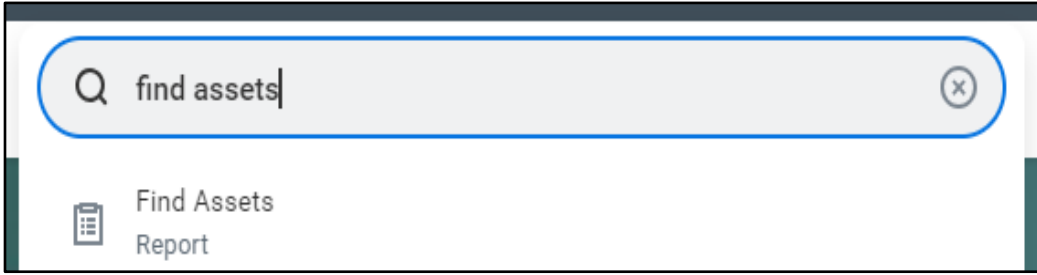


Description	This job aid provides instructions to transfer an asset between cost centers and locations.
Before You Start	You cannot transfer an asset that is in Pending Registration, Disposed, or Removed status. Expensed assets may be transferred while in Registered status. However, all fixed assets must be approved by the Business Asset Accountant and moved to In Service status before a transfer can be initiated.

Asset Transfer

1	In the Search bar, enter Find Assets. In the search results, select the Find Assets report. 
2	You can refine your search on the Find Assets report filter page to locate the specific asset(s) you need to transfer. To filter the report by cost center, use the Worktags field and enter the appropriate cost center number.

