



State of Wisconsin Asset Management Policy and Procedure Manual



Initial Version

7/6/2018

1 TABLE OF CONTENTS

2	Overview.....	5
2.1	Introduction.....	5
2.2	Statutory References.....	5
2.2.1	Division of Facilities Development and Management.....	5
2.2.2	Division of Executive Budget and Finance, State Controller's Office.....	6
2.2.3	Division of Enterprise Operations, Bureau of State Risk Management.....	6
2.2.4	Division of Intergovernmental Relations.....	6
2.3	Other Authorization.....	6
3	Certifications and Filing Dates.....	6
3.1	Annual Asset Activity Certification.....	6
3.2	Data Issues Related to Annual Certification.....	7
3.2.1	Duplicate Asset Reporting.....	7
3.2.2	Asset Systems Other than STAR.....	7
4	Delegation to Agencies.....	7
4.1	Policy and Procedure.....	7
5	Capital vs. Non-Capital Assets.....	7
5.1	Accounting Overview.....	7
5.2	Determination - Capitalization Thresholds.....	8
6	Non-Capital Assets.....	8
6.1	Non-Capital Asset Reporting Criteria / Thresholds.....	8
6.1.1	Reporting Requirements.....	8
6.1.2	Non-Capital Thresholds.....	9
7	Non-Capital Assets - Procedures.....	9
7.1	Adding non-Capital Assets from Accounts Payable (AP) or Purchase Order (PO) 10	
7.1.1	Adding Asset Information to Transactions.....	10
7.1.2	Processing Interface Files from AP and PO.....	10
7.2	Adding New Non-Capital Asset Manually.....	10
7.3	Copying a Non-Capital Asset.....	13
7.4	Unitizing Non-Capital Assets.....	13
7.5	Consolidating Non-Capital Assets.....	13
7.6	Adding Summarized Asset for Non-Capital Building Contents.....	14
7.7	Creating Parent-Child Non-Capital Assets.....	14

7.8	Maintaining (Updating) Existing Non-Capital Asset	14
7.8.1	Searching for Existing Asset	14
7.8.2	Updating Location.....	15
7.8.3	Reinstatement	15
7.8.4	Updating Asset Custodian	15
7.8.5	Updating Asset Profile.....	15
7.9	Retire Non-Capital Asset	15
7.10	Transfers of Non-Capital Assets	16
7.11	Insurance on Non-Capital Assets	16
7.11.1	Adding Insurance Information	16
7.11.2	Updating Insurance Information.....	18
7.12	Physical Inventory of Non-Capital Assets.....	18
8	Capital Assets.....	19
8.1	Capital Asset Reporting Criteria / Cost Threshold.....	19
8.2	Reporting Requirements.....	19
8.2.1	Risk Management	19
8.2.2	Facilities Development and Management	19
8.2.3	Intergovernmental Relations	19
8.2.4	Comprehensive Annual Financial Report	20
8.3	Agency Responsibilities	20
8.3.1	Capital Asset Categories (Classes).....	20
8.3.2	Procedures included in the State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual	22
9	Capital Assets - Procedures	22
9.1	Adding Capital Assets through Accounts Payable (AP) or Purchase Order (PO) 22	
9.1.1	Adding Asset Information to Transactions.....	22
9.1.2	Processing Interface Files from AP and PO	24
9.2	Adding Capital Assets through On-Line Entry.....	24
9.2.1	Adding New Capital Asset (Non-building)	24
9.2.2	Adding a Land or Land Improvement Asset.....	27
9.2.3	Adding New Parent-Only Asset (New Building)	30
9.2.4	Adding New Asset – Building or Building Improvement	30
9.3	Adding Capital Assets with Special Depreciation Considerations.....	32
9.3.1	Adding Capital Asset with Prior Accumulated Depreciation.....	32

9.3.2	Adding Capital Asset using Units of Production Depreciation Method	32
9.4	Creating Parent-Child Capital Assets	33
9.5	Retire Capital Asset.....	33
9.6	Unitizing Capital Assets	33
9.7	Consolidating Capital Assets	33
9.8	Capital Asset Depreciation	34
9.8.1	Standard Depreciation Methods.....	34
9.8.2	Units of Production Depreciation	34
9.8.3	Running Depreciation	34
9.8.4	Changing the Life of an Asset.....	35
9.9	Maintaining (Updating) Existing Capital Asset.....	35
9.9.1	Searching for Existing Asset	35
9.9.2	Updating Location.....	35
9.9.3	Reinstatement	35
9.9.4	Updating Asset Custodian	35
9.9.5	Updating Asset Profile.....	36
9.9.6	Cost Adjustments	36
9.9.7	ChartField Changes	36
9.9.8	Quantity Changes	37
9.9.9	Category Adjustments.....	37
9.10	Transfers of Capital Assets.....	37
9.11	Physical Inventory of Capital Assets	38
9.12	Insurance on Capital Assets.....	39
9.12.1	Adding Insurance Information	39
9.12.2	Updating Insurance Information.....	40
9.12.3	Updating Insurance Value for Building Scheduled to be Demolished	41
9.13	Biennial Updates to Building and Property Assets.....	41
9.13.1	Building Asset Utilization.....	41
9.13.2	Estimated Fair Market Value	41
9.13.3	Building or Property (land) Use	42
10	Capital Assets – Reviewing Information	42
10.1	On-Line Inquiry.....	42
10.1.1	Asset Search	42
10.1.2	Cost Information.....	42

10.1.3	Basic Asset Information	43
10.1.4	Depreciation Settings.....	43
10.1.5	Depreciation Amounts	43
10.1.6	Retirement Information.....	43
10.1.7	Accounting Entry Information.....	44
11	Common Data Elements.....	44
11.1	Location Codes (Agency Location Code Manager Only)	44
11.1.1	Request New Location	44
11.1.2	Request Update to Existing Location Code	44
11.2	Asset Profiles.....	44
11.2.1	Request New Asset Profile	44
11.2.2	Request Update to Existing Asset Profile	45
12	Appendices.....	45
12.1	Appendix A - Definitions	45
12.2	Appendix B - Reporting Requirements/Dates.....	51
12.3	Appendix C - STAR Data/Pages	52
12.4	Appendix D – Reports and Queries.....	55
12.5	Appendix E – Building Related Data.....	56
12.6	Appendix F – Location Coding	57
12.7	Appendix G – References	58
12.8	Appendix G – Batch Schedule	59

2 OVERVIEW

2.1 INTRODUCTION

The purpose of this manual is to provide agencies with the policies and procedures to accurately record and account for the state's capital and non-capital assets. Assets that are acquired by state agencies are expected to be recorded in the state's Enterprise Resource Planning (ERP) system, STAR.

Asset records in STAR are the basis for statutory and financial reporting requirements of the state. It is important that agencies comply with the procedures outlined in this manual. Accurate recording of assets is important, whether capitalized for financial reporting, recorded for insurance purposes or valuation calculations. Maintaining and protecting the state's assets is the responsibility of all state agencies.

This manual covers the reporting requirements for building and property assets to the Department of Administration (DOA) Division of Facilities Development and Management (DFDM), the State Controller's Office (SCO), the Bureau of State Risk Management (BSRM) and the Division of Intergovernmental Relations (DIR).

All items that are capitalized, or required to be reported on for insurance, statutory, federal or other reporting requirements must be included as records in the STAR Asset Management system.

Some topics, especially those relating to financial reporting requirements, are covered in more detail in other procedure manuals. References are included in this manual.

2.2 STATUTORY REFERENCES

2.2.1 Division of Facilities Development and Management

Section 13.48(14)(d) of the Wisconsin statutes requires that ***“biennially, beginning January 1, 2014, each agency, other than the Investment Board, shall submit to the Department of Administration (DOA), an inventory of all Real Property under its jurisdiction.”*** Additionally, agencies are required to specifically identify any underutilized assets within their inventory, as well as, an estimate of the Fair Market Value (FMV) of each property.

2.2.2 Division of Executive Budget and Finance, State Controller's Office
Section 16.40(5) of the Wisconsin statutes requires that the DOA **"Prescribe the forms of accounts and other financial records to be used by all agencies. Such accounts shall be as nearly uniform as is practical, and as simple as is consistent with an accurate and detailed record of all receipts and disbursements and of all other transactions affecting the acquisition, custodianship and disposition of value."**

2.2.3 Division of Enterprise Operations, Bureau of State Risk Management
Section 16.865 of the Wisconsin statutes requires that the DOA **"be responsible for statewide risk management coordination."** And to **"protect the state from losses which are catastrophic in nature and minimize total cost to the state of all activities related to the control of accidental loss."**

2.2.4 Division of Intergovernmental Relations
Section 70.119 (5) of the Wisconsin statutes requires that the DOA **"No later than November 15 annually,"** shall report to the Joint Committee on Finance the total proposed payments to municipalities. **"The department shall base its calculations on the values of state facilities and facilities of the University of Wisconsin Hospitals and Clinics Authority... as determined by the department for January 1 of the year preceding the year of the report."**

2.3 OTHER AUTHORIZATION

The Information Technology Executive Steering Committee (ITESC) adopted the decision of the STAR Decision Council that the PeopleSoft Asset Management System be established as the system of record for all state agencies.

The ITESC established that the Department of Revenue municipal code be the single standard municipal code used by all agencies in the STAR system.

3 CERTIFICATIONS AND FILING DATES

3.1 ANNUAL ASSET ACTIVITY CERTIFICATION

Every state agency, board and commission working in STAR is required to update and certify its asset activity in the STAR system on an annual basis. This applies to both Capital and Non-Capital assets. The certification is an attestation that all data has been updated in the STAR Asset Management system for the prior fiscal year. The

period covered is July 1st through June 30th. Certification is due to the State Controller's Office in the Department of Administration no later than October 1 of each calendar year.

3.2 DATA ISSUES RELATED TO ANNUAL CERTIFICATION

3.2.1 Duplicate Asset Reporting

Duplicate asset reporting of state assets could occur if assets have been transferred between agencies and not accounted for correctly. Agencies must also take care when adding summarized building content assets as to not duplicate assets that have been added individually. Agencies must ensure that asset reporting is not duplicated.

3.2.2 Asset Systems Other than STAR

STAR is the system of record for the State of Wisconsin. Agencies that maintain duplicate asset records in other systems may continue to use those systems in addition to STAR. Agencies shall use the STAR system to report and certify all asset activity.

4 DELEGATION TO AGENCIES

4.1 POLICY AND PROCEDURE

Agency responsibility for updating and maintaining asset records for the State of Wisconsin is delegated through this Policy and Procedure manual.

5 CAPITAL VS. NON-CAPITAL ASSETS

5.1 ACCOUNTING OVERVIEW

Capitalization is used to record a cost as an asset rather than an expense. This is done when the value of the expense is expected to be consumed over a period greater than the current fiscal year. For example, an automobile would be capitalized and recorded as an asset to spread the expense over several years of useful life through depreciation.

