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# Property Transfer screen

## Overview

In an effort to make the process of asset transfer better for university departments, we have created the electronic transfer system. This will not only eliminate paper but will improve the time needed to process a request through the system.

In addition to transferring assets with a permanent property tag (PTAG) to another organization or location, you should also use the property transfer application if you are sending assets to Surplus Property or requesting that Facilities assist with the transfer of assets. All requests for transfers, with or without property tags, should be requested in the Property Transfer application. If you are transferring an asset that is not tagged and does not require any Facilities or Surplus Property services you do not need to fill out a request. Users will be notified via email when they need to approve a request and when their request is complete.

The Property Transfer form allows you to transfer Tagged and non-Tagged Assets. There are five options,

- 1) **Change Location Room and/or Building**
- 2) **Transfer property to another Organization**
- 3) **Relieve property from responsibility/accountability**
- 4) **Surplus Service**
- 5) **Review/Search Request**

Uses of options:

**Option 1)** Change Location room and/or building if your organization will maintain financial responsibility for the asset but are changing the physical location of the asset.

**Option 2)** Transfer property to another Organization if your organization will not maintain financial responsibility for the asset even if the asset stays in the same location.

**Option 3)** Relieve property from responsibility/accountability if the asset is lost, stolen, destroyed or any other cause of complete loss.

**Option 4)** Surplus Service if you are dropping off or requesting pickup for non-tagged or tagged property that will be turned over to the Surplus Property group.

**Option 5)** Review/Search Request if you want to review previously reported transfer requests.

The transfer request will require approvals. The approvers in the requisition queues will be used for approval routing. Emails will sent to the approvers automatically.

## Main Menu

Select the change Location Room and/or building option from the main screen.

## Change Location Room and/or Building

The screenshot shows a web browser window with the URL [https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p\\_fzgfatf\\_main](https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p_fzgfatf_main). The page header includes the Auburn University logo and the text "Banner Self Service" and "TEST". Below the header is a navigation bar with tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". The "Finance" tab is selected. A search bar is present with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Fixed Asset Transfer for Property Services" and contains a list of options: "Change Location: Room and/or Building", "Transfer property to another Organization", "Relieve property from responsibility/accountability", "Surplus Service", and "Review/Search Request". A blue arrow points to the "Change Location: Room and/or Building" option. Below the list is a link "Back to Finance Menu". At the bottom, there is a list of links for various services and a "RELEASE: 8.6" label.

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**TEST**

**Personal Information** | **Employee** | **WebTailor Administration** | **Finance**

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### Fixed Asset Transfer for Property Services

- Change Location: Room and/or Building
- Transfer property to another Organization
- Relieve property from responsibility/accountability
- Surplus Service
- Review/Search Request

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## Basic Information submission screen

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### Fixed Asset Transfer for Property Services

---

**Change Location: Room and/or Building**

**Basic Information**

**Organization** : 113500- Information Systems Support (4 properties)   
 (Only properties that is higher than \$5,000 or in the category of science/art will be listed)

**Reason for Transfer** :

**Are there any items listed that have been used in conjunction with Hazardous, Radiological, or Biological materials?**

**Hazardous** : ☐ Yes ☒ No

**Does Facilities need to make arrangements to pick-up this property?**

**Arrangement** : ☐ Yes ☒ No

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The organization(s) you have access to will default as a selection criteria in the Organization drop down box. Select the appropriate Organization codes from the drop down list.

Enter a reason for the transfer, then mark whether the asset is hazardous or needs Facilities pickup then select **Next**. After you select **Next**, a list of assets that you can select will be displayed. You have the option to enter your own description for assets not on the tagged list.

## Select Assets to Transfer

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Personal Information | Employee | WebTailor Administration | **Finance**

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### Fixed Asset Transfer for Property Services

---

**Change Location: Room and/or Building**

Property Tag	Asset Description	Unit	Manufacturer	Model	Serial Num./Vehicle Tag
<input type="checkbox"/> 212212	Server, Pc Dell Poweredge 2650	LOT	DELL	POWEREDGE 2650	8NPF11
<input type="checkbox"/> 215210	sedan, chevrolet 2006 Malibu Maxx		Chevrolet	Malibu Maxx	1G1zs618x6F136918
<input type="checkbox"/> 216040	SCANNER, COLOR FUJITSU FI-5750C	EA	FUJITSU	FI-5750C	010846
<input type="checkbox"/> 217575	PRESSURE SEALER LASERMATE LM-7	LOT	LASERMATE	LM-7	JAY0643

Optional: List items that are not on the above list

Property Tag	Full Description of Item	Quantity	Current Location	New Location	Other Comment
		1			

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Check the box next to the Permanent Property Tag (PTAG) for the asset you are transferring or enter the asset information in the box at the bottom of the screen. If you have selected the asset(s) for which you need to change locations, select **Next**. After you select **Next** a new screen will allow you to enter the details on the new location.

If you selected the change location in error select **Back** to return to the main menu.

## PTAG Detail on Transfer

The screenshot shows the Auburn University Banner Self Service interface. The top navigation bar includes 'AUBURN UNIVERSITY' and 'Banner Self Service'. The main header displays 'TEST'. Below the header, there are tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. A search bar is present with a 'Go' button. The page title is 'Fixed Asset Transfer for Property Services'. The main content area is titled 'Change Location: Room and/or Building'. It displays a table with the following details:

PTAG: 212212	
OTAG	: T00010335
Asset Description	: Server, Pc Dell Poweredge 2650
Unit	: LOT
Asset Type	: Computers
Market value	: \$7,325.60
Model	: POWEREDGE 2650
Manufacturer	: DELL
Serial Num/VIN	: 8NPFX11
Vehicle Tag	: 212212
Current Location	: 030011 - Ingram Hall
New Location	: Building: <input type="text"/> Room #: <input type="text"/>

At the bottom of the table, there are 'Back' and 'Next' buttons. A footer menu contains various links such as 'AU eCover Form', 'AU eDocs', 'Approve Documents', etc.

Fill in the name of the Building and the Room number for the new location, then select **Next**.

You can select **Back** to change any details.

## Confirmation screen on Transfer

Review the information on the confirmation screen. Confirm if the details are correct. When you Select **Confirm** a pop up window will appear for you to select **OK** or **Cancel**.

The screenshot shows the Auburn University Banner Self Service interface for the confirmation screen. The top navigation bar and header are identical to the previous screen. The main content area is titled 'Fixed Asset Transfer for Property Services' and 'Change Location: Room and/or Building'. It includes the instruction 'Please review the request then click "Confirm"'. Below this, there is a 'Review Information' section with the following details:

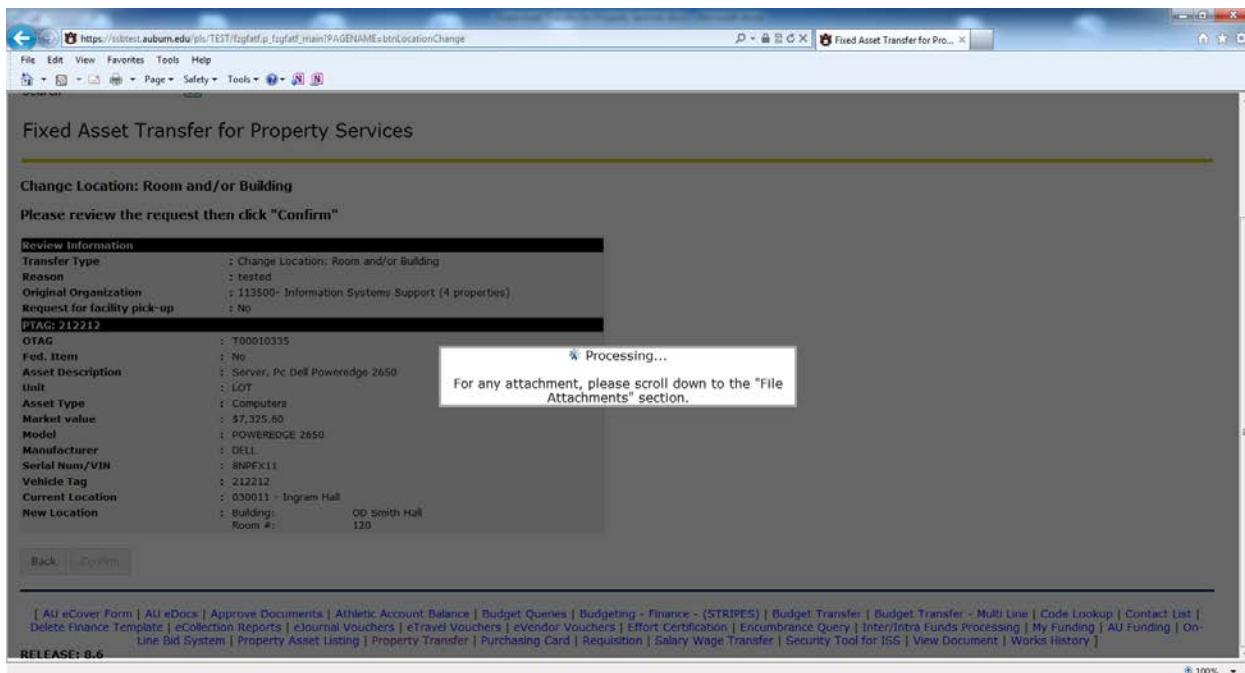
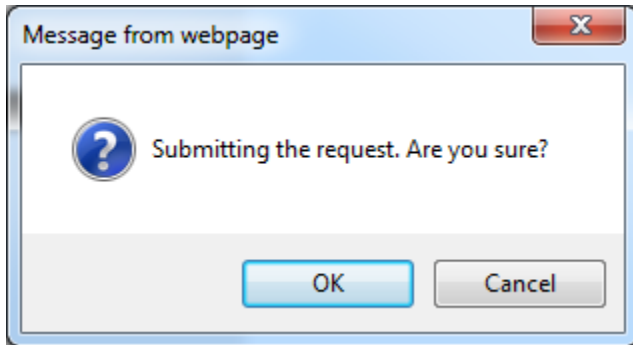
Review Information	
Transfer Type	: Change Location: Room and/or Building
Reason	: giving asset to someone else
Original Department	: 113500- Information Systems Support (4 properties)
Request for facility pick-up	: No

Below the 'Review Information' section, there is a table with the following details:

PTAG: 212212	
OTAG	: T00010335
Asset Description	: Server, Pc Dell Poweredge 2650
Unit	: LOT
Asset Type	: Computers
Market value	: \$7,325.60
Model	: POWEREDGE 2650
Manufacturer	: DELL
Serial Num/VIN	: 8NPFX11
Vehicle Tag	: 212212
Current Location	: 030011 - Ingram Hall
New Location	: Building: <input type="text"/> Room #: <input type="text"/>

At the bottom of the table, there are 'Back' and 'Confirm' buttons. A footer menu contains various links such as 'AU eCover Form', 'AU eDocs', 'Approve Documents', etc.

## Confirmation popup



You will see a message notifying you that the transfer request is processing and that you can add attachment's the request when it appears on your list.

https://sistest.auburn.edu/ply/test/tugfat/g\_tagfat\_main?PAGEName=DETAIL&DOCCode=PT00040827

File Edit View Favorites Tools Help

Page Safety Tools

**Status**  
 : new  
**Last Activity Date**  
 : 08/07/2014 01:39:30 PM  
**Reason**  
 : tested  
**Hazardous**  
 : No  
**Request for facility pick-up**  
 : No  
**Original Organization**  
 : 113500- Information Systems Support

**Properties with P-Tag** #1

**P-Tag**  
 : 212212  
**Federal Item**  
 : No  
**Hazardous Status**  
 : Non-hazardous  
**Location before transfer**  
 : 030011- Ingram Hall  
**New Location Desc**  
 : OD Smith Hall - 120  
**Asset Description**  
 : Server, Pc Dell Poweredge 2650

**Document Log**

**Request Created**  
**Person entered request**  
 : Felicia Roberson(ROBERFE)  
**Contact Number**  
 : (334) 8443660  
**Contact E-mail**  
 : roberfe@auburn.edu  
**Created Datetime**  
 : 08/07/2014 01:39:30 PM

**Approval Queue**  
**Michael Miller**  
 : Pending  
 08/07/2014 01:39:24 PM  
 Tel: (334) 8449691  
 E-Mail: mllmms@auburn.edu

**File Attachments**  
 No attachment was uploaded.  
 Note the maximum file size is 5 Megs and only pdf,jpg,jpeg,gif,png,tif,tiff files can be uploaded.  
 Browse to desired file to upload then click upload

Document Comments:

100%

You can attach multiple files but you must add each file one at a time. You can add a number of formats including pdf,jpg,jpeg,gif,png,tif,tiff. The file size must be less than 5 mgb



## Transfer property to another Organization

Select the Transfer to another organization from the main menu

The screenshot shows a web browser window with the URL [https://sbsites.auburn.edu/ph/TEST/fafall\\_p\\_fafall\\_main](https://sbsites.auburn.edu/ph/TEST/fafall_p_fafall_main). The page header includes the Auburn University logo and the text "Banner Self Service" and "TEST". Below the header is a navigation bar with tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". The "Finance" tab is selected. A search bar is present with a "Go" button. The main content area is titled "Fixed Asset Transfer for Property Services" and contains a list of options: "Change Location: Room and/or Building", "Transfer property to another Organization", "Relieve property from responsibility/accountability", "Surplus Service", and "Review/Search Request". A blue arrow points to the "Transfer property to another Organization" option. Below the list is a link "Back to Finance Menu". At the bottom, there is a list of links for various services, including "AU eCover Form", "AU eDocs", "Approve Documents", "Athletic Account Balance", "Budget Queries", "Budgeting - Finance - (STRIPES)", "Budget Transfer", "Budget Transfer - Multi Line", "Code Lookup", "Contact List", "Delete Finance Template", "eCollection Reports", "eJournal Vouchers", "eTravel Vouchers", "eVendor Vouchers", "Effort Certification", "Encumbrance Query", "Inter/Intra Funds Processing", "My Funding", "AU Funding", "On-Line Bid System", "Property Transfer Form", "Purchasing Card", "Requisition", "Salary Wage Transfer", "Security Tool for ISS", "View Document", and "Works History". The page also displays "RELEASE: 8.6" and a "100%" zoom level.

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**Personal Information** | **Employee** | **WebTailor Administration** | **Finance**

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### Fixed Asset Transfer for Property Services

- Change Location: Room and/or Building
- Transfer property to another Organization
- Relieve property from responsibility/accountability
- Surplus Service
- Review/Search Request

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**RELEASE: 8.6**

100%

## Transfer Reason screen

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Personal Information | Employee | WebTailor Administration | **Finance**

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### Fixed Asset Transfer for Property Services

---

**Transfer property to another Organization**

**Basic Information**

Organization : 113500- Information Systems Support (4 properties)   
 (Only properties that is higher than \$5,000 or in the category of science/art will be listed)

Reason for Transfer :

New Organization :  [\\*\\*\\*](#)

Location Change : ☒ Yes ☐ No

**Are there any items listed that have been used in conjunction with Hazardous, Radiological, or Biological materials?**

Hazardous : ☐ Yes ☒ No

**Does Facilities need to make arrangements to pick-up this property?**

Arrangement : ☐ Yes ☒ No

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The organization(s) you have access to will default as a selection criteria in the Organization drop down box. Select the appropriate Organization codes from the drop down list.

