














[Updating Serial Numbers in myAssets]

Use this instruction guide to learn how to update or correct serial numbers for assets by using myAssets.

Federal and State regulations require property records for equipment contain serial numbers. Serial numbers are usually entered into myUFL at the time of receiving the item and verified when the decal is placed on the item. The serial numbers that have not been recorded need to be entered into the Property Record. Items with no Serial number will use the serial number "none". A serial number that is not visible will be recorded as "unavailable". Assets that do not have the serial number field populated are identified in a worklist in myAssets. A property update request is completed by selecting the asset and providing the serial number.

The system will route your property update request to the Department Property Custodian for approval and 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 Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Worklist section, find the Missing Serial Nos. link
 - ▶ The number next to it in parentheses is a count of assets that still need serial numbers
 - ▶ Click the link to get a list of these assets

ASSETS MISSING SERIAL NOS					
TAG	DESCRIPTION	MANUFACTURER	MODEL	LOCATION	LAST INV DATE
 491000343851	BALANCE METTLER MACRO MOD H32			R000055628 -	12-SEP-08
 491000376693	SCANNER GEL #576767			R000055632 -	12-SEP-08
 491000412612	LKB ULTRATOME	SOUTHERN MICRO INSTRUMENTS INC		R000055628 -	12-SEP-08
 491000681761	WISE MILLING		Bid In-Place	B800000704 -	14-OCT-08
 491006200328	BEAM TYPE REGISTERING OF 10000		Bid In-Place	B800000196 -	14-DEC-07
 4910AA162229	THERMOLMPRESSION SYST, TECHSTY	JET USA		R000055604 -	12-SEP-08
 4910AA173442	COMPUTER, AUTOLOADER LTO 900GB	GOV CONNECTION INC		R000055466 -	14-JAN-09
 4910AA179981	BROILER, NATURAL GAS MDL 9025	STAINLESS INC	Bid In-Place	R000055645 -	04-DEC-08
 4910AA179986	FRY DISPENSER, SINBAD SINGLE B	STAINLESS INC	Bid In-Place	R000055645 -	04-DEC-08
 4910HC102010	SLIDETYPYR MODEL A6 WITHOUT CO	TRAC INDUSTRIES		R000055641 -	12-SEP-08
 4910HC107374	PRINT DRYER: ILFOSPEED 1050			R000055643 -	12-SEP-08
 4910HC108762	MONITOR, HIGH RESOLUTION VIDEO			R000055608 -	22-DEC-08
 4910HC112574	SPECTROPHOTOMETER, UV-VISIBLE	SHIMADZU SCIENTIFIC INSTRUMENT		R000055632 -	12-SEP-08

- ▶ Review the list and click on the yellow pencil to select the asset
 - ▶ The Update Property Info page will display with all the asset's information
 - ▶ Enter any missing information such as:
 - Model
 - Serial Number
 - Location
 - Explanation (Required if modifying an existing serial number.)
 - ▶ Click the Submit button at the bottom to process
- ▶ You may also update missing serial numbers by using
 - ▶ The Update Property Information link
 - ▶ The My Requests link, selecting the assets and clicking on the Update Property Information link at the top

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*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: 01-21-2009	Contact: Adams,Sherry D , CRD ACCOUNT 3
Department: FA-ACCOUNTING SVS-ASSET MGT	Phone: 392-2556 401

TAG: **SEARCH**

Tag Number: 491000343851 **Inventory Date:** 12-SEP-08

Description:

Model: **Serial:**

Location:

Off Campus? Yes No

Attach Documentation:
(TESTING ONLY - NOT WORKING YET max 5MB)

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

- ▶ 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 e-mail property@admin.ufl.edu