

Employee Main Menu

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**List of Direct Reports (For Supervisors Only)**  
Show a list of your direct reports. Supervisor use only.

**Vandal Card Menu**  
Access your Vandal Card account, deactivate a lost card, upload your photo.

**Financial Tasks**

**Finance Self Service for Non-Banner Users**  
Connect to Finance Self-Service for non-Banner users.

**Pending Travel/Purchasing card claims**  
View status of Travel Web trips or Purchasing card claims that you are listed as the traveler or cardholder

**Purchasing Card Statements**  
Manage departmental purchasing cards and purchasing card expenses.

**Journal Document Imaging**  
Upload additional documentation to be loaded to Document Imaging

**Purchasing Service Contract Entry**  
Purchasing Service Contract Entry

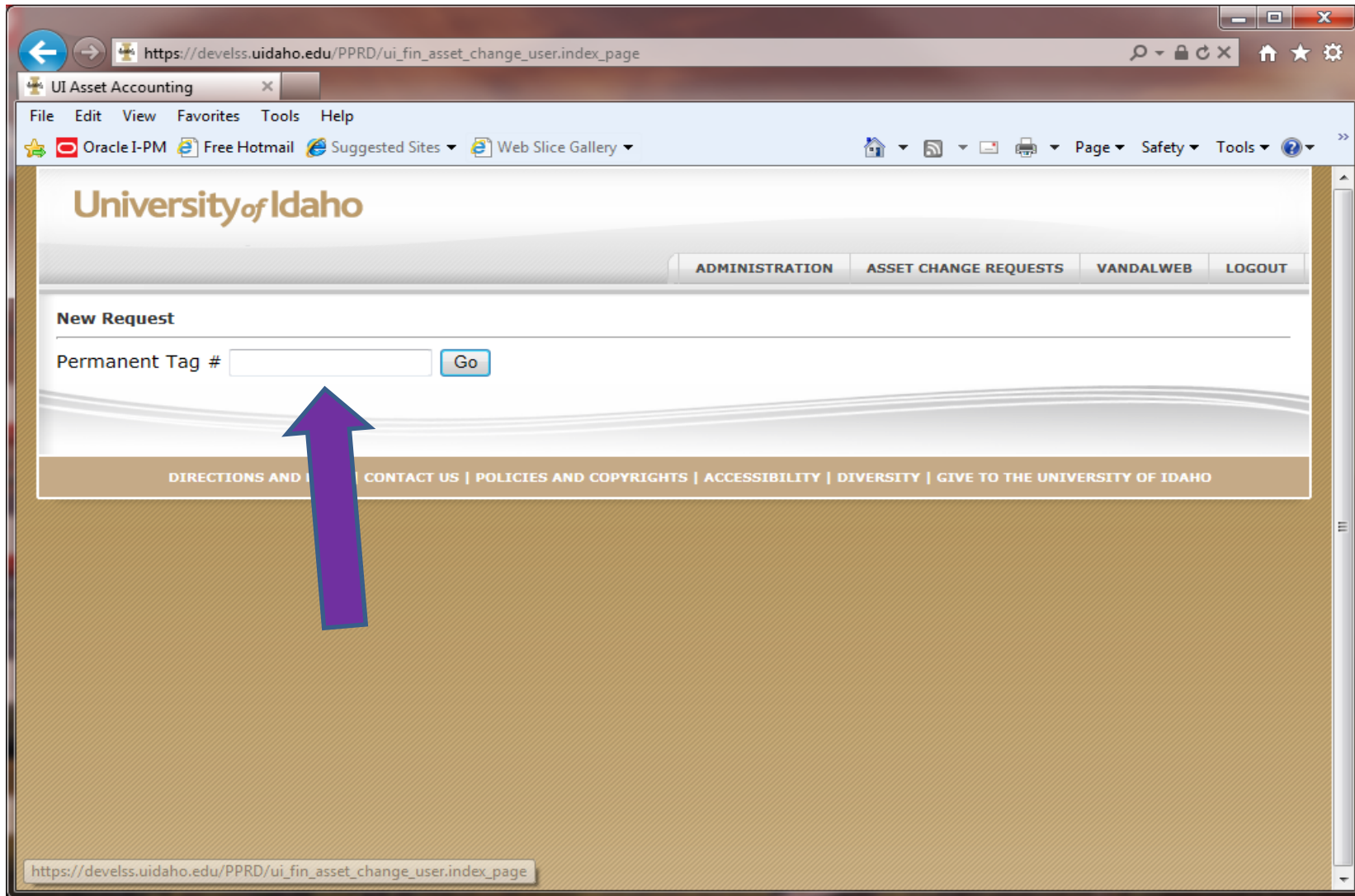
**Purchasing Service Contract Approvals**  
Purchasing Service Contract Approvals

