

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.

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Equipment Representative Maintenance [\(logout\)](#)

Please login below to view/edit the users on organizations for which you have authority.

User Name:
Example: jsmith

Password:



Financial Manager selects the “remove” action for the equipment rep to be removed.

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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

Org Code	Org Name	UUID (Lookup)	Name	Action
513000	Payroll Office	MISOM	Montoya Williams	Remove
511030	Grants and Contracts Accounting	MISOM	Montoya Williams	Remove
511000	Accounting Office	<input type="text"/>		Add
510000	AVP Finance	ABCOLE	Amelia Cole	Remove

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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511000	Accounting Office	<input type="text"/>		Add
510000	AVP Finance	MSCOLE	Amelia Cole	Remove

Pending Changes

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

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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.

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511030	Grants and Contracts Accounting	MISOM	Montoya Williams	Remove
511000	Accounting Office			Pending
510000	AVP Finance	ABCOLE	Amelia Cole	Remove

Pending Changes


- Change MISOM to MISOM for org 511000. (Requestor: EWSHELTN)

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[Logout](#)



The list of current equipment representatives can also be viewed at <http://bf.memphis.edu/spectrum/eqreps.php>

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Equipment Reps List by Organization

Expand All

Collapse All

Export to Excel

+ 10000

+ 20000

+ 30000

+ 40000

+ 50000

+ 60000

+ 70000

+ 80000

Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.

Search



Questions?

Workflow Instructions:

<http://bf.memphis.edu/spectrum/fahelp.php>

Fixed Asset Workflow Helpdesk:

wf-fixedasset-admins@memphis.edu

Accounting Office: 678-2271

