

# Excess Inventory Management System

## BYU OIT Materials Management

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### Executive Summary

I work in Materials Management, a department in BYU's Office of Information Technology. My department manages a stockroom for several other departments in the IT Building. We stock some frequently used materials for immediate use. In addition, we order and receive materials for various projects on campus. For example, when a new projector is going to be installed in a classroom, we order, receive, and store the projector in our room until the installation team takes it to install. The items we order for particular projects are called WIP.

Sometimes the people who request WIP items end up not needing the parts or just forget about them until the project is completed. We are left with parts that we normally do not carry in our regular inventory, and often the parts are rarely ordered for other projects. When this happens, we move the items out of our WIP area and into an area we call Excess. From Excess, we have two options: we can sell the parts in a Surplus sale (where we get much less money than we paid for the still-new part), or we can keep the part and hope someone else needs it in the near future.

My program keeps track of the items in our Excess area, which projects they came from, and which project they're being moved to (if they do get reassigned). In addition, my program allows us to easily share a list of current Excess items with other departments, print labels with unique ID's and descriptions of Excess parts, and customize a report to show how we are moving Excess inventory.

### Implementation

#### Basics

**The Excess program uses several sheets to keep track of data:**

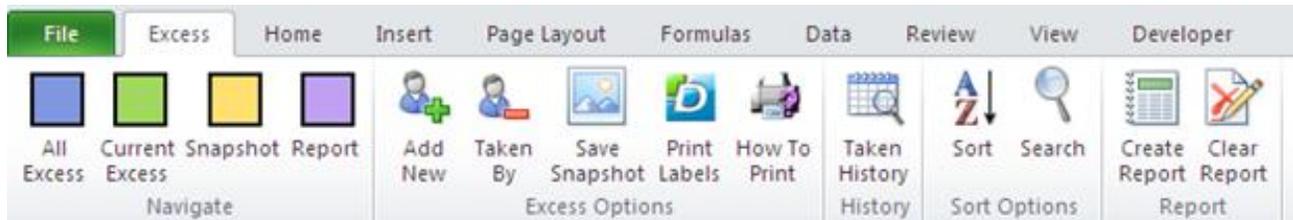
1. All Excess (see [Sheet 1](#))
  - a. This contains a complete list of all Excess items ever entered into the system
  - b. The top two rows of this sheet are automatically frozen to keep the header rows always visible
2. Current Excess (see [Sheet 2](#))
  - a. This contains a list of only those items currently in the Excess area

- b. The top two rows of this sheet are automatically frozen to keep the header rows always visible
3. Snapshot (see [Sheet 3](#))
  - a. This list is the same as the Current Excess list, but it only contains summary data about each item
  - b. The top two rows of this sheet are automatically frozen to keep the header rows always visible
4. Report (see [Sheet 4](#))
  - a. This contains a table for showing aggregate results
5. Taken [hidden] (see [Sheet 5](#))
  - a. This contains a list of every transaction once an item has been added to the All Excess list
6. Labels [hidden] (see [Sheet 6](#))
  - a. This contains a list that is used to print labels from the DYMO label printer
7. Names [hidden] (see [Sheet 7](#))
  - a. This contains a list of net IDs and names of many people who have come into Materials Management in the past

### Excess Tab on the Ribbon (see Exhibit 1)

- Almost every macro used in the program is run from a button in a custom tab on the ribbon
  - The one exception is the BegTotal macro, which will be used only when every item on our Excess shelves at the time I began this program is added to the list
- Hovering the mouse over a button on the Excess tab will display help text for that button
- The Navigate group simply takes the user to the respective sheet (just like clicking the sheet tabs at the bottom of the Excel window)
- All other buttons in the Excess tab of the Ribbon will be explained later in the writeup

### Exhibit 1: Excess Tab



### Adding Excess Parts

- To add an item to the Excess list, the user clicks the “Add New” button in the Excess Options group
- The “Add Item to Excess List” userform appears (see [Userform 1](#)), asking for information about the item to be added

- Some information may not be known (for example, some items that are currently on the list have been on the Excess shelves for so long that we do not know what project they originally came from)
- The user fills out as much information as possible, including required fields marked with a red asterisk, then clicks the “Add” button
  - If the user checks the “Taken” checkbox, the Taken userform will appear (see [Taking Excess Parts](#))
- A unique ID is generated for the new item, and the data fields for the item are filled from the userform
  - Each unique ID begins with “?EX”
    - “EX” stands for Excess
    - “?” allows our customers to use our barcode scanner to scan normal inventory items and Excess items in the same session and still allow our Inventory program to process the normal inventory but stop and show us the Excess items in a way that is easy for us to recognize
  - Number fields, such as Quantity and Cost, are converted to the appropriate number format
  - Entered Date is automatically filled using the Date function
  - The Qty Remaining field is filled with a formula (see [Taking Excess Parts](#))

