FA 105: PHYSICAL INVENTORY OF EQUIPMENT
TRAINING GUIDE
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Prerequisites
The following are prerequisites for this course:
FA 101: Introduction to Property Accounting

Course Information
Course ID: FA 105: Physical Inventory of Equipment
Revision Date: Aug. 1, 2018
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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, System 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

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.
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, andUIS 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

Begin July 1 → Certification due March 31 → Pending items due June 30

*Figure 1.2: UIC Biennial Inventory Schedule*

Begin Dec. 1 → Certification due Aug. 31 → Pending items due Nov. 30

*Figure 1.3: UIUC and System Offices Biennial Inventory Schedule*

Begin Sept. 1 → Certification due May 31 → Pending items due Aug. 31

*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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system at <a href="https://apps.obfs.uillinois.edu/fixedassets/biindex.cfm">https://apps.obfs.uillinois.edu/fixedassets/biindex.cfm</a></td>
</tr>
<tr>
<td>2.</td>
<td>Type your NetID and password in the appropriate fields.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>LOG IN</strong> button.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Logout</strong> link in the top right corner when you’re done.</td>
</tr>
</tbody>
</table>
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**.
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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description and Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Contact</td>
<td>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.</td>
</tr>
<tr>
<td>Unit Specialist</td>
<td>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.</td>
</tr>
<tr>
<td>Unit Head</td>
<td>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.</td>
</tr>
<tr>
<td>Unit Representative</td>
<td>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.</td>
</tr>
<tr>
<td>Approver</td>
<td>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.</td>
</tr>
<tr>
<td>IT Support</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.
Figure 2.2: Process and Responsibilities

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Unit Contact</th>
<th>Unit Specialist</th>
<th>Unit Head</th>
<th>Unit Representative</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load/Reload inventory list</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Unit Specialists</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View inventory status and information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View inventory list</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add comment to current biennial inventory cycle</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Change item records’ status</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update item attributes</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve attribute updates</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Certify inventory</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiate transfer or disposal request in FABweb</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Approve transfer or disposal in FABweb</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Admin tab and select Manage Roles.</td>
</tr>
</tbody>
</table>
| 3.   | Review the Unit Contact and Unit Head information for your Chart and Org code.  
**NOTE:** Your name should be listed as the Unit Contact, and your 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, you should fill out and submit the Property Accounting Contact Change Form (PDF) 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.
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Admin tab and select Manage Roles.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Add Unit Specialist link.</td>
</tr>
</tbody>
</table>
| 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. |
To change or remove a Unit Specialist, use the following steps.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Admin tab and select Manage Roles.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Role heading to sort by role name.</td>
</tr>
<tr>
<td>4.</td>
<td>Scroll down, if needed, to find the Unit Specialist in the list.</td>
</tr>
</tbody>
</table>
| 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 him or her. |
| 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Admin tab and select Load/Reload Inventory List.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate year in the Load Inventory field, if needed.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select a cycle from the list.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the Load or Reload List button. A success message displays to let you know that the list has been loaded successfully. <strong>NOTE:</strong> 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.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the Logout link in the top right corner when you’re done.</td>
</tr>
</tbody>
</table>
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://apps.obfs.uillinois.edu/fixedassets/monster/index.cfm

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’d 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.

![Diagram showing the progression of item status during physical inventory](image)

*Figure 3.1: Progression of Item Status During Physical Inventory*
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Home/Status</strong> tab, if needed.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the <strong>View Status</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>View Status</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>To search for a specific list, type the unit’s full or partial Organization code in the <strong>Search</strong> field.</td>
</tr>
</tbody>
</table>
| 6.   | Click the **View Comments** (if comments have already been added) or **Add Comments** (if no comments exist yet) button 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. |
### Step 11

Click the up or down arrows next to any of the following columns to sort lists by:
- Org (Chart and Organization code)
- List Loaded
- Unverified Items
- Verified Items
- Pending/Unfound Items
- Total Items
- Status
- Certification Deadline
- List Comments

**NOTE:** If the arrow next to a column is a different color than the other arrows, the lists are already sorted by that column.

