



Miami-Dade County

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## INFORMS: Asset Management –Submit The Disposal Worksheet

Version 1.0

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## PURPOSE AND DESCRIPTION

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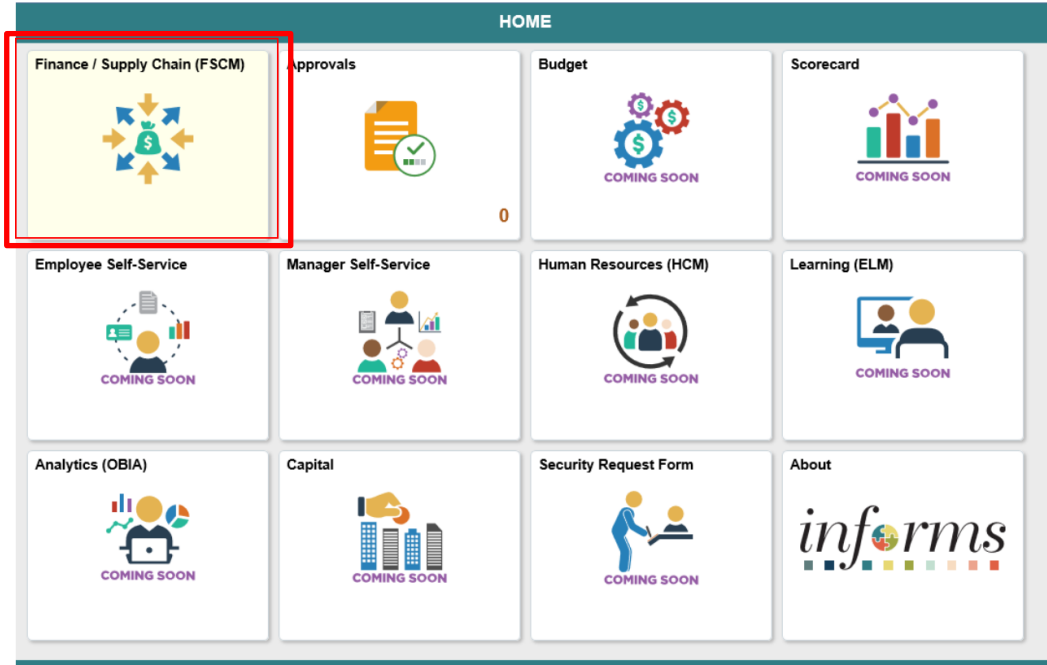

### **Purpose**

This document explains the process involved in submitting the disposal worksheet.

### **Description**

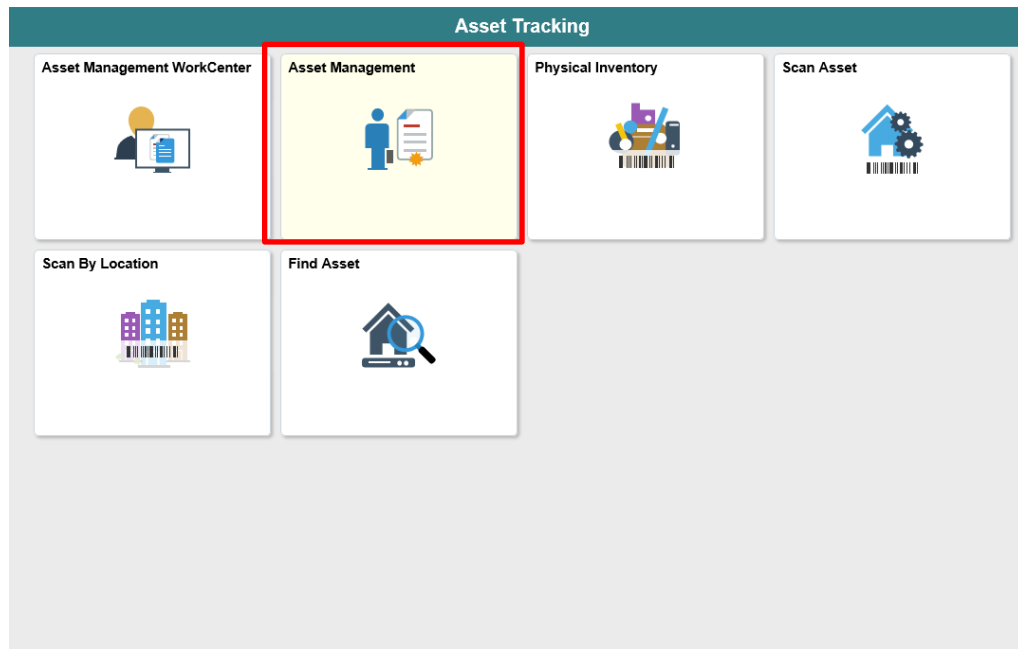
The Disposal Worksheet page provides numerous selection options to retrieve assets for retirement. Assets that are available for retrieval are determined by asset ownership and user ID.