**Asset Change Requests** ←  
Entry into the Fixed Asset Change Request system.

**UI Administrative Tasks**

**Supervisor Set Up Form**  
Assign supervisors to employees.

**Campus Directory - Departmental**  
Department representatives can view or modify their department's campus directory listing.



https://develss.uidaho.edu/PPRD/ui\_fin\_asset\_change\_user.start\_new\_ptag

UI Asset Accounting

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# University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

## Asset Identifying Information

Permanent Tag #405238	Origination Tag #T00093568	System Status: Invoiced	Cap Ind: N	Grant: CDK64B	Book Value: \$4268.68
--------------------------	-------------------------------	----------------------------	---------------	------------------	--------------------------

## Current Descriptive Information

Asset Description	CO2 INCUBATOR (Double Stack)
Make	VWR
Model	SYMPHONY 5.3A
Manufacturer	VWR
Serial Number/VIN	

## Current Status Information

User Status	Active
Condition	Excellent
Responsible Orgn	CDV110 Caldwell Referral Teach Hosp
Location	TQ100 Bustad Vet Science Building-WSU
Custodian ID	V00008516 DuBose, Linda A.
Equip Mgr ID	

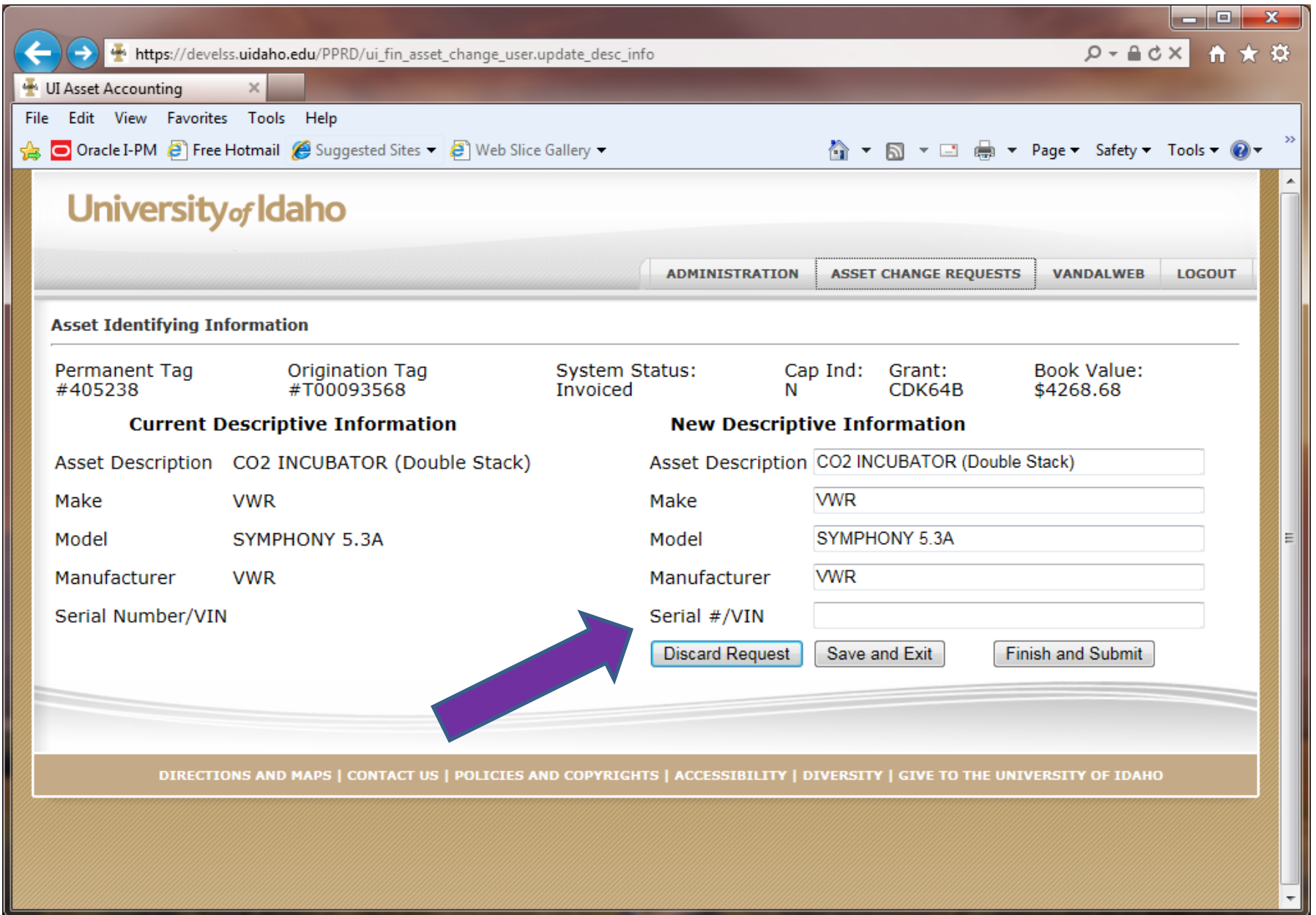
Update Descriptive Information

Update Status Information/Transfer Asset

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### Asset Identifying Information

Permanent Tag #405238	Origination Tag #T00093568	System Status: Invoiced	Cap Ind: N	Grant: CDK64B	Book Value: \$4268.68
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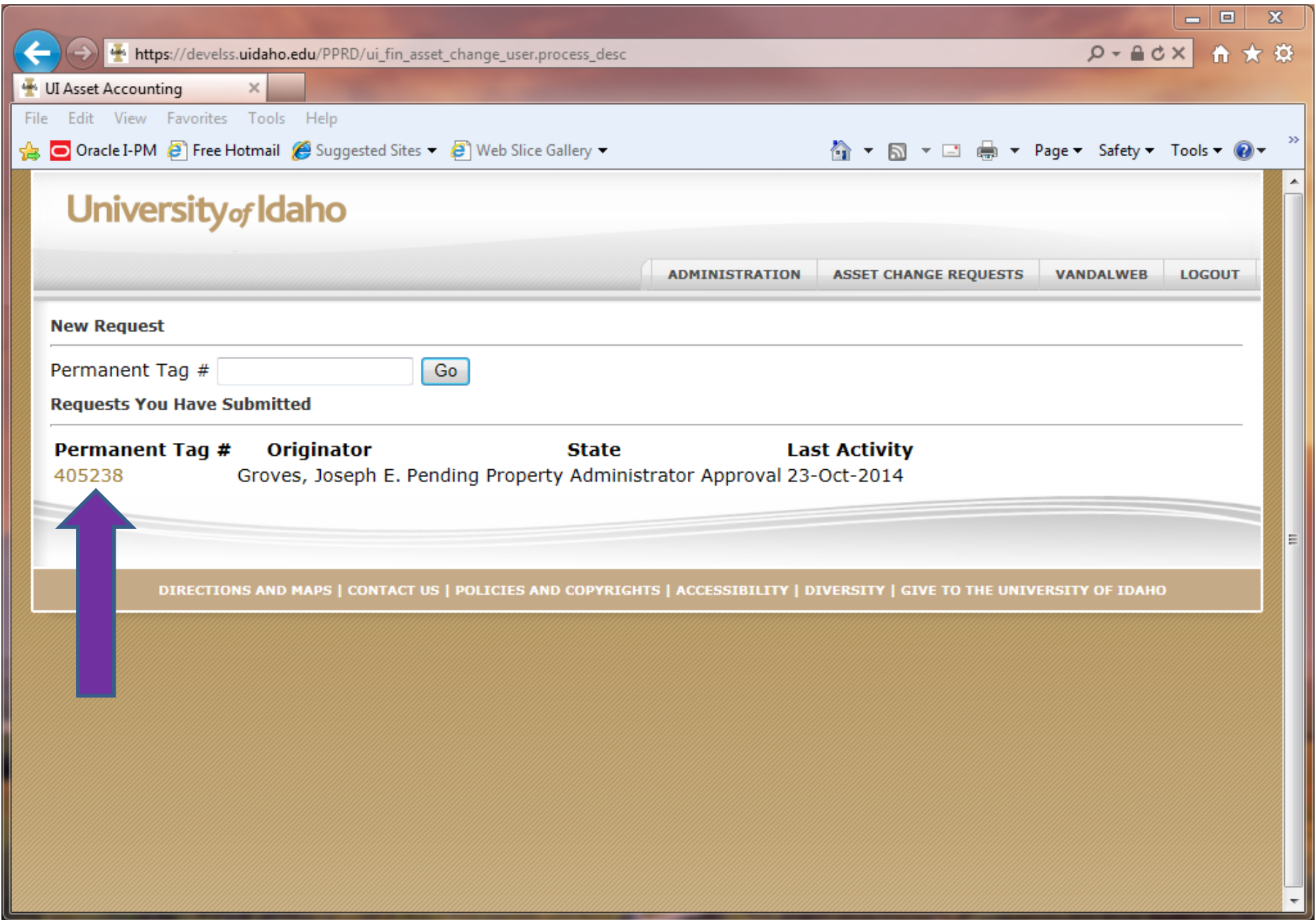
### Current Descriptive Information

