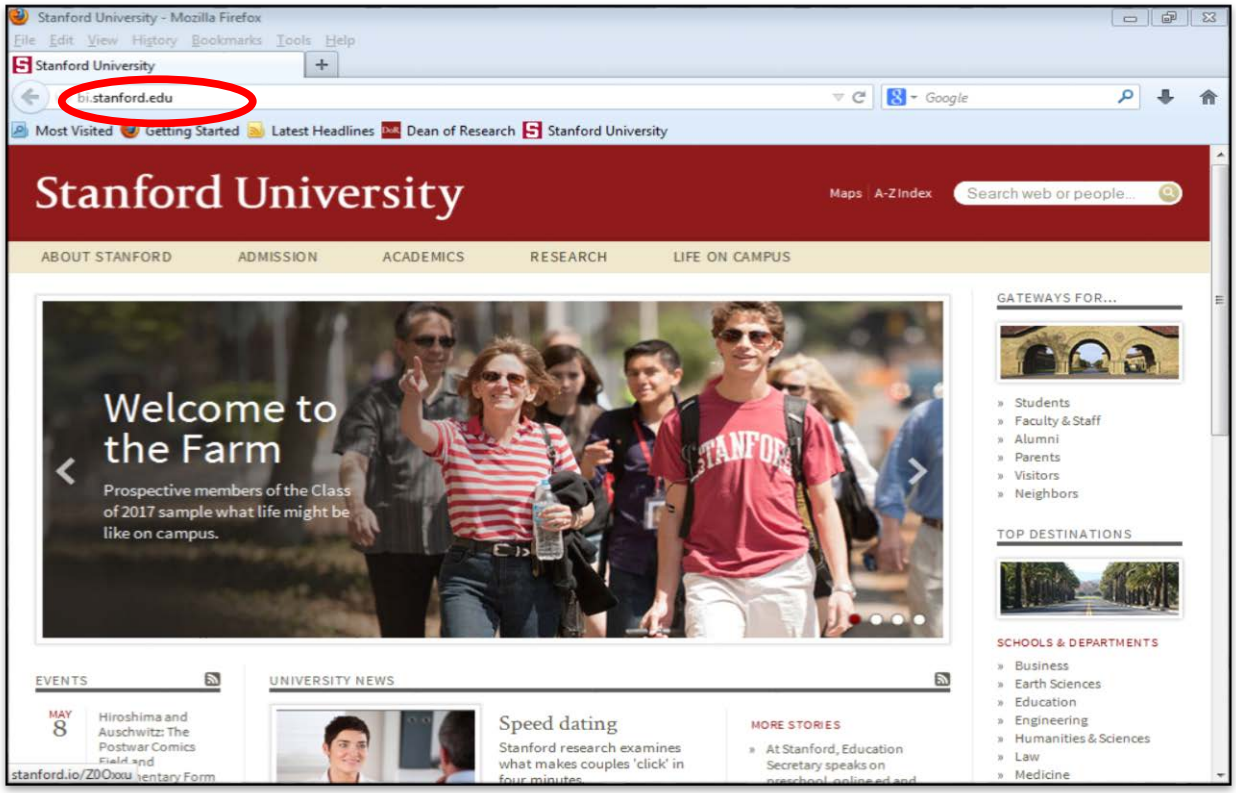
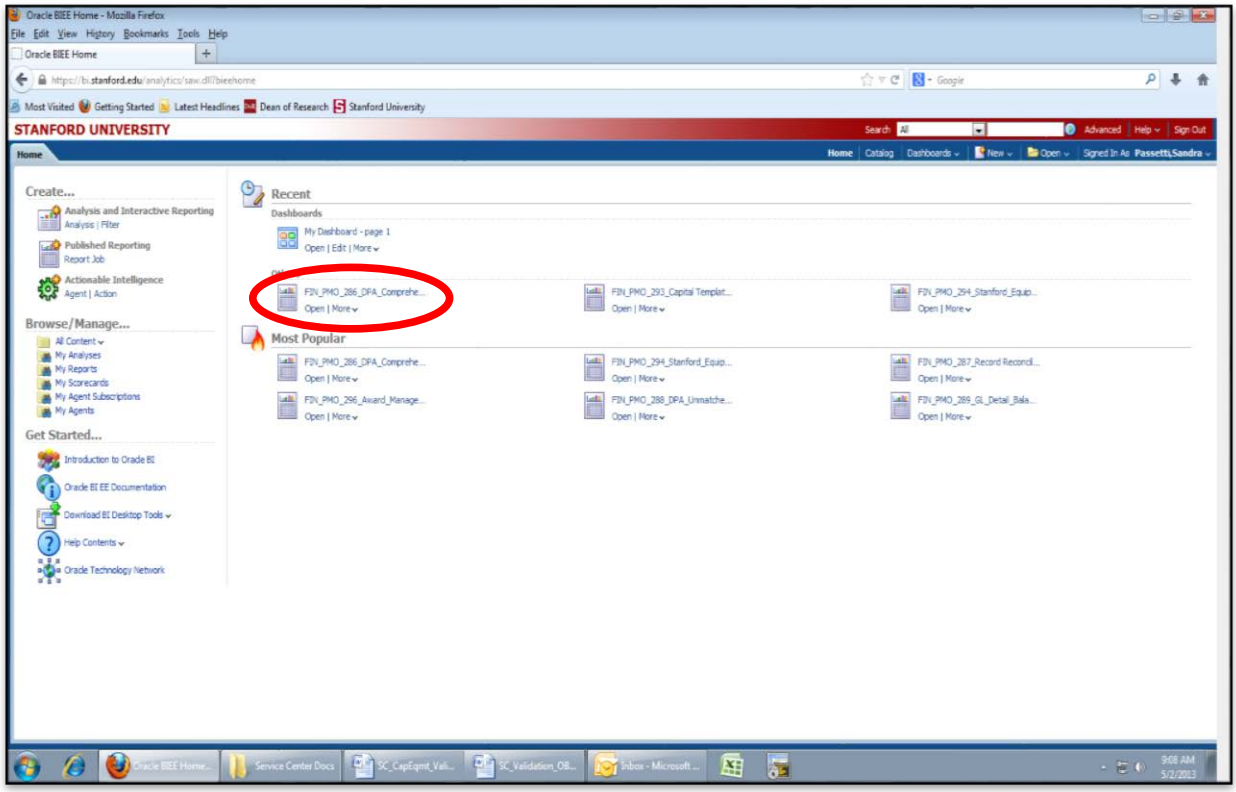
Validate Capital Equipment in Service Center-Job Aid

