



Business Process Document
PS FIN Asset Management: Employee Self Service
(ESS)-Transferring/Viewing an Asset

Department	
Responsibility/Role	
File Name	Employee Self Service (ESS)- Transferring_Viewing an Asset_BUSPROC.doc
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Date Modified	8/12/2009
Last Changed by	
Status	

Employee Self Service (ESS)-Transferring/Viewing an Asset

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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Procedure

Self- Service: For employees to view and initiate a request to transfer their asset/s to another department, project, location and or custodian. The budgetary authority for both the transferring and receiving departments' will then approve the transaction before it is routed to Property Control. This process will replace the paper process.

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

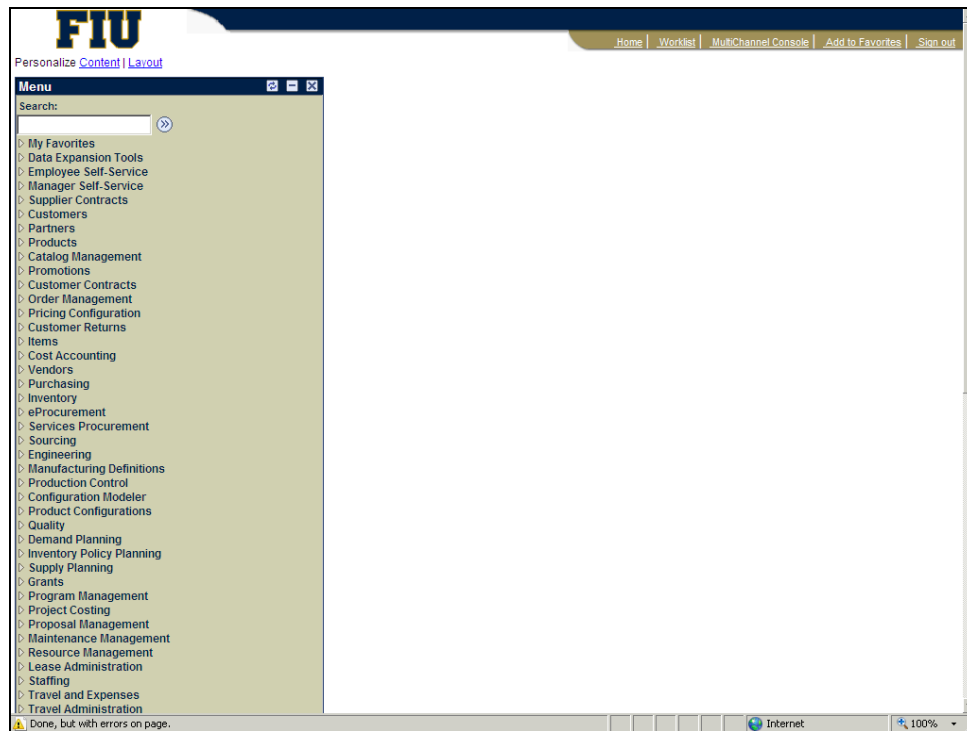
IT Security will contact the department to schedule a time/date to have the data storage cleansed. IT Security will either cleanse the asset on-site or take the asset and return within 3 business days if located on UP campus or 5 business days if location is off campus.

Step	Action
1.	<p>What is an Asset?</p> <p>A. Accountable Property – Tangible, movable, personal property with a value of \$1000 or more and which has a normal expected life of one year or more.</p> <p>B. "Attractive" Property – Accountable property, but is less than \$1000 in value. Items include: VCR's, cameras, printers, monitors, etc. items valued less than \$1000. This list is submitted yearly to the Office of Environmental Health & Safety.</p> <p>C. Computers Software and Related Equipment –Valued at \$1000 or more are listed in the property record with a special code. Items include: monitors, modems, disc drives, etc.</p> <p>Off Campus Use</p> <p>1. Property may be used off campus only if for the use of the University. Such removal shall be authorized by the Department's Accountable Budget Officer and an Off Campus Form shall be furnished to Property Control for accountability.</p> <p>*Off Campus form: http://finance.fiu.edu/controller/Docs/offcampus.pdf</p>



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Step	Action
2.	Click the Employee Self- Service link. Employee Self-Service
3.	Click the Assets link. Assets
4.	Click the View/Transfer Assets link. View/Transfer Assets

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FIU

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

New Window | Customize Page

Menu

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- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Staffing
- Travel and Expenses
- Travel Administration


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	Status
Dell Latitude D610 Intel Pentii	498000113967	ADMINISTRATIVE COMPUTING	- Transfer
Dell Latitude D610 Intel Pentii	498000113965	ADMINISTRATIVE COMPUTING	- Transfer
Dell Latitude D610 Intel Pentii	498000113966	ADMINISTRATIVE COMPUTING	- Transfer

Error on page.

