

PHYSICAL INVENTORY OF EQUIPMENT PARTICIPANT GUIDE



Acknowledgements

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Prerequisites

The following are prerequisites for this course:

- Introduction to Property Accounting

Course Information

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Course Overview

The University of Illinois System has a combined movable equipment inventory of over 280,000 items with a historical cost over \$2.3 billion (2017). *Movable equipment* is equipment that is not permanently attached to a building or grounds as fixed equipment or an improvement other than buildings.

These movable equipment items are a vital asset of the University of Illinois System. University and state regulations require each unit to complete and certify a physical inventory of their movable equipment every two years. This process is known as the biennial physical inventory, or *biennial inventory*.

The biennial inventory process verifies the accuracy of each item's record and assures that the item is physically present. In this course, you'll learn the process of conducting physical inventory and the steps in verifying the biennial inventory. You'll learn how to access the Biennial Inventory system and how to run the inventory list. You'll also learn about inventory policies and procedures and problem-solving.

Course Objectives

At the end of this course, you will be able to:

- Describe why biennial inventory is important.
 - Restate your unit's responsibilities for conducting biennial inventory.
 - Identify deadlines for completing biennial inventory.
 - Use the Biennial Inventory system to begin the physical inventory process.
 - Review and update unit roles in the Biennial Inventory system.
 - Verify item status in the Biennial Inventory system.
 - Update item attributes in the Biennial Inventory system.
 - Recall steps for certifying the inventory.
- Explain the importance of following up on Pending items.

Lesson 1: Why Conduct Physical Inventory?

In this lesson, you'll learn why conducting physical inventory is important. You'll also see how the physical inventory process flows, along with key dates and deadlines for each university.

1.1: The Significance of Physical Inventory

The University of Illinois System has a combined movable equipment inventory of over 280,000 items, with a historical cost over \$2.3 billion (2017). As a vital asset of the system, this inventory is controlled through Banner, which functions as the official record of property, plant, and equipment. Because units cannot update movable equipment information directly in Banner, they use FABweb (a web-based system that interfaces with Banner) to make updates instead.

To comply with State regulations and sound fiscal practice, university policy requires that records of movable and controlled equipment be verified every two years. This verification involves comparing items of equipment physically located in each unit's facilities with a list of the equipment recorded in Banner. The verification process is referred to as a *physical inventory*.

Physical inventories serve several valuable purposes other than compliance with State requirements, including:

- To ensure that Banner will be able to **perform important functions** such as financial reporting, planning and budgeting, and computing indirect costs on sponsored projects.
- To help ensure that Unit Heads are able to **fulfill the control and custody responsibilities** delegated to them. This includes identifying and locating equipment that has moved to another location without its record being properly updated. See the [Comply with Unit Head Property Custodial Responsibilities](#) page in the [Business and Financial Policies and Procedures](#) manual for more information.
- To ensure **compliance with federal requirements** that federally-owned equipment be adequately controlled.
- To ensure that **unused/unneeded equipment is identified** and, when appropriate, made available to other units or to State agencies.
- As a sound business practice to **protect assets** and identify/correct overlooked errors in asset records.

The University of Illinois System is only able to accomplish these diverse purposes with thorough and conscientious physical inventories.

1.2: Physical Inventory Process

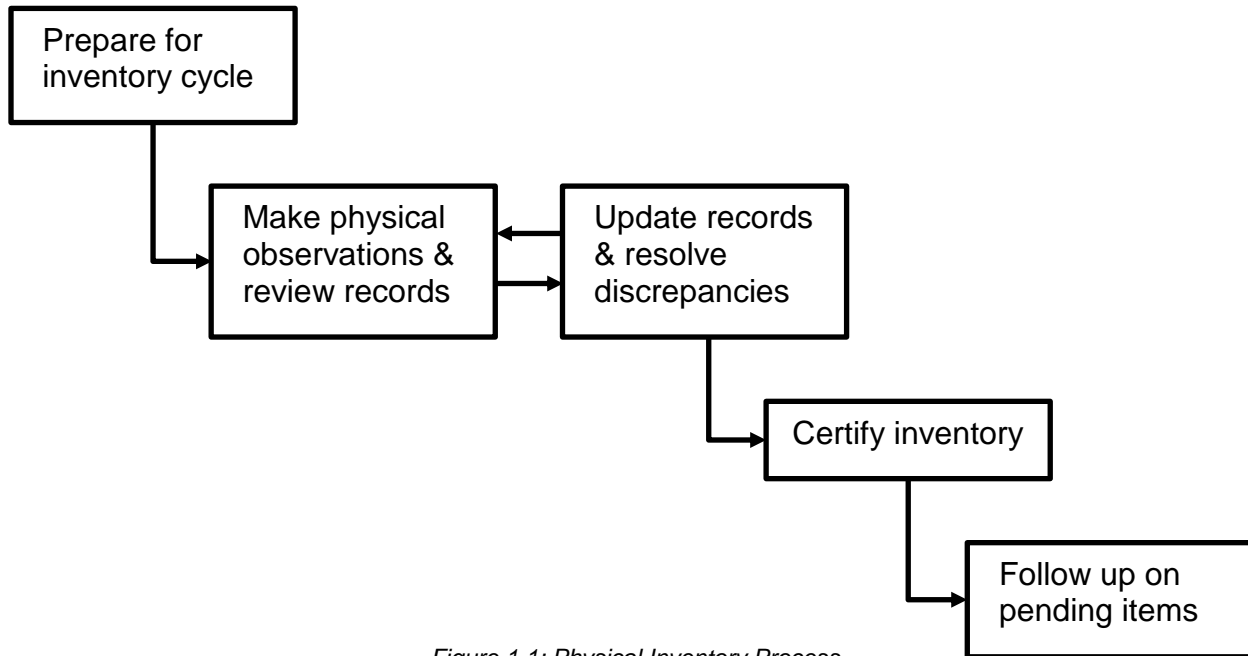


Figure 1.1: Physical Inventory Process

The physical inventory process has four main steps:

1. Preparation
2. Conducting the physical inventory, which includes making physical observations, reviewing records, updating records, and resolving discrepancies
3. Certifying the inventory
4. Following up on Pending items

You'll spend the most time on Step 2, conducting the physical inventory. However, all of the different parts of the process are important. The process is shown later in this lesson.

The first step, preparation, will be covered in [Lesson 2](#). Lessons [3](#), [4](#), and [5](#) will cover all the details of conducting the physical inventory, like making observations, reviewing and updating records, resolving discrepancies, and more. Certifying the inventory and following up on Pending items will be covered in [Lesson 6](#).

1.3: Deadlines and Timing

Biennial means occurring every two years. Biennial physical inventory happens every two years, but the specific physical inventory schedule depends on your university and/or unit.

The physical inventory cycle lasts a full calendar year, from beginning to end. The cycle has three important dates, which occur in this order:

1. The date that the physical inventory cycle begins.
2. The certification due date.
3. The due date for Pending items to be resolved.

Physical Inventory of Equipment

Each university follows a different cycle, with different dates, for physical inventory. Approximately one half of UIC and UIUC university units are scheduled to complete their inventories in even-numbered calendar years, such as 2018, while the other half are scheduled to complete in odd-numbered years. UIS units only conduct inventory in odd-numbered years. Units in System Offices follow the UIUC schedule.

Certification is due about nine months after the physical inventory cycle begins. Then, about three months after that, Pending items are due to be resolved.

The biennial inventory schedules for UIC, UIUC/System Offices, and UIS are shown on the next page.

For example, a unit at UIS conducts their inventory in an odd calendar year, like 2019. However, their inventory cycle starts on September 1, 2018 (the previous year). Their certification due date is May 31, 2019, and the due date for Pending items to be resolved is August 31, 2019.

You'll get an automated email with the timing of your unit's physical inventory, approximately 30 days before the inventory cycle begins.

Biennial Inventory Schedules

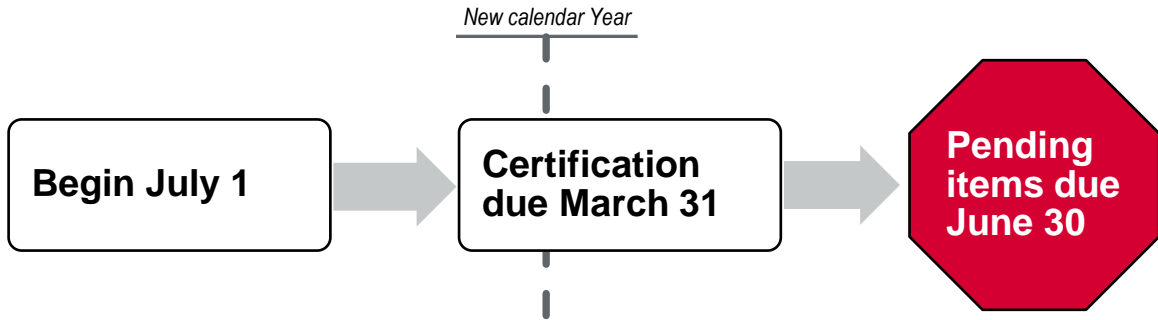


Figure 1.2: UIC Biennial Inventory Schedule



Figure 1.3: UIUC and System Offices Biennial Inventory Schedule

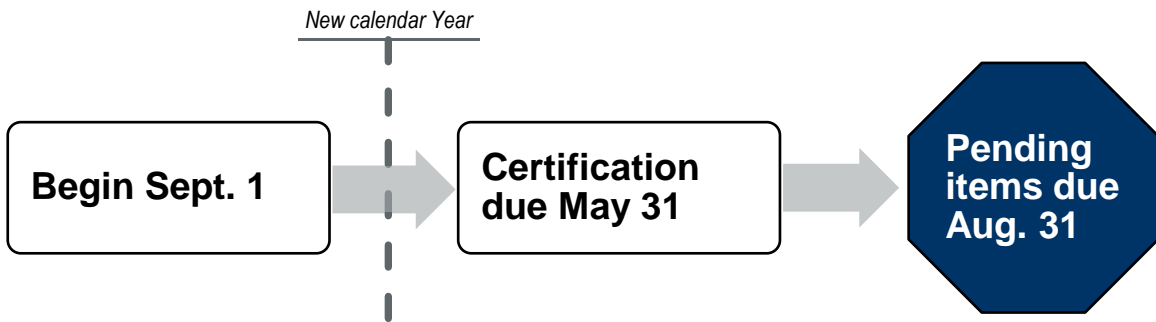


Figure 1.4: UIS Biennial Inventory Schedule

Support and Resources

This section summarizes the links and resources referenced in this lesson.

[Comply with Unit Head Property Custodial Responsibilities](#)

[Business and Financial Policies and Procedures](#)

Lesson Summary

In this lesson, you learned why conducting physical inventory is important. You also saw how the physical inventory process flows, along with key dates and deadlines for each university.

Lesson Review

1. Your unit is responsible for making physical observations, reviewing and updating records, and resolving discrepancies during the physical inventory cycle.

True/False

2. Your unit conducts physical inventory every two years for which of the following reason(s)?

- a. To protect assets and correct errors in asset records.
- b. To comply with state regulations and University of Illinois System policies.
- c. To identify unused and unneeded equipment.
- d. All of the above.

3. If your unit is scheduled to begin the physical inventory cycle on July 1, what is the due date for Pending items to be resolved?

- a. March 31 of the following year
- b. June 30 of the following year
- c. August 31 of the same year
- d. December 1 of the same year

Lesson 2: Getting Started with Physical Inventory

In this lesson, you'll learn how to prepare for the physical inventory cycle. You'll learn how to access the Biennial Inventory system, and about your role in both the physical inventory process and the Biennial Inventory system. In addition, you will learn how to assign Unit Specialist roles in the Biennial Inventory system. You'll also learn how to load the inventory list. You'll use the inventory list throughout the rest of the inventory cycle, as you conduct physical inventory.

2.1: Before Getting Started

Conducting physical inventory and certifying the inventory are required. There are two ways to conduct physical inventory: through the Biennial Inventory system, or externally. Using the Biennial Inventory system to manage the physical inventory process (tracking item status and making record updates) is optional, but you must use the Biennial Inventory system to certify the inventory. If your unit has a shadow system to help with physical observation and updating inventory items, for example, you can choose to keep using that system. However, you must still certify the inventory in the Biennial Inventory system, and you must provide evidence of your unit's efforts in completing the certification. Before you get started with physical inventory, you should **decide whether to conduct inventory externally or through the Biennial Inventory system.**

Most of the information in this guide is about conducting physical inventory through the Biennial Inventory system. If you choose to not use the Biennial Inventory system for tracking item status and making record updates, you can skip to Lesson 6 to learn how to certify the inventory.

2.2: Accessing the Biennial Inventory System

The Biennial Inventory system is a web-based application to help you complete the physical inventory process. It includes a mobile device app for both Android and Apple iOS platforms, but using the mobile app version is optional. With the Biennial Inventory system, you can complete biennial inventory observation and certification online, instead of using paper and pen.

You must be granted access to the Biennial Inventory system before you can use it. If you're a Property Contact, University Property Accounting and Reporting (UPAR) will set up access for you and your department Unit Head before the inventory cycle begins.

NOTE: Unless otherwise noted, all steps shown are for the web version of the Biennial Inventory system only, not the mobile app version. The Biennial Inventory app is covered in Lesson 3.

Follow these steps to log in to the Biennial Inventory system.

Step	Task
1.	Log in to the Biennial Inventory system at https://fabweb.uillinois.edu/
2.	Type your NetID and password in the appropriate fields.
3.	Click the LOG IN button.
4.	Click the Logout link in the top right corner when you're done.

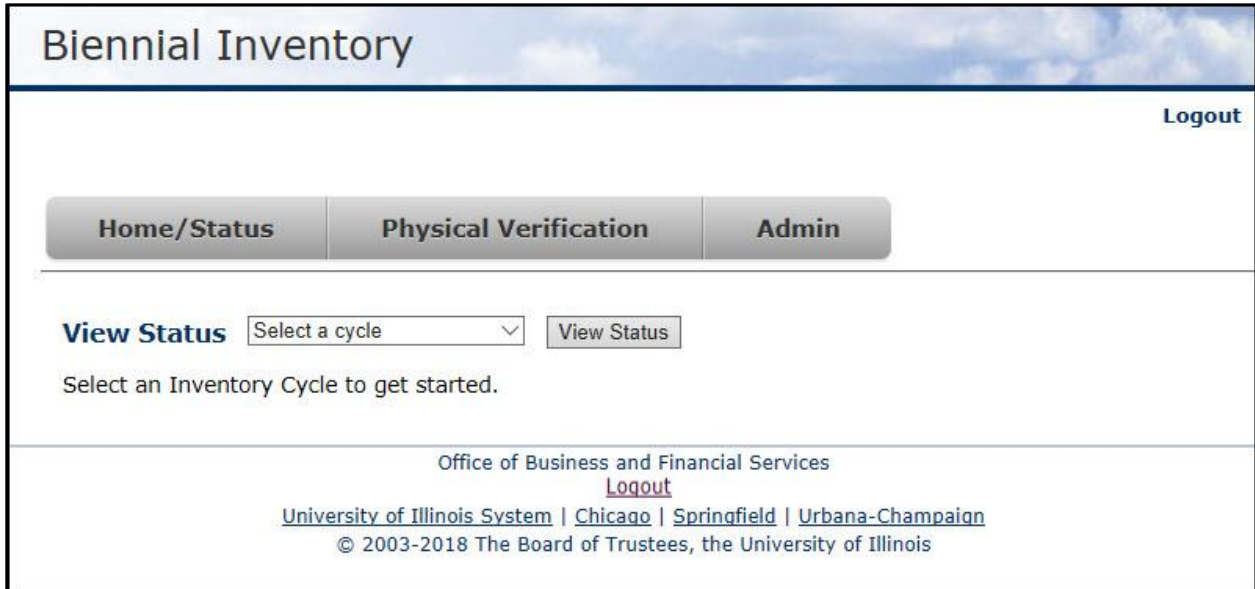


Figure 2.1: Biennial Inventory System Main Screen

When you access the Biennial Inventory system, you'll see three tabs: **Home/Status**, **Physical Verification**, and **Admin**. You can use the **Home/Status** tab at any point to check inventory cycle status, and you'll learn how to do that in the next lesson. In the previous lesson, you learned about the four main parts of the physical inventory process. You'll use all the tabs during the physical inventory process as follows:

1. Preparation – use the **Admin** tab.
2. Conducting the physical inventory (which includes making physical observations, reviewing records, updating records, and resolving discrepancies) – use the **Physical Verification** tab.
3. Certifying the inventory – use the **Admin** tab.
4. Following up on Pending items – use the **Physical Verification** and **Home/Status** tab.

Learning Activity

Log in to the Biennial Inventory system using the steps on the previous page. Click each tab to review the options for each one.

Talk to the instructor if you don't have access or are unable to log in.

2.3: Biennial Inventory System Roles

The Biennial Inventory system is role-based: each user in the system is assigned a specific role when they are granted access to the system. What you can do and see in the system depends on your role. Some roles will be able to make updates in the Biennial Inventory system, while other roles will only be able to view information in the system. This is called *read-only access*.

Physical Inventory of Equipment

Each role has a different purpose and different tasks. Most roles will be filled by separate people; for example, a person in the Unit Contact role won't have the Unit Head role too. However, in small units, some roles could be combined. In a small unit, for example, the Unit Contact might also serve in the Unit Specialist role.

The following table lists all the roles in the Biennial Inventory system and explains the tasks that each one does.

