Asset Manager Approval Job Aid

There are multiple ways to approve asset transfers.

Navigation


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: developpro@uta.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: 100124467 Maverick, Sam
Transaction ID: 0000039610
Business Unit: UTARL
Asset ID: 100000025422
Tag Number: 141267
Description: LAPTOP DELL LATITUDE 7430

You can navigate directly to the approval page by clicking the link below:
https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.utsystem.edu%2Fasp%2FZAllPrD%2FEMPLOYEE%2FERP%2FUTZ_CUSTOMIZATIONS.UTZ_ASSET_POST.CMP%2FPage%3DUTZ.ATTRIBUTE_POST.PN%2FAction%3D%2FTRANSACTION_ID%3D000000039610%2FBUSINESS_UNIT%3DUTARL%2FASSET_ID%3D100000025422%2FADM_NUM%2F141267%2Fdata%3D05%2FC%2Fknowledge@utexas.edu

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.