

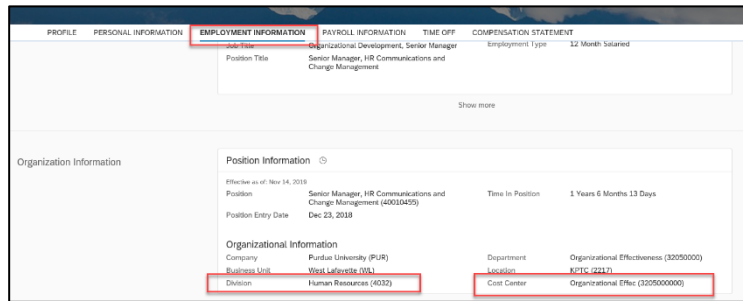
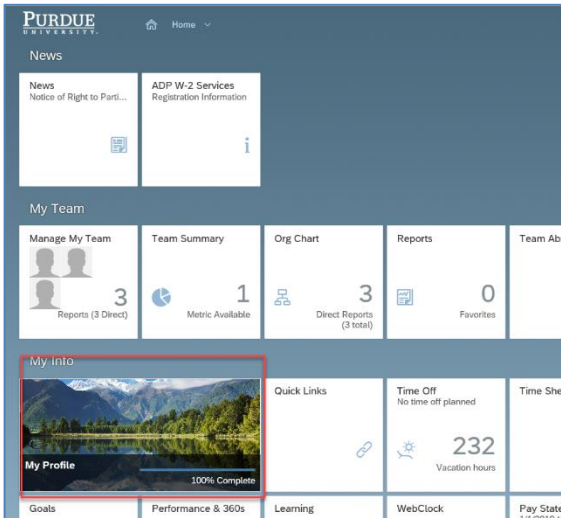
Property Off Campus Electronic Form Submission – Tracking University Owned Assets for Remote Work Use

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](#)

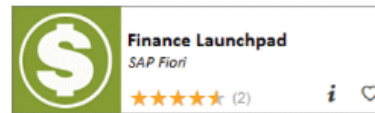
[Review Submitted or Approved Forms](#)

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



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<ol style="list-style-type: none"> 1. Click Purdue User Group from the SAP Fiori home screen 2. Select the Property Accounting Forms tile 	
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Completing Property Off Campus (POC) forms

<p>Select Property Off Campus</p>	
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<p>Enter Business Area and Cost Center. If unknown, click to search.</p>		<p><i>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.</i></p>
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<p>Other Helpful Hints:</p> <p>Click the search function to find the Business Area and Cost Center.</p> <ul style="list-style-type: none"> • Click Show Search Criteria to narrow search. • Consider searching by description or name, when 4-digit business area is unknown. Click Enter to search. 		<p><i>In this example, ‘contains’ was selected from drop-down list and Human Resources was typed as descriptive.</i></p>
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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.

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

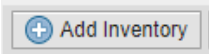
Click **Add Inventory**.

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

- **Inventory Description** is always required. Best practice is to also include Inventory Number and Serial Number. Identification numbers from ITaP can also be used.
- **Inventory Number:** Enter local IT inventory number or University inventory number if applicable (greater than \$5,000). Note: not all items will have an inventory number, such as chairs.
 - List quantities in parenthesis.
- Add **Serial Number** and **Model** information when available.
 - University Inventory Number & Asset Numbers are only applicable for University assets > \$5,000. Adding local IT inventory numbers will assist IT in tracking equipment.

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.

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

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

Property Off Campus

Form Submitted Successfully
 Saved Successfully

- 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 – Tracking University Owned Assets for Remote Work Use

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: X130020

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					