

- [Inventories](#)
- [Secondary Tables](#)
- [Fixed Assets Inventory Screen](#)
- [Inventory Data Entries](#)
- [Record Management](#)
- [Undo, Delete, Search](#)
- [Reports](#)
- [Export Import Inventory Data](#)
- [Tax Status](#)

# Fixed Assets Inventory

Assets that will be used for a number of years in the operation of Extension Council business are known as Fixed Assets. Examples of Fixed Assets include office equipment and furniture. The minimum value for an inventory item required to be entered in the Fixed Assets database or recorded manually is the decision of the County Program Director and the Extension Council.

**Inventories - Equipment and Furniture** - A complete listing of all Council-owned non-expendable furniture and equipment as defined by Council policy should be maintained and reviewed annually. Information such as date of purchase, purchase cost, serial and inventory numbers, and current location is used for valuing assets, insurance documentation, damage or loss reports and budgeting for replacement. A complete listing of council-owned Fixed Assets is required during annual audits.

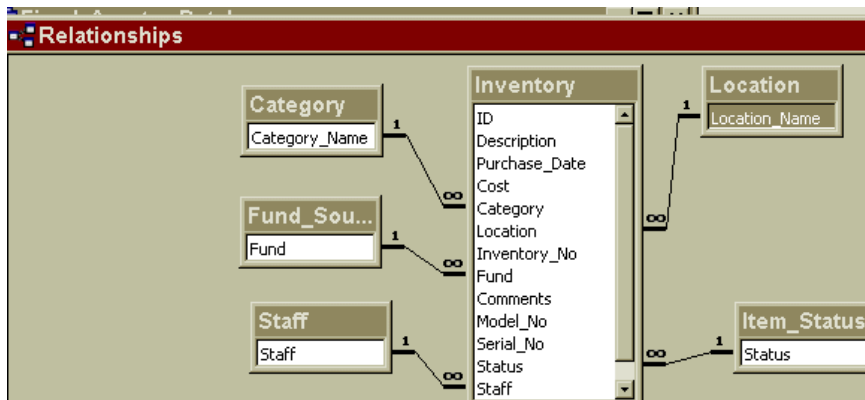
The Extension Council and the County Program Director may elect to record and update all fixed assets manually or utilize a computer program. A Microsoft Access database is available for creating Inventory records. The default Inventory file (first-time users only) may be copied from **S:\ECRegion\Fixed Assets Inventory\Default Inventory file for First-Time Users Only** and pasted to your computer. This file has been converted for Vista format.

The Fixed Assets Inventory program will allow you to record, update, and manage equipment and furniture owned by the Extension Council. Reports can be generated and sorted by:

- ◆ Category
- ◆ Location
- ◆ Funding Source
- ◆ Staff
- ◆ Item Status

## The Fixed Assets Inventory Database

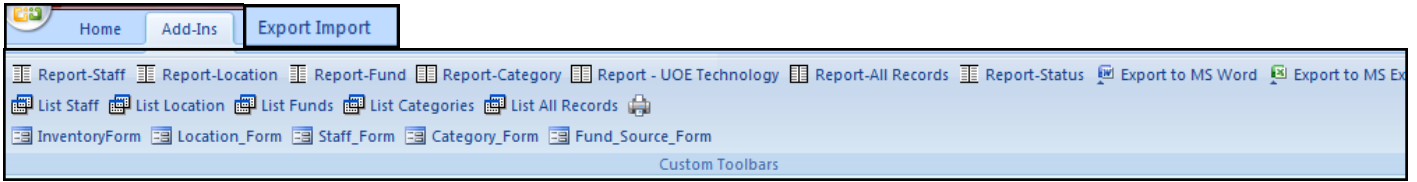
The Fixed Assets Inventory is a relational database environment, comprising one major Table and secondary tables. In Access, a file is represented as a Table.



# What You Need To Do First

## Secondary Tables

New information for Location, Staff, Category, and Fund Source must be entered in the appropriate **Form** before creating inventory records.



### Location

Replace the room numbers with your own location descriptions.

Location Name
Not Assigned
Room 1
Room 2
Room 3
Room 4
Room 5
Room 6
Room 7
Room 8
Room 9
Storage
*

A screenshot of the 'Location Form' window. It features a text input field labeled 'Location Name'. Below the input field are two buttons: 'List Locations' and 'Delete Record'. At the bottom of the window, there is a record navigation bar showing 'Record: 12 of 12'.

A Location Item may be deleted if no inventory records exist with the location name.

Use "Not Assigned" when appropriate. Do not delete or change the "Not Assigned" Location name.

