



Procedure Title: Health and Human Services (HHS) and AgriLife Extension (AE) Internal Computer Fixed Asset Process	
Procedure Number	HHS_AE FA 1.0
Key Words	Computer, Laptop, Tablet, Fixed Asset
Related County Policy	Travis County Purchasing Office Chapter 32 Purchasing & Assets, subchapter W. Assets 108 Purchasing and Assets Policies and Procedures and Travis County Budget Rules (click on Current Year Budget & Docs)
Submitted by	HHS_AE - Chief Deputy, Executive Assistant, Facilities Liaison, Sr. Financial Manager, Division Director Sponsor
Responsible Party	HHS_AE Chief Deputy Office or Designee
Date Submitted	September 2019

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EMT Approval September, 2019

County Executive Signature *Sherri E. Fleming* Sept. 23, 2019

Section One: Roles and Responsibilities

- **County Executive** – is responsible for the care and custody of assets assigned to the department
- **Division Directors** – Ensures all assets assigned to their Division are accounted for at all times. Ensures routine reports are run on SAP for verification of asset location. Ensures all staff are trained on and follow this procedure.
- **Program Managers /Supervisors** – Responsible for training and staff’s compliance of this procedure. Are responsible for all assets assigned to themselves and their staff. Run routine SAP reports to verify asset location.
- **All Health and Human Services (HHS) and AgriLife Extension (AE) Staff** – To read, understand and comply with the procedure. To know where their asset(s) are at all times. Responsible for care and return of assets assigned to them.
- **Fixed Asset Manager in Purchasing** – Update SAP when New Assets are purchased and assign them to cost center 1580010001. Update SAP upon receipt of Travis County Inventory Form including **actual cost center number, staff name, room number and location.**
- **Internal Designee for Asset Tracking – Facilities Liaison**
 - Liaison with Purchasing Department for Annual Inventory and SAP Asset Update
 - Completes intermittent Inventory audits
 - Assist staff with Asset location and disposal of equipment
 - Liaison with ITS and HHS_AE staff with replacement list and deployment of new computers
 - Assist staff with requests for brand new computers
 - Receives the Travis County Inventory Form from Department staff on location of Asset
 - Updates SAP Asset information **(See Attachment C, pg. 11)**
 - Run SAP asset reports **(See Attachment D, pg. 15)**
- **Finance Staff–**
 - Receives annually, the replacement list from Facilities Liaison, to be included in the budget submission package – early spring.
 - Upon Department approval, requests County approval for new purchase and placement on the replacement schedule, transfer funds to ITS for purchase.

Section Two: Procedures

A. Staff Assignment of a Computer

- Each position in HHS_AE is assigned a Computer(s) A Computer is defined as;
 - NBW – Notebook workstation (has a docking station)
 - NBM – Notebook (without a docking station)
 - PC1 – Standard PC (not a laptop)
 - TAB – Tablet Computer
 - MDC – Mobile Data Computer(Toughbook)
- Each Computer is assigned an Asset Number and an Asset Tag is placed on it. This tag may only be removed by ITS.
- Each Asset is recorded in SAP to a person, location, room number and a cost center. There is a memo field for additional comments as appropriate.

B. Routine Replacement of Computers

Each Year during the Budget Process the Facilities Liaison will work with the Department's Executive Management Team and ITS to ensure all eligible replacement computers are accounted for. During Budget Process (February – April) these steps will occur:

- Each year these attachments are found in Travis Central under the PBO Department [FY 2020 ITS Inventory Replacement Form Instructions](#) [FY 2020 ITS Inventory Replacement Form](#)
- The Facilities Liaison will review the list with the Executive Management Team for adjustments and accuracy.
- Upon approval from EMT the Facilities Liaison will forward the replacement list to the contact person at ITS in early spring (first week in April) each year, for ITS to compile a County wide replacement list for budget submission.
- The Facilities Liaison will provide the Department's replacement list to the Sr. Financial Manager to submit in the Department's annual budget submission.

Beginning of New Fiscal Year (October – January)

- Facilities Liaison will contact ITS to receive the replacement list and coordinate the review and update of the document for accuracy in asset assignment. Once the review has been completed and updated then the list will be distributed to the Executive Management Team.
- Facilities Liaison will request the ordering of the Department's replacement computers and coordinate the Department's replacement computer cycle rollout.
 - Facilities Liaison will inform the Division Directors of the rollout schedule provided by ITS
- ITS staff contacts HHS_AE staff to arrange deployment of the new computer
- HHS_AE staff or their designee will receive the new computer and transfer the retired computer to ITS using the Travis County Inventory Form
- HHS_AE staff will complete the Travis County Inventory Form and sign upon receipt of new computer and send to the Facilities Liaison
- Facilities Liaison maintains a copy of document and sends to Fixed Asset Manager in Purchasing

- Fixed Asset Manager in Purchasing will update Employee assigned, Location, room # and Cost Center of the computer in SAP from the Travis County Inventory Form
- Within 30 days of receipt of new computers, Managers/Supervisors will ensure all updates have been made in SAP and inventory is accurate for their span of control.
 - This will be completed by running Asset and Objects on Loan report from Manager Self-Service in SAP (**See Attachment D, pg. 15**)
 - Or How to Run an Asset Inventory SAP Report (**See Attachment E, pg. 17**)

C. Transfer of Computer

Transfer of computer occurs when staff are hired or separate from the Department. Additionally when staff change physical locations, computers are being repaired or loaned to other HHS_AE staff.

