

Cannon IV copier replacement for disposal of existing copier.

This Quick Reference outlines the steps to follow when Cannon IV is replacing your existing copier/printer/multi device for a new one. This process allows Cannon IV to remove your old copier for disposal. Prior to Cannon IV's arrival for delivery of new machine the department will need to submit a Property Accounting Form – Other. A printed copy of the form needs to be attached to old machine for disposal. Cannon IV will remove the hard drive of old machine and leave the hard drive with the department before removing the machine from campus. The department will then send the hard drive to Purdue Surplus for shredding following IT Electronic Media Disposal Procedure.

Accessing the Property A	ccounting Electronic Form Options
Logging into the SAP Finance Launchpad requires two- factor authentication using BoilerKey .	 BoilerKey is Purdue's version of two-factor authentication, which is an extra layer of security that requires your login, a type of password or PIN, and something that can only be accessed by the user, such as a smartphone or physical token known as the BoilerKey. BoilerKey adds another layer of protection for employees and the University's data. For example, the employee portal contains sensitive information, such as bank account numbers, W-2's, and personal addresses. Should an employee's password be compromised, all of that information could be stolen. Go to www.purdue.edu/boilerkey to sign up today!
Access the OneCampus Portal (one.purdue.edu) Click Finance Launchpad to launch SAP Fiori Finance Launchpad SAP Fiori <i>i</i> Log in Using your BoilerKey	<section-header> Proceedence University and career Account Login BollerKey passcode: BollerKey required by this application BollerKey required by this application Concenterion Description Description Description</section-header>
From the SAP Fiori home screen, click Purdue User Group Select the Property Accounting Forms tile	Wome Purdue User Group Historical Employee Resources Purdue Document Group Purdue JV Upload Group My Home Property Accounting Asset Inventory SAP GUI Launcher Open SAP GUI - Ker OneCampus Portal One_purdue.edu My Inbox All Items My Outbox All Items Employee Self Ser- vice SAP SuccessFactors Property Account- ing Forms Image: Sap Gui - Ker Image: Sap Gui - Ker



Select Other form option.	Other
Enter Business Area and Cost Center If unknown, click	Property Accounting Forms Create Display Form Type: Other * Business Area: C * Cost Center: C Created on: C Requestor: C Form Number; C
Header information on form will populate from user profile and data entered on previous screen.	SAP OTHER Image: SAVE Image: SUBMIT Form Nu: Image: Submit and Submit a
Complete additional fields: • Action Requested – Cannon IV Disposal	Action Requested:
Click Add Inventory	Add Inventory
Complete Inventory Details in as much detail as possible. Description is always required. Best practice is to also include Inventory Number and Serial Number .	



This information is used to	Inventory Details			_
identify the asset record.	Add Inventory C Delete Inventory Tupload Even	X Download Excel		
The following fields should be left blank and will be completed by Property Accounting.	Inventory Number * Description	Serial Number	Vehicle Central Office Number	Asset Number
 Asset Number Department Responsibility Ownership Property Accounting Code 				
Note: If more than one machine is to be removed by Cannon IV you can submit one form for all. You would need to click Add Inventory to open up another line to enter details on the copier/printer/multi device.				
Click Submit at the top of the form.	(D, SUBMIT)			
Message appears confirming form submission and data save.	All @ 2 @ × @ Form Submitted Successfully @ Saved Successfully Integration (Non-) Line Generation			
Form Number is auto- generated and display on Form header.	Form Nu: F0521X21 Cost Cen: 5103000000 Created on: 01/12/2022 Business: 4009	Reque C	reated At: 10:01:54 Status: Submitted	
To Print, Click Pint PDF. Attach a printed copy of the form to the machine for pickup.				
To exit form, click to close b	rower window.			







Accessing Submitted For	ms
Select appropriate icon of previously submitted form.	Some Property Accounting Forms Send to WL Warehouse Send to WL Warehouse Image: Change in Location Image: Transfer Ownership Image: Transfer Ownership Image: Request Donation Image: Property Off Campus Image: Property Off Campus Image: Change in Asset Funding Image: Change in Asset Funding Image: Change in Asset Funding
Accessing submitted document using Form Number. If Form Number is unknown click	Property Accounting Forms Create Display Form Type: Other * Business Area: * Cost Center: Created on: Created on: Requestor: Form Number:
Use listed criteria to narrow results. Note – The *asterisk is a wild card. To ease search use the asterisk before and after last name. Example - *geisler* Click Go to execute search.	Select: Form Number Ide Advanced Search Result <= 500 items



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	O F0493X21 Transfer	Out of Purdue	Lisa Geisler	10/01/2	1105000	Agronomy	
	○ F0494X21 Request	Donation	Lisa Geisler	10/01/2	1105000	Agronomy	
	F0495X21 Other	Description	Lisa Geisler	10/01/2	1105000	Agronomy	_
	F0496X21 Inventor	Warehouse	Lisa Geisler	10/01/2	1105000	Agronomy	_
	O F0498X21 Send to	Warehouse	Lisa Geisler	10/01/2	1105000	Agronomy	
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destroy it following our IT Electronic Media Disposal Procedure.