Circumstances under which the DSP will be used:

- Items qualifying for treatment as property or equipment, regardless of the method of acquisition, under the terms and conditions of a particular sponsored project **that do not meet the State Comptroller's criteria for consideration and classification as either capital or controlled assets** must be entered by departmental personnel into the "Departmental Sponsored Project Property Tracking System" (Departmental Sponsored Property - DSP).
- Departments are solely responsible for the completeness of the content and the accuracy of the information contained in this separate system.
- Access to the DSP will be restricted to those individuals who complete the Sponsored Projects Property class.
- Entries into the DSP will be limited to those items purchased on a PeopleSoft Cost Center associated with a sponsored project (i.e., Fund Code 5XXX).
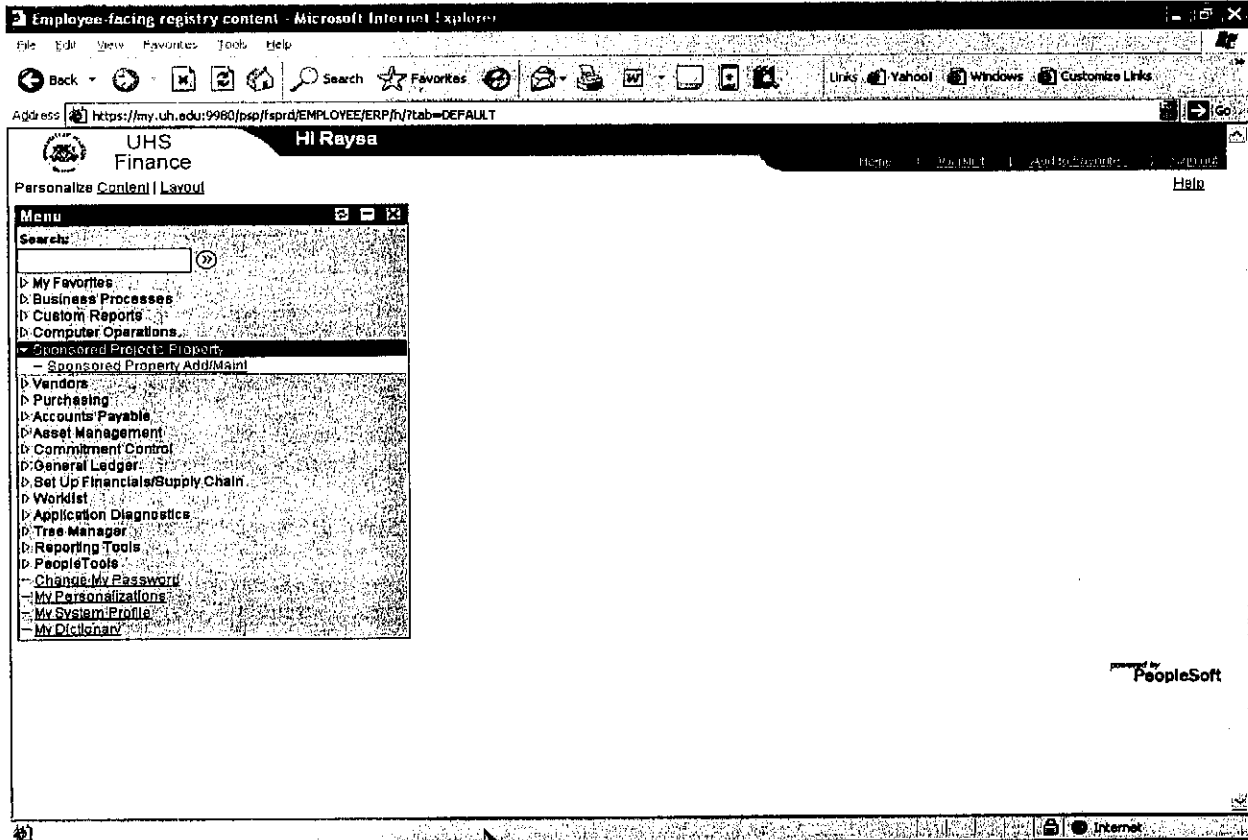
The Departmental Sponsored Property (DSP) Tracking System can be accessed through the Main Menu in the PeopleSoft System under the title, "Sponsored Projects Property".
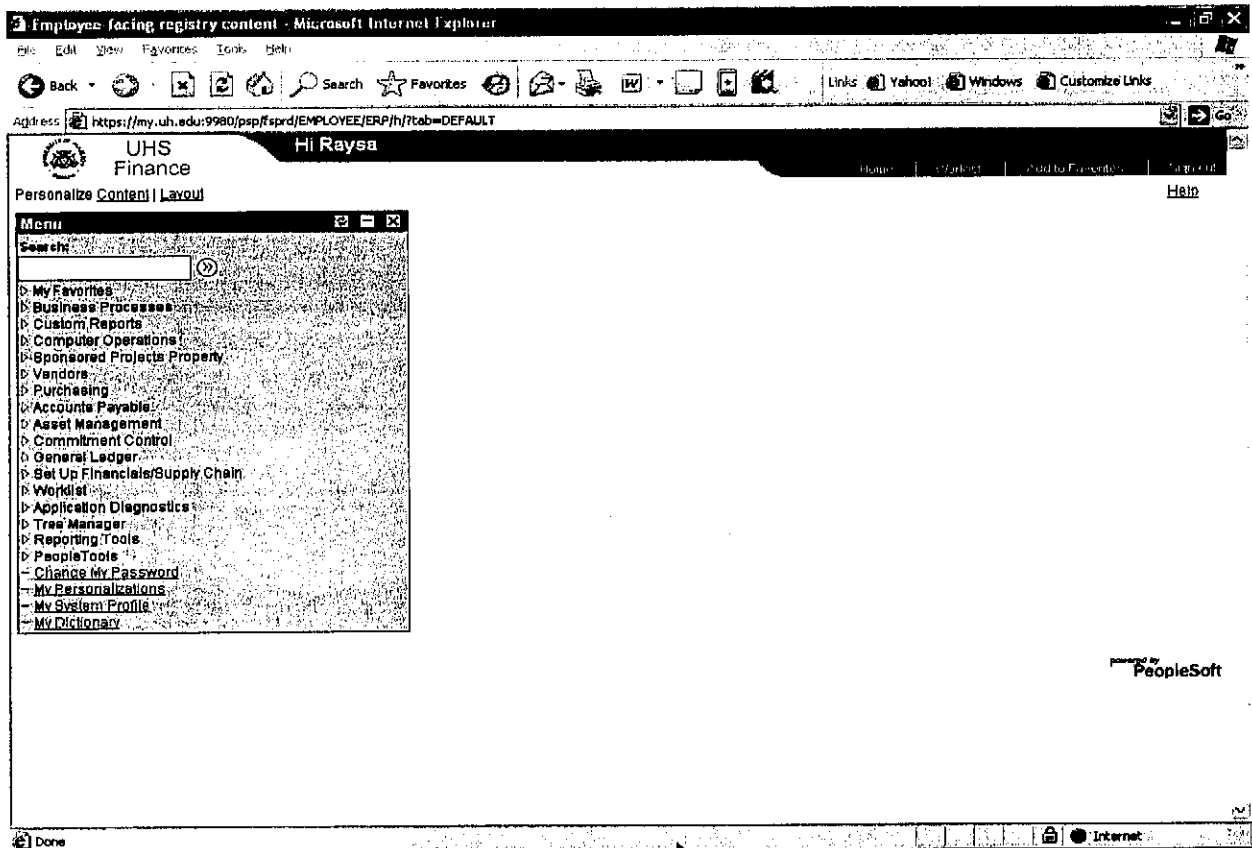
C:\Documents and Settings\rwcaba\My Documents\Raysa\DSP User's Training Manual Version 3.doc

