



Business Process Document
PS FIN Asset Management: Manager Self Service
(MSS)- Approving Asset Transfer

Department	
Responsibility/Role	
File Name	Manager Self Service (MSS)- Approving Asset Transfer_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Manager Self Service (MSS)- Approving Asset Transfer

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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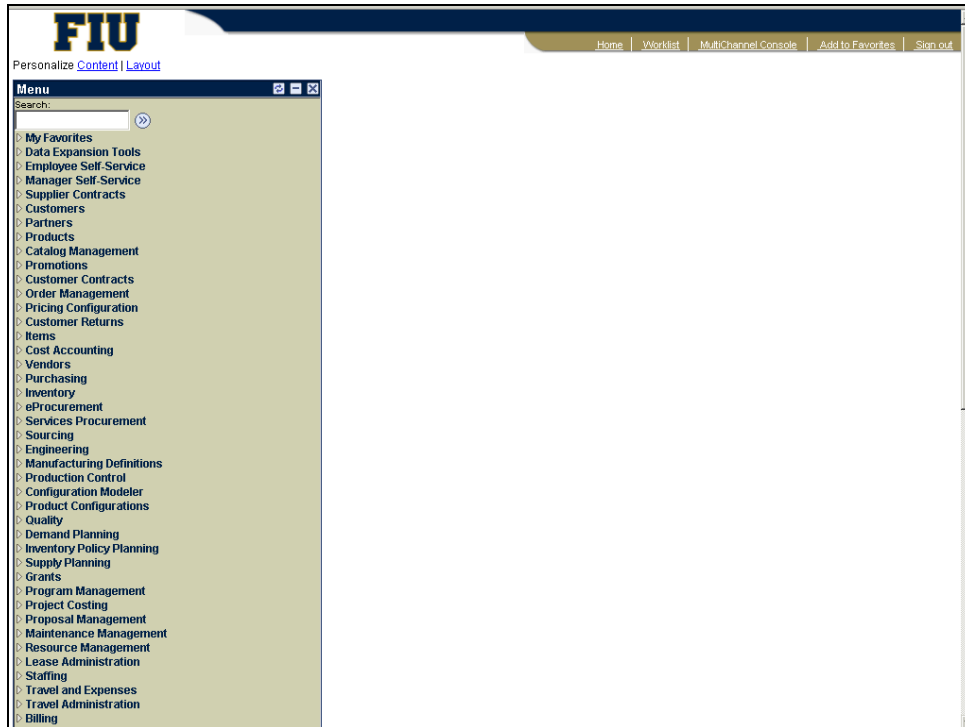


Procedure

In this topic you will be approving an Asset Transfer.

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.

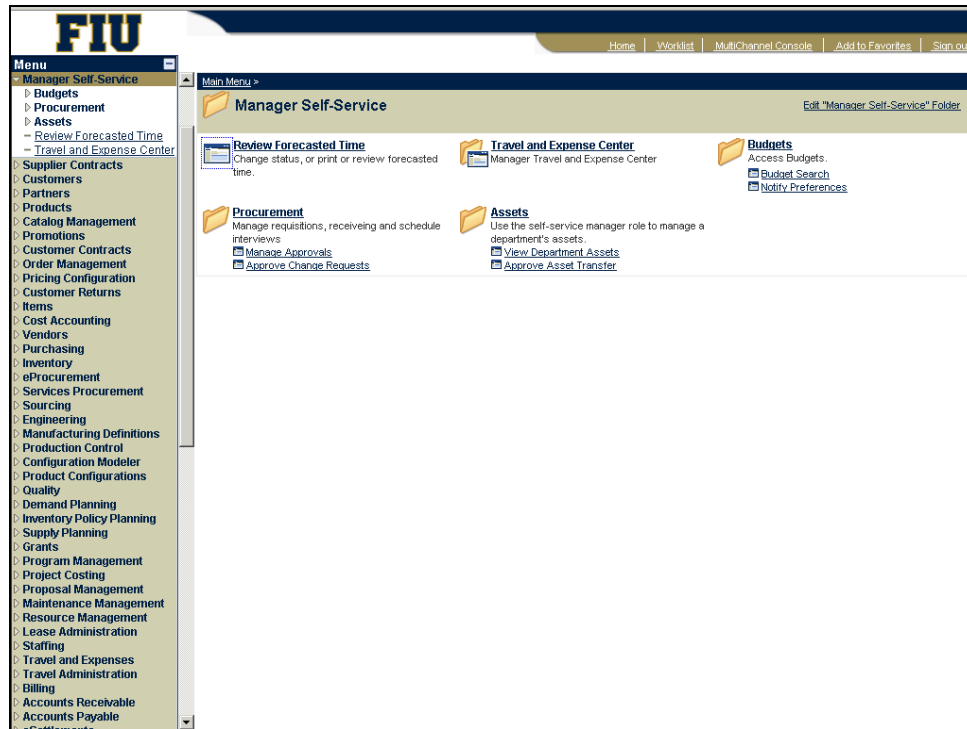


Step	Action
1.	Click the Manager Self- Service link. Manager Self-Service



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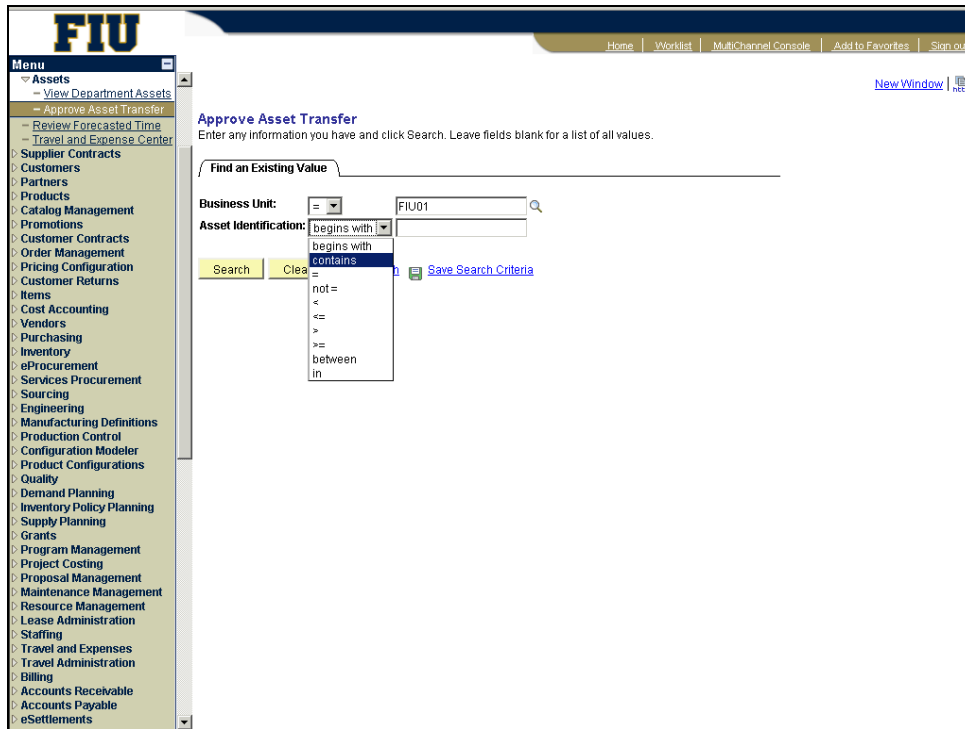
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Step	Action
2.	Click the Approve Asset Transfer link. Approve Asset Transfer

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Step	Action
3.	<p>Click the Asset Identification cell.</p> <p>Select contains from the table menu.</p> <p>contains</p>



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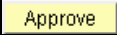


Step	Action
4.	If you know the Asset Identification number you can use this field. If you do not know the Asset ID number, simply click search. Enter the desired information into the begins with field. Enter " 2219 ".
5.	Click the Search button. This will search for any existing Asset Transfer requests that contain the digits 2219. 
6.	Click the 00000002219 link. Select the desired link to be brought to the Asset Transfer Approval page. 

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Step	Action
7.	Click the Vertical scrollbar. Move the scroll bar down.
8.	Click the Approve button. 



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Asset Transfer Approval
Submit Confirmation

✓ The Submit was successful.

Role	Name	Status	Submit Date	Comments
Originator	Petty Panther	Pending	04/01/2009	Peter Gold requested to have asset transferred before May 31, 2009.
Approver 1	Peter Gold	Approved	04/02/2009	Peter Gold requested to have asset transferred before May 31, 2009.

Step	Action
9.	<p>Click the OK button.</p> <p>Notice how the Approval Process has one more entry showing the approver with an updated Status and Submit Date.</p> <p><input type="button" value="OK"/></p>

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FIU Home Worklist MultiChannel Console Add to Favorites Sign out

Menu

- Assets
 - View Department Assets
 - Approve Asset Transfer
 - Review Forecasted Time
 - Travel and Expense Center
- Supplier Contracts
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Staffing
- Travel and Expenses
- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- eSettlements

Asset Transfer Approval

Peter Gold
Dell Latitude D610 Intel Pentii

Use this page to review your employee's asset transfer requests.
You can edit the Activity Type section. When you finished, click Approve, Deny, or Hold.

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: Panther, Patty

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.

Step	Action
10.	Click the Home link. 
11.	Congratulations. You have successfully approved an Asset Transfer. End of Procedure.