

TAMU CIP Process

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CIP Asset - Create

(Updated 10/27/20)

1. SSC and UTIL CIP Assets

- **Assigning an Asset Number**

- First 2 digits are the FY
- Third digit is 6 as a sight indicator for CIP
- UTIL-Use the last 6 digits of the project number as the last 6 of the asset number
Example: U1610103645 is asset 1760103645
- SSC-Use the last 7 digits of the project number as the last 7 of the asset number
Example: 2019-04052 is asset 2061904052

- Screen 501

- Description-Project Name and Number or WO Number-probably need both description lines
- Vendor-if SSC project use SSC, if UTIL leave blank
- Serial #-None

- Screen 502

- Class code-87XXXX-appropriate to the project (most UTIL projects are 871101-see voucher)
- Condition-UC Under Construction
- Acq Mthd-The first voucher to be included
 - PO if is current FY expense and on TBAR010
 - AJ if is a prior FY expense not coded 87XX and not being corrected
 - Acq and In-Ser dates-can be the current date asset is being set up

- Screen 503

- Purchasing/Voucher information from the first voucher to be included
- Fund Source and bank should be appropriate to purchasing account
- PO Nbr
 - If SSC project should have a PO set up for the project and it will be in the PO Nbr field
 - If UTIL then cost will come from multiple vendors and there is not usually a PO set up for the project so this field will be blank-not the PO of the first cost
 - Invoice, Voucher , and Cost of the first cost to be included (If cost is from UTIL Capital Billing report in AggieWorks use the B _____ as the invoice # and the voucher #)

- Screen 505

- Dept-FISC
- Group-Use SSC or UTIL-when sorting the CIP asset Business Objects report it will group these projects together
- Remaining fields are the default for FISC

TAMU CIP Process

- Screen 506
 - Availability-Blank
 - How Tagged-NT
 - Tag Number-Asset Number

2. FP&C (Facilities Planning & Construction)Project

Cost for FP&C projects are usually carried on CC01 but may have some paid on the other members accounts

- **Assigning an Asset Number**
 - First 2 digits are the FY
 - Third digit is 6 as a sight indicator for CIP
 - Use the last 6 digits of the project number as the last 6 of the asset number
Example: 02-3125 is asset 1860023125
- Screen 501
 - Description-Project Number and Name-may need both description lines
 - Vendor-none
 - Serial #-None
- Screen 502
 - Class code-87XXXX-appropriate to the project
 - Condition-UC Under Construction
 - Acq Mthd-The first voucher to be included
 - PO if is current FY expense and on TBAR010
 - AJ if is a prior FY expense not coded 87XX and not being corrected
 - Acq and In-Ser dates-can be the current date asset is being set up
- Screen 503
 - Purchasing/Voucher information from the first voucher to be included
 - PO Nbr
 - Should have a PO set up for the project and it will be in the PO Nbr field
 - If PO is for this initial cost only-leave PO field blank
 - Invoice, Voucher , and Cost of the first cost to be included
- Screen 505
 - Dept-FISC
 - Group-Use FP&C-when sorting the CIP asset Business Objects report it will group these projects together
 - Remaining fields are the default for FISC
- Screen 506
 - Availability-Blank
 - How Tagged-NT
 - Tag Number-Asset Number

Notes

- FAMIS does not create preliminary asset for PO's coded 87XX
- May copy existing CIP asset on Screen 509 to the new asset number and update the needed fields
- Capitalized Interest cost is added as another component of the CIP asset

The departments sometimes direct purchases equipment for a project to be installed or used in the facility so they are not paying the upcharge when purchased through SSC.

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- Cost paid by the department that are for the project but not included in the project are-
 - Added as another component so will be separate from the project cost
 - Not included in the SSC closing cost
 - Review invoices at closing and determine where cost should be applied

TAMU CIP Process

CIP – Review Closing When Received

(Updated 10/27/20)

Complete the review when closing is received so any questions may be resolved at the time. This way the closing information should be current to the submitter and resolution is not delayed.