### **Sort All and Current Sheets**

- The “Sort” button sorts the All Excess or Current Excess list by ID
  - If the list is currently ascending, the button will sort the list in descending order
  - If the list is currently descending, the button will sort the list in ascending order

### **Search All and Current Sheets**

- The “Search” button brings up an input box where the user can enter multiple search terms (not case sensitive)
- The program searches each cell of data for each of the search terms, then sorts the list, putting the most relevant items at the top
  - For example, searching for “Kramer audio hdmi” will put item ?EX1 at the top because it contains all three terms, then ?EX2 next because it contains two search terms, then ?EX5, ?EX20, and ?EX31 because they each contain the word “Audio”
- The user can click the “Sort” button to sort the list normally after a search

### **Taking Excess Parts**

- When someone takes an Excess item to use on a project, the Excess program user clicks the “Taken By” button
- The All Excess sheet is activated, then the “Excess Taken By” userform appears (see [Userform 2](#)), asking for information about the person taking the item

- If an item on the All Excess list is not selected, a messagebox appears instead, directing the user to select an item first
- The user fills out the form
  - The “ID/Item Code” field is automatically filled, but can be changed if the user selected the wrong item; in this case, changing the ID to another existent ID will create a Taken record for the accurate ID
  - The “Quantity Taken” field is automatically filled with the value from the “Qty Remaining” field; the user can change the value if necessary
    - If “Qty Remaining” is already 0, a Yes/No messagebox asks the user if they want to proceed and return the item to our Excess list (ie enter a negative “Quantity Taken” if someone is returning the item instead of using it)
- Clicking OK adds a new record to the “Taken” sheet, including the ID of the Taken item, the NetID and name of the taker, the Work Order the item is being assigned to, the date the item is taken (from the Date function), and the quantity taken
  - The name is found by searching for the NetID on the “Names” sheet and taking the associated name
    - If the NetID is not found on the “Names” sheet, an inputbox appears, asking the user for the person’s name (“UNKNOWN” is the default value)
    - Possible NetIDs include:
      - “stock” if we carry the same item in our normal inventory and can move the item from Excess to inventory
      - “surplus” if we cannot use the item and decide to sell it at a Surplus sale
  - When a new Taken record is added, the “Qty Remaining” formula is updated for each item in the All Excess list
    - The formula is the value in the appropriate “Quantity” field minus the “Qty Taken” values of any Taken records for that item
  -
- If the “Qty Remaining” field is 0, the location is automatically changed to “OUT”
  - If an item is returned to Excess, the user is prompted to provide a new location for the item

### Taken History

- Because the Taken sheet is hidden (and not organized for easy viewing), the user can click the “Taken History” button to view the history of the selected item
- The “Taken History” userform appears (see [Userform 3](#))
  - The userform displays a list of each transaction for the item (as listed on the “Taken” sheet), along with the date the item entered Excess

- The user can look at the Taken history for different items without closing the form by:
  - Changing the ID displayed and clicking the “Go” button
  - Clicking the First, Previous, Next, or Last buttons
- The user can select a transaction from the transaction list and edit or delete the transaction
  - If no transaction is selected, a messagebox informs the user to select a transaction
  - If the user clicks the “Edit” button, the “Taken By” userform appears and is pre-populated with the data from the selected transaction
    - If the user changes data and clicks OK, the Taken record is updated
  - If the user clicks the “Delete” button, a Yes/No messagebox appears, asking if the user is sure they want to delete the transaction
    - If the user clicks Yes, the Taken record is deleted from the “Taken” sheet

### Using the Snapshot Feature

- The Snapshot feature is a way of sharing an abbreviated list of the items currently in Excess with our customers in other OIT departments; our customers can see what we have available and use those parts for their projects instead of ordering new parts
- Clicking the “Save Snapshot” button updates the “Snapshot” sheet with relevant fields about items currently in Excess, then copies the “Snapshot” sheet to a separate Excel workbook stored on a shared drive
  - After the “Snapshot” sheet has been copied, a messagebox appears, informing the user that the process is completed and telling them the file path to follow to find the new workbook
  - The separate Excel workbook can be emailed to customers

