

Capital Assets (Part 2): Entering and Maintaining Data in SFS AM*

Office of General Services (OGS)
Bureau of Capital Assets (BCA)

*Statewide Financial System – Asset Management



Course Description

Participants will receive step-by-step instruction and practical examples for performing the most common asset transactions, including adding new assets and modifying existing ones. The course will also explain what agencies can expect from OGS, including compliance with requests for additional information through the biennial letter process and during site visits, which include physical inspections of assets. Participants will leave with a clearer understanding of their role in ongoing asset management and become familiar with key resources and job aids available to support accurate and effective data entry reporting in the Statewide Financial System Asset Module (SFS AM).

Welcome to the OGS BCA



Capital Assets Team

Michael Jenks, Asst. Chief Accountant

Kerry Forezzi, Principal Accountant

Deanne Webster, Associate Accountant

Ben Felts, Senior Accountant

Remington Abbott, Senior Accountant

Agenda – Capital Assets: Part 2

Part 1: General Overview and Recap of Capital Assets: Part 1

Part 2: Adding an asset in SFS AM

Part 3: Modify an asset in SFS AM

Part 4: Retiring as asset

Part 5: Inventory Report

Part 6: Important Tips for SFS AM entries

Part 7: Search for an Asset

Part 8: Biennial Inventory

Part 9: Site Visits

Part 10: Helpful information

Part 1

General Overview and
Recap of Capital Assets:

Part 1

General Overview: Terms to know

OGS	Office of General Services
OGS BCA	OGS Bureau of Capital Assets
SFS AM	Statewide Financial System – Asset Management Module
GAAP	Generally Accepted Accounting Principles

Purchasing Unit Personnel – The purchasing unit plays a key role in the early identification of capital assets. Whenever possible, purchasing unit personnel are expected to identify capital assets when they are ordered. This should be identified on the purchase order and a copy or photocopy sent to the Property Control Manager.

Property Control Manager – The person responsible for gathering and maintaining information related to capital asset activity at that agency's site. This information is gathered through physical examination of the asset and its related documentation. All capital assets and their activities are the immediate responsibility of the Property Control Manager. The property control manager is further responsible for monitoring and reporting all capital asset information to the OGS Bureau of Capital Assets.

General Overview

Recap: Key take-aways from Part 1

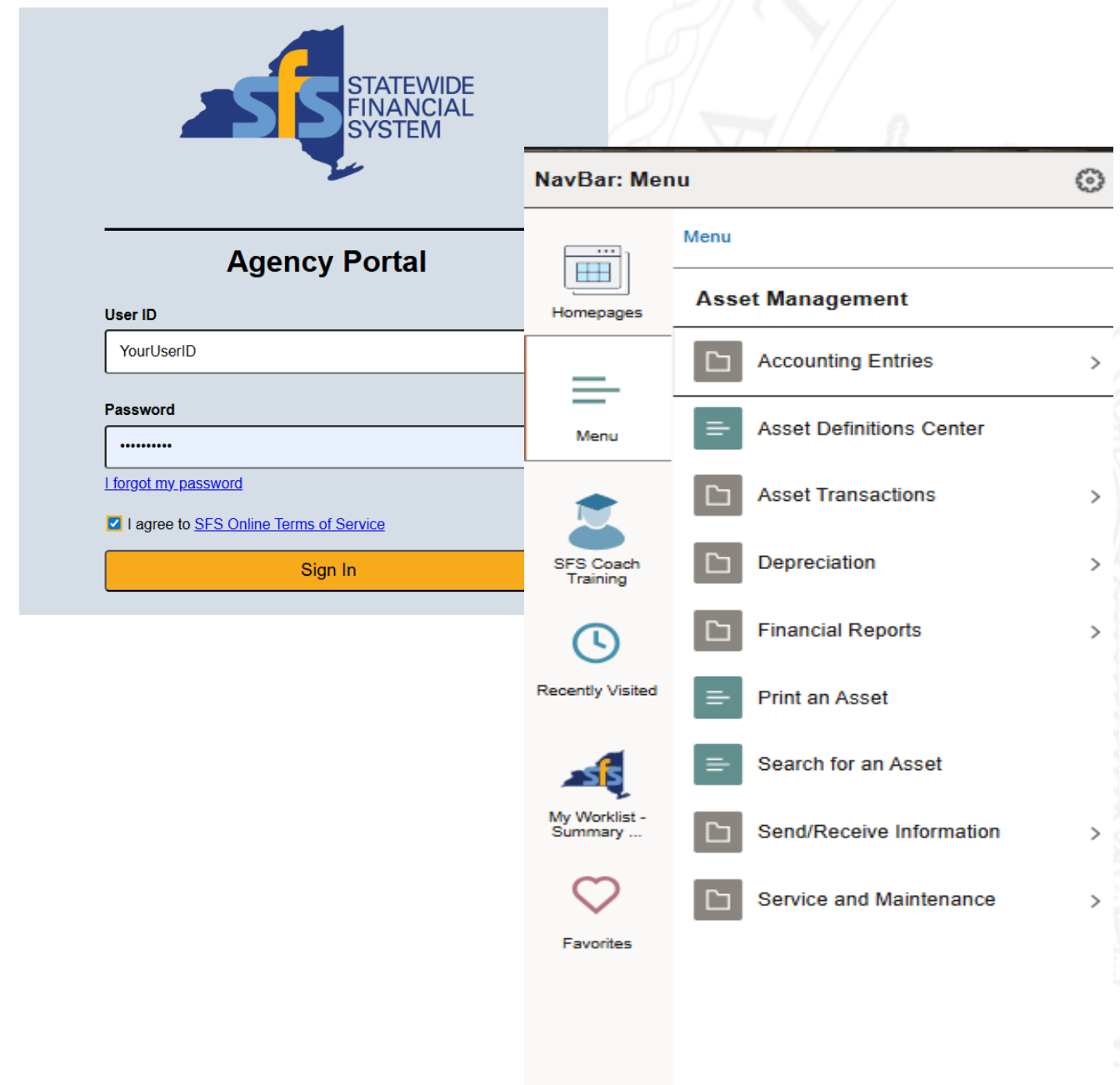
- NYS has more than \$120.6 billion* in capital assets; OGS oversees the records for approximately \$20 billion of these assets.
- The State established SFS AM to house and maintain capital asset information in a single master file. The data is auditable in accordance with GAAP.
- OGS BCA monitors and coordinates SFS AM activities, assists the agencies in fulfilling their obligations, and distributes reports to agencies and the Office of the State Comptroller (OSC) as requested or needed.
- The total of all NYS capital assets are reported in the annual Statewide Financial Statements.

*Net of Depreciation as of 3/31/2025

General Overview

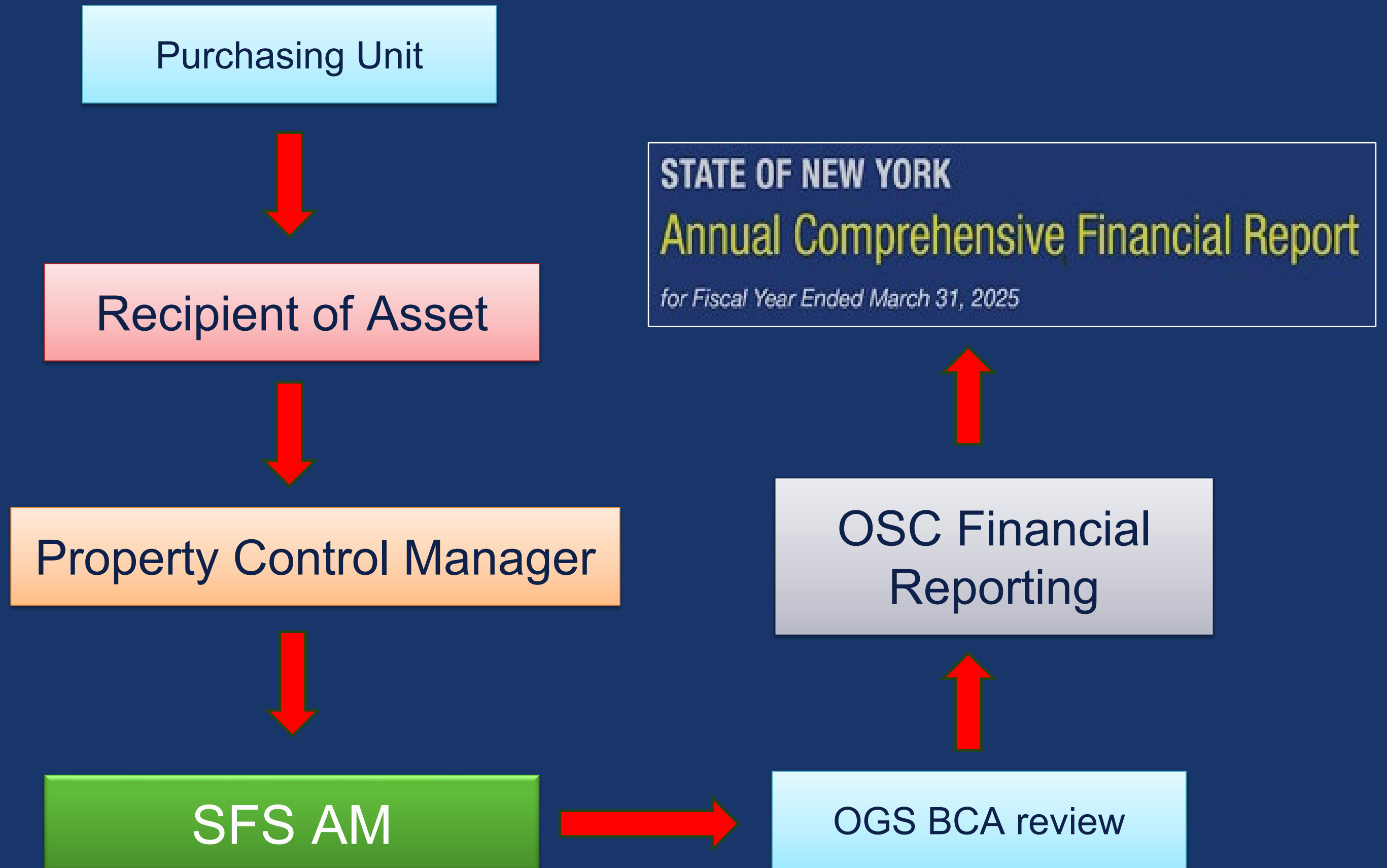
Statewide Financial System – Asset Management Module (SFS AM)

- The state established SFS AM in an effort to improve financial reporting, accountability and operational efficiencies in managing these assets.
- Primary purpose of SFS AM is to maintain auditable information of the State's capital assets in accordance with GAAP.



