

# **Purchasing Services Fixed Asset**

## **Manual**

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## General IFAS Procedures

### Overview

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**Introduction** The following information explains general IFAS procedures used with several Purchasing Services processes.

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**In this chapter** This chapter contains the following topics.

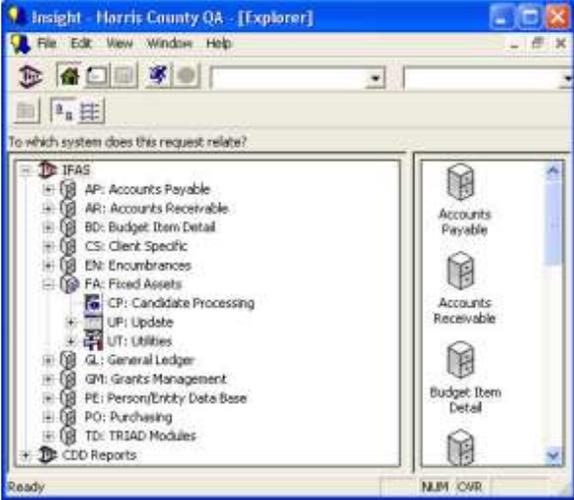
Topic	See Page
Add a Record in IFAS	2
Add Remarks to an IFAS Record	6
Add General Info to an IFAS Record	12
Correct of Add Fixed Asset Location Code on IFAS Record	18

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## Add a Record in IFAS

**Introduction** The following information explains how to add a new record in IFAS.

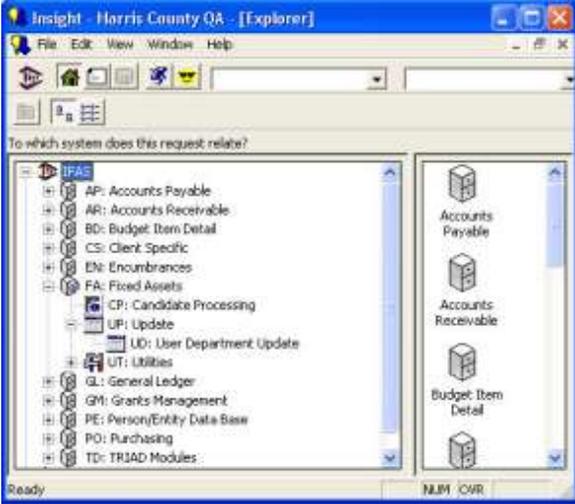
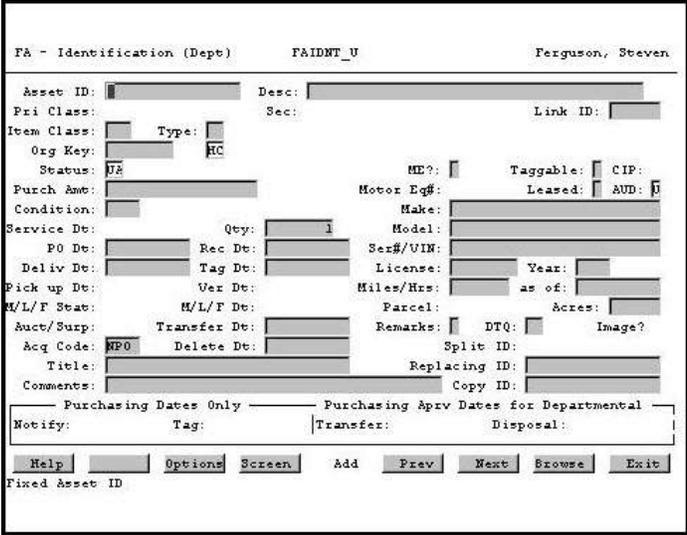
**Add new record** Use the following steps to add a new record in IFAS.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Add a Record in IFAS, Continued

Add new record (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p> 
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p> 

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## Add a Record in IFAS, Continued

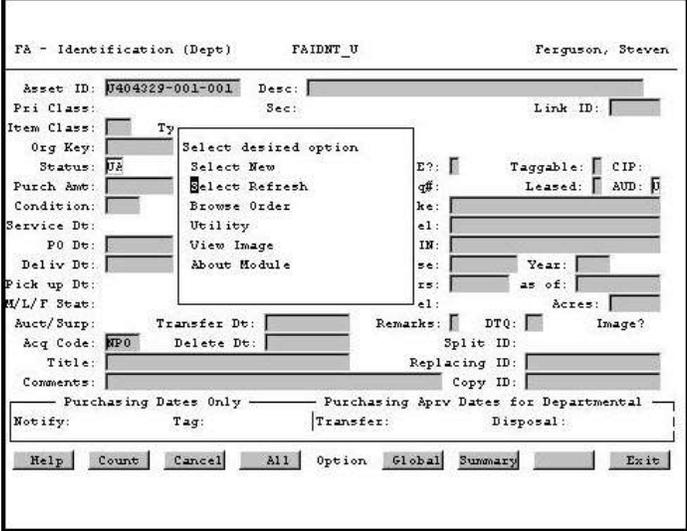
Add new record (continued)

Step	Action
5	Enter the word <b>New</b> in the <b>Asset ID</b> field, and press the <b>Tab</b> key. The IFAS program initiates a new ID number.
6	Enter the following information in the required fields. <ul style="list-style-type: none"> <li>• <b>Desc:</b> (enter a short description of asset)</li> <li>• <b>Org Key:</b> (enter the org. key)</li> <li>• <b>Purchase amount</b> (enter a dollar amount)</li> <li>• All other fields are optional</li> </ul>
7	Press <b>Enter</b> to save the record. The information remains unchanged until the screen is refreshed. <div data-bbox="548 831 1235 1367" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <pre> FA - Identification (Dept)      FAIDNT_U      Ferguson, Steven  Asset ID: 0404329-001-001  Desc: Pri Class:                Sec:                Link ID: Item Class:                Type: Org Key:                   HC Status: 02                ME?:      Taggable:  CIP: Purch Amt:                Motor Eq#:  Leased:  AUD: 0 Condition:                Make: Service Dt:                Qty: 1      Model: PO Dt:                    Rec Dt:    Ser#/VIN: Deliv Dt:                 Tag Dt:    License:  Year: Pick up Dt:               Ver Dt:    Miles/Hrs:  as of: M/L/F Stat:               M/L/F Dt:  Parcel:     Acres: Acq/Surp:                 Transfer Dt:  Remarks:  DTQ:  Image? Acq Code: 000            Delete Dt:  Split ID: Title:                    Replacing ID: Comments:                Copy ID:  Purchasing Dates Only      Purchasing Aprv Dates for Departmental Notify:                    Tag:                Transfer:            Disposal:  Help  Options  Screen  Add  Prev  Next  Browse  Exit Fixed Asset Description                     </pre> </div>

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## Add a Record in IFAS, Continued

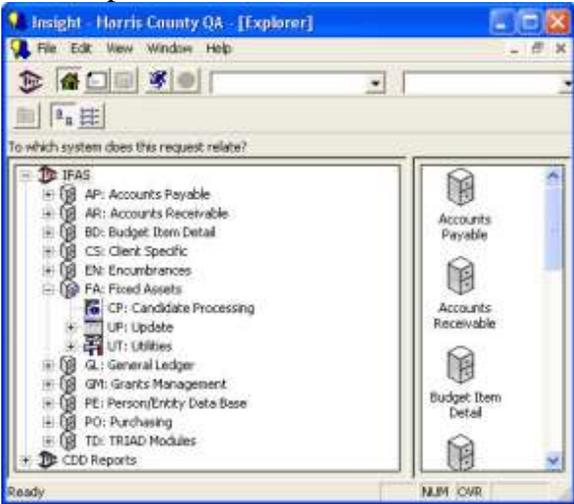
### Add new record (continued)

Step	Action
8	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p> 
9	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select Refresh</b> option, and press <b>Enter</b> to refresh. The updated screen displays the new record information.</p>
10	<p>Press the <b>F8</b> key to exit.</p>

## Add Remarks to an IFAS Record

**Introduction** The following information explains how to add remarks to an IFAS record.

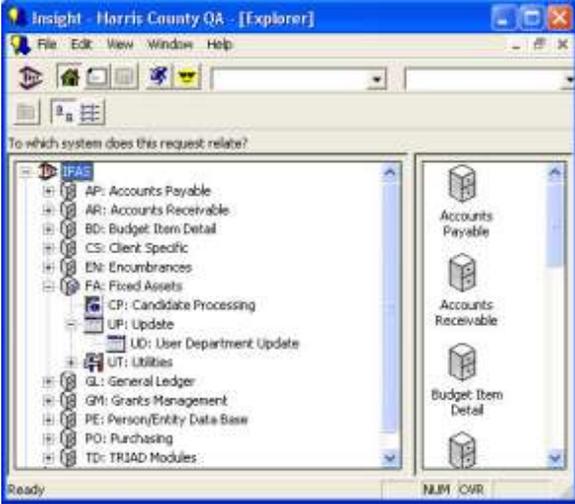
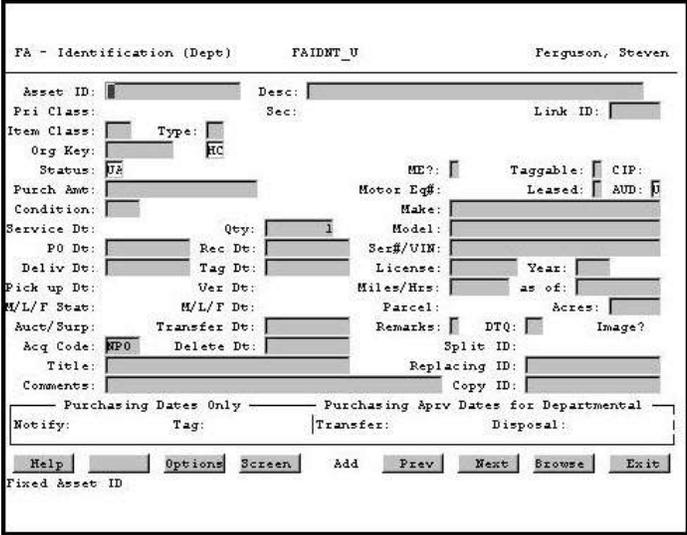
**Add remarks** Use the following steps to add remarks in IFAS for a Fixed Asset.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Add Remarks to an IFAS Record, Continued

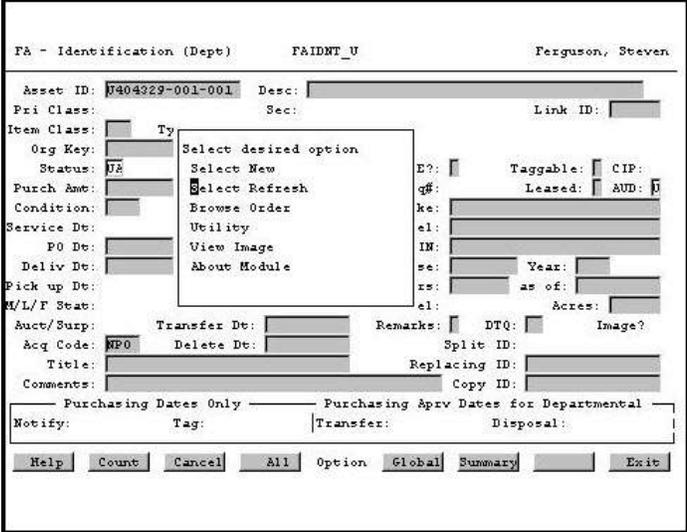
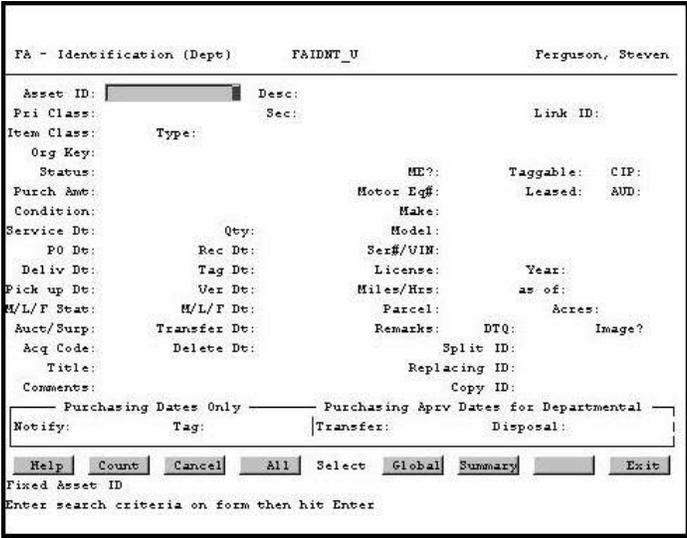
Add remarks (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p> 
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p> 

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## Add Remarks to an IFAS Record, Continued

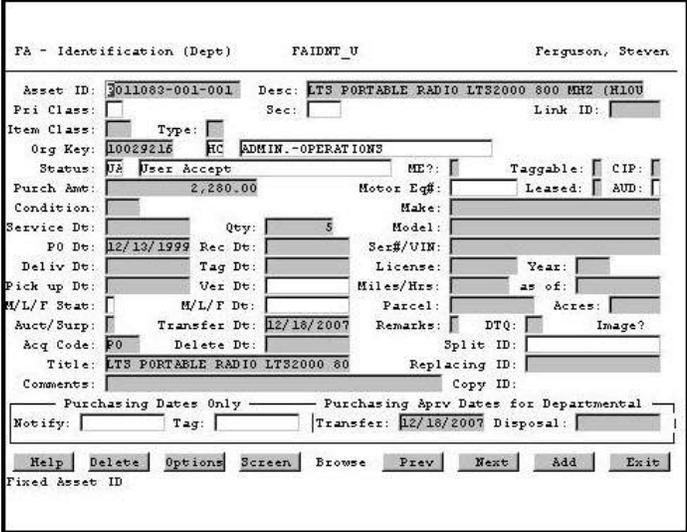
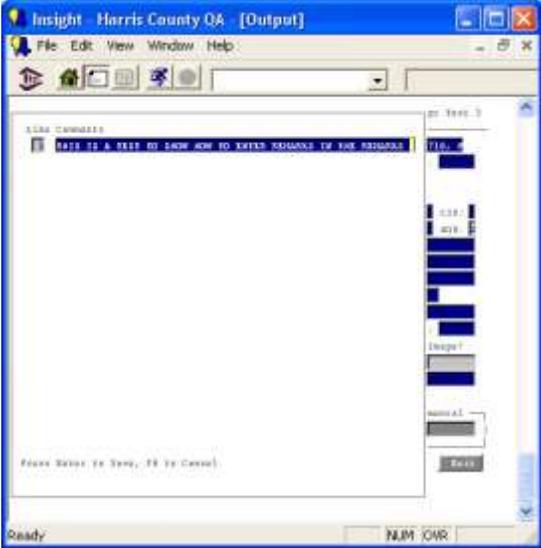
Add remarks (continued)

Step	Action
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p>  <p>FA - Identification (Dept) FAIDNT_U Ferguson, Steven</p> <p>Asset ID: 0404329-001-001 Desc: [redacted]          Pri Class: [redacted] Sec: [redacted] Link ID: [redacted]</p> <p>Item Class: [redacted] Ty [redacted]          Org Key: [redacted] Status: JA          Purch Amt: [redacted] Condition: [redacted]          Service Dt: [redacted] PO Dt: [redacted]          Deliv Dt: [redacted] Pick up Dt: [redacted]          M/L/F Stat: [redacted]</p> <p>Select desired option:  <input type="checkbox"/> Select New  <input checked="" type="checkbox"/> Select Refresh  <input type="checkbox"/> Browse Order  <input type="checkbox"/> Utility  <input type="checkbox"/> View Image  <input type="checkbox"/> About Module</p> <p>ME?: [redacted] Taggable: [redacted] CIP: [redacted]          q#: [redacted] Leased: [redacted] AUD: [redacted]          ke: [redacted] el: [redacted]          IM: [redacted] se: [redacted] Year: [redacted]          rs: [redacted] as of: [redacted]          al: [redacted] Acres: [redacted]</p> <p>Auct/Surp: [redacted] Transfer Dt: [redacted] Remarks: [redacted] DTQ: [redacted] Image?          Acq Code: MPO Delete Dt: [redacted] Split ID: [redacted]          Title: [redacted] Replacing ID: [redacted]          Comments: [redacted] Copy ID: [redacted]</p> <p>Purchasing Dates Only Purchasing Aprv Dates for Departmental          Notify: [redacted] Tag: [redacted] Transfer: [redacted] Disposal: [redacted]</p> <p>Help Count Cancel All Option Global Summary Exit</p>
6	<p>Press <b>Enter</b> to select the <b>Select New</b> menu option. The following screen opens.</p>  <p>FA - Identification (Dept) FAIDNT_U Ferguson, Steven</p> <p>Asset ID: [redacted] Desc: [redacted]          Pri Class: [redacted] Sec: [redacted] Link ID: [redacted]</p> <p>Item Class: [redacted] Type: [redacted]          Org Key: [redacted] Status: [redacted] ME?: [redacted] Taggable: [redacted] CIP: [redacted]          Purch Amt: [redacted] Motor Eq#: [redacted] Leased: [redacted] AUD: [redacted]          Condition: [redacted] Make: [redacted]          Service Dt: [redacted] Qty: [redacted] Model: [redacted]          PO Dt: [redacted] Rec Dt: [redacted] Ser#/VIN: [redacted]          Deliv Dt: [redacted] Tag Dt: [redacted] License: [redacted] Year: [redacted]          Pick up Dt: [redacted] Ver Dt: [redacted] Miles/Hrs: [redacted] as of: [redacted]          M/L/F Stat: [redacted] M/L/F Dt: [redacted] Parcel: [redacted] Acres: [redacted]          Auct/Surp: [redacted] Transfer Dt: [redacted] Remarks: [redacted] DTQ: [redacted] Image?          Acq Code: [redacted] Delete Dt: [redacted] Split ID: [redacted]          Title: [redacted] Replacing ID: [redacted]          Comments: [redacted] Copy ID: [redacted]</p> <p>Purchasing Dates Only Purchasing Aprv Dates for Departmental          Notify: [redacted] Tag: [redacted] Transfer: [redacted] Disposal: [redacted]</p> <p>Help Count Cancel All Select Global Summary Exit</p> <p>Fixed Asset ID          Enter search criteria on form then hit Enter</p>

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## Add Remarks to an IFAS Record, Continued

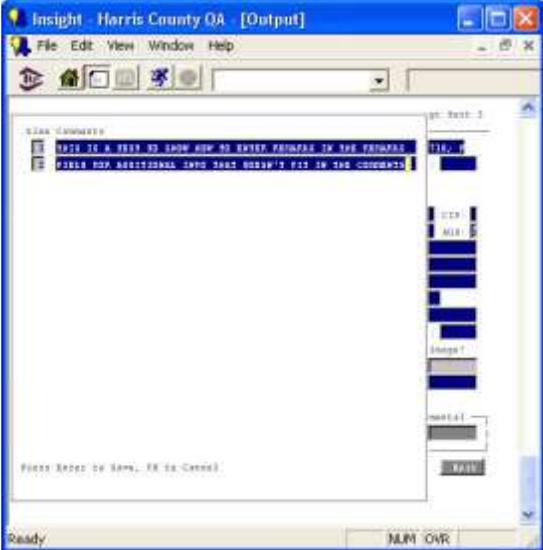
Add remarks (continued)

Step	Action
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>. The following screen opens.</p> 
8	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Remarks</b> field, and enter a <b>Y</b> in this field. The following screen opens to enter remarks.</p> 

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## Add Remarks to an IFAS Record, Continued

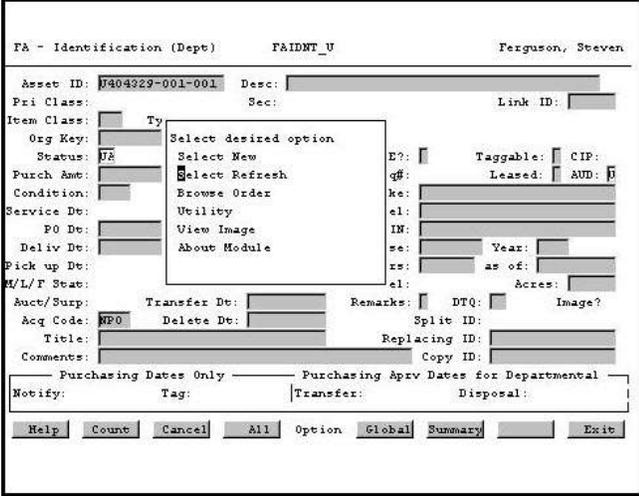
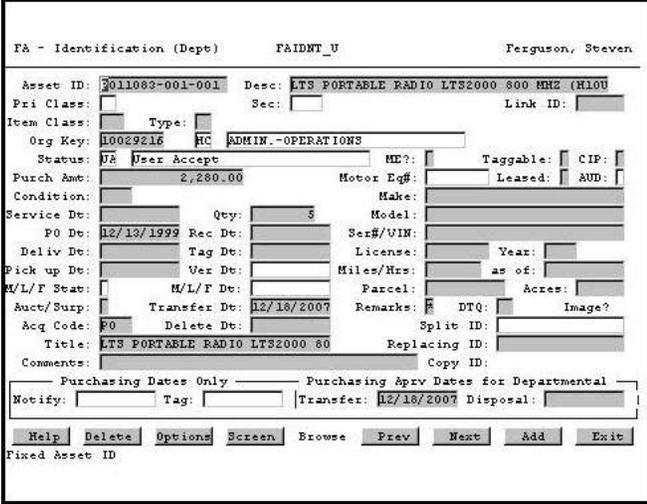
Add remarks (continued)

Step	Action
9	Enter the number <b>1</b> in the first <b>Line</b> field, and enter your comments in the <b>Remarks</b> field.
10	Press the <b>Arrow</b> key down to access another line. 
11	Repeat step 10 for more lines.
12	Press <b>Enter</b> to save the comments. The general information screen opens without any notation in the <b>Remarks</b> field.
13	Press <b>Enter</b> to save. The screen information remains unchanged until the screen is refreshed.

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## Add Remarks to an IFAS Record, Continued

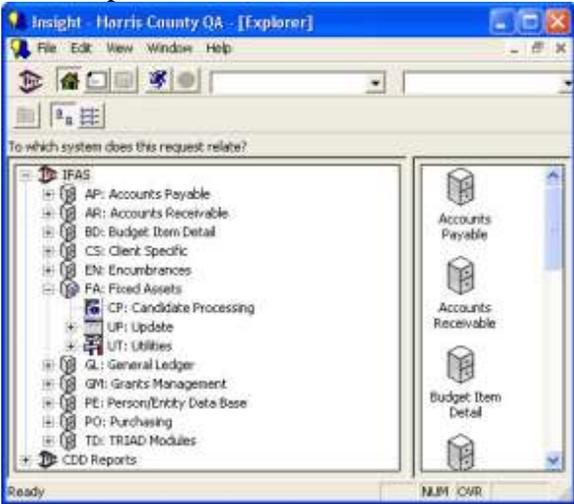
Add remarks (continued)

Step	Action
14	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p>  <p>The screenshot shows the 'FA - Identification (Dept)' screen for user 'FAIDMT_U' at 'Ferguson, Steven'. The Asset ID is '0404329-001-001'. A menu is open over the screen with the following options: 'Select desired option', 'Select New', 'Select Refresh' (highlighted), 'Browse Order', 'Utility', 'View Image', and 'About Module'. Other fields visible include 'Pri Class', 'Sec', 'Link ID', 'Item Class', 'Ty', 'Org Key', 'Status', 'Purch Amt', 'Condition', 'Service Dt', 'PO Dt', 'Deliv Dt', 'Pick up Dt', 'M/L/F Stat', 'Acq Code', 'Delete Dt', 'Title', 'Comments', 'Purchasing Dates Only', 'Notify', 'Tag', 'Transfer', and 'Disposal'. Buttons at the bottom include 'Help', 'Count', 'Cancel', 'All', 'Option', 'Global', 'Summary', and 'Exit'.</p>
15	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select Refresh</b> option, and press <b>Enter</b> to refresh. The updated screen displays an asterisk in the <b>Remarks</b> field, which indicates that there are remarks attached to the record.</p>  <p>The screenshot shows the same 'FA - Identification (Dept)' screen for user 'FAIDMT_U' at 'Ferguson, Steven'. The Asset ID is '011083-001-001'. The description is 'LTS PORTABLE RADIO LTS2000 800 MHZ (HLOU)'. The 'Remarks' field now contains an asterisk (*). Other fields include 'Pri Class', 'Sec', 'Link ID', 'Item Class', 'Type', 'Org Key', 'Status', 'Purch Amt', 'Condition', 'Service Dt', 'PO Dt', 'Deliv Dt', 'Pick up Dt', 'M/L/F Stat', 'Acq Code', 'Delete Dt', 'Title', 'Comments', 'Purchasing Dates Only', 'Notify', 'Tag', 'Transfer', and 'Disposal'. Buttons at the bottom include 'Help', 'Delete', 'Options', 'Screen', 'Browse', 'Prev', 'Next', 'Add', and 'Exit'.</p>
16	Press the <b>F8</b> key to exit.

