Miami-Dade County

INFORMS: Asset Management – TRF Transfer

Version 1.0

TABLE OF CONTENTS

TABLE OF CONTENTS.....1

PURPOSE AND DESCRIPTION 1

Purpose 1

Description 1

ACTIVITY 1: IN SERVICE TO SUSPENDED STATUS 2

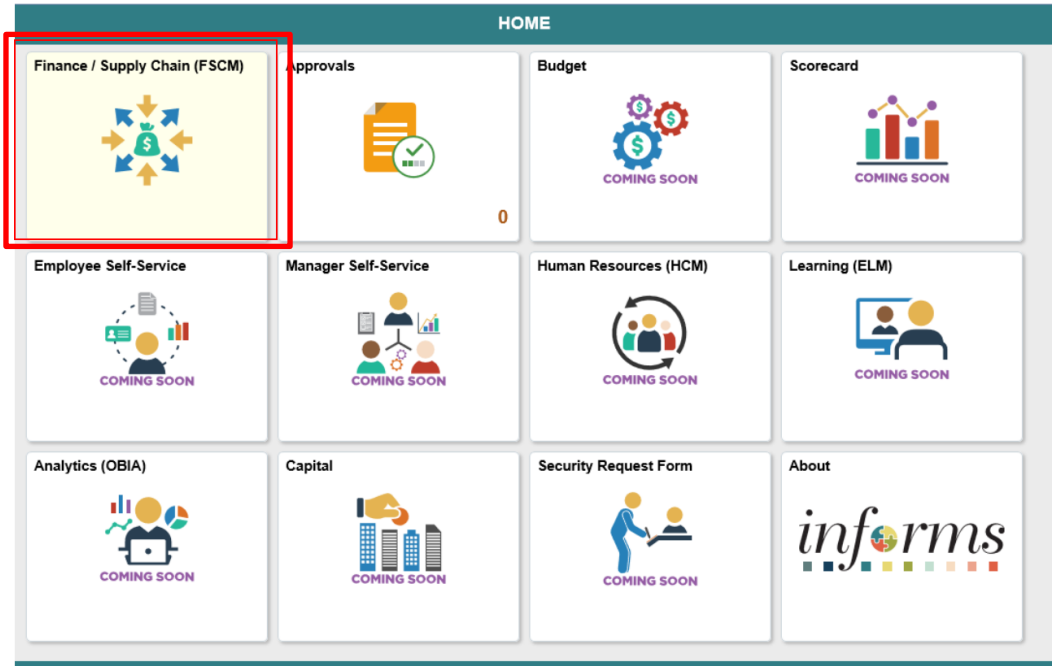
