



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

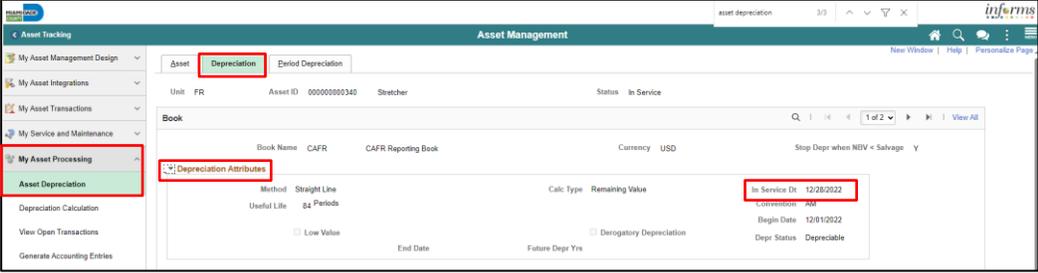
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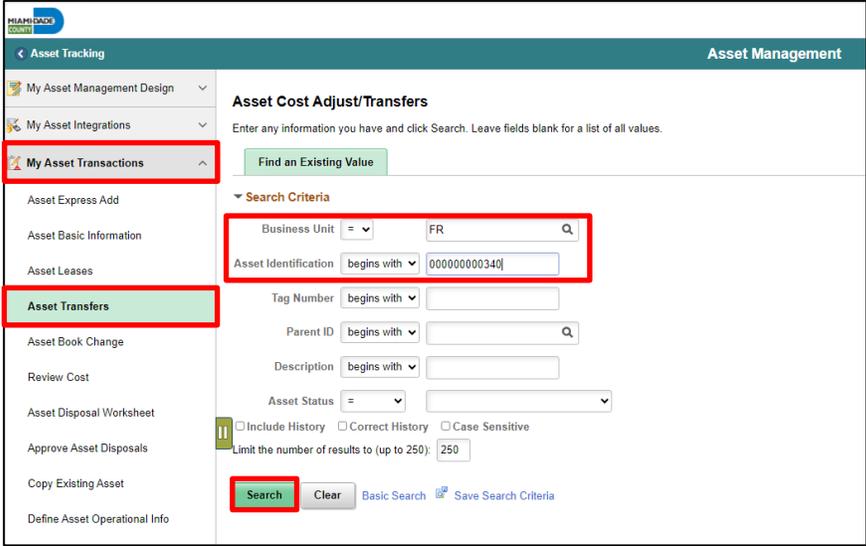
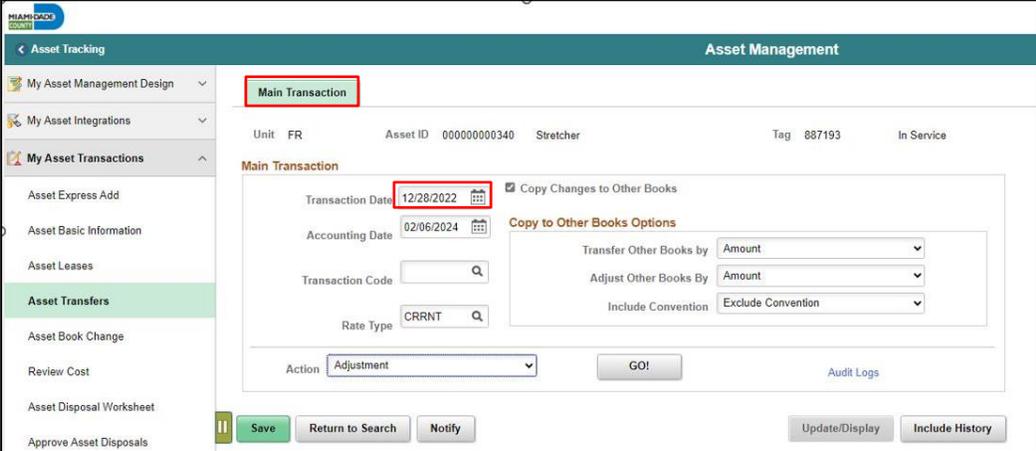
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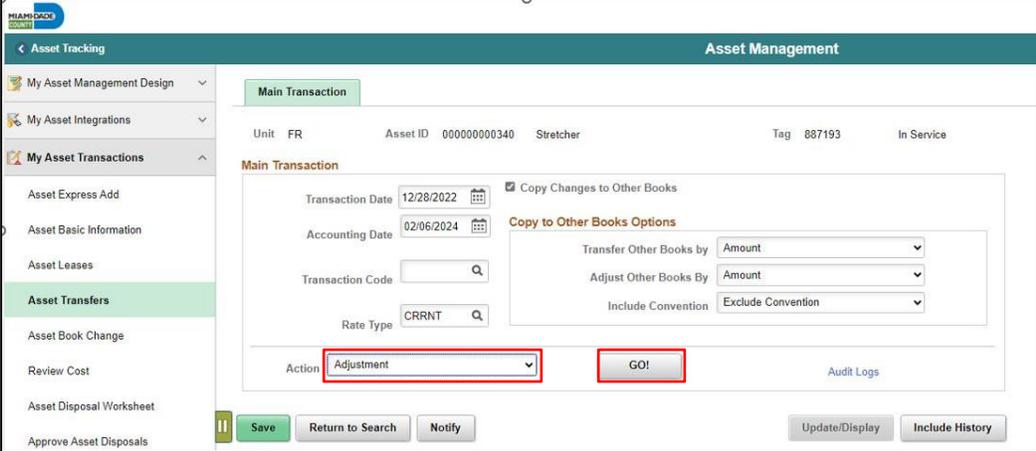
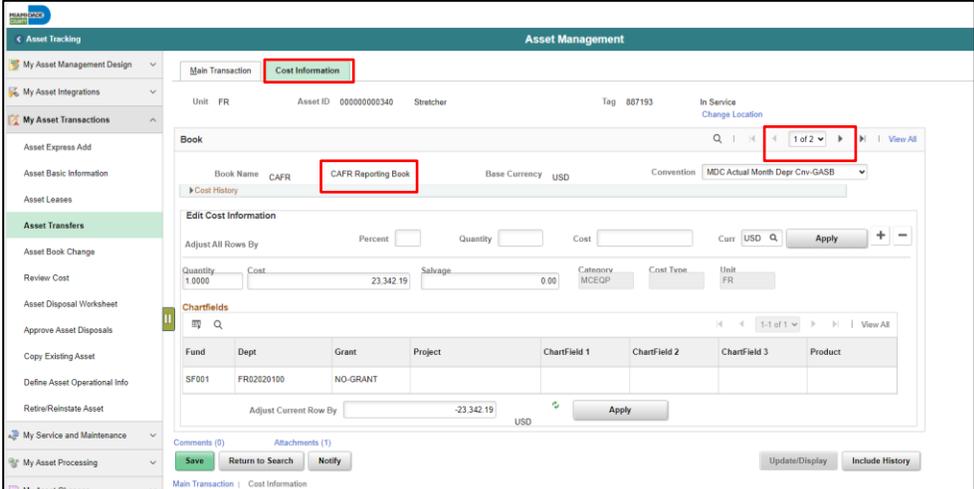
PURPOSE

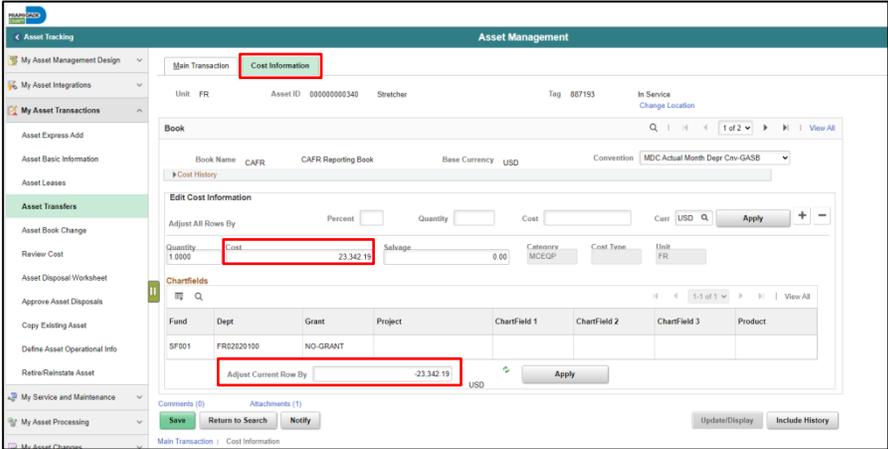
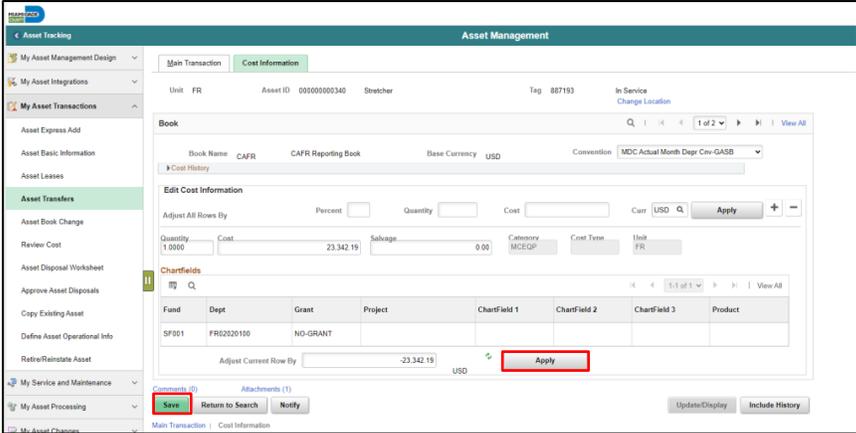
This document provides instructions on how to transfer an asset to a Business Unit that is operating in a separate instance of PeopleSoft or outside of INFORMS. (e.g. Aviation, WASD). This function is to be performed by the Department Asset Processor or Department Asset Manager upon receiving instruction 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

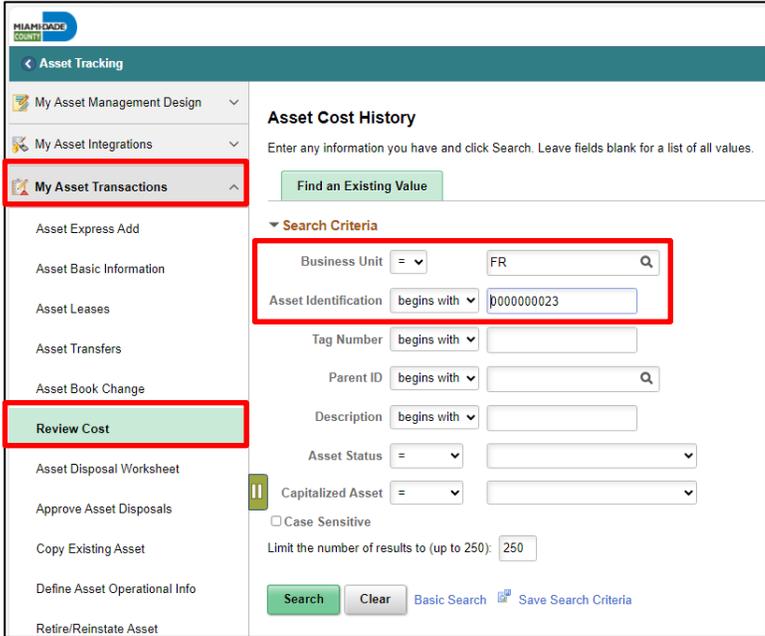
Step	Action
1.	Navigate to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	<p>For this step it's necessary to select one of the following:</p> <p>Option 1: The asset to transfer should never have been booked to your business unit and it belongs in another business unit (outside 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.</p> <ul style="list-style-type: none"> • 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  <p>Option 2: Are you transferring the asset as of a certain date to another business unit (outside of Informs)?</p> <p>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.</p>

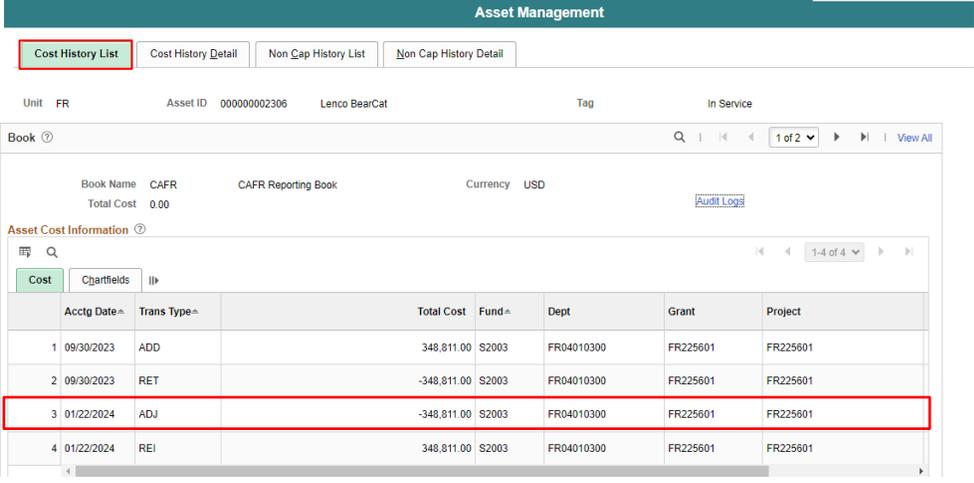
Step	Action
3.	<ul style="list-style-type: none"> On the left-hand pane, select My Asset Transactions, then Asset Transfers Enter the Business Unit Enter the Asset Identification Select Search 
4.	<p>Refer to step 2 to decide on the correct Transaction Date to use. Using the In-Service Date as the Transaction 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.</p> <p>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.</p> 

Step	Action
5.	<p>On the Action dropdown, select Adjustment, then select the GO! Button</p>  <p>The screenshot shows the 'Asset Management' interface. Under the 'Main Transaction' tab, the 'Action' dropdown menu is open and 'Adjustment' is selected. The 'GO!' button is also highlighted with a red box. Other fields include Transaction Date (12/28/2022), Accounting Date (02/06/2024), and various 'Copy to Other Books Options'.</p>
6.	<p>Select the Cost Information tab. Ensure you are updating the CAFR Reporting Book. If not, simply click on the arrow to land on there.</p>  <p>The screenshot shows the 'Cost Information' tab selected. The 'Book' dropdown menu is open, and 'CAFR Reporting Book' is selected. A navigation arrow in the top right of the dropdown is also highlighted with a red box. The 'Edit Cost Information' section shows fields for Quantity, Cost, and Salvage.</p>

Step	Action
7.	<p>Adjust the Current Row by crediting the exact cost amount (add the negative (-) symbol before the cost amount).</p> 
8.	<p>Select Apply, then Save</p> 

CONFIRM ASSET ADJUSTMENT

Step	Action
1.	<p>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.</p> <p>Once your Department Asset Manager has approved, verify by navigating to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management</p>
2.	<ul style="list-style-type: none"> On the left-hand pane, select My Asset Transactions, then Review Costs Enter Business Unit and Asset Identification Select Search 

Step	Action																																			
3.	<p>Select the Cost History List tab and review that the Adjustment (ADJ) has been processed.</p>  <p>The screenshot shows the 'Asset Management' interface with the 'Cost History List' tab selected. The asset details are: Unit FR, Asset ID 00000002306, Lenco BearCat, Tag, In Service. The 'Book' section shows Book Name CAFR, Total Cost 0.00, and Currency USD. The 'Asset Cost Information' table below shows four entries:</p> <table border="1"> <thead> <tr> <th>Acctg Date</th> <th>Trans Type</th> <th>Total Cost</th> <th>Fund</th> <th>Dept</th> <th>Grant</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>09/30/2023</td> <td>ADD</td> <td>348,811.00</td> <td>S2003</td> <td>FR04010300</td> <td>FR225601</td> <td>FR225601</td> </tr> <tr> <td>09/30/2023</td> <td>RET</td> <td>-348,811.00</td> <td>S2003</td> <td>FR04010300</td> <td>FR225601</td> <td>FR225601</td> </tr> <tr style="border: 2px solid red;"> <td>01/22/2024</td> <td>ADJ</td> <td>-348,811.00</td> <td>S2003</td> <td>FR04010300</td> <td>FR225601</td> <td>FR225601</td> </tr> <tr> <td>01/22/2024</td> <td>REI</td> <td>348,811.00</td> <td>S2003</td> <td>FR04010300</td> <td>FR225601</td> <td>FR225601</td> </tr> </tbody> </table>	Acctg Date	Trans Type	Total Cost	Fund	Dept	Grant	Project	09/30/2023	ADD	348,811.00	S2003	FR04010300	FR225601	FR225601	09/30/2023	RET	-348,811.00	S2003	FR04010300	FR225601	FR225601	01/22/2024	ADJ	-348,811.00	S2003	FR04010300	FR225601	FR225601	01/22/2024	REI	348,811.00	S2003	FR04010300	FR225601	FR225601
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4.

*Note – after the transaction is approved, you will need to wait for the nightly batch process to run to review the depreciation. Accounting entries will be processed by Central Finance according to their established schedule. Please contact them directly for any updates.

You can confirm that the adjustment has been processed by returning to the left-hand pane and selecting **My Reporting and Analysis > View Asset Accounting Entries**

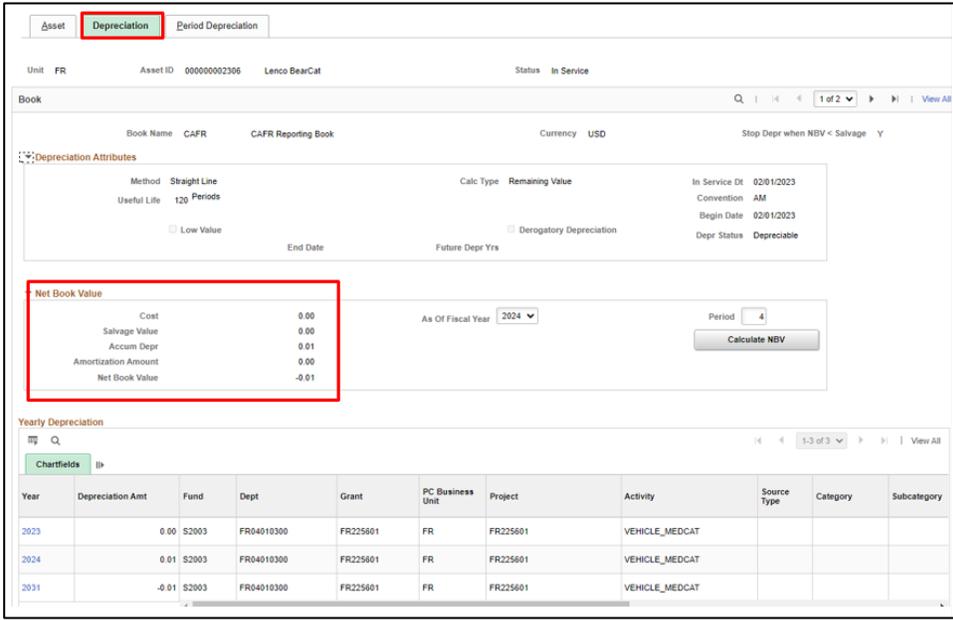
- Enter the **Business Unit** and **Asset Identification** number
- Select **Search**

Book Name: CAFR CAFR Reporting Book Base Currency: USD

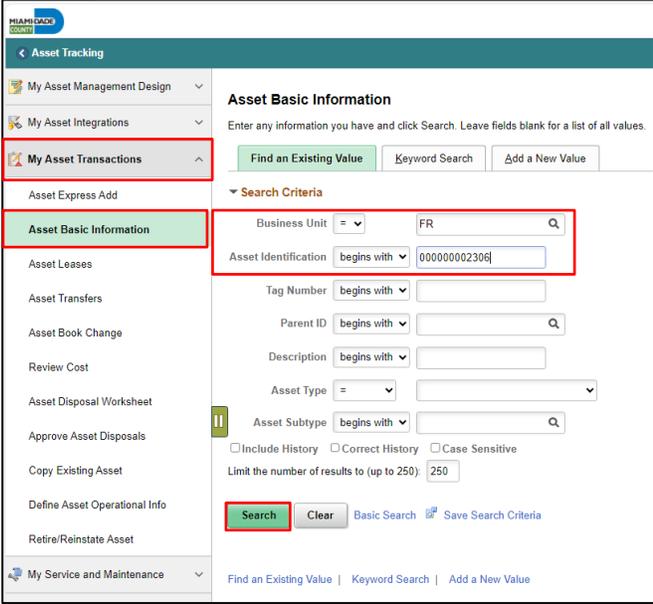
Accounting Entries

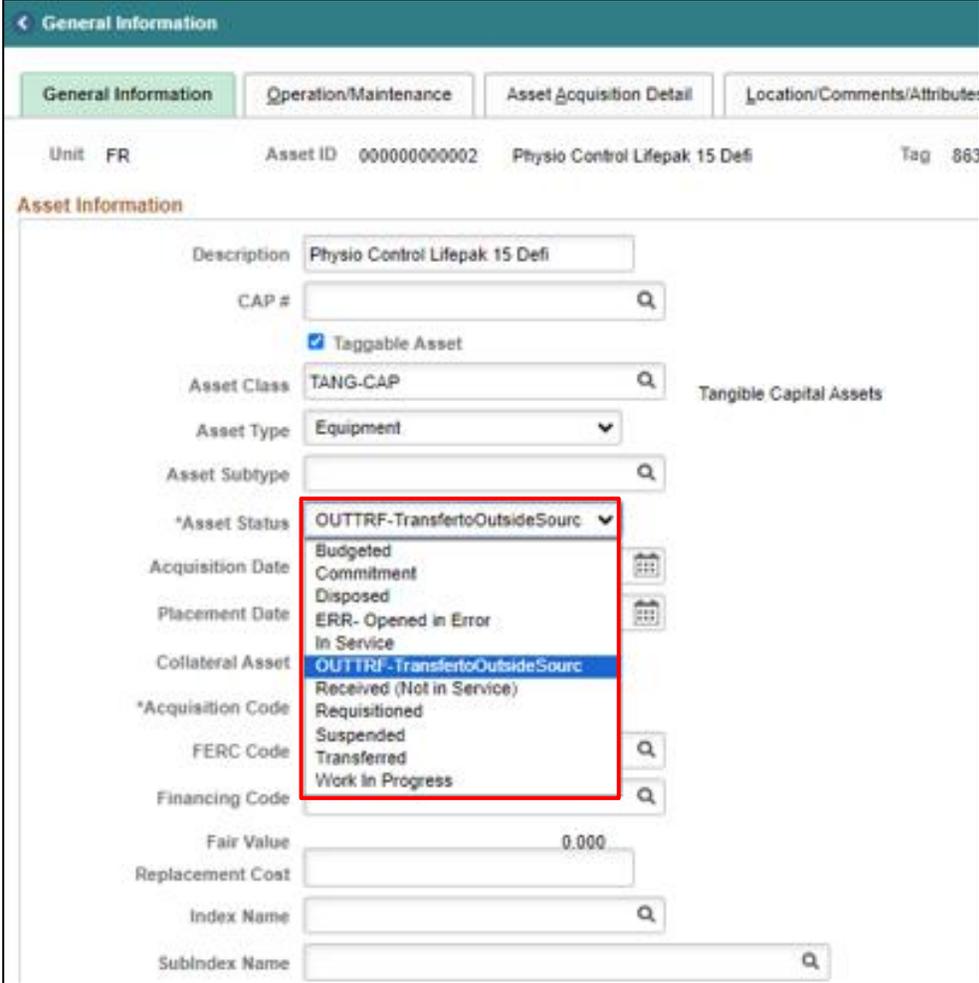
Accounting Lines | Chartfields | Journal

Acctg Date	Trans Type	Fund Code	Department	Account	Product	Amount
1 09/30/2023	ADD	S2003	FR04010300	1166000000		348,811.00
2 09/30/2023	ADD	S2003	FR04010300	5950000002		-348,811.00
3 09/30/2023	RET	S2003	FR04010300	1166000000		-348,811.00
4 09/30/2023	RET	S2003	FR04010300	1178000004		20,347.32
5 09/30/2023	RET	S2003	FR04010300	4640000001		328,463.68
6 09/30/2023	PDP	S2003	FR04010300	1178000004		-20,347.32
7 09/30/2023	PDP	S2003	FR04010300	5810400000		20,347.32
8 09/30/2023	REI	S2003	FR04010300	1178000004		-20,347.32
9 01/23/2024	REI	S2003	FR04010300	1178000004		-20,347.32
10 01/23/2024	REI	S2003	FR04010300	4640000001		-328,463.68
11 01/23/2024	ADJ	S2003	FR04010300	1166000000		-348,811.00
12 01/23/2024	ADJ	S2003	FR04010300	5950000002		348,811.00

Step	Action																																												
5.	<p>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 depreciation was reversed up to this date.</p>  <p>The screenshot shows the 'Depreciation' tab selected. The 'Net Book Value' section is highlighted with a red box, showing a value of -0.01. Below this is a table of 'Yearly Depreciation' with columns for Year, Depreciation Amt, Fund, Dept, Grant, PC Business Unit, Project, Activity, Source Type, Category, and Subcategory. The table shows depreciation for years 2023, 2024, and 2031.</p> <table border="1" data-bbox="407 1010 1360 1157"> <thead> <tr> <th>Year</th> <th>Depreciation Amt</th> <th>Fund</th> <th>Dept</th> <th>Grant</th> <th>PC Business Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> <th>Category</th> <th>Subcategory</th> </tr> </thead> <tbody> <tr> <td>2023</td> <td>0.00</td> <td>S2003</td> <td>FR04010300</td> <td>FR225601</td> <td>FR</td> <td>FR225601</td> <td>VEHICLE_MEDCAT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td>0.01</td> <td>S2003</td> <td>FR04010300</td> <td>FR225601</td> <td>FR</td> <td>FR225601</td> <td>VEHICLE_MEDCAT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2031</td> <td>-0.01</td> <td>S2003</td> <td>FR04010300</td> <td>FR225601</td> <td>FR</td> <td>FR225601</td> <td>VEHICLE_MEDCAT</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Depreciation Amt	Fund	Dept	Grant	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	2023	0.00	S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT				2024	0.01	S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT				2031	-0.01	S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT			
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2024	0.01	S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT																																						
2031	-0.01	S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT																																						

UPDATE ASSET STATUS TO STATUS OF TRANSFERRED TO OUTSIDE SOURCE

Step	Action
1.	Update the asset status to Transferred by navigating to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	<p>On the left-hand pane, select My Asset Transaction, then Asset Basic Info</p> <ul style="list-style-type: none"> • Enter BU and Asset Identification • Select Search 

Step	Action
3.	<p>Update the Asset Status field from In Service to Transferred to Outside Source (OUTTRF).</p> 
4.	<p>Scroll down and select Attachments and attach the Asset Transfer Approval form</p>
5.	<p>Scroll down and select Save</p> 

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.