2023

Fixed Assets Transfer Request Manual

SOUTH TEXAS COLLEGE

Distribution Services Department

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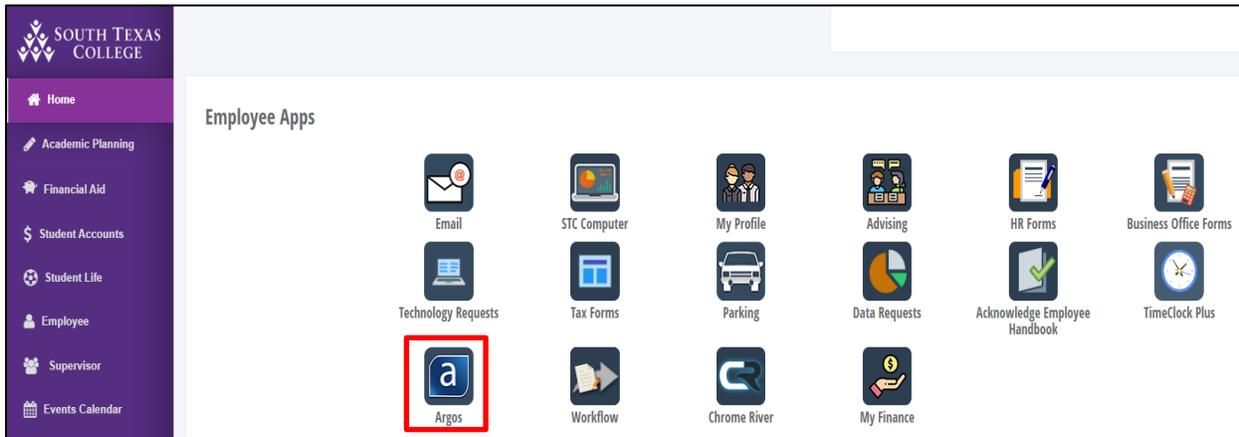
Argos Fixed Assets Reports

Argos Reports will allow you to run the Physical Inventory report and conduct asset verification of all **silver tag items**.
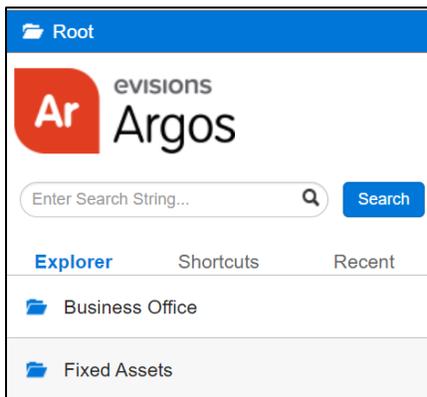
- Reports can be exported to an Excel Format where it can be filtered to display specific data
- Reports can also be viewed in PDF Format

Login to Argos

- Under Jagnet Home/Employee Apps/Argos.

- Select the Fixed Assets Folder

Physical Inventory Reports

- **Physical Inventory by A# (updated) -** To view physical inventory report by searching with the Custodian A# or the Equipment/Financial Manager A#.
- **Physical Inventory by Campus_Bldg_Custodian -** It will search for inventory by campus, by campus building, and campus building and cust.
- **Physical Inventory by Serial Number -** It will search for inventory asset by serial number
- **Physical Inventory by Tag -** It will search for inventory by asset number
- **Physical Inventory by Tag History -** It will search for inventory history by asset number
- **Physical Inventory Locations -** It will search for location codes by campus

Physical Inventory Reports – Pending Approvals

- **Pending Moves Approvals -** It will search for Move/Setup by request number
- **Pending Approvals NonInventory Assets -** It will search for transfers by Equipment Manager username
- **Pending Approvals with Orig. Asset Info -** It will search for transfers by Equipment Manager username
- **Proxy Date -** It will search for proxy list by Equipment Manager username

Physical Inventory by A# (updated)

Fixed Assets/Physical Inventory Reports
- The reports include:
- Custodian User ID and Name
- Equipment Manager ID and Name
- PTAG – Permanent Asset Number
- ORGN. – Department/Program Organization Code
- POHD – Purchase Order Number
- Asset Description, Silver Tag, Serial Number, Location Code and Title
- Acquisition Date, Asset Total, Barcode Number: Green (Grant) Tag or Security Theft Tag Number

By Custodian A#: Enter the complete Custodian A#. and Click to Run twice

By Equipment Manager A#: Enter the complete Custodian A#. and Click to Run twice

How to run report in Excel Format

- Select the icon shown at the bottom right side of the report
- Export All to CSV
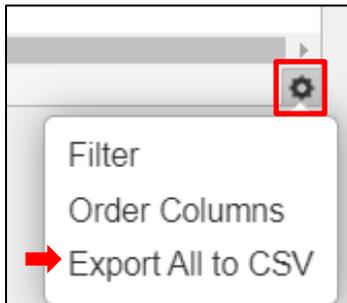
- Select Apply
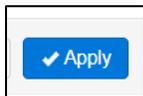
- Report will be displayed at the bottom left side of the screen

