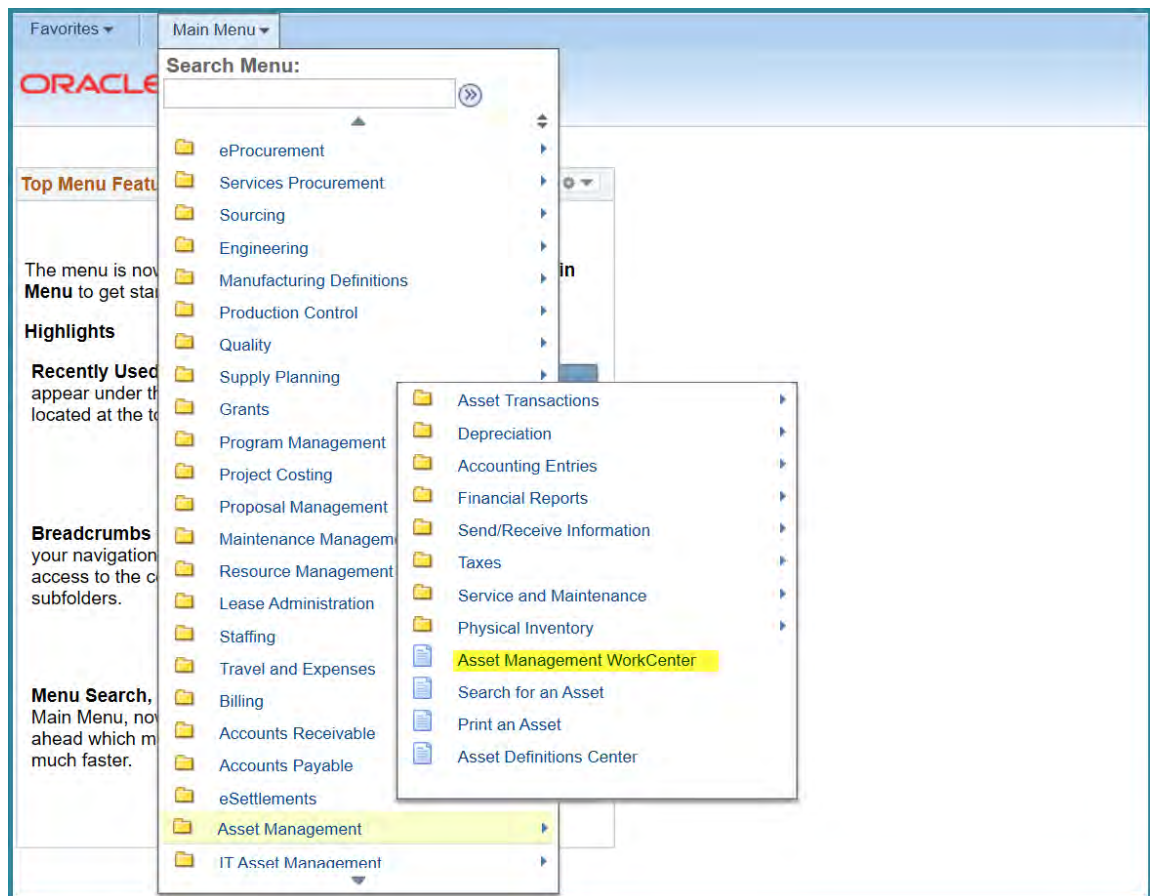


# Asset Cost Adjust/Transfers Job Aid

## *Transferring an Asset*

### Getting Started

- 1. Identify the asset Tag\_# or ID
- 2. Navigation: Main Menu > Core-CT Financials > Asset Management > Asset Management WorkCenter



\*\*\*Note: This process only applies to Capitalized Assets\*\*\*

- 3. Select **Cost Adjust/Transfer Asset** highlighted in yellow under **Links**
- 4. You can search asset by, Asset ID or Tag\_# **000000001036**

# ASSET COST ADJUST/TRANSFERS JOB AID

## Transferring an Asset

Asset Management WorkCenter

Main Reports/Queries

My Work

Pending Transactions

- Business Unit AP/PO Transactions (22)
- Identify Assets in PO (43)
- Business Unit Transaction Loader (1082)
- Load Transactions into AM (1082)
- Pending Accounting Entry Creation
- Pending Depreciation Calculation (26)
- Pending Depreciation Report (506)
- Pending Journal Generator

Links

- Manage Assets
  - Basic Add
  - Cost Adjust/Transfer Asset
  - Update Non-Capitalized Cost
  - Retire/Reinstate Asset
  - Retire/Reinstate Non-Fin Asset
  - Disposal Worksheet
  - Search for an Asset
  - Print an Asset

### Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = OSCM1

Asset Identification begins with 000000001036

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

- 5. In the **Action** drop down box. Select **InterUnit Transfer**
- 6. Select **GO**

Main Transaction

Unit OSCM1 Asset ID 000000001036 1/3 Ownership Conference Table Tag 000000001036 In Service

