2014

Equipment Inventory

A guide for completing departmental Physical Inventories and Annual Verifications

Equipment Management
University of California at Riverside
1/24/2014

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If any errors have been identified in this Guide please contact Steve Staples at steven.staples@ucr.edu

Gaining Access to the EMS

Please skip this section if you already have access to the EMS.

To gain access to the Equipment Management System you must first submit three forms, two will be sent to the Computing and Communications Department and one will be sent to Equipment Management. Additionally the process requires that your computer have a program added onto it so it can interact with the IBM Mainframe that the Equipment Management System is hosted on. Please complete the follow steps in order to gain access to the Equipment Management System as an Equipment Custodian for your department.

1. Complete IBM Logon ID Request Form

This form will need to be submitted to the Computing and Communications Department. It is used to request an IBM User ID. This User ID allows the user to have access to the UCRIBM mainframe system.

This form can be found printed from http://cnc.ucr.edu/common/ibm_logon_id.pdf

2. Request for Access to Systems – IBM Equipment Management

This form will also need to be submitted to the Computing and Communications Department. It is used to request access for an employee to one or more of the systems on the UCRIBM mainframe; such as Storehouse, Equipment Management, PPS-UCOP, SIS+, or other UCRIBM system. You will need to request access to the Equipment Management System in order to become an Equipment Custodian.

This form can be printed from http://cnc.ucr.edu/common/accessibm.pdf

3. Add 3270 Link to your Computer

Have your Department's IT support staff add the 3270 link to your computer. This is required in order to allow your computer to be able to communicate with the UCRIBM mainframe system.

4. Complete Equipment Management Authorization From

This form will need to be submitted to Equipment Management after the previous steps have been completed. The purpose of this form is to request access to the departments that you will become an Equipment Custodian for. Please complete the form and send it to Steve Staples in Equipment Management or scan the completed form and email it to steven.staples@ucr.edu.

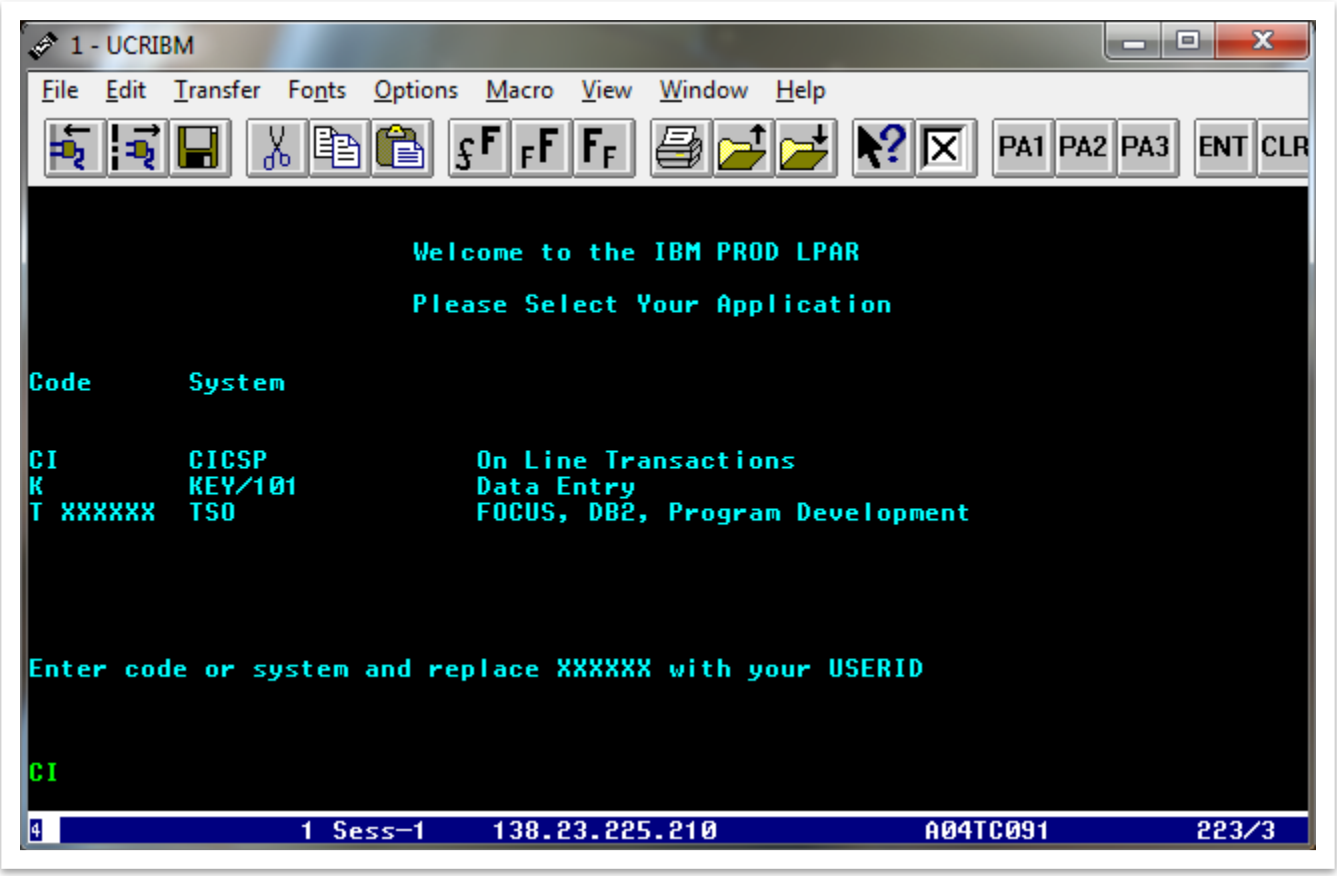
This form can be printed from http://purchasing.ucr.edu/equipment/emsaccessupdaterequest.pdf

If you have any questions regarding this Equipment Custodian set up process please feel free to contact Steve Staples at extension 2-4209 or via email at steven.staples@ucr.edu

Logging into the EMS

Before being able to access the EMS you must have an IBM User ID as this system runs on the IBM Mainframe and you must have your departments IT support install a 3270 link to your computer. **Please follow the steps indicated in the preceding section to establish yourself as a user of the IBM Mainframe and of the Equipment Management System Application if you are not already established as such.** To get to the main screen of the EMS please follow the following steps:

1. **Type in "CI"** from the IBM main screen and press the **Enter**



The EMS is an older system that the University has been using for some time. Keyboard shortcuts generally do not function as intended. It is advised that keyboard shortcuts outside of copy and paste functions are not used in the EMS as sometimes they result in undesired actions such as crashing the application.