Purpose	This document provides instructions and screen shots which not only enable DPAs to run the 286_DPA_Comprehensive_Report and the 296_Award_Management_Report in the OBIEE reporting platform, but also enables Service Centers to complete the checklist for the Capital Equipment Validation Program.
Instructions	1. Open browser and access OBIEE home page. 2. Log in to OBIEE. Click on **FIN_PMO_286_DPA_Comprehensive_Report**. 3. Make sure you are in Active Assets tab. 4. Go to Box **100: SUID Tag #** - Replace the default 9999999 with a % sign. 5. Go to Box **202: Department Name** – Enter your Service Center name as it appears in Sunflower. Click **View Report** and select Excel (*.xlsx). 6. Click **Open with Microsoft Office Excel** when prompted. 7. Report data will appear in an Excel (*.xlsx) file. 8. Using "Save as" function, save the report using the recommended naming convention: **ServiceCenterAward_DPAComp_Report**. 9. Review report and ensure Acq Date, Acq Cost, Acq Method and Owner information are correct. 10. Return to OBIEE list of DPA reports and select **FIN_PMO_296_Award_Management_ Report.** 11. Repeat Steps 3-7 to run 296 Report and open in Excel. Using "Save As" function, save the file using the recommended naming convention: **Service Center Award_AwardMgt_Report**. 12. Email **286 DPA Comprehensive Repor**t and **296 Award Management Report** to Service Center Manager/Financial Contact, who should follow the checklist to complete the validation program. 13. Service Center Manager/Financial Contact shall review 296 report and highlight in yellow assets for which depreciation is included in Center's current budget. Review asset PTA(s) and ensure they reconcile to those reported to Research Administration Policy & Compliance (RAPC). 14. DPA should re-run 286 & 296 reports if any asset changes were made in Sunflower during validation program. Save the updated reports and send them, along with signed checklist to sc_eqmt_validation_@lists.stanford.edu. Screenshots for the above steps are available on pages #2 - #8.
Questions	Have questions about running the reports or the validation program? Please contact your UPA for assistance.

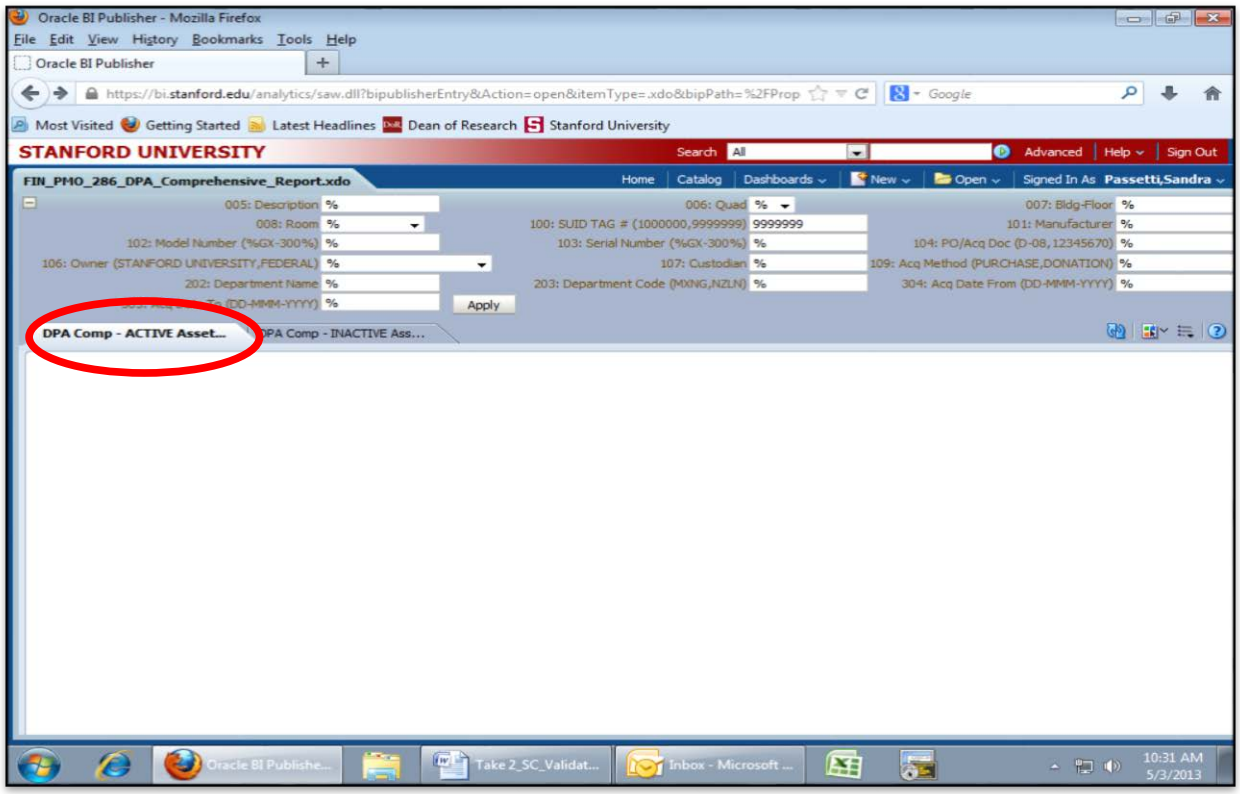
1. First, open your browser, enter **bi.stanford.edu** in address bar and hit the **Enter** key



