

# The EISSCN Programs

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Several modules are available from the EISSCN main menu. These programs are the main data entry screens for maintaining the inventory system. EISSCN contains the following modules:

```
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

Menu: EISSCN Option> _____

XX Accept      XX Help      XX Exit      XX Next
```

The modules are used to:

- add new inventory items (ITMSCN)
- record information for the acquisition of an existing item (ACQTRN)
- dispose of an existing item (DSPTRN)
- change the asset class, fund or function of an existing item (TRNTRN)
- view the pending file (PENDING)
- split existing lots into individual tags (SPLIT).

Please refer to the specific module program in the [EIS Reference Manual](#) for detailed information.

## Item Screen (ITMSCN)

This section explains the three screens of ITMSCN which contain information for each item entered in EIS. It also explains the "add acquisition transaction" screen which first appears when adding an item .

- Exercises 1-2: Adding items in ITMSCN by pulling the information from the pending file
- Exercise 3: Adding items from a Lot but excluding the lot from GAAP reporting

### Exercise 1: Adding an Item from the Pending File

In this exercise, you will use the **ADD** option in ITMSCN to pull data from the pending file and add it as an item in EIS. The first part of adding an item involves pulling in the P.O. information from the pending file and completing an acquisition transaction record.

### Add Acquisition Transaction Screen

```

Post Acquisition Transactions      Get pending:_____
-----
                                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: 1068194           Date: 01/31/2011

                                TI  fnd  func  obj  scc  subj  opu  il  job
USAS Account Code  : 05 001 5600 620 0000 000000 000 00 000

USAS Vendor Number : 2540 Office Solutions
Acquisition Amount : 5631.20
Purchase Order No. : 1003742           Grant ID : _____
                                Item #:  1           Grant Year: _____
                                Date  : 11/30/2010   Check No. : _____
                                                Total Original Cost: 5631.20

ITMSCN - Item Maintenance Program (Add Acquisition Transactions)

```

Commands	Explanation
1. Run OECN\$EIS:EISSCN	To access EISSCN
2. Select Option 1: ITMSCN	Enter this option to add an item in EIS. The first item on file will be displayed.
3. Select <b>ADD</b>	Displays an empty Acquisition Transaction record. The acquisition transaction must be entered first before completing the 3 screens of ITMSCN.
4. Press CTRL and F6 keys for <b>GET PENDING</b>	In order to pull the data from the pending file, you need to access <b>GET PENDING</b> . This will display the first screen of the pending file.
5. Move the cursor down to PO #0110382	Use TAB or ARROW keys to move the cursor to the desired line. You may also use the FIND options at the top of the screen to take you to a particular P.O.
6. Press <b>SELECT ITEM</b>	This action will return you to the previous Acquisition Transaction screen bringing over the relevant P.O. data from the pending file.
7. Accept the default Tag Number or override it with the one you want	The default tag displayed is pulled from the "Highest Tag Number" field in DATSCN. If this is not the tag you want, override it. The acquisition date is changed to the date the item was invoiced. At this point, review the P.O. data displayed and make any necessary changes.
8. Select <b>FINISH ACQ.</b>	<p>Select FINISH ACQ if you have entered all pending item data for this tag. After this record is finished, the first of three ITMSCN screens will appear. All three screens must be accessed before the item can be posted.</p> <p>If you have additional acquisition information to add to this same tag number, select <b>ADD ACQ instead of FINISH ACQ</b>. For example, if the cost of the item was on item 1 of the PO and the shipping charges were on Item 2, you would have to access the pending file twice to pick up both</p>

items. This will create two acquisition transaction records for the same tag.

### ITMSCN - Screen 1 of 3

Please click on [ITMSCN Chapter](#) for a detailed explanation on the fields that make up Screen 1 of ITMSCN.