Asset Description	CO2 INCUBATOR (Double Stack)
Make	VWR
Model	SYMPHONY 5.3A
Manufacturer	VWR
Serial Number/VIN	

### New Descriptive Information

Asset Description	<input type="text" value="CO2 INCUBATOR (Double Stack)"/>
Make	<input type="text" value="VWR"/>
Model	<input type="text" value="SYMPHONY 5.3A"/>
Manufacturer	<input type="text" value="VWR"/>
Serial #/VIN	<input type="text" value="Asset Accounting is COOL!"/>





# University of Idaho

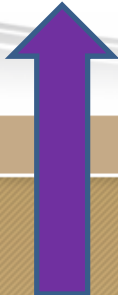
- ADMINISTRATION
- ASSET CHANGE REQUESTS
- VANDALWEB
- LOGOUT

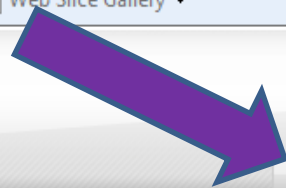
## New Request

Permanent Tag #

## Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
405238	Groves, Joseph E.	Pending Property Administrator Approval	23-Oct-2014





Asset Identifying Information

Permanent Tag #405238      Origination Tag #T00093568      System Status: Invoiced      Cap Ind: N      Grant: CDK64B      Book Value: \$4268.68

Field	Current Information	New Information
Serial Number/VIN		Asset Accounting is COOL!

**Approval from**      **Approved by**      **Date**  
Originator      V00011059 Groves, Joseph E.      23-OCT-14

https://develss.uidaho.edu/PPRD/ui\_fin\_asset\_change\_admin.admin\_entry

UI Asset Accounting

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# University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT


Change access for user id:

Look up requests

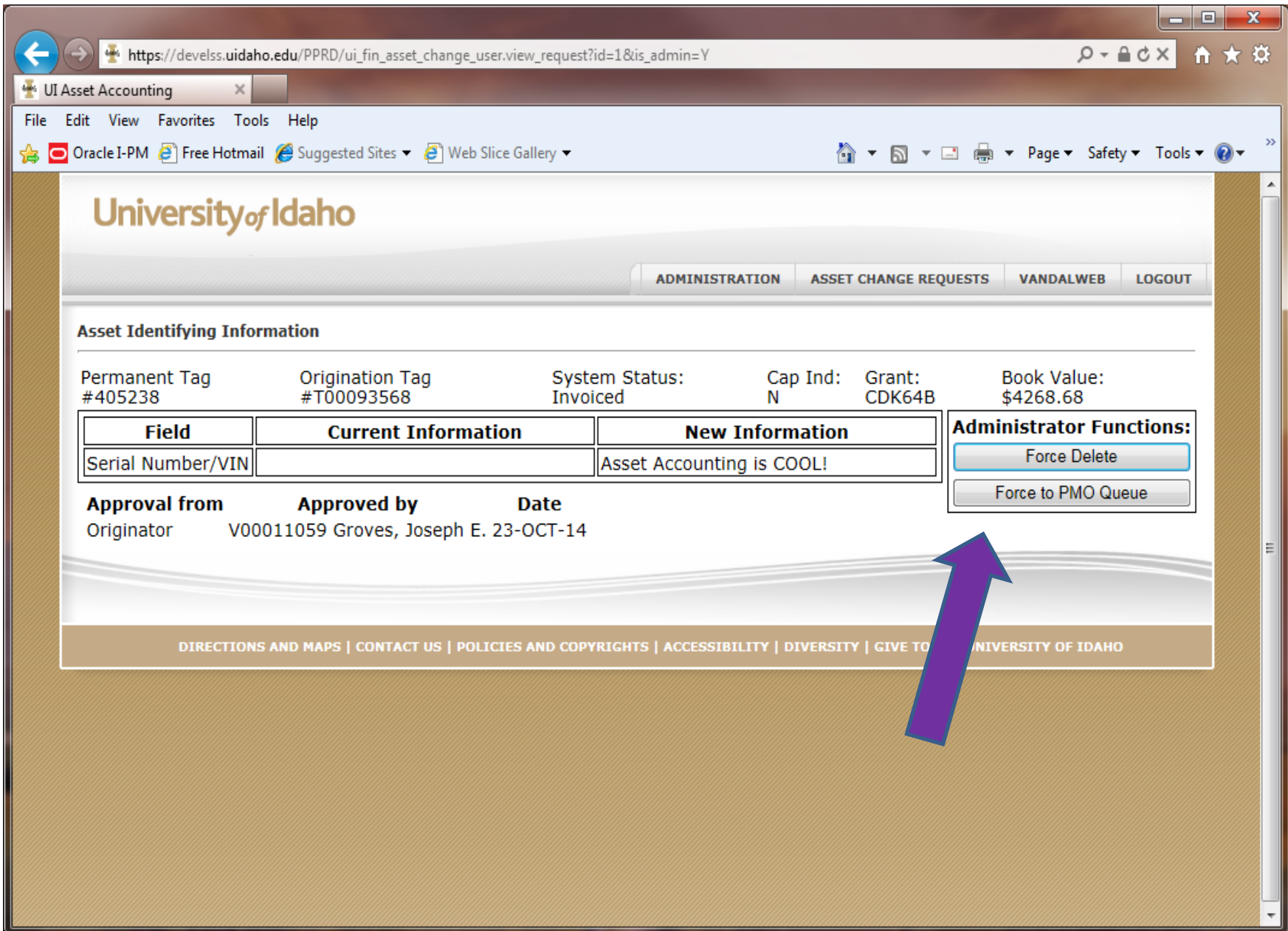
Request ID:  PTAG:

Request ID	Permanent Tag #	Originator	State	Last Activity
1	405238	Groves, Joseph E.	Pending UPA Approval	23-Oct-2014

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Browser window showing the URL: [https://develss.uidaho.edu/PPRD/ui\\_fin\\_asset\\_change\\_admin.process\\_force](https://develss.uidaho.edu/PPRD/ui_fin_asset_change_admin.process_force)

Page Title: UI Asset Accounting

Navigation Menu: ADMINISTRATION | ASSET CHANGE REQUESTS | VANDALWEB | LOGOUT

### University of Idaho

#### Messages

Request #1 sent to Property Management Office for final approval.

Change access for user id:

#### Look up requests

Request ID:  PTAG:

Request ID	Permanent Tag #	Originator	State	Last Activity
1	405238	Groves, Joseph E.	Pending PMO Approval	23-Oct-2014

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Oracle Fusion Middleware Forms Services: Open > FFAMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Maintenance FFAMAST 8.7.0.2 (\* PPRD \*)

Asset Tag: 405238 Action: Permanent Tag - Update Asset

Acquisition Information FFAMAST 8.7.0.2 (\* PPRD \*)

Origination Tag: T00093568 Permanent Tag: 405238 CO2 INCUBATOR (Double Stack)

Acquisition Method:  Purchased via Invoice

Acquisition Date: 16-APR-2013

Make: VWR

Model: SYMPHONY 5.3A

Manufacturer: VWR

Serial Number or VIN: Asset Accounting is COOL!

