



State of Minnesota

SWIFT 
Statewide Integrated Financial Tools

Course Code AM1- Part 2

Asset Management (Part 2)

User Guide

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State of Minnesota

SWIFT
Statewide Integrated Financial Tools

AM1- Part 2 – Asset Management

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AM1- (Part 2) Asset Management

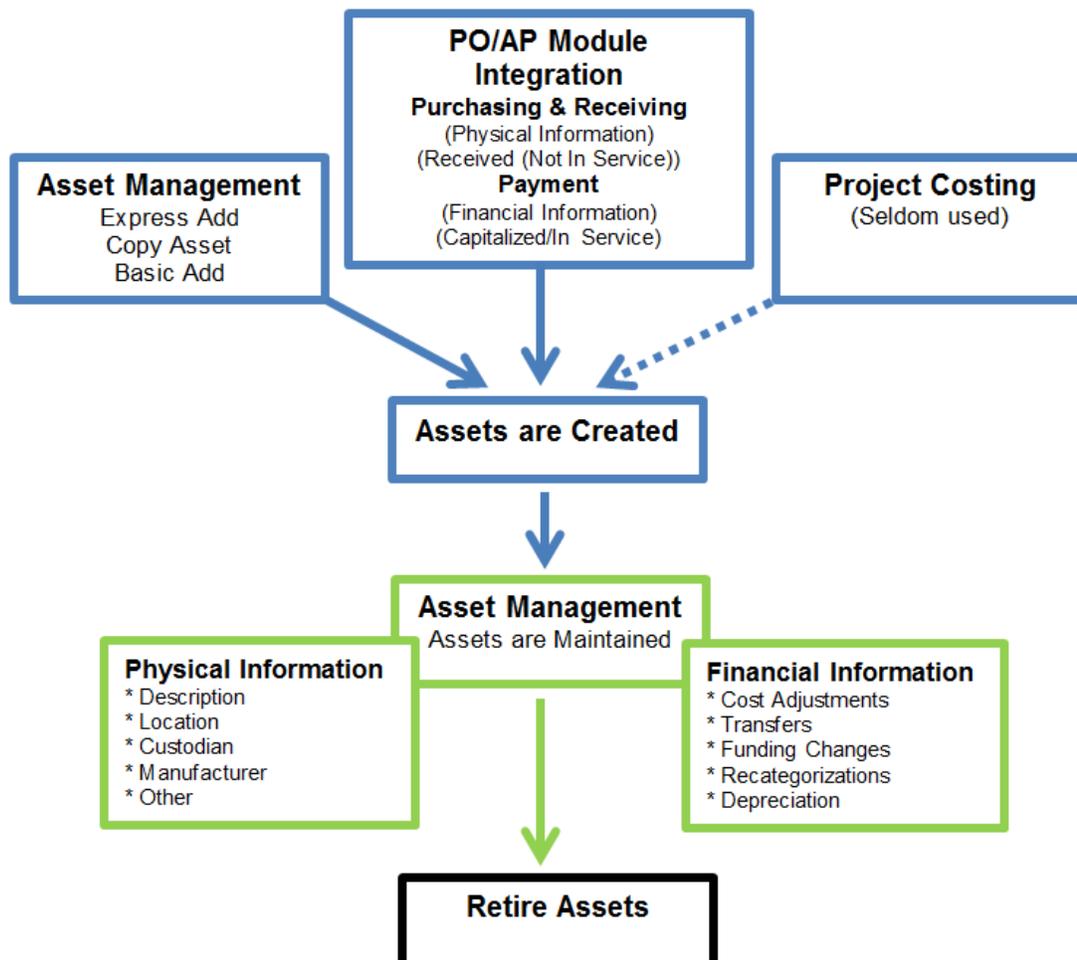
Course Overview

In this user guide, you will learn how assets are created, maintained, and retired in Asset Management Module.

Note: Assets are most commonly generated from information entered during the Purchasing, Receiving, and Vouchering processes. This is referred to as the “Asset Integration from Purchasing” process and is covered in the “Purchasing an Asset” User Guide (AM1 - Part 1).

Assets can be entered manually in the Asset Management Module (AM). Though seldom used, assets can also be generated from information entered in the Project Costing Module. After assets are created, they are maintained in the Asset Management Module throughout their life cycle. Physical Information, such as Location, Custodian, or Tag Numbers, can be added or changed. Financial Information, such as adjustments to costs, funding, or depreciation, is also entered in the Asset Management Module. Eventually, the asset will be retired.

Asset Life Cycle



Before learning how to create and maintain assets in the Asset Management Module, you'll need to understand some key concepts and terms which are summarized in the following overview.

Types of Assets

An important consideration when purchasing an item is to determine whether the item qualifies as an asset, and if so, what type of asset. You will need to consider such things as the cost of the asset, whether the asset has acquisition costs that will be depreciated over the useful life of the asset, and if it is a capital asset that must be reported in the Comprehensive Annual Financial Report (CAFR). The below table describes the three overall types of assets, along with some general guidelines.

Type of Asset	Costs	Cost	Depreciable	CAFR
CAFR Capital Asset	Depreciated over Useful Life (Life of more than 2 years)	Over \$30,000 for most assets Over \$300,000 for Buildings All Land For specific values, see the Chapter 1 - Financial Management Reporting link below.	Most depreciate	Yes
Non-CAFR Capital Asset (NCP)	Depreciated over Useful Life	Less than \$30,000 but greater than agency threshold for Sensitive Items	Most depreciate	No
Sensitive (SEN)	Expensed with no depreciation	Less than agency policy threshold (typically \$5,000). Includes items that your agency wants to track such as firearms, computers, printer, cell phones, cameras, and TV's	Do not depreciate	No

Two resources are available to provide assistance:

- Department of Administration's "State of Minnesota Property Management Policy and User Guide" http://www.mn.gov/admin/images/Surplus_PropertyManagementGuide_Complete.pdf.
- Minnesota Management & Budget Statewide Operating Policies 0106-01 through 0106-09 at <http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-01-capital-asset-reporting-policy.pdf>. These policies provide guidance on the requirements for the State of Minnesota's CAFR activity in accordance with Generally Accepted Accounting Principles (GAAP).

Asset Profile IDs

After you determine the overall type of asset the item is, you'll need to enter the related *Profile ID* when the asset is created in SWIFT. If you are creating the asset through the Purchasing Integration, the *Profile ID* is entered on the PO distribution line, along with the AM Business Unit.

Profile ID's determine default values in the Asset Management Module, such as the asset's:

- Asset Type
- Asset Category
- Useful Life
- Depreciation Method / Status
- Salvage Value

For example, the *Profile ID* "EQUIP05" is used for capital assets that should have an *Asset Type* of "Equipment", an *Asset Category* of "EQUIP", a *Useful Life* of 5 years (60 months), and a depreciation method of "Straight Line (SL)".

Profile ID's for Sensitive, Non-Capital, and Donated Assets begin with a naming convention. Examples are shown below:

Type of Asset	Profile ID Starts With	Example
Non-CAFR	NCP	NCP_EQP04: Non-Capital Equipment – 4 Yrs.
Donated	DON	DON_EQUIP: Donated Equipment
Sensitive	SEN	SEN_EQUIP: Sensitive Asset – Equipment
CAFR Capital asset	(no prefix)	EQUIP05, capital equipment with a useful life of 5 years.

Asset Types

Asset Type codes are the highest level of asset groupings in SWIFT and include:

- Equipment
- Facility
- Fleet
- Furniture
- IT Hardware
- IT Software
- Intangible
- Machinery
- Other
- Property

Asset Categories

Asset Category codes are grouped by the overall type of asset and, except for the CAFR capital assets, begin with naming conventions. Examples are shown below:

Type of Asset	Asset Category Starts With	Example
Non-CAFR	NCP	NCPEQ – Non-Capital Equipment
Donated	D	DEQUI: Donated Equipment
Sensitive	SEN	SENEQ: Sensitive Asset – Equipment
CAFR capital assets	(no prefix)	EQUIP: Capital Equipment

Asset Categories vs. PO Categories

The Asset Management Module has a field called a “Category”. Asset Categories are not the same as Purchase Order Category Codes. The PO Category code is entered on the Purchase Order Line and describes your purchase.

Important! Some PO Category Codes will default values into the *Profile ID* and *AM Business Unit* fields automatically. You will need to review the information and possibly change or remove it. (The SWIFT query “M_CG_GBL_CATEGORIES_ASSETS” provides a list of PO Category codes which are associated with Asset Management *Profile IDs*. Refer to the [“Using SWIFT Queries for Clean Up and Review”](#) topic for more information.)

Note: Some agencies enter *Item Numbers*, rather than *PO Category Codes*. Item Numbers are linked to default *Category Codes* which can be linked to default *Profile ID*’s.

Lessons Overview

The Asset Management (Part 2) User Guide contains basic instructions for creating, maintaining and retiring assets in SWIFT. Commonly used functions are covered. If your agency has questions related to this material or needs additional assistance, contact Agency Assistance at AgencyAssistance.MMB@state.mn.us.

The following Lessons are included:

Lesson	Description
Lesson 1	Creating Assets in the Asset Management. This lesson covers creating assets with the <i>Express Add</i> and <i>Copy Asset</i> features. Instructions for using the <i>Basic Add</i> page are also covered. This page can also be used to create assets and is the place you need to go to update the asset’s physical information after it has been created with <i>Express Add</i> or <i>Copy Asset</i> .
Lesson 2	Maintaining Asset Financials. This lesson covers entering financial transactions on the <i>Cost Adjust/Transfer Asset</i> page, such as adding costs, changing funding strings, recategorizing, and transferring assets between business units. If you need to enter more than one financial transaction for an asset in the same day, you’ll need to run depreciation calculations manually. This is covered, along with viewing depreciation, cost history and financial entries pages.
Lesson 3	Asset Disposal. This lesson covers retiring and reinstating assets.
Lesson 4	Using SWIFT Queries for Clean Up and Review. This lesson provides a list of queries that can be used to manage your assets, along with descriptions and suggested use.

Lesson 1: Creating Assets in Asset Management

Lesson Overview

This lesson covers the three ways assets can be created in the Asset Management Module:

AM Page	Description
Express Add	Use the <i>Express Add</i> page to create a new asset with Financial Information and a minimal amount of Physical Information.
Copy Asset	Use the <i>Copy Asset</i> page to create an asset by copying an existing asset that has financial and physical information similar to the new asset that you want to create. After the asset is created you can use the <i>Basic Add</i> page to add or change physical information for the asset.
Basic Add (Create or Update)	Use the <i>Basic Add</i> pages to create assets with a full range of Physical Information. The <i>Basic Add</i> pages are also used to maintain asset physical information after the asset has been created through the <i>Express Add</i> or <i>Copy Asset</i> pages.

Instructions for using the *Search for an Asset* page are also provided in this lesson. You can use this page to find the asset you want to work with and then jump to the page you need, such as the *Basic Add*, *Copy Asset*, and *Print an Asset* pages covered in this lesson. You can also jump to financial transaction pages including *Cost Adjust/Transfer Asset*, *Cost History*, and *Asset Depreciation*.

You may need to print information for an asset. This can be done with the *Print an Asset* page covered in this lesson.

After completing this lesson, you should be able to:

- Create Assets with Express Add
- Create Assets with Copy Asset
- Create (or Update) Assets with Basic Add
- Use the Search for an Asset Page
- Print an Asset

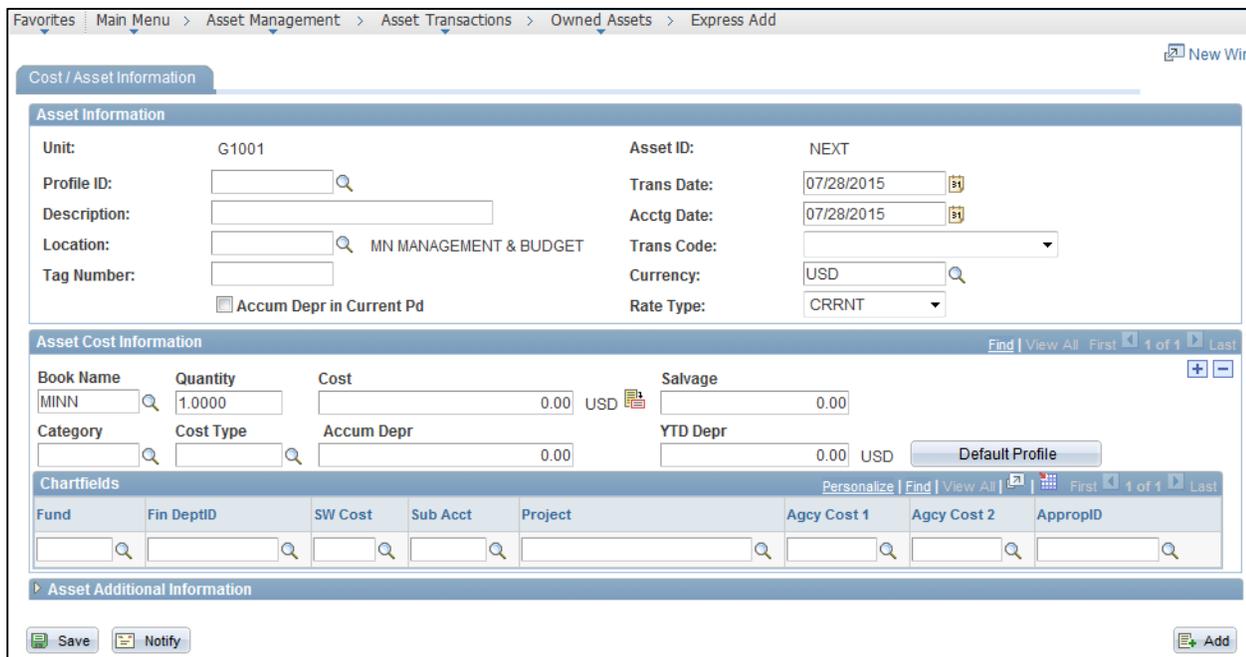
Creating Assets with Express Add

Topic Overview

Use the *Express Add* page to create a new asset with Financial Information and a minimal amount of Physical Information. The *Express Add* page design helps streamline asset creation.

There are a few things to know about using the *Express Add* page:

- You must enter Financial Information when you enter assets using the *Express Add* page.
- If the asset has multiple funding sources, it is recommended that you use *Express Add*, rather than the *Basic Add* pages. With *Express Add*, you can enter multiple funding sources on one page.
- The *Express Add* page cannot be used to edit an existing asset or record more detailed Physical Information about an asset. After creating the asset with *Express Add*, you will use the *Basic Add* pages to enter more detailed information.



After completing this topic, you should be able to:

- Create an Asset using Express Add

Process Steps

Create an Asset with Express Add

This topic covers creating an asset using the *Express Add* page.

Steps to complete:

- Step 1: Use the Express Add page to Begin Creating a New Asset
- Step 2: Enter Information on the Cost/Asset Information page

Step 1: Use the Express Add page to Begin Creating a New Asset

Begin by navigating to the *Express Add* page.

1. **Navigation Links:** Asset Management, Asset Transactions, Owned Assets, Express Add.
2. On the *Asset ExpressAdd* page, accept the default *Business Unit* or enter a different *Business Unit*. This is a required field.
3. Accept the default of "NEXT" in the *Asset Identification* field and SWIFT will automatically assign the next available *Asset ID* after you save the asset.

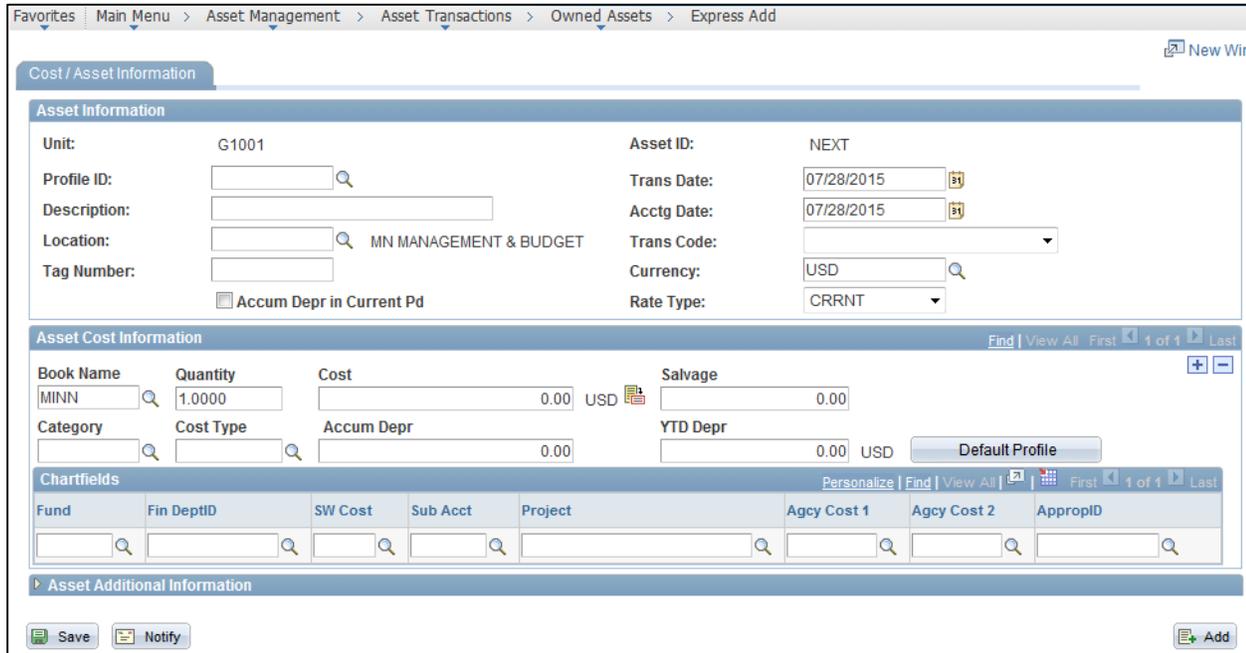
The screenshot shows a web browser window with the following breadcrumb trail: Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Express Add. The page title is "Asset ExpressAdd". Below the title is a blue button labeled "Add a New Value". Underneath, there are two input fields: "Business Unit:" with a text box containing "G1001" and a search icon, and "Asset Identification:" with a text box containing "NEXT". At the bottom left of the form area is a blue button labeled "Add".

4. Click on the **Add** button. The *Cost / Asset Information* page displays.

Step 2: Enter Information on the Cost/Asset Information page

You will enter Financial Information and a minimal amount of Physical Information for the asset on this page. After the asset is created, you can add additional Physical Information for the asset using the *Basic Add* pages.

Note: You will receive error messages, if you attempt to save the asset before entering the required fields.



1. Enter information for the asset in the **Asset Information** section. (Required fields are preceded with an asterisk (*)).

Field	Field Description
Unit (display only)	The Business Unit selected on the <i>Asset ExpressAdd</i> page displays.



Field	Field Description
*Profile ID	<p>Select the <i>Profile ID</i> from the drop-down list.</p> <p><i>Profile IDs</i> determine default values for the asset, such as <i>Asset Type</i>, <i>Asset Category</i>, <i>Useful Life</i>, <i>Depreciation Method / Status</i>, and <i>Salvage Value</i>.</p> <p>For example, the <i>Profile ID</i> "EQUIP05" is used for capital assets that should have an <i>Asset Type</i> of "Equipment", an <i>Asset Category</i> of "EQUIP", a <i>Useful Life</i> of 5 years (60 months), and a depreciation method of "Straight Line (SL)".</p> <p><i>Profile IDs</i> for Sensitive, Non-Capital, and Donated Assets begin with the following naming convention:</p> <ul style="list-style-type: none"> • Sensitive: "SEN" (SEN_EQUIP – Sensitive Asset – Equipment) • Non-Capital: "NCP" (NCP_EQP04 – Non-Capital Equipment – 4 Yrs.) • Donated: "DON" (DON_EQUIP – Donated Equipment) <p>The SWIFT query "M_AM_GBL_ASSET_PROFILE" lists all the available <i>Profile IDs</i>. Refer to the "Running SWIFT Queries for Clean Up and Review" topic for assistance in running this query.</p>
*Description	Enter the Asset's <i>Description</i> . The field length is 30 characters.
*Location	Click on the Lookup icon and select the <i>Location</i> for the asset.
Tag Number	<p>Enter a <i>Tag Number</i> if your agency uses asset tags. <i>Tag Numbers</i> must be unique within a <i>Business Unit</i>.</p> <p>The field length is 12 characters.</p>
Accum Depr In Current Pd	Check this box if the Accumulated Depreciation (entered in the next step) should be reported in the current General Ledger period.
Asset ID (display only)	"NEXT" should be displayed.
*Trans Date	<p>The <i>Transaction Date</i> is the date the asset begins service. Calculated depreciation will begin on this date. This date must be the same or earlier than the <i>Accounting Date</i>.</p> <p>Accept the default current date or enter a different date.</p>
*Acctg Date	<p>The <i>Accounting Date</i> is the date for the General Ledger entry. It determines the period in the General Ledger to which the transaction is to be posted. (The date must be in an open Accounting Period.)</p> <p>Accept the default current date or enter a different date.</p>
Trans Code	State of Minnesota does not use.
Currency	Accept the default "USD". State of Minnesota does not use.
Rate Type	Accept the default "CRRNT". State of Minnesota does not use.

Asset Management > Asset Transactions > Owned Assets > Express Add

Cost / Asset Information

Asset Information

Unit: G1001 Asset ID: NEXT
 Profile ID: EQUIP05 Trans Date: 07/28/2015
 Description: Equipment Description Acctg Date: 07/28/2015
 Location: G104THFL00 MN MANAGEMENT & BUDGET Trans Code:
 Tag Number: Currency: USD
 Accum Depr in Current Pd Rate Type: CRRNT

Asset Cost Information

Book Name: MINN Quantity: .5 Cost: 7500.00 USD Salvage: 0.00
 Category: Cost Type: Accum Depr: 0.00 YTD Depr: 0.00 USD Default Profile

Chartfields

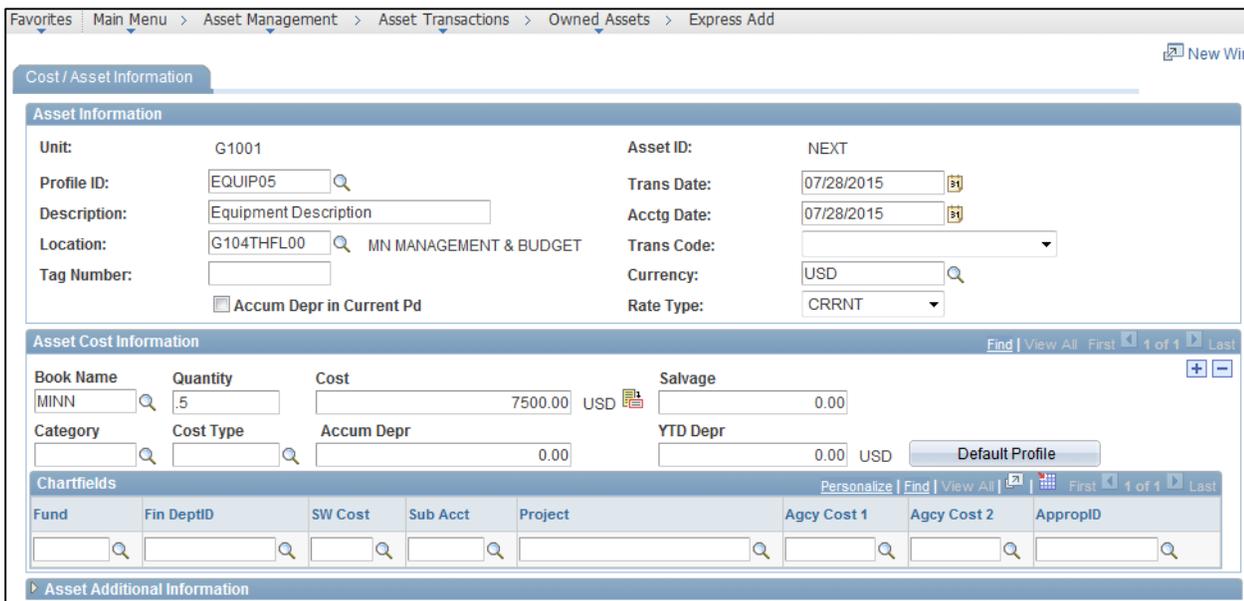
Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID

Asset Additional Information

- Enter information for the asset in the **Asset Cost Information** section. (Required fields are preceded with an asterisk (*)).

Field	Field Description
Book Name	Displays the "MINN" default Book. This should not be changed.
*Quantity	Accept the default of "1" which is correct for most assets. If there are multiple funding strings for the asset, you can enter a percentage, such as .5, for the quantity and enter multiple records.
*Cost	Enter the cost for the asset. If there are multiple funding strings for the asset, you can enter the cost associated with one funding string and add multiple records.
Salvage	The <i>Salvage</i> field is automatically calculated when the asset is saved for "FLEET" and "NCPFL" <i>Asset Categories</i> only. Other assets will normally have a Salvage value of "0".
Category	When the asset record is saved, the <i>Category</i> field will populate with the default based on the <i>Profile ID</i> selected.
Cost Type	State of Minnesota does not use.
Accum Depr	This field is not commonly used. It is the depreciation already recognized – expensed – prior to the <i>Transaction Date</i> . The amount will be deducted from the COST before period depreciation is calculated. Enter the <i>Accumulated Depreciation</i> for the asset, if any.
YTD Depr	This field is not commonly used. It is the amount of the <i>Accumulated Depreciation</i> that was recognized in the current year. This amount does not affect the period depreciation calculation. The amount cannot be larger than the <i>Accumulated Depreciation</i> amount. Enter

Field	Field Description
	the <i>Year to Date Depreciation</i> for the asset, if any.
Default Profile Button	<p>If you click on the Default Profile button:</p> <ul style="list-style-type: none"> The default <i>Category</i> and <i>Asset Type</i> are populated automatically based on the <i>Profile ID</i> selected. (The defaults are also populated when you save.) The <i>Profile ID</i> in the Asset Information section is no longer available for editing. The Asset Additional Information tab expands where you review and enter additional information, such as <i>Serial ID</i>. Detailed instructions are covered in step 5. You can also manually expand this section by clicking on the Expand icon in the section header. The Depreciation Information and Tax Information tabs display. The Tax Information tab is not used in Minnesota. The Depreciation Information tab displays depreciation information based on the <i>Profile ID</i> selected.



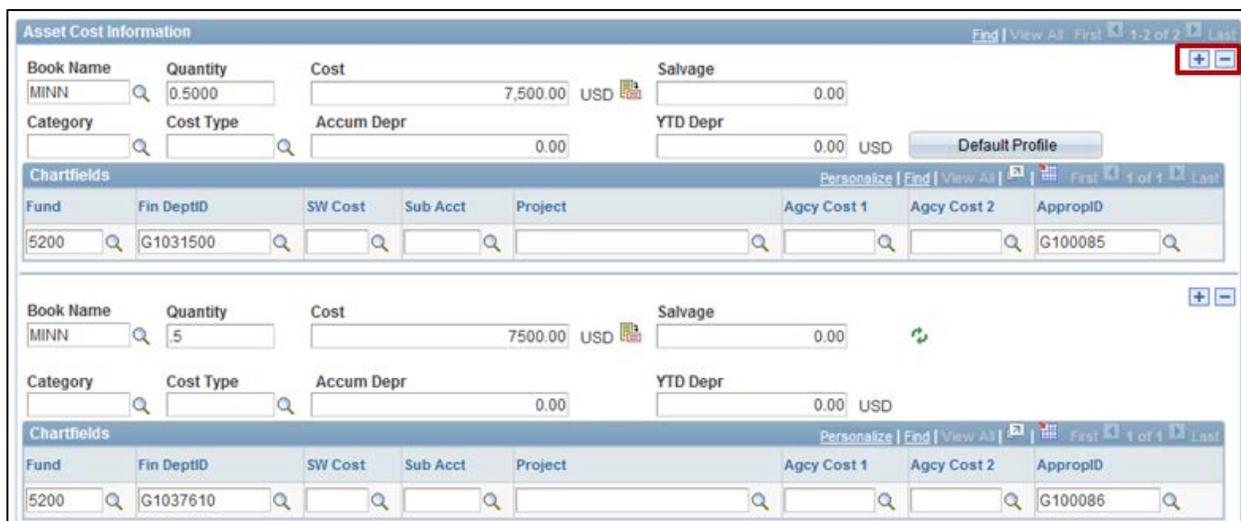
The screenshot shows the 'Express Add' form for an asset. The 'Asset Information' section includes fields for Unit (G1001), Profile ID (EQUIP05), Description (Equipment Description), Location (G104THFL00), and Tag Number. The 'Asset Cost Information' section includes Book Name (MINN), Quantity (.5), Cost (7500.00 USD), Salvage (0.00), Category, Cost Type (Accum Depr), and YTD Depr (0.00 USD). A 'Chartfields' section is visible at the bottom with columns for Fund, Fin DeptID, SW Cost, Sub Acct, Project, Agcy Cost 1, Agcy Cost 2, and AppropID.

3. Enter the related funding string information in the **ChartFields** section.

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.
*Fin DeptID	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

Field	
	<p>applied. Combined with other ChartField values, Fin Dept ID's form the basis of department budgets that track revenues and expenditures.</p> <p>The <i>Fin DeptID</i> is an 8-character alphanumeric identifier.</p>
*Approp ID	<p>Click on the Lookup icon to select an <i>Appropriation ID</i>.</p> <p>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.</p> <p>The <i>Approp ID</i> is a 7-character alphanumeric identifier.</p>
Sub Acct (Class)	<p>Optionally, click on the Lookup icon to select a Sub Account.</p>
SW Cost (Prog)	<p>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.</p>
Agency Cost 1 (CF1) Agency Cost 2 (CF2)	<p>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.</p>
Project	<p>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.</p>

- If there is multiple funding for the asset, click on the **Add New Row (Plus +)** in the **Asset Cost Information** section and enter the information as described above.



The screenshot shows the 'Asset Cost Information' form with two rows of data. The first row has a quantity of 0.5000 and a cost of 7,500.00 USD. The second row has a quantity of 5 and a cost of 7,500.00 USD. Both rows have a salvage value of 0.00. The chartfields for both rows include Fund 5200, Fin DeptID G1031500 (for the first row) and G1037610 (for the second row), and AppropID G100085.

- Click on the **Expand** icon for the **Asset Additional Information** section and enter information in this section.

Asset Additional Information

Asset Type: 

Asset Subtype: 

CAP #:  Seq #: 

Serial ID:

Asset Class: 

*Asset Status:

FERC Code:

Acquisition Date: 

*Acquisition Code:

Collateral Asset:

Parent/Child:

Parent ID: 

[Set R and D Info...](#)
[Hazardous Code Info...](#)
 Hazardous Asset
 Taggable Asset
 Capitalized Asset
 Composite Asset

Field	Field Description
*Asset Type	The <i>Asset Type</i> will populate automatically with a default based on the <i>Profile ID</i> when the asset is saved.
Asset Subtype	Optionally, click on the Lookup and select an <i>Asset Subtype</i> .
CAP #	State of Minnesota does not use.
Seq #	State of Minnesota does not use.
Serial ID	Optionally, enter a <i>Serial ID</i> for the asset. <i>Serial ID</i> 's do not have to be unique. The field length is 20 characters.
Asset Class	State of Minnesota does not use.
*Asset Status	Accept the default "I - In Service". DO NOT CHANGE.
FERC Code	State of Minnesota does not use.
Acquisition Date	Accept the default current date or enter a different date. This is the date on which the asset was acquired.
Acquisition Code	Accept the default of "P - Purchased". Other options are available in the drop-down listing but they are seldom used.
Collateral Asset	State of Minnesota does not use.
Parent/Child	Accept the default of "None" or, if the asset is part of a Parent/Child relationship, select the correct value from the drop-down list. Options include: "Parent" or "Child".
Parent ID	If "Child" is selected in the <i>Parent/Child</i> field, click on the Lookup icon and select the <i>Parent Asset ID</i> .
Set R and D Info Link	State of Minnesota does not use.
Hazardous Code Info Link	Click on the <i>Hazardous Code Info</i> link to select the asset's hazardous code. Click the OK button to return to the Cost / Asset Information tab.
Hazardous Asset	Click on the <i>Hazardous Asset</i> checkbox to indicate if this is a hazardous

Field	Field Description
	asset.
Taggable Asset	The <i>Taggable Asset</i> checkbox defaults to checked, depending on the <i>Profile ID</i> selected. Change the default, if necessary. This field is used to indicate that the asset will be tracked using a tag.
Capitalized Asset (Display only)	This <i>Capitalized Asset</i> box is checked when the asset has been capitalized after saving the record.
Composite Asset	State of Minnesota does not use.

