



BLM Personal Property Acquisition

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National Operations Center

Training Objectives

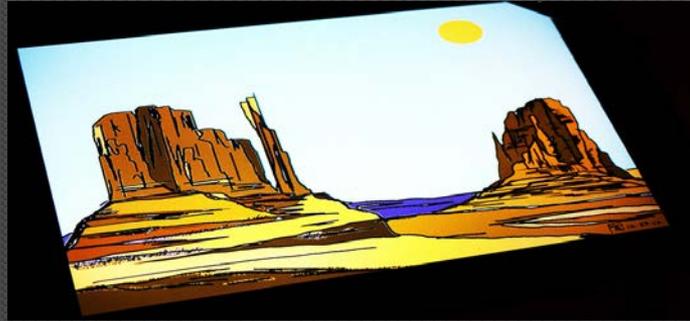
- ▶ Property Overview
- ▶ Acquisition of personal property
- ▶ How does BLM acquire personal property
- ▶ Asset Shell
- ▶ What goes into FBMS?
- ▶ Inventory Report Certification (Appendix I)

What is Personal Property



Personal Property Overview

- ▶ Personal Property – any property e.g. computers, vehicles, boats, radios - except real property and records
- ▶ Official business only
- ▶ Must be adequately safe-guarded and inventoried



Personal Property Overview

- ▶ System-Controlled Property:
 - Original acquisition cost over \$5000
 - Property with license plate (I tag or M tag)
 - Items leased over 60 days
- Bureau Sensitive (firearms, GPS > \$500, computers, tablets, Ipods)

Personal Property Overview

- ▶ Locally-Managed Property:
 - Original acquisition cost less than \$5000
 - Managed in accordance with bureau/office policy
 - Easily converted to personal use (camera, GPS)
 - Poses a security threat if lost (privacy/proprietary)

Personal Property

- ▶ **Capitalized** – cost threshold
 - ▶ Personal: over \$15000 per item
 - ▶ Vehicle: over \$15000 vehicle (I-Tag vehicles)

Bureau Sensitive – pilferable & small items

Designated by Bureau

- Computers, GPS > \$500, radios, firearms
- M-tag vehicles

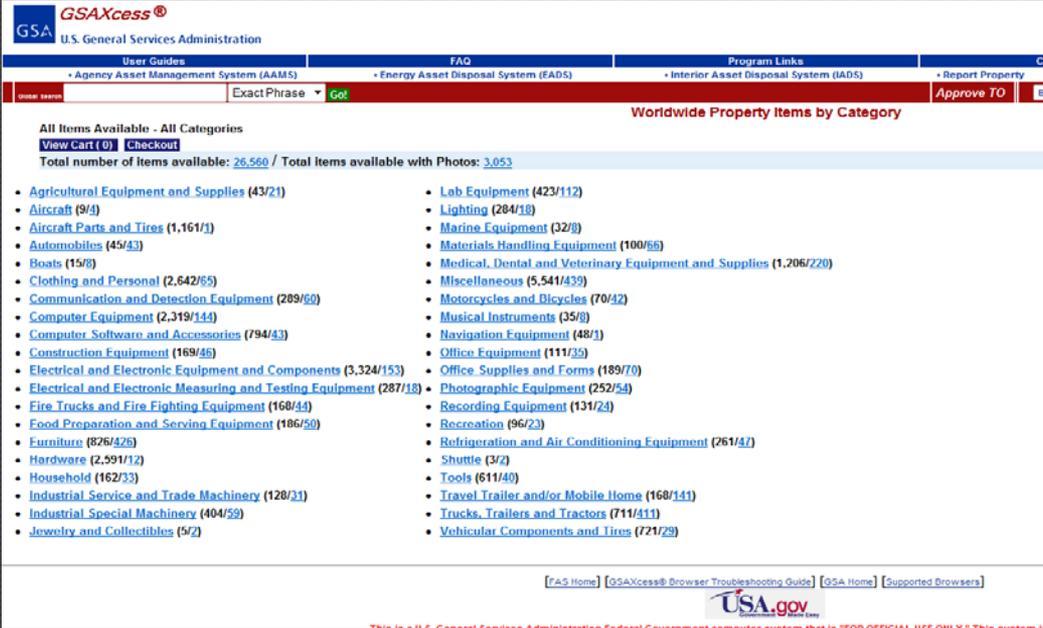


Acquisition Types

- ▶ Available property within the BLM or DI-104 or electronic transfer in FBMS
- ▶ Excess from other government agencies (SF-122)
- ▶ Donation – (DI-102)
- ▶ Acquisitions from NIFC (1520-31)
- ▶ Purchase Request in FBMS
- ▶ Credit Card Purchase
- ▶ Found on Inventory (DI-102)

Personal Property – Reuse

▶ First source – Current federal property



The screenshot displays the GSAXcess website interface for the U.S. General Services Administration. The page title is "Worldwide Property Items by Category". It shows a search bar with "Exact Phrase" and a "Go!" button. Below the search bar, there are navigation links for "User Guides", "FAQ", "Program Links", and "Report Property". The main content area lists various property categories with their respective counts. The categories are organized into two columns.

All Items Available - All Categories
View Cart (0) Checkout
Total number of items available: 26,560 / Total items available with Photos: 3,053

- [Agricultural Equipment and Supplies \(43/21\)](#)
- [Aircraft \(9/3\)](#)
- [Aircraft Parts and Tires \(1,161/1\)](#)
- [Automobiles \(45/43\)](#)
- [Boats \(15/8\)](#)
- [Clothing and Personal \(2,642/65\)](#)
- [Communication and Detection Equipment \(289/60\)](#)
- [Computer Equipment \(2,319/144\)](#)
- [Computer Software and Accessories \(794/43\)](#)
- [Construction Equipment \(169/46\)](#)
- [Electrical and Electronic Equipment and Components \(3,324/153\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(287/18\)](#)
- [Fire Trucks and Fire Fighting Equipment \(168/44\)](#)
- [Food Preparation and Serving Equipment \(186/50\)](#)
- [Furniture \(826/426\)](#)
- [Hardware \(2,591/12\)](#)
- [Household \(162/33\)](#)
- [Industrial Service and Trade Machinery \(120/31\)](#)
- [Industrial Special Machinery \(404/59\)](#)
- [Jewelry and Collectibles \(5/2\)](#)
- [Lab Equipment \(423/112\)](#)
- [Lighting \(284/18\)](#)
- [Marine Equipment \(32/8\)](#)
- [Materials Handling Equipment \(100/66\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(1,206/220\)](#)
- [Miscellaneous \(5,541/439\)](#)
- [Motorcycles and Bicycles \(70/12\)](#)
- [Musical Instruments \(35/8\)](#)
- [Navigation Equipment \(48/1\)](#)
- [Office Equipment \(111/35\)](#)
- [Office Supplies and Forms \(189/78\)](#)
- [Photographic Equipment \(252/34\)](#)
- [Recording Equipment \(131/24\)](#)
- [Recreation \(96/23\)](#)
- [Refrigeration and Air Conditioning Equipment \(261/47\)](#)
- [Shuttle \(3/2\)](#)
- [Tools \(611/40\)](#)
- [Travel Trailer and/or Mobile Home \(168/141\)](#)
- [Trucks, Trailers and Tractors \(711/411\)](#)
- [Vehicular Components and Tires \(721/29\)](#)

Navigation links: [FAS Home] [GSAXcess® Browser Troubleshooting Guide] [GSA Home] [Supported Browsers]

USA.gov logo

This is the U.S. General Services Administration Federal Government computer system that is 2500 OFFICIAL USE ONLY. This system is

Property Receiving

▶ Control Registers

- Required to record all FY acquisitions
 - Acquisition Control Register (I520-7A)
 - Disposal Control Register (I520-7B)

☐ Receiving Officer

- Designated in writing to sign for & receive goods or services

☐ Receiving in FBMS

- Goods Receipt or SES (service entry sheet)



Receiving Officer Appointment Letter

National Operations Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047
<http://www.lm.gov/noc>

In Reply refer To:
1520 (OC-653)

Memorandum

To: Vincent Provenzano, OC-653
Robert L. Stevenson, OC-653

From: Ruth Welch
Director, National Operations Center

Subject: Appointment of National Operations Center (NOC) Receiving Officer for
Personal Property

In accordance with the 1520 Personal Property Management Manual (Internal), the following individuals are appointed to serve as the NOC Receiving Officers:

Name	Organization Code	Phone
Vincent Provenzano	OC-653	303-236-6635
Robert L. Stevenson	OC-653	303-236-6635

Robert L. Stevenson will be the back-up Receiving Officer during the incumbent's absence.

