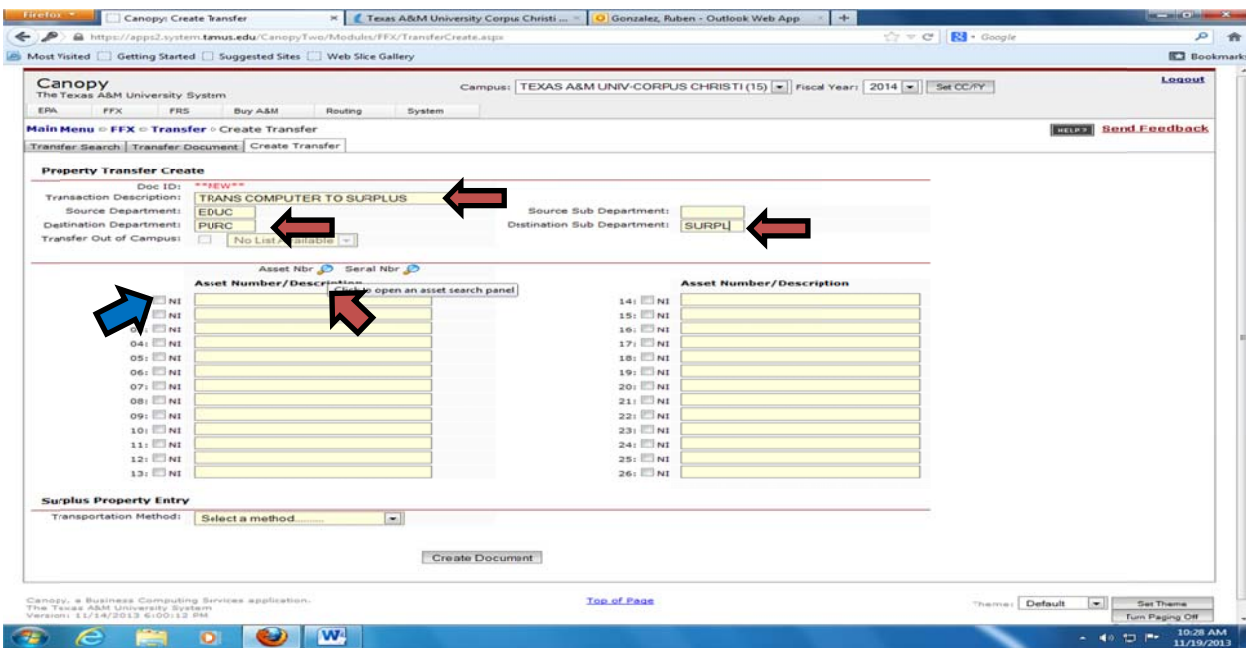


1. FFX – TRANSFER – CREATE TRANSFER



1. FILL OUT HEADING

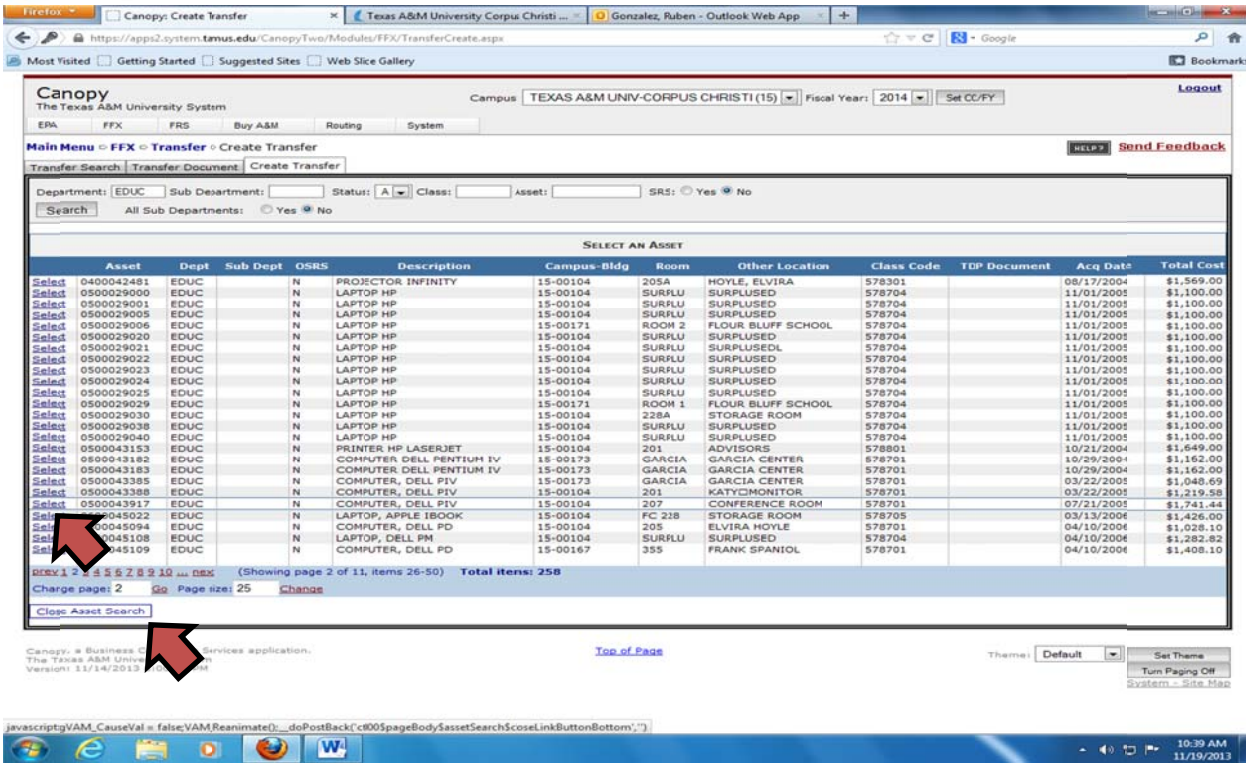
-EQUIPMENT TO SURPLUS (DESTINATION DEPART: **PURC** DESTINATION SUB DEPART: **SURPL**)

2. CLICK ON THE **ASSET NBR** TO LOCATE THE ASSET WITHIN THE DEPARTMENTS INVENTORY

-IF ASSET NUMBER CANNOT BE FOUND IN THE SOURCE DEPARTMENT ABOVE THEN THE ASSET NUMBER EXSIST IN A DIFFERENT DEPARTMENT, YOU CAN DO A SEARCH BY CLICKING ON THE **FFX TAB – SEARCH**

-IF ITEMS ARE NON-CONTROLLED, CHECK THE “NI” SQUARE WHICH WILL ALLOW YOU TO TYPE A BRIEF DESCRIPTION OF THE ITEM OR ITEMS **EX: CHAIRS, GREEN 20EA**

Transfer Departmental Property (TDP) – Quick Steps



Canopy
The Texas A&M University System
Campus: TEXAS A&M UNIV-CORPUS CHRISTI (15) | Fiscal Year: 2014 | Set CC/FY

