



Fixed Asset Transfer Requests

DRAFT

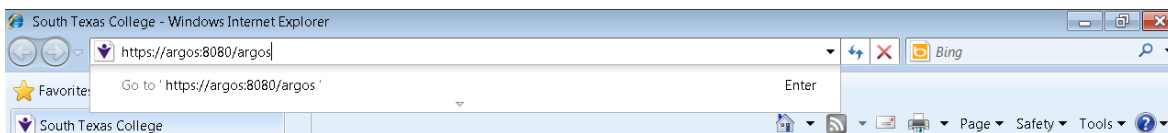
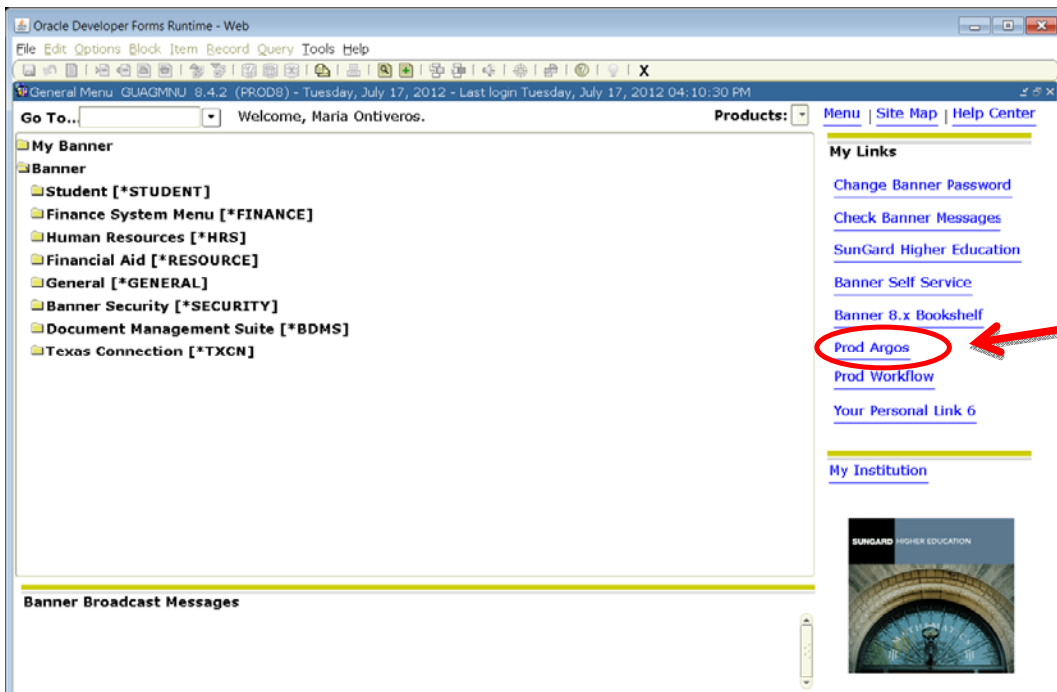
Table of Contents

Argos	3
Table – Argos Physical Inventory Reports	5
Physical Inventory by Anum (PDF)	6
Physical Inventory by Anum (Excel).....	9
Sample Reports	11
JagNet	13
Banner Workflows	15
Current FM Transfer Approval Form	18
New FM Validation Form.....	19
New FM Confirmation Approval Form.....	20
Transfer Requestor Request Rework Form 1.....	21
New FM Request Rework Form 2	22
FAQ's	23

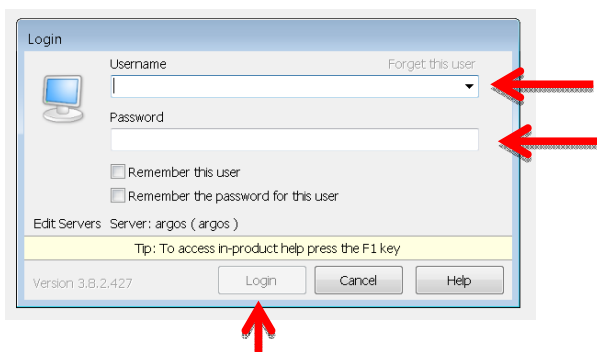
Argos

Purpose: Argos reports will allow you to create your physical inventory reports to review and verify any changes to your fixed assets.

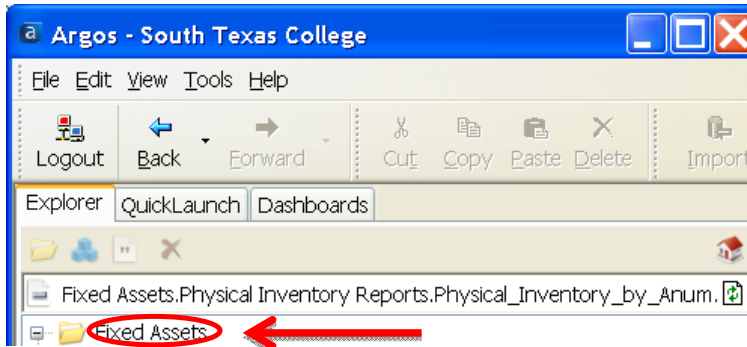
- Click on Internet Explorer on the desktop.
- On the address bar, enter the following web address to access the Argos Client.
<http://argos:8080/argos>
- You can also log in into Banner and select Prod Argos.



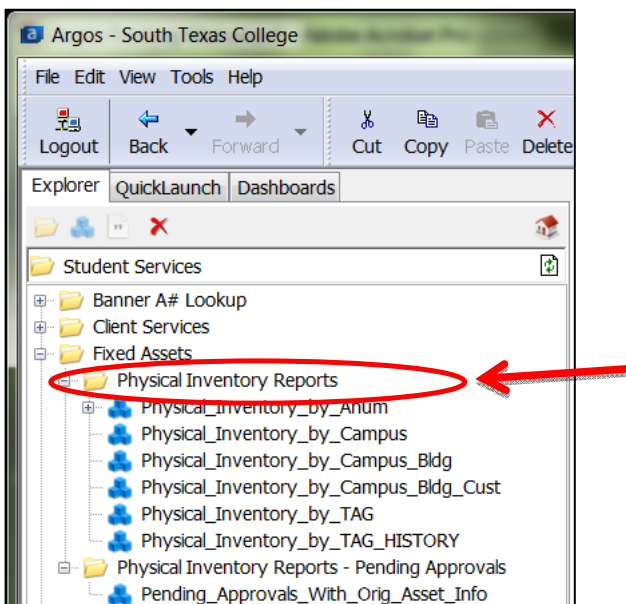
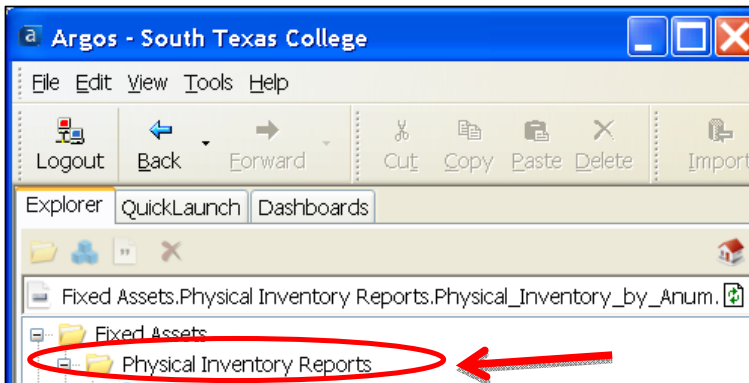
- A login box will display.
- Enter your e-mail username and password. Press the login button.



- A list of menus will display on the right-hand side.
- Click on Fixed Assets expand button.



- Click on PI Reports Expand Button



- Click on PI by “A#” for PDF Report.

Table – Argos Physical Inventory Reports

Title	Description
Report by Custodian A#/Equipment Manager A#	To view physical inventory report by searching with the Custodian A# or the Equipment Manager A#. It can also be viewed in PDF Format.
Report by Campus and Building	It will search for inventory by Campus and building.
Report by Campus and Building Custodian	It will search Campus building and Custodian.
Report by STC Tag#	It will identify all information related to the Tag#.
Report by STC Tag# History	It will display a report all the history for a silver Tag#.
Pending Workflow Approvals	It will display all of pending workflow approval.

(Note: Reports can also be exported to an Excel format where it can be filtered to display specific data.)

Physical Inventory by Anum (PDF)

Physical Inventory by Anum

Physical Inventory report by Custodian A# or Equipment Mgr. A#

Execute this datablock to generate a quick view/snapshot of the data. Right click on the data to save the output to a CSV file.

Author: administrator
Date created: 7/13/2012 3:10:18 PM
Date last modified: 7/18/2012 4:23:55 PM

Report Viewer actions

- QuickView Run this DataBlock as a QuickView Report
- Run Saved Run this DataBlock by loading a saved state
- QuickLaunch Add a QuickLaunch for this DataBlock

Associated Connection/Pool
BANNER_8_PROD8

Notes

- Click on Physical Inventory Reports folder and expand on Physical Inventory by Anum report and select “Generate Report in PDF format”.

Generate report in PDF Format

Physical Inventory report by Custodian A# or Equipment Mgr. A#

After Executing, click on the "Next ->" button on the bottom right of the page to Preview, Email, Print or Save the report in PDF format

Author: administrator
Date created: 7/13/2012 3:10:18 PM
Date last modified: 7/31/2012 10:28:24 AM

Report Viewer actions

- Execute Run this Report
- Run Saved Run this Report by loading a saved state
- Dashboard License does not support dashboards
- QuickLaunch Add a QuickLaunch for this DataBlock

Report Writer actions

- Edit Report Edit the details of this Report
- Edit Data Edit the raw object data that defines this Report
- Delete Delete this Report

DataBlock Designer actions

- Schedule Schedule this report for execution / distribution
- Security Edit the security settings for this Report

Notes

- Once the report is clicked. You will see on the right hand side of the screen in Argos a brief description of the report at the top of the page and action buttons.
- Click on Execute button.
- Enter Custodian or Financial Manager A# and “Click on to Run”.

