

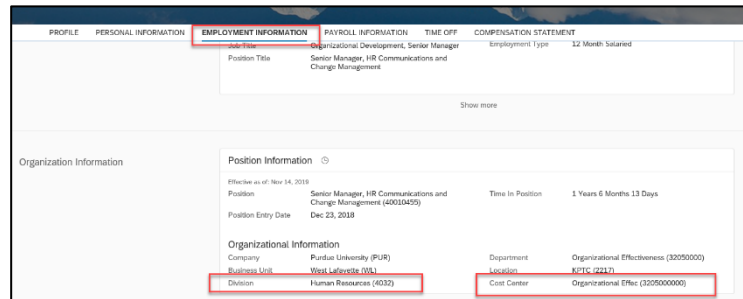
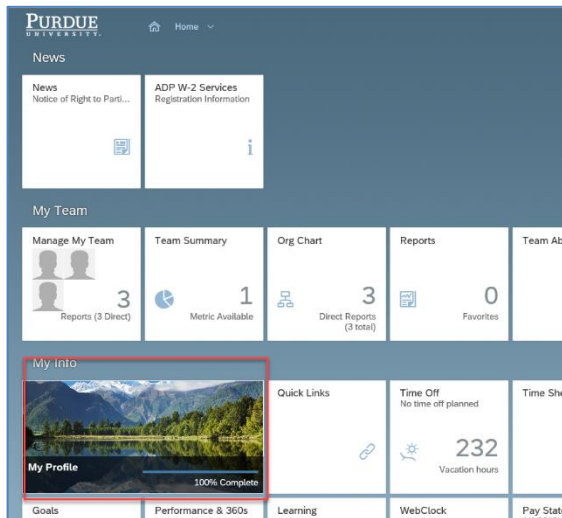
Property Off Campus Electronic Form Submission – Tracking University Owned Assets for Remote Work Use

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](#)

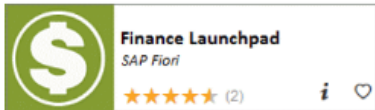
[Review Submitted or Approved Forms](#)

[Add Return Date to Approved Forms](#)

Accessing the Property Off Campus Form

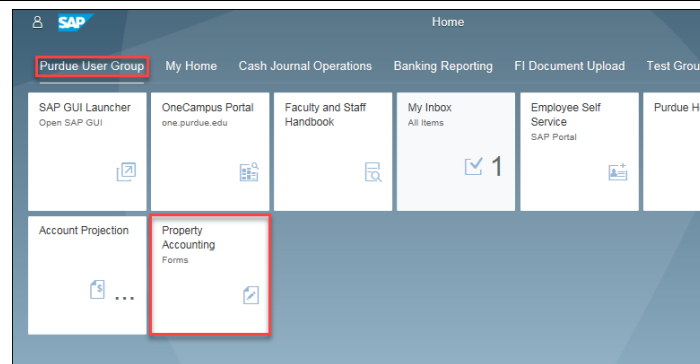
- Access the **OneCampus Portal** (one.purdue.edu)

Log in using your BoilerKey
- Click **Finance Launchpad** to launch SAP Fiori

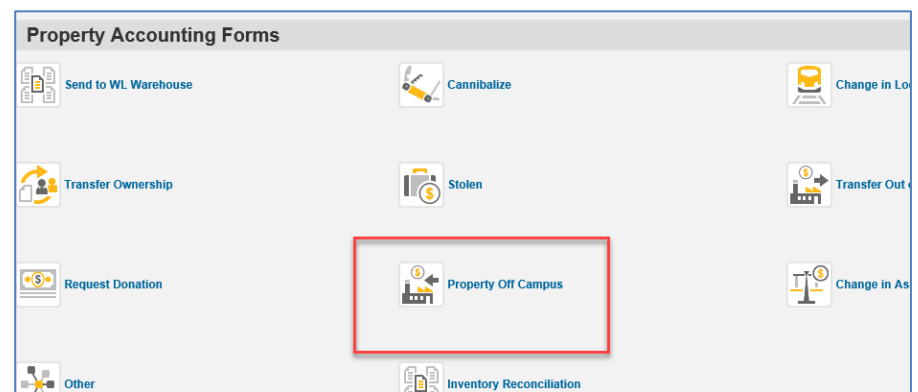
Property Off Campus Electronic Form Submission – Tracking University Owned Assets for Remote Work Use

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  to search.

