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

<table>
<thead>
<tr>
<th>Accessing the Property Accounting Electronic Form Options</th>
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<tbody>
<tr>
<td><strong>Logging into the SAP Finance Launchpad</strong> requires two-factor authentication using <strong>BoilerKey</strong>.</td>
<td>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. BoilrKey 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 <a href="http://www.purdue.edu/boilerkey">www.purdue.edu/boilerkey</a> to sign up today!</td>
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<tr>
<td><strong>Access the OneCampus Portal (one.purdue.edu)</strong></td>
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<tr>
<td><strong>Click <strong>Finance Launchpad</strong> to launch SAP Fiori</strong></td>
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<tr>
<td><strong>Log in Using your BoilerKey</strong></td>
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<tr>
<td><strong>From the SAP Fiori home screen, click <strong>Purdue User Group</strong></strong></td>
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<tr>
<td><strong>Select the <strong>Property Accounting Forms</strong> tile</strong></td>
<td></td>
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</tbody>
</table>
Select **Other** form option.

![Other Form Option](image)

Enter **Business Area** and **Cost Center**

If unknown, click 🔄 to search

![Property Accounting Forms](image)

Header information on form will populate from user profile and data entered on previous screen.

![Form Details](image)

Complete additional fields:

- **Action Requested** – Cannon IV Disposal

![Action Requested](image)

Click **Add Inventory**

![Add Inventory](image)

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 identify the asset record.

The following fields should be left blank and will be completed by Property Accounting.

- 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.

Message appears confirming form submission and data save.

Form Number is auto-generated and display on Form header.

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

To exit form, click to close browser window.
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.
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.