

GENERAL ADMINISTRATIVE POLICY

Page 1 of 13

TITLE: Asset Data Base Management Policy

POLICY NUMBER:

EFFECTIVE DATE: February 9, 2001

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

The college shall maintain a computerized detailed list of fixed assets.

PURPOSE:

To provide accurate record keeping and internal controls for all capital expenditures
To provide reporting guidelines to meet the needs of each Department Chairperson
To provide reporting guidelines to meet the needs of the independent auditor.

SCOPE:

The Controller shall be responsible to implement and enforce this policy. The Asset Coordinator shall maintain a computer database for all assets. Any additions, disposals or transfers shall be communicated to the Controller's office on a periodic basis.

DEFINITIONS:

There is no terminology that needs to be defined for this procedure.

FORMS AND APPLICABLE DOCUMENTS:

Property Plant & Equipment Capitalization Policy & Procedure

Property Plant & Equipment Depreciation Method & Life Procedure

PROCEDURES:

Assets are physically tagged with bar codes to help identify them and to verify the asset records on the computer. A physical inventory of assets is taken every year to verify the integrity of the asset records.

The Asset Coordinator will run a General Ledger inquiry and use this to make invoice copies of assets acquired during the month. The Asset Coordinator will locate the physical asset and apply an asset tag. The Asset Coordinator will annotate the Bar Code tag number on the invoice. The Asset Coordinator will prepare the necessary reports for both the plant internal use and external auditors.

Assets are to be maintained in the Hardcat program located on the hard drive of the Assistant Controller's computer. The following information fields are maintained when carrying out a data capture exercise:

- 1) Southeastern Liaison for supply of information.

It is important that Southeastern Business Office is committed to data capture and thus prepared to allocate other staff (full or part-time) to supply the following: -

- a) Staff to assist with the audit. It is generally suggested that the audit team consist of two people in each team, one Business Office personnel and the other being a staff assistant. This is especially important if Southeastern has obscure equipment that is not obvious what it is. Also it

GENERAL ADMINISTRATIVE POLICY

Page 2 of 13

is important that the assistant not touch sensitive equipment (ie computer room, etc) without their supervisor being present.

- b) Supply documentation on Locations, Cost Centres, People and Asset Types. This information can come in several forms, CSV File, Hardcopy (ie floor plans etc) or listings. This information should be supplied well before an audit team starts the audit.
- c) Ascertain approximately how many assets will be involved in the data capture exercise.

Once all of the information has been collated, an interim report is produced and presented to the Business Office Controller proposing what is to be done, and he signs off. This report will save a lot of argument at the end of the data capture exercise EG: - The Controller said he wanted phones done and they weren't barcoded etc.

2) Order Barcodes.

The asset barcodes are never to be printed on a laser or barcode printer, they are to be ordered from a barcode supplier, as they are able to source high quality barcodes in Laminate, Plastic, Aluminium etc.

When ordering the barcodes, it is better to over order than under order due to the three-week lead-time of supplying the barcodes. It would be very costly to run out of barcodes half way through the data capture exercise.

The barcodes should be an eight-digit number, the first two characters being alpha and the remaining six numeric, eg. AA012001 To AA017001 if you were ordering 5000 barcodes.

3. Location Structure

Ascertain the locations that are involved in the data capture exercise. In the folders set up the high-level location structure ie: - Company Name, State, Building, Floor

Once these folders have been set up you can then enter the actual rooms as locations.

To determine the rooms that will be locations ask the following: -

- Do they already have room numbering allocated, and if so, request a copy of the data to either import or manually key into Hardcat.
- Do they have a floor plan, and if so, mark on the floor plan where the locations are as well as their code.
- If neither of the above are available, do a physical walk around and enter the locations in a book for later entry into Hardcat.

Note: - It is suggested when setting up Locations that for the Folders let Hardcat automatically allocate the Location Code, but when entering the actual Locations that you use a more meaningful code.

- ? Click on Edit Folders
- ? Position mouse on folder to enter new folder under and Click on New button
- ? Enter the Name of the folder and click OK button

Depending where you position the mouse is where the Location Folder will be placed. We suggest that you spend a few minutes creating and deleting structures to get a feel for how these hierarchies function.

