

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

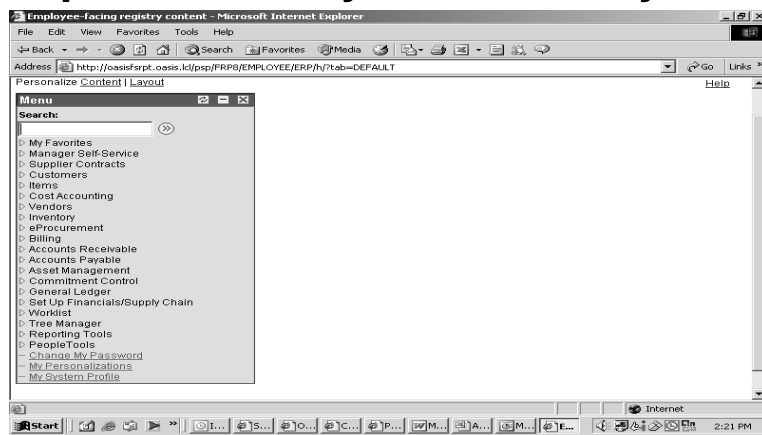
- Path
- Query Contents



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Annual Capital Asset Certification

Capital Asset Physical Inventory Query



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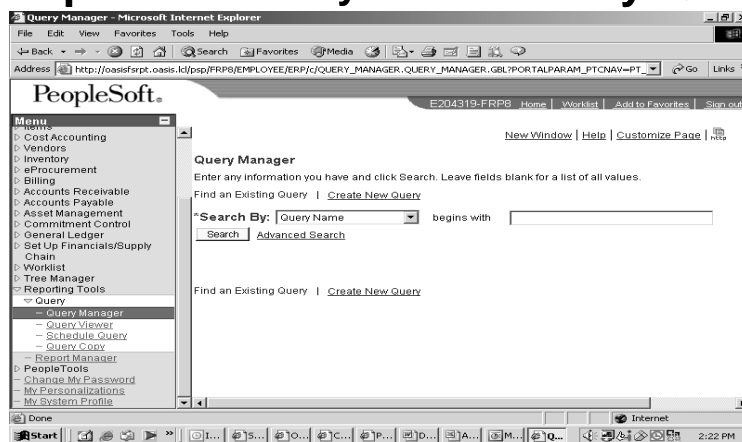
Capital Asset Physical Inventory Query



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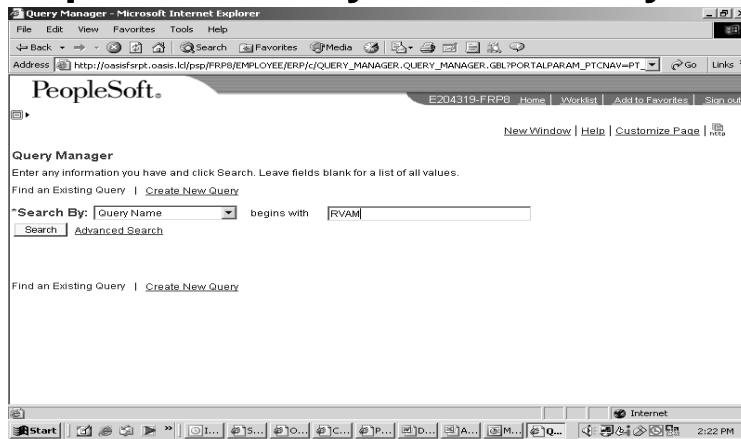
Capital Asset Physical Inventory Query



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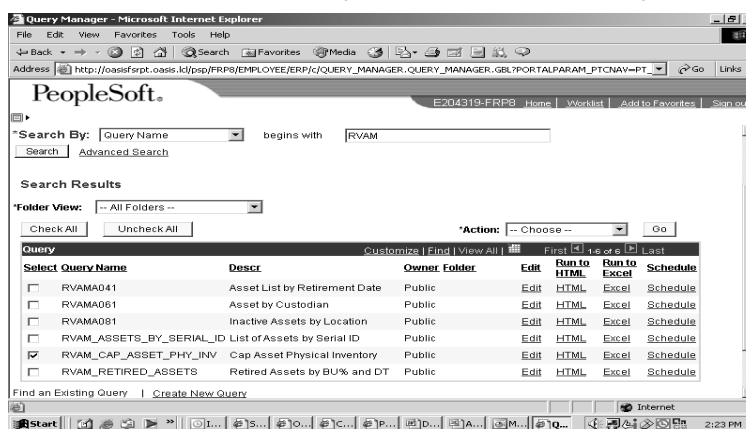
Capital Asset Physical Inventory Query



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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	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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Annual Capital Asset Certification

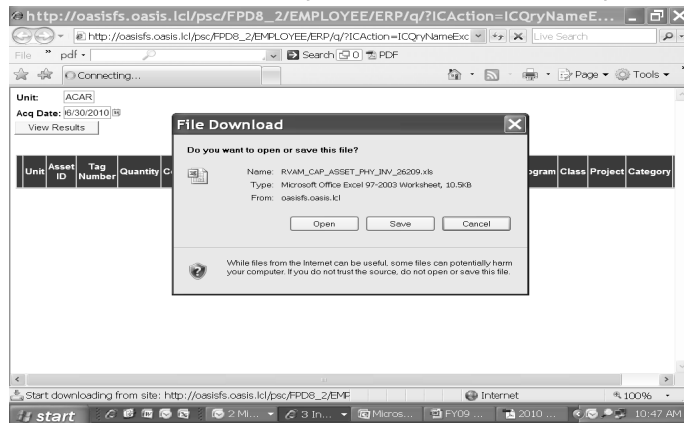
Capital Asset Physical Inventory Query

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

The screenshot shows an Excel spreadsheet with the following data:

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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