## ACTIVITY 1: SUBMIT THE DISPOSAL WORKSHEET

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

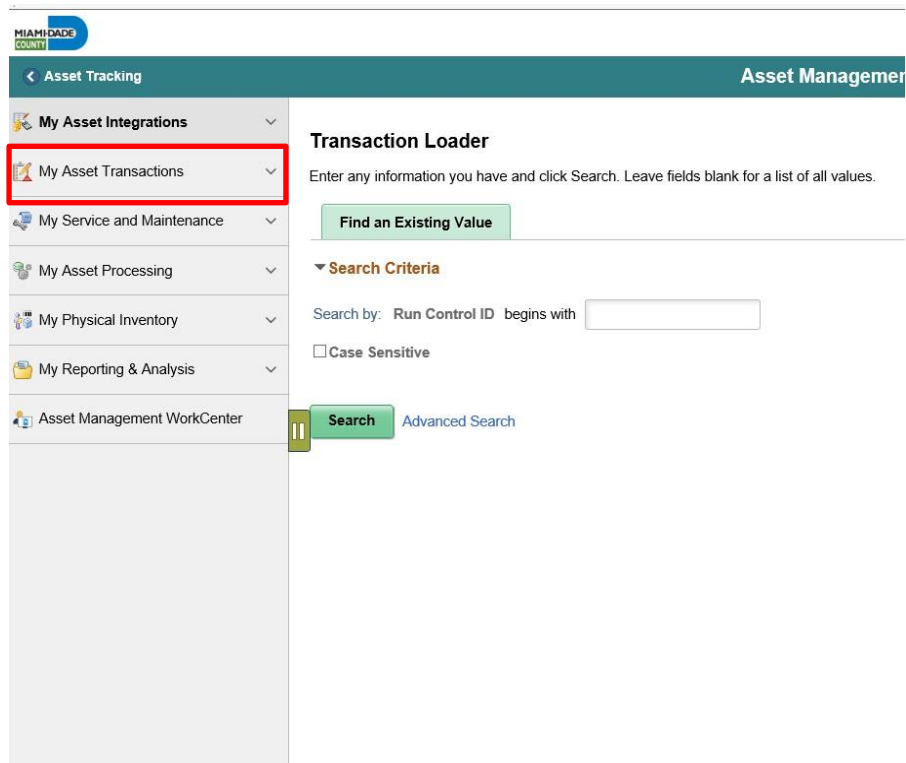
3.

Select the **Asset Management** button.



4.

Select **My Asset Transactions**.



5.

Select **Asset Disposal Worksheet**.

The screenshot shows the 'Asset Management' interface. On the left, a sidebar contains several menu items. The 'Asset Disposal Worksheet' item is highlighted with a red rectangle. The main area on the right is titled 'Asset Management Definition' and includes a search section with a 'Business Unit' dropdown and an 'ID' input field. There are also buttons for 'Find an Existing Value', 'Add a New Value', 'Search', and 'Clear'.

6.

Confirm the **Business Unit**.

The screenshot shows the 'Disposal Worksheet' form. The 'Unit' field in the 'Asset Search Criteria' section is highlighted with a red rectangle. The form contains various search criteria fields such as 'Category', 'From Asset ID', 'Tag Number', 'Location', 'From In-Service Date', 'Book', 'Profile ID', 'To Asset ID', 'Serial ID', 'Area ID', 'To In-Service Date', 'Parent ID', 'FERC Code', 'Group ID', 'Asset Status', and 'Include Non Capitalized Assets'. There is also an 'Acquisition Details' section with fields for 'PO Unit', 'Receipt Unit', 'AP Unit', 'PC Bus Unit', 'PO No.', 'Receipt No.', 'Voucher', and 'Project ID'. At the bottom, there are buttons for 'Retrieve', 'New Search', and 'View Ownership Details'.

