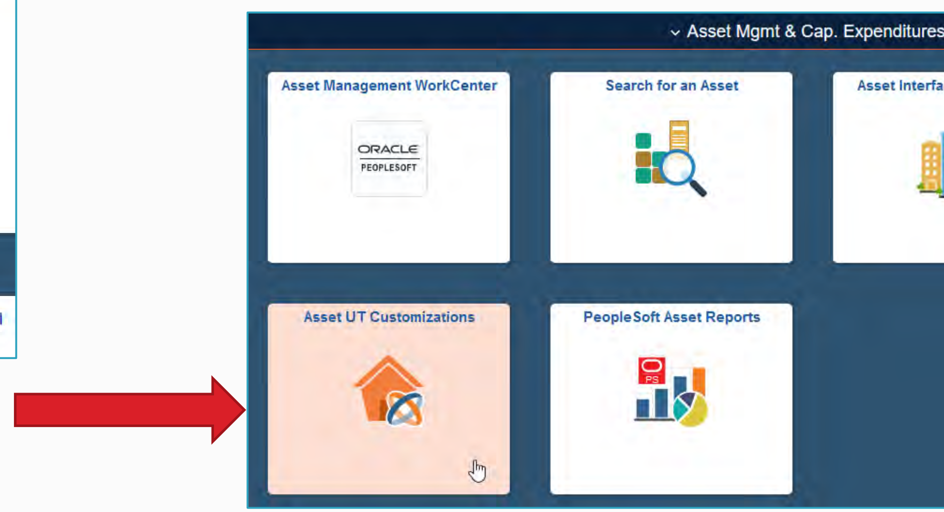
Asset Change Request (ACR) to Another Department: ICP Workflow Process

