

2023

Fixed Assets Transfer Request Manual



Distribution Services Department

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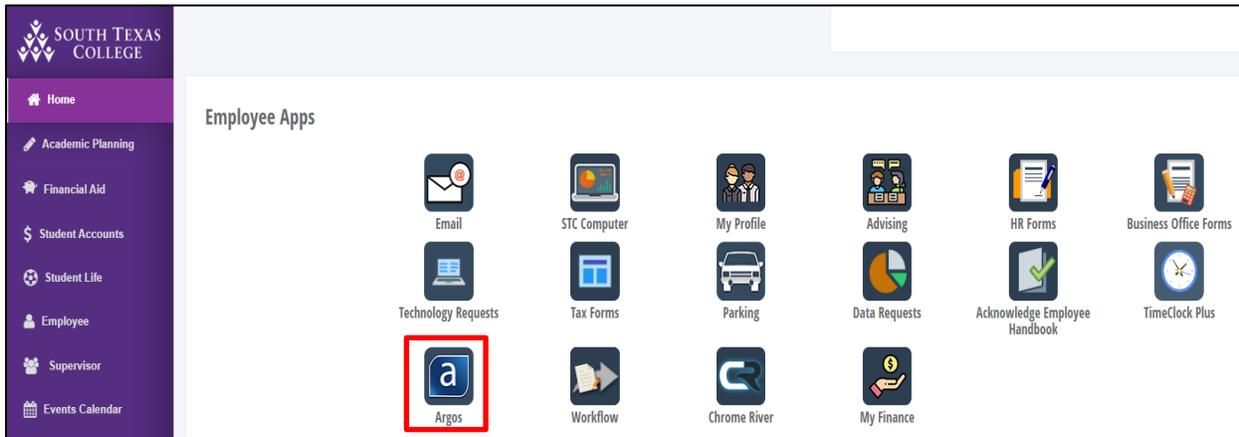
Argos Fixed Assets Reports

Argos Reports will allow you to run the Physical Inventory report and conduct asset verification of all **silver tag items**.

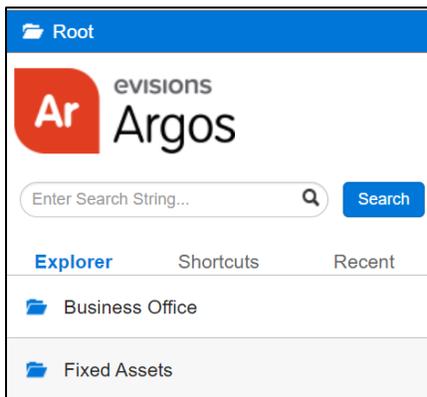
- Reports can be exported to an Excel Format where it can be filtered to display specific data
- Reports can also be viewed in PDF Format

Login to Argos

- Under Jagnet Home/Employee Apps/Argos.



- Select the Fixed Assets Folder



Physical Inventory Reports

★	 Physical_Inventory_by_A#
★	 Physical_Inventory_by_A# (Updated)
★	 Physical_Inventory_by_Campus
★	 Physical_Inventory_by_Campus_Bldg
★	 Physical_Inventory_by_Campus_Bldg_Cust
★	 Physical_Inventory_by_Serial#
★	 Physical_Inventory_by_TAG
★	 Physical_Inventory_by_TAG_HISTORY
★	 Physical_Inventory_Locations

- **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

Name ▲	
★	 Pending Moves Approvals
★	 Pending_Approvals_NonInventoryAssets
★	 Pending_Approvals_With_Orig_Asset_Info
★	 Proxy_Dates

- **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

Enter Custodian A#: Cavazos, Rebecca - A0000039

OR

Enter Equipment Mgr. A#:

[Click to Run](#)

Assets QuickView

CUST_ID	CUST_NAME	EQU_ID	EQU_NAME	PTAG	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TITLE	ACQD_DT
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	000011168	420007	P824078	Dell Latitude D610 Laptop	000009692	H39144C1	557676	PCN Bldg N Rm ...	04/25/2005
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00023058	420007	P0073141	Dell Latitude E540 Laptop	24578	5HM7P32	557676	PCN Bldg N Rm ...	09/12/2015 2:3
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00023903	420007	P0074363	TD/D3066-74P-F Desk Full Modesty Panel 74P	30492	N/A	557606	PCN Bldg N Rm ...	08/26/2015 12:
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00023904	420007	P0074363	Wireworks Cubicle Station	30493	N/A	557607	PCN Bldg N Rm ...	08/26/2015 12:
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00025148	420007	P0084832	Dell Latitude E5470 Laptop XCTO	33102	H5056RC	557676	PCN Bldg N Rm ...	10/18/2016
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00025206	420007	P0085084	232389 HP LaserJet M501 Color Laser Pri...	33004	ZCC0288LBE	557602	PCN Bldg N Rm ...	10/04/2016
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00025799	420007	P0090374	4002/C Destroy It Cross-Cut Shredder	24216	1034936	557602	PCN Bldg N Rm ...	05/30/2017 9:4
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00032707	420007	P0105465	Dell Precision S820 Tower XCTO Base	30904	40MPC52	557666	PCN Bldg N Rm ...	11/29/2018 4:4
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00034761	420007	P0116855	Dell Precision S820 Tower XCTO Base	25342	5NMFN23	557669	PCN Bldg N Rm ...	02/04/2020 3:0
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00035762	420007	P0116855	Dell Precision S820 Tower XCTO Base	25347	5NMFN23	557666	PCN Bldg N Rm ...	02/04/2020 3:0
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00035182	420007	P0119471	Dell Latitude S410 Laptop	42819	7DP4353	557665	PCN Bldg N Rm ...	07/23/2020 10:
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00035184	420007	P0119471	Dell Latitude S410 Laptop	42821	8D1K353	557613	PCN Bldg N Rm ...	07/23/2020 10:
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00035194	420007	P0119471	Dell Latitude S410 Laptop	42829	FL4E353	557674	PCN Bldg N Rm ...	07/23/2020 10:
A0000039	Cavazos, Rebecca	A0000039	Cavazos, Rebec...	N00035442	420007	P0122642	Dell Precision S550 Laptop	38429	GR9Y693	557676	PCN Bldg N Rm ...	01/04/2021 4:1

14 Items

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



Physical Inventory Report

Enter Custodian A#:

OR

Enter Equipment Mgr. A#: Cavazos, Rebecca - A0000039

[Click to Run](#)

