Fixed Asset Inventory Verification System
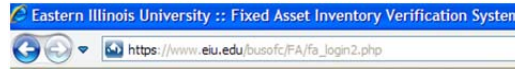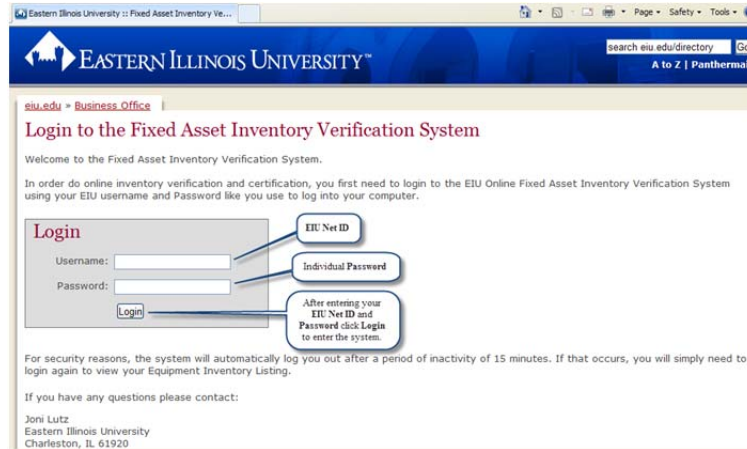
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* Web pages displayed by the system may vary slightly depending on the browser you are using.

Annual Fixed Asset Inventory Verification System ─ Link / Login / Logout

- In a browser (Internet Explorer) type in: https://www.eiu.edu/busofc/FA/fa_login2.php

- Use your **EIU Net ID** and **Password** to Login to the system.

- After successfully logging in you will arrive at the Annual Fixed Asset Inventory Verification System home page.

Annual Fixed Asset Inventory Verification System ─ Home Page

- When you are finished working in the system please use the **Logout** link found throughout the system and the following screen will be displayed showing you have properly exited the system.

● Annual Fixed Asset Inventory Verification System Home Page ─ Breakdown by Levels

* This screen may appear differently (i.e. fewer levels) depending on the users access role.

● Annual Fixed Asset Inventory Verification System Home Page ─ Breakdown by Columns

- Each column number on this page shows the total number of Fixed Assets pertaining to that columns' heading. (i.e. **Total Assets** are the total number of assets per each user's role. **Inventory Done** shows the total number of assets that are accounted for in the system per each user's role. **Inventory Not Done** shows the total number of assets left to be accounted for per each user's role. **Tags Not Found** shows the number of lost, stolen, or missing assets per each users role)

- '**Add Proxy**' will be displayed in the '**Proxy**' column before 'Total Assets' equal 'Inventory Done'. The 'Add Proxy' link will open a form to allow a Proxy to be assigned. If an assigned proxy name is already present clicking the '**Proxy's Name**' will open the form allowing changes to be made to the proxy assignment.

- When the '**Total Assets**' column equals the '**Inventory Done**' column the '**Certify Assets**' link is displayed for the Custodian to electronically certify their inventory.

● **Annual Fixed Asset Inventory Verification System Home Page ─ Main Menu Links**

(**Red Tags** are inventory items valued **greater than $500.00**, or items **between $100.00 and $500.00** that are **high theft items**)

● **Annual Fixed Asset Inventory Verification System ─ Sort by Page**

Sort by Page Options

- When '**Submit**' is clicked all pages throughout the system are sorted by the option of choice. (**Tag #** or **Location**)

Annual Fixed Asset Inventory Verification System ─ Main Missing Tags List Page

Missing/Stolen/Lost Inventory Item Report

- To Include a Fixed Asset into **Missing/Stolen/Lost Inventory Item Report**, the User has to assign a **Last Seen Date** to a Missing Tag number.