### Screen 1 of ITMSCN

```

Find: _____

Identification Information:
Tag Number   : 1068194      Serial Number:
Secondary Tag:              Model Number  :
Appraisal Tag:              Accessories  :
Composite ID  :              Item Category: 04SB
Entity ID    :              No. of Items : 1
Description 1: CAMERA SYSTEM
Description 2:

Current Information:
Replacement Cost : 1400.00   Location   : 998 VEH   Status    : A
Insurable Value  : 1400.00   Org. Unit  : 300      Condition:
Phys. Inv. Date  : / /       Asset Class: 0400    Function  : 2800
Phys. Inv. Comment:                               Fund      : 001

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

Commands	Explanation
9. Enter Item Category: 04SB	If you are unsure of the exact code, use the HELP function key to display a list of the available Item Category codes
10. Enter Location Category: 998 VEH	If you are unsure of the exact code, use the HELP function key to display a list of available Location Category codes
11. Enter Org Unit: 300	If you are unsure of the exact code, use the HELP function key to display a list of available Organizational Unit Codes
12. Enter Asset Class: 0400	If you are unsure of the exact code, use the HELP function key to display a list of available Asset Class codes
13. Enter Function: 2800	If you are unsure of the exact code, use the HELP function key to display a list of available Function codes
14. Enter Fund: 001	If you are unsure of the exact code, use the HELP function key to display a list of available Fund codes
15. Select NEXT SCREEN or page down	Once you have completed Screen 1, select NEXT screen or page down to get to Screen 2

### ITMSCN - Screen 2 of 3

Please click on the [ITMSCN Chapter](#) for a detailed explanation on the fields that make up Screen 2 of ITMSCN.

### Screen 2 of ITMSCN

```

Find:_____

Tag Number: 1068194

Acquisition Information:
Date : 09/07/2010 Original Cost: 1400.00
Method: P Discount Amt.:

Depreciation Information:
Method: S Beginning Date : 09/2010 Salvage Value :
Factor: Life Expectancy: 10 LTD Depreciation:

Maintenance Information:
Vendor No. : Inception Date : / /
Contract ID: Expiration Date: / /
Maint. Cost: Renewal Date : / /

ITMSCN - Item Maintenance Program Screen 2 of 3

```

Commands	Explanation
16. Acquisition Method: P	The default is P for Purchased. Other methods include Leased, Donated or Other.
17. Enter the Beginning Depreciation Date in MM/YYYY format	Most often the Beginning Depreciation Date is the Month and Year of the Acquisition Date
18. Life Expectancy: 10	Useful Life Expectancy.
19. Select NEXT SCREEN or page down	Once you have completed Screen 2, select NEXT screen or page down to get to Screen 3

### EIS Item - Screen 3 of 3

Please click on [ITMSCN Chapter](#) for a detailed explanation on the fields that make up Screen 3 of ITMSCN.

### Screen 3 of ITMSCN

```

Find:_____

Tag Number: 1068194

Lease Information:
Type : Inception Date: / / Payment Amt. :
Period: Ending Date : / / Interest Rate:
Vendor:

User Defined Information:
Amount: Date: / / Code 1: Code 2: Code 3:
Desc. :

