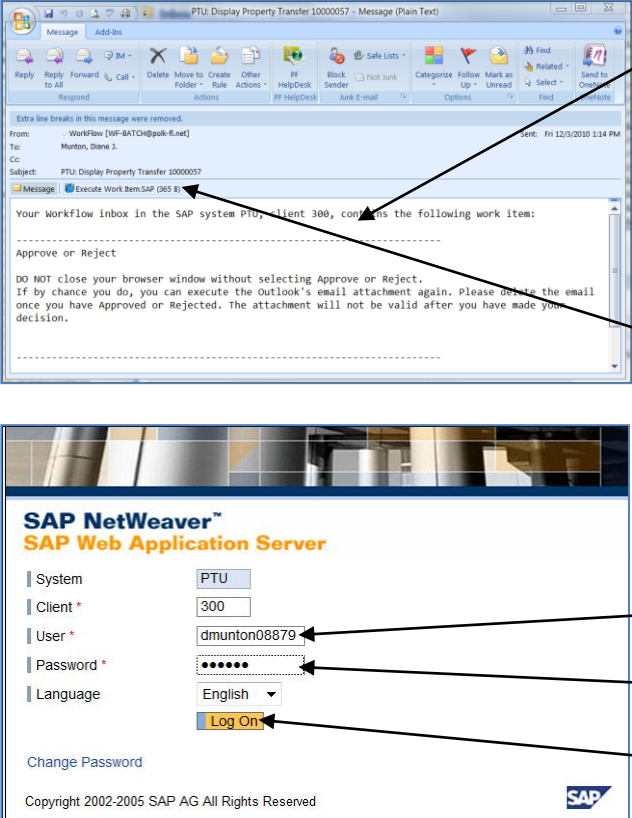
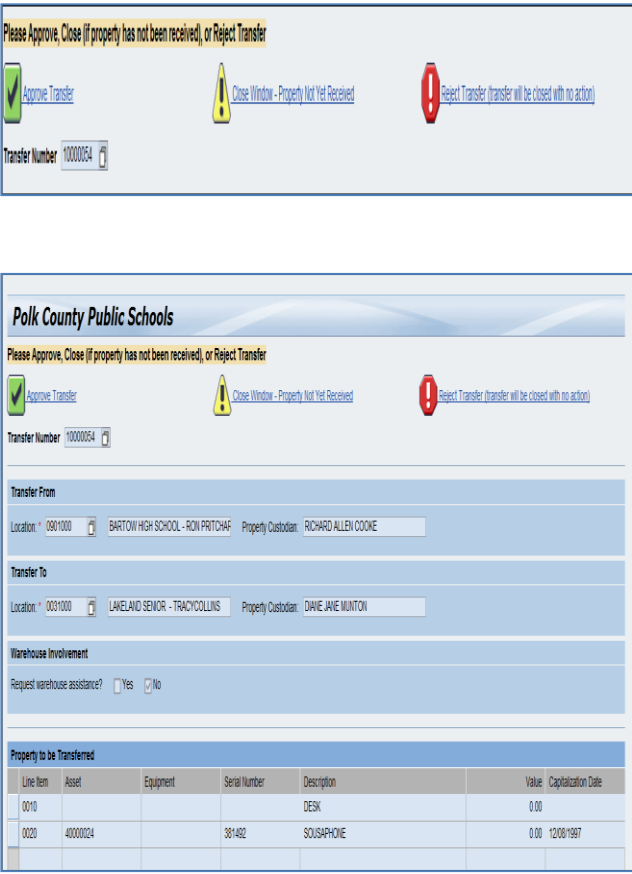


Property Transfer Approval Process

Steps	Screen Displayed	Procedures
1		<p>Once a Property Transfer has been created, The Principal / Director of the Transferring School / Department will receive Email notification that a Property Transfer is pending approval or rejection.</p> <ul style="list-style-type: none"> • <i>Open the Email</i> • <i>Double Click the Execute Work Item Sap Attachment</i> <p>The SAP Web Application Server Log On screen will display.</p> <ul style="list-style-type: none"> • <i>Enter your Sap User Id</i> • <i>Enter your SAP password</i> • <i>Click Log On</i>
2		<p>The Property Transfer Screen displays.</p> <p>From this screen, you will proceed with the appropriate Automated Property Transfer Request option.</p> <p>Note: If the Property Custodian is the one entering the transfer request, no e-mail is sent as it is automatically approved.</p> <p>You will be able to review this Property Transfer:</p> <ul style="list-style-type: none"> • The Transfer Number • The Location From • Location To • Warehouse Involvement • Descriptive Information regarding property to be Transferred

Property Transfer Approval Process

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> Any Reasons or Comments entered into the Additional Data Box during the creation of the Transfer. The Transfer Status History <p>If you are the Sender Location You have the option to Approve or Reject the Property Transfer.</p> <p>If you are the Receiving Location, you will have the options to Approve, Cancel or Reject the Property Transfer.</p> <p>Note: If you chose to Cancel this Transfer, you will be able to either re-use the email notification that you have already received or wait for a reminder email or Use the SAP Work Flow process to complete the Transfer.</p>
4		<p>As Administrators, you are able to set up a delegate to approve Property Transfer for your location.</p> <p>Important: Please Refer to these documents for assistance:</p> <ul style="list-style-type: none"> Setting up Delegates for the Property Transfer Approval Process <p>http://www.polk-fl.net/staff/technology/helpdesk/documents/EPAF-Substitute.pdf</p> <ul style="list-style-type: none"> How to Use the SAP Business Workplace to Approve / Close / Reject Property Transfers <p>http://www.polk-fl.net/staff/technology/helpdesk/documents/HowtoUseTheSAPWorkplace.pdf</p>