



Miami-Dade County

Correctly Remove an Incorrectly Disposed / Retired Duplicate Asset Job Aid

Version 1.0

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PURPOSE

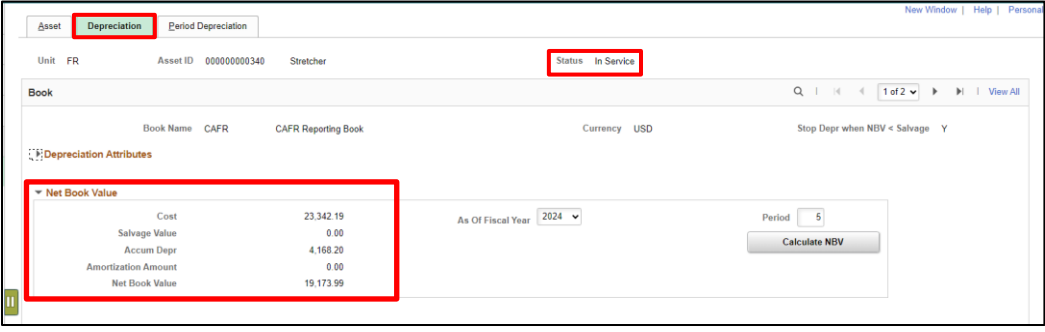
This document provides instructions on how to correct a duplicate asset when asset disposal functionality was used and how to properly remove a duplicate asset from Informs.

When a duplicate asset is identified, please use the following steps to remove the duplicate asset by placing it in error status, beginning with the section titled **Readjust Asset Status via Asset Transfer – Step 1**.

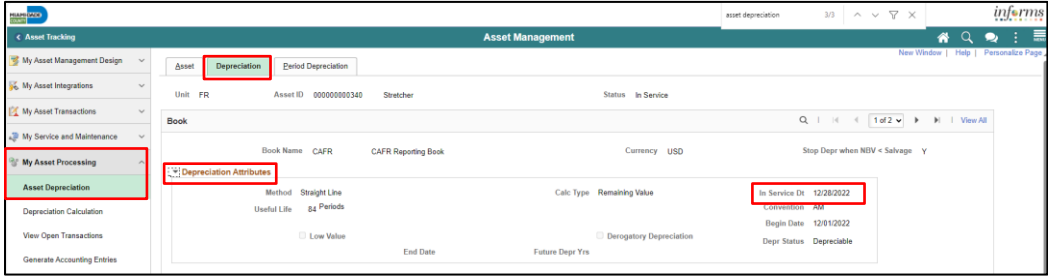
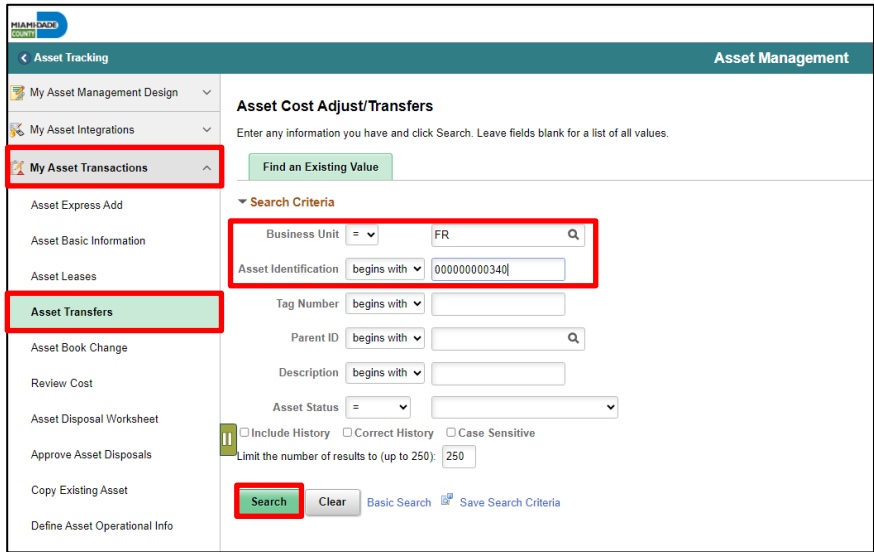
For duplicate assets that have already been removed via retirement of the asset, please follow the steps below, beginning with the section titled **Confirm Asset Reinstatement - Step 1**.