NOTE: Non-GAAP assets are not required to be entered into SFS AM, but some agencies may opt to use SFS AM for these assets as well if they do not have their own asset management database.

Flow of Asset Information



Part 2

Adding an Asset in SFS AM

Important to know:



Step 1: Agency representatives enter and modify assets in SFS AM.

Step 2: They will not show in SFS AM until OGS BCA posts them.

All additions, modifications, and retirements sit in a holding queue until they are reviewed and approved by OGS BCA staff. OGS BCA will contact the agency's site contact if there are any questions.

Add Asset with Inspection

Used to add new assets into SFS AM

Nav Bar – Menu – Asset Management– Send & Receive Information – Add Asset with Inspection



Add Asset with Inspection

Click on Add a New Value

Add Asset with Inspection

Find an Existing Value

[+ Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches



Saved Searches

Choose from saved searches



Business Unit

=



OGS01



Interface ID

=



Interface Line Number

=



Asset Identification

begins with



Tag Number

begins with



Asset Type

=



Asset Subtype

begins with



Trans Load Type

=



System Source

=



Load Status

=



^ Show fewer options

Search

Clear

Add Asset with Inspection

Enter Business Unit, then Add

Add Asset with Inspection

Add a New Value Find an Existing Value

*Business Unit

Enter Business Unit + “11”

Add Asset with Inspection

General Information Tab Part 1

* ASTERISK means it is a required field

Add Asset with Inspection

General Information

Supplemental Data

Interface ID 99999999 Business Unit OGS11 Asset Id NEXT

Asset Information

*Description

Total Cost

*Asset Category

☐ Building

☐ Equipment

☐ Infrastructure

☐ Intangible

☐ Land

☐ Land Improvement

*Profile ID

*Acquisition Code

Purchased

*Acquisition Date

Transaction Date

Accounting Date

07/22/2025

Detail Description

OGS Contract Number

*Tag Number

*Location Code

Load Status

Pending

*Inspected By

Inspection Details

*Condition Code

*Inspection Date

07/22/2025

60 characters remaining

Requestor Details

*Requestor Name

*Requestor Phone

*Requestor Email Id

254 characters remaining

Add Asset with Inspection

General Information Tab Part 2

Add Asset with Inspection

Detail Description

254 characters remaining

Asset Cost Information

Quantity

1.0000

Cost

+

-

Chartfields

1 of 1

View All

	Operating Unit	*Fund Code	*Department	Program Code	Class Field	Bud Ref	
1	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Manufacturing Info - Required for Equipment Type Assets

Manufacturer ID

Model

Serial #

Purchasing & Payment Information - Optional

PO Unit

PO Number

AP Unit

Vendor

Voucher

Approval: ☐

Next Page

Add Asset with Inspection

Supplemental Data Tab - Equipment

Add Asset with Inspection

General Information

Supplemental Data

Interface ID99999999Business UnitOGS11Asset IdentificationNEXT

Equipment Information

Assignments

Loaned Asset Information

Date Loaned

Expected Return Dt

Actual Return Date

Lost / Stolen

Police Report No.

Rprtng Individual

Physical Data

Asset Owner

Construction Date

Static Location

Acreage

Square Footage

Floor/Room No.

No. of Elevators

No. of Floors

Recurring Cost

Recurring Desc.

Checked Out By

Repair/Modify

Action Taken

Date of Occurrence

Last Inventory Dt

Prior Owner

Prior Owner Addr1

Prior Owner Addr2

OGS Fin Tracking

Controlled Asset

Eligible Transfer

Flood Indicator

State as Lessor

Handicap Compliant

Save

Capital Assets (Part 2): Entering and Maintaining Data in SFS AM | 17

Add Asset with Inspection

Supplemental Data Tab - Buildings

Add Asset with Inspection

General Information

Supplemental Data

Interface ID

99999999

Business Unit

OGS11

Asset Identification

NEXT

Equipment Information

Assignments

Recurring Cost

Recurring Desc.

Loaned Asset Information

Date Loaned

Expected Return Dt

Actual Return Date

Checked Out By

Repair/Modify

Action Taken

Lost / Stolen

Police Report No.

Rprtng Individual

Date of Occurrence

Last Inventory Dt

Physical Data

Asset Owner

Construction Date

Static Location

Acreage

Square Footage

Floor/Room No.

No. of Elevators

No. of Floors

Prior Owner

Prior Owner Addr1

Prior Owner Addr2

OGS Fin Tracking

☐ Controlled Asset

☐ Eligible Transfer

☐ Flood Indicator

☐ State as Lessor

☐ Handicap Compliant

Save

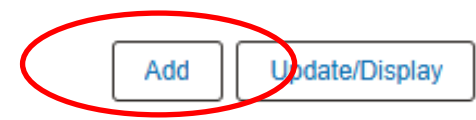
Notify

Add

Update/Display

General Information

Supplemental Data



Part 3

Modify an Asset in SFS AM

Modify Asset – Non-Financial

Follow these steps to make changes to existing assets in SFS AM (location code, description, condition, inspector name, and date)

Nav Bar – Menu – Asset Management– Send & Receive Information – Modify Asset – Non-Financial

Modify Asset - Non-Financial

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Business Unit = OGS11

Asset Identification begins with

Tag Number begins with

Description begins with

Asset Type =

Asset Subtype begins with

Interface ID =

Interface Line Number =

Trans Load Type =

System Source =

Load Status =

^ Show fewer options

☐ Case Sensitive

Search **Clear**

Modify Asset – Non-Financial

Update the fields that need to be changed

Modify Asset - Non-Financial

Modify Asset - Non-Financial

Supplemental Data

Interface ID 10085785 Business Unit OGS11 Asset Id 000000013184

Asset Information

Location Code	X405-005	Load Status	Pending
	X405 EMPIRE STATE PLAZA ALBANY	Inspector	WHITBECK CHARLES
Location Effective Date	06/10/2019	Inspection Effective Date	10/05/2022
Tag Number	010002848700	Inspection Details	
Tag Number Effective Date	06/10/2019	Condition Code	2. Good
Acquisition Code	Purchased	Description	Sanding station
		OGS Contract Number	
Asset Subtype			
Detail Description			
	254 characters remaining		

Manufacturing Info - Required for Equipment Type Assets

Manufacturer ID	Model	Serial ID
FESTOOL	202401	40071275

Requestor Details

*Requestor Name	JENNIFER TESON
*Requestor Phone	518/408-8615
*Requestor Email Id	Jennifer.Teson@ogs.ny.gov

☐ Approval


Fields that can be updated: Location Code, Model, Serial ID, Inspector, Inspection Date, Condition Code, Requestor Details

Reminder: Any fields with an asterisk (*) are mandatory in SFS.

Biennial Inspections: ★ Inspection Date MUST be updated. ★ Change in the Inspector is different from prior year.

Modify Asset – Non-Financial

Click on the Supplemental Data tab



Modify Asset - Non-Financial

Modify Asset - Non-Financial | **Supplemental Data**

Interface ID 10085785 Business Unit OGS11 Asset Identification 000000013184

Equipment Information

Assignments

Recurring Cost

Recurring Desc.

Loaned Asset Information

Date Loaned

Expected Return Dt

Actual Return Date

Checked Out By

Repair/Modify

Action Taken

Lost / Stolen

Police Report No.

Rprtng Individual

Date of Occurrence

Last Inventory Dt

Physical Data

Asset Owner

Construction Date

Static Location

Acreage

Square Footage

Floor/Room No. RESTORATION SHOP

No. of Elevators

No. of Floors

Prior Owner

Prior Owner Addr1

Prior Owner Addr2

OGS Fin Tracking

☐ Controlled Asset

☐ Eligible Transfer

☐ Flood Indicator

☐ State as Lessor

☐ Handicap Compliant

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Modify Asset - Non-Financial](#) | Supplemental Data

Fields that may need updates depends on the asset type.