Step	Action
5.	Locate the asset you wish to transfer. Click the Transfer button. 
6.	Asset ID: System Assigned number Asset Tag Number: FIU tag number assigned by Property Control.



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- Travel Administration

Asset Transfer Request

Patty Panther

Dell Latitude D610 Intel Pentii

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: 00000002219
Asset Tag Number: 498000113967
Serial Number: 1J77071
Location: OFF CAMPUS-FACULTY /STAFF
Department: 143000101 ADMINISTRATIVE COMPUTING
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)

Asset Not Assigned to Me

Date Reported: (example: 12/31/2000)

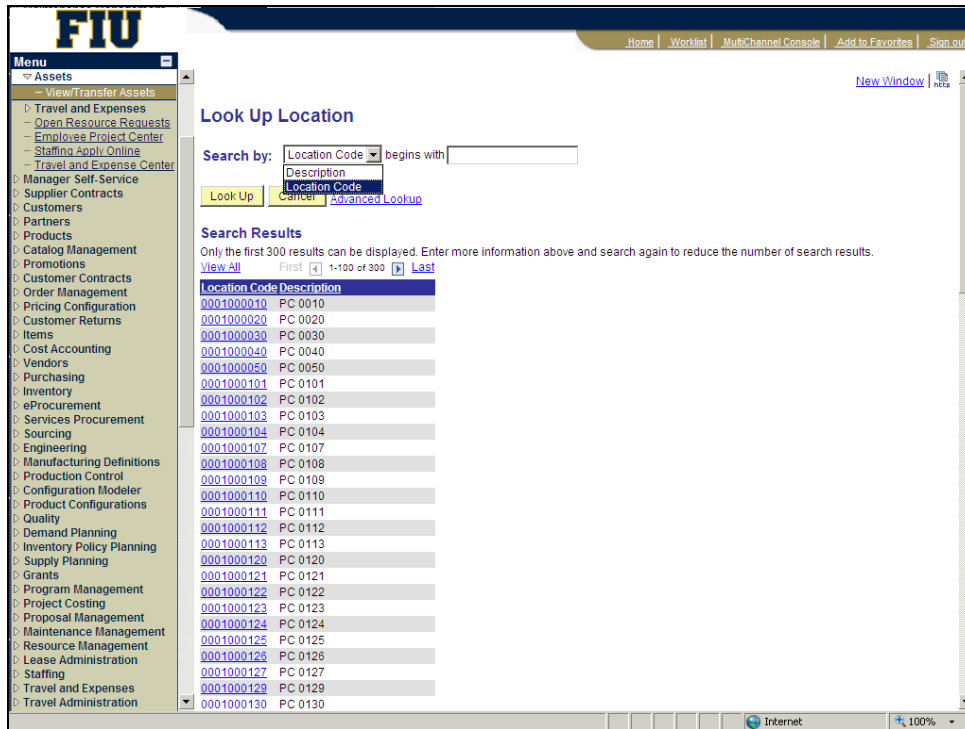
Comments

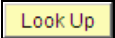
Done

Step	Action
7.	Click the Transfer Asset option. <input checked="" type="radio"/> Transfer Asset
8.	Enter the desired information into the Date of Transfer field. Enter " 04/02/2009 ".
9.	Click the Look up Location (Alt+5) button. <input type="button" value="Q"/>

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Step	Action
10.	Select the Description value. Enter the desired information into the begins with field. Enter " w10c ".
11.	Click the Look Up button. 
12.	Select the Location Code .



