



Miami-Dade County

Approving Assets Created Via Interfaces Job Aid

Version 1.0

TABLE OF CONTENTS

TABLE OF CONTENTS	2
PURPOSE AND DESCRIPTION	2
<i>Purpose</i>	<i>2</i>
<i>Description</i>	<i>2</i>
APPROVING ASSETS CREATED VIA INTERFACES	3

PURPOSE AND DESCRIPTION

Purpose

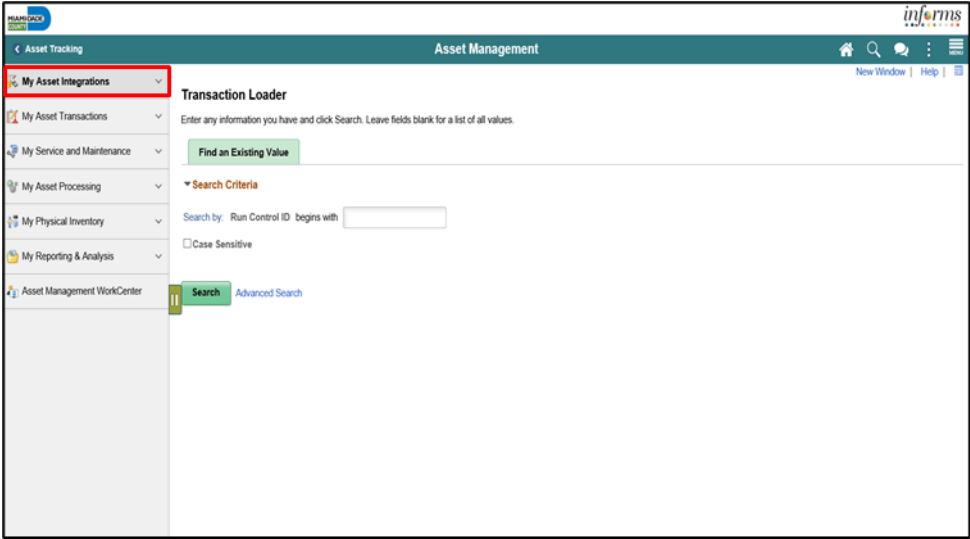
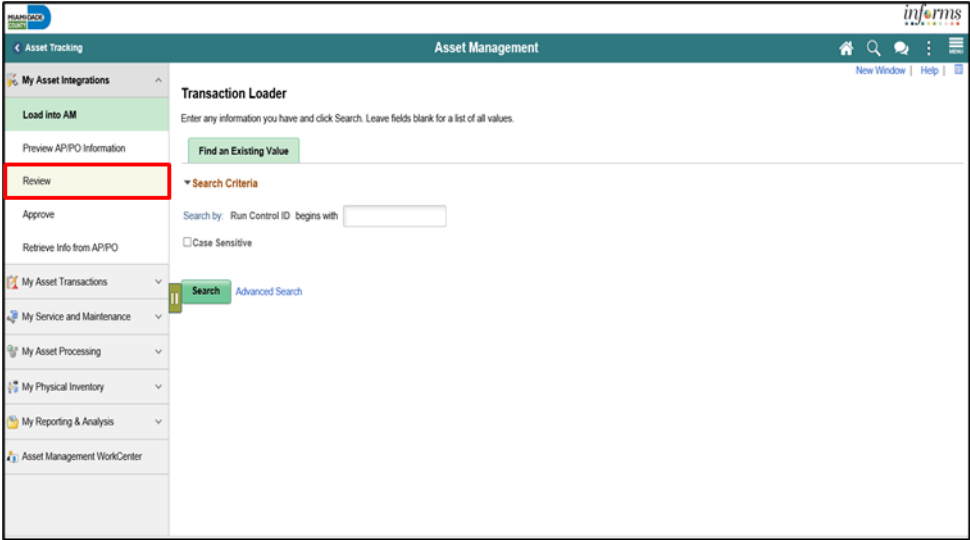
This document explains the process involved in approving assets that were created via the various interfaces within INFORMS. This function is to be done by the Department Asset Manager.

