

## GENERAL INFORMATION

**The following are instructions, descriptions, and entry examples of existing and newly added fields to the attached Excel spreadsheet of previously submitted inventory data.**

### CONTROLS

1. **Control Number** – Access Database control number. Do not modify or remove the number in this field. If you are adding a new inventory line item please leave this field BLANK.
2. **Change** – If you need to modify a line item, in any way, put one of the following codes in the change column:

Enter	Explanation
N	New Entry
M	Modified existing field entries, or filled in a blank field(s) in this record
D	Delete ( <i>DO NOT DELETE ANY LINE ITEM</i> ) enter a D in this field and we will delete the record for you. By return email let us know why this line item should be deleted. For Example: Control number 1111 should be deleted because...

3. **Department** – This field is pre-filled with **ED**. It is the first two characters of the ED Bar Code.

### ASSET DESCRIPTION

4. **ED Bar Code** – This field requires only the 6 numeric characters of the bar code that is attached to the equipment (see item 3 above). Do not put ED as a prefix. Items such as CPU's, monitors, laptops, servers, printers, scanners and such must be bar coded. Items such as phones, external tape drives, modems may or may not be bar coded.
5. **Last Name** – *This is a mandatory field* - Use the last name of the person who is the primary user of the equipment. For shared equipment, training equipment, unassigned equipment, and surplus equipment put in the manager's last name in this field, and let us know via the **USAGE** field what the equipment is used for.
6. **First Name** – *This is a mandatory field* - Use the first name of the person who is the primary user of the equipment. For shared equipment, training equipment, unassigned equipment, and surplus equipment use the manager's first name in this field, and let us know via the **USAGE** field what the equipment is used for.

The next three fields are linked together. Asset Category is a common grouping of similar items. Sub-Category is a more detailed description of Asset Category. Description is the common name for a specific piece of equipment.

7. **Asset Category** – *This is a mandatory field* – There are 6 Asset Categories. Asset Category is a grouping of similar or related items. Three categories are currently being used and three are for future use.

Asset Category (for current use)	Asset Category (for future use)
EDPEquipment (ADP Equipment)	Automobiles
Other	Buildings
Telecommunications	Furniture

**Sub-Category** – *This is a mandatory field* – This field is a sub category of Asset Category and provides a more detailed description of what should be captured in each asset category. Currently there are 12 sub-categories.

Asset Category		Asset Category		Asset Category	
EDPEquipment		Other		Telecommunications	
	<b>Sub-Category</b>		<b>Sub-Category</b>		<b>Sub-Category</b>
	PC		Copier		Pager
	PortablePC		Other		CellPhone
	Server				FaxMachine
	Mainframe				OtherTelecom
	Peripheral				
	Software				

8. **Description** – *This is a mandatory field* – This field is a more detailed description of Sub-Category. Description provides the commonly used name for a specific piece of equipment. Additional equipment can be added to this field. Each table below is representative of one of the 12 Sub-Categories listed in number 8.

Asset Category			
EDPEquipment			
	<b>Sub-Category</b>		
	<b>PC</b>		
		<b>Description</b>	<b>Explanation</b>
		CPU	CPU Box
		CR-ROM	External CD-ROM if dedicated to the CPU
		CDWrite	External Read/Write CD-ROM if dedicated to the CPU
		Modem	External Modem if dedicated to the CPU
		Monitor	If dedicated to the CPU
		Multifunctional	Equipment that can function as, for example: a printer and a fax, if dedicated to the CPU
		Printer	If dedicated to the CPU
		Scanner	“ “
		Speakers	“ “
		Zip Drive	External Zip Drive if dedicated to the CPU
		Tape Drive	External Tape Backup if dedicated to the CPU
		additional equip. can be added	If dedicated to the CPU

Asset Category			
EDPEquipment			
	<b>Sub-Category</b>		
	<b>PortablePC</b>		
		<b>Description</b>	<b>Explanation</b>
		Laptop	
		Notebook	
		Palm	
		DockingStation	If dedicated to the Laptop Notebook or Palm
		Localbus	“ “
		Monitor	“ “
		TapeDrive	“ “
		Printer	“ “
		Multifunctional	“ “
		ZipDrive	“ “
		additional equip. can be added	“ “

