

Deltek  
**INSIGHT**  
2014

# Tracking Government Furnished Equipment and Other Fixed Assets

**Presented By: Susan Smith, GCS Practice Director, WJ Technologies**  
**Karen Louis, Managing Member, WJ Technologies**

**OPTIMIZE**  
**YOUR POTENTIAL**



# Agenda

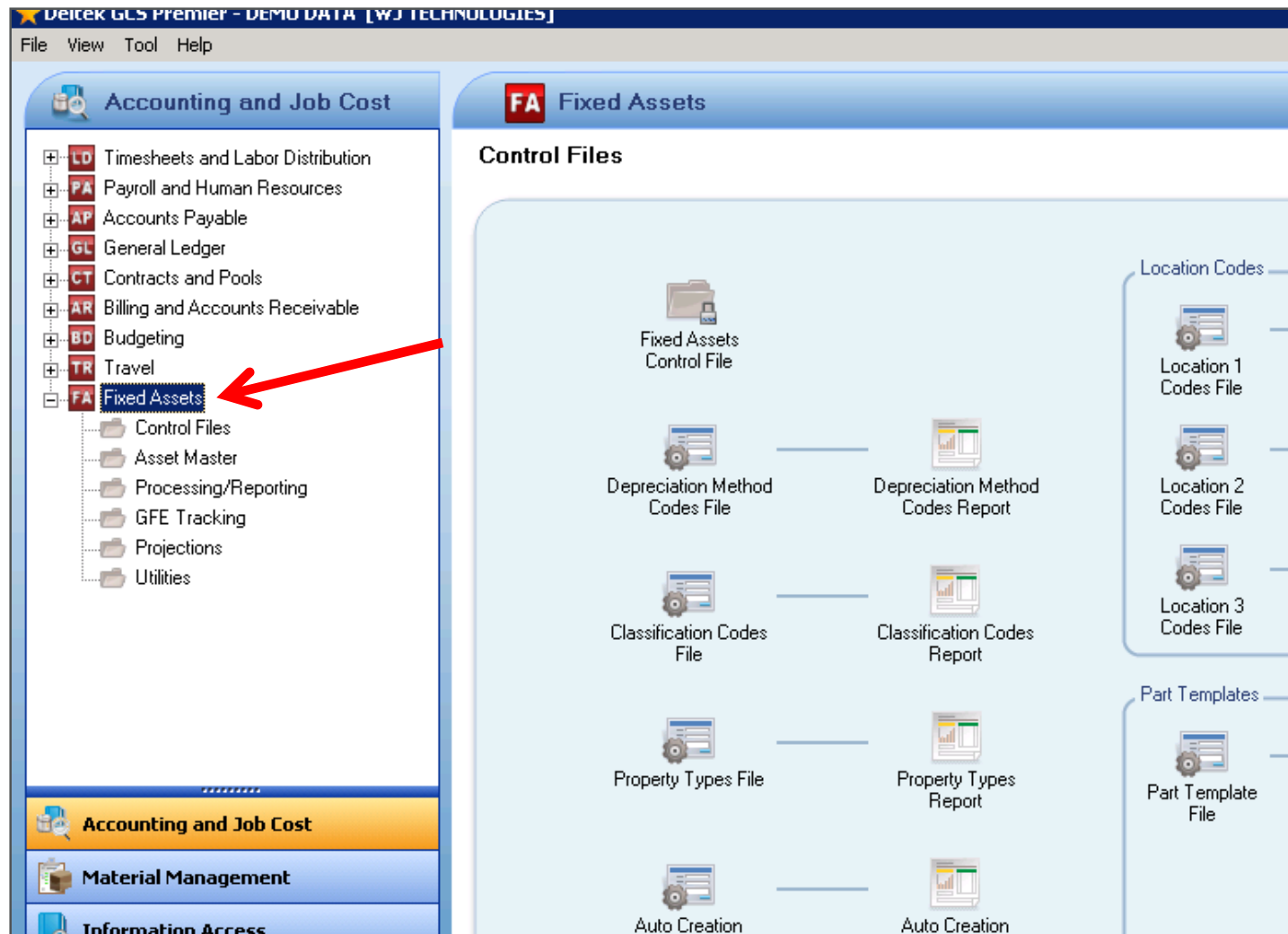
- Fixed Assets
  - Module Overview
  - Tracking/Grouping
  - Reporting
  
