

Asset Change Requests

KUDOS

Systems Manager & Developer

Kimberly Salisbury, Financial Systems Manager , Business Processes

Creg Empey, Enterprise Developer 2 , ITS -- Enterprise Applications

Unit Property Administrators

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Pamela Hilliard, Finance/Business Director, Facilities Management

Deborah Foster, Financial Specialist, NIATT (National Institute for Advanced Transportation

Tracy Brown, Financial Technician , Aquaculture Research Institute , Hagerman, ID.

Nicole Thompson, Administrative Assistant II , Plant, Soil and Entomological Sciences/PSES

Carol Lass, Financial Technician , College of Agricultural and Life Sciences

Heather Flynn, Administrative Assistant 2 , ITS -- Information Technology Services

Theresa Albright, Budget Specialist , Kimberly Research & Extension Center

Susan Kelly, Administrative Assistant , Kimberly Research & Extension Center

Office of Sponsored Programs

Heather Nelson, Financial Specialist , Office of Sponsored Programs

Surplus

Gerald (Jerry) Martin, RSSW Supervisor , Facilities Management

For the purpose of this presentation I am wearing (in most cases) all the players hats. By doing so I can snapshot and present all the screens and how they would appear with each approving (or disapproving) person(s).



Asset Accounting

Purpose

The University of Idaho has a significant investment in fixed assets, such as land, buildings, other improvements, and fixed and moveable equipment which are used to accomplish the primary missions of instruction, research and public service.

Our mission is to ensure that University fixed assets are properly recorded to inventory, safeguarded, controlled, disposed of, and accounted for in accordance with federal and state regulations, audit requirements, and generally accepted accounting principles. We accomplish our mission by providing customer service oriented asset management tools and services.

File Edit View History Bookmarks Tools Help

User Login

https://vandalweb.uidaho.edu/PROD/twblkwbis.P_WWWLogin

Google

University of Idaho VandalWeb

HELP EXIT

User Login

✓ Enter your University of Idaho **NetID** and **password**.

Need assistance with your NetID? You may change your password by visiting the **Account Management** page. Once logged in select the "Change Passwords" menu item.

VandalWeb will be out of service starting at 5:30PM each Friday evening for regular maintenance activities. Outage length will vary depending on the specific activities.


NetID:

Password:

[Click Here for Help with Login?](#)

RELEASE: 8.5.2

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University of Idaho VandalWeb





Main Menu Student Information / Registration Menu Financial Aid & Scholarships Employee Menu Personal Information / Address Menu Finance

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Joseph E. Groves, to the University of Idaho VandalWeb System! Last web access on Dec 04, 2014 at 03:54 pm

-  **Student Account Information**
-  **Student Information / Registration Menu**
Register, Apply for Degree, View your Transcript and Financial Aid, Obtain your Enrollment Verification
-  **Student Financial Aid & Scholarships**
-  **Student Housing Information**
University Housing Options
-  **Employee Information** 
-  **Personal Information / Address Menu**
-  **Financial Information Menu**
Query Budget & Encumbrance data; Approve Financial Documents; View financial document details or their approval history.
-  **Finance Query for Non-Banner Users**
Budget Query, Encumbrance Query, View Document and Budget Availability
-  **Office of Sponsored Programs**
PAR Reports; Monthly PI Reports; Expense Justification Tool
-  **Vandal Alert**
University of Idaho Emergency Notification System
-  **Argos Reporting**
Argos Data Dictionary (*datablocks, common names & reports*)
-  **Vandal Card Menu**
Access your Vandal Card account, deactivate a lost card, upload your photo.

RELEASE: 8.6

Employee Main Menu

File Edit View Favorites Tools Help

Oracle I-PM Free Hotmail Suggested Sites Web Slice Gallery

Page Safety Tools

List of Direct Reports (For Supervisors Only)
Show a list of your direct reports. Supervisor use only.

Vandal Card Menu
Access your Vandal Card account, deactivate a lost card, upload your photo.

Financial Tasks

Finance Self Service for Non-Banner Users
Connect to Finance Self-Service for non-Banner users.

Pending Travel/Purchasing card claims
View status of Travel Web trips or Purchasing card claims that you are listed as the traveler or cardholder

Purchasing Card Statements
Manage departmental purchasing cards and purchasing card expenses.

Journal Document Imaging
Upload additional documentation to be loaded to Document Imaging

Purchasing Service Contract Entry
Purchasing Service Contract Entry

Purchasing Service Contract Approvals
Purchasing Service Contract Approvals

Asset Change Requests ←
Entry into the Fixed Asset Change Request system.

UI Administrative Tasks

Supervisor Set Up Form
Assign supervisors to employees.

Campus Directory - Departmental
Department representatives can view or modify their department's campus directory listing.