GENERAL ADMINISTRATIVE POLICY

Page 3 of 13

To move the contents of a folder carry out the following steps: -

- ? Click on the Folder which you wish to move the contents
 - ? Click on the Move button
 - ? Click on the Folder where you wish to move the contents of the folder specified in step 1 to reside
- Click on the OK button

4. Cost Center Structure

Ascertain the Cost Centers that are involved in the data capture exercise. In the folders, unlike Locations, Cost Centers are not required to be structured as they are normally grouped under the one heading. So simply set up one folder called Cost Centers.

To determine the Cost Centers to enter ask the following: -

- Do they already have cost centres allocated, and if so, request a copy of the data to either import or manually key into Hardcat.
- Do they have a floor plan, and if so, mark on the floor plan where the Cost Centers are as well as their code.
- If neither of the above are available, do a physical walk around and enter the Cost Centers in a book for later entry into Hardcat.

Note: - It is suggested when setting up Cost Centers and entering the actual Cost Center code that you use a meaningful code.

For Cost Centers you may find that Southeastern requires folders to be used ie: Department, etc. The codes used in Hardcat for the Cost Centers should match Southeastern General Ledger codes. This will allow straight transfer of data from Hardcat into the General Ledger.

5. People Structure

Southeastern associates assets down to a person level and the following procedure is to be followed. In the folders, unlike Locations, People are not required to be structured for the data capture exercise. Once the capture is complete it is quite simple to set up folders for different people groups and Tag and move the people. So simply set up one folder called People.

To determine the People to enter ask the following: -

- Do they already have a personnel file, and if so, request a copy of the data to either import or manually key into Hardcat.
- If the above are available and they require assets tied to people do a physical walk around and enter the People in a book for later entry into Hardcat.

Note: - It is suggested when setting up People and entering the actual People code that you use a meaningful code. This is also helpful for when you are refreshing the people list. It is a good idea to have the Code as Surname & Christian Name and the Description as Christian Name & Surname.

Eg Code = DRUMDAN

GENERAL ADMINISTRATIVE POLICY

Page 4 of 13

Description = Dan Drum

6) Asset Type Structure

The Asset Type structure is different to Locations, Cost Centres etc, in that it does not use Folders.

The Asset Types are a three level configuration: -

Major Asset Type

The Major Asset Type should match up with the General Ledger Codes ie Computer Equipment, Plant & Machinery, Vehicles etc.

Asset Type

The Asset Type allows the user to further refine the breakdown. Let us use the example where the Major Asset Type is Computer Equipment. The Asset Type could be the following: -

- Note Book Computers
- Modems
- Software

Standard Name

The Standard Name allows the user to further refine the breakdown. Let us use the example where the Major Asset Type is Computer Equipment and the Asset Type is Notebook Computers. The Standard Name could be the following: -

- IBM Think Pad PC
- Compaq Pentium 200 PC

Include the asset type as part of the description as this will help later in reporting ie Compaq Pentium 2000 PC and NOT Compaq Pentium 2000

When setting up the Asset Types, it is strongly suggested that for each Minor Type you set up 5 to 10 unclassified types. The reason for this being that when your team goes around, if they find an asset that is not yet categorized, the data capture person can wand one of the unclassified barcodes and then write the asset type description next to this barcode. At the end of the day the project manager will change the unclassified description to the description written in the data capture booklet. The project manager should then allocate more unclassified codes and print off a new booklet for the next days data capture.

7) Production of Data Capture barcode booklet.

Once you have entered Locations, Cost Centres, People and Asset Types into Hardcat you will now go to the Barcoding module of Hardcat and print out the barcodes for each of these areas. There are two suggestions that will help when printing the barcodes:

a) If in Locations you are only going to do data capture in a certain location, do not do a complete location barcode print, only print the locations you require (eg: - If the location structure covers a complete country, print the building you are about to do the data capture in). Clicking on the All Items Below button and selecting the folder you require can do this.

GENERAL ADMINISTRATIVE POLICY

Page 5 of 13

b) When printing the Asset Type barcodes it is suggested that you click on the New Page on Minor Type button, this will give a new page and bold heading for each new type.

Once all the barcode sheets are printed they should be placed in a bound booklet with tabs indicating the Locations section, Cost Centre Section, People Section as well as a new tab for each minor type in the Asset Types.

