Asset Change Request Approver Job Aid
Asset Management Workflow
UTShare PeopleSoft 9.2
Asset Change Request (ACR) Approval

When an ACR is created and submitted by a department’s ICP the document routes and notifies the:

- **Current Department Manager:** Losing department for approval
- **New Department Manager:** Gaining department for acceptance approval
- **AM Inventory Department Approvers:** For final approvals
Asset Change Request Approval

There are four navigational options to approve pending ACRs:

• **Email Notification** — Department manager selects the email link and it will take them to the Asset Transfer Details page within UTShare.

• **Financial Approval Tile** — Department manager will have to navigate to the Asset Change Request, enter the Business Unit, Tag Number and click SEARCH

• **Notification Flag** — Same as above

• **Navigating to Asset Transfer Page** — Same as above
Email Notification Approval Option

Department manager selects the email link and it will take them directly to the Asset Transfer Details page. Login access to UTShare is required.

PeopleSoft-Action Required-UTSA1 Asset Transfer. Approval for Asset ID "00000000018" and Tag Number "166686"

Getting too much email? Unsubscribe

Workflow@utsystem.edu
Tue 5/12/2020 4:40 PM
To: Ana.Rodriguez1@uts.edu.utz; Cynthia.Orth@uts.edu.utz +2 others

Asset request for "Asset Transfer" needs your attention
Transaction ID: 00000000064
Business Unit: UTSA1
Asset ID: 000000000018
Tag Number: 166686
Description: DATA PROJECTOR: PANASONIC 350

Link:
https://zaith-tst.utsshare.utsystem.edu/psp/ZAIHTST/EMPLOYEE/ERP/c/UTZ_CUSTOMIZATIONS.UTZ_ASSET_RQST_CMP.GBL?
Page=UTZ_ASSET_RQST_PNL&Action=U&TRANSACTION_ID=00000000064&BUSINESS_UNIT=UTSA1&ASSET_ID=000000000018&TAG_NUMBER=166686

Inventory Department
Financial Approval Tile Option

Financial Approval Tile
Department manager will have to navigate to the Asset Change Request, enter the Business Unit, Tag Number and click SEARCH
Notification Flag Approval Option

The department manager selects the link that will take them to the Asset Change Request selection page, enter the Business Unit, Tag Number and click SEARCH.
Navigation Approval Option

• Log in to PeopleSoft 9.2
• **NavBar:** Financials > UTZ Customizations > Asset Management > Asset Change Request
  
  *or*
  
• **Fluid Tile Navigation:** Asset Mgmt & Cap. Expenditures > Asset UT Customizations > Asset Change Request
Asset Change Request Selection

**Using the NavBar:** Financials > UTZ Customizations > Asset Management > Asset Change Request
ESS Fluid Tile Navigation Approval Option

Using the Fluid Tile Navigation: Asset Mgmt & Cap. Expenditures > Asset UT Customizations > Asset Change Request
Asset Transfer Approval Action

- Review transaction *Asset Details* and *Activity Type*

- At the bottom of the Asset Change Request page, select the bright yellow *Approve* button

- Once the *Approve* button is selected, the Asset Transfer Approval flow will appear showing the transfer routing for others to approve
Thank you!

The University of Texas at San Antonio

Financial Affairs