FABweb Batch Uploads—Surplus and Scrap Disposals

Use these steps to complete the surplus or disposal process for University equipment through a Batch Upload file.

NOTE: Parent/Child fixed assets can **only** be processed directly in ***FABweb***. They cannot be updated using the Batch Upload process.

Step	Task
1.	Go to the OBFS Equipment Management > Forms > website: http://www.obfs.uillinois.edu/forms/equipment-management-surplus/
2.	Click the **Surplus & Scrap Disposals** link to download the template (***Excel*** format).
3.	Place your cursor in cell B2 to begin entering surplus or disposal data. Each surplus or disposal should have its own row. **NOTE:** The header row is required in its original format and should not be edited.
4.	Enter data in these **required** columns for each surplus or disposal item: • PTag (***Banner*** items only) • ChartFrom (non-***Banner*** items only) • OrgFrom (non-***Banner*** items only) • Serial Nbr/VIN (non-***Banner*** items only) • Description (non-***Banner*** items only) • CategoryDesc **NOTE:** There are different requirements, depending on the type of surplus or disposal. See the FABweb Batch Uploads File Requirements for more information.
5.	Enter data for any other columns as needed.
6.	Delete any blank formatted rows (through row 51), and delete the instructions in cell A52. **NOTE:** You can only process 50 surplus or disposal items per template. If you need to process more than 50 items, you must start a new template.
7.	Select **File** and click **Save As**.
8.	Choose a location to save your file.
9.	In the **Save as type** list, select *CSV (Comma delimited)*. **NOTE:** On a Mac, select *Windows Comma Separated* instead.
10.	In the **File name** field, use this naming convention (**required**): *S_MMDDYYYY_XXX.csv* *MM* = 2-digit month *DD* = 2-digit day *YYYY* = 4-digit year *XXX* = any 1-3 digit combination
11.	Click the **Save** button.
12.	If a pop-up window appears to confirm saving your file in CSV format, click the **Yes** button.
13.	Login to ***FABweb*** at https://fabweb.uillinois.edu/.
14.	Click **Process a Surplus/Disposal**.
15.	Click the **Browse** button under **Upload a File**.
16.	Locate and select the file you saved in step 10.

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Step	Task
17.	Click the **Open** button.
18.	In the **Asset File** field, confirm that the file name is correct and the file type is CSV.
19.	Click the **Upload** button. **NOTE:** A message displays: *"Your file has been uploaded. You will receive an email once processing is complete."*
20.	Review the email thoroughly when you get it. It will summarize the status of all the equipment items processed. This will be the only communication sent about the status. **NOTE:** If any items failed to process, the email will have a spreadsheet attached, with details about the error(s). The error report might contain multiple tabs.
21.	Correct any processing errors, if needed. Check the FABweb Batch Uploads - Common Entry Errors job aid for help.
22.	Review the request in ***FABweb*** for completeness and accuracy.
23.	Click the **Forward** tab.
24.	Click the **Submit** button to forward the request for approval.

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