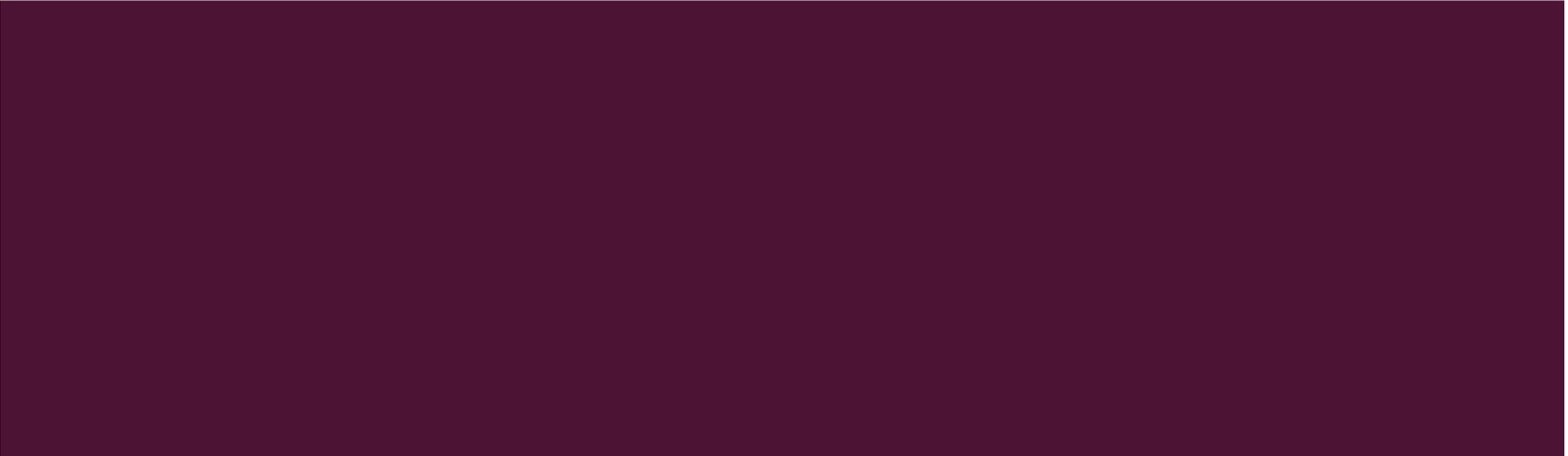

Property Accounting

Physical Annual Inventory



Property Accounting Team

- **Adriana Mendiaz- Coronado-
Supervisor of Financial Services**
- **James Medina– Accountant II**
- **Ricardo Wheat – Sr. Fiscal Services
Tech**

WHY A PHYSICAL INVENTORY?

- Complies with state/federal regulations
- Verifies existence and condition of equipment
- Provides opportunity to make corrections
- Ensures accuracy of UNM inventory records



WHAT'S ON YOUR INVENTORY?

- **Based on UNM Policy 7710: Property Management and Control** For the purposes of this policy, inventoried property is defined, with one exception, by the following:
 - 1) The cost is greater than \$5,000,
 - 2) The property is moveable and
 - 3) The property has a useful life of more than one (1) year and
 - 4) Drones are treated as inventoried property regardless of cost.

******The assets required for certification may vary each fiscal year. Please see next slide for details.******

Physical Annual Inventory TimeLine

Preparing for the Annual Inventory starts in December of the prior year and ends in March of the current year

Below is an example of an Inventory Schedule:

December 6 First Prenotification sent to all Inventory Contacts
December 14 Second Prenotification sent to all Inventory Contacts
January 2 Third Prenotification sent to all Inventory Contacts
January 8 Fourth Prenotification sent to all Inventory Contacts
January 18 Annual Inventory begins
March 18 Annual Inventory completion deadline

Annual Physical Inventory is no longer in “Waves”

Annual Inventory is not longer done in “waves” but is now done annually via electronic certification. All assets that meet the inventory requirements, that are in the Orgs assigned to Inventory Contacts will be a part of the inventory. IC’s and DDC’s are responsible for inventory and certified all assets in the one wave period.