TRF Transfer 2

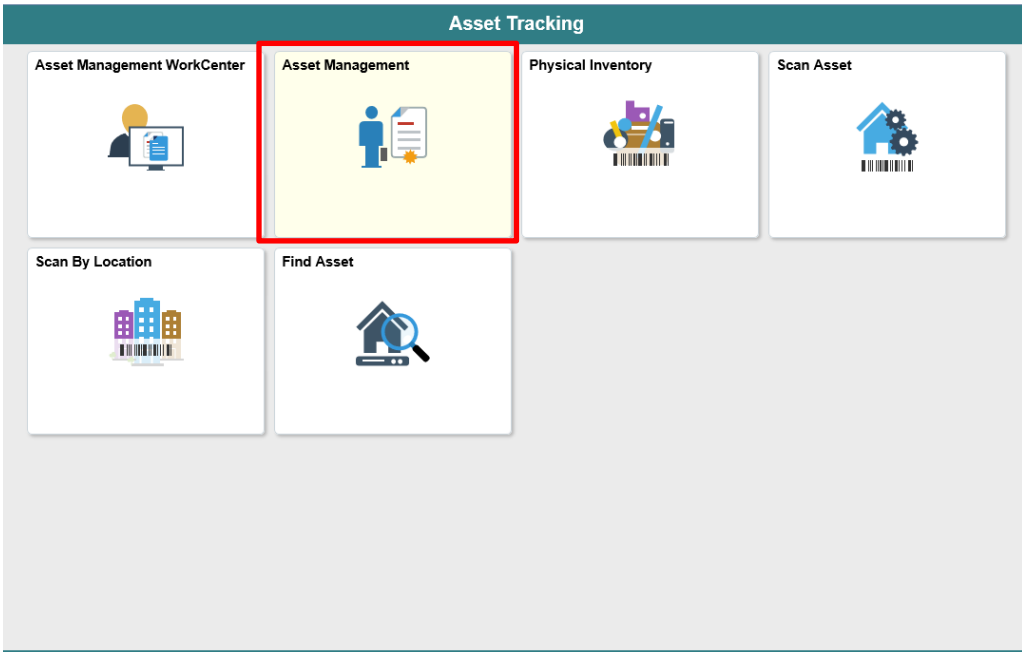
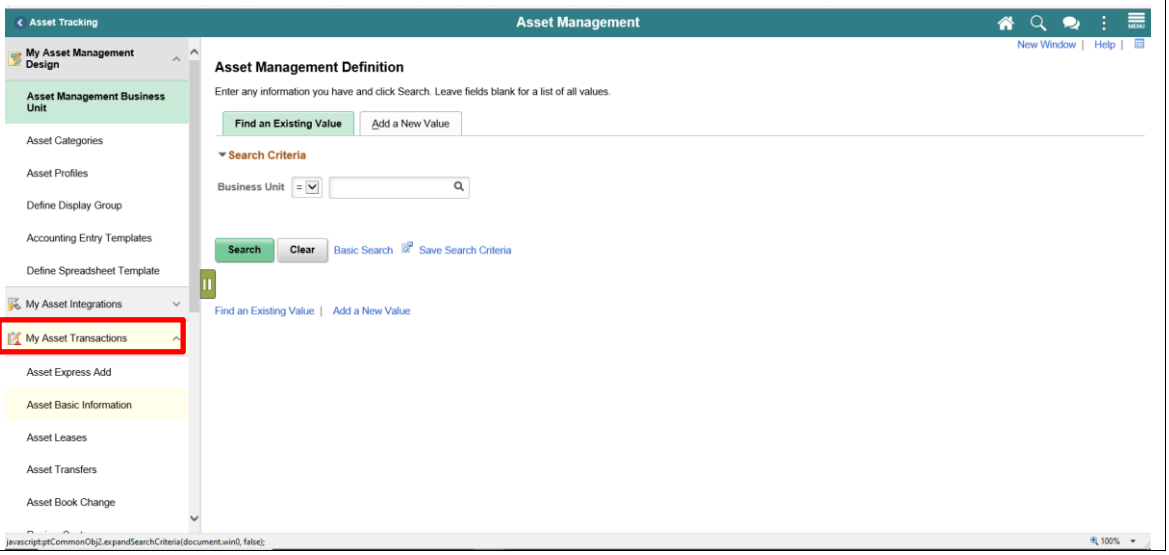
PURPOSE AND DESCRIPTION

Purpose

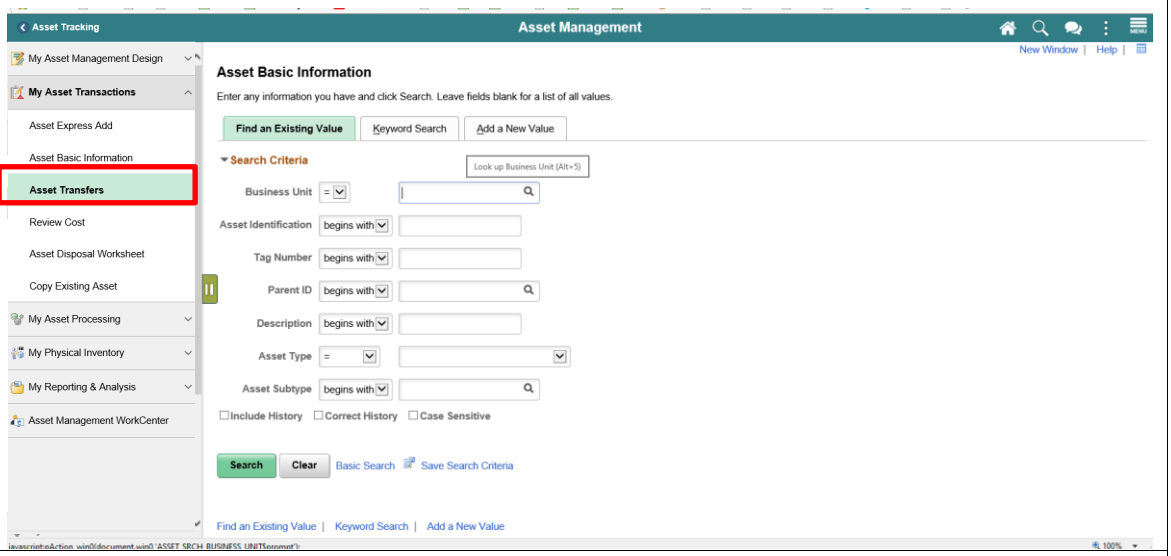
This document explains the process involved in a TRF Transfer