### Print DYMO Labels

- In order to effectively track our Excess items, each one has a label with the item’s ID (in barcode) and the Manufacturer, Part Number, and Description below
- First, the user selects the items to print and clicks the “Print Labels” button
  - The selected IDs and other necessary data are first copied to the “Labels” sheet, then the “Labels” sheet is copied to a separate Excel workbook on a shared drive
  - A hyperlink to the basic label file is followed, and the label file (a label with the appropriate fields but lacking the data for each individual item) is opened in the DYMO Label Printer program
  - The user opens a premade label merge template, which takes the data from separate label workbook and merges it into the correct locations on the label file and prints each label

## How To Print

- If the user needs additional assistance with the “Print Labels” process, they can click on the “How To Print” button
- The “How To Print” userform appears (see [Userform 4](#)), giving step-by-step instructions
  - If the user does not have the premade label merge template, they can click on the red “Not there?” label on the “How To Print” userform and a messagebox appears, telling them to ask me (Neil) to set up the template on their computer

## Reports

- The Report feature provides a way of valuing our efforts to reduce Excess over time
- When the user clicks on the “Create Report” button, the “Report” sheet is activated and the “Excess Report” userform appears (see [Userform 5](#))
- The user enters a date in the “As Of Date” field and clicks the “Generate” button
  - If the user enters an incorrect date format, a messagebox prompts the user to enter a correct date format, then the Date field is cleared
  - If the user enters a date and tries to run it twice, they are prompted to enter a different date for the second time
  - The remaining five fields are populated with calculated values
    - For example, if “1/1/2011” is entered, the “Total Excess Value” field will be the total value of Excess from that date forward
      - The “Current Excess Value” field will be the value of Current Excess at the date the user runs the report (not the date entered in the date field, but the current date, ie 12/6/11)
      - The “Total Leaving Excess” is the difference between Total Excess and Current Excess
        - “Total Leaving Excess” is broken down into values being assigned to new projects and values sent to surplus
    - If the “Auto Add to Report” box is checked, the values in the userform are automatically added to the “Report” sheet; otherwise the user can click the “Add to Report” button to add them manually after viewing them in the userform
    - The “Report” sheet also includes a percentage change over the previous date in the report
  - The “Report” sheet can be cleared (except for the beginning values) by clicking the “Clear Report” button

## Learning and Conceptual Difficulties Encountered

- I had never tried to write to the formula property of a cell with VBA. It was a little difficult to compute the “Qty Remaining” field at first because I had to examine every transaction on the “Taken” sheet and subtract them from the “Quantity” field in the formula for the correct ID line, and the formula changed each time I added a new

transaction. When I added the “Sort” button, things became more difficult because the address property returns absolute references. I had to use the replace function to remove the \$ signs from my formulas so sorting wouldn’t mess up.

- I had a little difficulty deciding the best way to organize and display the data. For example, I originally included the “Taken By” data in the same row as the rest of the information for a part. When I realized that an item might have multiple transactions, I added more columns to the line. It wasn’t until I started thinking of my worksheet as an Access database (basically a bunch of tables connected by a common field, in this case ID) that I decided to include the “Taken” sheet and do the extra work necessary to allow many transactions and show them with the “Taken History” userform. The added benefit of this extra work is that we will be able to use this same program to keep track of old inventory that we want to stop stocking and move to Excess (since this old inventory may have many transactions before we get rid of all of it).
- Before working on this project, I had never tried to use VBA to save data to a separate Excel workbook. I learned to open the separate workbook, copy a worksheet (used for both “Save Snapshot” and “Print Labels”), and save and close the workbook.
- I learned more about how sorting works. When I tried saving by ID, ?EX1 was first, followed by ?EX10. I had to write two separate subs to first remove the “?EX” part from each item, then sort them as numbers, then add “?EX” back.
  - In connection with sorting, I discovered how to make sort toggle between ascending and descending.
- Excel’s built-in Find function was not robust enough for me since it searches for the entire string you enter and not keywords. I came up with the basic idea for my simple search method over a year ago, but had to try several VBA methods (that failed) before I ran into the Split method, which worked surprisingly well (and was not nearly as intuitive as the methods I thought would work before).
- Probably the most difficult conceptual problem for me was writing the formulas used in the Report (such as Current Value and Total Value). These were difficult because I used as “As Of” date to organize the data, so items added to the “All Excess” list and taken before that date could not be included, but items added since that date or before that date but still on the shelf should be included in the values. To compute the numbers, I had to figure out how to get the date the user entered into a date format (which I did by letting Excel paste it first and auto-format it), then compare the “As Of” date to the dates entered with each item, then move through the “All Excess” and “Taken” sheets to gather quantities and values. As I continued working on my program, I had to adapt my formula several times for changes in my program structure and logic errors I had not noticed before.
- When I learned how to add buttons to the Ribbon, I saw a great way to update my program. Before I had several buttons spread across the sheets, but adding everything to the Ribbon makes things look much cleaner and more professional. After spending

considerable time making a custom tab, several groups, and several buttons, I realized that some of my subs needed updating so they would not try to run on sheets that they were not supposed to run on. When I showed the program to my boss, he was impressed (although I don't think he realizes that I just barely learned how to add the buttons to the Ribbon).

