



**Controller's Office – Capital Assets
Physical Inventory
Recording Physical Inventory Transactions as an Inventory User**

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I. Objectives

By the end of this procedure, you should be able to:

- Record Physical Inventory Transactions
- Update INV Code and INV Status using the Physical Inventory Review/Update page
- Receive emails regarding rejected Physical Inventory transactions

II. Inventory Codes and Required Submissions

Inventory Code	Required Form/Email
Verified	No submission required
Transferred	Capital Asset Transfer Form signed by transferring and receiving departments
Consolidated Services	Form 7 signed by Consolidated Services
Lost and Destroyed	Form 8 and Police Report only required if net book value of asset is greater than \$5,000
Stolen	Form 8 and Police Report
Cannibalized	Direct email notification

** All submissions to the Capital Asset Team can be sent to PHYSINV@mailbox.sc.edu.

** The Capital Asset Transfer Form can be found on the [Controller's Office Capital Asset](#) webpage.

** Form 7 can be found on the [Purchasing Toolbox](#) webpage in the Purchasing Forms section.

** Form 8 be found on the [Purchasing Toolbox](#) webpage in the Purchasing Forms section.

III. Tips and Tricks

Here are a few tips and tricks that will help when reporting Physical Inventory Transactions:

- Keep ongoing records of when assets are transferred to or removed from your department. Be sure to obtain final signed copies of all forms for your own records.
- As assets are purchased, the Capital Asset Team will send pre-assigned tags to your department. When the tags are received be sure to attach to each asset and then take photos of the assets to help identify them in the future. Please send copies of the pictures to the Capital Asset Team, but also retain a copy for your own records as they will help with the annual university-wide Physical Inventory process.
- Be sure to utilize the Capital Asset Update form throughout the fiscal year to keep all asset data and identifiers up to date.
- Respond to and initiate any communications from and to the Capital Asset Team in a timely manner so that issues and questions can be resolved properly in accordance with Federal, State, and University policies.
- Complete your annual inventory by the prescribed deadlines.
- Use the **Apply to All** buttons in conjunction with the available filters where appropriate to expedite the annual Physical Inventory process.

IV. Prerequisite

Before gaining access to the Physical Inventory pages, the User will need to be established with the Capital Asset Team. Communications will be sent on an annual basis to confirm those responsible for the annual Physical Inventory process. These will be sent to the Unit Business Officers.

Maintaining physical inventory is an ongoing process. Throughout the fiscal year, if inventory contacts change, be sure to notify the Capital Asset Team in a timely manner via email at PHYSINV@mailbox.sc.edu.

All inventory contacts will be notified in the 3rd quarter of the fiscal year when the annual Physical Inventory process is kicking off and when it is due. No additional assets purchased beyond this point will be included in the Physical Inventory process for the current fiscal year.

V. Updating Inventory Code and Status for Physical Inventory Transactions

Use the **USC Inventory Review & Update** page within Finance PeopleSoft to record Physical Inventory transactions for assets for which you are responsible.

Main Menu > Asset Management > Physical Inventory > USC Inventory Review & Update

Use the filters on the **Inventory Review** tab to reduce the number of assets displayed on the page. For example, an Inventory User may be responsible for several departments and would like to complete the inventory process by individual department. Filtering by department will allow the user to do this. Some Users may only be responsible for one department therefore filters will not be necessary.

Step 1: On the Inventory Review page, click in the **Department** field and enter a department number.

Step 2: Click the **Apply Filter** button to return all the assets for the department entered.

Step 3: Click the **View All** link to see all 55 assets on the page.

The screenshot displays the 'Inventory Review' page in PeopleSoft. At the top, there is a navigation bar with 'Favourites', 'Main Menu', and 'Asset Management > Physical Inventory > USC Inventory Review & Update'. The page title is 'Inventory Review'. Below the title, there is a search area with the following fields: 'Inv Year' (2025), 'INV Status', 'INV Code', 'Asset ID', 'Tag Number', 'Oper Unit', and 'Department' (155200). The 'Department' field and the 'Apply Filter' button are highlighted with a red box. Below the search area, there are 'Apply Code' fields for 'INV Status' and 'INV Code', each with an 'Apply To All' button. A 'Save' button is also present. On the right side, the 'Username' is 'MGTOOD'. Below the search area, there is a 'Contact Physical Inventory Support' link. At the bottom of the search area, there is a 'View All' link. Below the search area, there is a table of assets with the following columns: 'Asset Image', 'INV Status', 'INV Code', 'Asset ID', 'Tag #', 'Asset Descr', 'Location Descr', 'Serial #', 'Custodian', and 'Acq Date'. The table contains 8 rows of data, including 'RCTS Equipment', 'MINIATURE T-BAR: 220 N CAPACIT', 'Optical Particle Sizer 3330', 'Emission Monitoring System', 'Hitch Mounted Core Drill (6.5', 'LJ-V7300; 2D/3D Laser Displace', and 'New Classic Micro Balanc MS105'. The 'View All' link is highlighted with a red box.