Enter the Reason for Transfer.

A new pop up will appear for you to enter the Organization that will accept the asset.

## New Organization popup screen

https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p\_fzgfatf\_main?PAGENAME=btnDeptChange

**AUBURN UNIVERSITY** | **Banner Self Service** | **TEST**

Personal Information | Employee | WebTailor Administration | **Finance**

Search [ ] Go SITE MAP HELP EXIT

### Fixed Asset Transfer for Property Services

#### Transfer property to another Organization

**Basic Information**

Organization : 113500- Information Systems Support (4 properties)  
(Only properties that is higher than \$5,000 or in the category of science/art will be transferred)

Reason for Transfer : giving to another org.

New Organization : [ ]

Location Change : ☒ Yes ☐ No

Are there any items listed that have been used in conjunction with Hazardous, Radiological, or Biological materials?

Hazardous : ☐ Yes ☒ No

Does Facilities need to make arrangements to pick-up this property?

Arrangement : ☐ Yes ☒ No

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Enter the whole or part of the Department name click Go and new pop up list will appear. Select the Organization.

https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p\_fzgfatf\_main?PAGENAME=btnDeptChange

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Personal Information | Employee | WebTailor Administration | **Finance**

Search [ ] Go SITE MAP HELP EXIT

### Fixed Asset Transfer for Property Services

#### Transfer property to another Organization

**Basic Information**

Organization : 113500- Information Systems Support (4 properties)  
(Only properties that is higher than \$5,000 or in the category of science/art will be transferred)

Reason for Transfer : giving to another org.

New Organization : [ ]

Location Change : ☒ Yes ☐ No

Are there any items listed that have been used in conjunction with Hazardous, Radiological, or Biological materials?

Hazardous : ☐ Yes ☒ No

Does Facilities need to make arrangements to pick-up this property?

Arrangement : ☐ Yes ☒ No

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Select **OK** and then select the yes or no option for Location Change, Hazardous material and Facilities pickup arrangements.

## Selection screen

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Personal Information | Employee | WebTailor Administration | **Finance**

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### Fixed Asset Transfer for Property Services

Transfer property to another Department Number

Property Tag	Asset Description	Unit	Manufacturer	Model	Serial Num/Vehicle Tag
<input type="checkbox"/> 212212	Server, Pc Dell Poweredge 2650	LOT	DELL	POWEREDGE 2650	8NPFX11
<input type="checkbox"/> 215210	sedan, chevrolet 2006 Malibu Maxx		Chevrolet	Malibu Maxx	1G1Zs618x0F136918
<input type="checkbox"/> 216040	SCANNER, COLOR FUJITSU FI-5750C	EA	FUJITSU	FI-5750C	010846
<input type="checkbox"/> 217575	PRESSURE SEALER LASERMATE LM-7	LOT	LASERMATE	LM-7	JAY0643

Optional: List items that are not on the above list

Property Tag	Full Description of Item	Quantity	Current Location	New Location	Other Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Check the box next to the property tag, if you are transferring a tagged asset. If you are transferring an asset not on the list, fill in the fields on the bottom. If you click in the box and start typing another blank line will appear to add more assets.

Select **Next** when you have entered all of the assets to transfer.

## Building/Room screen

**AUBURN UNIVERSITY** | **Banner Self Service** | **TEST**

Personal Information | Employee | WebTailor Administration | **Finance**

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### Fixed Asset Transfer for Property Services

Transfer property to another Department Number

**PIAG: 215210**

OTAG : T00000025

Asset Description : sedan, chevrolet 2006 Malibu Maxx

Unit : N/A

Asset Type : Automobiles

Market value : \$0.00

Model : Malibu Maxx

Manufacturer : Chevrolet

Serial Num/VIN : 1G1Zs618x0F136918

Current Location : MK0000 - Outside (For Property Control)

New Location : Building:   
Room #:

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Fill in the Building name and Room number, then select **Next**.

## Review/confirmation screen

Fixed Asset Transfer for Property Services

---

Transfer property to another Organization

Please review the request then click "Confirm"

Review Information	
Transfer Type	: Transfer property to another Organization
Reason	: giving to Ag
Original Department	: 113500- Information Systems Support (4 properties)
New Department	: 113236 - College of Agriculture Tuition-Fees
Request for facility pick-up	: No

PTAG: 212212	
OTAG	: T00010335
Asset Description	: Server, Pc Dell Poweredge 2650
Unit	: LOT
Asset Type	: Computers
Market value	: \$7,325.60
Model	: POWEREDGE 2650
Manufacturer	: DELL
Serial Num/VIN	: 8NPFX11
Vehicle Tag	: 212212
Current Location	: 030011 - Ingram Hall030011Ingram Hall
New Location	: Building: Room #:

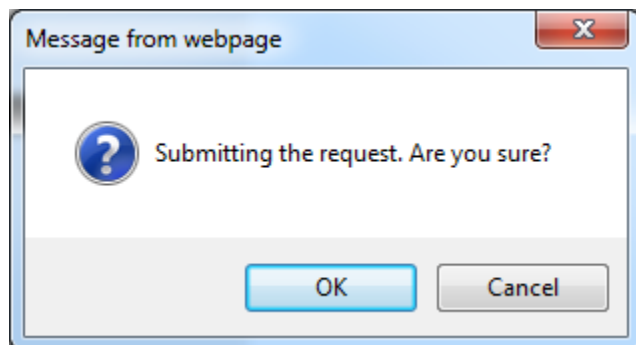
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Review and Select **Confirm**. If there is something to change Select **Back** and alter the data.

If you selected Confirm a popup window will prompt you to select **OK** or **Cancel**



Fixed Asset Transfer for Property Services

Transfer property to another Organization  
Please review the request then click "Confirm"

Review Information	
Transfer Type	: Transfer property to another Organization
Reason	: giving to another org.
Original Organization	: 113500: Information Systems Support (4 properties)
New Organization	: 128001: Aerospace Engineering
Request for facility pick-up	: No
PTAG: 212212	
OTAG	: T00010335
Fed. Item	: No
Asset Description	: Server, Pc Dell Poweredge 2650
Unit	: LOT
Asset Type	: Computers
Market value	: \$7,325.60
Model	: POWEREDGE 2650
Manufacturer	: DELL
Serial Num./VIN	: 8NPFX11
Vehicle Tag	: 212212
Current Location	: 030011 - Ingram Hall
New Location	: Building: Samford Hall Room #: 100

Processing...

For any attachment, please scroll down to the "File Attachments" section.

Back Confirm

[ AU eCover Form | AU eDocs | Approve Documents | Athletic Account Balance | Budget Queries | Budgeting - Finance - (STRIPES) | Budget Transfer | Budget Transfer - Multi Line | Code Lookup | Contact List | Delete Finance Template | eCollection Reports | eJournal Vouchers | eTravel Vouchers | eVendor Vouchers | Effort Certification | Encumbrance Query | Inter/Intra Funds Processing | My Funding | AU Funding | On-Line Bid System | Property Asset Listing | Property Transfer | Purchasing Card | Requisition | Salary Wage Transfer | Security Tool for ISS | View Document | Works History ]

RELEASE: 8.6

You can attach multiple files but you must add each file one at a time. You can add a number of formats including pdf,jpg,jpeg,gif,png,tif,tiff. The file size must be less than 5 mgb

Fixed Asset Transfer for Property Services

Location before transfer

New Location Desc : 030011- Ingram Hall

Asset Description : Samford Hall - 100

Asset Description : Server, Pc Dell Poweredge 2650

Document Log

Request Created

Person entered request : Felicia Roberson(ROBERFE)

Contact Number : (334) 8443660

Contact E-mail : roberfe@auburn.edu

Created Datetime : 08/07/2014 01:48:26 PM

Approval Queue

Michael Miller : Pending

08/07/2014 01:48:21 PM Tel: (334) 8449691

E-Mail: milleds@auburn.edu

File Attachments

Documents that have been uploaded.