3. SSC and UTIL CIP Closings

- Assign P00_____ Reference #
 - Open CIP Ref # spreadsheet and select the next available number
 - Fill in information
 - Write or insert assigned ref # on form
- Save closing form and email in on-line project folder-may also have hard copy folder for all documentation to be imaged when complete
- Review information on form
 - Component cost add up to the closing total-there have been errors in the spreadsheet formulas
 - Identify CIP asset
 - Print screen 500 or 501 showing project and cost
 - Match cost-if out of balance
 - Expected or within the 1% continue to process the closing
 - Un-expected
 - SSC project return to TLG (as the liaison to SSC) with out of balance info-will be forward to submitter
 - UTIL project return to submitter from UTIL with out of balance info
 - Note out of balance and date returned in the P00 ref log
 - Identify where cost should be reclassified/added and note on closing or print screen 500
 - Identify building asset if adding cost/components to a building
 - Identify the F&OI or Infrastructure asset
 - Confirm that there is a completion date and appears appropriate
 - Review cost allocation appears appropriate
- Process closing per reclass procedures

4. FP&C (Facilities Planning & Construction) CIP Closings

- Assign P00_____ Reference #
 - Open CIP Ref # spreadsheet and select the next available number
 - Fill in information
 - Write or insert assigned ref # on form
- Save closing form and email in on-line project folder-may also have hard copy folder for all documentation to be imaged when complete
- Review information on form-any questions should be addressed to the submitter
 - Identify CIP asset if any costs are on the agency and not going to be transferred from CC01 (unusual)
 - Print screen 500 or 501 showing project and cost
 - Match cost-if out of balance
 - Research and correct
 - Unable to determine corrections needed-contact the submitter

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- Note out of balance and date returned in the P00 ref log
- Identify where cost should be reclassified/added and note on closing or print screen 500
 - Identify building asset if adding cost/components to a building
 - Identify the F&OI or Infrastructure asset
- Confirm that there is a completion date and appears appropriate
- Review that cost allocation appears appropriate
- Confirm the Capital and Controlled asset total are the same as what was previously returned to the System Office after equipment invoice review
- Process closing per reclass procedures

Notes

The departments sometimes direct purchases equipment for a project to be installed or used in the facility so they are not paying the upcharge when purchased through SSC.

- Cost paid by the department that are for the project but not included in the project are-
 - Added as another component so will be separate from the project cost
 - Not included in the project closing cost
 - Review invoices at closing and determine where cost should be applied

TAMU CIP Process

CIP Process Closing – Reclassing from CIP

Updated 6/25/21

When entries are complete all CIP cost disposed (reclassified) with RC-5447 should equal all asset costs approved with RC-4410-Reclass from CIP.

1. Assigning Asset Numbers

- Building (if not previously assigned) Example: 1920001398 White/Walker Musical Activities Cntr
All building cost will be added as components of this asset and the total with the in-service date for each FY should meet the threshold of \$100,000.00
 - First 2 digits are the fiscal year of substantial completion from the closing
 - Third digit is 2-sight indicator for buildings
 - Last digits are the building number (should be set up on screen 540)
- F&OI (Facilities & Other Improvements) Example: 1930008200
All F&OI cost with the substantial completion date of this FY will be added as components of this asset and in total at fiscal year-end should meet the threshold of \$100,000.00. Additions in subsequent FY's must meet the threshold for the FY added.
 - First 2 digits are the fiscal year of substantial completion from the closing
 - Third digit is 3-sight indicator for F&OI and Infrastructure
 - Last digits are 8200 (all class codes for F&OI begin with 82XXXX)
- Infrastructure Example: 1930008250
All Infrastructure cost with the substantial completion date of this FY will be added as components of this asset and in total at fiscal year-end should meet the threshold of \$500,000.00. Additions in subsequent FY's must meet the threshold for the FY added.
 - First 2 digits are the fiscal year of substantial completion from the closing
 - Third digit is 3-sight indicator for F&OI and Infrastructure
 - Last digits are 8250 (all class codes for Infra begin with 8250XX)
- Equipment Assets
 - First 2 digits are the fiscal year of substantial completion from the closing or from the department in-service date if different from closing
 - Last 6 digits are from the Property Assigned Asset Number List
- Expensed Cost Assets-Expensed Cost component and additional component for the total of Controlled Assets
 - First 2 digits are the fiscal year of substantial completion
 - Last digits are the last 6 of the project number Example for project 02-3155: 2000023155

