

# [Receiving Assets in myAssets]

Use this instruction guide to learn how to receive assets in myAssets under certain circumstances. Receiving assets for Encumbered purchases should always be done in myUFL. There are limited situations when receiving cannot be done in myUFL and in those limited situations, receiving can be done 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>

- ▶ Receive in myAssets when:
  - ▶ Assets are purchased on a PCard
  - ▶ Unencumbered (without a PO)
  - ▶ Several assets are purchased with a split distribution in myUFL or from multiple funding sources
  - ▶ When receiving was not originally completed in myUFL
  - ▶ To record donations to UF of assets
- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Manage Assets section, click the Receive New Asset link
  - ▶ Click the link of the Transaction Type in the blue list on the left that you are processing

This form should only be used for acquiring new assets that were not captured during receiving via PeopleSoft or when adding value, completing a trade-in or receiving donated equipment.

<p><b>SELECT A TRANSACTION TYPE TO BEGIN:</b></p> <p>P-Card New Asset P-Card Trade-In P-Card Add Value P-Card Trade-In &amp; Add Value</p> <p>Unencumbered New Asset Unencumbered Trade-In Unencumbered Add Value Unencumbered Trade-In &amp; Add Value</p> <p>Split Funded New Asset Split Funded Trade-In Split Funded Add Value Split Funded Trade-In &amp; Add Value</p> <p>Encumbered New Asset Encumbered Trade-In Encumbered Add Value Encumbered Trade-In &amp; Add Value</p> <p>Donation New Asset Donation Add Value</p>	<div style="background-color: #800000; color: white; padding: 5px;"><b>UNIVERSITY OF FLORIDA RECEIVE NEW ASSET</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Contact: Preisler, Marianne W</td><td>Title: Coordinator 2, Human Resource Services</td></tr><tr><td>Dept: HR-TRAINING-DEVELOPMENT</td><td>Phone: 273-1769</td></tr><tr><td>Custodian: Ellis, Larry T</td><td>Title: DIR HUM RES 6</td></tr><tr><td>Dept: HR-EEO COMPLIANCE</td><td>Phone: 392-1075</td></tr></table> <p style="text-align: center;">Please select a transaction type from the menu on the left to get started. If you are unsure of which transaction type you need, please contact Asset Management for assistance at 392-2256.</p> <p><b>Comments:</b></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: center;"><input type="checkbox"/> I certify that the information contained within this form is accurate.</p> <p style="text-align: center;"><b>SUBMIT</b></p>	Contact: Preisler, Marianne W	Title: Coordinator 2, Human Resource Services	Dept: HR-TRAINING-DEVELOPMENT	Phone: 273-1769	Custodian: Ellis, Larry T	Title: DIR HUM RES 6	Dept: HR-EEO COMPLIANCE	Phone: 392-1075
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- ▶ The page will adjust to your selection and prompt you for the needed information
- ▶ Complete the information requested
- ▶ Please Note
  - ▶ Serial – if no serial number, use "None"
  - ▶ Location – if an item is outside, use the closest building
  - ▶ Off-site – select "Yes" if the item is not located at a UF maintained facility. Selecting "Yes" will require an Off-Campus Certification form

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UNIVERSITY OF FLORIDA RECEIVE NEW ASSET									
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- ▶ Check the box at the bottom to certify the information entered is accurate
- ▶ Click the Submit button to process
- ▶ Asset Management will
  - Match financial data in myUFL
  - Create an accurate property record
- ▶ All the information provided through this form in myAssets is used to update Asset Management in myUFL using voucher information
  - Except for Donations
- ▶ These records require no approval from the Property Custodian
  - Donations will require approval in myAssets from the Property Custodian
- ▶ When a donation is received in myAssets
  - It is a request to enter a new financial record in Asset Management in myUFL
  - It will require confirmation from the donating institution of the transfer of title to UF
  - E-mail this to Asset Management at [property@admin.ufl.edu](mailto:property@admin.ufl.edu) or fax to 3392-0081
- ▶ For further assistance contact the University Asset Management Office at (352) 392-2556.