



Procurement Services

Property Accounting 4D Equipment Tracking Website & Biennial Inventory Training Feb 2015 (Version 2/11/15)

Conceptualized by 2005 PAS Taskforce

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Procurement Services Property Accounting Training Agenda & Goals

Agenda

1. Review 4D Web Tool – How is it working? What are the issues?
2. Biennial Inventory Process
 - a. Review Inventory Timeline & Tasks(p. 28)
 - b. Resolving Unfound/Pending assets
 - c. Inventory Lists Handouts
 - d. Inventory Problem Asset Form
3. Handheld Scanner Training

Goals

1. Create list of for your Business Unit (BU)
2. Update Existing Asset Record with changes to editable fields
3. Request Asset Transfer to a different F&S BU (Transfer To)
4. Request Asset Transfer out of F&S BU to another UIUC unit (Transfer Out)
5. Update asset transferred into F&S from a UIUC unit outside of F&S (Transfer In)
6. Request Asset Disposal (Scrap, Surplus, Scrap w/o Authorization)
7. Complete “New Asset” Record
8. Understand how to conduct Biennial Inventory
9. Resolve asset discrepancies/problems found during Biennial Inventory

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**Procurement Services
Property Accounting Training
Asset Tracking Overview**

Asset Tracking Overview

Procurement Services Property Accounting Training Asset Tracking Overview

Key Terms - Banner

- **UPAR:** University Property Accounting & Report which oversees all assets for the University
- **Banner Fixed Asset:** Equipment with life greater than a year, moveable, and costs \$500 or greater
- **Not a Banner Fixed Asset (NBFA):** BU equipment which does not meet the definition of BFA
- **Property Control Number:** Number on the physical tag affixed to the asset



- **O-Tag:** Origination Tag/Reference number – Created after invoice payment
- **P-Tag:** Permanent Tag – 9 digits
 - Digit 1: “P”, “L”, or “S”
 - Digits 2,3: “10”
 - Digits 4-9: number of the physical tag affixed to asset
 - Example: L10C14879 is entered into Banner Fixed Assets and 4D

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Query Detail

Description: CROWN SERIES 30WTL STACKER FORK LIFT

Control: C70317	P-Tag: L10C70317	O-Tag: 000049433
	Parent P-Tag:	Other Parent:
Org Code: 701005	Org Name: SAS ProcSvcs	
Condition Code: N Not in Use/Not Available	Status: F - Item Found	Reconciled: 3/30/2007
Location Code: 148250	Building Code: 0198	Building: 0198 P P SERV BLDG Room: 156D

Asset Information ⓘ

<p>Description: CROWN SERIES 30WTL STACKER FORK LIFT</p> <p>Description 1: <input type="text" value="FORKLIFT"/></p> <p>Description 3: <input type="text"/></p> <p>Description 4: <input type="text"/></p> <p>Manufacturer: <input type="text" value="CROWN"/></p> <p>Model: <input type="text" value="30WTL"/></p> <p>Make: <input type="text"/></p> <p>Serial Number: <input type="text" value="6A145987"/></p> <p>Fleet Number: <input type="text"/></p>	<p>Commodity: 56075 Trucks, Lift, Powered: Fork Lifts, etc.</p> <p>Owner Code: S Hard Drive Present? <input type="checkbox"/></p> <p>Entity Code: 31</p> <p>Disp Code:</p> <p>Disp Date: 00/00/00</p>
--	--

Procurement Services Property Accounting Training Asset Tracking Overview

- **Org Code:** Banner Code assigned to units with financial transactions
 - Funding org code is the org code which pays for the asset
 - Responsible org code is the org code to which the asset is assigned for tracking

- **F&S BU Responsible Org Codes:**

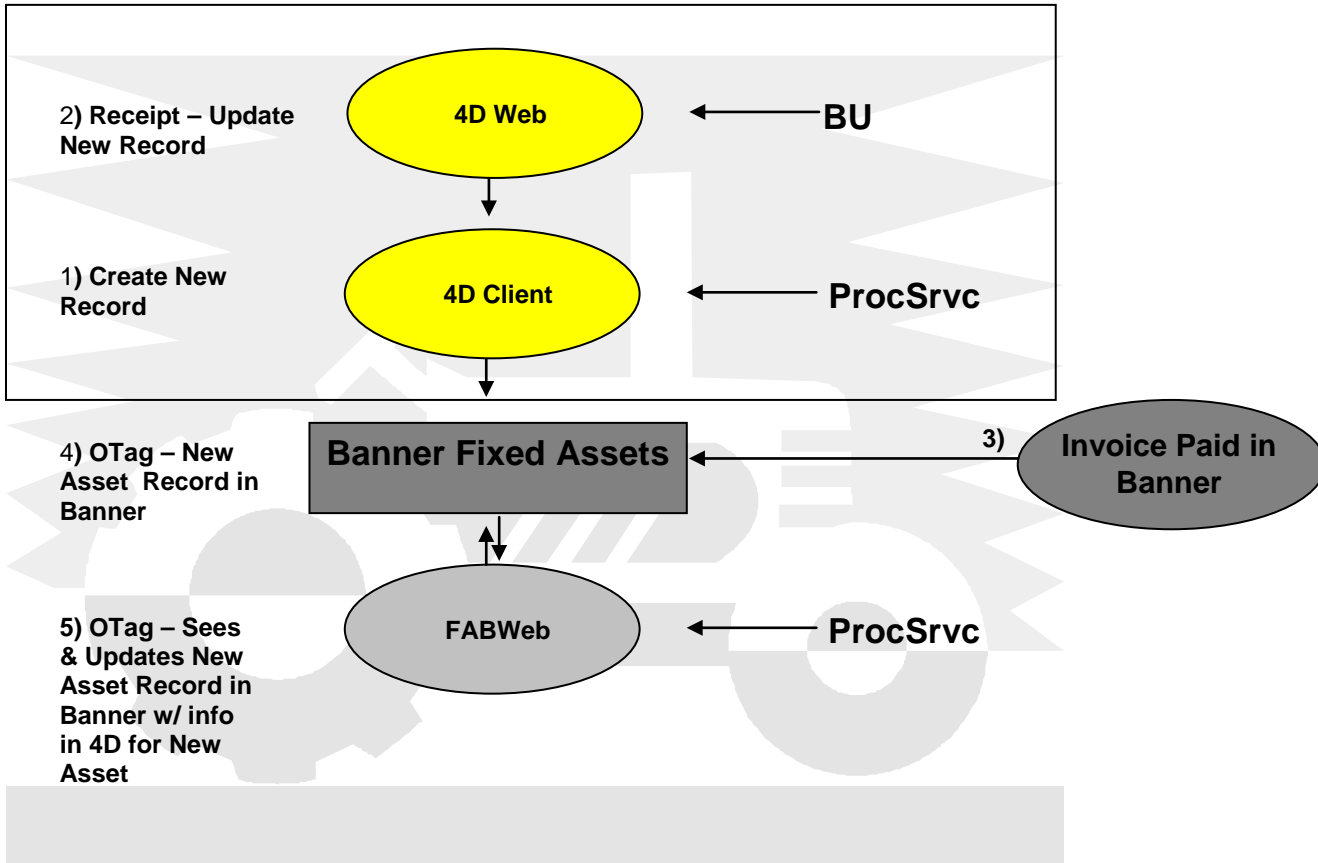
▪ Building Operations	456000
▪ Campus Stores	566002
▪ Construction	518000
▪ Garage & Carpool	766001
▪ Grounds	328000
▪ Maintenance	815000
▪ Planning	814000
▪ Safety & Compliance	940001
▪ SAS – Director’s Office	701001
▪ SAS – IT	701003
▪ SAS – CRC	701004
▪ SAS – ProcSrvcs	701005
▪ SAS – ER&H	701006
▪ SAS - Bus Ops	701007
▪ SAS – Proj Fin Mgnt	701008
▪ Utilities	876000

