

# PHYSICAL INVENTORY TRAINING



## SCANNER METHOD

# OBJECTIVES

- Physical Inventory – Policy and importance
- Important Dates
- Physical Inventory Process– Scanner Method
- Forms
- Scanner FAQ's
- Appendix 1 – Building Codes
- Appendix 2 – Asset Class and Description
- Questions

# PHYSICAL INVENTORY – POLICY AND IMPORTANCE

- Each state agency shall conduct an annual physical inventory of the trust, capitalized and controlled personal property in the agency's possession.
  - **Excluding** – Libraries, Historical Arts and Treasures, TDCJ (Surplus items transferred to basement for TDCJ pick up), Land, Buildings and Improvements and Capital Leases.
- Ensure that Department is in compliance with the inventory control procedure as stated in [Texas Government Code Sec. 403.273](#) and our Accounting Handbook: Asset Management
- Ensure property within the department is tagged and listed in the departmental inventory of physical property
- All items located off-campus are documented in the Off-Campus authorization form
- Ensure all items are physically verified for their department and update the conditions (New, Good, Fair, Poor).

# IMPORTANT DATES

\*Complete Physical Inventory Certification and all reconciliations are due on **May 31<sup>st</sup>**

Timeline	Custodian Responsibilities	Asset Management Responsibilities
As per schedule provided	Scanner Pick up Scanner Return	
Within <b>a week</b> from scanner received		Extracting and uploading data
		Reconcile scanned data and master list
		Submit the reconciled Report to Custodians
<b>One week</b> from reconciled data received from AM	Resolve Discrepancies/Differences	
	Submit the report with required forms and Certification	
<b>Two weeks</b> from the day file received from custodians		Review forms
		Updates People Soft Asset Management System as per data provided by Dept.(s)
		Submit Final Inventory Report
Changes to be notified <b>immediately</b>	Review final report	
	Any changes, notify Property Management immediately	

# IMPORTANT DATES (Sample)

3/9/2020	Scanner Pick up
3/10/2020	Scanner Return to AM
	(within 2 to 4 days)
3/13/2020	AM Submits reconciled file
	(1 Week)
3/20/2020	Dept identify differences and send detailed reports to AM
	(1 to 2 Week)
3/27/2020	AM approves inventory and send PDF certified report

# PHYSICAL INVENTORY PROCESS – SCANNER METHOD

# ELEMENTS TO BE VERIFIED

- **Asset Tag #** - 6 Digit



- **Location** – 10 digit

E.g.: 6010212300 –	601	0	2123	00	- BAYOU 2123
	Building	Floor	Room	Sector	
6270150008 –	627	0	1500	08	- NOA II 1500.08
	Building	Floor	Room	Sector	

