Physical Inventory

A schedule will be set up to provide a specific time for every department. Each department must complete their inventory within the allotted time in order for all departments to be accommodated. We request that you follow these important procedures in order to correctly complete the physical inventory:

1. About a week before your scheduled time for inventory, check your inventory list to see if any special arrangements should be made for items (laptops, cameras, items in the field, etc).

2. At the scheduled time, you will go to the Property Management office (Room 111, College Hall) and sign out the scanner you will use for the physical inventory. When your inventory is completed you will return the scanner to Property Management and sign back in. Once the information on the scanner has been uploaded by Property Management, you may log in to Protégé https://scanandvalidate.com/ptgsv/login.asp and look at the date for your department. This will give you easy access to the details for your department inventory.

3. Complete and return the 'Equipment Deletion/Transfer Notices' or 'Missing or Stolen Property Report' as needed for 'NoScan' items on your inventory (if necessary).

4. Department Head, the Alternate APO, and any other employee actually verifying the physical inventory should sign the Certification of Physical Inventory of Property. Please use the lines on this page to make a note of any bar-coded items you have that are not showing on your inventory

Property Management appreciates your full cooperation in getting this done correctly and promptly. Your annual Certification of Physical Inventory needs to be returned no later than your specifically assigned due date.

Instructions for Protégé Incircuit Scan and Validate Website

At the welcome screen use the following:

> Login ID= first initial and last name of Alt APO (all lower case)
> Password= initials of Alt APO (lower case)
> Database= tamuk (lowercase)

Click on "Login"

Click on Dept name (Ignore last sync date and sync user)

Click on "Approved" or "Unapproved". (This will show details for the scan of your department)

Click "View Reports". Then click on the type of report you want to see

Click "Logoff" when done.

Instructions for Protégé Bar Code Scanner

Please use the stylus that is included with the scanner. Other items could mark the surface of the screen.

When you turn on the scanner and press the Protégé icon on the scanner:

The first thing you should do is look at the bottom of the screen and verifies that the scanner is set up for your department. If you accidently log out while you have the scanner, use the login button to log in again.
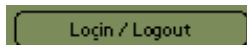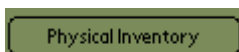

Tapping on this button will produce the following screen:

Log in to the system using the same ID and password you use to access the Scan & Validate application in the web-browser. This ID/password will be provided by the System Administrator.
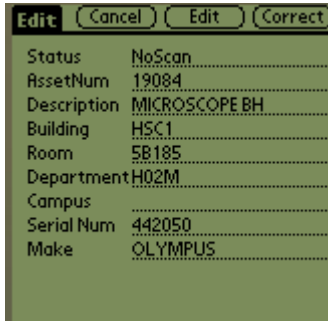
PHYSICAL IVNENTORY

From the main menu, select "Physical inventory"

The Physical Inventory module facilitates the inventory process. Tapping this button will produce the following screen:

This screen will prompt you to scan the Asset Number (bar code tag). Once an item is successfully scanned, Protégé will display the detail record for the matched item.

As items are scanned, their records are displayed and can be confirmed. When date is first assigned to a Subset, Protégé gives a status of "NoScan" to every item in the set (mean the item has never been scanned or validated). If the item's real-world condition matches the display, it can be marked Correct by pressing the **Correct** button. This will assigned a status of Correct to this item and automatically prompt you to scan the next item. *(Please make sure you press* **Correct** *in order for item to be labeled as scanned)*

If the location (room number and name of person using the equipment) or the serial number in the item detail does not match the "real-world", the item's record can be modified on the spot by pressing the Change button.
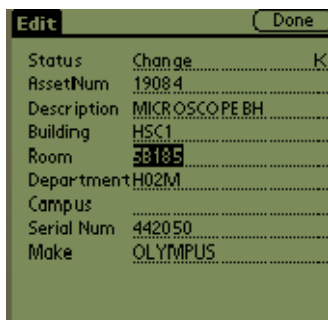
Pressing the Change button will automatically set the Status to "Change", and allow you to edit whatever needs to be updated. Later, the system will display the original information alongside of the changed information so the edit can be approved. When you are finished simply press the Done button and Protégé will prompt you to scan the next item.

Note that the prompt for the field value label is preceded by a downward pointing arrow. Tapping on this arrow will produce the following screen:
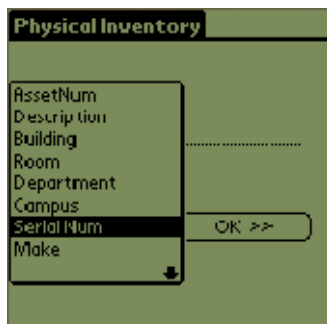
Protégé allows you to search the scanner database by any field available in that database. If the tag is missing or damaged, you can search for the item using the serial number. If the serial number is bar coded, you can simply scan it in.

VIEW INVENTORY

From the main menu select "View Inventory"
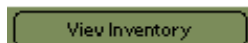
The "View Inventory" module provides filter utilities and summary information on the Physical inventory. Tapping the View Inventory button from the main menu will produce the following screen:

When first accessed, View Inventory displays all the inventory items from your current subset on the scanner (whether you've validated the item yet or not). From this screen you can either set a filter on the data or press the Info button to see a summary screen. Pressing the Info button will display the following:
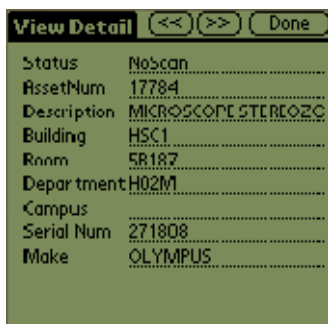
Filter Info

NoScan Items:	213
Changed Items:	1
Correct Items:	0
New Items:	0
Total Items:	214

OK

This example has 214 total items. The filer Info screen automatically separates the records by status and provides a count for each status. To view the actual items in any status-subset, simply tap on the number-button. For example, tapping on the [213] in the NoScan Items row will display the list of all items not yet found in your current subset of date. This feature is especially useful when used in conjunction with the Filter.

Pressing the Filter button will produce the following screen:

Filter   (Clear Filter) (Set Filter)

AssetNum
Description
Building
Room
Department
Campus
Serial Num
Make

From this screen, you can enter a value for any field in the scanner database to create a subset of all matches. For example, before leaving a building, you could set a filter on that building and then using the Info button, view all NoScan items in that building. This process can also be applied with multiple filters such as NoScan items in a particular room in a particular building.

View Detail (<<)(>>) (Done)

Status	NoScan
AssetNum	17784
Description	MICROSCOPE STEREOZC
Building	HSC1
Room	5R187
Department	H02M
Campus	
Serial Num	271808
Make	OLYMPUS

Once a filter is set, you can use the scroll buttons as the top of the screen to check for all items that still need to be located in that room.

To reset a filter, simply click on the Filter again and press the Clear Filter button. At any point, click the Back button will bring you back to the main menu.

TEX. GOV'T CODE ANN. sec.403.273(f), (g) (Vernon Supp.1997) reads:

"(if) On the date prescribed by the comptroller, a state agency shall make a complete physical inventory of all property in its possession. The inventory must be completed once a year."

TEX.GOVT CODE ANN. sec 403.277 (Vernon Supp.1997) reads:

"If a state agency fails to keep the records or fails to take the annual physical inventory required by this subchapter, the comptroller may refuse to dra warrants or initiate electronic funds transfer on behalf of the agency."