

# [Assets On Expiring Projects in myAssets]

Use this instruction guide to learn how to manage assets on projects that are expiring. These assets need to be transferred off of the expiring project. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF's new online property management system, **myAssets**, at <https://myassets.fa.ufl.edu>

Assets on projects scheduled to expire by the end of the current month are identified in a worklist in myAssets. After selecting the assets to transfer off of a project, you will see a form that shows the assets' information and fields for new ChartFields entry.

The system will route your transfer request to the Department Property Custodian for approval and to Asset Management, who will process the transfer request and update myUFL with the new information.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Worklist section, find the Assets on Expiring Projects link
  - ▶ The number next to it in parentheses is a count of assets that need to be transferred off of projects
  - ▶ Click the link to get a list of these assets

**MAIN MENU**

**Transfer the selected assets to the following chartfield:**

\*Dept ID:  \*Program:

\*Fund:  Project:

Source:  Flex:

Comments:

**ASSETS ON EXPIRING PROJECTS**

DEPT ID	FUND	PROGRAM	PROJECT	PRJ NAME	PI	EXP DATE	TAG	DESCRIPTION	MODEL	SERIAL	
<input type="checkbox"/>	28020000	801	3100	00009545	MG&G UNIVERSITY OF FLORIDA R	(17471570)	31-JUL-06	4910BK000058	BOOK, CLARKS ISOLATION IDEN DR	RACING LAB	NONE
<input type="checkbox"/>	28020000	801	3100	00009545	MG&G UNIVERSITY OF FLORIDA R	(17471570)	31-JUL-06	4910HC117844	INTEGRATOR, HP 3396 SERIES II	NB514	NONE
<input type="checkbox"/>	28020000	801	3100	00009545	MG&G UNIVERSITY OF FLORIDA R	(17471570)	31-JUL-06	4910HC117845	INTEGRATOR, HP 3396 SERIES II	NB514	3222P379
<input type="checkbox"/>	28020000	801	3100	00009545	MG&G UNIVERSITY OF FLORIDA R	(17471570)	31-JUL-06	4910HC118187	DETECTOR, 485 TUNABLE UV/VIS	NB514	MX5EM557

- ▶ Review the list and check the Project column; there may be more than one project on this list
  - ▶ Check the checkbox at the left for each asset you are moving today
  - ▶ At the top, enter the new ChartFields information:
    - Dept ID
    - Program Code
    - Fund Code
    - Source
    - Project
    - Dept Flex

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- ▶ Enter any comments or explanation for the Department Property Custodian or Asset Management
- ▶ Click the Submit button at the bottom to process
  
- ▶ myAssets will start the workflow process by
  - ▶ Sending the Property Custodian an e-mail with a link to approve the request
    - Once approved, Asset Management will complete the request
  - ▶ If this was submitted by the Property Custodian, it will go directly to Asset Management
  
- ▶ Track the status of your request in the My Requests link in the Tools section
  - ▶ Click Expiring Project Requests
  - ▶ Refer to the instruction guide, "Tracking Your Requests in myAssets" for more instructions
  
- ▶ Upon receipt of the request, Asset Management
  - ▶ Reviews data submitted
  - ▶ Updates myUFL
  - ▶ When the request is complete, an e-mail will automatically be sent to the Department Contact to notify that it is completed

For further assistance contact the University Asset Management Office at 392-2556 or send an e-mail to [property@admin.ufl.edu](mailto:property@admin.ufl.edu)