Table of Contents

I. Table of Contents ................................................................................................................................................pg 3
II. Capital Asset Inventory ........................................................................................................................................pg 4
III. Basic Login Instructions for PeopleSoft Asset Manager ................................................................................pg 5
IV. Inventory Certification ........................................................................................................................................pg 8
   Navigating to Inventory Certification Page ........................................................................................................pg 8
   Accessing Assigned Inventory Certification ........................................................................................................pg 11
   Understanding the Inventory Certification View ................................................................................................pg 13
   Completing the Inventory Certification ................................................................................................................pg 15
      Reviewing Asset List ........................................................................................................................................pg 15
      Updating Asset Information ..............................................................................................................................pg 15
      Certifying Assets ..............................................................................................................................................pg 19
   Submitting the Asset Certification.....................................................................................................................pg 22
V. Departmental Approval ........................................................................................................................................pg 24
   Navigating to Identified Inventory Certification Page ........................................................................................pg 24
      Via Notification Email ......................................................................................................................................pg 24
      Via Departmental Approver’s Worklist ..............................................................................................................pg 26
      Via Inventory Certification Page Lookup ......................................................................................................pg 27
   Reviewing the Inventory Certification ................................................................................................................pg 28
   Approving/Denying an Inventory Certification ....................................................................................................pg 28
      Approving a Certification ................................................................................................................................pg 28
      Denying a Certification .....................................................................................................................................pg 29
Capital Asset Inventory

*Regulations*

*University of North Carolina Capital Asset Standards Excerpt:*

Annually, a physical inventory is performed to verify the equipment’s existence and location. The physical inventory is important to help the university account for its capital equipment, to assist in verifying its existence and location, and to identify assets not properly reported as misplaced, lost, or damaged.

1) A physical inventory of equipment is taken to verify that equipment recorded in the *Capital Assets Management System* can be physically located and is recorded properly as to location and existence. The physical inventory is important to maintain accurate records and to identify equipment that is misplaced, lost, or damaged.
   a) Annually, the *Capital Assets Group* provides departments with a list of capital equipment that the department is assigned custody. This list should include the equipment’s description, tag number, and other identifying information.
      i. The department should physically locate each piece of equipment on the list and update any information that needs to be changed such as condition or location of the equipment.
      ii. Equipment held by a department having a university tag number but not on the department’s inventory list should be reported back to the *Capital Assets Group* as unlisted equipment.
      iii. All changes should be made directly on the inventory list or to the automated inventory system. The inventory listing or electronic report should be signed by the department head or designee.
      iv. If the *Capital Assets Group* staff is not performing the physical inventory using bar code scanners, and the process is not electronic, a copy of the listing should be maintained by the department and the signed completed inventory list should be returned to the *Capital Assets Group*.

*North Carolina State University Policies and Procedures Excerpt: (REG 07.30.12)*

State regulations require the University to take an annual equipment inventory. Each department is responsible for verifying information about its own inventory and making all changes and corrections through the CAMS Departmental Systems.

*Process:*

In accordance with State Requirements and the Regulations identified above, NC State University will comply by conducting a complete Online Inventory of all Capital Assets listed in the Asset Management system in an annual process. At which time a list will be generated for each Capital Asset Coordinator that identifies all assets currently in their custody.

From these generated lists each Coordinator will find and for each asset listed on their inventory will identify the assets current status in regards, but not limited to location, condition, responsible person, in-use status, and current disposition. Each Coordinator will also use this process to identify the status of any assets they find that are not listed on their Inventory, and report these findings back with their identified Inventory.

The identified status information will be updated by the Coordinators through the online system, and submitted for review by a Departmental Approval, such as a Dean, Director, Department Head, or their designee for final approval and submission of the Departments Inventory.

The following manual will provide the necessary information and steps to complete this Inventory Process.
Basic Login Instructions for PeopleSoft Asset Manager

The following instructions are for logging into the PeopleSoft Training System (EP91TRN) and accessing the PeopleSoft Asset Management Menu:

1) Access the NCSU EP91TRN page at:

   https://shibdv.acs.ncsu.edu/psp/EP91TRN/EMPLOYEE/EMPL/h/?tab=DEFAULT

   The resulting page that appears in your browser should look like the screen shown below.