### Step 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.
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.
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Select <strong>Manage Inventory</strong> from the <strong>Physical Verification</strong> menu.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the <strong>Manage Inventory</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Update Org List</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under <strong>Show Items for</strong>.</td>
</tr>
<tr>
<td>6.</td>
<td>Select the statuses you want to view.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>View Items</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>To sort the inventory list, click the heading name or the arrows next to the heading name to sort by:</td>
</tr>
<tr>
<td></td>
<td>• Updated</td>
</tr>
<tr>
<td></td>
<td>• Primary PTag</td>
</tr>
<tr>
<td></td>
<td>• PTag</td>
</tr>
<tr>
<td></td>
<td>• Org (Chart and Organization code)</td>
</tr>
<tr>
<td></td>
<td>• Status</td>
</tr>
<tr>
<td></td>
<td>• Description</td>
</tr>
<tr>
<td></td>
<td>• Serial #/VIN</td>
</tr>
<tr>
<td></td>
<td>• Custodian</td>
</tr>
<tr>
<td></td>
<td>• Location Title</td>
</tr>
<tr>
<td></td>
<td>• Commodity</td>
</tr>
<tr>
<td></td>
<td>• Item Comments</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> 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.</td>
</tr>
<tr>
<td>9.</td>
<td>To search for an item, type a keyword in the <strong>Search</strong> field.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> 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.</td>
</tr>
<tr>
<td>10.</td>
<td>Scroll down to see search results, if needed, or use the <strong>Go to Page</strong> buttons to navigate the search results.</td>
</tr>
<tr>
<td>11.</td>
<td>To export the inventory list to a spreadsheet, click the <strong>CSV</strong> or <strong>Excel</strong> button.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If you have used the <strong>Search</strong> field to filter the list, the exported list will only contain the filtered items. Clear the <strong>Search</strong> field first to export the entire list.</td>
</tr>
<tr>
<td>12.</td>
<td>Follow your web browser's prompts to save the file on your computer.</td>
</tr>
<tr>
<td>13.</td>
<td>Open the saved CSV or Excel file to sort it or print it.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Logout</strong> link in the top right corner when you’re done.</td>
</tr>
</tbody>
</table>
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.

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.
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Home/Status</strong> tab.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the <strong>View Status</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>View Status</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the appropriate Chart and Org code under the <strong>Org</strong> column to open the inventory list.</td>
</tr>
<tr>
<td>6.</td>
<td>Sort the list using the up or down arrows, if needed.</td>
</tr>
</tbody>
</table>
| 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. |
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.

<table>
<thead>
<tr>
<th>Device</th>
<th>Recommended Screen Size</th>
<th>Hardware Requirements</th>
<th>Operating System Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android Tablet</td>
<td>7 inches or larger</td>
<td>No minimum hardware requirements</td>
<td>Android 5.0 and above</td>
</tr>
<tr>
<td>Apple iOS iPad</td>
<td>9.7 inches or larger</td>
<td>Apple iPad Pro or iPad 4th generation or later</td>
<td>iOS 10.0 and above</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Constant Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity Code</td>
<td>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 <strong>generally</strong> describes the item.</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>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 N/A. If the item was fabricated, it should say <em>Fabricated</em>.</td>
</tr>
<tr>
<td>Model</td>
<td>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 N/A.</td>
</tr>
<tr>
<td>Serial Number or Vehicle Identification Number (VIN)</td>
<td>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 <em>Fabricated</em>. If this attribute is inapplicable (such as furniture), it should be N/A.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fluctuating Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition Code</td>
<td>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 FA 101: Introduction to Property Accounting for more information on Condition codes.</td>
</tr>
<tr>
<td>Description</td>
<td>Describes the item. It should contain a brief but meaningful description of the item.</td>
</tr>
<tr>
<td>Fluctuating Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Title To Code</td>
<td>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).</td>
</tr>
<tr>
<td>Location Code</td>
<td>Identifies the physical location (building and room) in which the item is located.</td>
</tr>
<tr>
<td>Entity Code</td>
<td>The entity code 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.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Home/Status tab.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the View Status field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the View Status button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the View/Edit Details button for an item to review its details and attributes. <strong>NOTE:</strong> This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.</td>
</tr>
<tr>
<td>6.</td>
<td>Look for the item in its listed location.</td>
</tr>
<tr>
<td>7.</td>
<td>Observe the item and compare it to its record.</td>
</tr>
<tr>
<td>Step</td>
<td>Task</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>10.</td>
<td>Click + More Info to view the remaining details. Review all item details and attributes carefully.</td>
</tr>
<tr>
<td>11.</td>
<td>If you have found the item and one or more of its details are incorrect, click the Update button.</td>
</tr>
<tr>
<td>12.</td>
<td>Type, select, or search for the correct attribute. Repeat for each attribute that needs to be updated.</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
</tr>
<tr>
<td>14.</td>
<td>Type your comment in the text field.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the Save icon to save your comment.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the Save Changes button to save the attribute updates you made. After saving, the Inventory Detail window closes.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the Verified button for that item in the inventory list. <strong>NOTE:</strong> 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.</td>
</tr>
<tr>
<td>18.</td>
<td>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.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the Logout link in the top right corner when you’re done.</td>
</tr>
</tbody>
</table>