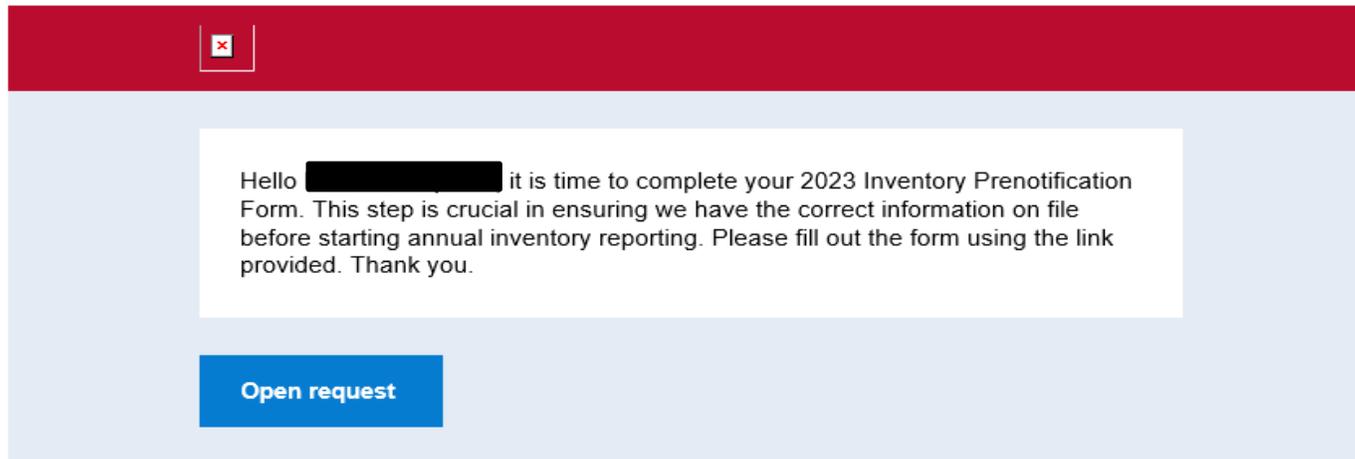
- For example:
 - John Doe is the IC and Becky Blue is the DDC for Org codes 123A and 231A
 - John Doe will be responsible to inventory All assets in these Orgs in the inventory timeline
 - Both John and Becky are to certify all assets in these Orgs that will produce the annual certification provided in the annual audit

What Comes Before the Inventory?

- Prenotifications- are to ensure the IC's and DDC's for each Org are accurate and updated before the inventory starts
- These will be sent via Smartsheets in December of the prior year
 - Example- FY24 Inventory starts in March 2024 – Prenotifications will be sent December 2023
- All IC's will receive an email with a link to the prenotification survey that must be completed as soon as possible

Smartsheets

Below is an example of the Prenotification Email Request
Please click on “Open Request” it will take you to the IC/DDC survey



Details

Links

[https://app.smartsheet.com/b/form/c993ad8fc15b4b64aa0799cfe1d9646a?IC_Banner_ID=100003842&IC_Name=Nathaniel%20Sparlin&Orgs=558A%20Emergency%20Medicine%20Department%20\(3%20ASSETS\)%0D558B0%20Emerg%20Med%20Dept%20Gen%20Admin%20\(13%20ASSETS\)%0D558B02%20Emerg%20Med%20Faculty%20%23006%20\(1%20ASSET\)%0D558B46%20Emerg%20Med%20Faculty%20%23065%20\(1%20ASSET\)%0D558C0%20EM%20Consortium%20Gen%20Admin%20\(2%20ASSETS\)%0D558E0%20Emerg%20Med%20CDM%20Con%20Admin%20\(8%20ASSETS\)W](https://app.smartsheet.com/b/form/c993ad8fc15b4b64aa0799cfe1d9646a?IC_Banner_ID=100003842&IC_Name=Nathaniel%20Sparlin&Orgs=558A%20Emergency%20Medicine%20Department%20(3%20ASSETS)%0D558B0%20Emerg%20Med%20Dept%20Gen%20Admin%20(13%20ASSETS)%0D558B02%20Emerg%20Med%20Faculty%20%23006%20(1%20ASSET)%0D558B46%20Emerg%20Med%20Faculty%20%23065%20(1%20ASSET)%0D558C0%20EM%20Consortium%20Gen%20Admin%20(2%20ASSETS)%0D558E0%20Emerg%20Med%20CDM%20Con%20Admin%20(8%20ASSETS)W)

Smartsheets

Below is an example of the Prenotification IC/DDC Survey after completion

Thank you for submitting your entry. A copy is included below for your records.

-University of New Mexico - Required Inventory Prenotification Form

Our records indicate you are an Inventory Contact (IC) for the University of New Mexico. Is this correct? Yes

IC_Name

IC_Banner_ID

Please verify your email

Is the Dean/Director/Chair (DDC) you report to for inventory related issues correct? Yes

DDC_Name

DDC_Name

DDC_Email

Orgs

Incorrect/Missing Orgs

I certify that all orgs listed above are assigned to me.

Before this year's wave starts, please visit UNM Inventory Assistant/AppTree.

I'm all set! I have accessed the UNM Inventory Assistant/AppTree successfully.