- **Separation Process**
 - Upon separation, the Manager/Supervisor will complete the Travis County Inventory Form (**Attachment A, pg. 8**) and list all of the computer equipment being released back to Travis County from the exiting employee.
 - Both the employee and Manager/Supervisor will sign the form.
 - The Manager/Supervisor will forward the form to the HHS_AE Facilities Liaison who will update SAP and send to the County's Fixed Asset Manager in Purchasing.
 - All equipment will be assigned to the Manager/Supervisor in SAP until the vacancy is filled. Computer will be moved and stored in the manager's office.
 - For programs that fall under HIPAA; computers must be reimaged by ITS before being redistributed to a new employee
- **New Hire Process**
 - Upon a new hire, the Manager/Supervisor will complete the Travis County Inventory Form (**Attachment A, pg. 8**) and list all computer equipment assigned the new employee.
 - The employee will sign the Form.
 - The Manager/Supervisor will forward the form to the HHS_AE Facilities Liaison who will update SAP and send to the County's Fixed Asset Manager in Purchasing.
 - Computer will be moved from the Manager/Supervisor's office to the new employee's office.
- **Reassignment of Position to a new location and cost center**
 - This occurs when Management chooses to deploy staff resources in new locations due to volume of work; this does not apply to the filling of a vacant position.
 - Manager/Supervisor and staff complete the Travis County Inventory Form
 - Staff will sign form
 - Manager/Supervisor will submit the form to Facilities Liaison
 - Facilities Liaison maintains a copy of document and sends to Fixed Asset Manager in Purchasing
 - Fixed Asset Manager will update all information in SAP
- **Transfer to ITS of Computers in need of repair/reimaging for HIPAA**
 - Transfers to ITS will occur when the computer is delivered to ITS or taken by ITS staff. This computer will remain assigned to this Employee in SAP. They retain responsibility for the computer.
 - Employee will complete Travis County Inventory Form and sign
 - If asset is delivered to ITS by employee, employee will obtain signature from ITS staff
 - If asset is picked up by ITS staff, employee will obtain signature from ITS staff
 - Employee will provide Manager/Supervisor a copy of the completed Travis County Inventory Form

- The Manager/Supervisor will forward the form to the HHS_AE Facilities Liaison who will update SAP, in the memo field, and send to the County's Fixed Asset Manager in Purchasing.
- Manager/Supervisor will maintain the form as a record of the location of the computer
- When Computer is returned Manager/Supervisor will note the return date on the form
- The Manager/Supervisor will forward the form to the HHS_AE Facilities Liaison who will update SAP, in the memo field, and send to the County's Fixed Asset Manager in Purchasing.
- **If asset is un-repairable staff will send the above completed Travis County Inventory form to the Facilities Liaison**
 - Facilities Liaison maintains a copy of document and sends to the Fixed Asset Manager who will update SAP removing the computer from HHS_AE Inventory.
 - HHS_AE staff will receive a new computer and Manager/Supervisor staff complete the Travis County Inventory Form
 - Staff will sign form
 - Manager/Supervisor will submit the form to Facilities Liaison
 - Facilities Liaison maintains a copy of document and sends to Fixed Asset Manager in Purchasing
 - Fixed Asset Manager will update all information in SAP
- **Promotion of Staff within Same Cost Center**
 - When staff are promoted internally within the same cost center the Manager/Supervisor must decide if the promoted staff will move with their currently assigned computer or be assigned the computer associated with the position they were promoted into.
 - If the Manager/Supervisor decides that the promoted employee will be assigned the computer associated with the position they were promoted into, then the Separation Process (separating staff from their current computer) needs to occur **(see section C Transfer of Computer, pg. 4)**. Additionally, the New Hire Process needs to occur **(see section C Transfer of Computer, pg. 4)** to assign their new computer associated with the promotion.
 - If the Manager/Supervisor decides that the promoted employee will keep their current computer when they move into the promoted position no action is required on behalf of the employee or supervisor.
 - Please note: the originally assigned computer to the newly filled position by internal promotion will remain in the Manager/Supervisor's office and be assigned to the new hire of the now vacant position created by the internal promotion.
- **Lateral Staff Transfer**
 - A lateral transfer occurs when staff move from one program to another program; which results in a change of cost centers.
 - In a lateral staff transfer the separating Manager/Supervisor is responsible for following the Separation Process **(see section C Transfer of Computer, pg. 4)**
 - In a lateral staff transfer the receiving supervisor is responsible for following the New Hire Process **(see section C Transfer of Computer, pg. 4)**
 - Staff completing a lateral transfer may not take their computer with them unless they receive County Executive approval

- **Internal Loan of Computers across HHS AE**

- Occurs when Manager/Supervisor agrees to loan a computer internally to HHS_AE staff to support a business need.
- This computer will remain assigned to the loaning Manager/Supervisor in SAP. They retain responsibility for the computer.
- Manager/Supervisor complete the Travis County Inventory Form in comments state where and to whom the computer went with an approximate date of return
- The Manager/Supervisor will forward the form to the HHS_AE Facilities Liaison who will update SAP, in the memo field, and send to the County's Fixed Asset Manager in Purchasing.
- Manager/Supervisor will maintain the form as a record of the location of the computer
- Once the Computer is returned, the Manager/Supervisor will complete the Travis County Inventory Form notate that the computer is now back and whom it is assigned to.
- The Manager/Supervisor will forward the form to the HHS_AE Facilities Liaison who will update SAP and send to the County's Fixed Asset Manager in Purchasing

D. Non-Routine Actions regarding an Asset

- **Purchase of a new asset with HHS AE Funds**

HHS_AE funded asset that is not on the replacement list such as a computer for a Grant position or new technology outside of ITS computer allocation such as Tablets.

- Once the computer is received the Manager/Supervisor verifies it has an asset tag number.
- If no asset tag number; coordinates with ITS to have the asset tagged
- Manager/Supervisor will complete the Travis County Inventory Form (**Attachment A, pg. 8**).
- The employee will sign the Form.
- HHS_AE staff will receive a new computer and Manager/Supervisor staff complete the Travis County Inventory Form
- Staff will sign Form
- Manager/Supervisor will submit the form to Facilities Liaison
- Facilities Liaison maintains a copy of document and sends to Fixed Asset Manager in Purchasing
- Fixed Asset Manager will update all information in SAP

- **Retire a computer not on the replacement list as it was not purchased by ITS**

- Applies to technology purchased by HHS_AE outside of ITS computer allocation such as Tablets; Grant purchased computers; computers purchased for temporary or intern positions
- Manager/Supervisor decides when an asset in this category will be retired
- Manager/Supervisor will complete the Travis County Inventory Form transferring the computer to ITS for disposal
- Facilities Liaison will take possession of the computer and the completed form; drop off the computer with ITS and secure a signature from ITS personnel
- Facilities Liaison maintains a copy of document and sends to Fixed Asset Manager in Purchasing
- Fixed Asset Manager will update in SAP to transfer computer out of HHS_AE inventory

- **New FTE allocated to HHS AE during Budget Process (PB4 and PB5)**

- Applies when the Department's budget request for new FTEs and computers has been approved through an annual budget process

- Division Director informs the Facilities Liaison that HHS_AE was approved to order computers through the budget process and provides the PB 5 which includes cost center, number of computers, and allocated fund amount
- Facilities Liaison, using the PB 5, will request ITS to order the Department's computer(s) and coordinate the Department's computer roll out.
- Facilities Liaison will inform the Division Director of the rollout schedule provided by ITS
- ITS staff contacts HHS_AE staff to arrange deployment of the new computer
- HHS_AE staff or their designee will receive the new computer and will complete the Travis County Inventory Form and sign upon receipt of new computer
- Facilities Liaison maintains a copy of document and sends to Fixed Asset Manager in Purchasing
- Fixed Asset Manager will update SAP
- Within 30 days Managers/Supervisors will ensure all updates have been made and inventory is accurate for their span of control.
 - This will be completed by running Asset and Objects on Loan report from Manager Self-Service in SAP **(See Attachment D, pg. 15)**
 - Or How to Run an Asset Inventory SAP Report **(See Attachment E, pg. 17)**
- **Replacement of a computer not on the County's ITS Replacement Schedule**
 - This occurs when HHS_AE is replacing a computer that was purchased outside the County's replacement schedule. The intent of this procedure is to ensure that the new computer is funded by HHS_AE through a transfer to ITS who makes the purchase of the computer. This ensures that computer is being placed on the County's ITS replacement schedule.
 - To request a new computer **(Attachment B, pg. 10)** needs to be completed and approved by the County Executive or Designee.
 - Upon approval the Division Director will send the request **(Attachment B, pg. 10)** via email to the Sr. Financial Manager and the Facilities Liaison.
 - The Sr. Financial Manager will engage with PBO and ITS for approval. Upon approval HHS_AE Finance staff will complete a budget transfer and inform all when transfer has been updated in SAP.
 - ITS will purchase and make contact with the Facilities Liaison for delivery and setup.
 - HHS_AE staff or their designee will receive the new computer and transfer the retired computer to ITS using the Travis County Inventory Form.
 - HHS_AE staff will receive a new computer and the Manager/Supervisor will complete the Travis County Inventory Form
 - Staff will sign the inventory form
 - Manager/Supervisor will submit the form to the Facilities Liaison
 - Facilities Liaison maintains a copy of document and sends to Fixed Asset Manager in Purchasing
 - Fixed Asset Manager will update all information in SAP

Attachment A Travis County Inventory Form



Email to HHS Internal

Email to Purchasing External

E-mail to Both

Travis County - Fixed Assets Inventory Transfer Request Form For All Inter/Intra-Departmental Transfers

Date:

Asset Tag Number	Serial / VIN Number	AssetDescription	Equip/Unit Number (For Vehicles Only)	Comments	Rows (5 Max)
2	3	4		5	+ -

Transfer Asset(s) from:	Employee Name	6	Employee Identification Number (EIN)	7
8	Cost Center Name/Number	9	Location	10
				Signature

Transfer Asset(s) to:	Employee Name	11 (6)	Employee Identification Number (EIN)	11 (7)
11 (8)	Cost Center Name/Number	11 (9)	Location	11 (10)
				Signature

Submitted by: Phone: 4-

Effective February 22, 2019

HHS Fixed Assets

Steps to complete the Inventory Transfer Request Form

1. Date = Date of form completion
2. Asset Tag Number – Located on Property of Travis County label on the asset
3. Serial/ VIN number - Located on Property of Travis County label on the asset
 - a. VIN number is for Vehicles only
4. Asset Description
 - a. NBW – Notebook workstation (has a docking station)
 - b. NBM – Notebook without a docking station
 - c. PC1 – Standard PC (not a laptop)
 - d. TAB – Tablet Computer
 - e. MDC – Mobile Data Computer(Toughbook)
5. Comments – describe what action is occurring with the asset

Transfer Asset(s) from

6. Employee Name – type in name
7. Employee Identification Number (EIN/Personnel number) – this is not the position number (slot Number)

NOTE: Employee Identification Number can be located by the individual in SAP by following the following path listed below;

- a. Sign on to SAP
- b. Employee Self-Serve tab
- c. Personal Information
- d. Employment & Salary History

- e. Employee Number
- 8. Cost Center Name/Number – from drop down choose the program you are working for
- 9. Location – auto populates from above but also provides an opportunity to change if needed
- 10. Signature = the employee name in the row, sign electronically with Adobe. See below for links to instructions on how to electronically sign with Adobe.

[How to Create a Digital Signature in Adobe Acrobat Reader DC](#)

<https://www.youtube.com/watch?v=v9fAlMeQ2sM>

- 11. **Transfer Asset(s) to** Follow steps 6. through 10.
- 12. Submitted by = the person who is going to send this form out for SAP editing
 - 12a. Forms that **DO NOT** require a Cost Center change in SAP are emailed to Ronnie Machado, HHS_AE, using the **HHS_AE Internal email button**.
 - 12b. Forms that **DO** require a Cost Center change in SAP are emailed to Richard Rodriguez, Purchasing, using the **Purchasing External button**

Attachment B

**REQUEST FOR NEW COMPUTER TO BE PURCHASED AND TO BE PLACED
ON THE COUNTY'S REPLACEMENT SCHEDULE**

The Department respectfully requests a new computer purchase be made by ITS and to be added to the County's replacement cycle.

Upon approval the Department will transfer funding to ITS (per current quote provided by ITS)

1. New computer _____ or replace Asset Tag# _____
2. To be assigned to POID (Position#) _____
3. Position Title _____
4. Staff Name _____
5. EIN # (Employee#) _____
6. Location for Asset _____
7. Item requested for purchase _____
8. Quote # _____
9. Amount Hardware _____
10. Amount Software _____

When approved by PBO and ITS, HHS_AE will transfer to ITS

TO Cost Center 1120020001 GL 510070(Hardware)\$ _____

FROM Cost Center _____ \$ _____

TO Cost Center 1120020001 GL 510310 (Software)\$ _____

FROM Cost Center _____ \$ _____

*or Software licenses will transfer from Asset tag# _____ to the new purchase

ATTACHMENT C

HOW TO UPDATE ASSET INFORMATION IN SAP

- 1) Choose Finance Tab
- 2) Sub level bar choose Assets
- 3) Left panel choose Update Asset Information
- 4) Click on information box for Asset
- 5) Choose I: Inventory Number tab
- 6) Type in the fixed asset tag number

Hit enter

The screenshot shows the SAP 'Change Asset: Initial screen' interface. The 'Main Asset Number (1)' dialog box is open, and the 'I: Inventory number' tab is selected. The 'Inventory number' field is highlighted with a red annotation '6 County-Asset Tag #'. The 'Company Code' is set to 1000. The 'Maximum No. of Hits' is set to 500. The 'Asset' field is empty. The 'Subnumber' field is set to 0. The 'Company Code' field is set to 1000. The 'Main Asset Number (1)' dialog box has a green checkmark icon in the bottom right corner.

- 7) Click on the green checkmark

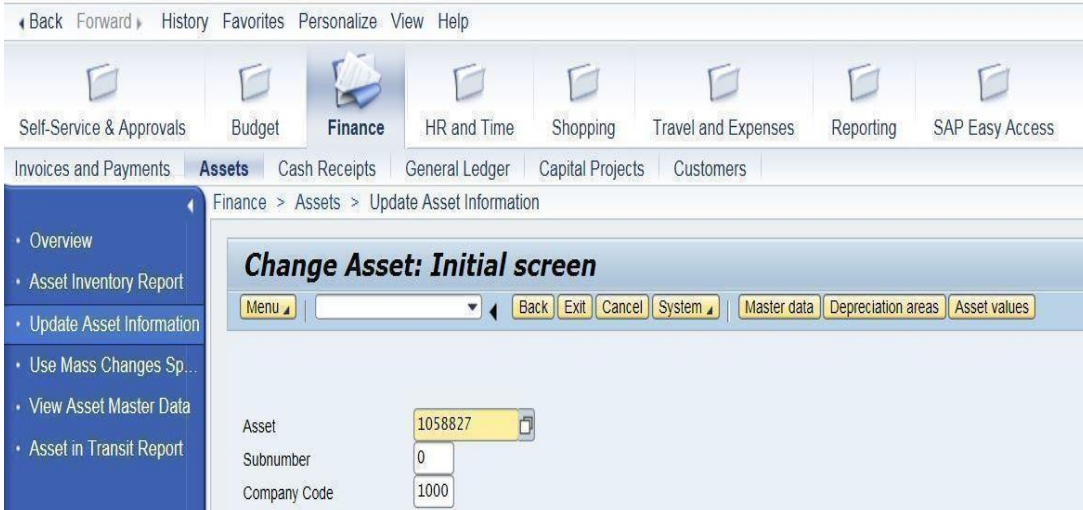
Hit enter

The screenshot shows the SAP 'Change Asset: Initial screen' interface. The 'Main Asset Number (1)' dialog box is open, and the 'I: Inventory number' tab is selected. The 'Inventory number' field is now populated with '190139'. The 'Company Code' is set to 1000. The 'Maximum No. of Hits' is set to 500. The 'Asset' field is empty. The 'Subnumber' field is set to 0. The 'Company Code' field is set to 1000. The 'Main Asset Number (1)' dialog box has a green checkmark icon in the bottom right corner, which is highlighted with a red annotation '7'. The dialog box also displays a table with the following data:

CoCd	Inventory number	Class	Asset description	Asset	SNo
1000	190139	523010	E5570 - NB MOBILE	1058827	0

1 Entry found

This screen pops up



Hit enter

Tabs that can be updated

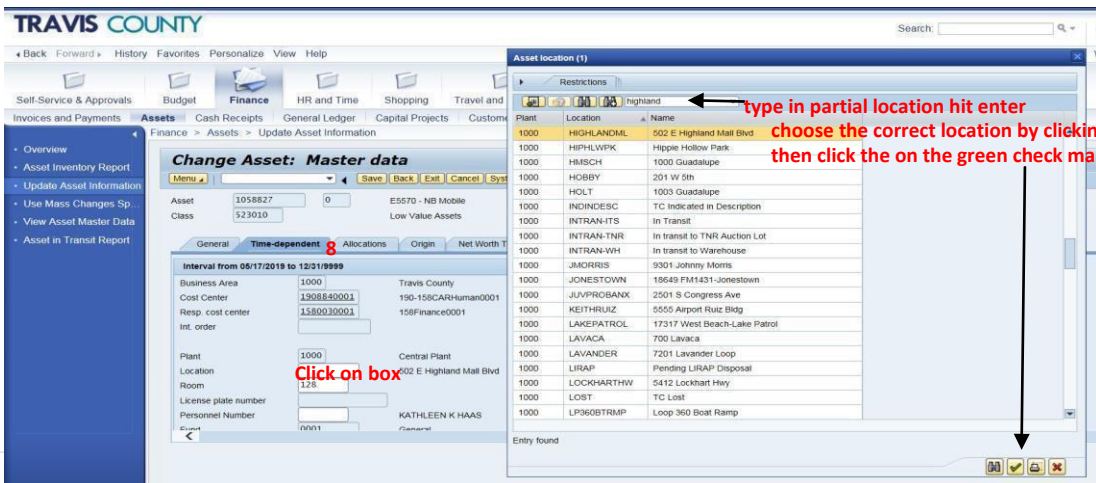
8) Time Dependent tab

- Update Location
 - Click on the information box
 - Type in location name, hit enter
 - Choose location by clicking on it
 - Click the green check mark it has been updated
- Room Number – data enter room number
- Personnel Number (assigned staff for the asset)
 - Click on the information box
 - Type in staff name (it can just be last name), hit enter, find the person you need
 - Click on the person and then the green check mark it has been updated

9) TC Fields

- Memo
 - To add specific helpful notes

10) When completed with the updates click the yellow save button



General **Time-dependent** Allocations Origin Net Worth Tax TC Fields Deprec. Areas

Interval from 05/17/2019 to 12/31/9999

Business Area 1000 Travis County
 Cost Center 1908840001 190-158CARHuman000
 Resp. cost center 1580030001 158Finance0001
 Int. order

Plant 1000 Central Plant
 Location HIGHLANDML 502 E Highland Mall Blvd
 Room 128
 License plate number
 Personnel Number **Click on box** KATHLEEN K HAAS

Personnel Number (1)

N: Last name - First name K: Organizational assignment

Last name smith **Type in name**
 First name

Personnel Number (1)

N: Last name - First name K: Organizational assignment

Last name	First name	Pers. No.	End Date
FOX	ANN		12/31/9999
FOX	DONNA		12/31/9999
FOX	FREDERICK		02/29/2016
FOX	FREDERICK		12/31/9999
FOX	JUDITH		12/31/9999
FOX	ROBIN		12/31/9999
FOX	SHARON		12/31/9999

7 Entries found

**Choose person by clicking on them
Click on green check mark**

TRAVIS COUNTY

Back Forward History Favorites Personalize View Help

Self-Service & Approvals Budget **Finance** HR and Time Shopping Travel and Expenses Reporting SAP Easy Access

Invoices and Payments **Assets** Cash Receipts General Ledger Capital Projects Customers

Finance > Assets > Update Asset Information

Change Asset: Master data

Menu Save Back Exit Cancel System Previous tab page Next tab page Asset values

Asset 1058827 0 E5570 - NB Mobile
 Class 523010 Low Value Assets Company Code 1000

General Time-dependent Allocations Origin Net Worth Tax **TC Fields** 9 Deprec. Areas

Equipment

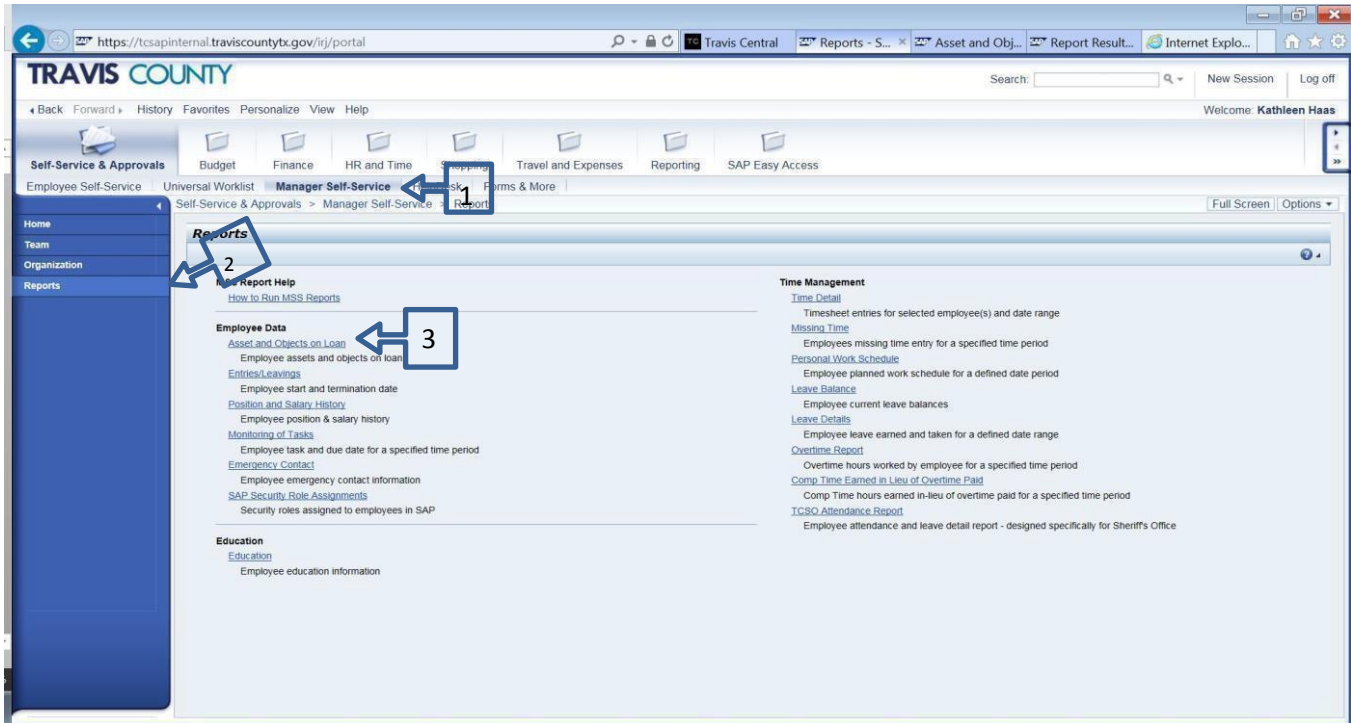
Warranty/Maintenance Exp.
 Acquisition Method
 Disposition Method
 Serial Number 9WQX6H2
 Goods Receipt No. 5000192605
 Line Item No. for GR 3
 Memo **Type in memo note**
 Purchase Order 4100101022

When finished click on the save button you are now finished

ATTACHMENT D

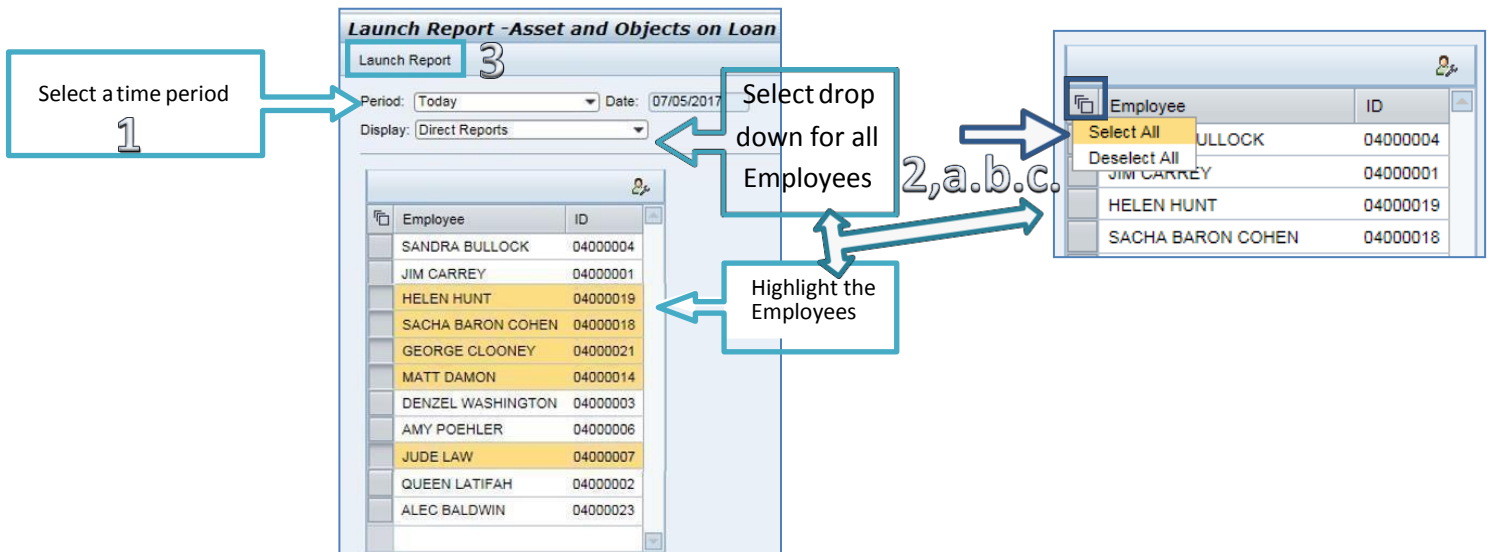
How to Run an Asset and Objects on Loan Report

View assets and objects loaned to all of your employees on a specific date or time period



1. Log into SAP → select the **Self-Service & Approvals** folder → Select the **Manager Self-Service** (ESS) tab
2. Select **Reports** from the Menu
3. Select **Asset and Objects on Loan**

When selecting employees you can select all or highlight specific staff



1. Select a time period normally use the Today option
2. Select staff
 - a. Defaults to Direct Reports
 - b. Select drop down for all staff option
 - c. Highlight specific staff or Select All
3. Launch Report

Employee Assets and Objects on Loan

Menu | [Dropdown] | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in Descending Order | Set Filter | Total | Print Preview | Local File... | Mail Recipient | Graphic | Change Layout...

Employee Assets and Objects on Loan
Total Records: 5

TYPE	Tag	Asset	Class	Description	Quantity	Location	Room	VerifyDate	Verify By	Employee	Employee Org Unit	Valid from	Valid to
ASSET	180144	1058832	523010	E5570 - NB Mobile	0	HIGHLAN...	143			LISA GLASS	158HHS Finance	05/17/2019	12/31/9999
ASSET	180140	1058828	523010	E5570 - NB Mobile	0	HIGHLAN...	144			JOHN BRADSHAW	158HHS Finance	05/17/2019	12/31/9999
ASSET	180148	1058836	523010	E5570 - NB Mobile	0	HIGHLAN...	140			SAN JUANA GONZALEZ	158HHS Finance	06/06/2018	12/31/9999
ASSET	180145	1058833	523010	E5570 - NB Mobile	0	HIGHLAN...	133			DOANTRANG LAM	158HHS Accounting	05/17/2019	12/31/9999
ASSET	180138	1058826	523010	E5570 - NB Mobile	0	HIGHLAN...	130			ROSA SIMPSON	158HHS Finance	05/17/2019	12/31/9999

To Export this report to Excel complete the following steps.

1. Click on Menu
2. Then List
3. Then Export
4. Then Spreadsheet

The below screen will pop up

Employee Assets and Objects on Loan

Menu | [Dropdown] | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in Descending Order | Set Filter | Total | Print Preview | Local File... | Mail Recipient

Employee Assets and Objects on Loan
Total Records: 1

TYPE	Tag	Asset	Class	Description	Quantity	Location
ASSET	180...	1058...	523010	E5570 - NB Mobile	0	HIGHLAN

Choose a file to save

Z:\

Name	Date Modified	Type	Size
export.		vnd.openx	4 KB

export.XLSX already exists. Do you want to replace it?

File Name: [input]
Save as type: Excel (*.XLSX)
 Save a copy to the native file system.

OK Cancel

Choose Cancel

1. Click on the Choose Box

2. It gives you the Dialog box choose OK

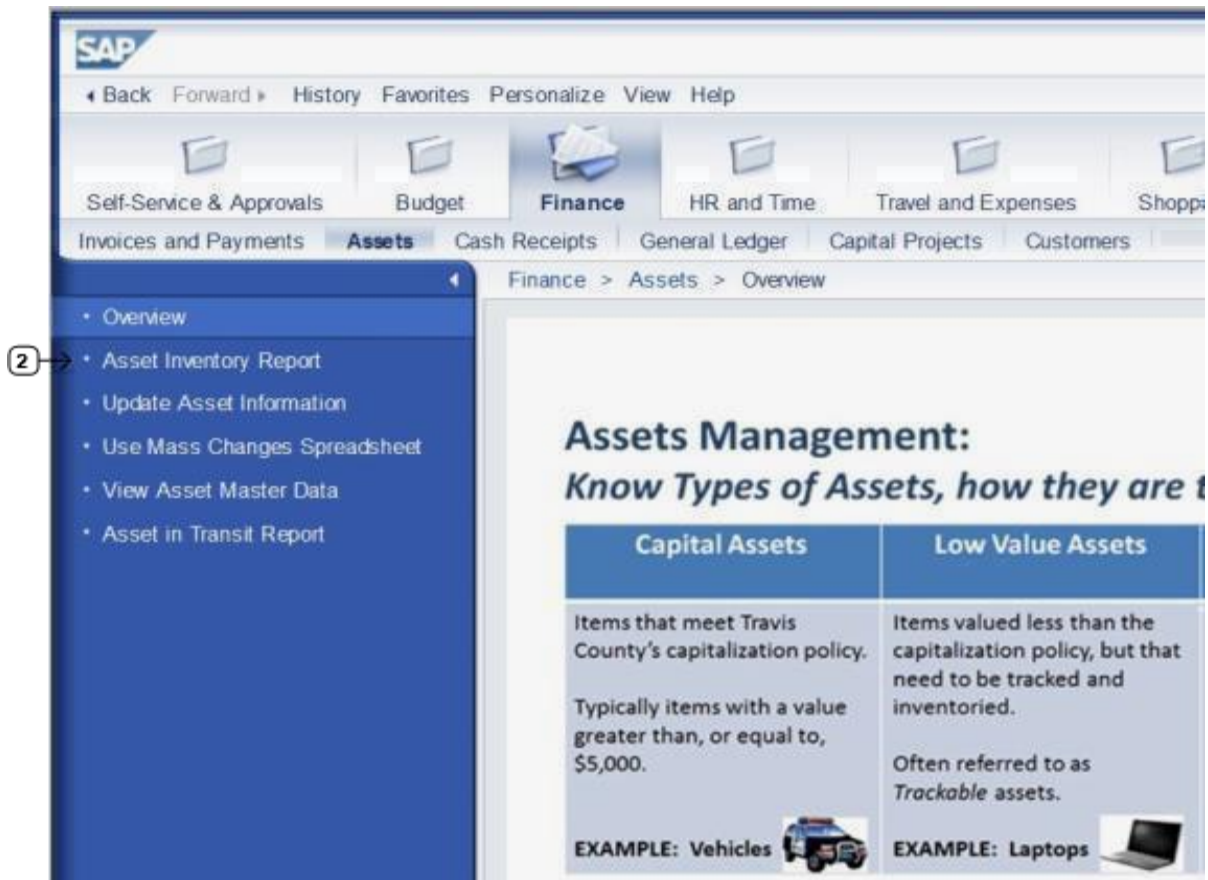
A message pops up Do you want to open or save export.XLSX, Click on OPEN
Excel opens with the report, click Enable Editing and format as needed.

ATTACHMENT E

How to Run an Asset Inventory SAP Report

ASSET INVENTORY REPORT

1. Start the transaction using the menu path **Finance Tab** then the **Asset Tab** on the below Tool Bar and then the **Asset Inventory Report** on the drop down menu (see below for detail navigation steps)



2. Click the **Asset Inventory Report** navigation link (button).

Asset Inventory Report

Asset Inventory Report

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | All Selections

Report-specific selections

Fiscal Year: 2019 to []

Responsible Cost Center (RCC): [] to []

Personnel Number: [] to []

Inventory number (Tag): [] to []

Purchase Order Number (PO): [] to []

Asset Number (SAP): [] to []

Asset location: [] to []

Fund: [] to []

Grant: [] to []

Serial Number: [] to []

Vehicle Identification Number: [] to []

Equipment Number: [] to []

Asset Status: [] to []

Asset Type: [] to []

Output specification

Layout: []

SAP | EQ1 (100) | BBQDEL

3. As required, complete/review the following fields:

Field	R/O/C	Description
Center (RCC)		Example: 1580010001 For Assets assigned to staff reporting directly to the County Executive

Asset Inventory Report

Asset Inventory Report

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | All Selections

Report-specific selections

Fiscal Year: 2019 to []

Responsible Cost Center (RCC): 1580010001 to []

Personnel Number: [] to []

Inventory number (Tag): [] to []

Purchase Order Number (PO): [] to []

Asset Number (SAP): [] to []

Asset location: [] to []

Fund: [] to []

Grant: [] to []

Serial Number: [] to []

Vehicle Identification Number: [] to []

Equipment Number: [] to []

Asset Status: [] to []

Asset Type: [] to []

Property Indicator: [] to []

Output specification

Layout: []

4. Click **Execute**.

Asset Inventory Report

EXPORT TO EXCEL SPREADSHEET

Asset Number (SAI #)	Sub Number	Inventory number (IAC)	Asset description	Serial Number	VIN	Equipment Number	Resp. CC	Location	Asset Infr.
1011899	0	124212	PRINTER DELL WORKGROUP LASER M5200N	7YZBS21			1580010001	HIGHLAN...	502 E Hig
10165116	0	98647	PRINTER OPTOMA S1625 16" 16M 380 INCH/DPI	1111967			1580010001	PALMSQ	100 N IH3
1011833	0	124810	DELL WORKGROUP LASER PRINTER M5200N 221-3132	580CS21			1580010001	PALMSQ	100 N IH3
1022739	0	138267	OPTOMA EP721 DLP PROJECTOR	G89N810AAAAACU...			1580010001	PALMSQ	100 N IH3
1016211	0	128293	OPTOMA EP 739 DDR DLP PROJECTOR	080N609AAAAAC2...			1580010001	HIGHLAN...	502 E Hig
1026303	0	154087	NOTEBOOK LATTITUDE E5400 WORKSTATION QIP-4527728-3	8W97-7K1	NO INFR; RECYC		1580010001	HIGHLAN...	502 E Hig
1017697	0	128565	PRINTER DELL 3110CN COLOGYR WNTY QUOTE #343715/16	G798951			1580010001	PALMSQ	100 N IH3
1020434	0	131507	PRINTER DELL 5310N WORKGRP QUOTE 3880/5342	H6QV4E1			1580010001	PALMSQ	100 N IH3
1020168	0	157916	RADIO XTS2500 PORTABLE MOTOROLA	205CHX1150	TC FAC MGT 03	17313	1580010001	PALMSQ	100 N IH3
1020470	0	157918	RADIO XTS2500 PORTABLE MOTOROLA	205CHX4148	TC FAC MGT 05	17346	1580010001	PALMSQ	100 N IH3
1024938	0	139634	PROJECTOR CASIO XJ-S47	B0130CB91024738			1580010001	PALMSQ	100 N IH3
1025502	0	153022	COMPUTER OPTIPLEX 750 DELL	273HLK1			1580010001	PALMSQ	100 N IH3
1026222	0	139920	PRINTER DELL 5350DN	96Z6VG1			1580010001	HIGHLAN...	502 E Hig
1029443	0	146364	DELL LATTITUDE 2110 INTEL ATOM N470	JWWN14N1			1580010001	HIGHLAN...	502 E Hig
1030170	0	156549	INFOCUS PROJECTOR	AULC72500268			1580010001	HIGHLAN...	502 E Hig
1039529	0	143121	HP 1200 PRINTER	CN8635358	NO REPL;DEPTJU...		1580010001	PALMSQ	100 N IH3

