

# Welcome BOBCATbuyers & Travel Assistants

*Please Sign-In*

October 20, 2016

TEXAS  STATE<sup>®</sup>  
UNIVERSITY

*The rising STAR of Texas*

# AGENDA

- Travel Updates
- Travel GL Consolidation Project, Survey and Results
- Temporary Staffing Agency POs
- AP Updates
- Property e-Transfer Form Process
  - Frank Gonzales Guest Speaker
- Enterprise Car Rentals and Programs
  - Erik Jones Guest Speaker
- Questions

# Travel Updates

## ➤ Travel e-NPO Process

- Added an SAP reminder message to attach Certification.
- Lodging only at hotels can be paid e-NPO:
  - ❖ No PO is required if less than \$15,000.
  - ❖ Hotel must be a vendor on SAP for payment.
  - ❖ Can ask local hotels to send the invoice (folio) directly to you and then you can process the e-NPO once received.

# Travel Updates

## ➤ Travel Receipts

- Traveler can take a picture on a SMART Phone and email to self and/or Travel Assistant.
  - ❖ Especially helpful for foreign currency conversion slips to show actual rate rather than OANDA rate.
- Save picture as a document; attach to expense report.
- Don't do this if the receipt has any personal info such as full credit/debit card numbers or SS#.

# Travel Updates

- TRAVELTracks 2017 Per Diem rates
  - New rates effective for travel after Dec 31.
  - September rates used for Oct – Dec travel.
- Travel Forms – Updates Coming Soon!
  - T-11 and T-11M are now ONLY used for Travel Funds Commitments (FC) with a Travel Advance.
    - ❖ If traveler has a FC advance, complete the T-11 form and send to the Travel Office – cannot use e-NPO process when an advance is involved.
    - ❖ All other FC reimbursements use the e-NPO process.
  - T-1 form updated: Transportation Cost Equivalency Form.

# Travel Updates

## ➤ Travel Agency Booking Fees

- Ascot and CTP are the Travel Agencies.
- Don't include this fee on Expense Report.
- Agency sends monthly report to the Travel Office.
- Fees booked to GL 721000 by the Travel Office.

## ➤ Updated Travel Procedures

- TRAVELTracks Travel Assistant
  - ❖ [TRAVELTracks Training](#)
- Rental Vehicle Summary
- Enterprise and Avis Reservations
  - ❖ NetID and password required to access.
  - ❖ [Travel Procedures](#)

# Travel Survey Results

- Consolidate the number of Travel GL's.
  - In State, Out of State and Foreign accounts.
  - Reduces the number of GLs from 19 to 6.
  - Simplify e-NPO process.
  - TRAVELTracks categories remain the same:
    - ❖ Change the GL table for the expense category.
    - ❖ Expense category reporting exists if needed, but involves multiple steps.
  - State Funds (Fund starts with 1).
  - Sent to all Travel Assistants (274).
  - Response rate of 22%.

# Travel Survey Results

➤ Project: Consolidate the number of Travel GL's

## Current GL Structure:

### IN STATE

- 710100            Travel I/S Public Transportation Fares
- 710110            Travel I/S Transportation (Company Paid)
- 710200            Travel I/S Mileage
- 710500            Travel I/S Incidental Expenses
- 710510            Travel I/S Incidental Expenses (Company Paid)
- 710600            Travel I/S Meals & Lodging
- 710610            Travel I/S Meals & Lodging (Company Paid)
- 710611            Travel I/S Excess Lodging (Company Paid)
- 710900            Travel I/S Excess Lodging



# Travel Survey Results

➤ Consolidate the number of Travel GL's

## Current GL Structure:

### **OUT OF STATE**

- 711100            Travel O/S Public Transportation Fares
- 711110            Travel O/S Transportation (Company Paid)
- 711200            Travel O/S Mileage
- 711500            Travel O/S Incidental Expenses
- 711510            Travel O/S Incidental Expenses (Company Paid)
- 711600            Travel O/S Meals & Lodging w/in Local Base Allowed
- 711610            Travel O/S Meals & Lodging (Company Paid)
- 711900            Travel O/S Excess Lodging

### **FOREIGN**

- 712100            Foreign Travel
- 712110            Foreign Travel (Company Paid)

# Travel Survey Results

- Consolidate the number of Travel GL's

## Proposed GL Structure:

### IN STATE

- 710100 Travel I/S
- 712110 Travel I/S (Company Paid)

### OUT OF STATE

- 712100 Travel O/S
- 712110 Travel O/S (Company Paid)

### FOREIGN

- 712100 Foreign Travel
- 712110 Foreign Travel (Company Paid)

# Travel Survey Results

➤ Consolidate the number of Travel GL's

## No Changes To:

- 713100            Travel I/S Prospective Employees
- 713101            Travel O/S Prospective Employees
  
- 710101            Travel I/S Grant Participants
- 711101            Travel O/S Grant Participants
- 712101            Travel Foreign Grant Participants
  
- 725100            Professional Services Travel Reimbursement
  - ❖ May have to split between I/S and O/S for TSUS Board Report.