ITMSCN - Item Maintenance Program Screen 3 of 3

```

Commands	Explanation
20. Press the <b>ADD</b> key	If the item was leased, please fill in the necessary lease information. Otherwise, select ADD to add the item to EIS.

### Exercise 2: Adding Multiple Items from the Pending File

Commands	Explanation
1. In ITMSCN, select <b>ADD</b>	It will display an empty Add Acquisition Transaction record
2. Enter P.O. # 110859 and press <b>GET PENDING</b>	Use Ctrl + F6 to access GET PENDING. This will display the items for PO 110859 only
3. Move the cursor to Item 1 of PO#110859 and press <b>SELECT ITEM</b>	This action will immediately return you to the "Add Acquisition Transaction" screen and displays relevant P.O. data.
4. Accept the default Tag Number or override it with the one you want.	Review the data displayed. Note the acquisition date changed to the date the item was invoiced. Enter any other relevant P.O. data if necessary.
5. Press <b>ADD ACQ</b>	This action will add the first acquisition and display a second empty Add Acquisition Transaction record.
6. Enter PO #110859 and press GET PENDING	Display the items for PO 110859
7. Move the cursor to Item 2 of PO#110859 and press SELECT ITEM	Again, it displays the relevant P.O. data in the "Add Acquisition Transaction" screen.
8. Press ADD ACQ	This action will complete the 2nd acquisition transaction and display a third empty Add Acquisition Transaction record.
9. Enter PO#110859 and press GET PENDING	Displays the items for PO#100859
10. Move the cursor to Item 3 of PO#110859 and press SELECT ITEM	Review the P.O. data displayed in the "Add Acquisition Transaction" screen. At this point, you are ready to complete the acquisition transactions and move onto Screen 1 of ITMSCN
11. Press FINISH ACQ	This action will display the first screen of ITMSCN
12. Enter Item Category: 02BL	If you are unsure of the exact code, use the HELP function key to display a list of the available Item Category codes
13. Enter Location Category: 100 VGYM	If you are unsure of the exact code, use the HELP function key to display a list of available Location Category codes
14. Enter Asset Class: 0200	If you are unsure of the exact code, use the HELP function key to display a list of available Asset Class codes
15. Enter Function: 5600	If you are unsure of the exact code, use the HELP function key to display a list of available Function codes
16. Enter Fund: 001	If you are unsure of the exact code, use the HELP function key to display a list of available Fund codes
17. Select NEXT SCREEN or page down	Once you have completed Screen 1, select NEXT screen or page down to get to Screen 2
18. NOTE: The Original Cost is the total cost of the three Acquisition Transactions you entered. Enter the Beginning Depreciation Date in MM/YYYY format	Most often the Beginning Depreciation Date is the Month and Year of the Acquisition Date
19. Life Expectancy: 30	Useful Life Expectancy.
20. Press the <b>ADD</b> key	This will add the item to EIS.

