



# FAS FY13 and FY14 Inventories

May 28, 2013

# **FY 13 Biennial Inventory**

- A110 Requirements
- Process for completing inventory

# A110 Requirements

OMB Circular A110 section.34.(f).(3)3 States:

*A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The recipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.*

# Inventory Guidelines

This inventory will include all Assets in Equipster to be inventoried starting after 7/1/13 and completed by 10/15/13.

- A. This inventory will be for all assets purchased through 6/30/13.
- B. All unassigned transactions that appear in Equipster should be assigned by their inventory date between 7/1/13 and 10/15/13

# Physical Inventory Process

1. Run a report – There are two ways of running a list of assets:
  - a. Asset Detail Report
  - b. Physical Inventory Report

# Example of asset report page

Equipster-Asset Search Parameter Screen

https://asperin.fas.harvard.edu/inventory/protected/reports/assetReport.do#

## FAS Equipster

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### Asset Report

#### Search Instructions

Fields marked with \*\* sign allow wildcard search (e.g. sm%th searches for all names with 'sm' and 'th' in them).

<b>**Tag #:</b> <input type="text"/>	<b>**Asset Description:</b> <input type="text"/>
<b>**PI Last Name:</b> <input type="text"/>	<b>**PI First Name:</b> <input type="text"/>
<b>Fund Number:</b> <input type="text"/>	<b>Fund Description:</b> <input type="text"/>
<b>**User Last Name:</b> <input type="text"/>	<b>**User First Name:</b> <input type="text"/>
<b>Department:</b> <input type="text" value="Any"/>	<b>Show Disposed:</b> <input type="text" value="Non-Disposed Assets Only"/>
<b>Report Options:</b> <input type="text" value="Asset Listing, Web Format"/>	<b>Asset Type:</b> <input type="text" value="Both Capital &amp; Non-Capital assets"/>
<b>Disposal Date Range:</b> From Date: <input type="text"/> Thru Date: <input type="text"/>	
<b>Transaction Date Range:</b> From Date: <input type="text"/> Thru Date: <input type="text"/>	

[Less search options](#)

<b>**Manufacturer:</b> <input type="text"/>	<b>**Vendor:</b> <input type="text"/>
<b>**Machine Name:</b> <input type="text"/>	<b>Building:</b> <input type="text" value="Any"/>
<b>**Serial no</b> <input type="text"/>	<b>Inventoried Status:</b> <input type="text" value="Any"/> <b>Inventoried Condition:</b> <input type="text" value="Any"/>
<b>Inventory date Range:</b> From Date: <input type="text"/> Thru Date: <input type="text"/>	
<b>Utilization Status:</b> <input type="text" value="Any"/>	<b>Object Code:</b> <input type="text" value="Any"/>
<b>Is Fabrication</b> <input type="text" value="Any"/>	<b>Billing Code Root:</b> <input type="text"/>
<b>Funding Type:</b> <input type="text" value="Any"/>	<b>**Comments:</b> <input type="text"/>
<b>Book Value Greater Than:</b> <input type="text" value="-1"/>	<b>Acquisition Cost Greater than:</b> <input type="text" value="-1"/>
<b>**Location if offsite Description</b> <input type="text"/>	<b>Sponsor:</b> <input type="text" value="Any"/>
<b>Sorting Options:</b> <input type="text" value="Asset Description"/>	

**INSTRUCTIONS:**

In **EQUIPSTER**  
Go to **REPORTS** menu  
Choose **ASSET LISTING**  
see a page like this one  
Input parameters on this page  
Hit the **SEARCH** button at Bottom

# Example of physical inventory request page

Equipster-Asset Search Parameter Screen

https://asperin.fas.harvard.edu/inventory/protected/inventorySearch.do#

**FAS Equipster**

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## Search Inventory

### Search Instructions

Fields marked with \*\* sign allow wildcard search (e.g. sm%th searches for all names with 'sm' and 'th' in them).

<b>**Tag #:</b> <input type="text"/>	<b>**Asset Description:</b> <input type="text"/>
<b>**PI Last Name:</b> <input type="text"/>	<b>**PI First Name:</b> <input type="text"/>
<b>Fund Number:</b> <input type="text"/>	<b>Fund Description:</b> <input type="text"/>
<b>**User Last Name:</b> <input type="text"/>	<b>**User First Name:</b> <input type="text"/>
<b>Department:</b> <input type="text" value="Any"/>	<b>Show Disposed:</b> <input type="text" value="Non-Disposed Assets Only"/>
<b>Disposal Date Range:</b> From Date: <input type="text"/> Thru Date: <input type="text"/>	<b>Asset Type:</b> <input type="text" value="Both Capital &amp; Non-Capital assets"/>
<b>Transaction Date Range:</b> From Date: <input type="text"/> Thru Date: <input type="text"/>	

[Less search options](#)

