



Miami-Dade County

INFORMS: Asset Management—TRF Transfer

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose

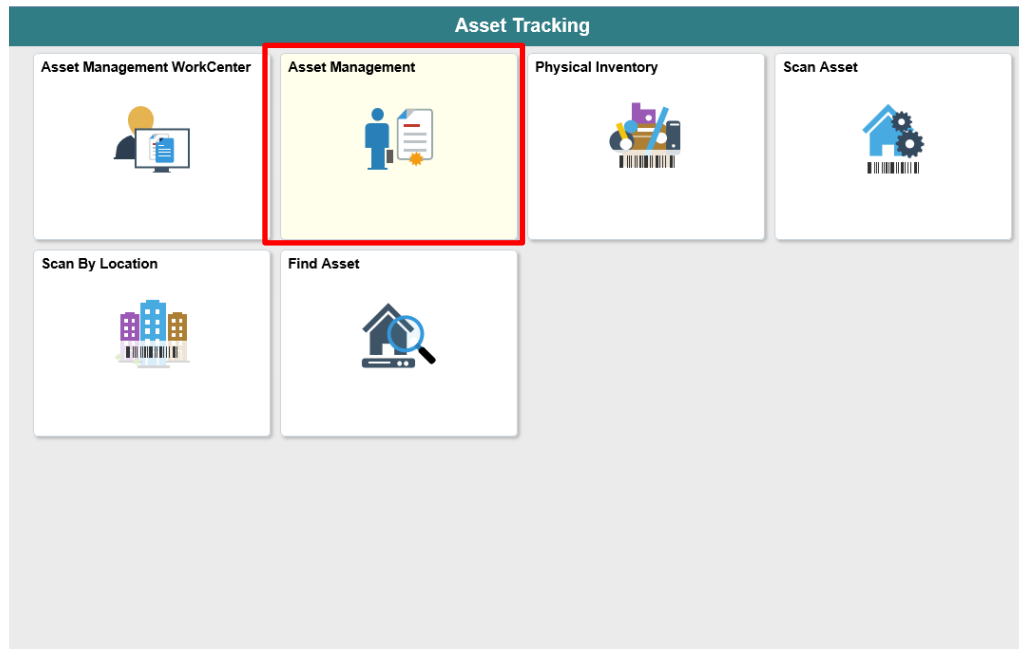
This document explains the process involved in a TRF Transfer

ACTIVITY 1: TRF TRANSFER

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

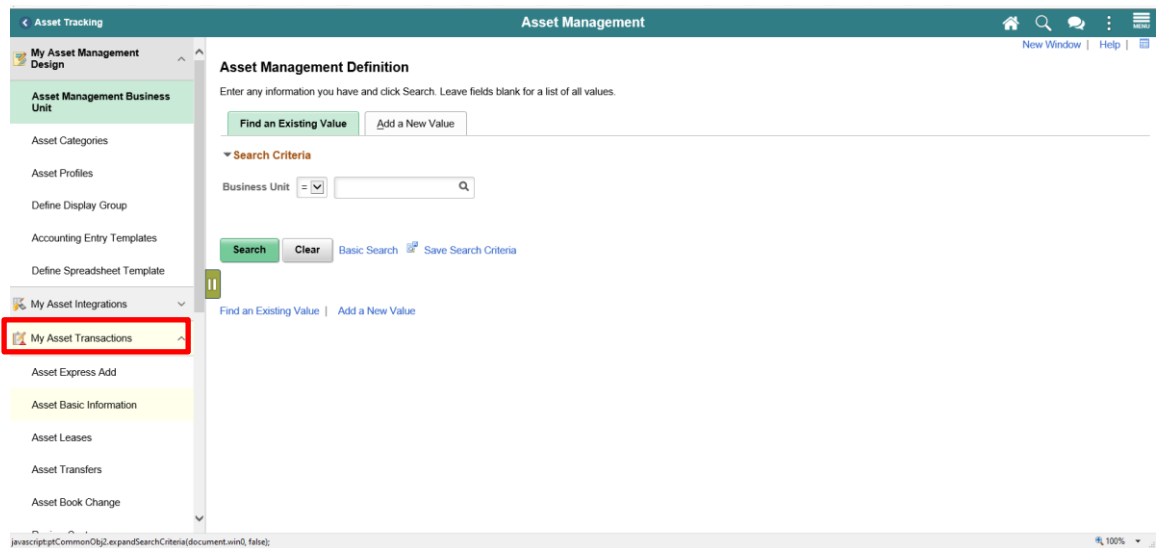
3.

