Welcome to Focus on Finance!

April 18, 2019

THE UNIVERSITY OF
MEMPHIS.

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 30th are considered future year. (i.e. June 26th – July 3rd)
  - 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)		
Account Number	**Account Title**	**Examples**
74500	Supplies	• IPad/Printer/Computer/AppleCare • Chairs/Monitors/Wall Mounts • USB Drive/Cables/Mouse/Pens/Cases
Tagged Equipment - Single Item/All Components (Under $1,500)		
Account Number	**Account Title**	**Examples**
74504	Controlled Equipment under $1,500	• IPad/Computer/Scientific Equipment • Equipment tracking required by Grant

Tagged Equipment - Single Item/All Components ($1,500 - $4,999)		
Account Number	**Account Title**	**Examples**
74510	Sensitive Equipment ($1,500 - $4,999)	• Lab Equipment • Copiers
74511	Computers ($1,500 - $4,999)	• Computers

Tagged Capital Equipment - Single Item/All Components (Over $5,000)		
Account Number	**Account Title**	**Examples**
78110	Office Equipment	• Office Equipment • Copiers
78111	Furniture and Fixtures	• Custom Furniture/Trophy Case • Lockers
78120	Operational Equipment	• Athletic Equipment • Air Compressor/Generator • Yard Equipment
78130	Instructional Equipment	• Audio Visual Equipment • Lab Equipment
78190	Other Equipment	• Forklift • Heavy Equipment
78195	Works of Art	• Fine Art

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.

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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

Decal #	
Purchase Order #	
Description	
Asset Type	
Make	
Model	
Serial # /Service Tag #	
Location	

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 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/

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Finance
Program Guide

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

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

EQUIPMENT REPS
  assign equipment reps
  view equipment reps
  fixed asset workflow help

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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.

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

Making Changes in Banner Fixed Asset System

```
┌─────────────────────┐   ┌─────────────────────┐   ┌──────────────┐  ┌──────────────┐  ┌──────────────┐   ┌─────────────────────┐
│ Changes to Make,    │   │ Changes to Location │   │ Changes to   │  │ Zero Value / │  │ Surplus –    │   │ Surplus –           │
│ Model, Serial Number,│   │                     │   │ Organization │  │ Cannibalize  │  │ Active Item  │   │ In-Active Item      │
│ Description         │   │                     │   │              │  │              │  │              │   │                     │
└─────────────────────┘   └─────────────────────┘   └──────────────┘  └──────────────┘  └──────────────┘   └─────────────────────┘
```

Changes to Make, Model, Serial Number, Description

- Notify Financial Reporting – wf-fixedasset-admins@memphis.edu
- Financial Reporting updates Banner Fixed Asset

Changes to Location

- Fixed Asset Workflow (Equipment Rep) – Equipment Location Change
- Workflow updates Banner Fixed Asset

Changes to Organization / Zero Value / Cannibalize / Surplus – Active Item

- Fixed Asset Workflow (Equipment Rep) – Equipment Transfer
- Fixed Asset Workflow – Financial Manager Approval
  - Fixed Asset Workflow – New Org Equip Rep Approval
  - Fixed Asset Workflow – Financial Reporting Approval
  - Fixed Asset Workflow – Surplus Work Order
    - Fixed Asset Workflow - Complete
    - Fixed Asset Workflow – Surplus Approval
- Workflow updates Banner Fixed Asset

Surplus – In-Active Item

- Documentation not Active FFIMAST FFIPROC Email
- Physical Plant WORQ System (Work Order Request) - http://bf.memphis.edu/pp/worq.php
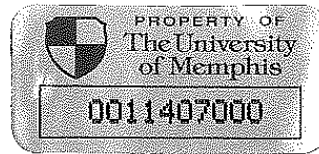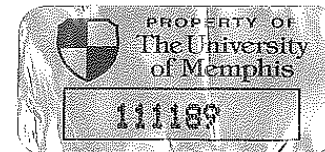
Fixed Asset PTAG_Code

- 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.

PROPERTY OF The University of Memphis 012651500	PROPERTY OF The University of Memphis 0011407000	PROPERTY OF The University of Memphis 111109
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

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) 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
2. Select the 'Workflow' tab

OR

Scroll down

Worklist

|◀ ◀ 0 of 0 ▶ ▶|

Alerts

|◀ ◀ 0 of 0 ▶ ▶|

My Processes

No Processes found.

