

[Transferring Property in myAssets]

Use this instruction guide to process transfers of property 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 property needs to be transferred to another UF department. Contact the department receiving the property to obtain the correct Dept ID and Program Code to complete the process. Property Custodians of both Dept IDs will need to complete the transfer. myAssets will route the request to the department receiving the assets for completion of the request.

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, in the Manage Assets section, click the Transfer of Property link
 - ▶ Enter the Tag number of the item to be transferred
 - ▶ Click the Add link to bring up the item's information
 - You can add another item this way if you are transferring more than one to the same Dept ID and Program Code
 - ▶ Select the Dept ID that will be receiving these assets in the Receiving Office section below
 - ▶ Select the Program Code for the same Dept ID from the dropdown
 - The system will now display the correlating Property Custodian's information for this Dept ID and Program Code

UNIVERSITY OF FLORIDA REPORT OF TRANSFER							
TRANSFERRING OFFICE:							
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				
TAG:	4910AA181197	ADD					
Tag	Description	Serial #	Acq Date	Acq Cost	INV DATE	Property Unique	REMOVE
000000216015	COMPUTER, DELL OPTIPLEX GX620	F75XV81	18-NOV-05	\$1,205.86	07-03-2008		
4910AA181197	COMPUTER, DELL OPTIPLEX GX270S	8S15641	04-FEB-04	\$1,299.00	07-03-2008		
All sensitive data must be removed from electronic devices and media before transfers occur.							
Comments: <input type="text"/>							
RECEIVING OFFICE:							
Dept:	03030000	Program:	5100				
Custodian:	Krma, Janice M	Title:	Asst University Registrar				
Dept:	RE-RECORDS/REGISTRATION	Phone:	392-1374 7238				
<input checked="" type="checkbox"/> I certify that the information contained within this request is accurate and that all sensitive data has been removed from ALL electronic devices and media.							
SUBMIT REQUEST							

- ▶ Check the box at the bottom that certifies that the information entered is accurate and sensitive data has been removed
- ▶ Click the Submit Request link at the bottom to submit

[Transferring Property in myAssets]

- ▶ myAssets will route the request
 - ▶ To your department Property Custodian for approval
 - ▶ To the contact of the department receiving the asset(s) for fund, location and model entry
 - ▶ To the Property Custodian of the department receiving the asset for review and approval
 - ▶ To Asset Management for processing and updating of myUFL
- ▶ The same Property Custodian may be responsible for different Dept IDs
 - ▶ He or she would approve the transfer both as the originating Dept ID and the receiving Dept ID Property Custodian
 - Both Dept ID contacts will enter the needed information for their department and submit it on line for the Property Custodian to approve both departments
 - myAssets will route accordingly
- ▶ To transfer several assets at once, you may also use the My Assets link in the Tools section
 - ▶ Select the assets by using the checkboxes
 - ▶ Click the Transfer Property link at the top
 - ▶ Complete the form and submit

The screenshot shows the myAssets web application interface. At the top, there is a navigation bar with the University of Florida logo, the text 'myAssets (352) 392-2556', and the date '1/1/2008'. Below the navigation bar is a 'MAIN MENU' section with links for 'Update Property Information', 'Report of Survey - Surplus Pickup Request', 'Transfer Property', and 'Report of Survey - Cannibalized/Lost/Stolen, etc'. A search bar is also present. The main content area displays a table titled 'MY ASSET LIST' with the following columns: TAG, DEPT ID, DESCRIPTION, MANUFACTURER, MODEL, SERIAL, ACQ DATE, ACQ COST, BLDG, ROOM, PROJECT, and EXTRAS. The table contains 14 rows of asset data, including details like 'DESK, W/RETURN & CREDENZA', 'PROJECTOR, DELL 2200MP', and 'COMPUTER, DELL OPTIPLEX GX270'.

TAG	DEPT ID	DESCRIPTION	MANUFACTURER	MODEL	SERIAL	ACQ DATE	ACQ COST	BLDG	ROOM	PROJECT	EXTRAS
<input type="checkbox"/>	000000202751	62010000/DESK, W/RETURN & CREDENZA			NONE	07-APR-04	\$2,467	3381 - HUMANRES	212A		
<input checked="" type="checkbox"/>	000000202752	62010000/PROJECTOR, DELL 2200MP		ELLIS, LARRY	TW-OC2727	13-JUN-04	\$1,003	3381 - HUMANRES	201A		
<input checked="" type="checkbox"/>	000000203210	62010000/COMPUTER, DELL OPTIPLEX GX270			FQLG351	22-JUN-04	\$1,398	3381 - HUMANRES	203		
<input checked="" type="checkbox"/>	000000203211	62010000/COMPUTER, DELL OPTIPLEX GX270			2QLG351	22-JUN-04	\$1,398	3381 - HUMANRES	101B		
<input checked="" type="checkbox"/>	000000203212	62010000/COMPUTER, DELL OPTIPLEX GX270			6NLG351	22-JUN-04	\$1,398	3381 - HUMANRES	212		
<input type="checkbox"/>	000000203213	62010000/COMPUTER, DELL OPTIPLEX GX270			9NLG351	22-JUN-04	\$1,398	3381 - HUMANRES	219		
<input type="checkbox"/>	000000203214	62010000/COMPUTER, DELL OPTIPLEX GX270			9PLG351	22-JUN-04	\$1,398	3381 - HUMANRES	212		
<input type="checkbox"/>	000000203215	62010000/COMPUTER, DELL OPTIPLEX GX270			9NLG351	22-JUN-04	\$1,398	3381 - HUMANRES	219		
<input type="checkbox"/>	000000203216	62010000/COMPUTER, DELL OPTIPLEX GX270			CNLG351	22-JUN-04	\$1,398	3381 - HUMANRES	211		
<input type="checkbox"/>	000000203217	62010000/COMPUTER, DELL OPTIPLEX GX270			2MLG351	22-JUN-04	\$1,398	3381 - HUMANRES	220		
<input type="checkbox"/>	000000203218	62010000/COMPUTER, DELL OPTIPLEX GX270			DPLG351	22-JUN-04	\$1,398	3381 - HUMANRES	103		
<input type="checkbox"/>	000000203219	62010000/COMPUTER, DELL OPTIPLEX GX270			3MLG351	22-JUN-04	\$1,398	3381 - HUMANRES	112		

- ▶ Remember, you can track the status of your request in the My Requests link in the Tools section
 - ▶ Click Transfer Requests to view your transfer request status
 - ▶ Refer to the instruction guide, "Tracking Your Requests in myAssets" for more instructions.

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