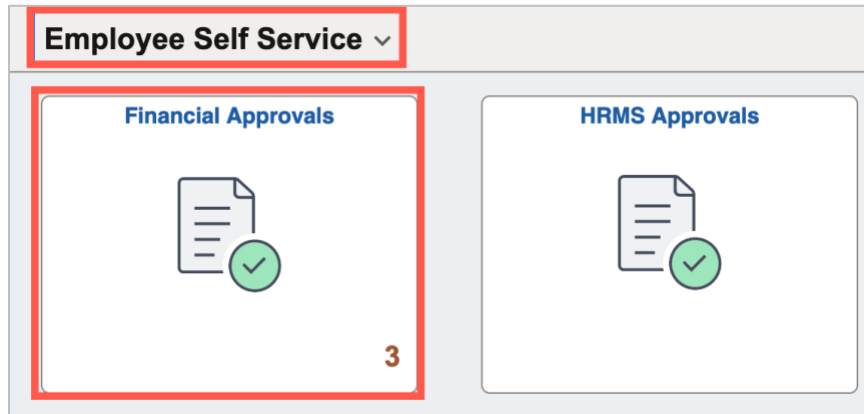


Asset Manager Approval Job Aid

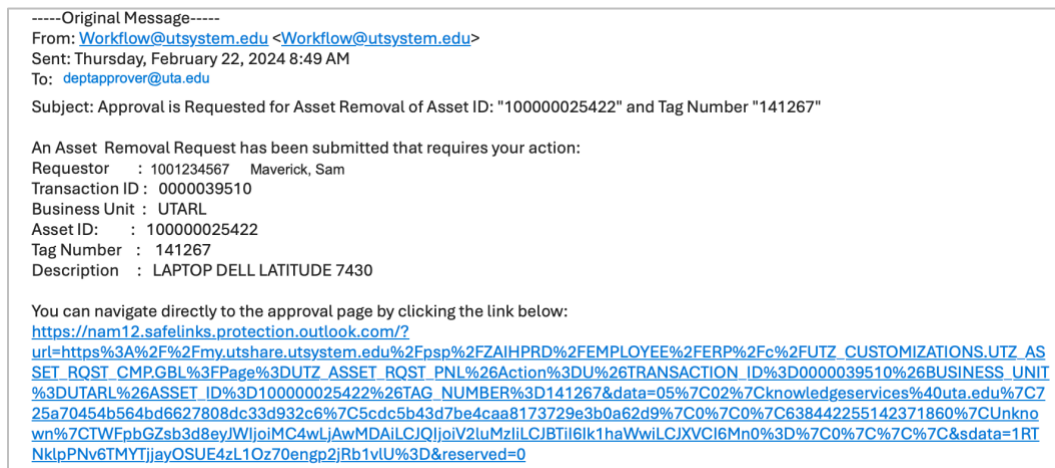
There are multiple ways to approve asset transfers.

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:

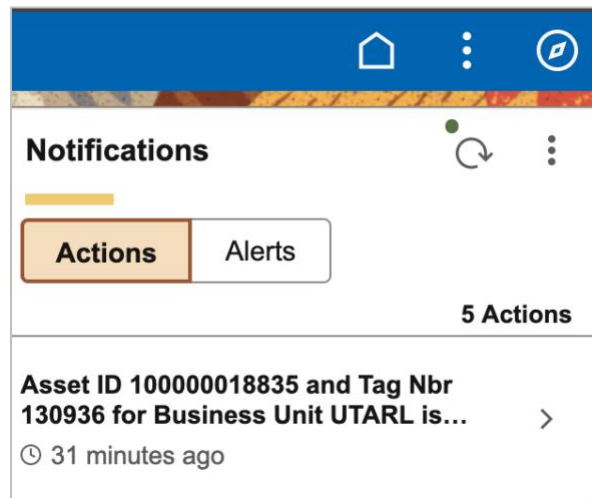


Note: There are known issues using the link from the UTShare-generated emails. If the link does not work to access the approvals screen, navigate to the document through the Financial Approvals tile.

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.

Asset Change Request

Find an Existing Value + Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Transaction ID begins with

Business Unit begins with

Asset Identification begins with

Tag Number begins with

Approval Status =

Department begins with

Activity Type =

[Show fewer options](#)

▼ Search Results

1 rows - User ID "1000153780" Report ID "000040868" +1 more

Transaction ID	Business Unit	Asset Identification	Tag Number	Approval Status	Department	Activity Type	
0000040868	UTARL	10000018835	130936	In Process	340301	Return	>

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:
Asset ID: 100000011895 LAPTOP DELL LATITUDE 7490	Asset Tag Number: 123608
Financing Code	Building Sector
Location: 642-213 University Administration Bldg	642_213 213
Location Eff Date: 05/01/2023	Project ID:
Department: 340301 OIT Learning and Comms	Profile ID: 284CTL41
Current Custodian: 1001234567	Serial ID: 2F9JNQ2
Cust Eff Date: 05/01/2023	Acquisition Date: 08/01/2018
Asset Class: 284 Portable CPU (Not Apple)	Acquisition Code Purchased
Requester: 1001234567 Trinity, River	
Asset Title:	

Activity Type

Asset Transfer
 Asset Removal
 Asset Return
 Asset Transfer to Surplus

Sanitization Date: 03/27/2024

Sanitization Method: Factory Resi

Date of Surplus: 03/26/2024

New Location: 662-110 Wetsel Service Center Building: 662_110 Sector: 110

Custodian Transfer Date: 03/25/2024

Surplus Department ID 320506 Surplus Property

Comments

Approve
 Deny

Asset Transfer Approval-UTARL

TRANSACTION_ID=0000040865, BUSINESS_UNIT=UTARL, ASSET_ID=100000011895, TAG_NUMBER=123608:Pending

UTARL-Asset Transfer

Pending

Multiple Approvers
Current Department Manager

→

Not Routed

Multiple Approvers
Surplus Property Approvers

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

Comments

Asset Transfer Approval-UTARL

TRANSACTION_ID=0000040865, BUSINESS_UNIT=UTARL, ASSET_ID=100000011895, TAG_NUMBER=123608:Pending

UTARL-Asset Transfer

Approved

✓
Nedderman, Blaze
Current Department Manager
03/28/24 - 5:01 PM

→

Pending

Multiple Approvers
Surplus Property Approvers

Date Time: 03/28/2024 11:12 AM Status: Initial Updated by: _____

Transferring to surplus.

[Return to Search](#)
 [Previous in List](#)
 [Next in List](#)