Asset Additional Information

Asset Type:

Asset Subtype:

CAP #: Seq #:

Serial ID:

Asset Class:

*Asset Status:

FERC Code:

Acquisition Date:

*Acquisition Code:

Collateral Asset:

Parent/Child: Parent ID:

[Set R and D Info...](#)
[Hazardous Code Info...](#)
 Hazardous Asset
 Taggable Asset
 Capitalized Asset
 Composite Asset

6. Click on the **Save** button. The *Asset ID* is automatically assigned.

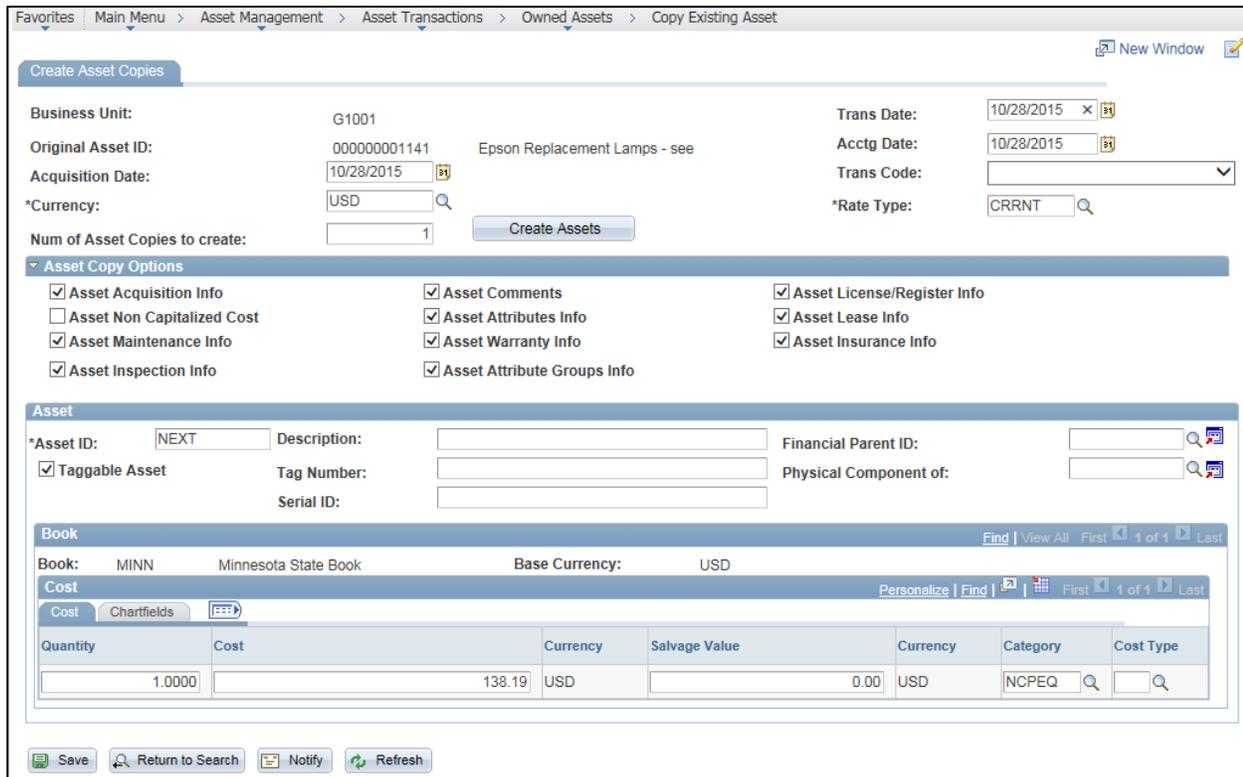
Having completed this topic, you should now be able to:

- Create an Asset using Express Add

Creating Assets with Copy Asset

Topic Overview

You can create an asset by copying an existing asset that has financial and physical information similar to the new asset that you want to create. After the asset is created you can use the *Basic Add* page to add or change physical information for the asset.



Business Unit: G1001
 Original Asset ID: 000000001141 Epson Replacement Lamps - see
 Acquisition Date: 10/28/2015
 *Currency: USD
 Num of Asset Copies to create: 1
 Trans Date: 10/28/2015
 Acctg Date: 10/28/2015
 Trans Code:
 *Rate Type: CRRNT

Asset Copy Options

- Asset Acquisition Info
- Asset Non Capitalized Cost
- Asset Maintenance Info
- Asset Inspection Info
- Asset Comments
- Asset Attributes Info
- Asset Warranty Info
- Asset Attribute Groups Info
- Asset License/Register Info
- Asset Lease Info
- Asset Insurance Info

Asset

*Asset ID: NEXT Description:
 Taggable Asset Tag Number:
 Serial ID:

Book
 Book: MINN Minnesota State Book Base Currency: USD

Cost

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	138.19	USD	0.00	USD	NCPEQ	

After completing this topic, you should be able to:

- Create New Assets with Copy Asset

Process Steps

Create New Assets with Copy Asset

This topic covers creating assets by copying an existing asset.

Steps to complete:

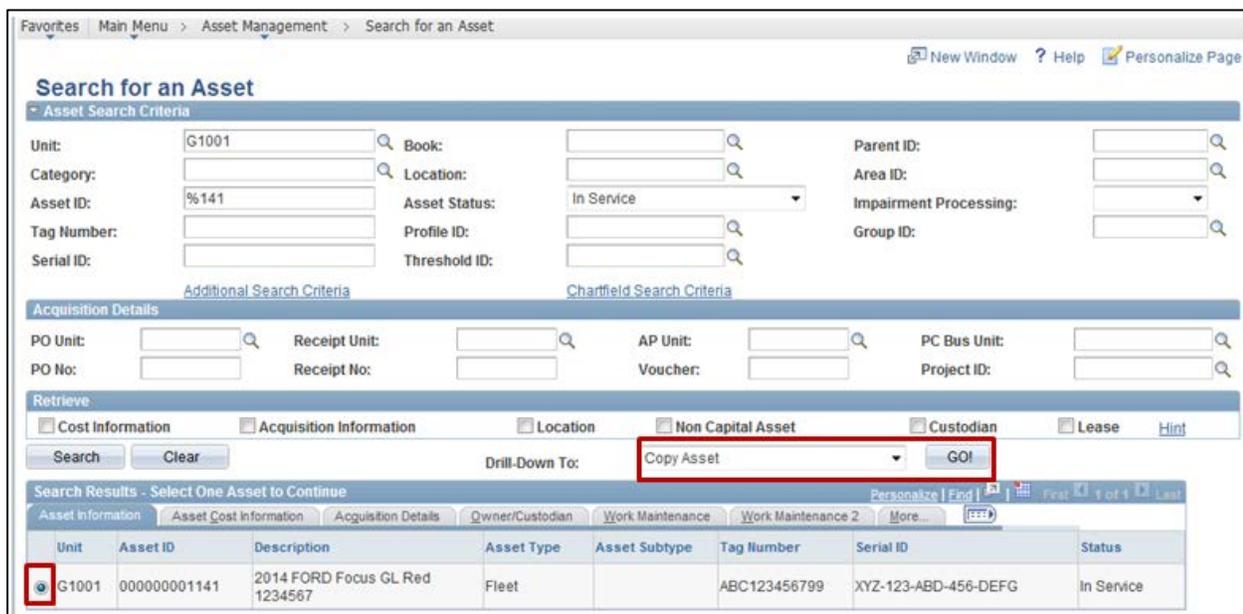
- Step 1: Navigate to the Copy Existing Asset page for the Asset you want to Copy
- Step 2: Enter Information on the Create Asset Copies tab
- Step 3: Review the Copied Assets and Update, if Necessary

Step 1: Navigate to the Copy Existing Asset page for the Asset you want to Copy

Begin by navigating to the *Copy Existing Asset* page for the asset you want to copy. You can use the *Search for an Asset* page or the *Copy Asset* page options described below to access the page.

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 copy. 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 copy by clicking on the button for the asset in the Search Results.
5. Select the “Copy Asset” page from the **Drill Down To** listing.
6. Click on the **GO!** button. The *Create Asset Copies* tab displays.



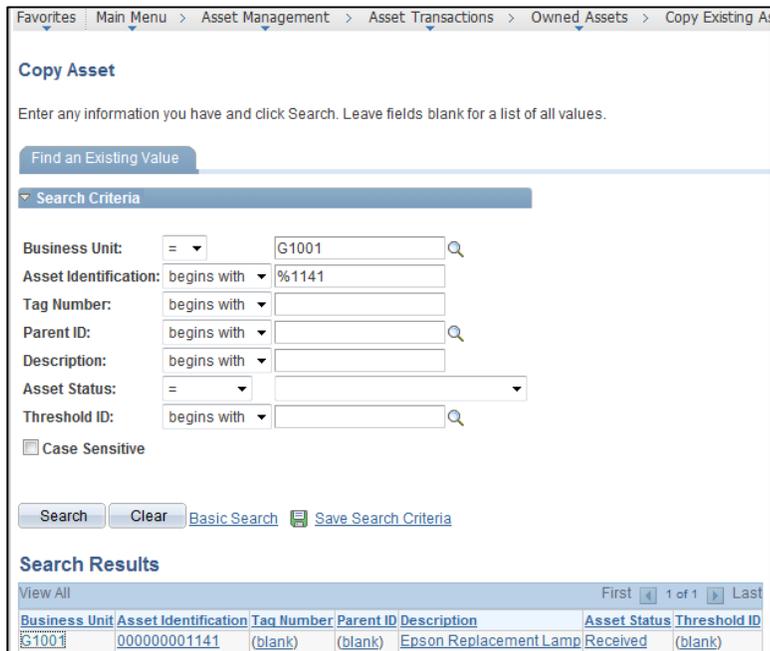
- **Note:** Some converted assets may not display in the Search Results. If you experience this issue, use Option 2.

Option 2: From Menu

1. **Navigation Links:** Asset Management, Asset Transactions, Owned Assets, Copy Existing Asset.
2. At the *Copy Asset* page, enter search criteria to locate the asset you want to copy. 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	Enter the <i>Tag Number</i> of the asset you want to copy.
Description	Optionally, enter information contained in the description of the asset you want to copy. 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 "In Service", "Disposed", "Received (Not in Service)".

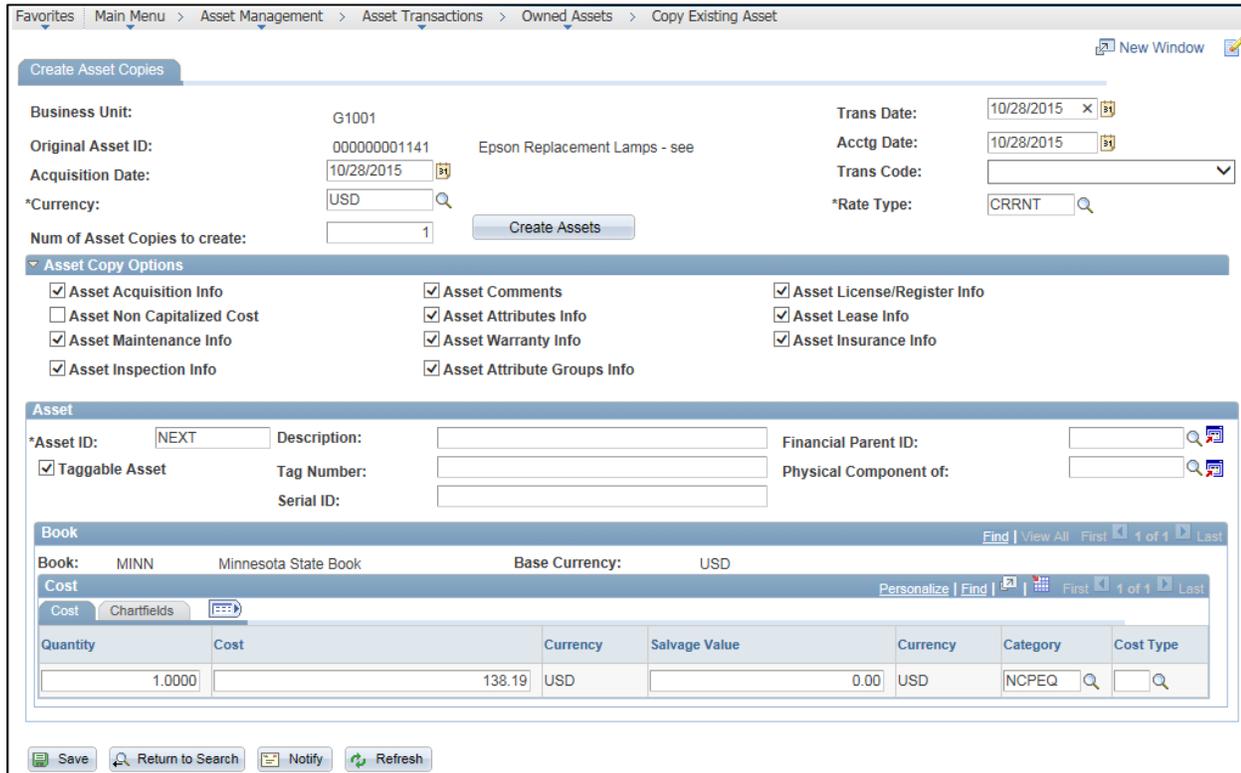
3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to copy. The **Create Asset Copies** tab displays.



The screenshot shows the 'Copy Asset' search page. The breadcrumb trail is: Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Copy Existing As. The page title is 'Copy Asset'. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The 'Search Criteria' section includes: Business Unit (dropdown menu), Asset Identification (dropdown menu 'begins with' and text input '%1141'), Tag Number (dropdown menu 'begins with' and text input), Parent ID (dropdown menu 'begins with' and text input), Description (dropdown menu 'begins with' and text input), Asset Status (dropdown menu), and Threshold ID (dropdown menu 'begins with' and text input). There is a 'Case Sensitive' checkbox. At the bottom of the search criteria are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The 'Search Results' section shows a table with columns: Business Unit, Asset Identification, Tag Number, Parent ID, Description, Asset Status, and Threshold ID. The first row of results is: G1001, 000000001141, (blank), (blank), Epson Replacement Lamp, Received, (blank). Navigation links for 'View All', 'First', '1 of 1', and 'Last' are visible.

Step 2: Enter Information on the Create Asset Copies tab

On the **Create Asset Copies** tab, you will enter the number of copies you want, along with some key information for the asset copies including *Descriptions*, *Tag Numbers*, and *Serial ID's*.



Warning: The copies are generated when you click on the **Save** button. Make sure to review your entries before you save.

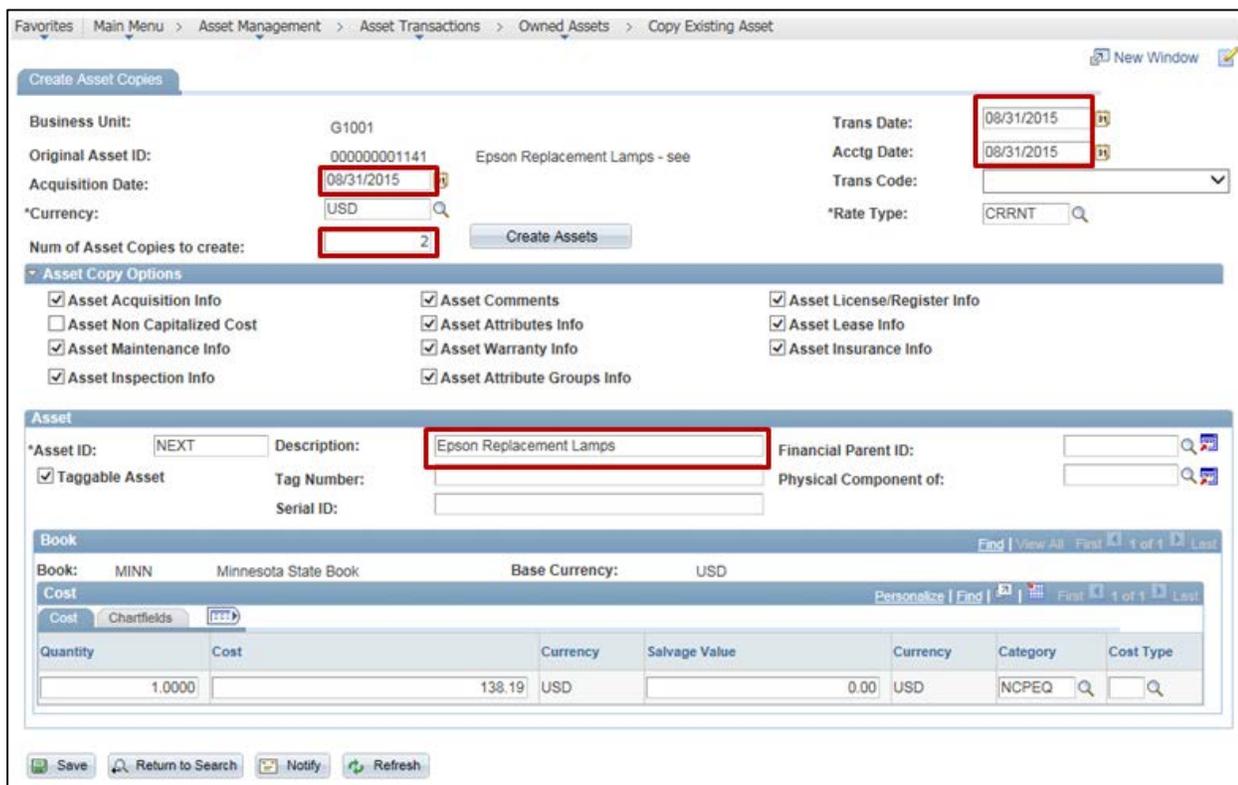
1. Complete the **Create Asset Copies** header information.

Field	Field Description
Business Unit (Display Only)	Displays the <i>Business Unit</i> selected on the <i>Copy Asset</i> page.
Original Asset ID (Display Only)	Displays the <i>Asset ID</i> selected on the <i>Copy Asset</i> page.
Acquisition Date	Accept the default current date or enter a different <i>Acquisition Date</i> . This is date on which the asset was acquired.
*Num of Asset Copies to create	Accept the default "1" or enter a different number of copies to create.
Trans Date	The <i>Transaction Date</i> is the date the asset begins service. Calculated depreciation will begin on this date. This date must be the same or earlier that the <i>Accounting Date</i> . Accept the default current date or enter a different date.

Field	Field Description
Acctg Date	The <i>Accounting Date</i> is the date for the General Ledger entry. It determines the period in the General Ledger to which the transaction is to be posted. (The date must be in an open Accounting Period.) Accept the default current date or enter a different date.

Note: The *Trans Code* and *Rate Type* fields are not used in Minnesota.

- You will normally accept the default selections in the **Asset Copy Options** section.
- By default, the **Asset** section displays one copy record. If you are making multiple copies, enter any information in this record that all of the copies have in common, such as the *Description*. When you create the additional records, information from the first record will be populated to the additional records.



- Click on the **Create Assets** button. Records are generated in the **Asset** Section for the number of asset copies you have requested.

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset

Create Asset Copies

Business Unit: G1001 Trans Date: 08/31/2015
 Original Asset ID: 000000001141 Epson Replacement Lamps - see Acctg Date: 08/31/2015
 Acquisition Date: 08/31/2015 Trans Code:
 *Currency: USD *Rate Type: CRRNT
 Num of Asset Copies to create: 2

Asset Copy Options

Asset Acquisition Info Asset Comments Asset License/Register Info
 Asset Non Capitalized Cost Asset Attributes Info Asset Lease Info
 Asset Maintenance Info Asset Warranty Info Asset Insurance Info
 Asset Inspection Info Asset Attribute Groups Info

Asset

*Asset ID: NEXT Description: Epson Replacement Lamps Financial Parent ID:
 Taggable Asset Tag Number: Physical Component of:
 Serial ID:

Book

Book: MINN Minnesota State Book Base Currency: USD

Cost

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	138.19	USD	0.00	USD	NCPEQ	

*Asset ID: NEXT2 Description: Epson Replacement Lamps Financial Parent ID:
 Taggable Asset Tag Number: Physical Component of:
 Serial ID:

Book

Book: MINN Minnesota State Book Base Currency: USD

Cost

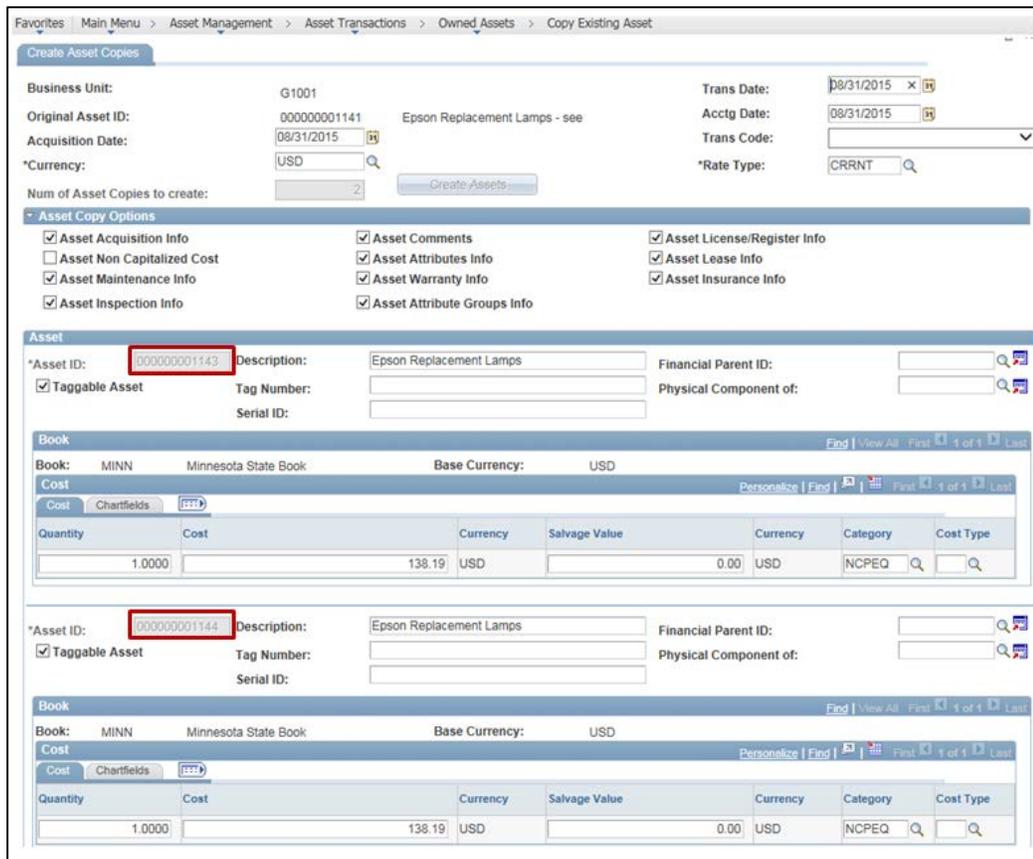
Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	138.19	USD	0.00	USD	NCPEQ	

5. Complete the **Asset** section as described below.

Field	Field Description
*Asset ID	Accept the default of "NEXT" (NEXT2, NEXT3, etc.) in the <i>Asset Identification</i> field and SWIFT will automatically assign the next available number(s) after you save.
*Description	Enter the Asset's <i>Description</i> , if not previously entered. The field length is 30 characters. You may use the description from the original asset or enter a different description. If you do not enter a description, the default description related to the <i>Profile ID</i> will be populated and this should be avoided.
Taggable Asset	The <i>Taggable Asset</i> checkbox defaults to checked, depending on the <i>Profile ID</i> selected. Change the default, if necessary. This field is used to indicate that the asset will be tracked using a tag. This information can also be entered later using the <i>Basic Add</i> page.

Field	Field Description
Tag Number	Enter a <i>Tag Number</i> if your agency uses asset tags. <i>Tag Numbers</i> must be unique within a <i>Business Unit</i> . This information can also be entered later using the <i>Basic Add</i> page. The field length is 12 characters.
Serial ID	Optionally, enter a <i>Serial ID</i> for the asset. <i>Serial ID's</i> do not have to be unique. This information can also be entered later using the <i>Basic Add</i> page. The field length is 20 characters.
Financial Parent ID	State of Minnesota does not use.
Physical Component of:	State of Minnesota does not use.

6. Normally, you will not change information in the **Cost** section.
7. After entering and reviewing all of the information, click on the **Save** button. You may need to scroll to the bottom of the page to locate the button.
 - The assets are created with the *Asset ID(s)* displayed in the **Asset** section. This action cannot be reversed. Make note of the new *Asset ID(s)* for future reference.



The screenshot displays the 'Create Asset Copies' interface. At the top, the breadcrumb trail reads: Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset. The main form includes the following sections:

- Business Unit:** G1001
- Original Asset ID:** 00000001141 (Epson Replacement Lamps - see)
- Acquisition Date:** 08/31/2015
- Trans Date:** 08/31/2015
- Acctg Date:** 08/31/2015
- Currency:** USD
- Rate Type:** CRRNT
- Num of Asset Copies to create:** 2

Asset Copy Options:

- Asset Acquisition Info
- Asset Comments
- Asset License/Register Info
- Asset Non Capitalized Cost
- Asset Attributes Info
- Asset Lease Info
- Asset Maintenance Info
- Asset Warranty Info
- Asset Insurance Info
- Asset Inspection Info
- Asset Attribute Groups Info

Asset Section:

- *Asset ID:** 00000001143 (highlighted in red)
- Description:** Epson Replacement Lamps
- Financial Parent ID:** [Empty]
- Taggable Asset
- Tag Number:** [Empty]
- Physical Component of:** [Empty]
- Serial ID:** [Empty]

Book Section:

- Book:** MINN Minnesota State Book
- Base Currency:** USD

Cost Table:

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	138.19	USD	0.00	USD	NCPEQ	[Empty]

The second asset entry is identical to the first, with ***Asset ID:** 00000001144 (highlighted in red).

Step 3: Review the Copied Assets and Update, if Necessary

It is a good idea to navigate to other pages in Asset Management to ensure that the assets were created as expected and determine if additional entries are necessary. For example, you can view the copied assets in *Basic Add* and change or add any additional information for the copied asset(s), if desired. (Refer to the [“Creating \(or Updating\) Asset with Basic Add”](#) topic.) You could also review cost and depreciation information using the instructions provided in Lesson 2: “Maintaining Asset Financials”.

Having completed this topic, you should now be able to:

- Create New Assets with Copy Asset

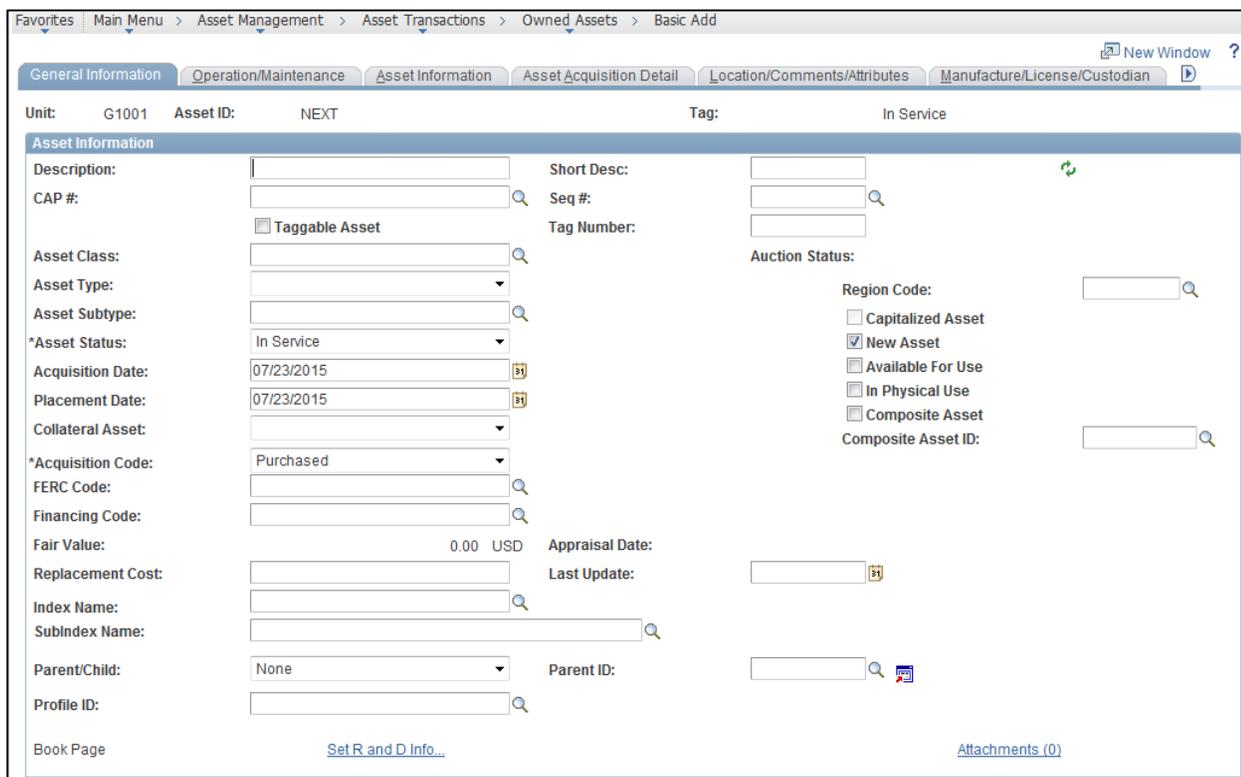
Creating (or Updating) Assets with Basic Add

Topic Overview

This topic covers how to use the *Basic Add* pages to create new assets or update existing assets.

Agencies should establish a policy regarding how optional fields on these pages should be used. Your agency may need a unique combination of available fields to maintain different types of assets. Additionally, ten user-defined fields are available to use at your agency's discretion.

- If you create an asset using the *Express Add* page, you can use this page to add more detailed Physical Information.
- The *Basic Add* page does not require you to enter Financial Information.
- If the asset has multiple funding sources, it is recommended that you use *Express Add*, rather than the *Basic Add* pages. With *Express Add*, you can enter multiple funding sources on one page.



After completing this topic, you should be able to:

- Create (or Update) an Asset Using Basic Add

Process Steps

Create (or Update) Assets with Basic Add

This topic covers creating or updating assets using the *Basic Add* pages.

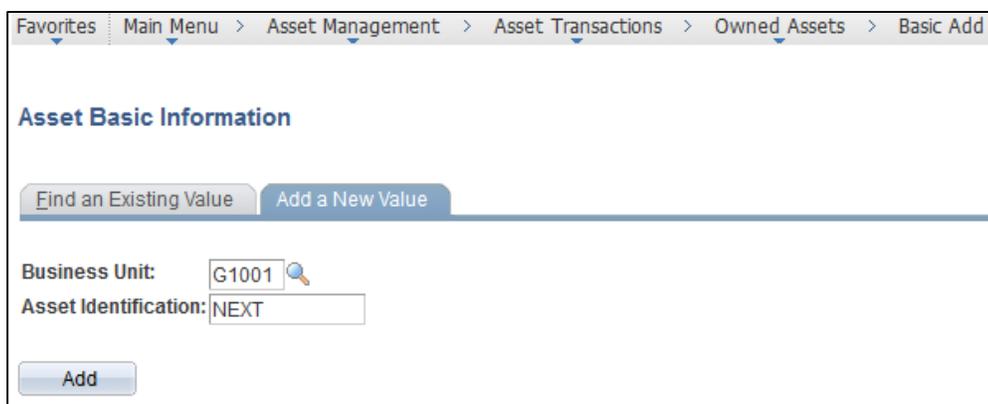
Steps to complete:

- Step 1: Navigate to the Basic Add Pages to Begin Creating or Updating an Asset
- Step 2: Enter Information on the General Information tab
- Step 3: Enter information on the Operational/Maintenance tab (Optional)
- Step 4: Enter information on the Asset Acquisition Detail tab (includes Capitalization)
- Step 5: Enter information on the Location/Comments/Attributes tab
- Step 6: Enter information on the Manufacturer/License/Custodian tab (Optional)
- Step 7: Enter information on the User Defined Fields tab (Optional)

Step 1: Navigate to the Basic Add pages to Begin Creating or Updating an Asset

Begin by navigating to the *Basic Add* page.

1. **Navigation Links:** Asset Management, Asset Transactions, Owned Assets, Basic Add.
2. If you are updating an existing asset, search for and select the asset to update using **Find an Existing Value** tab and proceed to Step 2.
3. If you are creating a new asset, click on the **Add a New Value** tab to begin creating a new asset.
4. Accept the default *Business Unit* or enter the **Business Unit**. This is a required field.
5. Accept the default of "NEXT" in the *Asset Identification* field and SWIFT will automatically assign the next available number after you save the asset.

