

INVENTORY INSTRUCTIONS USING EXCEL REPORTS

1. Choosing the Correct Inventory Reports to use:

We have provided two (2) different Excel Inventory Workbooks:

Excel Inventory Expanded Report – 6-30-2018

Who should use: This Excel workbook should be used by Facilities/Sections that have **several different kinds of inventory**, including custody supplies, kitchen supplies, fuel, office supplies, etc.

Description of Workbook: Tab 1 includes all the various different types of Inventory and is titled “EOY Inventory Report #1.” Tab 2, “EOY Inventory Report #3,” includes blank sheets for miscellaneous inventory items that were not listed on Report 1 and should also be used to include totals from other approved inventory tracking systems (i.e. the Maintenance Management System). Tab 3, “Inventory Summary & Review,” summarizes the inventory and is formatted to bring forward the totals from the other two (2) tabs and also serves as the signature page for the inventory.

or

Excel Inventory Basic Report – 6-30-2018

Who should use: This Excel workbook should be used by Facilities/Sections that have ONLY office and/or janitorial supplies (which will be most facilities/sections).

Description of Workbook: Tab 1 is titled “EOY Inventory Report #2” and includes office and janitorial inventory items. Tab 2, “EOY Inventory Report #3,” includes blank sheets for miscellaneous inventory items that were not listed on Report 1 and should also be used to include totals from other approved inventory tracking systems (i.e. the Maintenance Management System). Tab 3, “Inventory Summary & Review,” summarizes the inventory and is formatted to bring forward the totals from the other two (2) tabs and also serves as the signature page for the inventory.

2. Opening and Saving the Inventory Reports in Excel:

- Opening the inventory reports – Right click on the attached Excel inventory report and with left click select “Open With” and select Excel. Click on “OK” button. The report should open up in Excel.
- Saving the inventory reports – Left click on File pull down menu, select “Save As” and save your report in the desired location.

3. Taking the Physical Inventory:

- Print out hard copies of the inventory reports when preparing to take the physical inventory.
- Follow the procedures outlined in the Inventory Memorandum dated May 29, 2018 from James J. Cherokee, Controller, when taking the physical inventory.

Note: Please be reminded that individuals who are responsible for ordering inventory items or supplies should not be involved in taking the physical inventory.

- Individuals responsible for taking the physical inventory shall sign the bottom of each page. The signature lines on each page are specifically for the physical inventory. Please note that the original count sheets with the signatures of those taking the physical inventory do not need to be sent to the Controller's Office when submitting your year end inventory count. But the signed physical count sheets should be kept on file for audit purposes.
- As the physical inventory is being taken, the item quantities should be handwritten on the hard copy of the Excel Inventory Report. Later these counts will be entered into the Excel Inventory worksheets in the Excel program, which will calculate the total item value based on the quantities entered.

4. Preparing & Printing Reports for Submission to the Controller's Office:

- Open Excel Inventory Report in Excel.
- Enter the item quantities from the inventory report used to take the physical inventory (Excel should calculate the total item value by multiplying the item number and the item cost).

Note: Some inventory items do not have an item cost, which have been highlighted with light yellow. The most recent purchase price should be used for these items. The Excel inventory report will allow you to enter the inventory cost into the item cost field and will then calculate the total cost in the same way it does for the other inventory items after the item cost and the quantity are entered.

- When printing the completed inventory reports in excel, do not change the print range. The report should be printed out one Tab (i.e. EOY Inventory Report #1, #2, #3 and Inventory Summary & Review), at a time. If you print the entire workbook all at once, the page numbering changes and makes it more difficult to account for the inventory by page number.

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- Since we need to be able to account for all the inventory pages, you have two choices when preparing your inventory package:
 - 1) You may initial the pages with no inventory on them with a short note stating there is no inventory on that page and submit the whole inventory report; or
 - 2) You may identify the inventory pages that have no inventory on the ***Inventory Summary Page***. By signing the ***Inventory Summary Page***, the individual responsible for preparing, compiling and submitting the inventory report is confirming that the inventory totals are correct; all pages are accounted for; and the pages that have been omitted and are identified on the summary page do not have any inventory to report. **Note: You will still need to submit and include in your inventory package all pages with an inventory count.**
- If Inventory Report 3 is needed (blank sheets for miscellaneous inventory items), the totals of the inventory reports shall be added together for one grand total. The Report totals and the Grand Total will automatically calculate on the ***Inventory Summary Page***.

Note: If you use a different type of report for other inventory that has been **previously approved** (i.e. Maintenance Management System), please enter the total value from the “other” report on Report 3. You should also include a notation “See Attachment,” and provide the name of the attachment. The total from the “other” schedule will then be included in the total on the Summary Page. **Please make sure to submit the other schedule to back up the total you entered.**

- Required Signatures:
 - 1) The Facility/Section Head or designee AND the Inventory Contact Person shall sign the last page of each report.
 - 2) The Inventory Contact Person shall sign the top of the ***Inventory Summary Page*** verifying the pages of the inventory report omitted (the pages that had no physical inventory count); and
 - 3) The Facility Section Head or designee shall sign the bottom of the ***Inventory Summary Page***, taking responsibility for the accuracy of the inventory totals.

Note: When submitting the final inventory report to the Controller’s Office, please be sure to include any sheets that have physical inventory counts. You do not need the “original count sheets,” with the signature, but we do need to receive all inventory sheets that have an inventory count.

- Please make sure that the unit/location number is identified on each page (if entered correctly, Excel will do this for you if you enter the location number on the first page of the report). DCC locations will also need to include their letter designation.

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- Finally, when sending in your inventory package to the Controller's Office, please submit it with the ***Inventory Summary Page*** on top of the report. The summary page should be loose, not stapled to the individual reports submitted.

The Inventory Reports must be completed and sent to the Controller's Office to the Attention of John Del Greco by Monday, July 16, 2018. Please remember to include the signed NCAS Report (IN 285-4 Report) for the last day in June 2018 (June 29, 2018) for inventory maintained on NCAS if applicable when you send in your physical inventory reported on the Excel inventory report.

For audit purposes, please keep copies on file at that Facility/Section of the completed and signed inventory reports, as well as the original count sheets signed by the individuals who took the physical count.