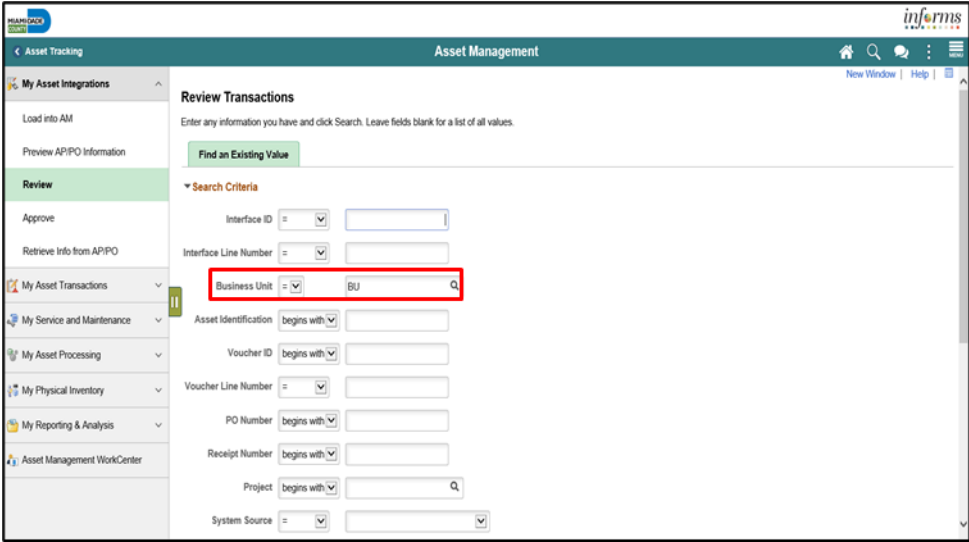
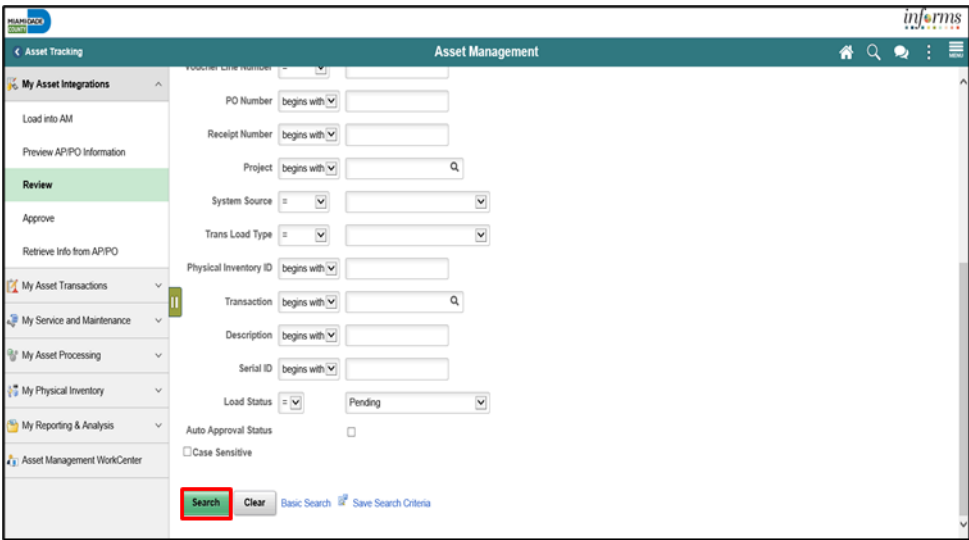
Description

Asset Management enables you to add assets from existing purchase orders and receipts, payables, and project costing modules.

The purchase order, payable or voucher, and project costing should include the relevant AM Business Unit, Profile ID, Tag Number (if Internal Services Department provided), and Capitalization Status.

