Asset Change Request (ACR) to Another Department: ICP Workflow Process

Job Aid
Processing an ACR to Another Department

Select the **Asset Mgmt & Cap. Expenditures (AM) Module** to access the “Asset UT Customizations” tile.
Processing an ACR to Another Department (cont’d)

Click on “Add a New Value” tab.
Processing an ACR to Another Department (cont’d)

1. Enter the following:
   - Business unit code: **UTSA1**
   - Tag number of the asset to be transferred to the receiving department

2. Click “Add”

Note: The “Transaction ID” and “Asset Identification” populate with default values.
3. Review the **Asset Details**:
   - Current asset details will display
   - Verify you are transferring the correct asset to the receiving department

Only ICPs who have access to the **PeopleSoft AM Module** can submit asset change requests. The ICP is listed as the “requester.”
4. In the **Activity Type** section, select “Asset Transfer.”
5. Enter the asset transfer information:

- **Date of Transfer**: Select today’s date
- **New Location**: Enter the new location code or click on the magnifier icon to search for the location code
- **Custodian Transfer Date**: Select today’s date
- **New Custodian**: Enter the employee ID number
- **New Department**: Enter the receiving department ID
6. Add comments explaining reason for the asset transfer to the receiving department

7. Click “Save” or “Submit”
   - Save: Holds the transfer in an initial (incomplete) status
   - Submit: Routes the transfer request to the first approver
A transaction ID number will populate.

The request will be in a “Pending” status as it routes for multiple approvals. You should notify your department manager that an asset transfer is pending his/her approval.