

ASSET LOAN

Asset Loan Renewal/Return

To extend an equipment loan or return equipment from loan status, you will choose either **renew** or **return** link from the Actions column of the Asset Lookup results table.

Asset Lookup [?](#) Backdoor Id btp98001 is in use

* required field

| | | | |
|--|----------------------|---------------------------------------|----------------------|
| Tag Number: | <input type="text"/> | Asset Number: | <input type="text"/> |
| Organization Owner Chart Of Accounts Code: | <input type="text"/> | Organization Owner Organization Code: | <input type="text"/> |
| Organization Owner Account Number: | <input type="text"/> | Owner: | <input type="text"/> |
| Campus: | <input type="text"/> | Building Code: | <input type="text"/> |
| Building Room Number: | <input type="text"/> | Asset Type Code: | <input type="text"/> |
| Asset Status Code: | <input type="text"/> | Asset Condition: | <input type="text"/> |
| Vendor Name: | <input type="text"/> | Manufacturer: | <input type="text"/> |
| Model Number: | <input type="text"/> | Serial Number: | <input type="text"/> |
| Create Date From: | <input type="text"/> | Create Date To: | <input type="text"/> |
| Asset Representative Principal Name: | <input type="text"/> | Organization Inventory Name: | <input type="text"/> |
| Asset Description: | <input type="text"/> | Organization Text: | <input type="text"/> |
| National Stock Number: | <input type="text"/> | Government Tag: | <input type="text"/> |
| Old Tag Number: | <input type="text"/> | Organization Tag Number: | <input type="text"/> |
| Total Cost: | <input type="text"/> | Payment Sequence Number: | <input type="text"/> |
| Payment Purchase Order Number: | <input type="text"/> | Payment Document Number: | <input type="text"/> |

You have entered the primary key for this table (Asset Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One item retrieved.

| Actions | Asset Number | Tag Number | Organization Owner Organization Code | Building Code | Asset Status Code | Asset Description | Asset Type Code | In-Service Date |
|--|--------------|------------|--------------------------------------|---------------|-------------------|-------------------|-----------------|-----------------|
| loan renew return transfer | 615129 | W59292 | 1831 | 0172 | N | LAPTOP | 1095000 | |





For Equipment Loan Renewal you should see the screen below.
You will need to complete the Description field and Update the Expected Return Date.
Note: Expected Return Date can be up to 2 years from today's date

Document Overview

Document Overview

* Description: Expend Loan Period

Organization Document Number:

Explanation:

Asset

Asset Information

| | | | |
|--|------------|------------------------------------|---------------------|
| Asset Number: | S95756 | Organization Owner Account Number: | 2585000 |
| Asset Description: | Laptop | Organization Code: | 1223 |
| Organization Owner Chart Of Accounts Code: | UC | Asset Condition: | E |
| Owner: | | Asset Type Code: | 1069000 |
| Asset Status Code: | A | Manufacturer: | Apple |
| Acquisition Type Code: | L | Serial Number: | H001358BDMV |
| Vendor Name: | | Old Tag Number: | |
| Model Number: | Imac | National Stock Number: | |
| Tag Number: | W51527 | Create Date: | 05/03/2010 |
| Government Tag: | | Last Inventory Date: | 11/07/2012 01:35 PM |
| In-Service Date: | 05/03/2010 | | |
| Fiscal Year: | 2011 | | |
| Period: | | | |

Equipment Loans

Equipment Loan Information

* Borrower ID: daf06010

* Loan Date: 11/07/2012

* Expected Return Date: 05/07/2013

Borrower's Address

Borrower

* Address: 1313 Mocking Bird Lane

Calendar: May, 2013

| | | | | | | |
|----|----|----|----|----|----|----|
| 17 | | | 1 | 2 | 3 | 4 |
| 18 | 5 | 6 | 7 | 8 | 9 | 10 |
| 19 | 12 | 13 | 14 | 15 | 16 | 17 |

at

For Equipment Loan Return you should see the screen below.
You will need to complete the Description field and Update the Loan Return Date.
Note: Loan Return Date cannot be after the Expected Return Date

Document Overview

Document Overview

* Description:

Organization Document Number:

Explanation:

Asset

Asset Information

| | | | |
|--|------------|------------------------------------|---------------------|
| Asset Number: | S95756 | Organization Owner Account Number: | 2585000 |
| Asset Description: | Laptop | Organization Code: | 1223 |
| Organization Owner Chart Of Accounts Code: | UC | Asset Condition: | E |
| Owner: | | Asset Type Code: | 1069000 |
| Asset Status Code: | A | Manufacturer: | Apple |
| Acquisition Type Code: | L | Serial Number: | H001358BDMV |
| Vendor Name: | | Old Tag Number: | |
| Model Number: | Imac | National Stock Number: | |
| Tag Number: | W51527 | Create Date: | 05/03/2010 |
| Government Tag: | | Last Inventory Date: | 11/07/2012 01:35 PM |
| In-Service Date: | 05/03/2010 | | |
| Fiscal Year: | 2011 | | |
| Period: | | | |

Equipment Loans

Equipment Loan Information

* Borrower ID: daf06010

* Loan Date: 11/07/2012

* Expected Return Date: 12/07/2012

Loan Return Date: 11/07/2012

Borrower's Address

Asset Location

Organization

Processed Payments

Click on submit when you are finished.