



Inventory Report Guide

April 2025



UNIVERSITY OF
MARYLAND

Completing the Inventory Report – General Process

Download your cost center's inventory spreadsheet from Workday.

Physically locate each capital asset (old and new) and confirm its existence.

Update the "Item Found" column for each asset in the inventory spreadsheet and highlight any changes.

Attach any required documentation (signed memo or other supporting documents) for assets with a status other than "Found" and submit the inventory sheet to us.

Sign the signature sheet confirming the completion of the capital inventory.

Send all documents to us by opening a ServiceNow ticket.

(<https://support.umd.edu/esc>)- Business Assets

How to find your report

My Reports

1 item

File Name	Type	File	Created by	Da
 CC010199 UMCP VPA University Human Resources - UMCP FY25 Capital Physical Inventory 2025-02-20 23_02 EST.xlsx	Excel		Zachery Beitzel	02

[More Reports](#) [Process Monitor](#)

Instructions: Log in to Workday and download your cost center's Inventory Report using the following steps:

1. Select your profile icon.
2. Select **My Reports**.
3. Locate and click on the inventory .xlsx file to download.

Note: [Created by Zachery Beitzel]

On behalf of: Carlos Castillo

- [View Profile](#)
- [My Account](#)
- [Sitemap](#)
- [Favorites](#)
- [Drive](#)
- [My Reports](#)**
- [Help](#)

[Sign Out](#)

What You Need to Do – Fill in the Three Columns

	AK	AL	AM	
	Person who Conducted Inventory	Item Found	Physical Inventory Date	
	Put employee UID here	Found	Today's date	
		Retired		
		Lost		
		Transferred		
		Obsolete		

Other Status: Retired / Transferred / Obsolete / Sold / Lost

If an asset is transferred to another department within UMD, please provide the **cost center number** (previously the department code in KFS) and the location (building name, address, and room number) for receiving the asset.

If an asset is not found (e.g., retired, lost, transferred, or obsolete), please provide any **available supporting documentation** or a **signed memo**. For the signed memo, you will need the unit head's signature to approve the removal of the capital asset from your inventory list.

Search an asset in Workday/KFS

A	B	M
Asset ID	Reference ID	Asset Identifier
BAS-008774 (POWEREDGE R730D)	KFS-504011	00226763
BAS-008775 (POWEREDGE R730D)	KFS-504012	00226768
BAS-008776 (POWEREDGE R730D)	KFS-504013	00226762
BAS-008777 (POWEREDGE R730D)	KFS-504014	00226767
BAS-008778 (POWEREDGE R730D)	KFS-504015	00226764
BAS-008779 (POWEREDGE R730D)	KFS-504016	00226765
BAS-008780 (POWEREDGE R730D)	KFS-504017	00226766
BAS-008781 (POWEREDGE R730D)	KFS-504018	00226770
BAS-008782 (POWEREDGE R730D)	KFS-504019	00226761
BAS-008783 (POWEREDGE R630)	KFS-504020	00226742
BAS-008784 (POWEREDGE R630)	KFS-504021	00226743
BAS-008785 (POWEREDGE R630)	KFS-504022	00226741
BAS-008786 (DELL R720)	KFS-504024	00225359
BAS-008787 (DELL R720)	KFS-504025	00225360
BAS-008788 (DELL R720)	KFS-504026	00225361
BAS-008789 (DELL R720 (STORAGE SERVER))	KFS-504027	00225362
BAS-008790 (DELL R720 (STORAGE SERVER))	KFS-504028	00225363

How to search individual asset in Workday (1)

The screenshot shows the Workday interface. At the top left, there is a 'MENU' button and the 'UNIVERSITY OF MARYLAND' logo. A search bar at the top right contains the text 'BAS-008775' and a clear button. Below the search bar, a blue banner indicates 'Simplified Search is Disabled' with a toggle switch. On the left side, there is a 'Saved Categories' dropdown menu with options for 'People', 'Tasks and Reports', and 'Learning'. Below this is a 'More Categories' link. The main content area displays a message: 'No results for "BAS-008775"', accompanied by an illustration of a yellow and red key. Below the message, there is a 'Try searching:' prompt with a blue link for 'More Categories'. Red circles with numbers '1' and '2' highlight the search bar and the 'More Categories' link, respectively.

