

FABweb Transfers & Disposals

Presented by
Sherri Faith
Jason Bane

Agenda

- Planning for the migration
- What's new?
- Interdepartmental Transfers
- Surplus/Disposals
- Training and Resources

PLANNING FOR THE MIGRATION

Planning for the migration

- Start planning **NOW**
- Last day to send Excel spreadsheets to UPAR is December 15
- If transfer or disposal will not be completed before January 3 do not initiate forms—wait for FABweb

WHAT'S NEW?

What's New?

- Interdepartmental Transfers
- Disposals (Scrap, Surplus)
- Approver role
- Implementation Date: January 3, 2011

Benefits of New Functionality

- Ability to pull asset information directly from Banner for all tagged/controlled equipment
- Automated workflow
- Email notifications
- Improved tracking
- Greater assurance that all parties concur on records transferred/disposed prior to Banner posting

Acquisition

[Process a new acquisition for Banner Fixed Asset](#)

[Update an existing Banner Fixed Asset](#)

Transfer

[Process a transfer](#)

Surplus/Disposal

[Process a Surplus/Disposal](#)

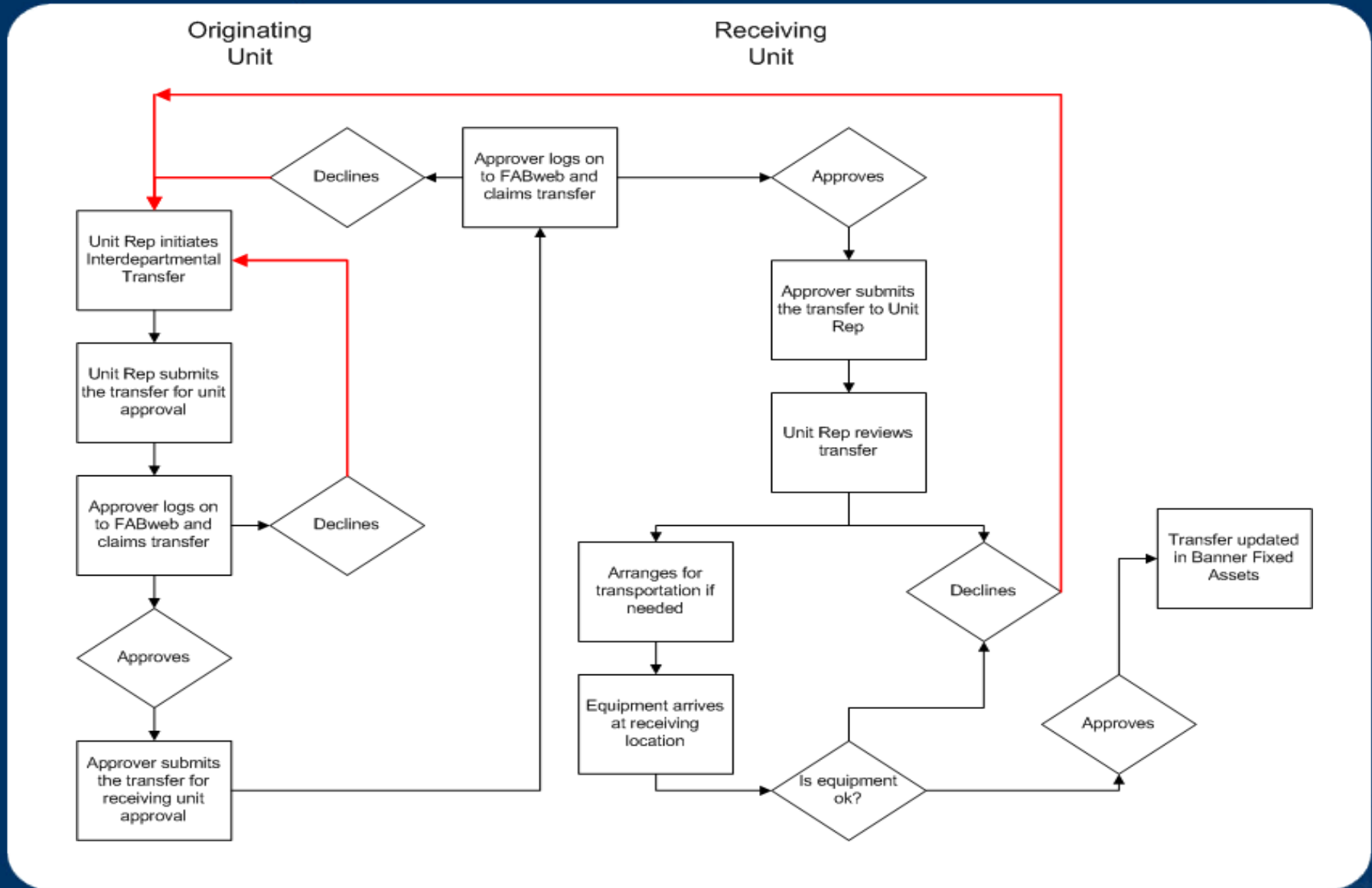
Important Information
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Questions about new acquisitions or updating in FABWeb Contact:
<ul style="list-style-type: none"> • Cheryl Dodge (217) 244-0039 • Patty McCreery (217) 244-3670 • Jeff Weaver (217) 244-7978
Questions about Physical/Biennial Inventory or disposals/surplus/transfers Contact:
<ul style="list-style-type: none"> • Janet Ayers (312) 996-2858 • Juana Rodriguez (312) 996-7321
For information about:
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To request authorization for a role in FABweb please click on the following link: https://webtest.obfs.uillinois.edu/appsobfs/fixedassets/dsp_AuthInfo.cfm

