

# Fixed Asset Workflow

## Equipment Transfers Between Organizations

Accounting Office  
July 2023

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- Equipment Transfer Workflow is a Banner online process for transferring equipment to **another** organization and/or location.
- Only Equipment Representatives (ER) can **initiate** a workflow.
- ER's are assigned by the Financial Manager (FM) of the organization via the Finance Program Guide (<https://umwa.memphis.edu/eqpreps/index.php/main/manage>). *Only one equipment representative can be assigned to an organization.*
- Approval from relinquishing **Financial Manager** is required.

The list of current equipment representatives can be viewed at <https://umwa.memphis.edu/programguides/eqreps.php>



## Finance Program Guide

### FOAPALS

- search by index
- search by fund
- search by organization
- search by program
- search by activity
- search by multiple fields
- search by orgn title
- search by index title

### SIGNATURES

- signatures by org
- signatures by name
- approval queues by org
- approval queues by name
- EPAF approval queues by name

### EQUIPMENT REPS

- assign equipment reps
- view equipment reps**
- fixed asset workflow help

### CODES

- account code list
- rule code list
- location code search
- program code list
- data standards manual

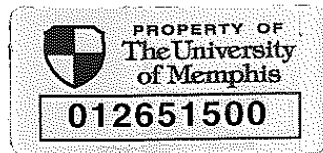
### Equipment Reps List by Organization

- + 10000
- + 20000
- + 30000
- + 40000
- + 50000
- + 60000
- + 70000
- + 80000
- + 90000

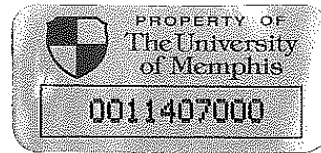
**Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.**

# Important Notes before Starting the Workflow

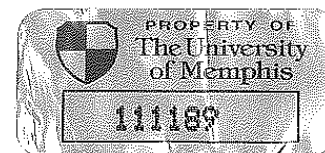
- PTAG\_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.
- A valid 9-digit PTAG Code (decal #) number is needed. Three different kinds of decals have been used.



Standard decal.  
Enter all 9 digits  
in Workflow.



Drop the 1st zero  
and enter the rest of  
9 digits in Workflow.



Add 3 zeros before  
entering the 6 digits  
to Workflow.

# Use Banner INB screen FFIMAST to check asset status

Assets that were previously zero-valued, cannibalized, surplus, or disposed of otherwise will have a “D” or “C” status and cannot be processed in Workflow.

Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

Asset Tag: 011327300 [Start Over](#)

MASTER INFORMATION

Origination Tag	011327300	Permanent Tag Date	09/30/2003
Permanent Tag	011327300	Last Adjustment Date	
Primary Tag		Origination Tag	
		Cancel Date	
Subordinate Type		System Status Code	D
Origination Tag Date	09/30/2003		
Asset Description	Apple Computer Emac	Asset Type	NC Sensitive Items Not Capitalized
Commodity		User Status Code	
Unit of Measure			
Insurance Value		Replacement Value	
Market Value		Book Value	1,274.00
<input type="checkbox"/> Capitalization Indicator		<input type="checkbox"/> Tag In Use	
<input type="checkbox"/> Asset Text Exists		<input type="checkbox"/> Gift Indicator	
Cost	1,274.00	Net Book Value	0.00
Total Cost	1,274.00	Total Net Book Value	0.00

Use Banner INB screen FFIMAST to check organization for the Asset Tag (P-Tag).  
Click the down arrow bottom of form until you reach the 'Procurement Info'.