Job Aid

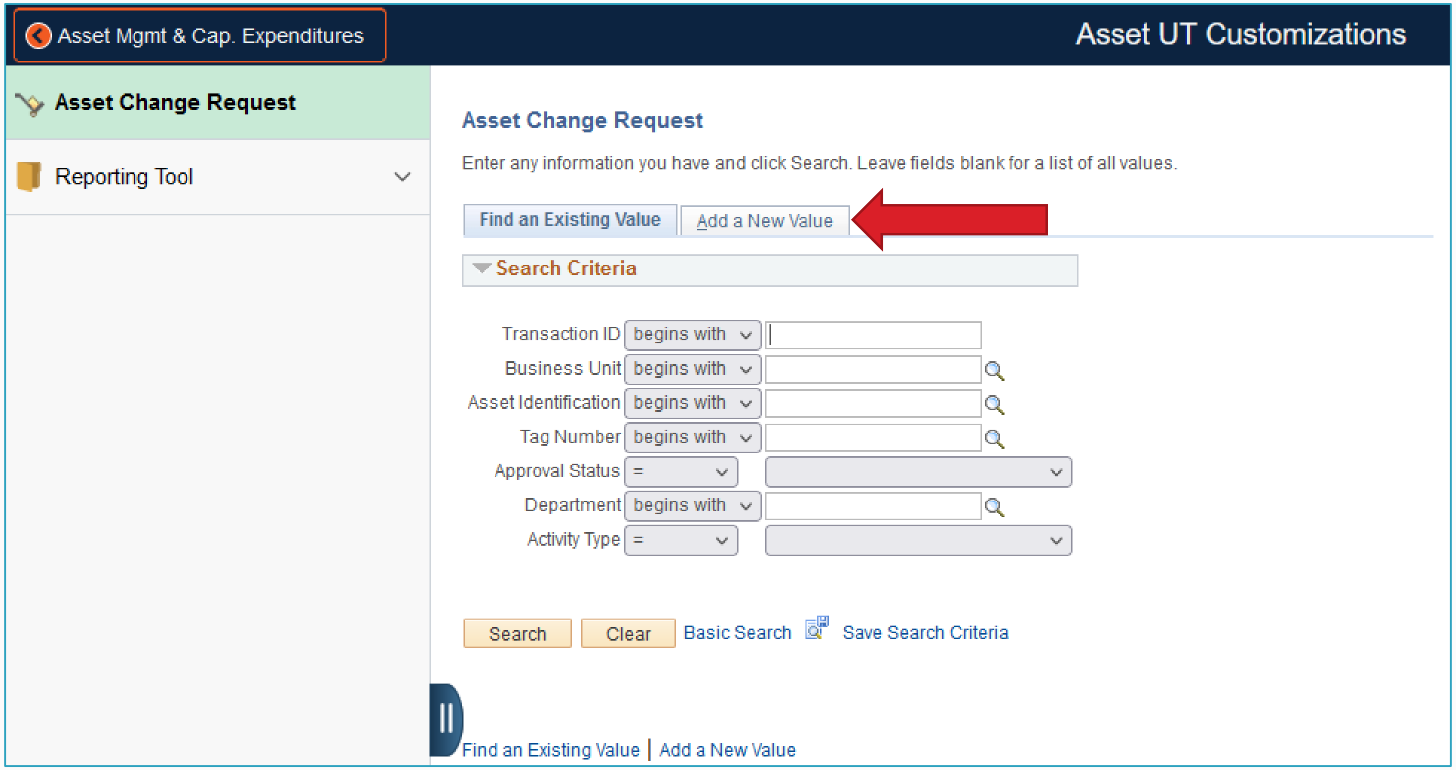
Processing an ACR to Another Department

Select the **Asset Mgmt & Cap. Expenditures (AM) Module** to access the “Asset UT Customizations” tile.



Processing an ACR to Another Department (cont'd)

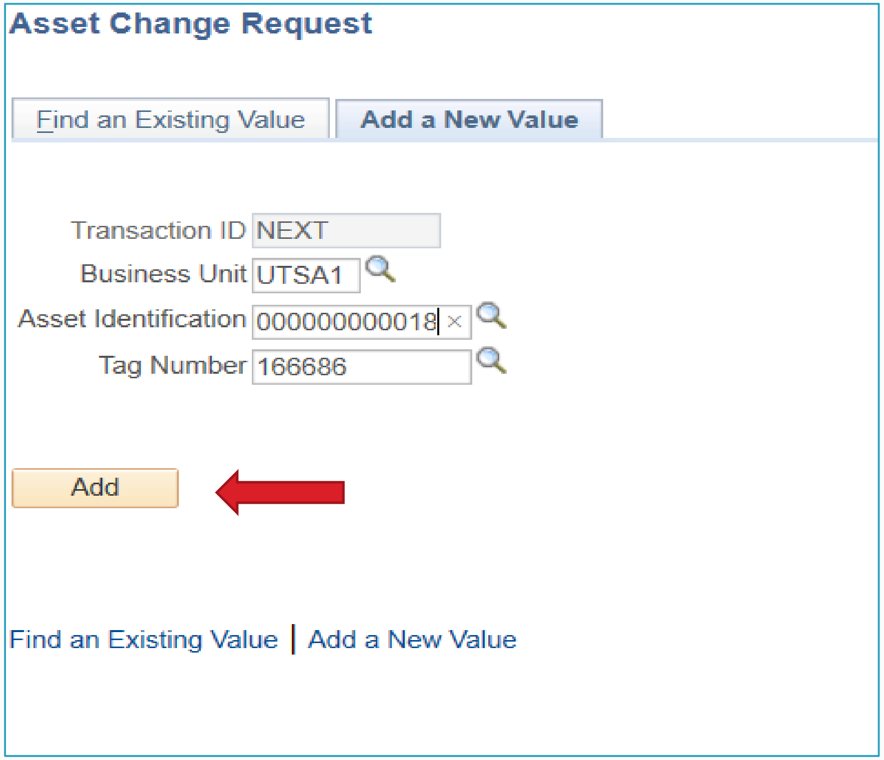
Click on "Add a New Value" tab.



Processing an ACR to Another Department (cont'd)