Asset Image	INV Status	INV Code	Asset ID	Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date
	Not Review		00000000088	B012937	RCTS Equipment	300 MAIN STREET-B001B			08/14/2015
	Not Review		00000000317	B013450	MINIATURE T-BAR: 220 N CAPACIT	SWEARINGEN ENGINEERING C-0B03A			04/30/2015
	Not Review		00000000494	B012908	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330145301		02/23/2016
	Not Review		00000000495	B012909	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330144904		02/23/2016
	Not Review		00000001203	B013825	Emission Monitoring System	300 MAIN STREET-B002B	70502120417		04/21/2017
	Not Review		00000002348	B104044	Hitch Mounted Core Drill (6.5	300 MAIN STREET-B122A			03/13/2018
Asset Image	Not Review		00000003118	B100140	LJ-V7300; 2D/3D Laser Displace	SWEARINGEN ENGINEERING CE-0B37			07/10/2018
	Not Review		00000007029	B104050	New Classic Micro Balanc MS105	SWEARINGEN ENGINEERING CE-0B36	C124936528		11/22/2021

Step 4: Click the **Show All Columns** arrow to populate the Chartfield and Comments columns on the Inventory Review page. This will allow you to scroll through the information without clicking those specific tabs. Most importantly, if you decide to download the information to Excel, this action will ensure all of the columns are included.

Inventory Review

Search: Inv Year: 2025, INV Status: [dropdown], INV Code: [dropdown], Asset ID: [input], Tag Number: [input], Oper Unit: [input], Department: 155200, Apply Filter

Apply Code: INV Status: [dropdown] Apply To All, INV Code: [dropdown] Apply To All

Username: MGTODD

Contact Physical Inventory Support

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Asset Image	INV Status	INV Code	Asset ID	Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date
	Not Review	[dropdown]	00000000088	B012937	RCTS Equipment	300 MAIN STREET-B001B			08/14/2015
	Not Review	[dropdown]	00000000317	B013450	MINIATURE T-BAR- 220 N CAPACIT	SWEARINGEN ENGINEERING C-0B03A			04/30/2015
	Not Review	[dropdown]	00000000494	B012908	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330145301		02/23/2016
	Not Review	[dropdown]	00000000495	B012909	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330144904		02/23/2016
	Not Review	[dropdown]	00000001203	B013825	Emission Monitoring System	300 MAIN STREET-B002B	70502120417		04/21/2017
	Not Review	[dropdown]	00000002348	B104044	Hitch Mounted Core Drill (6.5	300 MAIN STREET-B122A			03/13/2018
Asset Image	Not Review	[dropdown]	000000003118	B100140	LJ-V7300- 2D/3D Laser Displace	SWEARINGEN ENGINEERING CE-0B37			07/10/2018
	Not Review	[dropdown]	000000007029	B104050	New Classic Micro Balanc MS105	SWEARINGEN ENGINEERING CE-0B36	C124936528		11/22/2021

Step 5: To ensure you are verifying assets for the department entered, scroll over to the **Department** field. Here you will see the department listed. You can also click through all of the data using the different tabs. However, you cannot update the INV Status from all 3 tabs. You will need to click back to the Inventory Review tab to make updates.

Note: If a Purchase Order number is not displayed here, it may mean that there was not one associated with this particular asset or it might be due to corrections made to the Purchase Order after the initial submission. If the latter is the case, the Voucher will also not be displayed here. Please email PHYSINV@mailbox.sc.edu for assistance when the PO# and/or Voucher are not available.

Asset ID: Tag Number: Oper Unit: Department:

Code:

Username: MGTODD

[Contact Physical Inventory Support](#)

Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date	Operating Unit	Department	Fund	Class	Project	Cost	PO #
2937	RCTS Equipment	300 MAIN STREET-B001B			08/14/2015	CL040	155200	A0000	202	40STRUP	55,593.00	200006783
3450	MINIATURE T-BAR: 220 N CAPACIT	SWEARINGEN ENGINEERING C-0B03A			04/30/2015	CL040	155200	A0000	202	40STRUP	5,095.58	200003791
2908	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330145301		02/23/2016	CL040	155200	A0000	202	40STRUP	12,791.56	2000016852
2909	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330144904		02/23/2016	CL040	155200	A0000	202	40STRUP	13,111.02	2000016852
3825	Emission Monitoring System	300 MAIN STREET-B002B	70502120417		04/21/2017	CL040	155200	A1000	202		46,233.72	2000032191
4044	Hitch Mounted Core Drill (6.5	300 MAIN STREET-B122A			03/13/2018	CL040	155200	F1000	202	10006271	7,520.75	2000036838
0140	LJ-V7300: 2D/3D Laser Displace	SWEARINGEN ENGINEERING CE-0B37			07/10/2018	CL040	155200	AN500	202		22,496.04	2000040085

Prior to verifying each asset in the system, it is recommended to download the asset list, by department, using the **Download to Excel** option. This may also be useful if there are multiple people working together on inventory.

Step 6: To download the transaction list to excel, click the **Grid Action Menu** icon.

Inv Year: INV Status: INV Code: Asset ID: Tag Number: Oper Unit: Department:

Apply Code:

Username: MGTODD

[Contact Physical Inventory Support](#)

Asset Image	INV Status	INV Code	Asset ID	Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date	Operating Unit	Dep
	Not Review		000000000088	B012937	RCTS Equipment	300 MAIN STREET-B001B			08/14/2015	CL040	15520
	Not Review		000000000317	B013450	MINIATURE T-BAR: 220 N CAPACIT	SWEARINGEN ENGINEERING C-0B03A			04/30/2015	CL040	15520
	Not Review		000000000494	B012908	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330145301		02/23/2016	CL040	15520
	Not Review		000000000495	B012909	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330144904		02/23/2016	CL040	15520

Step 7: Click the **Download to Excel** option.

