



Miami-Dade County

Transfer an Asset to the County Store Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION

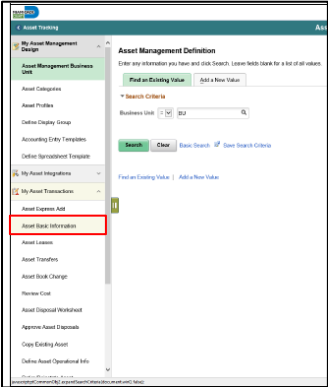
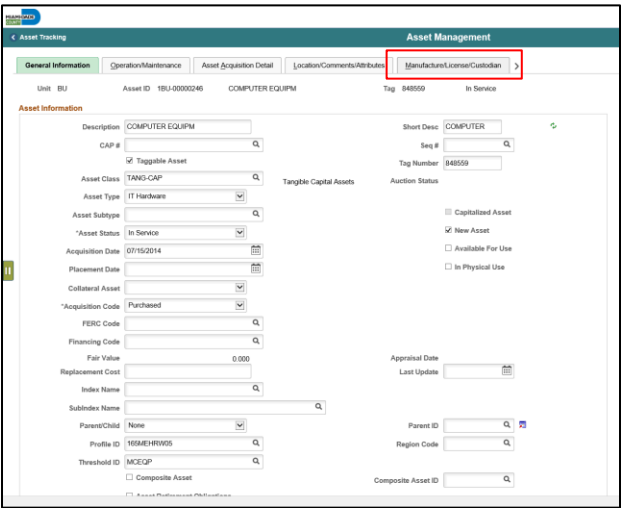
Purpose

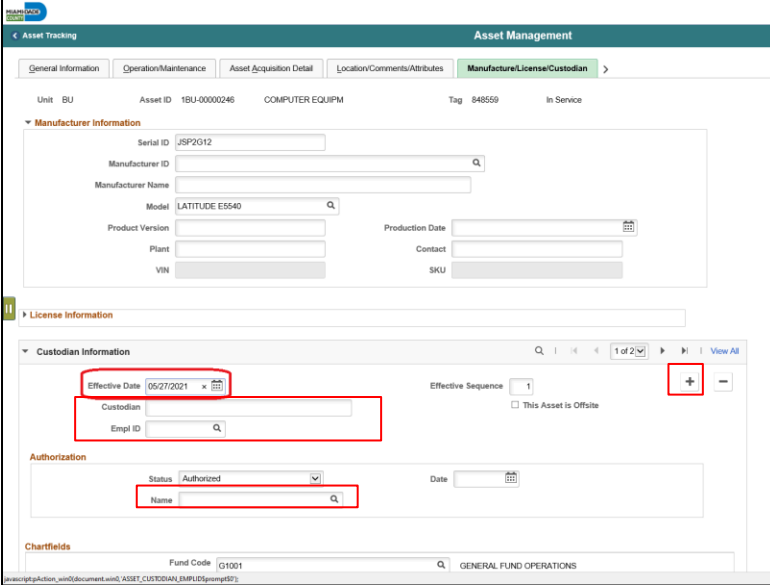
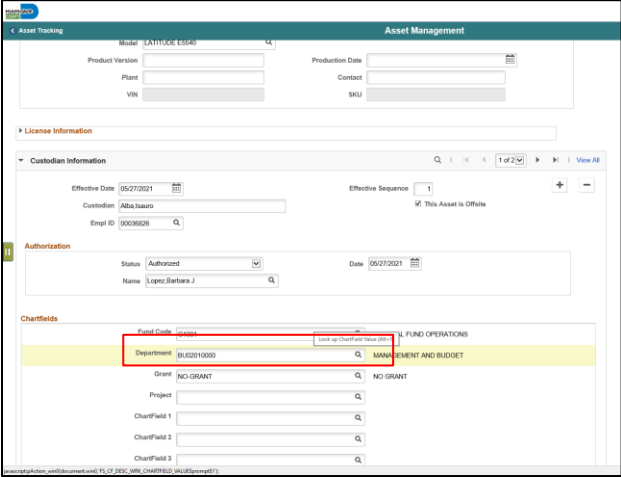
This document provides a step-by-step procedural guidance to perform the activity.

