

State of West Virginia

**Department of Administration
Purchasing Division
Program Services Section
Surplus Property Unit**

Part I

**Inventory Management
Surplus Property Disposition**

Part II

**Inventory Management
WVFIMS Fixed Asset Training Manual**

**Ken Frye, Assistant Director
Program Services Section
Surplus Property Unit
Purchasing Division**

Revised March 13, 2008

Table of Contents for the Inventory Management/Surplus Property Disposition Training Manual-Part I

Section One:	1
Scope	1
Authority	1
Section Two: Introduction	1
Section Three: Inventory Management	2
Coordinator	2
Removable Property	2
Fixed Property	2
Reportable Property	3
Library Holdings	4
Group Purchases/Unit Costs	4
Donations	5
Non-Reportable Property	5
Computer Software/Modular Furniture	5
Identification Tags	5
Added Property	6
Lost Property	6
Stolen Property	6
Destroyed Property	6
Correction	7
Physical Inventory	7
Certification	7
Inquiries	8
Section Four: Surplus Property Disposition	9
Methods of Disposition	10
Agency Delivers Property to Surplus Property	10
Request Pickup by Surplus Property	11
Sale On-Site	12
Trade-In	12
Sell for Scrap Value	14
Send to Landfill	14
Property/Equipment Transfer	14
Cannibalization of Equipment	15
Inquires	15

Table of Contents

for the Inventory Management - WVFIMS Fixed Asset System
Training Manual - Part II

ENTRY PROCEDURES	17
1 Adding New Assets	17
2 Adding Duplicate Assets	18
 ASSET INQUIRIES	 25
1 Fixed Asset Inquiries	25
 MODIFYING ASSETS	 28
1 Modifying an Asset	28
 DATA CHANGE REQUESTS	 30
1 Generating a Data Change Request	30
 RETIRING ASSETS	 37
1 Retiring Assets	37
Modify Asset Retirements	45
2 Delete Asset Retirements	47
3 Asset Retirement Inquiry	48
4 Agency Approval of Asset Retirement	49
1 Agency Approval	49

APPENDIX

Appendix: Forms

- Inventory Management Coordinator Designation Form
- Inventory Management Certification Cover Sheet
- WV-103 Surplus Property Retirement Form
- WV-103 Surplus Property Retirement Continuation Sheet

**State of West Virginia
Purchasing Division**

**INVENTORY MANAGEMENT
and
SURPLUS PROPERTY DISPOSITION**

Policies and Guidelines

Part 1

Section One. General Information

1.1 Scope:

The scope of the **Inventory Management and Surplus Property Division Policies and Guidelines** is to provide guidelines to State agencies on inventory management and surplus property disposition.

1.2 Authority:

Authority to implement guidelines for State agencies to maintain and control their State-owned property and dispose of surplus obsolete equipment is granted to the Director of the Purchasing Division in provisions of Chapter five, Article three, Section thirty-four and forty-five of the **West Virginia Code**.

Section Two. Introduction

- 2.1 The West Virginia Purchasing Division has prepared this manual as a guide to assist inventory control managers at the State agency level in managing State-owned property and disposing surplus equipment. These policies will help ensure that inventory management and disposal of surplus property are handled within the parameter of the State law, and policies established by the Purchasing Division.

Section Three. Inventory Management

3.1 The head of every department of State government must, on or before July fifteenth of every year, file with the Director of the Purchasing Division a certification verifying that all reportable property in its possession as of the close of the last fiscal year was properly entered into the WVFIMS Fixed Asset System in accordance with the policy and the WVFIMS Fixed Assets Training Manual. (See Part II of this handbook for detailed instructions on entering and retiring assets in the WVFIMS Fixed Asset System.)

3.2 **Coordinator:**

Each agency head is responsible for appointing an agency inventory coordinator and registering the coordinator's name(s) with the Surplus Property Unit of the Purchasing Division by completing the **Inventory Management Coordinator Designation Form, WV-101** (see Appendix A). The agency coordinator will be responsible for maintaining the agency's inventory and submitting proper and timely information to the Surplus Property Unit of the Purchasing Division as required. The coordinator's responsibility is also to notify and train employees within their agency on the procedures regarding the care and proper disposition of all state owned equipment as outlined in this handbook.

3.3 **Responsibility:**

Agencies are responsible for all property under its jurisdiction, regardless of its state (removable or fixed), origin, or acquisition cost. Agencies are responsible for maintaining equipment from date of purchase to date of retirement, such as keeping equipment secure, entering assets into the WVFIMS Fixed Asset system, conducting physical inventories, submitting annual certification, retiring assets properly, etc **all in accordance with policy and procedures as outlined in this handbook.**

3.4 **Removable Property:**

Removable property is defined as equipment, machinery, furniture and fixtures which are not attached to the land, building, or improvements and is capable of being removed, although some disassembly may be required. For example, a piece of equipment which is bolted to the floor for stability purposes may be considered removable property to be placed in inventory.

3.5 **Fixed Property:**

Fixed property is defined as fixtures attached to land, buildings, or improvements in such a way that removal alters the intended use of the facility or site. If the fixtures are part of

the land, buildings or improvements to which they are attached, they are not reportable property.

3.6 **Reportable Property:**

The Purchasing Division has established a capitalization figure of \$1,000 and a useful life of one (1) year or more as reportable property. This means that any item which has an original acquisition cost of \$1,000 or more and useful life of one (1) year or more is required to be entered into the WVFIMS Fixed Asset system. Although not required by the Purchasing Division, agencies may, however, enter property or equipment costing less than \$1,000 in the Fixed Asset system.

3.6.1 **Exceptions:** It is mandatory the following commodities are entered in WVFIMS Fixed Asset system:

3.6.1.1 Firearms **regardless of the cost.** Please make sure all serial numbers are entered correctly.

3.6.1.2 All computers (including laptops and central processing units [CPU]) with an acquisition cost of \$500 or more.

3.6.2 All other commodities and supplies which have a value of at least \$1,000 are considered equipment, i.e, office or plant equipment (furniture, mechanical, electrical, technical); rolling stock (cars, buses, airplanes, motorboats, motorcycles); and independent classes or material, such as but not restricted to, athletic equipment, education equipment (projectors, screens, classroom television sets), and recreational equipment (motion picture cameras, recording equipment, and playground equipment).

3.6.3 Historical cost should be assigned to all assets though a review of invoices or purchase orders. Costs can be estimated if no invoice records exist, but the estimation must be reasonable and the method of calculation should be recorded and kept on file for audit purposes.

3.6.4 Property should be inventoried on a 'per item' basis. Individual items making one working component are to be inventoried as one piece of equipment. However, should a piece of equipment be purchased for the purpose of enhancing or upgrading the item, the cost of the upgrade can be entered into the WVFIMS Fixed Asset system on the "Add" screen under "Asset Cross Ref". This entry will tie the two assets together. Individual items with separate serial numbers making up one working component with a total cost of \$1,000 or more, i.e. computer equipment (monitor and CPU unit) are to be entered and tagged as separate items.

Quite often this equipment is retired as separate items.

3.6.5 Library Holdings

Library Holdings - At the end of the processing fiscal year, June 30th., all books purchased during that fiscal year should be entered in the WVFIMS Fixed Asset system as a new asset.

Example:

Asset ID	A59678	2000 Library Holdings	\$2,000
Asset ID	A68902	2001 Library Holdings	\$3,000
Asset ID	A78903	2002 Library Holdings	\$6,000

All books in Library Holdings are to be retired to the Surplus Property Unit and recorded on a WV-103 Retirement Form as **one lot of books**. The WV-103 Retirement Form must reflect the value of the books being retired. After Surplus Property approves the WV-103 Retirement Form, the agency must execute a Data Change Request reducing the value of the oldest library holding asset, unless the retired books are from a different year, in the same amount as the retirement value. A copy of the approved WV-103 Retirement Form is to be attached to the Data Change Request and submitted to the Purchasing Division's Surplus Property Unit for approval.

Example:

Asset ID - A59678 2000 Library Holdings - \$2,000:

You wish to retire books with a value of \$500.00. The WV-103 Retirement Form should be to retire books with a value of \$500.00. The Data change request should be to reduce Asset ID A59678, the oldest asset, to \$1,500.

When the Library Holdings for a particular fiscal year is reduced to zero value, a Data Change Request should be executed to delete that fiscal year's holdings out of the WVFIMS Fixed Asset system and be submitted to the Surplus Property Unit for approval.

3.7 Group Purchases/Unit Cost:

Items purchased in quantities of two (2) or more shall be placed into the agency's

inventory only after determining the unit cost of individual asset. Group purchases of items shall not be recorded in aggregate. Individual assets shall be recorded in the WVFIMS Fixed Asset system if the total cost of the group purchases result in a unit cost of \$1,000 or more and has a useful life of one (1) year or more. Each unit shall bear a separate numbered inventory tag and be entered into the WVFIMS Fixed Asset system as individual assets.

3.8 **Donations:**

Donated items that are acquired as a gift from an individual or organization are valued at fair market value on the date of the acquisition. Donated assets are to be tagged and placed in the agency's inventory, in accordance with the established policy of life expectancy of one (1) year or more and valued at \$1,000 or more.

