



**Miami-Dade County**

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INFORMS: Asset Management – TRF Transfer

**Version 1.0**

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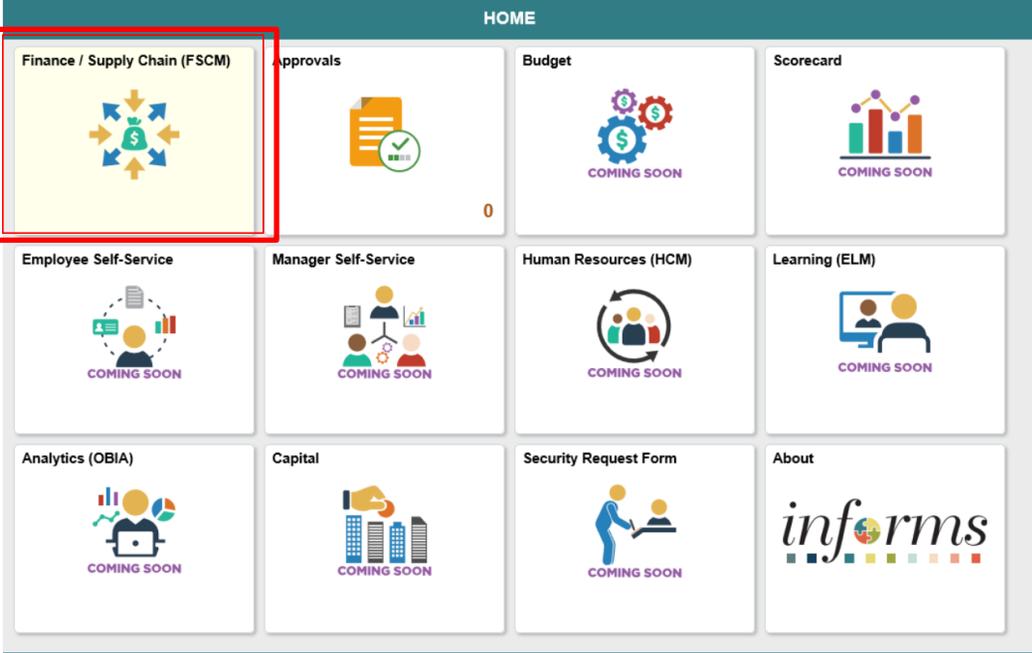
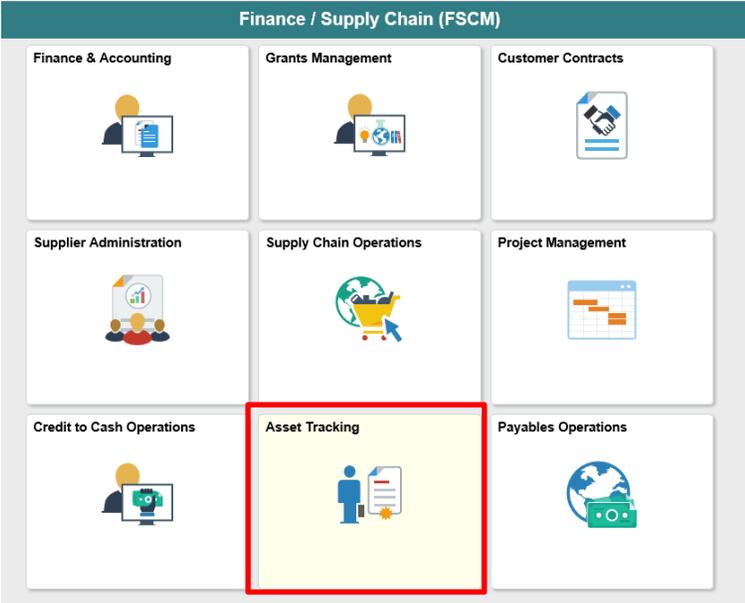
**PURPOSE AND DESCRIPTION**

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**Purpose**

This document explains the process involved in a TRF Transfer

**ACTIVITY 1: TRF TRANSFER**

Step	Action
1.	<p>Select the <b>Finance / Supply Chain (FSCM)</b> button.</p>  <p>The screenshot shows a dashboard titled "HOME" with a grid of buttons. The "Finance / Supply Chain (FSCM)" button, featuring a central dollar sign icon with arrows pointing outwards, is highlighted with a red rectangular box. Other buttons include Approvals, Budget, Scorecard, Employee Self-Service, Manager Self-Service, Human Resources (HCM), Learning (ELM), Analytics (OBIA), Capital, Security Request Form, and About.</p>
2.	<p>Select the <b>Asset Tracking</b> button.</p>  <p>The screenshot shows a sub-menu titled "Finance / Supply Chain (FSCM)" with a grid of buttons. The "Asset Tracking" button, featuring an icon of a person with a document and a gear, is highlighted with a red rectangular box. Other buttons include Finance &amp; Accounting, Grants Management, Customer Contracts, Supplier Administration, Supply Chain Operations, Project Management, Credit to Cash Operations, and Payables Operations.</p>

3.