- **F&S BU Inventory Schedule (Even or Odd Years):**

<u>Odd</u>		<u>Even</u>	
Building Operations	456000	Campus Stores	566002
Construction	518000	Garage & Carpool	766001
Grounds	328000	Safety & Compliance	940001
Maintenance	815000	SAS - Bus Ops	701007
Planning	814000	SAS – CRC	701004
Utilities	876000	SAS – Director's Office	701001
		SAS – ER&H	701006
		SAS – IT	701003
		SAS – ProcSrvcs	701005
		SAS – Proj Fin Mgnt	701008

Procurement Services Property Accounting Training Asset Tracking Overview

Systems & Major Steps used to add a “New Asset” to Banner Fixed Assets



- Banner Fixed Assets is the University’s “System of Record”
- All “new assets” need to be entered into Banner Fixed Assets that meet the definition of an asset
- Direct entry into Banner Fixed Assets is not permitted
- FABWeb and 4D (Client & Web) systems are used to enter asset information into Banner Fixed Assets
- 4D Client and 4D Web are the same system with different information viewable and editable
- 4D Web is used by BU to complete new asset records, request transfers, request disposals, or to make changes to existing asset records
- Information entered by BU in 4D Web is visible to ProcSrvcs in 4D Client
- 4D Client is used by ProcSrvcs to generate approved disposals, transfers, and updates to existing assets
- FABWeb is used by ProcSrvcs to enter information into Banner Fixed Assets for “new assets” and to update existing asset fields
- Process flow of “new asset” entry shown above (steps 1, 2, 3, 4, 5)

Procurement Services Property Accounting Training Asset Tracking Overview

Banner Fixed Asset Fields Editable by 4D Client

Banner Fixed Asset Fields (If Shaded - 4D can not update)	New Asset	Existing Asset
Chart (Responsible)	w/in F&S Orgs - Yes	w/in F&S Orgs - Yes
Org (Responsible)		
Barcode#		
Primary OTag #		
Commodity Code		
External Cross Reference		
In Service Date		
Manufacturer <i>(Only if blank in Banner)</i>		X
Model <i>(Only if blank in Banner)</i>		X
Serial#/VIN <i>(Only if blank in Banner or inventory error detected)</i>		X
Part #Vehicle Tag <i>(Only F&S)</i>		X
Entity		X
Location		X
Custodian		X
Equipment Mgr		X
Condition Code		X
Description		X
Last Inventory Date		X

- Each asset record is made up of the fields listed above
- Two types of asset records “new” and “existing”
- 4D **can not** enter information into Banner Fixed Assets for “new assets” except for changing a funding org code to a different responsible org code within F&S
- 4D **can** update Banner Fixed Assets for “existing assets” fields **not shaded** above and for responsible org codes within F&S

Monthly Reconciliation Process

- 4D Client is F&S’s “System of Truth”, in other words, 4D will override Banner Fixed Assets
- 4D Client asset records are compared to Banner Fixed Assets records
- 1st Comparison - to see if:
 - An asset record for equipment exists in both Banner Fixed Assets & 4D Client which meet the definition of a Banner Fixed Asset. It does not look to compare “department only” assets or “Not a Banner Fixed Assets”
 - Responsible org codes match
 - Status and disposal codes match
- 2nd Comparison - to see if:
 - For assets with matching asset records in 1st comparison
 - Does the information in each asset field match
 - 4D Client automatically sends information to Banner so no action required by BU
- No matches will appear on the “Monthly Reconciliation Discrepancy Report” and will require resolution; consequently, it is critical that the BU updates asset record information in a timely fashion.

