

Transfer Departmental Property (TDP)

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FAMIS Services
The Texas A&M University System

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Transfer Departmental Property (TDP)

Introduction

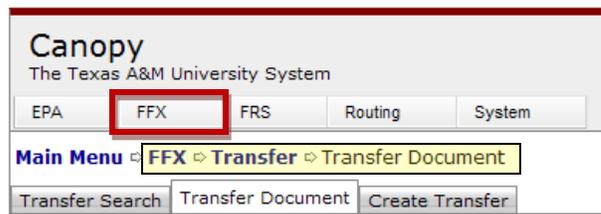
CANOPY offers the ability for departments to electronically initiate the transfer of property. The total process involves creating a TDP (Transfer Departmental Property) document, routing it for approvals and posting the transfer transaction(s) in Fixed Assets. One transfer document can be used to initiate many transfers.

Existing FAMIS Security and FAMIS Routing & Approvals structures are used. Specific routing paths can be established for the transfer documents using the TDP form. While creating and editing the TDP documents is only available through CANOPY, the approval actions and inquiry to the routing documents can be done either in CANOPY or using the FAMIS screens. Security access for use of the TDP process is based on FAMIS FFX security.

The Property Office of the Member is the point of contact for departments. They work in conjunction with FAMIS Services to set up the required tables including those in Routing & Approvals. If a campus would like to take advantage of this process, please contact famishelp@tamus.edu and they will guide you through the setup and answer all questions.

Basic Concepts

Within CANOPY, you access the process under the FFX Tab: Create Transfer, Transfer Document and Transfer Search.



TDP documents can be initiated to transfer assets between departments either:

- within a single A&M Member (INTRA-MEMBER)
- across A&M System Members (INTER-MEMBER).

TDP documents can be initiated for assets considered 'Non-inventory'. These are items not recorded on the accounting records of the Member.

Property Transfers using CANOPY are at the asset level. This means you cannot use CANOPY to transfer a component piece of an asset. Whole assets, with all components, are transferred. Any necessary removal or addition of components from an asset must be done before the transfer of that asset.

Transfer Departmental Property (cont'd)

When a transfer document is created, the destination department default information (Screen 860) is displayed on the transfer document. If this information (building campus, building number, room number) is not on Screen 860, the fields will be blank on the document. All this information should be entered / edited before the final department signer tries to approve the transfer. If the fields are still blank or the data is invalid, the document will not pass FAMIS edits. To approve the document and move it to the Executive Level and Processing Office, valid information must be entered. Property Processing Office desks have the ability to edit the document before posting.

When items are being sent to a designated Surplus department (on Screen 860 Department Table) and the items are inventoried under a special group of class codes related to computer equipment, additional fields are required when creating the transfer document. Optionally, these fields can be required for ALL computer transfers.

General Rules for Departmental Property Transfers

- Only WHOLE assets can be transferred (not individual components)
- Depreciation must be 'up-to-date' to transfer an asset
- Inter-Member transfers require BOTH Members to be using the TDP process

Restrictions on Departmental Property Transfers

- Assets that are Real Property (land, building, CIP) cannot be transferred
- Assets that are in Missing status cannot be transferred
- No transactions can be done on an asset being transferred until routing is completed or the TDP document is canceled.

Asset and Transaction History

The 'Approved Dollar Amount of the Asset at the Time of Transfer' displays on the document page.

In addition, for the majority of assets with only one component, the transfer transaction reflects the 'Total Transfer Dollar' as displayed in asset history either on CANOPY or using FFX Screen 523. Keep in mind that asset history is at the component level, especially for those assets with multiple components.

Attachments and Notes

Attachments can be added to the document page. This allows for the attachment of forms or other supporting information if desired.

Transfer notes can be added on the document page. These notes may be added at any time the user has edit capability to the document. The notes are time/date stamped along with the name of the person entering the note.

Routing and Approvals

Existing FAMIS Routing & Approvals structures and rules apply to the routing of TDP documents. Creating and editing a TDP document is ONLY available through CANOPY. However, routing document inquiry and approval may be done either in CANOPY or using the FAMIS screens.

Once a TDP document is routing, no transactions can be done on the asset(s) until routing is completed or the document is canceled.

(TECH NOTE: TA-IN-ROUTE-FG is set for each asset on the document)

An FYI notification is sent to the Source Property Processing Office when the document is posted.

INBOX Display

Changing your Inbox Display to the Assets View allows you to see fields related to FFX (such as Source Dept, Asset Count, First Asset, Serial Number). To change the display, click the middle icon on the right on the INBOX CONTENT area and choose Assets.

The screenshot shows the Canopy web application interface. At the top, there is a navigation bar with 'Canopy The Texas A&M University System' and a 'Logout' link. Below this is a menu bar with 'EPA', 'FFX', 'FRS', 'Routing', and 'System'. The 'Routing' menu is selected. The main content area shows 'Main Menu > Routing > Inbox'. There are search filters for 'Document', 'Substitute' (set to 'Bodiford, Edward'), and 'Approval Only' (set to 'No'). A 'Submit' button is present. Below the filters is the 'Inbox Content (Total items: 59) Assets View' table. The table has columns for Document, Action, Status, Arrival Date, Summary, Source/Dept, Source/SDept, Asset/Count, First/Asset, Serial/Nbr, Creator, Create Date, and Quick Action. A red arrow points to the middle icon in the top right of the table header.

