

Capital Assets Annual Certification



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County Auditor-Controller



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Presentation Agenda

Annual Capital Asset Certification

- Certification Letter

- Public Query

Year-End Reminders



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Annual Capital Asset Certification

Review of the Certification Letter (Handout)

- Requirement of annual certification
(Government Code Section 24051)
- Critical dates
- Required forms and signatures
- Capital Asset Physical Inventory Query



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Annual Capital Asset Certification

SPM Form

- AM-1 - Inventory of County Property
- AM-2 - Authorized Signature for Capital Assets Certification
- AM-3 - Contact for Capital Assets
- AM-4 - Capital Asset Listing Corrections
- AM-5 - Capital Asset Form
(Acquisition, Betterment & Capital Leases)
- AM-6 - Capital Asset Transfer
- AM-7 - Capital Asset Disposition

SPM Forms are available at the ACO web site
www.auditorcontroller.org



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Annual Capital Asset Certification

Capital Asset Inventory Certification

- **Submit capital assets documentation to ACO (adjustments, betterments, transfers, recategorizations, and retirements) by May 20**
- **Continue to process asset acquisitions in PS AM**
- **AP accrual will run in July and August**



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Annual Capital Asset Certification

- **Department will run an asset inventory thru public query for certification**
- **Submit capital asset inventory certification to ACO by July 8 per Government Code, Section 24051**
- **For due dates and more information, refer to the “ACO Year-end Calendar”**



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Annual Capital Asset Certification

Using the standard Capital Asset Physical Inventory public query

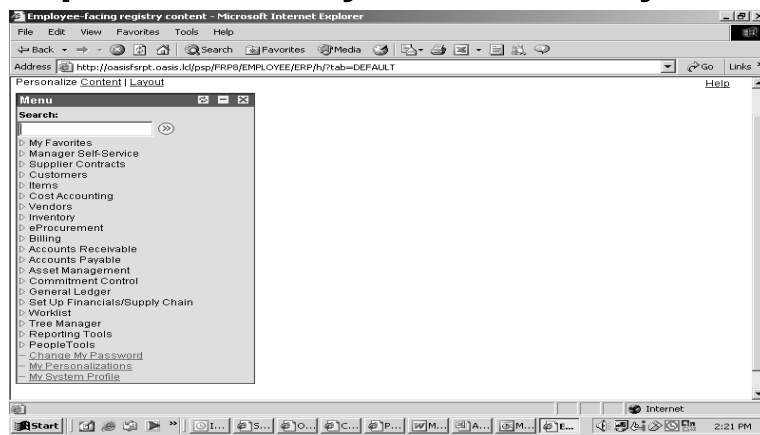
- Path
- Query Contents



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Annual Capital Asset Certification

Capital Asset Physical Inventory Query



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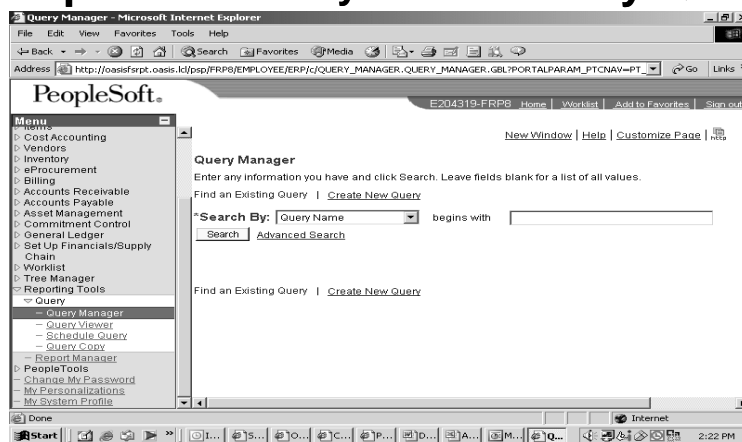
Capital Asset Physical Inventory Query



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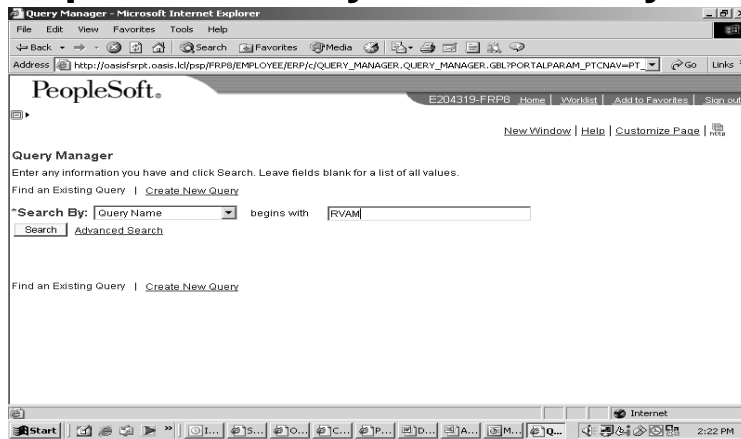
Capital Asset Physical Inventory Query



