

District School Board of Pasco County

Property Control Tracking Procedures

Effective
7/1/2016

Property Control Procedures

These procedures are to be followed for the purpose of tagging, tracking, and accounting for tangible personal property. Property that qualifies as “Taggable Property” meets the following criteria:

<u>Description</u>	<u>General Ledger Object Code</u>
1. Furniture, fixtures, and equipment costing at least \$1,000 Including: Musical instruments costing at least \$250 Audiometers costing at least \$250	564100
2. Electronics, other than computers, costing at least \$1,000 Including: The following items costing at least \$250 a. Cameras b. Printers c. Projectors d. Televisions e. Charging carts	564300
3. Computer hardware costing at least \$250 a. Desktop Computers b. Laptops c. Tablets (including iPads)	564600

Property Delivered Directly to Cost Center

Property acquired by Cost Center:

1. Cost Center acquires Taggable Property via one of the following:
 - a. P-Card purchase
 - b. Internal Accounts check
 - c. Donation
 - d. Discretionary Funds Purchase or Requisition
 - e. Grant Funds Purchase or Requisition
2. Resource Management Associate (RMA) or Bookkeeper creates New Record in PRISM with complete data
3. RMA or Bookkeeper completes a Property Acquisition Form (**Attachment B**) in PRISM
4. PRISM generates an email that will be sent to Property Control at propertycontrol@pasco.k12.fl.us
 - a. RMA attaches receipt, invoice, and any other documentation of property acquired to email and sends
5. Property Control Assistant (PCA) enters into PRISM the property control number that will be on the tag
6. PCA creates Inventory Import Sheet to add item to Munis
7. PCA coordinates going to Cost Center and physically tagging property
8. On a daily basis or as needed, Property Control Financial Analyst (PCFA) uploads Inventory Import Sheet into Munis to create a New Asset, then Finance Assistant (FA) adds property detail as necessary, and posts

Property purchased by Food and Nutrition Services (FNS):

1. Purchase order for Taggable Property placed by FNS for delivery to the cost center
2. Area Specialist for FNS goes to site to inspect the equipment
3. Area Specialist completes a Property Acquisition Form (**Attachment B**) in PRISM

4. PRISM generates an email that will be sent to Property Control at propertycontrol@pasco.k12.fl.us
 - a. Area Specialist attaches receipt, invoice, and any other documentation of property purchased to email
5. Property Control Assistant (PCA) enters into PRISM the property control number that will be on the tag
6. PCA creates Inventory Import Sheet to add item to Munis
7. PCA gives tag to Area Specialist who visits the cost center to physically tag the item
8. On a daily basis or as needed, Property Control Financial Analyst (PCFA) imports Inventory Import Sheet into Munis to create a New Asset, adds property detail as necessary, and posts

Property Purchased for Delivery to Central Receiving or Maintenance Services

Property Purchased by:

Purchase Orders (POs):

1. Cost Center submits a requisition in Munis for taggable items
 - a. This creates a Munis workflow that is sent to Property Control to approve the correct object coding for taggable items
 - b. Mark Ship To address as "Central Receiving", with warehouse address
 - c. Enter "Taggable" and the Cost Center for the final destination in the PO description
2. Purchasing Department converts the requisition into a PO and sends to the vendor and Central Receiving
3. Central Receiving maintains PO file in order to process receipt of shipments

Purchase Cards (P-Cards):

1. Pre-approval of taggable items through Purchasing
2. Cost Center places order for delivery to Central Receiving with an approved vendor using a P-Card
 - a. If the purchase includes Taggable Property, send a copy of the Order Confirmation to Property Control including the Cost Center for the final destination
 - b. Mark Ship To address as "Central Receiving", with warehouse address
 - c. FA or PCA will provide a copy of the order confirmation to the warehouse for Central Receiving file

Property Delivered to Central Receiving:

Central Receiving physically receives Taggable Property from vendor (except items received by Maintenance) and matches to PO or Order Confirmation.

