Quarterly Business Officers Meeting

June 13, 2024

Today’s Agenda

- Change Management 5 Minute Tip
  - Blair Wagner
- Internal Audit Processes and Findings
  - Chad Sharp
- Surplus Property System Implementation
  - Sherry Reynolds-Miller, Steve Stange, Kris Halter
- GASB 87 Leases
  - LeAnn Smith
- Hourly and Patient Parking Pass Handling Procedures
  - Debby Zumbach
- Year End Financial Compliance
  - Rachel McGuire

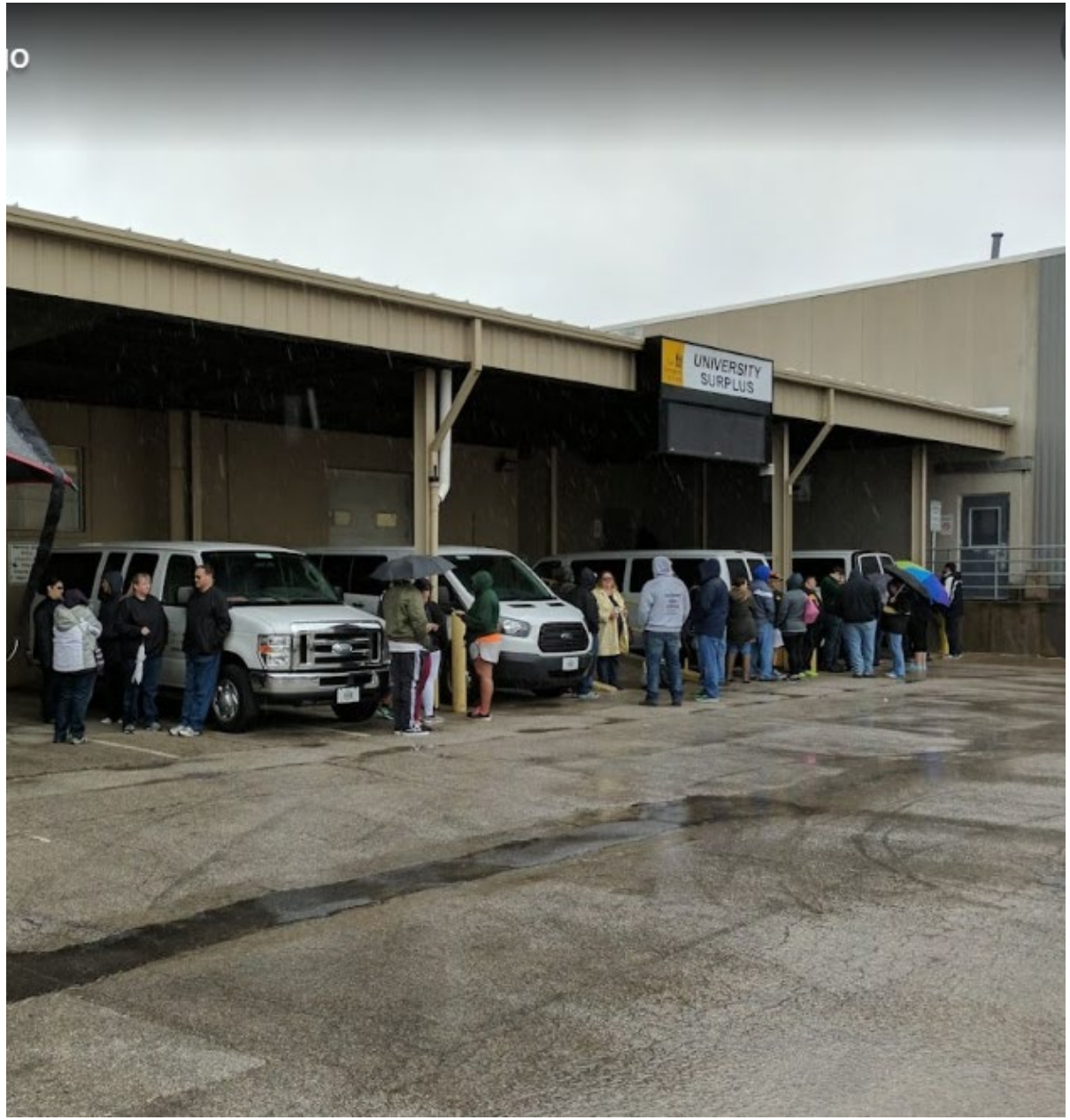
University of Iowa Surplus Property Office

