



Miami-Dade County

Manual Express Add Entry for missing PO/AP Voucher Job Aid

Version 1.0

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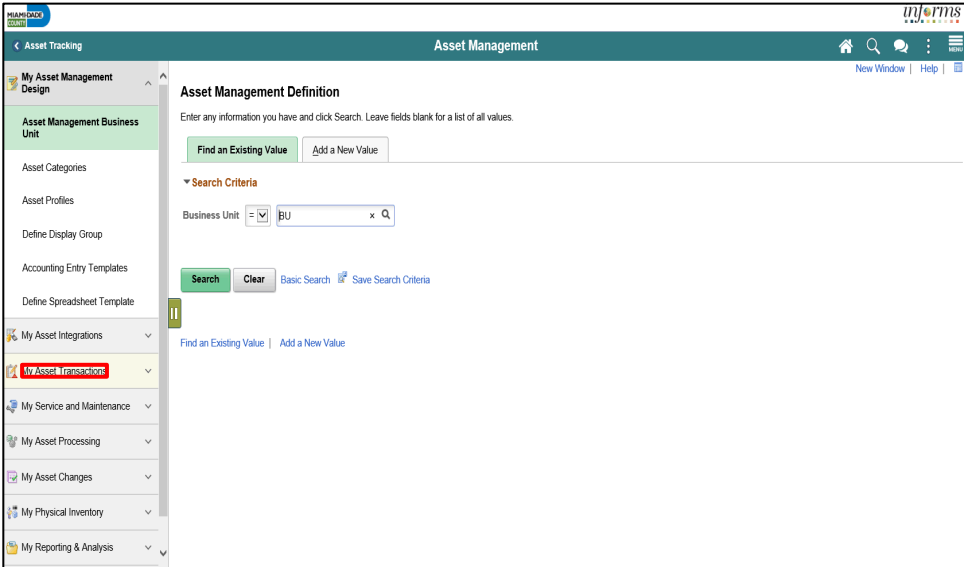
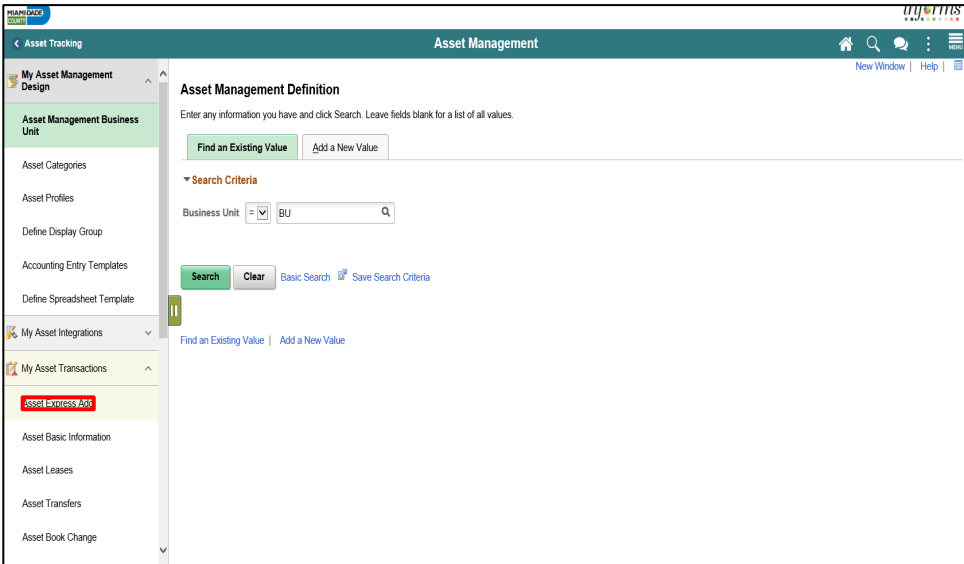
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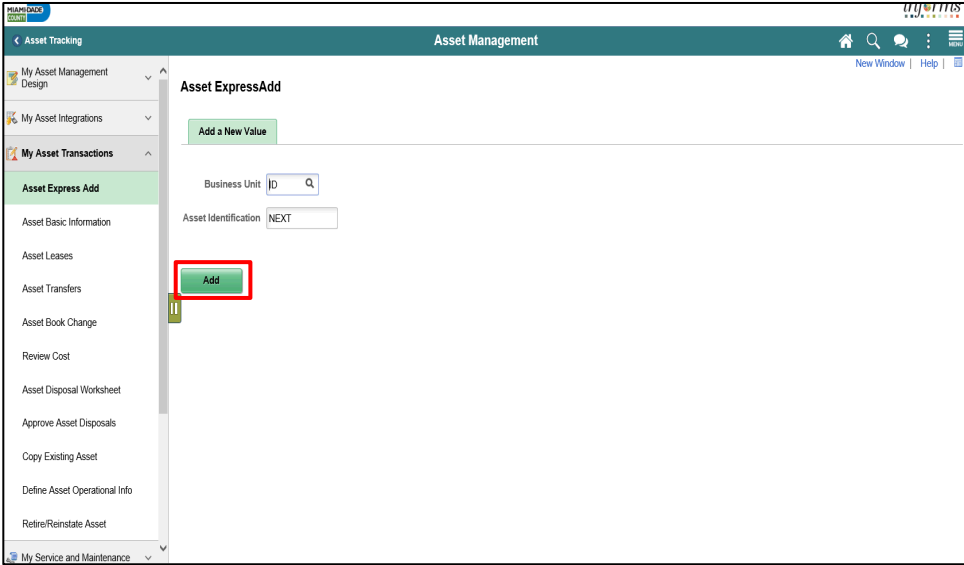
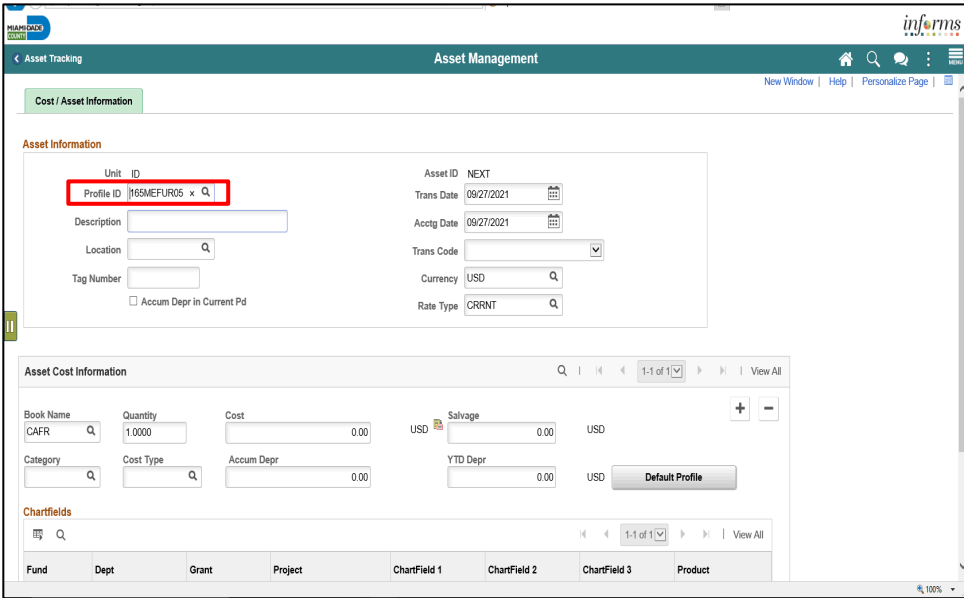
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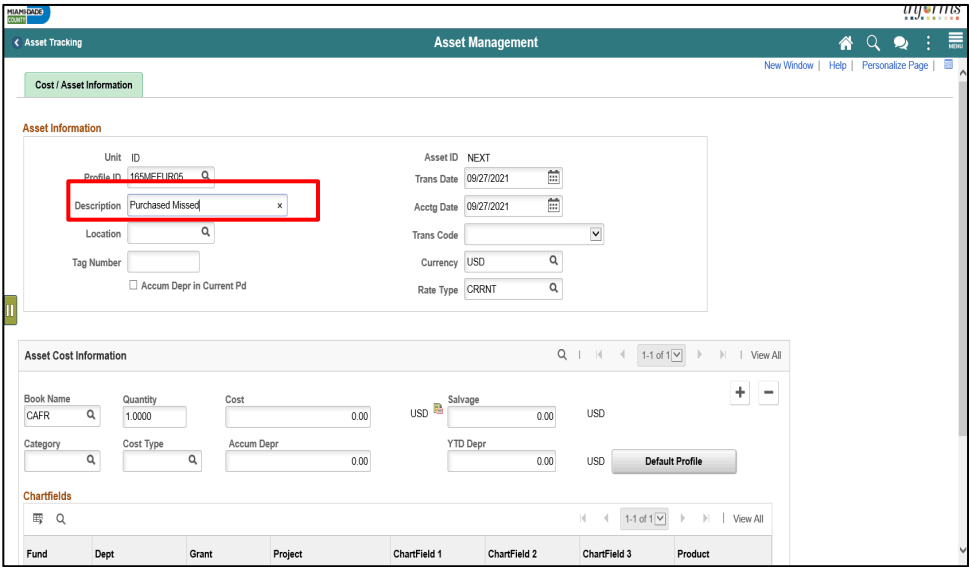
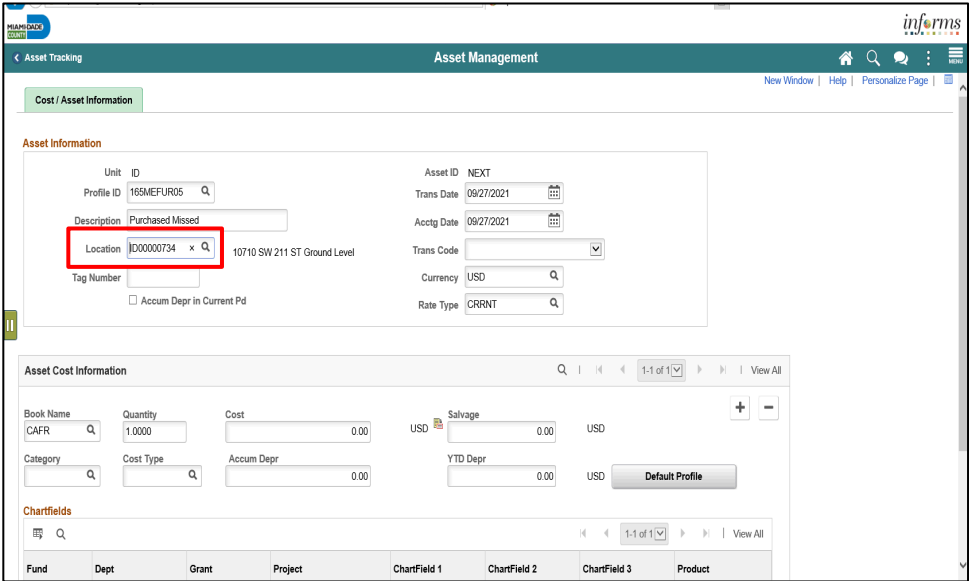
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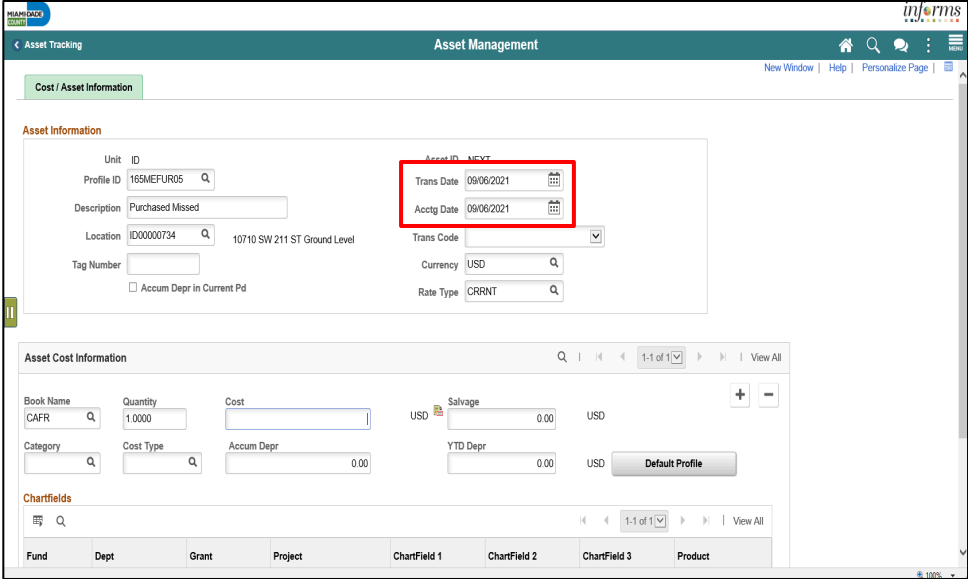
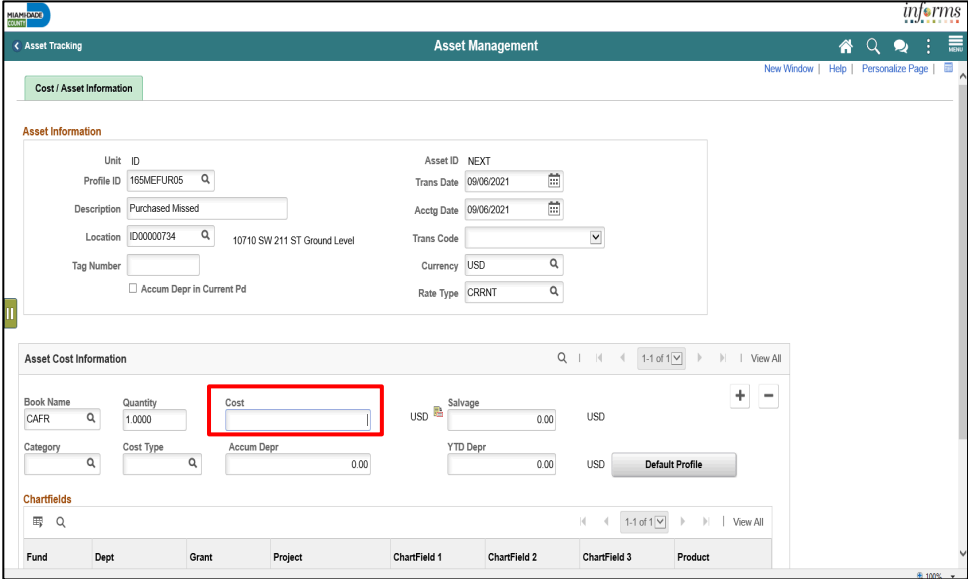
This document explains the key activities involved in manually adding assets via express add for missing POs and AP vouchers . It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