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).
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the <strong>Physical Verification</strong> tab and select <strong>Attribute Approvals</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the <strong>Attribute Approvals</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Update Org List</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under <strong>Show Items for</strong>.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>View Items</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>Review changes in the <strong>Updated Values</strong> column.</td>
</tr>
<tr>
<td>8.</td>
<td>To review and approve items individually, click the <strong>View/Approve Details</strong> button for that item, then go to the next step. To approve many items at once, skip to Step 15.</td>
</tr>
<tr>
<td>9.</td>
<td>Review changes in the <strong>Updated Values</strong> column of the <strong>Inventory Detail</strong> window.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Add Comment</strong> button to add a new comment, or skip to Step 13 if you don’t want to add a comment.</td>
</tr>
<tr>
<td>11.</td>
<td>Type your comment in the text field.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Save</strong> icon.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Approve All Updates</strong> button if you approve the changes. The <strong>Inventory Detail</strong> window closes, and a success message displays to let you know that the change has been updated.</td>
</tr>
<tr>
<td>14.</td>
<td>Repeat Steps 8-13 to approve changes to other item records as needed.</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Manage Inventory.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Manage Inventory field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s).</td>
</tr>
<tr>
<td>6.</td>
<td>Select the appropriate status or statuses under Show Items for to open the inventory list.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the View Items button.</td>
</tr>
<tr>
<td>8.</td>
<td>To sort the inventory list by number of comments, click the up or down arrow next to Item Comments.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the View/Edit Details button for an item to see any comments.</td>
</tr>
<tr>
<td>10.</td>
<td>Scroll down to see all comments, if needed.</td>
</tr>
<tr>
<td>11.</td>
<td>To make a new comment, click the Add Comment button.</td>
</tr>
<tr>
<td>12.</td>
<td>Type your comment in the text field.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the Save icon.</td>
</tr>
<tr>
<td>14.</td>
<td>To edit a comment, click the Edit (pencil) icon for that comment. The text field opens with the existing text.</td>
</tr>
<tr>
<td>15.</td>
<td>Type your comment below the existing text.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the Save icon.</td>
</tr>
<tr>
<td>17.</td>
<td>To delete a comment, click the Delete (trash can) icon for that comment. A pop-up window opens to confirm deletion.</td>
</tr>
<tr>
<td>18.</td>
<td>Click the OK button.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the Close link to close the Inventory Detail window.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the Logout link in the top right corner when you’re done.</td>
</tr>
</tbody>
</table>

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).
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.

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

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Print PTag Labels.</td>
</tr>
</tbody>
</table>
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, *PTag Label File has been completed*. This email has a PDF attached.

6. Make sure your printer has a label sheet in it.

7. Open the *PTag Label* 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
FA 101: 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](image)

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.
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.

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

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.

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Manage Inventory.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Manage Inventory field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under Show items for.</td>
</tr>
<tr>
<td>Step</td>
<td>Task</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>View Items</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the down arrow next to the <strong>Primary PTag</strong> heading to filter for all family items.</td>
</tr>
<tr>
<td>8.</td>
<td>Scroll down if needed to find the appropriate Primary PTag number.</td>
</tr>
<tr>
<td>9.</td>
<td>Copy the Primary PTag number.</td>
</tr>
<tr>
<td>10.</td>
<td>Scroll back up to the <strong>Search</strong> field and paste the Primary PTag number in the field.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>View Details</strong> button to open the <strong>Inventory Detail</strong> window for that parent or child item.</td>
</tr>
<tr>
<td>12.</td>
<td>Click + <strong>More Info</strong> to see the <strong>Family Indicator</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Review the <strong>Family Indicator</strong> field to see if the item is a parent or child. If the item is a child record, the <strong>Primary PTag</strong> field shows the parent record’s PTag number.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Close</strong> link to close the <strong>Inventory Detail</strong> window.</td>
</tr>
<tr>
<td>15.</td>
<td>Repeat Steps 11-14 to review more family items as needed.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>Logout</strong> link in the top right corner when you’re done.</td>
</tr>
</tbody>
</table>

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 [FA 102: 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.

