, or Subclass: To Request a subclass Speedtype to capture all fabrication costs for the Na double-edge magneto-optical filter system for the Wentao Huang Group

SpeedType/Program Description	Fund	Org	Program	SpeedType	Subclass
FabricationMagnetoOpticalFilter	30	10086		13002637	

Fiscal Roles

Each fiscal role has designated financial responsibilities as outlined in the Administrative Policy Statement [Fiscal Roles and Responsibilities](#). **Note:** If you are requesting SpeedType(s) for purchasing, be sure the proper roles in CU Marketplace have been identified. This includes requesting proper access in the Marketplace for SpeedType Fiscal Staff Approvers. [Financial Systems Access Request form](#)

Role	Name	Position #	Attributes *
Program Fiscal Principal	Huang, Wentao	695662	(not for this role)
Program Fiscal Manager	Pomper, Andrew	707092	(not for this role)
Primary SpeedType Fiscal Staff	Cloninger, Marc	694171	A -- Approver
Add'l SpeedType Fiscal Staff			
Add'l SpeedType Fiscal Staff			
Add'l SpeedType Fiscal Staff			
Add'l SpeedType Fiscal Staff			
Add'l SpeedType Fiscal Staff			
Add'l SpeedType Fiscal Staff			

***Attributes:**
 Approver (A) attribute = Concur Travel & Expense System approver and/or possibly CU Marketplace approver (access must be requested, see above note); also gets Cognos access to run reports.
 Report (R) attribute = only gets access to run reports in Cognos.

When all necessary information has been entered:

Send completed form to your campus controller/finance office as indicated below:
 UCB – email (preferred) to accounting@colorado.edu, or campus mail to 579UCB, or fax to 303.492.5553
 UCD – email finance.chartfields@ucdenver.edu, or campus mail to ADDS/129, or fax to 303.315.2275
 UCCS – email acctfinc@uccs.edu
 System – email david.pierce@cu.edu

Multiple Awards funding a Fabrication

You can use multiple awards/projects to fund the building of a fabrication as long as it is in the funding award/projects' budget.

A fabrication with multiple funding awards/projects will have **ONE** fabrication tag number starting with a **F** (unless it is sponsored titled). It will be assigned one subclass number, that will also start with a **F**. Then each award/project will be given a **DIFFERENT** speedtype number.



Multiple Awards funding a Fabrication

Only when you **FIRST** start a fabrication with multiple awards/projects can one of the awards/projects not spend the required \$5,000 as long as the total amount for the fabrication between all the funding awards/projects is over the required \$5,000.

When the fabrication is complete all fabrication speedtypes will be reviewed and put into service together.

The only exception in the case with multiple awards/projects is if an award/project should close before the fabrication is complete. That part of the fabrication will be put into service because that award is closing.



Forms

Put the first funding project on the 1st page and all the other funding projects on page 2.

CU Tag #	Fabrication SpeedType	Account Code	--Select One--
<i>PAO / OCG use only</i>			
Request Date		Requesting Department	
Contact Name			
Contact Phone		Contact Email	
Project Number*		Project End Date:	
Award Number			

Fabrication Name:

Estimated Total Cost of Fabrication
Estimated Charge to This Project
Estimated Completion Date of Fabrication

Justification for this Fabrication

*Is this an addition to a completed fabrication? Yes No
If yes, what is the tag number? _____

*Is this an addition to an active fabrication? Yes No
If yes, what is the tag number? _____

***Any additions must total \$5,000 or more.**

Where is the fabrication being built? On Campus Off-Campus
If Off Campus, where? _____

Is this a deliverable? Yes No

Is this fabrication being built as special test equipment? Yes No

What is the useful lifespan of this fabrication after being placed into service? (must be >1 year) _____ years

I understand that my department and I are responsible for ensuring all materials and/or supplies purchased for the fabrication are accounted for according to University and sponsor requirements and are accurately reflected in the PeopleSoft General Ledger.

To the best of my knowledge, this equipment fabrication will result in a unique, special purpose, non-commercially available, stand-alone piece of equipment. The total cost of the material and supplies will be \$5,000 or greater and will have a planned useful life of more than one year, or be delivered per the project Statement of Work.

I will contact Property Accounting (PAO) when the fabrication is completed and placed into operation.

Principal Investigator Name

Principal Investigator Signature

Principal Investigator Email

Principal Investigator Phone Number

Forms

Additional Projects (continued from Page 1)

Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/> \$ <input type="text"/>	Account Code	<input type="text"/>
Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/> \$ <input type="text"/>	Account Code	<input type="text"/>
Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/> \$ <input type="text"/>	Account Code	<input type="text"/>
Project Number	<input type="text"/>	Award Number	<input type="text"/>
SpeedType	<input type="text"/> \$ <input type="text"/>	Account Code	<input type="text"/>

Provide justification for charging multiple projects for this fabrication in the Department Comments below.

Department Comments:

Property Accounting Office Comments:

OCG Comments:

OCG Approval:

OCG Approval Date:

PAO Approval:

PAO Approval Date:

Upgrades to a Fabrication

- Needs to improve the useful life of the fabrication
- Needs to improve the performance and quality of the fabrication
- Needs to be over \$5,000
- Fill out a Fabrication Tag Request Form

Where it asks “Is this an addition to a completed fabrication” either mark yes or no and put the Fabrication tag number or where it asks “ Is this an addition to an active Fabrication” either mark yes or no and put the Fabrication tag number

A new fabrication speedtype will be setup with the same fabrication tag number and the same fabrication subclass number



Deliverable Fabrications

A deliverable is a fabrication that is being built on CU's campus by CU's people. But once it is completed and ready to be put into service, it is set to be delivered to another entity per the sponsor's award agreement. It is something that is never meant to be kept on CU's campus.

Make sure to check your award/project's budgets to see how they want these charged because some sponsors want you to charge F&A on these.

Be careful as to what the sponsor asks you to purchase for big dollar items. The tax auditors do pay attention.



Cannibalization

Cannibalization happens when a fabrication is no longer functional as it was intended but pieces of the fabrication are still functional. Instead of disposing of the fabrication, the PI chooses to cannibalize the fabrication and use the pieces to build something else. And or may use the pieces of the fabrication that were still functional alone.

Check title before doing anything. Make sure the fabrication is CU titled before you move forward.



Cannibalization

Go to Property Central : <http://www.colorado.edu/property> and fill out the disposal form. On the disposal form there is an option for Cannibalization. Once the disposal form is approved you can move forward with the cannibalization.

Know your plan from the start. If the PI knows that some of the larger pieces of the fabrication (Items that are over \$5K) in the end will be removed and used for something else, have those items tagged separately to help with the accounting process in the end when the fabrication is cannibalized.

Work with Melissa when building something from cannibalized parts.



Know your PI's awards and Fab's

- Keep track of what the PI is spending on the fabrications
- Make sure things are going into the correct account codes.
- Review the statements.
- Anytime you have questions...please ask!



Property Management Team

The **Property Management team** consists of:

You: The Department Property Manager

Us: Property Accounting Office

Office of Contracts & Grants : When items are purchased on a contract/grant

Property Services : When items are disposed

In other words, it takes a ~~village~~ campus to raise a successful inventory!



Questions:

The **Property Accounting Office** is here to help!

Property Central Website: <http://www.colorado.edu/property>

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Property Purchasing Accountant

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303-492-8030

Andrew Settle

Property Accounting Specialist

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303-492-2424