Role	Description and Tasks
Unit Contact	This is the main role. The Unit Contact is also known as the Property Contact, or the Unit Property Accounting Contact. There is generally one Unit Contact for each 3-digit Org. This allows the Unit Contact to manage all 6-digit sub-Orgs rolling up to the 3-digit Org. The Unit Contact actively manages the biennial inventory process from start to finish. The person in this role needs to know deadlines and how to do each task throughout the biennial inventory process, such as loading the inventory list, assigning roles to Unit Specialists, performing physical inventory, and monitoring progress and deadlines. The Unit Contact can update the Biennial Inventory system for equipment or items in his or her unit.
Unit Specialist	The Unit Specialist can perform the physical inventory using either the web version or the mobile app version, but has limited update capability within the Biennial Inventory system. Large units could have many Unit Specialists performing physical inventory.
Unit Head	This role is at the manager or director level. The Unit Head is only involved during certification and approval at the end of the biennial inventory process. The Unit Head has read-only access to the Biennial Inventory system.
Unit Representative	This is a limited role for initiating or handling transfers, disposals, and Pending items during the latter part of the biennial inventory process. The Unit Representative has read-only access to the Biennial Inventory system.
Approver	This is a limited role for approving transfers, disposals, and Pending items during the latter part of the biennial inventory process. The Approver has read-only access to the Biennial Inventory system.
IT Support	This role exists outside the Biennial Inventory system. The IT Support role does not have access to the Biennial Inventory system, but will be available to help system users with problems.

The three main roles are Unit Contact, Unit Head, and Unit Specialist. The Unit Contact is the biggest role, but the Unit Head and the Unit Specialist also play important parts. The process and who is responsible for each part is shown on the next page, so you can see how each role relates to the physical inventory process that you saw in Lesson 1.

Physical Inventory of Equipment

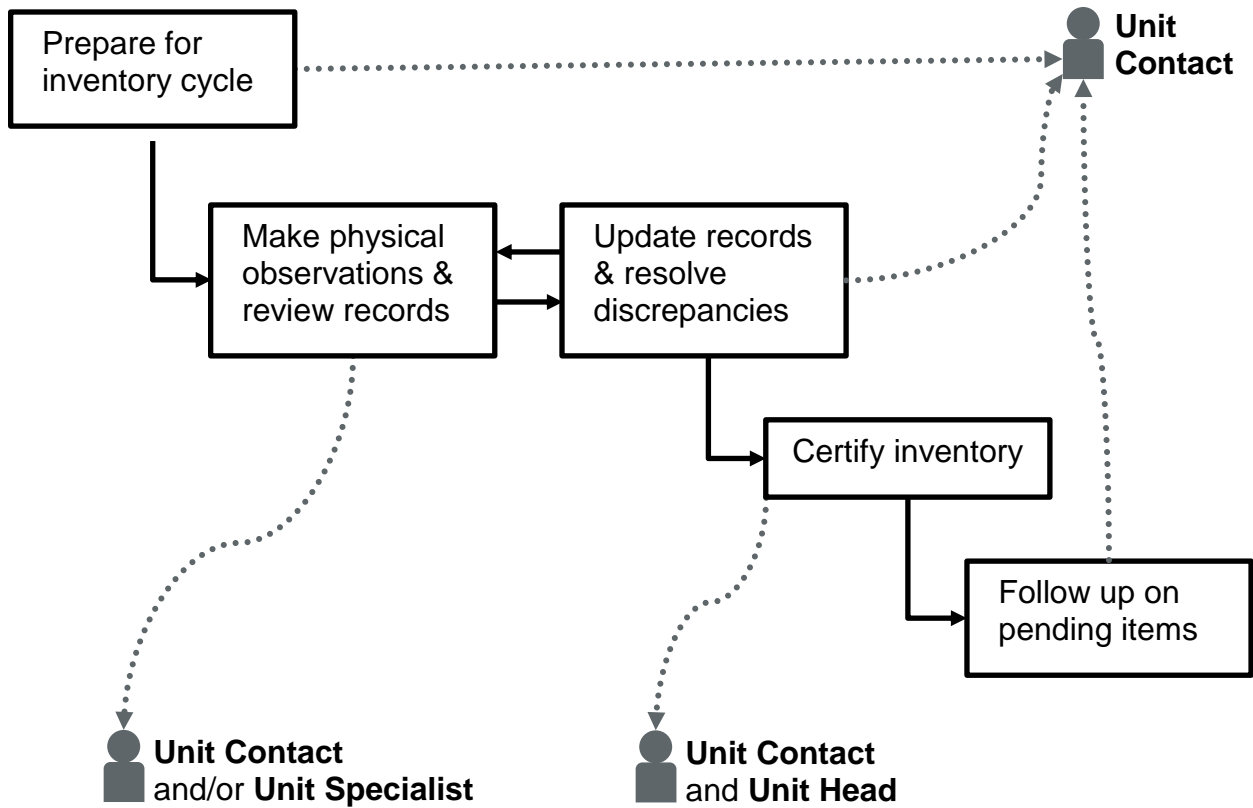


Figure 2.2: Process and Responsibilities

The table below shows more detail about which tasks can be done by role.

Task	Unit Contact	Unit Specialist	Unit Head	Unit Representative	Approver
Load/Reload inventory list	✓				
Add Unit Specialists	✓				
View inventory status and information	✓	✓	✓	✓	✓
View inventory list	✓	✓	✓	✓	✓
Add comment to current biennial inventory cycle	✓	✓	✓	✓	✓
Change item records' status	✓	✓			
Update item attributes	✓	✓			
Approve attribute updates	✓			✓	
Certify inventory	✓		✓		
Initiate transfer or disposal request in FABweb	✓			✓	
Approve transfer or disposal in FABweb					✓

2.4: Confirming Initial Roles

Before the inventory cycle begins, the Biennial Inventory system sends an email to the Unit Contact for each unit. This email is sent 30 days before the inventory cycle starts. When you get the email, you should make a note of your inventory cycle deadlines. You should also log in to the Biennial Inventory system to confirm that the right people are assigned to the correct roles for your unit.

Follow these steps to confirm initial roles.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Admin tab and select Manage Roles .
3.	Review the Unit Contact and Unit Head information for your Chart and Org code. NOTE: NOTE: The property contact's name should be listed as the Unit Contact, and the department's Unit Head should be listed. There may not be any Unit Specialists listed. You can add or remove Unit Specialists as needed; however, if the Unit Head or Unit Contact is wrong, fill out and submit the Property Accounting Contact Change Form to change it.
4.	Click the Logout link in the top right corner when you're done.

NOTE: If you don't get an email before the inventory cycle starts, it means that UPAR has someone else listed as the Property Contact/Unit Contact for your unit. Check the Department Property Contacts (Excel) chart to find out who is listed as the Property Contact for your unit. Notify UPAR using the [Property Accounting Contact Change Form](#) (PDF) to update the information, if needed.

2.5: Adding Unit Specialists

A Unit Specialist can update item status and item details during the physical inventory process. However, Unit Specialists don't have full update capability within the system. Large units could have many Unit Specialists to help perform the physical inventory. If you're a Unit Contact, you can add or delete Unit Specialists as needed.

You can add Unit Specialists at one of these two levels:

- 3-digit Org level** (for access to all 6-digit sub-Orgs below the 3-digit level), or
- 6-digit Org level** (to limit access to a specific sub-Org).

For example, the Crop Sciences department at UIUC uses 802 as their 3-digit Org. Below that Org level, there are many 6-digit sub-Orgs that cover different areas, such as administration, ecology, and plant genetics. You could add a Unit Specialist for Chart-Org 1-802 for that person to have access to all the sub-Orgs below that level. Or, you could add a Unit Specialist for Chart-Org 1-802018 if you want that person to only have access to the plant genetics list of equipment. The example on the next page shows the hierarchy for some of the 3-digit and 6-digit Chart-Org codes in the Crop Sciences department.

Physical Inventory of Equipment

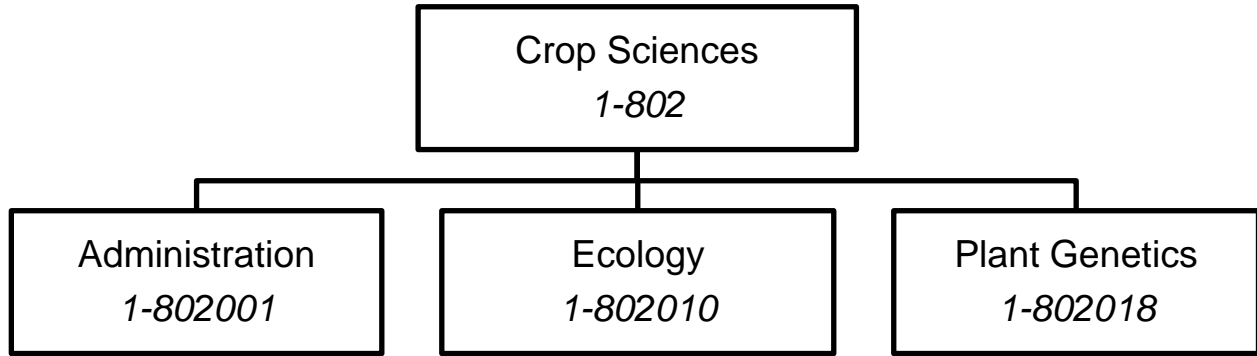


Figure 2.3: Org Level Example

You'll need to know the person's University Identification Number (UIN) or NetID before you can add them as a Unit Specialist. You can only add or delete Unit Specialists in the web version of the Biennial Inventory system, not in the app.

Use these steps to **add** a Unit Specialist in the Biennial Inventory system.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Admin tab and select Manage Roles .
3.	Click the Add Unit Specialist link.
4.	In the Select Role Details window, select the appropriate Chart and Org combination in the Unit field. NOTE: You may need to turn off pop-up blockers in your browser to see this window.
5.	Change the default Start Date if needed.
6.	Change the default End Date if needed.
7.	Type the Unit Specialist's UIN or NetID in the UIN/NetID field.
8.	Select the appropriate university, if needed.
9.	Click the Add User button. NOTE: This closes the Select Role Details window.
10.	Confirm that the correct person was added on the Manage Roles page.
11.	Click the Logout link in the top right corner when you're done.


Physical Inventory of Equipment


[Close](#)

Select Role Details

Role: Unit Specialist

Unit:

Start Date: 

End Date: 

Select User Details

UIN/Netid:

Campus for the Netid

University of Illinois at Urbana-Champaign

University of Illinois at Chicago

University of Illinois at Springfield

Figure 2.4: Select Role Details Window

To **change or remove** a Unit Specialist, use the following steps.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Admin tab and select Manage Roles .
3.	Click the Role heading to sort by role name.
4.	Scroll down, if needed, to find the Unit Specialist in the list.
5.	To remove a Unit Specialist, skip to Step 8. To change a Unit Specialist's end date information, click the Edit button. NOTE: This opens the Select Role Details window.
6.	Change the End Date as needed.
7.	Click the Save Changes button. Skip to Step 10 if you're done with changes. NOTE: This closes the Select Role Details window.
8.	Click the Delete button next to a Unit Specialist's name to remove them.
9.	Click the OK button.
10.	Click the Logout link in the top right corner when you're done.

Learning Activity

Check that your Unit Head is correct in the Biennial Inventory system, using the steps in [Lesson 2.4](#). Then add a Unit Specialist from your unit, using the steps on the previous page. Remember, you need a person's valid University Identification Number (UIN) or NetID to add them as a Unit Specialist.

2.6: Loading the Inventory List

Loading the inventory list is the last to prepare for the physical inventory cycle, and the first step in conducting the physical inventory. The inventory list contains all the equipment items assigned to your unit's Organization code. You'll use the inventory list throughout the rest of the inventory cycle, as you conduct physical inventory. It's a valuable tool as you make physical observations and review records.

Loading the inventory list pulls current Banner data into the Biennial Inventory system for all the items in your Org code. Only Unit Contacts can load the inventory list.

HINT: Many units consider it a best practice to "clean up" item records before starting to conduct the physical inventory. This involves initiating transfer and disposal requests in FABweb for items that you know have been transferred or disposed since the last inventory cycle. That will remove those items from your inventory list and make it easier to conduct inventory. The Biennial Inventory system can help in this "clean up" by allowing you to load lists and forward information to unit custodians. You can then reload the inventory list to begin conducting inventory with completely refreshed inventory data.

You should not reload your inventory list once you have begun to actually conduct inventory and make updates to status and item attributes. Reloading the list after changes have been made in the Biennial Inventory system will overwrite those changes.

You can only load and reload the inventory list in the web version of the Biennial Inventory system, not in the app.

Use the following steps to load the inventory list.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Admin tab and select Load/Reload Inventory List .
3.	Select the appropriate year in the Load Inventory field, if needed.
4.	Click the Update Org List button.
5.	Select a cycle from the list.
6.	Click the Load or Reload List button. A success message displays to let you know that the list has been loaded successfully. NOTE: If the list has already been loaded, you'll see a warning message that reloading will clear any changes. Follow the instructions in the warning message, then click the Continue button to reload the list. If you don't want to reload the list, click the Cancel button.
7.	Click the Logout link in the top right corner when you're done.

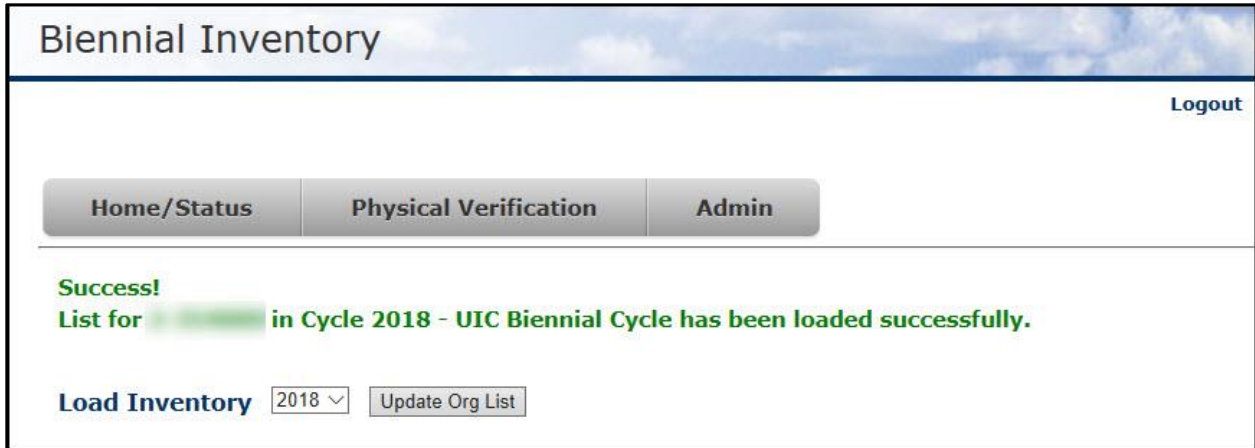


Figure 2.5: Load List Success Message

After you load the inventory list, you can view items by status and sort the list by location, custodian, or other fields. You can export the data to a CSV or Excel file if you need to print the inventory list. You'll learn how to do this in Lesson 3.

Learning Activity

Follow the steps on the previous page to load your inventory list.

What are the cycle begin and end dates?

NOTE: At the end of the class, you can reload your inventory list to erase any changes that you make during class.

Support and Resources

This section summarizes the links and resources referenced in this lesson.

Biennial Inventory system access: <https://fabweb.uillinois.edu/>

[Property Accounting Contact Change Form](#)

[Department Property Contacts](#)

Lesson Summary

In this lesson, you learned how to prepare for the physical inventory cycle. You learned how to access the Biennial Inventory system, and about your role in both the physical inventory process and the Biennial Inventory system. In addition, you learned how to assign Unit Specialist roles in the Biennial Inventory system. You also learned how to load the inventory list, which you'll use throughout the rest of the inventory cycle.

Lesson Review

1. How can you use the Biennial Inventory system to begin the physical inventory process?
HINT: More than one answer may be correct.
 - a. Updating equipment or items in your unit
 - b. Checking that roles are correct and loading the inventory list
 - c. Logging in to the system to make sure you have access
 - d. Certifying the inventory and resolving Pending items

2. To add a Unit Specialist in the Biennial Inventory system, you should fill out and submit the Property Accounting Contact Change Form.

True/False

Lesson 3: Performing Physical Inventory

In this lesson, you'll learn how to check on the progress of your inventory. You'll also learn how to sort, filter, and export your inventory list to make the physical inventory process easier. You'll see how to change an item's status if it's found during physical inventory and its record is correct. Finally, you'll be introduced to the Biennial Inventory mobile app, and you'll learn how it can be helpful during the physical inventory process.

3.1: Monitoring Inventory Progress

Each item in your inventory list has one of three possible statuses associated with it:

1. **Unverified:** The item has not yet been observed and record details have not yet been confirmed.
2. **Verified:** The item has been found and record details have been updated. No further investigation is needed.
3. **Pending/Unfound:** The item has not yet been found. Further research and investigation is ongoing.

When you first load the inventory list, all items will have a status of Unverified. If you look for and find an item, you would change its status to Verified. However, if you can't find it, you should change its status to Pending/Unfound instead. **By the certification due date, all items must have a status of either Verified or Pending/Unfound.** After that, you must follow up on all Pending/Unfound items by the due date for Pending items to be resolved (usually three months after the certification due date).

The chart below shows how an item might progress from Unverified to either Verified or Pending/Unfound during physical inventory.

