



Miami-Dade County

Unitize Assets Job Aid

Version 1.0

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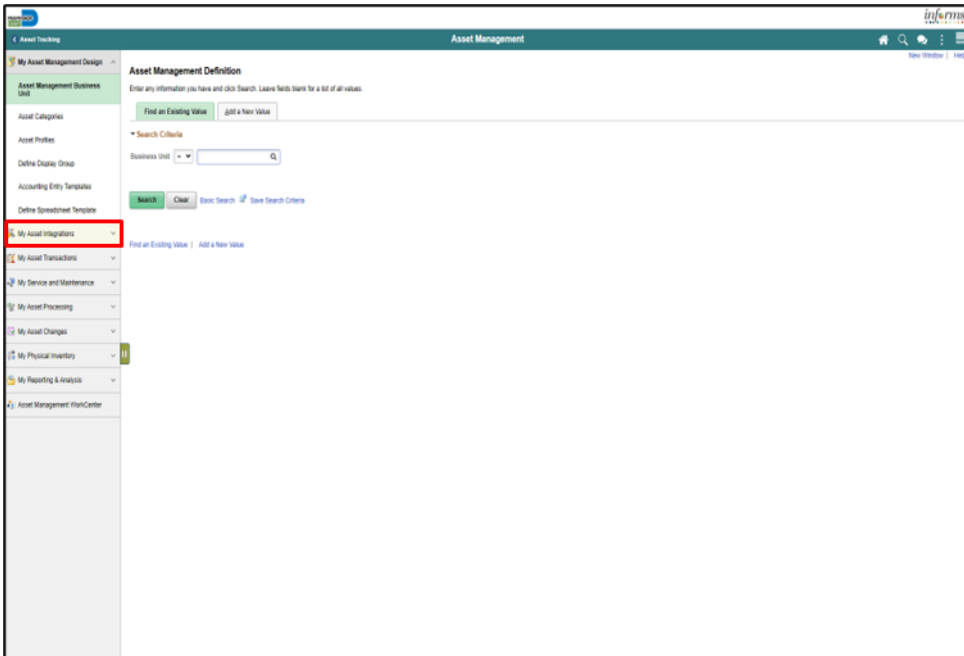
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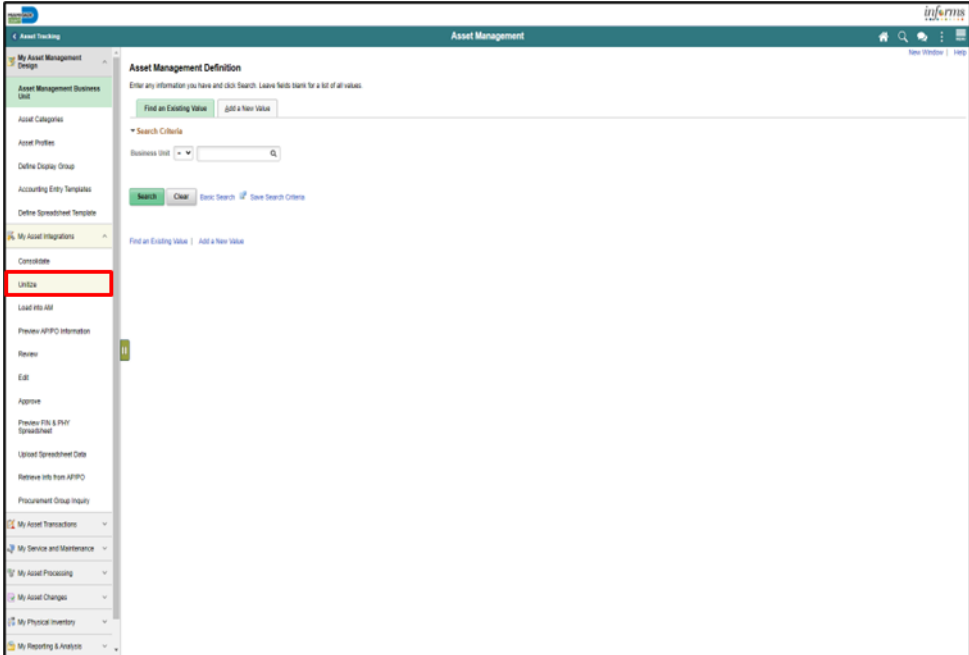
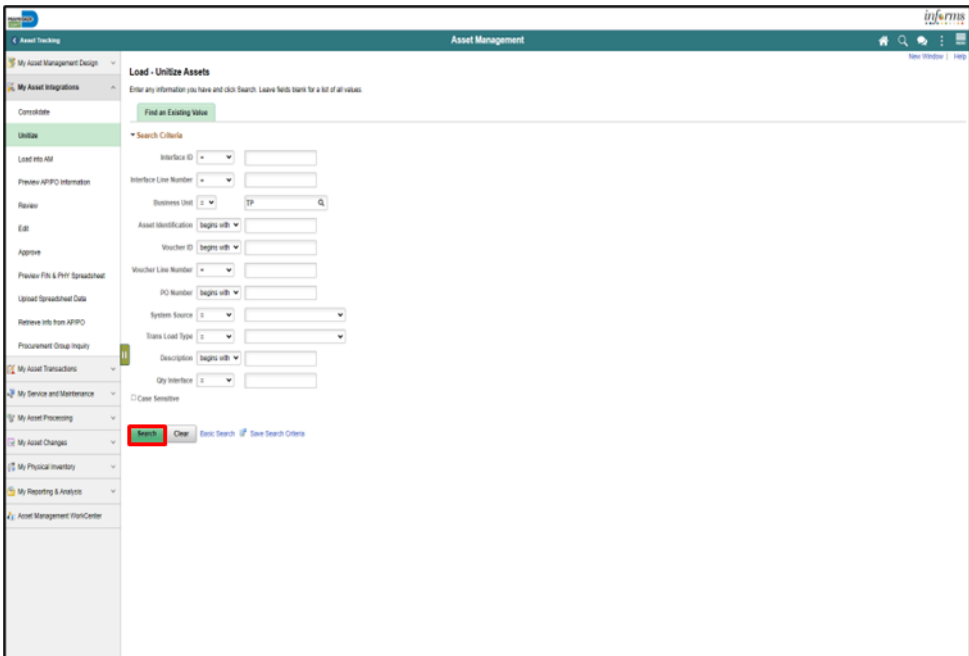
PURPOSE