- **Serial Number**

- For Vehicles the serial number will be VIN number

- **Off-Campus**

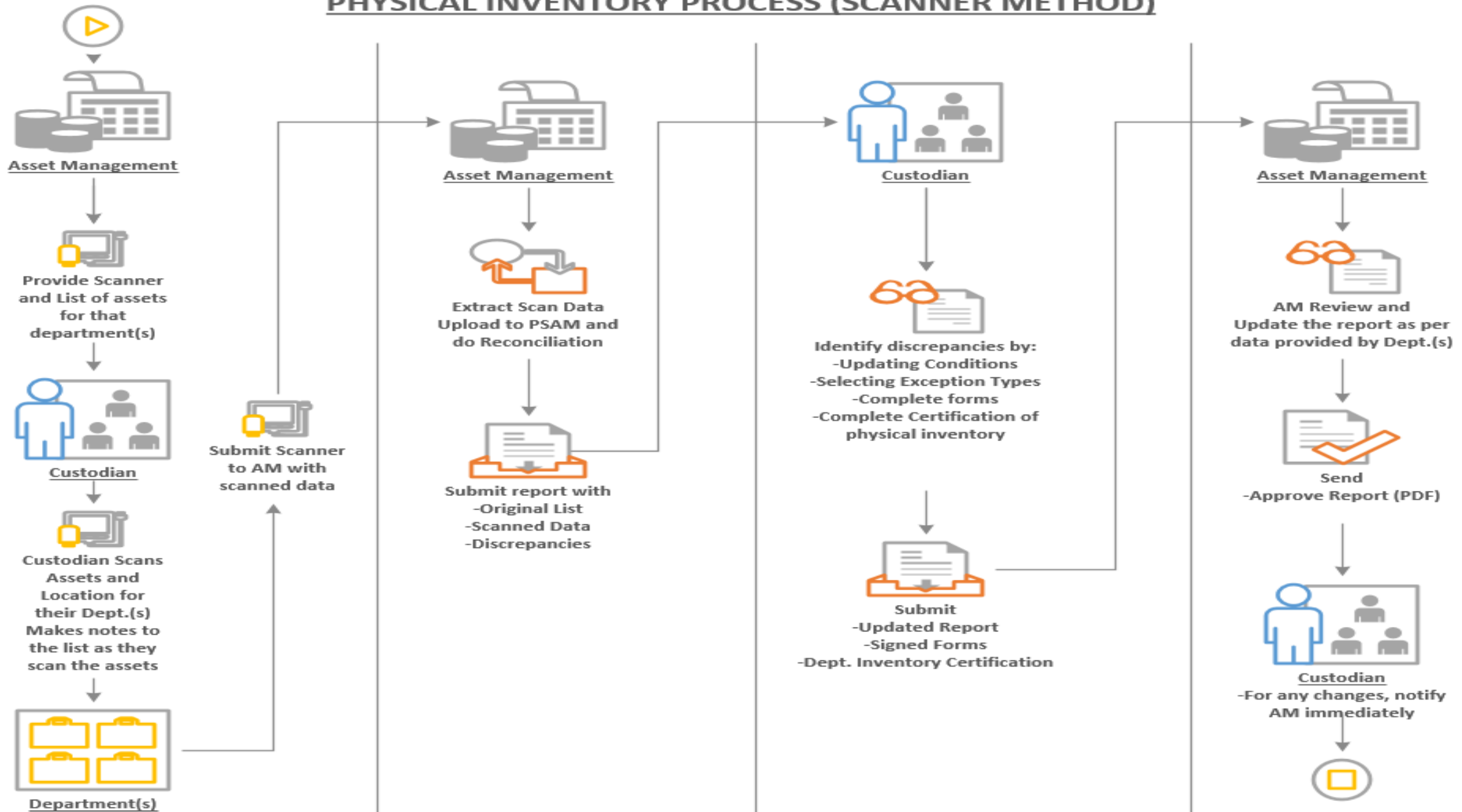
- Authorization form is mandatory
- Physically Verify that the employees has the possession of the asset
  - If forms submitted to AM then enter in comment column as form submitted
  - If asset is no longer off-campus – submit the form stating returns
  - If asset is not available during scanning, don't worry it will show up under discrepancies – physically verify the asset and enter comments

- **Condition**

- New, Good, Fair, Poor




**\*NOTE:** Scanner only collect 2 elements: **Asset Tag#** and **Location**

# PHYSICAL INVENTORY PROCESS (SCANNER METHOD)





## Bar Code Scanner Instructions

1. Turn on scanner 
2. The Prompt "**Building and Room**" will appear
3. Scan location bar-code (from location binder)
4. Review the location displayed to make sure that it matches your location tag
5. The Prompt "**Enter Tag**" will appear
6. Scan a tag number of an asset in the room
7. Once all items in that room are scanned, select 
8. Move to next room, and repeat steps 2 – 6
9. Once inventory is complete, turn scanner off. 

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### Battery Power

1. To check Battery Power anytime during scanning, select  on the scanner keypad
2. To Exit Battery Power screen, select  again on the scanner keypad.

# SCANNER METHOD – PROCESSING DATA

- **Scheduling Scanner:**
  - Collect Scanner as per your schedule provided to Asset Management (AM).
  - Along with the scanner, AM will also email Original/Master list of assets for each department in excel sheet format.
  - While scanning, make sure to make notes to this report regarding location corrections and condition of all items.
- **Scanning Assets:**
  - Follow the instructions given with every scanner.
  - Once the scanner is turned on –
    - Building and room number prompt will appear – scan the location barcode which are attached to each door of the University buildings. If there is any missing or teared barcodes, please notify Asset Management immediately.
    - The next prompt will be Enter Tag – scan the tag number of the assets
    - Once done with scanning for that location press End and repeat these steps for other items.
    - **Ask for examples!!**
  - Scan the assets for your department(s) and return the scanner to AM by end of the schedule date
- **Reconciliation – by AM:**
  - AM Extract the scanned data and import scanned file to People Soft Asset Management (PSAM)
  - Perform Matching between data in Original/Master List and Scanned data
  - Prepare Departmental Reports to be sent

