

MM5011 – Equipment Inventory Screens

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Selection

Use the Equipment Inventory Screen - Selection to display, create, change, and manage the disposition of records regarding equipment. From this screen, you can access the following equipment inventory screens: [Master Record](#), [Investment/Maintenance](#), [Component](#), [Disposal](#) and [Retag/Transfer](#).

User Function Keys

F1	REFRESH	Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear.
F2	ADD	Displays the Equipment Inventory Screen - Master Record and allows you to add a new record.
F3	CHANGE	Displays the Equipment Inventory Screen - Master Record and allows you to change a record.
F4	INQUIRY	Displays the Equipment Inventory Screen - Master Record and allows you to view a record.
F5	DISPOSE	Displays the Equipment Inventory Screen - Disposal and allows you to manage the disposition of a record.
F6	RE-TAG/ TRANSFER	Displays the Equipment Inventory Screen - Retag/Transfer and allows you to view or change a record.
F8	MENU	Redisplays the FMS System Menu.

Data Fields

COLLEGE (key; required)	STATE TAG NUMBER (key; required)
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College

Definition	Key field; entry required. A code identifying a college.
Length	3 characters

State Tag Number

Definition	Key field; entry required. A code identifying a specific piece of equipment for inventory purposes.
Length	8 characters

Master Record

Use the Equipment Inventory Screen - Master Record to establish and maintain detailed information for equipment inventory records.

User Function Keys

F1	REFRESH	Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear.
F2	COMPLETE TRANS	Completes transaction and displays Equipment Inventory Screen - Investment/Maintenance, which allows you to change a record.
F4	SELECT FUNCTION or SELECT SCREEN	Redisplays Equipment Inventory Screen - Selection with the college and state tag number you entered.
F6	NEXT SCREEN	Displays Equipment Inventory Screen - Investment/Maintenance and allows you to view or change a record.
F8	MENU	Redisplays the FMS System Menu.

Data Fields

RVSN DATE (display only)	TOTAL ACQUISITION COST (display only)
COLLEGE (display only)	MODEL NUMBER
STATE TAG NUMBER (display only)	DEPARTMENT/DIVISION
EQUIP DESCRIPTION (required)	PROGRAM INDEX
QTY (required)	ORGANIZATION INDEX
MANUFACTURER (required)	ANNUAL LEASE AMOUNT
ORDER NUMBER (required)	LEASE START DATE
DATE OF ACQUISITION (required)	LEASE END DATE
OWNERSHIP STATUS (required)	GRANT/CONTRACT NUMBER
UTILIZATION CODE (required)	LOCAL DATA
NACUBO-PROGRAM (required)	DATE INVENTORIED
COMMODITY GROUP (required)	BUILDING NUMBER
COUNTY CODE (required)	WING
SERIAL NUMBER (required)	ROOM NUMBER

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was added or changed.
Length	6 digits
Format	YYMMDD

College

Definition	Display only. A code identifying a college.
Length	3 characters

State Tag Number

Definition	Display only. A code identifying a specific piece of equipment for inventory purposes.
Length	8 characters

Equipment Description

Definition	Entry required. Text describing a piece of equipment.
Length	40 characters
Edits	Use concise, consistent language and, when applicable, use standard abbreviations.

Quantity

Definition	Entry required. A number indicating the total amount of items associated with a state tag number. The default is 1.
Length	4 digits

Manufacturer

Definition	Entry required. A manufacturer or trade name.
Length	30 characters

Order Number

Definition	Entry required. A code indicating a purchase order number used to acquire a piece of equipment.
Length	10 characters

Date of Acquisition

Definition	Entry required. A date indicating when a college or state agency acquired a piece of equipment.
Length	6 digits
Format	YYMMDD

Ownership Status

Definition	Entry required. A code indicating ownership of a piece of equipment.
Length	1 character
Values	Valid codes: <ul style="list-style-type: none">1 Owned by the college (default)2 Leased or purchased by the college3 Leased or owned by the federal government4 Leased or rented by the the college5 Other6 Not owned, but available to the college at little or no cost7 Trust-owned by another college or state agency

Utilization Code

Definition	Entry required. A code indicating a typical usage pattern for a piece of equipment.
Length	1 digit
Values	Valid codes: <ul style="list-style-type: none">1 Used on a full-time basis2 Used on a part-time basis3 Excess to the particular location but still needed by the agency4 Excess to the needs of the agency and should be surplusd5 Surplused

NACUBO-Program

Definition	Entry required. A code indicating the user organization category based on the standard National Association of College and University Business Officers (NACUBO) classifications.
Length	2 characters

Commodity Group

Definition	Entry required. A code used to group commodities into general categories in accordance with the with the Office of Financial Management (OFM).
Length	4 characters
Edits	Must be valid on the Commodity Group Table.