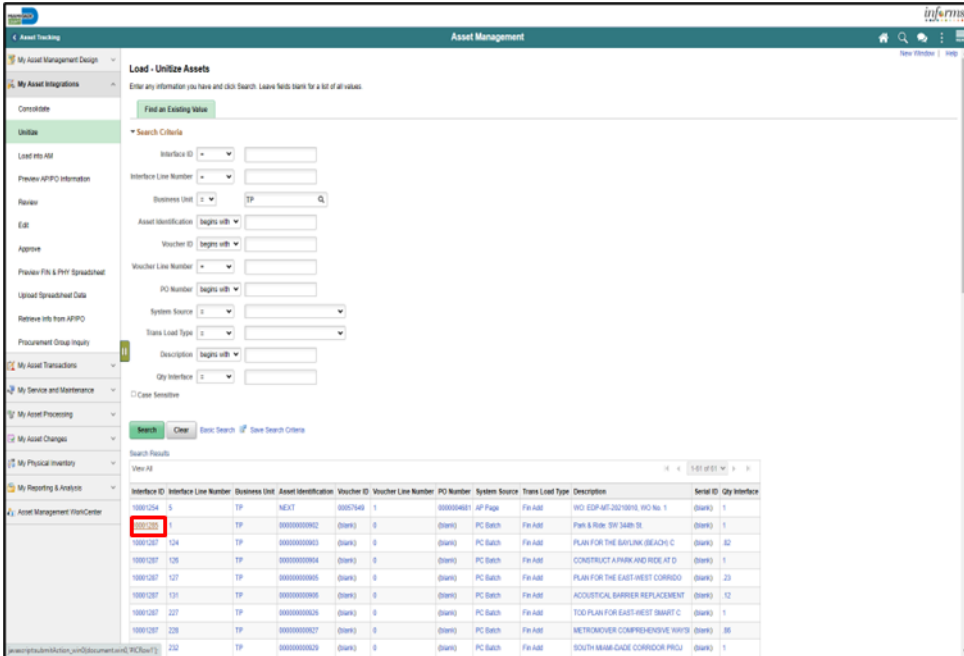
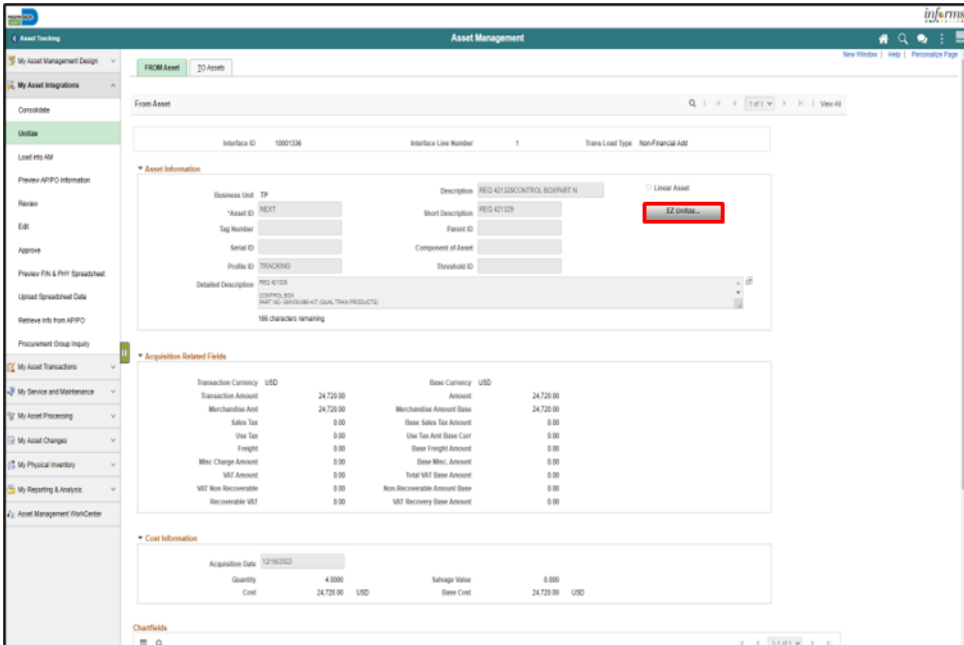
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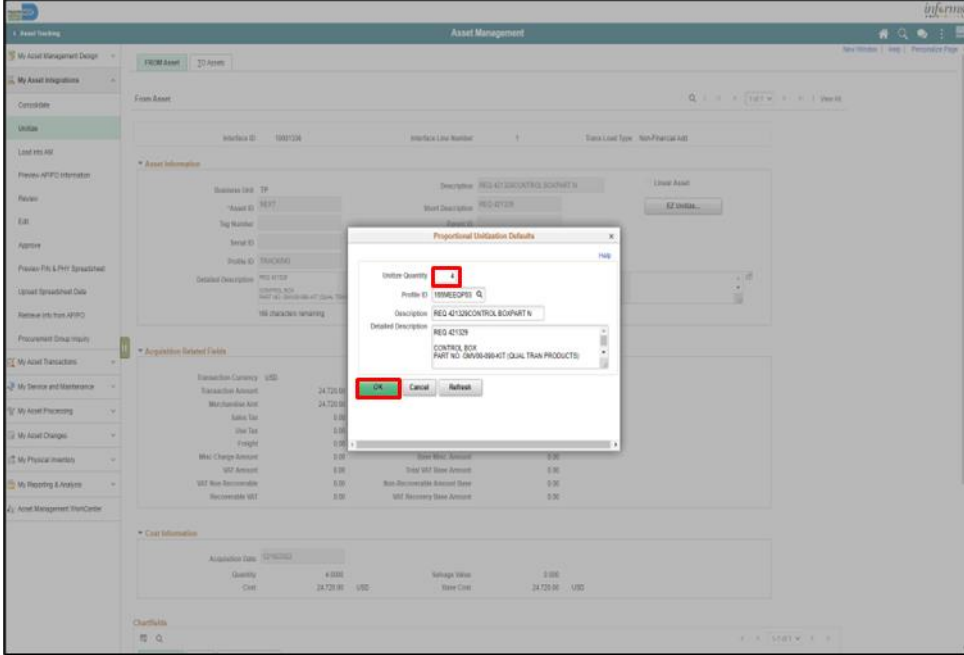
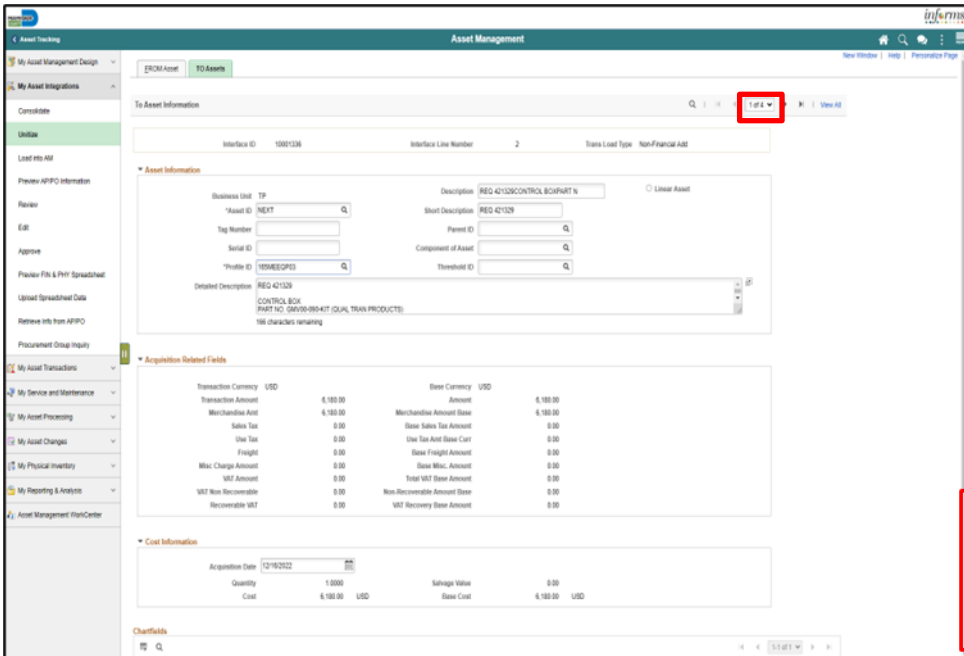
This document explains the key activities involved in unitizing assets for Asset Managers. This process occurs after the Asset Manager has reviewed the asset in the review screen.