3.9 **Non-Reportable Property:**

Non-reportable property is defined by the Purchasing Division to be those removable items, such as calculators, typewriters, lawn mowers, etc., costing under \$1,000. Items such as a load of gravel, a skid of paper, a freezer load of meat, grass seed, etc., are considered expendable items and are not to be tagged and placed in the agency's inventory.

3.10 **Computer Software/Modular Furniture:**

Computer software is an intangible asset and considered non-reportable. Modular furniture when purchased as separate pieces normally does not cost over \$1,000 per piece. It is recommended that modular furniture not to be placed into the WVFIMS Fixed Asset system. Most often these items are retired as separate assets.

3.11 **Identification Tags:**

All equipment over \$1,000 will have a numbered equipment identification tag and that equipment will be entered into the WVFIMS Fixed Asset system. Agency's will be responsible for obtaining and placing the proper tags on all equipment under their jurisdiction. Tags are to be placed on all items of property/equipment in such a manner that it can be easily seen and read.

3.11.1 The Purchasing Division has in effect a Statewide contract for Identification tags, **SWC-TAG**.

3.11.2 Tags without numbers are available on the Statewide contract should agencies wish to tag non-reportable property for identification purpose. However, tagging non-reportable property/equipment is not required by the Purchasing Division.

3.12 Added Property:

When an agency acquires new, reportable property/equipment, the item should be entered into the WVFIMS Fixed Asset system and labeled with a numbered identification tag. Agencies are responsible for adding new equipment into the WVFIMS Fixed Asset system as soon as the vendor's invoice has been paid and the FIMS 'I' document number has been established.

3.13 Lost Property:

When any reportable State-owned property has been declared "lost", the agency is required to retire the asset in the WVFIMS Fixed Asset system with the disposition code of "lost". Prior to reporting the equipment lost, every effort should be made to locate the equipment. The agency inventory coordinator should conduct a physical inventory in an attempt to locate the equipment as well as interview the employees responsible for or assigned the equipment to determine why the equipment was lost. The agency's inventory coordinator is to document the findings and submit the documentation along with a detailed letter signed by the department head or designee explaining the lost with the FIMS retirement cover sheet to the Purchasing Division's Surplus Property Unit. Upon approval by the Surplus Property Unit, the retirement document will have the status of "COM" in WVFIMS Fixed Asset system.

3.14 Stolen Property:

Every effort should be taken to secure all state owned equipment. Agency personnel should secure equipment when not in an office environment, i.e. vehicles containing state owned equipment should be locked when left unattended. When any property on the agency's inventory has been stolen, the theft is to be reported to the police. The police report along with a letter from the department head detailing the theft must be attached to the WVFIMS retirement agency cover sheet and submitted to the Purchasing Division's Surplus Property Unit. If approved, the retirement document will have the status of "COM" in the WVFIMS Fixed Asset system.

3.15 Destroyed Property:

When any reportable property has been destroyed, (*destroyed* means a natural disaster such as flood, fire, hurricane, etc) the agency should forward a WVFIMS retirement cover sheet for all destroyed assets along with a letter from the department head explaining how the property was destroyed to the Surplus Property Unit of the Purchasing Division. Once the Surplus Property Unit has reviewed the transaction and upon approval, the retirement document will have the status of “COM” in the WVFIMS Fixed Asset system.

Note: Lost, stolen, or destroyed disposition codes are not to be use to remove equipment from an agency’s inventory when retirement procedures were not follow to properly dispose of obsolete equipment.

3.16 Correction:

Agencies may make corrections to data entered into the WVFIMS Fixed Asset system within thirty (30) days from entry. After the thirty (30) day grace period, all corrections to the WVFIMS Fixed Asset system must be submitted on a Data Change Request to the Surplus Property Unit for review and approval. If approved by the Surplus Property Unit, the data change request will be completed and the requested changes will be made in the WVFIMS Fixed Asset system.

3.17 Physical Inventory:

All agencies are required to take a physical inventory once every three years, and shall have completed such physical inventory by June 30th. The physical inventory shall include reportable property under the agency’s jurisdiction with an acquisition cost of \$1,000 and an expected life of one (1) year or more.

3.17.1. It is recommended that a physical inventory be taken of all assets when:

- A new inventory coordinator is name by the department head and assumes responsibility for the agency’s fixed assets.
- An organizational change occurs affecting the distribution of equipment assigned to a particular location or department.

3.18 Certification:

Agencies are required to complete an annual **Inventory Certification Cover Sheet** and submit to the Purchasing Division by July 15th of every year. A certifiable inventory is identified as a true and accurate statement from the department head or designee verifying:

1. the date the last physical inventory was last taken of all equipment under the department's head jurisdiction (**A physical inventory is required once every three years**), and
2. all assets under the department head's jurisdiction as of June 30th with an acquisition cost of \$1,000 or more were entered in the WVFIMS Fixed Asset System for the current fiscal year, and
3. all obsolete assets under the department head's jurisdiction were retired in accordance with policy, procedures and guidelines.

3.19 **Inquiries:**

For information regarding the WVFIMS Fixed Asset system, inventory policy and procedures, etc. contact:

**Ken Frye
Purchasing Division
Surplus Property Unit
Program Services Section
2700 Charles Avenue
Dunbar, WV 25064
Telephone: 304-776-2626
Toll Free 1-800-576-7587
Fax: 776-2631**

Section Four. Surplus Property Disposition

- 4.1 The Surplus Property Unit is responsible for the disposition of **ALL** State reportable property no longer needed by the owning agency, **regardless of the acquisition cost.**
- 4.2 It is important to remember that the Surplus Property Unit must approve all methods of disposition with the exception of “Lost”, “Stolen” or “ Destroyed” regardless of the acquisition cost. **ALL** property no longer needed in a department is to be retired to the Surplus Property Unit of the Purchasing Division.
- 4.3 The disposal process will begin when the agency makes the decision to dispose of or retire a piece of reportable property. Based upon the condition of and the potential to reuse the item, the agency will recommend one of the following six (6) disposal methods.

- **Deliver Property to the Surplus Property Unit**
- **Request the Surplus Property Unit to Pick Up Property**
- **Request Sale-on Site**
- **Request Vendor Trade-in**
- **Sell for Scrape**
- **Send to Landfill**

- 4.3.1 All agencies no longer needing equipment/property must follow the retirement procedures as outlined in this hand book Agencies retiring equipment with an acquisition of \$1,000 or less and not in the WVFIMS Fixed Asset system are required to use the Surplus Property Retirement Form, WV-103 form (see Appendix-A). This form should accompany the equipment to Surplus Property.

Exception: Trade-in equipment (See trade-in procedures 4.5.4)

- 4.3.2 Agencies retiring equipment with an acquisition of \$1,000 or more are required to retire the equipment to Surplus Property electronically using the WVFIMS Fixed Asset System. The retirement process via WVFIMS Fixed Asset system will automatically generate an FIMS agency retirement cover sheet. This agency retirement cover sheet should accompany the equipment to Surplus Property for proper completion of the retirement.

4.3.3 **There can be only one method of disposition for each cover sheet/form.** For example, if there are five items on one cover sheet/form, all of those items must have the same method of disposition. The requested disposition method must be approved by Surplus Property prior to the agency taking any action on the retirement. Equipment must remain in the agency's possession until the requested disposition method has been approved by Surplus Property.

4.4 It is important that the item indicated on the **Surplus Property Retirement Form, WV-103 or WVFIMS retirement cover sheet** coincide exactly with the actual property being retired to the Surplus Property Unit. If the retirement documents and the actual property retired does not match, the retirement can not be completed by Surplus Property until a corrected retirement document is received by Surplus Property; therefore, the agency is held legally accountable for the property which they may no longer have in their possession.

4.5 **Methods of Disposition:**

4.5.1 **Agency Delivers Property to Surplus Property:**

Property no longer needed by a state agency should be delivered to the Surplus Property Unit at 2700 Charles Avenue, Dunbar, WV. The agency should offer the Surplus Property Unit a minimum of 24 hours notification prior to delivering the property. The receiving hours of the state property warehouse are 9:00 am to 4:00 PM. Please note space at the Surplus Property Unit facility is limited. Therefore, please note property delivered by state agencies without having a clear title to the Surplus Property Unit and not readily available for sale, a per diem storage fee may be assessed until the property is officially released to the Surplus Property Unit for disposal.

4.5.1.1 The agency driver who delivers the property to the Surplus Property Unit will provide the appropriate retirement document listing all property being retired. The appropriate retirement document is a WV-103 form for items with an acquisition cost of \$1,000 or less and not on the WVFIMS Fixed Asset System, **OR** a WVFIMS retirement cover sheet listing all items with an acquisition cost of \$1,000 or more. When the Surplus Property staff unloads and inventories the

property upon receipt, if the items on the retirement form do not match those delivered, the Surplus Property Unit may not sign the retirement form until the agency reconciles the difference by generating a new and accurate retirement form.

4.5.2 **Request Pickup By Surplus Property:**

State agencies are requested to deliver the property no longer needed by the agency to the Surplus Property Unit. However, if the agency is unable to make transportation arrangements for the property, the Surplus Property Unit may offer assistance. The Surplus Property Unit has its own transportation fleet and drivers who pick up and screen federal property at federal property generating sites in the eastern part of the United States on a full time basis.

