



# FY17 WAVE PRESENTATION

INVENTORY CONTROL



# INVENTORY CONTROL TEAM

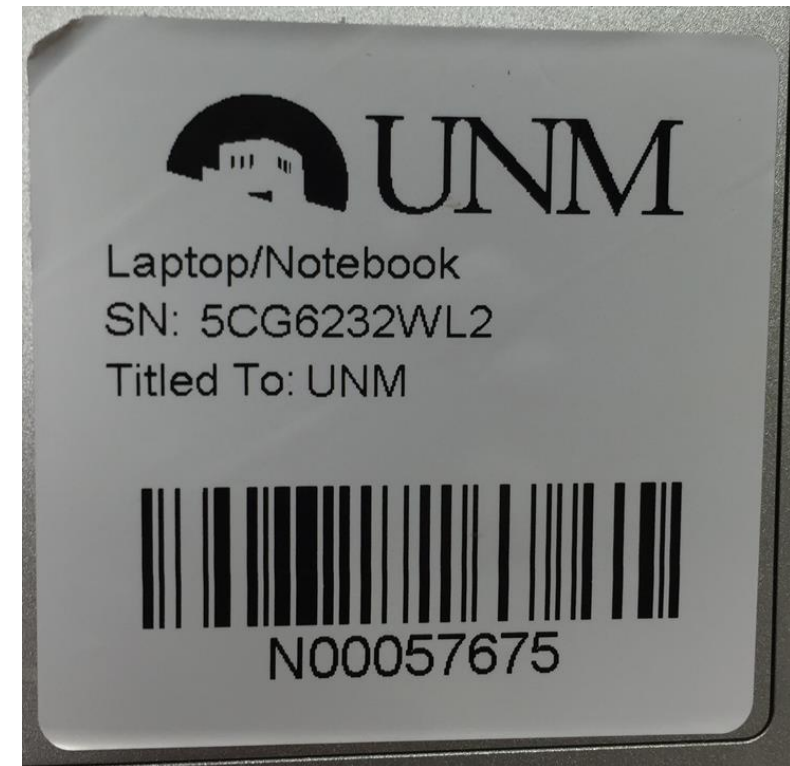
- Peggy Sedillo – Inventory Manager
- Michelle Albro – Business Manager
- Marever Gonzalez-Ramos – Accountant 3
- Breanna Lopez – Sr. Fiscal Services Tech
- Danielle Burwinkle – Procurement Card Rep
- Melissa Pacheco-Armijo – Sr. Fiscal Services Tech

# 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
  - Forms
    - Asset Adjustment
    - Employee Equipment Checkout
    - Inventory Contact
    - Request for Deletion of Assets
    - Transfer to Another Entity Form and Memo
    - Incoming Loaned Equipment
    - Outgoing Loaned Equipment

# WHY A PHYSICAL INVENTORY?

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



# YOUR ELECTRONIC INVENTORY PACKET

- Letter from Elizabeth Metzger
- Letter from President Frank
- New Condition Code List
- Inventory Certification Form
- Inventory List