- When I added the buttons to the Ribbon, I noticed that no help text was displayed when the user hovered the mouse pointer over the button. I spent quite a bit of time researching how to add "supertips." As a result, I learned that there a quite a few more ways of manipulating the Ribbon than we saw in simple examples.
- I also wanted my Excess tab to be the active tab when the workbook is opened. It took a lot more research than I expected to find the small bit of code necessary to move the Excess tab before the home tab, and when I finally found it, I had to adapt it slightly because the UI Editor is case sensitive and the code was written in the wrong case.
- I learned the difference between the UI Editor 2007 Part and 2010 Part. I added the Excess tab at work (on Excel 2010), and it was very disturbing when it didn't show up on my computer at home (2007).
- Before beginning this project, I wrote another program for work (which is a little more complex, keeps track of regular inventory, WIP, and other random parts, and took a lot more time). I decided to submit the Excess Program instead because it is simpler to explain and I think it will be used more at work. In writing the previous program, I learned a lot of techniques, many of which I used in my Excess Program.
  - I learned how to automatically import and manipulate data from external text files
  - I learned how to save data on the sheet to external text files and refresh the worksheet data from the external text file
  - I learned how to use global variables
  - I taught myself to use userforms before we learned them in class (although I learned useful things in class as well)
  - I learned how to use the Application.Caller function, and I was able to use it to run one macro from different buttons with the results dependent on the button used

