

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: <ul style="list-style-type: none"> • 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 <i>CSV (Comma delimited)</i> . NOTE: On a Mac, select <i>Windows Comma Separated</i> instead.
10.	In the File name field, use this naming convention (required): <i>S_MMDDYYYY_XXX.csv</i> <i>MM</i> = 2-digit month <i>DD</i> = 2-digit day <i>YYYY</i> = 4-digit year <i>XXX</i> = 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://apps.obfs.uillinois.edu/fixedassets/index.cfm .
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.

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: <i>“Your file has been uploaded. You will receive an email once processing is complete.”</i>
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.