Welcome to Focus on Finance!

April 18, 2019
Agenda

• Future Year Travel Authorizations – LaTisha Williams
• Fixed Assets Workflow Overview – Darya Maksimova
• What’s New? Who Knew? What’s Due? – Monica Goldsby
Future Year Travel Authorizations

LaTisha L. Williams – Asst. General Manager
Accounting Department
Purpose of Request for Future Year Travel Authorization

• To request authorization for travel in the next fiscal year.
  – Any travel dates that extend past June 30\textsuperscript{th} are considered future year. (i.e. June 26\textsuperscript{th} – July 3\textsuperscript{rd})
  – Travel begins early in July.
Is a Request for Future Year Travel Authorization required?

- **No**
  - There will be no transactions related to the trip in this fiscal year.

- **Yes**
  - Reservations related to the trip will be made in this fiscal year. (i.e. airline)
  - Expenditures related to the trip will be paid in this fiscal year.
  - International Travel and the 21-day requirement includes current fiscal year.
Future Year Travel Authorization Form

• **Fully Complete** the Request for Future Year Travel Authorization Form. (Signatures are not required by Accounting, however, departmental authorizations apply.)
  – International Travel – Include a detail listing of expenditures. (Memo or Estimated Travel Expenses Worksheet)

• Submit to Accounting for data entry.

• After Accounting has created the PO, an email will be sent to the contact person notifying that the PO has been created and approval is required. (Please be sure to review and approve PO.)

• After all approvals are complete, the traveler may begin making reservations and submit Check Requests.
General Travel - Frequently Asked Question

• Is Hawaii, Alaska, Puerto Rico, Canada, or Mexico considered international?
  – Yes, they are considered international and require detailed expenses and the 21-day rule applies.
Applicable Forms

Request for Future Year Travel Authorization
http://bf.memphis.edu/forms/trav/trav01.htm

Estimated Travel Expenses Worksheet
http://bf.memphis.edu/forms/trav/travel_worksheet.xls
Fixed Asset Workshop

Darya Maksimova, Accountant III
Fixed Asset Team

Kathy Archie, Manager Financial Reporting
Darya Maksimova, Accountant III

wf-fixedasset-admins@memphis.edu
Agenda

• Fixed Asset Account Codes
• Fixed Asset Additions
• Fixed Asset Changes (Fixed Asset Workflow)
  – Overview
  – Identify Ptag_Code
  – Identify “Active” Items
  – Workflow Types
  – Locate Location Code
  – Resolve Workflow Error
  – Workflow Incomplete Log
  – Workflow Examples / Problems
• Inventory Confirmations
## Fixed Asset Account Codes

**Not Tagged (Under $1,500)**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>74500</td>
<td>Supplies</td>
<td>• IPad/Printer/Computer/AppleCare&lt;br&gt;• Chairs/Monitors/Wall Mounts&lt;br&gt;• USB Drive/Cables/Mouse/Pens/Cases</td>
</tr>
</tbody>
</table>

**Tagged Equipment - Single Item/All Components (Under $1,500)**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>74504</td>
<td>Controlled Equipment under $1,500</td>
<td>• IPad/Computer/Scientific Equipment&lt;br&gt;Equipment tracking required by Grant</td>
</tr>
</tbody>
</table>

**Tagged Equipment - Single Item/All Components ($1,500 - $4,999)**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>74510</td>
<td>Sensitive Equipment ($1,500 - $4,999)</td>
<td>• Lab Equipment&lt;br&gt;• Copiers</td>
</tr>
<tr>
<td>74511</td>
<td>Computers ($1,500 - $4,999)</td>
<td>• Computers</td>
</tr>
<tr>
<td>Account Number</td>
<td>Account Title</td>
<td>Examples</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>78110</td>
<td>Office Equipment</td>
<td>• Office Equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Copiers</td>
</tr>
<tr>
<td>78111</td>
<td>Furniture and Fixtures</td>
<td>• Custom Furniture/Trophy Case</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lockers</td>
</tr>
<tr>
<td>78120</td>
<td>Operational Equipment</td>
<td>• Athletic Equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Air Compressor/Generator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Yard Equipment</td>
</tr>
<tr>
<td>78130</td>
<td>Instructional Equipment</td>
<td>• Audio Visual Equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lab Equipment</td>
</tr>
<tr>
<td>78190</td>
<td>Other Equipment</td>
<td>• Forklift</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Heavy Equipment</td>
</tr>
<tr>
<td>78195</td>
<td>Works of Art</td>
<td>• Fine Art</td>
</tr>
</tbody>
</table>

The University requires all capital equipment and sensitive equipment (costing between $1,500 and $4,999) be tagged and maintained in the Fixed Asset System.
Additions

• A decal/inventory tag should be affixed to the equipment as soon as possible after the item is acquired and placed in operation.