At the back of the data capture booklet should be several blank forms with the following column headings: Barcode, Location, Asset Type. This allows the data capture personnel to make any notes required to be processed.

8) Data Capture exercise.

Carrying out the data capture exercise should consist of teams of two people each. Each team will be armed with the following: -

- Barcode Reader
- Barcode data capture booklet
- Barcode sheets

One team member (Business Office Person) will hold the barcode reader and the barcode booklet. The other team member (staff personnel) will carry the barcode sheets and place the barcode on the asset as well as supply the other team member with the Location, Cost Centre Asset Type and serial number of the asset.

It is suggested that the Business Office Person tears off the barcode and holds it up for the other team member to wand prior to sticking the barcode on the asset. It is also important that the barcode be placed in a convenient position but not in a position that will cause people to play with it. The right back/front side of the asset is normally a good position. Do not place the barcode in inaccessible positions in the back of the computer.

It is a good idea to get all the teams together before the data capture exercise and go through the barcode booklet showing what each asset is and where they will be sticking the labels. Give some helpful hints, eg Barcode on the front top right hand corner for filing cabinets as they are usually placed side by side. Where to place them on workstations etc.

Another point to be aware of is not to give the team more than approx 800 barcodes, as that is approx the max that will be done in a day.

It is also important that the team leader keep track of the sequence number of assets allocated to each team.

It is also important that each team keep the same barcode booklet and barcode reader for the length of the project. If people swap barcode readers and booklets you will find it very hard to find any problems that may occur.

It is also important that each team use the barcodes in sequential order not just grab the next one from anywhere. Therefore if an asset is missed or the barcode duplicated or you have to find the asset for any particular reason, it will be easy, as all you have to do is to go the area where that sequence of barcodes was used.

GENERAL ADMINISTRATIVE POLICY

Page 6 of 13

Each team must report the number of any barcode destroyed or thrown away during the audit. This way you will not be looking for assets with a missing barcode on it.

If during the data capture an asset is found with a type that has not been set up in the barcode booklet, wand one of the unclassified asset type barcodes and write down the description of that asset type against the unclassified barcode in the booklet. At the end of the day update Hardcat with this asset type and create more unclassified asset types for the booklet.

Each team should be given a different sequence of unclassified asset types so that they do not clash.

9) Processing data capture data.

It is important that before you begin to import assets into Hardcat that you set the Automatic Asset Numbering option on. This is found in Hardcat\File\Administration\Options. By doing this you will have a sequential Asset Number order without gaps. If for some reason an asset is created and discarded it is a good idea to turn off the Automatic code generator, create the asset with the missing number manually and then turn back on the Automatic Code Generator.

Each barcode reader will be downloaded at the end of each day. It is pointless keeping several days of data capture on the barcode reader for several reasons, a) if the reader is lost or destroyed you will have to do the data capture again b) as you will be adding new types you will require the data c) if a data collection person is not doing it correctly, you will want to know sooner than later.

As you have just finished barcoding for the day, if you turn on the barcode reader it will be asking for the next Asset Code. Press the full stop key to take you back to the master screen on the barcode reader with the Transfer option.

Follow these steps: -

- Place the barcode reader in the cradle.
- Enter DOS.
- Connect to directory containing barcode software.
- On computer CAPTURE <file name> <port> 20 2
- EG:- CAPTURE DATA.DAT 1 20 2
- On the barcode reader press the Transfer option number

The data has now been transferred to a file on your PC. It is very important to have your file numbering form, and specify the date etc that each file was downloaded. Each file should be backed up to disk and kept in a safe area just in case it is required at a later stage.

This data is then processed through Hardcat.

When the barcode reader is turned on again, it will come up with a message "Delete Data" the reason this comes up is that the reader knows the data has been downloaded. Press the Yes key to delete the old data (Note: - it is suggested that you process the downloaded file before deleting the data in the reader, just in case something is wrong with the downloaded data file).