# Travel Survey Results

## ➤ Survey Questions:

- The current GL account structure should not be changed.  
❖ AGREE 6 DISAGREE 54
- My department analyzes travel costs by expense category.  
❖ AGREE 13 DISAGREE 47
- Travel Costs are only used for the initial cost of the trip.  
Once it is approved, no further analysis is required.  
❖ AGREE 44 DISAGREE 16
- Do you monitor the actual expenses by type or in total on  
your Budget to Actual reconciliations?  
❖ YES 40 NO 20

# Travel Survey Results

## ➤ Survey Questions:

- Would this change make the Travel e-NPO process easier?  
❖ YES      55                      NO      5
- Fewer GL accounts would make the travel process portion of your job easier.  
❖ AGREE    58                      DISAGREE    2
- Would the consolidated proposal create any other reporting impacts for you?  
❖ YES      7                      NO      53
- What issues do you see with this proposal?
- How many agree with this proposal??

# Temporary Staffing Agency POs

## ➤ Marketplace Vendors

- PRIORITY PERSONNEL, INC.
- KEYSTAFF, INC.

## ➤ Always use Marketplace for PO.

- Never create a “45” PO in SAP.

## ➤ Catalog Orders for listed positions:

- Use the position title in the catalog; you will not be able to enter a name.
- Catalog hourly rates (base/mid/max) will be used for pricing.
- Email [purchasing@txstate.edu](mailto:purchasing@txstate.edu) to request a line on the PO for anticipated overtime per position.

# Temporary Staffing Agency POs

- Catalog Orders for non-listed positions:
  - First, must have pre-approval from HR (Lynn Ann Brewer).
    - ❖ Email [purchasing@txstate.edu](mailto:purchasing@txstate.edu) with request for position.
    - ❖ Purchasing will review request and send to HR for review/approval to determine base, mid, and max hourly rates.
  - After HR approval, new position titles can be added to the catalog.
  - Marketplace PO can now be created.

# Temporary Staffing Agency POs

## ➤ Examples:

- Warehouse Worker is a catalog position title, but Res Life Warehouse Worker is not. Use Warehouse Worker.
  - ❖ Temp staff name cannot be entered.
- Medical Doctor is a non-catalog position.
  - ❖ HR approval required.
  - ❖ Catalog updated with new position.
  - ❖ Create a PO.
  - ❖ If you have identified someone specific for this position, please email Purchasing to update the PO to include the temp's name.



# Temporary Staffing Agency POs

## Timesheet Approval by the Department

- Timesheet is approved each week and sent to the agency.
  - This approval serves as authorization to pay the invoice.
- If department wants payment applied to a particular PO line, write the PO line number on the timesheet.
  - This may occur when there are multiple lines for the same position.

# Temporary Staffing Agency POs

## Invoice Payment

- AP receives the invoice with timesheet attached.
- PO data matched to invoice data.
- Approved timesheet balanced to the PO rate and hours on the invoice.
- If timesheet indicates the PO line to apply the hours to, that will be done. If not, AP will apply to the first line on the PO with the same position title and rate as on the invoice.
  - Overtime charges will be applied to the appropriate line by position or line number if indicated on timesheet.

# Temporary Staffing Agency POs

## Benefits

- Don't have to have temp staff names on PO's.
- Can create one PO line for multiple temp workers in the same position and rate. (e.g. 6 warehouse workers for 240 hours). Note: new PO needed when hours are all used.
- Don't have to cancel the PO line and create a new PO when a temp staff is reassigned or replaced by the agency.
- Timesheet approval serves as invoice approval.
- Timesheet position title, rate, and hours matched to PO and invoice by AP and paid.

# AP Updates

## ➤ Conference PO GL Numbers

- PO always required for conferences.
  - ❖ Attach Hotel Agreement to the PO.
- Rental of Space - GL 747000 or 746200.
- Rental of Furnishings and Equipment - GL 740600.
- Lodging to the correct travel GL based on location.
- Other charges GL 721300.
- Ensures compliance with IRS reporting of rentals.
- Ensures accurate reporting of travel to TSUS.

# AP Updates

- What should I do before I send an invoice to AP?
  - Write the date the invoice was received on the invoice.
  - Verify PO Number included – if not write it on the invoice.
  - Verify Vendor Address or Remit Address matches SAP.
  - Verify pricing is correct.
  - If multiple lines on PO, identify which charges apply where.

# AP Updates

- What should I do before I send an invoice to AP?
  - Create GR if PO requires and submit if items received by the department.
    - ❖ If the PO does not require a GR (i.e. no GR boxes checked) for the items, write the date they were received on the invoice.
  - Obtain department approval if for a service.
    - ❖ Note date services were completed on the invoice.
  - Don't need to print a PO and send to AP.
  - Don't need to print your GR request and send to AP.

# AP Updates

## ➤ Reimbursements of Personally Paid Expenses

- Employees – comply with [FSS PPS 03.05.01](#) and submit within 60 days of personal payment.
- Student reimbursements go through Financial Aid and if it's not aid, then it will be paid by AP.
- Vendors can be reimbursed for travel expenses.
- Vendors submit invoice for other types of expenses as part of their contract fee.

# Who do I call?

- Procurement & Strategic Sourcing 5-2521
  - <http://www.txstate.edu/gao/procurement/>
- Materials Management/Central Receiving 5-2294
  - <http://www.materialsmgt.txstate.edu/>
- Accounts Payable 5-2777
  - <http://www.txstate.edu/gao/ap/>
- Travel Office 5-2775
  - <http://www.txstate.edu/gao/ap/travel/>

Coming Soon: Common questions for these departments located on each department's homepage on the website.