*If you have difficulties with getting the cursor icon in the correct position to enter data you can use the **TAB** key to tab between the fields on the screen. Using **Shift + Tab** at the same time will tab you to the previous data field.*

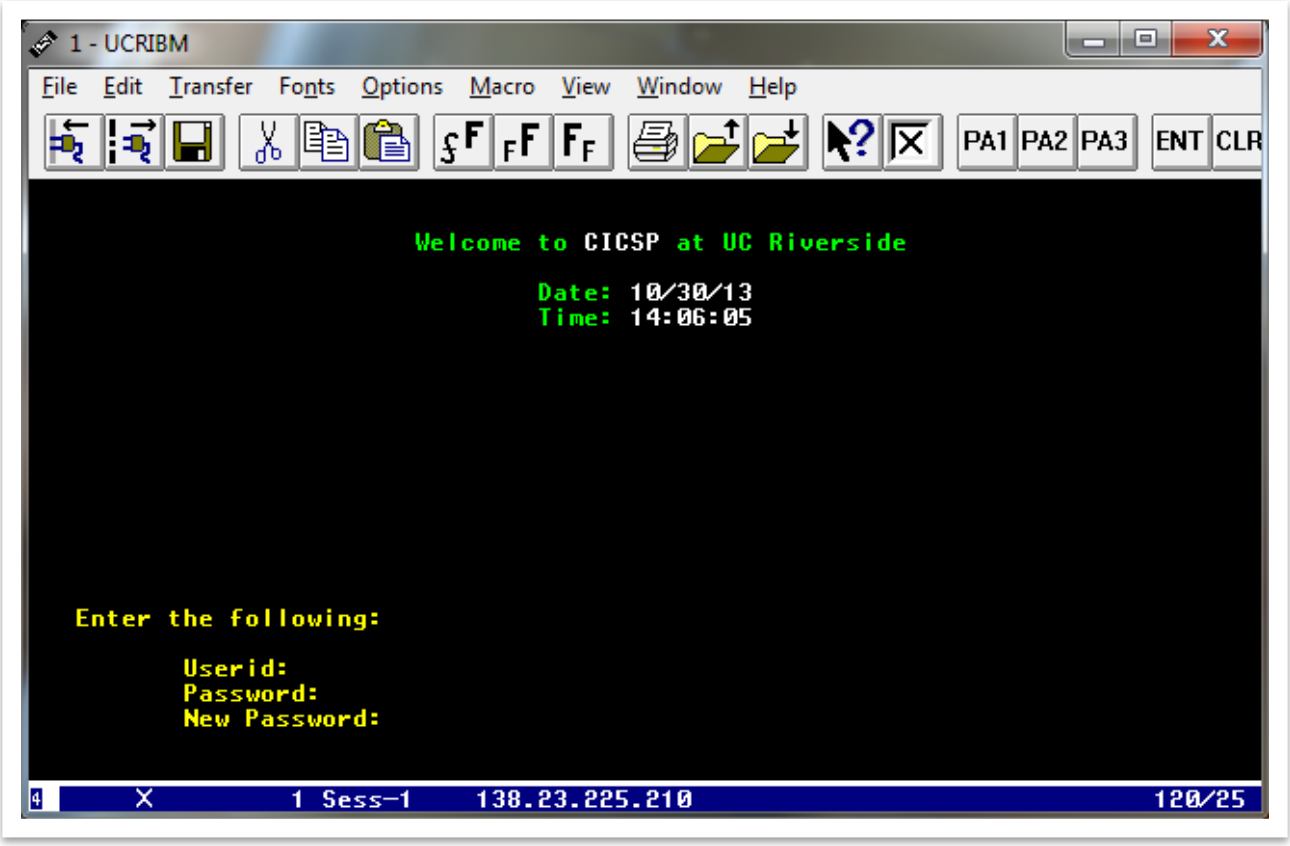
*Additionally if you are access the EMS with a Macintosh based operating system, depending on how it is currently set up you may need to hold the "**Fn**" key while using the **F1** thru **F12** command keys that are built into the system.*

2. Type in your **UserID** and **Password** on the denoted fields and hit **Enter**

   a. If this is your first time logging into the system you will be prompted to enter in the temporary password "ABCDE" and instructed to create a new password. The rules for password creation are on the bottom of this page.

   b. If a year has passed since the last time you have used the equipment management system you may be denied access, to reset your access and password please contact Greg Sanders at 2-5914 or greg.sanders@ucr.edu

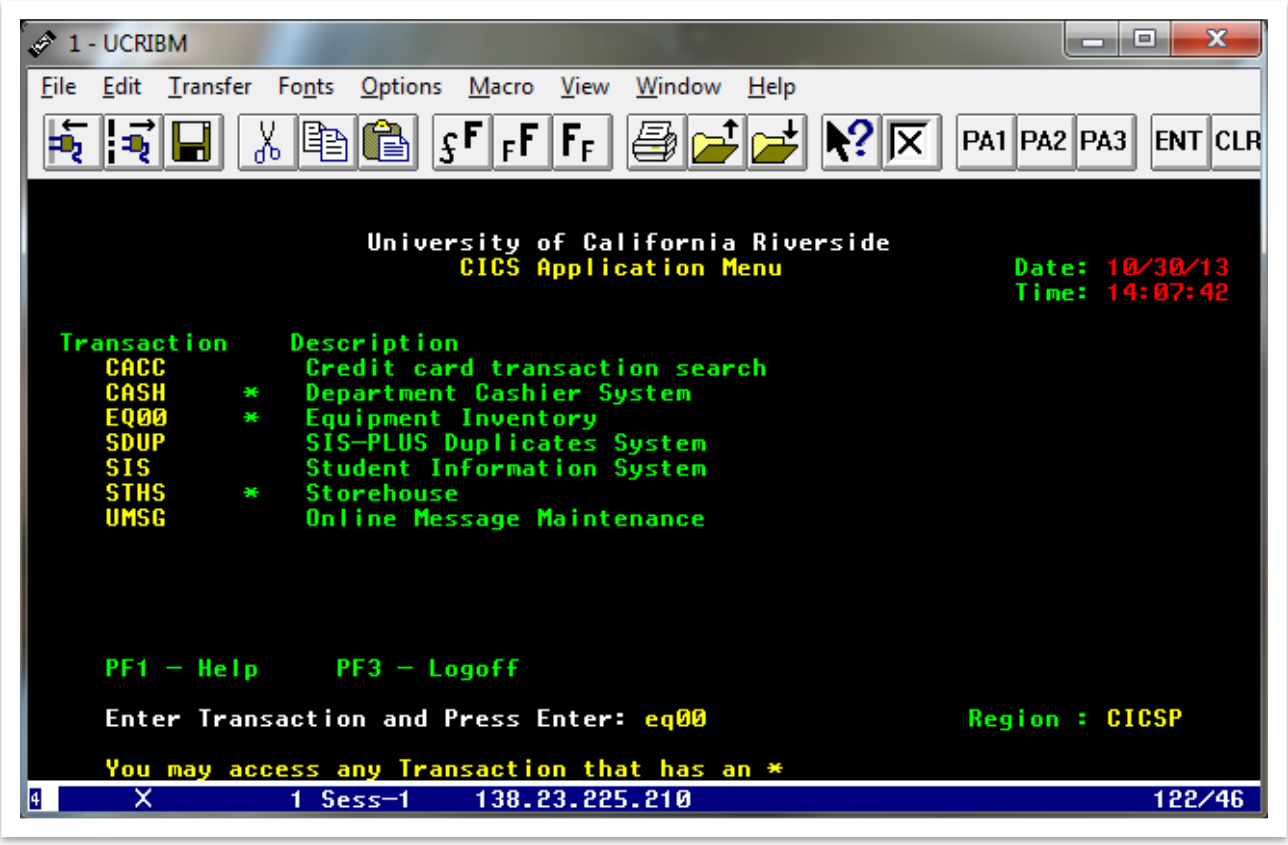
   c. Passwords are required to be changed every 180 days, if 180 days have passed since your password was updated you will be prompted to create a new password at this time.



