



Business Process Document
PS FIN Asset Management: Manager Self Service
(MSS)- Approving Assets Lost or Stolen

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

Manager Self Service (MSS)- Approving Assets Lost or Stolen

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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Procedure

Loss or Stolen:

-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

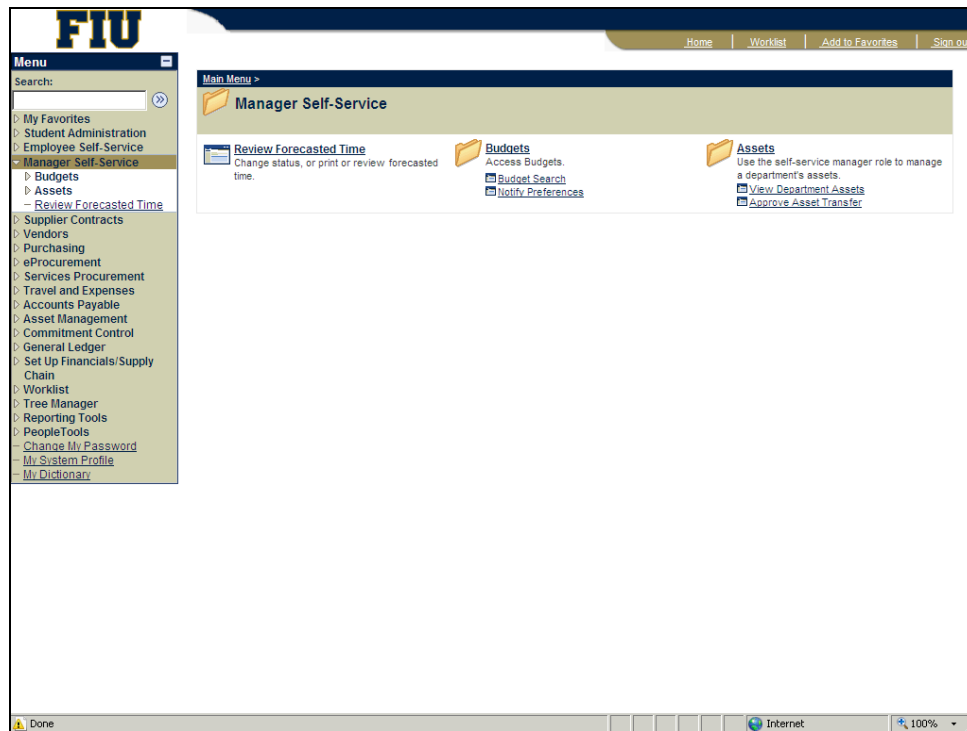


Step	Action
1.	Click the Manager Self- Service link. Manager Self-Service



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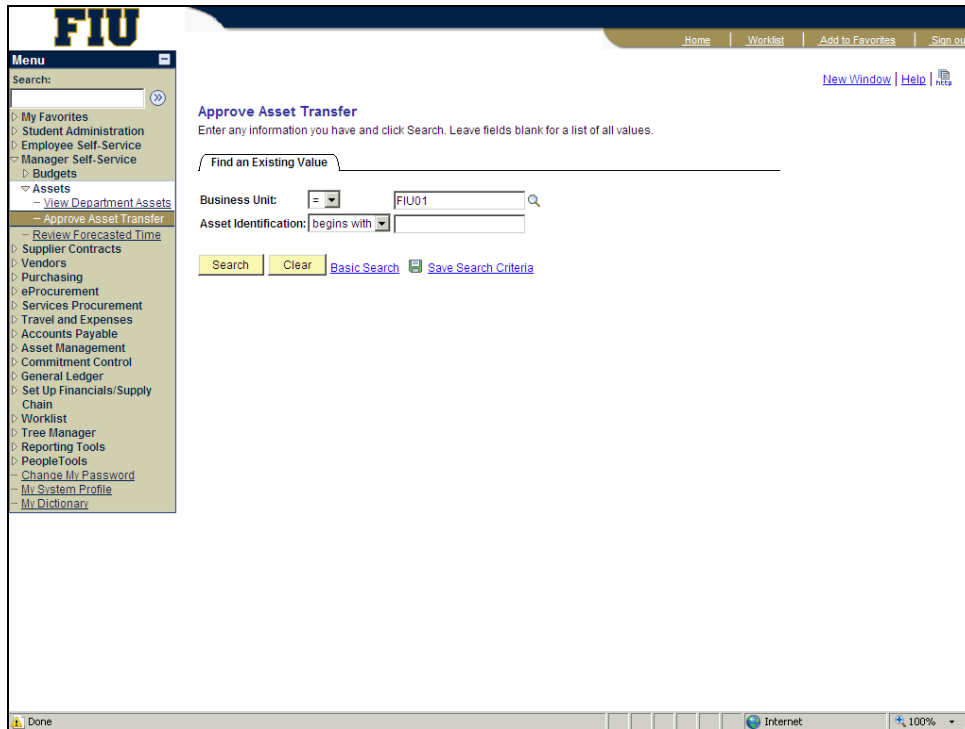
PS FIN Asset Management: Manager Self Service (MSS)- Approving Assets Lost or Stolen

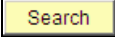



Step	Action
2.	Click the Assets link. Assets
3.	Click the Approve Asset Transfer link. Approve Asset Transfer

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Step	Action
4.	Click the Search button. 
5.	Click an entry in the Asset Identification column. 



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Search:

Menu

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Asset Transfer Approval

Peter Gold

318852 POWERBOOK G4 LAPTOP

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: 000000000001
Asset Tag Number: 498000112415
Serial Number: UV4211C2PLY
Location: OFF CAMPUS-FACULTY /STAFF
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)

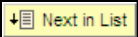
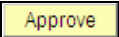
Stolen:

Asset Not Assigned to Me

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

Comments

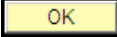
PowerBook stolen from my car at BBC. Police Report submit to my Supervisor Mr. Peter Gold.

Step	Action
6.	Click the scrollbar.
7.	Click the Next in List button. 
8.	Click the scrollbar.
9.	Click the Approve button. 

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Step	Action
10.	Click the OK button. 



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- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My System Profile
- My Dictionary

Asset Transfer Approval

Peter Gold
318770 LASERJET 5100TN

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: 000000000002
Asset Tag Number: 498000112395
Serial Number:
Location: PC 0515
Department: 144000102 PANTHERSOFT FINANCIALS
Custodian: Paty 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

Laser printer stolen from my car at BBC while teaching. Police report filed and copy submitted to supervisor Mr. Peter Gold.

Step	Action
11.	Click the scrollbar.
12.	Notice: Once you have approved this transaction, the buttons are grayed out.
13.	Click the Home link.
14.	Congratulations. You have successfully completed Approving Assets that were Lost or Stolen. End of Procedure.