**Validate that you are the ER for the Organization listed.**

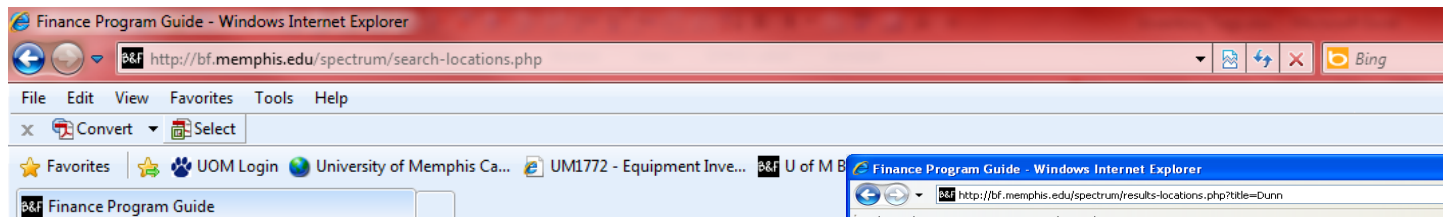
Asset Tag: 013046000

Start Over

▼ PROCUREMENT INFORMATION		Insert Delete Copy Filter	
Origination Tag	T00125905	Permanent Tag	013046000 Latitude E6540, Latitude E6540
Vendor Code	U00005340 Dell Marketing LP	Submission Number	0
Purchase Order	P0160509	Invoice Item	1
Purchase Item	1	Cancel Date	
Receiver		Credit Memo	No
Receiver Date		Installments	
Invoice	TB098031	Recurring	
Invoice Date	01/07/2015		
Other Source Data			
Document		Document Tag Date	
Type		Source Submission	
Sequence			
Transfer Data			
Date		Grant	
COA	U University of Memphis	Custodian ID	
Organization	500104 University Process Improvement	Equipment Manager	
Location	100791 Johnson Hall 5		

# Location Code

Finance Program Guide - Type in any part of a building name and click “Search”. A list of rooms in the building will be displayed.



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#### FOAPALS

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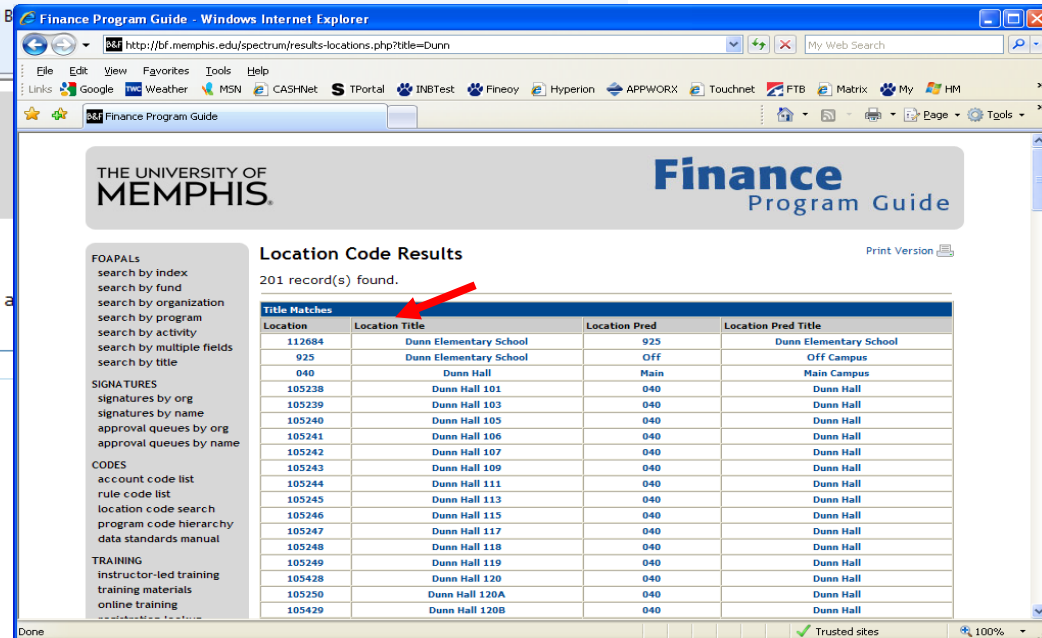
- account code list
- rule code list
- location code search
- program code list
- data standards manual

## Location Code Search

Enter all or part of the building name and Code matches.

Search Location:

Search



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Finance  
Program Guide

Print Version

## Location Code Results

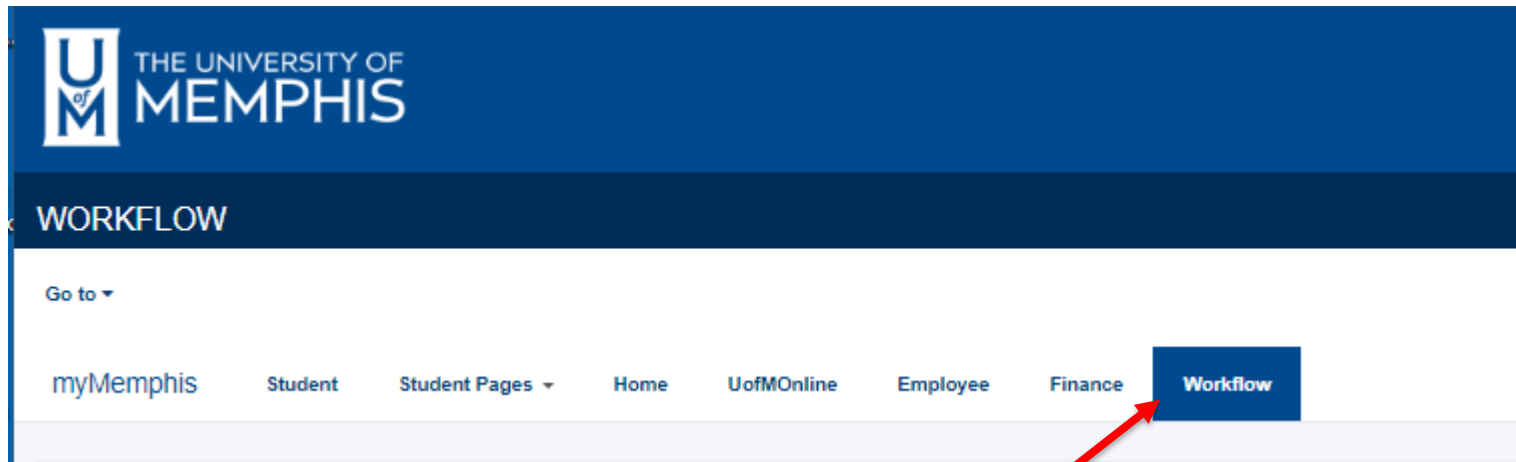
201 record(s) found.

Title Matches			
Location	Location Title	Location Pred	Location Pred Title
112684	Dunn Elementary School	925	Dunn Elementary School
925	Dunn Elementary School	Off	Off Campus
040	Dunn Hall	Main	Main Campus
105238	Dunn Hall 101	040	Dunn Hall
105239	Dunn Hall 103	040	Dunn Hall
105240	Dunn Hall 105	040	Dunn Hall
105241	Dunn Hall 106	040	Dunn Hall
105242	Dunn Hall 107	040	Dunn Hall
105243	Dunn Hall 109	040	Dunn Hall
105244	Dunn Hall 111	040	Dunn Hall
105245	Dunn Hall 113	040	Dunn Hall
105246	Dunn Hall 115	040	Dunn Hall
105247	Dunn Hall 117	040	Dunn Hall
105248	Dunn Hall 118	040	Dunn Hall
105249	Dunn Hall 119	040	Dunn Hall
105248	Dunn Hall 120	040	Dunn Hall
105250	Dunn Hall 120A	040	Dunn Hall
105429	Dunn Hall 120B	040	Dunn Hall



To initiate the workflow, the **Equipment Representative**:

- Log into the My Memphis Portal at <http://my.memphis.edu>.
- Select the “Workflow” tab.



Scroll down to 'My Processes' and select 'UOM Equipment Transfer'

WORKFLOW

Go to ▾

myMemphis

Student

Student Pages ▾

Home

UofMOnline

Employee

Finance

Workflow

Worklist

Refresh

Open Workflow

0

of 0

My Processes

Refresh

Open Workflow

UOM

UOM Equipment Location Change

UOM Equipment Transfer



Enter decal number in “PTAG\_CODE” field then click on “Start Workflow”.