Rules for Creating Passwords

- *Password length must be between 5 to 8 characters.*
- *The password **CAN** be alpha/numeric with the exception that the first character **CANNOT** be numeric.*
- *The password is not case sensitive.*
- *It cannot be a password that you have used within the last 12 password changes.*
- *When you put in the default password of "**ABCDE**" and hit enter, it will say password has expired. At that point you will enter your new password in the new password field.*
- *If you put in a password the system says is invalid, you have to exit out of that screen and start over by entering CI and try again with a different new password.*

3. After entering your credentials the CICS Application Menu will display the systems that you are currently authorized to use. Type **"EQ00"** and hit **Enter** to launch the Equipment Management System Application, listed on the Application Menu as "Equipment Inventory"
    a. The applications that you have the authority to use will have an asterisk before the Application description, if you do not access to the Equipment Management System application please contact Greg Sanders at 2-5914 or greg.sanders@ucr.edu

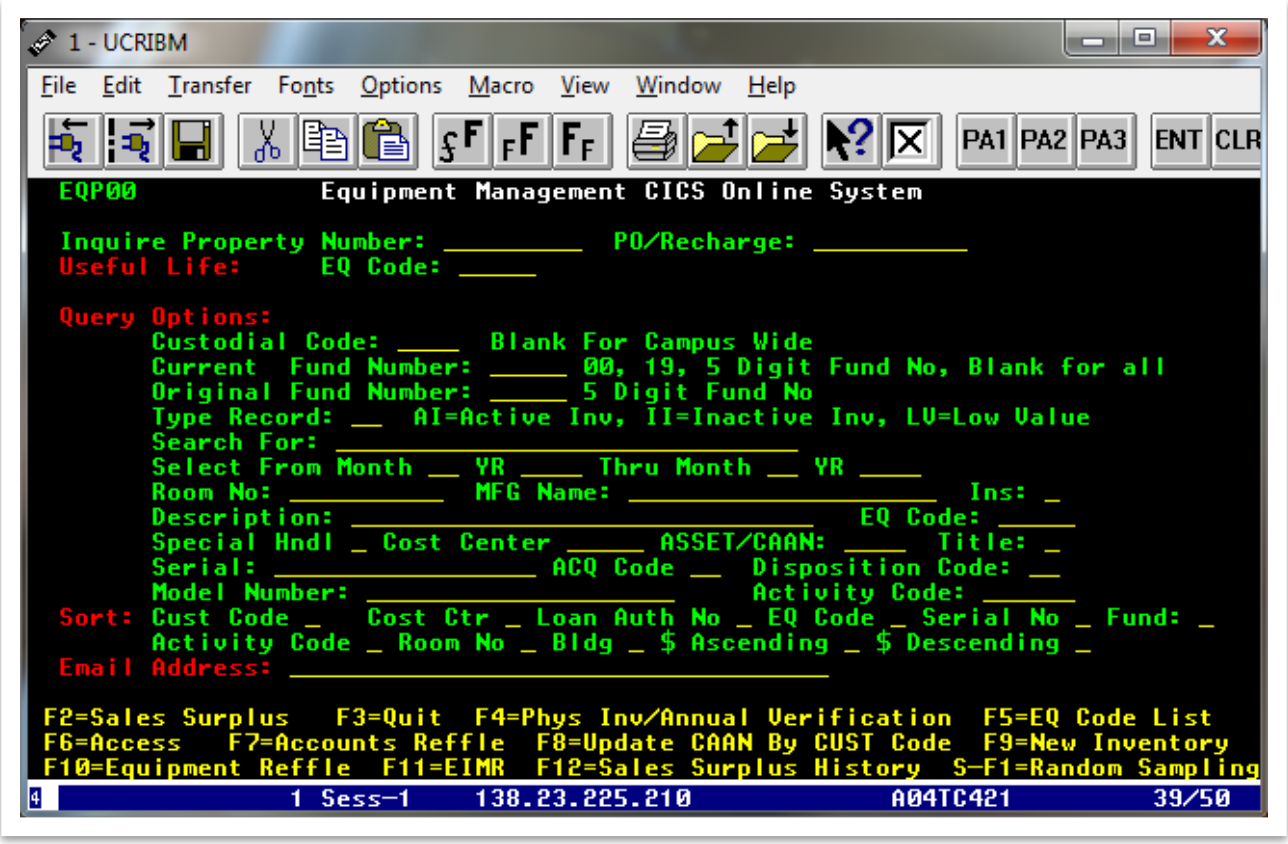


Viewing the Inventory List

Main Screen

The main screen functions as both the main hub to access the various portions of the Equipment Management System and the main search (query) request point in the system. The following keys access the various parts of the EMS that Equipment Custodians would potentially use or quit the system.

- F3: Quit
- F4: Physical Inventory and Annual Verification Screen
- F10: Enter the Reference Table Screen
- F11: Enter EIMR Screen
- Enter: Will start a query based on the information entered into the various fields



Viewing a Custodial Codes Equipment

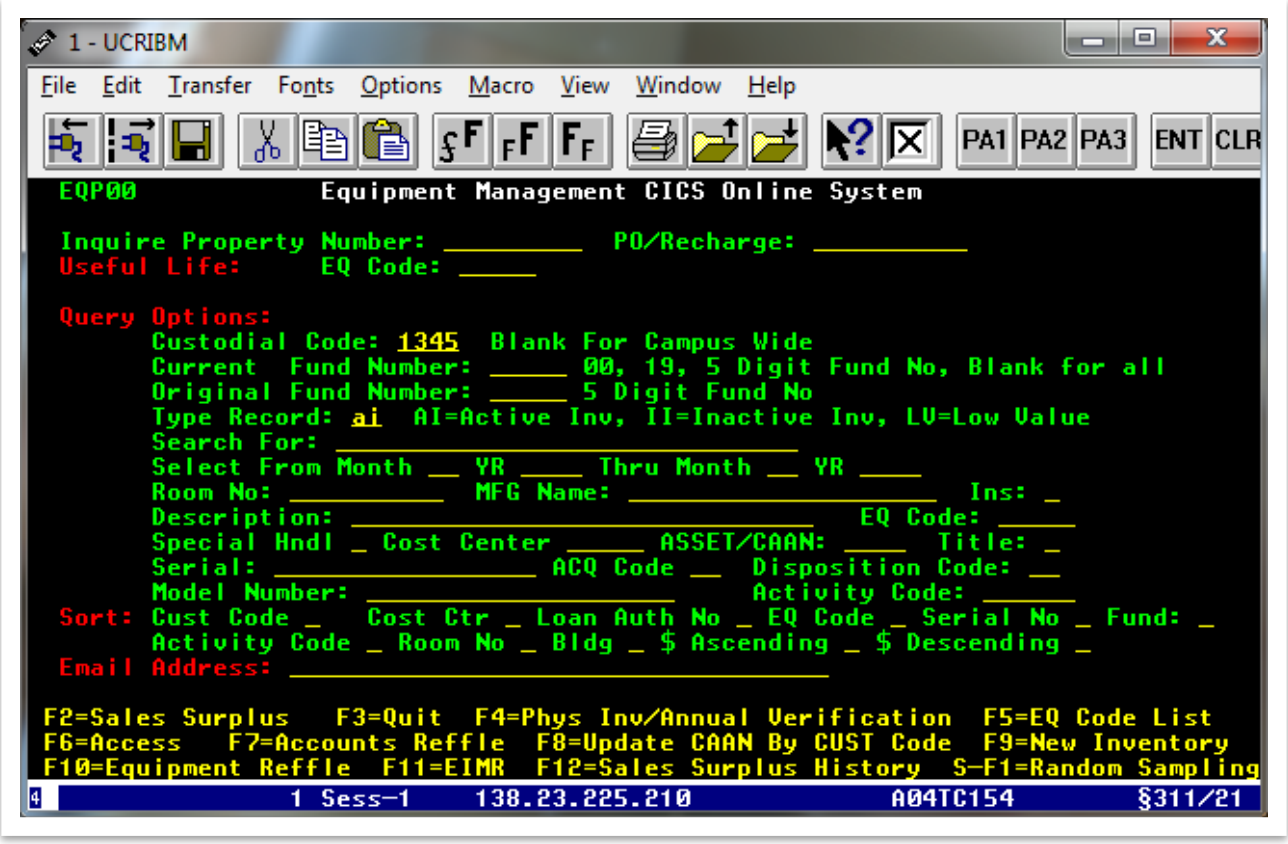
As an Equipment Custodian you will be assigned to one or more custodial code, each custodial code represents a unique collection of equipment that is designated to a specific department, location or purpose. To view the active inventory that is part of the Physical Inventories and Annual Verifications for a specific custodial code please follow these steps:

1. Type in the four digit custodial code into the **Custodial Code Field**, in the example below we are looking at custodial code 1345 for Entomology.