File Name	Upload Date	Comments
peaksicon.gif	08-07-14 13:49:37	Delete
sanford.gif	08-07-14 13:49:50	Delete

Note the maximum file size is 5 Megas and only pdf,jpg,jpeg,gif,png,tif,tiff files can be uploaded.  
Browse to desired file to upload then click upload

Document Comments:

Upload

Back

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## Detailed screen

Fixed Asset Transfer for Property Services

---

**Detail for Request: PT00040764**

Type	: Transfer property to another Department Number
Status	: New
Last Activity Date	: 02/11/2014 09:11:19 AM
Reason	: traded with another department
Hazardous	: No
Request for facility pick-up	: No
Original Organization	: 113500- Information Systems Support
Receiving Organization	: 113500- Information Systems Support

**Properties with P-Tag**

P-Tag	: 215210
Hazardous Status	: Non-hazardous
Location before transfer	: MK0000- Outside (For Property Control)
New Location Desc	: Ingram Hall - 212
Asset Description	: sedan, chevrolet 2006 Malibu Maxx

**Document Log**

<b>Request Created</b>	
Person entered request	: Felicia Roberson(ROBERFE)
Contact Number	:
Contact E-mail	: roberfe@auburn.edu
Created Datetime	: 02/11/2014 09:11:19 AM
<b>Approval Queue</b>	
Michael Miller	: Pending
02/11/2014 09:11:17 AM	Tel: (334) 8449691
	E-Mail: millems@auburn.edu

[Back](#)

---

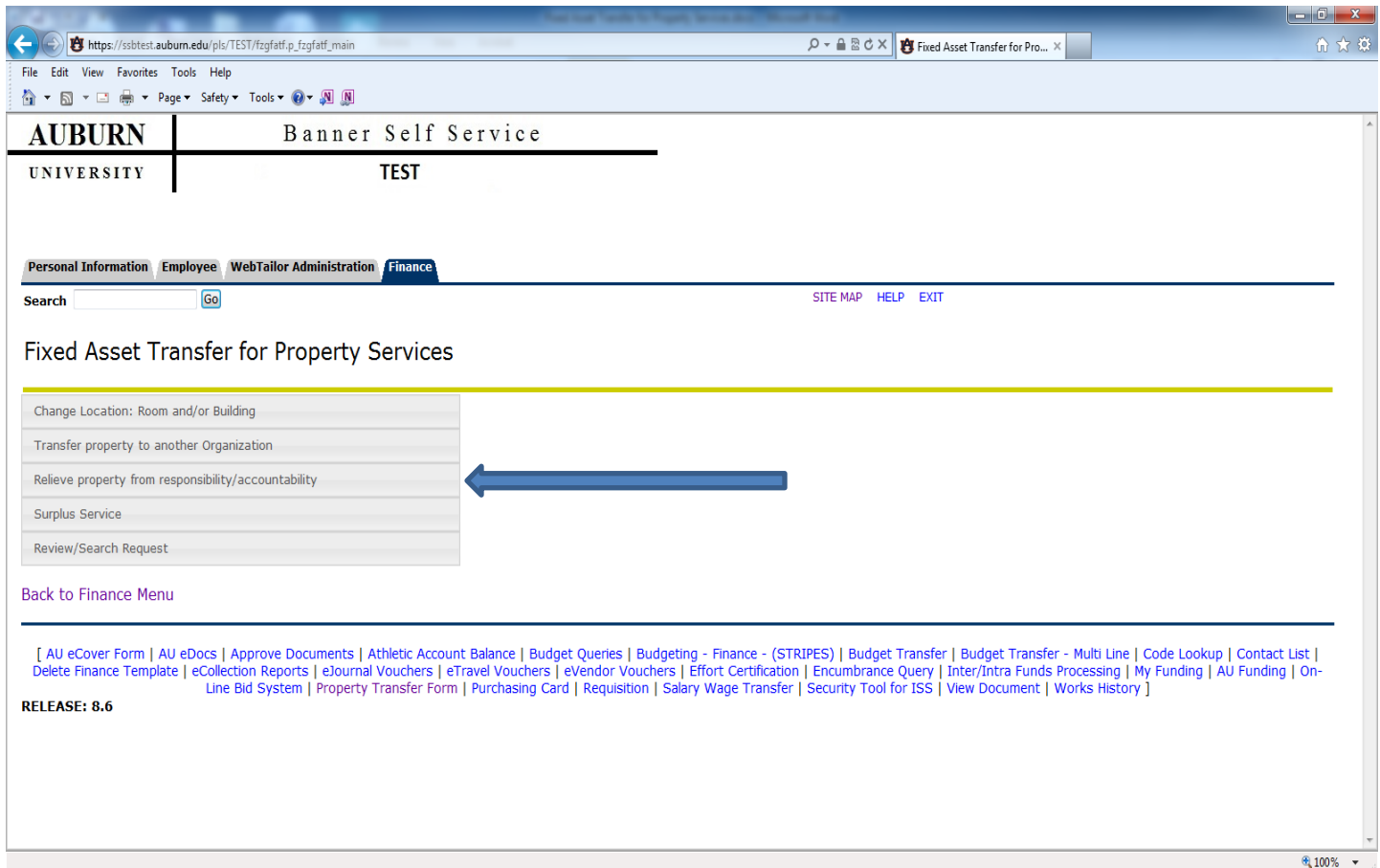
[ [AU eCover Form](#) | [AU eDocs](#) | [Approve Documents](#) | [Athletic Account Balance](#) | [Budget Queries](#) | [Budgeting - Finance - \(STRIPES\)](#) | [Budget Transfer](#) | [Budget Transfer - Multi Line](#) | [Code Lookup](#) | [Contact List](#) | [Delete Finance Template](#) | [eCollection Reports](#) | [eJournal Vouchers](#) | [eTravel Vouchers](#) | [eVendor Vouchers](#) | [Effort Certification](#) | [Encumbrance Query](#) | [Inter/Intra Funds Processing](#) | [My Funding](#) | [AU Funding](#) | [On-Line Bid System](#) | [Property Transfer Form](#) | [Purchasing Card](#) | [Requisition](#) | [Salary Wage Transfer](#) | [Security Tool for ISS](#) | [View Document](#) | [Works History](#) ]

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Your Transfer request is complete at this point.

Select [Back](#) to use another feature in the Property Transfer App or select any of the option(s) in blue at the bottom to go to any other option of Banner Finance.

## Relieve property from responsibility/accountability



Select the Relieve property from responsibility/accountability.

This option is used if an Asset is traded-in, Lost, Stolen, Destroyed or other cause of complete loss.

You must attach the appropriate documentation, i.e police report on theft.



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

### Fixed Asset Transfer for Property Services

Relieve property from responsibility/accountability

**Basic Information**

Organization : 113500- Information Systems Support (4 properties)   
(Only appendices that is higher than \$5,000 or in the category of nonexpendable will be listed)

Reason for Relieve : **Trade-in**   
 Detail/Comment :

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Select Reason for Relieve and enter a comment, then select **Next** to add a specific asset. The next screen will allow you to view a list of tagged assets to select or enter an asset.