Physical Inventory Report

Enter Custodian A#: **A00001779** Gomez, Alicia - A00001779
 OR
 Enter Equipment Mgr. A#:

Click to Run

Assets QuickView

CUST_ID	CUST_NAME	EQUID_ID	EQUI_NAME	PTAG	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TI	ACQD_DT
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000874	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000710	78Y2V02	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000878	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000581	78ZAR78	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000880	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000583	78AV88	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000884	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000709	78ZAM64	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000886	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000586	78Y2K91	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000887	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000587	78ZAT06	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000892	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000593	78ZAH81	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000896	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000597	78Y2Z73	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000897	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000598	78ZAW43	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000899	445000	P700365	Pc Workstations Ibm 6587 79t ...	0000000600	23ABR88	50	Mid Valley...	2/20/19...
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000919	520004	P702339	Laser Pntr 600 Opt. Pcl/ Ln17-C...	0000000752	6U61000...	557046	PCN - Bld...	5/7/1997
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000951	520004	P702336	Decrepeater 900tm Detmm-Ma	0000000855	IR5511884	557046	PCN - Bld...	7/3/1997
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	00000952	520004	P702336	Decrepeater 900tm Detmm-Ma	0000000856	IR61501591	557046	PCN - Bld...	7/3/1997
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	000001083	520004	P703173	Digital Priors Zx 6 200 #Fr-932...	0000000937	KN638DF...	5560	Pecan Bull...	8/7/1997
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	000001085	520004	P703092	Ibm Ttp 365	0000000944	78KAZX5	55	Pecan Ca...	7/15/1995
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	000001169	520002	2-36020	Telephone Pbx Unit	0000000153	N/A	4020	Shipping a...	8/31/1995
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	000001305	520004	P602913	Ibm Thinkpad Pentium #2656/3	DAMAGE	78-XHF22...	55	Pecan Ca...	6/4/1996
A0000...	Gomez, Alicia	A0000...	Gomez, Al...	000001358	100001	P602905	Lenovo Exp Dec8Mnch Mch Co	IMP	N/A	55	Pecan Ca...	6/17/1996

206 items

Right Click On Assets QuickView Output To Save Results

<- Back Next -> Close Help

- Click on Next to create PDF report and several options appear for your selection.

Executing "Generate report in PDF Format"

Your report is now ready to be executed. Please choose the execution option below that best suits your needs.

Preview Preview this report

Save to File Click this button to choose from a variety of formats to save the report.

Email Save the report to a temporary file and then email the file to one or more recipients




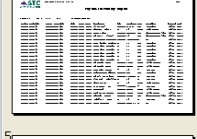


Print Print the report to a local printer


- Press “Preview” to generate report in PDF Format and print.

Report Preview : Argos Report

Close [Icons]

Thumbnail Search Results



Report Date: 7/25/2012 2:10:45 PM Page 1

Physical Inventory Report

Cusbdian: Gomez, Alicia - A0001779 Equipment Manager:

CUST ID	CUST NAME	EQUID	EQU NAME	PLG	ORGN	POHD	ASSETDESC	TAG	SERIAL NO	LOCN	LOCHTITLE	ACQD DT	COST
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000004	445000	P700365	Pc Workstations Item 6587 79X As	0000000710	787262	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000008	445000	P700365	Pc Workstations Item 6587 79X As	0000000501	7824478	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000000	445000	P700365	Pc Workstations Item 6587 79X As	0000000503	7824480	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000004	445000	P700365	Pc Workstations Item 6587 79X As	0000000709	7824464	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000006	445000	P700365	Pc Workstations Item 6587 79X As	0000000586	7824491	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000007	445000	P700365	Pc Workstations Item 6587 79X As	0000000587	7824406	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000002	445000	P700365	Pc Workstations Item 6587 79X As	0000000593	7824481	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000006	445000	P700365	Pc Workstations Item 6587 79X As	0000000597	7824473	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000007	445000	P700365	Pc Workstations Item 6587 79X As	0000000598	7824443	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000009	445000	P700365	Pc Workstations Item 6587 79X As	0000000600	2348888	50	Md Valley Campus	2/20/1997	2,405.64
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000019	530004	P702319	Laser P-nd 600 Dp Ref Lx17-Ca	0000000752	616 8000371	557046	PCN-Bldg HR-em 131	5/7/1997	1,741.12
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000051	530004	P702316	Dece-puter 9000m Dece-m-He	0000000835	1855113804	557046	PCN-Bldg HR-em 131	7/3/1997	2,157.15
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000052	530004	P702316	Dece-puter 9000m Dece-m-He	0000000836	1855101591	557046	PCN-Bldg HR-em 131	7/3/1997	2,157.15
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000100	530004	P702317	Digital Photo Zr 6.200 P1-332mem	0000000937	4463810514	5560	Presn-Bldg Hg X	8/7/1997	
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000105	530004	P703002	1sm Tp 365	0000000944	7846225	55	Presn Campus	7/16/1997	2,700.00
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000109	530002	2-36200	Telephone Fax Unit	0000000153	N/A	4000	Shipping and Receiving - Bldg C	8/31/1993	
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000125	530004	P802013	1sm Th-mped Perium 23255-3	D4MAGE	78-3HF2296407	55	Presn Campus	6/4/1996	3,365.36
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000138	000001	P802015	Grease For Dea/Mob Mzsch	U9	N/A	55	Presn Campus	6/12/1996	
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000152	530004	P800015	Dece-puter 9011 ResL 6/7 512636	0000000259	132319603746	557046	PCN-Bldg HR-em 131	12/15/1995	2,667.26
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000220	530004	P800201	Lx17smCoupDsu Multiple Port	U9	HQ SERIAL	557046	PCN-Bldg HR-em 131	7/7/1998	1,750.00
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000300	445000	P804352	Def-wly M5 Snc Eye	0000001793	980807951135	556081	PCN Bldg X Em 124	8/31/1998	
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000374	445000	P800077	1sm Pc 300 F1	0000002190	7824834	55	Presn Campus	10/28/1998	1,383.00
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000378	445000	P800077	1sm Pc 300 F1	0000002194	7846482	55	Presn Campus	10/28/1998	1,383.00
A0001779	Gomez, Alicia	A0001779	Gomez, Alicia	00000385	445000	P800077	1sm Pc 300 F1	0000002201	7846417	55	Presn Campus	10/28/1998	1,383.00

- After the preview you may email, save, or print the PDF file.
- Press the E-mail Button to e-mail Report.

Send an Email

Please choose the email server and fill in the desired fields before sending the email.

Email Server: stcmail

To: alejor@southtexascollege.edu

Subject: Phys Report

Attachment Name: attachment.pdf Format: Adobe PDF Files (*.pdf)

Body:

Send Cancel

Physical Inventory by Anum (Excel)

Physical Inventory Report

Enter Custodian **A00000051** Sanchez, Teresa - A00000051
 OR
 Enter Equipment Mgr.

Click to Run

Assets QuickView

CUST_ID	CUST_NAME	EQUI_ID	EQUI_NAME	PTAG	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TL	ACQD_DT
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000002686	445000	P805059	Computer H Brio Pc	0000002063	US82941...	402010	TC Bldg C...	8/31/195
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000002709	445000	P805059	Computer H Brio Pc	0000002067	US83040...	402010	TC Bldg C...	8/31/195
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000002905	221105	P901433	Gateway Pc E-3200 350	0000002329	00117511...	402010	TC Bldg C...	12/2/195
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000002979	210011	P902071	Hp Lsgt 8000 24ppm C4085a	0000002533	US88016...	557133	PCN - Bld...	4/9/1995
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000003043	410013	P901963	Ibm Pc-300pl P4 350 6862dj	0000002969	Z3MHFRV	402010	TC Bldg C...	3/5/1995
A0000...	Sanchez, Teresa	A0000...	Elzondo, ...	000003189	410013	P903065	Ibm Pc P4-450 6892fy	0000002557	78HVMFF	402010	TC Bldg C...	4/12/195
A0000...	Sanchez, Teresa	A0000...	Elzondo, ...	000003190	410013	P903065	Ibm Dsktops 68620j P4350	0000002558	23MHNVB	402010	TC Bldg C...	4/12/195
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000003191	210011	P902813	Gateway Solo 2500 Ls Pentium ...	0000004761	00137172...	15	2501	4/6/1995
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000003521	610030	0000131	Gateway Pc E-Casex-700 Mode...	0000002672	00141066...	402010	TC Bldg C...	6/21/195
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000003615	445000	0000000		0000003005	00145700...	402010	TC Bldg C...	8/6/1995
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000003995	231106	0000000		0000003359	00144324...	402010	TC Bldg C...	12/8/195
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000004297	445000	0000000		0000003578	00178897...	402010	TC Bldg C...	3/31/200
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000004339	511000	0000000		0000003628	00162323...	5570	Pecan Bul...	4/5/2000
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000004494	445000	0000000		0000003832	18705661	402010	TC Bldg C...	5/23/200
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000004899	445000	0000000		0000004481	E2K08506...	551002	PCN - Bld...	8/23/200
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000004946	445000	0000000		0000004458	E2K08506...	402010	TC Bldg C...	8/23/200
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000004952	445000	0000000		0000004404	E2K08506...	351158	NAHC - R...	8/23/200
A0000...	Sanchez, Teresa	NO ID	NAME NO...	000005617	610030	0000000		0000005012	E2K08511...	402010	TC Bldg C...	8/23/200

49 items

Right Click Context Menu:

- Save results ...
- Edit sort ...
- Edit filter ...
- Undo Ctrl+Z
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Select All Ctrl+A

Output To Save Results

Close Help

- Select information options.
- Click on "Save"

Save Results

Write headers

Use format "Variable.Field"

CNAME

ENAME

PTAG_NODUP

CUST_ID

CUST_NAME

EQUI_ID

EQUI_NAME

PTAG

ORGN

POHD

ASSET_DESC

SILVER_TAG

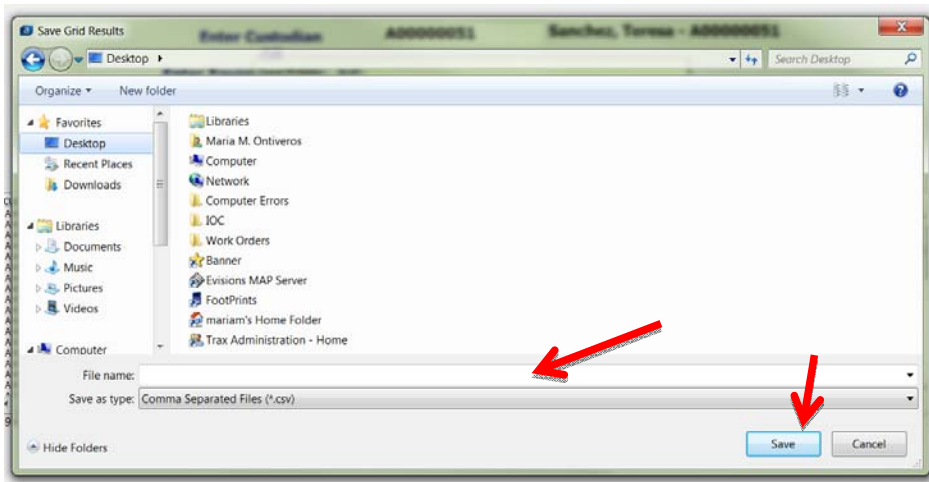
SERIAL_NO

LOCN

Some fields have been disabled since they have NULL values. To enable these fields select a row from the corresponding control on the previous screen.

Save Launch Cancel

- It will save to the computer.
- Please provide a file name and select "Save".



Sample Reports

Physical Inventory by Camp Bldg:

Executing "Physical_Inventory_by_Campus_Bldg"

STC
South Texas College

Physical Inventory Report

Select Campus:

CAMPUS	CODE
Pecan	55
Starr	45
Mid-Valley	50
NAH	35
TEC	40
Hidalgo	65
La Joya	26
Walnut	10
2501	15
De Leon	30

12 items, 1 selected

Multi-Select Building:

LOCN_TITLE	LOCN_CODE
TC PB 5B	402546
TC WF 108	402545
TC WF Open Area 1...	402544
Edinburg High School	401621
PSJA High School	401622
Shipping and Recel...	4020
TC Bldg C Client Svc...	402010
TC Bldg C Client Sv...	402010
TC Bldg C IT Fenced...	402024
TC Bldg C Rm 106	402021

362 items, 1 selected

Assets QuickView

PTAG	CUST_ID	CUST_NAME	EQUI_ID	EQUI_NAME	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TITLE	ACQD_DT
000011750	A0000048	Gonzalez, Arnaldo	N/A	NAME NOT FOUND F...	445000	P703048	Item Pc 300 Gl 166 Mhz Pentium	0000001127	23CYD0	402010	TC Bldg C Client Svc Fence...	6/17/199
000002650	A0000047	De Leon, Daniel	A00001779	Gomez, Alicia	445000	P805059	Computer H Brio Pc	0000002031	US2941130	402010	TC Bldg C Client Svc Fence...	8/31/199
000002686	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	445000	P805059	Computer H Brio Pc	0000002063	US2941074	402010	TC Bldg C Client Svc Fence...	8/31/199
000002709	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	445000	P805059	Computer H Brio Pc	0000002087	US2940688	402010	TC Bldg C Client Svc Fence...	8/31/199
000002905	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	221105	P901459	Gateway Pc E-3200 350	0000002229	011175148	402010	TC Bldg C Client Svc Fence...	12/31/199
000003943	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	410013	P301983	Item Pc-300P PII 350 682zdi	0000002969	23MHFKV	402010	TC Bldg C Client Svc Fence...	3/5/1999
000003189	A0000051	Sanchez, Teresa	A00000040	Elizondo, Maria	410013	P903065	Item Pc Pw-490 682zvi	0000002557	78HWFFF	402010	TC Bldg C Client Svc Fence...	4/12/199
000003190	A0000051	Sanchez, Teresa	A00000040	Elizondo, Maria	410013	P903065	Item Dslaptops 682zdi P250	0000002558	23MHFKV	402010	TC Bldg C Client Svc Fence...	4/12/199
000003521	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	610300	P904121	Gateway Pc E Series 200 Model As	0000002672	001405622	402010	TC Bldg C Client Svc Fence...	6/21/199
000003615	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	445000	P904636	Gateway Pc E-3200	0000003005	001467002	402010	TC Bldg C Client Svc Fence...	8/6/1999
000003995	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	221106	P001963	Gateway Pc 500 Perfo	0000003359	016462993	402010	TC Bldg C Client Svc Fence...	12/8/199
000004237	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	445000	P202924	Gateway Pc E3400 Sa Minltower	0000003578	001789978	402010	TC Bldg C Client Svc Fence...	3/21/200
000004464	A0000047	De Leon, Daniel	A00001779	Gomez, Alicia	210011	P203993	Gateway Solo 2500 Lt. Deluxe Laptop	0000003812	001868360	402010	TC Bldg C Client Svc Fence...	5/19/200
000004484	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	445000	P203993	Gateway Pc E3200 S50	0000003932	1870561	402010	TC Bldg C Client Svc Fence...	5/23/200
000004946	A0000051	Sanchez, Teresa	N/A	NAME NOT FOUND F...	445000	P203374	M & A Computer	0000004468	E2K0850678	402010	TC Bldg C Client Svc Fence...	8/23/200
000005096	A0000047	De Leon, Daniel	A00001779	Gomez, Alicia	445000	P203374	M & A Computer	0000004465	E2K0851203	402010	TC Bldg C Client Svc Fence...	8/23/200
000005345	A0001020	Quintanilla, Gerardo	N/A	NAME NOT FOUND F...	210007	P204927	M & A Computer	0000005035	E2K0850809	402010	TC Bldg C Client Svc Fence...	8/31/200
000005494	A0001020	Quintanilla, Gerardo	N/A	NAME NOT FOUND F...	445000	P704017	Merida I Brio Cas Dr	0000001866	F7K0844264	402010	TC Bldg C Client Svc Fence...	6/24/200

134 items

Right Click On Assets QuickView Output To Save Results

Close Help

Physical Inventory by Camp Bldg Cust:

Executing "Physical_Inventory_by_Campus_Bldg_Cust"

STC
South Texas College

Physical Inventory Report

Select Campus:

CAMPUS	CODE
Pecan	55
Starr	45
Mid-Valley	50
NAH	35
TEC	40
Hidalgo	65
La Joya	26
Walnut	10
2501	15
De Leon	30

12 items, 1 selected

Multi-Select Building:

LOCN_TITLE	LOCN_CODE
TC PB 5B	402546
TC WF 108	402545
TC WF Open Area ...	402544
Edinburg High School	401621
PSJA High School	401622
Shipping and Recel...	4020
TC Bldg C Client Svc...	402010
TC Bldg C Client Svc...	402010
TC Bldg C IT Fenced...	402024
TC Bldg C Rm 106	402021
TC Bldg C Rm 107	402013

362 items, 1 selected

Multi-Select Custodian:

CUST_NAME	CUST_ID
De Leon, Daniel	A00000047
Galindo, Jose	A00001423
Gomez, Alicia	A00001779
Gonzalez, Arnaldo	A00000048
Gonzalez, Jose	A00001239
Quintanilla, Gerardo	A00010250
Sanchez, Teresa	A00000051
Trevino, Melba	A00000035

8 items, 1 selected

Assets QuickView

PTAG	CUST_ID	CUST_NAME	EQUI_ID	EQUI_NAME	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TITLE	ACQD_DT
000010832	A00001779	Gomez, Alicia	A00001779	Gomez, Alicia	224013	P502034	Dell gx280 Computer	0000010649	3CR-461	402010	TC Bldg C Client Svc Fence...	12/9/2004
000011557	A00001779	Gomez, Alicia	A00001779	Gomez, Alicia	446000	P501292	Dell Computer GX280 Optiplex	0000011481	54LFG61	402010	TC Bldg C Client Svc Fence...	9/1/2004
N00013817	A00001779	Gomez, Alicia	A00001779	Gomez, Alicia	500010	P0000260	Dell OptiPlex GX620 Minitower Pentium 4	12529	8T4L791	402010	TC Bldg C Client Svc Fence...	1/24/2006 31
N00014173	A00001779	Gomez, Alicia	A00001779	Gomez, Alicia	814800	P0003493	Dell OptiPlex GX620Minitower Pentium 4	15322	F638k-91	402010	TC Bldg C Client Svc Fence...	2/17/2006
N00015497	A00001779	Gomez, Alicia	A00001779	Gomez, Alicia	540001	P0011088	Dell OptiPlex 745 Minltower	15946	FBE2QC1	402010	TC Bldg C Client Svc Fence...	4/4/2007 12

5 items

Right Click On Assets QuickView Output To Save Results

Close Help

Physical Inventory by TAG:

Executing "Physical_Inventory_by_TAG"



Physical Inventory Report By TAG

Enter TAG:

[Click to Run](#)

TAG: 16735
 Custodian: Gomez, Alicia Cust. ID: A00001779
 Equipment Mgr.: Gonzalez, Arnaldo Equip. ID: A00000048
 ORGN: 520005
 POHD: P0034595
 Permanent TAG: N00018167
 Asset Desc: PowerEdge R710 with Chassis for Up to Eight
 Serial #: 9PSWJM1
 LOCN: 557159 PCN - Bldg M Rm 246
 Aquired DT: 6/18/2010
 Total Cost: \$7,728.97

TAG QuickView

TAG	CUST_ID	CUST_NAME	EQUI_ID	EQUI_NAME	ORGN	POHD	PTAG	ASSET_DESC	SERIAL...	LOCN	LOCN_TITLE	ACQD_DT
16735	A000017...	Gomez, Alicia	A000000...	Gonzalez, Arnaldo	520005	P0034595	N00018...	PowerEdge R7...	9PSWJM1	557159	PCN - Bldg M R...	6/18/2010

Right Click On TAG QuickView Output To Save Result

Close Help

Physical Inventory by TAG History:

Executing "Physical_Inventory_by_TAG_HISTORY"



Physical Inventory Report By TAG HISTORY

Enter TAG:

[Click to Run](#)

TAG History QuickView

PTAG	ACT_DATE	USER_ID	TRANSFE...	TRANSFER_RSN	TRANSFER_FROM...	TRANSFER_FROM_N...	FROM_CO...	FROM_CR...	FROM_LOCN	FROM_LGR...	TRANSFER_TO_ID	TR
N00018167	7/25/2011	LATAMEZ		First Record gene...	NO ID	NAME NOT FOUND ...					NO ID	NA
N00018167	7/25/2011	LATAMEZ		UPDATED LOCN/...	A00056685	Rodriguez, Maria	S		520005	557012	A00001779	Go

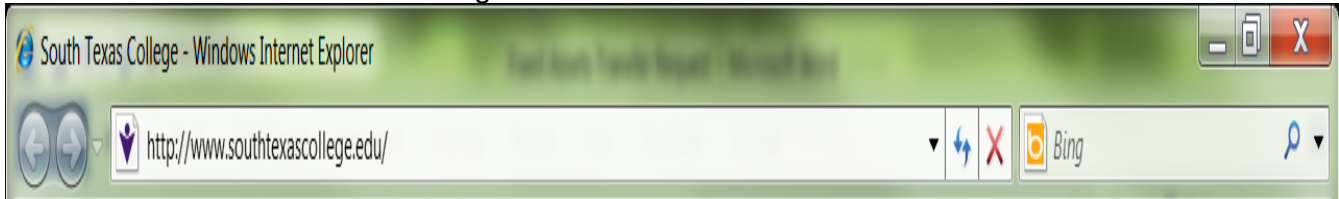
Right Click On TAG History QuickView Output To Save Results

Close Help

JagNet

Purpose: You will use JagNet to initiate the fixed assets transfer requests.

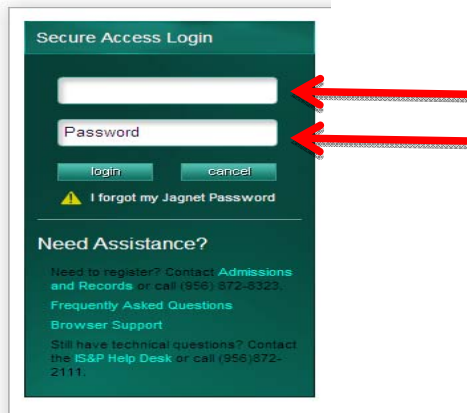
- Go to the South Texas College website.



