



## Oracle R12 - XXFA Asset Transfer Approval Workflow

### Quick Guide

#### Business Technology Operations

##### Overview

The following are examples of when assets will need to be processed through the

##### **XXFA Asset Transfer Approval Workflow:**

- **Changing Asset Locations (Building, Room)**
- **Changing Project Managers**
- **Transfer from one Department to another Department**

While transferring assets, you should consider the following:

##### **Business Rules:**

- Time out on approvals = 5 days per approver (calendar days)
- An approval notification will be sent to the Current Project Manager, the New Project Manager and the FA Department Manager. The Requestor will receive an FYI notification once the transfer is complete.
- The System will automatically update the Asset transfer to the New Project Manager, location and also update the Asset Key (Organization) to those entered in the process parameters.
- **Approval Flow: Current Project Manager> New Project Manager> Fixed Asset Manager> FYI Requestor**

##### **Responsibility**

- UTPA Fixed Assets Inquiry
- UTPA Fixed Assets Inventory Technician
- UTPA Fixed Assets Manager
- Fixed Assets Manager

# Maximo 75 Workflow Guide

**SJ Ball**



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