Date of Completion 11/15/23

PHYSICAL INVENTORY “HOW TO”

- Log in to UNM Apptree- SOS Log In
- You can access several different ways – My UNM Page or the Property Accounting Website
- Link- <https://propertyaccounting.unm.edu/inventory-assistant/inventory-assistant-support.html>



Apptree - UNM Inventor...

Access and manage your inventoried equipment with the UNM Inventory Assistant

 Launch

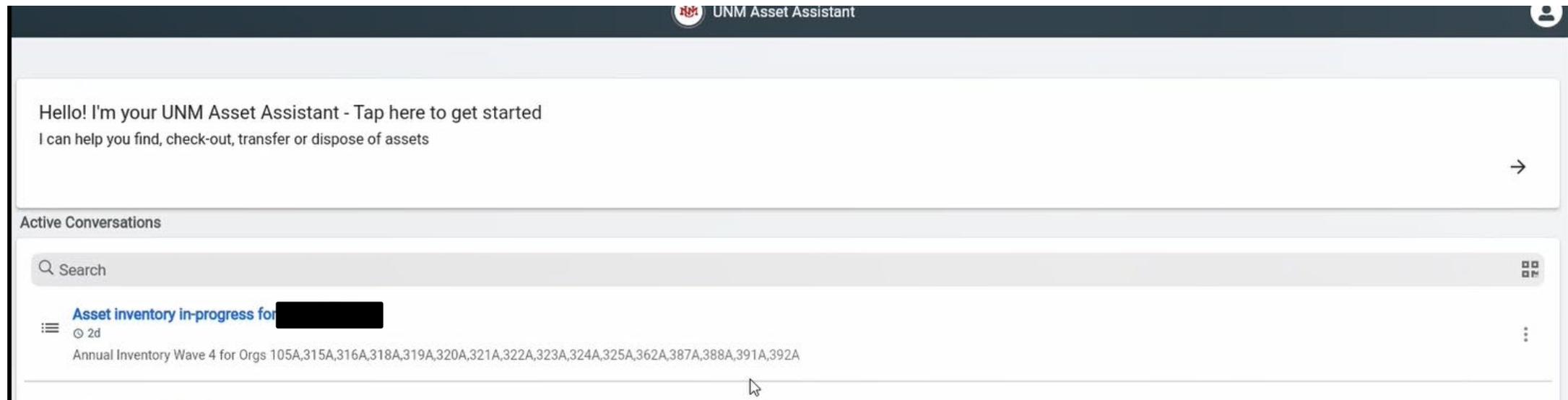
Inventory Assistant AppTree IO



click to launch

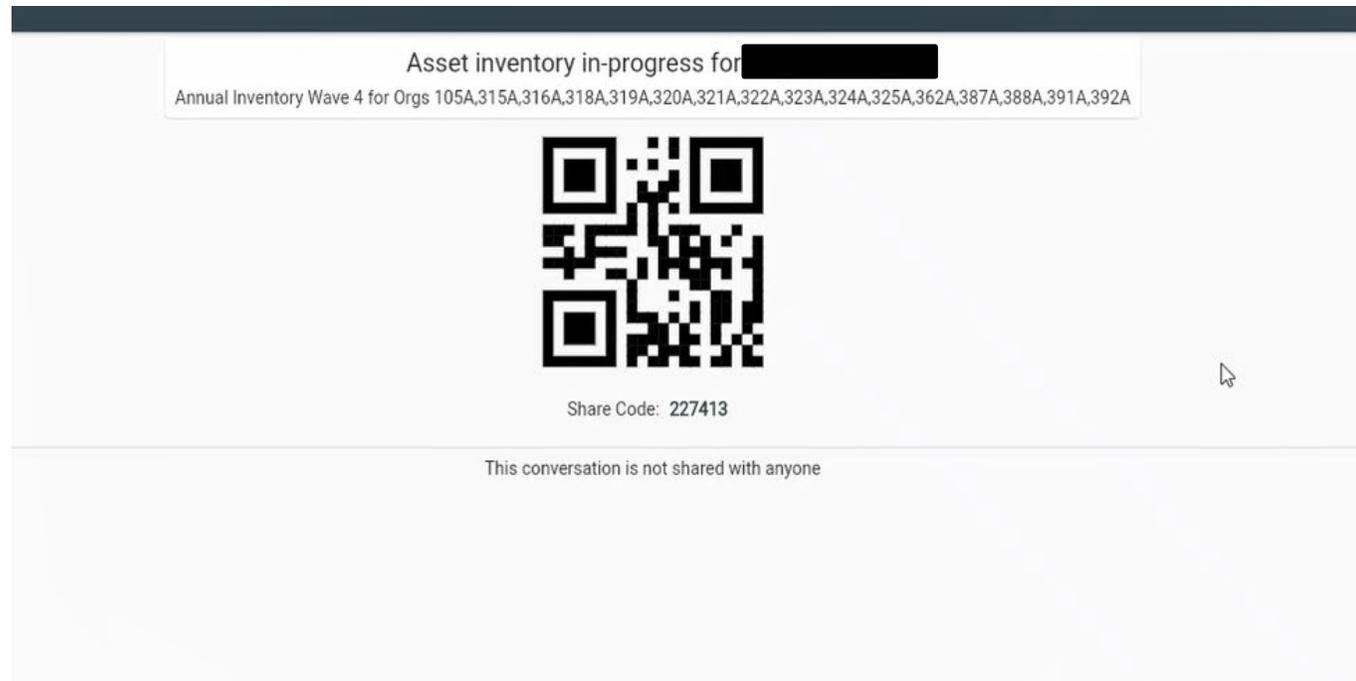
PHYSICAL INVENTORY “HOW TO”