   ![Screen Shot]

2) Trace your mouse over the “Faculty/Staff/Student” link and left click on the link as indicated in the image above.
3) Clicking on the “Faculty/Staff/Student” link will redirect you to the Shibboleth – Secure Login page as shown below. Sign in using your Unity ID (lowercase) and your Unity Password (case sensitive).

If you need assistance with your User ID or Password, please contact the NCSU Help Desk at 515-HELP (515-4357) or email them at help@ncsu.edu

4) Once your User ID and Password have been accepted, it will redirect you to the PeopleSoft EP91TRN Portal page as shown below.

   Note the “EPTRN” label at the top of the page. If you do not see this label, close the browser and start over with step 1. If the label is present then the following instructions will take you to the PeopleSoft Asset Management section of the EP91TRN Portal.

   a. Click on “Main Menu” in the top left hand corner of the page.

   b. Click on “Financial Systems” in the drop down box.
c. Click on the folder icon next to “Assets & Surplus” in the new drop down box.

5) Clicking on the Folder Icon next to “Assets & Surplus” will take you to the main page for the PeopleSoft Asset Management Menu as shown below. If you are not redirected to the page below, click on the “MyPack Home” link and repeat step 4.
Inventory Certification

This section is devoted to actions that must be completed during the yearly designated Capital Asset Inventory Period for assets that have already been capitalized and entered into the PeopleSoft Asset Management System. These actions include navigating to the Inventory Certification Page, accessing the assigned Inventory Certification for a given Fiscal Year, completing the assigned Inventory Certification, and submitting the assigned Inventory Certification. All of these actions can be completed using the associated following sections beginning from the PeopleSoft Asset Management Menu.

Navigating to Inventory Certification Page

The following section will walk you through how to navigate to the Inventory Certification Page and ultimately to the Inventory Certification assigned to your specific UserID for a given Fiscal Year.

There are two ways to access the Inventory Certification Page:

1) Beginning from the PeopleSoft Asset Management Menu (see instructions for Basic Login Instructions for PeopleSoft Asset Management pg 5), click on “Inventory Certification” from the menu options.
2) Or from any page within the portal, Click on the “Main Menu” drop down, then click on “Financial System”, then click on “Assets & Surplus”, and then click on “Inventory Certification” as shown below.

Either path will result in navigation to the “Inventory Certification” page as shown below. If you are not redirected to the page below, repeat step 1.

The Inventory Certification Page provides users with multiple criteria to pull up an assigned Inventory Certification to be completed, or to review/reference an Inventory Certification that has been completed previously.
Criteria Fields:

a. **Business Unit**: Pre-populated when the page appears as “NCSU1”. The value for this criteria must remain as such, else no results will be returned.

b. **Inventory Certification ID**: Each Certification is automatically assigned a specific Certification ID when it is created. These Certification IDs are unique in value just as a journal ID or voucher ID is in the AP system. This Criteria can be used to pull a specific Inventory Certification based specifically on the Certification ID.

c. **Fiscal Year**: As the AM System tracks Inventory Certifications from both current and previous Fiscal years. This criteria can be used to narrow down a Inventory Certification search to a specific Fiscal Year.

d. **User ID**: Each Certification is assigned to a specific UserID rather than a DeptID (OUC). Each year the Department’s UFO reviews/assigns each DeptID in their area to a specific Coordinator to complete the inventory for that Fiscal Year. The DeptIDs (OUCs) assigned to a given UserID are then combined for that Fiscal Year into a single Inventory Certification. This criteria can be used to search for all Certifications assigned to a specific UserID for both current and previous Certifications.

e. **Department**: As indicated in criteria d. (User ID), Inventory Certifications are assigned to User IDs rather than to specific DeptIDs (OUCs). However, each Certification is also assigned to a 2 digit Department. This criteria can be used to search for all Certifications from a single Department such as PAMS (17), CALS (11), Vet School (19), Textiles (18), etc.

f. **Inventory Status**: This criteria can be used to search for all Certifications based specifically on their current submission status. The submission status currently include Approved, Certified, Denied, New, or Pending.
Accessing Assigned Inventory Certification

The following section will walk you through how to Access the Inventory Certification assigned to your specific User ID for a given Fiscal Year.

