

FABweb TRANSFERS & DISPOSALS PARTICIPANT GUIDE



Acknowledgements

Sections of this guide are based on Ellucian Banner System, Release 9.3.0.1.

Copyright

Copyright © 2010-2019 University of Illinois System – Office of Business and Financial Services. All rights reserved. No part of this publication may be reproduced or used in any form or by any means – graphic, electronic or mechanical, including photocopying, recording, taping or in information storage and retrieval systems – without written permission of University of Illinois System – OBFS.

Sections of this documentation have been created specifically for the use of the Ellucian Banner system as it has been implemented at the University of Illinois System and for no other purpose.

Trademarks

Banner® is a trademark of Ellucian Company L.P. or its affiliates and is registered in the U.S. and other countries.

Prerequisites

The following are prerequisites for this course:

- Introduction to Banner and Finance I
- Introduction to Property Accounting
- FABweb Additions and Updates

Course Information

Course ID:	FABweb Transfers and Disposals
Revision Date:	November 22, 2019
Version:	R9.3, V2.0

TABLE OF CONTENTS

Course Overview	1
Course Objectives	1
Lesson 1: Performing Transfers in FABweb	2
1.1: Transfer Process Roles	2
1.2: Transfer Process Outline	2
1.3: Initiating a Transfer	3
1.4: Receiving a Transfer.....	9
1.5: Common Problems	14
Lesson Summary	15
Lesson Review	16
Lesson 2: Disposing of Scrap and Surplus Equipment	17
2.1: The Disposal Process	17
2.2: Scrap/Surplus Disposals	18
2.3: University-Specific Disposal Procedures	28
2.4: Preparing Computers and Electronic Equipment for Disposal	31
2.5: Common Problems	32
Lesson Summary	34
Lesson Review	34
Lesson 3: Other Disposals and Presumed Disposals	35
3.1: Documenting an Other Disposal or Presumed Disposal	35
3.2: Other Disposals	36
3.3: Presumed Disposals	42
3.4: Employee Restitution	49
Lesson Summary	49
Lesson Review	49
Lesson 4: Checking Transaction Status	50
4.1: Using the Check Status Function	50
4.2: Examples of Transaction Status	53
Lesson Summary	54
Lesson 5: Special Case Disposals	55
5.1: Antiques and Works of Art	55
5.2: Firearms	55
5.3: Special Exemption Requests	55
Lesson Summary	56
Course Summary	57
Course Objectives	57
Answer Key	58
Appendix A: OBFS Resources	60
OBFS Training Center	60
OBFS News Center	60

FABweb Transfers and Disposals

Property Accounting Courses 60

Appendix B: Support and Resources Summary 61

Appendix C: Internal “Sale” to Another Department 63

 Allowable Funding Transfers 63

 Journal Vouchers 63

 Funding Source Information 65

Appendix D: Saving Transfers and Disposals to Excel 68

Appendix E: Field Definitions for FABweb 73

Course Overview

This course provides an overview of FABweb procedures that you will use to perform fixed asset interdepartmental transfers and disposals.

Equipment can be transferred to another department if it is not needed in its current department and can be used elsewhere. In this course, you will learn how to transfer an equipment record to another department, using FABweb.

When an asset is no longer useful to a department, it needs to be disposed. You will learn about the disposal process and how to dispose of equipment that no longer works or is no longer needed in your department. The disposal process involves both removal of the unneeded equipment from the department and updating the equipment record in Banner to reflect its disposal. You will also learn about the process to document disposal of equipment that has been damaged beyond repair, lost, stolen or unable to be located.

Course Objectives

At the end of this session, you will be able to:

- ◆ Describe the transfer process.
- ◆ Transfer an equipment record to another department.
- ◆ Receive an equipment transfer from another department.
- ◆ Describe the disposal process.
- ◆ Dispose of equipment.
- ◆ Send equipment to surplus.

Lesson 1: Performing Transfers in FABweb

In this lesson, you will learn how to process equipment transfers using FABweb.

Equipment can be transferred to another department if it is not needed in its current department and can be used elsewhere. This type of transfer is called an Interdepartmental Transfer, and it can be done as either a straightforward transfer or as a "sale" from one department to the other. In both cases, the transfer of custody is done via FABweb. However, for "sales" from one department to another, the sale part of the transfer is done outside of FABweb; you can learn more about the internal sale process in Appendix C.

You can find more information about policies for interdepartmental transfers in the [Business and Financial Policies and Procedures manual – Transfer Equipment to Another Unit](#).

1.1: Transfer Process Roles

There are four basic roles involved in a transfer, described below.

Role	Description
Originating Unit Representative (OUR)	This person, usually a department property contact, initiates the transfer in FABweb.
Originating Unit Approver (OUA)	This person, usually a department head, approves the transfer out of his/her department.
Receiving Unit Approver (RUA)	This person, usually, a department head, approves the transfer into his/her department.
Receiving Unit Representative (RUR)	This person, usually a department property contact, receives the transfer in FABweb.

Figure 1.1: Transfer Process Roles

Later in this lesson, you will learn how the OUR initiates a transfer and how the RUR receives a transfer. Steps for the Approvers are covered in separate training materials.

1.2: Transfer Process Outline

An interdepartmental transfer happens when a piece of equipment is transferred from one university department to another department permanently, and not just loaned on a temporary basis. Transfer of custodianship and transfer approval occurs through FABweb. The process is outlined below.

FABweb Transfers & Disposals

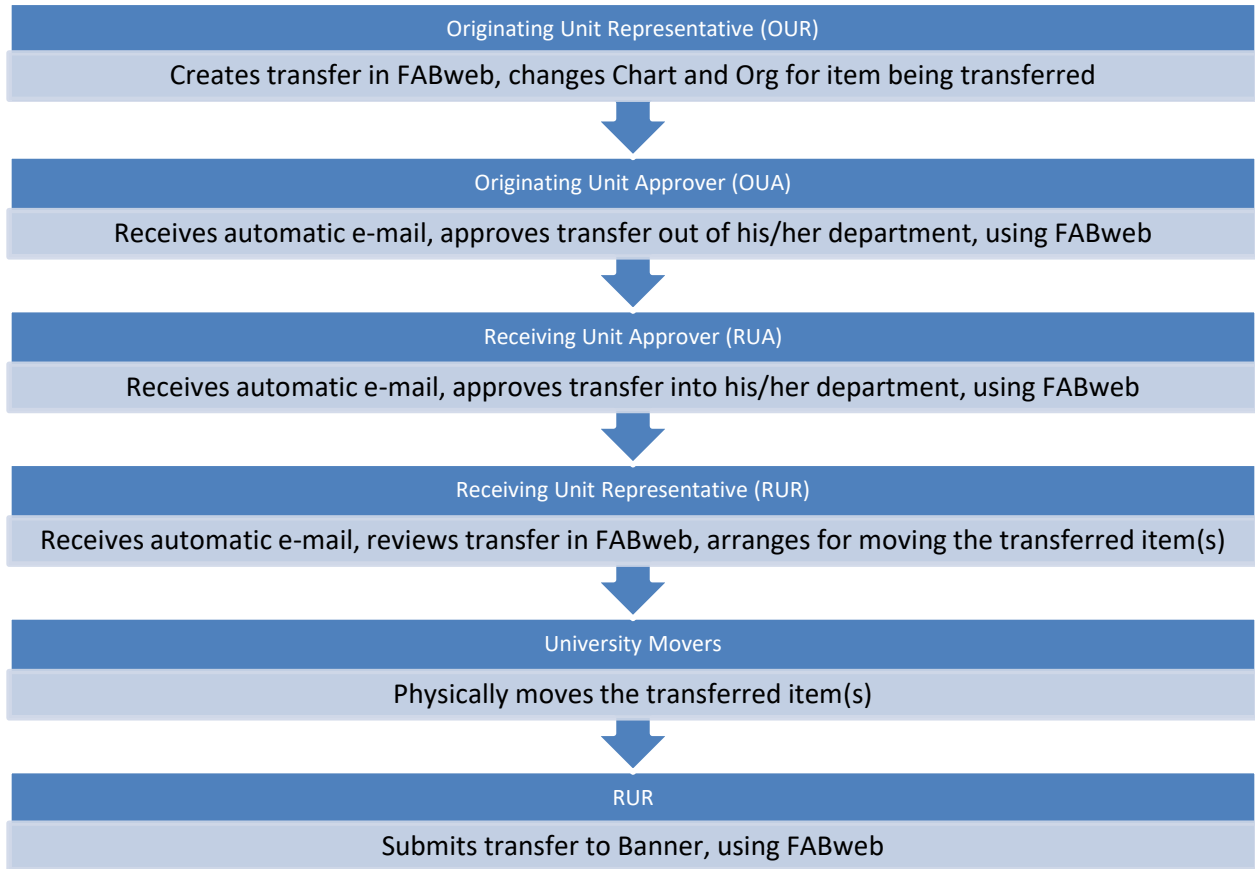


Figure 1.2: Transfer Process Outline

1.3: Initiating a Transfer

Before beginning the transfer process, it is important to ensure that your department is currently responsible for the equipment being transferred. **You may not transfer equipment that belongs to another department.**

You may transfer more than one item at a time; however, all items must go to the same six-digit Organization code. If items are going to separate Organization codes, you must create separate transfers. Transfers with more than one item display each PTag in alphabetical and numerical order, followed by items that do not have a Banner asset record at the bottom. Any child records display immediately after the associated parent record. At least one item must be a Banner asset.

Items that are part of a family of assets are all transferred together; FABweb will not allow you to split up parent and child assets. To transfer a parent or a child asset separately, contact University Property Accounting and Reporting (UPAR) to break the relationship.

Before you begin, you should have the PTag number of the item(s) being transferred, along with the Chart and Organization code of the new department.

FABweb Transfers and Disposals

As the Originating Unit Representative (OUR), you should follow these steps to initiate a transfer in FABweb:

1. Log in to FABweb.
2. Click **Process a transfer**.

NOTE: See Appendix E for information on the fields in FABweb.

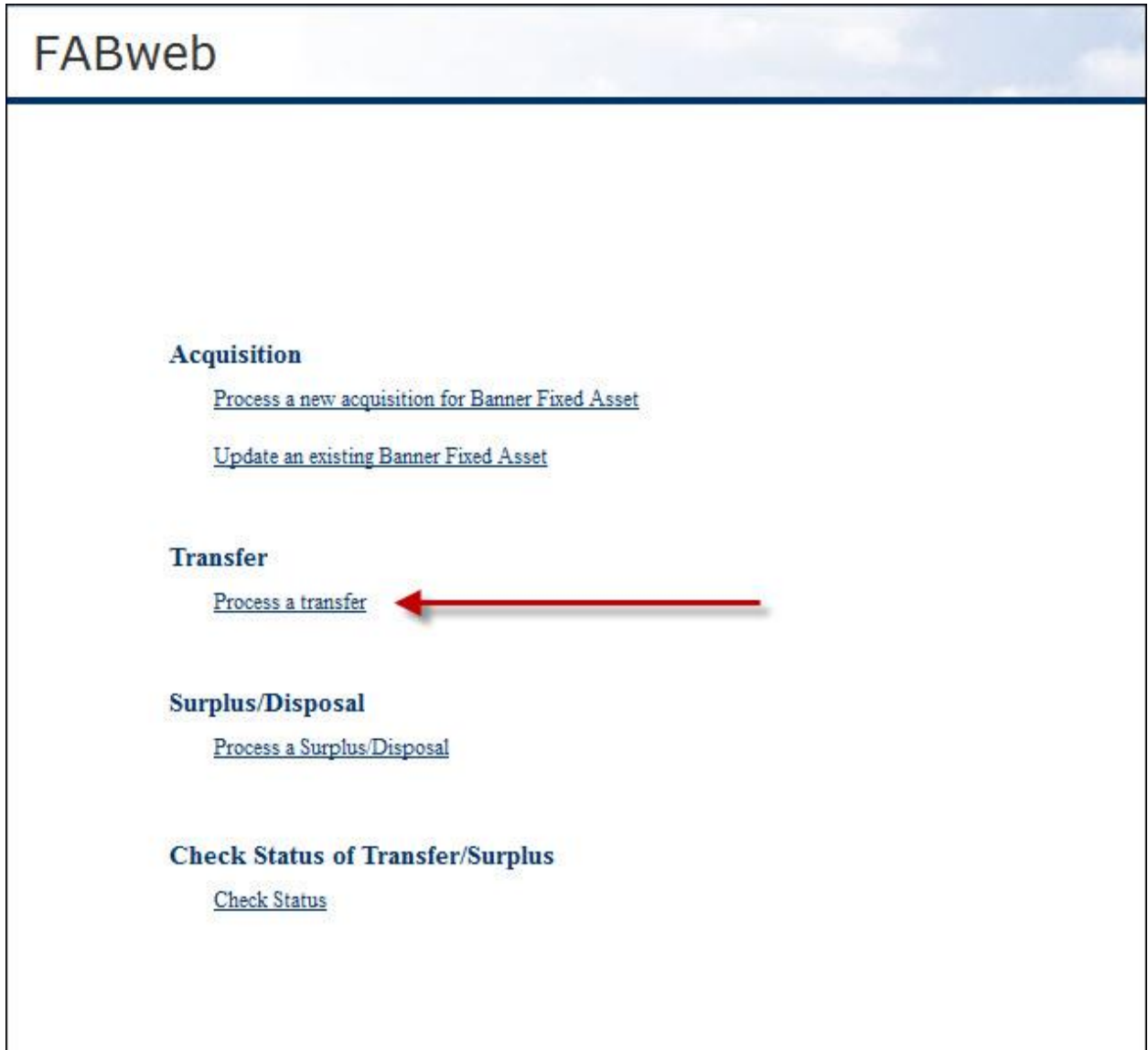


Figure 1.3: Process a Transfer

FABweb Transfers & Disposals

3. Enter the PTag number (nine digits) of the first item being transferred in the **PTag:** field, or enter an OTag number in the **OTag:** field instead.
4. Click the **Add a Banner Asset** button.

Process a Transfer

Find a Record

To add a Banner item, enter the OTag or PTag below and click on Add a Banner Asset:

PTag:

or

OTag:

Upload a File

To upload a file for processing, select the file and click on Upload:

Asset File: No file selected.

Figure 1.4: Enter a PTag Record to Transfer

5. Note the transfer ID at the top of the **Transfer Summary** tab.
6. In the **New Organization Info** column, enter the new responsible **COA** and six-digit **Org**.
7. Click the **Refresh** (green arrows) button.

Transfer an Existing Banner Fixed Asset

Transfer SummaryForward Transfer

* = Required to Process Transfer

Your Current Role: Originating Unit

Transfer ID # TR009056

Current Organization Info	New Organization Info
COA (Resp): 1 University of Illinois - Urbana	* COA (Resp): <input type="text" value="1"/> University of Illinois
Org (Resp): 220001 Materials Rsrch Lab	* Org (Resp): <input type="text" value="227000"/> Engineering Administration

Figure 1.5: New Organization Info

FABweb Transfers and Disposals

- If you are **not** adding more items to the transfer, skip to step 11. If you are adding more items, go to the next step.
- Enter the next item's PTag or OTag number, then click the **Add a Banner Asset** button. If the item does not have a PTag or OTag number, enter its serial number in the **Serial Number** field (if the item does not have a serial number, enter *NA*) and type a description of the item in the **Description** field, then click the **Add a Non-Banner Asset** button.

Add a Banner Asset to this transfer

PTag:

or

Otag:

WARNING: Transfer and Disposal transaction requests are limited to 100 equipment records.

Add a Non-Banner Asset to this transfer

* Serial Number: * Description:

Assets to be transferred

Asset

PTag#	Description	Location	Description
P10F36068	calibrated temp sensor		

Figure 1.6: Adding an Asset to the Transfer

- Repeat step 9 for each item being transferred.
- Scroll down to the **Assets to be transferred** section.
- Delete the item's Location code from the **Location** field.
- Click the **Refresh** (green arrows) button. The **Location** field should now be blank; the RUR will enter a new Location code when he/she receives the transfer.

Assets to be transferred

Asset

PTag#	Description	Location	Description
P10F36068	calibrated temp sensor	<input type="text"/>	

Serial Number: CX-1010-SD

Manufacturer: LAKE SHORE CRYOTRONICS Equipment Manager:

Amount: \$1,074.00 Custodian: [blank]

[More Info](#)

Figure 1.7: Location Field

FABweb Transfers & Disposals

14. Repeat steps 12-13 to delete the Location code for each item being transferred.
15. Click the **More Info** link for any item to review that item's asset information in a pop-up window. Click **Close** to close the window when you are done.
16. Click the **Forward Transfer** tab at the top of the screen.
17. Confirm that your contact information is correct.
18. Add a comment in the **Comments/Notes** field with a short description of the transfer.

The screenshot displays the 'Transfer an Existing Banner Fixed Asset' interface. At the top, there are two tabs: 'Transfer Summary' and 'Forward Transfer', with the latter being the active tab. Below the tabs, a red asterisk indicates that certain fields are required. The main heading is 'Submit the transfer for unit approval'. The 'Transfer ID #' is TR009056. The form contains the following fields: 'Contact Person' (McKendall, Cynthia), 'Phone' (217) 265 - 6921, 'E-mail' (mckendal@illinois.edu), and 'Comments/Notes (100 characters max):' (Transferring a temp sensor). At the bottom, there are three buttons: 'Submit', 'Save To Excel', and 'Cancel Entire Transaction'.


