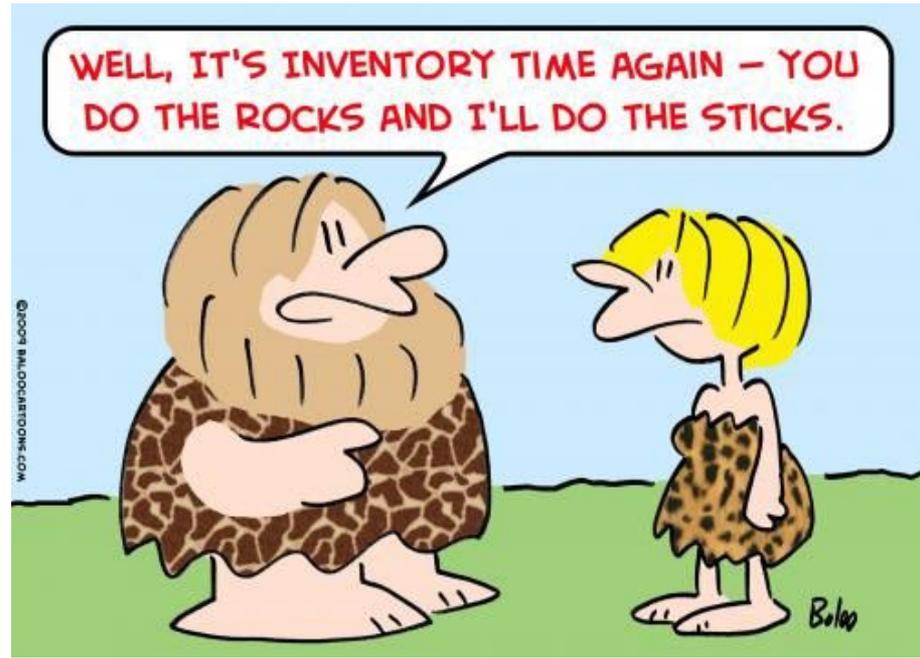


Inventory Report Guide



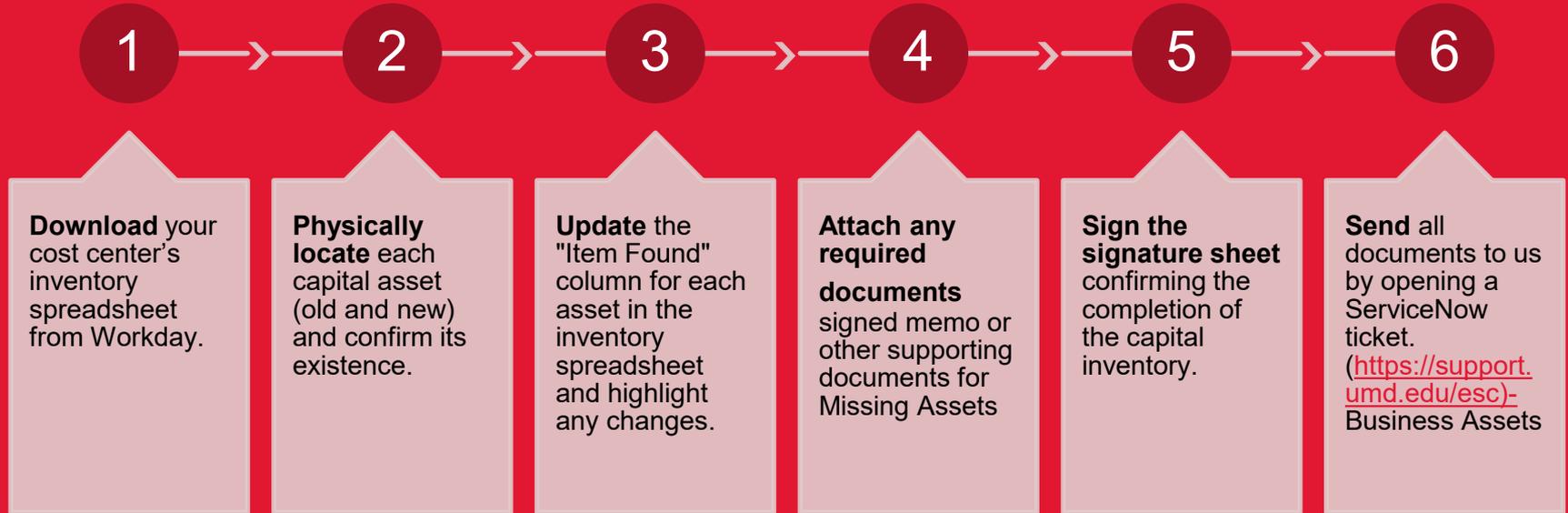
Welcome & General Information



UNIVERSITY OF
MARYLAND

**FEARLESSLY
FORWARD**

Completing the Inventory Report General Process Overview



Where to find your report

The screenshot shows the Workday interface. At the top, there is a navigation bar with a 'MENU' icon, the University of Maryland logo, a search bar, and a profile icon (1). Below the navigation bar is a red banner labeled 'My Reports'. Underneath the banner, it says '1 item' and displays a table with the following data:

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

Below the table are two buttons: 'More Reports' and 'Process Monitor'. A red box (3) highlights the inventory report file in the table. On the right side, a dropdown menu is open, showing the user's profile 'On behalf of: Carlos Castillo' and several options: 'View Profile', 'My Account', 'Sitemap', 'Favorites', 'Drive', 'My Reports' (2), and 'Help'. A red box (2) highlights the 'My Reports' option in the dropdown menu. At the bottom of the page, there is a 'Sign Out' button.

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.



RPT973 Physical Inventory List

Asset ID	Reference ID	Company	Asset Books	Asset Depreciation Schedule	Asset Status
BAS-000355 (Furnace, Multi Unit (Lab))	KFS-000549	UM01 University of Maryland	GAAP	BAS-000355 (Furnace, Multi Unit)	In Service
BAS-000477 (Microscope)	KFS-000761	UM01 University of Maryland	GAAP	BAS-000477 (Microscope) - C	In Service
BAS-000478 (Diffractor, electron)	KFS-000762	UM01 University of Maryland	GAAP	BAS-000478 (Diffractor, electron)	In Service
BAS-000566 (Pump, HPLC)	KFS-000904	UM01 University of Maryland	GAAP	BAS-000566 (Pump, HPLC) - In	In Service
BAS-000751 (Microscope)	KFS-001238	UM01 University of Maryland	GAAP	BAS-000751 (Microscope) - C	In Service
BAS-000942 (Microscope, Electron)	KFS-001566	UM01 University of Maryland	GAAP	BAS-000942 (Microscope, Electron)	In Service
BAS-000897 (Van)	KFS-001497	UM01 University of Maryland	GAAP	BAS-000897 (Van) - GAAP	In Service
BAS-000898 (Fluorescence Detector)	KFS-001498	UM01 University of Maryland	GAAP	BAS-000898 (Fluorescence Detector)	In Service
BAS-000951 (BENCH, OPTICAL)	KFS-001580	UM01 University of Maryland	GAAP	BAS-000951 (BENCH, OPTICAL)	In Service
BAS-000952 (Bench, Optical FLOURESCENCE SPECTROMETER)	KFS-001581	UM01 University of Maryland	GAAP	BAS-000952 (Bench, Optical FLOURESCENCE SPECTROMETER)	In Service
BAS-000954 (Diffractor Scanning Calorimeter)	KFS-001585	UM01 University of Maryland	GAAP	BAS-000954 (Diffractor Scanning Calorimeter)	In Service
BAS-000955 (Bench, Optical)	KFS-001586	UM01 University of Maryland	GAAP	BAS-000955 (Bench, Optical)	In Service
BAS-000953 (Turbomolecular Pump)	KFS-001584	UM01 University of Maryland	GAAP	BAS-000953 (Turbomolecular Pump)	In Service
BAS-000957 (Centrifuge)	KFS-001589	UM01 University of Maryland	GAAP	BAS-000957 (Centrifuge) - GA	In Service
BAS-000956 (Spectrometer)	KFS-001587	UM01 University of Maryland	GAAP	BAS-000956 (Spectrometer) - In	In Service
BAS-001142 (Spectrometer)	KFS-001883	UM01 University of Maryland	GAAP	BAS-001142 (Spectrometer) - In	In Service
BAS-001378 (Monochromator)	KFS-002278	UM01 University of Maryland	GAAP	BAS-001378 (Monochromator)	In Service



Other Status:

Retired / Transferred / Obsolete / Sold / Lost

- If an asset is transferred to another department within UMD, please provide the **cost center number** 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.



Missing Inventory 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.



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Conduct Inventory & Sign Inv Sheet

- 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 _____



Submit Completed Inventory Report

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



The screenshot shows the University of Maryland support portal navigation menu. The 'Finance' menu is expanded, showing options like 'Accounts Payable', 'Payroll Services', 'Banking & Settlement (Working Fund)', and 'Financial Reporting'. A red box highlights the 'Open a Case with Finance' link in the 'Quick Links' section, with a red circle containing the number '1' next to it.

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?