Document	Action	Status	Arrival Date	Summary	Source/Dept	Source/SDept	Asset/Count	First/Asset	Serial/Nbr	Creator	Create Date	Quick Action
TDPABN800121	Approve	In Proc Rt	01/27/2009	TEST ICON	ACCT		1	05G0722162		Bodiford, Edward	01/27/2009	
TDPABN800109	FYI	Final	11/14/2008	TRANSFER	MISP		2	0500005113	1S841744UKCNF0FK	Nolen, Gregory E	11/13/2008	
TDPABN800097	Ntfy/Signed	In Proc Rt	11/17/2008	ASSET TRANSFER	MISP		2	0000000777		Bodiford, Edward	11/17/2008	
TDPABN800121	Ntfy/Signed	In Proc Rt	01/27/2009	TEST ICON	ACCT		1	05G0722162		Bodiford, Edward	01/27/2009	
TDPABN800097	Approve	In Proc Rt	11/17/2008	ASSET TRANSFER	MISP		2	0000000777		Bodiford, Edward	11/17/2008	
TDPABN800076	Ntfy/Signed	In Proc Rt	11/17/2008	TRANSFER ASSETS TO SURPLUS	INRE	FAMIS	2	0000002569		Bodiford, Edward	11/17/2008	
TDPBBN800029	FYI	Final	10/29/2008	TET	MISP		1	ASDF		Nolen, Gregory E	10/29/2008	
TDPBBN800026	FYI	Final	10/29/2008	TEST	MISP		1	WIDGET		Nolen, Gregory E	10/29/2008	
TDPBBN800025	FYI	Final	10/29/2008	NEW ATTEMPT	MISP		1	WILL IT WO		Nolen, Gregory E	10/29/2008	
TDPABN800044	FYI	In Proc Rt	07/21/2008	TRANSFER DOCUMENT TEST			0			Delzer, Gary E	07/21/2008	
TDPBBN800028	Approve	In Proc Rt	10/29/2008	WTE	MISP		1	ASDF		Nolen, Gregory E	10/29/2008	

Transfer Departmental Property (cont'd)

Department and Executive Levels

TDP documents are created and submitted to routing by the Source Department. When the Source Department Signer approves the TDP, it routes to the Destination Department for approval. This is true for both INTRA-MEMBER and INTER-MEMBER documents.

Departmental routing is widely established and these same departmental routing paths are followed in the routing of TDP documents. The default path will be used unless a specific path for the TDP form is established.

If Executive Level routing is defined to route all document forms, the TDP documents routes through the Executive Level as well. A specific TDP path can be set up at the Executive Level if desired.

FYI Copies

In addition to the established routing paths, information copies (FYI Routing) can be added dynamically when creating the TDP document. This gives you extra flexibility to notify others of the intended transfer – others not on the established approval paths.

The Creator of the transfer document receives an FYI notification when the document is completed and the transfer has posted.

Changing and Editing Information on a TDP Document

In CANOPY, approvers and signers can change the following asset information at time of approval:

building campus	building room
other location	user-group code

This provides the opportunity for the Destination Department to update the information about where the asset will be after the transfer – information that the source department may not have. These fields must have valid data before Signer approval in the Destination Department. This feature is not available when doing approvals through the FAMIS screens.

Approvers can delete an asset from the document. Should the Destination Department decide not to accept an asset, they can delete that asset from the document and proceed to accept the remainder of the assets for transfer. The document is updated with a note “Asset 0000000777 has been deleted by name, date, time” which can be seen in the Document Note section.

Property Processing Level

All TDP documents route to the Property Processing Office(s) for final review and approval.

However, there are some differences in the way TDP documents are routed for the Intra-Members documents versus the Inter-Member documents. Please refer to each specific section for detailed explanation of the Routing.

Transfer Departmental Property (cont'd)

A special desk, Pass-Thru, must be the last desk in all paths except the INTER path. Any errors during posting are available for the people on the 'Pass-Thru' desk to review.

INTRA-MEMBER Routing (Transfers Within the Same Member)

When the assets are being transferred within the same A&M Member, there is only one Property Office. In this case, both the Source Department and the Destination Department report to the same Property Office.

All TDP documents follow an established path in the Member Property Processing Office. This may be the default path or an AUTO-APPROVE path.

INTER-MEMBER Routing (Transfers Between Two Members)

Transferring assets from one A&M System Member to another requires special routing. TDP documents will route through the Source Department, the Destination Department, and both the Source Property Processing Office and the Destination Property Office. With a final approval in the Source Property Processing Office, the asset transfers will post.

See the section on Inter-Member Documents for detailed Routing Information.

AUTO-APPROVAL at Processing Level

There is the capability to establish an 'Auto-Approval' path in the Property Processing Office and set rules for the transfers that would be eligible to use this method. FAMIS Screen 932 contains these rules. For example, the Property Processing Office may not wish to approve asset transfers between sub-departments reporting to the same primary department.

Posting of TDP Documents

After the final approval has been granted, FAMIS posts the transfer transaction (TRF) to Fixed Assets as a pending asset. These transactions can be viewed on the FFX transaction page in CANOPY or on FFX inquiry Screen 523.

In the Property Processing Offices, a special desk (named 'Pass-Thru') must be the last desk in all paths except the INTER path. The people on this desk will be able to review any errors there might be in posting the transfer(s).

At the time of posting, depreciation is checked on the transfer items to ensure that it is current on all assets. Depreciation has to be current as of the default fiscal year or transfer will not post. This is an example of a posting error that will be available to the people on the Pass Thru desk in the Property Processing Office. This is true for the Auto Approvals also.

Year-End Processing of TDP Documents

Asset transfers done using TDP documents must be posted before the Fiscal Year-End. As part of FAMIS Year-End processing, the Program TBYU851 is run to cancel all pending TDP documents and the associated routing documents. New TDP documents must be created to initiate asset transfers in the new fiscal year.

Searching TDP Documents

The screenshot shows the Canopy web application interface for searching TDP documents. The top navigation bar includes 'EPA', 'FFX', 'FRS', 'Routing', and 'System' tabs. The 'FFX' tab is selected, and the 'Transfer' sub-tab is active. The 'Transfer Search' page is displayed, featuring a search form with fields for 'Department' and 'Sub-department'. The 'Show As Src/Dest' section has radio buttons for 'Source' and 'Destination'. The 'Show Pending Only' section has radio buttons for 'No' and 'Yes', with the 'No' button selected and highlighted by a red box and an arrow. The 'Search' button is also visible.

