Training Guide – Asset Management

InterUnit Transfer: Transferring an Asset to Another Agency

State of Kansas

Applicable Role(s):
Agency Adjustment/Transfer/Retirement Processor

Created 3/11/2013
Updated 3/27/2019
Transferring an Asset to Another Agency

- InterUnit Transfers are entered by the SMART Team due to Business Unit security.
  - The Transferring and Receiving Agencies should not perform a manual retirement and addition. The InterUnit Transfer will transfer the asset out of the Transferring Agency’s Business Unit and into the Receiving Agency’s Business Unit.

- Form AM-1, InterUnit Transfer, (located on the Department of Administration website’s Document Center) must be filled out by both the Transferring and Receiving Agencies. The Receiving Agency then enters a ManageEngine Service Desk ticket to request the InterUnit Transfer.

- The processing of the InterUnit Transfer should happen about the same time as the physical relocation of the asset.

- Once the InterUnit Transfer has been processed and the ManageEngine Service Desk ticket has been closed, originating data can be viewed on the Cost History page.

Navigation

Asset Management Homepage>Asset Transactions>Asset History>Review Cost History

Or

NavBar: Navigator>Asset Management>Asset Transactions>History>Review Cost

- Transferring Agency—The Asset Status will be “Transfered” and the Interunit Transfer Information box will display the Receiving Business Unit and the new Asset ID for that Business Unit.
- Receiving Agency: The Asset Status will be “In Service” and the Interunit Transfer Options box will display the Transferring Agency and the old Asset ID.