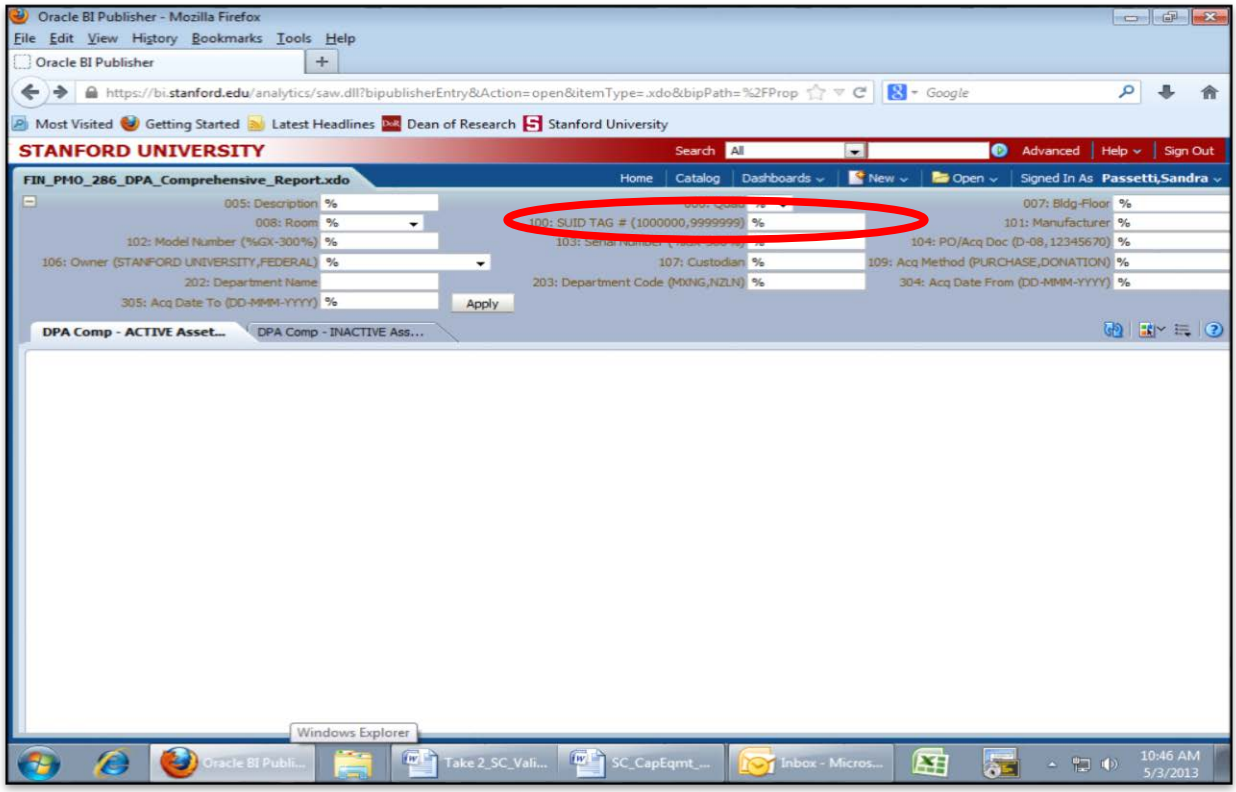
2. Log in to **OBIEE**. Click on **FIN_PMO_286_DPA_Comprehensive_Report**



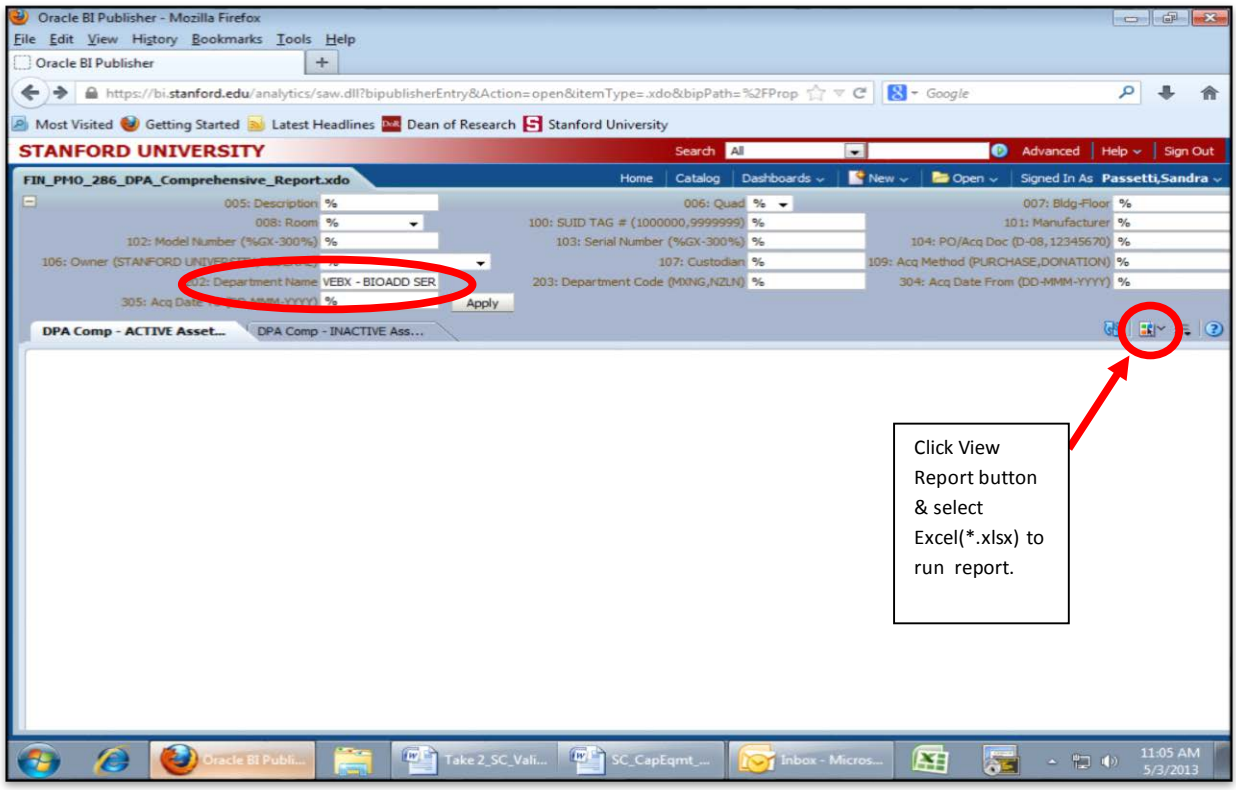
3. Make sure you are in the Active Assets (default) tab