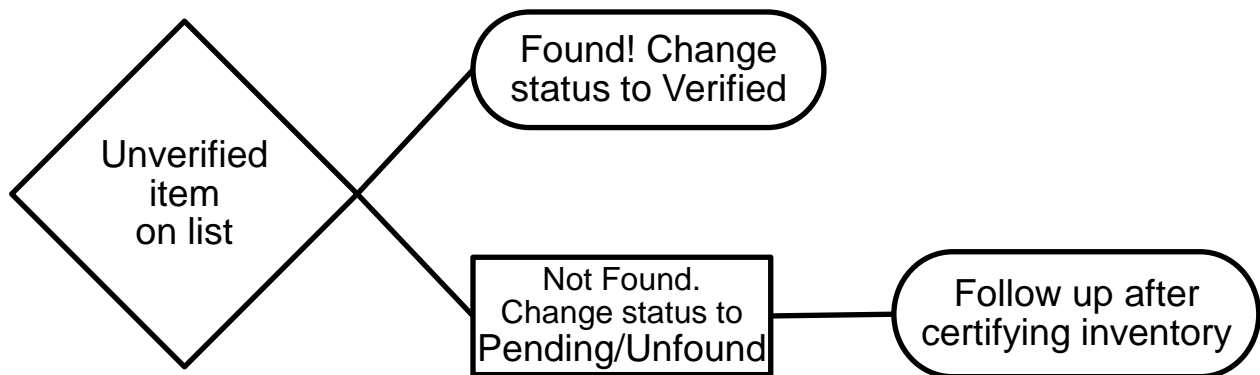


Figure 3.1: Progression of Item Status During Physical Inventory

Physical Inventory of Equipment

You can easily monitor the progress of your physical inventory from the **Home/Status** tab in the Biennial Inventory system. The **Home/Status** tab will tell you, at a glance, how many unverified items are left in your inventory list, how many items have already been verified, how many items have Pending/Unfound status, and when your certification due date is. The **Home/Status** tab also shows you:

- The relevant Chart and Organization code
- When the list was loaded
- The number of unverified items remaining
- The number of items that have already been verified
- The number of Pending/Unfound items identified as needing further investigation
- The total number of equipment items (for that Chart and Organization code)
- The status of the inventory list
- The certification deadline
- The number of comments associated with the inventory list

You can sort by any of the columns above. This is especially helpful if your inventory cycle has more than one Chart and Org. For example, you can click the up or down arrows next to Unverified Items to sort your lists in order of the most number of unverified items to least number of unverified items. In addition, you can use comments in the **Home/Status** tab to communicate about inventory progress.

Follow the steps below to use the **Home/Status** tab to monitor your inventory progress.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Click the Home/Status tab, if needed.
3.	Select the appropriate cycle in the View Status field.
4.	Click the View Status button.
5.	To search for a specific list, type the unit's full or partial Organization code in the Search field.
6.	Click the View Comments button (if comments have already been added) or Add Comments button (if no comments exist yet) under the Actions column to review the comments associated with a list. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.
7.	Click the Add Comment button to add a comment, or skip to Step 11 if you don't want to add a comment.
8.	Type your comment in the text field.
9.	Click the Save icon.
10.	Click the Close link to close the comment window.

Physical Inventory of Equipment

Step	Task
11.	<p>Click the up or down arrows next to any of the following columns to sort lists by:</p> <ul style="list-style-type: none">• Org (Chart and Organization code)• List Loaded• Unverified Items• Verified Items• Pending/Unfound Items• Total Items• Status• Certification Deadline• List Comments <p>NOTE: If the arrow next to a column is a different color than the other arrows, the lists are already sorted by that column.</p>
12.	Click the Logout link in the top right corner when you're done.

Learning Activity

Log in to the Biennial Inventory system to monitor the progress of your physical inventory, using the steps on the previous page.

What is the certification deadline? How many unverified items do you have to look for before that deadline?

3.2: Using the Manage Inventory Page

Your unit has conducted physical inventories for many years, and you may have methods and procedures that work best for your situation. The following suggestions may also help.

1. The overall objective is to systematically and thoroughly **examine all facility space** under your unit's control in search of equipment items. With cooperation and communication, you can minimize any complications arising from shared spaces. It will help to use a logical, predetermined sequence of examining the space assigned to your unit. For example, you could start with the lowest numbered room and work toward the highest numbered room. Within each room, follow a logical sequence to assure that all space is covered. For example, you could first examine items lining the walls by starting on one side of the door and progressing around the room until you reach the other side of the door. Then, examine the other items in the room, also systematically, by making smaller circles around the room until you reach the center, or by starting at one end and moving back and forth, from wall to wall, until you reach the other end.
2. To ensure accuracy and efficiency, you should **select employees to help** examine equipment and reconcile the record based on their familiarity with the equipment and its locations. Part-time or temporary help are seldom satisfactory. You can save time and money by assigning enough permanent staff members to the task, so that most or all of the work can be completed in a short time period.
3. Your unit may rely on the **Custodian** field to **identify the employee using an item** and responsible for its security. If so, it is crucial to remember that that employee must know the equipment control expectation that has been placed on them. This delegation is most effective when it's established as official unit policy with the full and explicit support of the unit head.

Physical Inventory of Equipment

4. Since all of your organization's equipment appears on one inventory list, searching for items may resemble a scavenger hunt. You can **sort the inventory list or export the data to a spreadsheet** and sort it by Location, Custodian, or other helpful way. Steps to do this are shown starting on the next page.
5. Once you physically locate an item, you must compare it to the inventory list. You (or a designated Unit Specialist) must review details and attributes for every item on the inventory list. You should make any needed changes directly in the Biennial Inventory system or note them for later data entry. Your approach might vary, depending whether you're using the mobile app, along with the layout of the physical space. Regardless of your approach, try to **verify everything for a given item only once**, so you do not have to relocate an item.
6. You can use the mobile app as you conduct physical inventory, or you can use a printed inventory list, or a combination of the two. If you print the inventory list, use the following tips and notations:
 - Put a checkmark next to an item when you locate it.
 - Cross out invalid or incorrect information and write in the correct information next to it.
 - Circle any item that you cannot find.
 - Be consistent with your notations throughout the process.

You'll use the **Manage Inventory** page in the Biennial Inventory system frequently as you conduct the physical inventory. The **Manage Inventory** page allows you to review and confirm inventory data at a glance. It's similar to an inventory report.

On the **Manage Inventory** page, you can sort and filter the inventory list and export the entire list to a spreadsheet for printing or sorting. You can also search for specific items by keyword, PTag, or other criteria on the **Manage Inventory** page.

You can sort the inventory list by:

- Whether the item has been updated, if it has been updated during the current cycle. An icon will show if an item has been updated, and the same icon will display under each column that has been updated.
- The primary PTag number, if the item is part of a family (with parent and child components).
- The item's PTag number.
- The relevant Chart and Organization code.
- The status of each item (Unverified, Verified, or Pending/Unfound).
- A description of the item.
- The serial number/Vehicle Identification Number (VIN) of each item.
- The custodian of each item, if one is listed.
- The item's location (the Location code, building name, and room number).
- The item's commodity code (a small icon next to the commodity code displays the commodity description when you move your mouse over it).
- Item comments, if comments have been made about an item.

Physical Inventory of Equipment

Use the following steps to sort the inventory list, search for an item by keyword, and export the list to a spreadsheet.

HINT: To export the **entire** list to a spreadsheet, follow Steps 1-7. Then, select *All* in the **Records per page** field to view all item records, and follow Steps 11-14.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Select Manage Inventory from the Physical Verification menu.
3.	Select the appropriate cycle in the Manage Inventory field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show Items for .
6.	Select the statuses you want to view.
7.	Click the View Items button.
8.	<p>To sort the inventory list, click the heading name or the arrows next to the heading name to sort by:</p> <ul style="list-style-type: none"> • Updated • Primary PTag • PTag • Org (Chart and Organization code) • Status • Description • Serial #/VIN • Custodian • Location Title • Commodity • Item Comments <p>NOTE: If the arrow next to a heading name is a different color than the other arrows, the inventory list is already sorted by that column.</p>
9.	<p>To search for an item, type a keyword in the Search field.</p> <p>NOTE: Once you stop typing, the system automatically searches for that keyword. There's no need to press the ENTER key or a button to complete the search.</p>
10.	Scroll down to see search results, if needed, or use the Go to Page buttons to navigate the search results.
11.	<p>To export the inventory list to a spreadsheet, click the CSV or Excel button.</p> <p>NOTE: If you have used the Search field to filter the list, the exported list will only contain the filtered items. Clear the Search field first to export the entire list.</p>
12.	Follow your web browser's prompts to save the file on your computer.
13.	Open the saved CSV or Excel file to sort it or print it.
14.	Click the Logout link in the top right corner when you're done.

Physical Inventory of Equipment

The **Search** field is very flexible. You can search by a keyword in an item's description, by partial or full PTag, by Location, by partial custodian name, or by commodity code. However, using the **Search** field may return broad results. For example, a search for the term "computer" returns all items that have "computer" in the **Description** field, but it also returns items that have "computer" in the commodity description. The example on the next page shows that the first two results of searching the keyword *computer* are a printer and a computer server. Both of these items have a commodity description that includes the word, "computer". Move your mouse over the small icon next to an item's commodity code to see the commodity description.

The screenshot shows the 'Biennial Inventory' web application. At the top, there are navigation tabs for 'Home/Status', 'Physical Verification', and 'Admin'. Below these is the 'Manage Inventory' section, which includes a dropdown for '2018 - UIC Biennial Cycle' and an 'Update Org List' button. A search bar contains the text 'computer'. Below the search bar, there are options for 'Records per page' (set to 100) and 'Export Data to' (CSV and Excel). A pagination control shows 'Go to Page:' with buttons for 'First', 'Previous', '1', '2', 'Next', and 'Last'. The main table displays two items:

Updated	Primary PTag	PTag	Org	Status	Description	Serial #/VIN	Custodian	Location Title	Commodity	Item Comments	Actions
		P20089816		Unverified	Printer Laserjet HP 9050	JPRL77H08V		0623 0000L278 EPAS Work	20400	0	Verified Pending/Unfound View/Edit Details
		P20103393		Unverified	Google mini server	M2-J343LTABDC6JB		0601 00002158 University Hall	20600	0	Verified Pending/Unfound View/Edit Details

Figure 3.2: Search Example on Manage Inventory Page

If you use the **Search** field and end up with extra results, you can filter them by using a more targeted search term, or by using the columns to sort the results.

Learning Activity

Log in to the Biennial Inventory system and sort your inventory list by Custodian, using the [steps provided earlier in this section](#).

Does your list have any items with no Custodian?

3.3: Verifying Item Status

When you conduct the physical inventory, you must review both an item and its record. This means that you must consider more than just whether the item has been found and where it is located. You should check, among other things, whether the item's description is accurate, whether its condition is still correct, and if the custodian should be updated. To do this, review all the details of each item's record in the Biennial Inventory system carefully and compare it to the item itself. If everything in the record is correct, you can mark it as Verified.

The process to change or update any incorrect details or attributes for an item will be shown in the next lesson.

Physical Inventory of Equipment

If you look for and find an item, and all its details and attributes are correct, you can use these steps to mark an item as Verified.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Click the Home/Status tab.
3.	Select the appropriate cycle in the View Status field.
4.	Click the View Status button.
5.	Click the appropriate Chart and Org code under the Org column to open the inventory list.
6.	Sort the list using the up or down arrows, if needed.
7.	Click the View/Edit Details button for an item to review its details and attributes. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.
8.	Look for the item in its listed location.
9.	Observe the item and compare it to its record.
10.	Click + More Info to view the remaining details. Review all item details and attributes carefully.
11.	If you have found the item and all its details are correct, click the Verified button. NOTE: Only click the Verified button if the item has been found and all its details are correct. If anything needs to be changed, or the item has not been found, do not click Verified . These situations will be covered in Lessons 4 and 5.
12.	Click the Close link to close the Inventory Detail window.
13.	Repeat Steps 7-12 as needed to review each item's details and, if correct, verify it. Remember, do not verify an item if its details are incorrect or it has not been found.
14.	Click the Logout link in the top right corner when you're done.

Physical Inventory of Equipment

Inventory Detail for [REDACTED] [Add to PTag Labels to Print](#)

Org	[REDACTED]
Status	Unverified
Description	TABLE, SCIENTIFIC - OPTICAL SYSTEM
Location	200619 - 0619 00000000 Sci & Engr South
Custodian	
Equipment Manager	
Condition	U - In Use/Unavailable for transfer
Manufacturer	N/A
Model	N/A
Part Number/Vehicle Tag	
Serial #/VIN	N/A
In-Service Date	

- More Info

Entity	
Family Indicator	
Primary PTag	[REDACTED]
Parent PTag	
OTag	000056266
Barcode #	
Commodity	41591 - TABLES, LABORATORY TYPE
Asset Type	ME
Title To	S
Item Cost	\$7,510.00
Family Cost	\$7,510.00

Figure 3.3: Inventory Detail Window

Learning Activity

Log in to the Biennial Inventory system and click the **View/Edit Details** button for the first item on the inventory list. Review all the item's details, then mark it as **Verified**. Then close the **Inventory Detail** window.

3.4: Using the Mobile App

The Biennial Inventory mobile app is a helpful tool for conducting physical inventory. Using the app is optional: you can conduct physical inventory without it, but it may make physical inventory easier. With the app, you can easily keep track of updates, because the app syncs automatically with the web-based version of the Biennial Inventory system. For example, a Unit Specialist could mark an item as Verified in the app, and the Unit Contact could see that change almost instantaneously in the web-based version, if he or she is logged in. The app also allows you to go around your unit’s facility spaces to look for items without carrying a laptop or a lot of paper.

In the Biennial Inventory app, you can:

- Change an item’s status (for example, from Unverified to Verified)
- Edit an item’s details or attributes (for example, update a Location code)
- Look up an item
- Add a found item

However, you can’t do everything in the app that you can do in the web-based version of the Biennial Inventory system, such as loading the inventory list and adding Unit Specialists.

Minimum Requirements

The Biennial Inventory app is available for Android and Apple iOS platforms. Before you buy a device or try to download the app, you should be aware of the following minimum device and software requirements.

Device	Recommended Screen Size	Hardware Requirements	Operating System Requirements
Android Tablet	7 inches or larger	No minimum hardware requirements	Android 5.0 and above
Apple iOS iPad	9.7 inches or larger	Apple iPad Pro or iPad 4 th generation or later	iOS 10.0 and above

The Biennial Inventory mobile app should **only be installed and used on University-owned devices**. The app is designed for use on tablets. Based on this requirement and the amount of information/detail to view, using the app on a phone is not recommended.

For more information on the app, check out the [Guide to Using the Biennial Inventory App – Android](#) (PDF) or the [Guide to Using the Biennial Inventory App – iOS](#) (PDF).

Lesson Summary

In this lesson, you learned how to check on the progress of your inventory. You also learned how to sort, filter, and export your inventory list to make the physical inventory process easier. You saw how to change an item’s status if it’s found during physical inventory and its record is correct. Finally, you became familiar with the Biennial Inventory mobile app, and you learned how it can be helpful during the physical inventory process.

Lesson Review

1. If you look for and find an item, and all its details and attributes are correct, you can mark it as _____ in the Biennial Inventory system.
 - a. Unverified
 - b. Verified
 - c. Unfound
 - d. Pending
 - e. None of the above

2. What can you do on the **Manage Inventory** page?
 - a. Export the inventory list to a spreadsheet.
 - b. Search for specific items by keyword or PTag.
 - c. Review and confirm inventory data.
 - d. Sort and filter the inventory list.
 - e. All of the above.

3. The Biennial Inventory mobile app is an optional but helpful tool that can make conducting physical inventory easier.

True/False

Lesson 4: Updating Inventory Records

In this lesson, you'll learn how to update inventory records in the Biennial Inventory system. You'll also learn what changes to look for during physical inventory and how to change an item's record. You'll see the process for approving changes to item records during physical inventory, and you'll learn how using item comments in the Biennial Inventory system can make it easier to update item inventory records. Finally, in this lesson, you'll see how you can easily print PTag labels from the Biennial Inventory system.

4.1: Updating Item Attributes

As you conduct physical inventory, you might find some item records with attributes that need to be updated. Some attributes can be updated within the Biennial Inventory system. The Unit Contact must approve those changes before they can be propagated to the item's record in Banner.

These attributes can be updated in the Biennial Inventory system:

1. Description
2. Location code
3. Custodian (UIN of the person responsible for the item)
4. Equipment Manager (can only be someone who has a UIN)
5. Condition
6. Manufacturer's name (required for items with cost of \$5,000 or more)
7. Model number (required for items with cost of \$5,000 or more)
8. Part Number/Vehicle Tag – such as a Vehicle Fleet number
9. Serial number or Vehicle Identification Number (required for items with cost of \$5,000 or more)
10. In-Service Date

NOTE: Attributes other than the ones listed above cannot be directly updated in the Biennial Inventory system. Check the listing in [Appendix C](#) for instructions on how to update those attributes, if needed.

To make sure that item records are reliable and accurate, you should look for the following things while conducting physical inventory.

1. **Identify unlocated items.** If items on your inventory list can't be found during the initial physical inventory, they must be designated as Pending/Unfound. You'll learn more about what to do for unlocated items in Lesson 5.
2. **Identify unlisted "found" items.** Any equipment within your unit's space that is **not** on the inventory listing is a *found item*. You'll learn more about how to handle found items in Lesson 5.
3. **Identify Location code changes.** When an item is listed with the wrong Location code, you must update the record to reflect the correct Location code. The Location code must identify both building and room number. Using room-level Location codes is **required** for calculating the Facilities and Administrative (F&A) rate.

NOTE: If an item is physically located off-campus, use the table on the next page to find the right Location code.

Physical Inventory of Equipment

Physical Location	Urbana-Champaign Location code	Chicago Location code	Springfield Location code
With a System employee	109995	209995	409995
At a unit facility	109990	209990	409990
Loaned to another institution	109990 AND change the Condition code to <i>L</i>	209990 AND change the Condition code to <i>L</i>	409990 AND change the Condition code to <i>L</i>

If a Location code does not exist for a room, complete the [Banner Location Code Request Form](#) (Excel).

4. **Review required attributes.** You must review and validate required attributes for all items located, since various financial computations rely heavily on them. Some of these attributes are **constant** and do not fluctuate—once they are correctly assigned, they should never need to be changed. Make certain these fields contain the correct information. Other attribute values will **fluctuate** depending on the item’s status and use. Fluctuating attributes require ongoing monitoring and updating.

The required attributes (both constant and fluctuating) are shown below.

Constant Attribute	Description
Commodity Code	Identifies the general type of equipment item. This generic description is assigned to an item when it is first acquired. During physical inventory, check that the Commodity code generally describes the item.
Manufacturer	The name of the company that manufactured the item. This attribute is required for items costing \$5,000 or more. If the manufacturer is unknown, it should be <i>N/A</i> . If the item was fabricated, it should say <i>Fabricated</i> .
Model	The model number or name of the item as assigned by the manufacturer. This attribute is required for items costing \$5,000 or more. If the model number is unknown or inapplicable (for example, because the item was fabricated or the manufacturer did not assign a model number), it should be <i>N/A</i> .
Serial Number or Vehicle Identification Number (VIN)	The manufacturer’s assigned serial number or VIN, if the item is a vehicle. This attribute is required for items costing \$5,000 or more. If the item was fabricated, it should say <i>Fabricated</i> . If this attribute is inapplicable (such as furniture), it should be <i>N/A</i> .