### Staff

Enter Last name only, except for duplicate names.

A screenshot of a dropdown menu for 'Staff'. The menu is open, showing 'Staff' at the top, followed by 'Not Assigned' and a '\*' symbol. Below the menu is a table with one row containing a '\*' symbol. At the bottom of the window, there is a record navigation bar showing 'Record: 1 of 1'.A screenshot of the 'Staff Form' window. It features a text input field labeled 'Staff'. Below the input field are two buttons: 'List Staff' and 'Delete Record'. At the bottom of the window, there is a record navigation bar showing 'Record: 12 of 12'.

A Staff Name may be deleted if no inventory records exist with the staff name.

Use "Not Assigned" when appropriate. Do not delete or change the "Not Assigned" staff name.

## Category

Items for the **Category Table** were decided by the Fixed Assets committee.  
Additional category items may be added.

Category : Table	
	Category_Name
+	AV Equipment
+	Bookcases/Shelves
+	Cameras
+	Chairs
+	Computer accessories
+	Computers
+	Desks
+	Educ Demonstration Items
+	File Cabinets
+	Office Machines
+	Other
+	Printers
+	Projectors
+	Tables
*	

Category items may be deleted if no inventory records exist with the category name.

**A Category must be selected for each Inventory record.** If no category is selected, then “*category required*” will be added to the inventory record as a reminder when generating reports.

## Fund Sources

Items for **Fund Sources** were decided by the Fixed Assets Committee.  
Additional items may be added.

Fund	
	4H Council
	City Government
	Co. Government
	Council
←	Donation
	Grant
	Home Economics Cou
▶	Not Assigned
	UOE
*	

A Fund item may be deleted if no inventory records exist with the Fund source name.

Use “Not Assigned” when appropriate. Do not delete or change the “Not Assigned” Fund name.

## Item Status

Items for **Item Status** were decided by the Fixed Assets Committee.  
Additional Items may NOT be added.

Discarded/Surplus
InActive
<b>InService</b>
Sold

There is no Status data entry screen.

Most Inventory items will be **InService** status. Therefore, the **default** will be **InService** for new records.

Items in storage or not in use may be classified as **InActive**.

Items that are **discarded or sold** may be reclassified as such or may be removed from the Inventory database.

# Fixed Assets inventory Screen

Upon opening the **Fixed Assets** database file, the following screen displays the components of the Inventory Table.

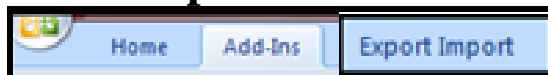
**Note:** If an Inventory record does not include a staff name, a fund source, or a location name, the item will not be included on some reports.

The screenshot shows a software window titled "InventoryForm" with a sub-header "Fixed Assets Inventory". To the right of the sub-header are two buttons: "Undo Record" and "Delete Record". The main area contains a list of fields on the left and their corresponding input controls on the right. Fields marked with a red asterisk (\*) are required. A red box on the right side of the form says "\* Data Required".

Field Name	Input Type	Required
Description	Text	Yes
Purchase Date	Text	Yes
Purchase Cost	Text	Yes
Category	Dropdown	Yes
Location	Dropdown	Yes
Inventory_No	Text	No
Model_No	Text	No
Serial_No	Text	No
Fund	Dropdown	Yes
Staff	Dropdown	Yes
Date Re-Assigned	Text	No
Comments	Text	No
Status	Dropdown	Yes

At the bottom of the window, there is a status bar with the text "Record: 152 of 152", a "No Filter" button, and a search box.

## At the top of the screen..



The **Add-Ins Tab** at top of screen displays the following features.

Reports sorted by...

Staff Location Fund Source Category UOE Technology All Records Status.

Forms for ...

Inventory Staff Location Fund Source Category.

Lists of...

Staff Location Fund Source Categories All Records.

The **Export Import Tab** displays the following features.

Export all Tables

Import all Tables.

Go to section, **Export/Import Inventory Data**, for additional explanation.

## Enter Inventory Data

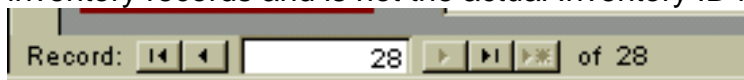
An Inventory Record consists of various fields to describe the item, as illustrated above. An explanation of the Inventory fields follows. New Information for Staff, Location, Fund, and Category must be entered prior to creating Inventory Records.

