

# Asset Workflow– Asset Transfer

Follow the steps to transfer assets from one area to another within the campus.



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.

A screenshot of the 'Asset Change Request' form. The form has a section titled 'Find an Existing Value' with search criteria and a section titled 'Add a New Value'. The 'Add a New Value' section contains four input fields: 'Transaction ID' (value: NEXT), 'Business Unit' (value: UTEP1), '\*Asset Identification', and 'Tag Number' (value: 153118). There are magnifying glass icons next to the Business Unit, \*Asset Identification, and Tag Number fields. A red box highlights the 'Add' button at the bottom of the form. A circled '3' is next to the 'Add a New Value' button, a circled '4' is next to the input fields, and a circled '5' is next to the 'Add' button.

# Asset Workflow- Asset Transfer

Follow the steps to transfer assets from one area to another within the campus.

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: 6001142777 Amparan,Hector	Acquisition Date: 02/27/2018	
Cust Eff Date: 6001111111	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 such as Type of Asset, Current Location, Purchase Price & Funding Source will populate.

7. To transfer asset, click on **Asset Transfer**.

8. \*Enter:

- **Date of Transfer**
- **New location\*** (Location where the asset is being transferred to).
- **Custodian Transfer Date** (same as Date of Transfer)
- **New Custodian\*** (600# of whom the asset is being transferred to)
- **New Department\*** (dept. where asset is being transferred to).

9. Enter comments (provide detailed information of asset)

10. Select **Save** , then **Submit**.

Activity Type			
<input checked="" type="radio"/> Asset Transfer	<input type="radio"/> Asset Removal	<input type="radio"/> Asset Return	<input type="radio"/> Asset Transfer to Surplus
Date of Transfer: 04/15/2021	Building Office	Sector 200	
New Location: UNT 2.13 UnivTowers 200			
Custodian Transfer Date: 04/15/2021			
New Custodian: 6002222222 Espino,Diana			
New Department: 506000 Technology Support			

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

Comments	
Transfer <u>Optiplex</u> 5050 to new owner (custodian). Same location, same department.	

Save Submit

# Asset Workflow- Asset Transfer

Asset Details	
<b>Transaction ID:</b> 0000001644	<b>Approval Status:</b> In Process
<b>Business Unit:</b> UTEP1	<b>Principle Investigator:</b>
<b>Asset ID:</b> 000000004825    Optiplex 5050	<b>Asset Tag Number:</b> 153118
<b>Financing Code:</b>	<b>Building:</b> <b>Sector:</b>
<b>Location:</b> UNT 2.13    UnivTowers 200	Office                    200
<b>Location Eff Date:</b> 02/27/2018	<b>Project ID:</b>
<b>Department:</b> 506000    Technology Support	<b>Profile ID:</b> 204CTL41
<b>Current Custodian:</b>	<b>Serial ID:</b> JW79CM2
<b>Cust Eff Date:</b> 08/12/2019	<b>Acquisition Date:</b> 02/27/2018
<b>Asset Class:</b> 204    Desktop CPU	<b>Fund:</b> 3200    DES Net Service Departments
<b>Requester:</b> 6001111111    Hector Amparan	<b>Cost Center:</b> 18261045    UNIVERSITY PC REPLACEMENT
<b>Amount:</b> 807.250	<b>Function:</b> 700    Institutional Support

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

### Asset Transfer Approval-UTEP1

TRANSACTION\_ID=0000001644, BUSINESS\_UNIT=UTEP1, ASSET\_ID=000000004825, TAG\_NUMBER=153118:Pending

UTEP1-Asset Transfer

Pending → Not Routed

Multiple Approvers  
Current Department Manager

Multiple Approvers  
New Department Manager

Date Time: 04/15/2021 05:29 PM    Status: Submitted    Updated by: Hector Amparan  
Transfer Optiplex 5050 to new owner (custodian). Same location, same department.