Surplus Property System Implementation

Sherry Reynolds-Miller, Steve Stange, Kris Halter

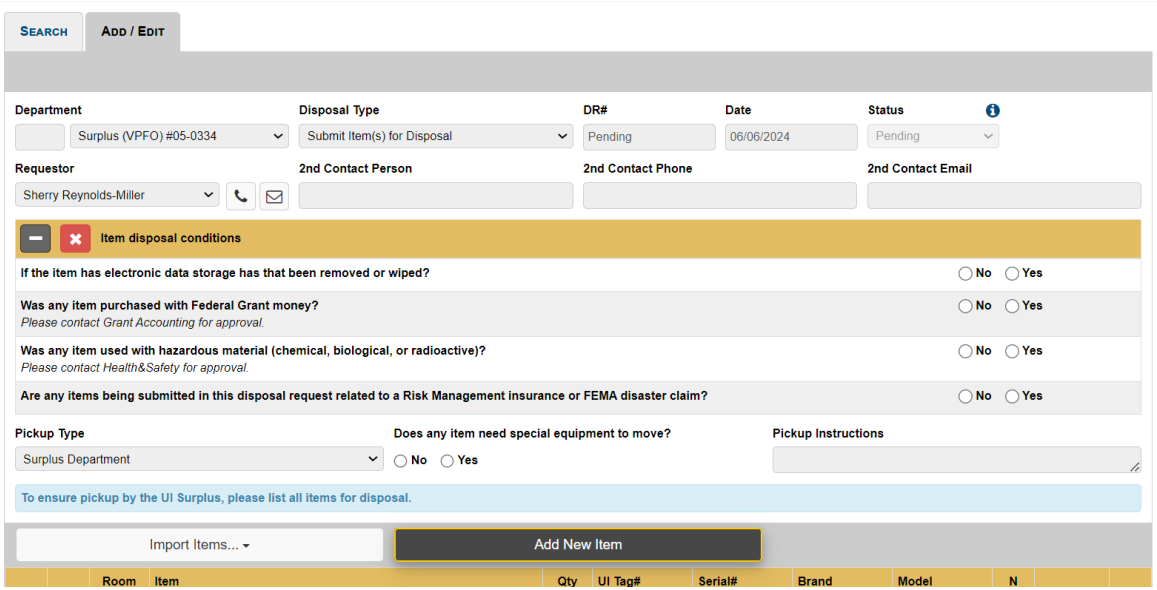
Introductions

- Sherry Reynolds-Miller
  - Project Manager/
    Manager FBIS Business Analysis
- Steve Stange
  - Surplus Property Office Manager
- Kris Halter
  - Assistant Director Business Services



What is the Surplus Property Software?

- A system used to submit a formal request to the Surplus Property office to dispose of University owned property, equipment, etc.



- Available on the HRIS self service page under Business Services and Surplus website.
- Request routed through Universal Workflow for review/approval.

Why Implement the New System?

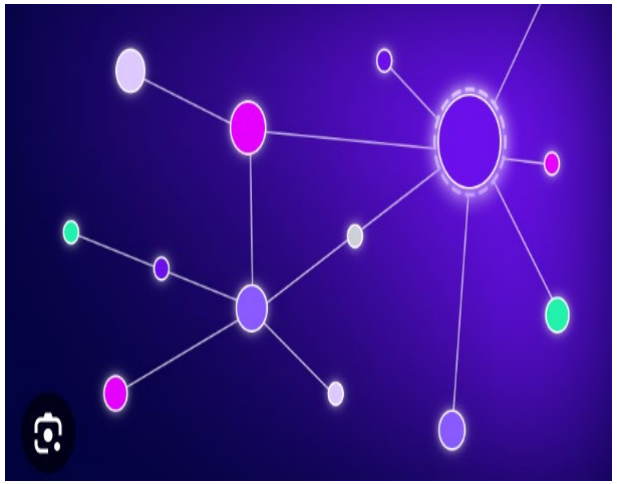
➔ The existing system…..

- Is outdated and unable to support.
- Integrated with a Point of Sales system that is no longer in use.
- Browser specific – Mozilla.
- Still using legacy workflow.

The business flow for tracking the disposal request of an asset and making sure that it is appropriate for surplus is an important process.

The approval for removal of these items is critical to the success of the Surplus Office and the University of Iowa.