Part Number or Vehicle Tag:

User Reference Number:

Barcode Number:

In Service Date:

Last Inventory Date:

Percentage Used:

Work In Progress:

Condition Code: E Excellent

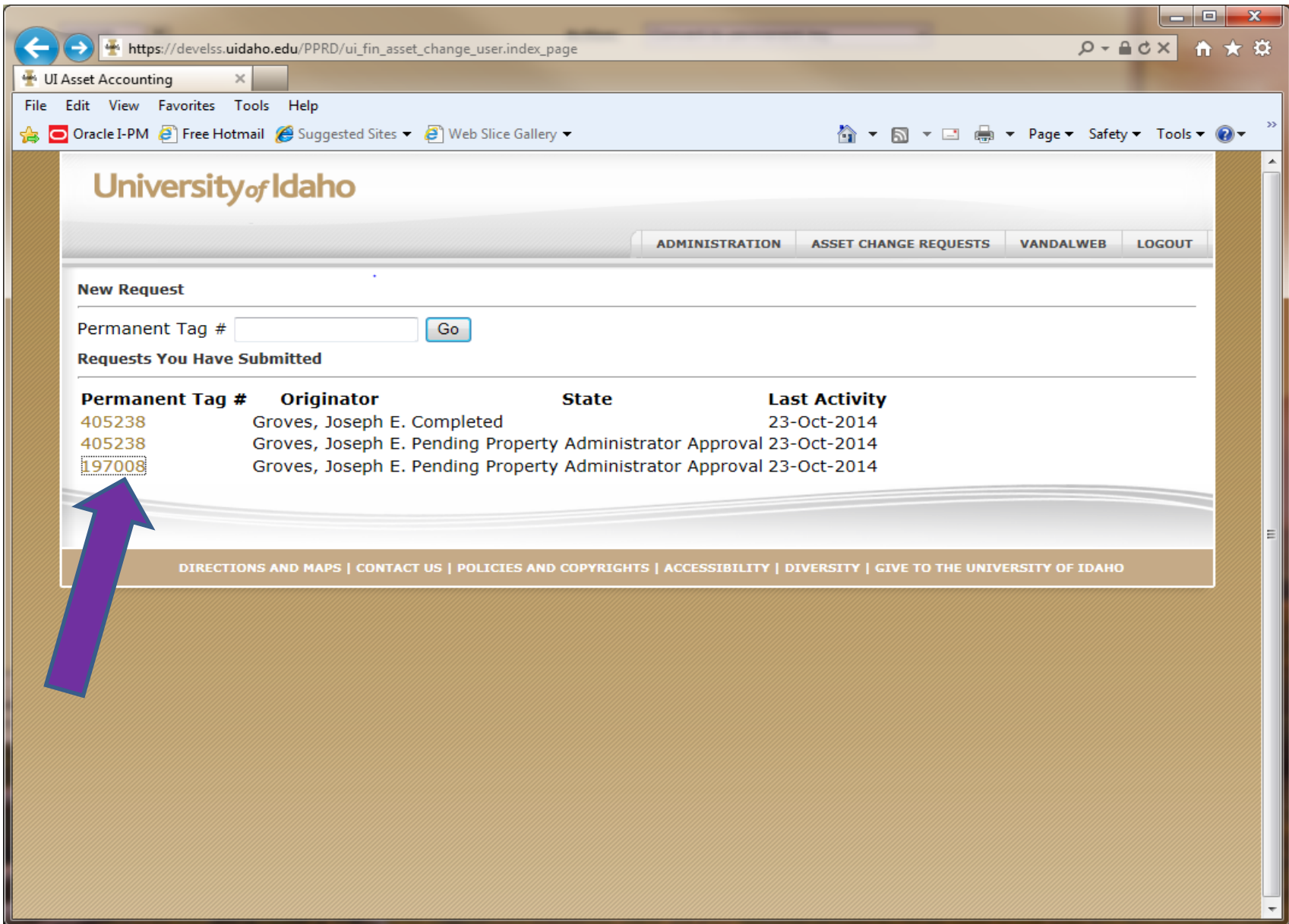
Title To: 00 University Purchased and Owned

Disposal Method:

Disposal Date:

Enter the code which describes the method by which the asset was acquired.

