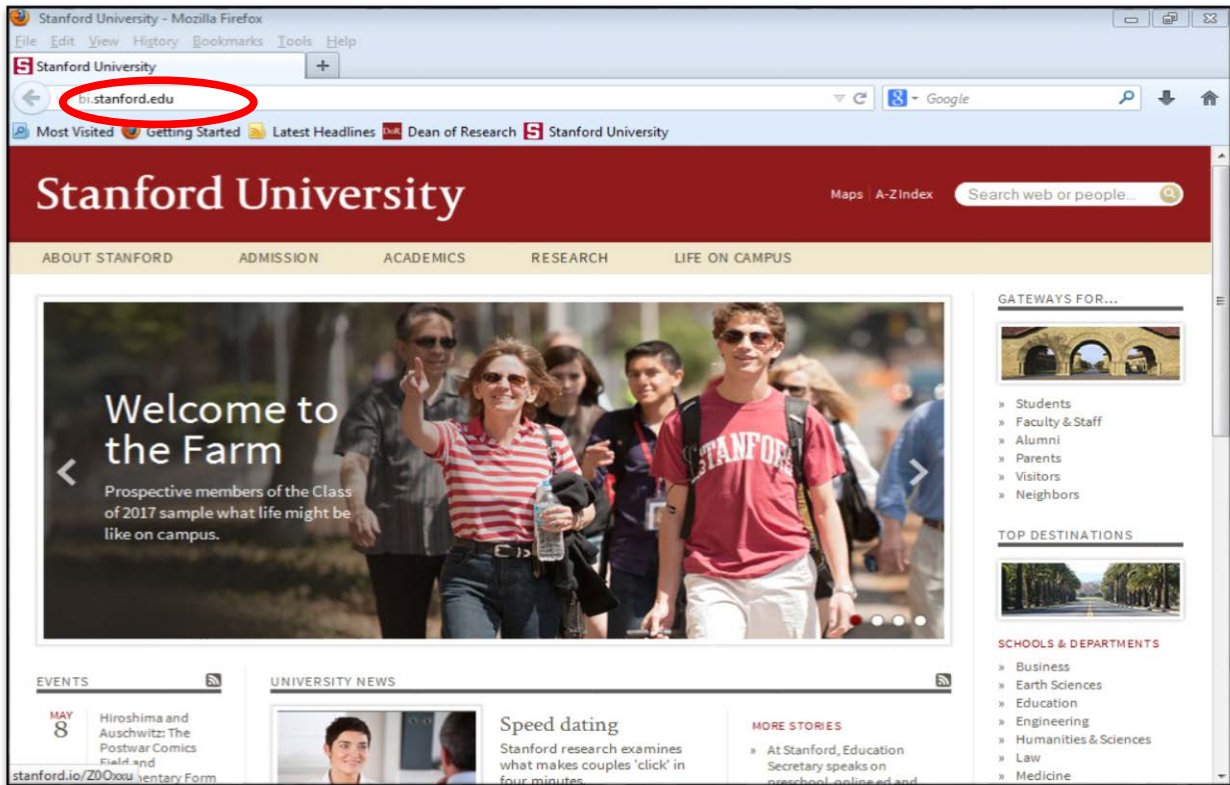


## Validate Capital Equipment in Service Center-Job Aid

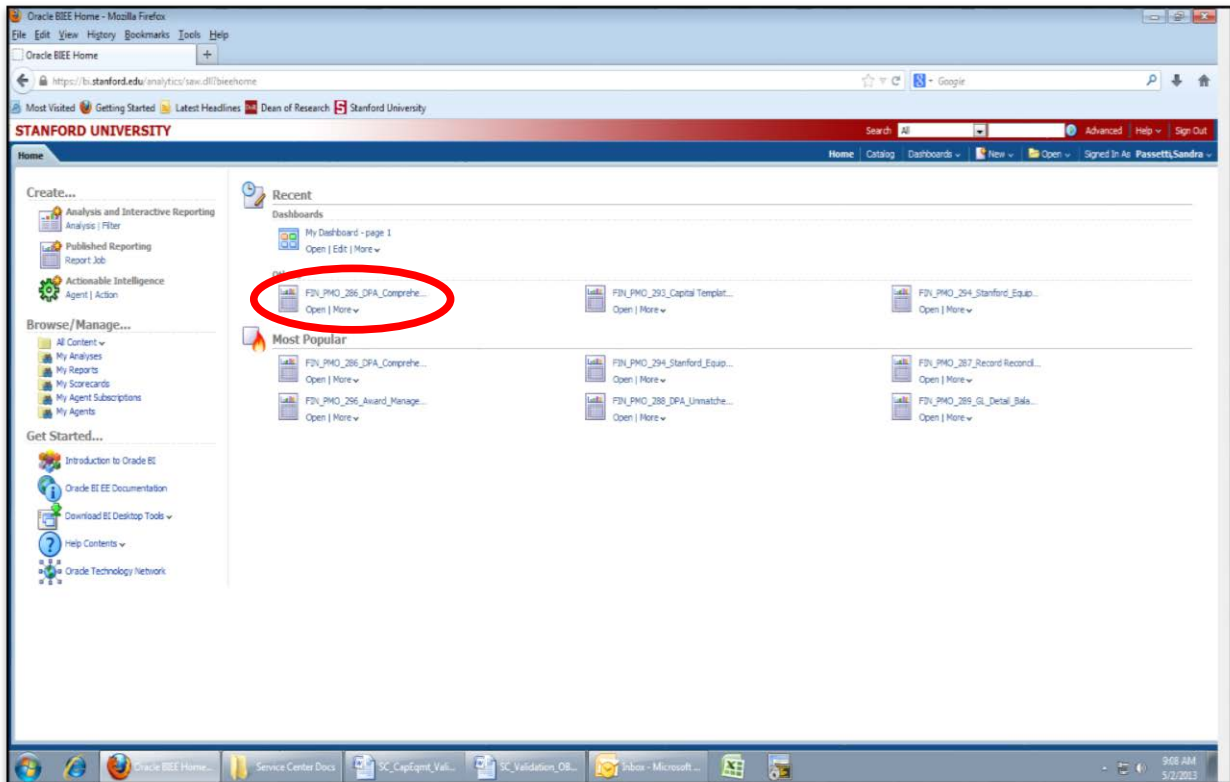
Purpose	This document provides instructions and screen shots which not only enable DPAs to run the 286_DPA_Comprehensive_Report and the 296_Award_Management_Report in the OBIEE reporting platform, but also enables Service Centers to complete the checklist for the Capital Equipment Validation Program.
Instructions	<ol style="list-style-type: none"> <li>1. Open browser and access OBIEE home page.</li> <li>2. Log in to OBIEE. Click on <b>FIN_PMO_286_DPA_Comprehensive_Report</b>.</li> <li>3. Make sure you are in Active Assets tab.</li> <li>4. Go to Box <b>100: SUID Tag #</b> - Replace the default 9999999 with a % sign.</li> <li>5. Go to Box <b>202: Department Name</b> – Enter your Service Center name as it appears in Sunflower. Click <b>View Report</b> and select Excel (*.xlsx).</li> <li>6. Click <b>Open with Microsoft Office Excel</b> when prompted.</li> <li>7. Report data will appear in an Excel (*.xlsx) file.</li> <li>8. Using “Save as” function, save the report using the recommended naming convention: <b>ServiceCenterAward_DPAComp_Report</b>.</li> <li>9. Review report and ensure Acq Date, Acq Cost, Acq Method and Owner information are correct.</li> <li>10. Return to OBIEE list of DPA reports and select <b>FIN_PMO_296_Award_Management_Report</b>.</li> <li>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: <b>Service Center Award_AwardMgt_Report</b>.</li> <li>12. Email <b>286 DPA Comprehensive Report</b> and <b>296 Award Management Report</b> to Service Center Manager/Financial Contact, who should follow the checklist to complete the validation program.</li> <li>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 &amp; Compliance (RAPC).</li> <li>14. DPA should re-run 286 &amp; 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 <a href="mailto:sc_eqmt_validation_@lists.stanford.edu">sc_eqmt_validation_@lists.stanford.edu</a>.</li> </ol> <p>Screenshots for the above steps are available on pages #2 - #8.</p>
Questions	Have questions about running the reports or the validation program? Please contact your <a href="#">UPA</a> for assistance.