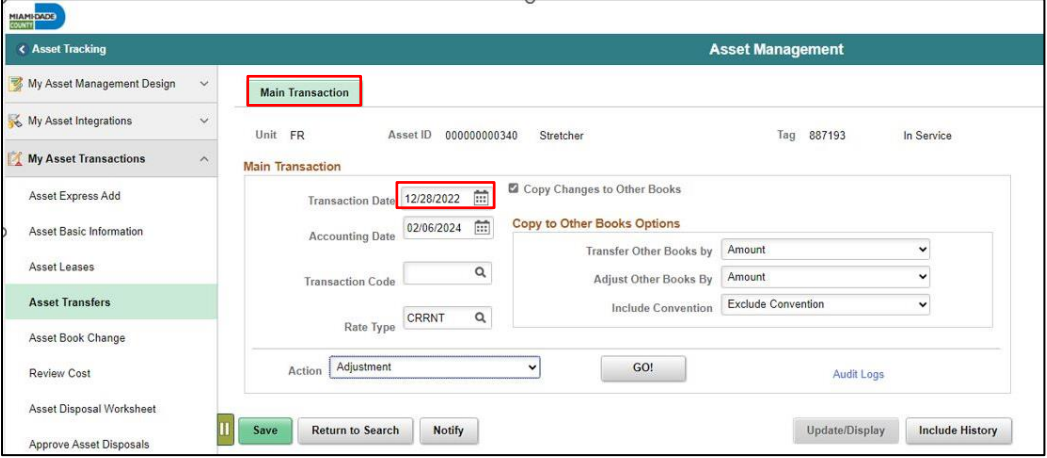
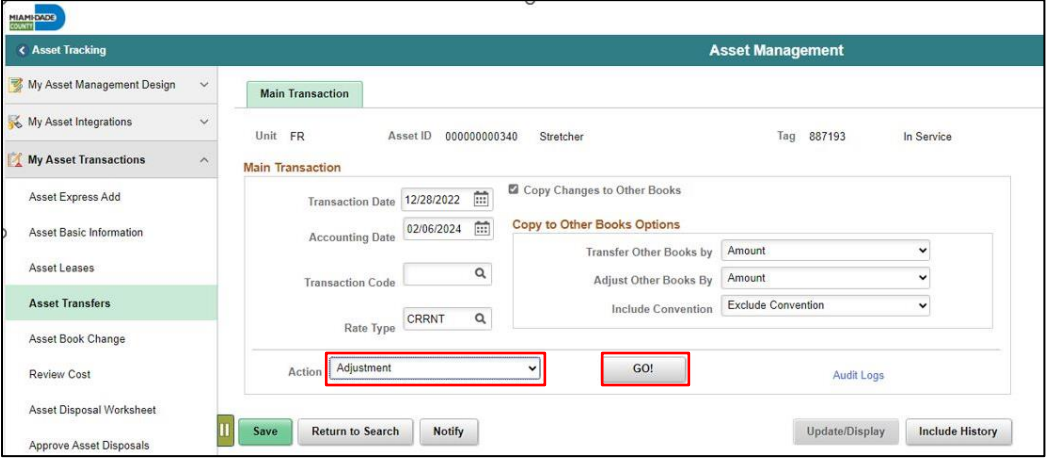
CONFIRM ASSET REINSTATEMENT

