**BCOE Purchase Orders with Receiving**

 **Inventory and Asset Training – February, 2020**

**Annual Inventory *(completed by May 1st)***

For all inventory assets, the following fields must be completed:

* Status
* Tag #
* Status Comment\* (condition – defined as: Excellent, Good, Fair or Poor)
* Department
* Responsibility Code (manager code)
* Location
* Room
* Group
* Asset Category
* Description
* Model and Serial # (if applicable)
* Unit Cost

***Completing as many fields as possible during the requisition and receiving process decreases the amount of data entry needed for inventory.***

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**Creating a Purchase Order with Receiving**

**When creating a vendor requisition, enter “PO with Receiving” in the Vendor Information, Order Type field.** **Submit the requisition for approval and print the purchase order.**

 

**Receiving Process**

**When the inventory asset is received:**

1. Login to Escape
2. From the activity tree, select:

FINANCE 🡪 PURCHASING 🡪 RECEIVE PO ITEMS

1. For each receipt, enter:
* Date Received
* Reference Number (Requisition or Purchase Order numbers)
* Receive All – Yes or No

(Select Yes if your order is complete, No if there are additional items outstanding)

1. When all fields have been completed, select Go.



**Based on the reference numbers previously entered, ESCAPE will compile a list of purchase orders with inventory assets waiting to be received.**

1. Enter the number of items you are receiving in the Receive Now field, or verify that it is 1 for a single item.
2. Select Yes in the Create Asset field – this will make Asset Group and Asset Category fields mandatory.
3. Select the appropriate Asset Group and Asset Category from the drop-down menu.



1. Enter the Manufacturer, Model # and Serial # - N/A if not applicable.
2. Enter the responsible employee into the Employee field, by employee ID #.

***Note: Any employee changes beyond initial assignment must be made through Financial Services.***

1. Enter any notes, if applicable.



1. **When all fields have been completed, select TASKS 🡪 POST**

**Updating Inventory**

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**Now that the Inventory Asset has been received, the status needs to be updated from Pending to Active and additional information must be entered.**

1. From the activity tree, select:

 FINANCE 🡪 ASSETS 🡪 ASSET PHYSICAL INVENTORY

1. Search for the record by entering today’s date (TDY) in the Receipt Date field, under Purchase Information, and select Go.
2. Change the Status field from P (Pending) to A (Active).
3. Update the Room, Department, Tag Number and Responsibility fields if needed. Check for any other fields that may need to be updated.
4. **When all fields have been completed, select TASKS 🡪 POST**





**Fixed Assets Module (Read Only)**

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**All information for Inventory Assets can be found in the Fixed Assets module:**

1. From the activity tree, select:

 FINANCE 🡪 ASSETS 🡪 FIXED ASSETS

1. Search for the record by entering the Asset ID Number.
2. Tabs include Asset Summary, Accounts, Attachments, Notes and History.

(Note: Depreciation and Related To are N/A)



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**Inventory Asset Disposal Form (BSF-100)**

**Additional information regarding inventory asset disposal can be found on the BCOE website:**

**BCOE 🡪 DOCUMENTS 🡪**

***Operating Procedures 🡪 Disposal Operating Procedure***