## Add General Info to an IFAS Record

**Introduction** The following information explains how to add general information about a Fixed Asset to an IFAS record.

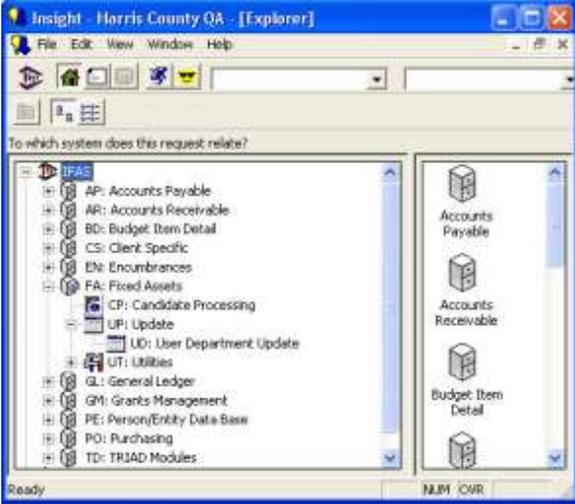
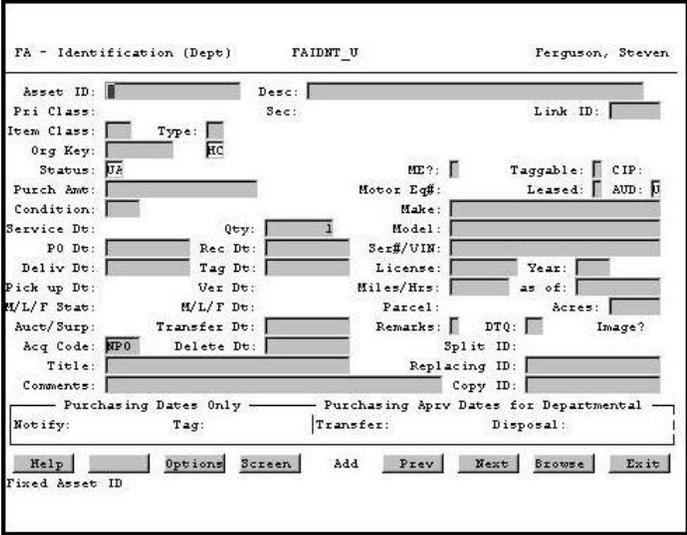
**Add general information** Use the following steps to add Fixed Asset information to an IFAS record.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Add General Info to an IFAS Record, Continued

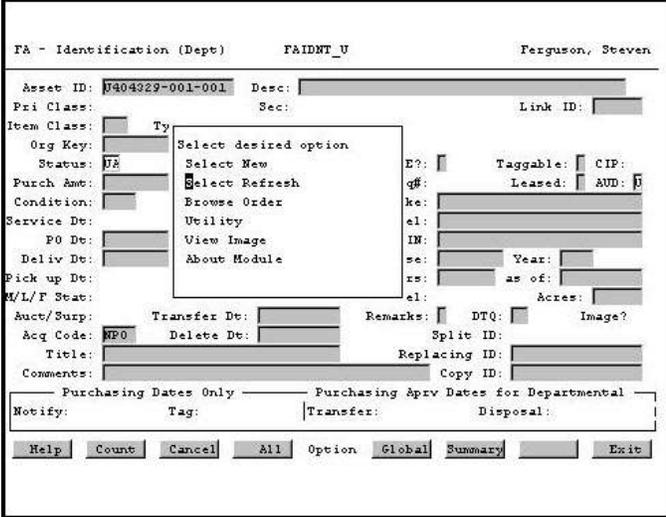
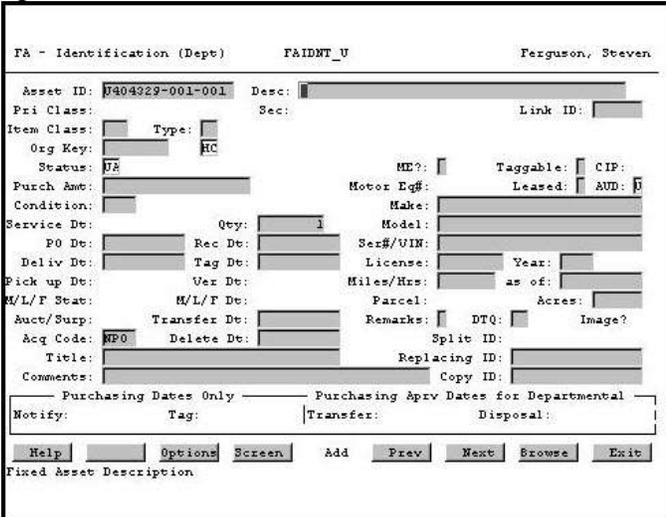
Add general information (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p> 
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p> 

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## Add General Info to an IFAS Record, Continued

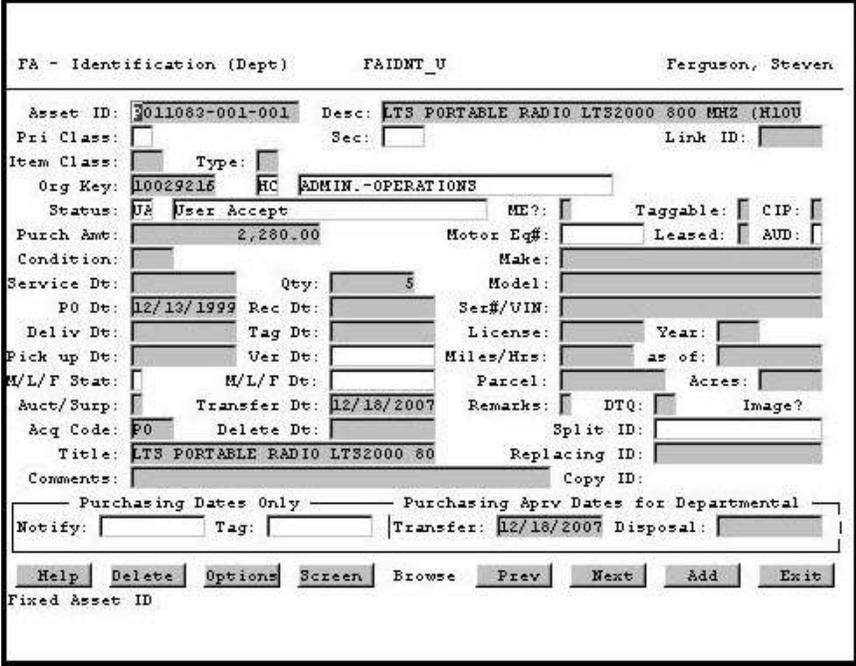
### Add general information (continued)

Step	Action
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p> 
6	<p>Press <b>Enter</b> to enter the <b>Select New</b> option. The following screen opens.</p> 

Continued on next page

## Add General Info to an IFAS Record, Continued

Add general information (continued)

Step	Action
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>. The following screen opens.</p>  <p>FA - Identification (Dept) FAIDNT_U Ferguson, Steven</p> <p>Asset ID: 3011082-001-001 Desc: LTS PORTABLE RADIO LTS2000 800 MHZ (H10U)          Pri Class: Sec: Link ID:          Item Class: Type:          Org Key: 10029216 HC ADMIN.-OPERATIONS          Status: UA User Accept ME?: Taggable: CIP:          Purch Amt: 2,280.00 Motor Eq#: Leased: AUD:          Condition: Make:          Service Dt: Qty: 5 Model:          PO Dt: 12/13/1999 Rec Dt: Ser#/VIN:          Deliv Dt: Tag Dt: License: Year:          Pick up Dt: Ver Dt: Miles/Hrs: as of:          M/L/F Stat: M/L/F Dt: Parcel: Acres:          Auct/Surp: Transfer Dt: 12/18/2007 Remarks: DTQ: Image?          Acq Code: P0 Delete Dt: Split ID:          Title: LTS PORTABLE RADIO LTS2000 80 Replacing ID:          Comments: Copy ID:</p> <p>Purchasing Dates Only Purchasing Aprv Dates for Departmental          Notify: Tag: Transfer: 12/18/2007 Disposal:</p> <p>Help Delete Options Screen Browse Prev Next Add Exit</p> <p>Fixed Asset ID</p>

*Continued on next page*

## Add General Info to an IFAS Record, Continued

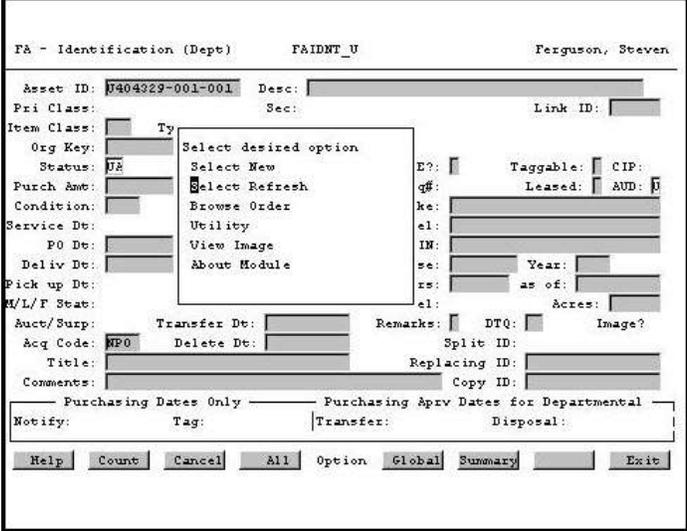
Add general information (continued)

Step	Action
8	Enter information in the following optional fields. <ul style="list-style-type: none"> <li>• <b>Description</b></li> <li>• <b>Item Class Type</b></li> <li>• <b>Link ID</b></li> <li>• <b>Purchase amount</b></li> <li>• <b>Condition</b> (press F1 to choose from the list)</li> <li>• <b>ME?</b> (enter Y if item is motor equipment)</li> <li>• <b>Motor Eq#</b> (motor equipment number is generated if Y is entered above)</li> <li>• <b>Taggable</b> (enter Y or N)</li> <li>• <b>Leased</b> (enter Y or N)</li> <li>• <b>Model#</b></li> <li>• <b>Serial #/VIN</b></li> <li>• <b>License</b></li> <li>• <b>Year</b></li> <li>• <b>Miles/Hrs</b></li> <li>• <b>As of</b> (enter date miles or hours recorded)</li> <li>• <b>Remarks</b> (See the previous section titled <i>Add Remarks to an IFAS Record</i> for instructions to add remarks.)</li> <li>• <b>Comments</b> (enter short comment)</li> <li>• <b>Rec date</b> (enter date)</li> </ul>
9	Press <b>Enter</b> to save the information. The screen information remains unchanged until the screen is refreshed.

*Continued on next page*

## Add General Info to an IFAS Record, Continued

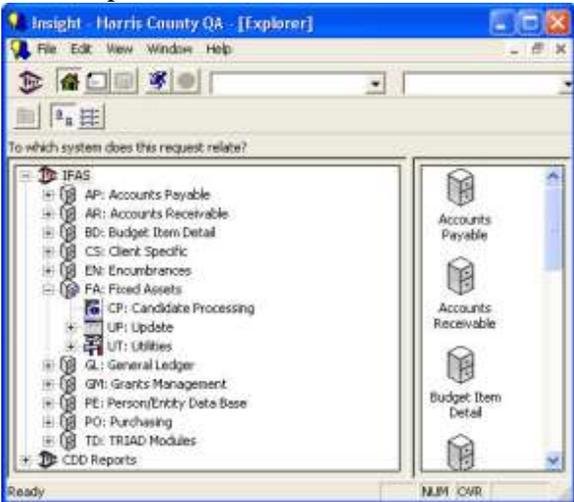
### Add general information (continued)

Step	Action
10	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p>  <p>The screenshot shows a terminal-style interface for an IFAS record. At the top, it displays 'FA - Identification (Dept) FAIDNT_U Ferguson, Steven'. Below this, there are several fields for 'Asset ID', 'Pri Class', 'Item Class', 'Org Key', 'Status', 'Purch Amt', 'Condition', 'Service Dt', 'PO Dt', 'Deliv Dt', 'Pick up Dt', 'M/L/F Stat', 'Auct/Surp', 'Acq Code', 'Title', and 'Comments'. A central menu is open, listing options: 'Select desired option', 'Select New', 'Select Refresh', 'Browse Order', 'Utility', 'View Image', and 'About Module'. The 'Select Refresh' option is highlighted. At the bottom of the screen, there are buttons for 'Help', 'Count', 'Cancel', 'All', 'Option', 'Global', 'Summary', and 'Exit'.</p>
11	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select Refresh</b> option, and press <b>Enter</b> to refresh. The updated screen displays the new information.</p>
12	<p>Press the <b>F8</b> key to exit.</p>

## Correct or Add Fixed Asset Location Code on IFAS Record

**Introduction** The following information explains how to enter a location change into IFAS for a Fixed Asset.

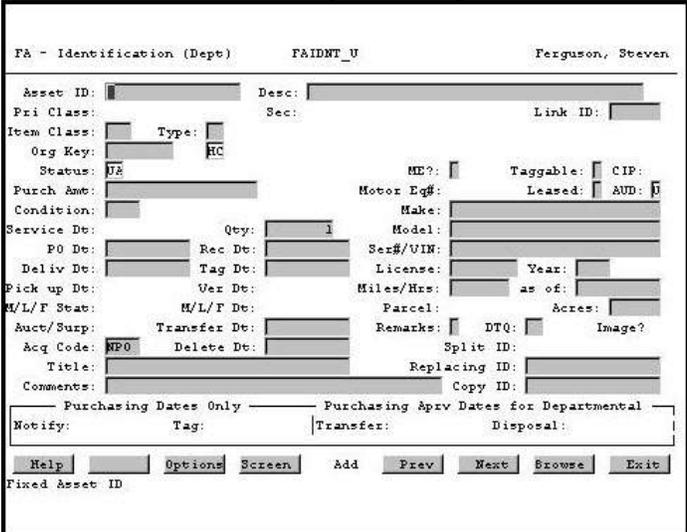
**Correct or add location** Use the following steps to enter a location change into IFAS for a Fixed Asset.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Correct or Add Fixed Asset Location Code on IFAS Record, Continued

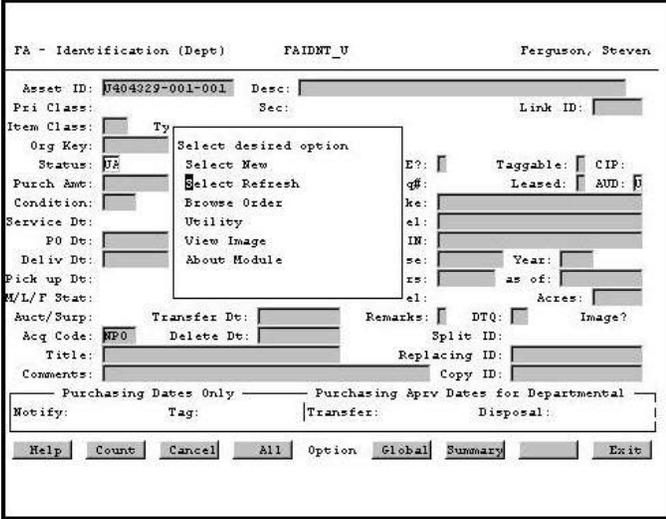
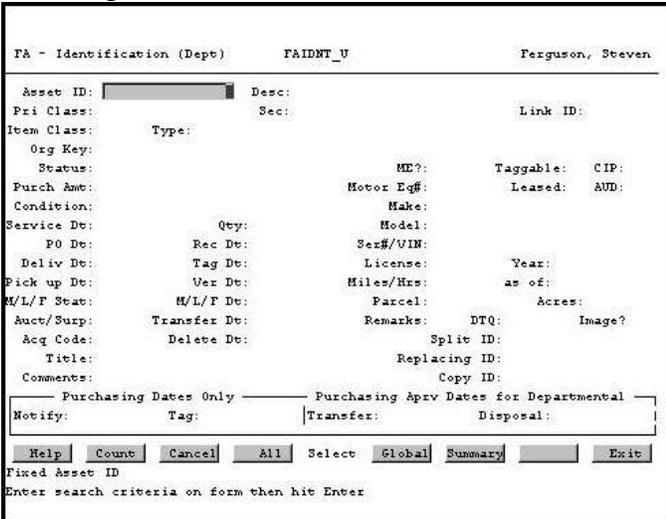
Correct or add location (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p> 
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p> 

*Continued on next page*

# Correct or Add Fixed Asset Location Code on IFAS Record, Continued

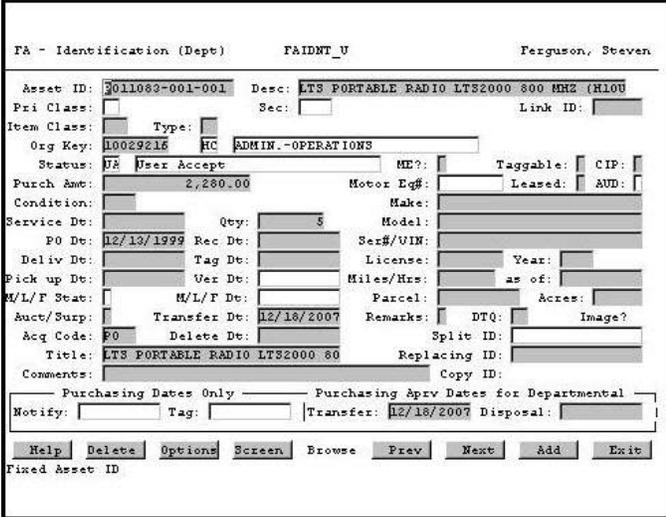
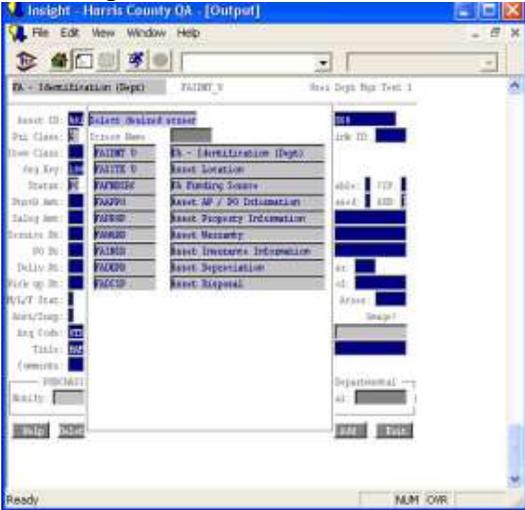
Correct or add location (continued)

Step	Action
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p> 
6	<p>Press <b>Enter</b> to select the <b>Select New</b> menu option. The following screen opens.</p>  <p>Fixed Asset ID Enter search criteria on form then hit Enter</p>

Continued on next page

# Correct or Add Fixed Asset Location Code on IFAS Record, Continued

Correct or add location (continued)

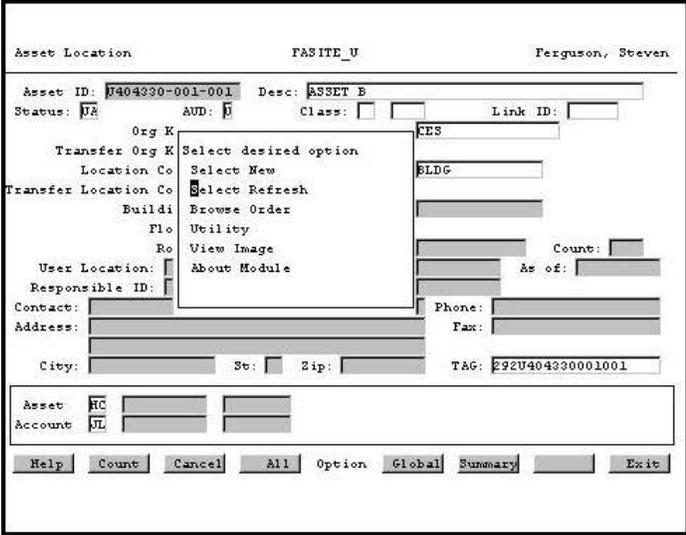
Step	Action
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>. The following screen opens.</p>  <p>The screenshot shows the 'FA - Identification (Dept)' screen for Ferguson, Steven. The Asset ID is 3011083-001-001, and the description is LTS PORTABLE RADIO LTS2000 800 MHZ (H10U). Other fields include Item Class, Org Key (L0029216), Status (User Accept), Purchase Amount (2,280.00), and various dates like PO Date (12/13/1999) and Transfer Date (12/18/2007). The title is LTS PORTABLE RADIO LTS2000 80.</p>
8	<p>Press the <b>F4</b> key to select the <b>FASITE_U</b> screen. The following screen opens.</p>  <p>The screenshot shows the 'FASITE_U' screen with a list of fields for asset information. The Asset ID is 3011083-001-001. The list includes fields for Description, Asset Location, Asset Property Information, Asset History, Asset Location Information, Asset Department, and Asset Request. The screen also shows a 'Departmental' dropdown menu and a 'Ready' status at the bottom.</p>

Continued on next page



**Correct or Add Fixed Asset Location Code on IFAS Record,**  
Continued

Correct or add location (continued)

Step	Action
11	Press <b>Enter</b> to save the location information. The screen information remains unchanged until the screen is refreshed.
12	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p>  <p>The screenshot shows the 'Asset Location' screen for 'FASITE_U' by 'Ferguson, Steven'. The main window contains fields for Asset ID (F404330-001-001), Desc (ASSET B), Status (NA), AUD (J), Class, and Link ID. A menu is open with options: Select desired option, Select New, Select Refresh (highlighted), Browse Order, Utility, View Image, and About Module. Other fields include Org K (EES), Transfer Org K, Location Co (ELDG), Transfer Location Co, Buildi, Flo, Ro, User Location, Responsible ID, Contact, Address, City, St, Zip, TAG (292U404330001001), Asset (HC), and Account (JL). Buttons at the bottom include Help, Count, Cancel, All, Option, Global, Summary, and Exit.</p>
13	Use the <b>Arrow</b> keys to move the cursor to the <b>Select Refresh</b> option, and press <b>Enter</b> to refresh. The updated screen displays the location information.
14	Press the <b>F8</b> key to exit.

## County Asset Yearly Inventory

### Overview

---

**Introduction** The following information describes the process for yearly inventory of Fixed Assets and the IFAS procedures used in connection with this process.

---

**In this chapter** This chapter contains the following topics.

Topic	See Page
County Asset Yearly Inventory	25
Produce & Print CDD Inventory Report	28

---

## County Asset Yearly Inventory

---

**Introduction**

The following information describes the process for completing your department yearly inventory of Fixed Assets.

---

**The IFAS inventory list**

The IFAS inventory list is the inventory information kept in IFAS. If you keep your department inventory information on an Excel spreadsheet, please keep in mind that the spreadsheet may not reflect what is in IFAS. And, it is the IFAS inventory list that is sent every year to the Board of Judges and the Auditor's office on July 1.