Select the **Asset Management** button.

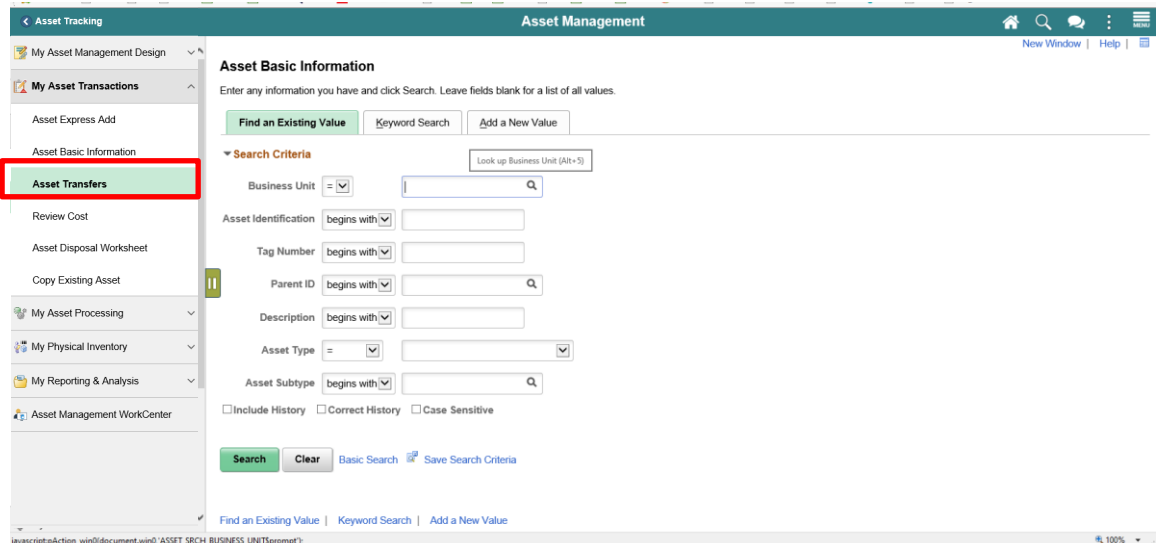


4.

Select **My Asset Transactions**.

