

# Inventory Certification Report

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After successful upload of the bar code scan software send an email to Jessica Galarza that you have completed your upload. The Fixed Assets Department will review your inventory in the system and contact you if questions arise. Once the review is complete, they will perform your scheduled site visit to spot check inventory items. Following the spot check you may be advised to run your certification report. If not, you will need to wait for an email prior to running the certification report.

**Proceed with this step *only* if you have received confirmation from the Fixed Assets Department to run your Inventory Certification Report.**

## Setting Up Your Control Card to Run Worksheets

- \_\_\_ 1. Enter **M209** on the panel field.
- \_\_\_ 2. Press **Enter**. The M209 – Print Worksheets screen will display.

## Using an Existing Control Card to Run Worksheets

- \_\_\_ 3. On the **Request** field, Press **F4**. Saved report control cards will display.
- \_\_\_ 4. Select a control card from the list.  
**Note:** *To select a control card from the list, place your cursor on the line item and press Enter OR Double-click on the selected line item.*
- \_\_\_ 5. Review the control card and make sure it is the same as the sample card in this document.  
**Note:** *Make sure all 20 line items are listed and the Destination printer has been specified. Remember that only 3 line items will display at a time. Press Page Up or Page Down to scroll through the lists of line items.*
- \_\_\_ 6. Press **Enter** to save any changes.  
*The message “Record Updated. Next?” will display in the bottom left-hand corner of the screen.*

## Creating a New Control Card to Run Worksheets

- \_\_\_ 1. On the **Request** field, Press **F4**. Saved report control cards will display.  
**Note:** *You will need to use a request number that is not listed.*
- \_\_\_ 2. Press **F3** to exit the list.
- \_\_\_ 3. Enter the new control card request Number (for example, 002).
- \_\_\_ 4. Press **Enter**.  
*The message “Not on file. Type data to add.” will display in the bottom left-hand corner of the screen.*
- \_\_\_ 5. Complete all sections of the control card (controls, destination and line items fields).  
*Refer to the sample card in this document.*
- \_\_\_ 6. In the Select section, Enter the line item select criteria.
- \_\_\_ 7. Enter all 20 line items. Only 3 line items will display at a time.
- \_\_\_ 8. Press **Enter** to save the displayed line items.
- \_\_\_ 9. Press **F5** to refresh for additional blank lines. Use Page Up or Page Down to scroll through the lists of line items. Repeat until you have entered all 20 line items.
- \_\_\_ 10. Press **Enter**. *The message “Record Added. Next?” will display in the bottom left-hand corner or the screen.*

## Sample Card

Note: The Inventory Certification that is printed for Fixed Assets must be **SORT SEQUENCE = A**

Panel: \_\_\_\_\_ M209. Print Worksheets Y: 2014

Request: 002

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Title: INVENTORY CERTIFICATION MB205 FROM M209 Destination TEST????

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Controls: C F P H S S I/E  
 01 C Y B A I

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Select:	A	Lin	Cntr	Room	Dept	Ds	Item	Print:	Des	Veh	Mfr
		001	1234			01	340		Y	x	x
		002	1234			02	340		Y		
		003	1234			08	340		Y		
		004	1234			10	340		Y		
		005	1234			17	340		Y		
		006	1234			01	350		Y		
		007	1234			02	350		Y		
		008	1234			08	350		Y		
		009	1234			10	350		Y		
		010	1234			17	350		Y		
		011	1234			01	381		Y		
		012	1234			02	381		Y		
		013	1234			08	381		Y		
		014	1234			10	381		Y		
		015	1234			17	381		Y		
		016	1234			01	382		Y		
		017	1234			02	382		Y		
		018	1234			08	382		Y		
		019	1234			10	382		Y		
		020	1234			17	382		Y		

Replace center 1234 with your site.

**Reminders:**

- Make sure the Cntr field on each line item reflects your inventory Cost Center Number.
- Make sure the Controls: fields are correct. F=C; S=A
- Make sure the Destination field is entered.

**Printing a Report Request**

- \_\_\_ 11. Enter the printer destination (name) in the **Destination** field on the control card. *This field is used to specify the printer configured with TERMS which you want to print your report. If this is left blank, the report will be sent to your default printer.*
- \_\_\_ 12. Press **F11** to run the report request.

**Note: Remember to start your printer using the Rumba Printer icon on your desktop.**

**SEND THE ORIGINAL INVENTORY CERTIFICATION SIGNED BY THE PRINCIPAL (SCHOOLS) OR DEPARTMENT HEAD (DEPARTMENTS) AND DATED TO THE FIXED ASSETS DEPARTMENT, ATTENTION: JESSICA GALARZA.**