• When Financial Reporting staff identifies new items, they will contact the department to obtain the pertinent information (serial number, model, location) in order to assign a decal to the item.

• Departments may complete the “Tagging Log Form” and submit Financial Reporting via email at wf-fixedasset-admins@memphis.edu; or Admin. Bldg 275 when an item is purchased to obtain an inventory tag.
# Tagging Log Form

<table>
<thead>
<tr>
<th>Decal #</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order #</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Asset Type</td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>Serial # /Service Tag #</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
</tbody>
</table>
Location Code

Finance Program Guide - Type in any part of a building name and click ‘Search’. It will bring up a list of rooms in the building.
Changes to Equipment

• LOST, STOLEN, OR DESTROYED – Complete/submit the Report of Lost or Stolen Property form to Police Services and copy to Accounting Office / Financial Reporting to update the Fixed Asset System.

• REMOVAL FROM PREMISES - Complete/submit the Request for Off-Campus Use of Equipment form to Financial Reporting. Department updates the location via the Fixed Asset Workflow system.

• TRADE-INS - When a trade-in is desired, the department must notify Financial Reporting. Financial Reporting will facilitate the transaction with Procurement and Contract Services.
Changes to Equipment – Con’t

• Changes to description, make, model and serial number are made by Financial Reporting.

• Changes in location, department/organization, zero value, cannibalize and surplus made through the Fixed Asset Workflow System.
Fixed Asset Workflow

- Equipment Transfer Workflow is an online process for equipment transfer transactions including location changes, transferring to another department, to surplus, and to declare an item zero value or cannibalization.

- Each organization has a Financial Manager and an Equipment Representative in workflow.

- The Financial Manager is assigned through Banner. There can only be ONE financial manager. The designee can not be a Financial Manager.

- The Financial Manager assigns the equipment representative. There can only be ONE equipment representative for each org.
Financial Manager assigns/reassigns the equipment rep at
https://bf.memphis.edu/spectrum/users/
Financial Manager (or designee) will add the UUID in the appropriate blank and select “add”. The Financial Manager may designate him/herself as the equipment representative.

**Equipment Representative Maintenance**

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

<table>
<thead>
<tr>
<th>Org Code</th>
<th>Org Name</th>
<th>UUID (Lookup)</th>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>513000</td>
<td>Payroll Office</td>
<td>MISOM</td>
<td>Montoya Williams</td>
<td>Remove</td>
</tr>
<tr>
<td>511030</td>
<td>Grants and Contracts Accounting</td>
<td>MISOM</td>
<td>Montoya Williams</td>
<td>Remove</td>
</tr>
<tr>
<td>511000</td>
<td>Accounting Office</td>
<td>MISOM</td>
<td>Montoya Williams</td>
<td>Remove</td>
</tr>
<tr>
<td>510000</td>
<td>AVP Finance</td>
<td>MISOM</td>
<td>Amelia Cole</td>
<td>Add</td>
</tr>
</tbody>
</table>

### 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 bfasssecurity@memphis.edu for additional information.

Logout
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php
Fixed Asset Workflow instructions can be viewed at
http://bf.memphis.edu/spectrum/fahelp.php
Fixed Asset PTAG_Code

- 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 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.
  - Standard decal. Enter all 9 digits in Workflow.
Use Banner INB screen FFIMAST to check asset status
Use Banner INB screen FFIMAST to check asset status

