



Fiscal Onboarding

University of Florida

Asset Management

WELCOME!

POST IN THE CHAT:

- **Your Name**
- **Where You Work**
- **How long you have been at UF**

Topic Overview

1. Asset Management and UF Surplus Overview
2. Asset Vocabulary
3. The Life Cycle of an Asset

Who are we?



We are responsible for facilitating the management and disposal of UF's property.

- Part of Chief Financial Officer Division
- Located in Elmore Hall and UF Surplus Warehouses
- The main areas include:
 - Inventory/Decals
 - Vehicle Registration, License Plates, Etc.
 - Sponsored Program Property
 - Asset Management Accounting
 - UF Surplus

Who are we?



Asset Management - Accounting

What we do:

- PO/Invoice approval step in the system for account 78XXXX
- Asset Tagging (Decals)
- Annual Capital Asset Inventory
- Handle the disposition
- Foreign Travel Equipment Form
- Vehicle Title and Tags
- Sponsored Project Property Management

Who are we?



Asset Management – UF Surplus

What we do:

- Manage UF Property Swap ListServ
- Asset surplus pickups and drop-offs
- Process transfers to departments
- Auctions, bid-in-place, and buy now for surplus property
- Donations to non-profit organizations
- Media Destruction

Key Terms

① **Assets**

- **Attractive Property** is property that costs less than \$5,000.
- **Capital Property** is property that costs more \$5,000 or more.

③ **Inventory**

- Inventory is the act of physically accounting for all capital assets on an annual basis.

② **Decals**

- A decal is the asset tag placed on capital property, attractive property and federal property.

④ **myAssets**

- myAssets is the online module for University's property management system and is used to track capital assets, attractive assets, and surplus property.

**Who is responsible
for Asset
Management?**



Who does what?

Fiscal Staff



Purchasing/Invoice Payment

Department Staff



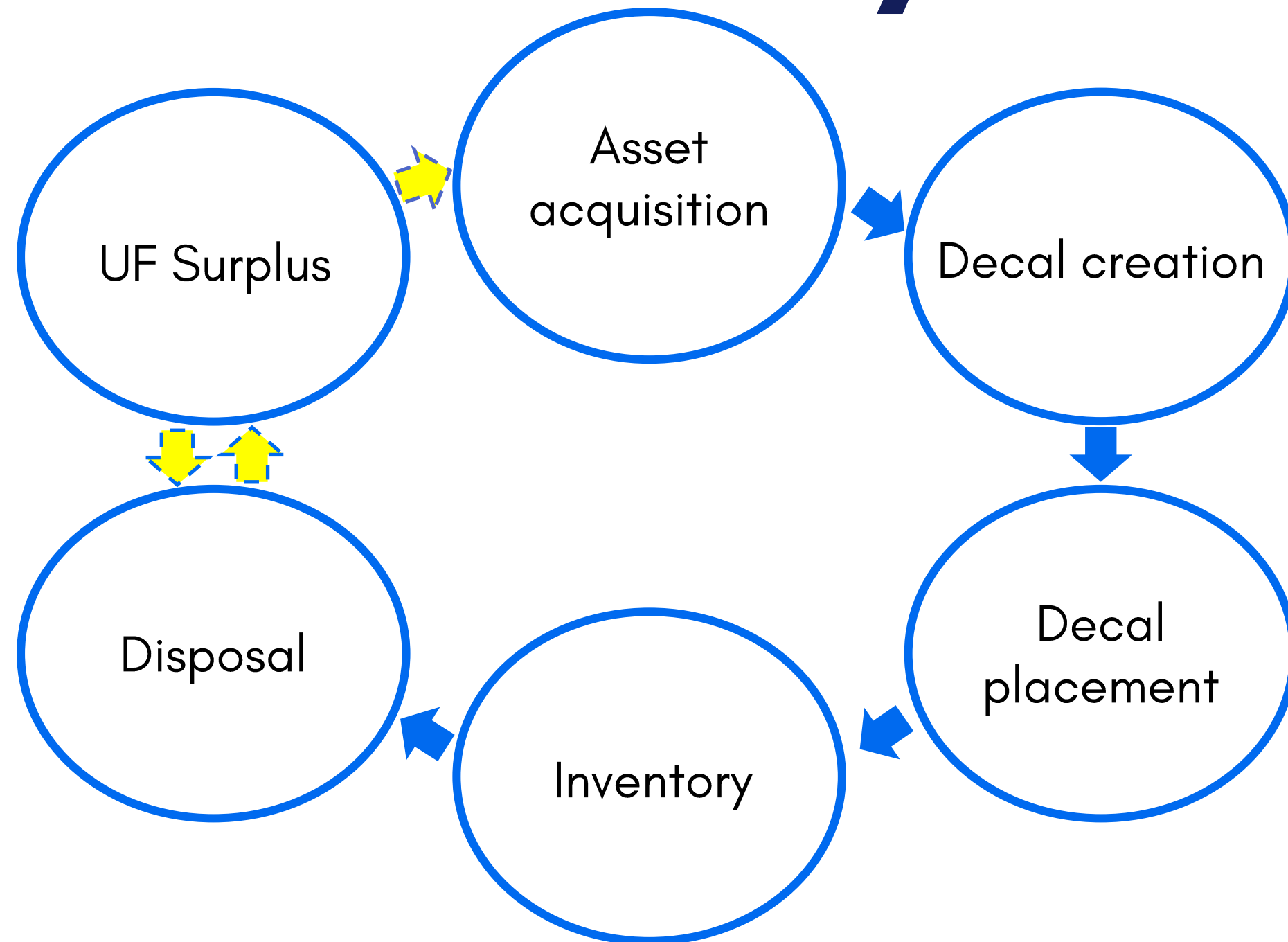
Receive Equipment, Working with AM for Tagging/Inventory