OR

My Processes

UOM

UOM Equipment Location Change

UOM Equipment Transfer

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.

[OK]

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.

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Worklist
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Workflow Alerts

User Profile
My Processes
User Information
Change Password

Administration
User Management
Banner Workflow Modeler
Workflow System Administration

Worklist

Logoff Help

Organization	Workflow	Activity	Priority	Created
UOM	**Equipment Location Change - 012300200** Ready	Enter Correct PTAG	Normal	27-Mar-2017 02:54:39 PM

Show Reserved Items

1 - 1 of 1 | First | ⬅ Previous | Next ➡ | Last | Go to page: 1 ⌄

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.

*Required Field
*** TBANR ***

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

Decal #: 011748700
Description: DELL OPTIPLEX GX620 COMPUTER
Make: DELL
Model: GX620
Serial Number: G979R91
Organization: 232103 - CEPR D Lustig
Current Location: 103492 - Patterson Hall 111A
* New Location Code (Must be 6 digits): 111915
Click here to search for a valid location code.
* Location Change Reason (Max 150 Char): We don't like it
* Stop Workflow: No
NOTE
If you are Stopping this workflow, you must enter spaces or valid values in the New Location Code and Location Change Reason fields.

[Complete] [Save & Close] [Cancel]

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 *** TBANR ***

The location change for the following equipment has been processed:

Decal #: 011353700
Description: Dell Computer Latitude D600
Make: Dell
Model: PPO5L
Serial Number: CTYTN31
Organization: 400000 - VP Student Affairs

Previous Location: 100209 - 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'.

*Required Field
*** TBANR ***

Decal #:	011748700
Description:	DELL OPTIPLEX GX620 COMPUTER
Make:	DELL
Model:	GX620
Serial Number:	G979R91
Current Organization:	232103 – CEPR D Lustig
Current Location:	103492 – Patterson Hall 111A

* Transaction Type: Transfer Between Departments ▼

* Transfer Reason: Case 1

* New Organization Code: 235115

Please enter 860000 for Surplus.
Click here to search for a valid organization code.

* Stop Workflow: No ▼

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 UofM decal after you receive the email stating that this request has been approved by Accounting.
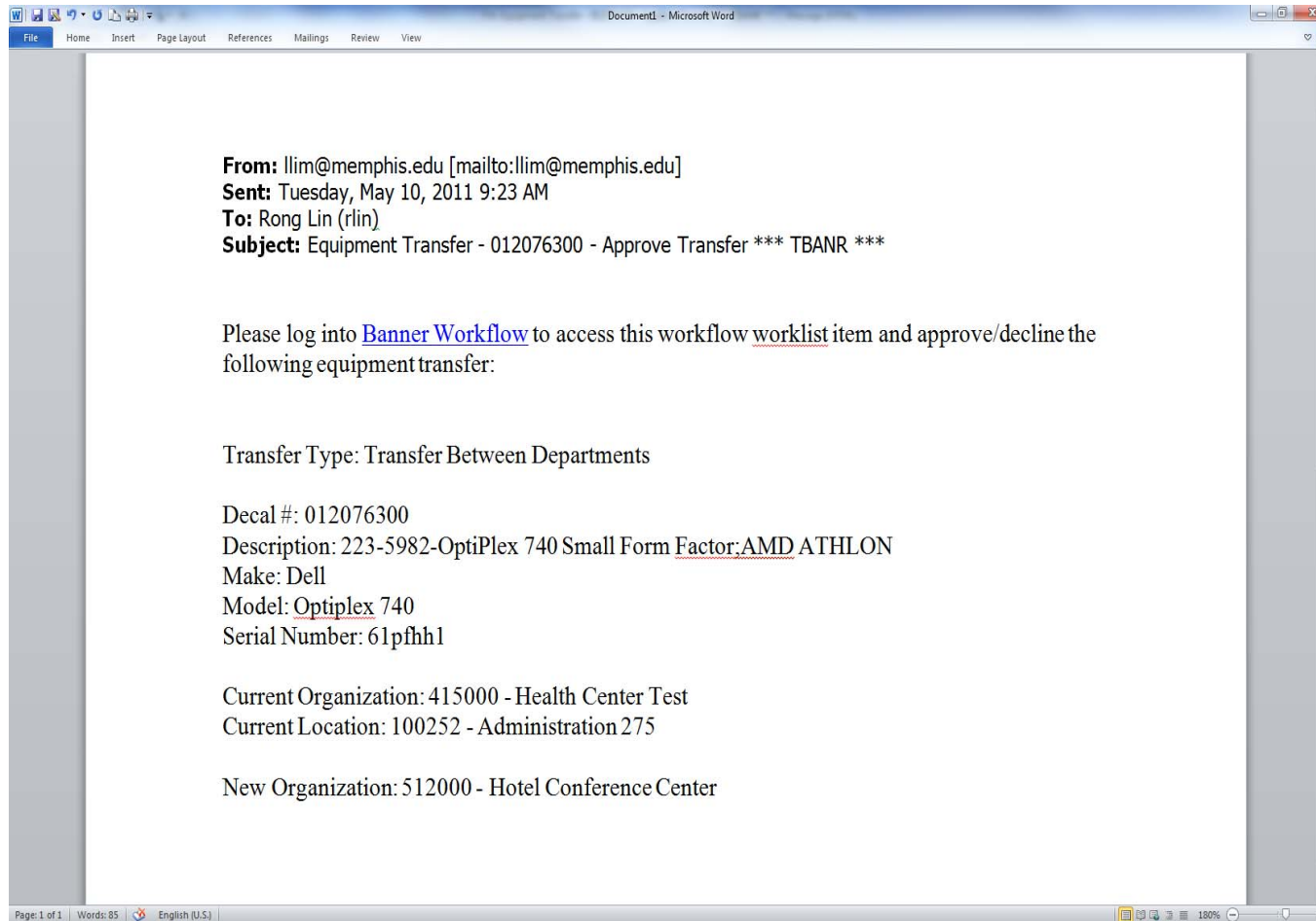If necessary, you can then create a work order for Surplus to pick up the remaining equipment shell without going through this process since the equipment will no longer be tagged.