Active Conversations- Holds your Asset Inventory in-progress- This is where you will find all your assets that need to be inventoried and certified.



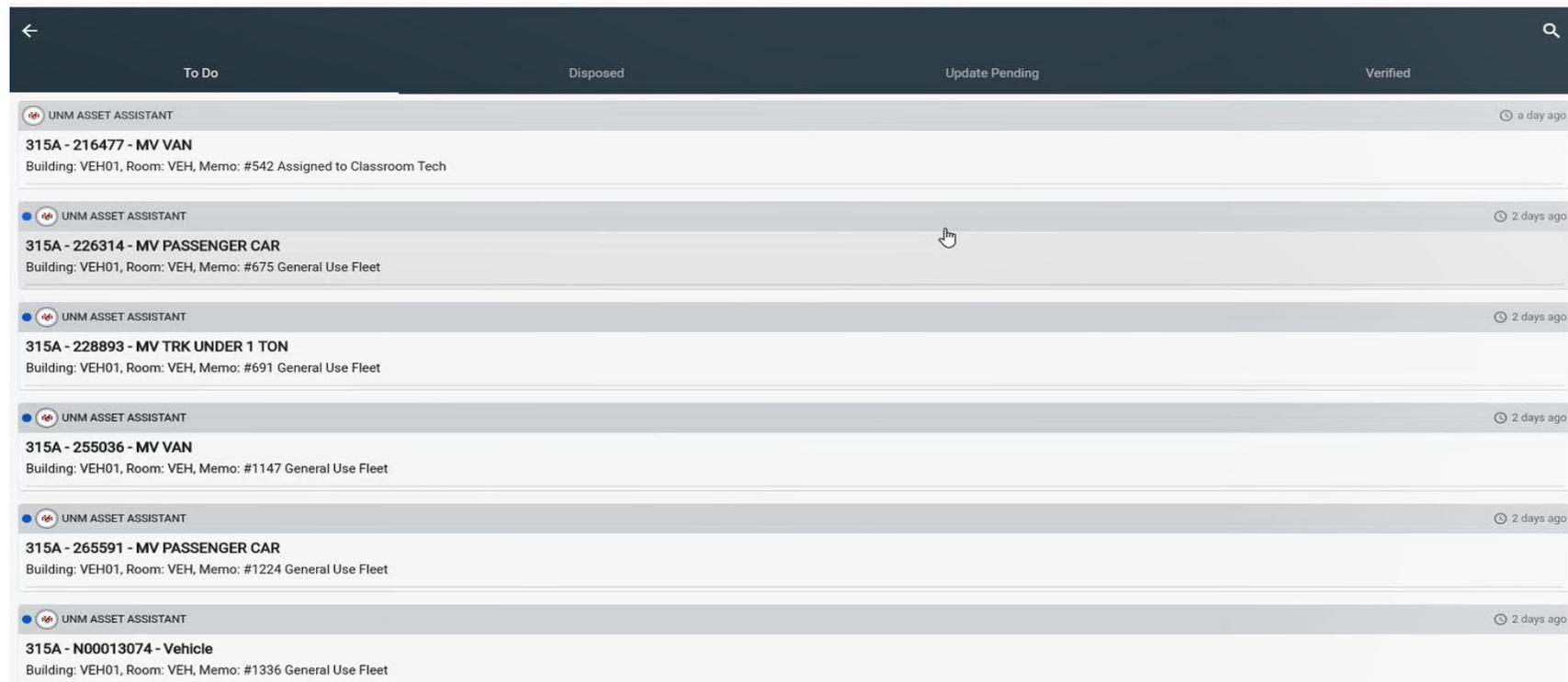
PHYSICAL INVENTORY “HOW TO”

Need help with your Annual Inventory? You can share your inventory with someone by clicking the 3 dots on the active conversation and selecting share. This will bring up the below code or URL that the person that you will share this with can then access your annual inventory as well. The person receiving the code can either scan this code or enter the code in there receive conversation in Apptree.



