## **Asset Workflow- Asset Return**

Follow the steps to return asset from outside of the campus back to the original location.



- 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**.

Find an Existing Value

Search Criteria

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

Recent Searches Choose from recent searches

Add a New Value

Transaction ID NEXT
Business Unit UTEP1

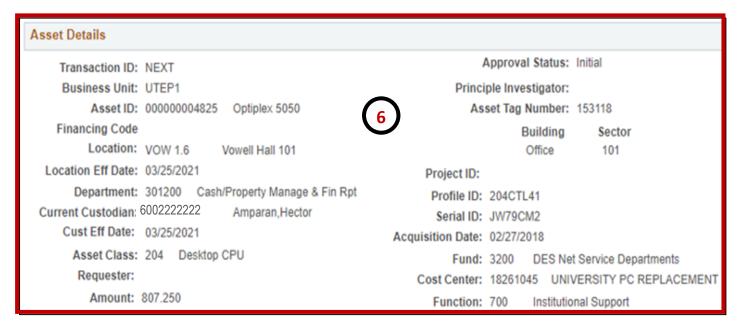
\*Asset Identification

Tag Number 153118

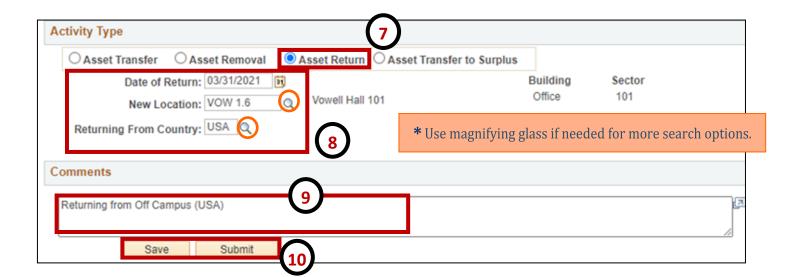
\* Use magnifying glass if needed for more search options.

## **Asset Workflow- Asset Return**

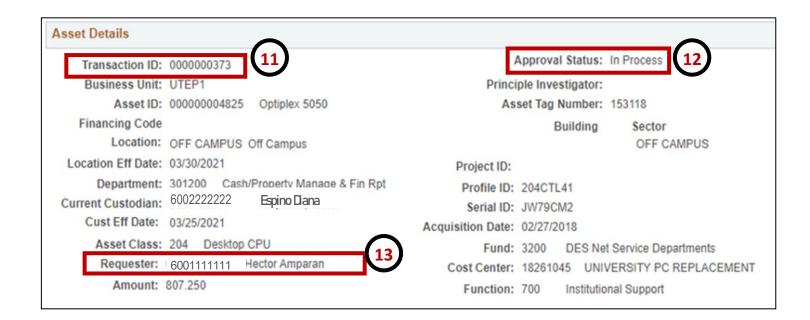
Follow the steps to return asset from outside of the campus back to the original location.



- 6. Asset Details such as Type of Asset, Current Location, Purchase Price & Funding Source will populate.
- 7. To return asset, click on **Asset Return.**
- 8. Enter:
  - Date of Return
  - **New location\*** (original location- where the asset was removed from).
  - **Returning from Country\*** ( select country of where asset is returning from).
- 9. **Enter comments** (provide detailed information of asset)
- 10. Save and then Submit.



## **Asset Workflow- Asset Return**



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