- The User can assign **Last Seen Date** either from '**Missing Fixed Asset List'** (Missing Tags List Link from Home page) or '**Fixed Asset List – Not Found**' (Tags NotFound link from Home Page)

- On the 'Missing Fixed Asset List' page, the **Missing/Stolen/Lost Inventory Report** link will only be seen when the **Last Seen Date** has been assigned to at least one Fixed Asset tag, and a Police report has not already filed for that Fixed Asset tag number.

Annual Fixed Asset Inventory Verification System – Inventory Not Done Page

Alert: this will appear when a Fixed Asset does not have a Building or Room # assigned to it. If these fields are left blank the Asset will remain on the Fixed Asset List - Inventory Not Done listing'.

Inventory Not Done Report

- This page gives the user the option of marking the Asset as '**OK**' – (accounted for) or '**NF**' – (Not Found). When the Asset is marked OK or NF and then the changes are '**Saved**'; OK Assets are moved to the 'Inventory Done' page and the NF Assets are moved to the 'Tags NotFound' page and they can then be found under those columns on the 'Home' page. After clicking '**Save**' the user can then stop and return to completing the list at a later time.

- For users whose pages have many assets displayed **check marking 'NF'** for only assets that are Not Found and then **check marking the 'Mark All Found' box** displayed at the bottom of the page, then clicking the '**Complete**' button will mark all unchecked assets as 'OK' and move them to the '**Inventory Done'** page, and move all NF checked assets to the '**Tags NotFound**' page; this eliminates the need of check-marking each asset as 'OK' on the list.

- The Description, Equipment Manager, Building, Room Number, Model Number, Serial Number, and Notes can be **added** (if not present) or **reassigned** or **modified** from this page.

- Changes made on this page must be committed by clicking the '**Save**' button.

- If **all** Assets are found to be in the OK status the user can check the '**Mark All Found**' checkbox and then click the '**Complete**' button to update all Assets listed on this page.

- All changes made on this page will **update** the database in the **Fixed Asset** system and then the Business Office will use this information to update the B**anner** system.

- If a Fixed Asset does not have a **Building** or **Room Number** location assigned to it an **Alert will be presented** at the top of the Fixed Asset List. A Building and or a Room Number must be assigned to the Fixed Asset or it will remain on the Fixed Asset List – Inventory Not Done listing.

System Timeout Alert

- A **Session Timeout** alert popup will be displayed if there is no activity on the '**Inventory Not Done**' listing for 20 minutes. Once this popup occurs the user will be given 2 options to proceed:

  - The user can click "**Save Form Now**" - Changes made to the page will be saved and the session will be reset for another 20 minutes.
  - The user can click "**Continue Working on Form**" - Changes made to the page will remain but the changes will NOT be saved at this time and the session will be reset for another 20 minutes.

** If neither one of these 2 options are taken the Session Timeout popup will remain on the screen for 1 minute, the page will then be automatically saved, and the system will then display the Annual Fixed Asset Inventory Verification System home page.

Inventory Not Done Report – Find Function

- Pressing the '**Ctrl + F**' keys on the keyboard will show the **Find** function toolbar. The user can enter the Tag # to search for in the Find input box and press Enter. The tag # will be searched for within the displayed list and if the tag # is found it will be highlighted and displayed for the user. (Some browsers may not support this function).

(Internet Explorer version 9.0.8112.1624)
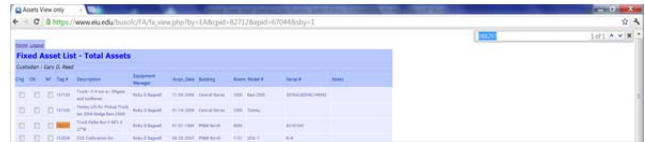
(Google Chrome version 33.0.1750.154m)

(FireFox version 28.0)
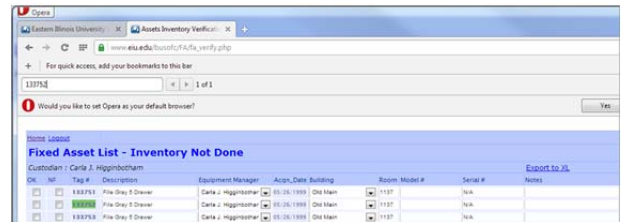
(Opera version 20.0.1387.82)

Annual Fixed Asset Inventory Verification System – Found Red Tags Add Page

(**Red Tags** are inventory items valued **greater than $500.00**, or items **between $100.00 and $500.00** that are **high theft items**)

Found Red Tags Add Page

- A found Fixed Asset tag can be typed into the input box and the User can click '**Verify PTag**' to see if the item has been accounted for in another location or by another Custodian. If the tag is already in the system a screen similar to the one below will be displayed.

