Inventory Reports

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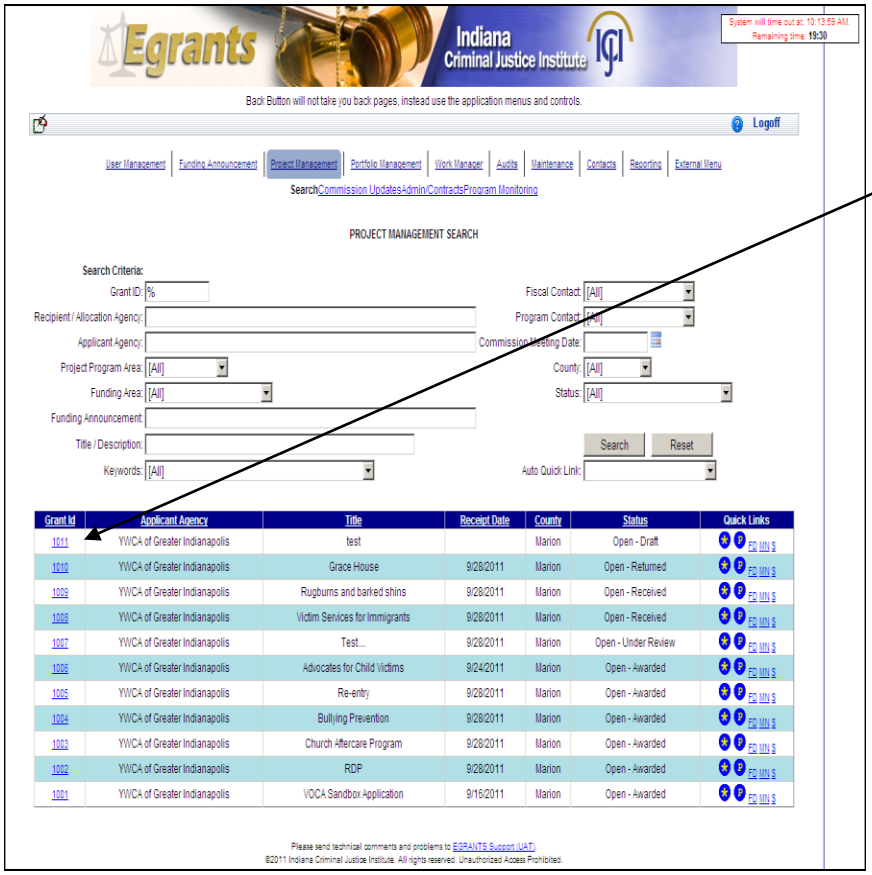
ICJI's Egrants System Instructions
Quick Start Guide Input Inventory Report

- Log onto ICJI's Egrants System
- At the Welcome Page, select Project Management by clicking on the link

