

Fixed Asset Banner Workflow

Surplus Equipment - Zero Value, or Cannibalization

Accounting Office
July 2023

Content Page

Banner Workflow Description	3
Look up Equipment Representatives	4
Identify Permanent Tag Number	5
Check Asset Status Banner FFIMAST form	6
Active Inventory Item	8
Inactive Inventory Item	9
Equipment Representative Create Workflow	10
Relinquishing Financial Manager	22
Equipment Representative – Final Steps	28
Transferred Declined	29

Workflow Description

- The Equipment Transfer Workflow is an online process to Zero Value, Surplus, or cannibalize an asset.
- Only Equipment Representatives (ER) can ***initiate*** a workflow.
- ERs are assigned by the Financial Manager (FM) of the organization via the Finance Program Guide. *Only one equipment representative can be assigned to an organization.*
- Approvals are required from the Financial Manager of the org and the Accounting Office to complete the Zero workflow.

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

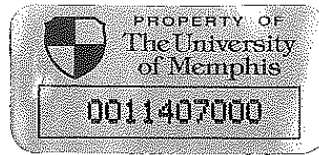
Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.

Important Notes before Starting the Workflow

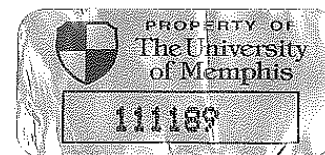
- PTAG_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.
- A valid 9-digit PTAG Code (decal #) number is needed. Three different kinds of decals have been used.



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.

Login to Banner access FFIMAST to check asset status

Assets with a System Status Code “D” or “C” cannot be processed in Workflow. They have previously been zero-valued, cannibalized, surplus, or disposed of. Items must have an active system status code (I, N, SN, J, or G).

Asset Tag: 013564000

Start Over

▼ MASTER INFORMATION				Insert	Delete	Copy	Filter
Origination Tag	T00137606	Permanent Tag Date	03/08/2018				
Permanent Tag	013564000	Last Adjustment Date					
Primary Tag		Origination Tag					
		Cancel Date					
Subordinate Type		System Status Code	I Invoiced				
Origination Tag Date	02/06/2018						
Asset Description	Dell Latitude 3580 XCT	Asset Type	SN Sensitive under \$1,500				
Commodity		User Status Code					
Unit of Measure	EA Each						
Insurance Value		Replacement Value					
Market Value		Book Value					
	<input type="checkbox"/> Capitalization Indicator		<input type="checkbox"/> Tag In Use				
	<input type="checkbox"/> Asset Text Exists		<input type="checkbox"/> Gift Indicator				
Cost	1,259.05	Net Book Value	0.00				
Total Cost	1,259.05	Total Net Book Value	0.00				

Validate the Asset is assigned to the correct Org. Click the down arrow at the bottom of the FFIMAST screen twice until you reach the 'Procurement Information' form. **You must be the Equipment Rep for the Organization listed.**