### Exercise 3: Adding Items from a Lot but excluding the LOT from GAAP reporting

In this exercise, you will pull a P.O. from the pending file on which the quantity of the PO item is greater than 1. Example: 25 chair/desk combos are purchased on the same P.O. line item. The price per chair is \$120 for a total of \$3000. This is called a LOT in EIS. As a LOT, the value of all chairs exceeds the capitalization threshold and will be included on the GAAP schedules. If you break down the lot into 25 separate tags, each tag will fall under the capitalization threshold. Under GASB34, bulk items (such as library books, uniforms, chairs, etc.) may be left off of the GAAP schedules as long as the removal of these items does not reduce the new net book value by more than 20% of the prior year's net book value. The theory behind this suggestion is to eliminate lesser valued items. In this scenario, we will leave the chairs as a LOT but enter an ENTITY\_ID to exclude the LOT from GAAP reporting.

Commands	Explanation
1. Run OECN\$EIS:EISSCN and access ITMSCN	
2. Select ADD	An empty "Add Acquisition Transaction" record will be displayed
3. Enter P.O. #110860 and select GET PENDING	P.O. #110860 will be displayed
4. Move the cursor on PO#110860 and press SELECT ITEM	Review the P.O. data displayed in the "Add Acquisition Transaction" screen. At this point, you are ready to complete the acquisition transactions and move onto Screen 1 of ITMSCN
5. Press FINISH ACQ	This action will display the first screen of ITMSCN
6. Enter Item Category: 03FN	If you are unsure of the exact code, use the HELP function key to display a list of the available Item Category codes
7. Enter Entity ID: NOGAAP	When running GAAP-related reports and programs, you may specify to exclude specific entity ids from being reported.
8. Enter Location Category: 100 34CF	If you are unsure of the exact code, use the HELP function key to display a list of available Location Category codes
9. Enter Asset Class: 0300	If you are unsure of the exact code, use the HELP function key to display a list of available Asset Class codes
10. Enter Function: 2420	If you are unsure of the exact code, use the HELP function key to display a list of available Function codes
11. Enter Fund: 001	If you are unsure of the exact code, use the HELP function key to display a list of available Fund codes
12. Select NEXT SCREEN or page down	Once you have completed Screen 1, select NEXT screen or page down to get to Screen 2
13. Enter the Beginning Depreciation Date in MM/YYYY format	Most often the Beginning Depreciation Date is the Month and Year of the Acquisition Date
14. Life Expectancy: 15	Useful Life Expectancy.
15. Press the <b>ADD</b> key	This will add the item to EIS.

## Acquisition Transaction (ACQTRN)

Acquisition transaction information is primarily the P.O. information about the initial purchase or the updating of purchase information for an item. When an item is added in ITMSCN, an acquisition transaction is automatically created.

However, there may be times when you will need to enter additional acquisition transactions to an existing item on your inventory. This is done by using the "Add" operation in the program EISSCN/ACQTRN.

Some reasons for posting additional acquisition transactions are:

- To update the original cost after an item has been improved.
- To record historical acquisition information.
- To record a lease payment or other periodic payment.
- To correct an error from a prior fiscal year.

What follows is a display of the acquisition transaction screen.

### Acquisition Transaction Screen (ACQTRN)

Please click on the [ACQTRN Chapter](#) in the EIS Reference Manual for a detailed explanation on the fields that make up ACQTRN.

### Acquisition Transaction Screen (ACQTRN)