Figure 1.8: Submit Transfer


19. Click the **Save to Excel** button, then choose a file name and location. All transfer information will be saved in a spreadsheet format for your reference. You will not be able to access the transfer record after submission, so you are strongly encouraged to use the **Save to Excel** function to keep a record of it.
NOTE: See Appendix D for more detailed steps on saving to Excel.
20. Click the **Submit** button. This forwards the transfer request to the Originating Unit Approver (OUA).
21. Click **Log Out** when you are finished.


Deleting Items From a Transfer Request

If there is more than one record in the transfer, you will see a trash can icon next to each record on the **Transfer Summary** tab. You can click the trash can icon to delete a record from the transfer, if needed.

Assets to be transferred

 Asset

PTag#: P10F36065	Description: GPIB bus isolator	Location	Description
Serial Number: 512094		<input type="text" value="111838"/>	 0066 00000046 Seitz Materials Resea
Manufacturer: ICS ELECTRONICS DIV	Equipment Manager:		
Amount: \$856.42	Custodian: Person, Name		More Info

 Asset


PTag#: P10F36068	Description: calibrated temp sensor	Location	Description
Serial Number: CX-1010-SD		<input type="text"/>	
Manufacturer: LAKE SHORE CRYOTRONICS	Equipment Manager:		
Amount: \$1,074.00	Custodian: Person, Name		More Info

Figure 1.9: Deleting a Record from a Transfer

Canceling a Transfer Request

You may cancel the transfer at any time before submission, by clicking the **Cancel Entire Transaction** button on either the **Transfer Summary** tab or the **Forward Transfer** tab. If you exit to the FABweb main menu or log out before submitting or canceling a transfer, it will be locked to you. Nobody else will be able to access the transfer record or the assets until you submit it or cancel it. The transfer will appear on the FABweb main menu, under the section **Transfers/Surplus/Disposals I am working on**. You can click the transfer ID link to continue working on the transfer.

Declined Transfers

If the transfer is declined at any point after you submit it, you will receive a notification e-mail, and the transfer record will be added back to your work list, under the **Transfers/Surplus/Disposals I am working on** section. You can make changes to the transfer record and re-submit, or cancel the transfer if needed.

Acquisitions/Updates I am working on			
PT#	Description	Action	Date Locked
Transfers/Surplus/Disposals I am working on			
Transaction#	Previous Org code	New Org Code	Date Locked
TR000487	354000	453000	2010-10-28 12:58:43.0
TR000488	220000	231000	2010-10-28 14:24:59.0
TR000489	220000	231000	2010-10-28 14:31:23.0

Figure 1.10: Transfer Work List

1.4: Receiving a Transfer

The Receiving Unit Representative (RUR) will get an automated transfer notification e-mail when a transfer has been approved by both the Originating and Receiving Unit Approvers, and it is ready to be received and finalized. Click the link in this e-mail to open FABweb and begin reviewing the transfer. If you log in to FABweb directly instead of clicking the link, you will see the transfer ID under the section **Transfers/Surplus/Disposals I am working on**. You can click the transfer ID in this section link to view the transfer.

You should review the item(s) that are being transferred as soon as possible, in order to start the moving process. However, you should wait to enter the new Location code and submit the transfer to Banner until after your department has physically received the item(s). This may take several weeks. When your department is in possession of the transferred item(s), you can go back to FABweb to complete and submit the transfer to Banner. Change in custodianship is not established until the transfer has been submitted to Banner.

NOTE: You should add obfswb@uillinois.edu as an approved e-mail address in your e-mail program to make sure you receive transfer notification e-mails.

As the RUR, you should use the following steps to receive a transfer:

1. Log in to FABweb OR click the link in your transfer notification e-mail.
2. Scroll down to the **Transfers/Surplus/Disposals I am working on** section.
3. Click the appropriate transfer ID link to open the transfer.
4. Review all information on the **Transfer Summary** tab. Click the **More Info** link to review additional asset information.
5. Click the **Forward Transfer** tab.

FABweb Transfers and Disposals

- Review the comments from the Receiving Unit Approver. Only the RUA's comments will display; comments from the originating unit will not display here. To see all comments, review the spreadsheet that you create in step 8.

Transfer an Existing Banner Fixed Asset

Transfer SummaryForward Transfer

* = Required to Process Transfer

Submit the transfer to Banner

Transfer ID # TR009057

Receiving Unit Approver

* Contact Person: Faith, Sherri
Phone: (217) 244-7264
* E-mail: slfaith@illinois.edu

Comments/Notes:

These items are for Dr. Peterson's lab.

Receiving Unit

* Contact Person:
McKendall, Cynthia

Phone: (217) 265 - 6921

* E-mail: mckendal@illinois.edu

Comments/Notes (100 characters max):

Transfer Originated By:

Contact Person: Faith, Sherri
Phone: (217) 244-7264
*E-mail: slfaith@illinois.edu

Figure 1.11: Transfer Comments

- Confirm that your contact information is correct.
- Click the **Save to Excel** button, then choose a file name and location to save the file. All transfer information will be saved in spreadsheet format, which you can use to communicate with the movers who are going to be physically moving the item(s).
NOTE: See Appendix D for more detailed steps on saving to Excel.
- If you want to decline the transfer, click the **Decline Transfer** button and enter your reason for declining in the **Comments/Notes** field. The transfer will go back to the originator. If not, skip to the next step.
- At this point, you should **not** click the **Submit to Banner** button. Rather, you should wait until your department has physically received the transferred item(s), which might take several weeks. Contact your university movers as shown below to arrange for moving the item(s).

FABweb Transfers & Disposals

University	Department to Contact	Website
Chicago	Facilities Management Service Desk	https://fm.uic.edu Once a Service Request Number has been obtained, email it to servdesk@uic.edu to schedule the move.
Springfield	Facilities Scheduling and Services	http://www.uis.edu/facilities
Urbana-Champaign	Facilities and Services	http://www.fs.illinois.edu/

Figure 1.12: Facilities Department by University

11. Click **Log Out** when you are finished.

Completing the Transfer

After the transferred item(s) are in your department's possession, there is a two-part process to complete the transfer. First, you must go back to the transfer record in FABweb to enter the new Location code and submit the transfer. Then, you must look up each item's PTag in order to update the custodian and equipment manager. The custodian is the person using or responsible for the item. The equipment manager is usually the property contact for the department.

Non-Banner assets (items that do not have a PTag) do not need to have the custodian and equipment manager updated in FABweb.

When you have confirmed that the item(s) are in your department's possession, follow these steps to complete the transfer:

1. Log in to FABweb OR click the link in your transfer notification e-mail.
2. Scroll down to the **Transfers/Surplus/Disposals I am working on** section.
3. Click the appropriate transfer ID link.
4. Type a Location code for the transferred item in the **Location** field.

FABweb Transfers and Disposals

5. Click the **Refresh** (green arrows) button and verify that the Location code is correct.

Transfer an Existing Banner Fixed Asset

Transfer SummaryForward Transfer

***** = Required to Process Transfer

Your Current Role: Receiving Unit

Transfer ID # TR009057

Current Organization Info	New Organization Info
COA (Resp): 1 University of Illinois - Urbana	COA (Resp): 1 University of Illinois - Urbana
Org (Resp): 220001 Materials Rsrch Lab	Org (Resp): 231000 Institute for Genomic Biology

Assets to be transferred

Asset	Description	*Location	Description
PTag#: P10F28620 Serial Number: HSPF-60872925 Manufacturer: Kaiser Optical Amount: \$1,685.00	holographic filter Equipment Manager: Custodian: COA, HSPF-6	<input type="text" value="149935"/> 	1080 00000003 Inst for Genomic Bio More Info

Figure 1.13: New Location Code

6. If only one item is being transferred, skip to step 7. If more than one item is being transferred, repeat steps 4-5 for every item.
7. Note the PTag for every item being transferred. You will need this information when you are ready to update the equipment manager and custodian.
8. Click the **Forward Transfer** tab.

- Click the **Submit to Banner** button.

Transfer an Existing Banner Fixed Asset

Transfer Summary
Forward Transfer

* = Required to Process Transfer

Submit the transfer to Banner

Transfer ID # TR009057

Receiving Unit Approver

* Contact Person: Faith, Sherri
 Phone: (217) 244-7264
 * E-mail: slfaith@illinois.edu

Comments/Notes:

These items are for Dr. Peterson's lab.

Receiving Unit

* Contact Person:
 McKendall, Cynthia

Phone: (217) 265 - 6921

* E-mail: mckendal@illinois.edu

Comments/Notes (100 characters max):

Transfer Originated By:

Contact Person: Bane, Jason
 Phone: 217-333-9243
 *E-mail: jabane@illinois.edu

Submit to Banner
Save To Excel
Decline Transfer

Figure 1.14: Submit to Banner

For the second part of the process, starting with step 10 below, you can refer to Lesson 5 of the [FABweb Additions and Updates training guide](#) for more detailed information.

- From the main menu, click **Update an existing Banner Fixed Asset**.
- Enter the first PTag you noted in step 7.
- Click the **Find** button.
- Click the **Unit Info** tab.
- Click the **Update** button.
- Type the new custodian's UIN in the **Custodian:** field.
- Click the **Refresh** (green arrows) button and verify that the custodian's name is correct.
- Type the new equipment manager's UIN in the **Equip Mgr:** field.
- Click the **Refresh** (green arrows) button and verify that the equipment manager's name is correct.
- Click the **Save this Info** button.
- Click the **Finalize Transaction** tab.
- Click the **Submit to Banner** button.

FABweb Transfers and Disposals

22. Repeat steps 10-21 for each transferred item that had a PTag.
23. Click **Log Out** when you are finished.

1.5: Common Problems

Below are some common problems, along with their solutions, that FABweb users encounter when processing transfers.

Need a PTag number.

<i>Problem: You do not have the 9-digit PTag number for the asset you need to transfer.</i>	Solution: Use FFIMAST in Banner to query for the PTag, by clicking the Search button next to the Asset Tag field. In the pop-up window, select Fixed Asset List Form (FFIFALV) to search using the asset's description, or select Procurement Query Form (FFIPROC) to search using the asset's serial number or description.
---	--

Transaction was not saved to Excel.

<i>Problem: You did not save the transfer request as an Excel spreadsheet before you submitted it.</i>	Solution: Each person in the work flow will have an opportunity to save the request as an Excel spreadsheet. Contact the next person in the flow to request a copy.
--	--

E-mail notification is gone.

<i>Problem: You deleted the e-mail notification for the transaction you need to review or approve.</i>	Solution: The e-mail notification is a courtesy and is not required to access FABweb transfers and disposals. Log in to FABweb and scroll down to the bottom of the screen; all the transactions that you are working on, or are available for you to claim, are located there.
--	--

Making sure PTag number was added.

<i>Problem: You click the Add a Asset button to add a PTag and want to make sure the PTag is in your transfer request without scrolling to the bottom of the screen.</i>	Solution: FABweb will only allow you to enter PTags in your Chart/Org; any errors will display at the top of the screen. If you don't see any errors, the PTag was added successfully.
---	---

Transfer includes only non-Banner assets.

<p><i>Problem: You are transferring only non-Banner assets, and the Add a Non-Banner Asset to this Transfer option does not appear.</i></p>	<p>Solution: Enter a PTag from your Chart/Org to initiate the transfer. The Add a Non-Banner Asset to this Transfer option will now be available. Enter the non-Banner assets you want to transfer. Click the trash can icon next to the Banner asset to remove it from the transfer.</p>
--	--

Deleting multiple Location codes at once from a transfer.

<p><i>Problem: You forgot to or don't want to click the Refresh button each time you delete a Location code in a transfer request with multiple items.</i></p>	<p>Solution: You can click the Save This Info button to refresh all the validated data entry fields at once.</p>
---	---

Lesson Summary

In this lesson, you learned about Interdepartmental Transfers, how to initiate a transfer from your department to another, and how to receive a transfer into your department.

How Do I...?	Use This Tool:	Reference Location:
Log in to FABweb?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 2.1
Find the correct Location code to use in FABweb?	Location Report in EDDIE OR Location Codes by Chart – available on OBFS Equipment Management website , under Helpful Documents: Location Codes Chart 1 (XLS) Location Codes Chart 2 (XLS) Location Codes Chart 4 (XLS)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Update the Equipment Manager and Custodian?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 5.1

Lesson Review

1. You can transfer a parent asset to another department while retaining the child asset. True/False
2. Which person is responsible for initiating a transfer in FABweb?
 - a. Receiving Unit Representative (RUR)
 - b. Originating Unit Representative (OUR)
 - c. Originating Unit Approver (OUA)
 - d. University Property Accounting and Reporting (UPAR)
3. Put the steps that the RUR must perform in order below.
 - ___ Arrange for university movers
 - ___ Submit transfer to Banner
 - ___ Review approved transfer
 - ___ Enter Location code
4. Which of the following appear in the **Transfers/Surplus/Disposals I am working on** section?
 - a. In process transfers that have not been submitted
 - b. Declined transfers that I originated
 - c. Transfers that I am receiving
 - d. All of the above

Lesson 2: Disposing of Scrap and Surplus Equipment

Equipment that is no longer needed must be disposed of in accordance with U of I System guidelines and state regulations, such as the State Property Control Act. In this lesson, you will learn how to distinguish between scrap and surplus equipment and how to document the disposal of scrap and surplus equipment. You will also learn the correct university-specific procedures to follow to complete the disposal. In addition, you will learn about the special requirements to dispose of computers and electronic equipment.

2.1: The Disposal Process

In general, the department wanting to dispose of equipment must initiate the disposal process. However, before you begin the disposal process, you should check that the equipment's asset record in Banner shows the following information:

1. **Title To** field is *S*, indicating that the state of Illinois owns the equipment. Contact the university grants office if another code is shown in the **Title To** field.
2. **COA** and **Organization** fields reflect your department's information. Contact the custodial department if your department's Chart and Organization codes are not shown.

Any department requesting to dispose of unneeded equipment has the following responsibilities:

- Assuring that items being disposed are assigned to their own responsible Chart and Organization, as shown in point 2 above.
- Securing the unneeded equipment until it is transferred to a redistribution warehouse, retrieved by a U of I System-contracted recycling vendor, or assigned to a new department.
- Absorbing any costs associated with the disposal of scrap or surplus equipment.
- Complying with system policy for eliminating data from electronic storage media, prior to removal of scrap or surplus equipment from their facilities.
- Verifying that disposal requests have been processed by checking the equipment's record in Banner four weeks after initially submitting the disposal request.
- Obtaining approval for disposal from the university grants office if the equipment is not owned by the state of Illinois, as discussed in point 1 above.
- Disposing of scrap equipment in compliance with system policies as provided in the [Business and Financial Policies and Procedures Manual - Dispose of Unneeded Equipment](#). If you have specific questions about these policies, contact UPAR by sending e-mail to obfsuafrproperty@uillinois.edu.

In addition, department heads must ensure that unneeded equipment is disposed of in a timely manner according to policy and is not pilfered or used for private purposes or private gain.

The basic disposal process is outlined below, though there are some university-specific processes not shown. The university-specific processes are given later in this lesson.

FABweb Transfers and Disposals

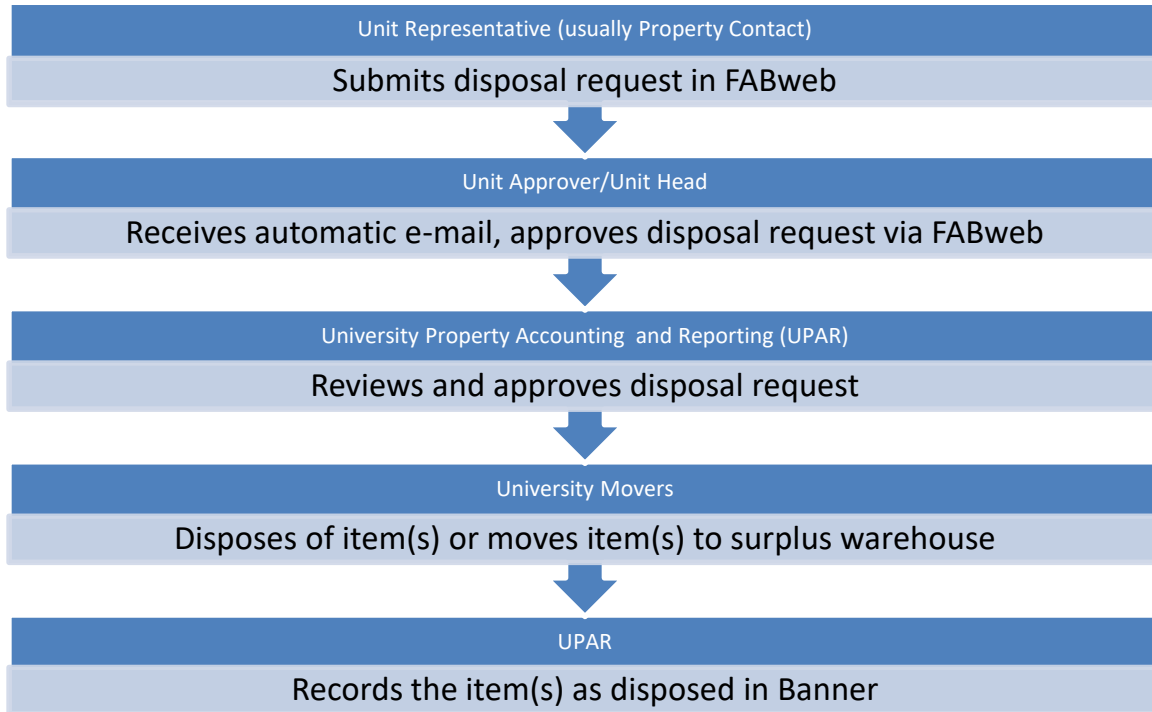


Figure 2.1: Disposal Process Outline

There are three major categories of disposals in FABweb:

- **Scrap/Surplus**
- **Other Disposal**
- **Presumed Disposal**

To begin a disposal request in FABweb, you must choose one of these categories. Each category contains additional disposal designations, such as *Surplus Electronic*. Depending on the category and disposal status, you will need to provide different information in the disposal request. In this lesson, you, as the department representative, will learn how to initiate and submit a disposal request for the **Scrap/Surplus** category. The **Other Disposal** and **Presumed Disposal** categories will be covered in the next lesson, and steps for the Approvers are covered in separate training materials.

