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.
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.

5. A new Asset Transfer eDoc will be created. Complete as follows:
   a. In the **Document Overview** tab, add a Description.
      i. When transferring to the MSU Surplus Store, descriptions should include “to Surplus.”
      ii. 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:
      i. Organization Chart of Account Code: MS
      ii. Organization Owner Account Number: Account number of the receiving organization
         1. MSU Surplus Store transfer should go to account number XC100000.
      iii. If funds are being transferred between departments as part of the transfer (internal sale)
         1. Check the Interdepartmental Sales Indicator box
         2. Enter the finalized **Transfer of Funds (TF)** eDoc number.
            a. **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.
      i. If the asset will reside on campus, enter the building code and room number.
         1. The building code for the Surplus Store is 0223, and the building room number is 100.
      ii. If the asset will reside off campus, enter:
         1. The name of the person in possession of the asset
         2. The address (including postal code and country) where the asset will reside.
   e. Add any additional documentation in the **Notes and Attachments** tab.
      i. 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.