Scan & Validate Cyclical Inventory System
Introduction

We will discuss:

- New Scan & Validate Cyclical inventory System
- Future PeopleSoft access with view only
- Accounting codes.

The university is embarking on a cyclical inventory that will be completed by the Inventory & Surplus Control (I&SC) department with the help of student workers or you may choose to perform the inventory yourself. This will eliminate paper reports and forms for a more efficient and streamline system. This is in keeping with the universities paperless initiative.
Benefits of Scan & Validate

- PeopleSoft is now the system of record
- Paperless
- All correspondences to be done through email with PDF or JPEG attachments
- Easier method to perform inventory
- Inventories performed on an annual schedule that will allow you the user better access to assets
- Photographs of assets can be submitted and displayed in the PeopleSoft asset record
- Custody Receipts and Transfer forms will be paperless
Scan & Validate

- The PeopleSoft database of all assets was downloaded to a database at AssetWorks in Austin, TX
- The scanners were synced with the database and loaded with “all” assets
- This will enable you to scan any asset, regardless if it may or may not be assigned to your Custodial ID
- Enabling custodians to see if an asset that they were missing has been located by another department (with PeopleSoft view access)
Mobile Assets

- Mobile assets are Laptops, IPADS, Tablets, Cameras and all other assets that are taken off campus.
- A proposal has been made to upper management to only track these assets custodians.
Going Paperless

We are trying to eliminate paper reports and forms for a more efficient and streamline system. This is in keeping with the universities paperless initiative by doing everything by email as outlined below:

- **Missing/Stolen Report:** Send signed reports and Police Report if applicable in PDF format attached to an email.

- **Custody Receipt:** In the text of the email type the name of the custodian, location of asset. Forward the email to your department head for approval and have them forward the email to property@utdallas.edu. PeopleSoft will be updated with the information and the email copied into the comments section of the asset.

- **Transfer of Assets:** Instead of using the Transfer/Release form, send an email of equipment being transferred to surplus to property@utdallas.edu. This email will be received by surplus and once the equipment is delivered an email will be sent indicating that property now has the asset. The hard drive will be removed and shredded. This email will also be inserted into the asset(s) comments section for an accurate audit trial. For Interdepartmental transfers the same procedure should be followed but with the transferring department head forwarding the transfer email to the receiving department head for approval, who will then forward it to property@utdallas.edu.
Scanning Procedure

Step 1: Scanner Main Screen

At main screen press Physical Inventory
Step 2: Physical Inventory Screen

At this point you will be setting the scanner up for the location you are preparing to scan.

- Press Set Location
• This is where you will set the location being scanned
Setting Location

- Scan the correct location barcode for the room you are about to scan.
- Verify the correct location is displayed
- Press Done
- The Physical Inventory Screen will now be displayed
Locations

- PeopleSoft uses the Logistical Tracking System (LTS) for all locations on campus
- The locations are setup as follows:

  [---]--•----]--]

First 3 digits are the building destination (Ex. SLC, RL, BE, Etc.)
If the building has only two letters then a space is left between it and room number
Next 5 digits are the room number (Ex. 1.201)
Last position is the sub room/cubical location (Ex. A,B,C)
• Don’t manually enter the location on keyboard
• You will be provided with a listing that has all of the valid location barcodes

• If a location is posted on a room and isn’t listed on the list, use the room nearest to the one you are scanning
• The asset record will be permanently locked if an invalid location is manually entered and uploaded into PeopleSoft with the invalid location
Start Scanning

- The scanner is now ready to scan all assets within the location that has been entered into the scanner.
Scanning

- Scan your first asset barcode
- The asset tag number may be manually keyed into the scanner if the asset tag doesn’t have a barcode or can’t be scanned due to wear
- Replacement asset tags can be provided for worn or missing tags by I&SC
- Once an asset is scanned one of three screens will display:
The below screen will display after scanning an asset barcode. This screen indicates that the asset has been located as it is in PeopleSoft.

![Image of the View Detail screen showing details of an asset]

- **TagNum**: 73230
- **Description**: Shredder, Hard Drive
- **AssetID**: 001000001798
- **SerialNum**: 2106129A
- **Model**: AMS-150
- **Offsite**: N

The screen indicates that the asset has been located as it is in PeopleSoft.
• Press Save if information is correct
• Continue to the next asset tag
• The view detail screen will display