Main Menu > FFX > Transfer > Create Transfer

Transfer Search | Transfer Document | Create Transfer

Department: EDUC | Sub Department: | Status: A | Class: | Asset: | SRs: Yes No

SEARCH All Sub Departments: Yes No

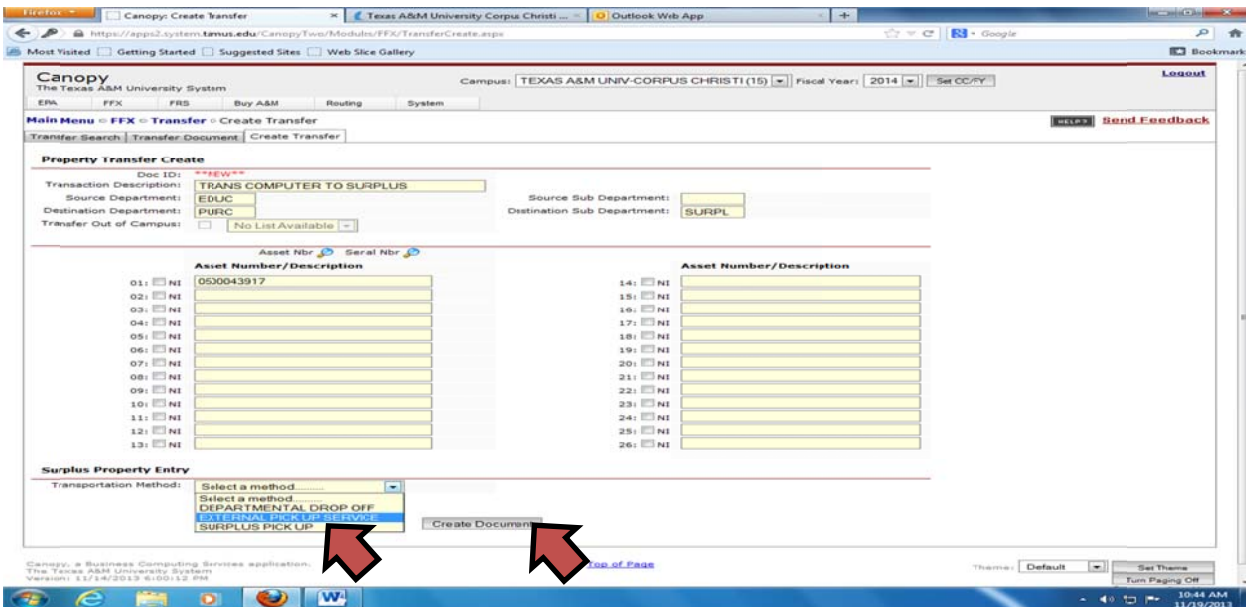
SELECT AN ASSET

Asset	Dept	Sub Dept	OSRS	Description	Campus-Bldg	Room	Other Location	Class Code	TDP Document	Acq Dat	Total Cost
Select 0400042481	EDUC		N	PROJECTOR INFINITY	15-00104	205A	HOYLE, ELVIRA	578301		06/17/2004	\$1,569.00
Select 0500029000	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029001	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029005	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029006	EDUC		N	LAPTOP HP	15-00171	ROOM 2	FLOUR BLUFF SCHOOL	578704		11/01/2005	\$1,100.00
Select 0500029020	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029021	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029022	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029023	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029024	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029025	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029029	EDUC		N	LAPTOP HP	15-00171	ROOM 1	FLOUR BLUFF SCHOOL	578704		11/01/2005	\$1,100.00
Select 0500029030	EDUC		N	LAPTOP HP	15-00104	228A	STORAGE ROOM	578704		11/01/2005	\$1,100.00
Select 0500029038	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500029040	EDUC		N	LAPTOP HP	15-00104		SURPLUSED	578704		11/01/2005	\$1,100.00
Select 0500043153	EDUC		N	PRINTER HP LASERJET	15-00104	201	ADVISORS	578801		10/21/2004	\$1,649.00
Select 0800043182	EDUC		N	COMPUTER DELL PENTIUM IV	15-00173		GARCIA GARCIA CENTER	578701		10/29/2004	\$1,162.00
Select 0500043183	EDUC		N	COMPUTER DELL PENTIUM IV	15-00173		GARCIA GARCIA CENTER	578701		10/29/2004	\$1,162.00
Select 0500043385	EDUC		N	COMPUTER, DELL PIV	15-00173		GARCIA GARCIA CENTER	578701		03/22/2005	\$1,048.69
Select 0500043388	EDUC		N	COMPUTER, DELL PIV	15-00104	201	KATHY MONITOR	578701		03/22/2005	\$1,219.58
Select 0500043917	EDUC		N	COMPUTER, DELL PIV	15-00104	207	CONFERENCE ROOM	578701		07/21/2005	\$1,741.44
Select 050045022	EDUC		N	LAPTOP, APPLE IBOOK	15-00104	FC 218	STORAGE ROOM	578705		03/12/2004	\$1,426.00
Select 050045094	EDUC		N	COMPUTER, DELL PD	15-00104	205	ELVIRA HOYLE	578701		04/10/2004	\$1,028.10
Select 050045108	EDUC		N	LAPTOP, DELL PM	15-00104		SURPLUSED	578704		04/10/2004	\$1,282.82
Select 050045109	EDUC		N	COMPUTER, DELL PD	15-00167	355	FRANK SPANIOL	578701		04/10/2004	\$1,408.10