- Save report in Excel Format

How to run report in PDF Format

- Select the down arrow shown at the top left section of the report
- Click Generate report in PDF Format
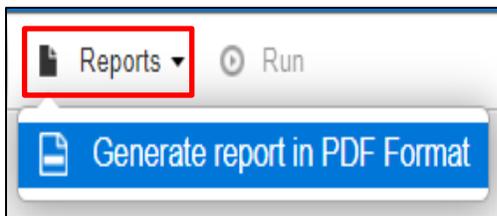
- Then, click on Run

Report will be displayed at the bottom left side of the screen

Sample Reports

- ## Physical Inventory by Campus

- ## Physical Inventory by Campus_Bldg

- **Physical Inventory by Campus_Bldg_Custodian**

- **Physical Inventory by Serial Number**

Physical Inventory Report
By Serial

Enter Serial# `99KHXZ2`

Click to Run

TAG:	42843		
Custodian:	Quintanilla, Gerardo	**Cust. ID:**	A00010250
Equipment Mgr.:	Cavazos, Rebecca	**Equip. ID:**	A00000039
ORGN:	420005		
POHD:	P0119628		
Permanent TAG:	N00035146		
Asset Desc:	Dell Latitude 5310 Laptop 2 in 1 BTX		
Serial #:	99KHXZ2		
LOCN:	1	TC SR Warehouse - Auction	
Aquired DT:	07/31/2020		
Total Cost:	1175.41		

- **Physical Inventory by Tag**

Physical Inventory Report
By TAG

Enter TAG: 42843

[Click to Run]

TAG:	42843		
Custodian:	Quintanilla, Gerardo	**Cust. ID:**	A00010250
Equipment Mgr.:	Cavazos, Rebecca	**Equip. ID:**	A00000039
ORGN:	420005		
POHD:	P0119628		
Permanent TAG:	N00035146		
Asset Desc:	Dell Latitude 5310 Laptop 2 in 1 BTX		
Serial #:	99KHXZ2		
LOCN:	1 TC SR Warehouse - Auction		
Aquired DT:	07/31/2020		
Total Cost:	$1,175.41		

- **Physical Inventory by Tag History**

STC
South Texas College

Physical Inventory Report
By TAG HISTORY

Enter TAG: 42843

[Click to Run]

TAG History QuickView

PTAG	ACT_DATE	USER_ID	TRANSFER_DT	TRANSFER_RSN	POHD	TRANSFER_FROM_ID	TRANSFER_FROM_NAME	FROM_COAS	FROM_ORGN	FROM_LOCN
N00035146	03/20/2023	GBARAJAS	03/20/2023	Transfer to update asset location and custodian	P0119628	A00000039	Cavazos, Rebecca	S	420007	402057
N00035146	03/21/2023	GBARAJAS	03/21/2023	Obsolete items no longer in use	P0119628	A00000039	Cavazos, Rebecca	S	420004	402057

- **Physical Inventory Locations**

- **Pending Moves Approvals –** Enter Move/Setup Request Number

- **Pending Approvals NonInventory Assets – Enter FM username**

- **Pending Approvals with Orig. Asset Info – Enter FM username.**

- **Proxy Date – – Enter FM username**

Move/Setup Request for Assets

Purpose
- Moving equipment to a different location within the same department or to a new department / Equipment Manager (Financial Manager).
- Update an asset location and Custodian name (End-User).
- Update a Not Found/Stolen Asset – Location Code 3 – Internal Update
- Update expired Software/License – Location Code 4 – Internal Update

Note: These transfers will be reflected in the Argos Physical Inventory Report

An **Inventory Asset** has a value of **over** $1,000.00 and Silver Tag barcode
  - o   Regular Fund Items – Silver Tag barcode only

  - o   Grant Fund Items - Silver Tag and Green Tag (Grant) barcode
    - ▪   **If the item has both tags, use only the Silver Tag to transfer the item.**

FA Mass Transfer (Silver Tags) for Orgn., Location and Custodian

Login to Jagnet

- Under Employee/Employee Resources, Select **Move/Setup Request**
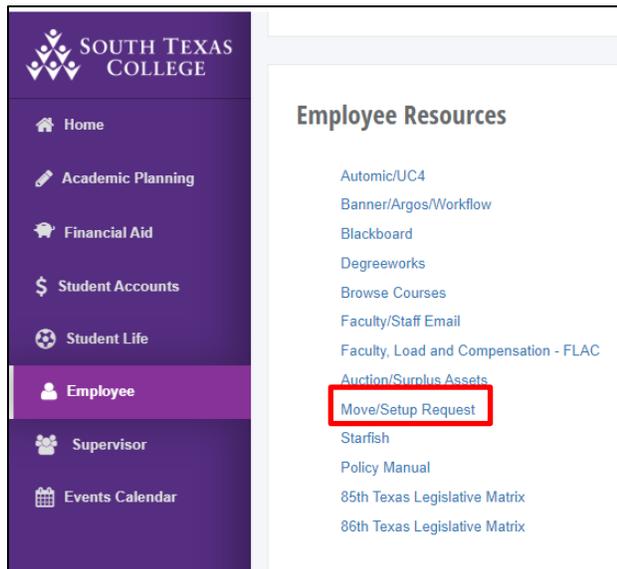
- Select Assets – Silver Tag and Submit

