Inventory Training 2014
September 15th -18th
University Property Office
Financial Systems Administration
Welcome
Introductions
Key Dates

09/15/14  Inventory Process Begins

09/15/14  Week of Inventory Process Training (Sept. 15-18)

10/01/14  Reminder memorandum sent to departments with process deadlines

11/20/14  Initial scan of department inventories

12/11/14  Inventory status sent to Vice Presidents and Deans

02/10/15  Report to University Administrative Council on Inventory Status

03/02/15  Final inventories due with certification letters
Key Dates (Cont)

03/17/15  Report missing items with cost >$10,000 to Senior VP for Admin.& Finance

04/14/15  Final Report of inventory results to University Administrative Council

05/08/15  Presentation of missing equipment to the Board of Regents for deletion approval.
How Scanning Works
How Scanning Works (Cont)
Syncing Software

Links to Download Syncing Software

Windows 7 – Windows Mobile Device Center 6.1

Note: Administrator access on your computer is required to install these programs.
How to Use Scanner

Instructions on how to scan inventory using the Scanners

Setup

1. Turn on the Scanner
2. Tap Start -> Programs -> PTS TracerPlus 7 -> DALL-V.3-NMSU
3. Tap on User Name and type your username (hint – use the blue button to turn the number pad into a keyboard)
4. Tap on the Scan Door field
How to Use Scanner (Cont)

Scanning

1. Scan the door (or OUTSIDE barcode)
2. Tap the Item field
3. Scan all items in the room
4. Review Scan Accepted field
5. Tap New Room
6. Repeat!
Syncing

After you are finished scanning, the scan data is on the scanner. To sync, you need to cradle the scanner.

The syncing program is used to move the scan data from the scanner to your computer – but rename your scan file first!

Windows 7 – Windows Mobile Device Center 6.1

Remember – do not sync your personal information (email, etc!)
Details of Naming Convention for Scan Data files

- `<Department Scanning Code>`-`<User Initials>`<File Number>.txt

- For example: FSA-SH3.txt

- Now you can move your file to the computer
How to Upload Scanner Data

1. Go to the **Property Inventory System** website:
   
   [http://inventory.nmsu.edu](http://inventory.nmsu.edu)

2. Click **Upload Scan Files**.

3. Log in as ACN\your_user_name (eg., ACN\shaley)

4. Click **Browse**.
How to Upload Scanner Data (Cont)

5. Locate the file you want to upload (eg. FSA-SH3.txt).

6. Click **Open**.

7. Click **Upload**.

8. Delete the file from the scanner.
Scan File Integrity

1. It is important that inventory be conducted according to the steps in the documentation – scan the inventory, then upload the scan file.

2. Tampering with the scan files compromises the data and invalidates the scan file as proof of conducting inventory.

3. The contents of scan files should never be modified for any reason.

4. Contact FSA if you have any problems with your scan files.
1. Inventory is updated *immediately* with your scan data.

2. You can run reports right away.

3. Reports can be saved to Excel – right-click and choose “Export to Microsoft Excel.”
Information Needed from Users

Don’t forget to sign in!

1. Name

2. Email address – this is used to give you access to the system

3. Department
Important Forms

• Inventory Change Request (ICR)
• Approval for Home/Off Campus Use
• Inventory Scan Exception Form
• Inventory Certification – Summary and Department
• Permission to Sell

Available at the Administration and Finance Forms Page:
http://www.nmsu.edu/~boffice/forms/index.html
Property Website

- [http://property.nmsu.edu](http://property.nmsu.edu)
Support

➢ FSA
  • Scanning questions
  • Using the Property Inventory System
  • Uploading scan data from the scanner to the website
  • Submit work order at bfhrtech.nmsu.edu

➢ ICT
  • ACN password changes
  • Submit request at https://itrequests.nmsu.edu/SelfService/

➢ Your desktop support
  • Installing syncing software
Surplus Property Process

- Fill out the Inventory Change Request (ICR) form.
  - Make sure all inventory items are listed on the form
  - ICR form will be submitted when the inventory is delivered to the warehouse

- Send Email to: nmsuproperty@nmsu.edu to check space availability
  - If space is available, Property staff will enter a work order for inventory to be picked up by the Movers
Surplus Property Process

- Internal Reallocation/Purchases
  - Go to: publicsurplus.com
  - For internal reallocation use “NMSU” code
    - http://property.nmsu.edu/announcement.html

- Tagged Inventory
  - Board of Regents report for approval to dispose
  - State Auditor approval- 30 days

- Non-Tagged Inventory
  - Does not need Board of Regents approval
Surplus Property Process

- Surplus Property Process:
  - ICR form verification
  - Scan inventory items
  - Take pictures
  - Download scanned file and pictures to computer
  - Re-name pictures
  - Upload scanned file to the Property System
  - Assign ICR document number
  - Enter detail information on the Non-Tagged items in the system
Surplus Property Process

- Extract file from Property System
- Upload file to Public Surplus
- Verify uploaded file and pictures
- Release items for internal reallocation for 10 days
  - Item goes to the first person that claims it
  - Department has 5 days to pick up item
- Automatic release for auction for 10 days for the public
  - The winner has 5 days to pay and 5 days to pick up
Contact Information

NMSU Property Office
Email: nmsuproperty@nmsu.edu

Sujey Aguilar
Phone: (575) 646-2896

FSA Technical Support
Submit Work Order: bfhrtech.nmsu.edu
Email: bfhrtech@nmsu.edu
Phone: (575) 646-TECH (8324)
Questions?