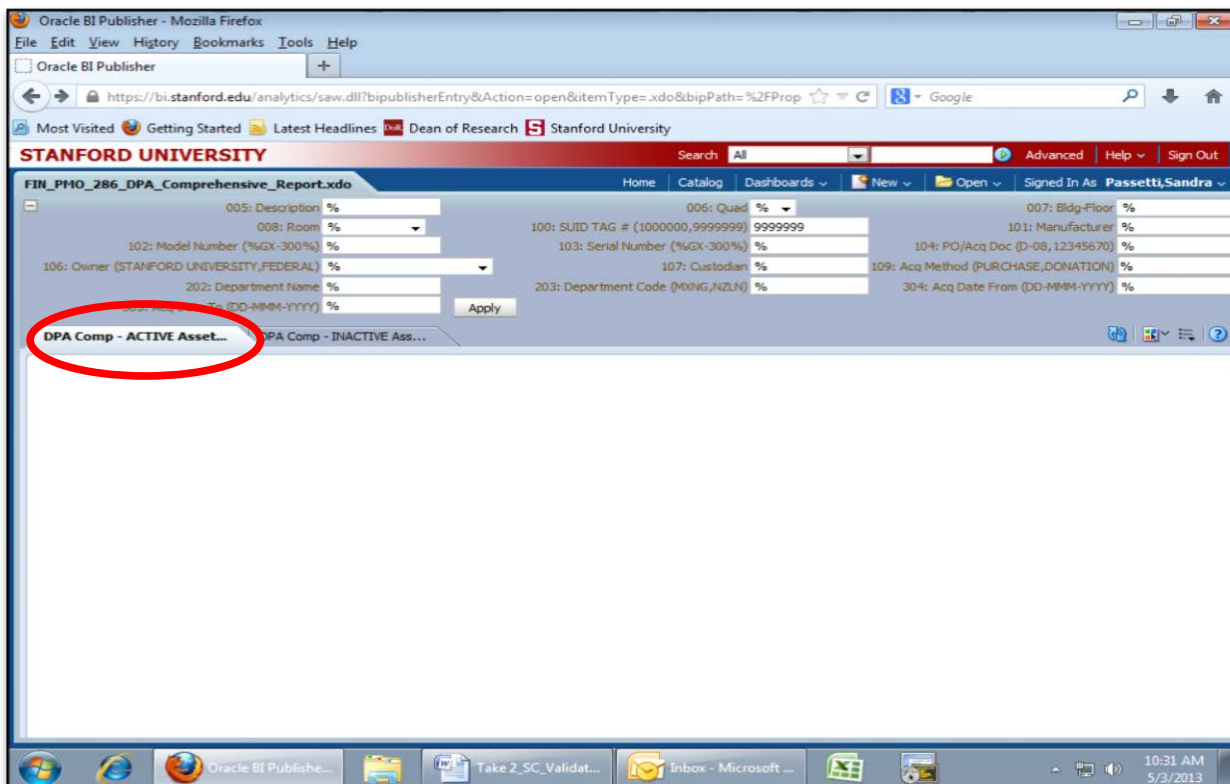
1. First, open your browser, enter **bi.stanford.edu** in address bar and hit the **Enter** key



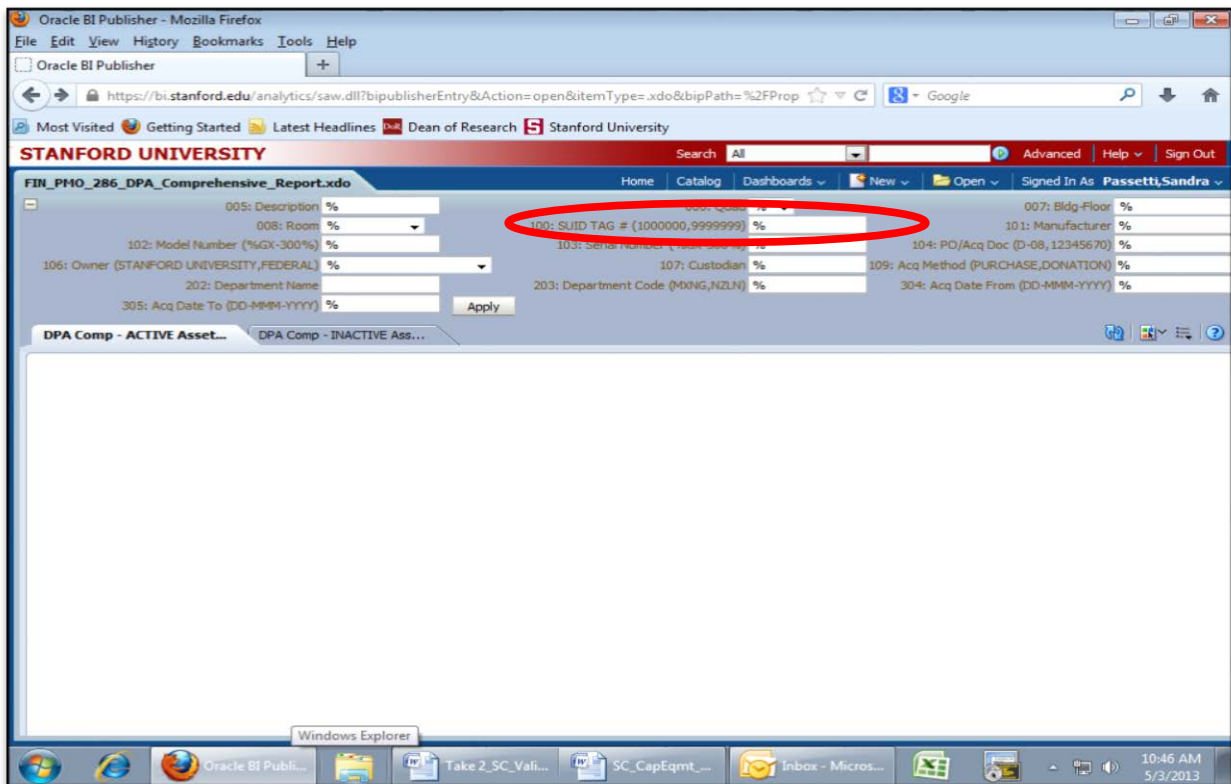
2. Log in to **OBIEE**. Click on **FIN\_PMO\_286\_DPA\_Comprehensive\_Report**



