



Business Process Document
PS FIN Asset Management: Employee Self Service
(ESS)-Reporting Lost or Stolen

Department	
Responsibility/Role	
File Name	Employee Self Service (ESS)-Reporting Lost or Stolen_BUSPROC.doc
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Employee Self Service (ESS)-Reporting Lost or Stolen

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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Procedure

Loss or Stolen:

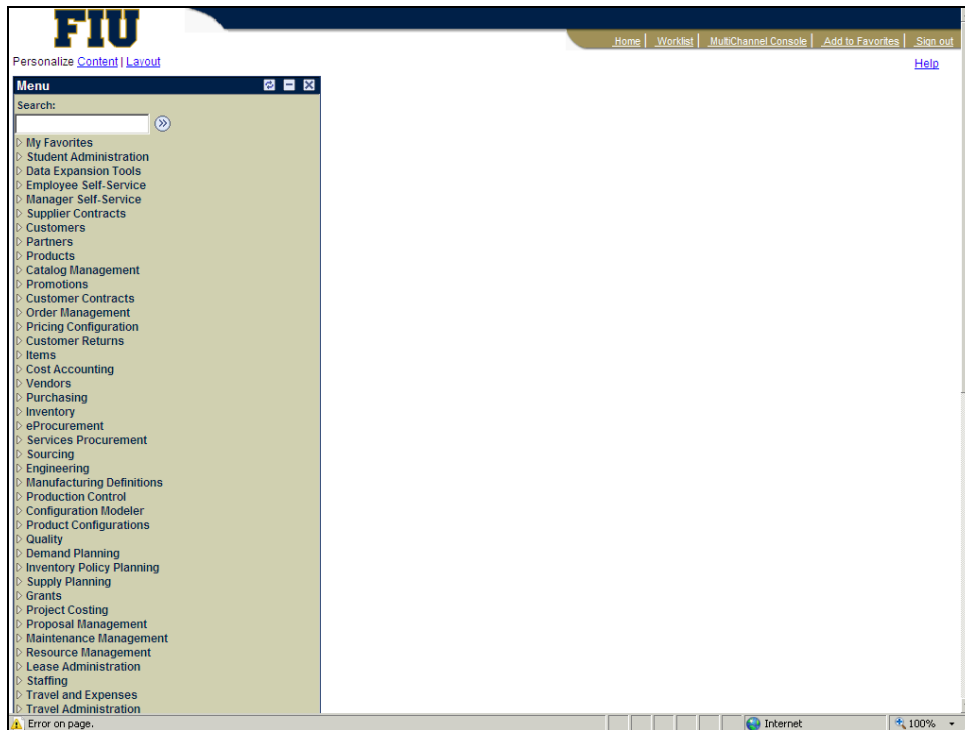
-Notify the University's Public Safety Office or the appropriate law enforcement agency.

-The custodian will send a memo of the theft and a copy of the police report to the accountable Manager of this property.

-Once you have completed the actions above, then your Manager can approve the action in PantherSoft.

-The Manager will report the loss to Property Control, along with the copy of the police report, including the statement of the person claiming the loss. The manager will also complete the Report of Survey (ROS).

ROS form found: http://finance.fiu.edu/controller/Docs/Report_Of_Survey_Form.doc



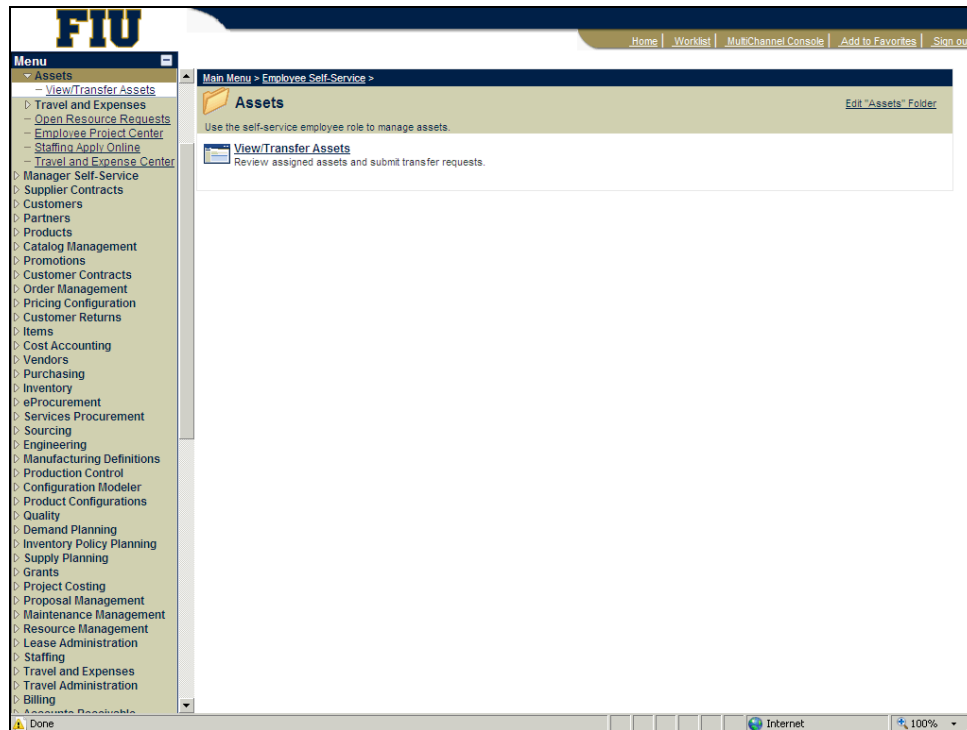
Step	Action
1.	Click the Employee Self- Service link.