- Click on FFX TAB -> Transfer -> Transfer Search
- Enter a valid **Department** and, optionally, a **Sub-department**
- Choose '**Source**' (From department) or '**Destination**' (To department)
- Choose '**Pending Only**' as No to show active and completed documents

Downloading TDP Documents

The screenshot shows the Canopy web application interface for downloading TDP documents. The top navigation bar includes 'EPA', 'FFX', 'FRS', 'Routing', and 'System' tabs. The 'FFX' tab is selected, and the 'Transfer' sub-tab is active. The 'Transfer Search' page is displayed, featuring a search form with fields for 'Department' and 'Sub-department'. The 'Show As Src/Dest' section has radio buttons for 'Source' and 'Destination'. The 'Show Pending Only' section has radio buttons for 'No' and 'Yes'. The 'Download' button is highlighted with a red arrow.

- Click on FFX TAB -> Transfer -> Transfer Search
- Enter a valid **Department** and, optionally, a **Sub-department**
- Click on the **Download** button and follow the directions on the page to save your data

INTRA-Member Transfers (TDP Documents Within a Member)

The first step is creating the transfer document with header information.

1. Create the INTRA-Member TDP Document:

- Click on FFX TAB -> Transfer -> Create Transfer
- Type a **Description** for the transfer document
- Type the **Source Department** and, optionally, a **Sub-Department**
- Type the **Destination Department** and, optionally, a **Sub-Department**
- Click on the Search 'Light bulbs' to select assets or type in the Asset Number(s)
- Click on "Create Document" button to activate the Transfer Document Tab

The screenshot shows the 'Canopy' system interface for creating a property transfer document. The page title is 'Property Transfer Create'. The form includes the following fields and sections:

- Doc ID:** **NEW**
- Transaction Description:** [Text input field]
- Source Department:** [Text input field]
- Source Sub Department:** [Text input field]
- Destination Department:** [Text input field]
- Destination Sub Department:** [Text input field]
- Transfer Out of Campus:** [Text input field]
- Asset Selection Table:** A table with two columns: 'Asset Number/Description' and 'Asset Number/Description'. Each row has a checkbox and a text input field. The first column lists asset numbers 01 through 13, and the second column lists 14 through 26.
- Surplus Property Entry:** A section with a 'Transportation Method' dropdown menu.
- Create Document:** A button at the bottom of the form.

Red arrows in the image point to the 'Property Transfer Create' tab, the 'Asset Nbr' and 'Serial Nbr' search icons, and the 'Create Document' button.

Transfer Departmental Property (cont'd)

2. Edit the INTRA-Member TDP Document

The TDP document is now created and open for you to edit with additional information. To make changes to the Header information, click the 'Edit' button beneath the section. This opens the fields that you can change. Be sure to click the 'Save' button when finished.

- As desired, you can:
 - **add** assets using the 'Add Asset' button (bottom of *Destination Information* section)
 - **remove** assets using the 'Delete' link on the right of each asset
 - **change** some of the asset fields using the 'Edit' link on right of each asset

Non-Inventory assets cannot be edited

- You can add FYIs for additional routing using the 'Add FYI' button (bottom of *FYIs To Recipients* section)
- You can add Notes to the document using the 'Add Notes' button (bottom of *Transfer Notes* section)
- When finished with your edits, choose an 'Action' using the Drop-down List next to the document number: CLOSE, ROUTE, CANCEL

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TEST DEFAULT CAMPUS (AB) Fiscal Year: 2008 Set CC FY

Main Menu > FFX > Transfer > Transfer Document

INFO: Transfer Property Document N800099 has been successfully added

Transfer Search Transfer Document Create Transfer

Document Number: N800099 Action: Select an action... Submit

Property Transfer Request

Document FY: 2008
Document Id: N800099 (TDP Report) Status: In Process (IP)
Route Document Id: Route Status:
Transaction Description: EQUIPMENT TRANSFER
Source Department: MISP Source Sub Department:
Destination Department: CHEM Destination Sub Department:
Transaction Reference: N800099 Transaction Reference 2: N800099
Destination Campus:
Created Date: 11/04/2008 Created By: WALSH, DIANE L
Last Update Date: Last Updated By:

Edit

Destination Information												
Item	NI	Asset	Description	Bldg	Campus	Bldg Number	Room	Other Location	Group Code	Amount		
1		0000002558	PRINTER - HP2100 XI WITH MEMORY UPG	AB						\$738.00	Edit Delete	
2		0000004897	BOOKS METRO LIBRARY REFERENCE	AB						\$1.00	Edit Delete	
										Total:	\$739.00	

Add Asset

FYIs to Destination Recipients
No records found to display.

Add FYI

Transfer Notes
There are no transfer notes for this document.

Add Notes

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 1:04:28 PM Debug Info Site Management

Top of Page

Theme: Neon Blue Set Theme Turn Paging Off System - Site Map

Transfer Departmental Property (cont'd)

3. Route the INTRA-Member TDP Document

TDP documents are created and submitted to routing by the Source Department. When the Source Department Signer approves the TDP, it routes to the Destination Department for approval. A specific TDP path can be set up at the Departmental level to route all TDP forms separately.

All Approvers and Signers in the Routing Paths can change the Destination information. Access the document from your Inbox and click the **Edit** link which opens access to change the following fields:

building campus other location
 building room user-group code

The screenshot displays the Canopy system interface for a Property Transfer Request. The document ID is N900013, and the status is Closed (CL). The route status is In Proc Rt (PR). The destination information table is as follows:

Item	NI	Asset	Description	Bldg Campus	Bldg Number	Room	Other Location	Group Code	Drive Cond	Amount
1		0900000010	COMPUTER,DELL OPTIPLEX,P4, 1.8GHZ	AM	00957	WHS			NO HARD DISK DRIVE	\$70,000.00
Total: \$70,000.00										

Below the table, it states "FYIs to Destination Recipients" and "No records found to display." There is also a section for "Transfer Notes". A red arrow points to the "Edit" button located below the document details.