Charge page: 2 | Page size: 25 | Change

Close Asset Search

1. LOCATE YOUR ASSET OR ASSETS – CLICK ON SELECT AS NEEDED
2. CLICK ON THE CLOSE ASSEST SEARCH



Canopy
The Texas A&M University System
Campus: TEXAS A&M UNIV-CORPUS CHRISTI (15) | Fiscal Year: 2014 | Set CC/FY

Main Menu > FFX > Transfer > Create Transfer

Transfer Search | Transfer Document | Create Transfer

Property Transfer Create

Doc ID: *****
Transaction Description: TEXAS COMPUTER TO SURPLUS
Source Department: EDUC | Source Sub Department: SURPL
Destination Department: PURC | Destination Sub Department: SURPL
Transfer Out of Campus: No List Available

Asset Nbr | Serial Nbr

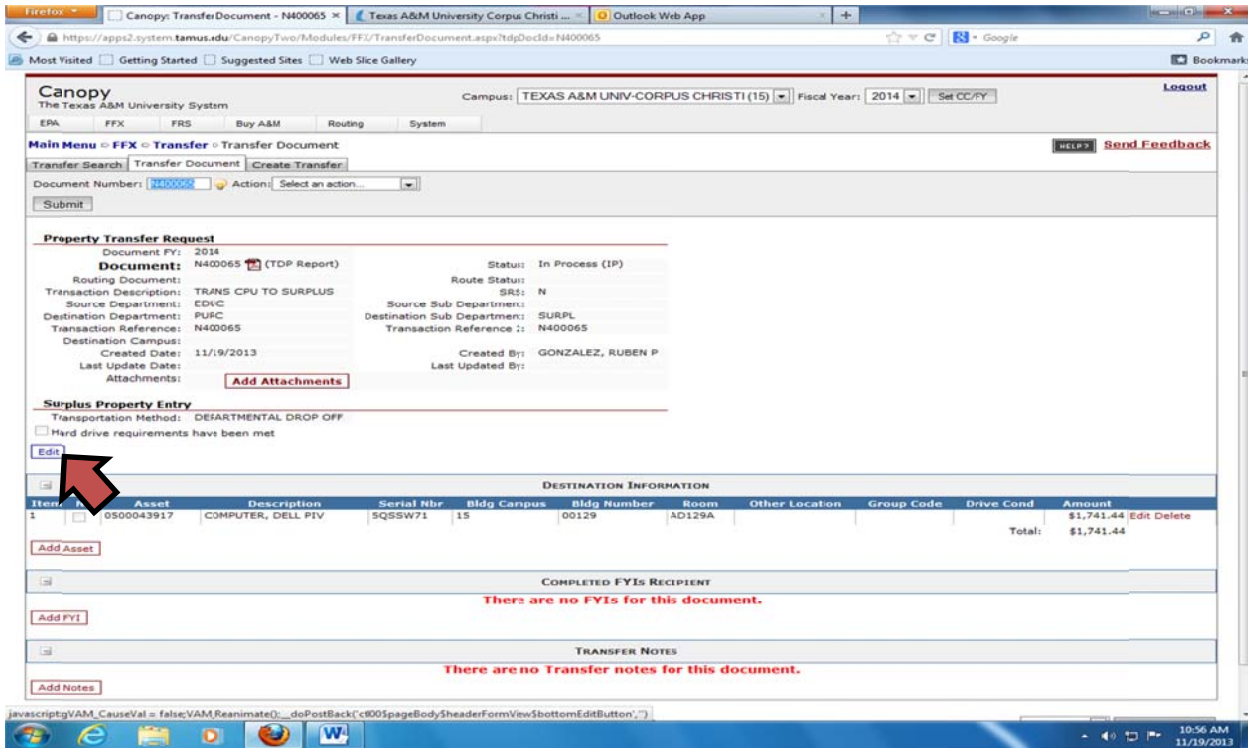
Asset Nbr	Description	Asset Nbr	Description
01: <input type="checkbox"/> NI	050043917	14: <input type="checkbox"/> NI	
02: <input type="checkbox"/> NI		15: <input type="checkbox"/> NI	
03: <input type="checkbox"/> NI		16: <input type="checkbox"/> NI	
04: <input type="checkbox"/> NI		17: <input type="checkbox"/> NI	
05: <input type="checkbox"/> NI		18: <input type="checkbox"/> NI	
06: <input type="checkbox"/> NI		19: <input type="checkbox"/> NI	
07: <input type="checkbox"/> NI		20: <input type="checkbox"/> NI	
08: <input type="checkbox"/> NI		21: <input type="checkbox"/> NI	
09: <input type="checkbox"/> NI		22: <input type="checkbox"/> NI	
10: <input type="checkbox"/> NI		23: <input type="checkbox"/> NI	
11: <input type="checkbox"/> NI		24: <input type="checkbox"/> NI	
12: <input type="checkbox"/> NI		25: <input type="checkbox"/> NI	
13: <input type="checkbox"/> NI		26: <input type="checkbox"/> NI	

