

## 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.

### 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	<input type="text"/>
Business Unit	begins with	<input type="text"/> 🔍
Asset Identification	begins with	<input type="text"/> 🔍
Tag Number	begins with	<input type="text"/> 🔍
Approval Status	=	<input type="text"/>
Department	begins with	<input type="text"/> 🔍
Activity Type	=	<input type="text"/>

^ Show fewer options

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	<input type="text"/>
*Asset Identification	<input type="text"/>
Tag Number	<input type="text"/>

**Add**

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

### Asset Change Request

**Asset Change Request**

**Asset Details**

Transaction ID: NEXT	Approval Status: Initial
Business Unit: UTARL	Principle Investigator:
Asset ID: 100000018835 LAPTOP MS SURFACE BOOK 3	Asset Tag Number: 130936
Financing Code	Building Sector
Location: 000-000 OFFSITE	000_000 0
Location Eff Date: 05/23/2023	Project ID: Start Date End Date
Department: 340301 OIT Learning and Comms	Profile ID: 284CTL41
Current Custodian: 1001234567 Joe, Bob	Serial ID: 006200601957
Cust Eff Date: 05/23/2023	Acquisition Date: 08/22/2020 Acquisition Code Purchased
Asset Class: 284 Portable CPU (Not Apple)	
Requester:	
Asset Title:	

**Activity Type**

Asset Transfer
  Asset Removal
  **Asset Return**
 Asset Transfer to Surplus

Date of Return:

New Location:

**Comments**

**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**.

**Look Up New Location**

SetID: UTARL

Location Code:

Description:

Short Description:

Basic Lookup

**Search Results**

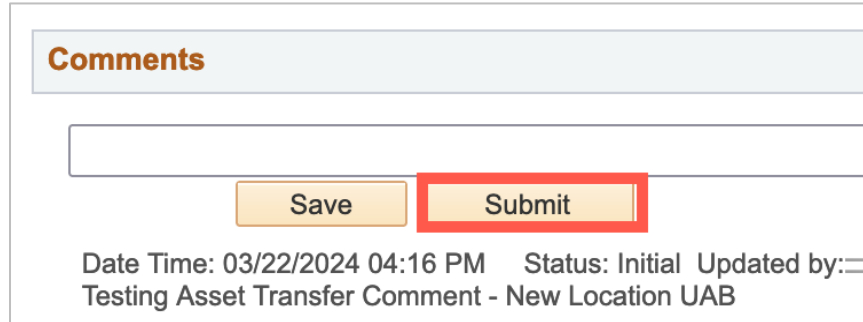
Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Location Code	Description	Short Description	Sector	Jurisdiction	City
000	USAS Mailcode	(blank)	(blank)	MAIN	(blank)
000-000	OFFSITE	000_000	0	MAIN	(blank)
000-00T	Parking lot T	000_00T	(blank)	MAIN	Arlington
000-014	Parking lot 14	000_014	(blank)	MAIN	Arlington
000-024	Parking lot 24	000_024	(blank)	MAIN	Arlington
000-026	Parking Lot 26	000_026	(blank)	MAIN	Arlington
000-027	Parking Lot 27	000_027	(blank)	MAIN	Arlington
000-028	Parking lot 28	000_028	(blank)	MAIN	Arlington
000-029	Parking Lot 29	000_029	(blank)	MAIN	Arlington
000-034	Parking lot 34	000_034	(blank)	MAIN	Arlington
000-036	Parking lot 36	000_036	(blank)	MAIN	Arlington
000-038	Parking lot 38	000_038	(blank)	MAIN	Arlington

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.*



The screenshot shows a form with a header labeled "Comments" in a light blue box. Below the header is a large text input field. At the bottom of the form, there are two buttons: "Save" and "Submit". The "Submit" button is highlighted with a red border. Below the buttons, the following text is displayed: "Date Time: 03/22/2024 04:16 PM Status: Initial Updated by: Testing Asset Transfer Comment - New Location UAB".

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.*