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## Overview of Purchasing/Fixed Asset Processes

### *Fixed Asset Acquisition*

Agencies should enter the **appropriate commodity code** on *Requisition (RXQ)* documents when purchasing equipment items with an acquisition unit cost of \$5,000.00 or more, and a useful life of 2 years or more. Commodity codes for fixed assets are marked in the system so that when the asset is received and paid for, ADVANTAGE recognizes the fixed asset and automatically creates a document used for recording and issuing ID tags. Commodity codes for taggable assets have “FA” at the end of the number. Commodity codes can be found on the Purchasing website at <http://purchasing.state.nv.us>.

The Purchasing Division will issue a *Centralized Purchase Order (PC)* based on requisition submitted by agencies. Agencies will post *Receiver (RC)* documents after items are received and Purchasing will post *Vendor Invoices (VI)*. Once all of these documents are entered, ADVANTAGE recognizes this as a “3-way match” and generates an *Automatic Payment Voucher (PVA)*. At this stage, the system will automatically refer back to the commodity code and create a document for recording the fixed asset. The Property Management staff of the Purchasing Division will use the *Fixed Asset (FA) documents* generated by the system to issue the State Blue ID tag. The blue ID tag and a screen print of the document referencing the purchase order number will be sent to the agency’s property management contact.

Agencies also have the option of utilizing the ADVANTAGE system to maintain a listing of items under the \$5,000.00 threshold. The use of the ADVANTAGE system enables the agencies to have a complete listing of ALL items in one location. When creating a record for inventory, agencies will utilize the *Fixed Asset (FA) document* using a fixed asset type of “U”.

### *Fixed Asset Inventory Maintenance*

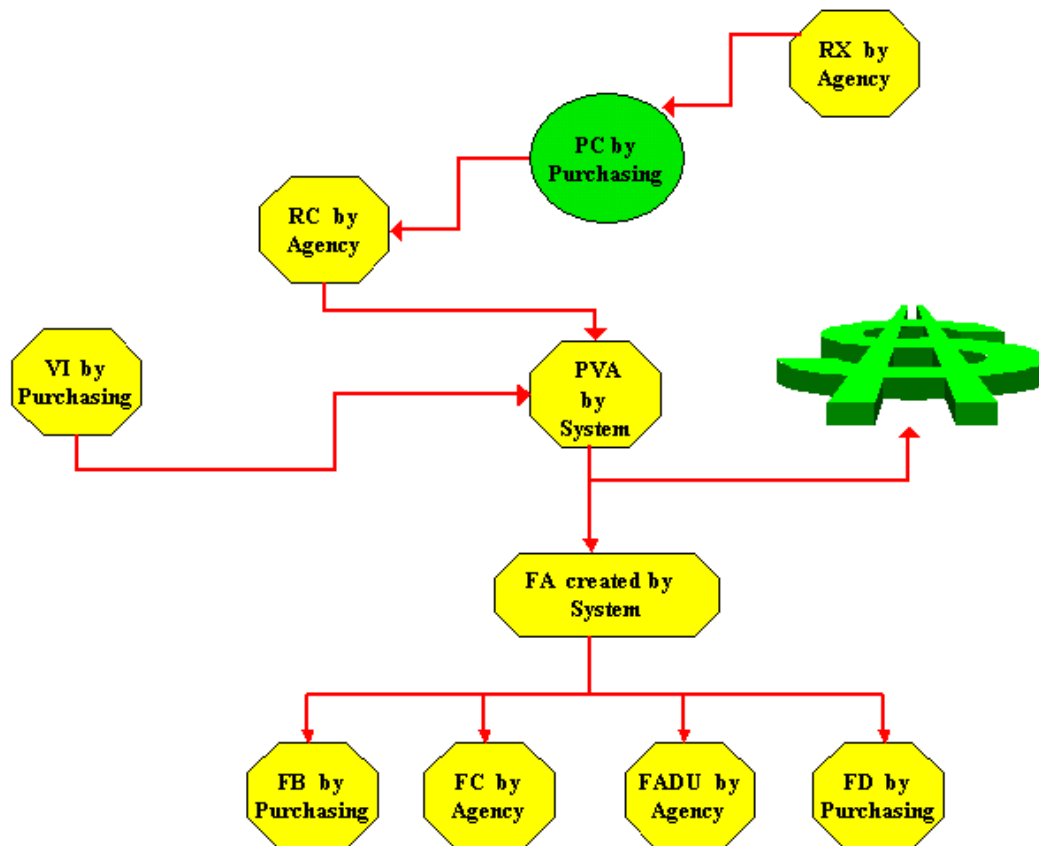
Fixed asset information can be changed in the ADVANTAGE system by using a *Fixed Asset Modification (FC)* document. This document allows the addition of serial numbers, license numbers, and changes to location codes.

N.R.S. requires agencies to complete a physical inventory on an annual basis. ADVANTAGE enables a user to update the “Last Inventory Date” within the system by using *Last Inventory Date Update (FADU)* table. The user can either update individual asset records or a group of assets within a specific location.

### *Fixed Asset Disposal*

Disposal of **all** personal property requires the Purchasing Division’s approval. Approval should be obtained by filing a Property Disposition Report (PDR) with the Purchasing Division.

## FIXED ASSET FLOW CHART



**INITIATE PURCHASE = RX**

**THREE-WAY MATCH = PC, RC, VI**

**ACQUISITION = FA**

**MAINTENANCE = FC/FADU**

**DISPOSAL = FD**

## Fixed Assets Documents, Tables and Terminology

**Acquisition Date** = This field stores the date the agency took ownership of the asset.

**Asset Value** = The total acquisition cost of the asset plus any betterments.

**Automatic Payment Voucher (PVA)** = This document is created by the ADVANTAGE system through a three-way match process to pay vendors for goods and/or services received.

**Betterment** = Any item that will upgrade or add value to a fixed asset, i.e. light bar, software, etc.

**Centralized Purchase Order (PC)** = This document is issued by the Purchasing Division based on a requisition submitted by an agency. This document will encumber agency funds and is one part of the three-way match process. Only the Purchasing Division issues this document.

