Part IV User Procedures

A. Addition of New Items to the Master File

Section 1

General Description

The procedures described in this section are to be used as a guide in adding newly acquired Minor Capital Property to the Minor Capital Equipment Inventory System. Below is an outline of the steps required to perform this function. For more detailed instructions for each step, see Section 2, Detailed Description below.

a. Coding the Minor Capital Add/Change Form

b. Submit to Accounting

c. Entering the New Item Into the System

d. Verifying Updates on Activity Reports

Section 2

Detailed Description

a. Coding the Minor Capital Add/Change Form (Form 721-001)
(see form on page IV-6)

When a new Minor Capital item has been received, there should be a "TAG NUMBER" assigned to the item and a "MINOR CAPITAL ADD/CHANGE" form completed for the item. Following is a copy of the form, a description of each field, and how to complete the form. The number of the description correspond with the numbers on the form.

1) TAG NUMBER

   (a) Agency Prefix — The first three positions of the Tag Number field must be a valid prefix. Valid prefixes are:

      DOH — Motor Vehicle Fund

      TEF — Transportation Equipment Fund

      WSF — Washington State Ferries

      AER — Aviation Division

   (b) Number — The last six positions of this field must be numeric and must be completely filled in.

2) DESCRIPTION — Short generic name.

3) COMMODITY CODE — Obtain the correct Commodity Code for the item from the Commodity Code Catalog (Report HWY-R23065UD-AA). If there is not a Commodity Code listed in the Catalog for the item, contact Purchasing and Materials at 570-6720 and request a new Commodity Code for the item.

4) EQUIPMENT NUMBER — This field is to be completed if the new item is being assigned to a vehicle or a piece of equipment. This field is to be coded from left to right, leaving unused positions blank.

5) SITE — These fields, “DIST,” “CNTY CODE,” “TYPE,” and “BLDG,” must be coded with the appropriate Site Code from the Site Description Listing (Report HWY-R23064UD-AA). The Site Code should be the Code to which the new item will be assigned.

6) FLOOR/WING — This field is to be coded if the Site Description Listing has Floor/Wings (no room number) coded for the building the new item is being assigned to. This field is to be coded from left to right, leaving unused positions blank. Use this field for Headquarters.

7) ON LOAN TO — This field, generally, on a new item will not be used, unless the item will be loaned out immediately to an area other than that of assigned responsibility. This field is to be coded from left to right, leaving unused positions blank.

8) ON LOAN FROM — This field is to be coded if the item is on loan from another agency or department. An example of this is an item on loan to Department of Transportation from the Federal Government. This field is to be coded from left to right, leaving unused positions blank.

9) ORGANIZATION CODE — This field is to be coded with the Organization Code of the area to which the new item is being assigned. This field must be numeric and must be a valid Organization Code.

10) AGENCY — “0405” is WSDOT designation.

11) FUND — This field is to be coded with the Fund Number from which the monies are being expended to pay for the new item.

12) PROG —This field is to be coded with the subprogram, from which monies for the new item are being expended. This field is alphanumeric.

13) REQUISITION — This field is to be coded with the requisition number that the new item was requested on. This field is to be coded from left to right, leaving unused positions blank.

14) ORDER — This field is to be coded with the Field Order or Purchase Order number used to order the new item. This field is to be coded from left to right, leaving unused positions blank. If the WSDOT Purchasing Card was used, insert “PURCARD” in this field.

15) DATE RECEIVED — This field is to be coded with the date the new item was received.

16) VOUCHER — This field is to be coded with the Voucher Number used to initiate payment for the new item. This field is to be coded from left to right, leaving unused positions blank.

17) WARRANT REGISTER — This field should be filled in by the Accounting Department when the Warrant is issued. This field is to be coded from left to right, leaving unused positions blank.

18) DATE PAID — The date the check is written. This information is supplied by Accounting.

19) STATUS — This field is to be used to indicate the Purchase Status of a new item. The Purchase Status codes are as follows:

    G — Gift or Donation

    L — Loan from Government Agency

    E — Error — Originally not thought to be a Minor Capital Item

    Blank — Normal Purchase

    This field will be used to indicate to the Accounting area as to whether the Accounting fields are required.

20) PARTICIPATION — This field is used to indicate the percent of funding participation if other than Department of Transportation funds are involved. For example, if a new item is purchased using funds which are 50 percent federal, this field should be coded 050. This will be used to reimburse the Federal Government should the item be deemed Surplus and sold.

21) VENDOR — This field is to be coded with the Vendor's name from whom the new item was purchased. This field is to be coded from left to right, leaving unused positions blank.

22) MAKE — This field is to be coded with the manufacturer name. This field is to be coded from left to right, leaving unused positions blank.

23) COST — This field is to be coded with the cost of the new item. This is to include freight charges and sales tax. If these charges come in after the original submittal of the invoice, see the section on "Changes to Items on the Inventory File."

24) RESIDUAL VALUE

25) MODEL — This field is to be coded with the model number, if applicable, of the new item. This field is to be coded from left to right, leaving unused positions blank.

26) SERIAL — This field is to be coded with the sequential identification number assigned by the manufacturer. (***Note:*** Do not confuse this number with the Model Number). This field is to be coded from left to right, leaving unused positions blank.

27) REPAIR COST

28) USAGE HOURS

29) COND. — This field is to be coded with the appropriate Condition Code for the new item. The valid codes are as follows:

    G — Good

    F — Fair

    P — Poor

    O — Obsolete or Unserviceable

30) SURPLUS — Leave blank.

31) ACTION CODE — This field should be coded with an “A” for a new item.

32) SUBMITTED BY — This field should be signed by an authorized person.

33) DATE — This field should contain the date the form was filled out.

b. Submit to Accounting

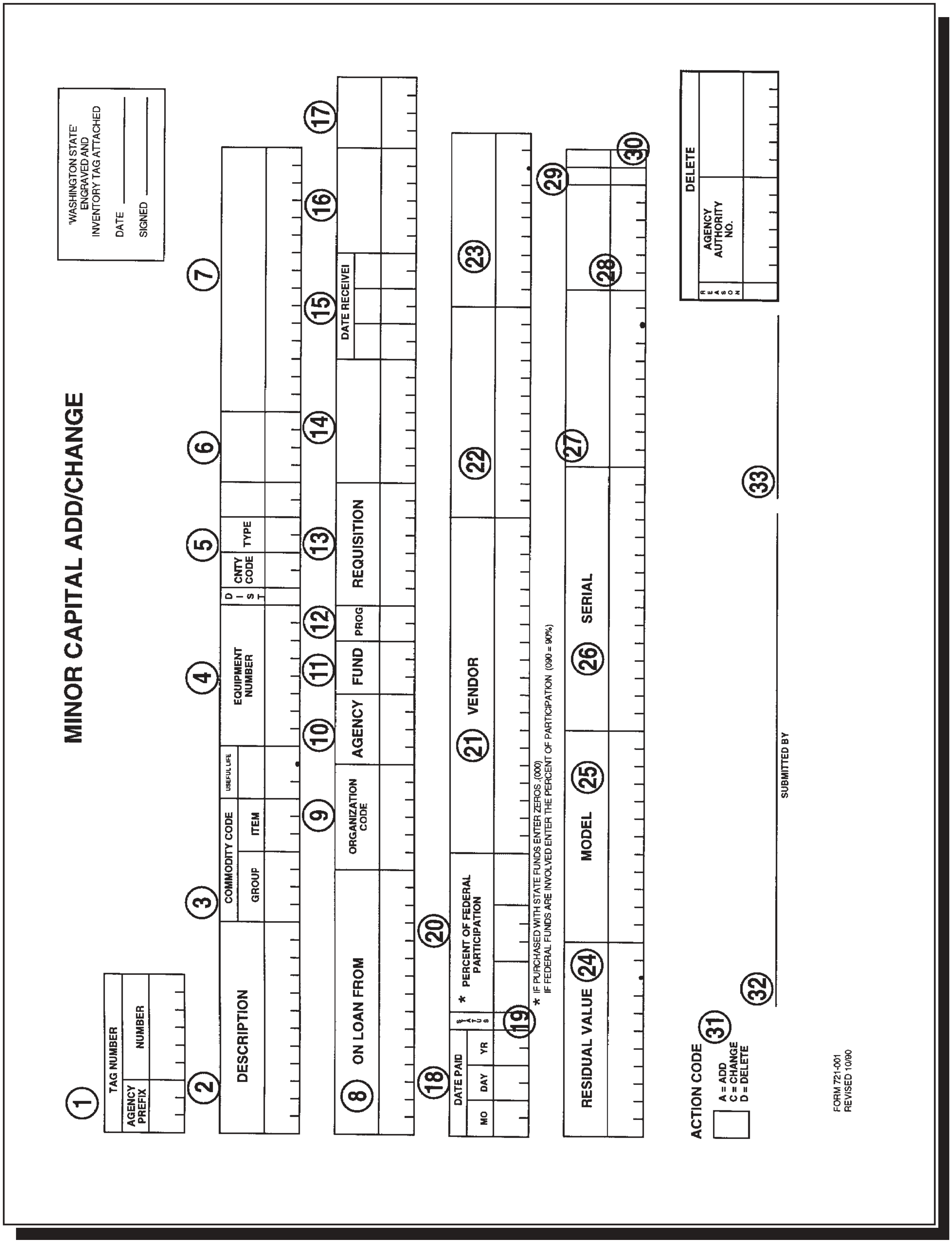
After the form has been completed, (with the exception of the Accounting information), the Voucher, the Invoice, the Minor Capital Add/Change Form, and any other documents necessary for payment are sent to Accounting.

