

Notes from FAS RAS Equipment Coordinators Meeting
Held on Tuesday, September 25, 2012
at 2:30 pm in the Agassiz Meeting Room, 26 Oxford Street

Present: Sarah Elwell, Shanna Losee, Jess McCall, Silke Exner-Su, Lisa Wilkes Ball, Kara Colannino, Mary Walsh, Kathy Zuccala, Jagjeet Panesar, Brendan Durkin, Meg Jarvi, Grace Cho, Kim Li, Michelle Wong, Joe Fitzgerald, Thomas Bourgeois

1) Announcements:

- a) Kara announced her new working hours as of September 1st, are Tuesday, Thursday, and Friday's 9:15 to 4:45 and Wednesday's from 8:45 to 12:15.
- b) Equipster/Equipment training – To be held on October 16th at 10am in Science Center Room 226. Please see the following link to training:
<http://isites.harvard.edu/icb/icb.do?keyword=k60142&pageid=icb.page254817>
- c) Equipster's HUIT Programmer – The programmer that was working on Equipster left Harvard at the End of August, a new programmer is scheduled to start working on October 1st.

2) Equipster Updates :

a) Status of next release:

The next release of Equipster will take place on October 11th, from 4am to 6am.

The new updates/fixes will include:

- Disposal Form that is currently printing blank – will be corrected
- Disposed assets that were appearing in the non-disposed asset search has been corrected
- Asset detail report that was not returning information when certain parameters were set is now fixed and working
- Asset detail report where manual entries were falling into the wrong categories has been fixed

b) Data issues raised by equipment coordinators:

- Currently the disposal form is not printing comments? It does print remarks that are entered on the disposal tab.
- Duplicated entries happening at certain points of assigning assets. IF this happens to you please contact me with any details you have including error message at kcolann@fas.harvard.edu
- If you incur any problems with Equipster not matter how small, please email at kcolann@fas.harvard.edu.

3) A133 Equipment Audit Update:

- a) Reconciliation
 - Kara and Sheila performed reconciliation for the A-133 during June and July for the period of 7/1/11 to 3/31/12. We incurred problems reconciling due Equipster not pulling in all of the items. Approximately 15 federal awards did not balance to zero.
- b) Site visit
 - An auditor from PWC visited the FAS the first week in August they choose a total of 50 records; 25 sheet to floor and 25 floor to sheet. Any questionable items were responded to and closed on the day of the site visit.
- c) Disposals
 - PWC selected 5 disposals for review. All paperwork has been submitted to PWC.

4) Topics that were suggested for future meetings are:

- a) Macros for Equipster Reports
- b) Inventory FY14
- c) OSP Policy Updates
- d) Indirect Cost calculation
- e) Best Practices
- f) Forms

If you have any additional ideas or request for meeting topics please send them to me via email at kcolann@fas.harvard.edu.

Additional notes:

- If you are interested in being a tester for Equipster in the stage environment and testing out the additional updates, please send me an email at kcolann@fas.harvard.edu along with your Harvard ID #.
- A great idea was shared by Sarah Elwell – if you have a piece of equipment that “floats” – create a log book and have people sign in and out the piece of equipment that way you will always know where it is. Thanks Sarah.
- Next Meeting is scheduled for **October 23rd from 2:00pm to 3pm** with an agenda to follow.

Thank you,

Kara