

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 Accounting Electronic Form Options

Logging into the **SAP Finance Launchpad** requires two-factor authentication using **BoilerKey**.

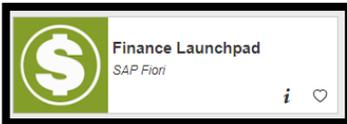
BoilerKey is Purdue's version of two-factor authentication, which is an extra layer of security that requires your login, a type of password or PIN, and something that can only be accessed by the user, such as a smartphone or physical token known as the BoilerKey.

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.

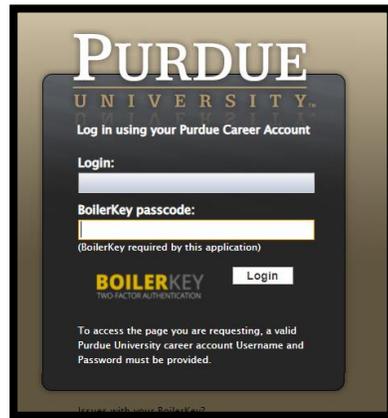
Go to www.purdue.edu/boilerkey to sign up today!

Access the OneCampus Portal (one.purdue.edu)

Click **Finance Launchpad** to launch SAP Fiori

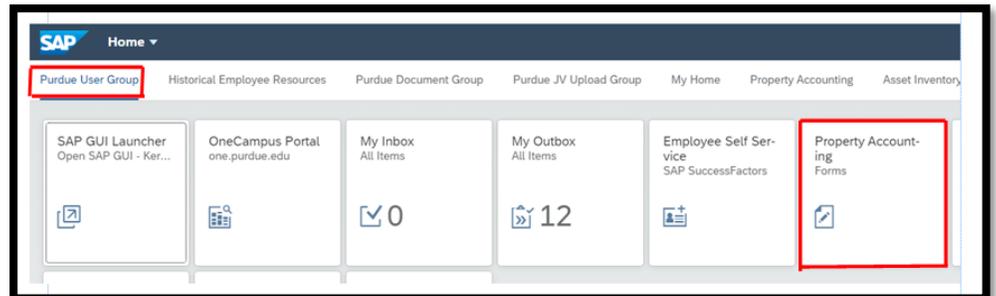


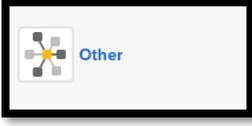
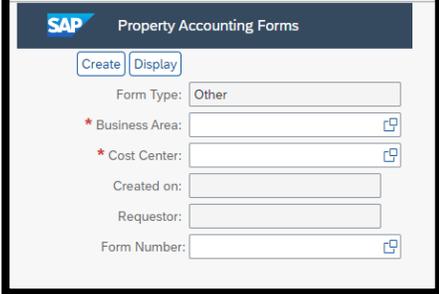
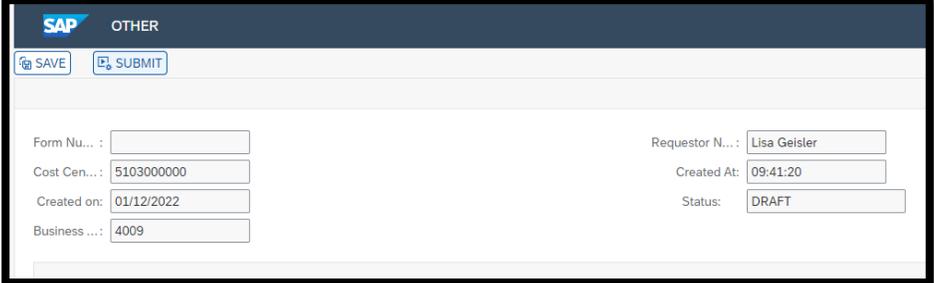
Log in Using your BoilerKey



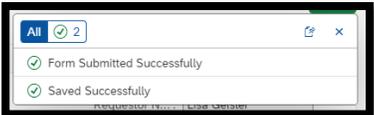
From the SAP Fiori home screen, click **Purdue User Group**

