

Scanner Implementation

Becky Saylors

Director of Fixed Assets and Equipment Inventory Services

Virginia Tech

Background

- Performed manual inventories with students
- Purchased handheld scanners (Dolphin)
- Hired a consultant to place barcodes on all equipment at VT
- Wrote off \$50 million of missing equipment
- Implemented Banner Fixed Assets (previously used FAACS)

Where did we start?

- Provided training to departments for the new system and policies (Banner Fixed Assets)
- Obtained buy-in from departments and built relationships
- Created a service request to program handheld scanners and interface to Banner Fixed Assets
- Created Inventory Procedures
 - Planning Phase
 - Meet with Departments
 - Conduct the Inventory
 - Reconciliation Phase
 - Final Report

Programming problems

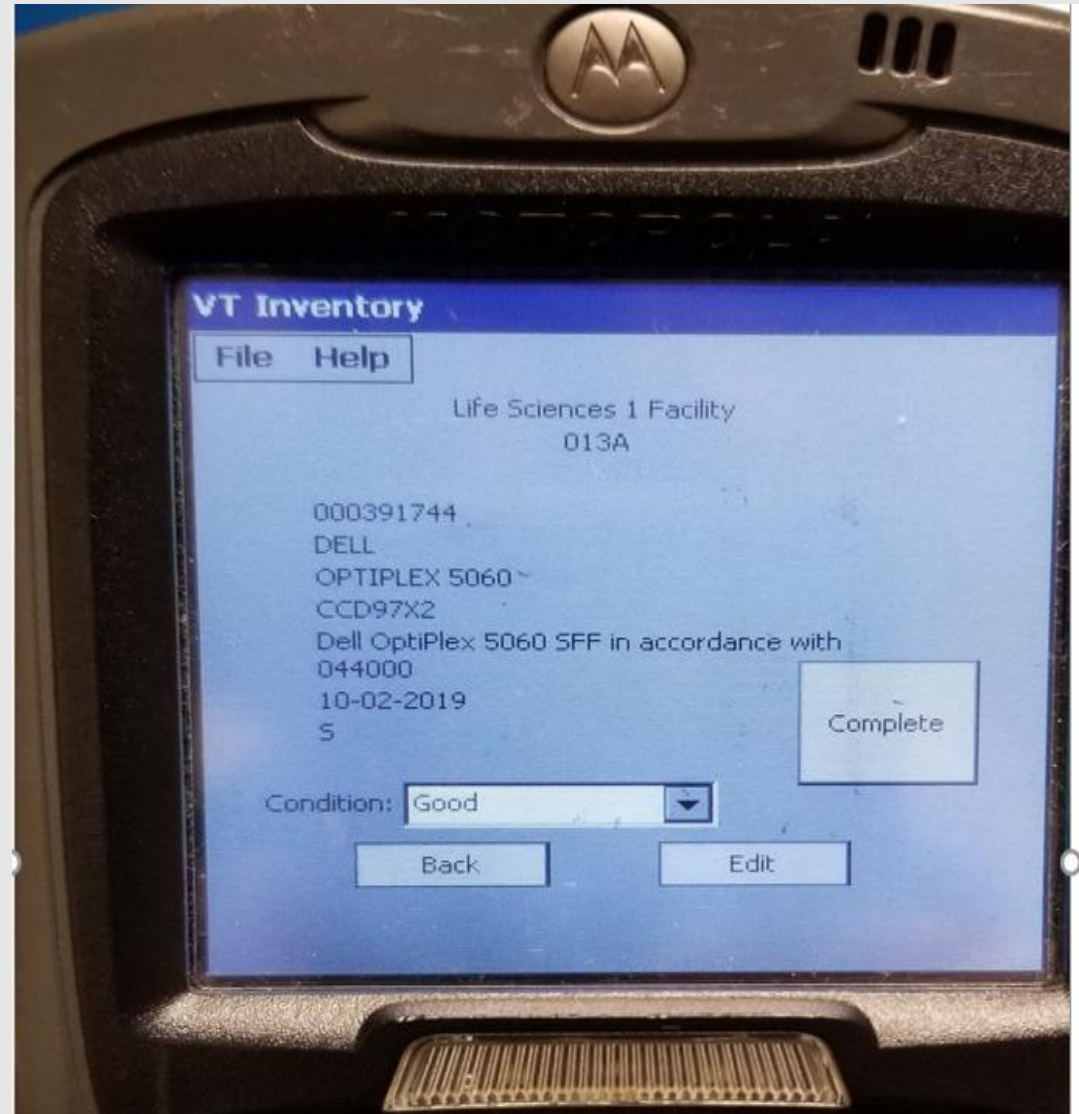
- We did a few manual inventories with paper and pen and programmed the scanner based on that (September 2001)
- Scanner was too slow, completely re-did programming
- In December 2001 we performed our own inventory (Controller's Office)
- In February we performed the Bursar's inventory – still learning and fine tuning procedures
- In March 2002 we started 5 inventories, in April, 12 were started
- Completed over 550 inventories with handheld Dolphin scanners

Dolphin Scanners

- Hand-held 386 computer
- Weighs less than 1 pound
- 10 megs of memory
- Withstands multiple drops of 5 feet
- Held entire database including disposed assets



