



keeping watch on your inventory



DIVISION OF FINANCE & ADMINISTRATION
Asset Management

The Eagle Eye

A bi-monthly email newsletter from your Asset Management team.

May 3, 2021 | Issue: 11



Communication

FY21 Annual Physical Inventory Certification starts today Monday May 3, 2021.

This is the email that went out to all department Designated Inventory Coordinators and Department Managers on Friday 4/30 about the start of the annual inventory. If you did not get the email and you serve in one of these roles please let us know so we can update our records.

Good day All,

Well, it's that time of year again. I hope you have been receiving the Eagle Eye to help you get ready for this year's Annual Physical Asset Inventory. If you have not been getting the Eagle Eye every couple weeks please let me know because it provides helpful information for all things concerning Asset Management. This year we will again have an amended time frame due to Covid-19 with the inventory due dates. Below will provide information on the time line as well as guidelines on how to complete your annual inventory. The Asset Management department consists of Central Receiving and Surplus and is here to assist you however we can with your asset inventory needs. You can visit our website at assetmanagement.unt.edu for information, contacts and forms for most of your needs. Please use the updated Annual Physical Inventory Certification form from the website to submit this year's inventory (also attached to this email). Thank you to everyone who helped to get last year's on-time inventory completed beyond expectations. This year our expectations are much greater, and as a reminder 100% participation is required. We have identified you as the Designated Inventory Coordinator for your Dept ID, please let us know as soon as possible if this information is incorrect and/or needs any updates. *Each Department Manager will also be copied with this email.*

FY21 Annual Inventory time line

- May 3 – FY 21 inventory to begin, official email with instructions have been sent out to all department Designated Inventory Coordinators.
- August 2 – Annual Physical Inventory Certification due to Asset Management.

If not received August 2, an email will be sent to the Inventory Coordinator and copy their Department Manager about overdue status.

Inform in email that Department Manager is next escalation point in 1 week. A compiled list of non-compliant inventory departments/coordinators will be sent to the AVP Budget for review.

If not received by August 9, an email will escalate to the Department Manager with notification of non-compliance, copying the Inventory Coordinator.

Inform in email that the AVP Budget is next escalation point in 1 week.

A 2nd compiled list of non-compliant inventory departments/coordinators/managers will be sent to the AVP Budget for action.

If not received by August 16, escalation to the AVP Budget will take place for review with respective department VP's and the SVP Finance & Administration.

NEW THIS YEAR!

Don't wait until the end of inventory to get your surplus items turned in.

Surplus will not accept any assets into the surplus warehouse after July 16 for the last two weeks of the inventory period. This allows them time to get the surplus transfers entered into EIS before the end of inventory.

You can read about this and other Surplus changes at the website:

[Surplus Website](#)

The Eagle Eye

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FY21 Annual Inventory instructions

Tips to help you get started:

- If your area has people working from home using university assets, please email those team members and have them send you a dated picture of the asset with asset tag/serial numbers of the equipment they have at home. This will help you check those assets off your list. This would also be a good time to attach a blank UPCR form for them to complete and return with the picture to update your records. (reminder to send current, signed UPCR form to asset.management@unt.edu)
- As a refresher, please review these pages on our website, <https://assetmanagement.unt.edu/inventory> and <https://assetmanagement.unt.edu/inventory-coordinators>.
- All inventory Forms can be found at <http://assetmanagement.unt.edu/>. Completed inventory forms are to be submitted to Asset.Management@unt.edu.

If your inventory is complete with no missing or stolen items:

- Please sign and return the Annual Physical Inventory Certification form only.

If there are any issues with inventory you are unable to locate:

- Complete a Missing Property Investigation Statement form for each item missing, and submit with your Annual Physical Inventory Certification form.
- Please contact Asset Management at Asset.Management@unt.edu or 940-565-2391. It may be determined that further action is needed.
- Note: Missing/Stolen Property Forms should always be completed and submitted as soon as possible anytime throughout the year once it has been determined that such action has occurred!

If you find assets not listed on your inventory:

- Complete the Found Asset form, and submit with your Annual Physical Inventory Certification form; another department may be looking for the asset you found!
- If it belongs to your department and does not have an Asset Tag number, please contact Asset Management at Asset.Management@unt.edu or 940-565-2391.

To pull your Inventory in EIS (Method #1):

1. Go to the Main Menu – Reporting Tools – Query – Query Manager
2. Enter AM_INSVC_ASSETS_YRLY_INVENTORY and then click Search (see first image below)
3. You can then “Run to Excel”
4. Choose your Business unit (note that you could have inventory in both NT752 and SY769 so please check both) and then click in the DEPTID box and key in the account number. Then click the view results button. (see second image below)
5. You can print the Excel spreadsheet and check off items once found, if you have a larger volume of assets we recommend using a barcode reader/scanner and downloading into an Excel spreadsheet to compare with EIS. This is also a good opportunity to verify custodians, locations, and off-site status, and update the EIS records as needed. This will give you your current inventory, we recommend adding this to your favorites so you can keep track of your inventory throughout the year and make verifications and corrections as needed.

To pull your Inventory in EIS (Method #2):

1. Go to Main Menu – Reporting Tools – Query – Query Manager – Advanced Search (next to Search button) (see first image below)
2. Enter AM_INSVC_ASSETS_YRLY_INVENTORY in the Query Name box and then click Search (see second image below)
3. You can then “Run to Excel”
4. Choose your Business unit (note that you could have inventory in both NT752 and SY769 so please check both) and then click in the DEPTID box and key in the account number. Then click the view results button. (see third image below)
5. You can print the Excel spreadsheet and check off items once found, if you have a larger volume of assets we recommend using a barcode reader/scanner and downloading into an Excel spreadsheet to compare with EIS. This is a good opportunity to verify custodians, locations, and off-site status, and update the EIS records as needed. This will give you your current inventory, we recommend adding this to your favorites so you can keep track of your inventory throughout the year and make verifications and corrections as needed.

Inventory 101 - Knowing what you got and where it's at.....at all times!

ASSET MANAGEMENT

<https://assetmanagement.unt.edu/>
email - Asset.Management@unt.edu

Central Receiving

(UNT main campus)
2310 N. Interstate 35E
Denton, TX 76205
940-565-2391

Central Receiving

(Discovery Park)
3940 N. Elm, H142
Denton, TX 76207
940-565-4680

Surplus Warehouse

925 Precision Drive
Denton, TX 76207
940-369-7199

Jimmy Grounds / assistant director

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Ryan Shoulders / lead

Kiara De Santiago-Cruz

Robert Blythe

Preston Rowland / lead

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