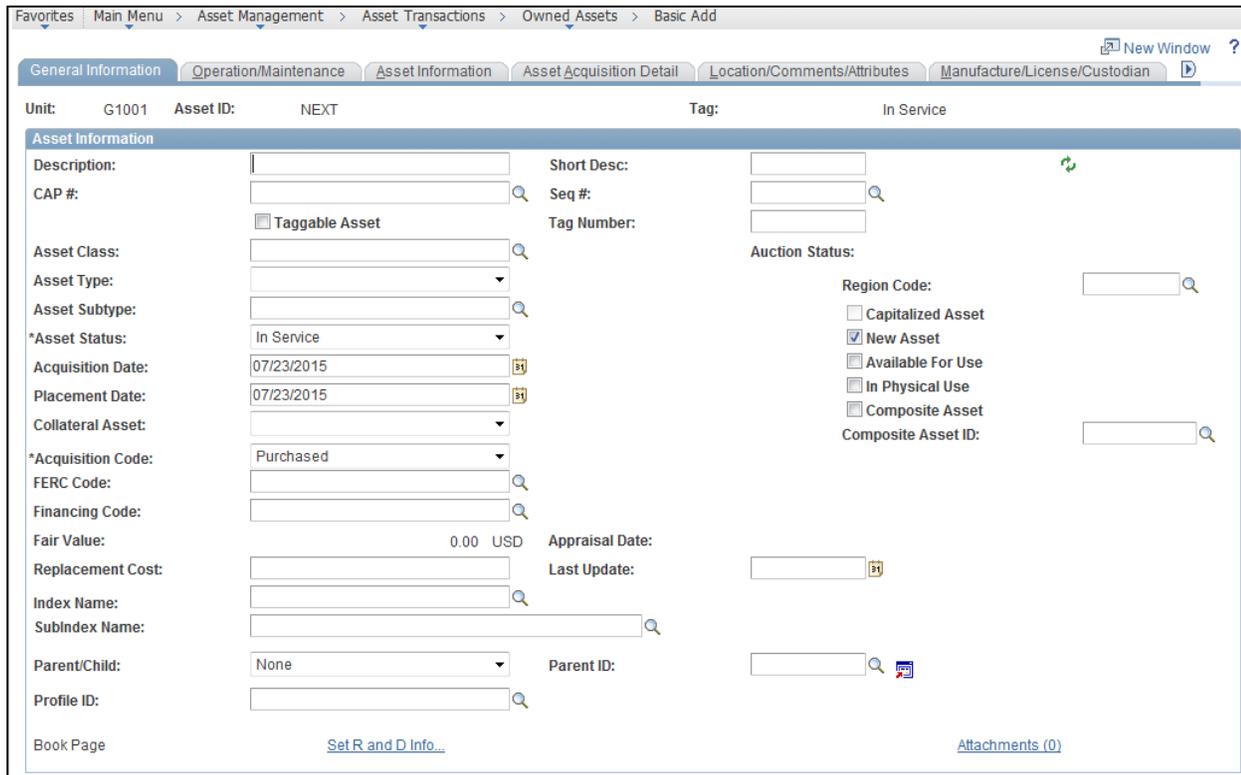


The screenshot shows a web browser window with a breadcrumb trail: Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is "Asset Basic Information". There are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs, there are two input fields: "Business Unit:" with the value "G1001" and a search icon, and "Asset Identification:" with the value "NEXT". At the bottom left, there is an "Add" button.

6. Click on the **Add** button and the **General Information** tab displays.

Step 2: Enter Asset Information on the General Information tab

The **General Information** tab is used to record basic information regarding the asset.



1. Enter information for the asset on the **General Information** tab. Required fields are preceded with an asterisk (*).

Field	Field Description
*Description	Enter the Asset’s description. The field length is 30 characters.
Short Desc	Optionally, enter a short description. If no value is entered, SWIFT defaults the short name to the first 10 characters of the <i>Description</i> field.
CAP #	State of Minnesota does not use.
Seq #	State of Minnesota does not use.
Taggable Asset	The <i>Taggable Asset</i> checkbox defaults to checked, depending on the <i>Profile ID</i> selected. Change the default, if necessary. This field is used to indicate that the asset will be tracked using a tag.
Tag Number	Enter a <i>Tag Number</i> if your agency uses asset tags. <i>Tag Numbers</i> must be unique within a <i>Business Unit</i> . The field length is 12 characters.
Asset Class	State of Minnesota does not use.



Field	Field Description
*Asset Type	The <i>Asset Type</i> will populate automatically with a default based on the <i>Profile ID</i> after the asset is saved.
Asset Subtype	Optionally, click on the Lookup and select an <i>Asset Subtype</i> .
*Asset Status	Accept the default "In Service".
Acquisition Date	Accept the default current date or enter a different date. This is the date on which the asset was acquired.
Placement Date	Accept the default current date or enter a different date. This is the date on which the asset was placed into service.
Collateral Asset	State of Minnesota does not use.
Acquisition Code	Accept the default of "Purchased" or select a different code from the drop-down listing. This field is used to indicate how the asset was acquired and it is used to help classify assets for reporting purposes. Other options are available from the drop-down list but they are seldom used.
FERC Code	State of Minnesota does not use.
Financing Code	State of Minnesota does not use.
Fair Value	State of Minnesota does not use.
Replacement Cost	State of Minnesota does not use.
Last Update	State of Minnesota does not use.
Index Name	State of Minnesota does not use.
SubIndex Name	State of Minnesota does not use.
Parent/Child	Accept the default of "None" or, if the asset is part of a Parent/Child relationship, select the correct value from the drop-down list. Options include: "Parent" or "Child". Parent assets must be designated as "Parent" before the Child assets are set up.
Parent ID	If "Child" is selected in the <i>Parent/Child</i> field, click on the Lookup icon and select the Parent <i>Asset ID</i> .

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

[General Information](#) | [Operation/Maintenance](#) | [Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

Unit: G1001 Asset ID: NEXT Tag: ABC123456799 In Service

Asset Information

Description: 2014 FORD Focus GL Red 1234567 Short Desc: 2014 FORD
 CAP #: Seq #: Tag Number: ABC123456799
 Taggable Asset Auction Status:

Asset Class: Region Code: Capitalized Asset
 Asset Type: Fleet New Asset
 Asset Subtype: Available For Use
 *Asset Status: In Service In Physical Use
 Acquisition Date: 07/24/2015 Composite Asset
 Placement Date: 07/24/2015 Composite Asset ID:
 Collateral Asset:

*Acquisition Code: Purchased FERC Code: Financing Code: Fair Value: 0.00 USD Appraisal Date: Last Update:

Replacement Cost: Index Name: SubIndex Name: Parent/Child: None Parent ID:

Profile ID: FLEET04

[Book Page](#) [Set R and D Info...](#) [Attachments \(0\)](#)

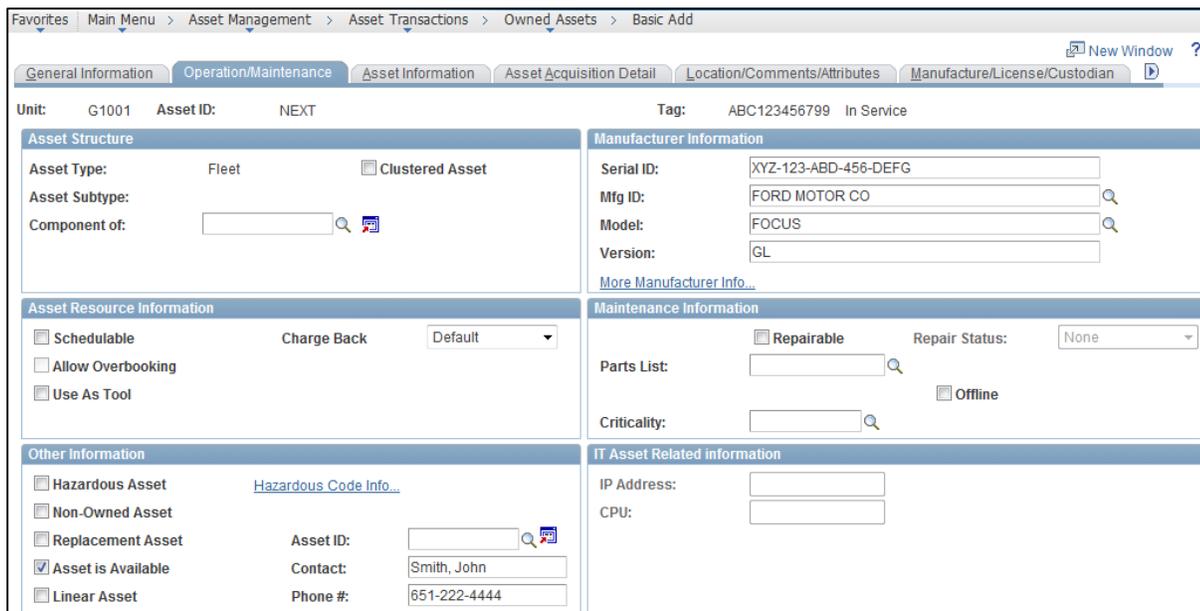
Field	Field Description
*Profile ID	<p>Select the <i>Profile ID</i> from the drop-down list.</p> <p>Profile IDs determine default values for the asset, such as <i>Asset Type</i>, <i>Asset Category</i>, <i>Useful Life</i>, <i>Depreciation Method / Status</i>, and <i>Salvage Value</i>.</p> <p>For example, the <i>Profile ID</i> "EQUIP05" is used for capital assets that should have an <i>Asset Type</i> of "Equipment", an <i>Asset Category</i> of "EQUIP", a <i>Useful Life</i> of 5 years (60 months), and a depreciation method of "Straight Line (SL)".</p> <p><i>Profile IDs</i> for Sensitive, Non-Capital, and Donated Assets begin with the following naming convention:</p> <ul style="list-style-type: none"> • Sensitive: "SEN" (SEN_EQUIP – Sensitive Asset – Equipment) • Non-Capital: "NCP" (NCP_EQP04 – Non-Capital Equipment – 4 Yrs.) • Donated: "DON" (DON_EQUIP – Donated Equipment) <p>The SWIFT query "M_AM_GBL_ASSET_PROFILE" lists all the available <i>Profile IDs</i>. Refer to the "Running SWIFT Queries for Clean Up and Review" topic for assistance in running this query.</p>
Region Code	State of Minnesota does not use.
Capitalized Asset (Display Only)	The <i>Capitalized Asset</i> box is checked when an asset has been capitalized.

Field	Field Description
New Asset	The <i>New Asset</i> box is checked by default.
Available for Use	Defaults to unchecked. Use the <i>Available for Use</i> checkbox to indicate if the asset is available for use.
In Physical Use	Defaults to unchecked. Use the <i>In Physical Use</i> checkbox to indicate if the asset is in physical use.
Composite Asset	State of Minnesota does not use.
Composite Asset ID	State of Minnesota does not use.
Book Page Link (bottom of page)	The <i>Book Page</i> hyperlink will open the <i>Book - Depreciation</i> page for active assets where you can view depreciation settings for the asset. Use the <i>Go to Asset Basic Information</i> link to return to the <i>Basic Add</i> pages.
Set R and D Info Link (bottom of page)	State of Minnesota does not use.
Attachments Link	Click on the <i>Attachments</i> link to add attachments. There is a 31 KB limit for attachments.
Fair Value Details Link	State of Minnesota does not use.

Step 3: Enter information on the Operational/Maintenance tab

Use this tab to track the asset's Operational and Maintenance information.

1. Click on the **Operation/Maintenance** tab or the link at the bottom of the page.
Note: the **Asset Resource Information** and **Maintenance Information** sections are not used in Minnesota.



2. View information in the **Asset Structure** section. The *Asset Type* displays.
Note: the *Clustered Asset* checkbox and *Component of* fields are not used in Minnesota.
3. Optionally, enter applicable information in the **Manufacturer Information** section.
 - These fields are the same as the corresponding fields on the **Manufacture/License/Custodian** tab. The fields can be maintained on either tab.

Field	Field Description
Serial ID	Enter a <i>Serial ID</i> for the asset. The field length is 20 characters.
Mfg ID	Click on the Lookup and select a Manufacturer ID. You must select an entry from the list.
Model	Enter <i>Model</i> information for the asset. The field length is 30 characters. You are not limited to the options available in the list.
Version	Enter the product <i>Version</i> for the asset. The field length is 10 characters.
More Manufacturer Info link	Click on the <i>More Manufacturer</i> link to display the Manufacture/License/Custodian tab.

4. Optionally, enter applicable information in the **Other Information** section.

Field	Field Description
Hazardous Asset	Click on the <i>Hazardous Asset</i> checkbox to indicate if this is a hazardous asset.
Hazardous Code Info Link	Click on the <i>Hazardous Code Info</i> link to select the asset's hazardous code.
Non-Owned Asset	If this is a non-owned asset, click on the <i>Non-Owned Asset</i> checkbox.
Replacement Asset	If this is a replacement, click on the <i>Replacement Asset</i> checkbox
Asset ID	If this is a replacement, click on the Lookup icon and select the replaced asset. You can also click on the Asset Search icon to search for the Asset. Refer to the " Using the Search for an Asset Page " topic for assistance.
Asset is Available	If the asset is available, click on the <i>Asset is Available</i> checkbox. Note: This is not same field as the <i>Available for Use</i> field on the General Information tab. If you check this box, you must enter information in the <i>Contact</i> and <i>Phone #</i> fields.
Contact	If you checked the <i>Asset is Available</i> box, you must enter a contact using format: last name, first name. For example, enter "Smith, John". The comma is required.
Phone #	If you checked the <i>Asset is Available</i> box, you must enter a phone number using format: ###-###-####.
Linear Asset	If this is a linear asset, click on the <i>Linear Asset</i> checkbox.

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | **Operation/Maintenance** | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: G1001 Asset ID: NEXT Tag: ABC123456799 In Service

Asset Structure Asset Type: Fleet <input type="checkbox"/> Clustered Asset Asset Subtype: Component of:	Manufacturer Information Serial ID: XYZ-123-ABD-456-DEFG Mfg ID: FORD MOTOR CO Model: FOCUS Version: GL More Manufacturer Info...
Asset Resource Information <input type="checkbox"/> Schedulable Charge Back Default <input type="checkbox"/> Allow Overbooking <input type="checkbox"/> Use As Tool	Maintenance Information <input type="checkbox"/> Repairable Repair Status: None Parts List: Criticality:
Other Information <input type="checkbox"/> Hazardous Asset Hazardous Code Info... <input type="checkbox"/> Non-Owned Asset <input type="checkbox"/> Replacement Asset Asset ID: <input checked="" type="checkbox"/> Asset is Available Contact: Smith, John <input type="checkbox"/> Linear Asset Phone #: 651-222-4444	IT Asset Related information IP Address: CPU:

- If this asset is an *Asset Type* "IT Hardware", the *IP Address* and the *CPU* (3 characters) fields are available in the **IT Asset Related Information** section. Enter the applicable information.

Note: The **Asset Information** tab is view only. You can use this tab to view information that was entered on other tabs in the *Basic Add* pages.

Step 4: Enter information on the Asset Acquisition Detail tab

The **Asset Acquisition Detail** tab is used to record information about the **original acquisition** of the asset. The tab can have multiple records and the visible fields will be slightly different depending on the "Capitalization Status" of the asset.

- This tab should not be relied on for the Asset's current cost information. Use the *Review Cost* page to view the current cost information. Refer to the "[Viewing Cost History](#)" topic for instructions.

Note: Information for existing purchased assets will display on these pages. There may be more than one record to view, depending on the status of the purchase. The Purchase Integration process creates individual records for receipt and payment. The *System Source* field indicates if the record was generated from the Purchasing Module ("PO Online Entry Panel") or the Accounts Payable module ("AP Online Entry Page").

Important! You will use the *Cost Adjust/Transfer Asset* page to maintain financial information for the asset after its acquisition. Refer to "[Lesson 2: Maintaining Asset Financials](#)" for more information.

1. Click on the **Asset Acquisition Detail** tab or the link at the bottom of the page.

Favorites Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information Operation/Maintenance Asset Information **Asset Acquisition Detail** Location/Comments/Attributes

Unit: G1001 Asset ID: NEXT Tag: ABC123456799 In Service

Acquisition Details Find | View All First 1 of 1 Last

Description:

System Source:

Incentive ID:

Quantity: Base Currency: USD Interfaces Info...

Amount: Currency: USD Category:

Sales Tax: Acquisition Detail Chartfields Cost Type:

Use Tax:

Freight:

Misc Charge:

Total Amount:

*Capitalize: To be Capitalized

Capitalization Information

Profile ID: FLEET04 Default Book: MINN Trans Date: 07/24/2015

Rate Type: CRRNT Left to Capitalize Acctg Date: 07/24/2015

Accum Depr in Current Pd

Quantity: 1.0000

Amount: 0.00 USD

Trans Code:

Capitalize

2. Enter information in the **Acquisition Details** section.

Field	Field Description
Description	Enter a description for this asset. Normally, you would enter the same description entered on the General Information tab but it can be different. The field length is 30 characters.
System Source	Select "AM Online Entry Page" if you are entering the asset acquisition information manually in the Asset Management module.
Incentive ID	State of Minnesota does not use.
Quantity	Accept the default of "1" which is correct for most assets.
Amount	Enter the cost for the asset.
Sales Tax	Enter the sales tax amount (in addition to the <i>Amount</i> field).
Use Tax	Enter the use tax amount (in addition to the <i>Amount</i> field).
Freight	Enter the freight expense (in addition to the <i>Amount</i> field).
Misc Charge	Enter any miscellaneous charges (in addition to the <i>Amount</i> field).
Total Amount (display only)	After the record is saved, the <i>Total Amount</i> will display the sum of the <i>Amount</i> , <i>Sales Tax</i> , <i>Use Tax</i> , <i>Freight</i> and <i>Misc Charges</i> fields.



Field	Field Description
*Capitalize	The <i>Capitalize</i> field displays information about this record's Capitalization Status. It defaults to "To be Capitalized". Other statuses include: To Capitalize Later Already Capitalized Never Capitalize (DO NOT USE THIS OPTION) Already Non-Capitalize (DO NOT USE THIS OPTION)
Base Currency	State of Minnesota does not use.
Currency	State of Minnesota does not use.
Category	After the asset is capitalized, the Category field will populate with the default value based on the selected <i>Profile ID</i> .
Cost Type	State of Minnesota does not use.

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | Operation/Maintenance | Asset Information | **Asset Acquisition Detail** | Location/Comments/Attributes

Unit: G1001 Asset ID: NEXT Tag: ABC123456799 In Service

Acquisition Details Find | View All | First 1 of 1 | Last

Description: 2014 FORD Focus GL Red 1234567

System Source:

Incentive ID:

Quantity: 1.0000

Amount: 15000.00

Sales Tax: 1143.76

Use Tax: 0.00

Freight: 0.00

Misc Charge: 0.00

Total Amount: \$0.00

*Capitalize: To be Capitalized

Base Currency: USD [Interfaces Info...](#)

Currency: USD

Category:

Cost Type:

[Acquisition Detail Charfields](#)

Capitalization Information

Profile ID: FLEET04

Rate Type: CRRNT

Accum Depr in Current Pd

Default Book: MINN

Left to Capitalize

Quantity: 1.0000

Amount: 0.00 USD

Trans Date: 07/24/2015

Acctg Date: 07/24/2015

Trans Code:

3. Clicking on the **Interfaces Info** link displays the *Acquisition Details* page. This information can be updated as needed.
 - For interfaced records, this page will automatically display information from the Purchasing, Accounts Payable, and Project Costing modules. You can click on the *Drilldown* links in each section to go to the related Purchase Order, Receipt, and Voucher.
 - When using the *Search for an Asset* page, you can search by information entered on this page. If this area is not populated, the search tool will have less utility. Refer to the "[Using Search for an Asset Page](#)" topic for more information.

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

Acquisition Details

Payables Acquisition	
AP Unit:	<input type="text"/>
Voucher ID:	<input type="text"/>
Vchr Line:	<input type="text"/>
Distrib Line:	<input type="text"/>
Vendor ID:	<input type="text"/>
PS/Accounts Payable Drilldown	
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>

Purchasing	Receiving
PO Unit:	BU Recv:
PO No.:	Receipt No:
PO Line:	Receipt Line:
Sched Num:	Ship Seq:
Distrib Line:	Distrib Ln:
PS/Purchasing Drilldown PS/PO Receiving Drilldown	

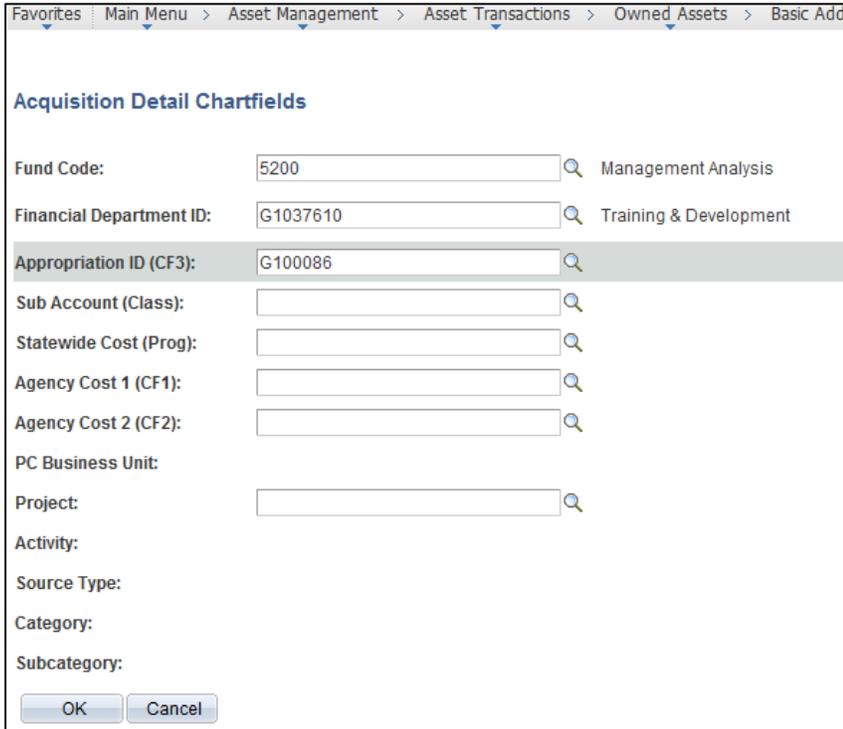
Project Cost Acquisition	
PC Bus Unit:	<input type="text"/>
Project:	<input type="text"/>
Activity:	<input type="text"/>
Source Type:	<input type="text"/>
PS/Projects Drilldown	

OK Cancel

4. Click on the **OK** button to return to the **Asset Acquisition Detail** tab.

- Click on the **Acquisition Detail ChartFields** link and enter a valid funding string for the asset.

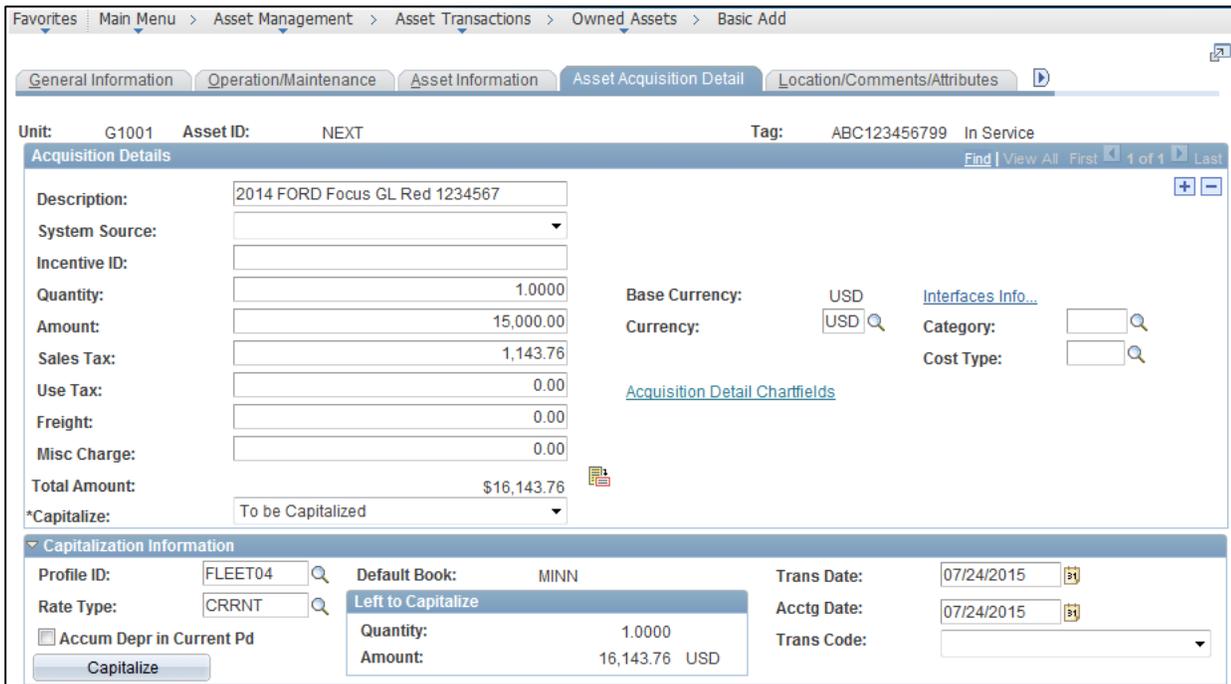
Note: When entering the ChartField information manually, Fund, Financial Department ID and Appropriation ID should be entered. Other ChartFields can be used as appropriate and required by your Business Unit. This information cannot be changed once the asset is capitalized.



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 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 DeptID</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.
Sub Account (Class)	Optionally, click on the Lookup icon to select a Sub Account.

Field	Field Description
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.
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 15-character alphanumeric identifier.

6. Click on the **OK** button to return to the **Asset Acquisition Detail** tab.



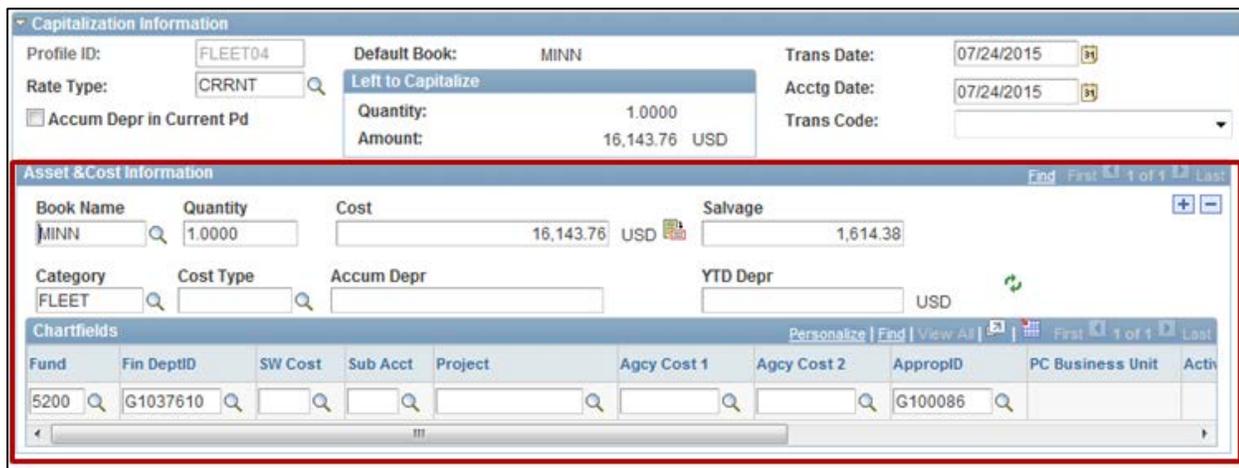
7. Review the information in the **Capitalization Information** section, and update, if necessary.

- This section only displays for records that **have not** been capitalized.
- Commonly, just the dates are updated and the asset is ready to be capitalized.

Field	Field Description
Profile ID (Display only)	The <i>Profile ID</i> entered on the General Information tab displays.
Rate Type	State of Minnesota does not use.
Accum Depr in	Check this box if the Accumulated Depreciation (entered in the next step)

Field	Field Description
Current Pd	should be reported in the current General Ledger period.
Default Book (Display only)	Displays the “MINN” Default Book.
Trans Date	The <i>Transaction Date</i> is the date the asset begins service. Calculated depreciation will begin on this date. This date must be the same or earlier that the <i>Accounting Date</i> . Accept the default current date or enter a different date.
Acctg Date	The <i>Accounting Date</i> is the date for the General Ledger entry. It determines the period in the General Ledger to which the transaction is to be posted. (The date must be in an open Accounting Period.) Accept the default current date or enter a different date.
Trans Code	State of Minnesota does not use.

- After verifying the dates and other fields in the **Capitalization Information** section, click on the **Capitalize** button. The **Asset & Cost Information** and **ChartFields** sections display.



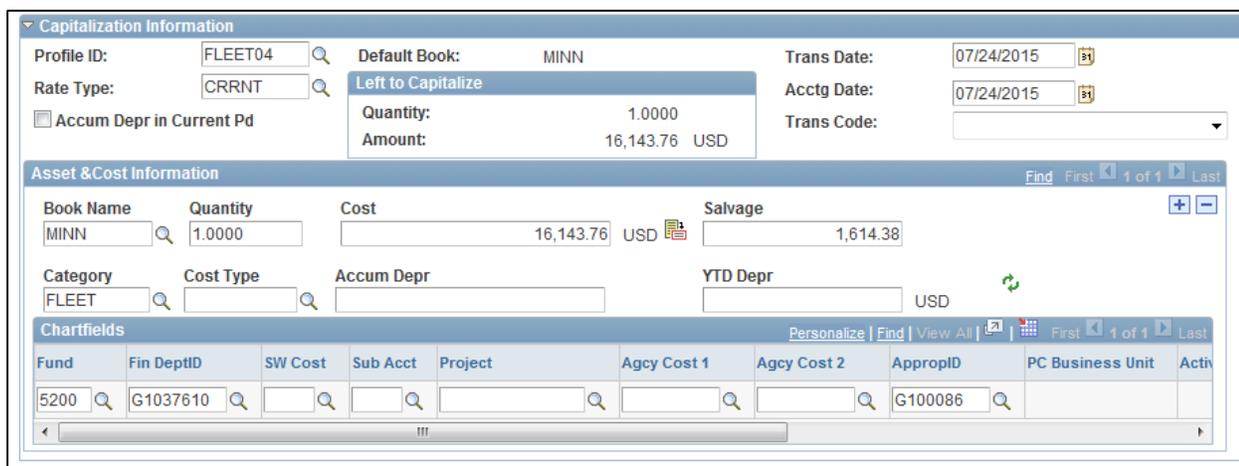
The screenshot displays the software interface with three main sections:

- Capitalization Information:** Profile ID: FLEET04, Default Book: MINN, Trans Date: 07/24/2015, Rate Type: CRRNT, Left to Capitalize: Quantity 1.0000, Amount 16,143.76 USD, Acctg Date: 07/24/2015, Trans Code: (empty).
- Asset & Cost Information:** Book Name: MINN, Quantity: 1.0000, Cost: 16,143.76 USD, Salvage: 1,614.38, Category: FLEET, Cost Type: (empty), Accum Depr: (empty), YTD Depr: (empty) USD.
- ChartFields:** A table with columns: Fund, Fin DeptID, SW Cost, Sub Acct, Project, Agcy Cost 1, Agcy Cost 2, AppropID, PC Business Unit, Acti. Values: Fund 5200, Fin DeptID G1037610, AppropID G100086.

- If applicable, enter the **Accumulated Depreciation** and **YTD Depreciation** in the **Asset & Cost Information** section. Other fields default from values entered in the **Acquisition Details** section.

Field	Field Description
Book Name	Displays “MINN”.
Quantity	Defaults to the <i>Quantity</i> entered in the Acquisition Details record.
Cost	Defaults to the amount entered in the Acquisition Details record.
Salvage	The <i>Salvage</i> field is an automatically calculated amount for “FLEET” and “NCPFL” Asset Categories only.
Category	Defaults to the <i>Category</i> associated with the <i>Profile ID</i> .

Field	Field Description
Cost Type	State of Minnesota does not use.
Accum Depr	This field is not commonly used. It is the depreciation already recognized – expensed – prior to the <i>Transaction Date</i> . This amount will be deducted from the <i>COST</i> before period depreciation is calculated. Enter the <i>Accumulated Depreciation</i> for the asset, if any.
YTD Depr	This field is not commonly used. It is the amount of the <i>Accumulated Depreciation</i> that was recognized in the current year. This amount does not affect the period depreciation calculation. The amount cannot be larger than the <i>Accumulated Depreciation</i> amount. Enter the <i>Year to Date Depreciation</i> for the asset, if any.



The screenshot shows a software interface for capitalization information. It includes sections for Capitalization Information, Asset & Cost Information, and Chartfields.

Capitalization Information:

- Profile ID: FLEET04
- Rate Type: CRRNT
- Accum Depr in Current Pd:
- Default Book: MINN
- Trans Date: 07/24/2015
- Acctg Date: 07/24/2015
- Trans Code: [Dropdown]
- Left to Capitalize:
 - Quantity: 1.0000
 - Amount: 16,143.76 USD

Asset & Cost Information:

- Book Name: MINN
- Quantity: 1.0000
- Cost: 16,143.76 USD
- Salvage: 1,614.38
- Category: FLEET
- Cost Type: [Empty]
- Accum Depr: [Empty]
- YTD Depr: [Empty] USD

Chartfields:

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	PC Business Unit	Activ
5200	G1037610						G100086		

- The **ChartFields** section displays information entered on the *Acquisition Detail ChartFields* page. If no information was entered on that page, the information can be entered in the **ChartFields** section.
- After verifying your entries, click on the **Save** button to complete the Capitalization Process.

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | Operation/Maintenance | Asset Information | **Asset Acquisition Detail** | Location/Comments/Attributes

Unit: G1001 Asset ID: 00000001144 Tag: ABC123456799 In Service

Acquisition Details Find | View All | First | 1 of 1 | Last

Description:	2014 FORD Focus GL Red 1234567		
System Source:	[Dropdown]		
Incentive ID:	[Text Field]		
Quantity:	[Text Field]	1.0000	
Amount:	[Text Field]	15,000.00	Base Currency: USD
Sales Tax:	[Text Field]	1,143.76	Currency: USD
Use Tax:	[Text Field]	0.00	Category: FLEET
Freight:	[Text Field]	0.00	Cost Type: [Text Field]
Misc Charge:	[Text Field]	0.00	
Total Amount:	[Text Field]	\$16,143.76	
*Capitalize:	Already Capitalized		

Acquisition Detail Chartfields

Save Add Update/Display Include History Correct History

The *Capitalize* field now displays “Already Capitalized” and is read only. The **Capitalization Information** section no longer displays.

