AssetManager.NET software

CIPFA AssetManager.NET

Introduction

CIPFA Property's AssetManager.NET is a fully integrated finance and asset management package for both capital accounting and asset management, ensuring that your Asset Register and Property Database are compatible at all times.

It is the only asset management software that has been specifically-designed for the Public Sector. It has been developed by our experts in finance, IT and property. We use it as standard to undertake Condition, Suitability, Sufficiency, Disability Access and Fire Risk surveys to produce comprehensive strategic reports for all our clients.

The software is fully web enabled and can run across the Internet, or over an intranet. This adds flexibility for potential users at remote sites, providing convenient access to service points and the organisation's partners or contractors.

The full software package is our most comprehensive offering delivering best practice and robust systems but AssetManager.NET can be built module by module. The Core holds data common to all modules so that the system can be started with a single module suite and then built up as finances and resources allow.

Modules are flexible and you can use them in any combination as well as with a variety of licence profiles, making the system as adaptable and as versatile as the needs of your organisation dictate. New modules can also be developed and added to the software without affecting the functionality.

All data and information can be exported and converted into common formats to make it easier to share across the organisation in the popular Windows format.

Development and Parentage

We have been developing and refining our Condition Survey software for over 30 years – and the Capital Accounting module was first released in 1994 and is still used extensively across the UK. Our developers have a unique understanding of the issues facing Local Authorities based upon our long term relationships with clients going back over this time.

CIPFA Property has a unique insight on future guidance, policy and legislation, which enables software development to be pro-active to changes as opposed to being re-active. We are able to incorporate the latest legislation and amend modules in line with these changes and to ensure that the software adheres to financial practise in the Public Sector.

This insight is gathered through:
- CIPFA's close contact with policy makers and close connections with standard setters
- Our research and guidance
- CIPFA Property's activities briefing the public sector on forthcoming changes within asset management and the wider aspects of the Public Sector, through our many Networks and Forums (including the Police, Asset Management Planning and Construction and Property Networks) as well as influencing legislation and guidance

As a wholly owned subsidiary of CIPFA, you can be confident that the software will still be supported in the future and also the funds generated by our activities are channelled back into services for Public bodies.

Benefits of AssetManager.NET

General
- AssetManager.NET has been designed by CIPFA to meet the needs of Local Authorities. The Finance requirements are determined by the CIPFA Policy and Technical team, whilst the Asset Management modules are supported by the CIPFA Asset Management Network team
- AssetManager.NET provides remote access for multiple users to view, add and edit asset records according to their individual access rights. Contractors, Building Managers, Head teachers can all be given access to the system to view their data
- Direct access into the asset register ensures that any changes are carried out in real time
- Seamless interface between all modules at property level

Comprehensive Reporting
- Over 120 standard reports are available in PDF, CSV and XML format enabling written reports, data sheets for manipulation, or export files for import into other systems to be easily created
- Data can be downloaded by a wide range of filters for export into Excel from within most modules
- Composite reports can be compiled to produce 'Asset Management' reports drawing from data from all modules. These can be stored as templates for future use as well as storing the reports themselves
- Composite overview report can be generated to meet your own specific needs

Document Storage
- All types of electronically stored files such as documents, spreadsheets, drawings, CAD and photographs can be stored with individual records within AssetManager.NET. Documents can be opened directly, or further information can be viewed such as the date it was attached and the document type
- Documents can be accessed by multiple users at the same time
- Additions of new documents and changes to existing ones occur in real time ensuring the most up to date information is instantly available
- Extensive historical information can be stored enabling the archive of paper records

Helpdesk
Our helpdesk facility not only provides support on the use of the software but can also give advice on the 'How do I…..' scenarios both in respect of financial reporting and general asset management advice.

Training
Training can be provided both on site within your Authority or at a number of our office locations throughout the UK.

Advisory Services
In addition to the software CIPFA Property can provide a full range of advisory services in respect of finance, valuation and general property issues. Our advisory team can also provide Healthchecks on your overall Asset Register, Asset Data and property processes.

Bespoke Developments
CIPFA Property can provide specific requirements to meet your Authority's needs in respect of the future development of the software.

User Groups
We hold one user group each year in Leeds, Cardiff and London.

Module Information

All AssetManager.NET systems are supplied with the Core, AMP Report, Diary, Audit Trail and Corporate Documents modules as standard.

FINANCIAL

Capital Accounting (CAPS)

This module handles the accounting entries required to fulfill the capital accounting requirements as laid out by Chartered Institute of Public Finance and Accounting (CIPFA) for fixed assets to comply with the requirements of IFRS.

