



## **Miami-Dade County**

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# **Asset Management PO Distribution Line Discrepancies Job Aid**

**Version 1.0**

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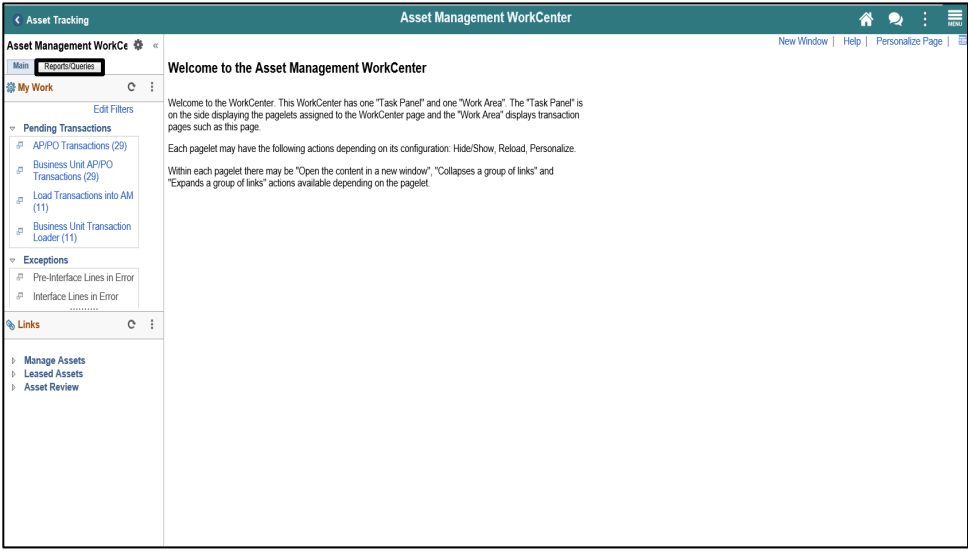
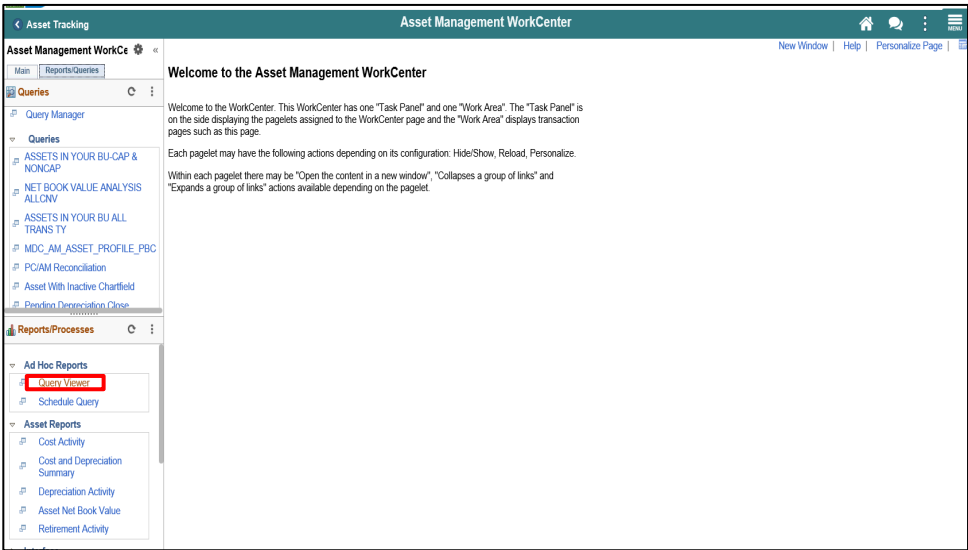
## PURPOSE AND DESCRIPTION