Find Assets

Company

Issued To

Accounting Treatment For Primary Book

Spend Category

Item

Requesting Worker

Asset Source

Supplier Invoice Number

Contract Number

Location

Asset Identifier

Serial Number

Asset Name

Worktags

Asset Status

Disposal Method

Acquisition Method

Asset Class

Asset Type

Coordinating Cost Center

Asset Coordinator

Accounting Information not Assigned

☐

Last Issued or Transferred Date

MM / DD / YYYY

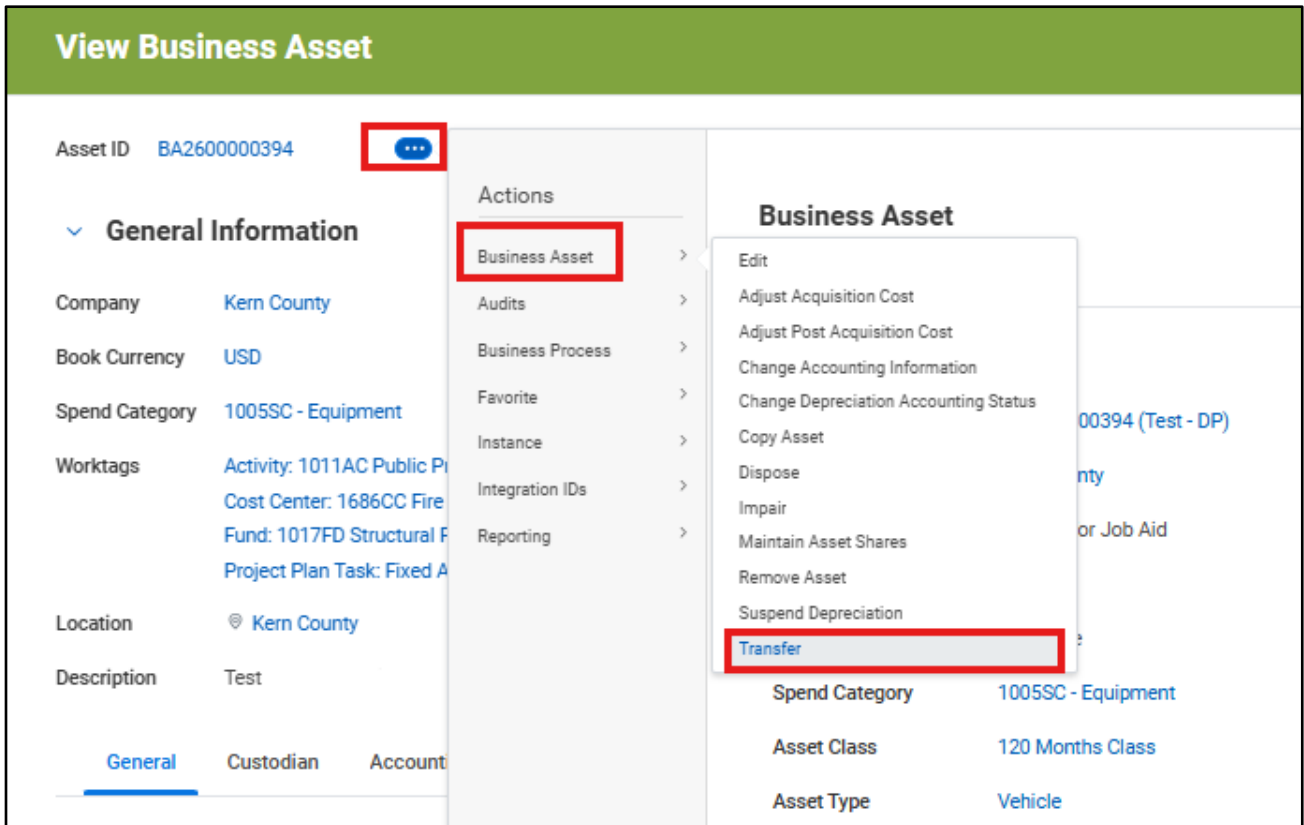
Cancel

OK

Select **OK**.

- 3 The **Find Assets** report displays a list of assets meeting your search criteria. Within this list, locate the asset you want to transfer and click on the asset to view the selected Business Asset.

From **Related Actions**, select **Business Asset**, then select **Transfer**.



View Business Asset

Asset ID BA2600000394

General Information

Company Kern County

Book Currency USD

Spend Category 1005SC - Equipment

Worktags Activity: 1011AC Public P
Cost Center: 1686CC Fire
Fund: 1017FD Structural F
Project Plan Task: Fixed A

Location Kern County

Description Test

Actions

- Business Asset
- Audits
- Business Process
- Favorite
- Instance
- Integration IDs
- Reporting

Business Asset

- Edit
- Adjust Acquisition Cost
- Adjust Post Acquisition Cost
- Change Accounting Information
- Change Depreciation Accounting Status
- Copy Asset
- Dispose
- Impair
- Maintain Asset Shares
- Remove Asset
- Suspend Depreciation
- Transfer

Spend Category 1005SC - Equipment

Asset Class 120 Months Class

Asset Type Vehicle

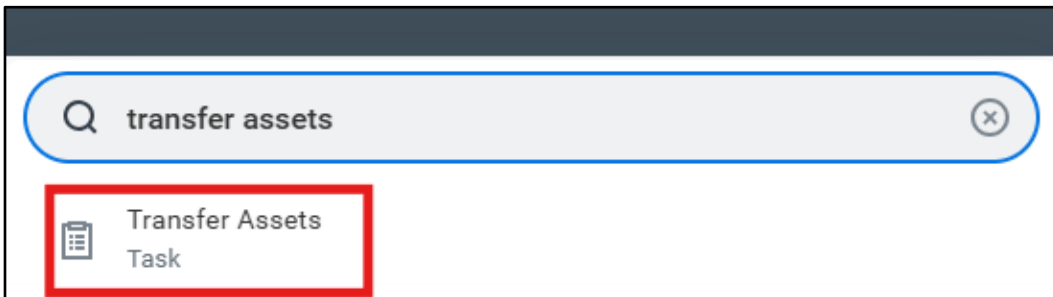
- 4 Under **Transfer**, enter the Transaction Effective Date and update the relevant fields based on where the asset is being transferred. Assets may be transferred between locations, cost centers, projects and grants.
- **Comments** – enter details about the transfer
 - **Cost Center** – update this field if the asset is being transferred to a different cost center
 - **Location** – update this field if the asset is moving to a new location
 - **Worker** – transferring assets to a Worker is currently not available
 - **Project Task** – update this field if the asset needs to be transferred between the projects
 - **Grant** – update this field if the asset needs to be transferred to a different grant

	Transfer Asset Asset Information Asset ID: BA260000394 (Test - DP) Company: Kern County Currency: USD Spend Category: 10055C - Equipment Asset Name: Test - DP Description: Test-DP for Job Aid Serial Number: 100001 Transfer To Values Transaction Effective Date: 05 / 11 / 2026 Transfer To Worker: Transfer To Location: Kern County Project Task: Fixed Asset Project - 1/3 Sports Utility Vehicle (SUV) > Fixed Assets Phase > FY26 Project Assets Grant: Grant Activity Codes: Cost Center: 1686CC Fire Department Additional Worktags: Activity: 1011AC Public Protection - Fire Protection > Fund: 1017FD Structural Fire Comments Asset Transfer Comments: Current Transfer / Issue Date: 05/11/2026 Issued To: (empty) Location: Kern County Worktags: Activity: 1011AC Public Protection - Fire Protection Cost Center: 1686CC Fire Department Fund: 1017FD Structural Fire Project Plan Task: Fixed Asset Project - 1/3 Sports Utility Vehicle (SUV) > Fixed Assets Phase > FY26 Project Assets Submit Cancel
5	Select Submit .

