

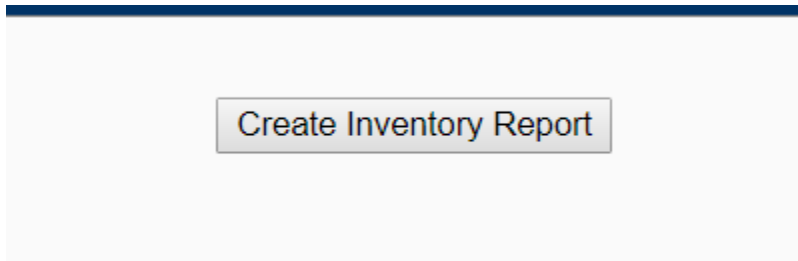
How to Add an Inventory Report (Previously Property Acquisition Report Form)

The following are step-by-step instructions for how to fill out the Inventory/Property Acquisition Report:

1. Login to Egrants: <https://egrants.doj.state.wi.us/egmis/login.aspx>.
2. Under **Project Management**, go to **Monitoring**:



3. Scroll to the bottom of the page. Click on **Create Inventory Report**:



4. Click on **Add New Item**:

The screenshot shows the "INVENTORY LISTING" form. At the top, it displays "Report Status: Draft" and "Approval Status: Pending". Below this, there are two buttons: "Add New Item" (circled in yellow) and "Add Budget Equipment Items". A note below the buttons says "Click item Description to complete required inventory details." Below the note is a table with the following columns: Quantity, Description, Identification Number, Total Cost, and Present Condition Code. The table has one row with "Total:" and "\$0.00". Below the table is a section titled "Report Sections" with a table with three columns: Sections, Last Update Date, and Last Updated By. The table has one row with "Additional Questions". Below the table is a text area labeled "Remarks (Optional):". At the bottom of the form are several buttons: "Save As Draft", "Submit", "Revise", "Approve", "Delete", and "Cancel".

5. Fill out information about the new item:

INVENTORY DETAILS

Item Number: 1

Inventory Quantity:

Description (make & model):*

Identification Number:

Date Acquired: *

Cost:*

Amount Funded By Grant:*

Present Condition Code:

Anticipated Future Code (DOJ use only):

Invoice Numbers:

Remarks:

6. Once information about the new item has been completed, either click on:
- Save & Return** if this is the only or last item for the report.
 - Save & Add Another** if you need to add another item. Continue to add new items until you are entering information for the last item (then click **Save & Return**).

INVENTORY DETAILS

Item Number: 1

Inventory Quantity:

Description (make & model):*

Identification Number:

Date Acquired: *

Cost:*

Amount Funded By Grant:*

Present Condition Code:

Anticipated Future Code (DOJ use only):

Invoice Numbers:

Remarks:

7. Click **Additional Questions**, if available:

INVENTORY LISTING

Report Status: Draft **Approval Status:** Pending

Click Item Description to complete required inventory details.

Quantity	Description	Identification Number	Total Cost	Present Condition Code
		Total:	\$0.00	

Report Sections

Sections	Last Update Date	Last Updated By
Additional Questions	10/16/2018	DOJ Staff

Remarks (Optional):

8. Answer the question(s) and click **Save**:

ADDITIONAL QUESTIONS

1)
Please address how the purchase of this item will impact and improve direct victim services.

9. Click **Submit**:

INVENTORY LISTING

Report Status: Draft Approval Status: Pending

Click Item Description to complete required inventory details.

Quantity	Description	Identification Number	Total Cost	Present Condition Code
0	IPad, 12.9 inch 256 GB		1,200.00	New
Total:			\$0.00	

Report Sections

Sections	Last Update Date	Last Updated By
Additional Questions		

Remarks (Optional):

10. Status should be **Submitted**:

INVENTORY REPORT LISTING

New Inventory Report Phase: *

Filter Criteria

Phase:

Approval Status:

	PDF	Status	Submission Date	Approval Status	Entered By
<input type="button" value="Edit"/>		Submitted	5/3/2017 11:21:52 AM	Pending	Karina J Virrueta

Please direct any questions to the Egrants Helpdesk, egrants@doj.state.wi.us or 608-267-9068.