Complete	Save & Close	Cancel

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

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

Please log into Banner Workflow to access this workflow worklist item and approve/decline the following equipment transfer:

Transfer Type: Transfer Between Departments

Decal #: 012076300
Description: 223-5982-OptiPlex 740 Small Form Factor;AMD ATHLON
Make: Dell
Model: Optiplex 740
Serial Number: 61pfhh1

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 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.
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 R**elinquishing Equipment Representative**, **Receiving Equipment Representative**, and **Receiving Financial Manager**.

From: donotreply@memphis.edu [donotreply@memphis.edu]
Sent: Friday, January 20, 2012 2:02 PM
To: Sri Prahalathan (sprhlthn)
Cc: Michael L Carter (mcarter1)
Subject: Equipment Transfer - 011551700 - Transfer Between Departments - Completed *** TBANR ***

Transfer Between Departments action completed.
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
New Location: 100188 - Administration 209A

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'.

```
*** TBANR ***
```

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

* Transaction Type: [Transfer to Surplus ▾]

* New Organization Code: [860000]

Please enter 860000 for Surplus.
Click here to search for a valid organization code.

* Transfer Reason: [Case 4 - Transfer]

If you would like to stop this workflow instance, select 'Yes' below.

* Stop Workflow: [No ▾]

[Complete] [Save & Close] [Cancel]

Relinquishing Financial Manager selects the job from the Workflow Worklist to approve/decline the transfer, then accept/decline the transfer and click 'Complete'.

*Required Field
*** TBANR ***

Please Approve or Decline this equipment transfer request:

Decal #::   011748700
Description: DELL OPTIPLEX GX620 COMPUTER
Make: DELL
Model: GX620
Serial Number: G979R91
Current Organization: 232103 - CEPR D Lustig Test
Current Location: 103492 - Patterson Hall 111A
New Orgnization: 235115 - HSS Barbara McClanahan Test
Equipment Rep: Rong Lin
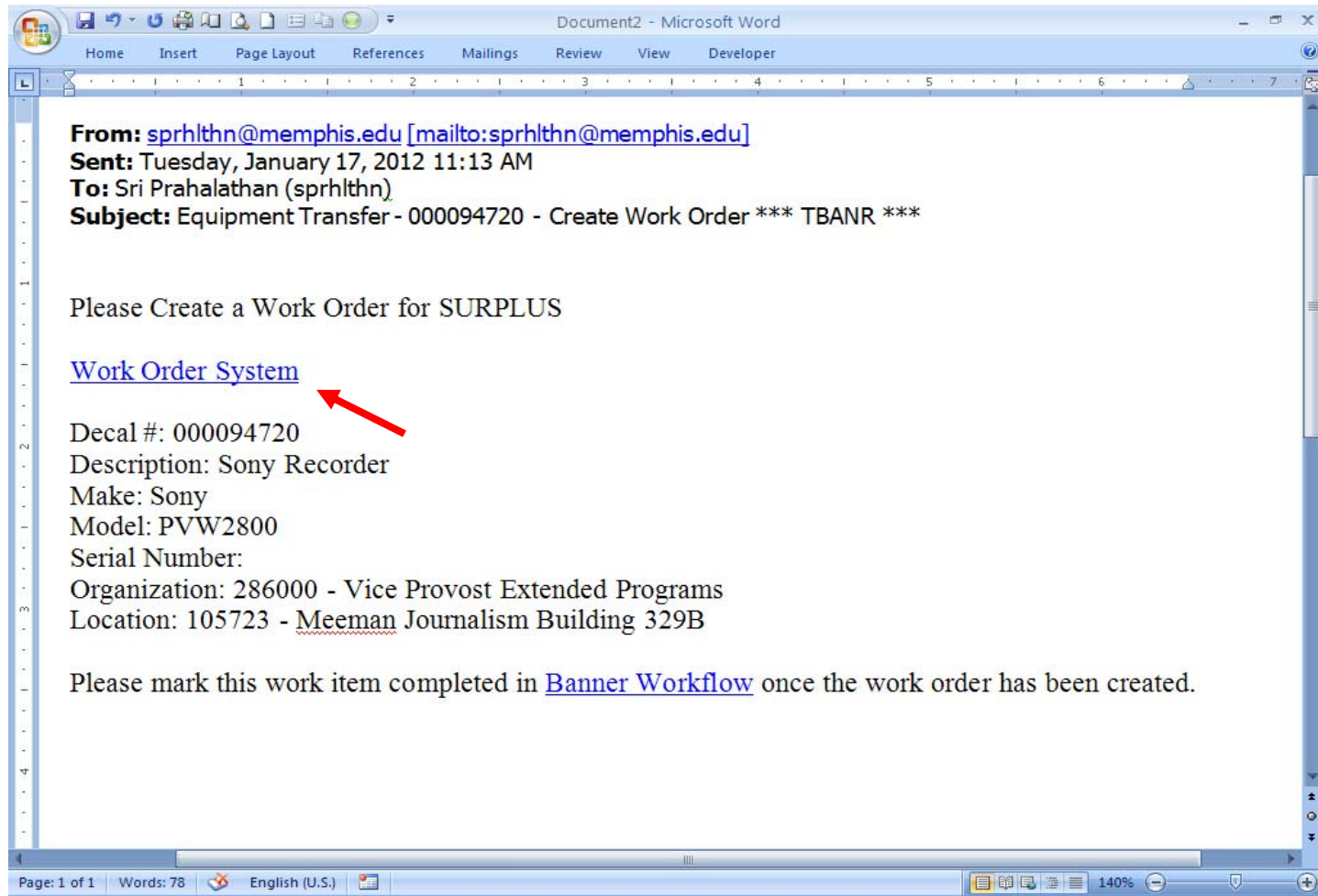Transaction Type: Transfer Between Departments
Transfer Reason: test

* Decision: Approved ▾
                    Approved
Reason Declined: Declined

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

Complete   Save & Close   Cancel

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.

From: sprhlthn@memphis.edu [mailto: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.

Important note: remember to go back to Workflow to <u>Complete</u> 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.

From: donotreply@memphis.edu [donotreply@memphis.edu]
Sent: Tuesday, January 17, 2012 11:22 AM
To: Sri Prahalathan (sprhlthn)
Cc: Ryan Gail Seidner (rgsidner)
Subject: Equipment Surplus Transaction Form (Decal #: 000094720) *** TBANR ***

Equipment Surplus Transaction Form

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

Decal #	Location	Description	Operable
000094720	105723 - Meeman Journalism Building 329B	Description: Sony Recorder Make: Sony Model: PVW2800 Serial Number:	Yes ____ No ____

Transferred from	Transferred to
Khandakar Islam 17-Jan-2012 11:13:15 AM Authorized Signature Date Custody & responsibility of the above item is hereby relinquished.	_____ _____ Picked up by Date Custody & responsibility of the above item is hereby accepted.

After physical plant approves, the workflow will update Banner and a final notification email will be sent to the **Equipment Representative**.

From: donotreply@memphis.edu [mailto:donotreply@memphis.edu]
Sent: Wednesday, November 19, 2014 1:28 PM
To: Antoinette K Harris (khrris11)
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 (rlin)
Subject: Equipment Transfer - 011748700 - Zero Value - Completed *** TBANR ***

Zero Value completed.
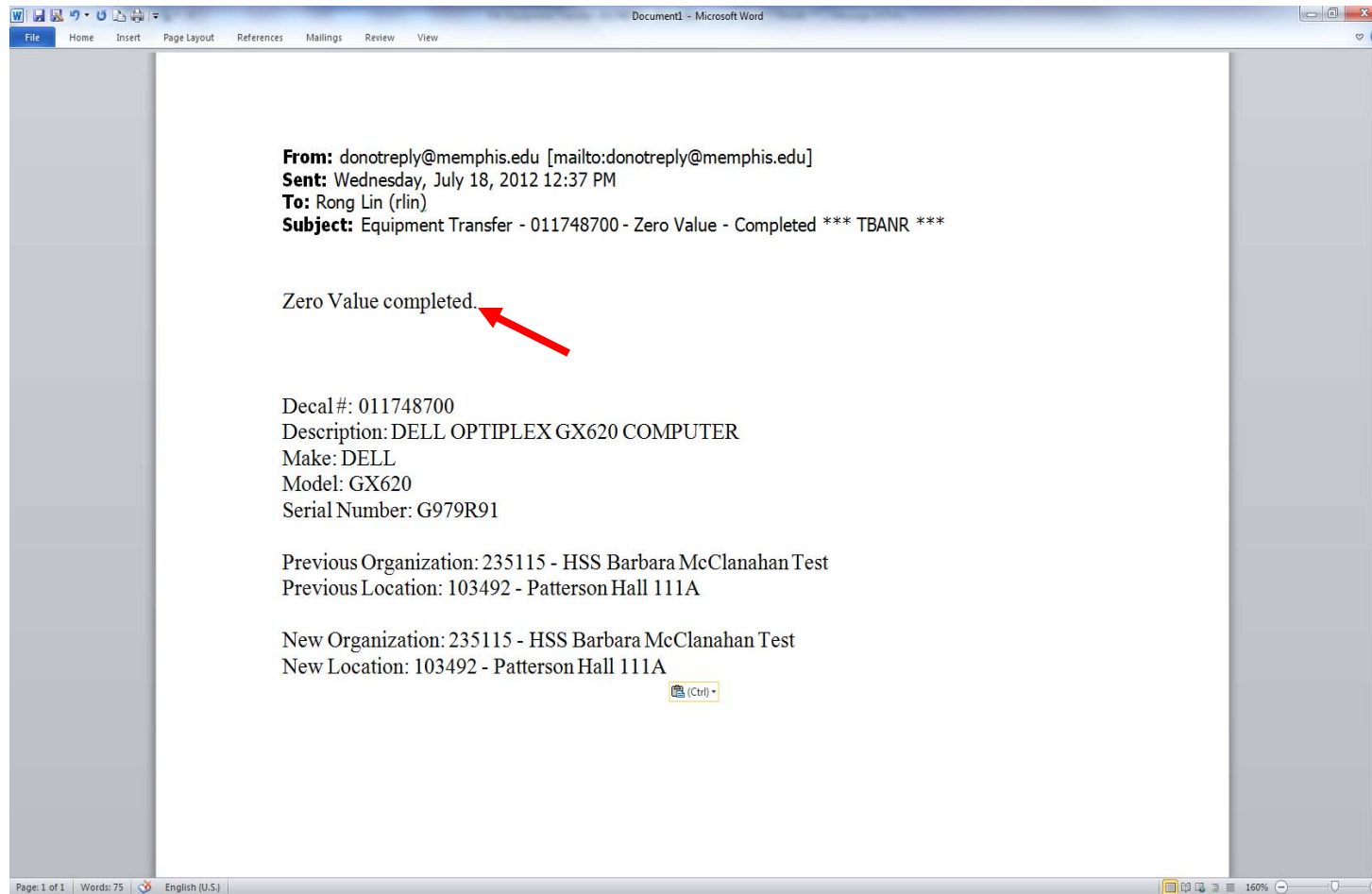
Decal #: 011748700
Description: DELL OPTIPLEX GX620 COMPUTER
Make: DELL
Model: GX620
Serial Number: G979R91

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

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 <u>Stop</u> the workflow.

