Asset Return Job Aid

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**

**Asset Details**
- Transaction ID: NEXT
- Business Unit: UTLRL
- Asset ID: 100000018835
- Description: LAPTOP MS SURFACE BOOK 3
- Financing Code: 000-000
- Location: OFFSITE
- Location Eff Date: 05/23/2023
- Department: 340301
- Current Custodian: 101234/567
- Cust Eff Date: 05/23/2023
- Asset Class: 284
- Requester: Portable CPU (Not Apple)
- Asset Title:

**Activity Type**
- Asset Transfer
- Asset Removal
- **Asset Return**
- Asset Transfer to Surplus
- Date of Return:
- Building:
- Sector:
- New Location:

**Comments**

**Save**  **Submit**

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**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**.
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 Section]

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.