

## AM.020.056 – TRANSFERRING ASSET BETWEEN LOCATIONS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To identify why Property Control must be notified if an asset is physically moved to another location.</li> <li>• To identify where physical location transfers are processed.</li> <li>• To transfer an asset between locations.</li> </ul>
<b>Description</b>	<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 <a href="#">AM.020.052 - Transferring Assets Between Chartfields.</a></p>
<b>Security Role</b>	<b>BOR_AM_MAINTENANCE</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	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.

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