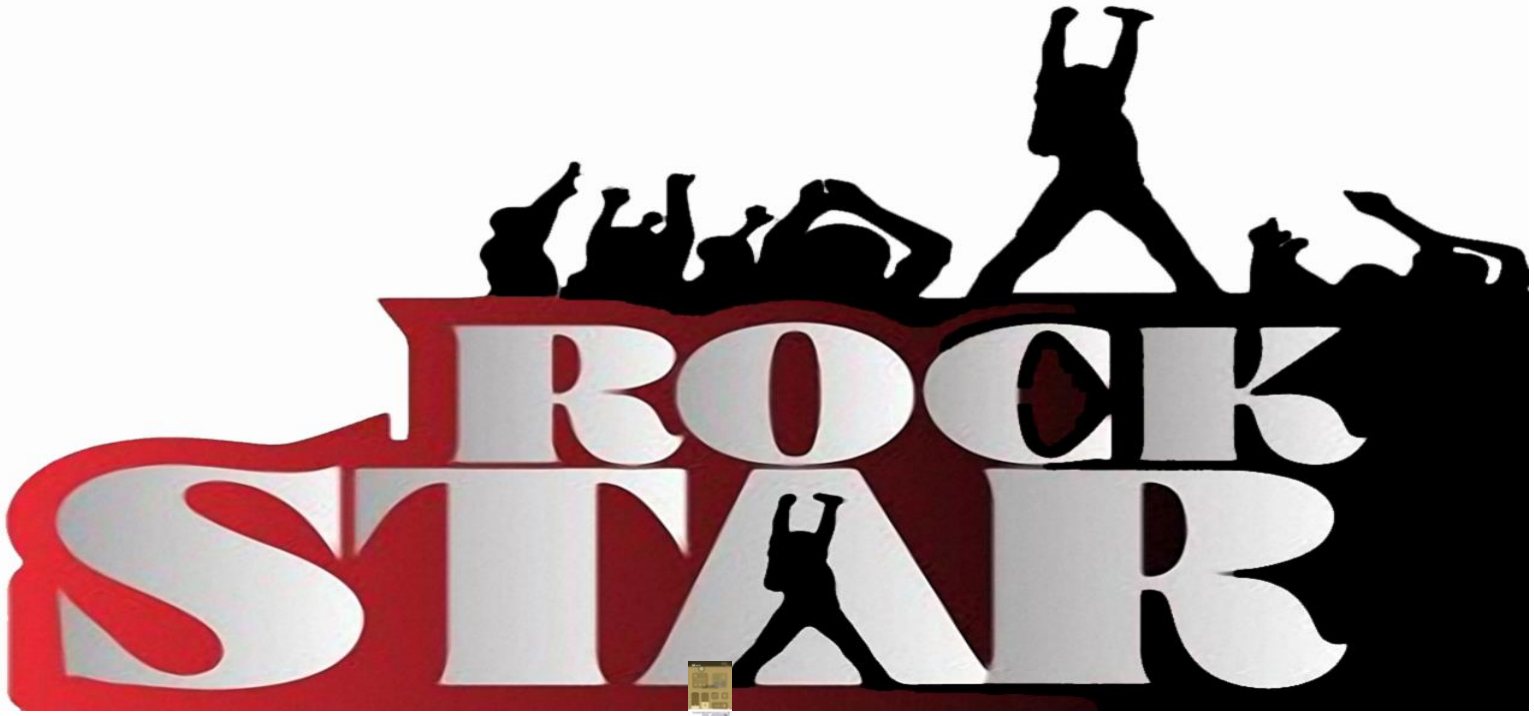
We're an American Band – grand funk railroad
rock and roll band – boston
taken care of business – bachman turner overdrive
Call me…any any time (blonde?)
for retirement – should I stay or should I go – the clash
active involvement – get jiggy with it
final count down – Europe
under pressure – queen/David bowie
come together – the beatles
you can do magic – America
I still haven't found what I;m looking for – U2
Say it aint so – Weezer
with or without you – u2
what would you say – dave Matthews band
where are you going – dave Matthews band

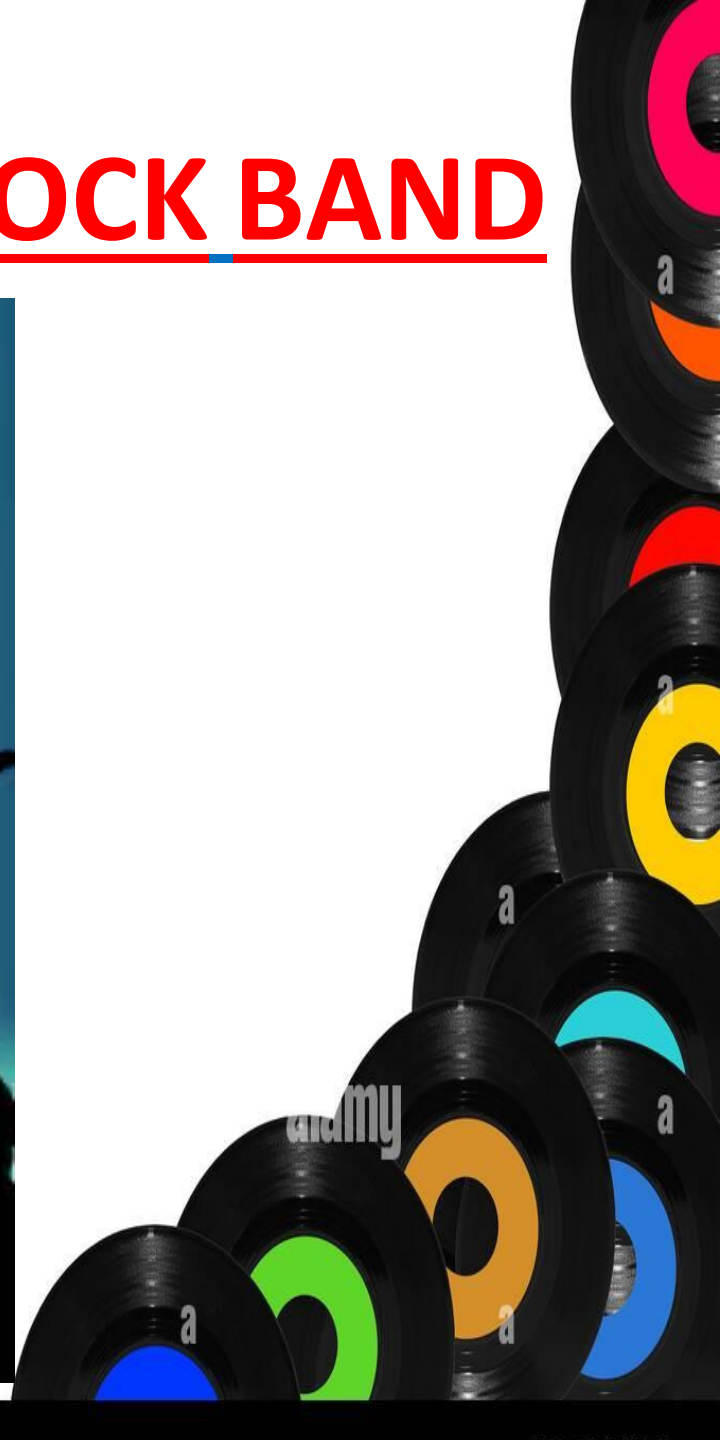
BE AN ASSET



TRAINING OBJECTIVES

- Meet The DAS Asset Management Band
- Policy Requirements
- Physical Inventory Deadlines
- Physical Inventory How-To Instructions
- Receive / Tag / Retire / Scrap / Transfer
- An opportunity to voice concerns or problems
- Assets and the Future

MEET THE DAS ASSET MANAGEMENT ROCK BAND



MANDY PARSONS

ASSISTANT DIRECTOR

Phone: (304) 352-0202

Email: Mandy.F.Parsons@wv.gov

BRENT KESSINGER

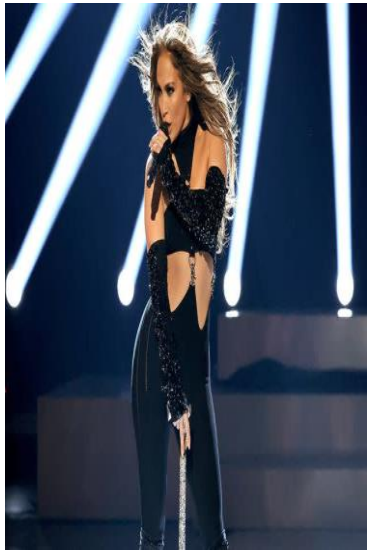
ASSET MANAGER

Phone: (304) 352-0203

Email: Brent.A.Kessinger@wv.gov

NICKOLE PROWSE (new employee)

ASSET COORDINATORS



Phone: (304) 352-0207

Email: Nickole.R.Prowse@wv.gov

Phone: (304) 352-0220

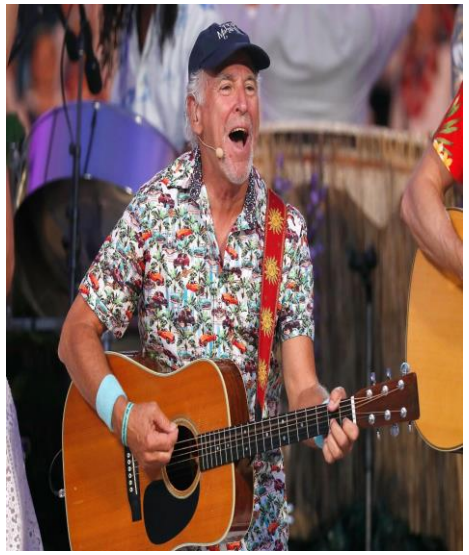
Email:

Email: DASAssets@wv.gov

REGGIE SMITH

VICKI ROSS

FLEET COORDINATORS



Phone: (304) 352-0205

Email: Reggie.M.Smith@wv.gov

Phone: (304) 352-0206

Email: Vicki.L.Ross@wv.gov

Email: DASFleet@wv.gov

COME TOGETHER

✓ Created Master Inventory Spreadsheet (DCR-INV-001)

- ✓ Vetted all Master Inventory Spreadsheets vs wvOASIS reports
  - Corrected data so that everything matches. (Tag#, SN#, Acq Date, Cost, Custodian Code, Location Code, Fixed Asset #, Status)
  - Do not change data in rows that have a FA# unless its STATUS or NOTES or LOCATION WITHIN YOUR FACILITY
  - Vetted those assets in wvOASIS that did not match anyone's inventory spreadsheets and added to the spreadsheets (in NOTES see Mandy added…)

COME TOGETHER

- ✓ **Created Asset Retirement / Transfer Form (DCR-INV-003)**
  - ✓ Standardized this form so that you can copy the rows from Master Inventory Spreadsheet and just paste into this form and then add the Physical Condition.
  - ✓ Created the form to track asset Transfers from one facility/work unit to another.
  - ✓ Do Not use this form if retiring OT related items. You must use the OT forms and the WV103 form.

RULES

✓ DCR OT POLICY DIRECTIVE #105.09

✓ Section IV: Receipt of Purchases, Fixed Assets, and Installation

A. All items purchased out of DCR OT funds will be shipped to the DCR Director of Technology/designee for proper inventory tagging and entry into the fixed assets system unless otherwise directed by the DCR Director of Technology/designee. These items will then be delivered to the requester with instructions on how to proceed with installation.

A. Items purchased through facility or local unit funding can be shipped directly to the local unit/requester and tagged/entered into the fixed assets system onsite. The facility or local unit must then send asset tag and serial numbers for the purchased equipment to the DCR Director of Technology/ designee.

RULES

- ✓ **Senate Bill # 352**
- ✓ DCR is exempt from WV Purchasing Division Surplus Property
- ✓ Created the DCR Surplus Property Fund
  - ✓ Assets can be sold – all monies go into this account
  - ✓ Monies in this account used for DCR Facility maintenance and repair

RULES

✓ DCR ASSET MANAGEMENT POLICY DIRECTIVE #122.01

✓ Definitions:

Accountability: The obligation of each individual to retain control of all individually assigned assets.

Asset or Assets: All real and personal property, and all equipment, supplies and commodities.

Asset Coordinator: The DAS employee(s) who shall manage the assets in wvOASIS.

Cannibalization: As it refers herein, taking parts from one or more assets to maintain or repair another asset.

RULES

Commodities: Supplies, material, equipment, contractual services, and any other articles or things used by or furnished to a department, agency, or institution of state government.

Expendable Property: Items of supply that are consumed in use (e.g. soap, paper, batteries, etc.); lose their identity in a larger assembly (e.g. tires, fence posts, doors, etc.); or have a reasonably expected useful life of less than one (1) year.