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Asset Transfer Request

Patty Panther

Dell Latitude D610 Intel Pentii

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: 00000002219
Asset Tag Number: 498000113967
Serial Number: 1J77071
Location: OFF CAMPUS-FACULTY /STAFF
Department: 143000101 ADMINISTRATIVE COMPUTING
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)

Asset Not Assigned to Me

Date Reported: (example: 12/31/2000)

Comments

Step	Action
13.	<p>Click the Look up Department (Alt+5) button.</p> <p>For assets associated with a Project ID, please enter into the Department field the Organizational Department ID for the project. Run the following query to identify the Organizational Department for a particular Project ID: FIU_GL_DEPT_PROJ_LOOKUP</p> 

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Look Up Department

Search by: Department begins with 143000101

Look Up Cancel Advanced Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Department	Description	Manager Name
00000000	NOT ASSIGNED	Gold, Peter
000100000	TUITION	Gold, Peter
000100009	TUITION	Gold, Peter
000100010	UndrG Tuit Differential In St	Gold, Peter
000100020	UndrG Tuit Differential Out St	Gold, Peter
000110000	FIN AID FEE	Garfen, Paul
000110009	FIN AID FEE PRIOR TO 7-1-04	Garfen, Paul
000111000	COM - Tuition	Roll, Pick
000120000	A&S FEE SPR 2000	Garfen, Paul
000120009	A&S FEE SPR 2000 PRIOR TO 7-1-	Garfen, Paul
000130000	ATHL FEE	Smith, John
000130009	ATHL FEE - FALL 1998	Smith, John
000131000	WOMEN ATHL FEE	Smith, John
000131009	WOMEN ATHL FEE PRIOR TO 7-1-04	Smith, John
000132000	ATHL FEE FOOTBALL	Roll, Pick
000111000	COM - Tuition	Roll, Pick
000120000	A&S FEE SPR 2000	Gold, Peter
000120009	A&S FEE SPR 2000 PRIOR TO 7-1-	Gold, Peter
000130000	ATHL FEE	Valero, Katie
000130009	ATHL FEE - FALL 1998	Valero, Katie
000131000	WOMEN ATHL FEE	Valero, Katie
000131009	WOMEN ATHL FEE PRIOR TO 7-1-04	Valero, Katie
000132000	ATHL FEE FOOTBALL	Valero, Katie
000170001	REFUNDS	Gold, Peter
000170002	AR BALANCE FORWARD	Gold, Peter
000170003	CR CARD SURCHARGE	Gold, Peter

Step	Action
14.	Select or Add a Department number . Press [Enter] .
15.	Click an entry in the Department column. 143000101



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Asset Transfer Request

Patty Panther

Dell Latitude D610 Intel Pentii

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: 00000002219
Asset Tag Number: 498000113967
Serial Number: 1J77071
Location: OFF CAMPUS-FACULTY /STAFF
Department: 143000101 ADMINISTRATIVE COMPUTING
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: 04/02/2009 (example: 12/31/2000)
Location: W10C 0104
Department: 143000101 ADMINISTRATIVE COMPUTING
Custodian: [Search]

Asset Lost or Stolen


Date Lost or Stolen: [Date] (example: 12/31/2000)
Stolen: [Text]

Asset Not Assigned to Me

Date Reported: [Date] (example: 12/31/2000)

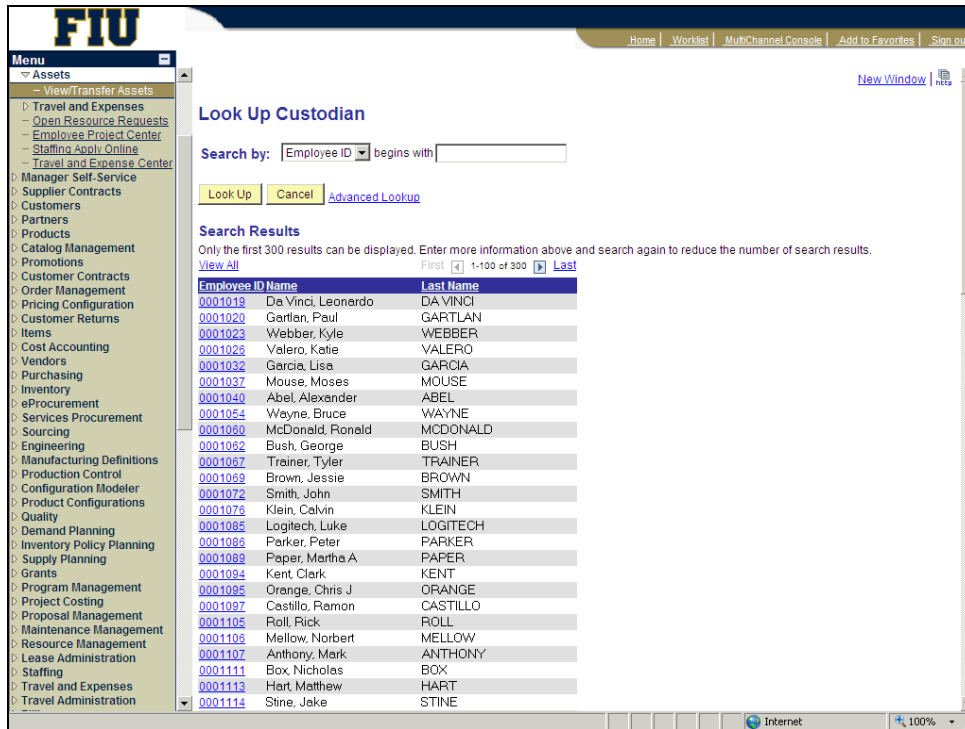
Comments

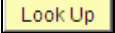

Done

Step	Action
16.	Click the Look up Custodian (Alt+5) button. 

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Step	Action
17.	Enter the desired information into the begins with field. Enter " 1186353 ".
18.	Click the Look Up button. 
19.	Click an entry in the Employee ID column. 
20.	Enter comments if your department requires justification for the transfer.
21.	Check this box to send an e-mail to your Approval Manager.



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Asset Details

Asset ID: 00000002219
Asset Tag Number: 498000113967
Serial Number: 1J77071
Location: OFF CAMPUS-FACULTY /STAFF
Department: 143000101 ADMINISTRATIVE COMPUTING
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: 04/02/2009 (example: 12/31/2000)
Location: W10C 0104
Department: 143000101 ADMINISTRATIVE COMPUTING
Custodian: Gartlan, Paul

Asset Lost or Stolen

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

Asset Not Assigned to Me

Date Reported: (example: 12/31/2000)

Comments

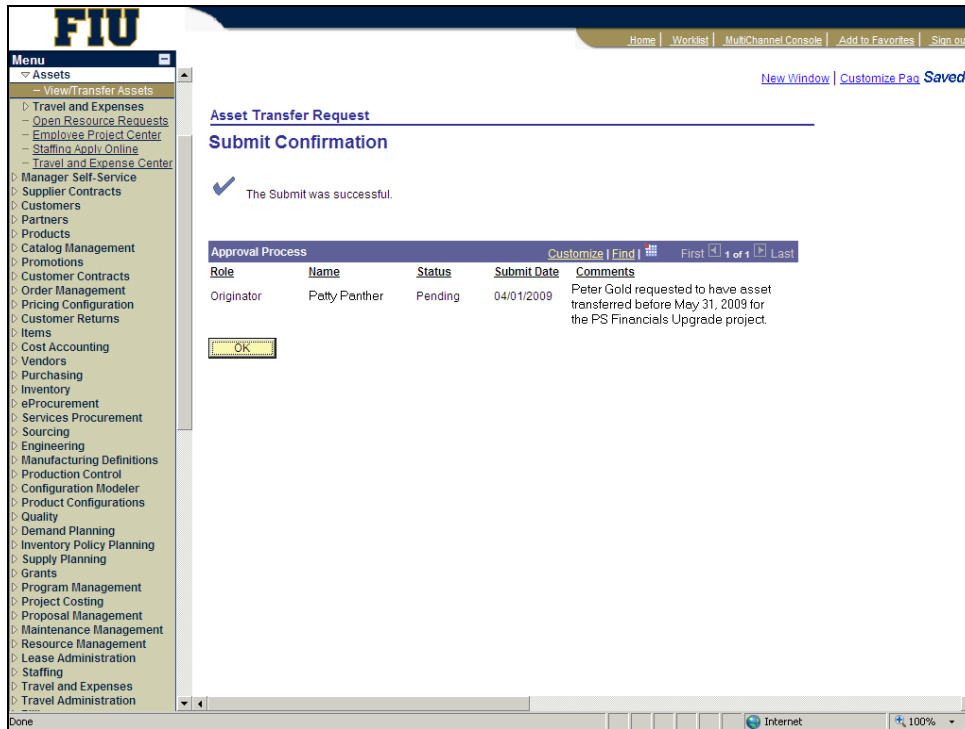
Peter Gold requested to have asset transferred before May 31, 2009 for the PS Financials Upgrade project.