```

Find:      10942      / /      Get Pending:
      tag      type  date    cnt      po#    item  inv#

Tag Number:      10942      Type: A      Date: 07/15/2009      Count: 1

      TI fnd func obj scc  subj   opu il job
USAS Account Code : 05 001 1100 640 0000 000000 100 00 000
      EQUIPMENT
USAS Vendor Number : 5356 SCHOOL ELECTRONICS
Acquisition Amount : 350.00
Should the original cost of the item be updated by this amount? Y
Purchase Order No. : 2121345      Grant ID :      Function: 2400
      Item #: 1      Grant Year:      Fund : 001
      Date : 06/14/2009      Check No. : 36283      Class : 0300
Error Adjustment?      N

ACQTRN - Acquisition Transaction Program
  
```

### Exercise 4: Updating the Original Cost of an existing item

In this exercise, we are upgrading an existing computer by adding more memory to it. We will first review the tag and then using ACQTRN, add an additional ACQTRN to increase the original cost of the item.

Commands	Explanation
1. RUN OECN\$EIS:EISSCN	Access the EISSCN programs
2. Select Option 1: ITMSCN	Access ITMSCN program
3. Enter 10942 in the FIND field and press FIND	Review the tag data. On screen 2 you will notice the original cost.
4. Exit ITMSCN and access Option 2: ACQTRN	Displayed is the first ACQTRN record against tag #10942
5. Press ADD and access and press the GET PENDING function key	Use CTRL+F6 to access GET PENDING.
6. Scroll down the list of POs and select the PO with the description "ANTIVIRUS SOFTWARE" and press SELECT ITEM	Review the P.O. data displayed
7. Tab to TAG NUMBER and enter existing tag #10942	Enter the tag number for the item whose original cost it to be updated.
8. Enter A in Type	This is an acquisition type.. to be part of the original cost
9. Enter date 06/0/xxxx (current year)	This is generally the invoice date of the memory upgrade.
10. Tab to the "Update the original cost" prompt and enter Y.	This indicates you want the update the original cost of Tag #10942 by \$350
11. Press ADD to post the acquisition transaction.	
12. Select ITMSCN. Tag #10942 should be displayed.	
13. Go to Screen 2 and view the original cost.	It should have increased by \$350.00
14. Press EXIT.	

# Disposition Transaction Screen (DSPTRN)

Disposition transactions contain information about the disposing of an item on the inventory file. It essentially is a record of what has happened to an asset that is no longer being used by the district. Disposition transactions should be posted for disposed of items whether or not the district is on GAAP reporting. Posting a disposition record will automatically change the item's status code on the EISSCN/ITMSCN record to "D", disposed of. Disposing of an item is done by using the "Add" operation in the program EISSCN/DSPTRN.

Please click on the [DSPTRN Chapter](#) in the EIS Reference Manual for a detailed explanation on the fields that make up DSPTRN.

## Disposition Transaction Screen (DSPTRN)

Find:           005392		
Tag Number       : 005392	Date        : 06/28/2003	
Description      : EPSON COLOR PRINTER		
Amount Received :	Method     : SA	
Authorization   : MR. SMITH	Function:  1100	
Cost Disposed of:     274.00	Fund       : 001	
Number of Items :       1	Class      : 0310	
Error Adjustment? N		
Tag Number       : 005397	Date        : 06/30/2008	
Description      : RICOH AFICIO DIGITAL		
Amount Received :	Method     : SA	
Authorization   : MR. SMITH	Function:  2600	
Cost Disposed of:     8325.00	Fund       : 001	
Number of Items :       1	Class      : 0300	
Error Adjustment? N		
DSPTRN - Disposition Transaction Program		

### Exercise 5: Disposing of an item using DSPTRN

In this exercise, we are trading in a school bus so we need to dispose the tag number tied to it. We will first review the tag in ITMSCN and then using DSPTRN, add a disposition transaction to dispose of the item.

Commands	Explanation
1. Run OECN\$EIS:EISSCN	Access the EISSCN menu
2. Select Option 1: ITMSCN	Access ITMSCN program
3. Enter 101950 in the FIND field and press FIND. Review the tag data, making sure the current status is Active.	
4. Exit ITMSCN and access Option 3: DSPTRN.	
5. Press ADD and enter 101950 as the tag number	Enter the tag number to be disposed
6. Enter date 06/0/xxxx (current year)	Enter the disposition date. It must be within the current fiscal year.
7. Enter \$5000.00	If you received an amount from the disposal (trade-in, sold it, etc), enter the amount received
8. Enter a Method of TI for trade-in equipment	You can access HELP function for a list of disposition methods
9. Enter JOE SMITH in the Authorization field	Indicate who authorized the item to be disposed of
10. Accept the default value in the Error Adjustment field	If this capitalized item was supposed to be disposed of in a prior year, you would set this flag

to "Y". The amount would then be included in the ADJUSTMENT column on the GAAP reports instead of the DISPOSITIONS column

## Transfer Transaction Screen (TRNTRN)

Transfer transactions are posted to record when an item changes its asset class, fund, or function codes. This might occur, for example, if an item purchased from a grant changed from the grant fund code to the general fund at the time when the grant period expired. If the district has their EIS GAAP flag set to "Y", use the "Add" operation in the program EISSCN/TRNTRN to post the change.

Please click on the [TRNTRN Chapter](#) in the EIS Reference Manual for a detailed explanation on the fields that make up TRNTRN.

### Transfer Transaction Screen (TRNTRN)

```

Find: _____ _ /_/_/____
      tag      type  date

Tag Number: 003920      Type: FC      Date: 01/31/2007
Error Adjustment? N      Old : 5600   New : 1100   Amount: 104038.00

Tag Number: 004839      Type: CL      Date: 07//27/2008
Error Adjustment? Y      Old : 0500   New : 0200   Amount: 10500.00

Tag Number: 005839      Type: FD      Date: 04/19/2009
Error Adjustment?      Old : 300    New : 001    Amount: 310.02