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Step	Action
2.	Click the Assets link. ▶ Assets



Step	Action
3.	Click the View/Transfer Assets link. View/Transfer Assets


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The screenshot shows the 'My Assets' page for Patty Panther. The page title is 'My Assets' and the user name is 'Patty Panther'. Below the title, there are instructions: 'Click an Asset link to view asset detail information.' and 'Click the Status link to view Approval Status or click Transfer to submit a Transfer Request.' A table lists five assets, each with a 'Transfer' button. The first asset, 'POWERBOOK G4 LAPTOP', has a status of 'Pending'.

Asset	Tag Number	Department	Status	Action
318852 POWERBOOK G4 LAPTOP	498000112415	PANTHERSOFT FINANCIALS	Pending	Transfer
318770 LASERJET 5100TN	498000112395	PANTHERSOFT FINANCIALS	-	Transfer
"the way the men dance" FIU20	498000112581	PANTHERSOFT FINANCIALS	-	Transfer
"eswdo" 1964 FIU2003_54	498000112582	PANTHERSOFT FINANCIALS	-	Transfer
print by Harvey Zipkin FIU200	498000112583	PANTHERSOFT FINANCIALS	-	Transfer

Step	Action
4.	Click the Transfer button. 



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

Menu

- Assets
 - View/Transfer Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Staffing Apply Online
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- Procurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Staffing
- Travel and Expenses
- Travel Administration
- Billing

Asset Transfer Request

Patty Panther
318770 LASERJET 5100TN

Use this page to indicate if an asset is lost, stolen, or not managed by you. Complete the Activity Type section and click Submit. The Transfer Request will be sent to your manager for review.

Asset Details

Asset ID: 000000000002
Asset Tag Number: 498000112395
Serial Number:
Location: PC 0515
Department: 144000102 PANTHERSOFT FINANCIALS
Custodian: Patty Panther

Activity Type

Select the appropriate activity. For Transfer Asset, enter information in the Location, Department, and Custodian fields as applicable.

Transfer Asset
Date of Transfer: (example: 12/31/2000)
Location:
Department:
Custodian:

Asset Lost or Stolen
Date Lost or Stolen: (example: 12/31/2000)
Stolen:

Asset Not Assigned to Me
Date Reported: (example: 12/31/2000)

Comments

Send Email to Approval Manager

Step	Action
5.	Click the Asset Lost or Stolen option. <input checked="" type="radio"/> Asset Lost or Stolen
6.	Enter the desired information into the Date Lost or Stolen field. Enter " 04/15/2009 ".
7.	Click the scrollbar.
8.	Enter the desired information into the Comments field. Enter " Laser printer stolen from my car at BBC while teaching. Police report filed an ".
9.	Click the Send Email to Approval Manager option. <input checked="" type="checkbox"/> Send Email to Approval Manager
10.	Click the Submit button. <input type="button" value="Submit"/>

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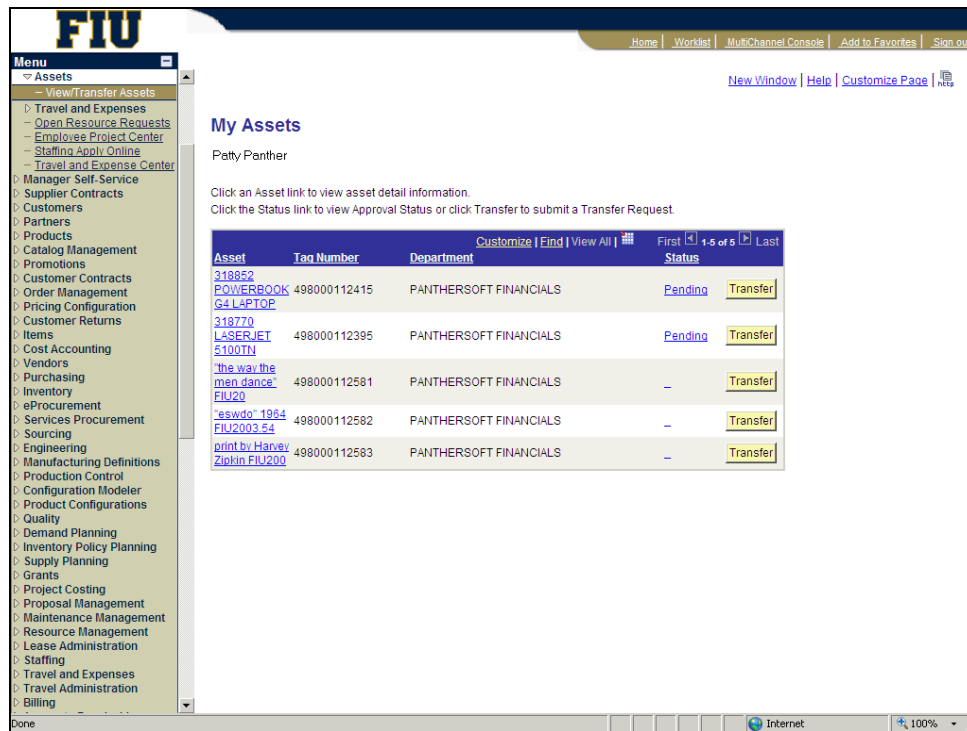



Step	Action
11.	Click the OK button. <input type="button" value="OK"/>



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Step	Action
12.	Click the Home link. 
13.	Congratulations. You have successfully completed reporting your lost or stolen asset. End of Procedure.