Fixed Assets Move or Setup

Request Move or Setup Type: Assets ⌄ ⬅
Fixed Asset Transfers/Setup ☑ Silver Tag (Includes Furniture)
☐ Purple, Green, & No Tag (Includes Furniture)
Submit ⬅

- FA Mass Transfer form will allow up to 20 silver tags to be transferred or updated.
- All of the items must be transferred to the same Financial Manager, Organization, Location and Custodian Name.

FA Mass Transfer (Silver Tags) for Orgn, Locn and Custodian

Move/Setup Request#	22238003	Assets
Manager Requesting	Becky Cavazos - BECKYC ⌄	
Initiator's Phone#	8722787	
Justification	Transfer to update asset location and custodian	

You have 81 characters left.

To Financial Manager Becky Cavazos - BECKYC ⌄
Please enter in the entire tag number
Including leading zeros if any
Tag#s

25485	42843			

Submit ⬅

- The Move/Setup Request# is automatically assigned.
- Select the Financial Manager Requesting the move, relocation or update.
- Fill in a phone number for the person initiating the request. (Do not include any lines between the numbers)
- Fill in the 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.)
- Select the To Financial Manager who will receive the asset(s) or maintain ownership.
- Fill in the complete Silver Tag number(s) and Submit form.

| Personal Information | Student | Financial Aid | Employee | Finance |

Search [____] Go

SITE MAP   HELP   EXIT

Confirmation

✔ Information saved successfully.

Submit additional Silver Tag Assets

Submit additional Purple Tag Assets

Done ⬅

- After the form has been submitted, the option to submit more transfers is available (see below).
- Click on Done to complete the Jagnet process.

After completing the transfer in Jagnet:

Login to Workflow

Banner Workflow will display a Worklist of transfers reflecting the Jagnet submittal (s).

- Under Jagnet Home/Employee Apps/Workflow.

- The Financial Manager or Proxy will have access to review, approve or disapprove Workflow transfers.
  - If the Financial Manager/Proxy does not approve the form within five days, an alert will be displayed and a daily email reminder will be sent to the FM.

- If the Financial Manager is the same person transferring and receiving the asset(s), they will need to approve the following forms in **Banner Workflow Worklist**:
  1. Transfer Approval Form
  2. Validation Form
  3. Confirmation Approval Form

- If the current Financial <u>Manager Requesting</u> is transferring the asset(s) to a <u>New Financial Manager</u>:
  - The Manager Requesting/transferring the asset(s) will <u>only</u> approve:
    1. Transfer Approval Form.

  - The New Financial Manager receiving the asset(s) will appove:
    2. Validation Form
    3. Confirmation Approval Form.

Transfer Approval Form – Current Financial Manager Approval

- The Workflow name will reflect the username of the Proxy that initiated the request in Jagnet, tag number(s) entered and the MoveReq Number assigned.
- Select the Transfer Approval Form

- Transfer Approval Section: Select Approve or Disapprove
- If the Financial Manager/Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.
- Select Complete.
- Return to Worklist.

- The Transfer Approval Form has the following options:
  - Complete: Form will be submitted and transferred to the specified Financial Manager.
  - Save & Close: Updates are saved so that they can be completed at a later time.
  - Cancel: No changes are saved; form remains in the worklist pending approval.

Validation Form - Current/New Financial Manager Approval

- Select the Validation Form.

- The Financial Manager or Proxy will need to enter the following required fields:
  - **Asset Orgn**: enter the Banner Department/Program Organization Code Number.
  - **Asset Location**: enter the new asset location code.
    - A list of codes can can be found in Argos Physical Inventory Locations
  - **Custodian Email User ID**: enter the custodian's STC email username.
    - Lowercase and do not include the @southtexascollege.edu
- Select Complete to submit the form.
- Return to Worklist.

- The Validation Approval Form has the following options:
  - Complete: Form will be submitted and transferred to the specified Financial Manager.
  - Save & Close: Updates are saved so that they can be completed at a later time.
  - Cancel: No changes are saved; form remains in the worklist pending approval.

