



## 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

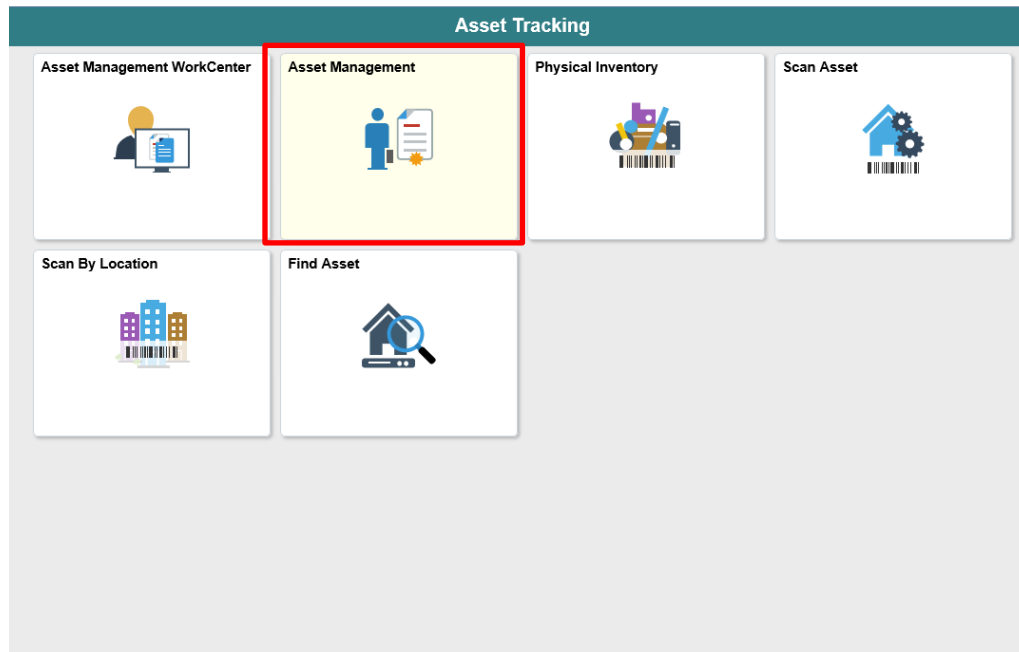
This document explains the process involved in a TRF Transfer

## 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, located in the top-left position, is highlighted with a red rectangular box. It features a yellow background and a blue icon of a dollar sign with arrows pointing outwards. 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". Many buttons have a "COMING SOON" label at the bottom.</p>
2.	<p>Select the <b>Asset Tracking</b> button.</p>  <p>The screenshot shows a dashboard titled "Finance / Supply Chain (FSCM)" with a grid of buttons. The "Asset Tracking" button, located in the bottom-middle position, is highlighted with a red rectangular box. It features a yellow background and a blue icon of a person holding a document. 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>

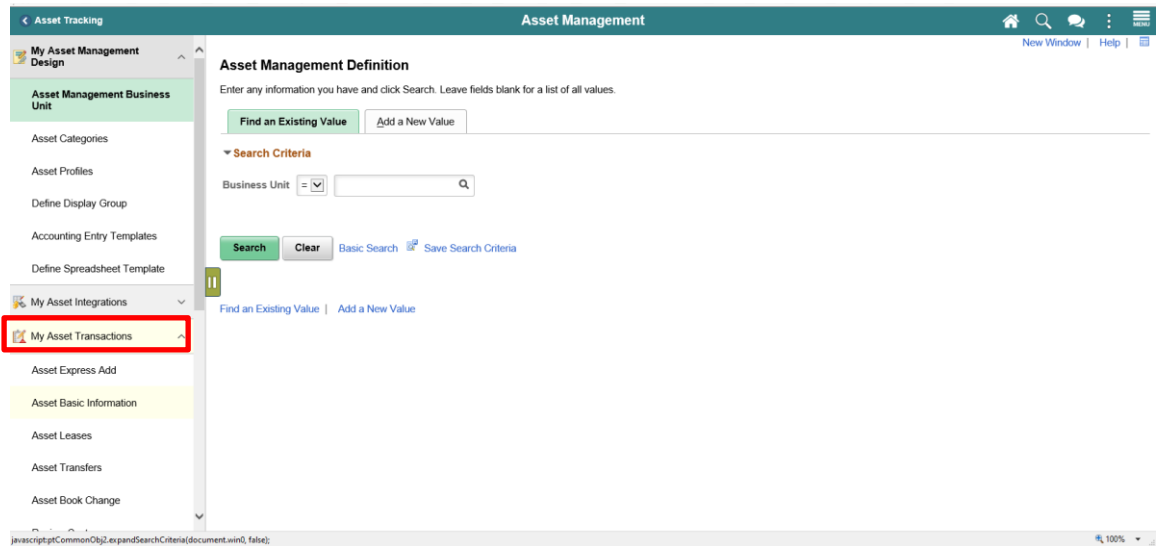
3.