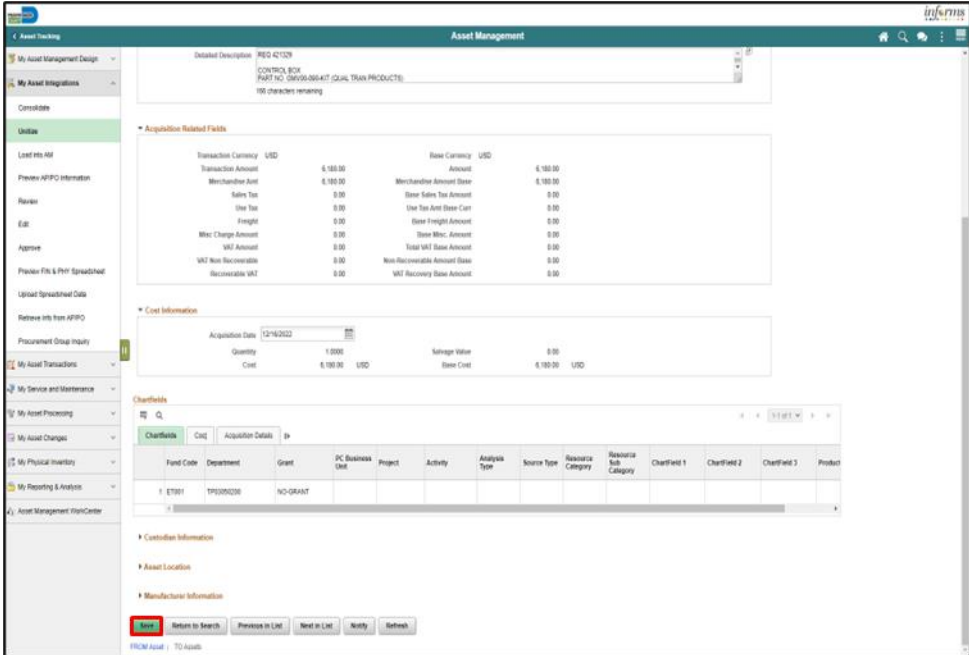
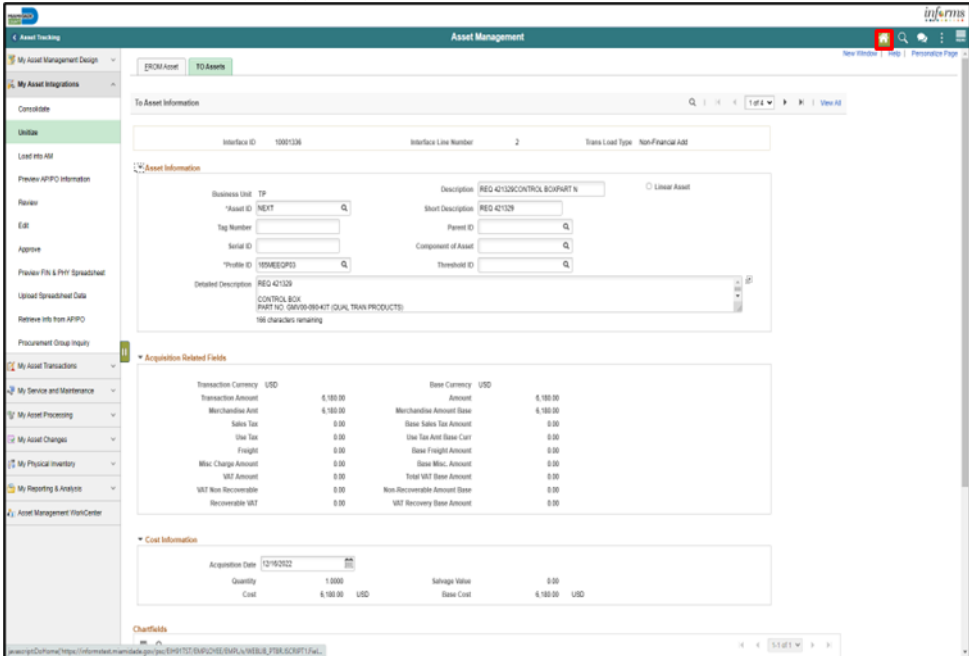
UNITIZE ASSETS