**Appropriation Unit** = This field represents and stores the appropriation unit (budget account plus category) of the agency that originally purchased the asset.

**Condition/Last Inventory Date Update (FADU)** = This screen is used to record a completed inventory reconciliation date.

**Fixed Asset Shell (FA)** = This document is used to record fixed assets to the ADVANTAGE system. It is automatically generated after the three-way match process and stored in the SUSF table.

**Fixed Asset (FA)** = This document is used to record a new fixed asset.

**Fixed Asset Betterment (FB)** = This document is used to record betterments to existing fixed asset records. Processed by Purchasing and Controllers office only.

**Fixed Asset Modification (FC)** = This document is used to change or add information to existing fixed asset records.

**Fixed Asset Disposition (FD)** = This document is used to record disposal of fixed assets.

**Fixed Asset Internal Sale (FS)** = This document is used to change the account coding of a fixed asset between two fund types. Processed by Purchasing or Controllers office only.

**Fixed Asset Transfer (FT)** = This document is used to change the account coding of a fixed asset when the fund types are the same. Processed by Purchasing or Controllers office only.

**Fixed Asset Type** = Fixed Assets are stored in ADVANTAGE by type. Fixed asset types include: B – Buildings, E – Equipment, I – Improvements, L – Land, V – Vehicles, and U – Under \$5,000 unit price.

**Property Disposition Report (PDR)** = A document filed with the Purchasing Division to report and obtain approval for the disposal of personal property.

**Purchase Order Number** = This field represents and stores the purchase document used to acquire the asset.

**Location Code** = A four digit code representing a specific location within an agency.

**Location** = This field stores the location code of the asset.

**License Number** = This field is used to store the license number of a vehicle.

**Model Year** = This field is used to store a model year of a vehicle.

**Receiver (RC)** = This document is used to post items to a purchase order received by the agency from the vendor, and is one part of the three-way match process.

**Requisition (RX)** = This document is a request for purchase of items through the Purchasing Division. The document will pre-encumber agency funds.

**Requisition Quick (RXQ)** = This document is a request for purchase of items through the Purchasing Division with the online approval process from DoIT and Budget. The document will pre-encumber agency funds.

**Serial Number** = This field stores the serial number of the fixed asset item and/or a Vehicle Identification Number (VIN) engraved on a vehicle.

**Vendor Invoice (VI)** = This document is used to post invoices from vendors to the centralized purchase order and is one part of the three-way match process. The Purchasing Division enters this document only.

## Fixed Asset Acquisition (FA)

*Fixed Asset Acquisition (FA)* documents add/create fixed asset records in the fixed asset subsystem of Advantage. The Purchasing Division will issue numbered property tags for items with an acquisition cost of \$5,000 or more. Computers and weapons will also be tagged and added to the system regardless of original cost. State agencies may create a fixed asset record for any item under the \$5,000 threshold using a customized ID numbering scheme.

Select the FA document from the “Go To” to create a new asset record.

### *FA Start Screen*

The screenshot shows a dialog box titled "Batch / Document Entry". It contains the following elements:

- Document Type:** A dropdown menu currently showing "Fixed Asset Acquisition".
- View by:** Two radio buttons, "Name" (selected) and "Code".
- Batch ID:** Two empty text input fields.
- Organization:** One empty text input field.
- Document ID:** Two empty text input fields.
- Automatic Document Numbering:** An unchecked checkbox.
- Action Buttons:** Three radio buttons: "New" (selected), "Open", and "Scan".
- Navigation:** "OK" and "Cancel" buttons at the bottom.

|  |  |
|--|--|
| <b>Document Type</b>                       | Leave as <i>Fixed Asset Acquisition</i>  |
| <b>Batch ID</b>                            | Not used for original document entry.  |
| <b>Organization</b>                        | Not used.  |
| <b>Document ID</b>                         | Enter your three-digit agency code and then click on the Automatic Document Numbering; write down the number issued. |
| <b>New</b>                                 | Leave as default.  |
| ➤ Select <b>OK</b> or press <b>Enter</b> . |  |

**FA Description View**
**Transaction Date**

Enter today's date.

**Accounting Period**

Leave blank - Defaults to current accounting period.

**New/Cancellation**Leave as *New*.**Fixed Asset Number**

Enter an ID number for the item. This will be the number used to track the asset in the system.

**Catalog**

Not used.

**Type**

Enter the Fixed Asset type (U)

Description:**Asset Description**

Enter the description of the item (Example: Cell Phone: Nokia 5150).

**Units**

Optional; Enter the number of pieces that make up the asset. NOTE: Individual assets should have individual ID numbers.

|                                      |  |
|--------------------------------------|--|
| <b>PO Number</b>                     | Optional; Enter a purchase order number or reference document used to purchase the item. |
| <b>License Number</b>                | This field is used for license plate numbers for vehicles.                               |
| <b>Model Year</b>                    | Enter the model year of the item.  |
| <b>Serial Number</b>                 | Enter the serial number of the item.   |
| <b>Appr Unit</b>                     | Enter the appropriation (budget acct + category) used to purchase the item.              |
| <b>Location</b>                      | Enter the location code where the asset is physically located.                           |
| <b>Surface Area</b>                  | Not used   |
| <b>Plat Number</b>                   | Not used   |
| <b>In Service Date</b>               | Leave blank.   |
| <b>Group</b>                         | Not used   |
| <i><u>Responsibility Center:</u></i> |  |
| <b>Fund</b>                          | Enter the Fund code used to purchase the item.   |
| <b>Agency</b>                        | Enter the Agency code used to purchase the item.   |
| <b>Organization</b>                  | Enter the Organization code used to purchase the item.                                   |
| <b>Activity</b>                      | Not used.  |
| <b>Object</b>                        | Enter the Object code used to purchase the item.   |

NOTE: If multiple accounting lines were used to purchase an item, you can only use one line of account coding for the item.



