

Miami-Dade County

InterUnit Transfer to External BU Job Aid-Transfer an Asset When the Receiving Business Unit is Outside of INFORMS

Version 1.0



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PURPOSE

This document provides instructions on how to transfer an asset to a Business Unit that is operating in a separate instance of PeopleSoft or outside of INFORMS. (e.g. Aviation, WASD). This function is to be performed by the Department Asset Processor or Department Asset Manager upon receiving instruction from Central ISD and all corresponding property action forms and any other applicable forms are completed and are uploaded/attached to the asset record in Informs.



ADJUST ASSET STATUS VIA ASSET TRANSFER

Step	Action						
1.	Navigate to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management						
2.	For this step it's necessary to select one of the following:						
	Option 1:The asset to transfer should never have been booked to your business unit and it belongs in another business unit (outside of Informs)?If so, confirm the In-Service date. It will be necessary for step 4 below. Using the In- Service date to process the asset adjustment will ensure all depreciation is reversed from MDC books.• On the left-hand pane, select: My Asset Processing > Asset Depreciation • Enter the BU and Asset Identification number and select search • Select the Depreciation tab • Click on the Depreciation Attributes arrow to view the In-Service Dt						
	Image: Second						
	Option 2: Are you transferring the asset as of a certain date to another business unit (outside of Informs)? If so, the date to use for the asset adjustment on step 4 is the actual transfer date. The transaction date will be the effective of the transfer and depreciation will stop for MDC at that point.						



Step	Action
3.	 On the left-hand pane, select My Asset Transactions, then Asset Transfers Enter the Business Unit Enter the Asset Identification Select Search
1	A seat Tarking Assat Management
	Asset Management Design
	Asset Cost Adjust/Transfers
	my Asset integrations Tenders Enter any information you have and click Search. Leave fields blank for a list of all values.
	wy Asset Iransactions
	Asset Express Add Business Unit = V FR Q
	Asset basic information Asset Identification begins with 000000000340
	Asset Leases Tag Number begins with
	Asset transfers Parent ID begins with Q
	Asset book Change Description begins with
	Asset Status =
	Asset Disposal monselet
	Conv Evistion Asset
	Define Asset Operational Info
4.	Refer to step 2 to decide on the correct Transaction Date to use.
	Using the In-Service Date as the Transaction Date will reverse all depreciation for MDC.
	Using the effective transfer date as the Transaction Date will stop depreciation for
	MDC as of this date.
	On the Main Transaction tab, input the selected date in the Transaction Date field. The
	accounting date used should correspond to the current open period.
	HIME RACE
	< Asset Tracking Asset Management
	📝 My Asset Management Design 🗸 Main Transaction
	K My Asset Integrations
	1 My Asset Transactions
	Asset Express Add Transaction Date 12/28/2022 🔛 🖾 Copy Changes to Other Books
	Asset Basic Information Accounting Date 02/06/2024 🗰 Copy to Other Books Options
	Asset Leases Transfer Other Books by Amount Asset Leases Addingt Other Books By Amount
	Asset Transfers Include Convention
	Asset Book Change
	Review Cost Action Adjustment GO! Audit Logs
	Asset Disposal Worksheet
l .	Approve Asset Disposals Return to Search Notify Update/Display Include History
l	



Step	Action
5.	On the Action dropdown, select Adjustment , then select the GO! Button
	Asset Management
	Mv Asset Management Design
	Main Transaction
	Unit FR Asset ID 00000000340 Stretcher Tag 887193 In Service
	Main Transaction
	Asset Express Add Transaction Date 12/28/2022
	D Asset Basic Information Accounting Date 02/06/2024
	Asset Leases Q
	Adjust Other Books By Amount
	Rate Type
	Review Cost Action Adjustment GO! Audit Loss
	Assat Disnosal Workshaat
	II Save Return to Search Notify Update/Display Include History
6.	Select the Cost Information tab. Ensure you are updating the CAFR Reporting Book . not, simply click on the arrow to land on there.
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CONFIRM ASSET ADJUSTMENT

Step	Action							
1.	Once the adjustment is saved, the transfer information is loaded into the worklist items or Approval Tile for your Department Asset Manager within your Business Unit to review and approve this transaction. Once your Department Asset Manager has approved, verify by navigating to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management							
2.	 On the left-hand pane, select My Asset Transactions, then Review Costs Enter Business Unit and Asset Identification Select Search 							



