Update Asset User (Custodian) in PeopleSoft Asset Management & Capital Expenditures (AM) Module

Job Aid
User (Custodian) Change

User (custodian) changes are processed under the “Asset Transactions” tile in the Asset Mgmt & Cap. Expenditures (AM) module.
User (Custodian) Change (cont’d)

Select “Basic Add” to begin a search using the asset tag number.
User (Custodian) Change (cont’d)

Enter the asset tag number in the “Tag Number” field, then click “Search.”
User (Custodian) Change (cont’d)

To process a user (custodian) change, select the “Manufacture/License/Custodian” tab on the Asset Transaction screen.
User (Custodian) Change (cont’d)

Before entering a new user (custodian), click on the plus (+) icon in the “Custodian Information” tab to automatically populate the current effective date.

IMPORTANT: Never change or update any fields in the “Chartfields” section!
Enter the employee ID# of the new user (custodian) in the “Empl ID” field. Click on the magnifying glass icon next to the “Empl ID” field to search for the employee if you do not have the Emp ID number.
User (Custodian) Change (cont’d)

In the “Look Up” box, type the number 6 in the “Employee ID” field to narrow the search to UTSA employees only. Type in the last name and click the “Look Up” button. Search for the employee name and click on it.
User (Custodian) Change (cont’d)

Click “Save” to save your changes.

Notice the new user(custodian) name and effective date.