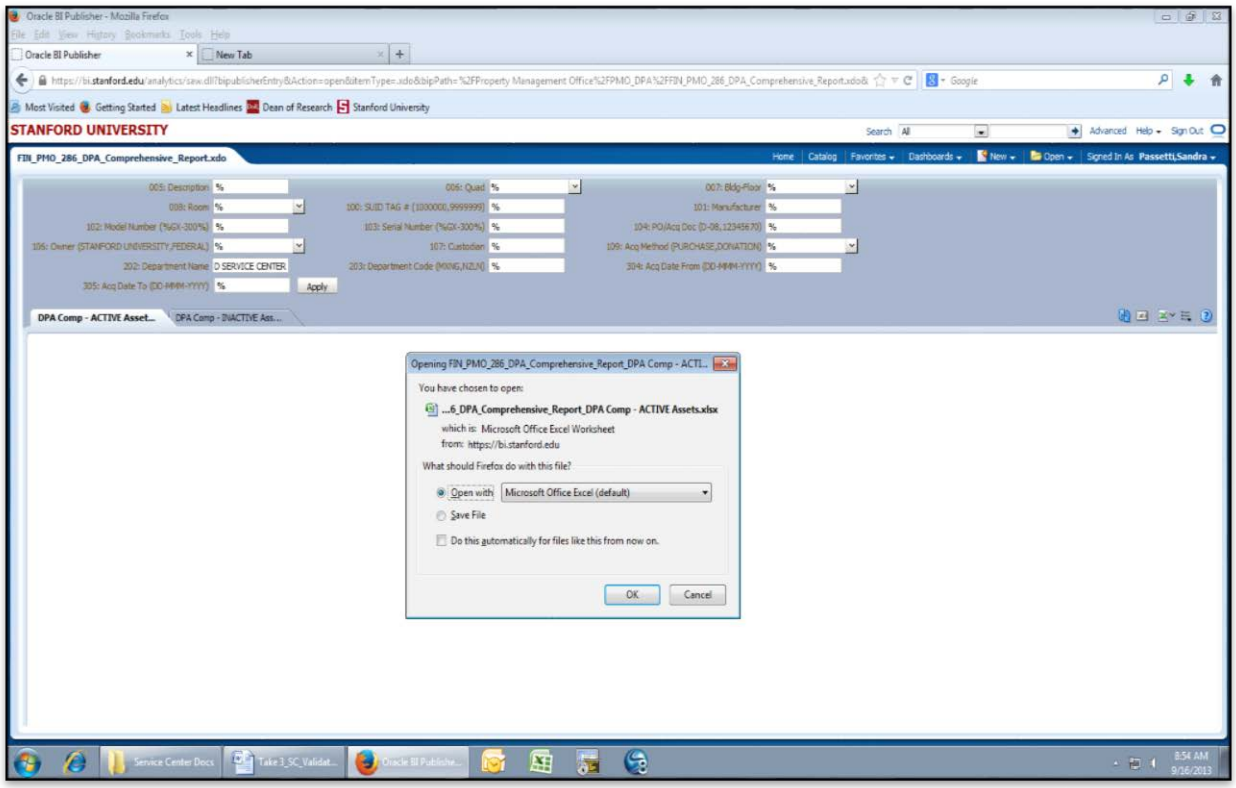
4. Go to Box **100: SUID Tag #** and replace the default 9999999 with a % sign.



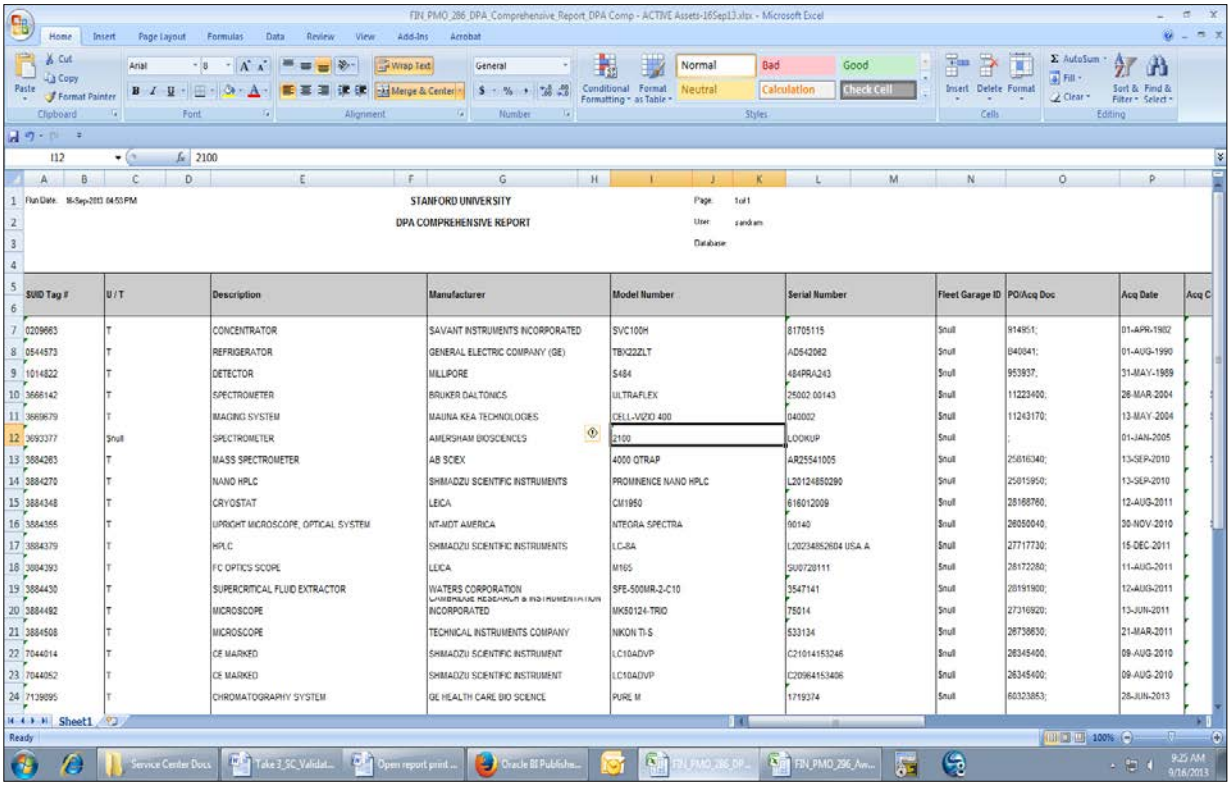
5. Go to Box **202: Department Name**; Enter your Service Center name as it appears in Sunflower. Click **View Report** button and select Excel (*.xlsx) to run report. Note: For training purposes, we use the BioADD Service Center to illustrate running report.