Select the **Asset Management** button.

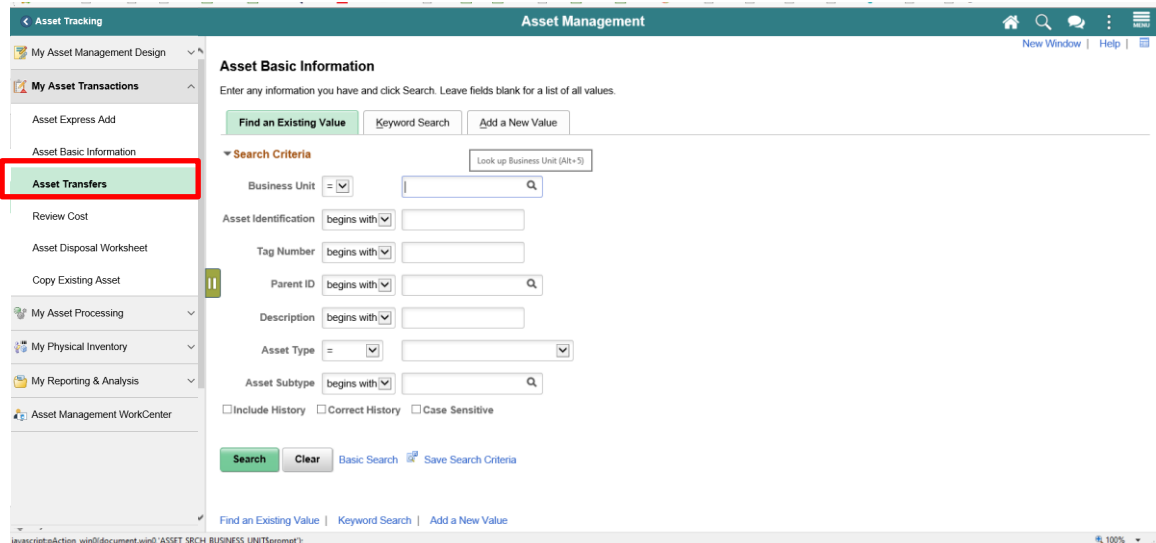


4.

Select **My Asset Transactions**.

