

Fixed Assets Inventory

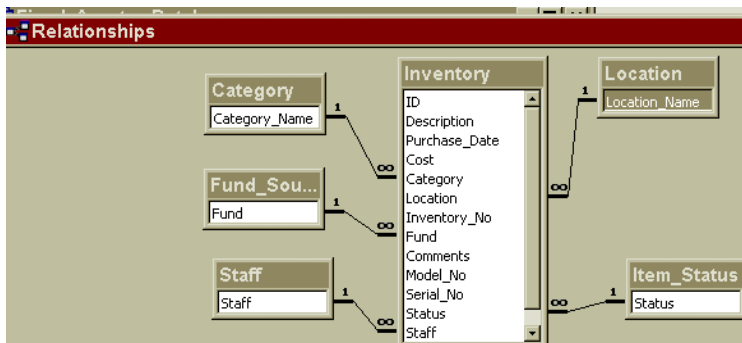
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This document explains how to use the Fixed Assets Inventory database in Microsoft Access. Assets that will be used for a number of years in the operation of Extension Council business are known as Fixed Assets. Examples of Fixed Assets include office 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 Fixed Assets Inventory Database in Microsoft Access

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. 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, as noted in the illustration.



Other Choices

The Extension Council and the County Program Director may elect to record and update all fixed assets manually or utilize a computer program—Word or Excel, or the [QuickBooks Fixed Assets Tracker](#).

A Microsoft Access database is available for creating Inventory records. The default Inventory file may be copied from **S:\ECRegion\Fixed Assets Inventory\Default Inventory file for All Counties** and pasted to your computer.

The remaining pages of this document provide instructions for setting up and using the Fixed Asset Inventory database in Microsoft Access.

What You Need To Do First

Step 1. Create Folders


1. Create a new folder, **Inventory**, to store your Fixed Assets Inventory database file. You can create the folder and store the data file in any location. C Q or R drives.
2. Create a new folder on the **Q: drive** with folder name - **InventoryBackup** (no space, capital I and B). The folder must be created on the Q: drive with the following folder path and correct spelling **Q:\InventoryBackup**. Periodically, a backup copy of your inventory records will be copied to this location.
3. Copy and paste the default Fixed Assets Inventory file from the Share drive location **S:\ECRegion\Fixed Assets Inventory\Default Inventory file for Counties using Inventory for FIRST TIME** to the folder you created in Step 1.

Note: The other folder, *Default Inventory File for Counties with Exported Data*, will be used by counties who currently use the Microsoft Fixed Asset data file but need to update the software.


Step 2. Modify the Security Warning (one time adjustment)

Open Microsoft Access from the Task Bar or the Start Button

Windows Vista User


- Click the Microsoft **Access icon**  on the task bar (at bottom of monitor).
-or-
- Click the **Start Button**, Select **All Programs**, Scroll down and select **Microsoft Office**, Select **Microsoft Access 2007**.

Windows 7 User

- Click on the Microsoft **Access icon**  on the task bar (at bottom of monitor).
-or-
- Click the **Start button**, Select **All Programs**, Scroll down and select **Microsoft Office**, Select **Microsoft Access 2010**.

Modify the Security Warning

Windows Vista User

- Click the **Microsoft Office ball** on top left corner of screen. 
- Select **Access Option** at bottom right of the new screen. **Go to Step A.**

Windows 7 User

- Select **File** from the menu bar at top left corner of screen.
- Select **Options (or Privacy Options)** (towards bottom of left side bar). **Go to Step A.**

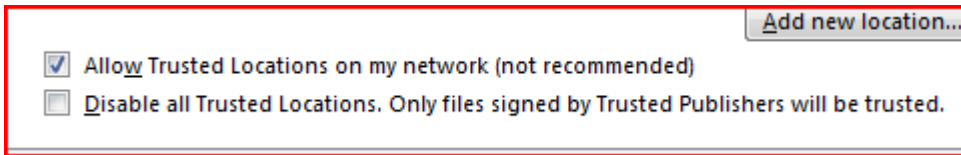
A. On the left side bar, select **Trust Center**.