Users will be able to either Add or Maintain sponsored projects property records by selecting "Sponsored Projects Add/Maint".

The Sponsored Project Asset page contains the following data fields:

- **Business Unit** – This will automatically default to UH (00730).
- **Asset Identification** – This is a unique number that is automatically assigned by PeopleSoft to each property record.
- **Master Project** – This data field can be used to search for property records with a particular Project Number.
- **Department** – This data field can be used to search for property records for a particular Department Code.

Users can either search for an existing property record, or add a new property record to the DSP database.
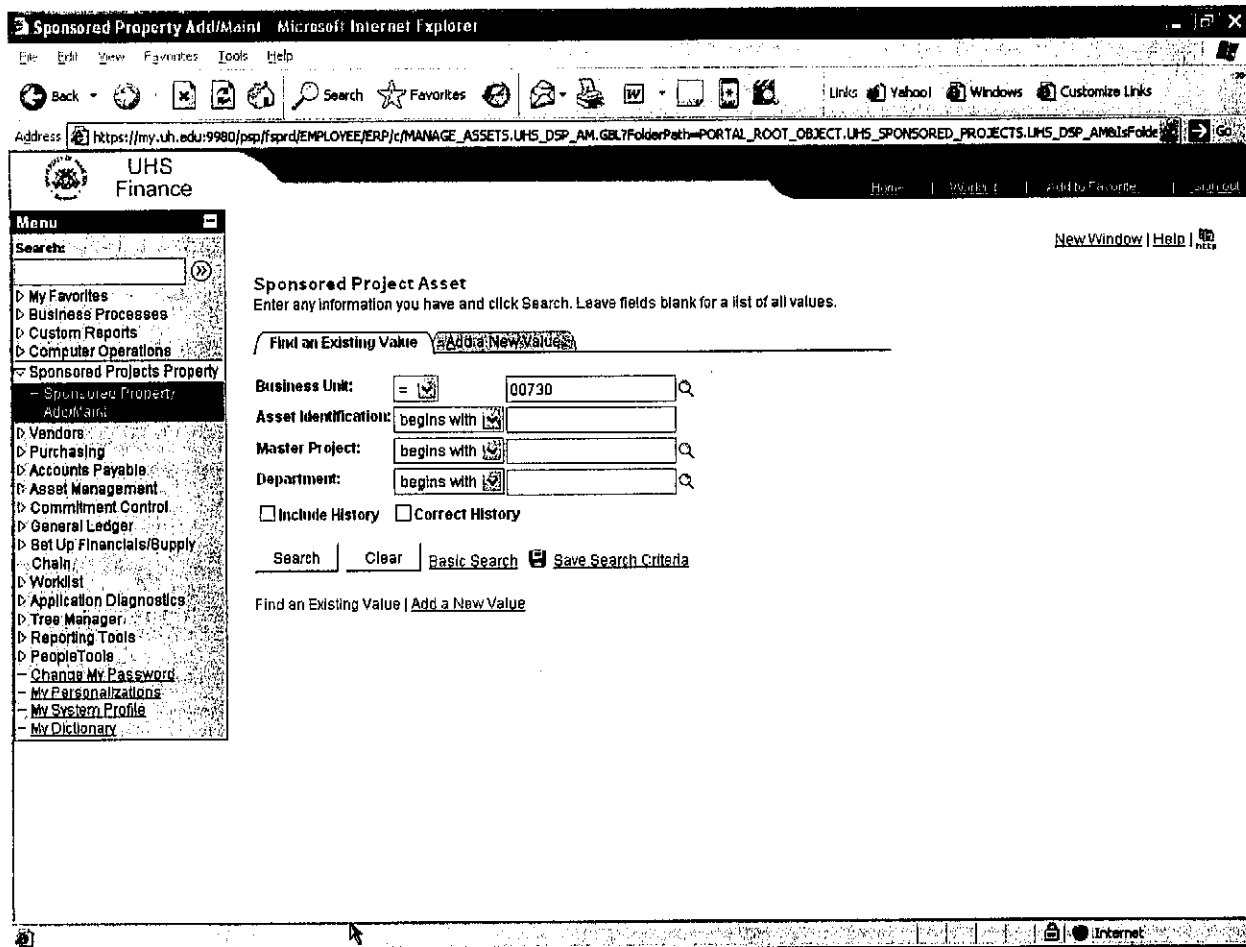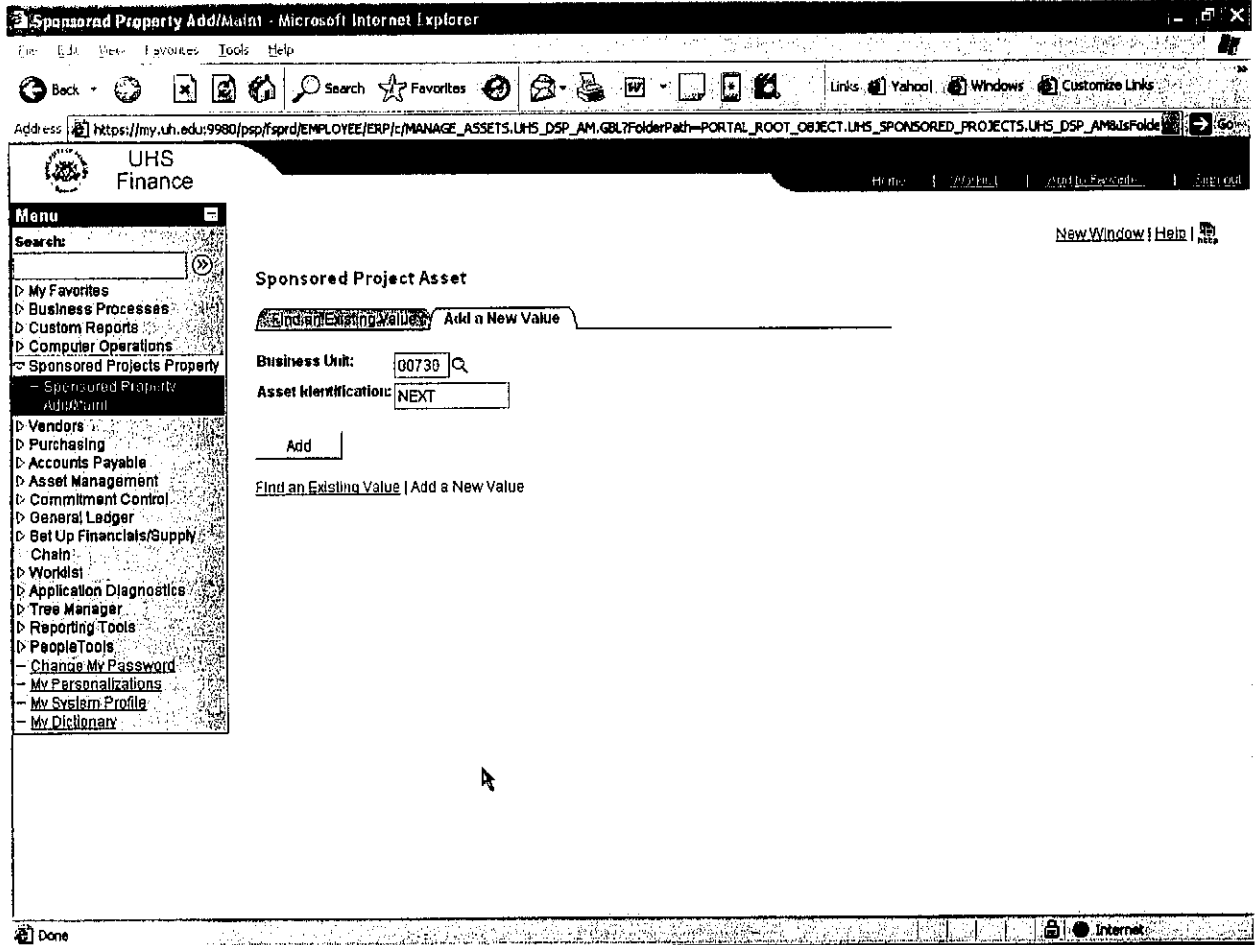
When adding a new value, the user will select the "Add a New Value" option.

