



Entering Construction in Progress in EIS

For this example, assume a multi-vendor PO #811020 was entered in USAS 1/25/2019. If the first payment on the PO is made out of a non-600 level Object code, it can be flagged for EIS during the invoicing process. That will send the payment information to the EIS Pending file.

Find: 811020								
P.O. Number	Item No	Invoice Number	Check Number	Qnt	Amount	Vendor Number	Description	Inv. #
0811020	0001	19001A	075003	1	45000.00	015547	ARCHITECT/ENGINEERI	
1900628	0001	0008221	016935	1	11372.00	017023	Baseball field 2018	
1900628	0002	0008222	016935	1	11766.00	017023	Softball Field 2018	
1900940	0001	CW19591"	000000	1	29010.00	005951	See attached quote"	

Go to EISSCN and choose #1 – ITMSCN, Press F12 to Add.

```

Find: 
*Non-Capitalized Asset*

Identification Information:
Tag Number      : 000358      Serial Number: 1008347
Secondary Tag   :              Model Number   : V4
Appraisal Tag   :              Accessories    : VARTEK
Composite ID    :              Item Category  : 0316
Entity ID       :              No. of Items  : 1
Description 1   : COMPUTER SYSTEM COMPLETE
Description 2   :

Current Information:
Replacement Cost : 1100.00   Location   : 010 TO   Status    : D
Insurable Value  : 275.00   Org. Unit  : 010     Condition:
Phys. Inv. Date  : 11/23/2005 Asset Class: 0300   Function  : 1100
Phys. Inv. Comment: INDUSTRIAL APPRAISAL Fund       : 001

ITMSCN - Item Maintenance Program                               Screen 1 of
F6 Top                F12 Add
F7 Help                F13 Delete           S8 Next Screen
F8 Exit                F14 Modify           S9 Go Screen 3
F10 Next               F17 Lockmode         S10 Split Lot
F11 Find               F18 Set defaults     S14 Switch
  
```

Enter the PO# at the top of the screen and press Shift-F6 to Get Pending.

```

Post Acquisition Transactions          Get pending: 811020
-----
Enter the tag number and acquisition information and press 'Add acq' key.
When done with acquisitions, press 'Finish acq' key to enter the rest of
the item information.

Tag Number: 901177          Date: 06/05/2019          Acq. #: 1

USAS Account Code :      TI fnd func obj scc  subj  opu il job
USAS Vendor Number:
Acquisition Amount:
Purchase Order No.:      Grant ID :
                          Item #:      Grant Year:
                          Date :      Check No. :
Total Original Cost:

ITMSCN - Item Maintenance Program (Add Acquisition Transactions)
PF1 Add Acq.
F7 Help          F19 Toggle tab          S9 Go Acq.
F8 Finish Acq.  S6 Get pending
F9 Do not add
  
```

Using arrow keys, move your cursor to the item and press PF1 to Select Item.

```

Find: 811020
      po #   item   inv. #
P.O.  Item Invoice      Check      Vendor
Number No  Number      Number  Qnt      Amount Number  Description
-----
0811020 0001 19001A      075003      1      45000.00 015547 ARCHITECT/ENGINEERI
  
```

Enter a Tag Number (note: if alpha-numeric, enter UPPER CASE ONLY) and press F8 to Finish Acquisition.

```

Post Acquisition Transactions          Get pending: 811020
-----
Enter the tag number and acquisition information and press 'Add acq' key.
When done with acquisitions, press 'Finish acq' key to enter the rest of
the item information.

Tag Number: BLDG001 Date: 02/20/2019 Acq. #: 1

USAS Account Code : 05 004 5500 415 0000 000000 020 00 040
                    CONSTR'N MANAGEM'T FEES, BLDG PROJ, ELEM SCH
USAS Vendor Number: 15547 MOTZ ENGINEERING
Acquisition Amount: 45000.00
Purchase Order No.: 811020 Grant ID :
                    Item #: 1 Grant Year:
                    Date : 01/25/2019 Check No. : 75003
Total Original Cost: 45000.00

ITMSCN - Item Maintenance Program (Add Acquisition Transactions)
PF1 Add Acq.
F7 Help F19 Toggle tab S9 Go Acq.
F8 Finish Acq. S6 Get pending
F9 Do not add
  
