



ENTERING A PROPERTY CONTROL
INVENTORY TRANSACTION
In PeopleSoft Financials

1. After logging in to PeopleSoft Financials, navigate to Property Control Transaction:
Southeastern AM Menu -> Property Control Transaction
2. On the **Add a New Value** tab, enter the tag number of the asset or click on the magnifying glass to search.

PLEASE NOTE: > > >

(1) You will only be able to see and modify assets for which you are the Budget Unit Head or have received authorization. (See the Property Control Transaction Authorization Form at: **Southeastern Home > LEONet > PeopleSoft Financials > PeopleSoft Financials Forms**.)

(2) If you are entering a transaction for computer equipment, have the computer sanitized before entering the transaction.

A screenshot of the PeopleSoft Financials interface. On the left, there's a navigation tree under "Southeastern AM Menu" with "Prop Cntrl Non-Inventory Items" expanded, showing "Property Control Transaction" selected. Other menu items include Purchasing, Accounts Payable, Asset Management, Commitment Control, General Ledger, Worklist, and Reporting Tools. To the right, there's a search interface with tabs for "Find an Existing Value" and "Add a New Value". Below these are fields for "Transaction Number" (containing "0") and "Tag Number" (with a magnifying glass icon). A yellow "Add" button is at the bottom. A callout bubble points to the magnifying glass icon with the text "Click to see your asset list.".

3. If you choose to search for the asset with the magnifying glass, a screen will appear for selecting the asset or using additional search options.

When you have entered or selected an asset tag number, click the **Add** button to continue to the transaction entry screen.

4. On the entry screen header, you will see a description of the asset and its location. Choose a Transaction Type by clicking the radio button next to the description. The required fields that correspond to the Transaction Type will appear on the screen. Complete the required fields.

If you choose to add a comment to the transaction, please leave any existing comment and add yours with the date and your initials.

For computer equipment, enter the sanitized ticket number as a comment.

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Prop Control Trans **Attachments**

Tag Number: 60870	PROJ INFOCUS MULTIMEDIA	Transaction Status: Open
Serial ID: 3EW006000037		Transaction:
Budget Unit: 40099	XYZ Department	Transaction Date: 05/17/2011
Location: MGH350	Lucius McGehee Hall, R	Entered by: PSUSER

Select One Transaction Type and Provide Information

Change Asset's Location
 Request to Surplus Inventory
 Request to Trade-in Asset
 Transfer to another Budget Unit
 Request to Dismantle for Parts
 Report Unlocated/Stolen

Change asset's recorded location to:

New Location:

If the asset's new location is not included in the search list, contact Property Control at 985.549.22 or email PropertyControl@selu.edu.

Comments:

Enter comment (required for some trans types)

Complete required fields

Submit **Save without Submission** **Cancel Transaction**

[Prop Control Trans](#) | [Attachments](#)

- To add an attachment to the transaction, choose the **Attachments** tab and click on the paperclip icon. Use the **Browse** button to locate the file, and press the **Upload** button to attach the file to the transaction.

Prop Control Trans **Attachments**

Trans Nbr

Click the paperclip to attach a file

Document Attachments		Customize	Find	First	1 of 1	Last
Att Ver Wrk	Sys File					

File Attachment

Click Upload to attach a file.

Click Browse to locate a file.

Upload **Cancel** **Browse...**

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6. When the entry is complete, press the ***Submit***, ***Save without Submission***, or ***Cancel Transaction*** button.

For most transactions, pressing ***Submit*** will move the transaction into the custodian Budget Unit Head's worklist for approval. Once approved by the Budget Unit Head, the transaction will move through the worklists of all approvers required for the transaction.

Location changes for assets that are not phase computers will be made in the PeopleSoft Financials system when the transaction is submitted and will not require additional approval.

If you choose to ***Save without Submission***, you can return to the transaction by returning to the **Property Control Transaction** menu option and choosing the ***Find an Existing Value*** tab.