6. After processing is complete, click Open with Microsoft Office Excel when prompted.



7. Report data will appear in an Excel (*.xlsx) file.



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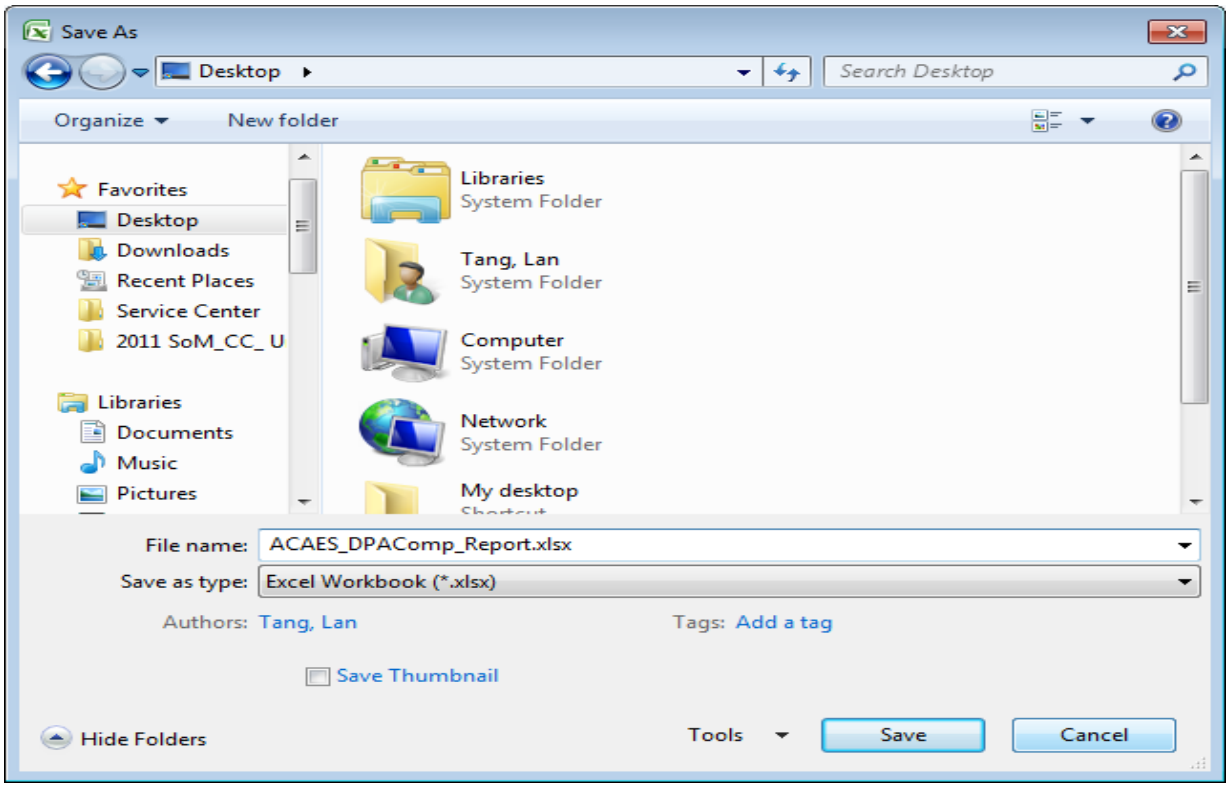
DPA COMPREHENSIVE REPORT