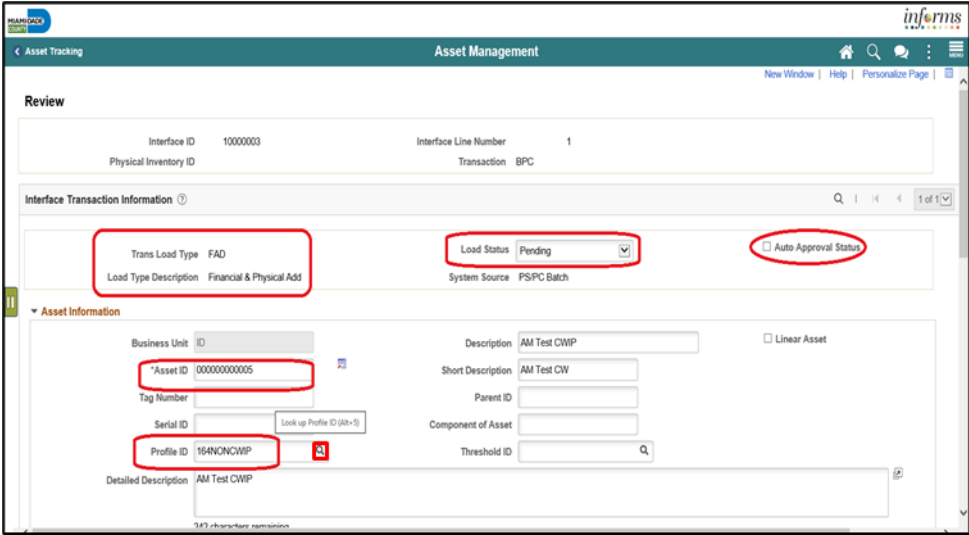
APPROVING ASSETS CREATED VIA INTERFACES

Step	Action
1.	Navigate to Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	<p>Select the My Asset Integrations pane.</p> 
3.	<p>Select the Review pane.</p> 

<p>4.</p>	<p>Confirm the Business Unit.</p>  <p>The screenshot shows the 'Asset Management' interface with the 'Review Transactions' section active. The 'Business Unit' dropdown is highlighted with a red box, indicating the selection of 'BU'. Other search criteria like Interface ID, Interface Line Number, Asset Identification, Voucher ID, Voucher Line Number, PO Number, Receipt Number, Project, and System Source are also visible.</p>
<p>5.</p>	<p>Select the Search button.</p>  <p>The screenshot shows the same 'Asset Management' interface, but now the 'Search' button at the bottom of the search criteria section is highlighted with a red box. The 'Search' button is located next to a 'Clear' button and a 'Basic Search' link.</p>

6.

Confirm the Asset Information.



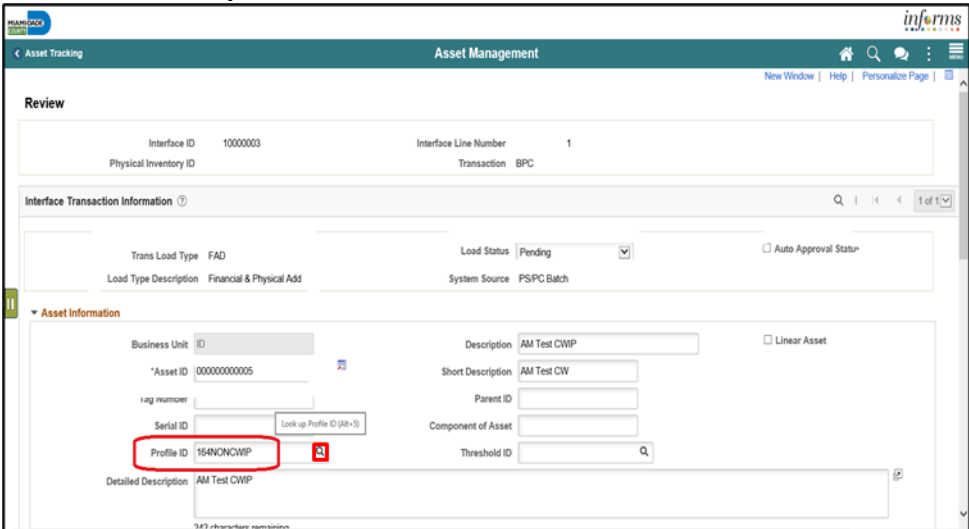
7.