Why Implement the New System?



➔ System Integrations

- Identify Data Warehouse (IDW) –
  person directory, department, building populations
- Single Sign On (SSO)
- Capital Asset Management (CAM) – retrieve item info
- People Soft General Ledger (PSGL) – MFK validation
- Universal Workflow (UW) routing – offices and central office approvals
  - Legacy routes copied including sublevel
- MS Outlook – Calendar Online scheduling
- Gov Deals – Auction posting and manage sales
- Accounting Sold items – GL generator

What are the Improvements of the New System?

- ➔ Ease of use
  - Clone feature
  - Notes (Disposal Request header, Item, Sales)
  - Convenient helpful hints throughout the form
  - Training videos in the application, per menu item

- ➔ Mobile Friendly
  - Create request using mobile devices
  - Scan asset tag and details auto populate
  - Take pic and upload images

What are Improvements are in the New System?

➔ Department Disposal Request Tracking Report

- Report includes many request variables including Tag #, description, MFK org/dept plus many other search/filter and options.

➔ System eMail notifications

➔ User friendly

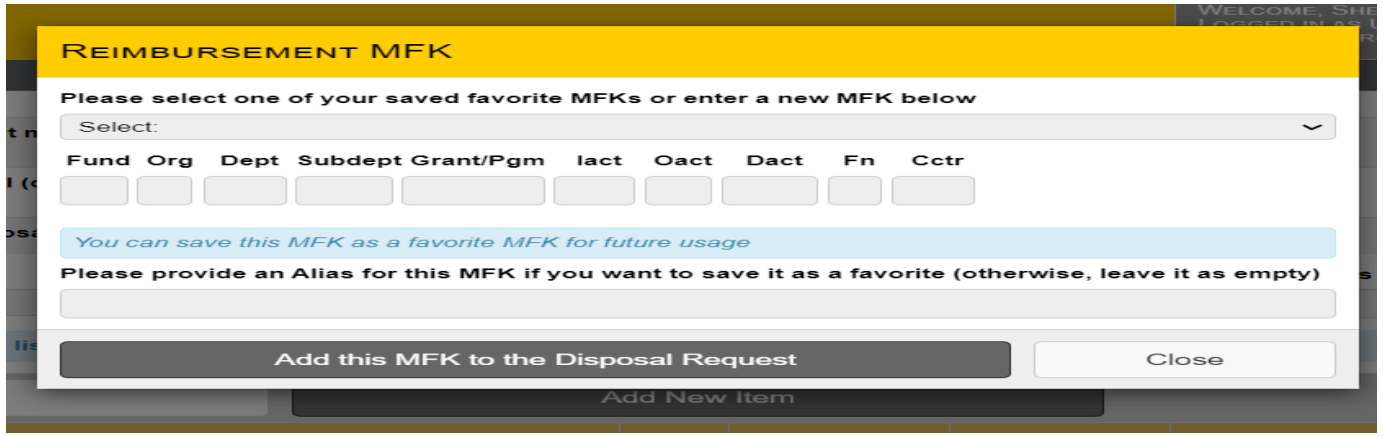
- Convenient helpful hints throughout the application
- Training videos in the application, per menu item
- Mobile compatible

What are the Improvements of the New System?

- Surplus Administration Improvements
  - Disposal Request and Item Sale integration.
  - Manifest by building.
  - Disposal tracking for recycling, trash, and sales.
  - Accounting automation and GL integration.
  - Automatic Asset Tag lookup and CAM integration.

