



Miami-Dade County

INFORMS: Asset Management – Mobile Asset Physical Inventory

Version 1.0

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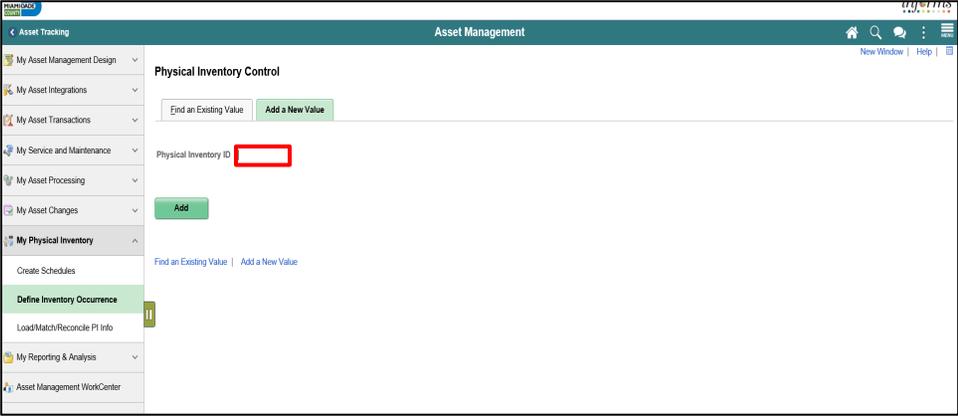
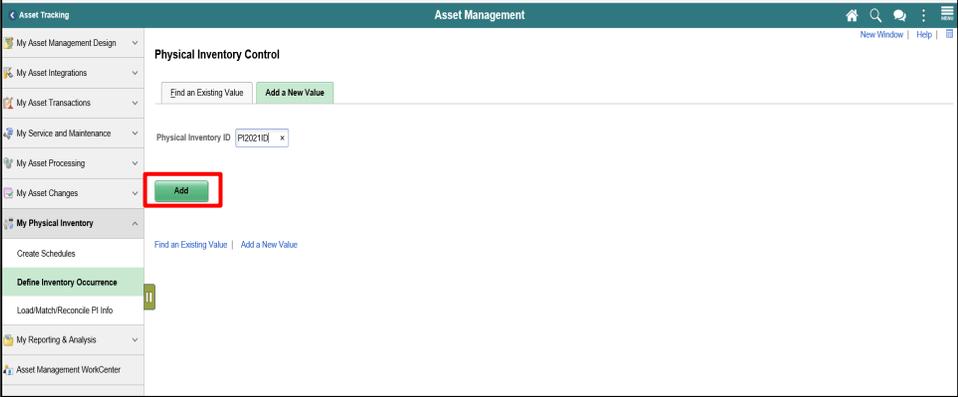
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PURPOSE AND DESCRIPTION

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 Finance/Supply Chain>Asset Tracking>Asset Management>My Physical Inventory>Define Inventory Occurrence</p>
2.	<p>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.</p> 
3.	<p>Select the Add</p> 

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

4.

The screenshot shows the 'Asset Management' software interface. The 'Enter Criteria' tab is selected, and the 'Physical Inventory ID' is 'PI2021D'. The 'PI Name' field contains 'ID PI 2021'. The 'Business Unit' field is empty. The 'Start Date' is '06/10/2021' and the 'End Date' is '06/30/2021'. The 'Book Name' is 'CAFR'. The 'Scan Scope' section has 'Capital Assets' checked. The 'Enable Mobile Inventory' checkbox is also checked. The 'Comments' section is empty. The 'Save' and 'Notify' buttons are at the bottom left, and the 'Add' and 'Update/Display' buttons are at the bottom right.

5.

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

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**

7.