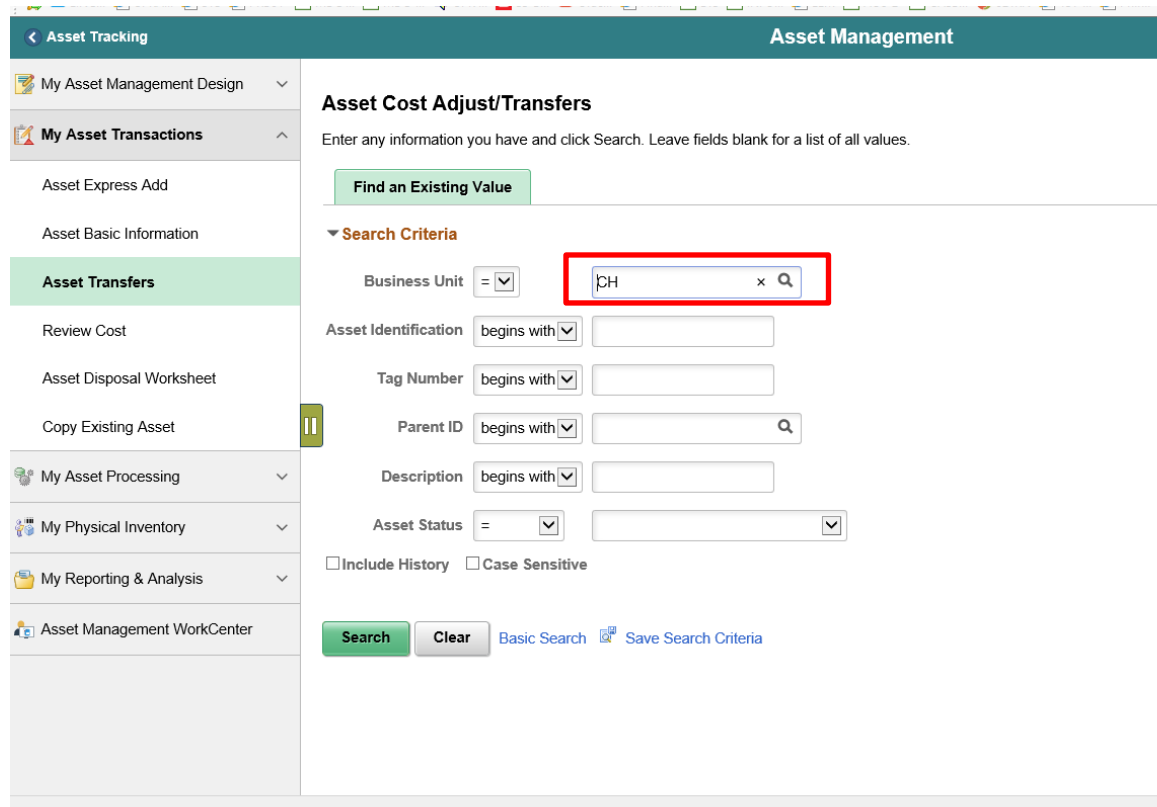


5.

Select **Asset Transfers**.


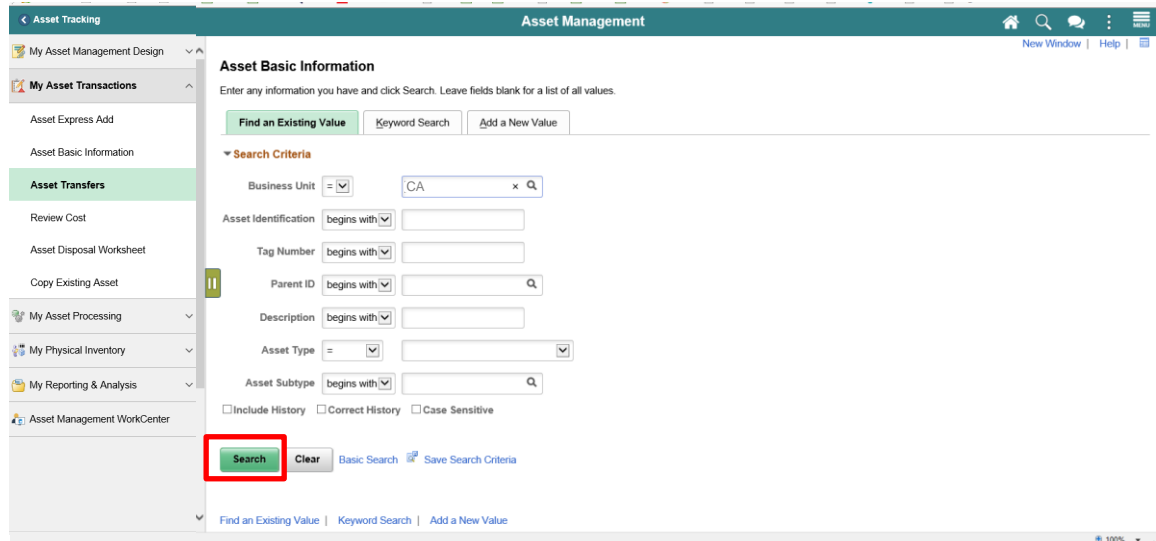
The screenshot shows the 'Asset Management' interface. On the left sidebar, under 'My Asset Transactions', the 'Asset Transfers' option is highlighted with a red box. The main content area is titled 'Asset Basic Information' and contains search criteria fields for Business Unit, Asset Identification, Tag Number, Parent ID, Description, Asset Type, and Asset Subtype. The 'Find an Existing Value' button is visible at the top of the search section.

6.

Confirm the **Business Unit**.


The screenshot shows the 'Asset Management' interface with the 'Asset Transfers' option selected in the sidebar. The main content area is titled 'Asset Cost Adjust/Transfers'. The 'Search Criteria' section is expanded, and the 'Business Unit' field is highlighted with a red box, showing the value 'PH'. The 'Find an Existing Value' button is visible at the top of the search section.

