
STATE OF NEW YORK



Asset Management Property Assets Removal Procedures

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I. DESCRIPTION

Property assets are created by the NYS Office of General Services Bureau of Capital Assets (OGS-BCA) and/or OGS Real Estate Planning and Development (REPD) team. Property Assets are non-financial assets that do not utilize Book functionality.

This procedure explains the Asset Removal Processes that OGS-REPD, and SFS staff should perform to completely remove a property asset from the system without imposing a negative impact onto any other existing data.

II. USAGE

Once an asset has been added in error to the system, authorized approver from OGS Real Estate Planning and Development team will request SFS to remove the asset.

III. ASSUMPTIONS

Asset removal processes are a dual effort between OGS and SFS. OGS will complete the required Asset Removal template and will have a help desk incident created. SFS will request the appropriate SQLs for this process be run.

IV. PROCEDURE STEPS

1. OGS REPD – Identify Asset to be Removed

- A. Property Assets are created by NYS Office of General Services Bureau of Capital Assets (OGS-BCA) and/or OGS Real Estate Planning and Development (REPD) team. Should an asset be erroneously entered into the system, OGS-REPD would need to identify the asset.

2. OGS REPD – Notify SFS Helpdesk of Asset to be removed

- A. Authorized approver from OGS-REPD sends an e-mail to the SFS Help Desk (HelpDesk@sfs.ny.gov) to have an incident created for the removal of the problem asset. The e-mail should include the [Property Asset Removal Template](#).

NOTE: If this request is received from any other agency/department, please contact SFS AM and/or REM team members.

3. SFS Help Desk – Log incident and forward to POST

- A. SFS Helpdesk logs the incident and forwards to the POST team for review.

4. SFS-POST – Perform Analysis

- A. POST team runs SQL statements to verify a property asset with the provided Asset ID and Business Unit exists. Only tables that return rows should be requested for deletion.
- If SQL #1 yields results, then continue with the rest of the analysis.
 - If SQL #1 yields no results, contact REM/AM team as the provided BU/Asset ID is not a property asset
 - Verify that values provided on template matches SQL results

```
-- SQL 1 and 2: PS_ASSET, PS_ASSET_PROPERTY
SELECT A.Business_Unit, A.Asset_ID, A.Asset_Subtype, A.Descr, A.Acquisition_Dt, B.Property_ID,
A.Asset_Status, A.Parent_ID FROM PS_ASSET A , PS_ASSET_PROPERTY B
WHERE A.Business_Unit = B.Business_Unit
AND A.Asset_ID = B.Asset_id
AND A.ASSET_TYPE = '050'
AND A.BUSINESS_UNIT = 'OGS11'
AND A.ASSET_ID = '000000011730';
```

--Verify that data is present in the SQL results of the following tables and request that the DBAs delete data only from the tables that show results

```
--SQL 3: PS_ASSET_ACQ_DET
SELECT * FROM PS_ASSET_ACQ_DET WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
```

```
--SQL 4: PS_ASSET_ATTRIBUTE
```

```

SELECT * FROM PS_ASSET_ATTRIBUTE WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 5: PS_ASSET_COMMENTS
SELECT * FROM PS_ASSET_COMMENTS WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 6: PS_ASSET_CUSTODIAN
SELECT * FROM PS_ASSET_CUSTODIAN WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 7: PS_ASSET_LOCATION
SELECT * FROM PS_ASSET_LOCATION WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 8: PS_ASSET_MAINT
SELECT * FROM PS_ASSET_MAINT WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 9: PS_ASSET_WARRANTY
SELECT * FROM PS_ASSET_WARRANTY WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 10: PS_AM_ASSET_SD
SELECT * FROM PS_AM_ASSET_SD WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 11: PS_ASSET_IMAGE
SELECT * FROM PS_ASSET_IMAGE WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';

```

5. SFS-POST – Request Delete SQLs

- A. POST team sends delete SQLs for tables that contain data (see above step) to DBA team (sfs.dl.dba@sfs.ny.gov) and management for approval.

```

--SQL 1: PS_ASSET
delete from PS_ASSET WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID = '000000011730';
--SQL 2: PS_ASSET_PROPERTY
delete from PS_ASSET_PROPERTY WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730'; -- should never return zero rows
--SQL 3: PS_ASSET_ACQ_DET
delete from PS_ASSET_ACQ_DET WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 4: PS_ASSET_ATTRIBUTE
delete from PS_ASSET_ATTRIBUTE WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 5: PS_ASSET_COMMENTS
delete from PS_ASSET_COMMENTS WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 6: PS_ASSET_CUSTODIAN
delete from PS_ASSET_CUSTODIAN WHERE BUSINESS_UNIT = 'OGS11' AND ASSET_ID =
'000000011730';
--SQL 7: PS_ASSET_LOCATION

```

