Equipment Inventory Beginner's Guide

1. **Adding Items** - EISSCN/ITMSCN
    A. From Pending File
        1. F12 - Add Item
        2. If you know the PO and item #s you can enter them
        3. S6 - Get Pending
            a. enter PO#, F11
            b. arrow down to item to be added
            c. press Select
        4. Enter tag number (rest of information should populate)
        5. Grant ID and Grant year
        6. F8 - finish acquisition
        7. Complete screens 1 - 3
            Press add to show fields that <u>must</u> be entered (Not necessarily GAAP fields)
        8. If adding more than one acquisition to a tag
            a. steps 1 - 5 above
            b. press Add Acq
            c. repeat step 3
            d. F8 - finish acquisition
    B. Add directly
        1. F12 - Add item
        2. Add information manually
        3. PF1 to add acquisition
        4. F8 to finish acquisition
        5. Complete screens 1 - 3

2. **Splitting an Item** - EISSCN/SPLIT
    A. Enter tag number to split
    B. Enter beginning tag number (can be the same)
    C. Enter number of new tags
    D. You can then modify
        1. number in lot
        2. serial number
        3. model number
        4. organization code

     5.   location code

E.   cost will be split per number of items on new tag number

F.   Press process (PF1)

3.   **Acquisition Transactions** - EISSCN/ACQTRN

     A. Update the original cost

          1.   Manually or from Pending file

          2.   Enter item number and F11 to find

          3.   F12 to add acquisition transaction

              a.   Type is A = acquisition, add to original cost

              b.   Update original cost = Y

     B. Add historical information

          1.   Enter item number and F11 to find, if not there

          2.   F12 to add acquisition transaction

              a.   Type is A = acquisition, add to original cost

              b.   Update original cost = N

     C. Enter lease payments

          1.   Enter item number and F11 to find, if not there

          2.   F12 to add acquisition transaction

              a.   Type is P = payment

     D. Correcting an error from prior fiscal year

          1.   Enter item number and F11 to find, if not there

          2.   F12 to add acquisition transaction

              a.   Type is A = acquisition, add to original cost

               b.   Update original cost = Y

               c.   Error Adjustment = Y

              d.   GAAP change schedule EIS103 will reflect updated cost

4.   **EIS Reports**

     A. Non-GAAP

          1.   EIS001 - Code Listing

              a. State codes, local codes, and configuration file

          2.   EIS202 - Leased Asset Listing

               a. Selects items with acquisition method of "Leased" or with a "Leased Vendor Number"

          3.   EIS203 - Asset Listing by Grant/Source Report

               a. Lists acquisition transactions by source account code and/or grant identifier ID

              b. Can produce report listing all items purchased under a

particular grant or set of grants

  c. Should balance with BUDLED for fiscal year specified

    i. 6XX objects run for acquisition date in current year

 4. EIS302 - Location Worksheet

  a. Worksheet containing one line per inventory item

 5. EIS303 - Inventory Master Listing

  a. All items from Item, Transaction, Acquisition and Disposition files

  b. All items or subset of items, huge report

 6. EIS304 - Brief Asset Listing

  a. One line per item, all assets or subset of assets

  b. Can generate "additions report" by using acquisition date

  c. Should balance with BUDLED for fiscal year specified

    i. 6XX objects run for acquisition date in current year

 7. EIS305 - Book Value Report

  a. Includes only items for which depreciation is being tracked (proprietary fund for GAAP)

  b. Includes: original cost, salvage value, book value, % of depreciation, last year of useful life

  c. Depreciation totals should balance with totals on the EIS104

 8. EIS401 - Insurance Values Report

  a. Items must have an item category with insurance classification

  b. Items coded as building are reduced by % of foundation

  c. Could be produced annually for insurance company

 9. EIS801 - EIS Audit Report

  a. Part of fiscal year-end closing process

 10. DSPLST - List of Dispositions by Date

B. GAAP Reports

 1. EIS101 - Schedule of Fixed Assets by Source

  a. Prints a summary of original cost by source code

  b. Separated by "current fund" on ITMSCN Screen 1

  c. Only capitalized items with status of A, N, EH, EN

  d. Purchased items listed by fund they were charged

  e. "Acquisitions Prior to Start-up" represents items with no acquisition record

  f. Totals by Fund Type should match EIS102 and EIS103

 2. EIS101D

  a. Detail of the EIS101 report from the EIS main menu

3. EIS102 - Schedule of Fixed Assets by Function and Class
   a. Summaries of original cost and/or book value by function/activity and/or class
   b. Separated by "current fund" on ITMSCN Screen 1
   c. Only capitalized items with status of A, N, EH, EN
   d. Items with blank function/activity and/or class codes will be listed as "unclassified"
   e. Totals by Fund Type should match EIS101 and EIS103
4. EIS103 - Schedule of Changes in Fixed Assets
   a. Uses all acquisition, disposition, and transfer transactions for the current fiscal year
   b. Need to calculate the ending balances for the fiscal year
   c. Prints changes by fund, function/activity, or class
   d. Separated by "current fund" on ITMSCN Screen 1
   e. Only capitalized items with status of A, N, EH, EN
   f. Items that were not capitalized at the beginning of the year, but are now, will be listed as adjustments
   g. Items that were capitalized at the beginning of the year, but are not now, will be listed as negative adjustments
   h. Items with blank function/activity and/or class codes will be listed as "unclassified"
   i. Totals by Fund Type should match EIS101 and EIS102
5. EIS104 - Schedule of Changes in Depreciation
   a. Two reports for all capitalized, active items
   b. Summary by fund for acquisitions, dispositions, transfers, and net adjustments
   c. Detail by tag # for acquisitions, dispositions, transfers, changes in capitalization status
   d. Depreciation totals should balance with totals on the EIS305 for capitalized assets including disposed of items