Surplus Property Entry
Transportation Method:
 DEPARTMENTAL DROP OFF
 EXTERNAL PICK UP SERVICE
 SURPLUS PICK UP

Create Document

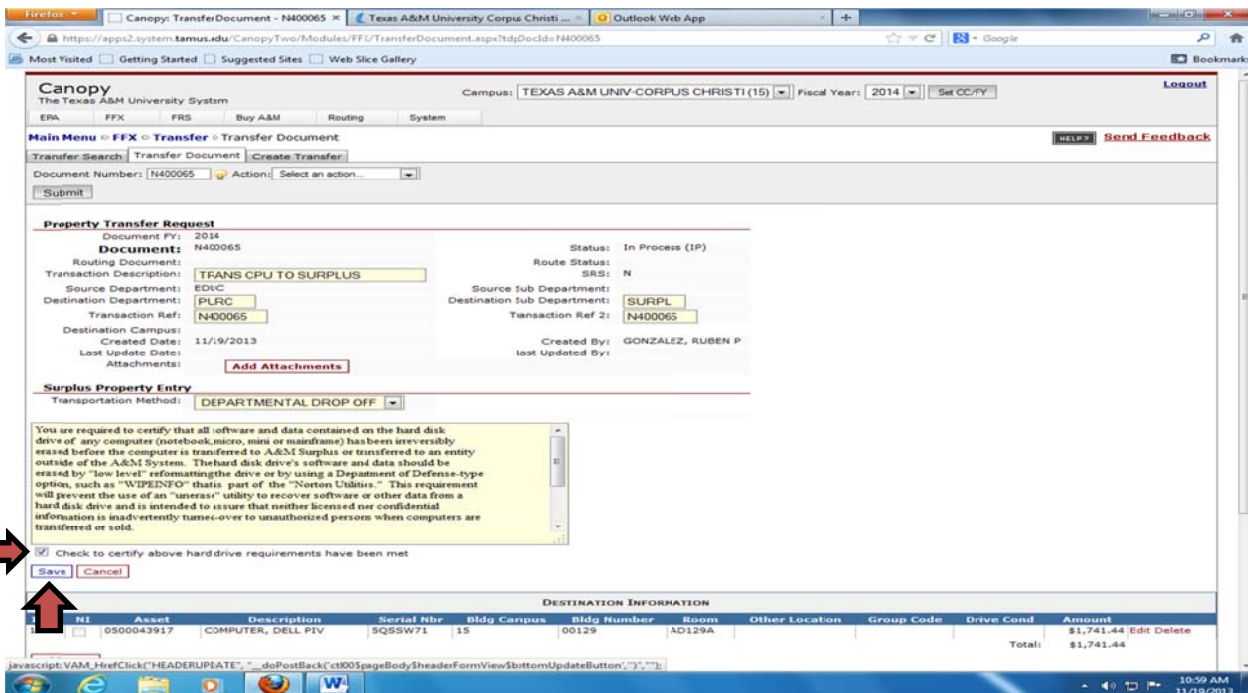
1. SELECT A TRANSPORTATION METHOD
 - EXTERNAL PICK UP SERVICE (SSC) (DEPARTMENT ACCOUNTS WILL NO LONGER BE CHARGED)
 - DEPARTMENT DROP OFF
2. CLICK ON CREATE DOCUMENT

Transfer Departmental Property (TDP) – Quick Steps



The screenshot shows the 'Property Transfer Request' form in the Canopy system. The document number is N40065. The status is 'In Process (IP)'. The transportation method is 'DEPARTMENTAL DROP OFF'. In the 'Surplus Property Entry' section, there is a checkbox for 'Hard drive requirements have been met' and an 'Edit' button. A red arrow points to the 'Edit' button. Below this is a table for 'DESTINATION INFORMATION' with one row of data: Asset 0500043917, Description COMPUTER, DELL PIV, Serial Nbr SQ55W71, Bldg Campus 15, Bldg Number 00129, Room AD129A, Amount \$1,741.44. Below the table are sections for 'COMPLETED FYIS RECIPIENT' and 'TRANSFER NOTES', both indicating there are none for this document.

