

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**.

* Use magnifying glass if needed for more search options.

The image shows a screenshot of the 'Asset Change Request' form. The form has a section for 'Find an Existing Value' with search criteria and a section for 'Add a New Value'. A red box highlights the 'Add a New Value' section, with a circled '3' next to it. The 'Add a New Value' section contains the following fields: 'Transaction ID' (NEXT), 'Business Unit' (UTEP1), '*Asset Identification', and 'Tag Number' (153118). A red box highlights the 'Add' button, with a circled '5' next to it. A circled '4' is next to the 'Transaction ID' field, and a circled '5' is next to the 'Add' button.

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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: 6002222222 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		

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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**.

Activity Type			
<input type="radio"/> Asset Transfer	<input type="radio"/> Asset Removal	<input checked="" type="radio"/> Asset Return	<input type="radio"/> Asset Transfer to Surplus
Date of Return: 03/31/2021	Building Office	Sector 101	
New Location: VOW 1.6	Vowell Hall 101		
Returning From Country: USA			
Comments			
Returning from Off Campus (USA)			
Save	Submit		

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* Use magnifying glass if needed for more search options.

Asset Workflow- Asset Return

Asset Details		
Transaction ID: 0000000373	Approval Status: In Process	
Business Unit: UTEP1	Principle Investigator:	
Asset ID: 000000004825 Optiplex 5050	Asset Tag Number: 153118	
Financing Code:	Building:	Sector:
Location: OFF CAMPUS Off Campus		OFF CAMPUS
Location Eff Date: 03/30/2021	Project ID:	
Department: 301200 Cash/Property Manage & Fin Rpt	Profile ID: 204CTL41	
Current Custodian: 600222222 Espino Diana	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=0000000373, BUSINESS_UNIT=UTEP1, ASSET_ID=000000004825, TAG_NUMBER=153118:Pending

UTEP1-Asset Transfer
Pending
Multiple Approvers
Current Department Manager