



**Miami-Dade County**

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INFORMS: Asset Management – Asset Express Add

**Version 1.0**

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**PURPOSE AND DESCRIPTION**

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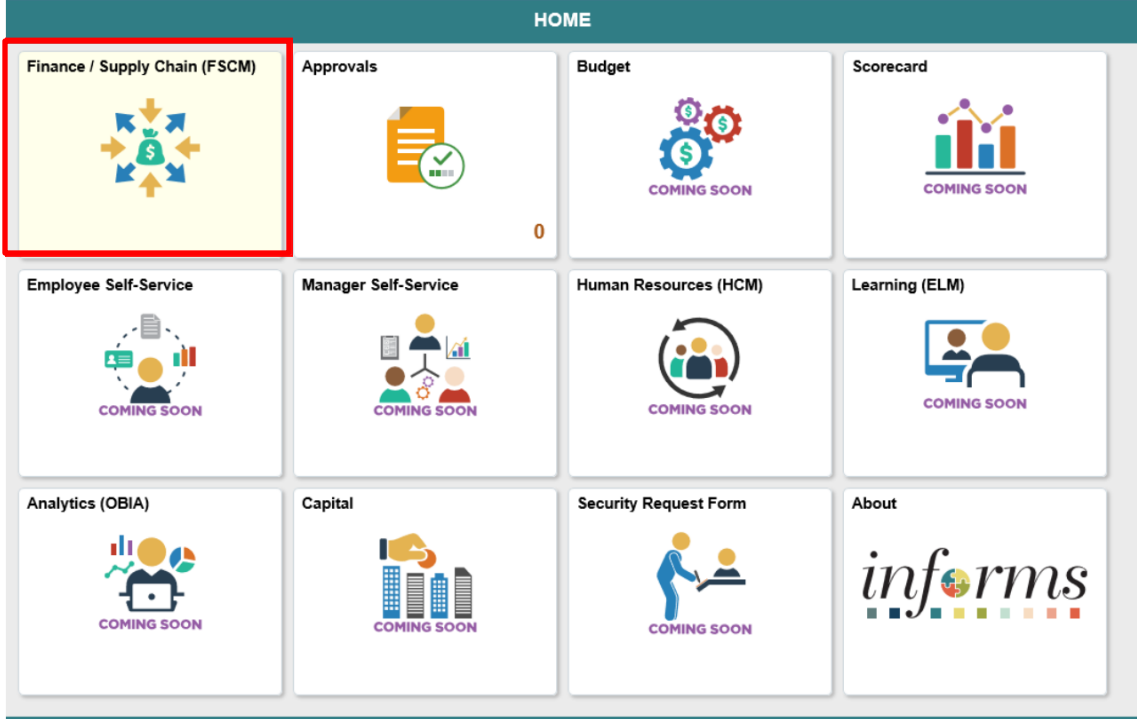
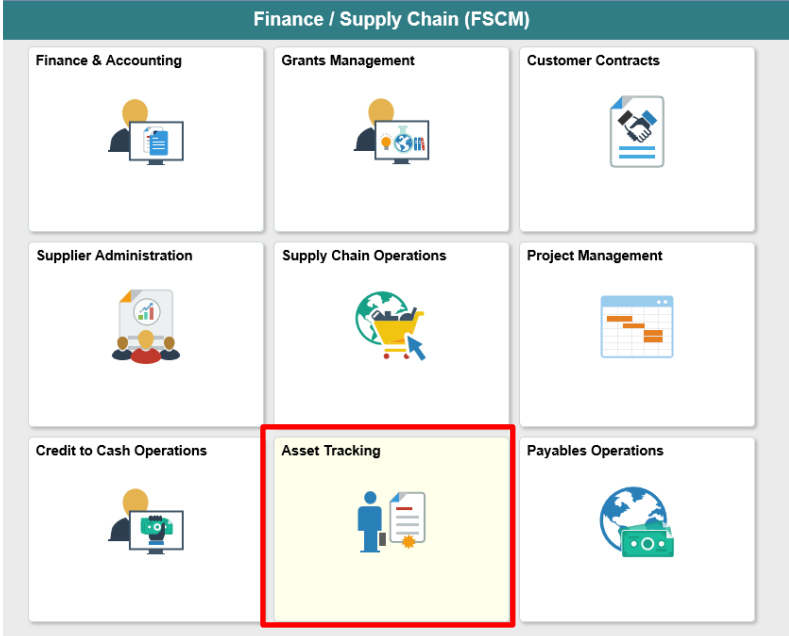
**Purpose**

This document explains the process involved in creating an asset via the Express Add functionality.

**Description**

Assets added with the Asset Express Add component are assigned a capitalization status automatically when saved, and most of the asset information in the pages can be defaulted from an asset profile. This component also enables the user to enter accumulated depreciation for assets.

**ACTIVITY 1: ASSET EXPRESS ADD**

Step	Action
1.	<p>Select the <b>Finance / Supply Chain (FSCM)</b> button.</p>  <p>The screenshot shows a dashboard titled "HOME" with a grid of buttons. The "Finance / Supply Chain (FSCM)" button, featuring a central dollar sign icon surrounded by arrows, is highlighted with a red border. Other buttons include Approvals, Budget (COMING SOON), Scorecard (COMING SOON), Employee Self-Service (COMING SOON), Manager Self-Service (COMING SOON), Human Resources (HCM) (COMING SOON), Learning (ELM) (COMING SOON), Analytics (OBIA) (COMING SOON), Capital (COMING SOON), Security Request Form (COMING SOON), and an About section with the informs logo.</p>
2.	<p>Select the <b>Asset Tracking</b> button.</p>  <p>The screenshot shows a sub-menu titled "Finance / Supply Chain (FSCM)" with a grid of buttons. The "Asset Tracking" button, featuring an icon of a person with a document and a gear, is highlighted with a red border. Other buttons include Finance &amp; Accounting, Grants Management, Customer Contracts, Supplier Administration, Supply Chain Operations, Project Management, Credit to Cash Operations, and Payables Operations.</p>

3. Select the **Asset Management** button.

The screenshot shows a dashboard titled "Asset Tracking" with a teal header. Below the header are six tiles: "Asset Management WorkCenter", "Asset Management" (highlighted with a red box), "Physical Inventory", "Scan Asset", "Scan By Location", and "Find Asset". Each tile contains an icon representing its function.

4. Select the **My Asset Transactions** object.

The screenshot shows the "Asset Management" interface for Miami-Dade County. On the left is a navigation menu with items: "My Asset Integrations", "My Asset Transactions" (highlighted with a red box), "My Service and Maintenance", "My Asset Processing", "My Physical Inventory", "My Reporting & Analysis", and "Asset Management WorkCenter". The main content area is titled "Transaction Loader" and includes instructions: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are a "Find an Existing Value" button, a "Search Criteria" section with a "Search by:" dropdown set to "Run Control ID" and a text input field "begins with", and a "Case Sensitive" checkbox. At the bottom are "Search" and "Advanced Search" buttons.

5. Select the **Asset Express Add** object.

The screenshot shows the 'Asset Management' interface. On the left, a navigation menu is expanded to 'My Asset Transactions', with 'Asset Express Add' highlighted in a red box. The main area is titled 'Asset Management Definition' and contains a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below the search bar, the 'Search Criteria' section shows 'Business Unit' set to 'BU'. A 'Search' button is visible, and the results area shows 'Find an Existing Value' and 'Add a New Value' links.

6. Confirm the **Business Unit**.

The screenshot shows the 'Asset Management' interface for the 'Asset ExpressAdd' object. The left navigation menu is expanded to 'Asset Express Add'. The main area shows an 'Add a New Value' button and a 'Business Unit' field with 'BU' entered and a search icon. Below this is an 'Asset Identification' field with 'NEXT' entered. A green 'Add' button is visible at the bottom.

**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.**

Enter the desired information into the **Asset Profile ID** field.

7.

Enter the desired information into the **Description** field.

8.

9. Enter the desired information into the **Location** field.

The screenshot shows the 'Asset Management' interface. Under the 'Asset Information' section, the 'Location' field is highlighted with a red box and contains the text '10710 SW 21'. Other fields include Unit (BU), Profile ID (16MEEQP07), Description (TEST COPY MACHINE), Asset ID (NEXT), Trans Date (04/05/2021), Acctg Date (04/05/2021), Trans Code, Currency (USD), and Rate Type (CRINT).

**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)

Confirm the **Trans Date**.

The screenshot shows the 'Asset Management' interface. Under the 'Asset Information' section, the 'Trans Date' field is highlighted with a red box and contains the text '04/05/2021'. Other fields include Unit (BU), Profile ID (16MEEQP07), Description (TEST COPY MACHINE), Location (10710 SW 21), Asset ID (NEXT), Acctg Date (04/05/2021), Trans Code, Currency (USD), and Rate Type (CRINT).

11.

**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)  
 Confirm the **Acctg Date**.

The screenshot shows the 'Asset Management' interface. Under the 'Cost / Asset Information' tab, the 'Asset Information' section contains the following fields:

- Unit: BU
- Profile ID: HSMEEQP07
- Description: TEST COPY MACHINE
- Location: 10710 SW 21
- Tag Number: (empty)
- Asset ID: NEXT
- Trans Date: 04/05/2021
- Acctg Date: 04/05/2021** (highlighted with a red box)
- Trans Code: (dropdown)
- Currency: USD
- Rate Type: CRINT

Below this is the 'Asset Cost Information' section with a table:

Book Name	Quantity	Cost	USD	Salvage	USD
CAFR	1.0000	0.00		0.00	USD
Category	Cost Type	Accum Depr		YTD Depr	USD
		0.00		0.00	

12.

Enter the desired information into the **Cost** field.

The screenshot shows the same 'Asset Management' interface as above. In the 'Asset Cost Information' table, the 'Cost' field for the 'CAFR' book is now populated with the value '2100.00' and is highlighted with a red box.

Book Name	Quantity	Cost	USD	Salvage	USD
CAFR	1.0000	2100.00		0.00	USD
Category	Cost Type	Accum Depr		YTD Depr	USD
		0.00		0.00	



13.

Enter the desired information into the **Fund, Dept, and Grant** fields.

The screenshot shows the 'Asset Management' interface. At the top, there are fields for 'Tag Number', 'Currency' (set to USD), and 'Rate Type' (set to CRRNT). Below this is the 'Asset Cost Information' section with fields for 'Book Name' (CAFR), 'Quantity' (1.0000), 'Cost' (12,000.00), 'Salvage' (0.00), 'Category', 'Cost Type', 'Accum Depr' (0.00), and 'YTD Depr' (0.00). A 'Default Profile' button is visible. The 'Chartfields' section contains a table with columns: Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product. The 'Fund' field is populated with 'G1002', 'Dept' with 'BU02010000', and 'Grant' with 'no-grant'. At the bottom, there are 'Save', 'Notify', and 'Add' buttons.

14.

Select the **Default Profile** button.

This screenshot is identical to the previous one, but the 'Default Profile' button in the 'Asset Cost Information' section is highlighted with a red rectangular box to indicate it should be selected.

*Note: After the **Default Profile** button is selected, the system will populate other Financial information such as the **Category**.*

This screenshot shows the result of selecting the 'Default Profile' button. The 'Category' field in the 'Asset Cost Information' section is now populated with 'MCEQP' and is highlighted with a red rectangular box. The 'Default Profile' button remains visible.

15. **Select the Depreciation Information tab.**

The screenshot shows the 'Asset Management' interface with the 'Depreciation Information' tab highlighted in red. The 'Depreciation Attributes' section includes fields for Book Name (CAFR), Status (Depreciable), In Service Date (03/01/2021), Convention (AM), Retire Conv (AM), Method (Straight Line), Calculation Type (Remaining Value), and other depreciation parameters.

16. **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.

**Confirm the In Service Date.**

The screenshot shows the 'Asset Management' interface with the 'In Service Date' field highlighted in red. The 'Depreciation Attributes' section includes fields for Book Name (CAFR), Status (Depreciable), In Service Date (03/01/2021), Convention (AM), Retire Conv (AM), Method (Straight Line), Calculation Type (Remaining Value), and other depreciation parameters.

17. **Select the Cost / Asset Information tab.**

18. **Select the Save button.**