

Updating Inventory Information in TERMS

Remember all updates in TERMS should be made prior to your initial download. Make sure that all items have a room number listed and department names are correct. When items have a room location in TERMS the bar code scanning software works better. Room numbers should reflect a logical description of the actual location. For example, if the room number on the outside of the door is 3-102, then the room number in TERMS should be noted as 3-102. Make it easy for the next person to step in and find room locations easily.

NOTE: The bar code scanning software works better if all items have room locations.

Check your inventory for surplus/transferred items. Make sure the proper paperwork has been completed and turned in to the Fixed Assets Department. A transfer is deemed official only if the proper paperwork has been received and approved by the Fixed Assets Department.

1. Enter **M210** on the panel field.
2. Press **Enter**. The Inventory Update screen will display.

Asset	Item	Serial Number/Item Desc	Cntr	Room	Dept
00211975	1990438	CNF4320DRS	1234		
00223394	0370788	10023743	1234		

Note: The Inventory Date will default to the current date.

3. Enter your **Center Number** in the **Cntr** field. This is your school or department number.
Note: Nutrition Services Center Numbers will begin with "5".
4. Press **Enter**. The inventory items for the specified cost center will display.

Using this panel

- Press <F7> or <F8> to page up and down through your list of Assets. You must press <Enter> before you page up or down for your information to save.
- Press <F9> to toggle between the serial number and the description of an item.
- Place your cursor on an item within the list and Press <F11> to view the asset information panel (M204) for the selected item.

To Enter/Update a Room or Department

1. Locate the asset/item in which you would like to enter the room or department information.
2. Place your cursor in the **Room/Department** field.
3. **Enter** the correct room number/department name for the item.
Note: If the field is populated, type over or delete the existing information.
4. Press **Enter**. Your changes will be saved.

Once you have made your updates in TERMS, wait until the next day to perform your initial download of inventory information because information in Fixed Assets TERMS is automatically extracted each morning. For example, if you make room changes to clean up your inventory in Fixed Assets TERMS today, wait until tomorrow (24-hours) to upload inventory information.