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

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

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Transfers and Disposals.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Transfers and Disposals field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under Show items for.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the View Items button.</td>
</tr>
<tr>
<td>Step</td>
<td>Task</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>7.</td>
<td>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.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the Start Transfer button. A success message displays to let you know that the transfer file will be emailed to you.</td>
</tr>
<tr>
<td>9.</td>
<td>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.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the Start Transfer button. A success message displays to let you know that the transfer file will be emailed to you.</td>
</tr>
<tr>
<td>11.</td>
<td>Check your email for a message with the subject, Batch Transfer File has been created. This email has an Excel file attached.</td>
</tr>
</tbody>
</table>
| 13.  | Enter data in these columns for each item:  
- ChartTo  
- OrgTo  
- Serial Nbr (required only if PTAg column is blank)  
- Description (required only if PTAg column is blank)  
**NOTE:** See the [FABweb Batch Uploads File Requirements](https://apps.obfs.uillinois.edu/fixedassets/index.cfm) (Excel) for examples and more information. |
| 14.  | Select File and click Save As. |
| 15.  | Choose a location to save your file. |
| 16.  | In the Save as type list, select CSV (Comma delimited).  
**NOTE:** On a Mac, select Windows Comma Separated instead. |
| 17.  | In the File name field, use this naming convention (required): T_MMDDYYYY_XXX.csv  
MM = 2-digit month  
DD = 2-digit day  
YYYY = 4-digit year  
XXX = any 1-3 digit combination |
| 18.  | Click the Save button. |
| 19.  | If a pop-up window appears to confirm saving your file in CSV format, click the Yes button. |
| 21.  | Click Process a transfer. |
| 22.  | Click the Browse button under Upload a File. |
| 23.  | Locate and select the file you saved in Step 15. |
| 24.  | Click the Open button. |
| 25.  | In the Asset File field, confirm that the file name is correct and the file type is CSV. |
| 26.  | Click the Upload button.  
**NOTE:** A message displays: “Your file has been uploaded. You will receive an email once processing is complete.” |
| 27.  | 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. |
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Transfers and Disposals.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Transfers and Disposals field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under Show items for.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the View Items button.</td>
</tr>
<tr>
<td>7.</td>
<td>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.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the Start Other Disposal button. A success message displays to let you know that the disposal file will be emailed to you.</td>
</tr>
<tr>
<td>Step</td>
<td>Task</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>9.</td>
<td>Check your email for a message with the subject, <em>Batch Other Disposal File has been created</em>. This email has an Excel file attached.</td>
</tr>
</tbody>
</table>
| 11.  | Enter data in these columns for each disposal item:  
  - **Serial Nbr/VIN** (required only if PTag column is blank)  
  - **Description** (required only if PTag column is blank)  
  - **DisposalDesc** – select *Scrapped without UPAR Approval*  
  **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. |
| 12.  | Select **File** and click **Save As**. |
| 13.  | Choose a location to save your file. |
| 14.  | In the **Save as type** list, select **CSV (Comma delimited)**.  
  **NOTE:** On a Mac, select **Windows Comma Separated** instead. |
| 15.  | In the **File name** field, use this naming convention (**required**): `S_MMDDYYYY_XXX.csv`  
  - `MM` = 2-digit month  
  - `DD` = 2-digit day  
  - `YYYY` = 4-digit year  
  - `XXX` = 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. |
| 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: “Your file has been uploaded. You will receive an email once processing is complete.” |
| 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. |
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.

