



Custodial Property Officer (CPO) Manual Accepting or Rejecting Assets



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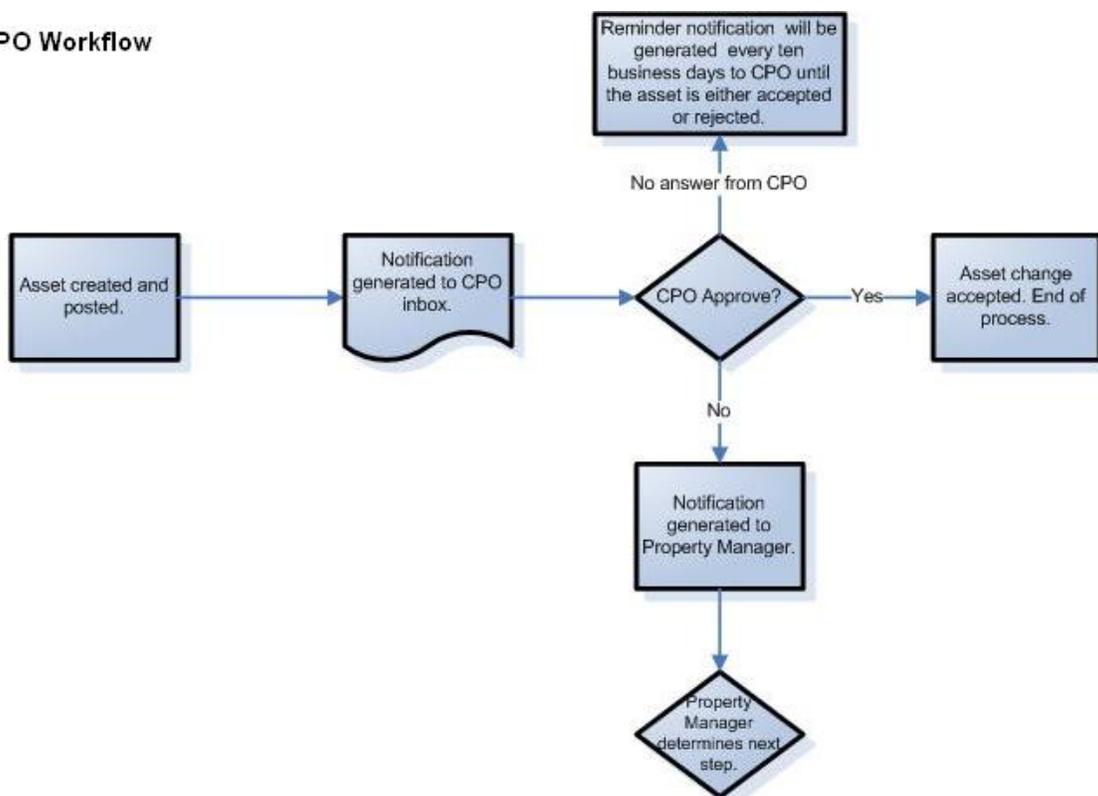
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CPO Workflow

Helpful Hints:

Custodial Property Officers (CPOs) are required to accept/reject responsibility for new and existing assets. When a new asset is received (goods receipt) and a CPO has been designated, or when an asset master record is changed and a new CPO is identified for the asset, the workflow process for accepting an asset begins. The CPO will receive an email message indicating that an asset record has been assigned to them and they either need to accept or reject the asset. An Asset Master record must have a CPO identified in order for workflow to begin.

CPO Workflow



- The CPO workflow begins when a new asset is created and posted.
- If a CPO does not accept or reject an asset within 10 days of the first workflow process notification, a reminder email will be sent every 10 business days until the asset is either accepted or rejected in the FBMS system.
- CPO Accepts or Rejects the asset using the Accept/Reject dialog located in the notification email in My Tasks.
- If the CPO accepts the asset, the system will display a message indicating the asset has been changed, which completes the CPO workflow process.
- The system generates a notification to the CPO bureau email inbox, as well as the Inbox located in the main FBMS portal under the My Tasks heading.

FBMS CPO Workflow Deployment 4



- If a CPO rejects an asset, a notification is generated to the Property Manager. The CPO workflow process stops and the Property Manager will determine the next steps.

Let's Begin:

Use the following portal path to access your workflow items in the FBMS Business Workplace:

- **My Tasks>Inbox> Workflow**

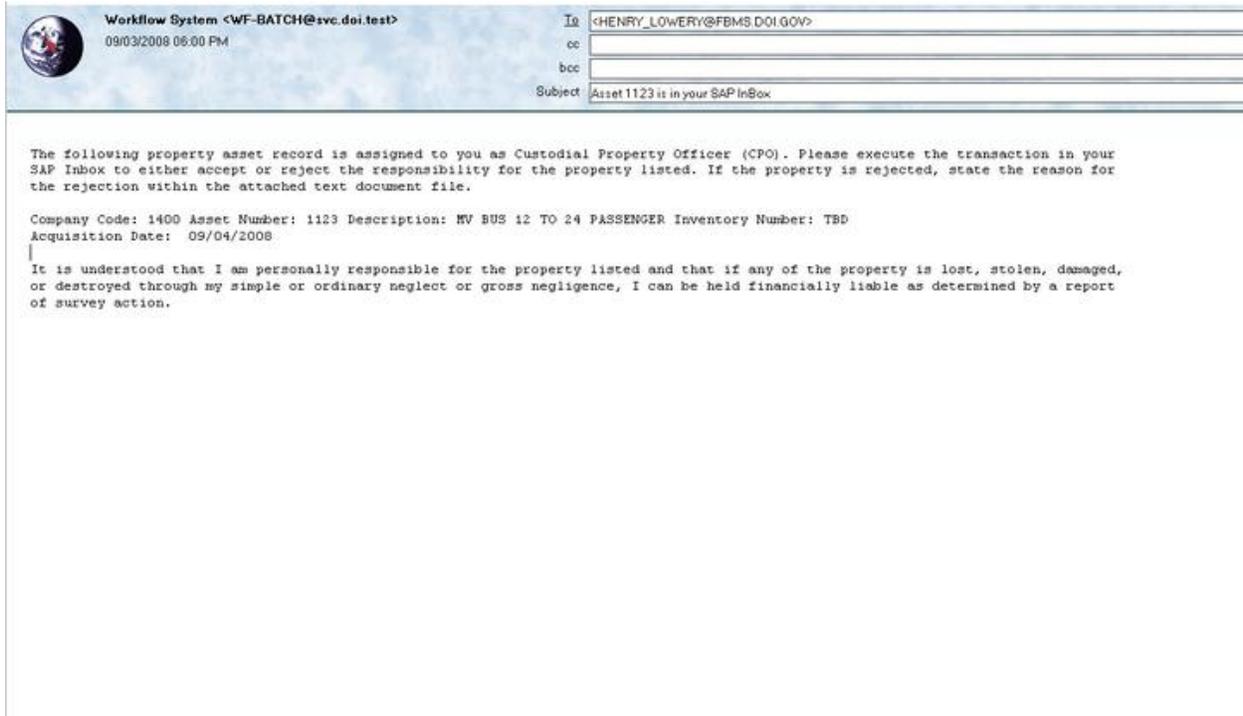


You will see a number next to **Workflow**; this number indicates the number of items requiring your attention in your inbox.



Accepting an Asset

When an asset master record is created and a CPO is assigned to the asset, the workflow process begins. The CPO will receive an email message in their bureau email inbox indicating that an asset record has been assigned to them and they either need to accept or reject that asset.



This is an example of a system-generated email received by the CPO during the CPO workflow process.

To accept an asset:

- 1) Double-click the workflow task you wish to work on in your workflow inbox.

Property Clerk

Find folder Find document Appointment calendar Distribution lists

Workflow 135

Ex...	Title	Status	Creation D...	Creation...	Priority	Att...	C...
	Accept or Reject Asset with inventory number S000458	Highlight Box	09/24/2008	17:05:28	5		
	Accept or Reject Asset with inventory number 1111		09/24/2008	17:04:20	5		
	Accept or Reject Asset with inventory number 1111		09/24/2008	17:02:27	5		
	Accept or Reject Asset with inventory number 1111		09/24/2008	17:02:17	5		
	Accept or Reject Asset with inventory number 1111		09/24/2008	17:02:15	5		
	Accept or Reject Asset with inventory number S000458		09/24/2008	17:02:13	5		
	Accept or Reject Asset with inventory number		09/24/2008	17:02:10	5		
	Accept or Reject Asset with inventory number		09/24/2008	17:02:06	5		
	Accept or Reject Asset with inventory number		09/24/2008	17:02:04	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:59:10	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:53	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:50	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:49	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:45	5		
	Accept or Reject Asset with inventory number 1111		09/24/2008	16:57:37	5		
	Accept or Reject Asset with inventory number S000458		09/24/2008	16:56:19	5		

Double-Click the first workflow task to begin the process.

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- 2) You will be presented with the options to either **Accept/Reject** the asset, or **Cancel and keep work item in inbox**. To accept, click **Accept/Reject Asset** to continue.

Decision Step in Workflow

Menu | Cancel | System | Workflow | Create

Click **Accept/Reject Asset** to continue.

Choose one of the following alternatives

Accept/Reject Asset Highlight Box

Cancel and keep work item in inbox

Description

The following property asset record is assigned to you as Custodial Property Officer (CPO). Please execute the transaction in your SAP Inbox to either accept or reject the responsibility for the property listed. If the property is rejected, state the reason for the rejection within the attached text document file.

Company Code: 1400 Asset Number: 2532 Description: MV BUS 12 TO 24 PASSENGER Inventory Number: S000458

Acquisition Date: 09/08/2008

It is understood that I am personally responsible for the property listed and that if any of the property is lost, stolen, damaged, or destroyed through my simple or ordinary neglect or gross negligence, I can be held financially liable as determined by a report of survey action.

Objects and attachments

- [Fixed asset: 1400000000](#)



This is an example of a notification received in the **CPO FBMS Inbox**. It includes a description of the asset and the **Accept/Reject** dialog.

- 3) Click the **Time-dependent** tab.

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page

Asset 409 0 Test for Workflow 1
Class 15CA230 Cap Light Trucks Company

General | **Time-dependent** | Allocations | Origin | Deprec. Areas

General data

Description

Asset main no. text Test for Workflow 1

Acct determination 20020 Capital Vehicles

Serial number 111111111111

Inventory number 11222333444

Manage historically

Inventory

Last inventory on Include asset in inventory li

- 4) Scroll down to view the field **CPO Acceptance Ind.**

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page

Asset: 409 0 Test for Workflow 1
Class: 15CA230 Cap Light Trucks Company

General | **Time-dependent** | Allocations | Origin | Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Business Area	L000	Bureau of Land Management
Cost Center	LLCAD09000	NEEDLES FO
Resp. cost center	LLCAD09000	NEEDLES FO
Plant	L000	
Location		
Room	ROOM4	
License plate number		
Fund	XXXL1109AF	L245 MLR-NO YR
Functional Area	L07770000.XD0000	PROVIDE IT O&M

Click the **scroll bar** to scroll to the **Accept/Reject** area.

- 5) Click the icon beside the **CPO Acceptance Ind** field to view the **Accept/Reject** options.