# Sheets

## Sheet 1: All Excess [back]

All Excess List (as of 10/28/2011)											
ID/Item Code	Work Order	Seq#	Manufacturer	Model	Quantity	Cost (EA)	Description	Entered Date	Location	MM Employee	Qty Remaining
?EX1	IT-757-1	259	Kramer	FC-46	4	\$ 304.89	Kramer FC-46 HDMI Audio De-embedder	11/3/2011	W3A3	nfreebie	4
?EX2	IT-757-1	340	Kramer	KRFC47	4	\$ 198.64	FC-47 HDMI TO DVI & S/PDIF AUDIO FORMAT CONVERTER P/N KRFC47	11/3/2011	W3A3	nfreebie	4
?EX3	IT-807-1	11	Atlas Sound	BT720-4	2	\$ 34.81	Atlas Sound BT720-4 4" loudspeaker/transformer/baffle assembly	11/4/2011	W3A2	nfreebie	2
?EX4	OH-3614-1	1765	Extron	70-147-72	2	\$ 248.00	EXTRON TERMINATION KIT P/N EXTRON 70-147-72 DA EXTENDER AAP EX BLACK	11/18/2011	W3A3	nfreebie	2
?EX5	PF-463-1	15	Extron	MAV 44	1	\$ 605.50	Extron MAV 44 AV RCA 4x4 Composite Video & Stereo Audio Matrix Switcher	11/18/2011	W3A3	nfreebie	1
?EX6	SC-14049-1	2	CRESTRON	PW-2410RU	6	\$ 81.00	POWER SUPPLIES FOR CRESTRON MP-2E CONTROLLER	11/18/2011	W3A3	nfreebie	6
?EX7	PP-307-2	240	EXTRON	60-450-01	1	\$ 321.00	EXTRON TP R 15HD A TWISTED PAIR RECEIVER	11/18/2011	W3A3	nfreebie	1
?EX8	PM-701-1	43	Sennheiser	EKI 1029 PLL	20	\$ 318.75	Sennheiser EKI 1029 PLL 32 * 32-channel infrared receiver	11/18/2011	OUT	nfreebie	0
?EX9	PF-111-19	22	RDL	STR-198	2	\$ 111.93	Rack mounting for 10 stick-ons	11/18/2011	W3A3	nfreebie	2
?EX10	IT-370-1	10	TOA	D-922E	3	\$ 75.25	TOA D-922E INPUT MODULE	11/18/2011	W3B3	nfreebie	3
?EX11	PF-325-4	6	TOA	D-971E	2	\$ 135.00	TOA D-971E OUTPUT MODULE	11/18/2011	W3B3	nfreebie	2
?EX12	IT-217-3	8	TOA	D-922E	3	\$ 79.00	TOA D-922E MIC/LINE INPUT MODULE, with 20 bit A/D	11/18/2011	W3B3	nfreebie	3
?EX13	IT-370-1	12	TOA	D-983	1	\$ 194.75	TOA D-983 REMOTE CONTROL MODULE	11/18/2011	W3B3	nfreebie	1
?EX14	IT-80-1	27	TOA	D-981	1	\$ 87.00	TOA REMOTE CONTROL MODULE D-981	11/18/2011	W3B3	nfreebie	1
?EX15	IT-370-1	6	TOA	D-901	1	\$ 1,046.50	TOA D-901 DSP MIXER MAIN FRAME	11/18/2011	W3B3	nfreebie	1
?EX16	PM-6194-1	3	TOA	A-906	1	\$ -	TOA A-906MK2 AMPLIFIER	11/18/2011	W3B3	nfreebie	1
?EX17	--	--	TOA	MP-032B	1	\$ -	TOA MP-032B	11/18/2011	W3B3	nfreebie	1
?EX18	IT-868-1	30	Chief	TPMUB	1	\$ 232.24	Chief TPMUB Flat Panel Tilt Pole Mount (Up to 63")	11/22/2011	OUT	nfreebie	0
?EX19	PF-412-18	10	Listen Technologies	LT-800-072	1	\$ 476.00	Listen Technologies LT-800-072 * Stationary FM Transmitter, 72 MHz	11/22/2011	OUT	nfreebie	0
?EX20	PM-5083-1	5	RDL	ST-UMX3	2	\$ 101.32	Radio Design Labs ST-UMX3 Universal Audio Mixer - 3 Mic or Line x 1 Mic or Line	11/22/2011	OUT	nfreebie	0
?EX21	IT-842-1	10	Listen Technologies	LT-800-72-01	1	\$ 537.18	Listen Tech LT-800-72-01 * Stationary FM transmitter, 72 MHz	11/22/2011	OUT	nfreebie	0
?EX22	PP-320-1	5	RDL	PS-24U2	1	\$ 48.35	Radio Design Labs PS-24U2 * 24 Vdc 2 A Switching Supply - (no cord) - dc Plug	11/22/2011	OUT	nfreebie	0
?EX23	IT-94-1	6	Listen Technologies	LA-326	1	\$ 44.00	LISTEN TECHNOLOGIES LA-326: RACKMOUNT KIT	11/22/2011	OUT	nfreebie	0
?EX24	IT-370-1	9	Middle Atlantic	DWR-12-22	1	\$ 284.11	Middle Atlantic DWR-12-22 * Equipment Rack, 12 space (21 inch), wall mount, sectional	11/22/2011	OUT	nfreebie	0
?EX25	IT-707-1	2	FM Systems	ALM-473	1	\$ 636.52	FM Systems ALM-473, Stereo audio level master to fit DMS-400	11/23/2011	OUT	nfreebie	0
?EX26	IT-707-1	1	FM Systems	RMS-400	1	\$ 494.00	FM Systems RMS-400, Power supply and mainframe	11/23/2011	OUT	nfreebie	0
?EX27	PF-600-1	23	Belden	8778	1	\$ 527.50	BELDEN 8778 CABLE 500FT	11/23/2011	OUT	nfreebie	0
?EX28	IT-217-24	19	Electro-Voice	ZX5	1	\$ 111.68	ZX5 SPEAKER SYSTEM MOUNTING BRACKET P/N EV M85-B	11/23/2011	ELLS	nfreebie	1
?EX29	IT-430-1	1	Electro-Voice	SX-300E	2	\$ 417.99	ELECTRO VOICE SX-300E * 12-INCH , 300 WATT, TWO-WAY COMPACT SPEAKER SYSTEM	11/23/2011	ELLS	nfreebie	2
?EX30	IT-502-1	17	Stantron	HDSS1919	18	\$ 143.00	Stantron HDSS1919 19" Rackmountable Heavy Duty Roll Out Shelf, Vented, 150# Capacity, 19.25"	11/23/2011	ELLS	nfreebie	18
?EX31	PF-409-1	313	Sharp	AN-52SP1	3	\$ 383.45	Sharp AN-52SP1 matched audio loudspeakers for a PN-525U Professional Large Format LCD	11/23/2011	ELLS	nfreebie	3

