1. Introduction
2. Definition of Responsibilities
3. Procedures and Processes
4. Inventory Control Procedures
5. Transactional Processes
6. Use of PeopleSoft User Role
7. Use of OnBase for Supporting Documentation
Definition of Responsibilities

1. Department Manager-Responsible official appointed by the Dean or Department Head for each Area ID
2. Custodial Contact-Primary Area ID contact for property administration
3. Custodian-Individual assigned responsibility for University property
4. Property Administration-Responsible for assets from purchase order to disposal
Department Manager Responsibilities:

• Responsible for the proper custody, maintenance and safekeeping of UTD property assigned to his/her department.

• The department manager or his/her appointee can act as departmental property manager; however, responsibility for property rests with the department manager.

• Responsible for ensuring that all department assets are validated annually.

• Responsible for ensuring that all items, missing from department inventory are thoroughly researched, act as signature authority for all missing reports.
Custodial Contact Responsibilities:

- Responsible for controlling, maintaining and monitoring all Controlled and Capital assets that are assigned to their Area ID.
- Maintain the Custodian information for laptops and tablets.
- Perform annual inventory, audits, transfer assets between departments and submit Missing/Stolen Reports when necessary.
- Responsible for maintaining all documentation required to support departmental assets during their lifecycle.
Custodian Responsibilities:

• Responsible for the proper custody, maintenance and safekeeping of UTD property assigned for their use.

• It is the responsibility of each user to report when an asset is lost, missing, broken, relocated or needs repairs.
Property Administration Responsibilities

**LOGISTICS**
- Preview all purchase orders for accuracy and make necessary corrections.
- Maintain asset records and update records when necessary.
- Conduct and coordinate annual Scan & Validate inventories.
- Track Missing and Stolen assets.
- Transfer assets between departments.
- Respond to emails in a timely manner.
- Prepare inventory progress reports for Provost and VP’S.

**Distribution**
- Receive all freight into receiving warehouse, tag and deliver them to departments.
- Maintain asset records and update records when necessary.
- Pick up technology recovery devices from departments upon request and move them to Surplus.
- Respond to emails in a timely manner.
- Responsible for the custody and safekeeping of all items in Surplus until they are sold.
Procedures and Processes

• How to code a purchase order in SciQuest
  Account Codes starting with 8 are capital assets.
  Account Codes starting with 6 are expense or Controlled assets.

• Identify all P-Card asset within 48 hours
  Email to Inventory@utdallas.edu to inform of this purchase.
  Attach a copy of the receipt and the cost center that this unit will be charged to.

• Provide the Custodian name and UTD employee ID upon receipt of laptop/tablet by encrypted
  Email to (Inventory) Inventory@utdallas.edu. Employee ID’s must be sent by encrypted email for security reasons.
Inventory Control Procedures

- Mobile Technology Device (MTD) Validation
- Stationary Asset Validation
- Off-site Asset Validation
- Scanning Options
- Inventory Validation Email
## Asset Classification

<table>
<thead>
<tr>
<th>Asset Classification</th>
<th>Definition</th>
<th>Method of Validation</th>
<th>Type of Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stationary Assets</td>
<td>Any asset remaining in stationary location for daily use</td>
<td>Scan and Validate</td>
<td>Location</td>
</tr>
<tr>
<td>Mobile Technology Devices</td>
<td>Any asset subject to frequent movement on or off Campus</td>
<td>Department provided spreadsheet</td>
<td>Custodian Name and UTD ID</td>
</tr>
<tr>
<td>Permanently off Campus Assets</td>
<td>Any asset permanently located at a site not owned or leased by the University</td>
<td>E-mail</td>
<td>Physical location, Name and UTD ID of employee</td>
</tr>
<tr>
<td>Unresolved</td>
<td>Any asset not validated by one of the three validation methods</td>
<td>Missing Report</td>
<td></td>
</tr>
</tbody>
</table>
MTD Validation

- A mobile asset validation Report will be sent prior to the beginning of your inventory.
- The report will contain tag number, location, asset description, model, serial number, custodian name and UTD Employee ID.
- You must have your computer set up to receive/send encrypted emails due to this spreadsheet containing employee ID #’s.
- Use the column New Custodian and New Employee ID numbers to make necessary changes.
- Type missing in new employee column if the asset is missing this year.
- Custodian name should be the person’s proper legal name, I.E., no nickname.
- The report must be routed through the Dean, then submitted to Property in excel format.
Stationary Asset Validation

- All stationary assets will be validated using the barcode scanner used by the inventory staff or by department custodian if the department chooses to perform the inventory.

Off-site Asset Validation

- Off-site assets are assets owned by the University but stored and utilized at a location other than the University.
- Same procedures as MTD.
- We need a permanent address, responsible University official and employee ID. This can be done through e-mail with spreadsheet attached as well.
- Note: since employee name and UTD ID are needed, please ensure your email is sent encrypted.
Scanning Options

- The department has the option of having our inventory team perform the scanning or doing the scanning themselves.
- We recommend that the inventory team perform the inventory due to being more proficient with the scanner and knowing all of the procedures.
- If Scan and Validate team is used, departmental responsibility includes facilitating entry into all areas.