4.5.2.1 The Surplus Property drivers are in your area screening and transporting federal property, they may also be able to pick up property being surplus by State agencies providing their schedule permits. These pickups are scheduled based upon the date of request and/or the location of the property.

4.5.2.2 The agency must have ready the appropriate retirement form when the Surplus Property driver picks up property at the agency's location. When the surplus property driver loads the property, he may not be able to inventory the property and, thus, sign off on the retirement form. If there is more than one item on the retirement form, the property will be inventoried when received at the Surplus Property state warehouse. If the retirement form is complete and accurate, the retirement form will be signed by Surplus Property, which will release the property to Surplus Property and render the retirement complete. If the items do not match the retirement form, the Surplus Property Unit may not sign the form until the

agency reconciles the difference by generating a new and accurate form.

4.5.3 Sale On-Site:

Property no longer needed by an agency may be disposed of by the Surplus Property Unit without removing it from the agency’s location. Property disposed of by this method may be sold to an organization eligible to purchase it, including other states agencies, or it may be advertised to be sold through a sealed bid process to the public. This is the preferred method of disposal when an item is exceedingly difficult or costly to transport or requires special handling.

4.5.3.1 The WV-103 retirement form or FIMS retirement cover sheet will be generated by the agency for approval by the Surplus Property Unit. If approved, the on-site sale will be scheduled. If disapproved, the Surplus Property Unit will notify the agency with additional instructions.

4.5.4 Trade-In:

The trade-in process, as with other methods of disposition, requires two steps: approval of the initial request and final approval after bids have been submitted (which is required before award.).

Before considering trading in existing equipment toward the purchase of new equipment, agencies must have the prior written consent of the West Virginia State Agency for Surplus Property (WVSASP) for any dollar amount. When soliciting bids, prices must be requested both with and without trade-in offers from the vendors to facilitate an accurate comparison by WVSASP, and also to establish a value for the new equipment for inventory purposes. For example:

Purchase Price	Trade-in Value	Total Price
\$1,500	\$500	\$1,000
\$1,200	N/A	\$1,200

It is important to note that the value of the new equipment without consideration of the trade-in allowance is the value to be used for determining the purchase process and also the value to be reflected on the agency's fixed asset inventory. A trade-in allowance does not allow a state agency to alter or circumvent the purchasing process.

When agencies request to exchange existing equipment on a "trade-in" basis when purchasing new equipment, the value is a determining factor in processing the request. If the value of the new equipment is less than \$10,000, and the original cost of the proposed trade-in item is more than \$1,000, the buying agency must submit a WVFIMS cover sheet to WVSASP requesting authorization to trade a piece of equipment in on the purchase.

In addition to the WVFIMS cover sheet, three written bids supplied by vendors must also be attached. If approved by WVSASP, this approval will be electronically transmitted to the agency via the WVFIMS Fixed Asset system. Upon receipt by WVSASP of an awarded purchase order produced by the agency and a receipt signed by the vendor receiving the equipment, WVSASP will approve the transaction by removing the items from the agency's inventory.

If the original cost of the item to be traded in is less than \$1,000, and is not listed on the WVFIMS Fixed Asset system, the asset must be added to the WVFIMS Fixed Asset system for trade in purposes. A WVFIMS cover sheet must be submitted to Surplus Property for disposition method approval. Once the trade in is complete, the agency must submit the WVFIMS cover sheet along with a receipt from the vendor accepting the trade in to WVSASP for final approval and completion.

If the value of the items to be purchased is greater than \$10,000, a copy of the requisition which was submitted to the Acquisition and Contract Administration Section of the Purchasing Division should be supplied to WVSASP along with the WVFIMS retirement cover sheet documenting the item requested to be used as trade-in. If the trade-in is approved, WVSASP will forward a signed copy of the WVFIMS cover sheet with a status of "AAP" to the buyer who will then award

the purchase order. Upon receipt by WVSASP of this awarded purchase order from the agency requesting the trade-in, WVSASP will approve the transaction and the status of the trade-in document will be "COM" rendering the transaction complete.

Only one-for-one trade-in will be considered, and items may be traded only for the same type of item. Trade-ins will not be authorized for items purchased from statewide contacts or sole source vendors, unless it is in the best interest of the state and approved by WVSASP.

4.5.5 **Sell for Scrap Value:**

Items which have a scrap value, i.e. various metals, may be disposed of for the content of the property, if authorized by the Surplus Property Unit. This will be accomplished through the use of a statewide contracts or other means coordinated by the Surplus Property Unit.

After the scrap dealer picks up the property or the agency has the property delivered to the scrap dealer's facility, the agency will forward the dealers weight ticket receipt for those items listed on the **Surplus Property Retirement Form, WV-103 of WVFIMS retirement cover sheet** for final completion by Surplus Property.

4.5.6 **Send to Landfill:**

Certain property which has no value and cannot be reused may be disposed of by transporting it to a landfill, if authorized by the Surplus Property Unit. Transporting and/or costs associated with this method of disposal will be born by the owning agency. The appropriate retirement form/FIMS cover sheet requesting this method of disposal will be generated and submitted to the Surplus Unit for approval.

4.6 **Property/Equipment Transfer:**

The transfer of equipment/ property between agencies is prohibited unless mandated by executive order or legislative action. In this case, please contact the Purchasing Division for specific instructions.

4.7 **Cannibalization of Equipment**

Cannibalization of equipment is **strictly prohibited** unless pre-approved by the Surplus Property Unit.

4.8 **Inquires:**

For additional informational on methods and approval of property disposition, please contact:

**Ken Frye
Purchasing Division
Surplus Property Unit
Program Services Section
2700 Charles Avenue
Dunbar, WV 25064
Telephone: 304-776-2626
Toll Free 1-800-576-7587
Fax: 776-2631**

INVENTORY MANAGEMENT

WVFIMS FIXED ASSET SYSTEM

TRAINING MANUAL

PART II

Ken Frye, Assistant Director
Program Services Section
Surplus Property Unit
Purchasing Division

Revised June 30, 2004

SECTION ONE

ADDING NEW ASSETS

Instructions for adding a fixed assets to the WVFIMS Fixed Asset System:

Menu Options:

1. Select **Fixed Assets System** from the WVFIMS main menu.
2. Select **Fixed Asset Add** from the Fixed Asset menu.

Screen #1

ID: FA#1504	STATE OF WEST VIRGINIA	01/22/03
FX00030	FINANCIAL INFORMATION MANAGEMENT SYSTEM	10:17:27
ADD FIXED ASSET		
ORG: 0000	FIMS FUND: ____	
TAG NUMBER: _____	ACQUISITION METHOD: __	
WVFIMS DOCUMENT: _____	DETERMINED BY: __	
ACQUISITION DATE: _____	ASSET TYPE: __	
VALUE: _____		
IN SERVICE DATE: _____		
QUANTITY: _____		
ITEM DESCRIPTION: _____		
LOCATION: _____		
SERIAL NUMBER: _____	MODEL: _____	
MAKE: _____	MANUFACTURER: _____	
ASSET CROSS REF: _____		
NEXT: ____		
PF1 =HELP	PF2 =DUP	PF3 =END
PF4 =MENU	PF6=COMMENTS	PF9=AGY SCR

All fields on this screen are required as it applies to the equipment with the exception of “Quantity” which is pre-filled with “1”, and “Asset Cross Ref” which is used only when cross referencing an asset back to another asset. In this case, enter the asset ID number being referenced in this field.

1. **Org:** Enter your agency’s state level organization number. This is a four digit number; e.g., 0214.

2. **FIMS Fund:** Enter the four digit fund number the assets was paid from.

3. **Tag Number:** Enter the tag number of the asset being added. This number is assigned by the agency and affixed to the equipment being added. The tag number may be alpha/numerical combination but must be unique for your agency.

4. **Acquisition Method:** Enter the acquisition method. If not known, enter an “*” and press “enter” to obtain a browse screen of options. Select the appropriate method from the browse screen by typing an “S” in the field to the left of the screen and press “enter”. (See Screen #2). The system will automatically retrieve and enter your selection in the field on the Add Fixed Asset screen.

Screen #2

ID: FA#1504	STATE OF WEST VIRGINIA	01-22-03
FX00950	FINANCIAL INFORMATION MANAGEMENT SYSTEM	11:01:03
ACQUISITION METHOD		HELP BROWSE
CODE DESCRIPTION		CODE DESCRIPTION
_ 01 PURCHASE FROM VENDOR		_____
_ 02 INSTALLMENT PURCHASE		_____
_ 03 FROM SURPLUS PROPERTY		_____
_ 04 FROM STATE AGENCY		_____
_ 05 DONATION		_____
_ 06 PROJECT LEDGER		_____
_ 07 C.O.P.		_____
_ 08 CAPITAL LEASE		_____
_ 09 BANK TRUST PAYMENT		_____
_ 10 CONCESSIONAIRE CNTRT		_____
PAGE: 01		
PF3 =END	PF4 =MENU	PF6 =TOP
		PF7 =BKWD
		PF8 =FWD

5. **WVFIMS Document:** Enter the “I” document number generated when the invoice was paid. If the asset was paid via the P-card, then enter the “S” number.