c. Entering the New Item Into the System

The Supply Office will receive the Minor Capital Add/Change Form back from Accounting. At this time the new item will be entered into the “MASTER FILE.” Following are step by step instructions, a copy of the form, and the Screens for entering a new item into the “MASTER FILE.” The numbers of the description correspond to the numbers on the form and screens.

1) The first step is to Sign On to the computer terminal. To do this, follow the instructions for How to Begin (Sign On) in Section II.

Minor Capital Add/Change — Form DOT 721-001



MINOR CAPITAL ADD/CHANGE

1 TAG NUMBER
AGENCY PREFIX
NUMBER

2 DESCRIPTION

3 COMMODITY CODE
GROUP
ITEM
USEFUL LIFE

4 EQUIPMENT NUMBER

5 DIST
CNTY CODE
TYPE

6

7

'WASHINGTON STATE' ENGRAVED AND INVENTORY TAG ATTACHED
DATE ______
SIGNED ______

8 ON LOAN FROM

9 ORGANIZATION CODE

10 AGENCY

11 FUND

12 PROG

13 REQUISITION

14

15 DATE RECEIVED

16

17

18 DATE PAID
MO
DAY
YR

19 STATUS

20 * PERCENT OF FEDERAL PARTICIPATION

21 VENDOR

22

23

* IF PURCHASED WITH STATE FUNDS ENTER ZEROS .(000)
IF FEDERAL FUNDS ARE INVOLVED ENTER THE PERCENT OF PARTICIPATION (090 = 90%)

24 RESIDUAL VALUE

25 MODEL

26 SERIAL

27

28

29

30

ACTION CODE
A = ADD
C = CHANGE
D = DELETE
31

DELETE
REASON
AGENCY AUTHORITY NO.

32

33

SUBMITTED BY

FORM 721-001
REVISED 10/90

B. Changing or Correcting Items on the Master File

Section 1

General Description

The procedures described in this section are to used as a guide in changing or correcting items on the Minor Capital Equipment Inventory System. Below is an outline of the steps required to perform this function. For more detailed instructions for each step see Section 2, Detailed Description.

a. Coding the Minor Capital Add/Change Form

b. Submittal to Accounting if Necessary

c. Entering the Changes or Corrections into the System

d. Verifying Updates on Activity Reports

Section 2

Detailed Description

a. Coding the Minor Capital Add/Change Form (Form 721-001)
(see form on page IV-6)

When information about a Minor Capital item has to be corrected or changed, a “MINOR CAPITAL ADD/CHANGE” form should be filled out. It will only be necessary to fill out those fields that need to be corrected or changed, with the exception of the “TAG NUMBER” field which will always need to be filled in. Following is the description of each field and how to fill out the fields on the form. The number of the description corresponds with the number on the form (see page IV-6).

1) TAG NUMBER

This field must contain the “TAG NUMBER” of the item you wish to update. Please be sure that you have the correct Prefix of the item which you wish to update.

2) DESCRIPTION

Short generic description.

3) COMMODITY CODE

If the “COMMODITY CODE” field is a field that you wish to update, code the new “COMMODITY CODE” from the “COMMODITY CODE CATALOG” (Report HWY-R23065UDAA).

4) EQUIPMENT NUMBER

This field may not be changed using this form. If you wish to change this field, please see the section on “TRANSFERS.”

5) REGION (DISTRICT) COUNTY CODE, TYPE, BUILDING

These fields may not be changed using this form. If you wish to change these fields, please see the section on “TRANSFERS.”

6) FLOOR/WING

   This field may not be changed using this form. If you wish to change this field, please see the section on “TRANSFERS.”

7) ON LOAN TO

   If the information for this field needs to be updated, code the new information from left to right, leaving any unused position blank.

8) ON LOAN FROM

   If the information for this field needs to be updated, code the new information from left to right, leaving any unused positions blank.

9) ORGANIZATION CODE

   This field may not be changed using this form. If you wish to change this field, please see the section on “TRANSFERS.”

10) AGENCY

11) FUND

    This field may not be changed using this form. If you wish to change this field, please see the section on “TRANSFERS.”

12) PROGRAM

    This field may not be changed using this form. If you wish to change this field, please see the section on “TRANSFERS.”

13) REQUISITION

    If the information in this field needs to be updated, code the new information from left to right, leaving any unused positions blank.

14) ORDER

    If the information in this field needs to be updated, code the new information from left to right, leaving any unused positions blank. If the WSDOT Purchasing Card was used, insert “PURCARD” in this field.

15) DATE RECEIVED

    If the information in this field needs to be updated, code the new information in this field. The “DATE RECEIVED” is to be coded as Month, Day, and Year.

16) VOUCHER

    If the information in this field needs to be updated, code the new information from left to right, leaving the unused positions blank.

17) WARRANT REGISTER

    If the information in this field needs to be updated, code the new information from left to right, leaving any unused positions blank.

18) DATE PAID

    The date the check is written. This information is supplied by Accounting.

19) STATUS

If the information in this field needs to be updated, code the new information in this field.

20) PARTICIPATION

If the information in this field needs to be updated, code the new information in this field. Please note that if the participation percentage is 50 you must code this field as 050.

21) VENDOR

If the information in this field needs to be updated, code the new information from left to right, leaving any unused positions blank.

22) MAKE

If the information in the field needs to be updated, code the new information from left to right, leaving any unused positions blank.

23) COST

If you wish to correct or change the cost of an item on file, please code the new total cost in this field. If this is an additional cost to the item when it was originally loaded, for example a freight bill has come in since the item was initially loaded to the file, this form with such notation and supporting accounting documents must be submitted to accounting, just as a new addition is processed. However, you do not need to defer entering the new corrected cost, until the Minor Capital Add/Change Form is returned from Accounting. You may then go ahead and make your corrections at this time.

24) RESIDUAL VALUE

25) MODEL

If the information in this field needs to be updated, code the new information from left to right, leaving any unused positions blank.

