

Overview

To complete the tasks demonstrated in this work instruction, you must have a role in Workday. In AssetWorks, cost center user profiles are maintained by the nightly user and profile integration from Workday.

Submitting a transfer request or searching for an asset

Departmental AssetWorks users may need to request access as a department data entry specialist – property control, along with their responsible cost center.

Approving a transfer request

Departmental AssetWorks users may need to request access as a cost center manager to approve transfer requests. Approvers will only have access to assets assigned to their approved Workday cost centers.

Departmental AssetWorks users will only have access to assets assigned to their approved Workday cost centers.

Apply for a role using the Workday role provisioning process via [ServiceNow](#).

Signing into AssetWorks

1. Login to the [AssetWorks system](#) by clicking on the **Login Using SSO** link and sign in with your ASURITE ID and password. The AssetWorks homepage will display.

The screenshot shows the AssetWorks homepage for Tina Cipolla at ASU. The page includes a navigation bar with 'Home', 'Assets', and 'Transfers' tabs. A 'Home Sidebar' contains a 'Welcome' button. A 'Quick Search' section has input fields for 'Tag Number' and 'Transfer Number', each with a 'Search' button. A 'User Info' section displays the user's details: 'User' (tcipolla), 'Name' (TINA CIPOLLA), 'Customer' (ASU), and 'Version' (8.19.9.20.1318). Below this are 'Change Password' and 'Mobile App' buttons. The top right corner shows 'Welcome: TINA CIPOLLA / ASU' with links for 'Home', 'Help', 'Support', and 'Sign Out'. The bottom left corner contains the copyright notice: 'Copyright © 2016 AssetWorks LLC. All rights reserved.'

Submitting a transfer request

Use this process when you need to dispose of surplus items. Create and submit the request in AssetWorks for approval. Once approved, your request will generate a pickup for items that need to be transferred to Surplus Property.

1. Click the **Transfers** tab. The page will automatically open to the **Create Surplus Transfer** section.

Welcome: TINA CIPOLLA / ASU Home Help Support Sign Out

ASU Arizona State University

Home Assets **Transfers**

Transfer Sidebar

Surplus

Quick Search Surplus Transfers

Surplus Transfer Number

Search

Search Surplus Transfers

Adhoc Search Surplus Transfers

Create Surplus Transfer

From Cost Center * CC0981 - FS-FMS SUPPORT

Cost Center for Rebate

-- Property Information --

Pickup/Delivery Type *

Building *

Room *

-- Contact Information --

Contact Name * TINA CIPOLLA

Contact Phone * (480) 727-3964

Contact Email * DEACTIVATED_TINA.CIPOLLA@ASU.EDU

Location Notes

Terms and Conditions

Prior to submitting a transfer request to Surplus Property, please verify all property meets the following criteria:

- 1) Does not contain any radioactive materials, hazardous material or and is not biologically contaminated.
- 2) If it was purchased using sponsored funds, has a "Property of US Government" tag, or a yellow ASU property control tag, please contact Capital Assets Management at propertyq@asu.edu before submitting a disposal request.
- 3) All transfers to Surplus Property are final.

Please check the box below to confirm that you have read and agree to the above terms and conditions.

I have read and agree to the above terms and conditions.

Create

2. Complete the following fields:

| Field | Action |
|--------------------------------------|---|
| From Cost Center | The cost center field is prepopulated with the cost center assigned to the user in PeopleSoft. If you have access to more than one cost center, you can change this field. |
| Pickup/Delivery Type | Select either the Third Party Delivery or Scheduled Surplus Property Pickup. A Third Party Delivery is either a moving company or the department requesting the transfer. |
| Building | Enter the building where the surplus items are located. Note: The system will perform a smart search based on the text you provide.  |
| Room | Enter the room or cube number where the surplus items are located. |
| Contact Information | The contact information fields will prepopulate with your contact information, but you may change this information if you are not the contact. |
| Terms and Conditions Checkbox | Read the terms and conditions and check the box to indicate that you agree. |

3. Click **Create** to generate the transfer request header.
4. Next, identify which assets will be sent to Surplus. If you have an ASU Property Control number, enter it in the **Tag Number** field. Each ASU Property Control number must be submitted on a separate line on the transfer request.

