Inventory Coordinator Handbook

UNT/SYS Asset Management

Asset Management – An Introduction

The Asset Management department is charged with managing the 37,000+ personal property items acquired with both State and non-State funds, and any donation to UNT or the UNT System.

From UNT Policy: 10.048 Asset Management—Property Control:
https://policy.unt.edu/policy/10-048

Each department head/director is responsible for assets purchased under DeptID's or ProjID's of their department or organization. Using the inventory coordinator form, the chair/director shall appoint a representative of the department or organization to act as inventory coordinator to assist with routine upkeep and physical accountability of property. The **inventory coordinator** is responsible for maintaining an inventory of all personal property within the department or organization and providing information about the inventory to the property manager as required under this policy, property management guidelines, or upon request.

Glossary of Terms

- **Capital Asset** - an asset with a value equal to or greater than the capitalization threshold established for that asset type
- **Controlled Asset** - an asset with a value below the capitalization threshold, but is required to be reported due to its high-risk nature
- **Custodian** – the individual who sees the asset on a day-to-day basis, or is most likely to notice if the asset is missing
- **Depreciation** – a reduction in the value of an asset with the passage of time due
- **EIS** – The online interface used to update asset information and generate inventory reports
- **Inventory Coordinator** – Also referred to as the "designated asset user." Department representative responsible for safeguarding UNT assets via information updates and inventory reporting
- **Query** – an inventory report generated via EIS that lists assets from input criteria
- **Surplus** – An asset that has reached the end of its useful life that is disposed via a Surplus Request Form and removed from inventory

Inventory Coordinator Responsibilities

As an inventory coordinator, you will:

- Conduct annual departmental inventory

- Submit forms to Asset Management

- Request transfers of assets between departments

- Report missing/stolen assets

- Keep asset custodians and locations up to date

- Ensure custodians are aware of their responsibility to safeguard the assets under their care

- Notify Asset Management of items needing tags

After completion of this training, you will be granted access to the AM Self-Service portal in EIS, allowing you to perform day-to-day maintenance of your department's inventory.
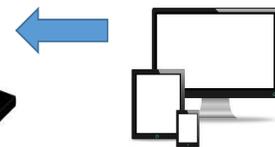
Asset Types

There are two main types of assets, _capital_ and _controlled_, which are assigned an ID number and tagged with a UNT barcode during the receiving process. While coordinators do not assign assets, the ability to recognize qualifying items will help keep inventories accurate. The distinguishing characteristics of these assets will be discussed in the following pages.

Capital Assets

Controlled Assets

Locally (UNT) Controlled Assets

Capital Assets

A **capitalized asset** is an asset with a value equal to or greater than the capitalization threshold established for that asset type.

Tangible Asset	Capitalization Threshold
Land	$0
Construction in progress	$0
Buildings and other improvements	$100,000
Facilities and other improvements	$100,000
Infrastructure, depreciable	$500,000
Infrastructure, non-depreciable	$0
Furniture & equipment	$10,000
Vehicles, boat, and aircraft	$10,000
Other capital assets • Library books/collections • Works of art & historical artifacts • Leasehold improvements • Livestock	 • $0 • $0 • $100,000 • $5,000

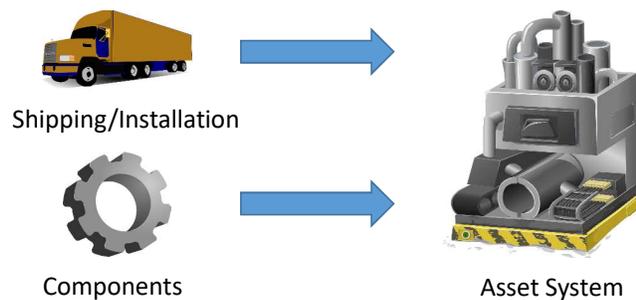| Intangible Asset	Capitalization Threshold
Land use rights – permanent life	$0
Land use rights – term life	$100,000
Computer software	$100,000
Internally developed computer software	$1,000,000
Other intangible capital asset	$100,000

Capital Assets

An **asset system** is a <u>capital</u> asset that consists of multiple components.

Capital assets, unlike controlled assets, are <u>depreciated</u>. As a result, purchases that are necessary for acquisition (shipping/installation) or contribute to the overall value of an asset (accessories/add-ons) may be combined into an asset system.

If you notice an item with multiple tags or suspect your items may qualify as an asset system, please notify Asset Management.

Shipping/Installation

Components

Asset System

Controlled Assets

A **controlled asset** is an asset with a value below the *capitalization* threshold but is required to be reported due to its high-risk nature.

A **locally controlled asset** is an asset that is below the *controlled* threshold for state reporting but is still tracked for UNT's inventory standards.

If a controlled asset's acquisition cost if over the $9,999.99 threshold, it becomes a **capital asset**.

Controlled Assets	Control Threshold
Computer, Desktop	$0-$9,999.99
Laptop Computers and Tablets	$0-$9,999.99
Smartphones	$500-$9,999.99
Unmanned Aerial Aircraft (UAV) Drones	$500-$9,999.99
Sounds Systems and Other Audio Equipment	$500-$9,999.99
Camera – Portable – Digital, SLR	$500-$9,999.99
TVs, Video Players/Recorders	$500-$9,999.99
Data Projectors	$500-$9,999.99

Controlled Assets	Control Threshold
Handguns	$0
Rifles & Shotguns	$0

Printers under $9,999.99 are not tracked as controlled assets, but some older machines may still appear on your department's inventory.

REVIEW – Asset Types

Controlled, Capital, or Neither?

- Computer - $400
- Computer - $6,100
- Vehicle - $28,000
- Printer - $1,500
- Copier - $9,500 + Attachment - $1,000
- Conference Table - $1,700
- TV - $1,400

Asset Tags

Controlled and capital assets are tagged with a unique UNT number and barcode. When these items are ordered, they are shipped to Central Receiving, tagged, and delivered to the department. The new assets are then processed and appear on your department's inventory after payment has been made usually within 30 days.

If a coordinator or custodian discovers that a controlled or capital item is missing a tag, the department will still be responsible for the care of that asset and must notify Asset Management to ensure that it is accurately reflected in inventory. The process for requesting new tags is covered in the following slide.
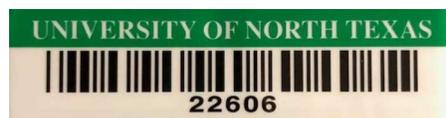
Asset tags are only to be applied or removed by members of Asset Management, unless otherwise instructed. Any loose tags that are not assigned to an item should be returned to Asset Management.

Asset Tags

New tags will occasionally be applied to assets on site. A guide on what to do in those situations can be found below:

Warranty Replacements	Direct Shipment of Assets to Department	Purchase Card Orders Containing Assets	Missing/Worn Tags for Existing Assets
1. Before shipping the old equipment to the vendor, remove and keep the original asset tag	1. Notify Asset Management, providing the PO number of the order	1. Ensure an Exception Request has been submitted to Purchasing and Asset Management	1. Notify Asset Management, providing relevant information on the item (old tag, serial number, description, etc.)
2. Notify Asset Management, providing the tag number and return tag	2. Asset Management tags the item and updates the asset information	2. Submit a Controlled Item Code Equipment Form to Asset Management	2. Asset Management tags the item and updates the asset information
3. Asset Management tags new the item and updates the asset information	3. Asset Management will provide the department with a receiver (do not create a desktop receiver for orders with assets!)	3. Asset Management tags the item and updates the asset information	

View Assets – Query Viewer

Queries allow you to generate a list of assets in an Excel format, ideal for physical inventory.

1. Log into https://myfs.unt.edu using your EUID and password

2. Navigate to the asset portal using the following pathway:
   Employee Self Service > UNTS Utilities > Query > Query Viewer

3. Enter query name "AM_INSVC_ASSET_YRLY_INVENTORY"

4. Click Search

5. Click Excel

6. Enter Business Unit (NT752/SYS769)

7. Enter DeptID

8. Click View Results

9. Open the attached Excel SpreadSheet

Other useful queries can be found by entering "AssetUser" in the search field.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By	Query Name ▼	begins with	AM_INSVC_ASSETS_YRLY_INVENTORY

Search | Advanced Search

Search Results

*Folder View | -- All Folders -- ▼

Query					Personalize | Find | View All |
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
AM_INSVC_ASSETS_YRLY_INVENTORY	By BU_DEPTID for In Svc Assets	Public	AM	HTML	Excel	XML	Schedule

View Assets – AM Self-Service

The AM Self-Service portal allows you to see a web-based list of assets, ideal for live updating.

1. Log into https://myfs.unt.edu using your EUID and password

2. Navigate to the asset portal using the following pathway:
   Employee Self-Service > Asset Management Self Service > View Asset

3. Enter business unit (NT752/SYS769)

4. Enter search criteria

5. Click Search

View Assets – AM Self-Service

- To view a specific asset, enter the business unit and qualifying information (i.e., tag #) and click "Search." To view the complete inventory for your department, enter the DeptID.

View Assets – AM Self-Service

- Click on an individual line in the search results to view the information for a specific asset. Use the tabs pictured below to review information.

• Description	• Location	• Serial ID
• Tag Number	• Comments	• Custodian
		• Department Chartstring

General Information	Asset Property	Location/Comments/Attributes	Manufacture/License/Custodian

Unit NT752	Asset ID 000001034455	Computer, Dell, Optiplex 9010	Tag 22608	In Service

Asset Information

Description	Computer, Dell, Optiplex 9010		Short Desc	Computer,
CAP #			Seq #	
	☑ Taggable Asset		Tag Number	22608
Asset Class	204	Computer, Desktop	Auction Status	Not allowed to be Auctioned
Asset Type	4.Furniture and Equipment			
Asset Subtype				☐ Capitalized Asset
Asset Status	In Service			☑ New Asset
Acquisition Date	06/21/2013			☐ Available For Use
Placement Date	06/21/2013			☐ In Physical Use

EIS Tips

- Click the magnifying glass to see an expanded list of search options

*When searching names, use format:
[lastname,firstname] (no spaces)

- When searching, keep in mind that some values begin with a series of zeros (0000...). If your search returns no results, try changing the search option in the drop-down box to "contains."

EIS Tips

If you are entering a location code manually, be aware that the format must always reflect four characters spaces, a space, followed by the room number (XXXX_###). If the building code contains less than four digits, enter an extra space to reflect the missing character (XX_ _ _###)

- Each building has a location code. To search by location, click the magnifying glass icon. Use the "Description" field to search by the building name.

Update Assets

Keeping current records of custodians and locations is a critical part of maintaining asset accountability. These should be updated **at the time the change occurs**. The inventory coordinator should ensure that custodians are aware of their responsibility to report any movement of items under their care. **To update this information:**

1. Log into https://myfs.unt.edu using your EUID and password

2. Navigate to the asset portal using the following pathway:
   Employee Self-Service > Asset Management Self Service > Update an Asset

3. Enter current date

4. Enter location code

5. Enter custodian

6. Add comments

7. Click "Update this Asset"

Use the magnifying glass icons for expanded search options

Process Asset Updates

For Transfer Asset, enter information in the Location, Department, and Custodian fields as applicable.

*Date of Transfer [____] 📅 (example: 12/31/2000)

*Location [_____] 🔍

*Department [151021] Central Receiving

*Custodian [_____] 🔍 (example: Last Name,First Name)

☐ This Asset is Offsite

Comments

[_____]

[Update this Asset]

Message

For your information only: Your SYAM_SELF_SERVICE security role does not allow alteration to the Department. (0,0)

[OK]

Enter "OK" and ignore this message.

Interdepartmental Transfers
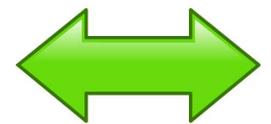
If two departments wish to transfer assets between them, they may do so through the following process:

1. The Designated Asset User for the giving department initiates an email with Subject line: "Asset Transfer" to the Designated Asset User for the receiving department.

2. The body of the email should contain the tag #, the giving DeptID and the receiving DeptID. If the two departments are the same, this can be done for multiple assets per email.

3. The receiving department's coordinator indicates "approved" in the body of the email and forwards the message to Asset.Management@unt.edu.

4. Asset Management will transfer the asset(s) in EIS, and a copy of the email will be attached to the asset record. A confirmation email will be sent back to the departments acknowledging completion of the transfer.

5. The receiving department's coordinator changes the physical location and new custodian information in EIS.

Inventory Reporting

As the designated inventory coordinator, you will cosign annual inventory with your department chair/director. Annual inventory certification is reported to the state along with Financial Reporting based on the results submitted by the department.

The following slides will provide details on the types of forms and procedures necessary for accurate reporting. All asset-related forms can be found on the Asset Management web page, AssetManagement.unt.edu and should be submitted to Asset.Management@unt.edu.

Annual Inventory

State law requires that a complete physical inventory be conducted each fiscal year. UNT conducts annual inventory during the months of May through July. Upon completion (due no later than the 31st of July), an Annual Physical Inventory Certification is signed by the department manager and the inventory coordinator and submitted to Asset Management.

Tips:

- Having current and accurate location and custodian of each asset in EIS is paramount. Upkeep performed throughout the year will streamline the inventory process.

- Break the inventory down into manageable pieces (i.e., room/building/type of asset/custodian).

- Property inventories should be conducted by individuals who are not responsible for the asset on a day-to-day basis (custodians).

- Inventories are not complete until all supporting documents (i.e., missing reports, found items) and the APIC form are turned in and accepted by Asset Management.

- Utilize the Campus Self-Service platform and/or the Query Manager to generate a report of all assets under your DeptID.

- Offsite items must physically return to campus or appropriate picture/screenshot sent in during annual inventory period.

- Asset Management will conduct periodic spot checks of physical inventory.

Mobile Assets – On Campus

For assets that frequently change location and/or user, <u>but do not leave campus,</u> the coordinator marks the central location the items return to in the EIS Asset Module. The custodian should be listed as the individual securing the assets when they are not in use. Since specific requirements may vary, it is recommended that the department implements a <u>check-out system</u> that suits its needs. Regardless of what type of system is implemented, the coordinator will be responsible for identifying the current location and user of any offsite assets.

Example:

Check-out Date	Return Date	User's Name	User's EUID	Tag #	Description of Asset	Location of Use

Mobile Assets – Off Campus

For assets that will be used off campus, the coordinator will submit a [University Property Custody Receipt](#). This form acknowledges that the custodian of the equipment will be liable for its care during the time it is in their possession and must be renewed annually. Removal from campus is only permitted in accordance with the following (10.048):

- Personal property owned or controlled by UNT cannot be removed from campus without written permission from the department head/director and the completion of a university property custodian receipt form (UPCR), available on the property management department's website.

- Any UNT employees or students removing personal property from the UNT Campus must be made aware of the UNT policy.

- The UNT employee or student who will be the primary or end user of the property off campus will be assigned as the custodian of the property while it is offsite.

- The custodian personally responsible for reasonable and proper care of the item(s) while off campus.

- Personal property removed from campus must have a UNT property tag.

- Only employees and students involved in UNT business may remove personal property from the campus.

- The person who wants to move personal property from its assigned area must inform the responsible department head/director of their intention to remove UNT assets and obtain permission in writing.

- The exact address and location of the item(s) shall be maintained with the responsible department/organization.

- No one has the authority to transfer personal property located off campus to another location or employee without the written permission of the department head/director.

- Certain departments, such as RTVF, Audio Visual, Admissions, must carry equipment with them for presentations, lectures, or conventions. These departments must show they keep records in their offices of the equipment carried on specific trips.

- The Vice President for Finance and Administration or his or her designee has final approval authority on all removals.

Missing/Stolen Property

When an asset is discovered to be missing, it should be reported to Asset Management via a Missing Property Investigation Statement within 48 hours of the occurrence. An investigation must be conducted and documented, and custodians found to be negligent may be held financially accountable. If there is no evidence of theft (such as a break-in), the item remains on the department's inventory for two years to allow items to be found. After two years, Asset Management will dispose of the asset ID from the department's inventory.

If there is evidence of theft, UNT Police must be notified immediately upon discovery and a police report obtained. The Missing Property Investigation Statement should also be accompanied by a Stolen Property Statement.

Asset Management will determine if further paperwork is required such as Form 74-194.

Assigning a New Coordinator

If a department needs to appoint a new coordinator, please complete the following steps.

Once the new user has completed training, access will be granted to the AM Self-Service portal.

- For EIS Asset Management access, you will need to complete the Inventory Coordinator Training Program found **here.**

- The training is composed of three separate sections:
1. Please submit a Designated Inventory Coordinator Form: **this form must be submitted via the training platform.** We cannot bypass this checkpoint.
2. Complete the training: this section takes about 40 minutes to complete and covers all aspects of the Inventory Coordinator role.
3. Request Access: Although you may already have the necessary access in EIS, the training is not complete until you click "request access".

- Please do not hesitate to contact Asset Management if you have any questions at all, either during the training or regarding the role of the Inventory Coordinator.

Retirement or Separation Clearance

The [Retirement of Separation Clearance Form](#) provides a means of ensuring an exiting employee returns all university property and settles all indebtedness to the university. All exiting employees must get signatures from the appropriate parties in all clearance departments. By signing, the employee's supervisor has verified that all university property has been returned.

Items to return:

- Keys
- Parking permit
- Library books
- Purchase/travel cards
- Uniforms
- Equipment (including computers)
- ID card
- Debts

Dismantle for Parts

A Dismantled for Parts Certification is used whenever an asset becomes inoperable/unusable and its components are taken apart and used elsewhere. Since the components of capital assets sometimes make up a single system, it is important that the cost of added/removed parts is accounted for.

Examples:

- A computer fan removed from an old machine

- A camera that is salvaged from a broken microscope and attached to a newer one

- A usable speaker recycled from an otherwise non-functioning audio system

Certificate of Destruction

A [Certificate of Destruction](#) provides notification to Asset Management when an item is permanently removed from the department's possession through a means other than a surplus request. This allows the items to be disposed from the department's inventory after they have been safely and securely removed.

Examples:

- A hazardous item that must be handled by Risk Management

- A hard drive which cannot be physically erased

- A damaged item that is returned to a vendor

Surplus

Items that have reached the end of their useful life can be sent to the Surplus warehouse by department request.

1. All pickup requests must be submitted by the department's coordinator via an UNT Surplus Request E-Form sent through the Asset Management/Surplus website. **By submitting a request, the coordinator verifies that they have reviewed the** Surplus Pickup Request Guidelines**. Any requests that do not meet the guidelines may be returned to the requester for re-submission.**

2. Items are picked up, and the request form is signed by the coordinator and a representative of Asset Management.

3. Once the items have reached the Surplus warehouse, any listed assets are transferred out of the department's inventory, and verification is sent to the department.

4. Items submitted to Surplus may be reclaimed by other departments, sold to the public via auction, e-recycled or recycled for scrap, donated to other agencies, or trashed at discretion of surplus personnel.

By submitting a request, the coordinator verifies that they have reviewed the Surplus Pickup Request Guidelines. Any requests that do no meet the guidelines may be returned to the requester for resubmission.

Surplus

If you need "new to you" materials/equipment for your office, check the Surplus warehouse! You may be able to find what you need at no cost to your department.

UNT Surplus
(940) 369-7199
925 Precision Dr.
Denton, TX 76207

Campus Reuse Viewings
Monday - Thursday
8am - 12pm

Auction Site
www.publicsurplus.com

If your department needs "new to you" office materials/equipment, check the Surplus warehouse! You may be able to find what you need at no cost.

Review

- I have reviewed the UNT Policy 10.048 - Asset Management
- I have reviewed the Surplus Request Guidelines

Training Complete!

If you have any questions, you can reach us by any of the means below.

UNT Asset Management

AssetManagement.unt.edu
Asset.Management@unt.edu

Central Receiving
(940) 565-2391
USB 135
2310 N I-35 E
Denton, TX 76205

Surplus

assetmanagement.unt.edu/unt-surplus

Surplus@unt.edu

(940) 369-7199
SURP 100
925 Precision Dr.
Denton, TX 76207