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
  
```

### Exercise 6: Transferring asset class of an item using TRNTRN

In this exercise, we need to correct the asset class on an existing tag by creating a TRNTRN for it. We will first review the tag in ITMSCN and then using TRNTRN, add a transfer transaction to change the function on the item.

Commands	Explanation
1. Run OECN\$EIS:EISSCN	Access the EISSCN menu
2. Select Option 1: ITMSCN	Access ITMSCN program
3. Enter 12932 in the FIND field and press FIND. Review the tag data, confirming the existing asset class is 0200.	
4. Exit ITMSCN and access Option 4: TRNTRN.	
5. Press ADD and enter 12932 for the tag number.	Enter the tag number we need to adjust.
6. Enter CL in the Type field.	CL stands for Asset Class code. You can access HELP function key for list of codes you can perform a TRNTRN on.
7. Enter date 06/30/xxxx (current year).	Enter the transfer date. It must be a date within the current processing year.
8. Accept the default value in the Error Adjustment field	

	If this capitalized item was supposed to be disposed of in a prior year, you would set this flag to "Y". The amount would then be included in the ADJUSTMENT column on the GAAP reports instead of the Transfer In/Transfer Out columns
9. Enter 0300 in the New field.	Enter the new asset class code.
10. Press Add to post the transfer transaction.	After posting, the Old asset class code and the original cost of the item will be displayed as well.

## Review Pending Items from USAS (PENDING)

Pending allows you to view or delete items that are currently being held on the EIS pending file. Items are placed on the pending file in one of two ways:

Find: _____								
P.O. Number	Item No	Invoice Number	Check Number	Qty	Amount	Vendor Number	Description	
0301109	0002	0004650	064394	15	660.00	002737	GIRLS BASKETBALLS	
0301109	0003	0004650	064394	9	396.00	002737	BOYS BASKETBALLS	
0301109	0007	0004650	064394	1	322.88	002737	GIRLS SOCCER EQUIPM	
0301124	0001	QWR0362	064225	50	5899.50	001549	1741253 SAMSUNG 19"	
0301181	0001	0009742	064454	1	409.75	005333	DIVING EQUIPMENT	
0301383	0001	0562934	064707	1	249.99	000421	TOOL CART	
0301406	0001	NE5033R	064660	572	2471.04	000292	COMBINATINO PADLOCK	
0302129	0001	99910534	065985	1	12712.34	001319	JOHN DEERE UTILITY	

Review Pending Items from USAS

1. Running EISPND which transfers all items on the USAS invoice file with an object code of 6XX - 7XX between a range of invoice or received dates. When running, it will check to see if an item already exists on the pending file. If so, it will not add it. Please refer to the [EISPND - EIS Update Pending File Program](#) chapter in the EIS Reference manual for further details.

If a tag was created for a PO item through ITMSCN, EISPND has no way of knowing this and will re-add the PO item to the pending file.

2. The "Equipment Inventory System" and "EIS Pending Threshold" fields in USASDAT/USACON will affect how the Invoice interface will respond to the posting of items which are charged to accounts with 5xx, 6xx, or 7xx object codes.

- If the "Equipment Inventory System" flag is to "N", the EIS column will not be displayed in USASWEB, and no items will be posted to the EIS pending file.
- If the "Equipment Inventory System" flag is set to "A", the EIS column in USASWEB will default to "Y" for items with 6xx or 7xx object codes if the remaining encumbrance meets the EIS pending threshold amount. Otherwise the flag defaults to "N."
- If the "Equipment Inventory System" flag is set to "Y," the EIS column in USASWEB will default to "Y" for items with 5xx, 6xx, or 7xx object codes if the remaining encumbrance meets the EIS pending threshold amount. Otherwise the flag defaults to "N."

When checking the EIS pending threshold amount, please note that the USASWEB invoice module is comparing only the remaining encumbrance amount of the item, and it is not rechecking the actual invoice amount after it is entered by the user. It is up to the individual entering the invoice to ensure that the EIS pending flag is set correctly prior to posting the invoice.

- EIS pending threshold: This is the minimum cost of an item to be added to the EIS pending file. Districts generally enter a threshold amount less than the EIS Capitalization Threshold in order to track controlled items.

For further information, please refer to the "Setting the Pending File" section in the EIS User Guide's [Initial Start-up Procedures](#) chapter of the EIS User Guide.

The [EIS501 - Pending Items List](#) is the Pending report program. The report may be useful to see if any of the items on the pending file should be deleted.

## Split Lot Item into Multiple Tags (SPLIT)

SPLIT allows you to split a "lot" item into multiple tag items. A "lot" is defined as a collection of like items entered into ITMSCN under a single tag number, but with a value greater than one in the "number of items" field. By using the SPLIT program, item records for each of the new tag numbers created are automatically posted to the system. Acquisition records will be posted as well. The original cost, replacement cost, insurable value and depreciation value of the item being split are also automatically prorated among the split tags.

Please click on the [SPLIT Chapter](#) in the EIS Reference Manual for a detailed explanation on the SPLIT program

### SPLIT Screen