Fluctuating Attribute	Description
Condition Code	Identifies an item’s status. If the availability/condition status of an item has changed, you must update the Condition code to correctly note its availability and condition. See Lesson 3 of Introduction to Property Accounting for more information on Condition codes.
Description	Describes the item. It should contain a brief but meaningful description of the item.

Physical Inventory of Equipment

Fluctuating Attribute	Description
Title To Code	Identifies where ultimate custodial title is held. Most items are owned by the State of Illinois and assigned a Title To code of S. Other owners may include F (Federal) and O (Other Agency).
Location Code	Identifies the physical location (building and room) in which the item is located.
Entity Code	This attribute is required if the item is being used for a revenue-generating (self-supporting/auxiliary) activity . The item may be performing a function that is producing a revenue-generating product or service, or may be used in support of such activity. If the item's use changes from performing or supporting a revenue-generating activity to non-revenue-generating use, this code may become inaccurate. To review the entity code for accuracy, first contact your business office to find out if you have revenue-generating funds (also known as a self-supporting or auxiliary activity). If not, no further action is needed. If you do have revenue-generating funds, review Appendix F for steps to check and update the entity code as needed.

5. **Review recommended attributes.** The Custodian attribute identifies the person who has immediate responsibility for the custody, safety, and use of an item. Although using it is not required, it is invaluable for monitoring equipment inventory, and it is **strongly recommended**.
6. **Review equipment maintenance contracts in place.** Verify that all active maintenance contracts relate to equipment in your possession, and that maintenance contracts on disposed equipment have been canceled.

You can update an item's attributes in both the web-based version of the Biennial Inventory system and in the app. Once you have found an item and updated it, you can mark it as Verified, though the Unit Contact must still approve the changes.

If an item is part of a family (a parent or child) of records, you can't update it in the Biennial Inventory system. Lesson 5 covers how to handle family item records.

Use these steps to update an item in the Biennial Inventory system and then mark it as Verified.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Click the Home/Status tab.
3.	Select the appropriate cycle in the View Status field.
4.	Click the View Status button.
5.	Click the appropriate Chart and Org code under the Org column to open the inventory list.
6.	Sort the list using the up or down arrows, if needed.
7.	Click the View/Edit Details button for an item to review its details and attributes. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.
8.	Look for the item in its listed location.
9.	Observe the item and compare it to its record.

Physical Inventory of Equipment

Step	Task
10.	Click + More Info to view the remaining details. Review all item details and attributes carefully.
11.	If you have found the item and one or more of its details are incorrect, click the Update button.
12.	Type, select, or search for the correct attribute. Repeat for each attribute that needs to be updated.
13.	Click the Add Comment button to add a comment about the change. Skip to Step 16 if you don't want to add a comment.
14.	Type your comment in the text field.
15.	Click the Save icon to save your comment.
16.	Click the Save Changes button to save the attribute updates you made. After saving, the Inventory Detail window closes.
17.	Click the Verified button for that item in the inventory list. NOTE: Only click the Verified button if the item has been found. If the item has not been found, do not click Verified . This situation will be covered in Lesson 5.
18.	Repeat Steps 7-17 as needed to update an item's attributes and, if found, verify it. Remember, do not verify an item if it has not been found.
19.	Click the Logout link in the top right corner when you're done.






For steps on updating an item and marking it as Verified using the app, check out the [Guide to Using the Biennial Inventory App – Android](#) (PDF) or the [Guide to Using the Biennial Inventory App – iOS](#) (PDF).

Physical Inventory of Equipment

Inventory Detail for **L10001000** [Remove from PTag Labels to Print](#)

Org: **L10001000**
Status: Unverified

** = Required*

Description*
Location* 
Custodian: 
Equipment Manager: 
Condition: 
Manufacturer:
Model:
Part Number/Vehicle Tag:
Serial #/VIN:
In-Service Date: 

- More Info

Entity
Family Indicator
Primary PTag:

Figure 4.1: Inventory Detail Window Ready for Updates

Learning Activity

Log into the Biennial Inventory system and update the **Description** on the second item in your inventory list (you can update it very slightly, by changing capital letters to lower-case or vice versa, or adding a space). Then mark that item as Verified.

4.2: Approving Changes

Any updates or changes made to item records during physical inventory must be approved by the Unit Contact. This includes updates made by either a Unit Specialist or the Unit Contact. You must approve item record updates before the certification due date, when the initial verification phase is complete. To review and approve changes, use the **Attribute Approvals** page in the Biennial Inventory system. You can review and approve changes by individual item, or you can select multiple items to approve at once on the **Attribute Approvals** page.

Note that you can't edit an item's details on the **Attribute Approvals** page. If you need to edit an item's details or attributes, you must use the process shown in the previous section to update an item from the **Manage Inventory** page, or update an item in the app.

If you do not approve of an item's changes, you have the option to disapprove changes by clicking the **Revert** button from the **Attribute Approvals** page, or the **Revert All Updates** in the item's **Inventory Detail** window. There is no option to approve only some changes for an item, but not others. For example, if an item had both its Description and Condition code changed, and you want to approve only the change in Condition code, but not the Description change. In that case, you'd click the **Revert** button to disapprove the item's changes. Then you would re-add the Condition code change to the item from the **Manage Inventory** page or the app.

Approving changes cannot be done in the app. Approving changes can only be done in the web-based version of the Biennial Inventory system.

Use these steps to approve changes.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Attribute Approvals .
3.	Select the appropriate cycle in the Attribute Approvals field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show Items for .
6.	Click the View Items button.
7.	Review changes in the Updated Values column.
8.	To review and approve items individually, click the View/Approve Details button for that item, then go to the next step. To approve many items at once, skip to Step 15.
9.	Review changes in the Updated Values column of the Inventory Detail window.
10.	Click the Add Comment button to add a new comment, or skip to Step 13 if you don't want to add a comment.
11.	Type your comment in the text field.
12.	Click the Save icon.
13.	Click the Approve All Updates button if you approve the changes. The Inventory Detail window closes, and a success message displays to let you know that the change has been updated.
14.	Repeat Steps 8-13 to approve changes to other item records as needed.

Physical Inventory of Equipment

Step	Task
15.	To approve multiple items at once (for example, if you've already reviewed all the details), select items to approve under the Select column or click the Select All PTags button to select all items.
16.	Click the Approve button if you approve the changes. A success message displays to let you know that the changes have been updated.
17.	Click the Logout link in the top right corner when you're done.

Inventory Detail for [REDACTED]

	Updated Values	Original Values
Org		[REDACTED]
Status	Verified	
Description		ULTRASONIC UNIT/INDUSTRIAL CLEANER
Location		214203 - 0619 00001220 Sci & Engr South
Custodian		[REDACTED]
Equipment Manager		[REDACTED]
Condition	U - In Use/Unavailable for transfer	B - Available on Site Only
Manufacturer		N/A
Model		N/A
Part Number/Vehicle Tag		
Serial #/VIN		7-1-471-98
In-Service Date		06/11/1998

Figure 4.2: Approving Updates in Inventory Detail Window

4.3: Using Comments

Commenting on items in the Biennial Inventory system is a great way to ask questions and communicate about issues during physical inventory. For example, you can add a comment to an item's record saying that you found the item in an unusual spot, or you can use comments to indicate where you've looked if you can't find an item. If you need to update an item's record, you can add a comment about why the update is needed.

You can also sort the inventory list by status and number of comments. For example, if you want to see only unverified items that have comments, you can display items with that status only, and then sort the list by the number of item comments.

Use the following steps to sort the inventory list by the number of comments on each item, and to add, edit, or delete comments.


Physical Inventory of Equipment

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Manage Inventory .
3.	Select the appropriate cycle in the Manage Inventory field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s).
6.	Select the appropriate status or statuses under Show Items for to open the inventory list.
7.	Click the View Items button.
8.	To sort the inventory list by number of comments, click the up or down arrow next to Item Comments .
9.	Click the View/Edit Details button for an item to see any comments.
10.	Scroll down to see all comments, if needed.
11.	To make a new comment, click the Add Comment button.
12.	Type your comment in the text field.
13.	Click the Save icon.
14.	To edit a comment, click the Edit (pencil) icon for that comment. The text field opens with the existing text.
15.	Type your comment below the existing text.
16.	Click the Save icon.
17.	To delete a comment, click the Delete (trash can) icon for that comment. A pop-up window opens to confirm deletion.
18.	Click the OK button.
19.	Click the Close link to close the Inventory Detail window.
20.	Click the Logout link in the top right corner when you're done.

For steps on using comments in the app, check out the [Guide to Using the Biennial Inventory App – Android](#) (PDF) or the [Guide to Using the Biennial Inventory App – iOS](#) (PDF).



Physical Inventory of Equipment

[Close](#)

Inventory Detail for [Redacted]  [Add to PTag Labels to Print](#)

Org	[Redacted]
Status	Unverified
Description	TABLE, SCIENTIFIC - OPTICAL SYSTEM
Location	200619 - 0619 00000000 Sci & Engr South
Custodian	
Equipment Manager	
Condition	U - In Use/Unavailable for transfer
Manufacturer	N/A
Model	N/A
Part Number/Vehicle Tag	
Serial #/VIN	N/A
In-Service Date	

+ More Info

Created by [Redacted] on 02/23/2018 at 11:31 AM. Last edited by [Redacted] on 02/23/2018 at 11:32 AM.  

Found this in the next room. Will update Location code.

Figure 4.3: Inventory Detail Window with Example Comment

Learning Activity

Log in to the Biennial Inventory system and click the **View/Edit Details** button for the third item on the inventory list. Review the item's details, then add and save a comment. Try to edit or delete your comment. Don't forget to close the **Inventory Detail** window when you're done.

4.4: Printing Labels

If you find any items during physical inventory that are missing PTag labels, you can easily print the labels you need. You can mark an inventory item as needing a label while you conduct physical inventory. When you're ready to print labels, the Biennial Inventory system will send you a PDF which you can use to print the label(s) you need from your office printer.

If you don't have access to a printer, you can request new PTag labels from your New Acquisition Contact in UPAR. Check the New Acquisitions Contact column in the [Department Property Contacts](#) (Excel) chart to find your contact, if needed.

The labels are formatted to print on Avery 5160 or compatible label sheets. These label sheets contain 30 labels per 8.5" x 11" page, and each label is 1 inch tall by 2 5/8 inches wide. You can buy label sheets through [iBuy](#).

Marking Items Needing a Label

First, you'll have to mark the items that need a label. Use these steps to mark an item as needing a label.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Manage Inventory .
3.	Select the appropriate cycle in the Manage Inventory field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show Items for to open the inventory list.
6.	Click the View Items button.
7.	Click the View/Edit Details button for the item needing a label.
8.	Click the Add to PTag Labels to Print link in the upper right corner of the Inventory Detail window.
9.	Click the Close link to close the Inventory Detail window.
10.	Click the Logout link in the top right corner when you're done.

To use the app to mark an item that needs a label, check out the [Guide to Using the Biennial Inventory App – Android](#) (PDF) or the [Guide to Using the Biennial Inventory App – iOS](#) (PDF).

Generating Labels

At the end of physical inventory, or whenever you're ready to print labels, follow these steps. Generating labels cannot be done in the app. Generating labels can only be done in the web-based version of the Biennial Inventory system.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Print PTag Labels .

Physical Inventory of Equipment

Step	Task
3.	Select individual items to print, or click the Select All PTags button to select all items for printing.
4.	Click the Generate Labels For Printing button. A success message displays to let you know that the PTag labels will be emailed to you.
5.	Check your email for a message with the subject, <i>PTag Label File has been completed</i> . This email has a PDF attached.
6.	Make sure your printer has a label sheet in it.
7.	Open the <i>PTag Label</i> PDF from the email.
8.	Select Print from the File menu to begin printing the labels.
9.	Click the Print button.
10.	Peel off and attach labels to the appropriate items according to the Guidelines for Placing Labels on Equipment in FA 101: Introduction to Property Accounting .
11.	Click the Logout link in the top right corner of your Biennial Inventory window when you're done using the Biennial Inventory system.

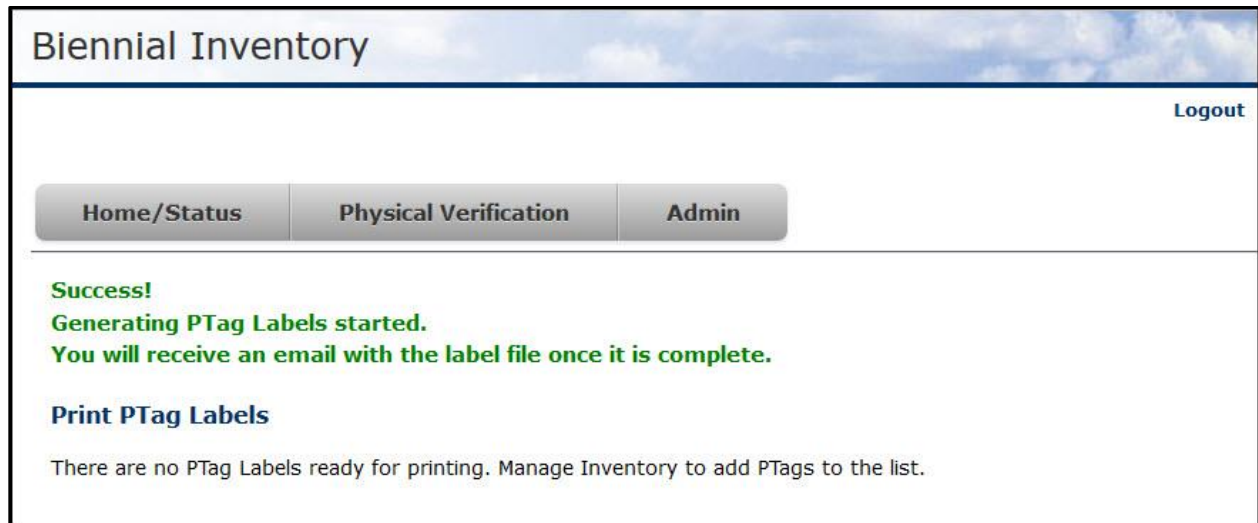


Figure 4.4: Print PTag Labels Success Message

Support and Resources

This section summarizes the links and resources referenced in this lesson.

[Banner Location Code Request Form](#)

[Introduction to Property Accounting](#)

[Guide to Using the Biennial Inventory App – Android](#)

[Guide to Using the Biennial Inventory App – iOS](#)

[Department Property Contacts](#)

[iBuy](#)

[Guidelines for Placing Labels on Equipment](#)

Lesson Summary

In this lesson, you learned how to update inventory records in the Biennial Inventory system. You also learned what changes to look for during physical inventory and how to change an item's record. You saw the process for approving changes to item records during physical inventory, and you learned how using item comments in the Biennial Inventory system can make it easier to update item inventory records. Finally, you saw how you can easily print PTag labels from the Biennial Inventory system.

Lesson Review

1. You should NOT mark an item as Verified...
 - a. If it's been found and incorrect attributes have been updated.
 - b. If it hasn't been found yet, but you know exactly where it is.
 - c. If it has been found and no updates are needed.
 - d. In either the Biennial Inventory system or app.
2. To mark an item as Verified, which of the following is NOT needed?
 - a. A Custodian listed for the item
 - b. An accurate Location code
 - c. The item's record, including all the item's details
 - d. The physical location of the item
3. Which of the following attributes can be updated in the Biennial Inventory system?
 - a. Condition
 - b. Location
 - c. Custodian
 - d. All of the above

Lesson 5: Handling Special Cases

In this lesson, you'll learn how to handle items that cannot be found during physical inventory. You'll also learn what to do with items that are not on your inventory list, but are found in your unit's facilities or spaces during inventory. Finally, you'll learn how to initiate transfers and disposals from the Biennial Inventory system, and what to do with parent-child items.

5.1: Processing Items Not Found

An item can only be marked with Verified status if it is found. If an item cannot be found, it can be given Pending/Unfound status instead. An item with Pending/Unfound status means that the item has not yet been found, and that further research and investigation is needed or ongoing. **If you mark an item as Pending/Unfound, you must follow up on it to resolve it.** Follow-up investigation can include additional searching, talking to a Custodian or Equipment Manager (if listed on the item record), reviewing unit records, and doing other research as needed.

You can investigate Pending/Unfound items either before the certification date or afterward, but **all Pending/Unfound items must be resolved by the Pending due date** (usually three months after the certification due date).

The following diagram shows the possible outcomes of investigation for Pending/Unfound items, and what to do in each case.



Figure 5.1: Handling Pending/Unfound Items

All items marked as Pending/Unfound must be investigated thoroughly. Investigation can lead to one of these possible outcomes:

1. If the item is subsequently found during investigation, you must update the item's record. If the item is found before certification, you can change the item's status to Verified in the Biennial Inventory system and make any updates (such as Location code) there if needed. If it's found after the inventory has been certified, you must update the item's record in FABweb instead.

Physical Inventory of Equipment

2. If, after investigation, you discover that an item now belongs to another unit, you can initiate a transfer to change the item's record from your unit to the new unit. Transfers are handled via FABweb; they are covered later in this lesson.
3. If someone can attest that an unfound item has been disposed, you can initiate a disposal request to remove the item from your inventory list. This is considered an *Other Disposal*, with a disposal status of *Scrapped without UPAR authorization*. Disposals are handled via FABweb; this situation is covered later in this lesson.
4. If, after thorough investigation, an item cannot be found, and nobody can attest to knowledge that it was disposed, you can initiate a disposal request to remove the item from your inventory list. This is considered a *Presumed Disposal*, which requires documentation and unit head approval. These types of disposals are also handled in FABweb, and they are covered in Lesson 6.

