

Miami-Dade County

INFORMS: Asset Management – Mobile Asset Physical Inventory

Version 1.0



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PURPOSE AND DESCRIPTION

<u>Purpose</u>

This document explains the process involved in loading mobile asset physical inventory.



ACTIVITY 1: LOAD MOBILE ASSET PHYSICAL INVENTORY

Step	Description
1.	Navigate to Finance/Supply Chain>Asset Tracking>Asset Management>My Physical Inventory>Define Inventory Occurrence
2.	Enter a Physical Inventory ID Note: Each physical inventory occurrence must have a unique ID. Physical inventory IDs cannot contain spaces. Use an underscore instead of a space in a physical inventory ID.
3.	Select the Add



	Enter the PI Name				
	Enter the Business Unit				
	Enter the Start Date				
	Enter the End Date				
	Note: The start date must match acquisition dates for the asset to be included (since				
	10/01/1908)				
	Note: The end date is the current date				
	Select the checkbox beside Enable Mobile Inventory				
	Enter the Book Name				
	Ensure the checkbox beside Capital Assets is selected.				
	Select Enter Criteria tab				
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