1) Verify that the Business Unit Criteria contains the value “NCSU1”.

2) Enter your User ID.

3) Click on the “Search” Button.

   a. If there is only one Inventory Certification that has been assigned to your User ID to date then clicking on the “Search” Button will automatically redirect you into that Inventory Certification. If this occurs, skip to the next section; “Understanding the Inventory Certification View”.

   b. If there are multiple Inventory Certifications that have been assigned to your User ID to date then clicking on the “Search” Button will produce a listing of all Inventory Certifications ever assigned to your User ID below in a section titled “Search Results” as shown below.
4) Note the Fiscal Year and Inventory Status columns of the Search Results to determine which Inventory Certification you need to access. Then simply click on any of the links in the results row for the Certification you need to access.
Understanding the Inventory Certification View

The following section will provide a basic look at the information provided to you on first entering the Inventory Certification itself, under the AM Inventory Tab. It can be broken up into three sections including Certification Specific Information, Asset Specific Information, and Additional Asset Information.

1) **Certification Specific Information:**

   a. **Business Unit:** Always “NCSU1”.

   b. **Certification #:** The assigned identifying number for the Inventory Certification; unique number assigned to each Certification by PeopleSoft.

   c. **Responsible:** The name of the Coordinator Responsible for the completion and submission of the Certification.

   d. **Fiscal Year:** The identified Fiscal Year that this Certification is attributed to.

2) **Asset Specific Information:** (* Fields are updatable during inventory and will update AM when approved)

   a. **Asset ID:** Unique identifier assigned by PeopleSoft for each asset entered into the AM system.

   b. **Tag Number:** The tag/sticker number assigned to each asset when tagged. Please note that thought the tag itself is only 6 digits long the Tag Number is actually 10 digits. For example, asset tag 258666 is asset Tag Number 0025866600.

   c. **Asset Status:** Identifies the current status of the identified asset; including In Service, Lost, or Stolen.
d. **Action:** Used to identify if an asset on the Inventory Certification is to be Transferred to another OUC, Disposed of, or Surplussed.

e. **Go!:** Used to launch a transfer request, a disposal request, or a surplus request based on the action code selected.

f. **Owner OUC:** The OUC (DeptID) that the identified asset is assigned to as of the beginning of the Inventory Period.

g. **Description:** Description of the identified asset.

h. * **Location Code:** Identifies where the asset is currently located; combination of the building number and room number that identifies the location of the asset.

i. * **Resp Person:** Identifies the Faculty/Staff member currently responsible for the identified asset.

j. * **Condition:** Identifies the current condition of the asset.

k. * **In Use:** Identifies whether or not the identified asset is currently in use or not; a checked box identifies that the asset is in use; unchecked that it is not currently in use.

l. * **Status:** Identifies the current status of the identified asset in regards to the Inventory Certification; possible status include New, Certified, and Investigate.

m. * **Comments Bubble:** Allows users to enter a comment in regards to the identified asset, including but not limited to the request Ids for transferred, disposed, or surplussed assets.

n. **Certified by:** Once the asset has been verified, all appropriate information has been updated on the Certification, and the individual asset has been certified; this column identifies the User ID of the individual that completed the certification of the asset.

o. **Last Updt:** Identifies the date and time of the last update to any information for the identified asset.

3) **Additional Asset Information:**

Clicking on the “Show Fields” Button will add additional Asset Information Fields to the Asset Information Section of the Inventory Certification. This includes asset specific information such as Manufacturer, Model, Plate Number, Serial Number, and In Service Date. As well as location specific information such as Building Number, Building Description, and Room Number.
Completing the Inventory Certification
The following section will provide the basic process for completing the Inventory Certification and can be broken into three parts; Review of all identified Assets, Update of all identified assets, and Certification of all identified assets.

