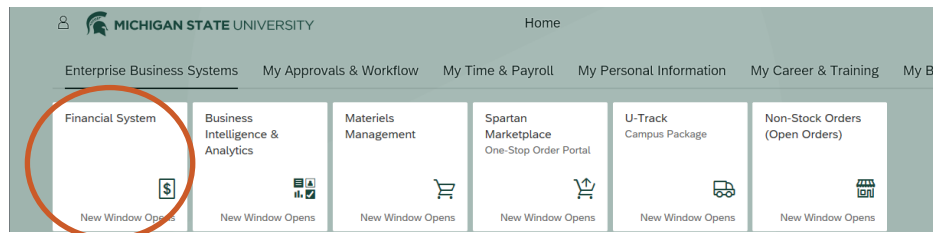




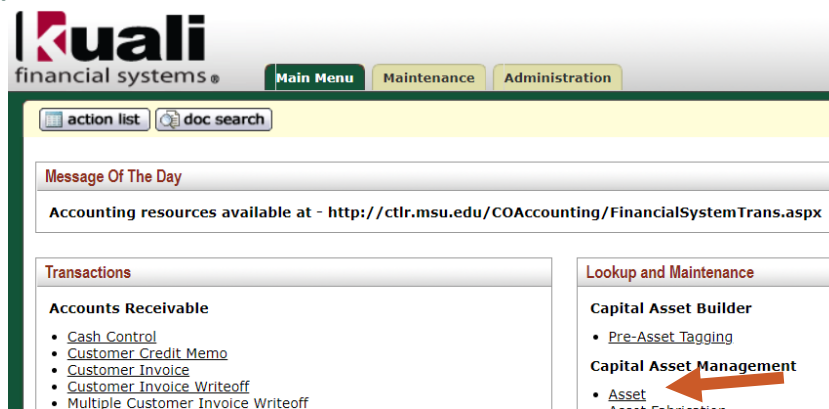
Transfer Capital Assets

Overview: This job aid demonstrates how to transfer capital assets interdepartmentally or to the MSU Surplus Store. Capital asset transfers move ownership and inventory responsibility of the asset from one department to another. For interdepartmental transfers that are also an internal sale (include an exchange of funds), a Transfer of Funds (TF) eDoc must be completed and in Final status before the Asset Transfer eDoc is submitted.

1. Log in to ebs.msu.edu and click the **Financial System** tab.



2. Navigate to the **Lookup and Maintenance** section and select **Asset**.



3. If you know the inventory tag (barcode) number, type it into the Tag Number field and select **Search**.
 - a. If you need to look up the asset to find the tag number, type your department's organization code into the **Organization Owner Organization Code** field and select **Search**.

Tag Number:	<input type="text"/>	Asset Number:	<input type="text"/>
Organization Owner Chart Of Accounts Code:	<input type="text"/>	Organization Owner Organization Code:	<input type="text"/>
Organization Owner Responsibility Center Code:	<input type="text"/>	Organization Owner Reports To Organization Code:	<input type="text"/>
Organization Owner Account Number:	<input type="text"/>	Owner:	<input type="text"/>
Campus:	<input type="text"/>	Building Code:	<input type="text"/>
Building Room Number:	<input type="text"/>	Asset Type Code:	<input type="text"/>
Asset Status Code:	<input type="text"/>	Asset Condition:	<input type="text"/>
Vendor Name:	<input type="text"/>	Manufacturer:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Create Date From:	<input type="text"/>	Create Date To:	<input type="text"/>
Asset Representative Principal Name:	<input type="text"/>	Organization Inventory Name:	<input type="text"/>
Asset Description:	<input type="text"/>	Organization Text:	<input type="text"/>
National Stock Number:	<input type="text"/>	Government Tag:	<input type="text"/>
Old Tag Number:	<input type="text"/>	Organization Tag Number:	<input type="text"/>
Total Cost:	<input type="text"/>	Payment Sequence Number:	<input type="text"/>
Payment Purchase Order Number:	<input type="text"/>	Payment Document Number:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>			



4. From the search results, select the **Transfer** link on the row of the asset you wish to transfer.
- a. **Note:** If you do not see the link most likely you do not have the authorization to initiate the document. Please check with your fiscal officer or CAM for more information.

One item retrieved.

Actions	Asset Number	Tag Number
edit [loan renew return] merge separate transfer	5 6513	117772

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

5. A new Asset Transfer eDoc will be created. Complete as follows:
- a. In the **Document Overview** tab, add a Description.
- When transferring to the MSU Surplus Store, descriptions should include “to Surplus.”
 - For interdepartmental transfers, please indicate the org code or department name the asset will be transferred to in the description
- b. Enter additional details in the Explanation field.
- c. In the **Asset Transfer** tab, under New - Transfer to Receiving Organization, enter the following information:
- Organization Chart of Account Code: MS
 - Organization Owner Account Number: Account number of the receiving organization
 - MSU Surplus Store transfer should go to account number XC100000.
 - If funds are being transferred between departments as part of the transfer (internal sale)
 - Check the Interdepartmental Sales Indicator box
 - Enter the finalized **Transfer of Funds (TF)** eDoc number.
 - Note:** a TF eDoc must be in Final status prior to submitting an Asset Transfer eDoc.
- d. In the **Asset Location** tab, under the On Campus section, enter EL.
- If the asset will reside on campus, enter the building code and room number.
 - The building code for the Surplus Store is 0223, and the building room number is 100.
 - Note:** Leave the building room number field blank if transferring a vehicle.
 - If the asset will reside off campus, enter:
 - The name of the MSU employee in possession of the asset
 - The address (including postal code and country) where the asset will reside.
- e. Add any additional documentation in the **Notes and Attachments** tab.
- For transfers to the MSU Surplus Store, include details such as if the item needs to be picked up, current location, contact information, and credit information.
6. Select **Submit** at the bottom of the page.
7. Once the releasing and receiving organizations have approved the asset transfer eDoc, the asset will belong to the new owner organization.