

TMA spreadsheet field instructions

Spreadsheet purpose:

The TMA Equipment/Asset template is the spreadsheet that will be used by Student Affairs departments to register all equipment over \$50 in value. This spreadsheet will be used to import all equipment information into TMA versus being manually entered into TMA. We will be using the equipment tab of this spreadsheet to record our equipment inventory. Below is a listing of the columns in the equipment tab of the spreadsheet and the intended purpose of each field:

Equipment Tag: This field will be populated with the number that will be printed on the physical tag that will be affixed to the equipment item. The numbering format will begin with the Alpha abbreviation of the department the equipment belongs to followed by a numeric series (i.e AUX-12345)

Equipment Description: This is a text field used to describe the equipment. This field should be used to help describe the product so it is easy to identify.

Equipment Type Code: This is the broad equipment category. Please see the Equipment Type code listing enclosed.

Sub Type Code: This is a more specific equipment category that further defines the Equipment Type . The Sub Type is paired with specific Equipment Type code. Please see the Equipment Type code listing enclosed for the pairings.

Location ID: This is the Building abbreviation-room number (i.e UC-137)

Floor: This is the floor of the building the equipment is located in.

Building: This is the building the equipment is located in.

Facility: This is USD for all equipment.

Active Yes or No: This is a True or False only field. Please enter True for all equipment currently on campus and being used. If it is not in use, but still on campus please enter False.

Building Asset Yes or No: Mark the check box if this equipment item is considered to be an integral part of a building and a permanent asset of the building.

Sublocation: This is for additional details about the location of the item when the location is not easily apparent. For example, "NE corner, in closet under stairs".

Service Contract Yes or No: Enter True if the equipment is under a service contract. Please enter False if the equipment is not under a service contract.

Model number: Enter the equipment item model number as provided by the manufacturer.

Serial number: Enter the equipment item serial number as provided by the manufacturer.

Vendor Name: Enter the name of the vendor the equipment was purchased from.

MFG Name: Enter the name of the manufacturer of the equipment.

Department name: Enter the name of the department that has purchased and maintains the equipment.

Date Purchased: Enter the date purchased.

Purchase order number: Enter the PO number used to purchase the equipment.

Original cost: Enter the cost of the equipment at the time of purchase.

Service Contract expiration date: Enter the date that the Service contract expires. Please note if there is a date in this field The "Service Contract Yes or No" field should read True.

Comments: This is a text field for additional notes. It has 2,000 characters available.

Energy Efficiency yes or no: Enter True if the equipment is energy efficient certified. Please enter False if the equipment is not energy efficient certified.

Anticipated life: Please enter the number of months the equipment should remain in working order.

Replacement cost: Enter the anticipated cost of replacement once the equipment item is no longer in working order (end of anticipated life).

Exists in TMA: For this initial inventory all new records would enter a No in this field.