Property Accounting Forms

Create Display

Form Type: Property Off Campus

* Business Area:

* Cost Center:


Created on:

Requestor:

Form Number:

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.

Other Helpful Hints:

Click the  **search** 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.

Property Accounting Forms

Create Display

Form Type: Property Off Campus

* Business Area:

Search: Business Area

Results List: 1387 results found for Business Area

Personal Value List **Show Search Criteria**

Business Area	P.A. Description	Cost Center	Name

In this example, ‘contains’ was selected from drop-down list and Human Resources was typed as descriptive.

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Note: West Lafayette Campus Business Area begins with 40.

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

Search: Business Area

Search Criteria

Business Area is []

B.A. Description contains HUMAN RESOURCES

Cost Center is []

Name is []

Maximum Number of Results: 9,999

Search Clear Entries Reset to Default

Results List: 11 results found for Business Area

Business Area	B.A. Description	Cost Center	Name
4032	Human Resources	3200000000	VP HR Admin
4032	Human Resources	3201000000	Employee Relations
4032	Human Resources	3202000000	Compensation
4032	Human Resources	3203000000	Benefits
4032	Human Resources	3204000000	Leadership & Develop
4032	Human Resources	3205000000	Organizational Effic
4032	Human Resources	3207000000	Talent Acquisition

Click **Create** to complete form.

Property Accounting Forms

Create Display

Form Type: Property Off Campus

* Business Area: 4032

* Cost Center: 3205000000

Created on: []

Requestor: []

Form Number: []

Property Off Campus form opens.

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

Form Number: []

Cost Center: 3205000000

Created on: 07/06/2020

Business Area: 4032

Requestor Name: Cindy Davis

Created At: 11:49:12

Status: DRAFT

Header Information

Staff Member: Davis, Cindy

City: Crawfordsville

Purpose: Remote work

Expected Return Date: []

Address: street address here

State: IN

Removed Date: 07/07/2020

**Type address information and date agreed
Purdue asset or equipment will be relocated.**

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

**Property Off Campus Electronic Form Submission –
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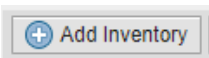
Click **Add Inventory**.

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.