**Procurement Services
Property Accounting Training
Responsibilities**

Responsibilities
of
BUs and ProcSrvcs

Procurement Services Property Accounting Training Responsibilities

Business Units

- **New Assets**

- Send purchase request for non-computers to ProcSrvcs
- Send all computer and computer peripherals request to F&S IT Services who will send purchase request to ProcSrvcs
- Do not purchase moveable assets \$500 or more on Pcard or go to vendor location and purchase
- Affix property control tags to “new assets”, \$500 or more, when received in the unit
- Asset cost of \$100 or more must be tagged as “Property of the University of Illinois/State of Illinois”
- Use 4D Web to complete “new asset” records with required information when asset is received in the unit whether it is a Banner Fixed Asset or NBFA

- **Existing Assets**

- Use 4D Web to provide accurate information to request an assets transfer within & out of F&S
- Forward any transfer request from Non-F&S departments to ProcSrvcs for proper processing
- Secure equipment being transferred or disposed to prevent unauthorized removal
- Assist UPAR property inspector when she or he evaluates whether the equipment should be scrapped or surplusd
- Remove all hazardous components from equipment prior to disposal and stage for appropriate hazardous disposal vendor
- Coordinate pickup for all equipment for disposal by approved disposal vendors
- Do not attempt to dispose of assets with hard drives without having them scrubbed by F&S IT Services
- Use 4D Web to help resolve discrepancies identified on monthly discrepancy reconciliation reports by updating asset record in 4D Web

- **Biennial Inventory**

- Perform physical inventory using barcode scanners per schedule
- Use 4D Web to resolve “unfound/pending” items from physical inventory and to communicate final disposition
- Sign off on inventory write-offs to reconcile physical inventory to Banner Fixed Assets inventory
- Send all emails regarding equipment to **“FandS Asset Track – Procurement”**
- Complete “loan agreements” for equipment loaned to business unit employees and ensure retrieval
- “Loan Agreement Form” is on the ProcSrvcs Property Accounting Website

Procurement Services Property Accounting Training Responsibilities

ProcSrvcs

- **New Assets**

- Ensure the proper account code is assigned to the asset and commodity accounting is used when creating the Banner requisition
- Enter “new asset” information into 4D Client and FABWeb
- Order equipment that is furniture on the furniture SPO
- Order non-furniture and non-computer equipment on RPO to ensure proper documentation of equipment – Purchases on Pcard prohibited.

- **Existing Assets**

- Enter corrections to resolve discrepancies between 4D Client and Banner Fixed Assets identified on monthly discrepancy reports
- Manage “FandS Asset Track – Procurement” group email box

- **Biennial Inventory**

- Distribute biennial inventory files to business units to perform physical inventory
- Update Banner Fixed Assets records via 4D Client or FABWeb with inventory results from business units
- Ensure all “pending” items are resolved and submitted by inventory deadlines (see p. 28)

Note: Responsibilities are per OBFS Policies

**Procurement Services
Property Accounting Training
4D WEB Tool**

NOTE: Turn off Web Browser “Enable Pop-Up Blocker” to view “HELP”

Working with Asset Records Using 4D Web

Procurement Services Property Accounting Training 4D WEB Tool

Login to 4D Web

1. Go to **<https://erin.fs.illinois.edu/>**
2. Click on **“Resources”** in the blue boxes on the left
3. Click on **“Business Tools”**

The “Business Tools” section lists all of the business functions for Procurement Services, which are the following:

- Accounts Payable
- P-Card
- Property Accounting
- Purchasing

4. Go to the **“System Access”** section on the bottom left side of the screen
5. Click on **“4D Property Accounting Website”**

How To Instructions

4D Web Property Accounting System
Purchase Request to Payment Training

- PowerPoint Presentation
- Policy, Process, & Procedures
- Quick Reference

Requisition to PO Report - Banner

Reports

Approved Invoices - Banner
Completed Invoices - Banner
Invoice Status Report - Banner
Receipts Required - Banner
Requisition PO-Metrics - Banner
Requisition to PO - Banner
SPO Expenditure - AiM
SPO Master

Systems Access

4D Property Accounting System
AiM
iStores
Online Purchase Request

Procurement Services

Accounts Payable

- Approves invoices from external vendors for payment.
- Contacts vendors to obtain outstanding invoice credits owed to F&S and to resolve pricing and other invoice issues.

P-Card

- Oversees PCard purchases used for non-restricted purchases less than \$5,000 when a Standing Purchase Order (SPO) does not exist.
- Matches the transactions receipts from the cardholder to the transaction report from the bank.
- Facilitates resolutions of discrepancies by informing the cardholder of the discrepancies and asking for help to resolve.

Property Accounting

- Oversees the documenting of equipment not permanently attached to university buildings or grounds as fixed equipment or land improvement, is not consumable, has a life expectancy greater than one year, and costs \$500 or more.

Purchasing

- Processes and submits purchase request to external vendors submitted using the electronic Online Purchase Request Website.
- Processes purchase order changes for order add-ons, substitutions, and deletions.
- Co-establishes and manages annual Standing Purchase Order (SPO) limits for material, equipment, or services purchased on a regular basis from external vendors.
- Assists in the development of specifications for solicitations.
- Facilitates problem resolutions with vendors.

Forms

Emergency Orders doc
Equipment Loan PDF
F&S Policy Violation Letter doc
Non-Conforming Letter doc
P-Card Purchase PDF
P-Card Authorization & Agreement PDF
Rush Order doc
Safety Footwear Reimbursement
Stores Authorization Request for iStores
T-Card Authorization & Agreement

Related Links


Earnings Statement - NESSIE
Emergency Purchase
Bid Limits - OBFS
Travel Reimbursement XLS
P-Card

- F&S P-Card Policy
- Training - OBFS
- Prohibited Purchases - OBFS
- Restricted Purchases - OBFS

T-Card

- Training - OBFS
- Prohibited Purchases - OBFS

Procurement Services Property Accounting Training 4D WEB Tool

ILLINOIS LOGIN

You must log in to continue.

Enter your NetID:


Enter your Active Directory (AD) password:

Forgot your Active Directory password?

To change or reset your Active Directory password, go to the [CITES Password Manager](#).

More Information

6. Enter your NetID and password.
7. You are now at the **main menu** of the 4D Web



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Welcome

Welcome to the UIUC Facilities & Services Property Website!

The UIUC Facilities & Services website provides the ability to find, view, or edit asset inventory records stored in the database. You can:

- Query on specific asset records
- View all assets that meet your search parameters
- Edit asset records if you have permission
- Review your asset transfer or disposal requests
- Transfer or dispose assets if you have permission
- Enter required data for newly acquired assets
- View unfound assets from the most recent physical inventory

To begin a query, click the **Begin Query** button below. To view a list of unfound assets from the most recent physical inventory, click the **Show Unfound** button below. To review the status of previously requested asset transfers or disposals, click the **Show Requests** button below. To review or update pending new assets, click the **Show New** button. To log out of this session and close the browser window, click the **Exit the Site** button below.

