Asset Management Asset Changes and Workflow
# Table of Contents

**Overview** .......................................................................................................................... 1  
Terminology ............................................................................................................................ 1  
**UTShare Roles** ..................................................................................................................... 2  
Distribution Services ................................................................................................................ 2  
Inventory Contact ................................................................................................................... 3  
Inventory Services .................................................................................................................. 3  
Department Head .................................................................................................................... 3  
Custodian ....................................................................................................................................... 3  
**Asset Changes** ..................................................................................................................... 4  
**Navigation** ........................................................................................................................... 4  
**Asset Transfer** ...................................................................................................................... 5  
  Steps to Submit Asset Transfer ................................................................................................. 5  
**Asset Removal** .................................................................................................................... 8  
  Steps to Submit Asset Removal ............................................................................................... 9  
**Asset Return** ........................................................................................................................ 12  
  Steps to Submit Asset Return ................................................................................................. 12  
**Asset Transfer to Surplus** .................................................................................................... 16  
  Steps to Submit Transfer to Surplus ...................................................................................... 16  
**Approvals** ........................................................................................................................... 19  
  Navigation ............................................................................................................................... 19  
  Reviewing Asset Transfer ...................................................................................................... 21
Overview

Assets are managed in UTShare which streamlines the process through to approval.

Terminology

Activity Type – These are the UTShare asset “change” options available to choose.

- Asset Transfer – Change department, custodian, or location.
- Asset Removal – Used to obtain approvals to remove assets from campus temporarily.
- Asset Return – Permanently return items to campus.
- Asset Transfer to Surplus – Transfer items to surplus.

Custodian - The individual primarily responsible for possession, use, and oversight of a specific item of University property to maintain the asset in good working condition and prevent damage, loss, theft, or other harm to the asset.

Controlled Asset: An asset that does not meet the capitalization value threshold, but still must be secured, tracked, and accounted for in the annual inventory due to the nature of the item. Computing devices and firearms are classified as controlled assets if their value is $0.00 to $4999.99.

These classes of assets are classified as controlled if their value is $500.00 - $4,999.99.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Property Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>129</td>
<td>Sound Systems and Other Audio Equipment</td>
</tr>
<tr>
<td>130</td>
<td>Camera- Portable – Digital, SLR</td>
</tr>
<tr>
<td>131</td>
<td>TVs, Video Players/Recorders</td>
</tr>
<tr>
<td>218</td>
<td>Data Projectors</td>
</tr>
<tr>
<td>735</td>
<td>Unmanned Aerial Vehicles (UAV) Drones</td>
</tr>
</tbody>
</table>

Inventory Services enters the device information necessary to add the asset into UTShare for controlled assets.
**Capital Asset** – Real or personal property that has an estimated life of greater than one year and a value equal to or greater than the capitalization threshold established for that asset type. The threshold values for capitalized assets include the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Threshold Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tangible Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>$5,000</td>
</tr>
<tr>
<td>Vehicles, boats and aircraft</td>
<td>$5,000</td>
</tr>
<tr>
<td>Other capital assets</td>
<td></td>
</tr>
<tr>
<td>- Books - Historical, Manuscripts &amp; Rare Publications</td>
<td>$0</td>
</tr>
<tr>
<td>- Works of art and historical treasures</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Intangible Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Computer software</td>
<td>$100,000</td>
</tr>
<tr>
<td>Internally developed computer software</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Other intangible capital assets</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

**Accounting Services** will enter the device information necessary to add the capital asset into UT Share.

**Surplus Property** – Property that exceeds the University’s needs and is not required for the University’s foreseeable needs. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another purpose.

**UTShare Roles**

**Distribution Services**

- Receives and distributes property within the University.
- Assists with the move and shipping of large assets as requested.
- Collaborates with Inventory Services and provides information necessary to ensure UT Share is accurate and up to date at all times.
- Oversees and maintains the storage, evaluation, and handling of all surplus property.
- Ensures surplus property is available for inspection and reclamation by University staff.
- Assigns inventory tag numbers for assets and provides inventory tags to the departments as needed.
Inventory Contact

- Serves as the principal department contact regarding all property possessed and controlled by that department.
- Serves as the department’s primary liaison to Inventory Services and Distribution Services.
- Ensures the inventory asset tag is in place and accessible.
- Has access and knowledge of all assets in their area.
- Maintains all department asset information in UTShare.

Inventory Services

- Serves as a resource for University staff who are responsible for ensuring all departmental assets are properly tagged.
- Approves Asset Transfer and Asset Transfer to Surplus asset changes made in UTShare.
- Provides other assistance and collaborates with University personnel as needed.
- Provides replacement inventory tags to the departments as needed.

Department Head

- Responsible for the care and safeguarding of all University property assigned to, possessed or in use by their respective departments.
- Responsible for ensuring inventory contacts and all department staff abide by the requirements of these procedures.
- Makes recommendations for the acquisition of University property.
- Approves UTShare Asset Changes.
- Approves gifts-in-kind and/or donations to his or her department.

Note: A list of University departments is maintained by Inventory Services and can be obtained by email request to Inventory Services at inventory@uta.edu.