You may dispose of more than one item at a time, but the disposal category you choose will apply to all the records in the disposal request. For example, you could have multiple asset records in a **Scrap/Surplus** disposal request, with some of the asset records being designated as scrap and others as surplus. However, you could not select an asset record as **Other Disposal** within that same request. Because **Scrap/Surplus** and **Other Disposal** are separate categories, they must be in separate requests.

2.2: Scrap/Surplus Disposals

Equipment that is no longer needed by a department may be classified as either *scrap* or *surplus*. A piece of equipment is considered *scrap* if it does not work and is not usable. Unusable scrap equipment must be disposed of according to state of Illinois regulations. Equipment cannot be used for its component parts. It may not be used for private benefit.

FABweb Transfers & Disposals

Unneeded equipment is considered *surplus* equipment if it is still functional. Surplus equipment should be transferred to a university redistribution warehouse with the approval of UPAR, unless it is used as a backup. If surplus equipment remains in your department's storage facilities for future use, you (or the department property contact) must update the corresponding asset record, using FABweb, to change the **Condition** code to *N*, to indicate that it is *Not In Use*.

Equipment that is not owned by the state of Illinois cannot be disposed without the approval of the university grants office.

You can use the **Scrap/Surplus** category to dispose of non-Banner assets (items that do not have a PTag). Disposal requests with more than one item display each PTag in alphabetical and numerical order, followed by items that do not have a Banner asset record at the bottom. Any child records display immediately after the associated parent record.

The following disposal statuses are available when you select the **Scrap/Surplus** category:

Status	Definition
Surplus Electronic	Electronic equipment, such as a laptop computer, that is still functional. You must eliminate data from electronic storage media prior to removal. See section 2.4 for more information.
Surplus Non-Electronic	Non-electronic equipment, such as a microscope, that is still functional.
Scrap Electronic	Any electronic equipment that is unusable. You must eliminate data from electronic storage media prior to removal, if possible. See section 2.4 for more information.
Scrap Non-Electronic	Any non-electronic equipment that is unusable.

Figure 2.2: Scrap/Surplus Disposal Status Choices

FABweb Transfers and Disposals

Before you begin, you should have the PTag number, or the serial number and description for non-Banner assets, of the item(s) being disposed. Use the following steps to submit a **Scrap/Surplus** disposal request:

1. Log in to FABweb.
2. Click **Process a Surplus/Disposal**.

NOTE: See Appendix E for information on the fields in FABweb.

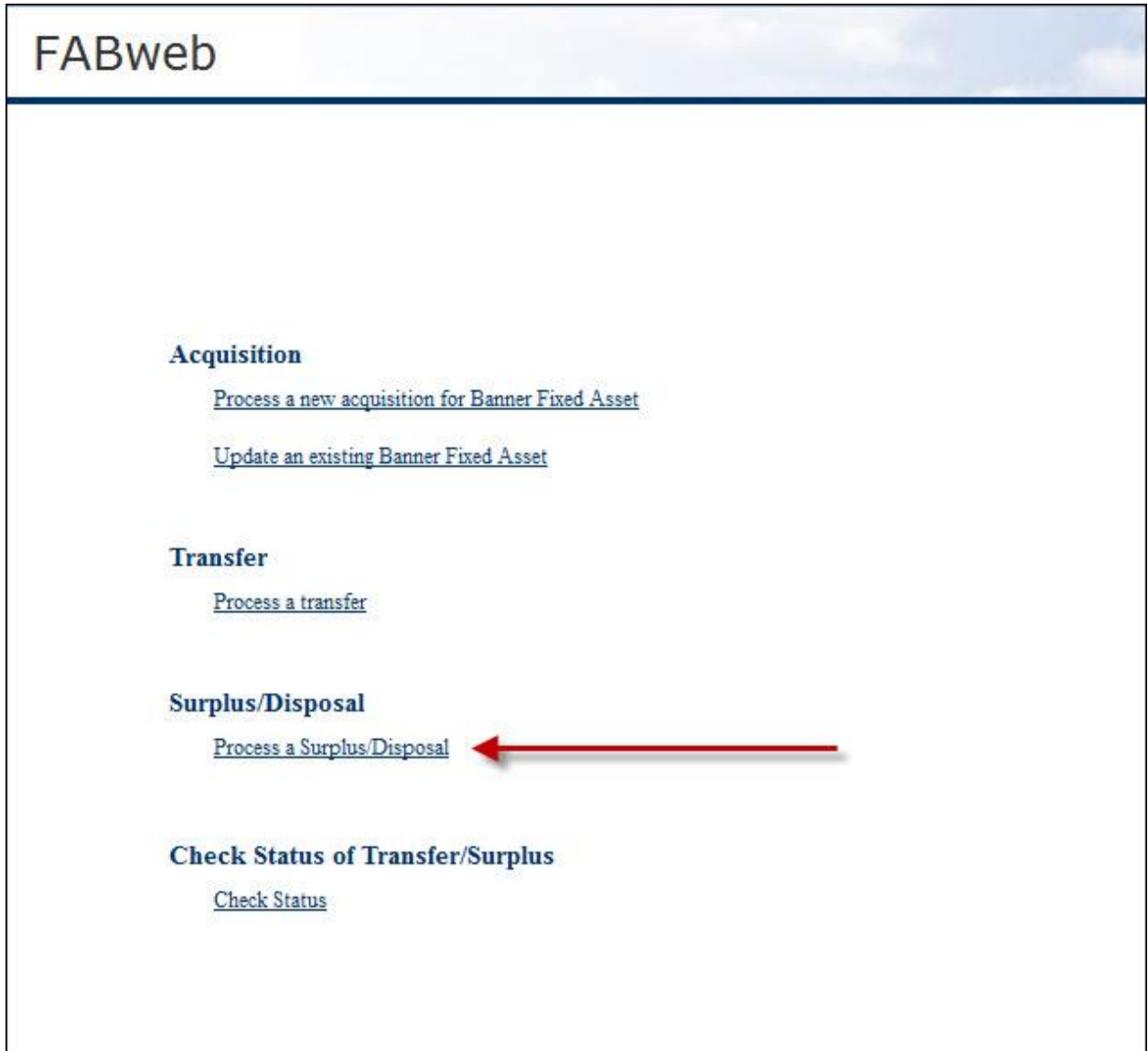


Figure 2.3: Process a Surplus/Disposal

FABweb Transfers & Disposals

3. Select the **Scrap/Surplus** category.
4. Click the **Submit** button.

Process a Record for Surplus/Disposal

Process individual record(s)

Designate a category to process a record for Surplus/Disposal
 Designation Category:

Upload a File

To upload a file for processing, select the file and click on Upload:
 Asset File: No file selected.

Definition of Designation Categories
 Only one designation category is allowed per request
 Comments and Documentation are required on Designation Categories
 Other Disposal and Presumed Disposal

<p style="text-align: center;">Scrap/Surplus Disposal</p> <ul style="list-style-type: none"> • Scrap Electronic* • Scrap Non Electronic** • Surplus Electronic* • Surplus Non Electronic** <p><small>* Items with Hard drives and other digital media ONLY. Examples: PC, Laptop, Servers, Tablets, Memory Flash Drives</small></p> <p><small>** Non Electronic. Examples: Monitors, Printers, Fax</small></p>	<p style="text-align: center;">Other Disposal</p> <ul style="list-style-type: none"> • Casualty Loss (Fire/Flood Damage) Email documentation (insurance claim) of loss to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Inventoried In Error^ Give Reason: Example: Leased Equipment, Duplicate Ptag Assigned (Reference both Ptags) • Returned for Credit Email a copy of the Credit to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Scrapped without UPAR Approval Email supporting documentation (original disposal request) to OBFSUAFRPROPERTY@uillinois.edu • State Surplus (Sent to CMS) Email a copy of the receipt to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Stolen Email a copy of the Police report to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Trade-In^ Provide Purchase Order number, New Ptag number and Trade in Allowance • Transferred Out Email Transfer Out Authorization to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Transferred w/ Researcher Email Approved by all parties, including Receiving Institution to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Unique Case--Comments Required Email any supporting documentation (if any) to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# <p><small>^ Add comments in the FABweb Disposal request</small></p>	<p style="text-align: center;">Presumed Disposal</p> <p style="color: red; font-size: small;">Only for items not located during Biennial Inventory after a thorough search.</p> <ul style="list-style-type: none"> • Presumed other disposal • Presumed scrapped without authorization
---	---	---

Figure 2.4: Scrap/Surplus Category

5. If the item you want to enter does **not** have a PTag or OTag number (that is, it's a non-Banner asset), skip to step 8. If the item you want to enter has a PTag or OTag number, go to the next step.

FABweb Transfers and Disposals

6. Enter the PTag number of the first item in the **PTag:** field, or enter an OTag number in the **OTag:** field instead.
7. Click the **Add a Banner Asset** button. Skip to step 11.

Submit a Record for Surplus/Disposal

Chosen Designation for this Transaction:
Scrap/Surplus

To add a Banner item, enter the OTag or PTag below and click on Add a Banner Asset

PTag: 

or

OTag:

Add a Non-Banner Asset to this transaction

* Serial Number: * Description:

Chart and Orgs: 1-220

Figure 2.5: Enter a PTag Record

8. Type the non-Banner asset item's serial number (if the item does not have a serial number, enter *NA*) in the **Serial Number:** field. Type a description of the item in the **Description:** field.
9. Select a Chart and Org combination from the drop-down list, if necessary.
10. Click the **Add a Non-Banner Asset** button.

Submit a Record for Surplus/Disposal

Chosen Designation for this Transaction:
Scrap/Surplus

To add a Banner item, enter the OTag or PTag below and click on Add a Banner Asset

PTag:

or

OTag:

Add a Non-Banner Asset to this transaction

* Serial Number: 1122334455 * Description: Black Herman Miller desk chair

Chart and Orgs: 1-220 

Figure 2.6: Add a Non-Banner Asset

11. Repeat steps 5-10 for every item you need to add to the disposal request. If you do not need to add any more items, go to the next step.
12. Note the disposal ID at the top of the **Summary** tab.

FABweb Transfers & Disposals

- Click the **More Info** link for any item to review that item's asset information in a pop-up window. Click **Close** to close the window when you are done.
- Select a disposal status for each item under **Designate a Scrap/Surplus Status**. The choices are shown in Figure 2.2, on page 19.

The screenshot displays two asset records in a web application. The first record, titled 'Asset', has a PTag# of L10F15629 and a Description of TABLET PC. It features a 'Designate a Scrap/Surplus Status' dropdown menu currently set to 'Scrap Electronic', with a red arrow pointing to it. Other details include Title Code: S, Location Code: 100174, Original Cost: \$3,284.25, Building Code, Resp Chart Code: 1, Building Name: Engineering Sciences, and Year Acquired. A 'More Info' link is visible in the top right. The second record, titled 'Non-Banner Asset', has a 'Designate a Scrap/Surplus Status' dropdown set to 'Surplus Non Electronic', a Serial Number of 1122334455, and a Description of black Herman Miller desk chair. It includes a text input field for '* Pick up Location (max 50 characters)'. The background of the second record is shaded grey.

Figure 2.7: Select Disposal Status


- Type a pick-up location for any non-Banner assets in the **Pick up Location** field. This should be the building name and room number where the item can be picked up.

FABweb Transfers and Disposals

16. Click the **Next** button.

Add a Non-Banner Asset to this transaction

* Serial Number: * Description:

 Asset

PTag#: L10F15629 Description: TABLET PC


Designate a Scrap/Surplus Status:

Title Code: S Location Code: 100174

Original Cost: \$3,284.25 Building Code:

Resp Chart Code: 1 Building Name: Engineering Sciences

Year Acquired:

 Non-Banner Asset

Designate a Scrap/Surplus Status:

Serial Number: 1122334455

Description: black Herman Miller desk chair

Figure 2.8: Next Button

17. Select the appropriate university in the **Warehouse Chart To** field.
18. Depending on the disposal status you have chosen for each item, you must provide some or all of the following information:
- **Pick up Location** – type the location (building and room number) of the item
 - **Condition** – choose *Usable* or *Not Usable*
 - **CPU Speed** – select the most appropriate choice (for electronic devices only – see section 2.4, on page 31, for more information)
 - **Data Elimination** – select the most appropriate choice (for electronic devices only – see section 2.4, on page 31, for more information)
 - **Scrub Tag** – choose *Yes* or *No* (for electronic devices only – see section 2.4, on page 31, for more information)

FABweb Transfers & Disposals

Org (Resp): 220000 Materials Research Lab
Warehouse Chart To: 1-Urbana/Springfield

Asset
PTag#: L10F15629 Description: TABLET PC [More Info](#)

Scrap Electronic Code

* Pick up Location: (max 50 characters) Engineering Sciences Building, Rm. 292

Condition: Not Usable

CPU Speed: Pentium IV or faster

Data Elimination: Inoperable Device

Scrub Tag: No

Non-Banner Asset
Serial Number: 1122334455
Description: Black Herman Miller desk chair
* Pick up Location: 111 E. Green St. Rm. 16

Surplus Non Electronic

Condition: Usable

Figure 2.9: Additional Scrap/Surplus Information

19. Click the **Forward** tab.
20. Confirm that your contact information is correct.

FABweb Transfers and Disposals

21. Add a comment in the **Comments/Notes** field with a short description of the disposal request.

Submit a Surplus/Disposal

Summary Forward

Surplus/Disposal ID # SD009059

* = Required to Process Transaction

Submit for Unit Approval

* Contact Person: McKendall, Cynthia

Phone: (217) 265 - 6921

* E-mail: mckendal@illinois.edu

Comments/Notes (100 characters max): Tablet PC inoperable.
Chair not needed,

Submit Save To Excel Cancel Entire Transaction

Figure 2.10: Submit Disposal Request

22. Click the **Save to Excel** button, then choose a file name and location. All disposal request information will be saved in a spreadsheet format for your reference. You will not be able to access the disposal request after submission, so you are strongly encouraged to use the **Save to Excel** function to keep a record of it.

NOTE: See Appendix D for more detailed steps on saving to Excel.

23. Click the **Submit** button.

24. Click **Log Out** when you are finished.

25. Check the next section, on university-specific disposal procedures, for further action you should take when the disposal request has been approved.

Deleting Items From a Disposal Request

If there is more than one asset in the disposal request, you will see a trash can icon next to each record on the **Summary** tab. You can click the trash can icon to delete a record from the disposal request, if needed.

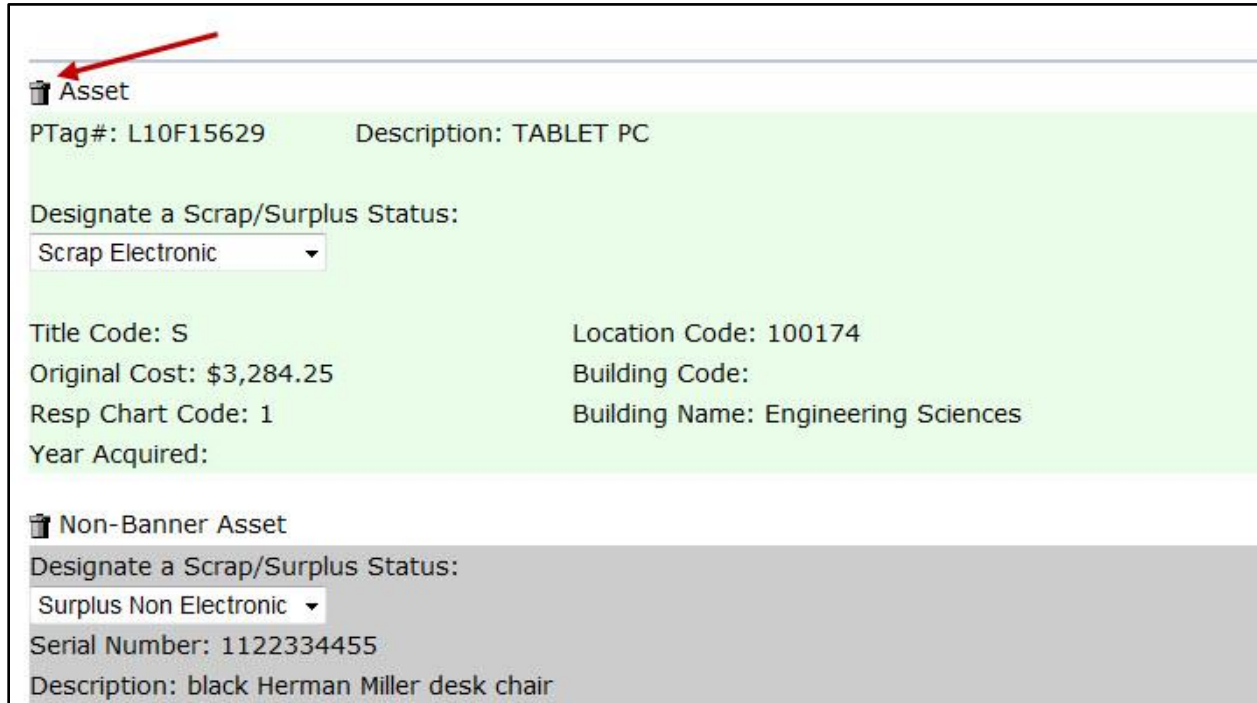


Figure 2.11: Deleting a Record From a Disposal Request

Canceling a Disposal Request

You may cancel the disposal request at any time before submission, by clicking the **Cancel Entire Transaction** button on either the **Summary** tab or the **Forward** tab. If you exit to the FABweb main menu or log out before submitting or canceling a disposal request, it will be locked to you. Nobody else will be able to access the disposal request or the assets until you submit it or cancel it. The disposal request will appear on the FABweb main menu, under the section **Transfers/Surplus/Disposals I am working on**. You can click the disposal ID link to work on the disposal request again.

