



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

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Statewide Management, Accounting and Reporting Tool

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 "Transferred" and the Interunit Transfer Information box will display the Receiving Business Unit and the new Asset ID for that Business Unit.

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Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit: 17300 Asset ID: [REDACTED] Tag: [REDACTED] Transferred

Book Name: CAFR CAFR Reporting Book Base Currency: USD

Cost

Acctg Date: 02/18/2013 Trans Date: 02/18/2013 Date/Time Stamp: 02/18/2013 10:24:56AM

Trans Type: TRF Out Asset Transfer

Trans Code:

Cost: -6,490.00 USD

Base Cost: -6,490.00 USD

Salvage:

Quantity: -1.0000

Convention: AM

User ID: DA00CJH

Category: EQFRN Equipment and Furnishings

Cost Type:

Department: 1733010000 Office of Info Technology Serv

Fund Code: 6147 INFORMATION TECHNOLOGY RESV FD

Budget Unit: 4080 INFORMATION TECHNOLOGY RESV FD

Program Code: 97750 Information Technology OFF

Project:

Interunit Transfer Information

Unit: 26400

Asset ID: [REDACTED]

Book:

Exchange Rate

Rate Type: CRRNT

Rate Effdt: 01/01/1990

Exchange Rate: 1.00000000

- o 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.

Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit: 26400 Asset ID: [REDACTED] Tag: [REDACTED] In Service

Book Name: CAFR CAFR Reporting Book Base Currency: USD

Cost

Acctg Date: 02/18/2013 Trans Date: 02/18/2013 Date/Time Stamp: 02/18/2013 10:24:56AM

Trans Type: TRF In Asset Transfer

Trans Code:

Cost: 6,490.00 USD

Base Cost: 6,490.00 USD

Salvage:

Quantity: 1.0000

Convention: AM

User ID: DA00CJH

Category: EQFRN Equipment and Furnishings

Cost Type:

Department: 2641001000 Division Director's Office

Fund Code: 1000 STATE GENERAL FUND

Budget Unit: 0010 OPERATING EXPENDITURES

Program Code: 01030 Administration

Interunit Transfer Information

Unit: 17300

Asset ID: [REDACTED]

Book: CAFR

Exchange Rate

Rate Type: CRRNT

Rate Effdt: 01/01/1990

Exchange Rate: 1.00000000