



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

***R. Scott Ralls, Ph.D.***

***President***

June 19, 2008

**MEMORANDUM**

**IMPORTANT!**

**Deadline: August 1, 2008**

TO: Purchasing Officers  
Equipment Coordinators

FROM: Wade Quinn  
Assistant Manager for Administrative Services

SUBJECT: 2007-2008 Year-End Reports

This memo is a reminder of the 2007-2008 year-end reports for purchasing and fixed assets. The following calendar dates are provided and remain the same for each fiscal year.

<b><u>Report</u></b>	<b><u>Due Date</u></b>
Monthly Audit Report (XIHR)	July 15
Fund Source Report (XIER)	August 1
Deletions Report (Query Builder)	August 1
Internal Equipment Audit (Revised Form 4-13)	August 1
Internal Equipment Audit Reconciliation (Form 4-21)	August 1
Purchasing Flexibility Report	August 1
Electronic Fund Source Report (XITR)	August 1

- **Monthly Audit Report (sample attached)**
- **Fund Source Report (sample attached)**  
Users will choose "Hold" in the Output Device field located on the printer output device screen. This will allow the users to view the fund source report. To print from the view screen, users will choose the first printer icon (Print Local) located at the top of the screen. This option will take users to the "Print Setup" screen and from here, users will check the "Use Font" box and Landscape format.

CC08-138  
E-Mail

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MAILING ADDRESS: 5013 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5013

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-807-7100 ~ Fax 919-807-7164

AN EQUAL OPPORTUNITY EMPLOYER

- **Deletions Report (sample attached)**  
Please follow the attached instructions to create your deletions report for submittal.
- **Internal Equipment Audit (sample attached)**  
As a reminder, colleges are required to submit a form for only the program(s) that has missing equipment.
- **Internal Equipment Audit Reconciliation (sample attached)**
- **Purchasing Flexibility Report (sample attached)**
- **Electronic Fund Source Report (sample attached)**  
The electronic transmission to our office from Colleague is not an automatic process. Users will need to run the **mnemonic XITR –Transmit Inventory Results** immediately after the June monthly audit (**XIHR**) is processed. The fund source and deletions report should be printed immediately after balancing the June monthly audit. Please do not make any transactions (additions, deletions or any changes between fund sources) between the time the electronic report is transmitted, and the fund source report is printed. If changes are made, your equipment figures will be out of balance for year-end. Due to storage issues, your fund source and deletions report should be printed on standard **8 1/2 x 11 paper** in **landscape** orientation.

If you have any questions, or need assistance, please call Karen Kelly at (919) 807-7090, or me (919) 807-7089.

/wq

Attachments

pc: Presidents

Business Officers

Data Coordinators

Ms. Sharon Rosado

# XIER - Equipment Report

Datatel - SO6-NCCCS-COLDEV - CF

File Edit Favorites Tools Help

Quick Access XIER [Go] [X] [F2] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12]

XIER-Equipment Report

Acquis Start Date  Acquis End Date 06/30/07

Disposal Start Date  Disposal End Date

Acquis Cost Min  Acquis Cost Max

Disposal Cost Min  Disposal Cost Max

Current Cost Min  Current Cost Max

Report Style FS Fund Source Report

Valid Statuses

1  2

Show Active Equip  Y Adnl Sel Criteria  No

The Acquisition Start Date should be blank. Placing a date in this field could cause the system to miss picking up every piece of equipment on inventory.

The Acquisition End Date should always be June 30 of that year. This year it will be 06/30/08.

