Space and Movable Equipment On-line Inventory

THE UNIVERSITY OF VERMONT

Facilities Services   SPACE SURVEY

CAS – Cost Accounting Services:
Michael Meunier, Dawn Caffrey and Reiko Choiniere

CPS – Campus Planning Services:
Joanna Birbeck and Michael A. Richards

FY19

(July 2018 - June 2019)

Introductions

Campus Planning Services (Campus Space Data Contacts)	Cost Accounting Services (Functionalizing Space & Moveable Equip Contacts)
FAMIS Space Data Contacts:	**Space Functional Classification Contacts:**
Michael Richards **Space Planning/Mapping Specialist** Phone: 656-9204 Email: Michael.A.Richards@uvm.edu	**Dawn Caffrey** **Senior Cost Accountant** Phone: 656-1336 Email: Dawn.Caffrey@uvm.edu
Joanna Birbeck **Campus Space Manager** Phone: 656-1449 Email: Joanna.Birbeck@uvm.edu	**Michael Meunier** **Assistant Controller** Phone: 656-1375 Email: Michael.Meunier@uvm.edu
	Moveable Equipment Contact:
	Reiko Choiniere **Cost Accountant** Phone: 656-1482 Email: Reiko.Choiniere@uvm.edu

Learning Objectives

- Understand importance of University Space & Equipment Inventory data

- Understand the <u>entire Inventory Process</u>

- How to <u>classify functional space</u>

- How to <u>inventory Movable Equipment</u>

- Readily access and use <u>available reports</u>, <u>resources</u> & <u>tools</u>

Inventory Goals

1. Update <u>Space Assignment</u>, <u>Room type</u> and <u>Room Occupants</u>

2. Update <u>Functional Activities</u> and <u>Funding sources</u> of rooms
   - Identify all activities performed in each room for reasonable cost allocations.
   - Use methodologies that comply with federal government costing standards
   - Develop proposal statistics that are defensible during F&A rate negotiations with the federal government

3. Update Movable equipment <u>location</u>, <u>usage</u> & <u>condition</u>
   - ~5,000 items

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Inventory Importance – Other key reasons

- Space costs and functional use data are used in the <u>F&A rate development</u>.

- Space costs are required to determine <u>building square footage costs</u> and <u>"fully burden" the rates</u> used by Income/Expense activities.

- <u>Certified square footage</u> is the basis for <u>facilities expense allocations</u> to Responsibility Centers under the Institutional Base Budgeting (IBB) model.

- Space costs are required to <u>assess the financial impact of a program</u>

- <u>Efficient and effective space planning</u> and management requires current space information

- In short, your effort will impact the financial resources of the institution

https://www.uvm.edu/finance/space-and-movable-equipment-inventory

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Space and Movable Equipment Inventory

UVM's Space and Movable Equipment Inventory is jointly adminstered by University Financial Services, Cost Accounting Services, and University Relations & Administration's Campus Planning Services.

Every UVM department must complete the annual Space and Movable Equipment Inventory by June 30 to update information on:

1. Space assignment, room type, and room occupants
2. Functional activities and funding sources of rooms
3. Movable equipment location and usage

These data are key factors for assessing facilities and space costs for the University's Incentive-based Budgeting (IBB) model and providing important information for the University's F&A (indirect costs), income/expense rates, program costing, Space Management and Planning, and assessment and inventory of movable equipment over $5000.

The Space and Movable Equipment Inventory is administered by Cost Accounting Services and Campus Planning Services.

Follow these four steps:

1. **Attend training**: New departmental personnel assigned to conduct the inventory are required to obtain training

Key Dates/Deadlines

- **April 9, 10, 24**: Training sessions
- **April 15**: Inventory opens
- **June 30**: Inventories due

Key Resources

- Space & Movable Equipment Inventory Presentation (FY18) (PDF)
- Space functional usage definitions (PDF)
- Room use definitions (PDF)
- Inventory checklist (PDF)
- Inventory Tracking Example (Excel)

FAMIS LOGIN →

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Follow these four steps:

1. **Attend training**: New departmental personnel assigned to conduct the inventory are required to obtain training prior to using the FAMIS Self-Service inventory system. Staff who have not attended training in the last 3 years are strongly encouraged to attend a session as well.

2. **Get organized**: Prior to starting the inventory process, use the checklist (PDF) to obtain and organize key reference information. This will serve you well in determining what room information requires updating.

3. **Conduct the inventory**: See the user guide (PDF) for step-by-step instructions.

