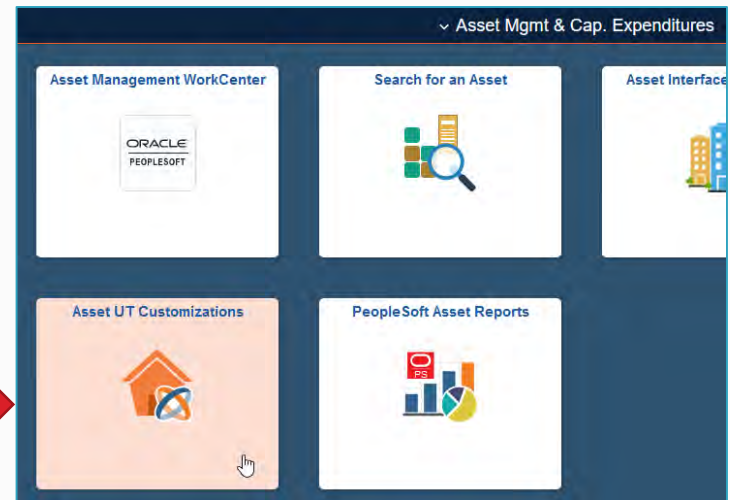
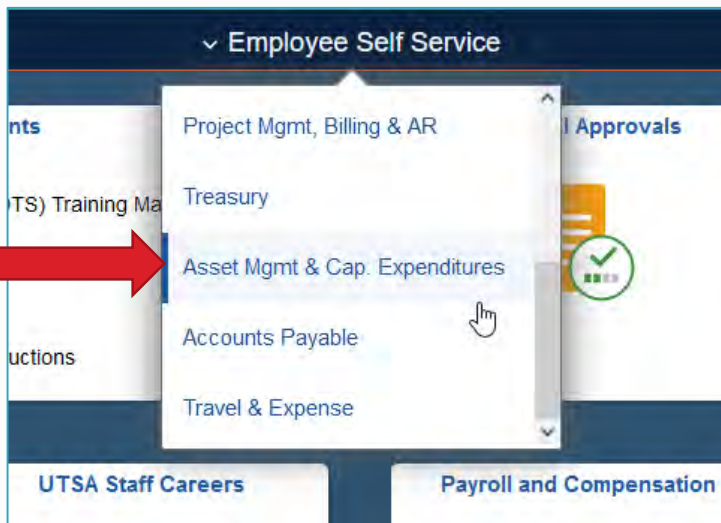


Asset Change Request (ACR) to Another Department: ICP Workflow Process

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.

The screenshot displays the 'Asset Change Request' interface. The top navigation bar includes 'Asset Mgmt & Cap. Expenditures' and 'Asset UT Customizations'. The main content area is titled 'Asset Change Request' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this instruction are two buttons: 'Find an Existing Value' and 'Add a New Value'. A red arrow points to the 'Add a New Value' button. Underneath the buttons is a 'Search Criteria' section with several input fields: 'Transaction ID' (begins with), 'Business Unit' (begins with), 'Asset Identification' (begins with), 'Tag Number' (begins with), 'Approval Status' (=), 'Department' (begins with), and 'Activity Type' (=). At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer bar at the bottom of the interface contains the text 'Find an Existing Value | Add a New Value'.

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.


Asset Change Request


[Find an Existing Value](#) [Add a New Value](#)

Transaction ID

Business Unit 

Asset Identification  

Tag Number 



[Find an Existing Value](#) | [Add a New Value](#)

Processing an ACR to Another Department (cont'd)