Declined Disposal Requests

If the disposal request is declined at any point after you submit it, you will receive a notification e-mail, and the disposal request will be added back to your work list, under the **Transfers/Surplus/Disposals I am working on** section. You can make changes to the disposal request and re-submit, or cancel the disposal request if needed.

2.3: University-Specific Disposal Procedures

In addition to the FABweb disposal procedure given in the previous section, each University of Illinois System university has processes and information that are specific to that location. See the appropriate topic below for your location.

2.3.A: Chicago

Once the disposal request has been approved by the department and submitted to UPAR, UPAR will send an Excel version of the disposal request with their approval via e-mail back to the originator. As the originator, you must then follow these additional steps to arrange for disposal:

1. Obtain a service request number by filling out a service request online at <https://fm.uic.edu>.
2. Once the approved Excel spreadsheet and the service request number have been obtained, you must forward *both items together* to the Facilities Management Service Desk at ServDesk@uic.edu.
3. The Facilities Management Service Desk will communicate the request to the Facilities Management Transportation Division. The Facilities Management Transportation Division will not retrieve scrap or surplus equipment unless they have received an approved disposal request *together with* a service request number.

Facilities Management will schedule retrieval of the equipment and verify whether the disposal designation is appropriate. Facilities Management Transportation Division staff then delivers the equipment to the Surplus Warehouse, where scrap will be turned over to the scrap contractor and surplus will be housed for redistribution to other units or shipped to the state warehouse in Springfield.

NOTE: Never send requests to remove scrap or surplus equipment directly to Facilities Management; prior UPAR approval is always required.

Before Facilities Management retrieves the equipment, departments should also sort the equipment to be disposed according to the following guidelines:

- All equipment listed on the disposal request must be physically sorted between scrap and surplus at the point of retrieval. This applies to computers and monitors as well as other items of equipment.
- The physical sort between scrap and surplus equipment must correspond to the designations of scrap or surplus noted on the disposal request.
- Equipment to be removed should be consolidated in a central location for retrieval, if possible.

Surplus equipment that is not properly sorted or computers that are not properly tagged with scrubbing labels may not be accepted by the Surplus Warehouse, and may be returned to the original department for reprocessing. At the point of retrieval, Facilities Management staff will note any changes between the listed designations and the sorted equipment on the disposal request. A departmental representative should be on hand with a copy of the disposal request when Facilities Management arrives to retrieve the items. Any changes in designation made by Facilities Management should also be noted on the departmental copy of the disposal request, for internal reference.

Hazardous Materials

All hazardous materials other than refrigerants must be identified and addressed prior to requesting retrieval by Facilities Management. Use the following information to arrange disposal of each type of hazardous material.

For **radioactive materials**, contact the Radiation Safety Section with questions at 312-996-7429.

FABweb Transfers & Disposals

To request radioactive waste removal or chemical waste removal units, go to the Environmental Health and Safety Office (EHSO) website at <https://ehso.uic.edu>. You can also contact EHSO regarding disposal of the following hazardous materials:

- PCBs
- Oil
- Lead
- Mercury
- Other heavy metals

Refrigerants will be removed by Facilities Management as a part of their normal retrieval process.

Departments are responsible for maintaining security over their equipment until it is retrieved.

2.3.B: Springfield

The completed and approved disposal request must be reviewed and approved by UPAR. The department representative must forward the approval and spreadsheet to the Facilities Scheduling and Services staff by emailing jgibs4@uis.edu. Facilities Scheduling and Services staff will contact the department to schedule the removal.

Facilities Scheduling and Services verifies whether the disposal designation (scrap or surplus) is appropriate. Facilities Scheduling and Services also arranges to retrieve the surplus item(s) and deliver them to the university storage facility for future distribution. Computers are delivered to Technical Support to have data eliminated from memory devices. In addition, the Facilities Scheduling and Services staff makes arrangements to deliver surplus items which are not usable by the U of I System to the Illinois Department of Central Management Services warehouse in Springfield.

Facilities Scheduling and Services staff disposes of scrap items according to system policies and state of Illinois regulations.

Departments are responsible for maintaining security over their equipment until it is retrieved.

NOTE: Never send requests to remove scrap or surplus equipment directly to Facilities Scheduling and Services; prior UPAR approval is always required.

2.3.C: Urbana-Champaign

The completed and approved disposal request must be reviewed and approved by UPAR prior to any disposals. An inspector representing UPAR will contact the unit and may physically examine non-electronic items listed on the disposal request. The inspector determines the classification of each item as follows:

- University surplus
- Surplus transferable to other state agencies (if no other university department has use for the item)
- Disposable scrap

Although departments recommend disposal classifications, only the inspector can ultimately classify State-owned equipment as scrap. The inspector may change classification recommendations on the disposal request. The inspector will also issue a scrap pick-up ticket with a pick-up order number. A departmental representative should be on hand with a copy of the disposal request at the time of inspection. Any changes in designation made by the inspector should also be noted on the departmental copy of the disposal request, for internal reference.

FABweb Transfers and Disposals

If non-electronic equipment is scrap, the department must then contact the contracted recycler to retrieve the scrap equipment. Information about contacting the recycler is given at the time of inspection.

All scrap electronic equipment must be sent to the equipment redistribution warehouse.

If equipment is surplus, the department must contact Facilities and Services to transport the surplus equipment to the equipment redistribution warehouse. The Banner records of surplus equipment transferred to the redistribution warehouse are updated and posted weekly.

Departments are responsible for maintaining security over their equipment until it is retrieved.

NOTE: Never send requests to remove scrap or surplus equipment directly to Facilities and Services or to the property inspector; prior UPAR approval is always required.

Hazardous Materials

All hazardous materials must be identified and addressed prior to inspection by the property inspector. The Division of Research Safety (DRS) has outlined procedures for accomplishing this as follows:

- **Appliances** such as refrigerators or freezers may contain chlorofluorocarbon refrigerant gas; electrical switches or fluorescent lamps with mercury; or electrical devices that may contain PCBs (such as capacitors or ballasts). If PCBs are suspected or mercury-containing switches are identified, call DRS at 217-333-2755.
- Other **oil-containing materials** (such as transformers, capacitors, or high-voltage power supplies) need to be drained prior to disposal or recycling. If PCBs are suspected or if you need assistance in determining if PCBs are present, call DRS at 217-333-2755.
- Any **mercury-containing material/device** (such as thermometers, manometers, or mercury switches) or **equipment/metals in contact with any form of hazardous chemicals** must be evaluated prior to disposal or recycling. Call DRS at 217-333-2755 for assistance and/or proper decontamination methods.
- Any equipment/metals in contact with **potentially infectious agents (biohazards)** must be decontaminated, and biohazard warning signs and labels must be removed or destroyed prior to release. Call DRS at 217-333-2755 for assistance in determining decontamination needs.
- Any equipment/metals in contact with **radioactive materials** must be evaluated by DRS prior to disposal or recycling. Radioactive materials are sometimes found in analytical devices such as liquid scintillation counters or electron capture devices on gas chromatographs. Call DRS at 217-333-2755 to schedule an evaluation.

It is *especially important*, when dismantling and moving laboratories, to:

- Involve DRS in helping to identify and dispose of materials.
- Identify all unmarked materials, solids, and substances and verify that they are not toxic or hazardous prior to release or disposal.

Once these environmental safety steps have been taken, you may then submit your requests to University Property Accounting and Reporting for scrap/surplus inspection.

Facilities and Services can be contracted to assist in readying these materials for disposal or release as scrap metal (for example, removing coolants from refrigerators and air conditioners) by calling Facilities and Services at 217-333-0340.

2.3.D: Other Locations

When unneeded equipment is **not** located at facilities on one of the three main universities (such as the Peoria and Rockford medical school campuses or a Cooperative Extensive office), the department responsible for the equipment must submit a disposal request, which must be reviewed and approved by UPAR prior to any disposals.

2.4: Preparing Computers and Electronic Equipment for Disposal

State of Illinois statute requires that the data contained on computers or other electronic storage media that become scrap or surplus must be eliminated. U of I System policies and procedures for compliance with this law are found in the [Business and Financial Policies and Procedures manual - Remove Data from Electronic Devices](#). The process of removing data from a computer or other storage device is called *scrubbing*. At **Chicago** and **Urbana-Champaign**, initial scrubbing is performed by a departmental system administrator, information technologist, or property contact prior to the device's removal from the department. At **Springfield**, scrubbing is performed by Technical Support after the device has been removed from the department.

All devices that are capable of running scrubbing software must be scrubbed. The U of I System requires one pass of the scrubbing software for each device, to ensure safe delivery. Removal of the device for destruction in lieu of scrubbing is **not** acceptable. If the device is physically incapable of running the scrubbing software, indicate as such on the scrub label and in the disposal request.

Specially designed labels, which are mandated by the state of Illinois, must be affixed to the face of all items that have been scrubbed of data. You must indicate whether the item has a label by choosing *Yes* or *No* in the **Scrub Tag** field of the disposal request. The labels require the following information:

- Unit/Department
 - Data Overwritten
 - Inoperable Device
 - Degaussed per Federal Requirement
 - Inoperable Device Replaced
- Scrubbing performed by (name of person)
- Date that scrubbing was performed

Software for performing the scrubbing and printing these labels and related instructions are available at information technology services web sites:

- [Chicago](#) (under the heading *Tagging Sanitized Machines*)
- [Urbana-Champaign and Springfield](#)

These sites also provide additional policies and guidelines for data scrubbing. These guidelines must be followed, in conjunction with the disposal procedure outlined on page 18, before a department may dispose of computer or other electronic equipment. All scrubbing must be completed prior to submitting a disposal request.

FABweb Transfers and Disposals

The **Data Elimination** field in the disposal request must be completed for every computer or electronic equipment with memory, indicating one of the following:

- *Degaussed per Federal Requirement* (data subject to federal data elimination regulations).
- *Hard drive kept by unit* (department retaining hard drive for re-use)
- *Inoperable Device* (machine or drive contained within device cannot run data elimination software)
- *Data Overwritten* (data eliminated with data elimination software)

NOTE: Computers and electronic equipment with memory without this certification of data elimination may be returned to units at their expense, or units may be separately charged for the cost of data elimination.

All computers classified as scrap or surplus must be fully assembled and intact at the point of retrieval; their cases must be properly closed and fastened with screws. This includes machines that have been opened to remove memory cards or other components that do not impair their ability to function.

Departments may retain some hard drives that have extremely sensitive data or that will be reused. However, departments must replace the retained hard drive with a scrubbed hard drive, so the machine will function. Departments are still responsible for eventually scrubbing the data and disposing of the retained hard drive.

If you are removing an inoperable hard drive, you must affix the label indicating **Inoperable Device Replaced** and one of the three data elimination conditions. The removed storage device must then be transported to an OBFS redistribution facility or designated collection site for disposal.

When palletizing computers, the front of the computer (with the scrub label and PTag) must be visible and readable as palletized.

All other electronic equipment housing data storage media must follow data elimination policies. A scrub label must also be affixed to the device certifying the data elimination status.

Portable devices such as cell phones and PDAs (Personal Digital Assistants) require a full hard reset as specified by the device manufacturer.

See the [Storage Media Security Standard](#) (login required) for additional information on preparing electronic equipment for disposal.

2.5: Common Problems

Below are some common problems, along with their solutions, that FABweb users encounter when processing disposal requests.

Changing Scrap or Surplus status in a disposal.

<i>Problem: You can't change the scrap/surplus status in a disposal request.</i>	Solution: The Pick up Location field might be empty. Enter a location in the Pick up Location field and click the Back button.
--	--

FABweb Transfers & Disposals

Need a PTag number.

<p><i>Problem: You do not have the 9-digit PTag number for the asset you need to dispose.</i></p>	<p>Solution: Use FFIMAST in Banner to query for the PTag, by clicking the Search button next to the Asset Tag field. In the pop-up window, select Fixed Asset List Form (FFIFALV) to search using the asset's description, or select Procurement Query Form (FFIPROC) to search using the asset's serial number or description.</p>
---	--

Transaction was not saved to Excel.

<p><i>Problem: You did not save the disposal request as an Excel spreadsheet before you submitted it.</i></p>	<p>Solution: Each person in the work flow will have an opportunity to save the request as an Excel spreadsheet. Contact the next person in the flow to request a copy.</p>
---	--

E-mail notification is gone.

<p><i>Problem: You deleted the e-mail notification for the transaction you need to review or approve.</i></p>	<p>Solution: The e-mail notification is a courtesy and is not required to access FABweb transfers and disposals. Log in to FABweb and scroll down to the bottom of the screen; all the transactions that you are working on, or are available for you to claim, are located there.</p>
---	--

Making sure PTag number was added.

<p><i>Problem: You click the Add a Asset button to add a PTag and want to make sure the PTag is in your disposal request without scrolling to the bottom of the screen.</i></p>	<p>Solution: FABweb will only allow you to enter PTags in your Chart/Org; any errors will display at the top of the screen. If you don't see any errors, the PTag was added successfully.</p>
--	---

Lesson Summary

In this lesson, you learned how to distinguish between scrap and surplus equipment and how to document the disposal of scrap and surplus equipment. You also learned the correct university-specific procedures to follow to complete a disposal, as well as the special requirements to dispose of computers and electronic equipment.

How Do I...?	Use This Tool:	Reference Location:
Log in to FABweb?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 2.1
Check an item's asset record?	Banner	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5
Change an item's Condition code?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 5.1

Lesson Review

- Which of the following is the department's responsibility in disposing of unneeded equipment?
 - Absorbing any costs associated with the disposal
 - Complying with your university's policy for data scrubbing
 - Securing the equipment until it is transferred or retrieved
 - All of the above
- Equipment is considered to be scrap if it does not function, and surplus if it does function. True/False
- You can throw scrap equipment in the garbage once you receive UPAR's approval for the disposal request. True/False

Lesson 3: Other Disposals and Presumed Disposals

If equipment has been stolen, traded in, or cannot be located, you will follow a slightly different process than the one outlined in the previous lesson to record its disposal. In this lesson, you will learn how to document trade-in equipment, lost or stolen equipment, and other similar situations. In these cases, there is no physical equipment to move, so the process involves correctly documenting what happened to the equipment. The department head's approval is required.

3.1: Documenting an Other Disposal or Presumed Disposal

The department should initiate the process to document disposal. However, before you begin the process, you should check that the equipment's asset record shows the following information:

1. **Title To** field is *S*, indicating that the state of Illinois owns the equipment. Contact the university OBFS grants office if another code is shown in the **Title To** field.
2. **COA** and **Organization** fields reflect your department's information. Contact the custodial department if your department's Chart and Organization codes are not shown.

Any department sending an **Other Disposal** or **Presumed Disposal** request has the following responsibilities:

- Assuring that items being documented as disposed are assigned to their own responsible Chart and Organization, as shown in point 2 above.
- Obtaining approval from department head.
- Verifying that disposal requests have been processed by checking the equipment's record in Banner four weeks after initially submitting the disposal request.
- Obtaining approval for disposal from the university grants office if the equipment is not owned by the state of Illinois, as discussed in point 1 above.

The basic process is outlined below.

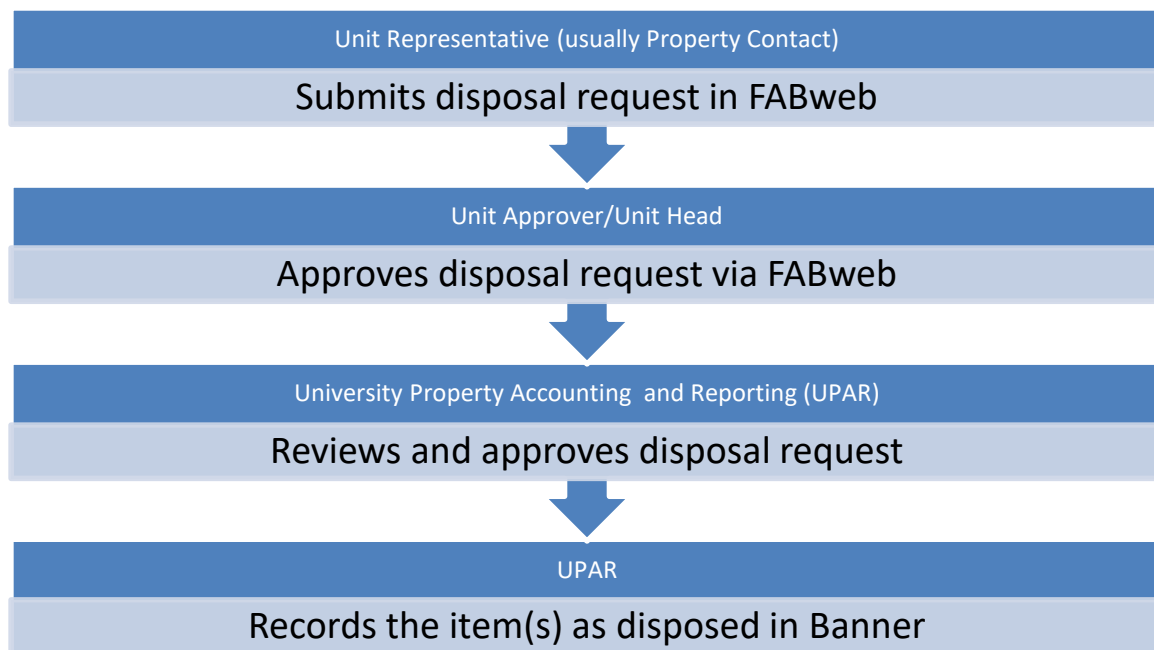


Figure 3.1: Other Disposal/Presumed Disposal Process Outline

FABweb Transfers and Disposals

University movers are not involved in the process, because, in these cases, there is no physical equipment to move.

