

Fixed Asset Workflow







Accounting Office February 2014



 Fixed Asset Workflow is an online process for equipment transactions.



- It can only be initiated by designated Equipment Representatives.
- Only ONE equipment representative per organization.



 Financial Manager must designate an equipment representative for the Organization through the Finance Program Guide (<u>bf.memphis.edu/spectrum/users</u>).





Financial Manager selects "assign equipment reps" and login.





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EQUIPMENT REPS

Equipment Representative Maintenance (logout)

Please login below to view/edit the users on organizations for which you have authority.

User Name: Example: jsmith		_
Password:		
	Login	



Financial Manager will add the UUID in the appropriate blank and select "add". The Financial Manager may designate him/herself as the equipment representative.

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Equipment Representative Maintenance (logout)

Equipment transactions are processed through Fixed Asset Workflow. In order to use Fixed Asset Workflow, each organization must have an Equipment Representative assigned.

Below is the current Equipment Representative assignment for each of your Organization (s). To change the Equipment Rep, you must first **Remove** the existing Equipment Rep then **Add** the new one. If you do not know the UUID of the user you wish to add, you may look it up in the Whitepages.

Note that changes may take up to ten business days to appear in Workflow/Banner. Changes pending approval will be noted in the "Pending changes" section. Once approved, they will appear in the table below.

Current Equipment Representatives

Org Code	Org Name	UUID (Lookup)	Name	Action
513000	Payroll Office	MISOM	Montoya Williams	Remove
511030	Grants and Contracts Accounting	MISOM	Montoya Williams	Remove
511000	Accounting Office			Add
510000	AVP Finance	A BCOLE	Amelia Cole	Remove

Pending Changes

Remove MISOM from org 511000. (Requestor: EWSHELTN)

I understand that the ultimate responsibility for any action taken by the above individual (s) is mine. Contact bfsssecurity@memphis.edu for additional information.

Logout





The "action" will then indicate "pending" until it has been approved by Business & Finance Support Services. This takes approximately 2 weeks.

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Current Equipment Representatives

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511030	Grants and Contracts Accounting	MISOM	Montoya Williams	Remove
511000	Accounting Office			Pending
510000	AVP Finance	ABCOLE	Amelia Cole	Remove

Pending Changes

Change MISOM to MISOM for org 511000. (Requestor: EWSHELTN)

I understand that the ultimate responsibility for any action taken by the above individual (s) is mine. Contact bfsssecurity@memphis.edu for additional information.

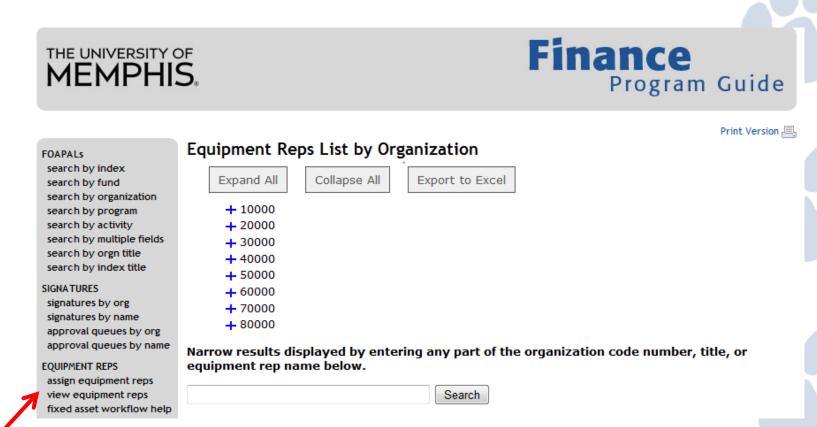
Logout







The list of current equipment representatives can also be viewed at http://bf.memphis.edu/spectrum/eqreps.php





Questions?



http://bf.memphis.edu/spectrum/fahelp.php

Fixed Asset Workflow Helpdesk:

wf-fixedasset-admins@memphis.edu

Accounting Office: 678-2271