Custodian

- Maintains possession of and control over department property assigned to their custody.
- Responsible for knowing the location of the property assigned to them.
- Provides asset change information promptly to the department’s inventory contact.
# Asset Changes

Four types of asset changes will be managed in UTShare.

1. **Asset Transfer**
   - They are used to transfer an asset to another department within the University. Changes to locations and custodians are included in the Asset Transfer activity.

2. **Asset Removal**
   - Used to obtain approval to remove assets from campus temporarily

3. **Asset Return**
   - They are used to acknowledge receipt of an Offsite asset that has been returned to campus.

4. **Asset Transfer to Surplus**
   - Transfer items to Surplus Property.

# Navigation

Navigate to the Asset Change Request page: NavBar > Financials > UTZ Customizations > Asset Management > Asset Change Request. The Asset Change Request landing page displays:

1. Each Asset Change starts by clicking the **Add a New Value** button.
Asset Transfer

The Asset details page has three panels:

- The **Asset Details panel** has the selected asset’s current information including the asset classification, location, and custodian.
- The **Activity Type panel** determines the asset transaction. The information requested will change depending on the activity choice.
- The **Comments panel** is used to enter any necessary details about the asset change and is optional for Asset Transfer.

**Steps to Submit Asset Transfer**

1. To create a new Asset Transfer, navigate to the Asset Change Request page: **NavBar > Financials > UTZ Customizations > Asset Management > Asset Change Request**. The Asset Change Request landing page

2. Click the **Add a New Value** button.
3. Enter Business Unit **UTARL**

4. Enter the Asset Tag Number

5. Click **Add**

*Note: The asset ID and the tag number are related. Populating the asset tag will auto-populate the Asset Identification.*

6. Click the radio button beside **Asset Transfer**. This enables you to change the location and/or the custodian for the asset.

*Note: The asset must be in an On-Campus location to submit this workflow.*

7. Enter the **Date of Transfer** (Use today’s date).
8. Enter or search for the **New Location** code.

![Look Up New Location](image)

9. Enter the **Custodian Transfer Date** *(today's date)*.

10. Enter or search for the **New Custodian**.

11. Enter or search for the **New Custodian Department**.

12. Enter **Comments** *(optional for Asset Transfer)*.

   **Note:** *If comments were entered, they will disappear from the Comments box and move below the box with a date/time stamp, the name of who made the asset update, and the comments if entered.*

13. Click the **Submit** button to submit to Workflow Approval. Once submitted a Transaction ID will be assigned and the workflow approvals display.
14. The Approval workflow will display with the status as Pending.

![Asset Change Request Image]

*Note: Once approved the asset change will be made in UTShare.*

**Asset Removal**

The Asset Removal option is used to obtain approvals to remove assets from campus temporarily.

The Asset details page has three panels:

- The **Asset Details panel** has the selected asset’s current information including the asset classification, location, and custodian.
- The **Activity Type panel** determines the asset transaction. The information requested will change depending on the activity choice.
The Comments panel is used to enter any necessary details about the asset change and is required for Asset Removal.

Steps to Submit Asset Removal

1. To create an Asset Removal Request, navigate to the Asset Change Request page: NavBar > Financials > UTZ Customizations > Asset Management > Asset Change Request.
2. Click the Add a New Value button.

3. Enter Business Unit UTARL
4. Enter the Asset Tag Number
5. Click Add

Note: The asset ID and the tag number are related. Populating the asset tag will auto-populate the Asset Identification.
6. Click the radio button beside **Asset Removal**.

**Note:** *The asset must be in an On-Campus location to submit this workflow.*

7. Enter the **Date of Removal** (today’s date).

8. Enter or search for the proper **Off-Campus location code**.
9. Enter required **Comments**.
   - **Comments are required for Asset Removal.** “For home use or travel” is an appropriate comment for Removal. Do not enter personal addresses in the comments section.

   **Note:** The comments will disappear from the Comments box and move below the box with a date/time stamp, the name of who made the asset update, and the comments if entered.

10. Click **Submit** to submit for workflow approval, the Transaction ID will display in the Approval flow and the status will show as Pending.
Note: The Current Custodian is notified to Approve the transfer. Once approved the Current Department Manager will be notified to approve the final part of the process. Once approved the asset change will be made in UTShare.

Asset Return

An Asset Return Request is used to acknowledge receipt of an Offsite asset that has been returned to campus.

The Asset details page has three panels:

- The **Asset Details panel** has the selected asset’s current information including the asset classification, location, and custodian.
- The **Activity Type panel** determines the asset transaction. The information requested will change depending on the activity choice.
- The **Comments panel** is used to enter any necessary details about the asset change and is optional for Asset Return.