Acquisitions/Updates I am working on			
PT#	Description	Action	Date Locked
Transfers/Surplus/Disposals I am working on			
Transaction# TR000676	Previous Org code 354000	New Org Code 354000	Date Locked 2010-11-29 14:33:59.0
Unclaimed Transfers/Surplus/Disposals			
Transfer# SD000677	Previous Org code 231	New Org Code 115003	

FABweb Main Menu

1. Initiate a new Transfer
2. Initiate a new Scrap/Surplus Disposal
3. Request access to FABweb or new role
4. Transfers/Scrap/Surplus transactions locked to you
5. Transfers/Scrap/Surplus transactions for Unit Approvers to claim

INTERDEPARTMENTAL TRANSFERS



Initiate an Equipment Transfer

FABweb

Find a Record To Transfer

To find a record in Banner Fixed Asset, enter the search criteria and click on Find:

Ptag:

Otag:

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- Enter the 9-digit PTag or OTag

Transfer an Existing Banner Fixed Asset

Transfer Summary **Forward Transfer**

* = Required to Process Transfer

Transfer ID # TR000669

6

Current Organization Info

COA (Resp): 2 University of Illinois - Chicago

Org (Resp): 354000 Physics

New Organization Info

* COA (Resp): University of Illinois - Chicago

* Org (Resp): Biological Sciences

1

Add a Banner Asset to this transfer

PTag:

or

Otag:

2

Add a Non-Banner Asset to this transfer

* Serial Number: * Description:

Assets to be transferred

Asset **3**

PTag#: P20105110 Serial Number: SN:860 AAQ 117908/VN:1840 Manufacturer: ASUS Amount: \$549.99	Description: ASUS Eee PC (Laptop computer) Equipment Manager: Custodian: Keung, Wai-Yee	Location <input type="text"/>	Description 0919 0002051B Molecular Biology Res More Info
---	---	----------------------------------	---

4

Asset PTag#: P20115721 Serial Number: na Manufacturer: Dell Amount: \$550.37	Description: Dell Inspiron Mini 1210 computer Equipment Manager: Morr, Dirk K Custodian: Morr, Dirk K	Location <input type="text"/>	Description 0919 0002051B Molecular Biology Res More Info
--	---	----------------------------------	---

5

Non-Banner Asset

Serial Number: SN #WRET7868 Description: 17" monitor

Transfer Transaction Details

1. Enter new Chart and 6-digit Org code
2. Additional Banner & Non-Banner Assets
3. Garbage can to remove from transaction
4. Delete existing Location Code
5. More Info displays more detail about item
6. Click Forward Transfer tab

FABweb

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Transfer an Existing Banner Fixed Asset