Asset Category			
EDPEquipment			
	Sub-Category		
	<b>Server</b>		
		<b>Description</b>	<b>Explanation</b>
		CPU	If attached to the Server CPU
		DiskStorage	“ “
		Monitor	“ “
		TapeDrive	“ “
		Printer	“ “
		Multifunctional	“ “
		UPSbackup	“ “
		additional equip. can be added	“ “

Asset Category			
EDPEquipment			
	Sub-Category		
	<b>Mainframe</b>		
		<b>Description</b>	<b>Explanation</b>
		For future use	

Asset Category			
EDPEquipment			
	Sub-Category		
	<b>Peripheral</b>		
		<b>Description</b>	<b>Explanation</b>
		BatterCharger	Equipment is considered a peripheral if it is not attached & dedicated to the PC, Server, or PortablePC
		CDRom	“ “
		CDWrite	“ “
		Hardware	“ “
		Modem	“ “
		Monitor	“ “
		Multifunctional	“ “
		Printer	“ “
		Projector	“ “
		Router	“ “
		Scanner	“ “
		TapeDrive	“ “
		ZipDrive	“ “
		additional equip. can be added	“ “

Asset Category			
EDPEquipment			
	Sub-Category		
	<b>Software</b>		
		<b>Description</b>	<b>Explanation</b>
		Database	High value software costing \$500 or greater
		Financial	“ “
		Operating	“ “
		Graphical	“ “
		Printer	“ “
		Postage	“ “
		Worksheet	“ “
		Word Processing	“ “
		Other	“ “

Asset Category			
Other			
	Sub-Category		
	<b>Copier</b>		
		<b>Description</b>	Explanation
		Copier	
		Multifunctional	Primary usage is that of a copier

Asset Category			
Other			
	Sub-Category		
	<b>Other</b>		
		<b>Description</b>	Explanation
		Camera	
		Flipchart	
		Projector	
		Shredder	
		TV	
		Typewriter	
		VCR	
		additional equip. can be added	

Asset Category			
Telecommunications			
	Sub-Category		
	<b>Beeper</b>		
		<b>Description</b>	Explanation
		Enter beeper telephone number	Phone # must be entered in the description field

Asset Category			
Telecommunications			
	Sub-Category		
	<b>CellPhone</b>		
		<b>Description</b>	Explanation
		Enter Cell/PCN telephone number	Phone # must be included in the description field

Asset Category			
Telecommunications			
	Sub-Category		
	<b>FaxMachine</b>		
		<b>Description</b>	Explanation
		FaxMachine	
		Multifunctional	Primary usage is that of a FaxMachine

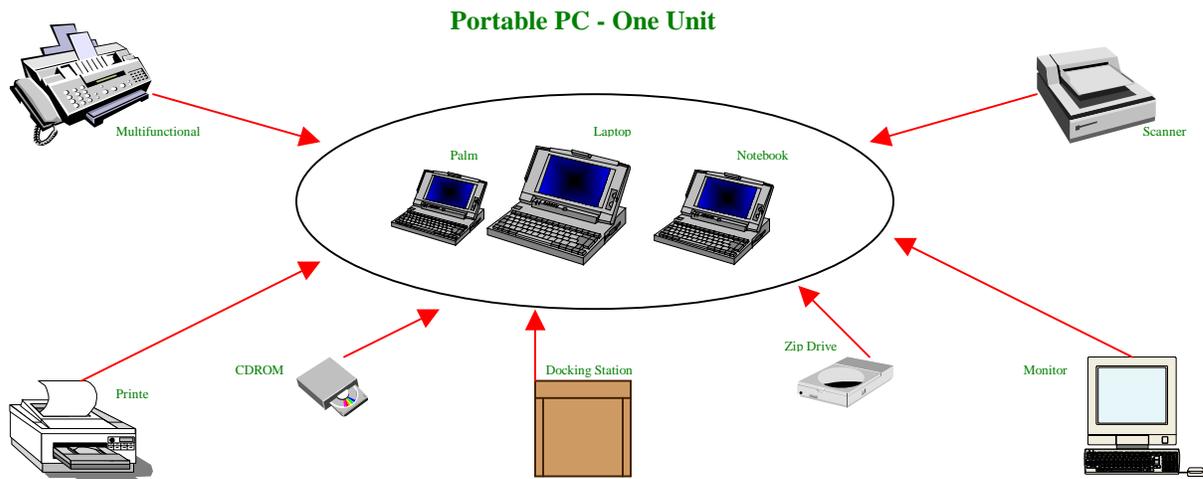
Asset Category			
Telecommunications			
	Sub-Category		
	<b>OtherTelcom</b>		
		<b>Description</b>	Explanation
		ISDNPhone	
		SpeakerPhone	