4. **Certify inventory results**: For the inventory to be considered complete, the following documentation is required to be emailed to Cost Accounting Services, and all issues resolved from CAS's subsequent quality assurance review:

   - Completed and signed Certification Form (PDF)
   - Space Functional Exception Report (with no exceptions)
   - Movable Equipment Inventory results in an Excel spreadsheet with applicable reconciliation commentary (applicable to only departments who have movable equipment)

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MOVABLE EQUIPMENT BY DEPARTMENT REPORT (PEOPLESOFT) →

SPACE INVENTORY REPORTS (BI PUBLISHER) →

Policies & UOPs ⌄

Forms ⌃

- Inventory certification (PDF)
- Space Request Form (PDF)
- Surplus Disposal (PDF)

More Campus Planning Services Forms

More Finance Forms

User Guides ⌃

- Space & Movable Equipment Inventory (PDF)

VIDEO TUTORIALS

- Homepage Navigation (MP4, 3:50 mins)
- Famis Self-Services & Space Survey Navigation (MP4, 19:40

Updating Space and Movable Equipment Data

Facilities & Administrative (F&A) Definition

F&A costs are those that are <u>incurred for common or joint objectives</u> and therefore <u>cannot be identified readily</u> and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.

Cost Groupings	Cost Pools
F – Facilities (uncapped)	Building Depreciation Expense Movable Equipment Depreciation Expense Operation & Maintenance Expenses Interest Expense Library Expenses
A – Administrative (capped at 26.0%)	General Administration Departmental Administration Sponsored Projects Administration Student Administration and Services

3rd largest University revenue source for UVM!

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Inventory Importance – F&A Rate

The facilities cost groups of the F&A rate are allocated based on the results of the space functional usage (i.e. square footage statistics).

- Federal regulations require the allocation of facilities costs based upon <u>functional use of space</u>.

- Federal regulations require the allocations to be "<u>appropriately documented in sufficient detail for subsequent review </u>by the cognizant federal agency."

Cost Groupings	Cost Pools
F – Facilities (uncapped)	1 Building Depreciation Expense 2 Movable Equipment Depreciation Expense 3 Operation & Maintenance Expenses 4 Interest Expense Library Expenses

UFS/CAS and CPS

Review of the Functional Use of Each Room

Edit Functional Use Information

Site=*MAIN, UNIVERSITY OF VERMONT - MAIN : Bldg=0071, GIVEN C : Floor=05, LEVEL FIVE : Room=C403, RESEARCH/NONCLASS LAB*

| Location | Room Info | Room Use | Groups | Employee | Functional Use | Room Contacts | Equipment | Accounts | Summary |

Functional Use Source = Group

Any space coded as Space Function Code 99 must be re-coded as the actual Space Function Code.
Space Function Code 81 - Inactive must be 100% - It cannot be part of a split with other Space Function Codes.
If the space is INACTIVE for part of the year - please indicate the INACTIVE period in Comments under Room Info - Functionalize ACTIVE periods only

Group	Employee	Functional Use Code	Description	Percent	Area	Select
55110	10		Instruction & Dept'l Rsch	10.00	65.100	☐
55110	22		ORGANIZED RESEARCH	90.00	585.900	☐
				--------------	--------------	
				100.00	651.000	

Add Fn Code [⌄] [_____ ⌄] Del Fn Code

Key Principle in Functionalizing Space

• A room's space functional classification aligns with the functional description of the chart strings funding the activities in the room.
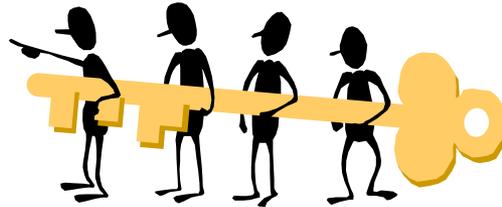
Space aligns with Base (Salary & Wages of Occupants in space)

Fiscal Year View of the Space : July 1, 2018 – June 30, 2019

Space Functional Usage – <u>Critical Success Factors</u>

- First hand knowledge of how the space was used <u>during fiscal year 2019</u> (7/1/2018 - 6/30/2019).

- Determining <u>functional activities performed in the room</u>.

- Information on <u>funding sources</u> related to the activities for the space (grants, contracts, departmental funds, etc.)

- Knowledge of the <u>occupant(s)</u> and their time (FTE) in a room during the fiscal year.

- Have the list of **Space Functional Usage Definitions** handy.

- See the **Inventory Checklist** for additional useful resources to help you get organized.

- Refer to the complete **Space & Moveable Equipment Inventory Training Guide**.

FY18 Inventory Data Observations

- Responsible PI for the Lab and Lab Service rooms were not entered in FAMIS.

