

IOWA

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

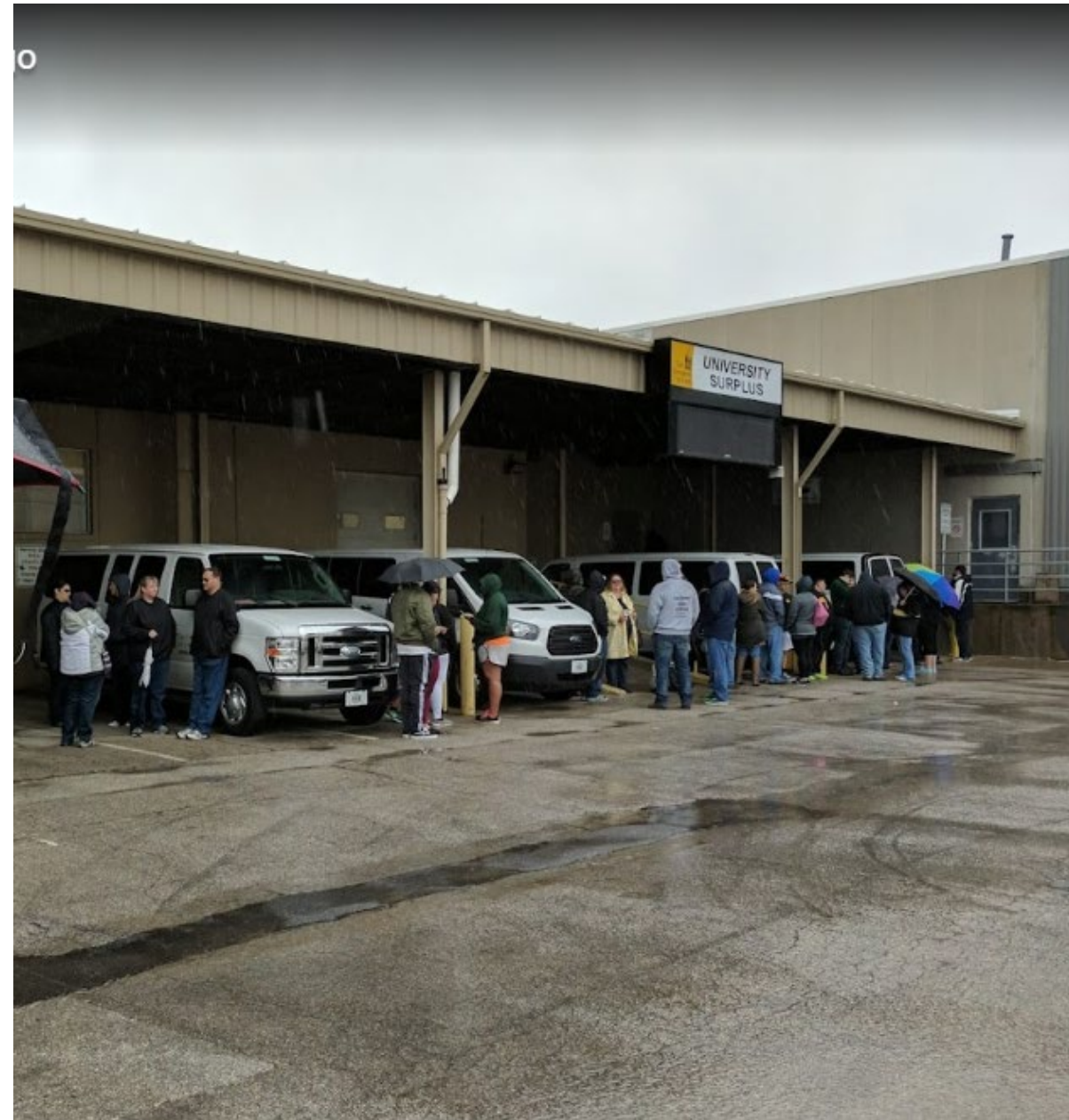
University of Iowa Surplus Property Office

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.

The screenshot displays a web-based form for submitting a surplus property disposal request. At the top, there are 'SEARCH' and 'ADD / EDIT' buttons. The form is organized into several sections:

- Department:** A dropdown menu showing 'Surplus (VPFO) #05-0334'.
- Disposal Type:** A dropdown menu showing 'Submit Item(s) for Disposal'.
- DR#:** A text field containing 'Pending'.
- Date:** A date picker showing '06/06/2024'.
- Status:** A dropdown menu showing 'Pending'.
- Requestor:** A dropdown menu showing 'Sherry Reynolds-Miller'.
- 2nd Contact Person:** A text field.
- 2nd Contact Phone:** A text field.
- 2nd Contact Email:** A text field.

