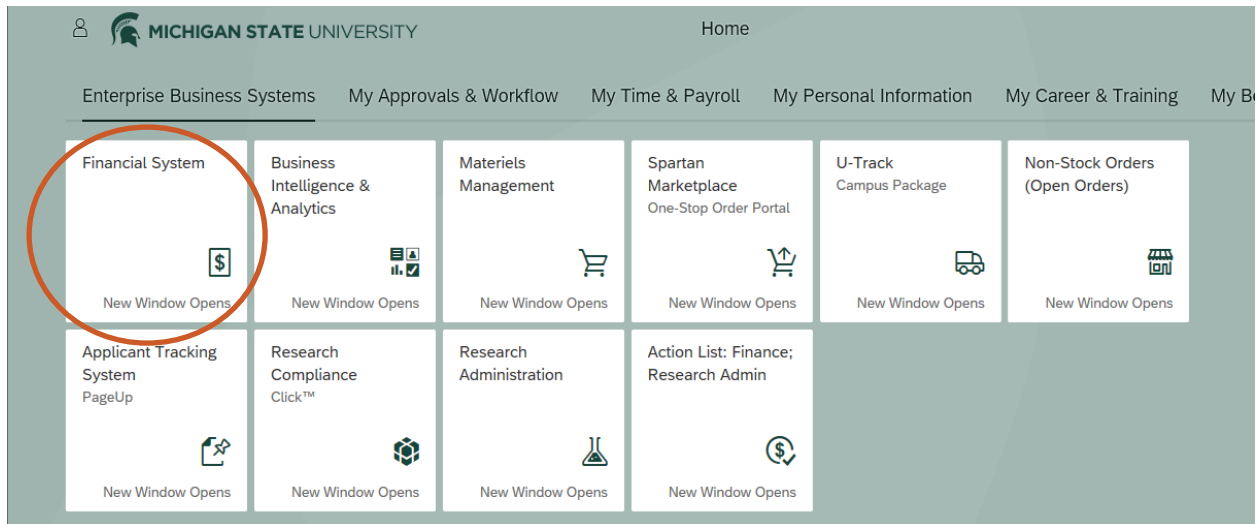




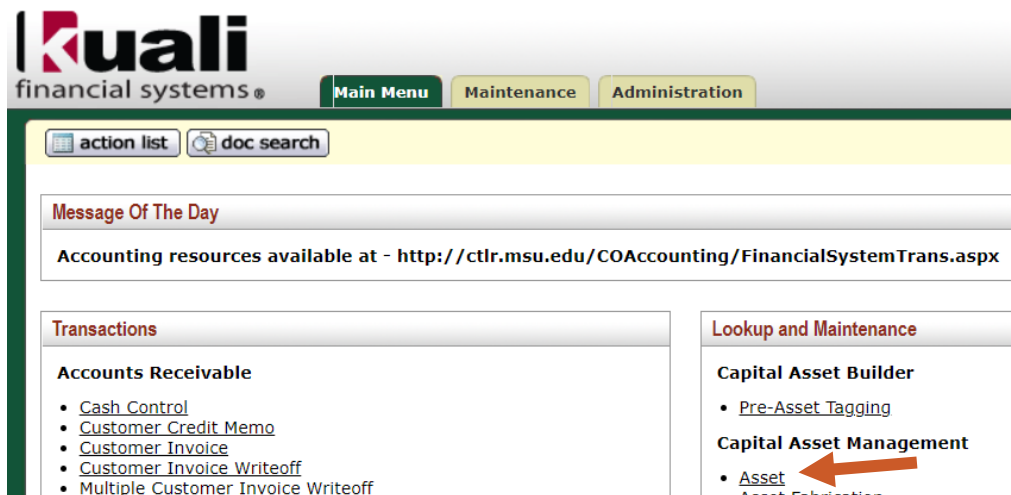
## Transfer Capital Assets

**Overview:** This job aid demonstrates how to transfer capital assets from one department to another or to the MSU Surplus Store. For interdepartmental transfers, the Transfer Of Funds document must be completed and finalized prior to submitting the Asset Transfer document.

1. Log in to [ebs.msu.edu](https://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 FO or CAM for more information.

One item retrieved.

<b>Actions</b>	<b>Asset Number</b>	<b>Tag Number</b>
<a href="#">edit</a> <a href="#">[loan   renew   return]</a> <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	536513	117772

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

5. A new Asset Transfer eDoc will be created. Complete as follows:
  - a. In the Document Overview section, 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 (interdepartmental sale)
      1. Check the "Interdepartmental Sales Indicator" box
      2. Enter the previously created "Transfer of Funds" financial document number.
  - 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 where the asset will reside.
      1. The Building Code for the Surplus Store is 0223, and the Building Room Number is 100.
      2. **Note:** Leave the Building Room Number field blank if transferring a vehicle.
    - 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 transfer document, the asset will belong to the new owner organization.

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