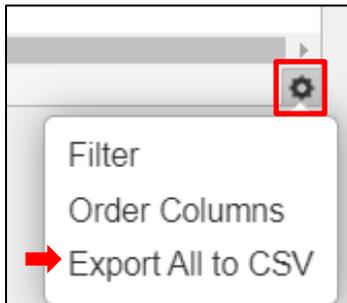
Assets QuickView

CUST_ID	CUST_NAME	EQU_ID	EQU_NAME	PTAG	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TITLE	ACQD_DT
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000000622	420005	P602789	Hampton Transformer Kit w/Storage Case	32297	N/A	3	Asset Not Found	11/09/1996
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000000654	420005	P700568	Art 499 Slides Set #365 History/Janson	25508	N/A	3	Asset Not Found	10/31/1996
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000000781	420005	P402643	Hampton H-IRT1 Industrial Refrigeration Tra...	000000781	67327	1	TC SR Warehouse...	10/16/1996
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000000783	420005	P402643	Hampton Air Conditioning Control Unit	000000783	66641	1	TC SR Warehouse...	10/16/1996
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000000791	420005	P402643	Hampton H-ACD-1 Conditioning Demonstrat...	000000791	67328	1	TC SR Warehouse...	10/16/1996
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000000904	420005	P701322	Form Shop 2.0 Support Software	32101	N/A	4	Asset Write Off	04/16/1997
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000001293	420005	P602603	LC-1 Edwards Chiller	000000061	N/A	1	TC SR Warehouse...	08/31/1995
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000001433	420005	P600726	GDW-2600 Complete Cave Doll w/Breath	000000399	N/A	3	Asset Not Found	07/10/1996
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000001549	420005	P600726	Hampton Pneumatic Control Trainer	000000307	65880	1	TC SR Warehouse...	12/16/1995
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000001550	420005	P600726	Hampton Pneumatic Control Trainer	000000308	65881	1	TC SR Warehouse...	12/16/1995
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000001925	420005	P801741	Alpha 2100i MacII-Plus Memory Board 512mb	22366	N/A	3	Asset Not Found	02/14/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000002051	420005	P801491	Pioneer Cd Player Ld-V4400	0000001411	R1PPO29104VC	1	TC SR Warehouse...	01/07/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000002362	420005	P800400	Full Body Phantom Patient	0000001588	38644257	1	TC SR Warehouse...	02/14/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000002370	420005	P804612	Gardner/Janson Art Slide Set	25509	N/A	3	Asset Not Found	08/07/1996
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000002508	420005	P804033	Veribulator Set Sammon Preston #278	0000001334	1064	1	TC SR Warehouse...	08/31/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000002508	420005	P804033	Hampton A/C Controls Trainer	0000001792	70392	1	TC SR Warehouse...	08/20/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000002581	420005	P804497	Strip Chart Recorder	0000001790	13541	1	TC SR Warehouse...	08/31/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000002581	420005	P800746	Snap-On Tool Chest Set	0000001743	N/A	1	TC SR Warehouse...	07/16/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000003002	420005	P804033	Hampton H-MACK-9C Refrigeration Demonst...	0000002951	71390	1	TC SR Warehouse...	10/02/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000003002	420005	P804033	Hampton H-MACK-9C Refrigeration Demonst...	0000002953	71391	1	TC SR Warehouse...	10/02/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000003014	420005	P901968	110SF59 Advance Retract Bed	0000002965	1105-47M9P-A	1	TC SR Warehouse...	02/15/1999
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000003211	420005	P901967	Nikon 495241001-6 Microscopes 2H	0000002513	1107228	3	Asset Not Found	12/18/1998
A00010250	Quintanilla, Gerardo	A0000039	Cavazos, Rebec...	000003225	420005	P903202	Annual Site License	32114	N/A	4	Asset Write Off	04/12/1999

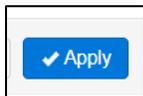
1,311 Items

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



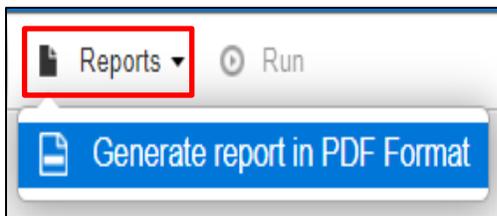
- Report will be displayed at the bottom left side of the screen



- 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:

FTVLOCN_LOCN	FTVLOCN_TITLE
15	Pecan Plaza Bldg A
20	Pecan Plaza Bldg B and C
25	Roma High School
26	La Joya Jimmy Carter Teachir
30	Rio Grande City High School
35	Nursing and Allied Health Car
40	Technology Campus
45	Starr County Campus
50	Mid Valley Campus
55	Pecan Campus
65	Hidalgo Training Center
66	Boys & Girls Club McAllen
67	PSJA College Career & Tech A
68	Robert Vela High School (Edi
70	Valley View High School

37 items, 1 selected

Assets QuickView

PTAG	CUST_ID	CUST_NAME	EQUID_ID	EQUI_NAME	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TITLE	ACQD_DT	TOTAL_COST
00000001	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013		Library books for FV1995	25712	N/A	553566	PCN Bldg F Rm 117	08/31/1995	14441.2
00000061	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013		Library books for FV1996	25712	N/A	553566	PCN Bldg F Rm 117	08/31/1996	5522.91
00000062	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013		Library books for FV1995	25712	N/A	553566	PCN Bldg F Rm 117	08/31/1995	40400.13
00000108	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013	34810	Library Books for FV1997 - The Nursing Assst. Series	000000208	N/A	553566	PCN Bldg F Rm 117	08/31/1993	804
00000103	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013	4-80470	Cm Station Charge Machine Unit	000000147	396745	553504	PCN Bldg F Rm 105	08/31/1993	3025
00000169	A00001239	Gonzalez, Jose	A00001239	Gonzalez, Jose	520204	F702665	Two-Panel Copyboard 84x48-214	000000123	N/A	557014	PCN Bldg M Rm 116	08/28/1997	1619
00000149	A00001645	Lopez, Myriam	A00001645	Lopez, Myriam	410013	N/A	Check Signer Standard Register	000000003	95030045	557555	PCN Bldg N Rm 138	08/31/1995	2549
00000168	A00001277	De La Garza, Ricardo	A00000010	Reed, Shirley	441000	Land	PCI Campus 13.30 Acres - Lot 10 - Hammonds Sub	21652	N/A	55	Pecan Campus	06/20/1996	133768
00000195	A00438781	Hughes, Marc	A00438781	Hughes, Marc	221023	P703205	Hugabone Ed Hayden Cap7500	000000149	N/A	557340	PCN Bldg T Rm 138	08/27/1997	3295
00000192	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013		Library books for FV1997	21440	N/A	553566	PCN Bldg F Rm 117	08/31/1997	57386.49
00000193	A00001277	De La Garza, Ricardo	A00000010	Reed, Shirley	441000	P703462	PCI Campus 10.5 Acres - Lot 3 - Wapagus	21164	N/A	55	Pecan Campus	08/21/1997	35164.07
00000208	A00343049	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P601957	Entire human Anatomy P/N B1x1160	000000137	N/A	555121	PCN Bldg J Rm 3502B	01/29/1998	4696.24
00000269	A00000942	McCarth, George	A00000010	Reed, Shirley	441000	Building	Hester Plant - Degrassville	23023	N/A	55	Pecan Campus	08/21/1996	41812.64
00000276	A00323211	Corpus, Luis	A00323211	Corpus, Luis	222001	P602357	Ecthing Press 24x6 P/N T32446	000000124	98168	551501	PCN Bldg B Rm 101	04/08/1998	4355.35
00000277	A00323211	Corpus, Luis	A00323211	Corpus, Luis	222001	P602372	Dayton Walder #2814	000000152	M43965	551507	PCN Bldg B Rm 106B	01/23/1998	1201.9
00000217	A00000002	Hilda, Kimberly	A00001500	Barrera, Leandro	200002	P602510	Don Thomspe 30x4 Pe Numm 150mm; 16mb	0000001492	7883494	55	Pecan Campus	03/29/1998	2818
00000216	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P600616	Nikon Microscope Alphaphot 2h	000000179	1102921	555123	PCN Bldg J Rm 3504	11/20/1997	1088.02
00000217	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P600616	Nikon Microscope Alphaphot 2h	000000170	1102988	555112	PCN Bldg J Rm 3504A	11/20/1997	1088.02
00000218	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P600616	Nikon Microscope Alphaphot 2h	000000171	1102983	555115	PCN Bldg J Rm 3504	11/20/1997	1088.02
00000220	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P600616	Nikon Microscope Alphaphot 2h	000000173	1102977	555115	PCN Bldg J Rm 3504	11/20/1997	1088.02
00000221	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P600616	Nikon Microscope Alphaphot 2h	000000174	1102985	555115	PCN Bldg J Rm 3504	11/20/1997	1088.02
00000222	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P600616	Nikon Microscope Alphaphot 2h	000000176	1103148	555115	PCN Bldg J Rm 3504	11/20/1997	1088.02
00000226	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013		Library books for FV1997 & FV1998	25712	N/A	553566	PCN Bldg F Rm 117	07/31/1996	60936.46
00000231	A00438781	Walters, Lisa	A00438781	Walters, Lisa	530013		Library books for FV1997 & FV1998	25715	N/A	553566	PCN Bldg F Rm 117	07/17/1998	48303.64
00000266	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P604037	Nikon Microscope 2h - Nikon	000000171	1104487	555114	PCN Bldg J Rm 3502	07/16/1998	1086.31
00000270	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P604037	Nikon Microscope 2h - Nikon	000000175	1103989	555112	PCN Bldg J Rm 3504A	07/16/1998	1086.31
00000274	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P604037	Nikon Microscope 2h - Nikon	0000001759	1104425	555115	PCN Bldg J Rm 3504	07/16/1998	1086.31
00000279	A00430249	De La Torre, Sonia	A00043956	Cervantes, Maria	221301	P604037	Nikon Microscope 2h - Nikon	000000174	1103962	555106	PCN Bldg J Rm 3502	07/16/1998	1086.31
00000282	A0001843	Rodriguez, Simon	A0001843	Rodriguez, Simon	211001	P012965	Nikon Microscope 2h - Nikon	0000001762	1106416	555112	PCN Bldg J Rm 3504	07/16/1998	1086.31

