



# ADDY NOTES



## Creating a Request to Declare an Asset Lost

This Addy Note explains how to create a request to declare an asset lost as either a Property Custodian (PCT) or Responsible Fiscal Officer (RFO).

Step	Action												
1.	<p>Your role in UCF Financials dictates where you view assets:</p> <ul style="list-style-type: none"> <li>• PCTs navigate to <b>Main Menu &gt; Employee Self Service &gt; Assets &gt; View/Transfer Assets.</b></li> <li>• DDCs and RFOs navigate to <b>Main Menu &gt; Manager Self-Service &gt; Assets &gt; View Department Asset.</b></li> </ul> <p><b>Note:</b> DDCs and RFOs will then click the appropriate department.</p> <div data-bbox="310 1052 1382 1516" style="border: 1px solid black; padding: 5px;"> <p><b>My Departments</b></p> <p>Rebekah Lynn Addy</p> <p>Click a Department link to view a list of department's assets.</p> <table border="1" data-bbox="321 1226 1365 1499"> <thead> <tr> <th colspan="2" data-bbox="321 1226 1365 1262">My Departments</th> </tr> <tr> <th data-bbox="321 1262 1045 1314">Department</th> <th data-bbox="1045 1262 1365 1314">Dept ID</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 1314 1045 1360">FIXED ASSETS- TFRD FM UCF CONV</td> <td data-bbox="1045 1314 1365 1360">00030002</td> </tr> <tr> <td data-bbox="321 1360 1045 1407">FIXED ASSETS- TFRD FM UCF STAD</td> <td data-bbox="1045 1360 1365 1407">00030003</td> </tr> <tr> <td data-bbox="321 1407 1045 1453">CREOL-BALANCE GLEBOV</td> <td data-bbox="1045 1407 1365 1453">02400000</td> </tr> <tr> <td data-bbox="321 1453 1045 1499">FN ACT-STU ACCTS-FIN AID</td> <td data-bbox="1045 1453 1365 1499">02500401</td> </tr> </tbody> </table> </div>	My Departments		Department	Dept ID	FIXED ASSETS- TFRD FM UCF CONV	00030002	FIXED ASSETS- TFRD FM UCF STAD	00030003	CREOL-BALANCE GLEBOV	02400000	FN ACT-STU ACCTS-FIN AID	02500401
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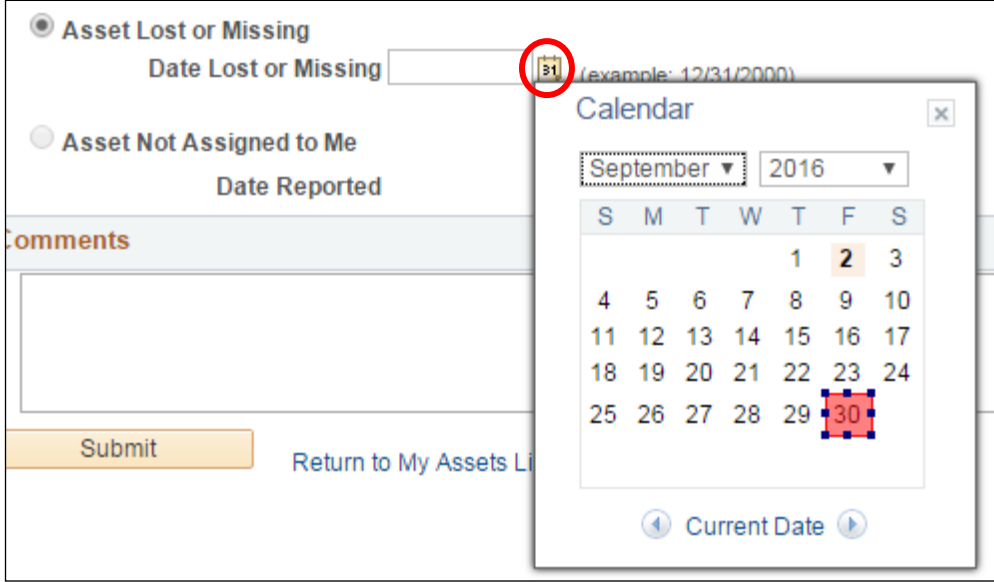