Current Motorola Scanners



Planning Phase

- Departments should be inventoried once every two years, determine risk for off campus locations vs budget constraints. Priorities could arise due to audit findings/reviews, research intensive, etc.
- Review department listing for number of items, cost, type of items
- How many buildings are involved for the department? Obtain floor plans
- Estimate time based on locations, number and types of assets, space, etc.
- Assign staff as available

Planning Report – Buildings per Department

FZRFBTV (V1)	Virginia Tech - Production Buildings In Inventory Report College of Architecture ID: 1276		24-OCT-2019 14:11:00
Building Title	Room Count	Asset Count	Status
Advanced Research Institute (2196)	1	1	
Alexandria Arch. Ctr. 901 (2281)	1	1	
Alexandria Architecture Center 1021 (2280)	43	164	
Arch Demo-Research Facility (0548)	13	101	
Architecture Annex (0368)	41	191	
Architecture Center 1001 (2085)	12	84	
Architecture Storage Prices Fork (ARCH)	1	1	
Armory (0269)	18	150	
Art and Design Learning Ctr (0196)	20	79	
Bishop Favrao Hall (0173)	41	231	
Blacksburg Square (2070)	2	3	
Burchard Hall (0171)	37	231	
Burruss Hall (0176)	44	159	
CPAP - Neily Bldg (0285)	11	36	
CPAP 2 (2320)	1	1	
Carol M Newman Library (0177)	1	71	
Caus South Patrick (2235)	1	1	
Corner Properties (2390)	1	25	
Cowgill Hall (0172)	68	250	
EUS Design Lab And Office (0668B)	1	1	
Fiber - Electro-Optics Ctr (0539)	1	1	
Fiberglass Facil-Prices Fk (0673)	1	6	
FutureHaus (FUTURE)	1	4	
Gereau Center (GEREAU)	1	1	
Henderson Hall (0179)	26	138	
Hillcrest Hall (0054)	1	1	
Home Use (HOME)	1	278	
Hunter Andrews Info Sys Bld (0623)	1	17	
John W Hancock Jr Hall (0133C)	2	7	
Kaiser Alum Bld-Prices Fork (0667)	3	9	
Kent Square (2490)	2	47	
Kroehling Advanced Materials F (0334)	3	5	
Media Building - Draper Rd (0370)	4	6	
Moss Arts Center (0188)	3	7	
North End 400 (2316)	2	19	
Old Dance Studio (DANCE)	1	12	
Old Grand Piano Building (2240)	1	1	
Patton Hall (0127)	1	1	
Price Hall (0102)	2	2	
Prosperity-Prosperity Road (2290)	1	1	
Roanoke Street Building Partne (2500)	1	28	
Sandy Hall (0101)	4	5	
Solar Research Prototype (0592)	1	1	
Solitude (0275)	1	1	
Southgate Center (0190)	1	1	
Squires Student Center (0180)	1	1	
Structural Lab-Prices Fork (0668)	4	14	
Surge Space Building (0170)	1	1	
Switzerland (SWITZ)	1	4	
Test Cell Bldg-Swine Center (0548A)	3	6	
Torgersen Hall (0174)	3	4	
VT Research Ctr-Arlington (0846)	6	18	
VT Richmond Center (2335)	2	6	
Vibrations Testing Lab (0335)	1	28	
Washington-Alexandria Architec (2282)	5	34	
No Building ()	0	3	
Buildings:	56	Totals	451 2,499

Pre-Inventory Meeting

- If necessary meet with the Department Head and Coordinator to seek assistance and cooperation during the inventory process
- Discuss expectations (account for 95% of items and cost, finish within 60 days), email faculty staff concerning the inventory
- Discuss the buildings and any off-site locations
- Discuss potential un-recorded donations, trade-ins, returned to vendor for repair, equipment on loan, fabrications, etc.
- Any personally owned equipment we might find?
- Equipment at home with employees?
- Areas requiring extra care or concern (sensitive experiments, locked areas, safety, etc.), possibly walk through space

Inventory Set up

- Create the inventory in Banner based on the agreed upon date with FZAFBTH and mark the inventory in Active Status
- Review the departmental report prior to the physical inventory
- Download the inventory information to the handheld scanners

FZAFBTH – Create/Update Inventory Status

✕ ellucian Fixed Assets Batch Inventory Mgmt FZAFBTH V1 (PROD) ADD RETRIEVE RELATED TOOLS

Active filters: ID: 1276 Clear All Filter Again

Note: ID may be queried, but is not entered when creating a new inventory.

ID 1276

Description * College of Architecture

Chart of Accounts * U

Start Date * 04/01/2019

Earliest Date OK 04/01/2019

1 of 1 1 Per Page Record 1 of 1

ORGANIZATIONS IN THE INVENTORY Insert Delete Copy Filter

Note: All organizations below the organization in the hierarchy are included automatically.

