



Miami-Dade County

Asset Consolidation Job Aid

Version 1.0

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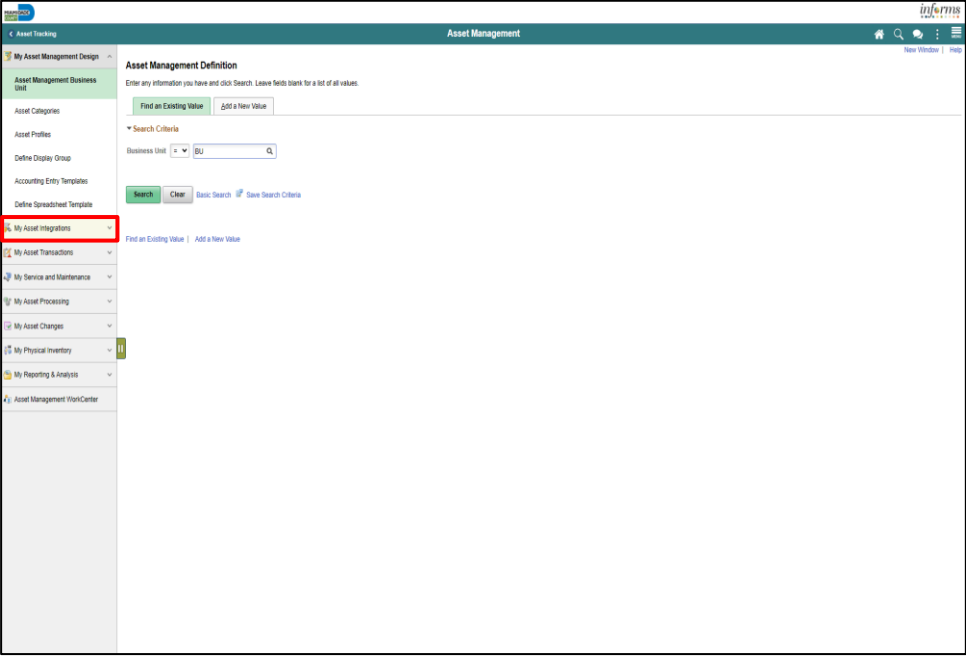