6. **Determined By:**

Enter the code number for how the cost was determined. If unknown, enter and “*” and press “enter” for a browse screen of options. Type an “S” to the left of the correct number and press “enter”. (See Screen #3). The system will automatically retrieve and enter your selection in this field on the Add Fixed Asset screen.

Screen #3

ID: FA#1504	STATE OF WEST VIRGINIA	01-22-03
FX00950	FINANCIAL INFORMATION MANAGEMENT SYSTEM	11:11:11
	VALUE DETERMINATION	HELP BROWSE
CODE DESCRIPTION		CODE DESCRIPTION
_ 01 HISTORICAL COST		_ _ _ _ _
_ 02 EST HISTORICAL COST		_ _ _ _ _
_ 03 FMV / APPRAISAL		_ _ _ _ _
PAGE: 01	INVALID KEY PRESSED	
PF3 =END	PF4 =MENU	PF6 =TOP PF7 =BKWD PF8 =FWD

7. **Acquisition Date:**

Enter the date the equipment was received by your agency. The date entered must be MMDDYYYY: e.g., 01012003. This date cannot be a future date.

8. **Asset Type:**

Enter the asset type code number. If unknown, a browse can be obtained by entering an “*” and pressing “enter”. Select the appropriate asset type by typing an “S” in the field to the left and press “enter”. (See screen #4). The system will automatically retrieve and enter your selection in this field on the Add Fixed Asset screen.

Screen #4

```
ID: FA#1504                STATE OF WEST VIRGINIA                01-22-03
FX00950                    FINANCIAL INFORMATION MANAGEMENT SYSTEM        11:21:00

                                HELP BROWSE

---- EQUIPMENT ----                - EQUIPMENT CONTD -
_ 01 AIRPLANES / HELICOPTERS        _ 24 HOUSE/OFFICE MOVABLE TRAILERS
_ 02 VEHICLES - AGENCY OWNED        _ ____ -----OTHER-----
_ 03 VEHICLES - TRAVEL MANAGEMENT    _ 14 LAND
_ 04 COLLECTIBLES                    _ 15 LAND IMPROVEMENTS
_ 05 COMPUTER EQUIPMENT              _ 16 BUILDINGS
_ 06 GENERAL MACHINERY / EQUIP        _ 17 BUILDING IMPROVEMENTS
_ 07 HWY CONSTRUCTION EQUIP          _ 18 LEASEHOLD IMPROVEMENTS
_ 08 HOUSEHOLD EQUIP AND FURN        _ 19 LIBRARY HOLDINGS
_ 09 MEDICAL EQUIPMENT                _ 20 LIVESTOCK
_ 10 OFFICE AND COMMUNICATION EQUIP   _ 21 CONSTRUCTION IN PROGRESS
_ 11 RESEARCH AND EDUCATIONAL EQUIP   _ ____ ----DHHR ONLY----
_ 12 STORE FIXTURES AND EQUIP        _ 46 BUILDING SERVICES (DHHR)
_ 13 WAREHOUSE FIX AND EQUIP         _ 47 FIXED EQUIPMENT (DHHR)
_ 22 WATER CRAFT                      _ 48 MOVABLE EQUIPMENT (DHHR)
_ 23 FIREARMS                          _ 49 FARM EQUIPMENT

PAGE: 01 NO MORE PAGES

PF3 =END    PF4 =MENU    PF6 =TOP    PF7 =BKWD    PF8 =FWD
```

9. **Value:**

Enter the cost of the equipment. Use decimal points only if the amount is not in whole dollars. This should be the original purchase price of the equipment. However, if the item is donated, enter the fair market value at the time of donation. Items purchased from Surplus Property Unit will be the actual cost paid to Surplus Property Unit for the equipment.

If the dollar value is unknown, the cost should be estimated if no invoice record exist; however, the estimation must be reasonable and the method of calculation should be recorded on the “comment screen” and other documentation properly filed.

10. **In service date:** Enter the date the equipment was placed in service. (MMDDYYYY). The date entered into this field must succeed the acquisition date.
11. **Quantity:** This is a pre-filled field with "1". If entering acreage, the field may be in fractions.
12. **Item Description:** Enter a complete description of the equipment.
13. **Location:** Enter the exact location of the equipment.
14. **Serial Number:** Enter the serial number of the equipment, if applicable.
15. **Model:** Enter the model number of the equipment, if applicable.
16. **Make:** Enter the make of the equipment, if applicable.
17. **Manufacturer:** Enter the manufacturer of the equipment, if applicable.
Note: Numbers 14, 15, 16 and 17 are required field for assets coded 01, 02, 03, 05, 06, 09, 10 and 23.
18. **Asset Cross Ref:** Enter the Asset ID number that the equipment is being cross referenced to.

After entering the information on the Add Fixed Asset screen, you may press **"enter"** to add the asset to the system or **PF9** to add additional information on the agency screen. (See Screen #5). It is highly recommended that as much information as is available be added to the agency screen. A unique system generated fixed asset document number will be displayed at the bottom of the screen.

Screen #5

ID: FA#1504	STATE OF WEST VIRGINIA	01/22/0
FX00M3A	FINANCIAL INFORMATION MANAGEMENT SYSTEM	11:58:3
ADD FIXED ASSET AGENCY SCREEN		
PROJECT ID: _____	TEAM PO NUMBER: _____	
FIMS PO IDENTIFIER: _____	WVFIMS VENDOR NO: _____	
COMMODITY CODE: ___ - ___	TEAM VENDOR NO: _____	GROUP: ___
BUILDING: _____	FLOOR: _____	
COUNTY: ___	ROOM: _____	
EXTENDED ORG: _____	MISC FIELD 2: _____	
MISC FIELD 3: _____	MISC FIELD 4: _____	
DEPRECIATE (Y/N): N		
----- AGENCY DEPRECIATION -----		
ORIGINAL VALUE:	.00	DETERMINED BY: ___
ACCUMULATED DEPREC:	.00	USEFUL LIFE: ___ YEARS
SALVAGE VALUE:	.00	
NEXT: _____		
PF1=HELP PF3 =END PF4 =MENU PF6=COMMENTS PF9=FX SCREEN`		

ADDING DUPLICATE ASSETS

Adding multiple assets in the WVFIMS Fixed Asset system has been made easy for the agency. An agency may have a purchase order for twenty (20) computers, with only the serial number being different. Follow the instructions below to enter duplicate assets.

1. After entering the information on the Add Fixed Asset screen for the first asset, **do not press “enter”**. At the bottom of the screen, there is a **PF2=DUP** navigation key. Pressing the **PF2=DUP** key will system generate an Asset ID number for the first asset and retain the information previously entered for the first asset with the exception of the tag number and serial number, if applicable. These two fields will be blank. Continue to add the other assets with a different tag number and the correct serial number for each additional asset accordingly.
2. The Add Fixed Asset Agency screen is also duplicated. If this screen is used to enter the first asset, the information will remain for the second asset. If, however, it is not used, the screen will remain blank. Be careful when using the agency screen, making sure changes or additions are also made. At the end of the Add Agency Fixed Asset screen, press **“PF9”** to access the Add Fixed Asset screen. Then press **“PF2”** to continue adding duplicate assets. Once all duplicate assets are entered, press **“enter”**.

Information entered in the location, floor and miscellaneous fields should be consistent. This will be helpful when inquiring or running reports.

ADDING COMMENTS TO AN ASSET

1. You may add comments to an asset any time during the life of the equipment by pressing **“PF6=Comments”**. To add a comment to an asset while adding the new asset, **Press “PF6=Comments”** and add the comment. If the asset is already added, go to the **“Fixed Asset Modify”**, retrieve the asset, press **“PF6=Comments”** and add your comments. See Screen #1.

Screen #1

ID: FA#1504	STATE OF WEST VIRGINIA	01/27/0
FX00680	FINANCIAL INFORMATION MANAGEMENT SYSTEM	09:57:2
COMMENTS ENTRY		PAGE 00
ORG: 0214	TAG NUMBER: 923901	ASSET ID: 0000232494
DESCRIPTION: HP PRINTER		
COMMENT		

NEXT:		
PF3 =END PF4 =MENU PF7 =BKWD PF8 =FWD		
PF5 =PRINT PF9 =AGY SCR PF10=FIXED ASSET		

Screen #2 reflects the comment added and the User ID number and date the comment was added.

Screen #2

ID: FA#1504	STATE OF WEST VIRGINIA	01/27/0
FX00680	FINANCIAL INFORMATION MANAGEMENT SYSTEM	10:04:2
COMMENTS ENTRY		PAGE 01
ORG: 0214	TAG NUMBER: 923901	ASSET ID: 0000232494
DESCRIPTION: HP PRINTER		
COMMENT		
THIS ASSET WAS REPLACED UNDER WARRANTY.		FA#1504 01/27/2003

NEXT:

PF3 =END PF4 =MENU PF7 =BKWD PF8 =FWD

PF5 =PRINT PF9 =AGY SCR PF10=FIXED ASSET

SECTION TWO

ASSET INQUIRY

Instructions to inquire an asset on the WVFIMS Fixed Asset System:

Menu Options:

1. Select **Fixed Assets Systems** from the WVFIMS main menu.
2. Select **Fixed Asset Inquire** from the Fixed Assets menu.