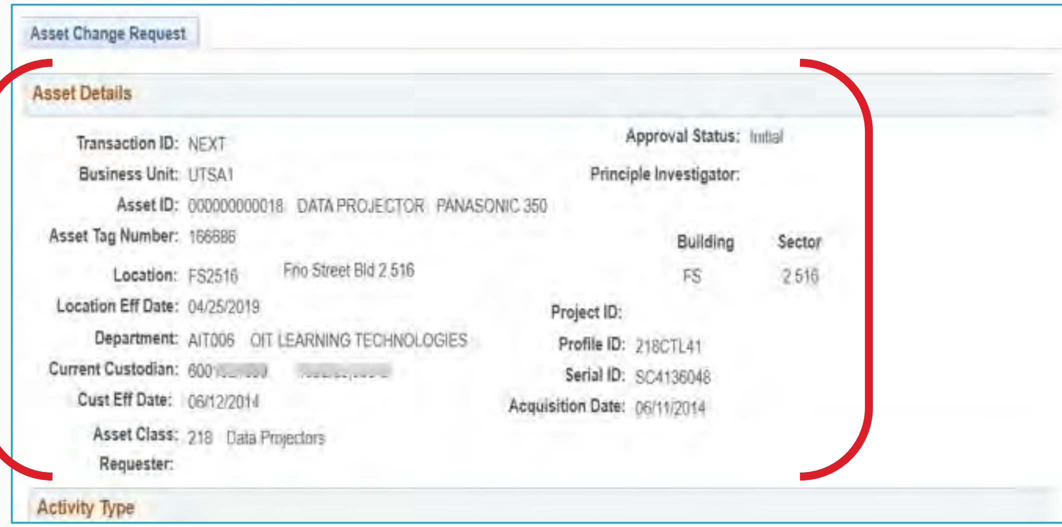
1. Enter the following:
   - Business unit code: **UTSA1**
   - Tag number of the asset to be transferred to the receiving department
2. Click "Add"

Note: The "Transaction ID" and "Asset Identification" populate with default values.



Processing an ACR to Another Department (cont’d)

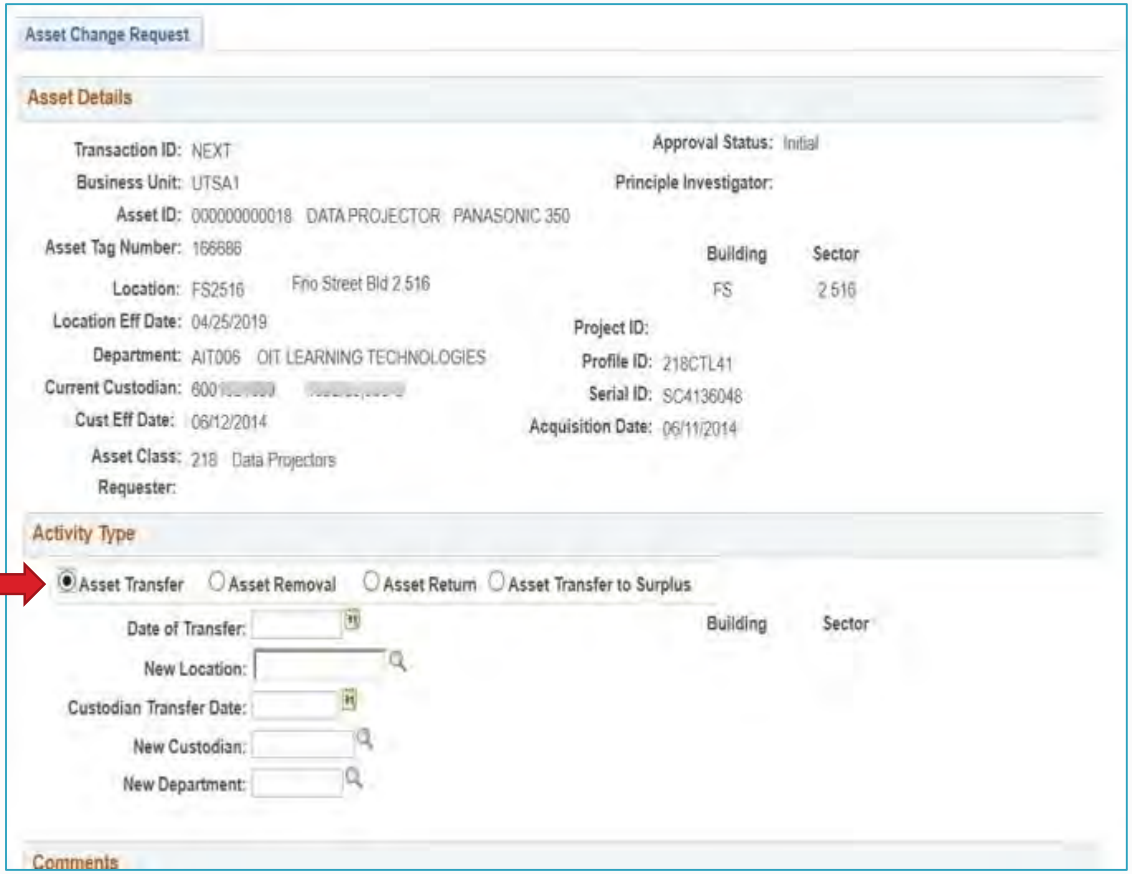
3. Review the **Asset Details**:
    - Current asset details will display
    - Verify you are transferring the correct asset to the receiving department



