

**Overview of Assets**

**PURPOSE**

This job aid explains the process of how to register, issue, transfer, identify purchase information and dispose an asset.

Please note that only authorized users who have Workday Business Asset roles will have the security access to perform asset related tasks in Workday.

**TASKS IN THIS JOB AID**

[Asset Registration Process](#)

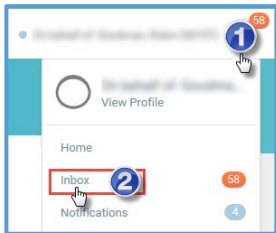
[Issuing an Asset in Workday](#)


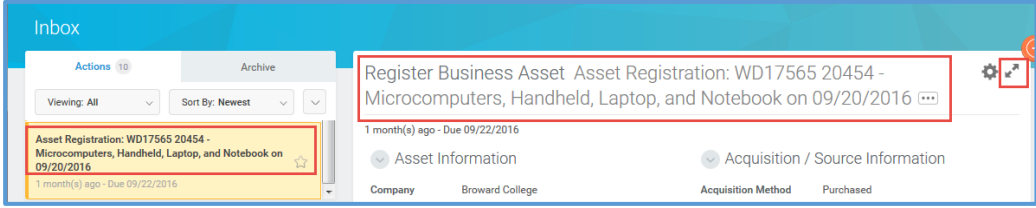
[Asset Transfer by Cost Center](#)

[Identifying Asset Purchase Information in Workday](#)

[Asset Disposal](#)

**PROCEDURES**

Asset Registration Process	
<p>The Broward College asset registration event is initiated from the successful <b>Create Receipt</b> event. When an employee receives an item in Workday that is identified as trackable item (via spend category through requisition event), and the item meets the threshold definitions (\$1,000 and above, or computer purchase) the asset registration task appears in Workday. To complete the task, follow steps listed below.</p> <p><b>Note:</b> Please note that this task can only be completed by the users who have Business Asset Role in Workday.</p>	
Step 1	Login to Workday
Step 2	<p>Access the task by clicking on <b>My Account &gt; Inbox</b></p> <div style="text-align: center;">  <p>The screenshot shows the 'My Account' navigation menu in Workday. A red box with a blue '1' and a red '58' notification badge is around the 'View Profile' option. A red box with a blue '2' is around the 'Inbox' option. A red '58' notification badge is also visible next to the 'Inbox' option. The 'Notifications' option is visible below 'Inbox' with a blue '4' notification badge.</p> </div>

Step 3	<p>Click on the <b>Asset Registration</b> task and then click on the toggle full screen mode icon  (<b>Note:</b> Make sure that the correct task is selected by verifying the PO information before proceeding)</p> 										
Step 4	<p>Scroll down to Asset Details section and complete fields as listed below:</p> <table border="1" data-bbox="334 630 1414 989"> <thead> <tr> <th>Column</th> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Identification</td> <td>Asset ID</td> <td>Populates automatically</td> </tr> <tr> <td>Asset Name</td> <td>Enter the Broward College asset number tagged on the equipment (<b>Note:</b> It will be a Broward College asset tag that is either white/black or yellow/black)</td> </tr> <tr> <td>Asset Description</td> <td>Populates automatically based on the information entered on PO, but can be modified for clarity</td> </tr> </tbody> </table> <p style="text-align: right;"><b>Continued</b></p>	Column	Field	Description	Identification	Asset ID	Populates automatically	Asset Name	Enter the Broward College asset number tagged on the equipment ( <b>Note:</b> It will be a Broward College asset tag that is either white/black or yellow/black)	Asset Description	Populates automatically based on the information entered on PO, but can be modified for clarity
Column	Field	Description									
Identification	Asset ID	Populates automatically									
	Asset Name	Enter the Broward College asset number tagged on the equipment ( <b>Note:</b> It will be a Broward College asset tag that is either white/black or yellow/black)									
	Asset Description	Populates automatically based on the information entered on PO, but can be modified for clarity									