ACTIVITY 1: TRF TRANSFER

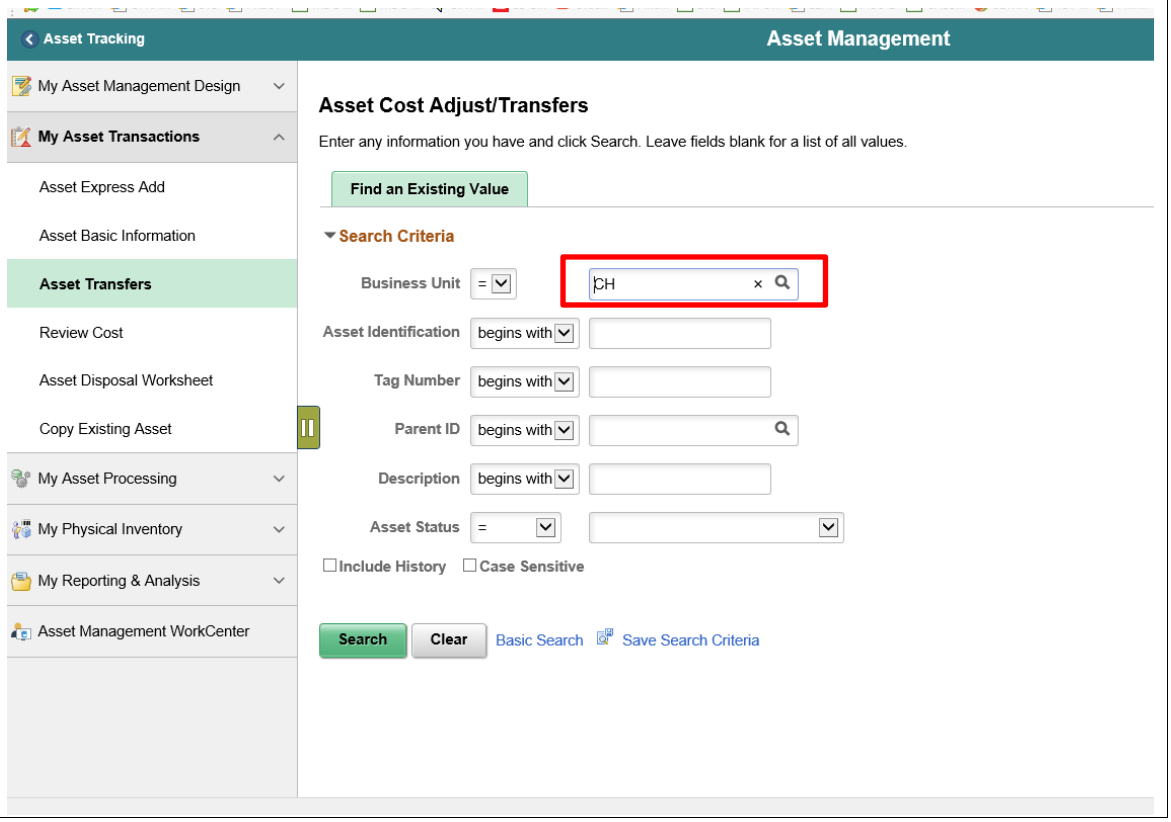
Step	Action
1.	Select the **Finance / Supply Chain (FSCM)** button. 
2.	Select the **Asset Tracking** button.