- Government Furnished Property (GFP) Defined
  
- Government Furnished Equipment (GFE) Compliance
  
- GFE Tracking Module
  - Overview
  - Tracking/Grouping Assets
  - Inventory
  - Maintenance
  - Transfer Records
  
- Best Practices for Tracking GFE

Deltek  
**INSIGHT**  
2014

# Fixed Assets Module Overview

OPTIMIZE  
YOUR POTENTIAL

# Fixed Assets Module





# Fixed Assets Module Overview

- Used to track and report:
  - Asset Costs
  - Depreciation
  - Asset Disposals
  - GFE Inventory
  - Asset Maintenance Records
  - Asset Transfers

# Fixed Assets Module Overview

- Integrated with Accounts Payable (A/P), Purchasing and General Ledger (G/L) Modules
  - Post depreciation and disposals to G/L from Fixed Assets Module
  - Create asset records automatically from A/P vouchers
- Can calculate depreciation for five “different” books
  - Book 1: “Accounting” book which interacts with G/L
  - Books 2 – 5: Optional books which do not interact with G/L

# Fixed Assets Tracking/Grouping

- Tracking/Grouping codes are set up in the Asset Master File
  - [Single Item or Incremental Components of an Asset](#) – Asset # and Item # (must assign at least one item number that is greater than 0)
  - [Property Types \(required\)](#) – Personal Property, GFE, Real Property, etc.
  - [Classification Codes \(required\)](#) - Furniture & Fixtures, Software, etc.
  - [Physical Location \(optional\)](#) – three location codes
    - Loc 1 = Building (i.e. Headquarters)
      - Loc 2 = Floor
        - Loc 3 = Office
  - [User Defined Labels](#) – used to specify characteristics/attributes that may be collected for each asset

# Sample Asset Master File

FA Asset Master File - DEMO DATA

File View Tools Help

Asset: 000001 Item: 1

Record Added: 5/15/2005 [Auto] [Manual]

Book 2 Book 3 Book 4 Book 5

Asset Description Purchase/Disposal Location/User Flds Book 1

Part Number: [ ] Revision: [ ]

Description: PRINTER - PORTABLE

Classification: **EQUP** EQUIPMENT Property Type: **PP** PERSONAL PROPERTY

Manufacturer: CANNON Model No: i80

Serial No: 7ZX930JJ3  Depreciable Asset

City: HERNDON County: FAIRFAX State: VA

Division: 01 Headquarters-Herndon, VA

OBS: [ ] Company ID: [ ]

Browse



# Sample of Location Codes

FA Asset Master File - DEMO DATA

File View Tools Help

Asset 000001 Item 1

Record Added 5/15/2005 Auto Manual

Book 2 Book 3 Book 4 Book 5

Asset Description Purchase/Disposal Location/User Flds Book 1

OFFICE SITE VA001 FLOOR FL1 ROOM OFF1

HEADQUARTERS FLOOR 1 OFFICE 101

CUSTODIAN YORK

BAR CODE 001500

Browse



# Sample of Labels

The screenshot shows a software application window with a menu bar (File, View, Tools, Help) and a toolbar. The main area has three tabs: General, Books, and Labels. The Labels tab is active, showing configuration fields for Location and Government Equipment labels. Below these fields is a table of User Defined Labels.

User Defined Labels	Description
Label 1	Custodian
Label 2	Co Tag #
Label 3	CAL Interval
Label 4	Last CAL
Label 5	Next CAL
Label 6	SVC Vendor
Label 7	EQ Status
Label 8	Prime #
Label 9	Rec'd From
Label 10	Document
Label 11	Classified ?
Label 12	Govt Tag No
Label 13	
Label 14	

Deltek  
**INSIGHT**  
2014

# Fixed Asset Reporting

OPTIMIZE  
YOUR POTENTIAL



# Fixed Assets Reporting

- There are Four Categories of Reports
- #1 System Definition Reports – display system codes specific to your company
  - (Found under Control Files Module)

13 WJ TECHNOLOGIES	
PROPERTY TYPES REPORT	
PROPERTY TYPE	DESCRIPTION
FAA	FEDERAL AVIATION ADMIN
GFE	GOVERNMENT FURN EQUPT
GFP	GOVERNMENT FURN PROPERTY
PP	PERSONAL PROPERTY
RP	REAL PROPERTY
SUB	SUBSCRIPTION