Asset profiles function as templates. They provide a quick way to enter asset information, especially depreciation criteria

Note: If the Asset ID is displayed with the actual asset ID Number, the transaction is integrated with project costing module. However, if the asset ID displays "NEXT", the transaction is integrated with purchasing or account payables modules.

****Verify or Edit the Asset Profile ID for every asset capitalize.**

Select the Look up Profile ID button.



8.

Select the **Building Improvement 20 Yr Lif** link.

Asset Profile ID	Description	Capitalized Asset	Status
1610REDGED	Dredging - Non Depreciable	Y	Active
1611LAND	Land - Non Depreciable	Y	Active
1626DIMP10	Building Improvement 10 Yr Lif	Y	Active
1626DIMP15	Building Improvement 15 Yr Lif	Y	Active
1626DIMP20	Building Improvement 20 Yr Lif	Y	Active
1626DIMP25	Building Improvement 25 Yr Lif	Y	Active
1626DIMP30	Building Improvement 30 Yr Lif	Y	Active
1626DIMP35	Building Improvement 35 Yr Lif	Y	Active
1626LDC40	Bldg & Struc-Central 40	Y	Active
1626LDC540	Bldg & Struc-Corral Stations 40	Y	Active
1626LDCW40	Bldg & Struc-Corral Way 40	Y	Active

9.

Transaction Date: Effective date of change, enter the desired date change. The Transaction Date must be earlier than or equal to the Accounting Date. For capitalized assets, any difference between Accounting and Transaction dates will affect depreciation as well as posting. The Transaction Date field reflects the accrual date that the event took place. (Addition – ADD; Transfer – TRF; Retirement – RET; Recategorization -RCT).

Input the **Transaction Date**.

Cost Information	
Acquisition Date	03/15/2021
In Service Date	03/15/2021
Accounting Date	03/15/2021
Transaction Date	03/15/2021
Book	
Quantity	1.0000
Cost	100,000.00 USD
Salvage Value	0.00 USD
Base Cost	100,000.00 USD
Depreciation	0.00 USD
YTD Depr	0.000 USD
Transaction Proceeds	0.00
Transaction Removal Cost	0.000

10.

Accounting Date: Enter the effective date of the accounting period. The Accounting Date reflects the date the transaction was booked or sent to the accounting system. (GL- General Ledger).

Input the **Accounting Date**.

The screenshot shows the 'Asset Management' interface. Under the 'Cost Information' section, the 'Accounting Date' field is highlighted with a red box. The date entered is 03/15/2021. Other fields include Acquisition Date (03/15/2021), Transaction Date (03/15/2021), In Service Date (03/15/2021), Transaction Code, Salvage Value (0.00 USD), Base Cost (100,000.00 USD), Depreciation (0.00 USD), YTD Depr (0.000 USD), Transaction Proceeds (0.00), and Transaction Removal Cost (0.000).

11.

In Service Date: System defaults to the acquisition date. ASSET table Placement Date is synonymous with the In-Service Date which is the date the asset will be placed in service and that defines when depreciation will begin.

Acquisition Date: Enter the date the asset was acquired. This field is automatically populated if the asset was added from a feeder system, such as Purchasing or Payables.

Placement Date: The Placement Date is the date the asset is placed in service. The date that the asset is placed in service for physical purposes.

Input the **In Service Date**.

The screenshot shows the 'Asset Management' interface. Under the 'Cost Information' section, the 'In Service Date' field is highlighted with a red box. The date entered is 03/15/2021. Other fields include Acquisition Date (03/15/2021), Transaction Date (03/15/2021), Accounting Date (03/15/2021), Transaction Code, Salvage Value (0.00 USD), Base Cost (100,000.00 USD), Depreciation (0.00 USD), YTD Depr (0.000 USD), Transaction Proceeds (0.00), and Transaction Removal Cost (0.000).

12.

Confirm the Distribution details within the ChartFields, Cost, Additional Details, and Document Details tab.