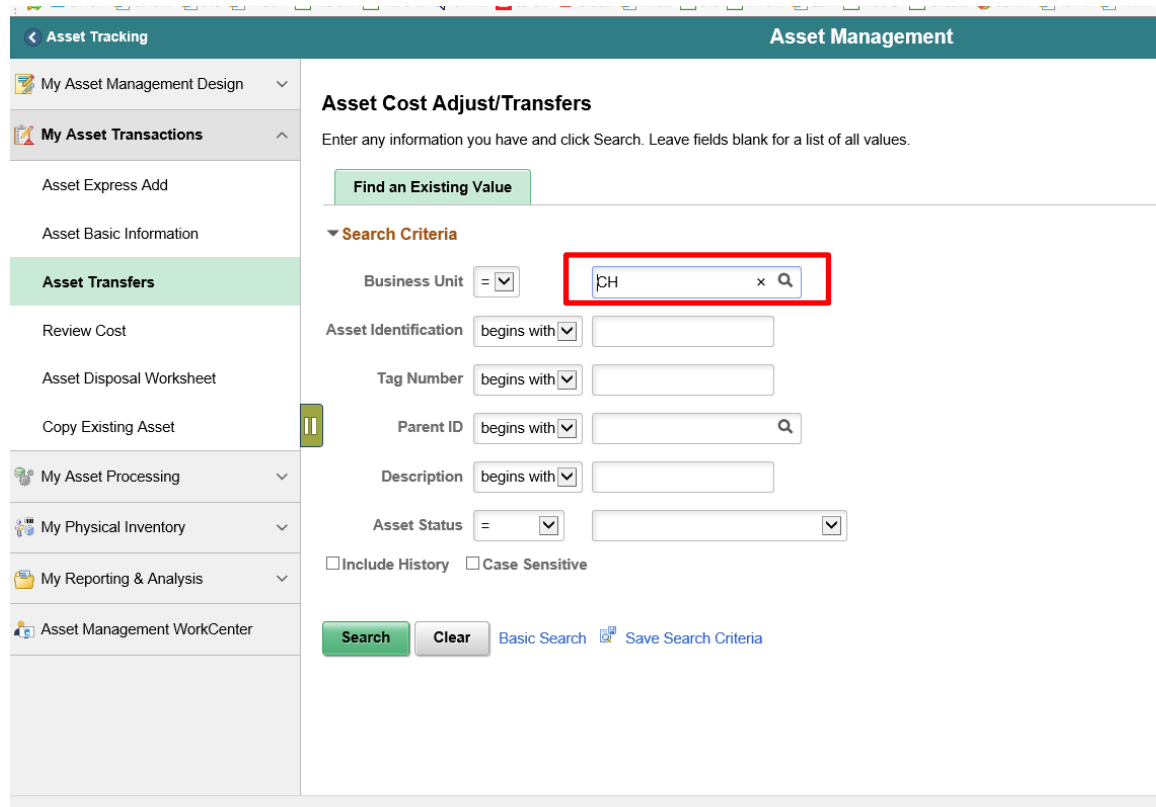


5.

Select **Asset Transfers**.


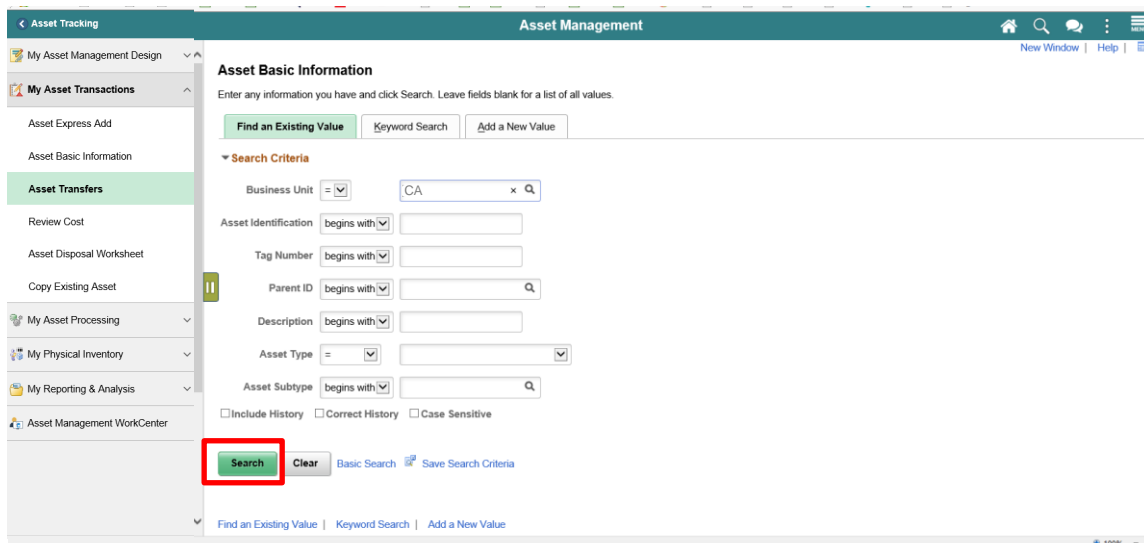
The screenshot shows the 'Asset Management' interface. On the left sidebar, under 'My Asset Transactions', the 'Asset Transfers' option is highlighted with a red box. The main content area is titled 'Asset Basic Information' and contains search criteria fields for Business Unit, Asset Identification,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

6.

Confirm the **Business Unit**.


The screenshot shows the 'Asset Management' interface with the 'Asset Transfers' option selected in the sidebar. The main content area is titled 'Asset Cost Adjust/Transfers'. The 'Business Unit' field in the search criteria is highlighted with a red box and contains the text 'PH'. The 'Find an Existing Value' button is visible at the top of the search section.