3.2: Other Disposals

Use the **Other Disposals** category in FABweb when you need to document an equipment disposal with one of the following disposal designations:

Disposal Status	Definition
Casualty Loss	Equipment that is destroyed or irreparably damaged through fire, flood, or accident.
Inventoried In Error	Any item that was added to inventory, but does not qualify as equipment, for which a Journal Voucher (JV) has been prepared to correct the Account code. Please provide the JV # in the comments section.
Returned for Credit	Item has been returned to vendor.
Scrapped without UPAR Approval	Item has already been scrapped by the department, without going through the proper disposal process, and a responsible individual within the department has personal knowledge of its unauthorized disposal and can attest to the nature of the disposition.
State Surplus	Equipment that is shipped directly to CMS. Prior UPAR approval is required.
Stolen	If a piece of equipment is stolen, the department must immediately report the theft to the University Police, providing them with a complete description of the stolen equipment, the property control (PTag) number, and the serial number of the stolen equipment. Copies of any supporting documentation from the police record should be sent to UPAR. Document the disposal (SD) number with the police record.
Trade-In	Any item that was traded-in on the acquisition of equipment. The Purchase Order # and the Property Control # (PTag) of the newly acquired equipment must be provided in the comments section. In addition, you must add the old equipment's PTag number to the new equipment's asset record, in the External Cross Ref field.
Transferred Out	Equipment that is sent to other agencies. Prior UPAR approval and documentation are required.
Transferred w/ Researcher	Item that has been approved for permanent transfer with researcher. In addition to a FABweb request, a fully executed Request to Permanently Transfer Sponsored Project Equipment with Researcher form must also be completed. (See the form instructions .)
Unique Case – Comments Required	Disposal that is not covered by any of the designations above. Comments about the type of disposal are required.

Figure 3.2: Other Disposal Status Definitions

Disposal requests with more than one item display each PTag in alphabetical and numerical order. Any child records display immediately after the associated parent record. To dispose of a parent or child asset separately, contact University Property Accounting and Reporting to break the relationship.

FABweb Transfers & Disposals

Before you begin, you should have the PTag number of the item(s) being disposed. Use the following steps to submit a disposal request:

1. Log in to FABweb.
2. Click **Process a Surplus/Disposal**.

NOTE: See Appendix E for information on the fields in FABweb.

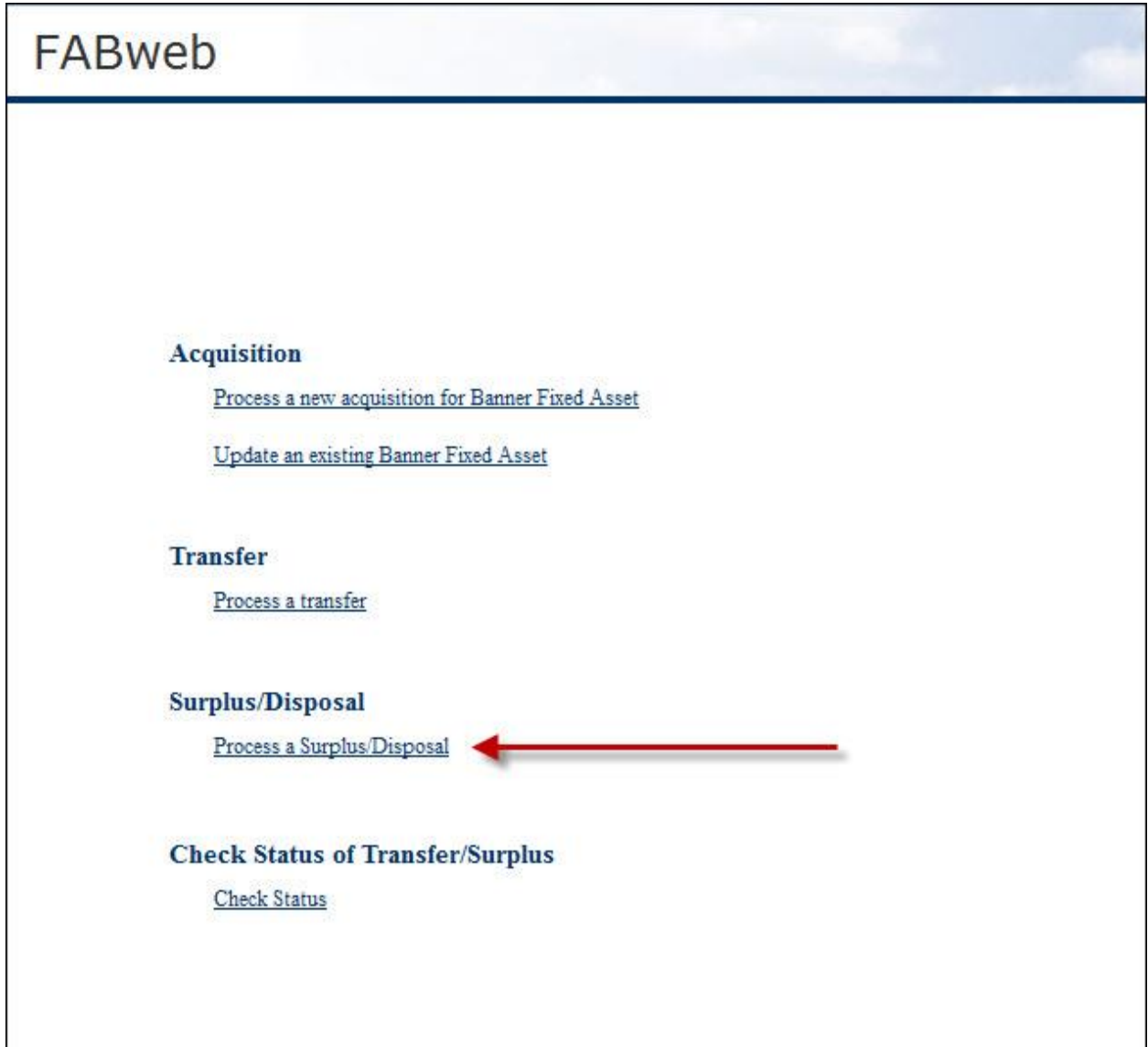


Figure 3.3: Process a Surplus/Disposal

FABweb Transfers and Disposals

3. Select the **Other Disposal** category.
4. Click the **Submit** button.

Process a Record for Surplus/Disposal

Process individual record(s)

Designate a category to process a record for Surplus/Disposal

Designation Category: Other Disposal

Upload a File

To upload a file for processing, select the file and click on Upload:

Asset File: No file selected.

Definition of Designation Categories
 Only one designation category is allowed per request
 Comments and Documentation are required on Designation Categories
 Other Disposal and Presumed Disposal

<p style="text-align: center;">Scrap/Surplus Disposal</p> <ul style="list-style-type: none"> • Scrap Electronic* • Scrap Non Electronic** • Surplus Electronic* • Surplus Non Electronic** <p><small>* Items with Hard drives and other digital media ONLY. Examples: PC, Laptop, Servers, Tablets, Memory Flash Drives</small></p> <p><small>** Non Electronic. Examples: Monitors, Printers, Fax</small></p>	<p style="text-align: center;">Other Disposal</p> <ul style="list-style-type: none"> • Casualty Loss (Fire/Flood Damage) Email documentation (insurance claim) of loss to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Inventoried In Error[^] Give Reason: Example: Leased Equipment, Duplicate Ptag Assigned (Reference both Ptags) • Returned for Credit Email a copy of the Credit to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Scrapped without UPAR Approval Email supporting documentation (original disposal request) to OBFSUAFRPROPERTY@uillinois.edu • State Surplus (Sent to CMS) Email a copy of the receipt to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Stolen Email a copy of the Police report to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Trade-In[^] Provide Purchase Order number, New Ptag number and Trade in Allowance • Transferred Out Email Transfer Out Authorization to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Transferred w/ Researcher Email Approved by all parties, including Receiving Institution to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# • Unique Case--Comments Required Email any supporting documentation (if any) to OBFSUAFRPROPERTY@uillinois.edu - Reference SD# <p><small>[^] Add comments in the FABweb Disposal request</small></p>	<p style="text-align: center;">Presumed Disposal</p> <p style="color: red; font-size: small;">Only for items not located during Biennial Inventory after a thorough search.</p> <ul style="list-style-type: none"> • Presumed other disposal • Presumed scrapped without authorization
---	--	---

Figure 3.4: Other Disposal Category

5. Enter the PTag number of the first item in the **PTag:** field, or enter an OTag number in the **OTag:** field instead.

38

CONTROLLER

Finance


FABweb Transfers & Disposals

- Click the **Add a Banner Asset** button.

Submit a Record for Surplus/Disposal

Chosen Designation for this Transaction:
Other Disposal

To add a Banner item, enter the OTag or PTag below and click on Add a Banner Asset

PTag: 

or

Otag:


Add a Non-Banner Asset to this transaction

* Serial Number: * Description:


Chart and Orgs: 1-220

Figure 3.5: Enter a PTag Record


- Repeat steps 5-6 for every item you need to add to the disposal request. If you do not need to add any more items, skip to the next step.
- Note the disposal ID at the top of the **Summary** tab.
- Click the **More Info** link for any item to review that item's asset information in a pop-up window. Click **Close** to close the window when you are done.
- Select a disposal status for each item under **Designate an Other Disposal Status**. The choices are shown in Figure 3.2, on page 36.

 **Asset**

PTag#: L10F15629 Description: TABLET PC [More Info](#)

Designate an Other Disposal Status:
 

Title Code: S Location Code: 100174
Original Cost: \$3,284.25 Building Code:
Resp Chart Code: 1 Building Name: Engineering Sciences
Year Acquired:

 **Non-Banner Asset**

Designate an Other Disposal Status:

Serial Number: 1122334455
Description: black Herman Miller desk chair

Figure 3.6: Select Disposal Status

FABweb Transfers and Disposals

11. Click the **Forward** tab.
12. Confirm that your contact information is correct.
13. Add a comment in the **Comments/Notes** field with a short description of the disposal request. Comments and documentation are required for the **Other Disposal** category.

Submit a Surplus/Disposal

SummaryForward

Surplus/Disposal ID # SD009060

* = Required to Process Transaction

Submit for Unit Approval

* Contact Person:

Phone: () -

* E-mail:

Comments/Notes (100 characters max):

SubmitSave To ExcelCancel Entire Transaction

Figure 3.7: Submit Disposal Request

14. Click the **Save to Excel** button, then choose a file name and location. All disposal request information will be saved in a spreadsheet format for your reference. You will not be able to access the disposal request after submission, so you are strongly encouraged to use the **Save to Excel** function to keep a record of it.

NOTE: See Appendix D for more detailed steps on saving to Excel.

15. Click the **Submit** button.
16. Click **Log Out** when you are finished.

Deleting Items From a Disposal Request

If there is more than one record in the disposal request, you will see a trash can icon next to each record on the **Summary** tab. You can click the trash can icon to delete a record from the disposal request, if needed.



Figure 3.8: Deleting a Record from a Disposal Request

Canceling a Disposal Request

You may cancel the disposal request at any time before submission by clicking the **Cancel Entire Transaction** button on either the **Summary** tab or the **Forward** tab. If you exit to the FABweb main menu or log out before submitting or canceling a disposal request, it will be locked to you. Nobody else will be able to access the disposal request or the assets until you submit it or cancel it. The disposal request will appear on the FABweb main menu, under the section **Transfers/Surplus/Disposals I am working on**. You can click the disposal ID link to continue working on the disposal request.

Declined Disposal Requests

If the disposal request is declined at any point after you submit it, you will receive a notification e-mail, and the disposal request will be added back to your work list, under the **Transfers/Surplus/Disposals I am working on** section. You can make changes to the disposal request and re-submit, or cancel the disposal request if needed.

3.3: Presumed Disposals

The **Presumed Disposal** category should only be used after biennial inventory for assets that cannot be located after a thorough search. If an asset cannot be found after a thorough search, it is considered *unlocatable*. Unlocatable equipment may be removed from the official property record only after a physical search has been completed and substantial follow-up efforts by the department have failed to locate the item.

Disposal requests with more than one item display each PTag in alphabetical and numerical order, followed by items that do not have a Banner asset record at the bottom. Any child records display immediately after the associated parent record.

The **Presumed Disposal** category uses the following disposal designations:

Disposal Status	Definition
Presumed other disposal	To be used after a thorough search when the likely disposition was casualty loss, inventoried in error, returned for credit, state surplus, stolen, trade-in, transferred out, transferred w/researcher, or unique case.
Presumed scrapped without authorization	To be used after a thorough search when there is no known or likely explanation.

Figure 3.9: Presumed Disposal Status Definitions

FABweb Transfers & Disposals

Before you begin, you should have the PTag number of the item(s) being disposed. If you have unlocatable equipment, use the following steps to submit a disposal request:

1. Log in to FABweb.
2. Click **Process a Surplus/Disposal**.

NOTE: See Appendix E for information on the fields in FABweb.

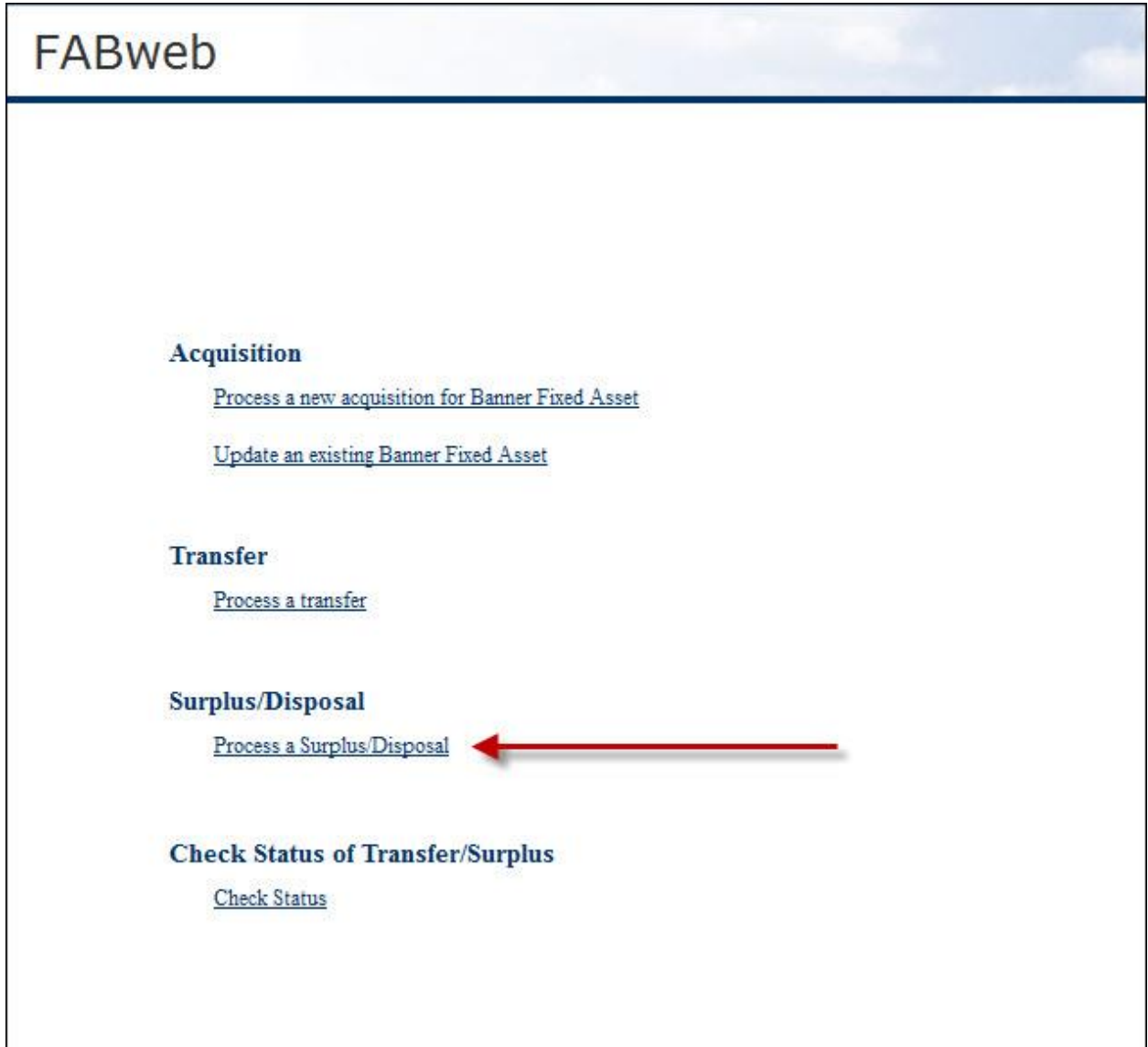


Figure 3.10: Process a Surplus/Disposal

FABweb Transfers and Disposals

3. Select the **Presumed Disposal** category.
4. Click the **Submit** button.

Process a Record for Surplus/Disposal

Process individual record(s)

Designate a category to process a record for Surplus/Disposal

Designation Category: Presumed Disposal

Upload a File

To upload a file for processing, select the file and click on Upload:

Asset File: No file selected.