7.

Input Asset ID or Tag Number, then select the **Retrieve** button.

The screenshot shows the 'Asset Management' interface with the 'Disposal Worksheet' tab selected. Under the 'Asset Search Criteria' section, the 'From Asset ID' and 'Tag Number' input fields are highlighted with a red rectangle. Below these fields, the 'Retrieve' button is also highlighted with a red rectangle. Other search criteria like 'Unit', 'Book', 'Parent ID', 'Profile ID', 'To Asset ID', 'Serial ID', 'Area ID', 'FERC Code', 'Group ID', 'Asset Status', and 'Include Non Capitalized Assets' are visible. The 'Acquisition Details' section is also partially visible.

8.

**Note:** Qualifying assets are listed in the Search Results grid. Select the checkbox in the Dispose column for those assets that you want to select to dispose.

Select the checkbox beside the assets you wish to dispose.

The screenshot shows the 'Asset Management' interface with the 'Disposal Worksheet' tab selected. The 'Search Results' section is displayed, showing a table of assets. The 'Dispose' column is highlighted with a red rectangle, showing checkboxes for selection. The table includes columns for 'Asset ID', 'Description', 'Capitalized Asset', 'Asset Type', 'Tag Number', 'Category', and 'Serial ID'. The 'Asset Action' section above the table includes buttons for 'Submit for Disposal', 'Retire Date', 'Accounting Date', and 'Adjust Retire Quantity By'.

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input checked="" type="checkbox"/>	1CA-00000607	COMPUTER EQUIPM	<input checked="" type="checkbox"/>	IT Hardware	828644	MCEQP	CNCCDB91SZ
<input type="checkbox"/>	1CA-00000609	COMPUTER EQUIPM	<input checked="" type="checkbox"/>	IT Hardware	847453	MCEQP	2UA4211FX2
<input type="checkbox"/>	1CA-00000610	COMPUTER EQUIPM	<input checked="" type="checkbox"/>	IT Hardware	828516	MCEQP	5CB31214MF
<input type="checkbox"/>	1CA-00000611	COMPUTER EQUIPM	<input checked="" type="checkbox"/>	IT Hardware	853636	MCEQP	SFTX1923AJ2A

Select the **Retirement Information** tab.

**Note:** Verify the Quantity different than zero.

The **Retirement Information** tab displays the Retire Quantity, and any Proceeds or Removal Costs associated with each selected asset.

9.

The screenshot shows the 'Asset Management' interface with the 'Disposal Worksheet' section. The 'Retirement Information' tab is highlighted with a red box. The table below shows the data for the selected assets.

Dispose	Asset ID	Description	Cost	Currency	Quantity	Retire Quantity	Retirement Amount	Proceeds	Proceeds Currency	Remov
<input checked="" type="checkbox"/>	1CA-00000607	COMPUTER EQUIPM	1,290.00	USD	1.0000	1.0000	1,290.00		USD	
<input type="checkbox"/>	1CA-00000609	COMPUTER EQUIPM	1,157.88	USD	1.0000	1.0000	1,157.88		USD	
<input type="checkbox"/>	1CA-00000610	COMPUTER EQUIPM	1,396.76	USD	1.0000	1.0000	1,396.76		USD	
<input type="checkbox"/>	1CA-00000611	COMPUTER EQUIPM	4,025.00	USD	1.0000	1.0000	4,025.00		USD	

Select the **Optional Accounting Information** tab.

10.

The screenshot shows the 'Asset Management' interface with the 'Disposal Worksheet' section. The 'Optional Accounting Information' tab is highlighted with a red box. The table below shows the data for the selected assets.

Dispose	Asset ID	Description	Accounting Date	Trans Code	Retirement Convention	Retirement Option
<input checked="" type="checkbox"/>	1CA-00000607	COMPUTER EQUIPM	04/02/2021		MDC Actual Month Depr Cnv-GASB	Calculate Gain/Loss
<input type="checkbox"/>	1CA-00000609	COMPUTER EQUIPM	04/02/2021		MDC Actual Month Depr Cnv-GASB	Calculate Gain/Loss
<input type="checkbox"/>	1CA-00000610	COMPUTER EQUIPM	04/02/2021		MDC Actual Month Depr Cnv-GASB	Calculate Gain/Loss
<input type="checkbox"/>	1CA-00000611	COMPUTER EQUIPM	04/02/2021		MDC Actual Month Depr Cnv-GASB	Calculate Gain/Loss
<input type="checkbox"/>	1CA-00000612	COMPUTER EQUIPM	04/02/2021		MDC Actual Month Depr Cnv-GASB	Calculate Gain/Loss

11.