1. Property received by Central Receiving includes but is not limited to:
 - a. Furniture, fixtures, and equipment costing at least \$1,000, including items below costing at least \$250
 - i. Musical Instruments
 - ii. Audiometers
 - b. Equipment costing at least \$1,000, including the following items costing at least \$250
 - i. Cameras
 - ii. Printers
 - iii. Projectors/TVs
 - iv. Charging carts
 - c. Computer hardware including all desktop computers, laptops, and tablets
2. Central Receiving counts received computer hardware, places in Warehouse storage and provides receiving information to Finance Assistant (FA)

3. If property ordered by PO, FA enters receiving information in Munis according to Central Receiving records and attaches documents (packing slip, PO, confirmation, etc.) with tag number if available
4. Property Control Assistant (PCA) tags property received by Central Receiving with next available tag number
 - a. Tagged equipment prepared for delivery to cost center
 - b. Office for Technology and Information Services (OTIS) and Maintenance Services tag issuance tracking procedures to follow
5. Property Control Assistant (PCA) scans tag number and serial number if available onto Inventory Import Sheet
6. A Delivery Form Pick Ticket (Delivery Form) (**Attachment C**) is created and handed to Distribution Services Driver/Courier
 - a. Items will be listed in detail on the delivery form
 - b. Number of items to be delivered will appear by category – computers, furniture, equipment, etc.
7. Distribution Services Driver/Courier takes Delivery Form and Tagged Property and delivers to Cost Center
8. Cost Center Receiver and Driver/Courier sign Delivery Form upon receipt
9. Driver/Courier returns signed Delivery Form to Warehouse Property Control bin for the PCA or FA
10. On a daily basis or as needed, Property Control Financial Analyst (PCFA) imports Inventory Import Sheet into Munis to create a New Asset, adds property detail as necessary, and posts
11. PCA or FA retrieves Delivery Form from Warehouse Property Control bin and scans it in TCM to Property Record in Munis

Property Sent to OTIS from Central Receiving:

1. OTIS receives the following property from Central Receiving warehouse storage at OTIS Techs' request:
 - a. Computers
 - b. Laptops
 - c. Tablets (including iPads)
 - d. Any other electronics requiring imaging or District implementation
2. OTIS Tech receives tags from Property Control
 - a. OTIS is assigned tags from PCA which are delivered with the equipment
 - b. PCA tracks all OTIS-issued tags
3. Tech images, tests, and tags
 - a. Tech determines whether or not a computer is faulty/unusable
 - b. If equipment is damaged, tech issues replacement request and documents serial numbers
 - c. Extra/unused tags are returned to Property Control
4. Tech scans tags and serial numbers onto Inventory Import Sheet
5. Tech sends Inventory Import Sheet to Property Control
6. Property Control Financial Analyst (PCFA) imports Inventory Import Sheet into Munis to create the property record
7. Property Control Assistant (PCA) creates a Delivery Form and sends to Distribution Services or OTIS Techs
 - a. OTIS prepares property for pickup by Distribution Services or OTIS Techs
8. Distribution Services Driver/Courier or Tech takes Delivery Form, picks up Tagged Property, and delivers to Cost Center
9. Cost Center Receiver and Driver/Courier or Tech sign Delivery Form upon receipt
10. Driver/Courier or Tech returns signed Delivery Form to Warehouse Property Control bin
11. Finance Assistant (FA) retrieves Delivery Form from Warehouse Property Control bin and scans it in TCM to Property Record in Munis

Property Delivered to Maintenance Services from the vendor:

1. Maintenance Services receives the following property costing over \$1,000:
 - a. Maintenance equipment
 - b. Custodial equipment
2. Maintenance personnel enters receiving in Munis
3. Maintenance/Custodial Service Area Specialist receives tags from Property Control
 - a. Property Control sends tags to Maintenance Services via Courier or Maintenance Services will pick up
 - b. Property Control Assistant (PCA) tracks all Maintenance-issued tags
4. Custodial Service Area Specialist tags property
5. Custodial Service Area Specialist scans or records tags and serial numbers if applicable onto Inventory Import Sheet
6. Custodial Service Area Specialist sends Inventory Import Sheet to Property Control
7. PCFA imports Inventory Import Sheet into Munis to create the property record
8. Custodial Service Area Specialist delivers Tagged Property to Cost Center

PRISM

Export/Import data

1. On a daily basis, or as needed, OTIS exports Munis records into PRISM
 - a. This updates any "Munis-Created" and converts "User-Created" records by using the tag number as the reference
2. On a daily basis, or as needed, OTIS imports data from PRISM into Munis
 - a. This updates the room locations on Munis records

Checkout Forms

The following Equipment Checkout forms must be filled out annually by both employees and students. Students must sign a new form at the beginning of each school year. Teachers must sign a new form each school year. If a teacher will be taking any equipment home for the summer, they must have a form filled out at the end of the school year to cover the summer and the next school year. District employees must sign a new form annually. Please note that each time a new form is signed by a teacher or employee the equipment must be seen by the RMA/Bookkeeper, or whoever is designated by the Principal/Director.

