

# Objects on Loan

## Guidelines and Instructions

### Object Guidelines

**Required Items purchased directly by the University or through the Foundation or Alumni that should be entered and maintained at the Department level:**

- **LPTP** – Laptop Computers, iPads, Kindles, etc.
- **DKTP** – Desktop Computers (not on University property)
- **FAXM** – Fax Machines (not on University Property)
- **HRDW** – Non-standard Computer Hardware (web cams, scanner, etc. not on University property)
- **PRN** – Printers (not on University property)

**Items that are entered and maintained by Accounting Services:**

These objects are tracked by Accounting Services and should not be entered by departments.

- **PCRD** – Purchasing Card

**Other available objects to be entered and maintained at the Department's discretion:**

Use of Objects on Loan is available to track these objects.

- **CELL** – University owned Cell Phones
- **DIGC** – University owned Digital Cameras
- **INTN** – Campus Wireless/Home Internet (paid by UNO)
- **JBAC** – Job Accessories (uniforms, etc.)
- **KEYS** – Door Key access to rooms and buildings
- **KCRD** – Key Card access
- **OLSA** – On-Line System Access (department specific systems / access granted within the department)
- **PAGE** – Pagers (University owned)
- **PHCD** – Phone Cards
- **PHLN** – Home Phone Line (paid by UNO)
- **SFTW** – Software (University –owned licenses - Visio, Adobe Photoshop, Auto CAD, etc.)
- **DEP1 to DEP5** – Department Specific (Department parking tags, memberships, lab equipment, etc.)

*Under no circumstance should sensitive information such as social security numbers or credit card numbers be entered in Objects on Loan.*

### Instructions – PA30 Maintain HR Master Data

There are two SAP security roles available that will allow a SAP user to enter and maintain Objects on Loan data.

1. **HR PDF Update** – Security that allows full update access to PA30 (Maintain HR Master Data)
2. **HR\_0040\_UNO** – Security that allows ONLY update access to Infotype 40 (Objects on Loan) within the PA30 transaction.

The easiest way to tell if you have the required security is to try to access Infotype 40 within the PA30 transaction. If you need additional security added to your SAP access, please complete the “Request or Update SAP ID” form found on the left side of SAPPHIRE’s home page.

### Maintain HR Master Data – Objects on Loan



Transaction Code: **PA30 - Infotype 40**

Path: **Human Resources/Personnel Management/HR Master Data/Maintain/Personal tab/Infotype 40**

### How to create or edit a record:



1. Start the transaction using the menu path or transaction code.
2. Enter the employee’s personnel number
3. Click the Personal tab.
4. Click in the margin box beside 0040 Objects on Loan .
5. Click (Create) to create a new entry, (Change) to edit an existing entry, (Display) to display existing entry or (Copy) to use an existing entry as a template or (Overview) to see a list of the existing objects.
6. As required, complete/review the following fields.

<b>Start</b>	Date the object was loaned to the employee
<b>To</b>	Date the loaned object will be returned. For <b>active</b> employees the date should be left at 12/31/9999. For <b>separated</b> employees the date should be changed to their date of separation, assuming all objects were returned.
<b>Object on loan</b>	Enter the four character code for the object on loan or use the  search button.
<b>Number/unit</b>	Enter the number of items and the unit of measure. <b>NOTE:</b> Even if more than one item of particular objects were loaned to an employee, it is recommended to enter these as separate records. Thus the number/units should always be 1/pieces.

<b>Loan object number</b>	For consistency across campus please enter the description of the object or the building/room access.  <b>Example:</b> Dell Latitude D800, ADM RM 406 key, BlackBerry Storm2 9550
<b>Comments</b>	Enter other information about the object on loan.  <b>Example:</b> "Property of UNO" tag number, key numbers, serial numbers, and other accessories

7. Click  (Save).

**Note:** Please pay attention to what you change.

- Use the  Change button to clean up existing records that your department created
- Do not change records that your department did not create.
- Make new entries using the  Create button

**Example:**

0040 Objects on Loan

Object on loan: LPTP Laptop Computer

Number/unit: 1 Pieces

Loan object no.: Dell Latitude D800

Comments:

Line 1	982X12337EVS45
Line 2	
Line 3	

## Instructions – UNO Objects on Loan report

The Objects on Loan report can be run by Org Unit number, by Personnel Number or by Object. Using this report is encouraged to help you monitor and maintain your department's Objects on Loan. These instructions will show you how to run the report and will provide some additional tips and tricks that will help make this report more user friendly.