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8. By clicking on “**Begin Query**” you may:
 - Create asset list for your Business Unit (BU) and email it to yourself
 - Update existing asset record with changes to editable fields (see p.7)
 - Transfer asset to a different F&S BU (Transfer To)
 - Transfer asset out of F&S BU to another UIUC unit (Transfer Out)
 - Dispose of an asset (Scrap, Surplus, Scrap w/o Authorization)

Procurement Services Property Accounting Training 4D WEB Tool

9. By clicking on **“Show Unfound”** you may:
 - Create “Pending”/“Unfound” Biennial Inventory List and email it to yourself
 - Resolve “Pending”/“Unfound” assets identified during Biennial Inventory
10. By clicking on **“Show Requests”** you may:
 - Update asset transferred into F&S from a UIUC unit outside of F&S (Transfer In)
 - Update asset transferred to F&S BU from another F&S BU
 - View all request that affect your org code whether created by you or not
11. By clicking on **“Show New”** you may:
 - View “new assets” records requiring completion by BU whether it is a Banner Fixed Asset or NBFA
 - Complete “new assets” record

Procurement Services Property Accounting Training 4D WEB Tool

Create Asset List

- To see assets for BU by Org Code:
 1. Click **“Begin Query”** at **“Welcome”** screen

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To begin a query, click the **Begin Query** button below. To view a list of unfound assets from the most recent physical inventory, click the **Show Unfound** button below. To review the status of previously requested asset transfers or disposals, click the **Show Requests** button below. To review or update pending new assets, click the **Show New** button. To log out of this session and close the browser window, click the **Exit the Site** button below.

2. Go to the **“Status”** Section
3. Go to **“Activity”**
4. Select the circle in front of **“Active”** if it is not set as default
5. Go to **“In Banner”**
6. Select the circle in front of **“In Banner”** if it is not set as default

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Query Begin

To find an item, enter information in the fields you wish to search on and then click the **Begin Query** button at the bottom of the page:

Unique Identifiers

Control Number: Ex. 123456 P-Tag: Ex. L10123456
Serial Number: O-Tag: Ex. O12345678

Status

Status Code:
Condition Code:

Activity: ☐ Both ☒ Active ☐ Inactive, Start Date End Date
In Banner: ☐ Both ☒ In Banner ☐ Not A Banner Fixed Asset

Other Identifiers

Model Number: Description 3:
Manufacturer: Description 4:
Description: Fleet Number:

7. Scroll down to the **“Ownership and Responsibility”** section

Procurement Services Property Accounting Training 4D WEB Tool

8. Click on the upside down triangle next to “Custodian Name” field
9. Select **your Custodian Name**
10. Scroll down and click “Run Query”

Ownership and Responsibility ⓘ

Resp Org Code: Ex. 123456

Custodian UIN: Ex. 051234567 I-Card Info

Custodian Name: ⓘ

Equip. Man. UIN: Ex. 051234567 I-Card Info

Equip. Man. Name:

Responsible Unit:

Location ⓘ

Resp Loc Code: 6-digit code from Banner or ARCHIBUS

Building & Code:

Room: Maximum 8 characters

- Query Results” is your active asset list in Banner Fixed Assets. If you do not select “Active”, your “Query Results” will list assets that were assigned to your org code at any point in time. If you do not select, “In Banner” “Query Results” will list NBFAs and Banner Fixed Assets

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Query Results

To view detailed information about a specific asset, click its Control Number button in the table below. Click the up ▲ or down ▼ arrows near the column headers to sort the data.

Control Number ▲▼	P-Tag ▲▼	Description ▲▼	Org Code ▲▼	Building ▲▼	Room ▲▼	Status ▲▼
781596	L10781596	Repeater Controller Motorola	293000	PUBLIC SAFETY BLDG	201	F : 8/8/2005
928020	L10928020	For Repeater	293000	PUBLIC SAFETY BLDG	140	F : 8/8/2005
C81188	L10C81188	Radix RX02400	293000	PUBLIC SAFETY BLDG	229	F : 8/8/2005
C81189	L10C81189	Radix RX02491	293000	PUBLIC SAFETY BLDG	229	F : 8/8/2005
C81190	L10C81190	Radix RX02611	293000	PUBLIC SAFETY BLDG	229	F : 8/8/2005
C88031	L10C88031	Radix RX02528	293000	PUBLIC SAFETY BLDG	229	F : 8/8/2005
C88032	L10C88032	Radix RX02657	293000	PUBLIC SAFETY BLDG	229	F : 8/8/2005
C88033	L10C88033	Radix RX02622	293000	PUBLIC SAFETY BLDG	229	F : 8/8/2005
C88034	L10C88034	Radix RX02632	293000	PUBLIC SAFETY BLDG	229	F : 8/8/2005

- Status Codes Defined: **F** = Item Found; **O** = Transferred to Other Department; **R** = Removed from Inventory; **M** = Item Unfound
- Codes reflect “Status” as of last found date which is the date after the colon
- 11. Scroll down and click “**Email Results**” to send results to yourself via email in format which can be placed into Excel
- 12. Click “**Go Back**” to return to inventory list “Query Results”

Procurement Services Property Accounting Training 4D WEB Tool

13. Click **“Back to Welcome”**
14. Click **“Exit Site”** to leave website


F40162	P10F40162	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40163	P10F40163	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40164	P10F40164	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40165	P10F40165	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40166	P10F40166	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40167	P10F40167	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40168	P10F40168	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40169	P10F40169	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006
F40170	P10F40170	CASIO IT-3000 HANDHELD SCANNER	293000		F : 12/14/2006

To view detailed information about a specific asset, click its Control Number button in the table below. Click the up ▲ or down ▼ arrows near the column headers to sort the data.