## Sheet 2: Current Excess [back]

Current Excess											
ID/Item Code	Work Order	Seq#	Manufacturer	Model	Quantity	Cost (EA)	Description	Entered Excess Date	Location	MM Employee	Qty Remaining
?EX1	IT-757-1	259	Kramer	FC-46	4	\$ 304.89	Kramer FC-46 HDMI Audio De-embedder	11/3/2011	W3A3	nfreebie	4
?EX2	IT-757-1	340	Kramer	KRFC47	4	\$ 198.64	FC-47 HDMI TO DVI & S/PDIF AUDIO FORMAT CONVERTER P/N KRFC47	11/3/2011	W3A3	nfreebie	4
?EX3	IT-807-1	11	Atlas Sound	BT720-4	2	\$ 34.81	Atlas Sound BT720-4 4" loudspeaker/transformer/baffle assembly	11/4/2011	W3A2	nfreebie	2
?EX4	OH-3614-1	1765	Extron	70-147-72	2	\$ 248.00	EXTRON TERMINATION KIT P/N EXTRON 70-147-72 DA EXTENDER AAP EX BLACK	11/18/2011	W3A3	nfreebie	2
?EX5	PF-463-1	15	Extron	MAV 44	1	\$ 605.50	Extron MAV 44 AV RCA 4x4 Composite Video & Stereo Audio Matrix Switcher	11/18/2011	W3A3	nfreebie	1
?EX6	SC-14049-1	2	CRESTRON	PW-2410RU	6	\$ 81.00	POWER SUPPLIES FOR CRESTRON MP-2E CONTROLLER	11/18/2011	W3A3	nfreebie	6
?EX7	PP-307-2	240	EXTRON	60-450-01	1	\$ 321.00	EXTRON TP R 15HD A TWISTED PAIR RECEIVER	11/18/2011	W3A3	nfreebie	1
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?EX10	IT-370-1	10	TOA	D-922E	3	\$ 75.25	TOA D-922E INPUT MODULE	11/18/2011	W3B3	nfreebie	3
?EX11	PF-325-4	6	TOA	D-971E	2	\$ 135.00	TOA D-971E OUTPUT MODULE	11/18/2011	W3B3	nfreebie	2
?EX12	IT-217-3	8	TOA	D-922E	3	\$ 79.00	TOA D-922E MIC/LINE INPUT MODULE, with 20 bit A/D	11/18/2011	W3B3	nfreebie	3
?EX13	IT-370-1	12	TOA	D-983	1	\$ 194.75	TOA D-983 REMOTE CONTROL MODULE	11/18/2011	W3B3	nfreebie	1
?EX14	IT-80-1	27	TOA	D-981	1	\$ 87.00	TOA REMOTE CONTROL MODULE D-981	11/18/2011	W3B3	nfreebie	1
?EX15	IT-370-1	6	TOA	D-901	1	\$ 1,046.50	TOA D-901 DSP MIXER MAIN FRAME	11/18/2011	W3B3	nfreebie	1
?EX16	PM-6194-1	3	TOA	A-906	1	\$ -	TOA A-906MK2 AMPLIFIER	11/18/2011	W3B3	nfreebie	1
?EX17	--	--	TOA	MP-032B	1	\$ -	TOA MP-032B	11/18/2011	W3B3	nfreebie	1
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?EX29	IT-430-1	1	Electro-Voice	SX-300E	2	\$ 417.99	ELECTRO VOICE SX-300E * 12-INCH , 300 WATT, TWO-WAY COMPACT SPEAKER SYSTEM	11/23/2011	ELLS	nfreebie	2
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?EX31	PF-409-1	313	Sharp	AN-52SP1	3	\$ 383.45	Sharp AN-52SP1 matched audio loudspeakers for a PN-525U Professional Large Format LCD	11/23/2011	ELLS	nfreebie	3
?EX32	IT-329-1	5	Electro-Voice	C10.1	5	\$ 257.00	Electro-Voice EVID C10.1 * Ceiling Subwoofer	11/23/2011	ELLS	nfreebie	5
?EX33	PF-452-16	3	Electro-Voice	C10.1	9	\$ 262.00	Electro-Voice EVID C10.1 * Ceiling mounted 10 inch subwoofer loudspeaker system	11/23/2011	ELLS	nfreebie	9
?EX34	PF-326-181	15	Atlas	FAP62T	17	\$ 61.90	Atlas FAP62T * ceiling loudspeaker system, 6 inch coaxial, with built-in 70V transformer	11/23/2011	ELLS	nfreebie	17
?EX35	IT-543-1	18	Atlas	FAP40T	4	\$ 38.32	Atlas Sound FAP40T 70 Volt speaker	11/23/2011	ELLS	nfreebie	4
?EX36	IT-410-1	20	Electro-Voice	SX500	2	\$ 610.00	ELECTRO VOICE SX 500 SPEAKERS BLACK	11/23/2011	ELLS	nfreebie	2
?EX37	PF-111-32	45	Middle Atlantic	WRP-6	1	\$ 249.94	Middle Atlantic Products, Inc. Low Profile Wall Mount Cabinet. Part# WRP-6	11/23/2011	ELLS	nfreebie	1
?EX38	IT-264-1	49	Kathrein	-	1	\$ 690.00	KATHREIN PR-TV, ANTENNA PARAREFLECTOR ANTENNA 1.5 TO 17 DB	11/23/2011	ELLS	nfreebie	1

