Fixed Asset Workflow

Changing Designation of Equipment Representatives

Accounting Office
February 2014
• Fixed Asset Workflow is an online process for equipment transactions.

• It can only be initiated by designated Equipment Representatives.

• Only ONE equipment representative per organization.

• Financial Manager must designate an equipment representative for the Organization through the Finance Program Guide (bf.memphis.edu/spectrum/users).
Financial Manager selects “assign equipment reps” and login.
Financial Manager selects the “remove” action for the equipment rep to be removed.

**Equipment Representative Maintenance** (logout)

Equipment transactions are processed through Fixed Asset Workflow. In order to use Fixed Asset Workflow, each organization must have an Equipment Representative assigned.

Below is the current Equipment Representative assignment for each of your Organization(s). To change the Equipment Rep, you must first **Remove** the existing Equipment Rep then **Add** the new one. If you do not know the UUID of the user you wish to add, you may look it up in the Whitepages.

Note that changes may take up to ten business days to appear in Workflow/Banner.
Changes pending approval will be noted in the “Pending changes” section. Once approved, they will appear in the table below.

**Current Equipment Representatives**

<table>
<thead>
<tr>
<th>Org Code</th>
<th>Org Name</th>
<th>UUID (Lookup)</th>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>513000</td>
<td>Payroll Office</td>
<td>MISOM</td>
<td>Montoya Williams</td>
<td></td>
</tr>
<tr>
<td>511030</td>
<td>Grants and Contracts Accounting</td>
<td>MISOM</td>
<td>Montoya Williams</td>
<td>Remove</td>
</tr>
<tr>
<td>511000</td>
<td>Accounting Office</td>
<td></td>
<td>Montoya Williams</td>
<td>Remove</td>
</tr>
<tr>
<td>510000</td>
<td>AVP Finance</td>
<td>ABCOLE</td>
<td>Amelia Cole</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Pending Changes**

- Remove MISOM from org 511000. (Requestor: EWSHELTN)

I understand that the ultimate responsibility for any action taken by the above individual(s) is mine. Contact bfssecurity@memphis.edu for additional information.

Logout
Financial Manager will then add the UUID for the new equipment rep in the appropriate blank and select “add”. The Financial Manager may designate him/herself as the equipment representative.

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Logout
The “action” will then indicate “pending” until it has been approved by Business & Finance Support Services. This takes approximately 2 weeks.
The list of current equipment representatives can also be viewed at http://bf.memphis.edu/spectrum/eqreps.php
Questions?

Workflow Instructions:
http://bf.memphis.edu/spectrum/fahelp.php

Fixed Asset Workflow Helpdesk:
wf-fixedasset-admins@memphis.edu

Accounting Office: 678-2271