This appointment will remain effective until a new Receiving Officer is appointed at the NOC. Receiving Officers are designated as property receiving officers by virtue of the establishment of roles in FBMS, to officially certify receipt and establish accountability for personal property. You are familiarize yourself with all duties and requirements of Receiving Officers as described in G-1520-1.

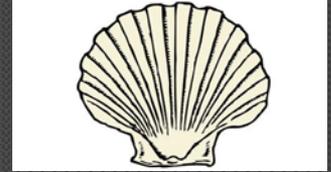
Custodial Property Officer

- ▶ Usually the immediate supervisor
- ▶ Overall responsible for property
- ▶ Required to conduct annual inventory
- ▶ Responsible to train cognizant employee regarding property use and security
- ▶ **Cognizant Employee** – responsible for day-to-day use and proper operation and security



FBMS Asset Shell

- ▶ Created by Purchase Order
- ▶ Starts asset in FBMS & used for life of asset
- ▶ Data entered here
- ▶ Incorrect UPC will create a shell that must be deleted
- ▶ Asset Shell corresponds to Responsible Cost Center



Create an Asset Shell

The screenshot displays the FBMS (Financial Business Management System) interface. The main window is titled "Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry". The interface includes a navigation menu on the left and a main data entry area.

Navigation Menu (Left):

- Asset Home
- Master Data
 - Mass Change of Assets
 - Change Asset Master...
 - Create Asset Master ...
 - Create Asset Subnum...
 - Acquis. w/Autom. Off...
 - Display Asset Master ...
 - Asset Explorer
 - Display Asset Docum...
 - Change Asset Docum...
 - Asset Inventory Upload
- Transfer
- Disposal
- Reporting
- Period End Close
- Receiving
- Purchasing
- Asset FAQs
- Asset Help

Main Form Fields:

- Company Code: 1400
- Dept of the Interior
- Existing asset (Selected)
- New asset
- Description
- Asset Class
- Cost Center

Transaction Data Section:

Transaction data	Additional Details	Note
Document Date		
Posting Date	03/18/2015	
Asset value date		
Amount posted		USD
Quantity		
Text		

Create an Asset Shell

- ▶ In FBMS – Under Master Data

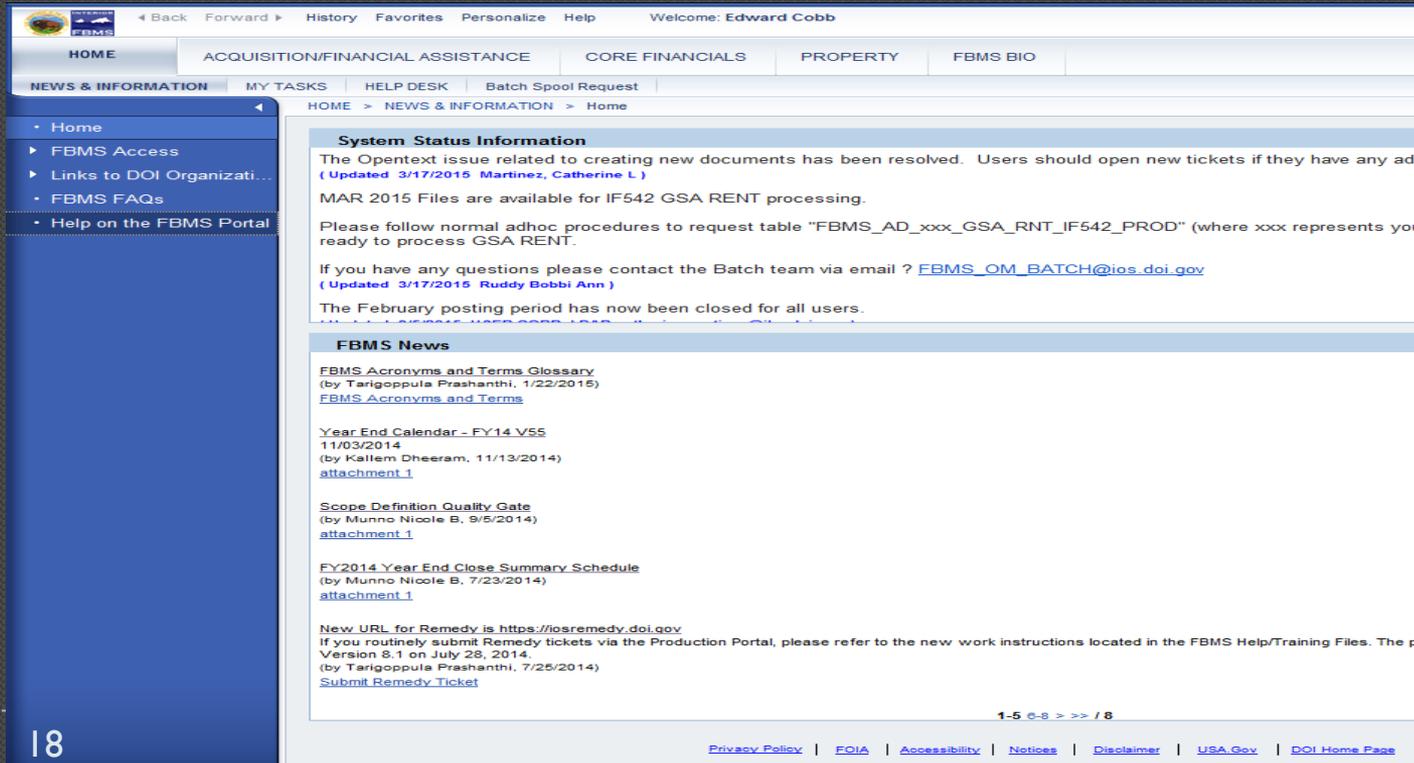
Use: Acquisition w/ Autom. Offsetting Entry

*(use this transaction when FBMS does not create an asset shell -
examples – credit card, found on inventory, donation)*

- ▶ OC-653 creates Asset Shells for Capitalized assets (over \$15,000)
- ▶ Call OC-653 for further assistance

Personal Property – FBMS Help

▶ Home Page – Help on the FBMS Portal



The screenshot shows the FBMS Help Portal home page. At the top, there is a navigation bar with tabs for HOME, ACQUISITION/FINANCIAL ASSISTANCE, CORE FINANCIALS, PROPERTY, and FBMS BIO. Below this is a secondary navigation bar with links for NEWS & INFORMATION, MY TASKS, HELP DESK, and Batch Spool Request. A left-hand sidebar contains a menu with items like Home, FBMS Access, Links to DOI Organization, FBMS FAQs, and Help on the FBMS Portal. The main content area features a 'System Status Information' section with several announcements, including one about an Opentext issue resolution and another about MAR 2015 files. Below this is an 'FBMS News' section with links to various articles such as 'FBMS Acronyms and Terms Glossary', 'Year End Calendar - FY14 V55', 'Scope Definition Quality Gate', and 'FY2014 Year End Close Summary Schedule'. At the bottom of the page, there is a footer with a page number '18' and a navigation bar with links for Privacy Policy, FOIA, Accessibility, Notices, Disclaimer, USA Gov, and DOI Home Page.

FBMS

Welcome: Edward Cobb

HOME ACQUISITION/FINANCIAL ASSISTANCE CORE FINANCIALS PROPERTY FBMS BIO

NEWS & INFORMATION MY TASKS HELP DESK Batch Spool Request

HOME > NEWS & INFORMATION > Home

• Home

▶ FBMS Access

▶ Links to DOI Organization

• FBMS FAQs

• Help on the FBMS Portal

System Status Information

The Opentext issue related to creating new documents has been resolved. Users should open new tickets if they have any add
(Updated 3/17/2015 Martinez, Catherine L)

MAR 2015 Files are available for IF542 GSA RENT processing.

Please follow normal adhoc procedures to request table "FBMS_AD_XXX_GSA_RNT_IF542_PROD" (where xxx represents you
ready to process GSA RENT.

If you have any questions please contact the Batch team via email ? FBMS_OM_BATCH@ios.doi.gov
(Updated 3/17/2015 Ruddy Bobbi Ann)

The February posting period has now been closed for all users.