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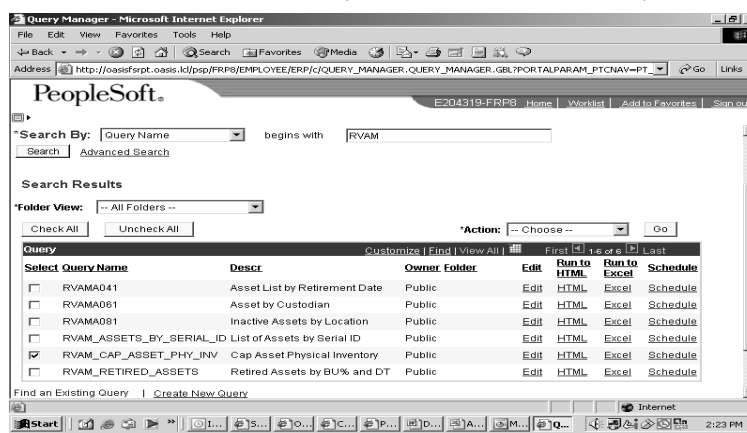
Capital Asset Physical Inventory Query



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Capital Asset Physical Inventory Query



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Capital Asset Physical Inventory Query

| Col | Record | Fieldname | Format | Ord | XLAT | Att | Heading Text | Add Criteria | Edit | Del |
|-----|------------------|------------------------|---------|-----|------|-----|---------------|--------------------------|-------------------------------------|------------------------------------|
| 1 | D.BUSINESS_UNIT | - Business Unit | Char5 | | | | Unit | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 2 | D.ASSET_ID | - Asset Identification | Char12 | | | | Asset ID | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 3 | B.TAG_NUMBER | - Tag Number | Char12 | 2 | | | Tag Number | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 4 | D.QUANTITY | - Qty Interface | SNm13.4 | | | | Quantity | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 5 | D.COST | - Total Cost | SNm25.3 | | | | Cost | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 6 | B.DESCR | - Description | Char30 | | | | Descr | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 7 | B.SERIAL_ID | - Serial ID | Char20 | | | | Serial ID | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 8 | B.MODEL | - Model | Char30 | | | | Model | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 9 | A.LOCATION | - Location Code | Char10 | | | | Location | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 10 | B.ACQUISITION_DT | - Acquisition Date | Date | | | | Acq Date | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 11 | C.IN_SERVICE_DT | - In Service Date | Date | | | | In Service Dt | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 12 | C.LIFE | - Useful Life | Num4.0 | | | | Life | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| 13 | C.SALVAGE_VAL | - Salvage Value | SNm25.3 | | | | Salvage Val | <input type="checkbox"/> | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |

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Annual Capital Asset Certification

Capital Asset Physical Inventory Query

| Criteria | Logical | Expression1 | Condition Type | Expression 2 | Edit | Delete |
|----------|---------|-------------------------------------|------------------|-----------------------------------|-------------------------------------|------------------------------------|
| | | A.BUSINESS_UNIT - Business Unit | equal to | B.BUSINESS_UNIT - Business Unit | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | A.ASSET_ID - Asset Identification | equal to | B.ASSET_ID - Asset Identification | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | B.BUSINESS_UNIT - Business Unit | equal to | C.BUSINESS_UNIT - Business Unit | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | B.ASSET_ID - Asset Identification | equal to | C.ASSET_ID - Asset Identification | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | C.BUSINESS_UNIT - Business Unit | equal to | D.BUSINESS_UNIT - Business Unit | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | C.ASSET_ID - Asset Identification | equal to | D.ASSET_ID - Asset Identification | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | C.BOOK - Asset Book Name | equal to | D.BOOK - Asset Book Name | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | D.BUSINESS_UNIT - Business Unit | equal to | :1 | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | B.ACQUISITION_DT - Acquisition Date | not greater than | :2 | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | D.COST - Total Cost | not equal to | 0 | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |
| [AND] | | D.CATEGORY - Asset Category | not equal to | NOCAP | <input type="button" value="Edit"/> | <input type="button" value="Del"/> |

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Capital Asset Physical Inventory Query

The screenshot shows the PeopleSoft Query Manager interface in Microsoft Internet Explorer. The search criteria are set to 'Query Name' begins with 'RVAM'. The search results table is as follows:

| Select | Query Name | Descr | Owner | Folder | Edit | Run to HTML | Run to Excel | Schedule |
|-------------------------------------|--------------------------|-------------------------------|--------|--------|------|-------------|--------------|----------|
| <input type="checkbox"/> | RVAMA041 | Asset List by Retirement Date | Public | | Edit | HTML | Excel | Schedule |
| <input type="checkbox"/> | RVAMA061 | Asset by Custodian | Public | | Edit | HTML | Excel | Schedule |
| <input type="checkbox"/> | RVAMA061 | Inactive Assets by Location | Public | | Edit | HTML | Excel | Schedule |
| <input type="checkbox"/> | RVAM_ASSETS_BY_SERIAL_ID | List of Assets by Serial ID | Public | | Edit | HTML | Excel | Schedule |
| <input checked="" type="checkbox"/> | RVAM_CAP_ASSET_PHY_INV | Cap Asset Physical Inventory | Public | | Edit | HTML | Excel | Schedule |
| <input type="checkbox"/> | RVAM_RETIRED_ASSETS | Retired Assets by BU% and DT | Public | | Edit | HTML | Excel | Schedule |