## Selection screen

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### Fixed Asset Transfer for Property Services

Relieve property from responsibility/accountability

Property Tag	Asset Description	Unit	Manufacturer	Model	Serial Num/Vehicle Tag
<input type="checkbox"/> 212212	Server, Pc Dell Poweredge 2650	LOT	DELL	POWEREDGE 2650	BNPFX11
<input type="checkbox"/> 215210	sedan, chevrolet 2006 Malibu Maxx		Chevrolet	Malibu Maxx	1G125618x6F136918
<input type="checkbox"/> 216040	SCANNER, COLOR FUJITSU FI-5750C EA		FUJITSU	FI-5750C	010846
<input type="checkbox"/> 217575	PRESSURE SEALER LASERMATE LM-7 LOT	LASERMATE	LM-7		JAY0643

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Check the box next to the tagged asset. This option is only applicable for assets with Permanent Property tags.

## Review and confirmation screen.

Personal Information Employee WebTailor Administration Finance

Search  Go SITE MAP HELP EXIT

### Fixed Asset Transfer for Property Services

---

Relieve property from responsibility/accountability

Please review the request then click "Confirm"

Review Information	
Transfer Type	: Relieve property from responsibility/accountability
Reason	: Trade-in
Detail/Comment	: traded to another org
Original Organization	: 113500- Information Systems Support (4 properties)
PTAG: 212212	
OTAG	: T00010335
Asset Description	: Server, Pc Dell Poweredge 2650
Unit	: LOT
Asset Type	: Computers
Market value	: \$7,325.60
Model	: POWEREDGE 2650
Manufacturer	: DELL
Serial Num/VIN	: 8NPFX11
Vehicle Tag	: 212212
Current Location	: 030011 - Ingram Hall030011Ingram Hall

Back Confirm

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Review and Press Confirm

## Confirmation Popup

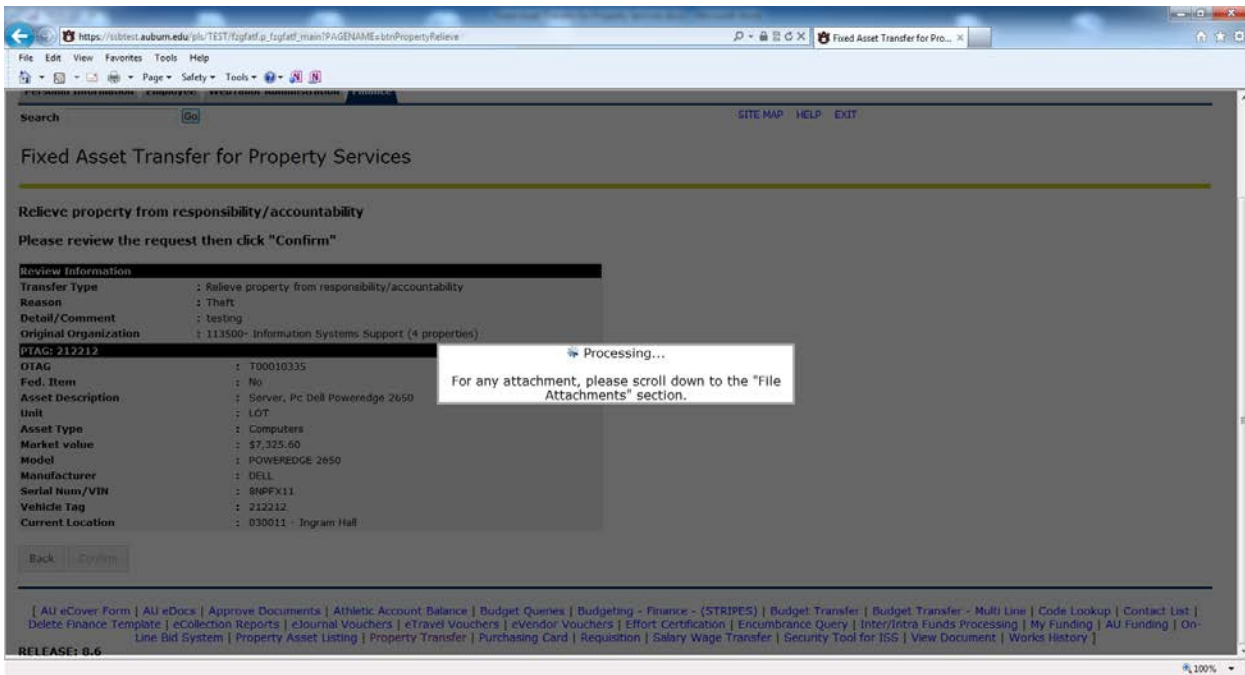
Message from webpage

Submitting the request. Are you sure?

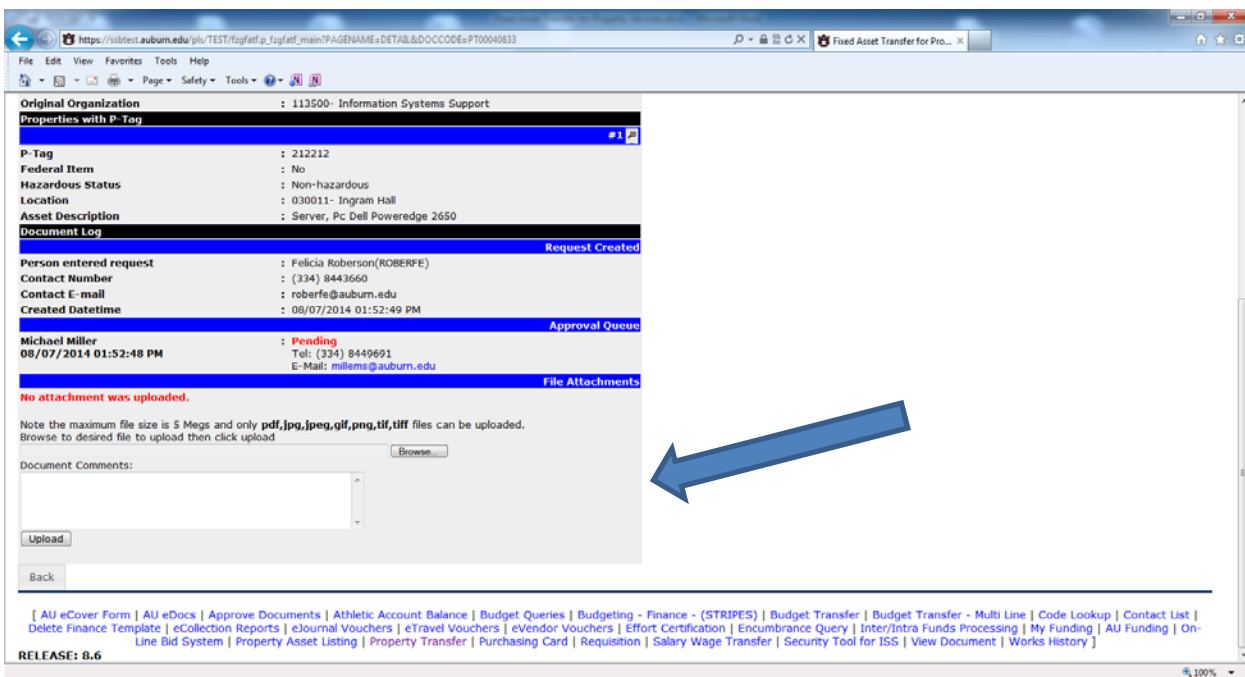
OK Cancel

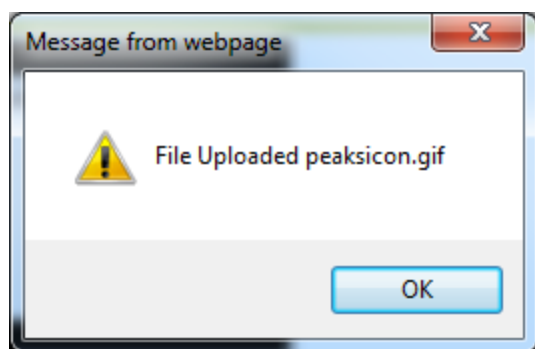
Select **OK** to proceed or **Cancel** to return to review. After you Select **OK** your request is complete.