B. On the right side, select **Trust Center Settings**.

C. On the top left side, select **Trusted Locations**.

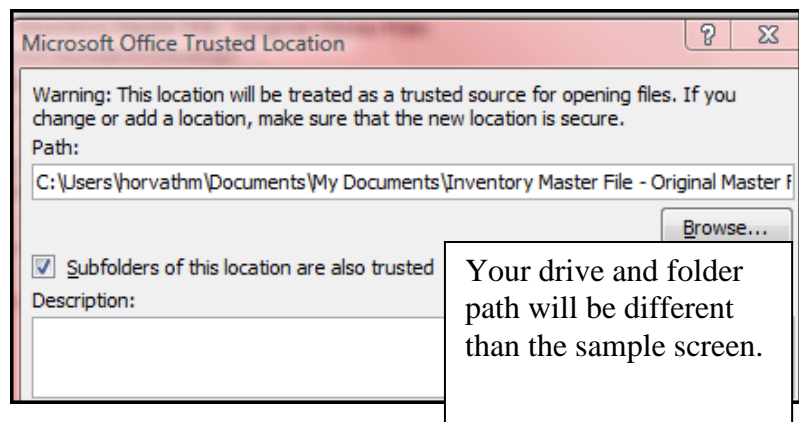
D. At bottom of screen, place a checkmark preceding **“Allow Trusted Locations on my network .**

E. Select Add New Location button.



- F. Select the **Browse** button and navigate to the **drive and folder path** where your Fixed Assets database is stored.
- G. Select the folder. Be sure the **folder name** appears in the Folder Name field at the bottom of the Browse screen.
- H. Click **OK**.
- I. Place a checkmark preceding **“Subfolders of this location are also trusted.”**

- J. Click 3 **OK** buttons.
- K. **Close Microsoft Access**



Step 3. Create a Desktop Shortcut for the Fixed Assets Database

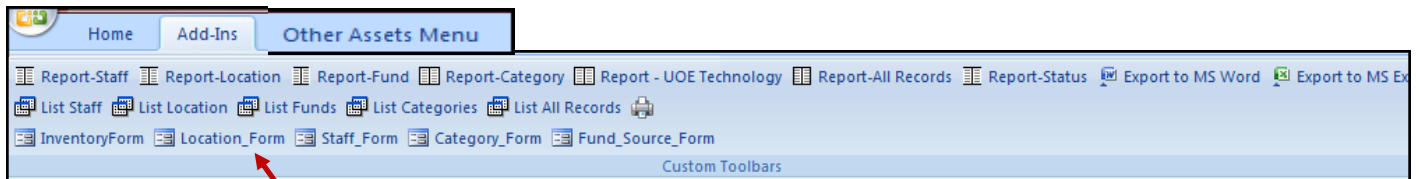
- Open Computer or Windows Explorer and navigate to the drive and folder path where the Fixed Assets Database file is stored.
 - Right click on your Fixed Assets Database file. Filename ends with **.accdb**
 - Left Click on **Send To**
 - Left Click on **Desktop (Create Shortcut)**
-

Open and Use the Fixed Assets Database

→ Use the **desktop shortcut** to open the Fixed Assets Database.

Enter Information for Location, Staff, Category, and Fund Sources

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 has a title bar with a red background and the text 'Location Form'. Inside, there is a text input field labeled 'Location Name'. Below the input field is a button labeled 'List Locations:' and another button labeled 'Delete Record'. At the bottom, there is a record indicator: '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.

A Location or "Not Assigned" is required for each inventory record.

Staff

Enter Last name only, except for duplicate names.

A screenshot of a table with a dropdown menu set to 'Staff'. The table has one row with the text 'Not Assigned' and an asterisk (*) in the first column. The record indicator at the bottom says 'Record: 1 of 1'.A screenshot of the 'Staff Form' window. It has a title bar with a red background and the text 'Staff Form'. Inside, there is a text input field labeled 'Staff'. Below the input field is a button labeled 'List Staff' and another button labeled 'Delete Record'. At the bottom, there is a record indicator: '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.

A Staff name or "Not Assigned" is required.

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
*	

Record: 1 of 1

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

A Category is required for each Inventory record.

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.

A Fund Source or "Not Assigned" is required for each inventory record.

UOE – formerly University Outreach and Extension. Currently, referred to as UME. This is equipment purchased by UME – University of Mo Extension.

Item Status

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

Discarded/Surplus
InActive
InService
Sold

There is no Status data entry screen.