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2.	<p>The <b>My Assets</b> page displays for PCTs while the <b>My Department Assets</b> page displays for DDCs and RFOs. On either page click the <b>Transfer</b> button for the asset that is lost. The <b>Transfer</b> button is used for both asset transfer requests and for requests to declare an asset lost.</p> <div data-bbox="310 684 1393 1014" style="border: 1px solid black; padding: 5px;"> <p><b>My Assets</b> Rebekah Lynn Addy</p> <p>Click an Asset link to view asset detail information. Click the Status link to view Approval Status or click Transfer to submit a Transfer Request.</p> <table border="1" data-bbox="321 856 1382 1003"> <thead> <tr> <th colspan="4">Transaction Information</th> <th style="text-align: right;">Personalize   Find   [?]   [x]</th> <th style="text-align: right;">First [v] 1-2 of 2 [v] Last</th> </tr> <tr> <th>Asset</th> <th>Tag Number</th> <th>Department</th> <th>Status</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Furniture</td> <td>4940TST8888</td> <td>FIX-FIXED ASSETS INVEST IN PLT</td> <td>-</td> <td colspan="2" style="text-align: right;">Transfer</td> </tr> <tr> <td>ADMIN DESK</td> <td>4940TST9999</td> <td>FIX-FIXED ASSETS INVEST IN PLT</td> <td>-</td> <td colspan="2" style="text-align: right;">Transfer</td> </tr> </tbody> </table> </div> <p><b>Note:</b> The tag numbers that display on the <b>My Assets/My Department Assets</b> page for each employee are only for those assets where the employee's <b>Empl ID</b> has been designated as the asset custodian in Asset Management.</p>	Transaction Information				Personalize   Find   [?]   [x]	First [v] 1-2 of 2 [v] Last	Asset	Tag Number	Department	Status			Furniture	4940TST8888	FIX-FIXED ASSETS INVEST IN PLT	-	Transfer		ADMIN DESK	4940TST9999	FIX-FIXED ASSETS INVEST IN PLT	-	Transfer	
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3.	<p>The <b>Asset Transfer Request</b> page appears. Under the <b>Activity Type</b> heading select the <b>Asset Lost or Missing</b> radio button.</p> <div data-bbox="310 1272 1365 1734" style="border: 1px solid black; padding: 5px;"> <p><b>Activity Type</b></p> <p>Select the appropriate activity. For Transfer Asset, enter information in the Location, Department, and Custodian fields as applicable.</p> <p><input checked="" type="radio"/> <b>Transfer Asset</b></p> <p style="margin-left: 40px;">Date of Transfer <input type="text"/> [?] (example: 12/31/2000)</p> <p style="margin-left: 80px;">Location <input type="text"/> [?]</p> <p style="margin-left: 80px;">Department <input type="text"/> [?]</p> <p style="margin-left: 80px;">Custodian <input type="text"/> [?]</p> <p><input type="radio"/> <b>Asset Lost or Missing</b></p> <p style="margin-left: 40px;">Date Lost or Missing <input type="text"/> [?] (example: 12/31/2000)</p> <p><input type="radio"/> <b>Asset Not Assigned to Me</b></p> <p style="margin-left: 80px;">Date Reported (example: 12/31/2000)</p> </div>																								



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4.	<p>Enter the date the asset was lost, or click the <b>calendar</b> icon and select a date to populate the field.</p> 
5.	<p>Answer the following questions in complete sentences, and insert your answers into the <b>Comments</b> section.</p> <ol style="list-style-type: none"> <li>1. Who was the last employee responsible for the property?</li> <li>2. What was the date the property was last seen?</li> <li>3. Where was the last known location of the property?</li> <li>4. What action was taken to locate the property?</li> <li>5. What procedural changes were implemented to prevent future loss?</li> </ol> <p><b>Note:</b> You will not be able to submit your request unless you complete the <b>Comments</b> section.</p>



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6.	<p>Click <b>Submit</b>. Your request has been processed.</p> <div data-bbox="310 562 1398 978" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="radio"/> <b>Asset Lost or Missing</b>  Date Lost or Missing <input type="text" value="09/30/2016"/> (example: 12/31/2000)</p> <p><input type="radio"/> <b>Asset Not Assigned to Me</b>  Date Reported (example: 12/31/2000)</p> <p><b>Comments</b></p> <p>Name of the employee last responsible for the property: <u>Rebekah Lynn Addy</u>  Date property was last seen: September 30, 2016  Location where property was last seen: Central Receiving  Action taken to locate property: Performed physical search for property and sent email to employees  Procedural changes implemented to prevent future loss: Trained employees on new security protocols</p> <p><input type="button" value="Submit"/> <a href="#">Return to My Assets List</a></p> </div>										
7.	<p>Review the <b>Submit Confirmation</b> page. Click <b>OK</b> to return to <b>My Assets/My Department Assets</b> where the <b>Status</b> has been updated to <b>Pending</b>.</p> <div data-bbox="310 1106 1382 1766" style="border: 1px solid black; padding: 5px;"> <p>Asset Transfer Request</p> <p><b>Submit Confirmation</b></p> <p><input checked="" type="checkbox"/> The Submit was successful.</p> <p><b>Approval Process</b> <span style="float: right;">Personalize   Find   First 1 of 1 Last</span></p> <table border="1" data-bbox="326 1346 1365 1703"> <thead> <tr> <th>Role</th> <th>Name</th> <th>Status</th> <th>Submit Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Originator</td> <td>Rebekah Lynn Addy</td> <td>Pending</td> <td>10/03/2016</td> <td>Name of the employee last responsible for the property: <u>Rebekah Lynn Addy</u>  Date property was last seen: September 30, 2016  Location where property was last seen: Central Receiving  Action taken to locate property: Performed physical search for property and sent email to employees  Procedural changes implemented to prevent future loss: Trained employees on new security protocols</td> </tr> </tbody> </table> <p><input type="button" value="OK"/></p> </div>	Role	Name	Status	Submit Date	Comments	Originator	Rebekah Lynn Addy	Pending	10/03/2016	Name of the employee last responsible for the property: <u>Rebekah Lynn Addy</u> Date property was last seen: September 30, 2016 Location where property was last seen: Central Receiving Action taken to locate property: Performed physical search for property and sent email to employees Procedural changes implemented to prevent future loss: Trained employees on new security protocols
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