Chair/Directors

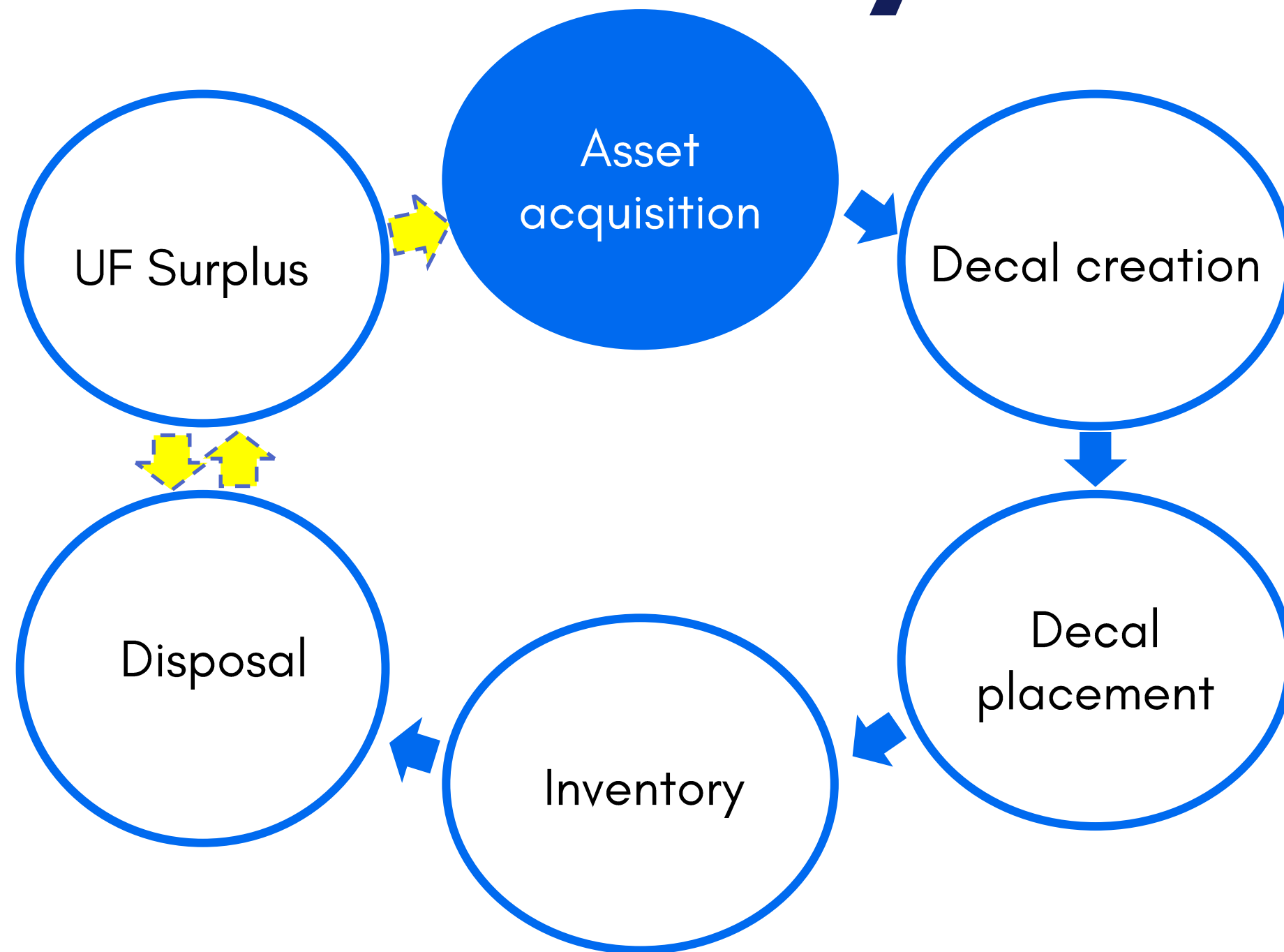


Approve requests in myAssets (disposals, off-sites, user adds, etc.)

Asset Life Cycle



Asset Life Cycle



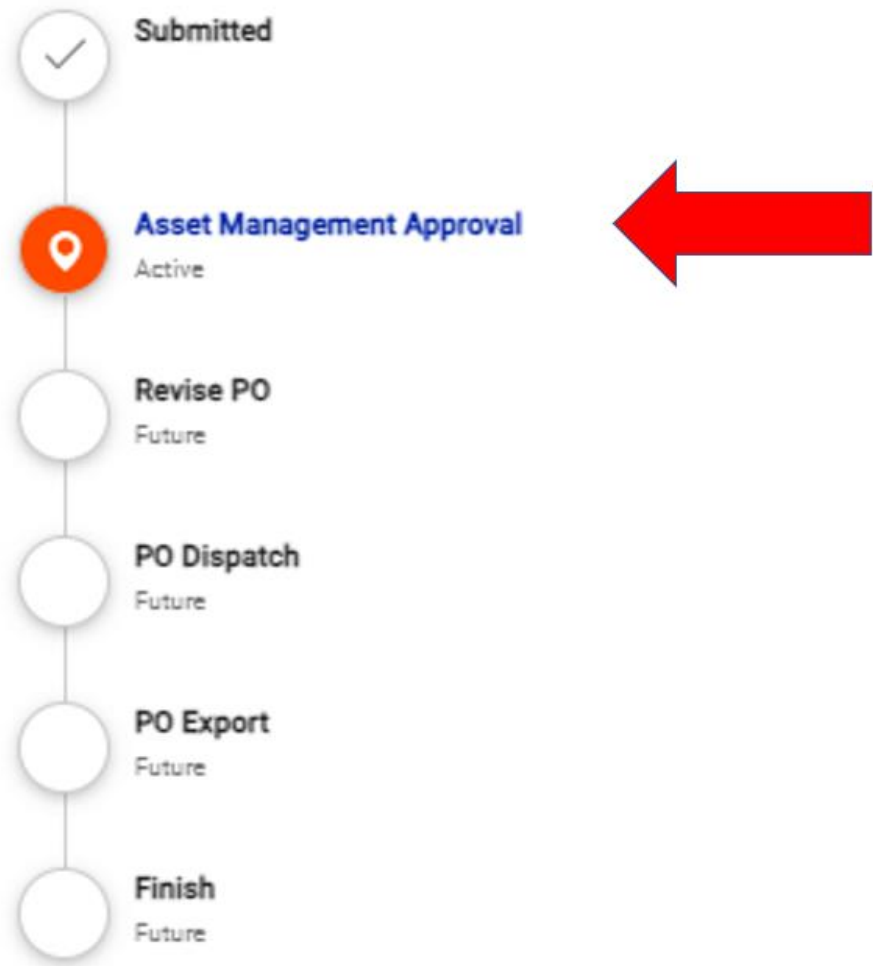
Asset Acquisition

There are several ways to acquire property:

- Procurement
- UF Property Swap Listserv
- UF Surplus
- Donations
- Government Furnished

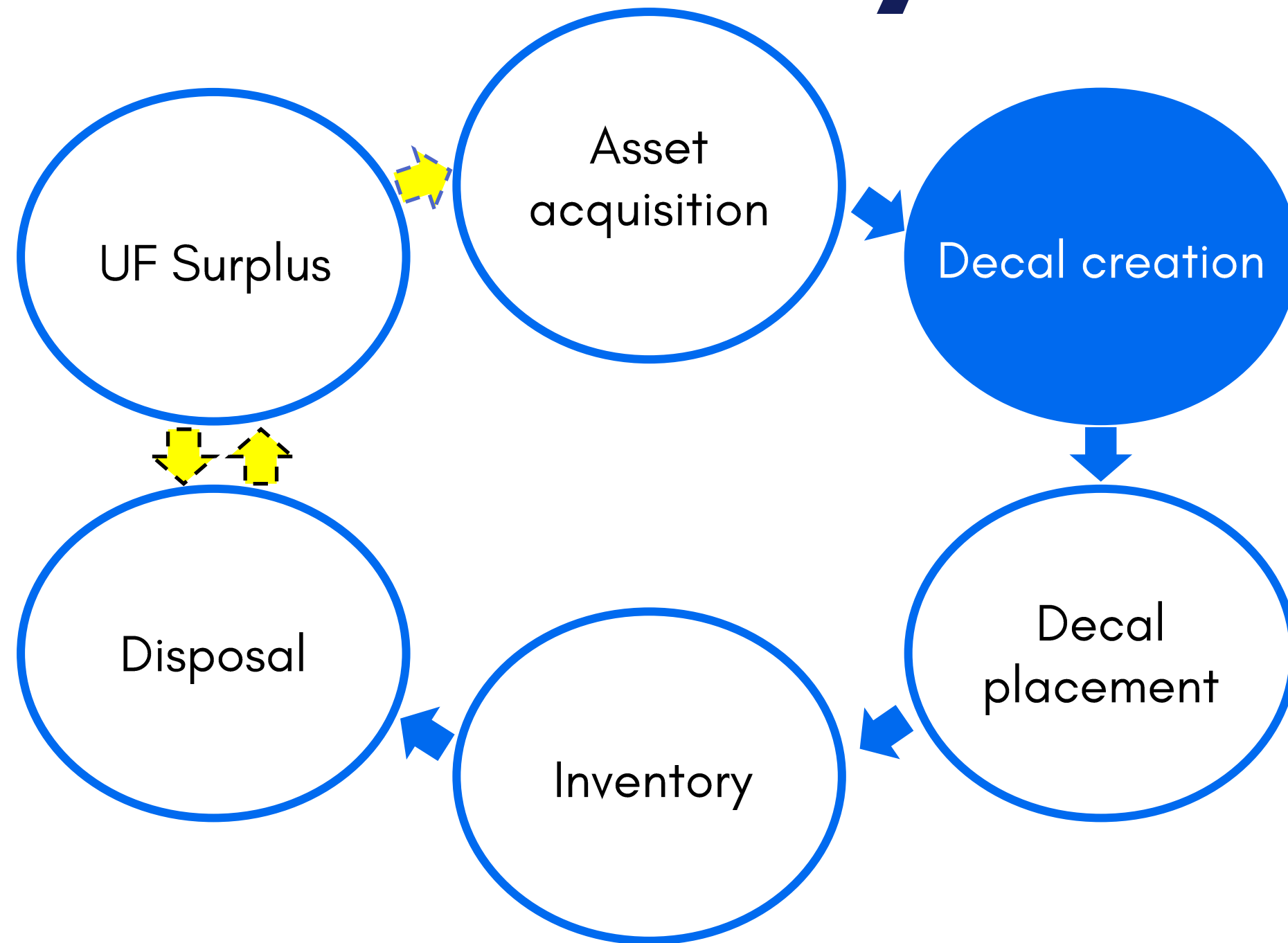


Assets Acquired through Procurement Purchase Order Workflow



- ① **System revises PO**
- ② **Asset Management**
- ③ **PO Dispatched**
- ④ **Export to myUFL**