Inventory Review

Search: 2025 [INV Status] [INV Code] [Asset ID] [Tag Number] [Oper Unit] [Department] 155200 [Apply Filter]

Apply Code: [INV Status] [Apply To All] [INV Code] [Apply To All]

Username: MGTODD

Contact Physical Inventory Support

INV Status	INV Code	Asset ID	Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date	Operating Unit	Dep
Not Reviewed		00000000088	B012937	RCTS Equipment	300 MAIN STREET-8001B			08/14/2015	CL040	155200
Not Reviewed		000000000317	B013450	MINIATURE T-BAR: 220 N CAPACIT	SWEARINGEN ENGINEERING C-0803A			04/30/2015	CL040	155200
Not Reviewed		000000000494	B012908	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0836	3330145301		02/23/2016	CL040	155200

If you clicked the **Show All Columns** arrow at Step 3, all of the information from the Inventory, Chartfield, and Comments tabs will be pulled into the excel spreadsheet seen below.

Asset Image	INV Status	INV Code	Asset ID	Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date	Operating Unit	Department	Fund	Class	Project	Cost	PO #	Voucher ID	Profile ID	INV Comments	
	Not Reviewed		00000000088	B012937	RCTS Equipment	300 MAIN STREET-8001B			8/14/2015	CL040	155200	A0000	202	4052TR1UP	55,993.00	2000007873	1024888		TECH EQUIP	
	Not Reviewed		000000000317	B013450	MINIATURE T-BAR: 220 N CAPACIT	SWEARINGEN ENGINEERING C-0803A			4/30/2015	CL040	155200	A0000	202	405TR1UP	5,095.58	2000003791	1005764		MACHINERY	
	Not Reviewed		000000000494	B012908	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0836	3330145301		2/23/2016	CL040	155200	A0000	202	405TR1UP	12,791.56	2000018852	1112978		LAB EQUIP	
	Not Reviewed		000000000495	B012909	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0836	3330144904		2/23/2016	CL040	155200	A0000	202	405TR1UP	13,111.02	2000018852	1112978		LAB EQUIP	
	Not Reviewed		00000001203	B013825	Emission Monitoring System	300 MAIN STREET-8002B	70502120417		4/21/2017	CL040	155200	A1000	202		46,233.72	2000032191	1309200		LAB EQUIP	
	Not Reviewed		00000002348	B104044	Hrsh Mounted Core Drill i6.5	300 MAIN STREET-8122A			3/13/2018	CL040	155200	F1000	202	10006271	7,520.75	2000038838	1431620		TECH EQUIP	
	Not Reviewed		00000003118	B100140	LI-V7305; 2D/3D Laser Displace	SWEARINGEN ENGINEERING CE-0837			7/10/2018	CL040	155200	A1500	202		22,496.04	2000040883	1498483		LAB EQUIP	
	Not Reviewed		00000007029	B104050	New Classic Photo Balance MS105	SWEARINGEN ENGINEERING CE-0836	C124908528		11/22/2002	CL040	155200	F1000	202		60010780	7,024.18	2000060952	2050632		LAB EQUIP
	Not Reviewed		00000007482	B104052	LI-X8200 Laser Profiler Sensor	300 MAIN STREET-8011			12/22/2002	CL040	155200	F1000	202	10009287	13,035.27	2000061468	2065814		LAB EQUIP	
	Not Reviewed		00000007483	B104053	LI-X8002 Laser Profiler 2D/3D	300 MAIN STREET-8011			12/22/2002	CL040	155200	F1000	202	10009287	11,984.65	2000061468	2065814		LAB EQUIP	
	Not Reviewed		00000007599	B104054	ITS4-4-ES-4 Channel Includu	300 MAIN STREET-C219			10/8/2002	CL040	155200	F1000	202	10011550	7,878.17	2000064918	2167349		TECH EQUIP	
	Not Reviewed		00000007801	B106591	Brookfield Ametek MH DVNXLVT	300 MAIN STREET-8006	68052168		1/6/2003	CL040	155200	F1000	202	10011536	6,424.26	2000068293	2204756		LAB EQUIP	
	Not Reviewed		00000007952	B106592	BSI custom fabricated tank -1	300 MAIN STREET-8113			3/15/2003	CL040	155200	F1000	202	10011536	16,514.28	2000068292	2232624		LAB EQUIP	
	Not Reviewed		00000008031	B106593	ELVICON0002-P 1 MPa Pressure Co	300 MAIN STREET-8001B	31388		5/22/2003	CL040	155200	ED431	202		5,908.94	2000069157	2255777		LAB EQUIP	
	Not Reviewed		00000008559	B107862	Laser Profiler - Sensor Head I	300 MAIN STREET-C231			10/2/2003	CL040	155200	F1000	202	10011536	33,438.68	2000072191	2313880		LAB EQUIP	
	Not Reviewed		00000009159	B108024	CEC1270 - Precision 7960 Rack	SWEARINGEN ENGINEERING CE-1D26	8510X104		3/4/2004	CL040	155200	F1000	202	10013925	21,280.29	2000074315	2386332		TECH EQUIP	
	Not Reviewed		00000009272	B108025	CEC1832 - Precision 5820 Tower	300 MAIN STREET-8128	29N223		9/22/2003	CL040	155200	F1000	202	10011404	10,814.19	2000071963	2331004		TECH EQUIP	
	Not Reviewed		00000009345	B108322	CEC1849 - Precision 7960 Rack	SWEARINGEN ENGINEERING CE-1D26	2VSH724		4/30/2004	CL040	155200	F1000	202	10013924	26,176.10	2000073323	2412720		NETWORK	
	Not Reviewed		00000009775		General Purpose Pressure Vesse	300 MAIN STREET-C231			8/30/2004	CL040	155200	F1000	202	10009445	15,246.07	2000076277	2440230		LAB EQUIP	
	Not Reviewed		0000000165	B000397	FISHER SCI FURNACE MODEL 550-1	SWEARINGEN ENGINEERING CE-0829	003N0025		1/1/2000	CL040	155200	EN700	202	40NCENT	21,686.00	89315	5497		MACHINERY	
	Not Reviewed		00000001514	B003463	MANIFOLD HYDRAULIC MTS 290.22	300 MAIN STREET-8014	547		7/1/1986	CL040	155200	A0001	101		9,996.00	54828	81847		TECH EQUIP	
	Not Reviewed		00000001519	B003470	ELE 500.000 LB MODEL 36-3088-0	300 MAIN STREET-8012	00-02		3/1/2000	CL040	155200	EN700	202	40NCENT	12,529.65	96434	32869		TECH EQUIP	
	Not Reviewed		00000001321	B003473	COMPRESSION TEST MACHINE WYKHE	300 MAIN STREET-8001B	269		4/1/1988	CL040	155200	A0001	101		15,874.28	26387	80784		TECH EQUIP	
	Not Reviewed		00000001322	B003474	ACTUATOR ASSEMBLY	300 MAIN STREET-8014			4/1/1977	CL040	155200	A0001	101		7,278.75	34303	88312		TECH EQUIP	
	Not Reviewed		00000001324	B003477	SHEAR APPARATUS WYKHAM FARRAN	300 MAIN STREET-8001	11-2		5/1/1988	CL040	155200	A0001	101		7,906.99	48378	87832		MACHINERY	
	Not Reviewed		00000001328	B003485	PNEUMATIC SHEAR SCAN 1D HUMBOL	300 MAIN STREET-8001			12/1/2001	CL040	155200	EN700	202	40NCENT	11,283.30	13856	38614		TECH EQUIP	
	Not Reviewed		00000001351	B003489	TESTER CYCLIC RESEARCH ENG RE	300 MAIN STREET-8001			9/1/1987	CL040	155200	A0001	101		6,384.43	2419	49028		TECH EQUIP	
	Not Reviewed		00000001355	B003497	CELL CYCLIC TRIAXIAL RESEARCH	300 MAIN STREET-8001B			9/1/1987	CL040	155200	A0001	101		5,550.63	2419	24796		TECH EQUIP	
	Not Reviewed		00000001357	B003501	PANEL BOARD BACK PRESSURE EMG	300 MAIN STREET-8001B			9/1/1987	CL040	155200	A0001	101		6,260.05	2419	49028		TECH EQUIP	
	Not Reviewed		00000001358	B003502	ACTUATOR 110KIP MTS 244.41	300 MAIN STREET-8014			7/1/1986	CL040	155200	A0001	101		27,189.75	54828	81847		TECH EQUIP	