Select **Back** twice to return to the Property Transfer main menu. If you have completed your property transfer request you can select any option in blue at the bottom of the page.



The request is processing and will require that you attach documentation.





## Surplus services

The screenshot shows a web browser window with the URL [https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p\\_fzgfatf\\_main](https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p_fzgfatf_main). The page header includes the Auburn University logo and the text "Banner Self Service". Below the header, there are tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". The "Finance" tab is selected. A search bar is present with a "Go" button. To the right of the search bar are links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Fixed Asset Transfer for Property Services". Below this title is a list of options: "Change Location: Room and/or Building", "Transfer property to another Department Number", "Relieve property from responsibility/accountability", "Surplus Service", and "Review/Search Request". A blue arrow points to the "Surplus Service" option. Below the list is a link for "Back to Finance Menu". At the bottom of the page, there is a list of links for various services, including "AU eCover Form", "AU eDocs", "Approve Documents", "Athletic Account Balance", "Budget Queries", "Budgeting - Finance - (STRIPES)", "Budget Transfer", "Budget Transfer - Multi Line", "Code Lookup", "Contact List", "Delete Finance Template", "eCollection Reports", "eJournal Vouchers", "eTravel Vouchers", "eVendor Vouchers", "Effort Certification", "Encumbrance Query", "Inter/Intra Funds Processing", "My Funding", "AU Funding", "On-Line Bid System", "Property Transfer Form", "Purchasing Card", "Requisition", "Salary Wage Transfer", "Security Tool for ISS", "View Document", and "Works History". The version number "RELEASE: 8.6" is displayed at the bottom left. The browser window shows a "Fixed Asset Transfer for Pro..." tab and a 100% zoom level.

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**Personal Information** | **Employee** | **WebTailor Administration** | **Finance**

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### Fixed Asset Transfer for Property Services

- Change Location: Room and/or Building
- Transfer property to another Department Number
- Relieve property from responsibility/accountability
- Surplus Service**
- Review/Search Request

[Back to Finance Menu](#)

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**RELEASE: 8.6**

Select Surplus Service. Use this option to transfer an asset to Surplus Property.

## Reason screen

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**TEST**

Personal Information | Employee | WebTailor Administration | **Finance**

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

### Fixed Asset Transfer for Property Services

---

**Surplus item(s)**

**Basic Information**

Department : 113500- Information Systems Support (4 properties)   
(Only properties that is higher than \$5,000 or in the category of science/art will be listed)

Reason for Surplus : Not repairable

Detail/Comment : not working

**Does Surplus need to make arrangements to pick-up this property?**

Arrangement : ☒ Yes ☐ No

**University Policy related to Surplus**

**Warning:** According to university policy. Items that are hazardous has to be decontaminated first prior surplus process. Contents in digital media like hard drives has to be erased before sent to surplus.

---

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Complete Reason for Surplus from the drop down box. Fill in a detail/comment and select the appropriate option for Arrangements to pick up the property. If you select YES a box will be displayed for you to enter the FOAP for the Facilities charge.

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

### Fixed Asset Transfer for Property Services

---

**Surplus item(s)**

**Basic Information**

Department : 113500- Information Systems Support (4 properties)   
(Only properties that is higher than \$5,000 or in the category of science/art will be listed)

Reason for Surplus : Not repairable

Detail/Comment : no longer functional

**Does Surplus need to make arrangements to pick-up this property?**

Arrangement : ☒ Yes ☐ No

**Arrangement (cont.)** : Please enter the FOAP (Fund, Organization, Account, Program) code for the facility/surplus charge

F O A P

**University Policy related to Surplus**

**Warning:** According to university policy. Items that are hazardous has to be decontaminated first prior surplus process. Contents in digital media like hard drives has to be erased before sent to surplus.

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Select **Next** to proceed.

## Select screen

**AUBURN UNIVERSITY** | **Banner Self Service**  
**TEST**

Personal Information | Employee | WebTailor Administration | **Finance**

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

### Fixed Asset Transfer for Property Services

Surplus item(s)

Property Tag	Asset Description	Unit	Manufacturer	Model	Serial Num/Vehicle Tag
<input checked="" type="checkbox"/> 212212	Server, Pc Dell Poweredge 2650	LOT	DELL	POWEREDGE 2650	8NPFX11
<input type="checkbox"/> 215210	sedan, chevrolet 2006 Malibu Maxx		Chevrolet	Malibu Maxx	1G125618x6F136918
<input type="checkbox"/> 216040	SCANNER, COLOR FUJITSU FI-5750C	EA	FUJITSU	FI-5750C	010846
<input type="checkbox"/> 217575	PRESSURE SEALER LASERMATE LM-7	LOT	LASERMATE	LM-7	JAY0643

Optional: List items that are not on the above list

Property Tag	Full Description of Item	Quantity	Current Location	New Location	Other Comment
	desk	1	OIT BUILDING	Surplus	desk in room 12
		1			

[Back](#) [Next](#)

[ [AU eCover Form](#) | [AU eDocs](#) | [Approve Documents](#) | [Athletic Account Balance](#) | [Budget Queries](#) | [Budgeting - Finance - \(STRIPES\)](#) | [Budget Transfer](#) | [Budget Transfer - Multi Line](#) | [Code Lookup](#) | [Contact List](#) | [Delete Finance Template](#) | [eCollection Reports](#) | [eJournal Vouchers](#) | [eTravel Vouchers](#) | [eVendor Vouchers](#) | [Effort Certification](#) | [Encumbrance Query](#) | [Inter/Intra Funds Processing](#) | [My Funding](#) | [AU Funding](#) | [On-Line Bid System](#) | [Property Transfer Form](#) | [Purchasing Card](#) | [Requisition](#) | [Salary Wage Transfer](#) | [Security Tool for ISS](#) | [View Document](#) | [Works History](#) ]

Check the box next to the property tag from the list of tagged assets or enter the non-tagged item you would like to send to surplus. When you start typing in the data entry box another blank line will be added to enter the next asset.

Select Next

**AUBURN UNIVERSITY** | **Banner Self Service**  
**TEST**

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

### Fixed Asset Transfer for Property Services

Surplus item(s)

Please review the request then click "Confirm"

**Review Information**

Transfer Type	: Surplus item(s)
Reason	: Not repairable
Detail/Comment	: broken piece
Original Organization	: 113500- Information Systems Support (4 properties)
Request for surplus pick-up	: No

**PTAG: 217575**

OTAG	: T00031901
Asset Description	: PRESSURE SEALER LASERMATE LM-7
Unit	: LOT
Asset Type	: Office & Business Ma
Market value	: \$0.00
Model	: LM-7
Manufacturer	: LASERMATE
Serial Num/VIN	: JAY0643
Current Location	: 030007 - Ingram Hall030007Ingram Hall

[Back](#) [Confirm](#)

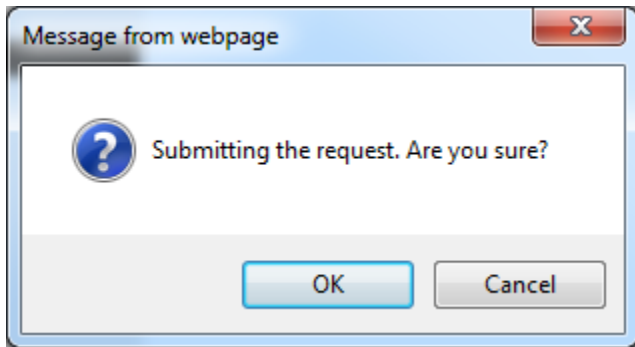
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## Confirmation screen