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page

Asset: 409 0 Test for Workflow 1
Class: 15CA230 Cap Light Trucks Company

General | Time-dependent | Areas

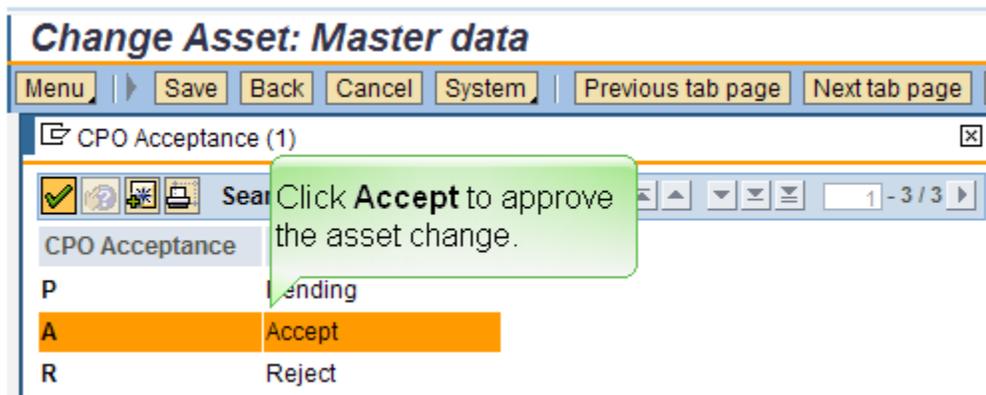
more intervals

Organization Information

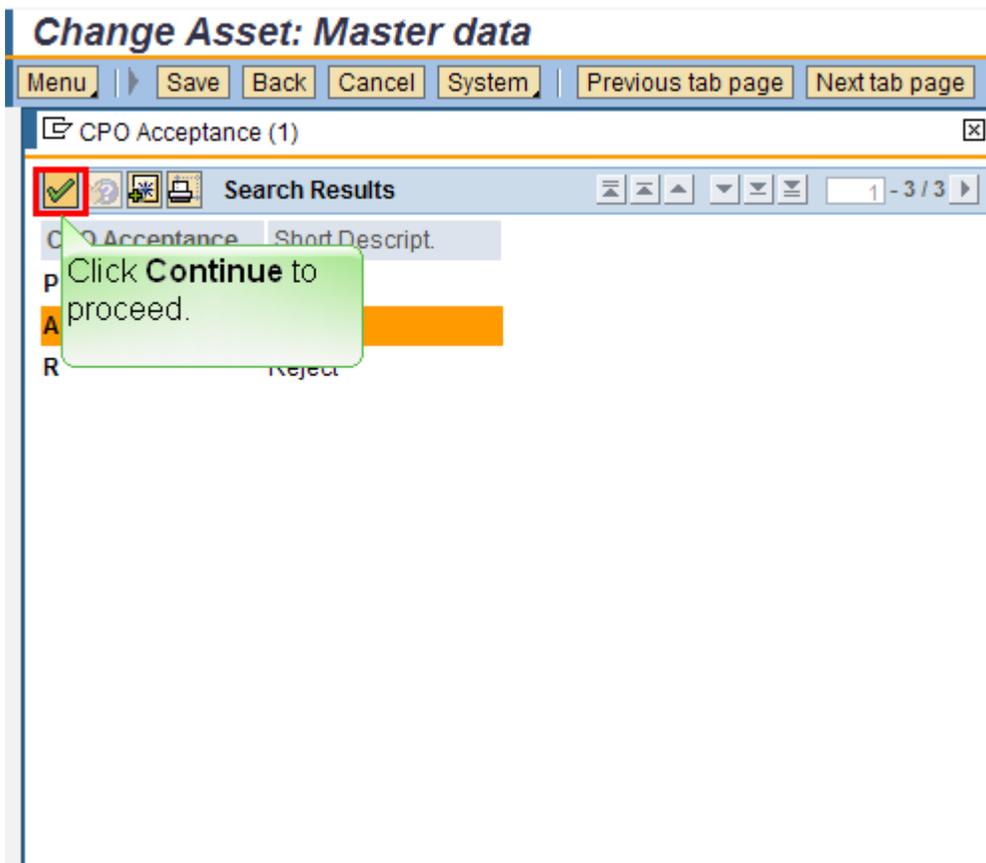
CPO Acceptance Ind:	
CPO No.Name	40020374 Dena Bellagamba
CPO Org.	Org Unit LLID880100
APO No.Name	40010404 AMY J SAMPRUS
APO Org.	Org Unit LLID880100
CE No.Name	50000001 Heleen M Keller
CE Org.	Offshore Minerals Management

Click the dialog box to view **Accept/Reject** options.

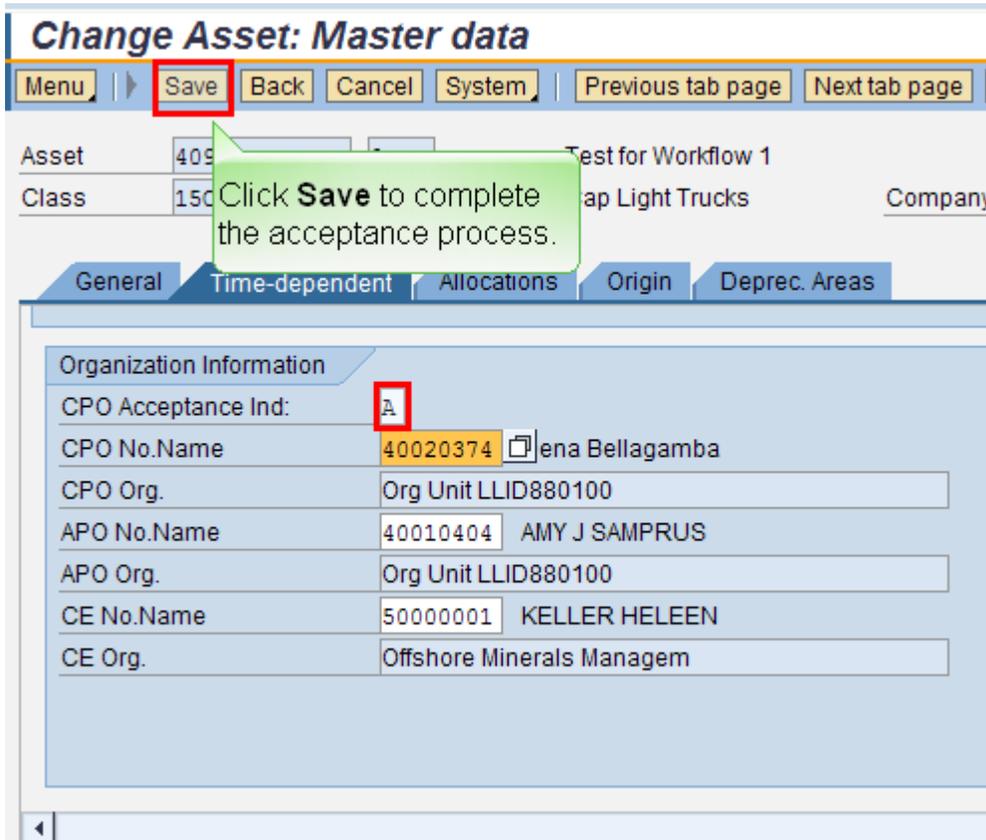
- 6) A pop-up box will appear; click **Accept** to accept the asset.



- 7) Click .



8) Click **Save**.



