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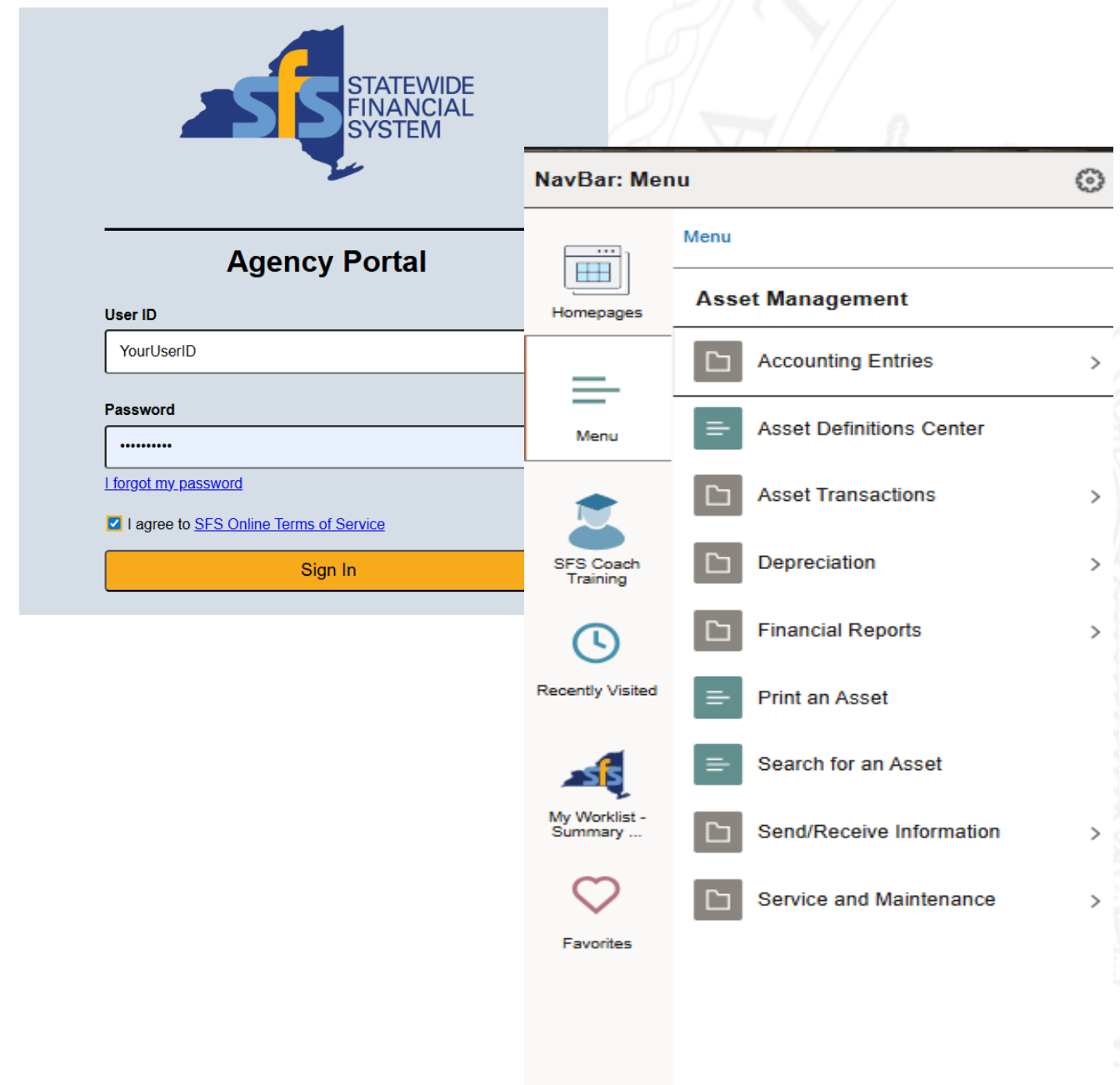
NOTE: Non-GAAP assets are not required to be entered into SFS AM, but some agencies may opt to use SFS AM for these assets as well if they do not have their own asset management database.