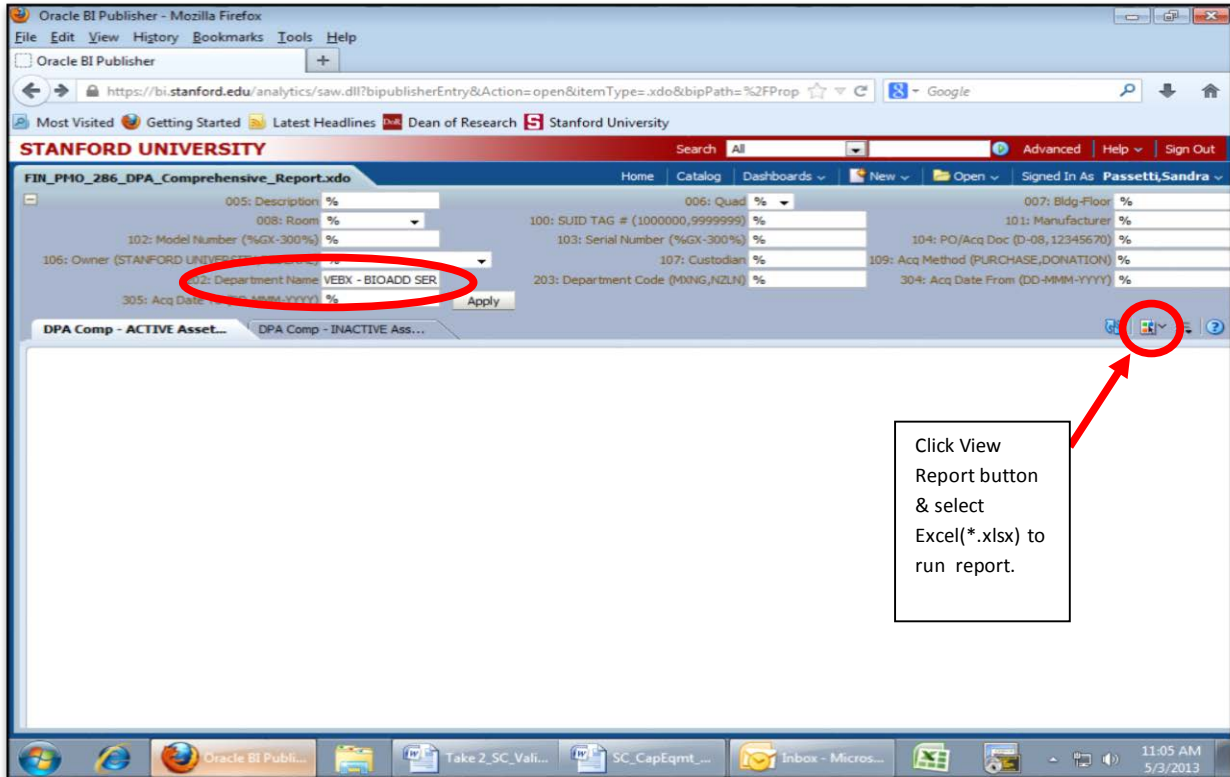
3. Make sure you are in the Active Assets (default) tab