3.	Select the **Asset Management** button. 
4.	Select **My Asset Transactions**. 

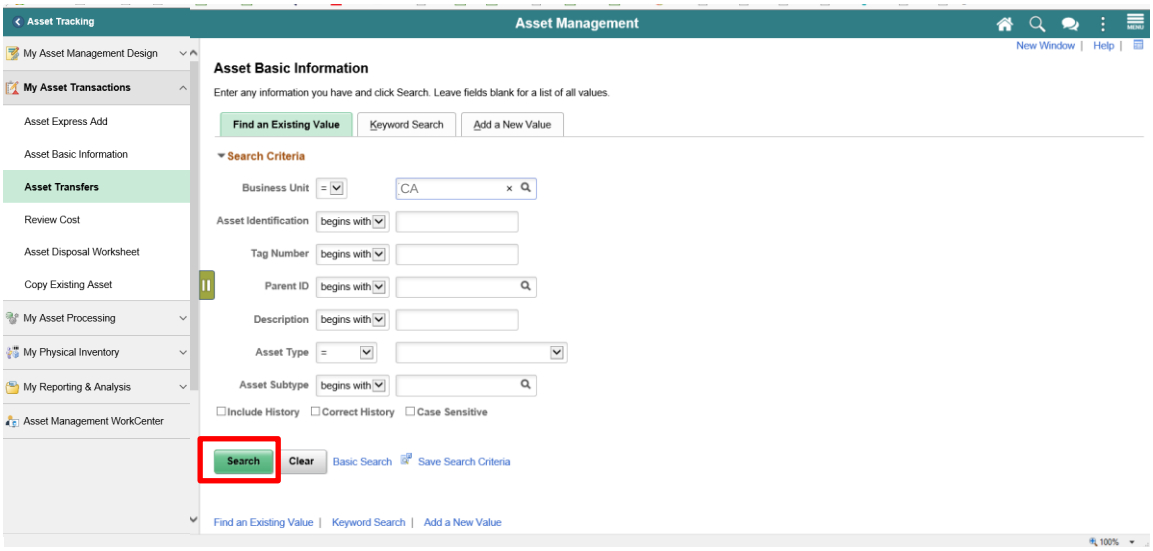
5. Select **Asset Transfers**.