# AP and Travel RSS Feed

- Who's using?? Stay informed on process and form changes that affect these functions.
- Instructions for setting up an RSS feed for AP Office Announcements can be found on the AP Resources webpage.

[How to Add RSS Feed for AP](#)

- Instructions for setting up an RSS feed for Travel Office Announcements can be found on the Travel Procedures webpage.

[How to Add RSS Feed for Travel](#)



# **Questions and Answers**

# Questions and Answers

- How will travel agency fees be encumbered if they are not included on the Travel Request?
  - They won't be encumbered. This will work like the e-IDT for postage or copies. Your account will be charged for the fee.
- If the fees aren't included on the expense report, how will I get the total cost of a trip?
  - You can query for the data by entering the "assignment number," which is the trip number.
- How would I get the Travel Expense Category breakout amounts?
  - TRAVELTracks has reports which can be run. The Travel Office can provide procedures on this if requested.

---

MATERIALS MANAGEMENT AND  
LOGISTICS DEPARTMENT

**PROPERTY MANAGEMENT  
SOP**

## ASSET TRANSFER INITIAL SCREEN

- Open SAP GUI
  - Go to transaction ZTRFASSET.
  - Choose the type of asset transfer request needed:
- 
- Click on CONTINUE once the appropriate transfer request path has been chosen.

### *Asset Transfer Initial Screen*

Please choose what type of asset transfer:

- ☒ STANDARD Dept./Location Asset Transfer Request - All inventory number must be listed.
- ☐ SURPLUS Equipment Pickup Request with Assets - All inventory numbers must be listed. Non-asset surplus items permitted.
- ☐ SURPLUS Non-Asset items pickup request - No computers or equipment on inventory list.

Continue

# STANDARD ASSET TRANSFER REQUEST

- Two ways to choose assets:
  - Responsible Cost Center
  - Inventory Number
- The Responsible Cost Center is the Cost Center an asset is listed under for performing the annual inventory.
- This is not necessarily the Cost Center used for purchasing the asset.

Standard Asset Transfer Request

Please enter an Inventory Number OR Responsible Cost Center (add filters if necessary)

Inventory Number	Responsible Cost Center

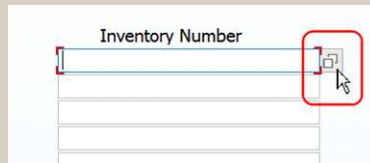
Inventory Number to Serial Number to

Continue

NOTE:  
1. Only active assets can be changed. No retired assets will be displayed on the entry screen.  
2. If the asset(s) above is currently in workflow, it will not be displayed on the entry screen.

# INVENTORY NUMBER

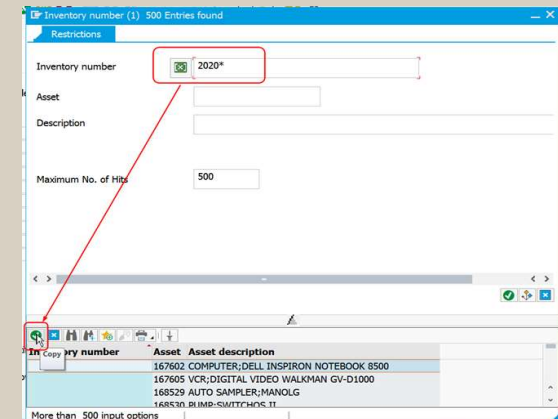
- This is the number located on the “State of Texas Property of Agency #754” barcode tag on the asset.
- Inventory Number search function:



- Search by Wildcard using: “\*”

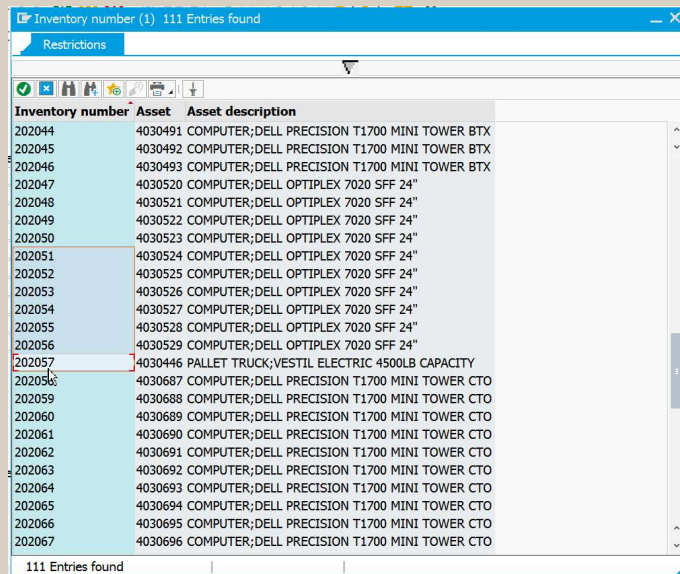
A screenshot of a search results table. The table has three columns: "Inventory number", "Asset", and "Asset description". The table contains six rows of data. A red box highlights the "Inventory number" column header.

Inventory number	Asset	Asset description
167602	COMPUTER;	DELL INSPIRON NOTEBOOK 8500
167605	VCR;	DIGITAL VIDEO WALKMAN GV-D1000
168529	AUTO SAMPLER;	MANOLG
168530	PUMP;	SWITCHOS II
168531	PUMP DETECTOR;	ULTIMATE WELL PLATE
168532	FRACTION COLLECTOR;	PROBOT ROBOTIC SYSTEM



## INVENTORY NUMBER (CONT'D)

- To choose, double click on the asset needed for the transfer.
- Up to 10 assets can be transferred at a time.