Once all the assets are located on the excel spreadsheet, you are now ready to update the **INV Code** for each asset based on the information gathered while out in the 'field'.

Step 8: Click the **INV Code** drop-down arrow and select the appropriate code for that specific asset. Select the INV Code for all assets on the list.

Note: If **all** the assets are Verified, you can assign Verified to all by selecting the **INV Code** at the top and click the **Apply To all** button. This will assign the Verified INV code to all the assets on the list at the same time.

The screenshot shows the 'Inventory Review' page with search filters for Inv Year (2025), INV Status, INV Code, Asset ID, Tag Number, Oper Unit, and Department (155200). The 'Apply Filter' button is visible. Below the search filters, the 'Apply Code' section shows 'INV Status' and 'INV Code' dropdowns, both with 'Apply To All' buttons. The 'INV Code' dropdown is open, showing 'Verified' selected. A 'Save' button is also present.

Note: If there are more than 50 transactions returned, use the scroll arrows to move through the pages.

The screenshot shows a pagination control with a dropdown menu displaying '1-50 of 10847' and a 'View 100' button.

The screenshot shows the 'Inventory Review' page with a table of assets. The 'INV Code' dropdown menu is open for the first row, showing options like 'Verified', 'Transferred', 'Lost', 'Stolen', 'Destroyed', 'Consolidated Services', and 'Cannibalized'. The 'Verified' option is highlighted. The table has columns for Asset Image, INV Status, INV Code, Asset ID, Tag #, Asset Descr, Location Descr, Serial #, Custodian, Acq Date, Operating Unit, and Dep.

Asset Image	INV Status	INV Code	Asset ID	Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date	Operating Unit	Dep
	Not Review		000000000088	B012937	RCTS Equipment	300 MAIN STREET-001B			08/14/2015	CL040	15520
	Not Review	Cannibalized	0000317	B013450	MINIATURE T-BAR: 220 N CAPACIT	SWEARINGEN ENGINEERING CE-0B03A			04/30/2015	CL040	15520
	Not Review	Destroyed	0000494	B012908	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330145301		02/23/2016	CL040	15520
	Not Review	Lost	0000495	B012909	Optical Particle Sizer 3330	SWEARINGEN ENGINEERING CE-0B36	3330144904		02/23/2016	CL040	15520
	Not Review	Stolen	0001203	B013825	Emission Monitoring System	300 MAIN STREET-002B	70502120417		04/21/2017	CL040	15520
	Not Review	Transferred	00000002348	B104044	Hitch Mounted Core Drill (6.5	300 MAIN STREET-B122A			03/13/2018	CL040	15520
	Not Review	Verified	00000003118	B100140	L.J.-V7300: 2D/3D Laser Displace	SWEARINGEN ENGINEERING CE-0B37			07/10/2018	CL040	15520

The Inventory Code options are: (Use the Required Form/Email table in section II. to determine what is required for each inventory type.)