Select Load/Match/Reconcile PI Info

The screenshot shows the 'Transaction Defaults' configuration page. The left-hand navigation menu has 'Load/Match/Reconcile PI Info' highlighted with a red box. The main content area shows various configuration options for transactions, including 'Auto Approval', 'Transactions Enabled', 'Transaction Defaults', and 'Retirement Defaults'. The 'Physical Inventory ID' is set to 'PI2021ID' and 'ID PI 2021'. The 'Transaction Defaults' section includes fields for 'Transaction Date', 'Accounting Date', 'Transaction Code', and 'Transfer convention'. The 'Retirement Defaults' section includes a dropdown for 'Disposal Code', a dropdown for 'Retirement by Sale', and a dropdown for 'Retire Option'. There are also checkboxes for 'Voluntary Conversion' and 'Type'.

8.

Select the Add a New Value tab

The screenshot shows the 'Physical Inventory' search page. The 'Add a New Value' button is highlighted with a red box. The page includes a search criteria section with a 'Run Control ID' field and a 'Search' button. The 'Add a New Value' button is located at the top of the search criteria section.

9.

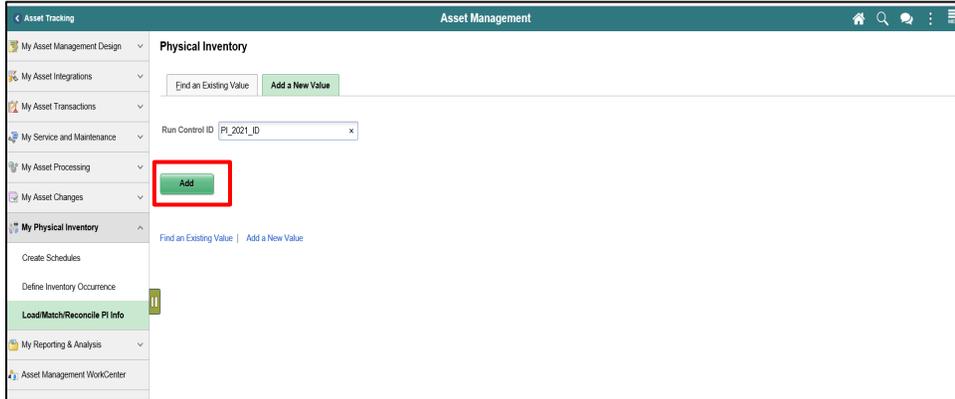
Enter the desired information into the Run Control ID field

The screenshot shows the 'Physical Inventory' search page with the 'Run Control ID' field highlighted by a red box. The field is currently empty. The 'Add' button is visible below the field.

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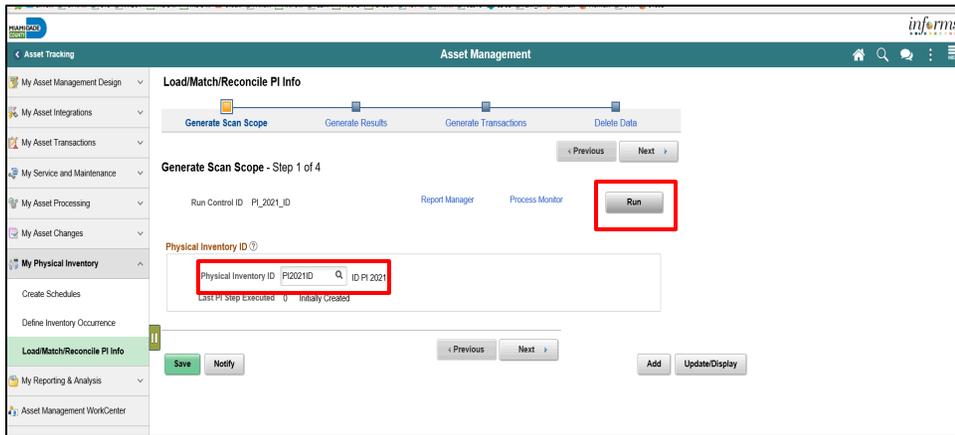
10.

Select the **Add** button



11.