Inventory number	Asset	Asset description
202044	4030491	COMPUTER;DELL PRECISION T1700 MINI TOWER BTX
202045	4030492	COMPUTER;DELL PRECISION T1700 MINI TOWER BTX
202046	4030493	COMPUTER;DELL PRECISION T1700 MINI TOWER BTX
202047	4030520	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202048	4030521	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202049	4030522	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202050	4030523	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202051	4030524	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202052	4030525	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202053	4030526	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202054	4030527	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202055	4030528	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202056	4030529	COMPUTER;DELL OPTIPLEX 7020 SFF 24"
202057	4030446	PALLET TRUCK;VESTIL ELECTRIC 4500LB CAPACITY
202058	4030687	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202059	4030688	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202060	4030689	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202061	4030690	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202062	4030691	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202063	4030692	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202064	4030693	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202065	4030694	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202066	4030695	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO
202067	4030696	COMPUTER;DELL PRECISION T1700 MINI TOWER CTO

### Inventory Number

202050
202051
202052
202053
202054
202055
202056

- Click on CONTINUE to move to the next screen.



# ASSET TRANSFER REQUEST: ENTRY SCREEN

Asset List

Inventory No	Serial No	Asset Description	Resp CCR	Account Manager	Location	Room	New Location	New Room	New Resp CCR
202050	22NSC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JOK	623	1212140000
202051	22NQC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JOK	623	1212140000
202052	22NQC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JOK	623	1212140000
202053	22PQC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JOK	623	1212140000
202054	22PQC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JOK	623	1212140000
202055	451TC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JOK	623	1212140000
202056	22NRC42	COMPUTER;DELL OPTIPLEX 7020 SFF 24"	1320110000	Dr Daniel T Lochman	FH	G14	JOK	623	1212140000

Reason for Transfer  
We are getting new computers, sending these to use as a part of a new lab.


Continue

■ The Location (building) is pre-populated with the current building abbreviation.

■ Anything in **white** can be changed on the request: Location, Room and/or Responsible Cost Center.

■ **Any fields in white that DO NOT contain change entries (left blank) will keep the original location, room and/or responsible cost center.**

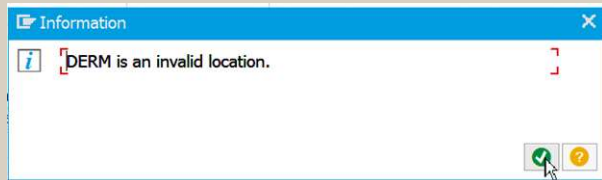
■ This will not result in any charges to the department, this is for inventory purposes only.

■ The Location, or building abbreviation, can only be chosen from a pre-existing list. 

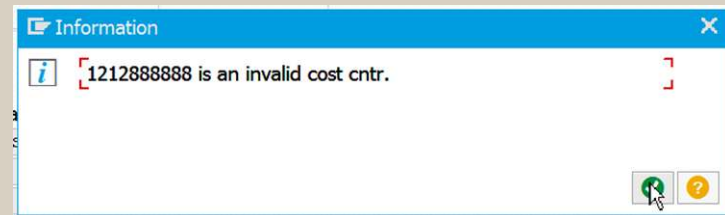
■ Use the search icon  to see a listing of these abbreviations.

## ASSET TRANSFER REQUEST: ENTRY SCREEN (CONT'D)

- If an incorrect Location is used, the following error will be received:



- Responsible Cost Center also has a search function and must be a valid cost center.
- If an invalid cost center is used, the following error will be received:




## ASSET TRANSFER REQUEST: ENTRY SCREEN (CONT'D)


- Business Purpose, or “Reason for Transfer,” should be a description that will help the approvers determine if the change request is appropriate:
  - This is a required field.

Reason for Transfer
We are getting new computers, sending these to
use as a part of a new lab.

- **NOTE:** An asset can only have one request per day or outside of workflow. If an asset was requested to be changed on day 1 and it is still in workflow on day 2, but a user enters a request for the same asset on day 1 or day 2, the user will get this message at the bottom of the screen:

 No valid assets for inventory numbers.

## RESPONSIBLE COST CENTER

- This option will show the user all of the assets assigned to the entered cost center for inventory purposes.
- The user can either use the search feature to find a cost center or enter the cost center.
- The user can also narrow down the selection by using inventory numbers or serial numbers.
- These filters work similar to report parameters in other SAP transactions.
- The user can narrow, use a wildcard or exclude items using 

Standard Asset Transfer Request

Please enter an Inventory Number OR Responsible Cost Center (add filters if necessary)

Inventory Number	Responsible Cost Center				
	1315000000				

Inventory Number


Responsible Cost Center


Inventory Number

Serial Number

to

to





## RESPONSIBLE COST CENTER (CONT'D)

Multiple Selection for Inventory Number

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

0., Single value


Navigation icons: back, forward, search, etc.

- Click on **CONTINUE** to move to the next screen

- The next screen lists the assets assigned to the cost center entered on the previous screen.