Putting Items into Pending/Unfound Status

In the Biennial Inventory system, the Pending/Unfound status is similar to the Condition code *P* (Pending Resolution/Unfound). However, they are separate fields and used in different ways. If you mark an item with Pending/Unfound status, **you do not need to change the item's Condition code**. At certification, all items remaining with Pending/Unfound status in the Biennial Inventory system will have their Condition code automatically changed to *P* in the item record.


For easier tracking, use the Pending/Unfound status for items that cannot be found. Items marked with this status appear on the **Transfers and Disposals** page so that you can keep track of which items need further investigation. If you change the Condition code to *P* but don't change the status to Pending/Unfound for an item, it won't appear on the **Transfers and Disposals** page. You'll learn more about the **Transfers and Disposals** page later in this lesson.

Use these steps to mark an item with Pending/Unfound status in the web-based version of the Biennial Inventory system. Remember, you must follow up and resolve any items with Pending/Unfound status.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Manage Inventory .
3.	Select the appropriate cycle in the Manage Inventory field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s).
6.	Select the appropriate status or statuses under Show Items for to open the inventory list.
7.	Click the View Items button.
8.	Look for an item in its listed location.
9.	Click the View/Edit Details button for the item. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.
10.	Click the Pending/Unfound button if you cannot find the item. NOTE: Only click the Pending/Unfound button if the item has been searched for, but not found.
11.	Click the Add Comment button to add a comment (for example, about where you looked).
12.	Type your comment in the text field.

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Step	Task
13.	Click the Save icon to save your comment.
14.	Click the Close link to close the Inventory Detail window.
15.	Click the Logout link in the top right corner when you're done.

Inventory Detail for XXXXXXXXXX  [Add to PTag Labels to Print](#)

Org XXXXXXXXXX

Status Pending/Unfound

Description OXIMETER-DIGITAL, DISPLAY PULSE GENERATOR

Location 214253 - 0619 00001601 Sci & Engr South

Custodian XXXXXXXXXX

Equipment Manager XXXXXXXXXX

Condition U - In Use/Unavailable for transfer

Manufacturer N/A



Model N/A

Part Number/Vehicle Tag

Serial #/VIN N/A

In-Service Date 05/08/1995

+ More Info

Created by XXXXXXXXXX on 03/08/2018 at 1:50 PM.  

Looked in this location and couldn't find item. Marking as Pending/Unfound.

Figure 5.2: Inventory Detail Window for Pending/Unfound Item

To mark an item as Pending/Unfound in the app, check the [Guide to Using the Biennial Inventory App – Android](#) (PDF) or the [Guide to Using the Biennial Inventory App – iOS](#) (PDF).

5.2: Handling Parent/Child Items

Some inventory items are part of a *family*. Family items are linked together; they can have only one parent, and one or more children.

For example, an item was upgraded two years after it was acquired. The upgraded part must be depreciated over a different period of years than the original item. This is done by having separate item records that are linked together. The relationship between the two item records is called a *parent/child relationship*. The main item, or asset, is called the parent, and the upgraded part is called the child. The two records together are considered a family.

In the Biennial Inventory system, family items have these characteristics:

- The PTag of a parent item is also its Primary PTag.
- A child item record has the parent's PTag number in the **Primary PTag** field (see the example below).
- Parent and child items can also be identified by the **Family Indicator** field (only available in the web-based version of the Biennial Inventory system) or the **Family** icon (only available in the app).
- Parent and child items can have independent statuses. For example, a parent item record could be marked as Verified, while the child item record can be marked as Pending/Unfound status.

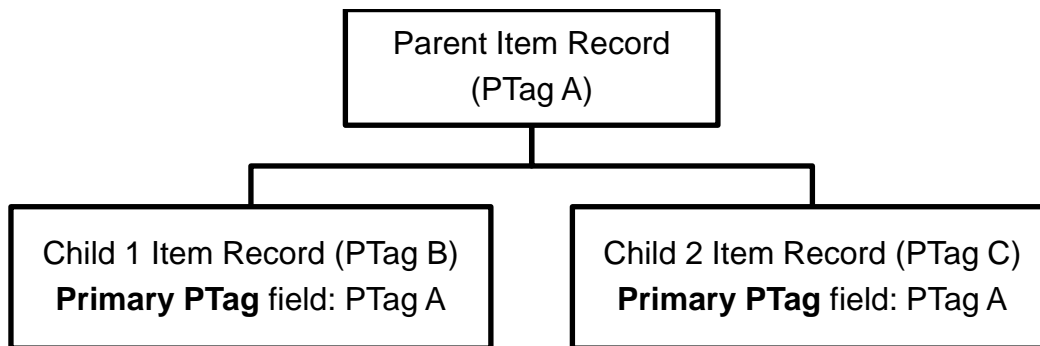


Figure 5.3: Parent/Child Item Records Relationship

Parent/child item records are most easily viewed in the web-based version of the Biennial Inventory system, though you can also view them in the app. To see all the items belonging to a family, filter the inventory list for the **Primary PTag** field and then search for that PTag.

Follow these steps to search for parent/child records in the Biennial Inventory system.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Manage Inventory .
3.	Select the appropriate cycle in the Manage Inventory field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show items for .

Physical Inventory of Equipment

Step	Task
6.	Click the View Items button.
7.	Click the down arrow next to the Primary PTag heading to filter for all family items.
8.	Scroll down if needed to find the appropriate Primary PTag number.
9.	Copy the Primary PTag number.
10.	Scroll back up to the Search field and paste the Primary PTag number in the field.
11.	Click the View Details button to open the Inventory Detail window for that parent or child item.
12.	Click + More Info to see the Family Indicator field.
13.	Review the Family Indicator field to see if the item is a parent or child. If the item is a child record, the Primary PTag field shows the parent record's PTag number.
14.	Click the Close link to close the Inventory Detail window.
15.	Repeat Steps 11-14 to review more family items as needed.
16.	Click the Logout link in the top right corner when you're done.

You cannot edit attributes, transfer, or dispose a parent or child item in the Biennial Inventory system. You can review item record details, add a comment, and mark a parent or child record as Verified (if found) or Pending/Unfound (if not found). To update, transfer, or dispose a parent or child item, you must use FABweb instead. You can learn more about updating parent/child records in FABweb by [registering](#) for or reviewing [FABweb Additions and Updates](#) (PDF). Updating parent/child records are covered in Lesson 6 of FA 102.


In addition, family items that are marked as Pending/Unfound will not display on the **Transfers and Disposals** page.

Follow these steps to keep track of family items that have been marked as Pending/Unfound.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Manage Inventory .
3.	Select the appropriate cycle in the Manage Inventory field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show items for .
6.	Clear the checkboxes for Unverified and Verified . NOTE: Only the Pending/Unfound status checkbox should be selected.
7.	Click the View Items button.
8.	Click the down arrow next to the Primary PTag heading to filter for all family items.
9.	Click the Logout link in the top right corner when you're done.

Physical Inventory of Equipment

Inventory Detail for [REDACTED]

 [Add to PTag Labels to Print](#)

Org	[REDACTED]
Status	Unverified
Description	TURRET MILLING MACHINE W/ACCES
Location	214203 - 0619 00001220 Sci & Engr South
Custodian	[REDACTED]
Equipment Manager	[REDACTED]
Condition	U - In Use/Unavailable for transfer
Manufacturer	N/A
Model	N/A
Part Number/Vehicle Tag	
Serial #/VIN	92471
In-Service Date	

- More Info

Entity	[REDACTED]
Family Indicator	Parent
Primary PTag	[REDACTED]
Parent PTag	[REDACTED]
OTag	000075104
Barcode #	
Commodity	54548 - MILLING MACHINES
Asset Type	ME
Title To	S
Item Cost	\$6,911.88
Family Cost	\$22,525.48

Figure 5.4: Inventory Detail Window Showing Parent Item

To view family item records in the app, refer to the [Guide to Using the Biennial Inventory App – Android](#) (PDF) or the [Guide to Using the Biennial Inventory App – iOS](#) (PDF).

Learning Activity

Follow the [steps shown earlier in this section](#) to filter your inventory list for all parent/child items.

5.3: Managing Transfers and Disposals

When you mark an item’s status as Pending/Unfound, the item appears on the **Transfers and Disposals** page in the Biennial Inventory system. This makes it easy for you to track and manage items that may need to be disposed of or transferred.

NOTE: Only single item records that have no pending attribute approvals appear on the **Transfers and Disposals** page. Any parent or child item records, or items awaiting attribute approval, do not display there. Use the steps in [5.2](#) to filter your inventory list for any family items that have Pending/Unfound status.

Items must be transferred or disposed in FABweb, not the Biennial Inventory system. Transfers and disposals can be done at any time in the inventory cycle, but it’s a best practice to initiate transfers and disposals in FABweb as soon as they’re identified during physical inventory. Transfers and disposals related to Pending/Unfound items **must** be completed by the Pending due date, which occurs three months after the certification date.

There are three options for Pending/Unfound items on the **Transfers and Disposals** page.

Option	Use it when...
Start Transfer	After investigation, a Pending/Unfound item is discovered to belong to a different university unit.
Start Other Disposal	After investigation, a Pending/Unfound item is discovered to have been disposed of, and someone can attest to having knowledge of the disposal.
Start Presumed Disposal	After thorough investigation, a Pending/Unfound item has not been found. See Lesson 6 for more information on this option.

To transfer or dispose of items, each of the options above will generate a spreadsheet that you can modify and upload to FABweb, using a process called FABweb Batch Upload. The FABweb Batch Upload process minimizes errors, by eliminating the need to enter data many times. For more information on how to use the process, review the [FABweb Batch Upload training materials](#).

After you use any of the options above, the **Exported** column on the **Transfers and Disposals** page will display information about when and how each item was exported.

Initiating a Transfer

Follow these steps to initiate a transfer for Pending/Unfound items, using the FABweb Batch Upload process.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Transfers and Disposals .
3.	Select the appropriate cycle in the Transfers and Disposals field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show items for .
6.	Click the View Items button.

Physical Inventory of Equipment

Step	Task
7.	Click the checkbox for an item in the Select column to select individual items to transfer, or click the Select All PTags button to select all items for transferring.
8.	Click the Start Transfer button. A success message displays to let you know that the transfer file will be emailed to you.
9.	Check your email for a message with the subject, <i>Batch Transfer File has been created</i> . This email has an Excel file attached.
10.	Open the Excel file.
11.	Enter data in these columns for each item: <ul style="list-style-type: none"> • ChartTo • OrgTo • Serial Nbr (required only if PTag column is blank) • Description (required only if PTag column is blank) <p>NOTE: See the FABweb Batch Uploads File Requirements (Excel) for examples and more information.</p>
12.	Select File and click Save As .
13.	Choose a location to save your file.
14.	In the Save as type list, select <i>CSV (Comma delimited)</i> . NOTE: On a Mac, select <i>Windows Comma Separated</i> instead.
15.	In the File name field, use this naming convention (required): <i>T_MMDDYYYY_XXX.csv</i> <i>MM</i> = 2-digit month <i>DD</i> = 2-digit day <i>YYYY</i> = 4-digit year <i>XXX</i> = any 1-3 digit combination
16.	Click the Save button.
17.	If a pop-up window appears to confirm saving your file in CSV format, click the Yes button.
18.	Login to FABweb at https://fabweb.uillinois.edu/ .
19.	Click Process a transfer .
20.	Click the Browse button under Upload a File .
21.	Locate and select the file you saved in Step 15.
22.	Click the Open button.
23.	In the Asset File field, confirm that the file name is correct and the file type is CSV.
24.	Click the Upload button. NOTE: A message displays: <i>"Your file has been uploaded. You will receive an email once processing is complete."</i>
25.	Review the email thoroughly when you get it. It will summarize the status of all the transfers processed. This will be the only communication sent about the status. NOTE: If any transfers failed to process, the email will have a spreadsheet attached, with details about the error(s). The error report might contain multiple tabs.

Physical Inventory of Equipment

Step	Task
26.	Correct any processing errors, if needed. Check the FABweb Batch Uploads - Common Entry Errors (PDF) job aid for help.
27.	Review the transfer request in FABweb for completeness and accuracy.
28.	Click the Forward Transfer tab.
29.	Click the Submit button to forward the transfer request for approval.
30.	Log out of both FABweb and the Biennial Inventory system when you're done.

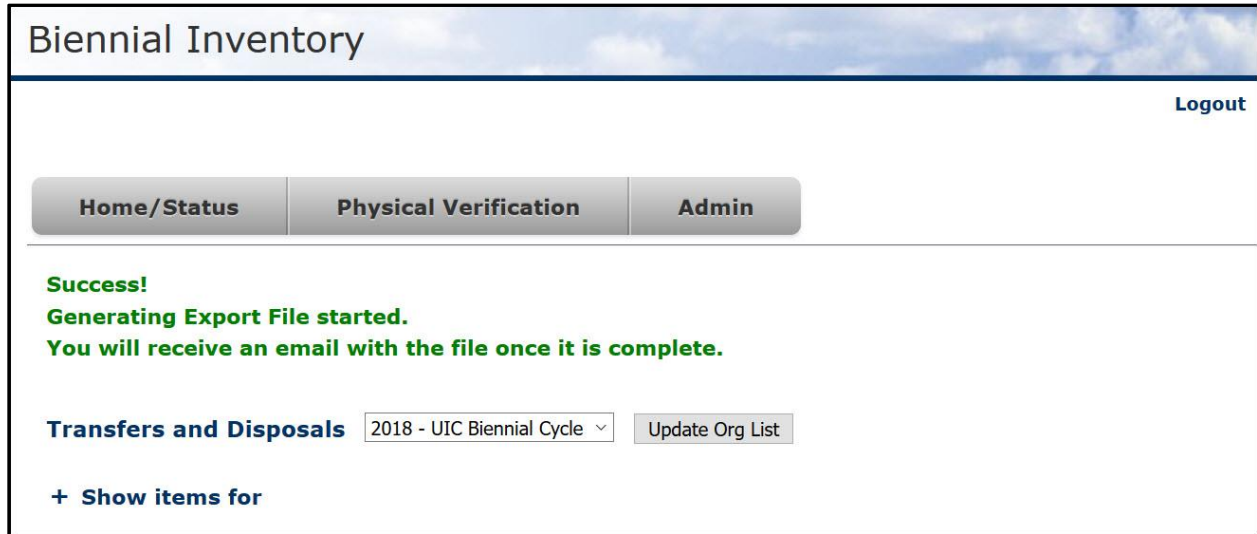


Figure 5.5: Transfer and Disposal Success Message

Initiating an Other Disposal

Follow these steps to initiate an Other Disposal for Pending/Unfound items, using the FABweb Batch Upload process.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Transfers and Disposals .
3.	Select the appropriate cycle in the Transfers and Disposals field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show items for .
6.	Click the View Items button.
7.	Click the checkbox for an item in the Select column to select individual items to dispose, or click the Select All PTags button to select all items for disposal.
8.	Click the Start Other Disposal button. A success message displays to let you know that the disposal file will be emailed to you.

Physical Inventory of Equipment

Step	Task
9.	Check your email for a message with the subject, <i>Batch Other Disposal File has been created</i> . This email has an Excel file attached.
10.	Open the Excel file.
11.	<p>Enter data in these columns for each disposal item:</p> <ul style="list-style-type: none"> • Serial Nbr/VIN (required only if PTag column is blank) • Description (required only if PTag column is blank) • DisposalDesc – select <i>Scrapped without UPAR Approval</i> <p>NOTE: You can only process 50 disposal items per file. If you need to process more than 50 items, you must start a new template. See the FABweb Batch Uploads File Requirements (Excel) for examples and more information.</p>
12.	Select File and click Save As .
13.	Choose a location to save your file.
14.	<p>In the Save as type list, select <i>CSV (Comma delimited)</i>.</p> <p>NOTE: On a Mac, select <i>Windows Comma Separated</i> instead.</p>
15.	<p>In the File name field, use this naming convention (required): <i>S_MMDDYYYY_XXX.csv</i></p> <p><i>MM</i> = 2-digit month <i>DD</i> = 2-digit day <i>YYYY</i> = 4-digit year <i>XXX</i> = any 1-3 digit combination</p>
16.	Click the Save button.
17.	If a pop-up window appears to confirm saving your file in CSV format, click the Yes button.
18.	Login to FABweb at https://fabweb.uillinois.edu/ .
19.	Click Process a Surplus/Disposal .
20.	Click the Browse button under Upload a File .
21.	Locate and select the file you saved in Step 15.
22.	Click the Open button.
23.	In the Asset File field, confirm that the file name is correct and the file type is CSV.
24.	<p>Click the Upload button.</p> <p>NOTE: A message displays: “<i>Your file has been uploaded. You will receive an email once processing is complete.</i>”</p>
25.	<p>Review the email thoroughly when you get it. It will summarize the status of all the equipment items processed. This will be the only communication sent about the status.</p> <p>NOTE: If any items failed to process, the email will have a spreadsheet attached, with details about the error(s). The error report might contain multiple tabs.</p>
26.	Correct any processing errors, if needed. Check the FABweb Batch Uploads - Common Entry Errors (PDF) job aid for help.
27.	Review the request in FABweb for completeness and accuracy.
28.	Click the Forward tab.

Physical Inventory of Equipment

Step	Task
29.	Click the Submit button to forward the request for approval.
30.	Log out of both FABweb and the Biennial Inventory system when you're done.

5.4: Adding Found Items

During physical inventory, if you find something in your unit's space that is not on your inventory list, it may be considered a found item. You can easily keep track of found items in the Biennial Inventory system as you conduct inventory. The **Found Inventory Items** page holds information for your found items, so that you can follow up and resolve those items before certifying the inventory.

Found items do not appear on your inventory list, so you cannot compare the item to its record at the time you physically examine it. If the item is eventually identified, your notes and observations may be used to update its record.

If you find an item that's not on your inventory list, it may or may not need to be added as a found item, depending on its label, cost, and when it was acquired. Check the following guidelines to see what action you might need to take.