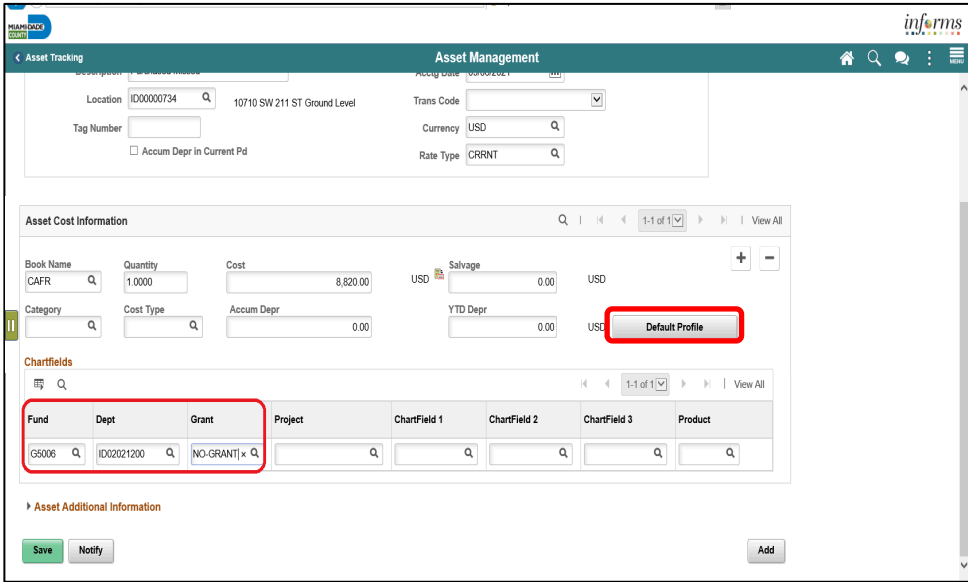
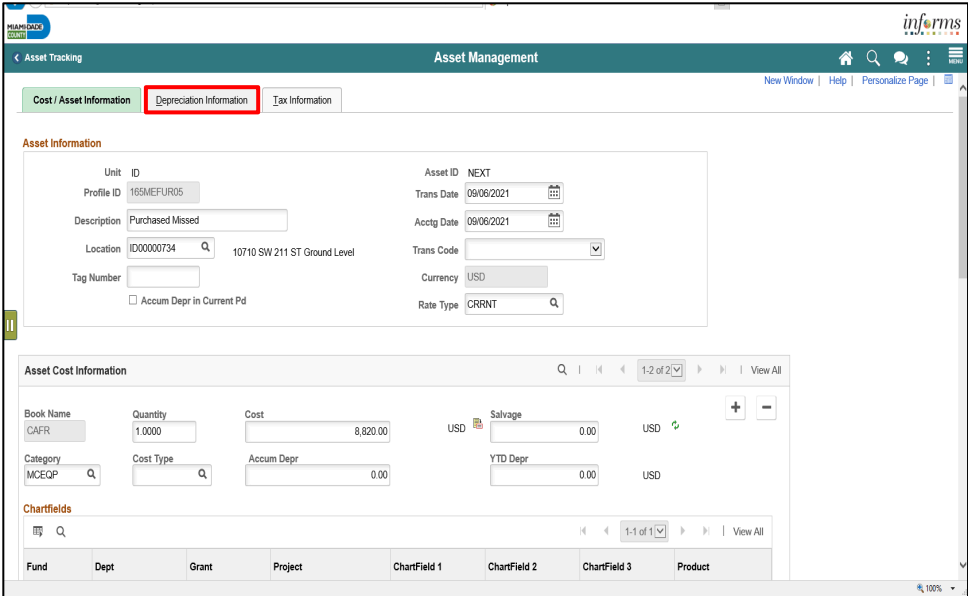
ACTIVITY 1: MANUAL EXPRESS ADD ENTRY FOR MISSING PO/AP VOUCHER