Asset Life Cycle

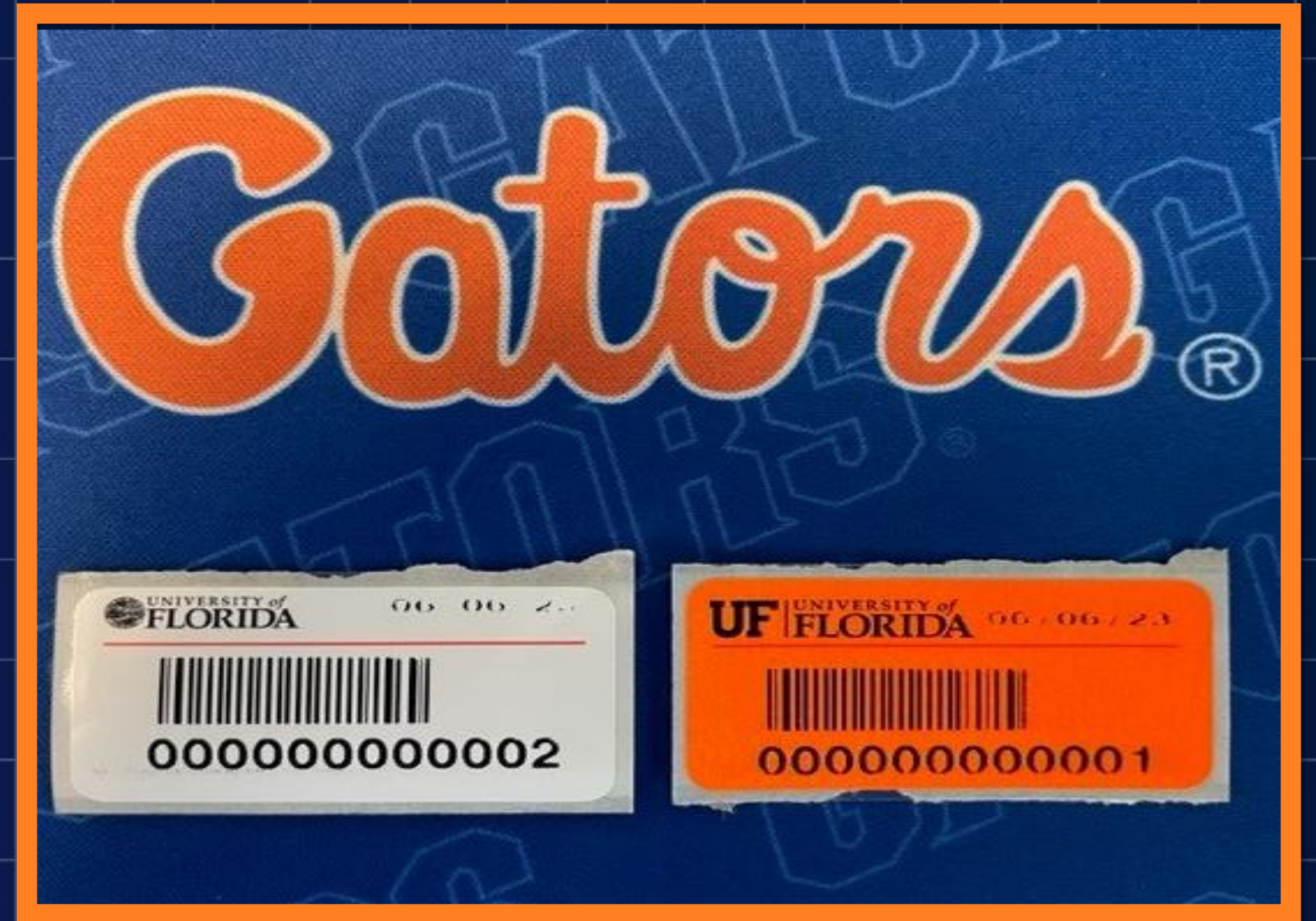


Decal Creation

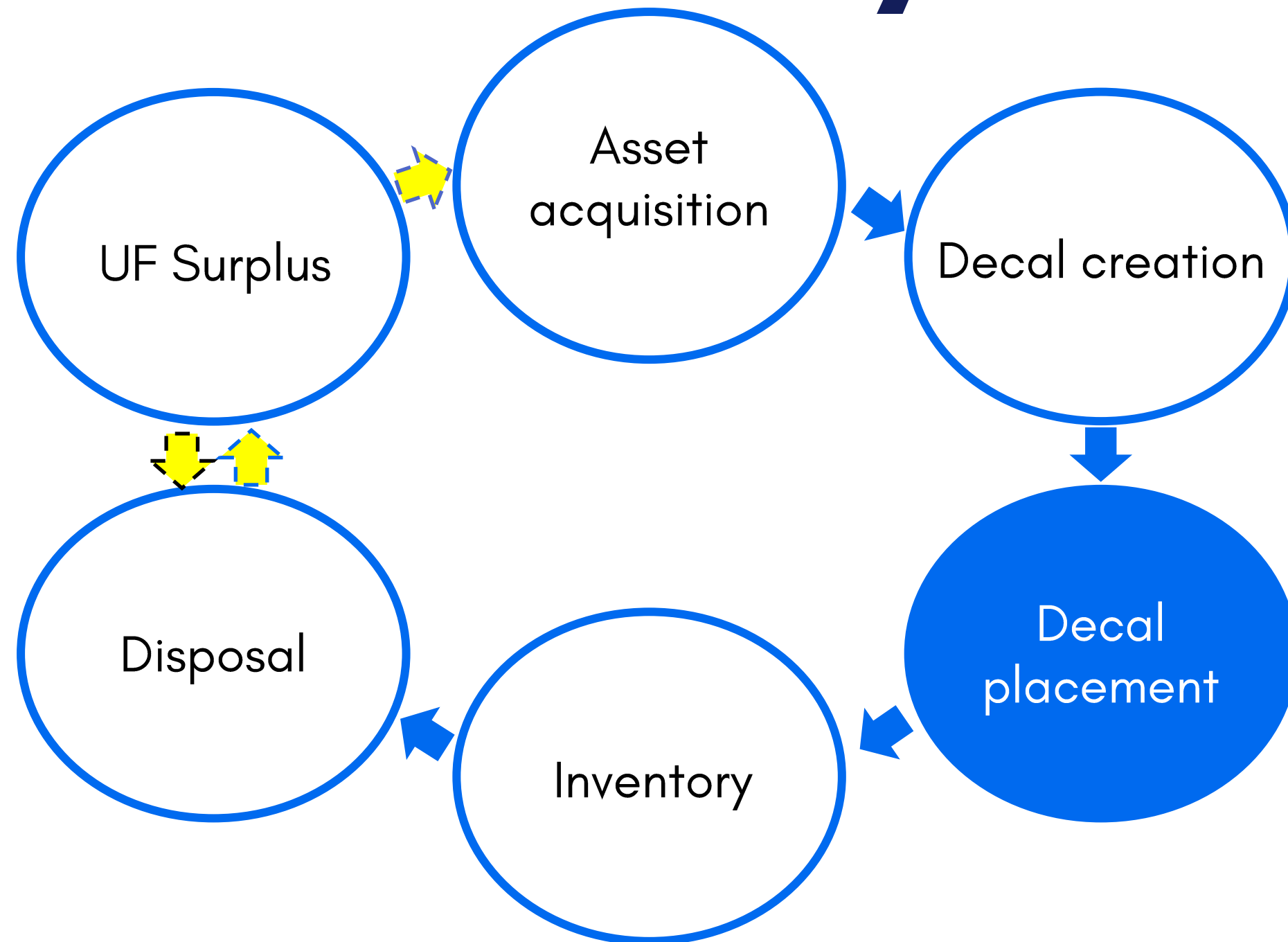
Once the equipment is acquired and properly recorded in the system, a decal (property tag) is printed from our office to track the property.