Definition of Designation Categories

Only one designation category is allowed per request

Comments and Documentation are required on Designation Categories

Other Disposal and Presumed Disposal

Scrap/Surplus Disposal

- Scrap Electronic*
- Scrap Non Electronic**
- Surplus Electronic*
- Surplus Non Electronic**

* Items with Hard drives and other digital media ONLY. Examples: PC, Laptop, Servers, Tablets, Memory Flash Drives

** Non Electronic. Examples: Monitors, Printers, Fax

Other Disposal

- **Casualty Loss (Fire/Flood Damage)**
Email documentation (insurance claim) of loss to QBFSUAFRPROPERTY@uillinois.edu - Reference SD#
- **Inventoried In Error**[^]
Give Reason: Example: Leased Equipment, Duplicate Ptag Assigned (Reference both Ptags)
- **Returned for Credit**
Email a copy of the Credit to QBFSUAFRPROPERTY@uillinois.edu - Reference SD#
- **Scrapped without UPAR Approval**
Email supporting documentation (original disposal request) to QBFSUAFRPROPERTY@uillinois.edu
- **State Surplus (Sent to CMS)**
Email a copy of the receipt to QBFSUAFRPROPERTY@uillinois.edu - Reference SD#
- **Stolen**
Email a copy of the Police report to QBFSUAFRPROPERTY@uillinois.edu - Reference SD#
- **Trade-In**[^]
Provide Purchase Order number, New Ptag number and Trade in Allowance
- **Transferred Out**
Email Transfer Out Authorization to QBFSUAFRPROPERTY@uillinois.edu - Reference SD#
- **Transferred w/ Researcher**
Email Approved by all parties, including Receiving Institution to QBFSUAFRPROPERTY@uillinois.edu - Reference SD#
- **Unique Case--Comments Required**
Email any supporting documentation (if any) to QBFSUAFRPROPERTY@uillinois.edu - Reference SD#

[^] Add comments in the FABweb Disposal request

Presumed Disposal

Only for items not located during Biennial Inventory after a thorough search.

- Presumed other disposal
- Presumed scrapped without authorization

Figure 3.11: Presumed Disposal Category

FABweb Transfers & Disposals

5. Enter the PTag number of the first item presumed disposed in the **PTag:** field, or enter an OTag number in the **OTag:** field instead.
6. Click the **Add a Banner Asset** button.

Submit a Record for Surplus/Disposal

Chosen Designation for this Transaction:
Presumed Disposal

To add a Banner item, enter the OTag or PTag below and click on Add a Banner Asset

PTag: ←

or

OTag:

Add a Non-Banner Asset to this transaction

* Serial Number: * Description:

Chart and Orgs: 1-220

Figure 3.12: Enter a PTag Record

7. Repeat steps 5-6 for every item you need to add to the disposal request. If you do not need to add any more items, skip to the next step.
8. Note the disposal ID at the top of the **Summary** tab.
9. Click the **More Info** link for any item to review that item's asset information in a pop-up window. Click **Close** to close the window when you are done.

FABweb Transfers and Disposals

10. Select a disposal status for each item under **Designate a Presumed Disposal Status**.

Asset
PTag#: L10F15629 Description: TABLET PC
[More Info](#)

Designate a Presumed Disposal Status:
Presumed scrapped without authorization ▼

Title Code: S Location Code: 100174
Original Cost: \$3,284.25 Building Code:
Resp Chart Code: 1 Building Name: Engineering Sciences
Year Acquired:

Asset
PTag#: L10F15637 Description: DP EQUIP, LAPTOP PERSONAL COMPUTER
[More Info](#)

Designate a Presumed Disposal Status:
Presumed other disposal ▼

Title Code: S Location Code: 100066
Original Cost: \$4,304.78 Building Code:
Resp Chart Code: 1 Building Name: Seitz Materials Resea
Year Acquired:

Figure 3.13: Select Disposal Status

11. Click the **Forward** tab.
12. Confirm that your contact information is correct.

FABweb Transfers & Disposals

13. Add a comment in the **Comments/Notes** field with a short description of the disposal request. Comments and documentation are required for the **Presumed Disposal** category.

Submit a Surplus/Disposal

SummaryForward

Surplus/Disposal ID # SD009061

* = Required to Process Transaction

Submit for Unit Approval

* Contact Person:

Phone: () -

* E-mail:

Comments/Notes (100 characters max):

Figure 3.14: Submit Disposal Request

14. Click the **Save to Excel** button, then choose a file name and location. All disposal request information will be saved in a spreadsheet format for your reference. You will not be able to access the disposal request after submission, so you are strongly encouraged to use the **Save to Excel** function to keep a record of it.
NOTE: See Appendix D for more detailed steps on saving to Excel.
15. Click the **Submit** button.
16. Click **Log Out** when you are finished.

Deleting Items From a Disposal Request

If there is more than one record in the disposal request, you will see a trash can icon next to each record on the **Summary** tab. You can click the trash can icon to delete a record from the disposal request, if needed.

The screenshot displays two asset records in a list. Each record includes a trash can icon, an 'Asset' label, a PTag#, a description, and a 'More Info' link. Below each record is a dropdown menu for 'Designate a Presumed Disposal Status' and several fields for asset details.

Asset	PTag#	Description	Designate a Presumed Disposal Status	Title Code	Location Code	Original Cost	Building Code	Resp Chart Code	Building Name	Year Acquired
Asset	L10F15629	TABLET PC	Presumed scrapped without authorization	S	100174	\$3,284.25		1	Engineering Sciences	
Asset	L10F15637	DP EQUIP, LAPTOP PERSONAL COMPUTER	Presumed other disposal	S	100066	\$4,304.78		1	Seitz Materials Resea	

Figure 3.15: Deleting a Record From a Disposal Request

Canceling a Disposal Request

You may cancel the disposal request at any time before submission by clicking the **Cancel Entire Transaction** button on either the **Summary** tab or the **Forward** tab. If you exit to the FABweb main menu or log out before submitting or canceling a disposal request, it will be locked to you. Nobody else will be able to access the disposal request or the assets until you submit it or cancel it. The disposal request will appear on the FABweb main menu, under the section **Transfers/Surplus/Disposals I am working on**. You can click the disposal ID link to continue working on the disposal request.

Declined Disposal Requests

If the disposal request is declined at any point after you submit it, you will receive a notification e-mail, and the disposal request will be added back to your work list, under the **Transfers/Surplus/Disposals I am working on** section. You can make changes to the disposal request and re-submit, or cancel the disposal request if needed.

3.4: Employee Restitution

Departments may choose to request restitution from an employee for unlocatable or stolen equipment if the equipment was lost or stolen while that employee was responsible for it.

Employees may also be asked to reimburse the U of I System if equipment was misplaced or damaged because of neglect while in their care, or if they have used system property without being granted explicit or implicit departmental knowledge or authorization.

The decision to request employee restitution for unlocatable or stolen equipment must be made by the department head. The conditions under which a department may request employee restitution, as well as the procedure to follow to determine liability and reimbursement, can be obtained by contacting Jeff Weaver via e-mail at jweaver2@uillinois.edu.

For more information, see the [Business and Financial Policies and Procedures Manual - Assess an Employee for Missing or Damaged Equipment](#).

Lesson Summary

In this lesson, you learned how to document the disposal of trade-in equipment, lost or stolen equipment, and other similar situations. In these cases, there is no physical equipment to move, so the process involves correctly documenting what happened to the equipment.

How Do I...?	Use This Tool:	Reference Location:
Log in to FABweb?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 2.1
Document the PTag of traded-in equipment on a new item?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 5.1

Lesson Review

1. It is UPAR's responsibility to initiate a disposal request. True/False
2. You would begin a disposal request in which of the following situations?
 - a. Equipment has been stolen
 - b. Equipment is unlocatable
 - c. Equipment has been destroyed by fire
 - d. All of the above

Lesson 4: Checking Transaction Status

In this lesson, you will learn how to use the **Check Status** function in FABweb.

4.1: Using the Check Status Function

The **Check Status** function allows you to find the status of any transfer or surplus/disposal transaction for your unit. You will not be able to make any changes while you are checking the transaction's status; you can only view the transaction details in **Read-Only** mode. However, if a transaction is unclaimed, you can claim it if you have the appropriate role, in order to make updates. If a transaction is locked to a user, only that particular user can make updates.

You can review all the in-process transactions for your unit, or you can narrow your search by entering either a full or partial FABweb transaction ID (such as *TR000294* or *294*) or a PTag number. If your FABweb authorization is for multiple organizations, you can also refine your search by selecting the specific organization.

FABweb Transfers & Disposals

Use the following steps to check a transaction's status:

1. Log in to FABweb.
2. Click **Check Status**.

NOTE: See Appendix E for information on the fields in FABweb.

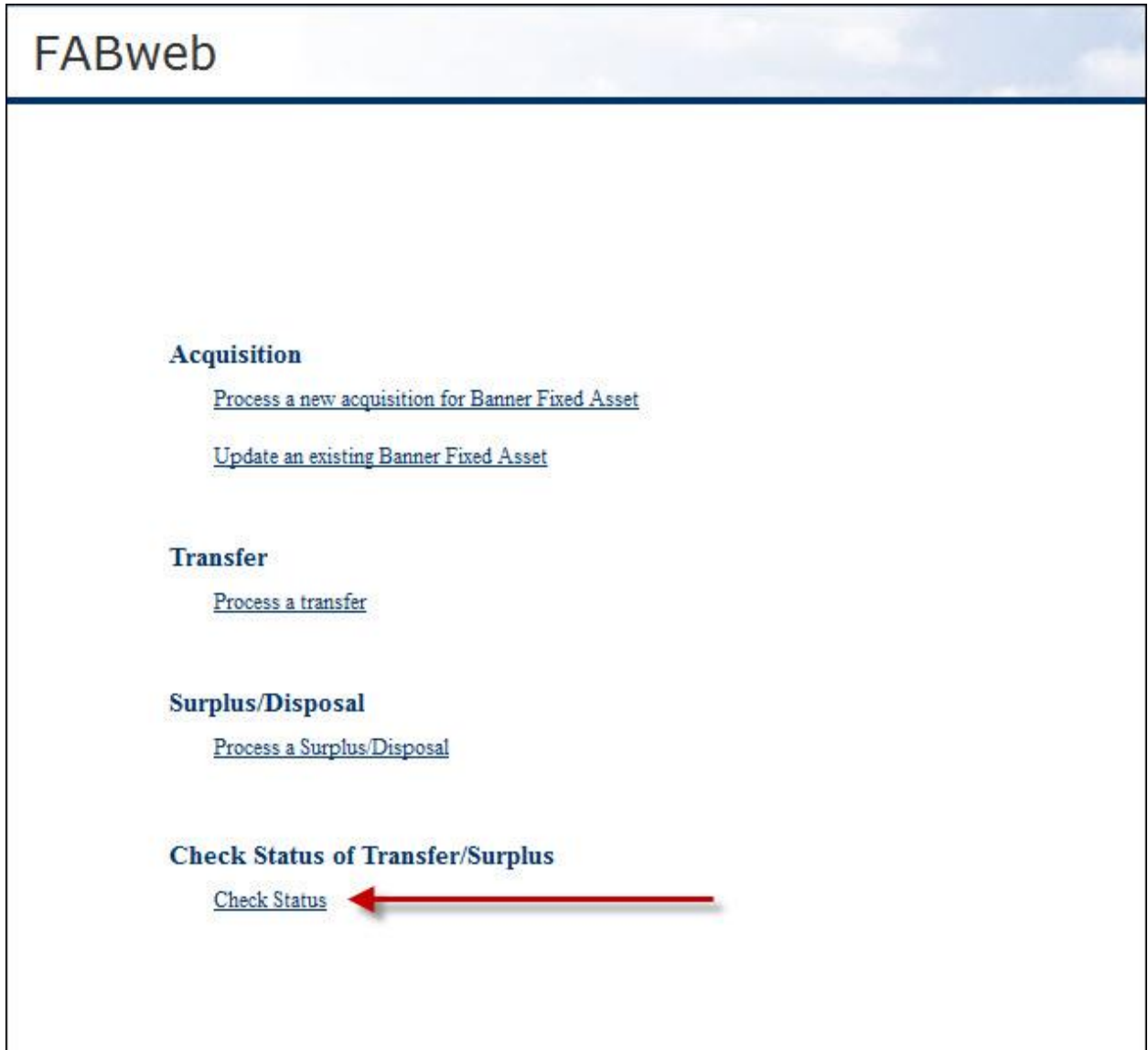


Figure 4.1: Check Status of Transfer/Surplus

3. Enter a transaction number or PTag number, if known.
4. Select the appropriate Org from the drop-down list.

FABweb Transfers and Disposals

5. Click the **Find** button.

FABweb

Main Menu | Log Out

Check Status (Read only)

Find a record using one of three options:

- Enter Transfer/Surplus ID and click on Find. (ex: TR000294 enter as 294)
Or
- Enter PTag number and click on Find.
Or
- Browse all records for your organization(s) listed below. Select Org, and click on Find.

Transfer/Surplus ID: Org (Resp):

PTag:

Figure 4.2: Find Status

6. Click the **Transaction #** link to display transaction details.

Submitted Requests - Read Only

(9 261) No Organization Found

Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change
SD010863	Property Accounting	1-115003	Locked	Juana Rodriguez	2012-05-30 11:11:38.0

(9 261000) OBFS - Train Perf Dev & Comm

Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change
TR008765	Receiving Dept/Approver	9-374000	Locked	David Zimmer	2012-02-16 09:26:04.0

(9 521000) OBFS - Risk Management

Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change
TR010897	Originating Dept/Approver	9-261000	Unclaimed		2012-05-31 11:31:24.0

Figure 4.3: Review Transaction Details

7. To search for additional transactions, click **Find**. If you are done searching, skip to step 9.

FABweb

Main Menu | Find | Log Out

Figure 4.4: Find Additional Transactions

FABweb Transfers & Disposals

- Enter the appropriate information (as shown in steps 3-4) and click the **Find** button.
- To claim an unclaimed transaction on the main FABweb page, click **Main Menu**.



Figure 4.5: Return to Main Menu

- Click **Log Out** when you are finished.

4.2: Examples of Transaction Status

When you search for transactions, the **Status** and **Unit/Role** columns tell you important information about whether the transaction has been claimed, and where the transaction is in the transfer or surplus/disposal process. Below are some examples.

- The transfer is in process and has not been submitted by the Originating Department Representative.

(1 392003) Beckman Facilities						
Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change	
TR008614	Originating Dept/Rep	1-615000	Locked	Sherrri Faith	2012-05-18 10:38:46.0	

Figure 4.6: Status Example 1

- The first surplus/disposal request below has not been claimed by an Originating Department Approver. The second surplus/disposal request has been claimed by an Originating Department Approver and is in process.

(2 467) No Organization Found						
Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change	
SD007026	Originating Dept/Approver	2-115003	Unclaimed		2011-11-08 14:47:49.0	
SD001002	Originating Dept/Approver	2-115003	Locked	Michael Fitzgerald	2011-02-04 09:34:24.0	

Figure 4.7: Status Example 2

- This transfer has not been claimed by a Receiving Department Approver.

(1 375008) INHS - IRBS						
Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change	
TR008564	Receiving Dept/Approver	1-875000	Unclaimed		2012-02-07 15:02:10.0	

Figure 4.8: Status Example 3

- This transfer has been claimed by a Receiving Department Approver and is in process.

(1 581001) Kinesiology & Community Health						
Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change	
TR001686	Receiving Dept/Approver	1-392044	Locked	Michael Smith	2011-03-01 09:23:31.0	

Figure 4.9: Status Example 4

FABweb Transfers and Disposals

- The transfer has been claimed by a Receiving Department Representative and is in process.

(1 486000) Graduate Admin						
Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change	
TR007547	Receiving Dept/Rep	1-375002	Locked	Rena Strawbridge	2011-12-05 11:40:54.0	

Figure 4.10: Status Example 5

- This surplus/disposal request has not been claimed by Property Accounting.

(1 580000) LAS Administration						
Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change	
SD004681	Property Accounting	1-115003	Unclaimed		2011-07-06 11:32:08.0	

Figure 4.11: Status Example 6

- This surplus/disposal request has been claimed by Property Accounting and is in process.

(1 934000) College of Media Admin						
Transaction #	Unit/Role #	Receiving Org #	Status	User Name #	Date and Time last Status Change	
SD002862	Property Accounting	1-115003	Locked	Juana Rodriguez	2011-04-13 10:13:18.0	

Figure 4.12: Status Example 7

Lesson Summary

In this lesson, you learned how to use the **Check Status** function to check the status of transfer or surplus/disposal transactions for your unit.

Lesson 5: Special Case Disposals

In this lesson, you will learn about the disposal of certain items that are considered special cases, such as antiques and firearms.

5.1: Antiques and Works of Art

Special rules apply to the disposal of antiques and works of art. These rules are administered by University Property Accounting and Reporting (UPAR). If a department wishes to dispose of any item that qualifies as an antique or work of art, they should initiate the disposal request in FABweb.

