

[Submitting Off-Campus Certifications in myAssets]

Use this instruction guide to process Off-Campus Certification letters in myAssets. 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>**

Submit this request when your department has items off-campus and certification letters still need to be submitted for these items, or when an item has moved off-campus and a new letter needs to be submitted. Use the Off-Campus Certifications link in the Worklist section to generate a letter for approval and processing. The worklist parentheses next to the link will indicate how many letters are still needing processing.

The system will route your request to Asset Management, who will process the request and update myUFL with the new information.

- ▶ Log on to **<https://myassets.fa.ufl.edu>** using your GatorLink username and password
- ▶ In the Dept Asset Administration menu, Worklist section, click the Off-Campus Certification link
 - ▶ Off-Campus items will display that will need a certification letter submitted with yearly inventory
 - Items highlighted in yellow still need a letter submitted for this year's inventory
 - The top part of the screen will display how many letters are still needed for processing
- ▶ Check the box next to the asset if a letter needs to be generated for that asset and completed
 - ▶ Click the Generate Letters link at the bottom


Current Inventory Period: FY 2008 - 2009
Total Off-Campus Assets: 1
Total Cert Letters Processed: 0
Total Needing Completion: 1

Highlighted assets require a certification letter to be processed this fiscal year.

Changes to the model or location can be made before certification letters are created by clicking on the data you wish to change.

OFF CAMPUS ASSETS							
TAG	DESCRIPTION	MANUFACTURER	MODEL	SERIAL	LOCATION	LAST INV DATE	
<input checked="" type="checkbox"/>	4910AA159006	LAPTOP, DELL INSPIRON 7500, R5	DELL MARKETING LP	L-ELLIS,LARRY	Y7L42	3381 - HUMANRES 205	30-SEP-08

Select All Clear All

 **GENERATE LETTERS**

- ▶ The screen will display a printable letter with all of the asset's information already on the letter
- ▶ Click your File > Print button to print
 - This letter needs to be signed by the Property Holder with the printed physical address on the letter
 - It also needs the approval signature of the Property Custodian
 - Mail or fax the letter to Asset Management at 392-0081
- ▶ To add an asset recently moved Off-Campus to this list and process a letter,
 - ▶ Use the Update Property Information link to update the asset as Off-Campus
 - Refer to the instruction guide for Update Property in myAssets for navigation and do the following:

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- Click "Yes" for Off-Campus
- Add the person's name to the Model field with an "L-" followed by the Last Name
- Click the Submit button

*Please note that asset locations will not become effective until the Peoplesoft data has been updated.
This form is intended only as a notification to Asset Management that changes to the PeopleSoft data need to be made.

UPDATE PROPERTY INFO

Date: 01-13-2009	Contact: Preisler, Marianne W , Coordinator 2, Human Resource Services
Department: HR-TRAINING-DEVELOPMENT	Phone: 273-1769

TAG: [SEARCH](#)

Tag Number: 000000216015 **Inventory Date:** 03-JUL-08

Description:

Model: **Serial:**

Location:

Off Campus? Yes No

Attach Documentation: (max 5MB)

***Explanation:**
(Required if modifying serial number)

[SUBMIT](#) [RETURN](#)

- ▶ Return to the Off-Campus Certification link and following the instructions above, select the asset that now displays on this list and print the generated letter
 - Obtain the needed signatures and send to Asset Management
 - This form is completed each fiscal year, when there is a change in property holder, or each time the equipment leaves the country
- ▶ For changing an asset to On-Campus, in the Update Property page,
 - ▶ Print the Off-Campus certification letter
 - Make a note on it that the item is now on campus
 - Provide the new On-Campus location
 - ▶ Use the Update Property link to update the asset
 - Check the Off-Campus Box as "No"
 - Remove the "L-" from the Model field; this will prevent this asset from requiring a certification to be printed in next year's inventory
 - Click the Submit link when done

For further assistance contact the University Asset Management Office at 392-2556 or e-mail property@admin.ufl.edu