26) SERIAL

If the information in this field needs to be updated, code the new information from left to right, leaving any unused positions blank.

27) REPAIR COST

If you wish to add the additional monies spent for the repair of an item to the Inventory File, code the amount of monies expended for repair costs in the field. Please note that you do not need to code the total cost to date in this field, the system will automatically add, the new expended amount, to the Repair Cost To Date for this item.

28) USAGE HOURS

If the information in this field needs to be updated, code the new information in this field. For example, if the usage hours equals 2,000, then the field will be coded as 2000.

29) CONDITION

    If the information in this field needs to be updated, code the new information in this field.

30) SURPLUS

    If this item is surplus to your needs, code the "SURPLUS" field with an "S." If there is an item in surplus, that is no longer a surplus item, code this field with a "N," this will remove the item from the Surplus List.

31) ACTION CODE

    Since this is a change, you will need to place a "C" in the ACTION block.

32) SUBMITTED BY

    This field needs to be signed by the person initiating the change to this inventory item.

33) DATE

    This field should contain the date that the inventory item was changed.

b. Submittal to Accounting if Applicable

   On a change to an item on the Inventory File, the only time you need to send the form to accounting will be if additional costs are incurred on a Minor Capital item that is to be paid for out the funds for Minor Capital purchases. For example, a freight bill comes in after the initial item has been added to the file. The cost of that item is increased due to the receiving of the Freight Bill. Accounting will need to charge the Freight Bill to the item originally purchased. When this has occurred, it is not necessary to wait for the form to be returned to you to enter the corrected amount into the Inventory File. You may keep a copy of the form that you send to Accounting so that you may go ahead and update your file and also give Accounting the information they need to process the payment for the document.

c. Changing or correcting information on the Inventory File can be done at any time. Following are step-by-step instructions, a copy of the form and the screens for entering corrections and changes to items on the Master File. The numbers of the descriptions correspond to the numbers on the form and screens.

   1) The first step is to Sign On to the computer terminal. To do this, follow the instructions for How to Begin (Sign On in Section III C).

   2) The system will now display a screen which will be known as the Minor Capital Property Menu Screen.

   3) The third step is telling the Minor Capital System what you want to do. The Minor Capital Property Menu screen allows you to choose what you want to do, your options are as follows:

      (1) Add/Change/Delete/Inquiry

      (2) Additional Cost

      (3) Transfer Update

(4) Physical Inventory Update

(5) Commodity Description Access

(6) Site Description Access

(7) Update Equipment Org Codes

(8) Update Equipment Site Codes

(9) Transfer Equip Site Codes by Org Code

(E) Stop Processing

For Changing or Correcting an item on the file, you will want the "BASIC INVENTORY UPDATE INQUIRY" screen. So you will enter a (1) one in the field titled "OPTION," and press the "ENTER" key.

The system will now display the "BASIC INVENTORY UPDATE/ INQUIRY SCREEN."

4) Since this item exists on the Master File enter a "C" (for Change) in the "OPTION" field. The following numbered paragraphs correspond to fields on the screen.

5) TAG NUMBER

The first field on this form that you will be entering is the "TAG NUMBER" field. Enter the "TAG NUMBER" from the form in the "TAG NUMBER" field on the screen (where the cursor is now). The first three positions must be a valid Prefix and the last six must be numeric. After you have entered the "TAG NUMBER," press the "ENTER" key. This will cause the Inventory item as it is on the Inventory File, to appear on the screen, and will reposition the cursor in the upper left hand corner of the screen.

At this point, you are ready to enter the correction from the Minor Capital Property Minor Capital Add/Change Form. You will only need to change those fields which are affected by the correction. In order to advance to those fields which you need to make changes to, press the Cursor Tab key as many times as is necessary to position yourself in the first position of the field to be changed, or correct. Following is a list of the fields as they appear on the screen and information about the entering of those fields. In order to advance to the first field that you may change, press the Cursor Tab key twice. This will place you at the first position of the "COMMODITY CODE" field.

6) COMMODITY CODE

If you need to update the "COMMODITY CODE" field, enter the new Commodity Code as coded on the Minor Capital Add/Change Form. This field must be filled in completely and must be numeric.

EXAMPLE: 7110122

7) REGION

   The cursor will already have advanced to the “REGION” field, however, you may not update the Region (see the section on “TRANSFERS”) information on this screen. In order to advance to the next field, please press the Cursor Tab key once.

8) COUNTY

   The cursor will already have advanced to the first position of the “COUNTY” field. However, you may not update the County information on this screen. (See the section on “TRANSFERS.”) To advance to the next field, press the Cursor Tab key once.

9) TYPE

   The cursor will already have advanced to the first position of this field. The “TYPE” field may not be updated on this screen. (See the section on “TRANSFERS.”) In order to advance to the next field, press the Cursor Tab key once.

10) BUILDING

   The cursor will already have advanced to the first position of this field. However, you may not change the “BUILDING” information on this screen. (See the Section on “TRANSFERS.”) In order to advance to the next field, press the Cursor Tab key once.

11) FLOOR OR WING

   The cursor will already have advanced to the first position of this field. However, you may not update this field on this screen. (See the section on “TRANSFERS.”) In order to advance to the next field, press the Cursor Tab key once.

12) EQUIPMENT NUMBER

   The cursor will already have advanced to the first position of this field. However you may not update this field on this screen. (See the Section on “TRANSFERS.”) In order to advance to the next field press the Cursor Tab key once.

13) ON LOAN TO

   The cursor will have already advanced to the first position of this field. If this field is coded on the Minor Capital Add/Change Form, you will want to enter the information in this field. This field will be entered from left to right, being careful to remove any information that was in the field prior to the change. Remove any additional letters, being sure that what is keyed in the field is exactly what you want. If what you have entered does not fill all the positions in this field or there is no change to this field, press the Cursor Tab key.

14) ON LOAN FROM

The cursor will have already advanced to the first position of this field. This field will be entered only if this field is coded on the Minor Capital Add/Change Form. This field will be entered from left to right, being sure to remove those characters so that only what you is coded in this field. If what you have entered does not fill all the positions in this field or there is nothing coded in this field, press the Cursor Tab key.

15) ORG CODE

The cursor will have already advanced to this field. However, you may not update this field on this screen (see section on “TRANSFERS”). In order to advance to the next field, press the Cursor Tab key once.

16) REQUISITION

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field will be entered from left to right, leaving any unused positions blank. If what you have entered does not fill all the positions, or there is no change to this field, press the Cursor Tab key.

17) ORDER

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field will be entered from left to right, leaving any unused positions blank. If what you have entered does not fill all the positions, or there is a no change to this field, press the Cursor Tab key. If the WSDOT Purchasing Card was used, insert “PURCARD” in this field.

18) VOUCHER

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field will be entered from left to right leaving any unused positions blank. If what you have entered does not fill all the positions or there is no change to this field, press the Cursor Tab key.

19) WARRANT REGISTER

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field will be entered from left to right leaving any unused positions blank. If what you have entered does not fill all the positions or there is no change to this field, press the Cursor Tab key.

20) FUND

The cursor will have already advanced to the first position of this field. However, you may not update this field on this screen (see the section on “TRANSFERS”). In order to advance to the next field, press the Cursor Tab key.

21) PROG

The cursor will have already advanced to the first position of this field. However, you may not update this field on this screen (see the section on "TRANSFERS"). In order to advance to the next field, press the Cursor Tab key.

22) PURCHASE STATUS

The cursor will have already advanced to this field. This field should be entered only if coded on the Minor Capital Add/Change Form. If there is no change to this field, press the Cursor Tab key.

23) %PARTICIPATION The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field must be filled in completely. If the percentage (%) is "50," then it must be entered as "050." If there is no change to this field, press the Cursor Tab key.