Review Cost Center Asset List

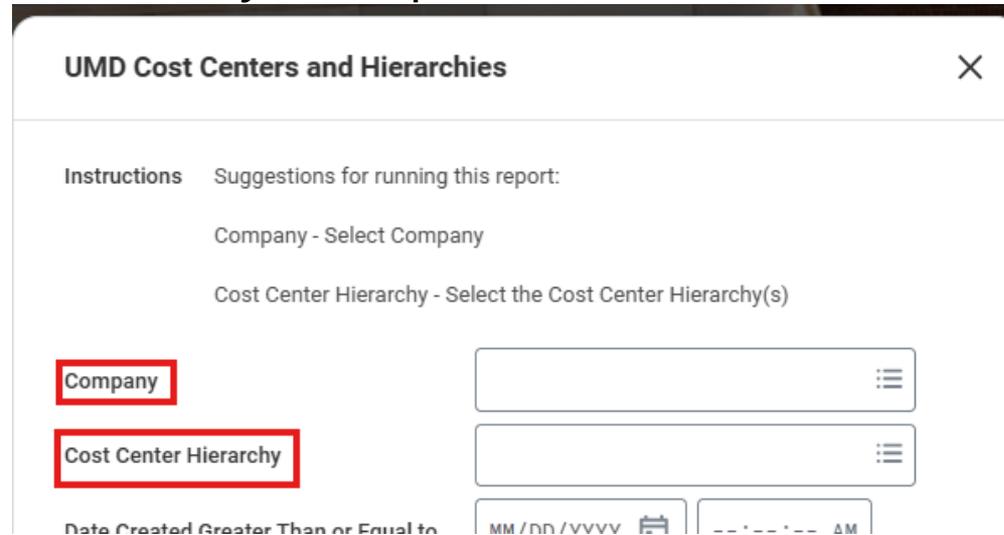


Frequently Asked Questions



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

- 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 [Dropdown]

Cost Center Hierarchy [Dropdown]

Date Created Greater Than or Equal to [MM/DD/YYYY] [Calendar] [--- -- -- -- ΔM]



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

MENU



Q 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

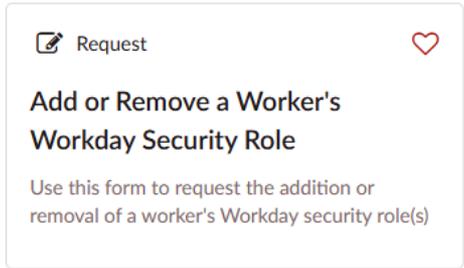


How do I update the Asset Specialist for my department in Workday?

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



- Add or Remove a Worker's Workday Security Role



Requested for	
<input checked="" type="radio"/>	Xuezhu Wang
<input type="radio"/>	- Shishir shishir1
<input type="radio"/>	. Akash Deep deepakas
<input checked="" type="radio"/>	. Bandar S M W N Alanezi bsm96
<input type="radio"/>	. Cho Win Htein chowh
<input type="radio"/>	. Chu Win Htein chuwh
<input type="radio"/>	. Gariska gariska
<input type="radio"/>	. Harsh Binin Kumar Pandya hbandva

These workers will receive the same add/remove actions requested in this form.

Do these workers have the same manager?

Yes

Name of manager ⓘ

Similar security roles based on this user ⓘ

Add these security roles

Add xxxx as an asset specialist for cost center CC0xxxxx



How do I download the asset report for my department?

The screenshot shows a web application 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 'rpt973' and is highlighted with a red box. Below the search bar, a blue banner indicates 'Simplified Search is Disabled' with a toggle switch. On the left, a sidebar lists 'Saved Categories' with 'People' (0), 'Tasks and Reports' (1), and 'Learning' (0). Below this is a 'More Categories' section. The main content area is titled 'Tasks and Reports' and features a link for 'RPT973 BUSINESS ASSETS Capital Physical Inventory'. Below the link, it says 'Report' and provides instructions on how to view and analyze individual business asset lifecycle events. A search tip box at the bottom right of the main content area suggests searching under 'More Categories' if the user didn't find what they were looking for.

MENU 

Q rpt973 

Simplified Search is Disabled 

 **Saved Categories** 

People 0

Tasks and Reports **1**

Learning 0

 **More Categories** 

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?

RPT973 BUSINESS ASSETS Capital Physical Inventory

Company	UM01 University of 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 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 in Workday.
- If any assets need to be modified, open a ServiceNow ticket with the Inventory Control team (refer to page 13).



How to search individual asset in Workday

The screenshot shows the Workday search interface. At the top, there is a search bar containing the text "BAS-008775". A red circle with the number "1" is positioned next to the search bar. Below the search bar, a blue bar indicates "Simplified Search is Disabled" with a toggle switch. On the left side, there is a navigation menu with "Saved Categories" expanded, showing "People", "Tasks and Reports", and "Learning". Below this is "More Categories". A red circle with the number "2" is positioned next to the "More Categories" link in the "Try searching:" section.

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

No results for "BAS-008775"

Try searching:
[More Categories](#)



How to search individual asset in Workday

MENU UNIVERSITY OF MARYLAND

Q BAS-008775

Simplified Search is Disabled

Assets

BAS-008775 (POWEREDGE R730D)
Business Asset

3

Saved Categories

- People 0
- Tasks and Reports 0
- Learning 0

More Categories

- Staffing 0



Questions?

