



## Miami-Dade County

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INFORMS: Asset Management— In Service to Suspended Status

**Version 1.0**

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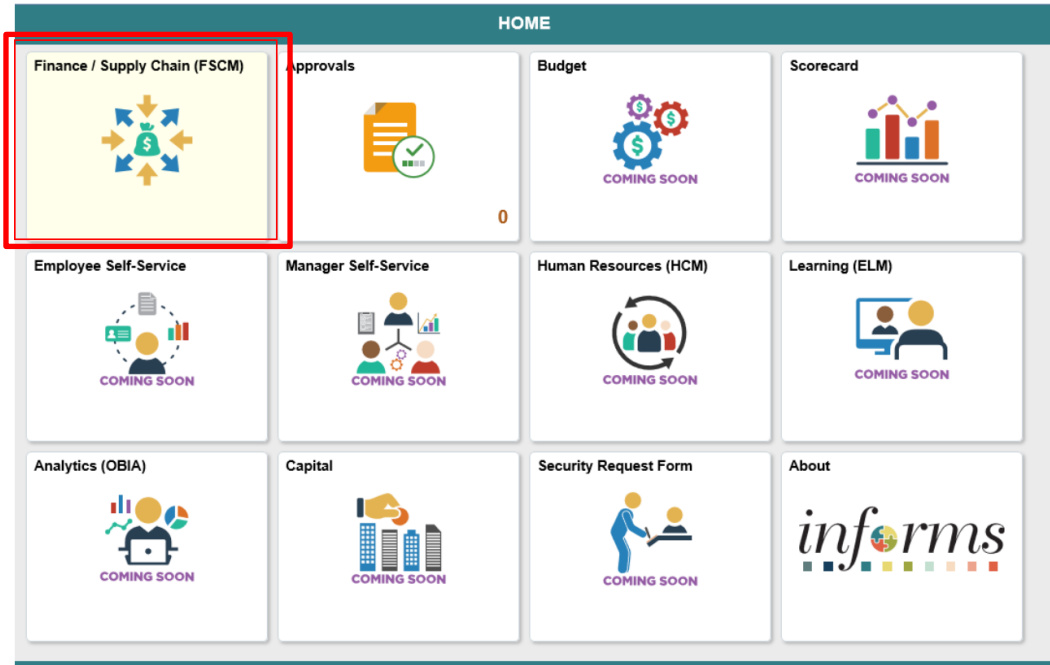

## PURPOSE AND DESCRIPTION

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### **Purpose**

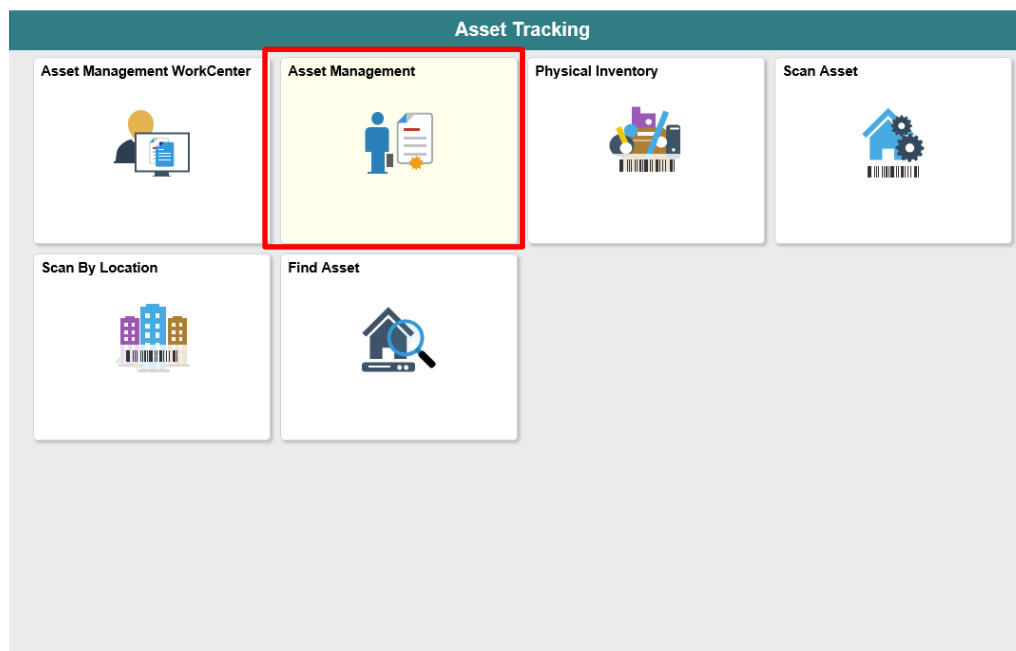
This document explains the process involved in changing the status of an asset from In Service to Suspended.