7.

Select **Search**.


Asset Management

Asset Basic Information

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

Find an Existing Value | Keyword Search | Add a New Value

Search Criteria

Business Unit: CA

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Type: =

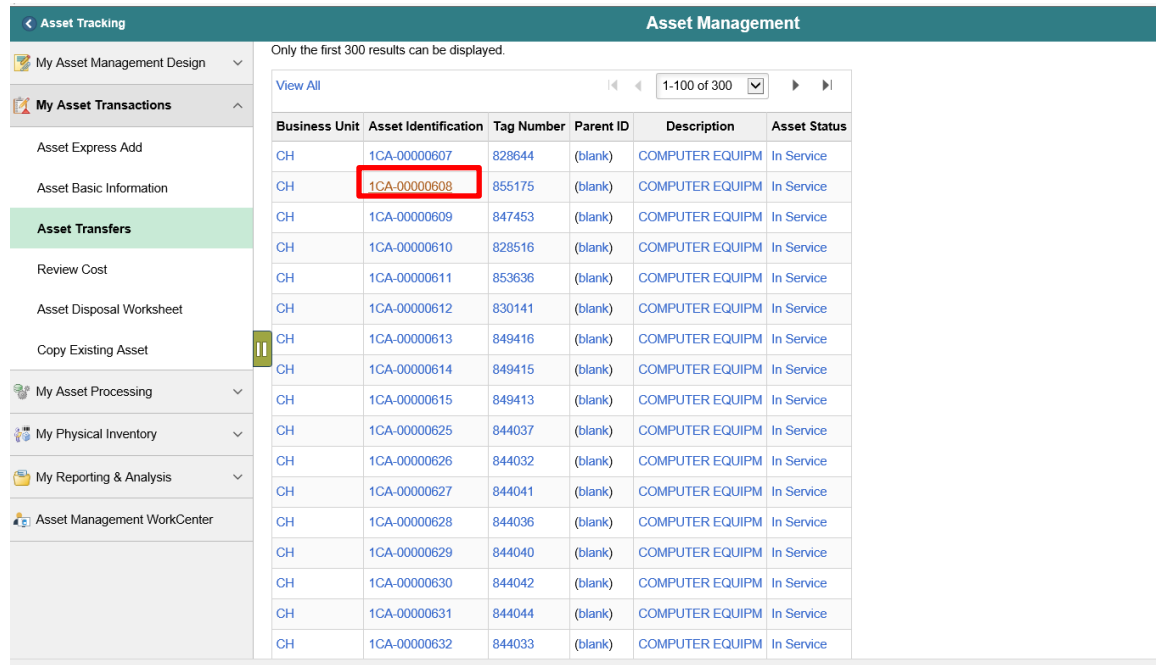
Asset Subtype: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Keyword Search | Add a New Value

8.

Select the applicable **Asset ID**.


Asset Management

Only the first 300 results can be displayed.

View All | 1-100 of 300

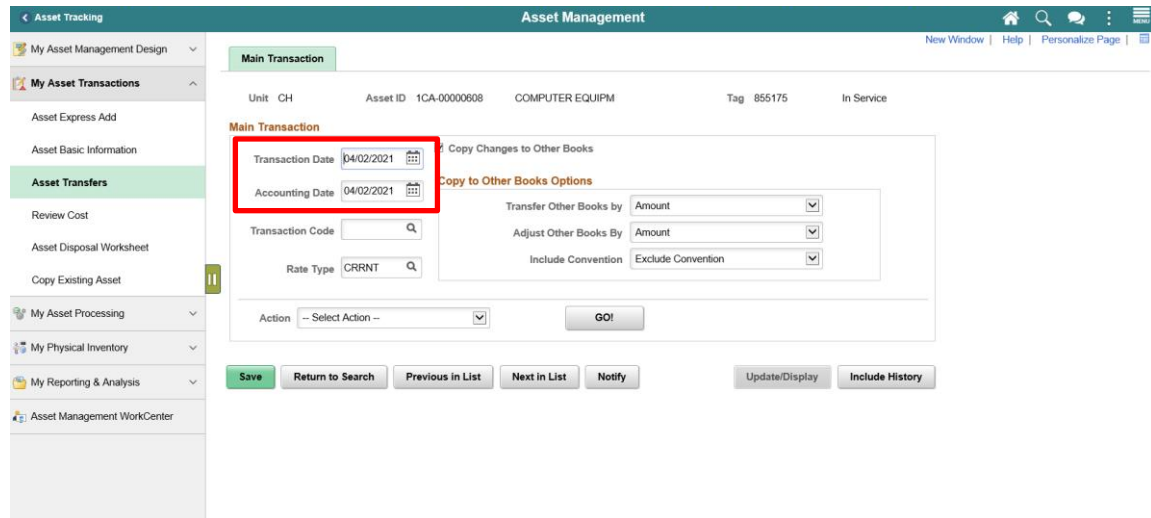
Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
CH	1CA-00000607	828644	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000608	855175	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000609	847453	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000610	828516	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000611	853636	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000612	830141	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000613	849416	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000614	849415	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000615	849413	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000625	844037	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000626	844032	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000627	844041	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000628	844036	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000629	844040	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000630	844042	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000631	844044	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000632	844033	(blank)	COMPUTER EQUIPM	In Service

