

Inventory Worksheets

Inventory worksheets prove to be very helpful when preparing to do your inventory. Inventory Worksheets are basically a generated TERMS report from the M209 panel. It lists all inventory items (valued over \$1,000) for a specified cost center shown in TERMS. You will need to set up a control card to run inventory worksheets.

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, 001).
- ___ 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

Panel: _____ M209. Print Worksheets Y: 2014

Request: 001

Title: INVENTORY WORKSHEETS MB203 FROM M209 _____ Destination
TEST???

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

Select:	A	Lin	Cntr	Room	Dept	Ds	Item	Print:	Des	Veh	Mfr
		xxxx	xxxxxx	xxxxxx	xx	xxxxxxxxxxxx			x	x	x
-	001	1234				01	340		Y		
-	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=A; S=C
- 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 which you want to print your report. If this is left blank, the report will be sent to your default printer.*

Note: Enter **HOLDPRINT** to generate a report which can be displayed or printed from your spool output que.

Enter the destination printer name if sending the report to a printer configured with TERMS.

___ 12. Press **F11** to run the report request.

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

After you have run your inventory worksheets, review the report for the following:

- **Room Numbers/Department** – Make sure that all items have a room/location listed in the Room Field.
- **Surplus Items** – Double-check the report to see if there are any items listed that meet surplus status. If so, contact Ray Erickson to see if paperwork has been received.
- **Transferred Items (Outbound)** – Double-check the report to see if there are any items listed that are in transfer status. If you have items that are in transfer status, make sure the proper paperwork has been turned in to the fixed assets department.
- **Transferred Items (Inbound)** – Check your inventory to see if you have any items that you have received via transfer that does not appear on your inventory. If you have items that meet this criterion, contact the sending location and the fixed Assets Department to see if the proper paperwork has been completed and turned in.
- **Total Items** – Make note of the total number of items listed on the Inventory Worksheet report located on the last page of the report. This is the total number of items that appear on your inventory list in TERMS and in the Inventory application.

Total Items displayed in the Inventory application and Total Items on the Worksheets should match

MB203 CCPS-002-2014				INVENTORY WORKSHEET			RIVESSA 12/18/2013 14:05 PAGE- 188			
				INVENTORY WORKSHEETS MB203 FROM M209						
				FINAL WORKSHEET TO ACCOUNTING						
Cntr: 0311 BARRON COLLIER HIGH										
Room	Dept	Asset	Item	Serial Number	Value	Current Cn Dsp	-----New Status----- Cnd Dsp	Cntr	Room	Dept
Center: 0311		TOTAL		505 RECORDS						