5. If the items you wish to send to Surplus do not have an ASU Property Control number, click **Create New Asset**.

ASU Arizona State University

Home Assets **Transfers**

Successfully created Surplus Header. Please add your assets.

Transfer Sidebar

Surplus

Surplus Detail

Surplus Number: 20000347

Creation Date: 10/07/2019

Submit Approval Date: []

Submit Approval User: []

Close Out Date: []

Close Out User: []

From Cost Center: CC0981 - FS-FMS SUPPORT

Cost Center for Rebate: []

From Person: CIPOLLA, TINA

Notes: []

Pickup Labels

-- Property Information --

Pickup/Delivery Type: SCHEDULED SURPLUS PROPE

Campus: MC - TEMPE CAMPUS

Building: 150 - UNIVERSITY SERVICES -

Room: 1144AD

-- Contact Information --

Contact Name: TINA CIPOLLA

Contact Phone: (480) 727-3964

Contact Email: DEACTIVATED_TINA.CIPOLLA@ASU

Location Notes: []

Add Assets

Tag Number * []

Add Asset

[Create New Asset](#) [Transfer by Filter](#)

Assets

There are no assets on this surplus.

Cancel Submit For Approval Print Labels (PDF) Print Detail

Documents & Images

6. If you are creating a new asset, the **Insert Surplus Asset** page will display.

7. Complete the following fields:

| Field | Action |
|------------------------|--|
| Description | Enter a description of the item. |
| Class | Enter the item type. Use the  next to the class field to see the options. |
| Department Name | Enter the department name. |
| Condition | Enter the condition: Good, Fair or Poor. |
| Quantity | Enter the quantity of the items being sent. |
| UoM | The Unit of Measure prepopulates to Each , but you may click the down arrow for other choices. |

8. Click **Save and Done** if you only have one item to add. Click **Save and New** if you have other items to add, or click **Save and Same** if you have multiple items like the item just created.

9. Your item will now appear in the **Assets** section of the Transfer page.

ASU Arizona State University

Welcome: TINA CIPOLLA / ASU Home Help Support Sign Out

Home Assets **Transfers**

Successfully created Surplus Header. Please add your assets.

Transfer Sidebar: Surplus

Surplus Detail

Surplus Number: 20000347
 Creation Date: 10/07/2019
 Submit Approval Date:
 Submit Approval User:
 Close Out Date:
 Close Out User:
 From Cost Center: CC0981 - FS-FMS SUPPORT
 Cost Center for Rebate:
 From Person: CIPOLLA, TINA
 Notes:
 Pickup Labels

Property Information
 Pickup/Delivery Type: SCHEDULED SURPLUS PROPERTY PICKUP
 Campus: MC - TEMPE CAMPUS
 Building: 150 - UNIVERSITY SERVICES - 1551 S. RURAL ROAD
 Room: 1144AD

Contact Information
 Contact Name: TINA CIPOLLA
 Contact Phone: (480) 727-3964
 Contact Email: DEACTIVATED_TINA.CIPOLLA@ASU.EDU
 Location Notes:

Add Assets
 Tag Number:
 Add Asset
[Create New Asset](#) [Transfer by Filter](#)

| View | Tag Number | Description | Serial Num/VIN | Qty Sent | Qty Rcvd | Status | Receiver | Recv Date | Approve Date | Ownership Code | Docs/Images | Notes | Rejection Reason |
|-------------------------------------|------------------------|-----------------|----------------|----------|----------|-------------|----------|-----------|--------------|----------------|-------------|-------|------------------|
| <input checked="" type="checkbox"/> | CC0981-20000347-001-NT | Workday Frisbee | - | 1 | - | In Transfer | - | - | - | - | 0 | - | - |

Download **2** **1**
 Cancel Submit For Approval Print Labels (PDF) Print Detail

Documents & Images

10. It is optional to add supporting documents. If you have documents or images to add to your request, click the down arrow next to **Documents and Images** and use the **Insert File** button.