Asset Change Requests

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.start_new_ptag

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #121484 Origination Tag #T00018796 System Status: Converted from OLD system Cap Ind: N Book Value: \$3000
Description: AUTOCLAVE

Current Descriptive Information		Current Status Information	
Asset Description	AUTOCLAVE	User Status	Active
Make	CASTLE	Condition	Fair
Model	3020	Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Manufacturer	CASTLE	Location	AY355 Ag Science Bldg-Room 355
Serial Number/VIN		Custodian ID	V00290895 Briones, Aurelio M.
		Equip Mgr ID	

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Firefox automatically sends some data to Mozilla so that we can improve your experience.

Changing or Adding a Serial Number

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.index_page. The page header includes the University of Idaho logo and navigation links: ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT.

The main content area is titled "New Request" and features a form with the following fields:

- Permanent Tag #: 121484
- Go button (highlighted by a purple arrow)

Below the form are two tables:

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014

The footer contains links: DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO.

At the bottom of the browser window, there is a notification: "Firefox automatically sends some data to Mozilla so that we can improve your experience." and a "Choose What I Share" button.

Changing or Adding a Serial Number

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.start_new_ptag. The page header includes the University of Idaho logo and navigation links: ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT.

Asset Identifying Information

Permanent Tag #121484	Origination Tag #T00018796	System Status: Converted from OLD system	Cap Ind: N	Book Value: \$3000
Description:	AUTOCLAVE			

Current Descriptive Information

Asset Description	AUTOCLAVE
Make	CASTLE
Model	3020
Manufacturer	CASTLE
Serial Number/VIN	

Current Status Information

User Status	Active
Condition	Fair
Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Location	AY355 Ag Science Bldg-Room 355
Custodian ID	V00290895 Briones, Aurelio M.
Equip Mgr ID	

At the bottom of the asset information section, there are two buttons: "Update Descriptive Information" and "Update Status Information/Transfer Asset". A purple arrow points to the "Update Descriptive Information" button.

At the bottom of the page, there is a footer with links: DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO.

At the very bottom, there is a Firefox notification: "Firefox automatically sends some data to Mozilla so that we can improve your experience." and a "Choose What I Share" button.

Changing or Adding a Serial Number

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_desc_info

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #121484 Origination Tag #T00018796 System Status: Converted from OLD system Cap Ind: N Book Value: \$3000
Description: AUTOCLAVE

Current Descriptive Information		New Descriptive Information	
Asset Description	AUTOCLAVE	Asset Description	AUTOCLAVE
Make	CASTLE	Make	CASTLE
Model	3020	Model	3020
Manufacturer	CASTLE	Manufacturer	CASTLE
Serial Number/VIN		Serial #/VIN	Asset Accounting is COOL!

Discard Request Save and Exit Finish and Submit

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Firefox automatically sends some data to Mozilla so that we can improve your experience. Choose What I Share x

Changing or Adding a Serial Number

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_desc

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

New Request

Permanent Tag # Go

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
121484	Groves, Joseph E.	Pending Unit Property Admin Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
121484	Groves, Joseph E.	Pending Unit Property Admin Approval	05-Dec-2014

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Firefox automatically sends some data to Mozilla so that we can improve your experience. Choose What I Share x

Changing or Adding a Serial Number

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=102

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #121484 Origination Tag #T00018796 System Status: Converted from OLD system Cap Ind: N Book Value: \$3000
Description: AUTOCLAVE

Field	Current Information	New Information
Serial Number/VIN		Asset Accounting is COOL!

Approval from Approved by Date
Originator V00011059 Groves, Joseph E. 05-DEC-14

Approve this Request:

- Approve
- Disapprove

Reason for Disapproval:

Submit Query

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Firefox automatically sends some data to Mozilla so that we can improve your experience. Choose What I Share x

Changing or Adding a Serial Number

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag # Go

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
121484	Groves, Joseph E.	Pending Property Management Office Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
121484	Groves, Joseph E.	Pending Property Management Office Approval	05-Dec-2014

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Firefox automatically sends some data to Mozilla so that we can improve your experience. Choose What I Share x

Changing or Adding a Serial Number

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag # Go

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

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Firefox automatically sends some data to Mozilla so that we can improve your experience. Choose What I Share x

Changing or Adding a Serial Number

Oracle Fusion Middleware Forms Services: Open > FFAMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Maintenance FFAMAST 8.7.0.2 (* PROD *)

Asset Tag: 121484 Action: Permanent Tag - Update Asset

Acquisition Information FFAMAST 8.7.0.2 (* PROD *)

Origination Tag: T00018796 Permanent Tag: 121484 AUTOCLAVE

Acquisition Method: FI Originally Tagged in FIRS system

Acquisition Date: 01-JUN-1985

Make: CASTLE

Model: 3020

Manufacturer: CASTLE

Serial Number or VIN: Asset Accounting is COOL!

Part Number or Vehicle Tag:

User Reference Number:

Barcode Number:

In Service Date:

Last Inventory Date: 29-JUN-2001

Percentage Used: 0.00

Work In Progress: N

Condition Code: F Fair


Title To: 00 University Purchased and Owned

Disposal Method:

Disposal Date:

Enter the code which describes the method by which the asset was acquired.

Record: 1/1 <OSC>



Location and Custodian Change Request

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag # ←

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

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Firefox automatically sends some data to Mozilla so that we can improve your experience. Choose What I Share

Location and Custodian Change Request

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.start_new_ptag Search

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #196968 Origination Tag #T00094625 System Status: Non Banner Procured Assets Cap Ind: N Book Value: \$2040
Description: COMPUTER

Current Descriptive Information		Current Status Information	
Asset Description	COMPUTER	User Status	Active
Make	SAGER	Condition	Excellent
Model	NP8268-S (CLEVO P150SM-A)	Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Manufacturer	SAGER	Location	AY242 Ag Science Bldg-Room 242
Serial Number/VIN		Custodian ID	V00515153 Thompson, Nicole M.
		Equip Mgr ID	

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Firefox automatically sends some data to Mozilla so that we can improve your experience.

Location and Custodian Change Request

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_status_info

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #196968 Origination Tag #T00094625 System Status: Non Banner Procured Assets Cap Ind: N Book Value: \$2040
Description: COMPUTER

Current Status Information		New Status Information	
User Status	Active	User Status	Active
Condition	Excellent	Condition	Excellent
Responsible Orgn	BJX017 Plant, Soil & Entomological Science	Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Location	AY242 Ag Science Bldg-Room 242	Location	AY317 Ag Science Bldg-Room 317
Custodian ID	V00515153 Thompson, Nicole M.	Custodian ID	V00087132 Prather, Timothy S.
Equip Mgr ID		Equip Mgr ID	
		Disposal Requested?	No
		Reason for Change	Change Location/Custodian ID.

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Location and Custodian Change Request

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_status

Search

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

New Request

Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
196968	Groves, Joseph E.	Pending Unit Property Admin Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Pending Unit Property Admin Approval	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

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Location and Custodian Change Request

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=103

Search

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #196968 Origination Tag #T00094625 System Status: Non Banner Procured Assets Cap Ind: N Book Value: \$2040
Description: COMPUTER

Field	Current Information	New Information
Responsible Locn	AY242 Ag Science Bldg-Room 242	AY317 Ag Science Bldg-Room 317
Custodian ID	V00515153 Thompson, Nicole M.	V00087132 Prather, Timothy S.
Reason for Change	Change Location/Custodian ID.	

Approval from Approved by **Date**
Originator V00011059 Groves, Joseph E. 05-DEC-14

Approve this Request:

Approve
 Disapprove

Reason for Disapproval:

Submit Query

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Location and Custodian Change Request

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval

Search

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
197113	Hilliard, Pamela D.	Pending Unit Property Admin Approval	05-Dec-2014
196968	Groves, Joseph E.	Pending Property Management Office Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Pending Property Management Office Approval	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

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Location and Custodian Change Request

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval Search

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
197113	Hilliard, Pamela D.	Pending Unit Property Admin Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

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Location and Custodian Change Request

Oracle Fusion Middleware Forms Services: Open > FFAMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Maintenance FFAMAST 8.7.0.2 (* PROD *)

Asset Tag: 196968 Action: Permanent Tag - Update Asset

Procurement Information FFAMAST 8.7.0.2 (* PROD *)

Origination Tag: T00094625 Permanent Tag: 196968 COMPUTER

Vendor:

Purchase Order: Purchase Item:

Receiver: Receiver Date: 24-JUN-2014

Invoice: Invoice Date: Submission Number:

Invoice Item: Cancel Date:

Credit Memo: Installments: Recurring:

Other Source Data

Document: Type: Sequence: Document Tag Date: Submission Number:

Transfer Data

Date: 05-DEC-2014

COA: 9 University of Idaho COA

Organization: BJX017 Plant, Soil & Entomological Science

Location: AY317 Ag Science Bldg-Room 317

Grant:

Custodian ID: V00087132 Prather, Timothy S.

Equipment Manager:

Enter responsible COA.

Record: 1/1 <OSC>

Transferring an Asset to Surplus

The screenshot shows a web browser window with the following elements:

- Browser Tab:** UI Asset Accounting
- Address Bar:** https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.index_page
- Page Header:** University of Idaho
- Navigation Menu:** ADMINISTRATION | ASSET CHANGE REQUESTS | VANDALWEB | LOGOUT
- Form Section:**
 - Title:** New Request
 - Field:** Permanent Tag # 402603
 - Button:** Go
- Footer:** DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

A large purple arrow points from the right towards the 'Go' button, indicating the next step in the process.