<table>
<thead>
<tr>
<th>ACQUISITION INFORMATION</th>
<th>PROCUREMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Origin Tag</strong> 011327300</td>
<td><strong>Vendor Code</strong></td>
</tr>
<tr>
<td><strong>Acquisition Method</strong>  PY</td>
<td><strong>Purchase Order</strong></td>
</tr>
<tr>
<td><strong>Make</strong> Apple Computer</td>
<td><strong>Purchase Item</strong></td>
</tr>
<tr>
<td><strong>Model</strong></td>
<td><strong>Receiver</strong></td>
</tr>
<tr>
<td><strong>Serial Number or Serial Number or</strong></td>
<td><strong>Invoice</strong></td>
</tr>
<tr>
<td><strong>Vehicle Tag</strong></td>
<td><strong>Invoice Date</strong></td>
</tr>
<tr>
<td><strong>Disposal Method</strong></td>
<td><strong>Other Source Date</strong></td>
</tr>
<tr>
<td><strong>Disposal Date</strong></td>
<td><strong>Document Tag Date</strong></td>
</tr>
<tr>
<td><strong>User Reference Number</strong></td>
<td><strong>Source Submission</strong></td>
</tr>
<tr>
<td><strong>Barcode Number</strong></td>
<td><strong>Document Type</strong></td>
</tr>
<tr>
<td><strong>Condition</strong> Good</td>
<td><strong>Sequence</strong></td>
</tr>
<tr>
<td><strong>In Service Date</strong></td>
<td><strong>Grant</strong></td>
</tr>
<tr>
<td><strong>Last Inventory Date</strong></td>
<td><strong>Grant ID</strong></td>
</tr>
<tr>
<td><strong>Work in Progress</strong></td>
<td><strong>Equipment ID</strong></td>
</tr>
<tr>
<td><strong>Percentage Used</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Disposal Date</strong></td>
<td><strong>Fieldhouse 361</strong></td>
</tr>
</tbody>
</table>

**Asset Tag:** 011327300  
**Permanent Tag:** 011327300  
**Acquisition Date:** 01/06/2003  
**Transfer Date:** 01/23/2009  
**Organization:** University of Memphis  
**Location:** Fieldhouse 361
Complete Physical Plant’s Work Order Request Form. If the item is not an active inventory item (*System Status Code “D”*) you can go straight to physical plant’s website ([http://www.memphis.edu/pp/worq.php](http://www.memphis.edu/pp/worq.php)) and complete the form. Please include a copy of the FFIMAST screen shot and Data Removal Verification Form.
To initiate the workflow, the **Equipment Representative:**

1. Log into the My Memphis Portal at [http://my.memphis.edu](http://my.memphis.edu)
2. Select the ‘Workflow’ tab

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**OR**

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3. Scroll down to ‘My Processes’ and select the three dots
4. Select one of the two types of Equipment Workflow based on your need.
Two types of Workflow

- **Equipment Location Change Workflow:**
  - Change location within an organization

- **Equipment Transfer Workflow:**
  - Transfer between organizations
  - Surplus
  - Zero value
  - Cannibalization
The initial screens for the two Workflows are the same except the names of Workflow. Enter decal number in ‘PTAG_CODE’ field then click on ‘Start Workflow’.
Click “OK” to view your Worklist OR click on the link in the email that will be sent to you.

Start Workflow

The workflow was started successfully.

From: mcarter1@memphis.edu [mcarter1@memphis.edu]
Sent: Tuesday, January 17, 2012 10:06 AM
To: Michael L Carter (mcarter1)
Subject: Equipment Location Change - 011353700 - Enter New Location *** TBANR ***

Please login to Banner Workflow to enter the new location and transfer reason for the following equipment:
Decal #: 011353700
Description: Dell Computer Latitude D600
Make: Dell
Model: PPO5L
Serial Number: CTYTN31
Organization: 400000 - VP Student Affairs
Current Location: 100209 - Administration 222
Click the job on the Workflow Worklist to continue.
Location Change Workflow

Verify the asset info, enter the new location code and enter the reason for location change. Click ‘Complete’ to finish the workflow.
You are done with the location change. The workflow will update Banner and a final notification email will be sent to you (Equipment Representative).

From: donotreply@memphis.edu [donotreply@memphis.edu]
Sent: Tuesday, January 17, 2012 10:08 AM
To: Michael L Carter (mcarter1)
Subject: Equipment Location Change - 011353700 - Completed *** TDMSR ***

The location change for the following equipment has been processed:

Decal #: 011353700
Description: Dell Computer Latitude D630
Make: Dell
Model: PP05L
Serial Number: CTYTN31
Organization: 400000 - VP Student Affairs
Previous Location: 100200 - Administration 222
New Location: 111915 - FedEx Institute of Tech 226
Transfer Reason: we don’t like it
Transfer between Organizations

Verify the asset info, select the “Transfer Between Departments” transaction type, enter transfer reason and enter new organization code. Click on ‘Complete’.
The **Relinquishing Financial Manager** will receive an email with instructions to login to workflow to approve/decline the transfer.