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**.



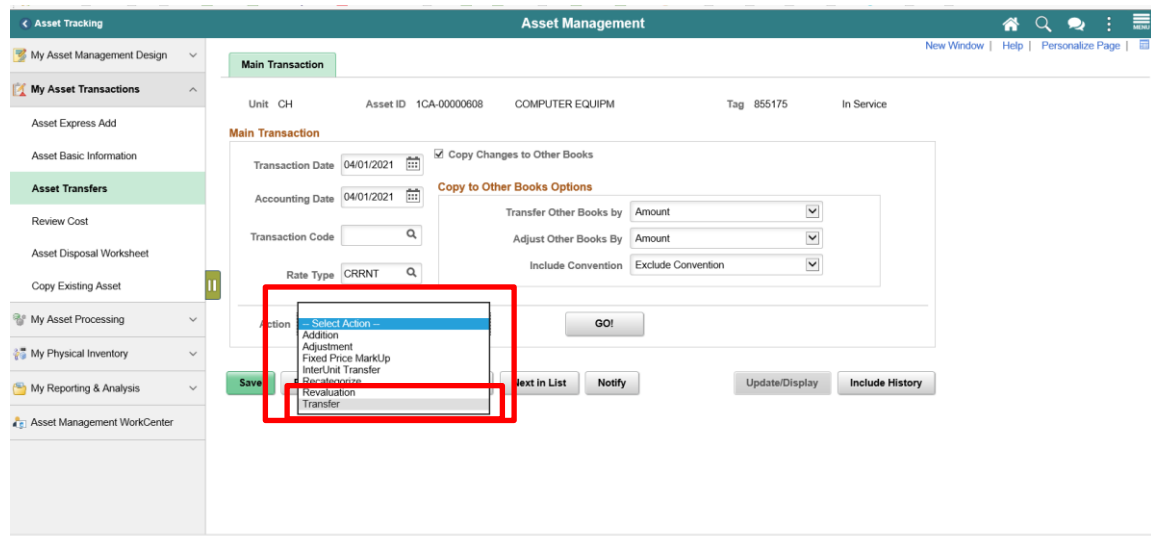
The screenshot shows the 'Main Transaction' page in the Asset Management system. The page header includes 'Asset Tracking' and 'Asset Management'. The left sidebar lists various asset management tasks. The main content area displays asset details: Unit CH, Asset ID 1CA-00000608, COMPUTER EQUIPM, Tag 855175, and In Service. The 'Main Transaction' section contains fields for Transaction Date (04/02/2021) and Accounting Date (04/02/2021), both highlighted with a red box. Below these are fields for Transaction Code, Rate Type (CRRNT), and an Action dropdown menu. To the right, there are options for 'Copy Changes to Other Books' and 'Copy to Other Books Options', including checkboxes for 'Transfer Other Books by Amount', 'Adjust Other Books By Amount', 'Include Convention', and 'Exclude Convention'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include History'.

10.

