FABweb Transfers & Disposals

Presented by
Sherri Faith
Jason Bane
Agenda

- Planning for the migration
- What’s new?
- Interdepartmental Transfers
- Surplus/Disposals
- Training and Resources
PLANNING FOR THE MIGRATION
Planning for the migration

• Start planning NOW
• Last day to send Excel spreadsheets to UPAR is December 15
• If transfer or disposal will not be completed before January 3 do not initiate forms—wait for FABweb
WHAT’S NEW?
What’s New?

- Interdepartmental Transfers
- Disposals (Scrap, Surplus)
- Approver role
- Implementation Date: January 3, 2011
Benefits of New Functionality

- Ability to pull asset information directly from Banner for all tagged/controlled equipment
- Automated workflow
- Email notifications
- Improved tracking
- Greater assurance that all parties concur on records transferred/disposed prior to Banner posting
1. Initiate a new Transfer
2. Initiate a new Scrap/Surplus Disposal
3. Request access to FABweb or new role
4. Transfers/Scrap/Surplus transactions locked to you
5. Transfers/Scrap/Surplus transactions for Unit Appropriators to claim
INTERDEPARTMENTAL TRANSFERS
Initiate an Equipment Transfer

FABweb

Find a Record To Transfer

To find a record in Banner Fixed Asset, enter the search criteria and click on Find:

PTag:  
OTag:  

• Enter the 9-digit PTag or OTag
Transfer an Existing Banner Fixed Asset

Transfer ID #: TR000669

Current Organization Info
- COA (Resp): 2 University of Illinois - Chicago
- Org (Resp): 354000 Physics

New Organization Info
- COA (Resp): 2 University of Illinois - Chicago
- Org (Resp): 453000 Biological Sciences

Add a Banner Asset to this transfer
- PTag: [Find]
- OTag: [Find]

Add a Non-Banner Asset to this transfer
- Serial Number: [ADD]

Assets to be transferred
- ASUS Eee PC (Laptop computer)
  PTag#: P20105110
  Serial Number: SN:860 AAQ 117908/VN:1840
  Manufacturer: ASUS
  Amount: $549.99
  Equipment Manager: Keung, Wai-Yee
  Custodian: Keung, Wai-Yee

- Dell Inspiron Mini 1210 computer
  PTag#: P20115721
  Serial Number: na
  Manufacturer: Dell
  Equipment Manager: Morr, Dirk K
  Custodian: Morr, Dirk K

- 17” monitor
  Serial Number: SN #WRET7868

More Info
Transfer Transaction Details

1. Enter new Chart and 6-digit Org code
2. Additional Banner & Non-Banner Assets
3. Garbage can to remove from transaction
4. Delete existing Location Code
5. More Info displays more detail about item
6. Click Forward Transfer tab
• Submit to Unit Approver
• Save to Excel details of transfer
• Cancel the entire transfer
A new fixed-asset transfer request (TR000669) has been added to the Unclaimed Transfers/Surplus/Disposals section of your work list.

Please click the following link to view your worklist:
https://webtest.obfs.uillinois.edu/appsobfs/fixedassets/index.cfm?methodname=findmainmenu

- Originating Unit Approver
A new fixed-asset transfer request (TR000669) has been added to the Unclaimed Transfers/Surplus/Disposals section of your work list.

Please click the following link to view your worklist: https://webtest.obfs.uillinois.edu/appsobfs/fixedassets/index.cfm?methodname=findmainmenu

• Receiving Unit Approver
Transfer waiting to be claimed by Unit Approver
### Important Information

Information you enter in FABweb will overwrite information in Banner. If you leave a field blank in FABweb it will overwrite existing information in Banner with a blank field.

Questions about new acquisitions or updating in FABweb Contact:
- Cheryl Dodge (217) 244-0009
- Petry McCready (217) 244-3670
- Jeff Weaver (217) 244-7978

Questions about Physical/Biennial inventory or disposals/surplus/transfer Contact:
- Jane Ayers (312) 995-2858
- Joanna Rodriguez (312) 996-7321

For information about:
- Commodity codes, consult [http://www.obfs.illinois.edu/inventory/usefullives.xls](http://www.obfs.illinois.edu/inventory/usefullives.xls)
- Location codes, consult the Banner Form FTLOCN

To request authorization for a role in FABweb please click on the following link:
[https://webtest.obfs.illinois.edu/apps/pboss Fixedassets/dsp_Authinfo.cfm](https://webtest.obfs.illinois.edu/apps/pboss Fixedassets/dsp_Authinfo.cfm)

### Acquisitions/Updates I am working on

<table>
<thead>
<tr>
<th>PTS#</th>
<th>Description</th>
<th>Action</th>
<th>Date Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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### Transfers/Surplus/Disposals I am working on

<table>
<thead>
<tr>
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<th>New Org Code</th>
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### Unclaimed Transfers/Surplus/Disposals

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</table>

Transfer claimed by Unit Approver
• Forward Transfer tab
• Forward To: Select Receiving Unit Rep
A new fixed-asset transfer request (TR000669) has been added to your work list.