The asset has been located in a different location than is currently in PeopleSoft.
• Press Correct
• Scan the next asset tag
• The View Detail screen will be displayed if an asset is new, been added after the database was uploaded, or was not copied to PeopleSoft during conversion.
• Press Add
• Once all of the assets in a room have been scanned you will then Set Location for the next room.
• The scanner will need to be synced when scanning has been completed for the day
• If you are performing the inventory and have been assigned a scanner(s) and cradle proceed as follows. Otherwise if a student is performing your inventory, they will return to I&SC to have scanner synced
• Placed the scanner into the cradle, Windows 7 Windows Mobile will be used to sync your scanner.
• As a safe guard the database file on the scanner needs to be backed up before attempting a sync, the procedure will be furnished by I&SC.
Syncing with Windows Mobile Center
Sync Procedure

- Each scanner has an unique name (campus1 through campus12)
- Once the scanner is placed into the cradle it will display
Once the scanner has synced the Windows Mobile screen will display
- From the main Menu on the scanner press Sync
- The following screen will display
These additional messages will also be displayed:

- Executing sync process  Success
- Downloading general   Success
- Downloading data      Success
- Downloading labels    Success

Once all of these steps have been completed the Sync successful will display with the OK button.

- Press Ok and the scanner is now ready
- Proceed with scanning of your assets
- Don’t remove the scanner from cradle until the sync is successful
- If a error occurs press details and notify I&SC for instruction
Reports

- Reports can be created that contain all assets that have not been scanned or assets that have been scanned.
- Upon completion of your inventory a report will be sent showing the assets not yet validated by the Scan & Validate System.
- Allowing you time to locate these assets and notify I&SC of the status.
- A Missing/Stolen Report will need to be sent if a asset is not located before the end of the fiscal year.
# Report of Assets not Scanned

<table>
<thead>
<tr>
<th>Tag #</th>
<th>Location</th>
<th>Description</th>
<th>Serial #</th>
<th>Offsite</th>
<th>Model</th>
<th>Manufacturer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>35113</td>
<td>MC 2.410</td>
<td>EQUALIZER ALTEC/LANSING</td>
<td>K344333</td>
<td>N</td>
<td>1753A</td>
<td>ALTEC/LANSING</td>
<td>NoScan</td>
</tr>
<tr>
<td>35814</td>
<td>JO 4.142</td>
<td>TELEVISION MITSUBISHI</td>
<td>AM35H001853</td>
<td>N</td>
<td>AM3501R</td>
<td>MITSUBISHI</td>
<td>NoScan</td>
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<tr>
<td>35817</td>
<td>JO 4.142</td>
<td>TELEVISION MITSUBISHI</td>
<td>AM35H001830</td>
<td>N</td>
<td>AM3501R</td>
<td>MITSUBISHI</td>
<td>NoScan</td>
</tr>
<tr>
<td>35924</td>
<td>JO 3.528</td>
<td>EQUIPMENT RACK SCHNOFF</td>
<td>N/A</td>
<td>N</td>
<td>N/A</td>
<td>SCHNOFF</td>
<td>NoScan</td>
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<tr>
<td>39323</td>
<td>JO 4.142</td>
<td>MONITOR/RECEIVER MITSUBISHI</td>
<td>503483</td>
<td>N</td>
<td>CS-35203</td>
<td>MITSUBISHI</td>
<td>NoScan</td>
</tr>
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<td>39324</td>
<td>JO 4.142</td>
<td>MONITOR/RECEIVER MITSUBISHI</td>
<td>506796</td>
<td>N</td>
<td>CS-35203</td>
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<tr>
<td>43051</td>
<td>JO 4.142</td>
<td>PROJECTOR EKTAGRAPHIC III SLIDE</td>
<td>107986</td>
<td>N</td>
<td>AMT</td>
<td>KODAK</td>
<td>NoScan</td>
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<tr>
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<td>PROJECTOR EKTAGRAPHIC III SLIDE</td>
<td>107983</td>
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<td>AMT</td>
<td>KODAK</td>
<td>NoScan</td>
</tr>
<tr>
<td>43127</td>
<td>JO 3.528</td>
<td>TAPE RECORDER PANASONIC</td>
<td>F8TC01201</td>
<td>N</td>
<td>AG-1980P</td>
<td>PANASONIC</td>
<td>NoScan</td>
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<tr>
<td>43294</td>
<td>JO 3.516</td>
<td>PROJECTOR POLAROID LCD</td>
<td>1533</td>
<td>N</td>
<td>PV315(E)</td>
<td>POLAROID</td>
<td>NoScan</td>
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<tr>
<td>44150</td>
<td>GR 2.216</td>
<td>TV/VCR PANASONIC 27&quot;</td>
<td>18AA10785</td>
<td>N</td>
<td>PV-M2768</td>
<td>PANASONIC</td>
<td>NoScan</td>
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<tr>
<td>44302</td>
<td>JO 3.528</td>
<td>VIDEO RECORDER/PLAYER SONY</td>
<td>39891</td>
<td>N</td>
<td>UVW-1800</td>
<td>SONY</td>
<td>NoScan</td>
</tr>
<tr>
<td>44419</td>
<td>GR 2.216</td>
<td>MONITOR SONY VIDEO 8&quot;</td>
<td>2026258</td>
<td>N</td>
<td>PVM-8040</td>
<td>SONY</td>
<td>NoScan</td>
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<td>44421</td>
<td>JO 4.104</td>
<td>MONITOR SONY VIDEO 8&quot;</td>
<td>2026400</td>
<td>N</td>
<td>PVM-8040</td>
<td>SONY</td>
<td>NoScan</td>
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<tr>
<td>45710</td>
<td>HH 2.402</td>
<td>PROJECTION SCN DALITE OVERHD</td>
<td>N/A</td>
<td>N</td>
<td>SENIOR ELECTRO</td>
<td>DALITE</td>
<td>NoScan</td>
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<tr>
<td>45925</td>
<td>JO 3.516</td>
<td>WIRELESS MICROPHONE DUALCHANNEL</td>
<td>N/A</td>
<td>N</td>
<td>UI-124M/58</td>
<td>SHURE</td>
<td>NoScan</td>
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<tr>
<td>48531</td>
<td>JO 3.514</td>
<td>TOWER DELL DIMENSION 8200</td>
<td>DSPY611</td>
<td>N</td>
<td>DHM</td>
<td>DELL</td>
<td>NoScan</td>
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<tr>
<td>500625</td>
<td>JO 4.614</td>
<td>DISTANCE LRNING CTR EQUIPMENT</td>
<td>N/A</td>
<td>N</td>
<td>N/A</td>
<td>SOUND VISIONS</td>
<td>NoScan</td>
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<tr>
<td>500798</td>
<td>HH 2.402</td>
<td>PROJECTOR DATA, SONY</td>
<td>N/A</td>
<td>N</td>
<td>N/A</td>
<td>SONY</td>
<td>NoScan</td>
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<tr>
<td>51516</td>
<td>JO 2.304</td>
<td>Niagara 5200W DISC Array</td>
<td>BX8053KE30</td>
<td>N</td>
<td>5200W</td>
<td>NIAGARA</td>
<td>NoScan</td>
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</table>
## Report of Assets That Have been Scanned