The term "capital assets" includes tangible assets such as land, land improvements, buildings, building improvements, vehicles, machinery, equipment, and infrastructure (the Department of Transportation is responsible for the reporting of infrastructure capital assets, currently external to STAR). Intangible assets such as software, rights associated with land (e.g. water, mineral, or timber rights), easements, patents, trademarks, and copyrights are also considered capital assets. ¹

¹ [State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual](#), Section V, Subsection 7

Non-capital assets are those items that do not meet the thresholds for capitalization for financial reporting purposes. These assets are those items that agencies must track for other reporting purposes, including insurance, statutory, federal or to meet other requirements. Non-capital assets may also be referred to as "trackable" assets.

5.2 DETERMINATION - CAPITALIZATION THRESHOLDS

The State of Wisconsin's Capitalization Policy looks at the type of expenditure including the materiality of the transaction.

Capital assets should be capitalized when the following criteria are met:

- The asset is tangible or intangible in nature, complete in itself, and is not a component of another item,
- The asset is used in the operation of the State's activities,
- The asset has a useful life of more than one year and provides a benefit throughout that period, and
- It is a tangible asset with a unit cost of \$5,000 or an intangibles asset with a unit cost of \$1.0 million or more (except for purchased software installed without modification which is capitalized if it has a unit cost of \$5,000 or more).
- If a Capital Improvement or Building Trust fund capital project has a budget of less than \$100,000 agencies may opt to automatically expense the project.²

6 NON-CAPITAL ASSETS

6.1 NON-CAPITAL ASSET REPORTING CRITERIA / THRESHOLDS

6.1.1 Reporting Requirements

6.1.1.1 Risk Management

The Bureau of State Risk Management (BSRM) calculates each state agency's property premium annually based on building and content values reported in the STAR Asset Management module. This section addresses the reporting requirements for non-capitalized assets. Non-capitalized assets are predominantly building content inventory.

Agencies must report their most current building content inventory, which should reflect current values, in the STAR Asset Management system. Agencies may elect to report non-capital building contents on a summarized basis, but must be careful not to duplicate values in the system. Each building must have at least one summary content record if reported this way. The deadline to have data for the prior fiscal year updated in STAR as of October 1 of each calendar year.

² [State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual](#), Section V, Subsection 7

Rates for content values will be charged according to the Class Code (Insurance Type) assigned to the building in which the contents are located. Agencies leasing space in privately owned buildings should report their content values as FRAME CONSTR Type. The State typically has little or no control over conditions at these facilities; thus, we assign these values to a different class for premium purposes. Most DOA owned buildings are FIRE RESTV Type, so agencies occupying DOA space most often report content values as such. However, there are some exceptions as not all DOA buildings are classified as fire resistive. Contact BSRM if you are unsure of the appropriate classification.

6.1.1.2 Agency Responsibilities

Agencies are responsible for certifying that all asset transactions and adjustments recorded, including insurance information, by October 1 of each calendar year. The certification will be in writing and submitted to the Asset Management Unit in the State Controller's Office.

Asset records should have the appropriate insurance type indicated. Agencies must not change the Replacement Value of assets in the system assigned with profiles BUILDING, BUILDIMP or DOTINFRBLD. This value is used by Risk Management and represents the inflation-indexed insured amount. Agencies may indicate a different value in the *Insured Value* field in the insurance record if they do not agree with the value assigned by Risk Management.

See also [State of Wisconsin Property & Liability Manual](#).

6.1.2 Non-Capital Thresholds

The following thresholds have been established for non-capital assets:

- Assets costing over \$1,000, but under \$5,000, per individual item. Building content assets may be grouped for reporting (see 7.6 Adding Summarized Asset for Non-Capital Building Contents). Agencies must not duplicate values that are recorded individually.

These are the minimum requirements. Agencies may have additional requirements to comply with statutory or federal reporting.

7 NON-CAPITAL ASSETS - PROCEDURES

Procedures for entering non-capital assets to STAR, including references to STAR job aids.

7.1 ADDING NON-CAPITAL ASSETS FROM ACCOUNTS PAYABLE (AP) OR PURCHASE ORDER (PO)

7.1.1 Adding Asset Information to Transactions

Agencies can save time adding assets to the system by transferring data from purchasing documents (Requisition, Purchase Order) or accounts payable transactions (Voucher).

The following Asset Profiles should be used when adding non-capital assets:

Profile ID	Description	Capitalize
FIREARMS	Firearms	N
ITHRD_ND	IT Hardware Non-Dep	N
ITSRD_ND	Noncapitalized IT Software	N
NCAP_ART	Art and Hist Treasures Non-Cap	N
NCAP_EQUIP	Noncapital Equipment	N
NCAP_FURN	Non Capital furniture	N
NCAP_HOSP	Non Capital Hospital Lab Equip	N
NCAP_VEHIC	Noncapitalized Vehicles	N
NCAPBLDCNT	NonCapital Building Contents	N

Instructions on adding assets through vouchers, requisitions and purchase orders are found in the following STAR Job Aids:

- [Creating a Direct Payment Regular Voucher](#)
- [Creating a Voucher with a Purchase Order and Purchase Order Receipt](#)
- [Creating Requisitions in eProcurement](#)
- [Creating and Processing Purchase Orders](#)

7.1.2 Processing Interface Files from AP and PO

Assets that are added through the transaction processes populate interface tables which are used to update the Asset Management System.

The following STAR Job Aid explains how to process the interface tables from AP and PO to create records in Asset Management:

- [Processing the Interface Tables](#)

7.2 ADDING NEW NON-CAPITAL ASSET MANUALLY

Assets that are not interfaced from Accounts Payable or Purchase Orders can be added manually to the system. Agencies should only use the Basic Add page to add non-capital assets.

Navigate to the Basic Add page in STAR:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

The following profiles should be used when adding non-capital assets:

Profile ID	Description	Capitalize
FIREARMS	Firearms	N
ITHRD_ND	IT Hardware Non-Dep	N
ITSRD_ND	Noncapitalized IT Software	N
NCAP_ART	Art and Hist Treasures Non-Cap	N
NCAP_EQUIP	Noncapital Equipment	N
NCAP_FURN	Non Capital furniture	N
NCAP_HOSP	Non Capital Hospital Lab Equip	N
NCAP_VEHIC	Noncapitalized Vehicles	N
NCAPBLDCNT	NonCapital Building Contents	N

The following information will not be defaulted by the profile and must be added manually.

7.2.1.1 General Information Tab

- Description: Enter the name or description of the asset.
- Short Description: Enter a short description that will help when searching for the asset record.
- Tag Number: Tag numbers are generated by 3rd party systems/processes outside of STAR. They are required for Physical Inventory.
- Asset Type: Select the most appropriate type for the asset. Asset type of "Property" should not be used for non-capital assets as it only applies to land and building property. See Appendix A - Definitions.
- Acquisition Date: Enter the date the asset was acquired.
- Placement Date: Enter the date the asset was placed in service.
- Acquisition Code: Select the most appropriate code from the list. Most assets are acquired through a purchase, which will be the default. Detailed descriptions are found in Appendix A - Definitions.
- Replacement Value: This is optional for non-capital assets.
- Index Name: Do not complete.
- SubIndex Name: Do not complete.
- Last Update: Required if a replacement value is entered.
- Parent/Child: Do not complete unless you are creating a parent/child relationship between non-capital assets. Non-capital assets should never be made a child of a capital asset.
- Parent ID: Only complete when establishing a parent/child relationship between non-capital assets. Never populate this field with a capital asset.
- Profile ID: Enter the most appropriate profile ID from above.
- Region Code: This is optional on non-capital assets.

7.2.1.2 Operation/Maintenance Tab

- Manufacturer Information: These fields can be completed based on agency policy.
- Non-Owned Asset: Check this box if the asset is not owned.
- Replacement Asset: This is optional. Check this box and select the Asset ID for the asset being replaced.

7.2.1.3 Asset Acquisition Detail Tab

- Description: Description could be the same or different than the asset description.
- Quantity: Enter the quantity. Most assets will have a quantity of 1.000. However, if you are entering a record for a group of assets, enter the actual quantity here.
- Amount
 - If the asset has been split funded you would add additional records here, i.e. an amount for each funding string.
- Category: Select the appropriate category. See [12.1 Appendix A - Definitions](#)
- Cost Type: Cost or Temp.
- Hyperlink – Interfaces Info (optional)
 - Enter transactional information from other subsystems, e.g. Voucher ID, PO No.
- Hyperlink – Acquisition Detail ChartFields
 - ChartFields used in the purchase. This is important for identifying funding, e.g. GPR. Enter Budget Reference, Fund, Appropriation and Department.

7.2.1.4 Location/Comments/Attributes Tab

- Location: Enter the appropriate location code for where the asset primarily resides. See [12.6 Appendix F – Location Coding](#).
- Additional information can be added to Comments and other fields.

7.2.1.5 Manufacturer/License/Custodian Tab

- Serial Number: Enter the Serial Number if known.
- Manufacturer ID: Enter the Manufacturer ID if known.
 - Serial Number and Manufacturer will auto-fill if these fields have been completed on the Operation/Maintenance tab. Note that agencies using Maintenance Management should develop internal policies for what information is required on these tabs.
- Effective Date: Effective date of the assignment to the custodian.
- Empl ID: Enter or select an employee by Employee ID. Selecting an Employee will populate the Custodian field with the employee name.

The following STAR Job Aid explains how to add assets to the system:

- **Job Aid under development. SSO-63502**

7.3 COPYING A NON-CAPITAL ASSET

Asset entry can be simplified if you are able to copy an existing asset record. All asset attributes of the new asset, except the tag and serial numbers, must be the same as the original asset. The copy function makes an exact duplicate. The STAR Job Aid to follow is:

- [Copying an Asset](#)

7.4 UNITIZING NON-CAPITAL ASSETS

You may need to unitize assets that are interfaced as one line into the system. Unitizing assets is explained in the STAR Job Aid for processing interfaced transactions from Accounts Payable and Purchase Orders:

- **Job Aid under development. SSO-63502**

7.5 CONSOLIDATING NON-CAPITAL ASSETS

Consolidating assets in PeopleSoft Asset Management summarizes groups of asset cost information at a group level. It is based on ChartFields that are specified in the Business Unit/Book Definition in STAR. Agencies should contact STAR Support if they are unsure about their settings for asset consolidation.

The following STAR Job Aid explains how to consolidate non-capital assets in the system:

- **Job Aid under development. SSO-63502**

7.6 ADDING SUMMARIZED ASSET FOR NON-CAPITAL BUILDING CONTENTS

Some agencies may choose to summarize non-capitalized building contents for reporting to the Bureau of State Risk Management. The agency must set up an asset record to record the summarization in STAR for those cases.

Agencies must be careful not to duplicate assets that are already individually recorded in the asset management system.