What Happens Next?

- Once submitted, the asset transfer routes first to the Department Asset Tracking Specialist and then to the Business Asset team for final approval.
- The asset's cost and accumulated depreciation are reassigned to the new department based on the effective date of the asset transfer.

Multiple Asset Transfer

1	In the Search bar, enter Transfer Assets. In the search results, select the Transfer Asset Task. 
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2 Once you select the Transfer Asset task, you will see two sections: **Filter Criteria** and **Transfer to Values**.

The **Filter Criteria** section allows you to narrow down the list so you can select the appropriate assets for transfer. The **Transfer to Values** section applies the values you choose to all assets selected as part of the transfer.

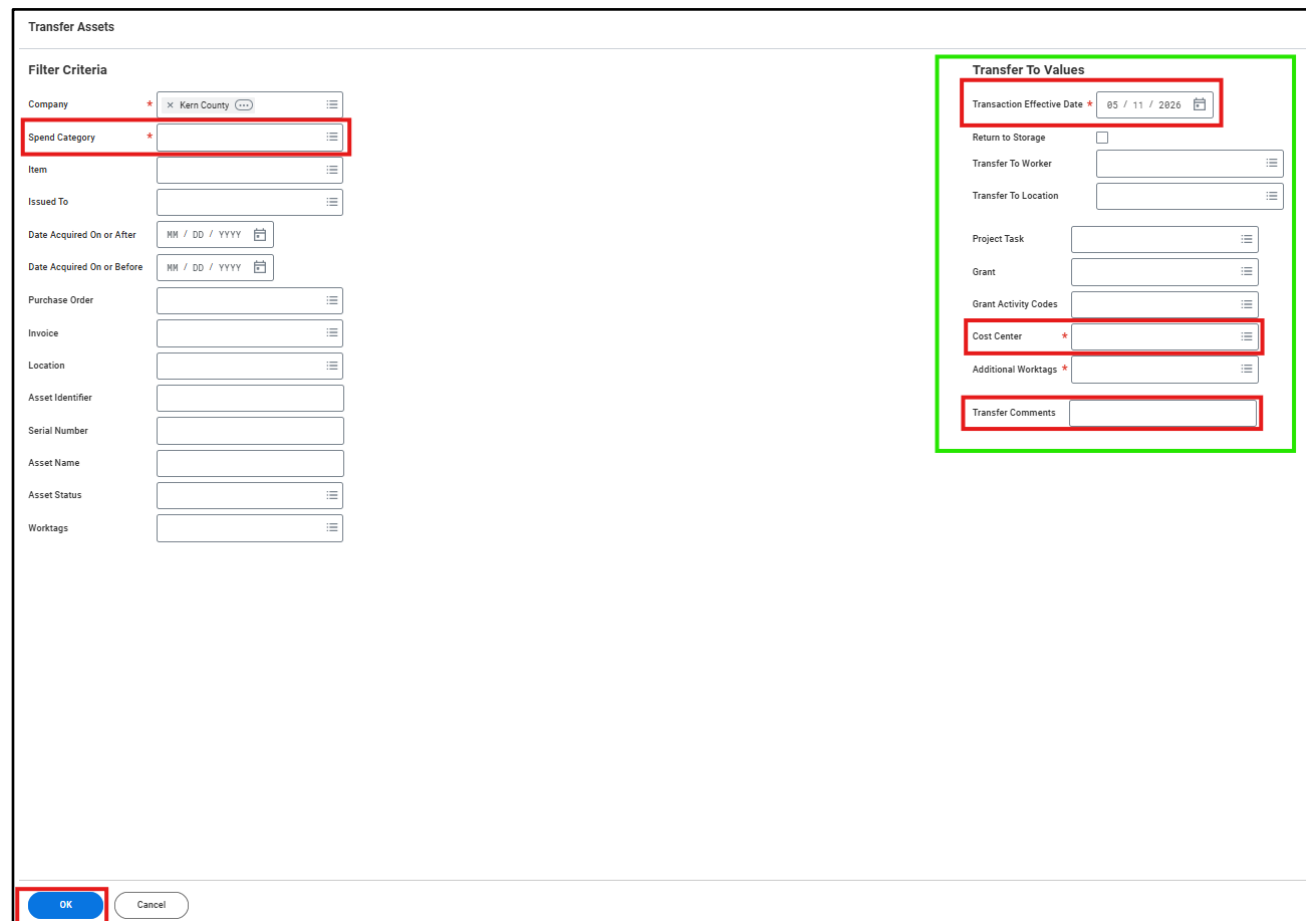
Filter Criteria: Select the values needed to locate the specific assets you want to transfer.