24) COST

The next field you will be entering is the "COST" field. The cursor will have already advanced to the first position of this field. The "COST" field is to be entered from left to right. This is done as follows:

52.50

Where all of the above information is entered, including the decimal point. If there is no cost coded, press the Cursor Tab key twice. Extreme caution must be used when you are entering this field. If there are numbers or zeros in this field, you must use the "ERASE EOF" key to blank out everything to the right of the amount you have just entered. If you don't, you will end up with an NATURAL error. The system will then tell you that you have entered incorrect data and position the cursor to that field.

Currently on the screen:

Example: 0.00

New Dollar Amount:

Example: 52.50 0.00

If you don't remove all the numbers after you enter the 52.50, you will end up with an error.

It will look like the example below, which is what it should look like:

Example: 52.50

25) DATE RECEIVED

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field will be entered as Month, Day, and Year. If there is no change to this field, press the Cursor Tab key three times.

26) VENDOR

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field will be entered from left to right leaving any unused positions blank. If what you have entered does not fill all the positions or there is no change to this field, press the Cursor Tab key.

27) MAKE

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. At this point, look at both the “MAKE” and “MODEL” fields. If there is nothing coded in either field, key the word “UNKNOWN” in the “MAKE” field. This field is entered from left to right. If what you have entered does not fill the field completely, press the Cursor Tab key.

28) MODEL

The Cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field will be entered from left to right leaving any unused positions blank. If what you have entered does not fill all the positions or there is no change to this field, press the Cursor Tab key.

29) SERIAL

The cursor will have already advanced to the first position of this field. This field is to be entered only if coded on the Minor Capital Add/Change Form. This field is to be entered from left to right, leaving any unused positions blank. If what you have entered does not fill all the positions, or there is no change to this field, press the Cursor Tab key.

30) REPAIR COST

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field is to be entered from left to right and is done in two steps. First you enter the dollars, starting in the first position of the field. After you have entered the dollars, press the Cursor Tab key. This will move the cursor to the cents portion of the field, now you can enter the cents. If there is no change to this field, press the Cursor Tab key twice.

31) USAGE HRS

The cursor will have already advanced to the first position of this field. This field should be entered only if coded on the Minor Capital Add/Change Form. This field is to be completely filled in. For example, if the usage hours equal “2000,” then the field will be entered as “2000.” If there is no change to this field, press the Cursor Tab key.

32) CONDITION

    The cursor will have already advanced to this field. This field should be entered only if coded on the Minor Capital Add/Change Form. If there is no change to this field, press the Cursor Tab key.

33) SURPLUS

    The cursor will have already advanced to this field. This field should be entered only if coded on the Minor Capital Add/Change Form. After you have entered the data in this field or there is no change to this field, press the “ENTER” key.

34) If everything entered is correct, a message will be returned indicating that the “TAG” has been changed. (Go to step 36 if this is the case.) If there are errors, the message “PRESS ENTER TO LOCATE ERROR” will appear in the upper right-hand portion of the screen, directly below this message will be a message briefly describing the error. By pressing the “ENTER” key at this time, it will advance you to the first position of the field that is in error. Correct the error and press the “ENTER” key again. If there is another error, the “PRESS ENTER TO LOCATE ERROR” message and another message describing the next error will show. Continue this process until you receive the “TAG CHANGED” message. The errors that can occur and the correction of these errors are as follows:

    a) Option Code error message

       “INVALID OPTION”

       This indicates that you have entered a character other than “A” (add), “C” (change), “D” (delete), “I” (inquiry) or “E” (end) in this field. To correct enter the correct “ACTION CODE.”

    b. Commodity Code error message

       “INVALID COMMODITY CODE”

       This indicates that the “COMMODITY CODE” you have entered is invalid. Verify that you have keyed what is coded on the Minor Capital Add/Change Form. If you have miskeyed the number, enter the correct number.

       If you did not miskey the number, then you can obtain the correct “COMMODITY CODE” from the “COMMODITY CODE CATALOG.”

    c. Site Data error message

       “REGION, COUNTY, TYPE, OR BUILDING CHANGE NOT ALLOWED”

       This indicates that you tried to change the “SITE” information on this “TAG.” You must use a “TRANSFER” to change this information. See the section on “Transferring Items on the Inventory File.”

d. Org Code error message

"INVALID ORG CODE UPDATE"

This indicates that you tried to change the "ORG CODE" on this "TAG." You must use a "TRANSFER" to change this information. See the section on "Transferring Items on the Inventory File."

e. Fund error message

"INVALID FUND UPDATE"

This indicates that you tried to change the "FUND" on this "TAG." You must use a "TRANSFER" to change this information. See the section on "Transferring Items on the Inventory File."

f. Program error message

"INVALID PROGRAM UPDATE"

This indicates that you tried to change the "PROGRAM" on this "TAG." You must use a "TRANSFER" to change this information. See the section on "Transferring Items on the Inventory File."

g. Condition error message

"INVALID CONDITION CODE"

35) After you have corrected any errors or you have "TAG NUMBER CHANGED" message, you are ready to make your next change.

36) Ending The Session

You may end the Basic Inventory Update portion of the process and return to the main system menu. From there, you may select any option which is displayed in the list of options.

When you have completely finished your work at the terminal, follow the instructions for How to End (Sign Off) in Section III D.

d. Verifying Updates on Activity Reports

At the beginning of each week you will receive an Activity Report (Report 'HWY-R23040-CA) that will have listed all of the Changes you have done. Verify this list to be sure there were no errors that need to be corrected.

C. Deleting an Item on the Master File

Section 1

General Description

The procedures described in this section are to be used as a guide in deleting items on the Minor Capital Inventory Master File. Below is an outline of the steps required to perform this function. For more detailed instructions for each step, see Section 2, Detailed Description.

a. Coding the Minor Capital Add/Change Form

b. Submit Property Disposal Request S.F. 267-A to Headquarters

c. Complete Coding of the Minor Capital Add/Change Form

d. Entering the Delete in the System

e. Verifying Updates on Activity Reports

Section 2

Detailed Description

a. Coding the Minor Capital Add/Change Form (Form 721-001)
(see form on page IV-6)

When an item on the Minor Capital Inventory File needs to be deleted, a "MINOR CAPITAL ADD/CHANGE" form should be filled out. It will only be necessary to fill out the fields which pertain to the delete, with the exception of the "TAG NUMBER" field, which will always need to be filled in. Following is an explanation of how to fill out the fields on the form. The number of the description corresponds with the number on the form.

1) TAG NUMBER

This field must contain the "TAG NUMBER" of the item you wish to delete. Please be sure that you have the correct Agency Prefix that pertains to the actual number on the item.

2) DELETE

a) REASON

This field must contain the code for the reason this item is being deleted. The valid codes and what they stand for are listed below. These correspond to the "DISPOSAL/DISPOSITION REQUEST" portion of the "PROPERTY DISPOSAL REQUEST" (S.F. 267-A).

CODE	REASON
1	Surplus or Excess
2	Scrap or Salvage
3	To Be Used for Parts
4	Trade In
5	Installed Equipment
6	Direct Transfer
7	Does Not Meet Inventory Criteria
8	Lost or Stolen
9	Other

b) AGENCY AUTHORITY NO.

This field must contain the Agency Authority Number, which is assigned by the Approving Authority and listed on the 267-A.

c) GA AUTHORITY NO.

This field must be contain the GA Authority Number listed on the 267-A.

d) OPTION

This field should be coded with a "D" for Delete.

b. Entering the Delete in the System

Deleting items on the Inventory File can be done at any time. Following are step by step instructions, a copy of the form and the screen for entering deletions. The numbers of the descriptions correspond to the numbers on the form and screen.

1) The first step is to Sign On to the computer terminal. To do this, follow the instructions for How to Begin (Sign On) in Section III C.