FBMS News

[FBMS Acronyms and Terms Glossary](#)
(by Tarigoppula Prashanthi, 1/22/2015)
[FBMS Acronyms and Terms](#)

[Year End Calendar - FY14 V55](#)
11/03/2014
(by Kallem Dheeram, 11/13/2014)
[attachment 1](#)

[Scope Definition Quality Gate](#)
(by Munno Nicole B, 9/5/2014)
[attachment 1](#)

[FY2014 Year End Close Summary Schedule](#)
(by Munno Nicole B, 7/23/2014)
[attachment 1](#)

[New URL for Remedy is https://iosremedy.doi.gov](#)
If you routinely submit Remedy tickets via the Production Portal, please refer to the new work instructions located in the FBMS Help/Training Files. The pr
Version 8.1 on July 28, 2014.
(by Tarigoppula Prashanthi, 7/25/2014)
[Submit Remedy Ticket](#)

1-5 e-8 >>> / 8

Privacy Policy | FOIA | Accessibility | Notices | Disclaimer | USA Gov | DOI Home Page

Personal Property – FBMS Help

WSI

Name	Size	Created On	Changed On
Accounts Payable			10/22/14 4:20:51 PM
Accounts Receivable			10/22/14 4:31:23 PM
Acquisitions			1/29/15 8:07:11 PM
Ad hoc instructions			12/5/14 7:36:45 AM
AMD			10/27/14 6:15:33 PM
Assets			2/3/15 8:18:28 AM
BPC			10/23/14 1:55:55 PM
Charge Card			10/23/14 2:02:27 PM
COPS			10/23/14 2:00:06 PM
Data Management			10/15/12 7:42:53 AM
EMIS			10/19/12 1:14:01 PM
Energy			3/6/15 6:51:13 AM
Facilities Management			10/27/14 6:20:01 PM
Fleet			2/3/15 9:08:29 AM
Funds Management			10/23/14 2:56:33 PM
General Ledger			10/23/14 3:19:25 PM
HR Mini Master			10/23/14 3:22:51 PM
Labor			10/23/14 3:24:35 PM
PCS Travel			3/13/15 10:04:13 AM
POD			10/23/14 3:30:40 PM
Prism Acquisitions			10/23/14 3:34:09 PM
Prism FA			10/23/14 3:36:09 PM
Real Property			2/3/15 9:17:05 AM
Sales and Distribution			10/23/14 3:40:11 PM
Security			10/23/14 4:15:28 PM
Submit Remedy Ticket.doc	855 KB		7/23/14 2:20:12 PM

Personal Property – FBMS Help

WSI > Assets				
Name ^	Size	Created On	Changed On	
Accounting Documents for Material List IM_MR51wi.doc	342.5 KB		10/23/14 1:51:34 PM	
Acquisition with Offsetting Entry - Charge Card PP_ABZONwi.doc	1.1 MB		10/23/14 1:51:34 PM	
Acquisition with Offsetting Entry - Donation Gift PP_ABZONwi.doc	1.2 MB		10/23/14 1:51:34 PM	
Acquisition with Offsetting Entry - Expense to Capital PP_ABZONwi.doc	1 MB		10/23/14 1:51:34 PM	
Acquisition with Offsetting Entry - Found Asset PP_ABZONwi.doc	1.1 MB		10/23/14 1:51:34 PM	
Asset Acquisitions PP_S_ALR_87012050wi.doc	206 KB		10/23/14 1:51:34 PM	
Asset Balance by Asset Class PP_S_ALR_87011964wi.doc	198 KB		10/23/14 1:51:34 PM	
Asset Balance by Asset Number PP_S_ALR_87011963wi.doc	350 KB		10/23/14 1:51:35 PM	
Asset Balance by Business Area PP_S_ALR_87011965wi.doc	218 KB		10/23/14 1:51:35 PM	
Asset Balance by Cost Center PP_S_ALR_87011966wi.doc	331 KB		10/23/14 1:51:35 PM	
Asset Balance by Location PP_S_ALR_87011968wi.doc	164 KB		10/23/14 1:51:34 PM	
Asset Balance By Plant PP_S_ALR_87011967wi.doc	170 KB		10/23/14 1:51:34 PM	
Asset Balances PP_S_ALR_87011994wi.doc	135.5 KB		10/23/14 1:51:35 PM	
Asset Class Report PP_FMSwi.doc	497 KB		10/23/14 1:51:35 PM	
Asset Explorer PP_AW01Nwi.doc	491 KB		10/23/14 1:51:35 PM	
Asset History PP_S_ALR_87012075wi.doc	171.5 KB		10/23/14 1:51:35 PM	
Asset History Sheet PP_S_ALR_87011990wi.doc	138.5 KB		10/23/14 1:51:35 PM	
Asset Portfolio Current Book Values PP_S_ALR_87012041wi.doc	429.5 KB		10/23/14 1:51:35 PM	
Asset Retirements PP_S_ALR_87012052wi.doc	187.5 KB		10/23/14 1:51:35 PM	
Asset Sale Without Customer PP_ABAONwi.doc	261.5 KB		10/23/14 1:51:35 PM	
Asset Transactions PP_S_ALR_87012039wi.doc	388.5 KB		10/23/14 1:51:35 PM	
Block Asset Master Record PP_AS05wi.doc	285 KB		10/23/14 1:51:35 PM	
Cancelled Material Documents List IM_MBSMwi.doc	477.5 KB		10/23/14 1:51:35 PM	
Change and Classify Batch IM_MSC2Nwi.doc	660 KB		10/23/14 1:51:35 PM	
Change Asset Document PP_AB02wi.doc	211.5 KB		10/23/14 1:51:35 PM	
Change Asset Master Record PP_AS02wi.doc	617 KB		10/23/14 1:51:35 PM	

FBMS Help Tip!!

- ▶ ALL DATA ENTRY – CAPS LOCK!!!!



- ▶ If you want to redo all your work.....lower case!!!

Incomplete Asset Report

- ▶ FBMS asset report that “lingers” in the system
- ▶ Needs to be reconciled
- ▶ Instructions on NOC Property Operations website
- ▶ Run weekly report
- ▶ OC-653 can assist – Kathy or Lois
 - ▶ (303) 236 – 9460 (Kathy) or 9461 (Lois)

Incomplete Asset Report

The screenshot shows the BLM National Operations Center website. The header includes the BLM logo, the text "U.S. DEPARTMENT OF THE INTERIOR BLM NATIONAL OPERATIONS CENTER DIVISION OF BUSINESS SERVICES", and a search bar. A navigation bar contains links for Home, For NOC Employees, Subject Index, Site Directory, and BLM Intranet. The main content area is titled "Personal Property" and includes a paragraph describing the section's responsibilities. Below this are three columns of links: "Guidance" (listing manuals and procedures), "Forms" (listing certificates and records), and "FBMS Instructions" (listing employee lists and asset management records). A "Quick Links" sidebar is on the left, and "IMs & IBs" are listed at the bottom.

**U.S. DEPARTMENT OF THE INTERIOR
BLM NATIONAL OPERATIONS CENTER
DIVISION OF BUSINESS SERVICES**

This Site: Division of Bu

Home For NOC Employees Subject Index Site Directory BLM Intranet

Navigation

Division of Business Services

- Branch of Financial Services
- Branch of Accounting Operations
- Branch of National Property and Support
- Branch of National Acquisitions
- Branch of Architecture and Engineering
- Division of Human Resources Services
- Division of IRM Support Services
- Division of Resource Services

Quick Links

- BLM ITT
- BLM Help Desk
- NOC Directives
- Benefits
- Standard PDs
- Employee/Labor Relations
- EEO
- Info. & Publishing Services
- BLM Library
- Technical Specialties

Personal Property

The Personal Property Acquisition/Inventory Section is responsible to assist State/Field Property Managers with accounting for all asset shells (capitalized/non-capitalized) that are created from Purchase Orders, Blanket Purchase Agreement and GSA vehicle purchases. We also provide instructions to perform annual personal property inventories via IM. We are responsible for updating step-by-step instructions for the processing of all FBMS transactions. If necessary, training is provided via telephone. When requested, research is provided for those incidents that occur.