County Code

Definition	Entry required. A code indicating the county where a piece of equipment is located.
Length	2 characters
Edits	Must be valid on the County Table (ZX0040).

Serial Number

Definition	Entry required. A code identifying a manufacturer's sequential identification number assigned to a piece of equipment. Note: Do not confuse this with the model number.
Length	16 characters
Edits	If there is no serial number, type None.

Total Acquisition Cost

Definition	Display only. A number indicating the total cost for a piece of equipment.
Length	11 digits

Model Number

Definition	A code identifying a manufacturer's model number for a piece of equipment.
Length	16 characters

Department or Division

Definition	A code identifying a department or division to which a piece of equipment is assigned.
Length	5 characters

Program Index

Definition	A code identifying a program to which a piece of equipment is assigned.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index

Definition	A code indicating the unique combination of a campus, division and department, to which a piece of equipment is assigned.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Annual Lease Amount

Definition	An amount, in dollars and cents, indicating the annual lease amount for a piece of equipment.
Length	10 digits

Lease Start Date

Definition	A date indicating when a lease for a piece of equipment began.
Length	6 digits
Format	YYMMDD

Lease End Date

Definition	A date indicating when a lease for a piece of equipment ends.
Length	6 digits
Format	YYMMDD

Grant or Contract Number

Definition	A code indicating a grant or contract number for a piece of equipment if it was purchased through a grant.
Length	4 characters
Edits	Must be valid on the Grant and Contract Control Table (PM1001).

Local Data

Definition	A college-defined code used for entering additional data about a piece of equipment.
Length	10 characters

Date Inventoried

Definition	A date indicating when a piece of equipment was placed in inventory.
Length	6 digits
Format	YYMMDD

Building Number

Definition	A code identifying a building where a piece of equipment is located.
Length	3 characters
Edits	Must be valid in the Buildings and Improvements Other Than Buildings Screen (MM5002).

Wing

Definition	A code identifying a specific wing within a building where a piece of equipment is located.
Length	1 character
Edits	Must be valid in the Buildings and Improvements Other Than Buildings Screen (MM5002).

Room Number

Definition	A code identifying a specific room within a building, where a piece of equipment is located. Although this field is usually numeric, it can contain alphabetical characters.
Length	5 characters
Edits	Must be valid in the Room Inventory Screen (MM5003).

Investment/Maintenance

Use the Equipment Inventory Screen - Investment/Maintenance to establish and update equipment investment and maintenance records.

User Function Keys

F1	REFRESH	Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear.
F4	SELECT FUNCTION	Redisplays the Equipment Inventory Screen - Selection with the college and state tag number you entered.
F5	PREV SCREEN	Redisplays the Equipment Inventory Screen - Master Record and allows you to view or change a record.
F6	NEXT SCREEN	Displays the Equipment Inventory Screen - Component and allows you to view or change a record.
F8	MENU	Redisplays the FMS System Menu.

Data Fields

RVSN DATE (display only)	ACQUISITION COST (required)
COLLEGE (display only)	REFERENCE ORDER NUMBER (required)
STATE TAG NUMBER (display only)	MODEL NUMBER (display only)
APPR INDX	VENDOR NUMBER
FUND (required)	ORDER NUMBER
PRG INDX	START DATE
ORG INDX	END DATE
VALUATION METHOD (required)	

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was added or changed.
Length	6 digits
Format	YYMMDD

College

Definition	Display only. A code identifying a college.
Length	3 characters

State Tag Number

Definition	Display only. A code identifying a specific piece of equipment for inventory purposes.
Length	8 characters

Appropriation Index

Definition	A code identifying the appropriation index for an equipment inventory record. Note: The appropriation index is not stored in the equipment record. If entered, it is used to retrieve the fund source.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Fund

Definition	Entry required. A code indicating the fund source used to acquire a piece of equipment. Note: This is inferred from the appropriation index.
Length	3 characters
Edits	Must be valid on the Fund Table (GA1022).