Capital Asset Tag - Orange Tags

- **Federal Property - Orange Tags** with the following numbers:
 - 4910US - Owned by the US Government
 - 4910AO - Owned by an agency like NASA
 - 4910F - Owned by federal surplus or GSA
- **Attractive Property - White Tags**



Asset Life Cycle



Placing a Decal

A decal is placed on equipment ASAP so we can keep accountability for it.

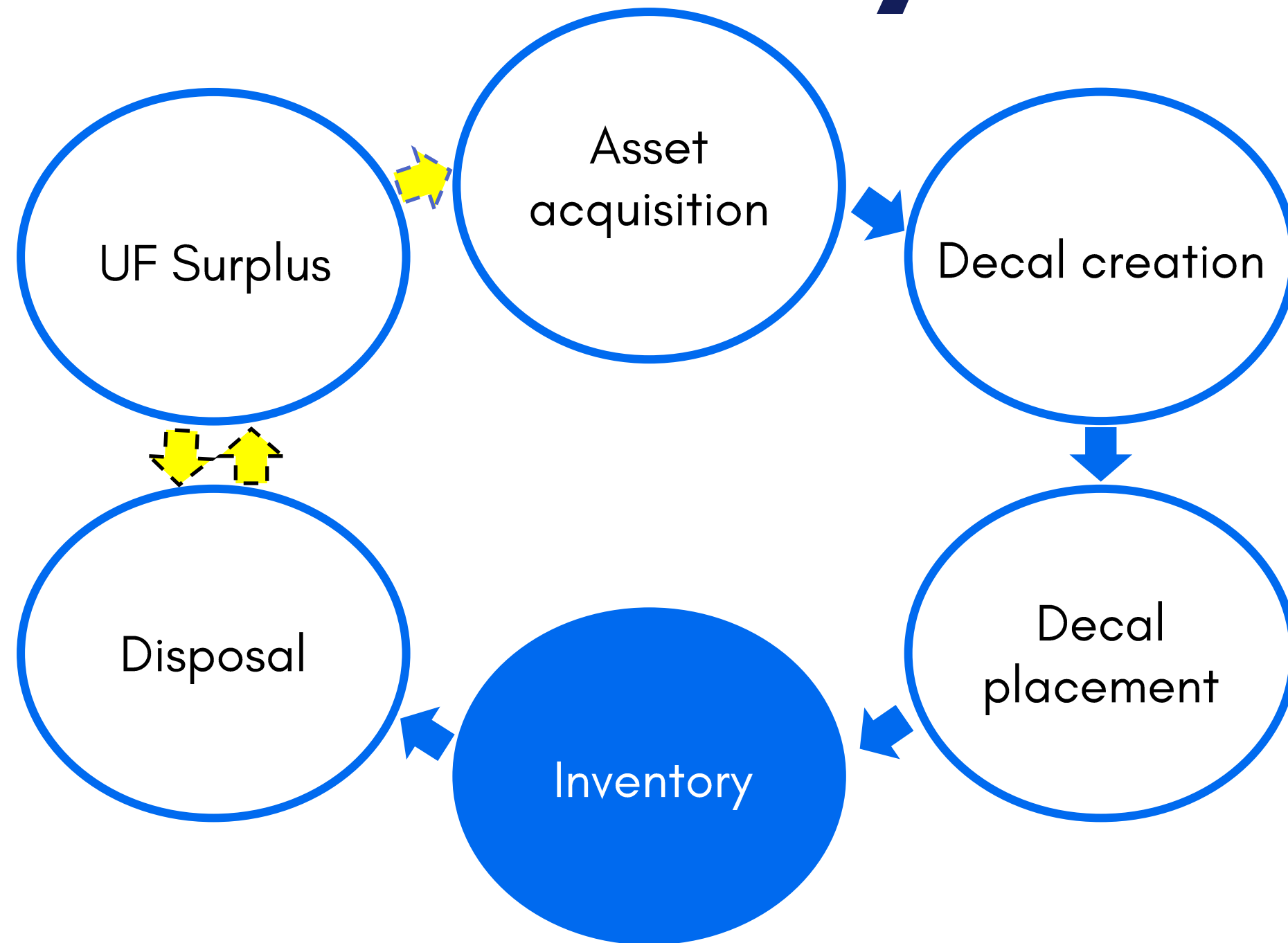
- For Capital Assets, Decals are either picked up by department contacts, mailed out, or placed by an Asset Management team member.
- Attractive Asset decals are mailed to the department to be placed or can be picked up.

Photos are mandatory for capital assets and can be uploaded in the app during placement of decal or save picture and upload on desktop.

Locations need to be updated in myAssets when an asset is moved so we can locate it to scan.



Asset Life Cycle



Inventory

Asset Management or the Department scans each item in its current location once a year to document inventory. Fiscal year inventory is July 1st – March 31st

Asset Management has developed an app that assists in this process called the myinventory app and only works with Apple products. Surplus or Asset Management may have some apple products to transfer to your department to use for scanning assets.