Note: If you try to save the asset record before capitalizing it, you will receive an error message indicating that “you have chosen to save your changes without having capitalized the acquisition detail lines.” You can click on the **OK** button at this message but make sure that you capitalize the record before completing entry of the asset.

Message

Warning -- You have chosen to save your changes without having capitalized the acquisition detail lines. (8005,40)

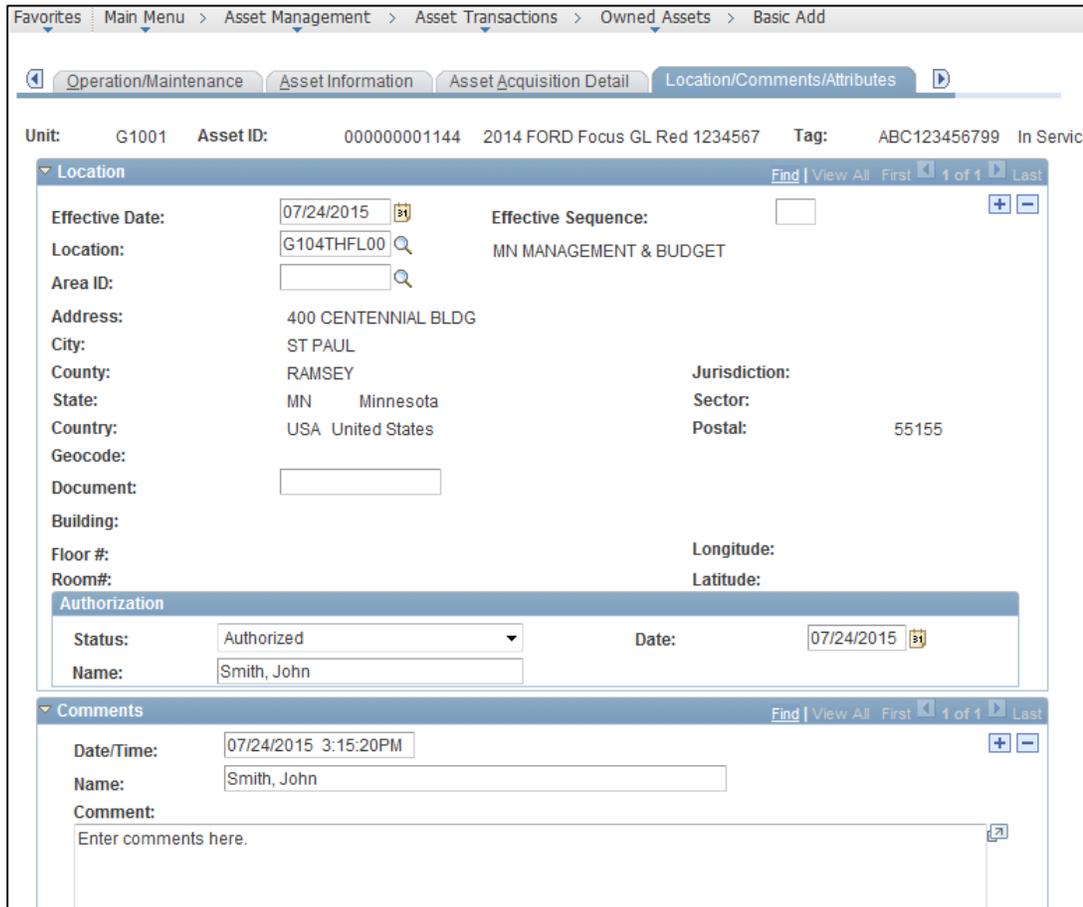
There is at least one acquisition detail line that has not yet been capitalized. To capitalize the acquisition detail line, you must press the Capitalize button before pressing Save.

If you do not want to capitalize this asset yet, then you may save without capitalizing.

OK Cancel

Step 5: Enter information on the Location/Comments/Attributes tab

You will record an asset’s location on **Location/Comments/Attributes** tab. If an asset changes location, you will need to create a new location record with a new effective date by clicking on the **Add Row** (Plus Sign +).



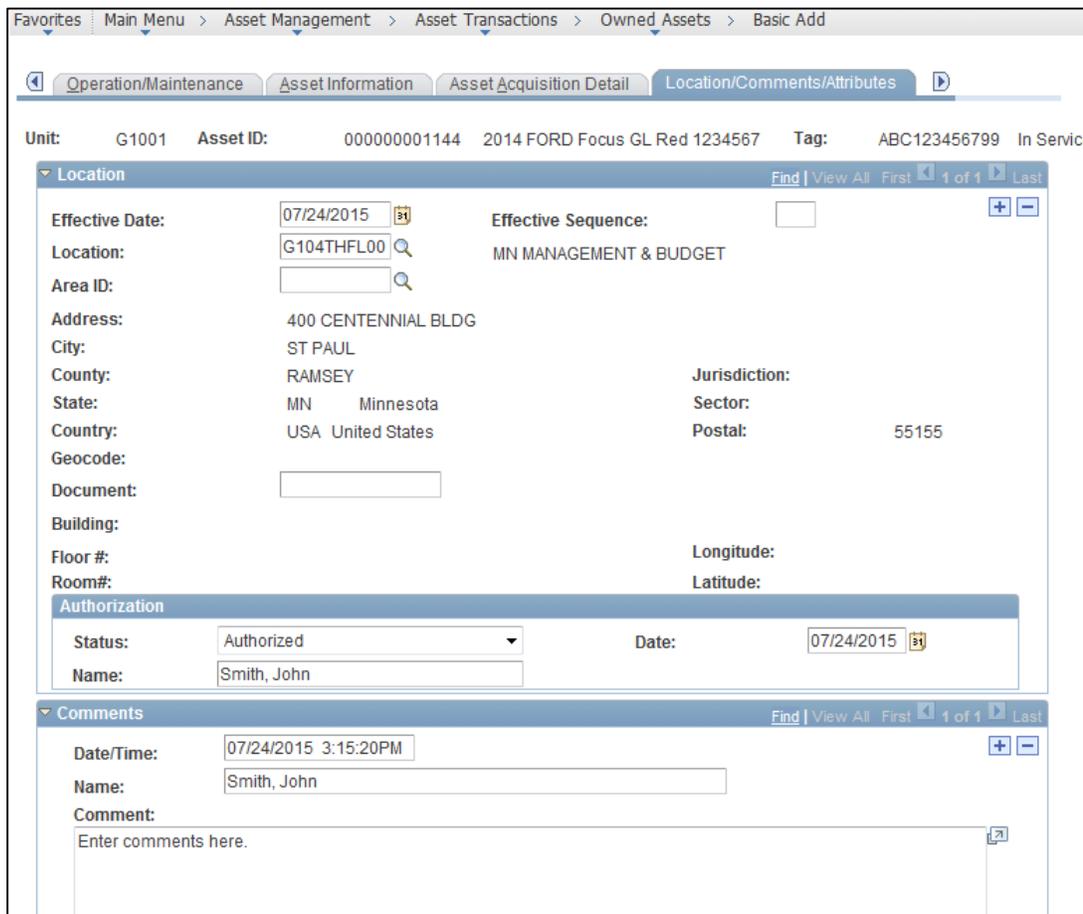
1. Click on the **Location/Comments/Attributes** tab or the link at the bottom of the page.
2. If you need to change the existing Location, click on the **Add Row** (Plus Sign +) to begin a new record.
3. Complete the **Location** section as described below.

Field	Field Description
Effective Date	The <i>Effective Date</i> is the date the asset was placed at this location. Accept the default current date or enter a different date. This date cannot precede existing records.
Effective Sequence	If more than one record exists for the same date, a sequence number is needed to determine the order. The system will assign this number and it should not be changed.
*Location	Click on the Lookup icon and select the <i>Location</i> for the asset. After selecting the <i>Location</i> , location information will display on the page.

Field	Field Description
Area ID	State of Minnesota does not use.
Document	If there is a document related to this asset's placement in this location, enter the information in this field. The field length is 12 characters.

4. Optionally, enter information in the **Authorization** section. This section can be used to track information about the asset location's authorization and is used at your agency's discretion.

Field	Field Description
Status	Enter a <i>Status</i> . Options include: Not Authorized, Authorization Pending, Not Authorized.
Date	Enter the related <i>Status Date</i> .
Name	Enter a <i>Name</i> formatted: Last Name, First Name. The comma is required.



5. Optionally, enter information in the **Comments** section. This section can be used to enter extensive comments about the asset and is used at your agency's discretion. Click on the **Add Row** (Plus Sign +) to add additional comments.

Field	Field Description
Date/Time	Accept the default current date or enter a different date.
Name	Enter a <i>Name</i> formatted: Last Name, First Name. The comma is required.
Comment	Enter a comment. The <i>Comment</i> field will record a large amount of information about your asset. Click on the Modal Window icon () to see and enter the <i>Comment</i> field in the larger modal window.

6. Optionally, enter information in the **Physical and Custom Attributes** section. This section is used at your agency's discretion. Click on the **Add Row** (Plus Sign +) to add an additional record with a new *Effective Date*.

Field	Field Description
Effective Date	Accept the default current date or enter a different date.
Color	Enter the asset's color. The field length is 15 characters.
Height	Enter the asset's height (9 digits and 3 decimal places maximum).
Height Units	Click on the Lookup icon and select the Height Units (Inches, Feet, etc.)
Width	Enter the asset's width (9 digits and 3 decimal places maximum).
Width Units	Click on the Lookup icon and select the Width Units (Inches, Feet, etc.)
Length	Enter the asset's length (9 digits and 3 decimal places maximum).
Length Units	Click on the Lookup icon and select the Length Units (Inches, Feet, etc.)
Weight	Enter the asset's weight (9 digits and 3 decimal places maximum).
Weight Units	Click on the Lookup icon and select the Weight Units (Pounds, etc.)
Capacity	Enter the asset's capacity (9 digits and 3 decimal places maximum).
Power Rating	Enter the asset's power rating (9 digits and 3 decimal places maximum).
Power Rating Units	Click on the Lookup icon and select the Power Rating Units (Bolt, etc.)

Physical and Custom Attributes Find | View All First 1 of 1 Last

+ -

Effective Date:	<input type="text" value="07/24/2015"/>			
Color:	<input type="text" value="RED"/>			
Height:	<input type="text" value="79.000"/>	Height Units:	<input type="text" value="IN"/>	
Width:	<input type="text" value="60.000"/>	Width Units:	<input type="text" value="IN"/>	
Length:	<input type="text" value="90.000"/>	Length Units:	<input type="text" value="IN"/>	
Weight:	<input type="text" value="1"/>	Weight Units:	<input type="text" value="TN"/>	
Capacity:	<input type="text" value="1"/>			
Power Rating:	<input type="text" value="999999999.000"/>	Power Rating Units:	<input type="text" value="BM"/>	

- Optionally, enter information in the **Custom Attributes** section. A group of customer attributes is available to help define attributes. Click on the **Add Row** (Plus Sign +) to add additional attributes.

Custom Attributes			
Attribute	Attribute Name	Value	UOM
GOOD	Asset Condition, Good	15000	DO

Field	Field Description
Attribute	Click on the Lookup icon and select an attribute.
Value	Enter the <i>Value</i> .
UOM	Click on the Lookup icon and select a <i>Unit of Measure</i> for the <i>Attribute</i> .

- Optionally, enter information in the **Detailed Description** section. The *Asset Description* entered on the *General Information* page is supplied by default. You can enter additional description information (256 characters total). Click on the **Modal Window** icon () to see and enter the *Long Description* field in the larger modal window.

Detailed Description

Long Description:
2014 FORD Focus GL Red 1234567

- Optionally, enter information in the **Image** section. Click on the **Add Image** icon () to browse for and upload a JPEG image file. After the image is uploaded it displays in the image section.
 - Click on the **Delete Image** icon () to delete the image.

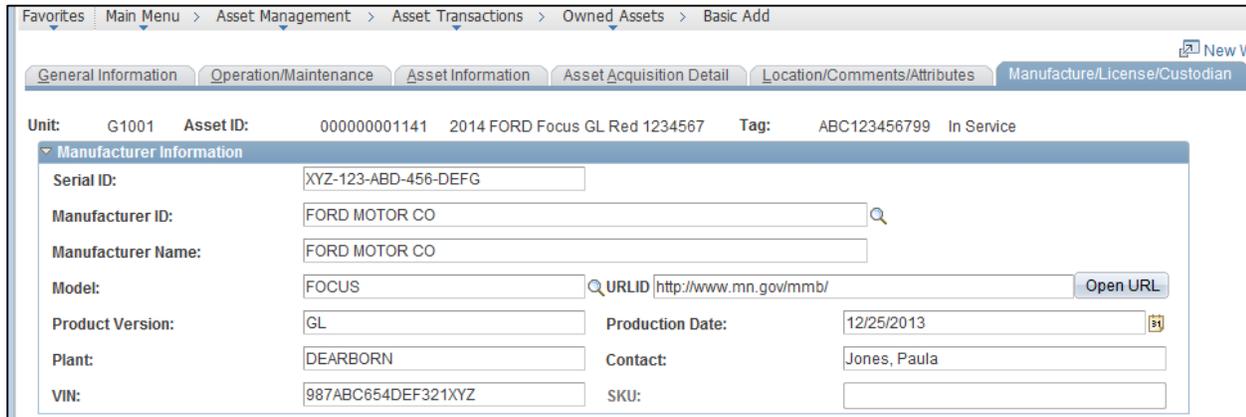
Image



Step 6: Enter information on the Manufacture/License/Custodian tab

This tab records Manufacture and License information. Also, Custodian Information can be recorded to allow agencies to track the users responsible for an asset.

1. Click on the **Manufacture/License/Custodian** tab or the link at the bottom of the page.

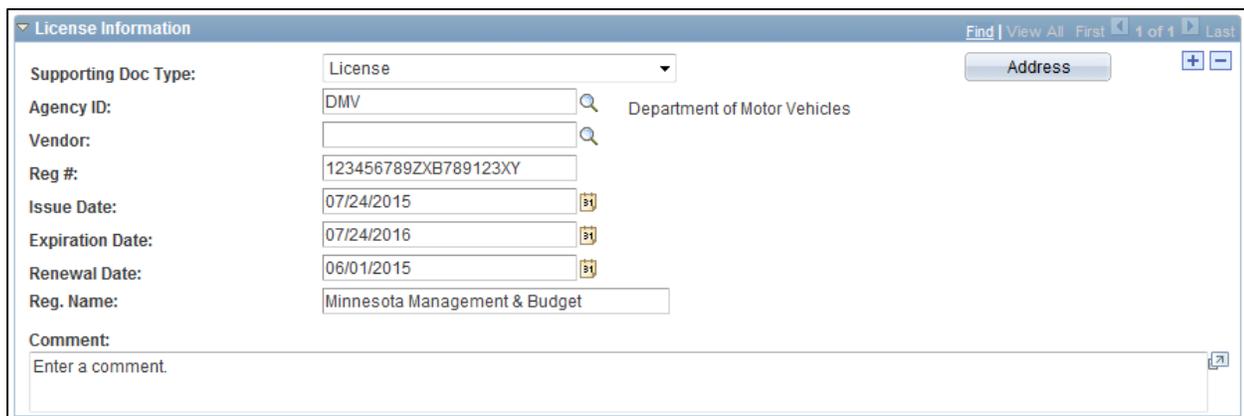


2. Enter applicable information in the **Manufacturer Information** section.
 - **Note:** *Serial ID, Manufacturer ID, Model and Product Version* fields are also on the **Operational/Maintenance** tab in the **Manufacturer Information** section. These fields can be maintained on either tab.

Field	Field Description
Serial ID	Enter a <i>Serial ID</i> for the asset. Serial ID's do not have to be unique. The field length is 20 characters.
Manufacturer ID	Click on the Lookup and select a <i>Manufacturer ID</i> .
Manufacturer Name	The <i>Manufacturer Name</i> will entered automatically when the <i>Manufacturer ID</i> is selected. You can also enter information manually. The field length is 60 characters.
Model	Enter <i>Model</i> information for the asset. The field length is 30 characters. You are not limited to the options available in the list.
URL ID Open URL	Enter a URL associated with the asset in the <i>URL ID</i> field. The field length is 254 characters. Warning! Clicking on the Open URL button is not recommended . The URL will open in a new SWIFT window and can have unexpected results.
Product Version	Enter the <i>Product Version</i> for the asset. The field length is 10 characters.
Production Date	Enter the <i>Production Date</i> for the asset.
Plant	Enter manufacturing <i>Plant</i> information. The field length is 10 characters.
Contact	Enter a <i>Contact</i> formatted: Last Name, First Name. The comma is required.
VIN	Enter a <i>VIN</i> (Vehicle Identification Number) for the asset.

Field	Field Description
	Note: This field is only available for Fleet Assets and must be unique. The field length is 18 characters.
SKU	Enter a <i>SKU</i> (Stock Keeping Unit). Note: This field is only available for IT Software Assets. The field length is 50 characters.

3. Enter applicable information in the **License Information** section.



The screenshot shows a web form titled "License Information". It includes the following fields and values:

- Supporting Doc Type:** License (dropdown menu)
- Agency ID:** DMV (with a lookup icon and "Department of Motor Vehicles" text)
- Vendor:** (empty field with a lookup icon)
- Reg #:** 123456789ZXB789123XY
- Issue Date:** 07/24/2015 (calendar icon)
- Expiration Date:** 07/24/2016 (calendar icon)
- Renewal Date:** 06/01/2015 (calendar icon)
- Reg. Name:** Minnesota Management & Budget
- Comment:** Enter a comment (with a modal window icon)

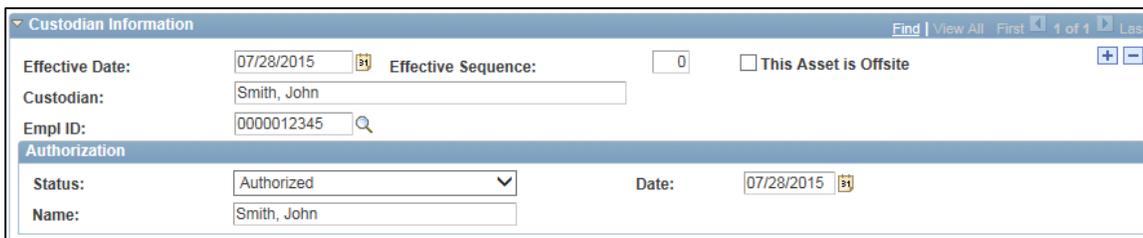
Note: For each License record, you can select the "DMV" *Agency ID* or a *Vendor*, but not both.

Field	Field Description
Supporting Doc Type	Select a <i>Supporting Doc Type</i> from the drop-down list. Options include: License, Certificate, or blank.
Agency ID	Click on the Lookup icon and select "DMV", the only option. Note: For each License Information record, you can select the "DMV" <i>Agency ID</i> or a <i>Vendor</i> , but not both.
Vendor	Click on the Lookup icon and select a <i>Vendor</i> . Note: For each License record, you can select the "DMV" <i>Agency ID</i> or a <i>Vendor</i> , but not both.
Reg #	Enter a Registration Number. The field length is 25 characters.
Issue Date	Enter an Issue Date.
Expiration Date	Enter an Expiration Date.
Renewal Date	Enter a Renewal Date.
Reg. Name	Enter a name associated with the Registration.
Comment	Enter a comment. Click on the Modal Window icon () to see and enter the comment field in the larger modal window.

Field	Field Description
Address Button	Click on the Address button to enter an address associated with the asset's license. After selecting the <i>Country</i> field, the <i>Address 1,2,3</i> , <i>City</i> , <i>County</i> , <i>Postal</i> , and <i>State</i> fields are available for entry. Click on the OK button to return to the Manufacturer/License/Custodian tab.

4. Enter applicable information in the **Custodian Information** section.

Note: If the custodian for the asset changes, click on the **Add New Row (Plus +)** button and create a new custodian record with a new *Effective Date*.



The screenshot shows the 'Custodian Information' section of a software interface. It includes the following fields and values:

- Effective Date:** 07/28/2015
- Effective Sequence:** 0
- This Asset is Offsite:**
- Custodian:** Smith, John
- Empl ID:** 0000012345
- Authorization Status:** Authorized
- Authorization Date:** 07/28/2015
- Authorization Name:** Smith, John

Field	Field Description
Effective Date	Accept the default current date or enter a different <i>Effective Date</i> for the Custodian. This date cannot precede existing records.
Effective Sequence	If more than one record exists for the same date, a sequence number is needed to determine the order. The system will assign this number and it should not be changed.
This Asset is Offsite	Check this box if the asset is located offsite.
Custodian	If you select an <i>Employee ID</i> , the Custodian will be entered automatically. If not, enter the Custodian name formatted "Last Name, First Name". The comma is required.
Empl ID	Click on the Lookup icon and select an <i>Employee ID</i> .

5. Enter applicable information in the **Authorization** section.

Field	Field Description
Status	Click on the Lookup icon and select the status of the authorization for this asset to be assigned to this custodian. Options include: Authorized, Authorization Pending, Not Authorized, Blank
Name	Enter the name of the person who has authorized this asset to be assigned to this custodian. Enter the name formatted "Last Name, First Name". The comma is required.
Date	Enter the date of the authorization.

6. Optionally, enter **ChartFields** information.

Note: New ChartFields must exist in the drop-down list but ChartField strings do not have to be valid in this section. The original acquisition cost string for purchased assets will be populated automatically by the Purchasing Integration process.

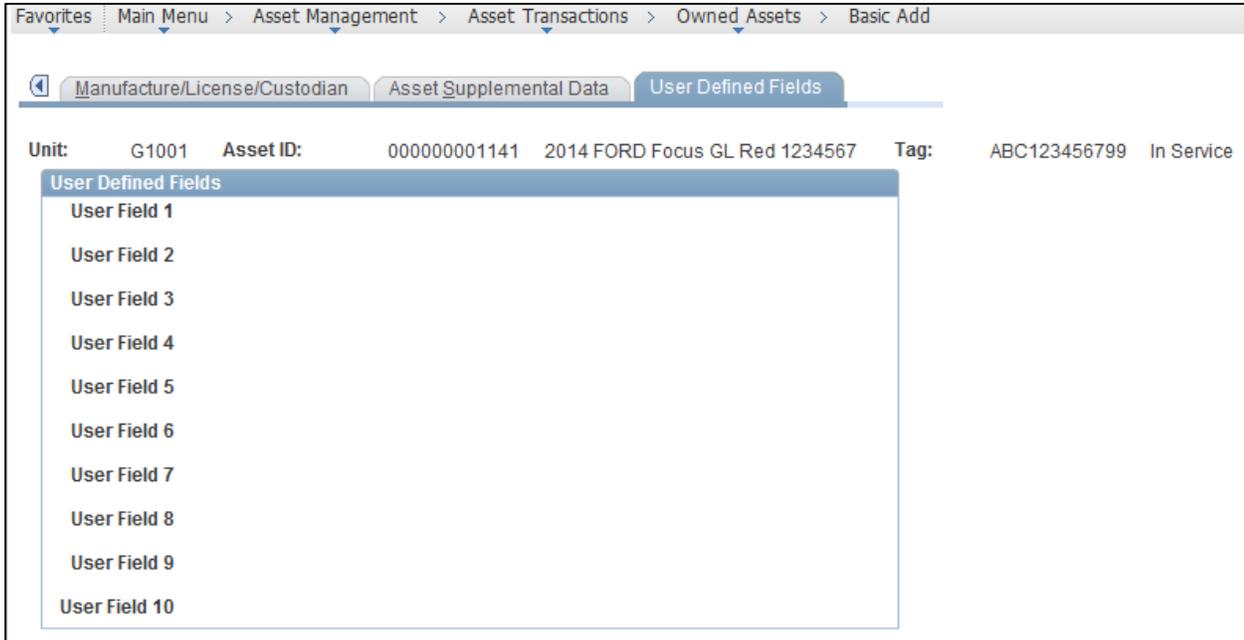
Chartfields	
Fund Code:	<input type="text"/> 
Financial Department ID:	<input type="text"/> 
Appropriation ID (CF3):	<input type="text"/> 
Sub Account (Class):	<input type="text"/> 
Statewide Cost (Prog):	<input type="text"/> 
Agency Cost 1 (CF1):	<input type="text"/> 
Agency Cost 2 (CF2):	<input type="text"/> 
Project:	<input type="text"/> 

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 field length is 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.
Sub Account (Class)	Optionally, click on the Lookup icon to select a Sub Account.
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.
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.

Note: The **Asset Supplemental Data** tab is not used in Minnesota.

Step 7: Enter information on the User Defined Fields tab (Optional)

Ten fields are available to use at the agency's discretion. The field length is 30 characters. Agencies can determine the best use of these fields for agency assets. Information in these fields is available and searchable in SWIFT queries. If you want to make use of these fields, contact Agency Assistance at AgencyAssistance.MMB@state.mn.us.



Having completed this topic, you should now be able to:

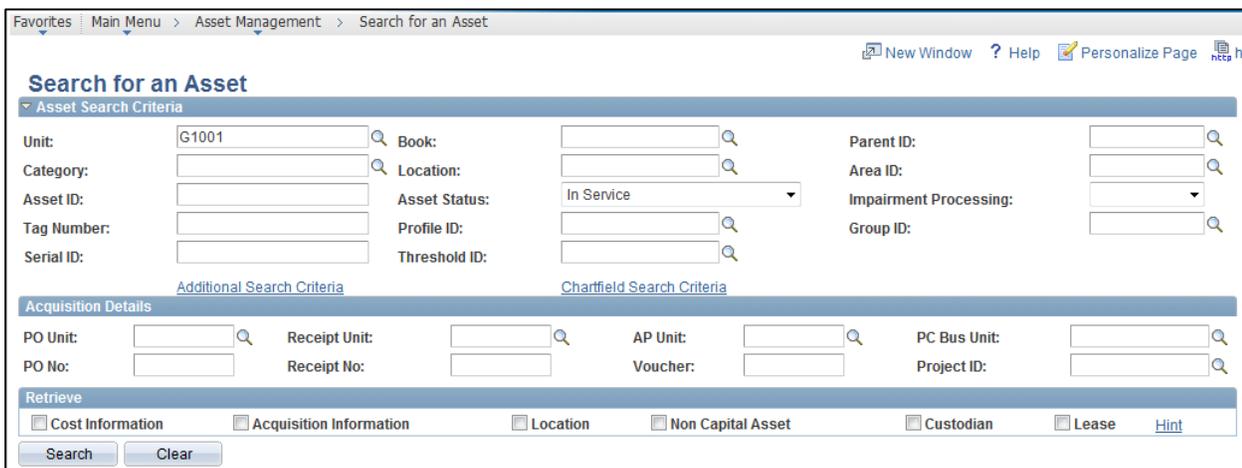
- Create (or Update) Assets with Basic Add

Using the Search for an Asset Page

Topic Overview

The *Search for an Asset* page is the starting point for many SWIFT Asset Management transactions. You can search for assets using a variety of search criteria in many different combinations, such as Asset ID, Asset Type, Location, Asset Status, Profile ID, PO Number or Approp ID.

Once the asset(s) meeting your search criteria have been located, they appear on a search results list. This list provides many views of asset information.



The screenshot shows the 'Search for an Asset' page in a web browser. The page title is 'Search for an Asset' and the breadcrumb trail is 'Favorites > Main Menu > Asset Management > Search for an Asset'. The interface includes a search criteria section with fields for Unit (G1001), Book, Parent ID, Category, Location, Area ID, Asset ID, Asset Status (In Service), Impairment Processing, Tag Number, Profile ID, Group ID, and Serial ID. There are also links for 'Additional Search Criteria' and 'Charfield Search Criteria'. Below this is an 'Acquisition Details' section with fields for PO Unit, Receipt Unit, AP Unit, PC Bus Unit, PO No, Receipt No, Voucher, and Project ID. At the bottom, there is a 'Retrieve' section with checkboxes for 'Cost Information', 'Acquisition Information', 'Location', 'Non Capital Asset', 'Custodian', and 'Lease', along with a 'Hint' link. Search and Clear buttons are located at the bottom left.

You can select an asset in the search results list and quickly navigate to another Asset Management page to work on the asset. Commonly used pages you can navigate to include:

- Basic Add
- Cost Adjust/Transfer Asset
- Cost History
- Asset Depreciation
- Copy Asset
- Define Tax/Depr Criteria (Book Info for the Asset)

After completing this topic, you should be able to:

- Use the Search for an Asset Page

Process Steps

Using the Search for an Asset Page

This topic covers searching for an asset and selecting an Asset Management component (page) to work with.

Steps to complete:

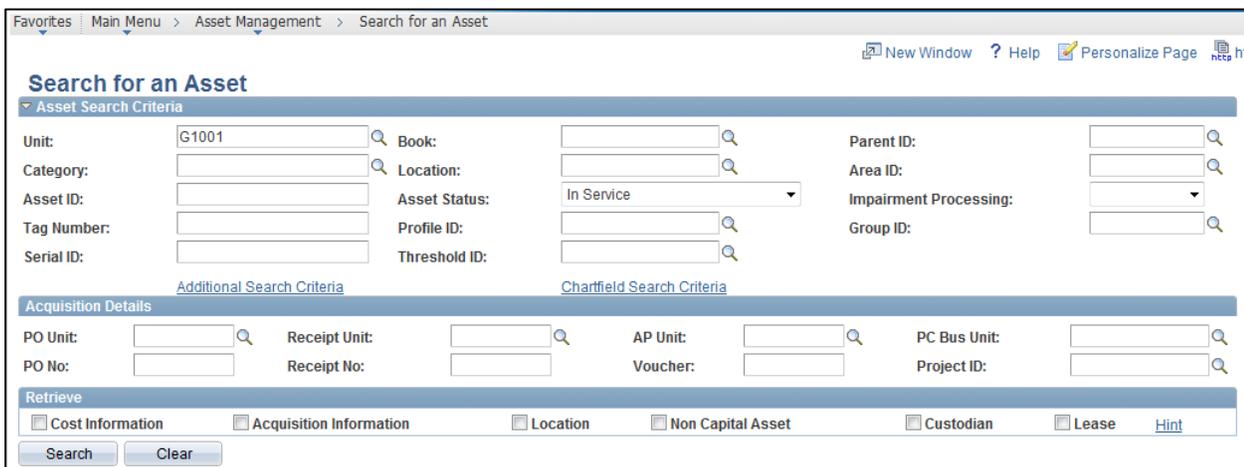
- Step 1: Enter Search Criteria on the Search for an Asset page
- Step 2: Optionally, Enter Additional Search Criteria
- Step 3: Optionally, Enter ChartField Search Criteria
- Step 4: Enter Search Results Selections in the Retrieve Section
- Step 5: View Search Results
- Step 6: Select an Asset and Component to Work With

Step 1: Enter Search Criteria on the Search for an Asset page

You can search for an asset based on the specified criteria on the *Search for an Asset* page. After you have performed the search, you can also use links to quickly access other Asset Management pages to review or enter asset information for the selected asset, such as review asset depreciation or change the funding string for an asset.

Begin by navigating to the *Search for an Asset* page.

1. **Navigation Links:** Asset Management, Search for an Asset.

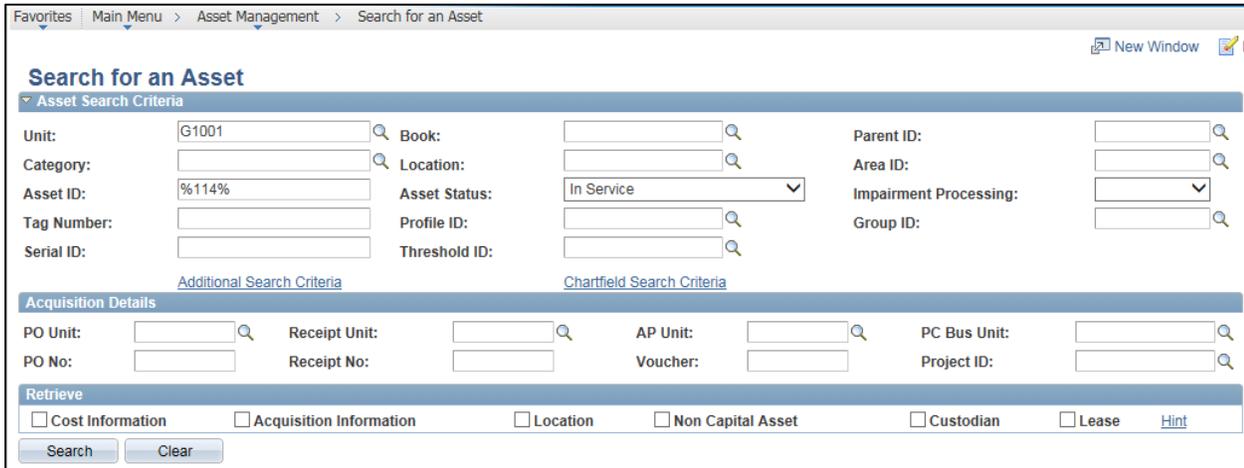


The screenshot shows the 'Search for an Asset' web application interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Asset Management > Search for an Asset'. The main title is 'Search for an Asset'. Below the title, there are three sections: 'Asset Search Criteria', 'Acquisition Details', and 'Retrieve'. The 'Asset Search Criteria' section contains various search fields: Unit (G1001), Category, Asset ID, Tag Number, Serial ID, Book, Location, Asset Status (In Service), Profile ID, Threshold ID, Parent ID, Area ID, Impairment Processing, and Group ID. The 'Acquisition Details' section contains fields for PO Unit, Receipt Unit, AP Unit, PC Bus Unit, PO No, Receipt No, Voucher, and Project ID. The 'Retrieve' section has checkboxes for Cost Information, Acquisition Information, Location, Non Capital Asset, Custodian, Lease, and a Hint link. At the bottom of the 'Retrieve' section are 'Search' and 'Clear' buttons.

