



Pete Ricketts, Governor

## MEMORANDUM

TO: All Agencies, Boards and Commissions; Fixed Asset Coordinators

FROM: David D. Zwart, Materiel Administrator

DATE: June 1, 2018

SUBJECT: Annual Physical Inventory Information  
Auditor F/A Listing Report Filing Due Date August 31, 2018

As per State Statute 81-1118.02, all Agencies, Boards, and Commissions are required, annually, to make or cause to be made an inventory of all property, belonging to the State of Nebraska and in their possession, custody, or control as of June 30. The report is to be filed with the Materiel Administrator by August 31, 2018. The currently accepted report format is the Auditor F/A Listing Report (R5509273) which is generated out of EnterpriseOne.

## PLEASE READ CAREFULLY

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

### EXCEPTIONS, REGARDLESS OF COST INCLUDE:

- **Firearms** – All **firearms** are required to be listed in EnterpriseOne as fixed assets, regardless of cost.
- **Computers, etc.** - All **computer towers, laptops, notebook computers, and tablet computers purchased since July 1, 2015**, are required to be listed in EnterpriseOne as a fixed asset, regardless of cost.

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.

To ensure the State properly reflects 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:

1. Fixed Asset No Cost Integrity Report (R55362) – used to identify fixed asset records with no cost attached

David D. Zwart, Materiel Administrator

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2. Unposted Fixed Assets Transaction Report (R5512311) – used to identify costs which must be posted to the appropriate fixed asset record
3. Auditor F/A Listing Report (R5509273) - either by tag number or location (for item codes greater than 15)

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](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 currently 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](http://das.nebraska.gov/nis/training_manuals-9.1/Fixed%20Assets/index.html), under *Lesson 8: Barcode Scanning*. Additional information, including an updated can be found on the Materiel Division - Surplus Property website at: <http://das.nebraska.gov/materiel/surplus/fixe-asset.html> under *Section 17*, which has been updated and revised to include troubleshooting instructions.

Individual User ID's for the barcode scanners can be 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. If a User ID needs to be established, please contact Materiel Division.

**Alien Assets:** If your agency or area(s) has a leased copier or other asset that belong to another agency/state entity, please scan these fixed assets. It will appear as an "Alien" asset, which will then allow the owning agency to verify the location and scan of the asset within EnterpriseOne. If you have a leased copier, and it is not tagged, please contact Copy Services for tag information (402.471.2912).


**When reporting the annual physical inventory of property to the Materiel Administrator, agencies have the option of either:**

- 1) submitting the hard copy of the "Auditors F/A Listing Report," with a cover memorandum or letter acknowledging the required annual inventory has been completed and that all ; or
- 2) submitting a disk with a PDF version of the "Auditors F/A Listing Report," with a cover memorandum acknowledging the required annual inventory has been completed.

Questions regarding this information may be emailed to: [as.MaterielFixedAssets@nebraska.gov](mailto:as.MaterielFixedAssets@nebraska.gov). Please note, general ledger, depreciation, and other accounting issues will be forwarded to State Accounting.

### **PREPARATION FOR FUZION – FIXED ASSET CLEAN-UP**

As you are aware, fuzioN is scheduled to go live April 1, 2019. In order to clean up the fixed asset data to ensure a smooth and accurate transition from EnterpriseOne to fuzioN, it is imperative that you clean up your fixed asset records by looking at the following:

1. Ensure descriptions are thorough and accurate.
  2. Ensure location lines are accurate and consistent.
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3. Ensure items have proper item codes and sub-item codes
4. Clean up any items in a working status other than WK, where possible:
  - a. UL statuses (unable to locate),
  - b. SN or ST statuses (standby), or
  - c. PA, PD, PS, PT, or PZ statuses (pending).

As always, should you have any questions or concerns, please feel free to contact our office.