```

Complete item information, assigning 0800 for the Asset Class and editing the Description as relevant to the overall project.

```

Identification Information:
Tag Number : BLDG001 Serial Number:
Secondary Tag: Model Number:
Appraisal Tag: Accessories:
Composite ID: Item Category: 0300
Entity ID: No. of Items: 1
Description 1: ELEMENTARY ADDITION 2019-2020
Description 2:

Current Information:
Replacement Cost : 45000.00 Location : 020 115 Status : A
Insurable Value : 45000.00 Org. Unit : 020 Condition: E
Phys. Inv. Date : / / Asset Class: 0800
Phys. Inv. Comment: Fund : 004
  
```

NOTE: Construction in Progress items are not depreciated. Enter N for the Method and a Life Expectancy per your District policies. If the Item Category Maintenance Table contains Useful Life definition for the Asset Class entered on screen 1, this field will complete automatically.

```

Acquisition Information:
Date : 02/20/2019 Original Cost: 45000.00
Method: P Discount Amt.:

Depreciation Information:
Method: N
Factor: Beginning Date: / Salvage Value:
Life Expectancy: 30 LTD Depreciation:
  
```

To post additional payments made for this project all under this tag number:

Go to EISSCN and choose #2 – ACQTRN. Press F12 to Add an acquisition record.

```

Find:  BLDG001      / /      Get Pending:
      tag          type  date   cnt          po#      item  inv#

Tag Number:  BLDG001      Type:  A   Date:  02/20/2019   Count:  1

          TI fnd func obj scc  subj   opu il job
USAS Account Code :  05 004 5500 415 0000 000000 020 00 040
                  CONSTR'N MANAGEM'T FEES, BLDG PROJ, ELEM SCH
USAS Vendor Number :  15547  MOTZ ENGINEERING
Acquisition Amount :  45000.00
Should the original cost of the item be updated by this amount? Y
Purchase Order No. :  811020      Grant ID :          Function: 5500
                  Item #:  1      Grant Year:          Fund      : 004
                  Date  :  01/25/2019   Check No :  75003   Class   : 0800
Error Adjustment?  N

ACQTRN - Acquisition Transaction Program
F6 Top           F11 Find           F17 Lockmode
F7 Help          F12 Add             F18 Set defaults
F8 Exit          F13 Delete         S14 Switch
F10 Next         F14 Modify
  
```

Enter the Tag Number and information for total fiscal year payments made on the PO for a specific line item, as in the example below. Press PF1 to Add.

NOTE: the additional payment information will pull from USAS and will not move an item out of the EIS Pending file.

```

Find:          / /      Get Pending:
      tag          type  date   cnt          po#      item  inv#

Tag Number:  BLDG001      Type:  A   Date:  06/05/2019   Count:

          TI fnd func obj scc  subj   opu il job
USAS Account Code :  05 004 5500 620 0000 000000 020 00 221

USAS Vendor Number :  19052
Acquisition Amount :  9000
Should the original cost of the item be updated by this amount? Y
Purchase Order No. :  811020      Grant ID :  █      Function:
                  Item #:  5      Grant Year:          Fund      :
                  Date  :  01/25/2019   Check No :          Class   :
Error Adjustment?  N
  
```

Back on the ITMSCN, notice that the Replacement Cost and Insurable Value have not changed, but the Original Cost on screen 2 is updated correctly. Modify Replacement Cost and Insurable Value to agree with Original Cost.

Capitalized Asset

Identification Information:
 Tag Number : BLDG001 Serial Number: _____
 Secondary Tag: _____ Model Number : _____
 Appraisal Tag: _____ Accessories : _____
 Composite ID : _____ Item Category: 0300
 Entity ID : _____ No. of Items : 1
 Description 1: ELEMENTARY ADDITION 2019-2020
 Description 2: _____

Current Information:
 Replacement Cost : 45000.00 Location : 020 115 Status : A
 Insurable Value : 45000.00 Org. Unit : 020 Condition: E
 Phys. Inv. Date : / / Asset Class: 0800 Function : 5500
 Phys. Inv. Comment: _____ Fund : 004

Acquisition Information:
 Date : 02/20/2019 Original Cost: 54000.00
 Method: P Discount Amt.: _____

Depreciation Information:
 Method: N Beginning Date : / / Salvage Value : _____
 Factor: _____ Life Expectancy: 30 LTD Depreciation: _____

In EISRPT, if you run EIS303 Master Listing Report for this individual tag number, you will see multiple acquisition records.