The screenshot shows the 'Asset Management' interface. At the top, there are input fields for 'Depreciation' (0.00 USD), 'YTD Depr' (0.000 USD), 'Transaction Proceeds' (0.00), and 'Transaction Removal Cost' (0.000). Below this is a 'Distribution' section with a red box highlighting the 'ChartFields' tab. The 'ChartFields' tab is active, showing a table with columns: Fund Code, Department, Grant, PC Business Unit, Project, Activity, Analysis Type, Source Type, Resource Category, Resource Sub Category, ChartField 1, and ChartField 2. The table contains one row with data: G5007, ID03020000, NO-GRANT, ID, ID03_PRINTSHOP, PRINT_SERVICES, CLS, and several empty fields. Below the table are sections for 'Custodian Information', 'Asset Location', and 'Manufacturer Information'. At the bottom are buttons for 'Save', 'Return to Search', and 'Notify'.

13.

Select the **Approve** pane under **My Asset Integration**.

The screenshot shows the 'Asset Management' interface with a sidebar on the left. Under the 'My Asset Integration' section, the 'Approve' pane is selected and highlighted with a red box. The main area displays 'Cost Information' with fields for Acquisition Date (9/23/2023), In Service Date (9/23/2023), Transaction Date (9/23/2023), Accounting Date (9/24/2023), Book, Transaction Code, Quantity (1.0000), Salvage Value (0.00 USD), Cost (47,135.00 USD), Base Cost (47,135.00 USD), Depreciation (0.00 USD), YTD Depr (0.000 USD), Transaction Proceeds (0.00), and Transaction Removal Cost (0.000). Below this is a 'Distribution' section with a red box highlighting the 'ChartFields' tab. The 'ChartFields' tab is active, showing a table with columns: Fund Code, Department, Grant, PC Business Unit, Project, Activity, Analysis Type, Source Type, Resource Category, Resource Sub Category, ChartField 1, ChartField 2, and ChartField 3. The table contains one row with data: G5007, ID03020000, NO-GRANT, ID, ID03_PRINTSHOP, PRINT_SERVICES, CLS, and several empty fields. Below the table are sections for 'Custodian Information', 'Asset Location', and 'Manufacturer Information'. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

14.

Input applicable search parameters.
Select the **Search** button.

The screenshot shows the 'Asset Management' interface with the 'Approve' tab selected. The 'Search' section is active, displaying a 'Use Saved Search' dropdown and a 'Save Search Criteria' button. Below this, there are several search criteria fields, each with a dropdown menu and a search icon. The 'Load Status' field is set to 'Pending'. At the bottom of the search section, there is a red-bordered 'Search' button and a 'Clear' button. Below the search section, there is a 'Search Results' section with a 'Load Status' dropdown set to 'Pending' and a 'Set All' button.

15.

Review asset details.
Select the **Document Status** tab.

The screenshot shows the 'Asset Management' interface with the 'Approve' tab selected. The 'Search Results' section is active, displaying a table of search results. The 'Document Status' tab is selected, showing a list of assets. The table has columns for 'Auto Approval Status', 'Interface ID', 'Interface Line Number', 'Load Status', 'Trans Load Type', 'Business Unit', 'Asset ID', 'Description', 'Tag Number', 'Serial ID', and 'Bo'. The 'Load Status' column is highlighted in red.

Auto Approval Status	Interface ID	Interface Line Number	Load Status	Trans Load Type	Business Unit	Asset ID	Description	Tag Number	Serial ID	Bo
1	1000407	4	Pending	Financial & Physical Add	GO	NEXT	SPCC 6TH Floor Culture offer			
1	1000403	1	Pending	Financial & Physical Add	GO	NEXT	417638			
1	1000403	2	Pending	Financial & Physical Add	GO	NEXT	411760			
1	1000403	3	Pending	Financial & Physical Add	GO	NEXT	410509			
1	1000406	1	Pending	Financial & Physical Add	GO	NEXT	412086			
1	1000406	2	Pending	Financial & Physical Add	GO	NEXT	412087			
1	1000406	3	Pending	Financial & Physical Add	GO	NEXT	411933			
1	1000508	1	Pending	Financial & Physical Add	GO	NEXT	412768			
1	1000522	1	Pending	Financial & Physical Add	GO	NEXT	412766			
1	1000522	2	Pending	Financial & Physical Add	GO	NEXT	412912			
1	1000522	3	Pending	Financial & Physical Add	GO	NEXT	413036			
1	1000522	4	Pending	Financial & Physical Add	GO	NEXT	413913			
1	1000507	1	Pending	Financial & Physical Add	GO	NEXT	411937			
1	1000591	1	Pending	Financial & Physical Add	GO	NEXT	413326			
1	1000608	1	Pending	Financial & Physical Add	GO	NEXT	413407			

16.