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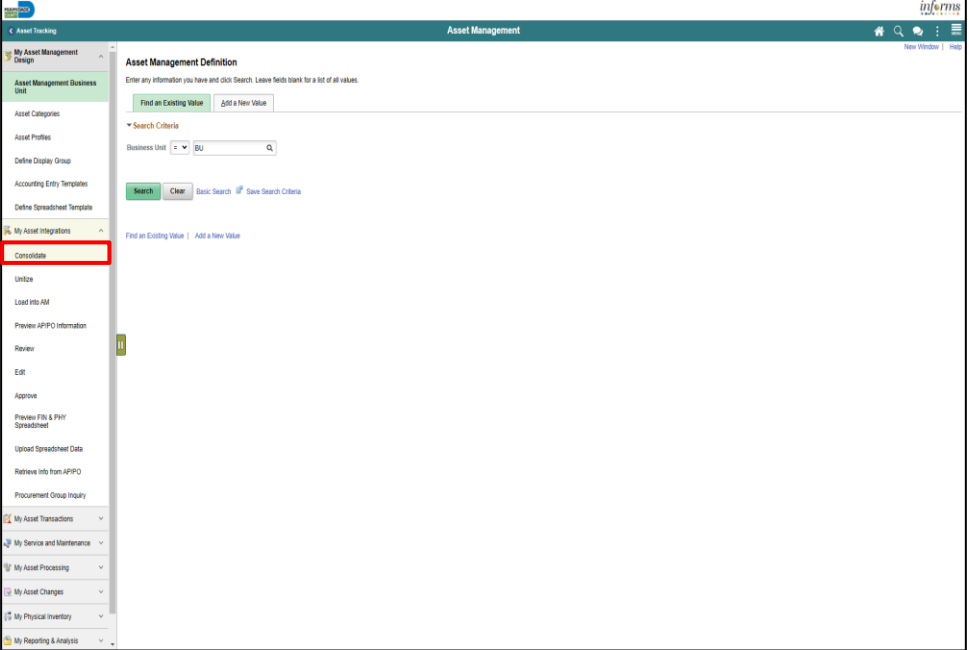
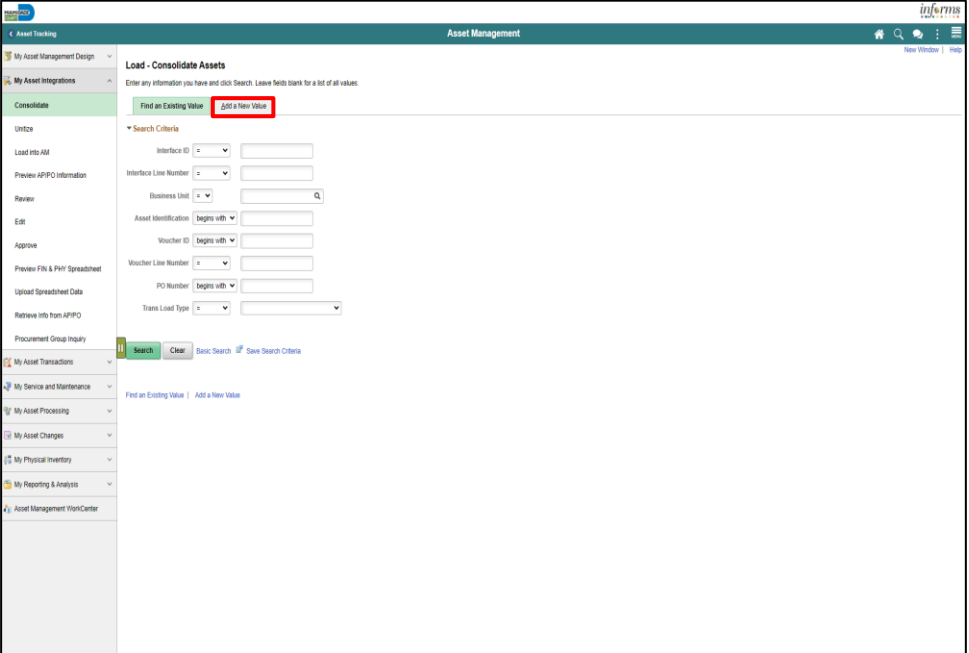
PURPOSE

