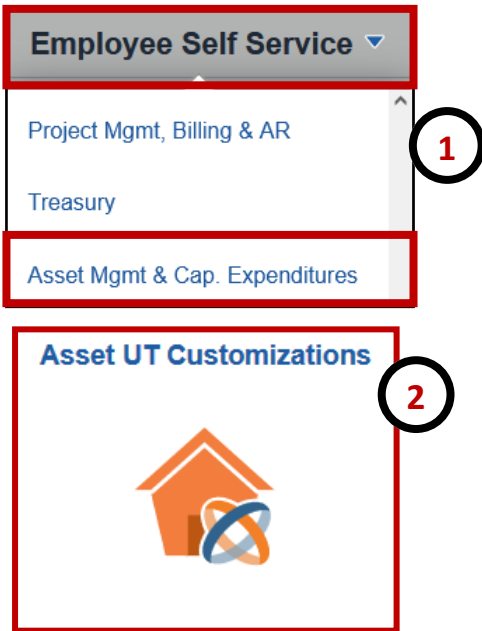


Asset Workflow- Asset Removal

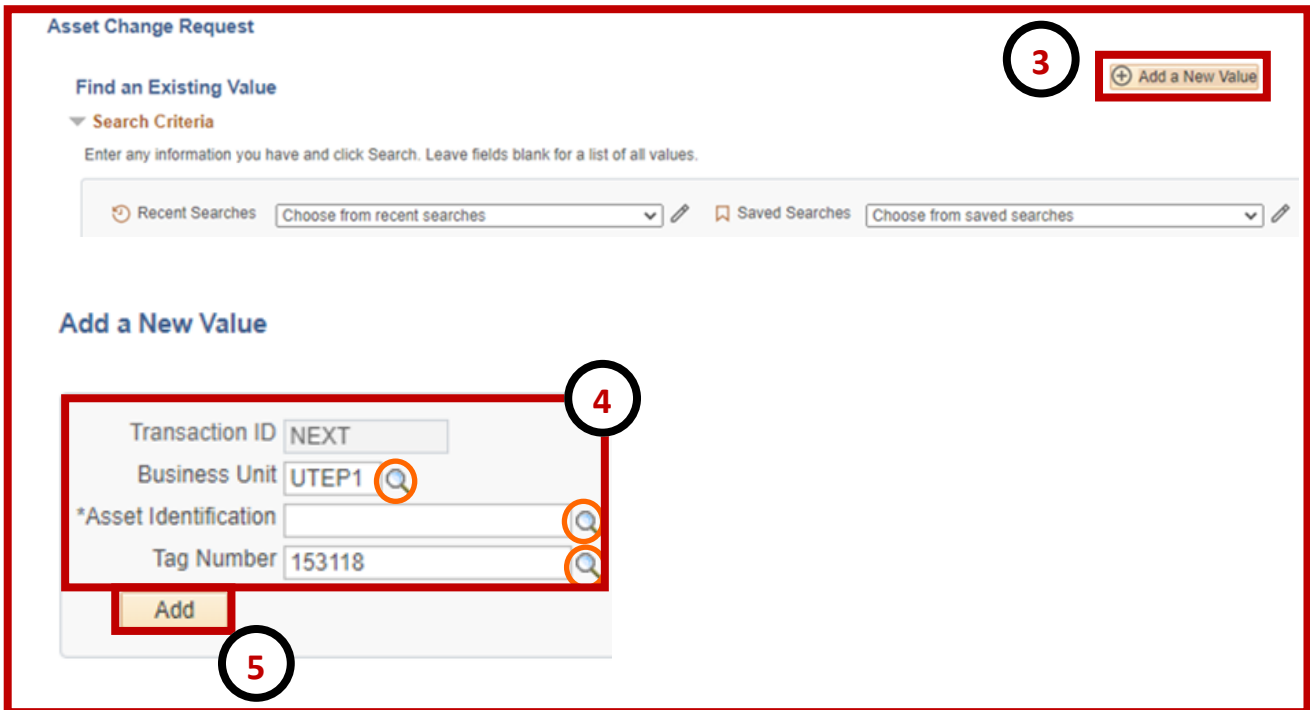
Follow these steps to remove asset temporarily from campus to anywhere in U.S or foreign country.



The screenshot shows the 'Employee Self Service' dropdown menu. The 'Asset Mgmt & Cap. Expenditures' option is highlighted. Below it, the 'Asset UT Customizations' tile is shown with a house icon and a blue ring.

1. From the Employee Self -Service dropdown menu, select **Asset Mgmt & Cap Expenditures**.
2. Select the **Asset UT Customizations** tile.
3. Click on **Add a New Value**.
4. Enter the following information:
Transaction ID = NEXT
Business Unit* = UTEP1
Enter either Asset ID#* or Tag #*
5. Click **Add**.

* Use magnifying glass if needed for more search options.



The screenshot shows the 'Asset Change Request' form. The 'Add a New Value' button is highlighted. The form fields are: Transaction ID (NEXT), Business Unit (UTEP1), *Asset Identification, and Tag Number (153118). The 'Add' button is highlighted.

Asset Workflow- Asset Removal

Follow these steps to remove asset temporarily from campus to anywhere in U.S or foreign country.

Asset Details		
Transaction ID: NEXT	Approval Status: Initial	
Business Unit: UTEP1	Principle Investigator:	
Asset ID: 000000004825 Optiplex 5050	Asset Tag Number: 153118	
Financing Code	Building Office	Sector 101
Location: VOW 1.6 Vowell Hall 101	Project ID:	
Location Eff Date: 03/25/2021	Profile ID: 204CTL41	
Department: 301200 Cash/Property Manage & Fin Rpt	Serial ID: JW79CM2	
Current Custodian: 6001111111 Amparan,Hector	Acquisition Date: 02/27/2018	
Cust Eff Date: 03/25/2021	Fund: 3200 DES Net Service Departments	
Asset Class: 204 Desktop CPU	Cost Center: 18261045 UNIVERSITY PC REPLACEMENT	
Requester:	Function: 700 Institutional Support	
Amount: 807.250		

6. Asset Details: Type of Asset, Current Location, Purchase Price & Funding Source appear.
7. To remove asset, click on **Asset Removal**.
8. Enter:
 - **Date of Removal**
 - **New Location** (Off-Campus will default).
 - **Country** *(select country to where the asset is going).
9. **Enter comment(s)** (provide detailed information of asset).
10. **Save** and then **Submit**.

Use magnifying glass if needed for more search options.

Activity Type			
<input type="radio"/> Asset Transfer	<input checked="" type="radio"/> Asset Removal	<input type="radio"/> Asset Return	<input type="radio"/> Asset Transfer to Surplus
Date of Removal: 03/30/2021	Building	Sector	OFF CAMPUS
New Location: OFF CAMPUS	Off Campus		
Country: USA			

Comments

Remove Desktop off campus (USA)

Save Submit

Asset Workflow- Asset Removal

Asset Details	
Transaction ID: 0000000372	Approval Status: In Process
Business Unit: UTEP1	Principle Investigator:
Asset ID: 000000004825 Optiplex 5050	Asset Tag Number: 153118
Financing Code	Building Sector
Location: VOW 1.6 Vowell Hall 101	Office 101
Location Eff Date: 03/25/2021	Project ID:
Department: 301200 Cash/Property Manage & Fin Rpt	Profile ID: 204CTL41
Current Custodian: 6001111111 Amparan,Hector	Serial ID: JW79CM2
Cust Eff Date: 03/25/2021	Acquisition Date: 02/27/2018
Asset Class: 204 Desktop CPU	Fund: 3200 DES Net Service Departments
Requester: 6001111111 Hector Amparan	Cost Center: 18261045 UNIVERSITY PC REPLACEMENT
Amount: 807.250	Function: 700 Institutional Support

- 11. **Transaction ID** appears.
- 12. **Approval Status** appears.
- 13. **Requester Name** appears.
- 14. **Workflow** appears.

Asset Transfer Approval-UTEP1	
TRANSACTION_ID=0000000372, BUSINESS_UNIT=UTEP1, ASSET_ID=000000004825, TAG_NUMBER=153118:Pending	
UTEPI-Asset Transfer	14
Pending Multiple Approvers Current Department Manager	