Report Browser

2/3

----- Equipment Fund Source Report ----- Page: 2

Asset ID	Description	Fund Src 0	Fund Src 1	Fund Src 2	Fund Src 3	Fund Src 4	Fund Src 6	Fund Src 9	C
106469	CPD325XLPV1 80MVGA	0.00	1256.75	0.00	0.00	0.00	0.00	0.00	1256
106484	PRINTER	0.00	5029.70	0.00	0.00	0.00	0.00	0.00	5029
106556	COMPUTER 386DX	0.00	1035.62	0.00	0.00	0.00	0.00	0.00	1035
106572	SEQ. LINK MUX 16 CHNL	0.00	1621.34	0.00	0.00	0.00	0.00	0.00	1621
106622	INSTRUC. READING SYSTEM	0.00	69867.56	0.00	0.00	0.00	0.00	0.00	69867
106623	COMPUTER 486 33-SX	0.00	1584.70	0.00	0.00	0.00	0.00	0.00	1584
106680	Drafting Table	185.00	0.00	0.00	0.00	0.00	0.00	0.00	185
106693	LASERDISC PLAYER	1015.20	0.00	0.00	0.00	0.00	0.00	0.00	1015
107101	Pc	0.00	1000.00	0.00	0.00	0.00	0.00	0.00	1000
107102	Pc	0.00	1000.00	0.00	0.00	0.00	0.00	0.00	1000
107500	Backhoe	0.00	5350.00	0.00	0.00	0.00	0.00	0.00	5350
107887	Breathalyzer Machine Port	0.00	0.00	15000.00	0.00	0.00	0.00	0.00	15000
1234566	Bipap Vision System	0.00	0.00	0.00	9228.19	0.00	0.00	0.00	9448
14386	Dell Computer	700.00	0.00	0.00	0.00	0.00	0.00	0.00	700
200100	John Deere Tractor	0.00	0.00	3170.00	0.00	0.00	0.00	0.00	4170
201201	Pc	0.00	6500.00	0.00	0.00	0.00	0.00	0.00	6500
406604	Helicopter	0.00	35000.00	0.00	0.00	0.00	0.00	0.00	35000
505050	blanket good	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1
555100	Jig Saw	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1
555101	Circular Saw	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10
901100	blanket good	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1
969696	Ambulance	0.00	25000.00	0.00	0.00	0.00	0.00	0.00	25000
991234	TEST	0.00	0.00	0.00	0.00	0.00	9000.00	0.00	9000
999881	response system for offic	0.00	5000.00	0.00	0.00	0.00	0.00	0.00	5000
		11267.25	21464344.16	18230.00	9258.19	51.00	9060.00	855.00	21519336

# DELETIONS REPORT UTILIZING QUERY BUILDER

Query Builder

Open... Save... OK Cancel

Verb: SORT

File: FIXED.ASSETS File...

Items: WITH FIX.DISPOSAL.METHOD # "" AND WITH F Items...

Sort: BY FIX.DISPOSAL.METHOD BY @ID Sort...

Output: BREAK.ON FIX.DISPOSAL.METHOD FIX.DESC T Output...

Heading: Heading...

Footing: Footing...

Grand Total: Grand total...

Output To:

- Screen
- Report Viewer
- Host Printer
- Local Printer
- PC/Process PC...

Suppress:

- Detail lines
- Item ID
- Page heading
- Col. heading

Clear Set Default

Before: After: Help

PC/Process should be checked in order for the report to print in the Excel Format.  
(See below for sample report.)

## 1. Items

Selection of Items

And Field:

Field	Operator	Value
FIX.DISPOSAL.AMT	=	"06/30/07"
FIX.DISPOSAL.COMMENTS	<	
FIX.DISPOSAL.COST	>	
FIX.DISPOSAL.DATE	<=	<input checked="" type="checkbox"/> Quote Value
FIX.DISPOSAL.METHOD	>=	
FIX.DISPOSAL.NET	#	

Refresh

Selection Add Insert Replace Delete

```
FIX.DISPOSAL.METHO# ""  
AND FIX.DISPOSAL.DATE >= "07/01/06"  
AND FIX.DISPOSAL.DATE <= "06/30/07"
```

Edit Help Cancel OK

The "And" Box needs to be checked in order for the report to generate the deletions processed between July 1, 2007 and June 30, 2008. The dates will be revised each year to reflect the current fiscal year.

## 2. Sort

The **Sort Criteria** dialog box is used to define the sorting order for data. It features a list of fields on the left, a central area with sorting options, and a list of the current sort sequence on the right.