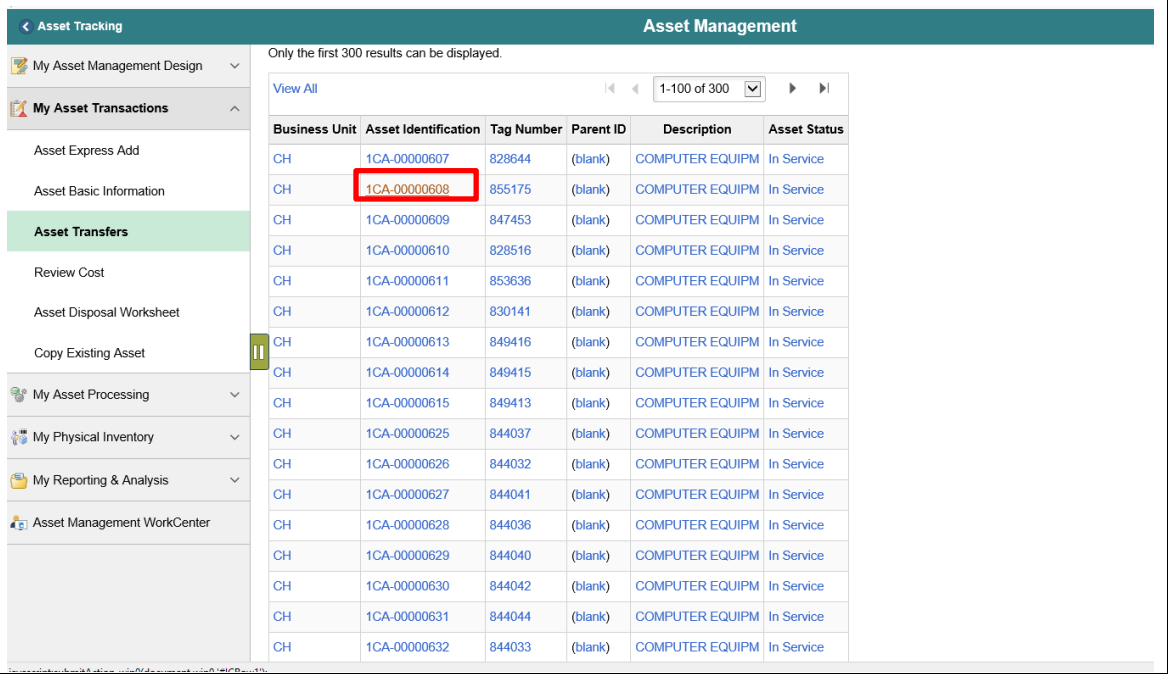
6. Confirm the **Business Unit.**

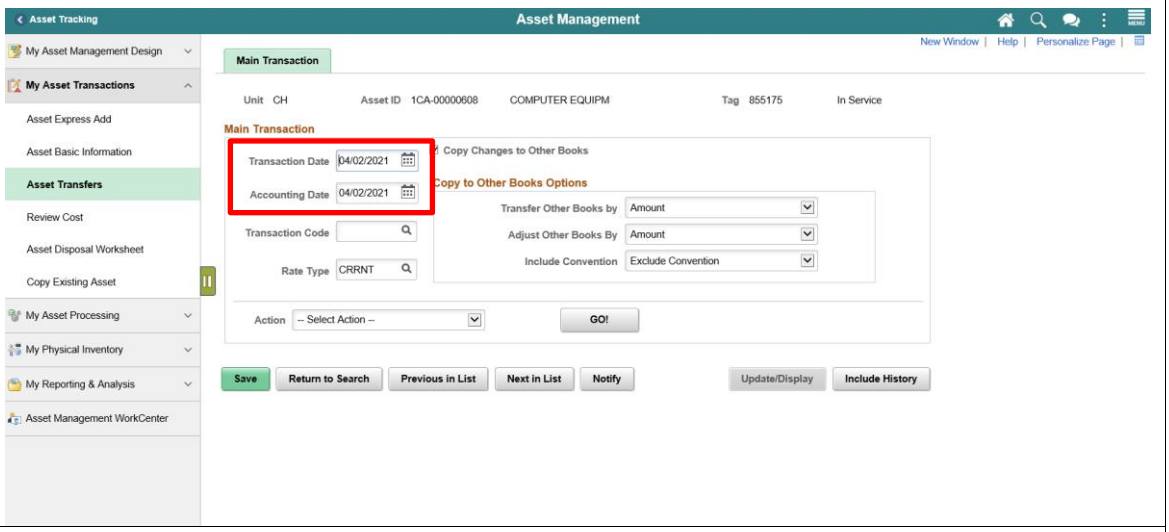
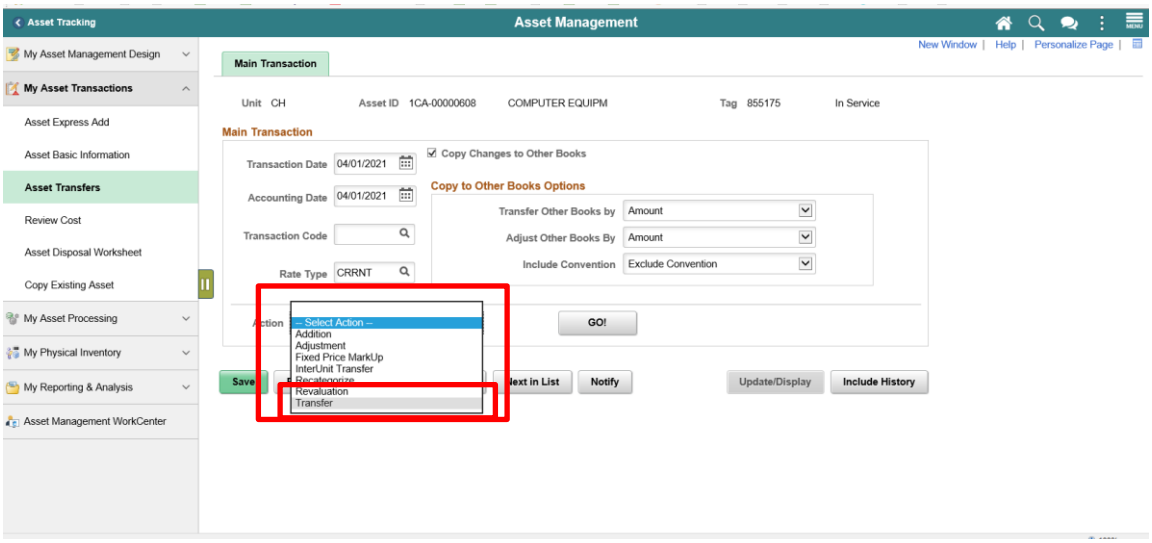


