PROPERTY AND INVENTORY CONTROL

FREQUENTLY ASKED QUESTIONS ABOUT NAVIGATING TO UCF FINANCIALS ASSETS

Q: How do I look for the current and/or previous location of the asset?
A: Navigate to **Asset Management > Asset Transactions > Owned Asset > Basic Add**. To narrow your search, enter a value in the **Asset Identification or Tag Number** field. To get a list of all assets, leave the fields blank. From the search result list, select the asset on which you are inquiring. On the page that displays, click the **Location/Comments/Attributes** tab. To view previous location(s), click **View All.**

Q: How do I find the current and/or previous custodian information of the asset?
A: Navigate to **Asset Management > Asset Transactions > Owned Asset > Basic Add**. To narrow your search, enter a value in the **Asset Identification or Tag Number** field. To get a list of all assets, leave the fields blank. From the search result list, select the asset on which you are inquiring. On the page that displays, click the **Manufacturer/ License/Custodian** tab. To view previous custodian(s), click **View All.**

Q: How do I check if an asset is off-campus?
A: Navigate to **Asset Management > Asset Transactions > Owned Asset > Basic Add**. To narrow your search, enter a value in the **Asset Identification or Tag Number** field. To get a list of all assets, leave the fields blank. From the search result list, select the asset on which you are inquiring. On the page that displays, click the **arrow** to the right of the **Location/Comment/Attributes** tab to view the **Manufacturer/ License/Custodian** tab. Under the custodian information, the **This Asset is Offsite** box should be checked if the asset is off-campus.

Q: What navigation do I use to see asset cost history like transfer and cost adjustment?
A: The navigation for this is **Asset Management > Asset Transactions > History > Review Cost**. To narrow your search, enter any information you have in the **Asset Identification** or **Tag Number** field. To get a list of all assets, leave the fields blank. From the search result list, select the asset on which you are inquiring. On the page that displays, click the **Cost History Detail** tab and **View All.**

FREQUENTLY ASKED QUESTIONS ABOUT FORMS AND REPORTS

Q: How do I transfer an asset?
A: First, review the Addy Note Creating an Asset Transfer Request. After the request has been created, the transferring department's approver must approve the request. Then, it can be transferred to the requested department.

To do so, the approver should go to the myUCF portal, my.ucf.edu, and open UCF Financials.

- Navigate to **Main Menu** > **Manager Self-Service** > **Assets** > **View/Transfer Assets**.
- Click **Search**.
- If there are multiple asset transfer requests, select the appropriate one. This will display the **Asset Transfer Approval** page.
- Review it for accuracy and add **Comments**, if necessary. **Comments** are required if the request is being denied.
- If the asset is being approved and a **Location Code** was not provided by the requester, go the **Asset Transfer Request** page and enter the code for the location where the asset will reside. Return to the **Asset Transfer Approval** page.
- The approver may choose from the options **Approve**, **Deny**, or **Hold**. To complete the transfer, select **Approve** and click **OK**.

The asset will be sent to the property custodian (PCT) in the location and department designated in the asset transfer request.

Q: Which form do I fill out to declare an off-campus asset?
A: The Authorization for Off-Campus Use of State Owned Property form should be filled out.

Q: Which form do I need to fill out for lost/missing assets for a department?
A: Go to UCF Financials in myUCF and follow the Addy Note Creating a Request to Declare an Asset Lost or Missing.

Q: Which form do I need to fill out for stolen assets for a department?
A: Report for Stolen State-Owned Property for Departments

Q: Which form do I need to fill out for lost/missing or stolen assets for a project?
A: Lost/Missing/Stolen State-Owned Property Report for Projects

Q: Where can I find a list of Online Property Inventory Reports?
A: Online Property Inventory Reports

Q: Why doesn't the effective date change in Basic Add/Location after an item has been scanned?
A: The effective date doesn't change because the asset is still in the same location. If the location of the asset changes, then there would be a new, effective dated row with the scanned date, showing the new location.

FREQUENTLY ASKED QUESTIONS ABOUT TYPES OF QUERIES

Q: Which report/query should I run to get a list of all the assets for my department/project?
A: FXAM_LISTOFASSETS_BY_DEPT_PROJ

Q: Which report/query should I run to get a list of all the scanned assets for my department/project?
A: FXAM_SCANNED_ASSETS_DEPT_PROJ

Q: Which report/query should I run to get a list of all the not scanned assets for my department/project?
A: FXAM_NOT_SCANNED_BY_DEPT_PROJ

Q: Which report/query should I run to get a list of all the off-campus assets for my department/project?
A: FXAM_OFFCAMPUS_BY_DEPT_PROJ

Q: Which report/query should I run to get a list of the lost/stolen assets for my department/project?
A: FXAM_LOST_MISSING_BY_DEPT_PROJ

Q: Which report/query should I run to get a list of the surplus assets for my department/project?
A: FXAM_SURPLUS_BY_DEPT_PROJ

Q: Which report/query should I run to get a list of all the taggable account numbers with the proper profile IDs?
A: FXAM_TAGGABLE_ACCT_W_PROFILE

Q: Which report/query should I run to get a list of all the assets by location only?
A: FXAM_ASSETBYLOCATION

Q: Which report/query should I run to search for items that need to be decaled?
A: FXAM_EPRO_AM_RECEIVED

Q: Which report/query should I run to get a list of only scanned assets by location?
A: FXAM_SCANNED_BY_LOCATION

Q: Which report/query do I run to get a list of the lost/stolen assets by tag number?
A: FXAM_LOST_MISSING_BY_TAG

Q: Which report/query should I run to search for inventory information by purchase order number?
A: FXAM_SEARCH_ASSET_BY_PO

Q: Which report/query should I run to search for inventory information by voucher ID number?
A: FXAM_SEARCH_ASSET_BY_VOUCHER

Q: Which report/query should I run to search for inventory information by serial ID number?
A: FXAM_SEARCH_BY_SERIALID

Q: In June 2011, all assets with an acquisition cost of $5,000 or more were converted to a decal/tag number beginning with 4940CF20. Which report/query should I run to search for these converted assets?
A: The query name to find the converted tag number is FXAM_OLTDTAG_W_PROMPT. You will need to put the last six numbers of the old decal number in with a percentage (%) sign. For example, 4940CF078807 would be %078807. When you click **View Results**, you will get the **Old Tag Number**, the **New Tag Number**, **Asset ID**, **Description**, **Department/Project**, **Cost**, **PO Number**, **Serial Number**, and **Location**. For 4940CF078807, the new deal number is 4940CF206998 with a location of 811600129. Another example would be 4940CF111702, typed as %111702, would show you a match of 4940CF207011, location 811800150.

FREQUENTLY ASKED QUESTIONS ABOUT ROLES AND TRAINING

Q: How is a new property custodian (PCT) added to an account or project?
A: Instructions for the responsible fiscal officer (RFO); assigned dean, director, or chair (DDC); and Departmental Authorization List processor (DLP) on how to add/change a PCT/RFO to the department or project can be found at the following links:

- Inactivate the old PCT
- Add the new PCT to the department/project (SpeedType)

For the request to go through, the RFO needs to make sure that the new PCT has his or her employee information page filled out.

Also the new PCT needs to have the required training completed before the request can be granted. The following classes are required:

- FNV120
- FCA121
- FAM121

If you need further assistance, please contact the Financials Service Desk at (407) 823-5117, choose option 6.