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

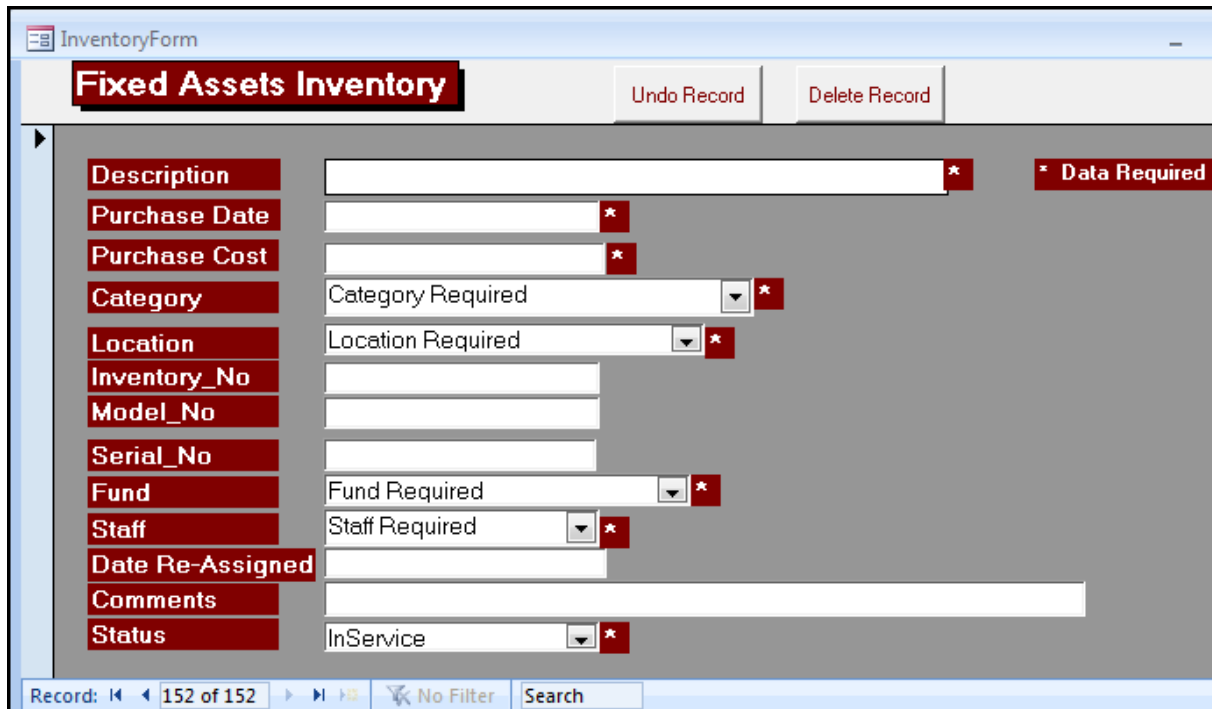
Items in storage or not in use may be classified as **InActive**.

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.



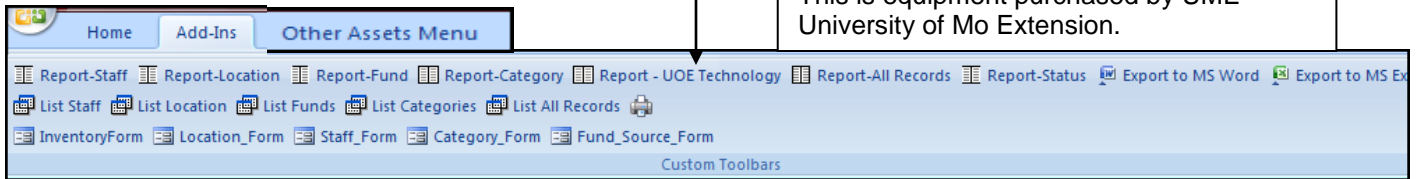
The screenshot shows a software window titled "InventoryForm" with a sub-header "Fixed Assets Inventory". The window contains a form with the following fields and controls:

- Undo Record** and **Delete Record** buttons.
- Description**: Text input field with a red asterisk and a "Data Required" label.
- Purchase Date**: Text input field with a red asterisk.
- Purchase Cost**: Text input field with a red asterisk.
- Category**: Dropdown menu with "Category Required" selected and a red asterisk.
- Location**: Dropdown menu with "Location Required" selected and a red asterisk.
- Inventory_No**: Text input field.
- Model_No**: Text input field.
- Serial_No**: Text input field.
- Fund**: Dropdown menu with "Fund Required" selected and a red asterisk.
- Staff**: Dropdown menu with "Staff Required" selected and a red asterisk.
- Date Re-Assigned**: Text input field.
- Comments**: Text input field.
- Status**: Dropdown menu with "InService" selected and a red asterisk.

At the bottom of the window, there is a status bar showing "Record: 152 of 152", "No Filter", and a "Search" button.

At the top of the screen..

UOE – formerly University Outreach and Extension. Currently, referred to as UME. This is equipment purchased by UME – University of Mo Extension.



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

First Row - Reports sorted by...

Second Row - Lists

Third Row - Forms

The **Other Assets Menu** displays the following features.

Export All Tables	Change Staff Name	Change Category Name
Import All Tables	Change Location Name	
One Fund Report	Change Fund Name	
A Custom Group		2nd Custom Group

For explanation of the above menu features, go to section, [Other Assets Menu](#).

