



EIS – Splitting an Item - Example

SCENARIO: The district has purchased 3 Smart Boards for one building. It is in the pending file, just as it was entered on the purchase order, one line item with a quantity of 3 and total \$4,137.00.

CONCERN: When this item is posted to EIS, the total Original Cost is greater than the district capitalization threshold of \$2,500.00. Taken individually, these Smart Boards should not be capitalized.

Identification Information:		→ *Capitalized Asset*	
Tag Number :	<u>190015</u>	Serial Number :	<u>SN4523</u>
Secondary Tag :	<u>190015</u>	Model Number :	<u>M680</u>
Appraisal Tag :		Accessories :	
Composite ID :		Item Category :	<u>0356</u>
Entity ID :		No. of Items :	<u>3</u>
Description 1 :	<u>SMART Board M680</u>		
Description 2 :			
Current Information:			
Replacement Cost :	<u>4137.00</u>	Location :	<u>100 9000</u> Status : <u>A</u>
Insurable Value :	<u>4137.00</u>	Org. Unit :	<u>100</u> Condition: <u>G</u>
Phys. Inv. Date :	<u>/ /</u>	Asset Class :	<u>0300</u> Function : <u>2240</u>
Phys. Inv. Comment :		Fund :	<u>001</u>

In this example, the Tag Number assigned during posting was a placeholder tag, 190015, since the user did not have the actual tag numbers yet. Enter that same number in the Secondary Tag field so that you can maintain a record of the original posting. Also, since the 3 Smart Boards have similar serial numbers, enter the digits they have in common.

Go to EISSCN and choose 6 - SPLIT.

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EISSCN - EIS Maintenance Main Menu
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 1. ITMSCN      - Maintain Inventory Item
 2. ACQTRN      - Post Acquisition/Payment Transactions
 3. DSPTRN      - Post Disposition Transactions
 4. TRNTRN      - Post Transfer/Adjustment Transactions
 5. PENDING     - Review pending file/Delete pending items
 6. SPLIT       - Split Lot Item into Multiple Tag Items
 7. EXIT        - Exit program

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Enter the tag number, the beginning tag number that the system should assign to the split items, and the number of items you are splitting to.

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Splitting a Lot
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This option allows you to split a tag item into multiple items.

Enter the tag number of the item to split: 190015
Enter the beginning new tag number to generate: 190015
Enter the number of new tag numbers to generate: 3

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In this case, we are splitting to 3 individual tags. In a different situation, you may want to split a lot of many items to only a few separate tags; for example, split a lot of 100 chairs to 2 tags having 50 chairs each. This could be done to keep the items from being classified. It could also be done if you need to dispose of only some items included under a single tag number; for example, split a tag number with 50 chairs to 2 tags, one with 45 and one with 5 chairs so you can then dispose of the 5.

Press PF1 to Accept.

The system automatically assigns the next available tag numbers. In this example, if 190016 had already been used for another item, the tag numbers assigned would be 190015, 190017 and 190018.

Tag Number	No. in Lot	Serial Number	Model Number	Org. Unit	Location Cat/Num
190015	1	SN4523	M680	100	100 9000
190016	1	SN4523	M680	100	100 9000
190017	1	SN4523	M680	100	100 9000

At this point, enter any changes, such as locations. Complete the serial numbers. If you have any actual tag numbers, enter them now. **NOTE:** pressing F7 on the org unit or location fields to search for codes is not an option in the SPLIT screen.

Tag Number	No. in Lot	Serial Number	Model Number	Org. Unit	Location Cat/Num
190015	1	SN452311	M680	100	100 9000
190016	1	SN452322	M680	100	100 LIBR
190017	1	SN452333	M680	100	100 GUID

Press PF1 to Process.

A SPLTAG.TXT report will be generated.

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Splitting a Lot
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This option allows you to split a tag item into multiple items.

Enter the tag number of the item to split: 190015
Enter the beginning new tag number to generate: 190015
Enter the number of new tag numbers to generate: 3

Lot item 190015 split successfully. SPLTAG.TXT file generated.
  
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Exit and go to your PTR to view the report. Print the report if desired.

Example of SPLTAG.TXT report:

Date: 06/13/2019	XX - TEST	Page: 1				
Time: 11:53 am	Split Tag Report	(SPLTAG)				
ORIGINAL TAG - 190015, SMART Board M680						
SPLIT INTO 3 TAGS						
ORIGINAL TAG:						
Tag Number	Items In lot	Serial Number	Model Number	Org. Unit	Location Cat. Num.	Original Cost
190015	3	SN4523	M680	100	100 9000	4,137.00
NEW TAGS:						
Tag Number	Items In lot	Serial Number	Model Number	Org. Unit	Location Cat. Num.	Original Cost
190015	1	SN452311	M680	100	100 9000	1,379.00
190016	1	SN452322	M680	100	100 LIBR	1,379.00
190017	1	SN452333	M680	100	100 GUID	1,379.00
[End of file]						

On viewing the items back in EISSCN and 1. - ITMSCN, the 3 items are not capitalized. Regardless of what actual tag number that may be entered for these items in the future, keep the Secondary Tag number as the original placeholder tag number. That will allow easy tracking back to the original purchase and clear identification of the 3 items in EIS that were purchased together.

Find: 190017	→ *Non-Capitalized Asset*		
Identification Information:			
Tag Number :	190017	Serial Number :	SN452333
Secondary Tag :	190015	Model Number :	M680
Appraisal Tag :		Accessories :	
Composite ID :		Item Category :	0356
Entity ID :		No. of Items :	1
Description 1 :	SMART Board M680		
Description 2 :			
Current Information:			
Replacement Cost :	1379.00	Location :	100 GUID
Insurable Value :	1379.00	Org. Unit :	100
Phys. Inv. Date :	/ /	Asset Class :	0300
Phys. Inv. Comment :		Status :	A
		Condition :	G
		Function :	2240
		Fund :	001

Regarding Tag numbers:

When posting an item which will either never receive an actual inventory tag or for which you do not have the actual inventory tag number, enter a placeholder tag number. Suggestion, let the 1st 2 digits of the placeholder tag number be the fiscal year.

Tag numbers are alphanumeric. WARNING: ALWAYS USE UPPERCASE FOR ALPHA TAG NUMBERS.

Examples of use for alphanumeric tag number:

- For a school bus, instead of 180034, enter BUS21 which syncs with the actual bus number assigned by the transportation supervisor.
- For other vehicles: VAN05, TRCK12
- For buildings: BLDG002