



## **Miami-Dade County**

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# Asset Management WorkCenter Job Aid

Version 1.0

## TABLE OF CONTENTS

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<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>PURPOSE AND DESCRIPTION .....</b>	<b>2</b>
<i>Purpose .....</i>	<i>2</i>
<b>ACTIVITY 1: NAVIGATING ASSET MANAGEMENT WORKCENTER .....</b>	<b>3</b>

## PURPOSE AND DESCRIPTION

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### **Purpose**

This document explains the key activities involved in navigating the Asset Management WorkCenter.

## ACTIVITY 1: NAVIGATING THE ASSET MANAGEMENT WORKCENTER

Step	Action
1.	Navigate to <b>Finance/Supply Chain &gt; Asset Tracking &gt; Asset Management WorkCenter</b>
2.	The system displays two main tabs, <b>Main</b> and <b>Reports/Queries</b> .
3.	There is also the option to add your own commonly used queries to the Reports/Queries section of the WorkCenters.
4.	Save or add the following to the favorites: ASSETS IN YOUR BU-CAP & NONCAP ASSETS IN YOUR BU ALL TRANS TY MDC_AM_ASSET_PROFILE_PBC
Running Queries	
1.	Select the <b>Reports/Queries</b> tab.
2.	Select the <b>Query View</b> link.
3.	Enter the desired information into the <b>begins with</b> field. a. <b>MD_AM_ASSETS_CAP_NONCAP</b> – This query displays all assets in your business units. You may review all finance and physical attributes per record. Any discrepancy, you may contact Ulises Lincheta or Leon Cuellar. b. <b>MD_AM_ASSETS_ALL_TRANS_TYPES</b> - This query displays all assets in your business units per Finance Transaction Type (ADD/TRF/RET/RCT/ADJ). You may review all finance and physical attributes per record. Any discrepancy, you may contact Ulises Lincheta or Leon Cuellar. c. <b>MD_AM_NBV_ANALYS</b> - This query displays all <b>capital assets</b> in your business units. You may review all finance attributes per record. Any discrepancy, you may contact Ulises Lincheta or Leon Cuellar.
4.	Select the <b>Search</b> button to display a list of queries that match your search criteria.
5.	Select the desired <b>Run To</b> to option beside the desired query. <ul style="list-style-type: none"> <li>• HTML: Select to generate an HTML version of the query in a new tab</li> <li>• Excel: Select to download the query results to a Microsoft Excel spreadsheet</li> <li>• Schedule: Select to schedule a time for the query to run and be sent via email</li> <li>• XML: Select to download query result to browser as we browser form</li> </ul> <p><b>Note:</b> Select the <b>Favorite</b> link under Add to Favorites to add any query to your favorites</p>