Description	50 Character limit	Data Required	
<b>Purchase Date</b>	Date may be entered in various formats: 8/11/1994 or 8/11/94 or Aug 11 1994 or 8/11 (if current year)	Data Required	<b>If purchase date is unknown</b> , enter the same date for all items that have no purchase date, i.e. 01/01/1999, or another date.
<b>Purchase Cost</b>	Number field	Data Required	
<b>Category</b>	Select from pull-down list	Data Required	
<b>Location</b>	Select from pull-down list	Data Optional	
<b>Inventory No</b>	20 character limit	Data Optional	
<b>Serial No</b>	20 character limit	Data Optional	
<b>Fund</b>	Select from pull-down list	Data Optional	
<b>Staff</b>	Select from pull-down list	Data Optional	
<b>Date Re-Assigned</b>	Date may be entered in various formats: 8/11/2008 or 8/11/94 or Aug 11 1994 or 8/11 (if current year)	Data Optional	Use when re-assigning an inventory item to another staff person.
<b>Comments</b>	60 character limit	Data Optional	Use for additional information about inventory item
<b>Status</b>	Select from pull-down list	Data Required	The default status is <b>Inservice</b> . Other status types may be selected, when appropriate.

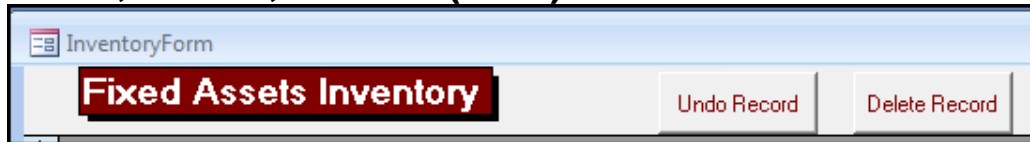
## Record Management

An **ID number** is included in the record structure but is not displayed on the Inventory Form. This ID number is required for maintaining the integrity of the relational tables – for example, to prevent a category, location, staff, or fund source from being deleted when in use in an existing inventory record.

The **Record number** displayed at the bottom of the Inventory Form represents the **sequence** of inventory records and is not the actual Inventory ID number.



## Undo, Delete, Search (Find)



**Undo Record** erases data entered in an **incomplete** inventory record that has not been saved.

**Delete Record** removes a **previously-saved** inventory record from the database.

## Search for Records

There are 2 ways that fixed assets records may be searched.

**Method 1.** The newest and fastest method is at the bottom of each form.

At the bottom of any data entry form, use the search filter. Type a specific word or phrase that may be included in any field.



## Method 2. LISTS – Another Way to Search for Inventory Records

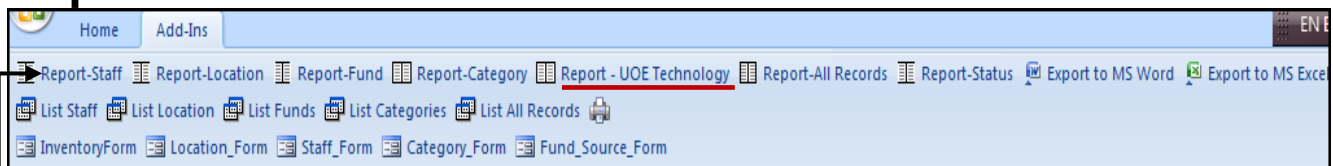
As illustrated below, you can search for an inventory record(s) by using one of the Lists buttons. The Lists display the inventory data in **draft format** and sorted by the Secondary Table: Staff, Location, Funds, Categories or displays all records.



You can **change the sort sequence** within a List..

- ❖ Right clicking on the header of the column you wish to sort.
- ❖ Left click on Sort ascending or Sort descending.

## Reports



As noted above, Reports may be generated and sorted by:

**Staff Location Fund Category UOE Technology All Records Status**

The **Technology report** is programmed to look for items that are assigned to the following categories: computers, computer accessories, printers, projects.

Reports may be exported to **Word format**. Word does a good job of exporting and retaining heading and field formats, but removes the horizontal lines.

## Export /Import Inventory data

The Export Import feature is used when a new update for the Inventory database is available. Data for Inventory, Staff, Location, Funds, and Category Tables are exported to Q:\InventoryBackup. The Import feature is used to import the exported data into a new Inventory database file.



Your Inventory, Staff, Location, funds, and Category tables are **exported automatically** each time you close the Inventory data entry screen.

**Either Export method may be used:** From the Export Import menu or when closing the Inventory data entry form.

## Tax Status

The Extension Council is not required to file a Federal or State Income Tax Return. Therefore, calculating Depreciation Expense and Accumulated Depreciation for Fixed Assets is not required by law. It was the decision of the Fixed Assets Committee not to address the Depreciation issue.