WISCONSIN ACCOUNTING MANUAL
Department of Administration – State Controller's Office

Section	16	Inventory, Trackable, and Capital Assets	Effective Date	10/1/2015
Sub-section	02	Trackable Assets	Revision Date	8/10/2015

BACKGROUND

Trackable assets are those items that agencies need to keep track of for management, control, compliance, security, maintenance, GAAP reporting, and insurance purposes.

Some trackable items are categorized as capital assets while others are non-capital assets. Specifically, capital assets are items valued at $5,000 or more (except for internally generated software which is capitalized at $1.0 million or more).

Items valued under $5,000 are considered non-capital assets. However, the fact they cost less than $5,000 does not eliminate the need for them to be tracked. Certain items, electronic devices in particular, may cost little to replace but may contain sensitive data. As a result, agencies should have processes in place to effectively track all trackable items.

STAR Asset Management (AM) provides a way for agencies to record both capital and non-capital assets. One significant difference for non-capital trackable items is that the Procurement and Accounts Payable modules will not push non-capital trackable items to AM. Rather agencies must initiate the entering of non-capital items into STAR AM.

POLICIES

1. Agencies should use STAR AM to record trackable items costing $1,000 or more. Trackable items not meeting capitalization thresholds for GAAP reporting purposes should be recorded as non-capital items.

2. Trackable non-capital assets should be tagged with inventory tags as necessary for control and identification purposes. While not all non-capital trackable items need to be tagged, items of a sensitive nature such as laptops or other electronic devices should be tagged for control purposes.

PROCEDURES

Agencies may refer to the procedures on Capital Assets for guidance on entering, adjusting and deleting non-capital trackable assets. When entering the non-capital items, agencies should not "check" the box that designates the item as a capital asset.

Log into STAR Employee Self Service to search for STAR Asset Management Training.
Log into STAR Confluence to search for STAR Asset Management Job Aids.