

Check the Status of an Asset Change Request (ACR)

Job Aid

Checking the Status of the ACR

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

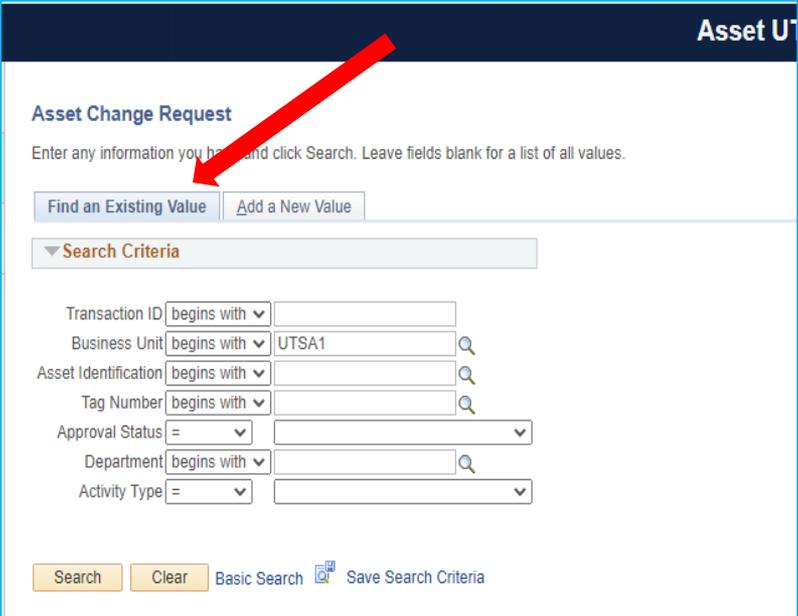


Checking the Status of the ACR

After submitting an ACR, you may check the status of your pending request.

Navigate to the **Asset Change Request** screen.

- Select the “Find an Existing Value” tab
- Enter the Business Unit: **UTSA1**
- Click “Search”



The screenshot shows the 'Asset Change Request' search interface. At the top right, it says 'Asset U'. Below that, the title 'Asset Change Request' is displayed. A red arrow points to the 'Find an Existing Value' tab. Below the tabs, there is a search criteria section with the following fields:

- Transaction ID: begins with []
- Business Unit: begins with [UTSA1]
- Asset Identification: begins with []
- Tag Number: begins with []
- Approval Status: = []
- Department: begins with []
- Activity Type: = []

At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Checking the Status of the ACR

To locate an existing value, you can check the status of a pending transfer.

- Enter the your “Department” ID
- Click “Search”

Asset Change Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

▼ **Search Criteria**

Transaction ID	begins with	<input type="text"/>
Business Unit	begins with	UTSA1 
Asset Identification	begins with	<input type="text"/> 
Tag Number	begins with	<input type="text"/> 
Approval Status	=	<input type="text"/>
Department	begins with	BFA005 
Activity Type	=	<input type="text"/>

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Checking the Status of the ACR

If status is “In Process,” click the link to view more details.

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All First 1-3 of 3 Last

Transaction ID	Business Unit	Asset Identification	Tag Number	Approval Status	Department	Activity Type
0000000052	UTSA1	000000004275	170859	Complete	BFA005	Transfer
0000000382	UTSA1	154004-1	154004	Complete	BFA005	Surplus
0000003862	UTSA1	136000-1	136000	In Process	BFA005	Surplus

Find an Existing Value | Add a New Value

Checking the Status of the ACR

Asset Change Request

Asset Details

Transaction ID: 0000003862		Approval Status: In Process	
Business Unit: UTSA1		Principle Investigator:	
Asset ID: 136000-1	GOLF CART: 2003 CLUB CAR CARRY	Asset Tag Number: 136000	
Financing Code		Building	Sector
Location: SC1104	Support Svcs: Fcll C 1 104	SFC	1.104
Location Eff Date: 04/22/2020		Project ID:	
Department: BFA005 INVENTORY		Profile ID: 720CAP41	
Current Custodian: 6001157768 <small>Barbara Gonzalez</small>		Serial ID: E0313-267096	
Cust Eff Date: 08/08/2017		Acquisition Date: 08/10/2003	
Asset Class: 720 Other Equipment: Forklift			
Requester: 6001 <small>Gonzalez, Barbara</small>			