Select the **Comments and Attachments** tab.

The screenshot shows the 'Asset Management' interface with the 'Disposal Worksheet' section. The 'Comments and Attachments' tab is highlighted with a red box. The table below lists assets for disposal.

Dispose	Asset ID	Description	Comments	Attachments
<input checked="" type="checkbox"/>	1CA-00000607	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000609	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000610	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000611	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000612	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>

12.

Select the **Comments** link.

The screenshot shows the same 'Asset Management' interface. The 'Comments' link for the first asset (1CA-00000607) is highlighted with a red box. The table below lists assets for disposal.

Dispose	Asset ID	Description	Comments	Attachments
<input checked="" type="checkbox"/>	1CA-00000607	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000609	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000610	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000611	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>
<input type="checkbox"/>	1CA-00000612	COMPUTER EQUIPM	<a href="#">Comments (0)</a>	<a href="#">Attachments (0)</a>



13.

Enter the desired information into the **Comment** field.

Asset Management

Disposal Worksheet

Asset Search Criteria

Acquisition Details

Asset Comments

Unit CH Asset ID 1CA-00000007 COMPUTER EQUIPM Tag Number 829044 In Service

Comments

Comment

User ID Name Date/Time Stamp Source

1 04/02/2021 6:12:56AM

OK Cancel Apply

14.

Select the **OK** button.

Asset Management

Disposal Worksheet

Asset Search Criteria

Acquisition Details

Asset Comments

Unit CH Asset ID 1CA-00000007 COMPUTER EQUIPM Tag Number 829044 In Service

Comments

Comment

User ID Name Date/Time Stamp Source

1 04/02/2021 6:12:56AM

OK Cancel Apply

15.

If applicable, select the **Attachments** link.

The screenshot shows the 'Asset Management' interface. At the top, there's a 'Saving Page' indicator. Below it, there are sections for 'Asset Search Criteria' and 'Acquisition Details'. The 'Asset Action' section includes a 'Submit for Disposal' button and various input fields for Disposal Code, Retire Date, Accounting Date, and Adjust Retire Quantity/Amount. The 'Search Results' section shows a table with columns: Dispose, Asset ID, Description, Comments, and Attachments. The first row is selected, and the 'Attachments' link is highlighted with a red box.

Dispose	Asset ID	Description	Comments	Attachments
<input checked="" type="checkbox"/>	1CA-00000607	COMPUTER EQUIPM	Comments (1)	Attachments (0)
<input type="checkbox"/>	1CA-00000609	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000610	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000611	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000612	COMPUTER EQUIPM	Comments (0)	Attachments (0)

16.

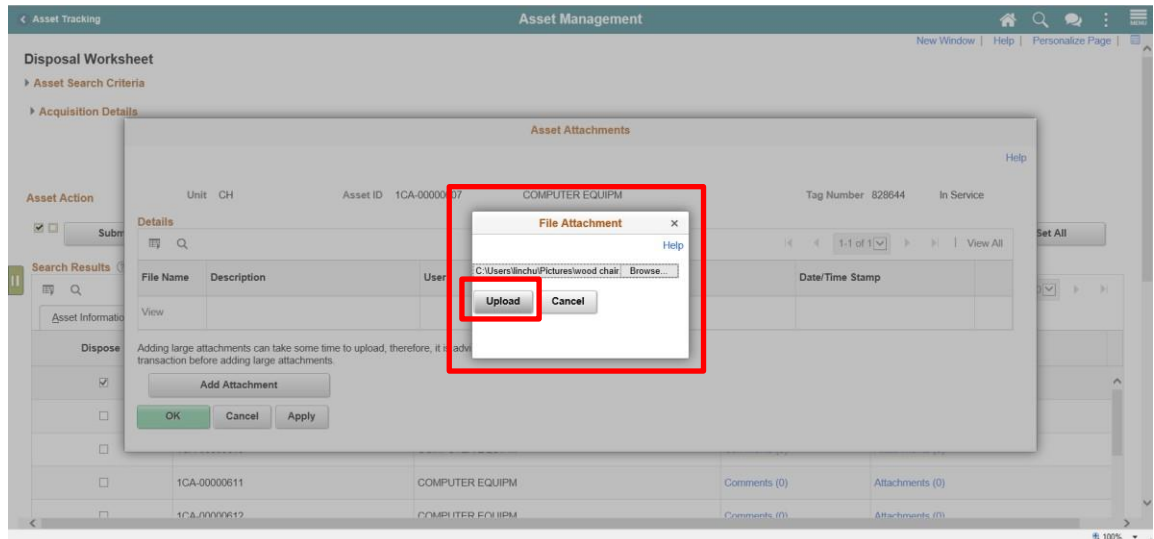
Select the **Add Attachment** button.