Inventory Deadlines

Off-Site Certifications – September 30th

High-Risk Departments – November 30th

STAR and IFAS departments – January 31st

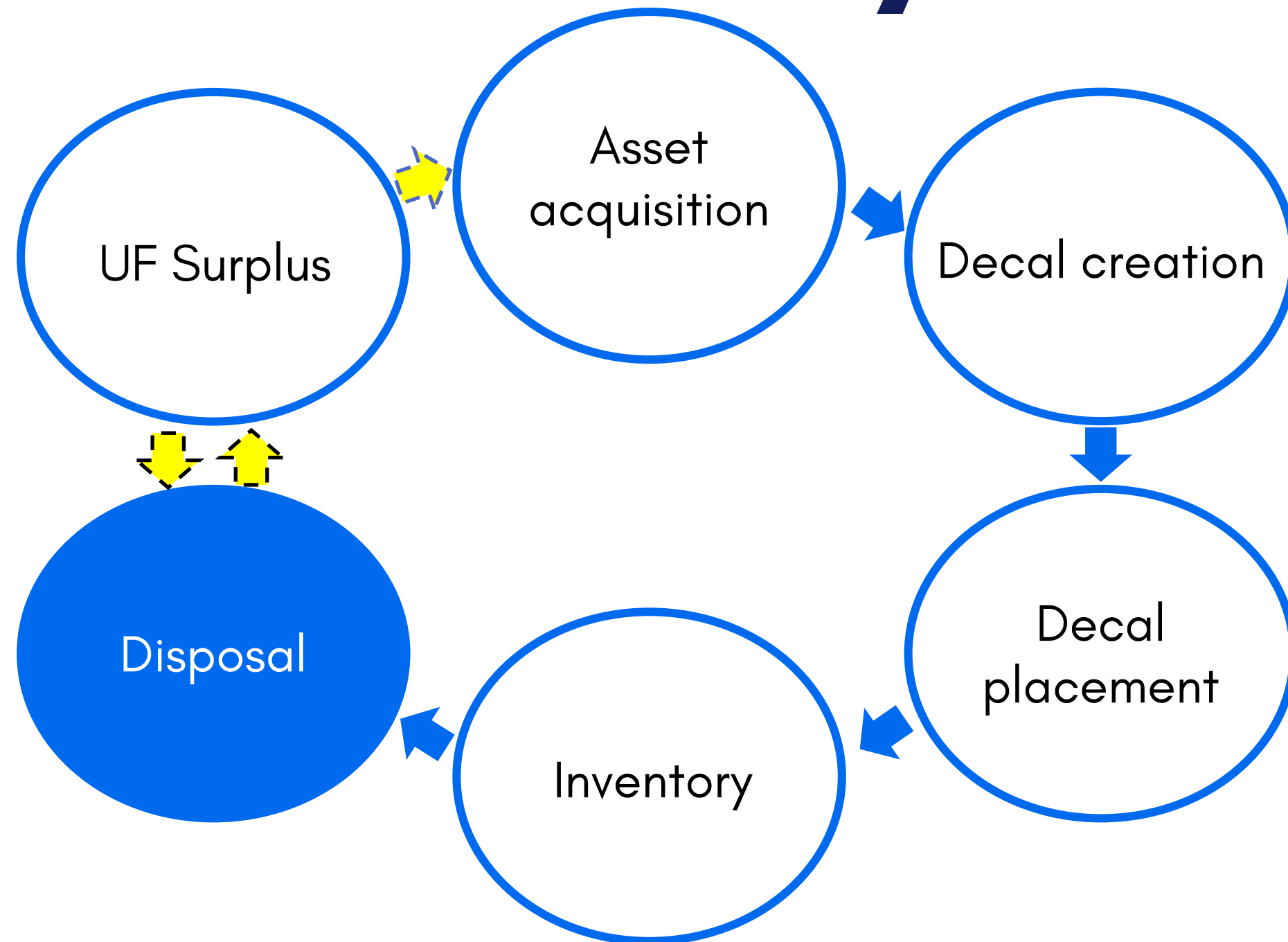
Main Campus and Health Science Center
Departments – March 31st

Attractive Property for all departments – May 31st

Asset Manager – Walter Smith – smithw@ufl.edu



Asset Life Cycle



Poll Question



<https://forms.office.com/r/nkKwZhq8En?origin=lprLink>

Disposal

The department will submit a disposal request when the equipment is no longer needed.

This is the proper method of removing assets out of your inventory.

UF surplus can pick up the item or the department can drop off at the UF Warehouse.

Certain items require EH&S involvement.

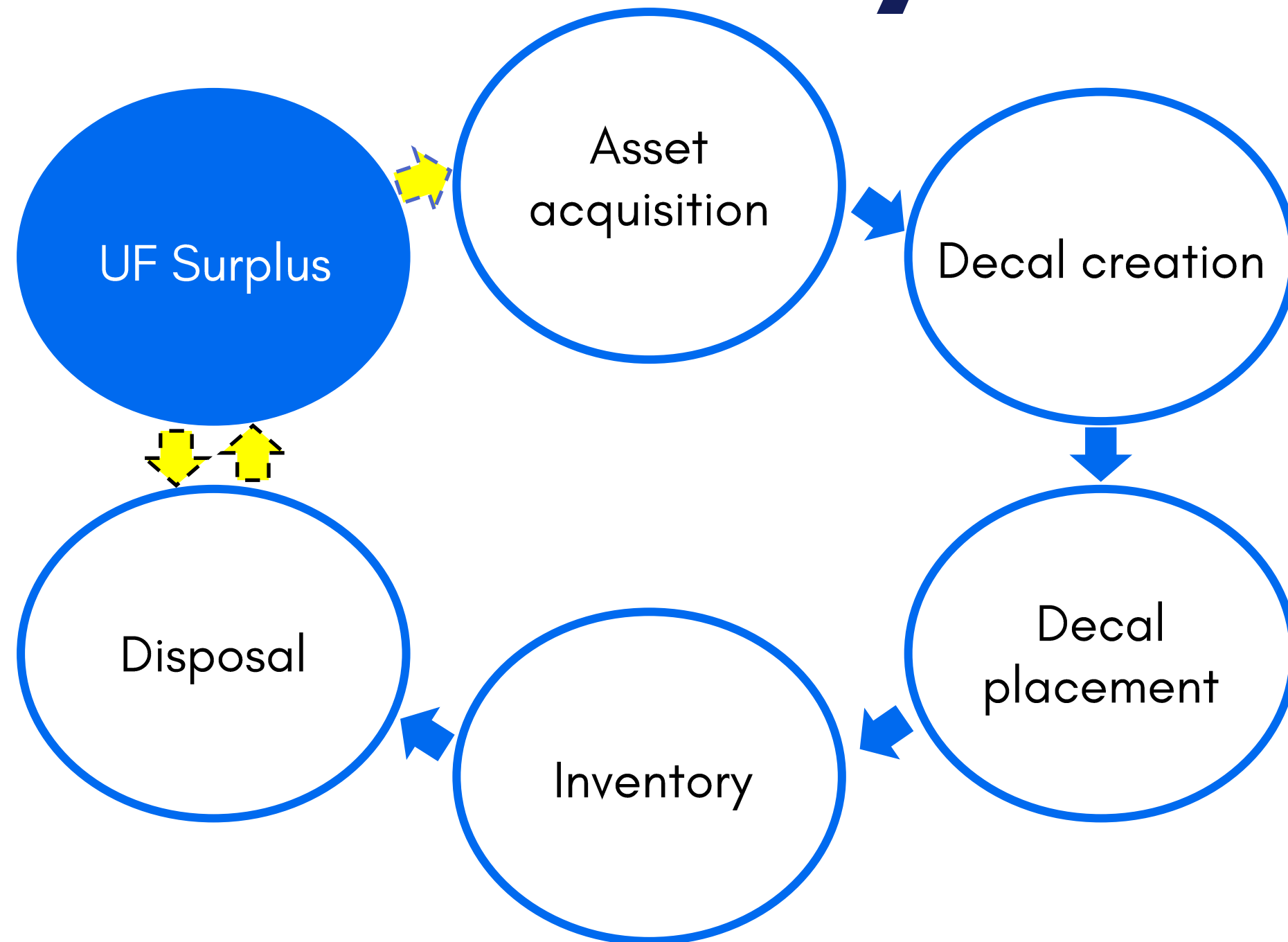
Disposal Request

Categorization
What type of disposal request would you like to create?

- Surplus** (Truck icon)
Property has been sent to UF Surplus for redistribution to other UF departments, for auction, for donation, for recycling, or for proper disposal.
[Start Surplus](#)
- Decal Correction** (Truck icon)
When departments decide to stop tracking departmental designated attractive property. Decal corrections cannot be used for capital assets, mandatory attractive property, or federal property.
[Start Disposal](#)
- Recycled**
This is only available for property located in Alachua County and when property is sent to an authorized recycler.
- Trade-In** (Double arrow icon)
When the department exchanges property to reduce the purchase price of new property.
[Start Disposal](#)
- Improperly Disposed** (Trash can icon)
When property has been mistakenly thrown away in the garbage instead of sent to the recycler or disposed of through appropriate means.
[Start Disposal](#)
- Lost**
When the location of the property is unknown and all reasonable actions have been taken to locate the property. When that property has been located, the Department must be notified and a report filed. The UPD must be filed with this disposition request.