Inventory Coordinator: Person(s) assigned at a facility or work unit to maintain a master inventory list.

Inventory Control Tag: The approved bar-coded tag that is assigned to each facility/work unit. The tag number will begin with alpha initials of the specific facility/work unit and is followed by a sequential number sequence.

RULES

Master Inventory Spreadsheet: DCR-INV-001 Form. The only approved form used to capture and track all necessary data concerning Reportable and Non-Reportable Property.

Non-Reportable Property: All property that retains their original identity during its useful life, and special items that may not meet the cost requirements but are considered sensitive enough to warrant special control (e.g. radios, furniture, electronic devices).

Reportable Property: All property with an original acquisition cost of five hundred dollars ($500.00) or more and a useful life of one (1) year or more. An exception to this is all computer-type property and all lethal and non-lethal weapons shall be reported regardless of acquisition cost.

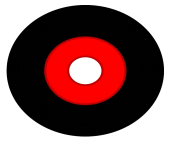
TOP 5 BILLBOARD HITS IN A SUCCESSFUL INVENTORY

Active Involvement

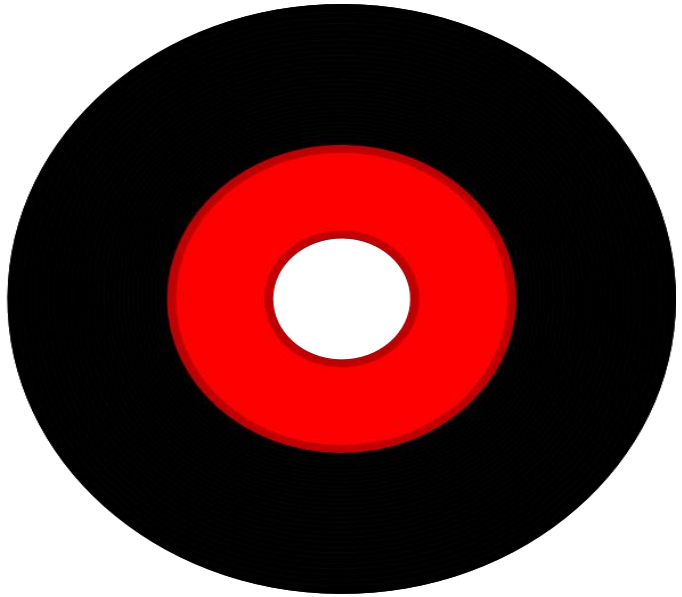
Receiving / Tagging / Retiring / Transferring / Cannibalizing Assets

Master Inventory Spreadsheets vs wvOASIS

Yearly Asset Reconciliation vs 3-year Physical Inventory



Reporting

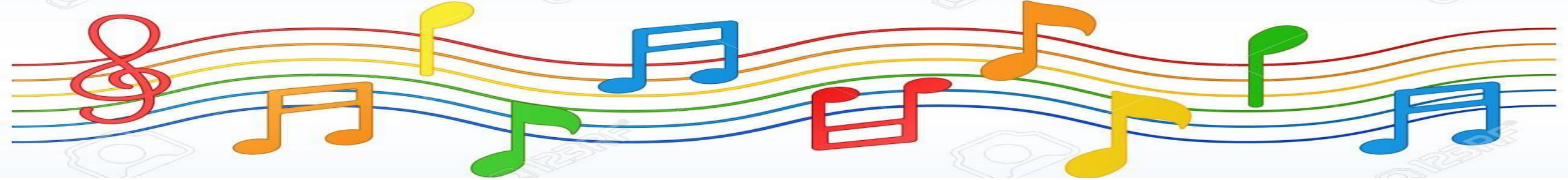


ACTIVE INVOLVEMENT

- ✓ **DCR facility/work unit Superintendents, Supervisors or Directors will:**
  - Assign an Inventory Coordinator.
  - Ensure that all property is safeguarded, serviceable condition, properly cared for, used and accounted for
  - Ensure that no accumulations of property beyond amounts necessary.

✓ Inventory Coordinator will:

- Monitor and control expendable property. This shall be accomplished through a perpetual inventory that adds items received and subtracts items removed each time a change occurs.
- Maintain a Master Inventory Spreadsheet list of all their assets.
- Enter assets into the Master Inventory Spreadsheet immediately following payment of invoice.
- Affix Inventory Control Tags to all Reportable and Non-Reportable Property.
- Establish and maintain accountability measures for common use property, such as logs.



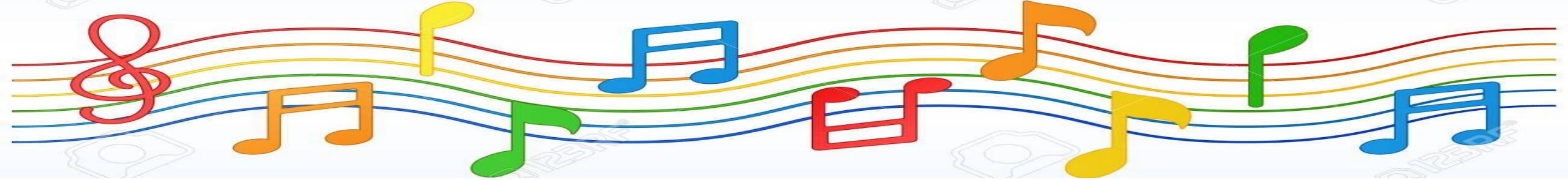
✓ **DAS has Asset Coordinators to:**

- Assist DCR on proper care and disposal of all state-owned assets
- Enter all commoditites into wvOASIS within 30 days of vendor payment.
- Process all wvOASIS Fixed Asset documents necessary to maintain an accurate inventory for each facility/work unit.
- Supply all Inventory Control Tags to the facilities/work units as needed.
- Approve all asset Transfers, Retirements and Cannibalizations.

Receiving / Tagging / Retiring / Transferring / Cannibalizing Assets

RECEIVING

- When receiving in an asset, please review the packing slip and/or order form to ensure that the Serial number, make, model, quantity, etc. is correct
- Tag the asset with the approved Inventory Control Tag.
- DAS suggests that the asset be listed on the Master Inventory Spreadsheet at this time.
    - This allows DAS to view the Master Inventory Spreadsheet and see the Tag # and Serial # so that the SHEL document can be completed in wvOASIS.



Asset Inventory

Facility: DAS

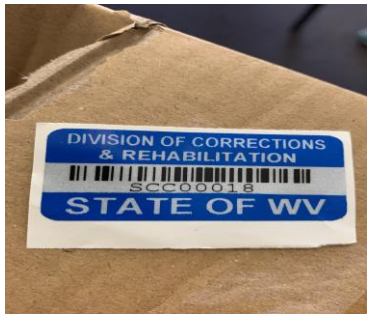
Date: 1/12/2021

ITEM DESCRIPTION / DETAILS					OASIS DESCRIPTION				PURCHASE INFORMATION			LOCATION				FACILITY INFORMATION		
Tag Number	Serial Number	Description	Make	Model	FA # or N/A	STATUS (Active/Retired/Pending/Transferred)	RETIREMENT DOCUMENT # or OASIS FD #	RETIRED DATE	COST	AQUISTION DATE	Facility	Building	Dept/Area	Room	ASSIGN TO	ITEM #	TYPE #	NOTES
DAS00003	TW-05FDDV-32070-91i-1999	Docking Station	Dell	WD15-K17A		retired	DAS121620		$123.01	3/18/2019	DAS	DAS						
N/A	FCH1229B3ZT	Phone, IP (53406)	Cisco	7942		Retired	DAS082620				DAS	DAS						
N/A	FCH13198YCN	Phone, IP (53454)	Cisco	7942		retired	DAS082620				DAS	DAS						
DAS00232	502705945V1DV	Printer-Computer	Lexmark	CS310dn		retired	DAS090920		$95.00		DAS	DAS						
N/A	FCH16079VA9	Phone, IP (53542)	Cisco	7942		retired	DAS082620				DAS	DAS						
DOC 5342	QC4093080409	Monitor-Computer	Viewsonic	VG1930wm		Retired					DAS	DAS			1st Floor Common Area			
RJA 01765	Z49LHCD600292F	Monitor-Computer		MT02		Retired					DAS	DAS			1st Floor Common Area			Retire to Surplus - Can Not Repair
RJA 00468	N/A	Cream - 4 Drawer File Cabinet	HON	N/A		Transferred					DAS	DAS			1st Floor Common Area			transferred to CCC
RJA02088	5CG8171775	Laptop	HP	Probook 650 G4	A0428874	Active			$1,474.00	5/10/2018	DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			
DAS00168	FLY01666	Scanner-Desktop	Canon	DR-6030C	A0427154	Active			$1,930.00	9/17/2019	DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			will remove once OT sets up newer one
N/A	FCH2331DBY5	Phone, IP (20224)	Cisco	8851		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			updated cube # 6-15-21
N/A	N/A	Label Maker	Dymo	single		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			
RJA 02070	5CG745W6YX	Docking Station	HP	UtraSlim		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			
DAS00388	010820005110586MQ	Time & Date Stamper	Acroprint	ES700		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			

TAGGING

Using this hand-held scanner to scan the Inventory Control Tag and the item Serial Number will ensure more accurate data.

When scanned with the hand-held scanner, this tag will populate in the cell to read xxx1111



This tag is assigned when computer items are purchased by DCR Central Office. They are NOT to be replaced with a facility tag. When scanned with the hand-held scanner, this tag will populate in the cell to read COxx1111

TAGGING

In certain cases, such as weapons and restraints, where it is not practical to affix an inventory control tag directly to the item, the Inventory Coordinator shall maintain the physical tag in a file folder or notebook. This file folder or notebook will include the actual tag, asset description, and the serial number. This asset shall also be entered into the Master Inventory Spreadsheet.

RETIRING

Use DCR-INV-003 ASSET RETIREMENT / TRANSFER FORM to:

- Dispose, or Retire assets from your facility.
  - Exception is computer related equipment
- Easy to copy the asset data from the Inventory Spreadsheet into this form and then add the Physical Condition information.
- DAS must approve the DCR-INV-003 form and return it to the facility/work unit BEFORE disposal of the asset.

RETIRING

STATE OF WEST VIRGINIA DIVISION OF CORRECTIONS AND REHABILITATION

ASSET RETIREMENT / TRANSFER FORM

DCR-INV-003

Date	
Division Name and Address	
Specific Address of Equipment:	
Facility Inventory Coordinator	
Telephone#	

Facility Retirement #:	

Recommended Disposition Method
(CHECK ONLY ONE)

- ____ Request Sale on Site (1)
- ____ Sell for Scrap (2)
- ____ Dispose as Waste (3)
- ____ Lost Asset (4)
- ____ Stolen Asset (5)
- ____ Transfer to: (6)

Transfer Asset Received by and Date:

Inventory Tag #	Serial Number	Description	Make	Model	FA # or N/A	Physical Condition

This retirement / transfer document has been reviewed and approved by DHS Division of Administrative Services:

DAS Asset Management Signature	Title	Date

I certify that I have this day witnessed disposal of equipment listed above in the manner approved.

Work Unit Authorized Signature	Title	Date

DHS Division of Administrative Services
Attn: Asset Management
1201 Greenbrier Street
Charleston, WV 25301

Email: DASAssets@wv.gov

RETIRING

Steps to retire / transfer using the DCR-INV-003 ASSET RETIREMENT / TRANSFER FORM: (used for all Dispositions EXCEPT OT items)

1. Enter the date, Facility Name, Facility Address, Specific Location of Equipment (same as above), Facility Inventory Coordinator Name, Telephone #
2. Under RECOMMENDED DISPOSITION METHOD section, select one method of disposition
3. If you are transferring the asset to another DCR facility, select Transfer To: and enter the facility name
4. Type / Copy the asset data from the Inventory Spreadsheet into this form and then add the Physical Condition information in the last column. **(do not sign the form at this time)**
5. Send the form to DASAssets@wv.gov for verification and approval.

RETIRING

Steps to retire / transfer using the DCR-INV-003 ASSET RETIREMENT / TRANSFER FORM: (used for all Dispositions EXCEPT OT items)

6. DAS will verify the assets and create FD's for those assets in wvOASIS.
7. DAS must approve the DCR-INV-003 form and return it to the facility / work unit BEFORE disposal of the asset.
8. DAS sends the approved form back to you, once the items are gone/disposed of, sign the bottom of the form and send it back to DASAssets@wv.gov to validate completion of disposal.
9. DAS will edit the facility Inventory Spreadsheet to reflect the STATUS change from ACTIVE to RETIRED (or TRANSFERRED), enter the FD # or DCR-INV-003 form Retirement number, and the date retired. We will then change the font color to RED for the entire line.

