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”
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”
Checking the Status of the ACR

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

Inventory Department
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.”
Checking the Status After the ACR Is Approved (cont’d)

Select the “Location/Comments/Attributes” tab.
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.