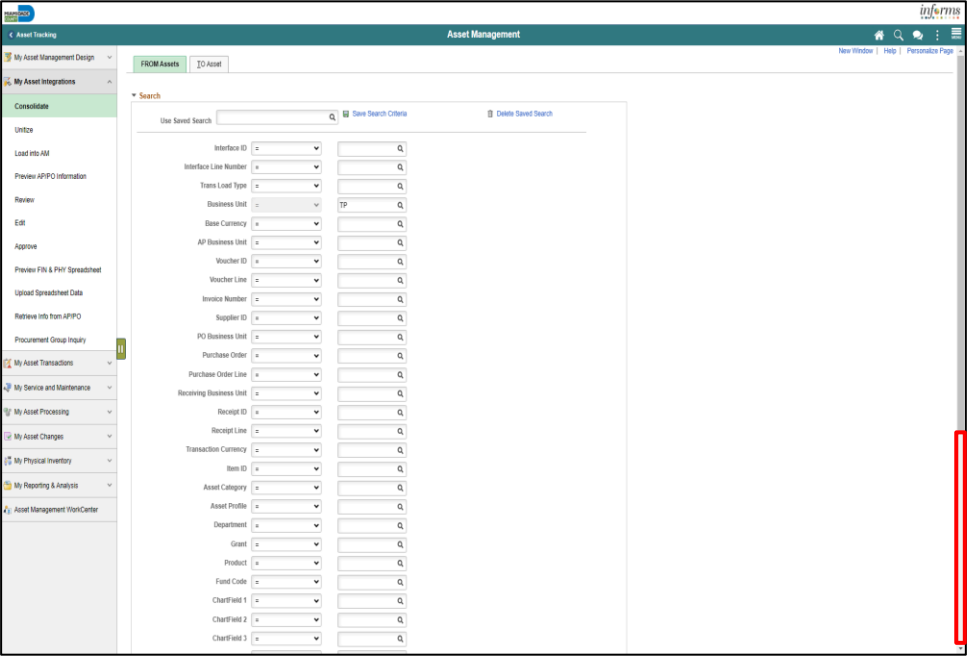
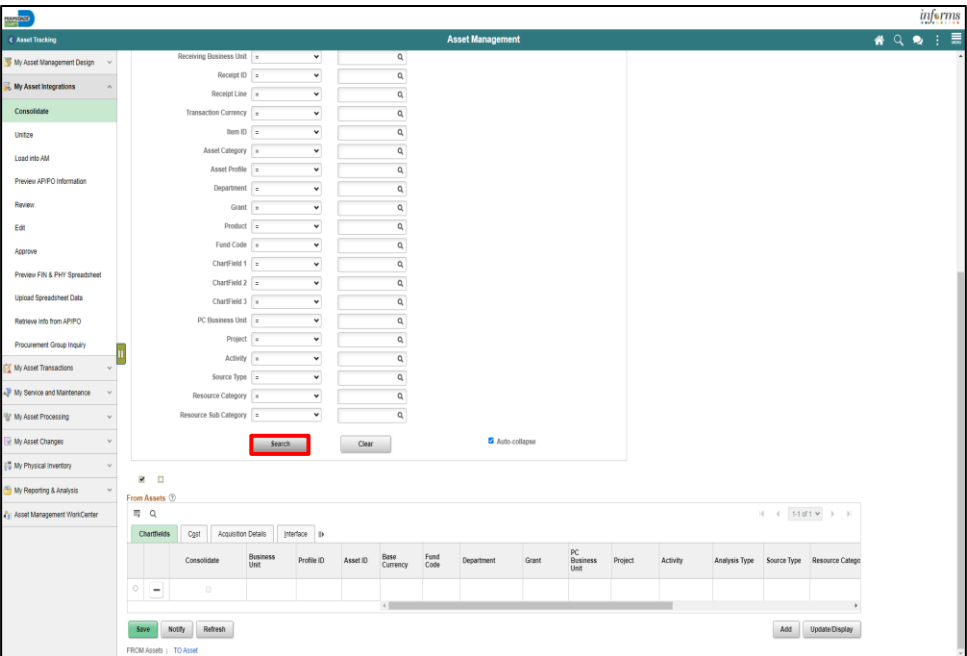
Purpose