Responsible Cost Center Assets

Limit of 10 assets per transfer request

Inventory No	Asset Description	Resp Cctr	Account Manager	Location	Room
174930	SERVER;DELL POWEREDGE R710	1315000000	Dr Billy C Covington	JCK	489
175880	COMPUTER;MACBOOK PRO 15"	1315000000	Dr Billy C Covington	JCK	493
176263	COMPUTER;MACBOOK PRO 15"	1315000000	Dr Billy C Covington	JCK	498
178830	COMPUTER;HP TOUCHSMART 9300 ELITE ALL IN ONE	1315000000	Dr Billy C Covington	JCK	498
178831	COMPUTER;HP TOUCHSMART 9300 ELITE ALL IN ONE	1315000000	Dr Billy C Covington	JCK	496
203192	COMPUTER;DELL LATITUDE LAPTOP E7450 14"	1315000000	Dr Billy C Covington	JCK	489
203215	COMPUTER;DELL LATITUDE LAPTOP E7450 14"	1315000000	Dr Billy C Covington	JCK	489
204161	COMPUTER;MACBOOK PRO 15"	1315000000	Dr Billy C Covington	JCK	489
205984	COMPUTER;MACBOOK PRO ZORF 15"	1315000000	Dr Billy C Covington	JCK	489
307212	COMPUTER;DELL OPTIPLEX 745 1C2D 1.86GHZ 19" E6300	1315000000	Dr Billy C Covington	JCK	420
310700	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.1"	1315000000	Dr Billy C Covington	JCK	489
310826	COMPUTER;DELL OPTIPLEX 780 E7500 20"	1315000000	Dr Billy C Covington	JCK	498
310959	COMPUTER;DELL LATITUDE NOTEBOOK E6400 14.1"	1315000000	Dr Billy C Covington	BRAZ	111
312166	COMPUTER;DELL OPTIPLEX 980 SFF 20"	1315000000	Dr Billy C Covington	JCK	489
312167	COMPUTER;DELL OPTIPLEX 980 SFF 20"	1315000000	Dr Billy C Covington	JCK	489
313614	COMPUTER;DELL OPTIPLEX 790 SFF 24"	1315000000	Dr Billy C Covington	JCK	494
314333	COMPUTER;DELL LATITUDE LAPTOP E6420 14"	1315000000	Dr Billy C Covington	JCK	489

Continue

## RESPONSIBLE COST CENTER (CONT'D)

- To select the assets, click on the raised box to the left of the inventory number.
- The line will highlight to indicate that it is selected.
- Keep in mind that the program will only allow for 10 assets at a time to be chosen.
- If an asset is already in workflow or it will not show up on this list.
- If there is an asset that should be on this list, please contact Materials Management.
- Click on **CONTINUE** to move to the next screen.

Limit of 10 assets per transfer request

Inventory No	Asset Description
174930	SERVER;DELL POWERE
175880	COMPUTER;MACBOOK
176263	COMPUTER;MACBOOK
178830	COMPUTER;HP TOUCH
178831	COMPUTER;HP TOUCH
203192	COMPUTER;DELL LATI
203215	COMPUTER;DELL LATI
204161	COMPUTER;MACBOOK
205984	COMPUTER;MACBOOK
307212	COMPUTER;DELL OPTI
310700	COMPUTER;DELL LATI

Limit of 10 assets per transfer request

Inventory No	Asset Description
174930	SERVER;DELL POWEREDGE R710
175880	COMPUTER;MACBOOK PRO 15"
176263	COMPUTER;MACBOOK PRO 15"
178830	COMPUTER;HP TOUCHSMART 9300
178831	COMPUTER;HP TOUCHSMART 9300
203192	COMPUTER;DELL LATITUDE LAPTOP
203215	COMPUTER;DELL LATITUDE LAPTOP
204161	COMPUTER;MACBOOK PRO 15"
205984	COMPUTER;MACBOOK PRO ZORF 15
307212	COMPUTER;DELL OPTIPLEX 745 IC2
310700	COMPUTER;DELL LATITUDE LAPTOP

## RESPONSIBLE COST CENTER (CONT'D)

- Make the necessary changes:

[illegible]

- Click **CONTINUE** to move to the next screen.

## RESPONSIBLE COST CENTER (CONT'D)

Update confirmation screen

\*\*\*Success, your asset transfer request has been submitted for approval.

Print PDF Form      Exit      New Asset Entry

- Click **PRINT PDF FORM** before exiting.
  - The PDF Form will be discussed in detail later on.



# SURPLUS EQUIPMENT REQUEST

- Use this form to replace the form “Request Pickup of Surplus Equipment”.


Asset Transfer Initial Screen

Please choose what type of asset transfer:

☐ Standard asset transfer request



☒ Surplus equipment request

Continue

- In this example, we want to send some items from responsible cost center 1212100000, which contains many assets.
- We want to narrow the list down to inventory numbers starting with 310\*
  - You can use multiple wildcards using 

Surplus Equipment Cost Center

If you have surplus items for more than one responsible cost center, please split your request form by responsible cost center.

Responsible Cost Center	1212100000		
Inventory Number	310*	to	
Serial Number		to	

Continue

- Click **CONTINUE** to move to the next screen.

## SURPLUS EQUIPMENT REQUEST (CONT'D)

- Choose the assets that need to be picked up from Materials Management by clicking on the box to the left of the inventory number:

Responsible Cost Center Assets

Limit of 10 assets per transfer request

Inventory No	Asset Description
310098	COMPUTER;DELL OPTIPLEX 760 2.8GHZ E7400 IC2D 19"
310234	COMPUTER;DELL OPTIPLEX 960 IC2D 3.16GHZ E8500 24"
310321	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.1"
310323	COMPUTER;DELL OPTIPLEX 780 E7500 2.93GHZ IC2D 20"
310728	COMPUTER;DELL OPTIPLEX 780 E7500 20"
310729	COMPUTER;DELL OPTIPLEX 780 E7500 20"
310752	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310753	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310754	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310755	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310756	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310757	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310759	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310760	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"
310825	COMPUTER;DELL OPTIPLEX 780 E7500 20"
310845	COMPUTER;DELL OPTIPLEX 780 E7500 20"

Click here to select the asset.

- Click **CONTINUE** to move to the next screen.

## SURPLUS EQUIPMENT REQUEST (CONT'D)

- The assets selected on the previous screen will appear with the University Distribution Center room 101 pre-entered and the new responsible cost center is 1410130099, which is what the final entry will be once the items have been picked up by Materials Management personnel.

Surplus Asset Request

These fields are not available for changing on the surplus path.

Inventory No	Serial No	Asset Description	Resp Cctr	Account Manager	Location	Room	New Location	New Room	New Resp Cctr
310323	60P67L1	COMPUTER;DELL OPTIPLEX 780 E7500 2.93GHZ IC2D 20"	1212100000	Mr Mark A Hughes	MCS	263	UDC	101	1410130099
310753	8PRG3M1	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"	1212100000	Mr Mark A Hughes	MCS	262	UDC	101	1410130099
310760	GMRG3M1	COMPUTER;DELL LATITUDE NOTEBOOK E6500 15.4"	1212100000	Mr Mark A Hughes	MCS	262	UDC	101	1410130099

Use this field for notes to the Materials Management group that will be picking up the items in this request.

Special Instructions or Additional Information:  
Please call contact number prior to picking up items due to special access required.

Contact Name  
Mary frame

Contact Number  
5-4340

If asset location is different than what is listed above, list actual building and room here.  
MCS 252

Detailed list of additional non-asset items to be picked up:

Note: Make sure anything listed here is an exact count of what should be picked up by Materials Management.

20 workstation chairs, mesh back  
1 6ft conference table  
3 double pedestal wood desks

If you have additional non-inventoried items to be picked along with the inventoried assets, you can add them here.

- Click on **CONTINUE** to submit the request.

## SURPLUS EQUIPMENT REQUEST (CONT'D)


Surplus Update Confirmation Screen

\*\*\*Success, your surplus asset transfer request has been submitted for approval.

- Click **PRINT PDF FORM** before exiting.

# PRINT PDF FORM

- This form shows the request and the workflow path. This form can also be accessed from the monitor report, transaction ZASSETRPT2.
- These will remain viewable after the request has been posted.



**TEXAS STATE UNIVERSITY**  
*The rising STAR of Texas*

**Automated Asset Transfer Request**

Transfer Request: 00000401392520160819  
 Created By: JW35  
 Created On: Aug 19, 2016  
 Asset Trns Type: Surplus Inventory  
 Transfer Status: Started

**Reason for Transfer / Special Instructions**

Please call contact number prior to picking up items due to special access required.

Inv No	Serial No	Asset Desc	Resp Cctr	Acct Mgr	Loc	Rm	New Loc	New Rm	New Resp Cctr
310323	60P97L1	COMPUTER:DELL OPTIPLEX 780 E7500 2.93GHZ IC	1212100000	MH66	MCS	263	UDC	101	1410130099
310753	8PRG3M1	COMPUTER:DELL LATITUDE NOTEBOOK E6500 15	1212100000	MH66	MCS	262	UDC	101	1410130099
310760	GMRG3M1	COMPUTER:DELL LATITUDE NOTEBOOK E6500 15	1212100000	MH66	MCS	262	UDC	101	1410130099

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
	Materials Management	Administrator			
	Account Manager (Orig)	Mr Mark A Hughes			
	Surplus Inventory	Administrator			