Step	Action
1.	After retrieving the Interface ID from the My Asset Integrations > Review pane navigate to: Finance/Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	<p>Select the My Asset Integrations pane.</p>  <p>The screenshot shows the 'Asset Management' interface. On the left sidebar, the 'My Asset Integrations' option is highlighted with a red box. The main area displays the 'Asset Management Definition' section, which includes a search bar and a list of asset categories. The 'My Asset Integrations' pane is the first item in the list, and it is currently selected.</p>

Step	Action
3.	<p>Select the Unitize pane.</p>  <p>The screenshot shows the 'Asset Management' interface. On the left sidebar, under 'My Asset Integrations', the 'Unitize' option is highlighted with a red rectangle. The main content area displays the 'Asset Management Definition' section with search filters and buttons like 'Find an Existing Value' and 'Add a New Value'.</p>
4.	<p>Input any applicable search parameters, including the Interface ID. Select the Search button.</p>  <p>The screenshot shows the 'Asset Management' interface with the 'Unitize' pane selected. The 'Load - Unitize Assets' section is active, displaying various search filters such as 'Interface ID', 'Interface Line Number', 'Business Unit', 'Asset Identification', 'Voucher ID', 'Voucher Line Number', 'PO Number', 'System Source', 'Trans Load Type', 'Description', and 'Qty Interface'. The 'Search' button is highlighted with a red rectangle.</p>

Step	Action
5.	<p>Select the applicable Interface ID link.</p> 
6.	<p>Select the EZ Unitize... button.</p> 

Step	Action
7.	<p>Confirm the Unitize Quantity. Select the OK button.</p> 
8.	<p>Confirm the Asset Information, Acquisition Related Fields, and Cost information for each asset. Select the scrollbar.</p> 

Step	Action
9.	<p>Select the Save button.</p>  <p>The screenshot shows the 'Asset Management' interface. On the left is a navigation menu with options like 'My Asset Management Design', 'My Asset Integrations', 'Consolidate', 'Unitize', 'Load into AIF', 'Preview APPO Information', 'Review', 'Edit', 'Approve', 'Preview FIM & PIM Spreadsheet', 'Upload Spreadsheet Data', 'Retrieve Info from APPO', 'Procurement Group Inquiry', 'My Asset Transactions', 'My Service and Maintenance', 'My Asset Processing', 'My Asset Changes', 'My Physical Inventory', 'My Reporting & Analysis', and 'Asset Management WorkCenter'. The main area is titled 'Asset Management' and contains sections for 'Acquisition Related Fields', 'Cost Information', 'Charfields', 'Customization Information', 'Asset Location', and 'Manufacturer Information'. The 'Save' button is highlighted in red at the bottom left of the main area.</p>
10.	<p>Asset(s) can now be approved.</p>  <p>The screenshot shows the 'Asset Management' interface with the 'Approve' button highlighted in red. The main area displays 'To Asset Information' with fields for 'Interface ID', 'Interface Line Number', 'Trans Line Type', and 'Non-Financial Asset'. Below this is the 'Asset Information' section, which includes fields for 'Business Unit', 'Description', 'Asset ID', 'Tag Number', 'Serial ID', 'Manufacturer', 'Model ID', 'Threshold ID', and 'Detailed Description'. The 'Approve' button is highlighted in red at the bottom left of the main area.</p>
End of procedure.	