



Adding an item to EIS that is not in the Pending File

At the menu prompt, type EISSCN and choose #1 ITMSCN. Then press F12 to Add a new item.

```

Find: █

*Capitalized Asset*

Identification Information:
Tag Number      : 00001      Serial Number: _____
Secondary Tag   : _____ Model Number   : _____
Appraisal Tag   : 00001      Accessories   : _____
Composite ID    : _____ Item Category  : 0300
Entity ID       : _____ No. of Items  : 1
Description 1   : PUBLIC ADDRESS SYSTEM
Description 2   : AMERICAN 125 CHANNELS

Current Information:
Replacement Cost : 32525.00 Location   : 010 111M Status   : D
Insurable Value  : 27971.50 Org. Unit   : 010 Condition: F
Phys. Inv. Date  : 06/30/2000 Asset Class: 0300 Function  : 2400
Phys. Inv. Comment: _____ Fund      : 001
Record not added

ITMSCN - Item Maintenance Program                               Screen 1 of 3
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
  
```

On the next screen, enter the PO number, item number and invoice number. Press Shift-F6.

```

Post Acquisition Transactions      Get pending: 1612070 1 PROFMTG6/18-29
-----                          po#      item  inv#
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.

Acq. #: 1

Tag Number: TR0000000781 Date: 12/19/2016

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: ██████████
  
```

The invoice date, budget account, vendor, etc. fields will all fill in automatically from USAS. If a different tag number other than the one displayed is desired, enter the correct tag number. If the invoice date is in the prior fiscal year (per EISDAT screen), edit the date field to a date within the current fiscal year.

```

Post Acquisition Transactions          Get pending: 1612070  1  PROFMTG6/18-29
-----
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: TR0000000781  Date: 07/07/2016  Acq. #: 1

USAS Account Code : 05 001 2411 640 0000 000000 000 00 000
                    Supt Staff Development/Mileage
USAS Vendor Number: 400997
Acquisition Amount: 277.02
Purchase Order No.: 1612070  Grant ID :
                    Item #: 1  Grant Year:
                    Date : 06/27/2016  Check No. : 104584
                                           Total Original Cost: 277.02

```

If more line items from the PO need to be added to this same EIS tag number, press PF1 to Add Acquisition. All fields will clear. Enter the PO number again, the next PO line item number and the invoice number. Press Shift-F6 to pull in all the PO information for that line of the PO.... When finished adding all line numbers, press F8 to Finish Acquisition.

If the PO contained only one line item and was paid on only one invoice, press F8 (instead of PF1) to Finish Acquisition, after all fields are populated with information for that line item.

Finishing the acquisition will bring up ITMSCN. Complete all required fields and press PF1 to Add the item to EIS.

When would you need to add items with this method?

- Pending file item was accidentally deleted.
- Pending file item was posted to EIS fixed assets system but, afterwards, was deleted in ITMSCN. **Note:** Only items entered in the *current* fiscal year can be “deleted,” i.e., completely removed. If an item was incorrectly “disposed,” *deleting the disposition record*, will change the item status back to active in ITMSCN.
- An item was incorrectly coded in USAS with a non-equipment object code and error was not caught until after payment was processed. A correcting reduction of expenditure receipt will correct the expense in USAS but not push the item to EIS Pending.
- A fixed asset donation was received. **Note:** The Original Cost for a donated item is either an Appraised value or a Fair Market Value, not zero.