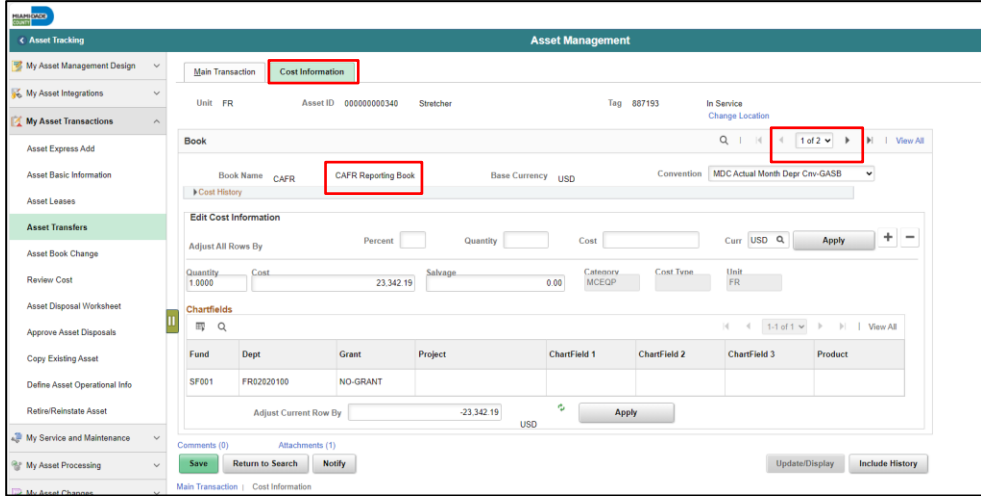
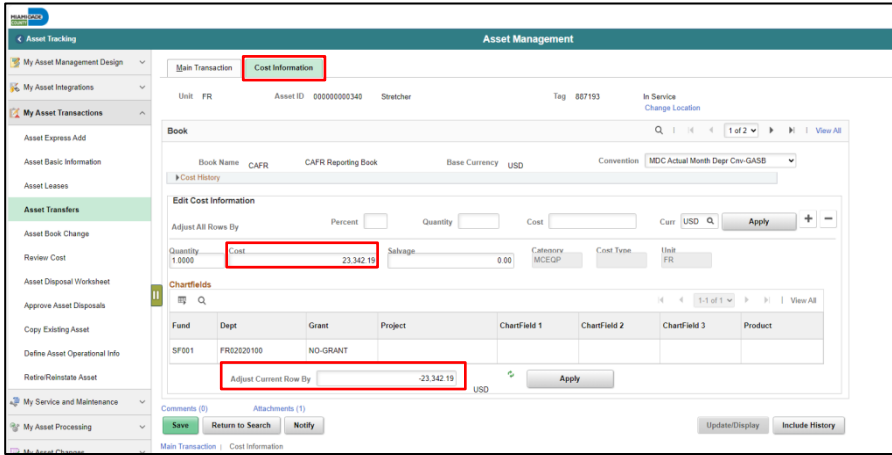
Step	Action																																								
1.	<p>If a duplicate asset was disposed, the asset must be reinstated to remove it from INFORMS. (if you are simply removing a duplicate asset from INFORMS, skip this section – GO to section READJUST ASSET STATUS VIA ASSET TRANSFER – Step 1)</p> <p>Ensure that asset reinstatement has been completed. You may need to reach out to Central Finance or your Department Asset Manager to complete this process. To view the reinstatement status, navigate to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management</p>																																								
2.	On the right-hand pane, select My Asset Processing , then View Open Transactions																																								
3.	<ul style="list-style-type: none">Enter BU and Asset IdentificationEnter Asset Book Name: Enter CAFRSelect SearchEnsure that the status under Transaction Type 'Reinstate' reads 'Completed' <div><div>Open Transactions</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Find an Existing Value</div><div><div>Search Criteria</div><div><div><div>Business Unit</div><div>=</div><div>FR</div><div>Q</div></div><div><div>Asset Identification</div><div>begins with</div><div>00000000340</div><div>Q</div></div><div><div>Asset Book Name</div><div>begins with</div><div>CAFR</div><div>Q</div></div><div><div>Transaction Date</div><div>=</div><div></div><div></div></div><div><div>Accounting Date</div><div>=</div><div></div><div></div></div><div><div>Transaction Type</div><div>=</div><div></div><div></div></div><div><div>Depreciation Calc Status</div><div>=</div><div></div><div></div></div><div><div>Acctg Entry Creation Status</div><div>=</div><div></div><div></div></div><div><div>Reporting Process Status</div><div>=</div><div></div><div></div></div><div><div>Group Consolidation Status</div><div>=</div><div></div><div></div></div><div><div>Limit the number of results to (up to 250)</div><div>250</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div><div><div>Search Results</div><div>View All</div><table><tr><th>Business Unit</th><th>Asset Identification</th><th>Asset Book Name</th><th>Date/Time Stamp</th><th>Transaction Date</th><th>Accounting Date</th><th>Transaction Type</th><th>Depreciation Calc Status</th><th>Acctg Entry Creation Status</th><th>Reporting Process Status</th></tr><tr><td>FR</td><td>00000000340</td><td>CAFR</td><td>12/29/2022 2:17:24PM</td><td>12/28/2022</td><td>12/28/2022</td><td>Addition</td><td>Completed</td><td>Completed</td><td>Completed</td></tr><tr><td>FR</td><td>00000000340</td><td>CAFR</td><td>09/15/2023 7:55:28AM</td><td>09/15/2023</td><td>09/15/2023</td><td>Retirement</td><td>Completed</td><td>Completed</td><td>Completed</td></tr><tr><td>FR</td><td>00000000340</td><td>CAFR</td><td>11/11/2023 9:31:19AM</td><td>09/15/2023</td><td>09/30/2023</td><td>Reinstate</td><td>Completed</td><td>Completed</td><td>Completed</td></tr></table></div></div></div></div></div>	Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Transaction Date	Accounting Date	Transaction Type	Depreciation Calc Status	Acctg Entry Creation Status	Reporting Process Status	FR	00000000340	CAFR	12/29/2022 2:17:24PM	12/28/2022	12/28/2022	Addition	Completed	Completed	Completed	FR	00000000340	CAFR	09/15/2023 7:55:28AM	09/15/2023	09/15/2023	Retirement	Completed	Completed	Completed	FR	00000000340	CAFR	11/11/2023 9:31:19AM	09/15/2023	09/30/2023	Reinstate	Completed	Completed	Completed
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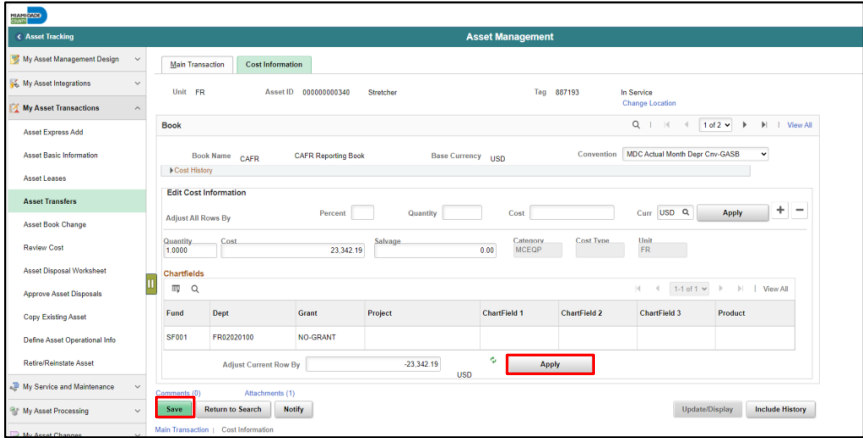
Step	Action
4.	<p>Confirm depreciation has been updated by returning to the right-hand pane, select My Asset Processing > Asset Depreciation. Select the Depreciation tab. The 'Cost', 'Accum Depr', and 'Net Book Value' Should not be zeroed out and should reflect the correct values. Status must read 'In Service'</p> 