<table>
<thead>
<tr>
<th>Label</th>
<th>Item Acquisition Cost</th>
<th>Action to Take</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Property of the State of Illinois/University of Illinois" /></td>
<td>Less than $2,500 <em>(if acquired before July 1, 2005)</em>&lt;br&gt;<strong>OR</strong>&lt;br&gt;Less than $500 <em>(if acquired after July 1, 2005)</em></td>
<td>None. This item does not need to be added as a found item.</td>
</tr>
<tr>
<td><img src="image2" alt="University of Illinois State of Illinois" /></td>
<td>Less than $2,500 <em>(if acquired before July 1, 2005)</em>&lt;br&gt;<strong>OR</strong>&lt;br&gt;Less than $500 <em>(if acquired after July 1, 2005)</em></td>
<td>Affix an unnumbered red/white inventory label <em>(available through iBuy, item number 11244000)</em>. This item does not need to be added as a found item.</td>
</tr>
<tr>
<td><img src="image3" alt="P40047526" /></td>
<td>$500 or more</td>
<td>Add as a found item if it’s <strong>not</strong> on the inventory list, using the PTag number and location. Then follow up to determine its historical cost and/or true ownership.</td>
</tr>
<tr>
<td>Label</td>
<td>Item Acquisition Cost</td>
<td>Action to Take</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>None</td>
<td>$500 or more</td>
<td>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. If the item is not on the inventory listing, add as a found item.</td>
</tr>
<tr>
<td></td>
<td>Less than $500</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Manage Inventory.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Manage Inventory field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under Show items for.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the View Items button.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the Add Found Item link. <strong>NOTE:</strong> This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.</td>
</tr>
<tr>
<td>8.</td>
<td>Select a Chart and Org code in the Org field (required).</td>
</tr>
<tr>
<td>9.</td>
<td>Type a description of the found item in the Description field (required).</td>
</tr>
<tr>
<td>Step</td>
<td>Task</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
</tbody>
</table>
| 10.  | Add all information that you observe in these optional fields:  
- 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. |
Follow these steps to view or edit found items on the **Found Inventory Items** page.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Found Inventory Items.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Found Inventory Items field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under Show found items for.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the View Found Items button.</td>
</tr>
<tr>
<td>7.</td>
<td>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. <strong>NOTE:</strong> This opens a new window. You may need to turn off pop-up blockers in your browser to see this window.</td>
</tr>
<tr>
<td>8.</td>
<td>Review the Observed Values and the Banner-EDW Values, if available.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the Update button.</td>
</tr>
<tr>
<td>10.</td>
<td>Add or change information as needed.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the Save Changes button to save your changes. This automatically closes the View/Edit Found Item window.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the Logout link in the top right corner when you’re done.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Found Inventory Items.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Found Inventory Items field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under Show found items for.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the View Found Items button.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the CSV or Excel button.</td>
</tr>
<tr>
<td>8.</td>
<td>Follow your web browser’s prompts to save the file on your computer.</td>
</tr>
<tr>
<td>9.</td>
<td>Open the saved CSV or Excel file to view or print found items.</td>
</tr>
</tbody>
</table>
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 **FA 102: 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.
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.

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

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**
- **FA 102: FABweb Additions and Updates** (PDF)
- **FABweb Batch Upload training materials**
- **FABweb Batch Uploads File Requirements** (Excel)
- **FABweb access:** [https://apps.obfs.uillinois.edu/fixedassets/index.cfm](https://apps.obfs.uillinois.edu/fixedassets/index.cfm)
- **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.
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.

<table>
<thead>
<tr>
<th>University</th>
<th>Certification Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Illinois at Chicago</td>
<td>March 31</td>
</tr>
<tr>
<td>University of Illinois at Springfield</td>
<td>May 31, in odd-numbered calendar years only (such as 2019)</td>
</tr>
<tr>
<td>University of Illinois at Urbana-Champaign and</td>
<td>August 31</td>
</tr>
<tr>
<td>System Offices</td>
<td></td>
</tr>
</tbody>
</table>

**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*.

![Biennial Inventory](image)

*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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in <a href="#">2.2</a>.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the <strong>Admin</strong> tab and select <strong>Biennial Certification</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the <strong>BI Certification</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>View Orgs</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the appropriate checkbox in the <strong>Select</strong> column to select that Chart-Org for certification.</td>
</tr>
</tbody>
</table>
| 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: *Success! The org you selected for Certification was successfully routed to your Unit Head(s) to complete the Certification process.* |
| 11.  | Click the **Logout** link in the top right corner when you’re done. |
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](image)

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 FA 102: FABweb Additions and Updates (PDF) and FA 103: 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:
- 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the <strong>Admin</strong> tab and select <strong>External Certification</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the <strong>External Certification</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>View Orgs</strong> button.</td>
</tr>
</tbody>
</table>
| 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:  
- **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. |
### Step 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.

