



# ASSET MANAGEMENT BUSINESS PROCESS WORKSHOP 2016 RELEASE

**DATE: WEDNESDAY FEBRUARY 24, 2016**

**TIME: 1:00 PM – 4:00 PM**

**LOCATION: 2000 EVERGREEN STREET, SACRAMENTO, CA**

**ROOM: JADE AUDITORIUM**

<b>Facilitators:</b>	Katrina Valentine
<b>Meeting Purpose:</b>	Asset Management Business Process Workshop 2016 Release
<b>Type of Meeting:</b>	

## AGENDA TOPICS/MINUTES

#	Topic <i>[Brief description]</i>	Presenter <i>[Name]</i>	Duration <i>[Time in Min.]</i>
1	Agenda (from PowerPoint if applicable)	Katrina Valentine	130

## QUESTIONS AND ANSWERS

Q1: Is FI\$Cal able to print bar codes?	A1: FI\$Cal can create an Asset Tag report where FI\$Cal will send a flat text file to department printers. This requires department printers to produce the barcode image.
Q2: Do we need a different line item for individual items assembled for one asset?	A2: If the individual items were purchased as separate line items, they can be marked and will flow to AM as one asset. If they were purchased separately, they will flow to AM as separate assets. In this instance, a parent/child relationship can be established.
Q3: Is there an area in FI\$Cal for proceeds, for instance, when a car is sent to auction?	A3: Yes, there is an area in FI\$Cal to record proceeds. The current process is to keep the asset on the books until the asset is sold and the proceeds are determined. At that time, the proceeds will be entered and the asset retired in the system. Departments have expressed concern with keeping the asset on the books until it is sold and the effect on depreciation, and therefore FI\$Cal is currently looking into another solution for recording proceeds. In the meantime, departments are to follow the current process.
Q4: Is there an Asset Type for land?	A4: Yes. The Asset Type is Property.
Q5: When is the Asset ID created?	A5: The Asset ID is created after the asset is paid for.
Q6: Is the VIN masked because it is for a confidential vehicle?	A6: VINs for all fleet assets are masked whether confidential or not.
Q7: Are the AM Processors notified of purchase orders?	A7: No. They will need to run the Asset Audit Report to view the purchase orders.
Q8: Can a user with the confidential role update other fields besides the confidential fields like VIN?	A8: No, but users can have multiple roles.
Q9: What's the difference between the AM Processor and the AM Maintainer role?	A9: The AM Processor role can acquire/add assets as well as perform physical and financial updates to assets. The AM Maintainer role can only perform physical updates to assets.



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Q10: Do the scanners only read special barcodes?	A10: The scanners should read all barcodes – we are still working out some technical issues with the scanners.
Q11: What about if there are assets with the same barcode numbers?	A11: Each asset should have a unique barcode number.
Q12: Is the useful life of assets in FI\$Cal standard?	A12: Yes. It was defined by the State Controller’s Office. The useful life is tied to the Profile ID of each asset. There is a job aid located on FI\$Cal’s Website that is called Correctly Classifying Items as Assets in FI\$Cal that lists the Profile IDs and the corresponding useful life.
Q13: Can departments request to use a different useful life?	A13: You would need to open a FSC ticket to request this and this would require DOF and SCO approval.
Q14: What is the difference between choosing Always or One-time for the Processing Frequency?	A14: If you choose One-time you will have to change the run control each time you run the process, but if you choose Always you can use the same run control over and over.
Q15: In the approval workflow for an inter unit asset transfer, what is the Pushback button?	A15: If the button is available in the inter unit asset transfer approval workflow, the button pushes the transaction back to the previous approver.
Q16: For an inter-unit asset transfer what do I need to do besides physically transfer the asset to the other department?	A16: If both departments are in FI\$Cal, the system has approval workflow that includes DGS-Office of Fleet and Asset Management (OFAM) approval, completes the transfer of the asset from one department to another, and produces the STD 158.
Q17: What is the disposal process in FI\$Cal?	A17: We hope to have a solution for the STD 152 Property Survey Report in FI\$Cal in a future release that will include workflow approvals. For the current process, once the approval of the STD 152 is approved through OFAM, your department would go into FI\$Cal and retire the asset.
Q18: We would like the user with the AM Manager role to be a person in accounting. Will they be able to do all the other functions of that role like physical inventory?	A18: Yes. The roles have been consolidated.