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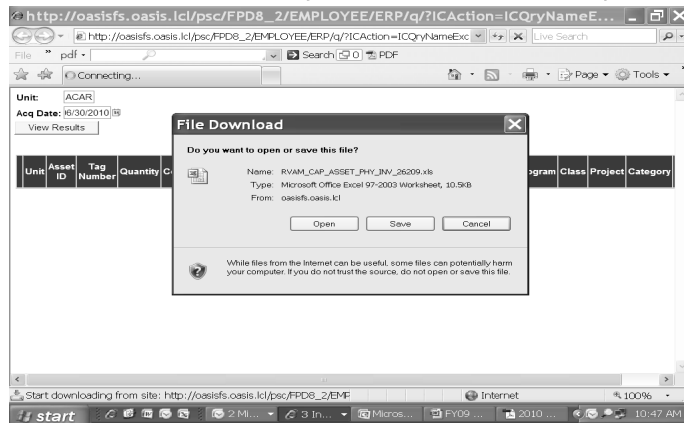
Capital Asset Physical Inventory Query

The screenshot shows the detailed results of the 'RVAM_CAP_ASSET_PHY_INV' query. The table includes the following columns: Unit, Asset ID, Tag Number, Quantity, Cost, Descr, Serial ID, Model, Location, Acq Date, In Service Dt, Life, Salvage Val, Fund, Dept, Program, Class, Project, and Category. The 'Unit' is listed as 'ACAR' and the 'Acq Date' is '16/30/2010'. The table body is currently empty.

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Capital Asset Physical Inventory Query



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Capital Asset Physical Inventory Query

| 1 | Cap Asset Physical Inventory | 22 | | | |
|----|------------------------------|--------------|-------------|----------|------|
| 2 | Unit | Asset ID | Tag Number | Quantity | Cost |
| 3 | ACARC | 000000000026 | 075671 | 1.0000 | |
| 4 | ACARC | 000000000040 | 076012 | 1.0000 | |
| 5 | ACARC | 000000000041 | 076013 | 1.0000 | |
| 6 | ACARC | 000000000042 | 291-070-035 | 1.0000 | |
| 7 | ACARC | 000000000030 | 310 160 058 | 1.0000 | |
| 8 | ACARC | 000000000028 | 455 030 003 | 1.0000 | |
| 9 | ACARC | 000000000027 | 456-020-002 | 1.0000 | |
| 10 | ACARC | 000000000002 | 68881 | 1.0000 | |
| 11 | ACARC | 000000000003 | 72083 | 1.0000 | |
| 12 | ACARC | 000000000004 | 72527 | 1.0000 | |
| 13 | ACARC | 000000000031 | 727 350 025 | 1.0000 | |
| 14 | ACARC | 000000000006 | 76107 | 1.0000 | |
| 15 | ACARC | 000000000005 | 79999 | 1.0000 | |
| 16 | ACARC | 000000000052 | 960 052 019 | 1.0000 | |
| 17 | ACARC | 000000000053 | 960 053 005 | 1.0000 | |
| 18 | ACARC | 000000000034 | 960 061 006 | 1.0000 | |
| 19 | ACARC | 000000000035 | 960 062 028 | 1.0000 | |
| 20 | ACARC | 000000000036 | 960 071 027 | 1.0000 | |



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PeopleSoft Asset Management (AM)

Depreciation Calculation

- Calculated Monthly
- Journal Generated to Sub-ledgers
- Supplemental Ledgers

GOV_AC_GRP (Governmental Fund)

PROP_CP_AS (Proprietary Fund)



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Year-End Reminders

Physical Asset Inventory



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Year-End Reminders

- May 20 (Thursday)
Deadline to submit documentation for Capital Asset listing corrections, betterments, transfers, surplus/disposal of capital assets to ACO for review and approval.



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Year-End Reminders (cont)

- June 30 (Wednesday)
Run Capital Asset Inventory query.



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Year-End Reminders (cont)

- Continue to key in assets that were received in FY2010.
- AP accrual will pick up cost for FY2010.



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Year-End Reminders (cont)

- July 8 (Thursday)

Capital Asset Certification must be received by the ACO on or before this date.



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Contact List for Capital Asset

Henry Johnson (951) 955-8569

Lisette Rose (951) 955-3821

Echel Ybanez (951) 955-3556

Reggie Arhin (951) 955-8134

Russell Dominski (951) 955-8136

Mail Stop #1051



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The End



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