

Inventory Refresher

Setup your new Fiscal Year

- 1) **Core -> Fiscal Years**, select “+ Create” to create a new Fiscal Year. Select “✓ Create” to save it.

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Fiscal Years

[+ Create](#) [Export Grid Items](#)

						Year ▼	Start Date	Stop Date ⇅
						2025	07-01-2024	06-30-2025
						2024	07-01-2023	06-30-2024

[✓ Create](#) [✕ Close](#)

Fiscal Year

2026

1) Select the circled checkmark next to the desired fiscal year to set it as the current fiscal year.

Fiscal Years

+ Create Export Grid Items

						Year ▼
					<input checked="" type="checkbox"/>	2026
					<input checked="" type="checkbox"/>	2025

2) Now you are ready to start creating transactions in the new Fiscal Year.

Enter New Items

3) Go to **Transactions -> Pending Items** and select the **“Pull From USAS”** button to pull in items from USAS which were marked on the AP Invoice step for **“EIS”**. The Pull option will search for invoiced PO items with an invoice date on or after the specified starting date that have been marked for inventory. At this point, the item is in a 'pending' status for Inventory. For an invoiced PO item to be marked for inventory, it must meet the pending threshold criteria in USAS.

Inventory -> Pending Items:


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Pending Items

Export Grid Items **Pull From USAS** Delete

	PO # ▲	Item Number ⇅	Description ⇅
<input type="checkbox"/>			
<input type="checkbox"/>	200072	1	Fire Curtain & RopeReplacement Repair
<input type="checkbox"/>	200920	1	ACCESS CONTROL DOOR SYSTEM, HS & ELE

Enter Starting Date and “Confirm”

Enter Starting Date to Pull Items from USAS: 

Include Rejected

AP Invoice on USAS:

Invoice

Invoice # 1234	PO # 223456
Date 4/8/26	Vendor 900008-Trudie Textiles/720 Culbertson
Vendor Invoice Date	Original Vendor
Payment Due	Created Date

Amounts

Invoice Total 356.00	Cancelled Total 0
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Items

Line Number	Quantity	Original	Remaining	Payable	Description	Amount	Item Status	Check Number	Received	Account
1	2.000	356.00	356.00	0.00	MEMBRSHF FEES - PROF OR	356.00	Full			001-2421-841-0000-000000-300-00-000

Inventory Item

Account

Inventory Item

4) All the Pending Inventory Items will be added to the **Transactions** → **Pending Items** grid.

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Pending Items

[Export Grid Items](#) [Pull From USAS](#) [Delete](#)

	Invoice Date ▾	PO # ▾	Item Number ▾	Amount ▾	Description ▾
<input type="checkbox"/>					
<input type="checkbox"/>	06/10/2021	211516	1	699.00	ELLIPTICAL - FITNESS ROOM, WELLNESS \$
<input type="checkbox"/>	05/25/2021	211517	1	348.00	50" ROKU SMART TV - FITNESS ROOM, WELLNESS \$
<input type="checkbox"/>	05/18/2021	211332	3	1114.68	Sphero Bolt Power Pack

5) Generate the **Pending Item List Report** under **Reports**.

[Home](#) [Core](#) [Transactions](#) **Reports** [System](#) [Help](#) [Logout](#)

op Date ▾

- 5-30-2026
- 5-30-2025
- 5-30-2024
- 5-30-2023
- 5-30-2022
- 5-30-2021
- 5-30-2020

- GAAP Reports >
- Acquisition/Original Cost Mismatch Report
- Audit Report
- Asset Listing By Grant/Source
- Book Value Report
- Brief Asset Listing Report
- Code Listing Report
- Depreciation Posting Report
- Fiscal Year Ending Balances Report
- Leased Asset Listing Report
- Location Worksheet
- Pending Item List Report** ←
- SOC1 Audit Bundle
- User Listing Report

Pending Item List Report

Select OPU Codes

Select Sort Options:

Invoice Date

Show Report Options

Double Space PDF Report?

