



## Miami-Dade County

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INFORMS: Asset Management – Mobile Asset Physical Inventory

**Version 1.0**

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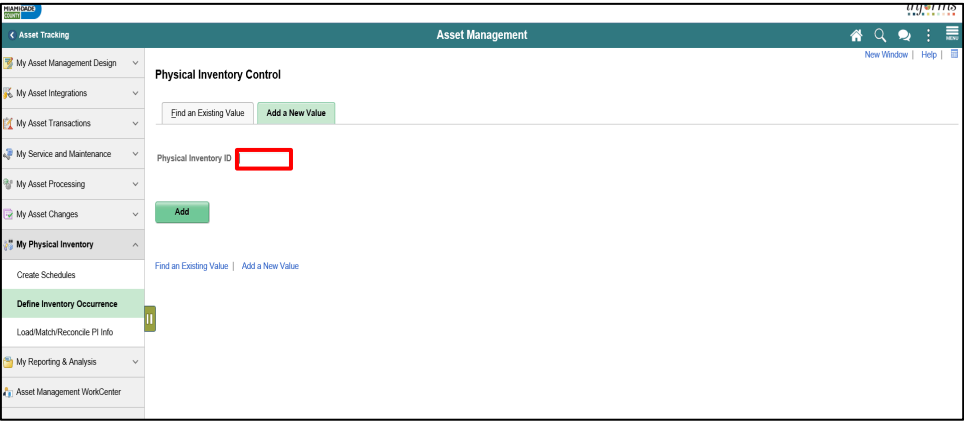
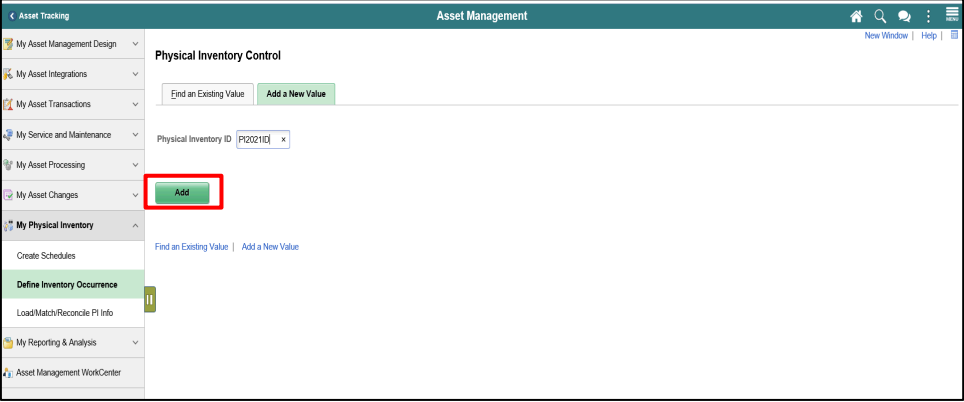
## PURPOSE AND DESCRIPTION

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### Purpose

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

## ACTIVITY 1: LOAD MOBILE ASSET PHYSICAL INVENTORY

Step	Description
1.	<p>Navigate to <b>Finance/Supply Chain&gt;Asset Tracking&gt;Asset Management&gt;My Physical Inventory&gt;Define Inventory Occurrence</b></p>
2.	<p>Enter a <b>Physical Inventory ID</b></p> <p><b>Note:</b> 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.</p> 
3.	<p>Select the <b>Add</b></p> 

4.

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

The screenshot displays the 'Asset Management' interface with the 'Enter Criteria' tab selected. The 'Physical Inventory ID' is 'PI2021ID'. The 'PI Name' field contains 'ID PI 2021'. The 'Physical Inventory Parameters' section includes fields for 'Business Unit' (ID), 'Start Date' (06/10/2021), 'End Date' (06/30/2021), and 'Book Name' (CAFR). The 'Last Step' is 'Initially Created'. The 'Enable Mobile Inventory' checkbox is checked. The 'Scan Scope' section shows 'Capital Assets' checked, with 'Non Capital Assets' and 'Operating Lease Assets' unchecked. The 'Comments' section is empty. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

5.

Enter the **Business Unit**  
Select the **Asset Category**  
Enter the **Total Cost**  
Select the **Transaction Defaults** tab.

The screenshot shows the 'Transaction Defaults' tab in the Asset Management system. The 'Business Unit' dropdown is highlighted with a red box. The 'Asset Category' dropdown is highlighted with a red box. The 'Total Cost' input field is highlighted with a red box. The 'Transaction Defaults' tab is selected in the top navigation bar.

6.

Select the checkbox beside **Approve**.  
Enter the **Transaction Date**  
Enter the **Accounting Date**  
Enter the **Transfer convention (AM)**  
Ensure **Calculate Gain/Loss** is selected from the dropdown beside **Retire Option**.  
Select **Save**

The screenshot shows the 'Transaction Defaults' tab in the Asset Management system. The 'Approve' checkbox is highlighted with a red box. The 'Transaction Date' and 'Accounting Date' input fields are highlighted with red boxes. The 'Transfer convention' dropdown is highlighted with a red box. The 'Calculate Gain/Loss' option is selected in the 'Retire Option' dropdown. The 'Save' button is highlighted with a red box.