TAMU CIP Process

When setting up the pending asset fill in the transaction spreadsheet. The transaction spreadsheet will be what the entries are made from and will show if any cost is incorrect between disposal RC-5447 and acquisition RC-4410 and verify that the A/RC-4410 balance to the closing total. It will also total all cost including adding depreciation, if needed, for the entry batch total and transaction total.

2. Set Up Pending Assets

Note-Cost/Components for any closing after the first SF #1-these will be new components of the building asset and not added to the original components of the SF #1. F&OI and Infrastructure cost will be included in the current FY assets for F&OI and Infrastructure because they will have a current FY in-service date. For example see 02-3113 building 3220000478 with SF #1 date of 7/2/14 and Final date of 6/10/16.

Examples of SF #1:

Building-1920001398

F&OI-1930008200

Infrastructure-1930008250

Controlled Equip-1900741391

Capital Equip-1900745203

Expensed Cost-1900023211

- Screen 501
 - Description Line 1:
 - For new buildings use the name of the building-from the Space and Mapping building list (sometimes the project name was assigned before the official building name was in place) then put the proj # and class code description on line 2
 - Infrastructure, F&OI, and Additions to existing buildings
 - SSC-Project number and description of class code Example: 2017-03257 Building Shell, 2017-03257 HVAC System, 2017-03257 Sidewalks, 2017-03257 Electric Lines
 - UTIL- UTIL, WO Number, class code description Example: UTIL U1811163180 ELECTRIC DISTRIBUTION
 - FP&C Project-Proj #, description of class code, and SF# Example: 02-3155 PAVD AREA/SIDEWALK SF#2
 - Expensed cost Project _____
 - Description Line 2:
 - SSC-Project Name or Description
 - UTIL-Project Name or Description
 - FP&C Project-Project Name or Building Name Example: ZACHRY ENGINEERING ED COMPLEX
- Screen 502
 - Class Code: From the Closing
 - If is expensed cost asset use a capital class code-Example: 842115-Other Office Furn & Equip

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- Condition: O1
- Acq Mthd: RC (cost coming from CIP asset-always, must be, don't even think about something else)
- Acq Dt and In Serv Dt:
 - First Closing received (SF#1 or Final) Substantial Completion date from the closing
 - Any closing received after the first-the signature date accepting the current closing and transfer of funds is the Acq Dt and In Serv Dt.
- IF the asset will be deleted as expensed cost-set Depr to N-this will allow disposal of a capital asset without accruing depreciation
- Useful Life: Default from class code
- Rem Life: Default from class code-except when in-serv is a prior FY then remaining life will be updated with from the depreciation calculation spreadsheet
- Screen 503
 - Fund Source
 - SSC and UTIL-use the fund source of the paying account
 - FP&C-TF (transferred funds)
 - Purchase Account
 - SSC and UTIL-use the paying account
 - FP&C-blank
 - PO Nbr
 - SSC and UTIL-project or work order number Example: for proj 2017-03257 use 1703257
 - FP&C-project number Example: for 02-3155 use 02-3155
 - Vchr/Ref Nbr
 - SSC, UTIL and FP&C-assigned P00____ number
 - Invoice Nbr
 - SSC, UTIL and FP&C-blank
 - Sequence Amount:
 - SSC, UTIL and FP&C-cost from closing for this asset/component/class code

Note: Building components should always have Salvage Percent: 5%

- Screen 505-for all reclasses to new assets
Note-additional components to existing assets will have the same information for all components and should not be changed
 - Dept:
 - Real Property (Buildings, F&OI, Infrastructure)-FISC
Some existing buildings are assigned to other depts-ATHL, REHL, etc-do not change
 - Equipment-department responsible for asset
 - Equipment asset set up for expensed cost to be deleted-FISC
 - Building:
 - Buildings-building # (should be set up on Screen 540)