<b>**Manufacturer:</b> <input type="text"/>	<b>**Vendor:</b> <input type="text"/>
<b>**Machine Name:</b> <input type="text"/>	<b>Building:</b> <input type="text" value="Any"/>
<b>**Serial no</b> <input type="text"/>	<b>Inventoried Status:</b> <input type="text" value="Any"/> <b>Inventoried Condition:</b> <input type="text" value="Any"/>
<b>Inventory date Range:</b> From Date: <input type="text"/> Thru Date: <input type="text"/>	
<b>Utilization Status:</b> <input type="text" value="Any"/>	<b>Object Code:</b> <input type="text" value=": Any"/>
<b>Is Fabrication</b> <input type="text" value="Any"/>	<b>Billing Code Root:</b> <input type="text"/>
<b>Funding Type:</b> <input type="text" value="Any"/>	<b>**Comments:</b> <input type="text"/>
<b>**Location if offsite Description</b> <input type="text"/>	<b>Sponsor:</b> <input type="text" value="Any"/>
<b>Sorting Options:</b> <input type="text" value="Asset Description"/>	

**INSTRUCTIONS:**

In **EQUIPSTER**  
Go to **ACTIONS** menu  
Choose **PHYSICAL INVENTORY**  
see a page like this one  
Input parameters on this page  
Hit the **SEARCH** button at Bottom

# Example of a physical inventory report

Equipster-Physical Inventory

https://asperin.fas.harvard.edu/inventory/protected/listInventory.do

Equipster-Physical Inventory

## FAS Equipster

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### Physical Inventory

After locating the assets below, update the "Inventory Date" field, as well as any changes to location, status, or condition.

Tag #	Tag Description	Building/Room	Tagging Status	Primary User	PI	Dept	Utilization	Inventory Status	Inventory Condition	Inventory Date	
DummeY101	<a href="#">AEO System</a>	1414 Mass Avenue ·   223	Off-site -- not tagged	Kara Colannino 617-495-9057 kcolanni@deas.harvard.edu	Kara Colannino	RAS	Used ▾	Located ▾	Unknown ▾		
UA2006	<a href="#">Contains assets that have not yet been assigned to departments from 2006</a>	1414 Mass Avenue ·   223	Tagged	Kara Colannino 617-495-9057 kcolanni@deas.harvard.edu	Kara Colannino	RAS	Used ▾	Located ▾	Unknown ▾	03/15/201	
FASRAS101X	<a href="#">dummy asset to fix unassigned transaction errors</a>		Tagged	--		RAS	Used ▾	Located ▾	Unknown ▾		
K101X	<a href="#">teST FOR oFFSITE</a>		Tagged	Marva Bernard-saunders --	Marva Bernard-saunders	RAS	Used ▾	Offsite - Unseen ▾	Unknown ▾		
kwmtest	<a href="#">testing</a>	775 A +B Huntingto ·   219	Tagged	James Bay --	James Bay	RAS	Used ▾	Located ▾	Unknown ▾		
kwmX	<a href="#">widget for performing x</a>		Tagged	--		RAS	Used ▾	Located ▾	Unknown ▾		

Submit

SaveAndExportToExcel

Option to save and export to EXCEL new for FY13

#### INSTRUCTIONS:

Once you have updated the fields above with any changes and input an inventory date hit the **SUBMIT Button**.



# Inventory Guidelines Cont.

2. Locate or have someone\* physically locate the asset and update the following fields in Equipster:
  - a. Tag #
  - b. Tag Description
  - c. Building
  - d. Room #
  - e. Tagging Status
  - f. Primary User
  - g. PI
  - h. DEPT
  - i. Inventory Status
  - j. Inventory Condition \* **NEW**\*
  - k. Inventory Date - all assets should be updated with a inventory date between 7/1/13 and 10/15/13

\* (If someone is physically locating the equipment for you – please have them sign off on the physical inventory report you have supplied to them)

# Inventory Guidelines Cont.

3. Change any Equipster data that you know is incorrect including the following:
  - a. Source of the equipment, including award number
  - b. Whether title vests in the recipient or the federal government
  - c. Acquisition date (or date received, if the equipment was furnished by the federal government) and cost
  - d. Unit Acquisition cost
4. Once assets are located & inventoried, update the Last Inventory Date field.
5. Email [kcolann@fas.harvard.edu](mailto:kcolann@fas.harvard.edu) to let Kara know that your department's inventory is done.

# FY 14 IDC Rate Calculation Inventory

- To be conducted in Spring 2014:
  - To include all capital assets in Equipster
  - Reconfirm FY13 Inventory and all new FY14 Capital purchases
  - By June 30, 2014 – All capital assets must inventoried between April 1, 2014 and June 30, 2014. The following information must be checked and updated:
    - a. Tag #
    - b. Tag Description
    - c. Building
    - d. Room #
    - e. Tagging Status
    - f. Primary User
    - g. PI
    - h. DEPT
    - i. Inventory Status
    - j. Inventory Condition \* **NEW**\*
    - k. Inventory Date - all assets should be updated with a inventory date between 4/1/14 and 6/30/14
  
- More details to follow in the coming months.