- When routing, the TDP follows the default path unless there is a specific path for the TDP form. In that case, it follows the TDP path.
- When the Source Department Signer has approved the TDP, the document routes to the Destination Department.
- If applicable, Executive Level routing will be done after Departments have given approval.
- All TDP documents advance to the Property Processing Office. Within the Property Office, the document follows either the default path or an Auto-Approval path.
- With final approval in the Property Processing Office, routing is complete and the transfer is posted to FAMIS Fixed Assets. The transaction can be seen on the FFX transaction page in CANOPY or on Screen 523 in FFX.
- As an Approver, you must use CANOPY to make edits to the TDP document. However, Screen 910 in FRS can be used to approve TDP documents without making changes.

INTER-Member Transfers (Between Members)

TDP documents can be initiated for asset transfers that go from one A&M System Member to another A&M System Member. The first step is creating the transfer document with header information.

1. Create the INTER-Member TDP Document

- Click on FFX TAB -> Transfer -> Create Transfer
- Type a **Description** for the transfer document
- Type the '**Source Department**' and, optionally, a Source '**Sub-Department**'
- Type the '**Destination Department**' and, optionally, a Destination '**Sub-Department**'
- Choose the desired **Member** from the 'Transfer to Campus' drop down list.
- Click on the Search 'Light bulbs' to select assets or type in the Asset Number(s)
- Click on '**Create Document**' button to activate the Transfer Document Tab

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TEST DEFAULT CAMPUS (AB) Fiscal Year: 2008 Set COPY

Main Menu > FFX > Transfer > Create Transfer

Transfer Search Transfer Document **Create Transfer**

Property Transfer Create

Doc ID: ****NEW****

Transaction Description: **Equipment Transfer**

Source Department: **CHEM** Source Sub Department:

Destination Department: **CHEM** Destination Sub Department:

Transfer to Campus: **(BB) TRANSFER TO BB**

Asset Nbr Serial Nbr

Asset Number/Description	Asset Number/Description
01: <input type="checkbox"/> NI <input type="text" value="0000066076"/>	14: <input type="checkbox"/> NI <input type="text"/>
02: <input type="checkbox"/> NI <input type="text"/>	15: <input type="checkbox"/> NI <input type="text"/>
03: <input type="checkbox"/> NI <input type="text"/>	16: <input type="checkbox"/> NI <input type="text"/>
04: <input type="checkbox"/> NI <input type="text"/>	17: <input type="checkbox"/> NI <input type="text"/>
05: <input type="checkbox"/> NI <input type="text"/>	18: <input type="checkbox"/> NI <input type="text"/>
06: <input type="checkbox"/> NI <input type="text"/>	19: <input type="checkbox"/> NI <input type="text"/>
07: <input type="checkbox"/> NI <input type="text"/>	20: <input type="checkbox"/> NI <input type="text"/>
08: <input type="checkbox"/> NI <input type="text"/>	21: <input type="checkbox"/> NI <input type="text"/>
09: <input type="checkbox"/> NI <input type="text"/>	22: <input type="checkbox"/> NI <input type="text"/>
10: <input type="checkbox"/> NI <input type="text"/>	23: <input type="checkbox"/> NI <input type="text"/>
11: <input type="checkbox"/> NI <input type="text"/>	24: <input type="checkbox"/> NI <input type="text"/>
12: <input type="checkbox"/> NI <input type="text"/>	25: <input type="checkbox"/> NI <input type="text"/>
13: <input type="checkbox"/> NI <input type="text"/>	26: <input type="checkbox"/> NI <input type="text"/>

Surplus Property Entry

Transportation Method: **Select a method.....**

Create Document

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 1:04:28 PM [Debug Info](#) [Site Management](#) [Top of Page](#)

Theme: **Neon Blue** [Set Theme](#)
[Turn Paging Off](#)
[System - Site Map](#)

Transfer Departmental Property (cont'd)

2. Edit the INTER-Member TDP Document

The TDP document is now created and open for you to edit with additional information.

- To make changes to the **Header** information, click the **'Edit'** button beneath the section. This opens the fields that you can change. You cannot change the Destination Campus field; if you have made a mistake, you must cancel the document and create a new one. Be sure to click the **'Save'** button when finished.
- As desired, you can:
 - add assets using the **'Add Asset'** button (bottom of *Destination Information* section)
 - remove assets using the **'Delete'** link on the right of each asset
 - change some of the asset fields using the **'Edit'** link on right of each asset

Non-Inventory assets cannot be edited

- You can add FYIs for additional routing using the **'Add FYI'** button (bottom of *FYIs To Recipients* section)
- You can add Notes to the document using the **'Add Notes'** button (bottom of *Transfer Notes* section)
- When finished with your edits, choose an **'Action'** using the Drop-down List next to the document number: CLOSE, ROUTE, CANCEL

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TEST DEFAULT CAMPUS (AB) Fiscal Year: 2008

Main Menu > FFX > Transfer > Transfer Document

INFO: Transfer Property Document N800100 has been successfully added

Transfer Search: Transfer Document Create Transfer:
Document Number: N800100 Action: Select an action...
Submit

Property Transfer Request

Document FY: 2008
Document ID: N800100 (TDP Report) Status: In Process (IP)
Route Document ID: Route Status:
Transaction Description: EQUIPMENT TRANSFER
Source Department: CHEM Source Sub Department:
Destination Department: CHEM Destination Sub Department:
Transaction Reference: N800100 Transaction Reference 2: N800100
Destination Campus: (BB) TRANSFER TO BB
Disposition Date: 08/31/2008 SPA Effective Date: 08/31/2008
Created Date: 11/04/2008 Created By: WALSH, DIANE L.
Last Update Date: Last Updated By:

Edit

Destination Information

Item	NI	Asset	Description	Bldg Campus	Bldg Number	Room	Other Location	Group Code	Amount		
1		000066076	BALANCE-110 V 50 60 HZ						\$850.00	Edit Delete	
									Total:	\$850.00	

Add Asset

FYIs to Destination Recipients
No records found to display.

Add FYI

Transfer Notes
There are no transfer notes for this document.