- Click on the JagNet link.



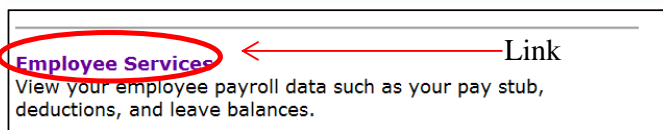
- Enter username and password



- Click on the Employee Tab.



- Click on Employee Services.



- A list of options is listed.
 - a. Select Fixed Asset Transfer Request

Employee

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Leave Balances](#)

[Supervisor Leave Balance Report](#)

[Request Parking Permit](#)

[Payroll Distribution Report](#)

[Fixed Asset Transfer Request](#) ←

- Fill out form accordingly.
(Note: Please enter all data correctly and do not leave any textboxes empty.)

Screenshot of the SunGard Higher Education web portal. The browser title is "SunGard Higher Education - Windows Internet Explorer". The address bar shows a URL from southtexascollege.edu. The navigation menu includes "Personal Information", "Student", "Faculty Services", "Employee", and "WebTailor Administration". The "Employee" tab is selected, and the page title is "Fixed Asset Transfer Request".

The form contains the following fields:

- Manager Requesting: **Current Financial Manager**
- Manager's Phone#: **Current Manager's phone#**
- Silver Tag Number: **Silver tag number to transfer**
- Justification:
- To Financial Manager: **Select the new financial manager's name from the dropdown box**

There is a "Submit" button at the bottom of the form. Below the form, it says "RELEASE: 1.0".

- A confirmation page will be displayed automatically when request has been submitted.

Confirmation

✔ Information saved successfully.

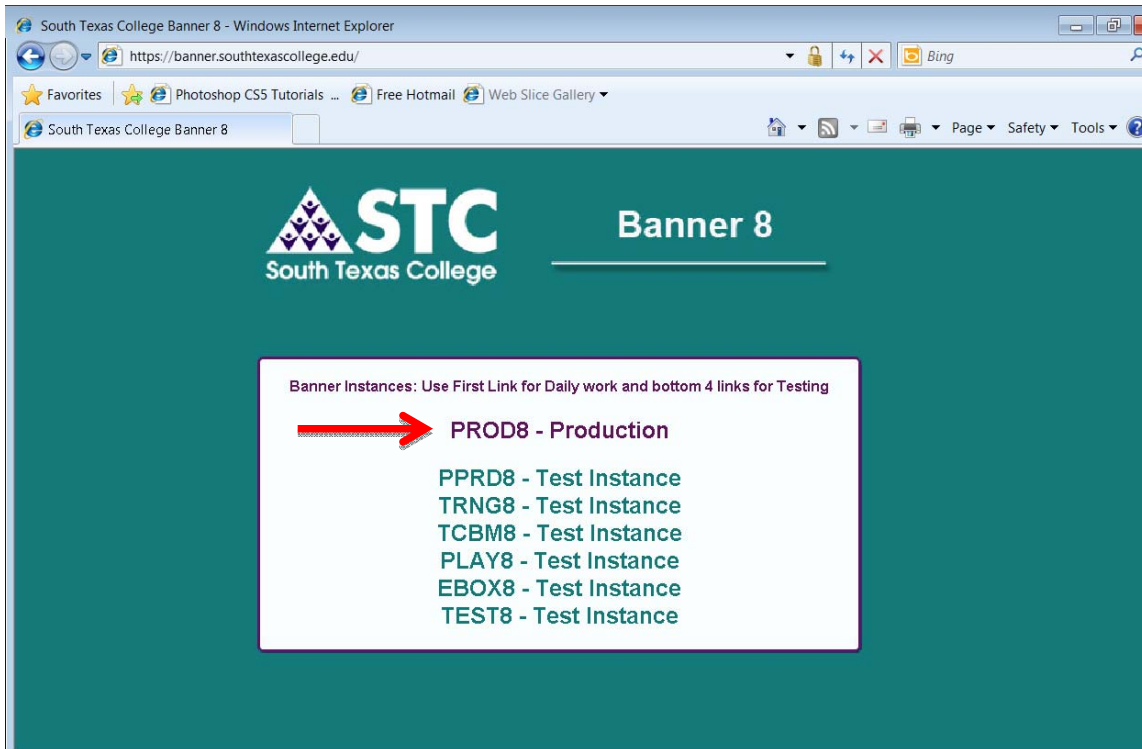
Done

- Click on Done to process form.

Banner Workflows

Purpose: Banner workflows will have all the approval forms from the fixed asset transfer requests submitted on JagNet.

- Open Internet Explorer and type <https://banner.southtexascollege.edu> for Banner Access (Note: Or select Banner shortcut on desktop if available.)
- Click on **PROD8 – Production**.



- A Security Warning popup window may appear, select **Yes**



- Enter Banner username and password.

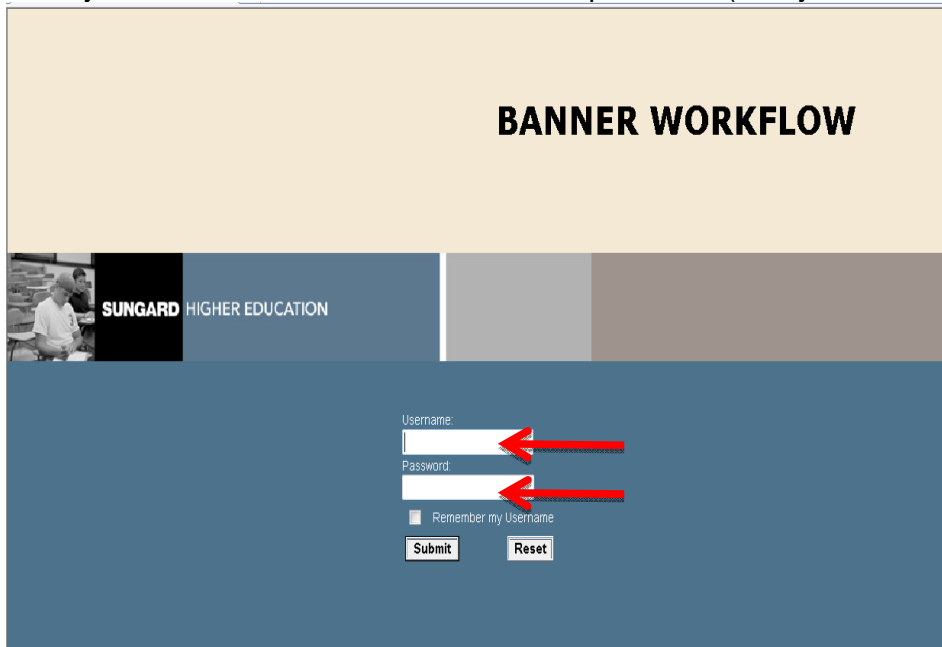
- On the right-hand side, a menu for “My Links” should appear.
- Click on **“Prod Workflow”** for Banner Workflows.

Or

Login to Jagnet and click on Employee tab and under Quick Links – Employee you will see the Banner Workflow link:

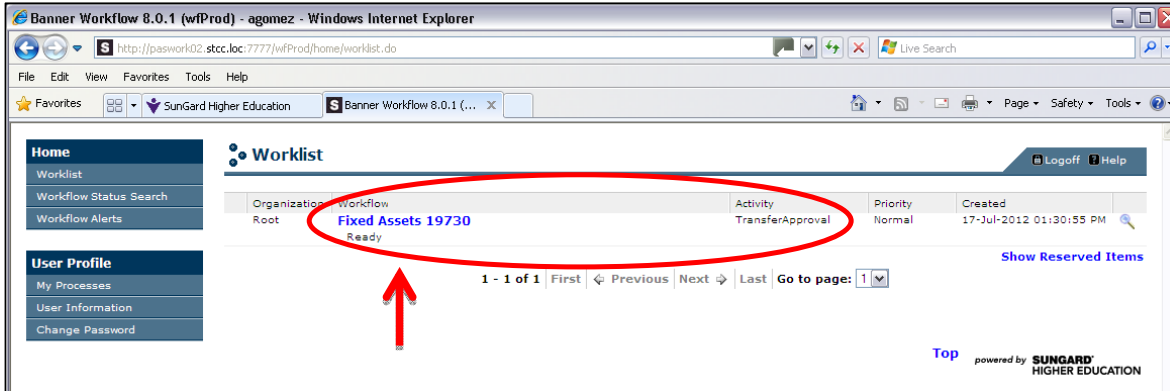
The Banner Workflow login screen will display.

- Enter your Banner Workflow username and password (Use your banner account).



The image shows the Banner Workflow login screen. At the top, the text "BANNER WORKFLOW" is displayed in a large, bold, black font against a light beige background. Below this, there is a horizontal navigation bar with three sections: a small image of a person on the left, the text "SUNGARD HIGHER EDUCATION" in the middle, and a dark grey section on the right. The main content area is a dark blue rectangle containing the login form. The form includes a "Username:" label above a white input field, a "Password:" label above another white input field, a "Remember my Username" checkbox, and two buttons labeled "Submit" and "Reset". Two red arrows point to the right side of the Username and Password input fields.

Current FM Transfer Approval Form



- All assets pending approve will appear in the worklist for the Current FM (Transfer Approval form name)
- The form will contain the Financial Managers contact information along with the equipment information that is being transferred with all pertinent data.
- The Financial Manager will now “Approve” or “Disapprove” the form.

