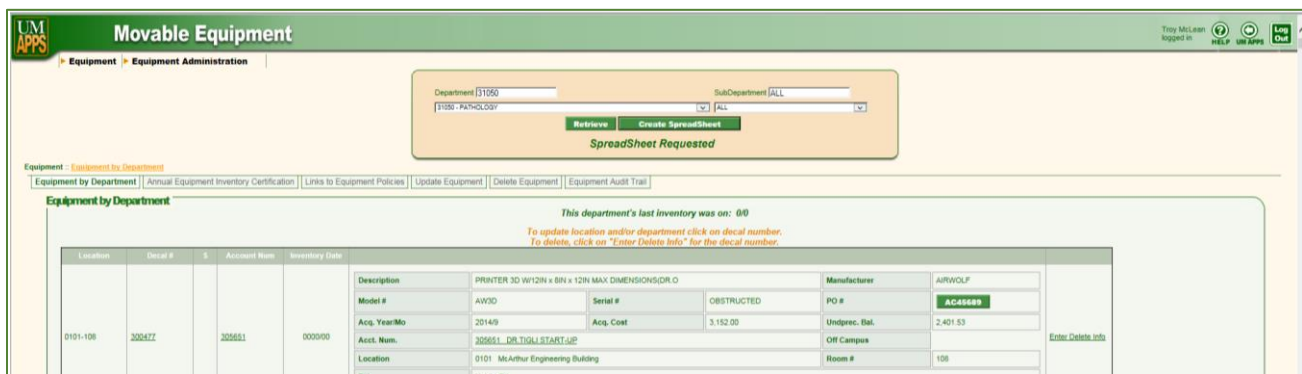


Property Accounting Equipment Annual Certification Instructions

In compliance with University Financial Policy B053, 'ANNUAL EQUIPMENT VERIFICATION INSTRUCTIONS AND APPROVAL SUBMISSION', all department administrators must conduct an annual physical equipment inventory as required by Federal regulations. The certification process uses a web-based interface system, UMAPPS to maintain, delete and update all equipment records. The process is outlined below:

I. View and Download Inventory List

1. Logon to **UMAPPS** <https://umapps1.miami.edu/> using your PIDMS/DMAS user id and password
2. Click on the 'Financial' tab and select 'Movable Equipment' from the drop down list.
3. Click on the 'Equipment' tab and select 'Equipment by Department' from the drop down list.
4. Enter department and sub-department number or select from drop down list.
5. You may click 'Retrieve' to view the data or click the 'Create Spreadsheet' tab to download directly into an Excel file. Note: You may also download into Excel directly from the 'View' screen.

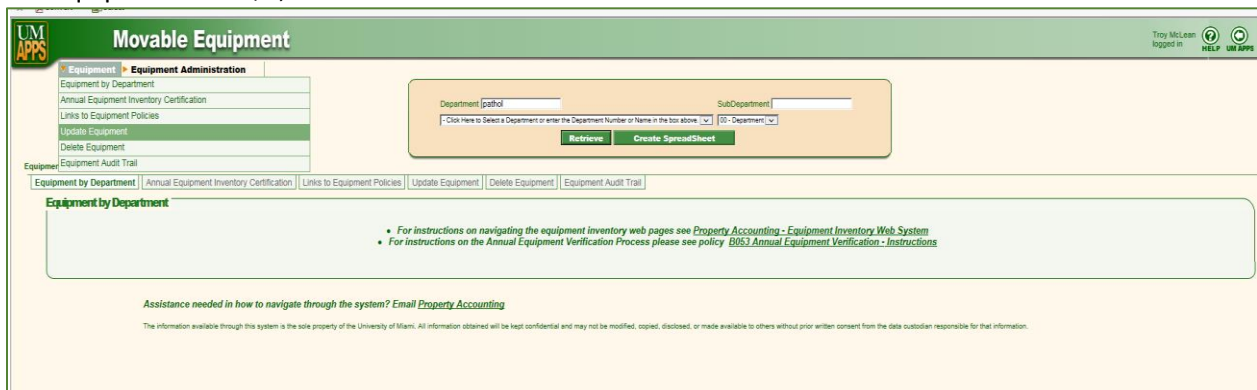


We suggest that you save a copy of the Excel spreadsheet to your computer and print a working copy for use in conducting the physical inventory. If you use Google Chrome as your web browser, it may require that you associate the file with a program (Excel) before saving.