Transfer Summary

Forward Transfer

* = Required to Process Transfer

Submit the transfer for unit approval

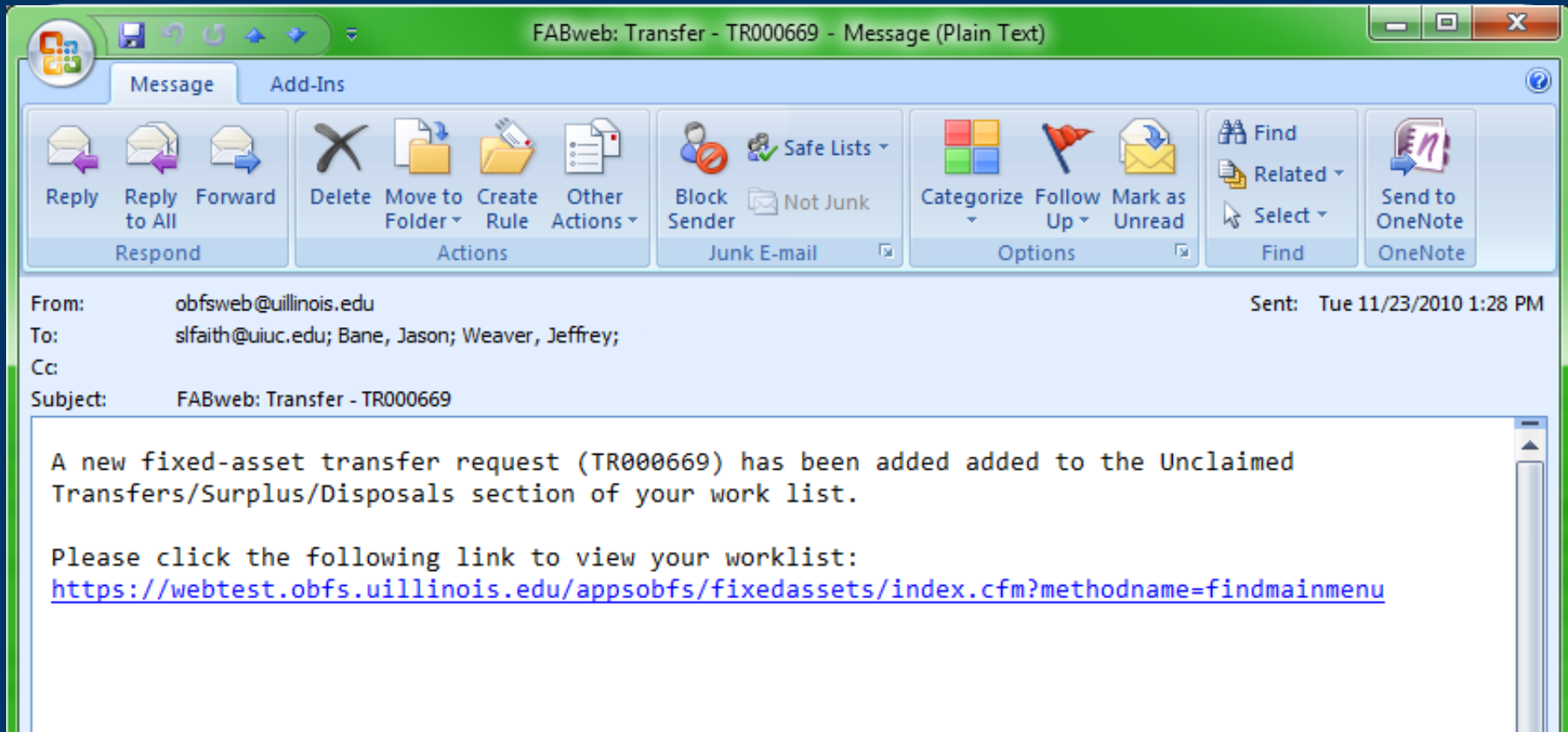
* Contact Person:

Phone: () -

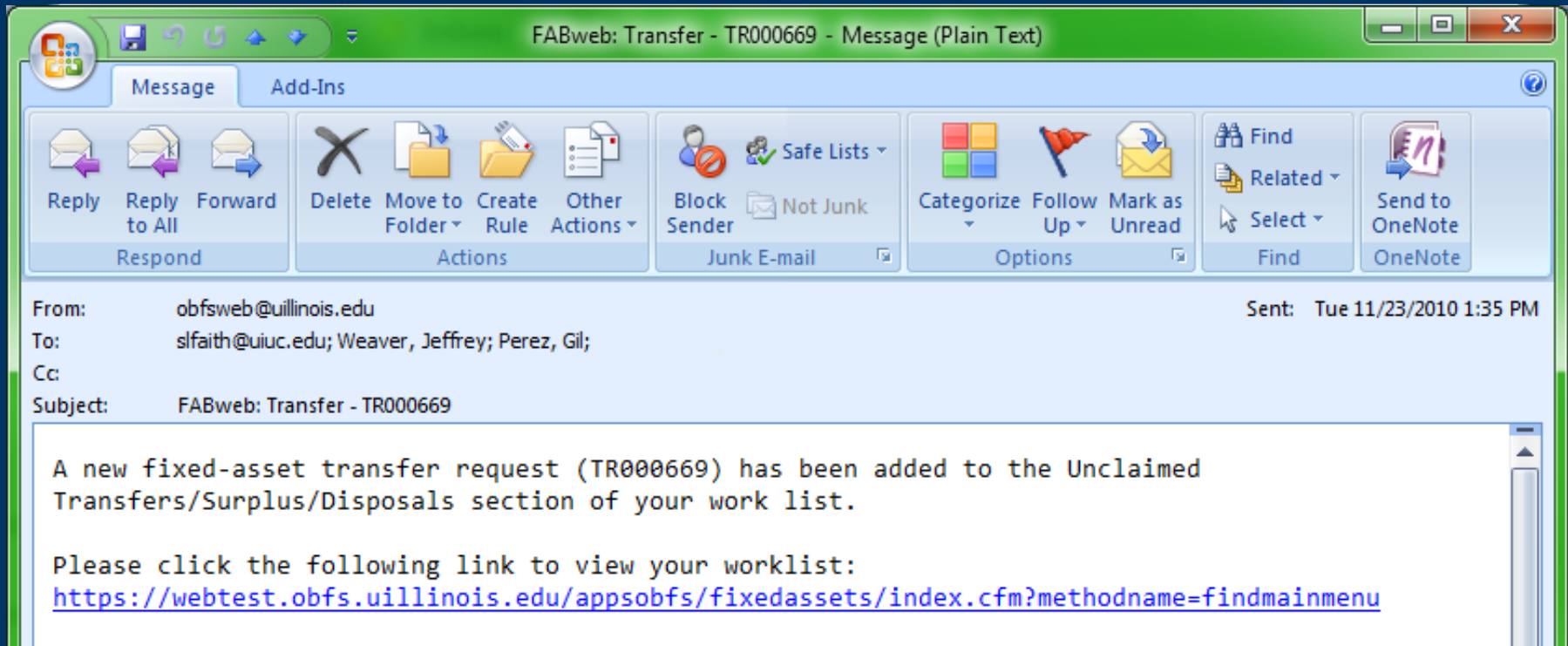
* E-mail:

Comments/Notes (100 characters max):

- Submit to Unit Approver
- Save to Excel details of transfer
- Cancel the entire transfer



- Originating Unit Approver



The screenshot shows an Outlook window titled "FABweb: Transfer - TR000669 - Message (Plain Text)". The interface includes a ribbon with "Message" and "Add-Ins" tabs, and a ribbon menu with groups like "Respond", "Actions", "Junk E-mail", "Options", "Find", and "OneNote". The email header shows the following details:

From: obfsw@uillinois.edu
To: slfaith@uiuc.edu; Weaver, Jeffrey; Perez, Gil;
Cc:
Subject: FABweb: Transfer - TR000669

Sent: Tue 11/23/2010 1:35 PM

The body of the email contains the following text:

A new fixed-asset transfer request (TR000669) has been added to the Unclaimed Transfers/Surplus/Disposals section of your work list.

Please click the following link to view your worklist:
<https://webtest.obfs.uillinois.edu/appsobfs/fixedassets/index.cfm?methodname=findmainmenu>

- Receiving Unit Approver

Acquisition

[Process a new acquisition for Banner Fixed Asset](#)

[Update an existing Banner Fixed Asset](#)

Transfer

[Process a transfer](#)

Surplus/Disposal

[Process a Surplus/Disposal](#)

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- Jeff Weaver (217) 244-7978

Questions about Physical/Biennial Inventory or disposals/surplus/transfers Contact:

- Janet Ayers (312) 996-2858
- Juana Rodriguez (312) 996-7321

For information about:

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PT#	Description	Action	Date Locked
Transfers/Surplus/Disposals I am working on			
Transaction#	Previous Org code	New Org Code	Date Locked
TR000501	220000	231000	2010-11-04 11:04:47.0
SD000502	220000	115003	2010-11-04 13:37:13.0
SD000503	220	220	2010-11-04 13:58:52.0
TR000505	453000	354000	2010-11-05 09:31:56.0
TR000506	453000	354000	2010-11-09 10:28:41.0
SD000533	453000	453000	2010-11-15 08:52:05.0
TR000561	220000	231000	2010-11-15 14:31:20.0
SD000562	231000	115003	2010-11-15 14:54:46.0
SD000563	917000	115003	2010-11-15 14:54:18.0
TR000608	453000	458000	2010-11-17 14:06:07.0
TR000612	424000	493000	2010-11-17 14:07:33.0
SD000664	354000	115003	2010-11-17 15:32:02.0

Unclaimed Transfers/Surplus/Disposals		
Transfer#	Previous Org code	New Org Code
SD000518	220000	115003
SD000520	220000	220000
SD000579	615000	615000
SD000655	885000	115003
SD000657	493000	115003
SD000658	424000	115003
SD000659	493000	115003
SD000660	387000	115003
SD000661	493000	115003
SD000662	493000	493000
SD000663	466009	115003
TR000669	354000	453000

Transfer waiting to be claimed by Unit Approver



Acquisition

[Process a new acquisition for Banner Fixed Asset](#)

[Update an existing Banner Fixed Asset](#)

Transfer

[Process a transfer](#)

Surplus/Disposal

[Process a Surplus/Disposal](#)

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TR000561	220000	231000	2010-11-15 14:31:20.0
SD000562	231000	115003	
SD000563	917000	115003	
TR000608	453000	458000	
TR000612	424000	493000	
SD000664	354000	115003	2010-11-17 15:52:02.0
TR000669	354000	453000	2010-11-23 10:20:04.0



