

# Transferring An Asset

## PURPOSE

Use this procedure to transfer assets to a different assigned employee or storage/use location.

## TRIGGER

Perform this procedure when assignment information changes to maintain an accurate asset inventory.

## ASSISTANCE

If you need assistance, please report your issue to the Self Service Help Desk:

- <http://it.wvu.edu/support/service-desk/selfservice>

## PROCEDURE

### Prerequisites

Each department of West Virginia University, including regional campuses, retain the responsibility of managing capital equipment utilized by their units.

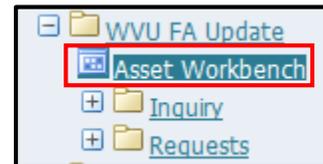
**Capital equipment** is:

- an item (single unit) of non-consumable tangible personal property,
- having a normal useful life of one year or more, and
- a total acquisition cost, or fair market value if donated, of \$5,000 or greater.

Transfer updates on the MAP system are performed by the EBO Fixed Asset system user (the preparer) from the department accepting the transfer. If the equipment was purchased with funds from a grant, the preparer must check the grant's regulatory requirements before performing the transfer.

### From the MAP Home Page

1. Under the **Main Menu**, click on the **WVU FA Update** folder.
2. Click on **Asset Workbench**. The **Find Assets** screen will open in a new window.



If you receive a message that states "The application's digital signature cannot be verified," click **Run**.



- In the **Assets** Window, select (highlight) the asset you need to transfer, and click on **Assignments**.

### Assignments

The screenshot shows the 'Assignments' window with the following fields: Asset Number (OC86431), Reference Number (empty), Book (CADA BOOK), Transfer Date (31-AUG-2014), Comments (empty), Total Units (1), Unit of Measure (empty), and Units to Assign (0). Below these fields is a table with columns: Unit Change, Units, Employee Name, Number, Expense Account, and Location. The first row contains the values: 1, 1, Trainer, Alexander C, 69993, 99.491030050.12000001.5800301.9, and WV.0805.HEALTH SCIENCES NORTH. At the bottom are 'Done' and 'Cancel' buttons.

The **Assignments** window displays the current **Expense Account** and **Location** to which this asset is assigned. (In some cases, the name of the employee assigned to this asset is also displayed.)

The **Total Units** field shows that this record contains one asset.

- To transfer a unit *out* of one assignment, enter a *negative number* in the **Unit Change** field. The second row will change color indicating you can enter the new assignment. **Units to Assign** will show **1**.

Field Name	Description
<i>Unit Change</i>	Enter a negative number to remove a unit or enter a positive number to add a unit to an assignment. <b>Example:</b> -1 to remove a unit from assignment

Alex

This screenshot is similar to the previous one, but the 'Unit Change' field in the table is now -1 (highlighted in red), and the 'Units to Assign' field at the top is now 1 (also highlighted in red). The second row in the table is highlighted in yellow, indicating it is ready for a new assignment.

Transfer units out of only one assignment in a single transaction.

7. To reassign the asset, enter a positive number in the **Unit Change** field (second row).

Field Name	Description
<i>Unit Change</i>	Enter a negative number to remove a unit or enter a positive number to add a unit to an assignment. <b>Example:</b> 1 to add a unit to assignment

*Units can be added to existing assignments or create new assignments.*

8. The **Units to Assign** field displays the number of units left to assign. It must be 0 before saving a transaction. Double-check that this field displays 0.

Unit of Measure

Units to Assign  [  ]

9. Click in the **Name** field and select the **LOV button**.

10. In the **Employee Names** window, type in the name or partial name of the new asset owner:

Field Name	Description
<i>Find</i>	The LOV will provide a complete list of employees. <b>Example:</b> Trainer%

11. Select the correct employee and click the **OK** button.

Employee Names

Find: Trainer, Jodie T%

Name	Employee Number
Trainer, Jodie T	69990

Eind OK Cancel

12. The **Number** field will automatically populate with the employee number. Review the field for accuracy.

Field Name	Description
<i>Number</i>	The number will auto-generate based on the name of the asset owner. <b>Example:</b> 69990

