Aggregate Assets Procedures

I. Purpose

The purpose of this document is to outline the procedures for managing Aggregate Assets, ensuring compliance with established policies for accurate records.

II. Process

A. Identifying Aggregate Equipment

Equipment purchased under Purchase Orders (PO's and PCO's) that meet the value threshold and contain an equipment account code are identified as potential aggregate assets.

B. Identifying Relevant Account Codes

All equipment purchased with a 722 or 822 account code is considered for aggregate asset classification.

C. Data Collection and Analysis

- Data is retrieved from eVa, identifying purchase orders that meet the value threshold and contain an applicable account code.
- Further analysis is conducted on all qualifying purchase orders.

D. Value Threshold for Analysis

- All purchase orders exceeding $5,000 are further reviewed.
- Virginia State University has set a per-unit value threshold of $300. Any item valued under $300 is classified as consumable/disposable, unless it falls under the IT Fixed Asset Policy 5802.

E. Review Procedures

- Purchase orders in eVa for the fiscal year are reviewed monthly.
- Identified purchase orders are exported into an Excel format and filtered for:
  - Items valued at $300 or more per unit
  - Line items valued at $5,000 or more
- A line-by-line review of purchase orders is conducted
- Fully invoiced POs are selected for final review before inclusion in Aggregate Assets Entry.

F. Tagging and Tracking

- Aggregate assets are assigned a Permanent Aggregate Tag number beginning with the letter A0000xxxx.
- The Aggregate Tag number is recorded in WASP for tracking and auditing purposes.

G. Useful Life Calculation

Useful life is determined based on CAPP Manual 30605 and Nomenclature Codes provided by the Department of Accounts (DOA).

H. Entry into Fixed Assets Banner

Aggregate assets are entered into the Fixed Assets Banner following the procedure for a new tag Non-Procurement:

1. **Permanent Tag Assignment**: A capital asset tag beginning with the letter "A".
2. **Asset Description & Useful Life**: Entered based on PO and invoice details.
3. **Valuation**:
    - Insurance, market, replacement, and book value equal the total amount paid per line item or PO.
4. **Acquisition Details**:
    - Method: “P” for purchased
    - Date: Latest date of all received items.
5. **Equipment Specifications**:
    - Make, model, and manufacturer (unless for furniture or AV equipment).
    - Serial number recorded as "Various".
6. **Funding Source**: Derived from the invoice
    - Index
    - Fund
    - Account Code
    - Total Cost

I. Capitalization Information

- **Capitalization Fund**: 790000
- **Equity Account**: 950010
- **Asset Account**: 180010
- **Accumulated Depreciation Account**: 180110
- **Bank Code**: 10
- **Cost**: Total cost of the asset