After selecting "Add", the system will automatically assign the next sequential Asset Identification number.

Each Sponsored Projects Property record in the Department Sponsored Property system will consist of the following data fields which are grouped into one of the following four categories:

I. DSP Asset Detail – Asset Information: This group of data fields pertain to general identifying information about an item. Most of this information will remain constant throughout the useful life of the item (except for the Asset Status and Condition, which should change as time goes on and work progress towards satisfying the terms and conditions of the sponsored agreement). Below is a listing of the data fields, including a short description of the type of information that should be recorded in each field:

- **Description** – a brief description of the item or a name by which the item can be identified.
- **Asset Status** – the current status of the item. (i.e., Disposed, In Service, Transferred, Work in Progress)
- **Acquisition Code** – a code used to denote the method of acquisition. (i.e., Constructed, Donated, Leased, Purchased, or Transferred)
- **Orig Acquisition Date** – date item was purchased (usually the invoice date).
- **Condition** – a description of the physical condition of the item. (i.e., Fair, Good, New, Poor)
- **Serial ID** – the serial number or other unique identifying number assigned to the item.
- **Title Vesting Code** – a code used to identify who owns, or who will own, the item upon completion of the sponsored agreement. (i.e., Ownership may vest with the University of Houston, the Sponsor, or it may be Conditional – depending upon the terms and conditions of the sponsored agreement).
- **Manufacturer Name** – the name, or a brief description, of the entity who manufactured the item.
- **Master Project** – the Project Number associated with the sponsored agreement.

II. DSP Asset Detail – Acquisition Details:
This group of data fields pertain to specific procurement transactions. A different "layer" is added every time there is a financial transaction (i.e., initial purchase, adding value, subtracting value, or disposition) relating to the item. Information captured in this group includes:

- **Transaction Description** – a brief description of the transaction (i.e., Initial Purchase, Added Value, Reduction in Value, Partial Disposition, Final Disposition, Etc.).
- **Quantity** – the number of items purchased.
- **Amount** – the dollar value of the transaction.
- **Transaction Type** – a code used to describe the basic nature of the transaction (i.e., Addition, Adjustment, Original Purchase)
- **Transaction Date** – the date the transaction was completed (usually the invoice date).
- **PO Business Unit** – the Business Unit associated with the Purchase Order.
- **Purchase Order** – the Purchase Order number (if applicable).
- **AP Business Unit** – the Business Unit associated with the AP Voucher.
- **Voucher** – the AP Voucher number (if applicable).
- **Vendor** – the Vendor's unique identifying number.
- **Speed Type** – the PeopleSoft Speed Type associated with the PeopleSoft Cost Center.
- **Account** – the PeopleSoft Account used to record the transaction.
- **Fund** – the Fund Code associated the PeopleSoft Cost Center.
- **Department** – the Department Code associated with the PeopleSoft Cost Center.
- **Program** – the Program Code associated with the PeopleSoft Cost Center.
- **Project** – the Project Number associated with the sponsored agreement.
- **Comments** – any information that the user wants to capture in the system for future reference.

III. DSP Asset Location / Custodian – Asset Location Information: This group of data fields pertains to the physical location of the item. A different "layer" is added every time there is a change in location. Information captured in this group includes:

- **Effective Date** – the date the location information become effective.
- **Effective Sequence** – a numerical designation to be assigned when there are more one location assignments for any given Effective Date.
- **Building Number** – the numerical designation for the building in which the item is located.
- **Room Prefix** – the numerical designation for the room in which the item is located.
- **Room Suffix** – the numerical designation for the room in which the item is located.
- **Location Comments** – any additional location information the user wishes to document.

IV. DSP Asset Location / Custodian – Custodian Information: This group of data fields pertains to the assignment of custodial responsibility for the item. A different "layer" is added every time there is a change in custodial responsibilities. Information captured in this group includes:

- **Effective Date** – the date the individual is assigned custodial responsibility.
- **Effective Sequence** – a numerical designation to be assigned when more than one individual has been assigned custodial responsibility on any given Effective Date.
- **Employee ID** – the unique UH PeopleSoft Employee Identification Number assigned to each employee. (The Employee's Name is automatically provided based upon the Employee Identification Number.)
- **Off-site Designation** – a means of identifying those items that are located off-site (i.e., off-campus).
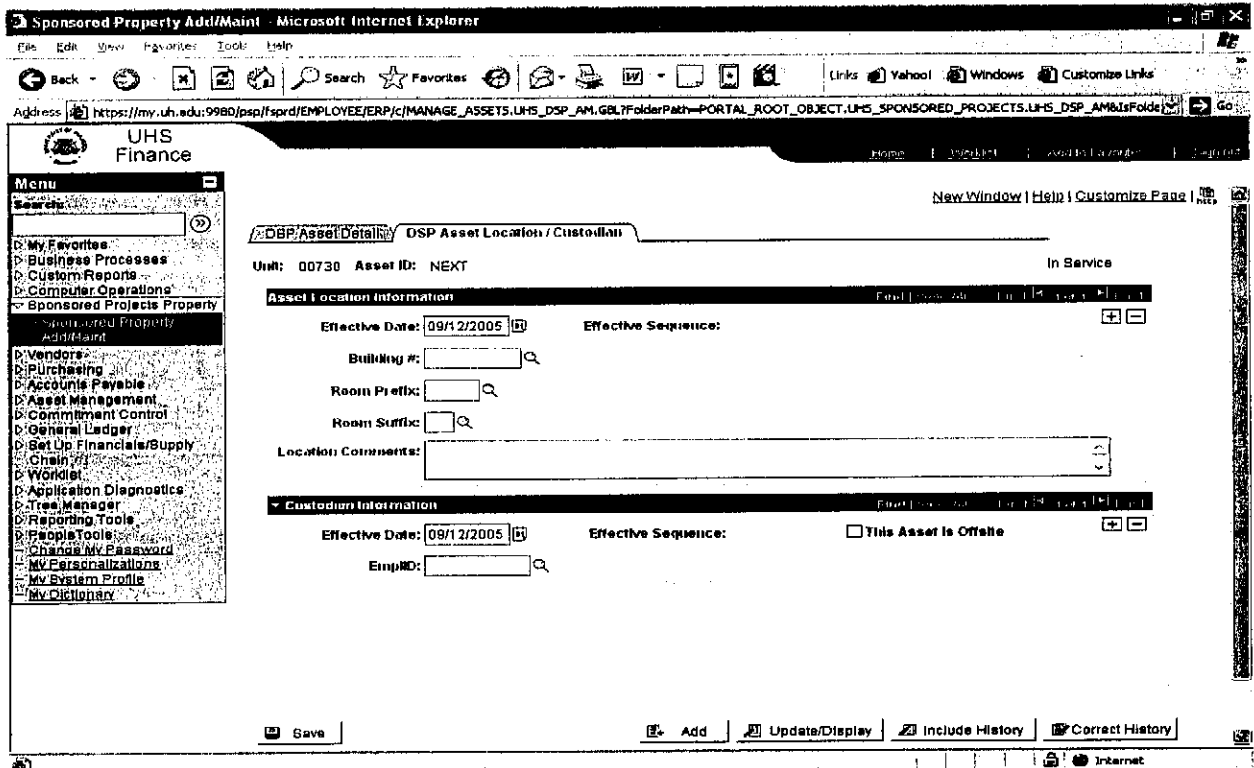
Sponsored Projects Property Query – UHS_DSP_PROPERTY_QUERY is a public query
developed to enable users to extract data from the Sponsored Projects Property database:

Input fields for this query include:

- Business Unit – either 00730 or 00783
- Master Project – the Project Number associated with the sponsored agreement

Output fields for this query include:

- Unit
- Asset ID
- Descr
- Status
- Acq Date
- Manufacturer
- Serial ID
- Master
- Title Code
- Custodian
- Offsite
- Voucher
- Vendor
- Amount
- Fund
- DeptID
- Program
- Project
- Bud Ref
- Account
- Building
- Room Prefix
- Room Suffix

An example of the **UHS_DSP_PROPERTY_QUERY** input page is shown below.

The UHS_DSP_PROPERTY_QUERY can also be run with the "%" wildcard character in the Master Project field. By doing this, a listing of **all** assets will be generated.