Capital Cost Transfer Information Session

Presented by: Kim Kaehler, Property Programs Manager Anthony Nguyen, Accountant Stanford University - Property Management Office

Welcome!

Questions?

the second

Submit questions through the chat or raise your hand and ask us live

Slides and a recording of this session will be available on the Capital Cost Transfer page at:

Stanford University

Today's Agenda

- Introductions
- Background
- Benefits
- CCT Overview
- Live Demo
- Q&A



Stanford University

Stanford University Property Management Office

Introductions Kim Kaehler – Property Programs Manager

Anthony Nguyen – PMO Accountant

Around the Table

Capital Cost Transfer Timeline

October (10/7/2022) – CCT Information Webpage published

- FMS to communicate updated process and information to users
- Training Dates published and advertised

Pre-Launch 10/17/22 & 10/24/22 – slides and recordings posted on CCT Info Page

November (11/7/22) – CCT Unmasked in SPARC

- CCT available to users on SPARC
- Email notifications when old form is submitted with change information
- Post-Launch training 11/10/22- slides and recordings posted on CCT Info Page
- Open labs provided as needed

January (1/9/23)

- Capital Template Form process ended; transactions completed by user in SPARC
- Email request will be returned with instructions for completing CCT in SPARC

March 2023

- Email address for Capital Templates will be eliminated
- Capital Cost Transfers will only be processed through CCT in SPARC

Why?

Capital Cost Transfer (CCT) Project

- Capital financials reside in Oracle Fixed Assets (FA)
- ONLY AP Invoices (APINV) interface with FA
- Journals do not interface with Oracle Fixed Assets
- Assets reconciled at invoice line level
- Capital transactions affect individual assets (moveable equipment)



What's New?

Prior State

Email based

No validations

Labor intensive

Non-transparent

Lacked metrics

Limited audit trail

Improved State

Online application

User dashboard access

Workflow and approval routing

System validations

Real-time data (up to 2 yrs.)

Status visibility

Reporting capabilities

Fully auditable

Application Roles and Systems

Originators - Initiate capital cost transfer

Financial Approver(s) -

Review, approve or reject requests

Property Management

Office - Review, approve or reject, upload to APINV system

SPARC - APEX-based platform housing Capital Cost Transfers (CCT) and other PMO applications

AP Invoice (APINV) - Final

product is a stand-alone invoice: PO number + CT1 (or CT2, CT3, etc. if >1)

CCT Overview

- New Application, ETA Fall 2022
 - Replaces 'Cap-Templates' email form
- APEX-based (same look/feel as SeRA)
- Will reside in SPARC
- Financial tool for administrators and managers

	https://sparc.stanford.edu/apex/f?p=300:20:289	
		935563073542::
Stanford University Property Administration Resource Center (SPARC)		
SPARC Home page		32 33
P About	PARC	
Authorities	FARC	
☐ Getting Started	Stanford Property Administration Resource Center	
🖸 Quick Links 🗸 🗸	Excess Request	DPA Directory
Help		
	Stanford's Property Management Office provides this application for electronic routing and tracking of excess requests.	This directory is for obtaining contact information of Department Property Administrators (DPAs) throughout the University.
	Sunflower Catalog Request	Pre-Purchase Screening
	This application is provided for DPA to request new catalog combinations (model numbers) to be added to the database.	For use by DPAs to perform auditable screening reports on capital acquisitions. Enter the resulting report number in the approval comment field of the requisition. May also be used for general asset searches.
	Tag Order Request	ReUse Request
	Stanford's Property Management Office provides this application for requesting Tagging Supplies Order forms.	Stanford's Property Management Office provides this application to "advertise" usable items (Stanford owned) that are no longer needed. These items are available for sale or at no charge for transfer to another department.
	Surplus Sales	Capital Cost Transfer 💿
	This site is available to staff and students with a valid SUNet ID, and is used to highlight items available for sale through the Surplus Property Sales department, the sole authorized selling agent for Stanford-owned material.	This application is used to process cost transfers that involve a capital expenditure type. It provides financial approval routing and dashboard status monitoring. For additional information visit:
		https://ora.stanford.edu/ora-units/property-management-office

Live Demo

Let's get started with CCT!