3. Review the **Asset Details**:

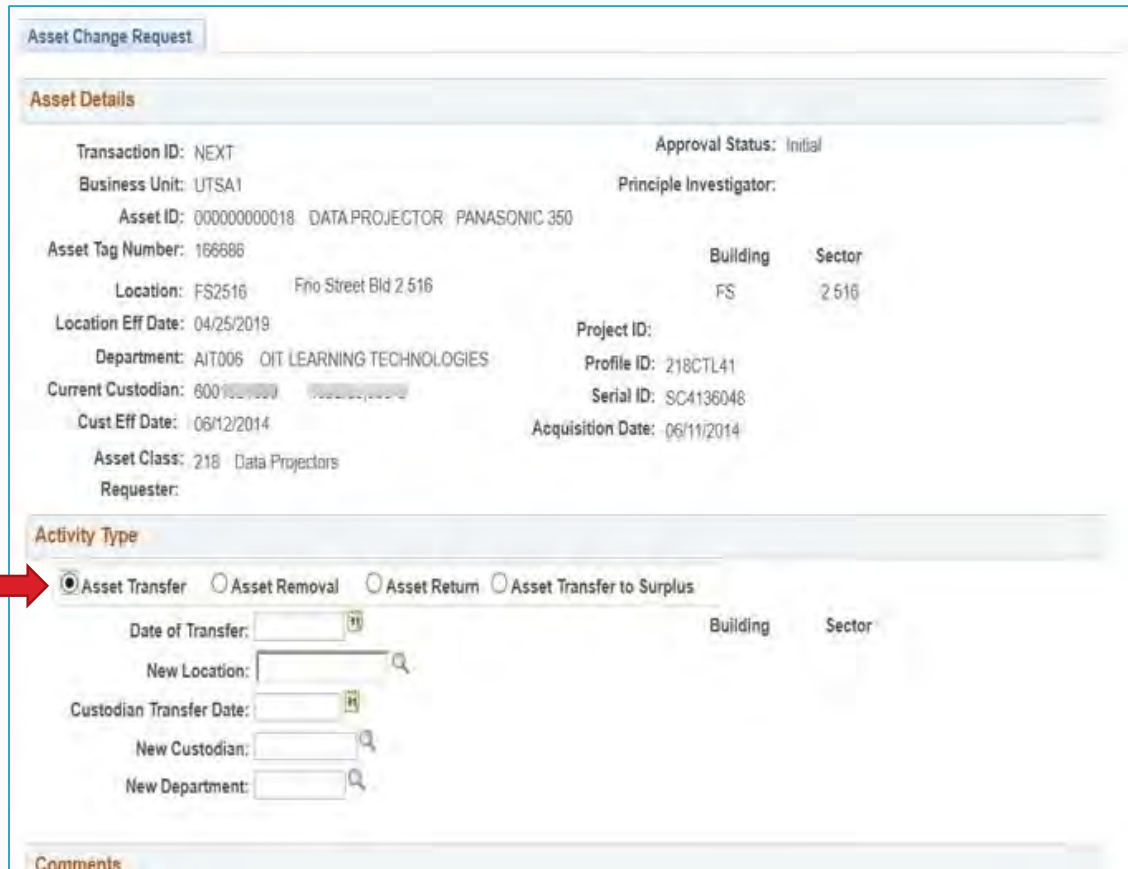
- Current asset details will display
- Verify you are transferring the correct asset to the receiving department

Asset Details	
Transaction ID: NEXT	Approval Status: Initial
Business Unit: UTSA1	Principle Investigator:
Asset ID: 000000000018 DATA PROJECTOR PANASONIC 350	
Asset Tag Number: 166886	Building Sector
Location: FS2516 Frio Street Bld 2 516	FS 2 516
Location Eff Date: 04/25/2019	Project ID:
Department: AIT006 OIT LEARNING TECHNOLOGIES	Profile ID: 218CTL41
Current Custodian: 600 [REDACTED]	Serial ID: SC4136048
Cust Eff Date: 06/12/2014	Acquisition Date: 06/11/2014
Asset Class: 218 Data Projectors	
Requester:	

Only ICPs who have access to the **PeopleSoft AM Module** can submit asset change requests. The ICP is listed as the “requester.”

Processing an ACR to Another Department (cont'd)

4. In the **Activity Type** section, select “Asset Transfer.”



The screenshot displays the 'Asset Change Request' form. The 'Asset Details' section includes the following information:

- Transaction ID: NEXT
- Business Unit: UTSA1
- Asset ID: 000000000018 DATA PROJECTOR PANASONIC 350
- Asset Tag Number: 166698
- Location: FS2516 Frio Street Bld 2.516
- Location Eff Date: 04/25/2019
- Department: AIT006 OIT LEARNING TECHNOLOGIES
- Current Custodian: 60010000000000000000000000000000
- Cust Eff Date: 06/12/2014
- Asset Class: 218 Data Projectors
- Requester:

The 'Activity Type' section shows four radio button options: Asset Transfer, Asset Removal, Asset Return, and Asset Transfer to Surplus. A red arrow points to the 'Asset Transfer' option. Below the radio buttons are several input fields with search icons:

- Date of Transfer: []
- New Location: []
- Custodian Transfer Date: []
- New Custodian: []
- New Department: []

The 'Comments' section is visible at the bottom of the form.