Transfer claimed by Unit Approver

Unclaimed Transfers/Surplus/Disposals

Transfer#	Previous Org code	New Org Code
SD000518	220000	115003
SD000520	220000	220000
SD000579	615000	615000
SD000655	885000	115003
SD000657	493000	115003
SD000658	424000	115003
SD000659	493000	115003
SD000660	387000	115003
SD000661	493000	115003
SD000662	493000	493000
SD000663	466009	115003

FABweb

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Transfer an Existing Banner Fixed Asset

Transfer Summary

Forward Transfer

* = Required to Process Transfer

Originating Unit Approver

* Contact Person: Weaver, Jeff

Phone: 217-244-7978

* E-mail: jweaver2@uillinois.edu

Comments/Notes:

Sherri per Nov.1 discussion @ conference

Transfer Originated By:

Contact Person: Bane, Jason

Phone: 217-333-9243

*E-mail: jabane@uillinois.edu

Approve

Save To Excel

Decline Transfer

Submit the transfer for Unit Approval

Receiving Unit Approver

* Contact Person: Faith, Sherri

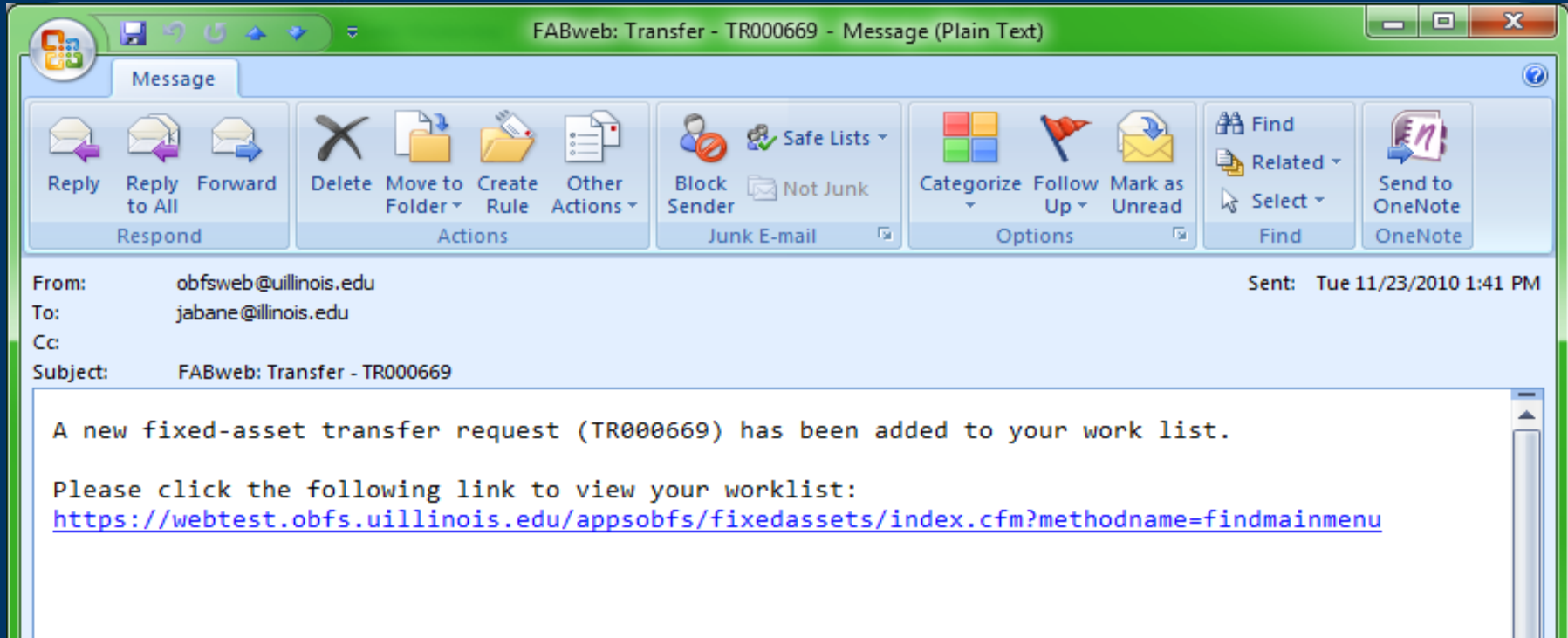
Phone: (217) 244 - 7264

* E-mail: sfaith@uillinois.edu

Comments/Notes (100 characters max): Items for research lab

Forward To: Bane,Jason

- Forward Transfer tab
- Forward To: Select Receiving Unit Rep



- Receiving Unit Representative

Acquisition

[Process a new acquisition for Banner Fixed Asset](#)