Screen #1

```
ID: FA#1504                STATE OF WEST VIRGINIA                01/22/03
FX00020                   FINANCIAL INFORMATION MANAGEMENT SYSTEM    13:36:27
                               INQUIRE FIXED ASSET - KEY PROMPT

WVFIMS ASSET ID: _____
OR
ORGANIZATION: _____
AND
TAG NUMBER: _____
OR
SERIAL NUMBER: _____
OR
ASSET TYPE: _____
OR
LOCATION: _____
OR
WVFIMS DOCUMENT: _____
OR
PROJECT ID: _____
```

NEXT: ____

PF1 =HELP PF3 =END PF4 =MENU

(See screens #1, #2, and #3).

1. Enter the WVFIMS Asset ID and press **“enter”**. There is no browse here.

OR

2. Enter the four digit state level organization number and one of the following:
3. Enter the tag number of the asset, if known. To obtain a browse of all the assets of an organization enter and **“*”** and press **“enter”**. To choose an asset from the browse, type an **“S”** in the field to the left of the asset and press **“enter”**. (See Screen #2)

OR

4. To obtain a browse of all the assets of a particular type (computers), type the asset code and press **“enter”**. If the asset code is unknown, enter an **“*”** here and press **“enter”**.

OR

5. Enter the location or the beginning letters of a location to obtain a browse of locations.

OR

6. Enter an **“*”** or the WVFIMS document number and press **“enter”** to obtain a browse of assets by WVFIMS document number. Any letter or number will start the browse at the asset which starts with the letter or number.

OR

7. To obtain a browse of all the assets associated with a particular project, type the correct number in the Project ID field. To choose an asset from the browse, type an **“S”** in the field to the left of the asset and press **“enter”**.

Screen #2

ID: FA#1504	STATE OF WEST VIRGINIA	01/22/0			
FX00070	FINANCIAL INFORMATION MANAGEMENT SYSTEM	13:51:5			
BROWSE FIXED ASSETS BY ORG/TAG NUMBER					
WVFIMS ORG: 0214 PURCHASING DIVISION OF					
		IN			
TAG NUMBER	ASSET ID	ITEM DESCRIPTION	SER		
_ 920264	A000204523	HP LASER JET SERIES II PRINTER	N		
_ 920278	A000038183	DMS 1000 SYSTEM	N		
_ 920285	A000040665	MONITOR	N		
_ 920773	A000038138	CPU UNIT	N		
_ 921651	A000180408	PERSONAL COMPUTER	Y		
_ 921652	A000180411	PERSONAL COMPUTER	N		
_ 921653	A000180414	PERSONAL COMPUTER	Y		
_ 921654	A000180415	PERSONAL COMPUTER	N		
_ 921657	A000198186	LAPTOP	N		
_ 922061	A000243220	CPU	Y		
_ 922062	A000243226	MONITOR	Y		
_ 922063	A000243221	CPU	Y		
_ 922064	A000243227	MONITOR	Y		
PAGE: 01					
NEXT: ____					
PF1 =HELP	PF3 =END	PF4 =MENU	PF6 =TOP	PF7 =BKWD	PF8 =FWD

The WVFIMS Fixed Asset system retains a history of all records regardless of their status. Items deleted or retired can still be inquired upon and viewed by the agency.

Each browse allows an asset to be selected for viewing. If the browse is longer than one page, **"PF7"** & **"PF8"** will navigate the pages forward and backward from the Inquire Fixed Asset screen.

SECTION THREE

MODIFICATIONS /DELETIONS

1. Modifying/Deleting an Asset

The WVFIMS Fixed Asset system was designed with flexibility in mind but at the same time retain the integrity of a statewide fixed asset/inventory management system. Agencies may modify or delete a newly added asset within the first thirty (30) days from the date of entry with the exception of changing the Asset ID number or the organization number. After the thirty (30) days have expired, the information entered by the agency cannot be modified or deleted. All modifications and deletions to an asset after the thirty (30) day limit must be accomplished by generating a “Data Change Request.” (See Section Four)

Follow the instructions below to modify an asset:

Menu Options:

1. Select **Fixed Assets System** from the WVFIMS main menu.
2. Select **Fixed Asset Modify** from the Fixed Assets menu.

See Screen Print #1

1. The data in bold can be modified by the agency within thirty (30) days of entry.
2. Information on the agency screen can be modified at any time.

Screen #1

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/03
FX00040	FINANCIAL INFORMATION MANAGEMENT SYSTEM	13:02:47
MODIFY FIXED ASSET		
ORG: 0215		
TAG NUMBER: 922069	ASSET ID: A000245839	
WVFIMS DOCUMENT: I005615578	FIMS FUND: 2300 TRAVEL MANAGEMENT O	
ACQUISITION DATE: 07/11/2002	ACQUISITION METHOD: 1 PURCHASE FROM VENDOR	
VALUE: 3,155.00	DETERMINED BY: 1 HISTORICAL COST	
IN SERVICE DATE: 07/11/2002	OUT OF SERVICE DATE: _____	
ASSET TYPE: 5 COMPUTER EQUIPMENT		
QUANTITY: 1		
ITEM DESCRIPTION: COMPAQ NOTEBOOK EVA N600 C (LAPTOP COMPUTER)		
LOCATION: 2019 WASHINGTON STREET, E.		
SERIAL NUMBER: 7E27KBSZ301G	MODEL: EVO	
MAKE: N600C	MANUFACTURER: COMPAQ	
CROSS REF. ID: _____		
NEXT: ____		
PF1=HELP	PF4=MENU	PF6=COMMENTS
PF10=AGY SCR	PF12=Delete	PF3=End

SECTION FOUR

DATA CHANGE REQUEST

Agencies may modify information added to the WVFIMS Fixed Asset system within thirty (30) days of entry. After the thirty (30) days, all changes to an asset must be accomplished on a “Data Change Request”. This method is to be used only to correct data originally entered or delete an asset that has been entered more than one time. **It is not to be used to delete an asset from an agency’s inventory when the asset was retired or disposed of improperly. All obsolete reportable equipment is to be retired to the Surplus Property Unit following established guidelines.**

Follow the instructions below to generate a Data Change Request.

Menu Options:

1. Select **Fixed Assets System** from the WVFIMS main menu.
2. Select **Fixed Asset**
3. Select **Fixed Asset Data Change Request**

See Screen #1.

1. Enter the 4 digit organization number.
2. Enter a detailed explanation of changes being requested

Screen #1

ID: FA#1504	STATE OF WEST VIRGINIA	01/23
FX00710	FINANCIAL INFORMATION MANAGEMENT SYSTEM	13:47
FIXED ASSETS - ADD DATA CHANGE REQUEST		
ORGANIZATION: 0214 PEOPLE OF WEST VIRGINIA		
DATE: 01/23/2003		
PURPOSE OF CHANGE WITH DETAILED EXPLANATION:		
This equipment was replaced under warranty on 01/15/2003. Changing		
the serial to coincide with the equipment received. See attached		
correspondence verifying replacement of equipment.		
CONTACT NAME:	KEN FRYE	PHONE: 776-2626
NEXT: ____		
PF1 =HELP	PF3 =END	PF4 =MENU PF9=ITEMS

3.Press **“PF9=Item”**. This will bring you to the “Add Fixed Asset Data Change Detail Key Prompt screen.

4.Enter the Asset ID number or the equipment tag number. (See Screen #2)

5.Press **“enter”**.

Screen #2

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/03
FX00720	FINANCIAL INFORMATION MANAGEMENT SYSTEM	13:59:40
ADD FIXED ASSET DATA CHANGE - DETAIL KEY PROMPT		
ORGANIZATION: 0214 PURCHASING DIVISION OF		
WFVIMS ASSET ID: a38186		
OR		
TAG NUMBER: _____		
NEXT: ____		
PF1 =HELP	PF3 =END	PF4 =MENU PF5=END ENTRY/ADD DOC

6.In the “Action” field enter **“C”** for Change or **“D”** for Delete and hit **“enter”**. (See Screen #3).

