

Asset Change

Surplus Transfer Requests

UI Tagged Equipment

Asset Change/Surplus Transfer Requests – TAGGED EQUIPMENT

- Descriptive Changes – Slides 8-13
- Update Status Information/Transfer Asset (Summary) – Slide 14
- Mass Asset Change Requests – Slides 15-16
- User Status Changes – Slides 17-19
- User Status – [SURPLUS TRANSFER REQUEST](#) – Slide 20
- Condition Code Changes – Slides 21-22
- Inventory Transfer – Resp Orgn Transfer – Slide 23
- Location Change Request – Slides 24-31
- Custodian Change Request – Slide 32
- **Disposal** Requested – Slides 33-35

Enterprise Applications

[banner](#) • [sitecore](#) • [famis](#) • [vandalweb](#) • [argos](#)

Banner Applications



[Banner 9](#)

Supplemental Forms



[VandalWeb](#)

Student & Staff Portal



[Evisions](#)

Argos, Form Fusion,
Intellecheck



[Workflow](#)

Banner Workflow Client

Enterprise Administrative Applications



[CS Gold](#)

VandalCard AdminWeb



[Doc Imaging](#)

Stellent, Capture



[PEOPLEADMIN](#)

[PeopleAdmin](#)

Job Applicant Review



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Content Management
System



[TouchNet](#)

Marketplace Admin

Share

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- Personal Information
- Students
- Financial Aid & Scholarships
- Employees
- Finance
- Advancement
- Sponsored Programs

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Main Menu

- Personal Information
- Employees
- Students
- Student Financial Aid & Scholarships
- Finance
- Advancement
- Sponsored Programs



RELEASE: 8.9

University of Idaho VandalWeb

- Personal Information
- Students
- Financial Aid & Scholarships
- Employees**
- Finance
- Advancement
- Sponsored Programs

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Main Menu

- myBenefits**
Links to the myBenefits enrollment site.
- Payroll**
- Electronic Personnel Action Form (EPAF)**
- Employee Information**
- Financial Tasks** ←
- UI Administrative Tasks**
- Finance Query for Non-Banner Users**
- Purchasing Service Contract**

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University of Idaho VandalWeb

Personal Information Students Financial Aid & Scholarships Employees Finance Advancement Sponsored Programs

Search Go

EMPLOYEE MAIN MENU SITE MAP HELP EXIT

Financial Tasks

- Claim Voucher Entry**
Used by the departments to request reimbursements or non procurement payments.
- Employee Moving Expenses**
- Finance Self Service for Non-Banner Users**
Connect to Finance Self-Service for non-Banner users.
- Journal Document Imaging**
Upload additional documentation to be loaded to Document Imaging
- Asset Change/Surplus Transfer Requests**
Request transfer, description or status changes to assets.
- Restricted Funds Verification**




RELEASE: 8.9

Yellow Tag/Red Tag/Vehicle (V**Tag)**
Trailer Tag (T**) or Virtual Tag (8*****)**

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

New Request

Yellow/Red Tagged Assets 

Permanent Tag # Go

Blue/Non Tagged Assets

I need to surplus a blue-tagged or non-tagged asset

Requests Pending Your Approval

Tagged Equipment – Descriptive Changes

Descriptive Changes Include:

Multiple changes can be made at the same time(i.e. Model/Serial etc..)

- **Asset Description**
- **Make**
- **Model**
- **Manufacturer**
- **Serial Number/VIN**

Tagged Equipment – Descriptive Changes

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS

VANDALWEB

LOGOUT

New Request

Yellow/Red Tagged Assets

Permanent Tag #

195689

Go

Blue/Non Tagged Assets

I need to surplus a blue-tagged or non-tagged asset

Requests Pending Your Approval

Tagged Equipment – Descriptive Changes

Asset Identifying Information

Permanent Tag #195689	Origination Tag #T00092185	System Status: Non Banner Procured Assets	Cap Ind: N	Book Value: \$2,289.00
Description: PRINTER				
Make: HEWLETT PACKARD	Model: LASERJET 5200TN		Serial Number: CNGXB25911	

Current Descriptive Information

Asset Description PRINTER
Make HEWLETT PACKARD
Model LASERJET 5200TN
Manufacturer HEWLETT PACKARD
Serial Number/VIN CNGXB25911



Current Status Information

User Status Active
Condition Good
Responsible Orgn Code 663 General Accounting
Location AT049 Student Union-Room 049
Custodian ID V00011059 Groves, Joseph E.
Equip Mgr ID