7. Select **Search**.

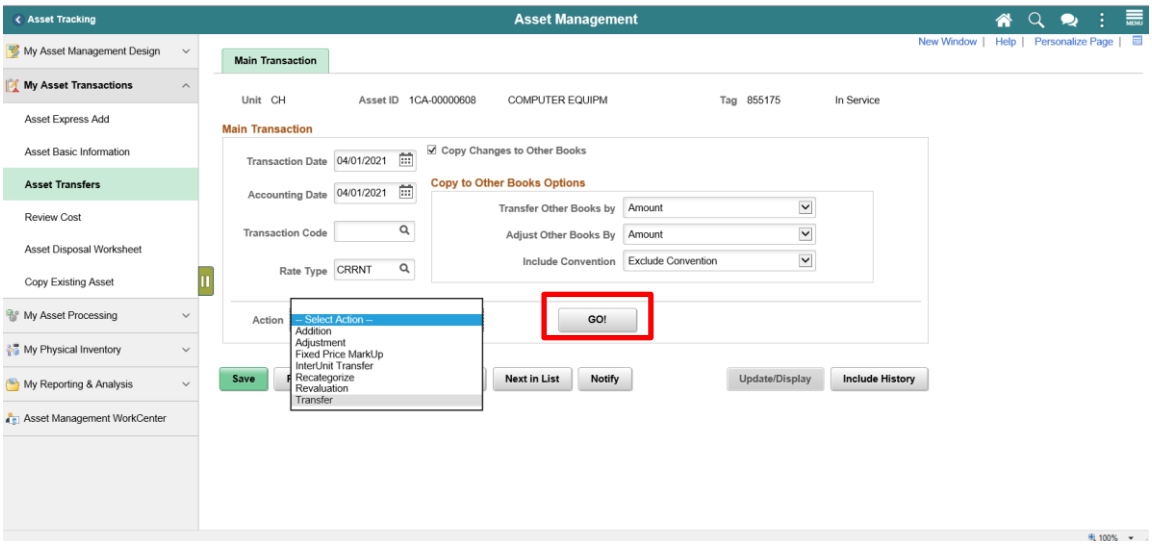


8. Select the applicable **Asset ID**.

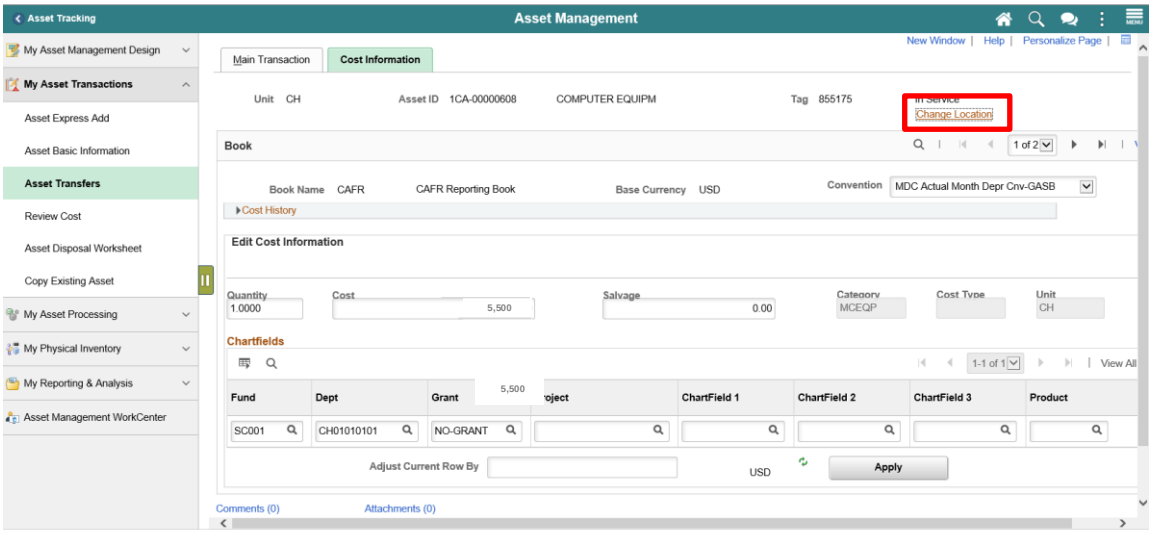


9.	**Transaction Date**: Typically, this date represents the date the asset is acquired. Depreciation is calculated from this date. (This date defaults to the Acquisition Date.) **Accounting Date**: The date the transaction will post to the general ledger. Confirm the **Transaction Date and Accounting Date.** 