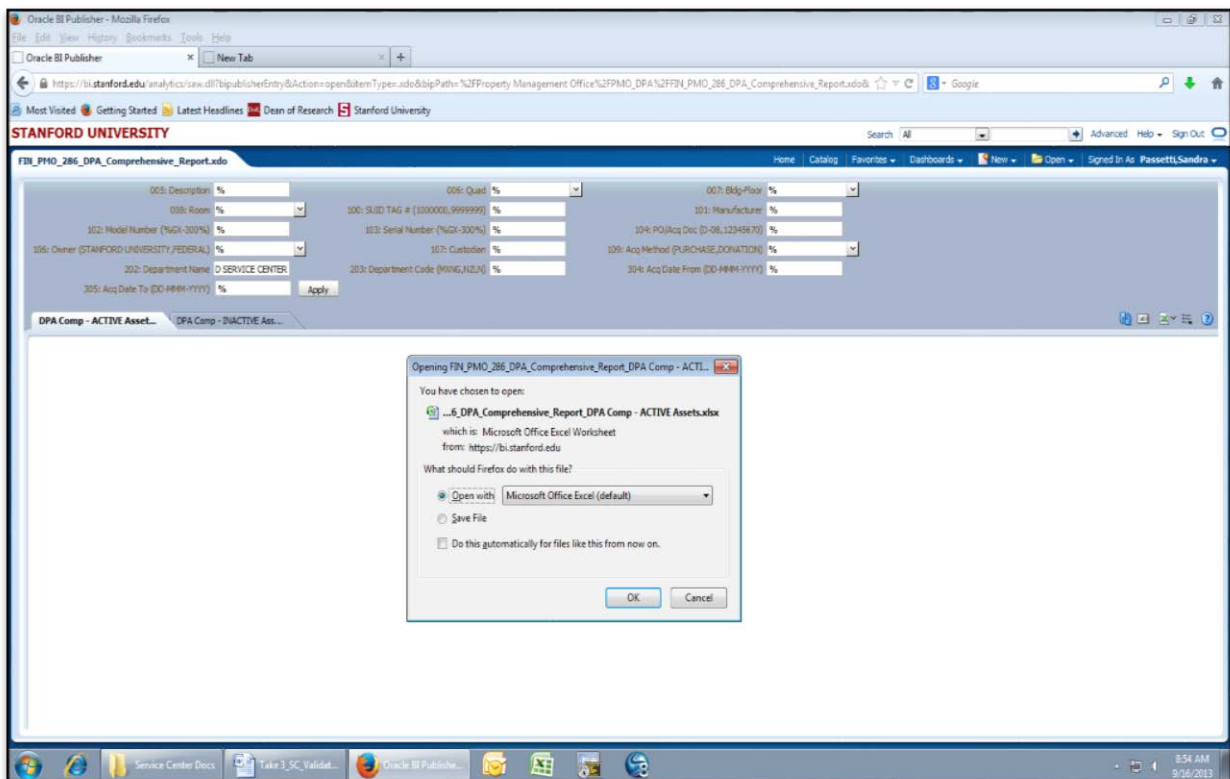
4. Go to Box **100: SUID Tag #** and replace the default 9999999 with a % sign.



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.



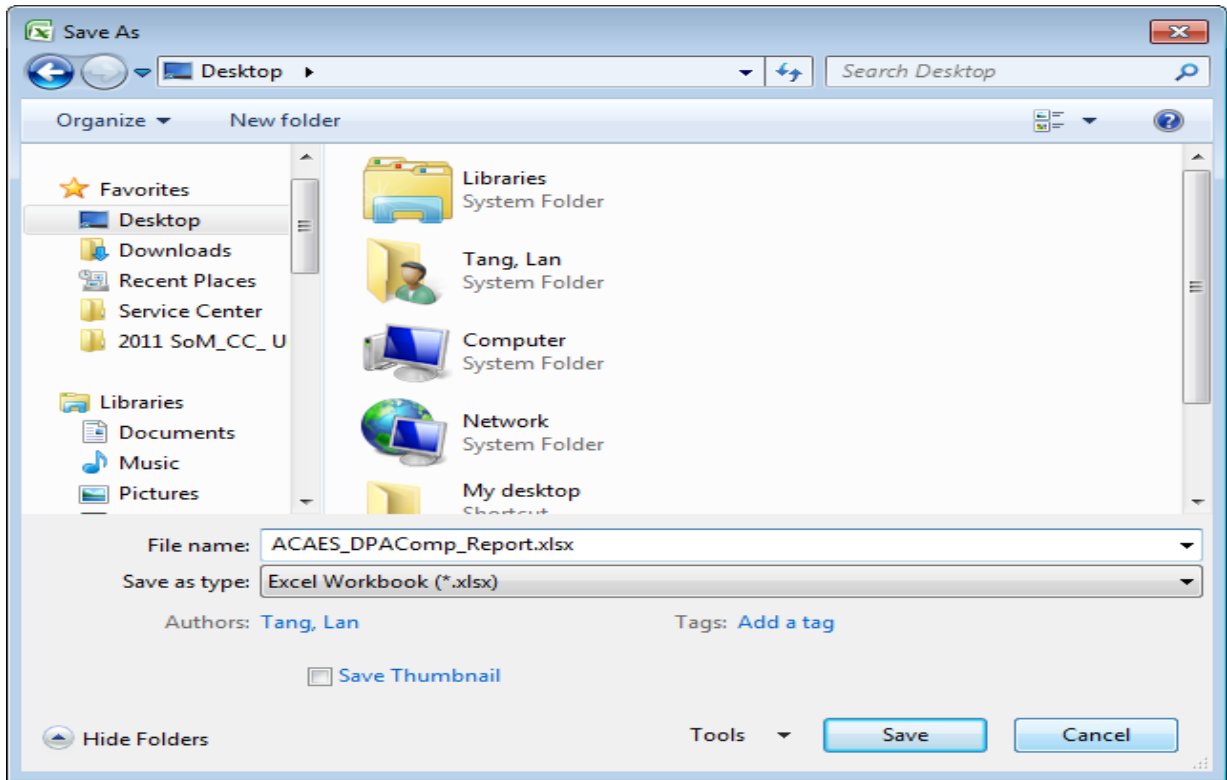
7. Report data will appear in an Excel (\*.xlsx) file.