The screenshot shows the "Transfer Approval Form" with the following sections:

- Transfer Information**
 - Manager Requesting Move: Alicia Gomez
 - Date: 17-Jul-0012 12:00:00 AM
 - Phone#: 872-5527
 - Justification: Fixed assets
- FROM**
 - Silver Tag Number/Desc: 19730 - Cisco VG224 Analog Voice Gateway
 - Orgn/Title: 520002 - Phones Central Office
 - Location/Title: 557012 - PCN - Bldg M Rm 114
 - Asset Manager UserID/Name: AGOMEZ - Alicia Gomez
 - Custodian UserID/Name: ddeleon - Daniel De Leon
- TO**
 - Financial Manager ID/Name: A00001779 - Alicia Ruth Gomez
 - Financial Manager Email: agomez@southtexascollege.edu
 - Custodian UserID/Name: AGOMEZ - Alicia Gomez
- Transfer Approval:
 - Approve
 - Disapprove
- Disapproval Comments: (text area)
- Buttons: Complete, Save & Close, Cancel (circled in red)

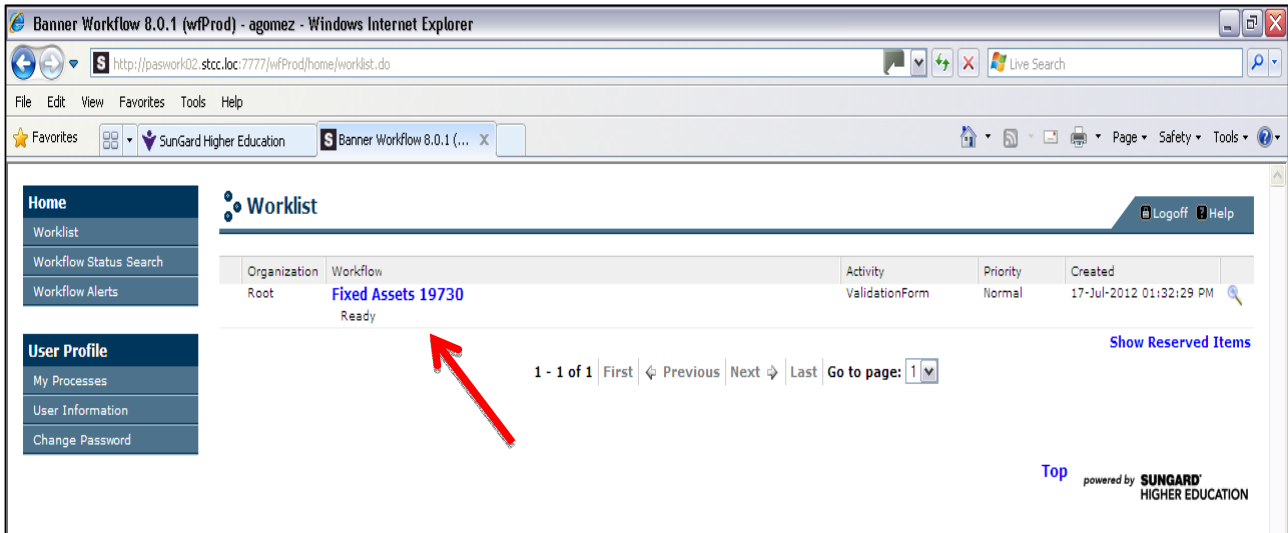
(Note:

- If Financial Manager “Disapprove” the transfer form, a disapproval comment needs to be entered and press “Complete”.
- If Financial Manager forgets or does realize there is a form to be approved, it will be available in the worklist for five days afterwards it will display an Alert. After 5 days the FMs will receive an email.)

The Transfer Approval Form has several buttons:

- Complete – Form will be submitted and transfer to New Financial Manager
- Save & Close – Updates can be made and saved for it to be viewed for updates at a later time & date.
- Cancel – No changes were made and form will stay in the Worklist.

New FM Validation Form



- After the Current FM approves a transfer the new Financial Manager will have a validation form their worklist.
- To view the pending approvals: click on the link for the Fixed Asset information to open the form and update.
- The new Financial Manager will update the following information:
 - Asset Organization
 - Asset Location
 - Custodian (using e-mail username)
- Once data is entered, please press **"Complete"** to update the changes.

The screenshot shows the "Validation Form" interface. It contains the following information:

This form is to validate the asset information you are transferring.

FROM
 Manager Requesting Move: Alicia Gomez
 Date: 17-Jul-0012 12:00:00 AM
 Phone#: 872-5527
 Silver Tag Number/Desc: 19730 - Cisco VG224 Analog Voice Gateway
 Justification: Fixed assets

Organization: 520002 - Phones Central Office
 Location: 557012 - PCN - Bldg M Rm 114

TO
 Financial Manager: agomez
 Financial Manager Name: A00001779 - Alicia Ruth Gomez
 Custodian Name: AGOMEZ - Alicia Gomez

Inter-Departmental Assignments (Displayed Values are from the Current Silver Tag)

* Asset Orgn: 520002
 * Asset Location: 557012
 * Custodian Email UserID: agomez

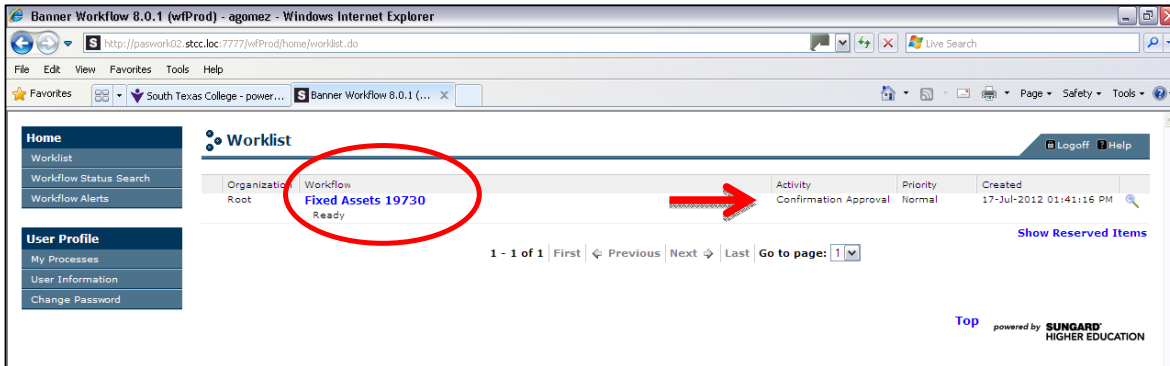
Buttons: Complete, Save & Close, Cancel

Annotations with red arrows and text:

- Enter Banner Organization code number (points to 520002)
- Enter Asset Location code number (points to 557012)
- For new custodian enter STC email username (points to agomez)

The bottom right corner includes "Top" and "powered by SUNGARD HIGHER EDUCATION".

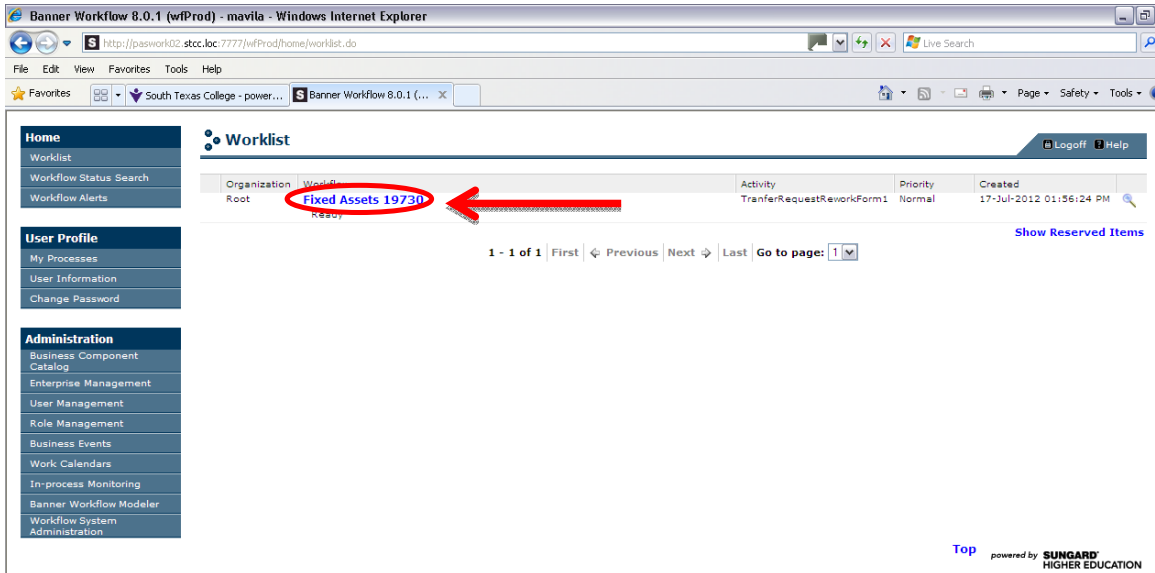
New FM Confirmation Approval Form



- Once the validation is completed, the New FM will have a Confirmation Approval form that will appear in their worklist for final/confirmation approval.

- The New Financial Manager can “Approve” or “Disapprove”.
- The form has several button options:
 - Complete – Form will be submitted
 - Save & Close – Updates can be made and saved for it to be viewed for updates at a later time.
 - Cancel – No changes were made and form will be in the Worklist
- After the confirmation approval form is approved and completed.
 - Banner Fixed Assets will be updated with the new information.
 - After all approvals have been completed the following will receive an email: Requestor, Current FM and Fixed Assets Shipping and Receiving. If Disapproval – Requestor by Current FM and Current FM will receive an email.

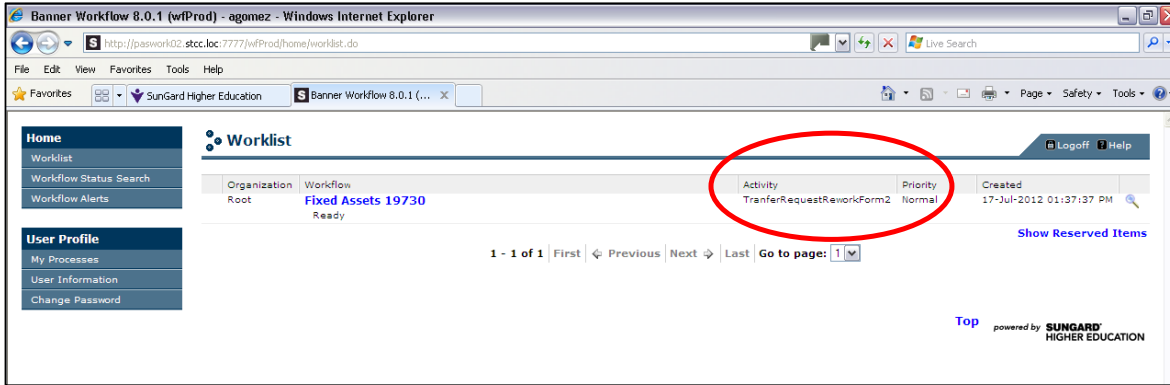
Transfer Requestor Request Rework Form 1



- If you submit a JagNet Fixed Asset Transfer Request and the Current Financial Manager doesn't see the Transfer Approval form in their worklist due to error then the transfer requestor should have it in her/his worklist.
- The Banner Workflow Worklist will display the Fixed Asset Transfer Request Form1 to the Transfer Requestor who submitted the fixed asset transfer request on Jagnet.
(NOTE: The Fixed Asset Rework Form will only display in the transfer requestor's worklist. If he/she submitted a wrong silver tag on Jagnet; the transfer requestor will have to make the correction to the silver tag. Once corrections have been made the Current Financial Manager will receive the Fixed Asset Transfer Request approval form on their work list. Please note below for Rework.)
- The following screen depicts the Fixed Asset Transfer Request requiring corrections. Please note the validation indicators.