Step	Action
3.	Select the Cost History List tab and review that the Adjustment (ADJ) has been processed.
	Asset Management
	Cost History List Cost History Detail Non Cap History List Non Cap History Detail
	Unit FR Asset ID 00000002306 Lenco BearCat Tag In Service
	Book (7) Q 4 -4 1 of 2 • • • • View All
	Book Name CAFR CAFR Reporting Book Currency USD Total Cost 0.00
	Asset Cost Information ① 爾 Q
	Cost Chartfields II>
	Acctg Date ≜ Trans Type ≜ Total Cost Fund ≜ Dept Grant Project
	1 09/30/2023 ADD 348,811.00 S2003 FR04010300 FR225601 FR225601
	2 0930/2023 RET -348,811.00 S2003 FR04010300 FR225601 FR225601
	3 01/22/2024 ADJ -348.811.00 S2003 FR04010300 FR225601 FR225601
	4 01/22/2024 REI 348,811.00 S2003 FR04010300 FR225601 FR225601



	You can pane an	confirm that d selecting	at the My Re	adjustr portin	ment has b g and Ana	een proce lysis > Vie r	ssed by r w Asset /	eturning to the Accounting Ent	e left- : ries
	•	Enter the B Select Sear	usines ch	s Unit	and Asset	Identificat	tion num	lber	
		MIAN							
		< Asset Tr	acking						
		My Asset	Management	Design 🗸	Asset Account	ting Entries			
		K My Asset	Integrations	~	Enter any information	n you have and click Sea	irch. Leave fields bla	ink for a list of all values.	
		🔯 My Asset	Transactions	×	Find an Existin	ng Value			
		Revie	e and Mainten	iance 🗸	 Search Criteria 				
		🐨 My Asset	Processing	~	Accest Identification	haning with M 000	000002206	3	
		🕞 My Asset	Changes	~	Tag Number	r henins with	00002308		
		📲 My Physi	cal Inventory	×	Parent ID	begins with v		9	
		🕒 My Repo	rting & Analy	sis ^	Description	begins with 🗸			
		Search fo	r an Asset		Asset Status	; = v			
		View Ass	et History		Case Sensitive				
		View As	et Accountin	g Entries	Limit the number of r	esults to (up to 250): 2	50		
		Cost and	Depreciation S	Summary	Search Cle	ar Basic Search	Save Search Criter	ía	
		Bo	ok Name CAFI	R	CAFR Repo	arting Book		Base Currency USD	1
		Accounting Entrie							
		Accounting Line	ts Chartfe	ids Journal	Þ			4 4 1-14 of 14	~
		Acctg Date	Trans Type	Fund Code	Department	Account	Product	Amount	
		1 09/30/2023	ADD	\$2003	FR04010300	1166000000		348,811.00	
		2 09/30/2023	ADD	\$2003	FR04010300	595000002		-348,811.00	
		3 09/30/2023	RET	\$2003	FR04010300	1166000000		-348,811.00	
		4 09/30/2023	RET	\$2003	FR04010300	1178000004		20,347.32	
		5 09/30/2023	RET	\$2003	FR04010300	454000001		328,463.68	
		6 09/30/2023	POP	\$2003	FR04010300	1178000004		-20,347.32	
		7 09/30/2023	PDP	\$2003	FR04010300	5810400000		20,347.32	
		8	ne:	02000	FR04010300	110000000		340,011.00	
		9 01/23/2024	REI	\$2003	FR04010300	1178000004		-20,347.32	
		10 01/23/2024	REI	\$2003	FR04010300	464000001		-328,463.68	