Flow of Asset Information

Purchasing Unit

↓

Recipient of Asset

↓

Property Control Manager

↓

SFS AM → OGS BCA review

↑

OSC Financial Reporting

↑

STATE OF NEW YORK
Annual Comprehensive Financial Report
for Fiscal Year Ended March 31, 2025
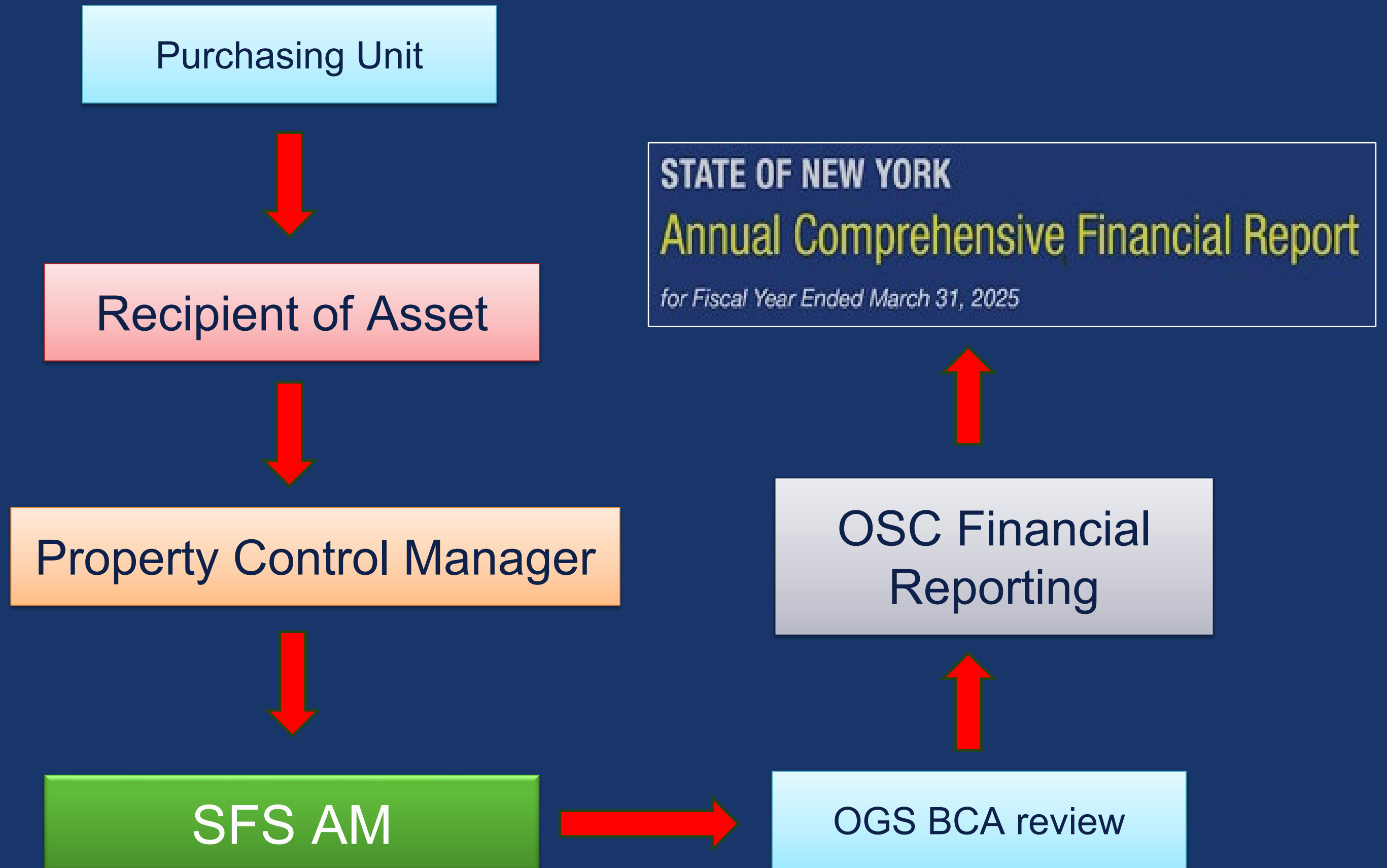
Part 2
Adding an Asset in SFS AM