Report Format

PDF CSV

Generate

4/8/26, 2:33 PM

**Sampleville Schools
Pending Information Report**

Po Number	Account Code	Invoice Number	Check Number	Description	Po Date	Inv Date	Quantity	Amount	Tag #
201148	001-2720-423-7485-000000-200-00-000	2956-210	81638	Concord Furnace & Installation.	11/27/2019	1/6/2020	1	3,476.50	
201346	300-4511-519-9503-000000-100-00-000	SO-52618	81710	Discount Code - schoolQJ8PMFLQ	1/9/2020	1/14/2020	1	-37.95	
201346	300-4511-519-9503-000000-100-00-000	SO-52618	81710	#42 HDPE Batting Cage Net Only(No Frame)SKU BCP-TKS-1F-OO-42-14X14X55	1/9/2020	1/14/2020	1	759.00	
200072	003-5600-645-0000-000000-100-00-000	0006419	81726	Fire Curtain & Rope Replacement Repair	7/1/2019	1/17/2020	1	12,704.00	

6) Add the tags for your new Items. You will use the PO numbers to add the Items.

7) Go to **Transaction -> Items** and “+ Create”

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Items

[+ Create](#) [Export Grid Items](#) [Depreciate](#) [Recalculate](#)

				Tag Number ▲	Description ⇅	Location Code ⇅	Capitalized ⇅	Acquisition Date ⇅
<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000002	Large Orange	HS-145	true	01/01/1990
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000003	Medium Truck	HS-147	true	01/01/1990

8) Enter the **PO number** in the Pending Item box or use the drop down to select. Enter the Tag number for the item from your report, then select “**✓ Continue to Item**”

[✓ Continue to Item](#) [✕ Close](#)

Pending Item

Tag Number

9) Entering in the Pending Item will fill in most of the boxes and is a great timesaver.

10) Enter all of the information for the item (especially dates, life expectancy (years), depreciation method) in order for the item to depreciate, then “**✓ Save Item**”.

Identification Information

Capitalized

Tag Number: 1001
 Secondary Tag:
 Serial Number: 123456789
 Model Number: 456
 Appraisal Tag:
 Description: Concord Furnace & Installation.
 Accessories:
 Composite ID:
 Category Code: AGRI - OFFICE EQUIPMENT
 Entity ID:
 Number of Items: 1

Current Information

Fund: 003 PERM IMPROVE
 Function: 1227 MAINTENANCE EQUIPMENT
 Asset Class: 0300 Furniture, Fixtures, and Equipment
 Organization Code: 100 - OFFICE
 Condition Code: G - GOOD
 Location Code: EL - 005E - OFFICE
 Status: Active
 Replacement Cost: 3476.50
 Insurable Value: 3476.50
 Physical Inventory Date: 1/6/2020
 Physical Inventory Comment:

Acquisition Information

Acquisition Date: 1/6/2020
 Acquisition Method: Purchased
 Beginning Balance: 0
 Original Cost: 3476.50
 Discount Amount: 0

Depreciation Information

Depreciation Method: Straight Line
 Factor:
 Beginning Date: 1/6/2020
 Life Expectancy: 10
 Salvage Value: 0
 LTD Depreciation: 0

11) If the Item meets the Capitalization Criteria, then it will also appear as an **Acquisition**. These will be included on your GAAP Reports.

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Acquisitions

	Tag Number ▲	Date ▾	PO # ▾	Amount ▾
	<input type="text" value="1001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1001	01/06/2020	201148	3476.50

- 12) Continue with other Items to be added for the Fiscal Year.
- 13) If there is anything which **DID NOT** get pulled in from USAS, there is a report (**Inventory - Catch up extract for inventory items**) which can be generated in Excel-Data for these items in the Report Manager. Please ask HCC to add this to your Report Manager, if it is not included. Evaluate which items have already been added into Inventory, then you will need to hand enter those which were not. If manually entering the acquisition information, please enter the desired information.

NOTE: Careful attention should be made when entering the account, vendor, PO and check entries as it does **not** validate them against USAS.