1) **Review** the provided information for each identified asset on the Certification to ensure that it is accurate and current.

   a. Download the Asset List and their associated information to Microsoft Excel and organize the list as needed (simply click on the export to excel button as shown below). *Optional

   ![Export to Excel Button]

   b. Inventory each asset identified in the list by putting eyes on the actual asset itself and verifying that the information provided in the Certification matches that of the actual asset, including but not limited to Location, Responsible Person, Condition, and In-Use Status.

   c. Note any changes that need to be made for any information that is not currently correct on the Certification.

2) **Update** any information noted during the review that is necessary to bring the information current; including the following items:

   a. **Asset needs to be transferred** to another OUC/DeptID:

      i. Select “Transfer” from the dropdown box

      ii. Click on the “Go!” button to the right of the action column. Doing so will open a transfer request in a new window specifically for the identified asset.
iii. Complete the Transfer Request form (Instructions for completing the Transfer Request form can be found in the AM/Surplus Training Manual), and record the Transfer Request ID in the comments field of the Inventory Certification for the identified Asset.

b. **Asset needs to be disposed** of due to Theft, Loss, Destruction of the asset due to renovation or natural disaster, Cannibalization of the asset for spare parts, or Trade-In of the asset for a credit on a new or future purchase (must be approved by Purchasing Department).  
   Note: Assets cannot be thrown away; they must be surplussed unless they meet one of the above identified situations.

i. Select “Dispose” from the dropdown box

ii. Click on the “Go!” button to the right of the action column. Doing so will open a disposal request in a new window specifically for the identified asset.

iii. Complete the Disposal Request form (Instructions for completing the Disposal Request form can be found in the AM/Surplus Training Manual), and record the Disposal Request ID in the comments field of the Inventory Certification for the identified Asset.
c. **Asset needs to be surplussed** and was not prior to the start of the Inventory Process.

   i. Select “Surplus” from the dropdown box

   ii. Click on the “Go!” button to the right of the action column. Doing so will open a disposal request in a new window. Unlike with the Transfer and Disposal Requests, the asset is not automatically identified.

   iii. Complete the Surplus Request form (Instructions for completing the Surplus Request form can be found in the AM/Surplus Training Manual), and record the Surplus Request ID in the comments field of the Inventory Certification for the identified Asset. **Note:** As this process does not automatically identify the asset, you can simply save the Surplus Request Form and add any additional Surplus assets into a single form as you complete your Inventory Certification.

d. **Asset location code needs to be updated** because the asset has been moved to a new location.

   i. Select the location code box for the asset that needs to be updated.

   ii. Enter the correct location code in the box or select the spyglass to lookup the location code.
e. **Asset responsible person needs to be updated** because it has been reassigned to another faculty/staff member.

   i. Select the responsible person box for the asset that needs to be updated.

   ii. Enter the correct responsible person in the box (max 30 characters).

f. **Asset condition needs to be updated** because of usage or the asset has been assigned for Home-Use.

   i. Select the current condition from the condition dropdown box for the asset that needs to be updated.

   ii. Use the following guidelines to indicate current condition taking into consideration normal maintenance being performed on the asset:

   - **Excellent** = 5+ years of remaining useful life on the asset
   - **Good** = 3-5 years of remaining useful life on the asset
   - **Fair** = 1-2 years of remaining useful life on the asset
   - **Poor** = <1 year of remaining useful life on the asset

   **Home-Use** = Any asset assigned to an individual for use at home or in their vehicle for a period greater than 30 days. **Note:** CA-2 form must be completed for these items and retained by the CAMS Coordinator for that Department. Location for this type of asset should be equal to the location where the CA-2 form is kept.
g. **In-Use Status needs to be updated** because an asset has been removed from use but is being retained in a closet, on a shelf, in a cabinet, or in storage for possible future use, or an asset has been returned to use.

   i. Click on the In-Use radio button for the asset that needs to be updated.

   ii. The box checked means the asset is currently in use (used on a regular basis whether daily, weekly, monthly), unchecked means the asset is not in use at this time.