10.	Miami-Dade County allow you to perform these actions on assets from the Main Transaction page: • **Recategorize (RCT)** changes an asset category or cost type. • **Transfer transfers (TRF)** an asset within the same business unit. Select the **Action** drop down and select **Transfer**. 

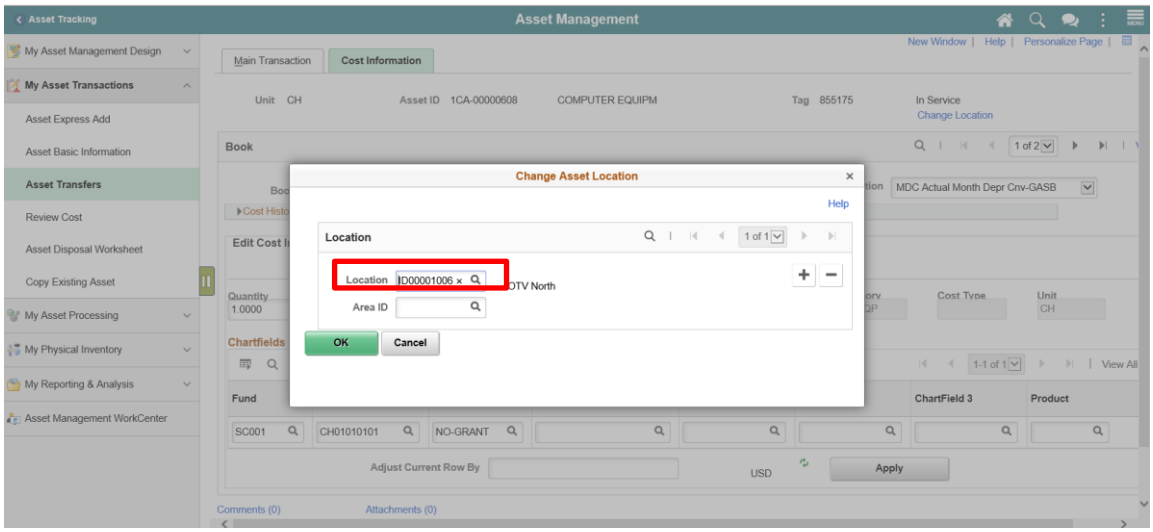
11. Select the **GO!** button.