# WHAT'S ON YOUR INVENTORY?

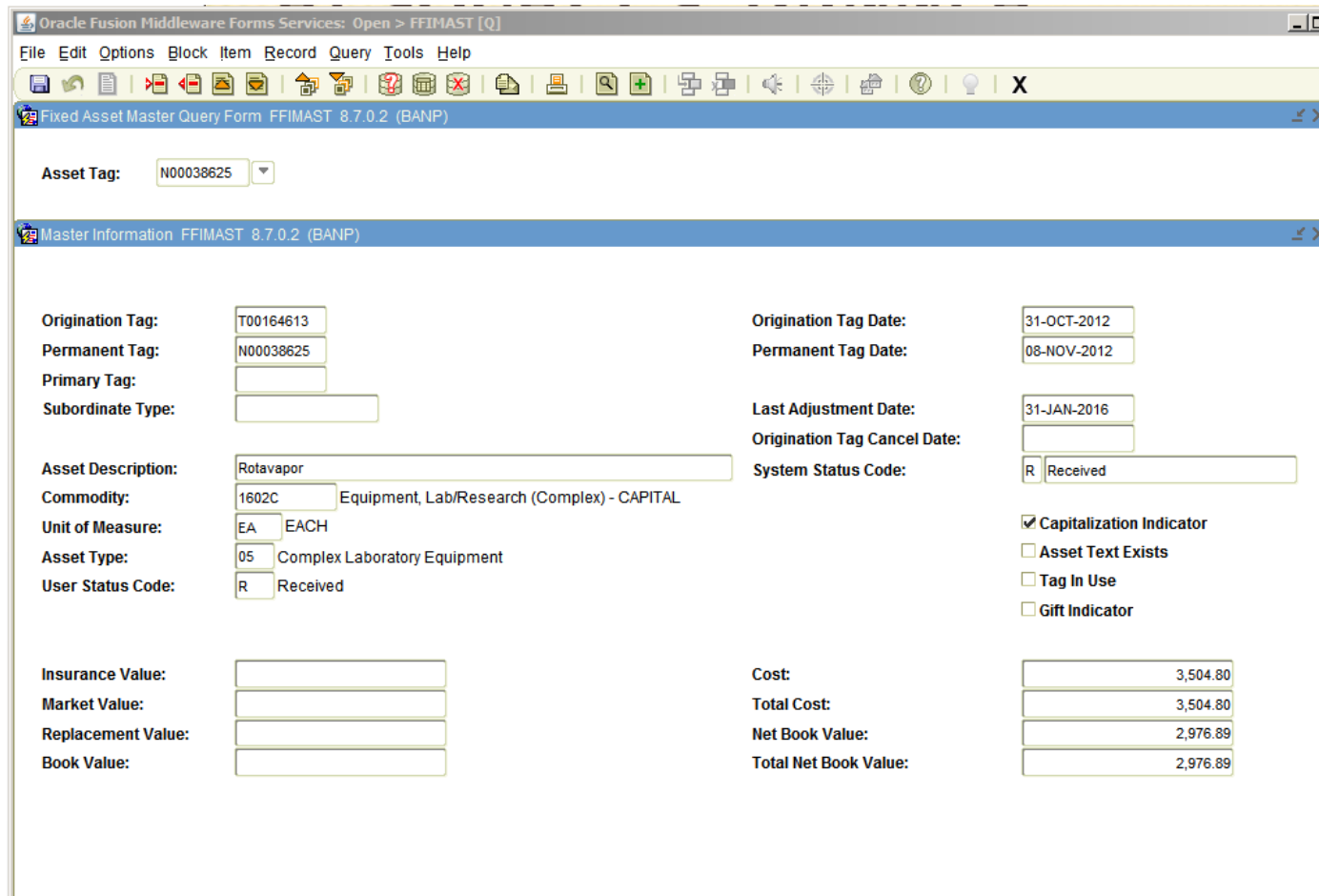
- **Administrative Policies and Procedures Manual - Policy 7710: Property Management and Control** For the purposes of this policy, inventoried property is defined, with one exception, by the following three criteria:
  - 1) The cost is greater than \$5,000,
  - 2) the property is moveable and
  - 3) the property has a useful life of more than one (1) year.
  - 4) Computer equipment, however, are treated as inventoried property regardless of cost.

# PHYSICAL INVENTORY

- Locate and visually inspect all items
- Mark assets as found (Y) or not found (N) in column “Found Y/N”
  - For assets not located, provide the supporting documentation (Asset Adjustment Forms, Surplus Forms, etc.)
- Mark with an “X” if need a tag reprinted in column “Need tag reprinted (Mark with “X”)”
- Make corrections or changes on spreadsheet in columns marked with red
  - For missing serial numbers or changes to serial numbers, use column “Crt’d S/N”
  - For changes in the condition of the asset, use column “Condition Code” \*Refer to new Condition Code List\*
  - For changes in location of the asset, use columns “New Bldg#” and “New Rm#”
  - For changes in the memo/user field use column “Memo Changes” to enter new changes or type “X” to delete current memo

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
	Found Y/N	Asset #	Need tag reprinted (Mark with 'X')	Add Date	Ref Num	Asset Desc	MFG	Model	S/N	Crt'd S/N	Condition	Condition Code List	Bldg	Room	New Bldg#	New Rm#	Check Out	Memo	Memo Changes (Enter memo changes or type 'X' to delete existing memo)	Grant ID	Titled To	Orig Cost	Adj Cost	NBV	
1		192678		2/4/1991	717326	SLIDEMAKER	Polaroid	IPC2	9320060005		GOOD		00058	E324											
2		192679		2/4/1991	717394	COMPUTER PRINTER	HewlettPac	33449A	3033A65898		GOOD		00058	E322											
3		200505		3/4/1993	731650	COMPUTER PRINTER	HewlettPac	C2001A	USBC021743		GOOD		00058	322				Chkd out 1/25/08							
4		207741		12/13/1994	745485	COMPUTER PRINTER	HewlettPac	C2037A	JPGJ001199		GOOD		00058	E327											
5		229815		4/30/1998	780109	COMPUTER CPU/SYSTEM	Dell	2209060	DQTFG		GOOD		00058	E324											
6		230713		6/30/1998	782304	COMPUTER PORTABLE	Dell	220-9062	EV4T1		GOOD		00058	327			Sanchez, Joseph P.	Sanchez, Joseph P.							