1. Type your **Asset ID** or **Asset Identifier (red tag number)** in the search bar.
2. Click "More Categories".

How to search individual asset in Workday (2)

MENU UNIVERSITY OF MARYLAND

Q BAS-008775

Simplified Search is Disabled

Saved Categories

- People 0
- Tasks and Reports 0
- Learning 0

More Categories

- Staffing 0

Assets

BAS-008775 (POWEREDGE R730D)
Business Asset

3

How to search individual asset in KFS (1)

KFS is available until July 1st, 2025

Administrative Transactions

Capital Asset Builder

- [Asset Builder AP Transactions](#)
- [Asset Builder GL Transactions](#)

Capital Asset Management

- [Asset Manual Payment](#)
- [Barcode Inventory Process](#)

Financial Processing

- [General Ledger Correction Process](#)
- [Cash Management](#)
- [Central Admin Form GAAP Chart](#)
- [Central Admin Journal Form](#)
- [Journal Voucher](#)
- [Journal Voucher GAAP Chart](#)
- [Non-Check Disbursement](#)
- [Service Billing](#)

Labor Distribution

- [Benefit Expense Transfer](#)
- [Labor Journal Voucher](#)
- [Labor Ledger Correction Process](#)

System

- [Electronic Payment Claim](#)

Automated Journal Entries

- [Automated Journal Entries Sets](#)
- [Automated Journal Entries Types](#)

- [Processing Budget](#)
- [Position](#)
- [Position Budget](#)
- [Position Salary](#)
- [Title Code](#)

Capital Asset Builder

- [Pre-Asset Tagging](#)

Capital Asset Management

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

Chart of Accounts

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)
- [Account Delegate Model](#)
- [Account Delegate Global From Model](#)
- [Network Funding Account](#)
- [Object Code](#)
- [Object Code Global](#)
- [Organization](#)
- [Organization Review](#)
- [Project Code](#)
- [Sub-Account](#)
- [Sub-Object Code](#)
- [Sub-Object Code Global](#)

Contracts & Grants

- [Award](#)
- [Proposal](#)
- [Accounts Create Batch Process](#)
- [Accounts Maintenance Batch Process](#)

How to search individual asset in KFS (2)

KFS is available until July 1st, 2025

Type your Reference ID here

Search Tip: Place an * before/after a word or phrase for which you are searching.

Tag Number:	<input type="text"/>	Asset Number:	<input type="text" value="504012"/>
Organization Owner Chart Of Accounts Code:	<input type="text"/>	Organization Owner Organization Code:	<input type="text"/>
Organization Owner Account Number:	<input type="text"/>	Owner:	<input type="text"/>
Campus:	<input type="text"/>	Building Code:	<input type="text"/>
Building Room Number:	<input type="text"/>	Asset Type Code:	<input type="text"/>
Asset Status Code:	<input type="text"/>	Asset Condition:	<input type="text"/>
Vendor Name:	<input type="text"/>	Manufacturer:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Create Date From:	<input type="text"/>	Create Date To:	<input type="text"/>
Asset Representative Principal Name:	<input type="text"/>	Organization Inventory Name:	<input type="text"/>
Asset Description:	<input type="text"/>	Organization Text:	<input type="text"/>
National Stock Number:	<input type="text"/>	Government Tag:	<input type="text"/>
Old Tag Number:	<input type="text"/>	Organization Tag Number:	<input type="text"/>
Total Cost:	<input type="text"/>	Payment Sequence Number:	<input type="text"/>
Payment Purchase Order Number:	<input type="text"/>	Payment Document Number:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>			

You have entered the primary key for this table (Asset Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One item retrieved.

Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	A
504012	00226768	1350101	115	A	POWEREDGE R730D	E00061

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Signature required

Requirement for attestation of
capital assets

E-signatures are acceptable
(using Adobe Sign)

Inventory Signature sheet

Please read the statement below and sign (either written or formal digital signature) and date after completing your Capital/Non-capital Inventory report. Return the signed sheet to Inventory Control alongside your completed report.

“I certify, unless a change is noted above, that all equipment has been, found at the location of record printed on this report.”

Signature

Date

Memo Guidelines

MEMO

Department Letterhead

Date

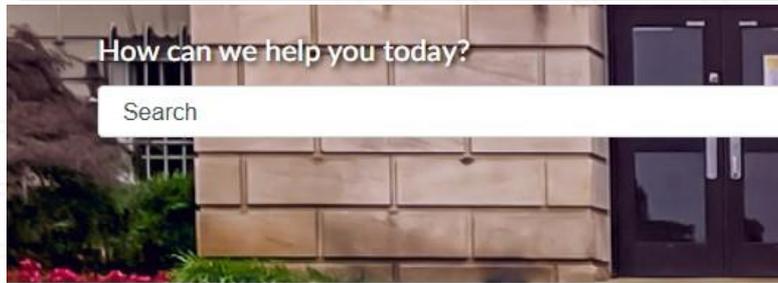
Subject: Asset/ Asset Tag Number – Topic of Memo (e.g., Asset Sold, Asset Transferred to non-UMD entity, etc.)

BODY of MEMO: Explanation of the situation and appropriate units involved.

SIGNATURE: Should be signed by unit director or department head/chair. Electronic signatures in Adobe Sign are acceptable.

One Memo with a list of assets per cost center is preferred.

Open a case with us <https://support.umd.edu/esc>



Recommended for you



Article



State of Maryland Sponsored MetLife Insurance Elected...

Question: I elected MetLife State
Optional Life Insurance and/or...

2mo ago

1



Request



Open a Case with Finance

Open a case if you have issues or
questions related to Finance

Open a Case with Finance

Open a case if you have issues or questions related to Finance

* Indicates required

* How can we help you?

More details

* What is this case about?

Business Assets (Inventory)

2

Frequently Asked Questions

What if I didn't receive the annual report in the 'My Reports' section? (1)

Only listed Asset Specialists receive the annual report. You can download **'UMD_Cost_Centers_and_Hierarchies'** to check the listed Asset Specialist for your department.

UMD Cost Centers and Hierarchies X

Instructions Suggestions for running this report:

Company - Select Company

Cost Center Hierarchy - Select the Cost Center Hierarchy(s)

Company

- X Maryland College Park (UMCP)

What if I didn't receive the annual report in the 'My Reports' section? (2)