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

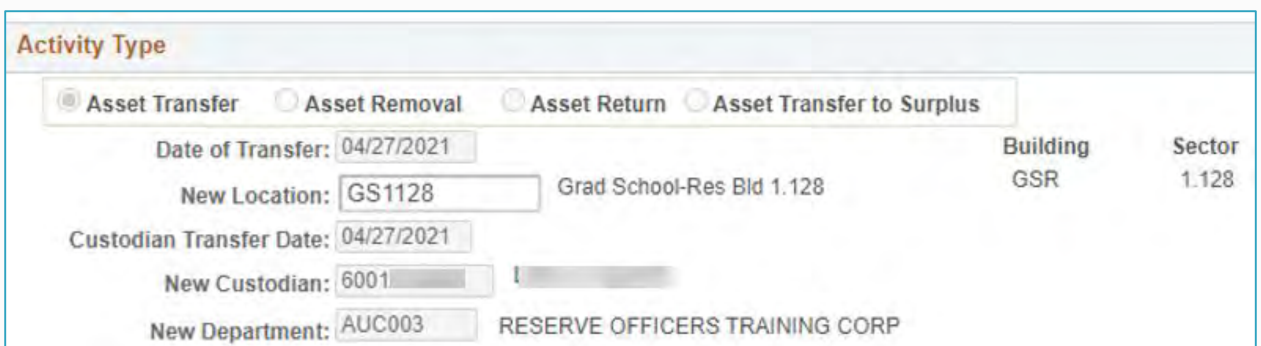
Processing an ACR to Another Department (cont'd)

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



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

Asset Transfer | Asset Removal | Asset Return | Asset Transfer to Surplus

Date of Transfer: 04/27/2021

New Location: GS1128 Grad School-Res Bld 1.128

Building: GSR

Sector: 1.128

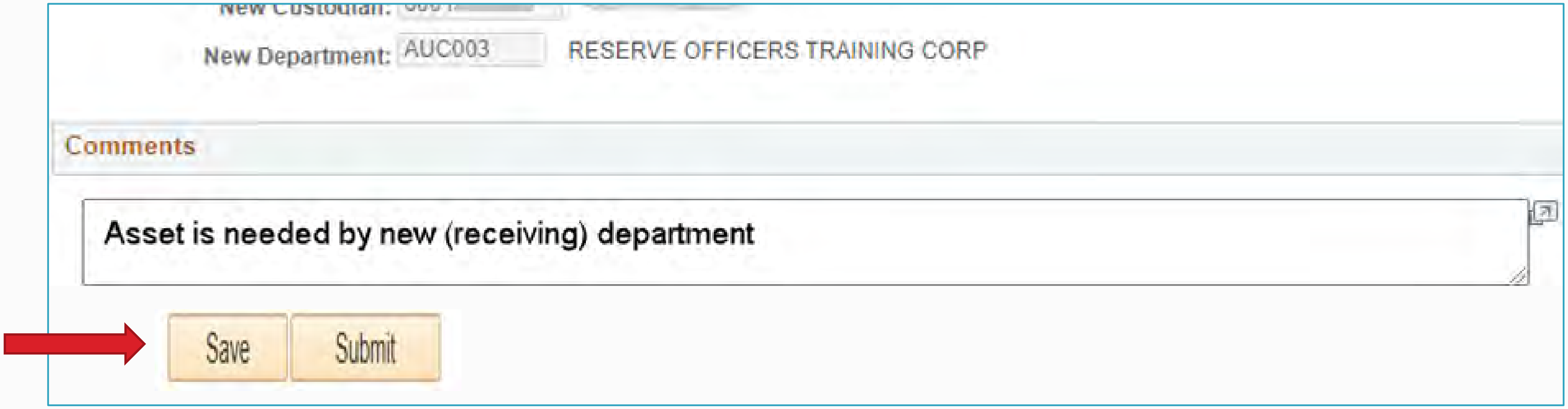
Custodian Transfer Date: 04/27/2021

New Custodian: 6001[redacted]

New Department: AUC003 RESERVE OFFICERS TRAINING CORP

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



Processing an ACR to Another Department (cont'd)

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.