

MEMORANDUM

TO: All Agencies, Boards and Commissions

FROM: Bo Botelho, Materiel Administrator

DATE: July 1, 2015

SUBJECT: Annual Physical Inventory Information
Auditor F/A Listing Report Filing Date August 31, 2015

As per State Statute 81-1118.02 Agencies, Boards, and Commissions are required to conduct an annual inventory of property belonging to the State of Nebraska and in their possession, custody, or control as of June 30. **The report is to be completed and filed with the Materiel Administrator/ Surplus Property by August 31, 2015.** The accepted report format is the Auditor F/A Listing Report (R5509273).

PLEASE READ CAREFULLY AND NOTE NEW REQUIREMENTS

Items which meet or exceed the capitalization threshold established by each agency are required to be entered and tracked in the EnterpriseOne Fixed Assets Module.

Agencies may establish policies with capitalization thresholds at dollar amounts below \$1,500 per item, at their own discretion for items not included in the above listing. **Please note: all firearms are required to be listed in EnterpriseOne as fixed assets, regardless of their cost. All computer towers, laptops, notebook computers, and tablet computers purchased from the date of this letter are required to be listed in EnterpriseOne as a fixed asset regardless of their cost.**

To ensure the State is able to correctly reflect all required fixed asset financial information in EnterpriseOne, it is essential that fixed asset records are complete and accurate. To assist in this process, agencies should generate the following EnterpriseOne Fixed Asset Reports:

- (a) Auditor F/A Listing Report (R5509273) - either by tag number or location (for item codes greater than 15)
- (b) Fixed Asset No Cost Integrity Report (R55362) – used to identify fixed asset records with no cost attached
- (c) Unposted Fixed Assets Transaction Report (R5512311) – used to identify costs which must be posted to the appropriate fixed asset record

Additional information and full instructions are available in the EnterpriseOne Training Guides found at: http://das.nebraska.gov/nis/training_manuals-9.1/Fixed%20Assets/index.html, under *Lesson 7: Running Reports*.

The Fixed Asset Barcode Program is the approved method for conducting the required annual inventory. Additional information, instructions and training for barcode scanner operations are located

at: http://das.nebraska.gov/nis/training_manuals-9.1/Fixed%20Assets/index.html, under *Lesson 8: Barcode Scanning*. Additional information can be found on the Surplus Property website at: <http://das.nebraska.gov/materiel/surplus/asset.html> under Section 17.

Individual User ID's for the barcode scanners have been established for EnterpriseOne Fixed Asset roles of FA15, FA20, FA30 and CAMs roles of CM20, CM21, CM25, CM30, CM31 and CM35. Barcode scanner security is based upon the user's security in EnterpriseOne. This allows the user to access only the fixed assets within their role. All other assets scanned will be identified as "Alien Assets." As with any technology based system, it is imperative employees do not share their User ID's and passwords with anyone.

When reporting the annual physical inventory of property to the Materiel Administrator/Surplus Property, agencies have the option of either: 1) submitting the hard copy of the "Auditors F/A Listing Report," or 2) creating a PDF version of this same report on a CD. Along with the report, agencies are to submit a cover memorandum acknowledging the required annual inventory has been completed.

Questions regarding this information may be emailed to: as.MaterielFixedAssets@nebraska.gov
To quickly respond to questions or concerns sent to this email address, there will be multiple staff members monitoring and responding to emails sent to this address. (General ledger, depreciation, and other accounting issues will be forwarded to State Accounting.)