Documents & Images
 There are no files for this surplus.
 Insert File

11. Click **Submit for Approval**. A success message will display.

ASU Arizona State University

Home Assets **Transfers**

Your surplus has been submitted for approval.

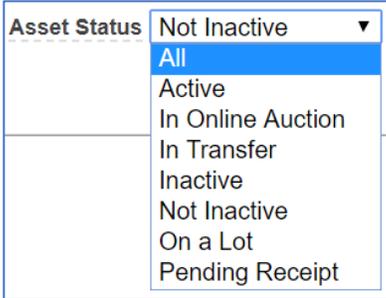
Searching for an asset

Use this process when you need to search for an asset to set up a transfer request for disposal. You will search for an item that has an asset tag attached to it as the first step in the transfer process.

1. Click the **Assets** tab, and the **Search Assets** window will display.

The screenshot shows the 'Search Assets' interface in AssetWorks. At the top right, it says 'Welcome: TINA CIPOLLA / ASU' with links for Home, Help, Support, and Sign Out. The ASU logo is on the left. Below the logo is a navigation bar with tabs: Home, Assets (selected), Transfers, Disposals, and Reports. On the left is an 'Assets Sidebar' with options: Quick Search (selected), Advanced Search, and Create. The main area is titled 'Search Assets' and contains three input fields: 'Tag Number', 'Description', and 'Asset Status' (a dropdown menu currently showing 'Not Inactive'). There are 'Search' and 'Create New Asset' buttons below the fields.

2. Complete the following fields:

| Field | Action |
|---------------------|---|
| Tag Number | Enter the asset tag number if you have it. |
| Description | Enter a description of the asset if you are searching by description. |
| Asset Status | Select an asset status to filter your results to a particular status.  |

3. Click **Search**. A list of assets will display based on the search criteria.

The screenshot shows the AssetWorks interface for Arizona State University. At the top right, it says "Welcome: TINA CIPOLLA / ASU" with links for Home, Help, Support, and Sign Out. The main navigation bar includes Home, Assets (selected), Transfers, Disposals, and Reports. On the left, the "Assets Sidebar" has options for Quick Search, Advanced Search, and Create. The "Search Assets" section has a search form with "Tag Number" (empty), "Description" (Dell), and "Asset Status" (Not Inactive). Below the search form is a table of assets.

| View | Number | Description | Serial Num | Status |
|------|---------|--|------------|--------|
| | 4166355 | 4166355 - DELL INC. OPTIPLEX 5050 | 6Q70HQ2 | ACTIVE |
| | 4116951 | 4116951 - DELL INC. OPTIPLEX 7040 | G0YV482 | ACTIVE |
| | 4099918 | 4099918 - DELL INC. OPTIPLEX 9020 | 4Z26M02 | ACTIVE |
| | 4166302 | 4166302 - DELL INC. LATITUDE 7490 | GYK1RQ2 | ACTIVE |
| | 4163849 | 4163849 - DELL INC. LATITUDE 7290 | 4TCHPN2 | ACTIVE |
| | 4093814 | 4093814 - DELL INC. OPTIPLEX 9010 | H7QYGX1 | ACTIVE |
| | 4163410 | 4163410 - DELL INC. LATITUDE E6540 | 165K562 | ACTIVE |
| | 4167326 | 4167326 - DELL INC. LATITUDE 5290 2-IN-1 | GZPTHR2 | ACTIVE |
| | 4114570 | 4114570 - DELL INC. LATITUDE E6440 | 76GXR32 | ACTIVE |
| | 4166303 | 4166303 - DELL INC. LATITUDE 7490 | D6D6RQ2 | ACTIVE |
| | 4163848 | 4163848 - DELL INC. LATITUDE 7290 | 1XCHPN2 | ACTIVE |
| | 4166310 | 4166310 - DELL INC. LATITUDE 5290 2-IN-1 | D5QHRQ2 | ACTIVE |
| | 4163847 | 4163847 - DELL INC. LATITUDE 7290 | C7RHPN2 | ACTIVE |
| | 4076501 | 4076501 - DELL INC. OPTIPLEX 990 | 9CT2PS1 | ACTIVE |
| | 4101653 | 4101653 - DELL INC. OPTIPLEX 9020 | 86WWV12 | ACTIVE |

At the bottom of the table, there is a "Download" link and a pagination indicator: "row(s) 1 - 15 of 441 Next >".