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

Q Find an Existing Value

*Business Unit OGS11 Q

Add

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	OGS Contract Number
Total Cost	*Tag Number
	*Location Code

*Asset Category

○ Building   ○ Equipment   ○ Infrastructure
○ Intangible   ○ Land   ○ Land Improvement

Load Status   Pending

*Inspected By   *Inspection Date   07/22/2025

Inspection Details

60 characters remaining

*Profile ID

*Condition Code

*Acquisition Code   Purchased ▼   Transaction Date

Requestor Details

Accounting Date   07/22/2025

*Acquisition Date

*Requestor Name

*Requestor Phone

*Requestor Email Id

Detail Description

254 characters remaining

Add Asset with Inspection
General Information Tab Part 2

Add Asset with Inspection

Detail Description

254 characters remaining

| Asset Cost Information | | | | 1 of 1 | View All |

Quantity
1.0000

Cost

Chartfields

1-1 of 1 | View All

	Operating Unit	*Fund Code	*Department	Program Code	Class Field	Bud Ref
1						

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 ID   99999999   Business Unit   OGS11   Asset Identification   NEXT

Equipment Information

Assignments [   ]   Recurring Cost [   ]

                                                 Recurring Desc. [   ]

Loaned Asset Information

Date Loaned [   ] 📅   Checked Out By [   ]

Expected Return Dt [   ] 📅   Repair/Modify [   ]

Actual Return Date [   ] 📅   Action Taken [   ]

Lost / Stolen

Police Report No. [   ]   Date of Occurrence [   ] 📅

Rprtng Individual [   ]   Last Inventory Dt [   ] 📅

Physical Data

Asset Owner [   ]   Prior Owner [   ]

Construction Date [   ] 📅   Prior Owner Addr1 [   ]

Static Location [   ]   Prior Owner Addr2 [   ]

Acreage [   ]   OGS Fin Tracking [   ] 🔍

Square Footage [   ]   ☐ Controlled Asset
                                                 ☐ Eligible Transfer
Floor/Room No. [   ]   ☐ Flood Indicator
                                                 ☐ State as Lessor
No. of Elevators [   ]   ☐ Handicap Compliant

No. of Floors [   ]

Save

Add Asset with Inspection
Supplemental Data Tab - Buildings

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
Update the fields that need to be changed

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	Checked Out By
Expected Return Dt	Repair/Modify
Actual Return Date	Action Taken