☰ MENU



🔍 UMD_Cost_Centers_and_Hierarchies

UMD Cost Centers and Hierarchies ⋮

Company **UM01 University of Maryland College Park (UMCP)**

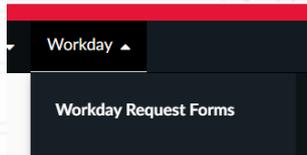
1090 items

Cost center

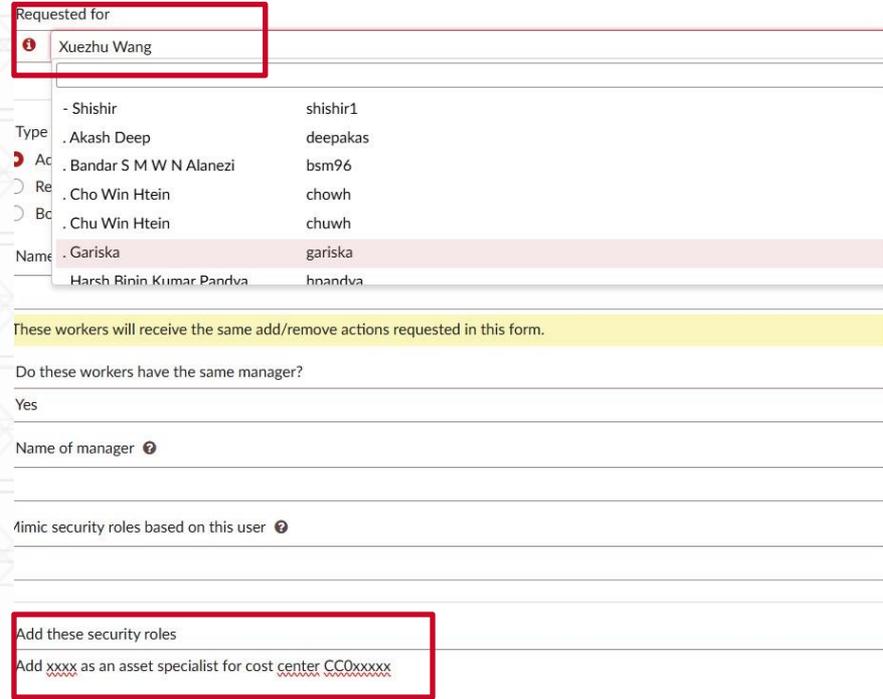
Reference ID	Cost Center Manager	Cost Center Customer Specialist	Cost Center Financial Analyst	Cost Center Procurement Reviewer	Cost Center Costing Specialist	Cost Center Asset Specialist
CC010001	Damaris Viera Kanitta Tonggarwee	Shanielle Newton	Audrey Williams Damaris Viera Kanitta Tonggarwee Michele Eastman Shanielle Newton	Damaris Viera Kanitta Tonggarwee	Damaris Viera Shanielle Newton	Damaris Viera Shanielle Newton

How do I update the Asset Specialist for my department in Workday?

Go to support.umd.edu
-> Workday ->
Workday Request
Form



Add or Remove a
Worker's Workday
Security Role

A screenshot of the Workday 'Requested for' dropdown menu and form fields. The dropdown menu is open, showing a list of users with their names and IDs. The user 'Xuezhu Wang' is selected and highlighted in a red box. Below the dropdown, there are several form fields: 'These workers will receive the same add/remove actions requested in this form.' (highlighted in yellow), 'Do these workers have the same manager?' (Yes), 'Name of manager' (with a help icon), and 'Simic security roles based on this user' (with a help icon). At the bottom, there is a red box containing the text: 'Add these security roles' and 'Add xxxx as an asset specialist for cost center CC0xxxxx'.

How do I download the asset report for my department by myself? (1)

MENU 

Q rpt973 

Simplified Search is Disabled 

Tasks and Reports

[RPT973 BUSINESS ASSETS Capital Physical Inventory](#)

Report

View, analyze, and take action on individual business asset lifecycle events or edit the business asset. View additional detail selecting one or more optional prompt. Optional prompts: Company, Issued To, Accounting Treatment, Spend Category, Item, Requesting Worker, Asset Source, Supplier Invoice Number, Location, Asset Identifier, Serial Number, Asset Name, Asset Status, Disposal Method, Acquisition Method, Asset Class, Asset Type, Last Issued or Transferred Date

Didn't find what you were looking for?

Try searching under More Categories.

[More Categories](#) 

How do I download the asset report for my department by myself? (2)

RPT973 BUSINESS ASSETS Capital Physical Inventory

Company	UM01 University of x Maryland College Park (UMCP)
Issued To	
Accounting Treatment For Primary Book	
Spend Category	
Item	
Requesting Worker	
Asset Source	
Supplier Invoice Number	
Location	
Asset Identifier	
Serial Number	

RPT973 BUSINESS ASSETS Capital Physical Inventory

Asset Name	
Asset Status	
Disposal Method	
Acquisition Method	Type your cost center number
Coordinating Cost Center	CC010951 UMCP INFO x College of Information Studies
Check this if you want to select all cost centers with Asset Specialists	<input type="checkbox"/>
Asset Coordinator	
Accounting Information not Assigned	<input type="checkbox"/>
Last Issued or Transferred Date	MM/DD/YYYY

Can I directly modify the asset in Workday?

You cannot edit the asset directly.

If any assets need to be modified, open a ServiceNow ticket with the Inventory Control team (refer to page 13).