Organization *	Description	Status *	Status Change Date *
0059	School of Visual Arts SOVA	Active	04/01/2019
0150	Architecture Support	Active	04/01/2019
0151	School of Architecture and Design	Active	04/01/2019
0152	Building Construction	Pending	09/03/2019
0154	School of Pub & Internat Affairs	Active	04/01/2019
0192	Institute for Policy and Governance	Certified	09/06/2019
0347	Dean - Architecture	Active	04/01/2019
0359	Housing Research Center	Active	04/01/2019
0365	Community Design Assistance Center	Certified	08/29/2019
0371	VT Inst for Metropolitan Res	Active	04/01/2019
0387	Myers-Lawson School of Construction	Pending	08/05/2019
0499	Global Forum on Resilience	Active	04/01/2019
0511	Washington-Alexandria Arch (WAAC)	Active	04/01/2019
0512	Center for Design Research	Active	04/01/2019

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SAVE



Physical Inventory

- The inventory team should be accompanied by departmental representative(s) to unlock doors, answer questions, etc.
- Update the room and building if necessary on the scanner prior to entering a room. Check floor plans as necessary.
- Carefully walk around the room looking for equipment. Ask for assistance
- Scan barcodes and review information for accuracy, update as necessary including the condition.
- Upload scanners at lunch and the end of the day for processing.

Challenges

- Locked doors
- Specially marked floors/doors
- Floor plans
- Experiments in progress
- Physical aspect
- People
- Personal safety

Reconciliation

- Review each scanned batch in FZAFBTR for reasonableness (ensure locations and conditions are reasonable)
- If problems are found, reject individual records or the entire batch
- Run FZRFISR report – this report is designed to detect potential problems (switched tags, search serial numbers, potential new adds, etc.) or general information.
- Process transactions
- Send department the missing list (FZRFIMS) for follow-up

Final Report

- After the department indicates no more equipment can be located or reached at least 95% of the items and dollars) update the Status from Active to Pending
- Review missing list for equipment that qualifies for Write-Off (should have a procedure for this)
- Prepare Final Report to the Department Head
- Once approval is received update Status from Pending to Certified and the condition code for missing assets

Final Report Example

Virginia Tech Movable Equipment Inventory Summary Report by Department

Equipment Inventory Report for
 Senior Management: S01 Agriculture & Life Sciences
 Department: 0010 College of Natural Resources

	Number of Items	Total Amount	Percent Number of Items	Percent Total Amount
Moveable Equipment Beginning Balance	278	\$1,065,224.86		
Less: Write offs/Adjustments	<u>3</u>	<u>9,746.78</u>	<u>1.08%</u>	<u>0.91%</u>
Moveable Equipment Ending Balance	275	\$1,055,478.08		
Moveable Equipment Ending Balance Detail				
Items Found/Verified				
During Inventory	257	\$1,006,480.20	93.45%	95.36%
Home	<u>11</u>	<u>21,099.64</u>	<u>4.00%</u>	<u>2.00%</u>
Total Found/Verified	268	\$1,027,579.84	97.45%	97.36%
Missing/Not Verified				
During Inventory	7	\$27,898.24	2.55%	2.64%
Home	<u>0</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00%</u>
Total Missing/ Not Verified	7	\$27,898.24	2.55%	2.64%
Moveable Equipment Ending Balance	275	\$1,055,478.08	100.00%	100.00%
Department Totals				
Total Moveable Equipment	275	\$1,055,478.08	97.17%	97.13%
Total Fixed Equipment	8	31,180.04	2.83%	2.87%
Total Equipment	<u>283</u>	<u>\$1,086,658.12</u>	<u>100.00%</u>	<u>100.00%</u>

The above summary and attached detail reports accurately reflect the results of the moveable equipment inventory performed starting October 11, 2018. I understand and accept my responsibility to ensure the proper safeguarding, care, maintenance, and control of the equipment items assigned to my departments as required by University Policy 3950.

Department Head Signature _____ Date _____

New Banner Forms/Reports - 2010

- FZAFBTH – Batch Inventory Management Form
- FZPFSRX - Scanner Reference Files Extract
- FZPFSUD - Scanner Upload/Download Process
- FZAFBTR – Batch Inventory Review Form
- Reporting

FZPFSRX – Ran nightly

FZPFSRX (V1)

Virginia Tech - Production
Fixed Assets Scanner Reference Files Extract
Program Summary

Process/Report Parameter(s):

Create Asset data extract - Y
Create Location code extract - Y
Create Orgn code extract - Y
Create Ownership code extract - Y
Create Condition code extract - Y
Include disposed assets - Y
Directory path - /apps/batch/finprod/data/fzpfsrx/

Execution Statistics:

116,033 asset records read from FFBMAST
116,033 asset records written to assets.dat

28,610 location code records read from FTVLOCN
28,610 location code records written to locn.dat

2,152 orgn code records read from FTVORGN
2,152 orgn code records written to orgn.dat

16 owner code records read from FFVTTST
16 owner code records written to owner.dat

11 condition code records read from FFVACON
11 condition code records written to cond.dat

FZPFSUD – Download/Upload Data

ellucian

Process Submission Control Form GJAPCTL 9.3.10V2 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Process: FZPFSUD Fixed Assets Upload/Download Parameter Set:

Start Over

PRINTER CONTROL

Insert

Delete

Copy

Filter

Printer

WEBDIST

...

Submit Time

PDF Font Size

Special Print

MIME Type

None

Delete After Days

Lines

PDF Font

...