Select the applicable checkbox under **Auto Approval Status**.

Auto Approval Status	Interface ID	Interface Line Number	PO Business Unit	PO Number	Purchase Order Line Number	Schedule Number	PO Distribution Line Number	Reference Number	Item ID	Receiving Business Unit	Receipt Number	Receipt Line
<input type="checkbox"/>	1000407	4	ID	000038108	1	1	1			ID	000002113	
<input type="checkbox"/>	1000403	1	ID	000037103	1	1	1			ID	000004020	
<input type="checkbox"/>	1000403	2	ID	000037103	2	1	1			ID	000004019	
<input type="checkbox"/>	1000403	3	ID	000037103	3	1	1			ID	000004018	
<input type="checkbox"/>	1000406	1	ID	000040963	2	1	1			ID	000003673	
<input type="checkbox"/>	1000406	2	ID	000040963	3	1	1			ID	000003674	
<input type="checkbox"/>	1000406	3	ID	000040963	4	1	1			ID	000003672	
<input type="checkbox"/>	1000508	1	ID	000040963	5	1	1			ID	000001076	
<input type="checkbox"/>	1000522	1	ID	000040963	6	1	1			ID	000002115	
<input type="checkbox"/>	1000522	2	ID	000040963	8	1	1			ID	000003114	
<input type="checkbox"/>	1000522	3	ID	000040963	9	1	1			ID	000003115	
<input type="checkbox"/>	1000522	4	ID	000040963	7	1	1			ID	000003113	
<input type="checkbox"/>	1000507	1	ID	000037103	4	1	1			ID	000001088	
<input type="checkbox"/>	1000591	1	ID	000040963	10	1	1			ID	000001064	
<input type="checkbox"/>	1000608	1	ID	000040963	14	1	1			ID	000001009	

17.

Select the **Save** button.
The asset is now approved.

Auto Approval Status	Interface ID	Interface Line Number	PO Business Unit	PO Number	Purchase Order Line Number	Schedule Number	PO Distribution Line Number	Reference Number	Item ID	Receiving Business Unit	Receipt Number	Receipt Line
<input checked="" type="checkbox"/>	1000407	4	ID	000038108	1	1	1			ID	000002113	
<input type="checkbox"/>	1000403	1	ID	000037103	1	1	1			ID	000004020	
<input type="checkbox"/>	1000403	2	ID	000037103	2	1	1			ID	000004019	
<input type="checkbox"/>	1000403	3	ID	000037103	3	1	1			ID	000004018	
<input type="checkbox"/>	1000406	1	ID	000040963	2	1	1			ID	000003673	
<input type="checkbox"/>	1000406	2	ID	000040963	3	1	1			ID	000003674	
<input type="checkbox"/>	1000406	3	ID	000040963	4	1	1			ID	000003672	
<input type="checkbox"/>	1000508	1	ID	000040963	5	1	1			ID	000001076	
<input type="checkbox"/>	1000522	1	ID	000040963	6	1	1			ID	000002115	
<input type="checkbox"/>	1000522	2	ID	000040963	8	1	1			ID	000003114	
<input type="checkbox"/>	1000522	3	ID	000040963	9	1	1			ID	000003115	
<input type="checkbox"/>	1000522	4	ID	000040963	7	1	1			ID	000003113	
<input type="checkbox"/>	1000507	1	ID	000037103	4	1	1			ID	000001088	
<input type="checkbox"/>	1000591	1	ID	000040963	10	1	1			ID	000001064	
<input type="checkbox"/>	1000608	1	ID	000040963	14	1	1			ID	000001009	