The following STAR Job Aid explains how to set up an asset in STAR for reporting summarized building contents:

- [Setting Up and Asset ID to Account for Non-Capital Contents of a Building for Insurance Purposes](#)

7.7 CREATING PARENT-CHILD NON-CAPITAL ASSETS

Parent and Child assets are grouped together for ease of processing and reporting. Parent assets can be created in two ways:

- 1) Parent-Only Asset – this is an asset that is set up without any asset attributes of its own. The primary use is to attach Child assets for management and reporting.
- 2) Parent Component Asset – this is set up as a regular asset and has other asset records attached as Child assets. Child assets can inherit attributes of the parent such as useful life and depreciation method. However, they can also be attached only for reporting purposes.

The following STAR Job Aid explains how to set up Parent-Child assets:

- **Job Aid under development. SSO-63502**

7.8 MAINTAINING (UPDATING) EXISTING NON-CAPITAL ASSET

Agencies may need to update or maintain asset information from time to time in the system. Most asset maintenance is done through the same navigations used to manually add assets to the system.

7.8.1 Searching for Existing Asset

Asset records can be searched for from the Basic Add navigation in the system.

Navigate to the Basic Add page in STAR to search for the existing asset record:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

7.8.2 Updating Location

Many assets are mobile and when moved should have the location coding updated. The following STAR Job Aid should be referred to for changing an asset's location.

- [Updating Location Information](#)

7.8.3 Reinstatement

There are occasions where an agency may need to reinstate an asset that was previously retired. Reinstatement of a non-capital asset requires that the asset status be changed to "In Service". No accounting entries are generated.

Please refer to the following STAR Job Aid on reinstating assets:

- **Job Aid under development. SSO-63502**

7.8.4 Updating Asset Custodian

Assets in STAR should be assigned to agency staff for accountability purposes. They become the "Asset Custodian". When an asset is reassigned the asset custodian should be updated. The custodian can be updated through the on-line pages in STAR, or, a change affecting multiple custodian/asset assignments, could be done through STAR Support using a spreadsheet upload.

Some agencies may require custodians by internal policy. The custodian is useful for sorting and assigning assets for physical inventory and annual certification.

Agencies should refer to the instructions in the following STAR Job Aid:

- [Updating Custodian Information](#)

7.8.5 Updating Asset Profile

The Asset Profile is used to default some data into asset management when adding a new asset. After an asset has been added to the system, the profile is mainly used for reporting purposes.

There may be times where an agency will want to change an asset profile on an existing asset that was entered incorrectly, or the SCO may request that a profile be changed for reporting purposes. It is important to note that changing the asset profile on an existing asset does not change any of the default settings associated with the profile. The only change made is to the asset profile name recorded on the asset. Please be aware that if you are intending to change other characteristics of the asset you will need to do more than just changing the asset profile.

7.9 RETIRE NON-CAPITAL ASSET

Assets are retired when they are sold, destroyed, lost, no longer in service, not needed to conduct state business or no longer meeting reporting criteria or cost thresholds. The retirement procedure should take place as they occur during the fiscal year.

Agencies should refer to the following STAR Job Aid:

- [Retire Capital and Non-Capital Assets](#)

7.10 TRANSFERS OF NON-CAPITAL ASSETS

When a state agency transfers an asset to another state agency, the buying/receiving agency should record the asset at its net book value at the selling/sending agency. This is regardless of additional consideration being exchanged. This applies to both capital and non-capital assets.

Asset transfers between agencies on STAR must be coordinated with the Wisconsin State Controller's Office (SCO) in the Department of Administration (DOA). Assets transferred internally (Intra-Agency), or to non-STAR agencies, boards or commissions are handled differently per the following chart:

Sending Agency System	Receiving Agency System	General Procedures	Processing Owner
STAR Agency	STAR Agency	Complete Inter-Agency Transfer Form DOA-XXX and send to DOA SCO	SCO will perform the transfer in STAR AM
STAR Agency	Non-STAR Agency	Sending agency retires asset in STAR AM	STAR Agency
Non-STAR Agency	STAR Agency	Receiving agency adds asset to STAR AM	STAR Agency
STAR Agency	Same STAR Agency (Intra-Agency)	Agency completes the asset transfer process.	STAR Agency

All Inter-Agency transfers will be approved and processed by the State Controller's Office. Complete the following form and submit to the Asset Management Unit in the SCO:

- **The SCO will provide a form to be completed by agencies.**

Please refer to the following STAR Job Aid for Intra-Agency asset transfers:

- **Job Aid under development. SSO-63502**

7.11 INSURANCE ON NON-CAPITAL ASSETS

7.11.1 Adding Insurance Information

Insurance information is required for all capital and non-capital assets reported to the Bureau of State Risk Management (BSRM). This is key information that is included in the annual certification of assets and used by BSRM to procure insurance coverage and establish rates.

Navigate to the Asset Insurance page:

Main Menu > Asset Management > Service and Maintenance > Asset Insurance

The Policy Number and Insurance Company are key data, in addition to the Asset ID, that is required for adding Asset Insurance. The following values must be used:

Field	Required Value
Insurance Contract ID/Policy #	S
Insurance Company (if State Self-Insurance)	0000039465

The Insurance Type indicates the "Class Code" used by BSRM to indicate the nature of the asset. **The Insurance Type is required** and must be selected from the list in STAR.

Insurance Types:

Asset	Type	Description
Aircraft	AIRCRAFT UNMANNED DRONE UAS	Drone UAS hull coverage.
Building Contents	FIRE RESTV NON-CPTL CNTS	Fire Restrictive Non-Capital Asset Content
	ORD CONSTR NON-CPTL CNTS	Ordinary Construction, Non-Capital Asset Contents
	FRAME CONSTR NON-CPTL CNTS	Frame Construction, Non-Capital Asset Contents
Fine Arts	FINE ARTS	Fine arts and special collectibles.
Foreign Property	FOREIGN PROPERTY	Property owned in foreign countries.
Property in the Open, Inland Marine	INLAND MARINE PIO	Property in the Open (PIO). Property that is normally outside, permanent or semi-permanent, and is not a building. E.g., communication towers.
	INLAND TECHNICAL EQUIP	Technical/Testing Equipment. Mobile equipment used for monitoring and testing. E.g. Sensors, Transmitters, Samplers, Specialty Mobile Lab Equipment, etc.

	INLAND MARINE PROP	Inland Marine Property. Property that leaves the premise. E.g. Snowmobiles, ATVs, Boats, Detached Snow Plows, Portable Tanks, Lawnmowers, Firearms, etc.
	INLAND CONTRACTRS EQUIP	Contractor's Equipment. Property that leaves the premise and is used for maintenance/construction. E.g. Excavation equip., Tools, Portable Welders, etc.
Uninsured	UNINSURED PROPERTY	State property that is excluded/not insured.

7.11.1.1 Insurance Information

Insurance information is required:

- Effective Date: Enter the effective date of the insurance record.
- Insured Value: Assets with an Insurance Type of "UNINSURED PROPERTY" enter 0. All other assets should have the current value or estimated replacement value of the asset being added.
- User Defined Amount: This field will be used to store values for Municipal Service Payments required by the Division of Intergovernmental Relations. Agencies should never adjust or enter a value into this field.

Agencies should refer to the following STAR Job aid for guidance:

- [Asset Management/Risk Management – Insurance Guidelines](#)

7.11.2 Updating Insurance Information

You may be required to update insurance information.

Agencies should refer to the following STAR Job aid for guidance:

- [Asset Management/Risk Management – Insurance Guidelines](#)

7.12 PHYSICAL INVENTORY OF NON-CAPITAL ASSETS

Physical inventory of assets maintained by agencies is an often overlooked, but important procedure. Agencies are not currently required by DOA to perform physical inventories, although the possibility is being discussed.

The physical inventory process will help identify any assets missing, assets not recorded in accounting records, assets that have moved from one location to another,

asset obsolescence, etc. Agencies can perform physical inventories through the STAR system.

Agencies should consider tagging all taggable assets with barcode tags. This allows 3rd party scanning equipment to work with STAR to complete the physical inventory. Processing physical inventory through the STAR system cannot be done effectively without tagging assets.

Agencies should refer to the following STAR Job Aid for guidance:

- [Physical Inventory](#)
- **An agency has requested a job aid for manual inventories.**

8 CAPITAL ASSETS

8.1 CAPITAL ASSET REPORTING CRITERIA / COST THRESHOLD

8.2 REPORTING REQUIREMENTS

8.2.1 Risk Management

The Bureau of State Risk Management (BSRM) calculates each state agency's property premium annually based on asset values reported in the STAR Asset Management module. This section addresses the reporting requirements for capitalized assets, including buildings.

Building replacement values will be indexed within STAR and should not to be updated by agencies. Please note that the replacement value is not the same data element as the fair market value reported for the Division of Facilities Development and Management. However, buildings that will be demolished if a total loss is incurred should reflect the cost to demolish and clear the site.

8.2.2 Facilities Development and Management

Inventory of all real property under an agency's jurisdiction must be updated in the STAR Asset Management System by January 1 of each even calendar year. Agencies are required to identify any underutilized assets within their inventory. Agencies must also provide an estimate of the Fair Market Value (FMV) of each property.

8.2.3 Intergovernmental Relations

The DOA Division of Intergovernmental Relations (DIR) will use the property data in STAR to calculate values used to allocate Municipal Service Payments to local units of government. The value used for the DIR calculations will be stored in the field "User Defined Amount" on the asset insurance page. **Agencies should never change the amount in the User Defined Amount field.**

All building assets including improvements, must be updated in STAR by January 1 each calendar year. Attention should be made to the Building Ownership and nature of Leased Facilities/Property. Agencies should review location coding to ensure that the jurisdiction coding (DOR Municipality) is correct. Sometimes municipality borders are changed through incorporation, annexation, or boundary agreements. These changes must be reflected in the location codes associated with building records.

Building names are important to the reporting for DIR to the state's local municipalities. Agencies should never change building names in the parent asset record. Please contact the Asset Management Unit in the State Controller's Office if you have questions or concerns about a building name.

8.2.4 Comprehensive Annual Financial Report

The Comprehensive Annual Financial Report (CAFR) is published by the State Controller's Office each December for the prior fiscal year. The CAFR is audited by the Legislative Audit Bureau. Capital Assets are an important component of the CAFR and records must be kept up to date in STAR so they are reported accurately.

Agency deadlines for the submission of capital asset information for the CAFR are published in the [State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual](#). Agencies must update fields that have an impact on financial reporting by either a July or August due date dependent on the agency.

8.3 AGENCY RESPONSIBILITIES

Agencies must follow the policies and procedures in *the [State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual](#), Section V, Subsection 7*

8.3.1 Capital Asset Categories (Classes)

To fully disclose capital asset activity, the following asset classes will be used to report tangible and intangible assets:

1. Land, Land Improvements and Associated Intangible Assets (rights, easements)
2. Buildings and Improvements
3. Machinery, Equipment, Vehicles and Software in Use
4. Construction and Software in Progress
5. Infrastructure

1. Land and Land Improvements (including associated intangible rights)

Land - All land purchased or otherwise acquired by the State. Purchased land should be carried on the books at cost (purchase price or construction cost) plus any additional costs to place the capital asset in its intended location and condition for use. With the implementation of GASB Statement No. 72 in FY 2016, donated assets are to be reported at acquisition value, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction (i.e. an entry price). Application of this requirement is prospective only. Assets donated before July 1, 2015, were reported at fair value

(appraised market value) at the time of its donation and need not be re-valued.

