This Quick Reference is linked in the Tracking University Owned Assets for Remote Work Use business process.

The employee is responsible for completing the Property Off Campus (POC) form prior to moving University owned assets and equipment off campus to another temporary or long-term location for business use, including for remote work use. Items may include but are not limited to: computers, laptops, computer peripherals costing greater than $100, monitors and chairs.

The form requires the Business Area and Cost Center. The employee’s Business Area (Division) and Cost Center is located under Organization within Employment Information in the “My Employee Profile” located in SuccessFactors.

Quick Links:
- Access Finance Launchpad and Property Accounting form
- Complete POC Property Accounting Form
- Review Submitted or Approved Forms
- Add Return Date to Approved Forms

### Accessing the Property Off Campus Form

1. **Access the OneCampus Portal** (one.purdue.edu)
   
   Log in using your BoilerKey

2. **Click Finance Launchpad** to launch SAP Fiori
1. Click *Purdue User Group* from the SAP Fiori home screen

2. Select the *Property Accounting Forms* tile

## Completing Property Off Campus (POC) forms

**Select Property Off Campus**

Enter **Business Area** and **Cost Center**.
If unknown, click ![Search](search-icon.png) to search.

Other Helpful Hints:
Click the ![Search](search-icon.png) function to find the **Business Area** and **Cost Center**.

- Click **Show Search Criteria** to narrow search.
- Consider searching by description or name, when 4-digit business area is unknown. Click Enter to search.

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Please note – under ‘My Employee File” in SuccessFactors you can find your business area as Division in Organization Information. Cost Center information is also available.

In this example, ‘contains’ was selected from drop-down list and Human Resources was typed as descriptive.
Note: West Lafayette Campus Business Area begins with 40.

- Click the row to select the correct Business Area/Cost Center.

Click **Create** to complete form.

Property Off Campus form opens.

Header information is populated from user profile and data entered on previous screen.

Complete information regarding off campus location details.

- **Staff Member Name** (Format: Last Name, First Name)
- Enter Home Address, City, State or Address for Location of equipment.
- Purpose of location change. (For Remote Work, enter: “Remote Work”)
- Removed Date – Date equipment left campus.
- Expected Return Date – enter if known; leave blank if unknown
Click **Add Inventory**.

Complete **Inventory Details** as much detail as possible.

- **Inventory Number**: Enter local IT inventory number (e.g., CSDS-012345) or University inventory number if applicable (greater than $5,000). Note: not all items will have an inventory number, such as chairs.
  - Adding local IT inventory numbers will assist IT in tracking equipment

- **Inventory Description** is always required. Best practice is to also include Inventory Number and Serial Number in their respective fields.
  - List quantities in parenthesis

- Add **Serial Number** and **Model** information when available.
  - Dell refers to serial number as service tag

Use the arrow (→) to scroll across all fields. The following fields should be left blank and will be completed by Property Accounting.

- **Asset Number**
- **Department Responsible**
- **Ownership**
- **Property Accounting Code**

Click **Add Inventory** to add multiple line items to one form. Entering each inventory item on a new line.

**NOTE:** Multiple inventory items can be submitted at one time. For more detailed instructions, see Property Accounting Electronic Forms Entering Multiple Inventory Detail Lines QRC.
Click **Submit** when form is completed with all items.

- Message appears confirming form submission and data save.
- **Form Number** is auto-generated and displayed on form header.
- Supervisors may request a printed copy of submission form – utilize Print PDF

To exit form, click ✗ to close browser window.

Form is routed for Fiscal Approval (triggered by Cost Center) and then to Property Accounting for final approval. Email is sent to form requestor, once approved.

Supervisor may require copy of approved form.

### Reviewing Submitted Forms

Select **Property Off Campus**.
Enter **Form Number** and click **Display** to view form.

**Approval Details** are towards the bottom of the form.

Click **Print PDF** if printed version of form is needed.
Submitter of form receives approval.

This form should be kept so submitter can add return date, when equipment is returned.

Submitter of form can click link within the email of the approved form to add return date of equipment.

If submitter does not have approval email anymore, email propacct@purdue.edu to approval resent.

1. Link will require login credentials to access form.
2. Complete Return Date
   Click Save