SUID Tag #	U/T	Description	Manufacturer	Model Number	Serial Number	Fleet Garage ID	POI/Acq Doc	Acq Date	Acq C
0209683	T	CONCENTRATOR	SAVANT INSTRUMENTS INCORPORATED	SVC100H	81705115	Shull	914951	01-APR-1982	
0544873	T	REFRIGERATOR	GENERAL ELECTRIC COMPANY (GE)	TBK22ZLT	AD542082	Shull	040341	01-AUG-1990	
1014822	T	DETECTOR	MILLIPORE	S484	4849A243	Shull	953937	31-MAY-1989	
3668142	T	SPECTROMETER	BRUKER DALTONICS	ULTRAFLEX	25002 00143	Shull	11223400	28-MAR-2004	
3889679	T	IMAGING SYSTEM	MAUNA KEA TECHNOLOGIES	CELL-VIZO 400	040002	Shull	11243170	13-MAY-2004	
3892277	Shull	SPECTROMETER	AMERSHAM BIOSCIENCES	2100	LOOKUP	Shull	.	01-JAN-2005	
3884285	T	MASS SPECTROMETER	AB SCIEX	4000 OTRAP	AR25541005	Shull	25016340	13-SEP-2010	
3884270	T	NANO HPLC	SHIMADZU SCIENTIFIC INSTRUMENTS	PROMINENCE NANO HPLC	L20124850290	Shull	25015950	13-SEP-2010	
3884348	T	CRYOSTAT	LEICA	CM1950	616012009	Shull	28188780	12-AUG-2011	
3884355	T	UPRIGHT MICROSCOPE, OPTICAL SYSTEM	NT-MOT AMERICA	NTEGRA SPECTRA	90140	Shull	28050040	30-NOV-2010	
3884379	T	HPLC	SHIMADZU SCIENTIFIC INSTRUMENTS	LC-8A	L20234852604 USA A	Shull	27717730	15-DEC-2011	
3884393	T	FC OPTICS SCOPE	LEICA	M165	500720111	Shull	28172280	11-AUG-2011	
3884430	T	SUPERCRITICAL FLUID EXTRACTOR	WATERS CORPORATION	SFE-500NR-2-C10	354741	Shull	20191900	12-AUG-2011	
3884482	T	MICROSCOPE	LEICA	MKS0124-TRIO	75014	Shull	27316920	13-JUN-2011	
3884508	T	MICROSCOPE	TECHNICAL INSTRUMENTS COMPANY	NKON T1.S	533134	Shull	28738630	21-MAR-2011	
7044014	T	CE MARKED	SHIMADZU SCIENTIFIC INSTRUMENT	LC10ADVP	C21014153246	Shull	28345400	09-AUG-2010	
7044052	T	CE MARKED	SHIMADZU SCIENTIFIC INSTRUMENT	LC10ADVP	C20964153406	Shull	28345400	09-AUG-2010	
7139895	T	CHROMATOGRAPHY SYSTEM	GE HEALTH CARE BIO SCIENCE	PURE M	1719374	Shull	60323853	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.