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**From:** illim@memphis.edu [mailto:illim@memphis.edu]
**Sent:** Tuesday, May 10, 2011 9:23 AM
**To:** Rong Lin (llim)
**Subject:** Equipment Transfer - 012076300 - Approve Transfer *** TBANR ***

Please log into [Banner Workflow](mailto:bannerworkflow) to access this workflow worklist item and approve/decline the following equipment transfer:

- **Transfer Type:** Transfer Between Departments
- **Decal #:** 012076300
- **Description:** 223-5982-OptiLex 740 Small Form Factor, AMD ATHLON
- **Make:** Dell
- **Model:** Optiplex 740
- **Serial Number:** 61pflh1
- **Current Organization:** 415000 - Health Center Test
  **Current Location:** 100252 - Administration 275
- **New Organization:** 512000 - Hotel Conference Center
Relinquishing Financial Manager selects the job from the Workflow Worklist to approve/decline the transfer, then accept/decline the transfer and click “Complete”.
After the Relinquishing Financial Manager’s approval, an email will be sent to the Receiving Equipment Representative notifying of the transfer.

```
From: sprhlthn@memphis.edu [sprhlthn@memphis.edu]
Sent: Friday, January 20, 2012 1:57 PM
To: Michael L Carter (mcarter1)
Subject: Equipment Transfer - 011551700 - Enter New Location *** TBANR ***

The following equipment is being transferred to your organization. Please log into Banner Workflow to access this workflow item to enter a new location code for this equipment and 'Accept' the transfer or mark the transfer as 'Declined' and enter a reason.
Decal #: 011551700
Description: Dell Computer Latitude Laptop
Make: Dell
Model: Latitude X
Serial Number: JPCBJ71
Previous Organization: 286000 - Vice Provost Extended Programs
Previous Location: 112688 - Temporary Off Campus
New Organization: 400000 - VP Student Affairs
```
Receiving Equipment Representative needs to verify the information, enter the new location code, accept/decline the transfer and click ‘Complete’ to finish the workflow.
After accepting, the workflow will update Banner and a final notification email will be sent to **Relinquishing Equipment Representative**, **Receiving Equipment Representative**, and **Receiving Financial Manager**.
SURPLUS

• **A work order** is completed for all equipment to be picked up by Physical Plant.

• For **active** inventory items (system status code – I, N, J, G) the department should request the transfer and work order via the Fixed Asset Workflow system or ZV and work order.

• **Inactive** items (system status code – D or C), go to Physical Plant’s website and complete the work order. Include support FFIMAST screenshot.

• University-owned computers and portable devices or media must have all confidential and official University data erased from the computer or portable device or media prior to its transfer out of University control, and/or destroyed, using current best practices.

• Decals are to remain on the equipment.
Transfer to Surplus

Verify the asset info, select the “Surplus” transaction type, enter 860000 for organization code and enter the transfer reason. Click on ‘Complete’.
Relinquishing Financial Manager selects the job from the Workflow Worklist to approve/decline the transfer, then accept/decline the transfer and click ‘Complete’.
If financial manager approves, the **Equipment Representative** will receive the following email asking to create a Work Order. Click on the link to go to the Work Order System.

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**From:** sprhlthn@memphis.edu
**Sent:** Tuesday, January 17, 2012 11:13 AM
**To:** Sri Prahalathan (sprhlthn)
**Subject:** Equipment Transfer - 000094720 - Create Work Order *** TBANR ***

Please Create a Work Order for SURPLUS

**Work Order System**

Decal #: 000094720  
Description: Sony Recorder  
Make: Sony  
Model: PVW2800  
Serial Number:  
Organization: 286000 - Vice Provost Extended Programs  
Location: 105723 - Meeman Journalism Building 329B

Please mark this work item completed in **Banner Workflow** once the work order has been created.
Or you may select the job from the Worklist, and click on the link to create the work order.
Complete Physical Plant’s Work Order Request Form.

**WORQ System**
Enter and check the status of campus work orders

**Environmental Health & Safety**
The Web site of Environmental Health & Safety

**Forms**
All of B&E’s forms in one place

**Business & Finance**
The Division of Business & Finance at the UofM

**WORQ System**

**Work Order Request Query System**
Enter a new work request
Search for the status of an existing work request by Reference Number
Search for the status of an existing work request by Building Name
Labor Rates
Important note: remember to go back to Workflow to Complete the task once the work order is submitted.
Once you have completed the surplus transaction, you will receive an email with the Equipment Surplus Transaction Form. Print the form and have it ready when the item is picked up by Surplus personnel. Surplus personnel will finish the Workflow, and you will receive a final notification of the completion of the surplus.
After physical plant approves, the workflow will update Banner and a final notification email will be sent to the *Equipment Representative*.

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From: donotreply@memphis.edu [mailto:donotreply@memphis.edu]
Sent: Wednesday, November 19, 2014 1:28 PM
To: Antionette K Harris (kharris11)
Subject: Equipment Transfer -000108465 - Transfer to Surplus - Completed

Transfer to Surplus completed.

Decal #: 000108465
Description: #167 - Dodge Ram 350 Pickup
Make: Dodge
Model: #167 - Dodge Ram 350 Pickup
Serial Number: 2B7KB31YX1K522062

Previous Organization: 543200 - Mail Services
Previous Location: 109237 - Printing Services Outside

New Organization: 860000 - General Plant
New Location: 112218 - Building 45 Central Receiving 273
Zero Value or Cannibalization

Verify the asset info, select the transaction type, enter the org code (current code), enter the transfer reason, and click ‘Complete’.
Relinquishing Financial Manager selects the job from the Workflow Worklist to approve/decline the transfer, then accept/decline the transfer and click ‘Complete’.
If approved, the workflow will be sent to Accounting for approval and update. Once approved by Accounting, the following final notification email will be sent to the **Equipment Representative**.

```
From: donotreply@memphis.edu [mailto:donotreply@memphis.edu]
Sent: Wednesday, July 18, 2012 12:37 PM
To: Rong Lin (rilin)
Subject: Equipment Transfer - 011748700 - Zero Value - Completed *** TBANR ***

Zero Value completed.

Decal #: 011748700
Description: DELL OPTIPLEX GX620 COMPUTER
Make: DELL
Model: GX620
Serial Number: G979R91

Previous Organization: 235115 - HSS Barbara McClanahan Test
Previous Location: 103492 - Patterson Hall 111A

New Organization: 235115 - HSS Barbara McClanahan Test
New Location: 103492 - Patterson Hall 111A
```
Location Codes

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

Decln #: 011748700
Description: DELL OPTIPLEX GX620 COMPUTER
Make: DELL
Model: GX620
Serial Number: G979R01
Transaction Type: Transfer Between Departments
Transfer Reason: text
Previous Organization: 232103 - CEPR D Lustig Test
Previous Location: 103492 - Petterson Hall 111A
New Organization: 235115 - HSS Barbara McClanahan Test

* New Location Code (Must be 6 digits):

Click here to search for a valid location code.

* Accept / Decline:
  - Accept
  - 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.
Transfer Declined

What if a transaction is declined by your financial manager, receiving equipment representative, Surplus, or Accounting?

You will receive the following email with the reason. You must log in to Workflow to make the correction or to Stop the workflow.

From: sprltht@memphis.edu
Sent: Friday, January 20, 2012 3:59 PM
To: Sri Prahalathan (sprltht)
Subject: Equipment Transfer - 011328000 - Enter Transfer Details ***TBANR***

We don't want a broken Mac's.

Please login to Banner Workflow to access this worklist item and enter the transfer details for the following equipment:

Decal #: 011328000
Description: Apple Computer Mac
Make: Apple Computer
Model:
Serial Number: X3380V9NV9
Amount: $2,275.95
Original Organization: 286000 - Vice Provost Extended Programs
Original Location: 112680 - Carrier Center Collierville
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 contact Accounting if you have any questions about the location code.

Decal #: 011313000
Description: Digital Geometer
Make: Gualap
Model: CMG-870
Serial number: 194165
Transaction Type: Transfer Between Departments
Reason: going to dept
Previous Organization: 216000 - CERI
Previous Location: 110072 - CERI 3870 Central Garage 100
New Organization: 217400 - Navy ROTC

* New Location Code (Must be 0 digit): 110072
Click here to search for a valid location code.