Disposing of antiques and works of art requires state approval. The director of the Illinois Department of Central Management Services (CMS) will decide the final disposition of an antique or work of art. Antiques or works of art may be loaned or donated to public museums or galleries. If the director of CMS is unable to loan or donate the antique or work of art, it may be sold by negotiating through a qualified appraiser.

5.2: Firearms

Special rules also apply to the disposal of firearms. Whenever possible, a department should trade in firearms that are no longer needed for other firearms, provided that the vendor provides adequate documentation of acceptance of old weapon(s).

If a department determines that a firearm is to be disposed of, and no trade-in options are available or desired, they should initiate the disposal request in FABweb.

When UPAR receives the disposal request regarding disposal of firearms, UPAR informs the Illinois Department of Central Management Services (CMS) of the needed disposal. UPAR also arranges to transfer the weapon(s) to the Illinois State Police. An Illinois State Police representative will come to collect the weapon(s).

The department owning the firearm(s) retains custody of them at all times until their control is relinquished to an Illinois State Police representative. Custody will not be transferred to UPAR or a university property redistribution room.

The Illinois State Police representative that receives the firearm must sign a release, relieving the system of responsibility for the firearm(s). Once the release is signed, the department must send a copy to UPAR, which removes the firearm(s) from inventory.

Departments possessing firearms must take all precautions necessary to prevent their improper use. For more information on weapons possession, see the [Business and Financial Policies and Procedures Manual, Section 12.4.4 - Disposal of Firearms](#).

For additional information about specific university procedures, go to the Additional Resources section of the page.

5.3: Special Exemption Requests

Another special disposal case occurs if a department believes that it has a justifiable reason for disposing of equipment in a way which does not conform to state and system guidelines (such as donating equipment, or selling it and retaining the proceeds). In these instances, the department can prepare a written request for exemption from the State Property Control Act.

FABweb Transfers and Disposals

To pursue a special exemption request, contact Jeff Weaver via e-mail to jweaver2@uillinois.edu or at the following address:

Jeff Weaver
Director, Equipment
OBFS - University Property Accounting and Reporting, MC 597
111 E. Green St.
Champaign, IL 61820

The request will be evaluated by UPAR, and if appropriate, be approved by UPAR. If it is approved by UPAR, the request must then be submitted to the Illinois Department of Central Management Services (CMS) and approved by CMS. Approval of special requests for exemption from the State Property Control Act is not guaranteed.

Lesson Summary

In this lesson, you learned about the disposal of certain items, such as antiques and firearms. These are considered special cases.

Course Summary

This course provided an overview of FABweb procedures that you will use to perform fixed asset interdepartmental transfers and disposals. In this course, you have learned how to transfer an equipment record to another department, using FABweb. You also learned about the disposal process and how to dispose of equipment that no longer works or is no longer needed in your department. In addition, you learned about the process to document disposal of equipment that has been damaged beyond repair, lost, stolen, or is unable to be located.

Course Objectives

Now that you have completed this course, you should be able to:

- ◆ Describe the transfer process.
- ◆ Transfer an equipment record to another department.
- ◆ Receive an equipment transfer from another department.
- ◆ Describe the disposal process.
- ◆ Dispose of equipment.
- ◆ Send equipment to surplus.

Answer Key

Lesson 1, Performing Transfers in FABweb

1. You can transfer a parent asset to another department while retaining the child asset. True/**False**
2. Which person is responsible for initiating a transfer in FABweb?
 - a. Receiving Unit Representative (RUR)
 - b. Originating Unit Representative (OUR)**
 - c. Originating Unit Approver (OUA)
 - d. University Property Accounting and Reporting (UPAR)
3. Put the steps that the RUR must perform in order below.
 - b Arrange for university movers
 - d Submit transfer to Banner
 - a Review approved transfer
 - c Enter Location code
4. Which of the following appear in the **Transfers/Surplus/Disposals I am working on** section?
 - a. In process transfers that have not been submitted
 - b. Declined transfers that I originated
 - c. Transfers that I am receiving
 - d. All of the above**

Lesson 2, Disposing of Scrap and Surplus Equipment

1. Which of the following is the department's responsibility in disposing of unneeded equipment?
 - a. Absorbing any costs associated with the disposal
 - b. Complying with your university's policy for data scrubbing
 - c. Securing the equipment until it is transferred or retrieved
 - d. All of the above**
2. Equipment is considered to be scrap if it does not function, and surplus if it does function. True/False
3. You can throw scrap equipment in the garbage once you receive UPAR's approval for the disposal request. True/**False**

Lesson 3, Other Disposals and Presumed Disposals

1. It is UPAR's responsibility to initiate a disposal request. True/**False**
2. You would begin a disposal request in which of the following situations?
 - a. Equipment has been stolen
 - b. Equipment is unlocatable
 - c. Equipment has been destroyed by fire
 - d. **All of the above**

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From its web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Check the **Curriculum Guide** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Accounting and Financial Reporting announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at <http://www.obfs.uillinois.edu>.
2. Click the **News Center** button at the top.
3. Click **Sign up for email updates!** (See the link on the left side of the page.)
4. Enter your email address and select your university.
5. Be sure to select the following topic: **Finance**
6. Click the **Subscribe** button.

Property Accounting Courses

Materials for the following courses are available from the OBFS Training Center web site when you go to <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see these courses:

- **Introduction to Property Accounting** – View the Fixed Assets 101 course materials.
- **FABweb Additions and Updates** – View or download the Fixed Assets 102 course materials
- **FABweb Transfers and Disposals** – View or download the materials for this course.
- **Equipment Loans and Other Transfers** – View the Fixed Assets 104 course materials.
- **Physical Inventory of Equipment** – View or download the Fixed Assets 105 course materials.
- **FABweb Batch Upload** – View the training materials to upload files with multiple records.

Appendix B: Support and Resources Summary

How Do I...?	Use This Tool:	Reference Location:
Log in to FABweb?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 2.1
Find the correct Location code to use in FABweb?	Location Report in EDDIE OR Location Codes by Chart – available on OBFS Equipment Management website , under Helpful Documents: Location Codes Chart 1 (XLS) Location Codes Chart 2 (XLS) Location Codes Chart 4 (XLS)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Update the Equipment Manager and Custodian?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 5.1
Check an item's asset record?	Banner	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.1
Change an item's Condition code?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 5.1
Document the PTag of traded-in equipment on a new item?	FABweb	Accounting & Financial Reporting Training: FABweb Additions and Updates training guide, Lesson 5.1
Find my UPAR processor?	Department Property Contacts (XLS) in the New Acquisitions Contact column	OBFS Equipment Management website , under Helpful Documents

FABweb Transfers and Disposals

Log in to FABweb at <https://fabweb.uillinois.edu/>.

Visit the [OBFS web site](#) and the [OBFS Equipment Management web site](#) to find links to log in to FABweb, information about fixed assets, and other helpful links. The web site also contains links to job aids and other training materials.

For additional help with disposals or transfers, contact one of the following people:

Name	Phone	E-mail
Magdalena Jach	312-585-9171	mj20@uillinois.edu
Juana Rodriguez	312-585-9146	juana@uic.edu

For technical problems with FABweb, contact the AITS Help Desk at 217-333-3102 or 312-996-4806, or send a message to servicedeskait@uillinois.edu.

If you have any additional property accounting questions, you may contact:

Jeff Weaver
Director, Equipment
University Accounting & Financial Reporting
217-244-7978
jweaver2@uillinois.edu

Marti Conrad
Assistant Director, Equipment
University Accounting & Financial Reporting
217-300-2159
mdesjar2@uillinois.edu

Appendix C: Internal “Sale” to Another Department

If equipment held by one department can be used by another department, and there is a mutual agreement for the receiving department to pay for the equipment, a transfer "sale" transaction can be made between the two departments. The "sale" is usually accomplished via a budget transfer from the receiving department to the originating department, for the agreed-upon amount.

For example, a piece of lab equipment was going to be traded in for new lab equipment by the School of Chemical Sciences at UIUC. However, the Department of Biochemistry at UIUC can use that equipment, so an internal "sale" is done between the School of Chemical Sciences and the Department of Biochemistry. The Department of Biochemistry compensates the School of Chemical Sciences with a budget transfer. Internal sales, such as this one, are similar to Interdepartmental Transfers, with the exception of the "payment".

Allowable Funding Transfers

Only certain types of budget or funding transfers are allowed to compensate for the equipment. Check with your business office if you have any questions about allowable funding transfers. Permissible funding transfers include:

- Budget transfers between state appropriation or institutional funds
- Expenditures from state appropriation funds to other state appropriation funds
- Expenditures between institutional and gift/endowment income funds
- Expenditures from self-supporting funds to other self-supporting funds
- Expenditures from non-federal grant funds to institutional or gift/endowment income funds
- Expenditures from institutional, self-supporting, or gift/endowment income funds to grant funds, with specific written approval of the sponsor.

Grant or contract fund sources may be used for the "purchase" of sponsored project equipment, with permission from the sponsor. The university grants office assists in obtaining permission from the sponsor in these cases.

The following funding transfers are **prohibited** because of their potential impact on indirect cost rate:

- Transfers between institutional and self-supporting funds
- Transfers from federal grant funds to institutional, self-supporting, or gift/endowment income funds

See the next page for more information on funding sources.

Journal Vouchers

After initiating an interdepartmental transfer via FABweb (as shown in Lesson 1), the property contact of the originating department must create a journal voucher using the **Journal Voucher Entry Page (FGAJVCD)** in Banner to process the fund transfer.

NOTE: A separate journal voucher must be completed for *each item* being sold. Each journal voucher to transfer funds must include the following information in document text:

- Amount of "payment"
- Original account charged for the equipment

FABweb Transfers and Disposals

- Reference to original purchase document
- Description
- Property control (PTag) number of the equipment
- Name of the originating department
- Name of the receiving department
- Chart and Organization code of the originating department
- Chart and Organization code of the receiving department

For more information about processing journal vouchers for fixed assets, see Appendix L of the course guide for [Journal Voucher Processing](#).

For steps on how to create a journal voucher, see the job aid on [Creating a Journal Voucher with FGAJVCD or FGAJVCQ](#).

For questions about or exceptions to transfer restrictions, contact the appropriate university grants office.

For more information, see the [Business and Financial Policies and Procedures Manual – Process an “Internal Sale” of Equipment to Another Unit](#).

Funding Source Information

Funding Sources and Type Descriptions		Fund Type	Fund Ranges
Current Unrestricted – State Funds	10		
State Approp-GRF EAF IF		1A	100000 - 189999
PY State Approp-GRF EAF IF		1B	100000 - 189999
State Approp-St Col and Univ Trust		1F	100000 - 189999
State Approp-Fire Prevention Fund		1G	100000 - 189999
State Approp-Presidential Library		1H	100000 - 189999
State Approp-Tobacco Settlement Rec		1J	100000 - 189999
PY State Approp-St Col & Univ Trust		1P	100000 – 189999
PY State Approp-Five Prevention Fnd		1Q	100000 – 189999
PY State Approp-Presidential Libry		1R	100000 – 189999
PY State Approp-Tobacco Settlemnt Rec		1S	100000 – 189999
State Approp-State Capital Approp		1X	100000 - 189999
PY State Approp-State Capital Appr		1Y	100000 – 189999
University Income Fund Receipts		1Z	190000 - 199999
Current Unrestricted – Other	20		
Educational and Admin Allowances		2A	200000 - 299999
Institutional Costs Recovered		2C	200000 - 299999
Patents Copyrights and Royalties		2E	200000 - 299999
Private Gifts-Unrestricted		2G	200000 - 299999
Consolidated Group Investments		2J	200000 - 299999
Unrestricted Receivables/Payables		2L	200000 - 299999
Student Deposits and Other		2N	200000 - 299999
Self Insurance Programs		2P	200000 - 299999
Termination/Sick Leave Benefits		2R	200000 – 299999
Aux Enterprises/Self-Sup Activities	30		
Suspense and System Clearing		3A	300000 – 399999
Service and Storeroom Activities		3E	300000 – 399999
Service Activities COP		3F	300000 – 399999
Aux Enterprises Not Under Indenture		3J	300000 – 399999
Aux Enterprises Under Indenture		3M	300000 – 399999

FABweb Transfers and Disposals

Funding Sources and Type Descriptions		Fund Type	Fund Ranges
Departmental Activities		3Q	300000 – 399999
Current Restricted	40		
Sponsored Prog-US Gov G and C		4A	400000 – 499999
Sponsored Prog-Federal Work Study		4A	498000 – 498999
Sponsored Prog-Other Gov Agcy GC		4C	500000 – 509999
Sponsored Prog-Private G and C		4E	510000 – 559999
Sponsored Prog-State of Ill G and C		4G	560000 – 599999
Trust-Endowment Income		4J	610000 – 619999
Trust-Endowment Farm Operations		4K	620000 – 699999
Trust-Private Gifts		4M	620000 – 699999
Trust-Other Restricted		4N	620000 – 699999
Trust-Medical Service Plan		4S	620000 – 699999
Trust-Dental Service Plan		4U	620000 – 699999
Trust-Nursing Services Plan		4W	620000 – 699999
Land Grant-Federal Appropriations		4Y	600000 – 609999
Land Grant-Federal Appropriations		4Y	601000 – 609999
Restricted Receivables/Payables		4Z	400000 – 499999
Loan Funds	50		
Loan Funds-University		5A	800000 – 809999
Loan Funds-Federal		5D	800000 – 809999
Loan Funds-Matching Federal Funds		5G	800000 – 809999
Endowment Funds	60		
Endowment-Pool Accounts		6A	810000 – 819999
Endowments-US Land Grant 1862		6D	810000 – 819999
Endowments-True/In Perpetuity		6G	810000 – 819999
Endowments-Quasi		6J	810000 – 819999
Endowments-Term/Living Trust		6M	810000 – 819999
Endowments-Beneficial Int In Trust		6P	810000 – 819999
Unexpended Plant Funds	80		
Unexpended Plant-Unrestricted		8A	700000 – 759999
Unexpended Plant-Restricted		8C	700000 – 759999

FABweb Transfers & Disposals

Funding Sources and Type Descriptions		Fund Type	Fund Ranges
Unexpended Plant-Internal Financing		8E	700000 – 759999
Unexpended Plant-Bonded		8G	700000 - 759999
Unexpended Plant-COP Acq Funds		8J	700000 - 759999
Unexpended Plant-Cap Dev Fund		8L	700000 – 759999
Renewal and Replacement Funds	82		
Renewal and Replacement		8N	760000 – 779999
Retirement of Indebtedness	84		
Debt Service		8Q	780000 - 789999
Debt Service-COP		8S	780000 - 789999
Investment in Plant	86		
Investment in Plant		8Z	790000 – 799999
Agency Funds	84		
Agency-Payroll		9A	900000 – 999999
Agency-Other		9D	900000 – 999999
Agency-Student Organizations		9G	900000 – 999999

Appendix D: Saving Transfers and Disposals to Excel

This appendix shows the specific steps of saving a transfer or disposal request to Microsoft Excel.

It is a best practice to save your transfers and disposals to Excel before submitting them. Once you have submitted them, you will no longer be able to access the transfer or disposal information.

When you have finished creating or reviewing a transfer or disposal request, but before you click the **Submit** button, follow the steps below to save the request to Excel and view the spreadsheet on your computer. Note that some of the steps shown below may be slightly different for your computer, depending on your operating system and browser.

1. Click the **Save to Excel** button.

Transfer an Existing Banner Fixed Asset

Transfer Summary **Forward Transfer**

* = Required to Process Transfer

Submit the transfer for unit approval

Transfer ID # TR009056

* Contact Person:

Phone: () -

* E-mail:

Comments/Notes (100 characters max):

Figure D.1: Save To Excel Button

FABweb Transfers & Disposals

- In the **File Download** window, click the **Open** button to view the file before you save it. (You could also click the **Save** button to save the spreadsheet without viewing it.)

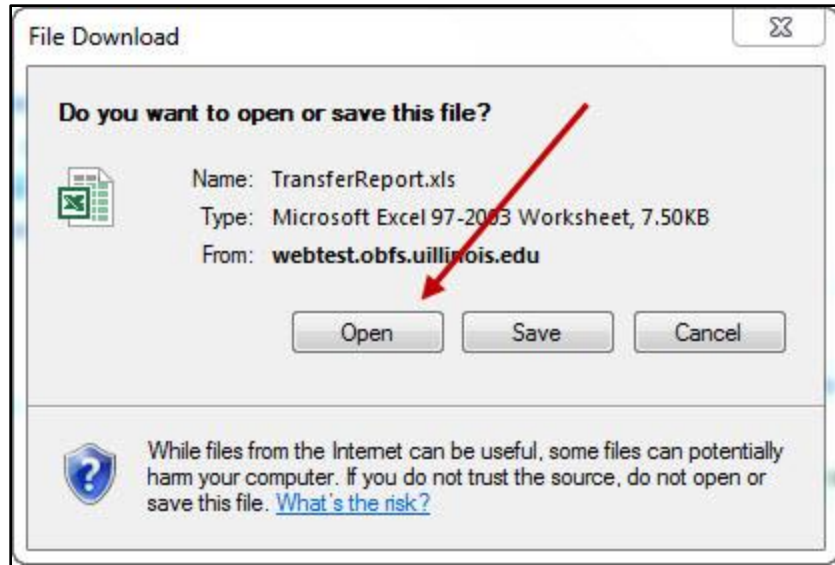


Figure D.2: File Download Window

- If you get the error message below, click the **Yes** button to open the file.

