Overview
To keep track of the year an item has been counted for inventory purposes CSUEB has created this information in the unused FERC code section. The following details how to set up a new year for inventory purposes.
Setup Inventory Year

Navigate to > Set Up
Financials/Supply Chain >
Product Related > Asset
Management > FERC Code

The FERC Code page displays.

1. Click the Add A New Value tab
2. Enter Set ID: HW001
3. Give FERC Code a name consistent with existing (In this case we will use COUNTED10)
4. Click the Add button

The FERC Cd Detn page displays.

5. Enter Effective Date: 07/01/2010 (It is the beginning of your inventory period)
6. Give a Description
7. Give a Short Description
8. Click Save
Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).