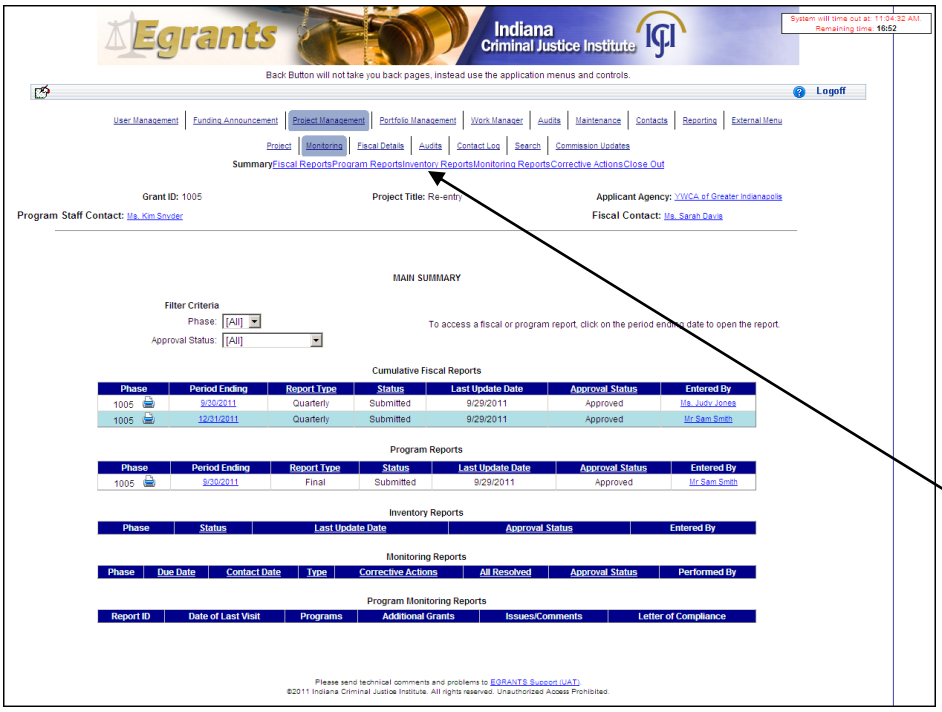


- Select the **Grant ID** link for which you wish to create an Inventory Report

  OR

  You may insert the **Grant ID** In the text box and click Search

- The Project Summary page will appear
- Click on the **Monitoring** link at the top of the page



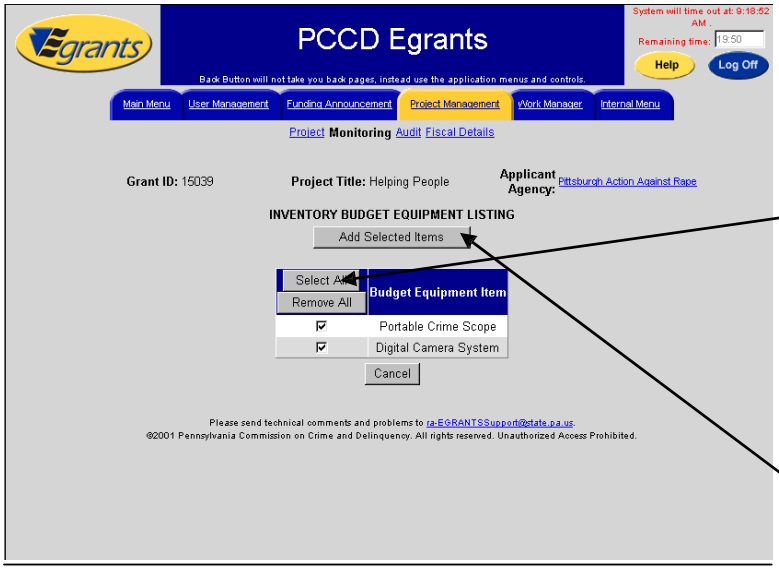
- The Main Summary page for Monitoring will appear (all Fiscal, Program, and Inventory Reports previously created will be displayed).

Click on the **Inventory** link

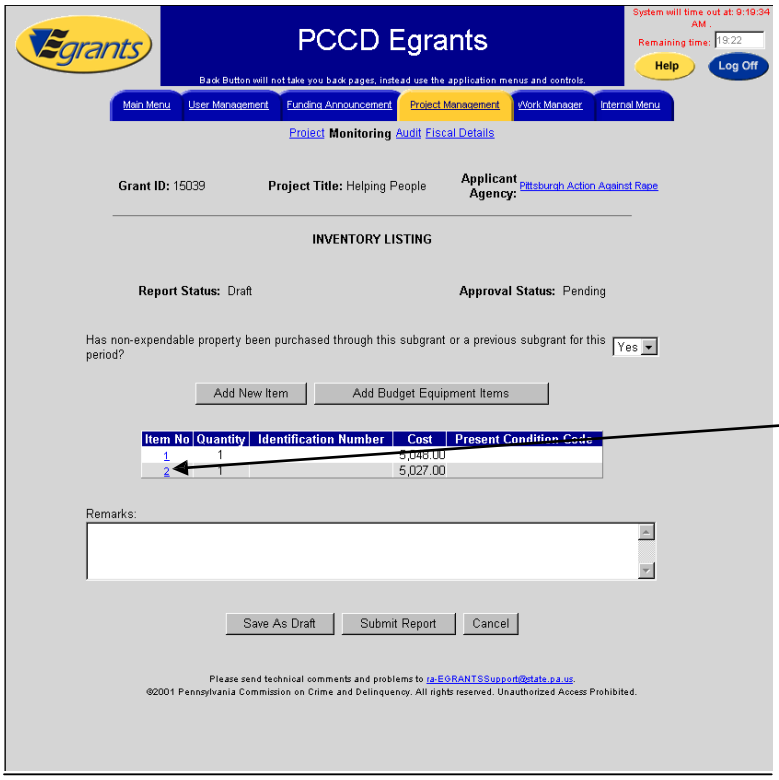
Click on **Create New Inventory Report**

- You will be transferred to the Inventory Listing page
- Answer the question by choosing yes or no at the dropdown box
- Insert any remarks that you wish to add
- Click the **Add Budget Equipment Items** tab

Note: Due to the lack of data in the system, the following screenshots are taken from a similar Egrants system use by the State of Pennsylvania.



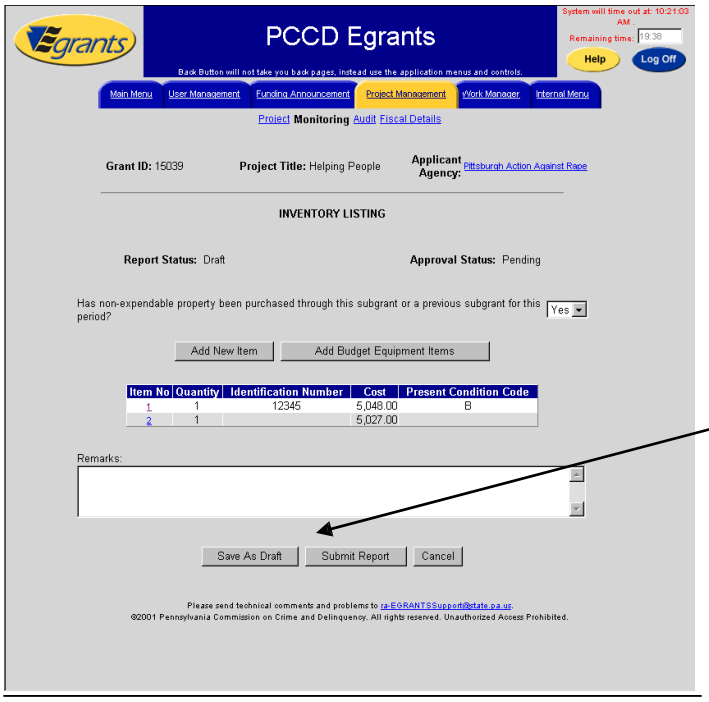
- You will be transferred to the Inventory Budget Equipment Listing (all equipment items in your current budget will appear)
- Click the **Select All** tab to include all items listed (If a budgeted equipment item was not purchased, simply do not place a checkmark beside that item)
- Click the **Add Selected Items** tab



- You will be transferred back to the Inventory Listing page (equipment items will now appear)
- Click on the **Item No** hyperlink and you will be transferred to the Inventory Details page for that item of equipment

- On the Inventory Details page you will enter the Identification Number, Date Acquired, Present Condition Code (select from dropdown box), Present Use and Location, Anticipated Future Code (select from dropdown box), and Remarks.

  Note: You may also alter the Description and Cost lines at this time if necessary.



- Continue to click on each Item No and complete the required equipment information on the Inventory Details page as above

- Click on the **Save as Draft** tab below to save the Inventory Report (will not be submitted to ICJI), OR the Submit Report tab to submit the Inventory Report to ICJI

- After submitting the Inventory Report, you will be transferred back to the Main Summary screen. The status of your report will appear as Draft or Submitted. The approval status will initially appear as Pending until reviewed and approved by ICJI staff. Once staff has approved, the status will change to Approved