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

Job Aid
View ACR in Pending Status

When the ACR is submitted, it routes and notifies each department manager of the pending approvals:

- **Current Department Manager**: Approval from losing department
- **New Department Manager**: Acceptance approval from gaining department
- **Inventory Department Approvers**: Final approvers
ACR Approval Options

Managers can access and approve the ACR via the following four options:

1. E-Notification email (recommended)
2. "Financial Approvals" tile in PeopleSoft
3. "Notification Flag" in PeopleSoft
4. "Navigator" in PeopleSoft

Let’s review each in more detail.
Approving the ACR Email e-Notification

Department managers can click on the link in the email notification.

- The link opens directly to the “Asset Transfer Details” screen.
Approving the ACR
Financial Approvals Tile

Department managers can navigate to the ACR through the PeopleSoft “Financial Approvals” tile.

- Enter the “Business Unit” and “Tag Number” to search for the ACR request
Approving the ACR Notification Flag

Department managers can access the ACR request through the PeopleSoft "Notification Flag" icon.

- Select the link to the ACR
- Enter the "Business Unit" and "Tag Number" to search for the request
Approving the ACR Navigator

Department managers can access the ACR request through the PeopleSoft “Navigator” icon.

- Click on the “Navigator” icon, then click through each sub-menu to reach the “Asset Change Request” screen
  1. Financials
  2. UTZ Customizations
  3. Asset Management
  4. Asset Change Request
- Enter the “Business Unit” and “Tag Number” to search for the request
Approving the ACR

Asset Transfer Approval Page

At the bottom of the Asset Change Request screen, click “Approve.”

The approval workflow shows the routing to the next approver.
ACR Final Approval

The final approval is completed by the Inventory Department approvers:

• **Pending**
  - ACR status will remain as PENDING until all department managers in the approval workflow approve the transfer.

• **Approved**
  - The ACR status will update to APPROVED once the Inventory Department approvers complete the transfer.
  - ICPs should navigate to the "Basic Add" screen to verify the asset details have been updated.

• **Denied (terminated)**
  - Transfers may be denied at any approver level.
  - Denied transfers will be returned to the requestor.