Update Descriptive Information

Update Status Information/Transfer Asset

Asset Identifying Information

Permanent Tag #195689	Origination Tag #T00092185	System Status: Non Banner Procured Assets	Cap Ind: N	Book Value: \$2,289.00
Description:	PRINTER			
Make:	HEWLETT PACKARD	Model:	LASERJET 5200TN	Serial Number: CNGXB25911

Current Descriptive Information

Asset Description	PRINTER
Make	HEWLETT PACKARD
Model	LASERJET 5200TN
Manufacturer	HEWLETT PACKARD
Serial Number/VIN	CNGXB25911

New Descriptive Information

Asset Description	<input type="text" value="PRINTER"/>
Make	<input type="text" value="HEWLETT PACKARD"/>
Model	<input type="text" value="LASERJET 5200TN"/>
Manufacturer	<input type="text" value="HEWLETT PACKARD"/>
Serial #/VIN	<input type="text" value="CNGXB25911"/>



Asset Identifying Information

Permanent Tag #195689	Origination Tag #T00092185	System Status: Non Banner Procured Assets	Cap Ind: N	Book Value: \$2,289.00
Description:	PRINTER			
Make:	HEWLETT PACKARD	Model:	LASERJET 5200TN	Serial Number: CNGXB25911

Current Descriptive Information

Asset Description	PRINTER
Make	HEWLETT PACKARD
Model	LASERJET 5200TN
Manufacturer	HEWLETT PACKARD
Serial Number/VIN	CNGXB25911

New Descriptive Information

Asset Description	<input type="text" value="PRINTER"/>
Make	<input type="text" value="HEWLETT PACKARD"/>
Model	<input type="text" value="LASERJET 5200TN"/>
Manufacturer	<input type="text" value="HEWLETT PACKARD"/>
Serial #/VIN	<input type="text" value="CHANGE!!!!!!"/>

Tagged Equipment – Descriptive Changes

- **All other descriptive changes are accomplished the same as serial number adds/changes.**

Tagged Equipment – Update Status Information/Transfer Asset

Status Information and Transfer Assets Changes Include:

Multiple changes can be made at the same time(i.e. Orgn & Location. Etc...)

- Change User Status – (**Active, Idle, Surplus, Unable to Locate**)
- Condition – (**Poor, Fair, Good, Excellent**)
- Responsible Orgn Code – (**3-Digit Inventory Org Code**)
- Location – (**Codes Are Located - ARGOS-Production-Finance-Departmental Fixed Assets**)
- Custodian ID – (**V-Number of Responsible Equipment Custodian (User)**)
- Equip Mgr ID- (**Property Administrator (if used)**)
- Disposal Requested? – (**Yes / No**) – Use if Destroyed, Stolen, Trade-in, Surplused, Lost
- Reason for Change – (**Reason for changes requested above**)

Mass Asset Changes

- **Asset Management can enter mass changes the following areas:**
 - **Responsible Organization (A complete change from one Org to Another)**
 - **Responsible Location (All the items from one location to another)**
 - **Custodian ID's (All items from one custodian to another)**
 - **Please call or email with mass change requests**

Asset Management Mass Changes

ellucian Process Submission Controls GJAPCTL 9.3.10 (* PROD *) ADD RETRIEVE RELATED TOOLS

Process: FWRFAMC Fixed Asset Mass Change Proces Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: Submit Time: PDF Font Size:
Special Print: MIME Type: Delete After Days:
Lines: PDF Font: Delete After Date:

PARAMETER VALUES Settings Insert Delete Copy Filter

Number *	Parameters	Values
01	Old Responsible Organization	
02	New Responsible Organization	
03	Old Responsible Location	
04	New Responsible Location	
05	Old Custodian ID	
06	New Custodian ID	
07	(A)udit or (U)pdate	A

1 of 1 | 10 Per Page Record 1 of 7

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter a Valid Organization Code that you want to change

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

Tagged Equipment – Update Status Information/Transfer Asset

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Invalid PTAG number -- asset doesn't exist.