- FAMIS code 99 is a code used when a room is first setup in FAMIS by Campus planning but needs to be replaced with the correct functional usage code. No room should be surveyed with code 99!

- Academic department administration space code 56 was used for general administration space (50) in some cases

Review of the Accounts – When Required?

Accounts

Space Functional Usage – <u>Funding Chart Strings</u>

Organized Research Funded Space (PS Func codes = 311, 312, 313, 320)

- <u>Enter all chart strings </u>funding a room in the Accounts tab of FAMIS Self-Service space survey.

VCHIP Funded Space (PS Program code = 0601)

- <u>Enter all chart strings</u> funding a room in the Accounts tab of FAMIS Self-Service space survey.

Experiment Station Research Funded Space (PS Func Codes = 351, 352)

- Enter any sponsored experiment station related chart string in the Accounts tab of FAMIS Self-Service space survey.

Income/Expense Space (PS Fund 150)

- <u>Enter the fund 150 chart string(s) </u>funding a room in the Accounts tab of FAMIS Self-Service space survey.

Instruction Funded Space (PS Func Codes = 211, 212, 213)

- Enter any sponsored instruction related chart string in the Accounts tab of FAMIS Self-Service space survey.

Public Service Funded Space (PS Func Codes = 411, 412, 413)

- Enter any sponsored public service related chart string in the Accounts tab of FAMIS Self-Service space survey.

Extension Research and Extension Service Funded Space (PS Func Codes = 361, 362, 421, 422)

- Enter any sponsored extension research or extension service related chart string in the Accounts tab of FAMIS Self-Service space survey.

Remaining space does not need a chartstring entered!

URL address for list of functional space and chart of account functional values:

https://www.uvm.edu/sites/default/files/Division-of-Finance/space_equipment/func_codes.pdf

Administrative Space:

- The occupant of an office is a staff member whose <u>one activity</u> in the room is to <u>provide administrative support for student services</u>

- Occupant's salary is funded by one chart string with a function code of **701**

Assessing functional usage of space

- – One activity is function 701
- – Assign space code 54 (Student Administration) for 100% of the room

Income/Expense Space:

- One room occupant is a staff member whose <u>one activity</u> in that room is to <u>provide an income/expense service</u>.

- Occupant's salary is <u>funded by two chart strings</u>
  - Chart string # 1 has a chart field fund value of 150
  - Chart string #2 has a chart field fund value of 100 and a function of 201

Assessing functional usage of space
  - Chart string #1 is funding the income/expense activity
  - Assign <u>auxiliary space code 60</u> for 100% of the room

Research Lab space:

- 2 occupants use the lab room
- Occupant #1: <u>40 hours per week</u>, paid from Organized Research(OR) (function code 311)
- Occupant #2: <u>20 hours per week</u>, paid from Instruction and Dept'l Research (function code 201)

Total occupant hours of 60 hours:

- 40 hours out of 60 = 67%   Organized Research
- 20 hours out of 60 = 33%   Instruction & Dept'l Research

Assessing functional usage of space

- 67% Organized Research   (space code = 22)
- 33% Instr. & Dept'l Research   (space code = 10)

Space Functional Usage – Labs and Lab Service rooms

Principal Investigators (PI) names are assigned to Labs & Lab Service Rooms

Lab Service Rooms

- Functional classification follows the lab(s) it serves

- When multiple labs are served, classify lab service space by collective square footage of labs served. Example:

  - First lab is 100% Instruction & Dept Research   (100 square feet)
  - Second lab is 100% Organized Research   (200 square feet)
  - Functions for lab service room = 33% Inst, 67% OR

- If lab services are functionally classified based on the lab(s) it serve(s), then occupants or chartstrings for lab service rooms are not required.

- Enter analysis summary in the comment box of lab service room

Research Lab space:

- <u>4 occupants</u> in the lab

- <u>One PI</u>, <u>a tech</u>, and <u>two graduate assistants</u> (GA) occupy the lab.

- <u>100% of funded activity</u> in the room is paid from <u>Organized Research funds</u>.

- The GAs' occasionally use lab for studying.

Assessing functional usage of space

- 95% Organized Research   (OR)

-   5% Instr. & Dept'l Research   (for study time)

Office Space:

- A professor teaches 2 courses, <u>has four active sponsored grants</u>, and provides some public service. The professor states that she <u>uses her office primarily for research</u>.

- The function codes of the chart strings on her effort report are consistent with how she is using her office.