**Fields:**

- @ID
- ACCUM.DEPR.GL
- FIX.ACC.DEPR
- FIX.ACC.RENEWAL.AMT
- FIX.ACQUIS.COST
- FIX.ACQUIS.DATE
- FIX.ACQUIS.DATE.NI
- FIX.ACQUIS.METHOD
- FIX.ACQUIS.SOURCE
- FIX.ALLOW.AMT
- FIX.ALLOW.DATE
- FIX.ALLOW.REFNO
- FIX.ALT.PM.ASSET.ID

**Sort sequence:**

BY	FIX.DISPOSAL.METHOD
BY	@ID

**Buttons:** Refresh, Help, Cancel, OK

## 3. Output

The **Output Criteria** dialog box is used to define the output format for data. It includes a list of modifiers, a list of fields, an option text field, and a list of the current output fields.

**Modifier:**

- None
- TOTAL
- BREAK.ON

**Field:**

- @ID
- ACCUM.DEPR.GL
- FIX.ACC.DEPR
- FIX.ACC.RENEWAL.AMT
- FIX.ACQUIS.COST
- FIX.ACQUIS.DATE

**Option Text:**

Refresh

**Output fields:** Add, Insert, Replace, Delete

**Output fields list:**

BREAK.ON	FIX.DISPOSAL.METHOD
	FIX.DISC
TOTAL	FIX.ACQUIS.COST
	FIX.DISPOSAL.DATE
	FIX.FUND.SOURCES

**Buttons:** Edit, Help, Cancel, OK

### Deletions Report (Sample)

FIXED.ASSETS	Disposal Method	[Description]	Acquisition Cost	Disposal Date	FIX.FUND.SOURCES
102201	CB	Pc	1,070.00	03/21/06	1
106200	CB	Pc	1,500.00	03/21/06	1
106202	CB	computers	1,000.00	11/01/05	1
	*****		-----		
	CB		3,570.00		
104976	LS	MEMORYWRITE R	2,664.76	03/21/06	1
106067	LS	LASER PRINTER 2D	1,538.25	03/21/06	1
106122	LS	PS/2 MDL 55SX	2,118.94	03/21/06	1
123456	LS	Test Equipment	2,500.00	03/21/06	
123536	LS	Dell Optiplex 1.3 Ghz Desktop	1,500.00	04/07/06	2
	*****		-----		
	LS		10,321.95		
			=====		
TOTAL			13,891.95		

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
INTERNAL EQUIPMENT AUDIT**

College: \_\_\_\_\_

Inventory for Fiscal Year: \_\_\_\_\_

**List of Items not located**

Inventory number	Asset Category/ Program Code	Description	Cost

<b>Total Cost of Items Not Located</b>	\$
<b>Total Number of Items Not Located</b>	

Equipment Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**This certifies that an inventory of all programs/departments was completed for the current fiscal year.**

\_\_\_\_\_  
**President/CFO**

**ANNUAL INTERNAL EQUIPMENT AUDIT RECONCILIATION  
2007-2008**

College: \_\_\_\_\_

<b>Fund Source</b>	<b>Prior Year Balance</b>	<b>Additions</b>	<b>Deletions</b>	<b>Adjustments</b>	<b>Current Year Balance</b>
0 = Institutional	0.00	0.00	0.00	0.00	<b>0.00</b>
1 = State	0.00	0.00	0.00	0.00	<b>0.00</b>
2 = County/Local	0.00	0.00	0.00	0.00	<b>0.00</b>
3 = Federal	0.00	0.00	0.00	0.00	<b>0.00</b>
4 = Construction	0.00	0.00	0.00	0.00	<b>0.00</b>
6 = Donation	0.00	0.00	0.00	0.00	<b>0.00</b>
9 = Minor	0.00	0.00	0.00	0.00	<b>0.00</b>
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Buildings & Infrastructure					
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Adjustment Notes/Documentation**

\*\*\*\*\*The Current Year Balance Column must match your Fund Source Report submitted to the System Office.\*\*\*\*\*

Prepared by: \_\_\_\_\_



# PURCHASING FLEXIBILITY REPORT

Items covered under State Contract, but purchased from Non-Certified Sources

This report must be submitted on February 1 and August 1.

Reporting College: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ through \_\_\_\_\_

Descriptive Name of Item (1)	Purchase Order Number (2)	Term Contract Number (3)	Term Contract Cost Per Unit (4)	Non-Contract Cost Per Unit (5)	Saving Per Unit (Col 4 – Col 5) (6)	Number of Units Purchased (7)	Total Savings (Col 6 x Col 7) (8)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