Delete After Date

PARAMETER VALUES

Insert

Delete

Copy

Filter

Number *	Parameters	Values
01	Run option	
02	Directory path	/apps/datadrop/fixasset/
03	Expected assets filename	expected.dat
04	Scanned assets filename	scanned.dat

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10

Per Page

Record 1 of 4

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
'D' to Download expected assets file or 'U' to Upload scanned assets data file

SUBMISSION

Insert

Delete

Copy

Filter

Save Parameter Set as

Name

Description

Hold / Submit

Hold

Submit

FZPFSUD report

FZPFSUD (V2)

Virginia Tech - Production
Fixed Assets Scanner Upload/Download
Program Summary

Process/Report Parameter(s):

Run option - D
Directory path - /apps/batch/finprod/data/fzpfud/
Expected assets file - expected.dat
Scanned assets file - scanned.dat

Expected Assets Statistics:

904	expected assets written for inventory 1238	- Fisheries & Wildlife
1,076	expected assets written for inventory 1246	- Bio Systems Engineering
343	expected assets written for inventory 1249	- Equine Medical Center
41	expected assets written for inventory 1251	- CALS IT/Admin/Research/Ext
73	expected assets written for inventory 1262	- Water Resources Research Ctr
1,730	expected assets written for inventory 1264	- Plant & Environmental Science
2,400	expected assets written for inventory 1270	- IT Inventories
836	expected assets written for inventory 1271	- Biochemistry
2,179	expected assets written for inventory 1276	- College of Architecture
136	expected assets written for inventory 1279	- IT Security
1,530	expected assets written for inventory 1282	- Athletics
215	expected assets written for inventory 1283	- Fleet Services
745	expected assets written for inventory 1289	- VT Development
3,525	expected assets written for inventory 1291	- College of Veterinary Medicine
45	expected assets written for inventory 1292	- Dairy Farm
32	expected assets written for inventory 1296	- Ag Tech Inventory
980	expected assets written for inventory 1298	- ICTAS
1,947	expected assets written for inventory 1299	- Computer Science
36	expected assets written for inventory 1300	- ROTC Air Force
25	expected assets written for inventory 1302	- Economic Development
144	expected assets written for inventory 1303	- Environmental, Health, & Safety
112	expected assets written for inventory 1305	- VP For Finance/FIT
499	expected assets written for inventory 1306	- HUME Center
43	expected assets written for inventory 1307	- Budget & Fin Mgmt
21	expected assets written for inventory 1308	- AVP Business Services

Execution Statistics:

19,617 asset records read from FFBMAST
19,617 expected asset records written to expected.dat



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FZAFBTR - Batch Inventory Review Form

✕ @ellucian Fixed Assets Inventory Batch Review Form FZAFBTR V1 (PROD) ADD RETRIEVE RELATED TOOLS

Chart of Accounts: U Inventory ID: 1289 VT Development Start Over

FIXED ASSETS INVENTORY BATCH REVIEW FORM Insert Delete Copy Filter

Batch ID *	Inventory Clerk *	Load Date *	Inventory Status *	Ready To Load	Error	Updated	Rejected	No Tag/ Pre Tag	Total
10217	FZPFSUD	07/23/2019	I	0	0	1	0	0	
10211	FZPFSUD	07/03/2019	I	0	8	32	0	0	
10209	FZPFSUD	07/02/2019	I	0	0	3	0	0	
10204	FZPFSUD	06/20/2019	I	0	0	26	0	0	
10202	FZPFSUD	06/19/2019	I	0	0	193	0	0	
10201	FZPFSUD	06/19/2019	I	0	0	46	1	0	
10200	FZPFSUD	06/19/2019	I	0	0	322	0	0	
10198	FZPFSUD	06/17/2019	I	0	0	31	0	0	
Totals - For Inventory				0	8	654	1	0	

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SAVE

FZAFBTR - continued

✕ @ ellucian Fixed Assets Inventory Batch Review Form FZAFBTR V1 (PROD) ADD RETRIEVE RELATED TOOLS

Chart of Accounts: U Inventory ID: 1289 VT Development Start Over

FIXED ASSETS INVENTORY BATCH REVIEW DETAIL Insert Delete Copy Filter

Inv ID	1289	Inventory Clerk	FZPFSUD
Batch Number	10211	Load Date	07/03/2019

ASSET Insert Delete Copy Filter

PTAG/Barcode	000412615	Record Number	36	Record Status	A	Missing/Invalid Orgn Code
New Barcode		Current Orgn	011600	Disposal Code		
Location *	130795 ... M346 VT/Carilion Med Sch & Res	Update Locations		Model	BIZHUB C368E	
Condition *	N ... New			Serial Num/VIN	AA6V017002770	
Description	COPIER			Change Type *	N ... No Tag	
Manufacturer	KONICA MINOLTA					
"No Tag" Item						
Organization	011600 ... Dean of VTC School of Medicine			Acquisition Date	01/01/2007	
ASTY Code	AT ... Copier / Copy Machine / Photocopier	Old Computer		PO Number		
Value	7,227.00					
Action						
<input checked="" type="radio"/> Default						
<input type="radio"/> Override						
<input type="radio"/> Manually Updated						
<input type="radio"/> Reject Record						

⏪ ⏩ 2 of 40 ⏪ ⏩ 1 Per Page Record 2 of 40

⏪ ⏩ SAVE

EDIT Record: 2/40 FZAFBTR.FZAFBTR_REC_NO [2] ©2000 - 2018 Ellucian. All rights reserved. ellucian