2) The system will now display a screen which will be known as the Minor Capital Property Menu Screen.

3) The third step is telling the Minor Capital Property System what you want to do. The Minor Capital Property Menu screen allows you to choose what you want to do, your options are as follows:

(1) Add/Change/Delete/Inquiry

(2) Additional Cost

(3) Transfer Update

(4) Physical Inventory Update

(5) Commodity Description Access

(6) Site Description Access

(7) Update Equipment Org Codes (inquiry only)

(8) Update Equipment Site Codes (Purchasing and Materials use only)

(9) Transfer Equip Site Codes by Org Code (Purchasing and Materials use only)

(E) Stop Processing

For deleting an item on the Inventory File, you will want the "BASIC INVENTORY UPDATE-INQUIRY" screen. So you will enter a (1) one in the field title "OPTION," and press the "ENTER" key. The system will now display the "BASIC INVENTORY UPDATE/INQUIRY SCREEN."

4) Enter a ‘D’ in the “OPTION” area of the screen to delete a record. The following numbered paragraphs correspond to fields on the screen (refer to Exhibit 2D).

5) TAG NUMBER

   The first field on this form that you will be entering is the “TAG NUMBER” field. Enter the “TAG NUMBER” from the form in the “TAG NUMBER” field on the screen (where the cursor is now). The first three positions must be a valid Agency Prefix and the last six must be numeric.

6) After you have entered the “TAG NUMBER,” press the “ENTER” key. This will cause the Inventory item as it is on the Inventory file to appear on the screen.

7) At this time, advance to the lower section of the screen titled “DELETE,” using the Cursor Tab key.

8) REASON

   When you have positioned the cursor to the “REASON” field, enter the “REASON” as coded on the “Minor Capital Add/Change Form.”

9) AGENCY AUTH.

   The next field you will be entering is “AGENCY AUTH.” field. The cursor will have already advanced to the first position of this field. This field is to be entered from left to right. If what you have entered does not fill all the positions, press the Cursor Tab key to advance to the next field.

10) G.A. AUTH.

   The next field you will be entering is the “G.A. AUTH.” field. The cursor will have already advanced to the first position of this field. This field is to be entered left to right. If what you have entered does not fill all the positions, press the Cursor Tab key to advance to the next field.

11) DISPOSAL DATE

   The next field you will be entering is the “DISPOSAL DATE” field. The cursor will have already advanced to the first position of this field. This field is to be entered as Month, Day, and Year.

12) After you have entered the “Disposal Date” field, press the “ENTER” key.

13) If everything entered is correct, a message will be returned indicating that the “TAG” has been deleted. If there are errors, the message “PRESS ENTER TO LOCATE ERROR” will appear in the upper right-hand portion of the screen, directly below this message will be a message briefly describing the error. By pressing the “ENTER” key at this time, it will advance you to the first position of the field that is in error. Correct the error and press the “ENTER” key again. If there is another error, the “PRESS ENTER TO LOCATE ERROR” message and another message describing the next error will show. Continue this process until you receive the “TAG DELETED” message. The errors that can occur and the correction of these errors are as follows:

a) Option Code Error Message

INVALID OPTION

This indicates that you have entered a character other than “A” (Add), “C” (Change), “D” (Delete), “E” (END), or “I” (Inquiry) in this field. To correct, enter the correct “ACTION CODE.”

b) Tag Number Error Message

“TAG # DOES NOT EXIST”

This indicates that the “TAG NUMBER” you are looking for does not exist on the “MASTER FILE.”

c) Delete Error Message

1) “REASON” — Must be entered and be the numbers 1-9.

2) “AGENCY AUTH” — Must be entered.

3) “G.A. AUTH” — Must be entered.

4) “DISPOSAL DATE” — Must be entered, and be a valid date.

The above fields must all be entered as indicated above. If not, the field in error will be indicated by a message in the upper right-hand corner of the screen.

14) After you have corrected any errors or you have the “TAG NUMBER DELETED” message, you are ready to make your next entry.

15) Ending the Session

You may end the basic Inventory Update portion of the process and return to the main system menu. From there, you may select any option which is displayed in the list of options.

When you have completely finished your work at the terminal, follow the instructions for How to End (Sign Off) in Section III D.

e. Verifying Updates on Activity Reports

At the beginning of each week, you will receive an Activity Report (Report HWY-R23040-DA) that will have listed all of the deletes you have done. Verify this list to be sure there were no errors that need to be corrected.

D. Transferring Items on the Master File

Section 1

General Description

The procedures described in this section are to be used as a guide in transferring Minor Capital property items within a region or between two different Regions. Below is an outline of the steps required to perform these functions. For more detailed instructions for each step, see Section 2, Detailed Description.

a. Coding the Transfer Form for Transfers Within the Region

b. Coding the Transfer Form for Transfers Between Regions

c. Entering the Transfers to the Master File

d. Verifying Updates on the Activity Report

Section 2

Detailed Description

a. Coding the Transfer Form for Transfers Within the Region (Form 721-007) (see form on page IV-29)

   When a Minor Capital Inventory item is moved from, one Site to another, one Org. Code to another, one Fund to another, one Program to another, or one piece of Equipment to another, a Transfer form should be filled out and the information on the Master File changed. Following is a description of each field and how to complete the form. The numbers of the description correspond with the numbers on the form.

   1) TAG NUMBER

      This field must contain the “TAG NUMBER” of the item you wish to Transfer. Please be sure that you have the correct Agency Prefix that pertains to the actual number on the item that you wish to Transfer.

   2) TRANSFER FROM

      The following fields should be filled out with the information that pertained to where the item is being transferred from. If just one field of information is being changed, you should still fill out these fields, as it gives the person entering this information in the Master File a means to double check.

      a. Organization Code

      b. Agency

      c. Fund

      d. Prog

      e. Region

      f. County

      g. Type

      h. Bldg

i. Floor/Wing

j. Equipment Number

3) TRANSFER TO

The following fields should be filled out with the information of where the item is being Transferred to. All fields that pertain to the items new location must be filled out. The fields should be coded even if they do not change.

a. Organization Code

b. Agency

c. Fund

d. Prog

e. Region

f. County

g. Type

h. Bldg

i. Floor/Wing

j. Equipment Number

4) DATE

This field should contain the date the item was transferred.

5) RESPONSIBLE SUPERVISOR

This field should be signed by who ever has the responsibility within each region (i.e., Org. Code Supervisor, Supply Officer, etc.).

b. Coding the Transfer Form for Transfers Between Regions

When a Minor Capital Inventory item is transferred from one region to another, a Transfer from should be filled out and the information on the Master File changed. This is to be done by both the sending and the receiving region. **The receiving region will be responsible for updating the information on the Master File.**

1) SENDING REGION

The sending region should fill out the following fields and send the Transfer form with the item.

Tag Number

Transferred From

Organization Code

Agency

Prog

Region

County

Type
Bldg
Floor/Wing
Sender and Address
Date (Date Sent)
Responsible Supervisor (possibly Supply Officer)
Recipient and Address

2) RECEIVING REGION

The receiving regions should complete the following fields with the new information and route it to have the information updated on the Master File.

Transfer To
New Org. Code
Fund
Prog
Region
County
Type
Bldg
Floor/Wing
Equipment Number
Date (Date Received)
Responsible Supervisor (possibly Supply Officer)

c. Entering the Transfer to the Master File

Following are step-by-step instructions, a copy of the form, and the screen that are necessary to Transfer a Minor Capital Inventory Item. The numbers of the descriptions correspond to the numbers on the form and screens.

1) The first step is to Sign On to the computer terminal. To do this, follow the instructions for How to Begin (Sign On) in Section III C.

2) The system will now display a screen which will be known as the Minor Capital Property Menu screen.

3) The third step is telling the Minor Capital System what you want to do. The Minor Capital Property MENU screen allows you to choose what you want to do, your options are as follows:

(1) Add/Change/Delete/Inquiry

(2) Additional Cost

(3) Transfer Update

(4) Physical Inventory Update

(5) Commodity Description Access

(6) Site Description Access

(7) Update Equipment Org Codes

(8) Update Equipment Site Codes

(9) Transfer Equip Site Codes by Org Code

(E) Stop Processing

For transferring items on the Inventory File, you will want the "TRANSFER UPDATE" screen. So you will enter a (3) three in the field "OPTION," and press the "ENTER" key.

4) The system will now display the "TRANSFER SCREEN." The following numbered paragraphs correspond to fields on the screen.

5) The cursor will now be in the most upper left-hand portion of the screen to the left of the " OPTION" statement. Enter an "E" in this field to end the screen.

6) TAG NUMBER

At this point, press the Cursor Tab key once. This will cause the cursor to advance to the first position of the "TAG NUMBER" field. Enter the Tag Number of the item you wish to transfer in this field. The first three positions must be a valid Agency Prefix and the last six must be numeric.

7) After you have entered the Tag Number, press the "ENTER" key. The system will respond with the current location information for the Inventory Item, along with the Commodity Code, Commodity Code Description, Make, Model, and Serial Number. It will also show a message stating "ENTER NEW LOCATION."

8) ORG. CODE

At this point, you will press the Cursor Tab key twice. This will advance you down to the "ORG. CODE" field. This field must be filled in completely and must be a valid Org. Code.

9) AGENCY

The next field you will be entering is the "AGENCY" field. The curosr will have already advanced to the first position of this field. This field must be filled in completely and must be numeric.

10) FUND

The next field you will be entering is the "FUND" field. The cursor will have already advanced to the first position of this field. This field must be filled in completely and must be numeric.

11) PROGRAM

The next field you will be entering is the "PROGRAM" field. Enter the Program as coded on the Transfer Form. If there is nothing coded in this field, press the Cursor Tab key.

12) REGION

    The next field you will be entering is the "REGION" field. The cursor will have already advanced to this field. The number must be a valid region number. Valid numbers are 0, 1, 2, 3, 4, 5, 6, 9.

13) COUNTY

    The next field you will be entering is the "COUNTY" field. The cursor will have already advanced to the first position of this field. This field must be filled completely, so if the County Code is "1," it must be entered as "01."

14) TYPE

    The next field you will be entering is the "TYPE" field. The cursor will have already advanced to the first position of this field. This field must be filled in completely.

15) BUILDING

    The next field you will be entering is the "BUILDING" field. The cursor will have already advanced to the first position of this field. This field must be filled in completely.

16) FLOOR OR WING

    The next field you will be entering is the "FLOOR OR WING" field. The cursor will already have advanced to the first position of this field. This field will be entered only if there are Floors or Wings coded on the form, which must match the "SITE."

    DESCRIPTION LISTING" for your area. This field will be entered from left to right. If what you have entered does not fill all the positions, or there is nothing coded in this field, press the Cursor Tab key.

17) EQUIPMENT NUMBER

    The next field you will be entering is the "EQUIPMENT NUMBER" field. The cursor will have already advanced to the first position of this field. This field will be entered only if coded on the Transfer Form. This field is entered from left to right. If what you have entered does not fill all positions, or there is nothing coded in this field, press the "ENTER" key.

18) After pressing the "ENTER" key, if everything entered is correct, the system will move everything from the "NEW LOCATION" over to the "EXISTING LOCATION" and a message stating the "TAG HAS BEEN TRANSFERRED" will be displayed. If there are errors, the message "PRESS ENTER TO LOCATE ERROR" will appear in the upper right-and portion of the screen, directly below this message will be a message briefly describing the error. By pressing the "ENTER" key at this time, it will advance you to the first position of the field that is in error. Correct the error and press the "ENTER" key again. If there is another error, the "PRESS ENTER TO LOCATE ERROR" message and another message describing the next error will show. Continue this process until you receive the "TAG TRANSFERRED" message. The errors that can occur and the correction of these errors are as follows:

a) TAG NUMBER Error Message

'TAG NUMBER NOT FOUND'

This indicates that the Tag Number you are trying to transfer does not exist on the Master File. Verify that you have keyed the correct "TAG NUMBER," correct the error.

b) Org. Code Error Message

'INVALID ORG. CODE'

This indicates the "ORG. CODE" you have entered is invalid. If you have miskeyed the Org. Code, enter the correct number. If you did not miskey the number, then obtain the correct "ORG. CODE," enter the correct number.

c) Fund Error Message

'INVALID FUND'

This indicates that either you did not enter anything in this field or you entered something other than numbers.

d) Region Error Message

'INVALID REGION'

This indicates that the "REGION" you have entered is invalid.

e) County Error Message

'INVALID COUNTY'

This indicates that the "SITE" you have entered is invalid.

f) Type Error Message

'INVALID TYPE'

This indicates that the "TYPE" you have entered is invalid.

g) Building Error Message

'INVALID BUILDING'

This indicates that the "BUILDING" you have entered is invalid.

h) Floor or Wing Error Message

'INVALID FLOOR OR WING'

This indicates that the "FLOOR OR WING" you have entered is invalid.

18) "CAUTIONS"

a) You must always key the "TAG NUMBER," press the "ENTER" key and get the "ENTER NEW LOCATION" message, before you enter the new location.

19) Ending the Session

You may end the transfer update portion of the process and return to the main system menu. From there, you may select any option which is displayed in the list of options.

When you have completely finished your work at the terminal, follow the instructions for How to End (Sign Off) in Section III D.

d. Verifying Updates on the Activity Reports

At the beginning of each week, you will receive an Activity Report (Report HWY-R23040-EA) that will have listed all of the transfers you have done. Verify this list to be sure there were no errors that need to be corrected.

Minor Capital Property Transfer — Form DOT 721-007

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

MINOR CAPITAL PROPERTY TRANSFER

TAG NUMBER	
AGENCY PREFIX	NUMBER

ITEM DESCRIPTION: ____________________ SENDER: ____________________

____________________ ADDRESS: ____________________

SERIAL NO.: ____________________ ____________________

COMMODITY CODE: ____________________ ____________ DATE ____________ RESPONSIBLE SUPERVISOR

TRANSFER FROM:

ORGANIZATION CODE

AGENCY	FUND	PROG.	SITE				FLOOR/WING	EQUIPMENT NUMBER
			DIST.	QTY. CODE	TYPE	BLDG.		

TRANSFER TO:

NEW ORG. CODE

AGENCY	FUND	PROG.	SITE				FLOOR/WING	EQUIPMENT NUMBER
			DIST.	QTY. CODE	TYPE	BLDG.		

RECIPIENT: ____________________

ADDRESS: ____________________

____

____________ DATE ____________ RESPONSIBLE SUPERVISOR

DOT FORM 721-007 REVISED 3/87 -1269-

E. Inquiry on Items on the Master File

Section 1

General Description

The procedures described in this section are to be used as a guide for inquiring about a specific “TAG NUMBER” on the Inventory Master File. Below is an outline of the steps required to perform this function. For more detailed instructions for each step, see Section 2, Detailed Description.

a. Determine “TAG NUMBER” you wish to look at.

b. Using the terminal to look at the information on the “TAG NUMBER.”

Section 2

Detailed Description

a. Determine the “TAG NUMBER” you wish to look at, being sure of the appropriate “AGENCY PREFIX” that pertains to the Tag Number.

b. Inquiring about an item (Tag Number) on the Inventory File requires the use of a terminal with a video screen that has the capability of using a screen generating Program (Natural). Following are step-by-step instructions, and copies of the screen for inquiring about an item. The numbers of the description correspond to the numbers on the screen.

   I) The first step is to Sign On to the computer terminal. To do this, follow the instructions for How to Begin (Sign On) in Section III C.

   2) The system will now display a screen which will be known as the Minor Capital Property Menu screen.

   3) The third step is telling the Minor Capital Property System what you want to do. The Minor Capital Property MENU screen allows you to choose what you want to do, your options are as follows:

      (1) Add/Change/Delete/Inquiry

      (2) Additional Cost

      (3) Transfer Update

      (4) Physical Inventory Update

      (5) Commodity Description Access

      (6) Site Description Access

      (7) Update Equipment Org Codes

      (8) Update Equipment Site Codes

      (9) Transfer Equip Site Codes by Org Code

      (E) Stop Processing

For Inquiring about an item on the Inventory File, you will want the "BASIC INVENTORY UPDATE-INQUIRY" screen. So you will enter a (1) one in the field titled "OPTION," and press the "ENTER" key. The screen will now display the "BASIC INVENTORY UPDATE-INQUIRY SCREEN."

4) Once you have the "Basic Inventory Update/Inquiry Screen" on the screen, the cursor will be in the "Option" field. Since this is an Inquiry, place an "I" (Inquiry) in this field. The following numbered paragraphs correspond to fields on the screen.

5) TAG NUMBER

   The next field you will want to enter is the "TAG NUMBER" field. The cursor will have already advanced to the first position of this field. Enter the "TAG NUMBER" of the item that you wish to do an inquiry on and press the "ENTER" key.

6) After pressing the "ENTER" key, if the Tag Number you have entered is valid and is on the Master File, the system will display the current information for the item.

7) If the Tag Number is not valid you will get a message that states "TAG NUMBER NOT FOUND." If this is the case, press the "ENTER" key and this will advance you to the first position of the "TAG NUMBER" field. Enter the correct Tag Number, and press the "ENTER" key.

8) Ending the Session

   You may end the Basic Inventory Update portion of the process and return to the main system menu. From there, you may select any option which is displayed in the list of options.

   When you have completely finished your work at the terminal, follow the instructions for How to End (Sign Off) in Section III D.

F. Physical Inventory

Section 1

General Description

The procedures described in this section are to be used as a guide in the taking of your Physical Inventory. Below is an outline of the steps required to perform this function. For more detailed instructions for each step, see Section 2, Detailed Description.

a. Take Physical Inventory

b. Enter Physical Inventory

c. Check Errors on Activity Report

d. Verify Missing Items Report

Section 2

Detailed Description

a. The taking of the Physical Inventory is done to assure the accuracy of the data in regards to the location and to ensure that nothing is missing. The form that will be used is DOT Form 721-006. Following is a description of each field and how to fill out the form. The numbers of the description correspond with the numbers on the form.

1) "REGION" — This field should be coded with the "Region" the building is in that you are going to be taking inventory of.

2) "COUNTY" — This field should be coded with the "County Code" of the County which the building that you are taking inventory of is located.

3) "TYPE" — This field should be coded with the "Site Type" of the building (from the Site Description Listing that you are taking inventory of).

4) "BUILDING" — This field should be coded with the Building Number of the building, from the Site Description Listing.

5) "FLOOR OR WING" — This field should be coded only if there are Floors or Wings coded on the Site Description Listing that pertain to the building that you are inventorying.

6) ORG CODE

7) AGENCY PREFIX

8) "TAG NUMBER" — These fields should be coded with the Tag Numbers of the items located in the building that you are inventorying.

9) "CONDITION" — These fields should be coded with the condition of the item that you are inventorying. Valid codes and there meaning are as follows:

G = Good

P = Poor

U = Unserviceable

b. After the Physical Inventory Forms have been returned to the Supply Office, you will need to load this information onto the Master File. Following are step-by-step instructions, a copy of the form, and screen for entering the Physical Inventory. The numbers of the descriptions correspond to the numbers on the form and screen.

1) The first step is to Sign On to the computer terminal. To do this, follow the instructions for How to Begin (Sign On) in Section III C.

2) The system will now display a screen which will be known as the Minor Capital Property MENU screen.

3) The third step is telling the Minor Capital System what you want to do. The Minor Capital Property MENU screen allows you to choose what you want to do, your options are as follows:

(1) Add/Change/Delete/Inquiry

(2) Additional Cost

(3) Transfer Update

(4) Physical Inventory Update

(5) Commodity Description Access

(6) Site Description Access

(7) Update Equipment Org Codes

(8) Update Equipment Site Codes

(9) Transfer Equip Site Codes by Org Code

(E) Stop Processing

For entering the Annual Physical Inventory, you will want the “PHYSICAL INVENTORY UPDATE.” So you will want to enter a (4) four in the field “OPTION,” and press the “ENTER” key.

4. The system will now display the “PHYSICAL INVENTORY UPDATE SCREEN.” The following numbered paragraphs correspond to fields on the screen.

5. The cursor will now be in the most upper left hand portion of the screen to the left of the “OPTION” statement. Enter an “E” in this field to end the screen.

Once you have the “Physical Inventory Screen” on the screen, you are ready to enter the data from the “Physical Inventory” form.

6) REGION

The first field you will be entering is the “REGION” field. Press the Cursor Tab key once, this will cause the cursor to advance to the “REGION” field. At this time, enter the region as coded on the “Physical Inventory” form.

7) COUNTY

   The next field you will be entering is the “COUNTY” field. The cursor will have already advanced to the first position of this field. Enter the county as coded on the Physical Inventory form.

8) TYPE

   The next field you will be entering is the “TYPE” field. The cursor will have already advanced to the first position of this field. Enter the type as coded on the Physical Inventory form.

9) BUILDING

   The next field you will be entering is the “BUILDING” field. The cursor will have already advanced to the first position of this field. Enter the building as coded on the Physical Inventory form.

10) FLOOR OR WING

   The next field you will be entering is the “FLOOR OR WING” field. This field will be entered only if there are Floors or Wings coded on the form, which must match the “Site Description Listing” for your area. This field will be entered from left to right. If what you have entered does not fill all the positions, or there is nothing coded in this field, press the Cursor Tab key.

11) TAG NUMBER AGENCY PREFIX

   The next field you will be entering is the “TAG NUMBER AGENCY PREFIX” field. The cursor will have already advanced to the first position of this field. At this time, look at the Agency Prefix portion of the Tab Number fields that are coded on the Physical Inventory Form. Enter the Agency Prefix as coded on the form.

12. TAG NUMBER

   The next field you will be entering is the “TAG NUMBER” field. The cursor will have already advanced to the first position of this field. Enter the first “TAG NUMBER” as coded on the Physical Inventory form. You will be entering only the number portion of the “TAG NUMBER” field.

13) CONDITION

   The next field you will be entering is the “CONDITION” field. The cursor will have already advanced to this field. Enter the condition as coded on the Physical Inventory form.

14) You will continue to enter the “Tag Numbers” and the “Conditions” until you have filled the screen or run out of data. When you have entered all of the “Tag Numbers” and the “Conditions,” or you have filled the screen press the “ENTER” key.

15) After you have pressed the “ENTER” key, the program will verify that the Site Information (Region, County, Type, Building, Floor or Wing) you have entered matches what is presently coded for those “Tag Numbers,” if the “Tag Numbers” are actually on the Master File, and if the “CONDITION CODE” is valid. If these conditions are not true, the “TAG NUMBERS” and “CONDITION CODES” that are in error will remain on the screen.

16) If there are “Tag Numbers” on the screen, check to be sure that you have not miskeyed the number or the condition code. If you have advance to the field in error, using the Cursor Tab key, enter the correction, and press the “ENTER” key.

17) If there are still fields on the screen, you may still continue with entering the data from the next form, just enter the new information over the old, being sure that if you do not use all of the fields that you used last time, blank them out using “ERASE EOF” key.