Guidance

- 1520 Personal Property Management Manual
- G-1520-1 General Operation Procedures
- G-1520-2 Receiving and Identification
- G-1520-3 Financial Business Management System (FBMS) Personal and Real Property Inventories
- G-1520-4 Warehouse Management
- FBMS Processes

Forms

- 1520-9 Accountability Certificate

FBMS Instructions

- APO CPO Employees List March 2013
- Assets Need to be Inventoried
- Asset Value March 2013
- Change Asset Master Record
- DI-105
- Find Asset Number
- Find Asset Shell
- History of an Asset
- Incomplete Asset Report
- Inventory for CPO Procedures
- Inventory Report Certification
- Mass Change
- Offsetting Entry
- UPC Short List

Internal Control Reviews

Internal Control Review Checklists

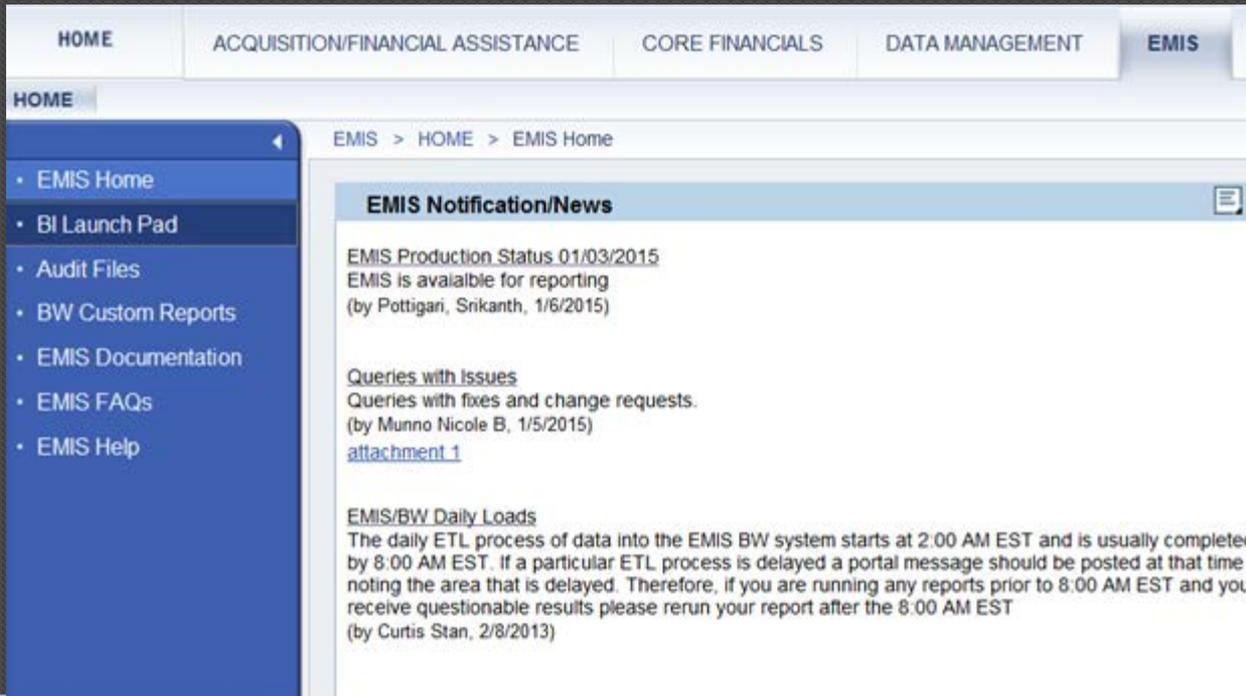
- Establishment and Maintenance of Accountability Records
- Inventory Accuracy Completeness
- Documentation of Loss Damage Theft
- Media Sanitation During Disposal
- Reutilization and Disposal of Property
- Security of Firearms
- Accountability and License Plates
- Vehicle Reports
- Maintenance Fleet Records
- Completion Fleet Safety Inspection
- Prioritization Fleet Energy Initiatives
- 2012 Internal Control Review Template Sample

IMs & IBs

- IM OC-IM-2013-002 Procedures to Conduct Inventory

Running the Incomplete Asset Report

▶ EMIS – BI Launch Pad

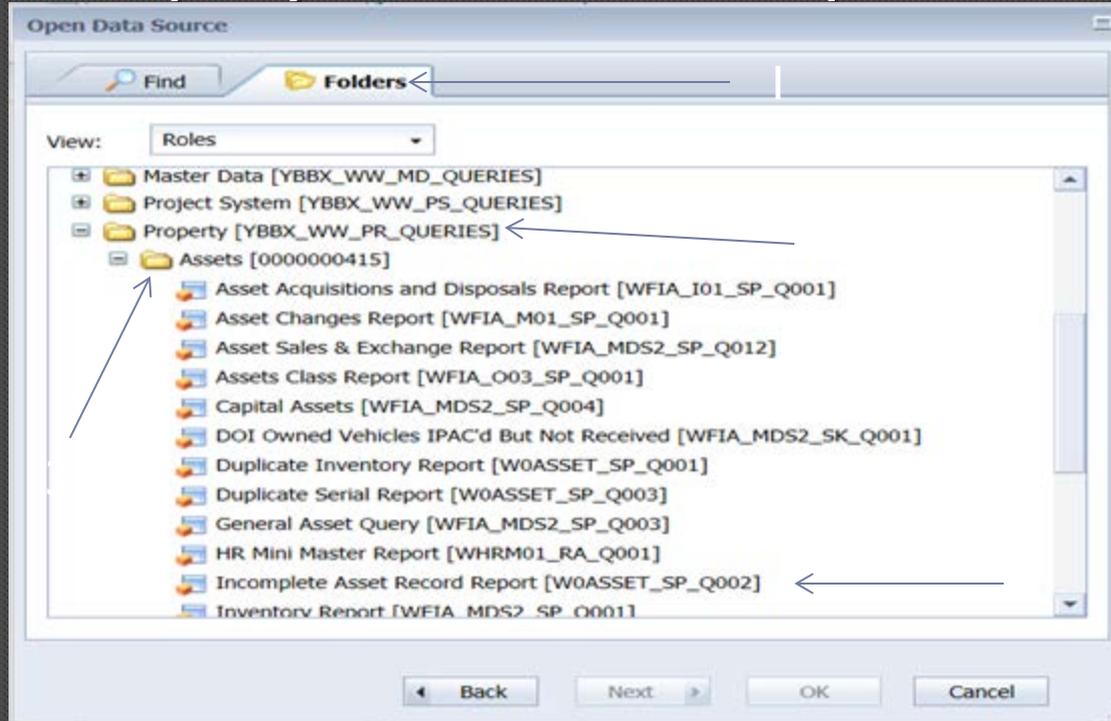


The screenshot displays the EMIS BI Launch Pad interface. At the top, there are navigation tabs: HOME, ACQUISITION/FINANCIAL ASSISTANCE, CORE FINANCIALS, DATA MANAGEMENT, and EMIS. The EMIS tab is currently selected. Below the tabs, a breadcrumb trail reads "EMIS > HOME > EMIS Home". On the left side, there is a blue sidebar menu with the following items: EMIS Home, BI Launch Pad (highlighted), Audit Files, BW Custom Reports, EMIS Documentation, EMIS FAQs, and EMIS Help. The main content area is titled "EMIS Notification/News" and contains three sections of text:

- EMIS Production Status 01/03/2015**
EMIS is available for reporting
(by Pottigari, Srikanth, 1/6/2015)
- Queries with Issues**
Queries with fixes and change requests.
(by Munno Nicole B, 1/5/2015)
[attachment 1](#)
- EMIS/BW Daily Loads**
The daily ETL process of data into the EMIS BW system starts at 2:00 AM EST and is usually completed by 8:00 AM EST. If a particular ETL process is delayed a portal message should be posted at that time noting the area that is delayed. Therefore, if you are running any reports prior to 8:00 AM EST and you receive questionable results please rerun your report after the 8:00 AM EST
(by Curtis Stan, 2/8/2013)

Incomplete Asset Report

- ▶ Folders - Property - Asset - Incomplete Asset Report



Incomplete Asset Report

▶ Responsible Cost Center

The screenshot shows the SAP Prompts dialog box for the report WOASSET_SP_Q002. The dialog is split into two main sections: 'Prompt Summary' on the left and a list of prompts on the right. The 'Required' tab is selected in the right-hand section. A blue arrow points to the 'Responsible Cost Center' prompt in the list.

Prompt Summary

WOASSET_SP_Q002 [BW_SSO_Connection]

- ✓ Business Area by Authorization : L000
 - Fiscal Year :
 - Asset Class :
 - Cost Center :
- ✓ Deactivation Flag : Equal: # INCLUDE;
 - Functional Area :
 - Fund :
 - Funds Center :
- ✓ Incomplete Indicator : X
 - Main Asset Number :
 - Responsible Cost Center :

Prompts List (Required Tab)

- Business Area by Authorization
- Fiscal Year
- Asset Class
- Cost Center
- Deactivation Flag
- Functional Area
- Fund
- Funds Center
- Incomplete Indicator
- Main Asset Number
- Responsible Cost Center

Save prompt values with workspace
▪ Required prompts

OK Cancel

Incomplete Asset Report

- ▶ My applications – click on top icon



Incomplete Asset Report

▶ Responsible Cost Center

The screenshot shows the 'Prompts' dialog box for the report 'W0ASSET_SP_Q002 [BW_SSO_Connection]'. The left pane shows the 'Prompt Summary' with the following details:

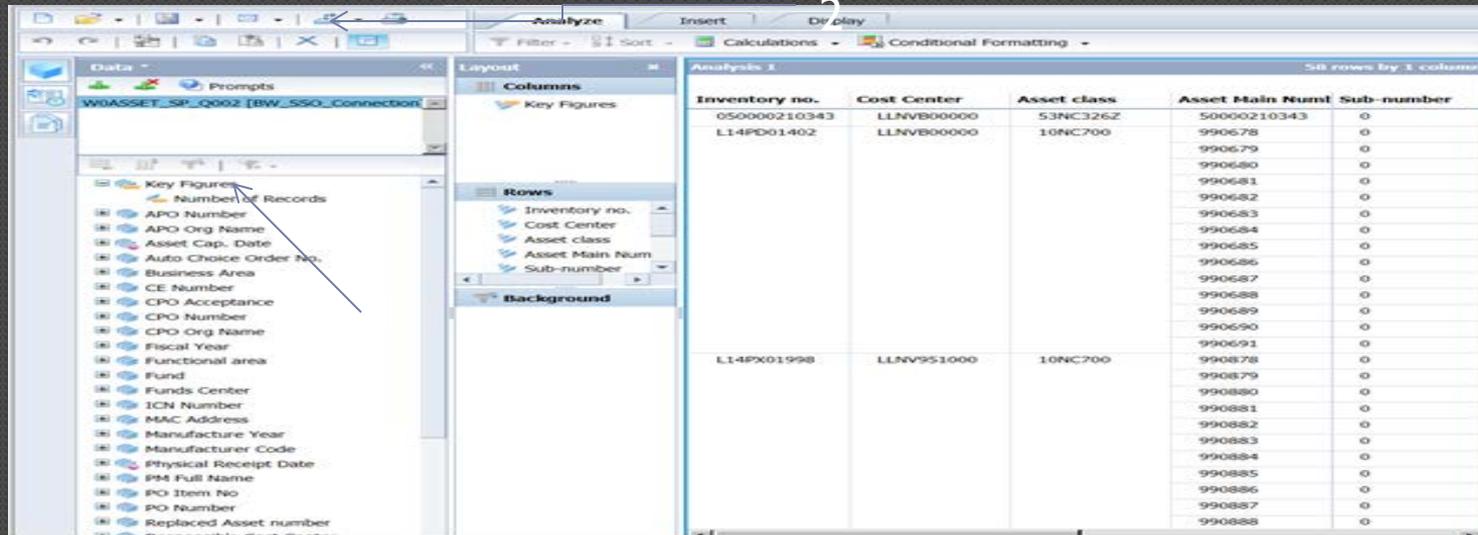
- Business Area by Authorization : L000
- Fiscal Year :
- Asset Class :
- Cost Center :
- Deactivation Flag : Equal: # INCLUDE;
- Functional Area :
- Fund :
- Funds Center :
- Incomplete Indicator : X
- Main Asset Number :
- Responsible Cost Center :

The right pane shows a tree view of prompts. The 'Responsible Cost Center' prompt is expanded, showing a dropdown menu set to 'Include' and a text input field containing 'LLNVB*'. The 'values' dropdown is set to 'Equal'. At the bottom of the dialog, there is a checkbox for 'Save prompt values with workspace' (checked) and a sub-section for 'Required prompts'. The 'OK' and 'Cancel' buttons are at the bottom right.

2

Incomplete Asset Report

- 1 – Drag Key figures from left column into rows column that you want
- 2 – Click Down Arrow left of printer icon (choose Excel 2007 or later)
- 3 – You can save as favorite at this point

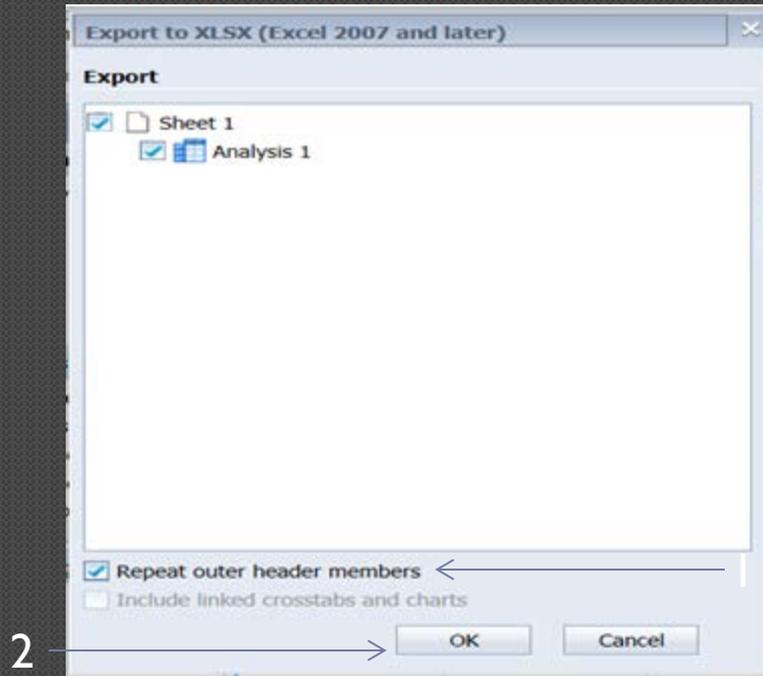


The screenshot shows the SAP Asset Report interface. On the left, the 'Key Figures' list includes: Number of Records, APO Number, APO Org Name, Asset Cap. Date, Auto Choice Order No., Business Area, CE Number, CPO Acceptance, CPO Number, CPO Org Name, Fiscal Year, Functional area, Fund, Funds Center, ICN Number, MAC Address, Manufacture Year, Manufacturer Code, Physical Receipt Date, PM Full Name, PO Item No, PO Number, and Replaced Asset number. The 'Layout' pane shows 'Key Figures' in the 'Columns' section and 'Inventory no.', 'Cost Center', 'Asset class', 'Asset Main Num', and 'Sub-number' in the 'Rows' section. The main table displays asset data with columns for Inventory no., Cost Center, Asset class, Asset Main Num, and Sub-number. A printer icon is visible in the top toolbar, and a blue arrow points to it from the text '2' above.

Inventory no.	Cost Center	Asset class	Asset Main Num	Sub-number
050000210343	LLNVB00000	53NC326Z	50000210343	0
			990678	0
			990679	0
			990680	0
			990681	0
			990682	0
			990683	0
			990684	0
			990685	0
			990686	0
			990687	0
			990688	0
			990689	0
			990690	0
			990691	0
L14PD01402	LLNVB00000	10NC700		
			990878	0
			990879	0
			990880	0
			990881	0
			990882	0
			990883	0
			990884	0
			990885	0
			990886	0
			990887	0
			990888	0
L14PD01998	LLNV951000	10NC700		

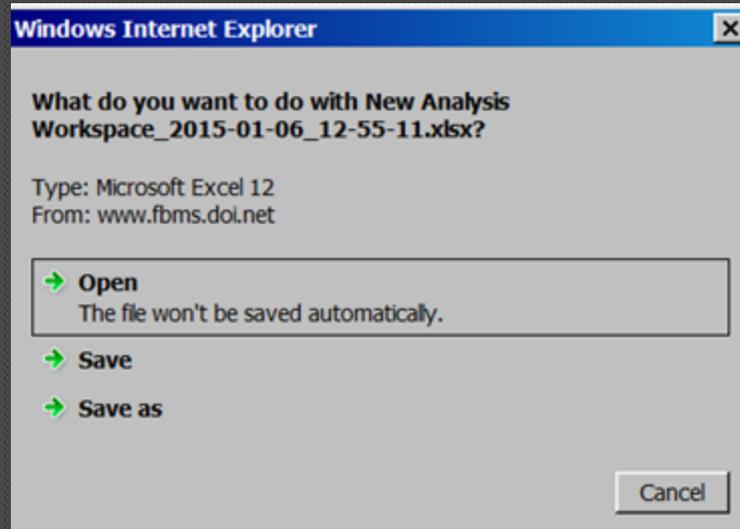
Incomplete Asset Report

- ▶ Click on Repeat Outer Header Members



Incomplete Asset Report

- ▶ Open and Save (or Save as)



Verify Account Assignment

- ▶ Click Acquisition/Financial Assistance
- ▶ Click Display Purchase Order
- ▶ Input Purchase Order Number – ENTER

The screenshot displays a software interface for verifying account assignment. The navigation menu on the left includes options like 'Acquisition Home', 'Receiving', 'Invoicing', and 'Purchasing'. The main content area shows 'Contract Awards L14PX01998 Created by Christopher Wilson'. A search dialog box is open, showing the entered purchase order number 'L14PX01998' and a list of document types including 'Pur. Order', 'Purch. Requisition', and 'SRM Contract'. A table of purchase orders is visible in the background, with columns for PO Quantity, O, C, Delv. Date, and Net Price.