The screenshot shows the 'Transfer Request Rework Form' interface. The title bar says 'Worklist Transfer Request Rework Form'. A red arrow points to the title. The main content area is titled 'Validation Indicators:' and contains two lines of text: 'Asset Silver Tag is Valid?: Yes' and 'New Equip Manager is Valid?: No'. Below this is the section 'Asset Transfer Information'. Under the heading 'FROM', there are fields for 'Manager Requesting Move: Alicia Gomez', 'Date: 17-Jul-0012 12:00:00 AM', 'Phone#: 872-5527', 'Silver Tag Number: 19730', and 'Purpose of the Move: Test2'. Under the heading 'TO', there is a field for 'Financial Manager: agome'. At the bottom of the form are three buttons: 'Complete', 'Save & Close', and 'Cancel'.

New FM Request Rework Form 2



- Once the Current FM approves the Transfer Approval Form. The New FM should have in their worklist the Validation Form. Open the Validation Form and make updates to the **Asset Organization, Asset Location, and the Custodian Email UserID** and click "complete" to submit the changes. If data was entered incorrectly the New FM will have a Transfer Request Rework Form2 waiting in their worklist to make the corrections. In the Transfer Rework Form below you can see at the top of the form the **Validation Indicators**. The Validation indicators have a question and if the answer is "Yes" it means is correct but if the answer is "No" then you need to correct that indicator.
- Once corrections are made press "Complete" to submit.

The screenshot shows the "Transfer Request Rework Form" interface. The "Validation Indicators" section is circled in red and contains the following information:

Validation Indicators:	
New Orgn is Valid?:	No
New Locn is Valid?:	No
New Custodian UserID is Valid?:	Yes

The "Asset Transfer Information" section is also circled in red and contains the following information:

FROM

Manager Requesting Move: Alicia Gomez
Date: 17-Jul-0012 12:00:00 AM
Phone#: 872-5527
Silver Tag Number/Desc: 19730 - Cisco VG224 Analog Voice Gateway
Justification: Fixed assets

TO

Financial Manager: agomez
Inter-Departmental Assignments

* Orgn: 52000
* Location: 55701
* Custodian UserID: agomez

Buttons: Complete, Save & Close, Cancel

The text "Enter Corrections" is visible on the right side of the form. A red arrow points to the "Complete" button. The page footer includes "Top" and "powered by SUNGARD HIGHER EDUCATION".

- After the updates go through a validation process and everything is correct then the New FM will receive the Confirmation Approval in their worklist.
- Once the Confirmation Approval is approved by the New FM then the confirmation emails will be sent to the Current FM, Transfer Requestor, and to Shipping and Receiving.

FAQ's

Who has access to Fixed Asset Transfer Request?

- The Financial Manager and their designated proxies have access to the Fixed Asset Transfer Request.

(Note: Proxy is a staff member been provided access. The Financial Manager is the only one able to appoint proxy.)

How long do Proxies have access to the Fixed Asset Transfer Request?

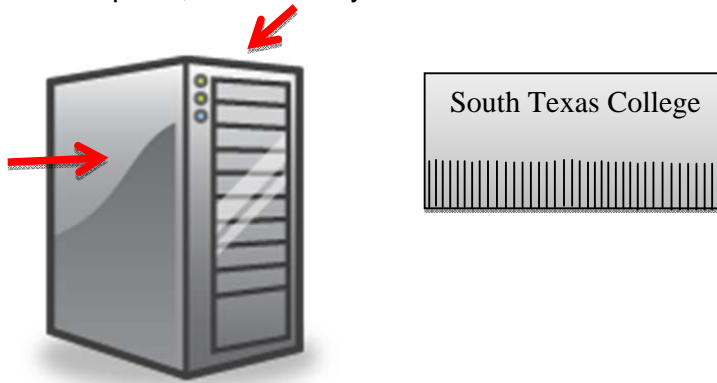
- The Financial Manager will provide a start and end date for assignment.

How does a silver tag look like?

- It looks like a barcode with South Texas College embroidered with a number.

Where can it be found?

- On a computer, it will usually be found on the CPU tower sides or on top.



- On a printer or scanner, usually on top.



- What if equipment does not have silver tag # but purple or green tag#s?
 - a. The Fixed Asset Transfer Request Form is only for Silver Tag#s.
- If staff does not have access to Banner or Banner Workflows, what is the procedure to give them access?
 - a. A work order is opened for access.
 - i. It requires the Financial Manager's approval.
- How long does the request take to post in Banner Workflows?
 - a. It should take a couple of minutes.
 - b. Press F5 on the keyboard to refresh screen.
- Will a confirmation e-mail be sent to the Transfer Requestor that form was submitted in JagNet?
 - a. No, the form will only appear on the Transfer Requestor if corrections need to be made to the form. Otherwise it will appear on the Financial Managers Worklist for review.

- What if an error appears on the screen when submitting or accessing form, whether through JagNet or Banner Workflows?
 - a. Contact the IS&P Help Desk at 872-2111 or e-mail at isphelp@southtexascollege.edu so a work order can be created
 - b. Provide picture screens of the error for quicker response.
- If form is disapproved, can it be re-opened for editing?
 - No, a new Transfer Request Asset Request form needs to be created.
- Is the option to have more than one proxy assigned for creating Fixed Asset Transfer Request Forms available?
 - Yes
- Up to how many proxies can be assigned?
 - It depends on the Financial Manager but only 1 proxy is recommended.

Proxies

- Jagnet proxies are only allowed to make transfer requests through Jagnet.
- Banner Workflow proxies can approve approval forms.
- Where do we get information on location of the equipment?
 - Use the Argos Reporting section.
 - Contact Fixed Assets at 872-2784.

Fixed Asset Workflow Training Inventory Asset Mass Transfer Request Form - Silver Tags

Inventory Assets

- An inventory asset has a value of over \$1,000 and a silver inventory tag.

Assistance

- If assistance is required to complete the Fixed Assets in Jagnet or Banner Workflow, please contact the Fixed Assets Department at 872-6176 or 872-2784.

Inventory Asset Mass Transfer Request Form

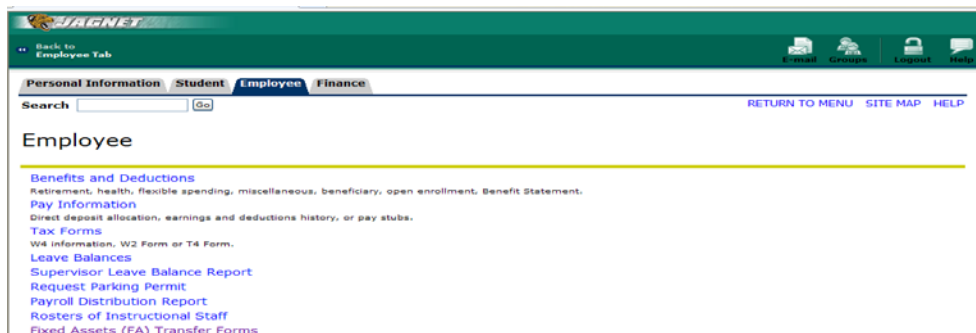
- The form must be used in Jagnet to begin the Banner workflow process.
- The form can be found using the Fixed Assets (FA) Transfer forms under the Jagnet employee tab.

Steps to follow:

- Jagnet – Fixed Assets (FA) Transfer Forms
- Banner Workflow

Jagnet -- Log In

- Select the Employee tab
- Select the Fixed Assets (FA) Transfer Forms link.



- Then select the FA Mass Transfer (Silver Tag) for Orgn, Locn and Custodian:



- FA Mass Transfer form will allow up to 20 silver tags to be transferred.
- The organization, location and custodian must all be the same for the new manager.
- If the asset has a silver and green tag, the silver tag must be used for all transfers of grant funded assets.

FA Mass Transfer (Silver Tag) Request Form – Jagnet continued

The screenshot shows the JAGNET web application interface. At the top, there is a green header with the JAGNET logo and a navigation bar with tabs for 'Personal Information', 'Student', 'Employee', and 'Finance'. Below the navigation bar is a search field. The main content area is titled 'Fix Assets Mass Transfer Silver Tags (Orgn, Locn and Custodian)'. The form contains the following fields:

- Manager Requesting:** A dropdown menu with 'None' selected.
- Managers's Phone#:** A text input field.
- Justification:** A large text area with a vertical scrollbar.
- Financial Manager:** A dropdown menu with 'None' selected.
- Tag#s:** A table with 4 columns and 4 rows of text input fields.

A 'Submit' button is located at the bottom left of the form.

1. Fill in the **Manager Requesting** the move, relocation or update.
2. Fill in a **phone** number for the person initiating the request.
3. Fill in complete **justification** for the request. (Ex: condition of asset, transfer to new financial manager, relocation from and to, current location of assets, new location for the assets, etc.)
4. Fill in the **New Financial** receiving the asset(s).
5. A total of 1-20 asset(s) can be transferred using this form. Fill in the complete silver tag number and submit form. After the form has been submitted, the option to submit more transfers is available (see below).

Please note: This form can only be used for asset(s) with a silver tag.

The screenshot shows the JAGNET web application interface after the form has been submitted. The main content area is titled 'Confirmation'. Below the title, there is a green checkmark icon followed by the text 'Information saved successfully.'. Below this, there is a 'Done' button. At the bottom of the page, there is a 'RELEASE: 1' label.

- Click on “Done” to complete the Jagnet process.

FA Mass Transfer (Silver Tag) Request Form – Jagnet continued

If an incorrect tag number is used in the mass transfer, an error message will follow.

Back to Employee Tab

Personal Information Student **Employee** Finance

Search (go)

Fix Assets Mass Transfer Silver Tags (Orgn, Locn and Custodian)

Manager Requesting

Managers's Phone#

Justification

You have 107 characters left.

Financial Manager

Tag#s

<input type="text" value="15770"/>	<input type="text" value="15287a"/>	<input type="text" value="18982"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RELEASE: 1

- The confirmation page will show which tag is the problem.

Back to Employee Tab

Personal Information Student **Employee** Finance

Search (go)

Confirmation

ALERT!

