

## Asset Manager Approval Job Aid

There are multiple ways to approve asset transfers.

## Navigation

1. 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: <u>Workflow@utsystem.edu</u> < <u>Workflow@utsystem.edu</u> > Sent: Thursday, February 22, 2024 8:49 AM To: deptapprover@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 : 1001234567 Maverick, Sam Transaction ID : 0000039510 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.utshare.utsystem.edu%2Fpsp%2FZAIHPRD%2FEMPLOYEE%2FERP%2Fc%2FUTZ_CUSTOMIZATIONS.UTZ_AS SET_RQST_CMP.GBL%3FPage%3DUTZ_ASSET_RQST_PNL%26Action%3D14%26TRANSACTION_ID%3D000039510%26BUSINESS_UNIT %3DUTARL%26ASSET_ID%3D100000025422%26TAG_NUMBER%3D141267&data=05%7C02%7Cknowledgeservices%40uta.edu%7C7 25a704545564bd6627808dc33d932c6%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C6%742%7C%7C%7C%7C%7C%3data=1RT NklpPNv6TMYTjjayOSUE4zL10z70engp2jRb1vIU%3D&reserved=0

**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.
- 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.



ind an Existing Val	ue						+ Add a New Value
Search Criteria							
Enter any information you	u have and cli	ck Search. Leave fiel	ds blank for	r a list of all valu	es.		
Recent Searches	Choose fr	rom recent searches		~ 0	A Saved Searc	hes Choose from saved searches	V)
Trans	action ID be	gins with 🗸 000004	10868				
Busi	ness Unit be	gins with 🗸 UTARI		Q			
Asset Ide	ntification be	gins with v		Q			
Та	Number be	gins with v		Q			
Approv	val Status =	<b>v</b>		~			
De	epartment be	gins with v		Q			
Act	ivity Type =	<b>~</b>		~			
	∧ Show	fewer options					
	Sea	Clea	r 🗖	Save Search			
Search Results							
1 rows - Use	r ID "1000	153780" Repo	rt ID "000	00040868" +	1 more		
					View All	First 🕚 1 of 1 🕑 Last	
Transaction ID	Business Unit	Asset Identification	Tag Number	Approval Status	Department	Activity Type	
0000040868		10000018825	400000	In Drasaaa	240204	Batum	

**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.

Asset Change Request						
Asset Details						
Transaction ID:         0000040865         Approval Status:         In Process           Business Unit:         UTARL         Principle Investigator:         123608           Asset ID:         10000011895         LAPTOP DELL LATITUDE 7490         Asset Taa Number:         123608           Financing Code         Building         642_213         Sector           Location:         642-213         01/versity Administration Bidg         642_213         213           Location:         670/1/2023         Project ID:         243         213           Department:         340301         OTL Learning and Comms         Profile ID:         284CTL41           Current Custodian:         100/1234567         Serial ID:         279JNQ2         200/000           Cust Eff Date:         05/01/2023         Accusition Date:         08/01/2018         Accusition Code						
Asset Class: 284 Portable CPU (Not Apple) Requester: 1001234567 Trinity, River Asset Title:						
Activity Type						
○ Asset Transfer ○ Asset Removal ○ Asset Return						
Sanitization Date:     03/27/2024       Sanitization Method:     Factory Res       Date of Surplus:     03/26/2024       New Location:     662-110       Wetsel Service Center     662_110       Custodian Transfer Date:     03/25/2024       Surplus Department ID     320506       Surplus Property						
Comments						
Approve Deny Asset Transfer Approval-UTARL						
	08. Ponding					
TRANSACTION_ID=0000040000, BUSINESS_UNIT=UTARL, ASSET_ID=100000011690, TAG_NUMBER=123608:Pendin						
Pending     Not Routed       Multiple Approvers     Multiple Approvers       Current Department Manager     Surplus Property Approvers						

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

Comments	
	la II.
Asset Transfer Approval-UTARL	
TRANSACTION_ID=0000040865, BUSINESS_UNI	T=UTARL, ASSET_ID=100000011895, TAG_NUMBER=123608:Pending
UTARL-Asset Transfer	
Approved Nedderman, Blaze Current Department Manager 03/28/24 - 5:01 PM	
Date Time: 03/28/2024 11:12 AM Status: Initial Updated by: Transferring to surplus.	(I)
C Return to Search t Previous in List	