



Business Process Document
PS FIN Asset Management: Manager Self Service
(MSS)- Approving an Asset to be Surplused

Department	
Responsibility/Role	
File Name	Manager Self Service (MSS)- Approving an Asset to be Surplused_BUSPROC.doc
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Manager Self Service (MSS)- Approving an Asset to be Surplused

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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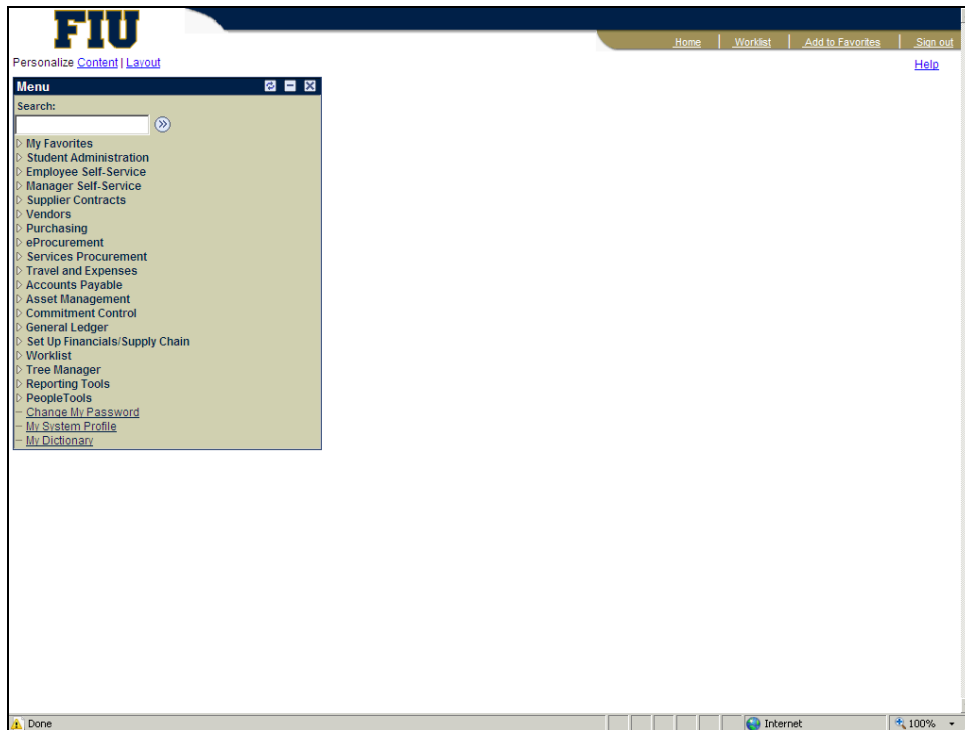


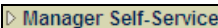
Procedure

In this topic you will be approving an Asset that has been requested to be sent to Surplus.

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.

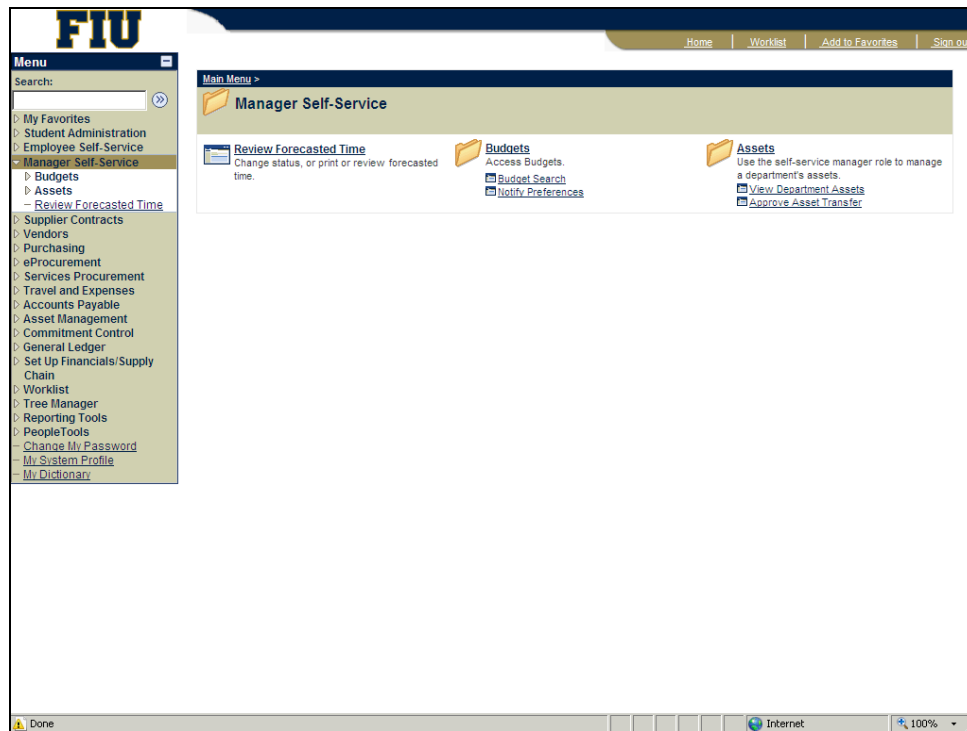


Step	Action
1.	Click the Manager Self- Service link. 



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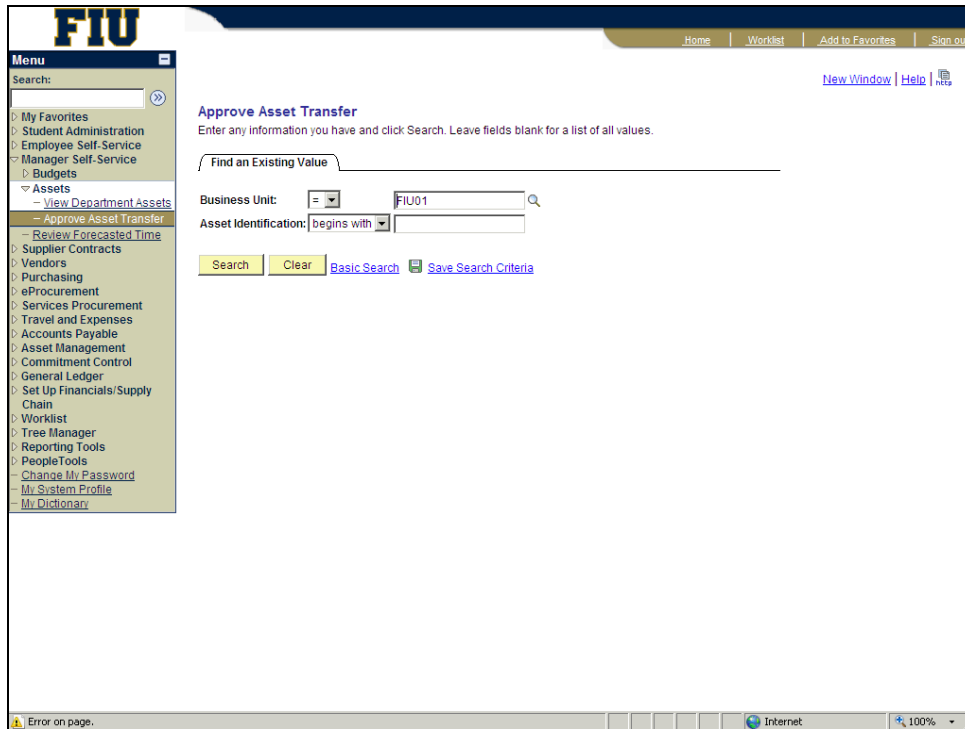
PS FIN Asset Management: Manager Self Service (MSS)- Approving an Asset to be Surplused

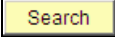
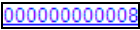


Step	Action
2.	Click the Assets link. Assets
3.	Click the Approve Asset Transfer link. Approve Asset Transfer

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



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FIU Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Asset Transfer Approval

Peter Gold
"eswdo" 1964 FIU2003.54
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

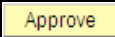
Asset ID: 000000000008
Asset Tag Number: 498000112582
Serial Number:
Location: ART MUSEUM STORAGE/OFFSITE
Department: 144000102 PANTHERSOFT FINANCIALS
Custodian: Patty Panther

Activity Type

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

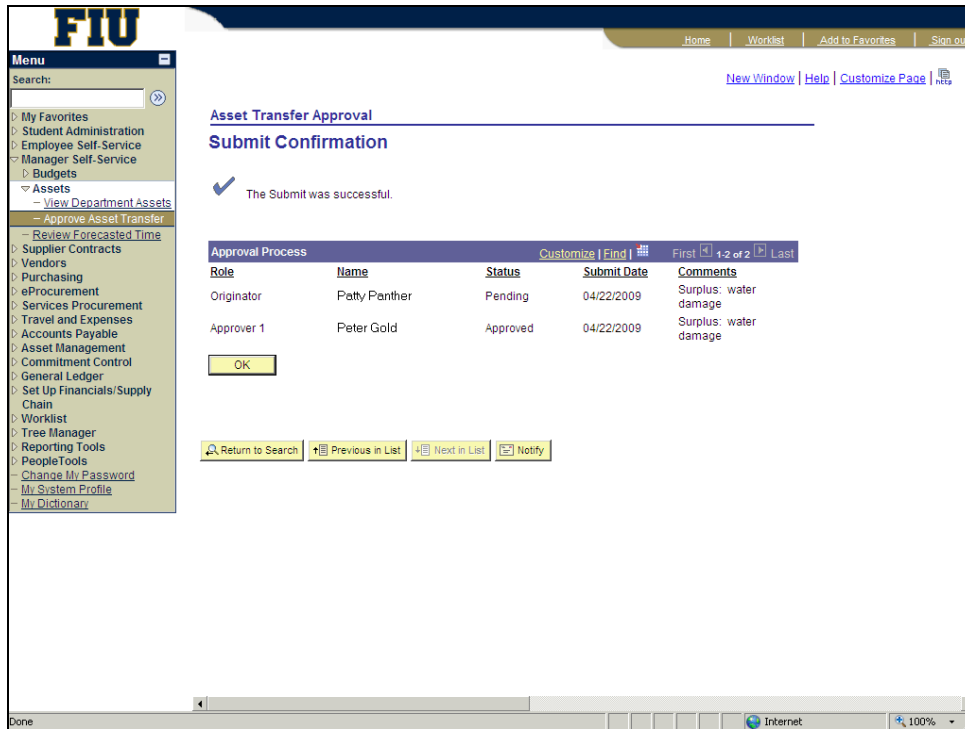
Transfer Asset
Date of Transfer: 04/21/2009 (example: 12/31/2000)
Location: W07 0100 1
Department: 111100110 SURPLUS PROPERTY
Custodian:
 Asset Lost or Stolen
Date Lost or Stolen: (example: 12/31/2000)
 Asset Not Assigned to Me
Date Reported: (example: 12/31/2000)

Comments
Surplus: water damage

Step	Action
6.	Click the scrollbar.
7.	Click the Approve button. 

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



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FIU Home | Worklist | Add to Favorites | Sign out

Search: []

Menu

- My Favorites
- Student Administration
- Employee Self-Service
- Manager Self-Service
- Budgets
- Assets
 - View Department Assets
 - Approve Asset Transfer
 - Review Forecasted Time
- Supplier Contracts
- Vendors
- Purchasing
- Procurement
- Services Procurement
- Travel and Expenses
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My System Profile
- My Dictionary

Asset Transfer Approval

Peter Gold

eswd 1964 FIU2003.54

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: 000000000008
Asset Tag Number: 498000112582
Serial Number:
Location: ART MUSEUM STORAGE/OFFSITE
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: 04/21/2009 (example: 12/31/2000)
Location: W07 0100 1
Department: 111100110 SURPLUS PROPERTY
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

Surplus: water damage

Step	Action
9.	Click the scrollbar.
10.	Notice: Once you have approved this action, the buttons are grayed out.
11.	Click the scrollbar.
12.	Click the Home link.
13.	Congratulations. You have successfully approved sending an asset to surplus. End of Procedure.