Update Existing Asset

- To update an existing asset record with changes to editable fields:
 1. Click **“Begin Query”** at “Welcome” screen
 2. Select **a field** on which to search and enter criteria
 3. Scroll down and click **“Run Query”** – Depending on your criteria, you may receive a list of control numbers or 1 control number in the **“Query Results”** screen
 4. Click on the **“Control Number”** of the asset to see the detail asset record on the Query Detail Screen
 5. Update **fields** in the “Asset Information”, “Location”, or “Responsibility” sections as needed
 6. Enter comments to explain the reason for the changes
 7. Click **“Show Comments”** to see a history of all comments entered
 8. Click **“Validate”** to confirm valid information was entered in the fields, if not re-enter
 9. Click **“Save”**
 10. Click **“Back to Welcome”** or process next record in “Query Results”
 11. Click **“Exit Site”** to leave website

Procurement Services Property Accounting Training 4D WEB Tool



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Query Detail

Description: CROWN SERIES 30WTL STACKER FORK LIFT

Control: C70317	P-Tag: L10C70317	O-Tag: 000049433
Org Code: 701005	Parent P-Tag:	Other Parent:
Condition Code: N Not in Use/Not Available	Org Name: SAS ProcSvcs	Status: F - Item Found
Location Code: 148250	Reconciled: 3/30/2007	Building: 0198 P P SERV BLDG Room: 156D

Asset Information ⓘ

Description: CROWN SERIES 30WTL STACKER FORK LIFT

Description 1:

Description 3:

Description 4:

Manufacturer: Commodity: 56075 Trucks, Lift, Powered: Fork Lifts, etc.

Model: Owner Code: S Hard Drive Present? ☐

Make: Entity Code: 31

Serial Number: Disp Code:

Fleet Number: Disp Date: 00/00/00

Status ⓘ

Status: F - Item Found Last Found: 11/3/2006 Transfer Asset

Condition Code: N Not in Use/Not Available Reconciled: 3/30/2007 Dispose Asset

Location ⓘ

Location Code: 148250

Building & Code:

Room:

Financial Information ⓘ

(Note: financial information is imported from Banner after final payment, and cannot be edited)

PO: UU077914	Chart: 1
Account: 13102676450	Fund: 301056
Voucher: XA77914A	Org: 701001
Vendor: COMMON EQUIP CO	Account: 163140
Cost: \$12,162.00	Program: 701006
Cost Date: 12/31/1996	Activity:
	Location:

Responsibility ⓘ


Custodian UIN: Custodian Name:

Equip. Man. UIN: Equip. Man. Name:

Responsible Unit:

Comments ⓘ Show Comments

Validate
Save
Cancel
Back To Welcome



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Comment Archive

Control Number: C70317 Description: CROWN SERIES 30WTL STACKER FORK LIFT

Date Stamp: 02/20/07 at 2:51 PM	User Name: Cowie, Robert User Type: Procurement
Form Type: Disposal: Scrap	Form Status: Pending
Comments: Test of disposal sequence	

Go Back

Procurement Services Property Accounting Training 4D WEB Tool

Request Asset Transfer

- To transfer an existing asset record “within” or “out of” F&S:
 1. Click **“Begin Query”** at “Welcome” screen
 2. Select **a field** on which to search and enter criteria
 3. Click **“Run Query”** – Depending on your criteria, you may receive a list of control numbers or 1 control number in the **“Query Results”** screen
 4. Click on the **“Control Number”** of the asset to see the detail asset record
 5. Scroll down to the **“Status”** Section
 6. Click on **“Transfer Asset”** to see the “Transfer Detail” screen to enter the transfer information


The screenshot shows the 'Status' section of the 4D WEB Tool. It includes the following information:

- Status:** F - Item Found
- Last Found:** 11/3/2006
- Condition Code:** N Not in Use/Not Available
- Reconciled:** 3/30/2007
- Location:** 148250
- Building & Code:** 0198 P P SERV BLDG (dropdown menu)
- Room:** 156D

On the right side, there are two buttons: **Transfer Asset** and **Dispose Asset**. The **Transfer Asset** button is circled in red.

7. Scroll down to the **“To”** section
8. To process a transfer **“within”** F&S:
 - Go to **“For Transfer to Other F&S Business Unit”** section
 - Enter the destination “Resp Org Code”, “Responsibility Unit”, “Building”, and “Room” information
9. To process a transfer **“outside”** F&S:
 - Go to **“For Transfer Out of F&S to Other UIUC Departments”** section
 - Enter the destination “Resp Org Code”, “Building”, and “Room” information
 - Need to acquire information from the Other UIUC Department
10. Enter the **reason** for the transfer in **“Comments”** and for **“Transfer Outs”** enter the **destination** UIUC Department **contact** first and last name and phone number
11. Click **“Validate”**
12. Click **“Save”**
13. Click **“Back to Welcome”**

Procurement Services Property Accounting Training 4D WEB Tool

To 

For **Transfer To** Other F&S Business Unit:

Resp Chart: 1 Resp Org Code:

Resp Unit:

Department:

For **Transfer Out of** F&S to Other UIUC Department:


Resp Chart: 1 Resp Org Code:

Department:

Destination Location:

Building & Code:


Room: Location Code:

Comments 

14. Click **"Show Request"** on "Welcome Screen" to see "Request Results" screen which list all of the requests affecting your BU' s org code
 - If the viewer is the "custodian" or "equipment manager" for the destination BU, the asset detail record will display when the "control number" is clicked
 - If the viewer is not the "custodian" or "equipment manager", the "Request Detail" will display when the "control number" is clicked
15. Click **"Back to Welcome"**
16. Click **"Exit Site"** to leave Website

- An email (**Subject: Transfer Request: property control number**) will be sent from the requesting custodian to alert ProcSrvcs that a transfer request needs processing
- An email (**Subject: New Custodian Assigned: property control number**) will be sent to the "Destination Org Code" custodian to alert the custodian that an asset has been transferred to him or her and action is required to verify the asset location information

Procurement Services Property Accounting Training 4D WEB Tool



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Request Results

To view detailed information about a specific asset, click its Control Number button in the table below. Click the up ▲ or down ▼ arrows near the column headers to sort the data.