From: sprhlthn@memphis.edu [mailto:sprhlthn@memphis.edu]
Sent: Friday, January 20, 2012 3:59 PM
To: Sri Prahalathan (sprhlthn)
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: XB3380V9NV9
Amount: $2,275.95
Original Organization: 286000 - Vice Provost Extended Programs
Original Location: 112680 - Carrier Center Collierville

Banner Workflow 8.3.0.0 (w...

workflowtest1.memphis.edu:7777/wftbanr/home/newLaunch.do?workItemPK=282170

Search

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Worklist
Enter New Location Code

Hide Menu Logoff Help

*Required Field
*** TBANR ***

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 Seismometer
Make:	Guarlap
Model:	CMG-6TD
Serial Number:	T6193
Transaction Type:	Transfer Between Departments
Transfer Reason:	giving to dept
Previous Organization:	216000 - CERI
Previous Location:	110672 - CERI 3876 Central Garage 100
New Orgnization:	217400 - Navy ROTC

* New Location Code (Must be 6 digits): 110672

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 the Reason Declined
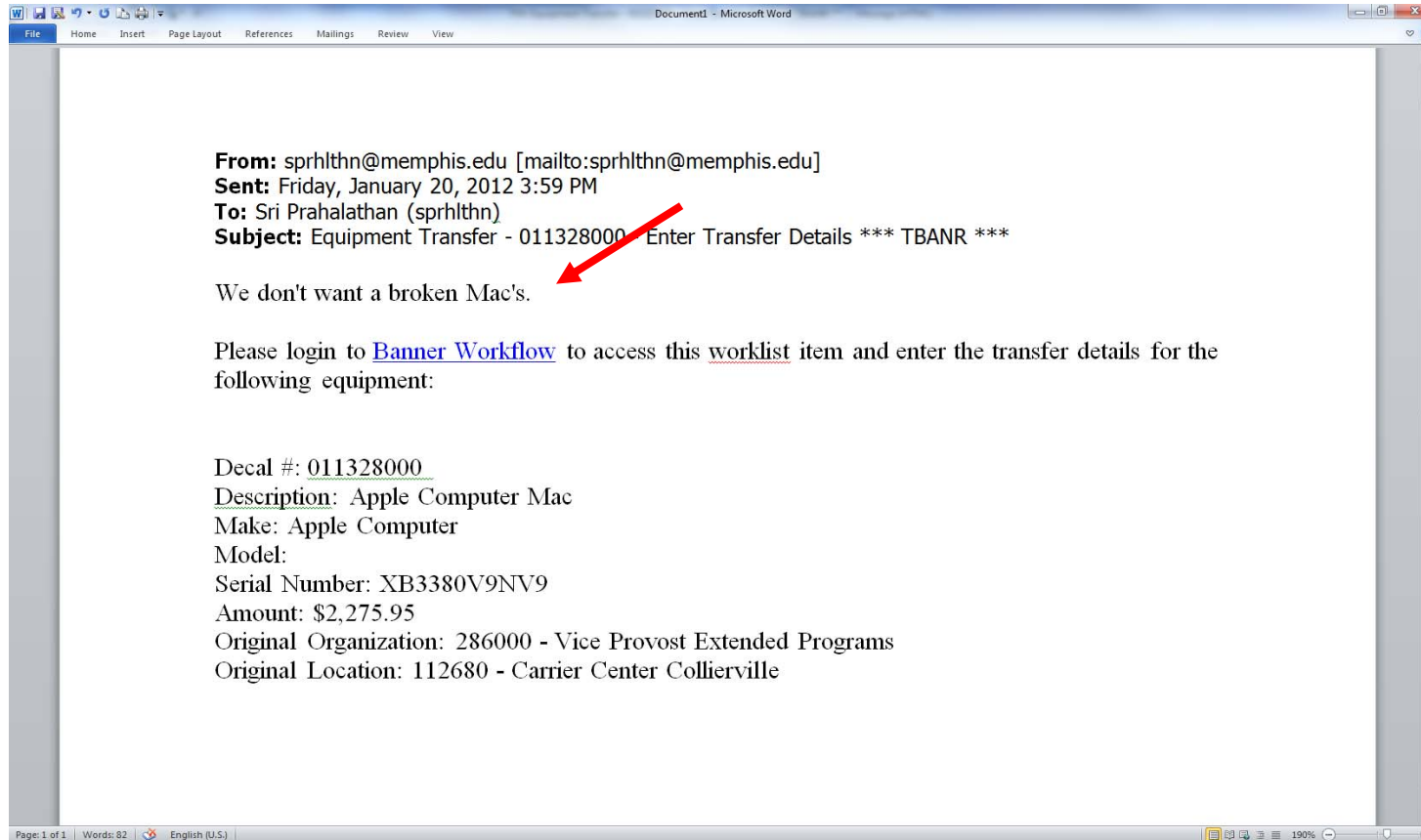field and enter either the Previous Location value or spaces into the New Location Code field.

