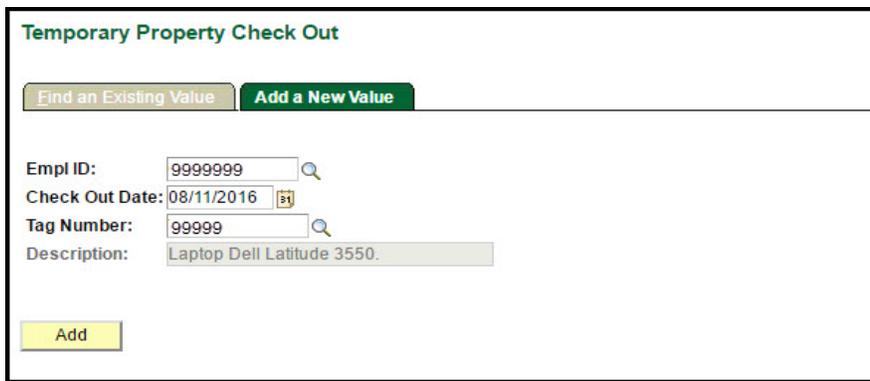


CHECKING OUT PROPERTY In PeopleSoft Financials

PLEASE NOTE: *You will only be able to check out assets to employees if 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.)*

1. After logging in to PeopleSoft Financials, navigate to **Temporary Property Check Out**
Southeastern AM Menu -> Temporary Property Check Out
2. On the "Add a New Value" tab, enter the W# of the employee who is assuming responsibility for the property (the temporary custodian), the check out date, and the property's tag number. Then press the "Add" button.



Temporary Property Check Out

Find an Existing Value **Add a New Value**

Empl ID: 9999999

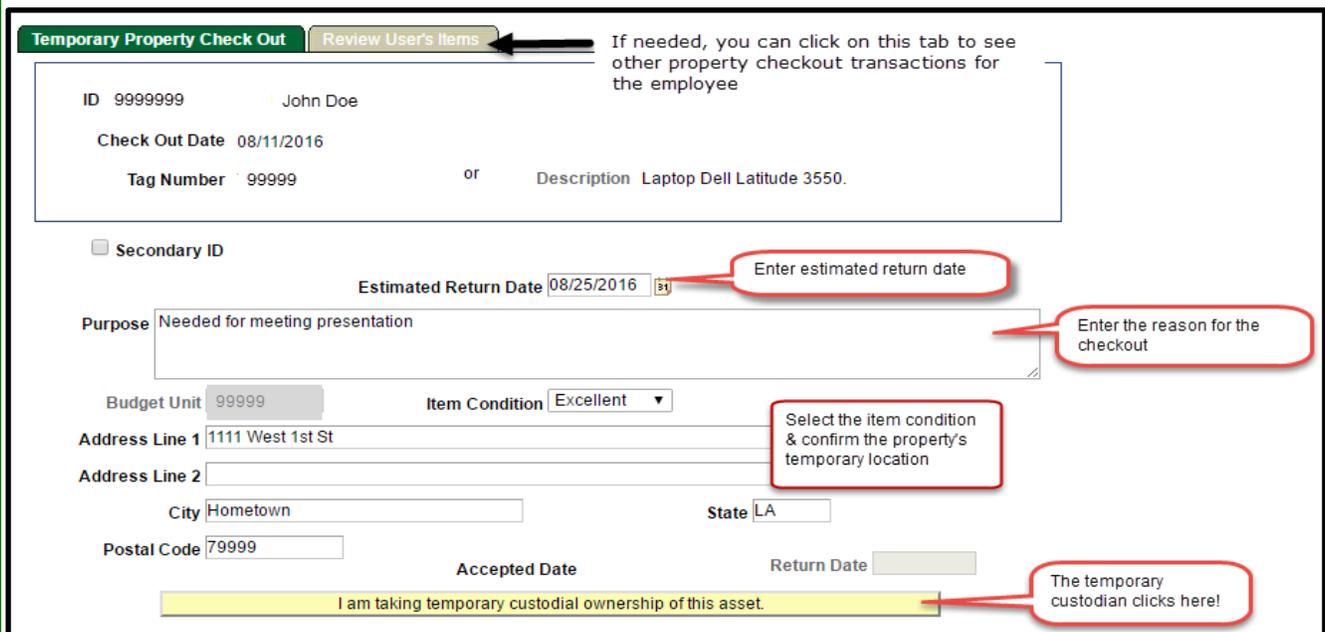
Check Out Date: 08/11/2016

Tag Number: 99999

Description: Laptop Dell Latitude 3550.

Add

3. Complete the Check Out screen fields:



Temporary Property Check Out Review User's Items

ID 9999999 John Doe

Check Out Date 08/11/2016

Tag Number 99999 or Description Laptop Dell Latitude 3550.

Secondary ID

Estimated Return Date 08/25/2016

Purpose Needed for meeting presentation

Budget Unit 99999 Item Condition Excellent

Address Line 1 1111 West 1st St

Address Line 2

City Hometown State LA

Postal Code 79999

Accepted Date Return Date

I am taking temporary custodial ownership of this asset.

If needed, you can click on this tab to see other property checkout transactions for the employee

Enter estimated return date

Enter the reason for the checkout

Select the item condition & confirm the property's temporary location

The temporary custodian clicks here!

CHECKING OUT PROPERTY

4. On the next screen, the temporary custodian accepts responsibility for the property by entering their password & clicking on the "Press to check password" button.

Get Password

Please type in your Email password and press the "Press to check password" button

User 9999999

Password

The temporary custodian must enter their password & press this button.

5. The checkout is complete when this message appears on the screen:



An email will then be sent to the temporary custodian.

6. **If you need to extend the estimated return date**, navigate again to "Temporary Property Check Out". Enter the new date in the "estimated return date" field and press "Save". An email will be sent to the temporary custodian with the revised date.
7. **When the property is returned**, navigate again to "Temporary Property Check Out". On the "Find an Existing Value" tab, enter the employee's w# and/or the tag number. Then select the transaction from the list that appears on the screen.

On the check out screen, enter the return date & press the "Save" button.

A receipt can then be emailed to the temporary custodian and/or printed by clicking on the "Print Receipt" button at the bottom of the screen.