**FA Acquisition / Valuation View**

Batch: Document: FA 083 00000023808

Transaction Date: / / Acctg Period: /

New  Cancellation

Fixed Asset Number: Catalog: Type:

Descriptions: **Acquisition / Valuation** Equity Distribution

**Acquisition:**

Acquisition Date: / / Acq Method: Purchasing Auth:

Vendor: Name: Project:

Construction in Progress Reversal Entry

**Valuation:**

Valuation Date: / / Valuation Amount:

Useful Life: Closing Costs:

Replacement Date: / / Salvage Value:

Depr Method: Memo Disp Value:

Total Asset Value:

Acquisition:

|  |  |
|--|--|
| <b>Acquisition Date</b>                        | Enter the date the item was received.                            |
| <b>Acq Method</b>                              | Enter "P" in this field, which stands for <i>Purchased</i> .     |
| <b>Purchasing Auth</b>                         | Leave blank  |
| <b>Vendor</b>                                  | Optional - Enter vendor number used to purchase the item.        |
| <b>Name</b>                                    | Optional - Enter vendor name the item was purchased from.        |
| <b>Construction in Progress Reversal Entry</b> | Leave blank, this field is only used by the Controller's office. |
| <b>Project</b>                                 | Leave blank  |

Valuation:

|                         |             |
|-------------------------|-------------|
| <b>Valuation Date</b>   | Leave blank |
| <b>Valuation Amount</b> | Leave blank |
| <b>Useful Life</b>      | Leave blank |

|                          |                                     |
|--------------------------|-------------------------------------|
| <b>Closing Costs</b>     | Leave blank                         |
| <b>Replacement Date</b>  | Leave blank                         |
| <b>Salvage Value</b>     | Leave blank                         |
| <b>Depr Method</b>       | Leave blank                         |
| <b>Memo Disp Value</b>   | Leave blank                         |
| <b>Total Asset Value</b> | Enter the amount paid for the item. |

***FA Equity Distribution View***

Batch: Document: FA 083 00000011595

Transaction Date: / / Acctg Period: /

New  Cancellation

Fixed Asset Number: Catalog: Type:

Descriptions Acquisition / Valuation **Equity Distribution**

**Equity Distribution**

| Equity Account | Asset Value | Equity Account | Asset Value |
|----------------|-------------|----------------|-------------|
| 1              |             | 2              |             |
| 3              |             | 4              |             |
| 5              |             | 6              |             |
| 7              |             | 8              |             |

**Description**

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |

**Equity Distribution:**

**Equity Account** Always enter “2547” in field 1 for items. The rest of the fields are not used.

**Description** You may use the first 5 (five) fields for any additional notes. Each field only consists of 12 spaces. Leave field 6 (six) blank for use by the Controller’s office only.

After all information is entered, edit the document. See section on “Editing the Document”.

## Fixed Asset Modification (FC)

*Fixed Asset Modification (FC)* documents will change or add information to existing fixed asset records. This document allows changes to location codes and the addition of serial numbers and/or license numbers. The FC document requires one level of approval. Agencies can process and approve type *U* assets. Types *E* or *V* assets will have to be approved by the Purchasing Division; you will receive a reject message PURCHASING WILL OVERRIDE and the document will be left in a REJCT status. Make sure this is the only reject message for the document.

### FC Start Screen

#### Document Type

Leave as *Fixed Asset Modification*

#### Batch ID

Leave blank, not used for original document entry.

#### Organization

Not used.

#### Document ID

Enter your three-digit agency code and click on the Automatic Document Numbering; write down the number issued when using automatic numbering.

#### New

Leave as default.

- Select **OK** or press **Enter**.

**FC Description View**

Batch: Document: FC 083 00000021468

Transaction Date: / / Accounting Period: / /

Fixed Asset Number: Type: Betterment Number:

Description | Status | Equity Distribution

Description

Description: PO Number: License Number: Serial Number: Appr Unit: Plat Number: Units: Model Year: Group: Location: Surface Area: In Service Date: / /

Only enter information you want to change. This document will remain blank **except** for fields you enter and want to be changed from the original record. Fields will not be populated with information from the original fixed asset and anything added will overwrite information that is already there.

**Transaction Date**

Enter today's date.

**Accounting Period**

Leave blank - Defaults to current accounting period.

**Fixed Asset Number**

Enter the Fixed Asset number you are making the change to.

**Type**

Enter the Fixed Asset type, i.e. *E*, *V*, *X* or *U*; related to the Fixed Asset number you are making the change to. Only the Purchasing Division can approve *E*, *V* and *X* types.

**Betterment Number**

Always enter "00"; this will make your change to the original fixed asset and any betterment's for the item.

**Description**

Leave blank. NOTE: If a description is entered here, the description of the original

asset will be changed. You must receive permission from the Purchasing Division to change a description of type *E* or *V* assets.

**Units**

Leave blank.

**PO Number**

Leave blank.

**License Number**

Add the license number for a vehicle.

**Model Year**

Add the model year for a vehicle.

**Serial Number**

Enter the serial number of the asset or vehicle identification number.

**Group**

Not used.

**Appr Unit**

Leave blank.

**Location**

Enter a valid four-digit location code to be changed from the original location code.

**Surface Area**

Not used.

**Plat Number**

Not used.

**In Service Date**

Leave blank.

**FC Status View**

No changes should be made in this view. This view is typically only used by the Controller’s office or the Purchasing Division.

**FC Equity Distribution View**

| Equity Distribution |                     | Equity Distribution |                     |
|---------------------|---------------------|---------------------|---------------------|
| Equity Account      | Revised Asset Value | Equity Account      | Revised Asset Value |
| 1                   |                     | 2                   |                     |
| 3                   |                     | 4                   |                     |
| 5                   |                     | 6                   |                     |
| 7                   |                     | 8                   |                     |

| Description |  |   |  |   |  |
|-------------|--|---|--|---|--|
| 1           |  | 2 |  | 3 |  |
| 4           |  | 5 |  | 6 |  |

**Equity Account**

This field will default to “2547” when the document is edited, but may require you to

enter a value when the equity account has previously been changed. To find the changed value, look the asset up in FAS2 or FBT2.

