

MEMORANDUM

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

FROM: Jennifer Sommars-Link, Materiel Administrative & Legal Services Manager

DATE: June 28, 2021

SUBJECT: Annual Physical Inventory Information – Inventory Due Date August 31, 2021

Per Neb. Rev. Stat. § 81-1118.02 Agencies, Boards, and Commissions are required to conduct an annual inventory of all property belonging to the State of Nebraska and in their possession, custody, or control as of June 30. The inventory is to be completed and filed with the Materiel Administrator by August 31, 2021.

PLEASE READ CAREFULLY

CAPITALIZATION THRESHOLD IS \$5,000. Items at \$5,000 or more are required to be entered in the EnterpriseOne (E1) Fixed Assets Module. Please see the Capital Outlay section of the State Accounting Manual for additional guidance. Agencies may establish policies with capitalization thresholds *lower than* \$5,000 per item at their own discretion. (*\$5,000 threshold effective 3/27/2019*)

Exceptions* - **All firearms**, regardless of cost, are required to be entered in E1 as a fixed asset.

METHOD OF CONDUCTING INVENTORY. Agencies may conduct their annual inventory utilizing whatever method works best for the agency. Barcode scanning is one available method of conducting an inventory of fixed assets. The Materiel Division may loan scanners to those agencies who wish to utilize this method. See *Barcode Scanner Users section below*.

SUBMITTING INVENTORY. The inventory report can be submitted in a format of the agency's choosing. It should reflect all property belonging to and in the possession, custody, or control of the agency as of June 30, 2021. Some format options include the Auditor F/A Listing Report (R5509273) generated from E1, spreadsheet(s) used for contents insurance purposes provided to Risk Management, or other listing maintained by the agency.

CERTIFICATION MEMO. Inventories should include a certification memo on agency letterhead certifying that the inventory was conducted and should include a statement that all items are indelibly tagged, marked, or stamped with "**Property of the State of Nebraska**" as required by § 81-1118.02.

ASSET MANAGEMENT MANUAL. For more information regarding asset management, including disposal processes, please see our Asset Management Manual found at [Asset Management \(nebraska.gov\)](https://www.nebraska.gov/asset-management). Teammates managing assets should be familiar with the contents of this Manual.

ADDITIONAL INFORMATION.

- **E1 guides**, including instructions for integrity reports to assist an agency in ensuring accurate financial information, exist in E1 and can be found at <https://das.nebraska.gov/accounting/pay-fin.html> > Payroll and Financial Center > Fixed Assets.
- **Email is Acceptable:** Agencies should submit their certification memo and inventory via email to: as.MaterielFixedAssets@nebraska.gov. If necessary or preferred, a hard copy (inventory can be contained on a CD) can be sent to the Materiel Administrator at 1526 K Street, Suite 130, Lincoln, NE 68508.

Questions regarding asset management may be emailed to: as.MaterielFixedAssets@nebraska.gov. Please note, general ledger, depreciation, and other accounting issues will be forwarded to State Accounting.

FOR BARCODE SCANNER USERS

Should your agency choose to use barcode scanners, please refer to the Fixed Assets Barcoding Manual located at: [Barcoding Manual](#). Loaner scanners are available for agency use if your agency does not own a scanner. Arrangements for scheduling and training on use can be coordinated by contacting Hunter Shellhase at 402-471-8295 or as.materielfixedassets@nebraska.gov.

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 send an email to as.MaterielFixedAssets@nebraska.gov.

Alien Assets: If your agency has in your area asset(s) that belong to another agency/state entity, please scan them. It will allow the owning agency to review all "alien" asset scans, verify the location and accept the scan within EnterpriseOne. If you have a leased copier, and it is not tagged, please contact Copy Services for tag information (402-471-2912).

Please do not hesitate to reach out with any questions or suggestions. You may contact me by either phone or email at 402-471-1405 or Jennifer.sommarslink@nebraska.gov. Thank you!