Land Improvements - Infrastructure type which consist of items such as costs incurred for paving (roadways, walks, parking lots, etc.), lighting systems, sewer, water and electric, fencing, and similar items typically defined as infrastructure, will be capitalized as land improvements provided that these items are directly related with an asset and they are incurred as a result of increasing the existing level of service of the land. Additional examples of land improvements are culverts, yard lighting, landscaping and other site improvements.

Illustrations include the addition of a roadway within a park to provide park users additional access to other facilities located within the park itself, or paving of a parking lot to provide for additional parking stalls to allow more citizens access to park facilities.

Intangible rights – ownership of land comprises a “bundle of rights” included within are the rights to control the use of the property and to benefit from it. Intangible property rights should be reported in the land and land improvements category and include rights such as water, timber, mineral, and easement rights.

2. Buildings and Improvements

Buildings and Improvements - Include the value of all buildings at purchase price or construction cost (including all charges applicable to the building, which includes capitalizable costs at and subsequent to asset acquisition) as discussed in a later section of this policy.

3. Machinery, Equipment, Vehicles, and Software in Use, Other Intangible Assets

Machinery, Equipment, and Vehicles- Include costs of computer equipment, vehicles, delivery equipment, office equipment, machinery, furniture and fixtures, furnishings, and similar items. This category contains property that does not lose its identity when removed from its location and is not changed materially or expended in use.

8.3.2 Procedures included in the [State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual](#)

- *Valuation of Capital Assets*
- *Capitalizable Costs Associated with Asset Acquisitions*
- *Costs Subsequent to Acquisition*
- *Depreciation*
- *Idle Buildings*
- *System Assets*
- *Leased Assets*
- *Intangible Assets*
- *Infrastructure Type Costs (Land Improvements)*
- *Infrastructure Capital Assets (WisDOT Reporting)*
- *Collections of Works of Art and Historical Treasures*
- *Inexhaustible Capital Assets*
- *Library Resources*
- *Impairment of Capital Assets*

See the [State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual](#), Section V, Subsection 7

9 CAPITAL ASSETS - PROCEDURES

Procedures for adding capital assets to STAR, including references to STAR job aids, and cross-references to the GAAP manual.

9.1 ADDING CAPITAL ASSETS THROUGH ACCOUNTS PAYABLE (AP) OR PURCHASE ORDER (PO)

9.1.1 Adding Asset Information to Transactions

Agencies can save time adding assets to the system by transferring data from purchasing documents (Requisition, Purchase Order) or accounts payable transactions (Voucher).

The following Asset Profiles should be used when adding capital assets:

Profile ID	Description	Capitalize
AIR_ENGINE	Airplane Engines-Flight Hours	Y
AIR_EQUIP	Airplane Equipment	Y
AIR_HULLS	Airplanes, Hulls	Y
AIR_PROPS	Airplanes-Propellers	Y
ART	Art & Antiques	Y
AUX_VEHCL	Auxiliary Vehicles & Motorcycl	Y
BLD_LEASEH	Lshld Impr-15yr/life of lease	Y
BLD_PORT	Portable Structures	Y
BOATS	Boats and Equipment General	Y
BUILDIMP	Building improvements	Y
BUILDINEXH	Perm. Structures-Inexhaustible	Y
BUILDING	Permanent Structures	Y
CAP_FURN	Capitol Furnishings	Y
COMP_HRDW	Computer Hardware	Y
COMP_SFTW	Computer Software	Y
DOTINFRBLD	DOT Buildings Part of Infrastr	Y
DOTNFRSTCI	DOT Infrastructure	Y
EQUIP	Equipment	Y
EQUIP_HEAV	Heavy Equipment (bldzrs, etc.)	Y
EQUIP_HOSP	Hospital Equipment	Y
EQUIP_MISC	Misc Equipment	Y
EQUIP_OFFC	Office Equipment	Y
EQUIP_PRNT	Printing Equipment	Y
FIRE_TR	Vehicle Fire	Y
FPTRUCKS	Trucks 10 Year Life	Y
FPVEHCL	Vehicles 7 Year Life	Y
GL_BOAT	Boats - Great Lakes	Y
HD_TRUCK	Trucks (Heavy) 8 Year Life	Y
LAND	Land	Y
LAND_IMPRV	Land Improvements	Y
LANDIMPND	Land and Land Improvmnt-NonDep	Y
LEAS_SOFTW	Master Lease for Software	Y
LEASE_BIMP	Building & Imprvmnts - Lease	Y
LEASE_LAND	Land-Lease	Y
LEASE_LIMP	Land Improvements - Lease	Y
LEASEEQUIP	Machinery & Equipment-Lease	Y
LIBRARY_H	Library Holdings - Non Dep	Y
MACHINERY	Machinery	Y
OFF_FURNTR	Office Furniture	Y
SQUADS	Squad Cars, Light Truck & Recr	Y
TOOLS	Tools	Y
TRAILER	Licensed Trailers	Y

TRCTR	Tractor	Y
TRUCKS	Trucks (Light) 6 Year Life	Y
TRUCKS_S10	Trucks 6 Year Life 10% Salv	Y
VEHCL	Vehicles 6 Year Life	Y
VEHCL_S10	Vehicles 6 Year Life 10% Salv	Y
WIRING_IN	IT Hardware Infrastruct Wiring	Y

Instructions on adding assets in vouchers, requisitions and purchase orders are found in the following STAR Job Aids:

- [Creating a Direct Payment Regular Voucher](#)
- [Creating a Voucher with a Purchase Order and Purchase Order Receipt](#)
- [Creating Requisitions in eProcurement](#)
- [Creating and Processing Purchase Orders](#)

9.1.2 Processing Interface Files from AP and PO

Assets that are added through the transaction processes populate interface tables which are used to update the Asset Management System.

The following STAR Job Aid explains how to process the interface tables from AP and PO to create records in Asset Management:

- [Processing the Interface Tables](#)

Please also see the following section on adding capital assets through on-line entry for additional fields and required data that are not interfaced from AP/PO.

9.2 ADDING CAPITAL ASSETS THROUGH ON-LINE ENTRY

9.2.1 Adding New Capital Asset (Non-building)

Agencies should only use the Basic Add page in STAR to add asset acquisitions that are not interfaced from AP or PO. The exception is for special depreciation considerations (9.3 Adding Capital Assets with Special Depreciation Considerations).

Navigate to the Basic Add page in STAR:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

The following Asset Profiles should be used when adding capital assets:

Profile ID	Description	Capitalize
AIR_ENGINE	Airplane Engines-Flight Hours	Y
AIR_EQUIP	Airplane Equipment	Y
AIR_HULLS	Airplanes, Hulls	Y
AIR_PROPS	Airplanes-Propellers	Y

ART	Art & Antiques	Y
AUX_VEHCL	Auxillary Vehicles & Motorcycl	Y
BLD_LEASEH	Lshld Impr-15yr/life of lease	Y
BLD_PORT	Portable Structures	Y
BOATS	Boats and Equipment General	Y
BUILDIMP	Building improvements	Y
BUILDINEXH	Perm. Structures-Inexhaustible	Y
BUILDING	Permanent Structures	Y
CAP_FURN	Capitol Furnishings	Y
COMP_HRDW	Computer Hardware	Y
COMP_SFTW	Computer Software	Y
DOTINFRBLD	DOT Buildings Part of Infrastr	Y
DOTNFRSTCI	DOT Infrastructure	Y
EQUIP	Equipment	Y
EQUIP_HEAV	Heavy Equipment (bldzrs, etc.)	Y
EQUIP_HOSP	Hospital Equipment	Y
EQUIP_MISC	Misc Equipment	Y
EQUIP_OFFC	Office Equipment	Y
EQUIP_PRNT	Printing Equipment	Y
FIRE_TR	Vehicle Fire	Y
FPTRUCKS	Trucks 10 Year Life	Y
FPVEHCL	Vehicles 7 Year Life	Y
GL_BOAT	Boats - Great Lakes	Y
HD_TRUCK	Trucks (Heavy) 8 Year Life	Y
LAND	Land	Y
LAND_IMPRV	Land Improvements	Y
LANDIMPND	Land and Land Improvmnt-NonDep	Y
LEAS_SOFTW	Master Lease for Software	Y
LEASE_BIMP	Building & Imprvmnts - Lease	Y
LEASE_LAND	Land-Lease	Y
LEASE_LIMP	Land Improvements - Lease	Y
LEASEEQUIP	Machinery & Equipment-Lease	Y
LIBRARY_H	Library Holdings - Non Dep	Y
MACHINERY	Machinery	Y
OFF_FURNTR	Office Furniture	Y
SQUADS	Squad Cars, Light Truck & Recr	Y
TOOLS	Tools	Y
TRAILER	Licensed Trailers	Y
TRCTR	Tractor	Y
TRUCKS	Trucks (Light) 6 Year Life	Y
TRUCKS_S10	Trucks 6 Year Life 10% Salv	Y
VEHCL	Vehicles 6 Year Life	Y
VEHCL_S10	Vehicles 6 Year Life 10% Salv	Y

WIRING_IN	IT Hardware Infrastruct Wiring	Y
-----------	--------------------------------	---

The following information will not be defaulted by the profile and must be added manually.

9.2.1.1 General Information Tab

- Description: Enter a descriptive asset name.
- Short Description: Enter a short description that will help when searching for the asset record.
- Tag Number: Tag numbers are assigned by agency asset managers, or are generated by 3rd party systems/processes outside of STAR. Unique tag numbers are required for automated Physical Inventory.
- Asset Type: Select the most appropriate type for the asset. See Appendix A - Definitions.
- Acquisition Date: Enter the date the asset was acquired.
- Placement Date: Enter the date the asset was placed in service.
- Acquisition Code: Select the most appropriate code from the list. Most assets are acquired through a purchase, which will be the default. Detailed descriptions are found in Appendix A - Definitions.
- Replacement Value: Replacement value of the asset.
- Index Name: Do not complete.
- SubIndex Name: Do not complete.
- Last Update: Do not complete unless a replacement value is entered.
- Parent/Child: Do not complete unless you are creating a parent/child relationship between assets.
- Parent ID: Only complete when establishing a parent/child relationship between assets
- Profile ID: Enter the most appropriation profile ID from above.

9.2.1.2 Operation/Maintenance Tab

- Manufacturer Information: These fields can be completed based on agency policy.
- Non-Owned Asset: Check this box if the asset is not owned.
- Replacement Asset: This is optional. Check this box and select the Asset ID for the asset being replaced.

9.2.1.3 Asset Acquisition Detail Tab

- Description: Description could be the same or different than the asset description.
- Quantity: Most assets will have a quantity of 1.000.
- Amount
 - If the asset has been split funded you would add additional records here, i.e. an amount for each funding string.
- Category: Select the appropriate category. See [12.1](#) Appendix A - Definitions.
- Cost Type: Cost or Temp.