Inventory Validation Email

- An email will be sent to certify that your inventory is completed when all requirement for the annual inventory have been met.
- Please keep this email for your records.

Unresolved Assets

- Unresolved assets are assets not validated by one of the three validation methods.

Missing assets

- Any unresolved assets not located for validation purpose. These assets must be have missing assets report.
# Cyclical Inventory Schedule

<table>
<thead>
<tr>
<th>Inventory Period</th>
<th>Functional Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>September - February</td>
<td>Provost</td>
</tr>
<tr>
<td>March</td>
<td>VP Student Affairs</td>
</tr>
<tr>
<td>April</td>
<td>The President, VP Public Affairs, VP Research, VP Development and Alumni Relations, VP Communications, VP and CIO Information Resources, VP Diversity and Community Engagement</td>
</tr>
<tr>
<td>May/June</td>
<td>VP Administration, VP Budget and Finance</td>
</tr>
</tbody>
</table>
Transactional Processes

- Transfer of Assets
- Turn into Surplus
- Request Updates
- Report Missing/Stolen Asset
Transfer of Assets

- We are no longer using most forms. All transfers will now be completed via email.
- Send an email containing the tag number and short description to the property departments and routed through your department head.
- Once the department approves the transfer they forward the email to Inventory@utdallas.edu, with the Department Manager copied.
- Property will transfer the assets and send a confirmation email reply when transfer is complete.
- The transfer email will be kept in OnBase for future reference by both gaining and losing department.
Turn Assets into Surplus

- All the requests will be completed via email for Technology Recovery items.
- Send an email to Surplus@utdallas.edu listing the tag number, description, area ID and quantity.
- We recommend you not remove the hard drive of the technology devices. Please make a statement via email if you remove the hard drive.
- Surplus will contact you to set up an appointment for pick up.
- A confirmation email will be sent to you confirming pick up.
- Keep these confirmation emails for your records.
- Contact Surplus if you don’t receive a confirmation email.
- We do not pick up assets other than Technology Recovery items (Desktop Computers, Printers and Mobile Technology devices)
- All other items must be picked up by Moving Services utilizing the existing pick up form.
Requesting Updates

- We will process any request for updates as quickly as possible.
- An email can be sent to Inventory@utdallas.edu, Greg White at gvwhite@utdallas.edu, Don Stephens dons@utdallas.edu and Rick Nelson at rbn061000@utdallas.edu for any request for updates, reports etc.

Report Missing/Stolen Asset

- Missing/Stolen report is the only paper form still in use due to state requirements.
- A police report must be filed and submitted with the assigned Missing/Stolen report if an asset is suspected of being stolen.
- A missing report will only need to be submitted the first year that the asset is reported missing.
- Each missing item must have its own missing report.
Use of PeopleSoft User Role

Search Menu:
- Accounting Entries
- Asset Transactions
- Depreciation
- Financial Reports
- Physical Inventory
- Send/Receive Information
- Service and Maintenance
- Taxes
- Asset Definitions Center
- Print an Asset
- Search for an Asset
• The highlight features help you search for an asset from general to specific.

• Area ID is the UTD Asset Department Contact.

• Location format: building name (3 digits) followed by the floor and room number.
  EX. ECS1.102
  GH 1.102
• You can retrieve more information (PO No, location, custodian) once you click the box and search the asset again.

• You can drill-down to a specific page of the selected asset.
### Initial Training

**Location**
- **Effective Date:** 04/26/2013
- **Effective Sequence:** 2
- **Location:** Dal01
- **Area ID:** Miami 4.4
- **Address:** MCDERMOTT LIBRARY 4.4
- **City:** Richardson
- **County:** Collin
- **State:** TX Texas
- **Country:** USA United States
- **Geo Code:**
  - **Document:**
  - **Building:** MC
  - **Floor #:** 4
  - **Room #:** 4.4
- **Jurisdiction:**
- **Sector:**
- **Postal:** 75080
- **Longitude:**
- **Latitude:**

**Authorization**
- **Status:**
- **Name:**
- **Date:**

**Comments**

**Physical and Custom Attributes**

**Detailed Description**

**Image**
The date under authorization panel is the most recent date for asset scan and validation.

Each time mass run control is performed; a new panel in location tab is created even if the location information does not change.

Hit the **view all** button to track the history information of this asset.
Asset Detail Report

- Asset Detail Report is a custom page used by the Custodial Contact to get asset information as they are required to perform their property management responsibilities.
- Set up your Run Control ID and Add.
• Use the combination of Area ID, Location Code and Asset Type to pull out the asset data.

• The default value of the Set ID should be DAL01.

• Location Code can be specific or varied.