---

**Maintaining your IFAS inventory list throughout the year**

If your department is large or has a high volume of Fixed Assets, you should seriously consider maintaining your department inventory list throughout the year. Procedures such as disposals, transfers, and changing Fixed Asset status from missing to found are time consuming due to Purchasing Services approvals and data entry.

---

**Auditor's form 3368**

Any department or office that does not submit the Auditor's Form 3368, Inventory Completion Statement, is considered delinquent and is included in the quarterly report submitted by Purchasing Services to the Office of the Purchasing Agent and the County Auditor for communication to Commissioners Court, as necessary.

---

*Continued on next page*

## County Asset Yearly Inventory, Continued

**Process description**

The Fixed Asset yearly inventory process begins by printing your department inventory list from IFAS and continues until you submit the final affidavit.

Stage	Description						
1	<p>Produce and print the IFAS CCD report for your department inventory. Use the following table to decide which report to run.</p> <table border="1" data-bbox="565 604 1386 940"> <thead> <tr> <th data-bbox="565 604 976 638">If...</th> <th data-bbox="980 604 1386 638">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 644 976 789">Your department has Fixed Assets in multiple locations,</td> <td data-bbox="980 644 1386 789">Produce and print the <b>INV_27_RO1_ULOCT</b> report to view items by location.</td> </tr> <tr> <td data-bbox="565 795 976 940">Location is not an issue,</td> <td data-bbox="980 795 1386 940">Produce and print the <b>INV_27_RO1_FAID</b> report to view the list sorted by asset.</td> </tr> </tbody> </table> <p><b>Note:</b> You can download most CDD reports to an Excel spreadsheet.</p>	If...	Then...	Your department has Fixed Assets in multiple locations,	Produce and print the <b>INV_27_RO1_ULOCT</b> report to view items by location.	Location is not an issue,	Produce and print the <b>INV_27_RO1_FAID</b> report to view the list sorted by asset.
If...	Then...						
Your department has Fixed Assets in multiple locations,	Produce and print the <b>INV_27_RO1_ULOCT</b> report to view items by location.						
Location is not an issue,	Produce and print the <b>INV_27_RO1_FAID</b> report to view the list sorted by asset.						
2	<p>Sort and evaluate the items on the list by notating the following information on your inventory list.</p> <ul style="list-style-type: none"> <li>• Fixed asset location changes</li> <li>• Fixed assets found that are notated as missing on the list</li> <li>• Additional information about the Fixed Asset, e.g., S/N or model number</li> <li>• Fixed assets that must be disposed</li> <li>• Fixed assets to transfer to Purchasing Services</li> <li>• Fixed assets that are missing from your location</li> <li>• Fixed assets that do not belong to your department</li> <li>• Add fixed assets that do belong to your department, but have no record on your IFAS list</li> </ul>						
3	Input the changes into IFAS that you notated on your list.						
4	Submit the appropriate forms, which include 3351, 3354, and 3368, to the Purchasing Services Department.						
5	<p>Produce your CDD report again to verify that all updates occurred.</p> <p><b>Note:</b> Allow one month to view the changes in IFAS due to Purchasing Services approvals and data entry.</p>						

*Continued on next page*

## County Asset Yearly Inventory, Continued

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**Process description** (continued)

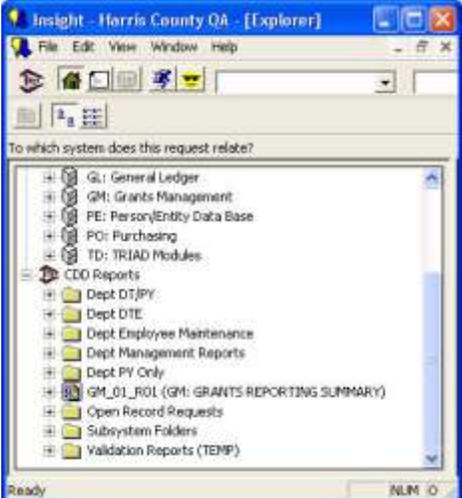
<b>Stage</b>	<b>Description</b>
6	Repeat stage 3 if any of the changes do not appear in IFAS.
7	Submit the final affidavit, Auditor's form 3368, Inventory Completion Statement, by May 1, stating that your inventory is complete.

---

# Produce & Print CDD Inventory Report

**Introduction** The following information explains how to print the CDD Inventory report.

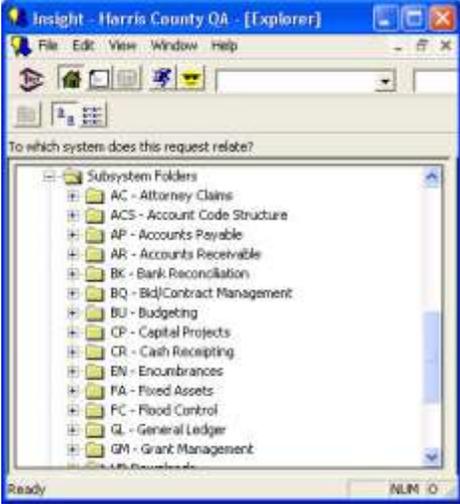
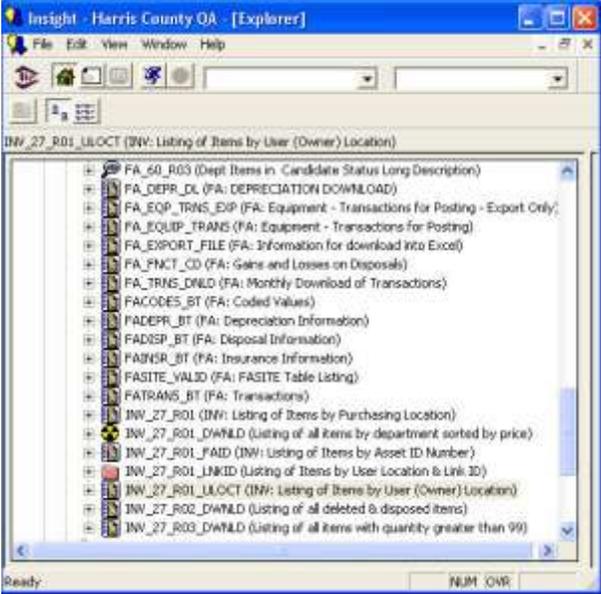
**Print report** Use the following steps to print the CDD Inventory report.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>CDD Reports</b> icon. The following screen opens.</p> 

*Continued on next page*

## Produce & Print CDD Inventory Report, Continued

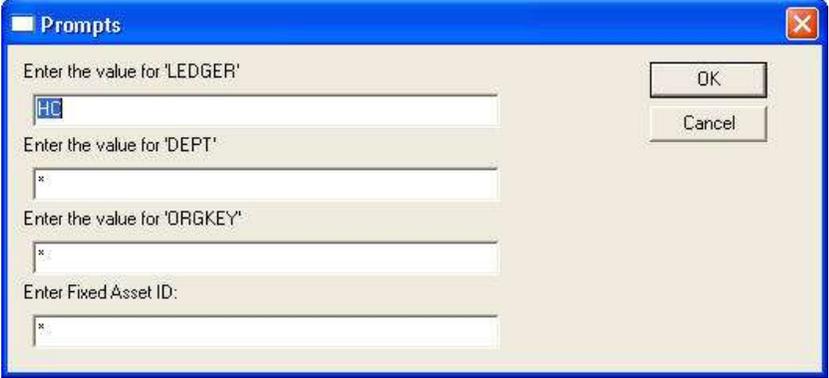
Print report (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>Subsystem Folder</b> icon. The following screen opens.</p> 
4	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

Continued on next page

## Produce & Print CDD Inventory Report, Continued

**Print report** (continued)

Step	Action
5	<p>Double-click the <b>INV_27_RO1_ULOCT</b> or <b>INV_27_RO1_FAID</b> report. The following prompt box opens.</p>  <p><b>Note:</b> See the previous section titled <i>County Asset Yearly Inventory, Stage 2</i> to decide which report to produce.</p>
6	<p>Enter the information in the following fields.</p> <ul style="list-style-type: none"> <li>• Enter the value for 'LDEGER' (defaults to you department)</li> <li>• Enter the value for 'DEPT' (enter your department #)</li> <li>• Enter the value for 'ORGKEY' (enter the Org. Key)</li> <li>• Enter Fixed Asset ID: (if interested in viewing one asset)</li> </ul>
7	<p>Click the <b>OK</b> button. The CDD report opens.</p>
8	<p>Click the <b>Print</b> icon in the button bar to print the entire report.</p>
9	<p>Click the small black <b>X</b> in the upper right hand corner to close the report.</p>

## Discovered Fixed Assets

### Overview

---

**Introduction** The following information describes the process for handling discovered Fixed Assets and the IFAS procedures used in connection with this process.

---

**Discovered item definition** A discovered Fixed Asset is an item that you have physically discovered, meets the criteria for department-asset or capital-asset tracking, but has no record on your department IFAS inventory list. A discovered item can be one that either belongs to your department or does not belong to your department. Both scenarios are discussed in detail below.

---

**In this chapter** This chapter contains the following topics.

Topic	See Page
Discovered Fixed Assets	32
Discovered Fixed Assets Not Belonging to Department	33
Produce & Print CDD Missing Items Report	34

---

## Discovered Fixed Assets

---

**Introduction** The following information describes the process for handling a discovered Fixed Asset that belongs to your department, but has no record in IFAS.

---

**Process description** The process for adding a discovered Fixed Asset to IFAS begins with notating all pertinent Fixed Asset info and continues until you produce the report to view the information.

Stage	Description
1	List all pertinent information about the Fixed Asset, e.g., S/N, model, location, and dollar value.
2	Create a record on IFAS. List the new asset ID number, which will enable you to verify the item. See the previous section titled <i>Add a Record in IFAS</i> in the <i>General IFAS Procedures</i> chapter for details.
3	Verify that the item is in IFAS by searching for the asset ID number on the FAIDNT screen.

---

## Discovered Fixed Assets Not Belonging to Your Department

**Introduction** The following information describes the process for handling a Fixed Asset that you have discovered, does not belong to your department, and is not on your department inventory list.

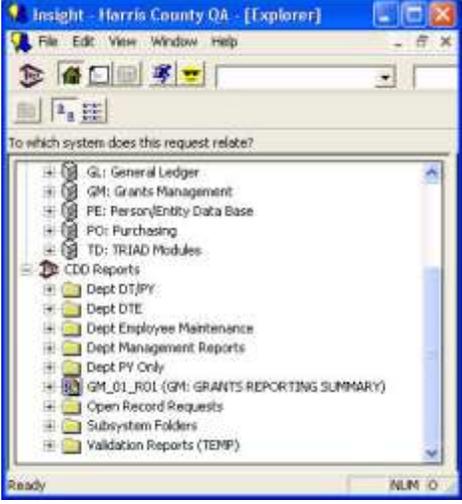
**Process description** The process for handling a discovered FA that does not belong to your department begins by notating all pertinent information and continues until the owner is found or you add a record in IFAS.

Stage	Description						
1	Notate all pertinent information about the item, e.g., S/N, model #, and location.						
2	Search all Fixed Asset records listed as missing. See the following section titled <i>Produce &amp; Print CDD Missing Items Report</i> for details on printing this report.						
3	<p>The following table explains the next stage.</p> <table border="1" data-bbox="565 936 1386 1163"> <thead> <tr> <th data-bbox="565 936 976 972">If You...</th> <th data-bbox="976 936 1386 972">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 972 976 1050">Locate the owner of the Fixed Asset,</td> <td data-bbox="976 972 1386 1050">Notify the owner to arrange a physical transfer of the item.</td> </tr> <tr> <td data-bbox="565 1050 976 1163">Cannot locate the owner, and the Fixed Asset is, or is not, a capital asset,</td> <td data-bbox="976 1050 1386 1163">Add a record to IFAS.</td> </tr> </tbody> </table>	If You...	Then...	Locate the owner of the Fixed Asset,	Notify the owner to arrange a physical transfer of the item.	Cannot locate the owner, and the Fixed Asset is, or is not, a capital asset,	Add a record to IFAS.
If You...	Then...						
Locate the owner of the Fixed Asset,	Notify the owner to arrange a physical transfer of the item.						
Cannot locate the owner, and the Fixed Asset is, or is not, a capital asset,	Add a record to IFAS.						

## Produce & Print CDD Missing Items Report

**Introduction** The following information explains how to print the CDD Missing Items report.

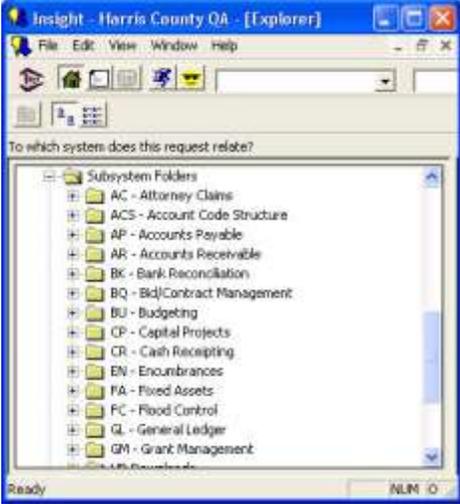
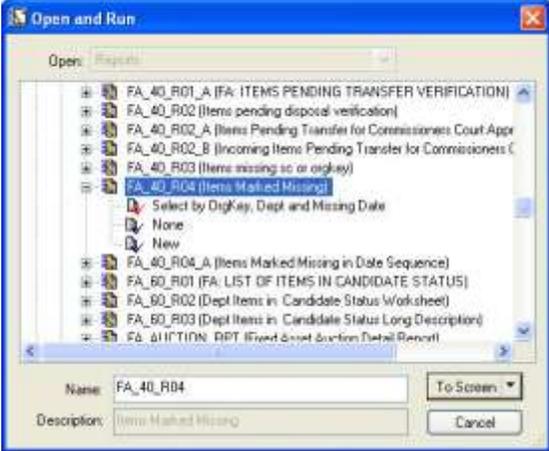
**Print report** Use the following steps to print the CDD Missing report.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>CDD Reports</b> icon. The following screen opens.</p> 

*Continued on next page*

## Produce & Print CDD Missing Items Report, Continued

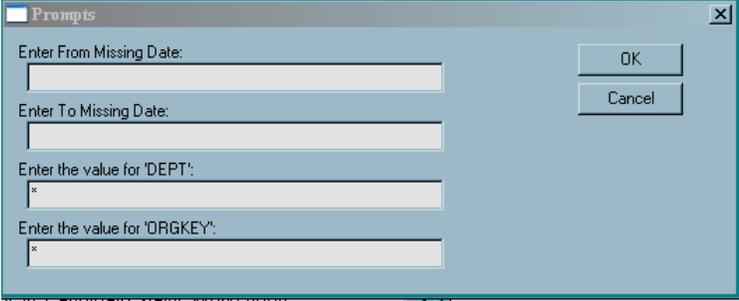
Print report (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>Subsystem Folder</b> icon. The following screen opens.</p> 
4	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Produce & Print CDD Missing Items Report, Continued

### Print report (continued)

Step	Action
5	<p>Double-click the <b>FA_40_R04</b> report. The following prompt box opens.</p>  <p>The screenshot shows a 'Prompts' dialog box with the following fields and buttons:</p> <ul style="list-style-type: none"> <li>Enter From Missing Date: [text box]</li> <li>Enter To Missing Date: [text box]</li> <li>Enter the value for 'DEPT': [text box with asterisk (*)]</li> <li>Enter the value for 'ORGKEY': [text box with asterisk (*)]</li> <li>Buttons: OK, Cancel</li> </ul>
6	<p>Enter the information in the following fields.</p> <ul style="list-style-type: none"> <li>• <b>Enter From Missing Date</b> (enter date)</li> <li>• <b>Enter To Missing Date</b> (enter date)</li> <li>• <b>Enter the value for 'DEPT'</b> (enter asterisk)</li> <li>• <b>Enter the value for 'ORGKEY'</b> (enter asterisk)</li> </ul>
7	<p>Click the <b>OK</b> button. The CDD report opens.</p>
8	<p>Click the <b>Print</b> icon in the button bar to print the entire report.</p>
9	<p>Click the small black <b>X</b> in the upper right hand corner to close the report.</p>

## Split Processing

### Overview

---

**Introduction** The following information describes guidelines for the IFAS Split Processing feature and the IFAS Split Processing procedure.

---

**In this chapter** This chapter contains the following topics.

Topic	See Page
Split Processing Guidelines	38
Split PO Items in IFAS	39

---

## Split Processing Guidelines

---

**Introduction** The following information gives guidelines to help understand the Split Processing feature and to make better decisions concerning the items you are considering to split.

---

**Split processing** The IFAS Split Processing feature is used to create multiple records for a single line item on the PO, where the quantity is greater than one.

**Example:** When you order three computers on a single line item, but you need an IFAS record for each computer.

---

**Splitting PO items in IFAS** You must use the IFAS FAUTSP screen to split PO items. You can only split items that you or the Purchasing Services Department accepts as a Fixed Asset. You cannot split rejected items. You cannot split an item twice. Therefore, you must be sure to split items for the correct amount initially. This is done in the candidate processing screen, which is now performed by the Auditors.

---

**Clean up items you intend to split** We suggest that you add or clean up all item information prior to splitting because when you split items the program replicates information. If item information is incomplete and split four times, you will have four records to clean up individually. We suggest you add or review the following item information.

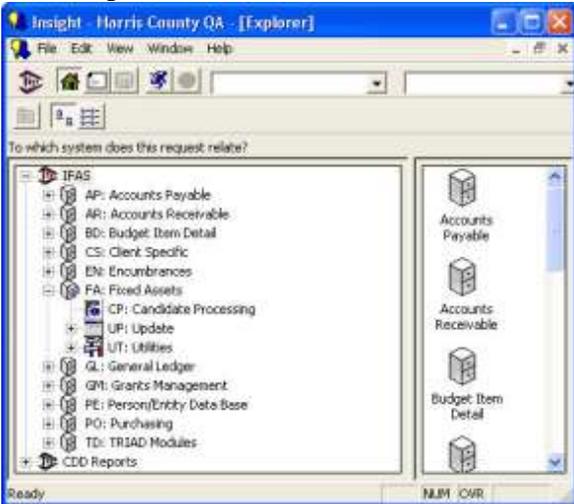
- Quantities
- Description
- Location & site
- Purchase price
- Add any other useful item information

---

## Split PO Items in IFAS

**Introduction** The following information explains how to split a PO item in IFAS.

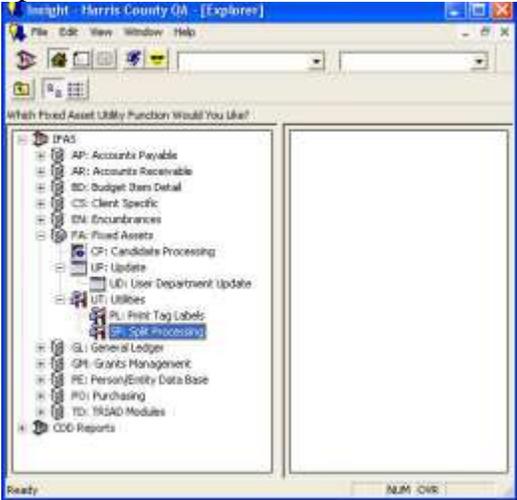
**Split items in IFAS** Use the following steps to split PO items in IFAS.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Split PO Items in IFAS, Continued

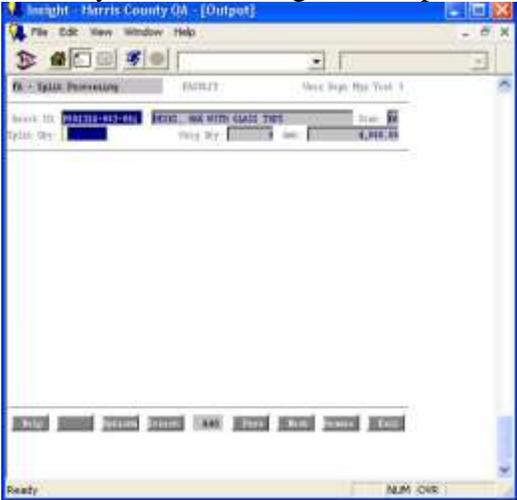
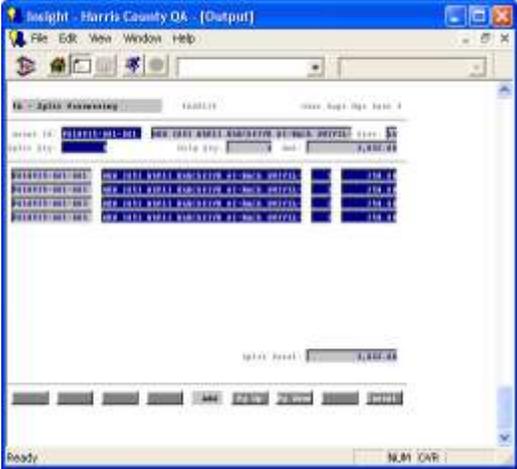
Split items in IFAS (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UT: Utilities</b> icon. The following screen opens.</p> 
4	<p>Double-click the <b>SP: Split Processing</b> icon to launch the module. The following screen opens.</p> 

*Continued on next page*

## Split PO Items in IFAS, Continued

Split items in IFAS (continued)

Step	Action
5	<p>Enter the <b>Asset ID</b> number in the <b>Asset ID</b> field, and press the <b>Tab</b> key. The following screen opens.</p> 
6	<p>Enter the quantity in the <b>Split Qty</b> field, and press <b>Enter</b>. The following screen opens to show the item split.</p> 
7	<p>Press the <b>F8</b> key to exit.</p>

## Missing & Found Fixed Asset

### Overview

---

**Introduction** The following information describes the process for handling missing or found Fixed Assets, and the IFAS procedures used in connection with these processes.

---

**General** The procedures explained here are specifically for cleaning up the missing and found Fixed Asset records on your IFAS inventory list. You can now change the status of a Fixed Asset record in IFAS without contacting Purchasing Services.

We also recommend that you use these processes to maintain your department inventory list throughout the year.

---

**In this chapter** This chapter contains the following topics.

Topic	See Page
Missing and Found Fixed Assets Definitions	43
Missing Fixed Assets	44
Found Fixed Assets	45
Change Status of Fixed Asset in IFAS	46

---

## Missing and Found Fixed Assets Definitions

---

**Introduction**      The following information defines the terms missing Fixed Assets and found Fixed Assets.

You can now change the status of a record in IFAS.

---

**Missing Fixed Asset**      A missing Fixed Asset is an item that has a record on your department IFAS inventory list, but is misplaced. For instance, you have seen it recently, but you cannot find it during the inventory.

---

**Found Fixed Asset**      A found Fixed Asset is an item that has a record on your department IFAS inventory list, is listed as missing, and is now located.

---

## Missing Fixed Assets

---

**Introduction**      The following information describes the process for handling missing Fixed Assets.

---

**Missing Fixed Asset**      A missing Fixed Asset is an item that has a record on your department IFAS inventory list, but is misplaced. For instance, you have seen it recently, but you cannot find it during the inventory.

---

**Process description**      Change the status of the Fixed Asset record in IFAS. See the following section titled Change Status of Fixed Asset in IFAS for procedure details.

---

## Found Fixed Assets

---

**Introduction** The following information describes the process for handling a Fixed Asset that is marked as missing in IFAS and is now found.

---

**Found Fixed Asset** A found Fixed Asset is an item that has a record on your department IFAS inventory list, is listed as missing in IFAS, and is now located.