Below these fields is a section titled 'Item disposal conditions' with a yellow background and a close button. It contains four questions, each with 'No' and 'Yes' radio button options:

- 'If the item has electronic data storage has that been removed or wiped?' (No/Yes)
- 'Was any item purchased with Federal Grant money?' (No/Yes) with a note: 'Please contact Grant Accounting for approval.'
- 'Was any item used with hazardous material (chemical, biological, or radioactive)?' (No/Yes) with a note: 'Please contact Health&Safety for approval.'
- 'Are any items being submitted in this disposal request related to a Risk Management insurance or FEMA disaster claim?' (No/Yes)

At the bottom of the form, there are two more sections:

- Pickup Type:** A dropdown menu showing 'Surplus Department'.
- Does any item need special equipment to move?:** Radio buttons for 'No' and 'Yes'.
- Pickup Instructions:** A text area.

A blue banner below these sections reads: 'To ensure pickup by the UI Surplus, please list all items for disposal.'

At the very bottom, there is an 'Import Items...' dropdown and an 'Add New Item' button. Below the form is a table header with columns: Room, Item, Qty, UI Tag#, Serial#, Brand, Model, N.

- 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.



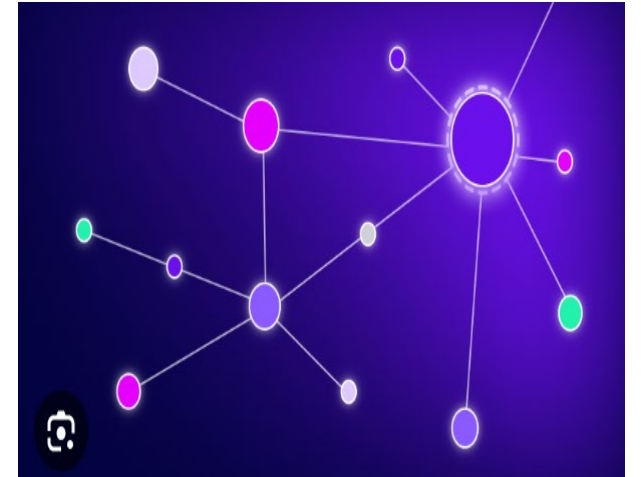
The business flow for tracking the disposal request of an asset and making sure that it is appropriate for surplus is an important process.

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



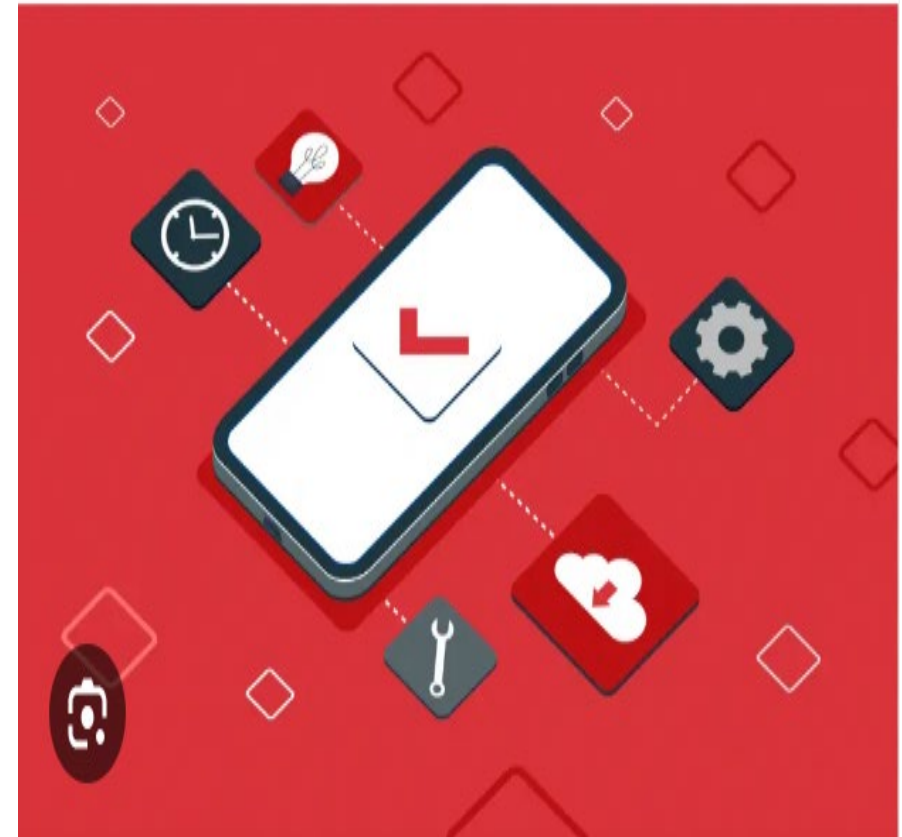
What are the Improvements of the New System?

