

QUICK REFERENCE GUIDE

Adding Costs with a New Funding String

December 4, 2015

Add Costs with a New Funding String

This topic covers adding costs with a new funding string (positive amount only).

Steps to complete:

- Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset
- Step 2: Enter Information on the Main Transaction tab
- Step 3: Enter the New Cost and Funding on the Cost Information tab

Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset

Begin by navigating to the *Cost Adjust/Transfer Asset* page for the asset you want to work with. You can use the *Search for an Asset* page or the menu options to access the page as described below.

Option 1: From Search for an Asset Page

1. **Navigation Links:** Asset Management, Search for an Asset.
2. Enter asset search criteria to search for the asset you want to work with. Refer to the [“Using Search for an Asset Page”](#) topic for detailed instructions.
3. Click on the **Search** button.
4. Select the asset you want to work with by clicking on the button for the asset in the Search Results.
5. Select the “Asset Cost Adjust/Transfers” component from the **Drill Down To** listing.
6. Click on the **GO!** button. The *Cost Adjust/Transfer Asset* page displays.

Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Location: Parent ID: Area ID: Impairment Processing: Group ID:

Category: Asset ID: %1135 Asset Status: In Service Profile ID: Threshold ID:

Tag Number: Serial ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: Asset Cost Adjust/Transfers GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	00000001135	Sorting Equipment	Equipment				In Service

Note: Some converted assets may not display in the Search Results. If you experience this issue, use Option 2.

Option 2: From Menu

1. **Navigation Links:** Asset Management, Asset Transactions, Financial Transactions, Cost Adjust/Transfer Asset.
2. At the *Asset Cost Adjust/Transfers* page, enter search criteria to locate the asset you want to work with. Commonly used options are described below:

Field	Field Description
Business Unit	Accept the default <i>Business Unit</i> or click on the Lookup and select a different <i>Business Unit</i> .
Asset Identification	Enter an <i>Asset ID</i> to limit your search. The percent sign (%) can be used to replace one or more characters.
Tag Number	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags.
Description	Optionally, enter information contained in the description of the asset you want to work with. The percent sign (%) can be used to replace one or many characters. For example, "%epson%" would display assets that contained the text string "Epson" in their description.
Asset Status	Optionally, select an <i>Asset Status</i> from the drop-down list, such as "Loaned", "Received (Not in Service)", or "Transferred".

3. Click on the **Search** button.

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = G1001

Asset Identification: begins with 000000001135

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Status: =

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
G1001	000000001135	(blank)	(blank)	Sorting Equipment	In Service

4. If more than one asset displays in the **Search Results** section, click on the asset you want to work with. The *Cost Adjust/Transfer Asset* page displays.

Step 2: Enter Information on the Main Transaction tab

1. Complete the **Main Transaction** section as described below.

Field	Field Description
*Transaction Date	The <i>Transaction Date</i> is the date the addition actually occurred. It will be used for recording the transaction and used in the Depreciation Calculation. Accept the default current date or enter a different date.
*Acctg Date	The <i>Accounting Date</i> is the date for the General Ledger adjustment entry. (The date must be in an open Accounting Period and cannot be before the transaction date.) Accept the default current date or enter a different date.
Transaction Code	State of Minnesota does not use.
Rate Type	State of Minnesota does not use.

Note: Accept the defaults for *Copy Changes to Other Books* checkbox and **Copy to Other Books Options** section.

2. The “Addition” action is used to enter costs with a new funding string. Select “Addition” from the **Action** drop-down listing to add an “ADD” entry for the asset that can be viewed in the *Cost History* pages.

The screenshot shows the 'Main Transaction' tab in the SWIFT software. At the top, the breadcrumb trail reads: Favorites > Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset. Below this, the 'Main Transaction' tab is active. The interface displays the following information:

- Unit:** G1001
- Asset ID:** 000000001135
- Sorting Equipment:** Sorting Equipment
- Tag:** In Service

The 'Main Transaction' section contains the following fields and options:

- Transaction Date:** 08/13/2015 (with a calendar icon)
- Accounting Date:** 08/13/2015 (with a calendar icon)
- Transaction Code:** (empty field with a search icon)
- Rate Type:** CRRNT (with a search icon)
- Copy Changes to Other Books**
- Copy to Other Books Options:**
 - Transfer Other Books by:** Amount (dropdown menu)
 - Adjust Other Books By:** Amount (dropdown menu)
 - Include Convention:** Exclude Convention (dropdown menu)
- Action:** Addition (dropdown menu)
- GO!** button

At the bottom of the form, there are several buttons: Save, Return to Search, Notify, Update/Display, and Include History.

- Click on the **GO!** button. The **Cost Information** tab displays showing the current cost and funding information.
 - The **Cost History** section can be expanded to display the funding string for the asset, including the **Category** code.

The screenshot shows the 'Cost Information' tab for asset G1001. The 'Edit Cost Information' section displays a single row with the following values: Quantity: 1.0000, Cost: 2,174.15, Salvage: 0.00, Category: SENHW, Cost Type: (empty), and Unit: G1001. The 'Chartfields' table below it shows Fund: 1000, Fin DeptID: G1037000, and AppropID: G100007.