PHYSICAL INVENTORY “HOW TO”

Click on the conversation to access/open it
Once you open the conversation you'll see 4 tabs, “to do”, “skipped”,
“update pending”, and “verified”



PHYSICAL INVENTORY “HOW TO”



Search conversations

By clicking on the search icon, you can search your active conversations by ORG Code

* This will help when looking for all your assets in one ORG

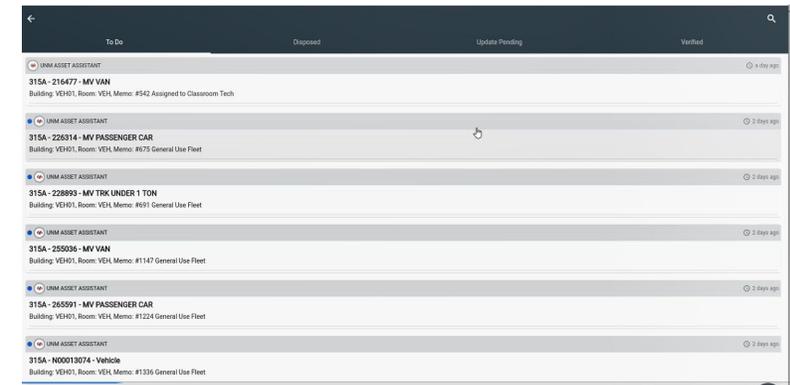
PHYSICAL INVENTORY “HOW TO”

You Inventory will start on your “to do” list. Here you will see all the assets for your FY24 inventory.

As you work through your “to do” list, assets that you update/change will go from your “to do” list to your “update pending” or “verified” tabs.

Example - If you update the building and room number on an asset, it will move from your “to do” list to the “update pending” tab, no further action needed by you.

Once you complete and certify your FY24 inventory, all the updates you made will be reflected.



ASSET OPTIONS

- Every asset listed on your inventory will have the below choices to update or modify
- If no changes need to be made you would click “Asset found, and all information is correct” – this will move these assets to your verified folder and are pending to be certified



Please choose any updates you need to make.

Asset Not Found

Asset Tag/Barcode needs to be reprinted

Serial number does not match

Asset is located in a different building or room

Condition is not accurate

Update asset memo

Add attachment

Asset found and all information is correct

PHYSICAL INVENTORY “ Almost Done”

- Once you have made all your edits or confirmed asset is found, you can move on to the next asset in your “to do” tab.
- Once your “to do” tab is empty it means you’re almost complete with your FY24 inventory.
- Once all your assets have completed update pending and verified- You will now receive a new “inventory conversation” in your active conversations, this conversation is your “verify and certify conversation”.
- Open the conversation and follow the instructions to certify your FY24 inventory, both the IC and DDC will have to certify for you to be 100% complete with your FY24 inventory.

When Is My Annual Inventory Done?

Once the IC and the DDC both open their certification conversation and certify your annual inventory for the fiscal year will be complete!

*** Please keep in mind both IC and DDC MUST certify to be at 100% completion and certified***

BANNER FORM – FFIMAST- Asset Information

Fixed Asset Master Query FFIMAST 9.3.6 (BANP)

Asset Tag: N00038625

Start Over

MASTER INFORMATION

Origination Tag	T00164613	Permanent Tag Date	11/08/2012
Permanent Tag	N00038625	Last Adjustment Date	12/31/2018
Primary Tag		Origination Tag	
Subordinate Type		Cancel Date	
Origination Tag Date	10/31/2012	System Status Code	R Received
Asset Description	Rotavapor	Asset Type	05 Complex Laboratory Equipment
Commodity	1602C Equipment, Lab/Research (Complex) - CAPITAL	User Status Code	R Received
Unit of Measure	EA EACH		
Insurance Value		Replacement Value	
Market Value		Book Value	
<input checked="" type="checkbox"/> Capitalization Indicator		<input type="checkbox"/> Tag In Use	
<input type="checkbox"/> Asset Text Exists		<input type="checkbox"/> Gift Indicator	
Cost	3,504.80	Net Book Value	608.79
Total Cost	3,504.80	Total Net Book Value	608.79

R... Record: 1/1 FFIMAST.FFBMAST_OTAG_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian®

- Additional Information available:
 - System Status Code
 - Initial Cost
 - Acquisition Method
 - Disposal Method
 - Procurement Information
 - Grant number
 - Accounting String for initial transaction

EQUIPMENT LOCATION- Why?