Control Number ▲▼	P-Tag ▲▼	Description ▲▼	Type of Action ▲▼	Request Date ▲▼	Status ▲▼	Status Date ▲▼
C72002	L10C72002	FLT#31678 Lic#U1106	566012: Disposal: Scrap	2/1/2007	Confirmed	2/27/2007
C38180	L10C38180	94 GMC P30 VAN/VALUE BLUE	766001: Disposal: Scrap	2/1/2007	Confirmed	2/27/2007
C04609	L10C04609	1990 FORD MS CAB & CHASSIS	766001: Disposal: Scrap	2/1/2007	Confirmed	2/27/2007
C26388	L10C26388	92 CHEVROLET ASTRO VAN	815000: Disposal: Scrap	2/1/2007	Confirmed	2/27/2007
C54942	L10C54942	1995 CHEVROLET ASTRO VAN	766001: Disposal: Scrap	2/1/2007	Confirmed	2/27/2007
199575	L10199575	PRINTING PRESS	763000: Disposal: Scrap	1/26/2007	Confirmed	2/27/2007

- **Type of Actions Definitions**

Transfer To

- Asset transferred to another F&S BU from a different F&S BU
- If the viewer is the “custodian” or “equipment manager” for the “Transfer To” (destination) BU, the detail asset record will display when the “control number” is clicked to allow the viewer to update the “Asset Information”, “Location”, and “Responsibility” sections
- If the viewer is not the “custodian” or “equipment manager”, the “Request Detail” will display when the “control number” is clicked

Transfer Out

- Asset transferred out of F&S BU to UIUC unit outside of F&S
- BU created requested no further action needed

Transfer In

- Asset transferred in to F&S BU from UIUC unit outside of F&S
- If the viewer is the “custodian” or “equipment manager” for the “Transfer In” (destination) BU, the asset detail record will display when the “control number” is clicked to allow the viewer to update the “Asset Information”, “Location”, and “Responsibility” sections
- If the viewer is not the “custodian” or “equipment manager”, the “Request Detail” will display when the “control number” is clicked

- **Status Definitions**

Pending

- BU generated request which is awaiting processing by ProcSrvcs and UPAR

Submitted

- 4D created a file, with the transfer request information, that is either uploaded to Banner Fixed Assets or emailed to UPAR by ProcSrvcs

Confirmed

- Monthly reconciliation verified that the information entered into Banner Fixed Assets matched request information entered in 4D

Procurement Services Property Accounting Training 4D WEB Tool

Request Asset Disposal

- To dispose of an existing asset record:
 1. Click **"Begin Query"** at "Welcome" screen
 2. Select **a field** on which to search and enter criteria in
 3. Click **"Run Query"** – Depending on your criteria, you may receive a list of control numbers or 1 control number in the **"Query Results"** screen
 4. Click on the **"Control Number"** of the asset to see the detail asset record
 5. Go to **Status Section**
 6. Click on **"Dispose Asset"** to see the "Disposal Detail" screen where you will enter the disposal information

The screenshot shows the 'Status' section of the 4D WEB Tool. At the top left, 'Status ?' is circled. Below it, the status is 'F - Item Found', 'Last Found: 11/3/2006', and 'Condition Code: N Not in Use/Not Available'. To the right, there are two buttons: 'Transfer Asset' and 'Dispose Asset', with the latter being circled. Below the status section is the 'Location ?' section, which includes 'Location Code: 148250', 'Building & Code: 0198 P P SERV BLDG' (in a dropdown menu), and 'Room: 156D' (in a text box).

7. Update **"Pickup Location"**, **"Department Assessment"**, **"Computers Only"** (F&S IT only) sections
8. Enter the **reason** for the disposal in **"Comments"**
9. Click **"Validate"**
10. Click **"Save"**
11. Click **"Back to Welcome"**
12. Click **"Show Request"** on "Welcome Screen" to see "Request Results" screen which list all of the request affecting your BU' s org code
13. Click **"Validate"**
14. Click **"Save"**
15. Click **"Back to Welcome"**
16. Click **"Exit Site"** to leave website

Procurement Services Property Accounting Training 4D WEB Tool

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Disposal Detail

P-Tag: L10C70317
 Description: CROWN SERIES 30WTL STACKER FORK LIFT
 Title Code: S Original Cost: 12162 Year Acquired: 1996

Responsibility ?

Chart: 1 Org Code: 701005 Loc Code in Banner: 148250
 Department: SAS ProcSvcs
 Responsible: SAS ProcSvcs
 Custodian: Reveal, Mari A
 Status: Pending

Pick-Up Location ?

Building & Code: 0198 P P SERV BLDG
 Room: 156D

Department Assessment ?

Condition: Scrap or Surplus:

Computers only ?

Note: This section is only required of hardware contains a disk drive with data.

Processor Speed:
 Scrubbed? Scrub Tag Affixed?

Comments ? Show Comments

Validate
Save
Cancel
Back To Welcome

- F&S IT Services will manage the “Computer Only” section
- An email (**Subject: Disposal Request: property control number**) will be sent from the requesting custodian to alert ProcSrvcs that a disposal request needs processing

Procurement Services Property Accounting Training 4D WEB Tool

- Type Definitions

- Surplus

- Asset in working condition but no longer needed by BU and needs to be removed and made available for another UIUC unit to use
 - Acquiring computer and computer peripherals from University Surplus is PROHIBITED per F&S IT Services

- Scrap

- Asset no longer in working condition and needs to be removed and disposed
 - UPAR inspection makes the final determination

- Scrap without Authorization

- Physical search for asset did not find asset although substantial follow-up efforts were made to locate asset and/or any paperwork related to asset's movement
 - Asset was scrapped without going through approval process to dispose
 - Used only to resolve assets not found during physical inventory

- Status Definitions

- Pending

- BU generated request which is awaiting processing by ProcSrvcs and UPAR

- Submitted

- 4D created a file, with the transfer request information, that is either uploaded to Banner Fixed Assets or emailed to UPAR by ProcSrvcs

- Awaiting Scrub

- Asset's hard disk needs to be scrubbed by F&S IT

- Scrub Complete

- F&S IT has scrubbed hard disk and asset is ready for pickup by disposal vendor or moved to Campus Surplus

- Confirmed

- Monthly reconciliation verified that the information entered into Banner Fixed Assets matched request information entered in 4D

Procurement Services Property Accounting Training 4D WEB Tool

Complete “New” Asset Record

- To see “New Asset” records requiring BU’s update to complete the record:
 1. Click on **“Show New”** at “Welcome” screen
 2. Check **“Entry Status”** column for **“Payment Pending”** status
 3. Click on **“Control Number”** with **“Payment Pending”** status to see the detail “new asset” record of the control number you need to complete
 4. Update **fields** in **Asset, Location, & Responsibility** sections
 5. Click **“Validate”**
 6. Click **“Save”**
 7. Click **“Back to Welcome”**
 8. Click **“Exit Site”**

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To view detailed information about a specific asset, click its Control Number button in the table below. Click the up ▲ or down ▼ arrows near the column headers to sort the data.