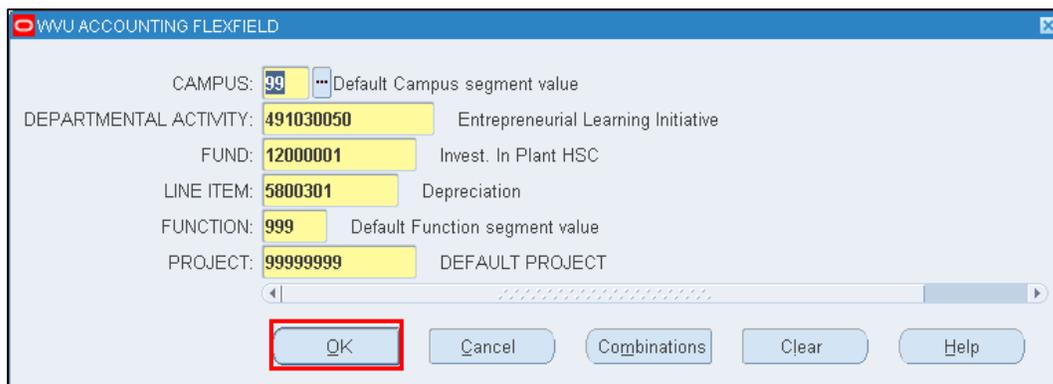
Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	Trainer, Alexander C	69993	99.491030050.12000001.5800301.9	WV.0805.HEALTH SCIENCES NORTH
1	1	Trainer, Jodie T	69990		

13. Click in the **Expense Account** field and click on the **LOV button**.



14. Complete the following fields in the **WVU Accounting Flexfield**.

Field Name	Description
<i>Campus</i>	The LOV contains all of the campuses of WVU. <b>Example:</b> 99
<i>Departmental Activity (DA)</i>	9 digits – the lowest ORGANIZATIONAL level possible. This number identifies unit with expenditure control and represents "cost center" providing a connection point with the Oracle Human Resources and Fixed Asset applications. <b>Example:</b> 170010402  <b>(In Fixed Assets, this is the only field that will change when changing the equipment assignment.)</b>
<i>Fund</i>	8 digits – Identifies ownership of assets, liabilities, and fund balance as opposed to expenditure authority (as represented by the Campus and Departmental Activity segments). <b>Example:</b> 12000001
<i>Line Item</i>	7 digits – Primary classification of activity for accounting and budgeting purposes. Captures assets, liabilities, fund balance, revenues, and expenditures at the lowest level possible. <b>Example:</b> 5800301
<i>Function</i>	3 digits – Represents classification of expenditures by purpose as required for financial statements. <b>Example:</b> 999
<i>Project</i>	8 digits – Intended as a means to accumulate costs for sponsored agreements processed through Oracle Grants Management. Project values will be assigned by the system in sequential order. Non-project transactions will be recorded with a default value of all 9s. <b>Example:</b> 99999999



15. Click **OK** to accept the account entered.

If the assigned expense account will remain the same, you can click in the **Expense Account** field, and press **Shift + F5** in order to copy the account from the line above to the *Expense Account* field in the new line.

16. Click in the **Location** field and click the LOV button.

17. Complete the following fields.

Field Name	Description
<i>State Code</i>	This field is auto-populated as WV to represent West Virginia. <b>Example:</b> Default is WV
<i>Inst Code/Site Code</i>	The LOV contains all of the WVU campuses. <b>Example:</b> 0201 WVU Downtown Campus
<i>Building Name</i>	The LOV contains all of the buildings based on the campus previously selected. <b>Example:</b> Business and Economics Building
<i>Building Number</i>	This field is auto-generated when Building Name is completed. <b>Example:</b> 000065
<i>Room Number</i>	The LOV is based on the Building Name. All available rooms will show depending on the building chosen. <b>Example:</b> 121
<i>Off-Site Address</i>	If an asset is not located in or on WVU owned or operated property, this address specifies the exact location. <b>Example:</b> N/A
<i>Custodial Contact</i>	This is the person who will use or knows about this piece of equipment, if different from the employee to whom the asset is assigned.

WVU LOCATION FLEXFIELD

STATE CODE **WV** West Virginia

INST CODE/SITE CODE **0805** HSC Main Campus

BUILDING NAME **HEALTH SCIENCES NORTH** HEALTH SCIENCES NORTH

BUILDING NUMBER **000500** 000500

ROOM NUMBER **4048** 4048

OFF-SITE ADDRESS **N/A**

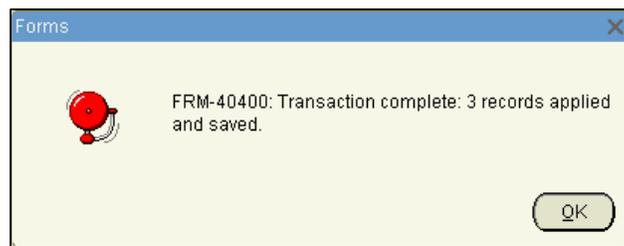
CUSTODIAL CONTACT **Trainer, Jodie T** 69990

OK Cancel Combinations Clear Help

18. Click **OK**.

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	Trainer, Alexander C	69993	99.491030050.12000001.5800301.9	WV.0805.HEALTH SCIENCES NORTH
1	1	Trainer, Jodie T	69990	99.491030050.12000001.5800301.9	WV.0805.HEALTH SCIENCES NORTH

19. If the transfer is complete click **Done**. A confirmation window will verify the transfer was saved.



20. Click **OK** on the confirmation screen.

21. You have completed this task.