Label	Item Acquisition Cost	Action to Take
	Less than \$2,500 <i>(if acquired before July 1, 2005)</i> OR Less than \$1000 <i>(if acquired after July 1, 2005)</i>	None. This item does not need to be added as a found item.
	Less than \$2,500 <i>(if acquired before July 1, 2005)</i> OR Less than \$1000 <i>(if acquired after July 1, 2005)</i>	Affix an unnumbered red/white inventory label (available through iBuy , item number 11244000). This item does not need to be added as a found item.
	\$1000 or more	Add as a found item if it's not on the inventory list, using the PTag number and location. Then follow up to determine its historical cost and/or true ownership.

Physical Inventory of Equipment

Label	Item Acquisition Cost	Action to Take
None	\$1000 or more	<p>If the item is on the inventory listing (for example, by serial number), print or request a new PTag label as shown in Lesson 4.</p> <p>If the item is not on the inventory listing, add as a found item.</p>
	Less than \$1000	<p>Affix an unnumbered red/white inventory label (available through iBuy, item number 11244000).</p> <p>This item does not need to be added as a found item.</p>

If you determine that you should add a found item, you can use the item's PTag number (if available) or any other item details. If you add an item's PTag number, the Biennial Inventory system will display that item's record for comparison.

Use these steps to add a found item.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Manage Inventory .
3.	Select the appropriate cycle in the Manage Inventory field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show items for .
6.	Click the View Items button.
7.	<p>Click the Add Found Item link.</p> <p>NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.</p>
8.	Select a Chart and Org code in the Org field (required).
9.	Type a description of the found item in the Description field (required).

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Step	Task
10.	Add all information that you observe in these optional fields: <ul style="list-style-type: none"> • PTag • Location • Custodian • Equipment Manager • Condition • Manufacturer • Model • Part Number/Vehicle Tag • Serial #/VIN • In-Service Date
11.	Click the Add Found Item button. NOTE: This closes the Add Found Item window and adds the item to the Found Inventory Items page.
12.	Click the Logout link in the top right corner when you're done.

[Close](#)

Add Found Item

* = Required

Observed Values

PTag	<input type="text"/>
Org*	<input type="text" value="Select an org"/>
Description*	<input type="text"/>
Location	<input type="text" value="📎"/>
Custodian	<input type="text" value="📎"/>
Equipment Manager	<input type="text" value="📎"/>
Condition	<input type="text" value="Select a condition"/>
Manufacturer	<input type="text"/>
Model	<input type="text"/>
Part Number/Vehicle Tag	<input type="text"/>
Serial #/VIN	<input type="text"/>
In-Service Date	<input type="text" value="📅"/>

Figure 5.6: Add Found Item Window

Physical Inventory of Equipment

Follow these steps to **view** or **edit** found items on the **Found Inventory Items** page.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Found Inventory Items .
3.	Select the appropriate cycle in the Found Inventory Items field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show found items for .
6.	Click the View Found Items button.
7.	To edit an item's details, click the View/Edit Details button for that item. If you don't need to edit any item's details, skip to Step 12. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.
8.	Review the Observed Values and the Banner-EDW Values , if available.
9.	Click the Update button.
10.	Add or change information as needed.
11.	Click the Save Changes button to save your changes. This automatically closes the View/Edit Found Item window.
12.	Click the Logout link in the top right corner when you're done.

For steps on how to add, view, or edit a found item in the app, check the [Guide to Using the Biennial Inventory App – Android](#) (PDF) or the [Guide to Using the Biennial Inventory App – iOS](#) (PDF).

Resolving Found Items

Found items must be resolved outside the Biennial Inventory system before you certify the inventory. For easier tracking and resolution, you can export found items to a spreadsheet. However, you can only export from the web-based version of the Biennial Inventory system, not from the app.

Follow these steps to export found items to a spreadsheet.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Found Inventory Items .
3.	Select the appropriate cycle in the Found Inventory Items field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show found items for .
6.	Click the View Found Items button.
7.	Click the CSV or Excel button.
8.	Follow your web browser's prompts to save the file on your computer.
9.	Open the saved CSV or Excel file to view or print found items.

Physical Inventory of Equipment

Step	Task
10.	Investigate and resolve all found items as follows.
11.	Click the Logout link in the top right corner when you're done.

Depending on how the item was acquired, you should follow different procedures to resolve a found item. If you've investigated a found item and discovered that it belongs to another unit, you should contact that unit to notify them that it was found in your unit's space.

If a found item does **not** belong to another unit, you can resolve it by adding it as a non-cash acquisition or as a gift.

Resolving Non-Cash Acquisitions

You can add a found item as a non-cash acquisition if it meets the following criteria:

- The found item was **not a gift**, and
- It does not belong to another unit, and
- You don't have other information about how it was acquired.

To add a non-cash acquisition, use FABweb to **Create a new non-cash record**. If the found item's origin is **unknown**, select *Found/Recovered* as the type of non-cash addition from the drop-down list. You can learn more about the steps to add a non-cash acquisition by [registering](#) for or reviewing [FABweb Additions and Updates](#) (PDF). Non-cash additions are covered in Lesson 4.

UPAR will use the information from FABweb to enter a new record for the item. After the record has been created, you'll be notified via email. You should get the notification within a week. Once you've gotten it, you should make sure that the item's record and all required fields are updated in FABweb. This will add the item to your inventory list for future inventory cycles. You can find more information about the process on the [Add Donated, Found, and Other Non-Cash Addition Equipment to FABweb](#) page in the [Business and Financial Policies and Procedures](#) manual.

Resolving Found Items Received as a Gift

If you find an item that was **received as a gift**, you have two options to resolve it:

1. Use FABweb to **Create a new non-cash record** as previously described, but select *Donation/Gift* as the type of non-cash addition instead. This will create a record for the item and add it to your inventory list for future inventory cycles.
2. Or, if appropriate, process a [Report of Gift Received Transmittal Form](#) instead. See the instructions for reporting a gift of equipment, also called a *gift in kind*, in [Section 11.3 - Campus Processing of Gifts](#) of the [Business and Financial Policies and Procedures](#) manual. This process will create a record for the gift item, so that it will be on your inventory list for future inventory cycles. If you have any questions about using this option, check with your unit's business manager.

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After found items have been resolved, you should remove them from the Biennial Inventory system. However, you can only remove found items from the web-based version of the Biennial Inventory system, not from the app. Use the following steps to remove found items.

NOTE: While the Biennial Inventory system will let you certify if you have unresolved found items, **you should resolve and remove found items before certifying the inventory.**

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Found Inventory Items .
3.	Select the appropriate cycle in the Found Inventory Items field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show found items for .
6.	Click the View Found Items button.
7.	Select the item(s) to clear by clicking the appropriate checkbox in the Select column.
8.	Click the Delete Found Items button.
9.	Click the OK button to confirm the deletion in the pop-up window. The found items are removed from the list.
10.	Click the Logout link in the top right corner when you're done.

Learning Activity

1. Log in to the Biennial Inventory system to add a found item (Steps provided [earlier in this lesson](#)). Use the following details.
Org: Select your Chart and Org
Description: Type: *Test: Dell laptop computer*
Location: Use the lookup feature to look up your current training lab location
Custodian: Use the lookup feature to look up your NetID and add yourself as a Custodian
2. Then use the [steps provided earlier in this lesson](#) to view and edit the found item with **Condition:** *U – In Use/Unavailable for transfer*. Make sure to save your changes.
3. Use the steps above to delete the found item.

Support and Resources

This section summarizes the links and resources referenced in this lesson.

[Guide to Using the Biennial Inventory App – Android](#)

[Guide to Using the Biennial Inventory App – iOS](#)

[Course Registration](#)

[FABweb Additions and Updates](#) (PDF)

[FABweb Batch Upload training materials](#)

[FABweb Batch Uploads File Requirements](#) (Excel)

FABweb access: <https://fabweb.uillinois.edu/>

[FABweb Batch Uploads - Common Entry Errors](#) (PDF)

[FA 103: FABweb Transfers and Disposals](#) (PDF)

[iBuy](#)

[Add Donated, Found, and Other Non-Cash Addition Equipment to FABweb](#)

[Business and Financial Policies and Procedures](#)

[Report of Gift Received Transmittal Form](#)

[Section 11.3 - Campus Processing of Gifts](#)

Lesson Summary

In this lesson, you learned how to handle items that cannot be found during physical inventory. You also learned what to do with items that are not on your inventory list, but are found in your unit's facilities or spaces during inventory. Finally, you learned how to initiate transfers and disposals from the Biennial Inventory system, and what to do with parent-child items.

Lesson Review

1. Which option is NOT a possible outcome for an item marked as Pending/Unfound?
 - a. Someone can attest that the item was disposed, so you request an Other Disposal in FABweb.
 - b. The item belongs to another unit, and you contact the other unit to initiate an item record transfer.
 - c. The item is still not found, so you don't need to do anything further.
 - d. The item is found, and you update the item's record.
2. If you find an item that's not on your inventory list, it should always be added as a found item.
True/False
3. What actions might be included in a follow-up investigation for a Pending/Unfound item?
 - a. Reviewing unit records
 - b. Talking to a Custodian or Equipment Manager
 - c. Additional searching for the item
 - d. All of the above

Lesson 6: Completing the Inventory

In this lesson, you'll learn how to certify the inventory. You must use the Biennial Inventory system to certify the inventory, but there are two ways to certify within the Biennial Inventory system, depending on how you conducted physical inventory. Whether you used the Biennial Inventory system to conduct physical inventory or you conducted physical inventory externally, you'll learn how to certify the inventory in this lesson. You'll also learn about the importance of following up on Pending items after certification.

6.1: Inventory Status

Your inventory cycle status follows a progression in the Biennial Inventory system. To check your inventory cycle status, follow the steps in [Lesson 3.1](#) for using the **Home/Status** tab to monitor inventory progress, or check the [Monitoring Inventory Progress](#) job aid.

1. Before you load the list, your inventory status is *Not Started*.
2. After you load the list and start conducting physical inventory, the inventory status is *Uncertified*.
3. Once all items are marked as Verified or Pending/Unfound, the inventory status changes to *Ready to Certify*.
4. As the Unit Contact, you would certify the inventory at this point in the cycle, and then the status would change to *Ready for Approval*.
5. Then, the Unit Head would have to approve the certification to move the status to *Certified*.
6. The last step in the inventory cycle is to follow up on all Pending/Unfound items, and you have three months for that step. After all Pending/Unfound items have been resolved, the inventory cycle status changes to *Completed*, and the inventory cycle is done.

Physical Inventory of Equipment

The image below shows how the inventory cycle status changes as you go through the entire inventory process in the Biennial Inventory system.

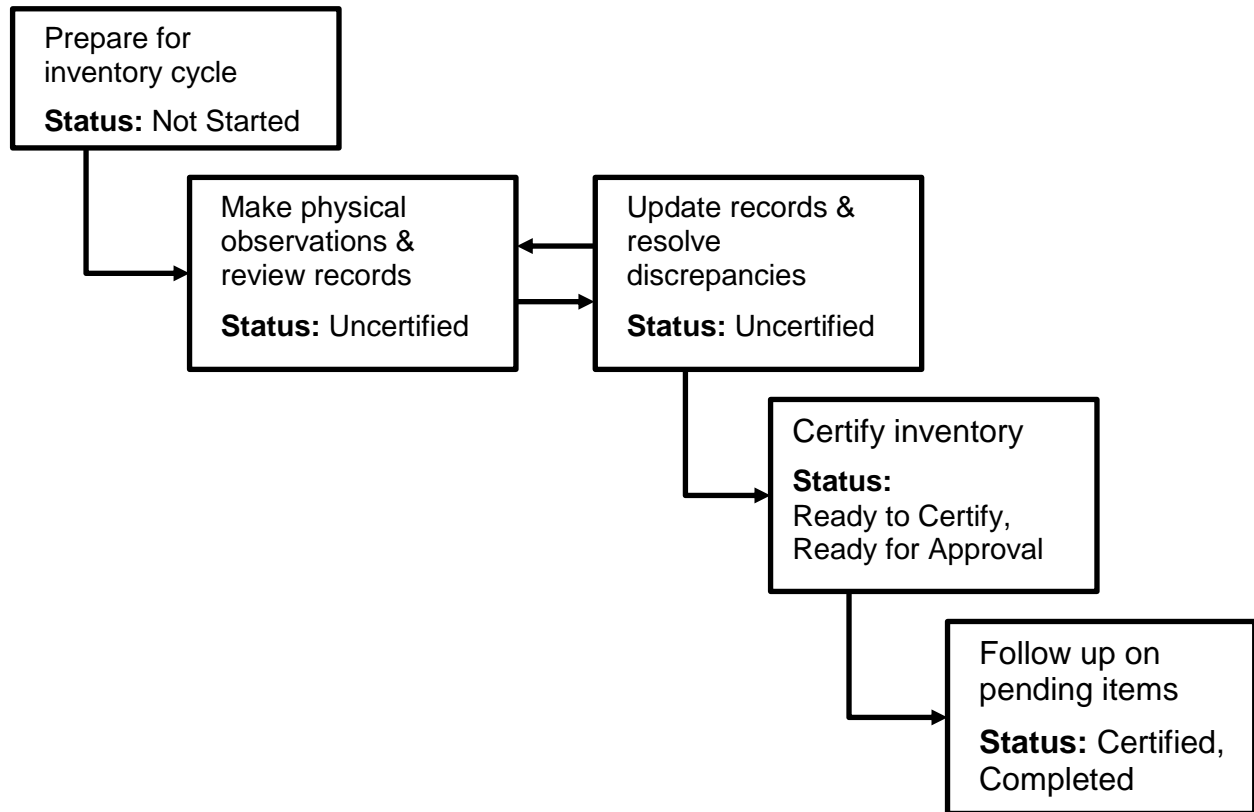


Figure 6.1: Inventory Cycle Status Progression

You learned about the certification due date in [Lesson 1](#). Approximately one half of UIC and UIUC university units are scheduled to complete their inventories in even-numbered calendar years, such as 2018, while the other half are scheduled to complete in odd-numbered years. Certification due dates for each university are listed below.

University	Certification Due Date
University of Illinois at Chicago	March 31
University of Illinois at Springfield	May 31, in odd-numbered calendar years only (such as 2019)
University of Illinois at Urbana-Champaign and System Offices	August 31

Extensions to the certification due date cannot be granted, based on Illinois State Regulations and University Policy.

6.2: Certifying for Inventory Conducted in the BI System

If you conducted physical inventory using the Biennial Inventory system, your inventory list must be *Ready to Certify* on the **Home/Status** tab by the certification due date. To reach *Ready to Certify* status:

- **All items in your inventory list must have a status of either Verified or Pending/Unfound.** There should be no items left in unverified status.
- **All item record updates must be approved.** There should be no unapproved updates on the **Attribute Approvals** page.

The image below shows that there are zero items under the **Unverified Items** heading. The status of the inventory list is *Ready to Certify*.

Org	List Loaded	Unverified Items	Verified Items	Pending/Unfound Items	Total Items	Status	Unit Head(s)	Certification Deadline	List Comments	Actions
	03/21/2018 01:13 PM	0	2	1	3	Ready to Certify		11/30/2018	0	View/Edit Details

Figure 6.2: Ready to Certify Status

Once your inventory list reaches *Ready to Certify* status, follow these steps to certify it in the Biennial Inventory system.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Admin tab and select Biennial Certification .
3.	Select the appropriate cycle in the BI Certification field.
4.	Click the View Orgs button.
5.	Click the appropriate checkbox in the Select column to select that Chart-Org for certification.
6.	Click the Certify Selected Orgs button. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.
7.	Read through the biennial physical inventory requirements.
8.	If you can confirm that you have performed the requirements, select the checkbox for each requirement to show that your unit has completed them.
9.	Scroll down, if needed, and review the inventory details.
10.	Click the Certify button. NOTE: This closes the window and displays a message: <i>Success! The org you selected for Certification was successfully routed to your Unit Head(s) to complete the Certification process.</i>
11.	Click the Logout link in the top right corner when you're done.

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The next step is for the Unit Head to approve the certification. Directions for the Unit Head are available on the [Approving Inventory](#) job aid.

Biennial Inventory Certification for 2018 - UIUC Biennial Cycle

In fulfillment of our unit's biennial physical inventory requirement, we have confirmed that our org has performed the following (check all boxes):

- We have completed the physical inventory in accordance with instructions provided in the [Physical Inventory of Equipment Training Guide \(FA 105\)](#), including the reviews of attributes described in Lesson 4, noting any discrepancies among these attributes.
- We have updated the Banner Fixed Asset record to correct attribute discrepancies noted above.
- We have submitted FABweb disposal requests and interdepartmental transfer request as needed for items known to be disposed and transferred as of the certification date.
- We have submitted the "Entity Code Change Request" form to Property Accounting for updates to equipment entity codes in order to [maintain entity codes for self-supporting activities](#).
- We have verified that all off-campus items are identified as such with proper Location and Condition Codes and, where applicable, that loan agreements are on file.
- We assure that any equipment not locatable at the close of our initial search has been assigned a "P" Condition Code (pending resolution); these will be resolved and Banner Fixed Asset will be updated no later than 11/30/2018.

Here are the Inventory details for the orgs you are about to certify

Records per page: Search:

Org ▲	Verified Items ▲	Verified Amount ▲	Pending/Unfound Items ▲	Pending/Unfound Amount ▲
██████████	2	\$32,266.00	1	\$2,392.07

Showing 1 to 1 of 1 records

Record Examined By:

Unit Contact:

Figure 6.3: Biennial Inventory Certification Requirements

After you certify the inventory in the Biennial Inventory system, you won't be doing follow-up and resolution there. Instead, you will use FABweb to process updates to Condition codes, disposals, or transfers in order to resolve any Pending/Unfound items. Learn more about FABweb by [registering](#) for or reviewing [FABweb Additions and Updates](#) (PDF) and [FABweb Transfers and Disposals](#) (PDF).