Sheet 3: Snapshot [\[back\]](#)

Current Excess Snapshot						
ID/Item Code	Manufacturer	Model	Quantity	Cost (EA)	Description	
?EX1	Kramer	FC-46	4	\$ 304.89	Kramer FC-46 HDMI Audio De-embedder	
?EX2	Kramer	KRFC47	4	\$ 198.64	FC-47 HDMI TO DVI & S/PDIF AUDIO FORMAT CONVERTER P/N KRFC47	
?EX3	Atlas Sound	BT720-4	2	\$ 34.81	Atlas Sound BT720-4 4" loudspeaker/transformer/baffle assembly	
?EX4	Extron	70-147-72	2	\$ 248.00	EXTRON TERMINATION KIT P/N EXTRON 70-147-72 DA EXTENDER AAP EX BLACK	
?EX5	Extron	MAV 44	1	\$ 605.50	Extron MAV 44 AV RCA 4x4 Composite Video & Stereo Audio Matrix Switcher	
?EX6	CRESTRON	PW-2410RU	6	\$ 81.00	POWER SUPPLIES FOR CRESTRON MP-2E CONTROLLER	
?EX7	EXTRON	60-450-01	1	\$ 321.00	EXTRON TP R 15HD A TWISTED PAIR RECEIVER	
?EX9	RDL	STR-19B	2	\$ 111.93	Rack mounting for 10 stick-ons	
?EX10	TOA	D-922E	3	\$ 75.25	TOA D-922E INPUT MODULE	
?EX11	TOA	D-971E	2	\$ 135.00	TOA D-971E OUTPUT MODULE	
?EX12	TOA	D-922E	3	\$ 79.00	TOA D-922E MIC/LINE INPUT MODULE, with 20 bit A/D	
?EX13	TOA	D-983	1	\$ 194.75	TOA D-983 REMOTE CONTROL MODULE	
?EX14	TOA	D-981	1	\$ 87.00	TOA REMOTE CONTROL MODULE D-981	
?EX15	TOA	D-901	1	\$ 1,046.50	TOA D-901 DSP MIXER MAIN FRAME	
?EX16	TOA	A-906	1	\$ -	TOA A-906MK2 AMPLIFIER	
?EX17	TOA	MP-032B	1	\$ -	TOA MP-032B	
?EX28	Electro-Voice	ZX5	1	\$ 111.68	ZX5 SPEAKER SYSTEM MOUNTING BRACKET P/N EV MB5-B	
?EX29	Electro-Voice	SX-300E	2	\$ 417.99	ELECTRO VOICE SX-300E * 12-INCH , 300 WATT, TWO-WAY COMPACT SPEAKER SYSTEM	
?EX30	Stantron	HDSS1919	18	\$ 143.00	Stantron HDSS1919 19" Rackmountable Heavy Duty Roll Out Shelf, Vented, 150# Capacity, 19.25"	
?EX31	Sharp	AN-525P1	3	\$ 383.45	Sharp AN-525P1 matched audio loudspeakers for a PN-525U Professional Large Format LCD	
?EX32	Electro-Voice	C10.1	5	\$ 257.00	Electro-Voice EVID C10.1 * Ceiling Subwoofer	
?EX33	Electro-Voice	C10.1	9	\$ 262.00	Electro-Voice EVID C10.1 * Ceiling mounted 10 inch subwoofer loudspeaker system	
?EX34	Atlas	FAP62T	17	\$ 61.90	Atlas FAP62T * ceiling loudspeaker system, 6 inch coaxial, with built-in 70V transformer	
?EX35	Atlas	FAP40T	4	\$ 38.32	Atlas Sound FAP40T 70 Volt speaker	
?EX36	Electro-Voice	SX500	2	\$ 610.00	ELECTRO VOICE SX 500 SPEAKERS BLACK	
?EX37	Middle Atlantic	WRP-6	1	\$ 249.94	Middle Atlantic Products, Inc. Low Profile Wall Mount Cabinet. Part# WRP-6	
?EX38	Kathrein	-	1	\$ 690.00	KATHREIN PR-TV, ANTENNA PARAFLECTOR ANTENNA 1.5 TO 17 DB	

Sheet 4: Report [\[back\]](#)

