December 8, 2011

MEMORANDUM

To: Fiscal Officers

From: Karen Morimoto  
Director

Subject: Property Custodian Names

The current Financial Management Information System (FMIS) is scheduled to be replaced by the Kuali Financial System (KFS) on July 1, 2012. To prepare for the implementation of the KFS Capital Asset Management (CAM) module, the custodian name in the FFX asset record must be updated to reflect the custodian’s UH username.

Currently in FFX, the custodian’s name is a twenty-character free-form text field. In KFS CAM, the custodian field will be replaced by the asset representative field which will be derived from a person lookup table of UH usernames. To facilitate the conversion effort, custodian names in FFX will need to be updated to valid UH usernames.

1. Transfer the custodian name of each asset under your purview to the custodian’s valid UH username via eInventory. An Excel listing of property custodians as of the June 30, 2011 annual inventory verification report is attached to assist you in this effort.

2. Custodian names for current year acquisitions for FY 2012 will need to be updated as well via eInventory. Departments should refer to the THDR030D, Acquisition Report by Fiscal Officer, to identify the assets created in the current fiscal year that will need to be updated.

3. Generic custodian names such as “Chancellor”, “Dept Chair” and “Director” will no longer be acceptable. Department names such as “Library”, “Music Dept” and “Personnel” will also no longer be acceptable in KFS.

4. After updating the custodian names, departments should send a completed copy of the updated listing to PFMO for monitoring purposes by March 31, 2012.

5. If a custodian name is not updated to a valid UH username, then the asset representative name will be left blank in KFS CAM and this will ultimately affect the sorting and distribution of the annual inventory verification reports. It is important to note that asset records without valid asset representative names will be combined on one report and the FO will need to take additional steps to distribute the reports to the correct department and/or custodian.
We recognize that this is a huge endeavor and as such, PFMO is willing to assist the UH departments by providing the following services:

1. Process custodian name updates submitted to PFMO via form FMIS-74, Equipment Transfer. To expedite the process, it will not be necessary for the custodian to sign the transfer form. The equipment transfer forms must be submitted to PFMO by March 31, 2012.

2. Provide current year Excel downloads of equipment by FO code. However, assets still accountable to invalid account codes that have not been transferred to valid account codes will not be listed on the download. Please contact Kelcie Watai at 956-6301 to request an equipment download.

Active non-capital assets residing in eInventory will also be loaded into the KFS CAM module. The custodian names for these assets should be updated by the departments as well via eInventory. PFMO will not be able to assist in these updates as non-capital assets are managed and tracked entirely by the departments.

Thank you for your cooperation. Should you have any questions, please call me at 956-2279 or email me at karenhm@hawaii.edu.

Attachment