6.3: Certifying for Inventory Conducted Outside the BI System

If you have conducted physical inventory outside the Biennial Inventory system, you must upload evidence of your unit's efforts into the Biennial Inventory system by the appropriate certification due date. These due dates were shown in [Lesson 1](#), as well as earlier in this lesson.

You must provide amounts and item counts of your inventory by status (Unverified, Verified, and Pending/Unfound), and you must attach one or more files supporting your inventory results. Your uploaded files must include:

- Evidence and support identifying the items certified as Verified and Unfound.
- Evidence of your unit's efforts in completing the certification, such as:

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- Updates processed
- Key working files
- Scanned working papers used in the process

In your uploaded files, you can also include supporting documentation, other working files, or scanned working papers that will be helpful for future inventory cycles.

Follow these steps to enter inventory data and attach supporting documentation for external certification.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Admin tab and select External Certification .
3.	Select the appropriate cycle in the External Certification field.
4.	Click the View Orgs button.
5.	Click the View/Edit Details button for the appropriate Chart-Org. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.
6.	Click the Update button to enter data about your unit's items and amounts in the Unit-Supplied Data column.
7.	Enter data in these required fields: <ul style="list-style-type: none"> • Verified Items • Verified Amount • Pending/Unfound Items • Pending/Unfound Amount • Total Items • Total Amount
8.	Click the Save Changes button.
9.	Click the Browse button to find the file(s) you want to attach.
10.	Follow your computer's prompts to locate the appropriate file.
11.	Click the Add File button on the Inventory Details window.
12.	Repeat Steps 9-11 for any additional supporting files, if needed.
13.	Click the Add Comment button to add a comment, or skip to Step 16 if you don't want to add a comment.
14.	Type your comment in the text field.
15.	Click the Save icon.
16.	Click the Close link to close the Inventory Detail window.
17.	If you are ready to certify the inventory, click the appropriate checkbox in the Select column to select that Chart-Org for certification.
18.	Click the Certify Selected Orgs button. NOTE: This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.

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Step	Task
19.	Read through the biennial physical inventory requirements.
20.	If you can confirm that you have performed the requirements, select the checkbox for each requirement to show that your unit has completed them.
21.	Scroll down, if needed, and review the inventory details.
22.	Click the Certify button. NOTE: This closes the window and displays a message: <i>Success! The org you selected for Certification was successfully routed to your Unit Head(s) to complete the Certification process.</i>
23.	Click the Logout link in the top right corner when you're done.

Inventory Detail for

Cycle 2018-1

List Loaded No

Status Not Started

Certification Deadline 11/30/2018

	Biennial Data	Unit-Supplied Data
* = Required		
Unverified Items	N/A	
Unverified Amount	N/A	
Verified Items*	N/A	<input type="text"/>
Verified Amount*	N/A	<input type="text"/>
Pending/Unfound Items*	N/A	<input type="text"/>
Pending/Unfound Amount*	N/A	<input type="text"/>
Total Items*	N/A	<input type="text"/>
Total Amount*	N/A	<input type="text"/>
		<input type="button" value="Save Changes"/> <input type="button" value="Cancel Update"/>
Certification Files	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Add File"/>
<input type="button" value="Add Comment"/>		

Figure 6.4: External Certification Inventory Detail Window Before Entering Data

Physical Inventory of Equipment

Biennial Inventory Certification for 2018 - UIUC Biennial Cycle

In fulfillment of our unit's biennial physical inventory requirement, we have confirmed that our org has performed the following (check all boxes):

- We have reviewed the UR FIFA Fixed Asset by Org report in Eddie to ensure all unit equipment has been accounted for. We have retained a copy of the report for our records and uploaded documentation supporting the results of our certification.
- We have completed the physical inventory in accordance with instructions provided in the [Physical Inventory of Equipment Training Guide \(FA 105\)](#), including the reviews of attributes described in Lesson 4, noting any discrepancies among these attributes.
- We have updated the Banner Fixed Asset record to correct attribute discrepancies noted above.
- We have submitted FABweb disposal requests and interdepartmental transfer request as needed for items known to be disposed and transferred as of the certification date.
- We have submitted the "Entity Code Change Request" form to Property Accounting for updates to equipment entity codes in order to [maintain entity codes for self-supporting activities](#).
- We have verified that all off-campus items are identified as such with proper Location and Condition Codes and, where applicable, that loan agreements are on file.
- We assure that any equipment not locatable at the close of our initial search has been assigned a "P" Condition Code (pending resolution); these will be resolved and Banner Fixed Asset will be updated no later than 11/30/2018.

Here are the Inventory details for the orgs you are about to certify

Records per page: Search:

Org ▲	Unit-Supplied Verified Items ◆	Unit-Supplied Verified Amount ◆	Unit-Supplied Pending/Unfound Items ◆	Unit-Supplied Pending/Unfound Amount ◆
	3	\$15,000.35	1	\$7,777.00

Showing 1 to 1 of 1 records

Record Examined By:

Unit Contact:

Figure 6.5: External Certification Requirements

The next step is for the Unit Head to approve the certification. Directions for the Unit Head are available on the [Approving Inventory](#) job aid.

After certifying the inventory, use FABweb to process updates to Condition codes, disposals, or transfers in order to resolve any Pending/Unfound items. Learn more about FABweb by [registering](#) for or reviewing [FABweb Additions and Updates](#) (PDF) and [FABweb Transfers and Disposals](#) (PDF).

6.4: Resolving Pending Items

Resolving Pending items helps ensure that Unit Heads are able to fulfill the control and custody responsibilities delegated to them by identifying and locating equipment that has moved to another location without its record being properly updated. Your unit is required to resolve Pending items, and **all Pending items must be resolved by the Pending due date**, three months after the certification due date. If your unit fails to resolve all Pending items, your unit will be referred to the appropriate Vice President, Vice Chancellor, or Provost for follow-up.

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At certification, all items that had Pending/Unfound status in the Biennial Inventory system have their Condition code automatically changed to *P* (Pending Resolution/Unfound) in the item record.

If you did **not** use the Biennial Inventory system to certify, you would have manually changed the Condition code to *P* (Pending Resolution/Unfound) in FABweb for items that were unfound.

After certification, regardless of the method you used to certify, the Biennial Inventory system checks for any items with the Condition code *P*. You can review a list of all items assigned to your unit that have Condition code *P*. You must take additional search and follow-up efforts to either locate or determine the disposition of each of these items.

If you don't have any items with Condition code *P*, the inventory cycle status changes to *Completed* or *Completed (External)*. The goal of the biennial inventory process is to end with the inventory list at this status.

Reviewing Pending/Unfound Items

To review Pending/Unfound items after certification, you can click the inventory cycle status in the Biennial Inventory system. After you certify the inventory, and the Unit Head approves certification, the inventory cycle status changes to *Certified*. On the **Home/Status** tab, the *Certified* status is a clickable link. It links to a list of Pending items for you to review, so you can easily follow up and resolve those items.

The *Certified* status and link will be available the **day after the Unit Head approves certification**. Once all Pending items are resolved, the status will change to *Completed* a day later. This delay allows the different systems (Biennial Inventory, FABweb, and Banner) to remain consistent.

Follow the steps in [Lesson 3](#) for using the **Home/Status** tab, or check the [Monitoring Inventory Progress](#) job aid. Then click the *Certified* status to review your list of Pending items.

Org	List Loaded	Unverified Items	Verified Items	Pending/Unfound Items	Total Items	Status	Unit Head (s)	Certification Deadline	List Comments	Actions
2-202000	04-12-2018 10:06 AM	44	3	0	47	Uncertified		03/31/2018	1	View/Edit Details
2-202013	04-11-2018 09:52 AM	0	7	3	10	Completed		03/31/2018	0	View/Edit Details
2-202014	04-11-2018 02:18 PM	155	3	0	158	Uncertified		03/31/2018	0	View/Edit Details
2-202015	04-12-2018 10:02 AM	0	2	5	7	Certified		03/31/2018	0	View/Edit Details
2-202016	04-12-2018 10:02 AM	0	4	1	5	Completed		03/31/2018	0	View/Edit Details
2-202017	04-18-2018 04:29 PM	0	0	2	2	Certified		03/31/2018	0	View/Edit Details
2-202018	04-18-2018 04:29 PM	351	0	0	351	Uncertified		03/31/2018	0	View/Edit Details
2-202019	04-10-2018 01:19 PM	0	1	0	1	Completed		03/31/2018	0	View/Edit Details

Showing 1 to 8 of 8 records

Figure 6.6: Certified and Completed Inventory Cycle Statuses

Items Found After Certification

If a Pending/Unfound item is found after certification, you must update all required attributes in FABweb. Make sure to change the item's Condition code from *P* to its appropriate value.

You can learn more about how to update item records in FABweb by [registering](#) for or reviewing [FABweb Additions and Updates](#) (PDF). Updating item records are covered in [Lesson 5](#).

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Unlocatable Items

If an item cannot be found after a thorough search, it is considered *unlocatable*. Unlocatable items may be removed from the official property record only after a physical search has been completed and substantial follow-up efforts have failed to locate the item. To remove an item from the official property record, you can use the Biennial Inventory system and the FABweb Batch Upload process to initiate a Presumed Disposal request.

Select *Presumed other disposal* as the disposal status if the most likely, logical approved reason for the item's absence is scrap, scrapped without authorization, casualty loss, returned for credit, trade-in, transfer with researcher, transfer, stolen, demolished, inventoried twice, part of another asset, or sale. Send documentation to UPAR with the FABweb document number when available. If no documentation is available, select *Presumed scrapped without authorization* as the disposal status. In the comments section, include a detailed statement that a thorough search was conducted. Comments that items are "Lost" or "Missing" are **not acceptable** as reasons for removal.

For more information about unlocatable items, see the [Process Unlocatable Equipment](#) information in the [Business and Financial Policies and Procedures](#) manual.

Initiating a Presumed Disposal

Follow these steps to initiate a Presumed Disposal for Pending/Unfound items, using the FABweb Batch Upload process.

Step	Task
1.	Log in to the Biennial Inventory system as shown in 2.2 .
2.	Move your mouse over the Physical Verification tab and select Transfers and Disposals .
3.	Select the appropriate cycle in the Transfers and Disposals field.
4.	Click the Update Org List button.
5.	Select the appropriate Chart and Org code(s) under Show items for .
6.	Click the View Items button.
7.	Click the checkbox for an item in the Select column to select individual items to dispose, or click the Select All PTags button to select all items for disposal.
8.	Click the Start Presumed Disposal button. A success message displays to let you know that the disposal file will be emailed to you.
9.	Check your email for a message with the subject, <i>Batch Presumed Disposal File has been created</i> . This email has an Excel file attached.
10.	Open the Excel file.
11.	Enter data in these columns for each disposal item: <ul style="list-style-type: none"> • Serial Nbr/VIN (required only if PTag column is blank) • Description (required only if PTag column is blank) • DisposalDesc – select <i>Presumed scrapped without authorization</i> or <i>Presumed other disposal</i> <p>NOTE: You can only process 50 disposal items per file. If you need to process more than 50 items, you must start a new template. See the FABweb Batch Uploads File Requirements (Excel) for examples and more information.</p>
12.	Select File and click Save As .

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Step	Task
13.	Choose a location to save your file.
14.	In the Save as type list, select <i>CSV (Comma delimited)</i> . NOTE: On a Mac, select <i>Windows Comma Separated</i> instead.
15.	In the File name field, use this naming convention (required): <i>S_MMDDYYYY_XXX.csv</i> <i>MM</i> = 2-digit month <i>DD</i> = 2-digit day <i>YYYY</i> = 4-digit year <i>XXX</i> = any 1-3 digit combination
16.	Click the Save button.
17.	If a pop-up window appears to confirm saving your file in CSV format, click the Yes button.
18.	Login to FABweb at https://fabweb.uillinois.edu/ .
19.	Click Process a Surplus/Disposal .
20.	Click the Browse button under Upload a File .
21.	Locate and select the file you saved in Step 15.
22.	Click the Open button.
23.	In the Asset File field, confirm that the file name is correct and the file type is CSV.
24.	Click the Upload button. NOTE: A message displays: <i>"Your file has been uploaded. You will receive an email once processing is complete."</i>
25.	Review the email thoroughly when you get it. It will summarize the status of all the equipment items processed. This will be the only communication sent about the status. NOTE: If any items failed to process, the email will have a spreadsheet attached, with details about the error(s). The error report might contain multiple tabs.
26.	Correct any processing errors, if needed. Check the FABweb Batch Uploads - Common Entry Errors (PDF) job aid for help.
27.	Review the request in FABweb for completeness and accuracy.
28.	Click the Forward tab.
29.	Add a comment in the Comments/Notes field with a detailed statement about the search. NOTE: Comments and documentation are required for Presumed Disposals.
30.	Click the Submit button to forward the request for approval.
31.	Log out of both FABweb and the Biennial Inventory system when you're done.

Support and Resources

This section summarizes the links and resources referenced in this lesson.

[Monitoring Inventory Progress](#)

[Approving Inventory](#)

Physical Inventory of Equipment

[Course Registration](#)

[FABweb Additions and Updates](#) (PDF)

[FABweb Transfers and Disposals](#) (PDF)

[Process Unlocatable Equipment](#)

[Business and Financial Policies and Procedures](#)

[FABweb Batch Uploads File Requirements](#) (Excel)

FABweb access: <https://fabweb.uillinois.edu/>

[FABweb Batch Uploads - Common Entry Errors](#) (PDF)

Lesson Summary

In this lesson, you learned how to certify the inventory. The certification method varies depending on how you conduct physical inventory. You also learned about the importance of following up on Pending items after certification.

Lesson Review

1. Why is it important to follow up on Pending items?
 - a. To help ensure that Unit Heads are able to fulfill control and custody responsibilities.
 - b. To avoid an audit by University Property Accounting and Reporting.
 - c. Resolving Pending items by the Pending due date is required.
 - d. Both a. and c.
 - e. None of the above.

2. Put these steps for certifying inventory in order.
 - a. Click the **Certify** button.
 - b. Check boxes to confirm that your unit has fulfilled all biennial inventory requirements.
 - c. Log in to the Biennial Inventory system.
 - d. Follow up on Pending items in FABweb.
 - e. The Unit Head approves the certification.

Course Summary

In this course, you learned the process of conducting inventory and the steps in verifying the biennial inventory. You learned how to access the Biennial Inventory system and how to run the inventory list. You also learned about inventory policies and procedures and problem-solving.

Course Objectives

Now that you have completed this course, you are able to:

- Describe why biennial inventory is important.
- Restate your unit's responsibilities for conducting biennial inventory.
- Identify deadlines for completing biennial inventory.
- Use the Biennial Inventory system to begin the physical inventory process.
- Review and update unit roles in the Biennial Inventory system.
- Verify item status in the Biennial Inventory system.
- Update item attributes in the Biennial Inventory system.
- Recall steps for certifying the inventory.
- Explain the importance of following up on Pending items.

Glossary

Term	Definition
Biennial	Happening every two years.
Biennial Inventory	A process of identifying and reviewing all items assigned to a unit or located within a unit's facility space, which is completed once every two years.
Family	Two or more item records linked together by a parent/child relationship. Family items have only one parent, and one or more children.
Found Item	Equipment that is located in a unit's space which is not on the unit's inventory list and has a fair market value of \$1000 or more.
Gift-in-kind	A non-monetary gift of tangible real and personal property that is given to the University of Illinois System.
Movable Equipment	Fixed asset items or equipment that is not permanently attached to a building or grounds as fixed equipment or an improvement other than buildings.
Parent/Child Relationship	An asset that has a main part (parent) and subordinate parts (child or children) which is identified as a single asset for inventory purposes.
Physical Inventory	The process of comparing items of equipment physically located in each unit's facilities with a list of the equipment recorded in Banner.
Read-Only Access	A role in the system that is allowed to view information, but not allowed to update any information.
Unlocatable	Inventory item that cannot be found after a thorough search.

Answer Key

Lesson 1, Why Conduct Physical Inventory?

1. Your unit is responsible for making physical observations, reviewing and updating records, and resolving discrepancies during the physical inventory cycle.

True/False

Answer: True. Your unit is responsible for conducting physical inventory, which includes making physical observations, reviewing record, updating records, and resolving discrepancies.

2. Your unit conducts physical inventory every two years for which of the following reason(s)?
 - a. To protect assets and correct errors in asset records.
 - b. To Comply with State regulations and University of Illinois System policies.
 - c. To identify unused and unneeded equipment.
 - d. All of the above.

Answer: d. All of the above.

3. If your unit is scheduled to begin the physical inventory cycle on July 1, what is the due date for Pending items to be resolved?
 - a. March 31 of the following year
 - b. June 30 of the following year
 - c. August 31 of the same year
 - d. December 1 of the same year

Answer: b. June 30 of the following year. The due date for Pending items, which marks the end of a physical inventory cycle, is a year after the physical inventory cycle begins.

Lesson 2, Getting Started with Physical Inventory

1. How can you use the Biennial Inventory system to **begin** the physical inventory process?
 - a. Updating equipment or items in your unit
 - b. Checking that roles are correct and loading the inventory list
 - c. Logging in to the system to make sure you have access
 - d. Certifying the inventory and resolving Pending items

Answer: b. and c. Log in to the Biennial Inventory system to make sure you have access, check that roles are correct, and load the inventory list at the beginning of the physical inventory process.

Physical Inventory of Equipment

2. To add a Unit Specialist in the Biennial Inventory system, you should fill out and submit the Property Accounting Contact Change Form.

True/False

Answer: False. To add a Unit Specialist in the Biennial Inventory system, move your mouse over the Admin tab, select Manage Roles, then click the Add Unit Specialist link. Use the Property Accounting Contact Change Form if either the Unit Head or Unit Contact listed in the system is wrong.

Lesson 3, Performing Physical Inventory

1. If you look for and find an item, and all its details and attributes are correct, you can mark it as _____ in the Biennial Inventory system.
 - a. Unverified
 - b. Verified
 - c. Unfound
 - d. Pending
 - e. None of the above

Answer: b. Verified. An item that has been found, with all details and attributes correct, can be marked as Verified.