Equipment Checkout Guidelines for Employees MIS #192 (Checkout Form - employees) (Attachment D)

Equipment Checkout Guidelines for Students MIS #193 (Checkout Form - students) (Attachment E)

1. RMA/Bookkeeper completes the appropriate checkout form listed above for employee or student in within PRISM
2. Employee or student/parent receiving the property signs the form
3. RMA/Bookkeeper submits email notification of required approval to Administrator or Instructor through PRISM
4. Administrator or Instructor signs form and returns it to RMA/Bookkeeper
 - a. If FileMakerGo and iPad are available, system is used to electronically sign form
 - b. If digital signature is unavailable, print, sign, and scan or deliver a copy to RMA/Bookkeeper
5. RMA/Bookkeeper files form into the property record file showing who checked out the property and the date
6. When property is returned to the RMA/Bookkeeper, the RMA/Bookkeeper opens electronic checkout form in PRISM and fills out the date returned, signs the form, and check box with the condition of the property

- a. If returned by an employee and property is damaged or in poor condition, notify the Employee Electronic Device Loss Control Committee by email (ebarmpdh@pasco.k12.fl.us) with the employee name and item tag number
- b. If returned by a student and property is damaged or in poor condition, a claim is filed with the property insurer

Changing Room Locations

1. RMA/Bookkeeper changes room location on the property record in PRISM only if physically observed the change
2. OTIS import from PRISM updates record in Munis

Cost Center Transfers

1. (Sender) RMA/Bookkeeper initiates a Property Transfer Form (**Attachment F**) in PRISM for property to be transferred
2. (Sender) RMA/Bookkeeper submits the electronic Property Transfer Form to Principal/Director for approval
3. (Sender) Principal/Director signs electronic form or a printed copy upon approval of transfer
4. (Sender) RMA/Bookkeeper notifies District Personnel or Distribution Services of transfer by PRISM email
5. District Personnel or Distribution Services coordinates the physical transfer of the property depending upon the items (Large or heavy items will be moved by Distribution Services)
6. (Receiver) RMA/Bookkeeper confirms receipt of property in PRISM
7. (Receiver) Principal/Director signs electronic form or a printed copy upon approval of transfer
8. (Receiver) RMA/Bookkeeper sends signed copy by email of the Property Transfer Form to Property Control
9. Finance Assistant (FA) updates record in Munis which OTIS exports to PRISM and changes Cost Center location

Annual Inventory

1. Property Control works with RMA/Bookkeeper to schedule annual inventory to be done at each Cost Center
2. Property Control Financial Analyst (PCFA) exports Munis property information for Cost Center into AssetTrak scanning software and then uploads it to one of the scanners
3. Property Control Assistant (PCA) arrives at Cost Center with scanners and school map to conduct inventory
4. PCA scans barcode property tags
5. If there is no property tag affixed, PCA scans the serial number to get the tag number if it is in the system
 - a. PCA records the tag number on the item and requests a reprint of the barcode tag to attach to the item
6. Items that do not have a barcode tag or serial number should be documented and photographed for research by the PCA
7. Upon completion of physical search, PCA returns to the Finance office and merges file from scanners into AssetTrak inventory file to determine missing property
8. PCA goes back to Cost Center to locate the missing items and adds them to the inventory scan list when found
 - a. RMA/Bookkeeper or other school staff may assist in locating the missing items
9. PCA sends list of missing property items to PCFA to review
10. Finance Services sends the list of missing items to the Principal/Director and Area/Asst. Superintendent
11. Principal confirms missing items by signing the list
12. PCFA imports AssetTrak file to update found property in Munis with new inventory date
13. In Munis, FA enters code in Condition "46" to mark records as Missing One Year, "47" to mark records as Missing Two Years or "48" if stolen