READJUST ASSET STATUS VIA ASSET TRANSFER

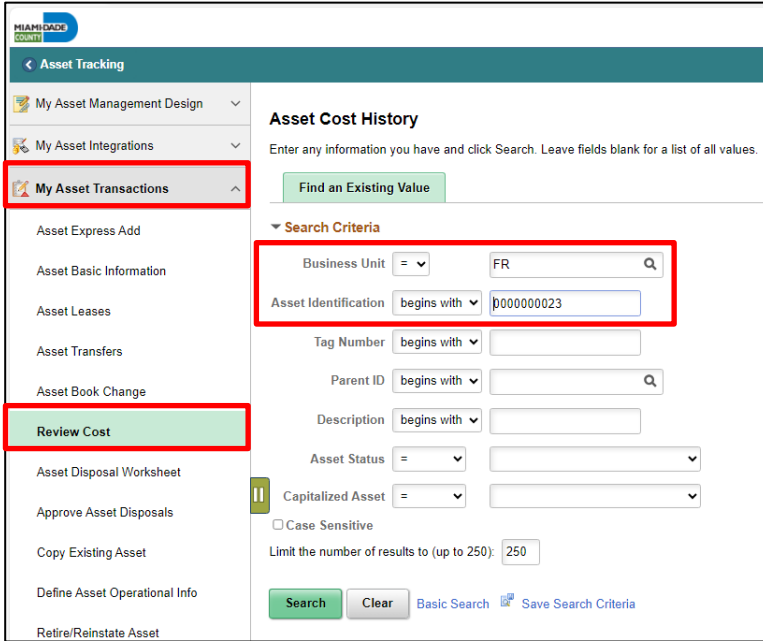
Step	Action
1.	Navigate to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	<p>Confirm the In-Service date. You will need this date for step 5 below.</p> <ul style="list-style-type: none"> On the right hand pane, select: My Asset Processing > Asset Depreciation Select the Depreciation tab Click on the Depreciation Attributes arrow to view the In-Service Dt 
3.	<ul style="list-style-type: none"> On the right-hand pane, select My Asset Transactions, then Asset Transfers Enter the Business Unit Enter the Asset Identification Select Search 

Step	Action
4.	<p>On the Main Transaction tab, change the Transaction Date to the In-Service Date</p> 
5.	<p>On the Action dropdown, select Adjustment, then select the GO! Button</p> 

Step	Action
6.	<p>Select the Cost Information tab. Ensure you are updating the CAFR Reporting Book. If not, simply click on the arrow to land on there.</p> 
7.	<p>Adjust the Current Row by crediting the exact cost amount (add the negative (-) symbol before the cost amount).</p> 