- The location of each inventoried asset is required in the university inventory records. Current location records must be maintained so that any item can be located for inspection or inventory purposes within a reasonable time.
 - **Policy 7710: Property Management and Control - 3.3. Location and Security of Property**
 - **Federal Acquisition Regulation 52.245-1(f)(iii)(A)**
 - **Please update the location of your assets at time of inventory**
 - Please update room, building of each asset in Apptree**
- If your inventory shows the following in the Room # column, provide the current location of the asset:
 - **CHK** – Provide the employee's office location or his/her supervisor's
 - **VEH** – Provide the building number where the vehicle resides
 - **OFF** – Provide the physical location in memo field
 - **NEW** – Provide the building and room number

BUILDING AND ROOM NUMBERS

- Building and room numbers provided must match Space Database (FAMIS) nomenclature
- FAMIS Portal Link: <https://famisportal.unm.edu/famis/famis.asp>
- Space Management Support contact:
Space Management • 277-3800 • space@unm.edu
- For more details refer to Space Management Inventory Control presentation

MAKING ADJUSTMENTS TO ASSETS

- All Adjustments are done Apptree-
 - Employee Equipment Checkout Form (EEC)
 - Request for Deletion of Assets Form (RDA)

Except;

- Transfer of Equipment to Another Entity Form and Memo
- Loaned/Donated Equipment Outgoing/Incoming

Please email us at unminventory@unm.edu for these forms

ASSET ADJUSTMENT FORM- Submit via Email

- Additions:
 - Used to tag warranty replacements, non-procured assets, and to reinstate deleted assets
 - Originating Department must sign the form, provide Org Code, and the location
- Transfers:
 - Used to process transfers within UNM and HSC departments
 - Originating and Receiving Departments must sign form to be processed and provide Org Codes
 - Receiving Department must provide new location



ASSET ADJUSTMENT FORM
 Check Box for Requested Adjustment
 T = Transfer Between Departments
 A = Add to Department Inventory (Provide PO #)
 * = Required Information for Processing

	UNM Asset #, PO #, or P- Card Trans #		Model #	Serial #	Index & Acct Charged	Description	Receiving Dept. New Location	
	T	A					*Bldg	* Room
1	<input type="checkbox"/>	<input type="checkbox"/>						
2	<input type="checkbox"/>	<input type="checkbox"/>						
3	<input type="checkbox"/>	<input type="checkbox"/>						
4	<input type="checkbox"/>	<input type="checkbox"/>						
5	<input type="checkbox"/>	<input type="checkbox"/>						
6	<input type="checkbox"/>	<input type="checkbox"/>						
7	<input type="checkbox"/>	<input type="checkbox"/>						
8	<input type="checkbox"/>	<input type="checkbox"/>						
9	<input type="checkbox"/>	<input type="checkbox"/>						
10	<input type="checkbox"/>	<input type="checkbox"/>						
11	<input type="checkbox"/>	<input type="checkbox"/>						
12	<input type="checkbox"/>	<input type="checkbox"/>						

Originating Department

Date Prepared: _____ *Org. Code: _____

Department Name: _____

Department Contact: _____

E-Mail Address: _____

Authorized Dept. Signature: _____

PRINT NAME & TITLE of authorized signature: _____

****Receiving Department –Transfers**

Date Prepared: _____ *Org. Code: _____

Department Name: _____

Department Contact: _____

E-Mail Address: _____

Authorized Dept. Signature: _____

PRINT NAME & TITLE of authorized signature: _____

Send completed form to Inventory Control MSC 01 1240, or fax to 277-1028. If you have questions call 277-7715.
 Email: UNMInventory@unm.edu

EQUIPMENT CHECKOUTS

- **Administrative Policies and Procedures Manual - Policy 7730: Taking University Property Off Campus:** University property taken off campus must be used only for University business. The property must be returned to its campus location as soon as the off campus work is completed.
- Property taken off campus must have a UNM Identification Number (property tag) affixed to the property.
- **Who can check out equipment?**
 - In the performance of job duties, faculty or staff members may need to use University property at their homes or at another off campus location.
 - Emeriti faculty are entitled to full computer privileges under **Faculty Handbook Policy C305**, which may include checking out computers for use off campus.
- The employee is responsible for the security of the property and its appropriate use and maintenance.
- If property is taken off campus for a period of more than one year, please ensure that the check out in Apptree is still valid.

CHECKING OUT EQUIPMENT- APPTREE

- Please submit a check out request in Apptree before taking University property off campus.
- Please note the checkout will be good for a year and it will renew every year.
- Check-ins request after property is done being used off campus are required to be submitted via Apptree
- The following information is required:
 - Banner ID of the employee using the property off campus.
 - The off-campus location of equipment.
 - Asset tag number and/or serial number of equipment.
 - Description of the condition of the property at date of check-out.
 - Approval of borrower using the property off campus.
 - Approval of the Dean, Director, Chair or Inventory Contact authorizing removing property off campus.