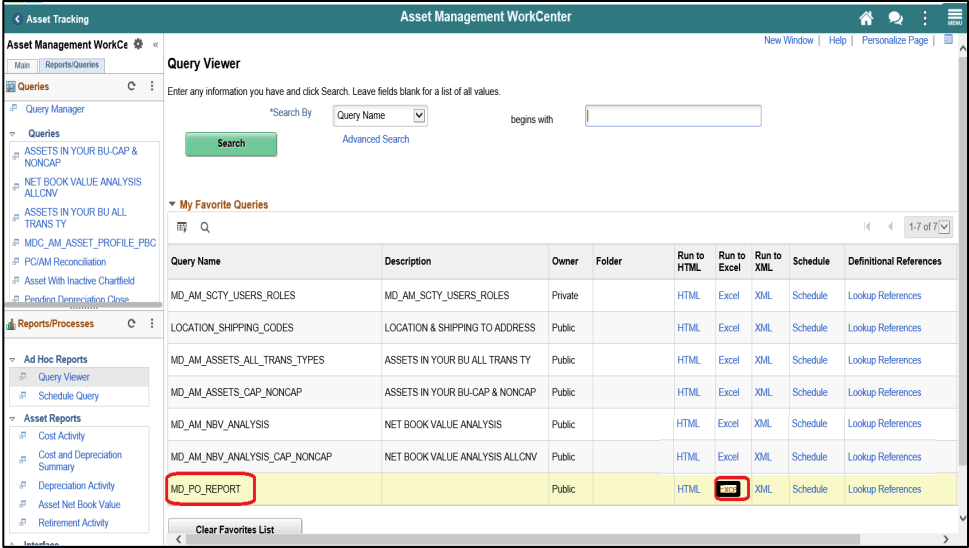
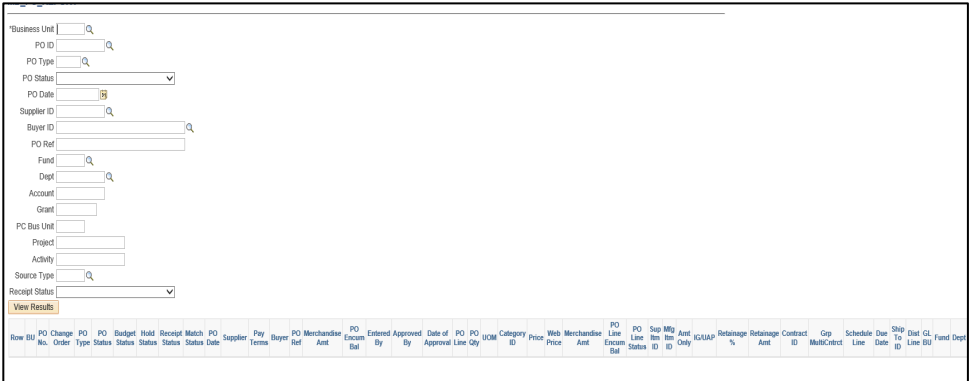
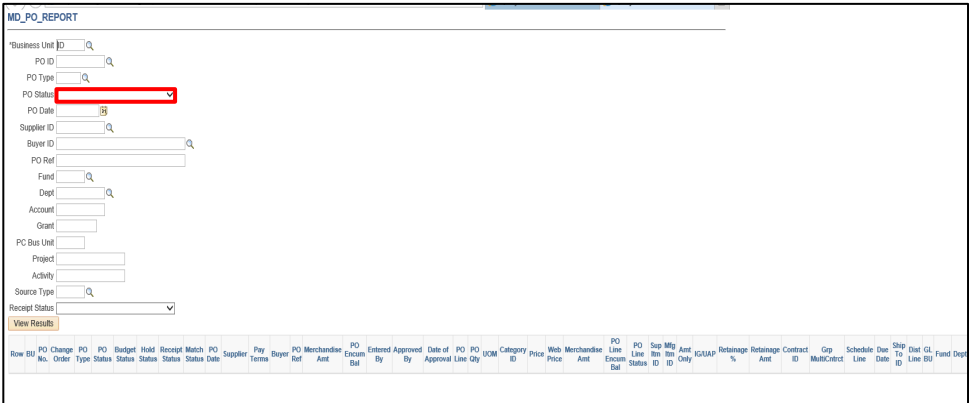
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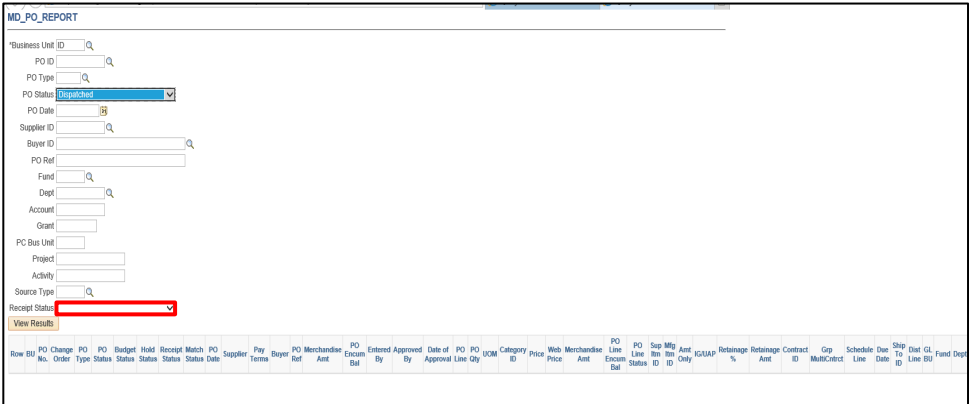

### **Purpose**


This document explains the key activities involved in PO distribution line discrepancies for asset management. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

## ACTIVITY 1: ASSET MANAGEMENT PO DISTRIBUTION LINE DISCREPANCIES

Step	Action
1.	Navigate to: <b>Finance/Supply Chain (FSCM) &gt; Asset Tracking &gt; Asset Management WorkCenter</b>
2.	<p>Select the <b>Reports/Queries</b> tab.</p> 
3.	<p>Select the <b>Query Viewer</b> hyperlink.</p> 

Step	Action
4.	<p>Select the format you wish the report to run to. For example: Excel</p>  <p>The screenshot shows the 'Query Viewer' interface. On the left, a sidebar lists various queries under 'Queries' and 'Reports/Processes'. The 'MD_PO_REPORT' query is highlighted in yellow. In the main area, a table lists queries with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Definitional References. The 'MD_PO_REPORT' row is highlighted, and the 'Run to Excel' button is circled in red.</p>
5.	<p>Confirm the Business Unit.</p>  <p>The screenshot shows the 'MD_PO_REPORT' form. The 'Business Unit' dropdown is highlighted with a red box. Below the form, a table lists various fields and their values.</p>
6.	<p>Select the <b>PO Status</b> dropdown.</p>  <p>The screenshot shows the 'MD_PO_REPORT' form. The 'PO Status' dropdown is highlighted with a red box. Below the form, a table lists various fields and their values.</p>

Step	Action
7.	<p>Select <b>Dispatched</b> from the list.</p>  <p>The screenshot shows the MD_PO_REPORT form. The PO Status dropdown menu is open, displaying a list of status options: Approved, Cancelled, Complete, Closed, Dispatched, Open, Line Desired, Pending Approval/Approved, and Pending Cancel. The 'Dispatched' option is highlighted with a red box. Below the form, a table header is visible with columns for various PO details.</p>
8.	<p>Select the <b>Receipt Status</b> dropdown.</p>  <p>The screenshot shows the MD_PO_REPORT form. The Receipt Status dropdown menu is open, displaying a list of status options: Cancelled, Closed Receipt, Fully Received, Open, Moved to Credit/Debit, PO Not Received, and PO Partially Received. The 'Fully Received' option is highlighted with a red box. Below the form, a table header is visible with columns for various PO details.</p>
9.	<p>Select <b>Fully Received</b> from the list.</p>  <p>The screenshot shows the MD_PO_REPORT form. The Receipt Status dropdown menu is open, displaying a list of status options: Cancelled, Closed Receipt, Fully Received, Open, Moved to Credit/Debit, PO Not Received, and PO Partially Received. The 'Fully Received' option is highlighted with a red box. Below the form, a table header is visible with columns for various PO details.</p>

Step	Action
10.	<p>Select the <b>View Results</b> button.</p> 
11.	<p><b>Note:</b> If the asset Profile ID was missed during the PO/AP voucher process then a manual Asset Entry is needed:</p> <ol style="list-style-type: none"> <li>1. Add an Asset utilizing Express Add (Financial Information)</li> <li>2. Link the PO and AP voucher information in the Acquisition Detail tab from within the Basic Add component</li> <li>3. Update asset physical information using the Define Asset Operational Info component.</li> </ol> 