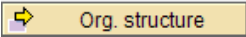

### UNO Objects on Loan


Transaction Code: [Y\\_UN\\_83000236](#)

Path: Information Systems/Human Resources/ Personnel Management/  
Personnel Administration/UNO/UNO Objects on Loan


**Recommended way to run the Objects on Loan report**

1. Start the transaction using the menu path or transaction code.
2. As required, complete/review the following fields:




<b>Period</b>	Choose <i>Today</i> for currently active objects.
<b>Personnel Number</b>	To run an individual report for an employee, enter his/her personnel number only.
<b>Org Unit</b>	To run a report for your entire department enter your department's org unit number or use the  search button.
<b>Org. Structure</b> 	If you do not know your department's org unit number, this option lets you select org units organized in a hierarchical format.
<b>Objects on loan</b>	To run a report on a particular object enter the object code or use the  search button. Use this in combination with your Org Unit to limit the results to just your department.

3. Click  (Execute).


### Tips and Tricks:


- To export the report into Excel go to **List > Export > Spreadsheet**, select **Excel (in MHTML Format)**, click the  green check button, then save the file to your computer.

- If you choose to run the report based on Organizational Unit, it will list all individuals in that unit, including those with no assigned Objects on Loan. The easiest way to exclude these individuals from your report is to exclude blank Loan Object types.

1. In the selection criteria, click on the **Multiple selection**  button for the Objects on loan field.
2. Under the **Exclude Single Value** tab enter a space followed by an \* wildcard. (Hit the space bar once then type in an \*).  
*A wildcard in SAP is an asterisk (\*) which is used to represent any text when searching.*
3. Click the  Execute button.
4. The Objects on loan field should now look like this:  

5. Execute the report again and the Integration: default positions entries should be removed.

- To run a list of active objects on inactive employees (i.e., separated, retired) exclude all but Active employees from your report.

1. In the selection criteria, click on the **Multiple selection**  button for the Employment status field.
2. Under the **Exclude Single Value** tab enter **3**.

- Click the  Execute button.
- The Employment status field should now look like this:

Employment status   







**Example:**

**Period**

Today       Current month       Current year  
 Up to today       From today  
 Other period  
 Data Selection Period  To






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**Selection**

Personnel Number    
 Employment status    
 Personnel area    
 Personnel subarea    
 Employee group    
 Employee subgroup  


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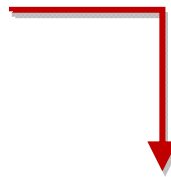
**Program selections**

Org Unit  to    
 Objects on loan    to  

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**Output format**

SAP List Viewer  



**Objects on Loan Report**

Name	EG	ESgrp	Position Title	Org.unit	Org Unit Name	PA	Start date	End date	LnObj	zObject ID	Comments 1	Comments 2	Comments 3
Jane L Smith	A	M1	Chairperson	50000018	Department A2 UNL-Trainin	2000	03/15/2010	12/31/9999	LPTP	DELL INSPIRON			
Terrance R Jones	A	B1	Coordinator	50000018	Department A2 UNL-Trainin	2000	02/10/2007	12/31/9999	CELL	402-540-2342			
Terrance R Jones	A	B1	Coordinator	50000018	Department A2 UNL-Trainin	2000	09/10/1999	12/31/9999	KEYS	RM 200			
Terrance R Jones	A	B1	Coordinator	50000018	Department A2 UNL-Trainin	2000	09/10/1999	12/31/9999	KEYS	RM 12			
Terrance R Jones	A	B1	Coordinator	50000018	Department A2 UNL-Trainin	2000	09/12/2007	12/31/9999	LPTP	982X12337EVS45	Dell Latitude D800		
Alice J Miller	A	C2	Staff Assistant	50000018	Department A2 UNL-Trainin	2000	08/12/2008	12/31/9999	DIGC	124X4BA			
Alice J Miller	A	C2	Staff Assistant	50000018	Department A2 UNL-Trainin	2000	11/24/2006	12/31/9999	UNID				
Timothy A Robertson	A	C2	Custodian II	50000018	Department A2 UNL-Trainin	2000	04/12/2005	12/31/9999	KCRD				
Timothy A Robertson	A	C2	Custodian II	50000018	Department A2 UNL-Trainin	2000	04/12/2005	12/31/9999	KEYS	ADM RM 401			
Timothy A Robertson	A	C2	Custodian II	50000018	Department A2 UNL-Trainin	2000	04/12/2005	12/31/9999	PAGE	402-843-1121			
Timothy A Robertson	A	C2	Custodian II	50000018	Department A2 UNL-Trainin	2000	04/12/2005	12/31/9999	UNID				

# University Properties – iView in Firefly

Employees who have a Firefly account can view their own Objects on Loan data through **Employee Self Service**. Managers and Supervisors with access to the **My Staff** role in Firefly can additionally view Objects on Loan data for employees they supervise.