Add Notes

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 1:04:38 PM Debug Info Site Management

Top of Page Theme: Neon Blue Set Theme Turn Paging Off System Site Map

Transfer Departmental Property (cont'd)

3. Route the INTER-Member TDP Document Between Members

All Approvers and Signers in the Routing Paths can change the Destination information. Access the document from your Inbox and click the **Edit** link which opens access to change the following fields:

building campus	other location
building room	user-group code

Be sure to click the **'Save'** link to save your changes.

The screenshot shows the Canopy system interface for a Property Transfer Request. The document is in routing status. Key details include:

- Document ID: N900013 (TDP Report)
- Route Document ID: TDPSAN900013 (Routing Document Report)
- Transaction Description: TFR TO SRPL
- Source Department: MISP
- Destination Department: SRPL
- Destination Campus: SRPL
- Created Date: 12/17/2008
- Last Update Date: 12/17/2008
- Created By: PETTY, SUSAN M
- Last Updated By: PETTY, SUSAN M

Under the 'Surplus Property Entry' section, there is a checkbox for 'Hard drive requirements have been met' and an **Edit** button, which is highlighted with a red arrow. Below this is a table for 'Destination Information':

Item	NI	Asset	Description	Bldg Campus	Bldg Number	Room	Other Location	Group Code	Drive Cond	Amount
1		0900000010	COMPUTER,DELL OPTIPLEX,P4, 1.8GHZ	AM	00957	WHS			NO HARD DISK DRIVE	\$70,000.00
Total: \$70,000.00										

Below the table, there is a section for 'FYIs to Destination Recipients' with the message 'No records found to display.' and a 'Transfer Notes' section.

Once the document is routing, no transactions can be done on the asset(s) until routing is completed or the document is canceled.

(TECH NOTE: TA-IN-ROUTE-FG is set for each asset on the document)

An FYI notification is sent to the Source Property Processing Office when the document is posted.

Document Status	
CL	Closed
CN	Cancelled
CO	Completed
IP	In Process
RE	Re-Opened

Transfer Departmental Property (cont'd)

Transferring assets from one A&M System Member to another requires special routing. Below is the sequence of paths that the TDP document follows. With the final approval in the Source Property Processing Office, the asset transfers will post.

Source Department

Source Dept originates and approves the transfer(s)

Source Dept creates the TDP

Routes to Approval Desks (Source Dept)

Routes to Signer Desk (Source Dept)

Destination Department

Destination Dept acknowledges and approves the pending transfer(s)

Routes to appropriate path Approval Desks (Destination Dept)

Routes to Signer Desk (Destination Dept)

Source Property Processing Office

Source Property Office acknowledges and approves the pending transfer(s)

Routes to all desks on the INTER path (Source Processing Office)

Destination Property Processing Office

Destination Property Office acknowledges and approves the pending transfer(s)

Routes to all desks on the INTER path (Destination Processing Office)

Source Property Processing Office

Source Property Office gives final approval and initiates the physical transfer(s)

Routes to the FINAL path (Source Processing Office)

4. Review the Posting for Inter-Member Transfers

When the INTER-Member TDP passes final approval, a Disposal (DIS) transaction is posted for the asset in FFX for the Source Member. On the Destination side, a pending asset is posted to FFX with a Transfer (TRF) transaction. These transactions can be seen either on the transaction page in CANOPY or Screen 523 in FAMIS FFX. Property officers at the Destination Member use the FFX screens to approve the asset thereby completing the INTER-Member Transfer.

Non Inventory Asset Transfers

TDP documents can be created to transfer Non-Inventory items to another department either within a Member or to another Member.

To identify items as Non-inventory, you check the box labeled 'NI' next to the item on the page where you create the transfer document. With a Non-inventory item, you enter a description of up to 35 characters to serve as the identifier of the items because there is no inventory number.

Non-inventory transfers go through Routing & Approvals, but **do not post** any transactions.

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TEST DEFAULT CAMPUS (AB) Fiscal Year: 2008 Set COFY

Main Menu > FFX > Transfer > Create Transfer

Transfer Search Transfer Document **Create Transfer**

Property Transfer Create

Doc ID: ****NEW****

Transaction Description: Chairs Transfer

Source Department: MISP Source Sub Department:

Destination Department: ACCT Destination Sub Department:

Transfer to Campus: Select a campus.....

Asset Nbr Serial Nbr

Asset Number/Description	Asset Number/Description
01: <input checked="" type="checkbox"/> NI Chairs (4)	14: <input type="checkbox"/> NI
02: <input type="checkbox"/> NI	15: <input type="checkbox"/> NI
03: <input type="checkbox"/> NI	16: <input type="checkbox"/> NI
04: <input type="checkbox"/> NI	17: <input type="checkbox"/> NI
05: <input type="checkbox"/> NI	18: <input type="checkbox"/> NI
06: <input type="checkbox"/> NI	19: <input type="checkbox"/> NI
07: <input type="checkbox"/> NI	20: <input type="checkbox"/> NI
08: <input type="checkbox"/> NI	21: <input type="checkbox"/> NI
09: <input type="checkbox"/> NI	22: <input type="checkbox"/> NI
10: <input type="checkbox"/> NI	23: <input type="checkbox"/> NI
11: <input type="checkbox"/> NI	24: <input type="checkbox"/> NI
12: <input type="checkbox"/> NI	25: <input type="checkbox"/> NI
13: <input type="checkbox"/> NI	26: <input type="checkbox"/> NI

Surplus Property Entry

Transportation Method: Select a method.....

Create Document

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 11:04:28 PM Debug Info Site Management

Top of Page

Theme: Neon Blue Set Theme Turn Paging Off System - Site Map

Transfers to a Surplus Department

TDP documents can be created to transfer property to a Surplus Department. The Basic Concepts for TDP documents are still valid, but further information is required to complete the process.

Surplus departments for a Member are flagged as such on FAMIS Screen 860, the Department Table. A Member may have more than one Surplus Department. When a Surplus Department is designated as the Destination Department on the TDP document create page, surplus-related fields are required, such as the fields for 'Surplus Property Entry'.

When the Destination Department is a Surplus Department, the department information is defaulted to the page using the information from FAMIS Screen 860, the Department Table. This information may be changed at the time of editing the document.