Asset Tag: 013564000

Start Over

▼ PROCUREMENT INFORMATION

Insert Delete Copy Filter

Origination Tag T00137606

Permanent Tag 013564000

Dell Latitude 3580 XCT

Vendor Code U00005340 Dell Marketing LP

Submission Number 0

Purchase Order P0225713

Invoice Item 1

Purchase Item 1

Cancel Date

Receiver

Credit Memo No

Receiver Date

Installments

Invoice TB172986

Recurring

Invoice Date 02/06/2018

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



SURPLUS

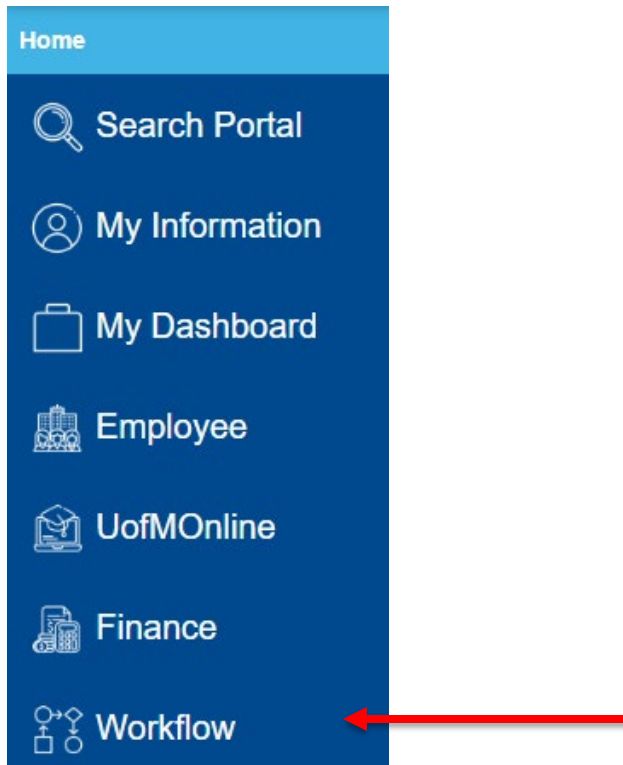
- **Active inventory items** (system status code – I, N, SN, J, G) should complete a Zero Value workflow process (except vehicles).
- Use the Banner Admin page FFIMAST to view whether the “System Status Code” is “D” or “C”. If yes, go to page 9 and complete the steps.
- University-owned computers, portable devices, or media Per [UM Policy BF4025](#), before any equipment can be ‘Zero Value, or cannibalized, confidential and official University data must be securely erased (wiped) from the computer, portable device, or media equipment before it is transferred out of University control and/or destroyed.
- The “wipe” process must be conducted by a Local Technical Support Provider (LSP). Create a [Help Desk Ticket](#) to request services.

SURPLUS

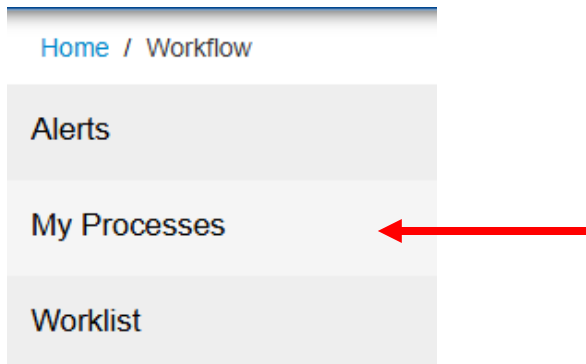
- **Inactive Inventory items** (System Status Code D or C) should be surplus. **No Workflow is needed.**
- Use the Banner Admin page FFIMAST to view the System Status Code. If the code is "D" or "C", print the screenshot.
- University-owned computers, portable devices, or media Per [UM Policy BF4025](#), before any equipment can be 'Zero Value, or cannibalized, confidential and official University data must be securely erased (wiped) from the computer, portable device, or media equipment before it is transferred out of University control and/or destroyed.
- The "wipe" process must be conducted by a Local Technical Support Provider (LSP). Create a [Help Desk Ticket](#) to request services. They will provide the Data Removal Verification form.
- Attach the FFIMAST screenshot and the Data Removal Verification form to the equipment. Decals are to remain on the equipment.
- Complete the [Facilities Management Work Order](#) Form to pick up the equipment.

Initiate the workflow for Active items, the **Equipment Representative**:

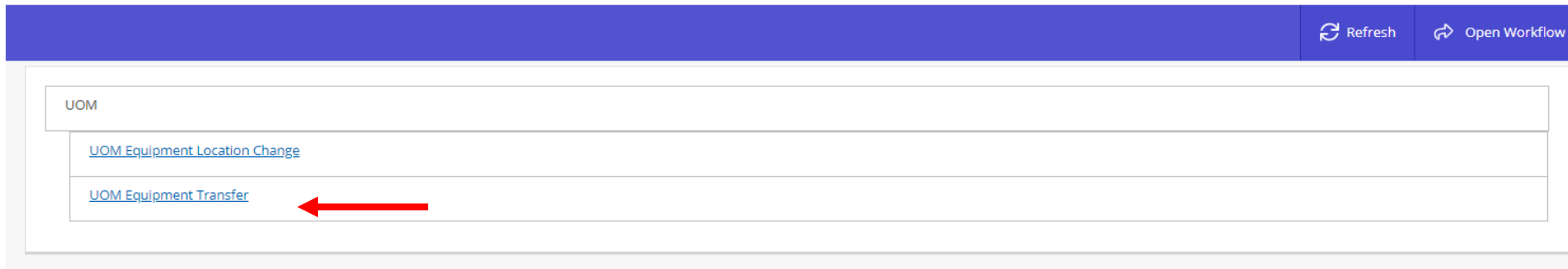
- Log in to the My Memphis Portal at <http://my.memphis.edu>.
- Select “Workflow” .



