Inventory

What Needs Tagging, Object Codes, Unit Codes, Building Codes, *DEFINE Info, and Annual Inventory

What Needs Tagging?

Items are tagged based on their capitalized or controlled status.

**Tagging Definitions**

- **Capitalized**: anything $5,000 or more. These items require a UT tag.
- **Controlled**: Items costing $500 to $4,999 on the list below. These items require a UT tag.
- **Expensed**: items costing less than $5,000 which aren't on the controlled list; items costing less than $500 which are on the controlled list. These items should not be tagged.

Common Controlled items include:

- Cameras & Video Cameras (DSLRs, high-end video cameras, expensive lenses)
- Computers, iPads and Tablets
- Projectors
- Professional audio production gear (ProTools Interfaces, high end audio recorders, microphones)
- TV monitors

Controlled vs Capitalized is outlined in detail in the UT Office of Accounting's Handbook of Business Procedures Part 16, Inventory Control and Property Management

An itemized List of Controlled and Capitalized Items, is maintained provided by the Office of Accounting and also by the State of Texas Comptroller's Office.

Moody College Unit Codes

- 0940000 (Dean)
- 0950000 (ADV)
- 0960000 (JOU)
- 0980000 (RTF)
- 1000000 (CMS), 1000026 (CMS- Research)
- 1010000 (CSD)
- 1015000 (Strauss)
- 2420000 (KUT)
- 2425000 (TIPI)
- 4620000 (TSM)
- 4500999 (Surplus)

Site Codes

- **UTM** UT Main Campus
- **RNT** Rented Space - UTLA

Building Codes

- 0180 CMA
- 0182 CMB
- 0183 HSM
- 0185 BMC
- 0738 LAC
- 0040 WWH
- 0984 UA9
- 9066 LA1

More building codes and other info is available through UT Facilities Services Building List.

Commonly Used Object Codes
Mainframe Modules for Inventory Management

*DEFINE
*INPERC – allows you to see the inventory percentage for a unit code
*INVPO – shows all items tagged for a particular Purchase Order Number

Define Commands

- nmm inventory module
- nv1 Update Inventory by number
- nv3 displays inventory by unit code
- nv6 displays by document ID
- nv7 Update Inventory by serial number
- nvp Inventory list by room number
- nvr inventory report writer
- gg5 view inventory contact for dept
- gb4 figure out what dept a unit code is
- gt3 search by PO#, enter t at EN line item
- gt6 search by Doc ID to get PO#
- ys1 shows desks you’re authorized for
- F1 change desk/view, lists F key functions
- F15 list of reports available
- shift F3 also list of reports available

NV1 Screens

1 – description, acquisition date, location
2 – account #, PO, Doc ID, serial, salvage value (depreciation), responsible EID
3 – history of the record
6 – codes, notes

Reports

Point Plus Inventory Report for Self-Tagging Departments

(You do not have to be a Self-Tagging Department to use this report.)

Click the Management Reports link in the left navigation menu

Select Inventory Report for Self-Tagging Departments

Enter a unit code and a delivery due date range (optional – if you leave the dates blank, the batch job will only look for items that are due to be delivered today).

You will receive an email when the report is ready to download from the SRS system.

Columns in the downloaded spreadsheet are automatically filled with any data found from POINT Plus files. Some columns are left empty and must be filled manually. Others may need to be edited manually – such as Description (since Inventory requires a specific format for descriptions), and Site/Building /Floor/Room (if the items have been moved from the delivery location listed on the PO).

NU1 Report

Go to the NV1 screen in *DEFINE

Press the PF15 key (or shift-F3). A window with a list of reports will appear.

Put an X by ‘NU1 Unprocessed Items Report’
On the next screen, tab down to ‘Inventory View’ and enter your unit code.
Press Enter. Then enter twice more to confirm the report.
You will receive an email with a link. Click the link and log in with your EID.
Choose the report that has your *DEFINE login next to it and download.

**Physical Inventory Cycle Report**

Go to the NV1 screen in *DEFINE
Press the PF15 key (or shift-F3). A window with a list of reports will appear.
Put an X by ‘PHYSICAL INVENTORY CYCLE REPORT - SINGLE UNIT/SUBUNIT
On the next screen, tab down to ‘Unit to Report’ and enter the first 4 digits of your unit code. (If you enter the full 6 digit number ending in ‘0’, you won’t get your subunits.)
Press Enter. Then enter twice more to confirm the report.
The report will run overnight and you’ll have to pick it up from your department’s shelf or you can arrange to have it sent electronically to your green space output (Austin Disk).

**Helpful Links**

**Point Plus**

**Inventory Services Website**

**Inventory Off Campus Form:** For tagged items used off-campus. UT Office of Accounting, Inventory Services

**Inventory Removal Request Form:** For removal of tagged items from inventory system. UT Office of Accounting, Inventory Services

**Inventory Transfer Form – CCART:** For transfer of tagged surplus to another unit or UT Surplus. (UT EID Required)

**Stolen Equipment Notification Form:** For notification of Cat-1 data loss. UT Information Security Office

Handbook of Business Procedures Part 16, Inventory Control and Property Management

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No files shared here yet.