→ 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?

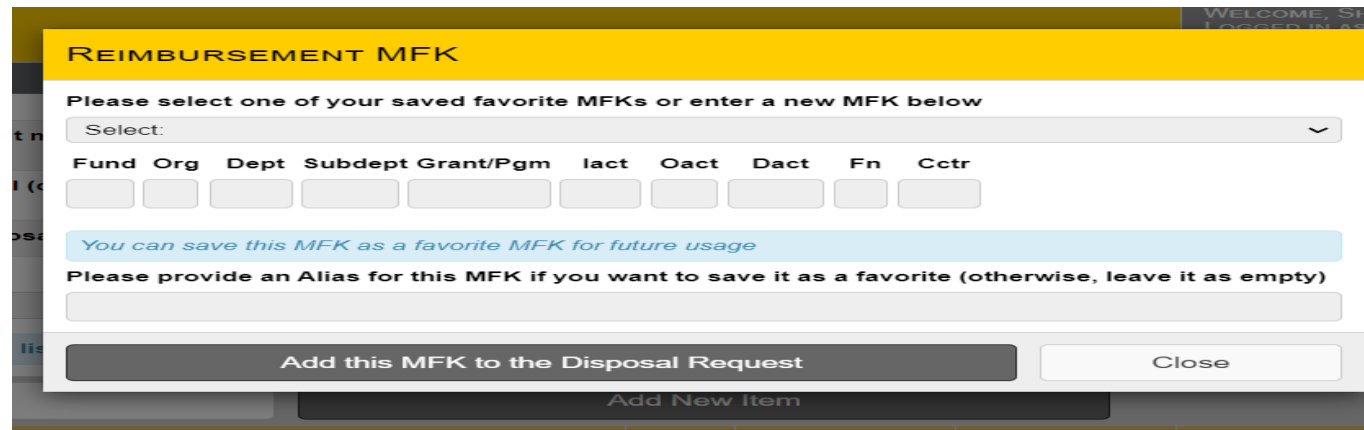
→ Surplus Administration Improvements

- 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



The screenshot shows a dialog box titled "REIMBURSEMENT MFK" with a yellow header. The main content area contains the following elements:

- A prompt: "Please select one of your saved favorite MFKs or enter a new MFK below"
- A "Select:" dropdown menu.
- A table of input fields for MFK details:

| Fund | Org | Dept | Subdept | Grant/Pgm | Iact | Oact | Dact | Fn | Cctr |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Below the table is a blue informational message: "You can save this MFK as a favorite MFK for future usage".

Below that is a prompt: "Please provide an Alias for this MFK if you want to save it as a favorite (otherwise, leave it as empty)" followed by an empty text input field.

At the bottom of the dialog are two buttons: "Add this MFK to the Disposal Request" and "Close".

RE: New System Requirement?

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

S. USER PROFILE

SEARCH USER PROFILE

Notes: Approved:

Dept# 05-0333 Department Name Cbs-Admin Group (VPFO) User Sherry Reynolds-Miller Email sherry-reynolds@uiowa.edu

Addresses

| | | | |
|-------------------------------------|---|--|--|
| <input checked="" type="checkbox"/> | Plaza Centre One #PCO , 125 South Dubuque Street , Iowa City IA, 52240 | | |
| <input type="checkbox"/> | Mossman Business Services Building #MBSB , 2222 Old Highway 218 South , Iowa City IA, 52246 | | |
| <input type="checkbox"/> | West Campus Transportation Center #WCTC , 840 Evashevski Drive , Iowa City IA, 52242 | | |

Total Records: 3

MFK Account Numbers Add New

| Alias | Fnd | Org | Dept | Subdept | Gr/Prog | Iacct | Oacct | Dacct | Fn | Cctr | | |
|------------------|-----|-----|------|---------|----------|-------|-------|-------|----|------|--|--|
| Sherry MFK | 050 | 05 | 0311 | 23000 | 00000000 | 6199 | 000 | 00000 | 60 | 9999 | | |
| Testing | 050 | 05 | 0311 | 23000 | 00000000 | 6199 | 000 | 00000 | 60 | 7777 | | |
| Test add new MFK | 050 | 05 | 0311 | 23000 | 00000000 | 6199 | 000 | 00000 | 60 | 2222 | | |

Total Records: 3



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

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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

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Quarterly Business Officers Meeting

Thank you

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AVP & University Controller

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→ controller.fo.uiowa.edu