## Start Workflow

Organization: UOM

Workflow Name: UOM\_FIN\_EQUIP\_TRANSFER:4

Workflow Specifics Name:

Equipment Transfer Latitude E6540

Priority:


Normal

Workflow Note:

Required Parameters

PTAG\_CODE \*:

013046000

 Start Workflow

Optional to enter a name for the workflow

Workflow notes are not required.

Required: Enter 9-digit PTAG\_Code (UofM Decal number)  
**DO NOT** copy and paste, manually enter the code.

As the Equipment Rep, you will be redirected to your 'Worklist' to continue the process. Refresh your browser to display the workflow **OR** wait and click on the 'Banner Workflow' link in the email you receive.

**From:** From: donotreply@memphis.edu <donotreply@memphis.edu>

**Sent:** Wednesday, July 18, 2023 3:19 PM

**To:** Colette Williams (colette) <Colette.Williams@memphis.edu>

**Subject:** Equipment Transfer -013046000 - Enter Transfer Details

Please login to [Banner Workflow](#) to access this worklist item and enter the transfer details for the following equipment:

Decal #: 013046000

Description: Latitude E6540

Make: Dell

Model: E6540

Serial Number: 1CZ5Q12

Amount: \$1,437.16

Original Organization: 500104 - University Process Improvement

Original Location: 100791 - Johnson Hall 5

Click on the correct Equipment item in your Workflow list to continue.

Worklist

Advanced Search

Status	Organization	Workflow	Activity	Priority	Created
	UOM	<a href="#">Equipment Transfer - 013046000</a> Ready	Enter_Transaction_Type	Normal	09-Oct-2023 02:09:08 PM

Show Reserved Items

1 - 1 of 1 | First | Previous | Next | Last | Go To Page: 1

**Scroll** down the screen and verify the asset info displayed is correct. Scroll down enter a transfer reason and enter the new organization code.

### Enter Equipment Transfer Transaction Type

Decal #:

013046000

Description:

Latitude E6540;Latitude E6540

Verify Correct Asset

Make:

Dell

Model:

Latitude E6540

[Continue next Slide](#)

## Enter Equipment Transfer Transaction Type

Serial Number:

1CZ5Q12

Current Organization:

500104 - University Process Improvement

Current Location:

100791 - Johnson Hall 5

Transaction Type \*:

Transfer Between Departments

Transfer Between Departments auto-populates

Transfer Reason \*:

PIP no longer needs equipment

Required: Enter a reason for the transfer

New Organization Code \*:

501000

Required: Enter Org number transferring to

Please enter 860000 for Surplus.

[Click here](#) to search for a valid organization code.

**Continue next Slide**

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## Enter Equipment Transfer Transaction Type

### **\*\*Cannibalization Note\*\***

If this equipment is being cannibalized, please remove and dispose of the UofM decal after you receive the email stating that this request has been approved by Accounting. If necessary, you can then create a work order for Surplus to pick up the remaining equipment shell without going through this process since the equipment will no longer be tagged. You will need to attach a copy of the cannibalization approval email from Accounting and the UM Data Removal Verification form to the equipment for Surplus.

### **\*\*NOTE\*\***

If you wish to Stop this workflow, you must enter spaces or valid values in the Transfer Reason and New Organization Code fields and then select 'Yes' from the dropdown box of the Stop Workflow field below.

Stop Workflow \*:

No



You can stop the Workflow by selecting 'YES'

Complete

Click on 'Complete' to move the workflow to the Financial Manager



The **Relinquishing Financial Manager** will receive an email with instructions to login to workflow to approve/decline the transfer.

From: donotreply@memphis.edu <donotreply@memphis.edu>  
**Sent:** Tuesday, June 6, 2023 3:43 PM  
**To:** Colette Williams (colette) <Colette.Williams@memphis.edu>  
**Subject:** Equipment Transfer - 013046000 - Approve Transfer

Colette Williams,

Please log into [Banner Workflow](#) to access this workflow worklist item and approve/decline the following equipment transfer:  
**As the Financial Manager listed for this organization, you are the only person who can approve or decline. Workflow does not recognize designees.**

Transfer Type: Transfer Between Departments

Decal #: 013046000  
Description: Latitude E6540  
Make: Dell  
Model: Latitude E6540  
Serial Number: 1CZ5Q12