Select Scroll down to 'My Processes' then select 'UOM Equipment Transfer'



My Processes



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 to Zero Value for Surplus

Priority:

Normal

Workflow Note:

Required Parameters

PTAG_CODE *:

013564000

 Start Workflow

Enter a name for the workflow

Workflow notes are not required.

Notes are optional

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

The Equipment Representative: Will receive an email with a link to the Banner Workflow list, or you can 'Refresh' your browser to display the workflow.

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

Sent: Wednesday, November 15, 2023 4:29 PM

To: [Equipment Rep]

Subject: Equipment Transfer -013564000 - Enter Transfer Details

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

Decal #: 013564000

Description: Dell Latitude 3580 XCT

Make: Dell

Model: Latitude 3580

Serial Number: 35990211062/GJ7N4L2

Amount: \$1,259.05

Original Organization: 500104 - University Process Improvement

Original Location: N - No Location Code

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

Worklist

[Advanced Search](#)

Status	Organization	Workflow	Activity	Priority	Created
	UOM	Equipment Transfer -013564000 Ready	Enter_Transaction_Type	Normal	15-Nov-2023 04:29:18 PM

[Show Reserved Items](#)

1 - 1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Go To Page:

Scroll down the screen and verify the asset info displayed is correct.

Enter Equipment Transfer Transaction Type

Decal #:

013564000

Description:

Dell Latitude 3580 XCT

Verify Correct Asset

Make:

Dell

Model:

Latitude 3580

[Continue to next Slide](#)

Transaction Type, Select “Zero Value” or “Cannibalization” transaction type.

Enter a ‘Transfer Reason’ and enter the **current org** code for “New ORG”. Scroll to “**Complete**” to finish workflow.

Enter Equipment Transfer Transaction Type

Serial Number:

35990211062/GJ7N4L2

Current Organization:

500104 - University Process Improvement

Current Location:

N - No Location Code

Transaction Type *:

Zero Value

Select correct option from dropdown:
‘Zero Value’

Transfer Reason *:

Out of warranty

Required: Enter a reason for surplus

New Organization Code *:

500104

Required: Enter Current Org

Please enter 860000 for Surplus.

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

Continue to next Slide

16

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 entering spaces or a valid value in the Transfer Reason and New Org Code fields, then select "YES".

Complete

Click on 'Complete' to finish the workflow.

The Equipment Rep will receive an email with instructions to complete the 'Data Removal Notification' process.

From: donotreply@memphis.edu

Sent: Friday, November 17, 2023 12:22 PM

To: [Equipment Rep]

Subject: Equipment Transfer - 013564000 - Data Removal Notification

Important Notification: In accordance with UM Policy 1816, prior to any equipment transfer, zero value or cannibalization, University data must be securely erased (wiped) from equipment. The "wipe" process should be conducted by a Local Technical Support Provider (LSP) and may be requested by entering a [Help Desk Ticket](#) or by calling 901-678-8888.

Surplus Property Personnel will not accept computer equipment unless accompanied by the UM Data Removal Verification Form.

Please login to [Banner Workflow](#) and simply mark this notification activity 'Complete' if it does not apply to this equipment. If the policy does apply, please make sure that you have the [UM Data Removal Verification form](#) completed before you mark this activity as 'Complete'. If necessary, you can also stop this workflow process.