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- F&OI and Infra-default for FISC
- Equipment-actual location or if not provided by the department use the department default building/room from 860 screen
- All other fields are default information
- Screen 506-for all reclasses to new assets
Note-additional components to existing assets will have the same information for all components and should not be changed
 - Availability: US
 - How Tagged:
 - Real Property (Buildings, F&OI, Infrastructure)-NT
 - Equipment-BC
 - Equipment asset set up for expensed cost to be deleted -NT
 - Tag Number: Same as Asset Number

Notes

Ways to check pending asset costs balance to closing total

- Building Components
 - Screen 500 Status: P will show the pending components and class codes with a total
- F&OI and Infrastructure Components
 - Screen 500 Status: P will show the pending components and class codes with a total
- Project total of all cost
 - Screen 548 Voucher: Assigned ref # used on screen 503 Status: P will show all assets set up with a total
 - Adjustments to total
 - May need to add Capitalized interest or other cost that will be added when initial asset is approved
 - Controlled cost will have the Controlled assets and the Capital asset set up for the total so this cost will be double what is on the closing

3. Disposing of CIP Assets

- Screen 513
 - Disposal Method: RC 5447
 - Disposal Date: Current date
 - Description: Reclass CIP
 - Reference Number: Assigned Ref #

4. Approving Assets reclassified from CIP Assets

- Screen 511
 - Verify RC as acq mthd
 - Y to approve

TAMU CIP Process

5. Adding Depreciation to Assets with Prior FY In-Serv Dates

- Use depreciation worksheet to calculate depreciation for each Capital asset/component
 - Use the Building tab for buildings as it incorporates the 5% salvage value all other assets use the All But Buildings tab
 - Substantial completion date from closing
 - Useful life from screen 502-default for class code
- Screen 512
 - Depr amount from worksheet
 - Rev-N
 - Description-Add Depr
 - Reference: Assigned P00____ number
 - Depr Thru Date-Month/FY from worksheet (should be last month end that depr accrued)
 - Check that the monthly depr amount matches the monthly depr from worksheet-if off more than a couple of cents verify the depr added, the remaining life on screen 502, the information on worksheet (cost, UL, In-serv date, etc.)

6. Verifying RC-5447 and RC-4410 are equal

- Canopy-download entry batch
 - Sort by column with Acq/Disp codes
 - Total all RC entries-should = \$0
 - Exceptions-If have Controlled assets should have Capital asset for the Controlled cost total-this will double the amount for these entries and be acceptable (the controlled assets so not feed back to the GL and that is why the total is approved with a capital asset that does feed back to the GL and then deleted as expensed cost)*
 - Save in project file and print to be imaged with documentation
- FRS Screen 80
 - Check the day after entries-FFX entries feed to FRS GL's overnight
 - Subcode 4410 and 5447 should balance-change to GL

TAMU CIP Process

- 4410-Reclass from CIP should not have anything in 089755-Construction in Progress

```

080 Inquiry By Subcode                                06/25/21 13:24
              Subcode 4410: Reclass from CIP          FY 2021 CC 02
Screen: 1 Subcode: 4410 Fiscal Year: 2021 Page 1 Of 1 Viewed Pg(s)
From Acct: _____ To Acct: _____ Thru Month: 4 April
Dept: _____ Subdept: _____ SL/SA/GL/BK: GL FY/IN: FY Zero Balance: N
S  GL  SA  Title  Actual
-----
- 089705 BUILDINGS AND BUILDING IMPROYMENTS 95419684.19-
- 089712 FACILITIES AND OTHER IMPROVEMENTS 9856894.25-
- 089715 INFRASTRUCTURE 28665197.45-
- 089730 EQUIPMENT 4093794.97-
- 089735 VEHICLES, BOATS & AIRCRAFT 2331.98-
- 089744 ART/HIST TREASURES - NON DEPRECIABL 240000.00-
- 089755 CONSTRUCTION IN PROCESS 15293.25

Grand Total for 4410: 138262609.59-
*** Press ENTER to view more GL Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Bkwd Frwd Dload
  