Enter Inventory Data

An Inventory Record consists of various fields to describe the item, as illustrated in the Fixed Asset Inventory screen. 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	
Purchase Date	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	If purchase date is unknown , enter the same date for all items that have no purchase date, i.e. 01/01/1999, or another date.
Purchase Cost	Number field	Data Required	
Category	Select from pull-down list	Data Required	
Location	Select from pull-down list	Data Required	
Inventory No	20 character limit	Data Optional	
Serial No	20 character limit	Data Optional	
Fund	Select from pull-down list	Data Required	
Staff	Select from pull-down list	Data Required	
Date Re-Assigned	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.
Comments	60 character limit	Data Optional	Use for additional information about inventory item
Status	Select from pull-down list	Data Required	The default status is Inservice . Other status types may be selected, when appropriate.

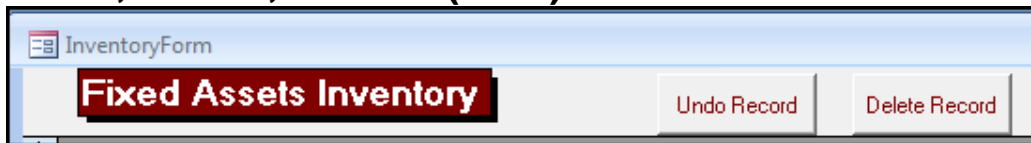
Record Management

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.

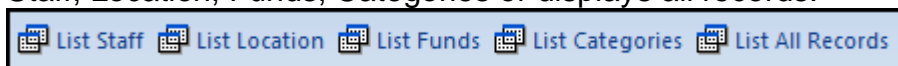
Method 1. The newest and fastest method is at the bottom of each form.

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.

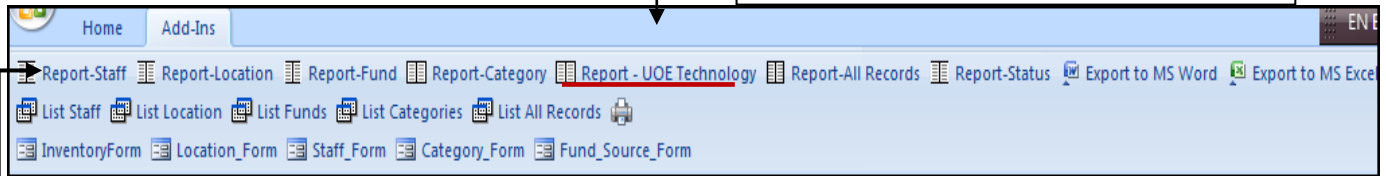


You can **change the sort sequence** within a List..

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

Reports

UOE – formerly University Outreach and Extension. Currently, referred to as UME. This is equipment purchased by UME – University of Mo Extension.



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

Staff Location Fund Category UOE Technology All Records Status

The **UOE Technology report** is programmed to look for items that are assigned to fund, UOE or UME, and the following categories: computers, computer accessories, printers, projectors.

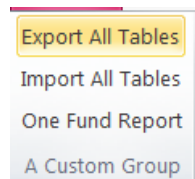
Reports may be exported to **Word format**. Word does a good job of exporting and retaining heading and field formats, but removes the horizontal lines.

Other Assets Menu

Other Assets Menu

The Other Assets menu includes Export/Import Tables, UM Inventory Report, and quick changes for staff, location, fund, category.

Export /Import Inventory data



Under the **Other Assets Menu**, 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. These 5 files will be stored in **Q:\InventoryBackup**. It is important that the folder name be spelled correctly. Refer to section, [Create folders](#), earlier in this document.

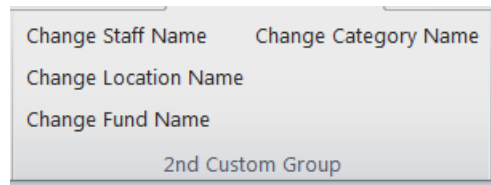
Either Export method may be used: From the Export Import menu or when closing the Inventory data entry form.

One Fund Inventory Report

A One-Fund Inventory report may be created and printed, for example UME, 4H, County, Grant, etc. It is important to be consistent in identifying the funding source for each inventory item. In the event, the regional or campus office requests a listing of all items purchased with University Extension funds, the item should be entered and recorded as UME or UOE.

Change Staff, Location, Fund, or Category Name

Under the **Other Assets Menu**, the **Change Staff, Location, Fund, Category group** will allow you to **re-assign** staff, location, fund, or category name for existing names.

