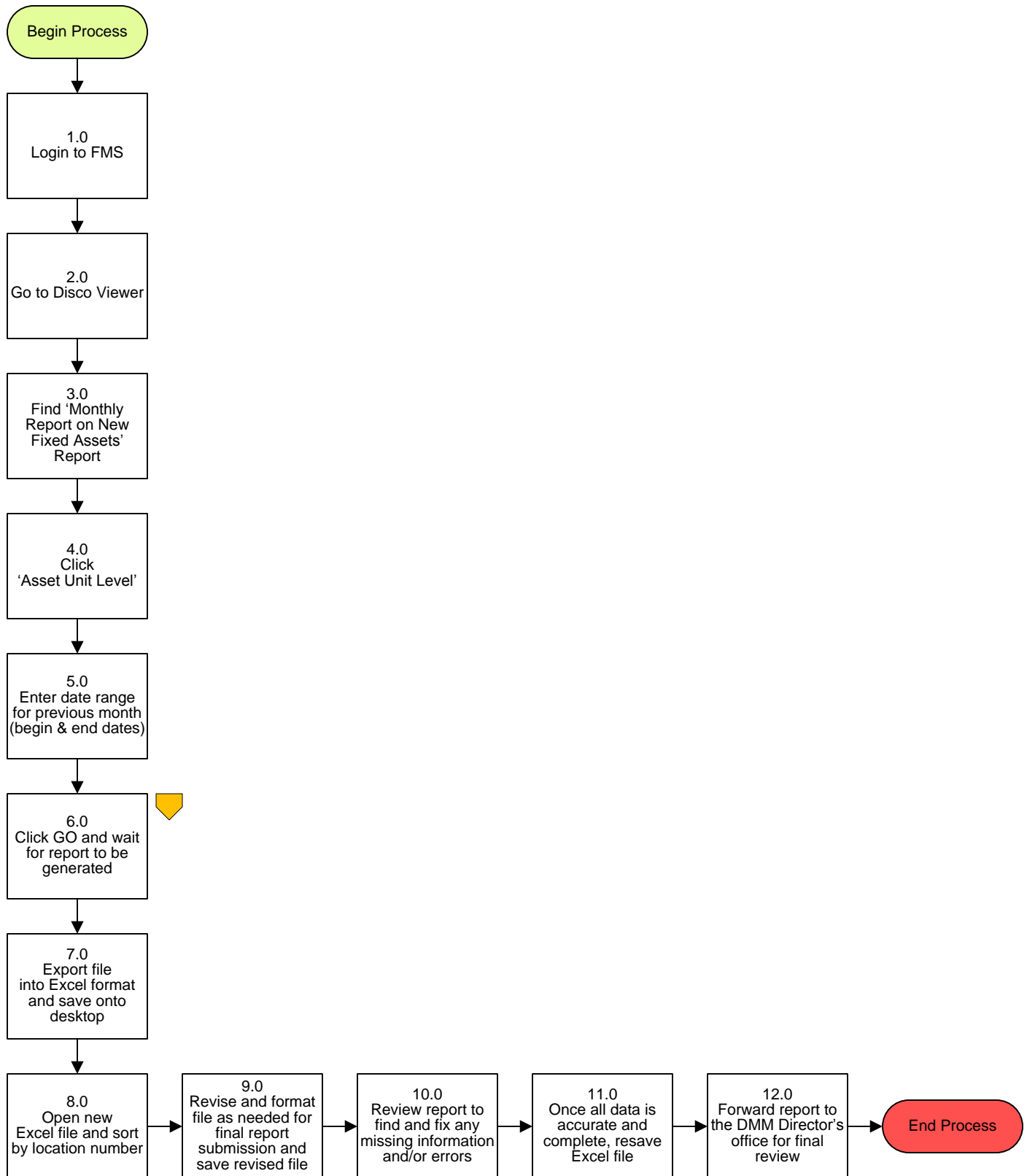


Property – Monthly Inventory Process Review



Property – Monthly Inventory Process Review

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Login to FMS

Step 2.0: Go to Disco Viewer

Step 3.0: Find 'Monthly Report on New Fixed Assets' Report

Step 4.0: Click 'Asset Unit Level'

Step 5.0: Enter date range for previous month

Enter the date range equivalent with the first and last days of the month for which you are generating this report. Dates should be placed in the following fields:

Date Placed In Service Greater or Equal to (enter first day of the month here) and

Date Placed In Service Less Than or Equal to (enter last day of the month here).

Step 6.0: Click GO and wait for report to be generated

Step 7.0: Export file into Excel format and save onto desktop

Step 8.0: Open new Excel file and sort by location number

Step 9.0: Revise and format file as needed for final report submission and save the revised file

Make changes to the formatting as needed. This may include adjusting text size, column width/height, etc. as necessary for proper report presentation. Save any formatting changes you made to the file.

Step 10.0: Review report for any missing information and/or errors

Check report for missing tag numbers and/or serial numbers. These data fields cannot be left blank. A tag number must be assigned at all times. A serial number can retain a "Pending Number" until the correct serial number is found. Items without a serial number shall be assigned as "NSN" or "No Serial Number". If items have missing data, assign a temporary number until the correct number is obtained. Missing numbers can be found by physically seeing the item or by contacting the location to request the data.

Step 11.0: Once all data is accurate and complete, resave the Excel file

Step 12.0: Forward report to the DMM Director's office for final review



Return to Key Process