Contact Name: Mary frame  
Contact Number: 5-4340

Actual Asset Location: MCS 252

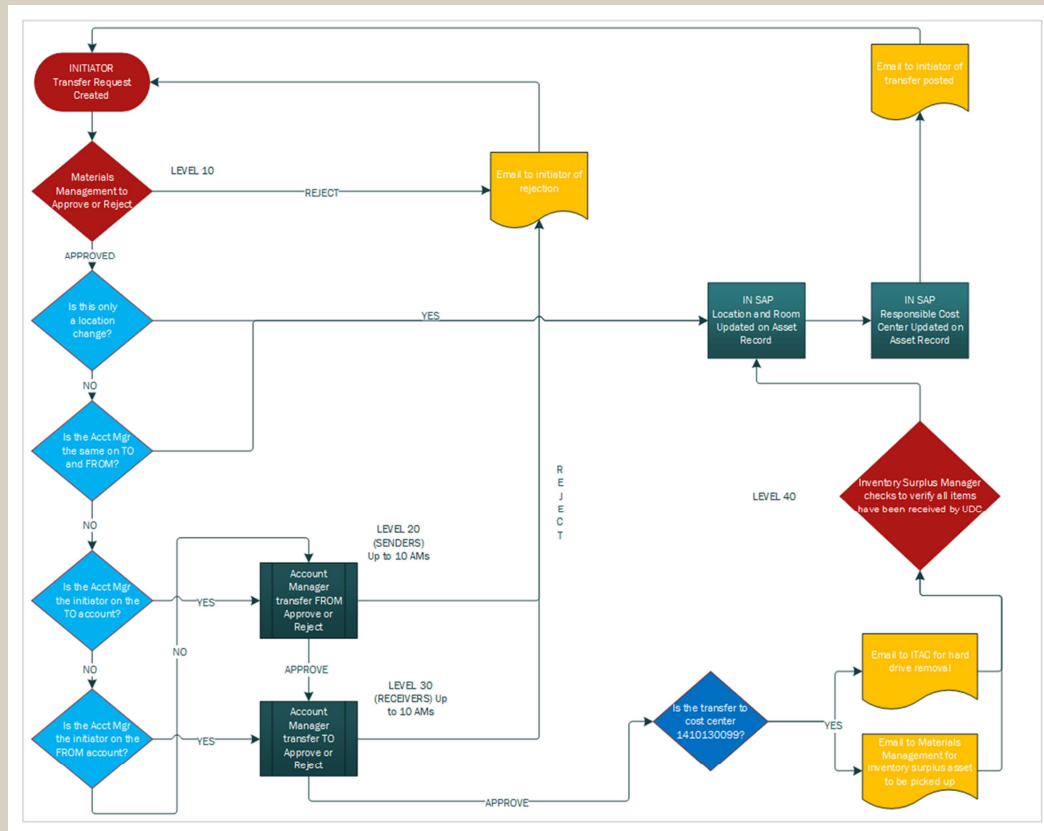
Detailed list of non-asset items to be picked up

20 workstation chairs, mesh back

1 6ft conference table

3 double pedestal wood desks

# WORKFLOW CONFIGURATION



# Business Rental Partnership with Texas State University

Erik M. Jones,  
Business Rental Sales Executive  
October 19<sup>th</sup>, 2016



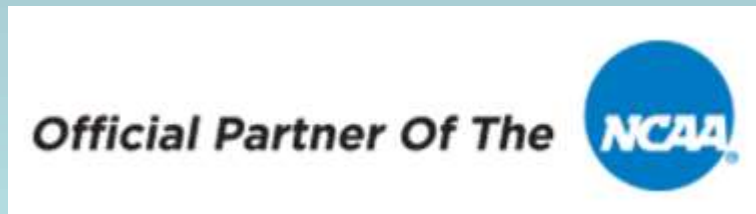
# EHI Agenda

- The Broader Partnership of TX State & Enterprise Holdings
- Two Brands, One Program: National and Enterprise
- Emerald Club Benefits
- One-Way Rentals
- Q&A



# The Broader Partnership

- 12+ Years on the State of Texas Contract.
- Largest Hirer of College Students in the US.
- Internships – Summer, Fall, and Spring.
- Donations from the Enterprise Foundation.
- NCAA Sponsorship.

