SOUTHEASTERN
LOUISIANA UNIVERSITY

ENTERING A PROPERTY CONTROL INVENTORY TRANSACTION
In PeopleSoft Financials

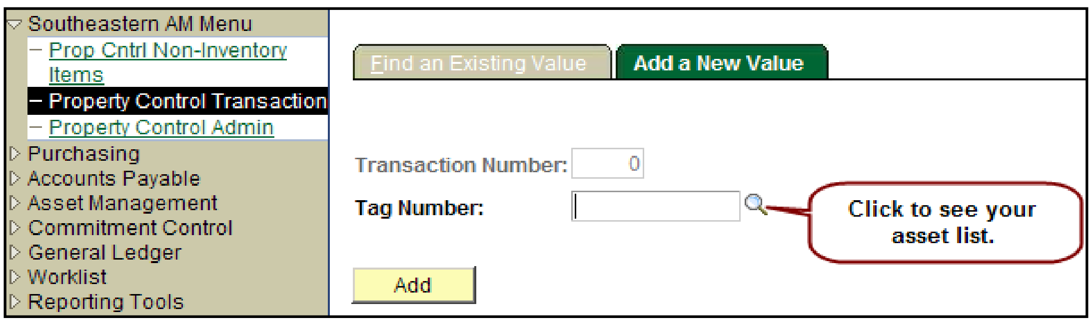
1. After logging in to PeopleSoft Financials, navigate to **Property Control Transaction**:
   Southeastern AM Menu -> Property Control Transaction

2. On the ***Add a New Value*** tab, enter the tag number of the asset or click on the magnifying glass to search.

PLEASE NOTE: > > > >

(1) You will only be able to see and modify assets for which you are the Budget Unit Head or have received authorization. (See the Property Control Transaction Authorization Form at: Southeastern Home > LEONet > PeopleSoft Financials > PeopleSoft Financials Forms .)

(2) If you are entering a transaction for computer equipment, have the computer sanitized before entering the transaction.



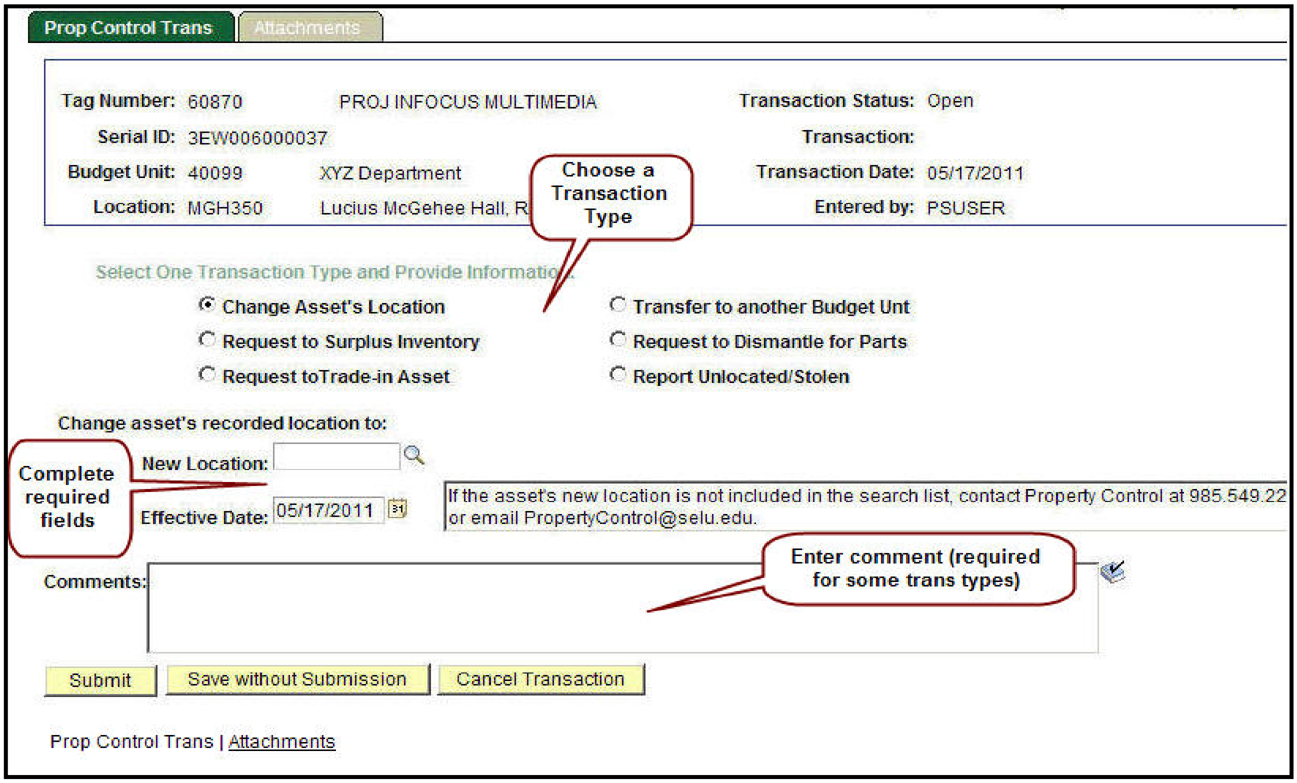
3. If you choose to search for the asset with the magnifying glass, a screen will appear for selecting the asset or using additional search options.