Record: 1/1 <OSC>



https://develss.uidaho.edu/PPRD/ui\_fin\_asset\_change\_user.start\_new\_ptag

UI Asset Accounting

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

### University of Idaho


#### Asset Identifying Information

Permanent Tag #197008	Origination Tag #T00094701	System Status: Non Banner Procured Assets	Cap Ind: Y	Book Value: \$84518.64
--------------------------	-------------------------------	--	------------	---------------------------

Current Descriptive Information		Current Status Information	
Asset Description	Wireless Controller	User Status	Active
Make	CISCO	Condition	Excellent
Model	8500 Series	Responsible Orgn	PHX100 Information Technology Svcs
Manufacturer	CISCO	Location	AA140 Administration Bldg-Room 140
Serial Number/VIN		Custodian ID	
		Equip Mgr ID	

[Update Descriptive Information](#) [Update Status Information/Transfer Asset](#)

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# University of Idaho

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## Asset Identifying Information

Permanent Tag #197008	Origination Tag #T00094701	System Status: Non Banner Procured Assets	Cap Ind: Y	Book Value: \$84518.64
--------------------------	-------------------------------	--	------------	---------------------------

Current Status Information		New Status Information	
User Status	Active	User Status	<input type="text" value="Active"/>
Condition	Excellent	Condition	<input type="text" value="Excellent"/>
Responsible Orgn	PHX100 Information Technology Svcs	Responsible Orgn	<input type="text" value="PHX100"/> Information Technology Svcs
Location	AA140 Administration Bldg-Room 140	Location	<input type="text" value="AA140"/> Administration Bldg-Room 140
Custodian ID		Custodian ID	<input type="text"/>
Equip Mgr ID		Equip Mgr ID	<input type="text"/>
		Disposal Requested?	<input type="text" value="No"/>
		Reason for Change	<input type="text"/>
		<input type="button" value="Discard Request"/> <input type="button" value="Save and Exit"/> <input type="button" value="Finish and Submit"/>	

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### Asset Identifying Information

Permanent Tag #197008      Origination Tag #T00094701      System Status: Non Banner Procured Assets      Cap Ind: Y      Book Value: \$84518.64

Field	Current Information	New Information
Responsible Locn	AA140 Administration Bldg-Room 140	AA129 Administration Bldg-Rm 129-Comp Rm
Custodian ID		V00011059 Groves, Joseph E.
Reason for Change	Change Location/Add Custodian	

**Approval from**      **Approved by**      **Date**  
Originator      V00011059 Groves, Joseph E.      23-OCT-14

Browser window showing the URL: [https://develss.uidaho.edu/PPRD/ui\\_fin\\_asset\\_change\\_admin.admin\\_entry](https://develss.uidaho.edu/PPRD/ui_fin_asset_change_admin.admin_entry)

Page Title: UI Asset Accounting

Navigation: ADMINISTRATION | ASSET CHANGE REQUESTS | VANDALWEB | LOGOUT

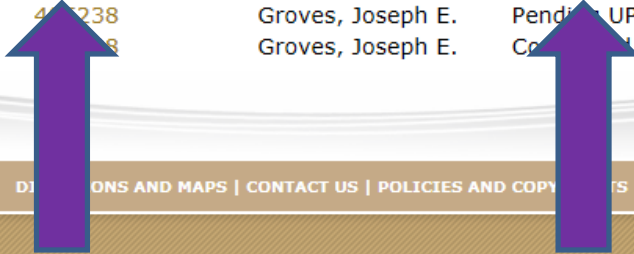
Change access for user id:

Look up requests

Request ID:  PTAG:

Request ID	Permanent Tag #	Originator	State	Last Activity
4	197007	Salisbury, Kimberly E.	Incomplete	23-Oct-2014
3	197008	Groves, Joseph E.	Pending UPA Approval	23-Oct-2014
2	4238	Groves, Joseph E.	Pending UPA Approval	23-Oct-2014
1	8	Groves, Joseph E.	Completed	23-Oct-2014