Change Asset: Master data

Menu | **Save** | Back | Cancel | System | Previous tab page | Next tab page

Asset: 409 | Test for Workflow 1
Class: 150 | Cap Light Trucks | Company

General | Time-dependent | Allocations | Origin | Deprec. Areas

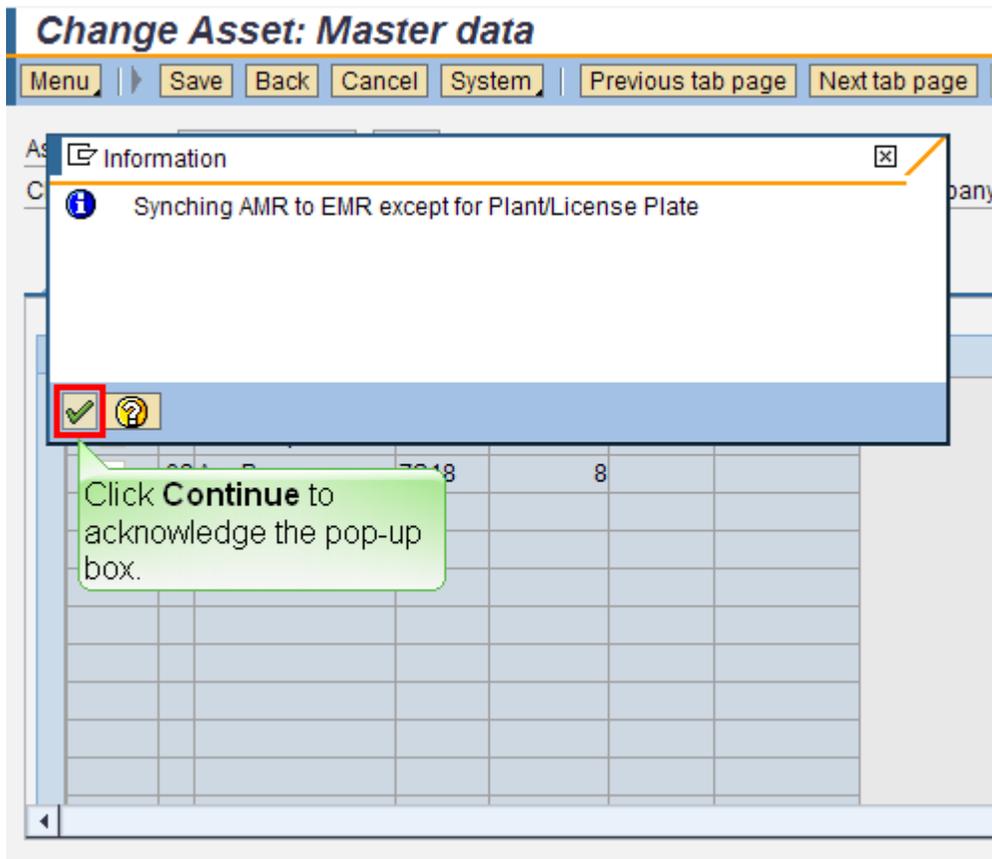
Organization Information

CPO Acceptance Ind:	A
CPO No.Name	40020374 ena Bellagamba
CPO Org.	Org Unit LLID880100
APO No.Name	40010404 AMY J SAMPRUS
APO Org.	Org Unit LLID880100
CE No.Name	50000001 KELLER HELEEN
CE Org.	Offshore Minerals Managem

 The **CPO Acceptance Ind.** field now indicates **A** for Acceptance. This means that you, as the CPO, have accepted this asset, and completes the acceptance process.

 Once you click **Save** (step 8), a pop-up information box may appear, as below, to indicate that the **Asset Master Record (AMR)** is updating the **Equipment Master Record (EMR)**, and the two are now in sync. This will only occur if there is an equipment record associated with that asset class. Click  to acknowledge the message.

Note: The only field that updates from the **Equipment Master Record** to the **Asset Master Record** is the License Plate field.





Rejecting an Asset

You may need to reject an asset if you are not the correct CPO for that asset.

To reject an asset, follow the same steps 1 through 5 for accepting an asset; up until this point, the steps for acceptance and rejection are identical.

- 1) Double-click the workflow task you wish to work on in your workflow inbox.

Property Clerk

Find folder Find document Appointment calendar Distribution lists

Workflow 135

Ex.	Title	Status	Creation D...	Creation...	Priority	Att...	C...
	Accept or Reject Asset with inventory number S000458	Highlight Box	09/24/2008	17:05:28	5		
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	Accept or Reject Asset with inventory number S000458		09/24/2008	17:02:15	5		
	Accept or Reject Asset with inventory number S000458		09/24/2008	17:02:13	5		
	Accept or Reject Asset with inventory number		09/24/2008	17:02:10	5		
	Accept or Reject Asset with inventory number		09/24/2008	17:02:06	5		
	Accept or Reject Asset with inventory number		09/24/2008	17:02:04	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:59:10	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:53	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:50	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:49	5		
	Accept or Reject Asset with inventory number		09/24/2008	16:58:45	5		
	Accept or Reject Asset with inventory number 1111		09/24/2008	16:57:37	5		
	Accept or Reject Asset with inventory number S000458		09/24/2008	16:56:19	5		

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- 2) You will be presented with the options to either **Accept/Reject** the asset, or **Cancel and keep work item in inbox**. To accept, click **Accept/Reject Asset** to continue.

Decision Step in Workflow

Menu | Cancel | System | Workflow | Create

Click Accept/Reject Asset to continue.

Choose one of the following alternatives

Accept/Reject Asset Highlight Box

Cancel and keep work item in inbox

Description

The following property asset record is assigned to you as Custodial Property Officer (CPO). Please execute the transaction in your SAP Inbox to either accept or reject the responsibility for the property listed. If the property is rejected, state the reason for the rejection within the attached text document file.

Company Code: 1400 Asset Number: 2532 Description: MV BUS 12 TO 24 PASSENGER Inventory Number: S000458

Acquisition Date: 09/08/2008

It is understood that I am personally responsible for the property listed and that if any of the property is lost, stolen, damaged, or destroyed through my simple or ordinary neglect or gross negligence, I can be held financially liable as determined by a report of survey action.