The screenshot shows the 'Asset Attachments' dialog box. It displays details for the selected asset: Unit CH, Asset ID 1CA-00000607, Description COMPUTER EQUIPM, Tag Number 828644, and In Service. Below this, there's a 'Details' section with a table for File Name, Description, User, Name, and Date/Time Stamp. At the bottom, there's a red box around the 'Add Attachment' button, with 'OK', 'Cancel', and 'Apply' buttons below it.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

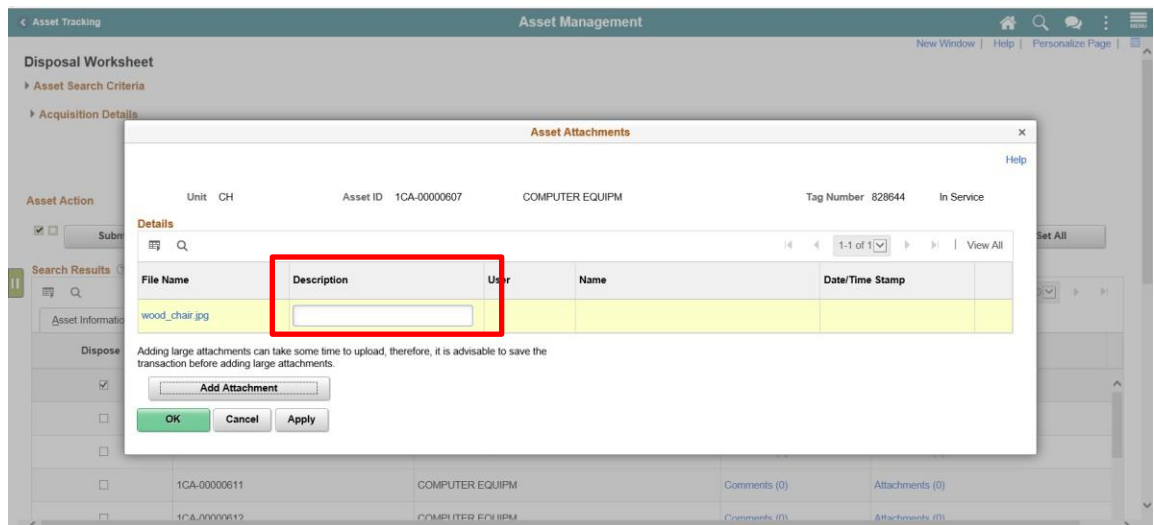
17.

Select the file to add to the disposed asset and select **Upload**.



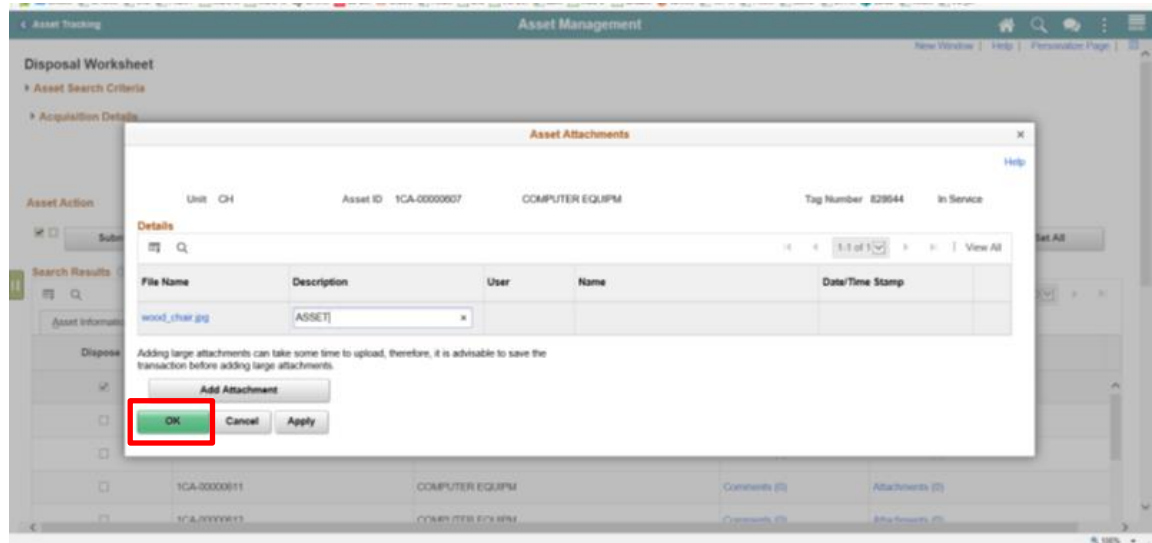
18.