## ACTIVITY 1: IN SERVICE TO SUSPENDED STATUS

Step	Action
1.	<p>Select the <b>Finance / Supply Chain (FSCM)</b> button.</p> 
2.	<p>Select the <b>Asset Tracking</b> button.</p> 

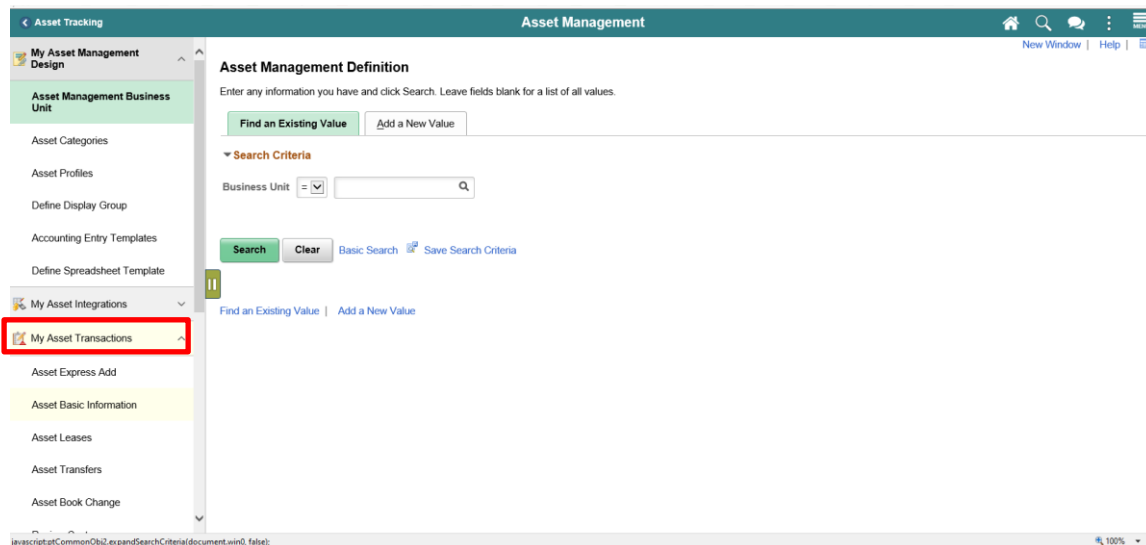
3.

Select the **Asset Management** button.