The following Tags do not exist or you did not enter 5 characters: 15287a

Please click on the back button to correct and re-submit

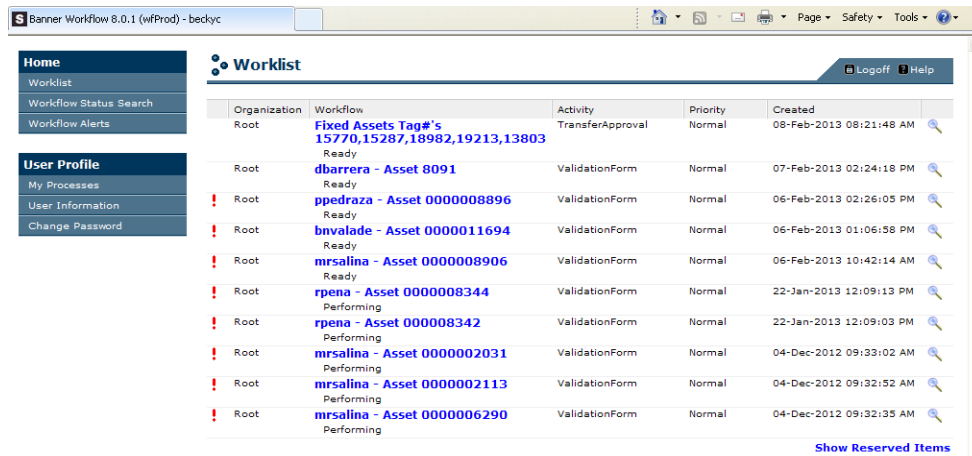
RELEASE: 1

- To correct the error click “Go Back” to begin the whole process again. All tags will need to be re-entered.

Banner -- Log In

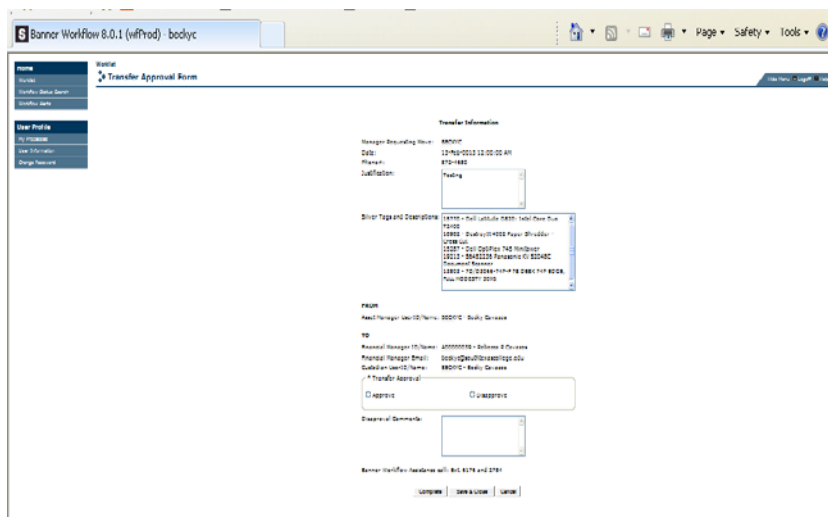
Open Banner Workflow - Current Financial Manager

- If the Jagnet submittal is correct, the following will appear in the Banner Worklist for the current financial manager to review and approve. The worklist will list all the tags beginning transferred through the mass transfer process.



Organization	Workflow	Activity	Priority	Created	
Root	Fixed Assets Tag# 15770,15287,18982,19213,13803 Ready	TransferApproval	Normal	08-Feb-2013 08:21:48 AM	
Root	dbarrera - Asset 8091 Ready	ValidationForm	Normal	07-Feb-2013 02:24:18 PM	
!	Root	ppedraza - Asset 000008896 Ready	ValidationForm	Normal	06-Feb-2013 02:26:05 PM
!	Root	bnvalade - Asset 0000011694 Ready	ValidationForm	Normal	06-Feb-2013 01:06:58 PM
!	Root	mrsalina - Asset 000008906 Ready	ValidationForm	Normal	06-Feb-2013 10:42:14 AM
!	Root	rpena - Asset 000008344 Performing	ValidationForm	Normal	22-Jan-2013 12:09:13 PM
!	Root	rpena - Asset 000008342 Performing	ValidationForm	Normal	22-Jan-2013 12:09:03 PM
!	Root	mrsalina - Asset 000002031 Performing	ValidationForm	Normal	04-Dec-2012 09:33:02 AM
!	Root	mrsalina - Asset 000002113 Performing	ValidationForm	Normal	04-Dec-2012 09:32:52 AM
!	Root	mrsalina - Asset 000006290 Performing	ValidationForm	Normal	04-Dec-2012 09:32:35 AM

- Click to select the pending transfer request form



Transfer Information

Manager Recording Name: 880101
Date: 12/19/2013 12:00:00 AM
Month: 870-0802
Justification: Pending

Silver Tags and Operations

FROM

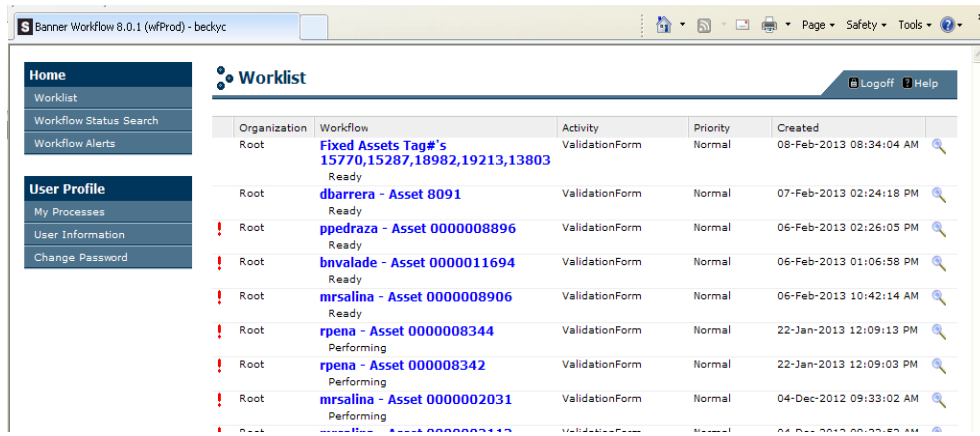
Banner Workflow 8.0.1 (wfProd) - beckyc

- The transfer approval form will list all the silver tags being transferred.
- If the information is correct, the current financial manager can approve and complete this form.
- If the information is not correct, the form must be disapproved with a comment then complete.

Note: If the transfer is approved and completed, the new financial manager will receive the validation form in his/her worklist.

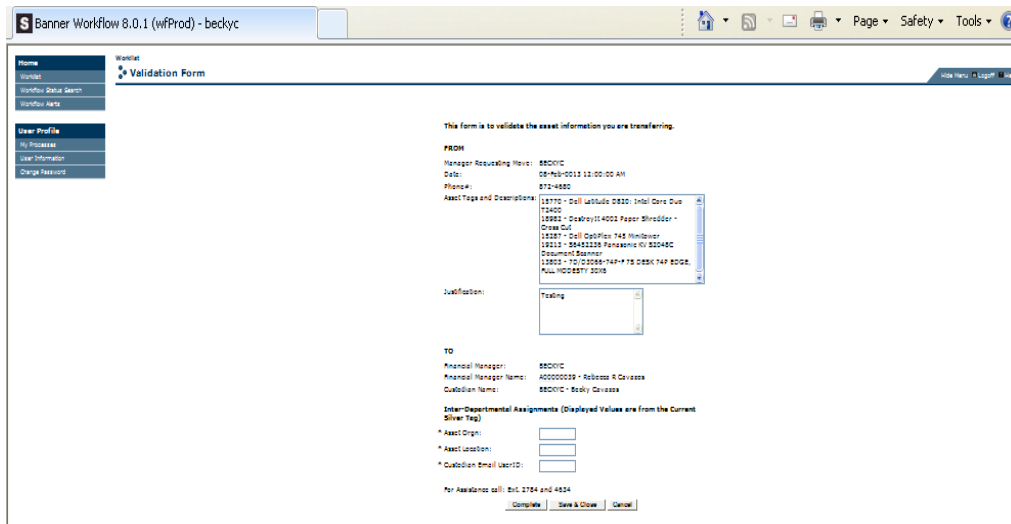
Open Banner Workflow - New Financial Manager

The New Financial Manager will receive a validation form in his/her Banner Worklist for review and approve.



Organization	Workflow	Activity	Priority	Created
Root	Fixed Assets Tag#'s 15770,15287,18982,19213,13803 Ready	ValidationForm	Normal	08-Feb-2013 08:34:04 AM
Root	dbarrera - Asset 8091 Ready	ValidationForm	Normal	07-Feb-2013 02:24:18 PM
Root	ppedraza - Asset 000008896 Ready	ValidationForm	Normal	06-Feb-2013 02:26:05 PM
Root	bnvalade - Asset 0000011694 Ready	ValidationForm	Normal	06-Feb-2013 01:06:58 PM
Root	mrsalina - Asset 000008906 Ready	ValidationForm	Normal	06-Feb-2013 10:42:14 AM
Root	rpena - Asset 000008344 Performing	ValidationForm	Normal	22-Jan-2013 12:09:13 PM
Root	rpena - Asset 000008342 Performing	ValidationForm	Normal	22-Jan-2013 12:09:03 PM
Root	mrsalina - Asset 000002031 Performing	ValidationForm	Normal	04-Dec-2012 09:33:02 AM

- Click to select the pending validation approval form.



This form is to validate the asset information you are transferring.

FROM
Manager Requiring Move: 88001C
Date: 02-Feb-2013 12:00:00 AM
Phone#: 872-4880
Asset Tags and Description:
18170 - Dell Latitude D820 Intel Core Duo
74500
18982 - SharpSL4002 Paper Shredder -
Cross Cut
18808 - Dell OptiFlex 745 MiniTower
18213 - 39423226 Panasonic KJ 5224SC
Document Scanner
18803 - TD 20088-748-75 DESK 74P 80GB
MULTIMEDIA 2008

Justification:
Testing

TO
Financial Manager: 88001C
Financial Manager Name: A00000019 - Release R Cavazos
Custodian Name: 88001C - Bekky Cavazos

Inter-Departmental Assignments (Displayed Values are from the Current Silver Tag)
* Asset Origin:
* Asset Location:
* Custodian Email UserID:

For Assistance call: Ext. 2784 and 4834

If approving or this form, the following must be completed:

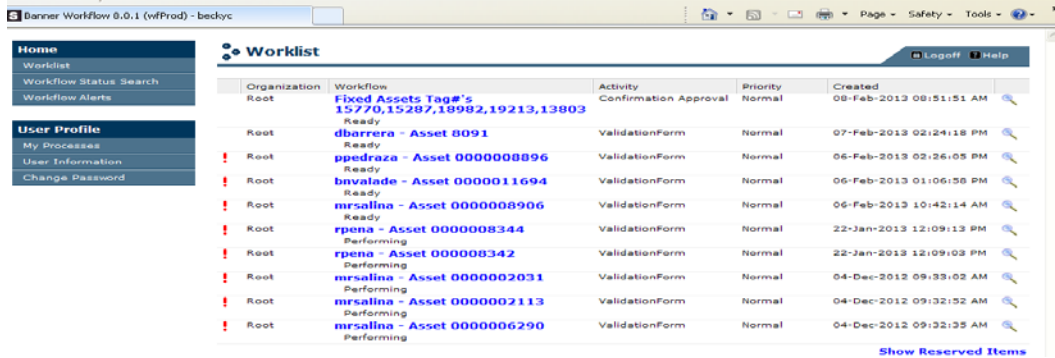
- Department Banner Organization Number
- New Asset Location
- New Custodian email username

After all the information is updated, press complete for the confirmation form.

