

**A. Weekly/Monthly Activity Reports**

Activity records are produced each time the Minor Capitol system is run and the file(s) are updated. Reports showing this activity are available on a weekly and or monthly basis.

**Additions and Inventory Action Costs — Report R23040-BA**

Description	:	This report lists inventory items added to the master file and provides a total of the acquisition costs for all transactions. Summary control is provided by Organization.
Purpose	:	This report will be produced weekly to serve as an Activity Report. It will also be produced monthly.
Sequence	:	Region Organization Tag Number
Frequency	:	Monthly
Distribution/Prints	:	Headquarters Respective Regions
Volume	:	14 pages

**Changes — Report R23040-CA**

Description	:	This report lists all changes to the Inventory Master File.
Purpose	:	This report serves as a proof list of all change transactions.
Sequence	:	Region Organization Tag Number
Frequency	:	Monthly
Distribution/Prints	:	Headquarters Respective Region
Volume	:	2 pages

**Reports**

**Commodity Code Activity — Report R23040-GA**

Description	:	This report lists all transactions made to the Commodity Code File.
Purpose	:	This report is a proof list for Commodity Code transactions.
Sequence	:	Commodity Code Transaction Code
Frequency	:	Monthly
Distribution/Prints:		Headquarters
Volume	:	Approximately 20 lines per month

**Deletions — Report R23040-DA**

Description : This report lists Master File data for items that have received a delete transaction.

Purpose : This report is used as a reference for deleted items.

Sequence : Region  
Organization  
Tag Number

Frequency : Monthly

Distribution/Prints : Headquarters  
Respective Regions

Volume : 10 items  
7 pages

TAG NUMBER		COMMODITY CODE/DESC	VENDOR	ACCOUNTING INFORMATION	EQUIPMENT/STATUS INFORMATION
<pre> ***** * WASHINGTON STATE * DEPARTMENT OF TRANSPORTATION * MINOR CAPITAL PROPERTY SYSTEM * DELETIONS * WEEK ENDING 10/21/98 ***** DISTRICT 0 ORG. CODE 251040 AGENCY 405 HWY-R23040-DA PAGE 1 </pre>					
-----					
DDH-021499	7435-123	GLOBAL COMPUTER SUP.		REQUISITION OR4610 * MAKE SILENT PARTR * ACCUM USE HRS	* CONDITION G
		WORK STATION, DATA PROCESSING		ORDER # 002802 * MODEL # C925M	* SURPLUS
				VOUCHER # 08944H * SERIAL #	* AGENCY AUTH DA4024
				WARRANT REG. 2007 * REPAIR COST 0.00	* G-A AUTH 102094
034AF01-1D	-	TRANSPORTATION BUILDING		TOTAL COST 979.00 * RES VALUE 0.00	* REASON 7
				DATE REC. 01-31-86 * MO DEPRN 0.00	* DISPOSAL DATE 10-20-94
				DATE PAID 01-31-86 * ACCUM DEPRN 184.29	
-----					
DDH-021500	7435-123	GLOBAL COMPUTER SUP.		REQUISITION OR4610 * MAKE SILENT PARTR * ACCUM USE HRS	* CONDITION G
		WORK STATION, DATA PROCESSING		ORDER # 002802 * MODEL # C925M	* SURPLUS
				VOUCHER # 08944H * SERIAL #	* AGENCY AUTH DA4024
				WARRANT REG. 2007 * REPAIR COST 0.00	* G-A AUTH 102094
034AF01-1D	-	TRANSPORTATION BUILDING		TOTAL COST 979.00 * RES VALUE 0.00	* REASON 7
				DATE REC. 01-31-86 * MO DEPRN 0.00	* DISPOSAL DATE 10-20-94
				DATE PAID 01-31-86 * ACCUM DEPRN 184.29	

**Items New to Location — Report R23040-FA**

Description	:	This report lists all inventory items found at a location during an ongoing physical inventory but shown on the Inventory Master File as being at a different location. The item was apparently moved without submitting a transfer form to the Supply Officer. Items on this report should be transferred before the Missing Items report is run otherwise it will show up on the Missing Items report.
Purpose	:	The purpose is to identify items moved without having the System notified.
Sequence	:	Region Site Tag Number
Frequency	:	Annual after the Inventory for a Site or Building has been entered. During a physical inventory at the weekly/monthly process.
Distribution/Prints	:	Headquarters Respective Regions
Volume	:	Approximately 400 items

**Transfers — Report R23040-EA**

Description	:	This report lists all items that have been transferred either between Regions or within a Region. This report will be produced weekly to serve as an Activity Report for region distribution and monthly for Headquarters.
Purpose	:	This report serves as a proof list to verify the proper action of transfer transactions.
Sequence	:	Region Organization This report is duplicated with one copy being in “From” Region and Organization sequence and the other copy in “To” Region and Organization sequence.
Frequency	:	Monthly
Distribution/Prints	:	Headquarters Respective Regions
Volume	:	24 items 7 pages

## B. On Request Reports

Following are 12 reports that are available on request. Only the Commodity Code Catalog, Site Description List, Inventory Monitoring, and Missing Items Reports are available on request by the region.