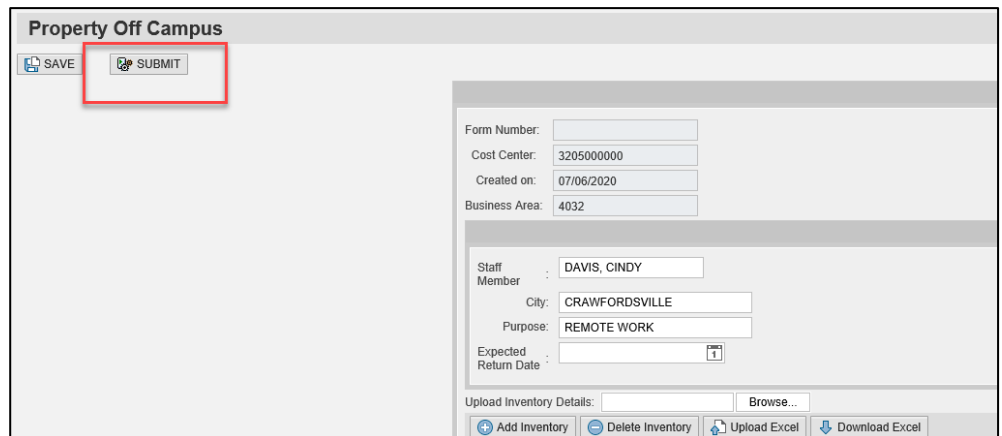
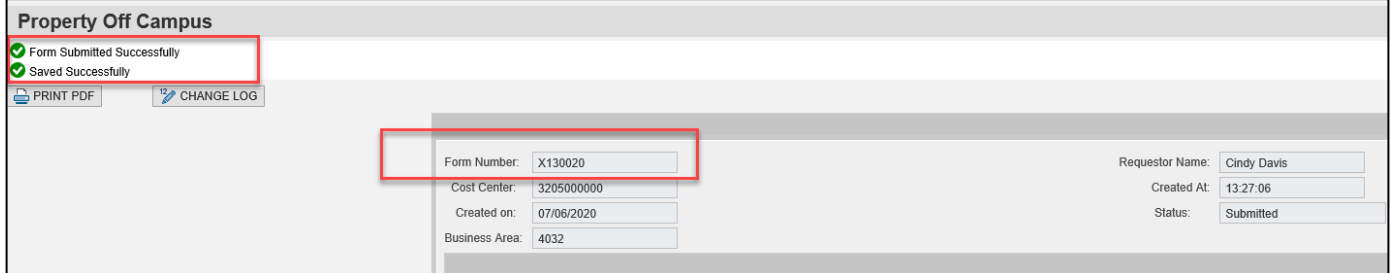
- Asset Number
- Department Responsible
- Ownership
- Property Accounting Code

Click  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.

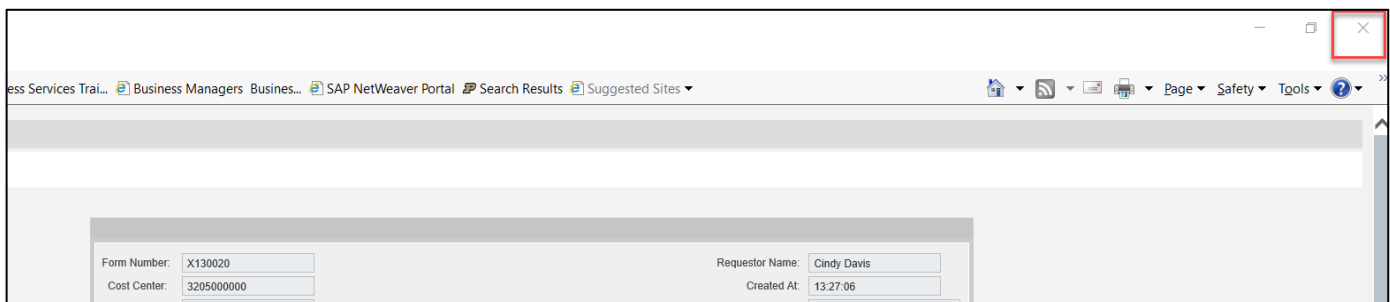
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Click **Submit** when form is completed with all items.

- 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**.



**Property Off Campus Electronic Form Submission –
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Enter **Form Number** and click **Display** to view form.

Property Accounting Forms

Create **Display**

Form Type: Property Off Campus

* Business Area:

* Cost Center:

Created on:

Requestor:

Form Number:

Approval Details are towards the bottom of the form.

Form Number: X130020 Requestor Name:
Cost Center: 3205000000 Created At:
Created on: 07/06/2020 Status:
Business Area: 4032

Staff Member: DAVIS, CINDY Address:
City: CRAWFORDSVILLE State: IN
Purpose: REMOTE WORK Removed Date: 07/07/2020
Expected Return Date:

Inventory Number	Inventory Description	Model	Manufacturer	Serial Number
1074-09325	LAPTOP	LATTITUDE 5590	DELL	TEST
	MONITORS (2)	P2214H	DELL	TEST
	PORT/DOCKING STATION	USB AUDIO	DELL	TEST
	CHAIR			TEST

Approver Details

Approver Name	Approver Level	Approver type	Action	Created on	Time	Comment Field
01	Fiscal Approver	Pending ...		07/06/2020	13:55:01	

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

Property Off Campus

PRINT PDF **CHANGE LOG**

PROPERTY ACCOUNTING

Property Off Campus

Form Number : X130020 Requestor Name: Cindy Davis
Cost Center : 3205000000 Created at: 13:27:06
Created on: 07/06/2020 Status: Submitted
Business Area: 4032

Staff Member : DAVIS, CINDY Address: STREET ADDRESS GOES HERE
City : CRAWFORDSVILLE State: IN
Purpose : REMOTE WORK Removed Date: 07/07/2020
Expected Return Date:

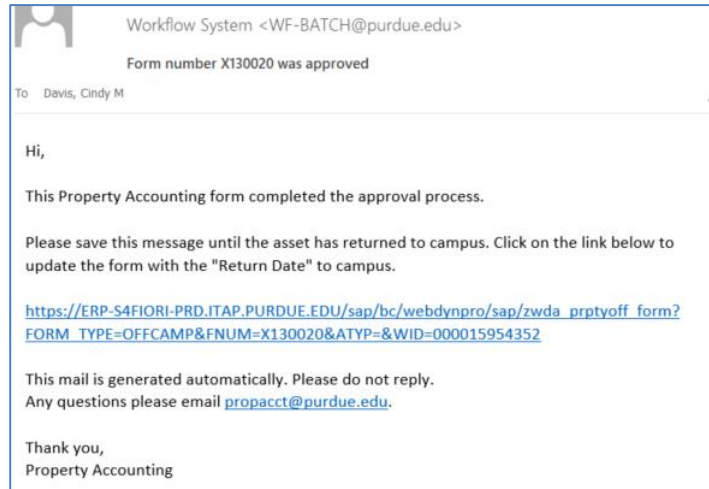
Inventory Details

Inventory #	Description	Model	Mfg.	Serial #	Central Office	Asset #	Dept Resp	Ownership	PA Code
1074-09325	LAPTOP	LATTITUDE 5590	DELL	TEST					
	MONITORS (2)	P2214H	DELL	TEST					
	PORT/DOCKING STATION	USB AUDIO	DELL	TEST					
	CHAIR			TEST					

**Property Off Campus Electronic Form Submission –
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Submitter of form receives approval.

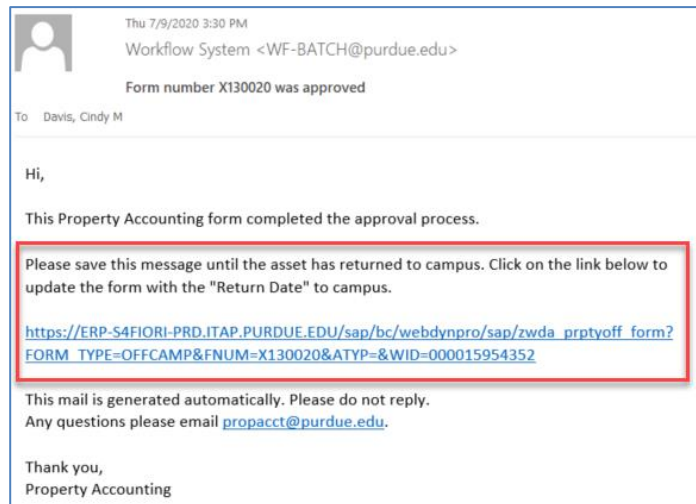
This form **should be kept so submitter can add return date**, when equipment is returned.



Complete Equipment Return Date

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**

Inventory Number	Inventory Description	Model	Manufacturer	Serial Number	Central Office
<input checked="" type="radio"/>	CHAIR			TEST	
<input type="radio"/>	LAPTOP	LATTITUDE 5590	DELL	TEST	
<input type="radio"/>	MONITORS (2)	P2214H	DELL	TEST	
<input type="radio"/>	PORT/DOCKING STATION	USB AUDIO	DELL	TEST	