Step	Action
8.	<p>Select Apply, then Save</p>  <p>The screenshot shows the 'Asset Management' interface. On the left is a navigation menu with options like 'My Asset Management Design', 'My Asset Integrations', 'My Asset Transactions', 'Asset Express Add', 'Asset Basic Information', 'Asset Leases', 'Asset Transfers', 'Asset Book Change', 'Review Cost', 'Asset Disposal Worksheet', 'Approve Asset Disposals', 'Copy Existing Asset', 'Define Asset Operational Info', 'Retire/Reinstate Asset', 'My Service and Maintenance', 'My Asset Processing', and 'My Asset Changelog'. The 'Asset Transfers' section is currently selected. The main area displays 'Edit Cost Information' for Asset ID 00000000340, a Stretcher, Tag 887193, in Service. It shows a 'Book' section with 'Book Name: CAFR', 'Base Currency: USD', and 'Convention: MDC Actual Month Degr Cny-GASB'. Below this is an 'Edit Cost Information' section with fields for 'Adjust All Rows By', 'Percent', 'Quantity', 'Cost', 'Cur', 'USD', and 'Apply'. The 'Cost' field is set to 23,342.19. At the bottom, there is a 'Chartfields' table with columns: Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product. The table contains one row: SF001, FR02020190, NO-GRANT, and empty cells for the other columns. Below the table, there is a field 'Adjust Current Row By' set to -23,342.19, a green checkmark icon, and a red box around the 'Apply' button. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.</p>

CONFIRM ASSET ADJUSTMENT

Step	Action
1.	<p>Once the adjustment is saved, the transfer information is loaded into the worklist items or Approval Tile for your Department Asset Manager within your Business Unit to review and approve this transaction.</p> <p>Once your Department Asset Manager has approved, verify by navigating to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management</p>
2.	<ul style="list-style-type: none"> On the right-hand pane, select My Asset Transactions, then Review Costs Enter Business Unit and Asset Identification Select Search  <p>The screenshot shows the 'Asset Tracking' interface. On the left, the 'My Asset Transactions' menu item is selected. Below it, the 'Review Cost' option is highlighted. On the right, the 'Asset Cost History' section is visible. The search criteria section shows 'Business Unit' set to 'FR' and 'Asset Identification' set to 'p000000023'. The 'Search' button is at the bottom.</p>

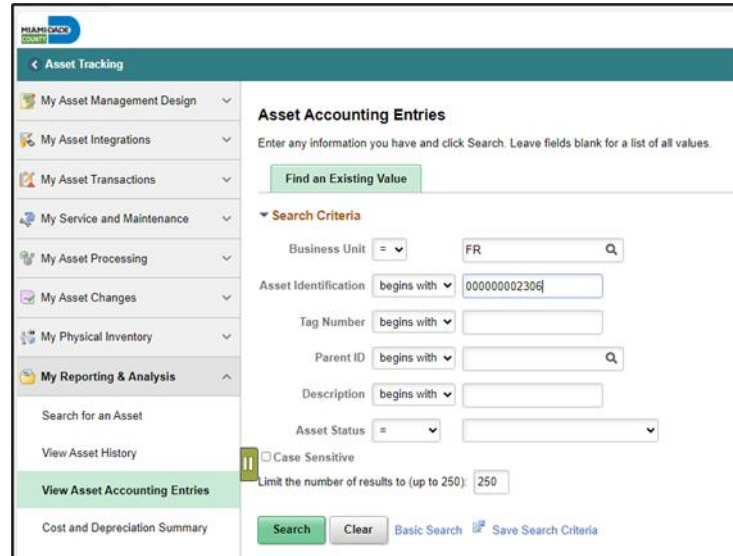
Step	Action																																								
3.	<p>Select the Cost History List tab and review that the Adjustment (ADJ) has been processed.</p> <div><div>Asset Management</div><div><div>Cost History List</div><div>Cost History Detail</div><div>Non Cap History List</div><div>Non Cap History Detail</div></div><div>Unit FR Asset ID 000000002306 Lenco BearCat Tag In Service</div><div><div>Book ⓘ</div><div>Q 1 of 2 ▶▶▶ View All</div><div><div>Book Name CAFR CAFR Reporting Book Currency USD</div><div>Total Cost 0.00 Audit Logs</div><div>Asset Cost Information ⓘ</div><div>☰ Q 1-4 of 4 ▶▶▶</div><div><div>Cost</div><div>Chartfields</div><div> ▶</div></div><table><thead><tr><th></th><th>Acctg Date^h</th><th>Trans Type^h</th><th>Total Cost</th><th>Fund^h</th><th>Dept</th><th>Grant</th><th>Project</th></tr></thead><tbody><tr><td>1</td><td>09/30/2023</td><td>ADD</td><td>348,811.00</td><td>S2003</td><td>FR04010300</td><td>FR225601</td><td>FR225601</td></tr><tr><td>2</td><td>09/30/2023</td><td>RET</td><td>-348,811.00</td><td>S2003</td><td>FR04010300</td><td>FR225601</td><td>FR225601</td></tr><tr><td>3</td><td>01/22/2024</td><td>ADJ</td><td>-348,811.00</td><td>S2003</td><td>FR04010300</td><td>FR225601</td><td>FR225601</td></tr><tr><td>4</td><td>01/22/2024</td><td>REI</td><td>348,811.00</td><td>S2003</td><td>FR04010300</td><td>FR225601</td><td>FR225601</td></tr></tbody></table></div></div></div>		Acctg Date ^h	Trans Type ^h	Total Cost	Fund ^h	Dept	Grant	Project	1	09/30/2023	ADD	348,811.00	S2003	FR04010300	FR225601	FR225601	2	09/30/2023	RET	-348,811.00	S2003	FR04010300	FR225601	FR225601	3	01/22/2024	ADJ	-348,811.00	S2003	FR04010300	FR225601	FR225601	4	01/22/2024	REI	348,811.00	S2003	FR04010300	FR225601	FR225601
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4.