[Update an existing Banner Fixed Asset](#)

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[Process a transfer](#)

Surplus/Disposal

[Process a Surplus/Disposal](#)

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Acquisitions/Updates I am working on

PT#	Description	Action	Date Locked
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Transfers/Surplus/Disposals I am working on

Transaction#	Previous Org code	New Org Code	Date Locked
--------------	-------------------	--------------	-------------

SD000562	231000	115003	2010-11-15 14:54:46.0
SD000563	917000	115003	
TR000608	453000	458000	
TR000612	424000	493000	
SD000664	354000	115003	
TR000669	354000	453000	

Added Transfer from Receiving Unit Approver

Unclaimed Transfers/Surplus/Disposals

Transfer#	Previous Org code	New Org Code
-----------	-------------------	--------------

SD000661	493000	115003
SD000662	493000	493000
SD000663	466009	115003

Transfer an Existing Banner Fixed Asset

Transfer Summary | **Forward Transfer**

* = Required to Process Transfer

Transfer ID # TR000669 **2**

Current Organization Info

COA (Resp): 2 University of Illinois - Chicago

Org (Resp): 354000 Physics

New Organization Info

COA (Resp): 2 University of Illinois - Chicago

Org (Resp): 453000 Biological Sciences

Save This Info

Assets to be transferred

Asset	Description	*Location	Description
PTag#: P20105110 Serial Number: SN:860 AAQ 117908/VN:1840 Manufacturer: ASUS Amount: \$549.99	Description: ASUS Eee PC (Laptop computer) Equipment Manager: Custodian: Keung, Wai-Yee	222223	0919 0002051B Molecular Biology Res More Info
PTag#: P20115721 Serial Number: na Manufacturer: Dell Amount: \$550.37	Description: Dell Inspiron Mini 1210 computer Equipment Manager: Morr, Dirk K Custodian: Morr, Dirk K	222223	0919 0002051B Molecular Biology Res More Info

Non-Banner Asset

Serial Number: SN #WRET7868	Description: 17" monitor
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Receiving Unit Representative

1. Type in new Location Code
2. Click Forward Transfer tab

Transfer an Existing Banner Fixed Asset

Transfer Summary

Forward Transfer

* = Required to Process Transfer

Submit the transfer to Banner

Receiving Unit Approver

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

1

Comments/Notes:

Items for research lab

Receiving Unit

* Contact Person: Bane, Jason

2

Phone: (217) 333 - 9243

* E-mail: jabane@uillinois.edu

Comments/Notes (100 characters max): Research Lab MBRB room 342

Transfer Originated By:

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

3

4

Submit to Banner

Save To Excel

Decline Transfer

5

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Submit Transfer to Banner

1. Review Comments/Notes from RUA
2. Confirm contact info & add comments
3. Save To Excel and save spreadsheet to local network
4. Use spreadsheet to coordinate with movers
5. Confirm receipt of equip. and Submit to Banner

FABweb - Test

Log Out

PTags P20105110, P20115721 were updated in Banner.



Acquisition

[Process a new acquisition for Banner Fixed Asset](#)

[Update an existing Banner Fixed Asset](#)

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[Process a transfer](#)

Surplus/Disposal

[Process a Surplus/Disposal](#)