13 WJ TECHNOLOGIES	
CLASSIFICATION CODES REPORT	
ASSIFICATION CODE	DESCRIPTION
APP	Agency Peculiar Property
AUTO	AUTOMOBILES
CE	Classified Equipment
EQP	EQUIPMENT
F&F	FURNITURE AND FIXTURES
HDWR	COMPUTER HARDWARE
LIMP	LEASEHOLD IMPROVEMENTS
OPE	OTHER PLANT EQUIPMENT
PRPD	PREPAID EXPENSES
SFWR	COMPUTER SOFTWARE
SP	Sensitive Property
ST	Special Tooling
STE	Special Test Equipment



# Fixed Assets Reporting

- #2 Asset/GFE Data Reports
  - Display information on assets, inventory, maintenance and transfers
  
- #3 Activity Reports
  - Display calculation and posting details
  
- #4 Projection Reports
  - Display information on anticipated asset purchases and estimated future depreciation

Deltek  
**INSIGHT**  
2014

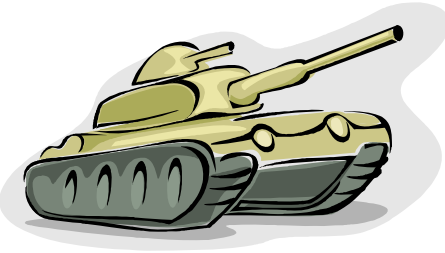
# Government Furnished Property (GFP)

OPTIMIZE  
YOUR POTENTIAL

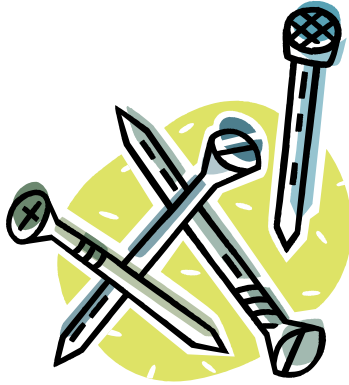


# Government Furnished Property (GFP) Defined

- Government Furnished Equipment (GFE)
  - Durable
  - Not intended for sale
  - Expected service life of two or more years



- Government Furnished Materials (GFM)
  - Consumable
  - Loses identity within final product



- Contractor Acquired Property (CAP)
  - Not GFE until delivered to the Government
  - Tracked as contract cost in materials module



# GFE Compliance

Guidebook for Contract Property Administration

FAR 52.245-1 provides the rules contractors must follow for proper stewardship of GFE

FAR 52.245-10(d) Property control

- The Contractor shall maintain property control procedures and records and a system of identification of the facilities in accordance with the provisions of Federal Acquisition Regulation (FAR) subpart 45.5 in effect on the date of this contract.



# GFE Compliance

## FAR 45.505-1 Basic information (excerpted)

(a) The contractor's property control records shall provide the following basic information for every item of Government property in the contractor's possession, regardless of value

- 1) The name, description, and National Stock Number (if furnished by the Government or available in the property control system)
- 2) Quantity received (or fabricated), issued, and on hand
- 3) Unit price (and unit of measure)
- 4) Contract number or equivalent code designation
- 5) Location
- 6) Disposition
- 7) Posting reference and date of transaction