- Hyperlink – Interfaces Info (optional)
 - Enter transactional information from other subsystems, e.g. Voucher ID, PO No.
- Hyperlink – Acquisition Detail ChartFields
 - ChartFields used in the purchase. This is important for identifying funding, e.g. GPR. Enter Budget Reference, Fund, Appropriation and Department.
- Capitalize Button:
 - Transaction Date
 - Accounting Date
 - Trans Code

9.2.1.4 Location/Comments/Attributes Tab

- Location: Enter the appropriate location code for where the asset primarily resides. See 12.6 Appendix F – Location Coding
- Additional information can be added to Comments and other fields.

9.2.1.5 Manufacturer/License/ Custodian Tab

- Serial Number: Enter the Serial Number if known.
- Manufacturer ID: Enter the Manufacturer ID if known.
 - Serial Number and Manufacturer will auto-fill if these fields have been completed on the Operation/Maintenance tab. Note that agencies using Maintenance Management should develop internal policies for what information is required on these tabs.
- Effective Date: Effective date of the assignment to the custodian.
- Empl ID: Enter or select an employee by Employee ID. Selecting an Employee ID will populate the Custodian field with the employee name.

The following STAR Job Aid explains how to add assets to the system:

- **Job Aid under development. SSO-63502**

9.2.2 Adding a Land or Land Improvement Asset

Land and Land Improvement Assets are recorded as capital assets in the system. They may be depreciable or non-depreciable. They must be added as an Asset Type of "Property" to expose the data fields that are unique to land and building assets on the Asset Property tab.

Land assets are capitalized, but not depreciated. Most land improvement assets are capitalized and depreciated. An example of a non-depreciable land improvement would be a storm water retention basin. It is very important to select the correct Profile ID when adding these assets to ensure that the correct depreciation option is recorded.

A Land Asset must be in place prior to adding a new building asset in STAR. The Land Asset will be referenced on the building asset property record.

Land Assets must be added using the Basic Add page in STAR. Navigate to the Basic Add page in STAR:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

The following profiles should be used:

Profile ID	Description	Capitalize	Depreciate
LAND	Land	Y	N
LAND_IMPRV	Land Improvements	Y	Y
LANDIMPND	Land and Land Improvmnt-NonDep	Y	N

The following fields should be completed when adding an asset to STAR:

9.2.2.1 General Information Tab

- Description: Enter a descriptive name of the asset.
- Short Description: Enter a short description that will help when searching for the asset record.
- Tag Number: Land Asset - enter the Property ID obtained from DOA Division of Facilities Development and Maintenance (DFDM). Land Improvement Asset – agency may assign a tag number or leave blank. (An agency has suggested that it may make sense to have STAR assign the Property ID (Site ID) when adding a land asset.)
- Acquisition Date: Enter the Date of Substantial Completion or Closing Date.
- Placement Date: Enter the Date of Substantial Completion or Closing Date.
- Acquisition Code: Select "Constructed", "Purchased" or "Donated". Detail descriptions are found in Appendix A - Definitions.
- Profile ID: Enter profile ID from list above.
- The following should not be completed for a land asset:
 - Index Name
 - SubIndex Name
 - Last Update

9.2.2.2 Operation/Maintenance Tab

- Non-Owned Asset: Check this box if the land is not owned.

9.2.2.3 Asset Acquisition Detail Tab

- Description: The description could be the same or different than the asset description.
- Quantity: Enter the number of acres. Land Improvements should generally be 1.000.
- Amount
 - If the asset has been split funded you would add additional records here, i.e. an amount for each funding string.
- Category: Select the appropriate category. See 12.1 Appendix A - Definitions.
- Cost Type: Cost or Temp
- Hyperlink – Interfaces Info
 - Enter transactional information from other subsystems, e.g. Voucher ID, PO No.

- Hyperlink – Acquisition Detail ChartFields
 - ChartFields used in the purchase. This is important for identifying funding, e.g. GPR. Budget Reference, Fund, Appropriation, and Department.
 - The Fund and Department values are required at a minimum and should reflect the agency that owns the asset. Fund codes 36000, 36300 or 36500 should never be used regardless of the funding used to construct or purchase a building asset. Capital project funds cannot own completed capital assets.
- Capitalize Button:
 - Transaction Date
 - Accounting Date
 - Transaction Code

9.2.2.4 Location/Comments/Attributes Tab

- Location Code: Ask the Agency Location Code Manager to request a new location code for the property through STAR Support if necessary. The location address should be a street or delivery address either for the site or the building on the site. See [12.6 Appendix F – Location Coding](#).

Please refer to the following job aid on STAR Connection:

[Location Code Maintenance](#)

- Additional information can be added to Comments field.

9.2.2.5 Manufacturer/License/Custodian Tab

The following information is optional and at the discretion of the agency:

- Effective Date: Effective date of the assignment to the custodian.
- Empl ID: Enter or select an employee by Employee ID. Selecting an Employee will populate the Custodian field with the employee name.

9.2.2.6 Asset Property Tab

- Property Class: Select "Site".
- Property Name: Name is required.
- Property Description: Description is required.
- Total Area: Enter the number of acres or square feet.
- Space Unit of Measure: Select "ACR" for Acres, or "SF" for square feet.
- Occupancy: Select "Occupied" or "Vacant".
- Ownership: Select "Owned" or "Leased".
- The following information may be found on the property abstract and should be completed. Contact DFDM for details if unknown.
 - Parcel Number: Enter the Parcel Number.
 - Lot Number: Enter the Lot Number.
 - Block Number: Enter the Block Number.
 - Legal Description: Enter the Legal Description.

The following STAR Job Aid explains how to set up a Land Asset:

- **Job Aid under development. SSO-63502**

9.2.3 Adding New Parent-Only Asset (New Building)

Building assets require a Parent-Only Asset in order to report on all aspects of a building (renovations, remodels, additions, etc.) that are capitalized. The Parent-Only Asset should be created with an Asset ID that is the official building number assigned by the DOA Division of Facilities Development and Management.

The following STAR Job Aid explains how to set up Parent-Child assets:

- **Job Aid under development. SSO-63502**

9.2.4 Adding New Asset – Building or Building Improvement

Building asset records require specific information used by the State of Wisconsin for reporting. The following fields must always be completed as directed below. *When adding a new building, the Land Asset and Parent-only Asset records must be added first.*

Navigate to the Basic Add page in STAR:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

The following profiles should be used:

Profile ID	Description	Capitalize
BUILDIMP	Building Improvements	Y
BUILDINEXH*	Perm. Structures-Inexhaustible	Y
BUILDING	Permanent Structures	Y
DOTINFRBLD	DOT Buildings Part of Infrastr	Y

* The BUILDINEXH profile is only used on the Capitol and Executive Residence

The following information will not be defaulted by the profile and must be added manually.

9.2.4.1 General Information Tab

- Description: Enter the name of the building or description of the improvement.
- Short Description: Enter a short description that will help when searching for the asset record.
- Tag Number: This field is optional on a building and at the discretion of the agency.
- Asset Type: Select "Property".
- Acquisition Date: Enter the Date of Substantial Completion, Closing or Acquisition Date.

- Placement Date: Enter the Date of Substantial Completion, Closing or Acquisition Date.
- Acquisition Code: Select "Constructed", "Purchased" or "Donated". Detail descriptions are found in Appendix A - Definitions.
- Replacement Value: Enter the cost of the new building/building improvement.
- Index Name: Select the Index Name "DTD".
- SubIndex Name: Select "BLDG".
- Last Update: Enter the same date entered in the Acquisition Date.
- Parent/Child: Set the value to "Child".
- Parent ID: Set the value to the Parent Asset which should be the DFDM Building Number. If the asset is a new building you must first set up the Parent-only building asset. See Creating Parent-Child Capital Assets.
- Profile ID: Enter the profile ID from above.
- Region Code: Select the appropriate Institution Code.

9.2.4.2 Operation/Maintenance Tab

- Non-Owned Asset: Check this box if the building is not owned.

9.2.4.3 Asset Acquisition Detail Tab

- Description: This could be the same or different than the asset description.
- Amount
 - If the asset has been split funded you would add additional records here, i.e. an amount for each funding string.
- Hyperlink – Interfaces Info
 - Enter transactional information from other subsystems, e.g. Voucher ID, PO No.
- Hyperlink – Acquisition Detail ChartFields
 - ChartFields used in the purchase. This is important for identifying funding, e.g. GPR. Budget Reference, Fund, Appropriation, and Department.
 - The Fund and Department values are required at a minimum and should reflect the agency that owns the asset. Fund codes 36000, 36300 or 36500 should never be used regardless of the funding used to construct or purchase a building asset. Capital project funds cannot own completed capital assets.

9.2.4.4 Location/Comments/Attribute Tab

- Location Code: Enter the main location code for the building. See [12.6 Appendix F – Location Coding](#).
- Additional information can be added to Comments field.

9.2.4.5 Manufacture/License/Custodian Tab

The following information is optional and at the discretion of the agency:

- Effective Date: Effective date of the assignment to the custodian.
- Empl ID: Enter or select an employee by Employee ID. Selecting an Employee will populate the Custodian field with the employee name.

9.2.4.6 Asset Property Tab

- Property Class: Select "Building".
- Property Subclass: Select the Building/Property Use. See Appendix A - Definitions for detailed descriptions.
- Parent Property: Land Asset associated with the building. Many existing buildings use a dummy code set up for conversion. A new land asset should be added for new buildings. See 9.2.2 Adding a Land or Land Improvement Asset.
- Total Area: Enter the number of gross square feet in building.
- Space Unit of Measure: Select "SF" for Square Feet.
- Occupancy: Select "Occupied", "Underutilized" or "Vacant". *Select "Underutilized" for buildings that are designated underutilized in the biennial updates for the Division of Facilities Development and Management.*
- Current Occupancy: Enter the number of people occupying the building if known.
- Maximum Occupancy: Enter the maximum number of people allowed to occupy the building if known.
- Ownership: Select "Owned" or "Leased".

9.3 ADDING CAPITAL ASSETS WITH SPECIAL DEPRECIATION CONSIDERATIONS

9.3.1 Adding Capital Asset with Prior Accumulated Depreciation

Assets with existing accumulated depreciation must be added through the Express Add page in STAR.

Navigate to the Express Add page:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Express Add

The Express Add page does not have access to all the fields required for a new asset. After completing the Express Add you will need to go back into the asset using the Basic Add to complete all fields.

The following STAR Job Aid explains how to add assets to the system:

- **Job Aid under development. SSO-63502**

9.3.2 Adding Capital Asset using Units of Production Depreciation Method

The State of Wisconsin uses the Units of Production Depreciation Method for aircraft assets and is only used by the Department of Administration. These assets require additional setup.