Part 4

Retiring an Asset

Retiring an Asset

Summary

- Step 1: Equipment only: Register on the surplus website (*if not already done*)
- Step 2: Declare the asset to surplus
- Step 3: Notify OGS BCA
- Step 4: Agency retires the asset in SFS AM

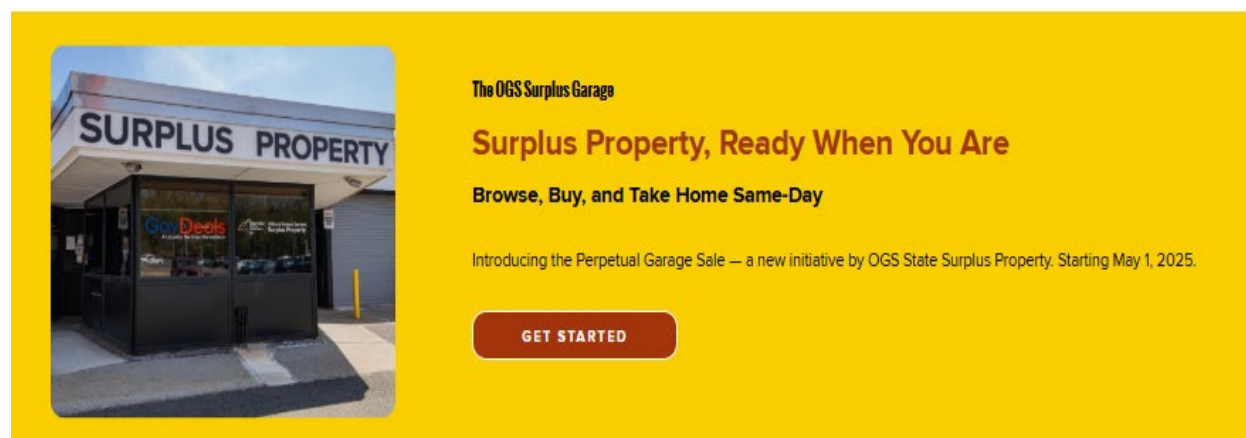
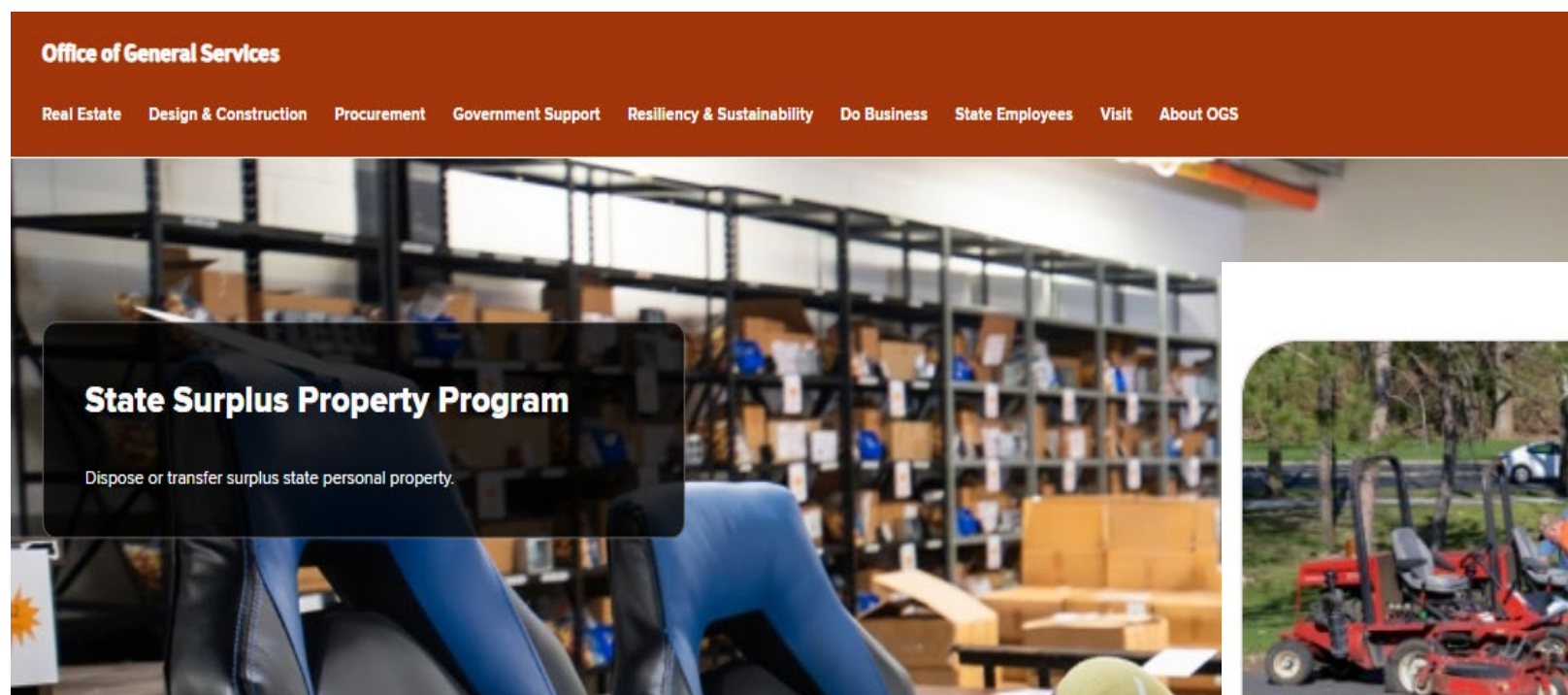


Retiring an Asset - Equipment

Step 1: Register on the Surplus website

<https://ogs.ny.gov/state-surplus-property-program>

Scroll down and click on the STATE AGENCIES link



Surplus Property Disposal

Information for state agencies on how to dispose of surplus property.

VEHICLES & MOTORIZED EQUIPMENT

PERSONAL PROPERTY

▶ LEARN MORE



Surplus Property Transfers & Acquisitions

Information for state agencies and municipalities on how to acquire surplus state property.



STATE AGENCIES

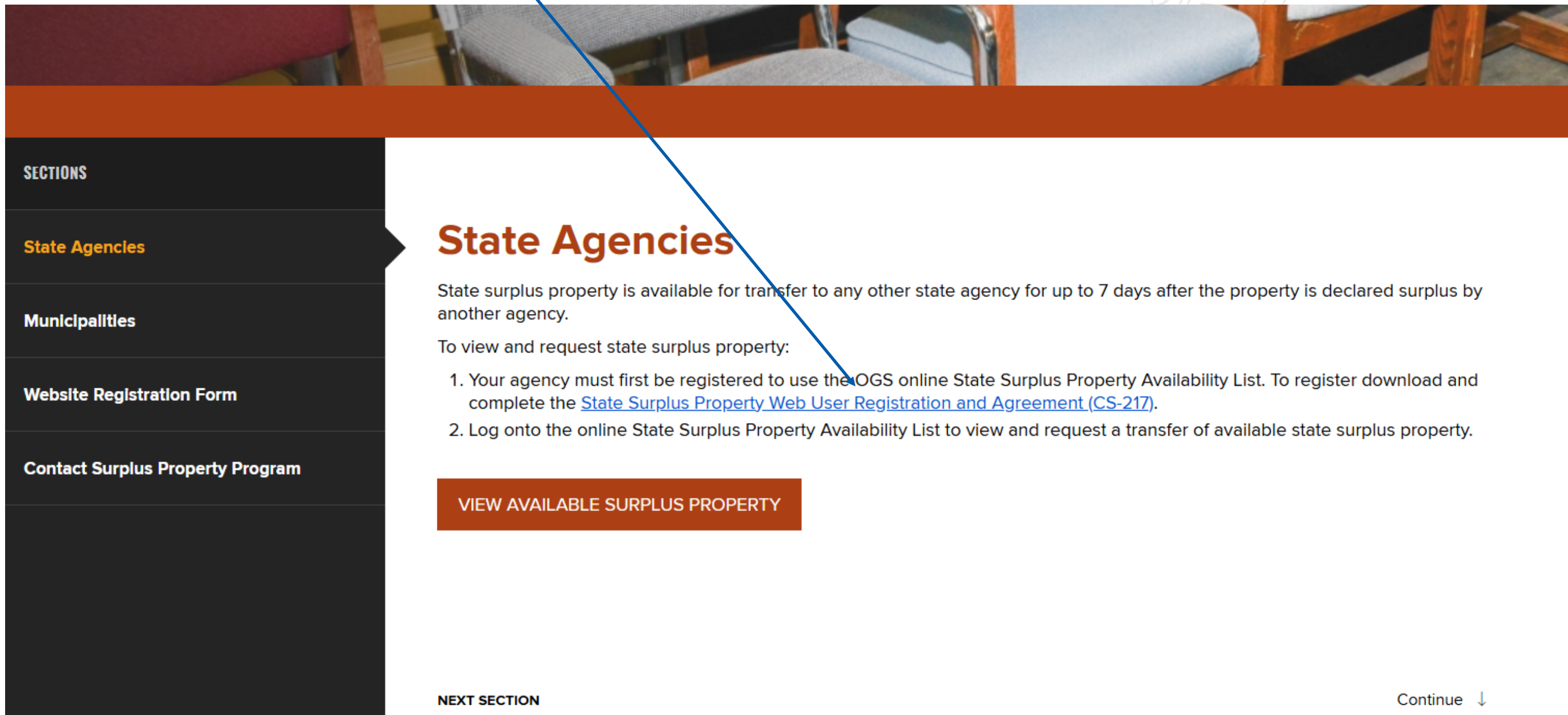
MUNICIPALITIES

▶ LEARN MORE

Retiring an Asset - Equipment

Step 1: Register on the Surplus website

Click on the **blue** hyperlink next to #1 to register.



SECTIONS

- State Agencies**
- Municipalities**
- Website Registration Form**
- Contact Surplus Property Program**

State Agencies

State surplus property is available for transfer to any other state agency for up to 7 days after the property is declared surplus by another agency.

To view and request state surplus property:

1. Your agency must first be registered to use the OGS online State Surplus Property Availability List. To register download and complete the [State Surplus Property Web User Registration and Agreement \(CS-217\)](#).
2. Log onto the online State Surplus Property Availability List to view and request a transfer of available state surplus property.

VIEW AVAILABLE SURPLUS PROPERTY


NEXT SECTION

Continue ↓

Retiring an Asset - Equipment

Step 1: Register on the Surplus website

Complete Form CS-217 and email to address on the form.



Office of
General Services

State Surplus Property Registration Form for Web Application (CS-217)

Please email completed form to ogs.sm.state.surplus@ogs.ny.gov or fax to 518-457-4641.

First Name		Last Name	
Agency Name			
Agency Address		City	State Zip Code
Phone	Fax	Email	
Access Level	Name of Agency Surplus Coordinator		Date
<input type="checkbox"/> Online View Only <input type="checkbox"/> Online Transfer Request (Shopping Cart)			

Your coordinator will be notified by email of all declarations of surplus property and transfer requests. If approved, your coordinator will send the request to OGS Surplus Property.

Please email completed form to ogs.sm.state.surplus@ogs.ny.gov or fax to 518-457-4641. Your password will be emailed to you once your application is approved.

Requested User ID:

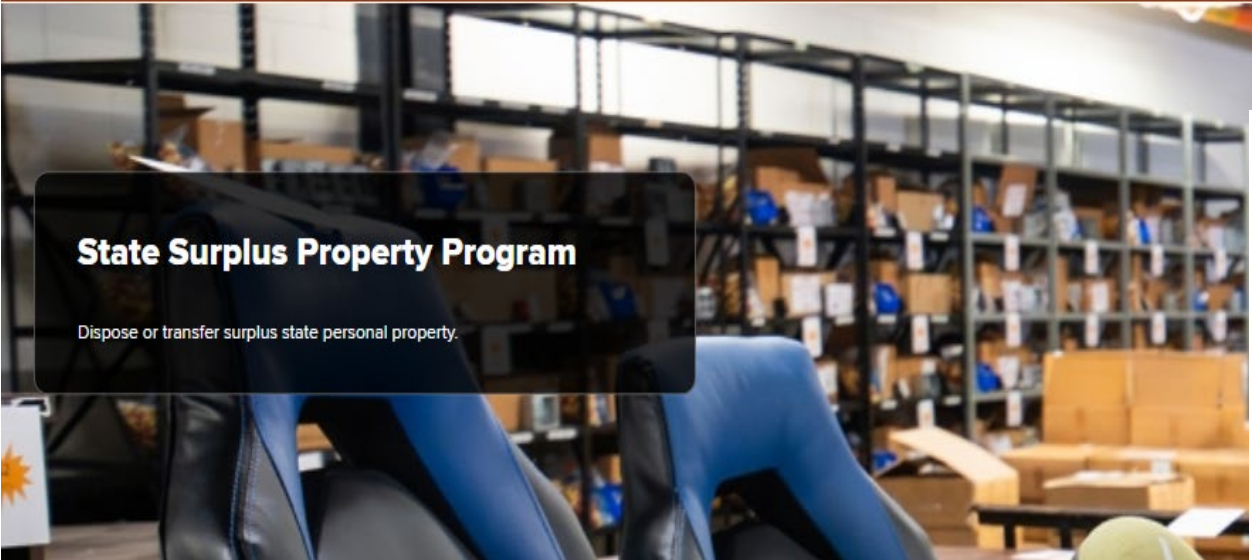
Retiring an Asset - Equipment

Step 2: Declaring a Capital Asset Surplus

<https://ogs.ny.gov/state-surplus-property-program>
Scroll down and click on the PERSONAL PROPERTY link.


Office of General Services

Real Estate Design & Construction Procurement Government Support Resiliency & Sustainability Do Business State Employees Visit About OGS



State Surplus Property Program

Dispose or transfer surplus state personal property.




The OGS Surplus Garage

Surplus Property, Ready When You Are

Browse, Buy, and Take Home Same-Day

Introducing the Perpetual Garage Sale — a new initiative by OGS State Surplus Property. Starting May 1, 2025.

GET STARTED




Surplus Property Disposal

Information for state agencies on how to dispose of surplus property.

VEHICLES & MOTORIZED EQUIPMENT ▶

PERSONAL PROPERTY ▶

▶ LEARN MORE



Surplus Property Transfers & Acquisitions

Information for state agencies and municipalities on how to acquire surplus state property.

STATE AGENCIES ▶

MUNICIPALITIES ▶

▶ LEARN MORE



Retiring an Asset - Equipment

Find the appropriate form based on the asset type.

Equipment: Click on the **blue** hyperlink for Form CS-201.

On this page

Vehicles & Motorized Equipment



Personal Property

Surplus Property Online Disposal Login

Contact Surplus Property Program

Personal Property


Upon determining that your agency or department no longer has a need for an item, fill out and submit a Report of Surplus Personal Property CS-201 Form.

	Report of Surplus Personal Property (CS-201) For State Agencies: Form and instructions for the disposition of state surplus personal property (excluding vehicles and motorized equipment).	 DOWNLOAD
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Retiring an Asset - Equipment

Step 2: Complete Form CS-201 to report equipment assets to the Surplus Dept.

Submit the form using the contact information on the top right of the form.



Office of
General Services

Surplus Personal Property
State Office Building Campus
Building 18, Suite 102
Albany, NY 12226
Phone: (518) 457-6335
Fax: (518) 457-4641
ogs.sm.state.surplus@ogs.ny.gov

Report of Surplus Personal Property CS-201

Instructions: Return the original signed CS-201 form to the OGS Surplus Personal Property program. If you are sending pictures, please label each picture with the corresponding item number.

Reporting Agency Information

Reporting Agency Name

Reporting Agency Address

Contact Name

Phone Number

Email

Alternative Contact Name

Phone Number

Email

The personal property listed below is no longer required by this agency and the agency declares, with relation to Environmental Conservation Law, Article 27 and 6NYCRR Part 371, that such listed property is not, and does not contain hazardous waste, pesticides, or radioactive materials.

Authorized Signature

Title

Date

Surplus Personal Property Information

Location of Surplus Property

ITEM #	DESCRIPTION (include model #s, dimensions, and any missing parts)	# UNITS	CONDITION	AMS ASSET ID	FOR OGS USE ONLY
1			Select		
2			Select		
3			Select		
4			Select		
5			Select		
6			Select		
7			Select		
8			Select		
9			Select		
10			Select		
11			Select		
12			Select		
13			Select		
14			Select		
15			Select		

Complete printed name, title and phone number of authorized Surplus Property Coordinator

Name

Title

Phone

Information Security Certification

The undersigned acknowledges that the surplus IT equipment listed herein has been properly prepared for disposal and/or interagency transfer. All hard drives on PCs, printers, copiers, etc. have been carefully removed and destroyed, (removal should be accomplished in a manner that will allow a new hard drive to be installed in the device); and all removable media (e.g., flash drives, tapes, diskettes) have been removed. If the data contained in a device cannot be permanently erased, that device must be destroyed. IMPORTANT: All state agency stickers, decals, etc. that identify the owner agency must be completely removed before OGS Surplus Property will accept the items.

Signature

Date

Note: Should the disposal of this equipment require any special action or handling, please explain:

Funds from which item(s) purchased:

*All costs incurred by OGS in the final disposition of the identified "Special Fund" items will be deducted from the gross sale proceed, prior to reimbursement to your agency.

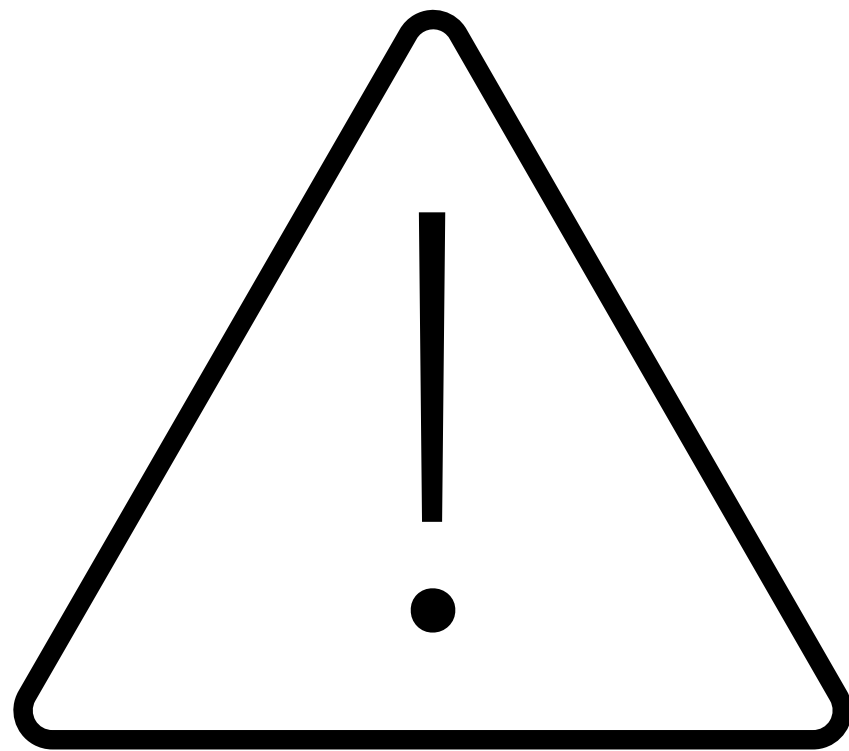
CS-201 (March 2023)

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Retiring an Asset – Buildings and Improvements

Buildings – follow this link for the proper form:

https://ogs.ny.gov/system/files/documents/2019/01/declaration_surplusbuildingimprovementsrppu712pdf.pdf



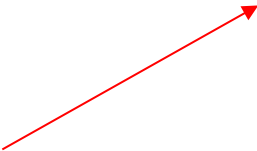
IMPORTANT:

Do not demolish a building until you have followed these steps to declare the building to Surplus Property!

Retiring an Asset – Buildings and Improvements

Step 2: Complete Form RPPU-712 to report building assets to the Surplus Dept.

Submit the form using the contact information on the top of the form



STATE OF NEW YORK – EXECUTIVE DEPARTMENT
OFFICE OF GENERAL SERVICES

DECLARATION OF SURPLUS
BUILDING AND/OR IMPROVEMENTS
Form: RPPU-712

Form Instructions: Prepare four copies with original signatures and attach at least four original photographs (one for each side) of the structure and three photocopy sets of the photos. Return to: Bureau of Land Management, 39th Floor, Corning Tower, ESP, Albany, NY 12242

AGENCY NAME:	DATE:	ASSET NO:
FACILITY NAME:	COUNTY:	
STREET ADDRESS:	CITY/TOWN:	
BUILDING DESCRIPTION:		
PRESENT ESTIMATED VALUE:		
FORMER USE:		
REASON FOR REQUESTED BUILDING DISPOSITION:		
INTENDED USE OF PROPERTY IF NOT SPECIFIED ABOVE:		
LOCAL AGENCY CONTACT: NAME: POSITION: TELEPHONE:		

RECOMMENDED DISPOSITION

It is recommended that the above building be:
If sale is recommended, is there a potential buyer:
If demolition is recommended, should it be implemented by:

☐ Sold
☐ Yes
☐ This Agency

☐ Demolished
☐ No
☐ By contract through OGS

CERTIFICATION

It is hereby certified that this (department, board, division, or commission) has jurisdiction over the above property and is legally authorized to recommend to the Commissioner of General Services that it be disposed of in accordance with Section 10 of the Public Building Law.

By: _____
Title: _____

OFFICE OF GENERAL SERVICES

Approved this _____ day of _____, 20____

By: _____
Title: _____

DIVISION OF THE BUDGET

Approved this _____ day of _____, 20____

By: _____
Title: _____

V:\RealEstate\LandManagement\BLM-ADMINISTRATION\Declaration of Surplus Buildings\Declaration of Surplus Bldg. & Improvement Form RPPU-712.doc

Ver.: 3/11

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Retiring an Asset

Step 3: Notify OGS BCA

Step 3: After declaring the asset to Surplus, notify OGS BCA via email to fixed.assets@ogs.ny.gov with the Asset ID number and retirement date.



Retiring an Asset

Step 4: Retire the asset in SFS AM (using the Disposal Worksheet)

Nav Bar – Menu – Asset Management – Asset Transactions – Asset Disposals – Disposal Worksheet



Retiring an Asset

Step 4: Retire the asset in SFS AM

Enter Business Unit +11 and Asset ID for **Equipment** or Parent ID for **Buildings**.

Disposal Worksheet

▼ **Asset Search Criteria**

Unit

Category

From Asset ID

Tag Number

Location

From In-Service Date

To In-Service Date

Book

Profile ID

To Asset ID

Serial ID

Area ID

Parent ID

FERC Code

Group ID

Asset Status

☐ Include Non Capitalized Assets

▼ **Acquisition Details**

PO Unit

PO No.

Receipt Unit

Receipt No.

AP Unit

Voucher

PC Bus Unit

Project ID

Rows

For Buildings – You must retire the parent asset, and you must retire all components (children) on the building.

Retiring an Asset

Step 4: Retire the asset in SFS AM

Click Retrieve.

Change Book field if you are retiring a non-GAAP asset.

Click "Retrieve" (Note that "NONGAAP" is only filled in in the "Book" field here because in this example we know we are searching for a piece of equipment that cost \$40,000 or less; if you were searching for a building asset, land asset, equipment costing >\$40,000, land improvement asset costing >\$100,000 or infrastructure asset costing >\$1 million you would either fill the "Book" field in with "GAAP" instead or leave it blank and it will default to GAAP)

Disposal Worksheet

Asset Search Criteria

Unit: OGS11

Category:

From Asset ID: 000000000003

Tag Number:

Location:

From In-Service Date:

Book: NONGAAP

Profile ID:

To Asset ID:

Serial ID:

Area ID:

To In-Service Date:

Parent ID:

FERC Code:

Group ID:

Asset Status: In Service

Include Non Capitalized Assets:

Acquisition Details

PO Unit:

PO No.:

Receipt Unit:

Receipt No.:

AP Unit:

Voucher:

PC Bus Unit:

Project ID:

Retrieve 100 Rows

New Search

View Ownership Details

Notify

Retiring an Asset

Step 4: Retire the asset in SFS AM

Search Results will show at the bottom.

← | ⌚ | ❤

Search in Menu

🏠 | 🔔 | ⋮ | 🔄

Disposal Worksheet

New Window | Help | Personalize Page

Asset Search Criteria

Unit

DGS11

🔍

Category

🔍

From Asset ID

000000000003

Tag Number

🔍

Location

🔍

From In-Service Date

📅

Book

NONGAAP

🔍

Profile ID

🔍

To Asset ID

Serial ID

Area ID

🔍

To In-Service Date

📅

Parent ID

🔍

FERC Code

🔍

Group ID

🔍

Asset Status

In Service

▼

Include Non Capitalized Assets

☐

Chartfield Search Criteria

> Acquisition Details

Retrieve Next

100

Rows

1

-

1

Of

1

New Search

View Ownership Details

Asset Action

☒

☐

Submit for Disposal

Disposal Code

▼

Retire Date

05/24/2024

📅

Accounting Date

05/24/2024

📅

Adjust Retire Quantity By

Adjust Retire Amount By

Set All

Search Results ⓘ

📄

🔍

1-1 of 1

<

>

Asset Information

Retirement Information

Optional Accounting Information

Comments and Attachments

⌵

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input type="checkbox"/>	000000000003	FORKLIFT	<input checked="" type="checkbox"/>	Equipment	010000055400	EQUIP	CPH02-003033

Retiring an Asset

Step 4: Retire the asset in SFS AM

Check the box for dispose, select Disposal code from the drop-down menu, enter Retire Date, and hit Set All.

Check the box beside the asset(s) you want to dispose/retire; if you want to choose a different disposal code than “scrapped assets” and/or set a specific retirement date other than the current date, you can do that with “Disposal Code” and “Retire Date” fields and then click “Set All” to make them take effect.

← | ⌚ | ♥

Search in Menu

⌂ | 🔔 | ⋮ | ⌕

Disposal Worksheet

New Window | Help | Personalize Page

> Asset Search Criteria

> Acquisition Details

Retrieve Next

100

Rows

1

-

1

Of

1

New Search

View Ownership Details

Asset Action

☒ ☐

Submit for Disposal

Disposal Code

Retire Date

05/24/2024

Accounting Date

05/24/2024

Adjust Retire Quantity By

Adjust Retire Amount By

Set All

Search Results ⓘ

☐ ☐

1-1 of 1

Asset Information

Retirement Information

Optional Accounting Information

Comments and Attachments

⌵

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input checked="" type="checkbox"/>	000000000003	FORKLIFT	<input checked="" type="checkbox"/>	Equipment	010000055400	EQUIP	CPH02-003033

Submit for Disposal

Disposal Codes: Scrapped, Retirement by sale, Casualty loss

Retiring an Asset

Step 4: Retire the asset in SFS AM

Click Submit for Disposal.

Once you have the disposal code and retire date set correctly and have checked the box for the asset(s) you want to retire, you can click "Submit for Disposal"

Disposal Worksheet

Asset Search Criteria

Acquisition Details

Retrieve Next 100 Rows 1 - 1 Of 1 New Search View Ownership Details

Asset Action

☒ ☐ [Submit for Disposal](#) Disposal Code Retire Date 05/24/2024 Accounting Date 05/24/2024 Adjust Retire Quantity By Adjust Retire Amount By Set All

Search Results

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input checked="" type="checkbox"/>	000000000003	FORKLIFT	<input checked="" type="checkbox"/>	Equipment	010000055400	EQUIP	CPH02-003033

[Submit for Disposal](#)

Retiring an Asset

Step 4: Retire the asset in SFS AM

Click OK to confirm.

A message prompt will appear to confirm that you want to dispose of the asset. Click "OK" to confirm.

The screenshot displays the 'Disposal Worksheet' interface in SFS AM. A confirmation dialog box is overlaid on the screen, asking for confirmation to submit selected assets for disposal. The dialog box contains the following text:

Warning -- Are you sure you want to submit selected assets for disposal? (8005,108)
You requested to submit selected assets for disposal. Press OK to continue or Cancel to stop this action.

The dialog box has two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. In the background, the 'Disposal Worksheet' interface is visible, showing a table with columns for 'Dispose', 'Asset ID', 'Description', 'Category', and 'Serial ID'. The table contains one row with the following data:

Dispose	Asset ID	Description	Category	Serial ID
<input checked="" type="checkbox"/>	000000000003	FORKLIFT	EQUIP	CPH02-003033

Other visible elements in the interface include a 'Submit for Disposal' button at the bottom left, a 'Notify' button at the bottom left, and a 'Search in Menu' search bar at the top.