Select the **Property Accounting Forms** tile



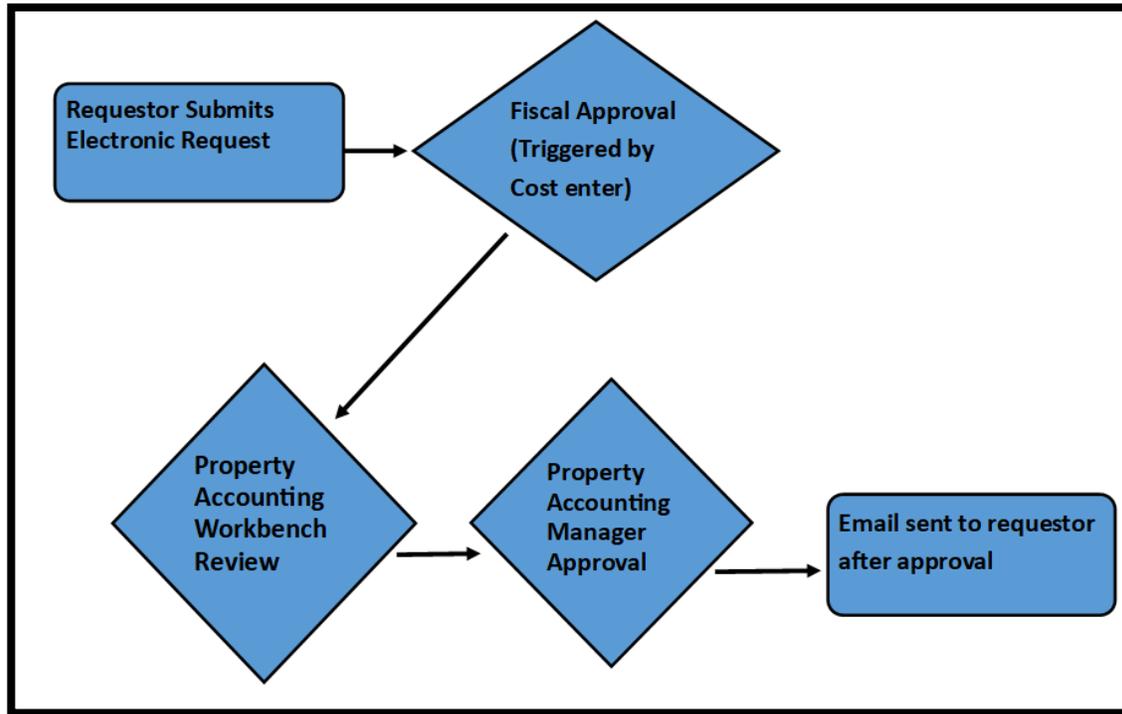
<p>Select Other form option.</p>	
<p>Enter Business Area and Cost Center</p> <p>If unknown, click  to search</p>	
<p>Header information on form will populate from user profile and data entered on previous screen.</p>	
<p>Complete additional fields:</p> <ul style="list-style-type: none"> Action Requested – Cannon IV Disposal 	
<p>Click Add Inventory</p>	
<p>Complete Inventory Details in as much detail as possible.</p> <p>Description is always required. Best practice is to also include Inventory Number and Serial Number.</p>	

Cannon IV copier replacement for disposal of existing copier.

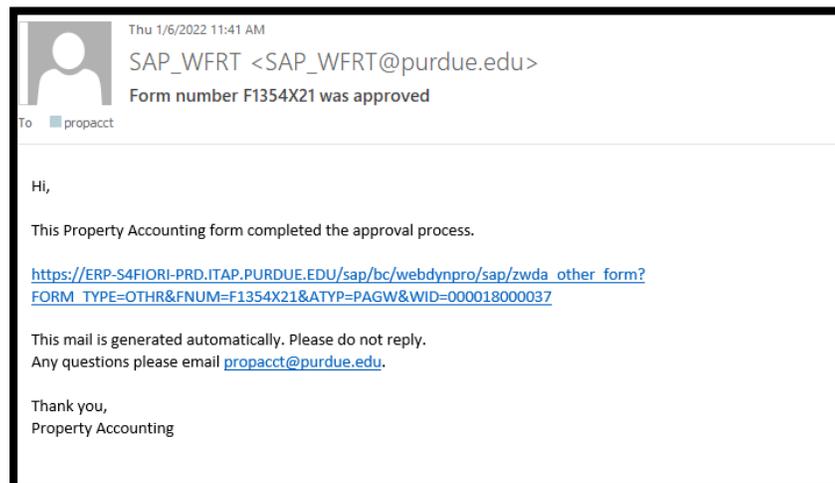
<p>This information is used to identify the asset record.</p> <p>The following fields should be left blank and will be completed by Property Accounting.</p> <ul style="list-style-type: none"> Asset Number Department Responsibility Ownership Property Accounting Code <p>Note: If more than one machine is 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.</p>	
<p>Click Submit at the top of the form.</p>	
<p>Message appears confirming form submission and data save.</p>	
<p>Form Number is auto-generated and display on Form header.</p>	
<p>To Print, Click Print PDF. Attach a printed copy of the form to the machine for pickup.</p>	
<p>To exit form, click  to close browser window.</p>	