Current Organization: 500104 - University Process Improvement  
Current Location: 100791 - Johnson Hall 5

Transfer Reason: PIP no longer needs equipment

New Organization: 501000 - B&F Reporting & System Initiatives

Equipment Rep: Colette Williams

**Relinquishing Financial Manager:** login to Banner Workflow and select the job from the Workflow Worklist.

Worklist

Status	Organization	Workflow	Activity
	UOM	<a href="#">Equipment Transfer – 013046000</a> Performing	Get_Relinquishing_Financial_Manager_Approval

Screen will Display:

Financial Manager Approval

Please Approve or Decline this equipment transfer request:

As the Financial Manager listed for this organization, you are the only person who can approve or decline.

Decal #:

013046000

Description:

Latitude E6540;Latitude E6540

Continue next Slide

**Relinquishing Financial Manager:** Scroll to the bottom and select the decision to approve/decline the transfer, then click “**Complete**”. Workflow will move to the Receiving Equipment Representative.

#### Financial Manager Approval

Transfer Reason:

PIP no longer needs equipment

Decision \*:

Approved

Select decision from drop box

Reason Declined:

**\*\*NOTE\*\***

You must enter a reason in Reason Declined if you are declining this equipment transfer!

Complete

Note: Equipment is removed from the Relinquishing Financial Manager’s Worklist and inventory.

**Receiving Equipment Representative:** After the **Relinquishing Financial Manager's** approval, a transfer notification email will be sent to the receiving Equipment Representative.

**From:** donotreply@memphis.edu

**Sent:** Tuesday, June 7, 2023 3:43 PM

**To:** Heidi Kendall (hkendall) <Heidi.Kendall@memphis.edu>

**Subject:** Equipment Transfer - 013046000 - Enter New Location

The following equipment is being transferred to your organization. Please log into [Banner Workflow](#) to access this worklist item to enter a new location code for this equipment and 'Accept' the transfer or mark the transfer as 'Declined' and enter a reason. Please 'Complete' this workflow activity as soon as possible so that this workflow process can complete and update Banner.

Decal #: 013046000

Description: Latitude E6540

Make: Dell

Model: Latitude E6540

Serial Number: 1CZ5Q12

Previous Organization: 500104 - University Process Improvement

Previous Location: Y – Johnson Hall 5

Transaction Type: Transfer Between Departments

Transfer Reason: PIP no longer needs equipment

New Organization: 500100 – B&F Systems Initiatives

**Receiving Equipment Representative** – login to Banner Workflow, click on the appropriate item.

Worklist



Status	Organization	Workflow	Activity	Priority
	UOM	<a href="#">Equipment Transfer – 013046000</a> Ready	Enter_New_Location	Normal

[Show Reserved Items](#)

[Equipment Transfer – 013046000](#)

**Verify the equipment description is correct.** You may 'STOP' the workflow by selecting 'YES' in the 'Stop Workflow' dropdown. Continue to **Scroll** down the screen to enter the new location code.

## Enter New Location Code

The following equipment is being transferred to your organization. Please enter a new location code for this equipment and 'Accept' the transfer or mark the transfer as 'Declined' and enter a reason. Please 'Complete' this workflow activity as soon as possible so that this workflow process can complete and update Banner.

Please contact Accounting if you have any questions about the location code.

Decal #:

013046000

Description:

Latitude E6540;Latitude E6540

Make:

Dell

Stop Workflow \*:

No

No

Yes

Continue next Slide

**Verify Previous Organization code and New Organization code.**

Enter New Location Code

Serial Number:

CQVHZV2

Transaction Type:

Transfer Between Departments

Transfer Reason:

no longer needed

Previous Organization:

500104 - University Process Improvement

New Organization:

500100 – B&F Systems Initiatives

Continue to next Slide to enter location

Enter New Location Code. Click **Complete** to finish the workflow. You may **STOP** the workflow by scrolling down the form and selecting **YES** from the dropdown box of the **Stop Workflow** field at the bottom of the screen.

