# **e-Asset Transfer Request**

## **Account Manager Instructions for Request Review**

### **SAP Portal Worklist**

Click on the Worklist tab in the portal to view workflow approval items. The items with “Approve Asset Transfer Request” are from the new e-Asset Transfer Request transaction.

To choose the line, click on the subject line.



The following screen will appear showing the details of the request:



There are three options: Approve, Reject or Exit without action.

If Reject is chosen:

1. rejection reason must be entered
2. an email will be sent to the initiator with the rejection reason shown

### **FIORI**

This application can be used from tablets or phones by using the portal URL - https://ibis.sap.txstate.edu/irj/portal.

It can also be accessed from a PC by clicking on the SAP Fiori Apps tab:



The e-Asset Transfer requests are located in the My Inbox tile



Screenshot of items ready for review:

 

There are two options, Approve and Reject. If rejected, a reason must be given. The reason is included on the rejection email sent to the initiator.

### **Substitutes**

e-Asset Transfer substitutes are included with the group for e-NPO and e-IDT. 

If there is currently a substitute for e-NPO and e-IDT, that substitute is automatically a delegate for e-Asset Transfer, no action is needed to assign a substitute.