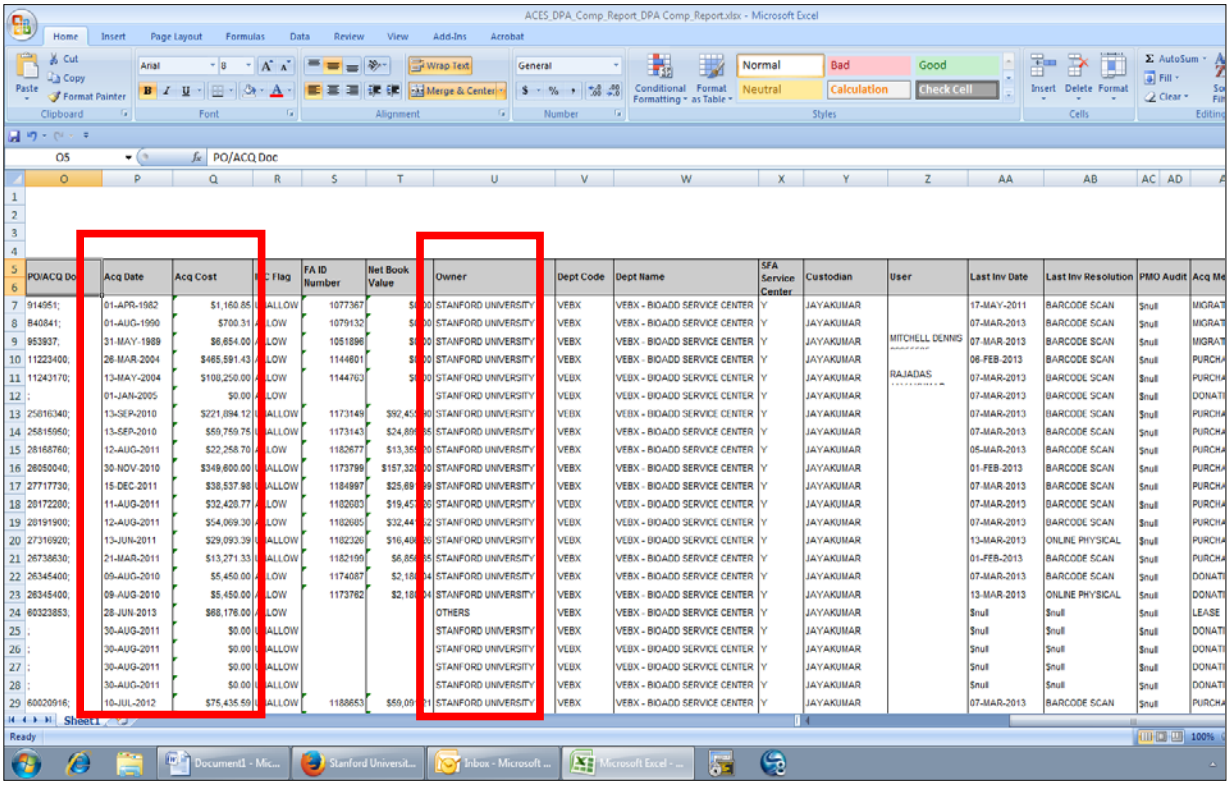
SUID Tag #	U / T	Description	Manufacturer	Model Number	Serial Number	Fleet Garage ID	PO/Acq Doc	Acq Date
0209663	T	CONCENTRATOR	SAVANT INSTRUMENTS INCORPORATED	SVC100H	81705115	Snull	914951;	01-APR-1982
0544573	T	REFRIGERATOR	GENERAL ELECTRIC COMPANY (GE)	TBX22ZLT	AD542062	Snull	940641;	01-AUG-1990
1014822	T	DETECTOR	MILLIPORE	S484	484PRA243	Snull	953937;	31-MAY-1989
3668142	T	SPECTROMETER	BRUKER DALTONICS	ULTRAFLEX	25002.00143	Snull	11223400;	26-MAR-2004
3669879	T	IMAGING SYSTEM	MAUNA KEA TECHNOLOGIES	CELL-VIZIO 400	040002	Snull	11243170;	13-MAY-2004
3693377	Snull	SPECTROMETER	AMERSHAM BIOSCIENCES	2100	LOOKUP	Snull	;	01-JAN-2005
3884283	T	MASS SPECTROMETER	AB SCIEX	4000 QTRAP	AR25541005	Snull	25816340;	13-SEP-2010
3884270	T	NANO HPLC	SHIMADZU SCIENTIFIC INSTRUMENTS	PROMINENCE NANO HPLC	L20124650290	Snull	25815950;	13-SEP-2010
3884348	T	CRYOSTAT	LEICA	CM1950	616012009	Snull	28168780;	12-AUG-2011
3884365	T	UPRIGHT MICROSCOPE, OPTICAL SYSTEM	NT-MDT AMERICA	NTEGRA SPECTRA	00140	Snull	28050040;	30-NOV-2010
3884379	T	HPLC	SHIMADZU SCIENTIFIC INSTRUMENTS	LC-8A	L20234852604 USA A	Snull	27717730;	15-DEC-2011
3884393	T	FC OPTICS SCOPE	LEICA	M165	SU0720111	Snull	28172280;	11-AUG-2011
3884430	T	SUPERCRITICAL FLUID EXTRACTOR	WATERS CORPORATION	SFE-500MR-2-C10	2547141	Snull	28191900;	12-AUG-2011
3884482	T	MICROSCOPE	INCORPORATED	MK50124-TRIO	75014	Snull	27316920;	13-JUN-2011
3884508	T	MICROSCOPE	TECHNICAL INSTRUMENTS COMPANY	NIKON TI-S	533134	Snull	28738630;	21-MAR-2011
7044014	T	CE MARKED	SHIMADZU SCIENTIFIC INSTRUMENT	LC10ADVP	C21014153246	Snull	28345400;	09-AUG-2010
7044052	T	CE MARKED	SHIMADZU SCIENTIFIC INSTRUMENT	LC10ADVP	C20964153406	Snull	28345400;	09-AUG-2010
7129095	T	CHROMATOGRAPHY SYSTEM	GE HEALTH CARE BIO SCIENCE	PURE M	1719374	Snull	60323863;	28-JUN-2013

8. Using “Save as” function, save the file using the recommended naming convention: **ServiceCenterAward_DPAComp_Report**. For this example, ACAES is the Award of the operating PTA for the

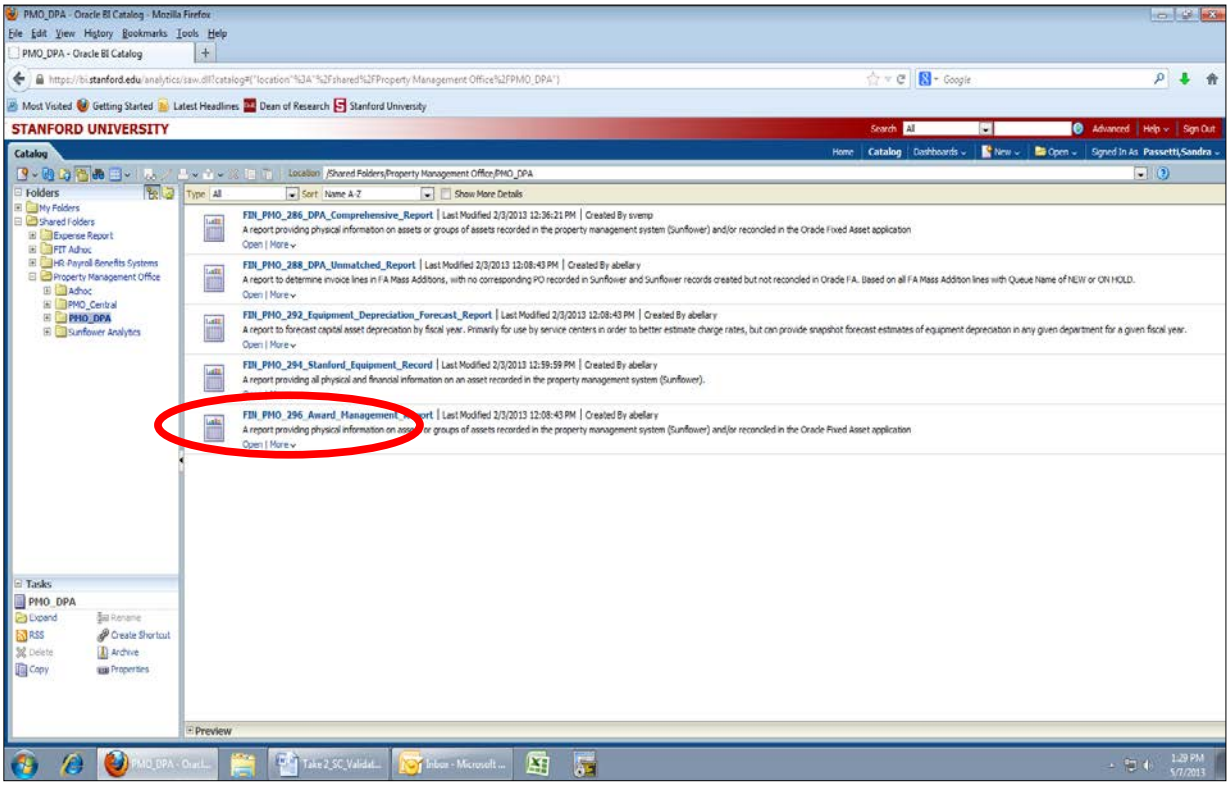
BioADD service center and therefore, in the file name.



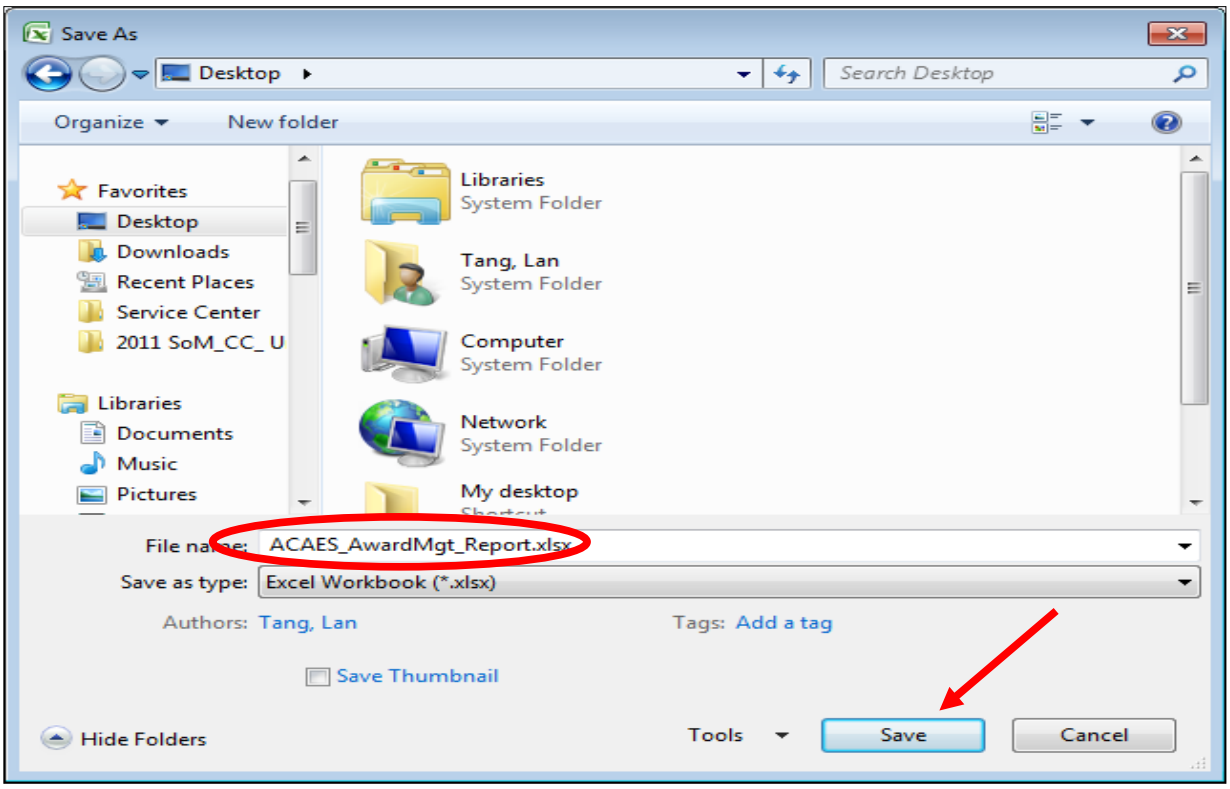
9. Review report and ensure Acq Date, Acq Cost, Acq Method and Owner for each asset matches those on the corresponding purchase orders.



10. Return to list of DPA reports in OBIEE and click on the **FIN_PMO_296_Award_Management_Report**.

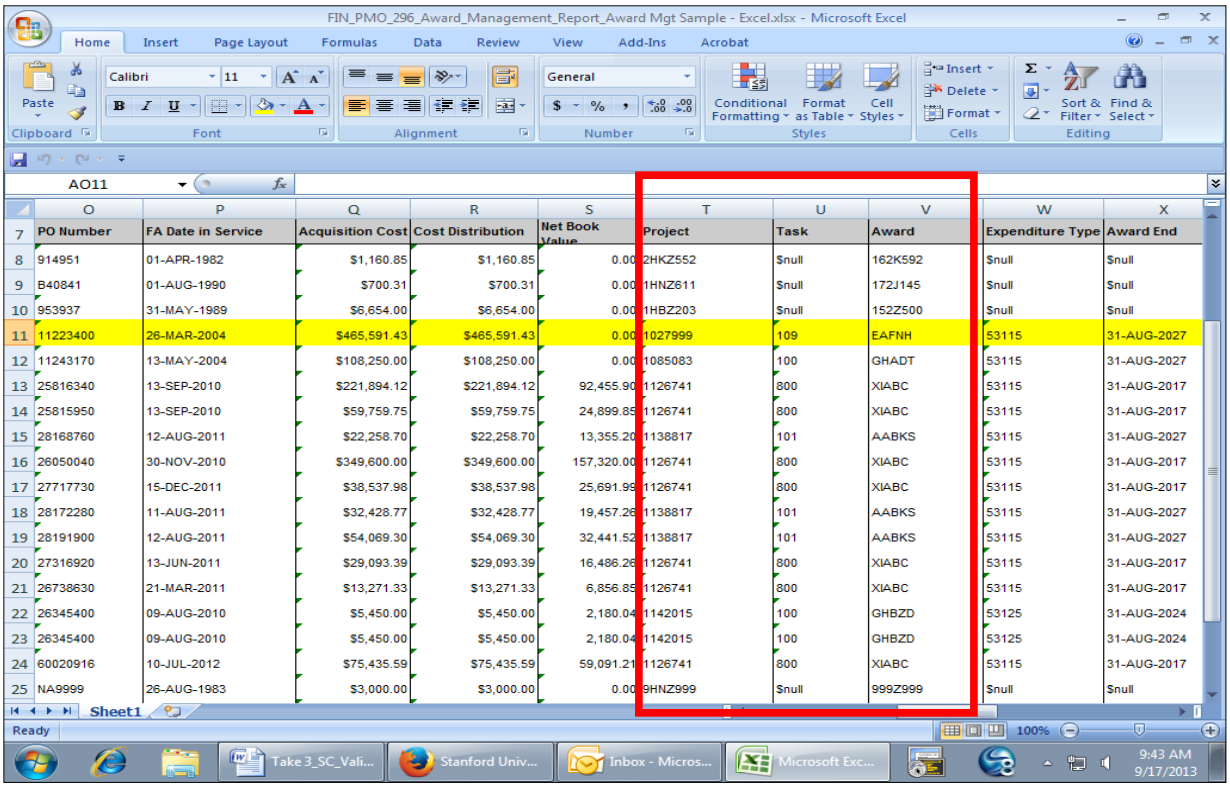


11. Repeat steps 3 – 7 to run 296 Award Management report and open in Excel. Using "Save as" function, save the file using the recommended naming convention: "**Service Center Award_AwardMgt_Report**".



12. The DPA shall email the Excel versions of the 286 DPA Comprehensive Report and the 296 Award Management Report to the Service Center Manager/Financial Contact, who will in turn follow the checklist to complete the validation program.

13. The Service Center Manager/Financial Contact shall review the 296 Award Management report and highlight assets in yellow for which depreciation is included in the Center's current budget. Review asset PTA(s) and ensure they reconcile to those reported to Research Administration Policy & Compliance (RAPC).



	O	P	Q	R	S	T	U	V	W	X
7	PO Number	FA Date in Service	Acquisition Cost	Cost Distribution	Net Book Value	Project	Task	Award	Expenditure Type	Award End
8	914951	01-APR-1982	$1,160.85	$1,160.85	0.00	2HKZ552	$null	162K592	$null	$null
9	B40841	01-AUG-1990	$700.31	$700.31	0.00	1HNZ611	$null	172J145	$null	$null
10	953937	31-MAY-1989	$6,654.00	$6,654.00	0.00	1HBZ203	$null	152Z500	$null	$null
11	11223400	26-MAR-2004	$465,591.43	$465,591.43	0.00	1027999	109	EAFNH	53115	31-AUG-2027
12	11243170	13-MAY-2004	$108,250.00	$108,250.00	0.00	1085083	100	GHADT	53115	31-AUG-2027
13	25816340	13-SEP-2010	$221,894.12	$221,894.12	92,455.90	1126741	800	XIABC	53115	31-AUG-2017
14	25815950	13-SEP-2010	$59,759.75	$59,759.75	24,899.85	1126741	800	XIABC	53115	31-AUG-2017
15	28168760	12-AUG-2011	$22,258.70	$22,258.70	13,355.20	1138817	101	AABKS	53115	31-AUG-2027
16	26050040	30-NOV-2010	$349,600.00	$349,600.00	157,320.00	1126741	800	XIABC	53115	31-AUG-2017
17	27717730	15-DEC-2011	$38,537.98	$38,537.98	25,691.99	1126741	800	XIABC	53115	31-AUG-2017
18	28172280	11-AUG-2011	$32,428.77	$32,428.77	19,457.26	1138817	101	AABKS	53115	31-AUG-2027
19	28191900	12-AUG-2011	$54,069.30	$54,069.30	32,441.52	1138817	101	AABKS	53115	31-AUG-2027
20	27316920	13-JUN-2011	$29,093.39	$29,093.39	16,486.26	1126741	800	XIABC	53115	31-AUG-2017
21	26738630	21-MAR-2011	$13,271.33	$13,271.33	6,856.85	1126741	800	XIABC	53115	31-AUG-2017
22	26345400	09-AUG-2010	$5,450.00	$5,450.00	2,180.04	1142015	100	GHBZD	53125	31-AUG-2024
23	26345400	09-AUG-2010	$5,450.00	$5,450.00	2,180.04	1142015	100	GHBZD	53125	31-AUG-2024
24	60020916	10-JUL-2012	$75,435.59	$75,435.59	59,091.21	1126741	800	XIABC	53115	31-AUG-2017
25	NA9999	26-AUG-1983	$3,000.00	$3,000.00	0.00	9HNZ999	$null	999Z999	$null	$null

14. DPA to re-run the DPA Comp and Award Mgt reports if any asset changes were made in Sunflower during the validation program. Save the updated reports and send them, along with signed checklist, to sc_eqmt_validation@lists.stanford.edu.