Complete   Save & Close   Cancel

Top

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Banner Workflow 8.3.0.0 (w...   ✕   +
workflowtest1.memphis.edu:7777/wftbanr/home/newLaunch.do?workItemPK=282231
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User Information
Change Password

Administration
User Management
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Workflow System Administration

Worklist
⠶● Enter Equipment Transfer Transaction Type

Hide Menu 🔒Logoff ?Help

*Required Field
*** TBANR ***

This transfer was declined by the Relinquishing Financial Manager - lellis3.
Reason Declined: Workflow Testing

Decal #:   011660800
Description: Sun Sb2500 Server
Make: Sun
Model: Sb2500
Serial Number: FE54450001
Current Organization: 216000 - CERI
Current Location: 110541 - CERI 3904 Central 215A

* Transaction Type: Transfer Between Departments ▼
* Transfer Reason: giving to dept
* New Organization Code: 217400

Please enter 860000 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 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.

Complete   Save & Close   Cancel

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Worklist
Enter Equipment Transfer Transaction Type

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*Required Field
*** TBANR ***

This transfer was declined by Accounting - lellis3.
Reason Declined: Workflow Testing

Decal #:	011436500
Description:	#199 - 2004 Ford F150
Make:	Ford
Model:	#199 - 2004 Ford F150
Serial Number:	1FTPX14594NC46219
Current Organization:	216000 - CERI
Current Location:	110559 - CERI 3904 Central Outside

* Transaction Type: Zero Value
* Transfer Reason: no longer needed
* New Organization Code: 216000
Please enter 860000 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 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.

Complete   Save & Close   Cancel

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Error Emails

Review the error and the suggested solution

From: rlin@memphis.edu [mailto: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 ***

From: rlin@memphis.edu [mailto:rlin@memphis.edu]
Sent: Tuesday, July 10, 2012 9:15 AM
To: Rong Lin (rlin)
Subject: Equipment Location Change - 011788800 - Problem with Decal # *** TBANR ***

*** ERROR: Equipment with Decal #011788800 belongs to Org: 210104 and you are not authorized to make changes. ***

If the error message is 'Decal #xxxxxx Not Found, please verify the decal number in FFIMAST in Banner INB.

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 #xxxxxx 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 location changes in workflow.

If the error message is 'Another Fixed Asset Workflow is currently active for equipment with Decal #xxxxxx. 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 worklist item and re-enter a valid Decal # or stop the workflow.

If you have any questions, please email the Fixed Asset Workflow adminstrators at wf-fixedasset-admins@memphis.edu.

From: rlin@memphis.edu [mailto:rlin@memphis.edu]
Sent: Tuesday, July 10, 2012 11:16 AM
To: Rong Lin (rlin)
Subject: Equipment Location Change - 012138400 - Problem with Decal # *** TBANR ***

*** ERROR: Another Fixed Asset Workflow is currently active for equipment with Decal #012138400. You cannot continue this workflow until that one has completed. ***

If the error message is 'Decal #xxxxxx Not Found, please verify the decal number on FFIMAST in Banner INB.

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 #xxxxxx 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 location changes in workflow.

If the error message is 'Another Fixed Asset Workflow is currently active for equipment with Decal #xxxxxx. 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 worklist item and re-enter a valid Decal # or stop the workflow.

If you have any questions, please email the Fixed Asset Workflow adminstrators at wf-fixedasset-admins@memphis.edu.