This requires that all assets made up of properties, buildings, and housing must be valued and included in the Authority's consolidated balance sheet. It is also required that all assets must be charged to their respective users (cost centres) by means of a capital charge. The charges are applied to individual cost centres and there is functionality to set up the necessary asset records.

Componentisation of Assets is provided for in accordance with CIPFA LAAP Guidance.

The balance sheet and charges are generated for a financial year. Within a financial year there are changes to both the asset and cost centre details. The functionality to record this is referred to as 'transactions'. Various transactions can be entered against the assets for enhancements, part disposals or impairment assessments.

There is a rollover function that uses the end of year closing figures to generate the start of the next year's balance sheet. The rollover functionality also clears out the previous year's transactions and archives them in a separate database with view only access.

Regulations also require plant, vehicles and equipment, heritage and intangible assets to be included in the balance sheet and the functionality to identify and value such records is contained in this module.

There is a full audit trail on all movement of Property, Building, Housing, PV&E, and Intangible assets, transactions, cost centers and valuations.

The ability to Forecast
AssetManager.NET includes a Budget Year facility allowing for a copy of the live database to be taken and "what if" scenarios for future capital asset decisions, or to test the yearend figures prior to closing the accounts. These Budget years can be rolled over in the same way as the live financial year. This gives allows the user to see the effect of changes within the system against both individual assets or categories of assets within the register.

Valuation

The Valuation module is designed to allow valuations to be held for properties at land and building level and also valuation of housing stock, plant vehicles & equipment, heritage, and Intangibles assets as applicable. Several methods of valuation can be held but only one of the valuation methods for the asset can be passed to the accounting entries module. Revaluation Losses/Loss reversals can arise when an asset is re-valued and this is automatically calculated and recorded. A re-instatement valuation for insurance purposes can also be held.

Housing
The Housing module allows for recording of Housing Groups, Archetypes and individual units. These assets can be revalued in the Valuation module and feed into Capital Accounting in order to form part of the balance sheet.

Plant Vehicles & Equipment
The Plant Vehicles & Equipment module allows for recording of details of all PVE assets. These assets can then be attached to Properties or Buildings in the Core and revalued in the Valuation module (if applicable) for inclusion in the Capital Accounting module.

Intangible
The Intangible module allows for recording of details of all Intangible assets. These assets can then be revalued in the Valuation module (if applicable) for inclusion in the Capital Accounting module.

Benefits
- An accounting solution designed by CIPFA to comply fully with CIPFA's guidance and Code
- Dedicated screens for addition and update of assets
- Validated pick lists for ease of data input and accuracy
- Intelligence via automatic rules based defaults
- Prescribed mandatory fields to ensure data is complete
- Transaction types include full and partial disposals, transfers, calculation of changes to life expectancy, revaluations and componentisation
- The CAPs audit file holds a history of all user actions showing which records were affected
- Utilises a full range of reports with multiple filter options for comprehensive enquiries and reporting
- Data links seamlessly with the other modules within AssetManager.NET
- Generation of year end reports and journals enabling considerable time saving
- Provision of a built in forecasting tool to generate 'what if' scenarios

As the part of the commercial arm of CIPFA, CIPFA Property is in a unique position to ensure that all the financial components of the AssetManager.NET software meet the CIPFA guidance.

PROPERTY AND ASSET MANAGEMENT

Compliance (within Core)
The Compliance functionality is held within the Core module. The Compliance screen allows user defined groups of scheduled compliance requirements to be held and updated for each property. Previous records are retained for historic reference. A set of reports can be produced reporting compliance details across the whole property portfolio, for all or outstanding compliance aspects/requirements. The system is seeded with a set of standard Health and Safety requirements.

Condition Survey
The Condition Survey Module holds information and can produce analysis of maintenance needs. The module can either be stand-alone or linked with other modules.

The Condition Survey module will allow for;
- the collection and retention of data relating to the condition of all major elements of both the external and internal fabric of buildings as well as
- the condition of all plant and services

- the identification of any essential repairs, nonessential repairs and planned maintenance requirements

The module produces a wide variety of reports through various filter options.

Water Hygiene Management

The Water Hygiene module has been developed to allow Building and Property Managers to record items where there is the potential of a risk to a wide range of water bacteria. Items such as cold water storage tanks, taps and showers can be recorded at room or external block level and then details of the management of potential risks associated with these items can be logged.

The module allows the following details to be recorded;

- Details of water samples taken
- The results of the laboratory analysis of samples
- Regular and ad-hoc Management events and schedules such as temperature checks, maintenance work or unscheduled cleaning
- Photographs and other file attachments
- The module allows you to create your own events and allocate your own risk scores to each item type, event or result. An overall item risk is then calculated to assist in highlighting areas of specific concern.