---

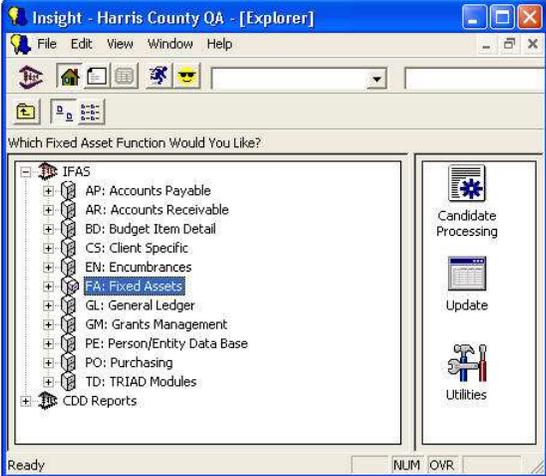
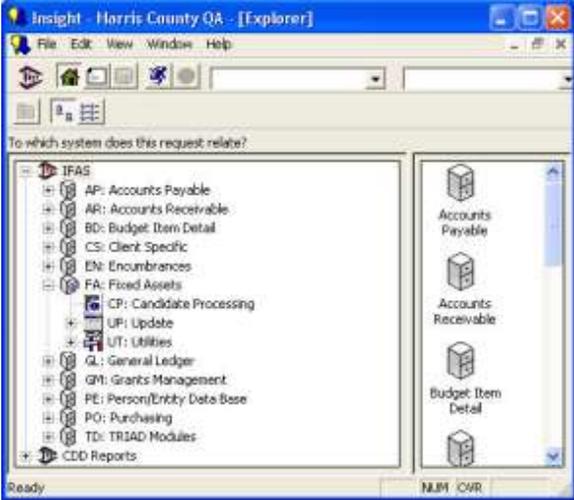
**Process description** Change the status of the Fixed Asset record in IFAS. See the following section titled Change Status of Fixed Asset in IFAS for procedure details.

---

## Change Status of Fixed Asset in IFAS

**Introduction** The following information explains how to change the status of a Fixed Asset record in IFAS.

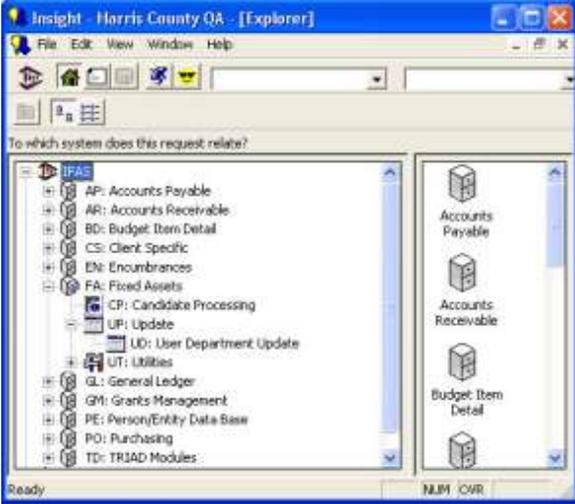
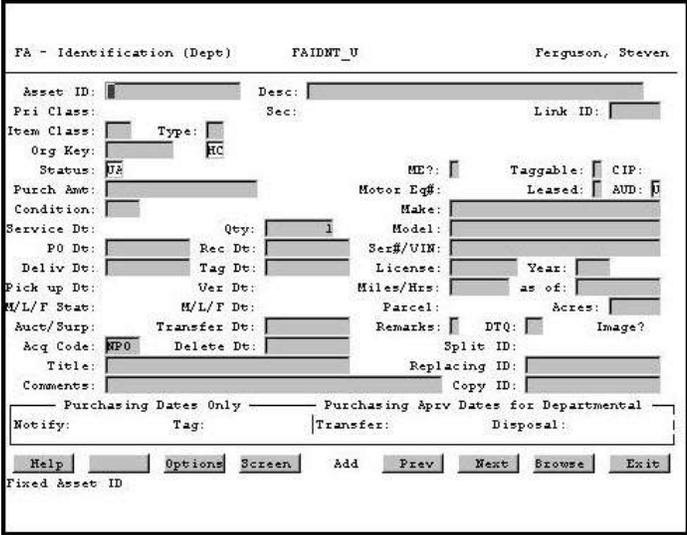
**Change status in IFAS** Use the following steps to change the status of a Fixed Asset record in IFAS.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Change Status of Fixed Asset in IFAS, Continued

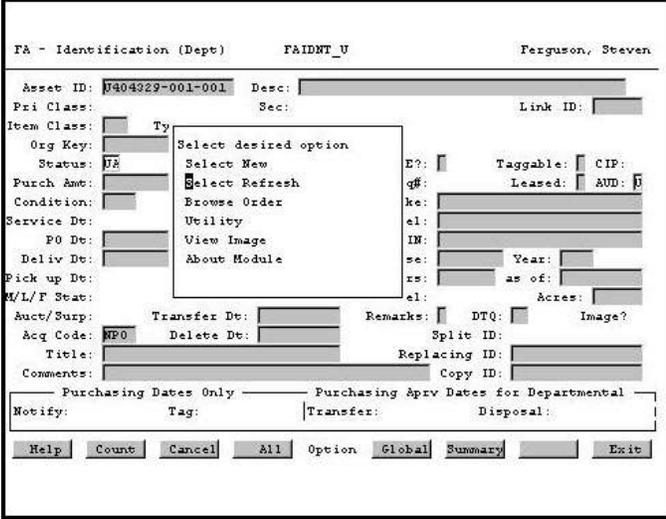
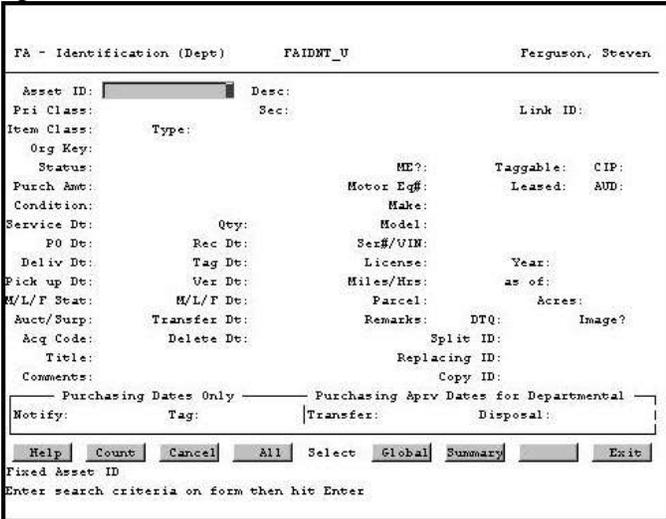
### Change status in IFAS (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p>  <p>The screenshot shows a window titled 'Insight - Harris County QA - [Explorer]'. The left pane shows a tree view with 'UP: Update' selected. The right pane shows a list of icons for 'Accounts Payable', 'Accounts Receivable', and 'Budget Item Detail'.</p>
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p>  <p>The screenshot shows a form titled 'FA - Identification (Dept)'. The form contains various fields for asset identification, including 'Asset ID', 'Desc', 'Pri Class', 'Sec', 'Link ID', 'Item Class', 'Type', 'Org Key', 'Status', 'Purch Amt', 'Motor Eq#', 'Taggable', 'CIP', 'Leased', 'AUD', 'Condition', 'Make', 'Service Dt', 'Qty', 'Model', 'PO Dt', 'Rec Dt', 'Ser#/VIN', 'Deliv Dt', 'Tag Dt', 'License', 'Year', 'Pick up Dt', 'Ver Dt', 'Miles/Hrs', 'as of', 'M/L/F Stat', 'M/L/F Dt', 'Parcel', 'Acres', 'Auct/Surp', 'Transfer Dt', 'Remarks', 'DTQ', 'Image?', 'Acq Code', 'Delete Dt', 'Split ID', 'Title', 'Replacing ID', and 'Copy ID'. There are also buttons for 'Help', 'Options', 'Screen', 'Add', 'Prev', 'Next', 'Browse', and 'Exit'.</p>

Continued on next page

## Change Status of Fixed Asset in IFAS, Continued

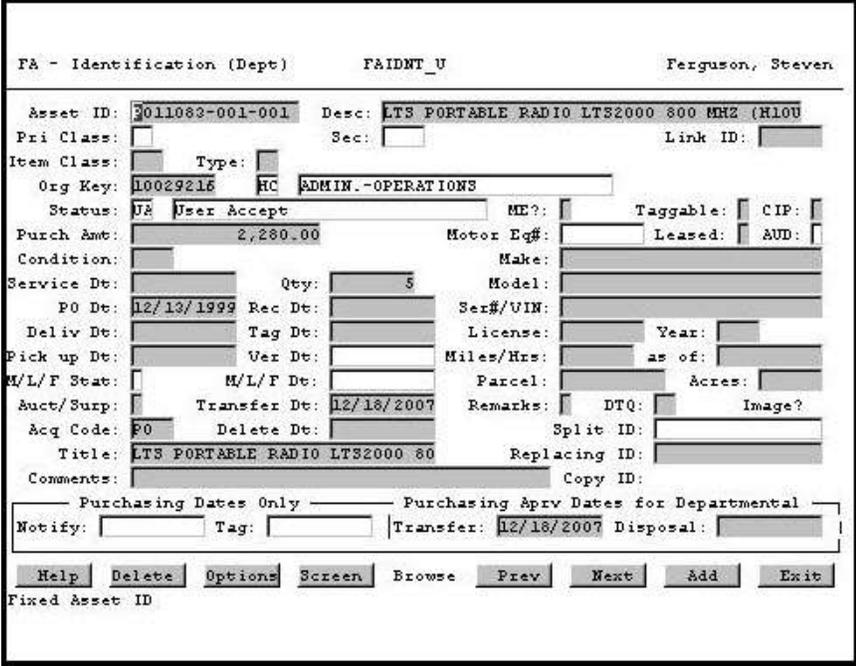
### Change status in IFAS (continued)

Step	Action
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p> 
6	<p>Press <b>Enter</b> to enter the <b>Select New</b> option. The following screen opens.</p>  <p>Fixed Asset ID Enter search criteria on form then hit Enter</p>

*Continued on next page*

## Change Status of Fixed Asset in IFAS, Continued

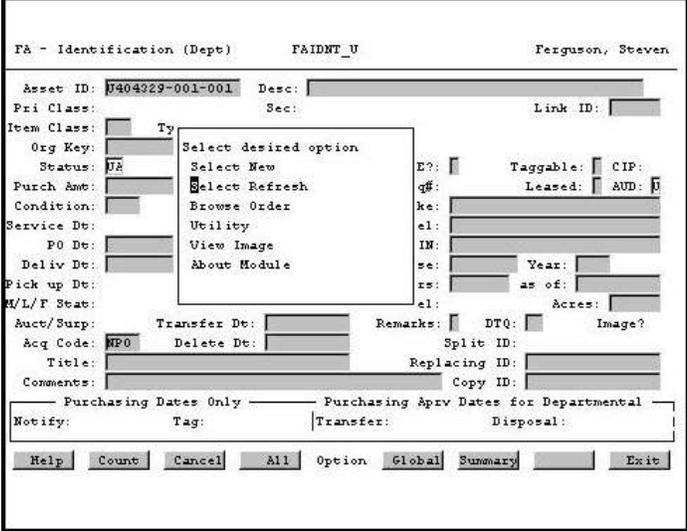
### Change status in IFAS (continued)

Step	Action
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>. The following screen opens.</p>  <p>The screenshot shows the following data:</p> <ul style="list-style-type: none"> <li>FA - Identification (Dept): FAIDNT_U, Ferguson, Steven</li> <li>Asset ID: 2011082-001-001</li> <li>Desc: LTS PORTABLE RADIO LTS2000 800 MHZ (H10U)</li> <li>Pri Class: [ ]</li> <li>Item Class: [ ]</li> <li>Org Key: 10029216 HC ADMIN.-OPERATIONS</li> <li>Status: UA User Accept</li> <li>Purch Amt: 2,280.00</li> <li>Condition: [ ]</li> <li>Service Dt: [ ] Qty: 5</li> <li>PO Dt: 12/13/1999</li> <li>Deliv Dt: [ ]</li> <li>Pick up Dt: [ ]</li> <li>M/L/F Stat: [ ]</li> <li>Auct/Surp: [ ]</li> <li>Acq Code: P0</li> <li>Title: LTS PORTABLE RADIO LTS2000 80</li> <li>Transfer Dt: 12/18/2007</li> <li>Comments: [ ]</li> <li>Purchasing Dates Only: [ ]</li> <li>Purchasing Aprv Dates for Departmental: [ ]</li> <li>Notify: [ ] Tag: [ ] Transfer: 12/18/2007 Disposal: [ ]</li> </ul>
8	Enter the new status in the <b>Status</b> field.
9	Press <b>Enter</b> to save the information. The screen information remains unchanged until the screen is refreshed.

*Continued on next page*

## Change Status of Fixed Asset in IFAS, Continued

### Change status in IFAS (continued)

Step	Action
10	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p>  <p>The screenshot shows the IFAS software interface for asset identification. At the top, it displays 'FA - Identification (Dept) FAIDNT_U Ferguson, Steven'. Below this, there are several fields for asset details: Asset ID (H404329-001-001), Desc, Pri Class, Sec, and Link ID. A central menu is open, listing options: 'Select desired option', 'Select New', 'Select Refresh' (highlighted), 'Browse Order', 'Utility', 'View Image', and 'About Module'. Other fields include Item Class, Ty, Org Key, Status (JA), Purch Amt, Condition, Service Dt, PO Dt, Deliv Dt, Pick up Dt, M/L/F Stat, Auct/Surp, Transfer Dt, Remarks, DTQ, Image?, Acq Code (MPO), Delete Dt, Split ID, Title, Replacing ID, Comments, Copy ID, and various checkboxes like E?, Taggable, CIP, Leased, and AUD. At the bottom, there are buttons for 'Help', 'Count', 'Cancel', 'All', 'Option', 'Global', 'Summary', and 'Exit'.</p>
11	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select Refresh</b> option, and press <b>Enter</b> to refresh. The updated screen displays the new status.</p>
12	<p>Press the <b>F8</b> key to exit.</p>

## Remove Assets from IFAS Inventory

### Overview

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**Introduction** The following information describes the process for removing assets from IFAS inventory and the IFAS procedures used in conjunction with the process.

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**In this chapter** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
Remove Assets from IFAS Inventory	52
Produce & Print CDD Pending Disposal Report	54
Create a Disposal Record in IFAS	57
Delete a Disposal Record in IFAS	64

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## Remove Assets from IFAS Inventory

**Introduction** The following information describes the process for removing assets from IFAS Inventory.

**General** A Fixed Asset is an item that has a record on your department IFAS inventory. You must create a disposal record in order to remove this item from your inventory list.

**Process description** The process for removing assets from IFAS inventory begins when you create a disposal record and continues until the record is removed from your IFAS inventory list or shows a deleted status in IFAS.

Stage	Description
1	<p>Create a disposal record in IFAS. Add disposal date and method. See the following section titled <i>Creating a Disposal Record in IFAS</i> for details.</p> <p><b>Note:</b> Use the Comments field on the disposal screen to add any comments about the item,</p>
2	<p>Produce and print the CDD report FA_40_R02 (Item Pending Disposal Verification). See the following section titled <i>Produce &amp; Print CDD Pending Disposal Report</i> for details.</p>
3	<p>Complete all three sections of form number 3351 (County Property Deletion/Indemnification Request Form). The form requires an official signature in sections 2 and 3. Attach the original 3351 to the CDD report and send to Purchasing Services by fax to 713-368-8807, by interoffice mail, or deliver to 601 Lockwood.</p> <p><b>Note:</b> The form is located on the Auditor’s web page on the Harris County Intranet.</p>
4	<p>Purchasing Services reviews the 3351 form, contacts you for more information about the items, and makes the final decision concerning the Fixed Asset you want to dispose.</p>

*Continued on next page*

## Remove Assets from IFAS Inventory, Continued

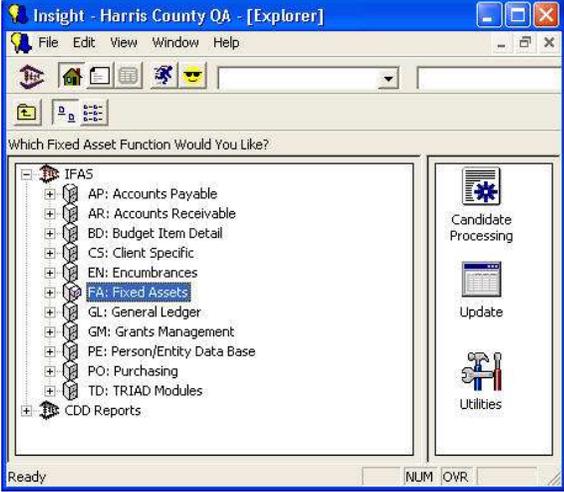
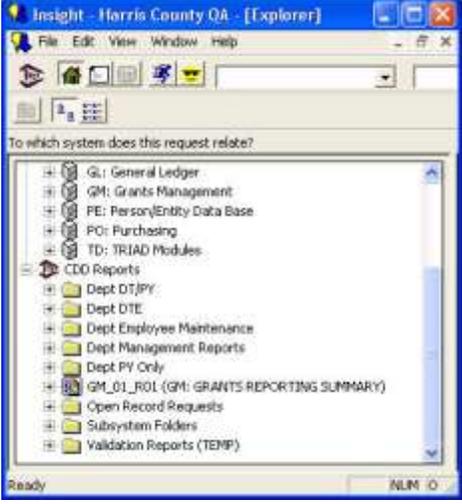
**Process description** (continued)

Stage	Description						
5	<p>Use the following table to decide the next step.</p> <table border="1" data-bbox="565 527 1386 785"> <thead> <tr> <th data-bbox="565 527 930 558">If Purchasing Advises...</th> <th data-bbox="930 527 1386 558">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 558 930 638">You to dispose of the item,</td> <td data-bbox="930 558 1386 638">Go to stage 6.</td> </tr> <tr> <td data-bbox="565 638 930 785">You to transfer the item for salvage or resale,</td> <td data-bbox="930 638 1386 785">Delete the disposal record, and go to the chapter titled <i>Transfer Assets to Purchasing Services</i> to continue.</td> </tr> </tbody> </table>	If Purchasing Advises...	Then...	You to dispose of the item,	Go to stage 6.	You to transfer the item for salvage or resale,	Delete the disposal record, and go to the chapter titled <i>Transfer Assets to Purchasing Services</i> to continue.
If Purchasing Advises...	Then...						
You to dispose of the item,	Go to stage 6.						
You to transfer the item for salvage or resale,	Delete the disposal record, and go to the chapter titled <i>Transfer Assets to Purchasing Services</i> to continue.						
6	The request is submitted to Commissioner’s Court by Purchasing Services.						
7	Purchasing Services is notified of approval.						
8	<p>Purchasing Services updates the asset status in IFAS after the approval letter is received from the Commissioner’s Court.</p> <p><b>Note:</b> Allow at least two Commissioner’s Court dates for Purchasing Services to complete the disposal.</p>						
9	Check IFAS to see if the change is complete. If the process is complete, the Fixed Asset record no longer appears on your department IFAS inventory list or the record shows a deleted status in IFAS.						
10	If after two Commissioner’s Court dates the FA still appears on your IFAS inventory list, contact Purchasing Services at 713-368-8800.						

# Produce & Print CDD Pending Disposal Report

**Introduction** The following information explains how to print the CDD Pending Disposal report.

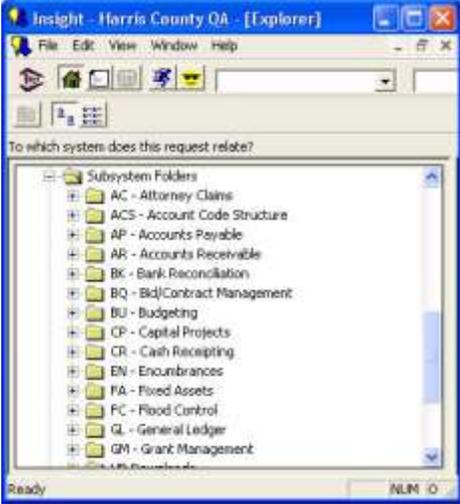
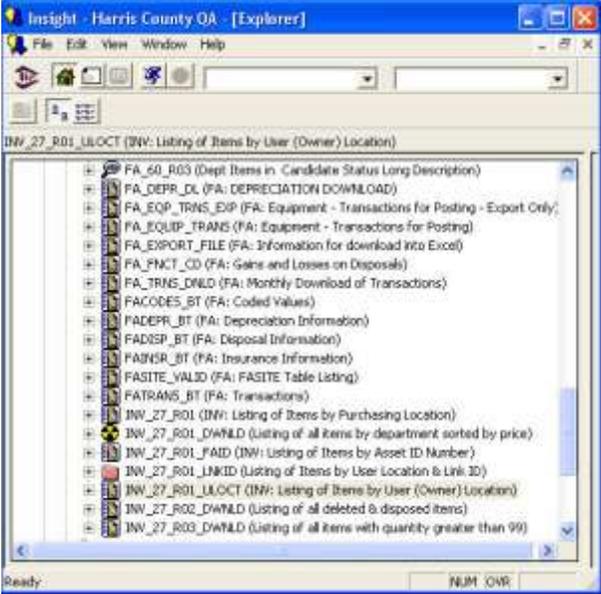
**Print report** Use the following steps to print the CDD Pending Disposal report.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>CDD Reports</b> icon. The following screen opens.</p> 

*Continued on next page*

## Produce & Print CDD Pending Disposal Report, Continued

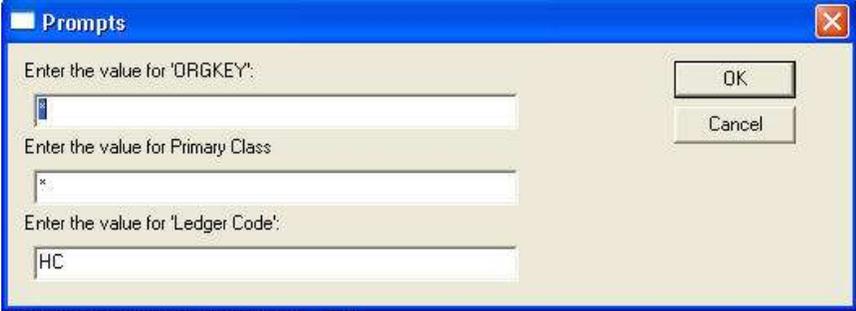
Print report (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>Subsystem Folder</b> icon. The following screen opens.</p> 
4	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

Continued on next page

## Produce & Print CDD Pending Disposal Report, Continued

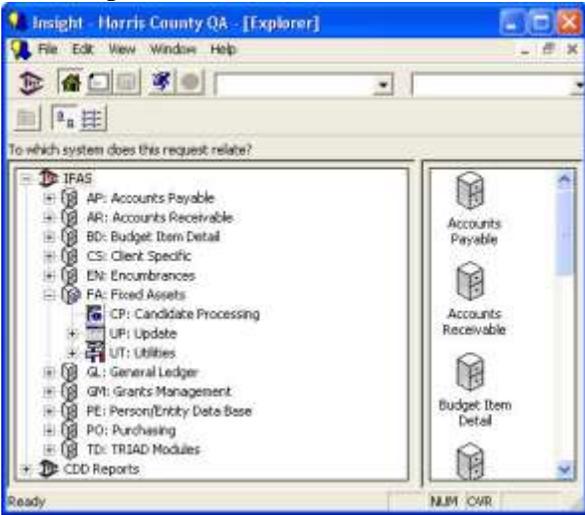
### Print report (continued)

Step	Action
5	<p>Double-click the <b>FA_40_R02</b> report. The following prompt box opens.</p> 
6	<p>Enter the information in the following fields.</p> <ul style="list-style-type: none"> <li>• <b>Enter the value for 'ORGKEY'</b> (enter the Org. Key)</li> <li>• <b>Enter the value for Primary Class</b> (enter *)</li> <li>• <b>Enter the value for the Ledger Code</b> (enter HC)</li> </ul>
7	<p>Click the <b>OK</b> button. The CDD report opens.</p>
8	<p>Click the <b>Print</b> icon in the button bar to print the entire report.</p>
9	<p>Click the small black <b>X</b> in the upper right-hand corner to close the report.</p>