Column	Field	Description
Additional Information	Asset Identifier	Enter the Broward College asset number tagged on the equipment ( <b>Note:</b> It will be a Broward College asset tag that is either white/black or yellow/black)
	Serial Number	Enter serial number
	Manufacturer	Enter the manufacturer
	Asset Class	Populates automatically
	Asset Type	Populates automatically
Cost Information	Cost	Populate automatically
	Currency	
	Quantity	
Location	Location	Will populate with PO information, but can be modified if the Coordinator is aware of a change
	Worktags	

Step 5 Click **Submit**

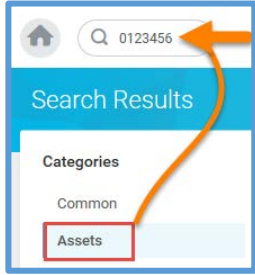


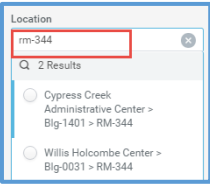


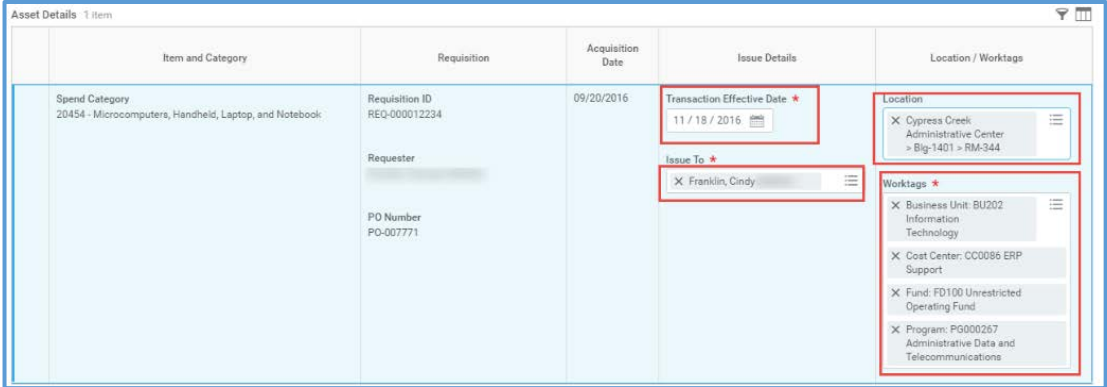
### Issuing an Asset in Workday

Please note that only Business Asset Accountant and the Business Asset Tracking Specialists have access to issue assets to worker in Workday.

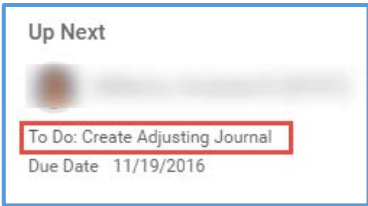
Step 1 Locate the Broward College asset number on the equipment. It will be a Broward College asset tag that is either white/black or yellow/black



**Continued**

Step 2	Login to Workday								
Step 3	<p>Enter the asset number in the search field, including leading zeroes &gt; click on <b>Asset</b> under <i>Categories</i> &gt; Press Enter</p> 								
Step 4	<p>The asset number appears, click on the related actions  icon (located next to the asset number)</p>								
Step 5	<p>Complete fields as listed below:</p> <table border="1" data-bbox="337 705 1414 1178"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Transaction Effective Date</td> <td>Defaults to current date, can be modified if applicable</td> </tr> <tr> <td>Issue To</td> <td>Enter the employee's name you are issuing the equipment to (<b>Note:</b> The asset's worktags information will update automatically to match the employee's worktag assignment)</td> </tr> <tr> <td>Location</td> <td>Change the information to employee's building and room number. To enter, click on the prompt  icon and enter the room number in the search box as rm-xxx (ex: rm-344). Select the correct campus location from the list</td> </tr> </tbody> </table> 	Field	Description	Transaction Effective Date	Defaults to current date, can be modified if applicable	Issue To	Enter the employee's name you are issuing the equipment to ( <b>Note:</b> The asset's worktags information will update automatically to match the employee's worktag assignment)	Location	Change the information to employee's building and room number. To enter, click on the prompt  icon and enter the room number in the search box as rm-xxx (ex: rm-344). Select the correct campus location from the list
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<b>Continued</b>									
									