## Confirmation popup

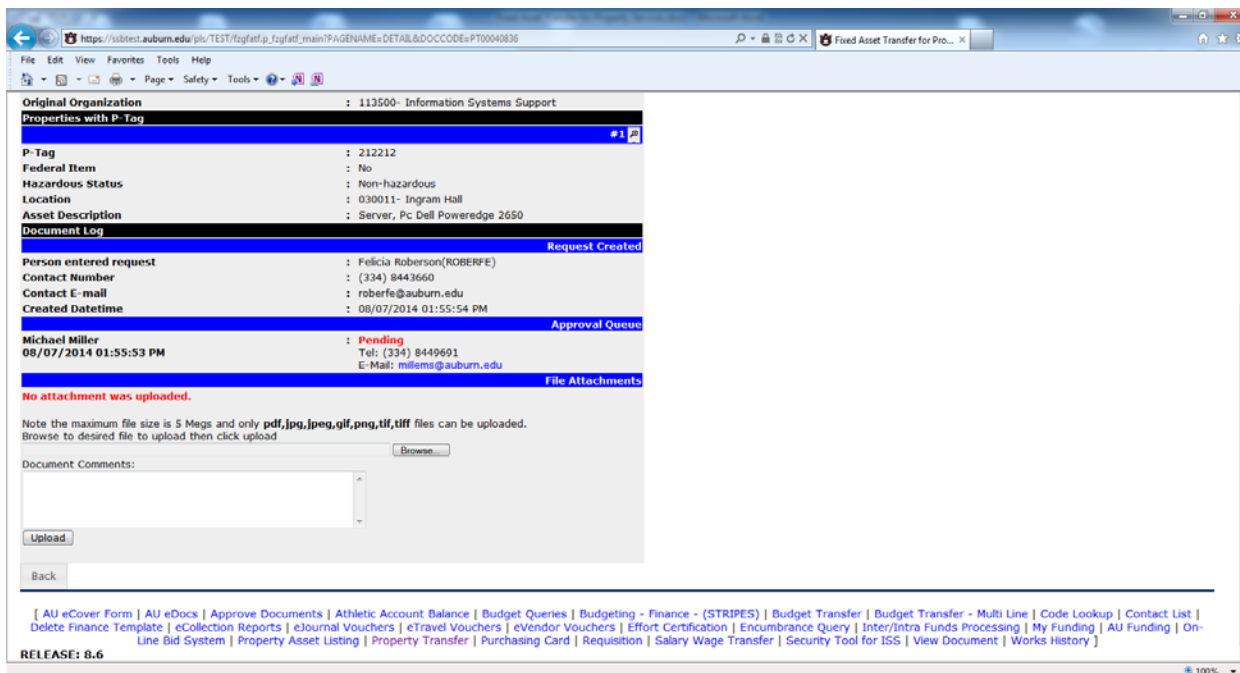
Review the information. If correct select **Confirm** If you need to make changes select **Back**.



Select **OK** Then select **Confirm**.

If you have selected no for pickup please take the asset to Surplus Property.

You will be allowed to attach files after you Select **OK**.



Original Organization : 113500- Information Systems Support

Properties with P-Tag

P-Tag : 212212

Federal Item : No

Hazardous Status : Non-hazardous

Location : 030011- Ingram Hall

Asset Description : Server, Pc Dell Poweredge 2650

Document Log

Request Created

Person entered request : Felicia Robinson(ROBERFE)

Contact Number : (334) 8443660

Contact E-mail : roberfe@auburn.edu

Created Datetime : 08/07/2014 01:55:54 PM

Approval Queue

Michael Miller : Pending

08/07/2014 01:55:53 PM Tel: (334) 8449691

E-Mail: millers@auburn.edu

File Attachments

No attachment was uploaded.

Note the maximum file size is 5 Megs and only pdf,jpg,jpeg,gif,png,tif,tiff files can be uploaded.

Browse to desired file to upload then click upload

Document Comments:

Upload

Back

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## Review/Search Request

If you select the Review/Search Request you can see a list of Transfer request(s) in the system.

You can review both previous and current Property transfer request(s). The current status is visible in the fourth column. Select [Detail](#) to see more information on the asset and the request.

The screenshot shows a web browser window with the URL [https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p\\_fzgfatf\\_main](https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p_fzgfatf_main). The page header includes the Auburn University logo and the text "Banner Self Service". Below the header, there are tabs for "Personal Information", "Employee", "WebTailor Administration", and "Finance". A search bar is present with a "Go" button. The main content area is titled "Fixed Asset Transfer for Property Services" and contains a list of options: "Change Location: Room and/or Building", "Transfer property to another Department Number", "Relieve property from responsibility/accountability", "Surplus Service", and "Review/Search Request". A blue arrow points to the "Review/Search Request" option. Below the list, there is a link "Back to Finance Menu". At the bottom, there is a footer with a list of links including "AU eCover Form", "AU eDocs", "Approve Documents", "Athletic Account Balance", "Budget Queries", "Budgeting - Finance - (STRIPES)", "Budget Transfer", "Budget Transfer - Multi Line", "Code Lookup", "Contact List", "Delete Finance Template", "eCollection Reports", "eJournal Vouchers", "eTravel Vouchers", "eVendor Vouchers", "Effort Certification", "Encumbrance Query", "Inter/Intra Funds Processing", "My Funding", "AU Funding", "On-Line Bid System", "Property Transfer Form", "Purchasing Card", "Requisition", "Salary Wage Transfer", "Security Tool for ISS", "View Document", and "Works History". The footer also includes the text "RELEASE: 8.6".

On the main menu you can select **Review/Search Request** to see the status of your request and review any details.

## Selection Screen

Browser address bar: [https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p\\_fzgfatf\\_main?PAGENAME=btnReview](https://ssbtest.auburn.edu/pls/TEST/fzgfatf.p_fzgfatf_main?PAGENAME=btnReview)

Page Title: Banner Self Service

Navigation: Personal Information | Employee | WebTailor Administration | **Finance**

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

### Fixed Asset Transfer for Property Services

Show my inbox Search with keyword

Request ID	Original Dept	Request Type	Status	Activity Date	
PT00040764	Information Systems Support	Department Change	Property Services Completed	02/11/2014 09:48:38 AM	<a href="#">Detail</a>
PT00040767	Information Systems Support	Relieve property	Property Services Completed	02/11/2014 09:47:34 AM	<a href="#">Detail</a>
PT00040770	Information Systems Support	Surplus item(s)	Original Dept. Approved	02/11/2014 09:37:11 AM	<a href="#">Detail</a>
PT00040761	Information Systems Support	Change Location	Property Services Completed	01/27/2014 03:51:19 PM	<a href="#">Detail</a>
PT00040758	Information Systems Support	Change Location	Property Services Completed	01/22/2014 01:22:03 PM	<a href="#">Detail</a>
PT00040746	Information Systems Support	Change Location	Original Dept. Approved	01/09/2014 11:17:54 AM	<a href="#">Detail</a>
PT00040749	Information Systems Support	Department Change	Original Dept. Approved	01/09/2014 11:17:37 AM	<a href="#">Detail</a>
PT00040752	Information Systems Support	Relieve property	Original Dept. Approved	01/09/2014 11:17:22 AM	<a href="#">Detail</a>
PT00040755	Information Systems Support	Surplus item(s)	Original Dept. Approved	01/09/2014 11:16:55 AM	<a href="#">Detail</a>

Footer: [AU eCover Form](#) | [AU eDocs](#) | [Approve Documents](#) | [Athletic Account Balance](#) | [Budoet Oueries](#) | [Budoetina - Finance - \(STRIPES\)](#) | [Budoet Transfer](#) | [Budoet Transfer - Multi Line](#) | [Code Lookup](#) | [Contact List](#)

Select [Detail](#) to review current status and details of a transfer request.