```

- 5447-Reclass to CIP (disposing CIP by reclassing to other assets) should have cost only in 089755-CIP

```

080 Inquiry By Subcode                                06/25/21 13:28
              Subcode 5447: Reclass to CIP          FY 2021 CC 02
Screen: 1 Subcode: 5447 Fiscal Year: 2021 Page 1 Of 1 Viewed Pg(s)
From Acct: _____ To Acct: _____ Thru Month: 4 April
Dept: _____ Subdept: _____ SL/SA/GL/BK: GL FY/IN: FY Zero Balance: N
S  GL  SA  Title  Actual
-----
- 089730 EQUIPMENT 158276.78-
- 089755 CONSTRUCTION IN PROCESS 138420886.37

Grand Total for 5447: 138262609.59
*** Press ENTER to view more GL Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Bkwd Frwd Dload
  
```

- Although the totals balance there are values in in-correct GL's

TAMU CIP Process

Below is corrected

```
080 Inquiry By Subcode                                06/25/21 13:34
      Subcode 4410: Reclass from CIP                    FY 2021 CC 02
Screen: 1 Subcode: 4410 Fiscal Year: 2021 Page 1 Of 1 Viewed Pg(s)
  From Acct: _____ To Acct: _____ Thru Month: 6_ June
  Dept: _____ Subdept: _____ SL/SA/GL/BK: GL FY/IN: FY Zero Balance: N
S  GL      SA      Title                                     Actual
-----
_ 089705    BUILDINGS AND BUILDING IMPROYMENTS    159844814.85-
_ 089712    FACILITIES AND OTHER IMPROVEMENTS      10591497.53-
_ 089715    INFRASTRUCTURE                          29623237.96-
_ 089730    EQUIPMENT                               6194305.01-
_ 089735    VEHICLES, BOATS & AIRCRAFT              2331.98-
_ 089744    ART/HIST TREASURES - NON DEPRECIABL    240000.00-

      Grand Total for 4410:                          206496187.33-
      *** Press ENTER to view more GL Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                                Bkwd Frwd Dload
```

```
080 Inquiry By Subcode                                06/25/21 13:34
      Subcode 5447: Reclass to CIP                    FY 2021 CC 02
Screen: 1 Subcode: 5447 Fiscal Year: 2021 Page 1 Of 1 Viewed Pg(s)
  From Acct: _____ To Acct: _____ Thru Month: 6_ June
  Dept: _____ Subdept: _____ SL/SA/GL/BK: GL FY/IN: FY Zero Balance: N
S  GL      SA      Title                                     Actual
-----
_ 089755    CONSTRUCTION IN PROCESS                206496187.33

      Grand Total for 5447:                          206496187.33
      *** Press ENTER to view more GL Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                                Bkwd Frwd Dload
```

7. Image all documentation

- CIP-Ref # is assigned P00_____ number
- Project number is project number

TAMU CIP Process

Notes on Cost Outside Project

The departments sometimes direct purchases equipment for a project to be installed or used in the facility so they are not paying the upcharge when purchased through SSC.

- Cost paid by the department that are for the project but not included in the project are-
 - Added as another component so will be separate from the project cost
 - Not included in the project closing cost
 - Review invoices at closing and determine where cost should be applied

TAMU CIP Process

CIP Reclass Totals – Balance in FRS

Verify that CIP reclass totals balance (4410 and 5447).

- FRS screen 80 subcode 4410 (different GL assets approved with RC)-change to GL

```
080 Inquiry By Subcode                                06/24/20 11:48
Subcode 4410: Reclass from CIP                        FY 2020 CC 02
Screen: 00 Subcode: 4410 Fiscal Year: 2020 Page 1__ Of 1 Viewed Pg(s)
From Acct: _____ To Acct: _____ Thru Month: 6_ June
Dept: _____ Subdept: _____ SL/SA/GL/BK: GL FY/IN: FY Zero Balance: N
S  GL  SA  Title  Actual
-----
- 089705 BUILDINGS AND BUILDING IMPROVMENTS 41476609.37-
- 089712 FACILITIES AND OTHER IMPROVEMENTS 2729637.00-
- 089715 INFRASTRUCTURE 6149665.82-
- 089730 EQUIPMENT 12452872.78-
- 089744 ART/HIST TREASURES - NON DEPRECIABL 771220.00-

Grand Total for 4410: 63580004.97-
*** Press ENTER to view more GL Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Bkwd Frwd Dload
```

- FRS screen 80 subcode 5447 (CIP assets disposed with RC)-change to GL

```
080 Inquiry By Subcode                                06/24/20 11:51
Subcode 5447: Reclass to CIP                          FY 2020 CC 02
Screen: 00 Subcode: 5447 Fiscal Year: 2020 Page 1__ Of 1 Viewed Pg(s)
From Acct: _____ To Acct: _____ Thru Month: 6_ June
Dept: _____ Subdept: _____ SL/SA/GL/BK: GL FY/IN: FY Zero Balance: N
S  GL  SA  Title  Actual
-----
- 089755 CONSTRUCTION IN PROCESS 63568504.97

Grand Total for 5447: 63568504.97
*** Press ENTER to view more GL Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Bkwd Frwd Dload
```

- These should = 0
- This has more approved with RC (4410) than disposed with RC (5447) \$11,500.00 diff

TAMU CIP Process

- Screen 81 will show individual transactions and can be given a month range
- Entries with the same date are more than likely to be the same project unless multiple projects were closed the same day

```

081 Detail Transaction by Subcode                                06/24/20 11:55
                                Reclass to CIP                                FY 2020 CC 02
Screen:  █  Subcode: 5447 Fiscal Year: 2020 Page 1__ of 1 Viewed Pg(s)
      From Month: 6_ June      To Month: 6_ June      Bank Option: N
      SL/SA/GL: GL From Account: _____ To Account: _____ Ref: 2
Acct TC  Ref 2  Date  Description                                Amount                                I BatRef Offset Acct
-----
089755 066 0000009 06/03 RECLASS CIP                                131,904.16                            FFX443 089755 1755
089755 066 0000010 06/03 RECLASS CIP                                51,302.91                            FFX443 089755 1755
089755 066 0000011 06/03 RECLASS CIP                                2,433,153.11                          FFX443 089755 1755
089755 066 0000012 06/03 RECLASS CIP                                34,458.08                            FFX443 089755 1755
089755 066 0000028 06/12 RECLASS CIP                                695,398.70                            FFX450 089755 1755

*** End of GL listing for this Subcode ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                View Bkwd Frwd Dload Left Right
  
```

- F6 on a line with give details-Vndr/Card Id: is the asset number

```

+-----+
|                                     |
|               Display of Detailed Transaction Record               |
|                                     |
| 06/12/2020 : RECLASS CIP                                $695,398.70 |
|                                     |
| TransCode: 066 -> 06X - Journal Entry                    Dir/Ind: D |
| Account: 089755 00000 5447 CONSTRUCTION IN PROCESS |
|                                     |
|                                     |
| Offset: 089755 00000 1755 CONSTRUCTION IN PROCESS |
|                                     |
|                                     |
| PO/Enc/Ref 1: P006618 Cost Ref1: Fiscal Yr: 2020 |
| Ref 2: 0000028 2: Proc Month: 10 |
| Ref 3: 3: 01 Batch Date: 06/12/2020 |
| Ref 4: Bank: 06000 Batch Ref: FFX450 |
| Vndr/Card Id: 1961803013 |
| Enc Obj Cd: |
| OvrD Comp Cd: Processed: 06/12/2020 17:40:55 |
| Liquidation Amt: 0.00 User Id: K702FA |
|                                     |
| Indirect Base Code: Oper Id: BATCH |
| Base Amount: 0.00 Internal Tracking Nbr: 72237475 |
| PF3= Back to 081 PF4= Exit PF5= Acq PF6= Indirect Accts PF7= Corrections |
|                                     |
+-----+
  
```