- **Verified:** The asset was physically located.
- **Transferred:** The asset was moved to another department. To process this selection, a Capital Asset Transfer form is required.
- **Consolidated Services:** The asset was sent to Consolidated Services. In the course of scrapping, selling, or donating an asset, this would be the first step at the department level. The next steps would be performed by Consolidated Services while the asset is in their possession. Please contact the Capital Asset Team with any questions. To process this selection, a Form 7 is required.

- **Lost and Destroyed:** USC no longer possesses the asset because it was lost. Form 8 and Police Report only required if net book value of asset is greater than \$5,000
- **Stolen:** USC no longer possesses the asset because it was stolen. To process this selection, a Form 8 and subsequent police report is required.
- **Cannibalized:** USC no longer possesses the asset because it was dismantled and used for parts. The Capital Asset Team should be directly contacted before this action is taken.

Step 9: (Optional) Scroll to the **INV Comment** field to add comments for specific asset rows. This comment field allows Inventory Users, Approvers, and Administrators to communicate about a specific asset throughout the process. It follows the asset throughout the Physical Inventory process for the current fiscal year only.

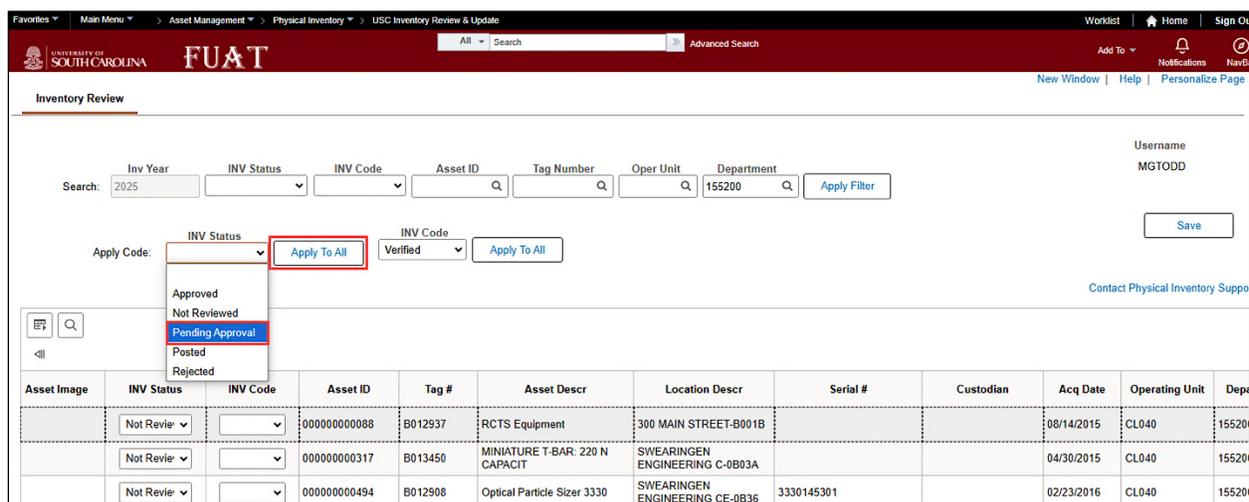
Note: These comments are maintained within the Inventory page, but the Capital Asset Team is not notified of the existence of the comment and the comment will have no effect on the processing of the selected INV Code. Therefore, this space should be used mainly for why a Status or Code was rejected, general reminders, or additional information.

Location Descr	Serial #	Custodian	Acq Date	Operating Unit	Department	Fund	Class	Project	Cost	PO #	Voucher ID	Profile ID	INV Comments
0 MAIN STREET-B001B			08/14/2015	CL040	155200	A0000	202	40STRTUP	55,593.00	2000006783	01024888	TECH EQUIP	
YEARINGEN GINEERING C-0B03A			04/30/2015	CL040	155200	A0000	202	40STRTUP	5,095.58	2000003791	01005764	MACHINERY	
YEARINGEN GINEERING CE-0B36	3330145301		02/23/2016	CL040	155200	A0000	202	40STRTUP	12,791.56	2000016852	01112978	LAB EQUIP	
YEARINGEN GINEERING CE-0B36	3330144904		02/23/2016	CL040	155200	A0000	202	40STRTUP	13,111.02	2000016852	01112978	LAB EQUIP	
0 MAIN STREET-B002B	70502120417		04/21/2017	CL040	155200	A1000	202		46,233.72	2000032191	01309520	LAB EQUIP	
0 MAIN STREET-B122A			03/13/2018	CL040	155200	F1000	202	10006271	7,520.75	2000036838	01431620	TECH EQUIP	
YEARINGEN GINEERING CE-0B37			07/10/2018	CL040	155200	AN500	202		22,496.04	2000040085	01498483	LAB EQUIP	

Step 10: Once all the Inventory Codes have been updated, click the **INV Status** drop-down arrow at the top of the page and select **Pending Approval**. This status indicates the Physical Inventory Transaction is ready to be approved by an Inventory Approver.