Program Index

Definition	A code identifying the program index for an equipment inventory record.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index

Definition	A code identifying the organization index for an equipment inventory record.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Valuation Method

Definition	Entry required. A code indicating the method used to set cost.
Length	1 digit
Values	Valid codes: <ol style="list-style-type: none">1 Purchased items—Purchase cost plus installation, freight and sales tax.2 Lease purchase—Present value cost if the equipment was purchased.3 Donated assets—Fair market value at the time of acquisition.4 Self-constructed—Direct cost of construction.

Acquisition Cost

Definition	Entry required. A number indicating the acquisition cost, to the nearest dollar, of a fund for a piece of equipment.
Length	11 digits

Reference Order Number

Definition	Entry required. A code indicating a purchase order number used to acquire a piece of equipment. Note: Use this field instead of the Order Number field when the purchased item is not assigned a state tag number. This adds the item's value to an existing item that has a state tag number and a purchase order number.
Length	10 characters

Model Number

Definition	Display only. A code identifying a manufacturer's model number for a piece of equipment.
Length	16 characters

Vendor Number

Definition	A code identifying the vendor providing maintenance coverage for a piece of equipment.
Length	9 characters
Edits	Must be valid on the Vendor Table (MM2001).

Order Number

Definition	A purchase order number for a maintenance contract for a specific piece of equipment.
Length	10 characters

Start Date

Definition	A date indicating when a maintenance contract began for a piece of equipment.
Length	6 digits
Formats	YYMMDD

End Date

Definition	A date indicating when a maintenance contract ends for a piece of equipment.
Length	6 digits
Formats	YYMMDD

Component

Use the Equipment Inventory Screen - Component to list all the parts and their corresponding descriptions that make up a piece of equipment, for example, the monitor, keyboard, mouse, and CPU that make one computer.

User Function Keys

F1	REFRESH	Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear.
F4	SELECT FUNCTION	Redisplays the Equipment Inventory Screen - Selection with the college and state tag number you entered.
F5	PREV SCREEN	Redisplays the Equipment Inventory Screen - Investment/Maintenance and allows you to view or change a record.
F6	NEXT SCREEN	Displays the Equipment Inventory Screen - Disposal and allows you to view a record. This function key only appears if you pressed F4 (Inquiry) in the Selection screen.
F8	MENU	Redisplays the FMS System Menu.

Data Fields

RVSN DATE (display only)	DESCRIPTION
COLLEGE (display only)	DISPOSE STAT
STATE TAG NUMBER (display only)	

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was added or changed.
Length	6 digits
Format	YYMMDD

College

Definition	Display only. A code identifying a college.
Length	3 characters

State Tag Number

Definition	Display only. A code identifying a specific piece of equipment for inventory purposes.
Length	8 characters

Description

Definition	Text describing a component of a piece of equipment.
Length	Fourteen 30-character fields

Disposal Status

Definition	A code identifying the disposal status of a component of a piece of equipment.
Length	Fourteen 1-character fields
Values	Valid codes: 1 Released—sale or exchange 2 Lost 3 Stolen 4 Consumed 9 Other R Retag E Delete—physically removes the record from the Inventory database

Disposal

Use the Equipment Inventory Screen - Disposal to remove or dispose of equipment inventory records from the Inventory database.

User Function Keys

F1	REFRESH	Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear.
F3	CANCEL DISPOSAL	Cancels the disposal status applied to a record and redisplay the Equipment Inventory Screen - Selection with the college and state tag number you entered.
F4	SELECT FUNCTION	Redisplays the Equipment Inventory Screen - Selection with the college and state tag number you entered.
F5	PREV SCREEN	Redisplays the Equipment Inventory Screen - Component and allows you to view a record. This function key only appears if you pressed F4 (Inquiry) in the Selection screen.
F8	MENU	Redisplays the FMS System Menu.