1. EQUIPMENT BY ORG CODE
2. EQUIPMENT BY ORG BY LOCATION
3. RECAP OF MISSING ITEMS
4. COMMODITY CODE CATALOGS
5. ITEMS BY TAG NUMBER
6. SITE DESCRIPTION LIST
7. SURPLUS ITEMS LIST
8. INVENTORY MONITORING REPORT
9. MISSING ITEMS REPORT
10. COMMODITY SUMMARY REPORT
11. WEEKLY/MONTHLY ACTIVITY REPORTS (see Section A)
12. FEDERAL PARTICIPATION REPORT

The above reports are produced when requested or by weekly/monthly process. To request reports, contact your Regional Supply Officer or the Headquarters Purchasing and Materials Management Office. The Region Reports are produced by the following means:

The first step is to LOGON to TSO.

The next response you will receive is:

TSO/E INFORMATION CENTER FACILITY USER SERVICES

OPTION ==> 8

Select option #8 — “SPF.” Type the highlighted character to the right of the OPTION arrow, and press ENTER.

The next response you will receive is:

```
----- ISPF/PDF PRIMARY OPTION MENU -----  
OPTION ==> 6
```

Selection option #6 — “COMMAND.” Type “6” to the right of the option and press “ENTER” key.

```
----- TSO COMMAND PROCESSOR -----  
ENTER TSO COMMAND OR CLIST BELOW:  
  
==> menu23d
```

Type in “MENU23d” and press the “ENTER” key.

The next response you will receive is:

```
Page: 1 Document Name: untitled
```

```
DP23002M ----- MINOR CAPITAL PROPERTY DISTRICT MENU -----  
OPTION > USER: HP6  
DATE: 01/04/06  
  
4 23MD - COMMODITY CODE CATALOGS  
6 23MF - SITE DESCRIPTION LIST  
8 23MR - INVENTORY MONITORING REPORT  
9 23MR - MISSING ITEMS REPORT  
  
H HELP - DISPLAY FURTHER INFORMATION  
X EXIT - TERMINATE MINOR CAP MENU
```

```
EXAMPLE: PF1 = HELP    PF3 = END    PF4 = RETURN
```

ENTER number of your choice.

To this, respond with the selection provided and press the “ENTER” key.

The next response will be different for each report selected.

Please carefully follow the directions and each prompt.

**Equipment By Org Code — Report**

Description	:	
Purpose	:	
Sequence	:	
Frequency	:	
Distribution/Prints:		
Volume	:	

**Equipment By Organization By Location — Report R23070**

Description	:	This report lists all of the Minor Capital items within an organization code.
Purpose	:	The Organization Code Supervisor signs this report (copy 3) acknowledging the items listed are under their control.
Sequence	:	Organization Commodity Code Number/Description Tag Number
Frequency	:	During the biennium physical inventory
Distribution/Prints:		Headquarters Respective Regions (all six-digit organizational code supervisors)
Volume	:	

**Recap of Missing Items — Report R23020CA**

Description	:	
Purpose	:	
Sequence	:	
Frequency	:	
Distribution/Prints	:	
Volume	:	

**Commodity Code Catalog — Report R23063**

Description	:	This report lists all Commodity Codes and their corresponding descriptions that are in the system.
Purpose	:	The catalog is used as reference for determining a Commodity Code for new items. It will be prefaced by an alphabetic index.
Sequence	:	Commodity Code
Frequency	:	On Request
Distribution/Prints	:	Headquarters Regions
Volume	:	Approximately 10,000 items.