NOTE: The tag number can be numeric or alphanumeric. The max number is 20 characters. Generate with the following parameters, so you catch anything which possibly has been entered as a supply instead of an asset.

Example query options: Sometimes inventory items are added as 5XX objects, so these line items should be evaluated.

Generate Report

Inventory - Catch up extract for inventory items

Save and Recall

Query Parameters

Beginning Object code	<input type="text" value="500"/>
Ending Object code	<input type="text" value="699"/>
Start Invoice Date	<input type="text" value="07/01/2025"/>
End Invoice Date	<input type="text" value="06/30/2026"/>
Threshold amount (Greater than or equal to)	<input type="text" value="5000.00"/>

- 14) Use the resulting spreadsheet to enter remaining unentered **Items** in Inventory. Delete out “Cancel” invoices. Some line items may need to be combined. Use your best judgement and consult your Treasurer if you have questions regarding the Items and consult HCC for technical questions.

PO #	Item #	Invoice Number	Full Account Code	Description	Amount	Quantity	Vendor #	Primary Name	Date	Issued
201588	1	CANCEL	003-5900-630-0000-0000000-000-00-000	IMPROVEMENTS OTHER THAN BLDGS.	8800	1	7590	Byron Industries	11/9/2020	8/21/2019
201634	1	PAY APP #3	003-5900-630-0000-0000000-000-00-000	IMPROVEMENTS OTHER THAN BLDGS.	140801.3	1	7590	Byron Industries	9/28/2020	4/15/2020
201634	1	PAY APP #4 G6	003-5900-630-0000-0000000-000-00-000	IMPROVEMENTS OTHER THAN BLDGS.	11846.72	1	7590	Byron Industries	10/25/2020	4/15/2020
201634	1	PAY APP #2 G6	003-5900-630-0000-0000000-000-00-000	IMPROVEMENTS OTHER THAN BLDGS.	143520	1	7590	Byron Industries	7/4/2020	4/15/2020
201815	1	0006045	003-5900-645-0000-0000000-000-00-000	CAPITALIZED EQUIPMENT	30865.06	1	7806	Sasser Studios	7/7/2020	6/17/2020
201816	1	0019484	003-5900-645-0000-0000000-000-00-000	CAPITALIZED EQUIPMENT	7700	1	9943	Glory Pro Services	10/7/2020	6/17/2020
201829	1	909443168	300-4516-510-9516-000000-300-00-000	Medium Uniforms	5370	1	9708	Velazquez, Alice	7/16/2020	6/25/2020
210001	1	MHLO14940	003-5900-644-2900-000000-000-00-000	TECHNICAL EQUIPMENT	5840	1	6604	Midway Motors	7/1/2020	7/1/2020
210012	1	MHLO14261-01	003-5900-644-2900-000000-000-00-000	TECHNICAL EQUIPMENT	49447.5	104.1	6604	Midway Motors	7/1/2020	7/1/2020
210012	14	MHLO14261-01	001-2240-644-0000-000000-300-00-000	TECHNICAL EQUIPMENT	7730	2	6604	Midway Motors	7/1/2020	7/1/2020
210012	15	MHLO14261-01	001-2240-644-0000-000000-101-00-000	TECHNICAL EQUIPMENT	7730	2	6604	Midway Motors	7/1/2020	7/1/2020
210012	2	MHLO14261-01	001-2240-644-0000-000000-300-00-000	TECHNICAL EQUIPMENT	10901.25	22.95	6604	Midway Motors	7/1/2020	7/1/2020
210012	3	MHLO14261-01	001-2240-644-0000-000000-101-00-000	TECHNICAL EQUIPMENT	10901.25	22.95	6604	Midway Motors	7/1/2020	7/1/2020
210012	4	MHLO14261-01	001-2240-644-0000-000000-300-00-000	TECHNICAL EQUIPMENT	8250	75	6604	Midway Motors	7/1/2020	7/1/2020
210012	5	MHLO14261-01	001-2240-644-0000-000000-101-00-000	TECHNICAL EQUIPMENT	8250	75	6604	Midway Motors	7/1/2020	7/1/2020