- This produces a list of all assets for the chosen cost center. You can export it to Excel for further analysis. You have now run an **Asset Inventory** report, with results displayed by cost center

**ATTACHMENT F
HHS_AE DEPARTMENT COST CENTERS IN SAP**

Listed in Cost Center Numeric Order		Listed Alphabetically	
Cost Center Number	Cost Center Name	Cost Center Number	Cost Center Name
1580010001	County Executive – Administration	1580420001	AgriLife Extension
1580020001	Chief Deputy - Human Resources	1580570001	Chief Deputy - Administration
1580030001	Chief Deputy – Finance	1580510001	Chief Deputy - Community Liaison
1580040001	Research & Planning Division	1580050001	Chief Deputy - Facilities
1580050001	Chief Deputy – Facilities	1580030001	Chief Deputy - Finance
1580060001	County Executive - Community Development Block Grant (CDBG)	1580020001	Chief Deputy - Human Resources
1580070001	County Executive - Public Health Manager	1580270001	Community Services Division (CSD) - Administration
1580080001	County Executive - City of Austin ILA's	1580300001	Community Services Division (CSD) - Coming of Age
1580100001	Family Support Services (FSS) - Administration	1580310001	Community Services Division (CSD) - Deaf and Hard of Hearing
1580110001	Family Support Services (FSS) - Case Management	1580320001	Community Services Division (CSD) - Housing Services
1580120001	Family Support Services (FSS) - East Rural Community Center (ERCC)	1580280001	Community Services Division (CSD) - Neighborhood Conference Committee (NCC)
1580130001	Family Support Services (FSS) - North Rural Community Center (NRCC)	1580290001	Community Services Division (CSD) - Work Based Learning (SYEP)
1580140001	Family Support Services (FSS) - North West Rural Community Center (NWRCC)	1580010001	County Executive - Administration
1580150001	Family Support Services (FSS) - Palm Square	1580080001	County Executive - City of Austin ILA's
1580160001	Family Support Services (FSS) - Post Road	1580060001	County Executive - Community Development Block Grant (CDBG)
1580170001	Family Support Services (FSS) - South Rural Community Center (SRCC)	1580070001	County Executive - Public Health Manager
1580180001	Family Support Services (FSS) - West Rural Community Center (WRCC)	1580100001	Family Support Services (FSS) - Administration
1580190001	Office of Children's Services (OCS) - Administration	1580110001	Family Support Services (FSS) - Case Management
1580200001	Office of Children's Services (OCS) - CPS Board	1580120001	Family Support Services (FSS) - East Rural Community Center (ERCC)
1580210001	Office of Children's Services (OCS) - Home Visiting	1580130001	Family Support Services (FSS) - North Rural Community Center (NRCC)
1580220001	Office of Children's Services (OCS) - Prevention & Intervention	1580140001	Family Support Services (FSS) - North West Rural Community Center (NWRCC)
1580230001	Office of Children's Services (OCS) - Children F.I.R.S.T.	1580150001	Family Support Services (FSS) - Palm Square
1580240001	Office of Children's Services (OCS) - Healthy Families	1580160001	Family Support Services (FSS) - Post Road
1580250001	Office of Children's Services (OCS) - Healthy Families Expansion	1580170001	Family Support Services (FSS) - South Rural Community Center (SRCC)
1580260001	Office of Children's Services (OCS) - Systems of Care	1580180001	Family Support Services (FSS) - West Rural Community Center (WRCC)
1580270001	Community Services Division (CSD) - Administration	1580500001	Office of Children's Services - (OCS) TCP/TRIAD
1580280001	Community Services Division (CSD) - Neighborhood Conference Committee (NCC)	1580190001	Office of Children's Services (OCS) - Administration
1580290001	Community Services Division (CSD) - Work Based Learning (SYEP)	1580230001	Office of Children's Services (OCS) - Children F.I.R.S.T.
1580300001	Community Services Division (CSD) - Coming of Age	1580200001	Office of Children's Services (OCS) - CPS Board
1580310001	Community Services Division (CSD) - Deaf and Hard of Hearing	1580240001	Office of Children's Services (OCS) - Healthy Families
1580320001	Community Services Division (CSD) - Housing Services	1580250001	Office of Children's Services (OCS) - Healthy Families Expansion
1580420001	AgriLife Extension	1580210001	Office of Children's Services (OCS) - Home Visiting
1580500001	Office of Children's Services - (OCS) TCP/TRIAD	1580220001	Office of Children's Services (OCS) - Prevention & Intervention
1580510001	Chief Deputy - Community Liaison	1580260001	Office of Children's Services (OCS) - Systems of Care
1580540001	Social Service Contracts	1580040001	Research & Planning Division
1580570001	Chief Deputy - Administration	1580540001	Social Service Contracts