Financial Internal Controls Initiative

Capital Equipment Implementation

Administrative Council Meeting
December 15, 2016

Completed

November

- Froze new data entry into CEIMS
- Collaborated with UW-System on informing other campuses of the asset management page enhancements they'll see after UW-Madison code changes are implemented
- Approved and loaded UW-Madison code into the SFS Production environment
- Held informational sessions on interim process for identified DPAs
- Made reports of frozen CEIMS data available to DPAs for departments/divisions in Box, and invited DPAs and CFOs
- Issued individualized acceptance agreements to DPAs & CFOs
- Updated the Provost on initiative and capital equipment implementation

December 1-15

- Began interim DPA/Property Control Office workflows
- Completed Phase 1A: PeopleSoft Asset Management Module (AMM) go-live
- Provided financial community (FMM) an overview of the relevant changes associated with new capital equipment policy
- Published *Working at UW* article

Next Up

December 16-31

- Distribute refreshed master DPA list
- Completion of DPA acceptance agreements & PD updates requested
- Plan and schedule in-depth DPA training starting January
- Plan for Phase 1B: DPA user interface and workflow
- Finalize procedures (topics include: Asset Acquisitions, Fabrications, Upgrades, Physical Inventory, Dispositions)
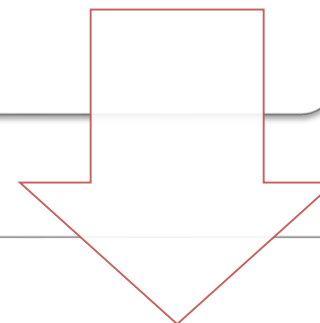
January & February

- New policy goes into effect 1/1
- Deadline for signed DPA agreements & PD updates 1/1
- Conduct in-depth DPA training
  - policy & procedures
  - management of untaggable assets
- Pull data from AMM for LAB audit
- Begin Phase 1B: DPA user interface and workflow
- Resume physical inventory

AC Communication Summary

2016

- **3/24   Capital Equipment implementation update**
- 4/21   Financial Information Management & Financial Reporting Team final report
- **5/5   Capital Equipment follow-up on action items**
- 5/19   Revenue Team final report
- 6/16   Draft financial glossary
- 6/30   Inventory Team final report and Cash Handling Team final report
- 7/14   Procure-to-Pay Team final report
- 7/28   Internal Billing Team final report
- **10/6   Capital Equipment implementation update**
- **11/4   Capital Equipment email update**
- **11/28   Capital Equipment go-live reminder email**
- **12/1   Capital Equipment implementation update / DPA training**
- **12/15   Capital Equipment implementation update**

Feedback?