Note: The Asset Status criteria field is initially set to “In Service”. If you are searching for assets with other statuses, such as “Received (Not in Service)”, you’ll need to make sure to change this search field.

2. Enter information in the **Asset Search Criteria** section as described below.

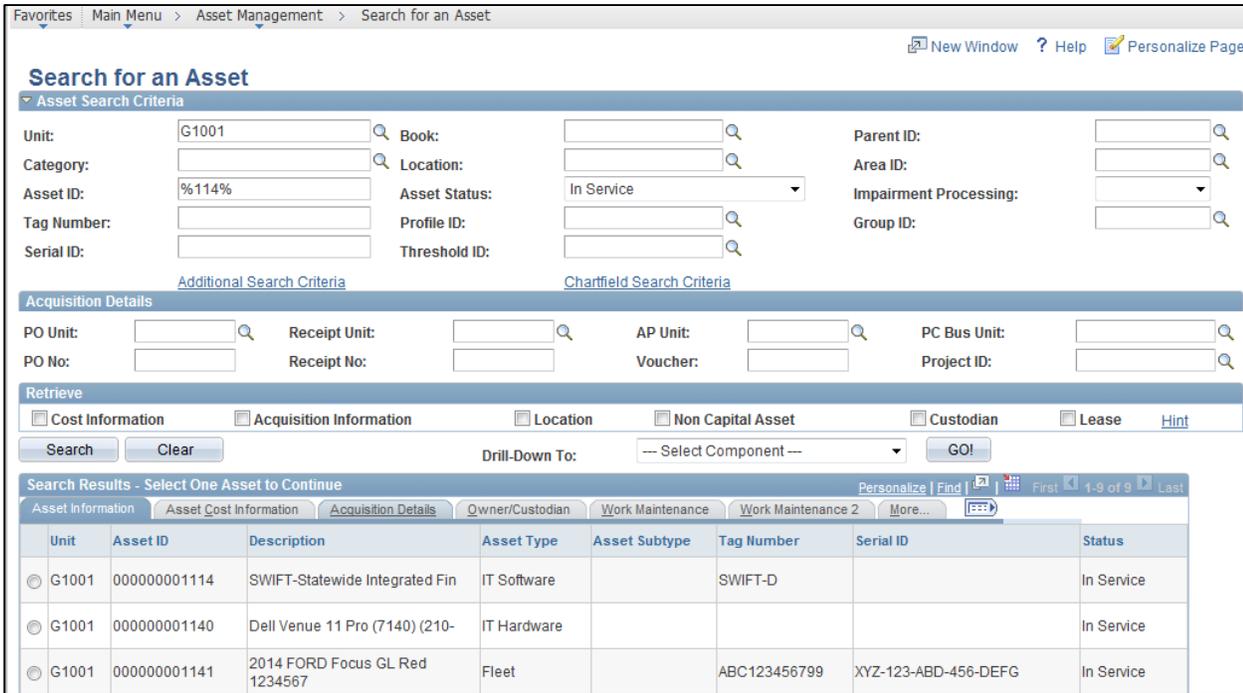
Note: The percent sign (%) can be used as a wild card to replace one or more characters of a field.



The screenshot shows the 'Search for an Asset' interface. It includes sections for 'Asset Search Criteria' with fields for Unit, Category, Asset ID, Tag Number, Serial ID, Book, Location, Asset Status, Profile ID, Threshold ID, Parent ID, Area ID, Impairment Processing, and Group ID. Below this is the 'Acquisition Details' section with fields for PO Unit, Receipt Unit, AP Unit, PC Bus Unit, PO No, Receipt No, Voucher, and Project ID. At the bottom, there are checkboxes for 'Retrieve' options: Cost Information, Acquisition Information, Location, Non Capital Asset, Custodian, Lease, and a Hint link. Search and Clear buttons are also present.

Field	Field Description
Unit (display only)	Accept the default <i>Business Unit</i> or click on the Lookup icon and select a different <i>Business Unit</i> .
Category	Click on the Lookup icon and select an asset <i>Category</i> to limit your search (such as Equipment, Furniture and Fixtures).
Asset ID	Enter an <i>Asset ID</i> to limit your search. The percent sign % can be used to replace one or more characters.
Tag Number	Enter a <i>Tag Number</i> if your agency uses asset tags.
Serial ID	Enter a <i>Serial ID</i> to limit your search.
Book	Minnesota only uses one book "MINN".
Location	Click on the Lookup icon and select the <i>Location</i> .
Asset Status	Accept the default "In Service" or select a different <i>Asset Status</i> from the drop-down list. Commonly used options include: <ul style="list-style-type: none"> • Disposed: Asset has been disposed of. • In Service: Asset is in service and depreciating (when applicable) • Received (Not in Service): Asset has been received but not yet placed in service. • Transferred: The asset has been transferred to a different business unit.
Profile ID	Click on the Lookup icon and select a <i>Profile ID</i> to limit your search.
Threshold ID	State of Minnesota does not use.
Parent ID	If you select a value in the <i>Parent ID</i> field, SWIFT will retrieve the parent asset and any child assets associated with it.

Field	Field Description
Area ID	State of Minnesota does not use.
Impairment Processing	State of Minnesota does not use.
Group ID	State of Minnesota does not use.



Search for an Asset

Asset Search Criteria

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

Category: Location: Asset Status: In Service Profile ID: Threshold ID:

Asset ID: %114% Tag Number: Serial ID:

Acquisition Details

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

Retrieve

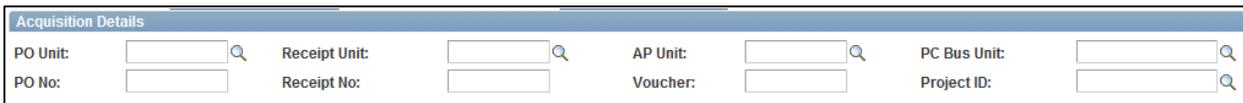
Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001114	SWIFT-Statewide Integrated Fin	IT Software		SWIFT-D		In Service
G1001	000000001140	Dell Venue 11 Pro (7140) (210-	IT Hardware				In Service
G1001	000000001141	2014 FORD Focus GL Red 1234567	Fleet		ABC123456799	XYZ-123-ABD-456-DEFG	In Service

- Optionally, search for purchased assets by entering search criteria in the **Acquisition Details** section as described below.

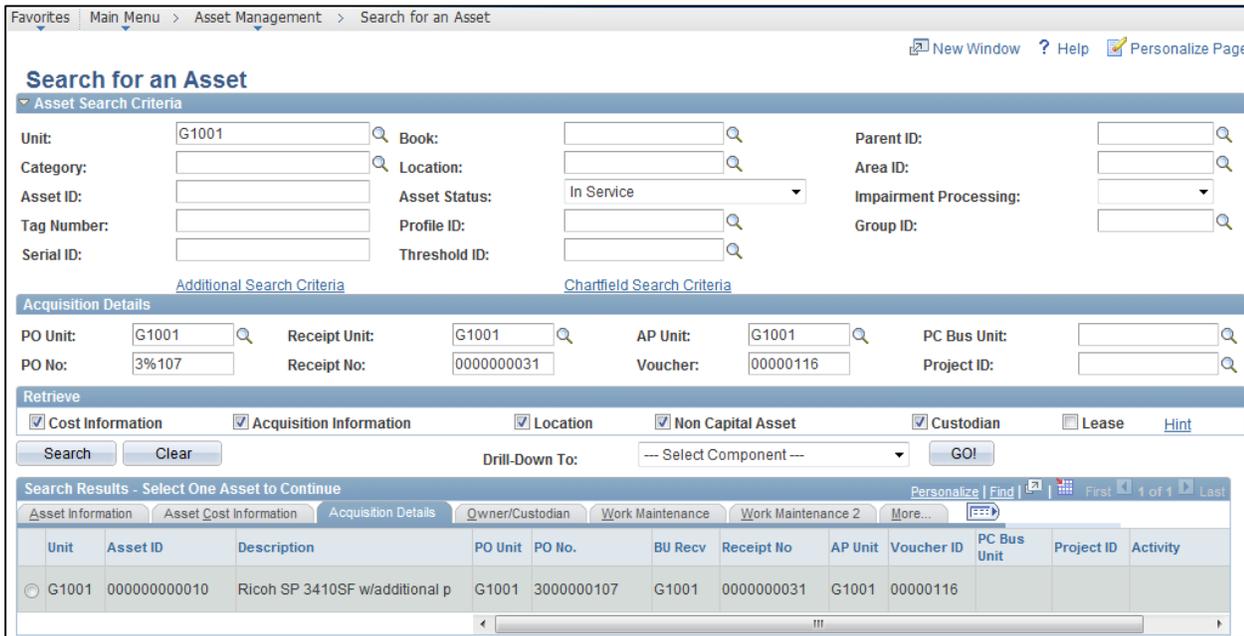


Acquisition Details

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

Field	Field Description
PO Unit	Enter the <i>Purchase Order Unit</i> (same as your <i>Business Unit</i> .) Note: if you do not enter additional criteria, all purchased assets for the Purchase Order Unit will be returned in the search results.
PO No.	Enter a PO Number ("3000000107"). The percent sign % wild card can be used.
Receipt Unit	Enter the <i>Receipt Unit</i> (same as <i>Business Unit</i> .) Note: if you do not enter additional criteria, all receipted assets for the <i>Receipt Unit</i> will be returned in the search results.
Receipt No	Enter a <i>Receipt Number</i> ("0000000031"). The percent sign % wild card can be used.

Field	Field Description
AP Unit	Enter the <i>Accounts Payable Unit</i> (same as <i>Business Unit</i> .)
Voucher	Enter a <i>Voucher ID</i> . The percent sign % wild card can be used.
PC Bus Unit	Enter a <i>PC Bus Unit</i> (part of project coding).
Project ID	Click on the Lookup icon and select a <i>Project ID</i> .



Search for an Asset

Asset Search Criteria

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

Category: Asset ID: Tag Number: Serial ID: Book: Location: Asset Status: Profile ID: Threshold ID:

Additional Search Criteria Chartfield Search Criteria

Acquisition Details

PO Unit: G1001 Receipt Unit: G1001 AP Unit: G1001 PC Bus Unit: PO No: 3%107 Receipt No: 0000000031 Voucher: 00000116 Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

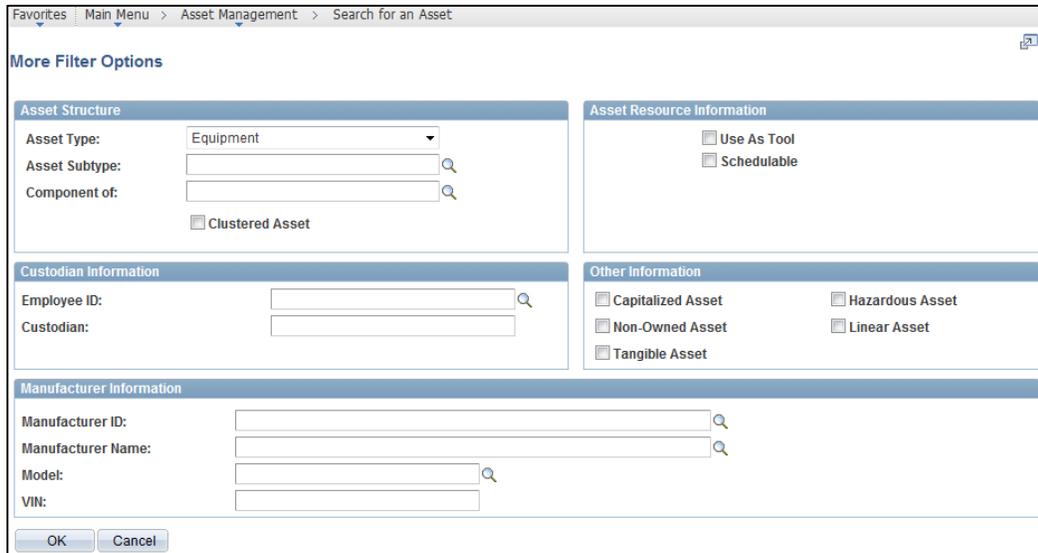
Unit	Asset ID	Description	PO Unit	PO No.	BU Recv	Receipt No	AP Unit	Voucher ID	PC Bus Unit	Project ID	Activity
G1001	000000000010	Ricoh SP 3410SF w/additional p	G1001	3000000107	G1001	0000000031	G1001	00000116			

Note: Multiple rows often display for purchased assets. You may see a row for the receipt and voucher transactions, and you may see additional rows if multiple funding sources were used. You only need to select one of the rows before selecting a component in Step 6.

Step 2: Optionally, Enter Additional Search Criteria

Optionally, click on the *Additional Search* link to search by additional asset fields, such as Asset Type, Custodian, or Manufacturer.

1. Click on the **Additional Search Criteria** link to further limit your search. The *More Filter Options* page displays.



2. Enter search criteria as described below.

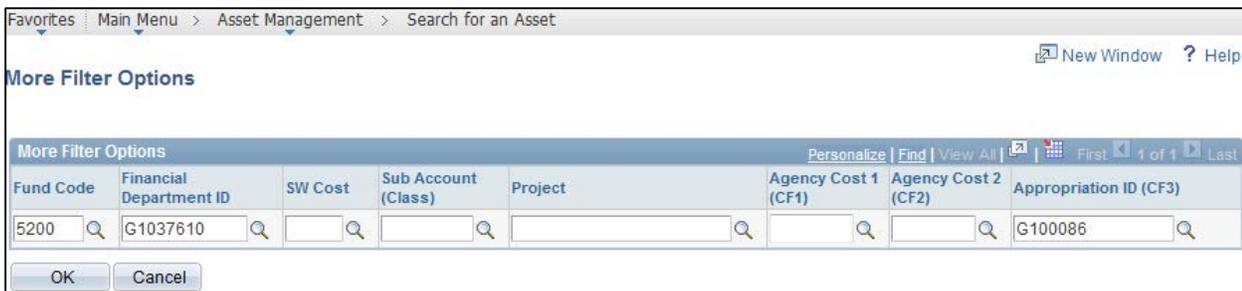
Field	Field Description
Asset Type	Select an Asset Type from the drop-down listing (such as “Equipment”, “Facility”, “Fleet”, “Furniture”).
Asset Subtype	If your agency uses <i>Asset Subtypes</i> , you can click on the Lookup and select an <i>Asset Subtype</i> to limit your search. An <i>Asset Type</i> must be selected first.
Component of	State of Minnesota does not use.
Clustered Asset	State of Minnesota does not use.
Employee ID	Click on the Lookup icon and select an <i>Employee ID</i> for a custodian to limit your search.
Custodian	Enter a <i>Custodian</i> to limit your search. The format is “Last Name, First Name”. The comma is required.
Manufacturer ID	Click on the Lookup icon and select a <i>Manufacturer ID</i> to limit your search.
Manufacturer Name	Click on the Lookup icon and select a <i>Manufacturer Name</i> to limit your search.
Model	Click on the Lookup icon and select a <i>Model</i> to limit your search.
VIN	Enter a VIN to limit your search.

- Options in the **Asset Resource Information** and **Other Information** sections are not used or are not recommended for use.
- Click on the **OK** button to return to the *Search for Asset* page and your criteria will be used to limit your search results.
 - If you no longer want to use the optional filters, click on the **Clear** button.

Step 3: Optionally, Enter ChartField Search Criteria

Use the *ChartField Search Criteria* link to search for assets related to a specific funding.

- Click on the **ChartField Search Criteria** link in the **Asset Search Criteria** section.



- Enter search criteria 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.
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.
Statewide Cost (Prog)	Optionally, click on the Lookup icon to select a <i>Statewide Cost</i> code.
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> .
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 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.
Appropriation ID (CF3)	Click on the Lookup icon to select an <i>Appropriation ID</i> .

3. From the *More Filter Options* page, click on the **OK** button to return to the *Search for Asset* page and your criteria will be used to limit your search results.
 - If you no longer want to use the optional filters, click on the **Clear** button.

Step 4: Enter Search Results Selections in the Retrieve Section

You can use the **Retrieve** section to indicate what type of information will be retrieved about assets that meet your search criteria.

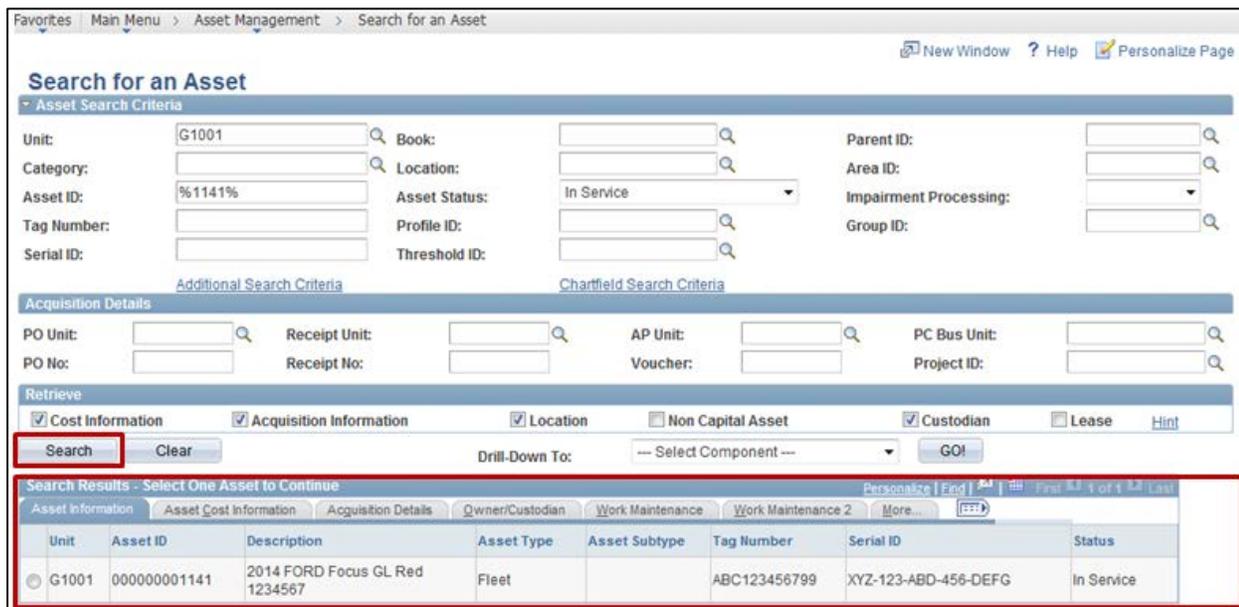
1. Complete the **Retrieve** section as described below.
 - If you entered search criteria that relate to cost information, acquisition details, location, or custodian, it is not necessary to check the option; the information will be retrieved automatically.
 - The **Asset Information** tab information is always retrieved (Asset ID, Description, Asset Type, Tag Number, etc.)

Checkbox	Description
Cost Information	Click on the <i>Cost Information</i> checkbox to view Asset Cost Information tab information in the search results such as <i>Fund, Fin DeptID, and Approp ID</i> .
Acquisition Information	Click on the <i>Acquisition Information</i> checkbox to view Acquisition Details tab information in the search results, such as <i>PO Number</i> and <i>Voucher ID</i> .
Location	Click on the <i>Location</i> checkbox to view asset Location Codes in the search results on the More tab.
Non Capital Asset	The <i>Non Capital Asset</i> check box is used only when <i>Acquisition</i> and <i>Cost</i> check boxes are active or a search field having value for both <i>Acquisition</i> and <i>Cost</i> is used.
Custodian	Click on the <i>Custodian</i> checkbox to view Owner/Custodian tab information in the search results.
Lease	State of Minnesota does not use.
Hint link	Click on the <i>Hint</i> link to display information about what each checkbox in the Retrieve section will return when you search for an asset.

Step 5: View Search Results

After selecting your search criteria, you are ready to launch your search and view the results.

1. Click on the **Search** button. The assets meeting your criteria display in the **Search Results** listing.



Note: Multiple rows often display for purchased assets. You may see a row for the receipt and voucher transactions, and you may see additional rows if multiple funding sources were used. You only need to select one of the rows before selecting a component in Step 6.

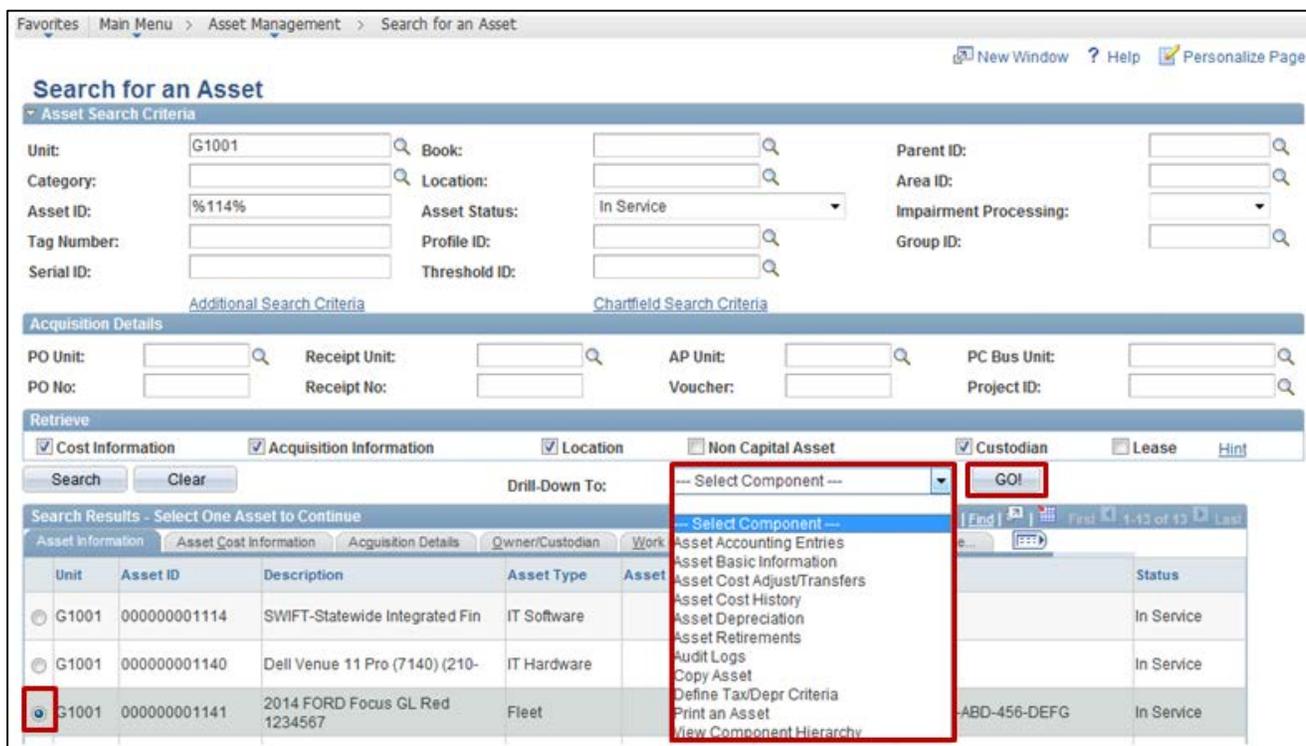
2. View the Search Results. Information on the tabs include:

Tab	Description
Asset Information	Displays <i>Unit, Asset ID, Description, Asset Type, Asset Subtype, Tag Number, Serial ID</i> and <i>Status</i> .
Asset Cost Information	Displays <i>Fund, Fin DeptID, SW Cost, Sub Acct, Project, Agcy Cost 1 and 2, Approp Id, Category, Cost Type, Quantity, Cost, and Currency</i> .
Acquisition Details	Displays <i>PO Unit, PO No., BU Recv, Receipt No., AP Unit, Voucher ID, PC Bus Unit, Project ID, and Activity</i> .
Owner/Custodian	Displays <i>Employee ID, Custodian, Asset Custodian DeptID, and Offsite flag</i> .
Work Maintenance	Displays <i>Capitalized Asset flag</i> .
Work Maintenance 2	Displays <i>VIN number, Linear flag, and Non-owned Asset flag</i> .
More	Displays <i>Profile ID, Parent ID, Location, Manufacturer ID, Model number, and Replacement Cost</i> .

Step 6: Select an Asset and Component to Work With

Now you can select an asset listed in the search results and select a component from the **Drill-Down To** listing to work with the asset.

1. Select an asset in the search results by clicking on the corresponding button.



Note: Multiple rows often display for purchased assets. You may see a row for the receipt and voucher transactions, and you may see additional rows if multiple funding sources were used. You only need to select one of the rows before selecting a component.

2. After selecting an asset in the search results, select a component from the **Drill-Down To** listing and click on the **GO!** button. Options include.

Component	Description
Asset Accounting Entries	Opens the <i>Review Financial Entries</i> page in a new window. Refer to the “Viewing Financial (Accounting) Entries” topic.
Asset Basic Information	Opens the <i>Basic Add</i> pages in a new window where you can view and update the asset record. Refer to the “Creating (or Updating) Assets with Basic Add” topic.
Asset Cost Adjust/Transfer	Opens the <i>Cost Adjust/Transfer Asset</i> page in a new window. Refer to Lesson 2: Maintaining Asset Financials .
Asset Cost History	Opens the <i>Review Cost</i> pages in a new window. Refer to the “Viewing Cost History” topic.



Component	Description
Asset Depreciation	Opens the <i>Asset Depreciation</i> pages in a new window. Refer to the “Viewing Depreciation Information” and “Running Depreciation Calculation Between Transactions” topics.
Asset Retirements	This option is not used.
Audit Logs	This option is not used.
Copy Asset	Opens the <i>Create Asset Copies</i> pages in a new window. Refer to “Creating Assets with Copy Asset” topic.
Define Tax/Depr Criteria	Opens the <i>Define Tax/Depr Criteria</i> pages which display the Book Depreciation settings for the asset.
Print an Asset	Opens the <i>Printable View of Asset</i> page. Refer to the “Printing an Asset” topic.
View Component Hierarchy	This option is not used.

Having completed this topic, you should now be able to:

- Use the Search for an Asset Page

Printing an Asset

Topic Overview

This topic covers viewing and printing asset information from the *Printable View of Asset* page. Information from the *Basic Add* pages is compiled into one page which you can print should the need arise.

Favorites | Main Menu > Asset Management > Print an Asset

New Window Personalize Page

Printable view of Asset

Unit: G1001 Asset ID: 00000001103 Latitude E6540 (210-AAFM) Spc Status: In Service

Tag Number: Taggable Asset
 Asset Class: Capitalized Asset
 Profile ID: SEN_ITHW Sensitive Asset - IT Hardware Composite Asset
 Location: G104THFL00 MN MANAGEMENT & BUDGET Replacement Asset
 Area ID: This Asset is Offsite
 Parent ID: New Asset
 Group Asset Flag: None Asset is Available Clustered Asset
 Financing Code: Hazardous Asset
 Acquisition Code: Purchased Acquisition Date: 06/23/2014
 Replacement Cost: Last Update:
 Index Name: Old Asset ID:
 Subindex Name:
 CAP #: Lease Asset ID:
 Contact: Phone #:
 Manufacturer:
 Contact:
 Serial ID: JG2TF12 Model:
 Custodian: Product Version:
 R and D Start Date: R&D Plant Use NBV for R and D
 Collateral Asset: Empl ID:
 Document: JV BUS:
 FERC Code:

Default Book & Depr Attributes

Fund Code: 5200
 Financial Department ID: G1031500
 Appropriation ID (CF3): G100085
 Sub Account (Class):
 Statewide Cost (Prog):
 Agency Cost 1 (CF1): 60805
 Agency Cost 2 (CF2):
 Project:

Book Name: Minnesota State Book Currency: USD
 In Service Date: 06/20/2014 Calculation Type: Remaining Value
 Convention: Actual Month Depreciation Status: Non Depr
 Begin Depr Date: 06/20/2014
 Method: Manual Depreciation
 Future Depr Yrs: Derogatory Depreciation
 End Date: Low Value
 Useful Life: Periods Depreciate When In Service

Asset Cost Information for Default Book

Category	Cost Type	Cost	Salvage Value
SENHW		2,042.21 USD	0.00

Chartfields

Fin DeptID	Project	Sub Acct	Fund	AppropID	Agcy Cost 2	Agcy Cost 1	SW Cost
G1031500			5200	G100085		60805	

Return to Search Notify

After completing this topic, you should be able to:

- Print an Asset

Process Steps

Print an Asset

This topic covers printing the *Printable View of Asset* page.

Steps to complete:

- Step 1: Navigate to the Print an Asset page
- Step 2: View and Print the Printable View of Asset page

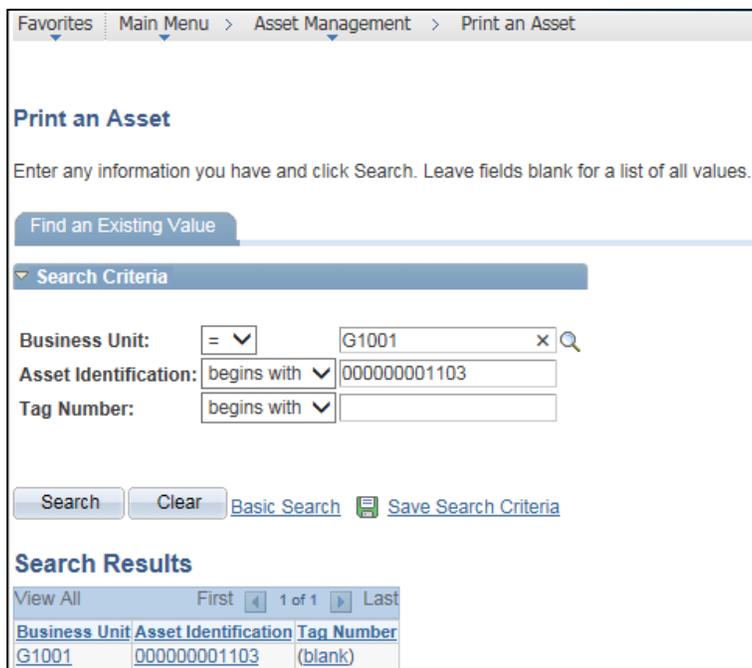
Step 1: Navigate to the Print an Asset page

Begin by navigating to the *Print an Asset* page.

1. **Navigation Links:** Asset Management, Print an Asset.
2. At the *Print an Asset* page, enter search criteria to locate the asset you want to view and print. 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.

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



The screenshot shows the 'Print an Asset' search page. At the top, there are navigation links: 'Favorites', 'Main Menu', 'Asset Management', and 'Print an Asset'. Below the title 'Print an Asset', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A tab labeled 'Find an Existing Value' is active. Under 'Search Criteria', there are three input fields: 'Business Unit' with a dropdown set to '=' and a text box containing 'G1001'; 'Asset Identification' with a dropdown set to 'begins with' and a text box containing '000000001103'; and 'Tag Number' with a dropdown set to 'begins with' and an empty text box. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with columns 'Business Unit', 'Asset Identification', and 'Tag Number'. The first row contains the values 'G1001', '000000001103', and '(blank)'. Navigation controls for the results include 'View All', 'First', '1 of 1', and 'Last'.

- If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Printable View of Asset* page displays.

Step 2: View and Print the Printable View of Asset page

The *Printable View of Asset* page displays information that can be found on the *Basic Add* pages, including cost information and ChartFields. The page can be printed, if desired.

- View the **Header** section of the page.
 - Information from the *Basic Add* pages displays, such as Asset ID and Description, Profile ID, Location, Asset Status, and Manufacturing information.

Favorites | Main Menu > Asset Management > Print an Asset

New Window | Personalize Page

Printable view of Asset

Unit: G1001 Asset ID: 00000001103 Latitude E6540 (210-AAFM) Spe Status: In Service

Tag Number:		<input checked="" type="checkbox"/> Taggable Asset
Asset Class:		<input checked="" type="checkbox"/> Capitalized Asset
Profile ID:	SEN_I THW Sensitive Asset - IT Hardware	<input type="checkbox"/> Composite Asset
Location:	G104THFL00 MN MANAGEMENT & BUDGET	<input type="checkbox"/> Replacement Asset
Area ID:		<input type="checkbox"/> This Asset is Offsite
Parent ID:		<input checked="" type="checkbox"/> New Asset
Group Asset Flag:	None <input type="checkbox"/> Asset is Available	<input type="checkbox"/> Clustered Asset
Financing Code:		<input type="checkbox"/> Hazardous Asset
Acquisition Code:	Purchased	<input type="checkbox"/> In Physical Use
Acquisition Date:	06/23/2014	
Replacement Cost:		Last Update:
Index Name:		Old Asset ID:
SubIndex Name:		
CAP #:		Lease Asset ID:
Contact:		Phone #:
Manufacturer:		
Contact:		Model:
Serial ID:	JG2TF12	Product Version:
Custodian:		Empl ID:
R and D Start Date:	<input type="checkbox"/> R&D Plant	<input type="checkbox"/> Use NBV for R and D
Collateral Asset:		JV BUS:
Document:		FERC Code:

2. View the **Default Book & Depr Attributes** section.

- Depreciation settings for the asset display, including In Service Date, Method, Beginning Depreciation Date.