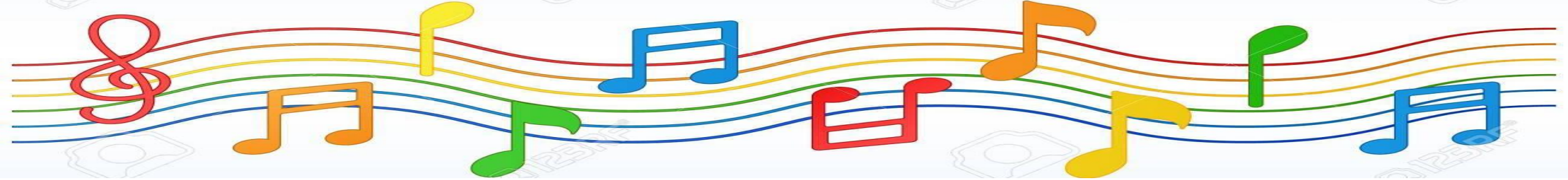
TRANSFERRING

Use DCR-INV-003 ASSET RETIREMENT / TRANSFER FORM

Select TRANSFER TO in the Method Section

Fill in the Receiving facility / work unit name

- All asset transfers **MUST** be approved by DAS Asset Management and the approved DCR-INV-003 form returned **BEFORE** an asset can be transferred.
  - This does not include moving assets within a facility/work unit.
- The Receiving facility/work unit shall sign the approved copy of the DCR-INV-003 form to verify receipt and submit the signed form back to DAS Asset Management.
- Both facilities/work units shall update their Master Inventory Spreadsheet.
- DAS Asset Management will update wvOASIS.
- The Receiving facility/work unit shall **NOT** retag the asset and shall always list the asset's original tag number.



RETIRING - OT

Use WV103 AND the OT Spreadsheet FORM to:

- Retire all OT related assets
- Check the list of items that can be retired to OT
- List each item separately on the OT spreadsheet
- DAS Assets will review each item, and group them according to OT specifications.
- DAS Assets will send you a revised, approved copy.

RETIRING - OT

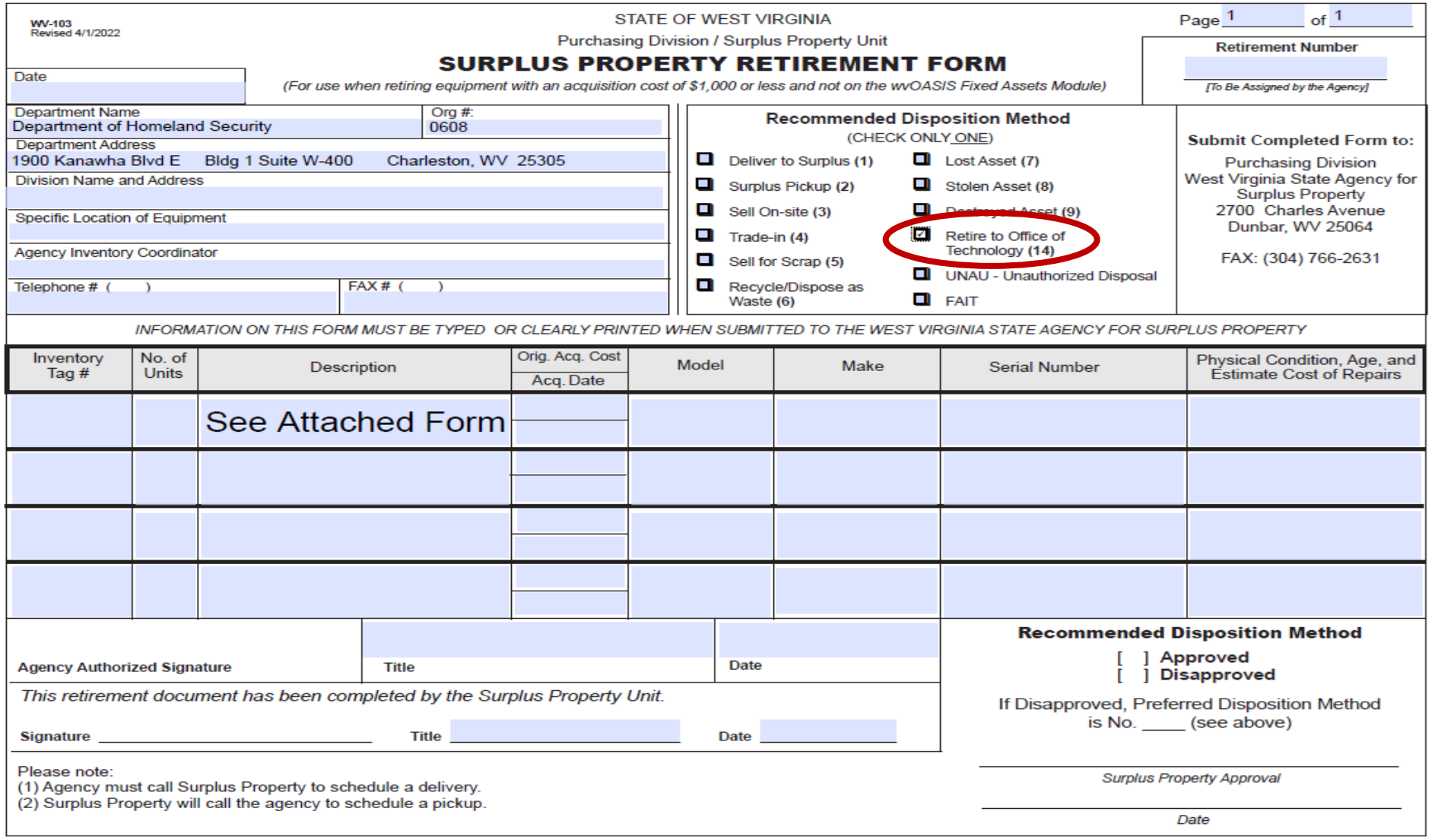
Enter date

Complete your facility info

We use “See Attached Form” here because the OT spreadsheet form has all items to be retired.

In the Recommended Disposition Method box, check Retire to OT

Facility doesn’t sign



WV-103
Revised 4/1/2022

STATE OF WEST VIRGINIA
Purchasing Division / Surplus Property Unit

SURPLUS PROPERTY RETIREMENT FORM

(For use when retiring equipment with an acquisition cost of $1,000 or less and not on the wvOASIS Fixed Assets Module)

Page 1 of 1

Retirement Number
[To Be Assigned by the Agency]

Date

Department Name: Department of Homeland Security
Org #: 0608
Department Address: 1900 Kanawha Blvd E Bldg 1 Suite W-400 Charleston, WV 25305
Division Name and Address
Specific Location of Equipment
Agency Inventory Coordinator
Telephone # ( )
FAX # ( )

Recommended Disposition Method
(CHECK ONLY ONE)

- ☐ Deliver to Surplus (1)
- ☐ Surplus Pickup (2)
- ☐ Sell On-site (3)
- ☐ Trade-in (4)
- ☐ Sell for Scrap (5)
- ☐ Recycle/Dispose as Waste (6)
- ☐ Lost Asset (7)
- ☐ Stolen Asset (8)
- ☐ Destroyed Asset (9)
- ☑ Retire to Office of Technology (14)
- ☐ UNAU - Unauthorized Disposal
- ☐ FAIT

Submit Completed Form to:
Purchasing Division
West Virginia State Agency for Surplus Property
2700 Charles Avenue
Dunbar, WV 25064

FAX: (304) 766-2631

INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED WHEN SUBMITTED TO THE WEST VIRGINIA STATE AGENCY FOR SURPLUS PROPERTY

Inventory Tag #	No. of Units	Description	Orig. Acq. Cost / Acq. Date	Model	Make	Serial Number	Physical Condition, Age, and Estimate Cost of Repairs
		See Attached Form					

Agency Authorized Signature | **Title** | **Date**

This retirement document has been completed by the Surplus Property Unit.

Signature _____ **Title** _____ **Date** _____

Please note:
(1) Agency must call Surplus Property to schedule a delivery.
(2) Surplus Property will call the agency to schedule a pickup.

Recommended Disposition Method
[ ] **Approved**
[ ] **Disapproved**

If Disapproved, Preferred Disposition Method is No. ____ (see above)

_____
Surplus Property Approval

_____
Date

RETIRING - OT

If the asset is on this list, then it MUST be retired to OT.

RETIRE TO OT – REGARDLESS OF CONDITION

- Computers – Towers, Laptops
- Tablets & I-Pads (unlocked or password provided)
- Monitors – LCD
- Servers
- Copiers – Standalone & Network
- Printers – Desktop, Multi-Function and Network
- Fax Machines
- Scanning Devices
- Laptop Batteries
- Network Routers
- Network Switches
- Hard Drives - Any Size
- Internal DVR/DVD Readers/Writers - with hard drives
- Internal CD Readers/Writers/Players
- Polycom
- Security Cameras with Recorder
- Cell Phones (unlocked or password provided) - Retire as 1 Lot*
- All Phones* & Phone Switches
- Magnetic Tape Devices - Any type
- Mag Tapes
- Medical Equipment - No BIO hazards & w/internal memory
- Mailing Equipment/Scanners w/internal memory
- Keyboards, Mice and Docking Stations – Retire as 1 Lot*
- Floppy Discs
- Cords & Cables for computers
- All Cameras/Video Equipment
- Bar Code Readers/Scanners
- Credit Card Machines
- Plotters or Map Printers
- Firewalls
- GPS

All items need to be sent in with the power cord that enables it to operate unless it is the normal 3-prong that is used on desktops. Cell phones, printers, or anything that requires a "special cord" should also have that cord sent with it.

All assets need a serial and tag number. Exceptions – keyboards, mice and phones (cell and desk phones).

If the asset is on this list, then it MUST be retired to OT but only if its in GOOD or FAIR condition. If it is BROKEN then we will use the Dispose As Waste option on the DCR-INV-003 form.

RETIRE TO SURPLUS PROPERTY – FAIR TO GOOD OR WORKING CONDITION

- Smartboards
- Projectors
- Microfiche
- Typewriters and Calculators
- Shredders
- UPS/APC Battery Backups
- Cords & Cables – Not for computers
- Flat Screen Televisions Only
- Time Stamp Machines
- Medical Equipment - No internal memory
- Dictaphones
- DVD/VCR Players – Attaches to TV
- Ink & Toner Cartridges – Unopened
- Batteries, car, etc. (not laptops)
- Laptop Cases
- Label Makers (Hand-Held)
- Mailing Equipment – No memory

RETIRING - OT

DAS wants you to list each item individually on this spreadsheet. After we review the items, we will group them to meet OT's requirements.

Type of Equipment and ***Agency Name*** both have drop down menus and you MUST choose an option from the list. Although incorrect, under Agency Name select DMAPS. Street Address, City Zip County should be your facility info.

Leave these Columns blank: "OASIS FD# or WV-103 #", "Received", "Worksheet Number"

Agency Tag #	Type of Equipment	Brand	Model #	Serial #	Condition	OASIS FD# or WV-103 #	Received	OT Barcode	Agency Name	Agency Street Address	Agency City	Agency Zip	County	Agency Contact Name	Agency Contact Number	Worksheet Number	

RETIRING - OT

Steps to retire OT equipment using the wv-103 form and the OT Spreadsheet:

1. Complete both forms as instructed and then email both to DASAssets@wv.gov.
2. DAS Assets will review all items for accuracy, process the FD's in wvOASIS if necessary, complete Column OASIS FD or WV-103#, and group like items together as 1 box of ___ as OT requests.
3. DAS Assets will send this new version back to both you and OT.
4. OT will approve the form and then mail OT Retirement Tags directly to you.
5. When you receive the OT Retirement Tags, you will place one tag on each item and then type the OT Retirement Tag # beside of the item on the OT spreadsheet. **NOTE:** if you have 1 box of 10 monitors then you will affix **ONE** OT Retirement tag to the one box.
6. Email the OT Spreadsheet back to DASAssets@wv.gov and to Erecycle@wv.gov.
7. OT will contact you with a scheduled pick-up date and time.
8. Once items are picked up and OT completes the retirement, DAS Assets will update your Master Inventory Spreadsheet to reflect Status is RETIRED, document # and Retirement Date.

CANNIBALIZING

- Permitted pursuant to DCR Asset Management procedures.
- Inventory Coordinator contacts DAS Asset Management with the following information:
  - Assets inventory control tag number
  - Description of the asset
  - Is asset operable, and if so, how well it operates.
  - Who will cannibalize the asset and how the person is qualified to remove and reinstall the parts.
- DAS Asset Management shall provide guidance on the proposed cannibalization in accordance with state code requirements.

