

TRANSFERRING CONTROLLABLE AND CAPITAL EQUIPMENT BETWEEN DEPARTMENTS

Go to **Lookup and Maintenance ~ Capital Asset Management ~ Asset**

<ul style="list-style-type: none"> • Pre-Encumbrance • Single Sided Budget Adjustment • Transfer of Funds <p>Labor Distribution</p> <ul style="list-style-type: none"> • Benefit Expense Transfer • Salary Expense Transfer <p>Purchasing/Accounts Payable</p> <ul style="list-style-type: none"> • Bulk Receiving • Contract Manager Assignment • Payment Request • Receiving • Requisition • Shop Catalogs • Vendor Credit Memo <p>Endowment</p> <ul style="list-style-type: none"> • Asset Decrease • Asset Increase • Cash Decrease • Cash Increase 	<ul style="list-style-type: none"> • Purchase Orders • Receiving • Requisitions • Vendor Credit Memos <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Lookup and Maintenance</p> <p>Capital Asset Builder</p> <ul style="list-style-type: none"> • Pre-Asset Tagging <p>Capital Asset Management</p> <ul style="list-style-type: none"> • Asset • Asset Fabrication • Asset Global (Add) • Asset Location Global • Asset Payment • Asset Retirement Global <p>Chart of Accounts</p> <ul style="list-style-type: none"> • Account • Account Global </div>	<ul style="list-style-type: none"> • Current KEMID Balances Lookup • KEMID Historical Balances Lookup • Transaction Archives <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Reports</p> <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Billing Statement • Customer Aging Report • Customer Invoice <p>Effort Certification</p> <ul style="list-style-type: none"> • Duplicate Certifications Report • Effort Certification Extract Build • Outstanding Certifications by Chart/Org/Report • Outstanding Certifications By Report <p>Endowments</p> <ul style="list-style-type: none"> • Asset Statement • Transaction Statement • Transaction Summary </div>
--	---	--



Search by entering the UCONN decal number into the Tag Number field.

Tag Number: <input type="text" value="K20012"/>	Asset Number: <input type="text"/>
Organization Owner Chart Of Accounts Code: <input type="text"/>	Organization Owner Organization Code: <input type="text"/>
Organization Owner Account Number: <input type="text"/>	Owner: <input type="text"/>
Campus: <input type="text"/>	Building Code: <input type="text"/>
Building Room Number: <input type="text"/>	Asset Type Code: <input type="text"/>
Asset Status Code: <input type="text"/>	Asset Condition: <input type="text"/>
Vendor Name: <input type="text"/>	Manufacturer: <input type="text"/>
Model Number: <input type="text"/>	Serial Number: <input type="text"/>
Create Date From: <input type="text"/>	Create Date To: <input type="text"/>
Asset Representative Principal Name: <input type="text"/>	Organization Inventory Name: <input type="text"/>
Asset Description: <input type="text"/>	Organization Text: <input type="text"/>
National Stock Number: <input type="text"/>	Government Tag: <input type="text"/>
Old Tag Number: <input type="text"/>	Organization Tag Number: <input type="text"/>
Total Cost: <input type="text"/>	Payment Sequence Number: <input type="text"/>

Once you find your asset, click on **transfer** in the actions to the left.

Asset Lookup ?

Tag Number:	K05021	Asset Number:	
Organization Owner Chart Of Accounts Code:		Organization Owner Organization Code:	
Organization Owner Account Number:		Owner:	
Campus:		Building Code:	
Building Room Number:		Asset Type Code:	
Asset Status Code:		Asset Condition:	
Vendor Name:		Manufacturer:	
Model Number:		Serial Number:	
Create Date From:		Create Date To:	
Asset Representative Principal Name:		Organization Inventory Name:	
Asset Description:		Organization Text:	
National Stock Number:		Government Tag:	
Old Tag Number:		Organization Tag Number:	
Total Cost:		Payment Sequence Number:	
Payment Purchase Order Number:		Payment Document Number:	

search clear cancel

One item retrieved.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Ser
edit loan renew return merge separate transfer	633614	K05021	1179	0414	A	Projector	1066005	02/23/20

You will see the following asset document screen:

Document Overview hide

Document Overview

* Description: Transfer Projector to Library

Organization Document Number:

Explanation:

Asset hide

Asset Information

Asset Number:	633614	Organization Owner Account Number:	4525470
Asset Description:	Projector	:	1179
Organization Owner Chart Of Accounts Code:	UC	Asset Condition:	E
Owner:		Asset Type Code:	1066005
Asset Status Code:	A	Manufacturer:	Sony
Acquisition Type Code:	N	Serial Number:	S0150039104
Vendor Name:	CDW Government Inc	Old Tag Number:	
Model Number:	VPL700L	National Stock Number:	
Tag Number:	K05021	Create Date:	02/23/2017
Government Tag:		Last Inventory Date:	02/23/2017 03:02 PM
In-Service Date:	02/23/2017		
Fiscal Year:	2017		
Period:	08		

* Description *Example*: Transfer Projector to Library

The required fields to complete transfer are as follows:

- Organization Owner Chart of Accounts Code: UC
- Organization Owner Account Number: The department's default KFS account number the equipment is being transferred to
- Campus – enter campus location (01 – Storrs, 02 – Hartford, etc.) equipment will be located
- Building Code - enter building where equipment will be located

- Building Room Number - enter room number where equipment will be located

Document Overview

* Description: TRANSFER PROJECTOR TO LIBRARY

Organization Document Number: []

Explanation: []

Asset [show]

Asset Transfer Information [hide]

Old **New**

Transfer from Originating Organization **Transfer to Receiving Organization**

Organization Owner Chart Of Accounts Code: UC → * Organization Owner Chart Of Accounts Code: UC

Organization Owner Account Number: 4525470 → * Organization Owner Account Number: 4306230

Organization Code: 1179 → * Organization Code: 1327

Interdepartmental Sale

Interdepartmental Sales Indicator:

Transfer Of Funds Financial Document Number: []

Asset Location [hide]

On Campus **Off Campus**

* Campus: 01

Building Code: 0364

Building Room Number: 1131

Building Sub Room Number: []

Name: []

Address: []

City: []

State: []

Postal Code: []

Country: []

In the **Notes and Attachments** tab, you can attach and/or notify of any corresponding documentation between departments for transfer of the equipment to show acceptance of new ownership.

You must remember to click on the **Add** button after you have attached your file or your attachment will be lost!

View Purchasing/Financial Asset Documents: [show]

Notes and Attachments (0) [hide]

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			[]	[] [Browse] [CANCEL]	[add]

Ad Hoc Recipients [show]

Route Log [show]

[submit] [save] [close] [cancel]

Click on submit when you are finished.