FZRFIMS – Missing report

User Manual
Report Menu
File Menu

Virginia
Tech

Enterprise Systems
Report Distribution

saylorsb_fzrfims_35683293

File name	Actions			
Extract - acqdate.tsv (1.7k)	View	Save	Save Zip	
Extract - cust.tsv (1.6k)	View	Save	Save Zip	
Extract - dollar.tsv (1.6k)	View	Save	Save Zip	
Extract - main.tsv (2.6k)	View	Save	Save Zip	
Report - l_acqdate.ps (24.6k)	View		Save Zip	Unix Print
Report - l_cust.ps (24.6k)	View		Save Zip	Unix Print
Report - l_dollar.ps (24.6k)	View		Save Zip	Unix Print
Report - l_main.ps (28.4k)	View		Save Zip	Unix Print
Report - l_yrsum.ps (27.4k)	View		Save Zip	Unix Print
Status - logsqr (0.5k)	View	Save	Save Zip	Unix Print

Distribute
Delete

Missing Report details

F2RFIMS (V10)

Virginia Tech - Production
Fixed Assets Missing Equipment Report - All Moveable Equipment
Inventory 1276 - Last Inventory Date 01-APR-2019
Orgn: 015200 - Building Construction

22-OCT-2019 14:52:31

Ptag	Manufacturer	Model	S/N	Description	Custodian	Status
Location: 110 Bishop Favrao Hall						
000316551	KOBA INDUSTRIES	NONE	NONE	FAB@Home Kit Model 19551	McCoy, Andrew Patton	
PO:	Date: 07-JUL-2009	Amt: 3,700.00	Ownership: University owned	Cond: Good	Last Inv Date: 02-NOV-2016	
Location: 123A Bishop Favrao Hall						
000336654	VIEWSONIC	PJD5357	RU4101501320	Projector, Viewsonic	Thabet, Walid Y	
PO: P2144690	Date: 28-JUL-2011	Amt: 100.00	Ownership: University owned	Cond: Missing per invento	Last Inv Date: 21-AUG-2015	
Location: 230 Bishop Favrao Hall						
000260026	CTX	PRO500	A80279S111166	LCD PROJECTOR	McCoy, Andrew Patton	
PO: 21836	Date: 14-JAN-1998	Amt: 2,466.52	Ownership: University owned	Cond: Good	Last Inv Date: 03-OCT-2016	
Location: 310E Bishop Favrao Hall						
000360413	DELL	LATITUDE E6430	1TPBRY1	Laptop, Dell Latitude E6430	Yauger, James Harding	
PO: P2532391	Date: 14-OCT-2013	Amt: 1,692.04	Ownership: University owned	Cond: Good	Last Inv Date: 03-OCT-2016	
Location: HOME Home Use						
000384551	HYSPEC	HYS15MAL0810	01178902	Hydraulic Log Clamping System	McCoy, Andrew Patton	
PO: P2963263	Date: 30-MAR-2016	Amt: 2,524.00	Ownership: SCHEV ownership	Schev yr: 15 Cond: Good	Last Inv Date: 04-NOV-2016	
000354668	APPLE	MACBOOK PRO	C02K500WFGFL	Laptop, Apple Macbook Pro	Pearce, Annie R	
PO: P2451271	Date: 26-MAR-2013	Amt: 2,662.89	Ownership: University owned	Cond: Missing - Stolen	Last Inv Date: 18-OCT-2016	
000292337	APPLE	MACBOOK	W861018EVJ2	Computer, Apple PowerBook	Pearce, Annie R	
PO: P0602464	Date: 24-MAR-2006	Amt: 2,434.95	Ownership: University owned	Cond: Good	Last Inv Date: 18-OCT-2016	
Location: GENERAL Kaiser Alum Bld-Prices Fork						
000384772	TRA REM	NEXHAUL	564BE1212GR009974	6X12 SA V-nose Enclosed Trailer 7	McCoy, Andrew Patton	
PO: P2973095	Date: 21-JUN-2016	Amt: 4,330.00	Ownership: SCHEV ownership	Schev yr: 15 Cond: Inoperable	Last Inv Date: 05-OCT-2016	
Location: GENERAL Structural Lab-Prices Fork						
000362457	SHOPBOT	VCARVE	007S11B6W3440020	Desktop D2418, VCarve ProShopBot	McCoy, Andrew Patton	
PO: P2602739	Date: 24-FEB-2014	Amt: 7,035.00	Ownership: SCHEV ownership	Schev yr: 13 Cond: Good	Last Inv Date: 05-OCT-2016	
000322776	SHOPFOX	W1809	NONE	JET JC-3BF-JET JC-3BF, 3 HP High	Thabet, Walid Y	
PO: P1110163	Date: 07-JUN-2010	Amt: 1,600.00	Ownership: University owned	Cond: Good	Last Inv Date: 07-NOV-2016	

Number of Missing Assets: 10
Total Amount: 28,545.40



VIRGINIA TECH™

Missing Report – Summary by Year

FZRFIMS (V10)

Virginia Tech - Production
Fixed Assets Missing Equipment Report - All Moveable Equipment
Inventory 1276 - Last Inventory Date 01-APR-2019
Orgn: 0152 - Building Construction
Inventory Analysis By Fiscal Year

