



ADDY NOTES



Creating a Request to Declare an Asset Lost or Missing

This Addy Note explains how to create a request to declare an asset lost or missing 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"> • PCTs navigate to Main Menu > Employee Self Services > Assets > View/Transfer Assets. • DDCs and RFOs navigate to Main Menu > Manager Self-Service > Assets > View Department Asset. <p>Note: 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>My Departments</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="310 1226 1365 1499"> <thead> <tr> <th colspan="2" data-bbox="310 1226 1365 1262">My Departments</th> </tr> <tr> <th data-bbox="310 1262 1045 1314">Department</th> <th data-bbox="1045 1262 1365 1314">Dept ID</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 1314 1045 1360">FIXED ASSETS- TFRD FM UCF CONV</td> <td data-bbox="1045 1314 1365 1360">00030002</td> </tr> <tr> <td data-bbox="310 1360 1045 1407">FIXED ASSETS- TFRD FM UCF STAD</td> <td data-bbox="1045 1360 1365 1407">00030003</td> </tr> <tr> <td data-bbox="310 1407 1045 1453">CREOL-BALANCE GLEBOV</td> <td data-bbox="1045 1407 1365 1453">02400000</td> </tr> <tr> <td data-bbox="310 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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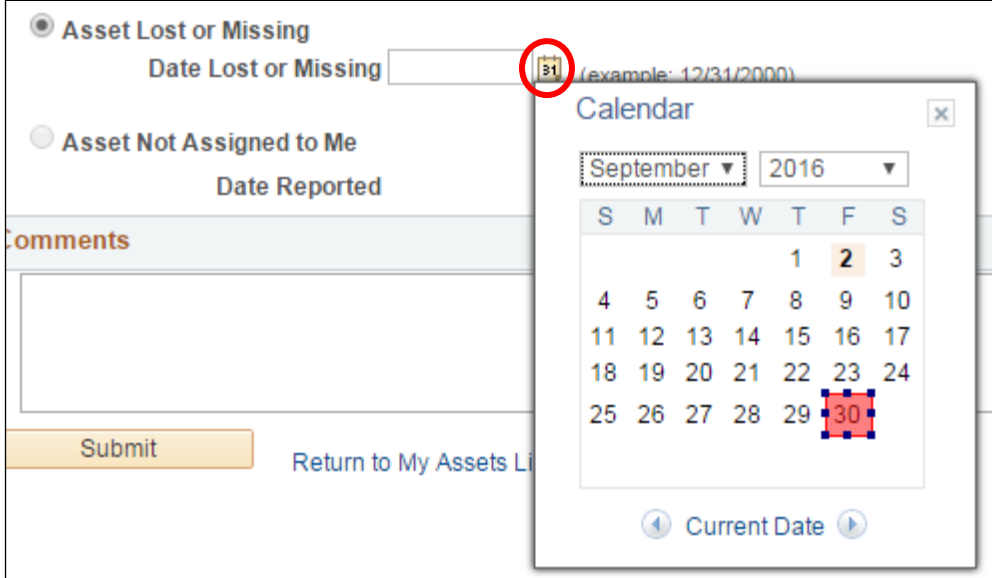


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2.	<p>The My Assets page displays for PCTs while the My Department Assets page displays for DDCs and RFOs. On either page click the Transfer button for the asset that is lost or missing. The Transfer button is used for both asset transfer requests and for requests to declare an asset lost or missing.</p> <div data-bbox="310 684 1393 1012" style="border: 1px solid black; padding: 5px;"> <p>My Assets 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 [] []</th> </tr> <tr> <th>Asset</th> <th>Tag Number</th> <th>Department</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Furniture</td> <td>4940TST8888</td> <td>FIX-FIXED ASSETS INVEST IN PLT</td> <td>-</td> <td 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 style="text-align: right;">Transfer</td> </tr> </tbody> </table> </div> <p>Note: The tag numbers that display on the My Assets/My Department Assets page for each employee are only for those assets where the employee's Empl ID has been designated as the asset custodian in Asset Management.</p>	Transaction Information				Personalize Find [] []	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 Asset Transfer Request page appears. Under the Activity Type heading select the Asset Lost or Missing radio button.</p> <div data-bbox="310 1272 1365 1734" style="border: 1px solid black; padding: 5px;"> <p>Activity Type</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"/> Transfer Asset</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"/> Asset Lost or Missing</p> <p style="margin-left: 40px;">Date Lost or Missing <input type="text"/> [] (example: 12/31/2000)</p> <p><input type="radio"/> Asset Not Assigned to Me</p> <p style="margin-left: 80px;">Date Reported <input type="text"/> (example: 12/31/2000)</p> </div>																				



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



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6.	<p>Click Submit. Your request has been processed.</p> <div data-bbox="310 562 1398 982" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="radio"/> Asset Lost or Missing Date Lost or Missing <input type="text" value="09/30/2016"/> (example: 12/31/2000)</p> <p><input type="radio"/> Asset Not Assigned to Me Date Reported (example: 12/31/2000)</p> <p>Comments</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"/> Return to My Assets List</p> </div>										
7.	<p>Review the Submit Confirmation page. Click OK to return to My Assets/My Department Assets where the Status has been updated to Pending.</p> <div data-bbox="310 1108 1382 1766" style="border: 1px solid black; padding: 5px;"> <p>Asset Transfer Request</p> <p>Submit Confirmation</p> <p><input checked="" type="checkbox"/> The Submit was successful.</p> <p>Approval Process Personalize Find First 1 of 1 Last</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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