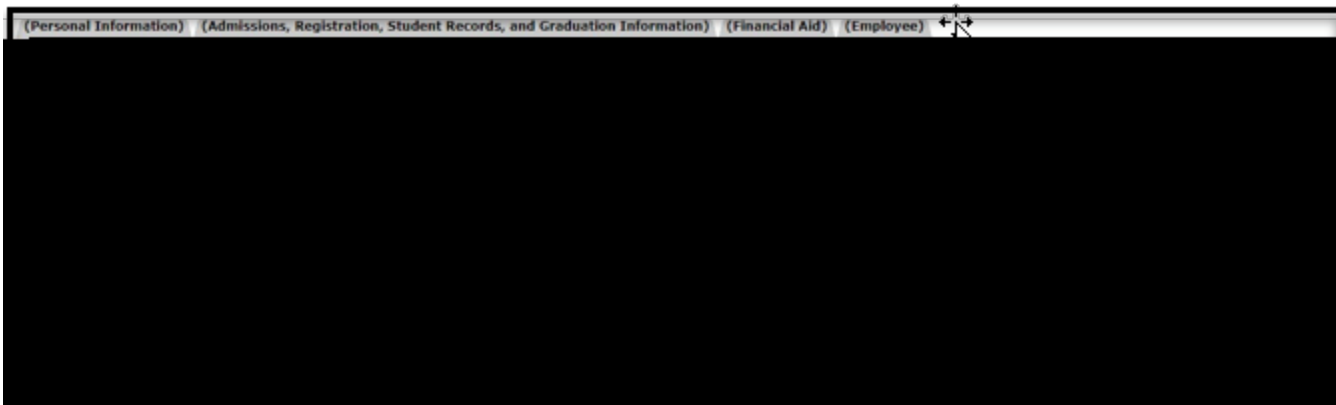


For Intra and Interdepartmental Changes to Equipment Location and Ownership

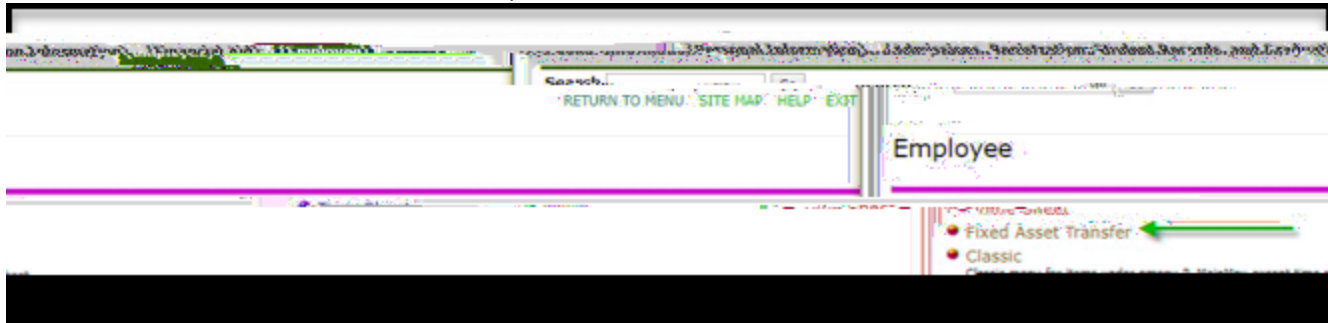
All tagged equipment is recorded in Banner with an assigned location and responsible budget code. The responsible budget code is the department in custody of the asset and the Budget Unit Director assumes responsibility for the asset. When equipment is moved or transferred, an electronic workflow process must be utilized. This workflow replaces the paper form to complete an Intradepartmental (location change only) and Interdepartmental (location and responsible budget unit change) transfer.

Section A	Initiating a Transfer – <i>typically completed by an FAC (Fixed Asset Coordinator)</i>
Section B	BUD Approval of transfer
Section C	FAC completion of transfer

-
1. Login to Leo Online using link - <https://leoonline.odu.edu/homepage.htm>
 2. Click on "Enter Leo Online News and Secure Area".
 3. Scroll down and click on "Enter Secure Area".
 4. Login using your Midas ID and password.
 5. At the Main Menu, click "Employee".



6. Click the "Fixed Asset Transfer" option.



7. This brings up the Fixed Asset Transfer form for Intradepartmental and Interdepartmental transfers. Enter the required fields and click the Submit button or click the Reset button to change the required fields.

Required fields:

- Enter the 9-character ODU Property Tag Number.
- Select the type of transfer.
 - *Intradepartmental*: To another location within the department
 - *Interdepartmental*: Asset is being transferred out of the department and into a new custodial budget code.
- Provide either the new building/room number or new budget code.
- Click "Submit"

8. Review asset detail and confirm that the correct asset is being transferred. Click the "Submit" button to initiate the transfer or click "Return to Fixed Asset Transfer" to enter a different tag number.

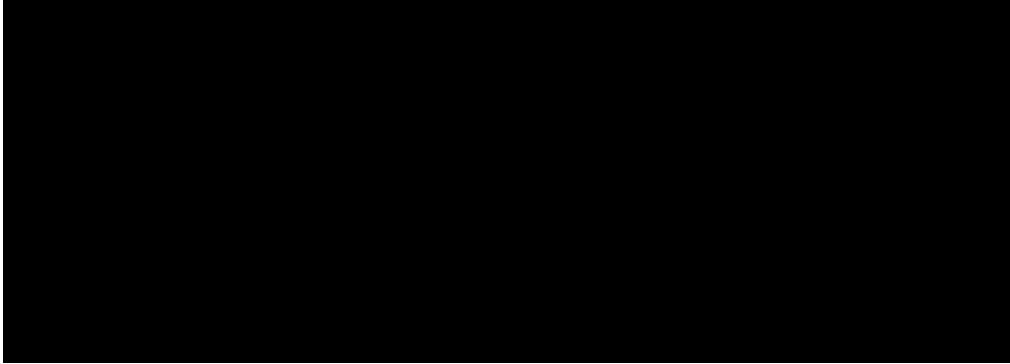
a. Incorrect Information:



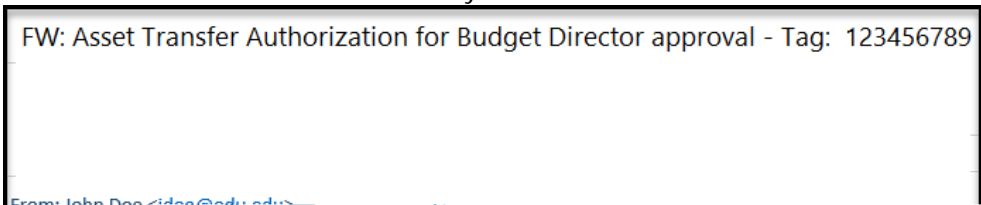
b. Correct information:



9. Once submitted, the transfer has been initiated and sent to the Budget Unit Director for approval.



1. The Budget Unit Director will receive an email requesting action on a transfer. Click on the link to access workflow and login using your Midas ID and password.
The approvals are sent to the individual listed as Budget Unit Director on the Banner table maintained by Data Control.



Thank you!

2.

3. Review transfer details, either approve or deny the transfer, and click the Complete button. Save & Close or Cancel button takes you back to the worklist.

a. If the transfer is denied, the initiator will be notified by email and the workflow is complete.

b. For help with the 2017 review process, contact the IT helpdesk at (800) 226-0710 or (800) 226-0710. For more information, see the IT helpdesk website at www.its.ttu.edu.

From: Sam Loberon <slberon@ndu.edu>
 Sent: Friday, May 5, 2023 5:53 PM
 To: Caia Janny <caia@ndu.edu>
 Subject: Verify Transfer completion for Fixed Asset Coordinator Approval- Tag: 123456789

Transfer of the following asset has been approved by the Budget Unit Director.

Pending action: Please update the Workflow worklist once the asset has been physically moved.

Tag: 123456789

Model: OPTIPLEX 701
 Manufacturer: DELL
 Serial Number: C30M

How steps to access workflow: Please follow the below steps to access workflow:

1. Click on the link to access <https://workflow.ndu.edu>
2. Login using your Midas ID and password Click on worklist

Please verify the information and ensure Workflow is working properly. If you see an error, please contact caia@ndu.edu if you see an error.

Thank you.



7.

From: Johnson, William <w2willi@odu.edu>
Sent: Thursday, May 18, 2023 3:14 PM
To: John, Doe <jdoe@odu.edu>
Cc: Sam Johnson <sjohnson@odu.edu>
Subject: Fixed Asset Transfer you initiated

ed is Recorded - Tag: 123456789

recorded.

Transfer of the following asset has been

Tag: 123456789
Description: TEST FAW Microcomputer
Make: COMPUTER, DESKTOP
Model: C30MRW1
Manufacturer: DELL
Serial Number: C30MRW1
Former Budget Code: 12345
Former Location: CLEARING ACCOUNT

New Budget Code: 12345
New Location: Moorjakar 500

Thank you.

Please contact the Fixed Asset Accountant at 3-5022 or FixedAssets@odu.edu with any questions or concerns. This document is a joint effort between ODU Internal Auditors, ITS and Office of Finance.