* Accept / Decline: Declined
Reason Declined: could not find

**NOTE**: If you are Declining this equipment transfer, you must enter a reason in the Reason Declined field and enter either the Previous Location value or spaces into the New Location Code field.
This transfer was declined by the Requisitions Financial Manager - Iels2.
Reason Declined: Workflow Testing

Decal #: 011606000
Description: Sun Sb2500 Server
Make: Sun
Model: Sb2500
Serial Number: FR84480001
Current Organization: 216000 - CERI
Current Location: 110541 - CBRI 3004 Central 213A

* Transaction Type: Transfer Between Departments
* Transfer Reason: giving to dept
* New Organization Code: 21741

Please enter 800000 for Surplus.
Click here to search for a valid organization code.

* Stop Workflow: Yes

**NOTE**
If you are stopping this workflow, you must enter spaces or valid values in the Transfer Reason and New Organization Code fields before doing so.

**Cannibalization Note**
If this equipment is being cannibalized, please remove and dispose of the UdM 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 shelf without going through this process since the equipment will no longer be tagged.

Complete  Save & Close  Cancel
This transfer was declined by Accounting - sales3.
Reason Declined: Workflow Testing

Decal #: 011436588
Description: #199 - 2004 Ford F150
Make: Ford
Model: #199 - 2004 Ford F150
Serial Number: JFPX14584N046219
Current Organization: 216000 - CEBR
Current Location: 110559 - CEBR 3904 Central Outside

Transaction Type: Zero Value
Transfer Reason: no longer needed
New Organization Code: 216000

Please enter 850000 for Surplus.
Click here to search for a valid organization code.

Stop Workflow: Yes

**NOTE**
If you are Stopping this workflow, you must enter spaces or valid values in the Transfer Reason and New Organization Code fields before doing so.

** Cannibalization Note **
If this equipment is being cannibalized, please remove and dispose of the UCM 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 the process since the equipment will no longer be tagged.

Complete  Save & Close  Cancel
Error Emails

Review the error and the suggested solution

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**From:** rlin@memphis.edu
**Sent:** Tuesday, July 10, 2012 11:06 AM
**To:** Rong Lin (rlin)
**Subject:** Equipment Location Change - 012138000 - Problem with Decal # *** TBANR ***

```
*** ERROR: Invalid System Status Code: D ***

*** ERROR: Equipment with Decal #0111788800 belongs to Org: 210164 and you are not authorized to make changes. ***

If the error message is 'Decal #xxxxx Not Found', please verify the decal number on FTIMAST in Banner.

If the error message is 'Invalid System Status Code: xx', this equipment has been disposed or zero-valued in Banner. You cannot continue with this location change. Please stop this workflow.

If the error message is 'Equipment with Decal #xxxxx belongs to Org:xxxxx and you are not authorized to make changes', you can stop this workflow or contact the Financial Manager of the specified org to request access to the designated equipment representative to process location changes in workflow.

If the error message is 'Another Fixed Asset Workflow is currently active for equipment with Decal #xxxxx. You cannot continue this workflow until that one has completed. You can stop this workflow or wait until the other workflow has completed and continue.'

Once you are ready to proceed, please log back into Banner Workflow to access this workflow item and re-enter a valid Decal # or stop the workflow.

If you have any questions, please email the Fixed Asset Workflow administrators at wf_fixedasset-admin@memphis.edu.
```
**Required Field
*** TBANK ***

*** ERROR MESSAGE: Invalid System Status Code
If the error message is 'Decal #xxxx Not Found', verify the decal number on FFIMAST in Banner INB.
If the error message is 'Invalid System Status Code', this equipment has been disposed or zero-valued in Banner. You cannot continue this workflow until this has completed. ***

*** REQUIRED FIELD: Another Fixed Asset Workflow is currently active for equipment with Decal #012880200. You cannot continue this workflow until that one has completed. ***

*** ERROR MESSAGE: Equipment with Decal #012 belongs to Org: 215108 and you are not authorized to make changes. ***
If the error message is 'Decal #xxxx Not Found', please verify the decal number on FFIMAST in Banner INB.
If the error message is 'Invalid System Status Code', this equipment has been disposed or zero-valued in Banner. You cannot continue this workflow.

If the error message is 'Another Fixed Asset Workflow is currently active for equipment with Decal #xxxx. You cannot continue this workflow until that one has completed.', please verify the decal number on FFIMAST in Banner INB.

If the error message is 'Invalid System Status Code: xxx', this equipment has been disposed or zero-valued in Banner. You cannot continue this workflow.

If the error message is 'Decal #xxxx Not Found', please verify the decal number on FFIMAST in Banner INB.
If the error message is 'Invalid System Status Code: xxx', this equipment has been disposed or zero-valued in Banner. You cannot continue this workflow.

If the error message is 'Decal #xxxx Not Found', please verify the decal number on FFIMAST in Banner INB.
If the error message is 'Invalid System Status Code: xxx', this equipment has been disposed or zero-valued in Banner. You cannot continue this workflow.

If the error message is 'Equipment with Decal #xxxx belongs to Org: xxxxxx and you are not authorized to make changes', you can stop this workflow or contact the Financial Manager of the specified org to request access as the designated equipment representative to process equipment transfers in workflow.

If the error message is 'Another Fixed Asset Workflow is currently active for equipment with Decal #xxxx. You cannot continue this workflow until that one has completed.', you can stop this workflow or contact the Financial Manager of the specified org to request access as the designated equipment representative to process equipment transfers in workflow.

Once you have resolved the above issue, please re-enter a valid Decal #, or select 'Yes' from the dropdown to stop this workflow.
If you have any questions, please email the Fixed Asset Workflow administrators at wf-fixedasset-admins@memphis.edu.

* Decal #: 012880200
* Stop Workflow: Yes
  Complete  Save & Close  Cancel

* Decal #: 012716700
* Stop Workflow: Yes
  Complete  Save & Close  Cancel

* Decal #: SW124DS
* Stop Workflow: Yes
  Complete  Save & Close  Cancel
An Error Has Occurred

You must correct the following error(s) before proceeding:

- The "New Location Code (Must be 6 digits)" field requires text.
- The "Location Change Reason (Max 150 Char)" field requires text.

*Required Field

Please enter a new location code and location change reason for this equipment or stop the workflow:

Decal #: 012928500
Description: Apple Desktop IMAC 21.5
Make: Apple
Model: IMAC
Serial Number: 21740602
Organization: 21740602 - Army ROTC
Current Location: 106591 - Hayden Hall 4A

* New Location Code (Must be 6 digits): 106591
Click here to search for a valid location code.

* Location Change Reason (Max 150 Char): error

**NOTE:**
If you are stopping this workflow, you must enter spaces or valid values in the New Location Code and Location Change Reason fields.

Stop Workflow: Yes

Complete  Save & Close  Cancel
Error Email

- Invalid decal
- Asset was previously disposed/zero valued – must stop workflow item
- Another workflow is currently active - must stop workflow item
- Asset belongs to another organization - must stop workflow item
FFIMAST – Enter Decal – “Go”
Next Block 2 times
## Equipment Reps List by Organization

<table>
<thead>
<tr>
<th>ORGN</th>
<th>Title</th>
<th>Equipment Rep</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>500000</td>
<td>VP Business and Finance</td>
<td>Ladonna Curry</td>
<td>lcury</td>
</tr>
<tr>
<td>500100</td>
<td>University Initiatives</td>
<td>Ladonna Curry</td>
<td>lcury</td>
</tr>
<tr>
<td>500101</td>
<td>Crisis Management</td>
<td>Shelby Slater</td>
<td>sslater</td>
</tr>
<tr>
<td>500102</td>
<td>Shared Services Center</td>
<td>Ladonna Curry</td>
<td>lcury</td>
</tr>
<tr>
<td>501000</td>
<td>Business and Finance Support Srvs</td>
<td>David Parks</td>
<td>dparks</td>
</tr>
<tr>
<td>502000</td>
<td>Conference Planning and Operations</td>
<td>Monique Savage</td>
<td>msavage</td>
</tr>
<tr>
<td>503000</td>
<td>Police Services</td>
<td>Derek Myers</td>
<td>dmyers</td>
</tr>
<tr>
<td>510000</td>
<td>AVP Finance</td>
<td>Amelia Cole</td>
<td>abcole</td>
</tr>
<tr>
<td>511000</td>
<td>Accounting Office</td>
<td>Montoya Williams</td>
<td>misom</td>
</tr>
<tr>
<td>511030</td>
<td>Grants and Contracts Accounting</td>
<td>Montoya Williams</td>
<td>misom</td>
</tr>
<tr>
<td>512000</td>
<td>Hotel Conference Center</td>
<td>Lorreen Lim</td>
<td>lim</td>
</tr>
<tr>
<td>513000</td>
<td>Payroll Office</td>
<td>Montoya Williams</td>
<td>misom</td>
</tr>
<tr>
<td>514000</td>
<td>Bursar</td>
<td>Keri Means</td>
<td>kmeans</td>
</tr>
<tr>
<td>515000</td>
<td>Financial Planning</td>
<td>Susan Hance</td>
<td>shance</td>
</tr>
</tbody>
</table>
No matter what kind of error or resolution is, you have to go back to workflow to either continue or stop the workflow.
To stop the workflow, select ‘Yes’ and click ‘Complete’.
Unapproved or Incompleted Workflow

- Receive System Generated Emails
- Follow up email from Financial Reporting
- Periodically check workflow tab
Annual Inventory Confirmations

• Equipment Inventory confirmation is an important part of our internal control process. It enables us to accurately report the existence and value of our equipment to the Board of Trustees, State of Tennessee and other stakeholders.

• State Auditors and UOM’s internal auditors review Inventory Confirmations as part of their normal audit procedures. Failure to complete **100%** of Inventory Confirmations could result in an audit exception or finding.

• If you still have not submitted Equipment Inventory Confirmations that were due on March 31, 2019 please complete ASAP.
ePrint Report – FYFR001 (Fixed Asset Inventory Listing)
Financial Reporting Website – Fixed Assets
http://www.memphis.edu/accounting/fixedassets.php

Fixed Assets

Questions? wf-fixedasset-admins@memphis.edu

Obtaining a New Decal

- Complete the Tagging Log Form
- E-mail the Tagging Log Form to wf-fixedasset-admins@memphis.edu
- Financial Reporting will provide the UOM decal and enter the information into the Banner Fixed Asset System

Inventory Confirmations

- Monthly Eprint Report - FYFR001 (Fixed Asset Inventory Listing) [Visit e~Print]
- Inventory Confirmation Instructions
- Items in Department Not on Inventory Form

Fixed Asset Workflow

- Fixed Asset Workflow
- Fixed Asset Workflow Instructions

Forms

- Report of Lost or Stolen Property
- Request for Off-Campus Use of Equipment Form
- Tagging Log Form
- List of Asset Types
- List of Account Codes
- Location Code Search
Equipment Inventory Policy:
http://umwa.memphis.edu/umpolicies/UM1772.htm

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

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

Accounting Office: 678-2271
## Who Knew?

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Guess Who’s Coming to CAMPus?</td>
<td>Tuesday, April 23, 2019 10:00 - 11:00 AM</td>
</tr>
<tr>
<td>UC Room 261</td>
<td></td>
</tr>
<tr>
<td>- Staff Assessment Management System Training</td>
<td>Thursday, April 25, 2019 3:00 - 4:30 PM</td>
</tr>
<tr>
<td>Admin Bldg. - Room 178</td>
<td></td>
</tr>
<tr>
<td>- TIGERBUY Training</td>
<td>Thursday, April 25, 2019 9:00 - 10:00 AM</td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td></td>
</tr>
</tbody>
</table>
What’s New?
## What’s Due?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Confirmations (for orgs/departments not yet submitted)</td>
<td>Friday, April 26, 2019</td>
</tr>
<tr>
<td>Annual Staff Performance Appraisals and Evaluations</td>
<td>Tuesday, April 30, 2019</td>
</tr>
<tr>
<td>Process FY-19 Purchase Requisitions that require bidding ($10,000 or more)</td>
<td>Tuesday, May 14, 2019</td>
</tr>
<tr>
<td>Process FY-20 Purchase Requisitions that require bidding ($10,000 or more) with July 1, 2019 contract start date</td>
<td>May 14 - June 30, 2019</td>
</tr>
<tr>
<td>Process FY-20 Purchase Requisitions that do NOT require bidding</td>
<td>Beginning Monday, May 14, 2019</td>
</tr>
</tbody>
</table>
Next Focus on Finance

May 16, 2019
1:30-3:00 PM
FIT 103

• Comments or suggestions?
  Email: bffin@memphis.edu

• Focus on Finance website:
  http://memphis.edu/focusonfinance