



Miami-Dade County

Asset Management WorkCenter Job Aid

Version 1.0



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PURPOSE AND DESCRIPTION

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 Finance/Supply Chain > Asset Tracking > Asset Management WorkCenter
2.	The system displays two main tabs, Main and Reports/Queries .
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 Reports/Queries tab.
2.	Select the Query View link.
3.	Enter the desired information into the begins with field. a. MD_AM_ASSETS_CAP_NONCAP – 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. MD_AM_ASSETS_ALL_TRANS_TYPES - 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. MD_AM_NBV_ANALYS - This query displays all capital assets 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 Search button to display a list of queries that match your search criteria.
5.	Select the desired Run To to option beside the desired query. <ul style="list-style-type: none"> HTML: Select to generate an HTML version of the query in a new tab Excel: Select to download the query results to a Microsoft Excel spreadsheet Schedule: Select to schedule a time for the query to run and be sent via email XML: Select to download query result to browser as we browser form <p>Note: Select the Favorite link under Add to Favorites to add any query to your favorites</p>