Lost / Stolen

Police Report No.	Date of Occurrence
Rprtng Individual	Last Inventory Dt

Physical Data

Asset Owner	Prior Owner
Construction Date	Prior Owner Addr1
Static Location	Prior Owner Addr2
Acreage	OGS Fin Tracking ESP2-Main Pltfrm/P-Levels
Square Footage	☐ Controlled Asset
Floor/Room No. RESTORATION SHOP	☐ Eligible Transfer
No. of Elevators	☐ Flood Indicator
No. of Floors	☐ 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
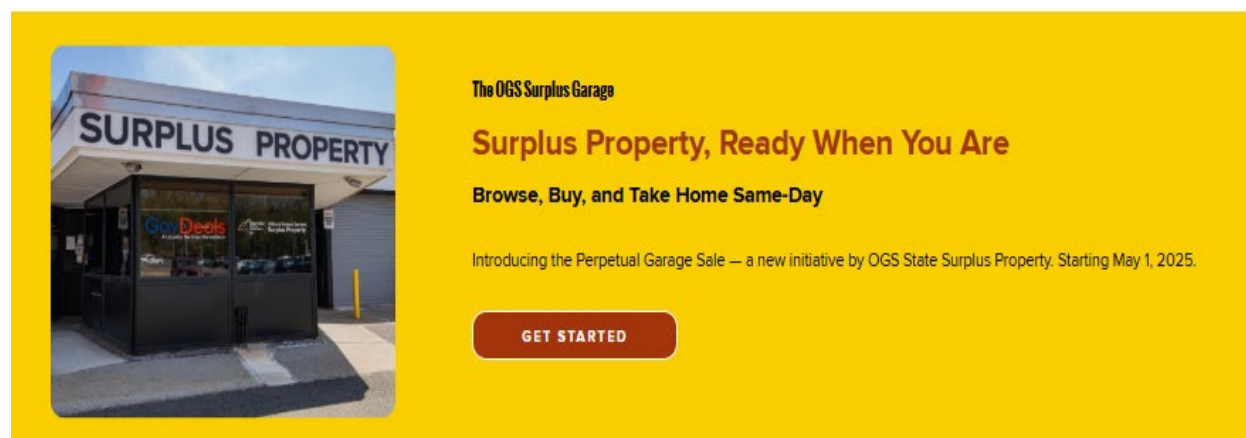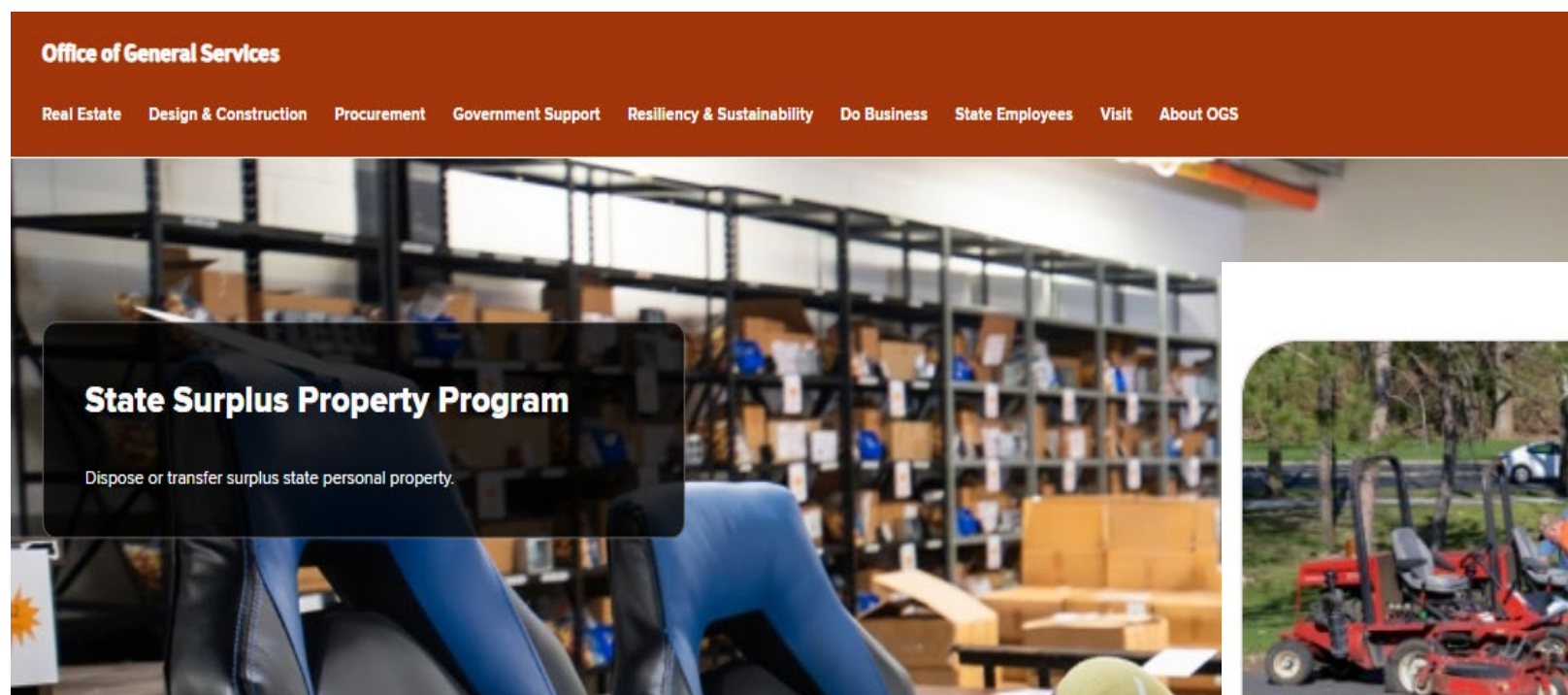
Retiring an Asset - Equipment

Step 1: Register on the Surplus website

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

Retiring an Asset - Equipment
Step 1: Register on the Surplus website

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

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.