Confirmation Approval Form - Current/New Financial Manager

- Select the <u>Confirmation Approval Form</u>

- <u>Shipping & Receiving Assistance</u>: select:
  - o **Yes** if assistance is needed with moving equipment
  - o **No** if the request is only to update the asset Location and/or Custodian Name.
- The Financial Manager or Proxy will select Approve or Disapprove in the transfer approval section.
- If the Financial Manager or Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.
- Select Complete.

- The Confirmation Approval Form has the following options:
  - o Complete: Form will be submitted and transferred to the specified Financial Manager.
  - o Save & Close: Updates are saved so that they can be completed at a later time.
  - o Cancel: No changes are saved; form remains in the worklist pending approval.

Campus Site Coordinator Approval

A Site Coordinator approval is required for moves occurring at other campus, with the exception of Pecan. The Site Coordinator have the option to disapprove a move request. If a move request is disapproved, an email notification is sent to the client with a disapproval comment.

Facilities Planning & Construction Approval

FPC approval is required for Employee and Furniture Moves and Setups.

- If you selected **No** for Shipping and Receiving assistance, the request will not require the Campus Site Coordinator and FPC approval.

Email Confirmation

An email will be sent to the Requestor, current and new Financial Manager(s) once the transfer has been approved and completed. The email will reflect the updated Equipment/Financial Manager, Location and Custodian Name.

Mon 3/20/2023 12:19 PM
RC beckyc@southtexascollege.edu
Req #22238003 for Assets and Confirmation Assets Transfer Email for Silver Tag: 25485 - 7D/D3066-74P-F Desk Full Modesty Panel 74P
To Rebecca Cavazos
Cc Graciela Barajas

CAUTION: This email originated from outside South Texas College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is to notify you that Silver Tag:
Asset Tag Number and Description:

25485 - 7D/D3066-74P-F Desk Full Modesty Panel 74P
42843 - Dell Latitude 5310 Laptop 2 in 1 BTX

initiated by BECKYC has been approved in Workflow.

Transfer information is as follows:

From: Equipment Manager: BECKYC - Rebecca Cavazos

To: Equipment Manager: @New_Equip_Manager_UserID - beckyc@southtexascollege.edu

   Custodian: gbarajas - Graciela Barajas

   Orgn: 420004 - Central Receiving

   Location: 402057 - TC Bldg D Rm 119

   Justification: Transfer to update asset location and custodian

   Shipping & Receiving Assistance: internal

Contact Information

   Name: Graciela Barajas

   Phone: 8722787

   E-mail: gbarajas@southtexascollege.edu

Non-Inventory Move/Setup Transfers

- Moving non-inventory equipment to a different location within the same department or to a new department / Equipment Manager.

A Non-Inventory Asset has a value **under** $1,000.00

- Regular Fund Items – Purple Tag barcode (starts with a 9)

- Grant Fund Items - Green Tag barcode (starts with a 5)

Purple, Green, & No Tag Transfers

Login to Jagnet

- Under Employee/Employee Resources, Select **Move/Setup Request**
- Select Assets – Purple, Green, & No Tag
- Submit

- The Non-Inventory Assets Form will allow up to 10 items to be transferred to and from the same location and Financial Manager and you can enter items with Purple, Green or No Tag Number in the same form.
- **Do not** use this form for items with a Silver Tag.

- The Move/Setup Request# is automatically assigned.
- Select the Financial <u>Manager Requesting</u> the move, relocation or update.
- Fill in a <u>phone</u> number for the person initiating the request. (Do not include any lines between the numbers)
- Fill in the <u>justification</u> 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.)
- Select the <u>To Financial Manager</u> who will receive the asset(s) or maintain ownership.
- Select the <u>From Location</u> from the drop-down list.
- Select the <u>To Location</u> from the drop-down list.
- Enter the Tag Number, Serial Number and Asset Description/Item or Model Number.
  - If no Tag or SN is available, enter N/A
- Submit

Non Inventory Assets - Purple/Green Tags

Move/Setup Request# 22238262   Assets
Manager Requesting   Becky Cavazos
Initiator's Phone#   8722787
Justification   Transfer items to new location

You have 97 characters left.

To Financial Manager   Becky Cavazos
From Location   PCN Bldg N Rm 145
To Location   TC Bldg D Rm 120