Default Book & Depr Attributes			
Fund Code:	5200		
Financial Department ID:	G1031500		
Appropriation ID (CF3):	G100085		
Sub Account (Class):			
Statewide Cost (Prog):			
Agency Cost 1 (CF1):	60805		
Agency Cost 2 (CF2):			
Project:			
Book Name:	Minnesota State Book	Currency:	USD
In Service Date:	06/20/2014	Calculation Type:	Remaining Value
Convention:	Actual Month	Depreciation Status:	Non Depr
Begin Depr Date:	06/20/2014		
Method:	Manual Depreciation		
Future Depr Yrs:		<input type="checkbox"/>	Derogatory Depreciation
End Date:		<input type="checkbox"/>	Low Value
Useful Life:	Periods	<input type="checkbox"/>	Depreciate When In Service

3. View the **Asset Cost Information for Default Book** section.

- Cost information displays including the Asset Category, Cost amount, Salvage Value, and ChartFields.

Asset Cost Information for Default Book							
Category	Cost Type	Cost		Salvage Value			
SENHW		2,042.21	USD	0.00			
Chartfields							
Personalize Find View All 1 of 1 First Last							
Fin DeptID	Project	Sub Acct	Fund	AppropID	Agcy Cost 2	Agcy Cost 1	SW Cost
G1031500			5200	G100085		60805	

Return to Search Notify

4. Print the page as you would normally.

Having completed this topic, you should now be able to:

- Print an Asset



Lesson Summary

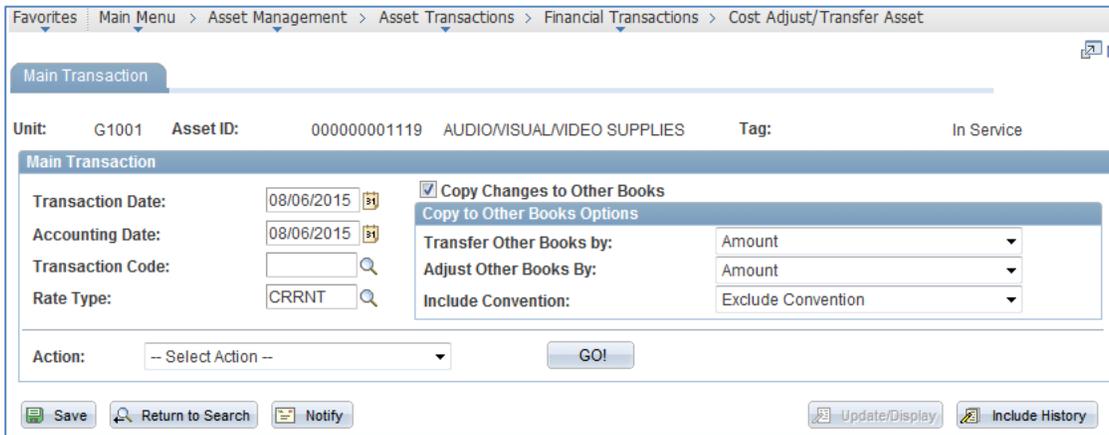
Having completed this lesson, you should now be able to:

- Create Assets with Express Add
- Create New Assets with Copy Asset
- Create (or Update) Assets with Basic Add
- Use the Search for an Asset Page
- Print an Asset

Lesson 2: Maintaining Asset Financials

Lesson Overview

The *Cost Adjust/Transfer Asset* pages in Asset Management are used to maintain asset financial information.



This Lesson covers several transactions that can be performed with these pages which are described below.

Warning! Do not combine more than one action in the same transaction. For example, do not change the cost and recategorize at the same time. Combining multiple actions can cause issues with the asset record and depreciation calculations.

Action	Use/Description
Addition (ADD)	Use the “Addition” action to add costs with a new funding string (positive amount only). Refer to the “Adding Costs with a New Funding String” topic for instructions.
Adjustment (ADJ)	Use the “Adjustment” action to adjust the cost, quantity, or salvage amount (positive or negative) for an existing funding string. Refer to the “Adjusting Cost Information” topic for instructions.
Transfer (TRF)	Use the “Transfer” action when the funding string for an asset must be changed. This may be necessary for many reasons, including a transfer from one department to another within the same Business Unit (an IntraUnit transfer). Refer to the “Changing the Funding String for an Asset” topic for instructions.
InterUnit Transfer (TRF)	Use the “InterUnit Transfer” action when the asset must be transferred from one Business Unit to another Business Unit. Refer to the “Transferring Assets Between Business Units” topic for instructions.
Recategorize (RCT)	Use this action when the asset category must be changed. Refer to the “Recategorizing an Asset” topic for instructions.

Note: The State of Minnesota does not use the Fixed Price Markup and Revaluation actions.

This lesson also includes instructions for viewing an asset's cost history and running the Depreciation Calculation process manually. After entering a financial transaction, you should view the results on the *View Cost History* pages to ensure that the transaction you entered had the desired results. If you need to enter more than one financial transaction, you will need to run the Depreciation Calculation process manually between the transactions.

This lesson also covers what to do if an asset was generated with multiple quantities in the Asset Management Module because the purchase order line had multiple quantities and the items were not "serialized" in the receipt process as instructed in the "Receiving Assets with Multiple Quantities" topic in the Purchasing an Asset User Guide (AM1 – Part 1).

It is recommended that you periodically review assets records with the "Received (Not In Service)" status to determine if the asset record was created by mistake and should be retired or if the asset the record needs to be completed manually. This lesson also includes a topic that will help you work through this review.

After completing this lesson, you should be able to:

- Adjust Cost Information (ADJ)
- Change the Funding String for an Asset (TRF)
- Add Costs with a New Funding String (ADD)
- Transfer Assets Between Business Units (InterUnit) (TRF)
- Recategorize an Asset (RCT)
- Convert an Asset with Multiple Quantities
- Resolve "Received (Not in Service)" Issues
- View Cost History
- View Financial Entries
- View Depreciation Information
- Run Depreciation Calculation between Transactions

Adjusting Cost Information (ADJ)

Topic Overview

There are times when you need to change the cost, quantity, or salvage amounts for an existing funding string on an asset. The *Cost Adjust/Transfer Asset* page is used for these transactions.

- You will select the “Adjustment” (ADJ) action on the *Cost Adjust/Transfer Asset* page and enter the adjustments.
- After you have completed the transaction, you can view the results on the *Cost History* pages.

After completing this topic, you should be able to:

- Adjust Cost Information for an Asset (ADJ)

Process Steps

Adjust Cost Information for an Asset (ADJ)

This topic covers how to adjust cost information for an existing funding string.

Steps to complete:

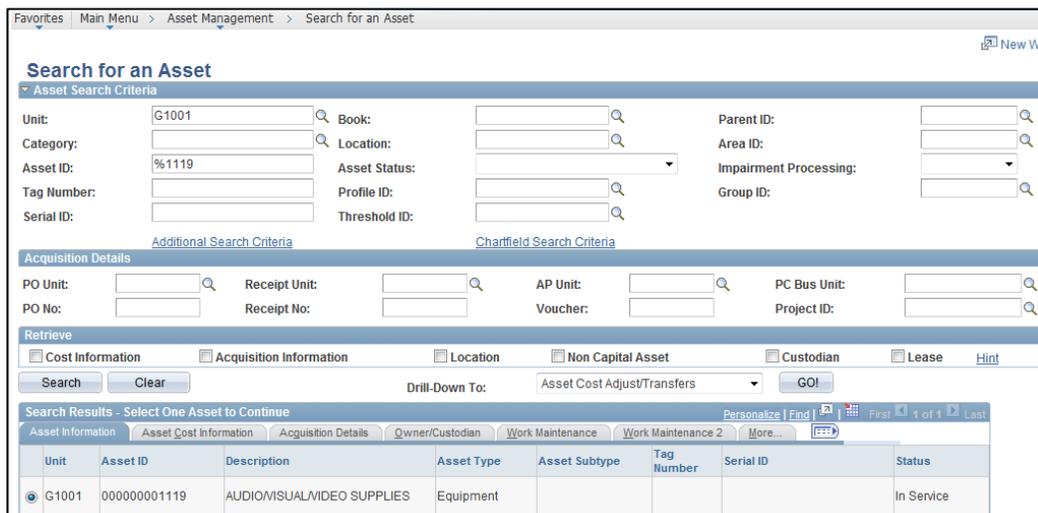
- Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset
- Step 2: Enter Information on the Main Transaction tab
- Step 3: Make the Adjustment on the Cost Information tab

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 adjust. 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: %1119 Asset Status: Profile ID: Threshold 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	000000001119	AUDIOVISUAL/VIDEO SUPPLIES	Equipment				In Service

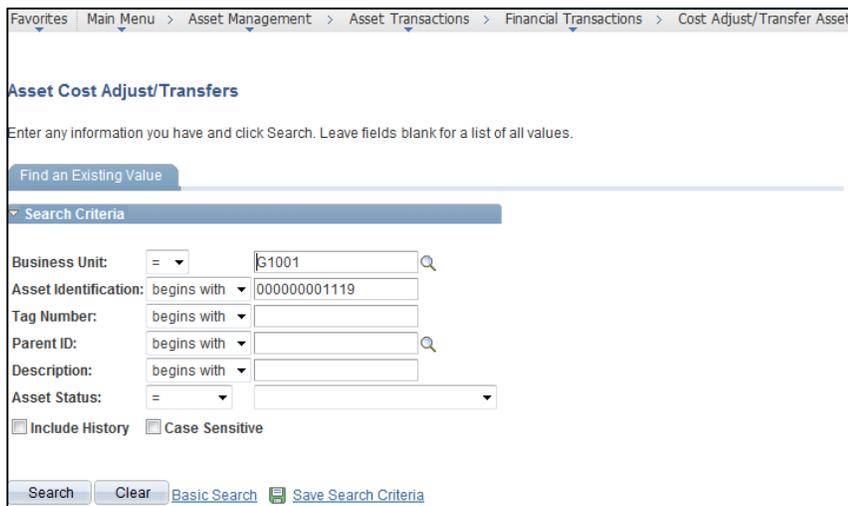
Note: Some converted assets may not display in the Search Results. If you experience this issue, use Option 2.

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:

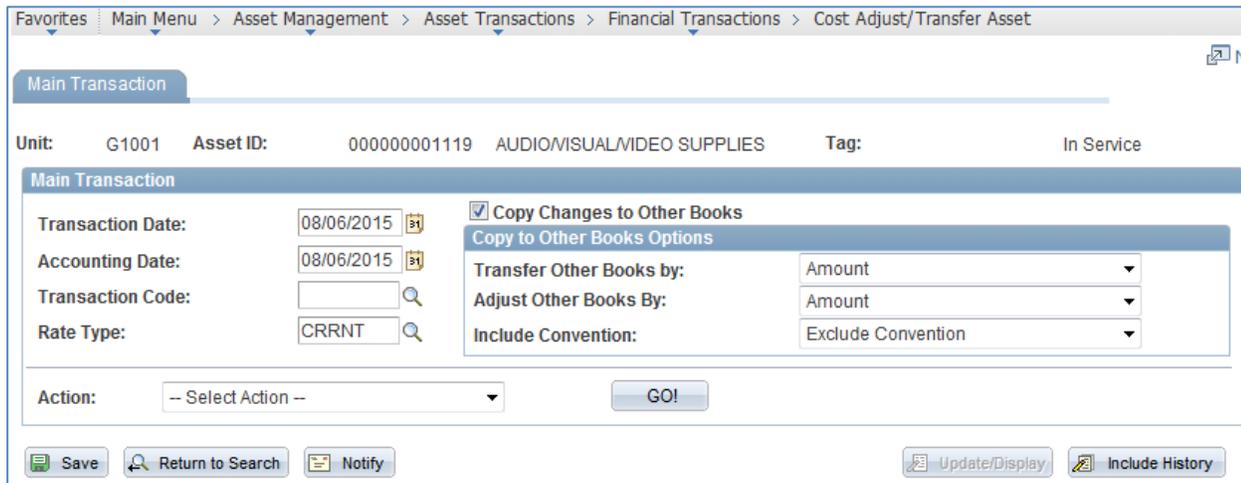
Field	Field Description
Business Unit	Accept the default <i>Business Unit</i> or click on the Lookup and select a different <i>Business Unit</i> .
Asset Identification	Enter an <i>Asset ID</i> to limit your search. The percent sign (%) can be used to replace one or more characters.
Tag Number	Optionally, 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 adjust. 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.



The screenshot shows the 'Asset Cost Adjust/Transfers' search page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset'. Below this, the page title 'Asset Cost Adjust/Transfers' is displayed. A prompt reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing several search fields: 'Business Unit' (dropdown menu), 'Asset Identification' (dropdown menu 'begins with' and text input '000000001119'), 'Tag Number' (dropdown menu 'begins with' and text input), 'Parent ID' (dropdown menu 'begins with' and text input), 'Description' (dropdown menu 'begins with' and text input), and 'Asset Status' (dropdown menu). At the bottom of the search criteria section, there are checkboxes for 'Include History' and 'Case Sensitive'. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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 adjustment actually occurred. This date is used for depreciation calculations. 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. Select "Adjustment" from the **Action** drop-down listing to add an "ADJ" entry for the asset that can be viewed on the *Cost History* pages. Adjustment is used for a positive or negative cost or quantity adjustment for an existing funding string.
3. Click on the **GO!** button. The **Cost Information** tab displays showing the current *Quantity*, *Cost*, and *Salvage* amounts in the **Edit Cost Information** section.

Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Main Transaction | Cost Information

Unit: G1001 Asset ID: 000000001119 AUDIOMISUAL/VIDEO SUPPLIES Tag: In Service

Book: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

Cost History

Edit Cost Information

Adjust All Rows By: Percent: Quantity: Cost: Curr: USD Apply

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000		91.48	0.00	NCPEQ	G1001

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID
5600	G1036101						G100041

Adjust Current Row By: USD Apply

Save Return to Search Notify Update/Display Include History

- The **Cost History** section can be expanded to display the funding string for the asset.

Step 3: Make the Adjustment on the Cost Information tab

Next, you will adjust the cost information on the **Cost Information** tab. The most commonly used and recommended method of adjusting cost information is used in this step. You will overwrite the existing values with the desired values, and the system automatically calculates the adjustment values.

- Overwrite the existing *Quantity*, *Cost*, and/or *Salvage* amounts with the correct amounts in the **Edit Cost Information** section. **Note:** If you are working with an asset that has salvage, you will need to calculate the salvage value for the new cost amount and enter it.

When the transaction is saved, the adjustment value is automatically calculated. In this example, the original cost was changed from \$91.48 to \$149.00.

Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Main Transaction | Cost Information

Unit: G1001 Asset ID: 000000001119 AUDIOMISUAL/VIDEO SUPPLIES Tag: In Service

Book: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

Cost History

Edit Cost Information

Adjust All Rows By: Percent: Quantity: Cost: Curr: USD Apply

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000		149.00	0.00	NCPEQ	G1001

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID
5600	G1036101						G100041

Adjust Current Row By: USD Apply

Save Return to Search Notify Update/Display Include History

2. Click on the **Save** button.
3. View the *Cost History* page for the asset to see the adjustment. **Navigation Links:** Asset Management, Asset Transactions, History, Review Cost.



The screenshot shows the 'Review Cost' page in the SWIFT system. The breadcrumb trail is: Favorites | Main Menu > Asset Management > Asset Transactions > History > Review Cost. The page has tabs for 'Cost History List', 'Cost History Detail', 'Non Cap History List', and 'Non Cap History Detail'. The 'Cost History Detail' tab is active.

Unit: G1001 Asset ID: 000000001119 AUDIOVISUAL/VIDEO SUPPLIES Tag: In Service

Book
Book Name: MINN Minnesota State Book Currency: USD
Total Cost: 149.00

Asset Cost Information

Cost	Chartfields	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
		1 08/07/2015	ADJ			57.52	Detail
		2 08/15/2014	ADD		1.0000	91.48	Detail

Buttons at the bottom: Save, Return to Search, Notify.

- The *Total Cost* field displays the sum of the original entry and the adjustment SWIFT calculated based on your entry.
- The **Asset Cost Information** section displays lines for the original cost (ADD Trans Type) and the adjustment (ADJ Trans Type).

Having completed this topic, you should now be able to:

- Adjust Cost Information for an Existing Funding String (ADJ)

Changing the Funding String for an Asset (TRF)

Topic Overview

There are times when you need to change the funding string for an asset. This may be necessary for many reasons, including a transfer from one department to another within the same Business Unit (an IntraUnit transfer). The *Cost Adjust/Transfer Asset* page is used for these transactions.

- You will select the “Transfer” (TRF) action on the *Cost Adjust/Transfer Asset* page and enter the changes to the funding string.
- You can also change the location for an asset from these pages.
- After you have completed the transaction, you can view the results on the *Cost History* pages.

After completing this topic, you should be able to:

- Change the Funding String for an Asset (TRF)

Process Steps

Change the Funding String for an Asset

This topic covers changing the funding string for an asset.

Steps to complete:

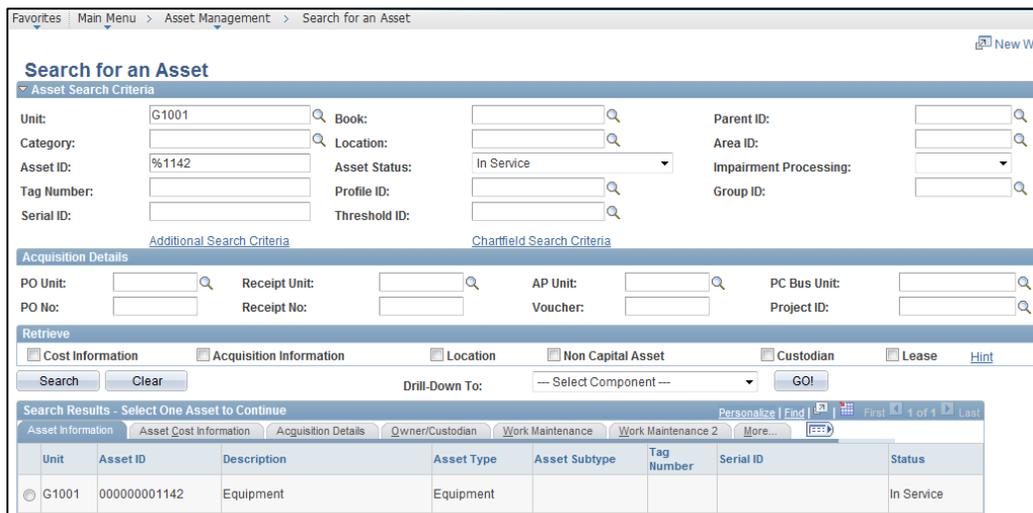
- Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset
- Step 2: Enter Information on the Main Transaction tab
- Step 3: Optionally, change the Location for the Asset
- Step 4: Edit the Funding String in the Chartfields section

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.



The screenshot shows the 'Search for an Asset' page. It includes a search criteria section with fields for Unit (G1001), Book, Parent ID, Category, Location, Area ID, Asset ID (%1142), Asset Status (In Service), Impairment Processing, Tag Number, Profile ID, Group ID, and Serial ID. Below this is an 'Acquisition Details' section with fields for PO Unit, Receipt Unit, AP Unit, PC Bus Unit, PO No, Receipt No, Voucher, and Project ID. A 'Retrieve' section has checkboxes for Cost Information, Acquisition Information, Location, Non Capital Asset, Custodian, Lease, and a Hint link. A 'Search' button and a 'Clear' button are present. A 'Drill-Down To' dropdown menu is set to '-- Select Component --' with a 'GO!' button. The 'Search Results' section shows a table with one asset:

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001142	Equipment	Equipment				In Service

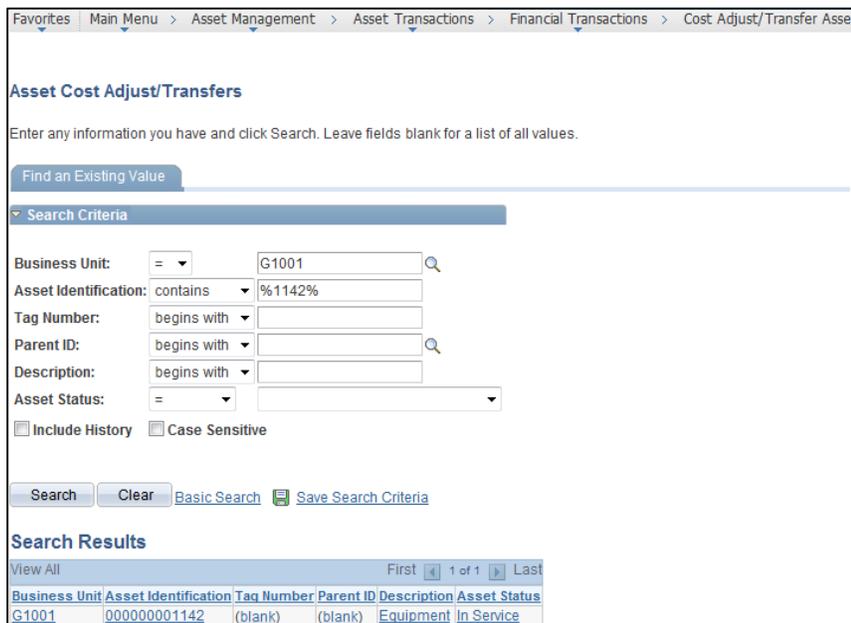
Note: Some converted assets may not display in the Search Results. If you experience this issue, use Option 2.

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 "In Service", "Disposed", "Received (Not in Service)".

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



The screenshot shows the 'Asset Cost Adjust/Transfers' search page. The breadcrumb trail is: Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset. The page title is 'Asset Cost Adjust/Transfers'. Below the title, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains the following fields: Business Unit (dropdown with '=' and 'G1001'), Asset Identification (dropdown with 'contains' and '%1142%'), Tag Number (dropdown with 'begins with' and empty), Parent ID (dropdown with 'begins with' and empty), Description (dropdown with 'begins with' and empty), and Asset Status (dropdown with '=' and empty). There are checkboxes for 'Include History' and 'Case Sensitive'. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is the 'Search Results' section, which shows 'View All' and 'First 1 of 1 Last'. A table displays the search results with columns: Business Unit, Asset Identification, Tag Number, Parent ID, Description, and Asset Status. The single result is: G1001, 00000001142, (blank), (blank), 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.

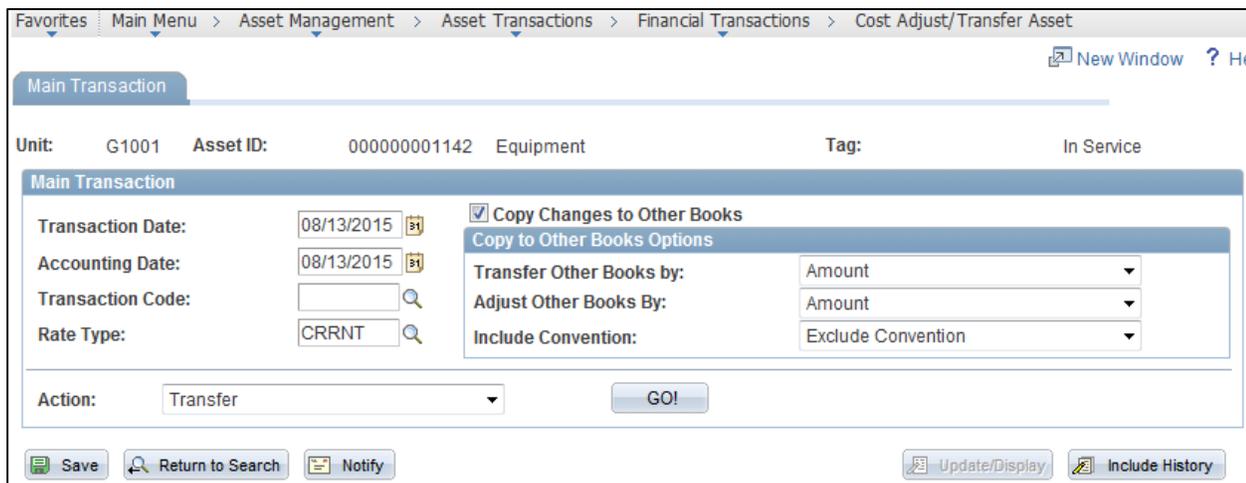
Step 2: Enter Information on the Main Transaction tab

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

Field	Field Description
*Transaction Date	The <i>Transaction Date</i> is the date the change (Transfer) 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.

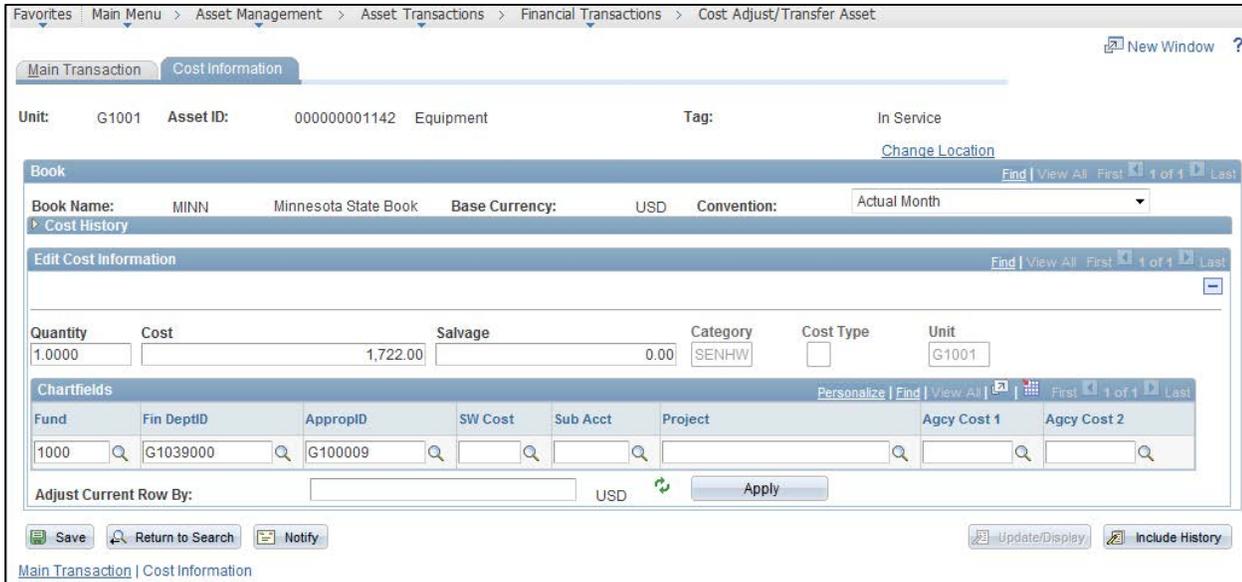
2. The “Transfer” action is used to change an existing funding string. Select “Transfer” from the **Action** drop-down listing to add a “TRF” entry for the asset that can be viewed in the *Cost History* pages.



The screenshot shows the 'Main Transaction' form in the SWIFT application. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset. The form includes the following elements:

- Unit:** G1001
- Asset ID:** 000000001142
- Equipment:** Equipment
- Tag:** In Service
- Main Transaction Section:**
 - Transaction Date:** 08/13/2015
 - Accounting Date:** 08/13/2015
 - Transaction Code:** (empty)
 - Rate Type:** CRRNT
 - Copy Changes to Other Books**
 - Copy to Other Books Options:**
 - Transfer Other Books by:** Amount
 - Adjust Other Books By:** Amount
 - Include Convention:** Exclude Convention
- Action:** Transfer
- Buttons:** Save, Return to Search, Notify, GO!, Update/Display, Include History

- Click on the **GO!** button. The **Cost Information** tab displays showing the current funding string in the **Chartfields** section.



The screenshot shows the 'Cost Information' tab in the SWIFT application. At the top, there are navigation tabs for 'Main Transaction' and 'Cost Information'. Below this, asset details are displayed: Unit: G1001, Asset ID: 000000001142, Equipment, Tag: In Service. A 'Change Location' link is visible. The 'Book' section shows 'Book Name: MINN, Minnesota State Book, Base Currency: USD, Convention: Actual Month'. Below that is the 'Edit Cost Information' section with a table:

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	1,722.00	0.00	SENHW	<input type="checkbox"/>	G1001

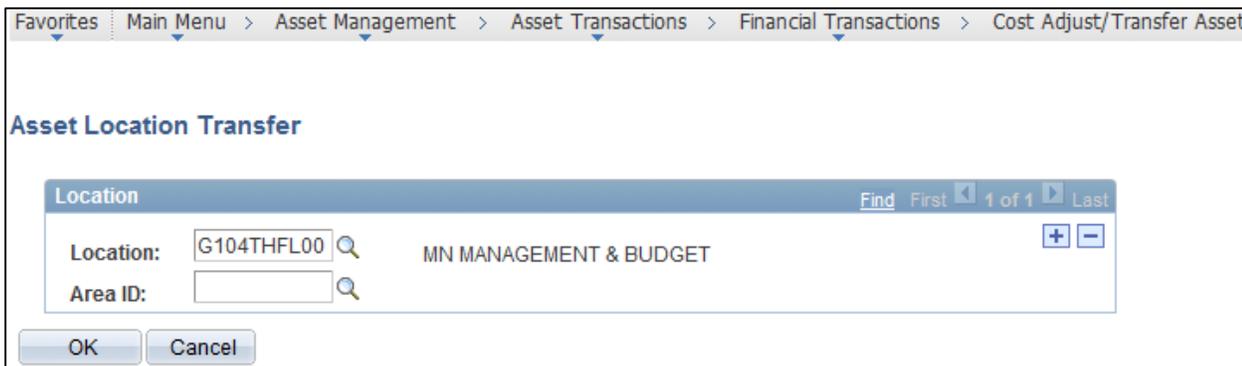
The 'Chartfields' section contains a table with columns: Fund, Fin DeptID, AppropID, SW Cost, Sub Acct, Project, Agcy Cost 1, and Agcy Cost 2. The values are: Fund: 1000, Fin DeptID: G1039000, AppropID: G100009, SW Cost, Sub Acct, Project, Agcy Cost 1, and Agcy Cost 2. Below the table is an 'Adjust Current Row By:' field set to USD and an 'Apply' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

- The **Cost History** section can be expanded to display the funding string for the asset, including the *Category* code.

Step 3: Optionally, Change the Asset Location

You can change the Location for the asset from this page, if necessary.

- Click on the *Change Location* link in the header section (on the right). The *Asset Location Transfer* page displays.



The screenshot shows the 'Asset Location Transfer' dialog box. It has a title bar 'Asset Location Transfer' and a search bar 'Location' with 'Find', 'First', '1 of 1', and 'Last' buttons. Below the search bar, there are two input fields: 'Location: G104THFL00' and 'Area ID:'. To the right of the 'Location' field, it says 'MN MANAGEMENT & BUDGET' with '+' and '-' buttons. At the bottom, there are 'OK' and 'Cancel' buttons.

- Click on the **Lookup** button for the *Location* and select a new location.

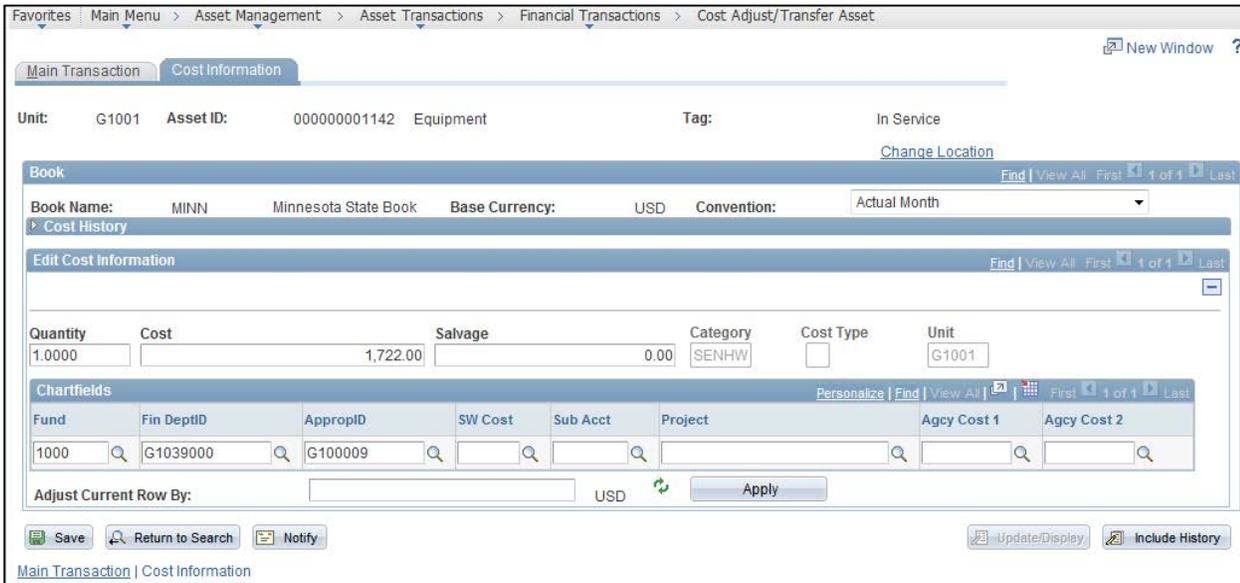
Note: The State of Minnesota does not use the Area ID field.