Approval flow for Property Accounting Form – Other

Form will flow through the following approval path.

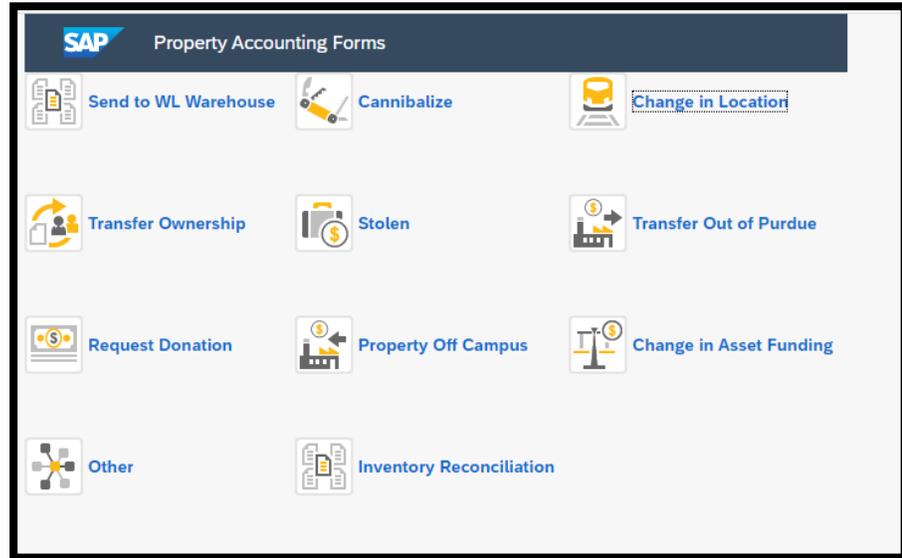


Once approved, requestor receives a system generated email confirmation of completed approved process. The email comes from SAP_WFRT@purdue.edu



Accessing Submitted Forms

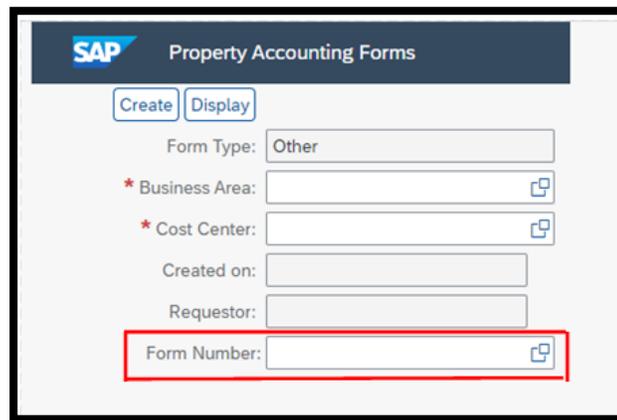
Select appropriate icon of previously submitted form.



Accessing submitted document using Form Number.

If Form Number is unknown

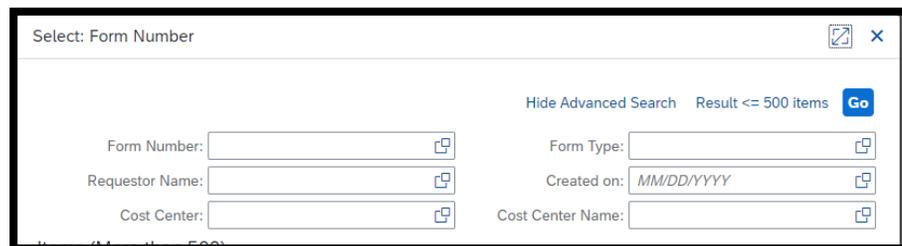
click  icon to search.