EXPORT CONTROLS

- **Are your faculty and staff traveling internationally and planning on taking University owned equipment with them?**
- All UNM travelers who intend to take equipment or software abroad should check the with the UNM or HCS Office of Export Controls to ensure that they are in compliance with Federal regulations prior to travel abroad.
- Travelers should also be aware of the list of countries that have been sanctioned by the U.S. Government. Travel to these countries may have restrictions or could require an export license.
- For current information:
isd.unm.edu/export-control/export-control-guidance.html
- **UNM Office of Export Control Contact:**
 - Krista Laybourne, Export Control Officer
 - klaybourne@unm.edu
 - (505) 277-2968
- **HSC Office of Export Control Contact:**
 - Tim Muller
 - 272-5993
 - TMuller@salud.unm.edu

REQUEST FOR DELETION OF ASSETS (RDA) - Apptree

- Submit RDA/Surplus request via Apptree
 - List the asset tag number
 - Please indicate the appropriate disposal codes
 - The below will be pull from the asset record
 - The acquisition date, adjusted cost, and net book value
 - Serial number and equipment description
 - Title to, ORG Code, IC and DDC and Index

An explanatory memo must be attached to the RDA/Surplus request

If asset was stolen/missing- please submit a police report as well

RDA- Disposal Codes

- **Destroyed/Discarded/Disposed of by off-site employee** – include explanatory memo and supporting documentation
- **Returned to Agency** – include Agency's receipt or acknowledgement letter
- **Sent to Surplus Property Dept. and cannot locate documentation** – include explanatory memo
- **Taken by former employee for grant-related work** – include explanatory memo and transfer to another entity documents
- **Theft of Property** – include police report
- **Un-located after exhaustive search** – include explanatory memo
 - **Loaned Equipment** – must obtain approval from agency for disposition
- **Returned to Vendor/Trading-In** – include exchange/return or purchasing documents
- **Cannibalization of Equipment** – include explanatory memo
- **Other** – include explanatory memo

TRANSFERS TO/FROM ANOTHER ENTITY

■ Policy 7710: Property Management and Control - 5.2. Transfer of Assets to Another Institution

- Equipment purchased with funds from contracts and grants administered by the University legally belong to the University of New Mexico.
- If a principal investigator transfers to another institution, in general, research grants will transfer with the principal investigator.
- Contracts and grants for public service or training projects will usually remain at the University.
- Guidelines within the contract or grant will specify the procedure to follow if the assets are to transfer with the grant.
- Any equipment not officially transferred with the grant remains with the University.
- Signatures of VP for Research, CPO, and University Controller will be obtained by Inventory Control after the form is submitted.

MEMORANDUM

To: Inventory Control

From: [Click here to enter Department's Head Name and Title](#) _____
[Click here to enter Department's Name and Org](#) _____

Gabriel Lopez, Vice President for Research
(Richard Larson for HSC)

Bruce Cherrin, Chief Procurement Officer

Elizabeth Metzger, University Controller

Date: [Click here to enter a date.](#)

RE: Transferring Assets to Another Entity

Receiving Entity:

[Click here to enter the name and address of the receiving entity](#)
[Click here to enter the name and contact information of the of the responsible person receiving the equipment](#)

[Click here to enter the following information, from the Department's Dean, Director or Chair, indicating approval of the equipment transfer:](#)

- Approval of the equipment transfer list,
- Name of the Principal Investigator or Initiator (as applicable),
- Requested date of transfer,
- Why the department or UNM will not be able to use the equipment,
- What purpose it will be used for at the new location,
- Any restrictions that may apply to the transfer,
- Who will be responsible for the cost to transfer the equipment and international customs brokerage fees or Homeland Security Clearances (if proposed to leave the USA), and
- If any UNM-owned items are on the listing, the justification for including them in the transfer.

TRANSFERS TO ANOTHER ENTITY

- Fill out form completely- Once form is filled out and all approved
- Please submit all documentation to Apptree and submit an External Transfer request
 - List the asset tag number and the description of the equipment
 - Include the date added, acquisition cost, and net book value
 - Include the titled to code:
 - Federal Government (FG)
 - Institution (IN) - UNM
 - Non-Government (NG)
 - State Government (SG)
 - List the grant number
- This information can be obtained from FFIMAST
- Receiving entity's Property Management personnel or Department's Chair, Dean or Director must sign the form