Control Number ▲▼	P-Tag ▲▼	Description ▲▼	Org Code ▲▼	Building ▲▼	Room ▲▼	Entry Status ▲▼
F45087	P10F45087	AERON WORK CHAIR	701005	P P SERV BLDG		Payment Pending

To view detailed information about a specific asset, click its Control Number button in the table below. Click the up ▲ or down ▼ arrows near the column headers to sort the data.

- Status Definitions for “Banner Fixed Asset”

Payment Pending

- ProcSrvcs created a “new asset” record in 4D Client for asset on order
- ProcSrvcs sent a screen shot of the “new asset” record in 4D Client with the property tag containing the same control number listed in the screen shot attached
- BU stores paperwork (screen shot with property tag attached) until “new asset” is received

FABWeb Pending

- BU received “new asset”
- BU affixed the property tags to “new asset” in a visible location
- BU updated “new asset” record in 4D Web per step 3 above

FABWeb Complete

- “New asset” invoice paid in Banner
- O-Tag for “new asset” record in Banner Fixed Assets appears in FABWeb
- ProcSrvcs selects O-Tag and finds matching “new asset” record in 4D Client
- ProcSrvcs updates “new asset” record in FABWeb with information listed in 4D Client which was entered by the BU via 4D Web

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4D WEB Tool

- Status Definitions for “Not a Banner Fixed Asset”
 - Pending - NBFA
 - BU sent an asset purchase request to ProcSrvcs and asked ProcSrvcs to add the asset to its department's inventory
 - ProcSrvcs created a “new asset” record in 4D Client for asset on order and selected the status “Pending - NBFA”
 - ProcSrvcs sent a screen shot of the “new asset” record in 4D Client with the property tag containing the same control number listed in the screen shot attached
 - BU stores paperwork (screen shot with property tag attached) until “new asset” is received
 - Complete - NBFA
 - BU received “new asset”
 - BU affixed the property tags to “new asset” in a visible location
 - BU updated “new asset” record in 4D Web
- An email (**Subject: Asset Update Request: property control number**) will be sent from ProcSrvcs to the custodian who requested the new asset to alert the custodian to enter the asset's serial number and location when the asset arrives
- An email (**Subject: Asset Status FABWeb Pending: property control number**) will be sent from the custodian to alert ProcSrvcs that the custodian has entered the required information for the new asset and that the information required to complete the record in FABWeb is available
- If new asset is a NBFA, then an email (**Subject: NBFA Update Complete: property control number**) will be sent from the custodian to alert ProcSrvcs that the custodian has entered the required information for the new asset

**Procurement Services
Property Accounting Training
Biennial Inventory (Date)
Orgs –**

<p>Biennial Inventory</p>

**Procurement Services
Property Accounting Training
Biennial Inventory (Date)
Orgs –**

Requirement

- University and State regulations require physical inventories of University equipment to be completed at least once every two years.
- “Letter Certifying the Completion of the Physical Inventory Process” completed and signed by Equipment Manager and sent to Director of Procurement for review and forwarding to UPAR.
- Update Banner Fixed Assets with physical inventory initial results.
- Discrepancies identified during the physical inventory verification must be reconciled, resolved, and related updates recorded in Banner Fixed Asset, which means the BU must resolve its “Unfound” items using 4D Web.

Timeline

- **Start Date** - Training for those custodians performing physical inventory
 - ProcSrvcs gives the custodians a printout of their respective inventory list
 - ProcSrvcs emails the “Master Inventory List” as a “snap shot in time” to Equipment Managers
 - ProcSrvcs gives the scanners to Equipment Managers or Custodians
- **1st Date** - Custodians will have completed physical inventory by this date
- **2nd Date** - Bob Cowie changes the status from unfound to “Pending” in 4D Web
 - ProcSrvcs emails “Pending/Unfound” list to Equipment Mgr as a “snap shot in time”
 - BU works to resolve unfound items by searching for “Pending” assets again
 - BU **enters resolution into 4D Web** as **“asset found”** or **“scrap with out authorization”** if asset is not found
- **3rd Date** BU resolves all “Pending/Unfound” assets by entering disposition into 4D Web by this date
- **3rd Date** **Equipment Manager signs and sends “Letter Certifying the Completion of the Physical Inventory Process” to ProcSrvcs to forward to UPAR**
ProcSrvcs receives and forwards “Letter Certifying the Completion of the Physical Inventory Process” to UPAR
- **Final Date** ProcSrvcs and Bob Cowie have completed all tasks & changes are submitted to UPAR
Inventory completed for current year

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Property Accounting Training
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Inventory Tasks for BU

- Keep scanners charged while in your possession
- Go to first building listed on “Master Inventory List” and begin scanning (see How to use the Scanner below) property control tags
- If item does not have a control tag on it, add its information to the “Inventory Problem Asset Form”
- If item needs a control tag with a barcode, add its information to the “Inventory Problem Asset Form”
- **Return scanner, “Master Inventory List” print out, and “Inventory Problem Asset Form” to ProcSrvcs** per inventory schedule on p. 28
- Sign “Letter Certifying the Completion of the Physical Inventory Process” and give to ProcSrvcs
- Resolve “Pending/Unfound” assets, per inventory schedule on p. 28, by entering into 4D Web the final disposition – found location, scrap with or without authorization
- Affix new barcode labels, which were listed on the “Inventory Problem Asset Form”, printed by ProcSrvcs

Scanner Overview

- Handheld scanner contains a complete list of F&S active inventory assets, including assets entered into Banner Fixed Assets and NBFAs
- Assets are organized in the scanner by building and room
- Below is basic sequence of operation for the scanner in “Inventory Mode”

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How to Use Scanner (Workabout MX) to Conduct Physical Inventory