Miami-Dade County allow you to perform these actions on assets from the Main Transaction page:

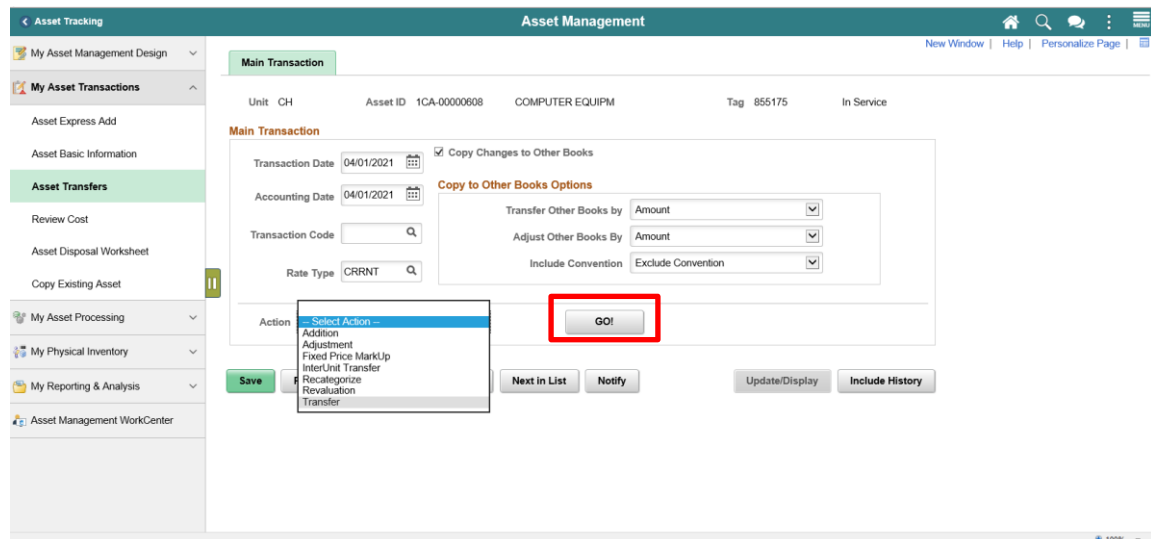
- **Recategorize (RCT)** changes an asset category or cost type.
- **Transfer transfers (TRF)** an asset within the same business unit.

Select the **Action** drop down and select **Transfer**.



The screenshot shows the 'Main Transaction' page with the 'Action' dropdown menu open. The dropdown menu lists several options: 'Select Action --', 'Addition', 'Adjustment', 'Fixed Price Markup', 'InterUnit Transfer', 'Recategorize', 'Revaluation', and 'Transfer'. The 'Transfer' option is highlighted with a red box. The background of the page is the same as the previous screenshot, showing the asset details and various options.

11.

Select the **GO!** button.