Refer to the following job aids (**under development. SSO-63502**) on STAR Connection:

- Adding Units of Production Assets
- Adding Units of Production ID

9.4 CREATING PARENT-CHILD CAPITAL ASSETS

Parent and Child assets are grouped together for ease of processing and reporting. Parent assets can be created in two ways:

- 1) Parent-Only Asset – this is an asset that is set up without any asset attributes of its own. The primary use is to attach Child assets for management and reporting.
- 2) Parent Component Asset – this is set up as a regular asset and has other asset records attached as Child assets. Child assets can inherit attributes of the parent such as useful life and depreciation method. However, they can also be attached only for reporting purposes.

Building assets require a Parent-Only Asset in order to report on all aspects of a building (renovations, remodels, additions, etc.) that are capitalized. The Parent-Only Asset should be created with an Asset ID that is the official building number assigned by the DOA Division of Facilities Development and Management.

The following STAR Job Aid explains how to set up Parent-Child assets:

- **Job Aid under development. SSO-63502**

9.5 RETIRE CAPITAL ASSET

Assets are retired when they are sold, destroyed, lost, no longer in service, not needed to conduct state business or no longer meeting reporting criteria or cost thresholds. This includes real properties that are sold, taken out of service or removed. The retirement procedure should take place as they occur during the fiscal year.

Agencies should refer to the following STAR Job Aid:

- [Retire Capital and Non-Capital Assets](#)

9.6 UNITIZING CAPITAL ASSETS

You may need to unitize assets that are interfaced as one line into the system. Unitizing assets is explained in the STAR Job Aid for processing interfaced transactions from Accounts Payable and Purchase Orders:

- [Processing the Interface Tables](#)

9.7 CONSOLIDATING CAPITAL ASSETS

Consolidating assets in PeopleSoft Asset Management summarizes groups of asset cost information at a group level. It is based on ChartFields that are specified in the Business Unit/Book Definition in STAR. Agencies should contact STAR Support if they are unsure about their settings for asset consolidation.

Consolidation must be done prior to running depreciation for the assets involved.

The following STAR Job Aid explains how to consolidate capital assets in the system:

- **Job Aid under development. SSO-63502**

9.8 CAPITAL ASSET DEPRECIATION

Agencies should follow the instructions in the [Uniform GAAP Conversion Policies and Procedures Manual](#), *Section V, Subsection 7* for setting up depreciation for capital assets. The Asset Profiles in STAR have been established to set up standard depreciation. Any change or deviation from the profiles that have been established must be coordinated with the State Controller's Office.

9.8.1 Standard Depreciation Methods

The straight-line method of depreciation is the standard used by the State of Wisconsin. The exception is for airplane engines, which are depreciated based on units of production. Descriptions of the STAR profiles and associated depreciation are found in the [Uniform GAAP Conversion Policies and Procedures Manual](#), *Attachment C*.

9.8.2 Units of Production Depreciation

Units of Production is only used by the State of Wisconsin for airplane engines. The depreciation method is based on production detail, rather than periods of life. The assumption is that the asset has a lifetime capacity, or in the case of an airplane engine, a number of hours of use.

The production detail for the asset must be set up in the Units of Production table found at:

Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Depreciation > Units of Production

(Access to this configuration is limited to those with the role DOA_ASSET_BY_UOP.)

Depreciation should be recalculated each time the table is updated.

Please see the following job aid for instructions:

- **Job Aid under development. SSO-63502**

9.8.3 Running Depreciation

The depreciation system job, AM_DEPR_CALC, runs every night in the overnight batch cycle. Depreciation is posted to the ledger monthly after the month is closed for the Asset Management System.

The SCO-FRS closes the month for the Asset Management system on the first Friday of the following month so depreciation entries are pushed to the CAFR ledger. The SCO-FRS closes the final AM period for the fiscal year based on the Tier 1 and 2 closing schedules established for each business unit. For internal control reasons, periods in the new fiscal year will not be opened for a business unit until the final month of the prior fiscal year is closed.

There are times when agencies may want to process the calculation prior to the nightly cycle due to a correction or other action that is time sensitive. The process can be run

ad hoc, provided that the user has appropriate security. This is not encouraged however. Depreciation should be allowed to run through batch whenever possible.

Please see the following job aid for processing ad hoc depreciation:

- **Job Aid under development. SSO-63502**

9.8.4 Changing the Life of an Asset

Agencies may need to change the life of an asset if the wrong profile was selected when setting up the asset record. Agencies should consult with the State Controller's Office if they are unsure whether a change should be made.

Navigate to the Basic Add page to search for the asset:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

Search for the asset ID and follow the instructions in the following Job Aid:

[Correcting the Profile ID & Depreciation for Financial Assets](#)

9.9 MAINTAINING (UPDATING) EXISTING CAPITAL ASSET

Agencies may need to update or maintain asset information from time to time in the system. Asset maintenance is done mainly through the same navigations used to add assets to the system.

9.9.1 Searching for Existing Asset

Asset records can be searched for from the Basic Add navigation in the system.

Navigate to the Basic Add page in STAR to search for the existing asset record:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

9.9.2 Updating Location

Many assets are mobile and when moved should have the location coding updated. The following STAR Job Aid should be referred to for changing an asset's location.

- [Updating Location Information](#)

9.9.3 Reinstatement

There are occasions where an agency may need to reinstate an asset that was previously retired. Reinstatement of a capital asset will generate accounting entries.

Please refer to the following STAR Job Aid on reinstating assets:

- **Job Aid under development. SSO-63502**

9.9.4 Updating Asset Custodian

Assets in STAR can be assigned to agency staff. They become the "Asset Custodian". When an asset is reassigned the asset custodian should be updated. The custodian can be updated through the on-line pages in STAR, or, a change affecting multiple

custodian/asset assignments, could be done through STAR Support using a spreadsheet.

Agencies should refer to the instructions in the following STAR Job Aid:

- [Updating Custodian Information](#)

9.9.5 Updating Asset Profile

The Asset Profile is used to default some data into asset management when adding a new asset. After an asset has been added to the system, the profile is mainly used for reporting purposes.

There may be times where an agency will want to change an asset profile on an existing asset that was entered incorrectly, or the State Controller's Office may request that a profile be changed for reporting purposes. It is important to note that changing the asset profile on an existing asset does not change any of the default settings associated with the profile. The only change made is to the asset profile name recorded on the asset. Please be aware that if you are intending to change other characteristics of the asset you will need to do more than just changing the asset profile.

9.9.6 Cost Adjustments

Agencies may occasionally be required to make a cost adjustment to an asset that has already been added to STAR. Cost adjustments include trailing costs that come in after adding the asset.

Adjustments can be made by percentage or by amount and have a specific transaction date and accounting date. Cost adjustments will not always be in the same period as the original Cost. Most adjustments are to be dated back to the same transaction date as the original cost from addition. To determine the appropriate transaction date in this situation, use the Review Cost History pages to identify the appropriate date.

The Asset Management system in STAR will automatically adjust depreciation expense, where applicable, based on the transaction date used on the adjustment.

Navigate to the Cost Adjust/Transfer page in STAR:

Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Please refer to the following STAR Job Aid on making cost adjustments to assets:

- **Job Aid under development. SSO-63502**

9.9.7 ChartField Changes

There are times when an agency may need to change the ChartFields associated with an asset. The Asset Transfer process should be used for this. The system will record any necessary transactions related to the transfer. This is particularly important if the asset is transferred between detail funds as it would have an impact on CAFR reporting.

Please refer to the following STAR Job Aid on transferring assets:

- **Job Aid under development. SSO-63502**

9.9.8 Quantity Changes

The asset quantity field on the Asset Acquisition Detail tab (Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add) should reflect the actual quantity of the asset(s) in the asset record. For most assets this should be 1.0000. If the asset record represents a summary of a group of assets, the quantity should reflect the number of individual assets in the group. Land assets should record the number of acres as the quantity.

The asset quantity number should not need to be manually changed. It becomes a factor in the Asset Disposal or Asset Transfer transactions. These transactions will indicate the quantity disposed or transferred and update the value on the record appropriately.

9.9.9 Category Adjustments

Asset recategorizations (RCT) only change the Category of an asset. Changing a Category does not change the Life, Depreciation Method, Convention or Profile that was originally assigned to the asset. Additionally, changing the Profile ID on the Asset Basic Information page does not change the Category.

Changing the Category will essentially move the cost from one Balance Sheet Account to another.

Note: Often, changing a Category will require that the user immediately follow with a "Book Change" if there would be a change to the Life, Method or Convention. This should be kept in mind when making Category changes.

Navigate to the Financial Transactions page in STAR:

Main Menu > Asset Management > Asset Transactions > Financial Transactions

Please refer to the following STAR Job Aid on making category adjustments to assets:

- **Job Aid under development. SSO-63502**

9.10 TRANSFERS OF CAPITAL ASSETS

When a state agency transfers a capital asset to another state agency, the buying/receiving agency should record the asset at its net book value asset's historical acquisition cost and accumulated depreciation at the selling/sending agency. This is regardless of additional consideration being exchanged. The Asset Management System maintains the history of original cost and accumulated depreciation.

Asset transfers between agencies on STAR must be coordinated with the Wisconsin State Controller's Office (SCO) in the Department of Administration (DOA). Assets

transferred internally (Intra-Agency), or to non-STAR agencies, boards or commissions are handled differently per the following chart:

Sending Agency System	Receiving Agency System	General Procedures	Processing Owner
STAR Agency	STAR Agency	Complete Inter-Agency Transfer Form DOA-XXX and send to DOA SCO	SCO will perform the transfer in STAR AM
STAR Agency	Non-STAR Agency	Sending agency retires asset in STAR AM	STAR Agency
Non-STAR Agency	STAR Agency	Receiving agency adds asset to STAR AM	STAR Agency
STAR Agency	Same STAR Agency (Intra-Agency)	Agency completes the asset transfer process.	STAR Agency

All Inter-Agency transfers will be approved and processed by the State Controller's Office. Complete the following form and submit to the Asset Management Unit in the SCO:

- **The SCO will provide a form to be completed by agencies.**

Please refer to the following STAR Job Aid for Intra-Agency asset transfers:

- **Job Aid under development. SSO-63502**

9.11 PHYSICAL INVENTORY OF CAPITAL ASSETS

Physical inventory of assets maintained by agencies is an often overlooked, but important procedure. Agencies are not currently required by DOA to perform physical inventories, although the possibility is being discussed.

The physical inventory process will help identify any assets missing, assets not recorded in accounting records, assets that have moved from one location to another, asset obsolescence, etc. Agencies can perform physical inventories through the STAR system.

Agencies should consider tagging all taggable assets with barcode tags. This allows 3rd party scanning equipment to work with STAR to complete the physical inventory.

Agencies should refer to the following STAR Job Aid for guidance:

- [Physical Inventory](#)
- **An agency has requested a job aid for performing manual inventory.**

9.12 INSURANCE ON CAPITAL ASSETS

9.12.1 Adding Insurance Information

Insurance information is required for all capital assets and non-capital assets reported to the Bureau of State Risk Management. This is key information is included in the annual certification of assets.

Key data that is required for adding Asset Insurance:

Field	Required Value
Insurance Contract ID/Policy #	S
Insurance Company, if State Self-Insurance	0000039465

Insurance Type

Asset	Type	Description
Aircraft	AIRCRAFT MANNED	Manned aircraft hull coverage.
	AIRCRAFT UNMAANED DRONE UAS	Drone UAS hull coverage.
Automobiles, Trucks & Watercraft	VEHICLE COMP	Vehicle Comprehensive Coverage which is mandatory for all state-owned vehicles.
	VEHICLE COMP+COLL	Vehicle Comprehensive and Collision Coverage. This is optional additional coverage for state vehicles.
	WATERCRAFT	Individual watercraft valued over \$25,000
Building	FIRE RESTV BUILDING	Fire Restrictive
	ORD CONSTR BUILDING	Ordinary Construction
	FRAME CONSTR BLDG	Frame Construction
Building Contents	FIRE RESTV CPTL CNTS	Fire Restrictive, Capital Asset Content
	ORD CONSTR CPTL CNTS	Ordinary Construction, Capital Asset Contents
	FRAME CONSTR CPTL CNTS	Frame Construction, Capital Asset Contents
Fine Arts	FINE ARTS	Fine arts and special collectibles.
Foreign Property	FOREIGN PROPERTY	Property owned in foreign countries.

Property in the Open, Inland Marine	INLAND MARINE PIO	Property in the Open (PIO). Property that is normally outside, permanent or semi-permanent, and is not a building. E.g., communication towers.
	INLAND TECHNICAL EQUIP	Technical/Testing Equipment. Mobile equipment used for monitoring and testing. E.g. Sensors, Transmitters, Samplers, Specialty Mobile Lab Equipment, etc.
	INLAND MARINE PROP	Inland Marine Property. Property that leaves the premise. E.g. Snowmobiles, ATVs, Boats, Detached Snow Plows, Portable Tanks, Lawnmowers, Firearms, etc.
	INLAND CONTRACTRS EQUIP	Contractor's Equipment. Property that leaves the premise and is used for maintenance/construction. E.g. Excavation equip., Tools, Portable Welders, etc.

Agencies should refer to the following STAR Job aid for guidance:

- [Asset Management/Risk Management – Insurance Guidelines](#)

9.12.2 Updating Insurance Information

You may be required to update insurance information.

Agencies should refer to the following STAR Job aid for guidance:

- [Asset Management/Risk Management – Insurance Guidelines](#)

9.12.3 Updating Insurance Value for Building Scheduled to be Demolished

Agencies should update the insurance value when a building is scheduled to be demolished. The estimated cost of razing the building should be entered into the Insurance Value field on the insurance record.

Agencies should refer to the following STAR Job aid for guidance:

- [Asset Management/Risk Management – Insurance Guidelines](#)

9.13 BIENNIAL UPDATES TO BUILDING AND PROPERTY ASSETS

Some information is required to be updated at least biennially for statutory reporting.

Refer to the following job aid for reviewing building and property assets and making the required updates:

- **Job Aid under development. SSO-63502**

9.13.1 Building Asset Utilization

Utilization is to be recorded and updated on the Asset Property Tab of the asset record. The values should be reviewed and updated at least every two years to meet the statutory reporting requirement under s. 13.48(14)(d) Wisconsin Statutes.

See 12.1 Appendix A - Definitions for definitions of underutilized buildings and property.

Navigate to the Asset Property Tab:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Asset Property

Select the "Underutilized" value under the lookup for the Occupancy field in the Attributes Section for assets determined to be underutilized. Agencies are also encouraged to complete the Current Occupancy and Maximum Occupancy fields to assist in determining underutilized buildings. (Buildings or property that have no occupancy, e.g. radio tower, should have the Occupancy set to "Vacant" and the Maximum Occupancy set to "0".)

Agencies should enter updates by adding effective-dated records.

Refer to the following job aid for reviewing building and property assets and making the required updates:

- **Job Aid under development. SSO-63502**

9.13.2 Estimated Fair Market Value

Please provide an estimate of the market value of your agency's buildings and properties (land). ***No appraisals are required.*** Provide your best estimation of value based upon comparable market values if available, or replacement value or insured value of the property. If these values are not used, identify the basis of how you determined the value of the asset.

The Estimated Fair Market Value should be entered into the Appraised Value field on the insurance record.

Navigate to the Asset Insurance page for the asset:

Main Menu > Asset Management > Service and Maintenance > Asset Insurance > Find Existing Value

Agencies should enter updates by adding effective-dated records.

Refer to the following job aid for reviewing building and property assets and making the required updates:

- **Job Aid under development. SSO-63502**

9.13.3 Building or Property (land) Use

Use the Property Subclass field on the Asset Property tab to indicate the response that most accurately reflects how the real property is used. If it is used for multiple purposes or functions, identify the major use in this column and additional functions in the “comments” field on the Location/Comments/Attributes tab.

See [12.1 Appendix A - Definitions](#) for Building and Property Use definitions.

Navigate to the Asset Property Tab:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Asset Property

Agencies should enter updates by adding effective-dated records.

Refer to the following job aid for reviewing building and property assets and making the required updates:

- **Job Aid under development. SSO-63502**

10 CAPITAL ASSETS – REVIEWING INFORMATION

There are several pages available in STAR for researching information on a specific asset. On-line pages can provide asset information quickly and with more detail than a query.

10.1 ON-LINE INQUIRY

10.1.1 Asset Search

Navigate to the search page in STAR:

Main Menu > Asset Management > Search for an Asset

10.1.2 Cost Information

Navigate to the review cost page in STAR:

Main Menu > Asset Management > Asset Transactions > History > Review Cost

- Cost History
- Asset Status
- Recategorization History
- Transfer History
- Employee ID on Transaction

10.1.3 Basic Asset Information

Navigate to the basic add page in STAR:

Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

- Asset Description
- Profile ID
- GL ChartField Combination
- Accounts Payable and Purchase Order Interfaced Information (i.e. Voucher, PO)
- Acquisition Details such as Amount and Quantity
- Category, Custodian, Serial ID, VIN and much more

10.1.4 Depreciation Settings

Navigate to the Depreciation Criteria page in STAR:

Main Menu > Asset Management > Asset Transactions > Asset Book Information > Define Tax/Depr Criteria

- Life
- Method
- Convention
- Salvage Value
- In-Service Date
- Life-to-Date/Remaining Value Calculation
- Depreciation Status (i.e., Depreciable, Non-Depreciable)

10.1.5 Depreciation Amounts

Navigate to the Asset Depreciation page in STAR:

Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

- Net Book value of an asset
- Period Depreciation
- Annual Depreciation
- Future Depreciation

10.1.6 Retirement Information

Navigate to the Retirement page in STAR:

Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Assets

- Retirement Date
- Retirement Amount
- Gain/Loss
- Proceeds/ Removal Costs
- Retirement Reserve (Accumulated Depreciation)

10.1.7 Accounting Entry Information

Navigate to the Review Financial Entries page in STAR:

Main Menu > Asset Management > Accounting Entries > Review Financial Entries

- Journal ID
- Account
- Accounting Date
- Distribution Amount
- Amount

Or

Main Menu > Asset Management > Accounting Entries > Review Asset Journals

- Journal ID
- Account
- Accounting Date
- Amount

11 COMMON DATA ELEMENTS

11.1 LOCATION CODES (AGENCY LOCATION CODE MANAGER ONLY)

11.1.1 Request New Location

Please refer to the following job aid on STAR Connection:

[Location Code Maintenance](#)

See also [12.6 Appendix F – Location Coding](#).

11.1.2 Request Update to Existing Location Code

Please refer to the following job aid on STAR Connection:

[Updating Location Information](#)

See also [12.6 Appendix F – Location Coding](#).

11.2 ASSET PROFILES

11.2.1 Request New Asset Profile

TBD

11.2.2 Request Update to Existing Asset Profile

TBD

12 APPENDICES

12.1 APPENDIX A - DEFINITIONS

Accounting Date: Accounting Date is a financial date in STAR AM. It is critical because it indicates the fiscal year a transaction is recognized in the CAFR financial statements. Capital asset transactions should have an accounting date that is no later than June 30th of the fiscal year in which the addition, retirement, cost adjustment, etc. took place.

Acquisition Code: The acquisition code indicates how an asset was acquired.

Donated – Use for donated assets.

Constructed – Use for constructed assets.

Leased – This is not currently used by the State of Wisconsin. It requires specifying a Capital or Operating Lease ID.

Like Exchange – This is not used by the State of Wisconsin. It is a transaction or series of transactions to allow disposal and replacement without creating a tax liability on the sale. This is not a valid option on a Basic Add. It can only be used on the Express Add.

Purchased – This option is used for purchased assets and is the default when adding assets.

Trade In – This is not currently used by the State of Wisconsin. It is only available on the Express Add page.

Transferred – Transferred, either within the same Business Unit or between Business Units.

Acquisition Date: The date, or approximate date, the agency physically acquired the asset and is used mostly for agency informational purposes. Acquisition date is a non-financial date which means it is not used to generate financial transactions or CAFR ledger entries.

The Acquisition Date field is automatically populated if the asset was added from a feeder system, such Accounts Payables. Thus, an interfaced asset, will use an acquisition date that is based on AP.

Acres: One acre equals 0.0015625 square miles; or 4,840 square yards; or 43,560 square feet.

Asset Type: Asset types are delivered with PeopleSoft and may have functions related to them. Asset type can also be used as a variable for running some processes and reports.

- Equipment
- Facility
- **Fleet** – Selecting this Asset Type opens the Vehicle Identification Number (VIN) field on the Manufacture/License/Custodian tab.
- Furniture
- **Hardware** – Hardware should be used for computer hardware. The Serial ID on the Operations/Maintenance tab becomes required if you select this Asset Type.
- Intangible
- Machinery
- Other
- **Property** – Property should be used for land and building assets. Selecting this Asset Type opens the Asset Property page.
- Software

Building/Property Use

AGRICULTURAL - Use is associated with the science, art, or practice of cultivating the soil, producing crops, and raising livestock and in varying degrees the preparation and marketing of the resulting products. Agricultural land can be used for annual crops, permanent crops (e.g. orchards) or permanent pastures.

CORRECTIONAL - Use is related to providing custody and supervision of offenders through the use of effective correctional policies, procedures and facilities. Examples of correctional buildings include detention home, correctional institution, penal facility/institution, prisons and reform schools.

DORMITORY - Dormitory or Residence Hall. Use is defined as supplying sleeping and residential quarters for large numbers of people at institutions such as colleges or universities and Veteran's Homes.

EDUCATION - Use is dedicated to providing institutionalized teaching or learning in relationship to a set curriculum or courses which is typically offered at a school, community college or university.

FOOD_SERVICE - Food Services. Use involves the preparation or serving of food (meals or snacks) for staff, students, visitors, etc. This includes restaurants, cafeterias, catering operations and other formats.

GARAGE_WORKSHOP - Garage/Shop (Workshop). Use is dedicated to supplying the space/location for the tools or machinery necessary to maintain/repair vehicles or to provide for facility related maintenance/repairs.

LABORATORY - Use is defined as providing the controlled conditions in which scientific or technological research, experiments or measurements can be

performed. Scientific laboratories can be found in found in schools, universities, and other state facilities.

MEDICAL - Use is dedicated to the practice and/or support of the medical field. Examples include medical facilities providing primary care services, secondary care (specialists or hospitals) and tertiary care (specialist hospitals or regional centers). Also included in this use category are pharmacies, medical laboratories and biomedical research facilities, etc.

OFFICE - Use involves the support of agency administrative or office functions.

OTHER – Unable to define by the other available Property Subclass values.

PARKING - Use is associated with a specific location designated for staff, fleet or public parking. Examples include parking garages, parking ramps and parking lots.

RECREATIONAL - Use is associated with providing (and maintaining) public space such as parks and beaches for recreational activities. Examples include the ranger stations, parks and park pavilions etc.

RESIDENTIAL - Use is to provide a structure and house individuals on a permanent or temporary basis.

SPORTS - Use involves the support of all types of casual or organized sport activities or events. Examples include sports stadiums, arenas, gyms, and sport clubs.

STORAGE - Use is related to the storage (short term, semi-permanent or long-term containment) of goods or materials at a specific location established for that purpose. Examples include warehouse and storehouse operations.

TOWERS_CELL - Use is to support cellular telephone service through the creation of a cell in a cellular or mobile network.

TOWERS_RADIO-TV - Use is to support telecommunications and broadcasting – including television.

TRANSPORTATION - (Property/Land Use Only) Use involves functions associated with the transport or transportation of people, animals and goods from one location to another. Modes of transport involve roads, rail, air and water. Examples include roads, airfields, railway stations, etc.

UTILITY - Use is to support the ownership and/or the operation of facilities providing the generation and transmission or distribution of electricity, water, and steam etc. to state agencies and/or others. Examples include Heat & Power Plants.

Buildings/Structures: Include additions, extensions, fixtures, machinery and equipment constituting a permanent part of the building. Permanently installed floor coverings and built-in appliances for refrigeration, ventilation, cooking, dishwashing

and laundering are also considered part of the building or structure if normally included with the building project.

Capital Asset: Capital Assets are those items that meet the state's thresholds for capitalization. Their value is realized over a period of years. Expenses are recognized in full accrual financial reporting as the value of the asset is depreciated.

Class Code: Insurance class code. [Building Code categorized for insurance.]

Contents: As a rule, all property that is not permanently attached to a building is considered contents. Contents are property that generally does not leave the premise. Examples of contents include furniture, supplies, machinery and equipment that is not a permanent part of the building, including desktop and laptop computers.

Demolition Cost: The estimated cost to demolish a building and clear the site.

Fine Arts: Property includes paintings, etchings, drawings (including frames), rare books, manuscripts, rugs, tapestries, murals, statuary, and other bona fide, genuine works of art, of rarity, historic value, or artistic merit.

Gross Square Feet (GSF): GSF generally means the total square feet of the building and includes measurements both usable and non-usable by tenants such as common areas, building core, and building maintenance and operations space.

Inland Contractors Equipment: Contractors equipment. Property that leaves the premise and is used for maintenance/construction. Examples: Excavation equipment, Tools, Portable Welders, etc.

Inland Marine Property: Inland Marine property. Property that leaves the premise. Examples: Snowmobiles, ATVs, Boats, Detached Snow Plows, Portable Tanks, Lawnmowers, Firearms, etc.

Inland Marine Property in the Open: Inland Marine property in the open (PIO). Property that is normally outside, permanent or semi-permanent, and is not a building. Examples: Towers, Antennas, Pond Linings, Play Ground Equipment, Storage Tanks, etc.

Inland Technical Equipment: Technical/testing equipment. Mobile equipment used for monitoring and testing. Examples: Sensors, Transmitters, Samplers, Specialty Mobile Lab Equipment, etc.

In-Service Date: The date, or approximate date, the agency starting using the asset. It will be the same date as the transaction date unless you enter a different in-service date. In-service date determines the depreciation schedule which impacts when depreciation expense will be recognized in the CAFR ledger.

Long Term Leased Property: Depending on the language in the lease or rental contract, leased/rented items may be the responsibility of the agency. Generally, the values of items leased/rented for more than 30 days should be reported to the BSRM as though they are state-owned pieces of equipment and placed in the appropriate

content or Inland Marine category. The agency should retain documentation in case of loss.

Mobile Contents: Contents that are transferred from place to place should be assigned a location and considered contents valued at that location. These include, but are not limited to, musical instruments, laptop computers, etc. It is recommended that you keep a separate schedule for these content items should it be requested in the event of a loss. [Do we need a field/attribute in STAR to indicate that an item is mobile?]

Non-Capital Assets: Assets that do not meet the state's capitalization thresholds, but must be tracked and reported on for other reasons including insurance, statutory, federal or other requirements. These are also referred to as Trackable Assets.

Real Property: Real property is defined as buildings (structures of any type) and property or land.

Replacement Value: The value of damaged or destroyed property without deduction for depreciation.

Retirement Date: The date, or approximate date, the agency stopped using an asset. It impacts the financial entries generated in STAR AM and posted to the CAFR ledger. Retirements should be reported with an accounting date of June 30 or prior in the fiscal year the asset was retired.

Trackable Assets: See Non-Capital Assets.

Transaction Date: This date will default to today's date in STAR AM unless you change it. Transaction date will determine when depreciation expense is started on an asset unless you enter a different in-service date. Therefore, it impacts financial entries. **Transaction Date must be earlier than or equal to the Accounting Date.** This is very important to understand especially if you are entering capital asset information in to STAR AM after the fiscal year is over. Any difference between accounting and transaction date will affect depreciation as well as posting entries to the CAFR ledger.

Underutilized Buildings: Buildings are defined as "under-utilized" when:

1. Occupancy levels are 50% or less
2. The building is not used to capacity.
3. The building is rented to another municipality, private individual or company.
4. The building could be used, sold or re-allocated to better serve a different purpose.

Underutilized Property (land) is "under-utilized" when:

1. It does not have a current defined use or future use.
2. It is vacant.

3. It is not used to capacity regarding intended use or function.
4. The property is rented to another municipality, private individual or company.
5. The property could be used or re-allocated to better serve a different purpose.

12.2 APPENDIX B - REPORTING REQUIREMENTS/DATES

Reporting Requirement	Date Data must be updated in STAR
Annual Asset Certification	October 1 (each year)
Asset Entries due for the Comprehensive Annual Financial Report (CAFR)	See the State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual for the Asset Management due dates for the CAFR
Insurance Values Confirmed	April 30 (each year)
Real Property Additions, Deletions and Ownership Status	January 1 (each year)
Real Property Market Values and Utilization	January 1 (even number calendar year)

12.3 APPENDIX C - STAR DATA/PAGES

Data Element	STAR Field	Page Navigation
Acres	Total Area/UOM	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Asset Property Tab
Building Name	Parent Asset Description	Main Menu > Asset Management > Asset Transactions > Parent-Child Relationship > Create Parent > Find an Existing Value
Building Number	Parent ID	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > General Information Tab
Building/Property Use	Property Subclass	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Asset Property Tab
City	City is a Field on the Location Record	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes
Class Code	Insurance Type	Main Menu > Asset Management > Service and Maintenance > Asset Insurance
County	County is a Field on the Location Record	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes
DIR Value	User Defined Amount	Main Menu > Asset Management > Service and Maintenance > Asset Insurance

Estimated Fair Market Value (FMV)	Appraised Value	Main Menu > Asset Management > Service and Maintenance > Asset Insurance
Gross Square Feet	Total Area/UOM	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Asset Property Tab
Institution	Region Code	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > General Information Tab
Insured Value	Insured Value (This is only to be completed for non-building assets or initial building asset entry.)	Main Menu > Asset Management > Service and Maintenance > Asset Insurance
Location	Location	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes Tab
Jurisdiction	Jurisdiction is a Field on the Location Record	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes
Latitude and Longitude	Latitude and Longitude are fields on the Location Code record. The Latitude and Longitude can only be added to existing location records through the Product-	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes

Related definitions:
 Main Menu > Set Up
 Financials/Supply
 Chain > Product
 Related > Asset
 Management > Physical
 Definitions > Location
 Definition

Parcel Number	Parcel Number	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Asset Property Tab
Postal Code	Postal Code is a field on the Location Code record.	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes
Property Code	Tag Field on Property Asset	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Tag
Replacement Value (Risk)	Replacement cost. (This is used for insurance value on buildings and infrastructure.)	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > General Information Tab
State	State is a field on the Location Code record.	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes
Street Address	Address fields are on the Location Code record.	Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add > Find Existing Asset > Location/Comments/Attributes

Underutilized

Occupancy on Asset
Property tab.

Main Menu > Asset
Management > Asset
Transactions > Owned Assets >
Basic Add > Find Existing
Asset > Asset Property

12.4 APPENDIX D – REPORTS AND QUERIES

Include a list of STAR Reports and Queries used to maintain and review Asset Management records.

Will work with AM user group to develop list of queries and reports.

12.5 APPENDIX E – BUILDING RELATED DATA

[How do you get/find the information on new buildings, including Building Number, Street Address, Jurisdiction, etc.]

We are working on a query for agencies to use to look up building data. Once the query is approved by the AM User group we will open a ticket with STAR to create a view so that agencies can query all buildings.

12.6 APPENDIX F – LOCATION CODING

Location coding is used throughout the STAR system. The Location Codes in STAR are held in a common table for these purposes.

- Location codes are used to determine a physical address.
- The address could be a street address or PO Box address.
- They are attached as reference information to:
 - Assets
 - Employees
 - Transactions such as purchase orders.
 - Project IDs
- They are required for Business Unit Headquarters as well as "Bill To" and "Ship To" entries in procurement transactions.

The Location Code record includes fields for Building Number, Floor Number and Jurisdiction. The Jurisdiction field is populated with the Department of Revenue Municipality Code. The Building Number field should contain the DFDM building number. However, it is limited to 10 characters and there may be some truncation.

Consistent coding is important in these fields as they are available for querying in STAR. For example, you could use the building number or jurisdiction fields to query assets held by building or jurisdiction.

Refer to the Job Aid on STAR Connection for updates and additions to Location Codes in STAR:

- [Location Code Maintenance](#)

12.7 APPENDIX G – REFERENCES

Section 13.48(14)(d) Wisconsin Statutes

Section 16.40(5) Wisconsin Statutes

Section 16.865 Wisconsin Statutes

Section 70.119 (5) Wisconsin Statutes

[State of Wisconsin Uniform GAAP Conversion Policies and Procedures Manual](#)

[State of Wisconsin Property & Liability Manual](#)

[Wisconsin Accounting Manual](#)

12.8 APPENDIX G – BATCH SCHEDULE

Requested from STAR: SSO-63492