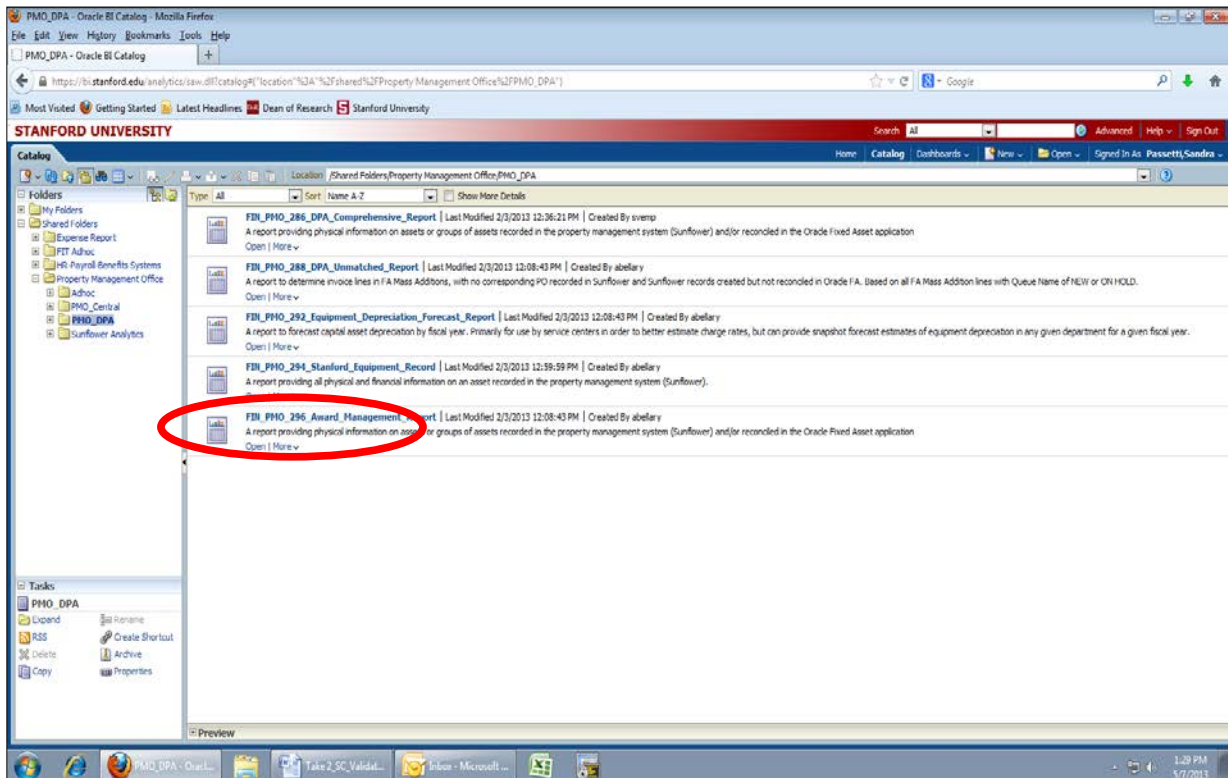


9. Review report and ensure Acq Date, Acq Cost, Acq Method and Owner for each asset matches those on the corresponding purchase orders.

