

Master Inventory File

Beginning July 1, 2009, the Department of Administration and Information (A&I) Risk Management Office (RMO) is **requiring all agencies to maintain an annual Master Inventory File**. Instructions for completing this sample report are as follows: (Please note that your agency can develop your own Master Inventory File to send to RMO annually. The template we have provided is an example).

Master Inventory Workbook:

To create the Master Inventory Workbook, a report template is located at http://sao.state.wy.us/fa/invbyagy_mnthly.htm in the lower right corner of the agency list. The Master Inventory Workbook is comprised of two reports; the cumulative inventory monthly *detail listing* AND the *capital fixed asset listing*, and will be the basis for performing an annual physical inventory audit to be sent to A&I Risk Management with the annual property schedule. The first tab in the workbook could be titled "Inventory" and the second tab titled "FA Listing." Because these two reports have different columns, it would be OK to leave them separate and on two different tabs. The final combined totals of the two spreadsheets (tabs) from the Master Inventory Workbook will need to be added together and entered on the RMO's annual property schedule (emailed to agency contact from RMO) for contents, computer equipment and fine arts, if applicable. The following are the instructions for the two separate spreadsheets (tabs).

Inventory Monthly Detail Report:

The State Auditor's Office (SAO) will prepare a monthly Excel report which is located on the following website: http://sao.state.wy.us/fa/invbyagy_mnthly.htm. The Excel reports will be shown on a grid by agency number similar to the fixed asset listing. Click on your agency number and the Excel report will open. You can then save the file to your computer. This report details all current month purchases in the object of expenditure codes 241, 242, 243, 244, 245, 246, 247 and 249, within the non-fixed asset inventory range (\$500-\$4,999). This report pulls the relevant information contained in any document that uses the object codes listed above from the journal. Agencies will need to review this Excel report and decide which items need to be moved over to the Master Inventory Workbook on the Inventory tab. Columns A through V are identical in the Inventory Monthly Detail report and the Master Inventory Workbook which will make it easier to copy and paste the rows from the detail to the Master Inventory File on a monthly basis. Agencies will add the additional information required for each item listed, including, but not limited to, location/building #, tag#, serial number and model number in the highlighted columns W through AB in the Master Inventory File. Agencies can add columns, such as "assigned to," to their report at their discretion. Agencies have the option of adding to the list those items below \$500, which they may deem to be 'walkables' and want to track as well.

When an item is destroyed or removed from the agency, please be sure to zero out the values and indicate the deletion date on the report, or you may want to keep the detail history and

copy and paste a line that relates to the disposal to another tab in your Workbook titled "Disposals."

Please note that the SAO will post agency's non-fixed asset information (Inventory Monthly Detail Report) for six months (July 2009 – December 2009) to ensure proper reporting until January 31, 2010. After January, the SAO will post only three months' worth of information.

Capital Fixed Assets:

The capital fixed asset listing is provided monthly by SAO on the following website: http://sao.state.wy.us/fa/fabyaqy_mnthly.htm. This report contains cumulative data. Please note that items which have been capitalized based on the previous threshold of \$500, will remain on the capital fixed asset listing until they are disposed. Agencies will download this report annually and insert the entire file on a separate tab in their Master Inventory Workbook titled "FA Listing." For more information on capital fixed assets, please visit <http://sao.state.wy.us/download.htm#fixedassets>, or contact the State Auditor's Office at SAOCAFRGroup@state.wy.us

Inventory Tags (non-fixed asset tags):

Agencies must generate their own identification 'tag' to place on the non-fixed asset inventory item. Here is a sample tag using Avery Label # 5980.

**PROPERTY OF THE
STATE OF WYOMING
DEPARTMENT of _____
NFA 005 2009 07 C-0005**

NFA means non-fixed asset; 005 is the agency number; 2009 07 is the date acquired, C indicates building location such as Cheyenne and 0005 is the item number.

RMO's Annual Property Schedule:

Every January and August, the RMO sends out the most current property schedule for agency updates. The January property schedule will need to be returned to the RMO along with the Master Inventory Workbook. The August schedule is sent out to the agencies for informational purposes only and will not be required to be sent back. In the January property schedule, the totals from the Master Inventory Workbook must be included on the schedule to accurately insure the agency's property. You can easily sort and sub-total the spreadsheets (by location, object code 0242 for computers, etc.) to arrive at the breakdown of information required on the property schedule. The Master Inventory Workbook is sent as backup detail with RMO's Annual Property Schedule in January. **Please note that computer equipment, contents and fine arts must be split accordingly.**

- Computer equipment: PC's, printers, software, etc. (Sort and subtotal each spreadsheet by Object code 0242 to arrive at this total separate from all other equipment.)
- Contents: furniture, photocopies, fax machines, etc.

- Fine arts: any art owned by the agency.

Signature Form (Required):

When the agency submits their final property schedule in February, the signature form must be included that states the agency has completed an annual physical inventory. RMO will keep each agency's form with their corresponding property schedule and Inventory File for that year.

Please be aware that the figures provided must be correct and accurate to ensure proper insurance coverage of the State's assets. If the figures are incorrect, the agency may not be fully covered in the event of a loss of property.

For questions regarding the new reporting policies or the agency property schedule and/or Inventory File, please contact Mitzi Krois at RMO at (307) 777-6774 or mkrois@state.wy.us.

For questions regarding building locations, please contact Sandra Cooper at A & I at (307) 777-5088 or scoop1@state.wy.us.

For questions regarding capital fixed assets, you may contact the SAO at SAOCAFRGroup@state.wy.us.