**Items by Tag Number — Report R23062**

Description	:	This report lists all Minor Capital Property items in Region and Tag Number sequence.
Purpose	:	This report is to satisfy General Administration requirements. It will also be used for internal requirements.
Sequence	:	Region Tag Number
Frequency	:	On Request
Distribution/Prints	:	Headquarters Respective Regions
Volume	:	80,000 items 4,000 pages

**Site Description Activity — Report R23040-HA**

Description	:	This report lists all transactions made to the Site Description File.
Purpose	:	This report is a proof list for Site Description transactions.
Sequence	:	Site Code Transaction (Action) Code
Frequency	:	Monthly
Distribution/Prints	:	Headquarters
Volume	:	Approximately 20 lines per month

### **Surplus Items — Report R23061**

Description	:	This report lists all items that are indicated in the surplus field as being surplus.
Purpose	:	This report is used to select items to fill a need rather than buying new and to delete items which have been surplused for over a month.
Sequence	:	Commodity Code Region Organization Code Tag Number
Frequency	:	Monthly
Distribution/Prints	:	Headquarters Regions
Volume	:	350 items (30 transactions/monthly) 20 pages

### **Inventory and Monitoring — Report R23020-CA**

Description	:	This report lists each item in the Inventory Master File. It page breaks on Region and Organization.
Purpose	:	The purpose of the report is to: <ol style="list-style-type: none"><li>1. Give a list of items to the person responsible for them.</li><li>2. Allow monitoring of all items.</li></ol>
Sequence	:	Region Organization Code Tag Number
Frequency	:	On Request
Distribution/Prints	:	Headquarters Respective Regions
Volume	:	80,000 items 9,000 pages <i>Note:</i> This report is a candidate to be printed on microfiche for Inventory Administration in Headquarters.

**Missing Items — Report R23020-CA**

Description	:	This report lists all the Inventory items not found during, a Physical Inventory but shown on the Inventory Master File. The item was either stolen or lost, or at the Site but missed during the inventory.
Purpose	:	This report will help identify items which have been stolen or lost since the last inventory.
Sequence	:	Region Organization Tag Number
Frequency	:	Annual after the Inventory for a region has been entered.
Distribution/Prints:		Headquarters Respective Regions

**Commodity Summary — Report R23020-DA**

Description	:	The report summarizes the number of inventory items and the maintenance costs for a Commodity Code. Subtotals are also listed for each Model, Make, and Region within the Commodity Code.
Purpose	:	The purpose of the report is to: <ol style="list-style-type: none"><li>1. Provide maintenance costs for each model so comparisons can be made when purchasing new items or salvaging old items.</li><li>2. Provide the number of items of a given commodity or model.</li></ol>
Sequence	:	Commodity Code Region Make Model
Frequency	:	Annually
Distribution/Prints:		Headquarters Respective Regions
Volume	:	25,000 items 2,000 pages

**Federal Participation — Report R23901-A**

Description	:	This report lists items purchased with federal dollars and the percent of participation.
Purpose	:	This report is a proof list for federal participation transactions.
Sequence	:	Region Organization Tag Number
Frequency	:	Sent to regions with federal participation items once a year for verification.
Distribution/Prints	:	Headquarters Respective Regions
Volume	:	

TAG NUMBER	COMMODITY CODE/DESC	VENDOR	ACCOUNTING INFORMATION	EQUIPMENT/STATUS INFORMATION
***** DISTRICT 3 ORGANIZATION 435230 HWY-R23901-A *****				
* WASHINGTON STATE * * DEPARTMENT OF TRANSPORTATION * * MINOR CAPITAL PROPERTY SYSTEM * * FEDERAL PARTICIPATION REPORT * * PERIOD ENDING 06/21/01 * *****				
PAGE 1				
00H-311791	1945-100	TRN FROM FFD	* REQUISITION 0000000 * % PARTICIPATION 100 * REPAIR COST 0.00	
* ORDER # 000000 * COST 5,917,000.00 * ACCUM USE HRS				
* VOUCHER # 000000 * DATE REC. UNK 07-01-80 * SURPLUS				
* WARRANT REG. 0000 * MAKE UNK * ON LOAN TO				
* FUND 108 * MODEL # 3 IN I * ON LOAN FROM				
* PROGRAM M2 * SERIAL # UNK * DATE LAST UPDATED 05-06-92				
* PURCHASE STAT. * CONDITION * DATE LAST INV. 02-22-01				
319XC02-	EASTEND HOOD CANAL BRIDGE			

**C. Monthly Reconciliation Reports**

**TRAINS/Minor Capital Reconciliation Report — RAM0164**

Description	:	This report lists the payment documents in TRAINS using Object Codes JC01 and EQ04.
Purpose	:	This report is used in conjunction with the Monthly Change in Acquisition Cost Report R23112 to reconcile the payments in TRAINS with the Acquisition Costs entered into the Minor Capital Inventory System.
Sequence	:	Org Code, Payment Document
Frequency	:	Monthly
Distribution	:	Headquarters — Accounting. Two copies are forwarded to Purchasing and Materials Management.