   When you have entered or selected an asset tag number, click the ***Add*** button to continue to the transaction entry screen.

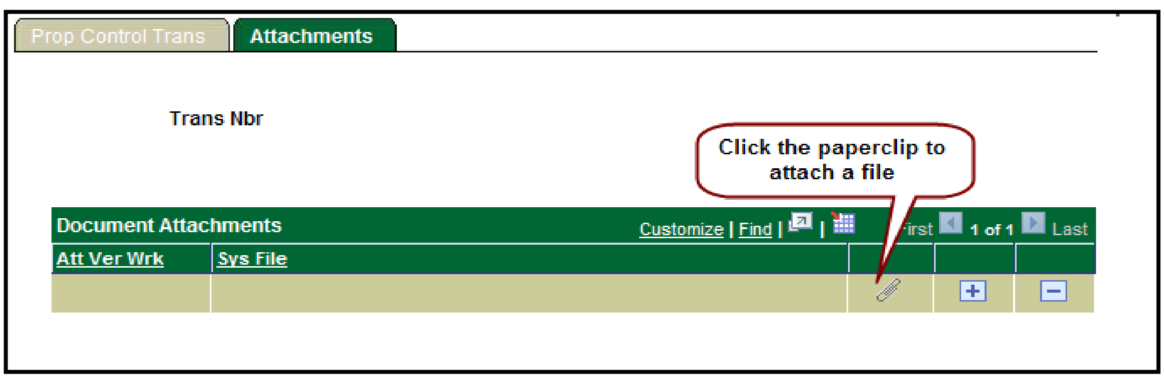
4. On the entry screen header, you will see a description of the asset and its location.
   Choose a Transaction Type by clicking the radio button next to the description.
   The required fields that correspond to the Transaction Type will appear on the screen.
   Complete the required fields.

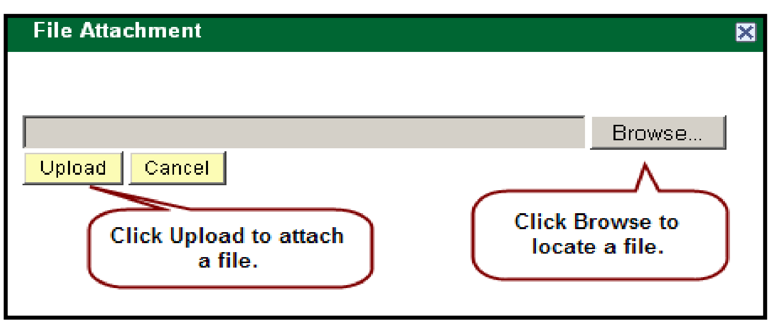
   If you choose to add a comment to the transaction, please leave any existing comment and add yours with the date and your initials.
   For computer equipment, enter the sanitized ticket number as a comment.

ENTERING A PROPERTY CONTROL TRANSACTION



5. To add an attachment to the transaction, choose the ***Attachments*** tab and click on the paperclip icon. Use the ***Browse*** button to locate the file, and press the ***Upload*** button to attach the file to the transaction.





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6. When the entry is complete, press the ***Submit***, ***Save without Submission***, or ***Cancel Transaction*** button.

   For most transactions, pressing ***Submit*** will move the transaction into the custodian Budget Unit Head's worklist for approval. Once approved by the Budget Unit Head, the transaction will move through the worklists of all approvers required for the transaction.

   Location changes for assets that are not phase computers will be made in the PeopleSoft Financials system when the transaction is submitted and will not require additional approval.

   If you choose to ***Save without Submission***, you can return to the transaction by returning to the **Property Control Transaction** menu option and choosing the ***Find an Existing Value*** tab.