Enter the desired information into the **Description** field.



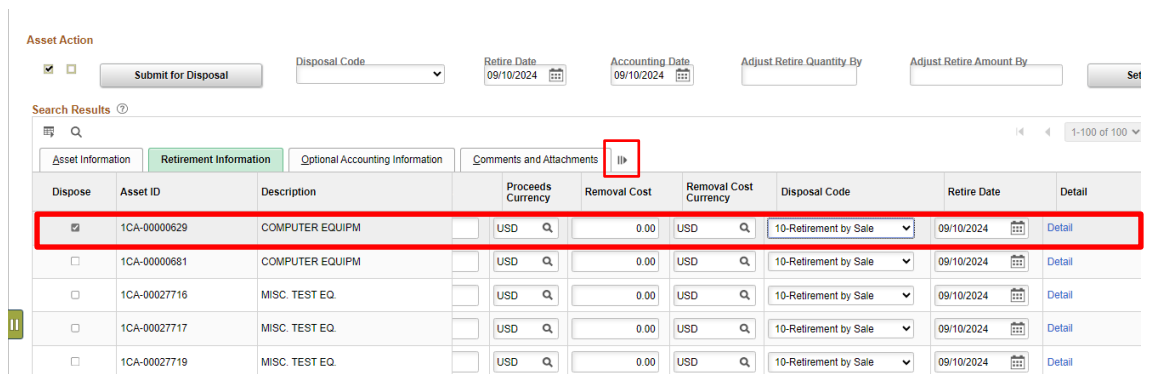
19.

Select the **OK** button.



20.

Select a **Disposal Code** on the asset line that you are disposing. Select the right arrow to view additional details of the asset line. Central ISD will provide the Disposal Code when they approve the asset disposal. You can apply the dates and Disposal Code to all selected assets by selecting **Set All**.



21.

Select the applicable **Disposal Code** on the asset line.

Retrieve Next 100 Rows 1-100 Of 113 New Search View Ownership Details

Asset Action  
☒ Submit for Disposal Disposal Code Retire Date 09/10/2024 Accounting Date 09/10/2024 Adjust Retire Quantity By Adjust Retire Amount By

Search Results ⑦

Dispose	Asset ID	Description	Proceeds Currency	Removal Cost	Removal Cost Currency	Disposal Code	Retire Date
<input checked="" type="checkbox"/>	1CA-00000629	COMPUTER EQUIPM	USD	0.00	USD	10-Retirement by Sale	09/10/2024
<input type="checkbox"/>	1CA-00000681	COMPUTER EQUIPM	USD	0.00	USD	10-Retirement by Sale	09/10/2024
<input type="checkbox"/>	1CA-00027716	MISC. TEST EQ.	USD	0.00	USD	10-Retirement by Sale	09/10/2024
<input type="checkbox"/>	1CA-00027717	MISC. TEST EQ.	USD	0.00	USD	10-Retirement by Sale	09/10/2024
<input type="checkbox"/>	1CA-00027719	MISC. TEST EQ.	USD	0.00	USD	10-Retirement by Sale	09/10/2024
<input type="checkbox"/>	1CA-00027720	MISC. TEST EQ.	USD	0.00	USD	10-Retirement by Sale	09/10/2024

22.

Confirm the **Retire Date and Accounting Date** on the asset line.