8,753 items

- Physical Inventory by Campus_Bldg



Physical Inventory Report

Select Campus:

FTVLOCN_LOCN	FTVLOCN_TITLE
15	Pecan Plaza Bldg A
20	Pecan Plaza Bldg B and C
25	Roma High School
26	La Joya Jimmy Carter Teachir
30	Rio Grande City High School
35	Nursing and Allied Health Ca.
40	Technology Campus
45	Starr County Campus
50	Mid Valley Campus
55	Pecan Campus
65	Hidalgo Training Center
66	Boys & Girls Club McAllen
67	PSJA College Career & Tech ..
68	Robert Vela High School (Edi.
70	Valley View High School

37 items, 1 selected

Multi-Select Building:

LOCN_TITLE	LOCN_CODE
PCN Bldg A	5510
PCN Bldg A Rm 100	551067
PCN Bldg A Rm 101	551001
PCN Bldg A Rm 101A	551068
PCN Bldg A Rm 101B	551069
PCN Bldg A Rm 101C	551070
PCN Bldg A Rm 102	551002
PCN Bldg A Rm 103	551003
PCN Bldg A Rm 104	551004
PCN Bldg A Rm 105	551005
PCN Bldg A Rm 105A	551071
PCN Bldg A Rm 105B	551083
PCN Bldg A Rm 105C	551084
PCN Bldg A Rm 106	551006
PCN Bldg A Rm 107	551007
PCN Bldg A Rm 108	551008

2,905 items, 1 selected

Assets QuickView

PTAG	CUST_ID	CUST_NAME	EQUID_ID	EQUI_NAME	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TITLE	ACQD_DT	TOTAL_COST
N0019988	A0001843	Rodriguez, Simon	A0001843	Sale, Rachel	441000	P0017350	Desk 740 Edge Full Modesty 30x66	14842	N/A	551002	PCN Bldg A Rm 102	12/07/2010	1154.84
N0001960	A0001843	Rodriguez, Simon	A0001843	Sale, Rachel	211001	P0014886	336812 Microsoft Surface Pro 3 Tablet	24861	04504751663	551002	PCN Bldg A Rm 102	08/02/2015 10:07	1066.71
N0038201	A0001843	Rodriguez, Simon	A0001843	Sale, Rachel	211001	P0125691	Virtual Reality Classroom - Robotab - Pack w/Lenovo Tabl.	48510	N/A	551002	PCN Bldg A Rm 102	07/13/2021 11:50	4690
N0038202	A0001843	Rodriguez, Simon	A0001843	Sale, Rachel	211001	P0125691	Virtual Reality Classroom - ClassVR	48511	N/A	551002	PCN Bldg A Rm 102	07/20/2021 3:38	2799
N0038262	A0001843	Rodriguez, Simon	A0001843	Sale, Rachel	211001	P0125675	Laptop - Dell - Precision 5520	38723	3039223	551002	PCN Bldg A Rm 102	06/17/2021	2221.69
N0038863	A0001843	Rodriguez, Simon	A0001843	Sale, Rachel	211001	P0129365	DCB0H1 Panasonic Lumix BGH1 Box Mirrorless Camera	35267	WH1HA001184	551002	PCN Bldg A Rm 102	01/20/2022 2:31	1771.19

- Physical Inventory by Campus_Bldg_Custodian

STC
South Texas College

Physical Inventory Report

Select Campus:

FTVLOCN_LOCN	FTVLOCN_TITLE
15	Pecan Plaza Bldg A
20	Pecan Plaza Bldg B and C
25	Roma High School
26	La Joya Jimmy Carter Teachir
30	Rio Grande City High School
35	Nursing and Allied Health Ca.
40	Technology Campus
45	Starr County Campus
50	Mid Valley Campus
55	Pecan Campus
65	Hidalgo Training Center
66	Boys & Girls Club McAllen
67	PSJA College Career & Tech A
68	Robert Vela High School (Edir
70	Valley View High School

37 Items, 1 selected

Multi-Select Building:

LOCN_TITLE	LOCN_CODE
PCN Bldg N Rm 144	557561
PCN Bldg N Rm 145	557562
PCN Bldg N Rm 145A	557628
PCN Bldg N Rm 146	557563
PCN Bldg N Rm 147	557564
PCN Bldg N Rm 147A	557565
PCN Bldg N Rm 147B	557566
PCN Bldg N Rm 147C	557567
PCN Bldg N Rm 147D	557568
PCN Bldg N Rm 147E	557569
PCN Bldg N Rm 147F	557570
PCN Bldg N Rm 148	557571
PCN Bldg N Rm 149	557572
PCN Bldg N Rm 150	557573
PCN Bldg N Rm 151	557574
PCN Bldg N Rm 152	557575
PCN Bldg N Rm 153	557576
PCN Bldg N Rm 154	557577