# BANNER FORM – FFIMAST



Oracle Fusion Middleware Forms Services: Open > FFIMAST [Q]

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Query Form FFIMAST 8.7.0.2 (BANP)

Asset Tag: N00038625

Master Information FFIMAST 8.7.0.2 (BANP)

Origination Tag: T00164613  
Permanent Tag: N00038625  
Primary Tag:  
Subordinate Type:

Asset Description: Rotavapor  
Commodity: 1602C Equipment, Lab/Research (Complex) - CAPITAL  
Unit of Measure: EA EACH  
Asset Type: 05 Complex Laboratory Equipment  
User Status Code: R Received

Origination Tag Date: 31-OCT-2012  
Permanent Tag Date: 08-NOV-2012  
Last Adjustment Date: 31-JAN-2016  
Origination Tag Cancel Date:  
System Status Code: R Received

Capitalization Indicator  
 Asset Text Exists  
 Tag In Use  
 Gift Indicator

Insurance Value:  
Market Value:  
Replacement Value:  
Book Value:

Cost: 3,504.80  
Total Cost: 3,504.80  
Net Book Value: 2,976.89  
Total Net Book Value: 2,976.89

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



# EQUIPMENT'S LOCATION

- 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)**
- 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

# NEW ASSET REPORT

- This report is sent accompanying asset tags (new or re-printed)
- **Asset Tags must be affixed to the equipment**
- Use the form for reviewing asset information when placing the tag on equipment
  - The reference number is the purchasing transaction
- Provide Serial Number (required if missing)
- Provide Building and Room Number (required if missing)
- Provide the Memo/User information (optional)

## University of New Mexico New Asset Report

Department Title: **HSC Budget Office Monitoring**

Organization Code: 332A

Contact: Josie S. Zamora MSC 07 4340

NEW inventory items purchased by your department. Please review the information and complete the blank boxes such as Building and Room numbers.

**AFFIX THE ATTACHED TAG(S) TO THE ASSET(S) AND RETURN OR FAX THIS DOCUMENT TO INVENTORY CONTROL BY**

**Wednesday, March 04, 2015**

Campus Mail: MSC01 1240 Fax: 277-1028

If we do not receive the completed report by the due date, Inventory Control staff will go out immediately following the two weeks' allotted time to obtain this information at a rate of \$10.00 per hour.

AssetNumber	N00047113	Building	00253
Manufacturer	F5Tech		BIOMEDICAL RESEARCH, SO
Description	SecurityAppliances/BIG-IPApplicationDelive	Room	B23A
Model	Big-IP App. Del. Controller	Reference #	PD127464
Serial	F5-EFYW-LICI	Owned:	Institution
Memo/User	Server Room	NewValue:	\$38,667

AssetNumber	N00047114	Building	00253
Manufacturer	F5Tech		BIOMEDICAL RESEARCH, SO
Description	SecurityAppliance/BIG-IPApplicationDeliver	Room	B23A
Model	Big-IP App. Del. Controller	Reference #	PD127464
Serial	F5-CWMD-IXLM	Owned:	Institution
Memo/User	Server Room	NewValue:	\$38,667

Sign to Verify Report Information \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone Number \_\_\_\_\_

If you have any question regarding your new inventory, please feel free to contact Inventory Control at 277-7715 M-F 8:00 to 5:00 or UNMInventory@unm.edu.

# BUILDING AND ROOM NUMBERS


- Building and room numbers provided must match Space Database (FAMIS) nomenclature
- Find FAMIS Portal Link at: <http://iss.unm.edu/ppd/SM/spacedb.html>
- For Space Management Support contact:
  - Space Management • 277-3800 • [space@unm.edu](mailto:space@unm.edu)
  - Stacy Kaneshige • Data Manager • 269-2654 • [scooper@unm.edu](mailto:scooper@unm.edu)
- For more details refer to Space Management Inventory Control presentation

# MAKING ADJUSTMENTS

- Adjustment Forms available:
  - Asset Adjustment Form (AAF)
  - Employee Equipment Checkout Form (EEC)
  - Request for Deletion of Assets Form (RDA)
  - Transfer of Equipment to Another Entity Form and Memo
  - Loaned Equipment Outgoing/Incoming

# ASSET ADJUSTMENT FORM

- 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



**UNM**

**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.
- That 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, a new Employee Equipment Checkout Form should be prepared at the time of the department's annual inventory.