Transferring an Asset to Surplus

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.start_new_ptag. The page header includes the University of Idaho logo and navigation tabs for ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT. The main content area is titled "Asset Identifying Information" and displays the following details:

Permanent Tag #402603	Origination Tag #T00082502	System Status: Invoiced	Cap Ind: N	Grant: KLK351	Book Value: \$3950
Description: AIR/FUEL ANALYZER (STECIAK/BEYERLEIN)					

Below this, there are two columns of "Current Descriptive Information" and "Current Status Information":

Current Descriptive Information		Current Status Information	
Asset Description	AIR/FUEL ANALYZER (STECIAK/BEYERLEIN)	User Status	Active
Make	COMPETITION DATA SYSTEMS	Condition	Poor
Model	4 CYLINDER WIDE RANGE O2 PKG	Responsible Orgn	KLY100 NIATT Support
Manufacturer		Location	OM023 Vehicle Research Lab - Room 023
Serial Number/VIN		Custodian ID	V00524530 Cordon, Daniel A.
		Equip Mgr ID	

At the bottom of the asset details, there are two buttons: "Update Descriptive Information" and "Update Status Information/Transfer Asset". A purple arrow points to the "Update Status Information/Transfer Asset" button.

The footer of the page contains links for DIRECTIONS AND MAPS, CONTACT US, POLICIES AND COPYRIGHTS, ACCESSIBILITY, DIVERSITY, and a link to GO TO THE UNIVERSITY OF IDAHO.

Transferring an Asset to Surplus

File Edit View History Bookmarks Tools Help

UI Asset Accounting

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_status_info

Google

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #402603 Origination Tag #T00082502 System Status: Invoiced Cap Ind: N Grant: KLK351 Book Value: \$3950
Description: AIR/FUEL ANALYZER (STECIAK/BEYERLEIN)

Current Status Information		New Status Information	
User Status	Active	User Status	Active
Condition	Poor	Condition	Poor
Responsible Orgn	KLY100 NIATT Support	Responsible Orgn	KLY100 NIATT Support
Location	OM023 Vehicle Research Lab - Room 023	Location	OM023 Vehicle Research Lab - Room 023
Custodian ID	V00524530 Cordon, Daniel A.	Custodian ID	V00524530 Cordon, Daniel A.
Equip Mgr ID		Equip Mgr ID	
		Disposal Requested?	No
		Reason for Change	

Discard Request Save and Exit Finish and Submit

Transferring an Asset to Surplus

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_status_info

Google

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #402603 Origination Tag #T00082502 System Status: Invoiced Cap Ind: N Grant: KLK351 Book Value: \$3950
Description: AIR/FUEL ANALYZER (STECIAK/BEYERLEIN)

Current Status Information		New Status Information
User Status	Active	User Status <input type="text" value="Surplus"/>
Condition	Poor	Condition <input type="text" value="Poor"/>
Responsible Orgn	KLY100 NIATT Support	Responsible Orgn <input type="text" value="RKY009"/> RSSW - UI Income
Location	OM023 Vehicle Research Lab - Room 023	Location <input type="text" value="PC101"/> Campus Services-Rm 101-Surplus Prop
Custodian ID	V00524530 Cordon, Daniel A.	Custodian ID <input type="text" value="V00524530"/> Cordon, Daniel A.
Equip Mgr ID		Equip Mgr ID <input type="text"/>
		Disposal Requested? <input type="text" value="No"/>
		Reason for Change <input type="text" value="Spt #003776"/>

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transferring an Asset to Surplus

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=51

Google

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #402603 Origination Tag #T00082502 System Status: Invoiced Cap Ind: N Grant: KLK351 Book Value: \$3950
Description: AIR/FUEL ANALYZER (STECIAK/BEYERLEIN)

Field	Current Information	New Information
User Status	Active	Surplus
Responsible Orgn	KLY100 NIATT Support	RKY009 RSSW - UI Income
Responsible Locn	OM023 Vehicle Research Lab - Room 023	PC101 Campus Services-Rm 101-Surplus Prop
Reason for Change	Spt #003776	

Approve this Request:
 Approve
 Disapprove
Reason for Disapproval:

Approval from	Approved by	Date
Originator	V00011059 Groves, Joseph E.	04-DEC-14
Unit Property Administrator	V00541730 Foster, Deborah C.	04-DEC-14

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transferring an Asset to Surplus

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.index_page. The page header includes the University of Idaho logo and navigation tabs for ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT. The main content area is divided into sections: 'New Request' with a search form, 'Requests Pending Your Approval' with a table of pending requests, and 'Requests You Have Submitted' with a table of submitted requests. Blue arrows point to the 'Requests Pending Your Approval' and 'Requests You Have Submitted' sections, and to the 'Last Activity' column in both tables.