Data Fields

RVSN DATE (display only)	SERIAL NUMBER (display only)
COLLEGE (display only)	TOTAL ACQUISITION COST (display only)
STATE TAG NUMBER (display only)	DISPOSED STATUS (entry required or press F3 [Cancel Disposal])
EQUIP DESCRIPTION (display only)	DATE DISPOSED (entry required or press F3 [Cancel Disposal])
DATE OF ACQUISITION (display only)	GA AUTHORITY NUMBER
QUANTITY (display only)	

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was added or changed.
Length	6 digits
Format	YYMMDD

College

Definition	Display only. A code identifying a college.
Length	3 characters

State Tag Number

Definition	Display only. A code identifying a specific piece of equipment for inventory purposes.
Length	8 characters

Equipment Description

Definition	Display only. Text describing a piece of equipment.
Length	40 characters

Date of Acquisition

Definition	Display only. A date indicating when a college acquired a piece of equipment.
Length	6 digits
Format	YYMMDD

Quantity

Definition	Display only. A number indicating the total amount of items associated with a state tag number. Note: The default setting is 1.
Length	4 digits

Serial Number

Definition	Display only. A code indicating a manufacturer's sequential identification number assigned to a piece of equipment.
Length	16 characters

Total Acquisition Cost

Definition	Display only. A number indicating the total cost for a piece of equipment.
Length	11 digits

Disposed Status

Definition	Entry required or press F3 (Cancel Disposal) to remove the disposal status applied to a record. A code indicating the status of a piece of equipment that has been disposed of.
Length	1 character
Values	Valid codes: 1 Released—sale or exchange 2 Lost 3 Stolen 4 Consumed 9 Other R Retag E Delete—physically removes a record from the Inventory database

Date Disposed

Definition	Entry required or press F3 (Cancel Disposal) to remove the disposal status applied to a record. A date indicating when a piece of equipment was disposed of.
Length	6 digits
Format	YYMMDD

GA Authority Number

Definition	A General Administration Department (GA) authority number assigned to a piece of equipment for surplus. Although this field is usually numeric, it can contain alphabetic characters.
Length	10 characters

Retag/Transfer

Use the Equipment Inventory Screen - Retag/Transfer to assign a new state tag number to a previously numbered piece of equipment, or to identify a piece of equipment that has been transferred to another college or state agency.

User Function Keys

F1	REFRESH	Redisplays the screen. Any additions or changes you made since you last pressed Enter will disappear.
F4	SELECT FUNCTION	Redisplays the Equipment Inventory Screen - Selection with the college and state tag number you entered.
F8	MENU	Redisplays the FMS System Menu.

Data Fields

RVSN DATE (display only)	SERIAL NUMBER (display only)
COLLEGE (display only)	TOTAL ACQUISITION COST (display only)
STATE TAG NUMBER (display only)	NEW COLLEGE
EQUIP DESCRIPTION (display only)	DATE OF TRANSFER
DATE OF ACQUISITION (display only)	NEW TAG NUMBER
QUANTITY (display only)	DATE OF RE-TAG

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was added or changed.
Length	6 digits
Format	YYMMDD

College

Definition	Display only. A code identifying a college.
Length	3 characters

State Tag Number

Definition	Display only. A code identifying a specific piece of equipment for inventory purposes.
Length	8 characters

Equipment Description

Definition	Display only. Text describing a piece of equipment.
Length	40 characters

Date of Acquisition

Definition	Display only. A date indicating when a college or state agency acquired a piece of equipment.
Length	6 digits
Format	YYMMDD

Quantity

Definition	Display only. A number indicating the total amount of items associated with a state tag number. Note: The default setting is 1.
Length	4 digits

Serial Number

Definition	Display only. A manufacturer's sequential identification number assigned to a piece of equipment.
Length	16 characters

Total Acquisition Cost

Definition	Display only. A number indicating the total cost for a piece of equipment.
Length	11 digits

New College

Definition	A code identifying a college or state agency to which a piece of equipment was transferred. Note: This is only applicable for use within multi-campus institutions that have separate institutional codes.
Length	3 characters

Date of Transfer

Definition	A date indicating when a piece of equipment was transferred to a different college.
Length	6 digits
Format	YYMMDD

New State Tag Number

Definition	A code identifying a specific piece of equipment for inventory purposes. Note: A new state tag number replaces a previous state tag number if, for example, the previous number was damaged or removed from a piece of equipment.
Length	8 characters

Date of Re-tag

Definition	A date indicating when a piece of equipment was assigned a new state tag number.
Length	6 digits
Format	YYMMDD