Property Management Office Updates

ORA Forum
Presented by Ivonne Bachar, Senior Director
October 11, 2022
Today’s Topics

Capital Cost Transfers – Update

End of Period Purchase Justification
Why Capital Cost Transfer Application?

- Capital financials reside in Oracle Fixed Assets (FA)
- Journals do not interface with FA
- Only Accounts Payable invoices (APINV) interface with FA
- Assets are reconciled at invoice line level
- Capital transactions affect individual assets
- Existing process lacks key functionality
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
Capital Cost Transfer Project Status

**CCT rollout rescheduled (Revised)**
- Limited use and final testing Summer 2022
- Fully accessible in early November
- Will fully replace current email forms

**Additional functionality and refinements**
- Ability to select financial approver by the originator
- Invoice lines to more closely resemble view in iProcurement during selection phase
- Additional staff in PMO trained

**Resources**
- Application in SPARC Portal
- New “Source of Truth” Page developed on PMO Website; shared with FinGate
- User Guides, “How to” Tutorials developed
- Training sessions scheduled
Capital Cost Transfer Rollout Timeline

October (10/7/2022) – CCT Information Webpage published
- FMS helping communicate updated process and information to users
- Training Dates published and advertised
  › Pre-Launch 10/17/22 & 10/24/22*

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*
- 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

*Register in STARS. Slides and recordings will be posted on CCT Info Page
Home for the CCT Application

- Financial tool for Administrators and Managers
- Same look/feel as SeRA
- Will reside in SPARC portal - https://sparc.stanford.edu
End of Period Equipment Purchases

- Purchases within 90 days of award end
- Must directly benefit the project
- Justification required
  - Options:
    1. Attach to Requisition to minimize approval delays
    2. Proactively submit to PMO in parallel to requisition
    3. PMO End-Route Approver will request during approval process

Thank you for your attention today

For help and resources
contact PMO with any questions

https://ora.stanford.edu/ora-units/property-management-office