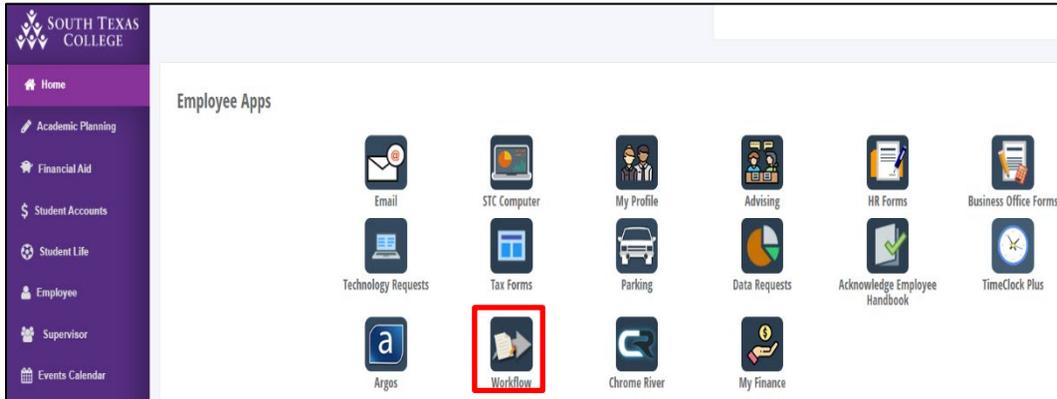| Tag#	Serial#	Description
9000010152	CYG56F	Dell Optiplex 760
5000022348	1289KL	HON Cabinet
N/A	N/A	2 Boxes of Office Supplies

Submit

- After the form has been submitted, the option to submit more transfers is available (see below).
- Click on <u>Done</u> to complete the Jagnet process.

After completing the transfer in Jagnet:

Login to Workflow

Banner Workflow will display a Worklist of transfers reflecting the Jagnet submittal (s).

- Under Jagnet Home/Employee Apps/Workflow.

- The Financial Manager or Proxy will have access to review, approve or disapprove Workflow transfers.
    - If the Financial Manager/Proxy does not approve the form within five days, an alert will be displayed and a daily email reminder will be sent to the FM.

- If the Financial Manager is the same person transferring and receiving the asset(s), they will need to approve the following forms in Banner Workflow Worklist:
    1. Transfer Approval Form
    2. Confirmation Approval Form

- If the current Financial <u>Manager Requesting</u> is transferring the asset(s) to a <u>New Financial Manager</u>:
    - The Manager Requesting/transferring the asset(s) will <u>only</u> approve:
        1. Transfer Approval Form.
    - The New Financial Manager receiving the asset(s) will appove:
        2. Confirmation Approval Form.

Transfer Approval Form – Current Financial Manager Approval

- The Workflow Form name will reflect the username of the Proxy that initiated the request in Jagnet, tag number(s) entered and the MoveReq Number assigned.
- Select the Transfer Approval Form.

- Transfer Approval Section: Select Approve or Disapprove
- If the Financial Manager/Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.
- Select Complete.

- The Transfer Approval Form has the following options:
  - Complete: Form will be submitted and transferred to the specified Financial Manager.
  - Save & Close: Updates are saved so that they can be completed at a later time.
  - Cancel: No changes are saved; form remains in the worklist pending approval.

Confirmation Approval Form - Current/New Financial Manager

- Select the Confirmation Approval Form

- Shipping & Receiving Assistance: select:
  - **Yes** if assistance is needed with moving equipment
  - **No** if the request is only to update the asset Location and/or Custodian Name.
- The Financial Manager or Proxy will select Approve or Disapprove in the transfer approval section.
- If the Financial Manager or Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.

- The Confirmation Approval Form has the following options:
  - Complete: Form will be submitted and transferred to the specified Financial Manager.
  - Save & Close: Updates are saved so that they can be completed at a later time.
  - Cancel: No changes are saved; form remains in the worklist pending approval.

Campus Site Coordinator Approval

A Site Coordinator approval is required for moves occurring at other campus, with the exception of Pecan. The Site Coordinator have the option to disapprove a move request. If a move request is disapproved, an email notification is sent to the client with a disapproval comment.

Facilities Planning & Construction Approval

FPC approval is required for Employee and Furniture Moves and Setups.

- If you selected **No** for Shipping and Receiving assistance, the request will not require the Campus Site Coordinator and FPC approval.

Email Confirmation

An email will be sent to the Requestor, current and new Financial Manager(s) once the transfer has been approved and completed. The email will reflect the updated Financial Manger and Location.

Tue 3/21/2023 9:52 AM

workflow@southtexascollege.edu

Req #22238262 for Assets and Confirmation Non Inventory Assets Transfer Email for 9000010152

To   Graciela Barajas
Cc   Carlos Moreno;   fixedassets

If there are problems with how this message is displayed, click here to view it in a web browser.

This is to notify you that these tags: Tag Information

Tag #s	Serial #s	Description
9000010152	CYG56F	Dell Optiplex 760
5000022348	1289KL	HON Cabinet
N/A	N/A	2 Boxes of Office Supplies

End of Information

have been approved in Workflow by the Financial Manager Rebecca Cavazos. Transfer information is as follows:

From: Current Manager: BECKYC – Rebecca Cavazos

Location: PCN Bldg N Rm 145

Justification: Transfer items to new location

To: New Manager: BECKYC – Rebecca Cavazos

Location: TC Bldg D Rm 120

Shipping & Receiving Assistance: No

Contact Information

Name: Graciela Barajas

Phone: 8722787

E-mail: gbarajas@southtexascollege.edu

Auction/Surplus Assets Transfer for Inventory

Purpose

- Obsolete furniture, equipment and supplies no longer in use or needed.

- Do not send "Not Found" Items to Auction/Surplus
    - Items in your Physical Inventory Report that can not be found or located.
- Do not send "intangible" Software/Licenses to Auction/Surplus
    - Property having no physical existence

An **Inventory Asset** has a value of **over** $1,000.00 and a Silver Tag barcode
- Regular Fund Items – Silver Tag barcode only

- Grant Fund Items - Silver Tag and Green Tag (Grant) barcode
    - **If the item has both tags, use only the Silver Tag to transfer the item.**

FA Mass Transfer (Silver Tags) for Orgn. Locn and Custodian - Inventory

Login to Jagnet

Under Employee/Employee Resources, Select **Auction/Surplus Assets**

- Select FA Mass Transfer (Silver Tags) for Orgn. Locn and Custodian for **Inventory Items**

Auction/Surplus Assets Form Menu

➡️ FA Mass Transfer (Silver Tags) for Orgn, Locn and Custodian
Non Inventory Assets - Purple/Green Tags

Note: Inventory transfers will be reflected in the Physical Inventory Report

- The FA Mass Transfer Form will allow up to 20 silver tags to be transferred to Auction/Surplus.
- All of the items must be transferred from the same Financial Manager and Location.

The request will require:

- The current Financial Manager Requesting the transfer to Auction/Surplus.
- Phone number for the person initiating the request. (Do not include any lines between the numbers)
- Fill in the justification for the request. (Ex: condition of asset, current location of assets and contact)
- Select the To Financial Manager: **Becky Cavazos**
- Fill in the complete Silver Tag number(s) and Submit form.

FA Mass Transfer (Silver Tags) for Orgn, Locn and Custodian

Manager Requesting	Becky Cavazos - BECKYC
Initiator's Phone#	8722787
Justification	Obsolete items no longer in use

You have 97 characters left.

| To Financial Manager | Becky Cavazos - BECKYC |

Please enter in the entire tag number
Including leading zeros if any

Tag#s

25485	42853			

Submit ⬅️

- After the form has been submitted, the option to submit more transfers is available (see below).
- Click on <u>Done</u> to complete the Jagnet process.

After completing the transfer in Jagnet:

Login to Workflow

Banner Workflow will display a Worklist of transfers reflecting the Jagnet submittal (s).

- Under Jagnet Home/Employee Apps/Workflow.

- The Financial Manager or Proxy will have access to review, approve or disapprove Workflow transfers.
  - If the Financial Manager/Proxy does not approve the form within five days, an alert will be displayed and a daily email reminder will be sent to the FM.

- The Financial <u>Manager Requesting</u> to transfer the asset(s) to <u>Auction/Surplus</u> will <u>only</u> approve:
  1. Transfer Approval Form.

- The New Financial Manager for Auction/Surplus receiving the asset(s) will appove:
  2. Validation Form
  3. Confirmation Approval Form.

Transfer Approval Form – Current Financial Manager Approval

- The Workflow Form name will reflect the username of the Proxy that initiated the request in Jagnet, tag number(s) entered.
- Select the Transfer Approval Form

- The form will require the Manager Requesting or Proxy approval and it will display a summary of the asset(s) submitted by the client.
- The Financial Manager/Proxy will select Approve or Disapprove in the transfer approval section.
- If the Financial Manager/Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.
- Select Complete.

- The Transfer Approval Form has the following options:
  - Complete: Form will be submitted and transferred to the specified Financial Manager.
  - Save & Close: Updates are saved so that they can be completed at a later time.
  - Cancel: No changes are saved; form remains in the worklist pending approval.

Validation Form - New Financial Manager for Auction/Surplus Approval

- Select the Validation Form.

- The Financial Manager or Proxy will need to enter the following required fields:
    - **Asset Orgn**: enter the Banner Department/Program Organization Code Number.
    - **Asset Location**: enter the new asset location code for Auction/Surplus.
    - **Custodian Email User ID**: enter the custodian's STC email username.
- Select Complete to submit the form.
- Return to Worklist.

- The Validation Approval Form has the following options:
    - Complete: Form will be submitted and transferred to the specified Financial Manager.
    - Save & Close: Updates are saved so that they can be completed at a later time.
    - Cancel: No changes are saved; form remains in the worklist pending approval.

Confirmation Approval Form - New Financial Manager for Auction/Surplus

- Select the Confirmation Approval Form

- Shipping & Receiving Assistance: select:
  - **Yes** for assistance is needed with moving equipment to Auction/Surplus
- The Financial Manager or Proxy will select Approve or Disapprove in the transfer approval section.
- If the Financial Manager or Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.

- The Confirmation Approval Form has the following options:
  - Complete: Form will be submitted and transferred to the specified Financial Manager.
  - Save & Close: Updates are saved so that they can be completed at a later time.
  - Cancel: No changes are saved; form remains in the worklist pending approval.

Email Confirmation

An email will be sent to the Requestor, Current and new Financial Manager(s) once the transfer has been approved and completed. The email will reflect the updated Financial Manager, Location and Scheduled Pick up Date.

Completion Date

- Once the items have been picked up for Auction/Surplus, login to Workflow and select the Completion Date Form in Worklist.

- Click on the calendar image and select the pick-up date.
- Complete

- The Completion Form has the following options:
    - Complete: Form will be submitted and transferred to the specified Financial Manager.
    - Save & Close: Updates are saved so that they can be completed at a later time.
    - Cancel: No changes are saved; form remains in the worklist pending approval.

Auction/Surplus Assets Transfer for Non-Inventory

Purpose

- Obsolete furniture, equipment and supplies no longer in use or needed.

- Do not use this form to send Silver Tag Inventory Items to Auction/Surplus
    - This form does not reflect the updates in the Argos Physical Inventory Report

<u>A Non-Inventory Asset</u> has a value **under** $1,000.00

- Regular Fund Items – Purple Tag barcode (starts with a 9)

- Grant Fund Items - Green Tag barcode (starts with a 5)

Non-Inventory Assets – Purple/Green Tags and No Tag Items

Login to Jagnet

Under Employee/Employee Resources, Select **Auction/Surplus**

- Select Non-Inventory Assets – Purple/Green Tags

Auction/Surplus Assets Form Menu

FA Mass Transfer (Silver Tags) for Orgn, Locn and Custodian
➡ Non Inventory Assets - Purple/Green Tags

- The Non-Inventory Assets Form will allow up to 10 items to be sent to and from the same location and Financial Manager and you can enter items with Purple, Green or No Tag Number in the same form.

The request will require:

- The current Financial <u>Manager Requesting</u> the transfer to Auction/Surplus.
- <u>Phone</u> number for the person initiating the request. (Do not include any lines between the numbers)
- Fill in the <u>justification</u> for the request. (Ex: condition of asset, current location of assets and contact)
- Select the <u>To Financial Manager</u>: **Becky Cavazos**
- Select the <u>From Location</u> from the drop-down list.
- Select the <u>To Location</u> from the drop-down list – **TC SR Warehouse - Auction**
- Enter the Tag Number, Serial Number and Asset Description/Item or Model Number.
  - If no Tag or SN is available, enter N/A
- Submit

Non Inventory Assets - Purple/Green Tags

Manager Requesting Becky Cavazos
Initiator's Phone# 8722787
Justification   Obsolete items for Auction

You have 102 characters left.
To Financial Manager Becky Cavazos
From Location   PCN Bldg E Rm 107
To Location   TC SR Warehouse - Auction

Tag#	Serial#	Description
9000054983	GH6G45	Dell Optiplex 720
5000012856	N/A	Purple Chair
N/A	N/A	1 Box of Miscellaneous items
N/A	N/A	Used Toners

Submit ⬅

- After the form has been submitted, the option to submit more transfers is available (see below).
- Click on Done to complete the Jagnet process.

After completing the transfer in Jagnet:

Login to Workflow

Banner Workflow will display a Worklist of transfers reflecting the Jagnet submittal (s).

- Under Jagnet Home/Employee Apps/Workflow.

- The Financial Manager or Proxy will have access to review, approve or disapprove Workflow transfers.
  - If the Financial Manager/Proxy does not approve the form within five days, an alert will be displayed and a daily email reminder will be sent to the FM.

- The Financial Manager Requesting to transfer the asset(s) to Auction/Surplus will only approve:
  1. Transfer Approval Form.
- The New Financial Manager for Auction/Surplus receiving the asset(s) will appove:
  2. Confirmation Approval Form.

Transfer Approval Form – Current Financial Manager Approval

- The Workflow Form name will reflect the username of the Proxy that initiated the request in Jagnet, tag number(s) entered.
- Select the Transfer Approval Form

- The form will require the Manager Requesting or Proxy approval and it will display a summary of the asset(s) submitted by the client.
- The Financial Manager/Proxy will select Approve or Disapprove in the transfer approval section.
- If the Financial Manager/Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.

- The Transfer Approval Form has the following options:
    - Complete: Form will be submitted and transferred to the specified Financial Manager.
    - Save & Close: Updates are saved so that they can be completed at a later time.
    - Cancel: No changes are saved; form remains in the worklist pending approval.

Confirmation Approval Form - New Financial Manager for Auction/Surplus

- Select the Confirmation Approval Form

- Shipping & Receiving Assistance: select:
    - **Yes** for assistance is needed with moving equipment to Auction/Surplus
- The Financial Manager or Proxy will select Approve or Disapprove in the transfer approval section.
- If the Financial Manager or Proxy does not approve the transfer form, a comment is required in the Disapproval Comments section before the form can be submitted.

