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.

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

**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.

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.