Asbestos Management Module

The Asbestos Audit Management Module permits the reporting of asbestos material, identifying the risks to the building users. The module;

- Recognises the present codes of practice and British Standards e.g., MDHS100 and HSG 264.
- Logs test results
- Produces a comprehensive risk matrix across the Property Portfolio including extensive analysis features
- Tracks asbestos removal
- Provides facility to monitor the changes of rooms or spaces in the Condition Survey and other modules
- Provides year on year records for Health Monitoring and Insurance purposes
- Allows users to identify Asbestos locations for inclusion in a Programme for the safe and controlled removal of hazardous material

Fire Risk Audit

The Regulatory Reform (Fire Safety) order 2004 brought in the requirement that all premises except single private dwellings will need to be assessed for the risk of fire.

The Software has been designed around the PAS 79 Guidance and the use of hand held data collection devices allows Auditors to record risks or deficiencies and noting locations, priorities, category of work required and cost together with any comments.

Data is readily transferred into the Fire Risk Module and can be easily interrogated to produce a wide variety of reports. The reports can be accompanied by both CAD Layouts and digital photographs linked to the software. The data can be edited and updated as works are completed giving accurate information on the building stock at the touch of a button.

Disability Access Audit

The Disability Access Audit Module has been developed to the latest guidelines and meets the requirements of BS:8300 2001. The software has been designed for use on a hand held data collection system and allows Auditors to follow the recommended approach to

Auditing, recording deficiencies and noting locations, priorities, category of work required and cost together with any comments.

Data is readily transferred into the Disability Access Audit Module.

Data can be easily interrogated to produce a wide variety of reports by various filter options within the system.

Works Ordering

Also known as the Help Desk module, this comprises planned and reactive maintenance. Planned maintenance allows projects and programs to be created from data held in the Condition Survey, Asbestos and Disability Access Audit modules. This aspect of the module produces:

- A comprehensive list of project information based upon maintenance needs
- Work profiles set against numerous budgets
- Reports by programme service area, site, programme year, budget, budget year and client priority

The module also allows ad-hoc works to be included in a project.

This module also provides the facility to record reactive maintenance issues usually reported to the authorities help desk team. The order(s) necessary to fulfil the maintenance requirements can be created, along with selection of an appropriate budget and authorised supplier or contractor. Full tracking of the progress of the project and order(s) through to receipt and payment of the invoice can be recorded in the module and budget summaries can be obtained based on committed and invoiced work.

Benefits of Asset Management Modules
- Maintain a centralised database of Asset Management data which is linked to Finance information
- Fully integrated with AssetManager.NET core Module to enable seamless links throughout AssetManager.NET
- Dedicated screens for addition and update of records
- Validated pick lists for ease of data input and accuracy
- Intelligence via automatic rules based defaults
- Prescribed mandatory field to ensure data is complete
- Utilises a full range of reports with multiple filter options for comprehensive enquiries and reporting

ESTATE MANAGEMENT/TERRIER

Managed

The Managed module has been designed to hold comprehensive data on agreements including:

- Agreement type
- Rent details including reviews
- Service charges
- Decoration schedules

All aspects of the agreement can be stored along with landlord or tenant details. Historic records of previous agreements in a specific managed record can be maintained including details of vacant periods of properties.

Property Case Management

The Property Case Management (PCM) module has been designed to manage the workflow of information used to populate and update the Managed Module. PCM forms can be created for various transaction types such as new Managed records, new Agreements,

Rent Reviews etc. The module allows data to be recorded from various sources such as Valuers and Legal departments and includes email notifications for Authorisation and status updates. At the end of the process the Managed module is automatically populated / updated and emails to various departments are issued with appropriate information.

Diary

An integrated diary function allows users to manage the processes and stages of various dates within agreements in the Managed module. It provides alarms to ensure each case manager is informed of key event dates affecting individual case loads such as rent reviews etc. The Diary is currently being expanded to link other dates within the system from modules such as Asbestos, Condition Survey and Valuation as well as assisting with managing of Health and Safety inspections.

Acquisition

The Acquisition functionality allows quick access to key deed packet information such as:
- Vendor and/or purchaser details
- Completion date and price
- Land and building areas
- Deed notes

Deed packet information can be linked back to Properties and Buildings in the Core to cross reference the legal information of the purchases with the Core data.

Disposal

The Disposal functionality allows quick access to key deed packet information such as:
- Vendor and/or purchaser details
- Completion date and price
- Land and building areas
- Deed notes

Deed packet information can be linked back to Properties and Buildings in the Core to cross reference the legal information of sales with the Core data.