Objects and attachments

- Fixed asset: [14000000000](#)

 This is an example of a notification received in the **CPO FBMS Inbox**. It includes a description of the asset and the **Accept/Reject** dialog.

3) Click the **Time-dependent** tab.

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page

Asset 409 0 Test for Workflow 1
Class 15CA230 Cap Light Trucks Company

General | **Time-dependent** | Allocations | Origin | Deprec. Areas

General data

Description

Asset main no. text Test for Workflow 1

Acct determination 20020 Capital Vehicles

Serial number 111111111111

Inventory number 11222333444

Manage historically

Inventory

Last inventory on Include asset in inventory li

- 4) Scroll down to view the field **CPO Acceptance Ind.**

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page

Asset: 409 0 Test for Workflow 1
Class: 15CA230 Cap Light Trucks Company

General | Time-dependent | Allocations | Origin | Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Business Area	L000	Bureau of Land Management
Cost Center	LLCAD09000	NEEDLES FO
Resp. cost center	LLCAD09000 <input type="checkbox"/>	NEEDLES FO
Plant	L000	
Location		
Room	ROOM4	
License plate number		
Fund	XXXL1109AF	L245 MLR-NO YR
Functional Area	L07770000.XD0000	PROVIDE IT O&M

Click the **scroll bar** to scroll to the **Accept/Reject** area.

- 5) Click the icon beside the **CPO Acceptance Ind** field to view the **Accept/Reject** options.

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page

Asset: 409 0 Test for Workflow 1
Class: 15CA230 Cap Light Trucks Company

General | Time-dependent | Areas

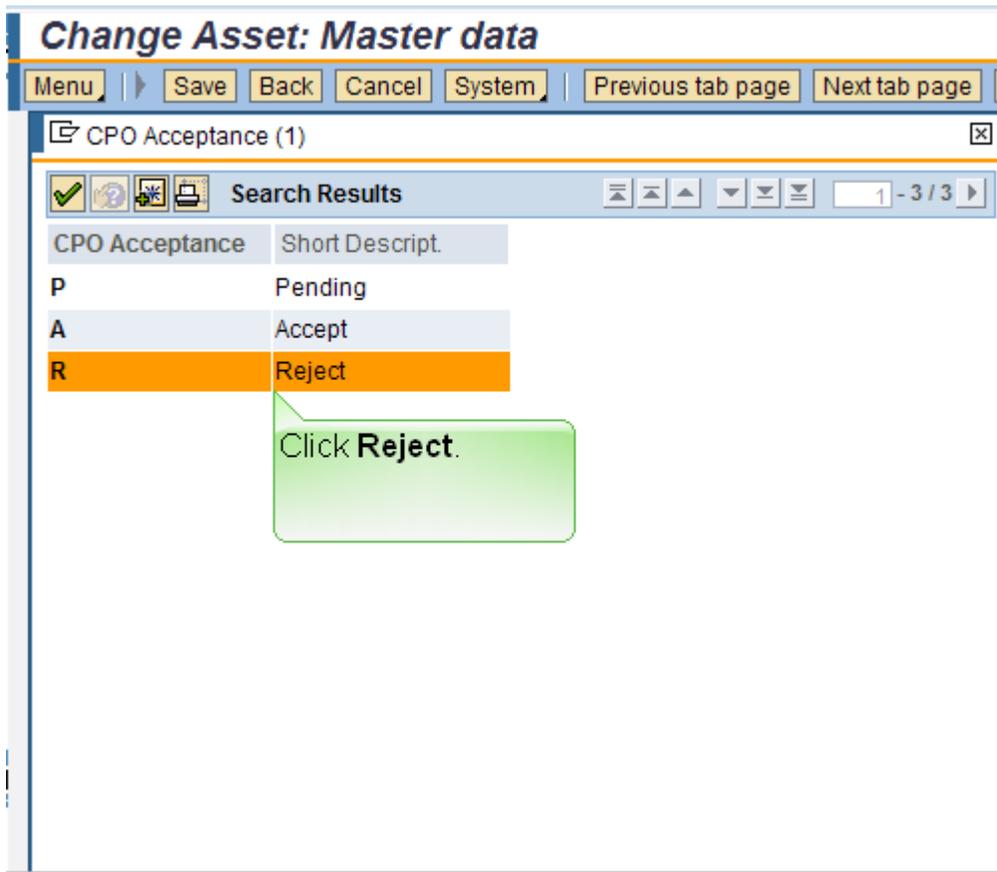
more intervals

Click the dialog box to view **Accept/Reject** options.

Organization Information

CPO Acceptance Ind:	
CPO No.Name	40020374 Dena Bellagamba
CPO Org.	Org Unit LLID880100
APO No.Name	40010404 AMY J SAMPRUS
APO Org.	Org Unit LLID880100
CE No.Name	50000001 Heleen M Keller
CE Org.	Offshore Minerals Management

6) A pop-up box will appear; click **Reject** to reject the asset.