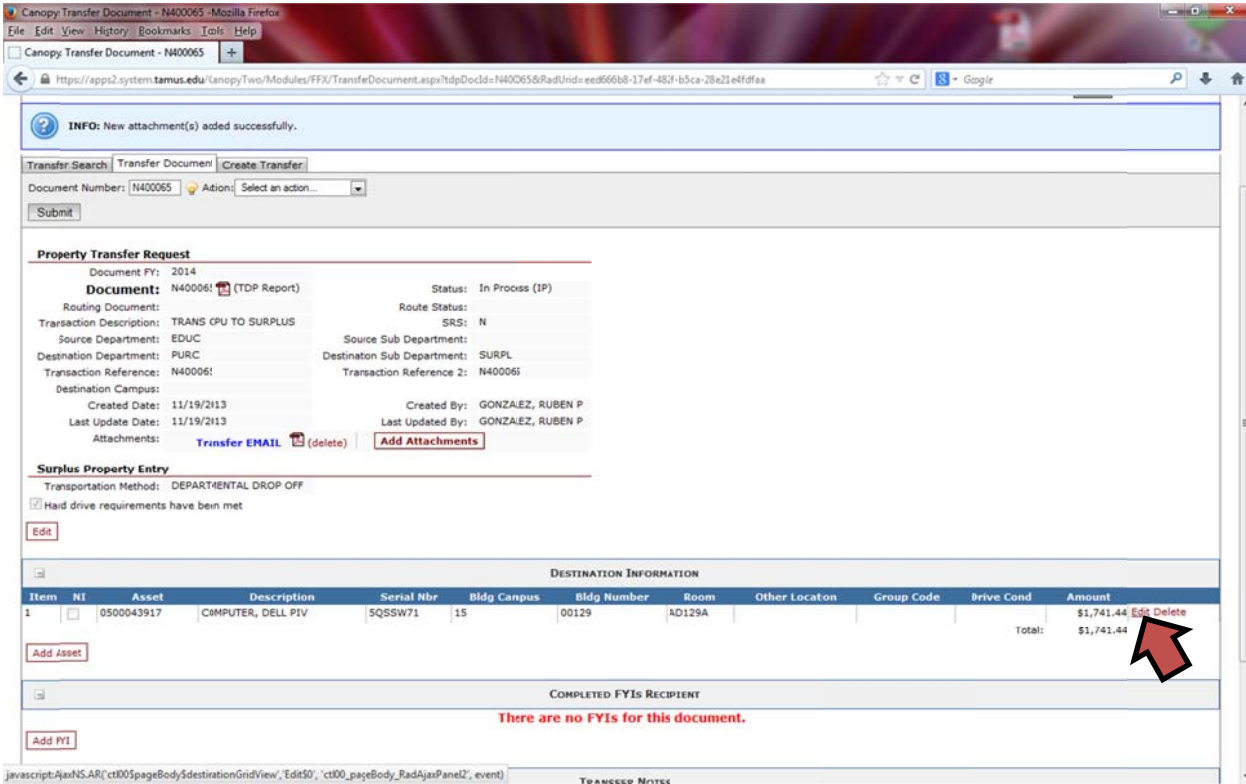
1. IF EQUIPMENT IS A COMPUTER/SERVER YOU WILL HAVE TO CLICK ON THE **EDIT** FOR THE HARD DRIVE REQUIREMENTS (IF NOT A COMPUTER/ SERVER (BASED BY OBJECT CODE) SKIP TO PAGE 5 FOR FINAL STEP)