- Click on the **OK** button to return to the **Cost Information** tab.

Step 4: Edit the Funding String in the ChartFields section

Next, you will make the necessary changes to the funding string.

Note: It is recommended that you only change ChartField information during a “Transfer” action.



The screenshot shows the 'Cost Information' tab in the SWIFT application. The 'Chartfields' section is expanded, showing a table with the following fields and values:

Fund	Fin DeptID	AppropriID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2
1000	G1039000	G100009					

1. Enter changes to the funding string in the **Chartfields** section. Fields available for editing include:

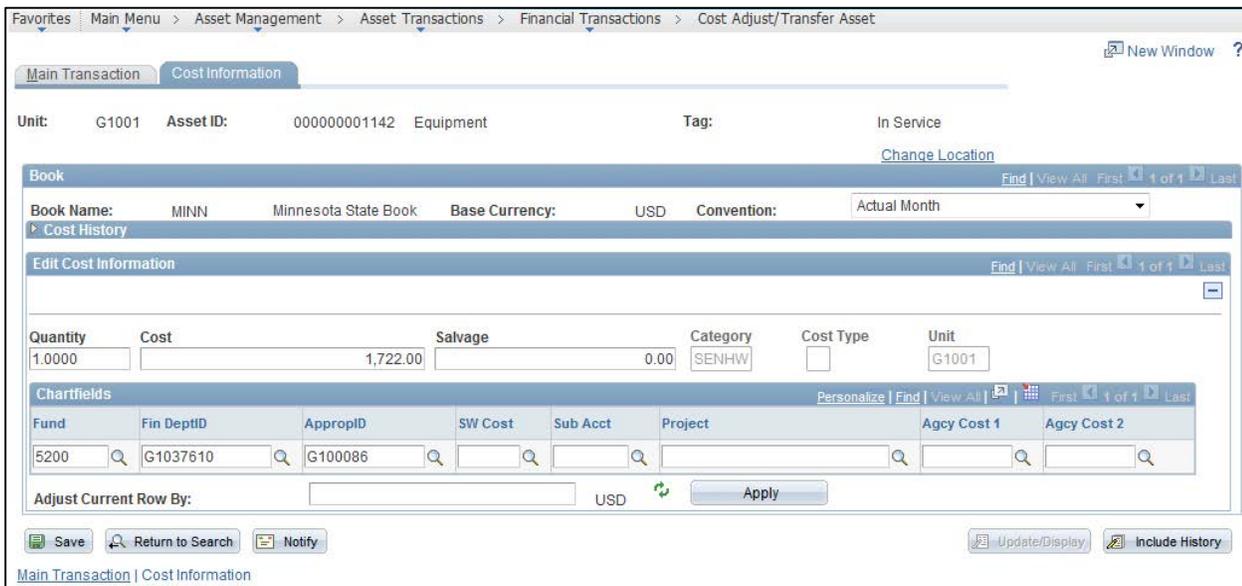
Field	Field Description
Fund Code	Click on the Lookup icon to select a valid <i>Fund</i> . Fund is the building block of Government Accounting. All transactions in the system must have a valid Fund. The field length is 4 digits.
Financial Department ID	Click on the Lookup icon to select a valid <i>Financial 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> 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.
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

Field	Field Description
	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.

Note: If you save before making changes to the Chartfields, you will receive the below error message indicating that you have selected the “Transfer” action but you have not made any change to the Chartfields. You are requested to either change the Trans type (Action) or change one of the cost row’s Chartfields.



- After making your changes, click on the **Save** button. Transfers are only saved by clicking on the **Save** button.



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

Favorites | Main Menu > Asset Management > Asset Transactions > History > Review Cost New Window ?

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

Unit: G1001 Asset ID: 000000001142 Equipment Tag: In Service

Book

Book Name: MINN Minnesota State Book Currency: USD
 Total Cost: 1,722.00

Asset Cost Information

Acctg Date	Trans Type	Quantity	Total Cost	Detail	Trans Type	Fund	Fin DeptID	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	Detail
1 08/13/2015	TRF	1.0000	1,722.00	Detail	TRF	5200	G1037610			G100086	SENHW		Detail
2 08/13/2015	TRF	-1.0000	-1,722.00	Detail	TRF	1000	G1039000			G100009	SENHW		Detail
3 05/11/2015	ADD	1.0000	1,722.00	Detail	ADD	1000	G1039000			G100009	SENHW		Detail

Save | Return to Search | Notify

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

Note: There are two new transactions recorded for the asset: A negative transaction moving the cost out of the original funding string; and a positive transaction, moving the cost to the funding string recorded on the transfer.

Having completed this topic, you should now be able to:

- Change the Funding String for an Asset (TRF)

Adding Costs with a New Funding String (ADD)

Topic Overview

There are times when you need to add costs with a new funding string (positive amount only). The *Cost Adjust/Transfer Asset* page is used for these transactions.

- You will select the “Addition” (ADD) action on the *Cost Adjust/Transfer Asset* page and enter the new information.
- After you have completed the transaction, you can view the results on the *Cost History* pages.

After completing this topic, you should be able to:

- Add Costs with a New Funding String (ADD)

Process Steps

Add Costs with a New Funding String (ADD)

This topic covers adding costs with a new funding string.

Steps to complete:

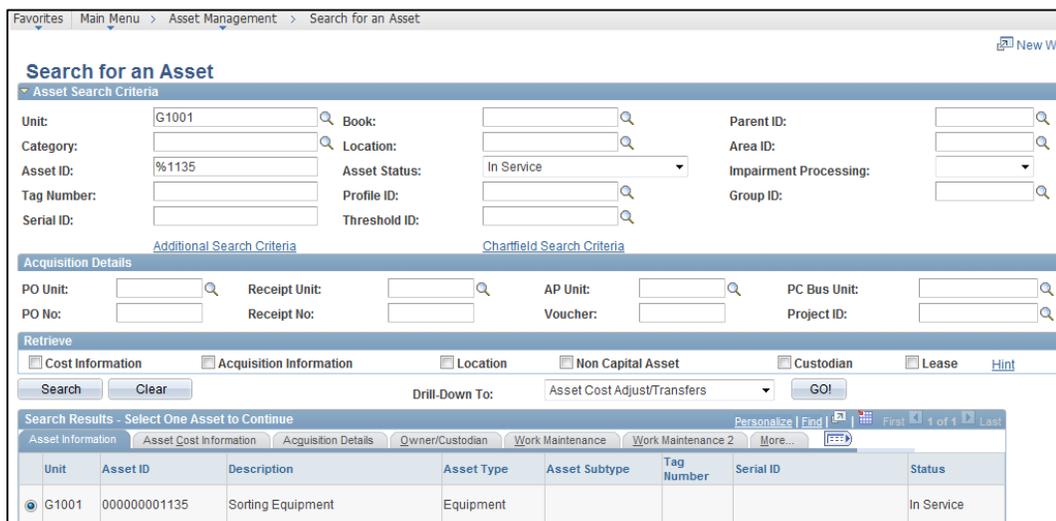
- Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset
- Step 2: Enter Information on the Main Transaction tab
- Step 3: Enter the New Cost and Funding on the Cost Information tab

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.



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

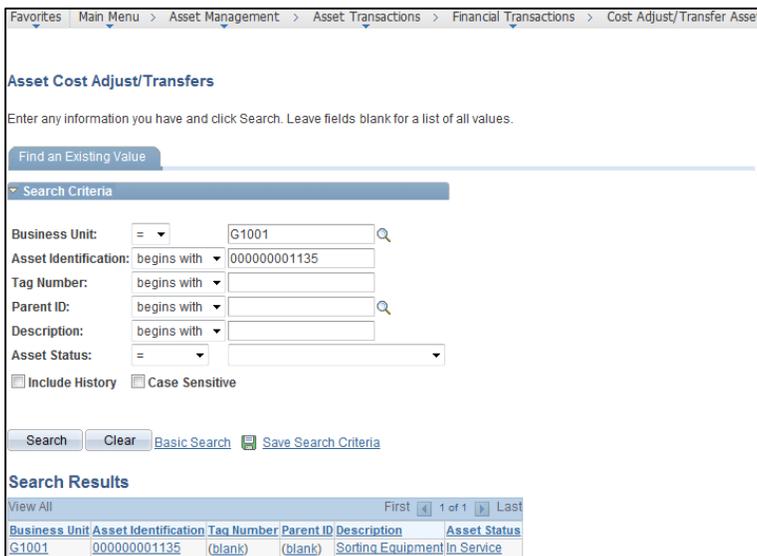
Note: Some converted assets may not display in the Search Results. If you experience this issue, use Option 2.

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.

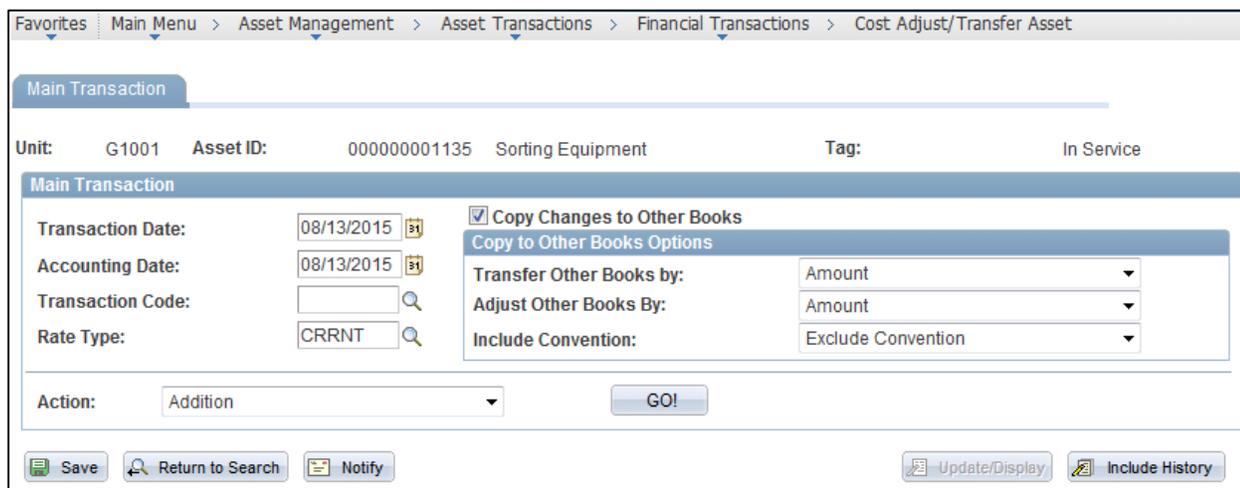
Step 2: Enter Information on the Main Transaction tab

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

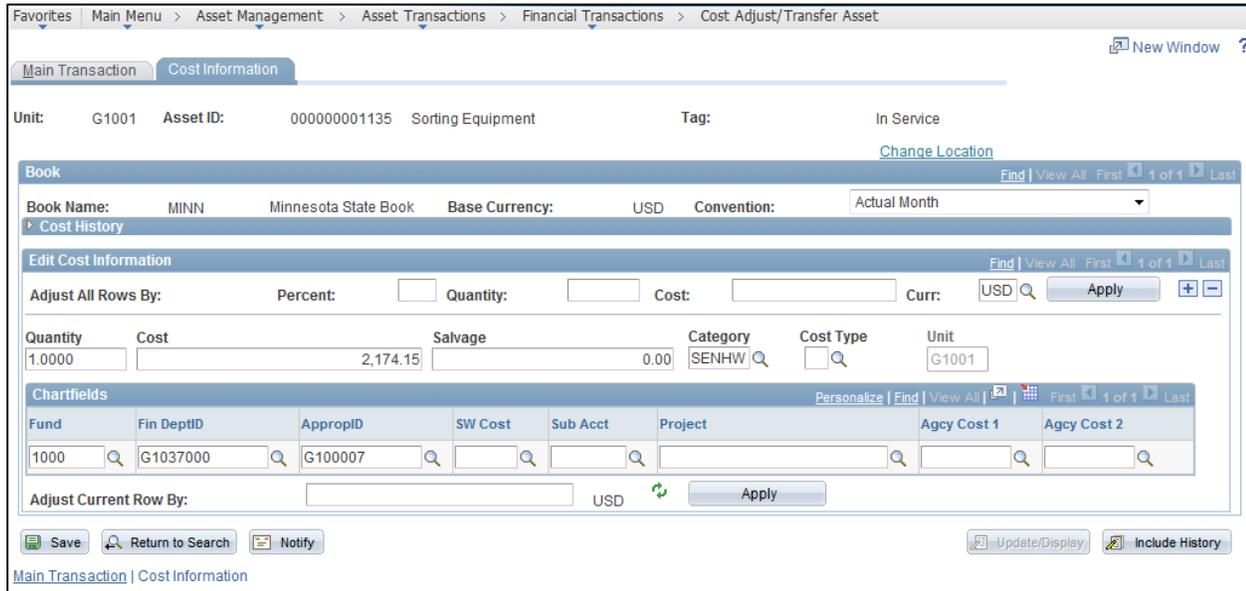
Field	Field Description
*Transaction Date	The <i>Transaction Date</i> is the date the addition actually occurred. It will be used for recording the transaction and used in the Depreciation Calculation. Accept the default current date or enter a different date.
*Acctg Date	The <i>Accounting Date</i> is 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.



3. 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.



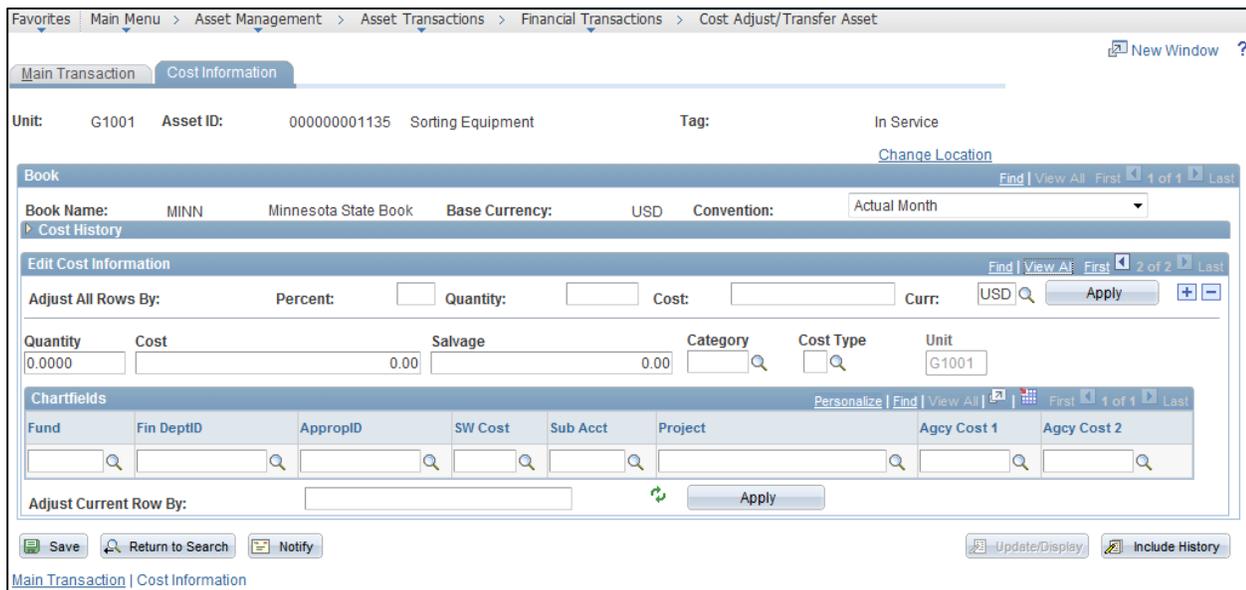
The screenshot shows the 'Cost Information' tab for asset G1001. The 'Edit Cost Information' section is active, showing a current cost of 2,174.15. The 'Chartfields' table below is populated with the following data:

Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2
1000	G1037000	G100007					

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

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

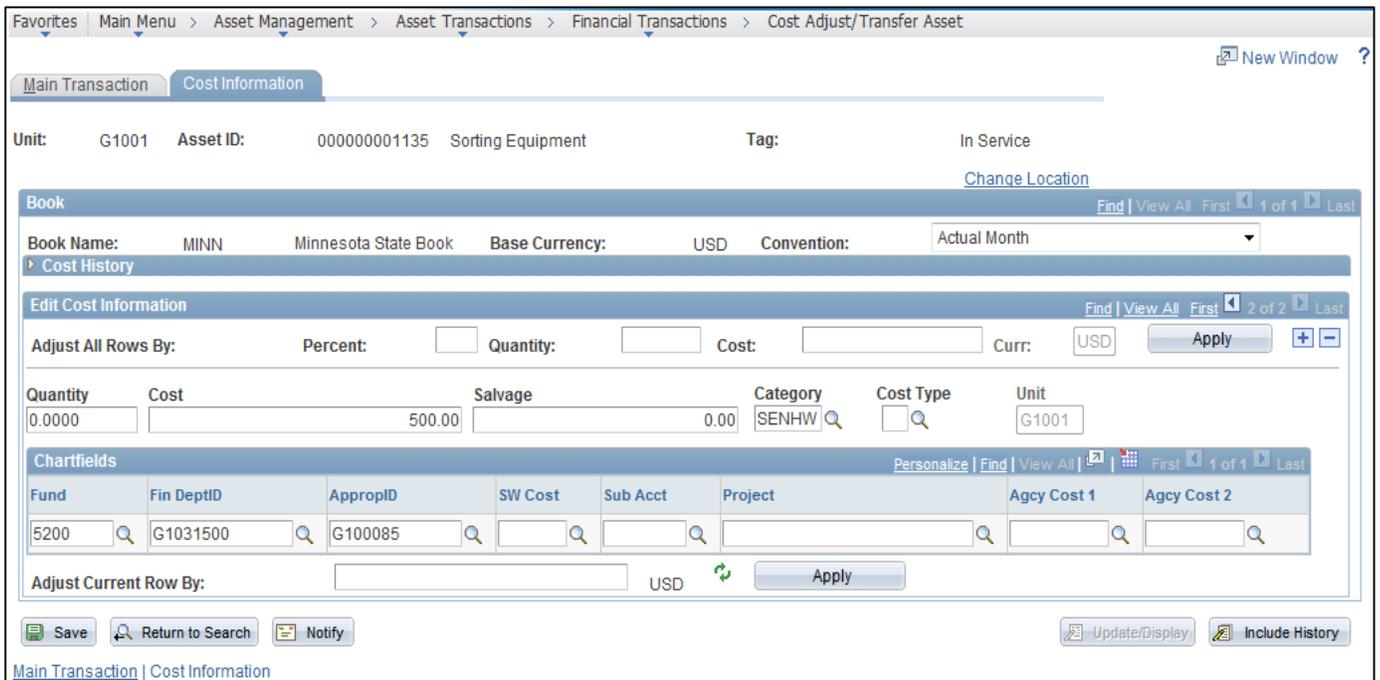
1. Click on the **Plus (+)** sign in the **Edit Cost Information** section (right side) to open a new row for the additional cost and funding string.



The screenshot shows the 'Edit Cost Information' section with a new row added. The 'Quantity' field is now 0.0000 and the 'Cost' field is 0.00. The 'Chartfields' table is currently empty.

2. 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> .



The screenshot shows the 'Edit Cost Information' section of the SWIFT software. It includes the following elements:

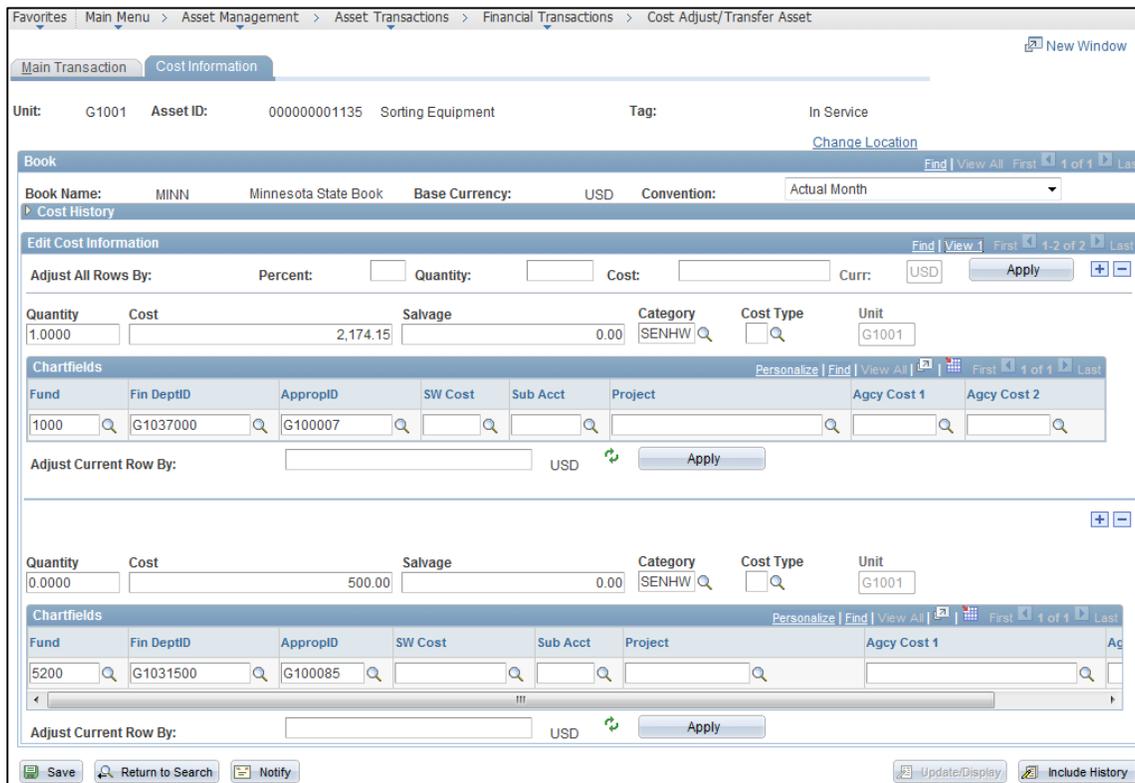
- Unit:** G1001, **Asset ID:** 000000001135, **Sorting Equipment:** In Service, **Tag:** Change Location
- Book:** MINN, Minnesota State Book, Base Currency: USD, Convention: Actual Month
- Cost History:** Edit Cost Information (2 of 2)
- Adjust All Rows By:** Percent, Quantity, Cost, Curr: USD, Apply
- Quantity:** 0.0000, **Cost:** 500.00, **Salvage:** 0.00, **Category:** SENHW, **Unit:** G1001
- Chartfields:** Fund (5200), Fin DeptID (G1031500), AppropID (G100085), SW Cost, Sub Acct, Project, Agcy Cost 1, Agcy Cost 2
- Adjust Current Row By:** USD, Apply
- Buttons: Save, Return to Search, Notify, Update/Display, Include History

4. 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.

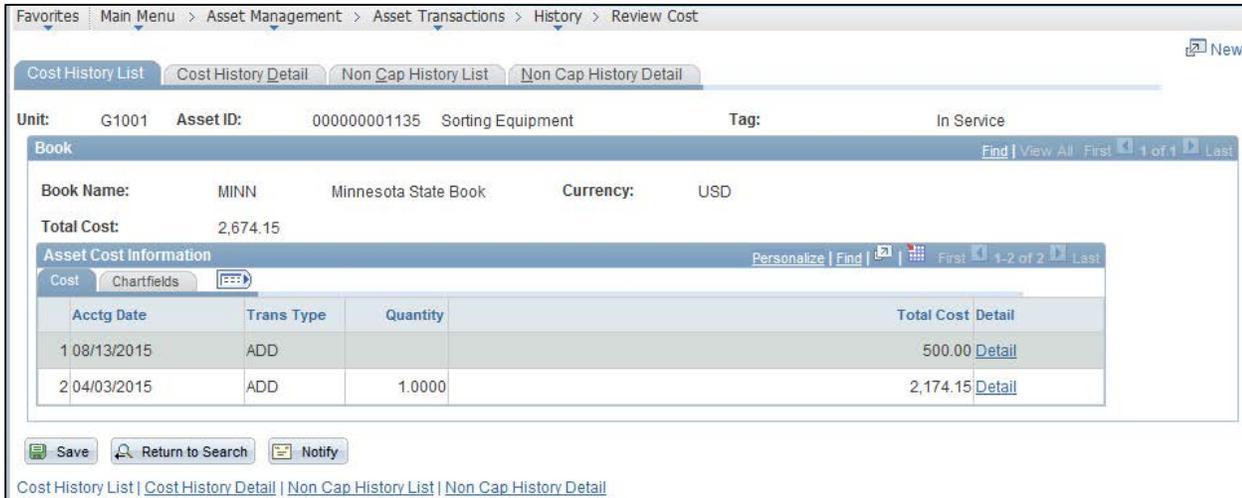
Field	Field Description
Appropriation ID (CF3)	Click on the Lookup icon to select an <i>Appropriation ID</i> . The <i>Approp ID</i> represents a single appropriation account that controls the total amount of an agency's expenditures. The <i>Approp ID</i> is unique for every appropriation budget in SWIFT. The <i>Approp ID</i> is a 7-character alphanumeric identifier.
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 shows the 'Cost Information' tab in the SWIFT interface. At the top, it displays 'Unit: G1001', 'Asset ID: 000000001135', and 'Sorting Equipment'. Below this, there are sections for 'Book' (MINN, Minnesota State Book) and 'Cost History'. The 'Edit Cost Information' section includes fields for 'Adjust All Rows By' (Percent, Quantity, Cost) and 'Adjust Current Row By'. The 'Chartfields' section contains a table with columns: Fund, Fin DeptID, AppropID, SW Cost, Sub Acct, Project, Agency Cost 1, and Agency Cost 2. Two rows are visible in the table, with the first row having values: Fund 1000, Fin DeptID G1037000, AppropID G100007, SW Cost, Sub Acct, Project, Agency Cost 1, and Agency Cost 2. The second row has values: Fund 5200, Fin DeptID G1031500, AppropID G100085, SW Cost, Sub Acct, Project, Agency Cost 1, and Agency Cost 2. 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.



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

Book Name: MINN Minnesota State Book Currency: USD

Total Cost: 2,674.15

Acctg Date	Trans Type	Quantity	Total Cost	Detail
10/13/2015	ADD		500.00	Detail
2/04/03/2015	ADD	1.0000	2,174.15	Detail

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

Having completed this topic, you should now be able to:

- Add Costs with a New Funding String (ADD)

Transferring Assets Between Business Units (InterUnit)

Topic Overview

Sometimes an asset must be transferred from one Business Unit to another. This is called an InterUnit transfer and is covered in this topic. If you need to transfer an asset to a different department within the same Business Unit, you will follow the instructions in the “[Changing the Funding String for an Asset \(TRF\)](#)” topic.

InterUnit transfers are processed on the *Cost Adjust/Transfer Asset* page.

- If the receiving Business Unit needs to make changes to their new asset record the same day, you will need to complete the Depreciation Calculation (Depr Calc) process before processing the InterUnit transfer. (Refer to the “[Running Depreciation Calculation Between Transactions](#)” topic for instructions.) Alternatively, the receiving Business Unit can wait until the next day after the Depr Calc has run automatically overnight.
- You will select the “InterUnit” (TRF) action and enter transfer information for the transaction.
- After completing the transfer, you will notify the receiving agency (Business Unit). The asset representative there can then change the funding string and Location ID.

Note Regarding CAFR: When transferring a CAFR asset between Business Units, contact the Financial Reporting team at MMB for assistance and guidance with the transfer transaction.

After completing this topic, you should be able to:

- Transfer Asset between Business Units (InterUnit)

Process Steps

Transfer Assets Between Business Units

This topic covers processing an asset transfer between Business Units.

Note: If the receiving Business Unit needs to make changes to their new asset record the same day, you will need to complete the Depreciation Calculation (Depr Calc) process before processing the InterUnit transfer. (Refer to the [“Running Depreciation Calculation Between Transactions”](#) topic for instructions.) Alternatively, the receiving Business Unit can wait until the next day after the Depr Calc has run automatically overnight. Discuss this issue with the receiving Business Unit prior to entering the InterUnit transfer.

Note Regarding CAFR: When transferring a CAFR asset between Business Units, contact the Financial Reporting team at MMB for assistance and guidance with the Transfer Transaction.

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: Complete the Enter New Business Unit Information Section
- Step 4: Verify the InterUnit Transfer Options
- Step 5: Complete Processing of the InterUnit Transfer
- Step 6: Contact the Receiving Business Unit

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 copy. Refer to the [“Using Search for an Asset Page”](#) topic for detailed instructions.

Favorites | Main Menu > Asset Management > Search for an Asset

Search for an Asset

[New Wir](#)

Asset Search Criteria

Unit: Book: Parent ID:
 Category: Location: Area ID:
 Asset ID: Asset Status: Impairment Processing:
 Tag Number: Profile ID: Group ID:
 Serial ID: Threshold ID:

[Additional Search Criteria](#) [Chartfield Search Criteria](#)

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](#)

Drill-Down To:

Search Results - Select One Asset to Continue

Personalize | Find | 1 of 1

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000000880	PRINTER	Equipment		1589470		In Service

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.
 - **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.

Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Asset Cost Adjust/Transfers

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

Search Criteria

Business Unit:
 Asset Identification:
 Tag Number:
 Parent ID:
 Description:
 Asset Status:

Include History Case Sensitive

[Basic Search](#)

Search Results

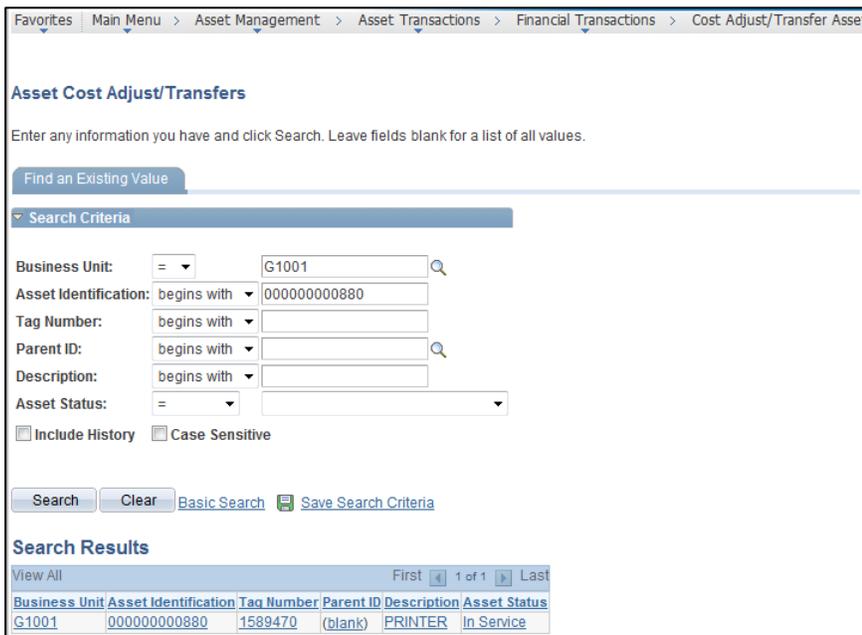
View All 1 of 1

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
G1001	000000000880	1589470	(blank)	PRINTER	In Service

- 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".

- Click on the **Search** button.



The screenshot shows the 'Asset Cost Adjust/Transfers' search page. The breadcrumb trail is: Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset. The page title is 'Asset Cost Adjust/Transfers'. Below the title, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains the following fields: Business Unit (dropdown with '=' and text 'G1001'), Asset Identification (dropdown with 'begins with' and text '000000000880'), Tag Number (dropdown with 'begins with' and empty text), Parent ID (dropdown with 'begins with' and empty text), Description (dropdown with 'begins with' and empty text), and Asset Status (dropdown with '=' and empty text). There are checkboxes for 'Include History' and 'Case Sensitive'. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows 'View All' and 'First 1 of 1 Last'. A table displays the search results:

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
G1001	000000000880	1589470	(blank)	PRINTER	In Service

- 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.

Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Main Transaction

Unit: G1001 Asset ID: 000000000880 PRINTER Tag: 1589470 In Service

Main Transaction

Transaction Date: 08/14/2015

Accounting Date: 08/14/2015

Transaction Code:

Rate Type: CRRNT

Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by: Amount

Adjust Other Books By: Amount

Include Convention: Exclude Convention

Action: InterUnit Transfer GO!

Save Return to Search Notify Update/Display Include History

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 change (Transfer) 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. Select “InterUnit Transfer” from the **Action** drop-down listing to add a “TRF” entry for the asset that can be viewed in the *Cost History* pages.

Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Main Transaction

Unit: G1001 Asset ID: 000000000880 PRINTER Tag: 1589470 In Service

Main Transaction

Transaction Date: 08/14/2015
 Accounting Date: 08/14/2015
 Transaction Code:
 Rate Type: CRRNT

Copy Changes to Other Books
 Copy to Other Books Options
 Transfer Other Books by: Amount
 Adjust Other Books By: Amount
 Include Convention: Exclude Convention

Action: InterUnit Transfer **GO!**

Save Return to Search Notify Update/Display Include History

- Click on the **GO!** button. The **Cost Information** tab displays showing the **Enter New Business Unit Information** section. This section only appears when you select the “InterUnit Transfer” action.

Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Main Transaction **Cost Information** New Window ?