Step 6	Click <b>Submit</b>								

**Up Next** The transaction is now with Business Asset Accountant to complete a **To Do: Crate Adjusting Journal**



**Step 7** You can click the **Details and Process Arrow** to view more information

> Details and Process

For WD17565 (0123456)

Overall Process Asset Issue: WD17565 (0123456) on 11/18/2016

Overall Status Successfully Completed

Due Date 11/19/2016

Process

Process History 2 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Asset Issue Event	Asset Issue Event	Step Completed	11/18/2016 07:11:43 AM	11/19/2016		
Asset Issue Event	To Do: Create Adjusting Journal	Awaiting Action		11/19/2016	(Business Asset Accountant)	

Done

**Step 8** Click **Done**

## Asset Transfer by Cost Center

Please note that only Business Asset Accountant and the Business Asset Tracking Specialists have access to transfer assets in Workday.

1. To assign an asset to a cost center that is different than the one used for the supplier invoice, the authorized users will first need to contact the Fixed Asset Accountant in the [Finance Department](#) to determine if a Broward College Transfer Form is needed, or if the [Facilities Department](#) will need to be involved (managed outside of Workday).
2. If custodianship is changing to a new owner's cost center, then the request to transfer an item must be accompanied by a **completed** [Broward College Transfer Form](#) that includes the following information:

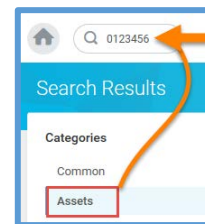
Field	Description
Initiating Property Custodian	the manager who wants to "move" the item out of their inventory
Receiving Property Custodian	the manager who is receiving the item into their inventory
Description	Enter a brief description of the item (ex: Camera)
Asset No.	Enter the Broward College asset number
Serial No.	Enter the serial number of the item, if any
FROM (Campus, Bldg & Room)	Enter where the item is moving from, including building and room
To (Campus, Bldg & Room)	Enter where the item is moving to, including building and room.
Receiving Department Head	Include Receiving Property Custodian's signature at the bottom of the page.


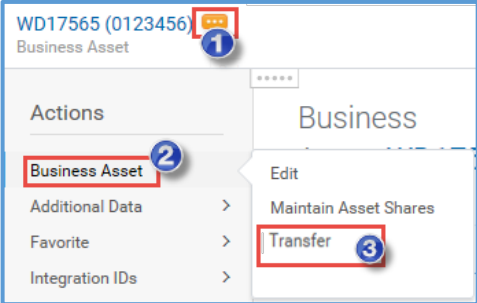

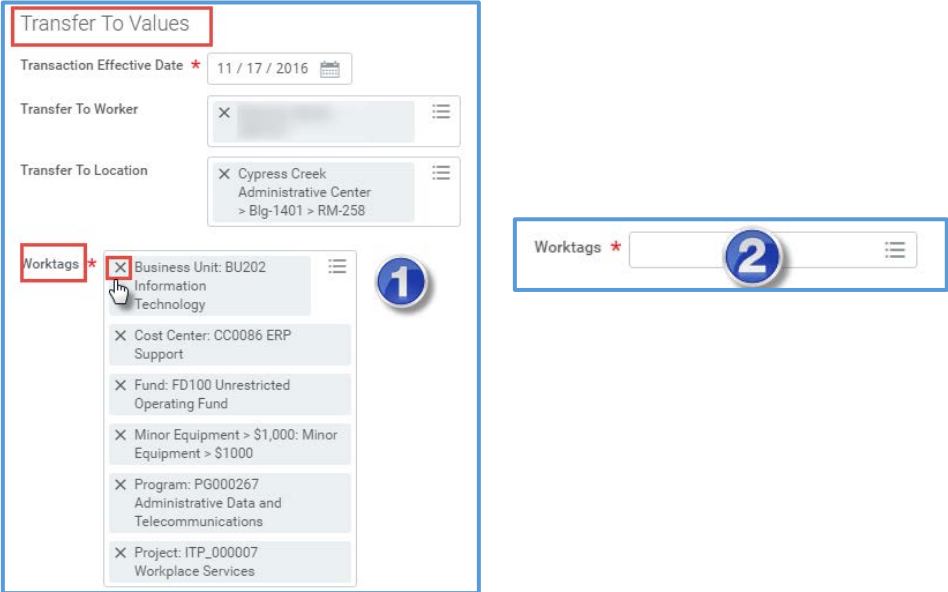
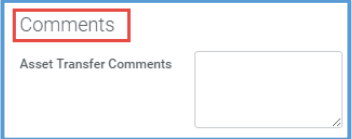
Step 1 | Login to Workday