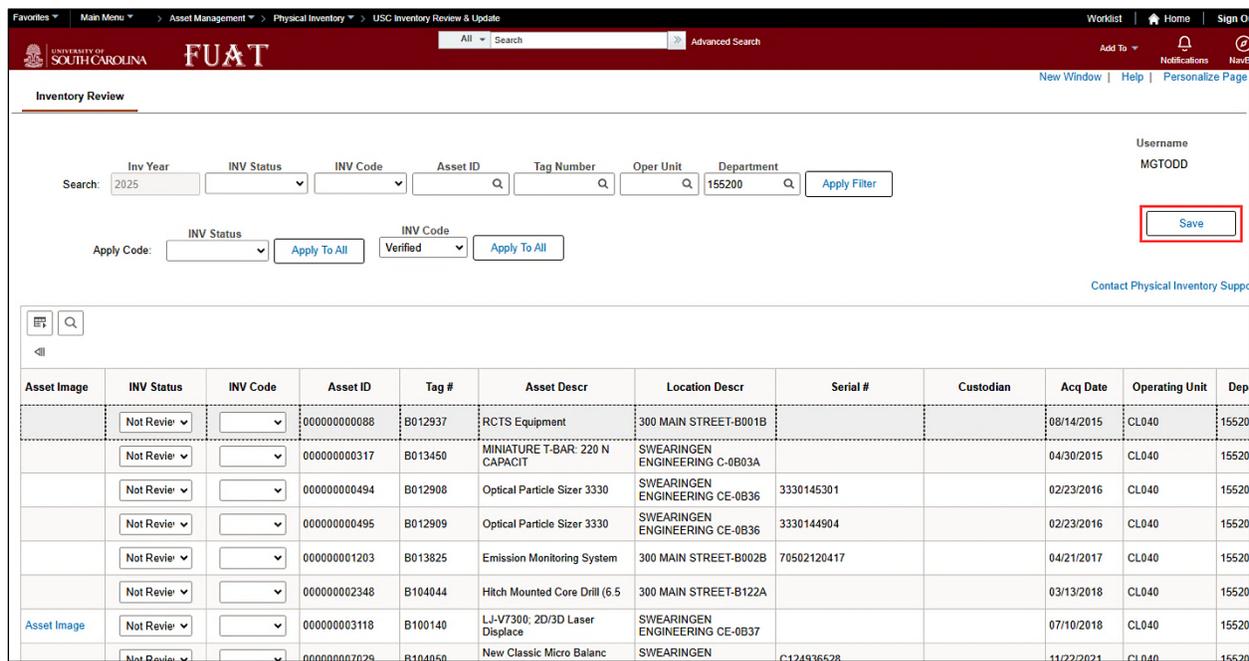
Note: Inventory Users can only select Pending Approval or Not Reviewed from this list. If other options are selected an error message will appear indicating the status cannot be selected.

Step 11: Click the **Apply to All** button. This is useful when you need to apply the same status to multiple assets.

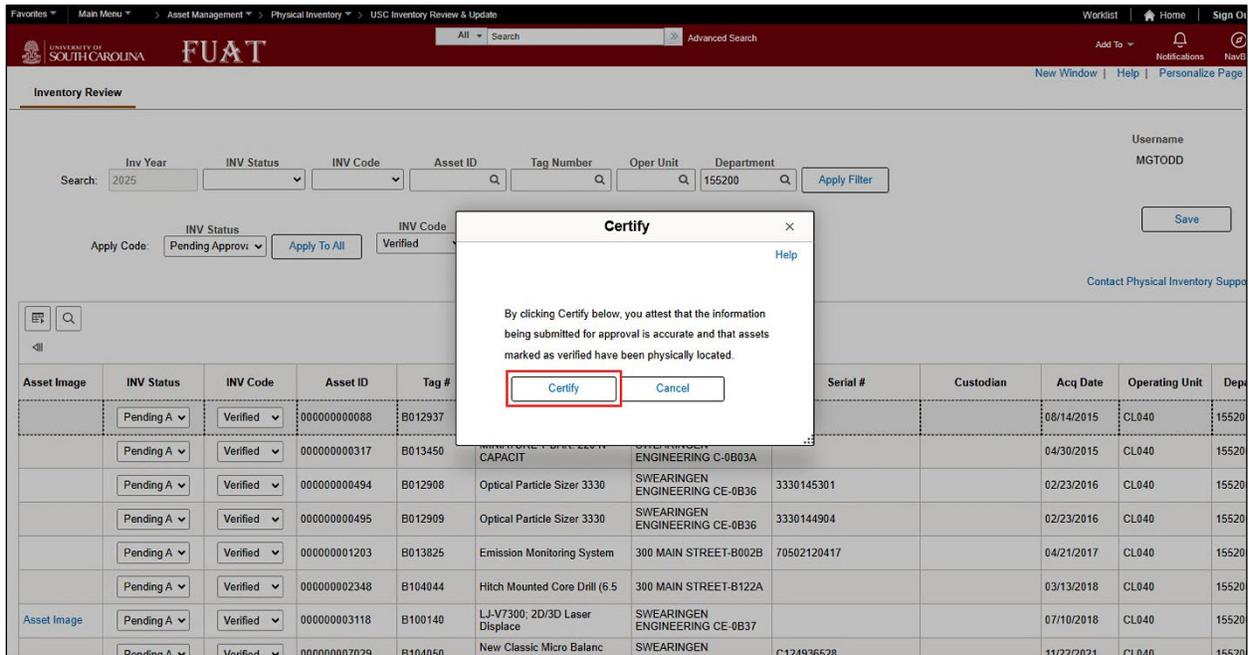


You have reviewed and applied an **INV Code** and **INV Status** to all assets for the specific department. Now it's time to save and certify.