# 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.
- **UNM Office of Export Control Contact:**
    - Audrey Pineda
    - 277-2968
    - [export@unm.edu](mailto:export@unm.edu)
  - **HSC Office of Export Control Contact:**
    - Tim Muller
    - 272-5993
    - [TMuller@salud.unm.edu](mailto:TMuller@salud.unm.edu)

# CHECKING OUT EQUIPMENT

- This form is used both to authorize and record the off campus use of University property.
- The following information is required:
  - Banner ID of the employee using the property off campus.
  - Justification for taking the property off campus and the off campus location of equipment.
  - Asset tag number and serial number of equipment.
  - Description of the condition of the property at date of check-out.
  - Signature of borrower using the property off campus.
  - Signature of the Dean, Director, Chair or Inventory Contact authorizing removing property off campus.
- **New checkout forms must be submitted for ALL checked out equipment (current dates)**

 <b>University of New Mexico</b> Employee Equipment Checkout Form				
Complete these sections upon checkout.	This section to be completed by Employee			
	Responsible Individual <small>(Last, First, MI - Printed or Typed)</small>	MSC:		
	Complete Address/Site Description	BannerID:		
	City and State:	ZIP Code:		
	Reason for Taking Equipment Off Campus:			
	<b>UNM Tag Number:</b>	<b>Description</b>	<b>Serial Number</b>	<b>Expected Date of Return</b>
	<b>Building &amp; Room number of employee or Supervisor:</b>			
	I have read and understand the terms of taking this equipment off campus as detailed in the University Policy 7730.			
Borrower's Signature		Date:		
	This section to be completed by Department			
	UNM Org. Loaning Equip.:	Org Code:		
	Defects, damage or known problems with the equipment at time of checkout:			
	Signature of Dean, Director or Chairperson (or designate):			
	Printed Name	Signature	Date:	
Inventory Control	This section to be completed by Inventory Control			
	Approved/processed on ckout:	Signature/Title	Date:	
	Approved/processed on return:	Signature/Title	Date:	



# CHECKING IN EQUIPMENT

- Complete bottom portion of form on return of the equipment.
- The following information is required:
  - Asset tag number and serial number of equipment.
  - New location of the equipment.
  - Name of the person receiving the equipment.
  - Signature of the Dean, Director, Chair or Inventory Contact acknowledging return.

This section to be completed by Organization upon return				
Complete upon return.	UNM Tag Number:	Serial #:	Building	Room Number
	<b>Returned to:</b>			
			Date:	
	<i>Printed Name</i>			
	Signature of Dean, Director or Chairperson (or designate):			
	<i>Printed Name</i>	<i>Signature</i>		


Send completed form to Inventory Control, MSC01 1240, or fax to 277-1028. If you have questions, call 277-7715.

# REQUEST FOR DELETION OF ASSETS (RDA) FORM

- **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

# REQUEST FOR DELETION OF ASSETS (RDA) FORM

- Fill out form completely
  - Note the deletion code applicable to each asset
  - List the asset tag number, the description of the equipment and serial number
  - Include the acquisition date, adjusted 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
- Department's Dean, Director or Chair must sign form or explanatory memo to be processed



**REQUEST FOR DELETION OF ASSETS**  
(UNM POLICY #7710, SECTION 5)

Date: \_\_\_\_\_ Dept.: \_\_\_\_\_ Org. Code: \_\_\_\_\_

**\*Codes for Reasons for Deletion**  
(An explanatory memo must accompany ALL requests, along with any documentation)

A = Destroyed/Disposed not by Surplus Property Department	E = Returned to vendor
B = Taken by former employee for grant-related work	F = Trade-In
C = Theft (Provide Police Report if available)	G = Cannibalized
D = Sent to Surplus Property Dept. and cannot locate documentation	H = Unlocated after exhaustive search
	I = Other (Must explain)

*Deletion Code	Asset #	Description/Serial Number	Date Acquired	Adjusted Cost	Net Book Value	Titled To	Grant #

Authorized Dept. Signature: \_\_\_\_\_

**PRINT NAME**
**TITLE of authorized signature**

# TRANSFERS TO 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.
  - However, 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.