2. Navigate from the Custodial Code Field to the **Type Record** field by either clicking on the beginning portion of the field or by hitting the **Tab** key twice to move between the fields.
3. On the **Type Record Field** type in **AI**, this will ensure that only currently active equipment items are present in your inventory queries which are the only items required to be included in the inventory verification and physical inventories.
4. After completing the prior steps, hit **Enter** and the Equipment System will run your query giving you a listing of all the equipment in that custodial codes current active inventory.

Please note if following message appears after hitting enter "No records found for campus wide search utilizing QUERY options", it means that the custodial code queried currently has no active inventory, if the department confirms that there have been no inventorial equipment purchases since the last inventory cycle then the department can proceed to verify their inventory verification and physical inventory for that custodial code in the EMS.

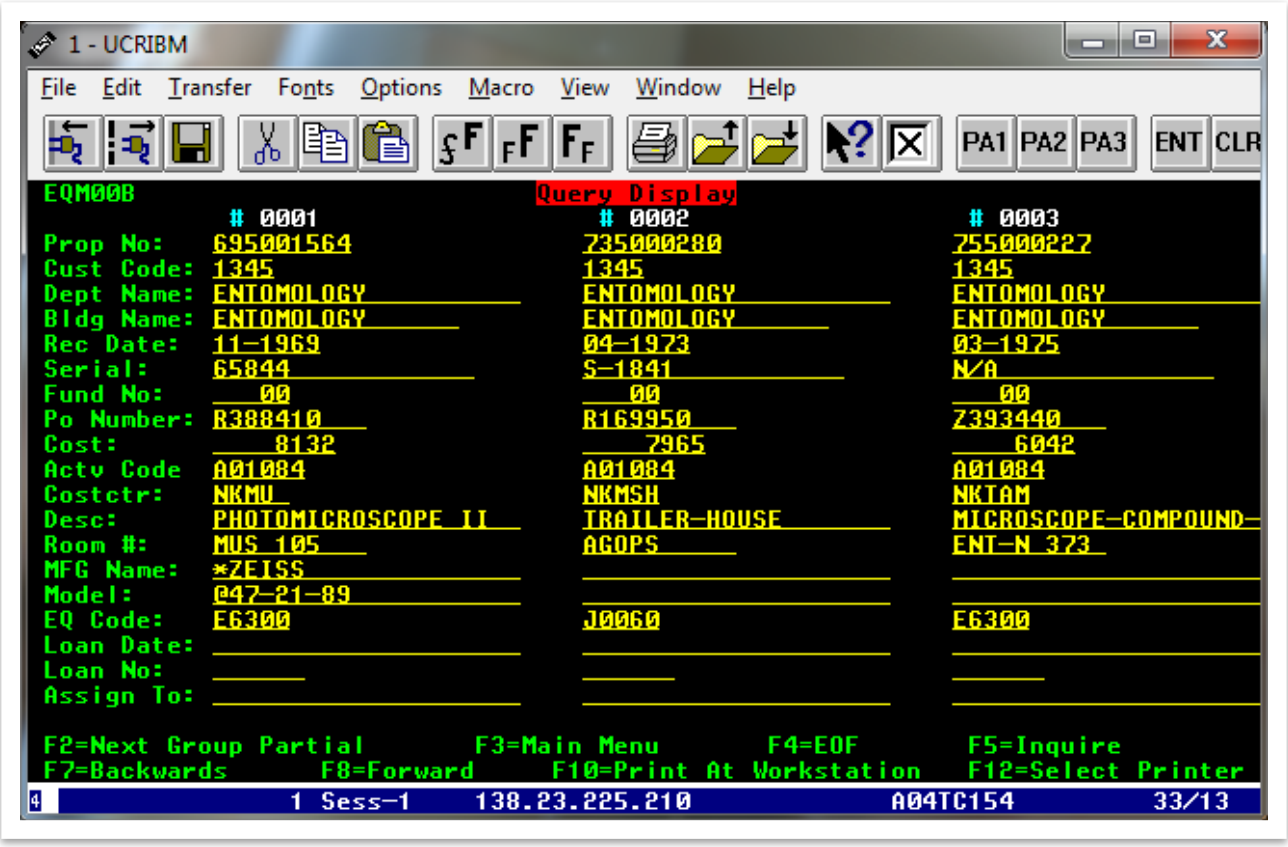
In the screen below we are doing an Active Inventory query for all of the equipment items in the Entomology Department whose custodial code is 1345.



The results of this query are shown on the following page. The query will create a full listing of the entire inventory current to the custodial code entered. The equipment will be displayed three records at a time, with each record displayed in its own summary column. To look at an individual record the cursor must be on the property number you wish to navigate to. To easily navigate between the Equipment records displayed the user can use the **"Tab"** key to move between property number fields. The **"F7"** and **"F8"** keys are used to move forward and backwards through the query of equipment.

The complete navigation commands are as follows:

- F3: Quit
- F4: End of File, Go to the Last Record in the Query
- F5: Look at an Individual Record
- F7: Previous 3 Records in Query
- F8: Next 3 Records in Query