- **Turn Scanner On & Off**
 - Turn on: press the "On/ESC" key
 - Turn off: press the "Off" key. Will also turn itself off after 5 minutes of no activity
 - When powered off and then turned on again, it will display the last screen before it was turned off. Can be powered on & off at any time
- **Scanner Mode: Inventory**
 - Scanner needs to be in "Inventory" mode to scan assets
 - "Inventory" mode is the left-most menu option at the top of the screen
 - If **no menu is displayed** across the top, you are in "Inventory" mode
 - If the **menu is displayed**, select "Inventory" with the arrow keys and press enter to display a list of abbreviated building names
- **Select Building**
 - Look on the "Master Inventory List" to find the abbreviated building name in which you need to scan assets (See "Master Inventory List" example)
 - Select the building you need
 - Use the arrow keys to navigate the list or press the first letter of the building name to jump to that alphabetical sequence
 - Need to inventory a building not displayed in the list, choose the option for "Add Bldg" to enter your own abbreviated building name
 - Once a building has been selected, a list of rooms within that building is displayed.
- **Select Room**
 - Select the room you need
 - Use the arrow keys to navigate the list or press the first letter of the room to jump to that alphabetical sequence
 - Need to inventory a room not displayed in the list, choose the option for "Add Room" to enter your own room
 - Need to inventory a room not displayed in the list, you can choose the option for "Add Room" to enter your own room.
 - Once a room has been selected, a list of assets currently located (according to Banner Fixed Assets & 4D) in that room is displayed

**Procurement Services
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Orgs –**

- **Scan Assets**

- Look carefully through the room for any assets with a property control number/tag
- If the asset has a property control number/tag with a barcode label, scan it and one of the outcomes below will occur

(OR)

- If it has a property control number/tag but no barcode label, type the number in using the scanner keyboard, press the “enter” key and one of the outcomes below will occur
- Possible Outcomes:

Asset is displayed and the location is unchanged (the happy sound)

- Enter the condition code, a numeric value between 1 (new) and 7 (damaged/unusable)
- In most cases you will use 1 (new), 2 (good), or 3 (fair)
- The previous code is displayed by default, so you may press enter to accept that value

Asset is displayed but the location has changed (conditional happy sound)

- Choose to inventory the asset in either the “new” (N) or “old” (O) location
- This feature accounts for the case where the asset is temporarily on loan or is at a work site
- In most cases, you will choose “N” (asset is permanently located at new location)
- Enter the condition code, a numeric value between 1 (new) and 7 (damaged/unusable)
- In most cases you will use 1 (new), 2 (good), or 3 (fair)
- The previous condition code is displayed by default, so you may press enter to accept that value

Asset is not displayed (not contained in scanner, the unhappy sound)

- Scanner has no record of the “found” asset (unhappy sound)
- Scanner will prompt you to either do a full search or enter the asset as a new record
- You should answer “no” (N) to both prompts
- Instead, add the asset to the “Inventory Problem Asset Form”
- Record the “found” asset’s property control number, description, building, and room on the “Inventory Problem Asset Form”
- Asset will be investigated later to determine its status
- Once this entry sequence is completed, the scanner is immediately ready for another barcode scan or keyboard entry of property control number
- Repeat “Scan Asset” steps for every asset that you see in the current room
- All assets in room scanned: press the “On/Esc” key to return to the room list to select the next room you will visit. The process sequence will then be at “Select Room”
- All rooms in building scanned: press the “On/Esc” key twice to return to the building list to select the next building on the “Master Inventory List”. The process sequence will then be at “Select Building”
- Return the scanner to Procurement Services when you have inventoried all items on the list

**Procurement Services
Property Accounting Training
Biennial Inventory (Date)
Orgs –**

Resolve “Unfound/Pending” Assets from Physical Inventory

- Final disposition of “Unfound/Pending” assets is entered into 4D Web only during the period listed on p.28
- If you have more than 10 “Unfound/Pending” assets request a scanner from ProcSrvcs
- To enter final disposition for an “Unfound” asset listed on “Master Inventory List”:
 1. Click **“Show Unfound”** at “Welcome” screen
 2. Click on the **“Control Number”** of the “Unfound” asset to see the detail asset record of the control number you selected.
 3. If “Pending Asset” is **found**:
 - Change the **“Building”** to current location
 - Change **“Room Number”** to current location,
 - Change **“Status”** to “F”,
 - Change **“Condition Code”** to “U”,
 - **“Last Found Date”** to the date you were notified the item was found
 4. If “Pending Asset” is **not found**:
 - Go to **“Status”** Section
 - Click on **“Dispose Asset”**
 - Scroll down to **“Department Assessment”** section
 - Click on **“Scrap w/o Authorization”**
 - Enter the **reason** for the disposal in **“Comments”** section
 - Click **“Validate”**
 - Click **“Save”**
 - Click **“Back to Welcome”**
 - Click **“Exit Site”** to leave Website
 5. ProcSrvcs will process disposal request and email it to UPAR with a copy to the BU equipment manager
 6. UPAR will review, approve, and remove asset from BU 's org code

Note:

- “Show Unfound” button will always appear on the “Welcome” screen; However, data will only show during the period listed on p.28
- BU will have access to change the “Status”, “Condition Code”, and “Last Found Date” only during this period

**Procurement Services
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Reconciliation:

- Reconciliation of Banner Fixed Assets to FabWeb is ran at a minimum on a monthly basis.
 - A report is run that compares the status in 4D tables to the Banner Fixed Assets.
 - The two status options are active or inactive.
 - New assets that appear and are not disposed of are considered active
 - Assets that are newly removed or disposed of are deemed inactive.
 - Any items where the status in Banner does not match what is listed in 4D appear on the reconciliation report that is sent to Procurement Services
 - Procurement Services then does the research to determine which record is accurate and request necessary changes.
 - Equipment Managers and Custodians may be asked to update their respective assets in 4D Web if an issue arises from the reconciliation.
 - Procurement Services will make necessary changes in 4D Client and FabWeb as needed.
 - Procurement Services does not manage assets on org code 518 but monitors those items and will update 4D records as items move to other campus units.
 - Org 518 is a Capital Programs org code.
 - Capital Programs purchases moveable equipment for other campus departments as part of the construction project.
 - Those other campus units are then given responsibility for those assets.