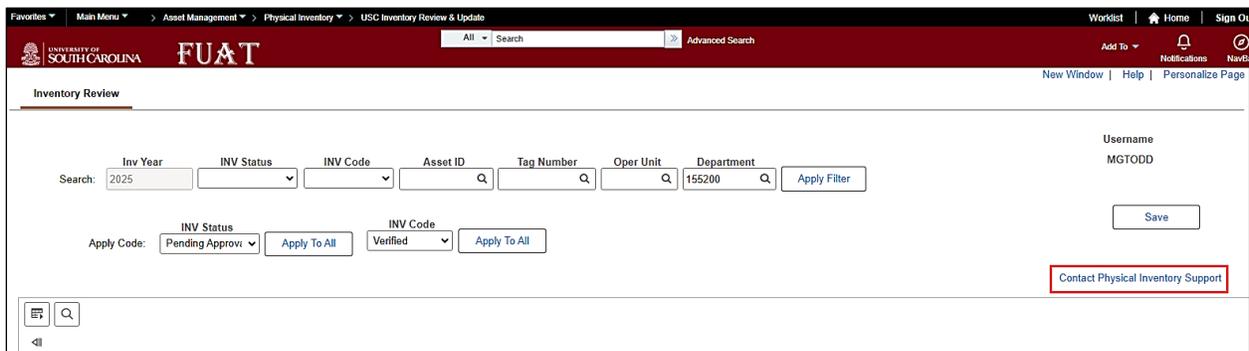
Step 12: Click the **Save** button at the top or bottom of the page.



Step 13: Click the **Certify** button. This will timestamp the certification in Finance PeopleSoft and this information is collected for auditors. The assets are now ready for approval.

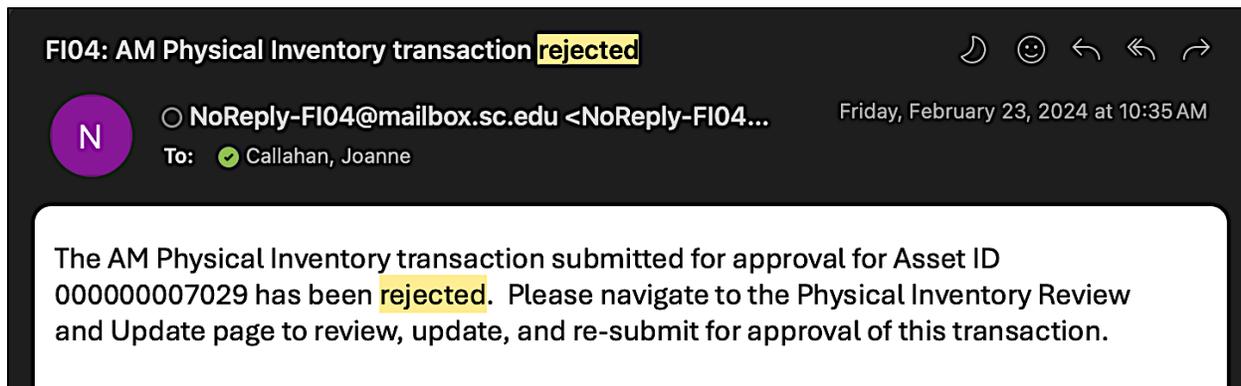


Notice there is a link, **Contact Physical Inventory Support**, that can be used to contact the Physical Inventory team if you have questions or have a picture of an asset you would like the team to attach to the asset in PeopleSoft Finance. If sending an email with a picture attached, be sure to include the Asset # and Tag # in the subject line.



VI. Reviewing Rejected Physical Inventory Transactions and Updates

If a Physical Inventory User submits a transaction for approval, and it is rejected by the Inventory Approver or a member of the Capital Asset Team, they will receive an email indicating that the transaction has been rejected. In the event an asset is marked as rejected, the Capital Asset Team will review the comments provided by the Approver. If applicable, they will reset the asset so that the Inventory User can update the **INV Code** and resubmit for approval. You will receive a notification from the Capital Asset Team once the asset is ready to update.



To update and resubmit the rejected asset, the Inventory User will need to navigate to the **Inventory Review & Update** page to find the transaction(s) that was rejected.

