

# Property Management Office Updates

ORA Forum

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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)**

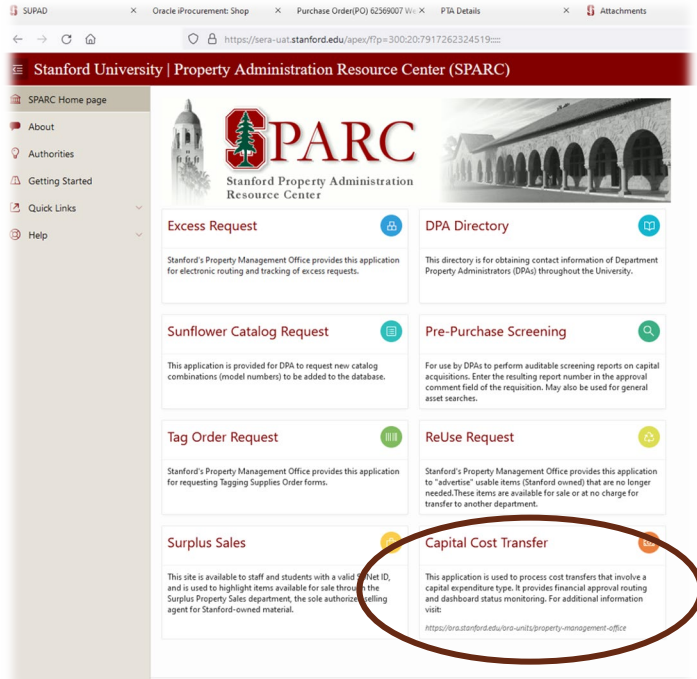
- Capital Template Form process ended; transactions completed by user in SPARC
- Email request will be returned with instructions for completing CCT in SPARC

## **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>
- Source of Truth Web Page
  - <https://ora.stanford.edu/ora-units/property-management-office/capital-cost-transfers-cct-new-and-updates>

# 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

Property Management Office End Of Award Purchase Justification Form	
<p>Purpose: To document the purchase of capital equipment, acquired on an AWARD(s) ending within 90 days of the requisition date.</p> <p>Please note: Responsibility for accurately coding acquisition transactions for equipment, approving funding sources and documenting allocation methodology rests with the originator and the authorized Departmental approvers.</p>	
<b>Section I – Transaction Details</b>	
Requisition Date	
Requisition Number	
Award(s)	
Originator/Requestor	
End Route Approver	
<b>Section II – Transaction Justification</b>	
<b>Checklist</b> (Check all that apply)	
<input type="checkbox"/> Is there an approved no cost extension? If so, please attach any backup.	
<input type="checkbox"/> Is there a follow-on award/ SPO on which this equipment will be used? If so, please include in justification below.	
<input type="checkbox"/> Is there existing research on which this equipment will be used? If so, please include in justification below.	
Justification (E.g. How does the purchase benefit the research/award?)	
Department Authorized Personnel Name (printed):	Department Authorized Personnel Title (printed):
Signature:	Date:

Internal Distribution: PMO, OSR

Property Management Office, 485 Broadway, Redwood City, CA 94063

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<https://ora.stanford.edu/resources/property-management-manual/51-property-management-office-forms-and-documents>





**Thank you for your attention today**

For help and resources  
contact PMO with any questions

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