Disposals/Missing/Stolen Property

1. Cost Center notifies the property area specialist listed below of pending disposal request
 - a. OTIS Tech authorizes disposal/surplus of computers and hardware
 - b. Maintenance Area Specialist authorizes disposal/surplus of maintenance and custodial equipment
 - c. Food and Nutrition Specialist authorizes disposal/surplus of FNS equipment
 - d. OTL Program Coordinator for Fine Arts authorizes disposal/surplus of musical instrument
 - e. OTL Program Coordinator for Athletics authorizes disposal/surplus of athletic equipment
2. RMA/Bookkeeper completes and prints out Disposal Request Form from PRISM(**Attachment G**)
3. Upon authorizing the property to be disposed of/surplused, property area specialist signs the paper copy of the Disposal Request Form
4. RMA/Bookkeeper initiates disposal in Munis and attaches the Disposal Request Form in TCM (see QSG **Attachment H**)
5. The Principal/Director approves disposal through Munis workflow
6. Property without an attached completed and signed Disposal Request Form will not be approved for disposal
7. Board approvals of Disposals/Surplus
 - a. Property Control receives Disposal Request Forms and marks property items in Munis with Board Date as Disposal Date
 - b. PCA runs report and prepares list of items for disposal for Board approval
 - c. Finance Services prepares Board memo and attaches list of items for disposal
 - d. Board approves disposal and Board Secretary documents approval
8. Board approvals of Missing or Stolen property
 - a. PCA prepares list of missing/stolen property determined at inventory from Munis property records
 - b. Stolen property must have a police report from law enforcement attached
 - c. Finance Services prepares Board memo and attaches missing/stolen list
 - d. Board approves missing/stolen list and Board Secretary documents approval
9. FA approves property to be disposed of in Munis workflow based on the Board approval
 - a. Property disposal approval documentation from Board must be attached to item
10. FA runs Asset Disposal Pickup List for Distribution Services to do the pickup of disposed items from the cost center
11. Resource Services properly disposes of approved property or places in storage for sale at District Store
12. FA posts disposal of item in Munis
13. OTIS exports Munis records into PRISM and updates records to indicate “No” for Device in Service