Note: You may return many results if you run a broad search. Check the bottom right corner of the search results to see the number of returned results and click through the pages using the next button.

4. To open a line on the results page, click the view icon . The **IT Asset Detail** will open.

The screenshot displays the 'IT Asset Detail' page for an ASU asset. The asset information includes:

- Tag Number: 4166355
- ASU Property Number: 4166355
- Class: IT-SERVICENOW
- Description: 4166355 - Dell Inc. OptiPlex 5050
- Cost Center: CC0661 - UAAS-UNIVERSITY AUDIT AND ADVISORY SE
- Campus: MC - TEMPE CAMPUS
- Building: 180A - UNIVERSITY CENTER BLDG. A - 1100 E. UNIVER
- Room Number: 111
- Department Name: Auxiliary Business Services
- Quantity: 1
- UoM: Each
- Original Cost Center: [Redacted]
- Avg Wt: 2

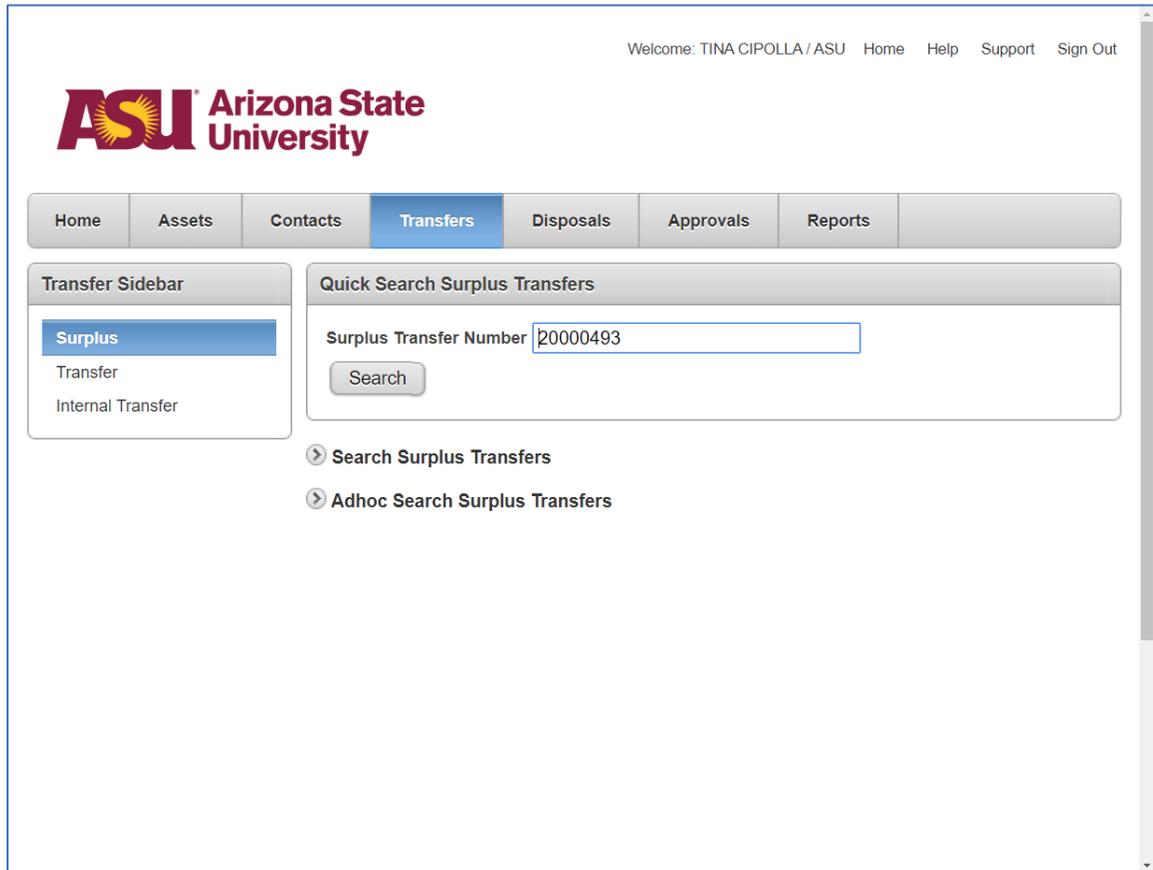
The IT Asset Detail page will display information about the asset, including the cost center. This information is necessary if you wish to complete a transfer next.