Master Inventory Spreadsheets vs wvOASIS

MASTER INVENTORY SPREADSHEET

If your Master Inventory Spreadsheet has the FA# filled in, then DAS has vetted that information against wvOASIS.

Don’t change the information in Columns A-L.
(You can notify us if the data is wrong so we can correct it everywhere.)

You can, however, add some info to this asset row such as BUILDING, DEPT/AREA, ROOM, ASSIGN TO, ITEM #, TYPE # OR NOTES

MASTER INVENTORY SPREADSHEET

Asset Inventory

Facility: DAS

Date: 1/12/2021

ITEM DESCRIPTION / DETAILS					OASIS DESCRIPTION				PURCHASE INFORMATION			LOCATION				FACILITY INFORMATION		
Tag Number	Serial Number	Description	Make	Model	FA # or N/A	STATUS (Active/Retired/Pending/Transferred)	RETIREMENT DOCUMENT # or OASIS FD #	RETIRED DATE	COST	AQUISTION DATE	Facility	Building	Dept/Area	Room	ASSIGN TO	ITEM #	TYPE #	NOTES
DAS00003	TW-05FDDV-32070-91i-1999	Docking Station	Dell	WD15-K17A		retired	DAS121620		$123.01	3/18/2019	DAS	DAS						
N/A	FCH1229B3ZT	Phone, IP (53406)	Cisco	7942		Retired	DAS082620				DAS	DAS						
N/A	FCH13198YCN	Phone, IP (53454)	Cisco	7942		retired	DAS082620				DAS	DAS						
DAS00232	502705945V1DV	Printer-Computer	Lexmark	CS310dn		retired	DAS090920		$95.00		DAS	DAS						
N/A	FCH16079VA9	Phone, IP (53542)	Cisco	7942		retired	DAS082620				DAS	DAS						
DOC 5342	QC4093080409	Monitor-Computer	Viewsonic	VG1930wm		Retired					DAS	DAS			1st Floor Common Area			
RJA 01765	Z49LHCD600292F	Monitor-Computer		MT02		Retired					DAS	DAS			1st Floor Common Area			Retire to Surplus - Can Not Repair
RJA 00468	N/A	Cream - 4 Drawer File Cabinet	HON	N/A		Transferred					DAS	DAS			1st Floor Common Area			transferred to CCC
RJA02088	5CG8171775	Laptop	HP	Probook 650 G4	A0428874	Active			$1,474.00	5/10/2018	DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			
DAS00168	FLY01666	Scanner-Desktop	Canon	DR-6030C	A0427154	Active			$1,930.00	9/17/2019	DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			will remove once OT sets up newer one
N/A	FCH2331DBY5	Phone, IP (20224)	Cisco	8851		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			updated cube # 6-15-21
N/A	N/A	Label Maker	Dymo	single		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			
RJA 02070	5CG745W6YX	Docking Station	HP	UtraSlim		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			
DAS00388	010820005110586MQ	Time & Date Stamper	Acroprint	ES700		Active					DAS	DAS		C-214 Fiscal	Abbie Hollingsworth			

MASTER INVENTORY SPREADSHEET

FACILITY = The Facility that this inventory is for – DO NOT CHANGE THIS DATA

BUILDING = This field can be blank or if you have multiple buildings at your facility, you can enter the building name or number here.

DEPT/AREA = This field can be blank or if you have (ex Maintenance), you can list that data in this field as another way to break down the location of your assets.

ROOM = This field can be blank or if you have room #'s, you can enter this data here as another way to break down the location of your assets.

ASSIGN TO = This field can be blank or if the asset has been assigned to a specific person, you can list their name here.

ITEM # and TYPE # = These fields can be blank or used by you however you wish. Some facilities wanted to "group" like items together for easier sorting. Ex: Computer items would be ITEM # 1, Furniture would be ITEM #2… etc.

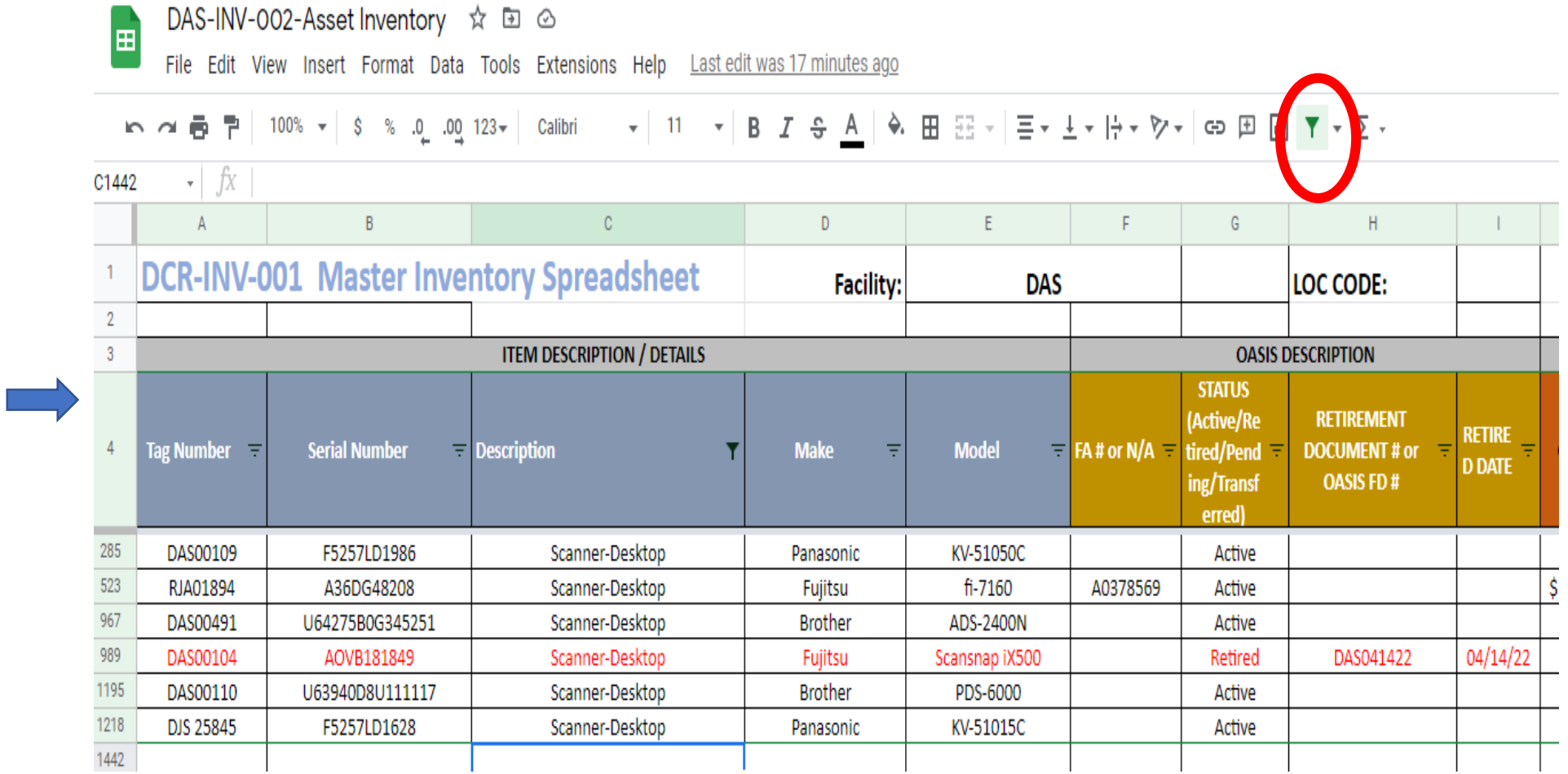
NOTES = Some cells have notes in them already, but you can add to these if you wish. Simply add to the "sentence" in that cell. You can select to wrap the text if needed.

DO NOT USE THE ENTER KEY IN THE CELL TO ADD ADDITIONAL INFO.

MASTER INVENTORY SPREADSHEET

FILTERING ON GOOGLE SHEET:

- Click to highlight the entire row that you want to apply the filter to. (for this it's the Header row 4)
- Click on Filter from the menu bar (notice that drop down arrows appear in each header column)
- Notice the Filter icon on the Description header field when I have a Filter set for that column.

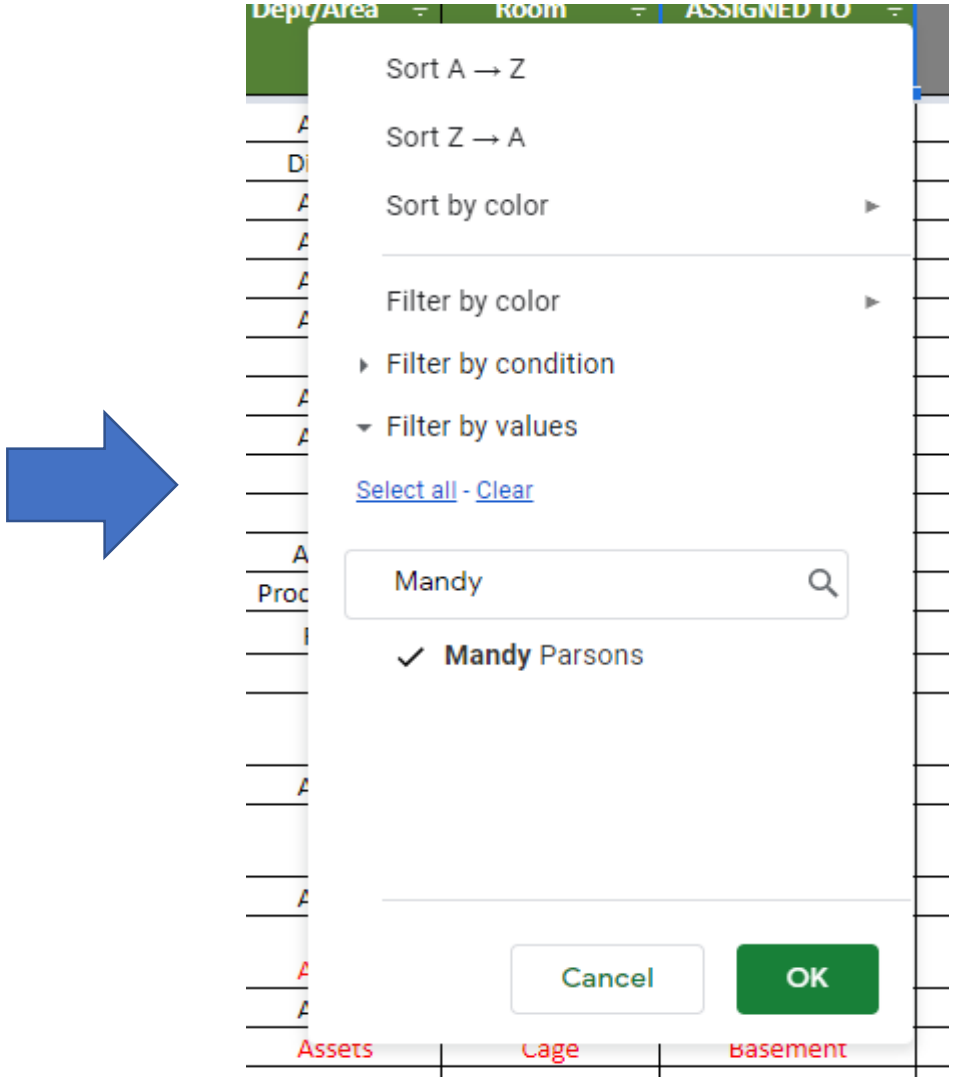


	A	B	C	D	E	F	G	H	I
1	DCR-INV-001 Master Inventory Spreadsheet			Facility:	DAS			LOC CODE:	
2									
3	ITEM DESCRIPTION / DETAILS					OASIS DESCRIPTION			
4	Tag Number	Serial Number	Description	Make	Model	FA # or N/A	STATUS (Active/Retired/Pending/Transferred)	RETIREMENT DOCUMENT # or OASIS FD #	RETIRED DATE
285	DAS00109	F5257LD1986	Scanner-Desktop	Panasonic	KV-51050C		Active		
523	RJA01894	A36DG48208	Scanner-Desktop	Fujitsu	fi-7160	A0378569	Active		
967	DAS00491	U64275B0G345251	Scanner-Desktop	Brother	ADS-2400N		Active		
989	DAS00104	AOVB181849	Scanner-Desktop	Fujitsu	Scansnap iX500		Retired	DAS041422	04/14/22
1195	DAS00110	U63940D8U111117	Scanner-Desktop	Brother	PDS-6000		Active		
1218	DJS 25845	F5257LD1628	Scanner-Desktop	Panasonic	KV-51015C		Active		
1442									

MASTER INVENTORY SPREADSHEET

FILTERING ON GOOGLE SHEET:

- For Inventory at your facility, click the drop down in the Assign To column.
- Click on CLEAR to uncheck all names.
- In the Search box, type the name of the person you want to inventory and then click on that name to put a check mark.
- Click OK



MASTER INVENTORY SPREADSHEET

FILTERING ON GOOGL SHEET:

- EX: This is all items Assigned to Mandy Parsons
- Print this list and go to Mandy's Room and check off this items if they are they.
- Note any discrepancies and then research and fix the issues.