Permanent Tag #	Originator	State	Last Activity
402603	Groves, Joseph E.	Pending Surplus Approval	04-Dec-2014

Permanent Tag #	Originator	State	Last Activity
402603	Groves, Joseph E.	Pending Surplus Approval	04-Dec-2014

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transferring an Asset to Surplus

File Edit View History Bookmarks Tools Help

UI Asset Accounting

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=51

Google

University of Idaho


ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #402603 Origination Tag #T00082502 System Status: Invoiced Cap Ind: N Grant: KLK351 Book Value: \$3950
Description: AIR/FUEL ANALYZER (STECIAK/BEYERLEIN)

Field	Current Information	New Information
User Status	Active	Surplus
Responsible Orgn	KLY100 NIATT Support	RKY009 RSSW - UI Income
Responsible Locn	OM023 Vehicle Research Lab - Room 023	PC101 Campus Services-Rm 101-Surplus Prop
Reason for Change	Spt #003776	

Approval from	Approved by	Date
Originator	V00011059 Groves, Joseph E.	04-DEC-14
Unit Property Administrator	V00541730 Foster, Deborah C.	04-DEC-14
Surplus	V00006485 Martin, Gerard J.	04-DEC-14
Property Management Office	V00011059 Groves, Joseph E.	04-DEC-14



DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Banner Fixed Asset Record (After Approval)

Oracle Fusion Middleware Forms Services: Open > FFAMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Maintenance FFAMAST 8.7.0.2 (* PROD *)

Asset Tag: 402603 Action: Permanent Tag - Update Asset

Procurement Information FFAMAST 8.7.0.2 (* PROD *)

Origination Tag: T00082502 Permanent Tag: 402603 AIR/FUEL ANALYZER (STECIAK/BEYERLE)

Vendor: COMDAT Competition Data Systems Inc

Purchase Order: DP267343 Purchase Item: 1

Receiver: Receiver Date:

Invoice: I0694936 Invoice Date: 01-OCT-2001 Submission Number: 1

Invoice Item: 1 Cancel Date:

Credit Memo: No Installments: Recurring:

Other Source Data

Document: Type: Sequence: Document Tag Date: Submission Number:

Transfer Data

Date: 04-DEC-2014

COA: 9 University of Idaho COA

Organization: RKY009 RSSW - UI Income

Location: PC101 Campus Services-Rm 101-Surplus Prop

Grant: KLK351 ITD Fleet Vehicle Alcohol-Water Fue

Custodian ID: V00524530 Cordon, Daniel A.

Equipment Manager:

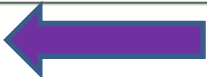
Organization is invalid. Use LIST.

Record: 1/1 <OSC>

Disposal Requested (Trade-Ins; Vendor /Lender returns; Scrapped w/surplus approval)

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.index_page. The page header includes the University of Idaho logo and navigation links: ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT.

New Request

Permanent Tag # 

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
197113	Hilliard, Pamela D.	Pending Unit Property Admin Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

[DIRECTIONS AND MAPS](#) | [CONTACT US](#) | [POLICIES AND COPYRIGHTS](#) | [ACCESSIBILITY](#) | [DIVERSITY](#) | [GIVE TO THE UNIVERSITY OF IDAHO](#)

Disposal Requested (Trade-Ins; Vendor /Lender returns; Scrapped w/surplus approval)

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.start_new_ptag. The page header includes the University of Idaho logo and navigation tabs for ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT.

Asset Identifying Information

Permanent Tag #193695	Origination Tag #T00089009	System Status: Invoiced	Cap Ind: Y	Book Value: \$13510.17
Description:	DIGITAL COPIER			

Current Descriptive Information

Asset Description	DIGITAL COPIER
Make	CANON
Model	IMAGE RUNNER IR5065
Manufacturer	IKON OFFICE SOLUTIONS
Serial Number/VIN	TVW03694

Current Status Information

User Status	Active
Condition	Excellent
Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Location	AY241 Ag Science Bldg-Room 241
Custodian ID	V00007283 McDaniel, Paul
Equip Mgr ID	

At the bottom of the asset details section, there are two buttons: "Update Descriptive Information" and "Update Status Information/Transfer Asset". A purple arrow points to the "Update Status Information/Transfer Asset" button.