*Note – after the transaction is approved, you will need to wait for the nightly batch process to run in order to review the depreciation and accounting entries.

You can confirm that the adjustment has been processed by returning to the right-hand pane and selecting **My Reporting and Analysis > View Asset Accounting Entries**

- Enter the **Business Unit** and **Asset Identification** number
- Select **Search**



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

Find an Existing Value

Search Criteria

Business Unit: FR

Asset Identification: begins with 00000002306

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

☐ Case Sensitive

Limit the number of results to (up to 250): 250

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Book Name: CAFR CAFR Reporting Book Base Currency: USD

Accounting Entries

Accounting Lines | Chartfields | Journal

Acctg Date	Trans Type	Fund Code	Department	Account	Product	Amount
09/30/2023	ADD	S2003	FR04010300	1166000000		348,811.00
09/30/2023	ADD	S2003	FR04010300	5950000002		-348,811.00
09/30/2023	RET	S2003	FR04010300	1166000000		-348,811.00
09/30/2023	RET	S2003	FR04010300	1178000004		20,347.32
09/30/2023	RET	S2003	FR04010300	4640000001		328,463.68
09/30/2023	PDP	S2003	FR04010300	1178000004		-20,347.32
09/30/2023	PDP	S2003	FR04010300	5810400000		20,347.32
01/23/2024	REI	S2003	FR04010300	1166000000		348,811.00
01/23/2024	REI	S2003	FR04010300	1178000004		-20,347.32
01/23/2024	REI	S2003	FR04010300	4640000001		-328,463.68
01/23/2024	ADJ	S2003	FR04010300	1166000000		-348,811.00
01/23/2024	ADJ	S2003	FR04010300	5950000002		348,811.00

Step	Action
	<p>Confirm that the Net Book Value is zeroed out by returning to the right-hand pane and selecting: My Asset Processing > Asset Depreciation. Select the Depreciation tab.</p>