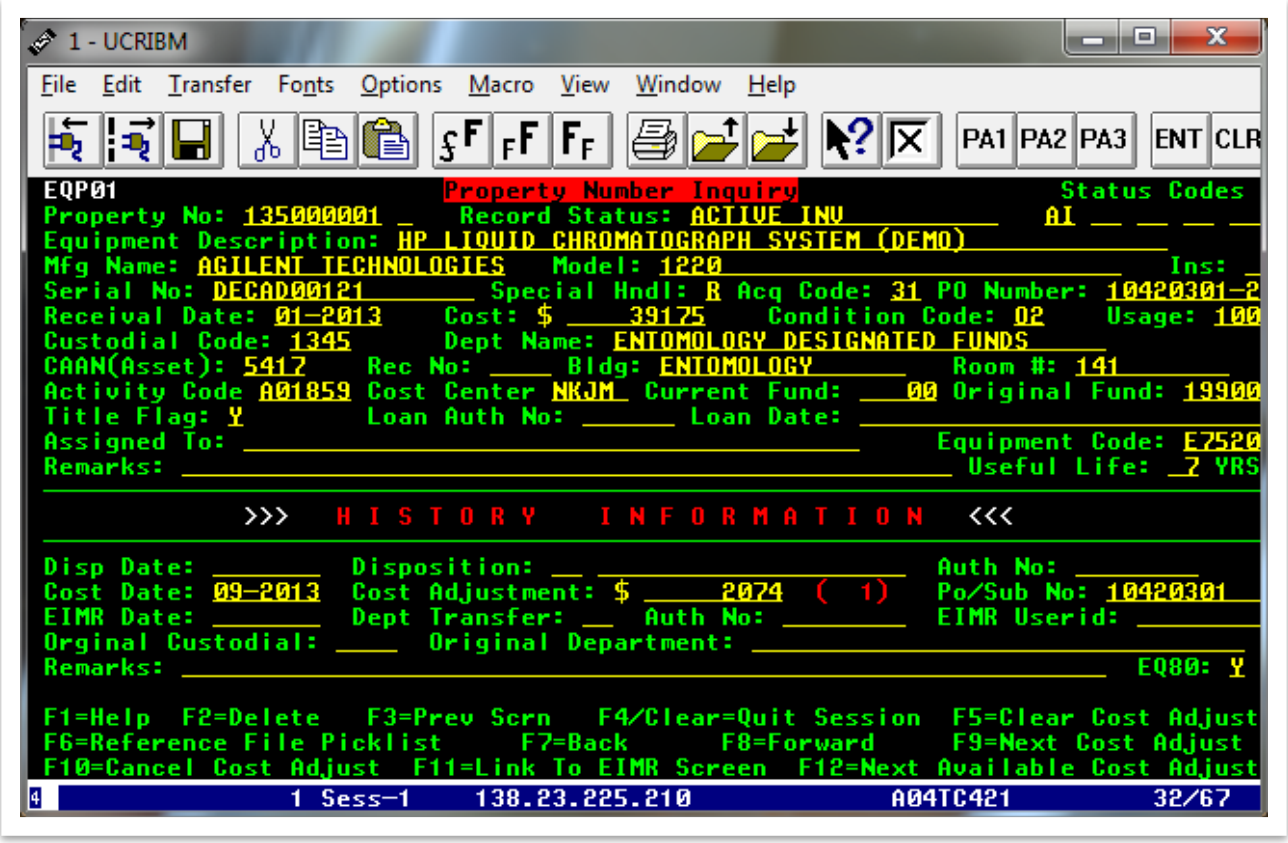
Once the cursor is on a property number for an item of equipment that you wish to look at the individual record of hit the **"F5"** key. If you look at an individual record you will not lose your current query. Hitting the **"F3"** key from the individual record will bring you back to the query results that you were navigating through.

Active Inventory Excel Listing

The Equipment Management System is not the most ideal tool for looking at a large quantity of records. Equipment custodians can request an Excel listing of equipment for their custodial codes from Equipment Management via email in order to assist with the inventory process. To request a listing of the Active Inventory for a department please contact Steve Staples via email at steven.staples@ucr.edu. If requesting an Active Inventory to complete the departments' inventory make the request early in the inventory cycle, Equipment Management becomes exceedingly busy as the Inventory completion date becomes closer and it is likely that they will not be able to meet your Excel request in a timely fashion.

Updating the Equipment Records

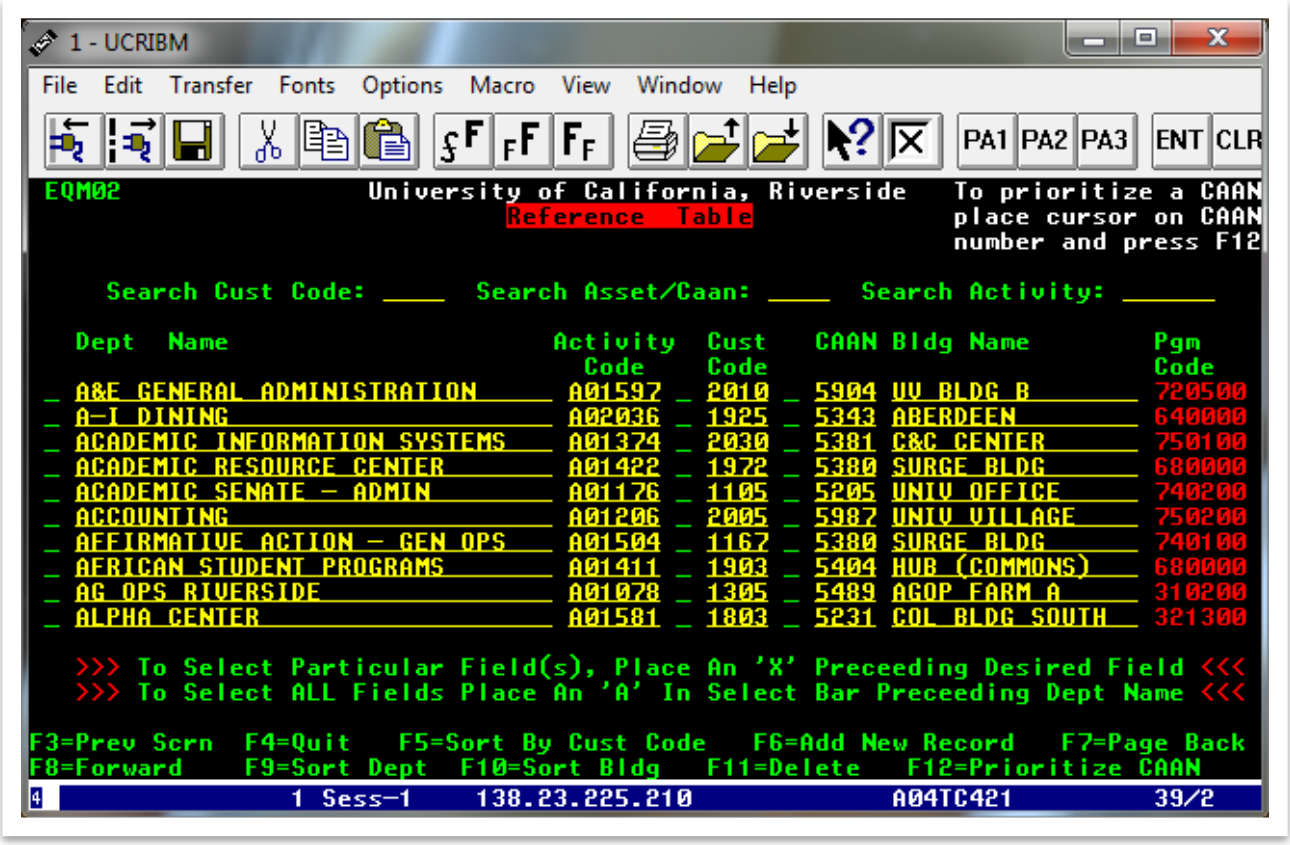
Once a specific record is selected the full information on file for the equipment item will be displayed. This is where the department can make the required updates to the equipment records that are not assigned by Equipment Management. Remember that after any record is updated the user must hit the **Enter** key otherwise the changes will not be saved.



Departments can update the following fields on the equipment records: Serial Number, Condition Code, Usage, CAAN (Asset) Number, Room Number, Assigned To, and Remarks. Modifications if needed to the other fields must be requested of by Equipment Management via email.

Reference Table (Finding CAAN Codes)

The Reference Table is typically used only by departments to determine the CAAN codes for the buildings so that the equipment records can be updated accordingly. To most easily find the CAAN code associated with a specific building it is simplest to hit **"F12"** to display the list alphabetically by building name. You can move up and down the listing with the **"F7"** and **"F8"** keys, alternatively the **"Page Up"** and **"Page Down"** keys also work for moving through the list.