Assessing functional usage of space

The cumulative allocation time on the professor's actual & planned effort during the fiscal year is as follows:

- 80% Organized Research   (Space code = 22)
- 15% Instr. & DR   (Space code = 10)
- 5% Public Service   (Space code = 30)

The professor validated these percentages were consistent with her office usage.

Position #1 (.2 FTE): Professor position which is 50% funded by OR and 50% funded by Instr & Dept Research (IDR)

Position #2 (.8 FTE): Dept. Chair position which is funded 100% by Department Administration

First hand knowledge: The department chair states that he uses his space for all of his funded activities. Should the allocation be 100% department administration? No! It should be:

Assessing functional usage of space

# of Months	FTE	Function	Dist %	Yearly View
12	0.2	OR	50%	10%
12	0.2	IDR	50%	10%
12	0.8	Dept Admin	100%	80%
			200%	100%

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Non-Institutional Agency Occupant

- A <u>non-UVM paid visiting professor</u> uses a UVM research lab to collaborate with one UVM researcher during the fiscal year.
- The two occupants share the research lab equally during the year.

Functional Space Allocation

- 50% Organized Research   (Space code – 22)
- 50% Non-Institutional Agency   (Space code – 72)

Inactive Area:

- A room is <u>active for five months</u> only. Four months was used for Organized Research and one month was used for Instruction and Department Research(IDR).

# of Months	FTE	Function	Dist %	Yearly View
4	1	OR	100%	80%
1	1	IDR	100%	20%
5				100%

Functional Space = 80% OR, 20% Instr. & DR

Inventory Certification – QA on Inventory Results

- **All FAMIS rooms have the correct inventory year**
  - Department Inventory Progress Report from BI Publisher
  - Available by detail or in summary form, set up same as page 28 on the BI Publisher Reports instructions.

- **Functional space supported by funded chartstrings**
  - Space Functional Use Exceptions Report from BI Publisher (with no exceptions)
  - Exceptions exist when the space functional classification (ex. organized research) doesn't have a chartstring in the room with the same functional classification.

- **Completed Movable Equipment Excel Spreadsheet**
  - Equipment in UVM spaces have a date in "Comment1" field which falls within the inventory period.
  - Equipment outside of UVM space is located and a detailed comment is added confirming the equipment was found and where the it is currently located.

- **Department Room Summary Report**
  - Provides detailed room information for a department, or a range of departments.

Inventory Certification – <u>Department Requirements</u>

- **Certification Form** (Located on space & equip web site)

  – <u>Responsible official for department or unit must approve</u> the accuracy and reasonableness of the inventory information.

- **Space Functional Use Exceptions Report from BI Publisher (with no exceptions)**

- **Completed Movable Equipment Excel Spreadsheet (with equipment inventory comments)**

Note: Email files to costacct@uvm.edu

Review of Movable Equipment

- **Definition of Moveable Equipment**: The University's definition of movable equipment is an article of non-expendable, tangible, personal property which stands alone, is complete in itself, does not lose its identity, has a useful life of more than one year and <u>has a value of $5,000 ($5K) or more</u>.

- ~5,000 Pieces of Moveable Equipment at UVM
  - Yes, even if the equipment is 20+ years old (and fully depreciated) the University is required to inventory it.

- There are Federal property standards regarding moveable equipment records and the information that is required to be tracked, which include:
  - Asset tag number, description, serial number, make and model number, funding source, acquisition cost and date, ownership (University or Federal Government), location (building and room), condition and disposition date (date of disposal, sales price)

- Important policies to be aware of:
  - Moveable Equipment Policy
  - Disposal of Surplus Property and Moveable Equipment

Disposal of Movable Equipment

- First seek <u>trade in</u> opportunities or <u>transfer of the property</u> to another department or college within the University. The Controller's Office and Surplus Property Program Manager must be notified of these transactions.

- Disposal:
    - Department must submit a service request using the FAMIS Self Service system to request pick-up of surplus items.
    - Surplus Property Program personnel will remove surplus property.
    - Equipment over $5K must also have a Surplus Disposal Form
        - Service Request Number generated by FAMIS
        - Inventory Asset Tag number
        - Location and description of the item
    - After removal of the item, the Surplus Property Program personnel will forward the original form and Asset Tag to the Controller's Office.

Process:

➢ Obtain current department list of movable equipment by running the UVM Report Mov Equip by Dept w/Comments. Download into Excel spreadsheet.