Retiring an Asset

Step 4: Retire the asset in SFS AM

When it loads, it will look like this:

The screen will then refresh, and when it loads again it will look like this (notice how the “Submit for Disposal” buttons are now grayed out, and you are no longer able to click on them). The asset has now been officially submitted for disposal as a “pending” transaction. The pending transaction will still need to be reviewed, approved and loaded by OGS Capital Assets Unit personnel before it takes effect in the system though.

Disposal Worksheet

Asset Search Criteria

Acquisition Details

Retrieve Next 100 Rows 1 - 1 Of 1 New Search View Ownership Details

Asset Action

☒ ☐ Submit for Disposal Disposal Code Retire Date 05/24/2024 Accounting Date 05/24/2024 Adjust Retire Quantity By Adjust Retire Amount By Set All

Search Results

Asset Information Retirement Information Optional Accounting Information Comments and Attachments

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input checked="" type="checkbox"/>	000000000003	FORKLIFT	<input checked="" type="checkbox"/>	Equipment	010000055400	EQUIP	CPH02-003033

Submit for Disposal

Retiring an Asset

Step 4: Retire the asset in SFS AM

Click New Search to retire another or Click “Home.”

Now you can either click “New Search” to search for another asset to dispose of or click “Home” in the top right of the screen to reset and do something else in SFS.

Disposal Worksheet

Asset Search Criteria

Acquisition Details

Retrieve Next 100 Rows 1 - 1 Of 1

New Search

Asset Action

Submit for Disposal

Disposal Code

Retire Date 05/24/2024

Accounting Date 05/24/2024

Adjust Retire Quantity By

Adjust Retire Amount By

Set All

Search Results

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input checked="" type="checkbox"/>	000000000003	FORKLIFT	<input checked="" type="checkbox"/>	Equipment	010000055400	EQUIP	CPH02-003033

Submit for Disposal

Notify



Part 5

Inventory Report

Inventory Report

The most common report run by all agencies

A report of all assets housed in SFS AM specific to your agency should be run periodically to ensure the data contained is accurate, complete, and up-to-date.

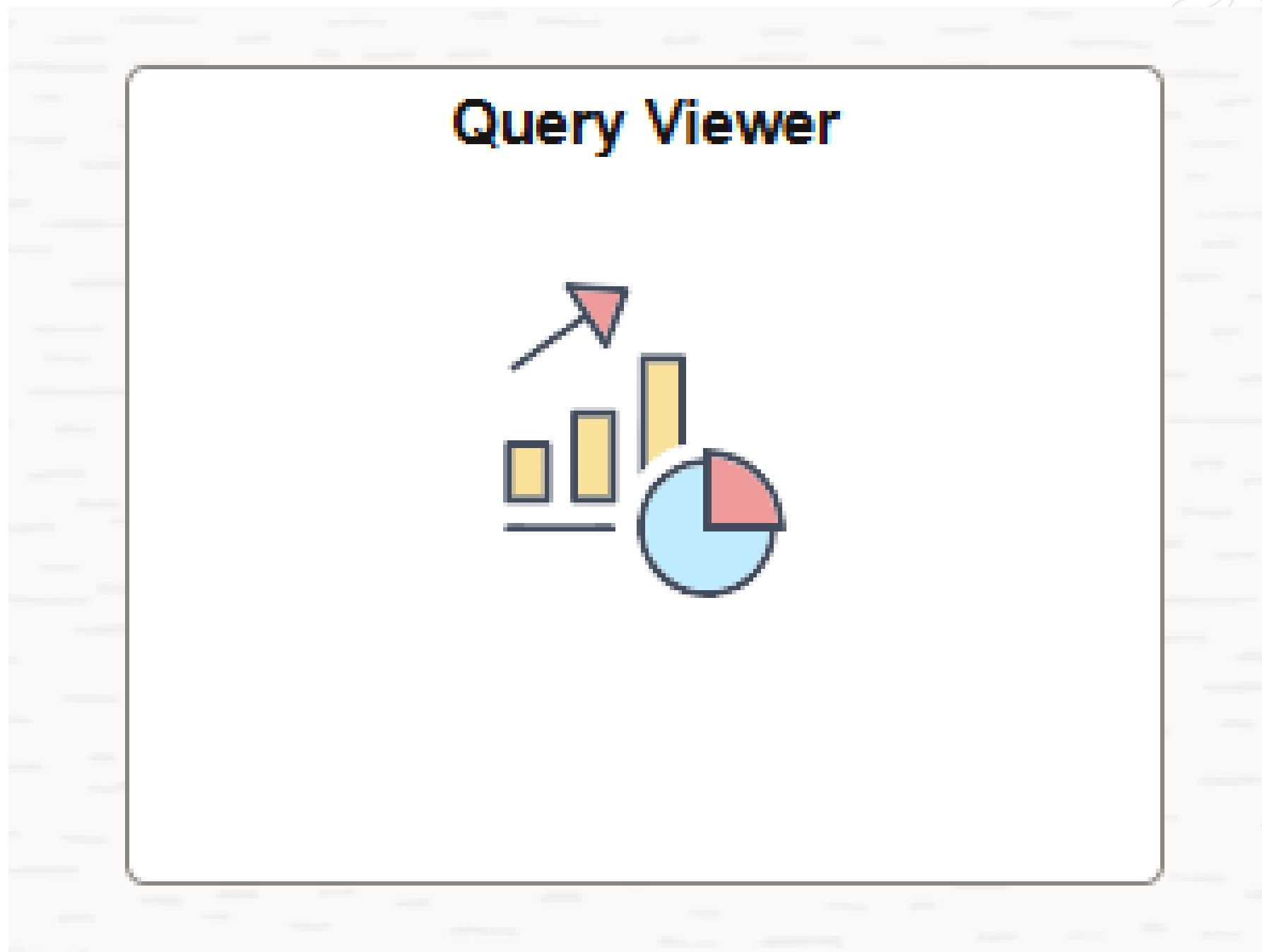
To access your agency's inventory in SFS:

- 1) Go to Main Menu > Reporting Tools > Query > Query Viewer.
- 2) Type "NY_AM_BIENNIAL" in the search criteria.
- 3) At next page, type your Business Unit.
- 4) If a specific category is required (e.g., BLDG, EQUIP, LAND, etc.), select the appropriate category or leave blank for all categories to be shown.
- 5) Type specific location group (legacy facility code such as X405, P072, etc.).

Inventory Report

Step 1: NY_AM_Biennial query

Nav Bar – Menu – Reporting Tools – Query – Query Viewer



Inventory Report

Step 2a: NY_AM_Biennial query

Search By “Query Name” begins with “NY_AM_BIENNIAL”.
Add to Favorites.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

NY_AM_BIENNIAL

Search

Advanced Search

Search Results

*Folder View

-- All Folders --

Query

1-1 of 1

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
NY_AM_BIENNIAL	Asset Inventory Details by BU	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Inventory Report

Step 2b: Click on HTML

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

NY_AM_BIENNIAL

Search

Advanced Search

Search Results

*Folder View

-- All Folders --

Query

1-1 of 1

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
NY_AM_BIENNIAL	Asset Inventory Details by BU	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Inventory Report

Step 3: Enter your BU+11 ex. OGS11 (required field)

NY_AM_BIENNIAL - Asset Inventory Details by BU



Business Unit

Asset Category

Location Grouping

View Results

Row	Business Unit	Asset ID	Tag Number	Description	OGS Contract Number
-----	---------------	----------	------------	-------------	---------------------

★ Steps 4 & 5: Optional fields to narrow down results.

Inventory Report

Query Results will display on the screen – Click on Export to Excel.

NY_AM_BIENNIAL - Asset Inventory Details by BU

Business UnitOGS11

Asset Category

Location Grouping

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (7396 kb)

