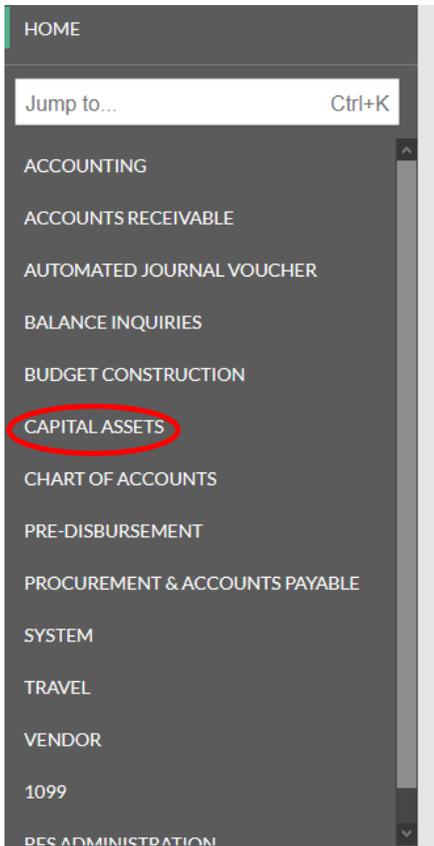


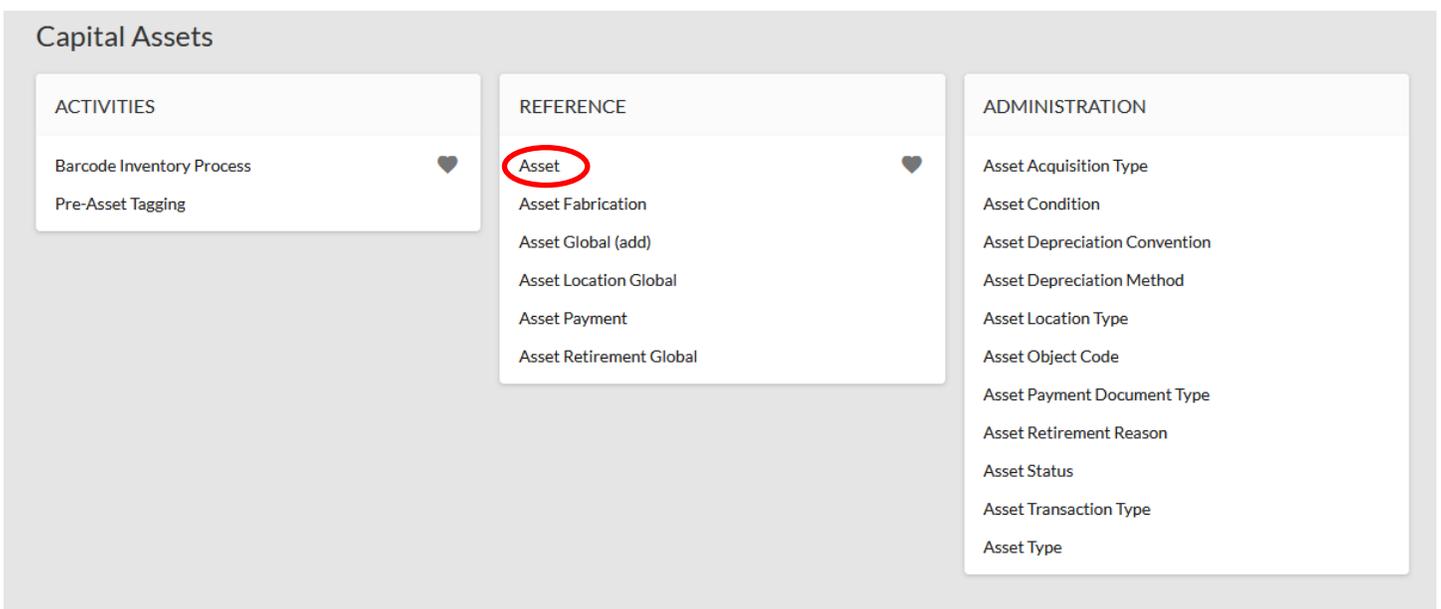
## Creating an Equipment Cannibalization Document in Quali

**PURPOSE:** To request cannibalization of an asset. *Note:* Cannibalization requests must be authorized. Contact Property Management prior to cannibalizing an asset to avoid write-offs due to an unauthorized disposal.

From the Main Menu screen, click on **Capital Assets**.



In the **Reference** box, click on the **Asset** link.



The Asset Lookup screen will open. Search for an asset by entering known asset information, such as the **Tag Number** (CSU decal number). After entering known information, click on the **Search** button.

# Asset Lookup

Tag Number:

Asset Number:

Organization Owner Chart Of Accounts Code:

Organization Owner Organization Code:

Organization Owner Account Number:

Owner:

Campus:

Building Code:

Building Room Number:

Asset Type Code:

Asset Status Code:

Asset Condition:

Vendor Name:

Manufacturer:

Model Number:

Serial Number:

Create Date From:

Create Date To:

Asset Representative Principal Name:

Organization Inventory Name:

When the search results are retrieved, confirm it is the correct asset and click on **Edit** in the actions box.

### Search Results

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Sta
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>	<a href="#">504885</a>	325325	<a href="#">1018</a>	<a href="#">0041</a>	<a href="#">A</a>

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

An Asset Edit Document will open.

### DOCUMENT OVERVIEW

OVERVIEW

\* Description:

Explanation:

Organization Document Number:

### ASSET DETAIL INFORMATION

PREVIOUS	PROPOSED
<b>Asset Detail Info</b>	<b>Asset Detail Info</b>
Asset Number: 504885	Asset Number: 504885
Organization Owner Chart Of Accounts Code: CO	* Organization Owner Chart Of Accounts Code: <input type="text" value="CO"/>
Organization Owner Account Number: 1352520	* Organization Owner Account Number: <input type="text" value="1352520"/>
Organization Owner Organization Code: 1018	Organization Owner Organization Code: 1018
Owner: CSU	Owner: CSU
Acquisition Type Code: Pre-Asset Tagging	Acquisition Type Code: Pre-Asset Tagging
Asset Status Code: A	* Asset Status Code: <input type="text" value="A"/>
Asset Condition: Good-Operational	* Asset Condition: <input type="text" value="Good-Operational"/>
	BLADE SERVER

Enter a **Description** in the **Document Overview** tab. *Example:* Asset Cannibalization.

Use the **Explanation** field (also located in the **Document Overview** tab) to provide a brief explanation. *Example:* Need to cannibalize asset for parts to create/maintain other units.

In the **Asset Detail Information** tab, the current asset information is on the left and a place to enter the **Proposed** (new) information is on the right.

Enter the Proposed (new) **Organization Owner Account Number** default number. *Note:* The surplus property default number is **2288400**. This will only transfer the asset record to Surplus so it can be retired. ***Use an Electronic EACR form to send any unwanted parts to surplus.***

Provide any notes and attachments in the **Notes and Attachments** tab (e.g., Cannibalization confirmation documentation, photos of the parts showing the decal, or any other information confirming the asset was taken apart). You must click on the **Add** button or you will lose the attachment.

NOTES AND ATTACHMENTS (0)

\* Note Text :

Attachment :  
Browse... No file selected.  
Remove Attachment

ADD

Click on submit when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If you see an error message instead (in red lettering), read the explanation of the problem – correct the error and resubmit.

ROUTE LOG

Submit Save Close Cancel