

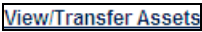

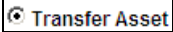

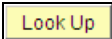



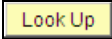

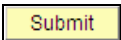


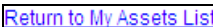



Employee Self Service (ESS)-Transferring/Viewing an Asset

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>
2.	<p>Click the Employee Self- Service link.</p> <p></p>
3.	<p>Click the Assets link.</p> <p></p>
4.	<p>Click the View/Transfer Assets link.</p> <p></p>
5.	<p>Locate the asset you wish to transfer.</p> <p>Click the Transfer button.</p> <p></p>
6.	<p>Asset ID: System Assigned number</p> <p>Asset Tag Number: FIU tag number assigned by Property Control.</p>
7.	<p>Click the Transfer Asset option.</p> <p></p>
8.	<p>Enter the desired information into the Date of Transfer field. Enter a valid value e.g. "04/02/2009".</p>
9.	<p>Click the Look up Location (Alt+5) button.</p> <p></p>
10.	<p>Select the Description value.</p> <p>Enter the desired information into the begins with field. Enter a valid value e.g. "w10c".</p>

11.	Click the Look Up button. 
12.	Select the Location Code .
13.	Click the Look up Department (Alt+5) button. 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 
14.	Select or Add a Department number . Press [Enter] .
15.	Click an entry in the Department column. 
16.	Click the Look up Custodian (Alt+5) button. 
17.	Enter the desired information into the begins with field. Enter a valid value e.g. " 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.
22.	Click the Submit button. 
23.	Click the OK button. 
24.	Click an entry in the Status column. 
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. 
28.	Click the Home link. 
29.	Congratulations. You have successfully completed Requesting Transferring an Asset. End of Procedure.