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
University of Idaho VandalWeb

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

RELEASE: 8.9

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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

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

New Request

Yellow/Red Tagged Assets
Permanent Tag = [Redacted] 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

New Request

Yellow/Red Tagged Assets
Permanent Tag # 195689

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

<table>
<thead>
<tr>
<th>Permanent Tag</th>
<th>Origination Tag</th>
<th>System Status: Non Banner Procured Assets</th>
<th>Cap Ind: N</th>
<th>Book Value: $2,289.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>#195689</td>
<td>#T00092185</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>PRINTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make:</td>
<td>HEWLETT PACKARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model:</td>
<td>LASERJET 5200TN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial Number/VIN</td>
<td>CNGXB25911</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Current Descriptive Information

- **Make:** HEWLETT PACKARD
- **Model:** LASERJET 5200TN
- **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 #105890
Origination Tag #TO0092185
System Status: Non Banner Procured Assets
Cap Ind: N
Book Value: $2,280.00

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 #: VIN CNGXB25911

New Descriptive Information

Asset Description PRINTER
Make HEWLETT PACKARD
Model LASERJET 5200TN
Manufacturer HEWLETT PACKARD
Serial #: VIN CNGXB25911

Discard Request Save and Exit Finish and Submit
### Asset Identifying Information

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<tr>
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<th>System Status: Non Banner Procured Assets</th>
<th>Cap Ind:</th>
<th>Book Value:</th>
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<td>#195689</td>
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<td>N</td>
<td>$2,289.00</td>
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</tbody>
</table>

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<th>Model:</th>
<th>Serial Number:</th>
</tr>
</thead>
<tbody>
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### New Descriptive Information

<table>
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<th>Asset Description</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Serial #/VIN</th>
<th>CHANGE!!!!!!!</th>
</tr>
</thead>
</table>

- Discard Request
- Save and Exit
- Finish and Submit
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 in 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
Tagged Equipment – Update Status Information/Transfer Asset

Invalid PTAG number -- asset doesn't exist.

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
User Status Changes

New Status Information
- User Status: Idle
- Condition: Fair
- Responsible Orgn Code: 712
- Location: PC101
- Custodian ID: V00010027 Admassu, Wudneh
- Reason for Change: In closet - Going to Surplus soon

Finish and Submit
User Status Changes

Asset Identifying Information

Permanent Tag #405664
Description: GAS CHROMATOGRAPH SYSTEM
Make: Shimadzu
Model: GC-17A
Cap Ind: Y
System Status: Converted from OLD system
Book Value: $21,539.00
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: V00010027

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: V00010027
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

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: Surplus
- Condition: Good
- Responsible Orgn Code: T12 Landscape and Exterior Services
- Location: PC101 Campus Services-Rm 101-Surplus Prop
- Custodian ID: V00054663 England, James J.
- Equip Mgr ID:
- Disposal Requested?: Yes
- Reason for Change: Very old and no longer working
- Index to Credit: 886599 Caine Center Overseas
- Will be delivered to Surplus on: Tue, 18 Aug 2020
- Discard Request:

Finish and Submit
### Condition Code Changes

<table>
<thead>
<tr>
<th>Asset Identifying Information</th>
<th>System Status: Non Banner Procured Assets</th>
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<tr>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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
Location Change Request

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

Codes are located in ARGOs.
Location Change Request

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
Location Change Request
Location Change Request
Location Change Request

[Diagram showing a screenshot of a software interface with a search bar and a list of options under 'Departmental Fixed Assets']
<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Inventory with Custodian Info &amp; Otags</td>
<td></td>
</tr>
<tr>
<td>Location Code Lookup by Bidg Num</td>
<td></td>
</tr>
<tr>
<td>R&amp;D List of Fed Equip Disposals</td>
<td></td>
</tr>
<tr>
<td>R&amp;D List of Fed Equip in Service</td>
<td></td>
</tr>
<tr>
<td>R&amp;D List of Fed Equip Purchased</td>
<td></td>
</tr>
<tr>
<td>University Vehicles</td>
<td></td>
</tr>
</tbody>
</table>
Location Change Request

Building Code Lookup

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

Building Name:
Administration Building

Building Code (first two letters of location code):
AA

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

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
- Disposal Requested: No
- Reason for Change: Moving to a different office

New Status Information
- User Status: Active
- Condition: Good
- Responsible Orgn Code: 663 General Accounting
- Location: AA216 Administration Bldg-Room 216
- Custodian ID: V00011059 Groves, Joseph E.
- Equip Mgr ID
- Disposal Requested: No
- Reason for Change: Moving to a different office

Options: Discard Request, Save and Exit, Finish and Submit
Custodian Change Request
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**

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<tr>
<td>Equip Mgr ID</td>
<td></td>
</tr>
<tr>
<td>Disposal Requested?</td>
<td>Yes</td>
</tr>
<tr>
<td>Reason for Change</td>
<td>Sprinklers activated and ruined printer</td>
</tr>
</tbody>
</table>

### Buttons

- Discard Request
- Save and Exit
- Finish and Submit