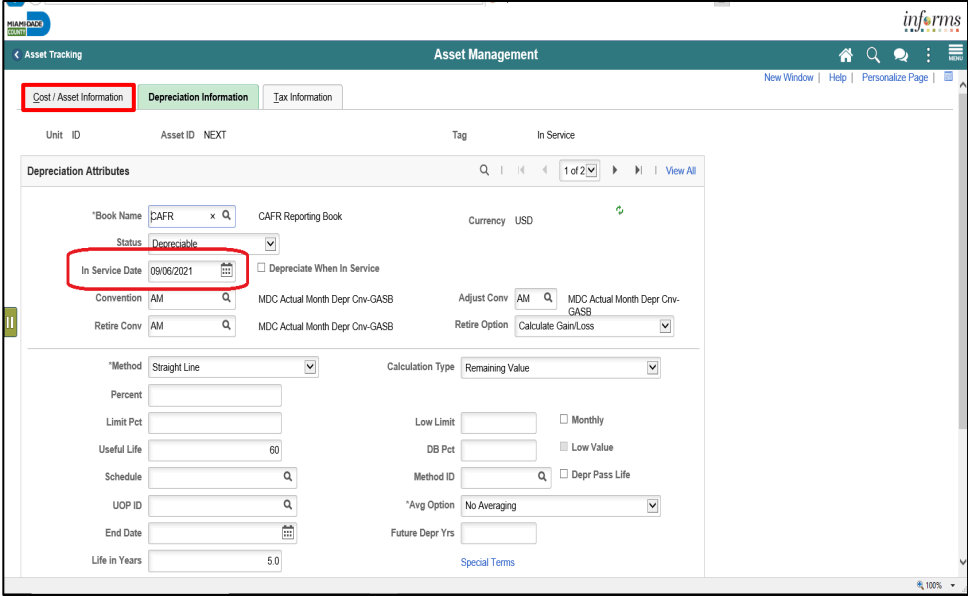
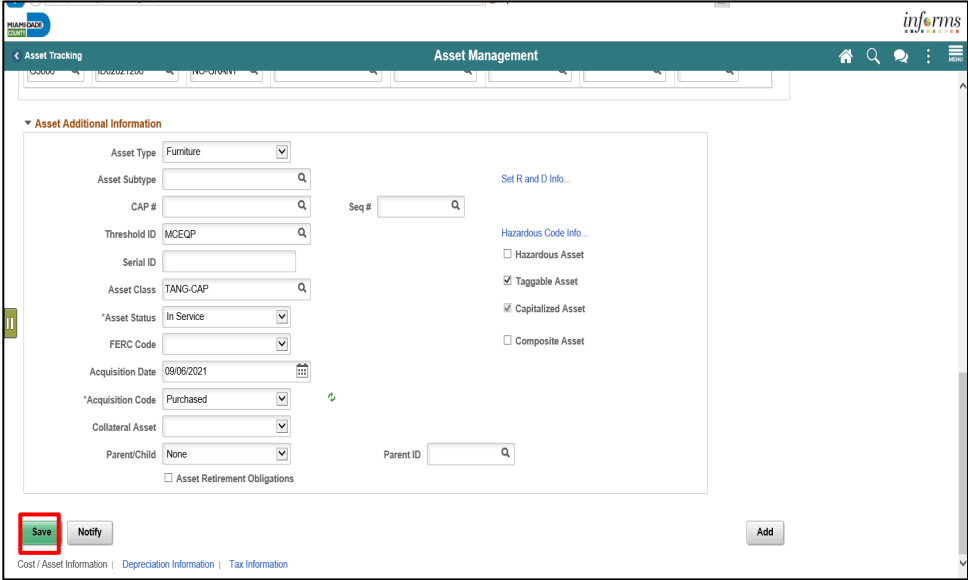
Step	Action
1.	Navigate to: Finance/Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	Select the My Asset Transactions pane. 
3.	Select the Asset Express Add pane. 

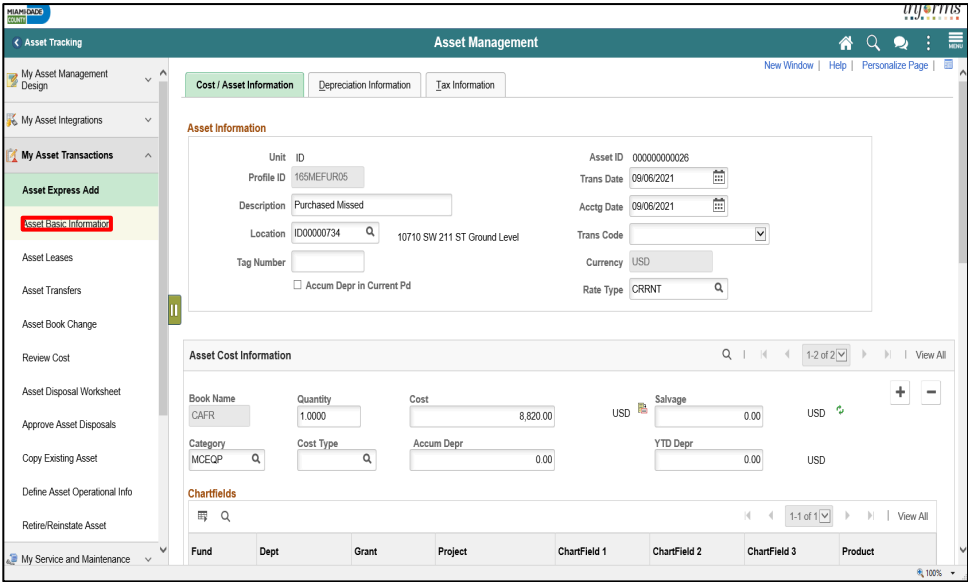
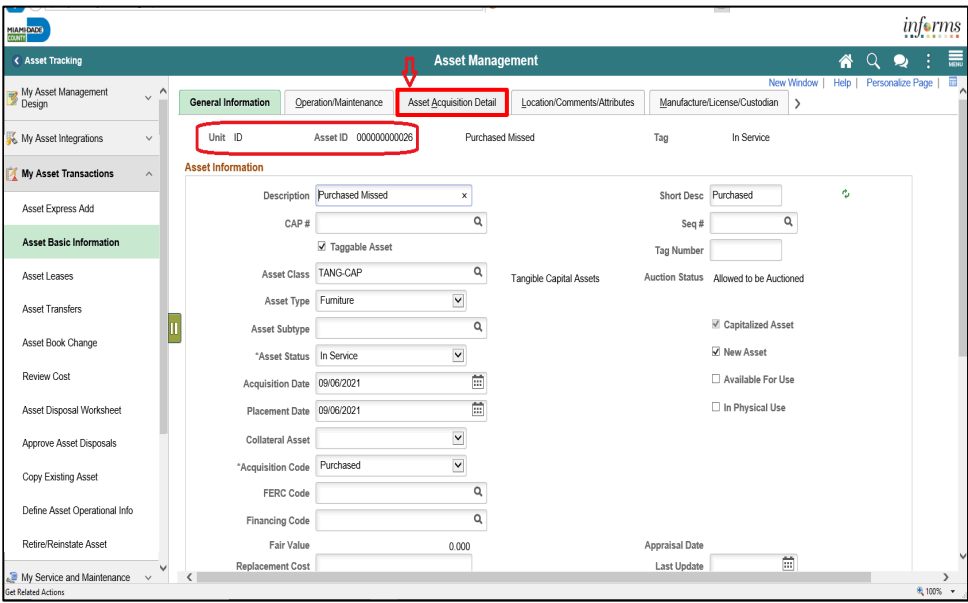
Step	Action
4.	Confirm the Business Unit and select the Add button.  The screenshot shows the 'Asset ExpressAdd' form. On the left is a navigation menu with options like 'My Asset Management Design', 'My Asset Integrations', and 'My Asset Transactions'. Under 'My Asset Transactions', 'Asset Express Add' is selected. The main form has a 'Business Unit' field with 'ID' entered and an 'Add' button highlighted with a red box. Other fields include 'Asset Identification' set to 'NEXT'.
5.	Input or search for the Asset Profile ID.  The screenshot shows the 'Asset Information' form. The 'Profile ID' field is highlighted with a red box and contains the value '160MEFUR05'. Other fields include 'Unit ID', 'Description', 'Location', 'Tag Number', 'Accum Depr in Current Pd', 'Asset ID' (set to 'NEXT'), 'Trans Date' (09/27/2021), 'Acctg Date' (09/27/2021), 'Trans Code', 'Currency' (USD), and 'Rate Type' (CRRNT). Below this is the 'Asset Cost Information' section with fields for 'Book Name' (CAFR), 'Quantity' (1.0000), 'Cost' (0.00), 'Salvage' (0.00), 'Category', 'Cost Type', 'Accum Depr' (0.00), 'YTD Depr' (0.00), and 'Default Profile'. At the bottom is the 'Chartfields' section with a table of fields: Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product.

