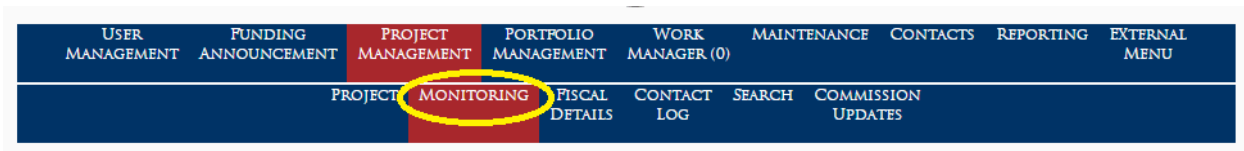


How to Add an Inventory Report (Property Acquisition Report)

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

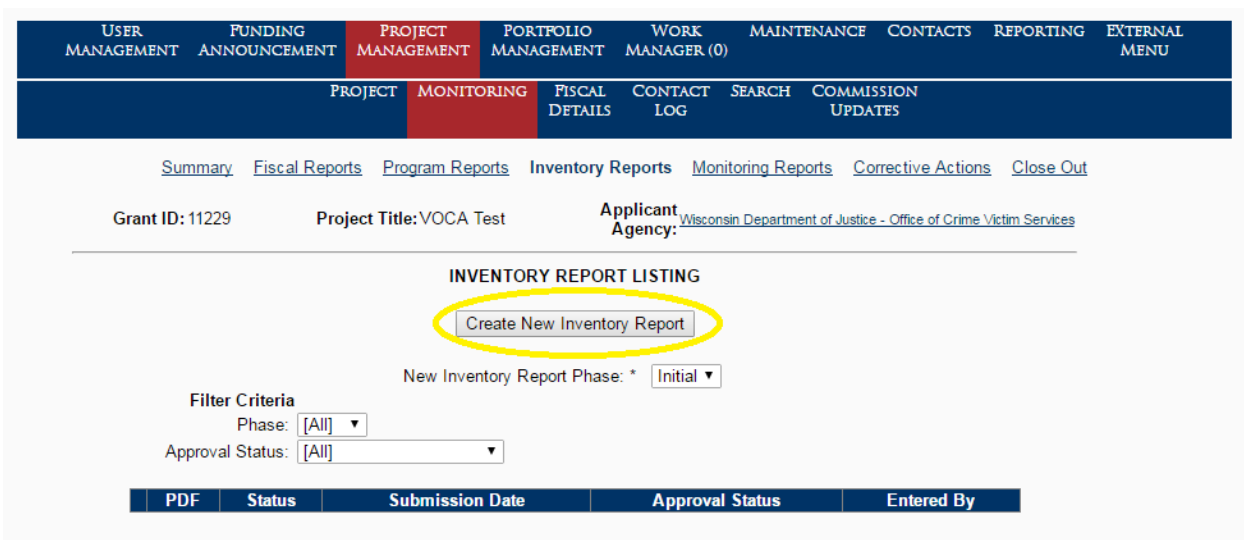
1. Login to Egrants: <https://egrants.doj.state.wi.us/egmis/login.aspx>.
2. Under **Project Management**, go to **Monitoring**:



3. Click on **Inventory Reports**:



4. Click on **Create New Inventory Report**:



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

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		

Remarks (Optional):

6. 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:

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

8. 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):

9. 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"/>	<input type="button" value="PDF"/>	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.