![Image of In-Use Status Update]

h. **Updating any additional asset information not identified above**, requires notifying the CAMs Central Office. This includes updates to Asset Description, Asset Manufacturer, Asset Model, Asset Plate Number, Asset Serial Number.

   i. Click on the comment bubble for the asset that needs to be updated.

   ii. Enter a comment identifying the field that needs to be changed, and the value it needs to be changed to.

![Image of Comment Bubble]

3) **Certify** the information for the identified assets that you have reviewed in step 1 of this section, and if necessary updated in step 2 of this section. This can be completed in two ways, certifying each asset individually as you complete the review and updates for each asset, or certifying all assets together once they have all been reviewed and updated.
a. Individual Asset Certification.

i. Select “Certified” from the “Status” Dropdown Box for the individual asset you are certifying.

ii. Click on the “Save” Button at the bottom left of the Certification Page.

b. Multiple Asset Certification.

i. Choose all the assets that have been reviewed and updated as required, and are now ready to be certified. This can be done in two ways depending on whether or not all assets are ready for certification at this time.

1. For multiple but not all assets; click on the “Select” radio button for each asset that is ready to be certified.

2. For all assets; click on the “Select All” button.

ii. Choose “Certified” from the dropdown box at the top of the Certification Page.

iii. Click on the “Change Status Selected Rows” Button.
iv. Verify that all assets that should be certified have been certified.

Note: The Status for each is now “Certified”.

Note: User ID has been recorded for each in “Certified By” Column.

v. Click on the “Save” Button at the bottom left of the Certification Page.
Submitting the Inventory Certification

The following section will provide the basic process for submitting the inventory for College Approval once all assets have been Certified.

1) Review all assets on the “AM Inventory” tab to insure that all Assets have indeed been “Certified” and the Inventory Certification is ready to be submitted.

   - Note that when all rows have been certified and “saved” that the **Header Status** will change from “New” to “Certified”. If this is not the case, return to the previous section of this manual “Completing the Inventory Certification” Step 3 on page 19.

2) Click on the “Approval” Tab at the top left of the page, as shown above.

   - Doing so will take you to the Inventory Certification Approval page shown below:

3) If a note about the Overall Inventory Certification needs to be recorded for future reference, or to identify something specific for the Departmental Approver, add the note to the “Approver Comments” section on this tab.

   - Please remember that notes for individual assets should be added to the comment field for that asset.
4) To submit the Final Inventory Certification for Departmental Approval, simply click on the “Submit” Button.

- Clicking the “Submit” button automatically routes to Departmental Approver as shown below. At the same time it sends the Departmental Approver a notification email that this specific Inventory Certification is ready for their approval, and adds it to the their Worklist in PeopleSoft.
Departmental Approval of Inventory Certification

When an Inventory Certification has been completed by a CAMs Coordinator during the Inventory Process, the Departmental Approver is notified in two manners. The first is that of an email notification sent to the Departmental Approver for that specific Certification. The second is that a “Task” is added to the Departmental Approver’s “Worklist” in the MyPack Portal.

This section is devoted to actions that must be completed during the yearly designated Capital Asset Inventory Period in order to complete the Departmental Approval for completed Inventory Certifications. These actions include navigating to the Inventory Certification Page, Reviewing an Inventory Certification, and Approving/Denying an Inventory Certification.

Navigating to Inventory Certification Page

There are three options to navigate to the Inventory Certification Page for a given completed Certification. This includes using the link provided in the email notification, choosing the certification from the Departmental Approver’s “Worklist” via the MyPack Portal, or pulling it up from the Inventory Certification Page itself.