PO Quantity	O	C	Delv. Date	Net Price
30.000	EA	D	09/30/2014	740.05
15.000	EA	D	09/30/2014	1,179.17
22.000	EA	D	09/30/2014	740.05

2

3

Verify Account Assignment

- ▶ To find accounting information, click on line number
- ▶ Click on Account Assignment Tab for commitment item
- ▶ If “A” or “L”, then an Asset Shell has been created; “K” indicates no shell (this is where “Acquisition w/ Off Setting Entry” is used)

The screenshot displays the SAP Contract Awards interface. The top section shows the contract header with details: Contract Awards, L14FX01998, Vendor 70103101 ALLIANCE MICRO, INC., and Doc. date 09/24/2014. Below this is a table of items with columns for Item, Material, Short Text, PO Quantity, Deliv. Date, Net Price, and other fields. Three items are listed: 40 Power User Laptop#AK, 50 Ultralight Laptop w/ Acc., and 60 Monitor#AK. The 'A' in the 'Item' column for item 40 is highlighted with a blue arrow pointing to the 'Account Assignment' tab in the lower section. The 'Account Assignment' tab is selected, showing a table with columns for S, S, Quantity, Perce, Net Value, Cost Ctr, G/L Acct, BusA, Order, WBS Element, Funded Program, and Commitment. Two rows of data are visible in this table.

S	S	Quantity	Perce	Net Value	Cost Ctr	G/L Acct	BusA	Order	WBS Element	Funded Program	Commitment
1		2.760	92.0	4,741.96	LLAKF01000	6100.312E0	L000		LX.SS.028L0000	LXSS028L0000	312E00
2		0.240	8.0	412.34	LLAKF03000	6100.312E0	L000		LX.SI.LCYR0000	LXSILCYR0000	312E00

FBMS Reminders – Call OC-653

- ▶ Do not create an Asset Shell for I-Tag or M-tag items purchased with a Credit Card or Found on Inventory - Call OC-653
- ▶ If a Capitalized Asset does not appear on the Incomplete Asset Report – Call OC-653
- ▶ If a Asset requiring license plate is received and does not have an Asset Shell – Call OC-653
- ▶ Kathy -(303) 236-9460 or Lois - (303) 236-9461

Transfer an Asset

1 - TO TRANSFER AN ASSET TO ANOTHER ACCOUNTABLE OFFICE USE THE CHANGE ASSET MASTER RECORD TRANSACTION.

PROPERTY > ASSET > Master Data > Change Asset Ma

Asset Edit Goto Extras Environment Sett

Change Asset: Initial screen

Master data Depreciation areas Asset values

Asset	47506
Subnumber	
Company Code	1400

Transfer an Asset

2 - INPUT THE ORGANIZATION CODE IN THE RESP. COST CENTER FIELD FOR THE OFFICE RECEIVING THE EQUIPMENT.

The screenshot displays the SAP 'Change Asset: Master data' interface. At the top, there are two tabs: 'Change Asset: Master data' (active) and 'Asset values'. Below the tabs, the asset details are shown:

Asset	47506	0	TRAILER - BOAT
Class	20NC230		NonCap Trailers
			Company Code 1400

Below the asset details, there are five tabs: 'General', 'Time-dependent', 'Allocations', 'Origin', and 'Deprec. Areas'. The 'General' tab is selected, showing the following data:

Interval from 08/13/2014 to 12/31/9999

Business Area	L000	Bureau of Land Management
Cost Center	LLCAC05000	UKIAH FO
Resp. cost center	LLORV00400	VDO FA MGMT
Plant	L000	BLM
Location		
Room		
License plate number	I255984	
Fund	XXXL1109AF	L245 MLR-NO YR

An arrow points to the 'Resp. cost center' field, which is highlighted with a dashed border, indicating the field to be updated with the receiving office's organization code.

Transfer an Asset

3 - CHANGE THE CPO ACCEPTANCE TO A 'P' – DO A DROP DOWN ON THE CPO NO. NAME TO INPUT THE NEW CPO (THIS WILL DEFAULT THE APO FOR THE OFFICE) – INPUT CE NO. NAME IF AVAILABLE

THIS INFORMATION WOULD BE GIVEN BY THE RECEIVING OFFICE'S PROPERTY MANAGER

The screenshot shows the SAP 'Change Asset: Master data' interface. The 'Asset values' section is visible at the top, with fields for Asset (47506), Class (20NC230), and Company Code (1400). The 'Organization Information' tab is selected, showing a list of fields for CPO, APO, and CE information. A blue arrow points to the 'CPO Acceptance Ind:' field, which is currently set to 'P'.

Field	Value
Asset	47506
Class	20NC230
Company Code	1400
Asset Description	TRAILER - BOAT
NonCap Trailers	NonCap Trailers
Organization Information	
CPO Acceptance Ind:	P
CPO No.Name	40003925 OBERT NARUS
CPO Org.	VALE DIV OF FIRE & AVIATION MGMT
AP0 No.Name	40044495 DONALD N GONZALEZ
AP0 Org.	VALE DISTRICT OFFICE
CE No.Name	40013659 TRACY D SKERJANEC
CE Org.	VALE DIV OF FIRE & AVIATION MGMT

DI-105 Hand Receipt for Property

DI-105
(Revised 5/88)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OR OFFICE
RECEIPT FOR PROPERTY

**ORIGINAL - RETAIN
BY ISSUING OFFICE
DUPLICATE - EMPLOYEE
DUPLICATE - INTERNAL USE**

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST
ITEM	PROPERTY				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Issued By: (Name and Title) _____ Date Issued: _____

It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged or destroyed through my carelessness, negligence, or gross negligence, I can be held financially liable as determined by a

Appendix 1

- ▶ Inventory Report Certification

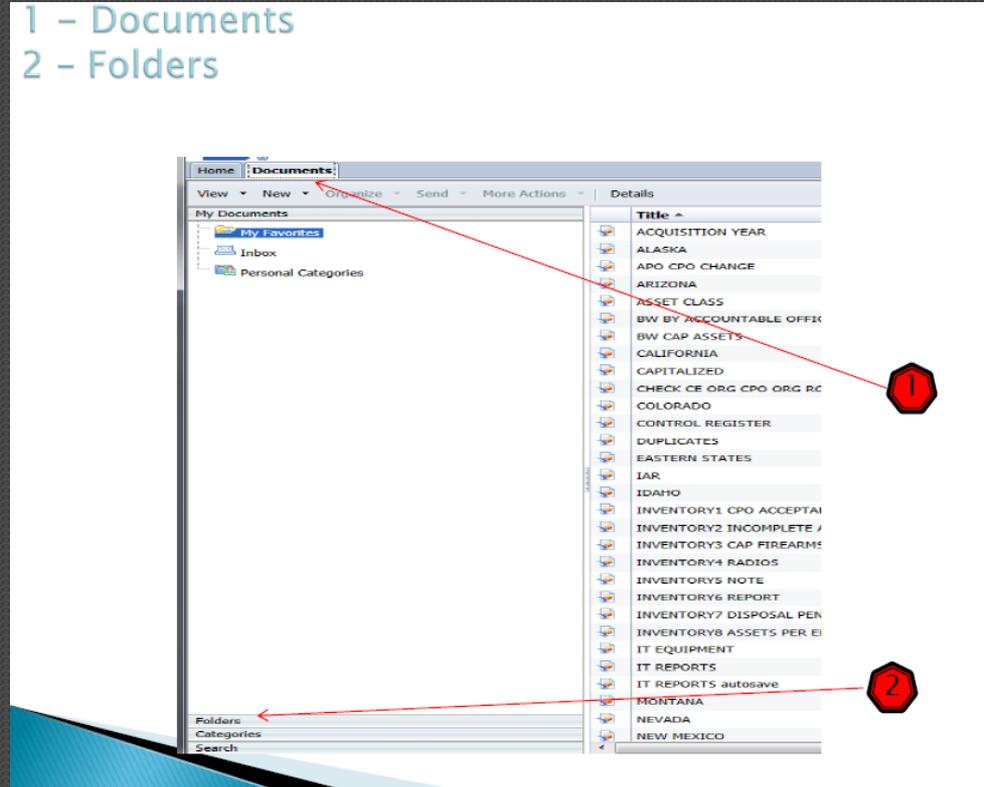
Inventory Report Certification

- 1 – EMIS
- 2 – BI Launch Pad

The screenshot displays the EMIS web application interface. At the top, there is a navigation bar with tabs for HOME, ACQUISITION/FINANCIAL ASSISTANCE, CORE FINANCIALS, DATA MANAGEMENT, EMIS, PROPERTY, and FBMS BIO. Below this, a secondary navigation bar shows the current path: HOME > HOME > EMIS Home. On the left, a blue sidebar menu lists various options: EMIS Home, BI Launch Pad, Audit Files, BW Custom Reports, EMIS Documentation, EMIS FAQs, and EMIS Help. The main content area is titled "EMIS Notification/News" and contains several sections of text, including "BW System Load Status", "Queries with Issues 1-13-2014", "EMIS/BW Daily Leads", "Solution for User Not Authorized error in OLAP Analysis tool", and "GREATER THAN option - PROMPTS". Three red callout boxes with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the "EMIS" tab in the top navigation bar. Callout 2 points to the "BI Launch Pad" option in the left sidebar menu. Callout 3 points to the "BW System Load Status" section in the main content area.

