

Non Inventory Asset Transfers

TDP documents can be created to transfer Non-Inventory items to another department either within a Member or to another Member.

To identify items as Non-inventory, you check the box labeled 'NI' next to the item on the page where you create the transfer document. With a Non-inventory item, you enter a description of up to 35 characters to serve as the identifier of the items because there is no inventory number.

Non-inventory transfers go through Routing & Approvals, but **do not post** any transactions.

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TEST DEFAULT CAMPUS (AB) Fiscal Year: 2008 Set COFY

Main Menu > FFX > Transfer > Create Transfer

Transfer Search Transfer Document **Create Transfer**

Property Transfer Create

Doc ID: ****NEW****

Transaction Description: Chairs Transfer

Source Department: MISD Source Sub Department:

Destination Department: ACCT Destination Sub Department:

Transfer to Campus: Select a campus.....

Asset Nbr Serial Nbr

Asset Number/Description	Asset Number/Description
01: <input checked="" type="checkbox"/> NI Chairs (4)	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: Select a method.....

Create Document

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