



First Fridays

with the

University Budget Office

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OF NORTH TEXAS[®]

EST. 1890

June 2020

Agenda

- Property Inventory
- Facilities Estimating Website
- Announcements

Property Inventory

Property Inventory

Property Inventory

- **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> and <https://assetmanagement.unt.edu/inventory-coordinators>.
 - All inventory forms can be found at <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

Property Inventory

- **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_INSVCS_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



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

*Search By

Query Name ▾

begins with

AM_INSVCS_ASSETS_YRLY_INVENTORY 2

Search 3

[Advanced Search](#)

Search Results

*Folder View

-- All Folders -- ▾

Query			Personalize Find View All First ◀ 1 of 1 ▶ Last							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
AM_INSVCS_ASSETS_YRLY_INVENTORY	By BU_DEPTID for In Svc Assets	Public	AM	HTML	Excel	XML	Schedule	Lookup References	Favorite	

Property Inventory

AM_INSVC_ASSETS_YRLY_INVENTORY - By BU_DEPTID for In Svc Assets

BU(NT752, SY769, DL773, HS763)

NT752



1

Custodian DEPTID

View Results

2

Row	AM BU	Asset ID	Asset Status	Acq Date	Is Asset Capitalized?	Profile ID	Tag #	Serial ID	Model	Employee ID	Custodian	Offsite	Custodian DEPT	L
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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

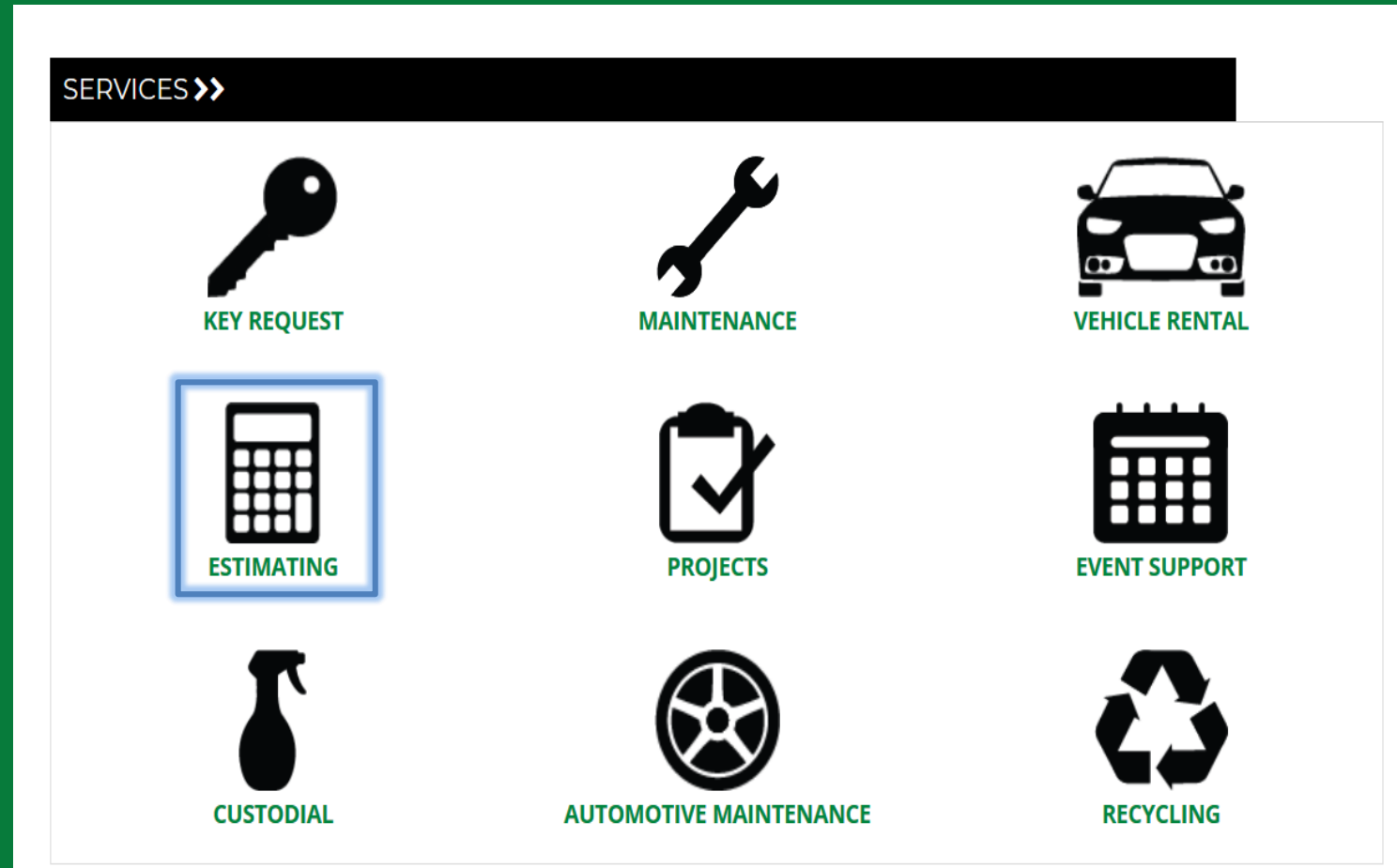
How Do I Access the Website?



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.

[What is an opinion of cost estimate?](#)



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.

[Estimate Request vs Project Initiation](#)



What to Expect When You Submit a Project Estimate

[What to expect when you submit an estimate request](#)



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

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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!

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