Asset Life Cycle



UF Surplus Sustainability Efforts

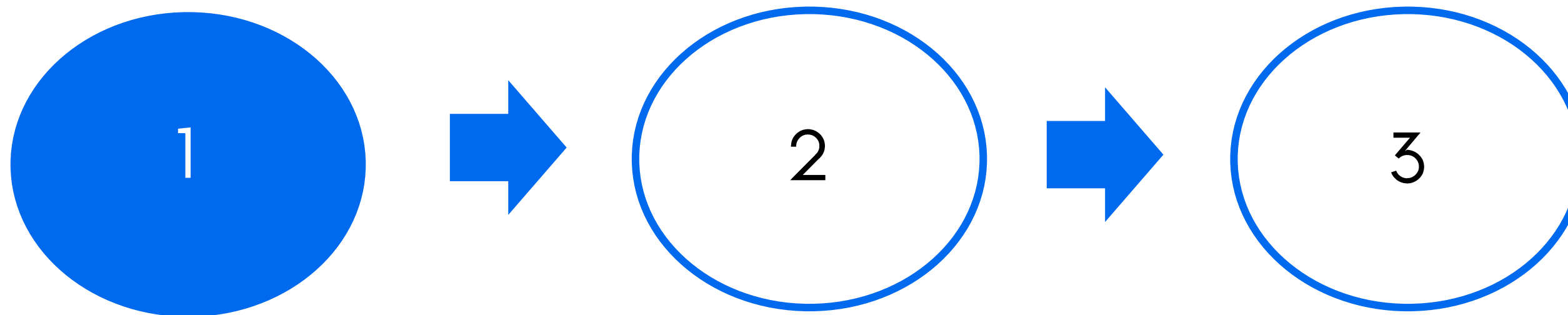
UF SURPLUS

SustainaGator Team



www.surplus.ufl.edu

Surplus Process



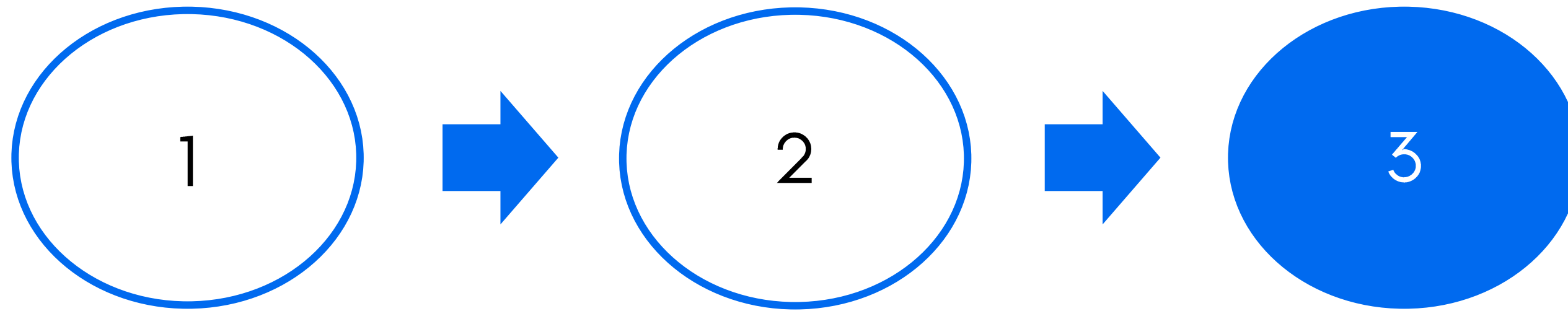
Department must complete a surplus pickup request for unwanted items and UF Surplus will coordinate pickup in a timely manner. An option prior to sending items to UF Surplus is to list the items on the UF Property Swap ListServ to transfer the items between departments.

Surplus Process



Department's unwanted items that are received in working condition are made available to other departments for their use at no cost for two weeks after received in the warehouse. Electronic items are made available after testing by the PC/AV Shops for two weeks.

Surplus Process



If other departments are not interested in the surplus items in the warehouse, then they are placed on auction for the public to purchase or donated to non-profit organizations.

Online Shopping

NavBar: Menu

Menu > Financials

Recently Visited

Favorites

Menu

Welcome to myUFL!

Asset Management

- Asset Transactions
- Depreciation
- Accounting Entries
- Financial Reports
- Send/Receive Information
- Service and Maintenance
- MyAssets**

UF myAssets

Search by Decal, Descrip

Help Using This System

Contact Information

Administration - Elmore Hall

Questions about asset acquisitions, transfers, retirements, inventory, decals, foreign travel, and federal property should be directed here.

352-392-2556
property@admin.ufl.edu

UF Surplus

Questions about surplus property, pickups, auctions, and equipment recycling should be directed here.

352-392-0370
surplus-fa@ufl.edu

Business Affairs Technical Services

Technical difficulties (errors or bugs) found while using the system should be directed here.

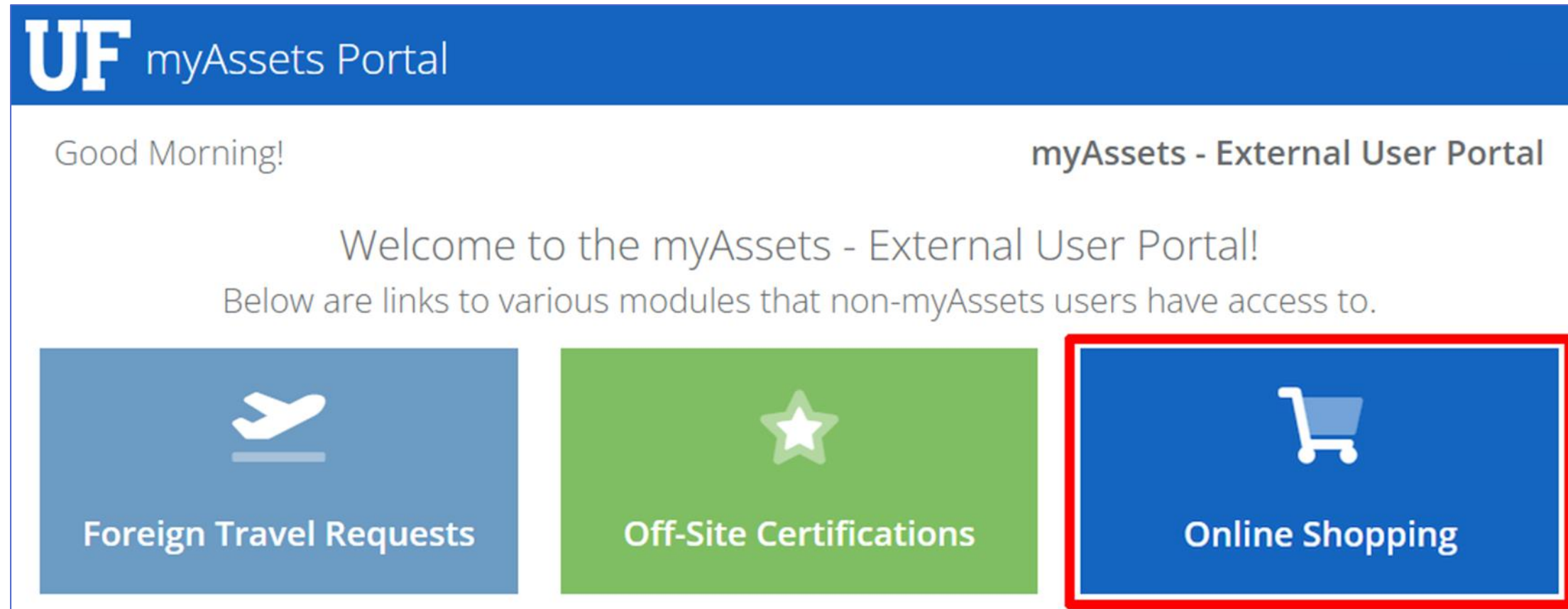
352.392.BATS (2287)
bats@admin.ufl.edu
bats.facilities.ufl.edu
Report a Technical Issue

Resources

- Asset Management Website
- Asset Management Trainings
- Toolkits
- UF Surplus Website
- Pickup Zone Map
- External User Portal - Off Site Certifications & Foreign Travel Requests (<https://myassets.fa.ufl.edu/ext>)**
- Download myInventory App - iOS Only (After install you must Trust the University of Florida Certificate in Settings > General > Device Management > University of Florida)

Navigation: my.ufl.edu > Main Menu > Financials > Asset Management > MyAssets > Help > External User Portal

Online Shopping



The screenshot shows the UF myAssets Portal interface. At the top left is the UF logo and 'myAssets Portal'. Below this, it says 'Good Morning!' and 'myAssets - External User Portal'. A welcome message reads: 'Welcome to the myAssets - External User Portal! Below are links to various modules that non-myAssets users have access to.' There are three buttons: 'Foreign Travel Requests' (blue with a plane icon), 'Off-Site Certifications' (green with a star icon), and 'Online Shopping' (blue with a shopping cart icon). The 'Online Shopping' button is highlighted with a red border.