- Company – select “Kern County”
- Spend Category – select the spend category for the assets being transferred
- Additional filter criteria may be added as needed to return all assets requiring transfer

Transfer To Values: The values selected here will be applied to all assets included in the transfer.

- **Transaction Effective Date** – defaults to today’s date; update if a different date is required
- **Cost Center** – select the cost center to which all assets will be transferred, if applicable
- **Location** – select the location to which all assets will be transferred, if applicable
- **Project Task** – select the project to which all assets will be transferred, if applicable
- **Grant** – select the grant to which all assets will be transferred, if applicable
- **Asset Transfer Comments** – enter relevant details about the asset transfer

Select **OK**.



Transfer Assets

Filter Criteria

Company *

Spend Category *

Item

Issued To

Date Acquired On or After

Date Acquired On or Before

Purchase Order

Invoice

Location

Asset Identifier

Serial Number

Asset Name

Asset Status

Worktags

Transfer To Values

Transaction Effective Date *

Return to Storage ☐

Transfer To Worker

Transfer To Location

Project Task

Grant

Grant Activity Codes

Cost Center *

Additional Worktags *

Transfer Comments

OK

- 4** Select the specific assets to be transferred by checking the box next to each Asset ID. To select all assets displayed in the list, click the checkbox in the header row next to the Asset ID column.

Asset Details 20 Items | 2 selected

Asset ID	Item and Category	Asset Identifier	Serial Number	Asset Status	Issued To	Location	Current Worktags
☒ BA2600000286 (Bear Alignment Machine)	Spend Category 10055C - Equipment	63080		Registered		BAK, Garage (Main)	Current Worktags Activity: 1021AC General Government - Other General Cost Center: 1150CC General Services - Garage Fund: 5026FD General Services - Garage Project Plan Task: Asset Expensed Project - General Services Garage > General Phase > Expensed Asset
☒ BA2600000288 (Wilton Strand Machine Systems Drill Press)	Spend Category 10055C - Equipment	984611	72746	Registered		BAK, Garage (Main)	Current Worktags Activity: 1021AC General Government - Other General Cost Center: 1150CC General Services - Garage Fund: 5026FD General Services - Garage Project Plan Task: Asset Expensed Project - General Services Garage > General Phase > Expensed Asset
☐ BA2600000290 (Frigidaire Refrigerator)	Spend Category 10055C - Equipment	27953	4A60112832	Registered		WORK SPACE - BAK, Human Services O. C. Sills Building	Current Worktags Activity: 1000AC Public Assistance - Administration Cost Center: 1043CC Dept Of Human Services-Admin. Fund: 1013FD Dept Of Human Services-Admin. Project Plan Task: Asset Expensed Project - Human Services > General Phase > Expensed Asset

Select **OK**.

- 5** On the Transfer Assets – Confirmation Page, select **Submit**.

Transfer Assets - Confirmation 1/1

Please confirm you wish to transfer the following Assets.

Transfer To Values

Company: Kern County
Transaction Effective Date: 05/11/2026

Transfer To Worktags Activity: 1010AC General Government - Finance
Cost Center: 1134CC Auditor-Controller
Fund: 1000FD General Fund

Assets: 3 Items

Asset ID	Item and Category
BA2500000003 (Generator, portable, Generac GP9500E, 9500W, portable generator)	Spend Category 10055C - Equipment
BA2500000004 (PWH-00044, Optiplex XE4 small form factor XCTQ, for Tehachapi Landfill)	Spend Category 10055C - Equipment
BA2500000005 (Dell UltraSharp 49 Curved Monitor - U4924DW)	Spend Category 10055C - Equipment

What Happens Next?

- Once submitted, the asset transfer routes first to the Department Asset Tracking Specialist and then to the Business Asset team for final approval.



KERN COUNTY WORKDAY JOB AID **Business Assets: Asset Transfer**



- The asset's cost and accumulated depreciation are reassigned to the new department based on the effective date of the asset transfer.