**Revised Asset Value**

Enter a dollar amount here **if** revising the original amount entered


**Description**

Use the first 5 (five) fields for notes.  
NOTE: Each field only has 12 spaces.  
Leave field 6 (six) blank.

After all information is entered, edit the document. See section on “Editing the Document”.

## Editing the Document

After entering all required information, all documents need to be edited. When a document is edited, the system will verify information, and allow you to view and fix any errors or missing information.

- Select **Process** from the **Menu** bar then select **Edit** from the drop down menu box, or
- Select the  **Edit Document** button from the shortcut tool bar, or
- Press the “F7” key on the keyboard.

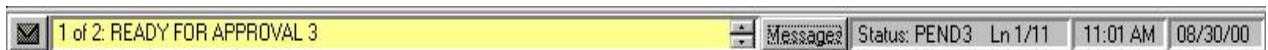
At the bottom of the screen, check the status bar; correct any errors and re-edit the document, and apply approval when the document is at PEND3 status.

**NOTE: Agencies will apply approval level 3 for FA and FC documents when using fixed asset type “U”. The Purchasing Division will create and approve FA documents for fixed asset types of “E” or “V”. The Purchasing Division will override and approve FC documents for fixed asset types “E” or “V”. Agencies are to forward PDRs to the Purchasing Division and the Purchasing Division will process an FD document to dispose of the item.**

### *Status Bar Messages*

The **Message Bar** gives a short description of each message. The first message appears by default.

When a document has been edited, and no errors are detected, the Message Bar will indicate approval level 3 is needed to process the document. The Status will be a PEND3.



If a document contains errors and cannot be processed, the Status will be REJCT.



To view detail of the error messages, select the **Messages** button to the right of the Message Bar.

The Messages window will appear when the **Messages** button is selected. If the error code ends with a ‘W’, the message is a warning and should be reviewed before processing the document. If the error code ends with an ‘E’, the message is a hard error



and the document will not process until the error is corrected. If the error code ends with an 'O' the entry will need to be overridden and approved by the Purchasing Division.

You can view an extended description of any message by double-clicking on it in the Messages window. The extended description may include background about what caused the error or tips on how to correct the error. Correct errors indicated and re-edit the document.

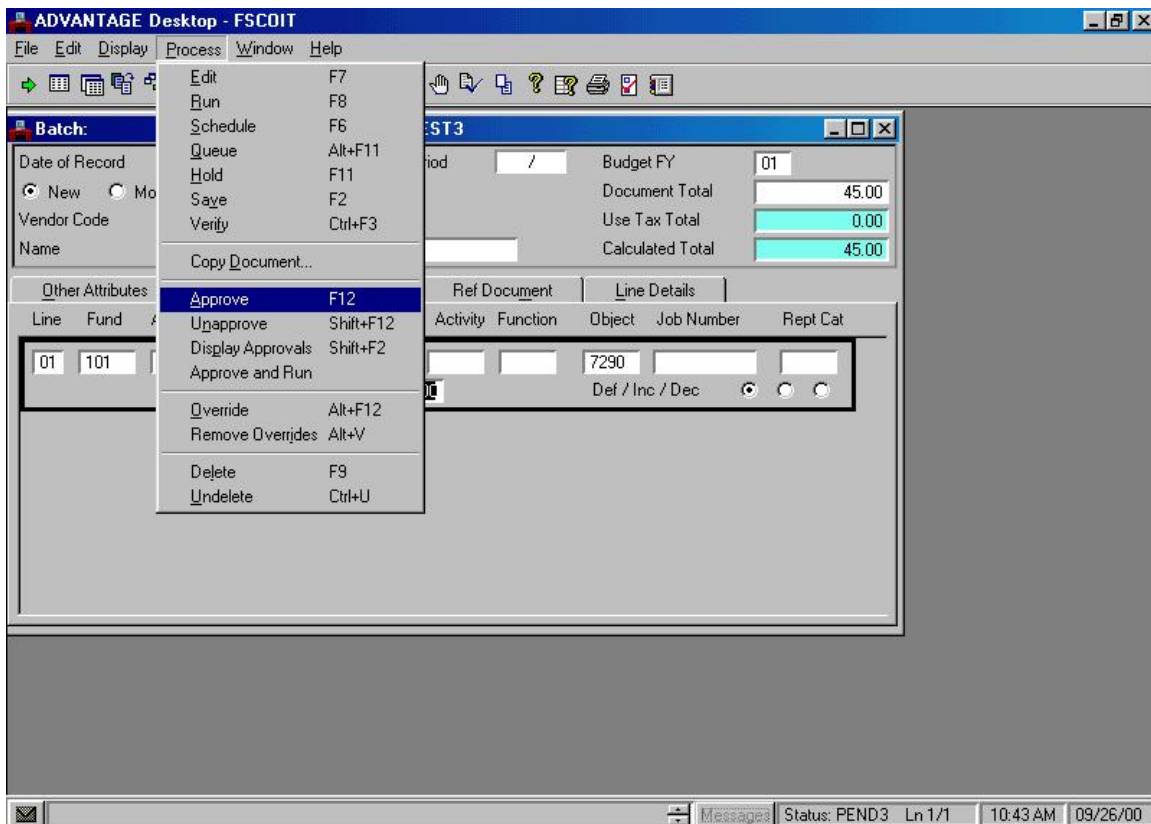
## Approvals


Approving a document electronically is the same as signing your signature on a document. Approval Levels are associated with user profiles, which are established and approved by agency management. Documents awaiting approval can be found on the Document Listing (SUSF) table.

### Approval Level 3

After a document has been edited and all errors have been corrected, approval levels must be applied in order for the document to process.