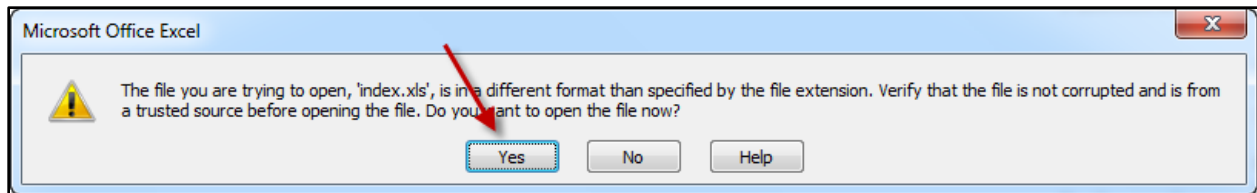


Figure D.3: Open File

- View the spreadsheet file. The **Short Transfer Report** sheet opens.

	A	B	C	D	E	F	G
1	TransID	PTag #/Serial #	Asset Desc	Originator	Orig Phone	Pickup Locn	Delivery Locn
2	TR009057	P10F28729	Microscope Accessories: Adapters, Condensers, Filt	Faith, Sherri L	(217) 244-7264		
3	TR009057	P10F28620	holographic filter	Faith, Sherri L	(217) 244-7264		
4	TR009057	P10F37557	SPECTROMETERS AND ACCESSORIES	Faith, Sherri L	(217) 244-7264		
5							
6							
7							
8							

Short Transfer Report | Long Transfer Report

Figure D.4: Transfer Spreadsheet Example

FABweb Transfers and Disposals

- Click the **Long Transfer Report** sheet to see the full information. You will have to scroll to the right to see all the information, such as the **Comments** column.

	F	G	H	I	J	K
1	NewOrgCode	LOCTO	Comments	originator	OriginatorPhone	OriginationApproval
2	1-231000		, Aug 15 2013 9:35AM slfaith Transferring the three items we discussed. ,	Aug Faith, Sherri L	(217) 244-7264	Aug 15 2013 11:23AM s
3	1-231000	149935	, Aug 15 2013 9:35AM slfaith Transferring the three items we discussed. ,	Aug Faith, Sherri L	(217) 244-7264	Aug 15 2013 11:23AM s
4	1-231000		, Aug 15 2013 9:35AM slfaith Transferring the three items we discussed. ,	Aug Faith, Sherri L	(217) 244-7264	Aug 15 2013 11:23AM s
5						
6						
7						
8						

Figure D.5: Transfer Spreadsheet Example (continued)

- To save the spreadsheet on your computer, click the **Office** button and select **Save As**. (If you have Excel 2007 or earlier, select **Save As** from the **File** menu instead.)

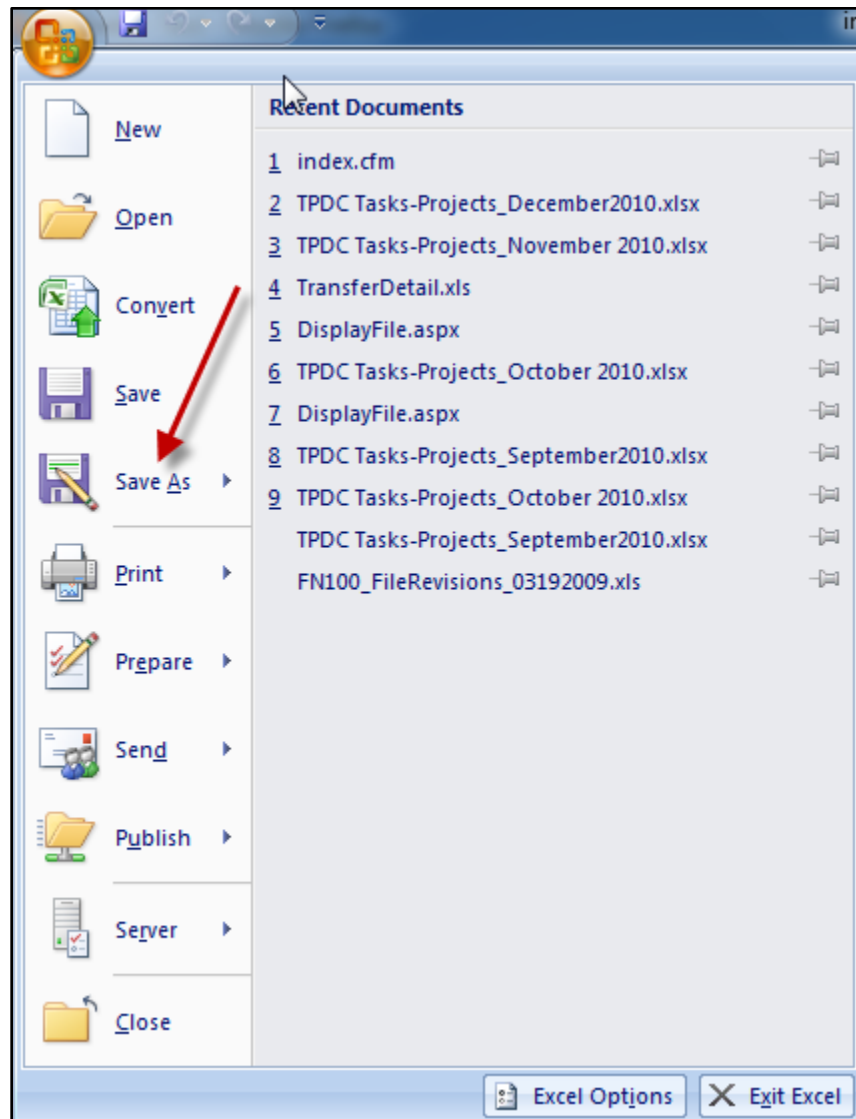


Figure D.6: Save As

FABweb Transfers & Disposals

7. Select the appropriate file format, such as **Excel Workbook**.

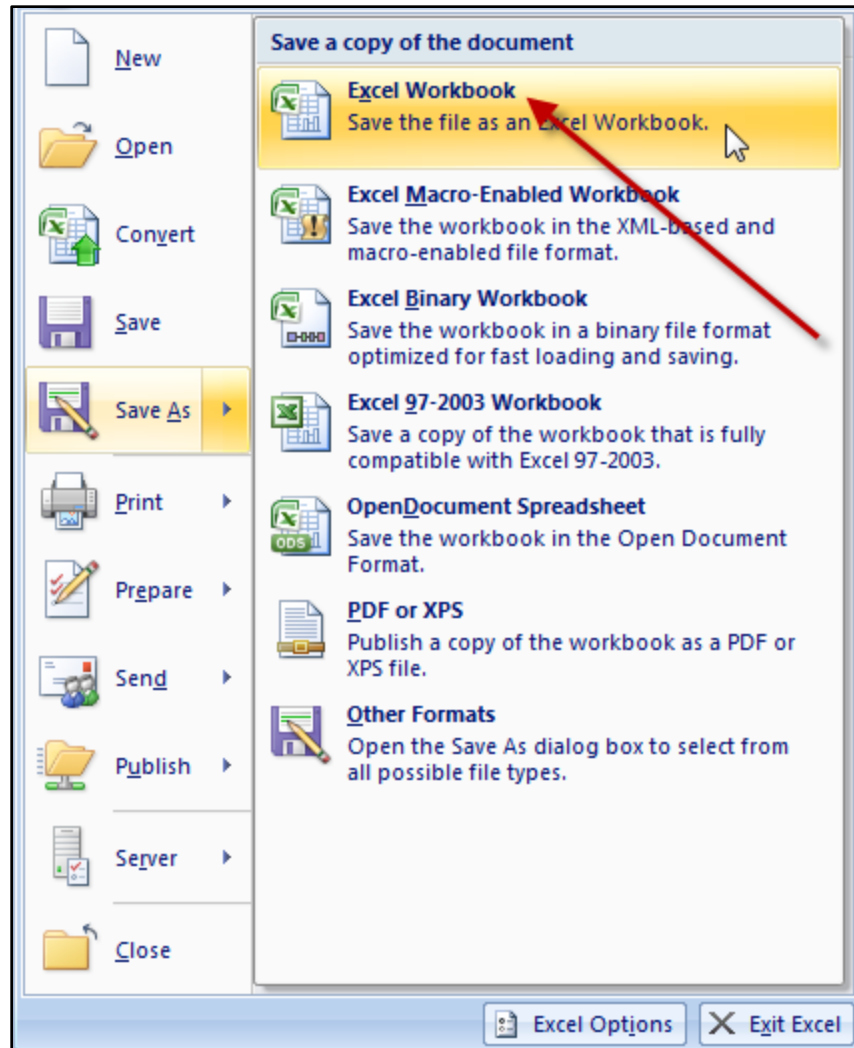


Figure D.7: Save As Formats

FABweb Transfers and Disposals

- Choose an appropriate location on your computer to save the spreadsheet.
- Type a file name in the **File name:** field.
- Click the **Save** button.

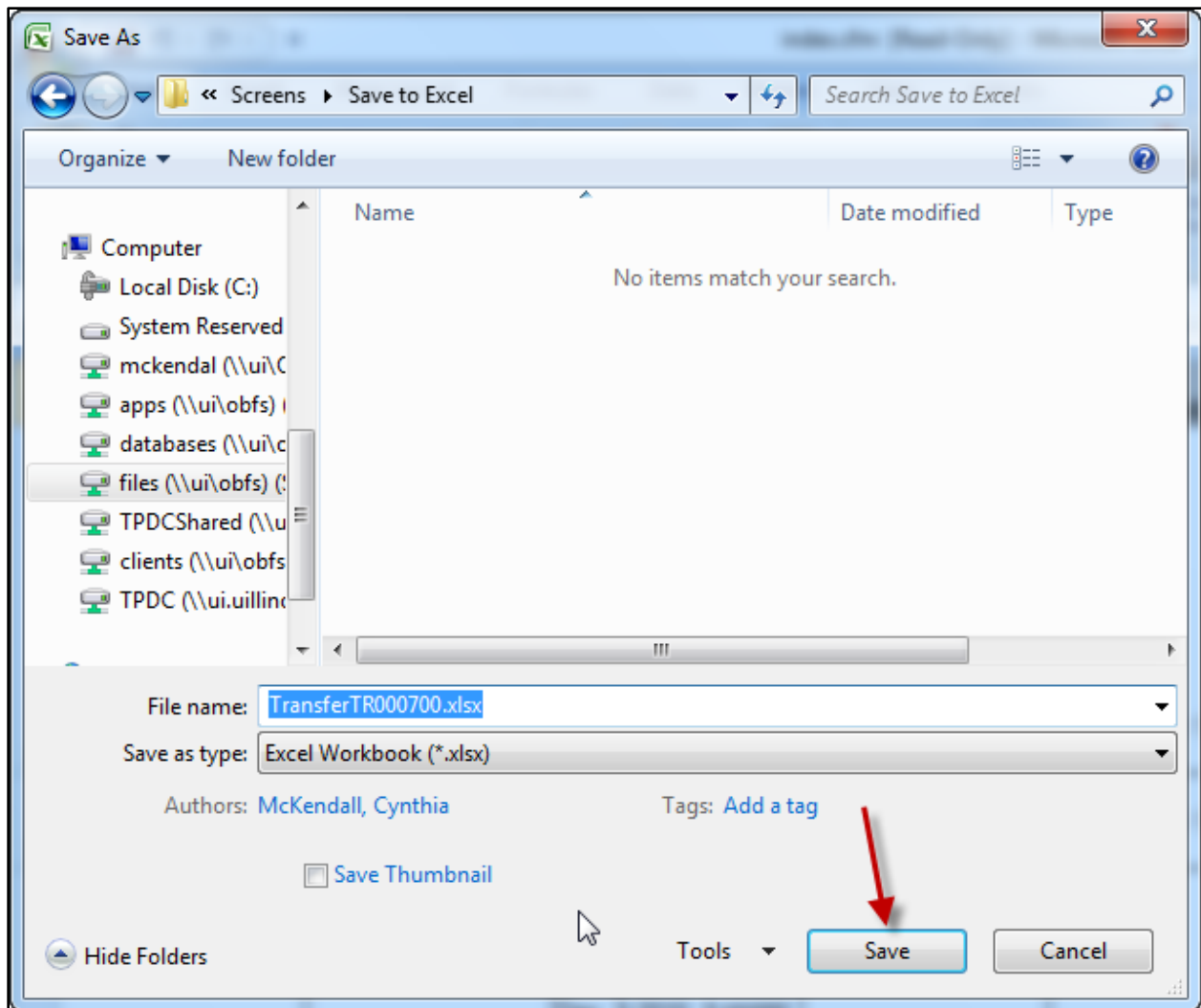


Figure D.8: Save Spreadsheet

The spreadsheet is now saved in the location you chose in step 8 above. You can refer to the spreadsheet file at any time, such as when you need to schedule university movers.

Appendix E: Field Definitions for FABweb

This appendix lists the fields and their definitions for FABweb.

Field Name	Input Data	Usage
Acct	Text Entry OR Default	A code representing an Account. Account designates asset, liability, equity, revenue, expenditure, and transfer Account classifications.
Acquisition Document #	Default	The purchase order number, invoice number, journal voucher number, P-Card number, or feeder number that identifies the record.
Actv	Text Entry OR Default	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects selected from a listing of pre-defined generic codes or codes defined and requested by users.
Amount	Text Entry OR Default	The cost of the asset.
Barcode #	Default	Used when an asset is a child or component of another asset, and one or both assets are not capitalized. Denotes the PTag of the parent asset.
COA/Chart (Resp)	Text Entry OR Default	A one-digit code for a university or major accounting entity used to facilitate financial reporting.
Comments/Notes to Property Accounting	Text Entry	Include any additional comments about an asset to Property Accounting in this field.
Commodity	Text Entry OR Default	Five-digit code which categorizes equipment and ensures a useful life is assigned to an asset.
Condition	List of Values	Status (condition) of the asset.
Contact Person	Text Entry	Your name, or the name of the property contact for the asset.
CPU Speed	List of Values	The processor speed of a computer or other electronic equipment with data storage device.
Custodian	Text Entry OR Default	UIN and name of the person who is responsible for the asset.
Data Elimination	List of Values	Indicates whether a computer or electronic equipment with data storage device has had data eliminated, or scrubbed, prior to disposal.
Description	Text Entry	Description of the asset.
Designate a Presumed Disposal Status	List of Values	Disposal request status designation for Presumed Disposal category.
Designate a Scrap/Surplus Status	List of Values	Disposal request status designation for Scrap/Surplus category.
Designate an Other Disposal Status	List of Values	Disposal request status designation for Other Disposal category.

FABweb Transfers and Disposals

Field Name	Input Data	Usage
Designation Category	List of Values	Disposal request category. Select a category to begin a disposal request; only one category is allowed per request.
E-Mail	Text Entry	Your e-mail address, or the e-mail address of the property contact for the asset.
Entity	Default	A four-digit numeric code associated with assets used in revenue-generating activities.
Equip Mgr	Text Entry OR Default	UIN and name of the person who is the equipment manager for the asset.
External Cross Ref	Text Entry	If an asset was acquired through a trade-in, the PTag number of the traded-in item should be entered in this field.
Fund	Text Entry OR Default	Identifies a source of revenue for accounting and financial reporting purposes. It is an accounting entity with a self-balancing set of Accounts.
In-Service Date	Text Entry	Date on which the asset is put in service.
Invoice #	Default	Unique invoice document number associated with the asset.
Invoice Date	Default	The transaction date for the invoice document associated with the asset.
Line/Item #	Default	The line item of the commodity in the invoice document associated with the asset.
Location	Text Entry OR Default	A code to designate physical places or sites, such as building and room number.
Manufacturer	Text Entry	Manufacturer of the asset.
Master/Parent PTag #	Text Entry OR Default	Used when an asset is a child or component of another asset. Denotes the PTag of the parent asset.
Model	Text Entry	Model number of the asset.
Orgn/Org (Resp)	Text Entry OR Default	Organization code identifying the department.
OTag #	Default	The unique system-generated identification number of the asset in Banner. Also called Origination Tag.
OTag Date	Default	Date the OTag was created.
Part # Vehicle Tag	Text Entry	Part number or vehicle tag number associated with or assigned to the asset.
Phone	Text Entry	Your phone number, or the phone number of the property contact for the asset.
Pick up Location	Text Entry	Building where an asset is located.
Primary OTag #	Default	Used when an asset is a child or component of another asset, and the child/component is capitalized. Denotes the PTag of the parent asset.

FABweb Transfers & Disposals

Field Name	Input Data	Usage
Prog	Text Entry <i>OR</i> Default	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Ptag #	Text Entry <i>OR</i> Default	The 9-digit number that corresponds to the inventory number or property control number assigned to an asset for physical tracking purposes. Also called Permanent Tag.
Scrub Tag	List of Values	Label indicating whether a computer or electronic equipment with data storage device has had data eliminated, or scrubbed.
Select type	List of Values	Used when creating new non-cash additions.
Serial #/VIN	Text Entry	Serial number or Vehicle Identification Number associated with the asset.
You indicated this acquisition was a "non-cash addition - type other." Please describe how this item was acquired.	Text Entry	Used to describe the acquisition of a non-cash addition that does not fall into one of the following categories: Capital Lease/Installment Purchase, Certificate of Participation, Donation/Gift, Fabricated, or Found/Recovered.
Vendor Name	Default	Name of the vendor from whom the asset was acquired.
Warehouse Chart To	List of Values	The warehouse location to send surplus equipment.