2. What can you do on the **Manage Inventory** page?
 - a. Export the inventory list to a spreadsheet.
 - b. Search for specific items by keyword or PTag.
 - c. Review and confirm inventory data.
 - d. Sort and filter the inventory list.
 - e. All of the above.

Answer: e. All of the above can be done on the Manage Inventory page.

3. The Biennial Inventory mobile app is an optional but helpful tool that can make conducting physical inventory easier.

True/False

Answer: True.

Lesson 4, Updating Inventory Records

1. You should NOT mark an item as Verified...
 - a. If it's been found and incorrect attributes have been updated.
 - b. If it hasn't been found yet, but you know exactly where it is.
 - c. If it has been found and no updates are needed.
 - d. In either the Biennial Inventory system or app.

Answer: b. If it hasn't been found yet, but you know exactly where it is. You must physically locate an item before you mark it as Verified.

Physical Inventory of Equipment

2. To mark an item as Verified, which of the following is NOT needed?
 - a. A Custodian listed for the item
 - b. An accurate Location code
 - c. The item's record, including all the item's details
 - d. The physical location of the item

Answer: a. A Custodian listed for the item. The Custodian is a recommended attribute, not a required attribute, and some items may not have a Custodian listed.

3. Which of the following attributes can be updated in the Biennial Inventory system?
 - a. Condition
 - b. Location
 - c. Description
 - d. All of the above

Answer: d. All of the above can be updated in the Biennial Inventory system.

Lesson 5, Handling Special Cases

1. Which option is NOT a possible outcome for an item marked as Pending/Unfound?
 - a. Someone can attest that the item was disposed, so you request an Other Disposal in FABweb.
 - b. The item belongs to another unit, and you contact the other unit to initiate an item record transfer.
 - c. The item is still not found, so you don't need to do anything further.
 - d. The item is found, and you update the item's record.

Answer: c. The item is still not found, so you don't need to do anything further. If the item is still not found after follow-up investigation and searching, you should initiate a Presumed Disposal request in FABweb.

2. If you find an item that's not on your inventory list, it should always be added as a found item.
True/False

Answer: False. If you find an item that's not on your inventory list, it may or may not need to be added as a found item, depending on its label, cost, and when it was acquired.

3. What actions might be included in a follow-up investigation for a Pending/Unfound item?
 - a. Reviewing unit records
 - b. Talking to a Custodian or Equipment Manager
 - c. Additional searching for the item
 - d. All of the above

Answer: d. All of the above might be included in a follow-up investigation for a Pending/Unfound item.

Lesson 6, Completing the Inventory

1. Why is it important to follow up on Pending items?
 - a. To help ensure that Unit Heads are able to fulfill control and custody responsibilities.
 - b. To avoid an audit by University Property Accounting and Reporting.
 - c. Resolving Pending items by the Pending due date is required.
 - d. Both a. and c.
 - e. None of the above.

Answer: d. Both a. and c. are the reasons why it's important to follow up on Pending items. UPAR doesn't conduct audits.

2. Put these steps for certifying inventory in order.
 - a. Click the **Certify** button.
 - b. Check boxes to confirm that your unit has fulfilled all biennial inventory requirements.
 - c. Log in to the Biennial Inventory system.
 - d. Follow up on Pending items in FABweb.
 - e. The Unit Head approves the certification.

Answer:

- c. Log in to the Biennial Inventory system.**
- b. Check boxes to confirm that your unit has fulfilled all biennial inventory requirements.**
- a. Click the Certify button.**
- e. The Unit Head approves the certification.**
- d. Follow up on Pending items in FABweb.**

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their website, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Review the **Curriculum Guide** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, follow these steps:

1. Go to the OBFS home page at <http://www.obfs.uillinois.edu>.
2. Click the **News Center** button at the top.
3. Click **Sign up for email updates!** (See the link on the left side of the page.)
4. Enter your email address and select your university.
5. Be sure to select the following topic: **Finance**
6. Click the **Subscribe** button.

Property Accounting Courses

Materials for the following courses are available from the OBFS Training Center website when you go to <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see information regarding these courses:

Introduction to Property Accounting: View the Fixed Assets 101 course materials.

FABweb Additions and Updates: View or download the Fixed Assets 102 course materials

FABweb Transfers and Disposals: View or download the Fixed Assets 103 course materials.

Equipment Loans and Other Transfers: View the Fixed Assets 104 course materials.

Physical Inventory of Equipment: View or download the materials for this course.

FABweb Batch Upload: View the training materials to upload files with multiple records.

Appendix B: Support and Resources Summary

How Do I ...	Use This Tool:	Reference Location:
Add a found item?	Biennial Inventory	5.4 : Adding Found Items
Add, change, or delete a Unit Specialist?	Biennial Inventory	2.5 : Adding Unit Specialists
Approve changes for an item?	Biennial Inventory	4.2 : Approving Changes
Certify the inventory?	Biennial Inventory	6.2 : Certifying for Inventory Conducted in the BI System AND 6.3 : Certifying for Inventory Conducted Outside the BI system
Change a Unit Head or Unit Contact?	Property Accounting Change Contact Form	2.4 : Confirming Initial Roles
Check on inventory progress?	Biennial Inventory	3.1 : Monitoring Inventory Progress
Download the inventory list?	Biennial Inventory, Excel	3.2 : Using the Manage Inventory Page
Dispose of an item?	FABweb	5.3 : Managing Transfers and Disposals AND FABweb Transfers and Disposals (PDF)
Handle a parent/child item?	Biennial Inventory	5.2 : Handling Parent-Child Items
Handle items that are not found?	Biennial Inventory	5.1 : Processing Items Not Found
Load/run the inventory list?	Biennial Inventory	2.6 : Loading the Inventory List
Log in to Biennial Inventory?	Biennial Inventory	2.2 : Accessing the Biennial Inventory System
Pair the app with a Bluetooth scanner?	Biennial Inventory app	Guide to Using the Biennial Inventory App – Android (PDF) OR Guide to Using the Biennial Inventory App – iOS (PDF)
Print PTag labels?	Biennial Inventory	4.4 : Printing Labels
Print the inventory list?	Biennial Inventory, Excel	3.2 : Using the Manage Inventory Page

Physical Inventory of Equipment

How Do I ...	Use This Tool:	Reference Location:
Resolve a Pending item?	Biennial Inventory	6.4: Resolving Pending Items
Set up the app?	Biennial Inventory app	Guide to Using the Biennial Inventory App – Android (PDF) OR Guide to Using the Biennial Inventory App – iOS (PDF)
Sort the inventory list?	Biennial Inventory	3.2: Using the Manage Inventory Page
Transfer an item?	FABweb	5.3: Managing Transfers and Disposals AND FABweb Transfers and Disposals (PDF)
Update an item's details?	Biennial Inventory	4.1: Updating Item Attributes
Use the app?	Biennial Inventory app	Guide to Using the Biennial Inventory App – Android (PDF) OR Guide to Using the Biennial Inventory App – iOS (PDF)
Verify an item?	Biennial Inventory	3.3: Verifying Item Status

Visit the [OBFS website](#) and the [OBFS Equipment Management website](#) to find links to [all Fixed Asset-related forms](#), instructions and examples for each form, and [frequently asked questions \(FAQs\)](#). It also contains links to job aids and other training materials.

Access the Biennial Inventory system at: <https://fabweb.uillinois.edu/>

For technical problems with the Biennial Inventory system, complete and submit the [Service Desk Request Form](#). To request access to the Biennial Inventory app, or for technical problems with the app, send a message to aitsmobiledevservice@uillinois.edu.

For **equipment acquisition** and **update processing** questions, contact one of the following people:

Name	Phone	Email
Cheryl Dodge	217-244-0039	cheryld@uillinois.edu
Karen Johnson	217-244-7796	ksjohns@uillinois.edu
Patty McCreery	217-244-3670	pmccreer@uillinois.edu
Angela Russell	217-265-7030	acrussel@uillinois.edu
Ayanna Swain	217-300-9899	swain@uillinois.edu

Physical Inventory of Equipment

For questions about **entity codes**, contact:

Name	Phone	Email
Marti Conrad	217-300-2159	mdesjar2@uillinois.edu

For help with **surplus, disposal, loan, and transfer** questions, contact one of the following people:

Name	Phone	Email
Magdalena Jach	312-585-9171	mj20@uillinois.edu
Juana Rodriguez	312-996-7321	juana@uillinois.edu

If you have any additional questions about biennial inventory, you may contact:

Jeff Weaver
Senior Associate Director, Equipment
University Accounting & Financial Reporting
217-244-7978
jweaver2@uillinois.edu

Appendix C: Field Definitions

This appendix lists the fields and their definitions for the Biennial Inventory system.

Field Name	Definition
Asset Type	Denotes what type of asset the item is: L = Land LN = Land Not Capitalized B = Buildings Major BI = Buildings Minor LI = Land Improvements/Infrastructure ME = Moveable Equipment CI = Collections-Inexhaustible CE = Collections/Groups-Exhaustible AG = Auxiliary Group Equipment EE = Expensed Equipment S = Software
Barcode #	Used when an item is a child or component of another item to denote the PTag of the parent item. The Parent PTag field is used when both parent and children are capitalized. The Barcode # field is used when one or both parent and children records are non-capitalized. Update by sending an email to obfsuafrproperty@uillinois.edu .
Commodity	Standardized five-digit code that identifies the general type of asset. Each code is directly tied to a specific commodity code description. For specific values of five-digit codes, check the Equipment Management website and select Commodity Codes (Detail) in the Helpful Links section. Assigned when record is created; update by sending an email to obfsuafrproperty@uillinois.edu .
Condition	A code indicating the condition of an item. A = Available to Other Departments B = Available on Site Only E = Loaned to Faculty, Staff or Students L = Loaned to Other University N = Not in Use/Unavailable for transfer P = Pending Resolution/Unfound U = In Use/Unavailable for transfer
Custodian	UIN and name of the person assigned responsibility for the item.
Description	Written description of the item. The default is assigned from a standardized table and associated with a specific commodity code. User-defined descriptions may be inserted to replace the standardized description.

Physical Inventory of Equipment

Field Name	Definition
Entity	Used to identify/distinguish revenue-generating activities. Each item currently associated with such activity must have an entity code assigned. If the item is not associated with a revenue-generating activity, this field is blank. See Appendix F for a list of valid entity codes and steps to update an entity code if needed.
Equipment Manager	UIN and name of the person who is responsible for the control of the item.
Family Cost	The total cost of parent and child components if the item belongs to a family.
Family Indicator	Denotes whether an item is a parent or child component of a family. If the item is not part of a family, this field is blank.
In-Service Date	Date that equipment was placed in service.
Item Comments	The number of comments that have been made about the item during the current inventory cycle.
Item Cost	Historical cost of acquisition or fair market value at time of donation or found.
Location	Location Code Hierarchy Level 2 identifies the building in which the equipment is reportedly housed. Location Code Hierarchy Level 3 identifies the room within the building: assignment of Level 3 codes is required to help calculate the Facilities & Administrative (F&A) rate. See the Equipment Management website for a list of Location codes by Chart, under Helpful Documents. In addition, off-campus Location codes include: <ul style="list-style-type: none"> • 1Z000 UIUC Buildings – Other • 109990 5150 00000000 Off-Site Location • 109995 5200 00000000 Off-Site Employee • 2Z000 UIC Buildings – Other • 209990 5150 00000000 Off-Site Location • 209995 5200 00000000 Off-Site Employee • 4Z000 UIS Buildings – Other • 409990 5150 00000000 Off-Site Location • 409995 5200 00000000 Off-Site Location <p>If a Location code does not exist for a room, complete the Banner Location Code Request Form.</p>
Manufacturer	Company that produced the item.
Model	Model number assigned by manufacturer. Use “N/A” if no model number exists.
Org	Responsible Chart and Organization code to which item custody has been assigned. Assigned when record created; update using FABweb — Process a Transfer.
Otag	The unique system-generated identification number of the item in Banner. Also called Origination Tag.

Physical Inventory of Equipment

Field Name	Definition
Parent PTag	Used when an item is a child or component of another item to denote the PTag of the parent item. The Parent PTag field is used when both parent and children are capitalized. The Barcode # field is used when one or both parent and children records are non-capitalized. Update by sending an email to obfsuafproperty@uillinois.edu .
Part Number/ Vehicle Tag	Part number or vehicle tag number associated with or assigned to the item.
Primary PTag	The Permanent Tag (PTag) number of the original item. The Primary PTag field is used to associate the different subsidiary/component records of a single asset. Update by sending an email to obfsuafproperty@uillinois.edu .
Serial #/VIN	Serial number or Vehicle Identification Number assigned to item. If no serial number exists, enter <i>N/A</i> . If the item is fabricated, enter <i>Fabricated</i> .
Status	Whether the item has been looked for or found during this inventory cycle. Unverified = Item has not been looked for yet. Verified = Item has been looked for and found; no further investigation is needed. Pending/Unfound = Item has been looked for, but not found. It needs further searching or investigation.
Title To	Identifies who holds title to (owns) the equipment. F = Federally Owned O = Other Title S = State Title Assigned when record created; update by sending an email to obfsuafproperty@uillinois.edu .
Updated	An icon displays if an item has been updated during the current inventory cycle. Otherwise, the field is blank.

Appendix D: What is and is not Inventory Equipment

What is Inventory Equipment?

1. Type:
 - a. Office Furniture
 - b. Scientific Equipment
 - c. Household
 - d. Machinery/Tools
 - e. Data Processing
 - f. Vehicles
 - g. Educational
 - h. Other
2. Useful Life of 1 Year or More
3. Dollar Value of \$1000 or More
4. Exceptions to the dollar value threshold
 - a. Weapons
 - b. Antiques
 - c. Federally Owned

What is Not Inventoried Equipment?

1. Type:
 - a. Batteries
 - b. Replacement Parts
 - c. Glass
 - d. Supplies
 - e. Software under \$100,000
2. No Measurable Useful Life or < 1 year
3. Consumable
4. Dollar Value Under \$1000

Special Inventoried Acquisitions

1. Parts – Enhancements over \$1000
2. Components over \$1000
3. Fabricated Equipment
4. Capital Lease [Lease Purchase]
5. Gifts/Donations
6. Non Dollar Purchase (new)
7. Transfers from another Institution of Higher Education with Researcher

Appendix E: Works of Art and Historic Treasures/Antiques

What do we mean by “Works of Art and Historic Treasures/Antiques”?

These consist of tangible objects held and considered valuable primarily for their cultural and social significance and meaning, rather than their functional, operational, or economic value. Often they are unique and irreplaceable. They are not normally considered “productive” assets; in other words, they are not “consumed” or used up through handling and operation to generate a particular product or service. As objects with social and cultural significance, they are essentially held “in trust” for society.

They include items held because of their aesthetic nature as original artistic impressions (works of art) or their association with historical events, accomplishments, persons, cultures, or eras (historical treasures).

Historic treasures might include furnishings or scientific apparatus that were associated with noteworthy historic events or persons involved in historic noteworthy events (such as research apparatus used by a faculty member who achieved national recognition for her work). This could include archival materials that have special historical or scientific associations. It could also simply be a unique piece of furniture that represents a prior era and cannot be easily replaced.

In addition, any object older than 40 years and possessing special historical value or having special cultural, scientific, or other interest qualifies as an “antique” for State of Illinois purposes, and is subject to special control and disposition regulations.

Because their ultimate value comes from their associations and social/cultural significance, any supplemental information about the origin, use, prior ownership, etc. of these objects should always be retained in connection with them. The more such information has been retained, the greater the value of the object; loss of such information diminishes its value.

Whenever a potential unreported work of art or historic treasure/antique is identified—whether during physical inventory or otherwise—you should notify your OBFS Property Accounting and Reporting contact.

If you want information about how to care for these objects—to preserve them and prevent their deterioration and decay—the Campus Historic Preservation Officer at Urbana-Champaign can provide assistance and expertise. For more information, see the [Historic Preservation](#) website.

Appendix F: Entity Codes

The following chart displays the current entity codes by Fund code hierarchy.

Level 1 Fund Code Hierarchy	Level 1 Fund Description	Level 3 Entity Code	Level 3 Entity Code Description
3E	Storeroom & Service Activities		
	Storeroom & Service Activities	3100	Communication & Computing Services
	Storeroom & Service Activities	3110	Plant & Service Operations
3J	Auxiliary Not Under Indenture		
	Auxiliary Not Under Indenture	3200	Student / Staff Programs
	Auxiliary Not Under Indenture	3420	Unique Programs
3M	Auxiliary Under Indenture		
	Auxiliary Under Indenture	3300	Housing and Food Service
	Auxiliary Under Indenture	3310	Student Activity Facilities
	Auxiliary Under Indenture	3320	Parking
3Q	Departmental Activities		
	Departmental Activities	3400	Instructional Course Activities
	Departmental Activities	3410	Professional Development Activities
	Departmental Activities	3430	Agricultural Operations
	Departmental Activities	3440	Public Service & Academic Support
	Departmental Activities	3450	Intercollegiate Athletics
	Departmental Activities	3500	Hospital and Clinics
	Departmental Activities	3600	Commercial Oper Not Under Indenture
	Departmental Activities	3610	Commercial Oper Under Indenture

An accurate entity code is essential to correctly calculate charges to the federal government. Follow these steps to review and update entity codes for your revenue-generating (self-supporting) funds.

1. Find out what entity code is associated with your revenue-generating funds. This is determined from the Banner Fund rollup hierarchy. Your business office should be able to help with this. If not, contact one of the people listed under Self-Supporting Funds on the [Accounting & Financial Reporting Who To Ask](#) page.
2. Contact the person responsible for administering each revenue-generating activity to help identify specific equipment items.
3. Make sure that all of the revenue-generating equipment on your inventory list has the correct entity code assigned in its record. Note whether the code must be added, removed, or changed. Use the [Entity Code Change Request](#) form to make any changes.

Physical Inventory of Equipment

For additional questions about entity codes, contact:

Name	Phone	Email
Marti Conrad	217-300-2159	mdesjar2@uillinois.edu