Asset Management

Unit CH Asset ID 1CA-00000608 COMPUTER EQUIPM Tag 855175 In Service

Main Transaction

Transaction Date 04/01/2021 ☒ Copy Changes to Other Books

Accounting Date 04/01/2021

Transaction Code

Rate Type CRRNT

Copy to Other Books Options

Transfer Other Books by Amount

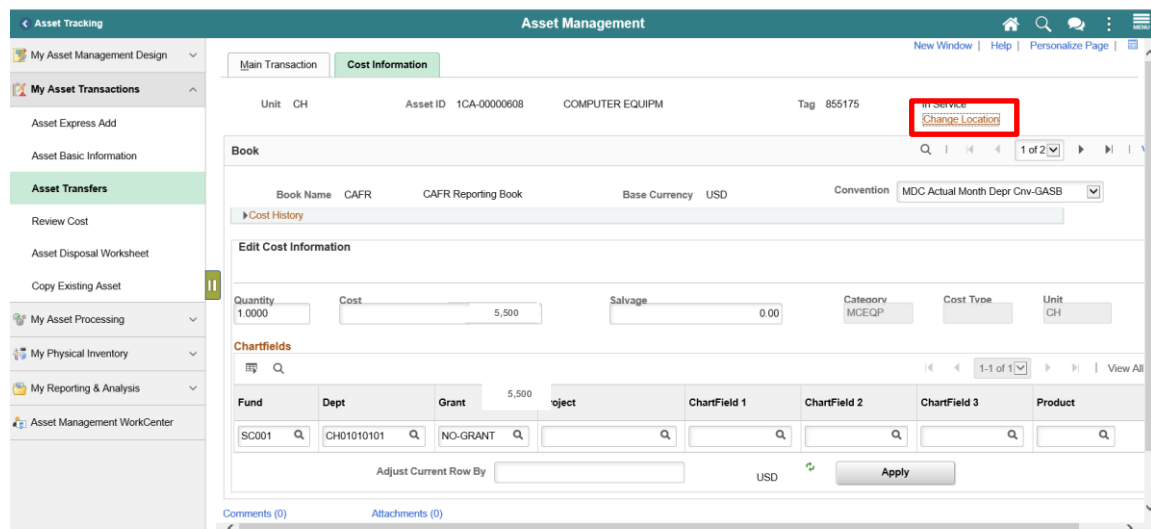
Adjust Other Books By Amount

Include Convention ☐ Exclude Convention ☐

Action **GO!**

Save Next in List Notify Update/Display Include History

12.

Select the **Change Location** link.


Asset Management

Unit CH Asset ID 1CA-00000608 COMPUTER EQUIPM Tag 855175 In Service

Cost Information

Book Name CAFR CAFR Reporting Book Base Currency USD Convention MDC Actual Month Depr Cnv-GASB

Cost History

Edit Cost Information

Quantity 1.0000 Cost 5,500 Salvage 0.00 Category MCEQP Cost Type Unit CH

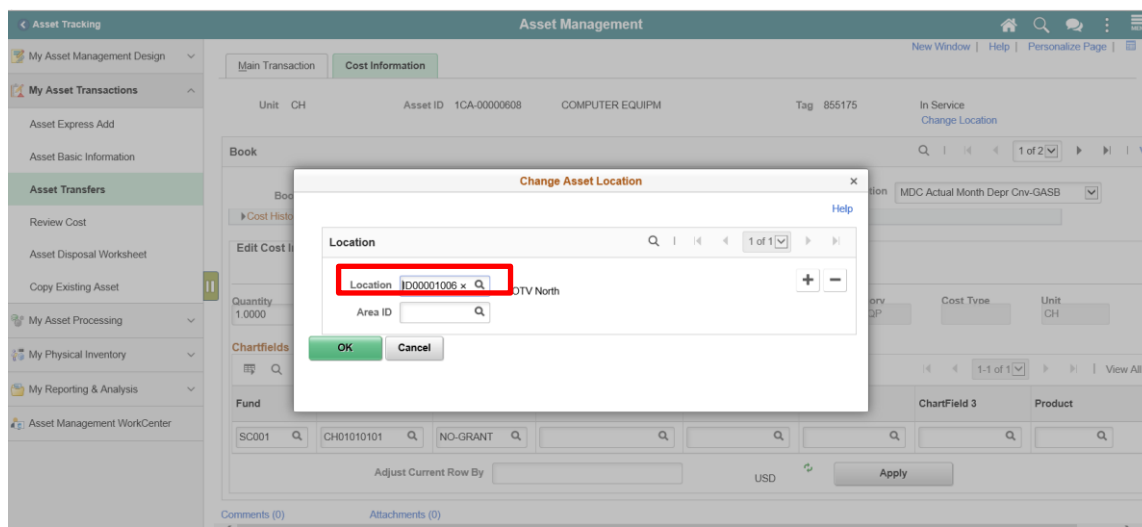
Chartfields

Fund	Dept	Grant	Object	ChartField 1	ChartField 2	ChartField 3	Product
SC001	CH01010101	NO-GRANT					