– See **Part 6 of the Training Guide** for instructions on how to run this report
– Add a column on your spreadsheet and enter applicable inventory comments
– Click here for an example of a completed movable equipment inventory

➢ Equipment in rooms (>5K purchasing price)

– Identify the movable equipment item using the assigned asset tag
– Determine the movable equipment is being actively used
– Determine the location and record any changes in FAMIS
– Add a comment to note any changes such as trade-ins, disposals or transfers in the movable equipment record in FAMIS, and in detail on your movable equipment w/comments excel spreadsheet

Old Silver Tag

UNIVERSITY OF VERMONT
A 1402

UNIVERSITY OF VERMONT
A 89072

New Red and Silver Tag

Review of Movable Equipment

Edit Equipment Group Information

Site=*MAIN, UNIVERSITY OF VERMONT - MAIN* : Bldg=*0160, WATERMAN BLDG* : Floor=*02, LEVEL TWO* : Room=*221S, OFFICE*

| Location | Room Info | Room Use | Groups | Employee | Functional Use | Room Contacts | **Equipment** | Accounts | Summary |

Equipment Group	Equipment	Nomenclature	Mfr	Type	Keyword	Comment	Select
PSASSET	A092169	51030~EPPENDORF 5702 R CENTRIFUGE~EPPENDORF~5702 R		PSASSET			☐

[Add Equipment] [⌄] [Del Equipment]

[Save/Preview] [Save/Return] [Cancel]

Movable Equipment – Inventory Process

Inventory Process continued:

➢ <u>Equipment not in rooms</u> (Vehicles, non-UVM space)

- Identify the movable equipment item using the assigned asset tag
- Determine the movable equipment is being actively used
- Provide a comment on pertinent information regarding moves, trade-ins, transfers or disposals in the excel spreadsheet.
- Vehicle building = <u>99999</u>, Non-UVM building = <u>0B012</u>

➢ Inventoried items are <u>updated in PeopleSoft Asset Management</u> (AM)

- Campus Planning Services imports inventoried movable equipment into FAMIS space system
- A nightly feed is processed from FAMIS space system to PeopleSoft AM database

➢ Inventory Completion

- Email a copy of your movable equipment excel spreadsheet to Cost Accounting Services (costacct@uvm.edu)

Inventory Certification – QA on Inventory Results

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Inventory Certification – Department Requirements

- **Certification Form** (Located on space & equip web site)

  – Responsible official for department or unit must approve the accuracy and reasonableness of the inventory information

- **Completed Movable Equipment Excel Spreadsheet (with equipment inventory comments)**

- **Space Functional Use Exceptions Report from BI Publisher (with no exceptions)**

Note: Email files to costacct@uvm.edu

Inventory Certification Form

CERTIFICATION OF SPACE AND MOVABLE EQUIPMENT INVENTORY

Fiscal Year: _____
(Print year)

I certify that to the best of my knowledge and belief, the space and movable equipment inventory results conducted for this fiscal year was in accordance with the University of Vermont's prescribed instructions and reasonable represents the Department's:

1) Actual space usage during the fiscal year

2) Functional usage of the space during the fiscal year

3) The actual PeopleSoft Chart String(s) which funded the functional activity in the space

4) The list of Occupants who performed activities in the space during the fiscal year

5) Location and condition of any movable equipment with a purchased value of over $5,000

6) Reconciliation activities which include resolving exceptions in the Space Functional Use Exceptions BI Publisher Report, so there are no exceptions, and reconciling the movable equipment list with the actual movable equipment inventoried.

7) Run the Department Inventory Progress BI Publisher Report and confirm all rooms have been changed to the inventory fiscal year located in the room info tab of the room in FAMIS.

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Support – <u>Who do I contact with questions?</u>

- Contact <u>Campus Planning Services</u> (Michael A. Richards) with all FAMIS room custodial changes, room type determination, building diagram request, physical changes to the space layout, and other space data related questions.

- Contact <u>Cost Accounting Services</u> with questions on how to functionalize space (Dawn Caffrey & Michael Meunier) or questions pertaining to movable equipment (Reiko Choiniere).

Contact information is located on the space & equipment web site at:

https://www.uvm.edu/finance/space-and-movable-equipment-inventory

Inventory Milestones and Timeline

Milestone	Deadlines
FAMIS Self-Service Survey Open	April 15, 2019
FY19 Inventory Completion Deadline	June 28, 2019
Space and Equipment Inventory Info Finalized	Fall 2019
FAMIS Self-Service FY20 Survey availability	April 2019

UFS/CAS and CPS

Learning Objectives

- Understand importance of University Space & Equipment Inventory data

- Understand the <u>entire Inventory Process</u>

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- How to <u>inventory Movable Equipment</u>

- Readily access and use <u>available reports</u>, <u>resources</u> & <u>tools</u>