Time: 2:24 pm Inventory Master Listing Report (EIS303)
 Sorted by Tag Number

Tag Number: BLDG001

Ident. Info : Secondary Tag: _____ First Desc. : ELEMENTARY ADDITION 2019-2020 Accessories: _____
 Appraisal Tag: _____ Second Desc. : _____ Serial# : _____
 Composite ID : _____ Items in Lot : 1 Model# : _____
 Entity ID : _____ Item Category: 0300 Buildings

Curr. Info : Replacement Cost: 54000.00 Location : 020 115 Asset Class : 0800 Fund: 004 Function: 5500 Status : A
 Insurable Value : 54000.00 Inv. Date: _____ Inv. Comment: _____ Org. Unit: 020 Condition: E

Acq. Info : Method: P Date : 02/20/19 Original Cost: 54000.00 Discount: .00
 Deprec. Info: Method: N Date : _____ Salvage Value: .00 LTD Amt.: .00 Life : 30 Factor: .00

Acquisition Transactions:

→ Type: A Date: 02/20/19 PO Number: 811020 Account: 05 004 5500 415 0000 000000 020 00 040 Acq. Amount: 45000.00
 Count : 1 PO Item# : 1 Vendor#: 015547 Grant ID: _____ Grant Year : _____ Error Adj: N
 Check#: 075003 PO Date : 01/25/19 Fund : 004 Function: 5500 Class: 0800 Orig. Cost Flag: Y

→ Type: A Date: 06/05/19 PO Number: 811020 Account: 05 004 5500 620 0000 000000 020 00 221 Acq. Amount: 9000.00
 Count : 1 PO Item# : 5 Vendor#: 019052 Grant ID: _____ Grant Year : _____ Error Adj: N
 Check#: 000000 PO Date : 01/25/19 Fund : 004 Function: 5500 Class: 0800 Orig. Cost Flag: Y

When the project is completed, the District will change the Asset Class for the tag number from Construction in Progress to Building.

Go to EISSCN and choose #4 – TRNTRN.

```

EISSCN - EIS Maintenance Main Menu
-----
  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
  
```

Press F12 to Add a record.

```

Find:  █          /  /
      tag         type date

Tag Number: 901167      Type: CL      Date: 07/06/2016
Error Adjustment? N    Old : 0300    New : 0200      Amount: 1464.50

Tag Number: 901170      Type: CL      Date: 07/06/2016
Error Adjustment? N    Old : 0300    New : 0200      Amount: 1464.50

Tag Number: 0T5492      Type: FC      Date: 04/26/2011
Error Adjustment? Y    Old : 2800    New : 2700      Amount: 15844.00

Tag Number:             Type:           Date: / /
Error Adjustment?       Old :           New :           Amount:

Tag Number:             Type:           Date: / /
Error Adjustment?       Old :           New :           Amount:
End of file reached

TRNTRN - Transfer Transaction Program
F6 Top          F11 Find       F17 Lockmode
F7 Help        F12 Add        F18 Set defaults
F8 Exit        F13 Delete     S14 Switch
F10 Next       F14 Modify
  
```



Complete the fields as in the example below. Press PF1 to Add.

```

Tag Number: BLDG001      Type: CL      Date: 08/15/2019
Error Adjustment? N    Old :         New : 0200      Amount:
  
```

Then go to EISSCN and choose #1 – ITMSCN.

Enter the tag number and press F11 to Find. Go to screen 2 and modify the Depreciation Information fields. Method = S and the beginning date for depreciation will be the month the construction was recognized as completed.

Depreciation Information:	
Method: <u>S</u> 	Beginning Date : <u>08/2019</u> 
Factor: _____	Life Expectancy: <u>30</u>