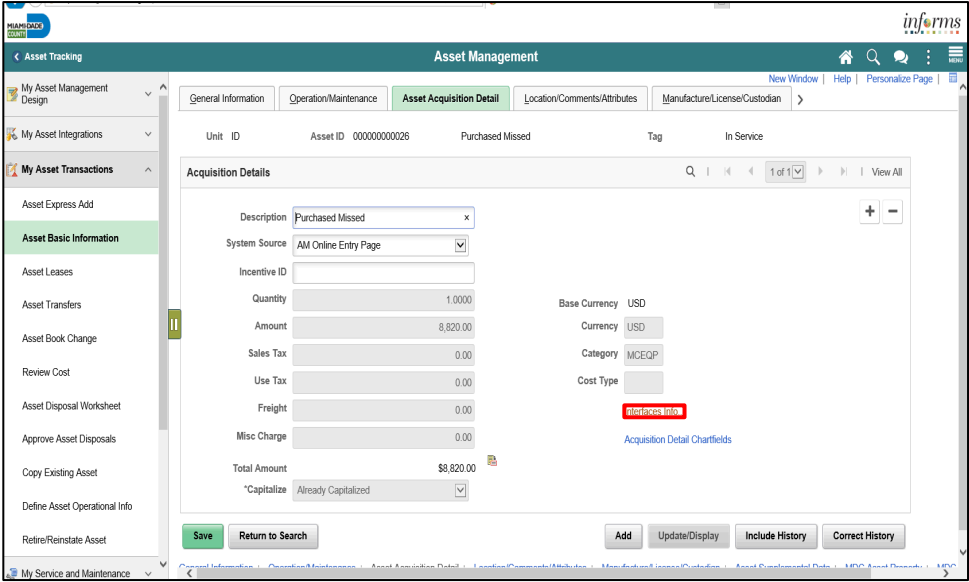
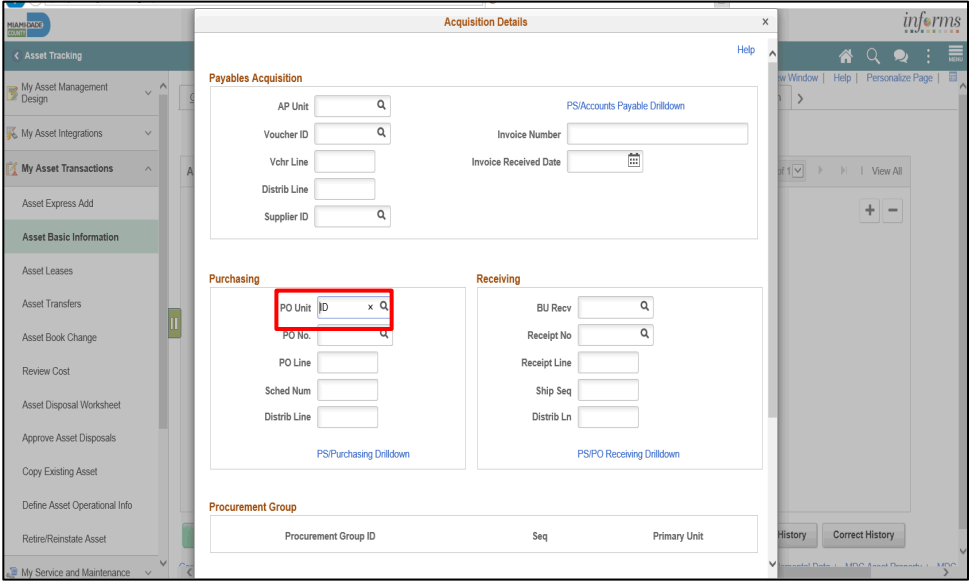
Step	Action
6.	Enter the desired information into the Description field. For example: Purchased Missed  The screenshot shows the 'Asset Management' interface with the 'Cost / Asset Information' tab selected. The 'Asset Information' section contains fields for Unit ID (165MEFUR05), Description (Purchased Missed), Location, Tag Number, and checkboxes for 'Accum Depr in Current Pd'. To the right, there are fields for Asset ID (NEXT), Trans Date (09/27/2021), Acctg Date (09/27/2021), Trans Code, Currency (USD), and Rate Type (CRRNT). Below this is the 'Asset Cost Information' section with fields for Book Name (CAFR), Quantity (1.0000), Cost (0.00), Salvage (0.00), Category, Cost Type, Accum Depr (0.00), and YTD Depr (0.00). At the bottom is a 'Chartfields' section with a table header including Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product.
7.	Input or search for the Location.  This screenshot is similar to the previous one, but the 'Location' field is now populated with '10710 SW 211 ST Ground Level' and is highlighted with a red box. The 'Description' field still contains 'Purchased Missed'. All other fields and the overall interface structure remain the same.