Step 3: Enter the New Cost and Funding on the Cost Information tab

Next, you will enter the new cost and funding information.

- Click on the **Plus (+)** sign in the **Edit Cost Information** section (right side) to open a new row for the additional cost and funding string.

The screenshot shows the 'Cost Information' tab after a new row has been added. The 'Edit Cost Information' section now displays two rows. The second row is empty, with Quantity: 0.0000, Cost: 0.00, Salvage: 0.00, and Unit: G1001. The 'Chartfields' table is also empty.

- Enter the cost information for the new row in the **Edit Cost Information** section as described below.

Field	Field Description
Quantity	If you enter a quantity, this would be in addition to the existing quantity. Normally, the total quantity for an asset is "1".
Cost	Enter the cost that should be applied to the new funding string.
Salvage	Salvage is normally only used for the FLEET category. Enter the salvage value for the new funding string.
Category	Click on the Lookup icon to select a <i>Category</i> . This should be the same as the original cost <i>Category</i> .

1. Enter the funding string for the new row in the **Chartfields** section as described below.

Field	Field Description
Fund Code	Click on the Lookup icon to select a valid <i>Fund</i> . Fund is the building block of Government Accounting. All transactions in the system must have a valid Fund. The field length is 4 digits.
Financial Department ID	Click on the Lookup icon to select a valid <i>Financial Department ID</i> . The <i>Fin Dept ID</i> (Financial Department Identifier) represents the organizational function to which revenues and other activities must be applied. Combined with other ChartField values, Fin Dept ID's form the basis of department budgets that track revenues and expenditures. The <i>Fin Dept ID</i> is an 8-character alphanumeric identifier.
Appropriation ID (CF3)	Click on the Lookup icon to select an <i>Appropriation ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT. The <i>Approp ID</i> is a 7-character alphanumeric identifier.

Field	Field Description
Sub Account (Class)	Optionally, click on the Lookup icon to select a Sub Account.
Project	Optionally, click on the Lookup icon and select a <i>Project ID</i> . <i>Project IDs</i> are defined by your agency. They are used to track project and grant transactions. The <i>Project</i> is a 15-character alphanumeric identifier.
Statewide Cost (Prog)	Optionally, click on the Lookup icon to select a <i>Statewide Cost</i> code. Typically, there will be a SWIFT communication instructing agencies when a <i>Statewide Cost</i> code should be used.
Agency Cost 1 (CF1) Agency Cost 2 (CF2)	Optionally, click on the Lookup icon and select an <i>Agency Cost 1</i> or <i>Agency Cost 2</i> code. <i>Agency Cost 1</i> and <i>Agency Cost 2</i> are agency specific fields that are used at the agency's discretion.

- After making your changes, click on the **Save** button. Transactions are only saved by clicking on the **Save** button. **Note:** the **View All** option was selected on the print screen below to display the original and new rows.

The screenshot displays the 'Cost Information' section of the SWIFT software. At the top, the breadcrumb trail reads: Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset. The 'Main Transaction' tab is active, showing 'Unit: G1001', 'Asset ID: 000000001135', and 'Tag: In Service'. Below this, the 'Book' information is shown: 'Book Name: MINN', 'Base Currency: USD', and 'Convention: Actual Month'. The 'Edit Cost Information' section contains two rows of data. The first row has a quantity of 1.0000 and a cost of 2,174.15. The second row has a quantity of 0.0000 and a cost of 500.00. Each row includes fields for Salvage, Category (SENHW), Cost Type, and Unit (G1001). The 'Chartfields' section for each row includes columns for Fund, Fin DeptID, AppropID, SW Cost, Sub Acct, Project, Agency Cost 1, and Agency Cost 2. The first row's chartfields are: Fund 1000, Fin DeptID G1037000, AppropID G100007. The second row's chartfields are: Fund 5200, Fin DeptID G1031500, AppropID G100085. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

- View the *Cost History* page for the asset to see the addition. **Navigation Links:** Asset Management, Asset Transactions, History, Review Cost.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [History](#) > [Review Cost](#)
[New](#)

[Cost History List](#) | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

Unit: G1001 **Asset ID:** 00000001135 **Sorting Equipment** **Tag:** In Service

Book [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Book Name: MINN Minnesota State Book **Currency:** USD

Total Cost: 2,674.15

Asset Cost Information [Personalize](#) | [Find](#) | [1-2](#) | [First](#) | 1-2 of 2 | [Last](#)

[Cost](#) | [Chartfields](#) | [Filter](#)

Acctg Date	Trans Type	Quantity	Total Cost	Detail
1 08/13/2015	ADD		500.00	Detail
2 04/03/2015	ADD	1.0000	2,174.15	Detail

[Save](#) [Return to Search](#) [Notify](#)

[Cost History List](#) | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

- An “ADD” transaction for the new cost and funding string displays on the *Review Cost* page for the asset.