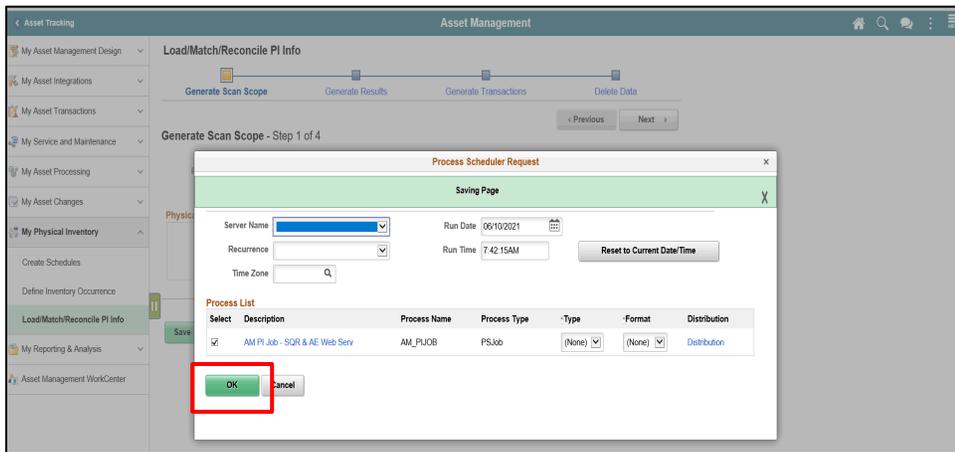
Input the **Physical Inventory ID**
Select the **Run** button



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.

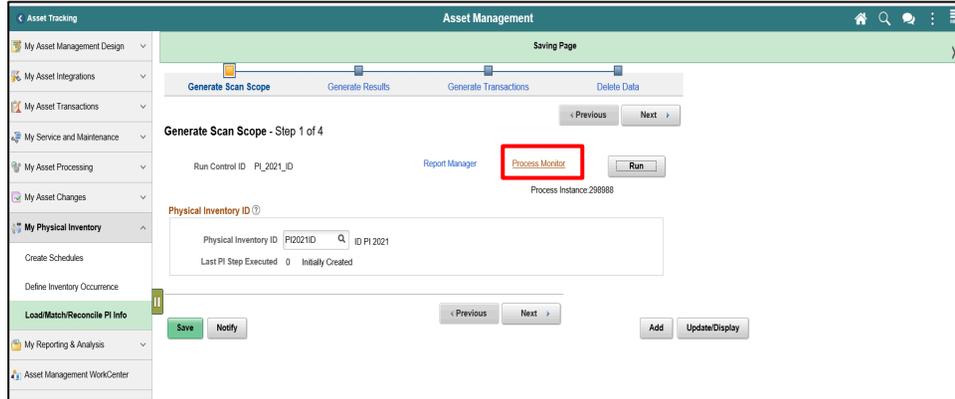
12.

Select the **OK** button



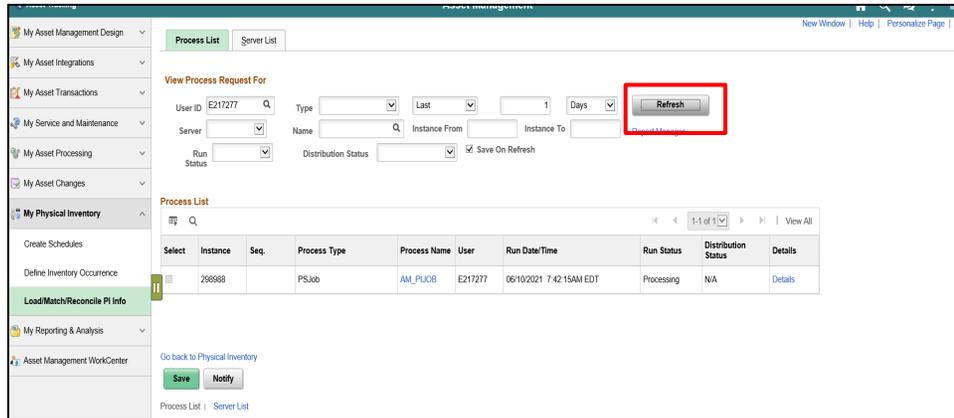
13.

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



14.

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



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