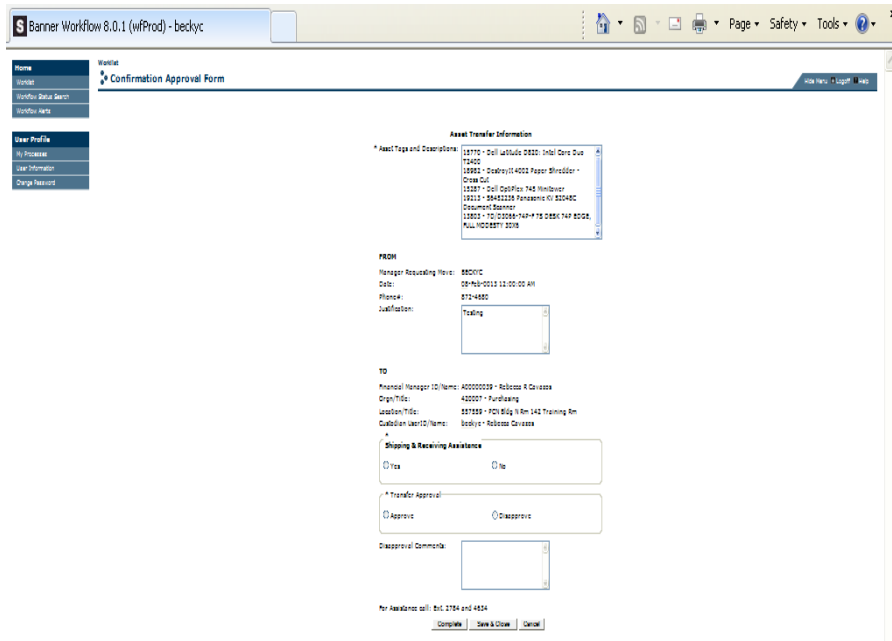
If disapproving the transfer, the validation form must be completed without changes. The disapproval of this transfer is completed in the confirmation form.

Banner Workflow - New Financial Manager cont'd

- After the validation process has been completed, the confirmation form will appear in the worklist for the final approval or disapproval by the New Financial Manager.



- Click to select the pending confirmation approval form.



- If approving this form, the following must be completed:
 - ⇒ Shipping and Receiving Assistance –
 - Yes, if assistance is required to relocate the asset(s) or pickup of an asset for auction/surplus. This will also send an email to the Fixed Asset Department.
 - ⇒ Transfer Approval – The New Financial Manager must approve or disapprove to complete the transfer.
 - ⇒ If approved or disapproved, an email will be sent to financial managers, fixed assets and initiator.

Fixed Asset Workflow Training

Non-Inventory Transfer Request Form – Purple/Green Tag

Non Inventory Assets

- A non-inventory asset has a value under \$1,000.
- The non-inventory asset will have a purple or green (grant) tag.

Assistance

- If assistance is required to complete the Fixed Assets in Jagnet or Banner Workflow, please contact the Fixed Asset Department at 872-6176 or 872-2784.

Non Inventory Assets Transfer Request Form

- The form must be used in Jagnet to begin the Banner workflow.
- The form can be found using the Fixed Assets (FA) Transfer Forms under the Jagnet employee tab.
- This form can also be used for asset(s) valued under \$100 which do not have tags.

Steps to follow:

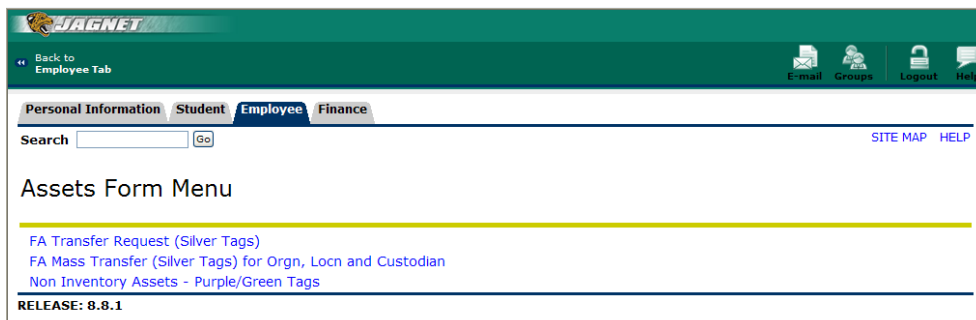
- Jagnet – Fixed Assets (FA) Transfer Forms
- Banner Workflow

Jagnet -- Log in

- Select the Employee tab
- Select the Fixed Assets (FA) Transfer Forms link.



- Then select the Non-Inventory Assets – Purple/Green Tags:



- Click on “Submit Another Request” to begin another form. The entire process will need to be completed again.

Banner -- Log in

Open Banner Workflow – Current Financial Manager

- If the Jagnet submittal is correct, the following will appear in the Banner Worklist for the current financial manager to review and approve.

Organization	Workflow	Activity	Priority	Created
Root	Non Inventory Assets: beckyc - 9000030492 Ready	TransferApprovalForm	Normal	07-Feb-2013 09:37:34 AM
Root	ppedraza - Asset 000008896 Ready	ValidationForm	Normal	06-Feb-2013 02:26:05 PM
Root	bnvalade - Asset 0000011694 Ready	ValidationForm	Normal	06-Feb-2013 01:06:58 PM
Root	mrsalina - Asset 000008906 Ready	ValidationForm	Normal	06-Feb-2013 10:42:14 AM
Root	rpena - Asset 000008344 Performing	ValidationForm	Normal	22-Jan-2013 12:09:13 PM
Root	rpena - Asset 000008342 Performing	ValidationForm	Normal	22-Jan-2013 12:09:03 PM
Root	mrsalina - Asset 000002031 Performing	ValidationForm	Normal	04-Dec-2012 09:33:02 AM
Root	mrsalina - Asset 000002113 Performing	ValidationForm	Normal	04-Dec-2012 09:32:52 AM
Root	mrsalina - Asset 0000006290 Performing	ValidationForm	Normal	04-Dec-2012 09:32:35 AM
Root	casalinas - Asset 8409 Performing	TransferApproval	Normal	19-Nov-2012 02:08:39 PM

[Show Reserved Items](#)

- Click to select the pending transfer request form

Transfer Request Information

Status of Equipment: NA

Requester Name: Release Covasa
Request Date: 07-Feb-2013 12:00:00 AM
Justification: Training

FROM:

Asset Manager: Release Covasa
Location: PCN Bldg N Rm 148
Tag:

Tag #s	Serial #s	Description
9000030492	NA	Old Computer

TO:

Asset Manager: Release Covasa
Location: PCN Bldg N Rm 142 Training Rm

Transfer Approval:

Approve Disapprove

Disapproval Comments:

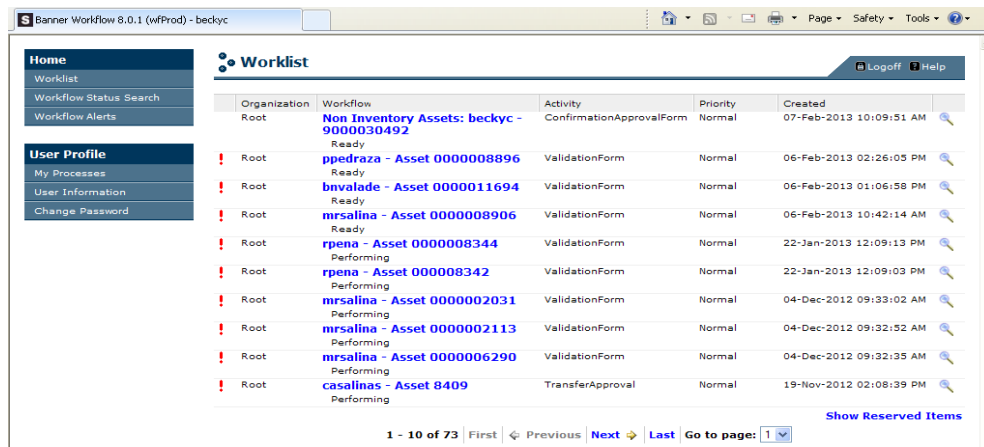
Banner Workflow Assistance call: Ext. 8170 and 2704

- If the information is correct, the form can be approved and completed.
- If the information is not correct, the form must be disapproved with a comment then select complete.

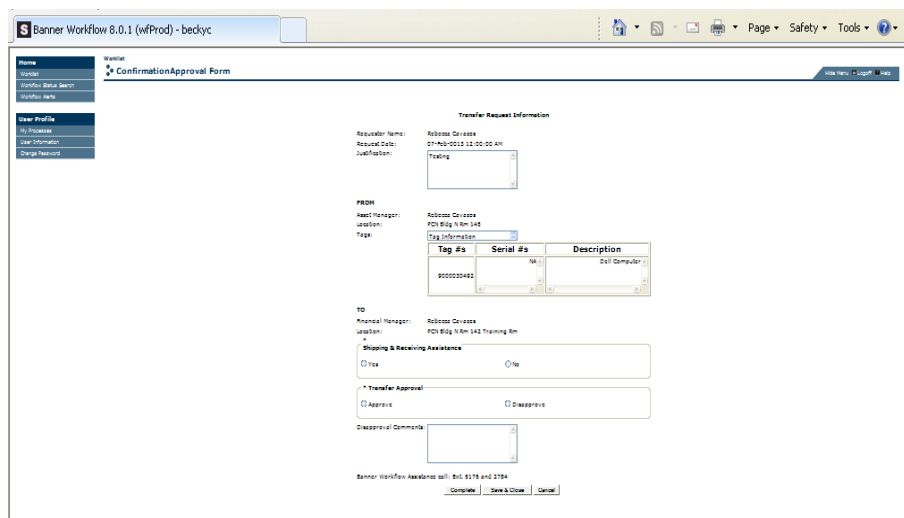
Note: If the transfer is approved and completed, the new financial manager will receive the confirmation approval form in their worklist after his/her email username and asset location are validated.

Open Banner Workflow – New Financial Manager

- The New Financial Manager will receive a confirmation approval form in his/her Banner Worklist for review and approve.



- Click to select the pending confirmation approval form.



- If approved the following must be completed:
 - ⇒ Shipping and Receiving Assistance –
 - Yes, if assistance is required to relocate or pickup an asset for auction/surplus. This will also send an email to the Fixed Asset Department.
 - ⇒ Transfer Approval – The New Financial Manager must approve or disapprove to complete the transfer.

⇒ **If approved or disapproved, an email will be sent to both financial managers and the initiator.**