# SCANNER METHOD – PROCESSING DATA

- **Department Identifies Discrepancies:**

- Once upload is done, AM will send inventory report to the dept. custodian. The report will include following:
  1. **Original List** – List which was sent during scanning items
  2. **Scanned Inventory** – Scanned items that match the departmental inventory listing
  3. **Discrepancies** – Scanned items that did not matched to the inventory List
- Department Custodian is responsible to provide conditions of the asset (New, Good, Poor, Fair)and identify discrepancies by:
  - **Selecting Exception Type** and provide comments for each type
    - Additions
    - Missing
    - Surplus
    - Transferred
    - Chng SN#&Cstdn
    - Chng Loc
    - Other
  - Complete all required forms – this is important since without valid document AM will not update PSAM
  - Complete Certification of Departmental Physical Inventory
- After discrepancies identified, send the report along with certification to AM
  - **AM will be forced to Escalate any delays in receiving this report to Department Heads and/or Deans.**

# SCANNER METHOD – PROCESSING DATA

- **Final Inventory Report and Certification**

- Once the resolved report is received, AM will update the PSAM as per data provided by dept. with support of valid documents/forms
- AM will send the certified copy of inventory report (PDF) to dept.
- For any changes after final report – notify AM immediately to update and receive revised report

- **INVENTORY IS COMPLETE**



# FORMS

- **Certification of Departmental Physical Inventory**
  - <https://www.uhcl.edu/about/administrative-offices/business-operations/documents/certification-of-departmental-physical-inventory.pdf>
- **Asset Update Form:**
  - <https://www.uhcl.edu/about/administrative-offices/business-operations/forms>
- **Off-Campus Form:**
  - <https://www.uhcl.edu/about/administrative-offices/business-operations/documents/off-campus-asset-authorization-form.pdf>
- **Departmental Property Custodian:**
  - <https://www.uhcl.edu/about/administrative-offices/business-operations/documents/departmental-property-custodian.pdf>

# SCANNER FAQ's

## **1. How do I get a scanner?**

Pick up/sign out the Scanner as per your schedule from Asset Management office North Annex (NOA) II - 1500.08., 281-283-2132

## **2. How long may I check out a scanner?**

As per schedule. It will be difficult for Asset Management to extend the dates since other Dept. may be waiting for a scanner. We prefer to return scanner every Friday so that we can save the data and return back to you

## **3. How do I return the scanner to Asset Management when finished?**

Contact Asset Management when planning to return the scanner. Deliver all back to Asset Management office NOA II 1500.08. 281-283-2132

## **4. How can I see what I have scanned so far? Can I print out a list?**

The scanner window displays the scanned data. A complete, soft-copy list will be sent out by Asset Management when the scanner is returned.

## **5. I scanned the wrong location; how do I clear it out and put in the correct location?**

You cannot clear out what you scanned. Tap the END key and begin again by scanning the correct location and then the tag.

## **6. I scanned an asset tag more than once; how will Asset Management know which one is correct?**

If duplicate asset tags are scanned, only the last asset tag will be considered the correct one; duplicates will be purged through reconciliation.

# SCANNER FAQ's

**7. I scanned an asset tag, but forgot to scan the new room number.**

Tap the END key and begin again, by scanning the new location for just the assets in the new room number, then rescan the barcode tag.

**8. The asset barcode or the location barcode will not scan after several attempts.**

Tap the END key and begin again, if even that doesn't work notify AM.

**9. The asset does not have a barcode tag, but I know the tag number because it is an "AT" or "Assigned Tag."**

Make a note on your original worksheet. This will show up on your discrepancies list, select exception type as other and provide comments.

**10. The scanner timed out / shut down; did I loose what I already scanned?**

No. Data is still in scanner.

**11. I cannot find the location barcode on the door.**

Notify Asset Management immediately. Make a note on your original worksheet.

**12. I want to start over; can I do that?**

Yes, if you bring the scanner back to Asset Management to clear the data/reset.

**13. How many tags can I scan?**

The scanner can hold several thousand number of tags. You will be able to scan your entire department's inventory.

**14. I scanned another department's asset; will that asset now be on my department's inventory?**

No. That asset will not be added to your inventory. That asset will be listed on the Discrepancies tab for you. Confirm and add comments

# SCANNER FAQ'S

## **15. If an asset is off-campus, must the user bring it back to campus to be scanned?**

Yes. If during your schedule the asset is not available to scan then reserve the scanner again and scan those missed items.