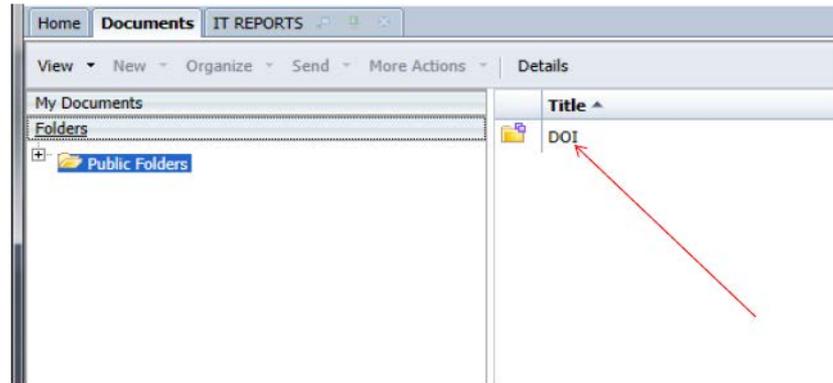
Inventory Report Certification

- 1 - Documents
- 2 - Folders



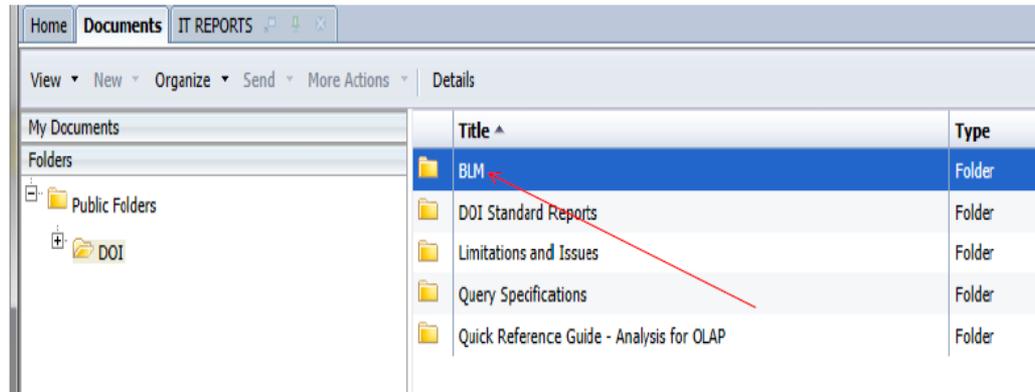
Inventory Report Certification

Click on DOI



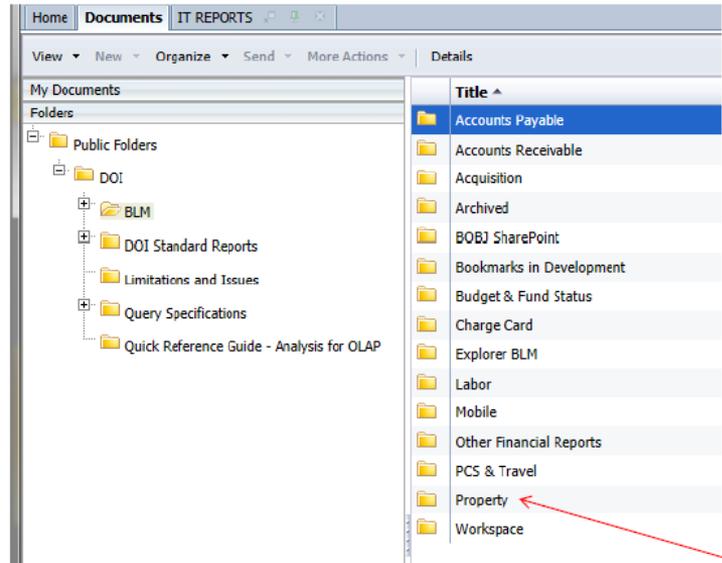
Inventory Report Certification

Click on BLM



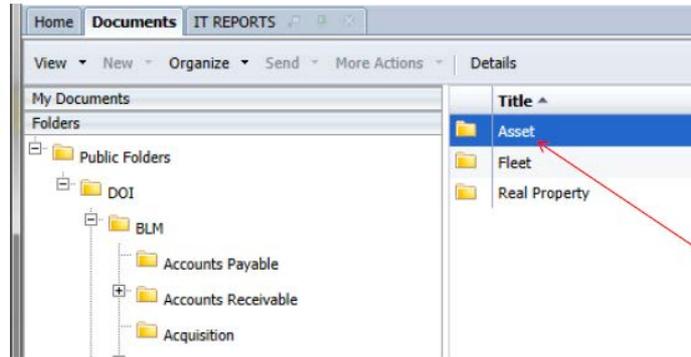
Inventory Report Certification

Click on Property



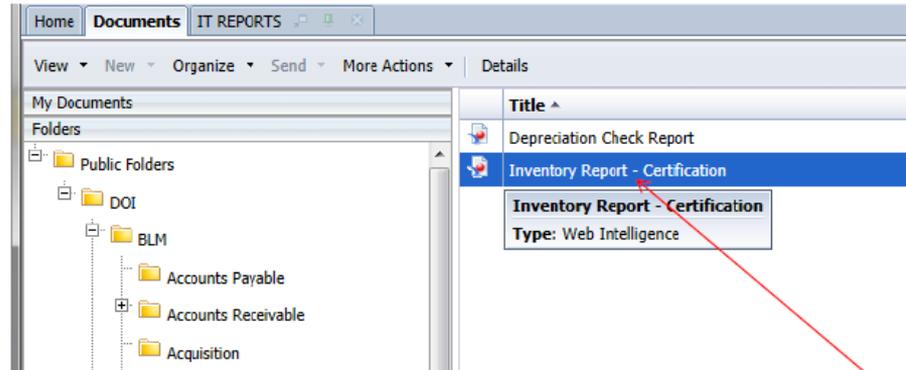
Inventory Report Certification

Click on Asset



Inventory Report Certification

Click on Inventory Report – Certification



Inventory Report Certification

Refresh

The screenshot shows a software interface for generating an inventory report. The window title is 'Inventory Report - Ce...'. The interface includes a toolbar with a 'Refresh' icon (a circular arrow) highlighted by a red arrow. Below the toolbar is a 'Filter Bar' and an 'Outline' pane. The main area displays the 'Inventory Report' for 'As of 10/29/12'. The report is presented as a table with the following columns:

Asset Number - Key	Asset - Key	Asset Cap Date	Last inventory date
Asset Number - Long Text			
Asset - Asset additional desc (Key)			
Model			
Manufacturer Name		Model Year	Serial number
Location - Key	Room - Key	User Status	Maximum ID Number
CPO Name		CE Name	
Resp. cost code		UPC CODE - Key	Acquisition Cost
Inventory Note			

Below the table is a certification statement:

I have conducted the required inventory and hereby certify that the above listing (except for any additions, changes, or deletions annotated) reflects a true and accurate accounting of the property for which I am accountable. I understand that I am personally responsible for all these items and that if any of the property is lost, stolen, damaged or destroyed through my simple or gross negligence, I may be held financially liable as determined by a Board of Survey action.

Signature _____ Date _____

Inventory Report Certification

- 1 - Click on Refresh Value ICON
Slide bar to bottom
- 2 - Select most recent date
- 3 - Click on arrow pointing right (date will default)

10 of 10/20/12

Inventory Report

Asset Number - Key	Asset - Key	Asset Cap Date	Last invento
Asset Number - Long Text			

Prompts

Prompts Summary

- Business Area by Authorization **Bureau of Land Management**
- Period/Fiscal Year **011/2014**
- AP0 Name This filter will be ignored because no value has been selected.
- AP0 Number This filter will be ignored because no value has been selected.
- Asset Class This filter will be ignored because no value has been selected.
- Asset Type This filter will be ignored because no value has been selected.
- CE Name This filter will be ignored because no value has been selected.
- CE Number This filter will be ignored because no value has been selected.
- Cost Center This filter will be ignored because no value has been selected.
- CPO Name This filter will be ignored because no value has been selected.
- CPO Number This filter will be ignored because no value has been selected.
- Depreciation Area **Accountable Property**
- Deactivation Flag **Active;Active**
- Funds Center This filter will be ignored because no value has been selected.
- Inventory Note This filter will be ignored because no value has been selected.
- Inventory Number This filter will be ignored because no value has been selected.