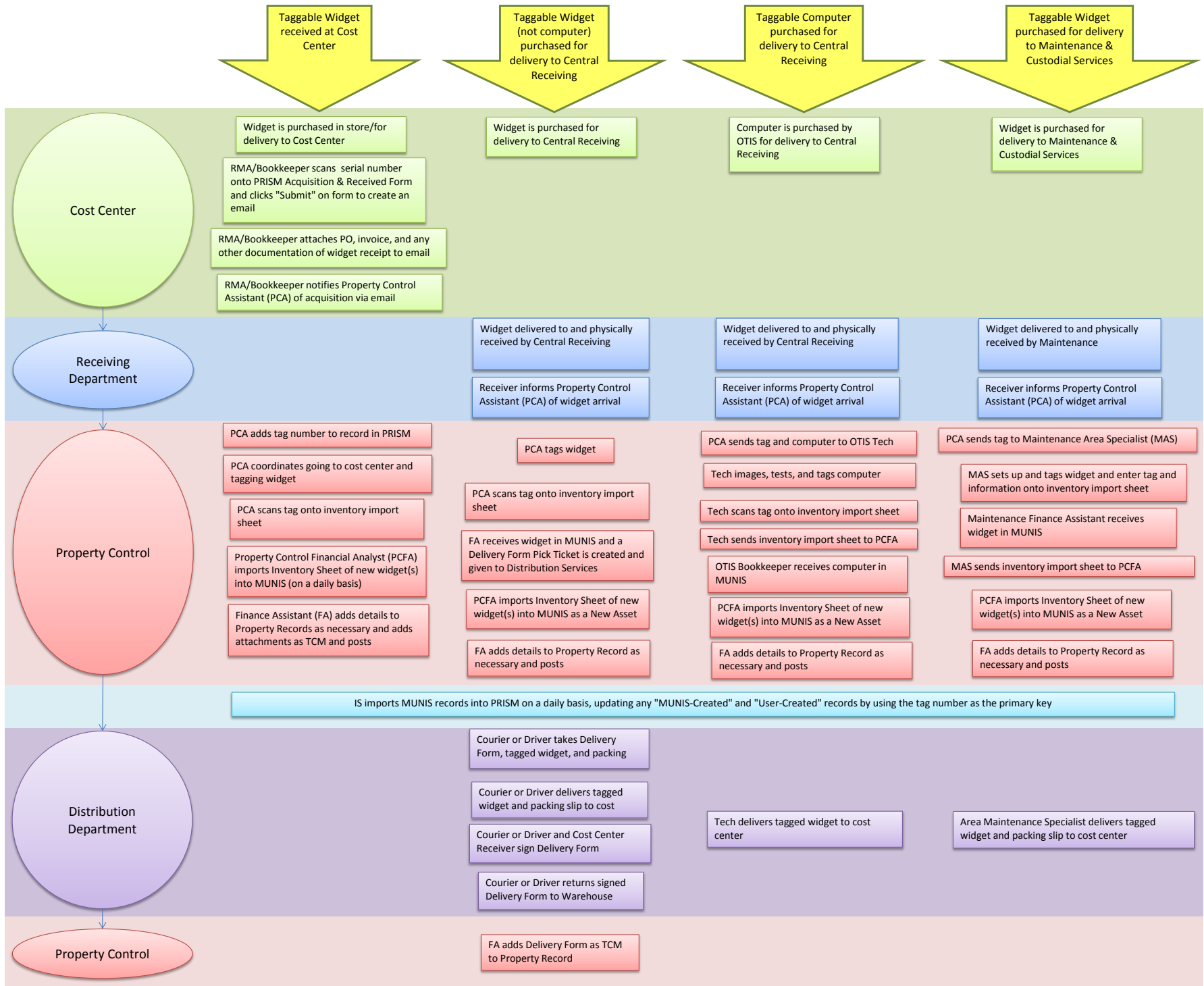
District Store

1. Surplus property with no asset value but still has remaining functional value may be made available for sale through the District Store
2. Sales will be held monthly
3. Finance Services will document sales and make deposits of payments
4. Items remaining in storage and not sold will be disposed of through auction, recycling or trash

Attachments:

- A. Property Acquisition Flow Chart
- B. Property Acquisition Form MIS Form # 207
- C. Distribution Services Pick Ticket – Delivery Form
- D. Equipment Checkout Guidelines for Employees MIS Form # 192 - EE Checkout Form
- E. Equipment Checkout Guidelines for Students MIS Form # 193 – ST Checkout Form
- F. Property Transfer Form MIS Form # 208
- G. Property Disposal Request Form MIS Form # 209
- H. QSG for Munis Fixed Asset Disposal

Property Acquisition Flow Chart





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vmarkou

FINANCE TRAINING DATABASE Feb 26 2016
PICK TICKET

P 1
inticket

Location: EQP Status: NEW

Page 1

Order Number: 1359417
Order Date: 03/08/2016
Department: 0471 River Ridge High
Route:
GL Effective Date 03/08/2016
Requisition:
Fiscal Year 2016
Fiscal Period 09
Assigned to Employee:

Ship To
River Ridge High School
11646 Town Center Road
New Port Richey FL 34654

General Notes

- 44038 90 990 Apple I Pad Air WI-FI 32GB Gray 528.00 DMPPHG2DFK11
- 44027 90 990 Apple I Pad Air WI-FI 32GB Gray 528.00 DMPPHFEZFK11
- 44012 90 990 Apple I Pad Air WI-FI 32GB Gray 528.00 DMPPH95GFK11
- 36" Student desk
- 42" Teachers Desk for Room 128
- 5 Piece Drum set
- Honda 21" mower
- 48" Mark X Mower

Item	UOM	Ordered	Shipped	Back-Ord	Unit Price	Item Total
COMPUTERS	EACH	3.0	3.0	0.0	0.00	0.00
Description: COMPUTERS						
CUSTODIAL	EACH	2.0	2.0	0.0	0.00	0.00
Description: CUSTODIAL EQUIPMENT						
FURNITURE	EACH	2.0	2.0	0.0	0.00	0.00
Description: FURNITURE						
MUSICAL--BAND	EACH	1.0	1.0	0.0	0.00	0.00
Description: MUSICAL INSTRUMENTS						
Total						0.00
Account-----						Amount-----
1100.9051.00.00000.ASSETS.0000.0000						0.00

** END OF REPORT - Generated by Vasilios Markou **

Received By _____



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
EQUIPMENT CHECKOUT GUIDELINES FOR EMPLOYEES**

MIS Form #192
Rev. 6/15

D

Employee Name	Employee ID #	Location / Cost Center	Date
Inventory Control Number	Serial Number	Equipment Type	

Accessories: Power Cord Case Video Adapter
 Other _____

Please read each statement:

- I understand that this equipment remains the sole property of the District School Board of Pasco County.
- I am bound by the *Electronic Network Use Guidelines for Employees* (MIS Form #190).
- This equipment is to be used for instructional and work purposes.
- I am financially responsible for all repair costs associated with any damage resulting from negligent use of this equipment. If the cost to repair exceeds the replacement cost or depreciated value, I am responsible for the replacement cost or depreciated value, whichever is less.
- I am financially responsible for the replacement cost or depreciated value, whichever is less, for loss/theft of the equipment that occurs off District School Board of Pasco County property. I will not be financially responsible if reasonable precaution is used to prevent loss/theft and a police report is provided to substantiate such reasonable precaution.
- I understand that I may elect to purchase private loss/damage/theft insurance to provide for additional coverage as a precaution. If I elect to do so, I am responsible for verifying whether my personal insurance (e.g., automobile, homeowner, renter, etc.) provides coverage for the equipment and if so, under what circumstances and subject to what deductibles.
- I am responsible if I permit unauthorized users to use this equipment.
- Student information is protected by law, and I am responsible for keeping all such information housed on this equipment confidential at all times.
- Inappropriate or unlawful use of this equipment, after due process, may result in termination.
- **(For non-exempt employees only):** I understand that any overtime must be approved in advance and that I am responsible for reporting all hours worked on my timesheet. For any questions regarding status as non-exempt or exempt, please contact the Office for Human Resources and Educator Quality.

By signing below, I understand and accept the above responsibilities with regard to this equipment being issued by the District School Board of Pasco County.

Employee Signature	Date
Administrative Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Notes/Comments	

Administrator Signature	Date
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Date Returned _____ Checked In By _____ Condition: ___ Satisfactory ___ Unsatisfactory

DISTRIBUTION: Original-Cost Center; Copy-Employee



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
EQUIPMENT CHECKOUT GUIDELINES FOR STUDENTS**

MIS Form #193
6/16

E

Student Name	Student ID #	Location / Cost Center	Date
Barcode ID Number	Serial Number	Equipment Type	

Accessories: Power Cord Case Video Adapter
 Other _____

Please read each statement:

- I understand that this equipment remains the sole property of the District School Board of Pasco County.
- I am bound by the Responsible Electronic Use Agreement for Students (MIS Form #191).
- This equipment is to be used for educational purposes.
- I am financially responsible for all repair costs associated with any damage resulting from negligent use of this equipment. If the cost to repair exceeds the replacement cost or depreciated value, I am responsible for the replacement cost or depreciated value, whichever is less.
- I am financially responsible for the replacement cost or depreciated value, whichever is less, for loss/theft of the equipment that occurs off District School Board of Pasco County property. I will not be financially responsible if reasonable precaution is used to prevent loss/theft and a police report is provided to substantiate such reasonable precaution.
- I understand that I may elect to purchase private loss/damage/theft insurance to provide for additional coverage as a precaution. If I elect to do so, I am responsible for verifying whether my personal insurance (e.g., automobile, homeowner, renter, etc.) provides coverage for the equipment and if so, under what circumstances and subject to what deductibles.
- I am responsible if I permit unauthorized users to use this equipment.
- Student information is protected by law, and I am responsible for keeping all such information housed on this equipment confidential at all times.
- Inappropriate or unlawful use of this equipment, after due process, may result in disciplinary action.

By signing below, I understand and accept the above responsibilities with regard to this equipment being issued by the District School Board of Pasco County.

Parent Signature

Date

Student Signature

Date

Instructor Signature

Date

Date Returned _____ Checked In By _____ Condition: ___ Satisfactory ___ Unsatisfactory



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
Property Transfer Form**

MIS Form #208
6/16

F

Please follow the steps below to properly process the transfer.

Step 1: Fill out all of the applicable boxes on the form.

Step 2: Have the School Principal or Department Director electronically sign the form.

Step 3: Click the E-mail button at the bottom to submit the form.