# Create a Disposal Record in IFAS

**Introduction** The following information explains how to create a disposal record in IFAS.

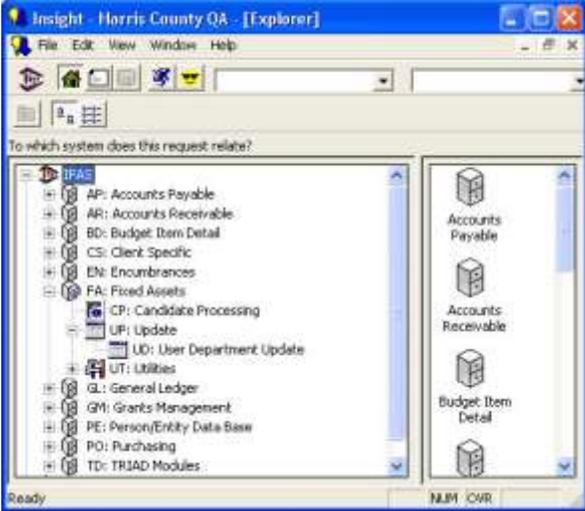
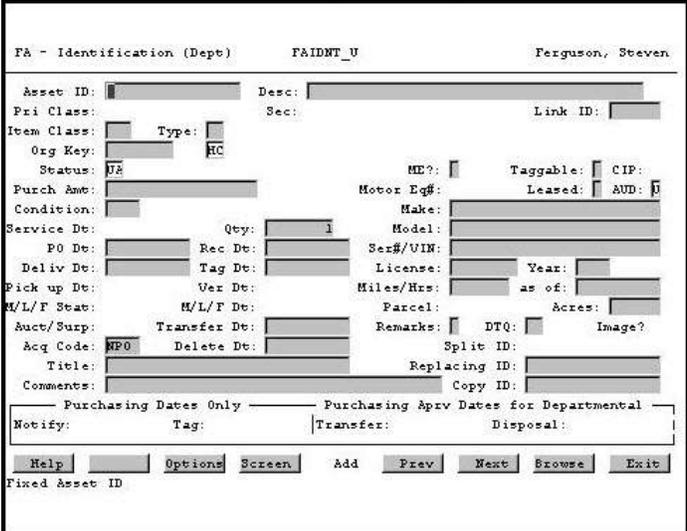
**Create disposal record** Use the following steps to create a disposal record in IFAS.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Assets</b> icon. The following screen opens.</p> 

*Continued on next page*

## Create a Disposal Record in IFAS, Continued

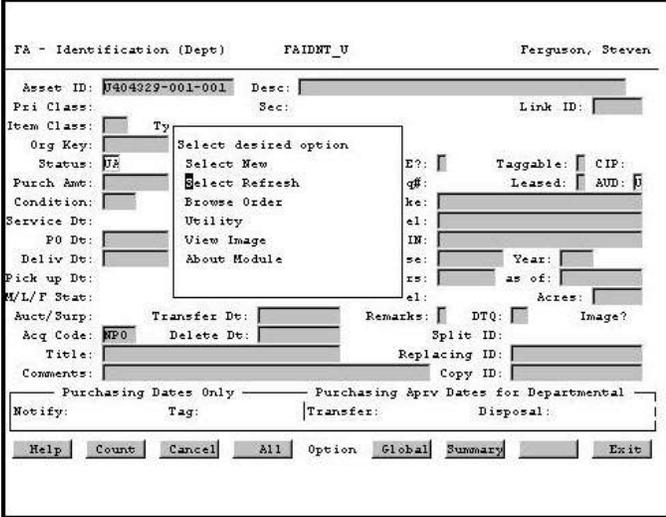
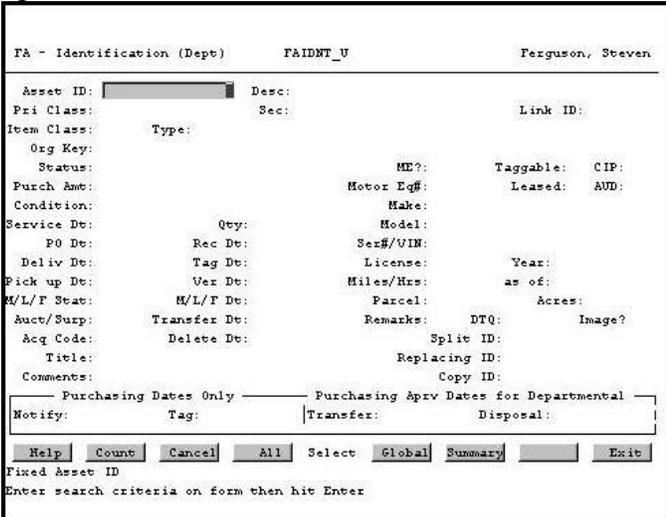
Create disposal record (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p> 
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p> 

Continued on next page

## Create a Disposal Record in IFAS, Continued

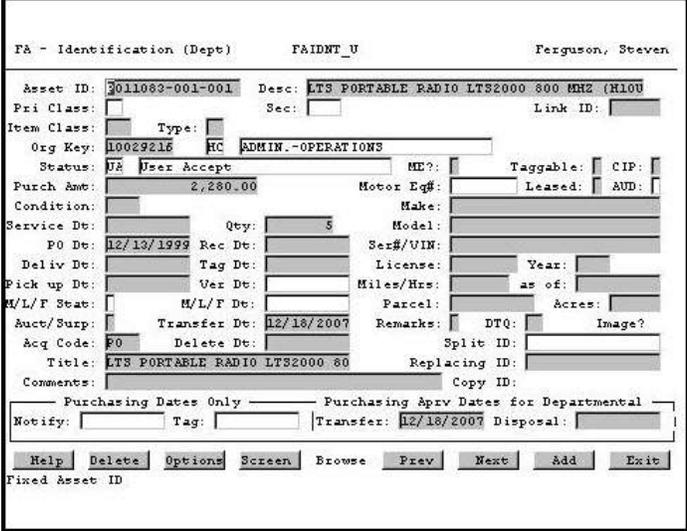
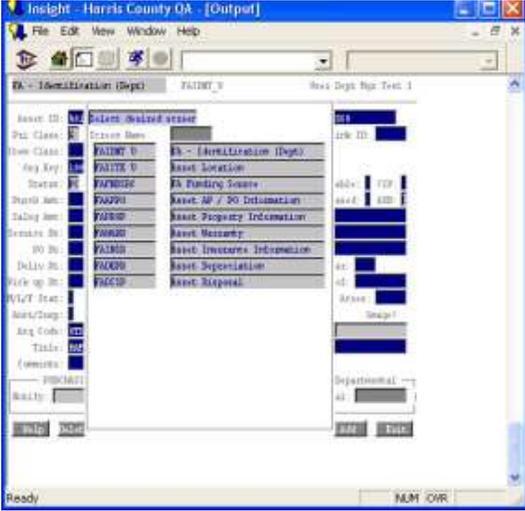
Create disposal record (continued)

Step	Action
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p> 
6	<p>Press <b>Enter</b> to select the <b>Select New</b> option. The following screen opens.</p> 

Continued on next page

## Create a Disposal Record in IFAS, Continued

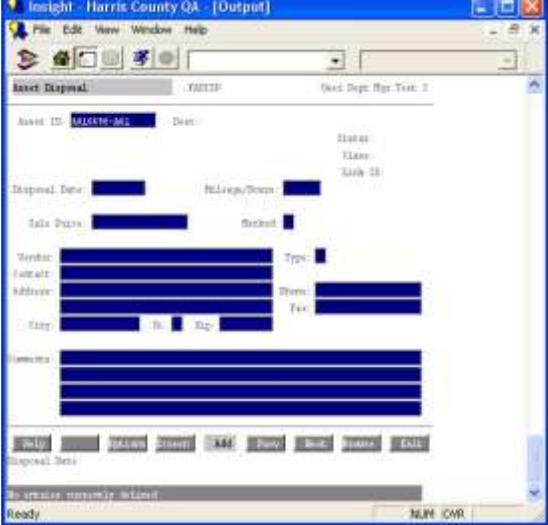
### Create disposal record (continued)

Step	Action
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>.</p>  <p>The screenshot shows the 'FA - Identification (Dept)' screen. The 'Asset ID' field is highlighted with a cursor. The screen displays the following information:</p> <ul style="list-style-type: none"> <li>FA - Identification (Dept): FAIDNT_U, Ferguson, Steven</li> <li>Asset ID: 3011083-001-001</li> <li>Desc: LTS PORTABLE RADIO LTS2000 800 MHZ (H10U)</li> <li>Pri Class: [ ]</li> <li>Sec: [ ]</li> <li>Link ID: [ ]</li> <li>Item Class: [ ]</li> <li>Type: [ ]</li> <li>Org Key: 10029216</li> <li>HC: ADMIN.-OPERATIONS</li> <li>Status: UA</li> <li>User Accept: [ ]</li> <li>ME?: [ ]</li> <li>Taggable: [ ]</li> <li>CIP: [ ]</li> <li>Purch Amt: 2,280.00</li> <li>Motor Eq#: [ ]</li> <li>Leased: [ ]</li> <li>AUD: [ ]</li> <li>Condition: [ ]</li> <li>Make: [ ]</li> <li>Service Dt: [ ]</li> <li>Qty: 5</li> <li>Model: [ ]</li> <li>PO Dt: 12/13/1999</li> <li>Rec Dt: [ ]</li> <li>Ser#/VIN: [ ]</li> <li>Deliv Dt: [ ]</li> <li>Tag Dt: [ ]</li> <li>License: [ ]</li> <li>Year: [ ]</li> <li>Pick up Dt: [ ]</li> <li>Ver Dt: [ ]</li> <li>Miles/Hrs: [ ]</li> <li>as of: [ ]</li> <li>M/L/F Stat: [ ]</li> <li>M/L/F Dt: [ ]</li> <li>Parcel: [ ]</li> <li>Acres: [ ]</li> <li>Auct/Surp: [ ]</li> <li>Transfer Dt: 12/18/2007</li> <li>Remarks: [ ]</li> <li>DTQ: [ ]</li> <li>Image?: [ ]</li> <li>Acq Code: F0</li> <li>Delete Dt: [ ]</li> <li>Split ID: [ ]</li> <li>Title: LTS PORTABLE RADIO LTS2000 80</li> <li>Replacing ID: [ ]</li> <li>Copy ID: [ ]</li> <li>Comments: [ ]</li> <li>Purchasing Dates Only: [ ]</li> <li>Purchasing Aprv Dates for Departmental: [ ]</li> <li>Notify: [ ]</li> <li>Tag: [ ]</li> <li>Transfer: 12/18/2007</li> <li>Disposal: [ ]</li> </ul> <p>Buttons at the bottom: Help, Delete, Options, Screen, Browse, Prev, Next, Add, Exit</p> <p>Fixed Asset ID</p>
8	<p>Press the <b>F4</b> key to select the <b>FADISP</b> screen. The following screen opens.</p>  <p>The screenshot shows the 'FADISP' screen. The screen displays the following information:</p> <ul style="list-style-type: none"> <li>Asset ID: 3011083-001-001</li> <li>Description: LTS PORTABLE RADIO LTS2000 800 MHZ (H10U)</li> <li>Pri Class: [ ]</li> <li>Sec: [ ]</li> <li>Link ID: [ ]</li> <li>Item Class: [ ]</li> <li>Type: [ ]</li> <li>Org Key: 10029216</li> <li>HC: ADMIN.-OPERATIONS</li> <li>Status: UA</li> <li>User Accept: [ ]</li> <li>ME?: [ ]</li> <li>Taggable: [ ]</li> <li>CIP: [ ]</li> <li>Purch Amt: 2,280.00</li> <li>Motor Eq#: [ ]</li> <li>Leased: [ ]</li> <li>AUD: [ ]</li> <li>Condition: [ ]</li> <li>Make: [ ]</li> <li>Service Dt: [ ]</li> <li>Qty: 5</li> <li>Model: [ ]</li> <li>PO Dt: 12/13/1999</li> <li>Rec Dt: [ ]</li> <li>Ser#/VIN: [ ]</li> <li>Deliv Dt: [ ]</li> <li>Tag Dt: [ ]</li> <li>License: [ ]</li> <li>Year: [ ]</li> <li>Pick up Dt: [ ]</li> <li>Ver Dt: [ ]</li> <li>Miles/Hrs: [ ]</li> <li>as of: [ ]</li> <li>M/L/F Stat: [ ]</li> <li>M/L/F Dt: [ ]</li> <li>Parcel: [ ]</li> <li>Acres: [ ]</li> <li>Auct/Surp: [ ]</li> <li>Transfer Dt: 12/18/2007</li> <li>Remarks: [ ]</li> <li>DTQ: [ ]</li> <li>Image?: [ ]</li> <li>Acq Code: F0</li> <li>Delete Dt: [ ]</li> <li>Split ID: [ ]</li> <li>Title: LTS PORTABLE RADIO LTS2000 80</li> <li>Replacing ID: [ ]</li> <li>Copy ID: [ ]</li> <li>Comments: [ ]</li> <li>Purchasing Dates Only: [ ]</li> <li>Purchasing Aprv Dates for Departmental: [ ]</li> <li>Notify: [ ]</li> <li>Tag: [ ]</li> <li>Transfer: 12/18/2007</li> <li>Disposal: [ ]</li> </ul> <p>Buttons at the bottom: Help, Delete, Options, Screen, Browse, Prev, Next, Add, Exit</p> <p>Fixed Asset ID</p>

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## Create a Disposal Record in IFAS, Continued

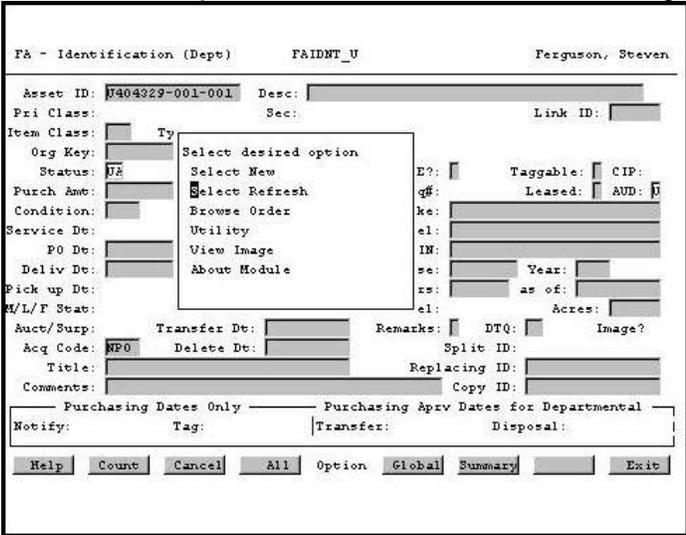
Create disposal record (continued)

Step	Action
9	<p>Use the <b>Arrow</b> keys to move the cursor beside the <b>FADISP Asset Disposal</b> option, and press <b>Enter</b>. The following screen opens.</p>  <p><b>Note:</b> This view is in Add mode because you are creating a disposal record.</p>
10	<p>Enter information in the following required fields.</p> <ul style="list-style-type: none"> <li>• <b>Disposal Date</b> (enter date)</li> <li>• <b>Method</b> (go to step 11 to choose a method)</li> <li>• <b>Comments</b> (enter the condition of the item and the reason for disposal)</li> </ul>

*Continued on next page*

## Create a Disposal Record in IFAS, Continued

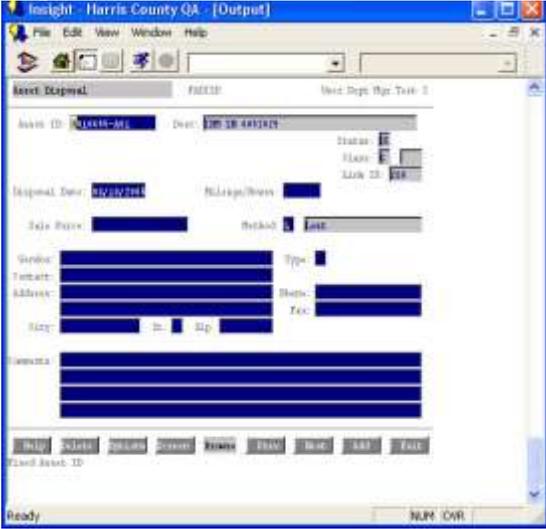
Create disposal record (continued)

Step	Action
11	<p>Press the <b>F1</b> key. A drop-down list of disposal methods opens.</p> 
12	<p>Use the <b>Arrow</b> keys to move the cursor beside the method you want to use, and press <b>Enter</b>. The program reverts to the original blank <b>Disposal</b> screen.</p>
13	<p>Press <b>Enter</b> again to accept the record.</p>
14	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p> 

*Continued on next page*

## Create a Disposal Record in IFAS, Continued

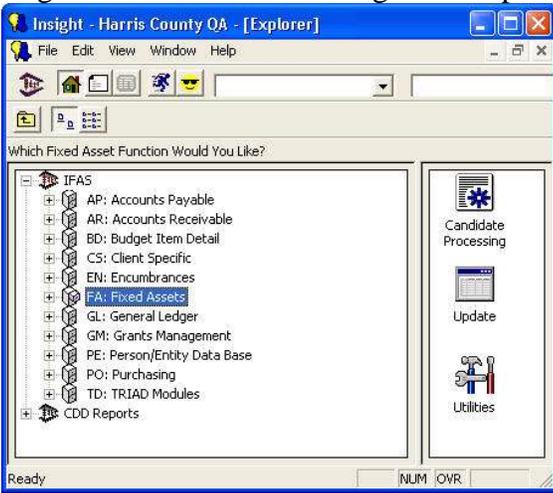
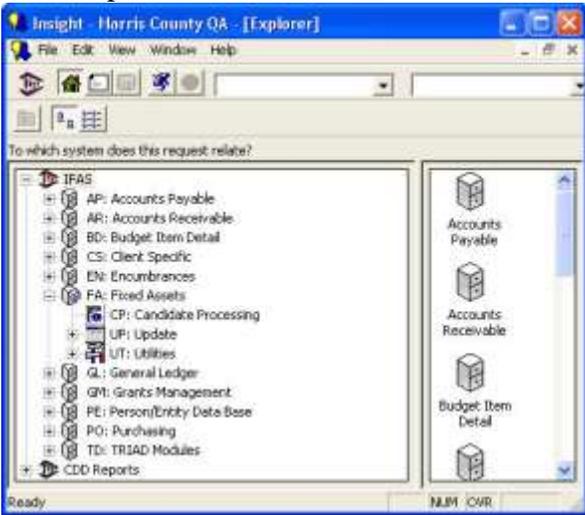
Create disposal record (continued)

Step	Action
15	<p>Use the <b>Arrow</b> keys to move the cursor beside the <b>Select Refresh</b> option, and press <b>Enter</b>. The following screen opens showing the disposal method and the DU status.</p> 
16	Press the <b>F8</b> key to exit.

## Delete a Disposal Record in IFAS

**Introduction** The following information explains how to delete a disposal record in IFAS.

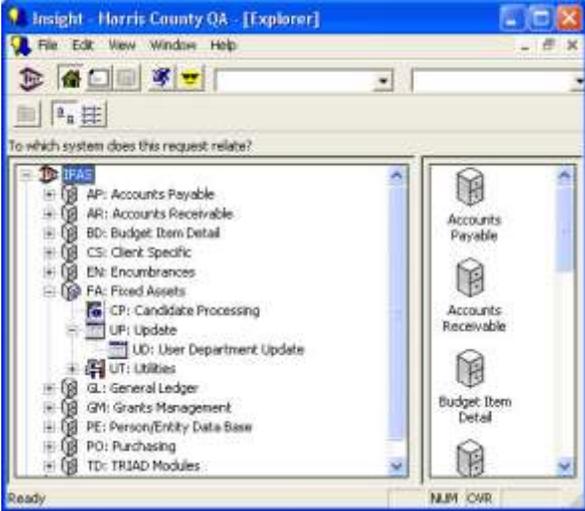
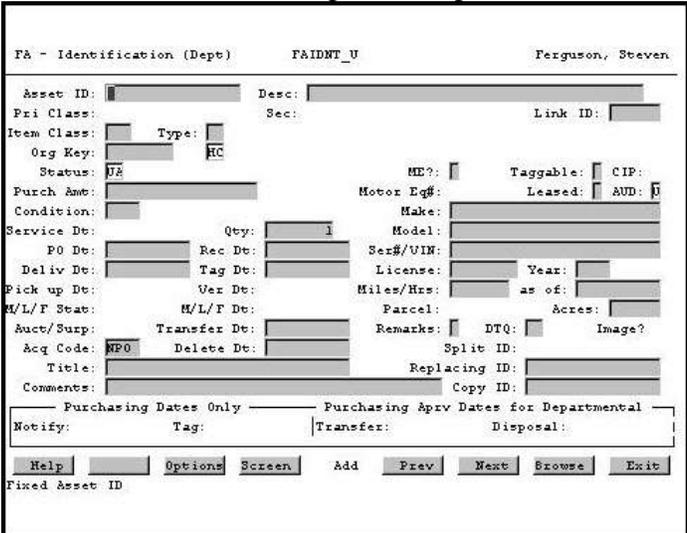
**Delete a disposal record** You can delete a disposal record only until the time Purchasing Services changes the FA status to DD. Use the following steps to delete a disposal record in IFAS.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Assets</b> icon. The following screen opens.</p> 

*Continued on next page*

## Delete a Disposal Record in IFAS, Continued

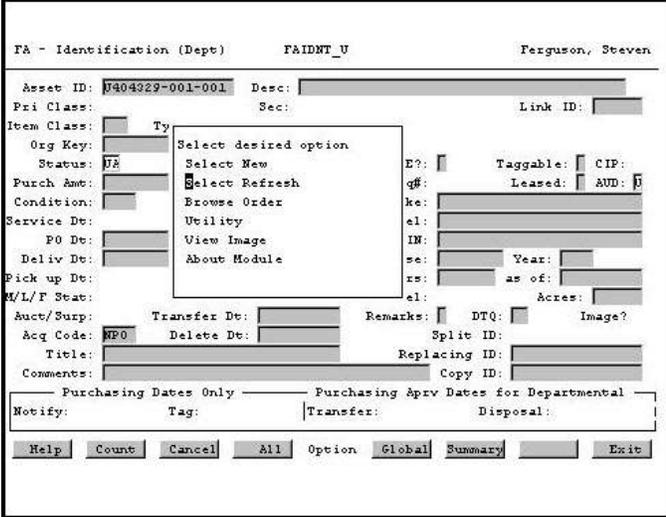
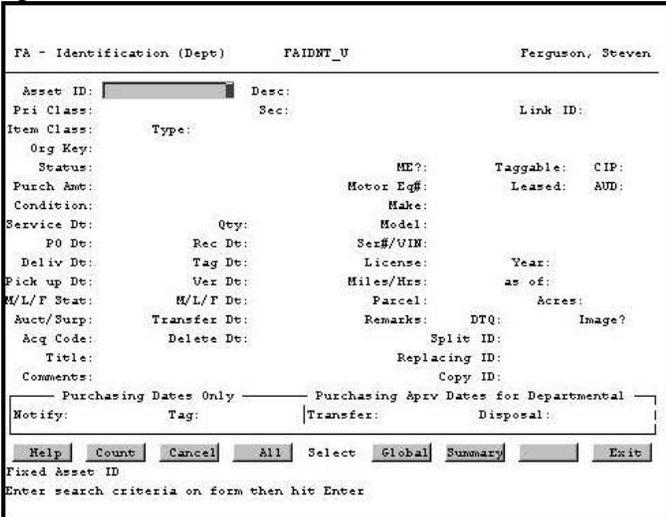
Delete a record (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p>  <p>The screenshot shows a web browser window titled 'Insight - Harris County OA - [Explorer]'. The main content area displays a tree view of system modules. The 'UP: Update' module is selected and highlighted. Other visible modules include AP: Accounts Payable, AR: Accounts Receivable, BD: Budget Item Detail, CS: Client Specific, EN: Encumbrances, FA: Fixed Assets, CP: Candidate Processing, UD: User Department Update, UT: Utilities, GL: General Ledger, GM: Grants Management, PE: Person/Entity Data Base, PO: Purchasing, and TD: TRIAD Modules. On the right side, there are icons for Accounts Payable, Accounts Receivable, and Budget Item Detail.</p>
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p>  <p>The screenshot shows the 'UD: User Department Update' module interface. At the top, it displays 'FA - Identification (Dept)' and 'FAIDMT_U Ferguson, Steven'. Below this, there are several data entry fields: Asset ID, Desc, Pri Class, Sec, Link ID, Item Class, Type, Org Key, Status, ME?, Taggable, CIP, Purch Amt, Motor Eq#, Leased, AUD, Condition, Make, Service Dt, Qty, Model, PO Dt, Rec Dt, Ser#/VIN, Deliv Dt, Tag Dt, License, Year, Pick up Dt, Ver Dt, Miles/Hrs, as of, M/L/F Stat, M/L/F Dt, Parcel, Acres, Auct/Surp, Transfer Dt, Remarks, DTQ, Image?, Acq Code, Delete Dt, Split ID, Title, Replacing ID, and Comments. At the bottom, there are buttons for 'Help', 'Options', 'Screen', 'Add', 'Prev', 'Next', 'Browse', and 'Exit'. The 'Fixed Asset ID' field is also visible at the bottom left.</p>

