Table of Contents

Argos Fixed Assets Reports.............................................................................................................................................. 2
  Physical Inventory Reports.................................................................................................................................................. 3
  Physical Inventory Report by A# (updated).......................................................................................................................... 4
  How to Run Report in Excel and PDF Format................................................................................................................... 5
  Sample Reports..................................................................................................................................................................... 6

Move/Setup Request for Assets........................................................................................................................................ 11
  Login to Jagnet - FA Mass Transfer (Silver Tags) for Orgn., Location and Custodian.......................................................... 11
    Login to Workflow............................................................................................................................................................. 13
    Transfer Approval Form...................................................................................................................................................... 14
    Validation Form............................................................................................................................................................... 15
    Confirmation Approval Form........................................................................................................................................... 16
    Email Confirmation.......................................................................................................................................................... 17
  Login to Jagnet - Non-Inventory Assets Purple, Green, & No Tag Transfer...................................................................... 18
    Login to Workflow............................................................................................................................................................. 20
    Transfer Approval Form...................................................................................................................................................... 21
    Confirmation Approval Form........................................................................................................................................... 22
    Email Confirmation.......................................................................................................................................................... 23

Auction/Surplus Assets Transfers..................................................................................................................................... 24
  Login to Jagnet - FA Mass Transfer (Silver Tags) for Orgn., Location and Custodian.......................................................... 24
    Login to Workflow............................................................................................................................................................. 26
    Transfer Approval Form...................................................................................................................................................... 27
    Validation Form............................................................................................................................................................... 28
    Confirmation Approval Form........................................................................................................................................... 29
    Email Confirmation.......................................................................................................................................................... 30
    Completion Date Form...................................................................................................................................................... 31
  Login to Jagnet – Non-Inventory Assets – Purple/Green, & No Tag Transfer............................................................... 32
    Login to Workflow............................................................................................................................................................. 34
    Transfer Approval Form...................................................................................................................................................... 35
    Confirmation Approval Form........................................................................................................................................... 36
    Email Confirmation.......................................................................................................................................................... 37
    Completion Date Form...................................................................................................................................................... 38

Banner Workflow User Information – Proxy Extension and Deletion.................................................................................. 39
Frequently asked questions.................................................................................................................................................. 40
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

![Physical Inventory Report by Custodian A#](image1)

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

![Physical Inventory Report by Equipment Manager A#](image2)
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 Report**

  - **Select Campus:**
    - Pecan Plaza Bldg A
    - Pecan Plaza Bldg B and C
    - Roma High School
    - La Jefa Elementary School
    - Rio Grande City High School
    - Nursing and Allied Health Co.
    - Technology Campus
    - Mid Valley Campus
    - Valley View High School

  - **Assets QuickView**

- Physical Inventory by Campus_Bldg
  
  **Physical Inventory Report**

  - **Select Campus:**
    - Pecan Plaza Bldg A
    - Pecan Plaza Bldg B and C
    - Roma High School
    - La Jefa Elementary School
    - Rio Grande City High School
    - Nursing and Allied Health Co.
    - Technology Campus
    - Mid Valley Campus
    - Valley View High School

  - **Multi-Select Building:**
  
  - **Assets QuickView**
• Physical Inventory by Campus_Bldg_Custodian

• Physical Inventory by Serial Number
• **Physical Inventory by Tag**

```
Physical Inventory Report
By TAG

Enter TAG: 42843

Click to Run

TAG: 42843
Custodian: Quintanilla, Gerardo
Equipment Mgr.: Cavazos, Rebecca
ORGN: 420005
POHD: PO119628
Permanent TAG: N00035146
Asset Desc: Dell Latitude 5310 Laptop 2 in 1 BTX
Serial #: 99KH7Z2
LCN: 1 TC SR Warehouse - Auction
Acquired DT: 07/31/2020
Total Cost: $1,175.41
```

• **Physical Inventory by Tag History**

```
Physical Inventory Report
By TAG HISTORY

Enter TAG: 42843

Click to Run

TAG History QuickView
```

Fixed Assets Transfer Manual, created 3/20/2023
• Physical Inventory Locations

![Physical Inventory Locations Report]

Select Campus:

FTVLOCN_LOK  FTVLOCN_TITLE
15  Pecan Plaza Bldg A
20  Pecan Plaza Bldg B and C
25  Roma High School
26  La Joya Jimmy Carter Teaching Site
30  Rio Grande City High School
35  Nursing and Allied Health Campus
40  Technology Campus
45  Starr County Campus
50  Mid Valley Campus

Locations QuickView

FTVLOCN_LCN  FTVLOCN_TITLE
5510  PCN Bldg A
551067  PCN Bldg A Rm 100
551001  PCN Bldg A Rm 101
551068  PCN Bldg A Rm 101A
551069  PCN Bldg A Rm 101B
551070  PCN Bldg A Rm 101C

• Pending Moves Approvals – Enter Move/Setup Request Number

![Moves Report]

Enter Req. No: 22238622  Run Report

<table>
<thead>
<tr>
<th>REQ_NO</th>
<th>APPROVAL_STATUS</th>
<th>WORKFLOW_NUM</th>
<th>WORKFLOW_FORM</th>
<th>REQUEST_DATE</th>
<th>APPROVED_DATE</th>
<th>EMP_ID</th>
<th>MOVE_JUSTIFICATION</th>
<th>EMP_TYPE</th>
<th>SCHED_DATE</th>
<th>EMPCLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>22238622</td>
<td>disapproved</td>
<td>Non Inventory ... TransferApprovalForm</td>
<td>3/20/202323 ...</td>
<td>2/20/2023 ...</td>
<td>NA</td>
<td>Transfer items to new loc...</td>
<td>Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22238622</td>
<td>pending approval</td>
<td>Non Inventory ... ConfirmationApprovalForm</td>
<td>3/20/2023 ...</td>
<td>2/20/2023 ...</td>
<td>NA</td>
<td>Transfer items to new loc...</td>
<td>Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- **Pending Approvals NonInventory Assets** – Enter FM username

![Non Inventory Pending Approvals QuickView](image)

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

![Pending Approvals QuickView](image)

- **Proxy Date** – Enter FM username

![Proxy Dates QuickView](image)
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
  - Regular Fund Items – Silver Tag barcode only
  - Grant Fund Items - Silver 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]

• 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]

• 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]

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

- The New Financial Manager receiving the asset(s) will approve:
  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 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 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.

- Select Complete.

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 Equipment/Financial Manager, Location and Custodian Name.
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

```
<table>
<thead>
<tr>
<th>Request Move or Setup Type:</th>
<th>Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Asset Transfers/Setup</td>
<td>Purple, Green, &amp; No Tag (Includes Furniture)</td>
</tr>
</tbody>
</table>
```

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 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.
• Select the From Location from the drop-down list.
• Select the To Location from the drop-down list.
• Enter the Tag Number, Serial Number and Asset Description/Item or Model Number.
  o If no Tag or SN is available, enter N/A
• Submit

Non Inventory Assets - Purple/Green Tags

<table>
<thead>
<tr>
<th>Move/Setup Request#</th>
<th>Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>22233262</td>
<td></td>
</tr>
</tbody>
</table>

Manager Requesting
Becky Cavazos

Initiator’s Phone#
6722767

Justification
Transfer Items to new location

You have 97 characters left.

To Financial Manager
Becky Cavazos

From Location
PCN Bldg Rm 145

To Location
TC Bldg Rm 120

<table>
<thead>
<tr>
<th>Tag#</th>
<th>Serial#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000010552</td>
<td>CY555F</td>
<td>Dell OptiPlex 790</td>
</tr>
<tr>
<td>5000022948</td>
<td>12894L</td>
<td>HPN Cabinet</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>2 Boxes of Office Supplies</td>
</tr>
</tbody>
</table>

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.

![Image of JagNet form]

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.

![Image of Banner Workflow](image)

• 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 Manager Requesting is transferring the asset(s) to a New Financial Manager:
  • The Manager Requesting/transferring the asset(s) will only approve:
    1. Transfer Approval Form.
  • The New Financial Manager receiving the asset(s) will approve:
    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 Manager and Location.

<table>
<thead>
<tr>
<th>Tag #</th>
<th>Serial #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000010152</td>
<td>CYG56F</td>
<td>Dell Optiplex 760</td>
</tr>
<tr>
<td>5000022348</td>
<td>1289KL</td>
<td>HON Cabinet</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>2 Boxes of Office Supplies</td>
</tr>
</tbody>
</table>

This is to notify you that these tags 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

<table>
<thead>
<tr>
<th>Manager Requesting</th>
<th>Becky Cavazos - BECKYC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator's Phone#</td>
<td>8722787</td>
</tr>
<tr>
<td>Justification</td>
<td>Obssolete items no longer in use</td>
</tr>
<tr>
<td>To Financial Manager</td>
<td>Becky Cavazos - BECKYC</td>
</tr>
<tr>
<td></td>
<td>You have 97 characters left.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tag#s</th>
</tr>
</thead>
<tbody>
<tr>
<td>25485</td>
</tr>
<tr>
<td>42853</td>
</tr>
</tbody>
</table>

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 approve:
  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.

---

To: Rebecca Caviados
CC: Suzanna Sanaj, Julio Cuesta, Derek Dixon Wheeler, Earl Lane, Jesus G. Flores (Ch|a), Pablo Perez, Ricardo Castile, Geiman Reyes

This is to notify you that Silver Tag Number(s) and Description(s):

25485 - 7D/D3066-74P-F Desk Full Modesty Panel 74P
42643 - Dell Latitude 5310 Laptop 2 in 1 ETX

initiated by BECKYC has been approved in Workflow.

Transfer information is as follows:

From: Equipment Manager: BECKYC - Rebecca Caviados

Location: 402067 - TC Bldg D Rm 119

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

Custodian: jerryq - Gerardo Quintamilla
Orgn: 420005 - Inventory Control
Location: 1 - TC BR Warehouse - Aucation
Justification: Obsolete items no longer in use
Shipping & Receiving Assistance: n/a

Move/Setup Information:

Request Number: 1
Request Type: Assets
Move Schedule Date: 21-MAR-23
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

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)

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

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 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
• Select the From Location from the drop-down list.
• Select the To Location from the drop-down list – TC SR Warehouse - Auction
• Enter the Tag Number, Serial Number and Asset Description/Item or Model Number.
  o If no Tag or SN is available, enter N/A
• 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.

![Purple/Green Tags Submitted](image)

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.

  ![Employee Apps](image)

- 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 approve:
  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.

<table>
<thead>
<tr>
<th>Tag #s</th>
<th>Serial #s</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000054983</td>
<td>GH6645</td>
<td>Dell Optiplex 720</td>
</tr>
<tr>
<td>5000012856</td>
<td>N/A</td>
<td>Purple Chair</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>1 Box of Miscellaneous items</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>Used Toners</td>
</tr>
</tbody>
</table>

This is to notify you that these tags: Tag 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

![User Profile Image]

- I am Proxy For - Effective To Date

<table>
<thead>
<tr>
<th>User</th>
<th>Role</th>
<th>Organization</th>
<th>Confidential</th>
<th>Non-Confidential</th>
<th>Effective From</th>
<th>Effective To</th>
</tr>
</thead>
<tbody>
<tr>
<td>beckvc</td>
<td>Fixed Asset Manager</td>
<td>Root</td>
<td>Yes</td>
<td>Yes</td>
<td>19-Oct-2012 07:57:29 AM</td>
<td>31-Dec-2022 12:00:00 AM</td>
</tr>
</tbody>
</table>

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

![Proxy Access Image]

- 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

![Delete Proxy Access Image]
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