To apply Approval Level 3 (PEND3 Status):



- Select **Process** from the **Menu** bar then select **Approve** from the drop down menu box, or
- Press the F12 key, or
- Select  the Approval button on the toolbar.

### Condition/Last Inventory Date Update (FADU)

ADVANTAGE enables a user to update the “Last Inventory Date” within the system by using *FADU*. The user can either update an individual asset record or a group of assets within a specific location.

#### Fixed Asset Type

When updating an individual asset record, enter the Fixed Asset Type related to the Fixed Asset number you are updating. , i.e. E, V or U. Leave blank if updating a group of asset records.

#### Asset Number

Enter the Fixed Asset number only if you are updating an individual record. Leave blank if updating a group of asset records.

#### Location

Enter the four-digit location if updating a group of asset records within one location. Leave blank if updating an individual record.

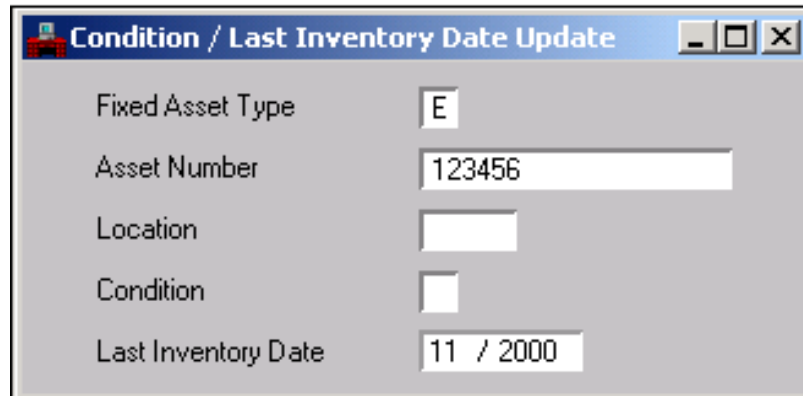
#### Condition

Not used.

#### Last Inventory Date

Enter the month and year inventory was completed.

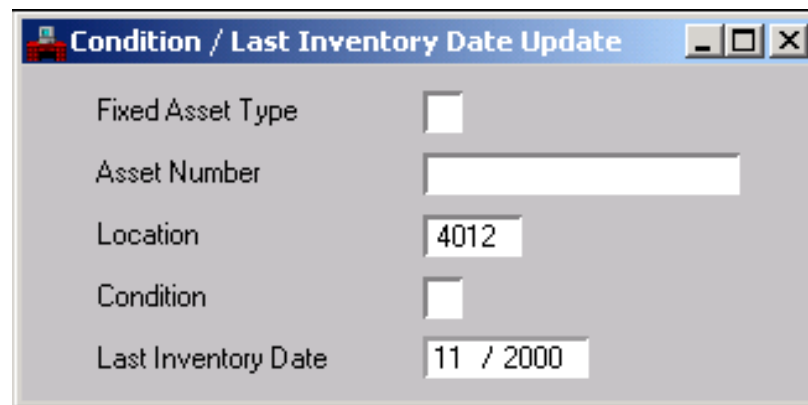
To complete the transaction, on the toolbar under Modify, click **ADD**. Review messages on bottom. Changes can be viewed immediately in FAS1 and FBT1.

*Example*

A screenshot of a software dialog box titled "Condition / Last Inventory Date Update". The dialog box has a blue header bar with a small icon on the left and standard window controls (minimize, maximize, close) on the right. The main area is light gray and contains five rows of input fields:

|                     |  |
|---------------------|--|
| Fixed Asset Type    | <input type="text" value="E"/>         |
| Asset Number        | <input type="text" value="123456"/>    |
| Location            | <input type="text"/>                   |
| Condition           | <input type="text"/>                   |
| Last Inventory Date | <input type="text" value="11 / 2000"/> |

This example reflects required information when updating an *individual record*.



A screenshot of a software dialog box titled "Condition / Last Inventory Date Update". The dialog box has a blue header bar with a small icon on the left and standard window controls (minimize, maximize, close) on the right. The main area is light gray and contains five rows of input fields:

|                     |  |
|---------------------|--|
| Fixed Asset Type    | <input type="text"/>                   |
| Asset Number        | <input type="text"/>                   |
| Location            | <input type="text" value="4012"/>      |
| Condition           | <input type="text"/>                   |
| Last Inventory Date | <input type="text" value="11 / 2000"/> |

This example reflects required information when updating a *group of asset records within one location*.

## Viewing various online tables.

**Fixed Asset Summary (1 of 2) (FAS1)**

| Fixed Asset Summary Inquiry (1 of 2) |                             |                            |          |                     |                |                    |        |
|--------------------------------------|-----------------------------|----------------------------|----------|---------------------|----------------|--------------------|--------|
| Fixed Asset Type                     | E                           | Fixed Asset Number         | 245000   | Betterment Count    | 00             |                    |        |
| Description                          | LAPTOP: GATEWAY SOLO 9300 L |                            |          | Catalog             |                |                    |        |
| Useful Life                          |                             | Replacement Date           | / /      | Last Inventory Date | 08 / 2000      |                    |        |
| Condition                            | 1                           | Group                      |          | Location            | 0006           | Complex / Building | 314626 |
| Fund                                 | 101                         | Agency                     | 402      | Organization        | 0000           | Activity           |        |
| Funding Source                       | PC 083 00000014699          |                            |          | Object              | 8370           |                    |        |
| Acquisition Method                   | P                           | Asset Value                | 2,976.00 | Reorg Date          | / /            |                    |        |
| Valuation Amount                     | 0.00                        | Valuation Date             | / /      | Acquisition Date    | 08 / 11 / 2000 | Selling Price      | 0.00   |
| Salvage Value                        | 0.00                        | Depreciation Method        | NA       | Net Book Value      | 2,976.00       |                    |        |
| Last Disposition Date                | / /                         | Last Disposition Authority |          |                     |                |                    |        |
| Memo Disposition Value               | 0.00                        | Last Disposition Method    |          |                     |                |                    |        |

The *Fixed Asset Summary (1 of 2)(FAS1)* table displays summary information for all existing fixed assets, keyed by fixed asset type and fixed asset number. The asset value field in this table reflects the total asset value, including the original asset plus all of its betterments. This table is updated nightly.

**NOTE:** Disposed Assets are maintained in the ADVANTAGE system until the system is purged. You can identify assets that have been disposed of by the disposition fields at the bottom of FAS1.

**Fixed Asset Betterment Inquiry (1 of 2) (FBT1)**

| Fixed Asset Betterment Inquiry (1 of 2) |                                |                    |            |   |                |  |  |
|---|--------------------------------|--------------------|------------|---|----------------|--|--|
| Fixed Asset Type                        | V                              | Fixed Asset Number | 0242300    | Betterment Number                           | 00             |  |  |
| Description                             | DUMP TRUCK CUMMINS DIESEL 5000 |                    |            |   |                |  |  |
| Serial Number                           | 1HTGGAET5YH319817              |                    |            | Model Number                                | 2000           |  |  |
| Manuf Number                            | DOT3029                        |                    |            | <input type="checkbox"/> CIP Reversal Entry |                |  |  |
| Vendor                                  |                                | Vendor Name        |            |   |                |  |  |
| Project                                 |                                | Area               |            | Plat Number                                 |                |  |  |
| Closing Costs                           | 0.00                           | Units              | 00000001   | Condition                                   | 1              |  |  |
| Last Inventory Date                     | 02 / 2000                      | Acquisition Method | P          | Acq Date                                    | 02 / 29 / 2000 |  |  |
| In Service Date                         | / /                            | Asset Value        | 122,271.00 |   |                |  |  |
| Selling Price                           | 0.00                           | Purchase Authority |            |   |                |  |  |
| Salvage Value                           | 0.00                           | Net Book Value     | 122,271.00 |   |                |  |  |
| Disposition Date                        | / /                            | Disposition Method |            |   |                |  |  |
| Disposition Authority                   |                                |                    |            | Memo Disposition Value                      | 0.00           |  |  |

The *Fixed Asset Betterment Inquiry (1 of 2) (FBT1)* table displays fixed asset information keyed by fixed asset type, fixed asset number, and betterment number. Each betterment entry will have a separate display. This table shows serial numbers, license numbers, and model years in addition to summary information from FAS1

**Fixed Asset By Purchase Order Document Number Inquiry (FAPC)**

|    | Purchase Order Number | Fixed Asset Type | Fixed Asset Number |
|----|-----------------------|------------------|--------------------|
| 1  | PC 083 00000019417    | E                | 250879             |
| 2  | PC 083 00000019461    | E                | 250695             |
| 3  | PC 083 00000019506    | E                | 250374             |
| 4  | PC 083 00000019506    | E                | 250394             |
| 5  | PC 083 00000019506    | E                | 250395             |
| 6  | PC 083 00000019506    | E                | 250396             |
| 7  | PC 083 00000019506    | E                | 250397             |
| 8  | PC 083 00000019506    | E                | 250398             |
| 9  | PC 083 00000019597    | E                | 250668             |
| 10 | PC 083 00000019602    | E                | 250411             |
| 11 | PC 083 00000019618    | E                | 250669             |
| 12 | PC 083 00000019620    | E                | 250746             |
| 13 | PC 083 00000019620    | E                | 250747             |
| 14 | PC 083 00000019620    | E                | 250748             |
| 15 | PC 083 00000019622    | E                | 250691             |

The *Fixed Asset By Purchase Order Document Number Inquiry (FAPC)* table displays fixed asset types and fixed asset tag numbers assigned to a specific purchase order document. This table is keyed by the “Purchase Order Number” field, which is inferred from the FAS1 “Funding Source” field. It is possible to have other information stored in the “Purchase Order Number” field (i.e., Direct Purchase).

**Fixed Asset Location Inquiry (FALC)**

|    | Location | Type | Asset Number | Description                   |
|----|----------|------|--------------|-------------------------------|
| 1  | 3307     | E    | 0081073      | TYPEWRITER CORRECTING SELECTR |
| 2  | 3307     | E    | 0110337      | DUPLICATING MACHINE F/MICROFI |
| 3  | 3307     | E    | 0120687      | CAMPER TRAILER ARGOSY 28' L   |
| 4  | 3307     | E    | 0144873      | TYPEWRITER IBM COR SEL III;BR |
| 5  | 3307     | E    | 0149506      | SANDER HOPPER TYPE 5 CU. YD.  |
| 6  | 3307     | E    | 0151239      | BLADE F/SNOW PLOW RIGHT-HAND  |
| 7  | 3307     | E    | 0152996      | REFRIGERATOR W/DOUBLE GLASS D |
| 8  | 3307     | E    | 0170380      | SNOWMOBILE RATCLIFFE CORP.    |
| 9  | 3307     | E    | 0185755      | DESK METAL EXECUTIVE 70X36"   |
| 10 | 3307     | E    | 0185756      | DESK METAL EXECUTIVE 70X36"   |
| 11 | 3307     | E    | 0186488      | CHAIR CLUB W/MATCHING OTTOMAN |
| 12 | 3307     | E    | 0186489      | CHAIR WING W/HIGH BACK RED L  |
| 13 | 3307     | E    | 0186497      | TABLE WOOD COFFEE 23X47" (FA  |
| 14 | 3307     | E    | 0186498      | CHAIR RECLINING RED LEATHER   |
| 15 | 3307     | E    | 0186499      | LAMP FLOOR (W/BROKEN GLASS D  |

The *Fixed Asset Location Inquiry (FALC)* table displays all the fixed assets in a specific location code.

**Document Cross Reference Inquiry (DXRF)**

|   | Reference Document ID | Acceptance Date | Doc Action | Amount | Closed Date | Reference Doc Released Amount |
|---|-----------------------|-----------------|------------|--------|-------------|-------------------------------|
| 1 | AD 000 02007813       | 02 25 99        |            | 913.52 |             | 0.00                          |
| 2 | PC 083 0000000001     | 01 06 99        | E          | 913.52 | 02 25 99    | 910.00                        |
| 3 | PV 083 AV000000823    | 02 25 99        | E          | 913.52 | 02 26 99    | 913.52                        |
| 4 | RC 083 00000001421    | 02 24 99        | E          | 913.52 |             | 0.00                          |
| 5 | RX 810 378676         | 09 24 98        | E          | 910.00 |             | 910.00                        |
| 6 | VI 230 6              | 02 18 99        | E          | 913.52 |             | 0.00                          |

The *Document Cross Reference Inquiry (DXRF)* table displays all documents associated with a requested document. This table is updated nightly. Information obtained from this table: documents and document numbers that have been processed related to a specific document.

**Open Purchase Order Commodity Line by Document Inquiry (OPCD)**

|                  |  |                      |                   |
|------------------|--|----------------------|-------------------|
| Transaction ID   | PC 083 00000011798                                       | Line Number          | 001               |
| Vendor           | PUR0001035   | Name                 | MINNESOTA WESTERN |
| Account Line     | 01   | Commodity / Item     | 84076 /           |
| Description      | LCD PROJECTOR: SHARP #PG-D120U; 40" TO 300" SCREEN SIZE; |                      |                   |
| Unit             | EACH   | Eligible for Auto PV | Yes               |
| Manuf Number     |  | Name                 |                   |
| Text Flag        | Custom   | Bid ID               |                   |
| Quantity Ordered | 1.000  | Unit Cost            | 2,722.000000      |
| Quantity Paid    | 1.000  | Total                | 2,722.00          |

| Cost Details       | Received     | Invoiced        | Forward Transaction         |
|--------------------|--------------|-----------------|-----------------------------|
| Original Unit Cost | 2,722.000000 |                 | Last Unit Cost 2,722.000000 |
| Discount Code      |              | Discount % 0.00 | Discount Amount 0.00        |
| Pre-tax Amount     | 2,722.00     | Tax Code        | Tax Amount 0.00             |
|                    |              |                 | Freight Amount 0.00         |

The *Open Purchase Order Commodity Line by Document Inquiry (OPCD)* table displays the commodity line information for each purchase order (PC or PG) in the system. This table is updated real time. Information obtained from this table: account line associated with the item, description, quantity, unit cost, received quantity and amount, invoiced quantity and amount, and the last transaction applied to the line item.

**Fixed Asset Location (FLOC)**

|    | Location | Name                           | Class | Category | Short Name   |
|----|----------|--------------------------------|-------|----------|--------------|
| 1  | 1807     | 750 E KING STREET,CARSON CITY  |       |          | MOTOR POOL   |
| 2  | 1808     | 1947 COLLING,CARSON CITY       |       |          | MOTOR POOL   |
| 3  | 1809     | 750 E KING STREET,CARSON CITY  |       |          | UNABLE TO LO |
| 4  | 1810     | ELKO                           |       |          | MOTOR POOL   |
| 5  | 1811     | 5085 RENT-A-CAR ROAD,LAS VEGAS |       |          | MOTOR POOL   |
| 6  | 1812     | MC DERMITT                     |       |          | MOTOR POOL   |
| 7  | 1813     | GALLETTI WAY, RENO             |       |          | MOTOR POOL   |
| 8  | 1814     | 1050 E WILLIAM STREET,CARSON C |       |          | HEARING APPE |
| 9  | 1815     | UNABLE TO LOCATE,CARSON CITY   |       |          | HEARING APPE |
| 10 | 1816     | 555 E WASHINGTON #3300,LAS VEG |       |          | HEARING APPE |
| 11 | 1817     | 1050 E WILLIAM SUITE #400,CARS |       |          | HEARING DIV  |
| 12 | 1818     | 555 E. WASHINGTON #3300,LAS VE |       |          | HEARING DIV  |
| 13 | 1819     | 209 EAST MUSSER #204,CARSON CI |       |          | PLANNING     |
| 14 | 1820     | BLASDEL BLDG,CARSON CITY       |       |          | WORD PROCESS |
| 15 | 1821     | STATEWIDE                      |       |          | COMPUTER INV |

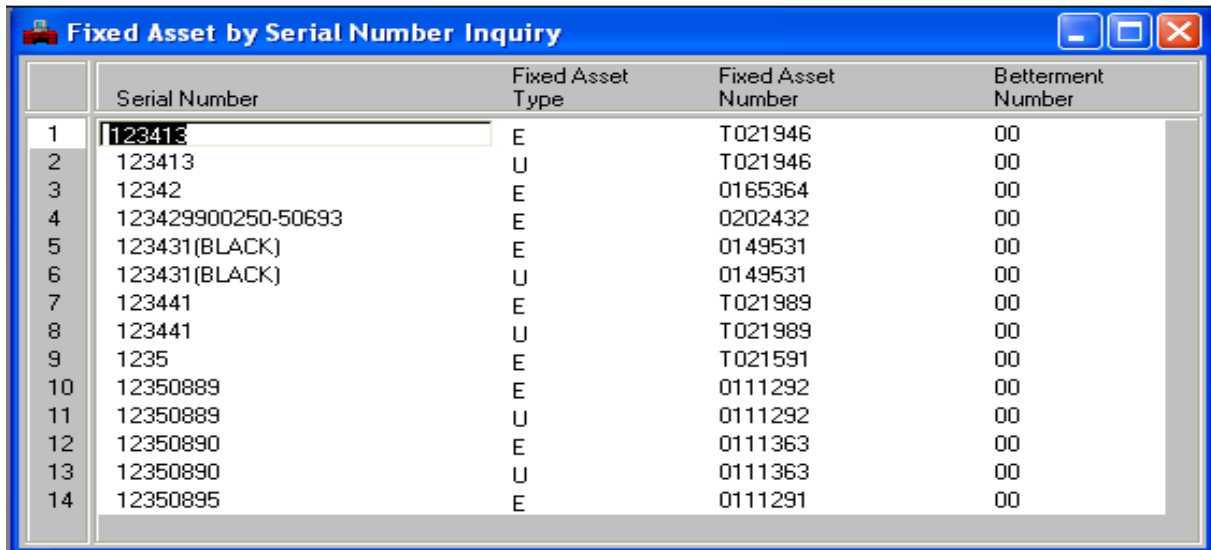
The *Fixed Asset Location (FLOC)* table stores agency location codes established by the individual agencies and the Property Management Section. Location codes are required in the Fixed Asset Tables. This table is updated as needed.