Processing an ACR to Another Department (cont'd)

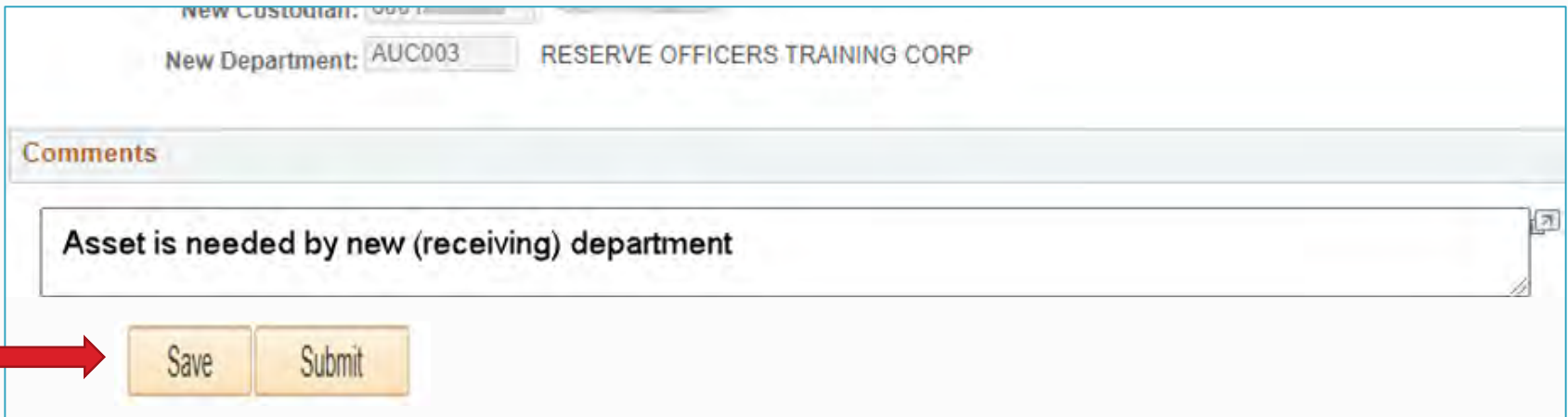
5. Enter the asset transfer information:

- **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

Activity Type		
<input checked="" type="radio"/> Asset Transfer	<input type="radio"/> Asset Removal	<input type="radio"/> Asset Return
<input type="radio"/> Asset Transfer to Surplus		
Date of Transfer:	04/27/2021	
New Location:	GS1128	Grad School-Res Bld 1.128
Custodian Transfer Date:	04/27/2021	
New Custodian:	6001	
New Department:	AUC003	RESERVE OFFICERS TRAINING CORP
		Building: GSR
		Sector: 1.128

Processing an ACR to Another Department (cont'd)

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



The screenshot shows a web form interface. At the top, there is a field for "New Department:" with the value "AUC003" and the text "RESERVE OFFICERS TRAINING CORP". Below this is a section titled "Comments" with a text area containing the text "Asset is needed by new (receiving) department". At the bottom of the form, there are two buttons: "Save" and "Submit". A red arrow points to the "Save" button.

Processing an ACR to Another Department (cont'd)

A transaction ID number will populate.

Asset Transfer Approval-UTSA1

TRANSACTION_ID=0000000064, BUSINESS_UNIT=UTSA1, ASSET_ID=000000000018, TAG_NUMBER=166686:Pending

UTSA1-Asset Transfer

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.

Asset Transfer Approval-UTSA1

TRANSACTION_ID=0000000064, BUSINESS_UNIT=UTSA1, ASSET_ID=000000000018, TAG_NUMBER=166686:Pending

UTSA1-Asset Transfer

Pending

Multiple Approvers
Current Department Manager

Not Routed

Multiple Approvers
New Department Manager

Not Routed

Multiple Approvers
Inventory Department Approvers

Date Time: 05/12/2020 04:40 PM Status: Submitted Updated by: [REDACTED] UTShare
TEST