18) Ending the Session

    You may end the Physical Inventory update portion of the process and return to the main system menu. From there you may select any option which is displayed in the list of options.

    When you have completely finished your work at the terminal, follow the instructions for How to End (Sign Off) in Section III D.

c. The “TAG NUMBERS” that were flagged on the “Physical Inventory Screen” that were not miskeyed will show up on the “Weekly Activity Report” titled “ITEMS NEW TO LOCATION REPORT.” This report will indicate which “Tag Numbers” are not on the Master File. For the ones which are on the Master File but not at the Location you entered, it will show you the Location you entered and the Location on the Master File.

   From this report you should research and correct the errors and resubmit the items. The possible causes of these errors and the corrections are as follows.

   1) “TAG NUMBER” Not On The Master File

      a) There are two ways this error can occur. They are:

         1 The Inventory Taker wrote the wrong number (transposed) on the form.

         2 The item was never added to the Master File.

      b) After you have researched the problem and have resolved why this occurred, to correct, follow the procedures that are listed below, that correspond to the appropriate reason.

         1 Obtain the correct “Tag Number” and resubmit the number using the “Physical Inventory Screen.”

         2 Add the item to the Master File, following the procedures under “Addition of New Items.” Then resubmit the “Tag Number” using the “Physical Inventory Screen.”

2) "LOCATIONS" Do Not Match

   a) There are two ways this error can occur. They are:

      1 The Inventory Taker wrote the wrong numbers on the form.

      2 The item was moved from one location to another without submitting a Transfer form.

   b) After you have researched the problem and have resolved why this occurred, to correct, follow the procedures that are listed below, that correspond to the appropriate reason.

      1 Obtain the correct "Tag Number" and resubmit the number using the "Physical Inventory Screen."

      2 Transfer the item to the correct Location, following the procedures under "Transferring Items On The Inventory File." Then resubmit the "Tag Number" using the "Physical Inventory Screen."

d. After you have completed taking inventory for the complete region, and you have corrected all of the errors from the "Items New To Location Report," call the Headquarters and request a "Missing Items Report" for your region. This report will list all of the items that are on the "Master File" that were not found when the Physical Inventory was taken. These items should be researched and if they are found, submit the "Tag Numbers" using the "Physical Inventory Screen." If the items cannot be found then the proper disposal action should be taken.

G. Maintaining the Commodity Code Master File

Section 1

General Description

The procedures described in this section are to be used as a guide in maintaining the Minor Capital Commodity Code file. Below is an outline of the steps required to perform this function. For more detailed information and instructions for each step, see Section 2, Detailed Description.

a. Adding, Changing, Deleting or Inquiring on a Commodity Code, Useful Life and Description.

b. Verifying Updates on Activity Report.

c. Producing Commodity Code Catalogs.

Section 2

Detailed Description

a. When it is necessary to Add, Change, Delete or Inquire about a Commodity Code, Useful Life and Description on the file, the steps necessary are as follows:

1) The first step is to Sign On to the computer terminal. To do this, follow the instructions for How to Begin (Sign On) in Section III C.

2) The system will now display a screen which will be known as the Minor Capital Property MENU screen.

3) The third step is telling the Minor Capital System what you want to do. The Minor Capital Property MENU screen allows you to choose what you want to do, your options are as follows:

(1) Add/Change/Delete/Inquiry

(2) Additional Cost

(3) Transfer Update

(4) Physical Inventory Update

(5) Commodity Description Access

(6) Site Description Access

(7) Update Equipment Org Codes

(8) Update Equipment Site Codes

(9) Transfer Equip Site Codes by Org Code

(E) Stop Processing

To maintain the Commodity Code file, you will want the “COMMODITY CODE ACCESS” screen. So you will enter a (5) five in the field “OPTION,” and press the “ENTER” key.

4) The system will now display the “COMMODITY CODE UPDATE SCREEN.”

5) The cursor will now be in the most upper left hand portion of the screen to the left of the “ OPTION” statement.

6) At this point, you will want to enter the appropriate “OPTION” for what you wish to do. The “OPTIONS” are as follows:

   A — Add

   C — Change

   D — Delete

   I — Inquire

   E — End

7) After you have entered the “OPTION,” the cursor will have already advanced to the “COMMODITY CODE” field. Depending on what “OPTION” you have entered, proceed with the appropriate steps as follows:

   a. “A” = Add

      1 Enter the Commodity Code for the item you wish to add. This field must be filled out completely and must be numeric.

      2 The next field you will be entering is the “COMMODITY DESCRIPTION” field. The cursor will have already advanced to the first position of this field. This field is entered from left to right.

      3 After you have entered the “COMMODITY DESCRIPTION” field, press the “ENTER” key. If there were no errors, the system will respond with “ADDED,” indicating the add was successful.

      4 If the add was unsuccessful, there will be an error message indicating what the error is. Advance to the field that is in error, using the Cursor Tab key, correct the error and press the “ENTER” key. Following is a list of errors that can occur:

         a. Commodity Code already exists.

         b. Commodity Description not entered.

   b) “C” = Change

      1 Enter the Commodity Code you wish to change and press the “ENTER” key.

      2 The system will return the current information on the file. Using the Cursor Tab key, advance to the field you wish to change. Enter the change and press the “ENTER” key.

      3 If there were no errors, the system will respond “CHANGED,” indicating the “Change” was successful.

      4 If the change was unsuccessful, there will be an error message indicating what the error is. Advance to the field that is in error, using the Cursor Tab key, correct the error and press the “ENTER” key. Following is a list of errors that can occur:

aa Commodity Code does not exist.

bb Commodity Description was blanked out.

c) "D" = Delete

1 Enter the Commodity Code for the item you wish to delete. This field must be filled out completely and must be numeric. Press the "ENTER" key.

2 The system will respond with the current information on the file and a message "VERIFY DELETE." At this point, enter a "D" again in the "OPTION CODE" field, and press the "ENTER" key.

3 If the Delete was successful, the system will respond with "DELETED." If the Delete was unsuccessful, there will be an error message indicating what the error is. Following are the errors that can occur:

aa Commodity Code does not exist.

bb You may not delete a Commodity Code as long as anything is coded to that code on the Minor Capital Inventory File.

d) "I" = Inquiry

1 Enter the Commodity Code for the item you wish to inquire about. This field must be filled out completely and must be numeric. Press the "ENTER" key.

2 The system will respond either with the current information on the file or an error message stating that the Commodity Code does not exist.

8) Ending the Session

You may end the Commodity Code Access portion of the process and return to the main system menu. From there, you may select any option which is displayed in the list of options.

When you have completely finished your work at the terminal, follow the instructions for How to End (Sign Off) in Section III D.

b. At the beginning of each week, you will receive an Activity Report (Report'HWY-R23040-GA) that will have listed all of the Adds, Changes and Deletes you have done on the Commodity Code file. Verify this list to be sure there were no keypunch errors that need to be corrected.

c. It will be necessary to produce Commodity Code Catalogs on occasion. The steps necessary to produce the Catalogs are as follows:

1) LOGON to TSO — To be an authorized user you must be familiar with your own passwords and account numbers.

2) The next response you will receive is:

REPORT SELECTION

(1) COMMODITY CODE SEQUENCE (NUMERIC)

(2) COMMODITY DESCRIPTION SEQUENCE (ALPHA)

(3) BOTH (1) AND (2)

ENTER NUMBER OF YOUR CHOICE (1 or 2 or 3)

Enter the appropriate code and press the “ENTER” key.

3) The next response you will receive is:

ENTER JOB CLASS

Enter the appropriate job class and press the “ENTER” key.

4) After you have receive the READY, type:

LOGOFF

This completes your session and logs you off the computer.

10:P65:DP/FAIM