- The Confirmation Approval Form has the following options:
    - Complete: Form will be submitted and transferred to the specified Financial Manager.
    - Save & Close: Updates are saved so that they can be completed at a later time.
    - Cancel: No changes are saved; form remains in the worklist pending approval.

Email Confirmation

An email will be sent to the Requestor, Current and new Financial Manager(s) once the transfer has been approved and completed. The email will reflect the new Financial Manager, Location and Scheduled Pick-up Date.

Tue 3/21/2023 2:27 PM

RC ✅

beckyc@southtexascollege.edu

Req #1 for Assets and Confirmation Non Inventory Assets Transfer Email for 9000054983

To   ✅ Rebecca Cavazos

Cc   ✅ Graciela Barajas

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

This is to notify you that these tags: Tag Information

Tag #s	Serial #s	Description
9000054983	GH6G45	Dell Optiplex 720
5000012856	N/A	Purple Chair
N/A	N/A	1 Box of Miscellaneous items
N/A	N/A	Used Toners

End of Information

have been approved in Workflow by the Financial Manager Rebecca Cavazos. Transfer information is as follows:

From: Current Manager: BECKYC - Rebecca Cavazos

Location: PCN Bldg E Rm 107

Justification: Obsolete items for Auction

To: New Manager: BECKYC - Rebecca Cavazos

Location: TC SR Warehouse - Auction

Shipping & Receiving Assistance: Yes

Move Schedule Date: 21-MAR-23

Contact Information

Name: Graciela Barajas

Phone: 8722787

Completion Date

- Once the items have been picked up for Auction/Surplus, login to Workflow and select the Completion Date Form in Worklist.

- Click on the calendar image and select the pick-up date.
- Complete

- The Completion Form has the following options:
  - Complete: Form will be submitted and transferred to the specified Financial Manager.
  - Save & Close: Updates are saved so that they can be completed at a later time.
  - Cancel: No changes are saved; form remains in the worklist pending approval.

Banner Workflow User Information – Proxy Date

Login to Workflow to review Proxy Dates, extend Proxy Access or Delete a Proxy

- Under User Profile/User Information

- I am Proxy For - **Effective To** Date

The Financial Manager is the only one that can extend or remove Proxy access.
- Under User Profile / User Information / My Proxies

Extend Proxy Access
- Select the Proxy username to extend the access

- Click on the calendar image to select a new date, then Save.

Delete Proxy Access
- Click on the box next to the Proxy username to delete/remove the access
- Then, select Delete Selected Proxies

FAQ's

- **Proxy Access:** A Banner Workflow Access request form must be completed and approved by the Financial Manager.
  - The access will be for Jagnet Fixed Assets Forms, Argos Physical Inventory Reports and Banner Fixed Assets Workflow.
  - The access will also be used for all moves and relocations coordinated through the Planning and Construction Department.
    - FA Banner Workflow FM Access Form - **Access for New Financial Managers**
    - FA Banner Workflow Proxy Access Form - **Access for New Proxies**
  - Please contact the Fixed Assets Department to request the access form:
    - Gracie Barajas, ext. 2787 gbarajas@southtexascollege.edu
- **New Program Chair/Financial Managers** may need to run the Argos report using the previous program chair/Financial Manager's A Number to capture all assets.
  - To transfer all assets from a previous financial manager to the new financial, please contact:
    - Becky Cavazos at ext. 4680, beckyc@southtexascollege.edu
    - Gracie Barajas, ext. 2787, gbarajas@southtexascollege.edu
  - The new Financial Manager will then need to update the location and custodian name if needed using the FA Jagnet/Banner Workflow Process.
- The Financial Manager for auction/surplus property is **Becky Cavazos**.
- For "**Not Found**" items: This is an internal update for the current FM.
  - Update to **Location Code: 3 – Not Found**
- For **Stolen Items**: Please contact the STC Police Department and complete an incident report. The incident report must be emailed to Jerry Quintanilla at jerryq@southtexascollege.edu / Gracie Barajas at gbarajas@southtexascollege.edu
  - An internal update for the current FM is required - Update to **Location code: 3 – Not Found**
  - In the transfer justification reference the incident report number.
- For outdated or expired **Software/License** (Intangible/Not hardware): This is an internal update for the current FM. - Update to **Location code 4 – Write Off**
- A report for Not Found and Write-Off assets will be presented to the President and Board for approval. After approval, the assets will be removed from the inventory report.
- **Certificate of Completion**: Once the verification of assets is complete and assets have been updated using the FA Jagnet/Banner Workflow System:
  - The FM must login to Jagnet/Supervisor Link/Additional Links/Certificate of Completion
    - Click Yes If Complete – NOTE: If you have several departments, please make sure all dept. have completed their inventory
    - Click No – Include additional time is needed
    - Once Complete – Access the Certificate of Completion and click Yes