

## **CAPITAL EQUIPMENT BUDGET**

### **Frequently Asked Questions**

#### **Q1. What is CAPEX?**

- A. CAPEX is the acronym used in Hyperion to represent “Capital Expenditures”. This includes Capital Equipment Projects and Capital Improvement Projects. We will refer CAPEX to Capital Equipment Projects for this FAQ’s.

#### **Q2. What is a CAPEX project?**

- A. CAPEX project is defined as an asset, usually not attached to a building or grounds, with a cost of \$5,000 or more; a useful life of at least five years; and that the County will purchase and own. Leases, subscriptions, and other transactions that do not result in the County owning the asset in perpetuity are not eligible to capitalize into a fixed asset.

#### **Q3. Do my FY 2017 unspent dollars for ongoing projects automatically rollover into FY2018?**

- A. No, the department must re-appropriate whatever dollars they estimate will not be spent in FY2017 but are required to fund any open encumbrances on December 1, 2018. If the department also needs additional dollars in FY2018, they must add those dollars to the estimated amount.

#### **Q4. Does it mean all future years will be considered for recommendation when I enter the 5-year outlays for all my CAPEX requests in Hyperion?**

- A. No, the 5-year outlays will help the County effectively plan for future funding requirements.

#### **Q5. How do I submit an equipment request if the amount totals under \$5,000?**

- A. Below is the clarification for the Capital Equipment Requests under \$5,000:
  - 1. Non-IT Capital Equipment Requests will be requested through the Operating Budget in appropriate budgetary accounts and not through the CAPEX in Hyperion.
  - 2. IT Capital Equipment Requests will be directed to Bureau of Technology (BOT) for all Offices under the President, or respective IT departments under the Elected Officials. This process is already done within Sheriff’s office. The other elected officials will need to follow the same process.
    - a. BOT (or IT department under Elected Officials) will consolidate all the requests and enter a separate project.
    - b. It is not guaranteed that the project will be fully funded by Debt Proceeds or Tax Levy and there is a highly likelihood, it will be funded with departmental operating budget. Funding options will be discussed during the Capital Committee review.

- c. A form is available on the portal for departments to submit computer requests under \$5,000 for review to recommend.

**Q6. What should be considered when requesting a computer device in CAPEX Hyperion?**

- A. A computer device is considered a desktop, laptop and servers. The components for a computer device consists of a monitor, mouse, keyboard, USB, dock station and cables, etc. The IT peripherals are considered shipping, installation and configuration. The components and IT peripherals must be requested with the computer device. After the computer device project is approved by the Board, the components and IT peripherals must be purchased on the same purchase order and from the same vendor as the computer device. Components and IT peripherals purchased on a separate purchase order from the computer device will not be eligible to capitalize. These items will require operating dollars to pay for them.

**Q7. Why does a department have to complete and attach a Vehicle Request Form if they want to enter a vehicle request in Hyperion?**

- A. There is detailed data collected on the Vehicle Request Form for review and recommendation purposes by the CAPEX Committee and the Vehicle Steering Committee.

**Q8. How do I enter a CAPEX request if I plan to use dollars from a Special Purpose Fund (SPF)?**

- A. The department needs to enter the request under the parent department and must assign a SPF fund number to the request.

**Q9. Do I need to fill in all project detail fields for a new CAPEX request?**

- A. Yes, even though Hyperion does not require these fields to be completed, it is a business process requirement for your requests to be considered.

**Q10. Is there help available after Go-Live and how do I find it?**

- A. You can contact your budget analyst for help. In addition, you can use the STEP portal to access FAQs and training materials. You can also use the Knowledge Center to review training materials.

**Q11. Why does a department need to rank the order of their CAPEX capital requests?**

- A. Ranking your requests allows all review parties to prioritize all CAPEX requests for recommendation. Each request must have a unique rank number assigned.

**Q12. What is promoting a request?**

- A. The “Promote Requests for Approval” function is essentially sending the completed requests to another person for review. A department must know their internal review process in order to promote the requests to the appropriate reviewer. The final “Promote Request for Approval” is to your budget analyst.

**Q13. Can a department edit the project details for ongoing projects?**

- A. No, the project details for ongoing projects are pre-loaded data.

**Q14. How many times am I allowed to re-appropriate/re-request funds for the same capital equipment project?**

- A. All Capital Equipment projects can be re-appropriated only once, except for Major Capital Equipment Projects (like Case management System) and furniture projects related to CIP

**Q15. What is Encumbrance Rollover criteria for Debt Funded Capital Equipment Projects?**

- A. 1-time Encumbrance rollover is allowed for all tangible projects (IT/Hardware/ Fixed Plant /Institutional/ Vehicles/ Furniture/ Medical Equipment), except for Major Capital Equipment Projects (like Case Management System) and furniture projects related to CIP.
- B. Major Capital Equipment Projects (like Case management System) and furniture projects related to CIP are allowed to be rolled over as long as the project is active.