



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

# The Eagle Eye

A monthly email newsletter from your Asset Management team.

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## Communication

***Hello everyone, thanks for taking a few minutes to read this issue of the Eye, where you will find helpful information concerning all things relating to Asset Management. Specifically in this issue -Inventory .***

The Annual Physical Inventory Certification starts in just a couple of weeks. Hopefully you have been making preparations throughout the year and are ready.

Please visit this link to the Inventory Coordinator Handbook and review how the process works and refresh your memory over items you may have forgotten, [https://assetmanagement.unt.edu/sites/default/files/inventory\\_coordinator\\_handbook.pdf](https://assetmanagement.unt.edu/sites/default/files/inventory_coordinator_handbook.pdf).

As noted in the box to the left please make sure to get Surplus Request forms submitted early and often, not waiting until the end of the allotted inventory time. Surplus Requests turned in after July 14 will not get picked up or removed from your inventory in EIS until after inventory time, so don't wait.

If the transfer of an asset has already taken place then go ahead and initiate the transfer emails. No need to wait until inventory time to complete these.

The three most important things to make taking inventory go more efficiently are:  
Making sure Custodians are up to date in EIS,  
Making sure Locations are up to date in EIS,  
and making sure the Off-Site status is correct in EIS.  
Please make sure these are all accurate before May 1.

UPCR forms need to be submitted for any asset that is being kept off campus, remember that the form expires after one year and needs to be resubmitted annually. This includes laptops for those that have been permanently assigned to work from home. Please keep a completed form on file in the department and email a copy to [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu) for us to attach to the asset in EIS. Don't forget to update the asset and check the box "This Asset is Offsite".

If you already know you have a missing asset go ahead and complete and submit the Missing Property Investigation Statement now, if you find it later we can always remove it.

If you have found an asset in your department that does not belong please go ahead and submit a Found Asset form now, it is more than likely missing from someone else's inventory and you might save them time that they would have spent looking for it.

All of these forms and other useful documents and information can be found on our website at [Assetmanagement.unt.edu](http://Assetmanagement.unt.edu). And always feel free to email or call with any questions or concerns.

Thanks!  
Jimmy Grounds - Assistant Director

### Did you know.....?

**You should submit Surplus Requests throughout the year. There are some departments that wait until the end of inventory time then turn in 'rush' Surplus Requests. Requests are usually handled on a first come first serve basis. You can still complete your annual inventory even if you have surplus items that need picked up, if you still have them then just account for them as usual.**

# The Eagle Eye

page 2

**Communication - Cont'd**

## FY'23 INVENTORY is very near!

In the last week of April, all designated inventory coordinators and all department heads will receive an email with FY23 Annual Physical Inventory Certification in the subject line. This email will contain instructions on how to pull your inventory report and other details about this years count.

If you don't get the email and should have, or you get the email and shouldn't have, please let us know so we can update our email list.

Thanks ahead of time for your hard work in ensuring that your departments inventory is 100% accurate.

### Frequently Asked Questions

Please send any questions you would like addressed to **[Asset.Management@unt.edu](mailto:Asset.Management@unt.edu)**.

*When does inventory begin?*

The Annual Physical Inventory process typically begins in May. Emails will be sent out to all Inventory Coordinators prior to the start of inventory.

*How do I access my inventory list?*

Your inventory list can be accessed by running the EIS query "AM\_INSVCS\_ASSETS\_YRLY\_INVENTORY" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website.

*When should I work on my inventory?*

While Annual Physical Inventory is usually conducted May through July, you should maintain your inventory throughout the year by updating the custodian and location as needed.

When new assets are purchased, be sure to update the custodian and location as soon as possible.

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

#### **ASSET MANAGEMENT**

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