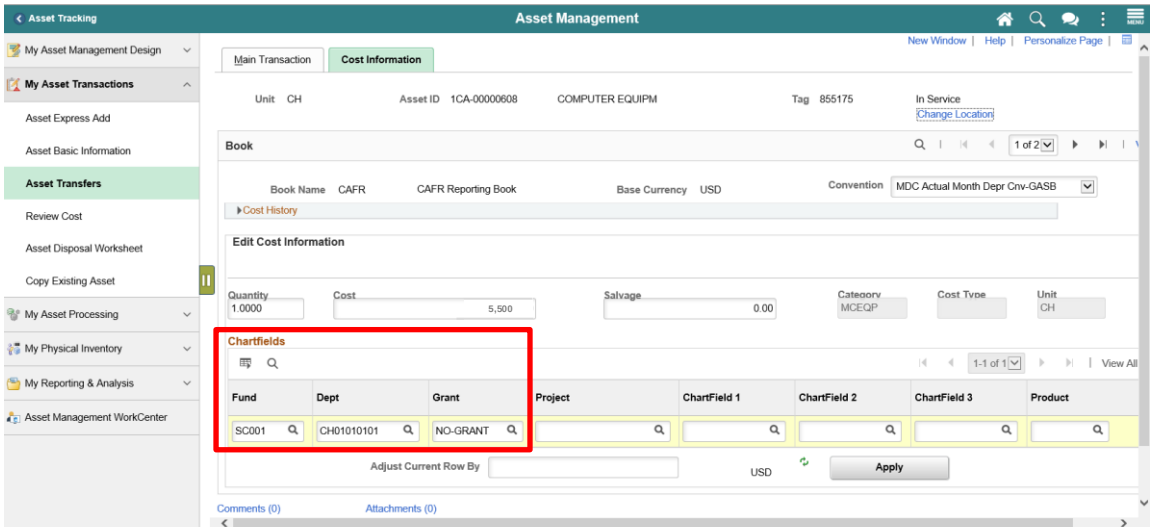
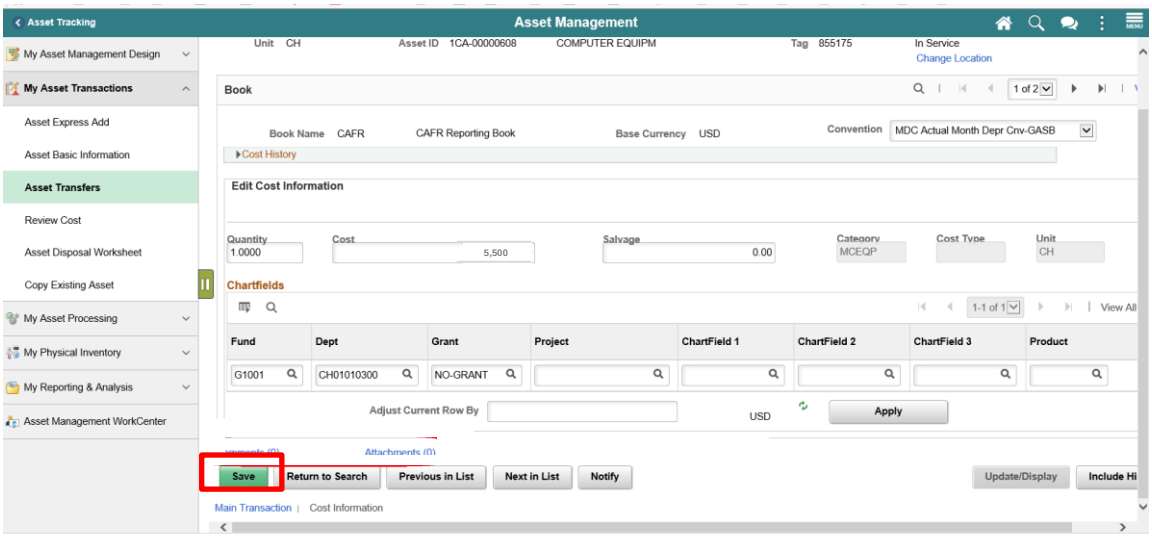
12. Select the **Change Location** link.



13. Input the new **Location**.



14. Input and confirm the **ChartFields**.



15.	Note: The Transfer Component in Asset Management within Informs Application allow to add comments and attachments before selecting the save button. Select the **Save** button. ***Note**: After you select **Save** button, the transfer information is loaded into the worklist items or Approve Tile for your Department Asset Manager within your Business Unit review and approve this transaction.*