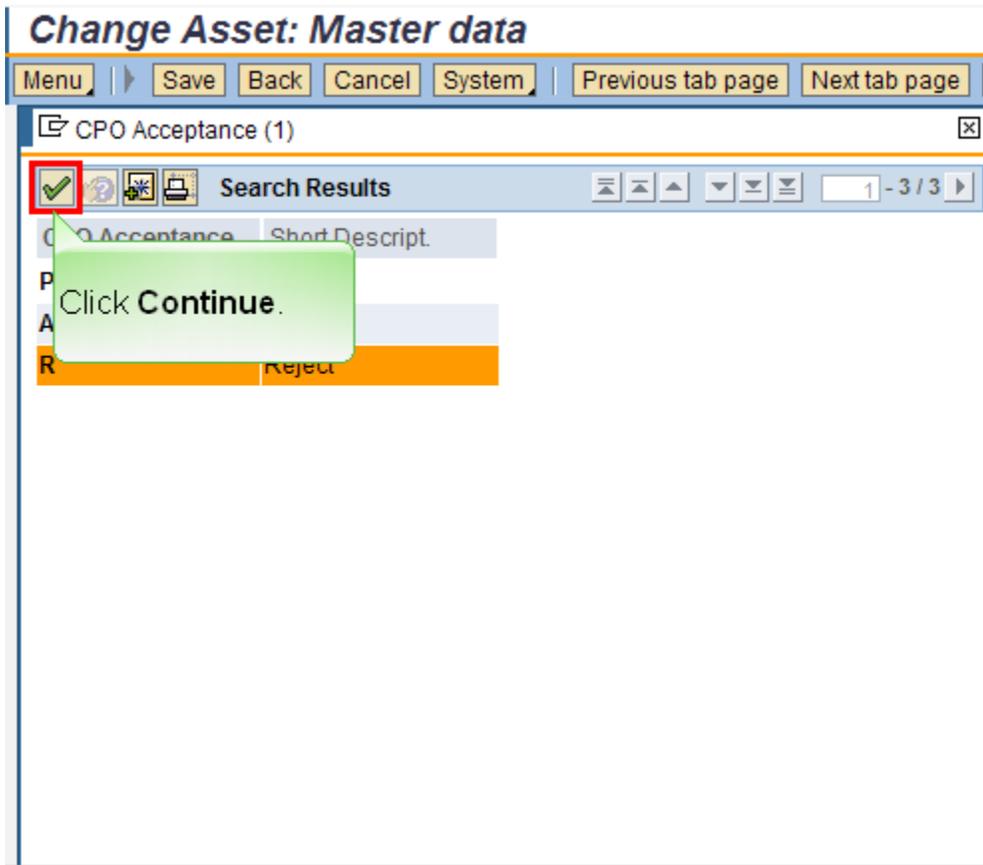


The screenshot shows a software window titled "Change Asset: Master data". At the top, there is a menu bar with buttons for "Menu", "Save", "Back", "Cancel", "System", "Previous tab page", and "Next tab page". Below the menu bar, there is a tab labeled "CPO Acceptance (1)". The main content area displays "Search Results" for "CPO Acceptance". The results are as follows:

CPO Acceptance	Short Descript.
P	Pending
A	Accept
R	Reject

The "Reject" row is highlighted in orange. A green callout box with the text "Click **Reject**." points to the "Reject" option.

7) Click .



Change Asset: Master data

Menu Save Back Cancel System Previous tab page Next tab page

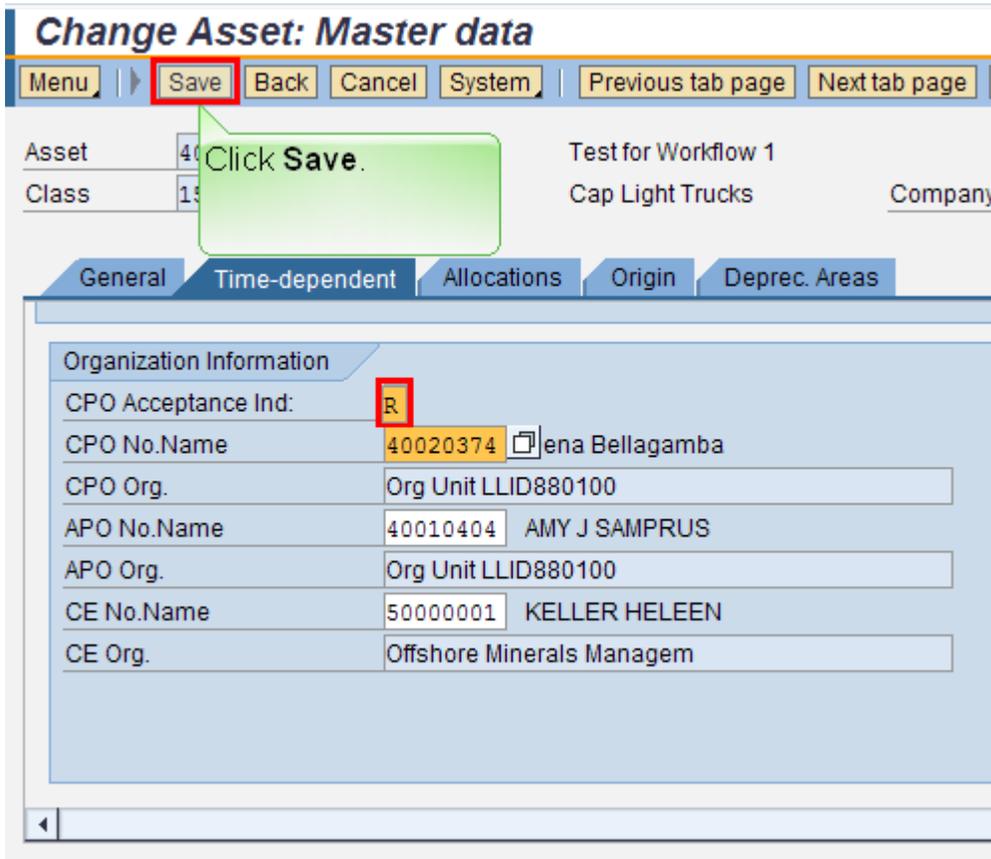
CPO Acceptance (1)

Search Results 1 - 3 / 3

CPO Acceptance	Short Descript.
P	
A	
R	Reject

Click **Continue**.

8) Click **Save**.