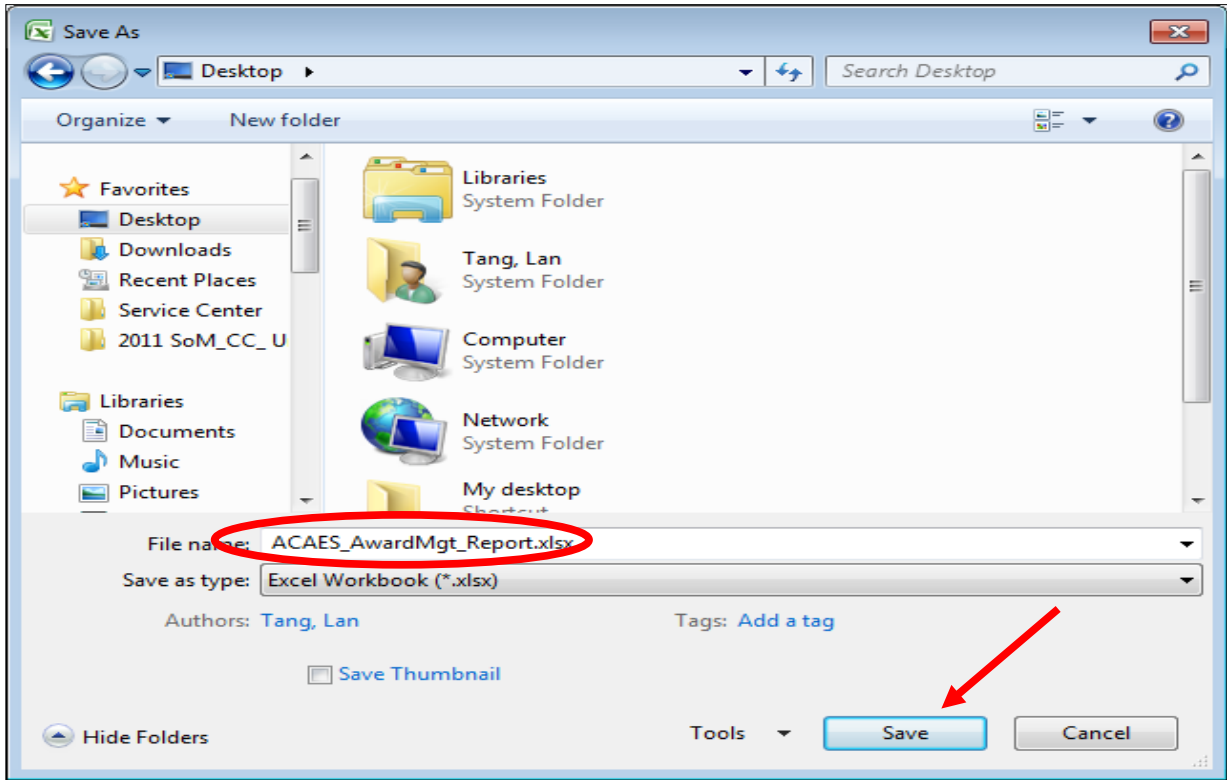


PO/ACQ Doc	Acq Date	Acq Cost	IC Flag	FA ID Number	Net Book Value	Owner	Dept Code	Dept Name	SFA Service Center	Custodian	User	Last Inv Date	Last Inv Resolution	PRIO Audit	Acq Me
914951	01-APR-1982	\$1,160,851	ALLOW	1077367	\$0.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		17-MAY-2011	BARCODE SCAN	Snul	MIGRAT
840841	01-AUG-1990	\$700,311	ALLOW	1079132	\$0.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	MIGRAT
953937	31-MAY-1989	\$8,654,000	ALLOW	1051896	\$0.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR	MITCHELL DENNIS	07-MAR-2013	BARCODE SCAN	Snul	MIGRAT
11223400	28-MAR-2004	\$485,591.43	ALLOW	1144801	\$0.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		08-FEB-2013	BARCODE SCAN	Snul	PURCHA
11242170	13-MAY-2004	\$108,250.00	ALLOW	1144763	\$0.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR	RAJADAS	07-MAR-2013	BARCODE SCAN	Snul	PURCHA
01-JAN-2005		\$0.00	ALLOW		\$0.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	DONATI
25810340	13-SEP-2010	\$221,094.12	ALLOW	1173149	\$92,450.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	PURCHA
25816960	15-SEP-2010	\$59,759.75	ALLOW	1173143	\$24,890.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	PURCHA
26168780	12-AUG-2011	\$22,258.70	ALLOW	1182677	\$13,350.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		05-MAR-2013	BARCODE SCAN	Snul	PURCHA
26050040	30-NOV-2010	\$349,600.00	ALLOW	1173799	\$157,320.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		01-FEB-2013	BARCODE SCAN	Snul	PURCHA
27717730	15-DEC-2011	\$38,537.98	ALLOW	1184997	\$25,890.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	PURCHA
28172200	11-AUG-2011	\$32,420.77	ALLOW	1102003	\$19,450.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	PURCHA
28191900	12-AUG-2011	\$54,069.30	ALLOW	1102005	\$32,440.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	PURCHA
27316920	13-JUN-2011	\$29,093.39	ALLOW	1102326	\$16,400.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		13-MAR-2013	ONLINE PHYSICAL	Snul	PURCHA
26738630	21-MAR-2011	\$13,271.33	ALLOW	1182199	\$6,850.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		01-FEB-2013	BARCODE SCAN	Snul	PURCHA
26345400	09-AUG-2010	\$5,450.00	ALLOW	1174087	\$2,180.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	DONATI
28345400	09-AUG-2010	\$5,450.00	ALLOW	1173782	\$2,180.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		13-MAR-2013	ONLINE PHYSICAL	Snul	DONATI
60323853	28-JUN-2013	\$88,176.00	ALLOW			OTHERS	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR				Snul	LEASE
	30-AUG-2011	\$0.00	ALLOW			STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR				Snul	DONATI
	30-AUG-2011	\$0.00	ALLOW			STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR				Snul	DONATI
	30-AUG-2011	\$0.00	ALLOW			STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR				Snul	DONATI
	30-AUG-2011	\$0.00	ALLOW			STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR				Snul	DONATI
	30-AUG-2011	\$0.00	ALLOW			STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR				Snul	DONATI
60020916	16-MAR-2012	\$75,435.69	ALLOW	1188853	\$59,090.00	STANFORD UNIVERSITY	VEBX	VEBX - BIOADD SERVICE CENTER	Y	JAYAKUMAR		07-MAR-2013	BARCODE SCAN	Snul	PURCHA

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.

- 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	\$485,591.43	\$485,591.43	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	25,691.98	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

- 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](mailto:sc_eqmt_validation@lists.stanford.edu).