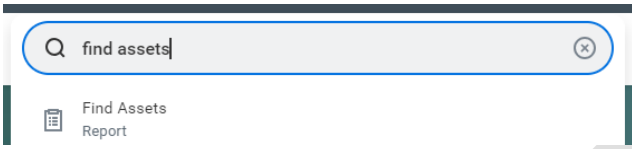
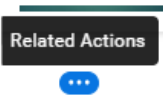


Audience / Role	Business Asset Accountant Business Asset Tracking Specialist Department Asset Tracking Specialist
Description	This job aid provides instructions to transfer an asset and multiple assets between departments.
Before You Start	Asset status cannot be Pending Registration, Registered, Disposed or Removed.

Asset Transfer

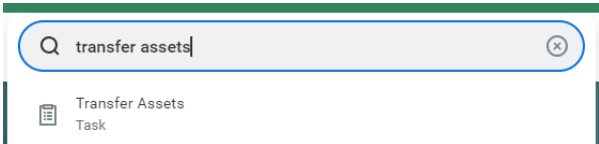
1	In the Search bar, enter Find Assets. In the search results, select the Find Assets report. 
2	You can filter for your specific search criteria to find the specific asset to adjust. Select OK .
3	The Find Assets report display a list of assets meeting your search criteria. Within this list, locate the asset you want to transfer. In the Asset ID Column, select the Related Actions button for the asset.  From Related Actions, select Business Asset, then select Transfer.
4	Under Transfer, enter the Transaction Effective Date and update the following fields: • Cost Center – defaults to the current cost center; change if transferring across cost centers. • Fund - defaults to the current fund; change if transferring across funds.
5	Select Submit .

What Happens Next?

- Will move to the Department Asset Tracking Specialist for final approval.
- The asset cost and accumulated depreciation moves to the new department.

Multiple Transfer

Asset

1	In the Search bar, enter Transfer Assets. In the search results, select the Transfer Asset report. 
2	Under Transfer Assets for Filter Criteria, enter the following into the fields: • Company – select Kern County. • Spend Category – select spend category for asset.
3	For Transfer To Values: • Transaction effective Date – defaults to today's date. • Cost Center – select cost center to transfer asset to. • Additional Worktags – select other worktags to transfer assets to.
4	For Transfer Assets, under Apply to All, enter the following into the fields: • Transaction effective Date – defaults to today's date. • Return to Storage – Optional. • Transfer to Worker – Optional; enter worker to transfer asset to. • Transfer to Location – Optional; enter location to transfer asset to. • Project Task – Optional; enter program task to transfer asset to. • Grant – Optional; enter grant to transfer asset to. • Program – Optional; enter program to transfer asset to. • Cost Center – enter cost center to transfer asset to. • Additional Worktags – select other worktags to transfer asset to. • Asset Transfer Comments – Optional, provide an explanation for asset transfer. Select OK.
5	Select Submit.

What Happens Next?

- The assets costs and accumulated depreciation move to the new department / worktags.