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## Delete a Disposal Record in IFAS, Continued

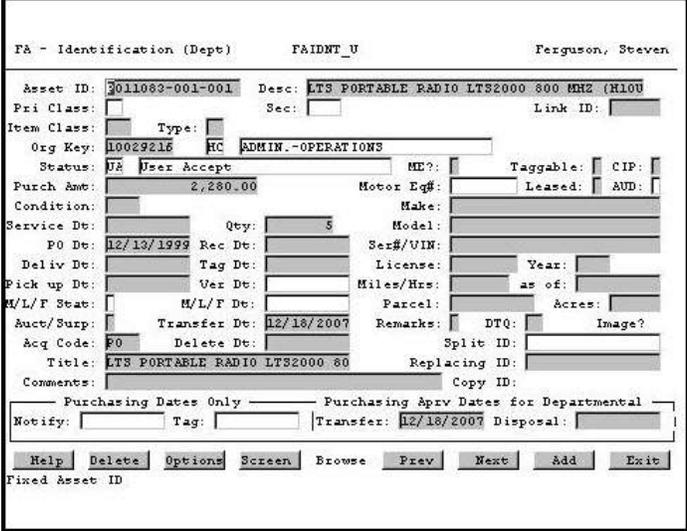
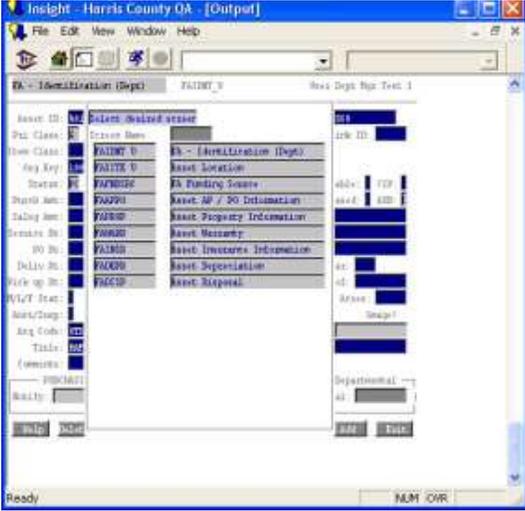
Delete a record (continued)

Step	Action
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p> 
6	<p>Press <b>Enter</b> to select the <b>Select New</b> option. The following screen opens.</p> 

Continued on next page

## Delete a Disposal Record in IFAS, Continued

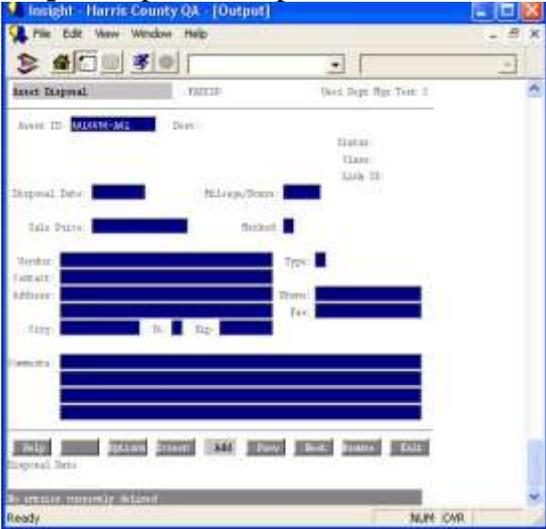
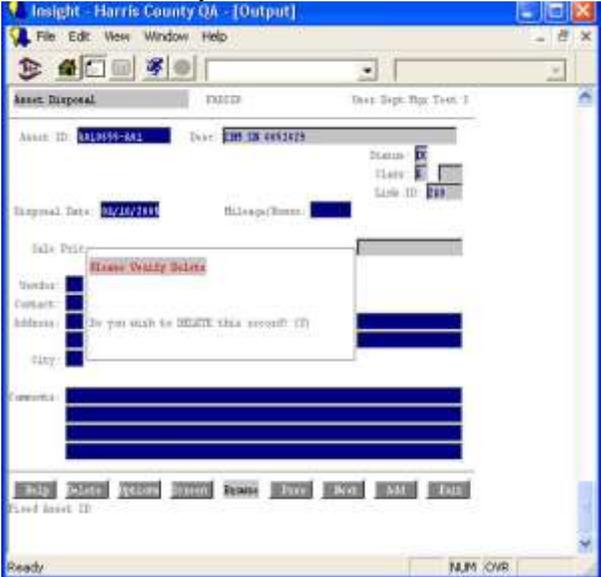
Delete a disposal record (continued)

Step	Action
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>.</p> 
8	<p>Press the <b>F4</b> key to access the <b>FADISP</b> screen. The following screen opens.</p> 

Continued on next page

## Delete a Disposal Record in IFAS, Continued

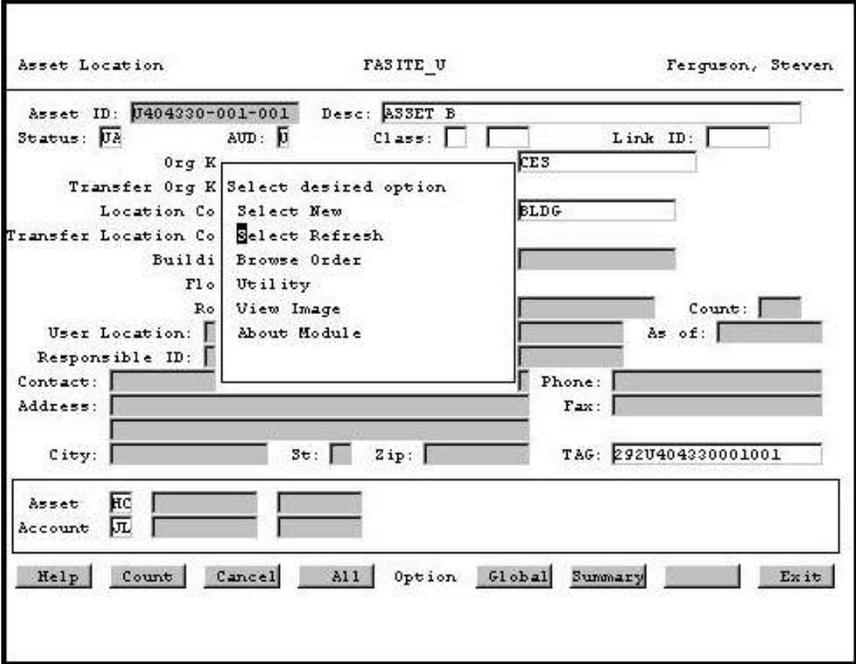
Delete a disposal record (continued)

Step	Action
9	<p>Use the <b>Arrow</b> keys to move the cursor beside the <b>FADISP Asset Disposal</b> option, and press <b>Enter</b>. The following screen opens.</p> 
10	<p>Press the <b>F2</b> key to delete the record. The following screen opens.</p>  <p><b>Note:</b> This screen is in Browse mode.</p>

*Continued on next page*

## Delete a Disposal Record in IFAS, Continued

Delete a disposal record (continued)

Step	Action
11	Enter a <b>Y</b> for yes to verify you want to delete the record. The record is still visible until you refresh the screen.
12	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p>  <p>The screenshot shows the 'Asset Location' screen for 'FASITE_U' at 'Ferguson, Steven'. The Asset ID is 'H404330-001-001' and the description is 'ASSET B'. A menu is open over the screen with the following options: 'Select desired option', 'Select New', 'Select Refresh', 'Browse Order', 'Utility', 'View Image', and 'About Module'. The menu is currently highlighting 'Select Refresh'. Other fields visible include 'Status: YA', 'AUD: J', 'Class: [ ]', 'Link ID: [ ]', 'Org K: CES', 'Transfer Org K: [ ]', 'Location Co: BLDG', 'Transfer Location Co: [ ]', 'Buildi: [ ]', 'Flo: [ ]', 'Ro: [ ]', 'User Location: [ ]', 'Responsible ID: [ ]', 'Contact: [ ]', 'Address: [ ]', 'City: [ ]', 'St: [ ]', 'Zip: [ ]', 'Phone: [ ]', 'Fax: [ ]', 'TAG: 292U404330001001', 'Asset: HC', and 'Account: JL'. At the bottom of the screen are buttons for 'Help', 'Count', 'Cancel', 'All', 'Option', 'Global', 'Summary', and 'Exit'.</p>

*Continued on next page*

## Delete a Disposal Record in IFAS, Continued

Delete a disposal record (continued)

Step	Action
13	<p>Use the <b>Arrow</b> keys to move the cursor beside the <b>Select Refresh</b> option, and press <b>Enter</b>. The <b>Status</b> field shows the status as it was prior to creation of the disposal record.</p> <div data-bbox="548 632 1404 1297" style="border: 1px solid black; padding: 5px;"> <pre> Asset Location          FASITE_U          Ferguson, Steven ----- Asset ID: 0000330-001-001 Desc: ASSET B Status: DA          A00: 0          Class: 0          Link ID: 0       Dcg Key: 00029203          FRAMEFRAME HARDWARE       Transfer Dcg Key:       Location Code: 053B0000          ADMINISTRATION BLDG Transfer Location Code:       Building:       Floor:       Room:       Count:       User Location:       Responsible ID:       Contact:       Address:       City:       St:       Zip:       TAG: 2920400330001001  Asset  MC Account  JL  [Help] [Delete] [Options] [Screen] [Browse] [Prev] [Next] [Add] [Exit] fixed Asset ID                     </pre> </div>
14	Press the <b>F8</b> key to exit.

## Physically Dispose of Assets

### Overview

---

**Introduction** The following information describes the process for handling the physical disposal of assets, and the IFAS procedures used in connection with this process. In this case, the physical item is at your location, is already removed from IFAS, and you want to remove it from the premises.

---

**In this chapter** This chapter contains the following topics.

Topic	See Page
Physically Dispose of Assets	72
Print CDD Deleted & Disposed Items Report	73

---

## Physically Dispose of Assets

**Introduction** The following information describes the process for physically disposing of assets.

**Before you begin** See the chapter titled *Remove Assets from IFAS Inventory* before you proceed with this process. You must remove the asset from IFAS before removing it from your location.

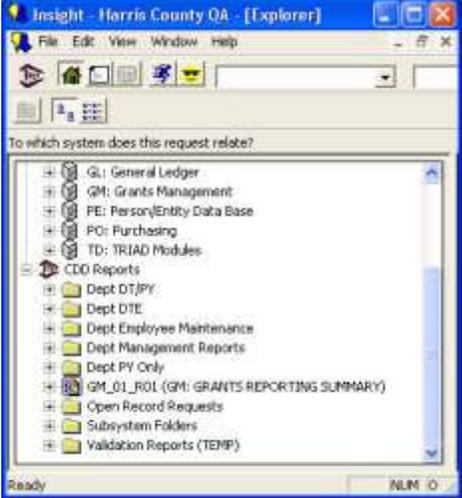
**Process description** The process for physically disposing of assets begins with removing the item in IFAS and continues until the disposal company picks up the items.

Stage	Description
1	Go to the chapter titled <i>Remove Assets from IFAS Inventory</i> to remove the asset from IFAS.
2	Check IFAS to see if the change is complete. If the change is complete, the asset appears on the CDD Deleted Status report.  <b>Note:</b> See the following section titled <i>Produce &amp; Print CDD Deleted &amp; Disposed Items Report</i> for instructions on printing the report.
3	If after two Commissioner’s Court dates the asset does not appear on CDD Deleted Status report, contact Purchasing Services at 713-368-8800.
4	When the asset appears on the CDD Deleted Status report, contact one of the disposal companies who hold a contract with Harris County. If there is no disposal contract for your asset, contact Purchasing Services at 713-755-5036 for the preferred disposal method.

## Print CDD Deleted & Disposed Items Report

**Introduction** The following information explains how to print the CDD Deleted & Disposed Items report to check if items are deleted from IFAS.

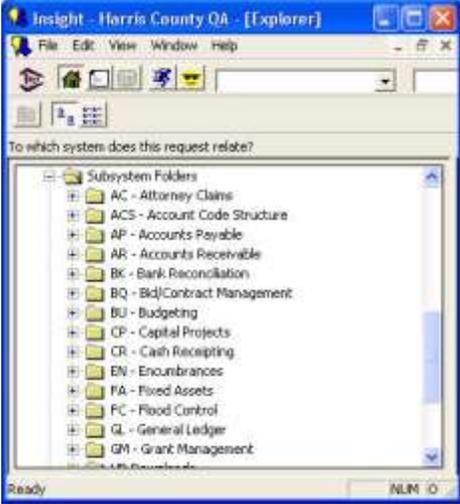
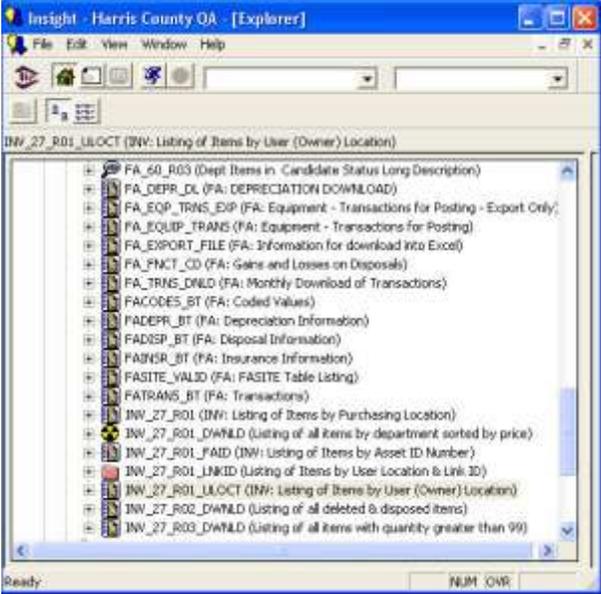
**Print report** Use the following steps to print the CDD Deleted & Disposed Items report.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>CDD Reports</b> icon. The following screen opens.</p> 

*Continued on next page*

**Print CDD Deleted & Disposed Items Report, Continued**

**Print report** (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>Subsystem Folder</b> icon. The following screen opens.</p> 
4	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

*Continued on next page*

## Print CDD Deleted & Disposed Items Report, Continued

**Print report** (continued)

Step	Action
5	Double-click the <b>INV_27_R02_DWNLD</b> report. The following prompt box opens. 
6	Enter your department number in the <b>Enter the value for Department</b> field.
7	Click the <b>OK</b> button. The CDD report opens.
8	Click the <b>Print</b> icon in the button bar to print the entire report.
9	Click the small black <b>X</b> in the upper right hand corner to close the report.

## Transfer Assets

### Overview

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**Introduction**      The following information describes the process for handling the transfer of assets to Purchasing Services and the IFAS procedures used in connection with this process.

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**General**            In this case, the physical item is available at your location. You want to remove it from your location, and you want to transfer it in IFAS.

---

**In this chapter**    This chapter contains the following topics.

Topic	See Page
Guidelines for Asset Transfer	77
Transfer Assets to Purchasing Services	78
Transfer Assets to another Department	80
Receive Assets from another Department	81
Transfer Assets in IFAS	82
Produce & Print CDD Incoming Items Approval Report	89
Cancel a Transfer in IFAS	92

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## Guidelines for Asset Transfer

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### **Introduction**

The following information includes guidelines for transferring assets to Purchasing Services.

---

### **Salvage or disposal**

If an asset is in good condition, Purchasing Services advises you to transfer the asset to Purchasing Services for reuse or to resell. If the asset is not salvageable, you must contact one of the companies who hold a disposal contract with Harris County for disposal of the item. See the chapter titled *Physically Dispose of Fixed Assets* for more information. Purchasing Services makes the final decision whether the item is salvageable or not.

---

### **When to transfer**

We strongly suggest that you do not stockpile assets to transfer. Contact Purchasing Services immediately as you determine that items are no longer wanted. Purchasing Services has limited moving capabilities.

Be aware that if you stockpile a large number of assets, you could incur the expense of hiring a moving company to move the items to Purchasing Services.

---

### **Identify items to Purchasing**

You must physically identify each item on the Pending Transfer report to the Purchasing Services representative at the time the items are picked-up by or delivered to Purchasing Services.

---

### **Tagging transfer items**

We encourage you to tag your transfer items for easy identification. Tagging items is not mandatory at this time. However, identifying each item to the Purchasing Services representative is mandatory, and tagging each item is helpful for identification of the items.

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### **Grouping items in pallets or lots**

If an asset has an identifiable serial number, it must have a record in IFAS and be listed separately on the pending transfer report. You can group identical items with no serial numbers on a pallet or in lots.

---

## Transfer Assets to Purchasing Services

**Introduction** The following information describes the process for transferring assets to Purchasing Services.

**Transfer assets to another department** If you must transfer an item to another department, see the following section titled *Transfer Assets to another Department* for details.

**Process description** The process for transferring assets to Purchasing Services begins when you verify there is a record in IFAS and continues until the items are delivered to Purchasing Services.

Stage	Description						
1	Verify a record exists for each asset you want to transfer, or add a record if needed. See the section titled <i>Add a Record in IFAS</i> , in the chapter titled <i>General IFAS Procedures</i> for details.						
2	Update the FASITE (Asset Location) screen in IFAS with the Purchasing Services Org. Key is 10061556, which changes the record to a pending transfer status. Use the <b>Remarks</b> field in the FAIDNT_U screen to add information regarding the condition of the asset. See the following section titled <i>Add Remarks to an IFAS Record</i> in the chapter titled <i>General IFAS Procedures</i> for details.  <b>Note:</b> You can view a list of assets pending transfer on the FA_40_R01 CDD (pending transfer) report.						
3	Contact Purchasing Services to arrange for delivery. Purchasing Services prints the pending transfer report the day designated for transfer, and verifies the items upon arrival.  <b>Note:</b> You must identify all items to Purchasing Services at the time of arrival.						
4	Use the following table to decide your next step. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>If Purchasing Services...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Accepts the item for transfer,</td> <td>Go to stage 5.</td> </tr> <tr> <td>Advises you to dispose of the item,</td> <td>See the chapter titled <i>Physically Dispose of Assets</i> to continue.</td> </tr> </tbody> </table>	If Purchasing Services...	Then...	Accepts the item for transfer,	Go to stage 5.	Advises you to dispose of the item,	See the chapter titled <i>Physically Dispose of Assets</i> to continue.
If Purchasing Services...	Then...						
Accepts the item for transfer,	Go to stage 5.						
Advises you to dispose of the item,	See the chapter titled <i>Physically Dispose of Assets</i> to continue.						

*Continued on next page*

## Transfer Assets to Purchasing Services, Continued

---

**Process description** (continued)

Stage	Description
5	The Purchasing Services submits the transfer request to Commissioner's Court.
6	The Commissioner's Court approves the transfer request and notifies Purchasing Services.  <b>Note:</b> Allow at least two Commissioner's Court dates for this stage of the process.
7	Contact Purchasing Services at 713-368-8800 to arrange for delivery of items.

---

## Transfer Assets to another Department

**Introduction** The following information describes the process for transferring an asset to another department.

**Process description** The process for transferring assets to another department begins when a department notifies you that they want the asset that is available for transfer, and continues until Purchasing Services enters the transfer date in IFAS.

Stage	Description
1	A department notifies you that the asset available for transfer is wanted.
2	Physically move the asset to the other department, or arrange for pick up.
3	Update the FASITE (Asset Location) screen in IFAS with the Org. Key and Location code of the department you want to transfer the asset to, which changes the record to a pending transfer status. The asset shows up on the pending transfer report.  <b>Note:</b> Use the <b>Remarks</b> field in the FAIDNT_U screen to add information regarding the condition of the asset. See the section titled <i>Add Remarks to an IFAS Record</i> in the chapter titled <i>General IFAS Procedures</i> for details.
4	Purchasing Services reviews the pending transfer report and verifies that the other department has physically received the asset.
5	Purchasing Services sends a request for approval to Commissioner's Court.
6	Commissioner's Court approves the transfer request and notifies Purchasing Services.
7	Purchasing Services then approves the pending transfer request, and enters the transfer date in the FAIDNT screen, which changes the status of the asset to the status before the transfer.  <b>Note:</b> The asset is now out of your inventory and in the receiving department's inventory.

## Receive Assets from another Department

**Introduction** The following information describes the process for receiving assets from another department.

**Process description** The process for receiving assets from another department begins when the department contacts you to arrange for pick up or delivery of the asset and continues until Purchasing Services enters the transfer date in IFAS.

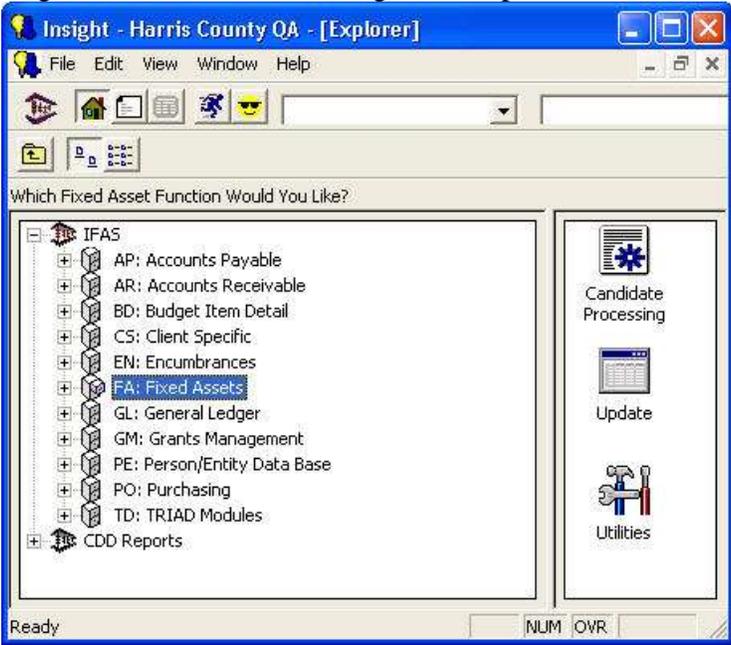
Stage	Description
1	The department contacts you to arrange for physical pick up or delivery of asset.
2	The department notifies you that the asset is now in PT (pending transfer) status with your Org. Key in IFAS.
3	Produce and print the FA_40_R02_B (Incoming Items Pending Transfer for Commissioner’s Court Approval) CDD report. Sign the signature line for each asset transferred, and send the list to Purchasing Services.
4	Purchasing Services sends a request for transfer approval to Commissioner’s Court.
5	Commissioner’s Court approves the transfer request and notifies Purchasing Services.
6	Purchasing Services then approves the pending transfer request and enters the transfer date in the FAIDNT screen, which changes the status of the asset to the status before the transfer.  <b>Note:</b> The asset is now in your inventory.

## Transfer Assets in IFAS

**Introduction** The following information explains how to transfer a Fixed Asset in IFAS.

**Before you begin** If the Fixed Asset does not have a record in IFAS, you must create one. See the section titled *Add a Record in IFAS* in the chapter titled *General IFAS Procedures* for details.