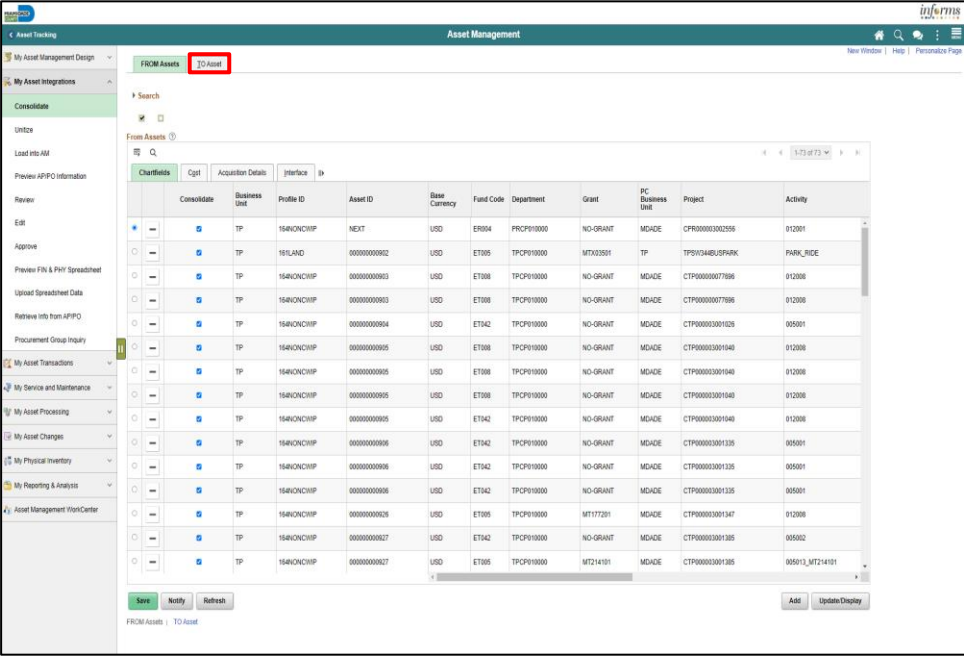
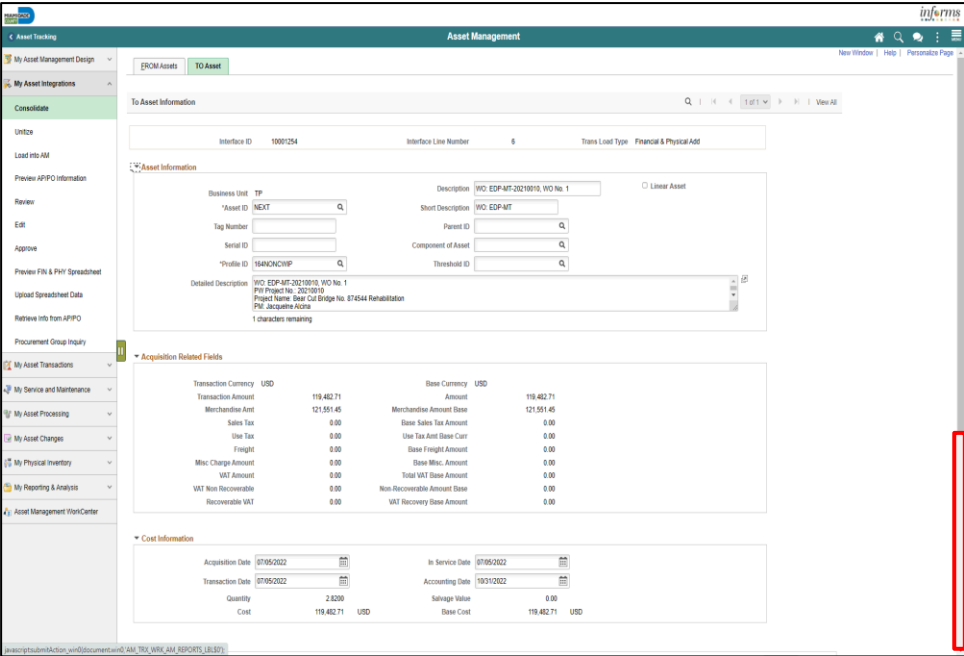
This document explains the key activities involved in consolidating assets for Asset Managers. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

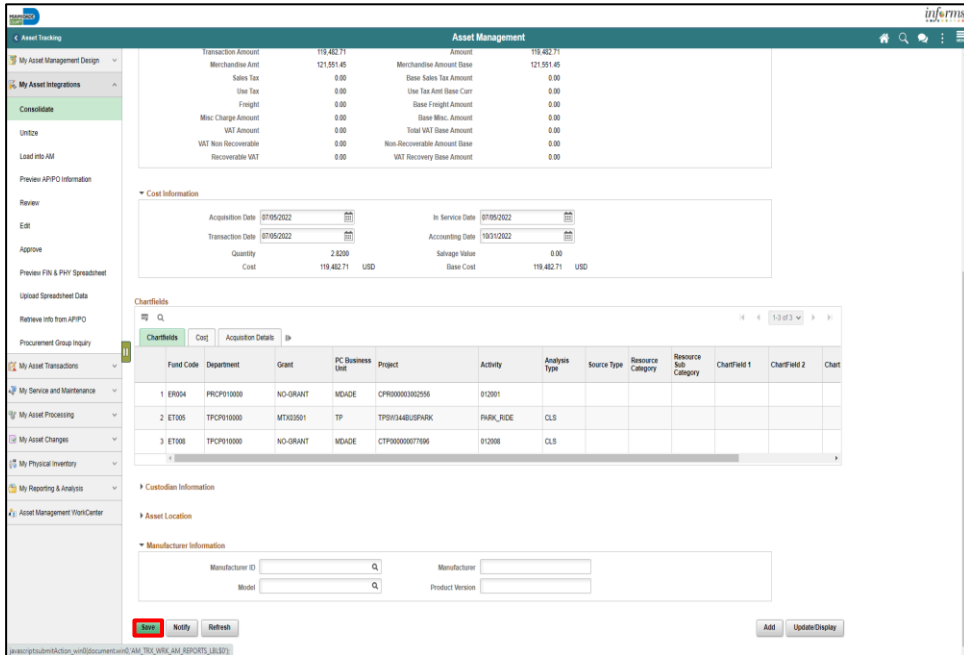
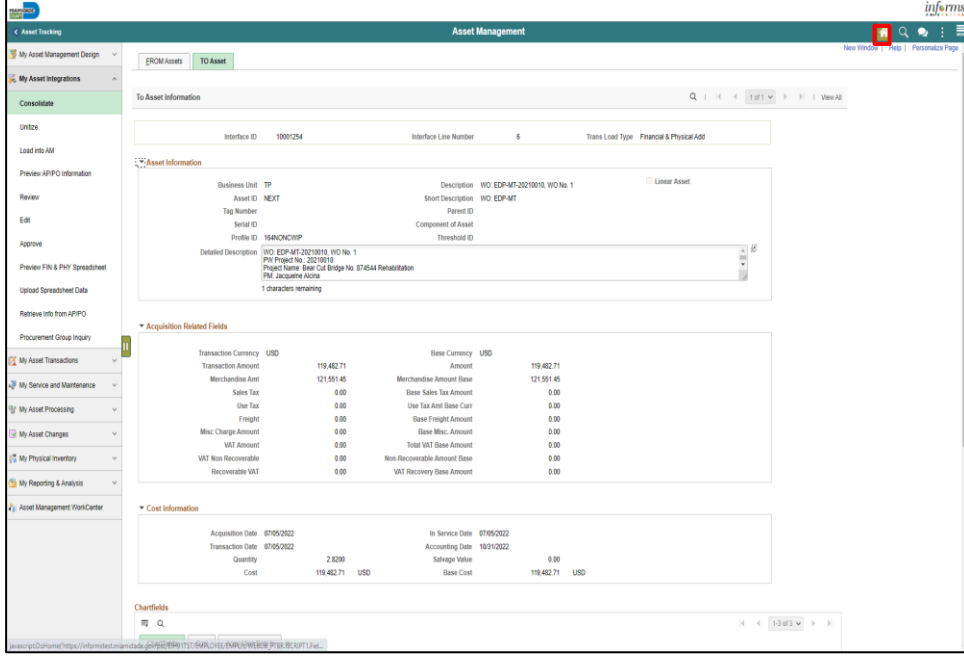
ASSET CONSOLIDATION

Step	Action
1.	After retrieving the Interface ID from the My Asset Integrations > Review pane navigate to: Finance/Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	<p>Select the My Asset Integration pane.</p> 

Step	Action
3.	<p>Select the Consolidate pane.</p> 
4.	<p>Select the Add a New Value tab.</p> 

Step	Action
5.	<p>Input any applicable search parameters including the Interface ID. Select the scrollbar.</p> 
6.	<p>Select the Search button.</p> 

Step	Action
7.	<p>Select the applicable assets to consolidate. Select the TO Asset tab.</p> 
8.	<p>Verify the selected changes, including the asset cost, are correct. Select the scrollbar.</p> 

Step	Action
9.	<p>Select the Save button.</p>  <p>The screenshot shows the 'Asset Management' interface with a sidebar on the left containing various navigation options. The main area displays a table of asset transactions and a 'Cost Information' section. The 'Save' button is highlighted in red at the bottom left of the main content area.</p>
10.	<p>Asset(s) can now be approved.</p>  <p>The screenshot shows the 'Asset Management' interface with a sidebar on the left. The main area displays a table of asset transactions and a 'Cost Information' section. The 'Approve' button is highlighted in red at the bottom left of the main content area.</p>
End of procedure.	