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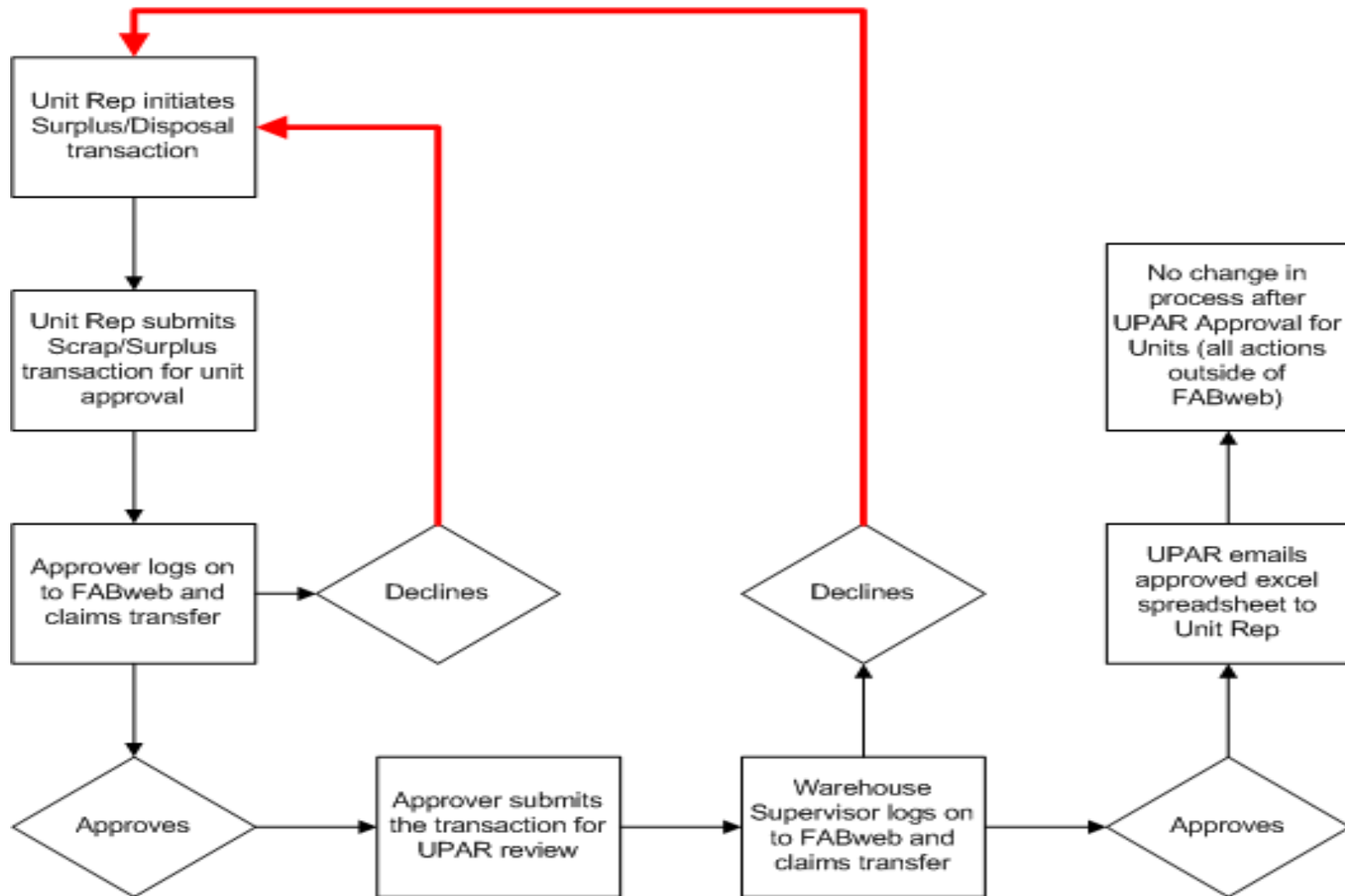
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SD000502	220000	115003	2010-11-04 13:37:13.0
SD000503	220	220	2010-11-04 13:58:52.0
TR000505	453000	354000	2010-11-05 09:31:56.0

- Confirmation of PTag updates

Next Steps for Transfers

- Use Excel file to *Update an existing Banner Fixed Asset* with appropriate Equipment Manager and Custodian
- Email Excel file back to Originating Unit Rep as a courtesy.

SURPLUS/DISPOSALS



Submit a Record for Surplus/Disposal

Designate a category to process a record for Surplus/Disposal


Designation Category:

Scrap/Surplus ▾

Scrap/Surplus

Other Disposal

Presumed Disposal



Below are the Designation Categories and their corresponding Designation Statuses.
Only one Designation Category is allowed per request

Scrap/Surplus Disposal

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

Other Disposal

- Casualty Loss
- Inventoried In Error
- Returned for Credit
- Scrapped without UPAR Approval
- State Surplus
- Stolen
- Trade-In
- Transferred Out
- Transferred w/ Researcher
- Unique Case--Comments Required

Presumed Disposal

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

- Presumed other disposal
- Presumed scrapped without authorization

Initiate a Surplus/Disposal

FABweb

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Submit a Record for Surplus/Disposal

Chosen Designation for this Transaction:

Scrap/Surplus ← 1

To find a record in Banner Fixed Asset, enter the search criteria and click on Find

Ptag:

Otag:

Add a Non-Banner Asset to this transaction

* Serial Number: * Description: Chart and Orgs: 1-220



1. Note Designation

2. Enter 9-digit Ptag, Otag or Non-Banner info

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Submit a Surplus/Disposal

Summary

* = Required to Process Transaction

Transaction # SD000670

COA (Resp): 1 University of Illinois - Urbana
Org (Resp): 220000 Materials Research Lab

Add a Banner Asset to this Transaction

Ptag:

or

Otag:

1

Add a Non-Banner Asset to this transaction

* Serial Number: * Description:

4

Asset

Ptag #: L10C76913 Description: TOWER SERVER CASE/PIII450MHZ/128MB/40XCD

[More Info](#)

Designate a Scrap/Surplus Status:

Scrap Electronic

2

Title Code: S
Original Cost: \$2,760.00
Resp Chart Code: 1
Year Acquired:

Location Code: 120999
Building Code:
Building Name: Seitz Materials Resea

Parent

Ptag #: L10C92383 Description: CT-8 CRYO

[More Info](#)

Designate a Scrap/Surplus Status:

Scrap Non Electronic

Title Code: S
Original Cost: \$4,805.00
Resp Chart Code: 1
Year Acquired:

Location Code: 133220
Building Code:
Building Name: Engineering Sciences

Child Records

Ptag #: S10006400 Description: CT-8 CRYO

[More Info](#)

Title Code: S
Original Cost: \$4,277.50
Resp Chart Code: 1
Year Acquired: 2000

Location Code: 133220
Building Code:
Building Name:

Non-Banner Asset

Designate a Scrap/Surplus Status:

Surplus Non Electronic

2

Serial Number: NA
Description: 8' folding table

3

* Pick up Location (max 50 characters): Seitz Materials Research Rm.424

Scrap/Surplus Transaction Details

1. Add additional Banner & Non-Banner Asset
2. Designate appropriate Scrap/Surplus Status
3. Add Pick up Location for Non-Banner
4. Click Continue to 2nd page

Submit a Surplus/Disposal

Summary

Forward

* = Required to Process Transaction

5

Transaction # SD000670

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

1

Asset

PTag#: L10C76913 Description: TOWER SERVER CASE/PIII450MHZ/128MB/40XCD

[More Info](#)

Scrap **Electronic**

2

* Pick up Location: (max 50 characters)

Seitz Materials Research Room 424

3

Room Number:

Condition:

Not Usable

CPU Speed:

Non-Microsoft

3.1

Data Elimination:

Data Overwritten

Scrub Tag:

Yes

Parent

PTag#: L10C92383 Description: CT-8 CRYO

[More Info](#)

Scrap **Non Electronic**

Code

* Pick up Location: (max 50 characters)

Seitz Materials Research Room 424

Room Number:

Condition:

Not Usable

Child Records

PTag#: S10006400 CT-8 CRYO

[More Info](#)

Title Code: S

Original Cost: \$4,277.50

Resp Chart Code: 1

Year Acquired: 2000

Location Code: 133220

Building Code:

Building Name:

Non-Banner Asset

Serial Number: NA

Description: 8' folding table

* Pick up Location: Seitz Materials Research Rm.424

Surplus Non Electronic

Condition:

Usable

Back

4

Cancel

Scrap/Surplus Transaction Details pg2

1. Select Warehouse Chart To
2. Type Pick up Location for movers
3. Select Condition
 - Electronic equipment
 1. CPU Speed, Data Elimination, Scrub Tag
4. Back button
5. Click Forward tab

FABweb

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Submit a Surplus/Disposal

Summary

Forward

* = Required to Process Transaction

Submit for Unit Approval

* Contact Person:

Phone: () -

* E-mail:

Comments/Notes (100 characters max):

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- Submit to Unit Approver
- Save to Excel details of disposal
- Cancel the entire disposal

Next steps Surplus/Disposal

- UPAR reviews transaction and Excel form
- UPAR returns approved Excel form
- Unit Rep coordinates with movers
- Warehouse confirms receipt of equipment
- UPAR submits transaction to Banner

Other/Presumed Disposals

FABweb

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Submit a Record for Surplus/Disposal

Designate a category to process a record for Surplus/Disposal

Designation Category:



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Other/Presumed Disposals

- Procedures remain the same
- Submit supporting documentation to obfsuafrproperty@uillinois.edu
 - Include SD # in correspondence
- Use comments on Forward tab
- Check FFIMAST after 4 weeks

TRAINING AND RESOURCES

U&I Property Accounting Training

- Chicago
 - January 12, 2011 1:00pm-4:00pm
 - January 27, 2011 9:00am-12:00pm
 - March 3, 2011 1:00pm-4:00pm
 - March 31, 2011 1:00pm-4:00pm
- Springfield
 - January 19, 2011 9:00am-12:00pm
 - February 10, 2011 1:00pm-4:00pm
 - March 17, 2011 1:00pm-4:00pm
- Urbana
 - January 18, 2011 1:00pm-4:00pm
 - February 3, 2011 9:00am-12:00pm
 - February 23, 2011 9:00am-12:00pm
 - March 16, 2011 1:00pm-4:00pm

FA103: FABweb Transfers & Disposals

- Chicago
 - January 26, 2011 1:15pm-4:15pm
 - March 3, 2011 9:00am-12:00pm
- Springfield
 - March 17, 2011 9:00am-12:00pm
- Urbana
 - February 2, 2011 9:00am-12:00pm

Resources

[OBFS>Training Center>Job Aids & Training
Materials>Accounting & Financial
Reporting](#)

Webinar

Participant Guide

Video for Approvers

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