REDESIGN EIS

(THE TIME HAS COME….AND NONE TOO SOON!)

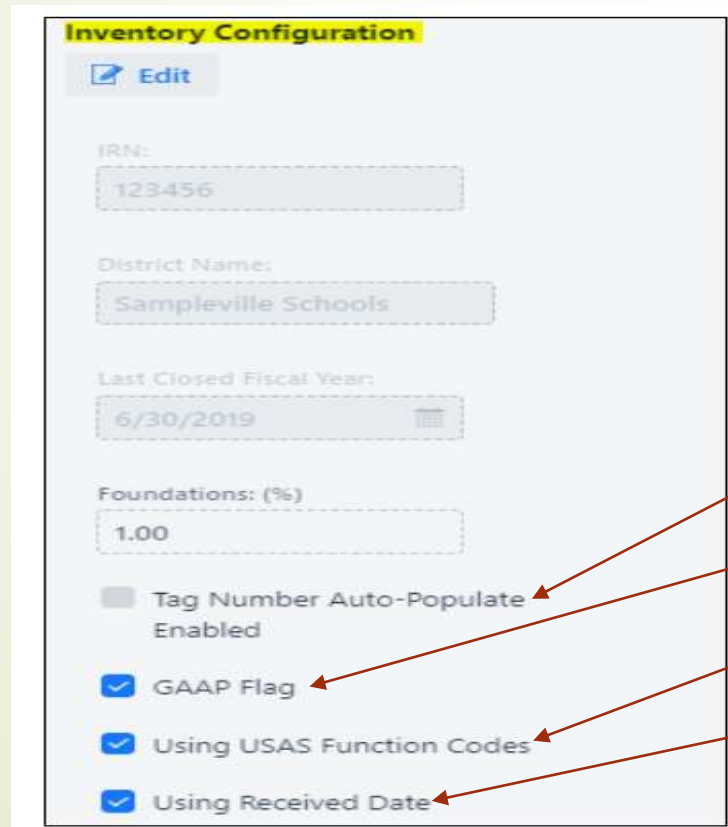# CHECKING YOUR CORE DATA

- All of your data should be successfully transferred during the migration, including all your codes

- Core data includes:

Inventory Core Options	EIS Classic Options	Definition
Asset Classes	EISMNT>CLSSCN	Used to define and/or maintain local Asset Class codes
Category Codes	EISMNT>CATSCN	Used to define and/or maintain Item Category codes
Condition Codes	EISMNT>CNDSCN	Used to define and/or maintain Item Condition codes
Configuration	EISMNT>DATSCN	Used to define and/or maintain Inventory configuration data
Disposition Codes	EISMNT>DSPSCN	Used to define and/or maintain Item Disposition codes
Fiscal Years	EISMNT>DATSCN	Ability to open/close fiscal periods. Current period is the current working fiscal year
Functions	EISMNT>FNCSCN	Used to define and/or maintain local Function codes
Funds	EISMNT>FNDSCN	Used to define and/or maintain local Fund codes
Location Codes	EISMNT>LOCSCN	Used to define and/or maintain local Location codes
Organization Codes	EISMNT>ORGSCN	Used to define Organizational/Department codes

CONFIGURATION DATA (CORE)

- Be sure to check Inventory Configuration Data

Inventory Configuration

📝 Edit

IRN:
123456

District Name:
Sampleville Schools

Last Closed Fiscal Year:
6/30/2019

Foundations: (%)
1.00

☐ Tag Number Auto-Populate Enabled

☑ GAAP Flag

☑ Using USAS Function Codes

☑ Using Received Date

Do you want tags to auto-populate or will you assign tag numbers?

Will you report via GAAP?

Using Function Codes?

Will you use the "received date"?

FISCAL YEARS (CORE)

- More than one year can be open at the same time, like USAS-R & USPS-R, but only one fiscal year can be current.

TRANSACTIONS

■ Transactions are divided among five easy-to-use selections:

The Transaction menu include the following programs (click a link below to access option details).