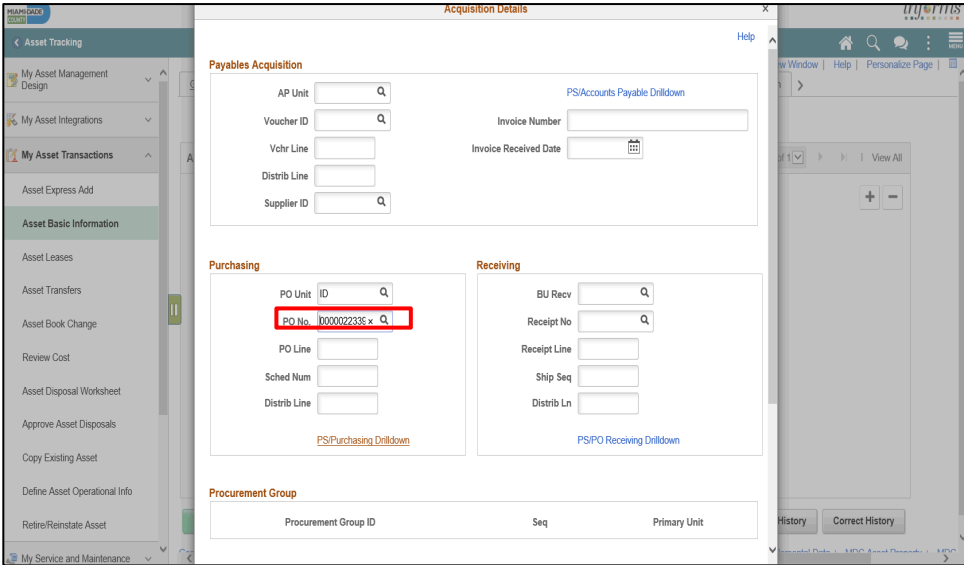
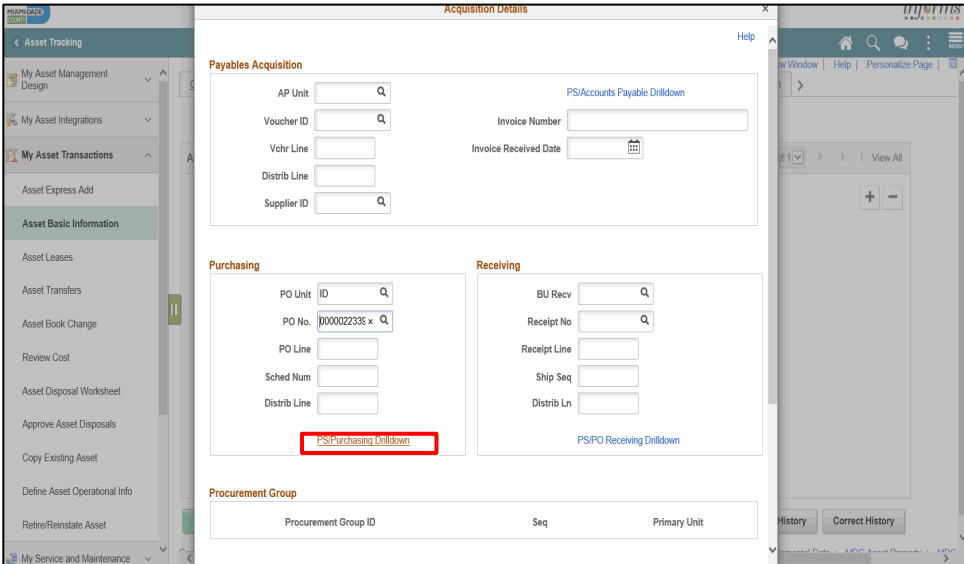
Step	Action
8.	Input or select the Trans Date and Acctg Date.  The screenshot shows the 'Asset Management' form. The 'Trans Date' and 'Acctg Date' fields are highlighted with a red box. The 'Trans Date' is set to 09/06/2021 and the 'Acctg Date' is set to 09/06/2021. Other fields include 'Unit ID', 'Profile ID', 'Description', 'Location', 'Tag Number', 'Asset ID', 'Trans Code', 'Currency', and 'Rate Type'.
9.	Enter the desired information into the Cost field. For example: 8820  The screenshot shows the 'Asset Management' form. The 'Cost' field is highlighted with a red box. The 'Cost' field is currently empty. Other fields include 'Book Name', 'Quantity', 'Salvage', 'Category', 'Cost Type', 'Accum Depr', 'YTD Depr', and 'Default Profile'.

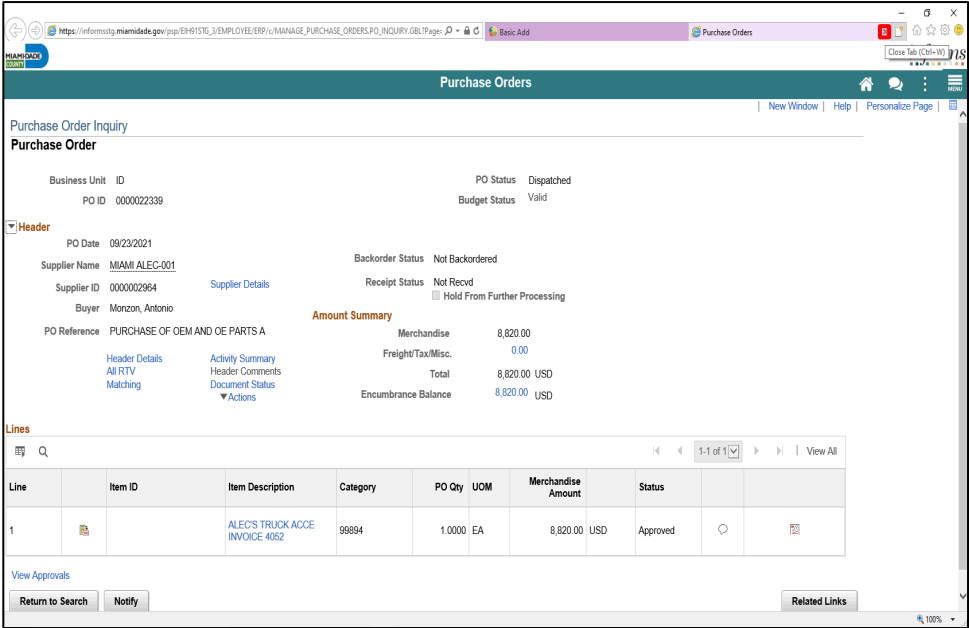
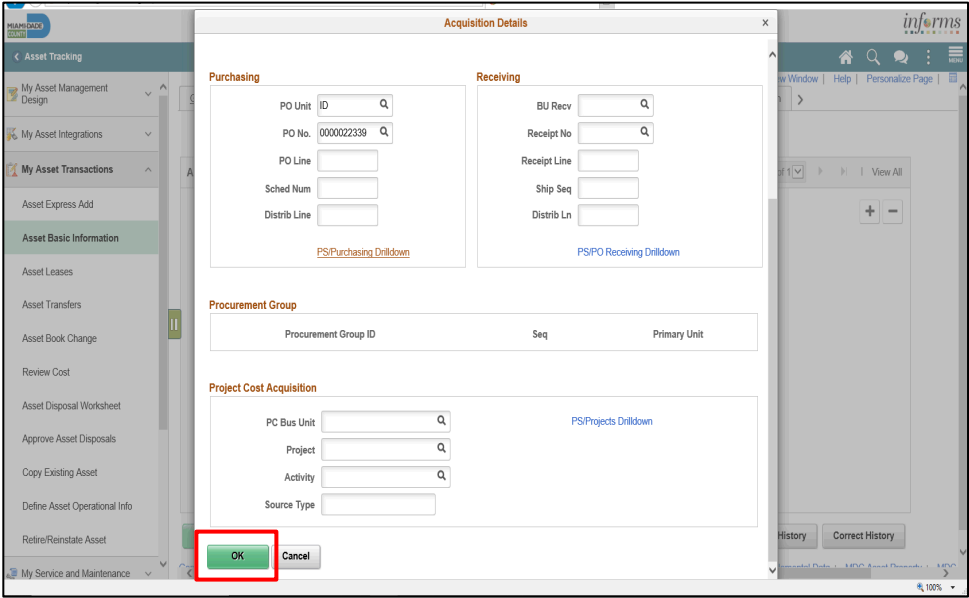
Step	Action
10.	Input or select the Chartfield details. • Fund • Dept • Grant Select the Default Profile button. 
11.	Select the Depreciation Information tab. 