Activity Type

Asset Transfer
 Asset Removal
 Asset Return
 Asset Transfer to Surplus

Sanitization Date: 07/28/2021 Asset Condition: Fair

Sanitization Method: Operational

Date of Surplus: 07/28/2021

New Location: CASURPLUSA CAR SURPLUSA OTHER LOCATION Building: CAR Sector: SURPLUSA

Custodian Transfer Date: 07/28/2021

New Custodian: 6001157768 Barbara Gonzalez

Surplus Department ID: BFA016 SURPLUS SALES AND SERVICE

Comments

Asset Transfer Approval-UTSA1

TRANSACTION_ID=0000003862, BUSINESS_UNIT=UTSA1, ASSET_ID=136000-1, TAG_NUMBER=136000:Pending

Approved
AM-Fleet Management
09/01/21 - 7:55 AM

Approved
Current Department Manager
09/01/21 - 10:28 AM

Pending
Multiple Approvers
Surplus Administrative Approve

Not Routed
Multiple Approvers
Surplus Property Approvers

Date Time: 09/01/2021 07:55 AM Status: Approved Updated by: [User]
 ok to surplus
 Date Time: 07/28/2021 01:08 PM Status: Submitted Updated by: [User]
 Golf cart is old and not being used, and is racking up monthly maintenance charges (battery, tires,

Checking the Status After the ACR Is Approved

When the status of the ACR shows approved, verify the update in the **AM module**. To view the updated location, navigate to “Basic Add.”

The screenshot illustrates the navigation path within the Employee Self Service portal. A red arrow points to the 'Asset Mgmt & Cap. Expenditures' option in the left-hand menu. Another red arrow points from the 'Asset Transactions' tile to the 'Basic Add' option in the 'Asset Mgmt & Cap. Expenditures' sub-menu. A third red arrow points from the 'Basic Add' option to the 'Asset Basic Information' section of the sub-menu.

Employee Self Service

- Project Mgmt, Billing & AR
- Treasury
- Asset Mgmt & Cap. Expenditures
- Accounts Payable
- Travel & Expense

Asset Mgmt & Cap. Expenditures

- Owned Assets
 - Express Add
 - Basic Add**
 - Copy Existing Asset
 - Search for an Asset
- Asset Book & Financial Trans

Asset Basic Information

Enter any information you have and c

Find an Existing Value Keyword

Search Criteria

*Business Unit

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Checking the Status After the ACR Is Approved (cont'd)

Select the "Location/Comments/Attributes" tab.

The screenshot displays the 'Asset Transactions' system interface. The 'Location/Comments/Attributes' tab is highlighted with a red circle. The interface shows the following details:

- Unit: UTSA1
- Asset ID: 000000011292
- Asset Description: LAPTOP CPU: LATITUDE V100
- Tag: 177099
- Status: In Service

The 'Location' section is expanded, showing the following information:

- Effective Date: 09/22/2021
- Effective Sequence: 1
- Location: NP1002 (North Paseo Bld 1.002)
- Area ID: (empty)
- Address 1: UTSA
- City: San Antonio
- County: Bexar
- State: TX, Texas
- Country: USA, United States
- Geo Code: (empty)
- Document: (empty)
- Jurisdiction: Sector 1.002, Postal 78249

Checking the Status After the ACR Is Approved (cont'd)

View the “Location,” “Custodian Information” and “Chartfields” sections to verify updated effective date, and department code.

The screenshot displays the 'Asset Transactions' interface. At the top, there are tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', and 'Location/Comments/Attributes'. Below the tabs, the following information is visible: Unit UTSA1, Asset ID 000000011292, LAPTOP CPU: LATITUDE 7400, and Tag 177. The 'Location' section includes fields for Effective Date (09/27/2021), Effective Sequence, Location (A21118), and Area ID. The 'Custodian Information' section includes fields for Effective Date (09/27/2021), Custodian (Smith, John), and Empl ID (6001234567). The 'Chartfields' section includes fields for Fund Code (3105), Department (BFA005), Cost Center (DXM003), Function (700), Program Code, and Project. The Department field 'BFA005' is circled in red.

Section	Field	Value
Location	Effective Date	09/27/2021
	Effective Sequence	
	Location	A21118
	Area ID	
Custodian Information	Effective Date	09/27/2021
	Custodian	Smith, John
	Empl ID	6001234567
Chartfields	Fund Code	3105
	Department	BFA005
	Cost Center	DXM003
	Function	700
	Program Code	
	Project	