



The Eagle Eye

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

March 1, 2021

Issue: lucky number 7

Communication - REQUISITIONS

Let's Start at the Very Beginning... (Part 2)

In the last issue, we discussed ways to incorporate inventory maintenance into the requisition process:

"Did you know?—Asset ID information is generated from the information provided in purchase orders. If you are trained in ePro, you can save yourself time conducting inventory maintenance by including additional information within your requisitions."

After completing the initial setup of your requisition, you will reach the checkout screen:

The screenshot shows a requisition checkout screen. At the top, there are fields for 'Ship To' (USB 135), 'Address' (UNT Central Receiving, 2310 N. I-35E, Denton, TX 76205), 'Quantity' (1.0000), and 'Price' (0.0000). Below this is an 'Accounting Lines' section with a dropdown menu and a 'Distribute By' field. The 'Accounting Lines' table has columns for AM Business Unit, Profile ID, Tag Number, CAP #, Sequence, and Empl ID. The 'Asset Information' tab is highlighted, showing a table with columns for AM Business Unit, Profile ID, Tag Number, CAP #, Sequence, and Empl ID. The first row shows NT752, 204, and Empl ID F.

E – “Profile ID” is a little-known tool that has significant potential for inventory coordinators. This field is typically generated automatically from the [Category Code](#), and provides a way to sort inventory items by type. If you wish to review the Profile ID for accuracy, you can find it under the **Accounting Lines** dropdown menu in the **Asset Information** tab. When searching for inventory items in EIS, you can utilize the assigned ID to look for a list of all your computers, vehicles, microscopes... anything!

The screenshot shows the 'Find an Existing Value' search criteria form. The 'Asset Profile ID' field is set to '204'. A dropdown menu is open, showing a list of asset types: SHARE 203 (SERVERS), SHARE 203L (LEASED SERVERS), SHARE 204 (COMPUTER, DESKTOP), SHARE 205 (PERIPHERAL DEVICES MICROCOMPU), SHARE 208 (PRINTERS), SHARE 208L (LEASED PRINTERS), SHARE 209 (TERMINAL MONITOR), SHARE 210 (DO NOT USE), and SHARE 213 (COMPUTER HARDWARE OTHER). The 'Asset Profile ID' field is highlighted with a red box, and a red arrow points from the dropdown menu to it.

F – “Empl ID” is the custodian the (single) asset on a particular line will be assigned to. Yes—that means you can enter it before the item is even delivered! Once the asset appears on your inventory, this info will already be assigned, and no further action is required.

We are finding that many problems with the requisition, purchase, receiving, inventory control and maintenance of an item may have been avoided in the beginning, if the requisition would have been properly completed with as much information as possible. Today is the second part in the three part series that Ryan has put together to help us all be more efficient in the requisition process.

The Eagle Eye

page 2

Communication - Cont'd

We know you have been anxiously waiting and are 'ready-set-go' this year.....you've prepared, you've put in the extra effort to start right, you've trained, you've asked questions, you've even been reading this crazy newsletter.....well, it will be here soon and today I give you the time-line for this years

FY21 INVENTORY!

Inventory start date Monday, May 3, 2021. - Inventory end date Monday, August 2, 2021.

Next issue I will be giving you some other important dates to remember during the FY21 Annual Physical Inventory Certification time.

Also, thanks to Jim Gross and James Armand of the UNTS Budget & Planning team on putting together the monthly inventory report emailed to all inventory coordinators!

Thanks again,
Jimmy Grounds - Assistant Director

Frequently Asked Questions

Please send any questions you would like addressed to **Asset.Management@unt.edu**.

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.

I purchased an asset and it has been delivered to my department. Why isn't it on my inventory list?

Assets are typically received in EIS, tagged, and delivered on the same day that they arrive at Central Receiving. Assets will not show up on your inventory, however, until they have been received in EIS and are fully paid for. Once an asset has been paid in full, it should appear on your inventory within the week.

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

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