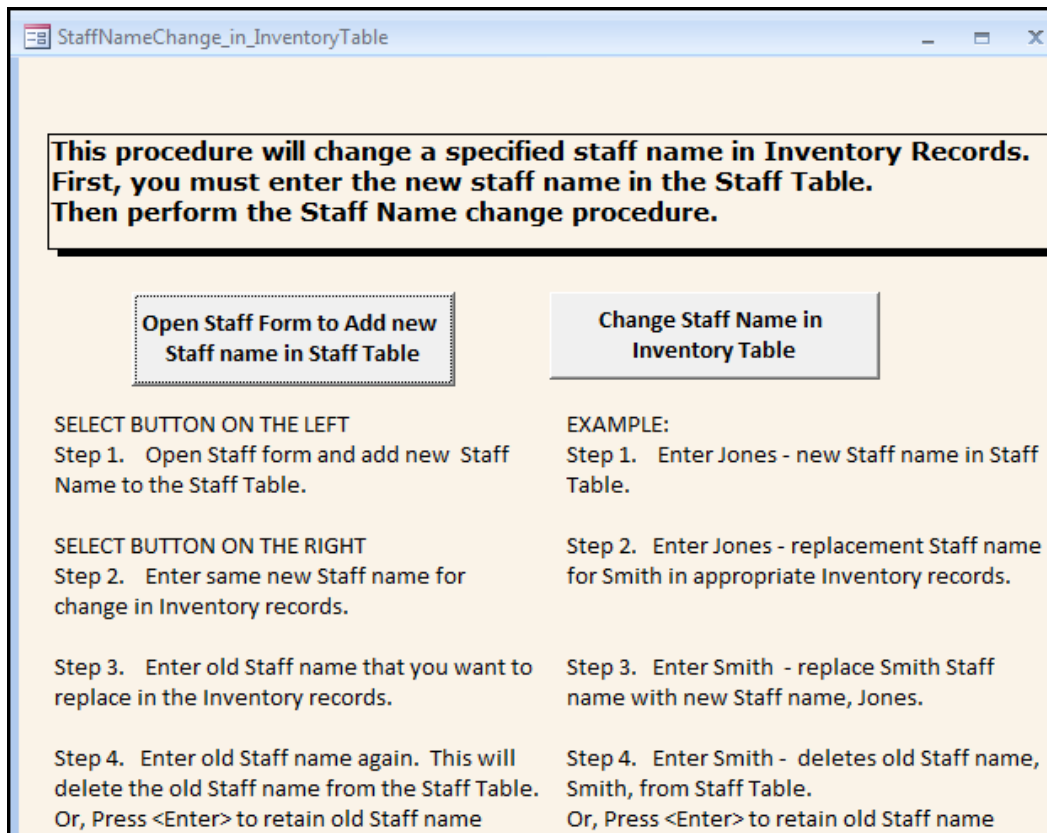


For example, if Smith was assigned to 20 inventory items but Smith resigns or retires, the 20 inventory items may be re-assigned to the new staff person, Jones. Use the Change Staff Name button. Instructions are included on the Staff screen. Correct spelling is crucial!

Two files (Tables) will be updated: The staff file and the Inventory file (Table).

In steps 1 and 2, the **new** staff name is entered.

In steps 3 and 4, the **former** (or existing) staff name is entered.

A screenshot of a help window titled 'StaffNameChange_in_InventoryTable'. The window has a yellow background and a black border. At the top, there is a black box with white text that reads: 'This procedure will change a specified staff name in Inventory Records. First, you must enter the new staff name in the Staff Table. Then perform the Staff Name change procedure.' Below this, there are two columns of instructions. The left column is headed 'Open Staff Form to Add new Staff name in Staff Table' and the right column is headed 'Change Staff Name in Inventory Table'. Each column contains four numbered steps. The left column steps are: Step 1. Open Staff form and add new Staff Name to the Staff Table. Step 2. Enter same new Staff name for change in Inventory records. Step 3. Enter old Staff name that you want to replace in the Inventory records. Step 4. Enter old Staff name again. This will delete the old Staff name from the Staff Table. Or, Press <Enter> to retain old Staff name. The right column steps are: Step 1. Enter Jones - new Staff name in Staff Table. Step 2. Enter Jones - replacement Staff name for Smith in appropriate Inventory records. Step 3. Enter Smith - replace Smith Staff name with new Staff name, Jones. Step 4. Enter Smith - deletes old Staff name, Smith, from Staff Table. Or, Press <Enter> to retain old Staff name.

The same concepts are applied to the Change Location, Change Fund, and Change Category Names.

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.