University of Idaho Asset Accounting Office
Computer Software Analysis Form Additional Instructions

1. Please fill in the information at the top of the form so I have a contact in case I need to follow up with you.
2. The instructions below refer to the term "computer software". It also includes "computer software <u>licenses</u>".
3. The type of computer software I am referring to is <u>not</u> personal computer based, such as Windows or Microsoft Office or Adobe Acrobat and the like. The software I am referring to is at least unit-wide, college-wide, or university-wide software. It should cost <u>$5,000</u> or more to have a form filled out.
4. If you purchased <u>new</u> software and are installing it straight to hardware <u>without</u> modifying it, I need information such as purchase order number, invoice number, budget number and/or vendor. Fill in section 2 of the Computer Software Analysis Form and return it to me.
5. If you purchased <u>new</u> software and <u>are</u> modifying it prior to installing it to hardware, I need the above information and the estimated number of person-hours in the Application development stage. Fill in sections 2 and 4 of the Computer Software Analysis Form and return it to me.
6. If this is an <u>upgrade</u> to existing software and it meets at least one of the criteria in section 3 of the Computer Software Analysis Form, I need the estimated number of person-hours in the Application development stage. Fill in sections 3 and 4 of the Computer Software Analysis Form and return it to me.
7. If this software is to be completely coded by <u>in-house</u> (University of Idaho) personnel (not purchased from a vendor), I need the estimated number of person-hours in the Application development stage. Fill in section 2 (answer "No" to being purchased from a vendor) and section 4 of the Computer Software Analysis Form and return it to me.
8. <u>One-time task</u>: If you have computer software which <u>was purchased after 1980 and you were still using it</u> at June 30, 2009 I need a form filled out and returned to me. This is because UI is required to go back and get this information for the beginning balance to the current fiscal year financial statements. For this one-time task, you only need to include software which was purchased <u>unless</u> you have detailed records of the estimated number of person-hours in the Application development stage. I am assuming nobody has that information and in this case the rules will not allow an estimate. Fill in section 2 of the Computer Software Analysis Form and return it to me. If you quit using the computer software <u>before</u> June 30, 2009 you do not need to fill out a form.
9. Beginning July 1, 2009, for all software meeting the requirements in this document and the Computer Software Analysis Form, please fill out a form and return it to me. I will analyze the information and get back to you with an answer as to whether you will have to track the <u>actual</u> number of person-hours in the Application development stage.