New Request

Yellow/Red Tagged Assets

Permanent Tag #

Blue/Non Tagged Assets

Requests Pending Your Approval

User Status Changes

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS

VANDALWEB

LOGOUT

Asset Identifying Information

Permanent Tag #405664	Origination Tag #T00048983	System Status: Converted from OLD system	Cap Ind: Y	Book Value: \$21,639.00
Description:	GAS CHROMATOGRAPH SYSTEM			
Make:	Shimadzu	Model:	GC-17A	Serial Number: C10693101132-SA

Current Status Information

User Status	Active
Condition	Fair
Responsible Orgn Code	762 Chemical & Materials Engineering
Location	BY333 Buchanan Engineering Bldg-Room 333
Custodian ID	V00010027 Admassu, Wudneh
Equip Mgr ID	

New Status Information

User Status	Idle	←
Condition	Fair	
Responsible Orgn Code	712	Landscape and Exterior Services
Location	PC101	Campus Services-Rm 101-Surplus Prop
Custodian ID	V00010027	Admassu, Wudneh
Equip Mgr ID		
Disposal Requested?	No	↙
Reason for Change	In closet - Going to Surplus soon	←

Discard Request

Save and Exit

Finish and Submit

User Status Changes

Asset Identifying Information

Permanent Tag #405664	Origination Tag #T00048983	System Status: Converted from OLD system	Cap Ind: Y	Book Value: \$21,639.00
Description:	GAS CHROMATOGRAPH SYSTEM			
Make:	Shimadzu	Model:	GC-17A	Serial Number: C10693101132-SA

Current Status Information

User Status	Active
Condition	Fair
Responsible Orgn Code	762 Chemical & Materials Engineering
Location	BY333 Buchanan Engineering Bldg-Room 333
Custodian ID	V00010027 Admassu, Wudneh
Equip Mgr ID	

New Status Information

User Status	Unable To Locate ▼	←
Condition	Fair ▼	
Responsible Orgn Code	712	Landscape and Exterior Services
Location	PC101	Campus Services-Rm 101-Surplus Prop
Custodian ID	V00010027	Admassu, Wudneh
Equip Mgr ID		
Disposal Requested?	No ▼	↘
Reason for Change	Cannot locate-will check other labs, etc...	

Discard Request

Save and Exit

Finish and Submit

User Status Changes – SURPLUS TRANSFER REQUEST

Asset Identifying Information

Permanent Tag #106221 Origination Tag #T00011847 System Status: Converted from OLD system Cap Ind: Y Book Value: \$10,250.00
Description: MULTISKAN FLOW READER
Make: TITER TEK Model: 3106 Serial Number: 1100093

Current Status Information

User Status Active
Condition Good
Responsible Orgn Code 886 WA/ID Veterinary Medicine
Location HT113 Caine Veterinary Med Bldg-Room 113
Custodian ID V00054663 England, James J.
Equip Mgr ID

New Status Information

User Status ←

Condition

Responsible Orgn Code Landscape and Exterior Services

Location Campus Services-Rm 101-Surplus Prop

Custodian ID England, James J.

Equip Mgr ID

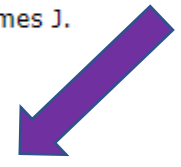
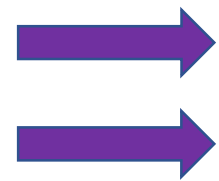
Disposal Requested?

Reason for Change

Index to Credit CaineCenterOverhead

Will be delivered to Surplus on ←

←



Condition Code Changes

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS

VANDALWEB

LOGOUT

Asset Identifying Information

Permanent Tag #195689	Origination Tag #T00092185	System Status: Non Banner Procured Assets	Cap Ind: N	Book Value: \$2,289.00
Description:	PRINTER			
Make:	HEWLETT PACKARD	Model:	LASERJET 5200TN	Serial Number: CNGXB25911

Current Status Information

User Status	Active
Condition	Good
Responsible Orgn Code	663 General Accounting
Location	AT049 Student Union-Room 049
Custodian ID	V00011059 Groves, Joseph E.
Equip Mgr ID	

New Status Information

User Status	Active
Condition	Fair
Responsible Orgn Code	663 General Accounting
Location	AT049 Student Union-Room 049
Custodian ID	V00011059 Groves, Joseph E.
Equip Mgr ID	
Disposal Requested?	No
Reason for Change	Equipment in fair condition

Discard Request

Save and Exit

Finish and Submit

Condition Code Changes

- **All other condition changes completed the same as previous slide.**

Inventory Transfer – Resp Orgn Transfer

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS

VANDALWEB

LOGOUT

Asset Identifying Information

Permanent Tag #106221 Origination Tag #T00011847 System Status: Converted from OLD system Cap Ind: Y Book Value: \$10,250.00
Description: MULTISKAN FLOW READER
Make: TITER TEK Model: 3106 Serial Number: 1100093