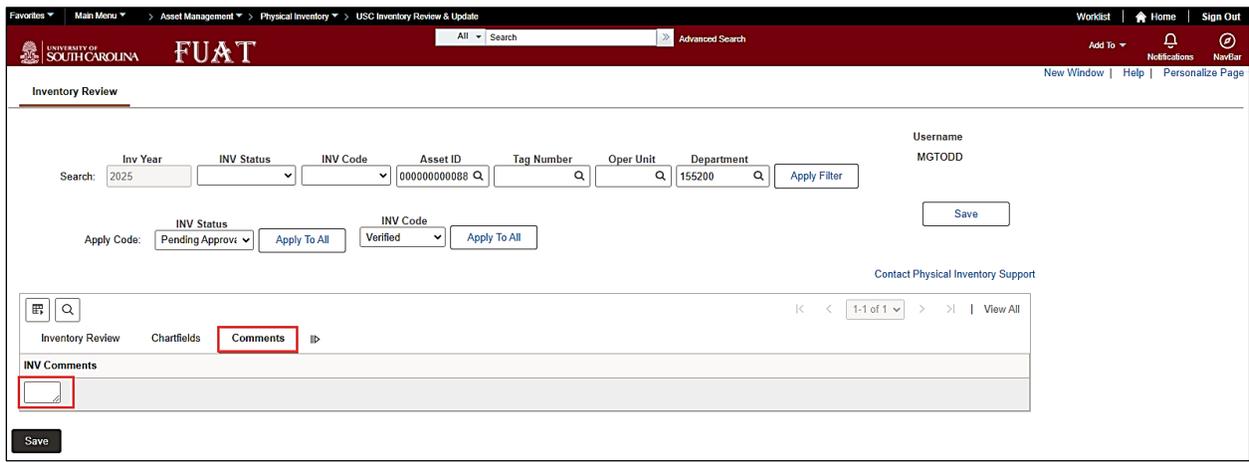
Main Menu > Asset Management > Physical Inventory > USC Inventory Review & Update

Step 1: To quickly find the rejected transaction, enter the Asset ID in the **Asset ID** field. You can retrieve the Asset ID number from the email you receive when an Approver rejects an asset. See the above screenshot.

Step 2: Click the **Apply Filter** button to return the asset.

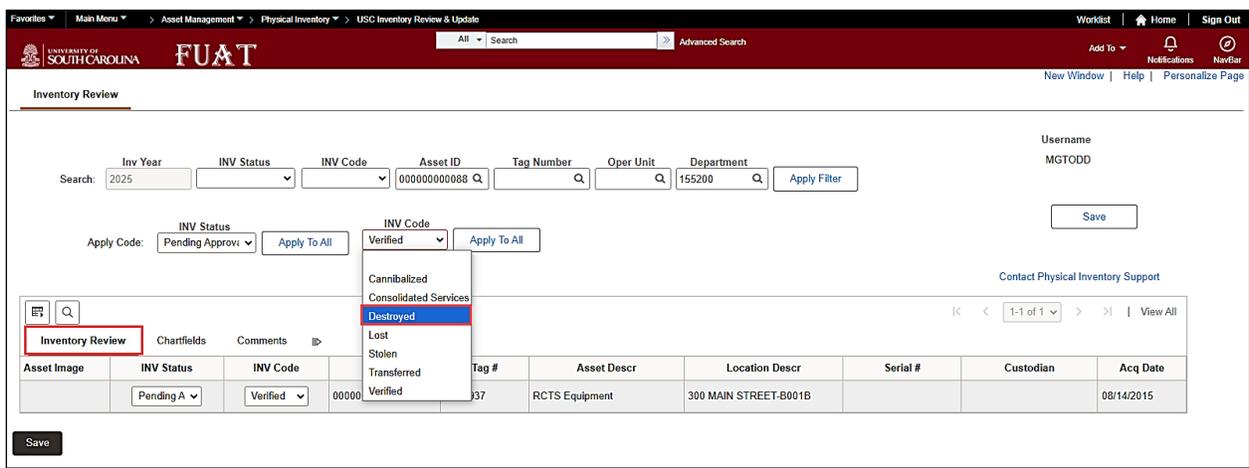
Asset Image	INV Status	INV Code	Asset ID	Tag #	Asset Descr	Location Descr	Serial #	Custodian	Acq Date	Operating Unit	Department
	Pending A	Verified	00000000088	B012937	RCTS Equipment	300 MAIN STREET-B001B			08/14/2015	CL040	155200

Step 3: Click the **Comments** tab to view the reason provided by the Approver for why the transaction was rejected.



Step 4: Click the **Inventory Review** tab to go back to make the change and update the status.

Step 5: Correct the transaction(s) by clicking the **INV Code** drop-down arrow for the rejected asset and select an appropriate INV Code.



Step 6: Click the **INV Status** drop-down arrow to update the Status to **Pending Approval**. This resubmits the transaction for approval.

The screenshot shows the 'Inventory Review' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Asset Management', 'Physical Inventory', and 'USC Inventory Review & Update'. The page header includes the University of South Carolina logo and 'FUAT'. A search bar is present with 'All' and 'Advanced Search' options. The user's name 'MGTOOD' is displayed in the top right. Below the header, there are search filters for 'Inv Year' (2025), 'INV Status', 'INV Code', 'Asset ID' (000000000088), 'Tag Number', 'Oper Unit', and 'Department' (155200). An 'Apply Filter' button is next to these filters. Below the filters, there are 'Apply Code' buttons for 'INV Status' (set to 'Pending Approv...') and 'INV Code' (set to 'Verified'). A 'Save' button is located to the right of these filters. A table with one row of data is visible, with columns: Asset Image, INV Status, INV Code, Asset ID, Tag #, Asset Descr, Location Descr, Serial #, Custodian, and Acq Date. The 'INV Status' dropdown menu is open, showing options: 'Not Reviewed', 'Pending Approval' (highlighted), and 'Rejected'. A 'Save' button is also visible at the bottom left of the table area.

Step 7: Click the **Save** button at the top or bottom of the page.

This screenshot is identical to the previous one, but the 'Save' button at the top right is highlighted with a red box. Additionally, the 'Save' button at the bottom left of the table area is also highlighted with a red box.

Step 8: Click the **Certify** button. This will timestamp the certification in Finance PeopleSoft and this information is collected for auditors.