Enter New Location Code

New Location Code (Must be 6 digits) \*:

Enter the 6-digit building location code

[Click here](#) to search for a valid location code.

Look up the building location & room number if needed

Accept / Decline \*:

Accept

▼

Select the arrow to select decline

Reason Declined:

**\*\*NOTE\*\***

If you are Declining this equipment transfer, you must enter a reason in the the Reason Declined field and enter either the Previous Location value or spaces into the New Location Code field.

Complete



After the Receiving Equipment Rep accepts, the workflow will update Banner Fixed Assets and a final notification email will be sent to **Relinquishing Equipment Representative, Receiving Equipment Representative, and Receiving Financial Manager.**

**From:** donotreply@memphis.edu <donotreply@memphis.edu>  
**Sent:** Tuesday, June 6, 2023 4:16 PM  
**To:** Colette Williams (colette) <Colette.Williams@memphis.edu>  
**Cc:** Heidi Kendall (hkendall) <hkendall@memphis.edu>  
**Subject:** Equipment Transfer - 013046000 - Transfer Between Departments - Completed \*\*\*

Transfer Between Departments completed.

Decal #: 013046000  
Description: Latitude E6540;Latitude E6540  
Make: Dell  
Model: Latitude E6540  
Serial Number: 1CZ5Q12

Previous Organization: 500104 - University Process Improvement  
Previous Location: 100791 - Johnson Hall 5

New Organization: 501000 - B&F Reporting & System Initiatives  
New Location: 100209 - Administration 222

Use the Banner INB screen FFIMAST to validate that the location is updated by entering the P-Tag number in the Asset Tag field and clicking on the page down arrow to the Procurement Information is displayed.

Fixed Asset Master Query FFIMAST 9.3.16 (TBANR)

Asset Tag: 013046000

▼ PROCUREMENT INFORMATION

Origination Tag	T00125905	Permanent Tag	013046000	Latitude E6540;Latitude E6540
Vendor Code	U00005340 Dell Marketing LP	Submission Number	0	
Purchase Order	P0160509	Invoice Item	1	
Purchase Item	1	Cancel Date		
Receiver		Credit Memo	No	
Receiver Date		Installments		
Invoice	TB098031	Recurring		
Invoice Date	01/07/2015			
Other Source Data				
Document		Document Tag Date		
Type		Source Submission		
Sequence				
Transfer Data				
Date	06/06/2023	Grant		
COA	U University of Memphis	Custodian ID		
Organization	501000 B&F Reporting & System Initiatives	Equipment Manager		
Location	100209 Administration 222			

Navigation: [Previous] [Next] [Page Down] [Page Up]

## Transfer Declined

If a transaction is declined by the Relinquishing Financial Manager, the Equipment Representative will receive an email with the reason.

**From:** donotreply@memphis.edu <donotreply@memphis.edu> >  
**Sent:** Wednesday, June 7, 2023 1:35 PM  
**To:** Colette Williams (colette) <Colette.Williams@memphis.edu>  
**Subject:** Equipment Transfer - 013046000 - Enter Transfer Details

**The transfer of this equipment has been declined.**

**This transfer was declined by the Relinquishing Financial Manager - colette.**  
**Reason Declined: Wrong Tag number**

Please login to [Banner Workflow](#) to access this worklist item and enter the transfer details for the following equipment:

Decal #: 013046000  
Description: Latitude E5640  
Make: Dell  
Model: Latitude E6540  
Serial Number: 1CZ5Q12Amount: \$1,437.16  
Original Organization: 500104 - University Process Improvement  
Original Location: 100791 - Johnson Hall 5  
Transfer Reason: PIP no longer needs equipment

Login to the Workflow and scroll down to make the applicable correction or 'Stop Workflow' by selecting 'YES' then click [Complete](#).

### Enter Equipment Transfer Transaction Type

This transfer was declined by the Relinquishing Financial Manager - colette.  
Reason Declined: Wrong Tag number

Decal #:

013046000

Description:

Latitude E6540;Latitude E6540

Make:

Dell

Stop Workflow \*:

No



No

Yes

Complete

Fixed Asset Helpdesk:  
[wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu)

Accounting Office: 678-2271