Change Asset: Master data

Menu | **Save** | Back | Cancel | System | Previous tab page | Next tab page

Asset: 40 | Test for Workflow 1
Class: 15 | Cap Light Trucks | Company

General | **Time-dependent** | Allocations | Origin | Deprec. Areas

Organization Information

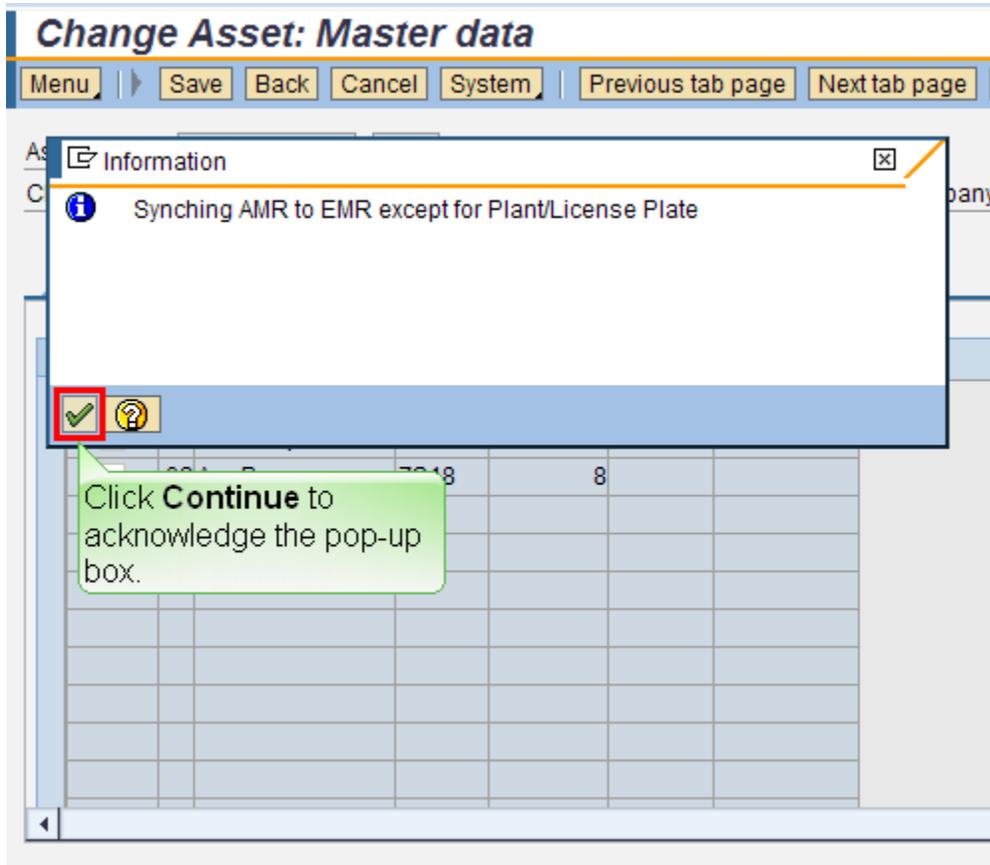
CPO Acceptance Ind:	R
CPO No.Name	40020374 ena Bellagamba
CPO Org.	Org Unit LLID880100
APO No.Name	40010404 AMY J SAMPRUS
APO Org.	Org Unit LLID880100
CE No.Name	50000001 KELLER HELEEN
CE Org.	Offshore Minerals Managem



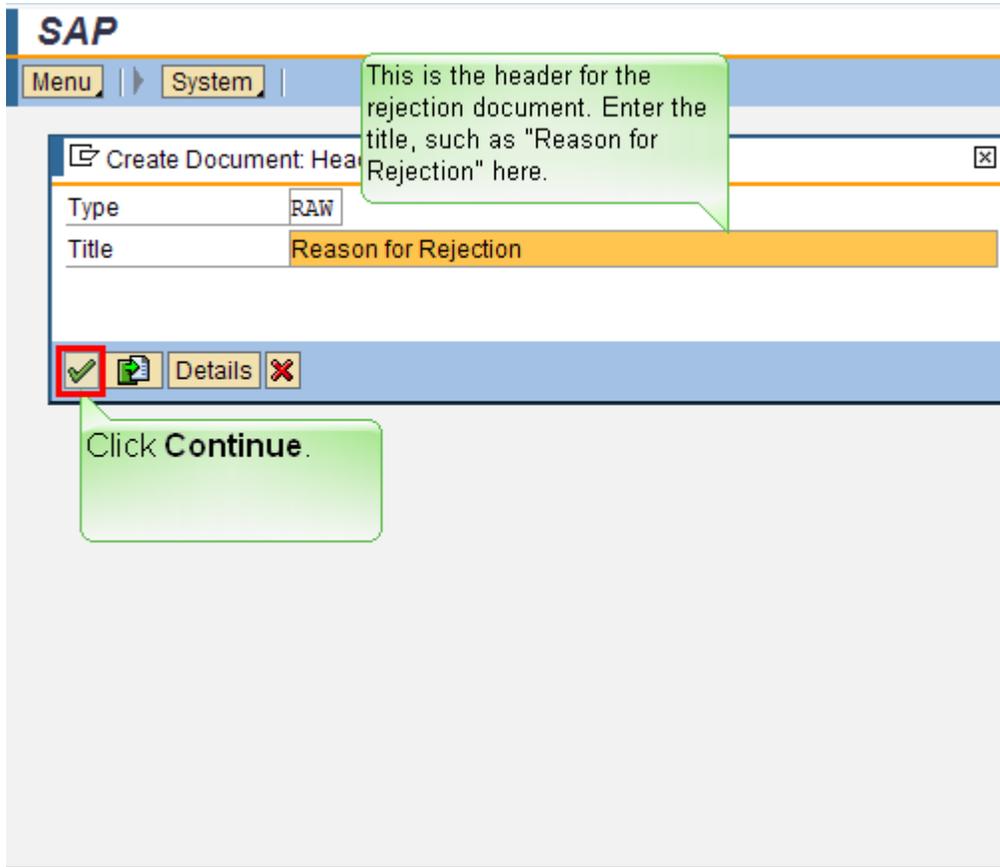
The **CPO Acceptance Ind.** field now indicates **R** for Rejection. This means that you, as the CPO, are rejecting this asset.

 Once you click **Save** (step 8), a pop-up information box may appear, as below, to indicate that the **Asset Master Record (AMR)** is updating the **Equipment Master Record (EMR)**, and the two are now in sync. This will only occur if there is an equipment record associated with that asset class. Click  to acknowledge the message.

Note: The only field that updates from the **Equipment Master Record** to the **Asset Master Record** is the License Plate field.



- 9) Once you reject an asset, you will be prompted to enter a **Reason for Rejection**. When the pop-up box appears, enter a title for your rejection in the Title field, then click .



The screenshot shows the SAP 'Create Document: Header' dialog box. The 'Type' field is set to 'RAW' and the 'Title' field contains 'Reason for Rejection'. A green callout box points to the title field with the text: 'This is the header for the rejection document. Enter the title, such as "Reason for Rejection" here.' At the bottom left, a green checkmark icon is highlighted with a red box, and a green callout box points to it with the text: 'Click Continue.'