Entering Disposals

15) Conduct an asset inventory to find which items need to be disposed, then go to **Transactions -> Dispositions** and “ + Create “

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Dispositions

[+ Create](#) [Export Grid Items](#)

			Tag Number	Date	Description
			000002	04/18/2017	Large Orange
			000003	05/31/2016	Medium Truck

16) Select the Item number from the drop down or partially type in then select. Enter fields on the screen, then “ ✓ Create “

✓ Create
✕ Close

Item	000007 Small Towels	Date	4/8/2026
Description	Small Towels		
Amount Received	0	Disposition Code	35 - DESTROYED BY
Authorized By	Treasurer	Function	1100 INSTRUCTION
Cost Disposed	1990.00	Fund	001 GENERAL
Number of Items	1	Asset Class	0300 Furniture, Fixtures, and Equipment
Error Adjustment	<input type="checkbox"/>		

Generate Reports

17) Generate the Acquisition/Original Cost Mismatch Report. This report shows the difference between the Original Cost and Acquisition total. Enter a ticket to HCC if you have anything appearing on this report.

18) Below is a chart of the reports, Classic EIS crossover reference, and the report description:

Inventory Report	Classic Report Comparison	Definition
GAAP Reports		
<ul style="list-style-type: none"> Fixed Asset By Source 	EIS101	Schedule of capitalized fixed assets by source (acquisition information)
<ul style="list-style-type: none"> Fixed Asset by Function/Class 	EIS102	Schedule of capitalized fixed assets by function and class

<ul style="list-style-type: none"> Schedule of Change in Fixed Assets 	EIS103	Schedule of changes that occurred during the fiscal year for capitalized fixed assets
<ul style="list-style-type: none"> Schedule of Change in Depreciation 	EIS104	Schedule of changes that occurred in depreciation during the fiscal year for capitalized fixed assets
Non-GAAP Reports		
<ul style="list-style-type: none"> Acquisition/Original Cost Mismatch Report 		This report will show items that have an acquisition total that does not equal the original cost. This report will help determine the "Acquisitions Prior to System Startup" amount on the Fixed Asset By Source Report.
<ul style="list-style-type: none"> Audit Report 	EIS801	Report of the additions, deletions, or modifications made in the Inventory application
<ul style="list-style-type: none"> Asset Listing by Grant/Source Report 	EIS203	Contains acquisition transactions by source account code and/or by grant identifier
<ul style="list-style-type: none"> Book Value Report 	EIS305	Book value depreciation report
<ul style="list-style-type: none"> Brief Asset Listing Report 	EIS304	Summarized asset listing of inventory items in a very condensed form

<ul style="list-style-type: none"> Code Listing Report 	EIS001	Report of State and Local code files, as well as the data under Core
<ul style="list-style-type: none"> Depreciation Posting Report 	EISCLS	Projection of what the FTD depreciation and Book Value amounts will be for the current fiscal year when the fiscal period is closed
<ul style="list-style-type: none"> Fiscal Year Ending Balances Report 	EISCLS	Projection of what the ending balances will be for the current fiscal year when the fiscal period is closed
<ul style="list-style-type: none"> Leased Asset Listing Report 	EIS202	Contains items marked as a leased asset
<ul style="list-style-type: none"> Location Worksheet 	EIS302	Report of inventory items by their location category and number
<ul style="list-style-type: none"> Pending Item List Report 	EIS501	Report of all items currently stored under Transactions>Pending Items
<ul style="list-style-type: none"> SOC1 Audit Bundle 		Produces a bundle of reports associated with the SOC1 audit (System and Organization Controls), with a focus on internal controls.
<ul style="list-style-type: none"> User Listing Report 	N/A	Produces a report of inventory user accounts. Can be filtered to exclude Roles or show only enabled and/or disabled users.

Inventory wiki link: <https://mcoecn.atlassian.net/wiki/spaces/ID/pages/1575666/Inventory+User+Manual>