DATE: _____

FROM:

NAME AND TITLE

OF PERSON COMPLETING FORM: _____

CONTACT TELEPHONE NUMBER: _____

COST CENTER NAME: _____

COST CENTER NUMBER: _____

SIGNATURE OF PRINCIPAL/DIRECTOR: _____

METHOD OF TRANSFER:

Distribution Services Pick-up

___ District Personnel Name: _____

TO:

COST CENTER NAME: _____

COST CENTER NUMBER: _____

LIST OF ITEMS

Bar Code ID	Detailed Description	Serial Number

RECEIVED BY:

NAME OF AUTHORIZED PERSON: _____

COST CENTER NUMBER: _____

COST CENTER NAME: _____

SIGNATURE OF AUTHORIZED PERSON: _____

TO BE COMPLETED BY DISTRIBUTION SERVICES (IF APPLICABLE):

DATE PICKED UP: _____

DRIVER'S SIGNATURE: _____

DATE DELIVERED: _____

DRIVER'S SIGNATURE: _____



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
Property Disposal Request Form**

MIS Form #209
6/16

G

DATE: _____

REQUESTED BY:

NAME: _____

SIGNATURE: _____

COST CENTER NAME: _____

COST CENTER NUMBER: _____

LIST OF ITEMS PURCHASED

Barcode ID #	Detailed Description	Date Aquired	Book Value

REASON:

APPROVED BY:

NAME OF PROPERTY AREA SPECIALIST: _____

SIGNATURE: _____

DATE: _____

MUNIS QSG

QUICK START GUIDE

Activity: Disposal of Fixed Assets. When an asset is disposed of for any reason, it must be recorded.

Step 1- Search Asset to be disposed

Before an Asset is disposed, verify that the Current book value and the Est. salvage value are equal. This indicates if the asset has been fully depreciated.

Menu Navigation: Financials>Fixed Assets>Inquiries and Reports>Asset Inquiry

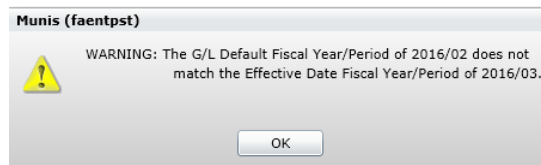
1. Click Search
2. Enter the Asset # then Click Accept on the Munis ribbon
3. Click on the Additional tab

If the asset is not fully depreciated contact the Conservation Recycling Office (CRO) for Memo template, and attach Memo to asset in Munis.

Step 2- Complete Adjustments and Retirements

Menu Navigation: Financials > Fixed Assets > Fixed Asset Processing > Adjustments and Retirements

1. Click Search on the ribbon
2. Complete the Asset box with the number of the asset to be disposed
3. Click Accept. The program displays the asset record
4. If Supporting Documentation is required
 - a. Click on Attachments on the Munis ribbon
 - b. Select Fixed Asset Attachment, which is the 2nd Fixed Asset Attachment
 - c. Click View Documents
 - d. Click New
 - e. Click Import
 - f. Click on file to attach then open
 - g. Click Save
 - h. Close Viewer
5. Click Transactions on the ribbon
6. Select Disposal and click OK. The program displays the Disposal screen
7. Click Update and complete the following fields:
 - a. Effective Date – The date will based on the Disposal Schedule sent out by Conservation Recycling Office (CRO). If the message below appears, click OK



- b. Retirement Date – Must be the same date as the Effective Date
- c. Search for the Disposal code by clicking “...” (the ellipsis icon) to populate a list of codes, highlight the code you need and click Accept on the Munis Ribbon
- d. Tab through Post year/per
- e. Search for the Reason code by clicking “...” (the ellipsis icon) to populate a list of codes, highlight the code you need and click Accept on the Munis Ribbon

- f. If the Asset was not fully depreciated you will get message "The final depreciation will be through the Year Month", Click OK
- g. Click Release on the Munis Ribbon. The Approval flag will change from "E" to "P" and the disposal enters the workflow process

Step 3 - Correct a rejected disposal

If a disposal is rejected, the system generates email notification, which provides the Asset# and the reason that it was rejected.

Menu Navigation: Financials>Fixed Assets>Fixed Assets Processing>Adjustments and Retirements

1. Search by "Asset#", then click "Accept". This will pull up the asset
2. Click on Transactions
3. Options select "Disposal", then "OK"
4. A Screen will come up with an Error Message "A transaction already exists for asset ...#....."
5. Click "Return" which will bring you to the Disposal window
6. Click Search and enter the "Asset#" then click "Accept"
7. Click "Update" Make the necessary changes
8. Click "Accept" The Approval flag box will change from "R"-Rejected to "E"-Entered
9. Click "Release" - This will release it back to Workflow. The Approval flag will change to "P"-Pending Approval