

Assetworks How To: Internal Transfers

Purpose: Moving an asset *within your department*

What can be changed: Building, Room #, Custodian (if they are part of your department), Primary User

What cannot be changed: [Anything requiring the asset to move to a different department](#) and [moving an item to Surplus](#)

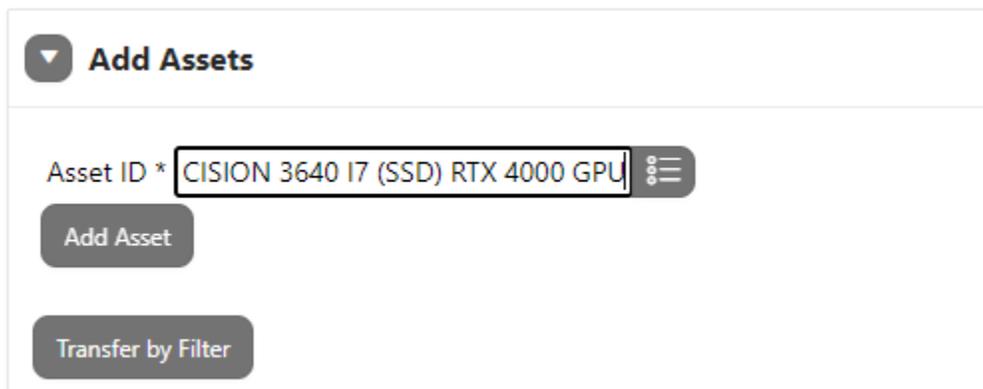
1. Before beginning, you will need to know the item's *Asset ID*, which is a 9-character number beginning with either a 'T' or 'Z' (Ex. T00001234). This is the primary asset identifier used within Assetworks to track an asset and it is NOT the same as the physical tag # located on the device. If you are curious why they are different, send us an email and we'll be glad to explain.
 - a. Here is how you figure out the Asset ID, if you don't know: [How to Find Asset ID](#)
2. Go to: <https://employees.utahtech.edu/property-control-surplus/> , scroll to the bottom and select *Login to Assetworks*. If this is your first time logging in, select the SSO option. If at any point in this process you have issues, email fixedassets@utahtech.edu to gain access.
3. On the left side navigation panel, select *Transactions > Internal Transfers > Create*.

The screenshot displays the 'Create Internal Transfer' form in the Assetworks application. The left-hand navigation menu is visible, with 'Transactions' expanded to show 'Internal Transfers' and the 'Create' button highlighted with a red circle. The main form area contains the following fields:

- Within Department ***: 410100 - BUSINESS SERVICES
- Building ***: (empty)
- Room ***: (empty)
- Custodian ***: (empty)
- Primary User**: (empty)
- Remarks ***: (empty)

A 'Create' button is located at the bottom of the form.

4. Fill out the information about the transfer: Choose Building, Room, Custodian, and Primary User of where the item is being transferred. (Use the list search button on the right if you can't find the correct information) Under *Remarks* write **why** the item is being transferred. You will indicate what item to transfer in the next step. Then, click *Create*.
5. Next, in the *Add Assets* section that appears after you click *Create*, type the Asset ID of the item(s) being transferred to the details you entered above. [Need help finding the Asset ID?](#) Asset ID is the digital tag used to track items in Banner and Assetworks. It begins with either a "T" or "Z" and is a different # than the physical tag # on the item.
6. Once you locate the right Asset ID, click *Add Asset* (see below).



The screenshot shows a web interface for adding assets. At the top, there is a section header "Add Assets" with a downward-pointing triangle icon. Below this, there is a text input field labeled "Asset ID *" containing the text "CISION 3640 I7 (SSD) RTX 4000 GPU". To the right of the input field is a small icon of three horizontal lines. Below the input field, there are two buttons: "Add Asset" and "Transfer by Filter".

7. After you add the asset(s) to the internal transfer, it will appear in the Assets section. There is no "Save" or "Confirm" button to finish this. Once assets are added the receiving custodian will be notified they have a transfer to receive. [Need to learn how to receive a transfer?](#) Continue reading below for more options once you have added assets.

- Home
- Analytics
- Assets
- Transactions
 - Ownership Transfers
 - Internal Transfers
 - Create
 - Disposals
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Internal Transfer Detail

Transfer Number	2002414
Creation Date	03/29/2023
Within Department	410100 - BUSINESS SERVICES
Building	15130 - HOLLAND CENTENNIAL COMMONS
Room	565
Custodian	00176512 - KRYSTAL THOMPSON
Primary User	00317996 - KRISTI WINN
From Person	DEPARTMENT USER, TEST
Remarks	Transfer from Scott Jensen to Krystal Thompson.

Approve Assets

Add Assets

Asset ID *

Assets

Documents & Image

View	Asset ID	Description	Custodian	Approval Status	Approval Date	Status	Recv Date	Receiver
	T00014010	15.6 IN PRECISION 3560 I7 T500	TEST DEPARTMENT USER	Pending	-	In Transfer	-	-

Download

row(s) 1 - 1 of 1

8. In the Assets section, there will be two to four buttons at the bottom depending on your permission profile:
 - a. Back - Will take you back to the Transfers home screen.
 - b. Remove Asset – Will allow to remove an asset(s) from the transfer.
 - c. Receive - Will take you to the transfer receive screen (if you are a department approver).
 - d. Print Detail - Will print a PDF of the transfer detail.

Congratulations, your internal transfer is now ready to be received!

Troubleshooting:

- I added an asset to my transfer by mistake. How do I remove it?
 - Underneath your list of assets currently attached to the transfer, select *Remove Asset*.
 - In the *Remove Assets* module, choose from the dropdown the asset you want to remove from the transfer

Remove Assets

Asset To Remove

Remove Asset

T00010961

- Click *Remove Asset*. If you have other assets to add now, select *Add Assets* and repeat the process above.
- I need to receive an asset.
 - [How To Receive a Transfer](#)
- I'm not sure where to transfer my item.
 - If the item is unneeded and needs disposed, look at this tutorial: [How to Transfer to Surplus](#) If you are attempting to transfer the asset to another University employee but don't know their department name, click on *Contacts* on the left navigation pane and search their name. This will identify the department name and number they are in. Note: Department name and number may not reflect their current position on campus, but for the purposes of Assetworks it is sufficient.