At the bottom of the page, there is a footer with links: DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Disposal Requested (Trade-Ins; Vendor /Lender returns; Scrapped w/surplus approval)

File Edit View History Bookmarks Tools Help

UI Asset Accounting

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_status_info

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #193695	Origination Tag #T00089009	System Status: Invoiced	Cap Ind: Y	Book Value: \$13510.17
Description:	DIGITAL COPIER			

Current Status Information

User Status	Active
Condition	Excellent
Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Location	AY241 Ag Science Bldg-Room 241
Custodian ID	V00007283 McDaniel, Paul
Equip Mgr ID	

New Status Information

User Status	Active
Condition	Excellent
Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Location	AY241 Ag Science Bldg-Room 241
Custodian ID	V00007283 McDaniel, Paul
Equip Mgr ID	
Disposal Requested?	Yes
Reason for Change	Copier Removed by H&H - No Credit

Discard Request Save and Exit Finish and Submit

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Disposal Requested (Trade-Ins; Vendor /Lender returns; Scrapped w/surplus approval)

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_status. The page header includes the University of Idaho logo and navigation tabs for ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT. The main content area is divided into sections: 'New Request' with a search form, 'Requests Pending Your Approval' with a table of pending requests, and 'Requests You Have Submitted' with a table of completed requests. A blue arrow points to the third row of the 'Requests Pending Your Approval' table.

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
197113	Hilliard, Pamela D.	Pending Unit Property Admin Approval	05-Dec-2014
193695	Groves, Joseph E.	Pending Unit Property Admin Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Pending Unit Property Admin Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Disposal Requested (Trade-Ins; Vendor /Lender returns; Scrapped w/surplus approval)

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=105

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #193695 Origination Tag #T00089009 System Status: Invoiced Cap Ind: Y Book Value: \$13510.17
Description: DIGITAL COPIER

Field	Current Information	New Information
Disposal Requested	Y	
Reason for Change	Copier Removed by H&H - No Credit	

Approve this Request:
 Approve
 Disapprove
Reason for Disapproval:

Approval from Approved by Date
Originator V00011059 Groves, Joseph E. 05-DEC-14

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Disposal Requested (Trade-Ins; Vendor /Lender returns; Scrapped w/surplus approval)

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
197113	Hilliard, Pamela D.	Pending Unit Property Admin Approval	05-Dec-2014
193695	Groves, Joseph E.	Pending Property Management Office Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Pending Property Management Office Approval	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Disposal Requested (Trade-Ins; Vendor /Lender returns; Scrapped w/surplus approval)

- **Asset Accounting (Property Management Office) takes additional necessary steps when disposing assets in the Banner Fixed Assets module.**
- **When we ‘Approve’ the Asset Change Requests for disposal, the asset is NOT automatically disposed in Banner Fixed Assets.**
- **The request serves as an audit trail if future inquiry is required.**

Transfer to another Department/Unit

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.index_page 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

New Request

Permanent Tag # ←

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transfer to another Department/Unit

The screenshot shows a web browser window with the URL https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.start_new_ptag. The page header includes the University of Idaho logo and navigation tabs for ADMINISTRATION, ASSET CHANGE REQUESTS, VANDALWEB, and LOGOUT. The main content area is titled "Asset Identifying Information" and displays the following data:

Permanent Tag #196620	Origination Tag #T00094052	System Status: Non Banner Procured Assets	Cap Ind: Y	Book Value: \$5317
Description: WALK BEHIND TRACTOR W/SICKLE BAR				

Below this, there are two columns of "Current Descriptive Information" and "Current Status Information":

Current Descriptive Information		Current Status Information	
Asset Description	WALK BEHIND TRACTOR W/SICKLE BAR	User Status	Active
Make	BCS	Condition	Excellent
Model	853 13HP HONDA	Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Manufacturer	BCS	Location	AY242 Ag Science Bldg-Room 242
Serial Number/VIN		Custodian ID	
		Equip Mgr ID	

At the bottom of the asset information section, there are two buttons: "Update Descriptive Information" and "Update Status Information/Transfer Asset". A blue arrow points to the "Update Status Information/Transfer Asset" button.

The footer of the page contains the following links: DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transfer to another Department/Unit

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_status_info 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #196620 Origination Tag #T00094052 System Status: Non Banner Procured Assets Cap Ind: Y Book Value: \$5317
Description: WALK BEHIND TRACTOR W/SICKLE BAR

Current Status Information		New Status Information	
User Status	Active	User Status	Active
Condition	Excellent	Condition	Excellent
Responsible Orgn	BJX017 Plant, Soil & Entomological Science	Responsible Orgn	BJX017 Plant, Soil & Entomological Science
Location	AY242 Ag Science Bldg-Room 242	Location	AY242 Ag Science Bldg-Room 242
Custodian ID		Custodian ID	
Equip Mgr ID		Equip Mgr ID	
		Disposal Requested?	No
		Reason for Change	

Discard Request Save and Exit Finish and Submit

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transfer to another Department/Unit

