



**Business Process Document**  
**PS FIN Asset Management: Employee Self Service**  
**(ESS)- Surplusing an Asset**

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|                                 |  |
|---------------------------------|--|
| <b>Department</b>               |  |
| <b>Responsibility/Role</b>      |  |
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**Employee Self Service (ESS)- Surplusing an Asset**

Trigger:

| <b>Required Field(s)</b> | <b>Comments</b> |
|--------------------------|-----------------|
|                          |                 |

| <b>Output - Results</b> | <b>Comments</b> |
|-------------------------|-----------------|
|                         |                 |

**Additional Information**

# Business Process Document

## PS FIN Asset Management: Employee Self Service (ESS)- Surplusing an Asset



### Procedure

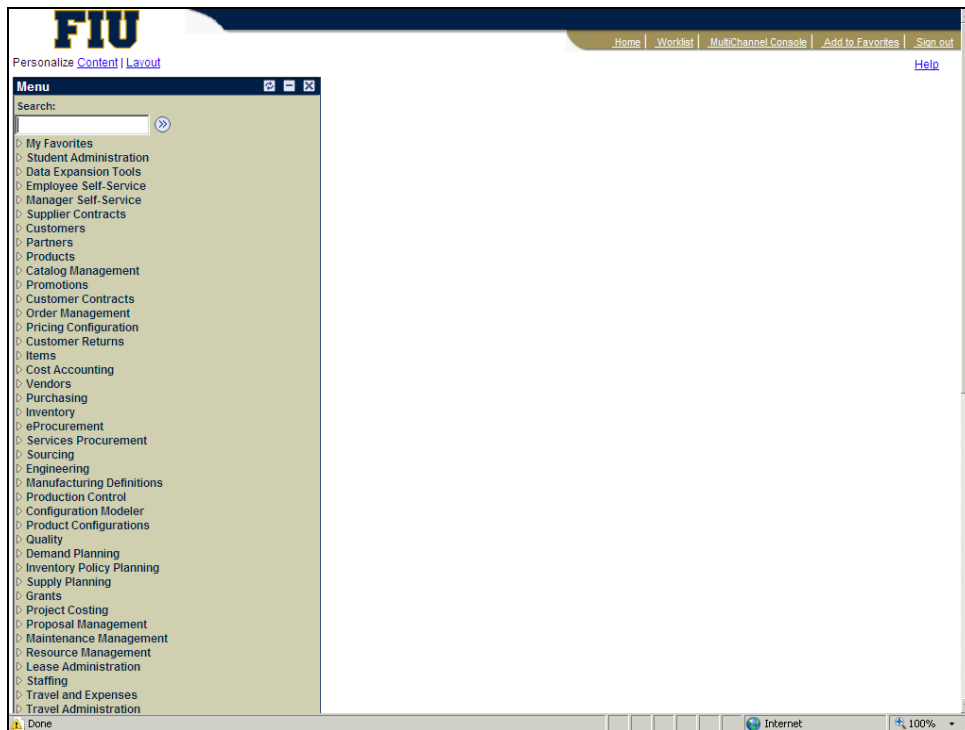
In this topic you will be transferring an asset that was deemed surplused.

Any computer related equipment with data storage (Hard Drives) must be cleansed before a transfer is completed.

**IT Security will contact the department to schedule a time/date to have the data storage cleansed. IT Security will either cleanse the asset on-site or take the asset and return within 3 business days if located on UP campus or 5 business days if location is off campus.**

\*If the asset was used off campus, update the bottom section of the Off campus form:

*\*Off Campus form: <http://finance.fiu.edu/controller/Docs/offcampus.pdf>*



| Step | Action   |
|------|--|
| 1.   | Click the <b>Employee Self- Service</b> link.<br> |



# Business Process Document

## PS FIN Asset Management: Employee Self Service (ESS)- Surplusing an Asset



| Step | Action  |
|------|---|
| 2.   | Click the <b>Assets</b> link.<br><a href="#">Assets</a>                             |
| 3.   | Click the <b>View/Transfer Assets</b> link.<br><a href="#">View/Transfer Assets</a> |
| 4.   | Click the <b>View/Transfer Assets</b> link.<br><a href="#">View/Transfer Assets</a> |


# Business Process Document

## PS FIN Asset Management: Employee Self Service (ESS)- Surplusing an Asset



The screenshot shows the 'My Assets' page for Patty Panther. It features a table with columns for Asset, Tag Number, Department, Status, and Transfer. The assets listed are:

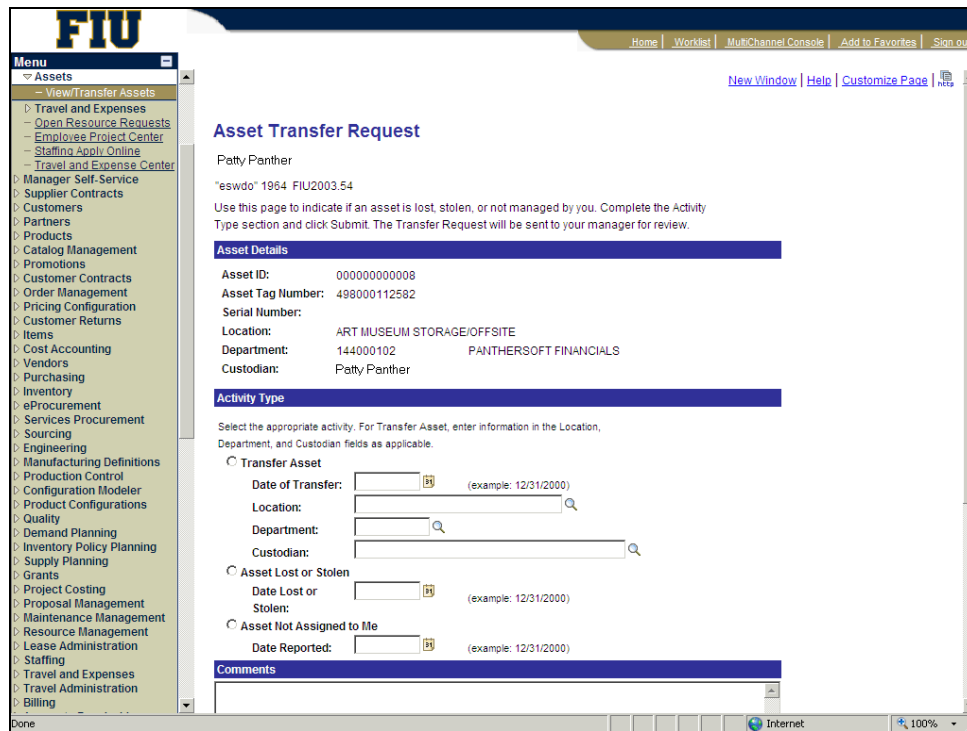
| Asset   | Tag Number   | Department             | Status   | Transfer                 |
|---|--------------|------------------------|----------|--------------------------|
| <a href="#">318852 POWERBOOK G4 LAPTOP</a>    | 498000112415 | PANTHERSOFT FINANCIALS | Pending  | <a href="#">Transfer</a> |
| <a href="#">318770 LASERJET 5100TN</a>        | 498000112395 | PANTHERSOFT FINANCIALS | Approved | <a href="#">Transfer</a> |
| <a href="#">"the way the men dance" FIU20</a> | 498000112581 | PANTHERSOFT FINANCIALS | -        | <a href="#">Transfer</a> |
| <a href="#">"eswdo" 1964 FIU2003_54</a>       | 498000112582 | PANTHERSOFT FINANCIALS | -        | <a href="#">Transfer</a> |
| <a href="#">print by Harvey Zipkin FIU200</a> | 498000112583 | PANTHERSOFT FINANCIALS | -        | <a href="#">Transfer</a> |

| Step | Action   |
|------|--|
| 5.   | Click the <b>Transfer</b> button.<br> |



# Business Process Document

## PS FIN Asset Management: Employee Self Service (ESS)- Surplusing an Asset

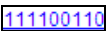
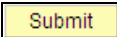