Asset

Depreciation

Period Depreciation

Unit FR

Asset ID 00000002306

Lenco BearCat

Status In Service

Book

Book Name CAFR

CAFR Reporting Book

Currency USD

Stop Depr when NBV < Salvage Y

Depreciation Attributes

Method Straight Line

Useful Life 120 Periods

☐ Low Value

End Date

Calc Type Remaining Value

☐ Derogatory Depreciation

Future Depr Yrs

In Service Dt 02/01/2023

Convention AM

Begin Date 02/01/2023

Depr Status Depreciable

Net Book Value

Cost0.00

Salvage Value0.00

Accum Depr0.01

Amortization Amount0.00

Net Book Value-0.01

As Of Fiscal Year2024

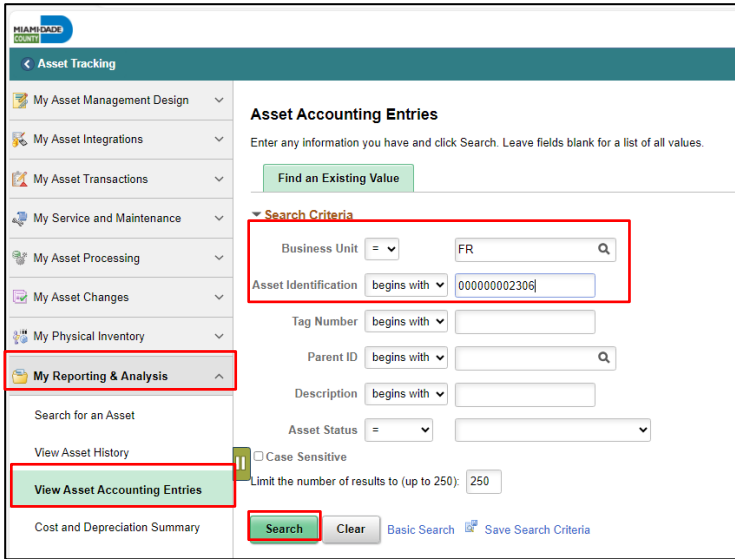
Period4

Calculate NBV

Yearly Depreciation

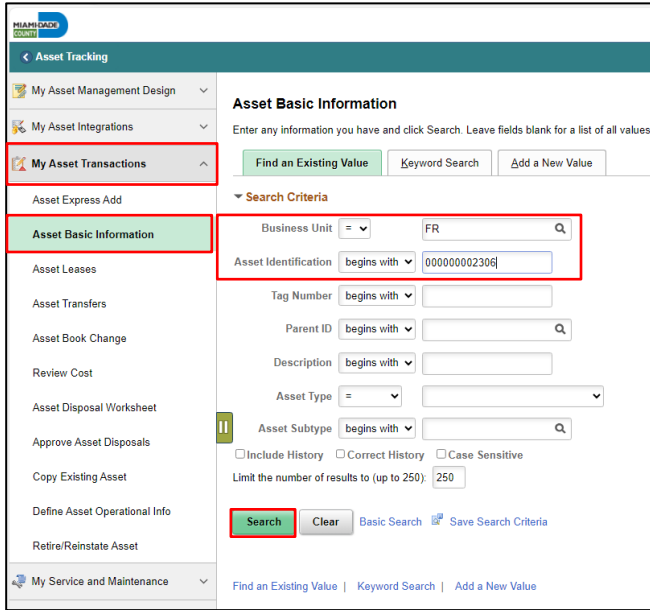
Chartfields

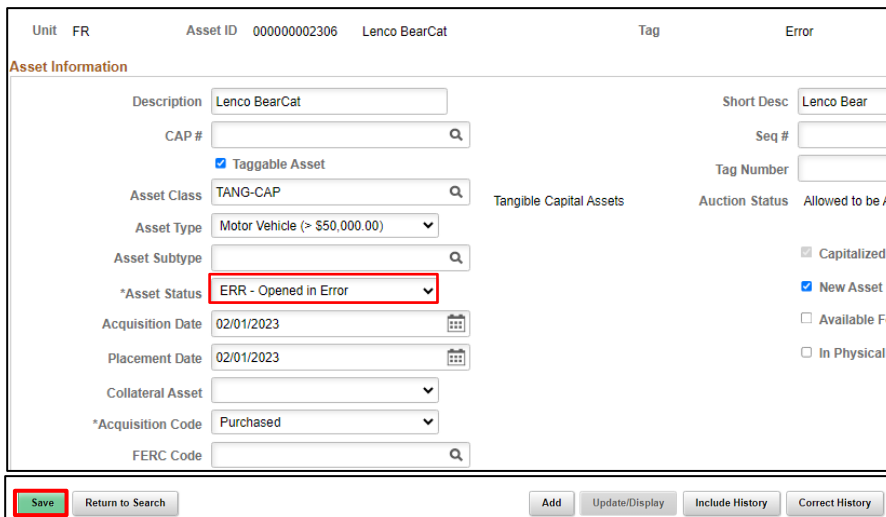
Year	Depreciation Amt	Fund	Dept	Grant	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
2023		0.00 S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT			
2024		0.01 S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT			
2031		-0.01 S2003	FR04010300	FR225601	FR	FR225601	VEHICLE_MEDCAT			

Step	Action
5.	<p>*Note - Central Finance, routinely will run the Depreciation Close process as well as journal generate the entries which will result in the final depreciation accounting entries being generated and posted to the GL.</p> <p>Once the Depreciation close process is run, you should validate that the accounting entries for the asset net to zero.</p> <p>Navigate to My Reporting and Analysis > View Asset Accounting Entries Enter the Business Unit and Asset Identification number Select Search</p> 

