Fixed Asset Workflow

Equipment Location Change

Accounting Office
February 2020
• Equipment Location Change Workflow is an online process for changing an equipment’s location within an organization.

• Only Equipment Representatives (ER) can initiate a workflow.

• ER’s are assigned by the Financial Manager (FM) of the organization via the Finance Program Guide (bf.memphis.edu/spectrum/users). Only one equipment representative can be assigned to an organization.

• No additional approval is required.
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php.
Important Notes before Starting the Workflow

- PTAG_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.

- A valid 9-digit PTAG Code (decal #) number is needed. Three different kinds of decals have been used.

  ![Standard decal. Enter all 9 digits in Workflow.](image1)
  ![Drop the 1st zero and enter the rest of 9 digits in Workflow.](image2)
  ![Standard decal. Enter all 9 digits in Workflow.](image3)
Use Banner INB screen FFIMAST to check asset status

Assets that were previously zero-valued, cannibalized, surplused, or disposed of otherwise will have a “D” or “C” status and cannot be processed in Workflow.
Use Banner INB screen FFIMAST to check organization

Be sure that you are ER for the Organization listed.
Location Code

Finance Program Guide - Type in any part of a building name and click “Search”. It will bring up a list of rooms in the building.

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Location Code Search

Enter all or part of the building name and click Match codes.

Search Location: Dunn

Search
To initiate the workflow, the **Equipment Representative:**

- Log into the My Memphis Portal at [http://my.memphis.edu](http://my.memphis.edu).
- Select the “Workflow” tab.
Scroll down
- Scroll down to “My Processes” and select the three dots.
- Select Workflow type “UOM Equipment Location Change”.
Enter decal number in “PTAG_CODE” field then click on “Start Workflow”.

Note1: Workflow Specifics Name and Note are not required.
Note2: PTAG_CODE is 9 digit UOM decal number.
Click “OK” to view your Worklist OR click on the link in the email that will be sent to you.

Start Workflow

The workflow was started successfully.

From: mcarter1@memphis.edu [mcarter1@memphis.edu]
Sent: Tuesday, January 17, 2012 10:06 AM
To: Michael L Carter (mcarter1)
Subject: Equipment Location Change - 011353700 - Enter New Location *** TBANR ***

Please login to Banner Workflow to enter the new location and transfer reason for the following equipment:
Decal #: 011353700
Description: Dell Computer Latitude D600
Make: Dell
Model: PPO5L
Serial Number: CTYTN31
Organization: 400000 - VP Student Affairs
Current Location: 100209 - Administration 222

[Email body content]
Click the job on the Workflow Worklist to continue.
Verify the asset info, enter the new location code and enter the reason for location change. Click “Complete” to finish the workflow.

Note 1: Fields with * are required.
Note 2: “Save & Close” - will save information but not complete.
Note 3: “Cancel” - exit the current screen without saving what you’ve entered
You are done with the location change. The workflow will update Banner and a final notification email will be sent to the Equipment Representative.

From: donotreply@memphis.edu [donotreply@memphis.edu]
Sent: Tuesday, January 17, 2012 10:08 AM
To: Michael L Carter (mccarter1)
Subject: Equipment Location Change - 011353760 - Completed *** TBANR ***

The location change for the following equipment has been processed:

Decal #: 011353760
Description: Dell Computer Latitude D600
Make: Dell
Model: P8051
Serial Number: CTYTN31
Organization: 400080 - VP Student Affairs
Previous Location: 100200 - Administration 222
New Location: 111015 - FedEx Institute of Tech 226
Transfer Reason: we don't like it
Banner Fixed Asset System will be updated. You can use Banner INB screen FFIMAST to view whether the location is updated.
Fixed Asset Helpdesk:
wf-fixedasset-admins@memphis.edu

Accounting Office: 678-2271