```

Splitting a Lot
-----

This option allows you to split a tag item into multiple items.

Enter the tag number of the item to split:   300177

Enter the beginning new tag number to generate: 300177

Enter the number of new tag numbers to generate: 50

SPLTAG Split Lot Items from Multiple Tag Items
    
```

The "tag number on the item to split" is the tag number you want to split.

The "beginning new tag number to generate" may be numeric or numeric with an alphabetic prefix (i.e. A100). The tag may not be completely alphabetic because the new tag numbers are generated by incrementing the beginning new tag number. Unless using the tag number to be split, the beginning tag number may not already exist on the inventory file. If the tag number of the item being split is not used, it will be deleted from the system upon completing the split process. There is a maximum of 100 new tag numbers to be generated during each split process.

The "enter the number of new tag numbers to generate" is the number of tags you want to split the item into.

### Splitting Tag Screen

Tag Number	No. in Lot	Serial Number	Model Number	Org. Unit	Location Cat/Num
300177	1	EIXLA382991	382938238		1000 101
300178	1	EIXLA392090	382953202		1000 102
300179	1	EIXLA392092	392819392		1000 103
300180	1	EIXLA283952	294819293		1000 104
300181	1	EIXLA382958	385829583		1000 105
300182	1	EIXLA548392	385299383		1000 106
300183	1	EIXLA589285	389657289		1000 107

300184	1	EIXLA529593	738284783	1000 108
300185	1	EIXLA382858	382859283	1000 109
300186	1	EIXLA857832	375859283	1000 110
300187	1	EIXLA588832	960120082	1000 111
300188	1	EIXLA588587	358295738	1000 112
300189	1	EIXLA857583	582738592	1000 113
300190	1	EIXLA587583	572835783	1000 114
Press 'Next Screen' key to see more tags				
SPLTAG - Split Lot Item into Multiple Tag Items				

You may wish to add or modify the serial number, model number and the correct location category and number for each of the new tags. The program automatically defaults to the information stored on the item record for the tag number that was split. Once all the information is correct and complete, press the [Process] key. You will be taken back to the first screen of the SPLIT option. You should see a message at the bottom of the screen signifying the split was completed successfully. When exiting out of the program, a report (SPLTAG.TXT) will be created listing the newly split tags.

### Exercise 7: Adding Items from a Lot and Splitting the Lot

In this exercise, you will pull a P.O. from the pending file on which the quantity of the PO item is greater than 1. Example: two busses are purchased on the same P.O. line item. The price per bus is \$79,200 for a total of \$158,400. This is called a LOT in EIS. In some cases all of the items in the lot are treated as one unit and one tag number is entered. However, in this case, each bus needs its own tag number.

Commands	Explanation
1. Run OECN\$EIS:EISSCN and access ITMSCN	
2. Select ADD	An empty "Add Acquisition Transaction" record will be displayed
3. Enter P.O. #110862 and select GET PENDING	P.O. #110862 will be displayed
4. Move the cursor to Item 1 of PO#110862 and press SELECT ITEM	Review the P.O. data displayed in the "Add Acquisition Transaction" screen. At this point, you are ready to complete the acquisition transactions and move onto Screen 1 of ITMSCN
5. Press FINISH ACQ	This action will display the first screen of ITMSCN
6. Enter Item Category: 03CP	If you are unsure of the exact code, use the HELP function key to display a list of the available Item Category codes
7. Enter Location Category: 100 HSPR	If you are unsure of the exact code, use the HELP function key to display a list of available Location Category codes
