

AM.020.056 – TRANSFERRING ASSET BETWEEN LOCATIONS

Purpose	<ul style="list-style-type: none"> To identify why Property Control must be notified if an asset is physically moved to another location. To identify where physical location transfers are processed. To transfer an asset between locations.
Description	<p>This type of transfer is a physical relocation of where the asset resides. There is no change in ChartFields. Property Control must be notified that the asset's location is being changed for the purposes of physical inventory.</p> <p>To transfer an asset, Property Control must edit the location of the asset and the department of the asset. For this transfer, perform this process as well as AM.020.052 - Transferring Assets Between Chartfields.</p>
Security Role	BOR_AM_MAINTENANCE
Dependencies/ Constraints	None
Additional Information	A method of communication is established whereby asset custodians and users in the field are able to notify Property Control when an asset's location has been permanently changed.

Procedure

Below are step by step instructions on transferring an asset between locations.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Asset Transactions link.
5.	Click the Owned Assets link.
6.	Click the Basic Add link.
7.	Enter the institution's Business Unit in the Business Unit field.
8.	Enter the asset ID in the Asset Identification field.
9.	Click Search .
10.	Click the Location/Comments/Attributes tab, then
11.	Click the plus (+) button to add a new row.
12.	Enter effective date in the Effective Date field.
13.	Click the magnifying glass button.
14.	Click an entry in the Description column.
15.	Click the Save button.