## **16. An asset that is listed as "Off-campus," was brought back to campus; do I scan the tag?**

Yes, scan all asset-tags. The off-campus status will not be changed by scanning.

## **16. The excel inventory list has the wrong User-Name or Serial Number.**

Select Exception type and write the updates on the comment column.

## **18. I am the Dept. Prop. Custodian for several departments. Can I scan all of my departments together or must I bring the scanner back to Asset Mgmt. for each department?**

You may scan all departments at one time. It is preferable to cluster the scanning for each department.

## **18. Can I use my own scanner?**

Yes, you may use your own scanner, but the scanner must be of the same model what AM uses.

## **19. What is the Model of the Scanner?**

Brand/Model: Worth 5101H, LT5101H Barcode Scanner with handle C22, 7000 RF (Term/Tri USB I/O Cable)

Terminal Carrying Case: F42, 7000 RF

Battery: Replace DB-43 D-Li7

NP-120 BP-1500S

3.7V/Li-ion 1800mAh/6.7Wh

## **20. Can we get vendor details from AM?**

Yes, you can contact AM to have recommendation on vendors



# WEBSITES AND LINKS

- **Asset Management Handbook**

- <https://www.uhcl.edu/about/administrative-offices/business-operations/handbooks/documents/asset-management.pdf>

- **Forms**

- <https://www.uhcl.edu/about/administrative-offices/business-operations/forms>

- **Accounting Handbook**

- <https://www.uhcl.edu/about/administrative-offices/business-operations/handbooks/>

# APPENDIX 1 – BUILDING CODES

- **600** – ARBOR (A)
  - **601** – BAYOU (B)
  - **602** – CENTRAL SERVICE (CSV)
  - **604** – DELTA (D)
  - **605** – Student Service Classroom Building (SSCB)
  - **606** – POLICE Department(PD)
  - **607** – STEM (ST)
  - **608** – Recreation and Wellness Center (RWC)
  - **621** – North Annex I (NOA I)
  - **623** – Animal Lab
  - **627** – North Annex II (NOA II)
  - **628** – Facilities Management Custodial (FMC)
  - **635** – Hunter Hall (HH - Student Housing)
  - **650** – Pearland Campus (PC)
  - **651** – Pearland Health Science Classroom (PHSC)
  - **TMC** - Texas Medical Center
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- **NOTE:** These building numbers are followed by remaining 7 digits for room number and sector/suite number which makes Scanning Barcode number of 10 digits