**Fixed Asset History Inquiry (FHIS)**

| Fixed Asset Type |                   | Fixed Asset Number |                  |                   |             |   |
|------------------|-------------------|--------------------|------------------|-------------------|-------------|---|
| Change Date      | Forward Reference | Transaction ID     | Acquisition Date | Betterment Number | Asset Value | F |
| 00 10 26         |                   | FD 083 00000001235 |                  | 00                | -3,701.60   |   |
| 00 10 09         |                   | FC 083 00000001904 |                  | 00                | 0.00        |   |
| 00 05 30         |                   | FA 083 C0194199    | 01 01 1992       | 00                | 3,701.60    |   |
| 4                |                   |                    |                  |                   |             |   |
| 5                |                   |                    |                  |                   |             |   |

The *Fixed Asset History Inquiry (FHIS)* table displays documents and document numbers processed against a fixed asset. This table is keyed by fixed asset type and fixed asset number and is updated nightly.



*Fixed Asset by Serial Number Inquiry (FBTS)*


|    | Serial Number      | Fixed Asset Type | Fixed Asset Number | Betterment Number |
|----|--------------------|------------------|--------------------|-------------------|
| 1  | 123413             | E                | T021946            | 00                |
| 2  | 123413             | U                | T021946            | 00                |
| 3  | 12342              | E                | 0165364            | 00                |
| 4  | 123429900250-50693 | E                | 0202432            | 00                |
| 5  | 123431(BLACK)      | E                | 0149531            | 00                |
| 6  | 123431(BLACK)      | U                | 0149531            | 00                |
| 7  | 123441             | E                | T021989            | 00                |
| 8  | 123441             | U                | T021989            | 00                |
| 9  | 1235               | E                | T021591            | 00                |
| 10 | 12350889           | E                | 0111292            | 00                |
| 11 | 12350889           | U                | 0111292            | 00                |
| 12 | 12350890           | E                | 0111363            | 00                |
| 13 | 12350890           | U                | 0111363            | 00                |
| 14 | 12350895           | E                | 0111291            | 00                |

The *Fixed Asset by Serial Number Inquiry (FBTS)* table displays fixed assets by serial number. **NOTE:** Unless agencies update their fixed assets records to include the serial number, this table will not display the information.

### Generating Your Inventory List from DAWN

The Purchasing Division will send an “Annual Physical Inventory” memo once a year to each agency reminding them it is now time to conduct an annual physical inventory of their personal property per N.R.S. 333.220. To assist you in conducting your physical inventory, you may generate a current listing of your agency’s inventory through the Data Warehouse (DAWN) website. Listed below are some basic instructions for obtaining the list. Disposed assets will not be included in the list, but will remain in Advantage until a purge is ran.

- 1) Go to the Date Warehouse website at <http://washoe.state.nv.us/swmenu.htm>. Under “**Reports**”, click on “**Fixed Asset Inventory Report**”.
- 2) Identify the location codes you wish to obtain an inventory listing of by using one of the three following methods:
  - a. Enter the four-digit location number in the “**Location Code**” box; or
  - b. If you have more than one location, and the numbers are sequential, enter the starting number in the “**From Location**” and the ending number in the “**To Location**”; or
  - c. Utilize the wildcard feature, by entering “%” symbols in lieu of numbers to obtain all locations within a specific numbering sequence.
- 3) If desired, you may customize your list by a specific asset type, i.e. E, V, or U. Leaving the “**Asset Type**” field blank, all types will be included in your listing.

## CONTINUED PURCHASING SUPPORT

We encourage agencies to visit the Purchasing Division web site. We provide extensive information on this site regarding all aspects of statewide purchasing. For specific and the most up to date ADVANTAGE information and documentation please visit the ADVANTAGE Financial section on our site map. The address of our web site is: <http://purchasing.state.nv.us>

For functional phone support please call the Purchasing Division at 775-684-0170.

The following Purchasing Technician staff is also available to assist your needs:

|   |              |  |
|---|--------------|--|
| Keli Hardcastle, Purchasing Technician      | 775-684-0187 | <a href="mailto:khardcastle@admin.nv.gov">khardcastle@admin.nv.gov</a> |
| Chris McElroy, Purchasing Technician        | 775-684-0181 | <a href="mailto:cmcelroy@admin.nv.gov">cmcelroy@admin.nv.gov</a>       |
| Geoff Landry, Purchasing Technician         | 775-684-0192 | <a href="mailto:glandry@admin.nv.gov">glandry@admin.nv.gov</a>         |
| Susie Monegan, Purchasing Technician        | 775-684-0189 | <a href="mailto:smonegan@admin.nv.gov">smonegan@admin.nv.gov</a>       |
| Sharon Knigge, Buyer                        | 775-684-0177 | <a href="mailto:sknigge@admin.nv.gov">sknigge@admin.nv.gov</a>         |
| Nancy Feser, Buyer                          | 775-684-0175 | <a href="mailto:nfeser@admin.nv.gov">nfeser@admin.nv.gov</a>           |
| Heather Moon, Senior Buyer                  | 775-684-0179 | <a href="mailto:hmoon@admin.nv.gov">hmoon@admin.nv.gov</a>             |
| Shannon Berry, Asst. Chief Procure. Officer | 775-684-0171 | <a href="mailto:sberry@admin.nv.gov">sberry@admin.nv.gov</a>           |