22-OCT-2019 14:52:31

Acquisition Fiscal Year	Number Missing	Value Missing	Number Found	Value Found	Percent Number Found	Percent Value Found	Total Org Number	Total Org Value
2020	0	0.00	0	0.00	0.00 %	0.00 %	0	0.00
2019	0	0.00	8	16,226.44	100.00 %	100.00 %	8	16,226.44
2018	0	0.00	21	113,406.71	100.00 %	100.00 %	21	113,406.71
2017	0	0.00	21	78,042.68	100.00 %	100.00 %	21	78,042.68
2016	2	6,854.00	8	47,677.65	80.00 %	87.43 %	10	54,531.65
2015	0	0.00	13	103,893.14	100.00 %	100.00 %	13	103,893.14
2014	2	8,727.04	14	74,087.58	87.50 %	89.46 %	16	82,814.62
2013	1	2,662.89	12	20,059.19	92.31 %	88.28 %	13	22,722.08
2012	1	100.00	25	33,987.48	96.15 %	99.71 %	26	34,087.48
2011	0	0.00	7	12,013.61	100.00 %	100.00 %	7	12,013.61
2010	2	5,300.00	9	24,918.53	81.82 %	82.46 %	11	30,218.53
PRIOR	2	4,901.47	36	166,303.81	94.74 %	97.14 %	38	171,205.28
NO ACQD DATE	0	0.00	0	0.00	0.00 %	0.00 %	0	0.00
Grand Totals:	10	28,545.40	174	690,616.82	94.57 %	96.03 %	184	719,162.22

Missing Report - Percentage Found

FZRFIMS (V10)

Virginia Tech - Production

22-OCT-2019 14:52:31

Fixed Assets Missing Equipment Report - All Moveable Equipment

Inventory 1276 - Last Inventory Date 01-APR-2019

Inventory Analysis By Fiscal Year

Totals per Orgn

Orgn	Number Missing	Value Missing	Number Found	Value Found	Percent Number Found	Percent Value Found	Total Org Number	Total Org Value

Total Missing per Orgn:								
0152	10	28,545.40	174	690,616.82	94.57 %	96.03 %	184	719,162.22

Grand Totals	10	28,545.40	174	690,616.82	94.57 %	96.03 %	184	719,162.22

Status Report - Daily

FZRFIST (V5)

Virginia Tech - Production
Fixed Assets Equipment Inventory Status Report - Inventory Standard
Effective Date: 23-OCT-2019