7. Page down to the field being corrected. Type in the correct data.

8. At the bottom of the screen enter a detailed justification.

9. Press "enter".

Screen #3

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/03
FX00830	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:05:59
FIXED ASSET DATA CHANGE REQUEST - DETAIL ENTRY		
ACTION (C)HANGE (D)ELETE: C		
ORG: 0214		
TAG NUMBER: 923424	ASSET ID: A000038186	
WVFIMS DOCUMENT: N/A	FIMS FUND: 0210 DIVISION OF PURCHAS	
ACQUISITION DATE: 11/21/1995	ACQUISITION METHOD: 01	PURCHASE FROM VENDOR
VALUE: 1,534.00	DETERMINED BY: 01	HISTORICAL COST
IN SERVICE DATE: 11/22/1995		
ASSET TYPE: 5 COMPUTER EQUIPMENT		
QUANTITY: 1		
ITEM DESCRIPTION: PRINTER LASER JET 4 PLUS		
LOCATION: 2019 WASHINGTON ST., E. KIM TOMALIN		
SERIAL NUMBER: USFC313599	MODEL: C2037A	
MAKE: HEWLETT PACKARD	MANUFACTURER: HEWLETT PACKARD	
PURPOSE OF CHANGE WITH DETAILED EXPLANATION:		

Next: _____		
PF1=HELPPF3=ENDPF4-MENUPF9=NEW		

10. Multiple assets may be corrected by generating one data change request. Follow the procedures in #11.

11.If changing multiple assets, press '**PF9=New**' and continue adding assets requiring correction/deletion, completing the "Purpose of change with detailed explanation" for each asset. (See Screen #4)

Screen #4

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/03
FX00830	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:10:41
FIXED ASSET DATA CHANGE REQUEST - DETAIL ENTRY		
ACTION (C)HANGE (D)ELETE: C		
ORG: 0214		
TAG NUMBER: 923424	ASSET ID: A000038186	
WVFIMS DOCUMENT: N/A	FIMS FUND: 0210 DIVISION OF PURCHAS	
ACQUISITION DATE: 11/21/1995	ACQUISITION METHOD: 01	PURCHASE FROM VENDOR
VALUE: 1,534.00	DETERMINED BY: 01	HISTORICAL COST
IN SERVICE DATE: 11/22/1995		
ASSET TYPE: 5 COMPUTER EQUIPMENT		
QUANTITY: 1		
ITEM DESCRIPTION: PRINTER LASER JET 4 PLUS		
LOCATION: 2019 WASHINGTON ST.,E. KIM TOMALIN		
SERIAL NUMBER: USFC312222	MODEL: C2037A	
MAKE: HEWLETT PACKARD	MANUFACTURER: HEWLETT PACKARD	
PURPOSE OF CHANGE WITH DETAILED EXPLANATION:		
Item replaced under warranty. Changing the serial number to _		
coincide with the replaced equipment. _____		

NEXT: ____		
PF1=HELP	PF3=END	PF4=MENU PF9=NEW

12. Press "enter".

13. The data change request number will appear at the bottom and a data change request cover sheet should print at your designated printer. (See Screen #5)

Screen #5

ID: FA#1504	STATE OF WEST VIRGINIA	01/2	
FX00790	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:2	
FIXED ASSETS - DATA CHANGE REQUEST			
1	ENTER DATA CHANGE REQUEST	2	INQUIRE DATA CHANGE REQUEST
3	MODIFY DATA CHANGE REQUEST	4	AGENCY APPROVAL
5	PURCHASING DIVISION APPROVAL		
SELECTION: __			
NEXT: __	REQUEST # 000000041 PRINTED		

14.To agency approved to the Purchasing Division, enter “4” in the Selection field, press “enter”. This will bring you to the agency Approval screen. (See Screen #6)

Screen #6

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/0
FX00880	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:41:5
FIXED ASSET DATA CHANGE REQUEST - APPROVAL		
REQUEST: _____		
ORG: _____		
REQUEST DATE: _____		
APPROVE: _		
APPROVE DATE: 01/23/2003		
SEND TO ORG: _____		
ERROR CODE: _____		
NEXT: _____		
PF1 =HELP	PF3 =END	PF4 =MENU

15.Enter the Data Change Request number in the Request field and press “enter”. See Screen #7

Screen #7

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/0
FX00880	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:41:5
FIXED ASSET DATA CHANGE REQUEST - APPROVAL		
REQUEST: 41_____		
ORG: _____		
REQUEST DATE: _____		
APPROVE: _		
APPROVE DATE: 01/23/2003		
SEND TO ORG: _____		
ERROR CODE: _____		
NEXT: _____		
PF1 =HELP PF3 =END PF4 =MENU		

16. Enter “**Y**” in the “Approve” field and press “**enter**”. (See Screen #8)

Screen #8

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/
FX00880	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:47:
FIXED ASSET DATA CHANGE REQUEST - APPROVAL		
REQUEST: 0000000041		
ORG: 0214		
REQUEST DATE: 01/23/2003		
APPROVE: Y _		
APPROVE DATE: 01/23/2003		
SEND TO ORG: 0214		
ERROR CODE: ____		
NEXT: ____		
PF1 =HELP PF3 =END PF4 =MENU		

17. Your data change request has now been agency approved to the Purchasing Division. A cover sheet should print at your designed printer. (See Appendix 1). Attach a copy of the data change request cover sheet with any documentation to support the change and send to the Purchasing Division's Surplus Property Unit to be reviewed and approved.
18. If approved by the Purchasing Division, the change will automatically be made in the WVFIMS Fixed Asset system. If not approved, the data change request will be rejected back to the sending agency and the paperwork returned with an explanation of the rejection.

SECTION FIVE

RETIRING ASSETS

Instruction for entering assets in or out of service

Menu Options:

1. Select **Fixed Assets System** from the WVFIMS main menu.
2. Select **Fixed Asset Retirement** from the Fixed Assets menu.
3. Select **Asset Retirement** from the Retire Fixed Assets menu.

Screen #1

ID: FA#1504	STATE OF WEST VIRGINIA	01/23/0
FX00230	FINANCIAL INFORMATION MANAGEMENT SYSTEM	16:01:1
FIXED ASSETS - RETIREMENT		
ORGANIZATION:	_____	
RETIREMENT DATE:	_____	
DISPOSITION METHOD:	__ _____	
LOCATION:	_____	
AGENCY COMMENTS:	_____	

CONTACT NAME:	KEN FRYE	PHONE: 776-2626
NEXT:	___	
PF1 =HELP	PF3 =END	PF4 =MENU
		PF9 =ITEM

See Screen #1

1. Enter the state level organization number. Must be 4 digits.
2. Enter the date of retirement (MMDDYYYY).
3. Enter the disposition method of the asset to be retired. If the disposition method number is not known, enter an asterisk "*", press "enter" and the list of methods will appear. Type an "S" to the left of the disposition selection,

press “enter”. The selection will pre-fill the Disposition Method field. (See Screen #2).

Screen #2

ID: FA#1504	STATE OF WEST VIRGINIA	01-27-03
FX00950	FINANCIAL INFORMATION MANAGEMENT SYSTEM	10:42:12
METHOD OF DISPOSITION		HELP BROWSE
CODE DESCRIPTION	CODE DESCRIPTION	
_ 01 DELIVER TO SURPLUS	- _____	
S_ 02 SURPLUS PICK-UP	- _____	
_ 03 SELL ON SITE	- _____	
_ 04 TRADE IN	- _____	
_ 05 SELL FOR SCRAP	- _____	
_ 06 SEND TO LANDFILL	- _____	
_ 07 LOST	- _____	
_ 08 STOLEN	- _____	
_ 09 DESTROYED	- _____	
_ 10 OTHER AUTHORIZATION	- _____	
_ 11 TEMP OUT OF SERVICE	- _____	
_ 12 SALE OF REAL PROPRTY	- _____	
PAGE: 01		
PF3 =END	PF4 =MENU	PF6 =TOP
PF7 =BKWD	PF8 =FWD	

NOTE: Multiple items may be retired on the same retirement form, but must have the same disposition method

Disposition Coded **01 through 06** are for assets retired through the Purchasing Division’s Surplus Property Unit - Organization 0214.

Disposition Codes **07 through 09** are for assets that are “Lost” “Stolen” or “Destroyed” and required the approval of the Purchasing Division’s Surplus Property Unit - Organization 0214. Supporting document on lost, stolen, or destroyed equipment is to be submitted to the Surplus Property Unit by the agency prior to the approval of the

disposition codes. Agencies should refer to the “Policies and Guidelines” on Inventory Management & Surplus Property Disposition for proper disposition of equipment.

Disposition Code **10** is used by agencies not statutorily required to retire assets to the Surplus Property Unit. Although the option is available to do so.

- 4. Enter the location of the asset (building number, name, room number, etc.) Be very specific if the Surplus Property Unit is to pick up the equipment. This is a required field.
- 5. Enter any comments, instructions or additional information that will make the disposition of the asset a smooth process. Such as: a semi-trailer will be needed, 10 a.m. is a good time to pick up, please call before coming.)
- 6. Your name and phone number will automatically be pre-filled from your user profile as a contact person. Modifications to these fields can be made if necessary.

Once fields #1 through #5 are complete, press “**PF9**” to proceed to the Retirement Detail Key Prompt screen.

Retirement Detail Key Prompt Screen allows the user to bring up all the pertinent information on a specific asset in the system.. See Screen #3.

Screen #3

ID: FA#1504	STATE OF WEST VIRGINIA	02/27/03
FX00320	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:44:39
ADD FIXED ASSET - RETIREMENT DETAIL KEY PROMPT		
WVFIMS ASSET ID: _____		
OR		
TAG NUMBER: _____		
OR		
SERIAL NUMBER: _____		
OR		
MODEL NUMBER: _____		
NEXT: ____		
PF1 =HELP	PF3 =END	PF4 =MENU PF5 =END ENTRY/ADD DOC

1. Enter the WVFIMS asset ID number, or the tag number, or serial number, or the model number of the asset to be retired. The Asset ID number is the most accurate number to use. (See Screen #4). This method of retrieval will access a browse screen listing the assets for the organization. (See Screen #5).

