1. **Run FA01 Report by Department for ACTIVE Assets**
* Using the Activity Tree, choose Finance -> Reports -> Admin -> Fixed Asset List (FA01).
* On the search page, under section 2- Filter Options: Department -> Select your Department
* On the search page, under section 2- Filter Options: Type -> I {Inventory Assets}
* On the search page, under section 2- Filter Options: Status -> Active
* On the right side, select Sort Option G-Employee-Location
* Select Go
1. **Run FA01 Report by Department for MISSING Assets**
* Using the Activity Tree, choose Finance -> Reports-> Admin -> Fixed Asset List (FA01)
* On the search page, under section 2- Filter Options: Department -> Select your Department
* On the search page, under section 2- Filter Options: Type -> I {Inventory Assets}
* On the search page, under section 2- Filter Options: Status -> Missing
* On the right side, select Sort Option G-Employee-Location
* Select Go
1. **Review reports during physical inventory**
	* If there is no employee assigned or an employee assignment needs to be changed, send an email with the manager’s approval of the change to financialservices@bcoe.org.
	* Check for unassigned assets to an employee
	* Check for locations of “Unknown”
	* Use the Accumulated Depreciation column on the report to record the asset’s Condition and Room
	* The Condition may be defined by NEW, EXCL (Excellent), GOOD, FAIR, or POOR
	* Room is defined by Inventory Agent. It is designed to assist with ease of locating the asset (Mary’s Desk, Bob OFC, Cabinet 1, Room B, 1, etc.)
	* If the asset does not have a tag, send an email containing the asset ID number to financialservices@bcoe.org requesting a tag be made
	* Pre-Escape inventory assets will use pre-existing tag numbers. Post-Escape Tag Numbers will be the same as the Asset Number.
2. **Once the list has been verified, use the Asset Physical Inventory Module (Inventory Module) to update the asset in Escape.**
* Using the Activity Tree, choose Finance -> Assets -> Asset Physical Inventory
* On the search page, under section 1 – Location: Department -> Select your Department
* On the search page, under section 2 – Description: Type -> I {Inventory Assets}
* On the search page, under section 4 – Status Information: Status -> A {Active}
* Update all required fields:
* **Location** – Physical location of the item
* **Room** – Room number or area description
* **Tag #** – Number found on BCOE identification tag
* **Group** – i.e. Technology, Equipment, Furniture, Keys, etc.
* **Category** – Sub-category of group, i.e. (for Technology) Laptop, Printer, Fax, etc.
* **Serial #** – N/A if not applicable
* **Manufacturer/Model Number** –i.e. Dell Latitude E5770
* **Status Comment** – Item’s CONDITION: New, Excl (Excellent), Good, Fair, or Poor
* **Department** – Responsible department
* **Responsibility Code** – Manager code of the Responsible Employee’s immediate supervisor
* **Status** – Active or Disposed, not Pending
* **Unit Cost** – Includes shipping, taxes and all acquisition fees
* **Responsible Employee** – Person using equipment. *Please contact Financial Services for employee assignment/re-assignment.*
* **Inventory Date** – Date of physical inventory. This will be created when the inventory updates are posted in the Escape Inventory Module.
* Select Task -> Post
1. **To complete a final review once items are updated:**
2. Run FA01 Report by *Department*
	* + Using the Activity Tree, choose Finance -> Admin -> Fixed Asset List (FA01)
	* On the search page, under section 2- Filter Options: Department -> Select correct department with dropdown menu
	* On the right side, select Sort Option G: Employee-Location.
	* Select Go
	* Verify all updates were posted accurately.
	* Retain the FA01 report within the department as a reference point for next year’s inventory process.
3. To complete a final review once items are updated, run FA01 Report by *Employee*
	* Using the Activity Tree, choose Finance -> Admin -> Fixed Asset List (FA01)
	* On the search page, choose 2- Filter Options: Employee
	* Enter the employee’s last name then use F4 key to display the dropdown menu to select the appropriate employee.
	* On the right side, Sort Option G: Employee-Location
	* Select Go
	* Compare with updated FA01 looking for additional assets assigned to the individual employee. If additional assets are shown, investigate to ensure employee is in possession of assets.
	* It is recommended to retain the FA01 report within the department as a reference point for next year’s inventory process.
4. **Items that are not located may be marked Missing, with the department manager’s approval.**
	* Using the Activity Tree, choose Finance -> Assets -> Asset Physical Inventory
	* In the Search Criteria, under 2-Description, enter the Asset ID # and then select Go.
	* Update the first column, ACTION, with the dropdown menu, selecting M-Missing.
	* Using the scroll bar at the bottom of the page, move to the right side of the page to locate the column STATUS COMMENT.
	* Update STATUS COMMENT (condition) by typing MISS in the field.
	* Do NOT remove the current Employee Assigned and Manager Code.
	* After two years, if the asset is still missing, the manager may authorize the asset to be disposed by following the process outlined in Step 8 below.
	* Go to the top left of the page to select Task -> Post.



1. **Items to be Disposed by IT or M&O, with the department manager’s approval.**
* If an item is deemed no longer needed or is not in proper working condition, use form BSF-100 to request IT pickup and dispose of the item. On the BSF-100 form, M&O has a specific link to follow for disposal of items issued through their office.

<https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/143070/bsf-100_property_disposal_REV_MAR_14_18.doc>

* IT/M&O will complete the disposal process for the asset, including updating the status in Escape. The department should review the asset to confirm that it has been updated in Escape.
* The Assigned Employee and Responsibility Code will be removed from the asset record.
* Email a copy of the BSF-100 to financialservices@bcoe.org. The completed form will be attached to the Asset in Escape.
* It is recommended the department retain a copy of the BSF-100 for their own reference.