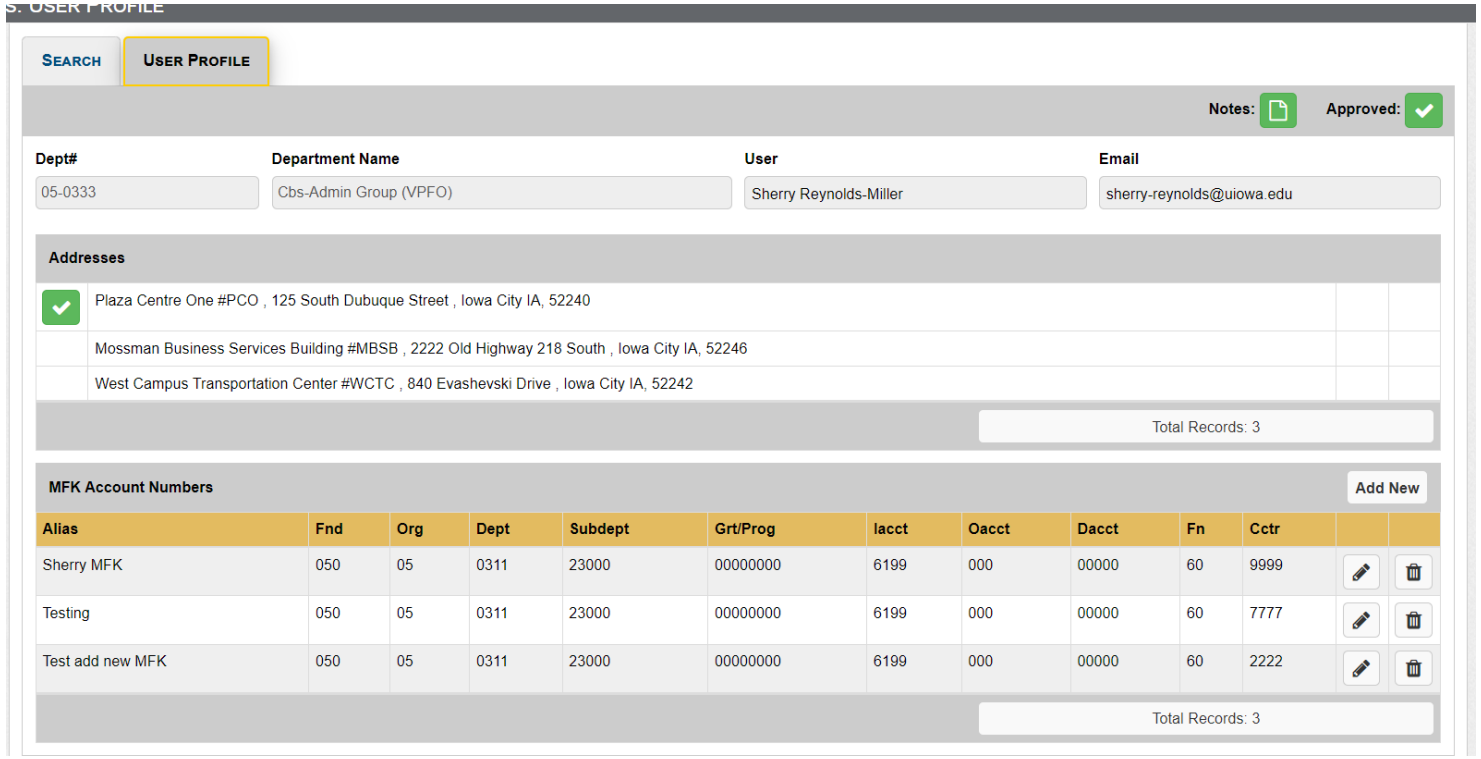
What are the New System Requirements?

- MFK Required for **all requests**
  - Used for workflow routing
  - Used for reimbursement if applicable
  - Limited Inst Accounts allowed



RE: New System Requirement?

- User can create/maintain MFK Favorites in User Profile.



What's the Schedule for Deployment?

- Existing System
  - Remove existing disposal request form for campus use ~ 1-2 days before deployment.
  - Requests routing through legacy will need to timely complete or will be voided by Surplus staff and requested to be complete in new system.
  - No impact to already existing auctions at time of release.
- New Surplus Property Software System Deploy
  - Copy legacy workflow routes to UW - June 2024
  - Mid to Late July 2024

University of Iowa Surplus Office Business Services

Questions?

Year End Financial Compliance

Financial Sub-certification

Due date – September 13, 2024

Required certifiers – Dean/VP, Business Officer, Senior HR Rep, Directors of central units

Account Reconciliations

Reconciliation of all TDR's for FY24

Management of Deficit Balances

Timely review and resolution

Reconciliation of Balance Sheet

Required quarterly to ensure GL balances are supported by subsystems

Unrelated Business Income

Tax Director will reach out to request fiscal year results

Cash Handling Compliance

Minimum of an annual review of procedures

Space Survey – Functional Use

Due date – June 30, 2024

CCOM, College of Engineering, CLAS (4 departments)

Account Owner/Reviewer Roles

Review missing roles on EFR dashboard

Quarterly Business Officers Meeting

Thank you

→ **controller.fo.uiowa.edu**

Rachel McGuire
AVP & University Controller

319-335-0728
rachel-mcguire@uiowa.edu