Capital Asset Inventory 2016

INSTRUCTIONS – ELECTRONIC PROCESSING

The Capital Asset Inventory 2016 report is an Excel spreadsheet. The report has two rows for each asset. The first row is where all corrections should be entered. The second row contains the information as it is currently recorded in the Fixed Asset module of Banner.

Additional copies of the Addition, Deletion and Exception forms must be created by you. To create a copy of the form in the same file, right mouse click on the worksheet tab entitled Addition form, Deletion form or Exception form then on the pop-up menu click on “move or copy” then scroll down to and click on (move to end), click the box next to create a copy, and click OK. Repeat this process as needed.

1) An additional column with the heading “Reviewed” has been provided for you to check off the items as you review/correct.

2) Provide any missing or incorrect information (i.e. manufacturer, serial number, etc.) in the first row above the missing or incorrect information on the inventory report.

3) If a fixed asset meeting the $5,000 criteria (recent purchase), does not appear on your inventory report but is owned by your department, an Addition form must be completed. The asset will not be added to the inventory report if the requested information is incorrect or not provided. All Addition forms must include the preparer’s name and telephone number.

4) If a fixed asset is listed on your inventory report but is no longer in the possession of your department because it was transferred or disposed of, it should be noted in the row above the asset on the inventory report and a Deletion form must be completed. Please provide the reason for the deletion and any other relevant information (such as how the asset was disposed of) as noted on the form. All Deletion forms must include the preparer’s name and telephone number.

5) If a fixed asset is not listed on your inventory report or equipment on your inventory report does not belong to your department, an Exception form must be completed. All Exception forms must include the preparer’s name and telephone number.

6) Departments must verify the actual location of the assets on the inventory report. If changes are required, input the correct information in the first row above the incorrect information. (i.e. room number, building)
7) If a fixed asset has two tags affixed to it, input the additional tag number and a note (Duplicate tag) in the Asset Description column on row above the asset on the inventory report. (Property Management will review)

8) Administrators must verify that the inventory report has been completed as accurately as possible by reviewing each page of the Fixed Asset Inventory report and all Addition, Deletion and Exception forms.

9) The Inventory Certification form must be signed electronically by the department’s Business Affairs Officer or Administrative Manager.

10) The following information must be e-mailed to propertymanagement@wayne.edu no later than May 16, 2016:

- Capital Asset Inventory Report 2016
- Completed Inventory Addition, Deletion and Exception forms
- Inventory Certification form

***NOTES***

The Location Code Description indicates where the asset is located. For example: a Location Code Description of 00319.00 Engineering Building indicates that the asset is located in Room 319 of the Engineering Building. A Location Code Description with a missing room number or NULL indicates that a room number and/or building were not available or known. The person conducting the inventory should verify and/or provide the correct room number/building as part of the inventory process.

A tag number with an extension of “NT” is an asset that cannot have the tag physically attached to it because of size, sensitivity of equipment, etc.

A tag number with an extension of “G” is a sponsor-owned asset. The tag affixed to the asset will not have the “G” extension.

If you have any questions during the inventory process, please contact Property Management personnel for assistance:

Lynn Young (Inventory Controller) 577-6935 or aa9077@wayne.edu
Sammy Wright (Inventory Controller) 577-2214 or ac3016@wayne.edu
Denise Nault (Associate Director) 577-8897 or ak0090@wayne.edu

THANK YOU FOR YOUR ASSISTANCE IN THIS PROCESS!