II. Inventory Process

Physically verify that all equipment is in the correct building with the correct room number. Verify the location of all items that have an inventory date older than 6 months. Note any changes of building, room number and/or department code on the working copy. After the physical inventory is complete, you must update any changes in UMAPPS:

1. Follow steps 1 & 2 above to Logon to **UMAPPS**
2. Click on the 'Equipment' tab and select 'Update Equipment' from the drop down list.
3. Enter the 'decals number' of the item that you are updating and click on the 'Retrieve' button. **Note:** the Decal Number is the unique equipment identifier on the tag assigned by Property Accounting to all equipment over \$2,500.



- To **change location**, select new building and room number from drop down lists. Add any comments that may assist in locating or identifying the equipment. If the equipment is located off site at a non-UM building, select 'Off-Campus' and complete the '**NOTIFICATION OF EQUIPMENT LOCATED OFF CAMPUS**' form (Policy B045) <https://umshare.miami.edu/web/wda/controllers/FormB045.pdf> . After each record is updated, click the 'Save' button to save changes, and wait for confirmation message, "Saved Successfully".
- To **delete equipment**, click on the '**Equipment**' tab and select '**Delete Equipment**' from the drop down list. Enter the decal number and click on the 'Retrieve' button. Select the appropriate deletion type and click on 'Confirm Delete' to save changes, and wait for confirmation message, "Deleted Successfully". Prepare the appropriate deletion form, as needed, and submit to Property Accounting.

Movable Equipment

Equipment Administration

Decal Number [0] Retrieve

Equipment : Delete Equipment

Equipment by Department | Annual Equipment Inventory Certification | Links to Equipment Policies | Update Equipment | **Delete Equipment** | Equipment Audit Trail

Equipment Delete

In Progress

Description		Serial #	AB81201NEN	Manufacturer	DIGITAL	Suffix	
Model #	VS31V-A2	Acq. Cost	0.00	PO #			
Acq. Year/Mo	1111/11			Undepr. Bal.	0.00		
Acct Num				Inv. Year/Mo	1111/11		
Location	1101 Doherty Marine Science Center			Room #	221		Status
Comments				Department			Sub-Dept

Please select the option that best describes what occurred with this equipment. Then click on "Confirm Delete".

Beyond Economic Repair Equipment has been retained by the Department in order to use the parts.

Casualty Loss Reason: Fire Storm Other Year/Month of Loss: / /

Donated There are strict rules about donation of equipment. See policy [B048 Equip Donations/Transfer to Other Institution](#)

Lost Please explain: _____

Scrapped Property to be scrapped should be sent to Surplus unless it is beyond use or repair. See policy [B047 Sale, Disposition of Equipment](#)

Sold Proceeds recorded in Account Number: _____ Sold To: _____ Sale Amount: \$ _____
Did you get proper approvals? Submit approvals to property accounting. See policy [B047 Sale, Disposition of Equipment](#)

Stolen Send copy of police report to Property Accounting

Traded-in Purchase order #: _____

Transferred to an Institution Outside of UM To Institution: _____ See policy [B048 Equip Donations/Transfer to Other Institution](#) Send a copy of the approval to Property Accounting.

Other Please explain: _____ Property Accounting will contact you for further information when 'Other' is selected.

Confirm Delete

Assistance needed in how to navigate through the system? Email [Property Accounting](#)

The information available through this system is the sole property of the University of Miami. All information obtained will be kept confidential and may not be modified, copied, disclosed, or made available to others without prior written consent from the data custodian responsible for that information.

III. Inventory Certification.

After all equipment has been physically verified and all updates/deletions are entered into UM APPS, the annual certification must be completed.

- Click on the '**Equipment**' tab and select '**Annual Equipment Inventory Certification**' from the drop down list.
- Enter department number or select from drop down list.
- Click on 'Retrieve' button.
- Click on 'Approve' button to complete certification. This will update all records with a current inventory date and complete the certification process. Certification must be completed by an authorized department representative.

After annual inventory and certification have been completed, maintain all related documents, including a copy of the inventory spreadsheet, for a period of 7 years. These documents are subject to audit by Property Accounting, Internal Audit, the University's external auditors, and/or the Federal government. If you have any questions, please contact Property Accounting at 305-284-4656.