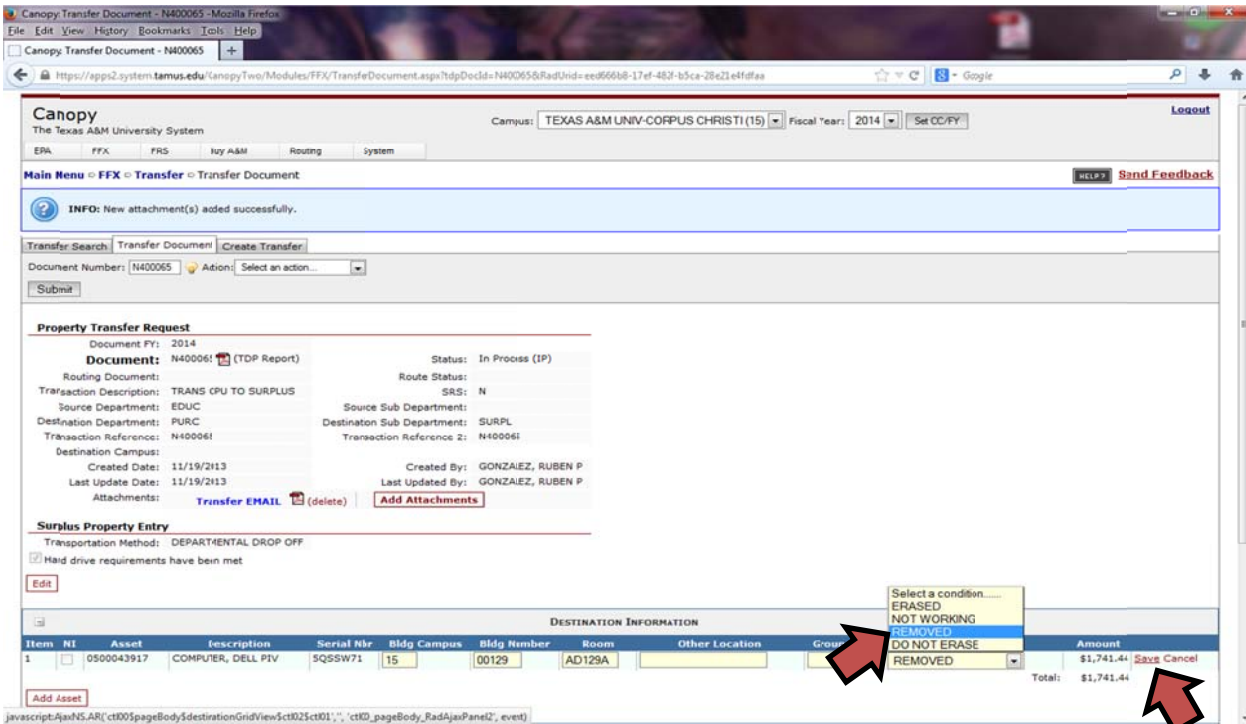
This screenshot shows the same 'Property Transfer Request' form, but with a yellow warning box expanded. The warning text reads: 'You are required to certify that all software and data contained on the hard disk drive of any computer (notebook, micro, mini or mainframe) has been irreversibly erased before the computer is transferred to A&M Surplus or transferred to an entity outside of the A&M System. The hard disk drive's software and data should be erased by "low level" reformatting the drive or by using a Department of Defense-type option, such as "WIPEINFO" that is part of the "Norton Utilities." This requirement will prevent the use of an "uneraser" utility to recover software or other data from a hard disk drive and is intended to assure that neither licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred or sold.' Below the warning box, the checkbox 'Check to certify above harddrive requirements have been met' is checked. A red arrow points to the 'Save' button.

1. READ AND CERTIFY THAT THE HARD DRIVE HAS BEEN ERASE OR REMOVED PROPERLY
2. CHECK THE BOX BELOW THE STATEMENT CERTIFYING THAT THE REQUIREMENTS HAVE BEEN MET
3. CLICK THE **SAVE** BUTTON