Required prompts

Period/Fiscal Year

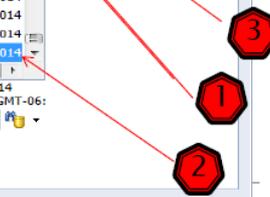
Refresh Values  011/2014

OP_FPER

- 005/2014
- 006/2014
- 007/2014
- 008/2014
- 009/2014
- 010/2014
- 011/2014**

August 18, 2014
10:50:49 AM GMT-06:

OK Cancel



Inventory Report Certification

- 1 - Highlight APO Name - Click Refresh
- 2 - Click the down arrow and click 'Search in Key'
- 3 - Input the APO's last name (ie *DAWSON)- Click on binoculars

Inventory Report

Asset - Key	Asset Cap Date	Last inventory date
-------------	----------------	---------------------

Prompts

Prompts Summary

- ✓ Business Area by Authorization Bureau of Land Management
- ✓ * Period/Fiscal Year 003/2015
- ✓ APO Name This filter will be ignored because no value has been selected.
- ✓ **APO Number** This filter will be ignored because no value has been selected.
- ✓ Asset Class This filter will be ignored because no value has been selected.
- ✓ Asset Type This filter will be ignored because no value has been selected.
- ✓ CE Name This filter will be ignored because no value has been selected.
- ✓ CE Number This filter will be ignored because no value has been selected.
- ✓ Cost Center This filter will be ignored because no value has been selected.
- ✓ CPO Name This filter will be ignored because no value has been selected.
- ✓ CPO Number This filter will be ignored because no value has been selected.
- ✓ Depreciation Area Accountable Property
- Deactivation Flag Active;Active
- ✓ Funds Center This filter will be ignored because no value has been selected.
- ✓ Inventory Note This filter will be ignored because no value has been selected.
- ✓ Inventory Number This filter will be ignored because no value has been selected.
- ✓ Last Inventory Date This filter will be ignored because no value has been selected.

APO Number (optional)

Refresh Values

OP_FPER

- Not assigned
- 40104567...

Start value

End value

*DAWSON

Match case

Search in key

Search on database

OK Cancel

Inventory Report Certification

- 1 - HILIGHT APO NAME
- 2 - Click arrow pointed to the right (APO will default)
- 3 - Click OK

As of 9/11/12

Inventory Report

Asset Number - Key	Asset - Key	Asset Cap Date	Last inventory date
Asset Number - Long Text			
Asset - Asset additional des (Key)			
Model			
Manufacturer Name			
Location - Key			
CPO Name			
Resp. cost cntr			
Inventory Note			

have conducted the required inventory and find accurate accounting of the property for which property is lost, stolen, damaged or destroyed action.

Signature

Prompts

Prompts Summary

- Business Area by Authorization Bureau of Land Management
- Period/Fiscal Year 003/2015
- APO Name BRUCE E DAWSON[EMPTY_VALUE]
- APO Number This filter will be ignored because no value has been selected.
- Asset Class This filter will be ignored because no value has been selected.
- Asset Type This filter will be ignored because no value has been selected.
- CE Name This filter will be ignored because no value has been selected.
- CE Number This filter will be ignored because no value has been selected.
- Cost Center This filter will be ignored because no value has been selected.
- CPO Name This filter will be ignored because no value has been selected.
- CPO Number This filter will be ignored because no value has been selected.
- Depreciation Area Accountable Property
- Description Flag Active;Active
- Funds Center This filter will be ignored because no value has been selected.
- Inventory Note This filter will be ignored because no value has been selected.
- Inventory Number This filter will be ignored because no value has been selected.

* Required prompts

APO Name (optional)

Refresh Values

W/APO_NM

BRUCE E DAWSON

Start value

BRUCE E DAWSON

End value

December 29, 2014 1:31:55 PM GMT-07:00

*DAWSON

OK Cancel



Inventory Report Certification

- 1 - Click on Filter Bar
- 2 - Click on ICON to add simple report filters

Web Intelligence

Filter Bar Freeze Outline

Click icon to add simple report filters

As of 12/29/14

Inventory Report

Inventory Number		1429733					
Asset Number - Key	1400/004980	Asset - Key	1400/004980/0	Asset Cap Date	9/22/2014	Last Inventory date	12/12/2014
Asset Number - Long Text	M/V MD TRUCK; 4X4, 2601 TO 21,400 GVWR						
Asset - Asset additional desc (Key)	FORD F200, DIESEL, GRAY						
Model	F200						
Manufacturer Name	FORD MOTOR CO			Model Year	2015	Serial number	1F17WGB8F6B40379
Location - Key	L000#	Room - Key	#	User Status	Active	Maximo ID Number	Not assigned
CPO Name	JEREMY M NEUGEBAUER			CE Name	CARY L FROST		
Resp. cost cntr	BLM Southwest ST FO			UPC CODE - Key	23207110	Acquisition Cost	32,608.37
Inventory Note	FY 2015						

Inventory Number		L0292191					
Asset Number - Key	1400/0926	Asset - Key	1400/0926/0	Asset Cap Date	2/21/1000	Last Inventory date	2/6/2014
Asset Number - Long Text	ADPE INPUT/OUTPUT/STORAGE DEVICE						
Asset - Asset additional desc (Key)	DIGITIZER, MICROCOMPUTER						
Model	AC10						
Manufacturer Name	ALTEK INC			Model Year	1088	Serial number	1102B
Location - Key	L000#	Room - Key	#	User Status	Active	Maximo ID Number	Not assigned
CPO Name	GRACE M GUESS			CE Name	JAMES ROBERT SCHOLA		
Resp. cost cntr	BLM Southwest ST FO			UPC CODE - Key	70250100	Acquisition Cost	5,499
Inventory Note	FY 2014						

Inventory Number		L0401429					
Asset Number - Key	1400/11767	Asset - Key	1400/11767/0	Asset Cap Date	7/12/2000	Last Inventory date	3/24/2014
Asset Number - Long Text	ADPE, PC						
Asset - Asset additional desc (Key)	MONITOR B/N 7110075						
Model	T1000						
Manufacturer Name	HEWLETT-PACKARD			Model Year	1990	Serial number	M1800040

Inventory Report Certification

- 1 - Click Others - will receive a dropdown with field choices
- 2 - Click on your choice (i.e. CPO Name)

The screenshot shows a software interface for generating an inventory report. On the left is a sidebar with a list of fields, and on the right is a main window displaying the report data. Two red callout boxes with numbers 1 and 2 are overlaid on the interface.

Callout 1: Points to the 'Others' dropdown menu in the sidebar, which is currently open, showing a list of field names including 'Inventory no.', 'Asset Number', 'Manufacturer Name', 'Model', 'Serial number', 'Model Year', 'Location', 'Resp. cost c/nr', 'CPO Name', 'CE Name', 'Asset Cap Date', 'Last inventory date', 'Maximo ID Number', 'Inventory Note', 'User Status', 'Equipment', 'UPC CODE', 'Room', 'Asset Number - Long Text', 'Asset Number - Key', 'Asset - Asset additional des (Key)', 'Asset - Key', 'Location - Key', 'Resp. cost c/nr - Key', 'Asset', 'User Status - Key', and 'Equipment - Medium Text'.

Callout 2: Points to the 'CPO Name' field in the sidebar, which is highlighted in blue.

The main window displays the 'Inventory Report' with the following data:

Inventory Number: I42735			
Asset - Key	14001843105	Asset Cap Date	9/23/2014
Last inventory date: 12/12/2014			
A, 8001 TO 21,500 GWK			
EL GRAY			
Room - Key	#	Model Year	2015
		Serial number	1F17Y0375FEB90370
		User Status	Active
		Maximo ID Number	Not assigned
CE Name	CARY L FROST		
UPC CODE - Key	23207110	Acquisition Cost	32,850.37
Inventory Number: I0392191			
Asset - Key	1400162310	Asset Cap Date	2/3/1990
Last inventory date: 2/9/2014			
PRINT STORAGE DEVICE			
COMPUTER			
Room - Key	#	Model Year	1988
		Serial number	11026
		User Status	Active
		Maximo ID Number	Not assigned
CE Name	JAMES ROBERT SCHOOLA		
UPC CODE - Key	70267100	Acquisition Cost	8,408
Inventory Number: I0491429			
Asset - Key	14001173100	Asset Cap Date	7/12/2000
Last inventory date: 2/24/2014			
0675			

Inventory Report Certification

Click the down arrow and it will show all CPOs for the APO selected.

You need not do a refresh to pull a new report for a different CPO.

You can then print each report. Click the print ICON, OPEN, PRINT.



Thank You

▶ Questions?