Please click the following link to view your worklist: https://webtest.obfs.uillinois.edu/appsofsbfs/fixedassets/index.cfm?methodname=findmainmenu

- Receiving Unit Representative
### Important Information

Information you enter in FABweb will overwrite information in Banner. If you leave a field blank in FABweb it will overwrite existing information in Banner with a blank field.

Questions about new acquisitions or updating in FABWeb Contact:
- Cheryl Dodge (217) 244-0039
- Patty McCreey (217) 244-3670
- Jeff Weaver (217) 244-7978

Questions about Physical/Financial Inventory or disposals/surplus/transfer contact:
- Janet Ayers (312) 996-2838
- Juana Rodriguez (312) 996-7321

For information about:
- Commodity codes, consult:
  - http://www.chris.illinois.edu/inventory/usefullives.xls
- Location codes, consult the Banner Form FTVLOCN

To request authorization for a role in FABWeb please click on the following link:
- https://webtest.obfs.illinois.edu/approvebfs-fixedassets/dep_AuthInfo.cfmu

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### Transfers/Surplus/Disposals I am working on

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<td>TR006659</td>
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<td>SD006663</td>
<td>466009</td>
<td>115003</td>
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</table>

**Added Transfer from Receiving Unit Approver**
Transfer an Existing Banner Fixed Asset

<table>
<thead>
<tr>
<th>Transfer ID # TR000660</th>
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</thead>
</table>

**Current Organization Info**
- COA (Resp): 2 University of Illinois - Chicago
- Org (Resp): 354000 Physics

**New Organization Info**
- COA (Resp): 2 University of Illinois - Chicago
- Org (Resp): 453000 Biological Sciences

**Assets to be transferred**

<table>
<thead>
<tr>
<th>Asset</th>
<th>Description</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTag#: P20105110</td>
<td>ASUS Eee PC (Laptop computer)</td>
<td>222223</td>
<td>0919 0002051B Molecular Biology Res</td>
</tr>
<tr>
<td>Serial Number: SN:860 AAQ 117908/VN:1840</td>
<td>Manufacturer: ASUS</td>
<td>Equipment Manager:</td>
<td>Custodian: Keung, Wai-Yee</td>
</tr>
<tr>
<td>Amount: $549.99</td>
<td>Equipment Manager:</td>
<td>Custodian:</td>
<td></td>
</tr>
<tr>
<td>Asset</td>
<td>Description: Dell Inspiron Mini 1210 computer</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>PTag#: P20115721</td>
<td>0919 0002051B Molecular Biology Res</td>
<td>222223</td>
<td></td>
</tr>
<tr>
<td>Serial Number: na</td>
<td>Manufacturer: Dell</td>
<td>Equipment Manager: Morr, Dirk K</td>
<td>Custodian: Morr, Dirk K</td>
</tr>
<tr>
<td>Amount: $550.37</td>
<td>Equipment Manager:</td>
<td>Custodian:</td>
<td></td>
</tr>
</tbody>
</table>

**Non-Banner Asset**
- Serial Number: SN #WRET7868
- Description: 17" monitor
Receiving Unit Representative

1. Type in new Location Code
2. Click Forward Transfer tab
Transfer an Existing Banner Fixed Asset

Submit the transfer to Banner

Receiving Unit Approver
* Contact Person: Faith, Sherr
Phone: 217-244-7264
E-mail: sfaith@uillinois.edu
Comments/Notes:
Items for research lab

Receiving Unit
* Contact Person: Bane, Jason
Phone: (217) 333 - 9243
E-mail: jabane@illinois.edu
Comments/Notes (100 characters max):
Research Lab MBRB room 342

Transfer Originated By:
Contact Person: Bane, Jason
Phone: 217-333-9243
E-mail: jabane@illinois.edu

Submit to Banner | Save To Excel | Decline Transfer

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Submit Transfer to Banner

1. Review Comments/Notes from RUA
2. Confirm contact info & add comments
3. Save To Excel and save spreadsheet to local network
4. Use spreadsheet to coordinate with movers
5. Confirm receipt of equip. and Submit to Banner

Receiving Unit Representative
• Confirmation of PTag updates
Next Steps for Transfers

• Use Excel file to *Update an existing Banner Fixed Asset* with appropriate Equipment Manager and Custodian

• Email Excel file back to Originating Unit Rep as a courtesy.
SURPLUS/DISPOSALS
Submit a Record for Surplus/Disposal

Designate a category to process a record for Surplus/Disposal.