Step	Action
5.	Confirm that the Net Book Value is zeroed out by returning to the left-hand pane and selecting: My Asset Processing > Asset Depreciation. Select the Depreciation tab. Or, if a date other than the In-Service date was used in the Adjustment transaction, confirm deprecation was reversed up to this date.
	Asset Depreclation Unit FR Asset ID 000000002305 Lence BearCat Status in Service Book Q, i i i ∈ [1 of 2 ♥] + i Vew At Book Name CAFR CAFR CAFR Reporting Book
	Method Straight Line Calc Type Remaining Value In Service Dt 0.201/2023 Useful Life 120 Convention AM I Low Value Image: Convention Begin Date 201/2023 I Low Value Image: Convention Depreciation Depreciation End Date Future Depr Yrs Depreciation Depreciation
	Net Book Value Cost 0.00 Salvage Value 0.00 Accurate per out 0.01 Amortization Amount 0.00 Net Book Value -0.01
	Yearly Depreciation
	Year Depreciation Amt Fund Dept Grant PC Business Unit Project Activity Source Type Calegory Subcalagory 2023 0.00 50003 FD0401000 FD255601 FD FD25601 VHICE MEDICAT VHICE MEDICAT
	2024 0.01 S2003 FR4010300 FR225001 FR FR225001 VEHICLE_MEDIAT
	2023 40 UT SAVUS PROHOTIODOO PREZONOT PR PREZONOT VEHICLE_MEDICAT



UPDATE ASSET STATUS TO STATUS OF TRANSFERRED TO OUTSIDE SOURCE

Step	Action		
1.	Update the asse (FSCM) > Asset	et status to Transfe Tracking > Asset N	erred by navigating to: Finance / Supply Chain Management
2.	On the left-handEnter BU arSelect Searc	d pane, select My A ad Asset Identifica ch	Asset Transaction, then Asset Basic Info tion
		COUNT COUNT	
		∑ My Asset Management Design ∨ ∑ My Asset Integrations ∨	Asset Basic Information
		My Asset Transactions	Find an Existing Value Keyword Search Add a New Value
		Asset Express Add	▼ Search Criteria
		Asset Basic Information	Business Unit 🗧 🗸 FR 🔍
		Asset Leases	Asset Identification begins with V 00000002306
		Asset Transfers	Tag Number begins with 🗸
		Asset Book Change	Parent ID begins with 🗸 🔍
		Review Cost	Description begins with 🗸
		Asset Disposal Worksheet	Asset Type = V
		Approve Asset Disposals	□ Asset Subtype Degins with ♥
		Copy Existing Asset	Limit the number of results to (up to 250). 250
		Define Asset Operational Info	Search Clear Basic Search 🖉 Save Search Criteria
		Retire/Reinstate Asset	
		4 My Service and Maintenance 🗸	Find an Existing Value Keyword Search Add a New Value



Step	Action								
3.	Update the Asset Status field from In Service to Transferred to Outside Source (OUTTRF).								
	C General Information								
	General Information	Qpe	eration/Maintenance	Asset <u>A</u> cquisiti	on Detail	Location/Comments/Attributes			
	Unit FR	Ass	et ID 00000000002	Physio Contro	l Lifepak	15 Defi Tag 863			
	Asset Information		Dhunia Cashai Lifaash	16 0+6	1				
	C	AP #	Рлузю Солго: Слерак	i is Dell	Q				
			Z Taggable Asset						
	Asset C	lass	TANG-CAP		Q,	Tangible Capital Assets			
	Asset1	Type	Equipment	×					
	Asset Sub	type			Q				
	"Asset St	OUTTRF-TransfertoOutsideSourc V							
	Acquisition I	Date	Commitment		Ē				
	Placement	Date	ERR- Opened in Error In Service	e,					
	Collateral A	sset	OUTTRE-TransfertoO Received (Not in Serv	utsideSourc (ce)					
	*Acquisition C	Code	Requisitioned Suspended	2575	0				
	FERC C	ode	Transferred Work In Progress		0				
	Financing C	Jobe		0.000	~				
	Replacement	Cost							
	Index N	lame			Q,				
	SubIndex N	lame				Q			
4.	Scroll down and select A	Atta	chments and att	tach the Ass	set Tra	nsfer Approval form			
5.	Scroll down and select S	Save	2						
	Save Return to Search			Add Update/Displ	ay Include	History Correct History			



Step	Action
6.	Establish a receivable from the external BU for the book value of the asset transferred. The receivable can be established using FIN 204 Receivable Processing Student Guide starting on page 15. The ChartFields used should be the ones generated by the adjustment described in this job aid, see step 4 under CONFIRM ASSET ADJUSTMENT.