8. Skip Org. Unit	
9. Enter Asset Class: 0300	If you are unsure of the exact code, use the HELP function key to display a list of available Asset Class codes
10. Enter Function: 2400	If you are unsure of the exact code, use the HELP function key to display a list of available Function codes
11. Enter Fund: 001	If you are unsure of the exact code, use the HELP function key to display a list of available Fund codes
12. Select NEXT SCREEN or page down	Once you have completed Screen 1, select NEXT screen or page down to get to Screen 2
13. Enter the Beginning Depreciation Date in MM/YYYY format	Most often the Beginning Depreciation Date is the Month and Year of the Acquisition Date
14. Life Expectancy: 5	Useful Life Expectancy.
15. Press the <b>ADD</b> key	This will add the item to EIS.
16. Return to Screen 1 of ITMSCN and press SPLIT LOT key	Use SHIFT + F10 to invoke the split lot function. We can use this to split the busses into two separate inventory tags.
17. Notice the tag number is already displayed in the "Enter the tag number of the item to split" prompt	Leave the tag number as is.

18. Tab to the line "Enter the beginning new tag number to generate" and enter the original tag number.	It is permissible to use the original tag number of the LOT as the beginning tag number for the first subplot being generated.
18. Tab to line "Enter the number of new tag numbers to generate" and enter 2	You are splitting the lot into 2 tags, thus two tag numbers are required (even if one of them is the original tag number)
19. Press ACCEPT	A new screen will be displayed displaying the split tag numbers as well as a fields to optionally enter Serial and Model numbers as well as Org Units and Location codes.
20. Press PROCESS	If all of the information is correct, execute the splitting operation and post the records. You will be returned to the original tag number where the splitting function was involved. Notice the results of the split.

### Exercise 8: Disposing of part of a lot

In this exercise, we are disposing a part of a lot of bookshelves because they were damaged. We will first review the tag and then use SPLIT LOT and DSPTRN to dispose of the 15 bookshelves that were damaged.

Commands	Explanation
1. Run OECN\$EIS:EISSCN	To enter the EISSCN programs
2. Select option 1: ITMSCN	
3. Find tag #100173	Review the total number of book cases
4. Press SPLIT LOT function	We will split the bookcases into two sublots.. good bookcases versus the damaged bookcases
5. Enter tag #100173 in the "Enter the tag # of the item to split"	This is the tag number that should be split
6. Enter tag #100173 in the "Enter the beginning new tag number to generate"	Assign the same tag number to the first subplot.
7. Enter 2 in "Enter the number of new tag numbers to generate".	By entering two, we are splitting the lot between good bookcases versus the bookcases that were damaged.
8. Press ACCEPT and enter 50 in the "No in Lot" for first subplot tag #100173.	This is the lot of good bookcases that will remain on file.
9. Enter 15 in the "No in Lot" for the second subplot tag.	This is the lot of damaged bookcases we will dispose of.
10. Press PF4 to process.	The original tag #100173 has been adjusted to account for 50 bookcases instead of 65. The second tag containing the damaged bookcases will now be disposed of
11. Select DSPTRN and press ADD	Enter the tag number tied to the damaged bookcases.
12. Enter date in the current year, Method of D for destroyed and post the DSPTRN.	The tag is now at a "disposed of" status. If this amount exceeds the capitalization threshold, the amount will appear in the GAAP schedules.