When certain types of assets are transferred, such as computer equipment, additional information is required. There is a Checkbox to be marked indicating compliance for wiping a computer hard drive. Also, there are fields on the asset item line that designate the Hard Drive Condition.

Transfer Departmental Property (cont'd)

1. Create the TDP To Surplus Document

- Click on FFX TAB -> Transfer -> Create Transfer
- Type a **Description** for the transfer document
- Type the **Source Department** and, optionally, a **Sub-Department**
- Type the code for the Surplus department as the **Destination Department**
- Click the Search 'Light bulbs' to select assets or type in the Asset Number(s)
- Pick the **Transportation Method** from the Drop-down box; certain values require entry to additional fields as seen below
- Click on '**Create Document**' button to activate the Transfer Document Tab

The screenshot shows the 'Canopy' web application interface for creating a property transfer document. The page title is 'Property Transfer Create'. The form includes the following sections:

- Doc ID:** **NEW**
- Transaction Description:** ASSET TRANSFER
- Source Department:** MISP
- Source Sub Department:** (empty)
- Destination Department:** ACCT
- Destination Sub Department:** (empty)
- Transfer to Campus:** Select a campus.....
- Asset Number/Description:** A table with 26 rows. Row 03 is selected with a checked checkbox. The asset number is 0000100499. A red box highlights the 'Asset Nbr' and 'Serial Nbr' headers, with a red arrow pointing to the 'Asset Nbr' header.
- Surplus Property Entry:**
 - Transportation Method:** SURPLUS PICK UP (indicated by a red arrow)
 - First Name:** Dave
 - Last Name:** Blue
 - Middle:** (empty)
 - Work Phone Number:** 979 845 6455
 - Email Address:** dave@tamu.com
 - Location:** blue building
- Create Document:** A button at the bottom left, indicated by a red arrow.

At the bottom of the page, there is a footer with the following information:

- Canopy, a Business Computing Services application.
- The Texas A&M University System
- Version: 10/14/2008 11:38:18 AM [Debug Info](#) [Site Management](#)
- [Top of Page](#)
- Theme: Neon Blue [Set Theme](#)
- [Turn Paging Off](#)
- [System - Site Map](#)

Transfer Departmental Property (cont'd)

2. Edit the TDP Document

The TDP document is now created and open for you to edit with additional information.

- To make changes to the **Header** information, click the **'Edit'** button beneath the section. This opens the fields that you can change. You cannot change the Destination Campus field; if you have made a mistake, you must cancel the document and create a new one. Be sure to click the **'Save'** button when finished.
- As desired, you can:
 - add assets using the **'Add Asset'** button (bottom of Destination Information section)
 - remove assets using the **'Delete'** link on the right of each asset
 - change some of the asset fields using the **'Edit'** link on right of each asset

Non-Inventory assets cannot be edited

- When the assets are associated with certain object codes, additional fields are required such as an entry in the checkbox for **Hard Drive Requirement** and entry of the **Drive Condition** on the asset item lines.

The screenshot shows the Canopy system interface for editing a Property Transfer Request document. The document number is N800097. The document is in process. The source department is MISP and the destination department is JACCT. The destination campus is N800097. The document was created on 11/03/2008 by WALSH, DIANE L.

The Surplus Property Entry section shows the transportation method as SURPLUS PICK UP. The first name is Dave and the last name is Blue. The phone number is 979 845 6455 and the email address is DAVE@TAMU.COM. The location is BLUE BUILDING.

A warning message states: "You are required to certify that all software and data contained on the hard disk drive of any computer (notebook, micro, mini or mainframe) has been irreversibly erased before the computer is transferred to A&M Surplus or transferred to an entity outside of the A&M System. The hard disk drive's software and data should be wiped, such as WipeInfo that is part of the Norton Utilities. This requirement will prevent the use of an 'unerase' utility to recover software or other data from a hard disk drive and is intended to assure that neither licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred or sold."

There is a checkbox labeled "Hard drive requirements have been met" which is currently unchecked. A red arrow points to this checkbox. Below the checkbox are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

The Destination Information table is shown below:

Item	Asset	Description	Bldg	Campus	Bldg Number	Room	Other Location	Group Code	Drive Cond	Amount	Edit Delete
1	000000777	TEST GED	AB		03205					\$2,000.00	Edit Delete
2	000000888	TEST COMP	AB		03205					\$20,000.00	Edit Delete
3	000010499										Edit Delete
Total:										\$22,000.00	

At the bottom of the page, there is a section for "FYIs to Destination Recipients" which shows "No records found to display."

Transfer Departmental Property (cont'd)

Example of Fields Open to Edit:

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TEST DEFAULT CAMPUS (AB) Fiscal Year: 2008 Set CC/FY

Main Menu > FFX > Transfer > Transfer Document

Transfer Search Transfer Document Create Transfer

Document Number: N800097 Action: Select an action... Submit

Property Transfer Request

Document FY: 2008
Document Id: N800097 (TDP Report) Status: In Process (IP)
Route Document Id: Route Status:
Transaction Description: ASSET TRANSFER
Source Department: MISP Source Sub Department:
Destination Department: ACCT Destination Sub Department:
Transaction Reference: N800097 Transaction Reference 2: N800097
Destination Campus:
Created Date: 11/03/2008 Created By: WALSH, DIANE L
Last Update Date: 11/03/2008 Last Updated By: WALSH, DIANE L
Attachments:

Surplus Property Entry

Transportation Method: SURPLUS PICK UP
First Name: Dave Last Name: Blue
Phone Number: 979-845-6455 Middle:
Email Address: DAVE@TAMU.COM
Location: BLUE BUILDING

Hard drive requirements have been met

Edit

Destination - Room May not be Blank (Error: 8212)

Destination Information											
Item	Asset	Description	Bldg Campus	Bldg Number	Room	Other Location	Group Code	Drive Cond	Amount		
1	0000000777	TEST GED	AB	03205				NO HARD DISK DRIVE	\$2,000.00	Save Cancel	
2	0000000888	TEST COMP	AB	03205	2177				\$20,000.00	Edit Delete	
3	0000100499									Edit Delete	
									Total:	\$22,000.00	

Add Asset

FYIs to Destination Recipients

No records found to display.

