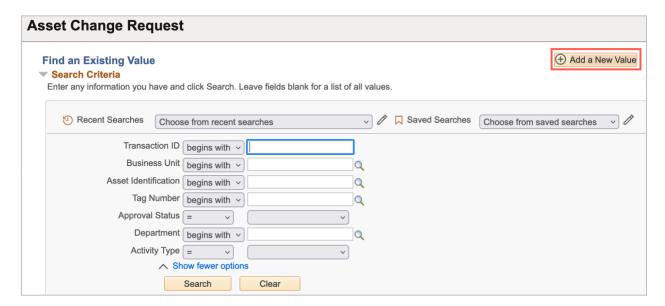# Asset Return Job Aid

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.
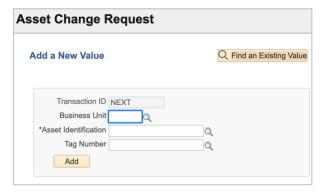
Steps to Submit Asset Return

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

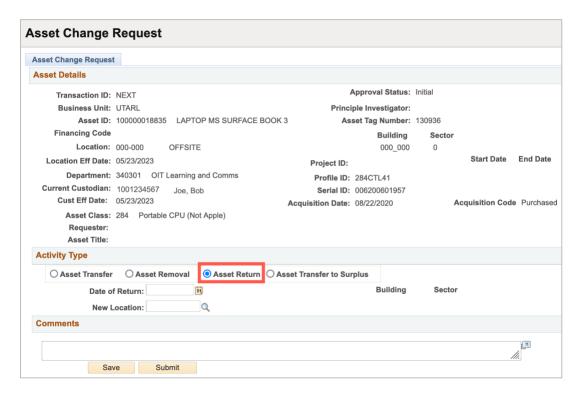2. Click the **Add a New Value** button.

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.*

Asset Change Request

Add a New Value   🔍 Find an Existing Value

Transaction ID NEXT
Business Unit [   ] 🔍
*Asset Identification [   ] 🔍
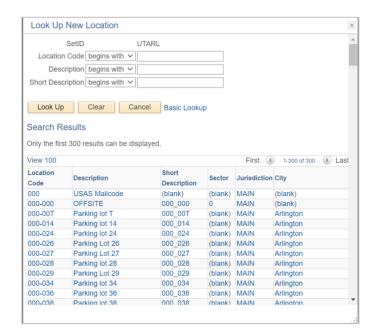Tag Number [   ] 🔍

[Add]

6. Click the radio button beside **Asset Return**

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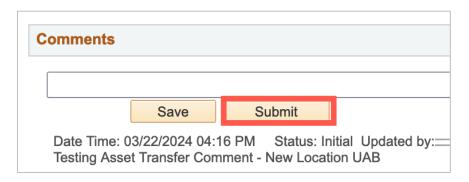
5. Enter the **Date of Return** (today's date).

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.*

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.*