7.

Select **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: CA

Asset Identification: begins with

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Type: =

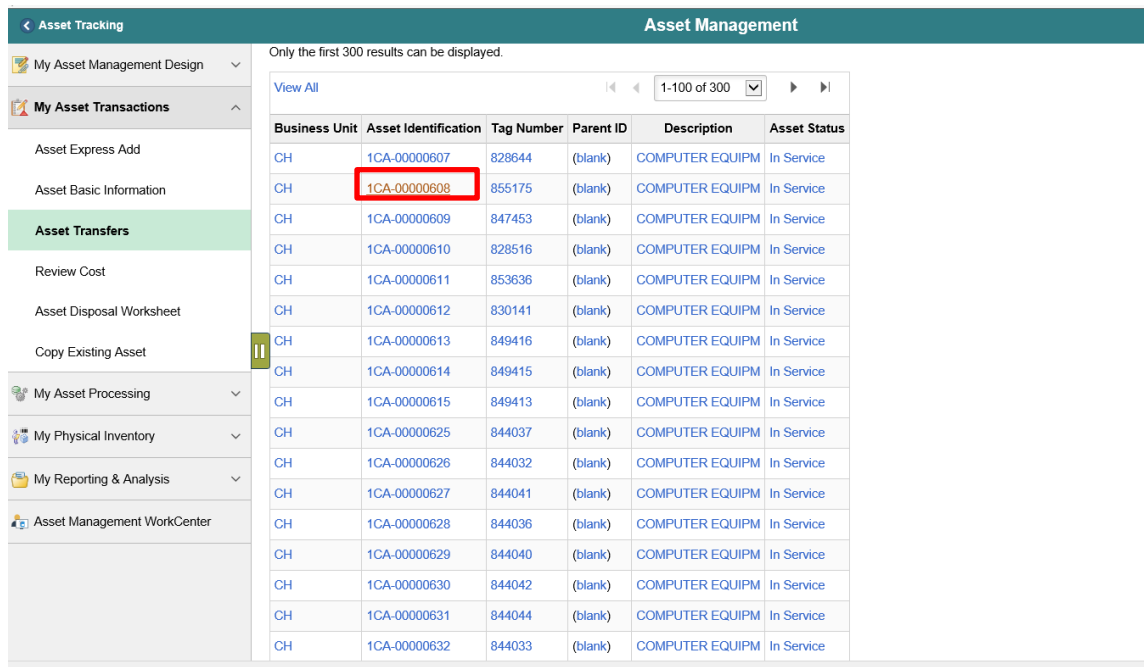
Asset Subtype: begins with

☐ 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 Management**

Only the first 300 results can be displayed.

View All | 1-100 of 300

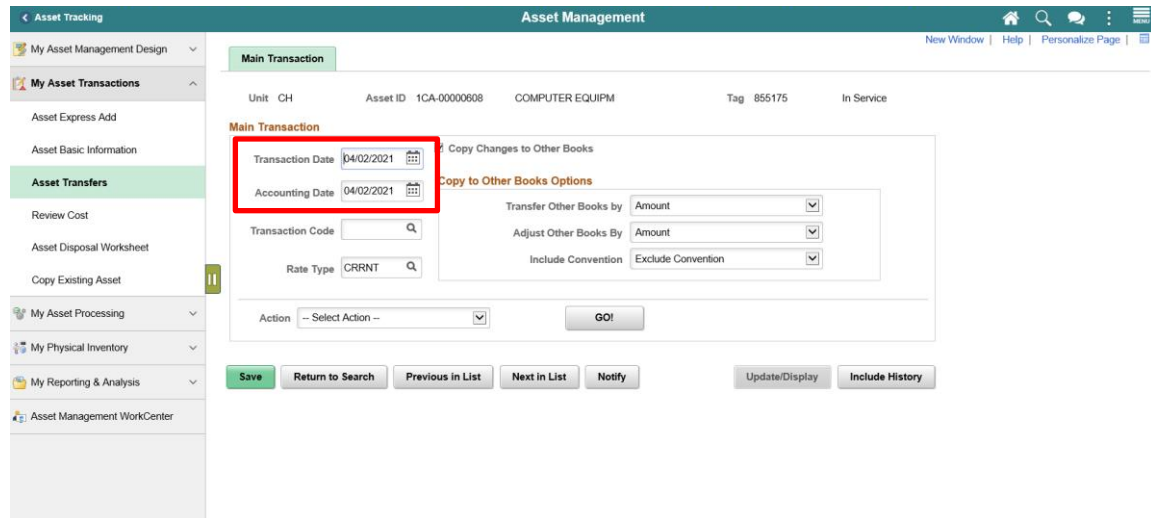
Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
CH	1CA-00000607	828644	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000608	855175	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000609	847453	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000610	828516	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000611	853636	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000612	830141	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000613	849416	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000614	849415	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000615	849413	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000625	844037	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000626	844032	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000627	844041	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000628	844036	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000629	844040	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000630	844042	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000631	844044	(blank)	COMPUTER EQUIPM	In Service
CH	1CA-00000632	844033	(blank)	COMPUTER EQUIPM	In Service