### Step 19. Read through the biennial physical inventory requirements.

### Step 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.

### Step 21. Scroll down, if needed, and review the inventory details.

### Step 22. Click the Certify button.

**NOTE:** This closes the window and displays a message: *Success! The org you selected for Certification was successfully routed to your Unit Head(s) to complete the Certification process.*

### Step 23. Click the Logout link in the top right corner when you’re done.
<table>
<thead>
<tr>
<th></th>
<th>Biennial Data</th>
<th>Unit-Supplied Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cycle</strong></td>
<td>2018-1</td>
<td></td>
</tr>
<tr>
<td><strong>List Loaded</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td><strong>Certification Deadline</strong></td>
<td>11/30/2018</td>
<td></td>
</tr>
<tr>
<td><strong>Unverified Items</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Unverified Amount</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Verified Items</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Verified Amount</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Pending/Unfound Items</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Pending/Unfound Amount</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total Items</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Certification Files**

**Add Comment**

**Save Changes**  **Cancel Update**

* = Required

Figure 6.4: External Certification Inventory Detail Window Before Entering Data
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 FA 102: FABweb Additions and Updates (PDF) and FA 103: 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.
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 \( \text{Home/Status} \) 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 \( \text{Home/Status} \) tab, or check the Monitoring Inventory Progress job aid. Then click the \( Certified \) status to review your list of Pending items.

![Figure 6.6: Certified and Completed Inventory Cycle Statuses](image)

**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 FA 102: FABweb Additions and Updates (PDF). Updating item records are covered in Lesson 5.
**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to the Biennial Inventory system as shown in 2.2.</td>
</tr>
<tr>
<td>2.</td>
<td>Move your mouse over the Physical Verification tab and select Transfers and Disposals.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the appropriate cycle in the Transfers and Disposals field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Update Org List button.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the appropriate Chart and Org code(s) under Show items for.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the View Items button.</td>
</tr>
<tr>
<td>7.</td>
<td>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.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the Start Presumed Disposal button. A success message displays to let you know that the disposal file will be emailed to you.</td>
</tr>
<tr>
<td>9.</td>
<td>Check your email for a message with the subject, Batch Presumed Disposal File has been created. This email has an Excel file attached.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter data in these columns for each disposal item:</td>
</tr>
<tr>
<td></td>
<td>• Serial Nbr/VIN (required only if PTag column is blank)</td>
</tr>
<tr>
<td></td>
<td>• Description (required only if PTag column is blank)</td>
</tr>
<tr>
<td></td>
<td>• DisposalDesc – select <em>Presumed scrapped without authorization or Presumed other disposal</em></td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> 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.</td>
</tr>
<tr>
<td>12.</td>
<td>Select File and click Save As.</td>
</tr>
</tbody>
</table>
Step | Task
--- | ---
13. | Choose a location to save your file.
14. | In the **Save as type** list, select *CSV (Comma delimited).*
| **NOTE:** On a Mac, select *Windows Comma Separated* instead.
15. | In the **File name** field, use this naming convention (**required**): `
S_MMDDYYYY_XXX.csv`
| *MM* = 2-digit month
| *DD* = 2-digit day
| *YYYY* = 4-digit year
| *XXX* = 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.
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: “Your file has been uploaded. You will receive an email once processing is complete.”
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.
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](https://apps.obfs.uillinois.edu/fixedassets/index.cfm)
- [Approving Inventory](https://apps.obfs.uillinois.edu/batchUploads/index.cfm)
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biennial</td>
<td>Happening every two years.</td>
</tr>
<tr>
<td>Biennial Inventory</td>
<td>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.</td>
</tr>
<tr>
<td>Family</td>
<td>Two or more item records linked together by a parent/child relationship. Family items have only one parent, and one or more children.</td>
</tr>
<tr>
<td>Found Item</td>
<td>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 $500 or more.</td>
</tr>
<tr>
<td>Gift-in-kind</td>
<td>A non-monetary gift of tangible real and personal property that is given to the University of Illinois.</td>
</tr>
<tr>
<td>Movable Equipment</td>
<td>Fixed asset items or equipment that is not permanently attached to a building or grounds as fixed equipment or an improvement other than buildings.</td>
</tr>
<tr>
<td>Parent/Child Relationship</td>
<td>An asset that has a main part (parent) and subordinate parts (child or children) which is identified as a single asset for inventory purposes.</td>
</tr>
<tr>
<td>Physical Inventory</td>
<td>The process of comparing items of equipment physically located in each unit’s facilities with a list of the equipment recorded in Banner.</td>
</tr>
<tr>
<td>Read-Only Access</td>
<td>A role in the system that is allowed to view information, but not allowed to update any information.</td>
</tr>
<tr>
<td>Unlocatable</td>
<td>Inventory item that cannot be found after a thorough search.</td>
</tr>
</tbody>
</table>
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.
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.
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:

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

<table>
<thead>
<tr>
<th>How Do I …</th>
<th>Use This Tool:</th>
<th>Reference Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a found item?</td>
<td>Biennial Inventory</td>
<td>5.4: Adding Found Items</td>
</tr>
<tr>
<td>Add, change, or delete a Unit</td>
<td>Biennial Inventory</td>
<td>4.2: Approving Changes</td>
</tr>
<tr>
<td>Specialist?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve changes for an item?</td>
<td>Biennial Inventory</td>
<td>2.5: Adding Unit Specialists</td>
</tr>
<tr>
<td>Certify the inventory?</td>
<td>Biennial Inventory</td>
<td>6.2: Certifying for Inventory Conducted in the BI System AND 6.3: Certifying for Inventory Conducted Outside the BI system</td>
</tr>
<tr>
<td>Change a Unit Head or Unit</td>
<td>Property Accounting Change Contact Form</td>
<td>2.4: Confirming Initial Roles</td>
</tr>
<tr>
<td>Contact?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check on inventory progress?</td>
<td>Biennial Inventory</td>
<td>3.1: Monitoring Inventory Progress</td>
</tr>
<tr>
<td>Download the inventory list?</td>
<td>Biennial Inventory, Excel</td>
<td>3.2: Using the Manage Inventory Page</td>
</tr>
<tr>
<td>Dispose of an item?</td>
<td>FABweb</td>
<td>5.3: Managing Transfers and Disposals AND FA 103: FABweb Transfers and Disposals (PDF)</td>
</tr>
<tr>
<td>Handle a parent/child item?</td>
<td>Biennial Inventory</td>
<td>5.2: Handling Parent-Child Items</td>
</tr>
<tr>
<td>Handle items that are not found?</td>
<td>Biennial Inventory</td>
<td>5.1: Processing Items Not Found</td>
</tr>
<tr>
<td>Load/run the inventory list?</td>
<td>Biennial Inventory</td>
<td>2.6: Loading the Inventory List</td>
</tr>
<tr>
<td>Log in to Biennial Inventory?</td>
<td>Biennial Inventory</td>
<td>4.4: Printing Labels</td>
</tr>
<tr>
<td>Pair the app with a Bluetooth</td>
<td>Biennial Inventory app</td>
<td>Guide to Using the Biennial Inventory App – Android (PDF) OR Guide to Using the Biennial Inventory App – iOS (PDF)</td>
</tr>
<tr>
<td>scanner?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print PTag labels?</td>
<td>Biennial Inventory</td>
<td>4.4: Printing Labels</td>
</tr>
<tr>
<td>Print the inventory list?</td>
<td>Biennial Inventory, Excel</td>
<td>3.2: Using the Manage Inventory Page</td>
</tr>
</tbody>
</table>
### How Do I …

<table>
<thead>
<tr>
<th>How Do I …</th>
<th>Use This Tool</th>
<th>Reference Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolve a Pending item?</td>
<td>Biennial Inventory</td>
<td>6.4: Resolving Pending Items</td>
</tr>
<tr>
<td>Set up the app?</td>
<td>Biennial Inventory app</td>
<td>Guide to Using the Biennial Inventory App – Android (PDF) OR Guide to Using the Biennial Inventory App – iOS (PDF)</td>
</tr>
<tr>
<td>Sort the inventory list?</td>
<td>Biennial Inventory</td>
<td>3.2: Using the Manage Inventory Page</td>
</tr>
<tr>
<td>Transfer an item?</td>
<td>FABweb</td>
<td>5.3: Managing Transfers and Disposals AND FA 103: FABweb Transfers and Disposals (PDF)</td>
</tr>
<tr>
<td>Update an item’s details?</td>
<td>Biennial Inventory</td>
<td>4.1: Updating Item Attributes</td>
</tr>
<tr>
<td>Use the app?</td>
<td>Biennial Inventory app</td>
<td>Guide to Using the Biennial Inventory App – Android (PDF) OR Guide to Using the Biennial Inventory App – iOS (PDF)</td>
</tr>
<tr>
<td>Verify an item?</td>
<td>Biennial Inventory</td>
<td>3.3: Verifying Item Status</td>
</tr>
</tbody>
</table>

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://apps.obfs.uillinois.edu/fixedassets/biindex.cfm