Excess Report						Beg. Total
As Of Date	Current Value	Assigned	Surplus	Total Change	Percent Change	
Beginning (11/8/2011)	\$ 28,526.97	\$ -	\$ -	\$ -	0.00%	
1/1/2011	\$ 17,957.63	\$ 10,569.34	\$ -	\$ 10,569.34	37.05%	

Sheet 5: Taken [\[back\]](#)

Taken Excess					
ID/Item Code	Taken NetID	Taken Name	Taken WO	Taken Date	Qty Taken
?EX8	JAL	Jim Low	PM-701-1	11/18/2011	20
?EX18	rar6	Randy Rowe	IT-868-1	11/22/2011	1
?EX19	rar6	Randy Rowe	IF-85-1	11/22/2011	1
?EX20	rar6	Randy Rowe	IF-85-1	11/22/2011	2
?EX21	rar6	Randy Rowe	IF-85-1	11/22/2011	1
?EX22	rar6	Randy Rowe	IF-85-1	11/22/2011	1
?EX23	rar6	Randy Rowe	IF-85-1	11/22/2011	1
?EX24	cat58	Cesar Tavares	OH-9194-1	11/22/2011	1
?EX25	dja	David Allred	DF-94-1	11/23/2011	1
?EX26	dja	David Allred	IT-945-3	11/23/2011	1
?EX27	mhc38	Michael Carper	DF-94-1	11/23/2011	1
?EX39	csb42	Carlos Bassett	OH-9194-1	11/23/2011	1
?EX40	stock	Put into Stock	OH-9194-1	11/23/2011	1

Sheet 6: Labels [\[back\]](#)

ID	Manufacturer	Model	Description
?EX1	Kramer	FC-46	HDMI Audio De-embedder
?EX2	Kramer	KRFC47	FC-47 HDMI TO DVI & S/PDI
?EX3	Atlas Sound	BT720-4	4" loudspeaker/transforme
?EX4	Extron	70-147-72	EXTRON TERMINATION KIT P
?EX5	Extron	MAV 44	AV RCA 4x4 Composite Vide
?EX8	Sennheiser	EKI 1029 PLL	32 * 32-channel infrared
?EX11	TOA	D-971E	OUTPUT MODULE
?EX12	TOA	D-922E	MIC/LINE INPUT MODULE, wi

Sheet 7: Names [\[back\]](#)

22	<b>NetID's hidden to protect the innocent</b>	Cesar Tavares				
23		Craig Caro				
24		Cecil Harrison				
25		Craig Malquist				
26		Christopher Hadlock				
27		Charles Cox				
28		James Clemens				
29		Cory Christensen				
30		Carol Sant				
31		Carlos Bassett				
32		Carson Stam				

Navigation: All Excess / Current Excess / Snapshot / Report / Taken / NAMES / Labels

Userforms

*Userform 1: Add Item to Excess List* [\[back\]](#)

**Add Item to Excess List** [X]

ID/Item Code: ?EX41

Work Order: [ ] - [ ] - [ ]      Seq#: [ ]

Manufacturer: [ ]

Model Number: [ ]

Description: \* [ ]

Quantity: \*    Cost: \*    Location: \*  
[ ] \$ [ ] [ ]

Your NetID: \* [ ]

Already Taken Out

\* Required field

[ Add ]    [ Cancel ]

*Userform 2: Excess Taken By* [\[back\]](#)

**Excess Taken By** ✖

ID/Item Code:

Taker's NetID:

Work Order:  -  -

Quantity Taken:

*Userform 3: Taken History* [\[back\]](#)

**Taken History for ?EX40 (CRESTRON TOUCH PANEL SCREEN P/N TPS-4LA)** ✖

Entered Excess:

Net ID	Name	Work Order	Date	Qty
stock	Put into Stock	OH-9194-1	11/23/2011	1

### Userform 4: How To Print [\[back\]](#)

**How To Print** ✕

**Step 0**  
Make sure the correct labels are in the printer.

**Step 1**  
From the All Excess sheet, select the labels you want to print.

**Step 2**  
Click the "Print Labels" button in the "Excess Options" group, "Excess" Tab.

**Step 3**  
When the message appears to warn you about opening the DYMO label file, click "OK."

**Step 4**  
When the DYMO Label Printer program opens, click File --> Import Data and Print --> Excess Labels, then click the "Print" button. *Not there?*

**Step 5**  
Cheer and give the nearest person a High Five!

**Close**

### Userform 5: Excess Report [\[back\]](#)

**Excess Report** ✕

Enter an "As Of" date  
(mm/dd/yyyy):

Auto Add to Report

Total Excess value  
(as of)

Current Excess value:

Parts that have left since

Total leaving Excess:

Assigned to projects:

Sent to Surplus: