First Fridays
with the
University Budget Office
June 2020
Agenda

• Property Inventory
• Facilities Estimating Website
• Announcements
Property Inventory
Property Inventory

Updated property inventory information:

- **Due July 15** - annual inventory will be completed by your department’s Designated Inventory Coordinator.

**Tips to get started:**
- If you have people working from home using university assets, email those team members to request their Asset Tag numbers.
- As a refresher, please review these pages, [https://assetmanagement.unt.edu/inventory](https://assetmanagement.unt.edu/inventory) and [https://assetmanagement.unt.edu/inventory-coordinators](https://assetmanagement.unt.edu/inventory-coordinators).
- All inventory forms can be found at [http://assetmanagement.unt.edu/](http://assetmanagement.unt.edu/).
- Completed inventory forms can be scanned and submitted to Asset.Management@unt.edu.
Property Inventory

• **If your inventory is complete with no missing or stolen items:**
  – Please sign and return the Annual Physical Inventory Certification form only.

• **If you are unable to locate inventory:**
  – Complete a Missing Property 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 Statements and Reports 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
To pull your Inventory in EIS:

1. Go to the Main Menu – Reporting Tools – Query – Query Viewer
2. In the Search By box, enter **AM_INSVC_ASSETS_YRLY_INVENTORY** and click Search
3. In the search results, click on “Excel” to run the report to Excel.
4. You will be prompted to enter two items:
   - Business Unit = NT752
   - Custodian Dept ID = enter your Org Dept
5. Click View Results. This will give you your current inventory.
6. If you have a large volume of assets we recommend using a barcode reader/scanner and downloading into an Excel spreadsheet to compare with EIS. Please verify custodians and locations and update the EIS records as needed.
7. It is recommended that you add this query to your favorites so you can keep track of your inventory throughout the year and make verifications and corrections as needed.
## Property Inventory

**Query Viewer**

1. **Favorites** > **Main Menu** > **Reporting Tools** > **Query** > **Query Viewer**

### Search Results

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

**Search By:** Query Name

```
AM_INSVC_ASSETS_YRLY_INVENTORY
```

**Search Results**

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM_INSVC_ASSETS_YRLY_INVENTORY</td>
<td>By BU_DEPTID for In Svc Assets</td>
<td>Public</td>
<td>AM</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
</tr>
</tbody>
</table>

**Advanced Search**
## Property Inventory

### AM_INSVC_ASSETS_YRLY_INVENTORY - By BU_DEPTID for In Svc Assets

<table>
<thead>
<tr>
<th>Row</th>
<th>AM BU</th>
<th>Asset ID</th>
<th>Asset Status</th>
<th>Acq Date</th>
<th>Is Asset Capitalized?</th>
<th>Profile ID</th>
<th>Tag #</th>
<th>Serial ID</th>
<th>Model</th>
<th>Employee ID</th>
<th>Custodian</th>
<th>Offsite</th>
<th>Custodian DEPT</th>
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<tbody>
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1. **BU(NT752, SY769, DL773, HS763):** NT752

2. **Custodian DEPTID:** 

[View Results]
Facilities Project Estimating Website
Construction Process Changes

For the remainder of the fiscal year, new requests require Vice President approval prior to acceptance by Facilities.

We encourage you to use the tools available online:

1. Build your own basic estimate
2. Create a square foot-based estimate using state averages
3. Decide whether you need a project or estimate
4. Submit an online estimate request
5. Check the status of your estimate
How Do I Access the Website?

Click on the Estimating icon from the Facilities homepage to access tools

https://facilities.unt.edu/

*If you have any questions, contact Daniela (Daniela.Valdez@unt.edu)
Estimating Homepage

Resources will help answer:

• What is an opinion of cost estimate and what can it do for me?
• Do I need an estimate or should I request a project?
• I requested an estimate. What happens next?
• What step in the process is my opinion of cost?

Built-in tools allow you to:

• Create your own basic estimate using commonly requested services
• Use average higher education construction costs from around the state to create a square foot-based estimate

What is an Opinion of Cost Estimate?
Click to learn more about how our free service can assist your team in the planning process.

Estimate Request vs Project Initiation
Do you need an estimate or are you ready to initiate a project? Use our simple flow chart to help you decide.

What to Expect When You Submit a Project Estimate

DIY Project Estimate
Use our DIY pricing guide to obtain quick reference numbers to better understand magnitudes of cost for your project.

THECB Typical Building Type Price Per Square Foot
Use average higher education construction prices from around the state of Texas to help predict future construction costs.
Announcements & Reminders
Announcements & Reminders

Copier Leases

• Use Category Code **981-01 Furniture or Equip Operating Lease** for all FY21 Copiers. This will budget check at account **C5070 Maintenance & Operations**.
Announcements & Reminders

Cash Handling Training
• Campus-wide Cash Handling training is now available on Bridge via Zoom
• If departments have a group in need of training, contact Larry (Larry.Worthy@unt.edu) to schedule a group session

Year End Planning
• Begin clearing deficits with IDTs/ABAs to ensure your budgets balance at year-end.
Thank You!