## Detailed screen

Fixed Asset Transfer for Property Services

**Detail for Request: PT00040746**

Type	: Change Location: Room and/or Building
Status	: Original Dept. Approved
Last Activity Date	: 01/09/2014 11:17:54 AM
Reason	: mvoing to another office
Hazardous	: No
Request for facility pick-up	: No
Original Organization	: 113500- Information Systems Support

**Properties with P-Tag**

P-Tag	: 212212
Hazardous Status	: Non-hazardous
Location before transfer	: 030011- Ingram Hall
New Location Desc	: ingram hall - 26
Asset Description	: Server, Pc Dell Poweredge 2650

**Document Log**

**Request Created**

Person entered request	: Felicia Roberson(ROBERFE)
Contact Number	:
Contact E-mail	: roberfe@auburn.edu
Created Datetime	: 01/09/2014 10:46:33 AM

**Approval Queue**

Michael Miller	: <b>Approve</b>
01/09/2014 11:17:52 AM	Comments: Approved
Jennifer Holt	: <b>Pending</b>
01/09/2014 11:17:54 AM	Tel: (334) 8445937 E-Mail: richaje@auburn.edu
Nicholas Pugh	: <b>Pending</b>
01/09/2014 11:17:54 AM	Tel: (334) 8444000 E-Mail: nep0003@auburn.edu
Malcolm Hartzog	: <b>Pending</b>
01/09/2014 11:17:54 AM	Tel: (334) 8444761 E-Mail: hartzmd@auburn.edu

Back

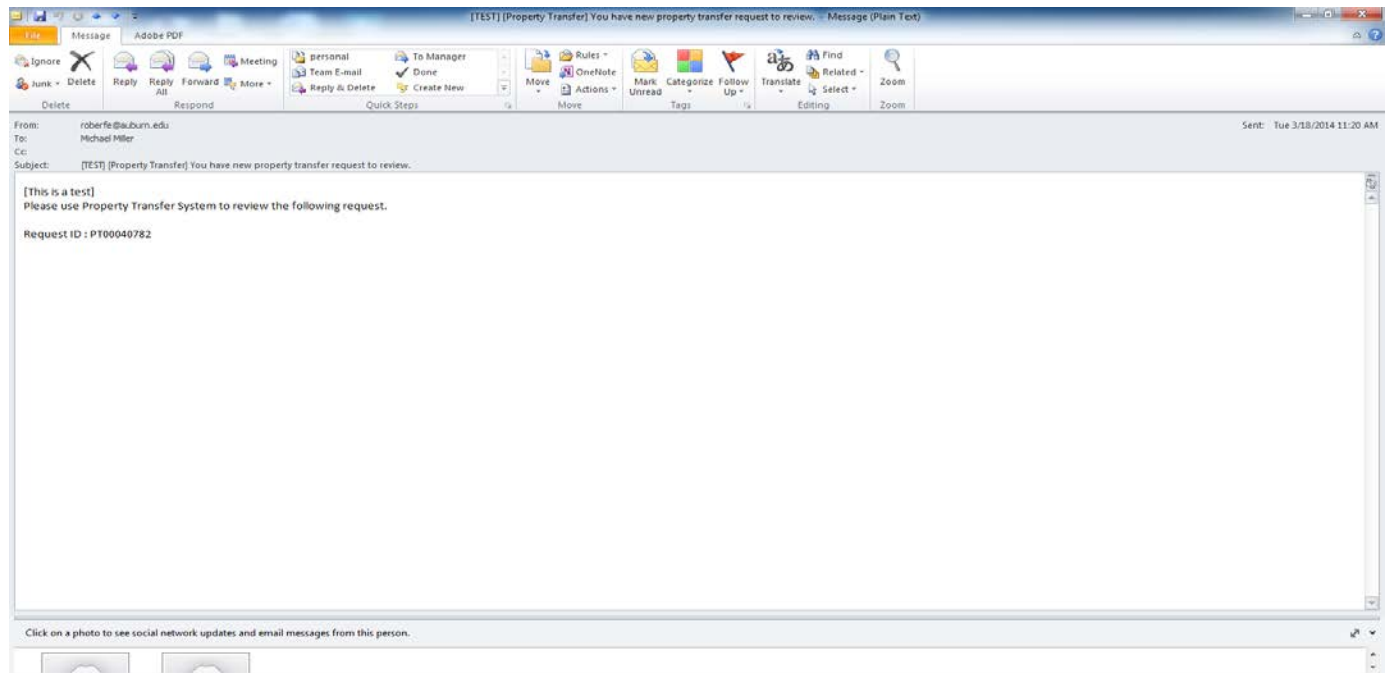
The expanded Property Details screen will show the details associated with the transfer and the asset. You can see who has approved the asset and the approvals that are pending.

Select **Back** to return to the Property Transfer screen.

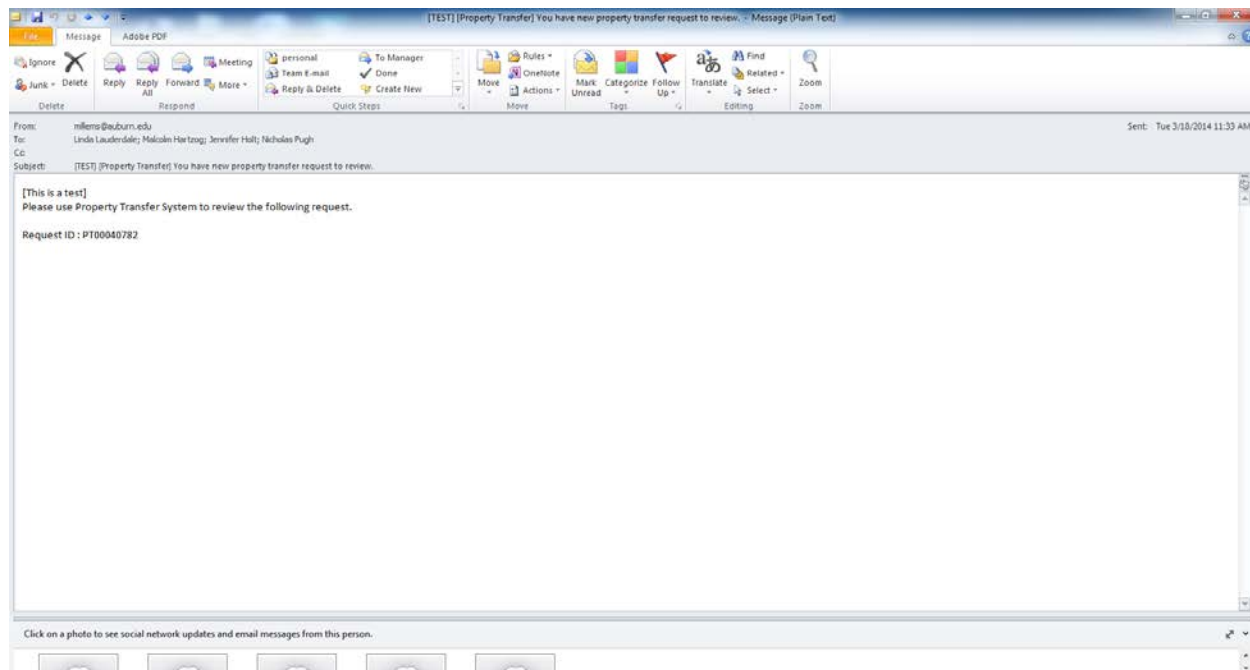
## Approval

The approval process for the Property Transfer application will use the Requisition queue definition. When a transfer is pending your approval you will receive an email. See example:

1<sup>st</sup> notice to current owner of asset



2<sup>nd</sup> notice to group receiving the asset



3<sup>rd</sup> notice to processing the change requested