Below are the Designation Categories and their corresponding Designation Statuses. Only one Designation Category is allowed per request.

**Scrap/Surplus Disposal**
- Scrap Non Electronic
- Scrap Electronic
- Surplus Electronic
- Surplus Non Electronic

**Other Disposal**
- Casualty Loss
- Inventoried In Error
- Returned for Credit
- Scrapped without UPAR Approval
- State Surplus
- Stolen
- Trade-In
- Transferred Out
- Transferred w/ Researcher
- Unique Case--Comments Required

**Presumed Disposal**
- Only for items not located during biennial inventory after a thorough search.
- Presumed other disposal
- Presumed scrapped without authorization
Initiate a Surplus/Disposal

1. Note Designation
2. Enter 9-digit Ptag,Otag or Non-Banner info
Scrap/Surplus Transaction Details

1. Add additional Banner & Non-Banner Asset
2. Designate appropriate Scrap/Surplus Status
3. Add Pick up Location for Non-Banner
4. Click Continue to 2\textsuperscript{nd} page
Submit a Surplus/Disposal

Transaction # SD0000670
COA (Resp): 1 University of Illinois - Urbana
Org (Resp): 220000 Materials Research Lab
Warehouse Chart To: 1-Urbana/Springfield

Asset
PTag#: L10C78913
Description: TOWER SERVER CASE/PIII450MHZ/128MB/40XCD
Scrap: Electronic

2. * Pick up Location: (max 50 characters)
   Seitz Materials Research Room 424
3. Room Number:
3.1 Condition:
   Not Usable
3.1 CPU Speed:
   Non-Microsoft
3.1 Data Elimination:
   Data Overwritten
3.1 Scrub Tag:
   Yes

Parent
PTag#: L10C92383
Description: CT-8 CRYO
Scrap: Non Electronic

2. * Pick up Location: (max 50 characters)
   Seitz Materials Research Room 424

Child Records
PTag#: S10006400 CT-8 CRYO
Title Code: S
Original Cost: $4,277.50
Resp Chart Code: 1
Year Acquired: 2000
Location Code: 133220
Building Code:
Building Name:

Non-Banner Asset
Serial Number: NA
Description: 8' folding table
* Pick up Location: Seitz Materials Research Rm 424

Surplus Non Electronic
Condition:
Usable
Scrap/Surplus Transaction Details pg2

1. Select Warehouse Chart To
2. Type Pick up Location for movers
3. Select Condition
   - Electronic equipment
     1. CPU Speed, Data Elimination, Scrub Tag
4. Back button
5. Click Forward tab
• Submit to Unit Approver
• Save to Excel details of disposal
• Cancel the entire disposal
Next steps Surplus/Disposal

- UPAR reviews transaction and Excel form
- UPAR returns approved Excel form
- Unit Rep coordinates with movers
- Warehouse confirms receipt of equipment
- UPAR submits transaction to Banner
Submit a Record for Surplus/Disposal

Designate a category to process a record for Surplus/Disposal

**Scrap/Surplus Disposal**
- Scrap Non Electronic
- Scrap Electronic
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**Presumed Disposal**
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Other/Presumed Disposals

- Procedures remain the same
- Submit supporting documentation to obfsuafproperty@uillinois.edu
  – Include SD # in correspondence
- Use comments on Forward tab
- Check FFIMAST after 4 weeks
TRAINING AND RESOURCES
U&I Property Accounting Training

• Chicago
  – January 12, 2011 1:00pm-4:00pm
  – January 27, 2011 9:00am-12:00pm
  – March 3, 2011 1:00pm-4:00pm
  – March 31, 2011 1:00pm-4:00pm

• Springfield
  – January 19, 2011 9:00am-12:00pm
  – February 10, 2011 1:00pm-4:00pm
  – March 17, 2011 1:00pm-4:00pm

• Urbana
  – January 18, 2011 1:00pm-4:00pm
  – February 3, 2011 9:00am-12:00pm
  – February 23, 2011 9:00am-12:00pm
  – March 16, 2011 1:00pm-4:00pm
FA103: FABweb Transfers & Disposals

• Chicago
  – January 26, 2011 1:15pm-4:15pm
  – March 3, 2011 9:00am-12:00pm
• Springfield
  – March 17, 2011 9:00am-12:00pm
• Urbana
  – February 2, 2011 9:00am-12:00pm
Resources

OBFS>Training Center>Job Aids & Training Materials>Accounting & Financial Reporting

Webinar
Participant Guide
Video for Approvers
Contacts

• Janet Ayers
  – jayers2@uillinois.edu
  – 312-996-2858

• Juana Rodriguez
  – juana@uillinois.edu
  – 312-996-7321

• Jeff Weaver
  – jweaver2@uillinois.edu
  – 217-244-7978