REPORT: DOT-RAM0164	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	RUN DATE: 05/09/2001
ORG: 303	TRAINS/MINOR CAPITAL RECONCILIATION REPORT	PAGE: 2
FY/FM: 2001/10	OBJECT EQ04 AND JC01, EXCLUDING FUND 410	

  

ORG CODE	DOC NUMBER	FUND	OBJECT	VENDOR CODE	LINE DESCRIPTION	EQUIPMENT WORKED ON	AMOUNT
303011	PV 30C 001726-0011	108	JC01	911414568	120800 LCD PROJECTOR	F	5,257.40 <i>204025498</i>
303080	PV 30C 002055-0071	108	EQ04	132768071	031901 F0335/MISC VIDEO EQ	F	3,486.00
303080	PV 30C 002055-0011	108	EQ04	132768071	031901 F0349/DIG. CAMERA	F	1,849.95
303080	PV 30C 002055-0031	108	EQ04	132768071	032501 F0351/DIG BAT PROPK	F	1,734.00
303080	PV 30C 002087-0011	108	EQ04	132768071	040401 F0335/SHURE MIXER	F	1,235.44
303080	PV 30C 002055-0041	108	JC01	132768071	031901 F0335/DVCAM COMCORD	F	8,795.00
303080	PV 30C 002055-0061	108	JC01	132768071	032601 F0335/SACHTLER SYS	F	6,377.80

**Monthly Change in Acquisition Cost Report — R23112**

Description : This report lists the acquisition cost changes to items in the Minor Capital Inventory System.

Purpose : It is used in conjunction with the TRAINS/Minor Capital Reconciliation Report — Ram0164 report to reconcile the cost in the Minor Capital System with the paid amount in TRAINS.

Sequence : Tag Number, Org Code

Frequency : Monthly

Distribution/Prints : Headquarters — who forwards to regions

***** * WASHINGTON STATE * OLYMPIA SERVICE CENTER * HWY-R23112 * DEPARTMENT OF TRANSPORTATION * * MINOR CAPITAL PROPERTY SYSTEM * * MONTHLY CHANGE IN ACQUISITION COST * PAGE 5 * MONTH OF 05/01 * *****								
TAG NUMBER	ORG CODE	COMMODITY CODE	COMMODITY DESCRIPTION	VOUCHER NUMBER	DATE PAID	PRIOR ACQ COST	CURRENT COST	DIFFERENCE
DCH025390	316620	3611006	COPIER	000836	12/03/99	0.00	6,467.04	6,467.04
DCH025390	316650	3611006	COPIER		/ /	6,467.04	0.00	-6,467.04
DCH025410	452001	6730005	PROJECTOR, LCD (COMP		/ /	5,485.04	0.00	-5,485.04
DCH025498	303011	6730005	PROJECTOR, LCD (COMP	001726	04/09/01	0.00	5,257.40	5,257.40
DCH025499	303011	6720042	CAMERA, DIGITAL	002021	04/09/01	0.00	970.00	970.00
DCH025500	303014	6720042	CAMERA, DIGITAL	002021	04/09/01	0.00	970.00	970.00
DCH025501	303011	6720042	CAMERA, DIGITAL	002021	04/09/01	0.00	970.00	970.00
DCH025502	346250	6710008	MONITOR/VHS, PLAYER	004610	04/13/01	0.00	1,356.25	1,356.25
DCH025503	316620	3611006	COPIER	003405	04/17/01	0.00	15,562.00	15,562.00
DCH025515	316670	5815001	FACSIMILE MACHINE	003370	04/24/01	0.00	582.00	582.00
DCH025516	301110	3611006	COPIER	000260	04/24/01	0.00	1,745.28	1,745.28
DCH25410	452001	6730005	PROJECTOR, LCD (COMP		/ /	5,485.04	0.00	-5,485.04
DCH604445	346500	6533003	TRANSFER LIFTS, ADA	???	10/30/98	0.00	5,642.82	5,642.82
							TOTAL	22,085.67

**Compensating Tax and/or Deferred Sales Tax Liability for Vouchers Processed During (Month/Year)**

Description	:	This report is generated by Headquarters Accounting. It lists excise (compensation) tax payments on equipment that did not have sales tax included on the original voucher.
Purpose	:	It is used in conjunction with the TRAINS/Minor Capital Reconciliation Report — Ram0164. Excise tax charges normally show up on the Reconciliation Report a month after the original payment. The excise amount needs to be included in the acquisition cost in the Minor Capital System (addition cost screen) via the Add/Change Form.
Sequence	:	
Frequency	:	Monthly, around the 10th.
Distribution/Prints	:	Headquarters Accounting sends a copy to Purchasing and Materials Management, who then copies the applicable pages of JC01 and EQ04 (by org code) and forwards to the regions.