The contents of the downloaded file will be in the following format: -

GENERAL ADMINISTRATIVE POLICY

Page 7 of 13

CLSYBASE	? Location
CO3124	<- Cost Centre
CPITHOD	<- Person
CAGR000001	<- Asset Barcode
CT000000040001	<- Asset Type
CSC9818005754	<- Serial Number
CAGR000002	<- Asset Barcode
CT000000020009	<- Asset Type
CS913536	<- Serial Number
CAGR000003	<- Asset Barcode
CT000000040002	<- Asset Type
CSH1EH803604B	<- Serial Number
Etc, etc	

The first two characters indicate to Hardcat what the data represents: -

CL	? Location
CO	<- Cost Centre
CP	<- Person
CA	<- Asset Barcode
CT	<- Asset Type
CS	<- Serial Number

When collecting the data, operators may make mistakes, Hardcat will reject errors. It is quite simple then to edit the data file and resubmit the data. The common types of incorrect information entered are

Mainly wandling the wrong barcode at the wrong time ie wandling next asset barcode when the unit is asking for the serial number. By looking at the file it will become quite obvious what is wrong and requiring change.

It is important that after processing each file that the Hardcat database is backed up to a save area, by doing this if you happen to notice any large mistake you will not have to reprocess all of the files.

10) Close off procedures and final clean up.

At the end of the data capture, there are several procedures required to be carried out.

- a) Print a report from Hardcat sorted in barcode order. The report should contain the following, Barcode No, Location Name, Asset Description. The reason for this report is to confirm that no assets are missing. Have a person read through the list highlighting any missing barcodes. If there are missing barcodes, have a person go to the area where the closest barcode was placed and find the missing asset and manually enter it into the system. You should be able to reconcile the barcodes in Hardcat with the remaining barcode labels.
- b) Carry out an Audit and Verify on one location to confirm that assets have been correctly entered into Hardcat. This procedure should start on the second day and be carried out on a regular random basis for the period of the project. By doing this it will let you know how things are

GENERAL ADMINISTRATIVE POLICY

Page 8 of 13

going well or not. As well as whether the teams are using the same “asset names” to describe the same assets.

c) As there would have been more Asset Types entered into Hardcat, it is a good idea to extract the Asset Types via the export, sort them into sequential order and re enter them into Hardcat.

d) Product a Project Completion Report for submitting to the Business Office Controller.

1. **SYSTEM ADMINISTRATOR** – The Hardcat System Administrator is responsible for maintaining Hardcat users. The System Administrator can create users, restrict access to certain areas of Hardcat, and deactivate users if necessary. The User ID automatically defaults to the user’s person code. Passwords may contain up to nine characters. The Active User Key allows the controller to deactivate a user at any stage. Users can opt to start from other menus in Hardcat other than the login menu. Access levels for this user allows you to restrict access within certain areas within Hardcat.

- There are four options to choose from the drop down menu:

N= Name

R= Read Only

RA= Read/ Amend

RAD= Read/ Amend/ Debate

2. **THE ADMINISTRATOR USER**– Login is used to restart users. Only, the Administration User has

access to the Administration area of Hardcat i.e. security.

3. **PEOPLE** –Assigning assets to people within Hardcat database means that the responsibility of an

asset is attributed to that person.

1. Name- first – last

2. Job description

3. Presets- p# email address

f# position

4. **ASSET NUMBER**–The automatic code generation box is where you select which base module

entities, Asset, Cost Centers, Locations, people or suppliers Hardcat generates codes for automatically

5. **BARCODES** – Each asset must have a barcode label attached. Below is a list of positions for the assets labels.

ASSET TYPE / YES/NO / POSITION/ COMMENTS

6. **BARCODE READER**- Palm SPT 1700 Catscan Software.

The Palm SPT 1700 Catscan software was developed to allow the communication of Hardcat asset information to and from SPT 1700 barcode scanner using Windows. Communication is achieved with an appropriate symbol scanner cradle attached to the computer’s communication port through a download cable.

GENERAL ADMINISTRATIVE POLICY

Page 9 of 13

7. ASSET-Assets are grouped into different classifications for information, reporting and depreciation purposes.
- Major Asset Type: Computer Equipment
 - Minor Asset Type: Type description and add estimated life of asset in months. Then check' depreciate these assets by default.
8. HISTORY - All transactions that occur against an asset are automatically stored in the asset history files.
9. SUPPLIERS- The Supplier Structure is a vendor listing of your organizations asset suppliers. This structure is derived directly from the Accounts Payable Ledger
10. COST CENTER- The Cost Center structure represents the management or ownership structure of your organization and is related to the General Ledger.