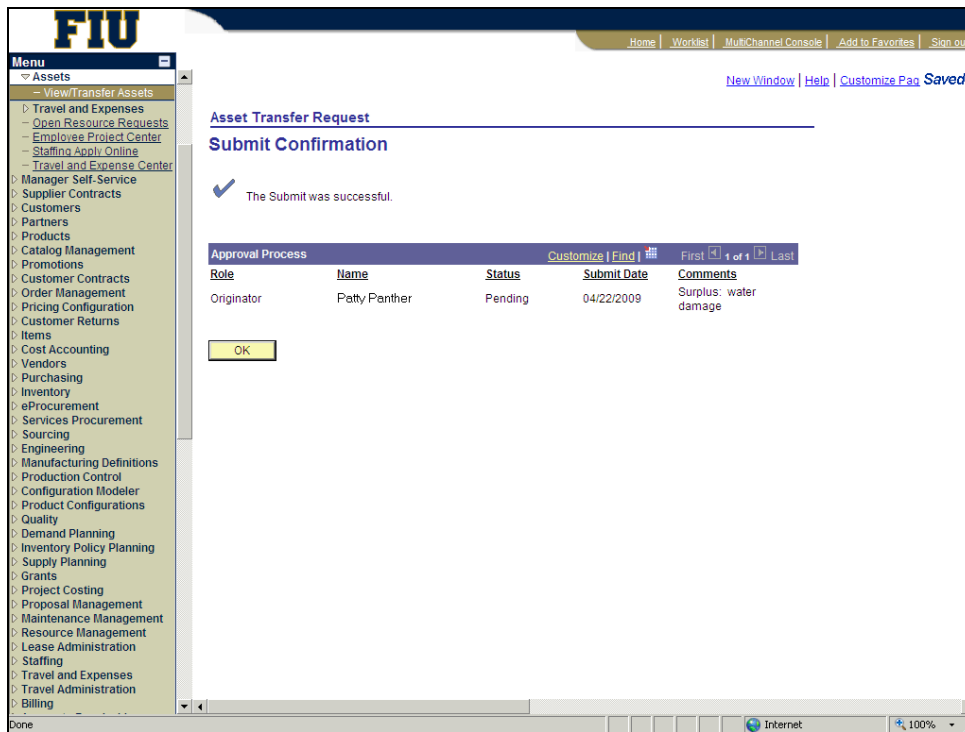
| Step | Action   |
|------|--|
| 6.   | Click the <b>Transfer Asset</b> option.<br><input type="radio"/> <b>Transfer Asset</b>   |
| 7.   | Enter the desired information into the <b>Date of Transfer</b> field. Enter <b>"04/21/2009"</b> .  |
| 8.   | Click the <b>Look up Location (Alt+5)</b> button.<br><input type="button" value="Look Up"/>  |
| 9.   | <b>Use 0W070100 1 for all assets to be surplused.</b><br>Enter the desired information into the <b>begins with</b> field. Enter <b>"0W070100 1"</b> .                |
| 10.  | Click the <b>Look Up</b> button.<br><input type="button" value="Look Up"/>   |
| 11.  | Click an entry in the <b>Location Code</b> column.<br><input type="text" value="0W070100 1"/>  |
| 12.  | Click the <b>Look up Department (Alt+5)</b> button.<br><input type="button" value="Look Up"/>  |
| 13.  | You can use a partial department number to look up Surplus Warehouse.<br>Enter the desired information into the <b>begins with</b> field. Enter <b>"111100110"</b> . |
| 14.  | Click the <b>Look Up</b> button.<br><input type="button" value="Look Up"/>   |

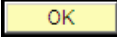
# Business Process Document

## PS FIN Asset Management: Employee Self Service (ESS)- Surplusing an Asset



| Step | Action   |
|------|--|
| 15.  | Click an entry in the <b>Department</b> column.<br> |
| 16.  | Click in the <b>Comments</b> field.  |
| 17.  | Enter the desired information into the <b>Comments</b> field. Enter " <b>Surplus: water damage</b> ".                                |
| 18.  | Click the <b>Send Email to Approval Manager</b> option.<br><input type="checkbox"/> <b>Send Email to Approval Manager</b>            |
| 19.  | Click the <b>Submit</b> button.<br>                 |



| Step | Action   |
|------|--|
| 20.  | Click the <b>OK</b> button.<br> |



# Business Process Document

## PS FIN Asset Management: Employee Self Service (ESS)- Surplusing an Asset

**FIU** Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

### My Assets

Patty Panther

Click an Asset link to view asset detail information.  
Click the Status link to view Approval Status or click Transfer to submit a Transfer Request.

| Asset  | Tag Number   | Department             | First Status | 1-5 of 5 | Last |
|--|--------------|------------------------|--------------|----------|------|
| <a href="#">318852</a><br><a href="#">POWERBOOK</a><br><a href="#">G4 LAPTOP</a> | 498000112415 | PANTHERSOFT FINANCIALS | Pending      | Transfer |      |
| <a href="#">318770</a><br><a href="#">LASERJET</a><br><a href="#">5100TN</a>     | 498000112395 | PANTHERSOFT FINANCIALS | Approved     | Transfer |      |
| <a href="#">"the way the men dance"</a><br><a href="#">FIU20</a>                 | 498000112581 | PANTHERSOFT FINANCIALS | -            | Transfer |      |
| <a href="#">"eswdo" 1964</a><br><a href="#">FIU2003_54</a>                       | 498000112582 | PANTHERSOFT FINANCIALS | Pending      | Transfer |      |
| <a href="#">print by Haver</a><br><a href="#">Zipkin FIU200</a>                  | 498000112583 | PANTHERSOFT FINANCIALS | -            | Transfer |      |

| Step | Action  |
|------|---|
| 21.  | Click the <b>Home</b> link.<br>   |
| 22.  | Congratulations. You have successfully completed requesting an asset to be surplused.<br><b>End of Procedure.</b> |