Decal #: 013564000

Description: Dell Latitude 3580 XCT

Make: Dell

Model: Latitude 3580

Serial Number: 35990211062/GJ7N4L2

Amount: \$1,259.05

Original Organization: 500104 - University Process Improvement

Original Location: N - No Location Code

Data Removal

- For computer equipment, create an HD ticket for the LSP to collect the equipment, remove the hard drive, and erase the data.
- LSP will provide you with the **UM Data Removal Verification Form**.
- **When you receive the form; you can complete the workflow.**
- Click on the Banner link in the email and you will be redirected to your worklist
- **Note: IF Policy UM1816 does not apply, login and** mark the activity as Complete.
- Select the appropriate item from the 'Worklist'
- Note: Activity status changed to 'Data Removal Notification'

Worklist						Advanced Search
Status	Organization	Workflow	Activity	Priority	Created	
	UOM	Equipment Transfer -013564000 Ready	Data_Removal_Notification	Normal	15-Nov-2023 04:29:18 PM	
Show Reserved Items						
1 - 1 of 1 First Previous Next Last Go To Page: <input type="text" value="1"/>						

Scroll down the screen and verify the asset info displayed is correct.

Data Removal Notification

Important Notification: In accordance with UM Policy 1816, prior to any equipment transfer, zero value or cannibalization, University data must be securely erased (wiped) from equipment. The “wipe” process should be conducted by a Local Technical Support Provider (LSP) and may be requested by entering a [Help Desk Ticket](#) or by calling 901-678-8888.

Surplus Property Personnel will not accept computer equipment unless accompanied by the UM Data Removal Verification Form.

Equipment Information:

Decal #:

013564000

Description:

Dell Latitude 3580 XCT

Verify Correct Asset

Make:

Dell

Model:

Latitude 3580

[Continue next Slide](#)

20

Scroll down and click ‘[Complete](#)’. Activity changes to ‘**Get Relinquishing Financial Manager Approval**’. Workflow routes to the Financial Manager, OR you can select to stop the Workflow.

Data Removal Notification

Serial Number:

35990211062/GJ7N4L2

Current Organization:

500104 - University Process Improvement

Current Location:

N - No Location Code

You can simply mark this notification activity as 'Complete' if the above policy does not apply to this equipment.
If the policy above does apply, please make sure that you have the Data Removal Verificaton form completed before you mark this activity as 'Complete'.

If necessary, you may Stop this workflow by selecting 'Yes' from the dropdown box below.

Stop Workflow *:

No

You can stop the Workflow by entering spaces or a valid value in the Transfer Reason and New Org Code fields, then select “YES”.

Complete

The Financial Manager Receives an email to 'Approve the Transfer'.

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

Sent: Friday, November 17, 2023 1:13 PM

To: [Financial Manager]

Subject: Equipment Transfer - 013564000 - Approve Transfer

[Financial Manager],

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: Zero Value

Will display Transfer type selected

Decal #: 013564000

Description: Dell Latitude 3580 XCT

Make: Dell

Model: Latitude 3580

Serial Number: 35990211062/GJ7N4L2

Current Organization: 500104 - University Process Improvement

Current Location: 100791 - Johnson Hall 5


Transfer Reason: Out of Warranty

New Organization: 500104 - University Process Improvement

Equipment Rep: [Name]

Financial Manager: Select the correct Workflow to approve or decline.

- Click on the Banner link in the Email and you will be redirected to your Worklist.
- Click on the correct equipment(s) to approve or decline.



<u>Workflow Instance</u>	<u>Activity</u>
Equipment Transfer -013564000	Get Relinquishing Financial Manager Approval
Equipment Transfer -013094200	Get Relinquishing Financial Manager Approval
Equipment Transfer -013810200	Get Relinquishing Financial Manager Approval
Equipment Transfer -013563400	Get Relinquishing Financial Manager Approval
Equipment Transfer -013563500	Get Relinquishing Financial Manager Approval
Equipment Transfer -013563600	Get Relinquishing Financial Manager Approval
Equipment Transfer -013563700	Get Relinquishing Financial Manager Approval

Continue next Slide

23

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.

Equipment Information:

Decal #:

013564000

Description:

Dell Latitude 3580 XCT

Verify Correct Asset

Make:

Dell

Model:

Latitude 3580

Serial Number:

35990211062/GJ7N4L2

Continue next Slide

24

Scroll to Decision, Approve or Decline. If Decline, reason is required. Options to Cancel, Save & Close, or click 'Complete' to move the Workflow to **Accounting**.