[Return to My Assets List](#) Send Email to Approval Manager

Step	Action
22.	Click the Submit button. <input type="button" value="Submit"/>

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Step	Action
23.	Click the OK button. 



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PS FIN Asset Management: Employee Self Service (ESS)-Transferring/Viewing an Asset

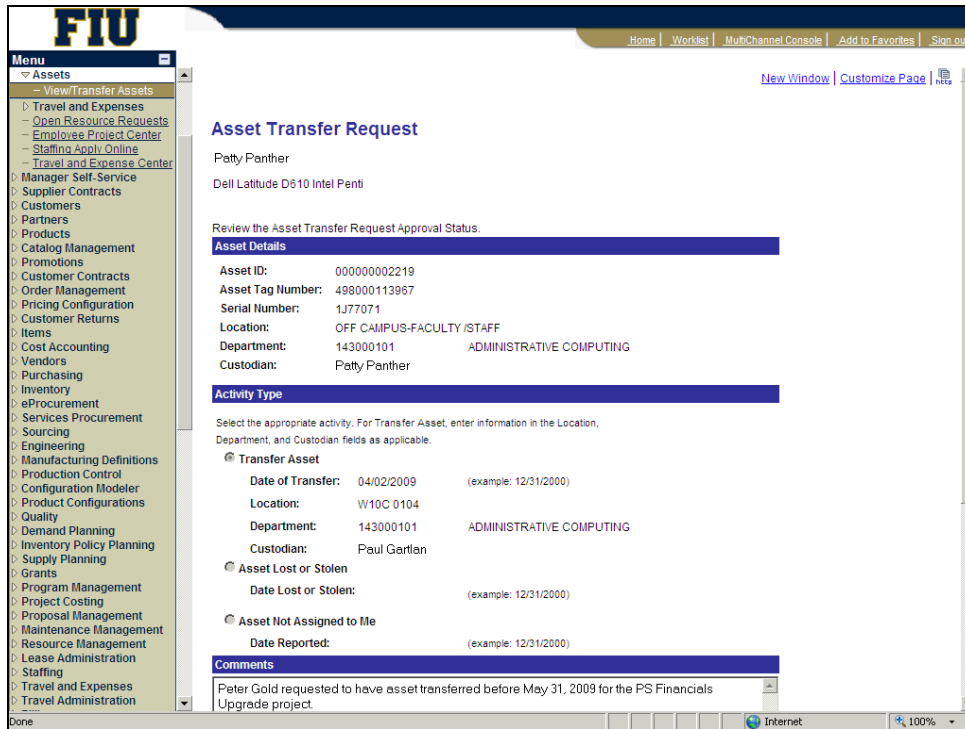
The screenshot shows the FIU My Assets page. The page title is "My Assets" and the user is identified as "Patly Panther". Below the title, there are instructions: "Click an Asset link to view asset detail information." and "Click the Status link to view Approval Status or click Transfer to submit a Transfer Request." A table displays the following data:

Asset	Tag Number	Department	Status
Dell Latitude D610 Intel Pentii	498000113967	ADMINISTRATIVE COMPUTING	Pending Transfer
Dell Latitude D610 Intel Pentii	498000113965	ADMINISTRATIVE COMPUTING	- Transfer
Dell Latitude D610 Intel Pentii	498000113966	ADMINISTRATIVE COMPUTING	- Transfer

Step	Action
24.	Click an entry in the Status column. Pending

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Step	Action
25.	Click the scrollbar.
26.	You can view the status of the transfer in this section.
27.	You can transfer another asset if you: Click the Return to My Assets List link. Return to My Assets List



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My Assets

Paty 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	Last
Dell Latitude D610 Intel Penti	498000113967	ADMINISTRATIVE COMPUTING	Pending	Transfer
Dell Latitude D610 Intel Penti	498000113965	ADMINISTRATIVE COMPUTING	-	Transfer
Dell Latitude D610 Intel Penti	498000113966	ADMINISTRATIVE COMPUTING	-	Transfer

Step	Action
28.	Click the Home link. Home
29.	Congratulations. You have successfully completed Requesting Transferring an Asset. End of Procedure.