*** ERROR MESSAGE: Invalid System Status Code

If the error message is 'Decal #xxxxxx 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 c
continue with
this transfer. Please stop this workflow.

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

Once you have resolved the above issue, please re
a valid Decal #,
or select 'Yes' from the dropdown to stop this worl

If you have any questions, please email the Fixed A
Workflow
administrators at wf-fixedasset-admins@memphis.e

* Decal #:   000070084
* Stop Workflow: Yes ▾

[Complete] [Save & Close] [Cancel]

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

If the error message is 'Decal #xxxxxx Not Found', plea
verify the decal number on FFIMAST in Banner INB.

If the error message is 'Invalid System Status Code: xx
this equipment
has been disposed or zero-valued in Banner. You cann
continue with
this transfer. Please stop this workflow.

If the error message is 'Equipment with Decal #xxxxxx
belongs to Org
xxxxxx and you are not authorized to make changes', y
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-en
a valid Decal #,
or select 'Yes' from the dropdown to stop this workflow

If you have any questions, please email the Fixed Asse
Workflow
administrators at wf-fixedasset-admins@memphis.edu.

* Decal #:   012880200
* Stop Workflow: Yes ▾

[Complete] [Save & Close] [Cancel]

*** ERROR MESSAGE: Equipment with Decal #0127
belongs to Org: 215108 and you are not authorized
make changes. ***

If the error message is 'Decal #xxxxxx 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 c
continue with
this transfer. Please stop this workflow.

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

Once you have resolved the above issue, please re
a valid Decal #,
or select 'Yes' from the dropdown to stop this worl

If you have any questions, please email the Fixed A
Workflow
administrators at wf-fixedasset-admins@memphis.e

* Decal #:   012716700
* Stop Workflow: Yes ▾

[Complete] [Save & Close] [Cancel]

*** ERROR MESSAGE: Decal #SW124DS Not Found ***

If the error message is 'Decal #xxxxxx Not Found', please
verify the decal number on FFIMAST in Banner INB.

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 #xxxxxx
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 location
changes in workflow.

If the error message is 'Another Fixed Asset Workflow is
currently active
for equipment with Decal #xxxxxx. 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 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 #:   SW124DS
* Stop Workflow: Yes ▾

[Complete] [Save & Close] [Cancel]

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⁘ Equipment Location Change

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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
*** TBANR ***

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

Decal #:   012929500
Description: Apple Desktop IMAC 21.5
Make: Apple
Model: IMAC
Serial Number:
Organization: 217400 - Navy 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]

* Stop Workflow: [Yes ▾]

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

[Complete]   [Save & Close]   [Cancel]

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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

Print Version 🖨

Equipment Reps List by Organization

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

EQUIPMENT REPS
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  view equipment reps
  fixed asset workflow help

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

TRAINING
  learning curve

UTILITIES & REPORTS
  budget overexpenditures
  e~Print

| Expand All | Collapse All | Export to Excel |

+ 10000
+ 20000
+ 30000
+ 40000
− 50000

ORGN	Title	Equipment Rep	E-Mail
500000	VP Business and Finance	Ladonnal Curry	lcurry
500100	University Initiatives	Ladonnal Curry	lcurry
500101	Crisis Management	Shelby Slater	slslater
500102	Shared Services Center	Ladonnal Curry	lcurry
501000	Business and Finance Support Srvs	David Parks	dparks
502000	Conference Planning and Operations	Monique Savage	mlsavage
503000	Police Services	Derek Myers	dmyers
510000	AVP Finance	Amelia Cole	abcole
511000	Accounting Office	Montoya Williams	misom
511030	Grants and Contracts Accounting	Montoya Williams	misom
512000	Hotel Conference Center	Lorrean Lim	llim
513000	Payroll Office	Montoya Williams	misom
514000	Bursar	Keri Means	klmeans
515000	Financial Planning	Susan Hance	shance

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)

FFIPROC

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

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MEMPHIS.

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?

Workshops	Date
❖ Guess Who's Coming to CAMPus? UC Room261	Tuesday, April 23, 2019 10:00 – 11:00 AM
❖ Staff Assessment Management System Training Admin Bldg. - Room 178	Thursday, April 25, 2019 3:00 - 4:30 PM
❖ TIGERBUY Training Admin Bldg. - Room 119	Thursday, April 25, 2019 9:00 – 10:00 AM

What's New?

What's Due?

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

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