Benefits
- Maintain a centralised database of leased assets
- Fully integrated with AssetManager.NET Core module to enable leases to be appended to the appropriate capital asset record
- Dedicated screens for addition and update of assets
- Validated pick lists for ease of data input and accuracy
- Intelligence via automatic rules based defaults
- Prescribed mandatory fields to ensure data is complete
- Utilises a full range of reports with multiple filter options for comprehensive enquiries and reporting
- Data links seamlessly with the other modules within AssetManager.NET

PERFORMANCE

Benchmarking

The Benchmarking Module is designed to provide performance indicator methodology across a range of similar properties so that asset management plans can include benchmark comparators.

Property Performance Indicators (PPI)

This module covers the property performance indicators required by the Government for freehold and leasehold property other than schools and housing where the local authority has a direct repairing obligation. There are 5 PPI's in total but only PPI1 and PPI2 are

covered in this module as the others require data that is not held in AssetManager.NET and in any case are likely to be more generic to individual authorities.

Suitability

The Suitability Module is designed to provide a PC based application for Suitability Assessment across a whole range of Educational Buildings.

Sufficiency

The Sufficiency Module is designed to provide a PC based application for Sufficiency Assessment across a whole range of Educational Buildings.

AMP Report

The AMP Reporting module has two main functions. The first provides the ability to produce Asset Management Plans for properties whose details are held within the AssetManager.NET database. The second provides ability to update a pre-formatted "Investment and Disposal" Decision Making Template spreadsheet with costs from the Condition Survey and DAA data. Data is gathered from a number of sources including the AssetManager.NET database, other external data sources (spreadsheets etc) and other documents. The final AMP report produces a composite PDF document. The decision-making template is a Microsoft Excel spreadsheet.

EasyReport Writer

EasyReport Writer is a new option in the 'Reports' section of each module in AssetManager, that enables users to create bespoke reports using a 'Wizard' style process of steps.

These steps allow users to choose which fields of data to include in the report, the sequence the data is shown in the report and any filtering criteria to be applied to the data. The available fields are based on "Views" of the data to simplify the links between data within the database whilst still providing plenty of flexibility on the fields available.

The benefits of using the EasyReport Writer are that bespoke reports can be created and re-run whenever a need arises, instead of having to wait for a new report to be added to the system by CIPFA, and once these reports are generated they can be re-run whenever necessary.

Also different filter criteria can be used each time a report is run to produce more specific reports if needed. The main benefit of this new functionality is that your data is available for reporting purposes whenever you need it.

Transparency Agenda

This module collates data from Core properties and buildings, Managed records and the Condition Survey module if it is in use. It allows the authority to generate and export a spreadsheet of asset related information which complies with the Local Government Transparency Code 2014. The data is shown in a grid format and allows additional data which may not otherwise be held in AssetManager.NET to be provided to fully satisfy the code. Assets may be marked as exempt where they are identified as such in the Code, so that they are not included in the export.

GENERAL

Audit Trail

An Audit Trail facility exists to record changes across a number of modules such as Condition Survey and Managed. The functionality can be enabled / disabled through your licensing file to meet your needs. Audit Trail databases can be archived at various points in time and reporting from old audit trails can be achieved.

GIS & CAD

The system is designed to integrate with web based GIS systems. Currently links exist to Planweb, ArcIMS and GGP. In addition a generic WMS interface is available for any Open GIS Compliant WMS. The interface allows two-way navigation between the AssetManager.NET system and the GIS system, for land, buildings, acquisitions, disposals and also Managed (lease) records.

The system is designed to integrate with CAD drawing plans in DWF format. The interface allows the user to navigate from a CAD plan to different levels in the database - property, block, room and also the location of asbestos samples within rooms subject to the inclusion of hyperlinks on the CAD Drawing.

Corporate Documents

Although functionality is included across all modules for uploading and attaching various files and photographs to records, a facility to store Corporate Documents which may be applicable to all Properties is also present. This can be utilised for holding template documents or standard terms and conditions which may be applicable to the ongoing maintenance or management of your Property portfolio.

OTHER

Hand Held Devices

CIPFA Property provide hand held software for use on Tablet PCs using Windows 8 or above for the following modules:-

- Access Audit
- Condition Survey
- Fire Risk

Bulk Import Routines

We have 'Bulk Import Routines' available from formatted spreadsheets for Valuations, Capital Accounting Enhancements and Impairment Losses, PVE Full Acquisitions/Full Disposals, Asbestos and Water Hygiene. Other imports of data can be done by our support staff to reduce import time for yourselves. These imports may need some informed decisions on import and we are happy to do these as and when they are necessary.