23-OCT-2019 00:15:02

Active

Inv ID	Orgn SML Code	Description	Start Date	# Missing	Value Missing	# Tot Equip	Value Total Equipment	% # Found	% Value Found	# Found	Value Found
1238	S10 000900	Fish and Wildlife Conservation	04-OCT-18	75	299,578.21	780	3,701,829.34	90.38%	91.91%	705	3,402,251.13
1246	S01 0002	Biological Systems Engineering	22-OCT-18	94	419,193.42	847	6,531,993.79	88.90%	93.58%	753	6,112,800.37
1249	S09 0318	Equine Medical Ancillary	03-DEC-18	36	433,678.33	268	3,422,747.66	86.57%	87.33%	232	2,989,069.33
1251	S01 0028	CALS Extension	03-DEC-18	3	24,444.79	26	165,884.21	88.46%	85.26%	23	141,439.42
1262	S10 0348	Water Resources Research Cente	26-FEB-19	4	5,829.50	65	330,858.52	93.85%	98.24%	61	325,029.02
1264	S01 0013	School of Plant & Environmenta	04-MAR-19	183	1,152,585.96	1,482	14,700,492.92	87.65%	92.16%	1,299	13,547,906.96
1270	S42 0447	Identity Mgmt Customer Support	11-MAR-19	1	2,956.83	7	13,963.60	85.71%	78.82%	6	11,006.77
1270	S42 0586	Collaborative Computing Soluti	11-MAR-19	2	82,264.98	101	1,266,728.94	98.02%	93.51%	99	1,184,463.96
1270	S42 0650	Systems Engineering & Admin	11-MAR-19	121	2,404,388.16	655	14,565,106.92	81.53%	83.49%	534	12,160,718.76
1270	S42 0652	Enterprise Systems	11-MAR-19	31	3,455,402.87	233	4,045,920.70	86.70%	14.60%	202	590,517.83
1270	S42 0657	Advanced Research Computing	11-MAR-19	108	1,689,964.63	1,087	13,302,136.66	90.06%	87.30%	979	11,612,172.03
1270	S42 0658	Information Technology Acquisi	11-MAR-19	2	122,227.60	12	147,440.96	83.33%	17.10%	10	25,213.36
1270	S42 0661	Secure Identity Services	11-MAR-19	13	31,414.37	39	178,571.30	66.67%	82.41%	26	147,156.93
1271	S01 0005	Biochemistry	18-MAR-19	37	178,066.92	736	8,708,925.47	94.97%	97.96%	699	8,530,858.55
1276	S02 0059	School of Visual Arts SOVA	01-APR-19	109	170,169.75	513	1,249,996.28	78.75%	86.39%	404	1,079,826.53
1276	S02 0150	Architecture Support	01-APR-19	21	80,835.60	118	480,945.99	82.20%	83.19%	97	400,110.39
1276	S02 0151	School of Architecture and Des	01-APR-19	103	226,806.54	846	4,477,861.45	87.83%	94.93%	743	4,251,054.91
1276	S02 0154	School of Pub & Internat Affai	01-APR-19	49	99,894.08	411	917,946.83	88.08%	89.12%	362	818,052.75
1276	S02 0347	Dean - Architecture	01-APR-19	3	5,159.46	29	72,235.67	89.66%	92.86%	26	67,076.21
1276	S02 0359	Housing Research Center	01-APR-19	1	2,146.00	9	16,799.48	88.89%	87.23%	8	14,653.48
1276	S02 0371	VT Inst for Metropolitan Res	01-APR-19	2	6,332.20	8	23,752.45	75.00%	73.34%	6	17,420.25
1276	S02 0499	Global Forum on Resilience	01-APR-19	4	31,700.46	24	119,262.78	83.33%	73.42%	20	87,562.32
1276	S02 0511	Washington-Alexandria Arch (WA	01-APR-19	1	5,709.60	5	21,200.62	80.00%	73.07%	4	15,491.02
1276	S02 0512	Center for Design Research	01-APR-19	1	2,637.00	8	33,588.36	87.50%	92.15%	7	30,951.36
1279	S42 0493	IT Security	10-APR-19	9	75,313.85	121	1,355,622.36	92.56%	94.44%	112	1,280,308.51
1282	S27 0825	Athletic Department	10-MAY-19	290	1,855,727.04	1,030	7,025,381.87	71.84%	73.59%	740	5,169,654.83
1282	S27 0828	Athletics - Stadium Addition	10-MAY-19	6	97,035.28	80	1,368,745.23	92.50%	92.91%	74	1,271,709.95
1283	S44 0660	Fleet Services	29-APR-19	64	1,396,872.06	201	4,300,256.68	68.16%	67.52%	137	2,903,384.62
1289	S41 0487	University Development	19-JUN-19	38	204,604.82	285	1,250,277.21	86.67%	83.64%	247	1,045,672.39
1291	S09 0030	Biomedical Science	16-SEP-19	96	240,543.28	156	486,864.89	38.46%	50.59%	60	246,321.61
1291	S09 0032	Small Animal Clinical Sciences	16-SEP-19	78	390,673.98	130	1,078,742.02	40.00%	63.78%	52	688,068.04
1291	S09 0033	Vet Med Research & Graduate St	16-SEP-19	328	5,163,663.13	996	13,629,915.75	67.07%	62.12%	668	8,466,252.62
1291	S09 0034	CVM - Academic Affairs	16-SEP-19	96	372,549.82	437	1,486,620.10	78.03%	74.94%	341	1,114,070.28
1291	S09 0035	Large Animal Clinical Sciences	16-SEP-19	43	90,070.08	92	386,347.50	53.26%	76.69%	49	296,277.42
1291	S09 0036	Vet. Medicine Teaching Hospita	16-SEP-19	29	313,944.49	62	2,287,643.93	53.23%	86.28%	33	1,973,699.44
1291	S09 0037	Population Health Sciences Dep	16-SEP-19	15	25,447.67	49	202,226.45	69.39%	87.42%	34	176,778.78
1291	S09 0039	Vet. Medicine Clinical Service	16-SEP-19	288	3,369,153.25	586	8,231,276.33	50.85%	59.07%	298	4,862,123.08
1291	S09 0341	Dean - Veterinary Medicine	16-SEP-19	156	840,232.12	308	1,946,930.22	49.35%	56.84%	152	1,106,698.10
1292	S01 0315	Dairy Farm	24-SEP-19	9	34,314.82	36	686,116.58	75.00%	95.00%	27	651,801.76
1296	S01 0026	Agriculture Technology 2-year	30-SEP-19	13	53,802.37	28	89,427.47	53.57%	39.84%	15	35,625.10
1298	S45 0474	ICTAS	14-OCT-19	315	5,176,860.21	752	22,339,885.27	58.11%	76.83%	437	17,163,025.06
1299	S05 0041	Computer Science	07-OCT-19	300	1,041,786.13	1,562	8,837,994.22	80.79%	88.21%	1,262	7,796,208.09
1300	S07 0055	ROTC (Air Force)	10-OCT-19	7	10,284.95	36	53,771.45	80.56%	80.87%	29	43,486.50
1302	S28 0659	Economic Development	22-OCT-19	1	2,340.30	7	35,458.86	85.71%	93.40%	6	33,118.56
1303	S44 0481	Environmental Health & Safety	23-OCT-19	78	664,624.46	78	664,624.46	0.00%	0.00%	0	0.00
1303	S99 0536	Central - Environmental Health	23-OCT-19	2	4,180.00	2	4,180.00	0.00%	0.00%	0	0.00
1305	S46 047700	VP for Finance	28-OCT-19	41	227,299.96	41	227,299.96	0.00%	0.00%	0	0.00
1305	S46 047703	Finance Information Technology	28-OCT-19	17	94,514.70	31	130,652.22	45.16%	27.66%	14	36,137.52
1306	S45 0497	Hume Center	30-OCT-19	401	2,395,240.72	407	2,631,940.85	1.47%	8.99%	6	236,700.13
1307	S46 0444	Budget & Financial Planning	28-OCT-19	21	41,691.05	21	41,691.05	0.00%	0.00%	0	0.00



Status Report - Senior Management

FZRFIST (V5)

Virginia Tech - Production
Fixed Assets Equipment Inventory Status Report - Inventory Standard
Effective Date: 07-OCT-2019
S02 Architecture & Urban Studies