## MEMORANDUM

**To:** Inventory Control

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

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

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,
- The location of the receiving entity,
- Why the department or UNM will not be able to use the equipment,
- What purpose it will be used for at the new location, 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
  - 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

University of New Mexico

UNM DEPT REQUESTING TRANSFER: \_\_\_\_\_

Assets Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	UNM Tag#	Description	Model	Manufacturer	Serial	Date Added	Reference	Title To	Grant #	Acquisition Cost	Net Book Value
Asset Count: 0										Total	\$0 0.00

<b>Assets Received by (RECEIVING PARTY):</b>	
Name and address of the receiving entity	
<b>Name, title and contact information of the responsible person receiving the equipment</b>	
<b>Signature</b>	<b>Date</b>

<b>Return this signed form to:</b>
Peggy Sedillo Inventory Control MSC01 1240 1 University of New Mexico Albuquerque, NM 87131-0001
505-249-2227 - 505-277-1028 /fax

# INCOMING LOANED EQUIPMENT

- Purchased with Agency Funds or Physically furnished
  - Title is retained by agency
  - Regardless of cost, all government property will be tracked
  - Blue tags for U.S. Government equipment
  - Green tags for Non-U.S. Government equipment
  - Account code# 9040 (only for purchases)
- Fill out form completely (physically furnished only)
  - Include the Grant # (if applicable), the Org #, the loan date, and the expiration date.
  - Include reference number for contract and shipping information (if applicable)
  - Include the description of the equipment: lender's property number, manufacturer, model, serial number, and acquisition cost.
  - Include the location of the equipment
  - Receiving Department's Chair, Dean or Director must sign the form



## LOANED EQUIPMENT FORM

Grant #:	Org #:	Loan Date:	Expiration Date:
Lender/Sponsor ID#: Address: City/State: Phone/Fax: Email:		UNM Department: Physical Address: City/State: Phone/Fax: Email:	

Reference/Contractual Documentation/Shipping Information:
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Please list each item:

Item	Lender's Property #	Manufacturer	Model	Serial #	Item Description	Acq. Cost	Bldg #	Rm #
1								
2								
3								
4								
5								
6								

Accepted By: \_\_\_\_\_  
 Borrowing UNM Dept Dean/Director/Chair                      Title                      Date

# 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



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						

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

- To remove assets through Surplus Property Department Contact:
  - University Services
  - [univserv@unm.edu](mailto:univserv@unm.edu)
  - Phone: 277-2923
  - Fax: 272-8390
  - Website: <http://univserv.unm.edu/us-depts/surplus.html>



# SUBMITTING YOUR COMPLETED INVENTORY

- Keep a copy for your records
- Submit via:
  - **In person:** John and June Perovich Business Center 1700 Lomas Blvd NE, Suite 2400  
Office hours: 8:00 am to 5:00 pm | Closed for lunch 12:00 to 1:00 pm
  - **Campus Mail:** MSC01 1240
  - **Email:** [UNMInventory@unm.edu](mailto:UNMInventory@unm.edu) (e-mail is preferred)
- All certification forms must be signed by inventory contact AND dean, chair or director
- Attach re-certified Checkout Forms for ALL checked out equipment
- Attach all adjustment forms with backup documentation and appropriate signatures
- New inventory contact? Provide Inventory Contact Form (can be found at <http://inventory.unm.edu/Forms/index.html>)

# INVENTORY REVIEW

- A packet will be sent to departments with a random selection of equipment taken from the completed annual inventory reports submitted
- For all assets selected submit:
  - Pictures of the whole asset (required)
  - Pictures of the UNM asset tag placed on the asset (required)
  - Serial number of the asset (optional or required when missing UNM tag)
- Submit the pictures along with the signed Review Letter
- Inventory Control has cameras available for check out
- You can schedule an appointment with Inventory Control to take the pictures of your review items but department personnel must accompany Inventory Control staff

# DELINQUENT INVENTORY

- The department will be charged a fee to have Inventory Control personnel conduct their inventory if they fail to complete and submit their annual inventory within 30 days of the specified due date.
- The department will also need to provide a staff member to act as guide and to assist Inventory Control personnel in the completion of the inventory.

# INVENTORY DUE DATE

## ■ September 30, 2016

- If your department has any situation that could affect your inventory process contact us immediately:
  - 277-7715, 277-0598 or 277-8905
  - [UNMInventory@unm.edu](mailto:UNMInventory@unm.edu)

# NEW INVENTORY REPORT

## New Resource for Inventory Contacts!

- In a continued effort to provide Departments with more user friendly tools, we now have a new Inventory Report available in MyReports! The new report will allow departmental inventory contacts 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 “F All 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”.



# QUESTIONS?

THANK YOU FOR ALL YOU DO!