Compensating Tax and/or Deferred Sales Tax Liability for Vouchers Processed During March 2001

W/R and Voucher No.	Loc. Code	Vendor	Work Order Project	Group	Obj. Acct.	MEM F.O. No.	Agmt. No.	R/S Acct.	Control Sect. of Equip. No.	Org. No.	Non-Part.	Net Amount
07284-451-021009	0202	BITTERROOT BOLT & CHAIN CO	EQ0050	01	8127	ES71				455644	16.54	2.59
07402-451-021479	0202	TYLER & KELLY TRADEMARK MOTORS	EQ0050	01	8127	ES71				455644	16.54	13.75
07167-34F-004344	0405	HUMBOLDT MANUFACTUR								5120		44.80
07167-34F-004344	0405	HUMBOLDT MANUFACTUR								5120		100.80
017181-421-012703	0405	TELEWAVE INC								5805		24.16
017181-421-012703	0405	TELEWAVE INC								5805		59.84
07181-421-012894	0405	HARBOR FREIGHT TOOLS								5803	10.11	7.20
07179-421-012677	0405	SURVEYORS SUPPLY CO								1305		11.19
07179-421-012677	0405	SURVEYORS SUPPLY CO								1301	42.76	11.19
07178-421-012671	0405	MCMMASTER CARR SUPPL								1303	21.07	10.40
07210-421-012827	0405	MCMMASTER CARR SUPPL								1303	21.07	10.66
07302-34F-0004448	0405	ELE INTERNATIONAL INC								120		45.98
07302-34F-0004448	0405	ELE INTERNATIONAL INC								120		45.98
07302-34F-0004448	0405	ELE INTERNATIONAL INC								120		45.98
07302-34F-0004448	0405	ELE INTERNATIONAL INC								120		45.98
07302-34F-0004448	0405	ELE INTERNATIONAL INC								120		45.98
07302-34F-0004448	0405	ELE INTERNATIONAL INC								120		45.98
07333-34F-004462	0405	HUMBOLDT MANUFACTUR								20		78.40
07333-34F-004462	0405	HUMBOLDT MANUFACTUR								20		24.80
07308-421-12941	0405	COM TRAIN								35		6.39
07389-34E-001390	0405	UNMANNED SOLUTIONS INC	EQ0020	01	8001	JC01				345120		5,524.24
07396-421-013188	0405	CAMERA BOUTIQUE INC	M95531	01	2311	EA01		E220	13B20001	425631		5.18
07395-421-013188	0405	CAMERA BOUTIQUE INC	AD1201	01	0713	EA01				424301		31.57
07395-421-013162	0405	A W DIRECT INC	MB5110	01	2241	EA01				B11002		4.47
07395-421-013167	0405	MCMMASTER CARR SUPPLY CO	AD0002	09	0720	EA01				428301		6.34
07395-421-013168	0405	NATIONAL BUSINESS FURNITURE	AD0002	01	0725	EA01				424001		7.04
07395-421-013166	0405	FORESTRY SUPPLIERS INC	006018	60	0311	EA01				424301		8.32
07385-421-013043	0405	FIRST USA FINANCIAL SERVICES	AD1202	01	0713	EQ04				424302		74.00
07385-421-013043	0405	FIRST USA FINANCIAL SERVICES	EQ0020	01	8017	EQ04				425605		74.00
07385-421-013043	0405	FIRST USA FINANCIAL SERVICES	EQ0020	01	8017	EQ04				425603		25.92
07455-421-013251	0405	E T W CORP	EQ0020	01	8208	ES71				425603		2.51
07455-421-013054	0405	FOSTER SAFETY	SP0200	01	6960					428401		165.12
											B500559	
												\$612,911.93
												\$49,103.35

1. Check Obj. Acct. Codes for all JC01 and EQ04 objects that are listed in Projects other than EQ.
2. Check the Add/Change Forms for items entered into the Minor Cap System with the Org Code, Vendor Name, Voucher Number and amount listed in Taxable Amount Column to identify the Tag Number.
3. If unable to find the Tag Number, locate the original Payment Voucher in the Accounting Office to identify the purchased item.
4. When Tag Number is identified - prepare a Minor Capital Add/Change Form EF721-001 and revise the Acquisition Cost to include the Tax Amount.
5. Enter the change to Acquisition Cost in the Minor Cap system. Use Option 1 on the Main Menu and 'C' Option on the Sub Menu.