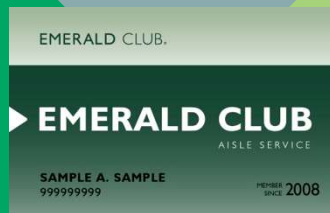


# Two Brands to Meet Any Need

One Loyalty Program Covering Both



Total Transportation  
Solution

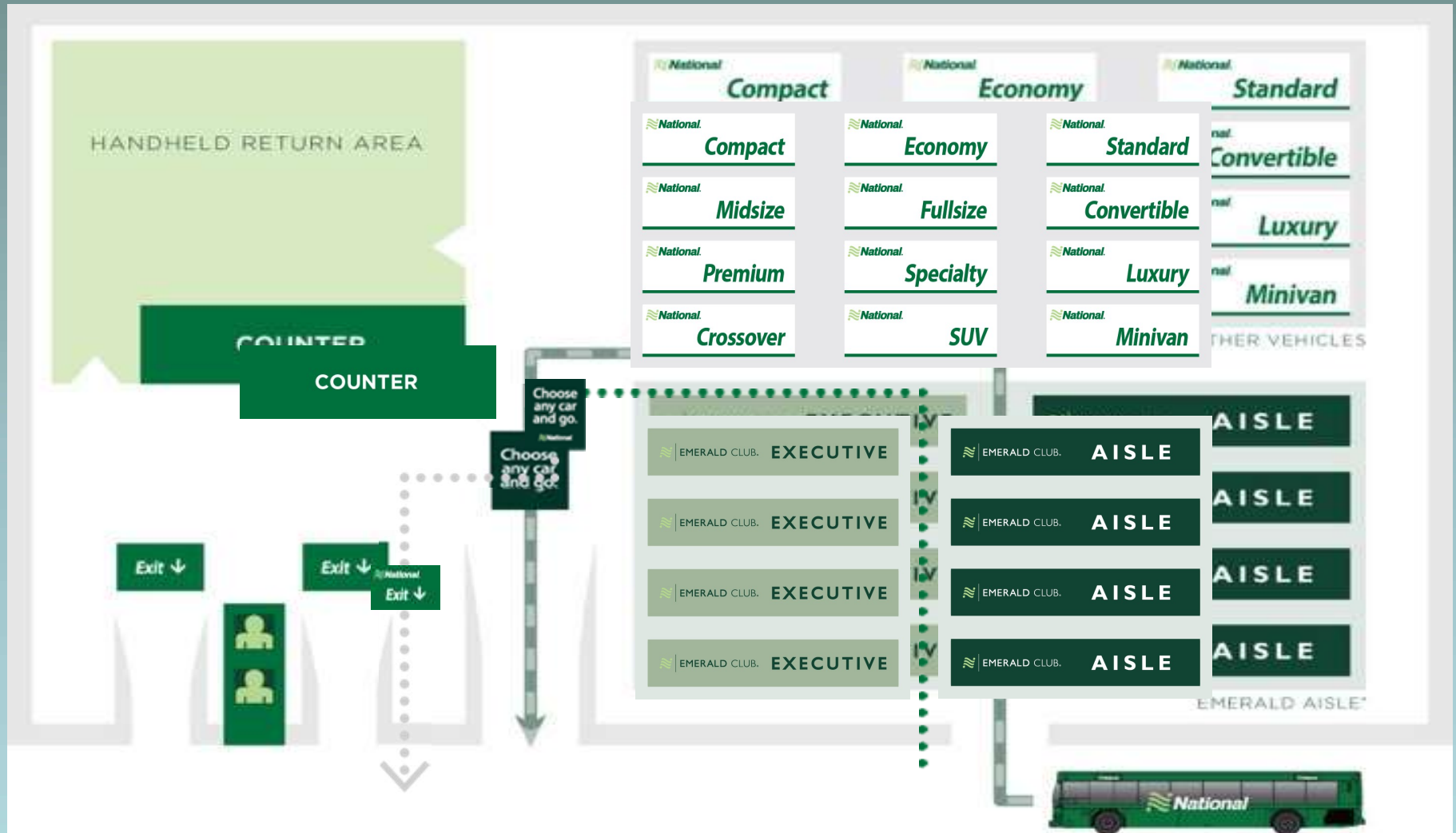


Premium On-Airport and  
Business Center Solutions

Recognized at 8,000+ National and Enterprise locations around the world

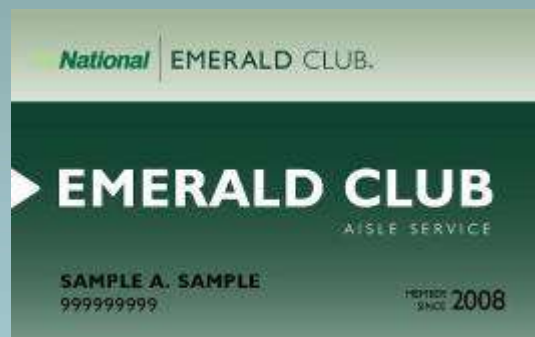
- “We’ll Pick You Up”
- High-Touch Personal Service
- Adaptable Solutions
- Travel Policy Compliance
- Mileage Reimbursement Solution
- Speed
- Choice
- Recognition
- Travel Policy Compliance
- Innovation
- Emerald Aisle
- Premier Selection
- Priority Service

# Emerald Club Lot Design



This is an example for illustration purposes; not all lots will look the same.

# Emerald Club Tiers



- 0-11 rentals or 0-39 days
- Emerald Aisle



- Earned Membership
- 12-24 rentals or 40-84 days
- Executive Selection
- Guaranteed Upgrade



- Earned or Invited Membership
- 25+ rentals or 85+ days
- Executive Selection
- Guaranteed Upgrade
- Guaranteed Car with 24-hour notice

FBO delivery for all Emerald Club levels

# Emerald Club Benefits at Enterprise

- Earn Free Rental Day rewards.
- Earn points towards elevating Emerald Club status.
- Use of express lanes and kiosks.
- E-receipts.
- Rental History available in profile.





# One, Two, Free Promotion

A promotional banner for the National Emerald Club. The background is a dark, moody photograph of a winding road through a forested area, with a dark SUV driving on the road. Overlaid on the image are several green hexagonal callouts. At the top left is the National Emerald Club logo. In the center, a sequence of three hexagons shows '300 PTS', 'REFER A FRIEND', and '25 PTS'. Below the '25 PTS' hexagon is another one labeled 'EMERALD RESERVE SERVICE'. At the bottom, there are two buttons: 'Emerald Club Members Sign In' and 'Join Emerald Club Now'. A dark green banner at the very bottom contains the text 'ONE TWO FREE' and 'AUG. 2016 – JAN. 2017' on the left, and 'REGISTER TO EARN FREE RENTAL DAYS\* WITH EVERY TWO QUALIFYING RENTALS OR 600 POINTS.' on the right.

**National** | EMERALD CLUB.

**300**  
PTS

REFER A  
FRIEND

**25**  
PTS

EMERALD  
RESERVE  
SERVICE

Emerald Club Members Sign In

Join Emerald Club Now

**ONE TWO FREE**  
AUG. 2016 – JAN. 2017

REGISTER TO EARN FREE RENTAL  
DAYS\* WITH EVERY TWO QUALIFYING  
RENTALS OR 600 POINTS.

# One-Way Rentals

- **One-Way Rentals in Texas: FREE of Charge**
  - Enterprise in Texas: reserve as round-trip.
- **One-Way Rentals outside of Texas:**
  - National: \$84.00/day for Compact – Full Size:
    - ❖ \$0.40/mile for Premium and above.
  - Enterprise: \$0.40/mile charge.

The background of the slide is a blurred image of a city skyline with several tall buildings, and a multi-lane highway in the foreground. The image has a motion blur effect, suggesting speed and progress. A solid green horizontal band is positioned across the middle of the slide, containing the text 'Q & A'.

# Q & A