File Edit View History Bookmarks Tools Help

UI Asset Accounting

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_status_info

500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #196620 Origination Tag #T00094052 System Status: Non Banner Procured Assets Cap Ind: Y Book Value: \$5317
Description: WALK BEHIND TRACTOR W/SICKLE BAR

Current Status Information	New Status Information
User Status: Active	User Status: Active
Condition: Excellent	Condition: Excellent
Responsible Orgn: BJX017 Plant, Soil & Entomological Science	Responsible Orgn: BNP20 Parma R & E Center
Location: AY242 Ag Science Bldg-Room 242	Location: YR100 Parma Mint Distillery Bldg-Room 100
Custodian ID:	Custodian ID:
Equip Mgr ID:	Equip Mgr ID:
	Disposal Requested?: No
	Reason for Change: Tranfer to Parma/Mint Bldg 491. 12/8/2014

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transfer to another Department/Unit

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_status 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

New Request

Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
196620	Groves, Joseph E.	Pending Unit Property Admin Approval	09-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014
196620	Groves, Joseph E.	Pending Unit Property Admin Approval	09-Dec-2014

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transfer to another Department/Unit

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=106 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #196620 Origination Tag #T00094052 System Status: Non Banner Procured Assets Cap Ind: Y Book Value: \$5317
Description: WALK BEHIND TRACTOR W/SICKLE BAR

Field	Current Information	New Information
Responsible Orgn	BJX017 Plant, Soil & Entomological Science	BNBP20 Parma R & E Center
Responsible Locn	AY242 Ag Science Bldg-Room 242	YR100 Parma Mint Distillery Bldg-Room 100
Reason for Change	Tranfer to Parma/Mint Bldg 491. 12/8/2014	

Approval from Approved by **Date**
Originator V00011059 Groves, Joseph E. 09-DEC-14

Approve this Request:

Approve
 Disapprove

Reason for Disapproval:

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transfer to another Department/Unit

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval 500 ml = oz

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag # Go

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
196620	Groves, Joseph E.	Pending Property Management Office Approval	09-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014
196620	Groves, Joseph E.	Pending Property Management Office Approval	09-Dec-2014

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

Transfer to another Department/Unit

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request


Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014
196620	Groves, Joseph E.	Completed	09-Dec-2014



Transfer to another Department/Unit

Oracle Fusion Middleware Forms Services: Open > FFAMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Maintenance FFAMAST 8.7.0.2 (* PROD *)

Asset Tag: 196620 Action: Permanent Tag - Update Asset

Procurement Information FFAMAST 8.7.0.2 (* PROD *)

Origination Tag: T00094052 Permanent Tag: 196620 WALK BEHIND TRACTOR W/SICKLE BAR

Vendor:

Purchase Order: Purchase Item:

Receiver: Receiver Date: 17-SEP-2013

Invoice: Invoice Date: Submission Number:

Invoice Item: Cancel Date:

Credit Memo: Installments: Recurring:

Other Source Data

Document: Type: Sequence: Document Tag Date: Submission Number:

Transfer Data

Date: 09-DEC-2014

COA: 9 University of Idaho COA

Organization: BNP20 Parma R & E Center

Location: YR100 Parma Mint Distillery Bldg-Room 100

Grant:

Custodian ID:

Equipment Manager:

Enter responsible COA.

Record: 1/1 <OSC>

OSP - Request Transfer/Disposal - Grant Funded Equipment

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request

Permanent Tag # ←

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014
196620	Groves, Joseph E.	Completed	09-Dec-2014

OSP - Request Transfer/Disposal - Grant Funded Equipment

The screenshot shows a web browser window with the following details:

- Browser Tab:** UI Asset Accounting
- Address Bar:** https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.start_new_ptag
- Search Bar:** 500 ml = oz
- Navigation Menu:** ADMINISTRATION | ASSET CHANGE REQUESTS | VANDALWEB | LOGOUT
- Section Header:** Asset Identifying Information
- Asset Details:**
 - Permanent Tag #403155
 - Origination Tag #T00084488
 - System Status: Invoiced
 - Cap Ind: Y
 - Grant: IBK819
 - Book Value: \$10800
 - Description: COOLER (VON WALDEN)
- Current Descriptive Information:**
 - Asset Description: COOLER (VON WALDEN)
 - Make: LITTON SYSTEMS INC
 - Model: .6 WATT STIRLING LINEAR
 - Manufacturer: LITTON SYSTEMS INC
 - Serial Number/VIN: 306018
- Current Status Information:**
 - User Status: Active
 - Condition: Excellent
 - Responsible Orgn: IBX002 Geography
 - Location: ZZ106 Greenland Summit Station-Greenland
 - Custodian ID: V00749348 Walden, Von P.
 - Equip Mgr ID:
- Buttons:**
 - Update Descriptive Information
 - Update Status Information/Transfer Asset (highlighted with a blue arrow)
- Footer:** DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

