MEI Guide Overview

This guide provides instructions and guidance for departments that purchase and maintain capitalizable equipment that qualifies as part of Yale’s Moveable Equipment Inventory (MEI). This guide should be used in connection with university 4209 Moveable Equipment.

MEI is defined as capital equipment whose cost is greater than $5,000 and has a useful life of greater than 1 year.

In addition to detailing departmental responsibilities for MEI, this document provides detailed procedures and system instructions for the following actions:

- **Issue an Asset**
- **Edit or Update an Asset**
- **Transfer an Asset to New "Issued To" Person or Location**
- **Dispose of an Asset**
- **Tag Exempted Assets**
- **Find a Department’s Asset List**

All department actions for MEI in Workday require the role “Cost Center Business Asset Tracking Specialist”. 
After the asst has been purchased and fully invoiced, the Business Asset Accountant (BAA) in the Controller’s Office will register the asset and work with departments to apply an asset tag. The tagging process is performed by the central BAA. However, please be aware that the BAA may need help accessing MEI assets housed in locked or otherwise restricted areas and, if needed, will contact the department for assistance.

Before the BAA arrives on-site to tag assets, departments should please complete the following actions:

• Using the Workday “Issue Asset” function, assign the asset to (a) the Principal Investigator or person responsible for the equipment and (b) the accurate equipment location, including building and room number.
• Use the Workday “Edit” function to add or update the equipment’s description, serial number, and model number. All that apply should be present in Workday.
• If the department believes that the equipment cannot be tagged, follow the instructions for requesting a tag exemption outside of Workday.

For as long as the asset is owned, departments remain responsible for managing, transferring, or disposing of an asset on a timely basis.

• An asset should have an up-to-date person and location assignment.
• Only usable equipment in proper working order, or able to be repaired, should be kept on the equipment listing. Equipment that is lost, discarded, obsolete or unable to be repaired must be disposed of and removed from the listing.
• Please consult university policy and work with the Controller’s Office for any trade-ins, returns, sales, or transfers outside of the university.

Finance Support Center at askfinance@yale.edu for all Workday system questions or errors. For all other questions contact mei.admin@yale.edu.
Issue an Asset

Issue Asset to a Worker (Equipment Owner) and Location:

1. Go to your Inbox and select the approved registered asset Issue Asset (MEI) task.
2. Read the instructions before proceeding.
3. Click on the Related Actions button to the right of the Asset Identification Number.
   - Note: This may be difficult to find. Hover over where the button should appear until it appears and can be clicked.
4. Hover over the Business Asset action, and click Issue to a Worker.

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5. Type the worker name (person) in the **Issue To** field of the **Issues Detail** column.

   - **Note**: Assets must be assigned to a person with an active Workday record.

6. Update the following fields in the **Location/ Worktags** column as indicated below:

   - **Location**: The location of the person selected will auto-populate in the Location field. This is being pulled from Workday HCM and usually will reflect their office location. If the location of the asset is different, you can update the field by using the dropdown box.

   - **Assignee**: Some departments require the use of the Assignee Worktag. This field will populate with the Assignee Worktag used in the original purchase COA. Please review and determine if one needs to be added.

   - **Note**: Assignees can be entered after the fact through the Transfer Process.

7. Click **Submit** to complete this portion of the Issue Asset process.

   **Note**:

   - If you want to change the name of the asset, complete the **Issue Asset** process. Then, go in and edit the asset record.

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8. Return to the **Inbox**, and the original **To Do**, to complete the **Issuing the Asset** process, and select **Submit** to complete the process.

9. You will then receive a confirmation message.
Edit or Update an Asset

This is used to update the following fields: Description, Asset Name, Serial Number, or Manufacturer.

• **Note**: If changing the Owner or Location, use the Transfer an Asset process.

To edit or update an asset:

1. Type the **Business Asset Identification Number** (begins with “BA”) in the **Search** box.
   - **Note**: You can also use the Find Assets by Cost Center – Yale report and select the specific piece of equipment from there.

2. Click the **Related Actions** button to the right of the Asset ID > hover the mouse over Business Asset > select Edit.

3. Make updates to asset information as needed.

4. Review the changes and click **Submit** to complete the request.

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To transfer an asset:

1. Type the **Business Asset Identification Number** in the **Search** field.

   - **Note:** You can also use the **Find Assets by Cost Center – Yale** report and select the specific piece of equipment from there.

2. Click on the **Related Actions button** to the right of the **Asset ID Number** > hover the mouse over the **Business Asset action** > select **Transfer**.

3. Change the **Issued To** information to reflect the new individual to whom the asset is being transferred in the **Transfer to Worker field** or the new **Location** to which the asset is being moved in the **Transfer to Location field**.

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4. Include comments to help explain the reason for the transfer.

5. Select Submit to complete the request. The transfer must be approved by Cost Center Managers from both the transferring and receiving departments.
To dispose of an asset:

1. Type the Business Asset Identification Number in the **Search** field.
   - Note: You can also use the **Find Assets by Cost Center – Yale** report and select the specific piece of equipment from there.

2. Click on the **Related Actions** button to the right of the **Asset ID** number > hover the mouse over the **Business Asset action** > select **Dispose**.

3. Type the date of the disposal in the **Transaction Effective Date** field
   - Note: The date must be present or past date; it cannot be a future date.

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4. Click the **Disposal Type** drop-down button and select the appropriate option from the list.
   - See the list of Disposal Types in the table on the last slide.
5. Include **Comments** to help explain the reason for disposal as all disposals require approval from the MEI unit.
6. Review to ensure that all required fields have been entered.
7. Select **Submit** to complete the request.
The following are the MEI Disposal Types:

- **MEI Coding Error** - Assets that were assigned a tag that do not meet the criteria of MEI and therefore should not be tagged or tracked in Workday.
- **MEI Discard** - The asset has been disposed due to age, obsolete, no longer functioning, etc. For computer disposals see [1610 PR.02 Disposal of Obsolete Computers and Peripherals](It's Your Yale)
- **MEI Donation** - Must complete appropriate forms with approval and Workday will be updated by MEI group in the Controller’s Office. See University Equipment Policy [4209 Moveable Equipment](It's Your Yale)
- **MEI Returned** - Must indicate whether the item was replaced, or the purchase was refunded.
- **MEI Sold** - Must complete appropriate forms with approval and Workday will be updated by MEI group in the Controller’s Office. See University Equipment Policy [4209 Moveable Equipment](It's Your Yale) and [4209 PR.03 Transfer, Sale, Disposal, or Release of Moveable Equipment](It's Your Yale)
- **MEI Stolen** - Must contact MEI group in the Controller’s Office and provide the date reported and to whom the theft was reported.
- **MEI Trade In** - Must provide the dollar amount for the trade-in.

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Procedure for requesting an MEI tag exemption:

• Complete the tag exemption form 4209_fr.01_asset_tag_exemption_request

• Submit a digital image of the equipment to the MEI.ADMIN@YALE.EDU inbox.

• Add a description of the asset’s location in the Asset record Memo (See “Update or Edit Asset” slide).

• Business Asset Accountant will issue a Yale static tag.

While exempted assets do not require a tag to be affixed, such assets must still be recorded, tracked, and inventoried in order to comply with federal regulations and the University Policy.
Departments can run the Find Assets by Cost Center – Yale report for an active listing of cost center’s assets.

This report provides a list of assets filtered by various COA segments and secured by Cost Center access.