7.

### Select Load/Match/Reconcile PI Info

Asset Management

Physical Inventory ID: PI02110 ID: PI 2021

**Auto Approval**  
☒ Approve

**Transactions Enabled**  
☒ Non-Financial Adds  
☒ Physical Asset Changes  
☒ Asset Updates  
☒ Transfers  
☐ Non Capital Transfer  
☐ Operating Lease Transfer  
☒ Retirements  
☐ Non Capital Retirement  
☐ Operating Lease Retirement

**Transaction Defaults**  
 \*Transaction Date: 06/10/2021  
 \*Accounting Date: 06/10/2021  
 Transaction Code:   
 \*Transfer convention: AM

\*User ID: E217277  
 \*Interface ID: 10000015  
 \*Open Transaction ID: 11

**Retirement Defaults**  
 \*Disposal Code: Retirement by Sale  
 \*Retirement Convention: AM  
 \*Retire Option: Calculate Gain/Loss

**Voluntary Conversion**  
☒ Voluntary Conversion  
☐ Involuntary

**Type**  
☒ Ordinary Retirement  
☐ Extraordinary

Save Notify Add Update/Display

8.

### Select the Add a New Value tab

Asset Management

**Physical Inventory**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

**Search Criteria**  
 Run Control ID: begins with   
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

9.

### Enter the desired information into the Run Control ID field

Asset Management

**Physical Inventory**  
 Find an Existing Value Add a New Value

Run Control ID:

Add

Find an Existing Value Add a New Value

10.

Select the **Add** button

The screenshot shows the 'Physical Inventory' section of the Asset Management interface. On the left is a navigation menu with options like 'My Asset Management Design', 'My Asset Integrations', 'My Asset Transactions', 'My Service and Maintenance', 'My Asset Processing', 'My Asset Changes', 'My Physical Inventory', 'Create Schedules', 'Define Inventory Occurrence', 'Load/Match/Reconcile PI Info', 'My Reporting & Analysis', and 'Asset Management WorkCenter'. The main content area has a header 'Physical Inventory' with buttons 'Find an Existing Value' and 'Add a New Value'. Below this is a 'Run Control ID' field with the value 'PI\_2021\_ID'. The 'Add' button is highlighted with a red box.

11.

Input the **Physical Inventory ID**  
Select the **Run** button

The screenshot shows the 'Load/Match/Reconcile PI Info' section. It has a progress bar with steps: 'Generate Scan Scope', 'Generate Results', 'Generate Transactions', and 'Delete Data'. The current step is 'Generate Scan Scope - Step 1 of 4'. There are buttons for '< Previous' and 'Next >'. Below this is a 'Run Control ID' field with the value 'PI\_2021\_ID'. To the right are buttons for 'Report Manager' and 'Process Monitor'. The 'Run' button is highlighted with a red box. Below this is a 'Physical Inventory ID' field with the value 'PI2021ID' and a search icon. The 'Add' button is also highlighted with a red box.

**Note:** Select the Run button to run the Generate Scan Scope process. This process automatically defines a set of assets that should be scanned and provides that list to the Physical Inventory page, which is accessible from your mobile scanning device.

12.

Select the **OK** button

The screenshot shows the 'Load/Match/Reconcile PI Info' section with a 'Process Scheduler Request' dialog box open. The dialog box has a 'Saving Page' header and a 'Process List' table. The 'OK' button is highlighted with a red box.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AM PI Job - SQR & AE Web Serv	AM_PIJOB	PSJob	(None)	(None)	Distribution

13.

Select the **Process Monitor** link to track the status of the process

The screenshot shows the 'Generate Scan Scope - Step 1 of 4' page in the Asset Management application. The 'Process Monitor' link is highlighted with a red box. The page includes a sidebar with navigation options like 'My Asset Management Design', 'My Asset Integrations', and 'My Physical Inventory'. The main content area shows the 'Generate Scan Scope' process with a 'Run Control ID' of 'PI\_2021\_ID' and a 'Process Instance' of '298988'. There are buttons for 'Generate Scan Scope', 'Generate Results', 'Generate Transactions', and 'Delete Data'. A 'Physical Inventory ID' field is also visible.

14.

Select the **Refresh** button to view the updated status of the run

The screenshot shows the 'Process List' page in the Asset Management application. The 'Refresh' button is highlighted with a red box. The page includes a sidebar with navigation options like 'My Asset Management Design', 'My Asset Integrations', and 'My Physical Inventory'. The main content area shows a 'View Process Request For' section with filters for 'User ID', 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. Below this is a 'Process List' table with columns for 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains one row with the following data: Instance 298988, Process Type PSJob, Process Name AM\_PUOB, User E217277, Run Date/Time 06/10/2021 7:42:15AM EDT, Run Status Processing, and Distribution Status N/A.

**Note:** When the Run Status is **Success** and the Distribution Status is **Posted**, the process was successfully run.