The navigation commands are as follows:

- F3: Return to Previous Screen
- F4: Quit Program
- F5: Sort List by Custodial Code
- F7: Move Up List (Alternatively the Page Up Key can be used)
- F8: Move Down List (Alternatively the Page Down Key can be used)
- F9: Sort List by Department
- F10: Sort List by Building
- F12: Sort List by CAAN Number

Inventory Verification Requirements

An Inventory Verification must be completed for every custodial code a department is responsible for annually. This process does not require the departments to complete a physical inventory however it does require that the departments verify that all the inventorial equipment records are updated with the correct serial, condition code, usage, and location information. It is also important for the departments to view the other information on the equipment records and notify Equipment Management if the other record fields are inaccurate. Please complete the following steps for each item of inventory.

1. Add Serial Number

If an equipment record does not currently have a serial number associated with it, please determine this information and add it to the equipment record. If no serial information is present on the equipment please enter **"N/A"** for the field.

2. Update Location

Update the location of the equipment as required. The Room Number Field is able to be freely edited by equipment custodian with whatever description best fits the location of the equipment. To change the building an equipment item is located in the user must enter in the buildings associated CAAN (Asset) number and hit **Enter**. After entering the appropriate CAAN code the building name will automatically change to match the new CAAN code entered. If you are currently on an equipment record please hit **"F6"** to look up the CAAN code from the Reference Table, if instead you are on the main screen hit the **"F10"** to access the Reference Table. Further information on determining the CAAN codes from the Reference Table can be found in the Reference Table section.

3. Update Condition Codes

The university is required to update the equipment records with the current condition information for each equipment asset in the Equipment Management System. These values are required to be modified if the condition of the equipment is significantly different then what is listed currently in the EMS. Enter a code based on the following table criteria:

First Character	Second Character
N – New	1 – Excellent
E – Used (Reconditioned)	2 – Good
O – Used (Not Reconditioned)	3 – Fair
R – Repairs Needed	4 – Poor

As an example, a newly purchased item of equipment would likely have the condition code **"N1",** an older item of equipment that is still in reasonable condition might have **"O3"**, and a broken item of equipment would likely be **"R4"**.

4. Update Usage

The university is also required to update the usage rates of the equipment that we have on file. The usage information is something that like the condition codes only needs to be updated to accommodate significant changes. If an equipment record has 100% utilization on it that infers that the department is using the

equipment 100% of the time, if an item of equipment is only being used approximately half of the time or is no longer being used then the usage on the records should be updated to 50% or 0% accordingly.

5. General Review of Record Information

After completing any required updates to the records the Equipment Custodian is also responsible for reviewing the records for any information that might be incorrect that they cannot modify themselves. If any significant changes are required please email Steve Staples at steven.staples@ucr.edu

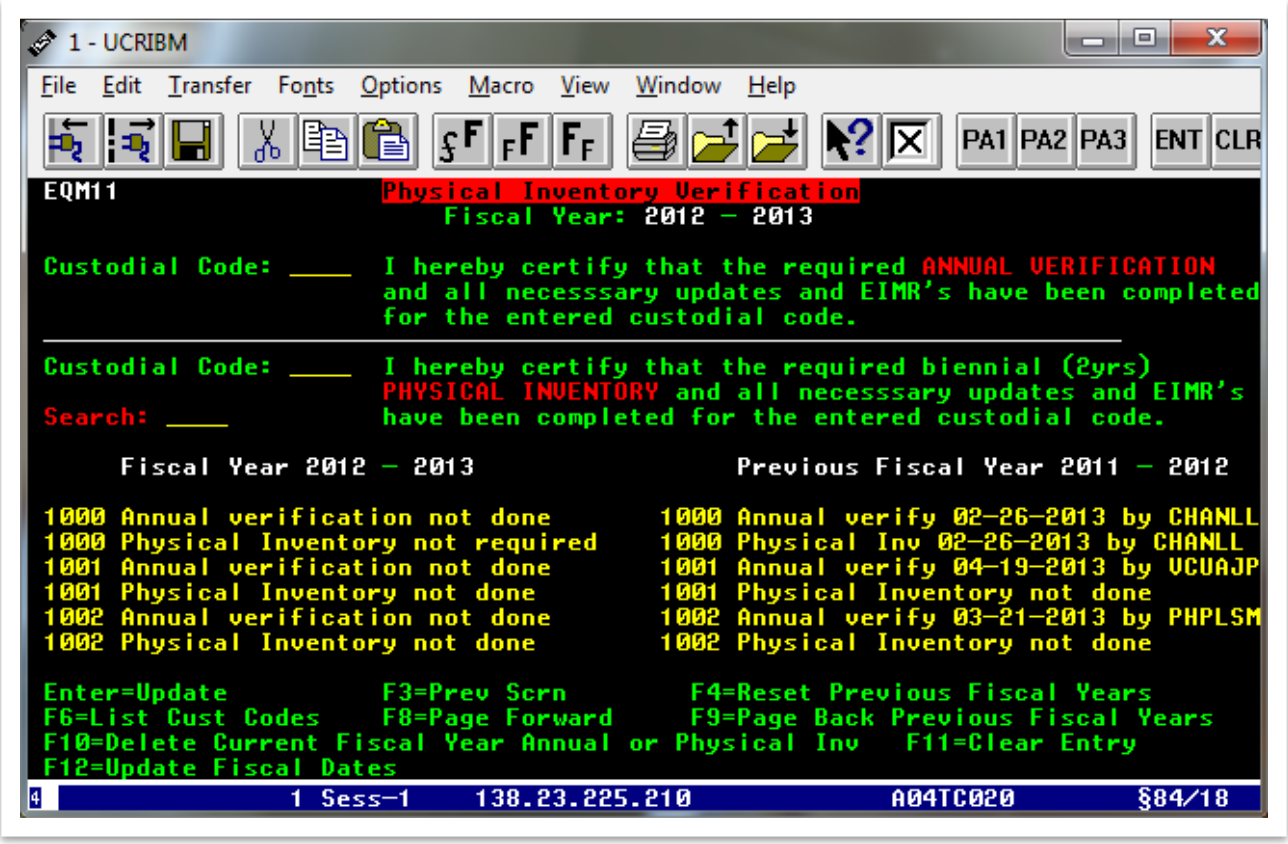
6. EIMRS

Any equipment that needs to be reported as lost, stolen, destroyed, traded-in, or transferred must be reported to Equipment Management through the usage of the EIRM system. Information on this process can be found in the EIMR section of this document.

Please remember to hit the **Enter Key** to an equipment record prior to leaving the record. The Equipment Management System only saves changes after the **Enter Key** is pressed, forgetting to do so will mean that all of your updates to the equipment records will be lost.

Physical Inventory Requirements

The Physical Inventory process requires that all the steps involved in the Inventory Verification are completed with the addition that the departments must physically locate every item of equipment that is listed under their department's custodial codes. Physical Inventories are required to be completed every 2 years. To determine if the physical inventory must be completed this year you can look at the Physical Inventory Verification Screen. To navigate to this screen the user just needs to hit the **"F4"** key from the main menu screen. If a physical inventory is required for a custodial code for the current inventory period the custodial code in question will have **Physical Inventory not done** listed immediately besides it, alternatively if a physical inventory is not require the custodial code will instead have **Physical Inventory not required** listed next to it. In the screenshot below custodial code 1001 requires a Physical Inventory be completed this year while 1000 does not require this inventory be completed. For more information about navigating this screen please see the Completing Verification section.



It is important during the Physical Inventories to identify equipment that is missing their property tags. If new property tags are required please emails Steve Staples at steven.staples@ucr.edu with a listing of all the tags that require replacement.