• Three options for the asset type. (Blank, Desktop, Mobile)
Initial Training

Asset Detail Report

Run Control ID: test

Enter Report Parameters (Partial Values Allowed)

SetID: DAL01
Area ID: [highlighted]
Location Code: [blank]
Asset Type: [blank]

Look Up

Look Up Area ID

Search by: Area ID begins with

Look Up  Cancel  Advanced Lookup

Search Results

View 1 0  First 1-151 of 151  Last

<table>
<thead>
<tr>
<th>Area ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>123123</td>
<td>Scanning Inventory Dummy</td>
</tr>
<tr>
<td>211100</td>
<td>School of Arts &amp; Humanities</td>
</tr>
<tr>
<td>211200</td>
<td>Natural Sciences &amp; Mathematics</td>
</tr>
<tr>
<td>211221</td>
<td>Physics Program</td>
</tr>
<tr>
<td>211222</td>
<td>Geosciences Program</td>
</tr>
<tr>
<td>211223</td>
<td>Molecular/Cell Biology Program</td>
</tr>
<tr>
<td>211224</td>
<td>Mathematical Sciences Program</td>
</tr>
<tr>
<td>211226</td>
<td>Science Education Program</td>
</tr>
<tr>
<td>211228</td>
<td>Chemistry Pgm - Nanotechnology</td>
</tr>
<tr>
<td>211300</td>
<td>Econ, Pol, &amp; Policy Sciences</td>
</tr>
</tbody>
</table>

create your future  www.utdallas.edu
### Look Up Location Code

**SetID:** DAL01  
**Location Code:**  
**Description:** begins with

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#### Search Results

Only the first 300 results of a possible 8195 can be displayed.

<table>
<thead>
<tr>
<th>Location Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9111.1</td>
<td>POLICE 911 BUILDING-1.1</td>
</tr>
<tr>
<td>9111.102</td>
<td>POLICE 911 BUILDING-1.102</td>
</tr>
<tr>
<td>9111.1R1</td>
<td>POLICE 911 BUILDING-1.1R1</td>
</tr>
<tr>
<td>9111.2M1</td>
<td>POLICE 911 BUILDING-1.2M1</td>
</tr>
<tr>
<td>AB 1.102</td>
<td>ACTIVITIES BUILDING-1.102</td>
</tr>
<tr>
<td>AB 1.104</td>
<td>ACTIVITIES BUILDING-1.104</td>
</tr>
<tr>
<td>AB 1.106</td>
<td>ACTIVITIES BUILDING-1.106</td>
</tr>
</tbody>
</table>
• An example to pull out the asset data.
• Type the value and run.
• Be sure the box is checked and click OK.
• You will go back and get the Process Instance ID.
• Click Process Monitor (Hyperlink).
• Refresh until the Run Status is success and Distribution Status is posted.
• Then click Details (Hyperlink).
• Click the View Log/Trace (Hyperlink).
• Click the Excel file (second file) to get the asset data report.
Use of On Base for Supporting Documentation

Upon completion of this course, you should be familiar with the following areas:

• Launching the Thick Client and Logging into OnBase
• Retrieving documents from OnBase
• Performing advanced searches on documents
• Working with Image documents
• Printing and sharing documents
• Enhancement feature
• Security
Logging into OnBase

- Recognizing the client icon on the desktop
- Logging into the Client through the Logon Window
- Familiarizing yourself with OnBase Desktop and Launching the Documents Retrieval Dialog Window
Document Retrieval

Document Retrieval Dialog Window Layout

• Document Type Groups
• Document Types
• Dates
• Keyword
1. Document Type Groups:

- Document type groups are groups defined by our organization.

- A group is a general heading for specific types of documents.

- Ex. Inventory and Surplus control.
2. Document Types:

- Document types shown are based on document type group
- Highlight the document type name that you wish to search.
- Ex. Click Packing Slip
3. Dates

- The Dates section provides options for narrowing your search to a specific date or date range
4. Keywords

- Highlight the document type to display all associated keyword fields

- Ex. One keyword field associated with Packing Slip is the P.O #.
Retrieving Documents

- Ex. Select ISC- Inventory and Surplus Control Document Type Group

- Enter a date range of July 8, 2013 through July 20, 2013

- In the keyword section enter the Asset tag

- Click **Find** to invoke the retrieval process
The document search result is divided into two frames: The left frame displays all of the searches that you have performed while logged into OnBase.

The search history clears and resets if you log out and log back in.

The right frame lists each document and its description.
Working with Image Documents

Image documents overview

- Image documents is either scanned in by someone or imported directly
Area Zoom

- Use selection method to zoom in on an area.
- It's called "rubberbanding"
- Click the left mouse button and then drag around a specific area of the document page that you wish to zoom in on.
Working with Image Documents

Process:

- **Rotate right/left**: Rotates the document 90 degrees to the right or left

- **Rotate 180**: Rotates the image 180 degrees from its current position

- **Save rotation**: Allows you to save the rotation changes applied to the document

- **Invert**: Reverses the colors in the palette. For example black pixels become white and white pixels become black
Creating Notes

- Open Document
- Click the **Attach Note** button
- Double-click on the note type to be created
- Enter the note’s text
Three options to initiate printing:

- Right click on the document and Print Document
- Click on the Print Documents button from the toolbar
- Choose Print from the File menu
Enhancement Feature

• OnBase identifies and auto populates information to the left
• PeopleSoft needs to have relevant information to feed from

Security

• Security constantly updated in OnBase
• Sensitive information obtained only by Specified users.