UNM THE UNIVERSITY OF NEW MEXICO													For Office Use Only: Approved for Transfer		
Item	UNM Tag#	Description	Manufacturer	Model	Serial Number	Date Added	Reference	Title To	Grant/Fund	Acquisition Cost	Net Book Value	Org Code	No Cost	Surplus Sale	Not Approved
UNM Department Requesting to Transfer/Sell: _____															
Assets Received by: _____															
Date: _____															
Asset Count: 0										Total		\$0	\$0		
Assets Received by (RECEIVING PARTY):															
Name and address of the receiving entity															
Name, title and contact information of the responsible person receiving the equipment (Department Head or Property Management personnel at receiving entity only)															
Signature _____ Date _____															
Return this signed form to:															
Inventory Control MSC01 1240 1 University of New Mexico Albuquerque, NM 87131-0001 unminventory@unm.edu (505) 277-7715															

OUTGOING LOANED EQUIPMENT

- Fill out form completely (physically furnished only)
 - Include the Grant # (if applicable), the Org #, the loan date, and the expiration date.
 - Include Lender/UNM Department contact information
 - Include the name of the Borrower/Sponsor ID, Address and Contact Information
 - Include reference number for contract and shipping information (if applicable)
 - Document the purpose of the loan
 - Include the description of the equipment: asset tag number, manufacturer, model, serial number, and adjusted cost.
- Receiving Entity Representative, UNM Department's Chair, Dean or Director, and Inventory Control must sign the form



University of New Mexico
EQUIPMENT LOAN FORM

Grant #:	Org #:	Loan Date:	Expiration Date:			
Lender/UNM Department:		Borrower/Sponsor ID#:				
Address:		Physical Address:				
City/State:		City/State:				
Phone/Fax:		Phone/Fax:				
Email:		Email:				
Purpose of Loan and Location where property will be used:						
Reference/Contractual Documentation/Shipping Information:						
Please list each item:						
Item	UNM Asset Tag #	Manufacturer	Model	Serial #	Item Description	Adj. Cost
1						
2						
3						
4						
5						
6						

TERMS AND CONDITIONS OF LOAN

1. The borrower shall:
 - a. return the loan item(s) in like condition as received from Lender, normal wear and tear excepted, and free of contamination, on or before the expiration date, unless the loan period is formally extended or the loan is terminated before the due date;
 - b. in case of loss or damage of the property loaned, reimburse the Lender at the current price of replacement or repair;
 - c. assume all costs involved in preparation, handling, loaning, disconnecting, and transportation from and to the Lender;
 - d. agree to indemnify and hold harmless the Lender against any and all liability, loss, damages, claims and costs incidental hereto as a result of Borrower's use or possession of the loaned property; and
 - e. use the loan property only for the purposes specified in this loan agreement.
 2. The above property shall not be modified, loaned, or transferred to a third party without the written permission of the Lender.
 3. The Borrower shall account for, or permit inspection of, the loaned property by the Lender after proper notification.
 4. This is New Mexico University Property. Title to the property is vested in and will remain with UNM and the property shall be used only for official purposes. The Lender reserves the right to cancel the loan or to recall the loaned property upon 30 days notice.
- Other provisions:

Accepted By: _____
Borrowing Entity Representative Name & Title Date

Approved By: _____
Signature of UNM Department's Dean/Director/Chair Name & Title Date

Approved By: _____
Signature of UNM Authorized Representative Name & Title Date

SURPLUS PROPERTY

- Surplus Property pickup requests are submitted via Apptree
 - * requires at least a serial number
- Contact Surplus for any questions
- Please note capital equipment must be on Board of Regent Hold for 30 days

Email: unmsurplus@unm.edu

Phone: 277-2923

MYREPORTS - INVENTORY REPORT

Helpful Resource for Inventory Contacts!

- In a continued effort to provide departments with more user friendly tools, we have an Inventory Report available in MyReports. This report allows departmental inventory contacts (and Department Heads) to access their inventory list for review of assets.
- The report will include the option to run queries by Organization Code, Title To (ownership), Building number, and Grant ID. In addition, the report can be filtered by the Asset Status: “All”, “Active” or “Deleted”.
- The **FNRFAIC** – Fixed Asset Inventory Control report can be found on the Finance tab in MyReports under the folder “Fall Campus Reports”.
- To obtain access to MyReports, submit a BAR adding the role “Department General Inquiry” and include a note on the Business Reason that you “need access to MyReports to fulfill your responsibilities as the Inventory Contact for your department”.

RESOURCES:

- The following forms and documents are available on our website:

- Guidelines and Tutorials:

- Wave Presentation
- Account Code Definitions
- Account Code Decision Tree
- Capitalization Threshold Memo
- Guidelines for Adjusting Your Inventory
- Banner Tutorial

- Wave Schedule

<https://propertyaccounting.unm.edu/>

- Forms

- Inventory Contact
- Request for Deletion of Assets
- Transfer to Another Entity Form and Memo
- Incoming Loaned Equipment
- Outgoing Loaned Equipment
- Equipment/Computer Purchase
- Fabrication Control Number Request

Contact us any time via email-
unminventory@unm.edu



THANK YOU!