- If the Fixed Asset is not already in the system the user can fill in all information for the asset and click '**Add Ptag**'. The information is then submitted to the **Found Red Tags View Page**.

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● Annual Fixed Asset Inventory Verification System ─ Found Red Tags View Page

Home   Logout

Found Fixed Asset List

Tag #	Description	Custodian	Equipment Manager	Building	Room	Model #	Serial #	Notes
977777	rtetertet	Aaron B Allison	Aaron B Allison	Alexander Barn	1212			
977778	FAFAFAADFGFAFD	Aaron B Allison	Billy M Waddell	Brainard House	2121			
912188	dfdffhfh	Adam J Due	Adam J Due	Alexander Barn	1111			
9989898	dfgfdfdfg	Adam J Due	Allan Bathe	Alexander Barn	1111			
922222	rtretreterer	Adam J Due	Chad P Elli	FP&M North	2121			

> **Found Fixed Asset List** - is a view only listing of all Found Red Tags that have been added in to the system.

● Annual Fixed Asset Inventory Verification System ─ Add Last Seen Date Page

Fixed Assets Missing Tag Change – Add Last Seen Date and Notes

Custodian :	Rondal K Mathenia
PTag :	131257
Description :	Camera Image Jvc
Equipment Manager :	John F Krajefska
Location :	Property Warehouse – 1000
Model # :	Aa–P700u
Serial # :	063K1477
Last Seen Date :	[ ] MM/DD/YYYY
Note :	[ ]
Home | Logout	[Update]

> **Last Seen Date** - allows editing of the date of the last accounting of the Fixed Asset. Please be sure to use the format MM/DD/YYYY to enter the date.

> **Notes** - allows editing of notes pertaining to the Fixed Asset.

> **Update** - sumbits all changes input with this form to the system and then returns to the Main Missing Fixed Asset List. After returning to the list a link on that page will be available for submitting a Police report.

Last Seen Date and Notes Form

- Changes made with this form are sent to the '**Missing Fixed Asset List**' which is accessible from the Home page.

- Existing **Last Seen Date's** and **Notes** can be edited from this form.

- Changes made on this page must be committed by clicking the '**Update**' button.

Annual Fixed Asset Inventory Verification System ─ Tag Change Post Inventory Page

Tag Change Post Inventory Page

- This page is accessed from the '**Inventory Done**' column link.
- Changes made on this page are made **after an Asset is added** into the system but **before being certified** by the Custodian.
- Information can be **changed on this form** to all input boxes, checkboxes, and dropdown lists.

Annual Fixed Asset Inventory Verification System ─ Inventory Certification Page

(Home Page)

(Inventory Certification Page)

How to Certify Inventory

- On the system Home Page, when the '**Total Assets column**' equals the '**Inventory Done column'** the '**Certify Assets**' link is displayed for the Custodian to electronically certify their inventory. After clicking the '**Certify Assets**' link the '**Inventory Certification page**' will be displayed (as shown above).

- The Custodian is given a **summary of their Fixed Assets** available for certification and their **status** in the system. Displayed are the number of **Assets located**, the number of **Assets not located**, the number of **Assets reported as missing**, and the number of **Assets found but not on the Custodians' inventory list**. Also automatically displayed is the **name of the Custodian** who is certifying the inventory.