1) Accessing the Inventory Certification via the Email Notification

The email notification provides the Departmental Approver with 4 basic sections of information:

- **Subject Line**: Identifies that an Inventory Certification (including the certification number) has been completed and is ready for Departmental Approval.
- **Approval Link**: A direct link to the identified Inventory Certification.
- **Certification Header Details**: Identifies the Inventory Certification Number, the Date it was Certified, the name of the CAMS Coordinator that submitted the Certification, and the Fiscal Year of the Certification.
• **Certification Line Details:** Identifies the six digit DeptID(s)/OUC(s) and the Department Names that were included as part of the completed Inventory Certification.

a) Click on the “Approval Page” Link provided in the notification email.

This will redirect the Departmental Approver to the “MyPack” Portal Campus Affiliation page below.

b) Trace your mouse over the “Faculty/Staff/Student” link and left click on the link as indicated in the image above.

c) Clicking on the “Faculty/Staff/Student” link will redirect you to the Shibboleth – Secure Login page as shown below. Sign in using your Unity ID (lowercase) and your Unity Password (case sensitive).

If you need assistance with your User ID or Password, please contact the NCSU Help Desk at 515-HELP (515-4357) or email them at help@ncsu.edu

Once your User ID and Password have been accepted, it will redirect the Departmental Approver directly into the identified Inventory Certification. Proceed to “Reviewing the Inventory Certification” section on page 28.
2) Accessing the Inventory Certification via the Departmental Approver’s Worklist

a) Log into the “MyPack Portal” following Steps 1-3 of the Basic Login Instructions beginning on page 5 of this manual.

b) Click on “Main Menu” in the top left hand corner of the page.

c) Click on “Financial Systems” in the drop down box.

d) Click on “Worklist” in the new drop down box.

e) Click on “Worklist” again in the new drop down box.

This will redirect you to the “Worklist” Page shown below.

f) Click on the “Worklist Filter Drop Down Box and select “AM Inventory Dept Approval”.

Doing so will eliminate all tasks other than Inventory certifications waiting to be approved.
g) Click on the Certification Link for the appropriate Certification for the Inventory Certification you are trying to access.

Clicking the link will redirect the Departmental Approver directly into the identified Inventory Certification. Proceed to “Reviewing the Inventory Certification” section on page 28.

3) Accessing the Inventory Certification via the Inventory Certification Page

a) Use the steps described in the Navigating to Inventory Certification Page Section of this manual beginning on page 8 to access the Inventory Certification Page.

b) Enter “NCSU1” in the Business Unit Field.

c) Enter the Inventory Certification Number from the Notification Email in the Inventory Certification ID Field.

d) Click on the “Submit” Button.

Clicking the submit button will redirect the Departmental Approver directly into the identified Inventory Certification. Proceed to “Reviewing the Inventory Certification” section on page 28.
Reviewing the Inventory Certification

One the Departmental Approver has navigated to the identified Inventory Certification it will appear as shown below. Note that it automatically loads on the “AM Inventory” tab, and that all fields that were updateable by the CAMs Coordinator are now locked out. The information provided by the CAMs Coordinator during their Inventory is only there for the Departmental Approver to Review. If any changes need to be made, the entire Certification will need to be “Denied” back to the CAMs Coordinator to correct and resubmit.

Once the Departmental Approver has completed their review of the completed Inventory Certification they will need to click on the “Approval” tab at the top of the page to either Approve or Deny the Inventory Certification in its entirety.

Approving/Denying an Inventory Certification

Once the Departmental Approver has reviewed the completed Inventory Certification they have two options; to Approve it or Deny it as a whole. The following quick steps will lead you through either process.

1) Approving a completed Inventory Certification
a. Add any necessary Comments to the “Approver Comments” Field.

b. Click on the “Approve” Button.

Note that clicking the “Approve” Button will change the status to “Approved” and will record the Departmental Approver Information (including a date/time stamp) as shown below.

2) Denying a completed Inventory Certification

a. Add Comments to the “Approver Comments” Field explaining why the Inventory Certification is being denied.

b. Click on the “Deny” Button.

Note that clicking on the “Deny” Button will recycle the Inventory Certification back to the original CAMs Coordinator to be corrected, send them an Email Notification identifying the Inventory Certification as having been denied, and add a task to the original CAMs Coordinator’s “Worklist”. 

29