9.

**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**.



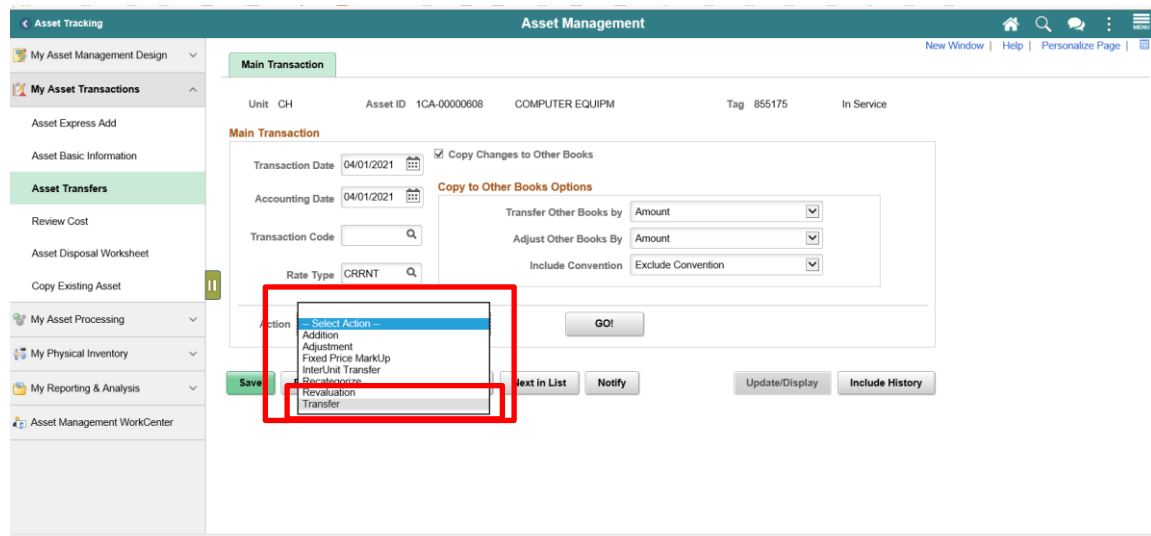
The screenshot shows the 'Main Transaction' page in the Asset Management system. The page header includes 'Asset Tracking' and 'Asset Management'. The left sidebar lists various asset management tasks. The main content area displays asset details: Unit CH, Asset ID 1CA-00000608, COMPUTER EQUIPM, Tag 855175, and In Service. The 'Main Transaction' section contains fields for Transaction Date (04/02/2021) and Accounting Date (04/02/2021), both highlighted with a red box. Below these are fields for Transaction Code, Rate Type (CRRNT), and an Action dropdown menu. To the right, there are options for 'Copy Changes to Other Books' and 'Copy to Other Books Options', including checkboxes for 'Transfer Other Books by Amount', 'Adjust Other Books By Amount', 'Include Convention', and 'Exclude Convention'. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, and Include History.

10.