Use listed criteria to narrow results.

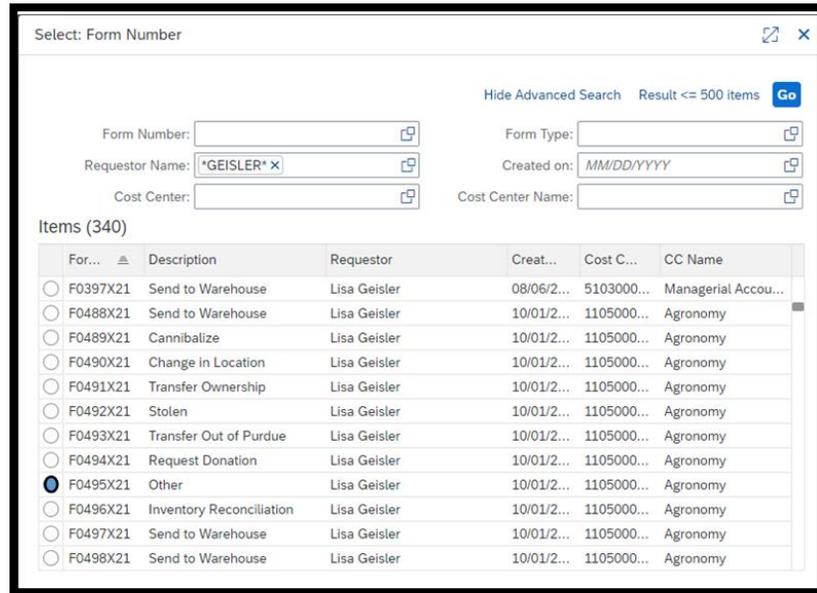
Note – The *asterisk is a wild card. To ease search use the asterisk before and after last name. Example - *geisler*

Click **Go** to execute search.



Cannon IV copier replacement for disposal of existing copier.

Select desired form to view from table to results.



Select: Form Number

Hide Advanced Search Result <= 500 items **Go**

Form Number:

Form Type:

Requestor Name: *GEISLER* X

Created on: MM/DD/YYYY

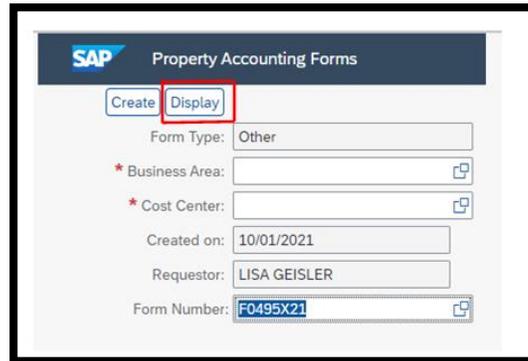
Cost Center:

Cost Center Name:

Items (340)

For...	Description	Requestor	Creat...	Cost C...	CC Name
<input type="radio"/>	F0397X21 Send to Warehouse	Lisa Geisler	08/06/2...	5103000...	Managerial Accou...
<input type="radio"/>	F0488X21 Send to Warehouse	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0489X21 Cannibalize	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0490X21 Change in Location	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0491X21 Transfer Ownership	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0492X21 Stolen	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0493X21 Transfer Out of Purdue	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0494X21 Request Donation	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input checked="" type="radio"/>	F0495X21 Other	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0496X21 Inventory Reconciliation	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0497X21 Send to Warehouse	Lisa Geisler	10/01/2...	1105000...	Agronomy
<input type="radio"/>	F0498X21 Send to Warehouse	Lisa Geisler	10/01/2...	1105000...	Agronomy

Click display to view form.



SAP Property Accounting Forms

Create **Display**

Form Type: Other

* Business Area:

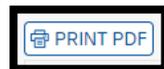
* Cost Center:

Created on: 10/01/2021

Requestor: LISA GEISLER

Form Number: F0495X21

To Print, Click **Print PDF**. Attach a printed copy of the form to the machine for pickup.


How to dispose of hard drive

Department needs to pack up the hard drive in either a small box or padded envelope addressed to Purdue Surplus in building MMDC. Put it in campus mail to be delivered to Surplus. After Surplus receives the hard drive, they will destroy it following our IT Electronic Media Disposal Procedure.