Screen #4

ID: FA#1504	STATE OF WEST VIRGINIA	01/27/0
FX00320	FINANCIAL INFORMATION MANAGEMENT SYSTEM	11:06:3
ADD FIXED ASSET - RETIREMENT DETAIL KEY PROMPT		
WVFIMS ASSET ID: A208313		
OR		
TAG NUMBER: _____		
OR		
SERIAL NUMBER: _____		
OR		
MODEL NUMBER: _____		
NEXT: ____		
PF1 =HELP	PF3 =END	PF4 =MENU PF5 =END ENTRY/ADD DOC

Screen #5

```
ID: FA#1504                STATE OF WEST VIRGINIA                02/27/03
FX00330                   FINANCIAL INFORMATION MANAGEMENT SYSTEM          13:47:57
                           BROWSE FIXED ASSETS BY ORG/TAG NUMBER

WVFIMS ORG: 0214 PURCHASING DIVISION OF

                                     IN
TAG NUMBER  ASSET ID  ITEM DESCRIPTION                                     SERV
_ 923863    0000207451 HP2000C PRINTER                                     N
_ 923864    0000208159 CPU UNIT                                             Y
_ 923865    0000208160 17" GATEWAY MONITOR                                   Y
_ 923866    0000208162 CPU                                                 Y
S_ 923868   0000208313 DELL NOTEBOOK 3.5 LB LATITUDE LS                    Y
_ 923869    0000214332 CPU                                                 Y
_ 923870    0000214333 CPU                                                 Y

PAGE: 06
NEXT: ____
PF1 =HELP   PF3 =END   PF4 =MENU   PF6 =TOP   PF7 =BKWD   PF8 =FWD
```

Once a selection is made on the browse screen, type an **“S”** to the left of the screen, press **“enter”**.

The asset detail will appear on the Add Retirement screen (See Screen #6). Certain fields on this screen will be pre-filled with the asset information. The information that is pre-filled is dependent upon the information that was originally entered at the time of purchase.

Screen #6

ID: FA#1504	STATE OF WEST VIRGINIA	02/27/0
FX00240	FINANCIAL INFORMATION MANAGEMENT SYSTEM	14:24:2
FIXED ASSETS - ADD RETIREMENT		
----- LINE 1 INFORMATION -----		
TAG NUMBER: 923868	PHYSICAL CONDITION: 02 GOOD	
WVFIMS ASSET ID: A000208313		
DESCRIPTION: DELL NOTEBOOK 3.5 LB LATITUDE LS		
SERIAL: 0001498T1280002L1456		
MODEL: PPOIS		
QUANTITY:	1	
ACQUISITION DATE: 03/10/2000		
NEXT: ____		
PF1=HELP	PF3=END	PF4=MENU PF9=NEW PF12=DE

Once the Fixed Assets - Add Retirement screen is accessed, a physical condition code for the asset must be entered. If this code number is not known, type an “*” in this field for a list of physical

condition codes (**See Screen #7**). Then an “S” to the left of the selection and press “enter”. The system will automatically retrieve and enter your selection in this field on the *Add Retirement Screen*.

Screen #7

ID: FA#1504	STATE OF WEST VIRGINIA	01-27-03
FX00950	FINANCIAL INFORMATION MANAGEMENT SYSTEM	11:24:52
PHYSICAL CONDITION	HELP BROWSE	
CODE DESCRIPTION	CODE DESCRIPTION	
_ 01 EXCELLENT	- _ _ _ _ _	
_ 02 GOOD	- _ _ _ _ _	
S 03 FAIR	- _ _ _ _ _	
_ 04 POOR	- _ _ _ _ _	
_ 05 SCRAP	- _ _ _ _ _	
PAGE: 01		
PF3 =END	PF4 =MENU	PF6 =TOP
PF7 =BKWD	PF8 =FWD	

After the Add Retirement - Line 1 Information screen is complete, there are two options:

1. Press **"PF9"** to enter additional assets to be retired on the same cover sheet with the same disposition method. There is a new Line Information screen for each additional asset that is to be entered on the same retirement (Line 2, Line3, etc.)

OR

2. Press **"enter"** to complete the retirement.

When all assets to be retired are entered, press **"enter"**. The system will generate a cover sheet listing all the assets and a unique document retirement number beginning with the letter "F". (See screen #7). It might be helpful to make note of the retirement document number for future reference, although the number will appear on the cover sheet. (See cover sheet on Page) 52. The cover sheet will print at the printer location designated by your user profile.

Screen #7.

ID: FA#1504	STATE OF WEST VIRGINIA	01/2
FX00210	FINANCIAL INFORMATION MANAGEMENT SYSTEM	11:4
FIXED ASSETS - RETIRE FIXED ASSETS		
1 ASSET RETIREMENT	2 RETIREMENT INQUIRE	
3 RETIREMENT MODIFY	4 AGENCY APPROVAL	
5 Surplus Property Unit APPROVAL	6 DISPOSITION METHOD APPROVA	
7 SURPLUS PROPERTY RECEIVE		
SELECTION: ID		
NEXT:	RETIREMENT ID F000004757 ADDED AND COVER SHEET PRINTED	
PF1 =HELP	PF3 =END	PF4 =MENU

- To modify a retirement at the agency level, see Modify Asset Retirement in this manual.
- To delete a retirement at the agency level, see Asset Retirement Deletion in this manual.
- To proceed with the retirement process, see Agency Approval of Asset Retirements in this manual.

Modifying Asset Retirement

Asset retirements may be modified at the agency level as long as the retirement status is **UAP**. To modify an asset retirement, the Retirement Document ID number must be known.

1. Select **Retirement Modify** from the Retire Fixed Assets menu.
2. On the Retirement Modify - Key Prompt screen enter the Retirement Document ID number of the retirement that needs to be modified and press **“enter”**. This ID number begins with **“F”**. (See Screen #1). If the Retirement Document ID number is unknown, enter an **“F”** and press **“enter”** for a browse screen. Make your selection and press **“enter”**. (See Screen #2)

Screen #1.

ID: FA#1504	STATE OF WEST VIRGINIA	01/27/03
FX00220	FINANCIAL INFORMATION MANAGEMENT SYSTEM	11:43:43
RETIREMENT MODIFY		- KEY PROMPT
RETIREMENT ID: f4758__		
NEXT: ____		
PF1 =HELP	PF3 =END	PF4 =MENU

Screen #2

ID: FA#1504	STATE OF WEST VIRGINIA			01/27/0	
FX00250	FINANCIAL INFORMATION MANAGEMENT SYSTEM			11:47:0	
FIXED ASSETS - BROWSE RETIREMENTS					
ORGANIZATION: 0000 PEOPLE OF WEST VIRGINIA					
	RETIRE	RETIREMENT	METHOD OF		
ORG	ID	DATE	DISPOSITION	STATUS	
S	0214	F000004758	01/27/2003	2 SURPLUS PICK-UP	UAP
_	0506	F000004755	10/23/2002	1 DELIVER TO SURPLUS	UAP
_	0506	F000004754	10/23/2002	1 DELIVER TO SURPLUS	UAP
_	0506	F000004753	10/22/2002	1 DELIVER TO SURPLUS	UAP
_	0506	F000004752	10/22/2002	1 DELIVER TO SURPLUS	UAP
_	0506	F000004745	04/23/1998	1 DELIVER TO SURPLUS	UAP
_	0511	F000004725	12/19/2001	7 LOST	UAP
_	0511	F000004724	12/19/2001	7 LOST	UAP
_	0511	F000004723	12/19/2001	7 LOST	UAP
_	0511	F000004703	12/12/2001	1 DELIVER TO SURPLUS	UAP
_	0506	F000004691	12/10/2001	1 DELIVER TO SURPLUS	UAP
PAGE: 001					
NEXT: ____					
PF1 =HELP PF3 =END PF4 =MENU PF6 =TOP PF7 =BKWD PF8 =FWD					

All fields can be modified except Retirement ID, Organization and Status. You may delete a line, modify a line by pressing **PF9=Items** or delete the entire retirement document by pressing **PF-12=Delete** twice. Additional assets may be added to the retirement document by pressing **PF9= Items**, then **PF9=New**. When the modification is complete, a new cover sheet will print with the same Retirement Document number.

Deleting Asset Retirement

Instructions on deleting on Asset Retirement

Menu Options

1. Select **Fixed Assets Systems** from the WVFIMS main menu
2. Select **Fixed Asset Retirement** from the Fixed Assets menu.
3. Select **Retirement Modify**
4. Enter the Retirement ID number to be deleted, press **“Enter”**.

To delete the entire retirement, press **“PF12”** while on the Fixed Asset - Modify Retirement screen. The message “Press “PF12/24 again to Delete Retirement” will appear. Press **“PF12”** again to confirm the deletion and the message “Retirement ID F_____ _ Deleted” will appear.

To delete a line from the retirement (one asset) press **“PF9”** to go to the line information. Press **“PF8”** to access the asset information to delete. When the correct line (asset) information is on the screen, press **“PF12”**. The message “PF12 - For Delete Confirmation” will appear. Press **“PF12”** again and that line will be deleted. The message “Line was Deleted” will appear. The Line numbers will automatically re-number sequentially. The remaining assets on that retirement will still be retired.

The system will not automatically return you to the menu. Press **“PF3”** to return to the retirement menu. The message “Retirement ID F_____ Modified and Cover Sheet Printed will appear.

Press **“PF3”** at any time to cancel the deletion or return to the previous screen.

Asset Retirement Inquiry

Instructions for inquiring about a retired asset.

