**Property Loan Agreement in SOAR**

**Note: SOAR and Asset Works do not feed into each other.**

**Instructions for assigning Property Loan Agreements**

1. **Log in to Soar**
2. **Click on Compass in right hand corner. Click on Navigator.**
3. **Under “USM Utilities” click on “Property Control”.**
4. **Click on USE then Property Control**
5. **Click on Add a New Value.**
6. **Beside “Current USM Property Number” type in your Asset Number using only the last 6 Digits of your Asset number.**
7. **Click “Add” at the bottom of the screen**
8. **You will now be on the screen for the Property Loan Agreement**
9. **Assign a date (this should be the date the property is being assigned to an individual) there is no end date since this runs on a 12 month time frame.**
10. **Next Click on the hourglass beside Assigned to Emplid.**
11. **At the top type in the Person’s last name beside this field and click on “Look up”**
12. **Click on the Name of the Employee to be assigned, this will fill in the remainder of the form you need filled in.**
13. **Click on “Save” at the bottom and an email notification is sent to the employee.**

**Note: You will receive a confirmation email once the employee has accepted the form.**

**You may print out the form when you need it for audit purposes or when returned by doing the following:**

1. **Log in to SOAR**
2. **Click on Compass in right hand corner. Click on Navigator.**
3. **Under USM Utilities click on Property Control.**
4. **Click on USE then Property Control**
5. **Clear all fields except Dept ID Data Source and enter your six digit budget string.**
6. **Press Search**
7. **The screen that comes up will show all Property Loan Agreements that have been assigned in your department.**
8. **Click on the asset you are needing the form on.**
9. **When the form appears, click Loan Acceptance Form**
10. **This will give you a printable form, click Print.**
11. **Fill in the Date Returned and your name as Inventoried by then change the action flag to Returned.**

**Additional Notes**

* **Remind Employees, when filling out the Form to accept the Loan Agreement, they need to put their home address in the blanks for “physical address and property” as that is where they are taking the equipment.**
* **In “location description” this is where it normally resides on campus.**
* **The employee will receive an email every day until he or she accepts or rejects the Property Loan Receipt. If they reject it, they must put a reason why.**
* **Notify Donnie Robbins of any Department Head Changes**
* **When a faculty member or department head leaves, get their USM equipment from them.**
* **Always do the property loan receipts for all of the equipment taken off campus.**
* **When the state auditor comes, print the agreements out and there is no need to see the equipment, but these need to stay current.**
* **SOAR will automatically send out a renewal each year.**
* **Assets that are returned and sent to Surplus should have the action flag changed to Surplus. These items will periodically be removed from your list. If an asset is transferred to another department, then change the action flag to Surplus to remove it from your department and allow the new department to create a new form.**
* **Each year when the Property Loan Receipt is sent out for renewal automatically, the Action flag will revert back to blank until such time as the form is once again accepted or rejected.**

**Updated 6/19/2014**