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

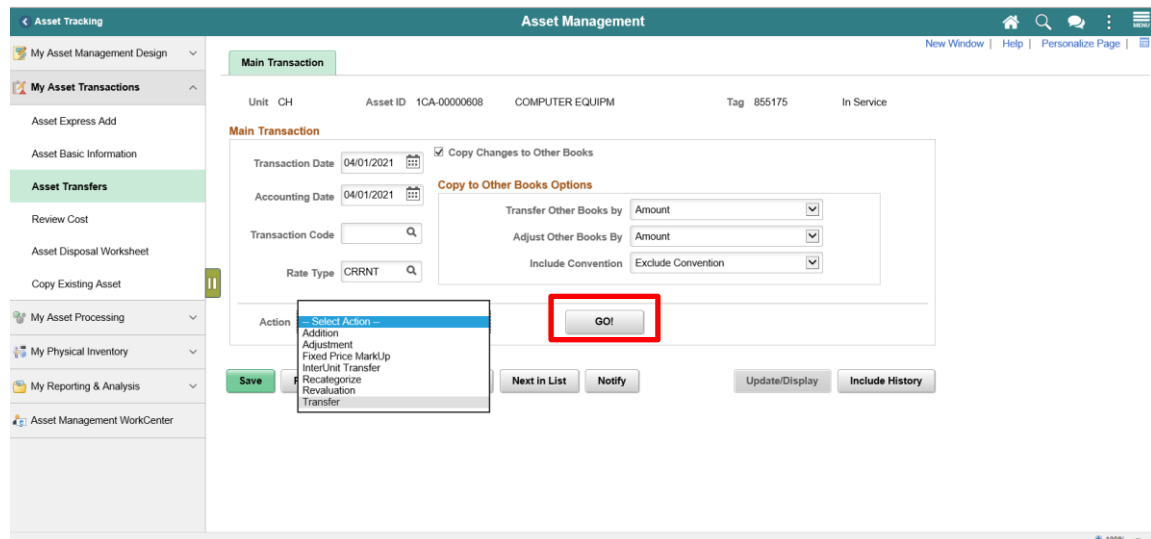
- **Recategorize (RCT)** changes an asset category or cost type.
- **Transfer transfers (TRF)** an asset within the same business unit.

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



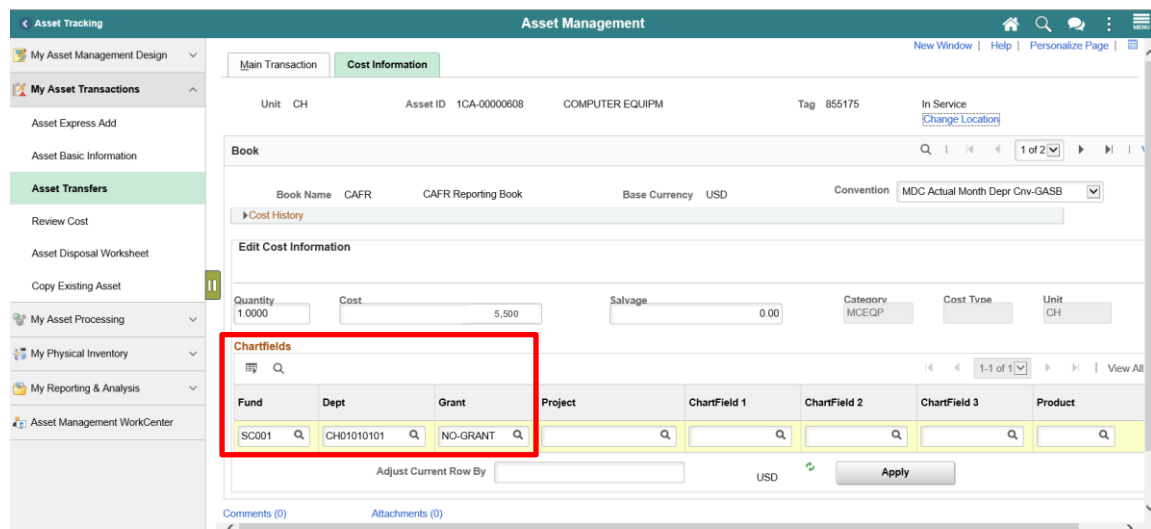
This screenshot shows the same 'Main Transaction' page as before, but with the 'Action' dropdown menu open. The dropdown menu is highlighted with a red box and lists several options: Select Action --, Addition, Adjustment, Fixed Price Markup, InterUnit Transfer, Recategorize, Revaluation, and Transfer. The 'Transfer' option is highlighted in blue. The rest of the page content remains the same as in the previous screenshot.

11.

Select the **GO!** button.


