

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

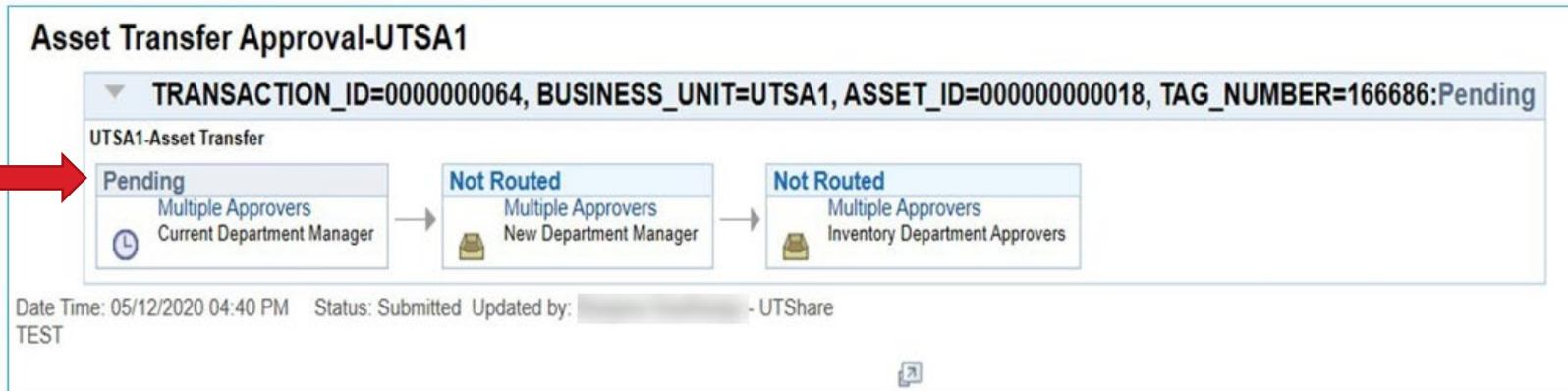
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Job Aid

# 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.

1

PeopleSoft-Action Required-UTSA1 Asset Transfer. Approval for Asset ID "000000000018" and Tag Number "166686"

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 **Workflow@utsystem.edu**  
Tue 5/12/2020 4:40 PM  
To: @utsa.edu.utz; @utsa.edu.utz +2 others

Asset request for "Asset Transfer" needs your attention  
Transaction ID 0000000064  
Business Unit UTSA1  
Asset ID: 000000000018  
Tag Number 166686  
Description DATA PROJECTOR: PANASONIC 350

Link:  
[https://zaih-  
tst.utshare.utsystem.edu/psp/ZAIHTST/EMPLOYEE/ERP/c/UTZ\\_CUSTOMIZATIONS.U  
TZ\\_ASSET\\_RQST\\_CMP.GBL?  
Page=UTZ\\_ASSET\\_RQST\\_PNL&Action=U&TRANSACTION\\_ID=0000000064&BUSINE  
SS\\_UNIT=UTSA1&ASSET\\_ID=000000000018&TAG\\_NUMBER=166686](https://zaih-tst.utshare.utsystem.edu/psp/ZAIHTST/EMPLOYEE/ERP/c/UTZ_CUSTOMIZATIONS.U<br/>TZ_ASSET_RQST_CMP.GBL?Page=UTZ_ASSET_RQST_PNL&Action=U&TRANSACTION_ID=0000000064&BUSINE<br/>SS_UNIT=UTSA1&ASSET_ID=000000000018&TAG_NUMBER=166686)

# 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

2

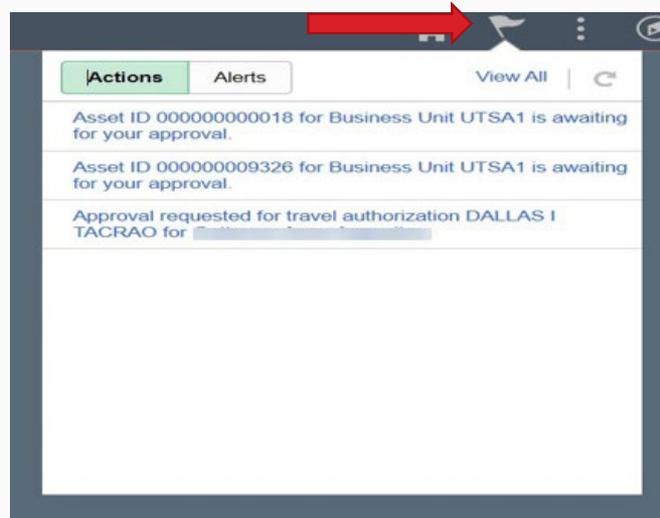
The screenshot displays the 'Employee Self Service' dashboard. A red arrow points from the 'UTSA Announcements' section to the 'Financial Approvals' tile. The 'Financial Approvals' tile shows a document icon with a green checkmark and a '0' in the bottom right corner. Other tiles include 'UTSA Announcements', 'HRMS Approvals', 'My Reports', 'UTSA Staff Careers', 'Payroll and Compensation', and 'Personal Details'.

# 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

3

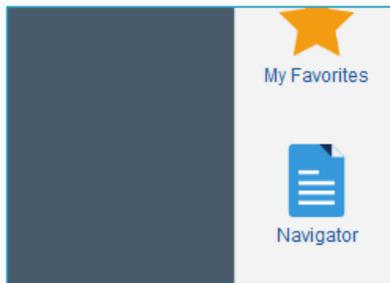


Inventory Department

# Approving the ACR Navigator

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

4

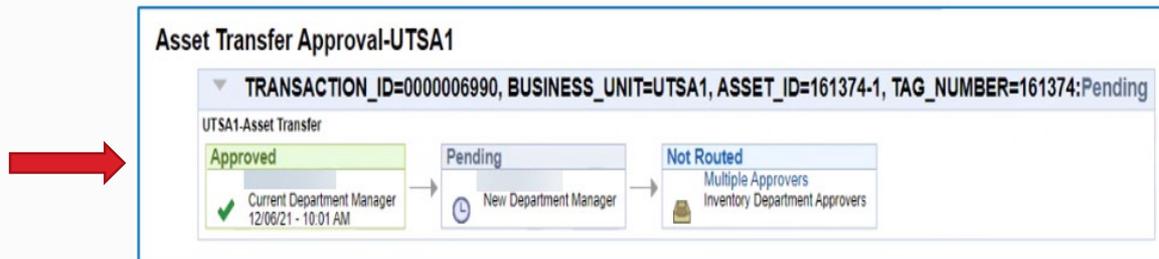


- Click on the “Navigator” icon, then click through each sub-menu to reach the “Asset Change Request” screen
  1. Financials
  2. UTZ Customizations
  3. Asset Management
  4. Asset Change Request
- Enter the “Business Unit” and “Tag Number” to search for the request

# 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.