Step	Action																																																																																																									
6.	<p>Accounting entries for the asset should net to zero, as shown below.</p> <div><div>Book Name CAFR CAFR Reporting Book Base Currency USD</div><div>Accounting Entries</div><div><div>Accounting Lines</div><div>Chartfields</div><div>Journal</div><div>11</div></div><table><tr><th>Acctg Date</th><th>Trans Type</th><th>Fund Code</th><th>Department</th><th>Account</th><th>Product</th><th>Amount</th></tr><tr><td>1 09/30/2023</td><td>ADD</td><td>S2003</td><td>FR04010300</td><td>1166000000</td><td></td><td>348,811.00</td></tr><tr><td>2 09/30/2023</td><td>ADD</td><td>S2003</td><td>FR04010300</td><td>5950000002</td><td></td><td>-348,811.00</td></tr><tr><td>3 09/30/2023</td><td>RET</td><td>S2003</td><td>FR04010300</td><td>1166000000</td><td></td><td>-348,811.00</td></tr><tr><td>4 09/30/2023</td><td>RET</td><td>S2003</td><td>FR04010300</td><td>1178000004</td><td></td><td>20,347.32</td></tr><tr><td>5 09/30/2023</td><td>RET</td><td>S2003</td><td>FR04010300</td><td>4640000001</td><td></td><td>328,463.68</td></tr><tr><td>6 09/30/2023</td><td>PDP</td><td>S2003</td><td>FR04010300</td><td>1178000004</td><td></td><td>-20,347.32</td></tr><tr><td>7 09/30/2023</td><td>PDP</td><td>S2003</td><td>FR04010300</td><td>5810400000</td><td></td><td>20,347.32</td></tr><tr><td>8 01/23/2024</td><td>REI</td><td>S2003</td><td>FR04010300</td><td>1166000000</td><td></td><td>348,811.00</td></tr><tr><td>9 01/23/2024</td><td>REI</td><td>S2003</td><td>FR04010300</td><td>1178000004</td><td></td><td>-20,347.32</td></tr><tr><td>10 01/23/2024</td><td>REI</td><td>S2003</td><td>FR04010300</td><td>4640000001</td><td></td><td>-328,463.68</td></tr><tr><td>11 01/23/2024</td><td>ADJ</td><td>S2003</td><td>FR04010300</td><td>1166000000</td><td></td><td>-348,811.00</td></tr><tr><td>12 01/23/2024</td><td>ADJ</td><td>S2003</td><td>FR04010300</td><td>5950000002</td><td></td><td>348,811.00</td></tr><tr><td>13 01/31/2024</td><td>PDP</td><td>S2003</td><td>FR04010300</td><td>1178000004</td><td></td><td>20,347.31</td></tr><tr><td>14 01/31/2024</td><td>PDP</td><td>S2003</td><td>FR04010300</td><td>5810400000</td><td></td><td>-20,347.31</td></tr></table></div>	Acctg Date	Trans Type	Fund Code	Department	Account	Product	Amount	1 09/30/2023	ADD	S2003	FR04010300	1166000000		348,811.00	2 09/30/2023	ADD	S2003	FR04010300	5950000002		-348,811.00	3 09/30/2023	RET	S2003	FR04010300	1166000000		-348,811.00	4 09/30/2023	RET	S2003	FR04010300	1178000004		20,347.32	5 09/30/2023	RET	S2003	FR04010300	4640000001		328,463.68	6 09/30/2023	PDP	S2003	FR04010300	1178000004		-20,347.32	7 09/30/2023	PDP	S2003	FR04010300	5810400000		20,347.32	8 01/23/2024	REI	S2003	FR04010300	1166000000		348,811.00	9 01/23/2024	REI	S2003	FR04010300	1178000004		-20,347.32	10 01/23/2024	REI	S2003	FR04010300	4640000001		-328,463.68	11 01/23/2024	ADJ	S2003	FR04010300	1166000000		-348,811.00	12 01/23/2024	ADJ	S2003	FR04010300	5950000002		348,811.00	13 01/31/2024	PDP	S2003	FR04010300	1178000004		20,347.31	14 01/31/2024	PDP	S2003	FR04010300	5810400000		-20,347.31
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UPDATE ASSET STATUS TO STATUS OF ERR-OPENED IN ERROR

Step	Action
1.	Update the asset status to ERR – Opened in Error by navigating to: Finance / Supply Chain (FSCM) > Asset Tracking > Asset Management
2.	<p>On the right hand pane, select My Asset Transaction, then Asset Basic Info</p> <ul style="list-style-type: none"> Enter BU and Asset Identification Select Search 

Step	Action
3.	<p>Update the Asset Status field to: ERR – Opened in Error then select Save</p>  <p>The screenshot displays the 'Asset Information' form. At the top, it shows 'Unit FR', 'Asset ID 000000002306', 'Lenco BearCat', 'Tag', and 'Error'. The form fields include: Description (Lenco BearCat), Short Desc (Lenco Bear), CAP #, Seq #, Tag Number, Asset Class (TANG-CAP), Asset Type (Motor Vehicle (> \$50,000.00)), Asset Subtype, *Asset Status (ERR - Opened in Error), Acquisition Date (02/01/2023), Placement Date (02/01/2023), Collateral Asset, *Acquisition Code (Purchased), and FERC Code. On the right side, there are checkboxes for 'Taggable Asset' (checked), 'Capitalized A' (checked), 'New Asset' (checked), 'Available For' (unchecked), and 'In Physical U' (unchecked). At the bottom, there are buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>