View All

Row	Business Unit	Asset ID	Tag Number	Description	OGS Contract Number	Manufacturer	Model	Serial ID	Deed Number	Total Cost	Location	Location Description	Location Group	Condition Code	Inspector	Inspection Date	OGS Tracking Number
1	OGS11	000000000006	010000062300	FRKLFT TRK TOYOTA	P-85216	Toyota	N/A	2FBCA2510470		26244.000	X406-018	CAMPUS/BLDG 18	1220 WASHINGTON AVE ALBANY 12226	Poor	ALES KULICK	05/12/2025	CR
2	OGS11	000000000015	010000165500	THERMAL VIEWER	9000546										SI	10/23/2024	AU
3	OGS11	000000000016	010000166300	FORKLIFT TRUCK	8904372											11/13/2024	RD
4	OGS11	000000000019	010000458600	CARBON DIOXIDE METER												09/13/2024	DC7
5	OGS11	000000000020	010000466600	AIR VENTILATOR	N/A											04/15/2025	DC1
6	OGS11	000000000021	010000471800	DIGITAL CAMERA	N/A											09/25/2024	DC2
7	OGS11	000000000024	010000474200	LEVEL; TRIPOD	NA											10/08/2024	DC5
8	OGS11	000000000027	010000483200	LEVEL	NA											10/21/2024	DC4
9	OGS11	000000000058	010000579800	ENTRANCE GATE	N/A										I	09/24/2024	PS
10	OGS11	000000000081	010000701500	AMP	UNKNOWN											11/15/2024	PR
11	OGS11	000000000082	010000701600	AMP	UNKNOWN											11/15/2024	PR
12	OGS11	000000000083	010000701700	AMP	UNKNOWN	QSC	QSC MX2000A	079411580		2100.000	X405-007	ESP EGG PERFORMING ARTS	EMPIRE STATE PLAZA ALBANY	Fair	CORDOZA, KEITH	11/15/2024	PR
13	OGS11	000000000084	010000701800	AMP	UNKNOWN	QSC	QSC MX700	079343458		1700.000	X405-007	ESP EGG PERFORMING ARTS	EMPIRE STATE PLAZA ALBANY	Good	CORDOZA, KEITH	11/15/2024	PR
14	OGS11	000000000085	010000701900	AMP	UNKNOWN	QSC	QSC MX700	079415885		1700.000	X405-007	ESP EGG PERFORMING ARTS	EMPIRE STATE PLAZA ALBANY	Good	CORDOZA, KEITH	11/15/2024	PR
15	OGS11	000000000086	010000702000	AMP	UNKNOWN	QSC	QSC EX4000	079412226		2350.000	X405-007	ESP EGG PERFORMING ARTS	EMPIRE STATE PLAZA ALBANY	Good	CORDOZA, KEITH	11/15/2024	PR
16	OGS11	000000000087	010000702100	AMP	UNKNOWN	QSC	QSC MX2000A	079411601		2100.000	X405-007	ESP EGG PERFORMING ARTS	EMPIRE STATE PLAZA ALBANY	Good	CORDOZA, KEITH	11/15/2024	PR
17	OGS11	000000000088	010000702200	AMP	UNKNOWN	QSC	QSC MX2000A	079411589		2100.000	X405-007	ESP EGG PERFORMING ARTS	EMPIRE STATE PLAZA ALBANY	Good	CORDOZA, KEITH	11/15/2024	PR
18	OGS11	000000000089	010000702300	AMP	UNKNOWN	QSC	QSC MX700	019474035		1700.000	X405-007	ESP EGG PERFORMING ARTS	EMPIRE STATE PLAZA ALBANY	Good	CORDOZA, KEITH	11/15/2024	PR

Part 6

Important Tips
for SFS AM entries

Agency Level Codes

Knowing your Agency Level Code.



Each Business Unit (BU)/Agency has an assigned two-digit prefix. The prefix is entered in SFS AM in front of the assigned asset tag number.

Refer to Appendix C in the Capital Assets Manual or contact OGS BCA if you do not know your Business Unit.

Agency Level Codes

Refer to Appendix C in the Capital Assets Manual for a complete listing.

Appendix C: Agency BU, Level Codes, High Level Department Values

Appendix C: Agency BU, Level Codes, High Level Department Values

The following appendix contains a table of the Statewide Financial System (SFS) Asset Management (AM) module (SFS AM) Business Unit (BU), the two-digit Agency Level Code and the Transaction Level Department Value used in the SFS AM.

SFS AM BU Code	Agency Name	Level Code Prefix # Used in the Tag #	Transaction High Level Department Value
ABC11	Div. of Alcoholic Beverage Control	15	1020200
AGM11	Agriculture & Markets, Dept. of	22	3000219
APA11	Adirondack Park Agency	21	1000207
ART11	Council on the Arts	15	1030205
ASM11	Assembly	15	4000200
BOE11	Board of Elections	15	1110213
CFS11	Children & Family Services (CFS)	14	3400200
CJC11	Judicial Conduct	15	1220200
CJN11	Judicial Nomin Cmsn	15	1230200
CJS11	Judicial Scrng Cmte	15	1240200
COC11	State Cmsn of Correctn	15	1070200
COR11	Corcraft	03	3260200
CPI11	Cmsn on Public Ethics	15	3810200
CQC11	Cmsn QI Care & Advc Prsn Dsbl	15	1330221
DCJ11	Div. of Criminal Justice Services	15	1090221
DCS11	Dept. of Civil Service	15	3150200
DEC11	Dept. of Environmental Conservation	05	3350200
DED11	Dept. of Economic Dev	15	3200200
DFS11	Dept. of Finance Services	15	3500200
DHR11	Division of Human Rights	15	1190236
DHS11	Homeland Security & Emergency Services	15	1160253
DMN11	Div. Military & Naval Affairs	09	1260383
DMV11	Dept. of Motor Vehicles	15	3700394
DOB11	Div. of the Budget	15	1050200
DOC11	Dept. of Correctional Services	03	3250200
DOH11	Department of Health	02	3450200
DOL11	Department of Labor	18	3550200
DOS11	Department of State	25	3800200

Asset Tag Numbers

- Unique series of digits assigned to each asset in SFS AM
- Always 12 digits
- Two-digit agency level code prefix
- Assigned based on type of asset
 - Equipment – **only numbers** and incorporates asset tag number.
 - Building – contains a B
 - Land – contains an L
 - Land Improvements – contains A
 - Infrastructure – contains I
 - Intangibles – contains N



Asset Tags for Equipment

- Physical tag that affixes to equipment assets
- Two-digit agency level code + the tag number including all leading zeros, and two additional zeros at the end.



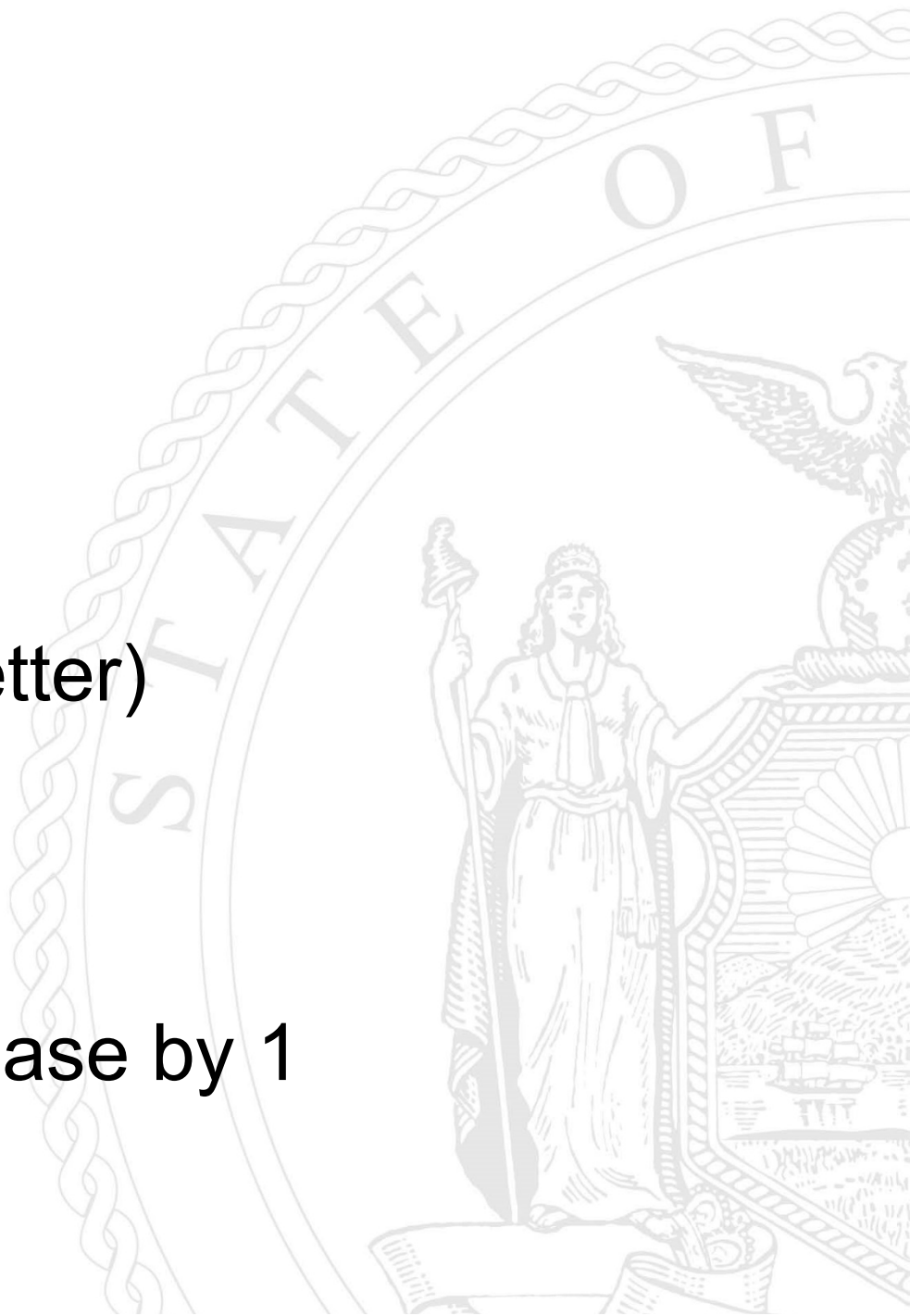
Equipment (No letter)

Agency Level Code	Agency Level Code	Always 0	Always 0	Always 0						Always 0	Always 0
		0	0	0	Digits from Tag	Digits from tag	Digits from tag	Digits from tag	Digits from tag	0	0

Asset Tags for Buildings

- There is no physical sticker for a building.
- Tag numbers are a series of 12 digits in SFS AM.
- Begins with 2-digit agency level code.
 - + Letter “B” for building
 - + 4-digit location code for agency (can include letter)
 - + 3-digit building number
 - + 2-digit building component (00-09)

Future building improvements will end in 10 and increase by 1 for each subsequent improvement, e.g. 11,12,13.