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

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.

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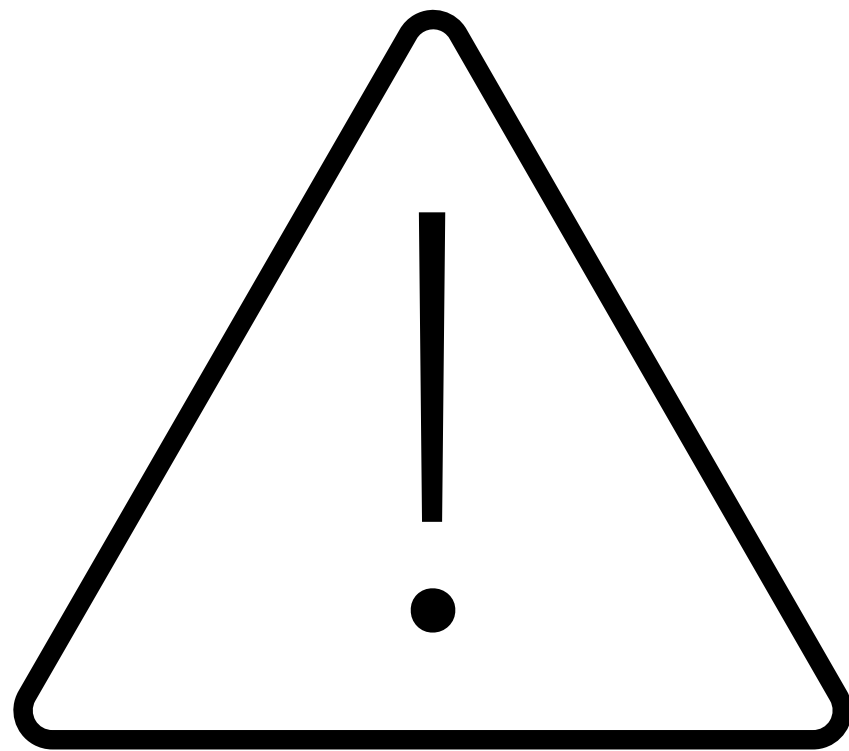
IMPORTANT:
Do not demolish a building until you have followed these steps to declare the building to Surplus Property!

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
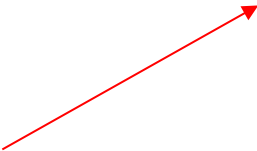
STATE OF NEW YORK – EXECUTIVE DEPARTMENT
OFFICE OF GENERAL SERVICES

**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: ☐ Sold ☐ Demolished
If sale is recommended, is there a potential buyer: ☐ Yes ☐ No
If demolition is recommended, should it be implemented by: ☐ This Agency ☐ 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 Suplus Bldg. & Improvement Form RPPU-712.doc   Ver.: 1/11

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

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.

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 <u>if</u> 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)

Retiring an Asset

Step 4: Retire the asset in SFS AM
Search Results will show at the bottom.

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.

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"

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.

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.

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.

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
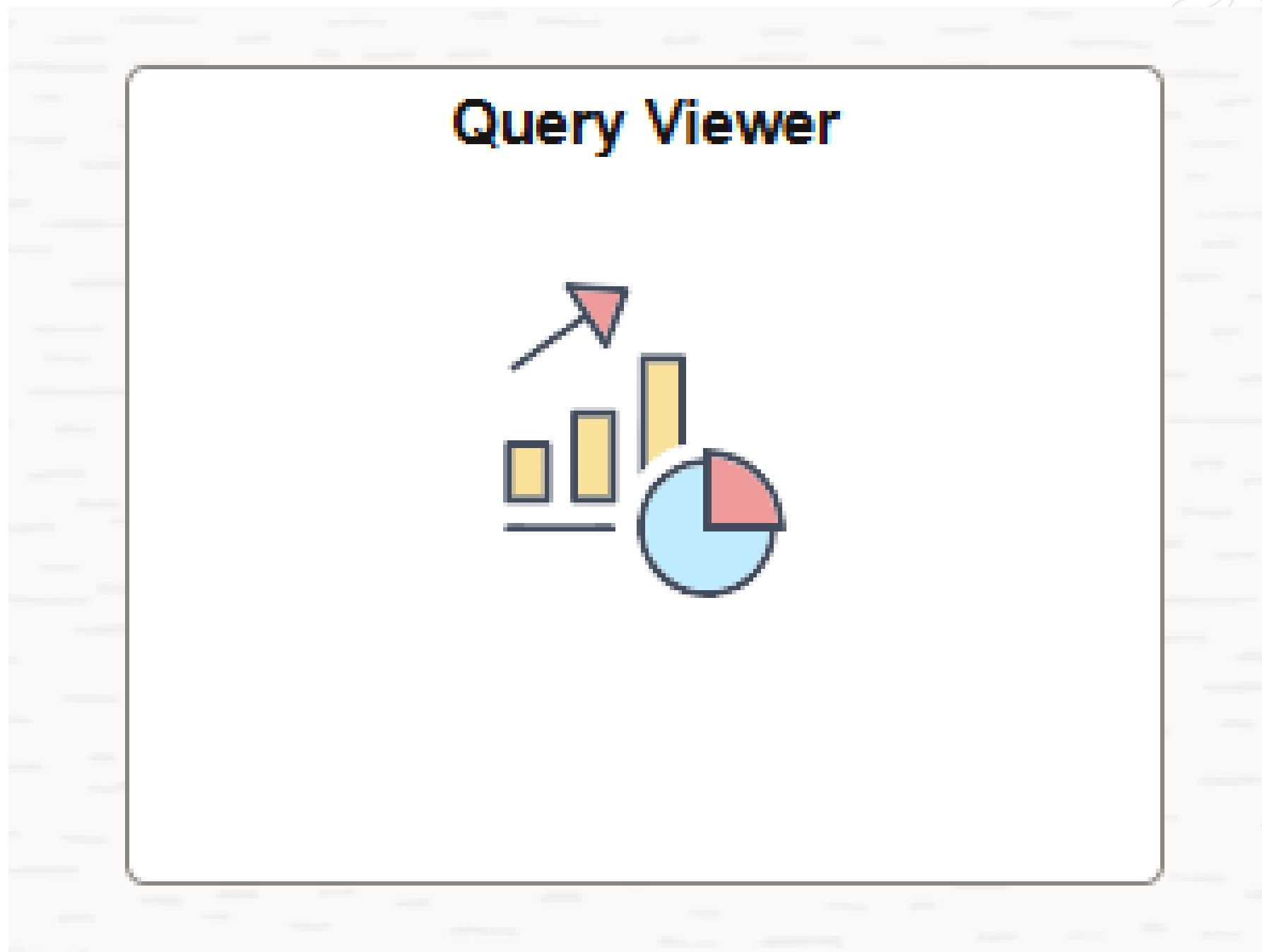
Inventory Report

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

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

1-1 of 1   View All

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)

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

Inventory Report

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

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 Cmisn of Correctn	15	1070200
COR11	Corcraft	03	3260200
CPI11	Cmsn on Public Ethics	15	3810200
CQC11	Cmsn Ql 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

NYS STATEWIDE FA

0001 2697

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.
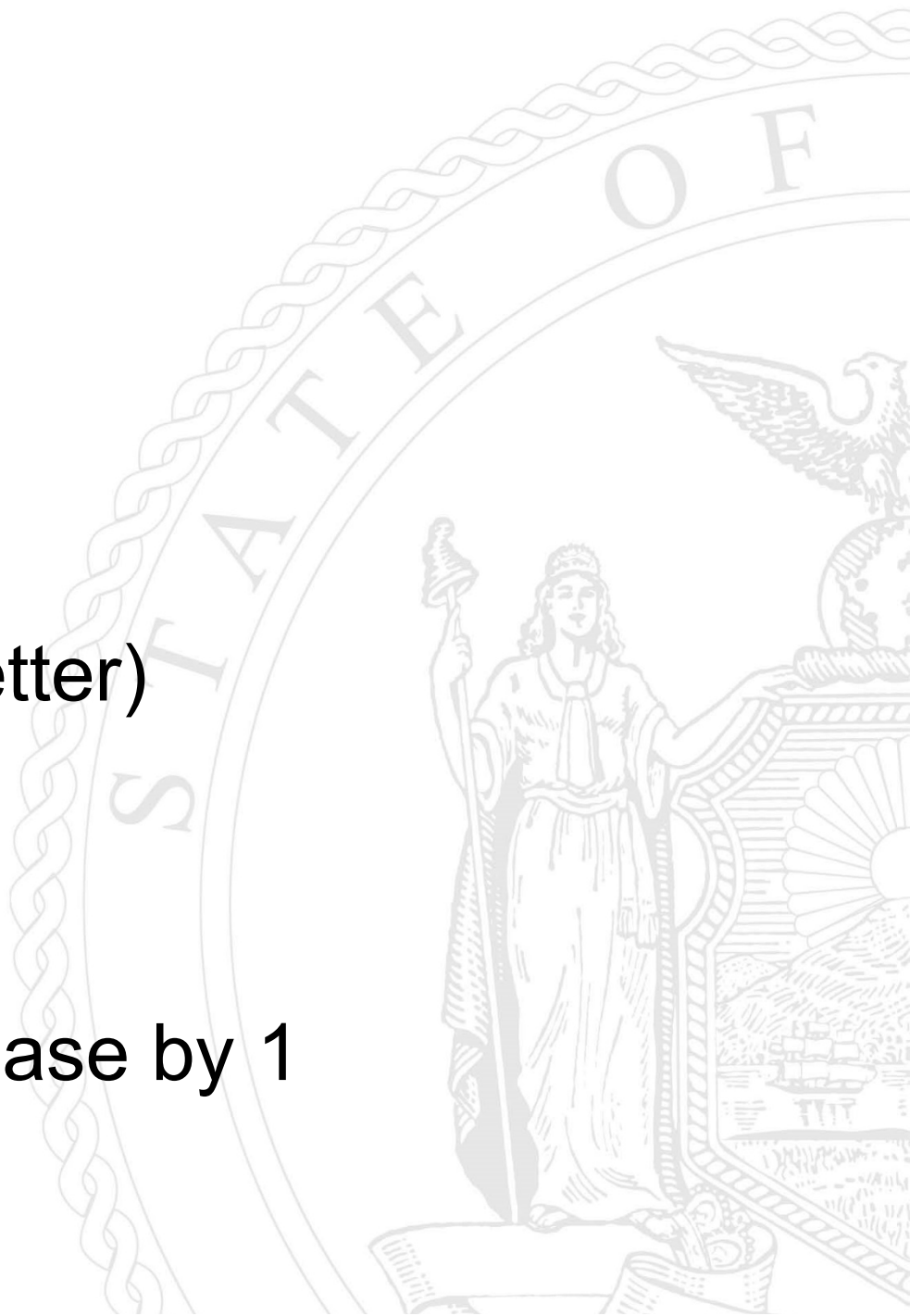
Buildings

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	OGS11 🔍	Serial ID _____	Book _____ 🔍	Parent ID _____ 🔍
Category _____ 🔍	Location _____ 🔍	Area ID _____ 🔍
Asset ID _____	**Asset Status** In Service ⌄	
Original Tag Number _____ 🔍	Profile ID _____ 🔍	Group 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]

[Notify]

Search for an Asset
Select the Category of Asset then click on Search.

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 Veterans Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Thanksgiving	★ 28	29
30						

Biennial Inventory Review

Modifying an existing asset:

SFS AM must be updated for <u>every</u> 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

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

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**

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.