

Fabricated Equipment Procedures

Purpose: This document provides an overview of the fabricated equipment procedures, including the steps to initiate a fabricated equipment project and the review process performed once the project is complete.

1. Research Administrator (RA) or Business Administrator (BA) submits a Change Request for Fabricated Equipment via InfoEd. A job aid to request fabricated equipment is available on the Office of Sponsored Research (OSR) website: https://cpb-us-e1.wpmucdn.com/sites.northwestern.edu/dist/c/3231/files/2019/10/j_fabricated_equipment_v2.pdf
2. RA or BA completes the Change Request, including the Fabricated Equipment Form, which is uploaded as an attachment to the Change Request. The form is located at the following link: <https://www.northwestern.edu/controller/accounting-services/equipment-inventory/fabricated-equipment.html>
3. The Property Accountant in Accounting Services is alerted to new fabricated equipment projects by receiving the Change Request from OSR along with any additional documentation provided by the RA or BA.
4. The Property Accountant will review documentation and provide an assessment of the equipment category (i.e., capital or non-capital equipment). If additional information is required, Property Accountant will contact OSR who will obtain the information from the RA or BA.
5. If the equipment is determined to be fabricated equipment, Property Accountant will assign a unique fabricated equipment number (begins with F001) to the equipment and notify the RA or BA and OSR. OSR will then open the fabricated equipment account code (77535) on the grant or contract chart string. **The PI will reference this tag number on all purchase orders.**
6. After the project number is assigned, the Property Accountant will set up a calendar reminder for the estimated project completion date provided on the project initiation documents. This reminder will be sent to the:
 - a. OSR
 - b. RA or BA
 - c. PI
 - d. Grant and Contract Financial Administrator (GCFA) from ASRSP

On this date, the RA, BA, or PI should provide the Property Accountant, ASRSP, and OSR with a status of the fabricated equipment (i.e., complete and in-service, still in progress). If the equipment is still in progress, please provide a revised estimated completion date.

7. Once communicated that the fabricated equipment is complete and in-service, the GCFA will run a query of expenses recorded on the fabricated equipment account. Any expenses that do not meet fabricated equipment guide lines or are not in line with the initial project documents will not be capitalized as part of the finished product. The GCFA will discuss this with the RA/BA as a correction journal will need to be entered to remove those charges from the fabricated equipment account to a more appropriate expense account.
8. After the project expense review is complete, the GCFA will create a journal to move the total amount of the fabrication from the fabricated equipment account (77535) to a capital equipment account (77560).
9. The Property Accountant will then create an asset in the NU Financials Asset Management (AM) module and arrange to tag the fabrication with an NU capital equipment sticker, with exception of equipment that cannot be tagged (e.g., tag interferes with functionality of equipment, located inside another equipment). In these instances, the Property Accountant will assign the equipment a “non-tagable” number in the AM module.

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10. If equipment will be at a location other than NU, the Property Accountant will provide a tag to the RA or BA, who will then coordinate tagging of equipment in a manner that works best for their department (e.g., mail tag to location of equipment), unless a “non-tagable” number needs to be provided (as explained at #9).