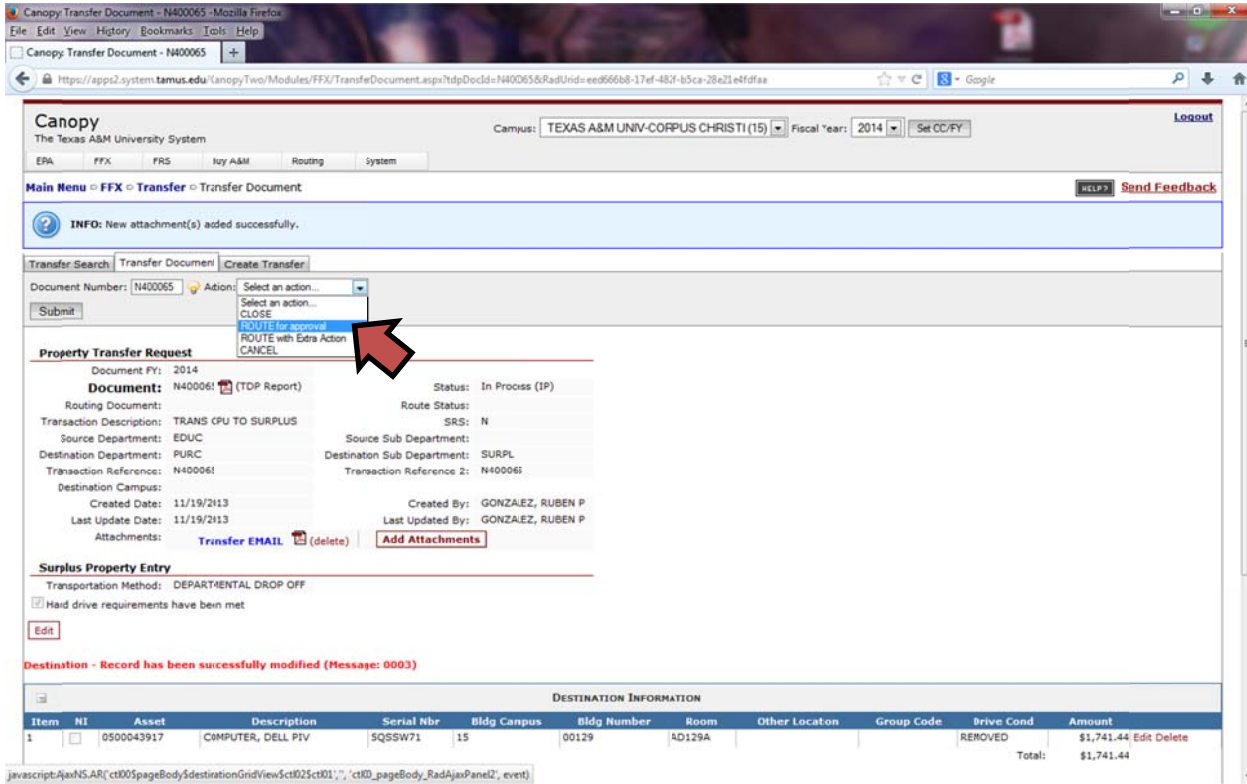
Transfer Departmental Property (TDP) – Quick Steps



1. CLICK ON THE EDIT LINK AT THE END OF THE DESTINATION INFORMATION



1. SELECT A DRIVE COND
2. CLICK ON THE **SAVE** LINK AT THE END OF THE DESTINATION INFORMATION



The screenshot shows the Canopy Transfer Document interface for document N400065. The 'Action' dropdown menu is open, and the 'ROUTE for approval' option is highlighted with a red arrow. The interface includes a 'Property Transfer Request' section with various fields and a 'Surplus Property Entry' section. A table at the bottom displays 'DESTINATION INFORMATION' with columns for Item, NI, Asset, Description, Serial Nbr, Bldg Campus, Bldg Number, Room, Other Location, Group Code, Drive Cond, and Amount.

Item	NI	Asset	Description	Serial Nbr	Bldg Campus	Bldg Number	Room	Other Location	Group Code	Drive Cond	Amount
1	<input type="checkbox"/>	0500043917	COMPUTER, DELL PIV	SQSW71	15	00129	AD129A			REMOVED	\$1,741.44
Total:											\$1,741.44

1. ON THE ACTION DROP DOWN SELECT **ROUTE FOR APPROVAL**
2. CLICK ON **SUBMIT**

***ONCE COMPLETED ROUTING/APPROVAL ON THE SOURCE DEPARTMENT AND THE DESTINATION DEPARTMENT THEN THE ASSET WILL UNDER THE DESTINATIONS DEPARTMENT**