<https://myassets.fa.ufl.edu/ext/>

Online Shopping


UF myAssets Portal

Equipment Request View Order History View Cart


Filter Category: Furniture Search: Search...



Chair
W24-32929
Warehouse Date: 2024-02-23
Add to Cart



Chair
W24-32928
Warehouse Date: 2024-02-23
Add to Cart

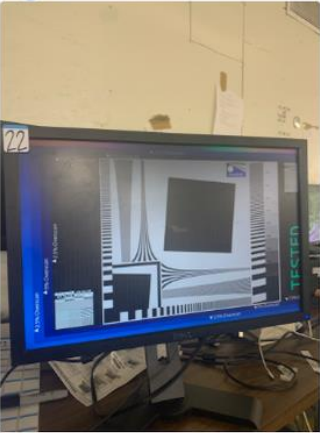


Chair
W24-32927
Warehouse Date: 2024-02-23
Add to Cart


UF myAssets Portal

Equipment Request View Order History View Cart


Filter Category: Audio/Visual Search: Search...



Dell 22 Monitor P29
VGA/DVI/DP
W24-31037
Warehouse Date: 2024-02-14
Add to Cart



Dell 19 Monitor P1
VGA/DVI/DP
W24-31035
Warehouse Date: 2024-02-14
Add to Cart




Dell 19 Monitor P1
VGA/DVI
W24-31032
Warehouse Date: 2024-02-14
Add to Cart


UF myAssets Portal

Equipment Request View Order History View Cart


Filter Category: Scientific/Medical Search: Search...



DIGITAL CAPTURE SYS 660 HD
IMS
000000243041
660HD1887
Warehouse Date: 2024-02-13
Acquisition Date: 2007-10-24
Acquisition Cost: \$22,410.00
Add to Cart



DIGITAL CAPTURE SYSTEM,
DYONIC
4910HC135700
90880015
Warehouse Date: 2024-02-13
Acquisition Date: 2001-11-16
Acquisition Cost: \$13,452.00
Add to Cart



Dyonics 300XL
W24-31019
Warehouse Date: 2024-02-13
Add to Cart


Online Shopping

UF myAssets Portal

[Equipment Request](#) [View Order History](#) [View Cart 1](#)

Filter Category: Furniture

Search: 24-32929



Chair
W24-32929
Warehouse Date: 2024-02-23

[Add to Cart](#)

Online Shopping

UF myAssets Portal

[View Order History](#) [View Warehouse Items](#)

GENERAL INFO CART


REQUESTOR

REQUESTING DEPARTMENT

[Click here to start typing notes](#)

SHOPPING CART

WAREHOUSE ITEMS

	W24-32929 Chair	-
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[Cancel](#) [Submit](#)

Online Shopping Equipment Requests

UF myAssets Portal

[Equipment Request](#) [View Order History](#) [View Cart](#)

Filter Category Search



Online Shopping Equipment Requests

UF myAssets Portal

GENERAL INFO

REQUESTOR

DATE

REQUESTING DEPARTMENT




Feb 26, 2024


12345678

[Click here to start typing notes](#)

EQUIPMENT REQUEST

GENERAL ITEMS

TYPE	DESCRIPTION	QTY	
iPad	Generation 5 or Higher	2	
Furniture	Conference Table	1	 

 Submit Request

Activity: Scavenger Hunt

Scavenger Hunt

Dr. Seuss is a new faculty member in your department. As a faculty member, she will be preparing for class, writing papers, and conducting meetings with other faculty and students. You have been tasked with furnishing her office, but there are limited funds available in her startup for furnishing her office.

As a sustainability warrior, before purchasing items through the myUF Marketplace, you will use the UF Surplus Online Shopping option to request the necessary items.



Scavenger Hunt

Task: Create a word document showing five or more items that you could obtain through UF Surplus Online Shopping today to furnish Dr. Seuss's office.

Instructions:

1. Choose someone to share screen. That person will navigate to <https://myassets.fa.ufl.edu/ext/> and then click on Online Shopping.
2. Choose someone to screenshot items into a word document.
3. When the breakout rooms close in 10 minutes, share that word document with everyone by uploading it to the chat.



Cabinet
W23-45212



office chairs
W23-45347



Horizontal bookcase
W23-44878



Desk W/ Hutch
W23-45153



F2-iMac 27 inch (2012)
i5@3.5/8GB/128GB/1TB
W23-33712



Activity Share

Break Out Rooms

- We will now send you out into breakout rooms so you can go over the Scavenger Hunt.
- This is your chance to make connections and utilize the resources.
- Open your chat within the video call and say Hello!



myAssets

Website: <https://myassets.fa.ufl.edu/>

Navigation via PeopleSoft:

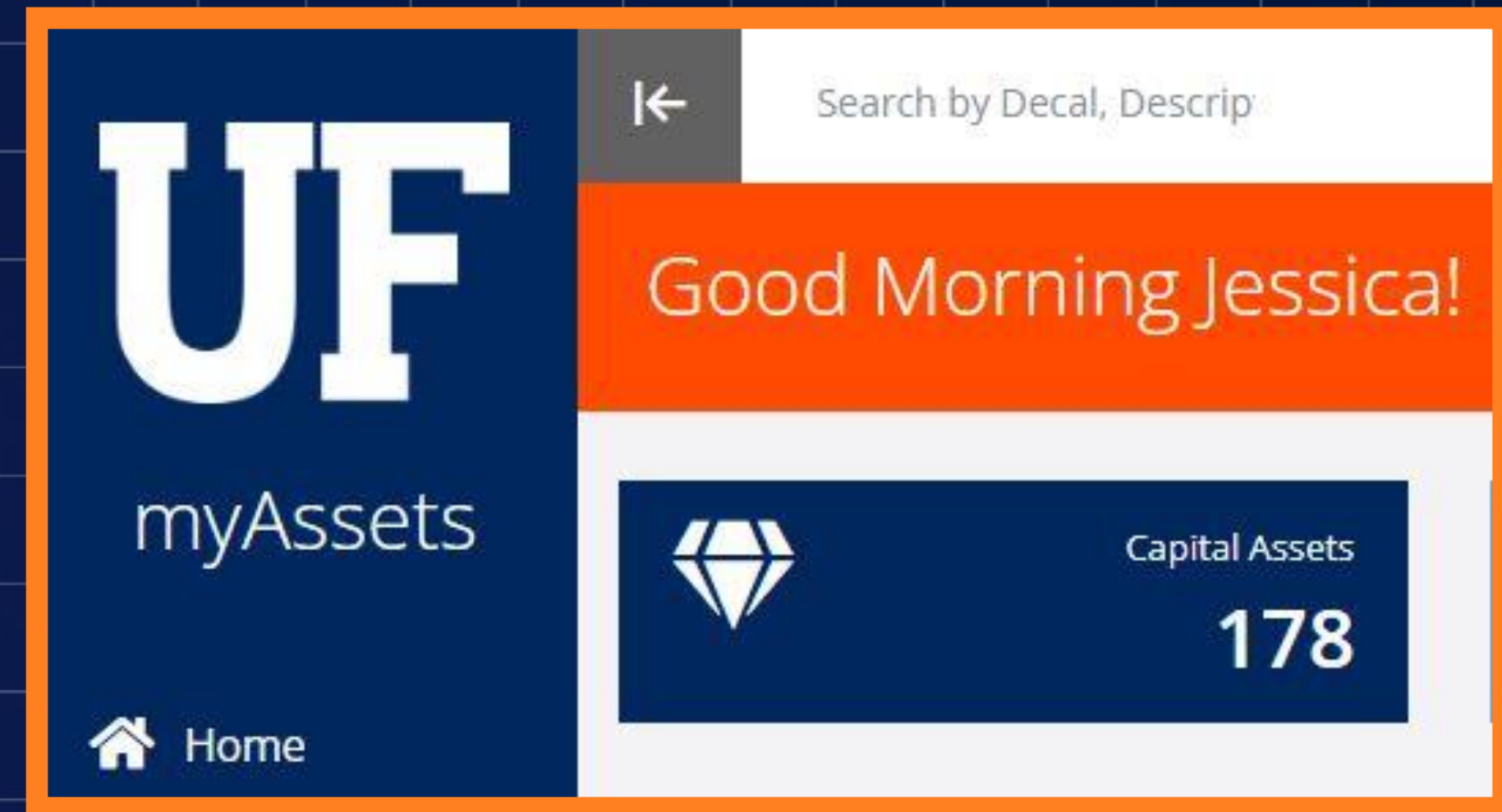
my.ufl.edu > Main Menu > Financials > Asset Management > MyAssets