Asset Categories			
Automobile			
	Sub-Category		
Buildings	For future use		
		<b>Description</b>	Explanation
Furniture		For future use	

9. **Unit** – *This is a mandatory field* - For the purpose of expensing equipment in the new financial software we are grouping items that are attached and dedicated to one another as a single **UNIT**. For example: below is the first Sub-Category, **PC**, listed under number 9 in this document. If any or all of the Description items are dedicated and attached together to a PC they are to be considered one unit.

<b>1 Unit</b>			
<u>Asset Category</u>		<u>Description</u>	<u>Explanation</u>
EDPEquipment			
	<u>Sub-Category</u>		
	<b>PC</b>		
		<u>Description</u>	<u>Explanation</u>
		CPU	CPU Box
		CR-ROM	External CD-ROM if dedicated to the CPU
		CDWrite	External Read/Write CD-ROM if dedicated to the CPU
		Modem	External Modem if dedicated to the CPU
		Monitor	If dedicated to the CPU
		Multifunctional	Equipment that can function as, for example: a printer and a fax, if dedicated to the CPU
		Printer	If dedicated to the CPU
		Scanner	“ “
		Speakers	“ “
		Zip Drive	External Zip Drive if dedicated to the CPU
		additional equip. can be added	If dedicated to the CPU

Another example of a unit might be Portable PC:



10. **Manufacturer** – *This is a mandatory field* – CPUs manufacturers might be Compaq, Dell, ATT, etc. Monitor manufacturers might be Compaq, ViewSonic, Dell, etc. If the manufacturer is not readily known try the steps in number 13 (or similar PC diagnostics specific to your PC) to locate manufacturer, model and serial number. If this fails you will have to physically locate the information on the unit. Usually the manufacturer’s name and the model number will be located near the serial number on the back of the equipment.
11. **Model** – *This is a mandatory field* – An example of a Compaq CPU model might be DeskPro, a Dell CPU might be Dimensions. A ViewSonic monitor might be A90.
12. **Serial No.** – *This is a mandatory field* - To try and locate the manufacturer, model and serial number of your CPU and monitor without having to move your machine try the instructions at the top of page 6. This does not work on all manufacturers’ machines but should work on all Compaq machines. If this does not work you will have to physically locate the serial number usually located on the back of the equipment.

To find the serial number for most Compaq CPUs try the following:
Select <u>Start</u> at the bottom of the screen
Select <u>Settings</u>
Select <u>Control Panel</u>
Select <u>Compaq Diagnostics</u>
Select <u>Categories</u>
Select <u>Asset Control</u>
Once you have selected asset control you should see a screen that provides the serial numbers for the CPU and the Monitor

**ASSET LOCATION**

13. **Office** – *This is a mandatory field* - Acceptable entries are:

Analysis	Financial Partners
CFO	Human Resources
CIO	Ombudsman
Communications	Schools
Contracting & Acquisitions	SFA University
COO – Immediate Office	Students

14. **Org Code** – *This is a mandatory field* – At a minimum the acceptable entries are at the function level:

ORG Code	Functional Level
ENA	Student Services
ENE	Financial Partners
ENB	School Services
ENI	Information Technology Management (CIO)
ENJ	Financial Management (CFO)
ENK	Contracting and Acquisition
ENL	Human Resources
ENN	Analysis
ENP	Communications
ENU	SFA University
EN	Chief Operating Officer