Step 2 | Locate the Broward College asset number on the equipment. It will be a Broward College asset tag that is either white/black or yellow/black



Step 3 | Enter the asset number in the search field, including leading zeroes > click on **Asset** under *Categories* > Press Enter



Step 3	Click on the related actions  icon (located next to the asset number)
Step 4	Rest your cursor on <b>Business Asset</b> and click on <b>Transfer</b> 
Step 5	Scroll down to <b>Worktags</b> under <i>Transfer To Values</i> section and: <ol style="list-style-type: none"> <li>1. Clear out the existing worktags by clicking the cross  icon</li> <li>2. Enter the new <b>Cost Center</b> number (<b>Note:</b> Once Cost Center is entered, associated worktags will popu late automatically)</li> </ol> 
Step 6	Scroll to <i>Comments</i> section and enter an <b>Asset Transfer Comments</b> (Not Required) 
Step 7	Click <b>Submit</b> > <b>Done</b> . The asset information is now updated.

## Identifying Asset Purchase Information in Workday

Please note that only Business Asset Accountant and the Business Asset Tracking Specialists have access to identifying asset purchase information in Workday.

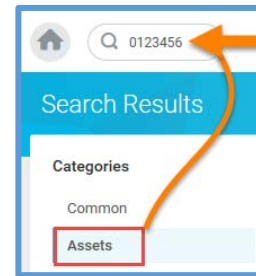
**Step 1** Locate the Broward College asset number on the equipment. It will be a Broward College asset tag that is either white/black or yellow/black



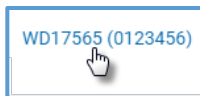
**Note** For assets purchased before July 2014, please contact the Fixed Asset Accountant in the [Finance Department](#) for purchase details. These are identified as having a conversion spend category number. For assets purchased after with a regular Workday spend category, continue to step 2

**Step 2** Login to Workday

**Step 3** Enter the asset number in the search field, including leading zeroes > click on **Asset** under *Categories* > Press Enter



**Step 4** Asset number appears, click on it



**Step 5** Scroll down to **Lifecycle** tab

General		Custodian		Lifecycle		Process History	
Lifecycle 5 items							
Event	Initiated By	Initiated On	Due Date	Completed On	Status	Operational Transaction	
Requisition: on 08/16/2016 for \$578.00		08/16/2016 11:03:48 AM	08/23/2016	09/06/2016 05:57:16 AM	Successfully Completed		
Purchase Order: Broward College on 09/14/2016		09/14/2016 05:24:26 AM	09/15/2016	09/14/2016 05:24:26 AM	Successfully Completed		
RCT-021073 for PO-007771		09/20/2016 08:06:32 AM	09/22/2016	09/20/2016 08:06:32 AM	Successfully Completed		
Supplier Invoice: APPLE COMPUTER, INC. (MS 198 - (ED OR HE) on 09/15/2016 for \$479.00		09/23/2016 11:38:24 AM	09/30/2016	09/23/2016 11:38:55 AM	Successfully Completed	Supplier Invoice: SUP_INV-000044585	
Asset Registration: WD17565 20454 - Microcomputers, Handheld, Laptop, and Notebook on 09/20/2016		09/20/2016 08:06:32 AM	09/24/2016	11/17/2016 06:23:19 AM	Successfully Completed		
Asset Issue: WD17565 (0123456) on 11/18/2016		11/18/2016 07:11:43 AM	11/19/2016	11/18/2016 07:11:43 AM	Successfully Completed		

**Note:** If the asset has been invoiced through Workday, you will see the Supplier Invoice information in the Operational Transaction column. Click on the Supplier Invoice number (blue hyperlink) to obtain asset purchase information, which will include cost and purchase order information.