Tip: If you are planning to do a transfer next, make a note of the cost center for the asset you wish to transfer.

Approve a transfer request

Use this process when you need to make an approval decision for an asset transfer.

1. Click the **Transfer** tab. The transfer window will display.
2. Enter the transfer number to be approved from the email you received on the **Surplus Transfer Number** field.



The screenshot shows the ASU AssetWorks interface. At the top right, it says "Welcome: TINA CIPOLLA / ASU" with links for Home, Help, Support, and Sign Out. The ASU logo and "Arizona State University" are on the left. A navigation bar contains tabs for Home, Assets, Contacts, Transfers (selected), Disposals, Approvals, and Reports. Below this is a "Transfer Sidebar" with options for Surplus (selected), Transfer, and Internal Transfer. To the right is a "Quick Search Surplus Transfers" section with a text input field for "Surplus Transfer Number" containing "20000493" and a "Search" button. Below the search section are two expandable options: "Search Surplus Transfers" and "Adhoc Search Surplus Transfers".

3. Click **Search**. The item will display under **Surplus Transfers**.

Transfer request processing in AssetWorks

Welcome: TINA CIPOLLA / ASU Home Help Support Sign Out

ASU Arizona State University

Home Assets Contacts **Transfers** Disposals Approvals Reports

Transfer Sidebar
 Surplus
 Transfer
 Internal Transfer

Quick Search Surplus Transfers
 Surplus Transfer Number

Search Surplus Transfers

Surplus Transfers

| View | Surplus_Transfer_Number | Creation Date | From_Cost_Center | From_Person | Method |
|------|-------------------------|---------------|-------------------------------|----------------|---------|
| | 20000493 | 12/06/2019 | CC0511 - PD-POLICE DEPARTMENT | DERRICK BREWER | Surplus |

[Download](#) row(s) 1 - 1 of 1

Adhoc Search Surplus Transfers

- Click the view icon . The **Surplus Detail** screen will display. The assets being transferred to surplus are listed at the bottom of the page.

Welcome: TINA CIPOLLA / ASU Home Help Support Sign Out

ASU Arizona State University

Home Assets Contacts **Transfers** Disposals Approvals Reports

Transfer Sidebar
 Surplus
 Transfer
 Internal Transfer

Surplus Detail

Surplus Number: 20000493
 Creation Date: 12/06/2019
 Submit Approval Date: 12/06/2019
 Submit Approval User: DERRICK BREWER
 Close Out Date:
 Close Out User:
 From Cost Center: CC0511 - PD-POLICE DEPARTMENT
 Cost Center for Rebate:
 From Person: BREWER, DERRICK
 Notes:

-- Property Information --
 Pickup/Delivery Type: 3RD PARTY DELIVERY
 Campus: CS - COMMUNITY SERVICES
 Building: 688 - COMMUNITY SERVICES CENTER-MAINTENANCE BLDG - 200 E. CURR
 Room: 5

-- Contact Information --
 Contact Name: DERRICK BREWER
 Contact Phone: 8675309
 Contact Email: DERRICK.BREWER@ASU.EDU
 Location Notes:

Assets

| View | Tag Number | Description | Serial Num/VIN | Qty Sent | Qty Rcvd | Status | Receiver | Recv Date | Approve Date | Ownership Code | Docs/Images | Notes | Rejection Reason |
|------|------------|--------------|----------------|----------|----------|-------------|----------|-----------|--------------|----------------|-------------|-------|------------------|
| | 6159923 | TTAAMPLIFIER | N/A | 1 | - | In Transfer | - | - | - | 1 - ASU Owned | | - | - |

[Download](#) row(s) 1 - 1 of 1

Documents & Images

Transfer request processing in AssetWorks

5. Click **Approve** to start the approval process. Some transfers will include multiple assets to be transferred. If there are multiple line items, you will need to approve or reject each line of assets.
6. If you choose to approve, click on the drop-down menu for the approved column and change it from **Pending** to **Approved**. You can then click on the blue arrow to change all of the other statuses to **Approved**.
7. If you choose to reject one or more items, change the pending status to **Rejected** and enter a reason. The item or items will be rejected and returned to the requester, and the other items will be approved and sent to Surplus Property.

Welcome MAUREEN KING / ASU Home Help Support Sign Out

ASU Arizona State University

Home Assets Contacts **Transfers** Disposals Counter Sales PDS Live Auction Approvals Users Admin Reports

Transfer Sidebar

- Surplus
- Transfer
- Internal Transfer
- Receive Assets
- Pickup Scheduler
- Work Order

Surplus Detail

Surplus Number: 20000492

Creation Date: 12/06/2019

Submit Approval Date: 12/06/2019

Submit Approval User: MAUREEN KING

Close Out Date: []

Close Out User: []

From Cost Center: 0000 - MATERIALS MANAGEMENT

Cost Center for Rebate: []

From Person: KING, MAUREEN

Notes: []

-- Property Information --

Pickup/Delivery Type: SCHEDULED SURPLUS PROPERTY PICKUP

Campus: MC - TEMPE CAMPUS

Building: 131 - MATERIAL SERVICES BLDG. - 1711 S. RURAL ROAD

Room: 125

-- Contact Information --

Contact Name: MAUREEN KING

Contact Phone: (480) 965-9820

Contact Email: DEACTIVATED_MAUREEN.KING@ASU.EDU

Location Notes: []

Approve Assets

| Tag Number | Description | Qty Sent | Approved * | Notes | Rejection Reason |
|----------------------|-------------|----------|------------|-------|------------------|
| 0000-20000492-001-NT | Chair | 1 | Pending | [] | [] |
| 0000-20000492-002-NT | table | 2 | Pending | [] | [] |
| 0000-20000492-003-NT | computer | 1 | Pending | [] | [] |

Cancel Save

- Click **Save** once you have changed all of the statuses from **Pending** to either **Approved** or **Rejected**.

The screenshot shows the ASU AssetWorks interface. At the top, there is a navigation bar with tabs for Home, Assets, Contacts, Transfers (selected), Disposals, Counter Sales, POS, Live Auction, Approvals, Users, Admin, and Reports. Below the navigation bar is the ASU Arizona State University logo and a welcome message for MAUREEN KING. The main content area is divided into two sections: Surplus Detail and Approve Assets.

Surplus Detail

Surplus Number: 20000492
 Creation Date: 12/06/2019
 Submit Approval Date: 12/06/2019
 Submit Approval User: MAUREEN KING
 Close Out Date:
 Close Out User:
 From Cost Center: 0000 - MATERIALS MANAGEMENT
 Cost Center for Rebate:
 From Person: KING, MAUREEN
 Notes:
 -- Property Information --
 Pickup/Delivery Type: SCHEDULED SURPLUS PROPERTY PICKUP
 Campus: MC - TEMPE CAMPUS
 Building: 131 - MATERIAL SERVICES BLDG. - 1711 S. RURAL ROAD
 Room: 125
 -- Contact Information --
 Contact Name: MAUREEN KING
 Contact Phone: (480) 965-9620
 Contact Email: DEACTIVATED_MAUREEN.KING@ASU.EDU
 Location Notes:

Approve Assets

| Tag Number | Description | Qty Sent | Approved * | Notes | Rejection Reason |
|----------------------|-------------|----------|------------|-------|-------------------------------|
| 0000-20000492-001-NT | Chair | 1 | Approved | | |
| 0000-20000492-002-NT | table | 2 | Approved | | |
| 0000-20000492-003-NT | computer | 1 | Rejected | | This computer is needed still |

Buttons: Cancel, Save

- The transfer request is sent to Surplus Property for processing.