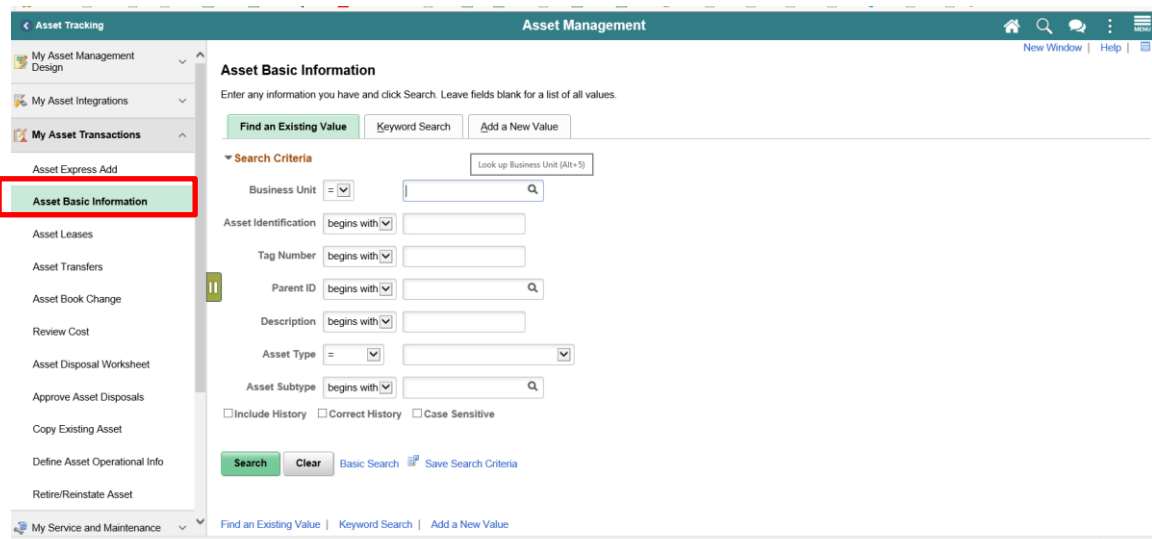
4.

Select the **My Asset Transactions** object.



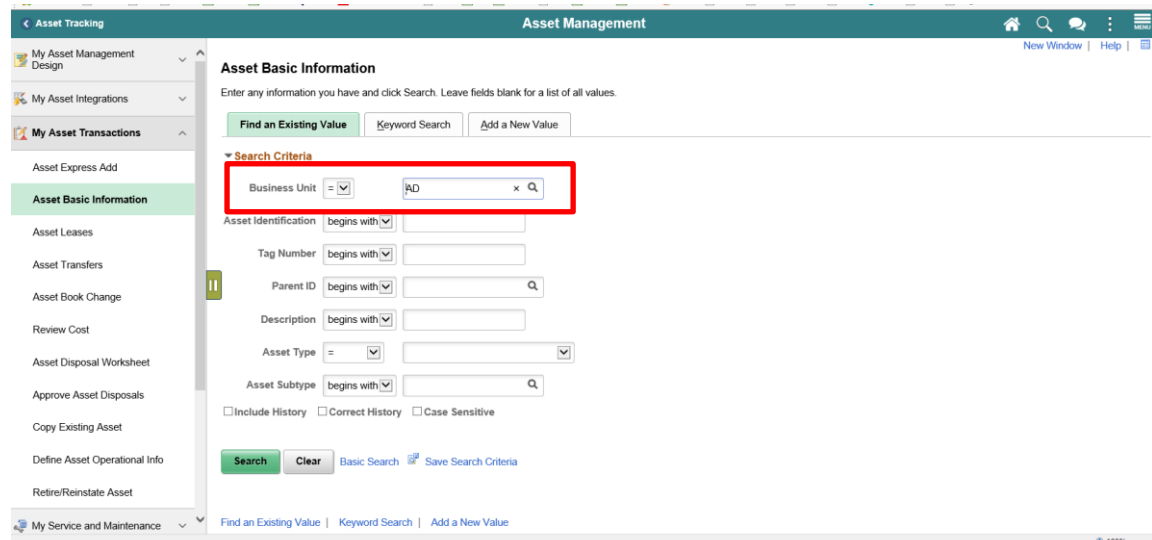
5.

Select the **Asset Basic Information** object.



6.

Confirm the **Business Unit**.



7.

Select the **Search**.