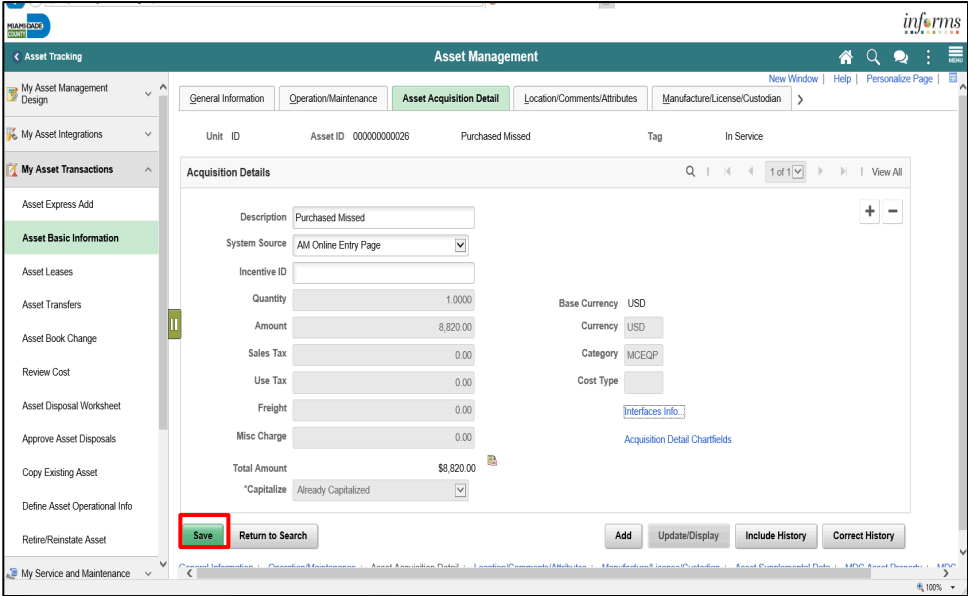
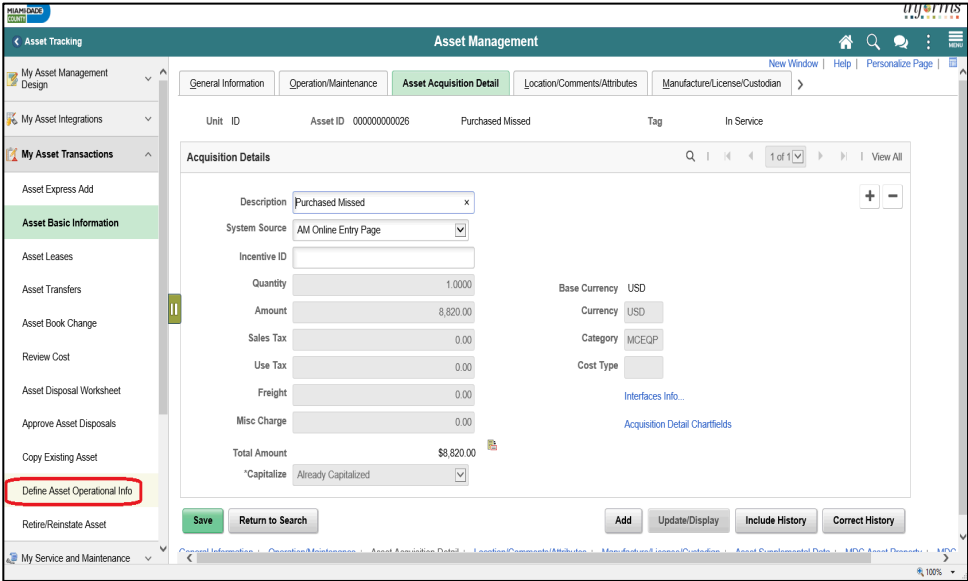
Step	Action
12.	Select the Cost/Information tab and confirm the In Service Date. 
13.	Select the Save button. 

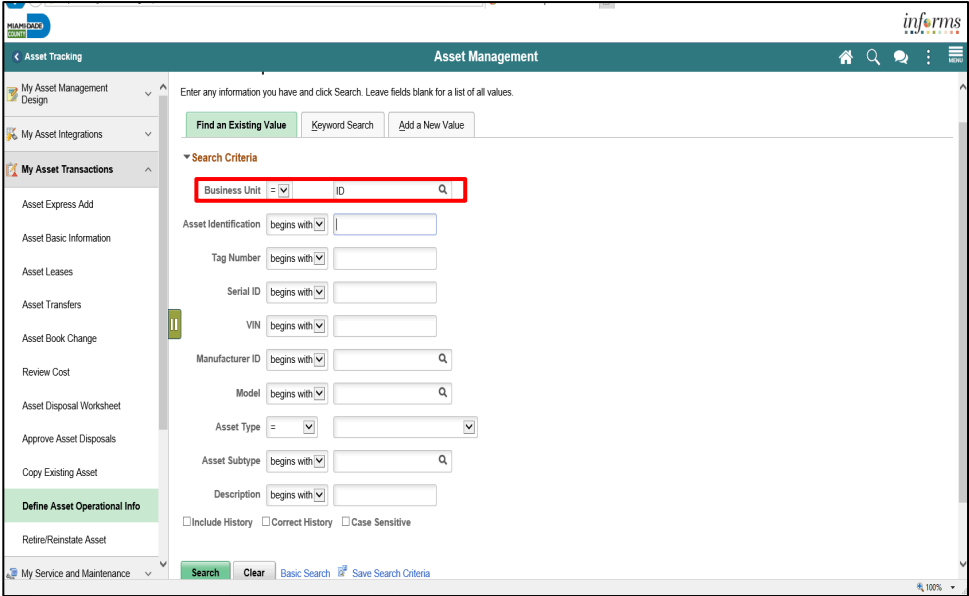
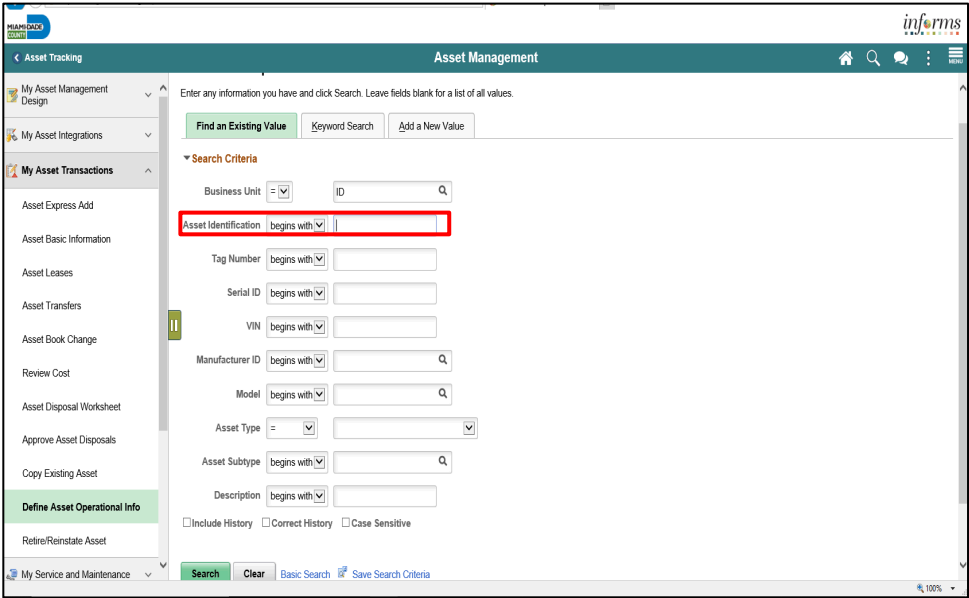
Step	Action
14.	Select the Asset Basic Information pane. 
15.	Select the Asset Acquisition Detail tab. 

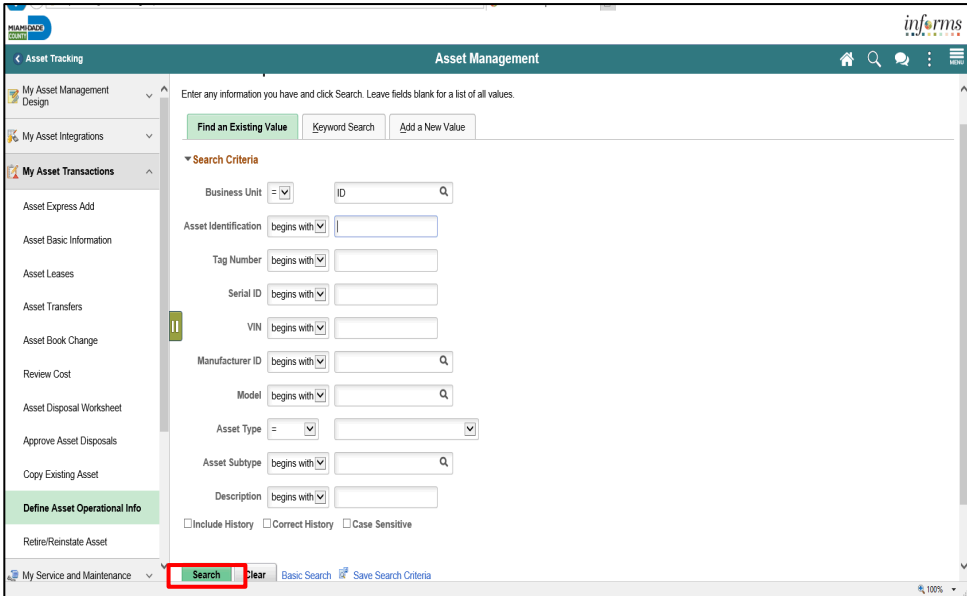
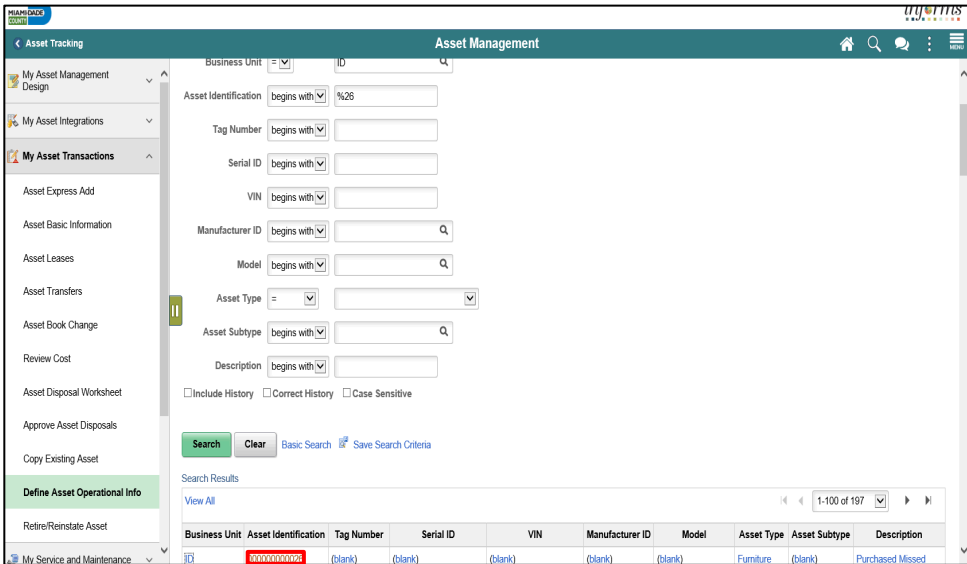
Step	Action
16.	Select the Interfaces Info... hyperlink. 
17.	Input or search for the PO Unit (business unit). 