Add FYI

Transfer Notes

Text

>>Note entered 11/03/08 by WALSH, DIANE L
This is a note.

Add Notes

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 11:38:18 AM Debug Info Site Management

Top of Page Theme: Neon Blue Set Theme Turn Paging Off System - Site Map

- You can add FYIs for additional routing using the 'Add FYI' button (bottom of *FYIs To Recipients* section)
- You can add Notes to the document using the 'Add Notes' button (bottom of *Transfer Notes* section)
- When finished with your edits, choose an 'Action' using the Drop-down List next to the document number: CLOSE, ROUTE, CANCEL

Transfer Departmental Property (cont'd)

3. Route the TDP Document

Transfers to Surplus follow the INTRA-Member rules for Routing and Approvals. The paths that the document follows are determined by the structure of the Source and Destination Departments. In this case, the Destination Department will always be a SURPLUS designated department on Screen 860.

All Approvers and Signers in the Routing Paths can change the Destination information. Access the document from your Inbox and click the **Edit** link which opens access to change the following fields:

building campus other location
building room user-group code

Be sure to click the **'Save'** link to save your changes.

The screenshot shows the Canopy system interface. At the top, there's a navigation bar with 'EPA', 'FFX', 'FRS', 'Routing', and 'System' tabs. The 'Routing' tab is selected. Below the navigation bar, there's a search area with 'Document:' and 'Substitute:' fields. The 'Substitute' field is set to 'Bodiford, Edward'. Below the search area, there's a 'Submit' button. The main content area is titled 'Inbox Content (Total Items: 59) Default View'. It contains a table with columns: Document, Action, Status, Arrival Date, Summary, Account, Total, Creator, Create Date, and Quick Action. The table lists several documents, including TDPABN800121, TDPABN800109, TDPABN800097, TDPABN800121, TDPABN800097, TDPABN800076, TDPBBN800029, TDPBBN800026, TDPBBN800025, TDPABN800044, and TDPBBN800028. A red arrow points to the document TDPABN800076, which has a green truck icon next to it.

Document	Action	Status	Arrival Date	Summary	Account	Total	Creator	Create Date	Quick Action
TDPABN800121	Approve	In Proc Rt	01/27/2009	TEST ICON	*see doc*	\$0.00	Bodiford, Edward	01/27/2009	
TDPABN800109	FYI	Final	11/14/2008	TRANSFER	*see doc*	\$0.00	Nolen, Gregory E	11/13/2008	
TDPABN800097	Ntfy/Signed	In Proc Rt	11/17/2008	ASSET TRANSFER	*see doc*	\$0.00	Bodiford, Edward	11/17/2008	
TDPABN800121	Ntfy/Signed	In Proc Rt	01/27/2009	TEST ICON	*see doc*	\$0.00	Bodiford, Edward	01/27/2009	
TDPABN800097	Approve	In Proc Rt	11/17/2008	ASSET TRANSFER	*see doc*	\$0.00	Bodiford, Edward	11/17/2008	
TDPABN800076	Ntfy/Signed	In Proc Rt	11/17/2008	TRANSFER ASSETS TO SURPLUS	*see doc*	\$0.00	Bodiford, Edward	11/17/2008	
TDPBBN800029	FYI	Final	10/29/2008	TET	*see doc*	\$0.00	Nolen, Gregory E	10/29/2008	
TDPBBN800026	FYI	Final	10/29/2008	TEST	*see doc*	\$0.00	Nolen, Gregory E	10/29/2008	
TDPBBN800025	FYI	Final	10/29/2008	NEW ATTEMPT	*see doc*	\$0.00	Nolen, Gregory E	10/29/2008	
TDPABN800044	FYI	In Proc Rt	07/21/2008	TRANSFER DOCUMENT TEST	*see doc*	\$0.00	Delzer, Gary E	07/21/2008	
TDPBBN800028	Approve	In Proc Rt	10/29/2008	WTE	*see doc*	\$0.00	Nolen, Gregory E	10/29/2008	

The green truck icon indicates that the transfer has assets that require pick-up by the Surplus Department.

Once the document is routing, no transactions can be done on the asset(s) until routing is completed or the document is canceled.

(TECH NOTE: TA-IN-ROUTE-FG is set for each asset on the document)

An FYI notification is sent to the Source Property Processing Office when the document is posted.

Implementation Requirements for TDP Documents

Implementation for a Member to use the TDP process is a joint effort between the appropriate personnel at the Member and the FAMIS Services staff. The following items are necessary to begin using the TDP process. In the list below, the steps that must be completed by FAMIS are noted. Contact famishelp@tamus.edu to discuss implementation.

Member Requirements

1. Tables Setup

a. On Screen 860:

- Set the **TDP Allow** flag to “Y” (yes INTRA-MEMBER) for specific department(s) to allow the use of INTRA-MEMBER Transfer Departmental Property for that department
- Set the **TDP Allow** flag to “B” (both) for specific department(s) to allow the use of both INTRA-MEMBER and INTER-MEMBER Transfer Departmental Property for that department
- The **FFX Allow Flag** must be set to “Y”.

(TECH NOTE: The program ZBAUYTDP in IAZSS can be requested to set the flag for all departments.)

- ##### b. If using the Surplus Transfer, the Surplus Department on Screen 860 must have both the **TDP Allow** flag and the **Surplus** flag set to “Y”.

c. TDP Auto Approval Process - *Optional*

Enter on Screen 932 the valid combinations of Dept/Subdepts for auto approval. If left blank or not done, no AUTO APPROVALS will process.