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Dodge</td>
<td>217-244-0039</td>
<td><a href="mailto:cheryld@uillinois.edu">cheryld@uillinois.edu</a></td>
</tr>
<tr>
<td>Karen Johnson</td>
<td>217-244-7796</td>
<td><a href="mailto:ksjohns@uillinois.edu">ksjohns@uillinois.edu</a></td>
</tr>
<tr>
<td>Patty McCreery</td>
<td>217-244-3670</td>
<td><a href="mailto:pmccreer@uillinois.edu">pmccreer@uillinois.edu</a></td>
</tr>
<tr>
<td>Angela Russell</td>
<td>217-265-7030</td>
<td><a href="mailto:acrussel@uillinois.edu">acrussel@uillinois.edu</a></td>
</tr>
<tr>
<td>Ayanna Swain</td>
<td>217-300-9899</td>
<td><a href="mailto:swain@uillinois.edu">swain@uillinois.edu</a></td>
</tr>
</tbody>
</table>
For questions about **entity codes**, contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marti Conrad</td>
<td>217-300-2159</td>
<td><a href="mailto:mdesjar2@uillinois.edu">mdesjar2@uillinois.edu</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Ayers</td>
<td>312-996-2858</td>
<td><a href="mailto:jayers2@uillinois.edu">jayers2@uillinois.edu</a></td>
</tr>
<tr>
<td>Juana Rodriguez</td>
<td>312-996-7321</td>
<td><a href="mailto:juana@uillinois.edu">juana@uillinois.edu</a></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **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 [obfsuafproperty@uillinois.edu](mailto:obfsuafproperty@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](http://example.com) website and select **Commodity Codes (Detail)** in the Helpful Links section.  
Assigned when record is created; update by sending an email to [obfsuafproperty@uillinois.edu](mailto:obfsuafproperty@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 |
<p>| <strong>Custodian</strong> | UIN and name of the person assigned responsibility for the item. |
| <strong>Description</strong> | 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. |</p>
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>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.</td>
</tr>
<tr>
<td>Equipment Manager</td>
<td>UIN and name of the person who is responsible for the control of the item.</td>
</tr>
<tr>
<td>Family Cost</td>
<td>The total cost of parent and child components if the item belongs to a family.</td>
</tr>
<tr>
<td>Family Indicator</td>
<td>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.</td>
</tr>
<tr>
<td>In-Service Date</td>
<td>Date that equipment was placed in service.</td>
</tr>
<tr>
<td>Item Comments</td>
<td>The number of comments that have been made about the item during the current inventory cycle.</td>
</tr>
<tr>
<td>Item Cost</td>
<td>Historical cost of acquisition or fair market value at time of donation or found.</td>
</tr>
<tr>
<td>Location</td>
<td>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 &amp; Administrative (F&amp;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:</td>
</tr>
<tr>
<td></td>
<td>• 12000 UIUC Buildings – Other</td>
</tr>
<tr>
<td></td>
<td>• 109990 5150 00000000 Off-Site Location</td>
</tr>
<tr>
<td></td>
<td>• 109995 5200 00000000 Off-Site Employee</td>
</tr>
<tr>
<td></td>
<td>• 22000 UIC Buildings – Other</td>
</tr>
<tr>
<td></td>
<td>• 209990 5150 00000000 Off-Site Location</td>
</tr>
<tr>
<td></td>
<td>• 209995 5200 00000000 Off-Site Employee</td>
</tr>
<tr>
<td></td>
<td>• 42000 UIS Buildings – Other</td>
</tr>
<tr>
<td></td>
<td>• 409990 5150 00000000 Off-Site Location</td>
</tr>
<tr>
<td></td>
<td>• 409995 5200 00000000 Off-Site Location</td>
</tr>
<tr>
<td></td>
<td>If a Location code does not exist for a room, complete the Banner Location Code Request Form.</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Company that produced the item.</td>
</tr>
<tr>
<td>Model</td>
<td>Model number assigned by manufacturer. Use “N/A” if no model number exists.</td>
</tr>
<tr>
<td>Org</td>
<td>Responsible Chart and Organization code to which item custody has been assigned. Assigned when record created; update using FABweb — Process a Transfer.</td>
</tr>
<tr>
<td>OTag</td>
<td>The unique system-generated identification number of the item in Banner. Also called Origination Tag.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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 N/A. If the item is fabricated, enter Fabricated.                                                             |
| 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 $500 or More

4. Exceptions to the dollar value threshold
   a. Weapons
   b. Antiques
   c. Federally Owned

What is Not Inventory 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 $500

Special Inventoryed Acquisitions

1. Parts – Enhancements over $500

2. Components over $500

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.

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

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.
For additional questions about entity codes, contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marti Conrad</td>
<td>217-300-2159</td>
<td><a href="mailto:mdesjar2@uillinois.edu">mdesjar2@uillinois.edu</a></td>
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</table>