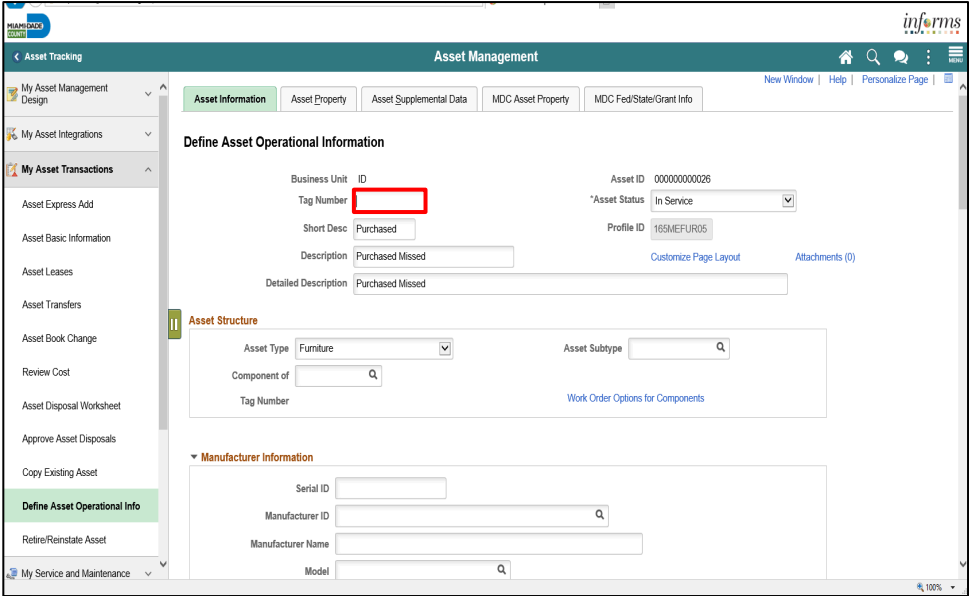
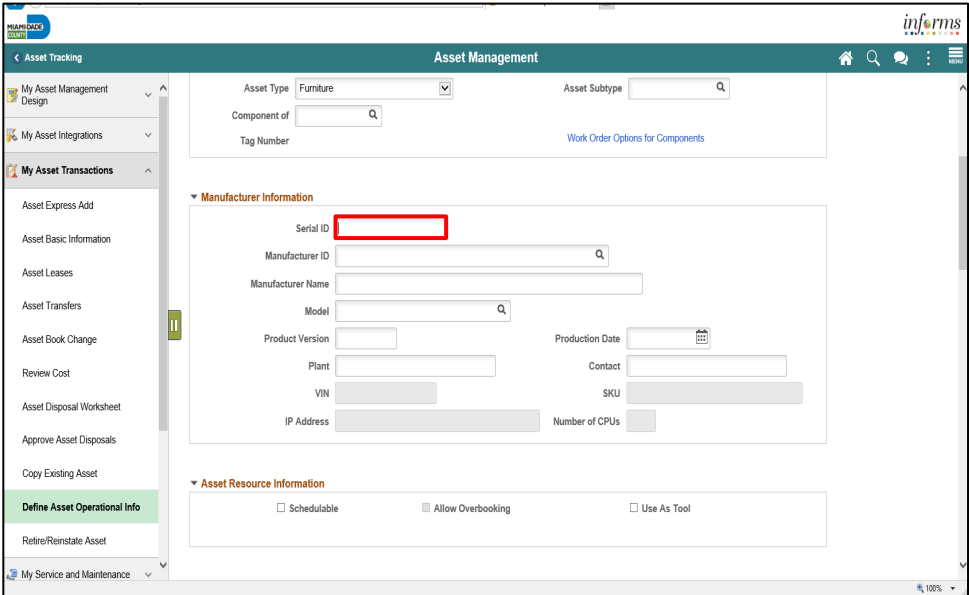
Step	Action
18.	Input or search for the PO No. 
19.	Select the PS/Purchasing Drilldown hyperlink. 

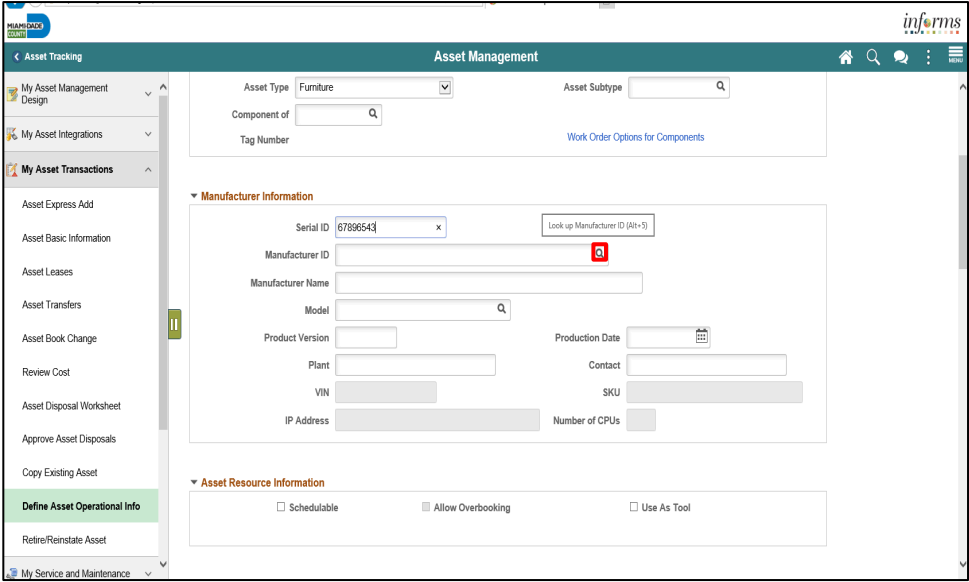
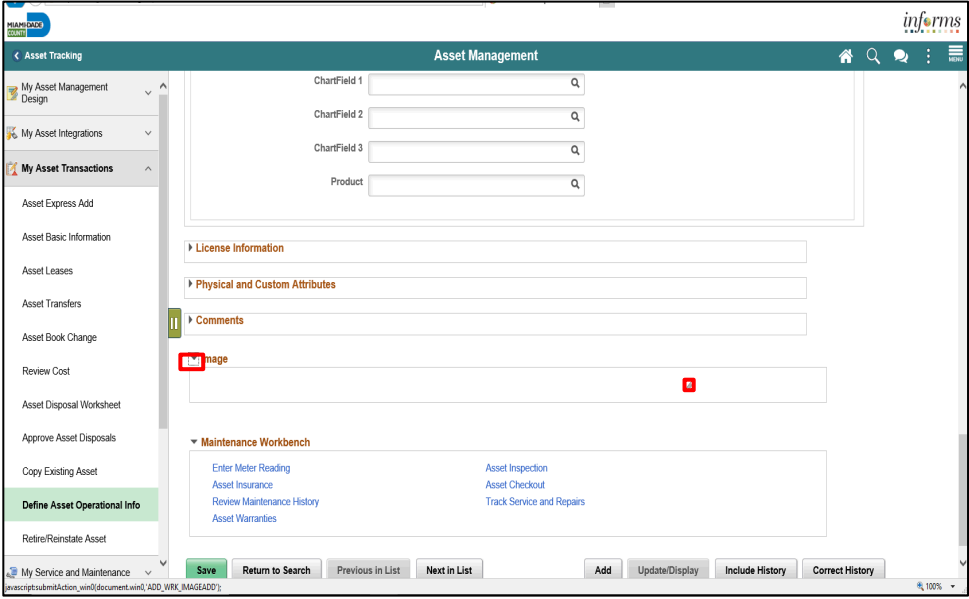
Step	Action
20.	Close the tab that opens. 
21.	Select the OK button. 