**Steps to Submit Asset Return**
1. Navigate to the Asset Change Request page: **NavBar > Financials > UTZ Customizations > Asset Management > Asset Change Request.**

2. Click the **Add a New Value** button.

3. Enter Business Unit **UTARL**

4. Enter the Asset Tag Number

5. Click **Add**

**Note:** The asset ID and the tag number are related. Populating the asset tag will auto-populate the Asset Identification.
6. Click the radio button beside **Asset Return**

![Asset Change Request](image)

**Note:** *Asset Return Workflow is based on an Asset being returned from an Offsite location to an on-campus location. The asset must be in an Offsite location to submit this workflow.*

5. Enter the **Date of Return** (today’s date).

6. Enter or search for the **New Location**.

![Look Up New Location](image)
7. Enter **Comments**. Comments are optional for Asset Return.

**Note:** *The comments will disappear from the Comments box and move below the box with a date/time stamp, the name of who made the asset update, and the comments if entered.*

![Comments box](image)

8. Click the **Submit** button to submit to Workflow Approval. Once submitted a Transaction ID will be assigned and the workflow approvals display.

**Note:** *The Current Department Manager will be notified to approve. Once approved the asset change will be made in UTShare.*
Asset Transfer to Surplus

The Asset Transfer to Surplus request is used to transfer items to Surplus Property. Surplus Property is property that exceeds the University’s needs and is not required for the University’s foreseeable needs. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another purpose.

The Asset details page has three panels:

- The **Asset Details panel** has the selected asset’s current information including the asset classification, location, and custodian.
- The **Activity Type panel** determines the asset disposition. The information requested will change depending on the activity choice.
- The **Comments panel** is used to enter any necessary details about the asset change and is required for Transfers to Surplus.

Steps to Submit Transfer to Surplus

1. Navigate to the Asset Change Request page: **Navbar > Financials > UTZ Customizations > Asset Management > Asset Change Request.**
2. Click the **Add a New Value** button.
3. Enter Business Unit **UTARL**

4. Enter the **Tag Number**.

5. Click **Add**

**Note:** The asset ID and the tag number are related. Populating the asset tag will auto-populate the Asset Identification.

6. Click the radio for **Asset Transfer to Surplus**.
7. Enter the **Sanitization Date**.
   a. This is typically today’s date or the date the ASSET was sanitized (*please coordinate with IT to have the HD erased.*)

8. Click the drop-down arrow to Search for the **Sanitization Method**.
   a. **Crypto-Erase**
   b. **D-Ban**
   c. **Degauss**
   d. **Factory Reset**
   e. **Other**

9. Enter the **Date of Surplus**. (today’s date)

10. The New Location (Surplus Location ID) will default to 662-110. (no change needed).

11. The Surplus Department ID will default to 320506. (no change needed).

12. Enter required **Comments**:
   a. Cost center or Project to charge for the HD destruction.
   b. Will drop off at the dock or please schedule a pick-up.

**Note:** The comments will disappear from the Comments box and move below the box with a date/time stamp, the name of who made the asset update, and the comments if entered.

13. Click the **Submit** button to submit to Workflow Approval. Once submitted a transaction ID will be assigned and the workflow approvals display.

**Note:** The approvals vary depending on the type of asset and other factors. At times the PI, Auto Shop, Facilities Management, and Grants and Contracts may be in the workflow in addition to the Department Head and Inventory/Distribution Services.
Approvals

There are multiple ways to approve asset transfers.

Navigation

1. The **Financial Approval Tile** from the Employee Self-Service page.

   ![Employee Self Service](image)

   - **The Financial Approval Tile** from the Employee Self-Service page.

2. The **Email Notification**. An email notification will come into the approver’s inbox with a link that can be used to navigate to the approval screen. The user must be logged in to UTShare for the link to work. See an example email below:

   ---
   Original Message
   From: Workflow@utsystem.edu <Workflow@utsystem.edu>
   Sent: Thursday, February 22, 2024 8:49 AM
   To: deplaptop@ut.edu
   Subject: Approval is Requested for Asset Removal of Asset ID: "100000025422" and Tag Number "141267"

   An Asset Removal Request has been submitted that requires your action:
   Requestor: 1001324567 Maverick, Sam
   Transaction ID: 0000039510
   Business Unit: UTAIRL
   Asset ID: 100000025422
   Tag Number: 141267
   Description: LAPTOP DELL LATITUDE 7430

   You can navigate directly to the approval page by clicking the link below:
   [Link to Approval Page]
   ---

   **Note:** There are known issues using the link from the UTShare-generated emails. If the link does not work to access the approvals screen, navigate to the document through the **Financial Approvals tile**.
3. Approve through UTShare Notifications, if the Notifications pane on the right is not displaying, click on the bell icon in the top right nav bar. The actions and alerts will be displayed.
   a. Click on the Asset ID to get to the approval screen.

4. Navigating to the Asset Transfer Page via the Navbar: Financials > UTZ Customizations > Asset Management > Asset Change Request
   a. Enter the Transaction ID.
   b. Enter UTARL in the Business Unit field.
   c. Click Search.
Note: The asset ID and the tag number are related. Populating the asset tag will auto-populate the Asset Identification.

Reviewing Asset Transfer

The navigation paths mentioned above will take you to the page to approve the asset transfer.

5. Review the asset details and the comments.
6. Click the Approve button.

The approval will display with a green checkmark and the workflow will progress on to the next.