### Main Transaction

Transaction Date 06/24/2020

Accounting Date 06/24/2020

Transaction Code

Rate Type CRRNT

Copy Changes to Other Books

#### Copy to Other Books Options

Transfer Other Books by Amount

Adjust Other Books By Amount

Include Convention Exclude Convention

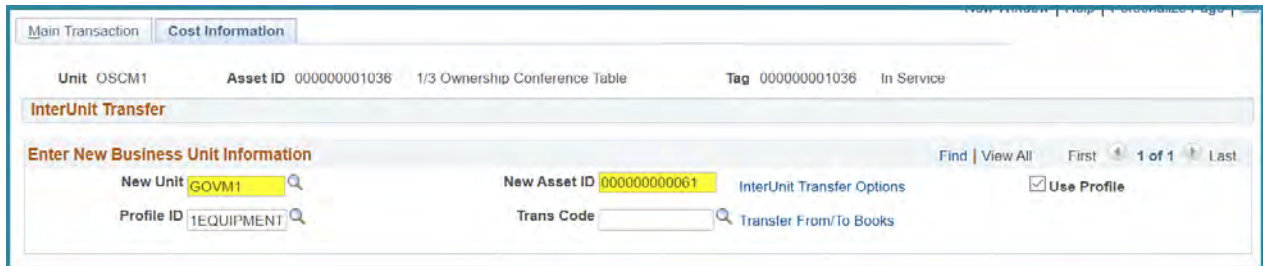
Action InterUnit Transfer **GO!** Audit Logs

Save Return to Search Notify Update/Display Include History

# ASSET COST ADJUST/TRANSFERS JOB AID

## Transferring an Asset

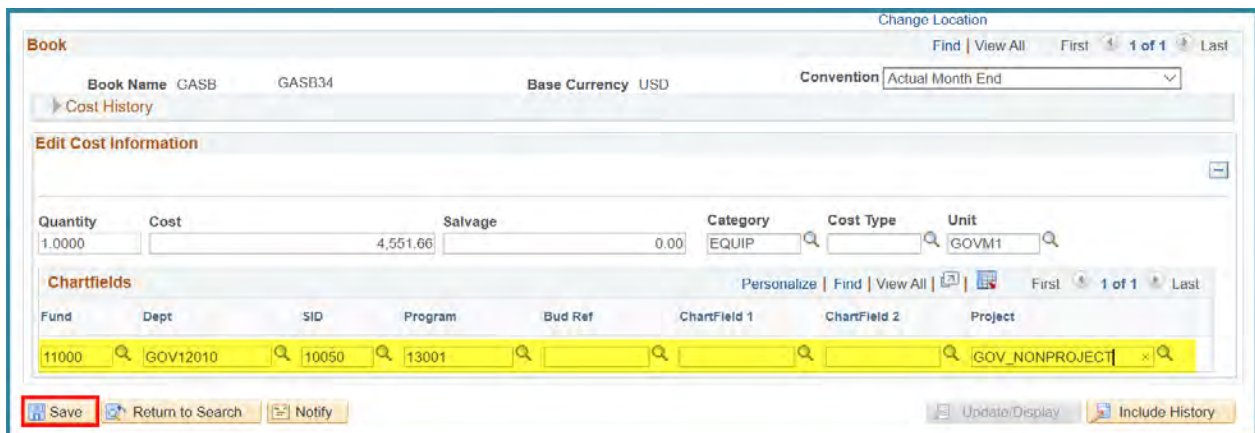
- 7. In the **New Unit** field: Enter the receiving Business Unit **GOVM1**
- 8. In the **New Asset ID** field: Enter receiving business unit asset id **00000000061**



\*\*\*Note: Both Business Unit & Chartfields info can be found on the CO-64 form completed by the receiving agency\*\*\*

\*\*\*Enter Receiving Agency filled Chart Field codes\*\*\*

- 9. Fund: **11000**
- 10. Dept: **GOV12010**
- 11. SID: **10050**
- 12. Program: **13001**
- 13. Project: **GOV\_NONPROJECT**
- 14. Select: **Save**



\*\*\*Note: To ensure the transfer was successful. Check the asset status in basic add\*\*\*

- 15. Navigation: Main Menu > Core-CT Financials > Asset Management > Asset Management WorkCenter
- 16. Select **Basic Add** highlighted in yellow under **Links**
- 17. In the **Asset Identification** field: Enter asset id **00000001036**

# ASSET COST ADJUST/TRANSFERS JOB AID

## Transferring an Asset

### 18. Select: Search

The screenshot shows the 'Asset Management WorkCenter' interface. On the left is a navigation pane with 'My Work' and 'Manage Assets' sections. The 'Manage Assets' section has 'Basic Add' highlighted. The main area is titled 'Asset Basic Information' and contains a search form. The search criteria are: Business Unit (OSCM1), Asset Identification (begins with 000000001036), Tag Number (begins with), Parent ID (begins with), Description (begins with), Asset Type, and Asset Subtype (begins with). There are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a limit of 300 results. A 'Search' button is highlighted with a red box.

\*\*\*Notice that the Asset Status changed to Transferred

The screenshot shows the 'Asset Information' form for Asset ID 000000001036. The 'Asset Status' is set to 'Transferred'. Other fields include: Description (1/3 Ownership Conference Table), Short Desc (1/3 Owners), CAP #, Tag Number (000000001036), Asset Class, Asset Type (Equipment), Asset Subtype, Acquisition Date (12/11/2013), Placement Date (12/11/2013), Collateral Asset, Acquisition Code (Purchased), FERC Code, Financing Code, Fair Value (0.000), Replacement Cost, Index Name, SubIndex Name, Parent/Child (None), Profile ID (1EQUIPMENT), and Region Code. Checkboxes for 'Capitalized Asset', 'New Asset', 'Available For Use', and 'In Physical Use' are visible.