Transaction Type:

Transfer to Surplus

Transfer Reason:

Out of Warranty

Decision *:

Approved



Reason Declined:

A large, empty rectangular text area for entering a reason for declining the transfer.

****NOTE****

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

Cancel

Save & Close

Complete

Upon approval by the Accounting Department, Banner will be updated.
Log in to the Banner Admin Page FFIMAST to validate that the “System Status Code” is updated to “D”.

X
ellucian
Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

Asset Tag: 012409800

MASTER INFORMATION			
Origination Tag	T00115092	Permanent Tag Date	04/12/2011
Permanent Tag	012409800	Last Adjustment Date	
Primary Tag		Origination Tag	
		Cancel Date	
Subordinate Type		System Status Code	D
Origination Tag Date	11/17/2010		
Asset Description	Dell-OptiPlex 980 MT;OptiPlex 980 Minitower fo	Asset Type	SN Sensitive under \$1,500
Commodity		User Status Code	
Unit of Measure	EA Each		
Insurance Value		Replacement Value	
Market Value		Book Value	
<input type="checkbox"/> Capitalization Indicator		<input type="checkbox"/> Tag In Use	
<input type="checkbox"/> Asset Text Exists		<input type="checkbox"/> Gift Indicator	
Cost	1,066.55	Net Book Value	0.00
Total Cost	1,066.55	Total Net Book Value	0.00

The Equipment Representative will receive a reminder email to create the Facilities Management work order ticket and complete the Workflow.

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

Sent: Friday, November 17, 2023 4:29 PM

To: [Equipment Representative]

Subject: Equipment Transfer -013564000 – Create Work Order

Please create a work order for Surplus.

[Archibus](#)

Decal #: 013564000

Description: Dell Latitude 3580 XCT

Make: Dell

Model: Latitude 3580

Serial Number: 35990211062/GJ7N4L2

Organization: 500104 - University Process Improvement

Location: N - No Location Code

Please remember to mark this work item 'Complete' in [Banner Workflow](#) once the work order has been created so the workflow will route to Surplus.

Reminder: Surplus Property Personnel will not accept computer equipment unless accompanied by the UM Data Removal Verification form.

Equipment Representative: Receives an email with the final steps

From: donotreply@memphis.edu <donotreply@memphis.edu>
Sent: Tuesday, July 1, 2025 2:03 PM
To: [Equipment Representative]
Cc: Diana Carol Humphrey-Mckee (dhumphry) <dhumphry@memphis.edu>; Ryan Seidner (rgsidner) <rgsidner@memphis.edu>
Subject: Equipment Surplus Transaction Form (Decal #: 013563700)

Equipment Surplus Transaction Form

Please print this form and have it ready when the equipment is picked up.

Surplus Property Personnel will not accept computer equipment unless it is also accompanied by the UM Data Removal Verification form.

Decal #	Location	Description	Operable
013563700	100791 - Johnson Hall 5	Description: Dell Latitude 3580 XCT Make: Dell Model: Latitude 3580 Serial Number: 5575724534/2K7N4L2	Yes ____ No ____
Transferred from		Transferred to	
[Financial Manager] 11-Jun-2025 10:05:16 PM			
Authorized Signature Date		Picked up by Date	
Custody & responsibility of the above item is hereby relinquished.		Custody & responsibility of the above item is hereby accepted.	

Transfer Declined

If a transaction is declined by anyone in the workflow queue, the Equipment Representative will receive an email with the reason and must then login to Workflow to either make the applicable correction or to **Stop** the workflow.

From: (noreply@memphis.edu>

Sent: Wednesday, July 2, 2025 7:41 AM

To: [Equip Representative]

Subject: Equipment Transfer -013563600 - Enter Transfer Details

This transfer was declined by Surplus - rgsidner.

Reason Declined: Needs to be done on a zero value workflow.

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

Decal #: 013563600

Description: Dell Latitude 3580 XCT

Make: Dell

Model: Latitude 3580

Serial Number: 42520558070/JJ7N4L2

Amount: \$1,259.05

Original Organization: 500104 - University Process Improvement

Original Location: 100791 - Johnson Hall 5

Fixed Asset Helpdesk:
wf-fixedasset-admins@memphis.edu

Accounting Office: 678-2271