OSP - Request Transfer/Disposal - Grant Funded Equipment

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.update_status_info 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #403155 Origination Tag #T00084488 System Status: Invoiced Cap Ind: Y Grant: IBK819 Book Value: \$10800
Description: COOLER (VON WALDEN)

Current Status Information		New Status Information	
User Status	Active	User Status	Active
Condition	Excellent	Condition	Excellent
Responsible Orgn	IBX002 Geography	Responsible Orgn	IBX002 Geography
Location	ZZ106 Greenland Summit Station-Greenland	Location	ZZ106 Greenland Summit Station-Greenland
Custodian ID	V00749348 Walden, Von P.	Custodian ID	V00749348 Walden, Von P.
Equip Mgr ID		Equip Mgr ID	
		Disposal Requested?	Yes
		Reason for Change	Transferred with Von Walden to WSU.
		<input type="button" value="Discard Request"/>	<input type="button" value="Save and Exit"/>
			<input type="button" value="Finish and Submit"/>

DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

OSP - Request Transfer/Disposal - Grant Funded Equipment

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_status 500 ml = oz

University of Idaho

ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

New Request

Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
403155	Groves, Joseph E.	Pending Unit Property Admin Approval	09-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
403155	Groves, Joseph E.	Pending Unit Property Admin Approval	09-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014
196620	Groves, Joseph E.	Completed	09-Dec-2014

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OSP - Request Transfer/Disposal - Grant Funded Equipment

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=107 500 ml = oz

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #403155 Origination Tag #T00084488 System Status: Invoiced Cap Ind: Y Grant: IBK819 Book Value: \$10800
Description: COOLER (VON WALDEN)

Field	Current Information	New Information
Disposal Requested	Y	
Reason for Change	Transferred with Von Walden to WSU.	

Approval from Approved by **Date**
Originator V00011059 Groves, Joseph E. 09-DEC-14

Approve this Request:
 Approve
 Disapprove
Reason for Disapproval:

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OSP - Request Transfer/Disposal - Grant Funded Equipment

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UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.index_page 500 ml = oz

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

New Request

Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
403155	Groves, Joseph E.	Pending OSP Approval	09-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
403155	Groves, Joseph E.	Pending OSP Approval	09-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014
196620	Groves, Joseph E.	Completed	09-Dec-2014

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OSP - Request Transfer/Disposal - Grant Funded Equipment

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.process_approval 500 ml = oz

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Messages

Request approved.

New Request


Permanent Tag #

Requests Pending Your Approval

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
403155	Groves, Joseph E.	Pending Property Management Office Approval	09-Dec-2014

Requests You Have Submitted

Permanent Tag #	Originator	State	Last Activity
402845	Groves, Joseph E.	Pending Surplus Approval	05-Dec-2014
193695	Groves, Joseph E.	Completed	05-Dec-2014
402603	Groves, Joseph E.	Completed	04-Dec-2014
196968	Groves, Joseph E.	Completed	05-Dec-2014
403155	Groves, Joseph E.	Pending Property Management Office Approval	09-Dec-2014
121484	Groves, Joseph E.	Completed	05-Dec-2014
196620	Groves, Joseph E.	Completed	09-Dec-2014



OSP - Request Transfer/Disposal - Grant Funded Equipment

File Edit View History Bookmarks Tools Help

UI Asset Accounting x +

https://vandalweb.uidaho.edu/PROD/ui_fin_asset_change_user.view_request?id=107 500 ml = oz

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ADMINISTRATION ASSET CHANGE REQUESTS VANDALWEB LOGOUT

Asset Identifying Information

Permanent Tag #403155 Origination Tag #T00084488 System Status: Invoiced Cap Ind: Y Grant: IBK819 Book Value: \$10800
Description: COOLER (VON WALDEN)

Field	Current Information	New Information
Disposal Requested	Y	
Reason for Change	Transferred with Von Walden to WSU.	

Approval from	Approved by	Date
Originator	V00011059 Groves, Joseph E.	09-DEC-14
Unit Property Administrator	V00011059 Groves, Joseph E.	09-DEC-14
Office of Sponsored Programs	V00011059 Groves, Joseph E.	09-DEC-14
Property Management Office	V00011059 Groves, Joseph E.	09-DEC-14



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OSP - Request Transfer/Disposal - Grant Funded Equipment

- **Property management will take additional appropriate action to transfer/dispose this particular Grant Funded Capital Asset.**

Asset Change Requests

- Improvement suggestions are always welcome and encouraged.
- Please submit suggestions/comments to:

inventory@uidaho.edu

assetactg@uidaho.edu

885-4070 Joe Groves

885-6043 Benjamin Woodward