Asset Action  
☒ Submit for Disposal Disposal Code Retire Date 09/10/2024 Accounting Date 09/10/2024 Adjust Retire Quantity By Adjust Retire Amount By

Search Results ⑦

Dispose	Asset ID	Description	Proceeds Currency	Removal Cost	Removal Cost Currency	Disposal Code	Retire Date	Detail
<input checked="" type="checkbox"/>	1CA-00000629	COMPUTER EQUIPM	USD	0.00	USD	10-Retirement by Sale	09/10/2024	Detail
<input type="checkbox"/>	1CA-00000681	COMPUTER EQUIPM	USD	0.00	USD	10-Retirement by Sale	09/10/2024	Detail
<input type="checkbox"/>	1CA-00027716	MISC. TEST EQ.	USD	0.00	USD	10-Retirement by Sale	09/10/2024	Detail
<input type="checkbox"/>	1CA-00027717	MISC. TEST EQ.	USD	0.00	USD	10-Retirement by Sale	09/10/2024	Detail
<input type="checkbox"/>	1CA-00027719	MISC. TEST EQ.	USD	0.00	USD	10-Retirement by Sale	09/10/2024	Detail

Asset Action  
☒ Submit for Disposal Disposal Code Retire Date 09/10/2024 Accounting Date 09/10/2024 Adjust Retire Quantity By Adjust Retire Amount By

Search Results ⑦

Dispose	Asset ID	Description	Accounting Date	Trans Code	Retirement Convention
<input checked="" type="checkbox"/>	1CA-00000629	COMPUTER EQUIPM	09/10/2024		MDC Actual Month Depr Cnv-GASB
<input type="checkbox"/>	1CA-00000681	COMPUTER EQUIPM	09/10/2024		MDC Actual Month Depr Cnv-GASB
<input type="checkbox"/>	1CA-00027716	MISC. TEST EQ.	09/10/2024		MDC Actual Month Depr Cnv-GASB
<input type="checkbox"/>	1CA-00027717	MISC. TEST EQ.	09/10/2024		MDC Actual Month Depr Cnv-GASB

23.

Select the **Submit for Disposal** button.

The screenshot shows the 'Asset Management' interface. At the top, there's a header bar with 'Asset Tracking' and 'Asset Management'. Below this is a table with columns for checkboxes, asset IDs, descriptions, comments, and attachments. The table contains 12 rows of 'COMPUTER EQUIPM' assets. Below the table, there are two buttons: 'Submit for Disposal' and 'Notify'. The 'Submit for Disposal' button is highlighted with a red rectangular box.

	Asset ID	Description	Comments	Attachments
<input type="checkbox"/>	1CA-00000612	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000613	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000614	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000615	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000625	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000626	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000627	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000628	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000629	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000630	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000631	COMPUTER EQUIPM	Comments (0)	Attachments (0)

Buttons: **Submit for Disposal**, Notify

24.

Select the **OK** button.

The screenshot shows the same 'Asset Management' interface as in step 23, but with a warning dialog box overlaid in the center. The dialog box contains the text: 'Warning -- Are you sure you want to submit selected assets for disposal? (8005,108) You requested to submit selected assets for disposal. Press OK to continue or Cancel to stop this action.' The 'OK' button in the dialog box is highlighted with a red rectangular box.

	Asset ID	Description	Comments	Attachments
<input type="checkbox"/>	1CA-00000612	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000613	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000614	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000615	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000625	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000626	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000627	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000628	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000629	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000630	COMPUTER EQUIPM	Comments (0)	Attachments (0)
<input type="checkbox"/>	1CA-00000631	COMPUTER EQUIPM	Comments (0)	Attachments (0)

Buttons: **Submit for Disposal**, Notify

Warning Dialog Box:

Warning -- Are you sure you want to submit selected assets for disposal? (8005,108)  
 You requested to submit selected assets for disposal. Press OK to continue or Cancel to stop this action.

Buttons: **OK**, Cancel

25.	<p>After you select <b>OK</b>, the retirement information is loaded into the interface tables after is full approved by the workflow designed.</p> <p>The next step is to review and approve this transaction by Grant Administrator Manager withing your Business Unit, the Department Asset Manager, and Internal Services Business Unit Central. When all approved, the Department Asset Manager will review the interfaced data and load the transactions into Asset Management.</p> <p><b>End of Procedure.</b></p>
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