Deltek  
**INSIGHT**  
2014

# GFE Tracking Overview

OPTIMIZE  
YOUR POTENTIAL

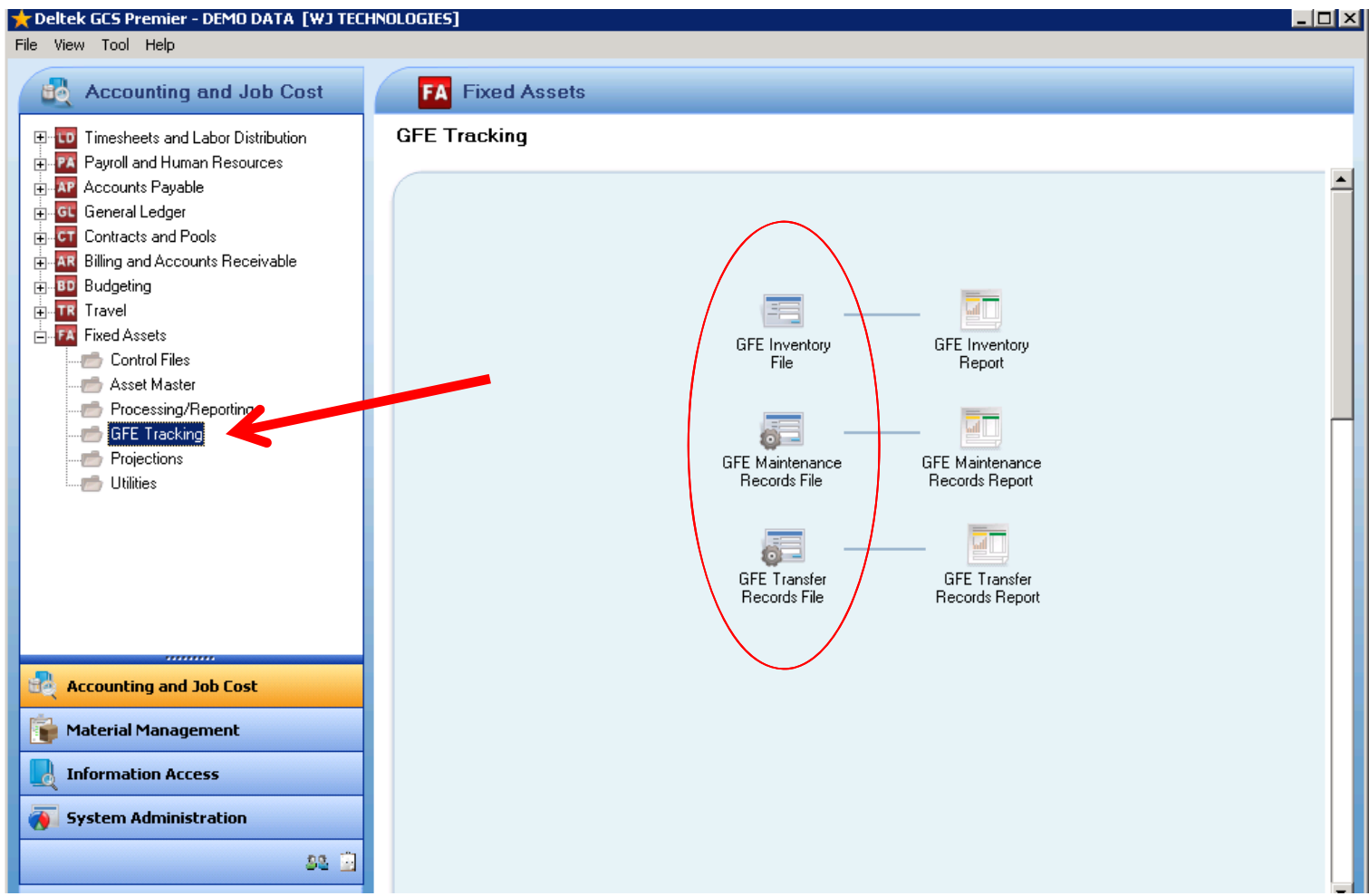


# GFE Tracking Overview

- GFE can be tracked at the same level of detail as company-owned assets
- GFE Assets must be set up in the Asset Master File
- “GFE Tracking” Module Used for three functions
  - Entering Inventory
  - Recording Maintenance
  - Transferring records of GFE
  - Three functions are independent of one another



# GFE Tracking Module





# GFE Labels Overview

- GFE Labels Available – used in GFE Inventory File
  - [3 optional fields](#)
  - 15 alphanumeric characters
  - Set up in Fixed Asset Control File
  - Displays in GFE Inventory File
  - Samples include: Agency, Contract Office, Contract Number, Contracting Officer

# GFE Labels

The screenshot shows a software window with a menu bar (File, View, Tools, Help) and a toolbar. The 'Labels' tab is selected and circled in red. It contains the following fields:

Location Label 1	Building	Government Equipment Label 1	Agency
Location Label 2	Floor	Government Equipment Label 2	Contr Office
Location Label 3	Office	Government Equipment Label 3	Contr Officer

Below the fields is a table of User Defined Labels:

User Defined Labels	Description
Label 1	Custodian
Label 2	Co Tag #
Label 3	CAL Interval
Label 4	Last CAL
Label 5	Next CAL
Label 6	SVC Vendor
Label 7	EQ Status
Label 8	Prime #
Label 9	Rec'd From
Label 10	Document
Label 11	Classified ?
Label 12	Govt Tag No
Label 13	
Label 14	