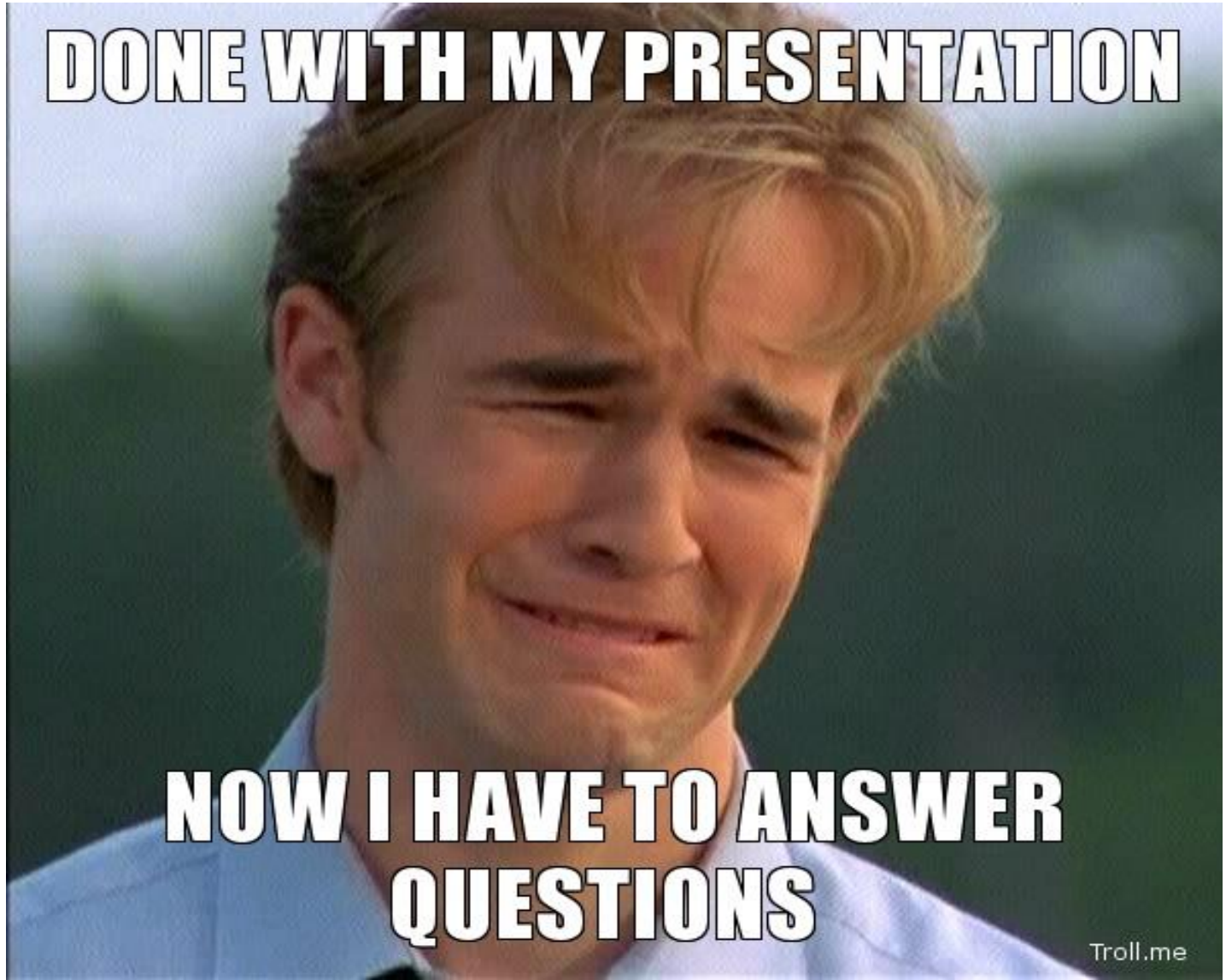
# APPENDIX 2 – ASSET CLASS DESCRIPTION

Asset Class	Description
1YR-M	1 Year Missing - Documentation on File
2YR-M	2 Years Missing - Documentation on File
3-YR-M-DOF	3 Years Missing - Documentation on File
3YR-M-DEL	Delete - 3+ Years Missing
ABD	Abandoned by Department
APPRAISAL	FY1991 Appraisals
ASGNRESRCH	DELIVERABLES FOR RESEARCH
AT	Assigned Tag
AVR	Appraisal Value Required
DAO	Donated to Assistance Organization
DBD	Disposed of by Department
DBN	DAMAGED BY NATURE
DSCE	Dell Surplus Capital Equipment
DTDEE	Duplicate Tag/Data Entry Error
EHIT	Equipment Held-In-Trust
FIB	Fabrication-In-Progress
GFP	Government Furnished Property
LBI	Land, Buildings, Improvements, and Infrastructure
MAC	Music and Art Collection
NEU	New Equipment Untagged
NON-CI	Non-Capital Item

# APPENDIX 2 – ASSET CLASS DESCRIPTION (Cont.)

<b>Asset Class</b>	<b>Description</b>
OBSOLETE	Obsolete
OFF-CAMPUS	Off-Campus
OLD	On Loan from Department
PP	Personal Property
PSDCUSTODY	POLICE OR SECURITY AGENCY CUSTODY
RTS	Returned to Sponsor
RTV	Returned to Vendor
RTWNT	Replaced Tag with a New Tag
SALVAGE	Salvaged/Cannibalized
SAS	Sold - Authorized Sale
SCE	Surplus Capital Equipment
SIE	Surplus Inventory Equipment
SOLD-LBS	Sold - Local Bid Sale
STOLN-PRD	Stolen - Pending Receipt of Documentation
STOLN-RTS	Stolen - Reported to State
TDCJ	Texas Department of Criminal Justice (TDCJ)
TFR-ST-AGY	Transfer to State Agency
TRADE-IN	Trade-In
TSPM	Temporarily Stored at Property Management
UNCONFRMD	Unconfirmed - Current Fiscal Year

**DONE WITH MY PRESENTATION**



**NOW I HAVE TO ANSWER  
QUESTIONS**

Troll.me

# THANK YOU