- Check the '**Certification' Check box** and click the '**Submit**' button at lower left side of the report. The following actions will take place when the Custodian clicks the '**Submit**' button.
  - o All **Assets will be finalized** in Fixed Asset database for the respective Custodian and they will be **presented with a message** similar to the one below.
  - o After the message is displayed the Custodian can **return** to the system Home page but **no further changes** to their inventory can be made. The Custodian can return to the system Home page and **still be able to file a Police report** within the system.

Rondal K Mathenia,

Thank you, You successfully certified your Fiscal Year 2012 Fixed Asset Inventory Certification.

Home

Annual Fixed Asset Inventory Verification System – Missing/Stolen/Lost Inventory Page

Missing/Stolen/Lost Inventory Item Report

- To Include a Fixed Asset into **Missing/Stolen/Lost Inventory Item Report**, the User has to assign a <u>**Last Seen Date**</u> to a Missing Tag number.

- The User can assign <u>**Last Seen Date**</u> either from '**Missing Fixed Asset List**' (Missing Tags List Link from Home page) or '**Fixed Asset List – Not Found**' (Tags NotFound link from Home Page)

- On the 'Missing Fixed Asset List' page, the **Missing/Stolen/Lost Inventory Report** link will only be seen when the <u>**Last Seen Date**</u> has been assigned to at least one Fixed Asset tag, and a Police report has not already filed for that Fixed Asset tag number.

How to file Missing/Stolen/Lost Inventory Item Report Electronically

- Assign **Last seen Dates**' to **all** the Fixed Asset Tags which need to be filed on the Police report.

- Click the **Missing/Stolen/Lost Inventory Report** link on op left hand corner of **Missing Fixed Asset List Page**.

- The link will open a **Missing/Stolen/Lost Inventory Item Report** page and provide a **list of all Tags** that could be included with police report.

- Check the '**Check box**' and click the '**Submit**' button at lower left side of the report. The following actions will take place when user clicks the '**Submit**' button.
    - **Report** will be **E-mailed** to Police as a PDF attachment with **CC to User** and **Fixed Asset Accountant** in Business office.

    - **All Tags** in the report are **flagged** to indicate Police report has been filed.

    - The User will then be presented **a message page** which should say the following: "Your Missing/Stolen/Lost Inventory Item Report submitted electronically to EIU Police Department. Copy of the report is E-Mailed to you for your records", Please check your email."
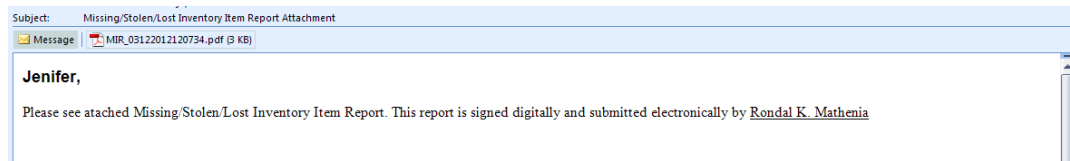

Rondal K. Mathenia,

Your Missing/Stolen/Lost Inventory Item Report submitted electronically to EIU Police Department.
Copy of the report is E-Mailed to you for your records, Please check your email.

Home

The user only sees the above message if all the actions are successful. The User can click the Home link to return to the system Home page.

Attachment sent to Fixed Asset Accountant

Subject:	Missing/Stolen/Lost Inventory Item Report Attachment
Message	MIR_03122012120734.pdf (3 KB)

Jenifer,

Please see atached Missing/Stolen/Lost Inventory Item Report. This report is signed digitally and submitted electronically by Rondal K. Mathenia

● Annual Fixed Asset Inventory ─ Excel Inventory Completion Spreadsheet

- You have the option to print out your **completed** inventory in Excel format – if you need a copy of your inventory with all the changes you have made and your notes upon completion or certification you can export your inventory to an Excel spreadsheet. To do this you can click on either the 'Total Assets' or the 'Inventory done' links on Fixed Asset Verification System Home page.

- You will then be able to click 'Export to XL' and you will be asked to open an Excel spreadsheet (click 'Open') then a spreadsheet will show your post-inventory Fixed Asset information.