**Asset Management**

**Asset Basic Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

**Search Criteria**

Business Unit: [dropdown] [input: AD] [clear] [search]

Asset Identification: [dropdown: begins with] [input]

Tag Number: [dropdown: begins with] [input]

Parent ID: [dropdown: begins with] [input] [search]

Description: [dropdown: begins with] [input]

Asset Type: [dropdown: =] [input] [dropdown]

Asset Subtype: [dropdown: begins with] [input] [search]

☐ Include History ☐ Correct History ☐ Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Keyword Search | Add a New Value

8.

Select the applicable **Asset ID**.

Asset ID	Asset ID	Asset ID	Asset ID	Asset ID	Asset ID	Asset ID	Asset ID
AD	1AD-00000158	829529	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000159	854425	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000160	829526	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000161	829530	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000162	829528	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000163	854430	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000164	670745	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000165	857262	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000166	808774	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000167	854431	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000168	857263	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000166	854427	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000170	845829	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000171	845831	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000172	845828	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000173	845830	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000174	840850	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000175	840856	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000176	831867	(blank)	COMPUTER EQUIPM	Hardware	(blank)	
AD	1AD-00000177	831876	(blank)	COMPUTER EQUIPM	Hardware	(blank)	

9.

Select the **Book Page** link.

The screenshot shows the 'Asset Management' interface. On the left is a sidebar with a menu. Under 'My Asset Transactions', the 'Asset Basic Information' section is expanded. Within this section, the 'Book Page' link is highlighted with a red rectangular box. The main area of the interface contains various input fields for asset details, including Acquisition Date, Placement Date, Collateral Asset, Acquisition Code, FERC Code, Financing Code, Fair Value, Replacement Cost, Index Name, Subindex Name, Parent/Child, Profile ID, Threshold ID, Appraisal Date, Last Update, Parent ID, Region Code, and Composite Asset ID. There are also checkboxes for 'In Physical Use', 'Composite Asset', and 'Asset Retirement Obligations'. At the bottom of the main area, there are links for 'Fair Value Details', 'Set R and D Info...', and 'Attachments (0)'.

10.

Select **Yes**.

This screenshot shows the same 'Asset Management' interface as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box contains the text 'Would you like to save this component and transfer to Book Page?' and two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box. The background interface is dimmed, showing the same sidebar and main content area as before.

11.

Confirm the **Trans Date**.

The screenshot shows the 'Define Tax/Depr Criteria' form in the Asset Management system. The 'Trans Date' field is highlighted with a red box and contains the value '03/31/2021'. The form includes various fields for asset information, depreciation attributes, and calculation types.

Field	Value
Unit AD	1AD-00000169
Asset ID	1AD-00000169
COMPUTER EQUIPM	
Tag	854427
In Service	
Profile ID	165MEHRW05
Trans Date	03/31/2021
Accounting Date	03/28/2021
*Book Name	CAFR
Status	Depreciable
Base Currency	USD
In Service Date	06/22/2016
Begin Depr Date	06/01/2016
Convention	MDC Actual Month Depr Cnv-GASB
Retire Cnv	MDC Actual Month Depr Cnv-GASB
*Method	Straight Line
Percent	
Limit Pct	
Useful Life	60
Calculation Type	Remaining Value
Adjust Cnv	MDC Actual Month Depr Cnv-GASB
Retire Option	Calculate Gain/Loss
Total Cost	1,161.50
Depreciate When In Service	<input type="checkbox"/>
Low Limit	<input type="checkbox"/> Monthly
DB Pct	<input type="checkbox"/> Low Value

12.

Confirm the **Accounting Date**.

The screenshot shows the 'Define Tax/Depr Criteria' form in the Asset Management system. The 'Accounting Date' field is highlighted with a red box and contains the value '03/28/2021'. The form includes various fields for asset information, depreciation attributes, and calculation types.