<table>
<thead>
<tr>
<th>Tag #</th>
<th>Location</th>
<th>Description</th>
<th>Serial #</th>
<th>Offsite</th>
<th>Model</th>
<th>Manufacturer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>61324</td>
<td>CN 1.102</td>
<td>TOWER DELL OPTIPLEX GX620</td>
<td>DKDDY91</td>
<td>N</td>
<td>DCNE</td>
<td>DELL</td>
<td>Correct</td>
</tr>
<tr>
<td>61326</td>
<td>CN 1.120</td>
<td>TOWER DELL OPTIPLEX GX620</td>
<td>1LDDY91</td>
<td>N</td>
<td>DCNE</td>
<td>DELL</td>
<td>Correct</td>
</tr>
<tr>
<td>62686</td>
<td>CN 1.120</td>
<td>PROCESSOR, CRESTRON C2N-MMS</td>
<td>N</td>
<td>QMWMC</td>
<td>CRESTRON</td>
<td>Correct</td>
<td></td>
</tr>
<tr>
<td>62687</td>
<td>CN 1.120</td>
<td>A/V SWITCH, CRESTRON MP2E</td>
<td>N</td>
<td>MP2E</td>
<td>CRESTRON</td>
<td>Correct</td>
<td></td>
</tr>
<tr>
<td>62688</td>
<td>CN 1.102</td>
<td>CAMERA DOCUMENT WOLFVISION VZ8</td>
<td>830045</td>
<td>N</td>
<td>VZ8</td>
<td>WOLFVISION</td>
<td>Correct</td>
</tr>
<tr>
<td>62689</td>
<td>CN 1.120A</td>
<td>PROJECTOR DATA, CHRISTIE LX55</td>
<td>N</td>
<td>LX55</td>
<td>CHRISTIE</td>
<td>Change</td>
<td></td>
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<tr>
<td>64214</td>
<td>WTC2.210</td>
<td>Lectern Multimedia</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td>Change</td>
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<tr>
<td>64768</td>
<td>GR 2.539</td>
<td>Alera 1.7 DVD CopyTower Pro</td>
<td>00371-001948</td>
<td>N</td>
<td>260153</td>
<td>Change</td>
<td></td>
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<tr>
<td>65104</td>
<td>CN 1.112</td>
<td>Tower CPU Dell Optiplex 755</td>
<td>G24QGF1</td>
<td>N</td>
<td>DCNE</td>
<td>Dell</td>
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<tr>
<td>65309</td>
<td>CN 1.112</td>
<td>Lectern, Camera &amp; Equipment</td>
<td>N/A</td>
<td>N</td>
<td>N/A</td>
<td></td>
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<tr>
<td>65310</td>
<td>CN 1.112B</td>
<td>AV Control Equipment</td>
<td>N/A</td>
<td>N</td>
<td>N/A</td>
<td></td>
<td>Correct</td>
</tr>
<tr>
<td>68539</td>
<td>CN 1.112B</td>
<td>Projector Nec NP4100-DLP</td>
<td>96A0132CC</td>
<td>N</td>
<td>NP4100</td>
<td>NEC</td>
<td>Correct</td>
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<tr>
<td>73421</td>
<td>CB21.205</td>
<td>NEC NPM300W LCD PROJ WXGA 2000</td>
<td>1700263UD</td>
<td>N</td>
<td>NPW300W</td>
<td>&lt;auto add by SciQuest Integr</td>
<td>Change</td>
</tr>
<tr>
<td>74929</td>
<td>CN 1.1</td>
<td>Dual Channel Receiver</td>
<td>1LF0888875</td>
<td>N</td>
<td>UR124D</td>
<td>Shure</td>
<td>Change</td>
</tr>
</tbody>
</table>

**Status:**

Correct: The asset was located and scanned in the location that was in PeopleSoft
Change: The asset was located in a different location than what was in PeopleSoft
Progress Reports

- I&SC will monitor the progress of each department through the use of Administrative reports on the AssetWorks web page.
- Please call for assistance or if a report is needed.
PeopleSoft View only Access

• View only access will allow you to view:
  Description
  Serial Number
  Model
  Manufacturer
  Custodian
  Offsite
  Custodial ID
  Comments
  Locations
  Images
To enter the tag number you want to view, click on the following in menus:

1. Asset Management
2. Asset Transaction
3. Owned Assets
4. Basic Add

**Step 1:** Asset Management

**Step 2:** Asset Transaction

**Step 3:** Owned Assets

**Step 4:** Basic Add
Enter the tag number and click on search

You will be taken to a screen with multiple Tabs, select the one that contains the information for viewing
Examples of PeopleSoft screens and information available

General Information Tab

- **Description**
- **Tag Number**
- **Asset Status:**
  - In Service
  - Received (Not in Service)
  - Disposed
- **Date Retired**
Asset Information Tab

Define Asset Operational Information

- Business Unit: DAL01
- Tag Number: 660111
- Short Desc: Server Dell
- Description: Server Dell PowerEdge M610
- Asset ID: 6601101
- Asset Status: In Service
- Profile ID: 2003NY41
- Detailed Description: Server Dell PowerEdge M610

Asset Structure

- Asset Type: IT Hardware
- Component of: 

Manufacturer Information

- Serial ID: 15DZTK1
- Manufacturer ID: 
- Manufacturer Name: Dell
- Model: M610
- Product Version: 
- Production Date: 
- Plant: 
- Contact: 
- VIN: 
- SKU: 
- IP Address: 

Asset Resource Information

- Schedulable: 
- Allow Overbooking: 
- Use As Tool: 

Work Order Options for Components
Define Asset Operational Information

- **Serial Number**: E07TV61
- **Manufacturer**: DELL
- **Model**: FP0
- **Last Inventory Date**: 284CTL41
- **Hard Drive serial number after removal from computers for shredding will be in this field**
Location/Comments/Attributes Tab

- **Location**: HH 2.138
- **Click on Comments to View**
- **Click to view Custodial ID**
- **Click to view Image**
Manufacturer/License/Custodian Tab

Offsite Custodian
Photograph of a Offsite asset for validation
Accounting Codes

- We need your help with the accounting codes being assigned on requisitions
- I&SC reviews a daily report of all purchase orders created the prior day
- Each purchase order is reviewed to determine if it has a controlled asset that will need to be tagged
- All accounts are reviewed and corrected as needed
- Controlled Assets are items that have a value less than $4,999.00
- All Desktops, Laptops, Tablets are controlled regardless of cost
- Capital assets are items that have a value $5000.00 or greater
- The list of accounting codes you are currently using has a few errors
- Account numbers beginning with 6 are controlled assets and ones beginning with 8 are capital assets
- The most common PS Account numbers are:
  - 63001  Consumables
  - 63002  General Office Supplies
  - 63016  Furniture/Equipment Non Capital Inventory
  - 63027  Equipment Audio Visual
  - 63029  Equipment Computers Non Capital
  - 66004  Maintenance /Repair Computer Equipment
- PS Capital Account numbers:
  - 82008  Capital Computer Equipment
  - 88010  Capital Equipment
Thank you for your time today!

Please call if you have any questions or problems during the inventory process.