**Note: detailed level is preferred:**

ORG	Title	Function
EN	Office of Student Financial Assistance	COO
EN2	Ombudsman	Ombudsman
ENA	Students Channel	Students
ENAA	Customer Service and Support Call Centers	Students
ENAB	Aid Awareness	Students
ENAC	Application Processing	Students
ENAD	Students Credit Management	Students
ENAD1	Repayment	Students
ENAD2	Consolidation	Students
ENAD3	Collections	Students
ENAD31	Washington Service Center	Students
ENAD311	Systems and Contracts	Students
ENAD312	Program Management	Students
ENB	Research and Publications Group	Schools
ENB	Schools Channel	Schools
ENBA	Direct Loan School Relations	Schools
ENBC	Case Management and Oversight	Schools
ENBC1	Data Management and Analysis	Schools
ENBC2	Performance Improvement & Procedures & AAAD	Schools
ENBC3	Default Management	Schools
ENBC4	Case Management Teams Northeast	Schools
ENBC41	Boston-Washington Team	Schools

ORG	Title	Function
ENBC42	New York-Washington Team	Schools
ENBC43	Philadelphia-Washington Team	Schools
ENBC5	Case Management Teams Southeast	Schools
ENBC51	Atlanta-Washington Team	Schools
ENBC52	Kansas City-Washington Team	Schools
ENBC6	Case Management Teams Northwest	Schools
ENBC61	Chicago-Washington Team	Schools
ENBC62	Denver-Washington Team	Schools
ENBC63	Seattle-Washington Team	Schools
ENBC71	Dallas-Washington Team	Schools
ENBC72	San Francisco - Washington Team	Schools
ENBD	Close School Activity	Schools
ENBE	Title IV Delivery	Schools
ENBE1	Direct Loan Operations	Schools
ENBE1	Direct Loan Systems	Schools
ENBE2	Pell Operations	Schools
ENBE2	Pell Systems	Schools
ENBE3	Campus-Based Operations	Schools
ENBE5	Postsecondary Education Participants System	Schools
ENBE6	Customer Service Call Center	Schools
END1D	Boston Direct Loan School Relations	Schools
END1G	FAO Boston Duty Station	Financial Partners
END1MA	Region I Boston Team	Schools
END1P	Boston Performance Improvement Duty Station	Schools
END1T	Boston Training Delivery	SFAU
END2D	New York Direct Loan School Relations	Schools
END2G	FAO New York	Financial Partners
END2MA	New York - New York Team	Schools
END2T	New York Training Delivery	SFAU
END3D	Philadelphia Direct Loan School Relations	Schools
END3MA	Philadelphia Team	Schools
END3T	Philadelphia Training Delivery	SFAU
END42	Atlanta Service Center	Students
END42A	Contract Services	Students
END42B	Loan Servicing	Students
END42C	Hearings	Students
END42D	Wage Garnishment	Students
END4D	Atlanta Direct Loan School Relations	Schools
END4G	FAO Atlanta Duty Station	Financial Partners
END4MB	Atlanta Team	Schools
END4P	Atlanta Performance Improvement Duty Station	Schools
END4T	Atlanta Training Delivery	SFAU
END52	Chicago Service Center	Students
END52A	Contract Services	Students
END52B	Loan Servicing	Students
END52C	Hearings	Students
END52D	Internal Verification and Validation	Students
END5D	Chicago Direct Loan School Relations	Schools
END5G	FAO Chicago	Financial Partners
END5MC	SFA/IPOS Chicago Team	Schools
END5P	Chicago Performance Improvement Duty Station	Schools
END5T	Chicago Training Delivery	SFAU
END6D	Dallas Direct Loan School Relations	Schools
END6G	FAO Dallas	Financial Partners
END6MD	Dallas Team	Schools
END6T	Dallas Training Delivery	SFAU
END7D	Kansas City Direct Loan School Relations	Schools
END7MB	Region VII Kansas City Team	Schools