Current Status Information

User Status Active
Condition Good
Responsible Orgn Code 886 WA/ID Veterinary Medicine
Location HT113 Caine Veterinary Med Bldg-Room 113
Custodian ID V00054663 England, James J.
Equip Mgr ID

New Status Information

User Status
Condition
Responsible Orgn Code Animal, Veterinary & Food Sciences
Location Ag Science Bldg-Room 231
Custodian ID Ryu, Dojin
Equip Mgr ID
Disposal Requested?
Reason for Change

Discard Request

Save and Exit

Finish and Submit

Location Change Request

Location codes include a 2-digit alpha character building code and room number

Codes are located in ARGOs



Joseph Groves

Home Information Technology Projects/Workspaces **Services** Knowledge Base

Project Requests Ticket Requests My Favorites My Recent My Approvals Services A-Z Search

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Enterprise Applications

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Banner Applications



Banner 9

Supplemental Forms



VandalWeb

Student & Staff Portal



Evisions

Argos, Form Fusion, Intellectcheck



Workflow

Banner Workflow Client

Share

Add to Favorites

Details

Service ID: 707

Created

Fri 3/9/18 8:04 AM

Modified

Wed 5/20/20 3:03 PM

Location Change Request

maps.uidaho.edu

Apps Shipment Complet... Streaming Online R...

evisions | eLauncher

Argos FormFusion IntelleCheck

Ar evisions
Argos

Enterprise Reporting

Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.

Argos Web Viewer Argos

Location Change Request

maps.uidaho.edu/Argos/AWV/#explorer/

Apps Shipment Complet... Streaming Online R...

Root English Help Settings Sign Out

Ar evisions
Argos

Enter Search String... Search


Explorer Shortcuts Recent

Facilities

Finance

Name ▲

This folder contains no DataBlocks.



Location Change Request

maps.uidaho.edu/Argos/AWV/#explorer/Finance

Root > Finance

English Help Settings Sign Out

Ar evisions
Argos

Enter Search String... Search

Explorer Shortcuts Recent

< Parent Folder

Production ←

Test

Name ▲

This folder contains no DataBlocks.

Location Change Request

maps.uidaho.edu/Argos/AWV/#explorer/Finance%00Production

Apps Shipment Complet... Streaming Online R...

Root > Finance > Production English Help Settings Sign O

Ar evisions
Argos

Enter Search String... Search

Explorer Shortcuts Recent

- Parent Folder
- Cost Accounting
- Departmental Financial Reporting
- Departmental Fixed Assets
- Financial Statement Accrual Queries
- Financial Statements

Name			
★ Budget Balance By Exec Level Organizational Hierarchy	1	←	Details
★ Departmental Banner Document Metrics Report	1	←	Details
★ Detail Code Accounting		←	Details
★ Fee Distribution Detail	2	←	Details
★ Invoices by Organization Code and Date	2	←	Details
★ Purchasing Card Documents by Area	1	←	Details
★ Transactions by Activity Date	2	←	Details
★ Travel Purchasing Card Receivables by area	1	←	Details

Location Change Request

The screenshot shows a web browser window with the URL `maps.uidaho.edu/Argos/AWV/#explorer/Finance%00Production%00Departmental%20Fixed%20Assets`. The breadcrumb path is `Root > Finance > Production > Departmental Fixed Assets`. The left sidebar features the 'evisions Argos' logo, a search bar with the text 'Enter Search String...', and navigation options for 'Explorer', 'Shortcuts', and 'Recent'. The main content area displays a list of folders under the heading 'Name ^'. Each folder entry includes a star icon, a folder icon, the folder name, a count in a circle, a back arrow icon, and a 'Details' button. A purple arrow points to the 'Location Code Lookup by Bidg Num' folder.

Name ^	Count	Details
★ [Folder Icon] Annual Inventory with Custodian Info & Otags	1	[Back Arrow] Details
★ [Folder Icon] Location Code Lookup by Bidg Num		[Back Arrow] Details
★ [Folder Icon] R&D List of Fed Equip Disposals	1	[Back Arrow] Details
★ [Folder Icon] R&D List of Fed Equip in Service	1	[Back Arrow] Details
★ [Folder Icon] R&D List of Fed Equip Purchased	1	[Back Arrow] Details
★ [Folder Icon] University Vehicles	6	[Back Arrow] Details

Location Change Request

maps.uidaho.edu/Argos/AWV/#explorer/Finance%00Production%00Departmental%20Fixed%20Assets/Location%20Code%20Lookup%20by%20Bidg%20Nu

Apps Shipment Complet... Streaming Online R...