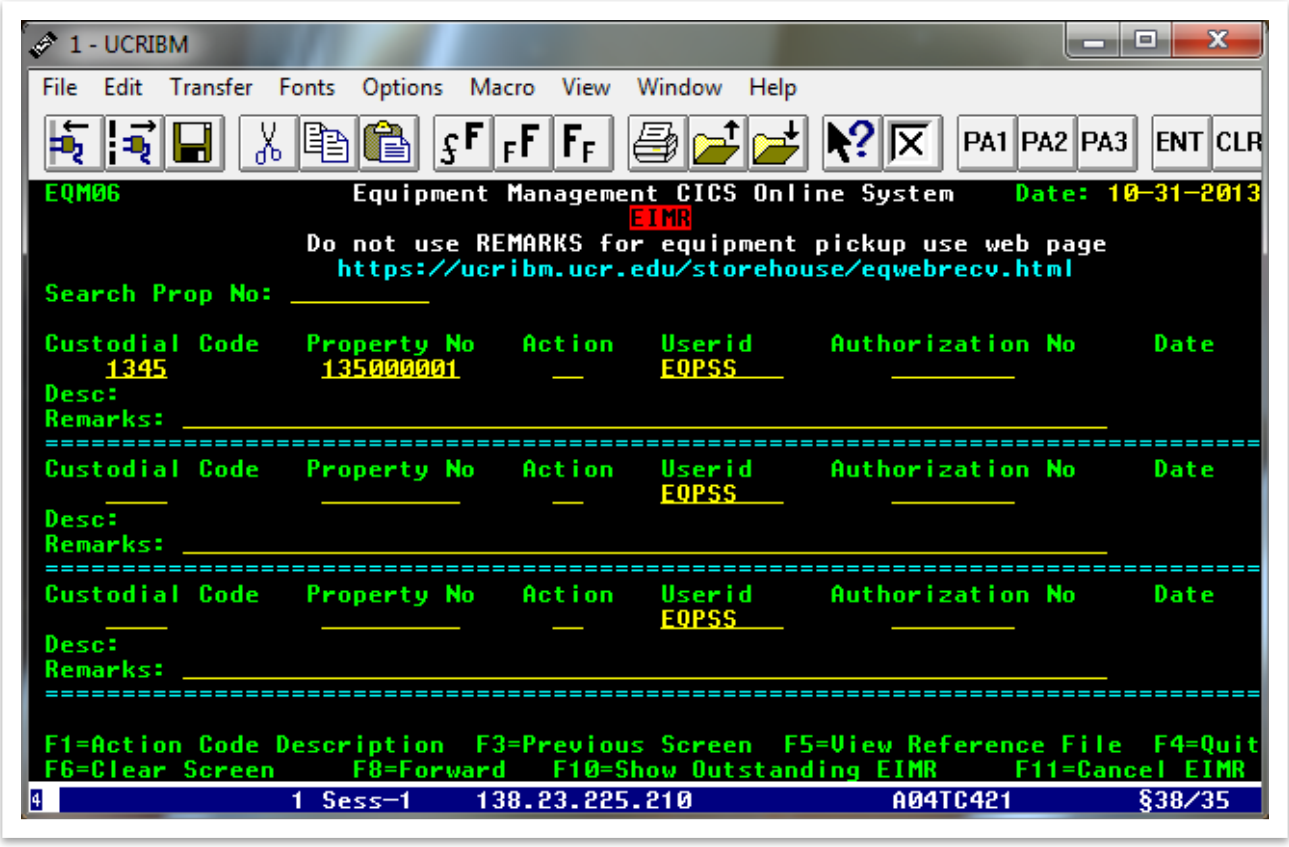
EIMR

EIMR (Equipment Inventory Modification Request) are used to notify Equipment Management of major changes to the status of equipment items, these changes include reporting equipment lost, destroyed, stolen, or transferred to other departments. If the user is currently on an equipment record hitting **"F11"** will bring up the EIMR screen. The Custodial Code and the Property number associated with the equipment will already be entered onto the request lines. As the equipment custodial you will need to input the action code and remarks information onto the request and hit **"Enter"** to submit an EIMR. The Authorization Number should always be left blank.

The action code entered is dependent on the current status of the equipment you are reporting, the list is as follows:

Action Code	Status
22	Lost
23	Destroyed / Cannibalized
24	Trade-In
25	Theft
90	Transferred to another Department
91	Transferred to Surplus

The EIMR Screen is as shown below. Additionally the remarks of each request must reflect specific information before the EIMR's are approved and the records updated, the requirements are listed on the following pages.



Lost Equipment

Action Code 22

Equipment that is lost must have a police report submitted prior to requesting the records be marked off as lost in the Equipment Management System. The remarks section must state the police report number before submission.

```
Custodial Code   Property No   Action   Userid     Authorization No     Date
    1345          135000001      22     EQPSS___        ________
Desc:
Remarks: lost - police report #:xxxxxx_____________________________
==============================================================================
```

Destroyed / Cannibalized Equipment

Action Code 23

Equipment that is destroyed or cannibalized must be reported in the Equipment Management System. **Departments do not have the authority to dispose of equipment themselves. Do not dispose of equipment unless Equipment Management has been notified and given permission to do so.**

```
Custodial Code   Property No   Action   Userid     Authorization No     Date
    1345          135000001      23     EQPSS___        ________
Desc:
Remarks: equipment was destroyed in building fire__________________
==============================================================================
```

Trade-In Equipment

Action Code 24

Items that are traded in with the purchase of new equipment must have their identification information (property numbers, purchase order numbers, serial numbers) listed on the Purchase Order that that they are being traded in on. On the remarks section of the EIMR please list the associated purchase order that the equipment is being traded-in on.

```
Custodial Code   Property No   Action   Userid     Authorization No     Date
    1345          135000001      24     EQPSS___        ________
Desc:
Remarks: equipment was traded in on PO#:xxxxxxxxx__________________
==============================================================================
```

Stolen Equipment

Action Code 25

Equipment that is stolen must have a police report submitted prior to requesting the records be marked off as stolen in the Equipment Management System. The remarks section must state the police report number before submission.

```
Custodial Code   Property No   Action   Userid     Authorization No     Date
    1345          135000001      25     EQPSS___       ________
Desc:
Remarks: stolen - police report #:xxxxxx
==========================================================================
```

Equipment Transferred to another Department

Action Code 90

When equipment is transferred to another department the Equipment Custodians are responsible for ensuring that this change of department is reported to Equipment Management through the Equipment Management System. The remarks section of the EIMR must include the custodial code of the department that the equipment is moving to; the custodial code can be determined by looking on the Reference Table.

```
Custodial Code   Property No   Action   Userid     Authorization No     Date
    1345          135000001      90     EQPSS___       ________
Desc:
Remarks: equipment tranfered to mech eng. cust code 1338
==========================================================================
```