07-OCT-2019 08:37:12

Inv ID	Orgn Code	Description	Start Date	# Missing	Value Missing	# Tot Equip	Value Total Equipment	% # Found	% Value Found	# Found	Value Found	Status Change
Active												
1276	0059	School of Visual Arts SOVA	01-APR-19	109	170,169.75	513	1,249,996.28	78.75%	86.39%	404	1,079,826.53	
1276	0150	Architecture Support	01-APR-19	21	80,835.60	114	472,090.33	81.58%	82.88%	93	391,254.73	
1276	0151	School of Architecture and Design	01-APR-19	103	226,806.54	852	4,503,685.86	87.91%	94.96%	749	4,276,879.32	
1276	0154	School of Pub & Internat Affairs	01-APR-19	49	99,894.08	411	917,946.83	88.08%	89.12%	362	818,052.75	
1276	0347	Dean - Architecture	01-APR-19	3	5,159.46	29	71,978.73	89.66%	92.83%	26	66,819.27	
1276	0359	Housing Research Center	01-APR-19	1	2,146.00	9	16,799.48	88.89%	87.23%	8	14,653.48	
1276	0371	VT Inst for Metropolitan Res	01-APR-19	2	6,332.20	8	23,752.45	75.00%	73.34%	6	17,420.25	
1276	0511	Washington-Alexandria Arch (WAAC)	01-APR-19	1	5,709.60	5	21,200.62	80.00%	73.07%	4	15,491.02	
1276	0512	Center for Design Research	01-APR-19	5	16,023.80	8	33,588.36	37.50%	52.29%	3	17,564.56	
Count: 9				Active Totals:	294	613,077.03	1,949	7,311,038.94	84.92%	91.61%	1,655	6,697,961.91
Pending												
1276	0152	Building Construction	01-APR-19	8	26,753.36	166	697,964.69	95.18%	96.17%	158	671,211.33	03-SEP-19
1276	0387	Myers-Lawson School of Construction	01-APR-19	1	2,228.87	41	166,450.64	97.56%	98.66%	40	164,221.77	05-AUG-19
Count: 2				Pending Totals:	9	28,982.23	207	864,415.33	95.65%	96.65%	198	835,433.10
Certified for Fiscal Year 20												
1276	0192	Institute for Policy and Governance	01-APR-19	0	0.00	5	10,541.48	100.00%	100.00%	5	10,541.48	06-SEP-19
1276	0365	Community Design Assistance Center	01-APR-19	0	0.00	22	46,741.64	100.00%	100.00%	22	46,741.64	29-AUG-19
Count: 2				Certified FY20 Totals:	0	0.00	27	57,283.12	100.00%	100.00%	27	57,283.12
Count: 13				S02 Architecture & Urban Studies Totals:	303	642,059.26	2,183	8,232,737.39	86.12%	92.20%	1,880	7,590,678.13



VIRGINIA TECH

Change Report – Maintain Results of Inventory

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FZRFCHG (V5)                                Virginia Tech - Production                               15-OCT-2019 14:41:03
Fixed Assets Change Detail Report

Orgn: 015100  School of Architecture and Design  for period: 01-SEP-2019 to 30-SEP-2019
Barcode      Description                        Orgn  Orgn Title                        User ID      Value
-----
Transfers into the organization this period  ( Section: 1 )
000370715    Computer, Dell OptiPlex 9020                015000 Architecture Support                ROBERTAV      1,456.00
000391863    OptiPlex 5060 SFF in accordance with Q      065300 IT Experience & Engagement Mgm      MCARTER4      1,076.74
-----
Transferring IN      Count:      2      Total:      2,532.74

Transfers out of the organization this period ( Section: 2 )
000392449    Apple MacBook 12" - Silver 1.3GHz/ cor      049900 Global Forum on Resilience          ROBERTAV      1,791.46
-----
Transferring OUT     Count:      1      Total:      1,791.46

Transfers to Surplus this period             ( Section: 3 )
000313487    Dell 1409X Projector with 5 year Advan      097200 Surplus Property Disp Fund          BUDDY84        775.00
000319295    Computer, Dell Precision T5500              097200 Surplus Property Disp Fund          BUDDY84      2,289.40
000319835    Nikon D3x SLR Digital Camera, 25442         097200 Surplus Property Disp Fund          BUDDY84      9,298.00
000358242    Epson Projector, Pro G5750WU                 097200 Surplus Property Disp Fund          BUDDY84      4,615.00
-----
Transferring OUT     Count:      4      Total:      16,977.40

Losses, Trade-Ins, Write-Offs this period    ( Section: 4 )
000354899    APPLE THUNDERBOLT                          W      Written off                          SAYLORSB        997.66
-----
Transferring OUT     Count:      1      Total:      997.66

Assets Currently Untagged, acquired this period ( Section: 6 )
T03333609    DMPS3-4K-150-C-Crestron 3-SeriesRTM 4K      P3612348      2,875.00
T03333610    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333611    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333612    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333613    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333614    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333615    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333616    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333617    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333618    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333619    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333620    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333621    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333622    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333623    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333624    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333625    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333626    RTW-Control Programming-RTW Control Pr       P3612348      100.00
T03333627    RTW-Control Programming-RTW Control Pr       P3612348      100.00

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Thank You

Becky Saylors

Virginia Tech

Director of Fixed Assets & Equipment Inventory Services

540-231-6049

saylorsb@vt.edu