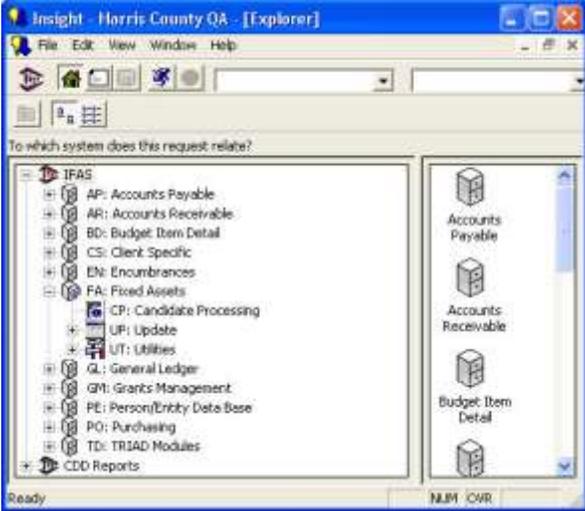
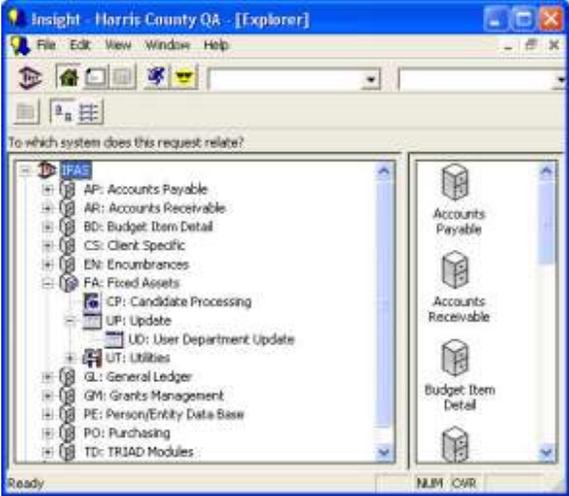
**Transfer assets** Use the following steps to transfer a Fixed Asset record in IFAS.

Step	Action
1	<p>Log into IFAS. The following screen opens.</p> 

*Continued on next page*

## Transfer Assets in IFAS, Continued

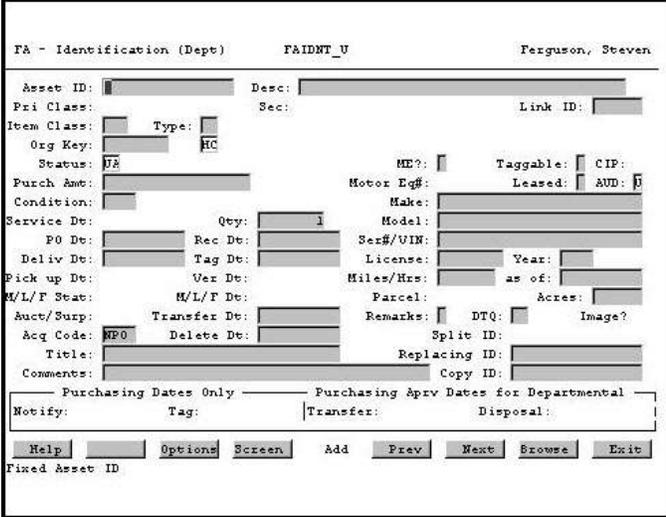
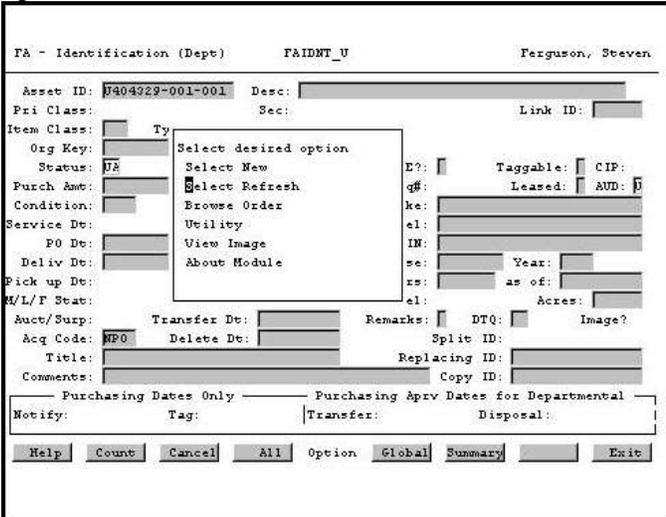
### Transfer assets (continued)

Step	Action
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p> 

*Continued on next page*

## Transfer Assets in IFAS, Continued

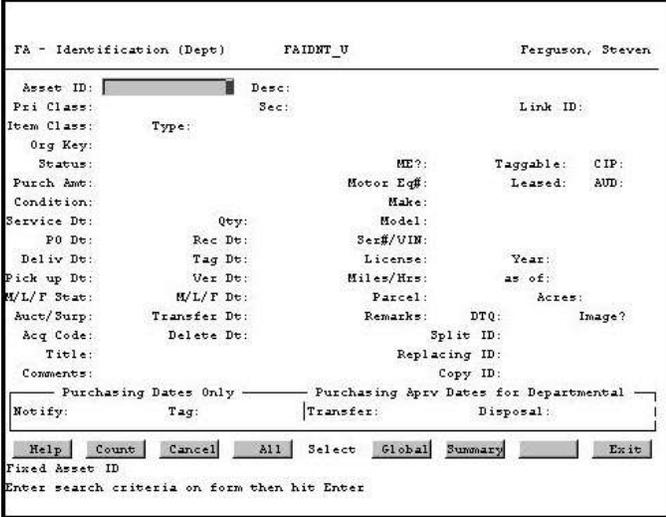
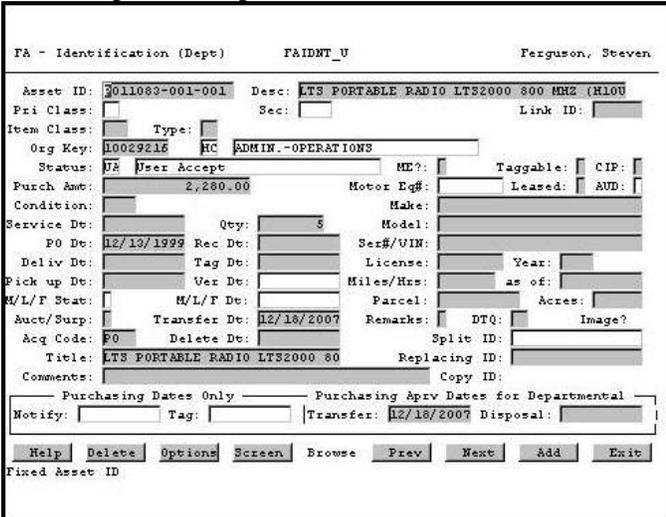
Transfer assets (continued)

Step	Action
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p>  <p>The screenshot shows the 'FA - Identification (Dept)' screen with the following fields and controls:</p> <ul style="list-style-type: none"> <li>FAIDNT_U: Ferguson, Steven</li> <li>Asset ID: [Redacted] Desc: [Redacted]</li> <li>Pri Class: [Redacted] Sec: [Redacted] Link ID: [Redacted]</li> <li>Item Class: [Redacted] Type: [Redacted]</li> <li>Org Key: [Redacted] HC</li> <li>Status: NA ME?: [Redacted] Taggable: [Redacted] CIP: [Redacted]</li> <li>Purch Amt: [Redacted] Motor Eqff: [Redacted] Leased: [Redacted] AUD: [Redacted]</li> <li>Condition: [Redacted] Make: [Redacted]</li> <li>Service Dt: [Redacted] Qty: 1 Model: [Redacted]</li> <li>PO Dt: [Redacted] Rec Dt: [Redacted] Ser#/VIN: [Redacted]</li> <li>Deliv Dt: [Redacted] Tag Dt: [Redacted] License: [Redacted] Year: [Redacted]</li> <li>Pick up Dt: [Redacted] Ver Dt: [Redacted] Miles/Hrs: [Redacted] as of: [Redacted]</li> <li>M/L/F Stat: [Redacted] M/L/F Dt: [Redacted] Parcel: [Redacted] Acres: [Redacted]</li> <li>Auct/Surp: [Redacted] Transfer Dt: [Redacted] Remarks: [Redacted] DTQ: [Redacted] Image? [Redacted]</li> <li>Acq Code: NPO Delete Dt: [Redacted] Split ID: [Redacted]</li> <li>Title: [Redacted] Replacing ID: [Redacted]</li> <li>Comments: [Redacted] Copy ID: [Redacted]</li> <li>Purchasing Dates Only: [Redacted] Purchasing Aprv Dates for Departmental: [Redacted]</li> <li>Notify: [Redacted] Tag: [Redacted] Transfer: [Redacted] Disposal: [Redacted]</li> <li>Buttons: Help, Options, Screen, Add, Prev, Next, Browse, Exit</li> <li>Fixed Asset ID: [Redacted]</li> </ul>
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p>  <p>The screenshot shows the 'FA - Identification (Dept)' screen with a menu open over the Asset ID field. The menu options are:</p> <ul style="list-style-type: none"> <li>Select desired option</li> <li>Select New</li> <li>Select Refresh</li> <li>Browse Order</li> <li>Utility</li> <li>View Image</li> <li>About Module</li> </ul> <p>The Asset ID field now contains 'H404329-001-001'. The buttons at the bottom of the screen are: Help, Count, Cancel, All, Option, Global, Summary, Exit.</p>

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## Transfer Assets in IFAS, Continued

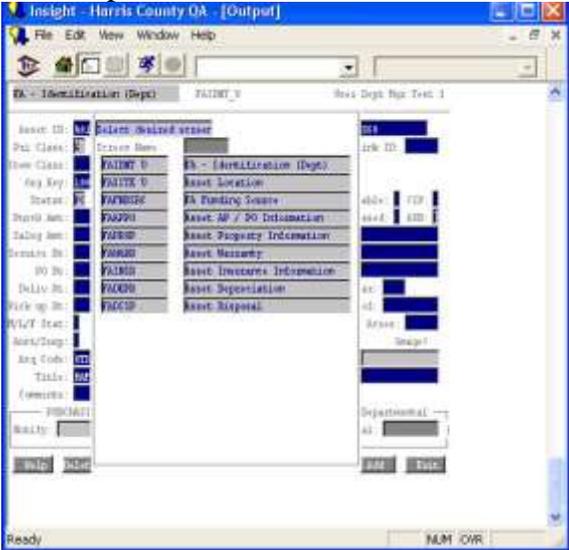
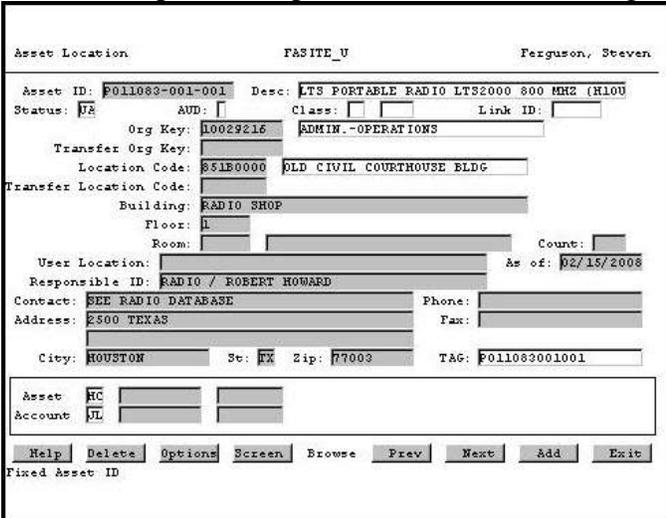
Transfer assets (continued)

Step	Action
6	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select New</b> option, and press <b>Enter</b>. The following screen opens.</p>  <p>FA - Identification (Dept) FAIDNT_U Ferguson, Steven</p> <p>Asset ID: [ ] Desc: [ ] Link ID: [ ]          Pri Class: [ ] Sec: [ ]          Item Class: [ ] Type: [ ]          Org Key: [ ] ME?: [ ] Taggable: [ ] CIP: [ ]          Status: [ ] Motor Egff: [ ] Leased: [ ] AUD: [ ]          Purch Amt: [ ] Make: [ ]          Condition: [ ]          Service Dt: [ ] Qty: [ ] Model: [ ]          PO Dt: [ ] Rec Dt: [ ] Ser#/VIN: [ ]          Deliv Dt: [ ] Tag Dt: [ ] License: [ ] Year: [ ]          Pick up Dt: [ ] Ver Dt: [ ] Miles/Hrs: [ ] as of: [ ]          M/L/F Stat: [ ] M/L/F Dt: [ ] Parcel: [ ] Acres: [ ]          Auct/Surp: [ ] Transfer Dt: [ ] Remarks: [ ] DTQ: [ ] Image? [ ]          Acq Code: [ ] Delete Dt: [ ] Split ID: [ ]          Title: [ ] Replacing ID: [ ]          Comments: [ ] Copy ID: [ ]</p> <p>____ Purchasing Dates Only ____ Purchasing Aprv Dates for Departmental</p> <p>Notify: [ ] Tag: [ ] Transfer: [ ] Disposal: [ ]</p> <p>Help Count Cancel All Select Global Summary Exit</p> <p>Fixed Asset ID</p> <p>Enter search criteria on form then hit Enter</p>
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>. The following screen opens.</p>  <p>FA - Identification (Dept) FAIDNT_U Ferguson, Steven</p> <p>Asset ID: 3011083-001-001 Desc: LTS PORTABLE RADIO LTS2000 800 MHZ (H10U) Link ID: [ ]          Pri Class: [ ] Sec: [ ]          Item Class: [ ] Type: [ ]          Org Key: 10029216 HC ADMIN.-OPERATIONS          Status: NA User Accept ME?: [ ] Taggable: [ ] CIP: [ ]          Purch Amt: 2,280.00 Motor Egff: [ ] Leased: [ ] AUD: [ ]          Condition: [ ] Make: [ ]          Service Dt: [ ] Qty: 5 Model: [ ]          PO Dt: 12/13/1999 Rec Dt: [ ] Ser#/VIN: [ ]          Deliv Dt: [ ] Tag Dt: [ ] License: [ ] Year: [ ]          Pick up Dt: [ ] Ver Dt: [ ] Miles/Hrs: [ ] as of: [ ]          M/L/F Stat: [ ] M/L/F Dt: [ ] Parcel: [ ] Acres: [ ]          Auct/Surp: [ ] Transfer Dt: 12/18/2007 Remarks: [ ] DTQ: [ ] Image? [ ]          Acq Code: PO Delete Dt: [ ] Split ID: [ ]          Title: LTS PORTABLE RADIO LTS2000 80 Replacing ID: [ ]          Comments: [ ] Copy ID: [ ]</p> <p>____ Purchasing Dates Only ____ Purchasing Aprv Dates for Departmental</p> <p>Notify: [ ] Tag: [ ] Transfer: 12/18/2007 Disposal: [ ]</p> <p>Help Delete Options Screen Browse Prev Next Add Exit</p> <p>Fixed Asset ID</p>

Continued on next page

## Transfer Assets in IFAS, Continued

Transfer assets (continued)

Step	Action
8	<p>Press the <b>F4</b> key to select the <b>FASITE_U</b> screen. The following screen opens.</p> 
9	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>FASITE U (Asset Location)</b> option, and press <b>Enter</b>. The following screen opens.</p> 

Continued on next page

## Transfer Assets in IFAS, Continued

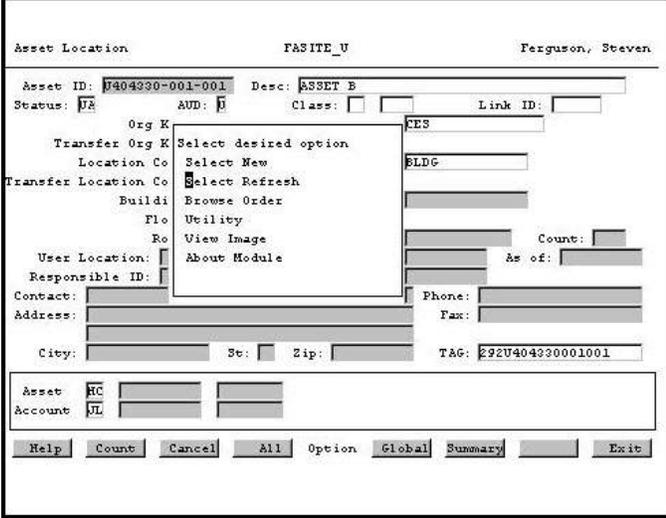
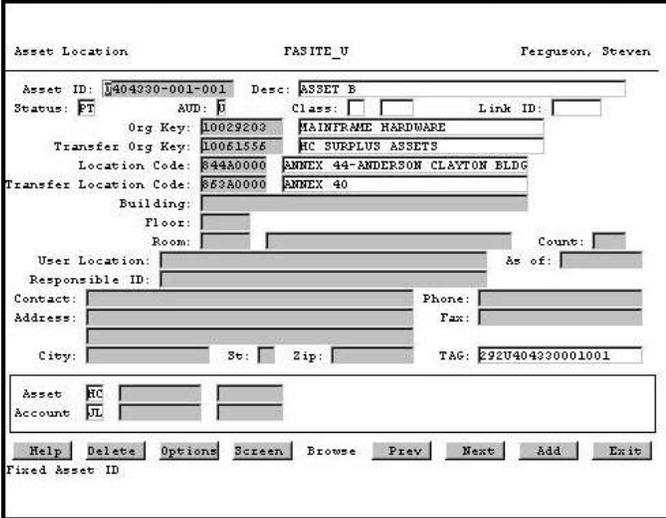
Transfer assets (continued)

Step	Action
10	<p>Enter the following required fields.</p> <ul style="list-style-type: none"> <li>• <b>Transfer Org. Key</b> (enter 10061556 for Purchasing Services or other)</li> <li>• <b>Transfer Location Code</b> (enter 863A0000 for Purchasing Services or other)</li> <li>• <b>Contact</b> (enter person that Purchasing can talk to about the item)</li> <li>• <b>Phone</b> (enter phone number for contact)</li> <li>• <b>Address</b> (enter address where asset is physically located)</li> <li>• <b>Remarks</b> (enter the condition of the asset)</li> </ul>
11	<p>Press <b>Enter</b> to accept the changes. The screen information remains unchanged until the screen is refreshed.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Asset Location: FASITE_U Ferguson, Steven</p> <hr/> <p>Asset ID: P011083-001-001 Desc: LTS PORTABLE RADIO LTS2000 800 MHZ (H10U)              Status: UN AUD: [ ] Class: [ ] Link ID: [ ]              Org Key: 10029215 ADMIN.-OPERATIONS              Transfer Org Key: [ ]              Location Code: 851B0000 OLD CIVIL COURTHOUSE BLDG              Transfer Location Code: [ ]              Building: RADIO SHOP              Floor: 1              Room: [ ] Count: [ ]              User Location: [ ] As of: 02/15/2008              Responsible ID: RADIO / ROBERT HOWARD              Contact: SEE RADIO DATABASE Phone: [ ]              Address: 2500 TEXAS Fax: [ ]              City: HOUSTON St: TX Zip: 77003 TAG: P011083001001</p> <hr/> <p>Asset: HC [ ] [ ]              Account: JL [ ] [ ]</p> <p>Help Delete Options Screen Browse Prev Next Add Exit</p> <p>Fixed Asset ID</p> </div>

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## Transfer Assets in IFAS, Continued

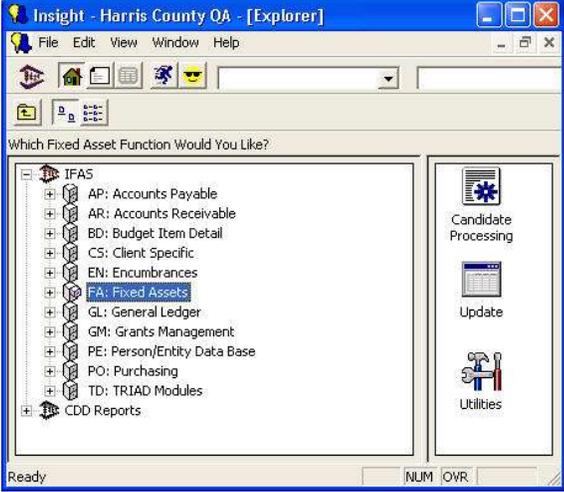
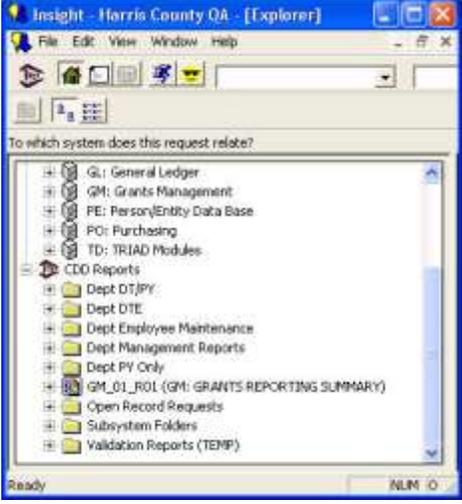
### Transfer assets (continued)

Step	Action
12	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p>  <p>The screenshot shows the 'Asset Location' screen for 'FASITE_U' at 'Ferguson, Steven'. The Asset ID is 'H404330-001-001' and the description is 'ASSET B'. A menu is open over the screen with the following options: 'Select desired option', 'Select New', 'Select Refresh', 'Browse Order', 'Utility', 'View Image', and 'About Module'. The 'Select Refresh' option is highlighted.</p>
13	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select Refresh</b> option, and press <b>Enter</b>. The following screen opens.</p>  <p>The screenshot shows the 'Asset Location' screen after refreshing. The status is now 'PT'. The data is updated as follows: Org Key: '10029203' (MAINFRAME HARDWARE), Transfer Org Key: '10061556' (HC SURPLUS ASSETS), Location Code: '844A0000' (ANNEX 44-ANDERSON CLAYTON BLDG), and Transfer Location Code: '8F3A0000' (ANNEX 40). The menu is no longer present.</p> <p><b>Note:</b> The status changes to PT (Pending Transfer).</p>
14	<p>Press the <b>F8</b> key to exit.</p>

# Produce & Print CDD Incoming Items Approval Report

**Introduction** The following information explains how to print the CDD Incoming Items Approval report.

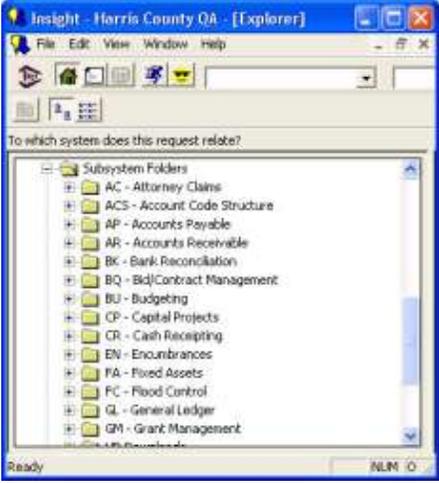
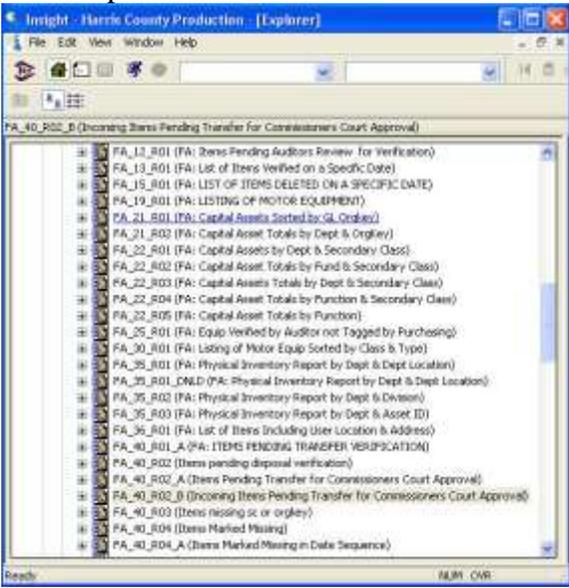
**Print report** Use the following steps to print the CDD Incoming Items Approval report.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>CDD Reports</b> icon. The following screen opens.</p> 

*Continued on next page*

# Produce & Print CDD Incoming Items Approval Report, Continued

Print report (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>Subsystem Folder</b> icon. The following screen opens.</p> 
4	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 

Continued on next page

## Produce & Print CDD Incoming Items Approval Report, Continued

### Print report (continued)

Step	Action
5	Double-click the <b>FA_40_R02_B (Incoming Items Pending Transfer for Commissioner’s Court Approval)</b> report. The following prompt box opens. 
6	Enter the department number you are transferring items to.
7	Click the <b>OK</b> button. The CDD report opens.
8	Click the <b>Print</b> icon in the button bar to print the entire report. The program sends the print job to the printer.
9	Click the small black <b>X</b> in the upper right hand corner to close the report.