The screenshot shows the 'Asset Management' interface with the 'Main Transaction' tab selected. The 'Transaction Date' is 04/01/2021, and the 'Accounting Date' is also 04/01/2021. The 'Transaction Code' is empty, and the 'Rate Type' is CRRNT. The 'Copy Changes to Other Books' checkbox is checked. The 'Copy to Other Books Options' section includes 'Transfer Other Books by' (Amount), 'Adjust Other Books By' (Amount), and 'Include Convention' (Exclude Convention). The 'Action' dropdown menu is open, showing options like 'Addition', 'Adjustment', 'Fixed Price MarkUp', 'InterUnit Transfer', 'Recategorize', 'Revaluation', and 'Transfer'. The 'GO!' button is highlighted with a red box.

12.

Input and confirm the **ChartFields**.


The screenshot shows the 'Asset Management' interface with the 'Cost Information' tab selected. The 'Book Name' is CAFR, and the 'Base Currency' is USD. The 'Convention' is MDC Actual Month Depr Cnv-GASB. The 'Edit Cost Information' section includes fields for 'Quantity' (1.0000), 'Cost' (5,500), and 'Salvage' (0.00). The 'Chartfields' section is highlighted with a red box, showing a table with columns: Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product. The data row shows: Fund SC001, Dept CH01010101, Grant NO-GRANT, Project, ChartField 1, ChartField 2, ChartField 3, and Product. The 'Apply' button is visible at the bottom right.

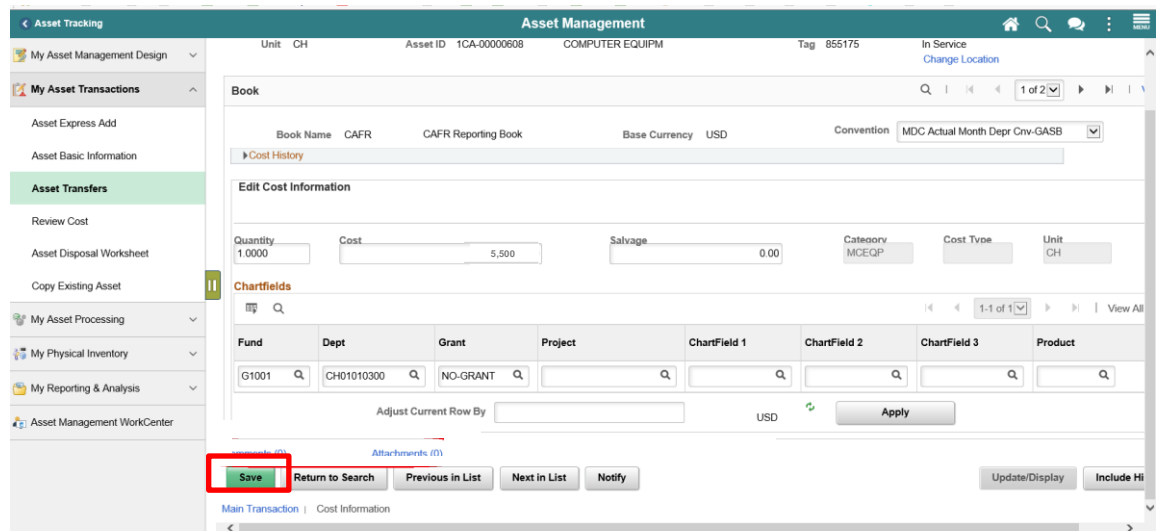


Note: The Transfer Component in Asset Management within Informs Application allow to add comments and attachments before selecting the save button.

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. On the left, a sidebar menu includes 'My Asset Management Design', 'My Asset Transactions', 'Asset Express Add', 'Asset Basic Information', 'Asset Transfers' (highlighted), 'Review Cost', 'Asset Disposal Worksheet', 'Copy Existing Asset', 'My Asset Processing', 'My Physical Inventory', 'My Reporting & Analysis', and 'Asset Management WorkCenter'. The main area shows 'Edit Cost Information' with fields for Quantity (1.0000), Cost (5,500), Salvage (0.00), Category (MCEQP), Cost Type, and Unit (CH). Below this is a 'Chartfields' table with columns: Fund, Dept, Grant, Project, ChartField 1, ChartField 2, ChartField 3, and Product. The table contains one row with values: G1001, CH01010300, NO-GRANT, and empty fields for the others. At the bottom, there are buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include Hi'. The 'Save' button is also labeled 'Attachments (0)'.