Custodian Code:

	PURCHASE INFORMATION		LOCATION					
RE TE	COST	AQUISTION DATE	Facility	Building	Dept/Area	Room	ASSIGNED TO	ITEM #
			DAS	DAS	Assets	Rm - 5405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
	$ 2,261.26	3/3/2017	DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
	$ 199.00	3/4/2020	DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
	$ 199.00	3/4/2020	DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
			DAS	DAS	Assets	Rm - 3405	Mandy Parsons	
					Assets	Rm - 3405	Mandy Parsons	
	$ 243.23	5/21/2018	DAS	DAS	Assets		Mandy Parsons	
	$ 95.00		DAS	DAS	Assets		Mandy Parsons	
		4/30/2021	DAS		Assets	Rm - 3405	Mandy Parsons	

MASTER INVENTORY SPREADSHEET

FILTERING ON GOOGLE SHEET: Using more than one filter at the same time

- **ISSUE:** I want to know how many Laptop computers are in storage area waiting to be assigned
- **EX:** In the Assign To column, selected Basement and in the Description Column, selected Laptop
- This is all Laptops in the Storage area.

ITEM DESCRIPTION / DETAILS			OASIS DESCRIPTION				PURCHASE INFORMATION		LOCATION				
Description	Make	Model	FA # or N/A	STATUS (Active/Retired/Pending/Transferred)	RETIREMENT DOCUMENT # or OASIS FD #	RETIRED DATE	COST	AQUISTION DATE	Facility	Building	Dept/Area	Room	ASSIGNED TO
Laptop	Dell	Latitude 5590	A0418764	Pending	22*5663		$ 809.00	4/2/2019	DAS	DAS	Assets	Room 2	Basement
Laptop	HP	ProBook 470 G5	A0414123	Pending			$ 969.20	12/18/2018	DAS	DAS	Assets	Room 2	Basement
Laptop	HP	ProBook	A0428925	Pending	22*5662		$ 805.00	1/23/2017	DAS	DAS	Assets	Room 2	Basement
Laptop	HP	Probook 650 G2	A0407479	Pending	22*5661		$ 805.00	6/28/2018	DAS	DAS	Assets	Room 2	Basement
Laptop	HP	ProBook 650 G2	A0379143	Pending			$ 805.00	1/23/2017	DAS	DAS			Basement
Laptop	Dell	Latitude 5510	A0431812	Active			$ 1,059.00	9/29/2020	DAS	DAS	Assets	Room 2	Basement
Laptop	Dell	Latitude 5590	A0418770	Active			$ 809.00	4/2/2019	DAS	DAS	Basement	Room 2	Basement
Laptop	HP	ProBook 650 G4	A0414404	Pending			$ 745.00	1/25/2019	DAS	DAS	Assets	Room 2	Basement
LAPTOP, POWER UNIT	DELL	LATTITUDE 5520		Active			$1,059.00	2/9/22	DAS	DAS	Assets	Room 2	Basement
LAPTOP, POWER UNIT	DELL	LATTITUDE 5520		Active			$1,059.00	2/10/22	DAS	DAS	Assets	Room 2	Basement
LAPTOP, POWER UNIT	DELL	LATTITUDE 5520		Active			$1,059.00	2/10/22	DAS	DAS	Assets	Room 2	Basement
LAPTOP, POWER UNIT	DELL	LATTITUDE 5520		Active			$1,059.00	2/18/22	DAS	DAS	Assets	Room 2	Basement
LAPTOP, POWER UNIT	DELL	LATTITUDE 5520		Active			$1,059.00	2/18/22	DAS	DAS	Assets	Room 2	Basement
LAPTOP, POWER UNIT	DELL	LATTITUDE 5520		Active			$1,059.00	2/18/22	DAS	DAS	Assets	Room 2	Basement
LAPTOP, POWER UNIT	DELL	LATTITUDE 5520		Active			$1,059.00	2/18/22	DAS	DAS	Assets	Room 2	Basement

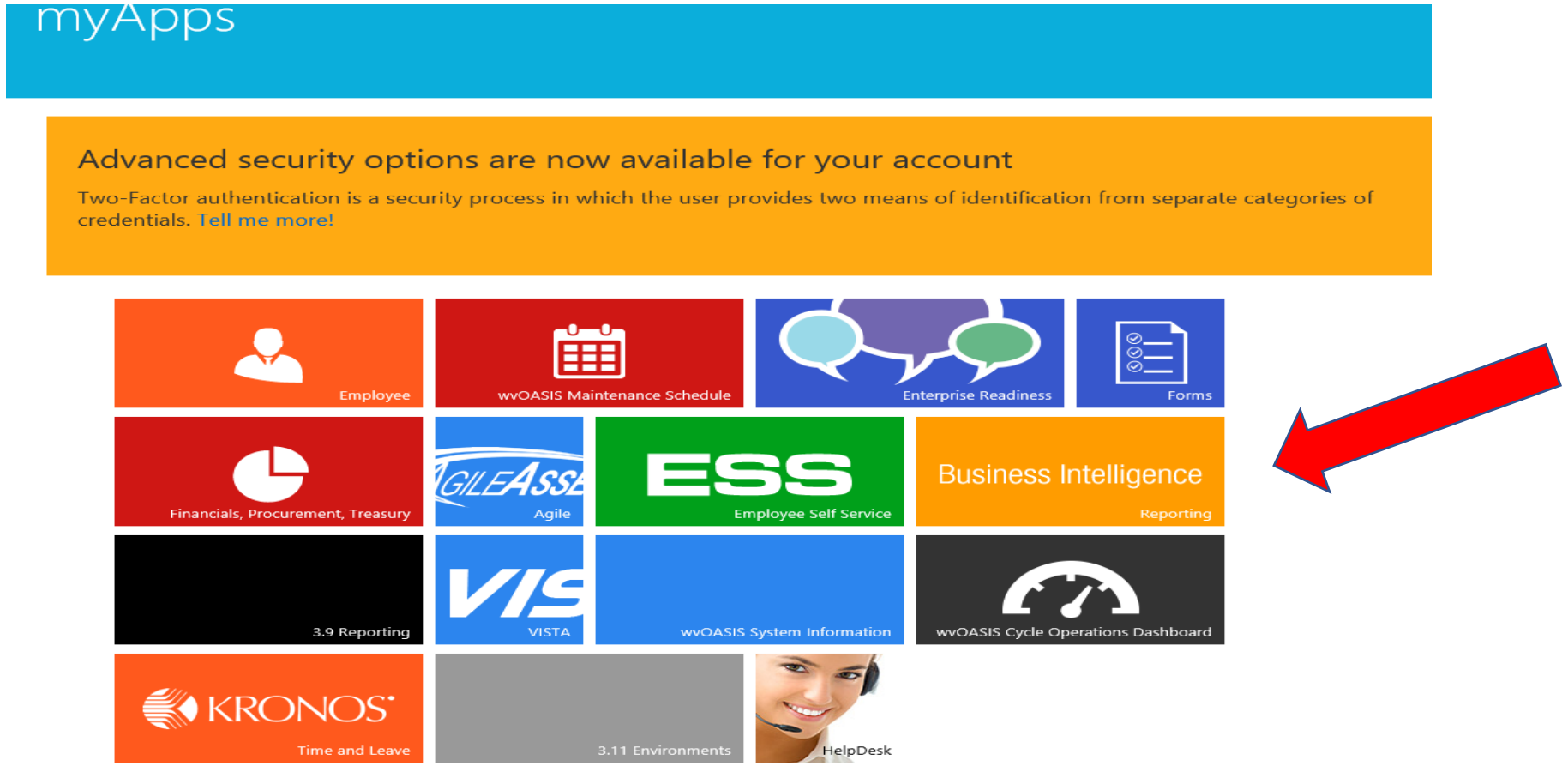
MASTER INVENTORY SPREADSHEET

FILTERING ON GOOGLE SHEET: HELPFUL HINTS

- To remove a filter, you can click SELECT ALL in that columns drop down menu and it will list all items again **OR** you can go up to the main menu bar, click on Filter. All drop downs will be removed from the spreadsheet. All Data on the Spreadsheet will be viewable.

- Check for spelling errors using the Filters. **Example:** Mandy Parsons and Mandie Parsons are both in the Assigned To column but its one and the same person. You will need to correct the spelling of Mandie to Mandy so that it filters as one person. You can check each column to ensure that there is nothing odd listed.

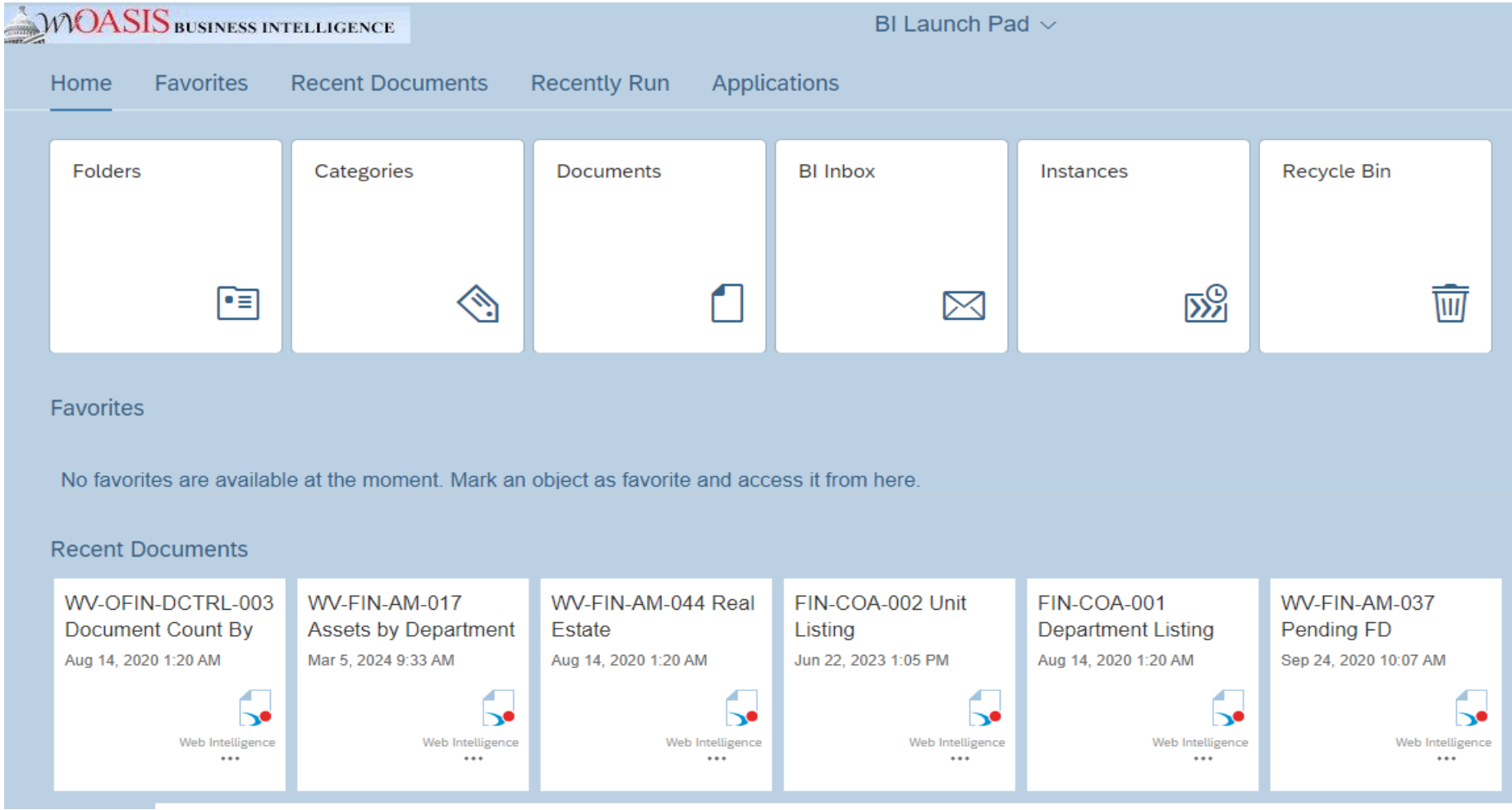
wvOASIS BI INVENTORY REPORTS



wvOASIS BI INVENTORY REPORTS

Click on Folders

Once your run these reports they will show up in your Recent Documents and you can click on them there



wvOASIS BI INVENTORY REPORTS

Folders

- Personal Folders
- My Subscribed Alerts
- Public Folders
  - BI Platform Auditing
  - CGI infoAdvantage R3111 Financial Reports
  - wvOASIS
    - Advantage Financial
      - Accounts Payable
      - Accounts Receivable
      - ACFR
      - Budgetary Control
      - Cash Balance Analysis
      - Cash Management
      - COA Elements
      - DEP
      - Document Control
      - Finance Team
      - Fixed Asset
      - General Accounting

Public Folders / wvOASIS / Advantage Financial / Fixed Asset /

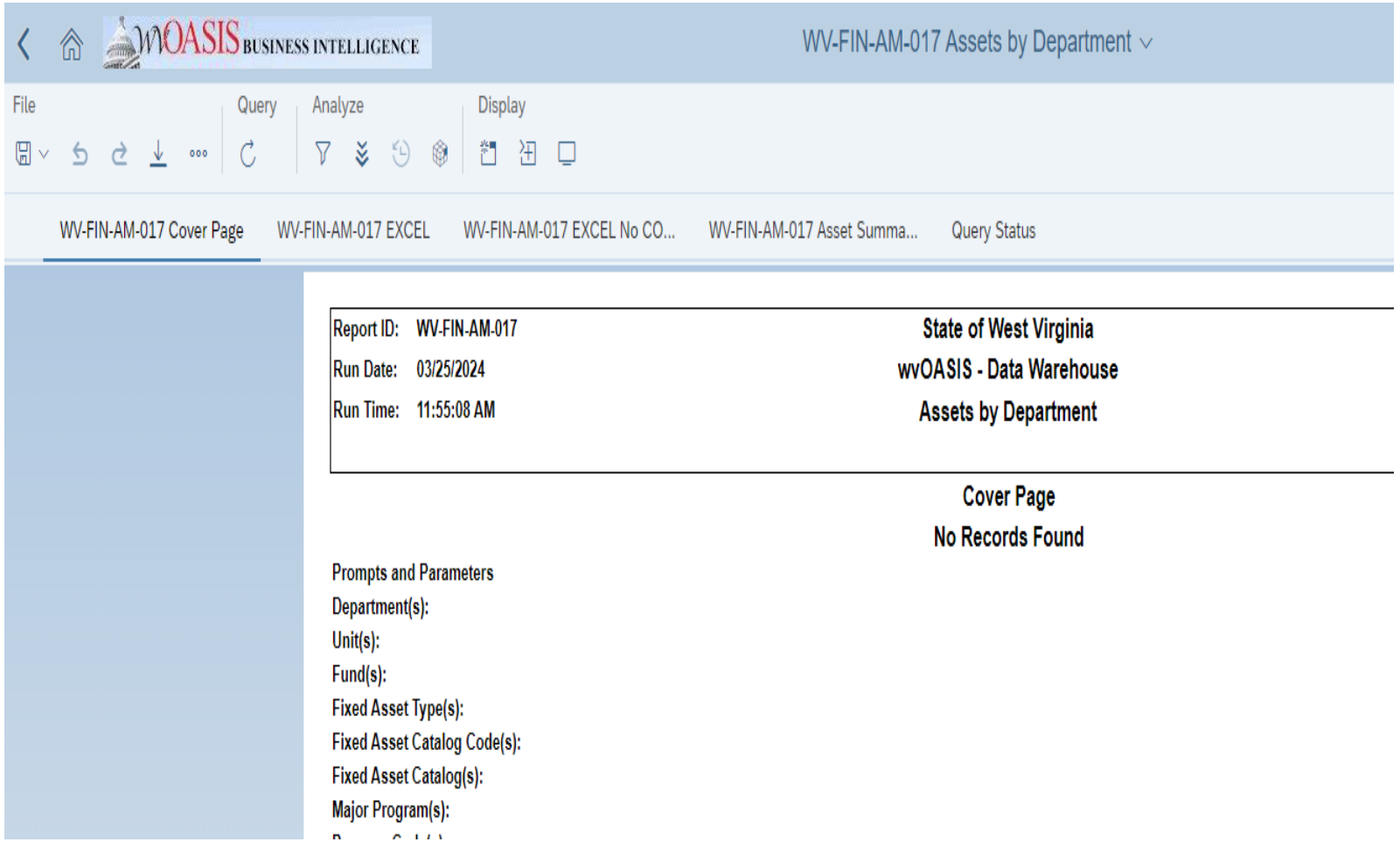
Title	Favorites
WV-FIN-AM-002 Assets by Tag Number	
WV-FIN-AM-006 Assets Retired	
WV-FIN-AM-012 Tag Inventory Report by A...	
WV-FIN-AM-016 Fixed Asset Transaction D...	
WV-FIN-AM-017 Assets by Department	
WV-FIN-AM-017U Assets by Department	
WV-FIN-AM-017V Vehicles by Department	
WV-FIN-AM-020 Assets Assigned to Custo...	
WV-FIN-AM-031 Surplus Property	
WV-FIN-AM-033 Asset Inventory By Asset ...	
WV-FIN-AM-034 Potential Assets Report	
WV-FIN-AM-035 Fixed Asset Depreciation	
WV-FIN-AM-035a Fixed Asset Depreciation...	
WV-FIN-AM-036 Assets Retired to Office of...	
WV-FIN-AM-037 Pending FD Documents	
WV-FIN-AM-038 Asset Inventory from Fixe...	
WV-FIN-AM-039 Fixed Asset Document Ch...	
WV-FIN-AM-040 Custodian Listing	
WV-FIN-AM-041 Memo Assets	
WV-FIN-AM-043 Fixed Asset Documents	

wvOASIS BI INVENTORY REPORTS

For this example, I selected the

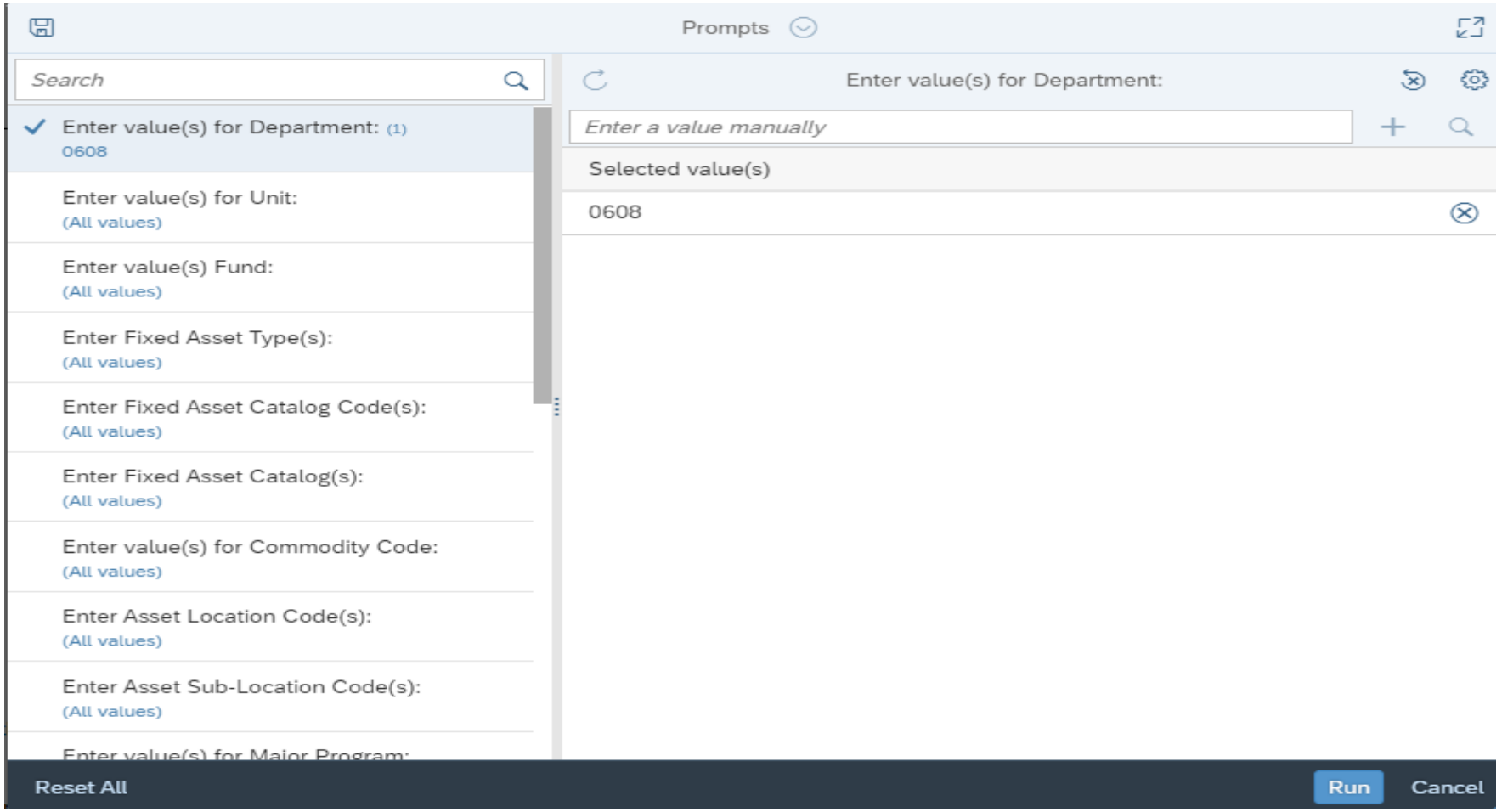
WV-FIN-AM-017

Assets by Department



wvOASIS BI INVENTORY REPORTS

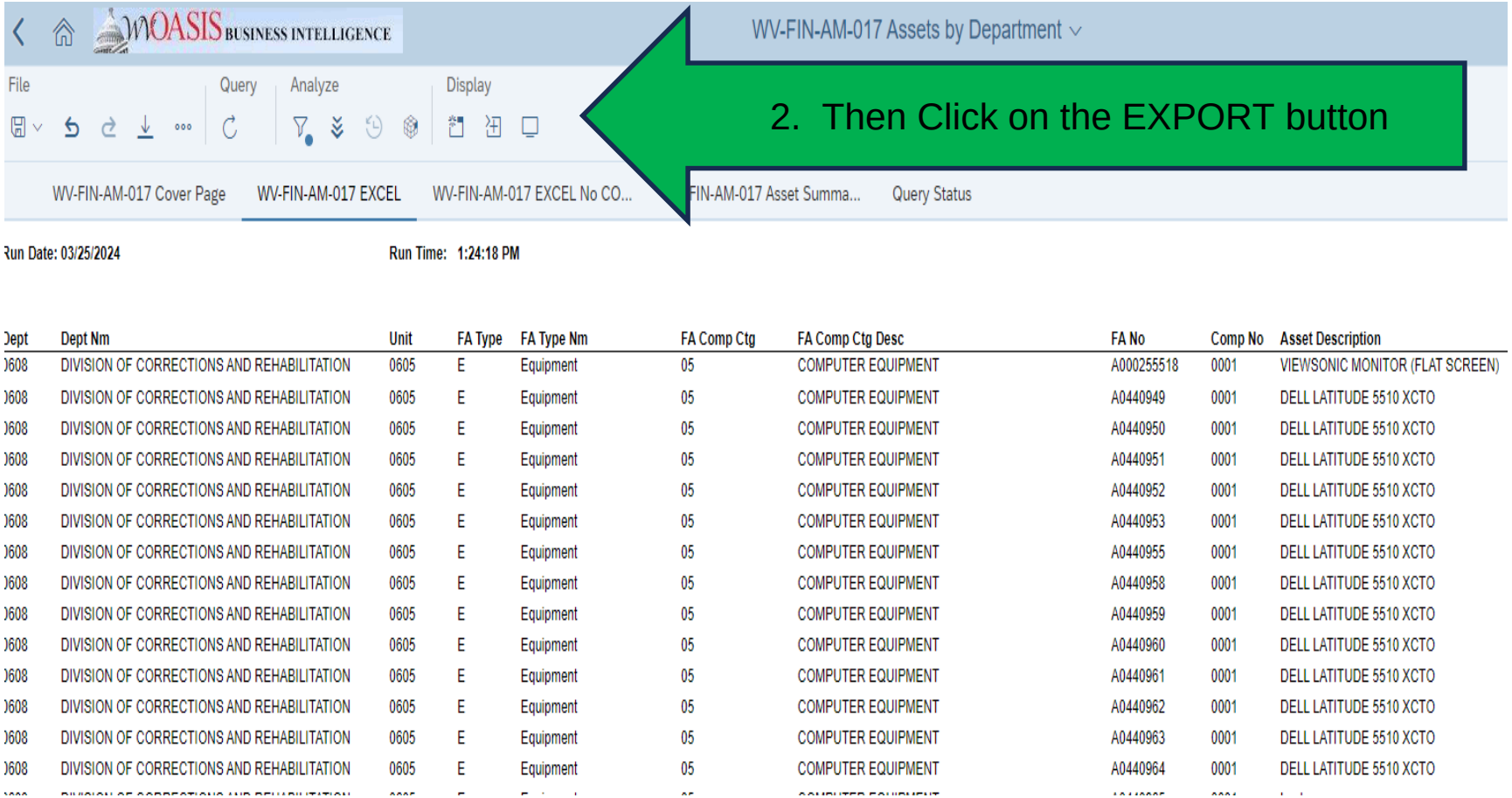
Enter Dept # 0608



Click on RUN

wvOASIS BI INVENTORY REPORTS

1. Click on WV-FIN-AM-017 Excel Tab



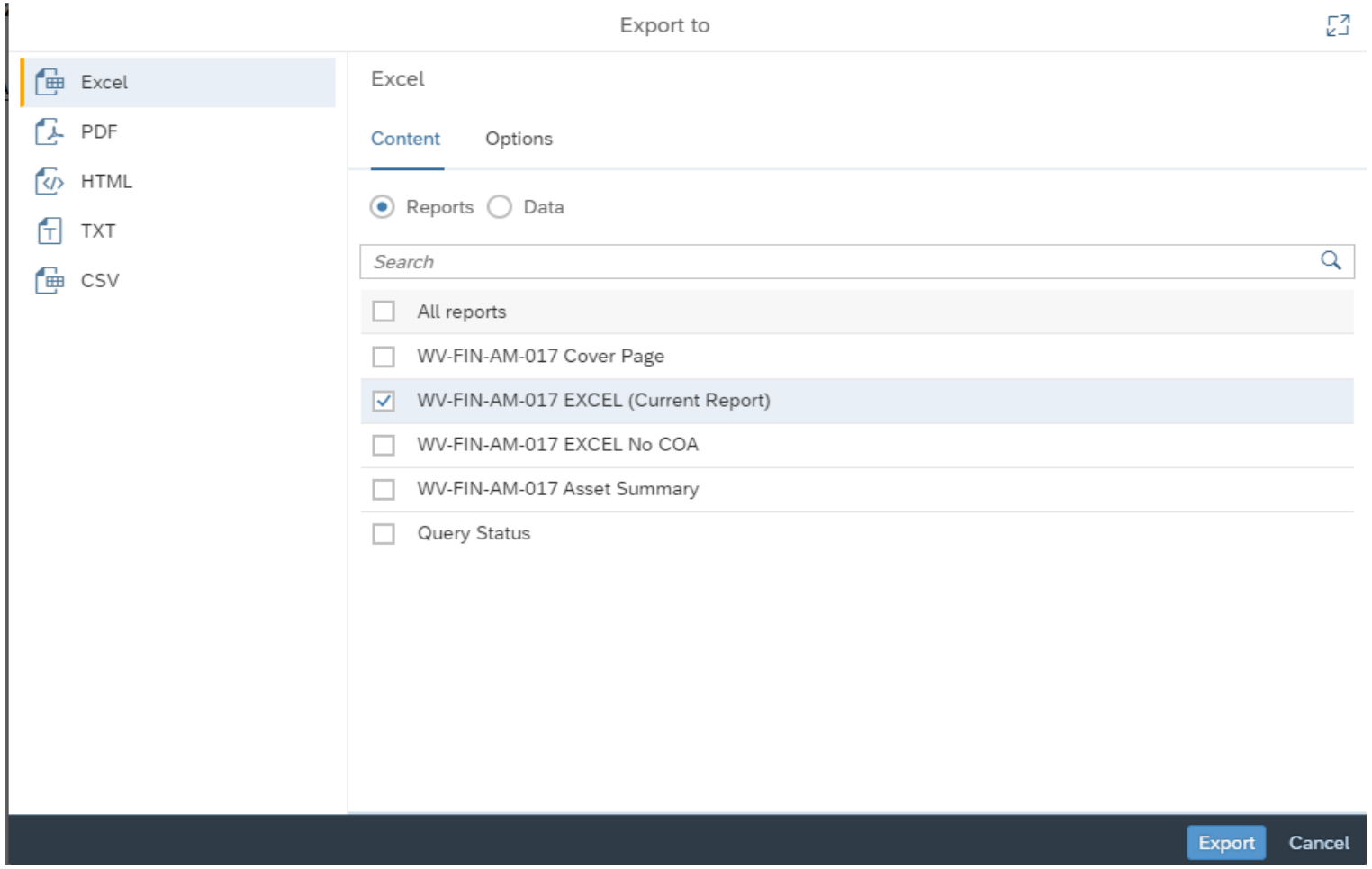
Dept	Dept Nm	Unit	FA Type	FA Type Nm	FA Comp Ctg	FA Comp Ctg Desc	FA No	Comp No	Asset Description
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A000255518	0001	VIEWSONIC MONITOR (FLAT SCREEN)
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440949	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440950	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440951	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440952	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440953	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440955	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440958	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440959	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440960	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440961	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440962	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440963	0001	DELL LATITUDE 5510 XCTO
0608	DIVISION OF CORRECTIONS AND REHABILITATION	0605	E	Equipment	05	COMPUTER EQUIPMENT	A0440964	0001	DELL LATITUDE 5510 XCTO

wvOASIS BI INVENTORY REPORTS

Click Excel

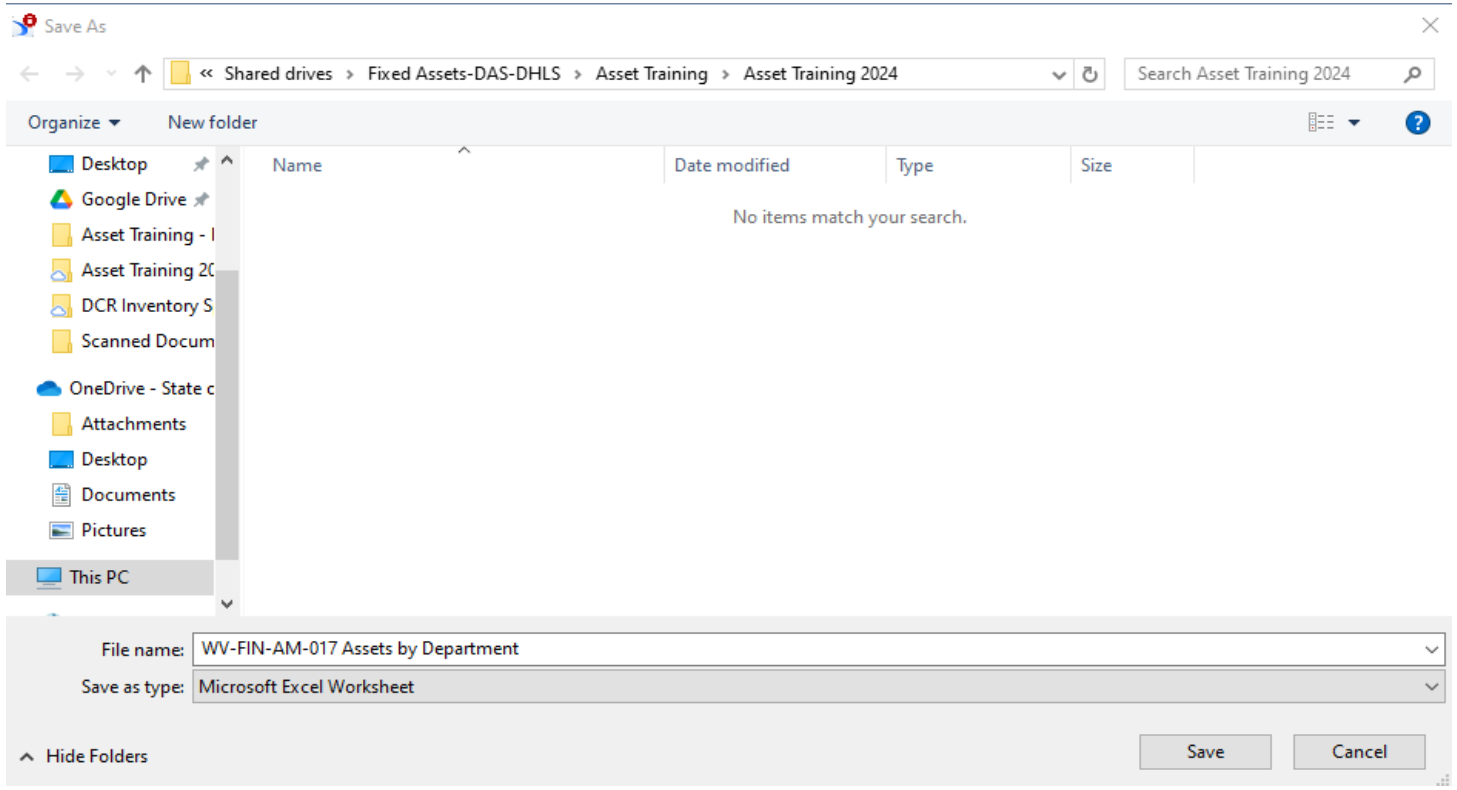
Select Reports

Select WV-FIN-017 EXCEL



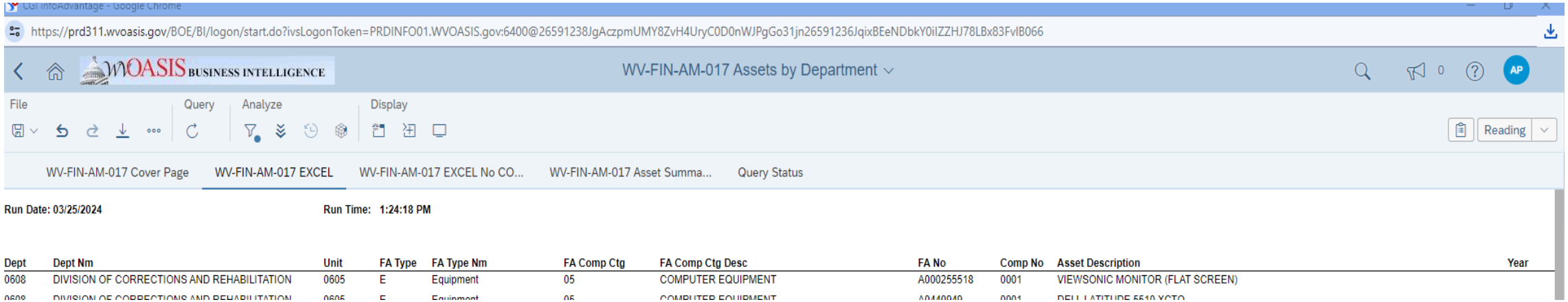
Click EXPORT

wvOASIS BI INVENTORY REPORTS



wvOASIS BI INVENTORY REPORTS

Click on the DOWNLOADS button and your new report should be the first file on the list.



wvOASIS BI INVENTORY REPORTS

606	0608	8461	0608SMCC01	ST MARYS CORRECTIONAL CENTER	10963	A0383572	SMITH & WESSON AR-15 RIFLE	0001	E	8391	SMITH & WESSON	TH55596	M&F
607	0608	8461	0608SMCC01	ST MARYS CORRECTIONAL CENTER	10967	A0383569	SMITH & WESSON AR-15 RIFLE	0001	E	8391	SMITH & WESSON	TH55600	M&F
608	0608	8461	0608SMCC01	ST MARYS CORRECTIONAL CENTER	10968	A0383571	SMITH & WESSON AR-15 RIFLE	0001	E	8391	SMITH & WESSON	TH55601	M&F
609	0608	8461	0608SMCC01	ST MARYS CORRECTIONAL CENTER	10969	A0383573	SMITH & WESSON AR-15 RIFLE	0001	E	8391	SMITH & WESSON	TH55602	M&F
610	0608	8461	0608SMCC01	ST MARYS CORRECTIONAL CENTER	MEIKO	A0378005	PATROL K-9 "MEIKO"	1	G	8391	GERMAN SHEPHERD	N/A	MAL
611					**FA No Count:**	**589**	**FA No,Comp No Count: 609**						
612													
613													
614													
615													

The end of the excel file gives you a summary.
I usually would delete Rows 611, 612 and 613 because there are merged cells in these lines of the summary and it makes it difficult when filtering later.

wvOASIS WV-FIN-AM-020 ASSETS BY CUSTODIAN

Everything on this Excel report SHOULD BE on your Master Inventory Spreadsheet

- Exceptions can be Firearms, Non-Lethal Weapons and Land

Firearms and Non-Lethal Weapons are being tracked and monitored by the Armory at your facility and then by DCR Security Director. I do not see the need in you trying to keep track of the same assets on your spreadsheet.

wvOASIS WV-FIN-AM-020 ASSETS BY CUSTODIAN

WV-FIN-AM-020 ASSETS ASSIGNED TO CUSTODIAN:

✓ Enter Dept Code 0608 and the Custodian Code for your facility (ex 0608MOCC01)

✓ Data included in this report:

- Department
- Unit
- Custodian Code
- Custodian Name
- FA Tag Number
- FA Number
- FA Description
- FA Component Number
- FA Type
- Loc (this is the Location Code 4 digit number)
- Sub-Loc (this is the Sub-Location number and we are not using this …… yet ☺)
- Manufacturer
- Serial Number
- Model Number
- Acquisition Date
- FA Comp Value

wvOASIS WV-FIN-AM-017 ASSETS BY DEPARTMENT

WV-FIN-AM-017 ASSETS BY DEPARTMENT:

✓ Enter Dept Code 0608 and the 4-digit Location Code for your facility (ex 8390)

✓ Data included in this report: (everything that is on the 020 Report **PLUS**)

- FA Type Name
- FA Catalog Number and Description
- Asset Year
- Asset VIN (if asset is a vehicle)
- Commodity Code and Description
- In-service Date
- Fund, Sub-Fund, Object, Sub-Object, Appr
- Useful life years
- Depreciation

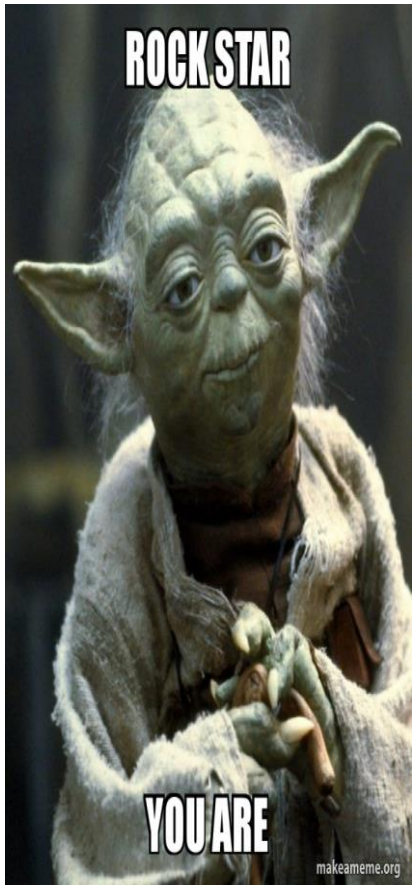
YEARLY ASSET RECONCILIATION VS 3-YEAR PHYSICAL INVENTORY

INVENTORY

Per DCR Asset Management Policy Directive #122.01, DCR requires inventory to be reported on a yearly basis

A. Each facility/work unit is required to conduct **physical inventory** once every three (3) years and shall have completed that inventory by **June 30th** of the relevant year. The physical inventory shall include all reportable assets under DCR's jurisdiction.

B. Each facility/work unit will complete an **asset reconciliation** by **June 30th of each year** a physical inventory is not conducted.



YEARLY PHYSICAL INVENTORY

It takes the WHOLE band!!!

DUE BY JUNE 30, 2025

EVERY 3-YEAR PHYSICAL INVENTORY

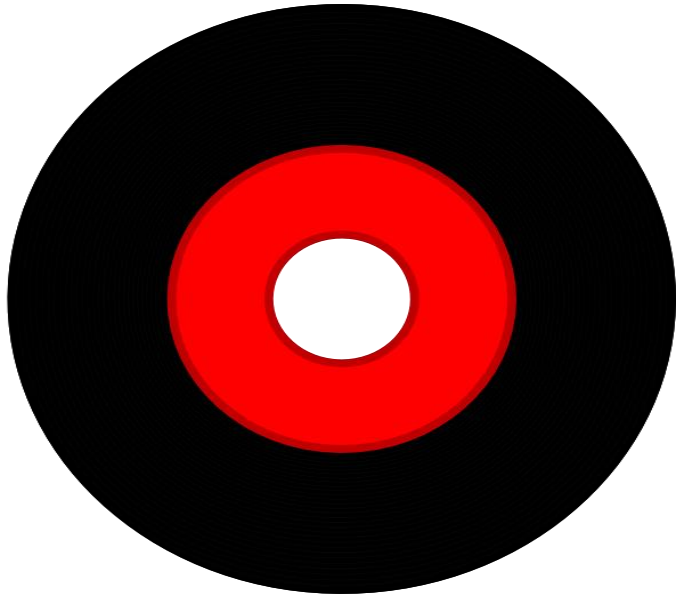
Completion of a Physical Inventory shall include:

- Ensure that all Reportable and Non-Reportable Property are listed on Master Spreadsheet DCR-INV-003.
- Account for all Reportable and Non-Reportable Property purchased by and assigned to your facility.
- Verify that all Reportable Property purchased during the FY have been Tagged and then entered into wvOASIS by DAS.
- All Reportable and Non-Reportable Property located at your facility **MUST** be considered ACTIVE even if it is in a storage building waiting to be retired.
- Correct all errors with the assistance of DAS Assets

YEARLY ASSET RECONCILIATION

Completion of an Asset Reconciliation shall include:

- Ensure that all Reportable and Non-Reportable Property are listed on Master Spreadsheet DCR-INV-003.
- Verify that all Reportable Property purchased during the FY have been Tagged and then entered into wvOASIS by DAS.
- Correct all errors with the assistance of DAS Assets



REPORTING

YEARLY PHYSICAL INVENTORY

Fill in the DATE and the FROM section with your facility info.

For FY22, you will add your Completion Date to the first section to confirm a Physical Inventory was done.

DAS Assistant Director – Asset Management will then complete the Physical Inventory Certification for the State of WV.

DATE:

TO: Mandy Parsons
Assistant Director – Asset Management
Division of Administrative Services

FROM: Name of Asset Coordinator
Asset Coordinator
DCR – name of facility/work unit
Address
City, WV Zip

_____ (completion date) I certify that the above named DCR facility has completed a Physical Inventory of all Reportable Assets purchased by and assigned to this location. All assets are reasonably present and accounted for properly. Physical Inventory is to be conducted at a minimum of every 3 years.

I also certify that have tagged and entered all Fixed Assets into the Master Inventory Spreadsheet, DCR-INV-003.

I further certify that we have reviewed all purchases of Reportable Property for the current year and verified that all Reportable Property as defined in DCR Policy Directive 122.01 have been entered or are in the process of being entered into wvOASIS Fixed Assets.

Or

_____ (completion date) I certify that the above named DCR facility has completed a Reconciliation of all Fixed Assets purchased by this location during the past year. A Reconciliation is required each year.

I also certify that have tagged and entered all Fixed Assets into the Master Inventory Spreadsheet, DCR-INV-003.

I further certify that we have reviewed all purchases of Reportable Property for the current year and verified that all Reportable Property as defined in DCR Policy Directive 122.01 have been entered or are in the process of being entered into wvOASIS Fixed Assets.

wvOASIS ASSETS NOT ACCOUNTED FOR

- Items in wvOASIS that are not on anyone Master Inventory Spreadsheets.
- DAS Assets is asking questions to solve where these items are.
  PLEASE HELP US!!!
- We need to validate that the asset is no longer at a facility, but we do not know how or when it was disposed of.
- We can remove it from wvOASIS by Disposal as **LOST.**
- **LOST** is usually a BULLSEYE on our backs to Auditors, so we want to use this option sparingly.
- If we are going to retire an asset as LOST, we will need to complete a form for that specific asset.

wvOASIS ASSETS NOT ACCOUNTED FOR

TO: Mandy Parsons
Assistant Director – Asset Management
Division of Administrative Services

FROM: (Name of Asset Coordinator)
Asset Coordinator
DCR – (name of facility/work unit)
Address
City, WV Zip

Fixed Asset #:

Fixed Asset Description:

Fixed Asset Make:

Fixed Asset Model:

Fixed Asset Acquisition Date:

Fixed Asset Cost:

I certify that the above asset is no longer in the possession of our facility. We have exhausted all efforts to find documentation of the retirement of this asset.

Please proceed with a Fixed Asset Disposition (FD) in wvOASIS utilizing the proper Disposition Method.

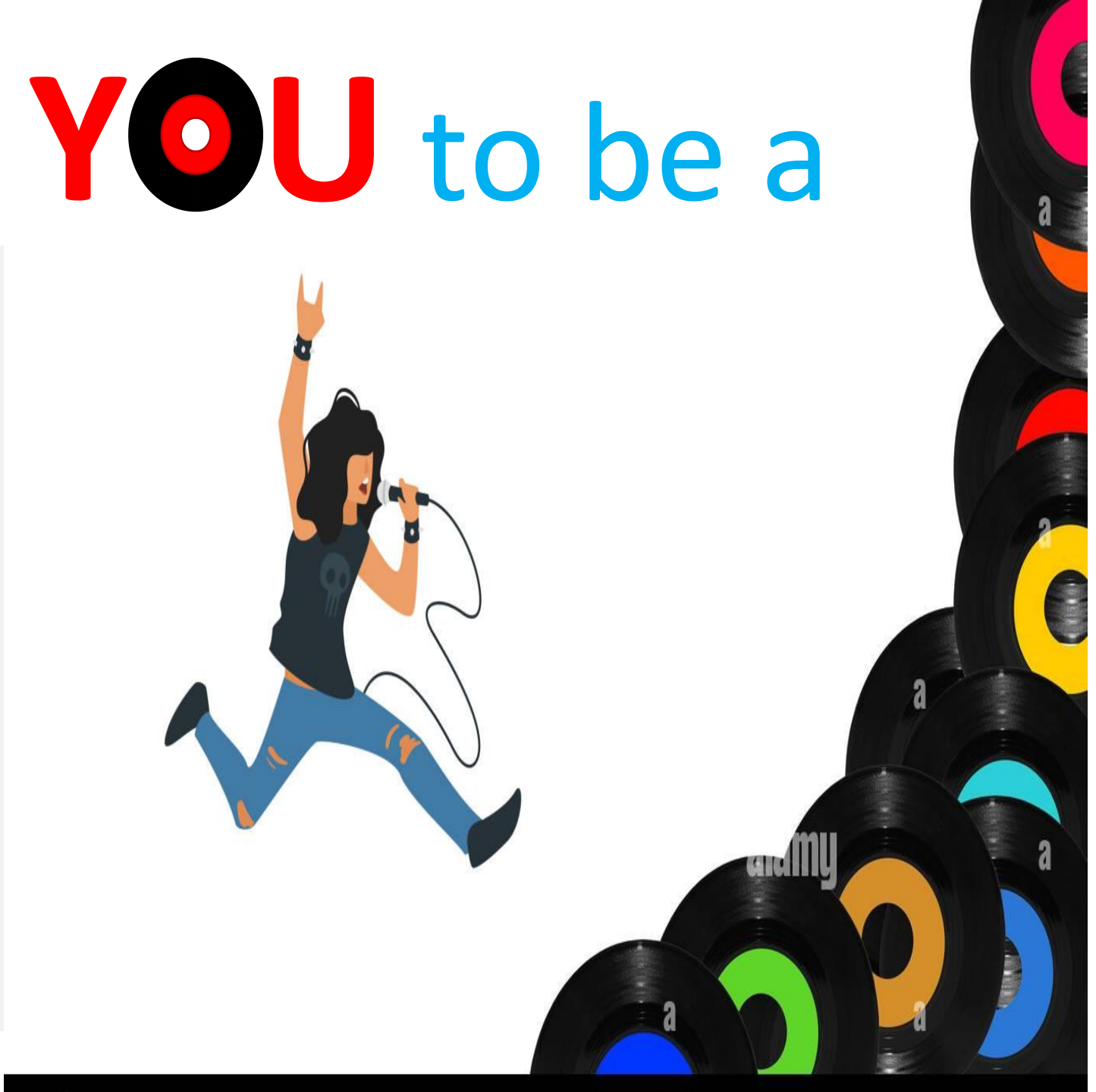
_____ _____

Signature Date

Without proper retirement documentation, I can only approve this asset to be Decommissioned using the Disposition Method of LOST.

_____ _____

Mandy Parsons, DAS Assistant Director-Asset Management Date

QUESTIONS?

We need YOU to be a