2,905 items, 1 selected

Multi-Select Custodian:

CUST_NAME	CUST_ID
Cavazos, Rebecca	A00000039

1 item, 1 selected

Assets QuickView

FTAG	CUST_ID	CUST_NAME	EQUI_ID	EQUI_NAME	ORGN	POHD	ASSET_DESC	SILVER_TAG	SERIAL_NO	LOCN	LOCN_TITLE	ACQD_DT	TOTAL_COST
N00032707	A00000039	Cavazos, Rebecca	A00000039	Cavazos, Rebecca	420007	P0105465	Dell Precision 5620 Tower XCTO Base	30904	40NPS3	557566	PCN Bldg N Rm 147B	11/29/2018 4:46:5...	1424.68

- Physical Inventory by Serial Number

Physical Inventory Report

By Serial

Enter Serial#

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 #: 99KHXXZ2

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:

[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 #:	99KHXX2		
LOCN:	1	TC SR Warehouse - Auction	
Aquired DT:	07/31/2020		
Total Cost:	\$1,175.41		

- Physical Inventory by Tag History



Physical Inventory Report

By TAG HISTORY

Enter TAG:

[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	5	420007	402057
N00035146	03/21/2023	GBARAJAS	03/21/2023	Obsolete items no longer in use	P0119628	A00000039	Cavazos, Rebecca	5	420004	402057

- Physical Inventory Locations

Physical Inventory Locations Report

Select Campus:

FTVLOCN_LOCN	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
55	Pecan Campus
65	Hidalgo Training Center
66	Boys & Girls Club McAllen
67	PSJA College Career & Tech Academy
68	Robert Vela High School (Edinburg)
70	Valley View High School
71	PSJA High School

37 items, 1 selected

Locations QuickView

FTVLOCN_LOCN	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



SOUTH TEXAS COLLEGE

Moves Report

Enter Req. No:

REQ_NO	APPROVAL_STATUS	WORKFLOW_N...	WORKFLOW_FORM	REQUESTE...	APPROVED...	EMP_ID	MOVE_JUSTIFICATION	EMP_TYPE	SCHED_DATE	EMPCCLASS
22238262	disapproved	Non Inventory ...	TransferApprovalForm	3/20/2023 ...	3/20/2023 ...	NA	Transfer items to new loc...	Assets		
22238262	pending approval	Non Inventory ...	ConfirmationApprovalForm	3/20/2023 ...		NA	Transfer items to new loc...	Assets		

- Pending Approvals NonInventory Assets – Enter FM username



Non Inventory Pending Approvals

Financial Manager (E-mail Userid): [Click To Run](#)

[Non Inventory Pending Approvals QuickView](#)

ASSET_TAG	MOVE_REQNUM	ASSET_LOCATION	ORIG_ASSET_MGR_USERID	ORIG_ASSET_MGR_NAME	NEW_EQUIP_MGR_USERID	NEW_LOCATION	APPROVER_USERID	APPROVER_NAME	WORKLIST_OWNER
900005555		TC Bldg D Warehouse...	BECKYC	Rebecca Cavazos	BECKYC	TC SR Warehouse ...	beckyc	Rebecca Cavazo...	
9000102316	22231637	TC Bldg D	BECKYC	Rebecca Cavazos	LWALTERS	PCN Bldg F Rm 17...	beckyc	Rebecca Cavazo...	
N/A	1	TC Bldg D	BECKYC	Rebecca Cavazos	BECKYC	TC Bldg D Shippin...	beckyc	Rebecca Cavazo...	
N/A	1	NAH Bldg A Rm 3.24...	CTELLO3	Carlos Tello	BECKYC	TC SR Warehouse ...	beckyc	Rebecca Cavazo...	
N/A	1	PCN Plaza Bldg B R...	RSUAREZ8	Ruben Suarez	BECKYC	TC SR Warehouse ...	beckyc	Rebecca Cavazo...	Rebecca Cavazos
N/A	22233565	TC Bldg D Rm 118G	BECKYC	Rebecca Cavazos	CYGARZA	PCN Bldg D Rm 10...	beckyc	Rebecca Cavazo...	
N/A	1	TC Bldg D Rm 105	BECKYC	Rebecca Cavazos	BECKYC	TC SR Warehouse ...	beckyc	Rebecca Cavazo...	

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



Pending Approvals

Financial Manager (E-mail Userid): [Click To Run](#)

[Pending Approvals QuickView](#)

SILVER_TAG	MOVE_REQ_NUME	SILVER_TAG_DESC	ORGN	ORGN_TITLE	LOCN	LOCN_TITLE	ORIG_ASSET_MGR_USERID	ORIG_ASSET_MGR_NAME	ORIG_ASSE
25485		7D/D3066-74P-F Desk Full Modesty Pa...	420005	Inventory Control	1	TC SR Warehouse - Auction	beckyc	Rebecca Cavazos	Gerardo Qu
25485	22237562	7D/D3066-74P-F Desk Full Modesty Pa...	420005	Inventory Control	1	TC SR Warehouse - Auction	beckyc	Rebecca Cavazos	Gerardo Qu
25485	2122122	7D/D3066-74P-F Desk Full Modesty Pa...	420005	Inventory Control	1	TC SR Warehouse - Auction	beckyc	Rebecca Cavazos	Gerardo Qu
25485	212214242	7D/D3066-74P-F Desk Full Modesty Pa...	420005	Inventory Control	1	TC SR Warehouse - Auction	beckyc	Rebecca Cavazos	Gerardo Qu
25485	22237611	7D/D3066-74P-F Desk Full Modesty Pa...	420005	Inventory Control	1	TC SR Warehouse - Auction	beckyc	Rebecca Cavazos	Gerardo Qu
25485	22238003	7D/D3066-74P-F Desk Full Modesty Pa...	420005	Inventory Control	1	TC SR Warehouse - Auction	beckyc	Rebecca Cavazos	Gerardo Qu

- Proxy Date – – Enter FM username



Proxy Dates

Financial Manager (E-mail Userid): [Click To Run](#)

[Proxy Dates QuickView](#)

FINANCIAL_MANAGER	LOGON	PROXY_NAME	DATE_FROM	DATE_TO
Rebecca Cavazos	aambriz2	Arturo Ambriz	03/19/2018 6:31:38 PM	12/31/2023 6:00:00 ...
Rebecca Cavazos	bbordero	Benjamin Borderon	11/05/2021 3:41:15 PM	11/30/2023 6:00:00 ...
Rebecca Cavazos	bbordero	Benjamin Borderon	11/05/2021 3:41:15 PM	12/31/2023 6:00:00 ...
Rebecca Cavazos	daleal	Deyadira Leal	10/28/2013 3:20:53 PM	12/31/2022 6:00:00 ...
Rebecca Cavazos	daleal	Deyadira Leal	10/28/2013 3:20:53 PM	12/31/2023 6:00:00 ...
Rebecca Cavazos	gbarajas	Graciela Barajas	10/19/2012 12:57:29 PM	12/31/2022 6:00:00 ...
Rebecca Cavazos	gbarajas	Graciela Barajas	10/19/2012 12:57:29 PM	12/31/2023 6:00:00 ...
Rebecca Cavazos	jerryq	Gerardo Quintanilla	08/23/2012 6:26:59 PM	12/31/2022 6:00:00 ...
Rebecca Cavazos	jerryq	Gerardo Quintanilla	08/23/2012 6:26:59 PM	12/31/2023 6:00:00 ...
Rebecca Cavazos	jgarcia_1...	Jaqueline Garcia	08/05/2016 9:50:33 PM	12/31/2022 6:00:00 ...
Rebecca Cavazos	jgarcia_1...	Jaqueline Garcia	08/05/2016 9:50:33 PM	12/31/2023 6:00:00 ...
Rebecca Cavazos	mavila	Maday Avila	08/03/2012 4:58:06 PM	11/17/2013 6:20:56 ...
Rebecca Cavazos	mperez151	Marcos Perez	08/01/2017 9:04:19 PM	12/31/2022 6:00:00 ...
Rebecca Cavazos	mperez151	Marcos Perez	08/01/2017 9:04:19 PM	12/31/2023 6:00:00 ...
Rebecca Cavazos	ncontre1	Nashla Saenz	05/18/2022 3:48:06 PM	05/19/2023 5:00:00 ...

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



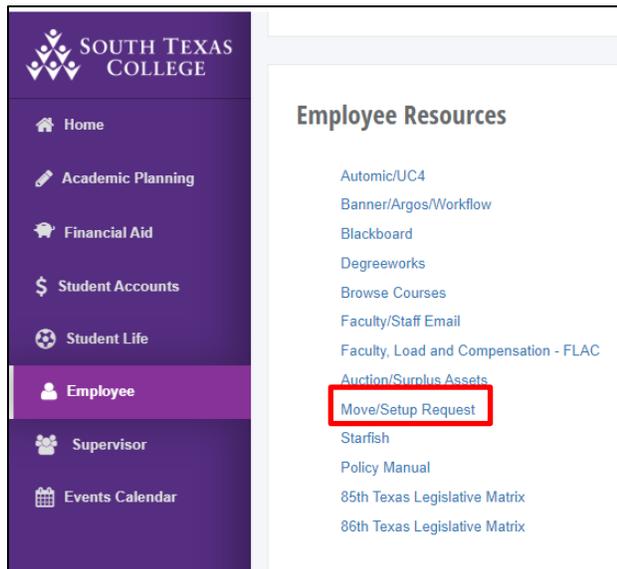
- Grant Fund Items - Silver Tag and Green Tag (Grant) barcode
 - **If the item has both tags, use only the Silver Tag to transfer the item.**



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:

Fixed Asset Transfers/Setup Silver Tag (Includes Furniture)
 Purple, Green, & No Tag (Includes Furniture)

- 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#

Manager Requesting

Initiator's Phone#

Justification

You have 81 characters left.

To Financial Manager

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

Tag#s

<input type="text" value="25485"/>	<input type="text" value="42843"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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 SITE MAP HELP EXIT

Confirmation

Information saved successfully.

[Submit additional Silver Tag Assets](#)

[Submit additional Purple Tag Assets](#)

[Done](#)

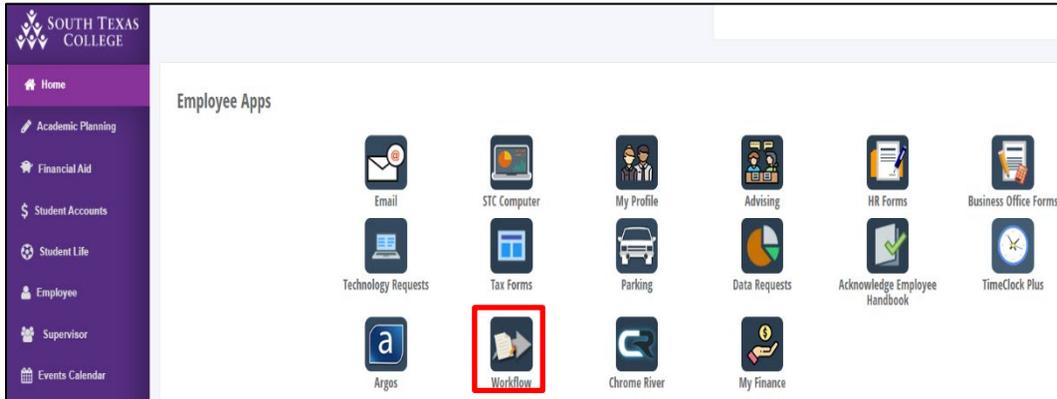
- After the form has been submitted, the option to submit more transfers is available (see below).
- Click on Done to complete the Jagnet process.

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 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

Organization	Workflow	Activity	Priority	Created
Root	GBARAJAS Assets Assets Tag#'s 25485,42843 Move ReqNo: 22238003	TransferApproval	Normal	20-Mar-2023 08:39:59 AM

- 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.

Worklist
Transfer Approval Form

Logoff Help

Transfer Information

Manager Requesting Move: BECKYC
Date: 20-Mar-2023 12:00:00 AM
Phone#: 8722787
Justification: Transfer to update asset location and custodian

Silver Tags and Descriptions: 25485 - 70/D9866-74P-F Desk Full Modesty Panel 74P
42843 - Dell Latitude 5310 Laptop 2 in 1 8TX

FROM

Asset Manager UserID/Name: BECKYC - Rebecca Cavazos
Location/Title: 402057 - TC Bldg D Rm 119

TO

Financial Manager ID/Name: A00000039 - Rebecca R Cavazos
Financial Manager Email: beckyc@southtexascollege.edu
Custodian UserID/Name: BECKYC - Becky Cavazos

*** Information for Employee to be moved**

Move/Setup Req Number: 22238003
Name:
A#:
Position:
Employee Classification: Assets
Current Location:
New Location:

Future Hire Information

Position#/Dept.:

Transfer Approval

Approve Disapprove

Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328

* When no employee information is submitted then employee is not displayed on the form.

- 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

Organization	Workflow	Activity	Priority	Created
Root	GBARAJAS Assets Assets Tag#'s 25485,42843 Move ReqNo: 22238003 Ready	ValidationForm	Normal	20-Mar-2023 10:29:03 AM

- 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.

Worklist
Validation Form

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

FROM

Manager Requesting Move: BECKYC
 Date: 20-Mar-2023 12:00:00 AM
 Phone#: 8722787
 Asset Tags and Descriptions: 25485 - 7D/D3066-74P-F Desk Full Modesty Panel 74P
 42843 - Dell Latitude 5310 Laptop 2 in 1 BTX

Location/Title: 402057 - TC Bldg D Rm 119
 Justification: Transfer to update asset location and custodian

TO

Financial Manager: BECKYC
 Financial Manager Name: A00000039 - Rebecca R Cavazos
 Custodian Name: BECKYC - Becky Cavazos

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

→ * Asset Orgn:
 → * Asset Location:
 → * Custodian Email UserID:

Banner Workflow Assistance call: Ext. 2787 and 6328

→

- 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

Organization	Workflow	Activity	Priority	Created
Root	GBARAJAS Assets Assets Tag#'s 25485,42843 Move ReqNo: 22238003	Confirmation Approval	Normal	20-Mar-2023 11:28:44 AM

- 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.

Confirmation Approval Form

Asset Transfer Information

* Asset Tags and Descriptions: 25485 - 7D/D3866-74P-F Desk Full Modesty Panel 74P
42843 - Dell Latitude 5310 Laptop 2 in 1 BTX

FROM

Manager Requesting Move: BECKYC
 Date: 20-Mar-2023 12:00:00 AM
 Phone#: 8722787
 Locn/Title: 402057 - TC Bldg D Rm 119
 Justification:

TO

Financial Manager ID/Name: A00000039 - Rebecca R. Cavazos
 Orgn/Title: 420004 - Central Receiving
 Location/Title: 402057 - TC Bldg D Rm 119
 Custodian UserID/Name: BECKYC - Becky Cavazos

*** Information for Employee to be moved**

Move/Setup Req Number: 22238003
 Name:
 A#:
 Employee Classification: Assets
 Current Location:
 New Location:

Note only for Assets: Select NO shipping and receiving assistance needed if an asset is to be updated-only and NOT relocated/transferred.

Shipping & Receiving Assistance

Yes No

*** Transfer Approval**

Approve Disapprove

Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328
 * When no employee information is submitted then employee is not displayed on the form.

- 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.

Mon 3/20/2023 12:19 PM

 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

Fixed Assets Move or Setup

Request Move or Setup Type: 

Fixed Asset Transfers/Setup Silver Tag (Includes Furniture)
 Purple, Green, & No Tag (Includes Furniture)



- 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.
 - If no Tag or SN is available, enter N/A
- Submit

Non Inventory Assets - Purple/Green Tags

Move/Setup Request#

Manager Requesting

Initiator's Phone#

Justification

You have 97 characters left.

To Financial Manager

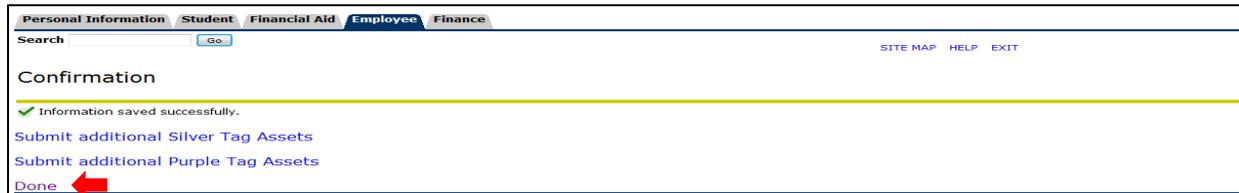
From Location

To Location

Tag#	Serial#	Description
<input type="text" value="9000010152"/>	<input type="text" value="CYG56F"/>	<input type="text" value="Dell Optiplex 760"/>
<input type="text" value="5000022348"/>	<input type="text" value="1289KL"/>	<input type="text" value="HON Cabinet"/>
<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="2 Boxes of Office Supplies"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



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

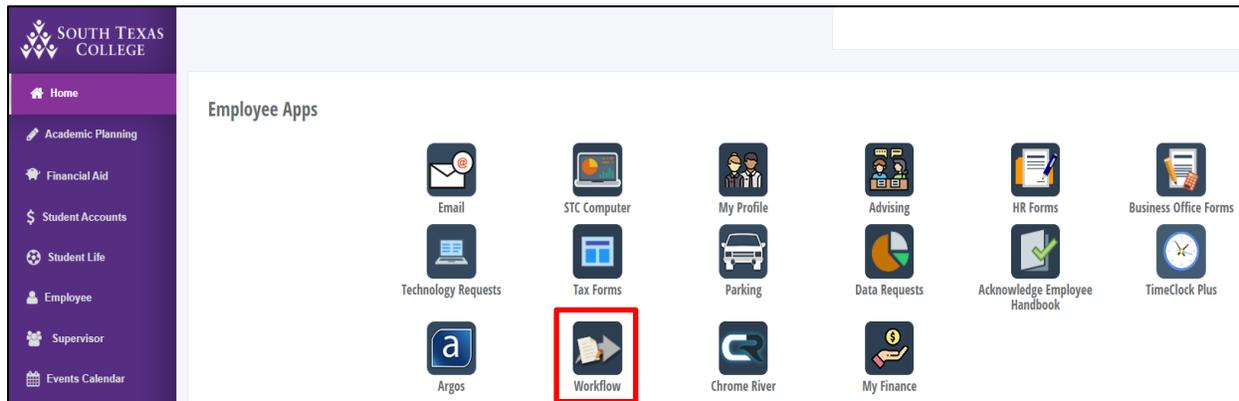


After completing the transfer in Jagnet:

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. 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

Organization	Workflow	Activity	Priority	Created
Root	Non Inventory Assets: Assets JGARCIA2 - 9000041178 Move ReqNo: 1 Ready	ConfirmationApprovalForm	Normal	20-Mar-2023 04:12:15 PM
Root	Non Inventory Assets: Assets GBARAJAS - 9000010152 Move ReqNo: 22238262 Performing	TransferApprovalForm	Normal	20-Mar-2023 04:11:15 PM

- 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.

Worklist
Transfer Approval Form

Status of Equipment: NA

Transfer Request Information

Requestor Name: Graciela Barajas
Request Date: 20-Mar-2023 12:00:00 AM
Justification:

FROM
Asset Manager: Rebecca Cavazos
Location: PCN Bldg N Rm 145
Tags:

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

TO
Financial Manager: Rebecca Cavazos
Location: TC Bldg D Rm 120
Information for Employee to be moved
Move/Setup Req Number: 22238262
Name:
A#:
Position:
Employee Classification: Assets
Current Location: NA
New Location: NA
Future Hire Information
Position#/Dept.:

* Transfer Approval
 Approve Disapprove

Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328

* When no employee information is submitted then employee is not displayed on the form.

- 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

Organization	Workflow	Activity	Priority	Created
Root	Non Inventory Assets: Assets GBARAJAS - 9000010152 Move ReqNo: 22238262 Performing	ConfirmationApprovalForm	Normal	20-Mar-2023 04:23:42 PM

- 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.

ConfirmationApproval Form

Transfer Request Information

. Move/Setup Req Number: 22238262
 . Requestor Name: Graciela Barajas
 . Request Date: 20-Mar-2023 12:00:00 AM
 . Justification: Transfer items to new location

FROM
 . Asset Manager: Rebecca Cavazos
 . Location: PCN Bldg N Rm 145
 . Tags: Tag Information

Tag #s	Serial #s	Description
9000010152	CYG56E	Dell Optiolex 750
5000022348	1289KL	HON Cabinet
N/A	N/A	2 Boxes of Office Supplies

TO
 . Financial Manager: Rebecca Cavazos
 . Location: TC Bldg D Rm 120
* font color = 'red': Note: Select NO shipping and receiving assistance needed if an asset is to be updated-only and NOT relocated/transferred.

Shipping & Receiving Assistance
 Yes No

Transfer Approval
 Approve Disapprove

. Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328

* When no employee information is submitted then employee is not displayed on the form.

- 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

Initiator's Phone#

Justification

Obsolete items no longer in use

You have 97 characters left.

To Financial Manager

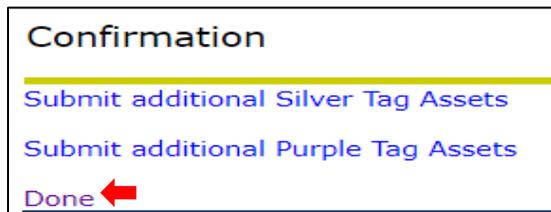
Please enter in the entire tag number
Including leading zeros if any

Tag#s

<input style="width: 80%;" type="text" value="25485"/>	<input style="width: 80%;" type="text" value="42853"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

➔

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

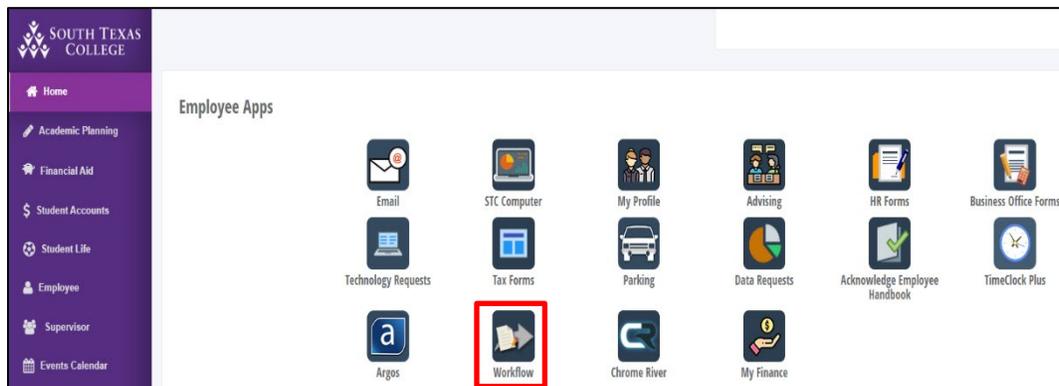


After completing the transfer in Jagnet:

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

Organization	Workflow	Activity	Priority	Created
Root	GBARAJAS Assets Assets Tag#'s 25485,42843 Move ReqNo: 1	TransferApproval	Normal	21-Mar-2023 11:11:53 AM

- 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.

Worklist
Transfer Approval Form

Transfer Information

Manager Requesting Move: BECKYC
 Date: 21-Mar-2023 12:00:00 AM
 Phone#: 8722787
 Justification:

Silver Tags and Descriptions:

FROM
 Asset Manager UserID/Name: BECKYC - Rebecca Cavazos
 Location/Title: 402057 - TC Bldg D Rm 119

TO
 Financial Manager ID/Name: A00000039 - Rebecca R. Cavazos
 Financial Manager Email: beckyc@southtexascollege.edu
 Custodian UserID/Name: BECKYC - Becky Cavazos
*** Information for Employee to be moved**
 Move/Setup Req Number: 1
 Name:
 A#:
 Position:
 Employee Classification: Assets
 Current Location:
 New Location:
Future Hire Information
 Position#/Dept.:

*** Transfer Approval**

Approve Disapprove

Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328
 * When no employee information is submitted then employee is not displayed on the form.

- 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

Organization	Workflow	Activity	Priority	Created
Root	GBARAJAS Assets Assets Tag#'s 25485,42843 Move ReqNo: 1 Ready	Confirmation_Approval	Normal	21-Mar-2023 12:01:33 PM

- 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.

Worklist
Confirmation Approval Form

Asset Transfer Information

* Asset Tags and Descriptions: 25485 - 70/D3866-74P-F Desk Full Modesty Panel 74P
42843 - Dell Latitude 5310 Laptop 2 in 1 8TX

FROM

Manager Requesting Move: BECKYC
 Date: 21-Mar-2023 12:00:00 AM
 Phone#: 8722787
 Locn/Title: 402057 - TC Bldg D Rm 119
 Justification: obsolete items no longer in use

TO

Financial Manager ID/Name: A00000039 - Rebecca R Cavazos
 Orgn/Title: 420005 - Inventory Control
 Location/Title: 1 - TC SR Warehouse - Auction
 Custodian UserID/Name: BECKYC - Becky Cavazos

*** Information for Employee to be moved**

Move/Setup Req Number: 1
 Name:
 A#:
 Employee Classification: Assets
 Current Location:
 New Location:

Note only for Assets: Select NO shipping and receiving assistance needed if an asset is to be updated-only and NOT relocated/transferred.

Shipping & Receiving Assistance

Yes No

*** Transfer Approval**

Approve Disapprove

Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328
 * When no employee information is submitted then employee is not displayed on the form.

- 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.

Tue 3/21/2023 12:15 PM

 beckyc@southtexascollege.edu

Req #1 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;  Julio Cuestas;  Derek Dixon Wheeler;  Earl Lane;  Jesus G. Flores (Chuy);  Pablo Perez;  Ricardo Cuellar;  German Reyes

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

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

Location: 402057 - TC Bldg D Rm 119

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

Custodian: jerryq - Gerardo Quintanilla

Orgn: 420005 - Inventory Control

Location: 1 - TC SR Warehouse - Auction

Justification: Obsolete items no longer in use

Shipping & Receiving Assistance: assist

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.

Worklist					Logoff
Organization	Workflow	Activity	Priority	Created	
Root	GBARAJAS Assets Assets Tag#'s 25485,42843 Move ReqNo: 1 Performing	Completion_Date	Normal	21-Mar-2023 12:15:27 PM	

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

Worklist

Move/Setup Completion Date

Move/Setup Completed Date

Move Request No: NA

* Completed Date:  



- 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

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 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.
 - If no Tag or SN is available, enter N/A
- Submit

Non Inventory Assets - Purple/Green Tags

Manager Requesting ▼

Initiator's Phone#

Justification

You have 102 characters left.

To Financial Manager ▼

From Location ▼

To Location ▼

Tag#	Serial#	Description
<input type="text" value="9000054983"/>	<input type="text" value="GH6G45"/>	<input type="text" value="Dell Optiplex 720"/>
<input type="text" value="5000012856"/>	<input type="text" value="N/A"/>	<input type="text" value="Purple Chair"/>
<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="1 Box of Miscellaneous items"/>
<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="Used Toners"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

➔

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

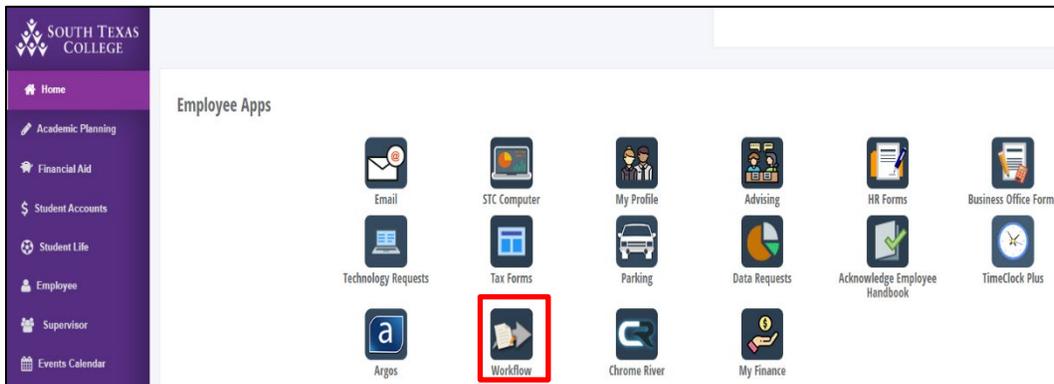


After completing the transfer in Jagnet:

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. Confirmation Approval Form.

Transfer Approval Form – Current Financial Manager Approval

Organization	Workflow	Activity	Priority	Created
Root	Non Inventory Assets: Assets MFELICIA - NA Move ReqNo: 22238217	ShipRecApproval	Normal	21-Mar-2023 02:17:05 PM
Root	Non Inventory Assets: Assets GBARAJAS - 9000054983 Move ReqNo: 1	TransferApprovalForm	Normal	21-Mar-2023 02:10:33 PM

- 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.

Worklist
Transfer Approval Form

Status of Equipment: NA

Transfer Request Information

Requestor Name: Graciela Barajas
Request Date: 21-Mar-2023 12:00:00 AM
Justification:

FROM

Asset Manager: Rebecca Cavazos
Location: PCN Bldg E Rm 107
Tags:

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

TO

Financial Manager: Rebecca Cavazos
Location: TC SR Warehouse - Auction

Information for Employee to be moved

Move/Setup Req Number: 1
Name:
A#:
Position:
Employee Classification: Assets
Current Location: NA
New Location: NA

Future Hire Information

Position#/Dept.:

Transfer Approval:

Approve Disapprove

Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328

* When no employee information is submitted then employee is not displayed on the form.

- 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

Organization	Workflow	Activity	Priority	Created
Root	Non Inventory Assets: Assets GBARAJAS - 9000054983 Move ReqNo: 1	ConfirmationApprovalForm	Normal	21-Mar-2023 02:21:40 PM

- 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.

Worklist
ConfirmationApproval Form

Transfer Request Information

Move/Setup Req Number: 1
 Requestor Name: Graciela Barajas
 Request Date: 21-Mar-2023 12:00:00 AM
 Justification: Obsolete Items for Auction

FROM
 Asset Manager: Rebecca Cavazos
 Location: PCN Bldg E Rm 107
 Tags: Tag Information

Tag #s	Serial #s	Description
9000054983	GH6G4S	Dell Optiplex 720
	N/A	Purple Chair
	N/A	1 Box of Miscellaneous items
	N/A	Used Toners

TO
 Financial Manager: Rebecca Cavazos
 Location: TC SR Warehouse - Auction
 < Font color = 'red' > **Note: Select NO shipping and receiving assistance needed if an asset is to be updated-only and NOT relocated/transferred.**

Shipping & Receiving Assistance

Yes No

Transfer Approval

Approve Disapprove

Disapproval Comments:

Banner Workflow Assistance call: Ext. 2787 and 6328

* When no employee information is submitted then employee is not displayed on the form.

- 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
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

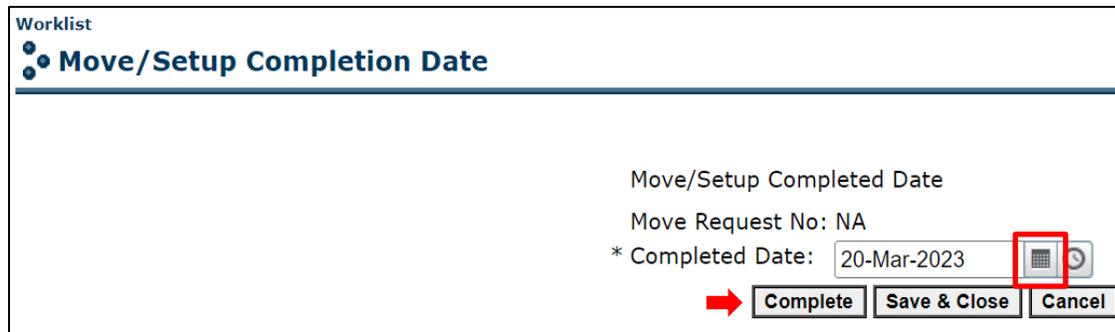
Completion Date

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



Organization	Workflow	Activity	Priority	Created
Root	Non Inventory Assets: Assets GBARAJAS - 9000054983 Move ReqNo: 1	Completion Date	Normal	21-Mar-2023 02:26:48 PM

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



Worklist

Move/Setup Completion Date

Move/Setup Completed Date

Move Request No: NA

* Completed Date: 20-Mar-2023

→ **Complete** **Save & Close** **Cancel**

- 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**

I am Proxy For						
User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
beckyc	Fixed Asset Manager	Root	Yes	Yes	19-Oct-2012 07:57:29 AM	31-Dec-2022 12:00:00 AM

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

A screenshot of a table titled 'My Proxies'. The first row is selected, indicated by a red arrow pointing to the checkbox. The table has columns for User, Role, Organization, Confidential, Non-Confidential, Effective From, and Effective To.

User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
<input checked="" type="checkbox"/> gbarajas	Fixed Asset Manager	Root	Yes	Yes	19-Oct-2012 07:57:29 AM	30-Jun-2013 08:26:43 AM
<input type="checkbox"/> jerryq	Fixed Asset Manager	Root	Yes	Yes	23-Aug-2012 01:26:59 PM	31-Dec-2013 01:51:19 PM

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

A screenshot of the 'Proxy Details' form. It shows fields for Organization - RoleName, User, Effective From, Effective To, Confidential, and Non-Confidential. The Effective From and Effective To fields contain dates and times. Red arrows point to the calendar icons next to these date fields and to the 'Save' button.

Delete Proxy Access

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

A screenshot of the 'My Proxies' table. The first row is selected, indicated by a red box around the checkbox. A red arrow points to the 'Delete Selected Proxies' button at the bottom of the table.

User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
<input checked="" type="checkbox"/> gbarajas	Fixed Asset Manager	Root	Yes	Yes	19-Oct-2012 07:57:29 AM	30-Jun-2013 08:26:43 AM
<input type="checkbox"/> jerryq	Fixed Asset Manager	Root	Yes	Yes	23-Aug-2012 01:26:59 PM	31-Dec-2013 01:51:19 PM
<input type="checkbox"/> mavila	Fixed Asset Manager	Root	Yes	Yes	03-Aug-2012 11:58:06 AM	29-Mar-2013 12:20:56 PM

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