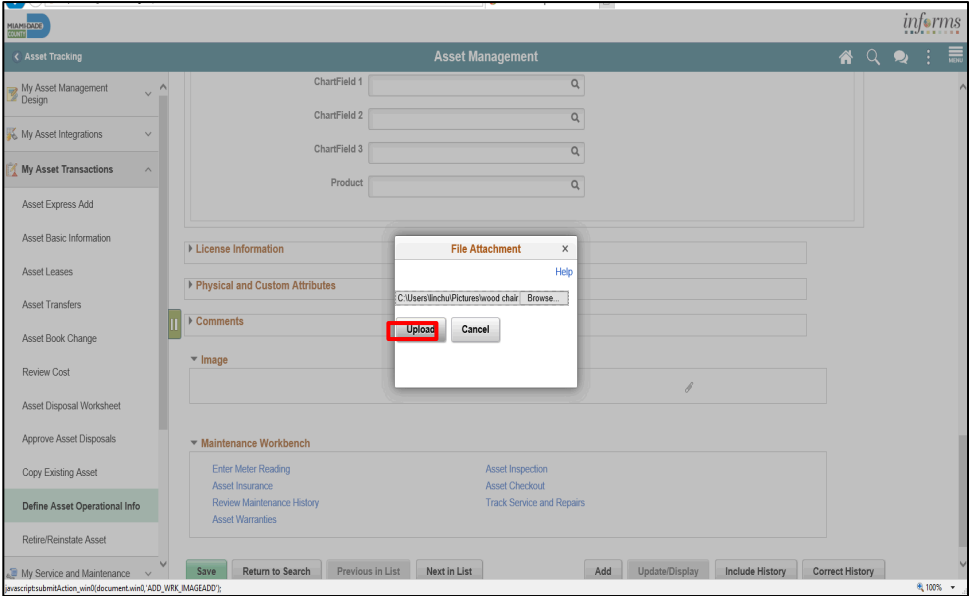
Step	Action
22.	Select the Save button.  The screenshot shows the 'Asset Management' interface with the 'Asset Acquisition Detail' tab selected. The form contains fields for Description, System Source, Incentive ID, Quantity, Amount, Sales Tax, Use Tax, Freight, Misc Charge, Total Amount, Base Currency, Currency, Category, and Cost Type. The 'Save' button is located at the bottom left of the form area, next to the 'Return to Search' button.
23.	Select the Define Asset Operational Info pane.  The screenshot shows the same 'Asset Management' interface. In the left sidebar, under the 'My Asset Transactions' section, the 'Define Asset Operational Info' option is highlighted with a red box. The main form area remains the same as in the previous screenshot.

Step	Action
24.	Confirm the Business Unit. 
25.	Input the Asset Identification number. 

Step	Action																				
26.	Select the Search button.  The screenshot shows the 'Asset Management' interface. On the left is a sidebar with a menu including 'My Asset Transactions' and 'Define Asset Operational Info'. The main area is titled 'Search Criteria' and contains various input fields for searching assets, such as 'Business Unit', 'Asset Identification', 'Tag Number', 'Serial ID', 'VIN', 'Manufacturer ID', 'Model', 'Asset Type', 'Asset Subtype', and 'Description'. At the bottom of the search criteria section, there are three buttons: 'Search', 'Clear', and 'Basic Search'. The 'Search' button is highlighted with a red rectangular box.																				
27.	Select the asset.  The screenshot shows the 'Asset Management' interface after a search. The 'Search Results' section is visible at the bottom, displaying a table of results. The first row of the table is highlighted with a red box. The table has columns for 'Business Unit', 'Asset Identification', 'Tag Number', 'Serial ID', 'VIN', 'Manufacturer ID', 'Model', 'Asset Type', 'Asset Subtype', and 'Description'. <table><tr><th>Business Unit</th><th>Asset Identification</th><th>Tag Number</th><th>Serial ID</th><th>VIN</th><th>Manufacturer ID</th><th>Model</th><th>Asset Type</th><th>Asset Subtype</th><th>Description</th></tr><tr><td>10</td><td>00000000000000000000</td><td>(blank)</td><td>(blank)</td><td>(blank)</td><td>(blank)</td><td>(blank)</td><td>Furniture</td><td>(blank)</td><td>Purchased Mised</td></tr></table>	Business Unit	Asset Identification	Tag Number	Serial ID	VIN	Manufacturer ID	Model	Asset Type	Asset Subtype	Description	10	00000000000000000000	(blank)	(blank)	(blank)	(blank)	(blank)	Furniture	(blank)	Purchased Mised
Business Unit	Asset Identification	Tag Number	Serial ID	VIN	Manufacturer ID	Model	Asset Type	Asset Subtype	Description												
10	00000000000000000000	(blank)	(blank)	(blank)	(blank)	(blank)	Furniture	(blank)	Purchased Mised												

Step	Action
28.	Enter the desired information into the Tag Number field. For example: 5678  The screenshot shows the 'Asset Management' interface with the 'Define Asset Operational Information' form. The 'Tag Number' field is highlighted with a red box. The form includes sections for Asset Information, Asset Structure, and Manufacturer Information.
29.	Enter the desired information into the Serial ID field. For example: 67896543  The screenshot shows the 'Asset Management' interface with the 'Define Asset Operational Information' form. The 'Serial ID' field is highlighted with a red box. The form includes sections for Asset Structure, Manufacturer Information, and Asset Resource Information.

Step	Action
30.	Input or search for the Manufacture ID. 
31.	Expand the Image section and select the Add Image button. 

Step	Action
32.	Select the image then select the Upload button.  The screenshot shows the 'Asset Management' interface. On the left is a navigation menu with sections like 'My Asset Management Design', 'My Asset Integrations', 'My Asset Transactions', and 'Define Asset Operational Info'. The main area is titled 'Asset Management' and contains various input fields and sections. A 'File Attachment' dialog box is open in the center, showing a file path 'C:\Users\linchu\Pictures\wood chair' and a 'Browse...' button. The 'Upload' button in this dialog is highlighted with a red rectangle. Below the dialog, the 'Image' section is visible, and at the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

33.

Select the **Save** button.

The screenshot displays the 'Asset Management' interface. On the left is a sidebar menu with categories: 'My Asset Management Design', 'My Asset Integrations', 'My Asset Transactions', and 'Define Asset Operational Info'. Under 'My Asset Transactions', options include 'Asset Express Add', 'Asset Basic Information', 'Asset Leases', 'Asset Transfers', 'Asset Book Change', 'Review Cost', 'Asset Disposal Worksheet', 'Approve Asset Disposals', and 'Copy Existing Asset'. The 'Define Asset Operational Info' section is currently active, showing 'Refire/Reinstate Asset' and 'My Service and Maintenance'. The main content area features a large image of a wooden chair and a 'Maintenance Workbench' section with links for 'Enter Meter Reading', 'Asset Insurance', 'Review Maintenance History', 'Asset Warranties', 'Asset Inspection', 'Asset Checkout', and 'Track Service and Repairs'. At the bottom, a navigation bar contains four buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', and 'Next in List'. Below these buttons is a breadcrumb trail: 'Asset Information | Asset Property | Asset Supplemental Data | MDC Asset Property | MDC Fed/State/Grant Info'.