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UI Asset Accounting

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

### University of Idaho

#### Asset Identifying Information


Permanent Tag #197008    Origination Tag #T00094701    System Status: Non Banner Procured Assets    Cap Ind: Y    Book Value: \$84518.64

Field	Current Information	New Information
Responsible Locn	AA140 Administration Bldg-Room 140	AA129 Administration Bldg-Rm 129-Comp Rm
Custodian ID		V00011059 Groves, Joseph E.
Reason for Change	Change Location/Add Custodian	

**Administrator Functions:**

**Approval from**    **Approved by**    **Date**  
 Originator    V00011059 Groves, Joseph E.    23-OCT-14

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UI Asset Accounting

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

### University of Idaho

#### Messages

Request #3 sent to Property Management Office for final approval.

Change access for user id:

#### Look up requests

Request ID:  PTAG:

Request ID	Permanent Tag #	Originator	State	Last Activity
3	197008	Groves, Joseph E.	Pending PMO Approval	23-Oct-2014
4	197007	Salisbury, Kimberly E.	Incomplete	23-Oct-2014
2	405238	Groves, Joseph E.	Pending UPA Approval	23-Oct-2014
1	405238	Groves, Joseph E.	Completed	23-Oct-2014

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Page Title: UI Asset Accounting

Navigation: ADMINISTRATION | ASSET CHANGE REQUESTS | VANDALWEB | LOGOUT

### University of Idaho

#### New Request

Permanent Tag #

#### Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
197008	Groves, Joseph E.	Pending Property Management Office Approval	23-Oct-2014

#### Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
405238	Groves, Joseph E.	Completed	23-Oct-2014
405238	Groves, Joseph E.	Pending Property Administrator Approval	23-Oct-2014
197008	Groves, Joseph E.	Pending Property Management Office Approval	23-Oct-2014

A purple arrow points to the last activity date (23-Oct-2014) in the third row of the "Requests You Have Submitted" table.

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Address bar: <https://develss.uidaho.edu/>

https://develss.uidaho.edu/PPRD/ui\_fin\_asset\_change\_user.process\_approval

UI Asset Accounting

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# University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

## Messages

Request approved.

## New Request

Permanent Tag #

## Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
405238	Groves, Joseph E.	Completed	23-Oct-2014
405238	Groves, Joseph E.	Pending Property Administrator Approval	23-Oct-2014
197008	Groves, Joseph E.	Completed	23-Oct-2014



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Oracle Fusion Middleware Forms Services: Open > FFAMAST - FFATRAN

File Edit Options Block Item Record Query Tools Help

Fixed Asset Transfer FFATRAN 8.7.0.2UI (\* PPRD \*)

Permanent Tag: 405238 Origination Tag: T00093568  
 Asset Description: CO2 INCUBATOR (Double Stack)

---

Sequence Num: 3 User ID: W:JGROVES Activity Date: 23-OCT-2014

COA From: 9 University of Idaho COA COA To: 9 University of Idaho COA  
 Orgn From: CDV110 Caldwell Referral Teach Hosp Orgn To: RKY009 RSSW - UI Income  
 Locn From: TQ100 Bustad Vet Science Building-WSU Locn To: PC101 Campus Services-Rm 101-Surplus Prop  
 Grant From: CDK64B IF&G Wildlife - Cassirer Grant To: CDK64B IF&G Wildlife - Cassirer  
 Custodian From: V00008516 DuBose, Linda A. Custodian To: V00008516 DuBose, Linda A.  
 Multiple Phone: Y Telephone Type: CM Multiple Phone: Y Telephone Type: CM

Area Code	Phone Number	Extension
208	4548657	
208	4548657	

Transfer Document: 2 Transfer Date: 23-OCT-2014 Text Exists: N  
 Transfer Reason: Sent to Surplus as scrapped  
 Equipment Manager:

Permanent Tag: 405238  
 Primary Tag: Subordinate Type: None  
 User Status: S Surplus System Status: I  
 Condition Code: P Poor Disposal Code:  
 Title-to: Disposal Date:

Press Duplicate Item for Transfer.  
 Record: 4/4 <OSC>