Buildings

Agency Level Code	Agency Level Code	Letter	Agency Location Code	Agency Location Code	Agency Location Code	Agency Location Code	Building Number	Building Number	Building Number	Starts with 00 then sequence	Starts with 00 then sequence
		B									

Asset Tags for Land

- There is no physical sticker for land.
- Tag numbers are 12 digits in SFS AM.
- Begins with 2-digit agency level code
- + Letter “L” for Land
- + 7-digits (statewide sequential number assigned by OGS BCA).
- + 2-digits “00” (always for land)



Land

Agency Level Code	Agency Level Code	Letter	Sequence from BCA	Sequence from BCA	Sequence from BCA	Sequence from BCA	Sequence from BCA	Sequence from BCA	Sequence from BCA	Always 0	Always 0
		L									

Asset Tags for Land Improvements

- There is no physical sticker for land improvements.
- Tag numbers are 12 digits in SFS AM.
- Begins with 2-digit agency level code.
 - + Letter “A” for land improvements.
 - + 4-digit location code denoting where the improvement is taking place
 - + 3-digit sequential code from BU
 - + 2-digit characters “00”

Any subsequent land improvements will be assigned the same primary number (first 10 characters), and the suffix code will increase sequentially by one (01, 02, 03).

Land Improvements

Agency Level Code	Agency Level Code	Letter	Location code	Location code	Location code	Location code	Sequence from BU	Sequence from BU	Sequence from BU	Starts with 00 then subsequent	Starts with 00 then subsequent
		A									

Location Codes

A seven-to-eight-character code that is the combined “old legacy” facility plus the building number where the asset is located.

- Each building has its own location code.
- Land Location codes end in 998.
- Land Improvements codes end in 999.
- Infrastructure codes end in 989.

Refer to Appendix D in the Capital Assets Manual for location grouping examples or contact OGS BCA for your agency’s listing.



Part 7

Search for an Asset

Search for an Asset

Follow these steps to find an existing asset in SFS AM. You can search by Business Unit (BU), can add Asset ID if known.

Nav Bar – Menu – Asset Management – Search for an Asset

Search for an Asset

▼ Asset Search Criteria

Unit

Category

Asset ID

Original Tag Number

Current Tag Number

☐ Approval Pending

Additional Search Criteria

Serial ID

Location

Asset Status

Profile ID

Threshold ID

Chartfield Search Criteria

Book

Parent ID

Area ID

Group ID

Acquisition Details

PO Unit

Receipt Unit

AP Unit

PC Bus Unit

PO No

Receipt No

Voucher

Project ID

Retrieve ?

☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset ☐ Custodian ☐ Lease

Search

Clear

Notify

Search for an Asset

Select the Category of Asset then click on Search.

Search for an Asset

Asset Search Criteria

Unit

OGS11

Serial ID

Book

Parent ID

Category

BLDG

Location

Area ID

Asset ID

Asset Status

In Service

Group ID

Original Tag Number

Profile ID

Current Tag Number

Threshold ID

☐ Approval Pending

Additional Search Criteria

Chartfield Search Criteria

Acquisition Details

PO Unit

Receipt Unit

AP Unit

PC Bus Unit

PO No

Receipt No

Voucher

Project ID

Retrieve ?

☐ Cost Information
 ☐ Acquisition Information
 ☐ Location
 ☐ Non Capital Asset
 ☐ Custodian
 ☐ Lease

Search

Clear

Drill-Down To:

--- Select Component ---

GO!

Search Results - Select One Asset to Continue

1-300 of 300

Asset Information

Asset Cost Information

Acquisition Details

Owner/Custodian

Work Maintenance

Work Maintenance 2

More...

	Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number↑	Serial ID	Status
<input type="radio"/>	OGS11	000000002178	BUS SHELTER (LEAN TO)	Facility		01BP04800100		In Service
<input type="radio"/>	OGS11	000000002179	OFFICE/STORAGE BLDG	Facility		01BP04800200		In Service
<input type="radio"/>	OGS11	000000002180	PAROLE OFFICE/ID	Facility		01BP04800300		In Service

Part 8

Biennial Inventory

Biennial Inventory

**Due at the end of November each year
(formerly December).**

- Inventory Inspection of all GAAP agency assets:
 - Equipment over \$40,000.
 - Land Improvements costing over \$100,000.
 - Infrastructure assets costing over \$1 million.
 - Land
 - Only land acquired within the past 5 years.
 - Buildings
 - Only the building itself, not components.
 - Intangible assets over \$1 million.

NOVEMBER 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	Veterans Day 18	19	20	21	22
23	24	25	26	27	★ 28	29
30				Thanksgiving		

Biennial Inventory Review

Modifying an existing asset:

SFS AM must be updated for every asset on the report.

Fields to update as part of the inspection:

1. Inspection Date (**required field**) – this date must be updated to reflect the date you reviewed the asset as part of the inspection.
2. Inspector/Custodian – update if it changed since the last biennial.
3. Other fields as necessary
Ex: asset description, condition code, location code.

Mass updates for Biennial

Mass uploads using Excel to CI are good options for agencies with large quantities of assets, as they are much more efficient. A spreadsheet can be provided by OGS BCA upon request for this method.

Note: Only the following 4 fields can be updated using the excel to CI file method:

1. Asset Description (max 30 characters)
2. Condition Code
3. Inspector/Custodian
4. Inspection Date

If you need to update any other fields or add or retire an asset, they must be done manually directly in SFS AM.

Biennial Inventory Certification Letter

Must be returned after all assets have been inspected and updated in SFS AM.
Must be returned even if you have no assets in SFS AM.

OGS Bureau Statewide Capital Assets
Empire State Plaza
Corning Tower Building
32nd Floor
Albany, NY 12242

Dear Sir/Madam:

I certify that the following have been verified as to their existences per the information received from the SFS Asset Management Module.

- For: ☐ Building
☐ Land
☐ Land Improvement
☐ Equipment
☐ Infrastructure
☐ NO Capital Assets for our Agency

If applicable, revisions have been made directly on the web site and can be verified on the enclosed copies of updated reports.

Also, all qualifying capital assets, which have not been included on SFS AM have now been inventoried and entered on the web site.

Sincerely,

The certification must be placed on agency letterhead.

Part 9

Site Visits

Site Visits

OGS BCA staff visit and perform a visual inspection of all assets.

Summary of steps

1. Scheduling
2. Engagement letter with list of all assets and recent purchases.
3. Request for source documentation.
4. On-site inspection.
5. Findings letter and summary report.
6. Follow-up until updates are completed in SFS AM.

Site Visits

Day of the site visit

The property control manager or designated staff member must be available at the site.

OGS BCA staff must see **all** building and equipment assets on record.

What we look for:

Buildings: physical existence, building number and/or name, condition, renovations & improvements.

Equipment: manufacturer, model, serial number, affixed asset tag.
If you do not have a tag, we will provide one during our visit.

OGS BCA staff will identify assets on record, changes and updates needed (condition, location, serial #), assets not on record, missing assets (e.g. demolished, retired, transferred, or sent to Surplus).

Part 10

Helpful Information

OGS BCA's Role in Maintaining Asset Records

- Intermediary – an agent of OSC to provide oversight of SFS AM to ensure the most current and accurate data is maintained and reportable.
- Reviews and approves asset entries in SFS AM module.
- Maintain educational material:
 - Handbook
 - Job tutorials
 - Presentations
- Confirm assets are added and updated:
 - Conducting site visits
 - Biennial letters
 - Reminders
 - Periodic review of queries and reports (CIP)
- Resource for questions and assistance
 - One-on-one training available upon request

Resources Available

We are here to help!

Helping YOU, helps US

- SFS Job Aids.
- Step-by-step tutorials w/screen shots.
- Capital Assets Manual.
- A list of location codes specific to your agency.
- One-on-one instruction/review of SFS AM via Teams meeting or in person during a site visit.



**Google OGS Capital Assets manual or type in link in web browser and bookmark
<https://ogs.ny.gov/capital-assets-policy-procedure-manual>**

The screenshot shows a web browser window with the URL <https://ogs.ny.gov/capital-assets-policy-procedure-manual>. The browser's address bar and tabs are visible at the top. Below the browser window, there is a navigation bar with links: Real Estate, Design & Construction, Procurement, Government Support, Resiliency & Sustainability, Do Business, State Employees, Visit, and About OGS. The main heading of the page is "Capital Assets Policy and Procedure Manual".



About

The Manual defines capital asset criteria and covers policies and procedures related to maintaining the Asset Manual module in SFS with capital asset transactions such as:

- Acquiring
- Declaring Surplus
- Transferring
- Retirement
- Modification of information
- Impairment
- Physical Inventory

Who Is this manual for?

- State agency staff who are responsible for monitoring and reporting capital asset activity (particularly "Property Control Managers" and "Purchasing Unit Personnel")
- OSC staff
- Outside auditors who perform annual audits

	Capital Assets Policy and Procedure Manual	 DOWNLOAD
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Important Contact Information



OGS BCA:

Email	Fixed.Assets@ogs.ny.gov
Phone	(518) 474-3634
SFS help desk	helpdesk@sfs.ny.gov
SFS Phone	(518) 457-7737 or (877) 737-4185

To declare equipment assets as surplus:

Must register for online access first.

Website	https://ogs.ny.gov/state-surplus-property-program
Phone	(518) 457-6335
Email	State.Surplus@ogs.ny.gov

State Asset and Land Management:

Phone	(518) 474-2195
Email	Land.Management@ogs.ny.gov

Thank you.

