

## UNF MyWings Navigation Guide

This manual is a guide to access UNF property forms

**Equipment online checkout form:** This form is processed when University owned equipment is removed for off campus use. This will need to be completed by the user of the equipment or custodian of the department. We recommend when processing the form to limit one form per asset and to limit the check-in date to 3 years. This form is required to be in compliance and to avoid inventory reconciliation issues.

**Survey request:** The online survey form is to be completed by the custodian to request release of accountability and to have the asset removed from the department for surplus pickup. Survey requests for technology assets are to be completed by the Information Technology Equipment Manager. Non-Technology assets are to be completed by the department. This form is also used to remove assets from the inventory that may be traded in, lost, missing or stolen. This form is required to avoid inventory reconciliation issues.

**Property Transfer Request:** This online form is to be completed when property control tagged assets are transferred between departments. The transfer of barcoded technology assets is handled by the Information Technology Equipment Manager. Non-Technology bar coded assets are handled by the department. This form is required to avoid inventory reconciliation issues. Below is the process of how to reach document.

Enter ID and password. Click login button or press enter

https://cas.unf.edu/login?o= UNF Login

UNF | Login

Enter Your Username And Password

Username:







Password:

LOGIN

[Acceptable Use Policy](#) | [Login Help](#) | [Contact Help Desk](#)

Click on Banner Finance Self-Service Tab

myWings

 My Actions	 Employee Resources	 Student Resources	 Canvas
 Directory	 Email	 Emergency Information	 Events and News
 My Grades	Banner <b>FINANCE</b> Self-Service	<b>INB</b> Internet Native Banner	

Click on Property checkout. Please note all 3 forms are accessed thru Finance Self Service.

The screenshot shows a web browser window with the URL [https://banner.unf.edu/pls/nfpo/twbkwbis.P\\_GenMenu?name=b](https://banner.unf.edu/pls/nfpo/twbkwbis.P_GenMenu?name=b). The browser tab is titled "Financial Information". The page header includes navigation links for "Employee Services", "Finance Information", "Financial Aid", "Personal Information", and "Student Services". The "Finance Information" section is active, and a yellow horizontal line is drawn across the page. Below this line is a list of links: "Approval Routing", "Approve Documents", "Auxiliary Periodic Report", "Available Balance", "Budget - Position Information", "Budget Development", "Division and Departmental Budget Tools", "Budget Queries", "Budget and Expenditure Transfer", "Budget and Expenditure Transfer - Multiple Line", "Encumbrance Query", "Facilities and Administrative (F&A) Cost Distribution", "Trial Balance", "View Document", "Summer School Planning", "Travel & Expense Reporting", "Property Checkout", "Property Survey", and "Property Transfer". A black arrow points from the callout box to the "Property Checkout" link. At the bottom of the page, there is a footer with a list of links in brackets: "[ Approval Routing | Approve Documents | Auxiliary Periodic Report | Available Balance | Budget - Position Information | Budget Development | Budget Queries | Budget and Expenditure Transfer | Budget and Expenditure Transfer - Multiple Line | Encumbrance Query | Facilities and Administrative (F&A) Cost Distribution | Trial Balance | View Document | Summer School Planning | Travel & Expense Reporting | Property Checkout | Property Survey | Property Transfer ]".

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Click on create New  
Property Checkout Request

## Property Checkout

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[Create New Property Checkout Request](#)

[Review Property Checkout Request\(s\) or Check-In Previously Checked Out Property](#)

[Approve Property Checkout Request\(s\)](#)

[Search Property Checkout Request\(s\)](#)

[Create/Maintain Proxies](#)

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If you need assistance with this form please contact Jim Mousa at 620-2779, Jean Glasgow 620-2736 or Arlene Levy 620-2737. **Please limit the check in date to no more than 3 years.**

Additional training is available through the University Property and Records Management CPTD training class.

Click on Property Survey. Please note all 3 forms are accessed thru Finance Self Service.

The screenshot shows a web browser window with the URL [https://banner.unf.edu/pls/infpo/twbkwbis.P\\_GenMenu?name=b](https://banner.unf.edu/pls/infpo/twbkwbis.P_GenMenu?name=b). The browser tabs include 'UNF' and 'Financial Information'. The website header features navigation tabs for 'Employee Services', 'Finance Information', 'Financial Aid', 'Personal Information', and 'Student Services'. The 'Finance Information' tab is active. In the top right corner, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main content area is titled 'Financial Information' and contains a list of links: Approval Routing, Approve Documents, Auxiliary Periodic Report, Available Balance, Budget - Position Information, Budget Development, Division and Departmental Budget Tools, Budget Queries, Budget and Expenditure Transfer, Budget and Expenditure Transfer - Multiple Line, Encumbrance Query, Facilities and Administrative (F&A) Cost Distribution, Trial Balance, View Document, Summer School Planning, Travel & Expense Reporting, Property Checkout, Property Survey, and Property Transfer. A callout box from the top of the page points to the 'Property Survey' link. At the bottom of the page, there is a footer with a list of links: [ Approval Routing | Approve Documents | Auxiliary Periodic Report | Available Balance | Budget - Position Information | Budget Development | Budget Queries | Budget and Expenditure Transfer | Budget and Expenditure Transfer - Multiple Line | Encumbrance Query | Facilities and Administrative (F&A) Cost Distribution | Trial Balance | View Document | Summer School Planning | Travel & Expense Reporting | Property Checkout | Property Survey | Property Transfer ]

Click on New Property Survey Request

## Property Survey

[Create New Property Survey Request](#)

[Review Property Survey Request\(s\)](#)

[Approve Property Survey Request\(s\)](#)

[Search Property Survey Request\(s\)](#)

[Search Asset Identified as Technology](#)

[Create/Maintain Proxies](#)

If you need assistance with this form please contact Jim Mousa at 620-2779. , Jean Glasgow 620-2736 or Arlene Levy 620-2737. **Technology assets may only be transferred by an Equipment IT Manager. Non-Technology items may be transferred by the department.**

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Click on Property Transfer. Please note all 3 forms are accessed thru Finance Self Service.

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Click on Create New Property  
Transfer Request

## Property Transfer

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[Create New Property Transfer Request](#)

[Review Property Transfer Request\(s\)](#)

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