Menu Options

1. Select **Fixed Assets Systems** from the WVFIMS main menu
2. Select **Fixed Asset Retirement** from the Fixed Assets menu.
3. Select **Retirement Inquire** from the Retire Fixed Assets menu
4. Enter the Retirement Document ID number (F____) and press **“Enter”** for a specific retirement.

Or

5. Enter an **“F”** and press **“Enter”** for a browse screen

Or

6. Enter the 4-digit, state level organization number and
 - A. The disposition method code in the disposition method field

Or

- ! Any one of the status codes listed below.

This will access a browse of assets for inquiry. Select the desired asset and type an **“S”** in the field to the left and press **“Enter.”**

Listed below are FIMS codes identifying the status of a retirement document:

UAP Pending Agency Approval

UPP Agency Approved

REA Agency Rejection

REJ Surplus Property/Surplus Property Unit Rejection

AAP Surplus Property/Surplus Property Unit Approval

COM Surplus Property/Surplus Property Unit Completed

DEL Deleted

RWE Surplus Property Received with Exceptions

Agency Approval

Retirement document must be approved by the agency to Surplus Property Unit. To agency approve:

1. Select “**Agency Approval**” from the menu, press “**enter**”.
2. Enter the Retirement F number in the Retirement ID field, press “**enter**”.
3. Enter “**Y**” in the “Agency Approval” screen. See Screen #1. The retirement document is now approved to Surplus Property Unit. The status is UPP. Agencies can not modify the retirement document after this approval.

Screen #1

ID: FA#1504	STATE OF WEST VIRGINIA	01/
FX00370	FINANCIAL INFORMATION MANAGEMENT SYSTEM	12:
AGENCY APPROVE		
ORG: 0214		
RETIREMENT ID: F000004757		
RETIREMENT DATE: 01/27/2003		
APPROVE: y		
APPROVE DATE: 01/27/2003		
SEND TO ORG: 0214		
ERROR CODE: ____		
NEXT: ____		
PF1 =HELP PF3 =END PF4 =MENU PF9 =INQUIRE PF10=APHIST		

4. Surplus Property will review the document for the appropriate disposition method. If Surplus Property agrees with the disposition method, they will approve. The status will then be “AAP”. If they disagree, the retirement document will be reject back to the agency with the appropriate error code and/or comments. The status will be “REJ”. (See Screen #2)

Screen #2

ID: FA#1504	STATE OF WEST VIRGINIA	01/27/03
FX00370	FINANCIAL INFORMATION MANAGEMENT SYSTEM	12:35:59
DISPOSITION METHOD APPROVAL		
ORG: 0214		
RETIREMENT ID: F000004757		
RETIREMENT DATE: 01/27/2003		
APPROVE: _	If "Y" - The disposition method is approved	If "N"
	- the disposition method is not approved	
APPROVE DATE: 01/27/2003		
SEND TO ORG: 0214		
ERROR CODE: ____		
SURPLUS PROPERTY INSTRUCTIONS		

NEXT: ____		
PF1 =HELP PF3 =END PF4 =MENU PF9 =INQUIRE PF10=APHIST		

- Note:** The disposition method approval by Surplus Property does not complete the retirement.
5. Once Surplus Property receives the equipment and the equipment received corresponds with the equipment on the retirement document, Surplus Property will accept the equipment and complete the retirement. (See Screen #3).

Screen #3

ID: FA#1504	STATE OF WEST VIRGINIA	01/27/0
FX00370	FINANCIAL INFORMATION MANAGEMENT SYSTEM	12:56:2
SURPLUS PROPERTY RECEIVE		
ORG: 0214		
RETIREMENT ID: F000004758		
RETIREMENT DATE: 01/27/2003		
APPROVE: y		
RECEIVE DATE: 01/27/2003		
SEND TO ORG: 0214		
ERROR CODE: ____		
SURPLUS PROPERTY INSTRUCTIONS		

NEXT: ____		
PF1 =HELP PF3 =END PF4 =MENU PF9 =INQUIRE PF10=APHIST PF12=LINE ITEM		

6. After Surplus Property has received the equipment and completed the retirement document, the equipment is no longer in the agency's inventory. The WVFIMS Fixed Asset system will reflect that the equipment was received by Surplus Property and the retirement document has the status of "COM". See **Screen #4**. If an item(s) is on the agency' retirement document but Surplus Property Unit did not receive the item, the retirement document will be "Received with Exception" and the status will be "RWE". Item(s) not received will have the status of "RWE" and will remain on the agency's inventory. It will be the agency's responsibility to account for the item(s).

Screen #4

ID: FA#1504	STATE OF WEST VIRGINIA	01/27/03		
FX00230	FINANCIAL INFORMATION MANAGEMENT SYSTEM	13:06:25		
FIXED ASSETS - INQUIRE RETIREMENT				
RETIREMENT ID: F000004758				
ORGANIZATION: 0214	STATUS: COM			
RETIREMENT DATE: 01/27/2003				
DISPOSITION METHOD: 02 SURPLUS PICK-UP				
DATE RECEIVED: 01/27/2003	SEND TO ORG: 0214			
LOCATION: 2019 WASHINGTON STREET E_____				
AGENCY COMMENTS: _____				

ADMIN / SURPLUS _____				
PROPERTY COMMENT: _____				
CONTACT NAME: KEN FRYE_____	PHONE: 776-2626_____			
NEXT: _____				
PF1 =HELP	PF3 =END	PF4 =MENU	PF5 =REPRINT	PF9 =ITEMS
PF10=APHIST				

7. To verify that the all items on the retirement document has been properly retired, you may select the Asset ID number on the Inquire Fixed Asset menu. This screen will reflect the Retirement ID number, Retirement Method and the Retirement Date. (See Screen #5).

Screen #5.

ID: FA#1504	STATE OF WEST VIRGINIA	01/27
FX00040	FINANCIAL INFORMATION MANAGEMENT SYSTEM	13:11
INQUIRE FIXED ASSET		
ORG: 0214		
TAG NUMBER: 923901	ASSET ID: A000232494	
WVFIMS DOCUMENT: I005020430	FIMS FUND: 2035 VENDOR REGISTRAT	
ACQUISITION DATE: 09/01/2001	ACQUISITION METHOD: 1 PURCHASE FROM VEN	
VALUE: 408.00	DETERMINED BY: 1 HISTORICAL COST	
IN SERVICE DATE: 09/02/2001	OUT OF SERVICE DATE: _____	
RETIREMENT ID: F000004757		
RETIREMENT METHOD: 02 SURPLUS PICK-UP		
RETIREMENT DATE: 01/27/2003		
ASSET TYPE: 5 COMPUTER EQUIPMENT		
QUANTITY: 1		
ITEM DESCRIPTION: HP PRINTER		
LOCATION: 2019 WASHINGTON STREET 2ND FLOOR, BARRY GUNNOE		
SERIAL NUMBER: CNBRG66826	MODEL: HP1200 SERIES	
MAKE: HP LASER JET	MANUFACTURER: HP	
CROSS REF. ID: _____	ASSET ADDED: / /	BY:
NEXT: ____		
PF1=HELP	PF4=MENU	PF6=COMMENTS PF10=AGY SCR

8. All information relative to an asset will be retained in the WVFIMS Fixed Asset system. for historical purposes.

Appendix A

- ! Inventory Management Coordinator Designation Form
- ! Inventory Management Certification Cover Sheet
- ! WV-103 Surplus Property Retirement Form
- ! WV-103 Surplus Property Retirement Continuation Sheet

Inventory Management Coordinator Designation Form

Fiscal Year

lines established by the Purchasing Division pursuant to the West Virginia Code §5A-3-34, each State agency must select at least one individual in their agency to serve as the agency's inventory coordinator in maintaining and controlling the agency's fixed assets.

Complete the requested information below and submit along with your **Inventory Management Certification Cover Sheet** to:

**Purchasing Division
Program Services Section
Surplus Property Unit
2700 Charles Avenue
Dunbar, WV 25064**

Agency Inventory Management Coordinator

Name of Coordinator: _____

Title: _____

Agency's Organization Number: _____

State Agency Name: _____

Mailing Address: _____

Telephone Number: _____

Department Head Signature: _____

Date: _____

**State of West Virginia
Department of Administration
Purchasing Division**

**Inventory Management Certification Cover Sheet
Fiscal Year**

From:

Agency Name: _____

Agency Mailing Address: _____

Agency State Level Organization Number: _____

Agency Inventory Coordinator: _____

Telephone Number: _____

- I hereby certify that a physical inventory of this agency's assets was completed as of _____. (A physical inventory is required once every three years of all agencies owned assets)
- I hereby certify that as of June 30, _____, all assets owned by this agency with an acquisition cost of \$1,000 or more (including firearms, regardless of cost) are now entered into the WVFIMS Fixed Asset system, and that the attached report accurately reflects all assets currently within this agency's possession.
- I hereby certify that all assets, lost, stolen, or destroyed have been properly reported to the Surplus Property Unit, and that all assets retired to the Surplus Property Unit have been disposed of in accordance with the authorized disposition method and properly removed from my agency's inventory in the WVFIMS Fixed Asset system.

Department Head signature: _____

Date: _____

To be submitted by July 15, _____ to:

**Purchasing Division
Program Services Section
Surplus Property Unit
2700 Charles Avenue**