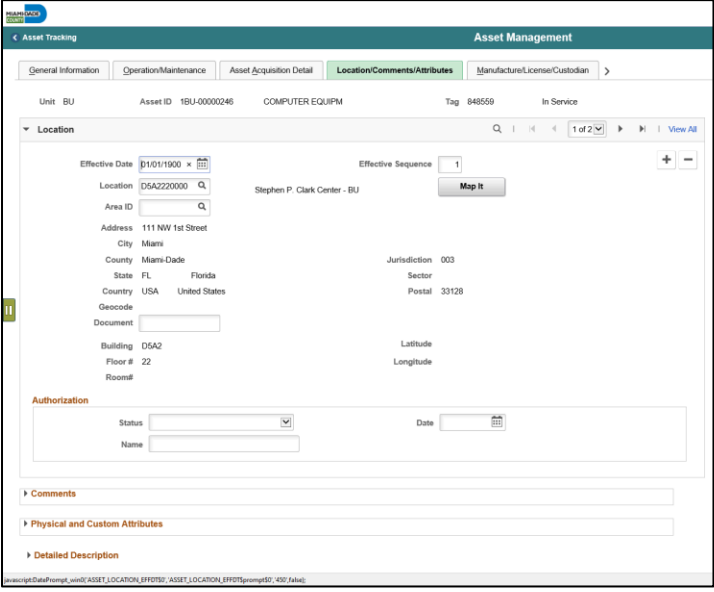
Description

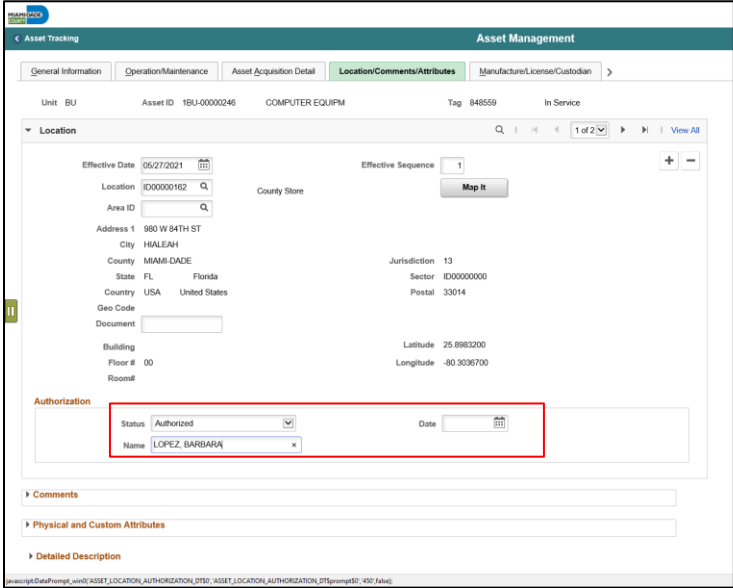
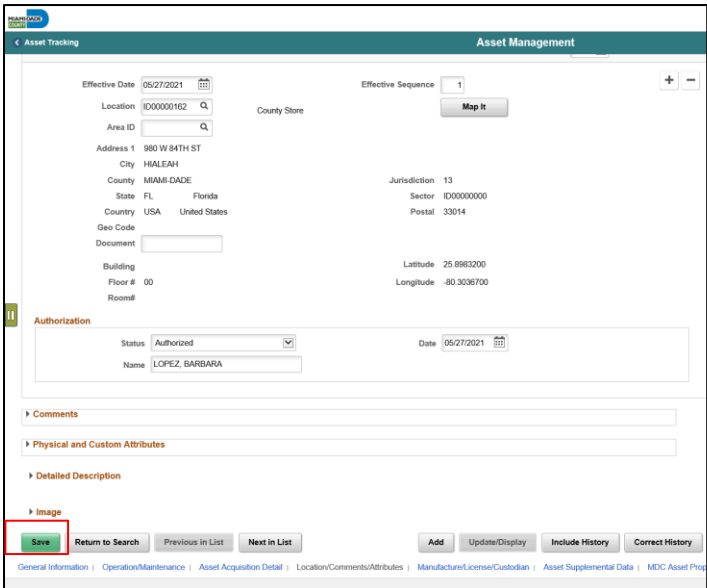
Transfer an Asset to the County Store.

ACTIVITY 1: TRANSFER AN ASSET TO THE COUNTY STORE

Step	Action
1.	Navigate to Finance / Supply Chain (FSCM) > Asset Tracking > My Asset Transactions
2.	<p>Select Asset Basic Information.</p> 
3.	Input the desired information into the search parameters.
4.	Select Search .
5.	Select the desired asset.
6.	<p>Note: Use the Manufacture/License/Custodian page to record custodial information, maintain license information, and store manufacturer-related information.</p> <p>Select the Manufacture/License/Custodian tab.</p> 

Step	Action
7.	<p>Complete the Custodian Information section.</p> <ol style="list-style-type: none"> Enter the effective date as the date that the asset was physically transferred to the County Store under Custodian Information Section. Select the Add a new row button. Enter the new Custodian. <p>Note: The custodian is the responsible person receiving the asset in the County Store Location at Material Management, ISD.</p> <ol style="list-style-type: none"> If applicable, select the This Asset is Offsite checkbox to indicate the asset is located off site. Enter the ISD Property & Materials Supervisor information into the Name field within the Authorization section. 
8.	<p>Input the new Department ID for the County Store (Materials Management).</p> 

Step	Action
9.	<p>Select the Location/Comments/Attributes tab.</p> <p>Note: Use the Location/Comments/Attributes page to record the location and physical properties of the asset (such as color, height, and weight) and store comments about it; view a stored image of the asset.</p>
10.	<p>Input the desired information in the Location section.</p> <ol style="list-style-type: none"> Enter the effective date as the date that the asset was physically transferred to the County Store. Enter the Location of the asset. 

Step	Action
11.	<p>Complete the Authorization section in the Location/Comments/Attributes tab.</p> <ol style="list-style-type: none"> Select the desired result from the Status dropdown. Enter the ISD Property and Materials Supervisor in the Name field. Enter the effective date as the date that the asset was physically transferred to the County Store. 
12.	<p>Select the Save button.</p>  <p>Note: Active depreciating Assets with an In-Service status, must be updated to Suspend Status.</p>