## Cancel a Transfer in IFAS

**Introduction** The following information explains how to cancel a transfer record in IFAS.

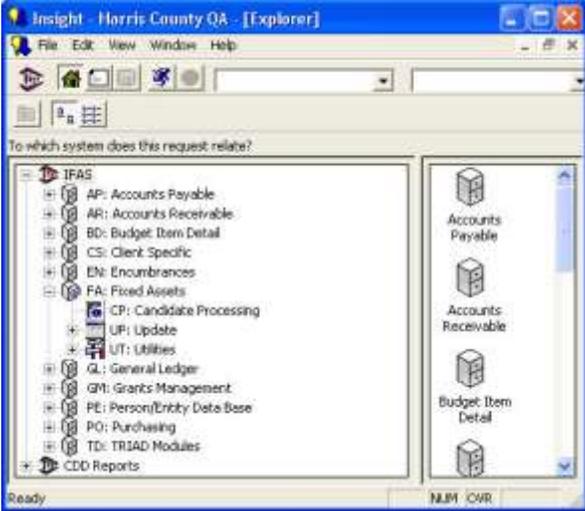
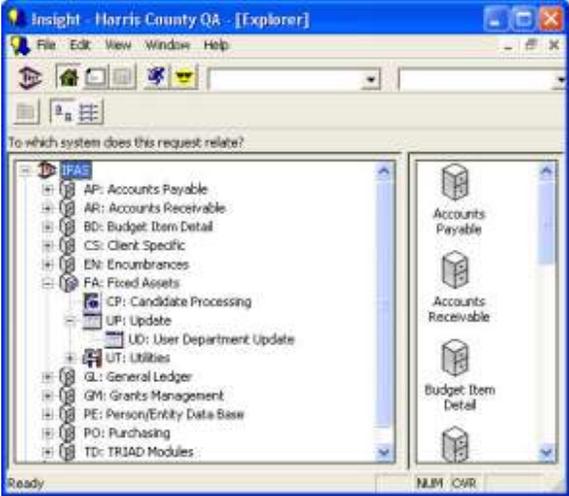
**Cancel transfer** Use the following steps to cancel the transfer record in IFAS.

Step	Action
1	<p>Log into <b>IFAS</b>. The following screen opens.</p> 

*Continued on next page*

## Cancel a Transfer in IFAS, Continued

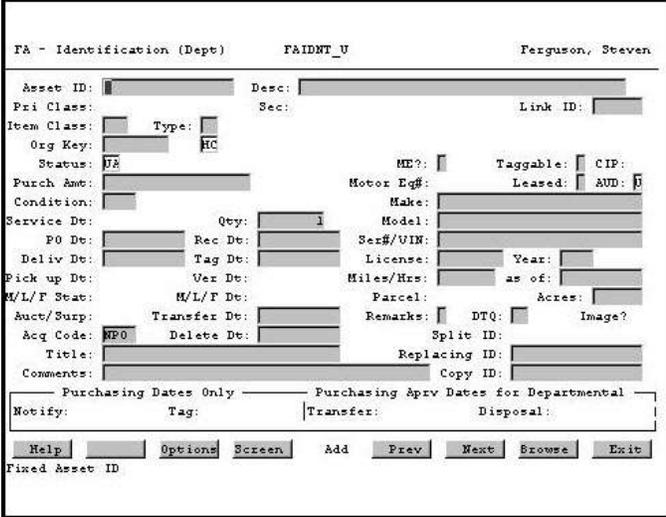
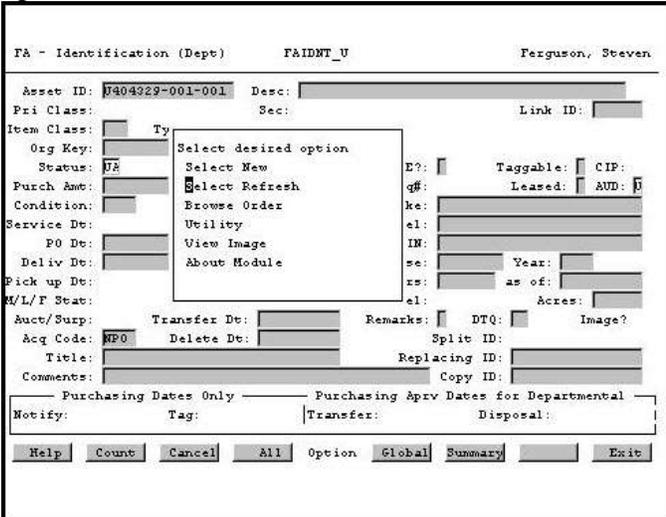
### Cancel transfer (continued)

Step	Action
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Asset</b> icon. The following screen opens.</p> 
3	<p>Click the &lt;+&gt; beside the <b>UP: Update</b> icon. The following screen opens.</p> 

*Continued on next page*

## Cancel a Transfer in IFAS, Continued

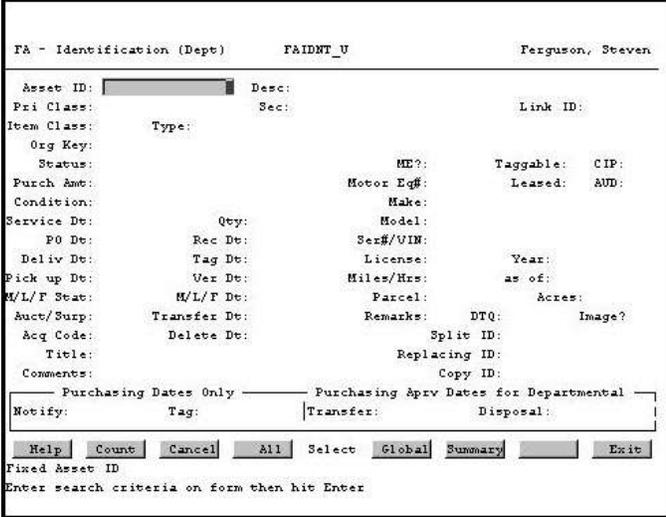
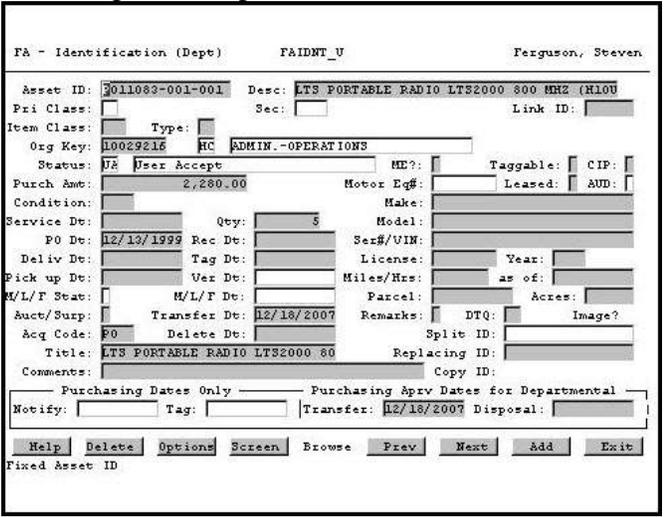
### Cancel transfer (continued)

Step	Action
4	<p>Double-click the <b>UD: User Department Update</b> icon to launch the module. The following screen opens.</p> 
5	<p>Press the <b>F3</b> key to select an asset number. The following screen opens.</p> 

*Continued on next page*

## Cancel a Transfer in IFAS, Continued

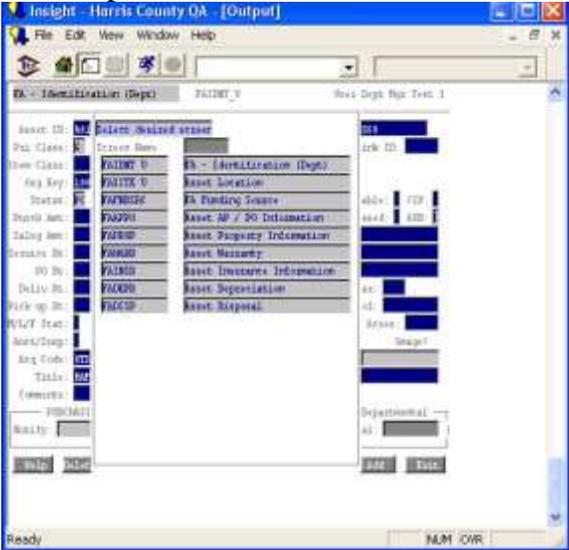
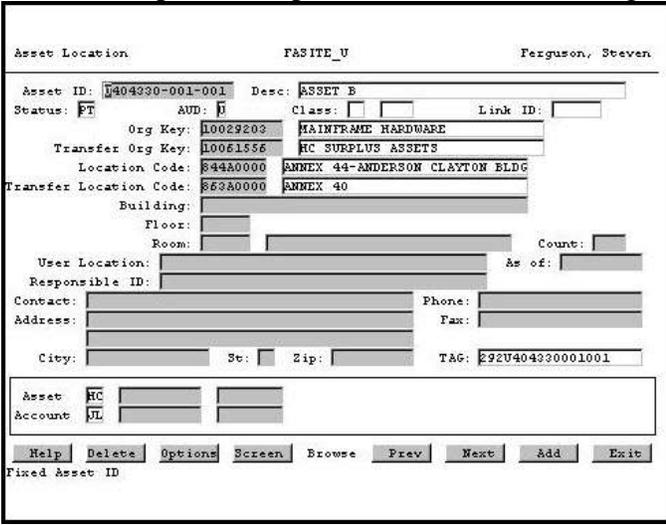
### Cancel transfer (continued)

Step	Action
6	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select New</b> option, and press <b>Enter</b>. The following screen opens.</p> 
7	<p>Enter the asset number in the <b>Asset ID</b> field, and press <b>Enter</b>. The following screen opens.</p> 

Continued on next page

## Cancel a Transfer in IFAS, Continued

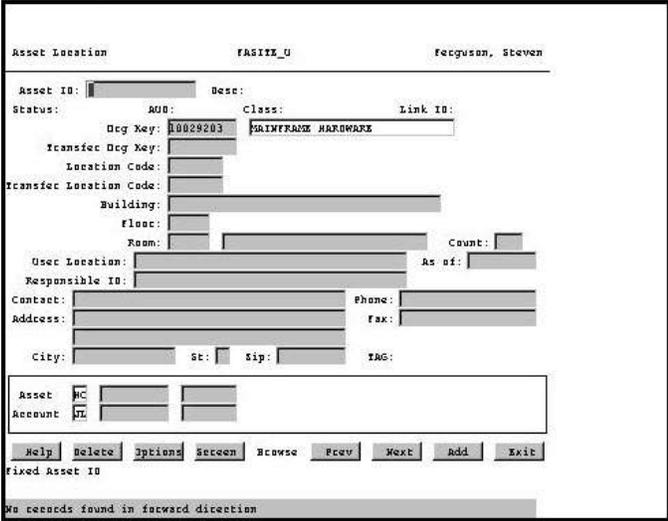
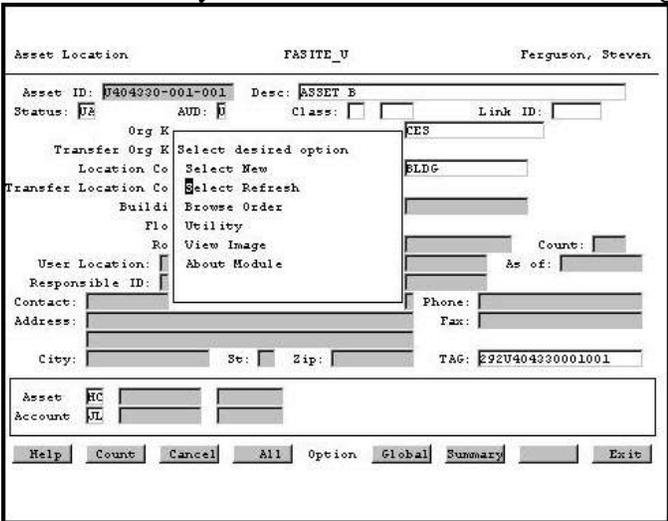
Cancel transfer (continued)

Step	Action
8	<p>Press the <b>F4</b> key to select the <b>FASITE_U</b> screen. The following screen opens.</p> 
9	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>FASITE U (Asset Location)</b> option, and press <b>Enter</b>. The following screen opens.</p> 

*Continued on next page*

## Cancel a Transfer in IFAS, Continued

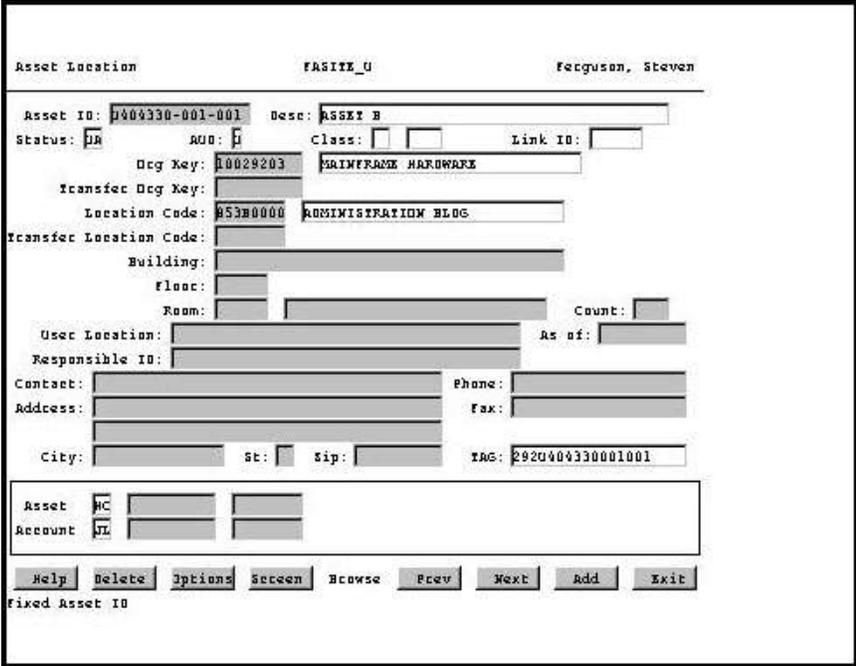
### Cancel transfer (continued)

Step	Action
10	Use the <b>Arrow</b> keys to move the cursor to the <b>Transfer Org Key</b> field, and press the <b>Space Bar</b> key to blank out all the numbers currently in that field.
11	<p>Press <b>Enter</b> to accept the changes. The screen information remains unchanged until the screen is refreshed.</p>  <p>The screenshot shows a terminal-style interface for asset management. At the top, it displays 'Asset Location' as 'FASITE_U' and 'Ferguson, Steven'. Below this, there are several fields for asset identification: 'Asset ID', 'Status', 'AUD', 'Class', and 'Link ID'. The 'Transfer Org Key' field is currently set to '0029203' and is highlighted with a cursor. Other fields include 'Transfer Location Code', 'Building', 'Floor', 'Room', 'Count', 'User Location', 'Responsible ID', 'Contact', 'Address', 'City', 'St', 'Zip', 'TAG', 'Asset', and 'Account'. At the bottom, there is a row of function keys: 'Help', 'Delete', 'Options', 'Screen', 'Browse', 'Prev', 'Next', 'Add', and 'Exit'. A message at the bottom of the screen reads 'No records found in forward direction'.</p>
12	<p>Press the <b>F3</b> key to refresh the screen. The following screen opens.</p>  <p>The screenshot shows the same terminal-style interface as the previous screenshot. The 'Transfer Org Key' field is now blank. A menu is displayed over the screen, titled 'Select desired option'. The menu options are: 'Select New', 'Select Refresh', 'Browse Order', 'Utility', 'View Image', and 'About Module'. The 'Select Refresh' option is highlighted with a cursor. The background fields are still visible but partially obscured by the menu. The function keys at the bottom are now 'Help', 'Count', 'Cancel', 'All', 'Option', 'Global', 'Summary', and 'Exit'. The 'TAG' field now contains the value '292U404330001001'.</p>

*Continued on next page*

## Cancel a Transfer in IFAS, Continued

### Cancel transfer (continued)

Step	Action
13	<p>Use the <b>Arrow</b> keys to move the cursor to the <b>Select Refresh</b> option, and press <b>Enter</b>. The following screen opens. The <b>Transfer Org. Key</b> field is blank.</p> 
14	Press the <b>F8</b> key to exit.

## Print Barcode Tags

### Overview

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**Introduction** The following information provides details for printing barcode tags and instructions for tag pickup at ITC.

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**In this chapter** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
Print Barcode Tags to ITC Barcode Printer	100
Request Access to ITC Barcode Printer	101
Print Fixed Asset Barcode Tag	102

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## Print Barcode Tags to ITC Barcode Printer

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<b>Introduction</b>	The following information provides general information for printing your Fixed Asset tags to the ITC barcode printer.
<b>Barcode printer location</b>	You can print your Fixed Asset tags to the ITC barcode printer located at 406 Caroline Street.
<b>Tag availability</b>	All tags sent to the ITC printer before 8:00 pm are available for pick up at noon the following business day.
<b>Tag pick-up location</b>	You can pick up your Fixed Asset tags between the hours of 7:30 am and 4:30 pm, at the 3 <sup>rd</sup> floor I-O window at 406 Caroline Street.
<b>Tag pick-up requirements</b>	You must provide your three-digit department number and sign for your tags.

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## Request Access to ITC Barcode Printer

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**Introduction** The following information describes the process for requesting access to the ITC barcode printer.

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**Process description** The process begins when you contact the ITC Help Desk and continues until you are notified that access to the barcode printer is complete.

Stage	Description
1	To request access to the ITC barcode printer, send an email to the ITC Help Desk.  <b>Note:</b> The person in your group who is authorized to request IFAS security access must send the email.
2	The ITC Help Desk forwards the request to the IFAS Security group.
3	The IFAS Security group will set up access and notify you that it is complete within one day.

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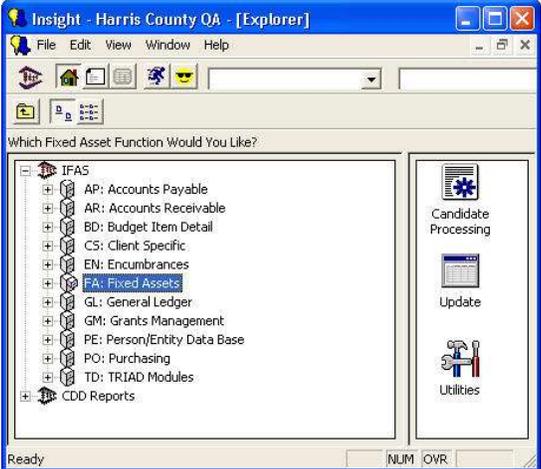
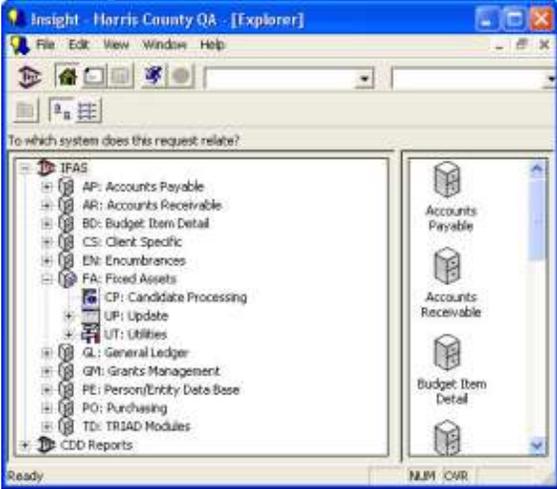
# Print Fixed Asset Barcode Tag

## Introduction

The following information explains how to print a barcode tag from IFAS. For information on setting up your own barcode-label printer, see the chapter titled *Barcode Printer & IFAS Security Setup*.

## Print barcode tag

Use the following steps to print a barcode tag from IFAS.

Step	Action
1	<p>Log into IFAS. The following screen opens.</p> 
2	<p>Click the &lt;+&gt; beside the <b>FA: Fixed Assets</b> icon. The following screen opens.</p> 

*Continued on next page*

## Print Fixed Asset Barcode Tag, Continued

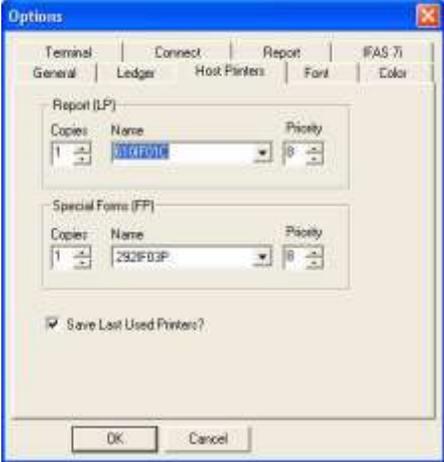
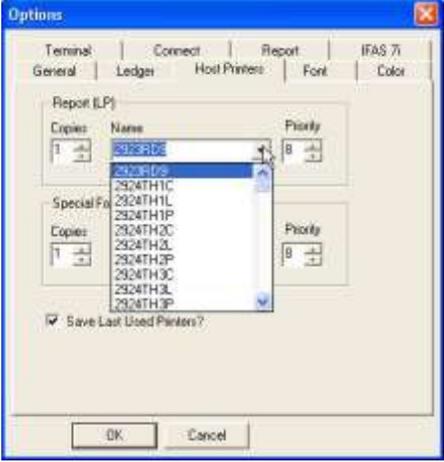
Print barcode tagtag (continued)

Step	Action
3	<p>Click the &lt;+&gt; beside the <b>UT: Utilities</b> icon. The following screen opens.</p> 
4	<p>Double-click the <b>PL: Print Tag Labels</b> icon to launch the module. The following prompt box opens.</p> 
5	<p>Enter the beginning and ending Fixed Asset ID in the each field.</p> <p><b>Note:</b> If only printing one FA tag, enter the same ID number in each field.</p>

*Continued on next page*

## Print Fixed Asset Barcode Tag, Continued

Print barcode tagtag (continued)

Step	Action
6	<p>Click the <b>Edit</b> button to choose the label printer. The following <b>Options</b> window opens at the <b>Host Printer</b> tab.</p>  <p><b>Note:</b> To change the Tag field without printing a new tag, print to the IFAS printer instead of the barcode printer.</p>
7	<p>Choose the ITC barcode printer from the drop-down list in the <b>Report [LP]</b> section of the <b>Host Printer</b> tab.</p>  <p><b>Note:</b> The ITC printer name is <b>2923 RD 9</b>, or choose your printer if you have a department barcode printer.</p>

*Continued on next page*

## Print Fixed Asset Barcode Tag, Continued

### Print barcode tagtag (continued)

Step	Action
8	<p>Click <b>OK</b> to save the printer choice. The <b>Options</b> window closes and the prompt box opens again.</p> 
9	<p>Click the green <b>Check Mark</b> to run the print job. The screen momentarily shows the job number, and the print job is sent to the barcode printer or IFAS printer.</p>
10	<p>Change the printer selection back to your normal printer.</p> <p><b>Note:</b> You must change the printer selection back to your normal printer, or all your print jobs will print to the ITC barcode printer.</p>

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