# GFE Inventory

- Optional application used to record inventory data for the assets you choose
- Fields in Application
  - Asset Number – number assigned in Asset Master File
  - Item Number – number assigned in Asset Master File
  - Date (required) – 999 inventory records available for each date for an asset
  - Record (required) – 3 numeric characters to identify unique record number
  - Reference (optional) – 12 alphanumeric characters for additional notes
  - GFE Label 1 through 3 (optional) – titles are taken from GFE Labels set up in Fixed Asset Control File

REPORT DATE: 08/07/13 18:33		WJ TECHNOLOGIES			PAGE 0001			
GFE INVENTORY REPORT						GFE labels		
ASSET NUMBER	ITEM NUMBER	INVENTORY DATE	RECORD NUMBER	INVENTORY REFERENCE	Agency	Contr Office	Contr Officer	
GFE004	00001	01/16/10	001	PCS-56479	Air Force	DCAA	Major Tim Jones	



# GFE Maintenance Records File

- Optional module used to record maintenance data for the assets you choose
- Fields in Module
  - Asset Number – number assigned in Asset Master File
  - Item Number – number assigned in Asset Master File
  - Date (required) – 999 inventory records available for each date for an asset
  - Record (required) – 3 numeric characters to identify unique record number
  - Reference (optional) – 20 alphanumeric characters for additional notes
  - Description of Work (optional) – 25 alphanumeric characters
  - Amount (optional) – cost of each GFE maintenance record

REPORT DATE: 08/07/13 18:34		WJ TECHNOLOGIES			PAGE 0001	
GFE MAINTENANCE RECORDS REPORT						
ASSET NUMBER	ITEM NUMBER	MAINTENANCE DATE	RECORD NUMBER	MAINTENANCE REFERENCE	MAINTENANCE DESCRIPTION	AMOUNT
GFE004	00001	01/15/10 04/17/10	124 125	PO - 10-5460 PO - 10-6987	Replace Broken Track Engine Overhaul	5000.00 15287.56
SUBTOTAL:						20287.56
ACCOUNT TOTAL:						20287.56





# GFE Transfer Records File

- Optional module used to record transfer data for the assets you choose
- Fields in Module
  - Asset Number – number assigned in Asset Master File
  - Item Number – number assigned in Asset Master File
  - Date (required) – 999 inventory records available for each date for an asset
  - Record (required) – 3 numeric characters to identify unique record number
  - Reference (optional) – 15 alphanumeric characters for additional notes
  - From Contract (optional) – 20 alphanumeric characters
  - To Contract (optional) – 20 alphanumeric characters

REPORT DATE: 08/07/13 18:14	WJ TECHNOLOGIES				PAGE 0001	
GFE TRANSFER RECORDS REPORT						
ASSET NUMBER	ITEM NUMBER	TRANSFER DATE	RECORD NUMBER	TRANSFER REFERENCE	FROM CONTRACT	TO CONTRACT
GFE004	00001	04/15/08	001	09-48746235	3001-001	4001-005
		08/26/09	002	Dispo D-48954	4001-GFE	6000-GFE



# Best Practices for Tracking GFE

- Organize How You Want to See Things Before You Start
  - Asset /Item Number
  
  - Lots of related fields to think about
    - Property Types .... Classification Codes
    - Location Codes ... Files 1, 2, 3
    - Government Equipment Labels ...1, 2, 3
    - User Defined Labels ... 18 of them!
  
  - Think about the data to be entered in each field (Government Requirements)
  
- Internal Assessment or Self Audit (FAR 52-245-1(f)(3))
  - Evaluates contractor's property management system effectiveness
  - Policies and procedures

Deltek  
**INSIGHT**  
2014

Questions?

OPTIMIZE  
YOUR POTENTIAL



# Contact Us

For more information feel free to call or email us or visit us at **Booth 32**:

Susan Smith, CPA, MBA, Practice Director

- [susan.smith@wjtechnologies.com](mailto:susan.smith@wjtechnologies.com)
- 703-885-8156

Karen Louis, Managing Member

- [karen.louis@wjtechnologies.com](mailto:karen.louis@wjtechnologies.com)
- 703-885-8158

GovCon360.com

WiJiT | [wj.technologies,llc](http://wj.technologies,llc)

13665 Dulles Technology Drive  
Herndon, VA 20171  
[www.WJTechnologies.com](http://www.WJTechnologies.com)