Inventory Transaction Options	EIS Classic Options	Definition
Acquisitions	EISSCN>ACQTRN	Post acquisition/payment transactions to existing items
Dispositions	EISSCN>DSPTRN	Post disposition transactions
Items	EISSCN>ITMSCN	Create/Maintain transactions
Pending Items	EISSCN>Pending	Maintain pending data
Transfers	EISSCN>TRNTRN	Post transfer transactions

ACQUISITIONS/TRANSACTIONS

- You can use Acquisitions throughout the year as you add to your inventory.

- Just like other Redesign programs, you can use the grid—and filter it—to search for acquisitions.

- Editing an acquisition is fairly simple

- Adding improvements, recording historical acquisition information or recording a lease payment are also very simple procedures in the new EIS program

- **Acquisitions is only used to UPDDATE existing items on inventory!**

DISPOSITIONS/TRANSACTIONS

- Creating a disposition is menu driven

ITEMS/TRANSACTIONS

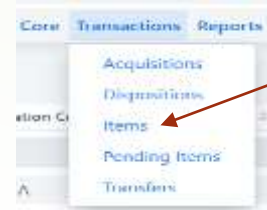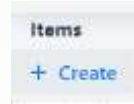- You can use ITEMS to access records, add new items, modify data on existing items, or delete item records.

- Functionality is dependent upon the setting in the GAAP Flag under

  Configuration/CORE

  *unchecked flag = permission to manually change much of

  what is on an existing item; you can add items

  without being prompted to use acquisition

  *checked flag = limitations what you can with an item

ADDING AN ITEM

- Go to Transactions/Items

- Click " Items "

- Click " +Create "

- You can either use the drop-down box to pull in a "Pending Item" or hand-enter the information all through the screen.   Once you enter everything on the first screen, click " Continue to Item " and that will take you to your screen to add information when the item was purchased/acquired, etc.

- To cancel or get out of the screen you're in, click the " Close " button

- When all data is entered, click the " Save " button

PENDING ITEMS/TRANSACTIONS

- Much like Classic, Redesign's EIS system permits you to search and view for pending items—and even better, it's easy to delete a pending item by just performing a Query for the desired pending item and then clicking the Delete icon (and then confirming you wish to delete)

Search/View a Pending Item

The Pending Items grid displays existing pending items. You can search for existing pending items by clicking in the filter row in the grid columns and entering in the desired information. By default, the grid sorts by PO Number. Click on ⬇ **Export Grid Items** to generate a quick report based on what you filtered. Click on any row of the search results to see a highlight view of the record.

Inventory: Sampleville Schools - admin   Home Core Transactions Reports System Help → Logout

Pending Items

⬇ Export Grid Items   Pull From USAS   ☰

PO # ▲	Invoice Number	Item Number	Description	Quantity	Amount	Check Number	Vendor Number
							5052
210275	6459804	1	Acer 311 C721 Chromebooks	200	24975.00	83281	5052
210275	6405927	1	Acer 311 C721 Chromebooks	200	24525.00	83281	5052
211285	B047128	1	Acer 311 C722 Chromebooks	1	2080.00	83570	5052
211285	B044211	1	Acer 311 C722 Chromebooks	1	16156.09	83570	5052
211285	B044211	1	Acer 311 C722 Chromebooks	1	743.91	83570	5052

REPORTS

- You have two options for reports: GAAP reports and Non-GAAP reports

- Two of the most useful Non-GAAP reports may be the Asset Listing by Grant/Source and the Location Worksheet

- Other Non-GAAP reports include Book Value Report, Code Listing Report, Brief Asset Listing Report and Pending Items List Report

- GAAP reports are fairly extensive: Fixed Assets by Source, Fixed Assets by Function/Class, Schedule of Change in Fixed Assets, Schedule of Change in Depreciation

HIGHLIGHTS OF REDESIGN EIS

- The ease of entry will be quickly noted………the screens are designed to operate like USAS-R and USPS-R with grids, and easy-to-use drop-down menus

- No more guessing what report you need to run

- No more guessing where to look for a particular tab

- No more guessing what program to run

QUESTIONS?