## Asset Disposal

### A. Asset Pick-Up Process

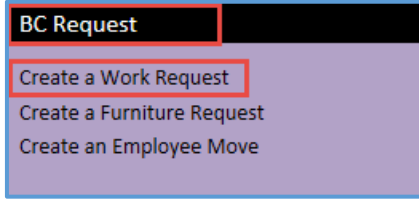
1. The department manager will work with his/her staff to determine if an asset is ready to be disposed.
2. The department assignee responsible for having the item picked up for disposal will first determine if the item is over or under \$1,000.
  - a. If it is a computer item (i.e. laptop, tablet, PC), the department should contact their Campus Technology department to have them pick up the item first. The Campus Tech department will complete the disposal process collectively for all campus items picked up from individual departments.
  - b. If it is an item with a Broward College black/white asset tag, then the item is over \$1,000 at cost. Use the [Broward College Over \\$1,000 Disposal Form](#). The asset tag will look like the following:



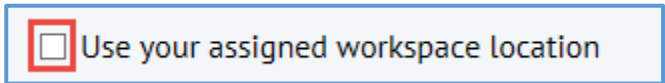
3. If an item does not have a Broward College asset tag, it is likely to be under \$1,000 at cost. Use the [Broward College Under \\$1,000 Disposal Form](#).
4. For either disposal form used, the following information must be completed and signed:
  - a. Cost Center
  - b. Cost Center Administrator
  - c. Your Campus
  - d. Your Building number
  - e. Your Room number
  - f. Disposition type – Lost, Stolen, Trade-In, Unserviceable, Donation, Obsolete, Surplus, or Other
  - g. Does the item require pickup, and if so, for what date
  - h. Initiating Property Custodian Signature – the department manager for the equipment must sign here.
  - i. Description of the item
  - j. Asset number (if found on equipment)
  - k. Serial number (if any)
5. When the form is ready, email the form to the Fixed Asset Property & Records Storage Coordinator listed on the disposal forms and put the asset(s) that you want to dispose in a secure location, if feasible.


6. Log in to [Archibus](https://facilities.broward.edu/archibus/login.axvw) portal using your BC ID and Password (direct link: <https://facilities.broward.edu/archibus/login.axvw>)

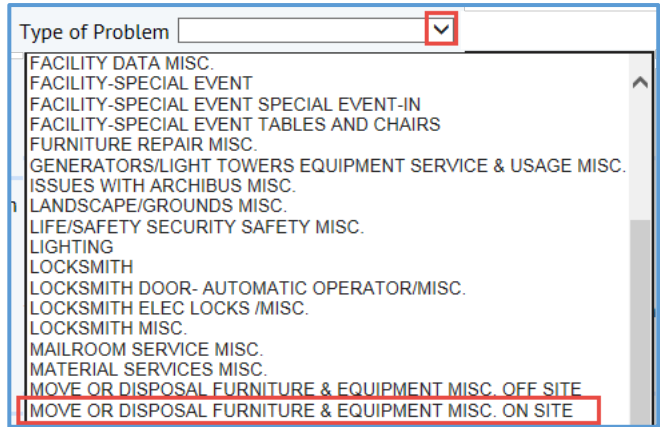
7. Click on Create a Work Request under BC Request



8. Click the checkbox to use your assigned workspace location



9. For Problem, click on the drop down  arrow next to the dialog box, and select Move or Disposal Furniture & Equipment Misc On Site.



10. Click **Submit**

**B. Removing the Asset from the Records**

1. Assets over \$1,000 are added to a disposal list that is prepared on a monthly basis, and presented to the Board of Trustees for approval on the Consent Agenda.
2. If the Board approves the disposal request, the assets are removed from both the Workday and the DHS inventory scanning system by the Fixed Asset Accountant.
3. Items are removed from the campus, and are sold on the College's behalf through a 3<sup>rd</sup> party auction house.