Equipment Transferred to Surplus

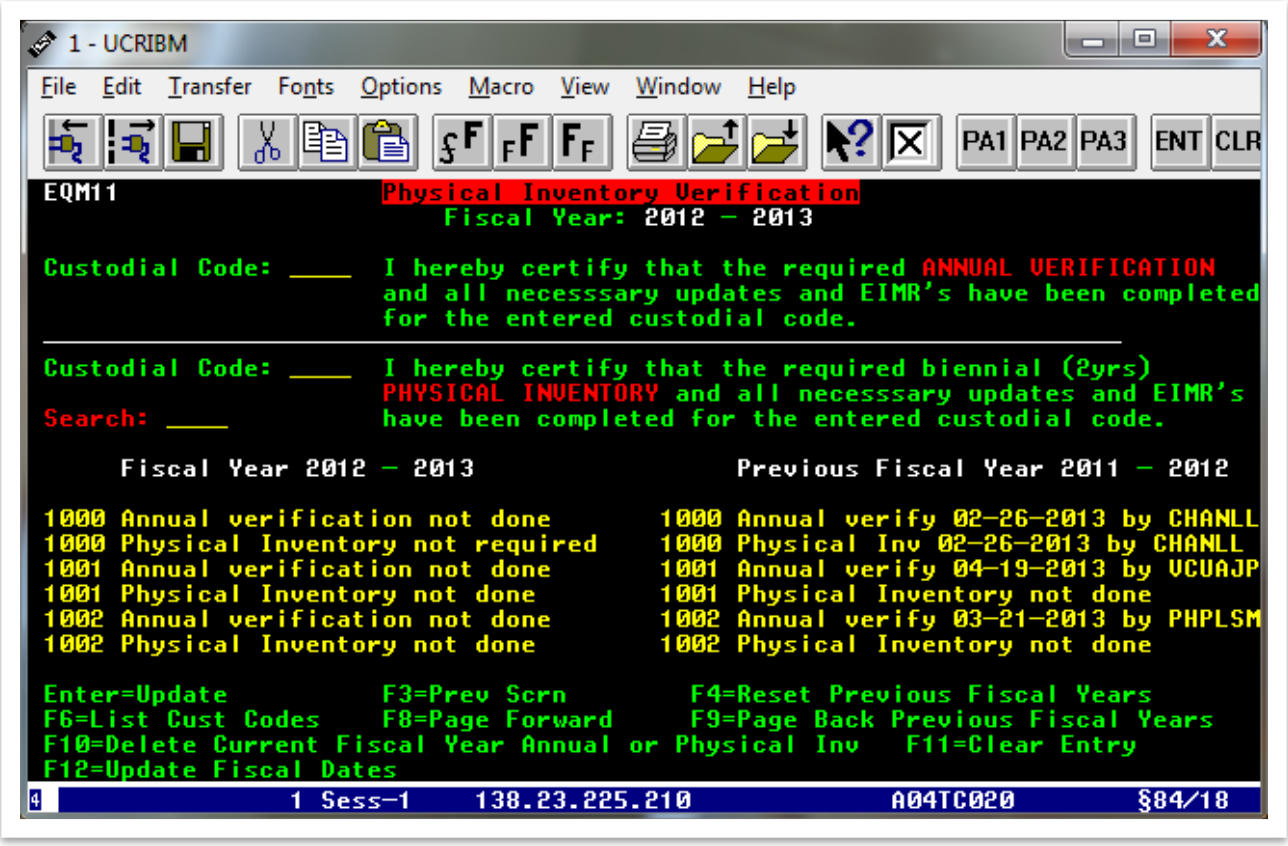
Action Code 91

Prior to sending equipment to Surplus, Equipment Custodians are required to submit an EIMR to Equipment Management to notify the department that a record update will be required. Records are not updated in the EMS until after the Surplus operation receives the stated equipment. Please include the date that the request was submitted in the remarks section of the EIMR.

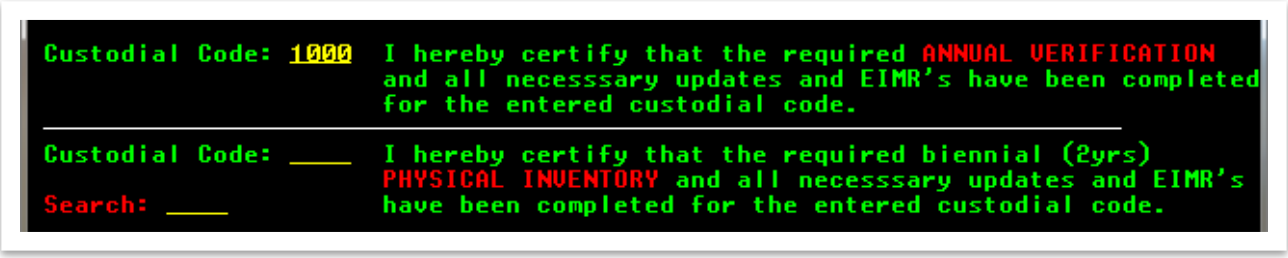
```
Custodial Code   Property No   Action   Userid     Authorization No     Date
    1345          135000001      91     EQPSS___       ________
Desc:
Remarks: transfered to surplus 2/3/2014
==========================================================================
```

Completing Verification

To complete your departments Inventory Verifications and Physical Inventories in the Equipment Management System you must bring up the Physical Inventory Verification Screen. To do so please must hit the **"F4"** key from the main menu. This will bring up a listing of all the Inventory Verifications and Physical Inventories for custodial codes that you are currently designated as an Equipment Custodian for.



To complete the confirmation of the **Annual Verification** enter the custodial code for the department that you want to complete onto the top most line as shown below and hit **Enter**. This will update the status of the custodial code annual inventory verification with the completion date.



Similiarly to complete the confirmation of the **Physical Inventory** enter the custodial onto the second line from the top as shown below and hit **Enter**. This will also update the status of the inventories completion on the listing below the search field.

```
Custodial Code: ____   I hereby certify that the required ANNUAL VERIFICATION
                       and all necesssary updates and EIMR's have been completed
                       for the entered custodial code.
_____________________________________________________________________________
Custodial Code: 1000   I hereby certify that the required biennial (2yrs)
                       PHYSICAL INVENTORY and all necesssary updates and EIMR's
Search: ____           have been completed for the entered custodial code.
```

After completing the inventories you can confirm that they have been submitted by looking at the listing below the search field. If you are responsible for many different departments you can cycle through all the custodial codes on this list by hitting the **"F8"** key. If the listing states **Physical Inventory not done** than a physical inventory of that custodial codes equipment must be complete, otherwise it was completed in the previous year's cycle and is not required to be completed during this year's inventory cycle.

```
1 - UCRIBM
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
PA1 PA2 PA3 ENT CLR
EQM11                  Physical Inventory Verification
                           Fiscal Year: 2012 - 2013

Custodial Code: ____   I hereby certify that the required ANNUAL VERIFICATION
                       and all necesssary updates and EIMR's have been completed
                       for the entered custodial code.
_____________________________________________________________________________
Custodial Code: ____   I hereby certify that the required biennial (2yrs)
                       PHYSICAL INVENTORY and all necesssary updates and EIMR's
Search: ____           have been completed for the entered custodial code.

     Fiscal Year 2012 - 2013                 Previous Fiscal Year 2011 - 2012

1000 Annual verify 01-24-2014 by EQPSS  1000 Annual verify 02-26-2013 by CHANLL
1000 Physical Inv 01-24-2014 by EQPSS   1000 Physical Inv 02-26-2013 by CHANLL
1001 Annual verification not done       1001 Annual verify 04-19-2013 by VCUAJP
1001 Physical Inventory not done        1001 Physical Inventory not done
1002 Annual verification not done       1002 Annual verify 03-21-2013 by PHPLSM
1002 Physical Inventory not done        1002 Physical Inventory not done
Physical inventory and the Annual verification record has been updated
Enter=Update          F3=Prev Scrn        F4=Reset Previous Fiscal Years
F6=List Cust Codes    F8=Page Forward     F9=Page Back Previous Fiscal Years
F10=Delete Current Fiscal Year Annual or Physical Inv   F11=Clear Entry
F12=Update Fiscal Dates
4          1 Sess-1    138.23.225.210          A04TC020          813/73
```

After completing all the annual verifications and physical inventories (as required) for the custodial codes you are assigned the inventory process will be complete and verified in the EMS.

Thank you for your hard work.