



spectrum

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# Equipment Inventory

Buy

Tag

Confirm

Transfer

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# Order stuff in tigerbuy

Accounting Codes - Draft Requisition - Microsoft Internet Explorer

Address: https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=268272&NavLevel1=Nav\_Orders&NavLevel2=Nav\_55CurrentCart&SectionNum=4&tmstamp=1240342604435&

**tigerbuy** Rezaul Chowdhury profile 2009-04-21 mchwdhry 01 | 3 item(s), 16,500.00 USD

Accounting Codes - Draft Requisition Search for Supplier Profile

home | my favorites | product search | **carts** | approvals | history | settlement | more >>

active cart | draft carts | my favorites | my requisitions

Create Cart | Create Consolidated Cart | Add Products → Edit Cart → Review → Place Order  
PR Approvals → PO Preview

Requisition | PR Approvals | PO Preview | History

Summary | Shipping | Billing | **Accounting Codes** | Internal Notes and Attachments | Supplier Info | Taxes/S&H

**Accounting Codes** Hide value descriptions

These values apply to all lines unless specified by line item

Chart	Fund	Organization	Account	Program	Activity	Location
U University of Memphis	110001 Undesignated E and G	999990 Tigerbuy Default Organization	74500 Supplies	4650 Gen Admin and Logistical Services	no value	no value

Account code defaulted from profile

**Supplier / Line Item Details**

For selected line items: Add To Favorites

**Thermo Fisher Scientific Inc** more info...

Purchase/Change Orders 1  
PO Box 14989, Saint Louis, MO 63178-4989 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 spectrometer		EA	15,000.00	1 EA	15,000.00 USD

Accounting Codes (same as header)

Click EDIT to change Account code

Done Internet



# Equipment $\geq$ \$5,000 each

- ACCOUNT 78110 - Office Equipment
- 78120 - Operational Equipment
- 78130 - Instructional Equipment
- 78140 - Other Equipment

The screenshot shows a Microsoft Internet Explorer browser window displaying a draft requisition page. The browser's address bar shows the URL: [https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=2882728&NavLevel1=Nav\\_Orders&NavLevel2=Nav\\_55CurrentCart&SectionNum=48&tmstp=12403426044358](https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=2882728&NavLevel1=Nav_Orders&NavLevel2=Nav_55CurrentCart&SectionNum=48&tmstp=12403426044358). The page title is "Accounting Codes - Draft Requisition - Microsoft Internet Explorer".

The page has several tabs: "Requisition", "PR Approvals", "PO Preview", and "History". The "Accounting Codes" tab is active. Below the tabs, there are sections for "Summary", "Shipping", "Billing", "Accounting Codes", "Internal Notes and Attachments", "Supplier Info", and "Taxes/S&H".

The "Accounting Codes" section contains a table with the following data:

Chart	Fund	Organization	Account	Program	Activity	Location
U University of Memphis	110001 Undesignated E and G	999990 Tigerbuy Default Organization	74500 Supplies	4650 Gen Admin and Logistical Services	no value	no value

The "Supplier / Line Item Details" section shows the supplier "Thermo Fisher Scientific Inc" and a table for line items:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 spectrometer		EA	15,000.00	1 EA	15,000.00 USD

The "Accounting Codes" section below the line item table has a dropdown menu open for the "Account" field. The dropdown options are:

- J Select from profile values... Select from all values...
- 110001 Select from profile values... Select from all values...
- 999990 Select from profile values... Select from all values...
- 78120 Select from profile values... Select from all values... (highlighted with a black arrow)
- 4650 Select from profile values... Select from all values...

At the bottom of the page, there are "Save" and "Cancel" buttons. The status bar at the bottom of the browser shows "Internet".

## Purchases less than \$5,000 each

Computer (laptop, desktop) < \$5,000 each

ACCOUNT 74504 - Computer (CPU only)

NOT printers, monitors, except as bundle

Less than \$5,000 each and not a computer

ACCOUNT 74500 - Supplies

74430 - Computer Software (< \$100,000)\*

74431- Software Maintenance

\*Software is capitalized if  $\geq$  \$100,000

Account 78610

# TAGGING

What is tagged? Equipment and computers

- Charge purchases to Account 78xxx or 74504
- A temp tag "T" is created when the invoice is paid  
(If qty = 10, 10 "T" tags will be created)
- Collect info on the item: Asset Type, Make, Model, Serial Number, Location
- Look up location codes on Finance Program Guide  
<http://bf.memphis.edu/spectrum/search-locations.php>
- Tag item with UOM Decal
- Update info on Fixed Asset system

# Inventory Confirmation

Inventory Confirmation is a required State Audit procedure.

Once a year, Accounting will send a Fixed Asset Inventory Listing by Organization to Financial Managers.

Departments will:

- Verify that they still have the listed items

- Initiate Equipment Transaction Form, if needed

- Sign and return Fixed Asset Inventory Listing to Accounting

# Equipment Transfers

- Equipment Transaction Form:

<http://bf.memphis.edu/forms/equi/equi01.htm>

- Transfer between departments (change organization and location codes)
- Transfer to Surplus (Physical Plant to pickup)
- Cannibalization/Disposal (send decal to Accounting)
- Declare as Zero Value (very old items that are less than \$5,000 like computers over 7 years old, printers, monitors, etc)

Please fill out the following form. You can save data typed into this form.

Highlight Fields

http://bf.memphis.edu/forms/equi/equi01.htm

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**Equipment Transaction Form**  
Click here for online help.

STEP 1: EQUIPMENT IDENTIFICATION						
Decal #	Current Location		Description (Include Model, Serial Numbers, Color, Etc.)	Operable?	New Location	
	Bldg	Room			Bldg	Room
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>

Contact Person  Phone

**STEP 2: EQUIPMENT TRANSACTION (Check and complete ONLY ONE SECTION for the above items.)**

**A. EQUIPMENT TRANSFERS BETWEEN DEPARTMENTS**

Transferred from Organization

Transferred to Organization

Name of Signing Official

Name of Signing Official

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Custody & responsibility of the above item(s) is hereby relinquished (see distribution below).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Custody & responsibility of the above item(s) is hereby accepted (see distribution below).

**B. EQUIPMENT TRANSFERS TO SURPLUS (Enter Physical Plant Work Order for Central Receiving to pick up and sign form)**

Transferred from Organization

Transferred to Org **860000** Location **112218**

Name of Signing Official

Name of Signing Official

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Custody & responsibility of the above item(s) is hereby relinquished (see distribution below).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Custody & responsibility of the above item(s) is hereby accepted (see distribution below).

**C. NOTICE OF CANNIBALIZATION OR ON-SITE DISPOSAL (Send form & decals to Accounting)**

Department Requesting Cannibalization/Disposal: Organization

Name of Signing Official

Name of Signing Official

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Next Level of Authority \_\_\_\_\_ Date \_\_\_\_\_