Root > Finance > Production > Departmental Fixed Assets > Location Code Lookup by Bidg Num - Dashboard

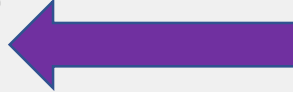
Saved Dashboard Settings Reports Run

Building Code Lookup

Building Number (i.e., 001 for Admin): --> Building Name:

Building Code (first two letters of location code):

Location Code in Banner will be this two-letter prefix followed by the room number.



Location Change Request

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS

VANDALWEB

LOGOUT

Asset Identifying Information

Permanent Tag #195689	Origination Tag #T00092185	System Status: Non Banner Procured Assets	Cap Ind: N	Book Value: \$2,289.00
Description:	PRINTER			
Make:	HEWLETT PACKARD	Model:	LASERJET 5200TN	Serial Number: CNGXB25911

Current Status Information

User Status	Active
Condition	Good
Responsible Orgn Code	663 General Accounting
Location	AT049 Student Union-Room 049
Custodian ID	V00011059 Groves, Joseph E.
Equip Mgr ID	

New Status Information

User Status	<input type="text" value="Active"/>
Condition	<input type="text" value="Good"/>
Responsible Orgn Code	<input type="text" value="663"/> General Accounting
Location	<input type="text" value="AA216"/> Administration Bldg-Room 216
Custodian ID	<input type="text" value="V00011059"/> Groves, Joseph E.
Equip Mgr ID	<input type="text"/>
Disposal Requested?	<input type="text" value="No"/>
Reason for Change	<input type="text" value="Moving to a different office"/>

Discard Request

Save and Exit

Finish and Submit

Custodian Change Request

Asset Identifying Information

Permanent Tag #195689	Origination Tag #T00092185	System Status: Non Banner Procured Assets	Cap Ind: N	Book Value: \$2,289.00
Description:	PRINTER			
Make:	HEWLETT PACKARD	Model:	LASERJET 5200TN	Serial Number: CNGXB25911

Current Status Information

User Status	Active
Condition	Good
Responsible Orgn Code	663 General Accounting
Location	AT049 Student Union-Room 049
Custodian ID	V00011059 Groves, Joseph E.
Equip Mgr ID	

New Status Information

User Status	<input type="text" value="Active"/>
Condition	<input type="text" value="Good"/>
Responsible Orgn Code	<input type="text" value="663"/> General Accounting
Location	<input type="text" value="AT049"/> Student Union-Room 049
Custodian ID	<input type="text" value="V01161809"/> McNeill, Brittni T.
Equip Mgr ID	<input type="text"/>
Disposal Requested?	<input type="text" value="No"/>
Reason for Change	<input type="text" value="New custodian ID"/>

Disposal Requested

Instances to enter “Disposal Requested”

- Surplus Transfer Requested
- Traded-In
- Destroyed (Fire, Sprinklers, Flood, Lost in lake, river, Bear ate it..etc...)
- Stolen
- Contractor hauled it away
- Copier Company hauled it away
- Lost

Disposal Requested

University of Idaho

ADMINISTRATION

ASSET CHANGE REQUESTS

VANDALWEB

LOGOUT

Asset Identifying Information

Permanent Tag #195689	Origination Tag #T00092185	System Status: Non Banner Procured Assets	Cap Ind: N	Book Value: \$2,289.00
Description:	PRINTER			
Make:	HEWLETT PACKARD	Model:	LASERJET 5200TN	Serial Number: CNGXB25911

Current Status Information

User Status	Active
Condition	Good
Responsible Orgn Code	663 General Accounting
Location	AT049 Student Union-Room 049
Custodian ID	V00011059 Groves, Joseph E.
Equip Mgr ID	

New Status Information

User Status	Active
Condition	Good
Responsible Orgn Code	663 General Accounting
Location	AT049 Student Union-Room 049
Custodian ID	V00011059 Groves, Joseph E.
Equip Mgr ID	

Disposal Requested? Yes

Reason for Change Sprinklers activated and ruined printer

Discard Request

Save and Exit

Finish and Submit