ORG	Title	Function
END7T	Kansas City Training Delivery	SFAU
END8D	Denver Direct Loan School Relations	Schools
END8MC	OSFAP Region VIII Denver Team	Schools
END8T	Denver Training Delivery	SFAU
END92	San Francisco Service Center	Students
END92A	Contract Services	Students
END92B	Loan Servicing	Students
END92C	Hearings	Students
END92D	Litigation Support	Students
END9D	San Francisco Direct Loan School Relations	Schools
END9G	FAO San Francisco	Financial Partners
END9MD	SFA/IPOS San Francisco Team	Schools
END9P	San Francisco Performance Improvement Duty Station	Schools
ENDXD	Seattle Direct Loan School Relations	Schools
ENDXMC	OSFAP Region X Seattle Team	Schools
ENDXP	Seattle Performance Improvement Duty Station	Schools
ENDXT	Seattle Training Delivery	SFAU
ENE	Channel Management	Financial Partners
ENEA	Financial Analysis and Oversight	Financial Partners
ENEC	Financial Transactions	Financial Partners
ENEC	Partner System Liaison	Financial Partners
ENEF	State Agency Liaison	Financial Partners
ENI	Chief Information Officer	CIO
ENIA	Application Development	CIO
ENIB	Enterprise It Management	CIO
ENIC	Enterprise It Services	CIO
ENJ	Chief Financial Officer	CFO
ENJB	Accounting	CFO
ENJC	Financial Reporting	CFO
ENJD	Portfolio Management	CFO
ENJF	Internal Review	CFO
ENJG	SFA Administration	CFO
ENJH	FMS Requirements and Testing	CFO
ENK	Contracting and Acquisitions	Contracts
ENL	Human Resources	HR
ENM	Institutional Part and Oversight Service	Students
ENMC5	Institutional Part & Oversight- NW Chicago -DC Team	Students
ENN	Analysis	Analysis
ENNA	Product Development	Analysis
ENP	Communications	Communication
ENU	SFA University	SFAU
ENUA	Training Design and Development	SFAU
ENUB	Training Delivery	SFAU

15. **Bldg. No.** – *This is a mandatory field* - Use a building number or name. Do not put HQ, or Reg. 2 etc.

16. **Room No.** – *This is a mandatory field* - self-explanatory

17. **Usage** – This field provides an explanation of how and item is being utilized. Acceptable entries are:

Enter	Explanation
<b>S</b>	Shared equipment
<b>T</b>	Training equipment
<b>U</b>	Unassigned useable equipment
<b>D</b>	Surplus equipment awaiting disposal

18. **On Site** – The majority of the time where is this item kept? Home or office. If you have a laptop, notebook, etc. assigned to you for travel and you occasionally take it home to work, then the equipment is considered to be kept or stored at the office. If you have a laptop, PC, etc. that is usually in your residence then put home. Acceptable entries are:

Enter	Explanation
H	Home (Item it primarily kept at home)
O	Office (Item may be taken home on occasions or on travel, however, it is primarily stored at the office)

### **ASSET ACCOUNTABILITY**

19. **Supplier** – This is the company from whom the item was purchased. For instance: You may purchase a Compaq computer, however, your supplier could be CompUSA or ABC Computers, Inc. There may be times when an item has been purchased directly from the manufacturer. In that case your entries would be, for instance, Compaq for the manufacturer and Compaq for the Supplier.

20. **Own/Lease Item** – Acceptable entries are:

Enter	Explanation
L	Leased to own <i>(do not include items you have leased that will be returned to the vendor at completion of the lease).</i>
O	Owned

21. **Purchase Date** – This is the date that would be on a purchase order, invoice or on a credit card statement. Begin capturing this information for any new purchases as of March 2, 2000. We will be tying all purchases back to an invoice, PO, or statement. Over the next few months locate this information for any electronic equipment you have in your unit even if surplus awaiting disposal and send in updates to your template.

22. **Document Number** – EDCAPS document number assigned to Purchase Order or Credit Card purchase at time of entry into the Contracts and Purchasing portion of EDCAPS

23. **Cost** – Cost of item. Do not include shipping or handling expenses.

24. **Status** – Self-explanatory. Acceptable entries:

Enter	Explanation
A	Active/in use
U	Useable equipment awaiting assignment
S	Surplus awaiting disposal
D	Disposed of

25. **Disposal Method** – Was this equipment disposed of through a process in place within the Department, or was the item reported as missing from the work area? Acceptable entries:

Enter	Explanation
S	Surplus and disposed using Department guidelines
T	Theft

26. **Disposal Date** – Date item was removed from your control.

27. **Reported Date** – Date SFA security officer or police were notified of theft.