Field	Value
Unit AD	1AD-00000169
Asset ID	1AD-00000169
COMPUTER EQUIPM	
Tag	854427
In Service	
Profile ID	165MEHRW05
Trans Date	03/31/2021
Accounting Date	03/28/2021
*Book Name	CAFR
Status	Depreciable
Base Currency	USD
In Service Date	06/22/2016
Begin Depr Date	06/01/2016
Convention	MDC Actual Month Depr Cnv-GASB
Retire Cnv	MDC Actual Month Depr Cnv-GASB
*Method	Straight Line
Percent	
Limit Pct	
Useful Life	60
Calculation Type	Remaining Value
Adjust Cnv	MDC Actual Month Depr Cnv-GASB
Retire Option	Calculate Gain/Loss
Total Cost	1,161.50
Depreciate When In Service	<input type="checkbox"/>
Low Limit	<input type="checkbox"/> Monthly
DB Pct	<input type="checkbox"/> Low Value



13.

Select **Non Depreciable** from the **Status** dropdown.

The screenshot shows the 'Define Tax/Depr Criteria' form. At the top, there are tabs for 'Book - Depreciation' and 'Book - Tax'. Below the tabs, there are fields for 'Unit AD', 'Asset ID' (1AD-00000169), 'COMPUTER EQUIPM', 'Tag' (854427), 'In Service', and 'Profile ID' (165MEHRW05). The 'Trans Date' is 03/31/2021 and the 'Accounting Date' is 04/01/2021. The 'Depreciation Attributes' section is expanded, showing a list of attributes. The 'Status' dropdown is open, and 'Non Depreciable' is selected. Other attributes include 'Base Currency' (USD), 'In Service Date' (06/22/2016), 'Begin Depr Date' (06/01/2016), 'Convention' (MDC Actual Month Depr Cnv-GASB), 'Adjust Conv' (MDC Actual Month Depr Cnv-GASB), 'Retire Conv' (MDC Actual Month Depr Cnv-GASB), 'Retire Option' (Calculate Gain/Loss), 'Method' (Straight Line), 'Calculation Type' (Remaining Value), 'Percent' (empty), 'Limit Pct' (empty), 'Useful Life' (60), 'Low Limit' (empty), 'DB Pct' (empty), and 'Monthly' (checked).

14.

Select the **Show next row** button.

The screenshot shows the same 'Define Tax/Depr Criteria' form as in the previous step. The 'Status' dropdown is now set to 'Non Depreciable'. The 'Show next row' button, located at the bottom right of the 'Depreciation Attributes' section, is highlighted with a red box. The 'Depreciation Attributes' section is still expanded, showing the same list of attributes as before.

15.

Select **Non Depreciable** from the **Status** dropdown.

**Note:** All accounting books must be updated Depreciation Status from Depreciable to Non Depreciable.

Asset Management Define Tax/Depr Criteria

Book - Depreciation Book - Tax

Unit AD Asset ID 1AD-00000169 COMPUTER EQUIPM Tag 854427 In Service Profile ID 165MEHRW05

Trans Date 03/31/2021 Accounting Date 04/01/2021

Depreciation Attributes

\*Book Name CAFR CAFR Reporting Book

Status **Non Depreciable**

Base Currency USD Total Cost 1,161.50

In Service Date 06/22/2016 Depreciate When In Service

Begin Depr Date 06/01/2016

Convention MDC Actual Month Depr Cnv-GASB Adjust Conv MDC Actual Month Depr Cnv-GASB

Retire Conv MDC Actual Month Depr Cnv-GASB Retire Option Calculate Gain/Loss

\*Method Straight Line Calculation Type Remaining Value

Percent Limit Pct Useful Life 60 Low Limit Monthly Low Value Depr Pass Life

16.

Select **Save**.