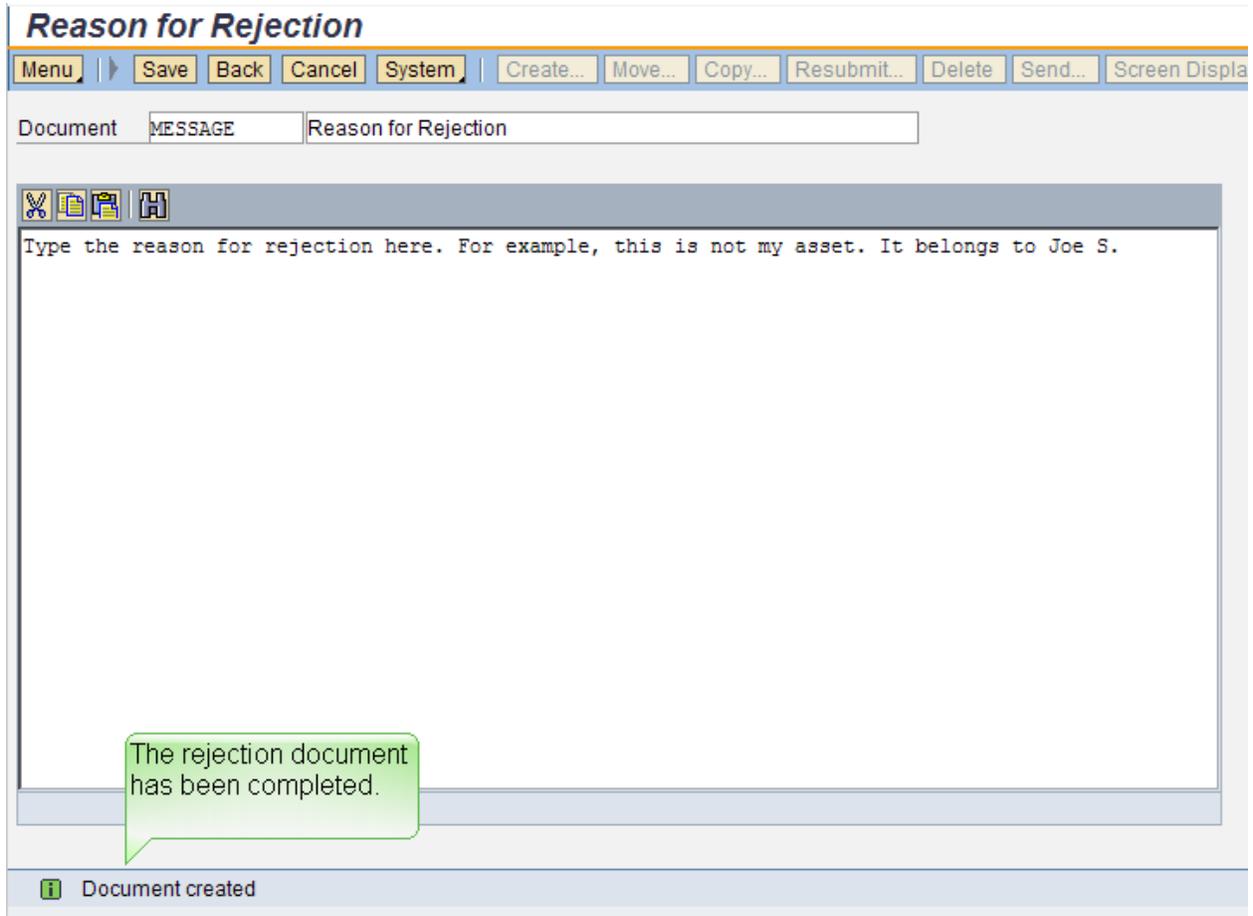


10) The **Reason for Rejection** screen will provide a space for you to type a short descriptive reason of why you are rejecting the asset. After entering your rejection reason, click **Save**.

A screenshot of the "Reason for Rejection" web application interface. The title bar reads "Reason for Rejection". Below the title bar is a menu bar with buttons: "Menu", "Save" (highlighted with a red box), "Back", "Cancel", "System", "Create...", "Move...", "Copy...", "Resubmit...", "Delete", "Send...", and "Screen Dis". Below the menu bar is a document header area with "Document" on the left and "Reason for Rejection" on the right. A green callout box points to the "Save" button with the text "Click Save to complete the rejection process." Below the header is a toolbar with icons for cut, copy, paste, and print. The main content area is a large text input field with the placeholder text "Type the reason for rejection here. For example, this is not my asset. It belongs to Joe S." The field is currently empty.



Once you have saved the rejection, a message will appear at the bottom of the screen indicating that your rejection has been completed.



Once an asset has been rejected by a CPO the Property Manager is notified by email and the workflow process stops. The Property Manager will then follow the steps to reassign the asset.

Appendix A

Important Buttons to Know in the Workflow Screens



Update Icon – This is a refresh. If you are waiting for something to appear in your inbox, you must hit the update icon. For example, if you are an approver for a purchase request, and you see the item in your inbox and display it so you can view it before approval, then cancel out of the display so that you can approve it, you will need to refresh your inbox by clicking on the update icon before it will reappear.



Execute Icon – This does the same thing as double-clicking on a work item. It will display the item and information about it.



Display Icon – Provides additional information about a particular work item.



Reserve Icon – If you click on this icon, it will “reserve” your item. This tells the system that work on this item is in process by you. Any workflow administrator checking on the item will see that you have reserved it, and will assume this work item will be handled by you. A work item is also reserved by you if you open the item and then click “Cancel and keep in my inbox.”



Replace Icon – This icon is used when a work item is sent to more than one person. For example, if an invoice goes out to 2 or 3 people for approval at one time, and someone reserves it, others cannot get to it. The one person who has reserved it must click on the “replace” icon to make it available to others; this icon basically puts the item in a ready state for others to work on.



Forward Icon – this allows you to forward the work item to someone else. Forwarding a work item is not permanent. I.e., if you forward an item to someone and it is either rejected or not approved by that person, the next time it is sent out, it will be sent to the original person who received it (not the person it was forwarded to). Also note that forward does not generate e-mail notifications in lotus notes, so if you forward an item to someone that needs immediate attention, you will need to let that person know to look for it in the documents section of their business workplace inbox.



Display Workflow Log Icon – Clicking on this icon will show the history of that workflow item. You can then click on the “tree” to see the details.



Other Functions Icon – Clicking this icon provides you with a drop down menu that will allow you to choose **send mail**, (and attachments, if there are any), to the document folder of someone’s inbox.



Attachment Icon – This allows creation of an attachment or viewing an attachment.



Print – Use to print the item.