## Employee Self Service Role:

Home | SAP Logon | Employee Self Service | **SAPPHIRE**

Overview | Time | Benefits | Payment | **Employment Information**

**Employment Information**

- Approval Relationships
- General Data & Tasks
- Organizational History
- Position Overview
- Objects on Loan**

## My Staff Role:

Home | SAP Logon | Employee Self Service | **My Staff**

Overview | Team | Working Time | Selection Reports

**Employment**

- General Data
- Objects on Loan**
- Organizational History
- Position Overview
- Salary Cost Distribution

**Objects on Loan**

Detailed Navigation

- Employment
- General Data
- Objects on Loan**
- Organizational History
- Position Overview
- Salary Cost Distribution

Team Viewer ? +

Portal Favorites ? -

There are no items to display

**Objects on Loan**

Property	Property ID	Begin Date	End Date
Cell Phone	BLACKBERRY	10/01/2008	12/31/9999
Laptop Computer	DELL LATITUDE	01/19/2010	12/31/9999
Laptop Computer	THINKPAD LAPTOP	02/28/2011	12/31/9999
<b>Purchasing Card</b>	<b>XXXXXXXXXX</b>	<b>03/19/2012</b>	<b>12/31/9999</b>
Personal Data Assistant	BLACKBERRY	01/19/2010	12/31/9999

**Property Detail**

Select line above for detail display below:

Begin Date: 03/19/2012

End Date: 12/31/9999

Property: Purchasing Card

Property ID: XXXXXXXXXXXX

NumberUnits: 0

Comments:

## **Recommendation – How to Obtain Object on Loan Data**

It is suggested when obtaining Object on Loan Data from your department to utilize the Objects on Loan Inventory Sheet (see next page). This sheet should be given to all individuals within your department to complete and note any Objects on Loan they have in their possession. Once these sheets are completed and returned by everyone in the department they can be compared to the Objects on Loan report for your department from SAP. Any items listed on the Inventory sheets not in SAP should be added using the guidelines discussed on page 2.

# Objects on Loan Inventory Sheet

NAME \_\_\_\_\_ DEPT \_\_\_\_\_

Employee ID# \_\_\_\_\_

**Instructions to Employee:**

This form is used to input, into SAP, the issue and return dates of objects UNO loans on a long term basis to its employees. Please list those objects that were purchased directly by UNO or through the Foundation or Alumni that are currently on loan to you.

Subtype	Description	QTY	Object Number, Serial Number, or Description	Issued Date	Returned Date (if applicable)
CELL	Cell Phone				
DEP1	Department Specific 1				
DEP2	Department Specific 2				
DEP3	Department Specific 3				
DEP4	Department Specific 4				
DEP5	Department Specific 5				
DIGC	Digital Camera				
DKTP	Desktop Computer	1			
HRDW	Computer Hardware	1			
INTN	Internet Connection	1			
JBAC	Job Accessories				
LPTP	Laptop Computer, iPad, etc.	1			
OLSA	On-Line System Access	3			
PAGE	Pager				
PDA	Personal Data Assistant				
PHCD	Phone Card				
PHLN	Phone Line	1			
PRN	Desktop Printer	1			
FAXM	Fax Machine	1			
SFTW	UNO Software used at Home	2			
VECH	Vehicle				

**Note 1:**

Department Specific: Use for needs not defined by another subtype. DEP1-DEP5 could be used to document such things as department server access, shadow system access, lab equipment, library materials, department parking hang tag, or memberships such as Sam's Club or country club, etc.

**Note 2:**

Any items such as digital cameras, Blackberry's, etc. which have not been checked out should be listed as being in the possession of the individual responsible for issuing those items.

**Note 3:**

Desktop computers, printers, and fax machines that are left at the office do not have to be entered on this form.

- 1 These are assets/services which UNO has paid for and you use at home.
- 2 This is software purchased by UNO which you have loaded on your home computer.
- 3 This is for on-line systems such as Lotus Notes, SAP, Wells Fargo, etc. which you have access to at work or at home.