Select the **Asset Management** button.

The screenshot shows a dashboard titled "Asset Tracking" with a teal header. Below the header are six white cards with icons and titles: "Asset Management WorkCenter", "Asset Management" (highlighted with a red border), "Physical Inventory", "Scan Asset", "Scan By Location", and "Find Asset".

4.

Select **My Asset Transactions**.

The screenshot shows the "Asset Management Definition" page. On the left is a navigation menu with items like "My Asset Management Design", "Asset Management Business Unit", "Asset Categories", "Asset Profiles", "Define Display Group", "Accounting Entry Templates", "Define Spreadsheet Template", "My Asset Integrations", and "My Asset Transactions" (highlighted with a red box). The main content area has a search section with "Find an Existing Value" and "Add a New Value" buttons, a "Search Criteria" section with a "Business Unit" dropdown, and a "Search" button.

5.

### Select **Asset Transfers**.

The screenshot shows the 'Asset Management' interface. On the left sidebar, under 'My Asset Transactions', the 'Asset Transfers' option is highlighted with a red box. The main content area is titled 'Asset Basic Information' and contains search criteria fields for Business Unit, Asset Identification, Tag Number, Parent ID, Description, Asset Type, and Asset Subtype. A 'Search' button is visible at the bottom.

6.

### Confirm the **Business Unit**.

The screenshot shows the 'Asset Management' interface with the 'Asset Cost Adjust/Transfers' section. The 'Business Unit' search criteria field is highlighted with a red box and contains the text 'PH'. The 'Search' button is visible at the bottom.

7.

### Select Search.

The screenshot shows the 'Asset Management' search interface. On the left is a navigation menu with 'Asset Transfers' selected. The main area is titled 'Asset Basic Information' and contains search criteria fields for Business Unit (set to CA), Asset Identification, Tag Number, Parent ID, Description, Asset Type, and Asset Subtype. A red box highlights the 'Search' button at the bottom of the search criteria section.

8.

### Select the applicable Asset ID.

The screenshot shows the search results table. The table has columns for Business Unit, Asset Identification, Tag Number, Parent ID, Description, and Asset Status. The second row is highlighted, with its Asset ID '1CA-0000608' circled in red. A message above the table states 'Only the first 300 results can be displayed.' and a 'View All' link is present.

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
CH	1CA-0000607	828644	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000608	855175	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000609	847453	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000610	828516	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000611	853636	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000612	830141	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000613	849416	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000614	849415	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000615	849413	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000625	844037	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000626	844032	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000627	844041	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000628	844036	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000629	844040	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000630	844042	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000631	844044	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-0000632	844033	(blank)	COMPUTER EQUIPM	In Service

**Transaction Date:** Typically, this date represents the date the asset is acquired. Depreciation is calculated from this date. (This date defaults to the Acquisition Date.)

**Accounting Date:** The date the transaction will post to the general ledger.

Confirm the **Transaction Date and Accounting Date.**

9.

Miami-Dade County allow you to perform these actions on assets from the Main Transaction page:

- **Recategorize (RCT)** changes an asset category or cost type.
- **Transfer transfers (TRF)** an asset within the same business unit.

Select the **Action** drop down and select **Transfer**.

10.

11.

Select the **GO!** button.

The screenshot shows the 'Main Transaction' form in the Asset Management system. The 'Action' dropdown menu is open, and the 'GO!' button is highlighted with a red box. The form includes fields for Transaction Date (04/01/2021), Accounting Date (04/01/2021), Transaction Code, and Rate Type (CRRNT). There are also 'Copy Changes to Other Books' and 'Copy to Other Books Options' sections with various dropdowns and checkboxes.

12.

Input and confirm the **ChartFields**.

The screenshot shows the 'Cost Information' form in the Asset Management system. The 'Chartfields' table is highlighted with a red box. The table has columns for Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product. The Fund field contains 'SC001', Dept 'GH01010101', and Grant 'NO-GRANT'. There are also search icons for each field. The form also includes fields for Quantity (1.0000), Cost (5,500), and Salvage (0.00).

Note: The Transfer Component in Asset Management within Informs Application allow to add comments and attachments before selecting the save button.

Select the **Save** button.

**Note:** After you select **Save** button, the transfer information is loaded into the worklist items or Approve Tile for your Department Asset Manager within your Business Unit review and approve this transaction.

13.

The screenshot displays the 'Asset Management' interface. At the top, it shows 'Asset Tracking' and 'Asset Management' with various asset details like 'Unit: CH', 'Asset ID: 1CA-0000608', and 'COMPUTER EQUIPM'. The main area is divided into sections: 'Book', 'Edit Cost Information', and 'Chartfields'. The 'Edit Cost Information' section includes fields for 'Quantity' (1.0000), 'Cost' (5,500), and 'Salvage' (0.00). Below this is a 'Chartfields' table with columns for Fund, Dept, Grant, Project, and three ChartField columns. The 'Fund' column contains 'G1001' and 'Dept' contains 'CH01010300'. At the bottom of the form, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The 'Save' button is highlighted with a red rectangular box.