This example allows all transfers between sub-departments within the same department to Auto Approve:

932 Transfer Property Auto-Approval						07/07/08 15:46
Screen: ____ Fiscal Year: 2008						FY 2008 CC AM
						Path (926) AUTO-APP
F	Src Dept	Src SubDept	Dest Dept	Dest SubDept	Allow	
-	FISA_	*****	FISA_	*****	Y	
-	_____	_____	_____	_____	-	
-	_____	_____	_____	_____	-	
-	_____	_____	_____	_____	-	
-	_____	_____	_____	_____	-	
-	_____	_____	_____	_____	-	
-	_____	_____	_____	_____	-	
-	_____	_____	_____	_____	-	
** End of Data **						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp						

Transfer Departmental Property (cont'd)

2. Security Requirements are set by Security Administrators

- a. Users must have Update Access to the 'Asset' Entity in FFX to create TDP documents. They must have Inquiry Access to the 'Asset' Entity to display TDP documents.

3. Routing & Approval Setup (see Routing & Approval Manual for screen instructions)

- a. On Screen 940:
Set up the Property Office Processing Office for the campus code. Type "Property" on the Action Line. Use "Property Office" as the Description and put "Y" next to Processing View field and "Property" in the View Name.

```
940 Office Create/Modify                                02/14/11 11:50
                                                       CC AA
Screen: ____ Office: PROPERTY
Description: PROPERTY OFFICE_____
Manager (UIN)      : 1uuuuuuu5 KING, KARLA K
Delegates (UIN)   : 3uuuuuuu9 PETERS, PAULA P
                   5uuuuuuu1 COLLEY, CATHY C
Default Signer(UIN): 1uuuuuuu5 KING, KARLA K
Comments: _____
                _____
                _____
                Y/N  View Name
Executive View:  _
Processing View: Y   PROPERTY__ (Must be unique with the Campus code)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                AUDIT
```

Transfer Departmental Property (cont'd)

- b. On Screen 922:
Set up approver desks
- i. Create approver desk for the Property office

```
922 Approver Desk Create/Modify                                02/14/11 15:03
                                                                CC AA
Screen: ___ Office: PROPERTY Desk: PROPERTY__ Delete Desk: N

Description: DEFAULT DESK OF OFFICE MANAGER_____
Number of Assignees: 3

Func Type  UIN      Name
-----
- - - 1uuuuuuu5 KING, KARLA K
- - - 3uuuuuuu9 PETERS, PAULA P
- - - 5uuuuuuu1 COLLEY, CATHY C_____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____

***** End of list *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

- ii. Setup the "PASS-THRU" desk that is required for the Processing Path

```
922 Approver Desk Create/Modify                                02/14/11 15:03
                                                                CC AA
Screen: ___ Office: PROPERTY__ Desk: PASS-THRU__ Delete Desk: N

Description: PASS THRU DESK_____
Number of Assignees: 3

Func Type  UIN      Name
-----
- - - 1uuuuuuu5 KING, KARLA K
- - - 3uuuuuuu9 PETERS, PAULA P
- - - 5uuuuuuu1 COLLEY, CATHY C_____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____
- - - _____

***** End of list *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

- iii. As desired, create any additional approver desks that may be used in the processing office.

Transfer Departmental Property (cont'd)

c. On Screen 926:

Setup the default path and the 'P Pass-Thru' desks that must be at the end of each path (*except the INTER path*) in order for the transactions to post.

The paths for INTER-Member Routing **MUST** be named **INTER** and **FINAL** or the routing will not work correctly.

```

926 Processing Paths Create/Modify                                01/08/09 10:21
                                                                CC AE
Screen:  ___ Office: PROPERTY_ View: PROPERTY
Description: Processing office view_____
Office Mgr : WATSON, WANDA W

F Form Path Category
N ----- Status and Desks
-----
* *
* AUTO-APP APP P PASS-THRU
* INTER APP
* FINAL APP P PASS-THRU
*** End of list ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Names
  
```

Optionally, set up an Auto Approve path for the Property Processing Office. This table must have been previously set up.

- d. Optionally, on Screen 923, setup new Signer Desk for "TDP" form on Departmental Routing. This is recommended to keep TDP signers separate from other document forms
- e. Optionally, on Screen 921, setup new Departmental path for TDP form

```

921 Dept Paths Create/Modify                                    12/19/08 14:47
                                                                CC AB
Screen:  ___ Office: FAMISTEST_ View: FAMISVW_
Description: FAMIS VIEW FOR FAMIS TEST OFFICE_____
Office Mgr : NORTON, NED N

F Form Dept/Sub Category
N ----- Status and Desks
-----
* *
* DESK1 SIGNER DSK
* DBR DBR-APP-1 SIGNER DBR
* TDP SIGNER TDP
*** End of list ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Names
  
```

Transfer Departmental Property (cont'd)

FAMIS Services Requirements

1. Tables Setup

a. On Screen 854:

Setup "Asset Transfer" with a document prefix "N". Fill in required fields leaving Prefix Class blank.

Run the FBDU258 to generate the numbers.

b. On Screen 853:

Access the INTER-PROHIBIT table

- i. To activate Inter-member Transfers, remove the Member number from this table.
- ii. To prevent use of the Inter-Member Transfer, add the Member number.

```
853 Generic Table                                01/28/09 08:37
                                                CC 00
Screen: ____ Campus Cd: ** Table Type: INTER-PROHIBIT
                                                Start From: _____

Func Code      Key      Maint. on 853      Data
- 01 _____ - _____
- 02 _____ - _____
- 04 _____ - _____
- 05 _____ - _____
- 06 _____ - _____
- 07 _____ - _____
- 10 _____ - _____
- 11 _____ - _____
- 12 _____ - _____
- 15 _____ - _____
- 16 _____ - _____
- 17 _____ - _____

*** Press enter for more entries ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

2. Routing & Approvals Setup

a. On Screen 950:

Setup new Form "TDP"

- i. Required Approvals – "Signer" ("Creator" or "None" if requested)
- ii. Route Level is "D" for department
- iii. Type "Y" in Review by Proc Unit and enter "Property" as the name

Transfer Departmental Property (cont'd)

K:\FA\DOC\WRKNPRCS\TDP\TDPPProcesscurrNF.docx
Last Revised: 8/11/2011 10:37 AM