Cost Centre List for Southeastern College

Description

GRAND TOTAL: 96 records.
Academic Services
Admission
Alumni Relations
Associate Academic Dean
Athletic Program
Audiovisual Services
Bauer Hall
Behavioral & Social Sciences D
Bethany Hall
Bolin Hall
Bolin Library for Pentecostal
Bookstore
Bush Chapel
Business Department
Business Office
Campus Mail Department
Career Development
Center For Church Leadership
Chapel Program
Classroom Buildings
College Relations Office
Communications Center
Communications Technical Suppo
Computer Labs

GENERAL ADMINISTRATIVE POLICY

Page 10 of 13

Crop Grant
Current Fund
Custodial Area
Debt Service
Development Studies
Distance Education
Dramatic Art Productions
Education Department
Educational Television
Environmental Services
Faculty Offices
Ferrell Academy
Ferrell Academy Building
Ferrell Building
Financial Aid Office
Food Services
Gear Up Grant
General Academic Instruction
General Administrative
Gordon Property
Governing Board
Graduation
Grants and Projects
Graves
Grounds Area
Gygax
Gymnasium
Health Services
Housing/Conference Services
Information Technology
Institutional Advancement
Institutional Effectiveness
Instructional Technology
Lac Chateau Apartments
Language & Communication Arts
Laundromat
Laundry Building
Lay Council
Maintenance Area
Master's Commission Program
Men's Dorm Annex
Ministerial Intern Program
Music Annex
Music Department
Natural Sciences & Math Depart
New Residence Hall
North Apartments (A-D)
Osgood Hall
Phone Campaign Account
Placement Services
President's Office

GENERAL ADMINISTRATIVE POLICY

Page 11 of 13

Racquet Ball Court
Records
Religion Department
Scholarships and Waivers
Science Building
Security
Security Building
Smith Center
South Apartments (E-H)
Spence Hall
Steelman Library
Steelman Media Center
Student Discipleship Program
Student Life
Television
Town Oaks Apartments
V.P. Academic Affairs
V.P. Administrative Services
V.P. Student Development
Weight Room
Writing Lab

10. FINANCIAL ASSET RECORD- Financial details are added to the asset after the base record has been entered. This information can be used for depreciation, replacement planning, insurance, and revaluation purposes. In this area the following can be added, owned, leased, rented, hired, purchased, purchased cost and date, insurance, warranty end date, End of life date, Depreciate, don't depreciate, depreciating, depreciation date, sold for.

11. ASSET PRESETS- By creating extra information fields for each asset type analysis can be performed in an informed memory, hard disk, video memory, monitor, mouse etc.

13. DETAILS -
-Asset Status- active, inactive, stolen, sold
-P/O number- enter the PO number for the asset
-Invoice number- enter the invoice number for the asset
-Location
-Supplier
-Person
-Cost Center

14. IMAGE– Images can be stored against an asset, a location, a cost center, a supplier and a person to provide a visual reference where required.

15. MAINTENANCE CONTRACTS- Supplier maintenance contracts can be recorded to enable the identification of the true operating cost of an asset. Problems, status-open, cancelled, On hold,

GENERAL ADMINISTRATIVE POLICY

Page 12 of 13

responding

16. ATTACHED- If an asset is marked as an internal child asset, when the parent asset is moved from one location to another, Hardcat will automatically move all the internal child assets to the new location.

17. LOCATION- Identifies the personal property tax jurisdiction of the asset. Acceptable location codes are:

Location List for Southeastern College

Description

Adventura Hall
Annex #1
Annex #2
Bauer Hall
Bethany Hall
Bush Chapel
Ferrell Academy Building
Graves Building
Gygax Building
Gymnasium
H1-Building
H2-Building
H3-Building
H4-Building
H5-Building
J.E. Boling Library
Laundry Building
Lindsey Science Building
Maintenance Yard
Music Building
New Dorm Phrase II
North Apartments
Osgood Admin Building
Smith Music Center
South Apartments
Spence Hall
Steelman Media Library
Weight Room Building
GRAND TOTAL: 28 records.

APPROVAL:

GENERAL ADMINISTRATIVE POLICY

Page 13 of 13

DISTRIBUTION:

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