Asset Management Define Tax/Depr Criteria

Convention MDC Actual Month Depr Cnv-GASB Adjust Conv MDC Actual Month Depr Cnv-GASB

Retire Conv MDC Actual Month Depr Cnv-GASB Retire Option Calculate Gain/Loss

\*Method Straight Line Calculation Type Remaining Value

Percent Limit Pct Useful Life 60 Schedule UOP ID End Date

Special Depreciation Depr Limit Salvage % Multi-Shift Code Impairment Process

Low Limit DB Pct Monthly Low Value Depr Pass Life \*Avg Option No Averaging Future Depr Yrs

Cost Basis Limit Threshold ID

Go to Asset Basic Information

Comments (0) Attachments (0)

**Save** Return to Search Notify

Book - Depreciation | Book - Tax

17.

Select the **Go to Asset Basic Information** link.

The screenshot shows the 'Define Tax/Depr Criteria' form. At the bottom right, a red box highlights the link 'Go to Asset Basic Information'.

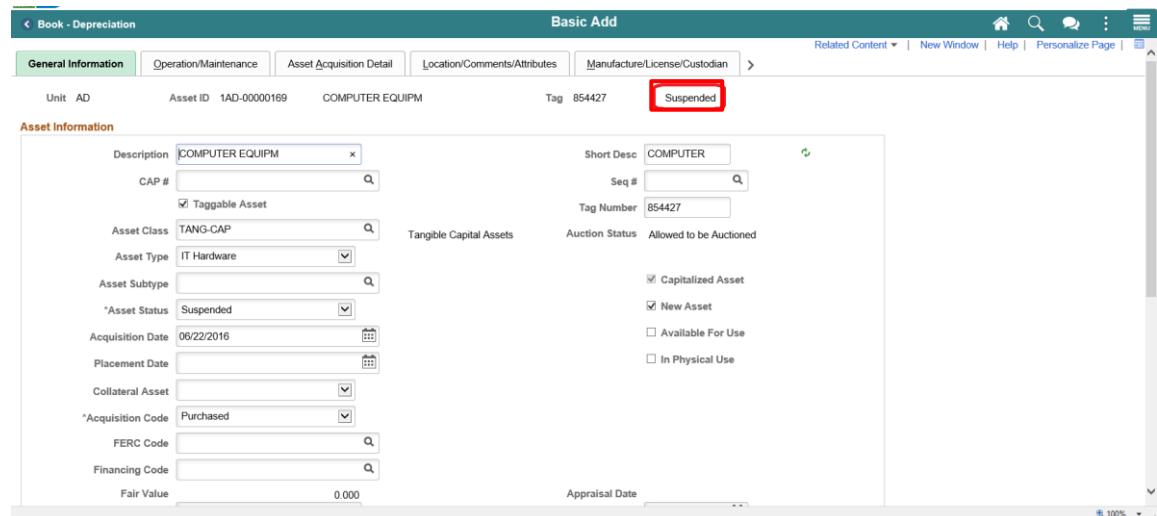
18.

Select **Yes**.

The screenshot shows the same 'Define Tax/Depr Criteria' form, but with a confirmation dialog box overlaid in the center. The dialog box contains the text 'Would you like to save this component and transfer to Basic component?' and two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

19.

The status will update to **Suspended**.



**Book - Depreciation** **Basic Add**

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: AD Asset ID: 1AD-00000169 COMPUTER EQUIPM Tag: 854427 **Suspended**

**Asset Information**

Description: COMPUTER EQUIPM Short Desc: COMPUTER

CAP #: Seq #

☒ Taggable Asset Tag Number: 854427

Asset Class: TANG-CAP Tangible Capital Assets Auction Status: Allowed to be Auctioned

Asset Type: IT Hardware

Asset Subtype:

\*Asset Status: Suspended ☒ Capitalized Asset ☒ New Asset

Acquisition Date: 06/22/2016 ☐ Available For Use

Placement Date:

Collateral Asset: ☐ In Physical Use

\*Acquisition Code: Purchased

FERC Code:

Financing Code:

Fair Value: 0.000 Appraisal Date: