

## How to Approve a Non-Tagged Asset Disposal

**This request is NOT to be used for broken items or items being sent to E-Waste.**

This request is intended for the transfer of usable items to the Property Redistribution Warehouse. A request is sent to the principal or department head for initial approval and then to Property Redistribution to decide if they will take the item(s) to their warehouse or have your school/department dispose of the item(s) yourself.

- You can access the request by email or logging in to PeopleSoft. The email will look like this:

The asset transaction submitted needs approval.

[https://psweb12.palmbeach.k12.fl.us:8003/psp/FNUPOA/EMPLOYEE/ERP/c/PB\\_MENU.PB\\_AM\\_DISPOSAL\\_APR.GBL?Page=PB\\_AM\\_DISP\\_APPR01&Action=U&DATE\\_SUBMITTED=2016-11-30&DTTM\\_STAMP=2016-11-30-10.31.17.000000&ORIGINATOR\\_ID=TELFAR&PB\\_AM\\_REQ\\_TYPE=T](https://psweb12.palmbeach.k12.fl.us:8003/psp/FNUPOA/EMPLOYEE/ERP/c/PB_MENU.PB_AM_DISPOSAL_APR.GBL?Page=PB_AM_DISP_APPR01&Action=U&DATE_SUBMITTED=2016-11-30&DTTM_STAMP=2016-11-30-10.31.17.000000&ORIGINATOR_ID=TELFAR&PB_AM_REQ_TYPE=T)

(This message was automatically generated by Form and Approval Builder on 2016-11-30 at 10:51:10.000000. Please do not reply to this email.)

1. Log in to PeopleSoft



2. On the Homepage, click on the Financials tile



3. Navigate to: Main Menu → Employee Self-Service → Assets → PB Non-Tagged Asset Disposal



4. Select Non Tagged from the *Request Type* dropdown menu and then click Search.
  - a. You may refine your search by adding a date or originator username if you wish.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Assets ▾ > PB Asset Approval

ORACLE® User: 1075590 DB: FNPQA All ▾ Se:

### PB Asset Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### ▼ Search Criteria

Originator: begins with ▾

Date Submitted: = ▾  31

Date/Time Stamp: = ▾

Request Type: = ▾ Non Tagged ▾ ←

User ID: begins with ▾ 1075590

Case Sensitive

→ Search Clear Basic Search  Save Search Criteria



6. You will be prompted with a message to make sure you want to approve/deny the request.
  - a. Check at the bottom of the page to verify your selection

The screenshot displays a workflow interface for a 'Non-Tagged Asset'. At the top, a status bar shows: 'DATE\_SUBMITTED=2017-01-19, DTTM\_STAMP=2017-01-19-08.36.28.000000, ORIGINATOR\_ID=TELFAIR, PB\_AM\_REQ\_TYPE=N:Pending' with a 'View/Hide Comments' link. Below this, a green box labeled 'Approved' contains a checkmark, the name 'Nancy Samuels', the title 'AM Department Head', and the timestamp '01/31/17 - 11:16 AM'. An arrow points from this box to a blue box labeled 'Pending' which contains a clock icon, the text 'Multiple Approvers', and 'Property Redistribution'. A 'Comment History' section is visible below the workflow boxes. At the bottom of the interface are three buttons: 'Return to Search', 'Notify', and 'Refresh'.

- b. The request will now be sent to Property Redistribution for the final approval/denial.