

Annual Physical Inventory Quick Start Guide—Getting Started

Why do we perform annual inventory?

The provisions of the 52nd Legislature, Regular Session 1951, House Bill Number 753, Section 5 (3), require state organizations to take a complete physical inventory of all equipment in their possession once each year. The results of the inventory are reported to the State Comptroller as authorized by TEX.GOV'T CODE ANN.sec. 403.271 (b).

Who performs inventory?

Departments should ensure a proper separation of duties in performing their physical inventory. A noncustodian should perform the actual inventory count. If you are the inventory custodian or assigned as such by your dean or administrator, you should not be scanning the inventory.

- The inventory custodian is usually the administrator or principal investigator, not the inventory contact.
- A noncustodian can be the inventory contact, or a work-study student may be delegated to scan equipment.

What will I be using?

Inventory Services purchased Hand Help Products' (HHP) Dolphin 7900 PDA, which was designed for industrial, mobile users.



Always remember to charge your PDA. If the PDA loses all battery power, you could lose your annual inventory.

What is FMAI?

Annual physical inventory is performed using PDA scanners loaded with FAMIS Mobile Asset Inventory (FMAI) software that gives end users the ability to download, scan, and modify assets before uploading changes to inventory records in the field.

Who is authorized for FMAI?

Unit heads, inventory contacts, and designated inventory personnel have authorization to scan assets.

- Unit heads and inventory contacts are automatically authorized based on *DEFINE command **GG5**.
- Other authorizations are granted by Inventory Services.
- Authorization updates are processed nightly. You must give Inventory Services one day's notice.
- You must provide an EID. The default expiration date is the last day of the fiscal year. If you want an authorization to expire sooner, provide the date.
- Send authorization requests to scanhelp@austin.utexas.edu.

What is the inventory process?

1. Check out a scanner from Inventory Services.
2. Follow the "How to Use FMAI" procedures.
3. Run, verify, and certify an NVP report to.
4. Return the PDA and submit NVP report to Inventory Services.



Updates made to current inventory on your PDA will appear in *DEFINE the next day.

Where do I go for help?

- Inventory Services' Web site: <http://www.utexas.edu/business/accounting/in/>
- For information about your PDA, visit the manufacturer's Web site: http://www.handheld.com/Site.aspx/na/en/product_center/product_support/?tab=product_support&product=81&category=5.
- Contact Inventory Services at (512) 471-3838 or scanhelp@austin.utexas.edu.



Tips & Tricks



- Q:** My screen went dark. What do I do?
A: This happened because your PDA dims the display to help conserve battery power. To turn the light back on, press the **SCAN** button on the HHP keypad.
- Q:** I'm on the Equipment Queue Screen, and I'm ready to start scanning my equipment records. How do I activate the scanner?
A: Press the **SCAN** button on the HHP keypad. The LED light will activate. You can then scan the bar code on your piece of equipment. When the HHP device reads the bar code, you will hear a beep and the Detail or Add Screen will be displayed.
- Q:** My device has locked up. The buttons and display are unresponsive. What do I do?
A: This situation is rare, but it can happen. When it does, you will need to do a warm boot. Hold down the **red** button and the **ESC** button at the same time until the device reboots. You will know the device is rebooting when the screen goes dark, and the red and green lights flash. Wait for the Windows desktop to be displayed, and launch the application.

Annual Physical Inventory Quick Start Guide—How to Use FMAI

Step 1: Open the FMAI Application

- Click **Start** (the multi-colored flag in the top left-hand corner).
- Select **FMAI**.
 - The Login Screen will be displayed.

Step 2: Log in to FMAI

- Enter your EID and password on the Login Screen.
- Click **Login**.
 - The Update Screen will be displayed.

Step 3: Download Records to your PDA

- Select the criteria for the inventory records you want to download.



For best results, select **ALL** for department. Select a site and a building.

- Click **Update**.
 - The update's progress will be displayed.
 - When the download is complete, the Find Equipment Screen will be displayed.

Step 4: Filter your Download

- Select the criteria for the records you want to inventory.



For best results, continue to select **ALL** for department. Select a floor and room. This displays only the records for the room you are in on the next screen, the Equipment Queue Screen.

- Click **Find**.
 - The Equipment Queue Screen will be displayed and will contain your results.

Step 5: Access your Inventory

- From the Equipment Queue Screen, scan the items in the room.
- Depending on whether or not the details for the item you scanned were downloaded on your update, the Detail Screen or Add Screen will be displayed.

Step 6: Modify your Records (if necessary)

- Add or change any necessary information.
- To add or view a note, click **Note**.
 - The Notes Screen will be displayed.
 - Click a specific note to read the full text.
 - Click **Add** to add a note to a piece of equipment.
 - The Add Note Screen will be displayed.
 - Enter a note type and note text. Click **Save**.
- To add an alias, click **Alias**.
 - The Alias Screen will be displayed.
 - Select an alias type and enter the alternative bar code.
 - Click **Add**.

Step 7: Confirm your Changes

- When you have finished updating the equipment record on either the Detail Screen or Add Screen, click **Confirm** on the screen or **OK** on the device's keypad.



To save time, when you are finished, scan your next item and click **Yes** on the pop-up that asks if you want to confirm the first record you were viewing and then view the new piece of equipment's details.



Step 8: Filter your Download (if necessary)

- When you have confirmed all of the contents in the room, go back to the Find Screen by clicking on the green back arrows and filter again based on the next room you enter.

Step 9: Upload your Inventory

- When you are finished updating your inventory, return to the Update Screen by clicking the green back arrows.
- Click **Update** on the Update Screen.
 - FMAI will send your changes back to *DEFINE.
 - When FMAI is finished uploading your changes, the Find Screen will again be displayed.
 - To exit the application, return to the Update Screen and click **OK**.