Classes to take:

- PST501: Property 101
- PST502: myAssets

Role to request:

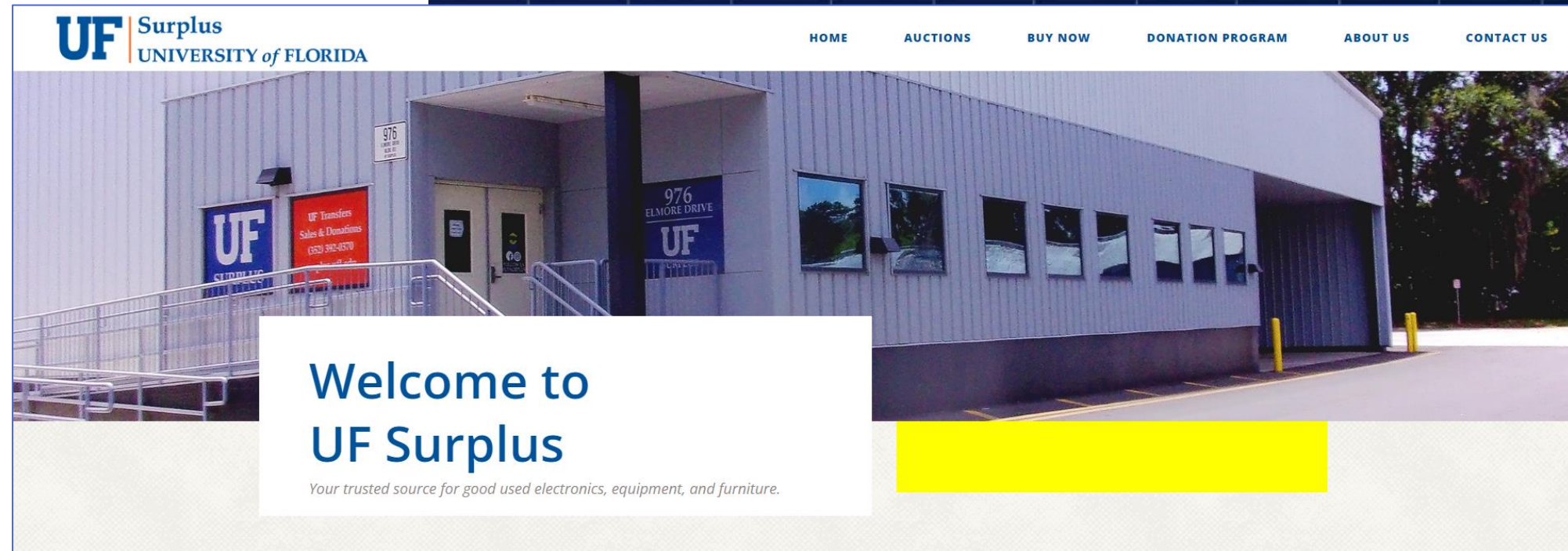
- UF_N_AM_MYASSETS_DEPT_ADMIN
- Have your department contact add you as a user for the appropriate role in myAssets



Surplus

Website: <https://surplus.ufl.edu/>

- Online Auctions
 - Public Surplus
 - Gov Deals
- Buy Now



All of our online auctions are open to the general public. They are posted daily and end daily. Each auction usually runs for 7-day periods.

To place a bid, be sure to register first so you don't miss out!
Public Surplus - [Registration Link](#)
GovDeals - [Registration Link](#)

All auctions can be viewed prior to the close of the auction during our office hours.
Public Surplus auctions can be directly viewed here: [University of Florida on PublicSurplus.com](#)
GovDeals auctions can be directly viewed here: [University of Florida on GovDeals.Com](#)
University of Florida reserves the right to reject any and all bids to withdraw from sale, any items listed right up until the auction closes this includes retaining any items for university use.

Shipping - We do not provide shipping of auction items but you may contact our local USPS store at 352-376-9999 for small items or a carrier for larger items. We are available to answer your shipping inquiries.

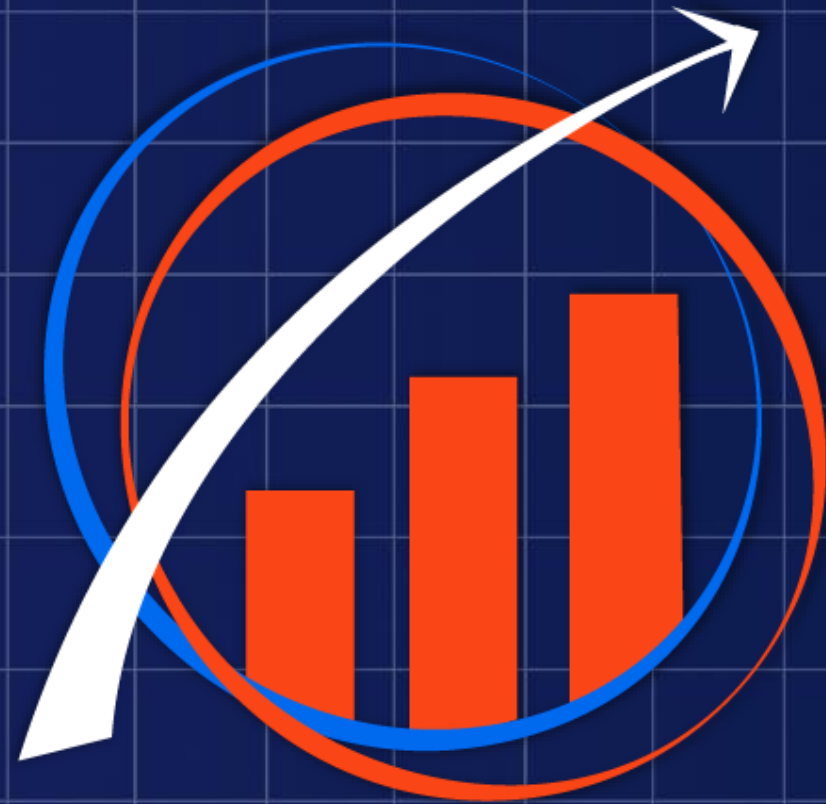
\$100 - Dell Optiplex 7040 i5 Desktop Computer
* Does not include operating system
Processor: Intel Core i5-6500 @ 3.2GHz
RAM: 8GB RAM
Hard Drive: 1TB HDD
Keyboard and mouse included



@UFSurplus



Questions?



Fiscal Onboarding

University of Florida

Thank you!

Brenda Harrell

Associate Controller
bbh@ufl.edu
(352) 294-1111

Jessica Ropicki

Accounting Manager
ropicki@ufl.edu
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Walter Smith

Asset Manager
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Operations Manager
mstringer693@ufl.edu
(352) 392-2561