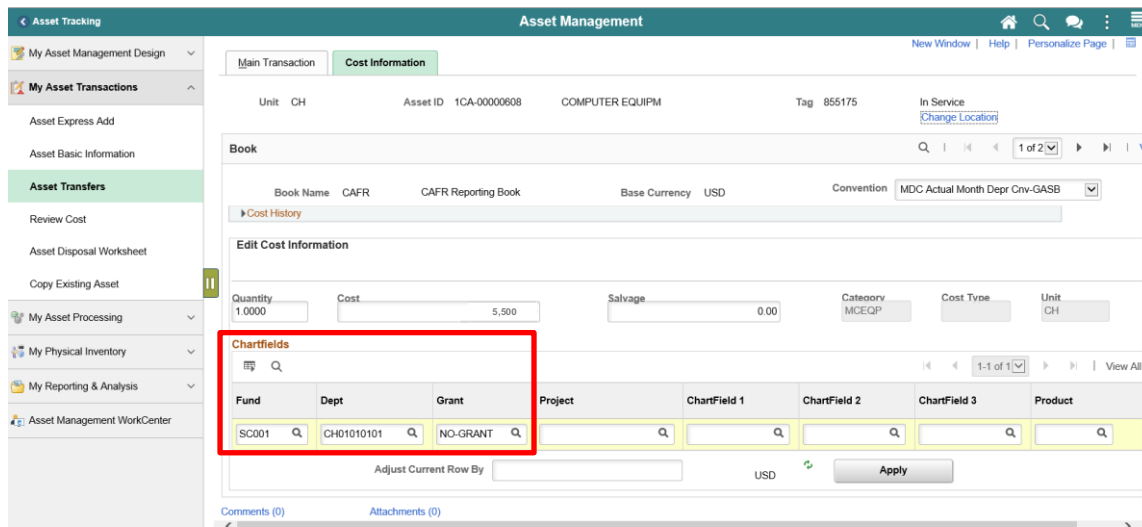
Adjust Current Row By USD Apply

Comments (0) Attachments (0)

13.

Input the new **Location**.

14.

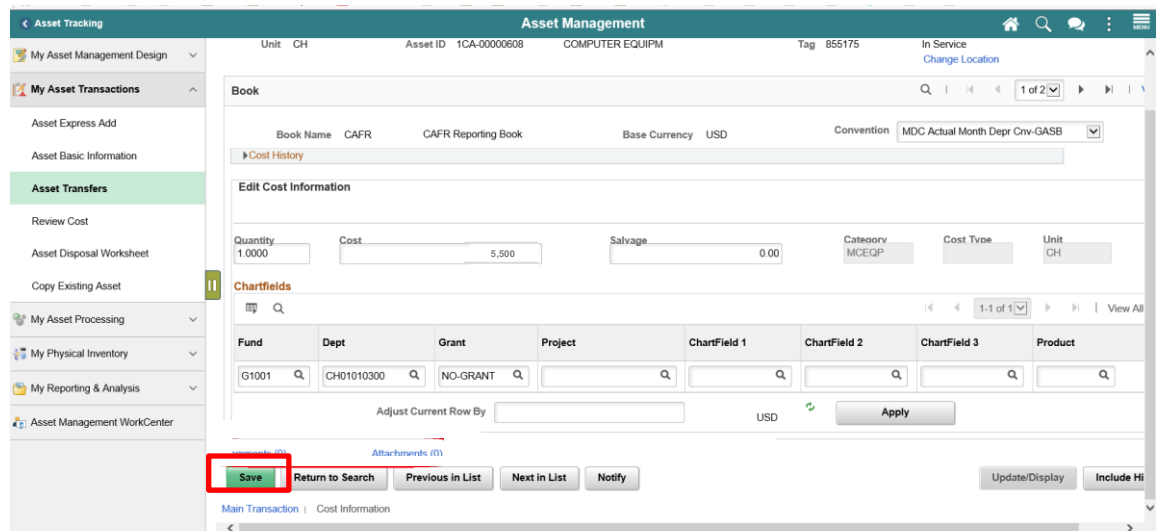
Input and confirm the **ChartFields**.

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.

15.



The screenshot displays the 'Asset Management' interface. On the left, a sidebar menu includes 'My Asset Management Design', 'My Asset Transactions', 'Asset Express Add', 'Asset Basic Information', 'Asset Transfers' (highlighted), 'Review Cost', 'Asset Disposal Worksheet', 'Copy Existing Asset', 'My Asset Processing', 'My Physical Inventory', 'My Reporting & Analysis', and 'Asset Management WorkCenter'. The main content area shows the 'Book' section for 'CAFR' with 'CAFR Reporting Book' as the 'Book Name'. Below this is the 'Edit Cost Information' section with fields for 'Quantity' (1.0000), 'Cost' (5,500), 'Salvage' (0.00), 'Category' (MCEQP), 'Cost Type', and 'Unit' (CH). A 'Chartfields' table is also visible with columns for Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product. At the bottom, a row of buttons includes 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. Other buttons like 'Update/Display' and 'Include Hi' are also present.