Unit: G1001 Asset ID: 000000000880 PRINTER Tag: 1589470 In Service

InterUnit Transfer

Enter New Business Unit Information Find | View All | First | 1 of 1 | Last

New Unit: New Asset ID: [InterUnit Transfer Options](#) Use Profile

Profile ID: Trans Code:

[Change Location](#)

Book Find | View All | First | 1 of 1 | Last

Book Name: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

Cost History

Edit Cost Information Find | View All | First | 1 of 1 | Last

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000		100.00	0.00	SENHW	G1001

Chartfields Personalize | Find | View All | First | 1 of 1 | Last

Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2
1000	G1034400	G100009					

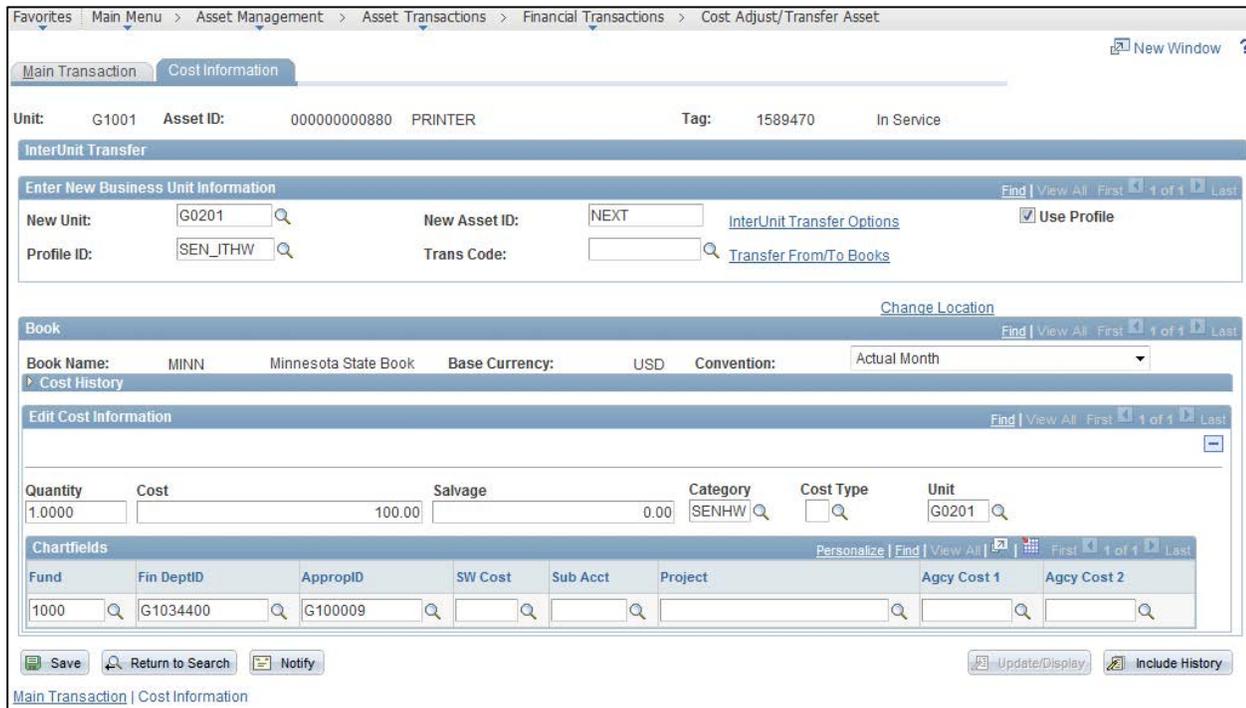
Save Return to Search Notify Update/Display Include History

Main Transaction | Cost Information

Step 3: Complete the Enter New Business Unit Information Section

1. Complete the fields in the **Enter New Business Unit** section as described below.

Field	Field Description
New Unit	Click on the Lookup icon and select the new <i>Business Unit</i> .
Profile ID	After selecting the <i>New Unit</i> , the <i>Profile ID</i> is automatically populated based on the current setting for the asset. This should not be changed when the asset is transferred.
New Asset ID	Accept the default "NEXT". SWIFT will assign the new <i>Asset ID</i> after the transfer is completed.
Trans Code	State of Minnesota does not use.

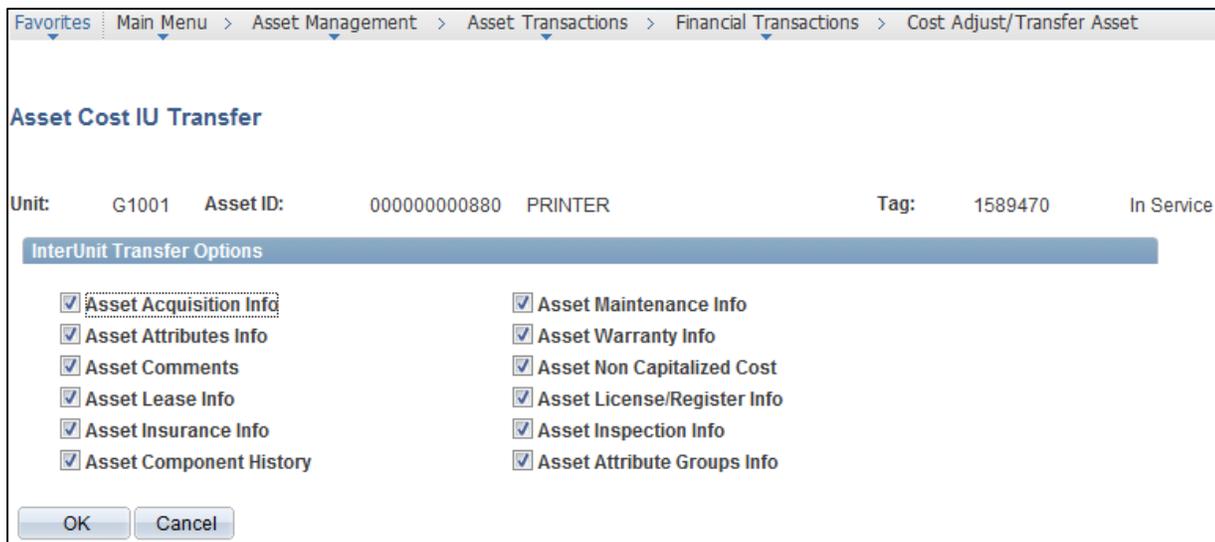


Note: The *Transfer From/To Books* link is not used.

Step 4: Verify the InterUnit Transfer Options

The *Asset Cost IU Transfer* page allows you to specify which data about the asset should be transferred over to the new Business Unit. All boxes are checked by default. You can uncheck a box if you don't want that information transferred; however, in most cases, you will leave the boxes checked.

1. Click on the *InterUnit Transfer Options* link. The *Asset Cost IU Transfer* page displays. Verify the options. All options are included by default.



Checkboxes are supplied for:

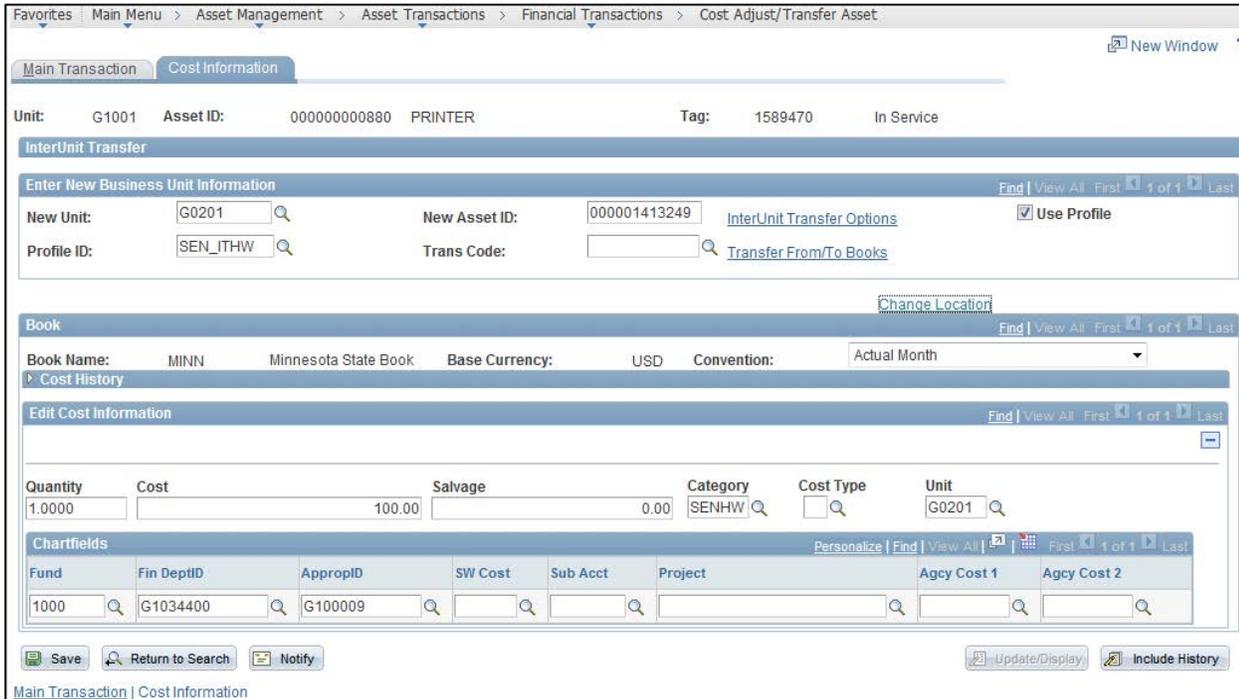
- Asset Acquisition Info
- Asset Attributes Info
- Asset Comments
- Asset Lease Info
- Asset Insurance Info
- Asset Component History
- Asset Maintenance Info
- Asset Warrant Info
- Asset License/Register Info
- Asset Inspection Info
- Asset Attribute Groups Info

2. Click on the **OK** button to return to the **Cost Information** tab.

Step 5: Complete Processing of the InterUnit Transfer

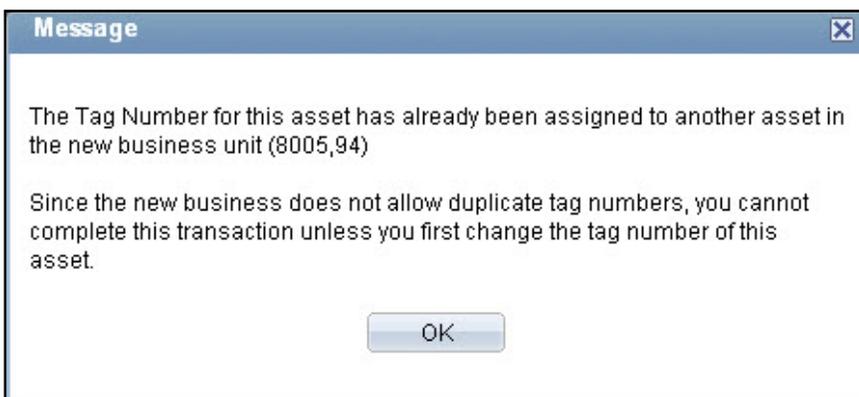
Next, you finish processing the transfer.

1. Click on the **Save** button. The *New Asset ID* is now assigned.

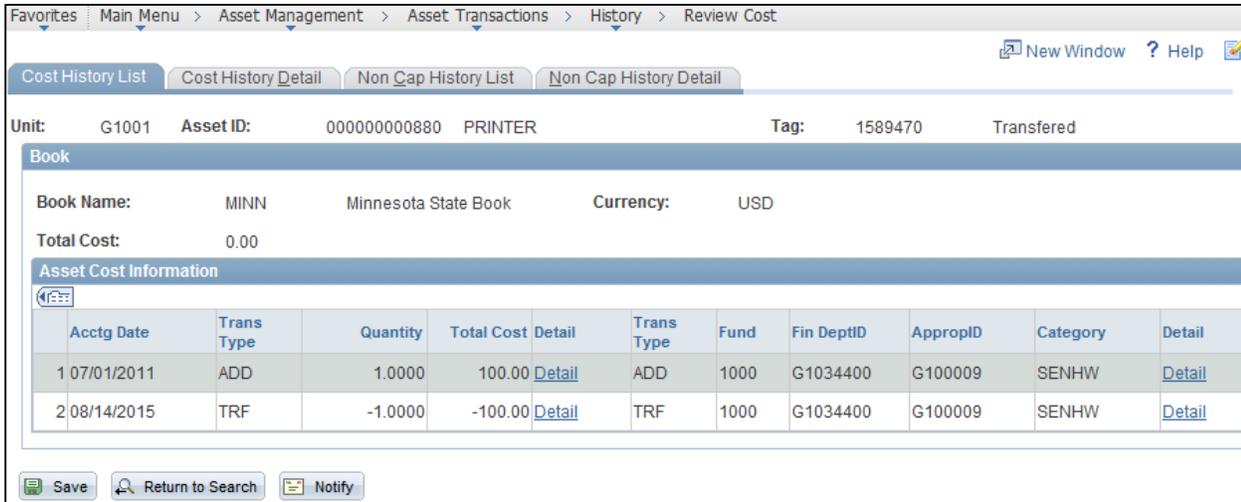


2. If the tag number for the asset already exists in the receiving Business Unit, you will see the below error message: “The tag number for this asset has already been assigned to another asset in the new Business Unit. Since the new business does not allow duplicate tag numbers, you cannot complete this transaction unless you first change the tag number of this asset.” Click on the **OK** button.

To resolve this issue, you can delete the tag number or edit the tag number by adding a suffix letter and click on the **Save** button once again.



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

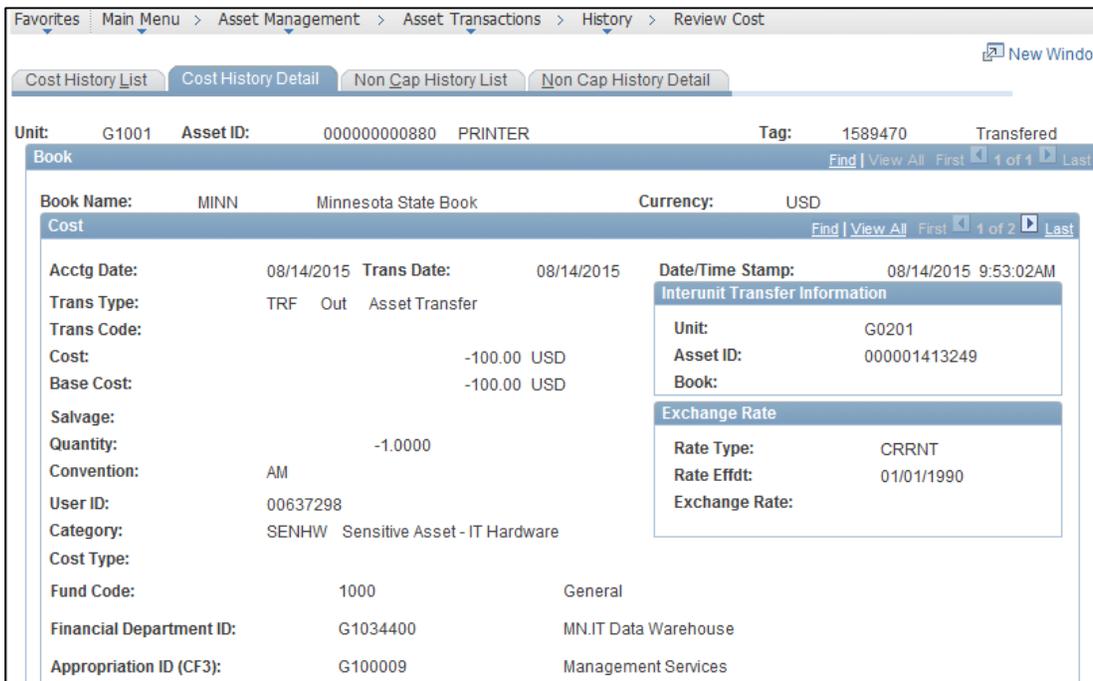


Unit: G1001 Asset ID: 000000000880 PRINTER Tag: 1589470 Transferred

Book Name: MINN Minnesota State Book Currency: USD
Total Cost: 0.00

Acctg Date	Trans Type	Quantity	Total Cost	Detail	Trans Type	Fund	Fin DeptID	AppropID	Category	Detail
1 07/01/2011	ADD	1.0000	100.00	Detail	ADD	1000	G1034400	G100009	SENHW	Detail
2 08/14/2015	TRF	-1.0000	-100.00	Detail	TRF	1000	G1034400	G100009	SENHW	Detail

- The InterUnit transfer (TRF) transaction is listed in the **Asset Cost Information** section with the negative quantity and cost.
- The **Cost History Detail** tab for the transfer record displays the **InterUnit Transfer Information** section which shows the receiving agency's *Business Unit* and *Asset ID*.



Unit: G1001 Asset ID: 000000000880 PRINTER Tag: 1589470 Transferred

Book Name: MINN Minnesota State Book Currency: USD

Acctg Date: 08/14/2015 Trans Date: 08/14/2015 Date/Time Stamp: 08/14/2015 9:53:02AM

Trans Type: TRF Out Asset Transfer

Cost: -100.00 USD
Base Cost: -100.00 USD

Quantity: -1.0000

Convention: AM

User ID: 00637298

Category: SENHW Sensitive Asset - IT Hardware

Cost Type:

Fund Code: 1000 General

Financial Department ID: G1034400 MN.IT Data Warehouse

Appropriation ID (CF3): G100009 Management Services

Interunit Transfer Information

Unit: G0201
Asset ID: 000001413249
Book:

Exchange Rate

Rate Type: CRRNT
Rate Effdt: 01/01/1990
Exchange Rate:

Step 6: Contact the Receiving Business Unit

After completing the InterUnit transfer, contact the receiving agency and let them know the new Asset ID. The receiving agency can then open the new asset record and make any necessary changes, such as:

- Change the funding string to associate the financial record with the new agency
- Change the Location if the asset was physically moved to a new location
- Enter a Cost Adjustment if the agency incurred removal or transportation costs to move the new asset to a new location

Remember, if the receiving business unit needs to make changes to their new asset record the same day, you will need to complete the Depreciation Calculation (Depr Calc) process before processing the InterUnit transfer. (Refer to the "[Running Depreciation Calculation Between Transactions](#)" topic for instructions.) Alternately, the receiving business unit can wait until the next day after the Depr Calc has run automatically overnight.

Having completed this topic, you should now be able to:

- Transfer Asset Between Business Units (InterUnit)

Recategorizing an Asset (RCT)

Topic Overview

There are times when you may need to change an asset's Category code ("Recategorize"). You might need to recategorize an asset because it was assigned an incorrect asset category when it was purchased. Sometimes an asset is initially categorized as "sensitive" like a digital camera -- meaning it should be tracked and expensed but not depreciated. However, if the digital camera cost \$5,000, it needs to be depreciable asset, which would require recategorizing.

To recategorize an asset, you will:

- Select the "Recategorize" (RCT) action on the *Cost Adjust/Transfer Asset* page and enter the change.
- Verify that the *Profile ID* and *Asset Type* are correct with the new *Asset Category Code*, and update, if necessary. Valid combinations of *Asset Category* codes, *Profile IDs* and *Asset Types* can be viewed in the Query Viewer with the "M_AM_GBL_ASSET_PROFILE" query. (Refer to the "[Using SWIFT Queries for Clean Up and Review](#)" topic for assistance.)
- Update the Depreciation Book information for the Category / Profile ID changes, if necessary.

It is important that the *Category*, *Profile ID*, *Asset Type*, and depreciation are in sync.

After completing this topic, you should be able to:

- Recategorize an Asset (RCT)

Process Steps

Recategorize an Asset

This topic covers how to recategorize an asset and update the asset’s Profile ID, Asset Type, and depreciation schedule, if necessary.

Steps to complete:

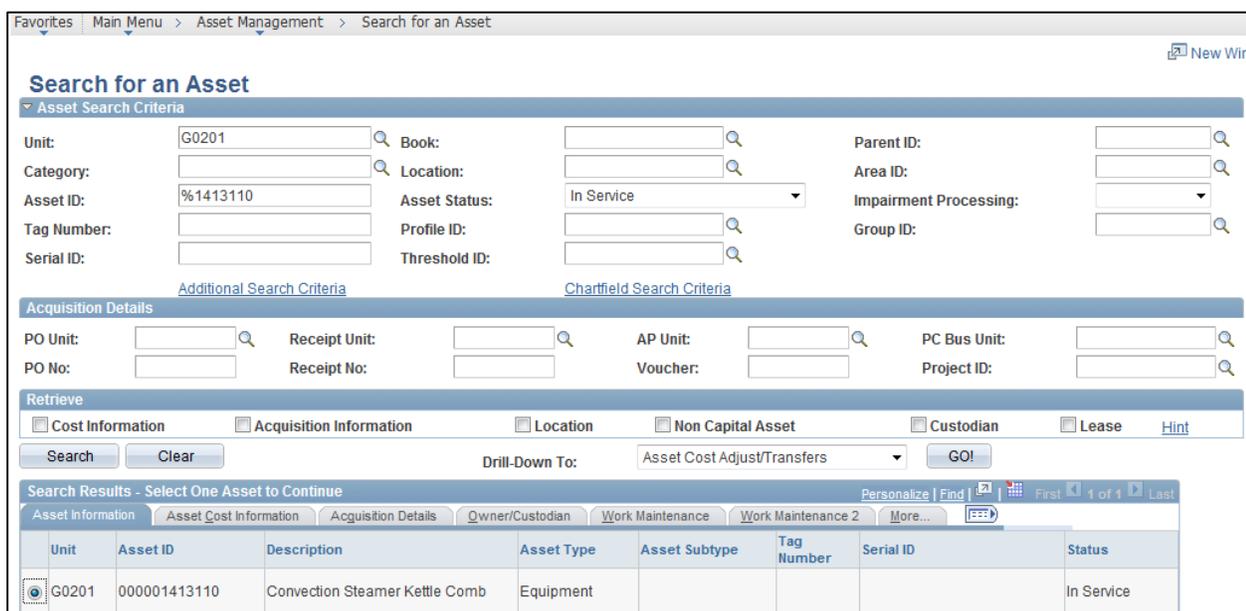
- Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset
- Step 2: Enter Information on the Main Transaction tab
- Step 3: Change the Category on Cost Information tab
- Step 4: Verify that the Profile ID and Asset Type are Correct
- Step 5: Determine if the Depreciation Schedule Needs Updating
- Step 6: Update the Depreciation Useful Life for the Asset, if necessary

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 the Search for an Asset Page”](#) topic for detailed instructions.



The screenshot shows the 'Search for an Asset' page with the following sections:

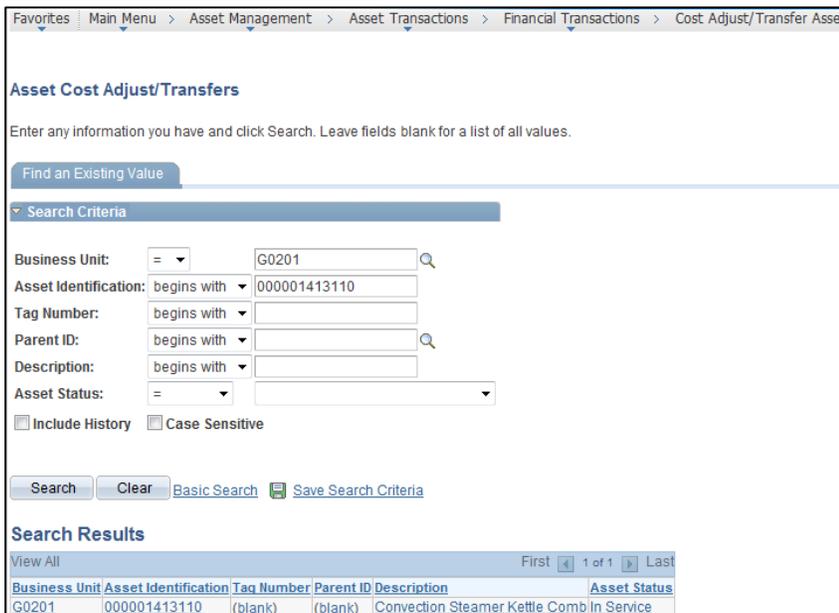
- Asset Search Criteria:** Includes fields for Unit (G0201), Category, Asset ID (%1413110), Tag Number, Serial ID, Book, Location, Asset Status (In Service), Profile ID, Threshold ID, Parent ID, Area ID, Impairment Processing, and Group ID.
- Acquisition Details:** Includes fields for PO Unit, Receipt Unit, AP Unit, PC Bus Unit, PO No., Receipt No., Voucher, and Project ID.
- Retrieve:** Includes checkboxes for Cost Information, Acquisition Information, Location, Non Capital Asset, Custodian, Lease, and a Hint link.
- Search Results:** Shows a table with one result:

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G0201	000001413110	Convection Steamer Kettle Comb	Equipment				In Service

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

Option 2: From Menu

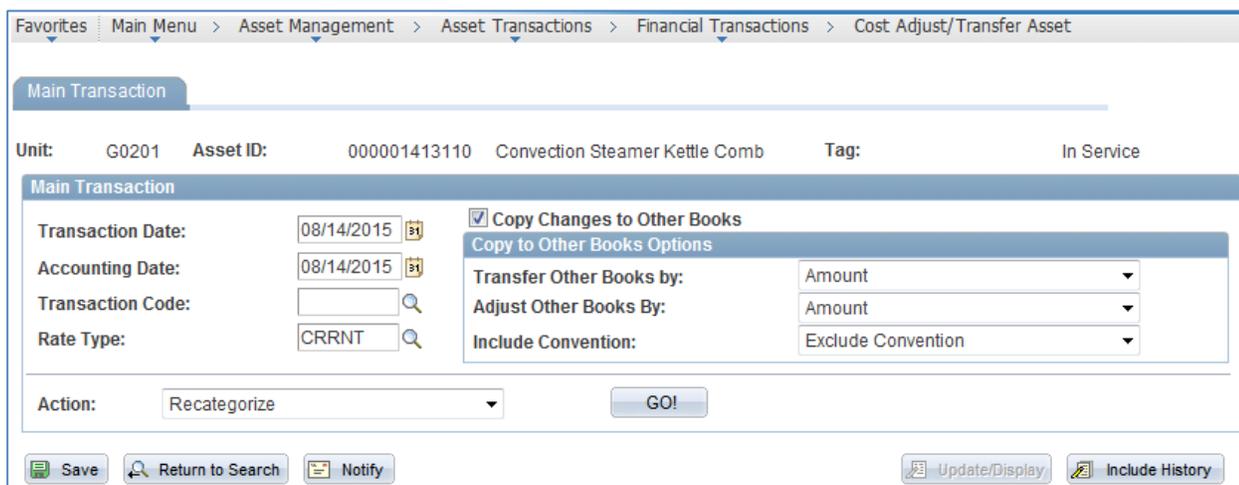
1. **Navigation Links:** Asset Management, Asset Transactions, Financial Transactions, Cost Adjust/Transfer Asset.
2. At the *Asset Cost Adjust/Transfers* page, enter search criteria to locate the asset you want to work with. Commonly used options are described below:



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.

Field	Field Description
Asset Status	Optionally, select an <i>Asset Status</i> from the drop-down list, such as “Loaned”, “Received (Not in Service)”, or “Transferred”.

- Click on the **Search** button.
- 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.



The screenshot shows the 'Cost Adjust/Transfer Asset' page in the SWIFT system. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset. The 'Main Transaction' tab is active. The page displays the following information:

- Unit:** G0201
- Asset ID:** 000001413110
- Convection Steamer Kettle Comb**
- Tag:** In Service

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

- Transaction Date:** 08/14/2015
- Accounting Date:** 08/14/2015
- Transaction Code:** (empty)
- Rate Type:** CRRNT
- Copy Changes to Other Books**
- Copy to Other Books Options:**
 - Transfer Other Books by:** Amount
 - Adjust Other Books By:** Amount
 - Include Convention:** Exclude Convention
- Action:** Recategorize

Buttons at the bottom include: Save, Return to Search, Notify, Update/Display, and Include History.

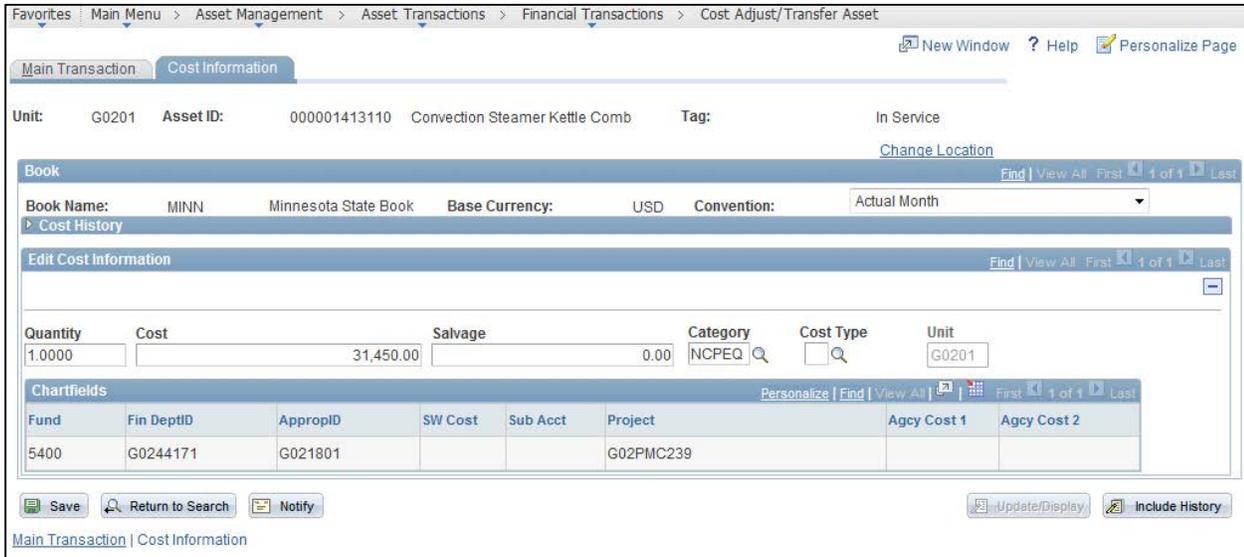
Step 2: Enter Information on the Main Transaction tab

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

Field	Field Description
*Transaction Date	The <i>Transaction Date</i> is the date that 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 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.
*Action	Select “Recategorize” from the Action drop-down listing to add an “RCT” entry for the asset that can be viewed in the Cost History component.

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

- Click on the **GO!** button. The **Cost Information** tab displays showing the current Quantity, Cost, and Category for the asset in the **Edit Cost Information** section.



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

Book Name: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

Quantity: 1.0000 Cost: 31,450.00 Salvage: 0.00 Category: NCPPEQ Cost Type: Unit: G0201

Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2
5400	G0244171	G021801			G02PMC239		

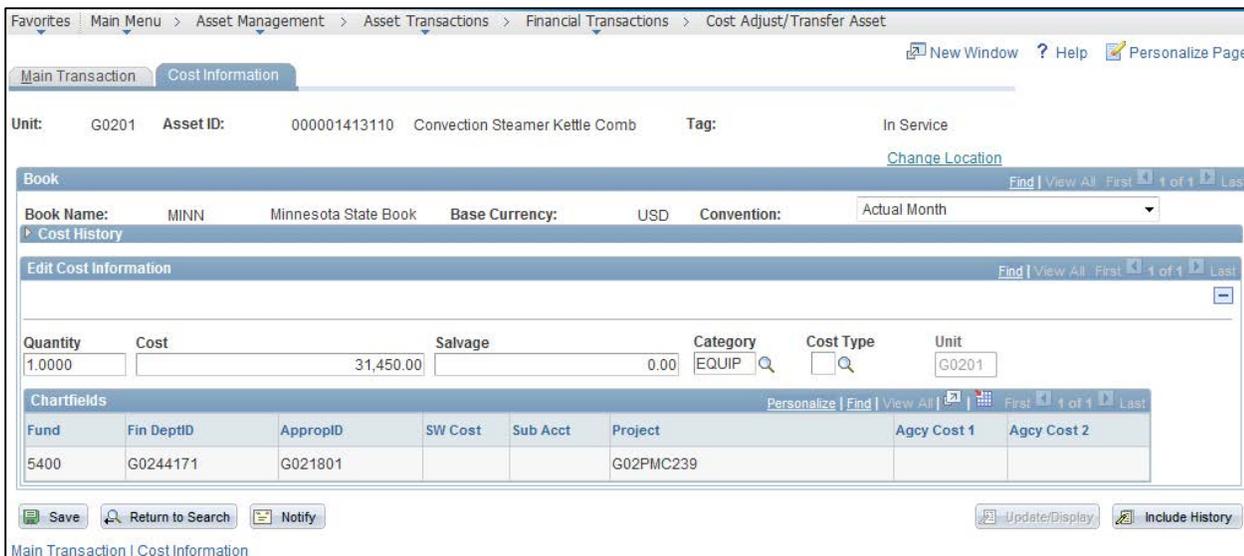
- The **Cost History** section can be expanded to display the funding string for the asset.

Step 3: Change the Category on Cost Information tab

Next, you will change the category on the **Cost Information** tab.

Warning! Only change the asset *Category* during the Recategorization transaction.

- Click on the **Lookup** button for *Category* field and select the correct *Category*. If the asset has multiple funding strings, all strings must be changed and should have the same asset *Category*.
- Click on the **Save** button.



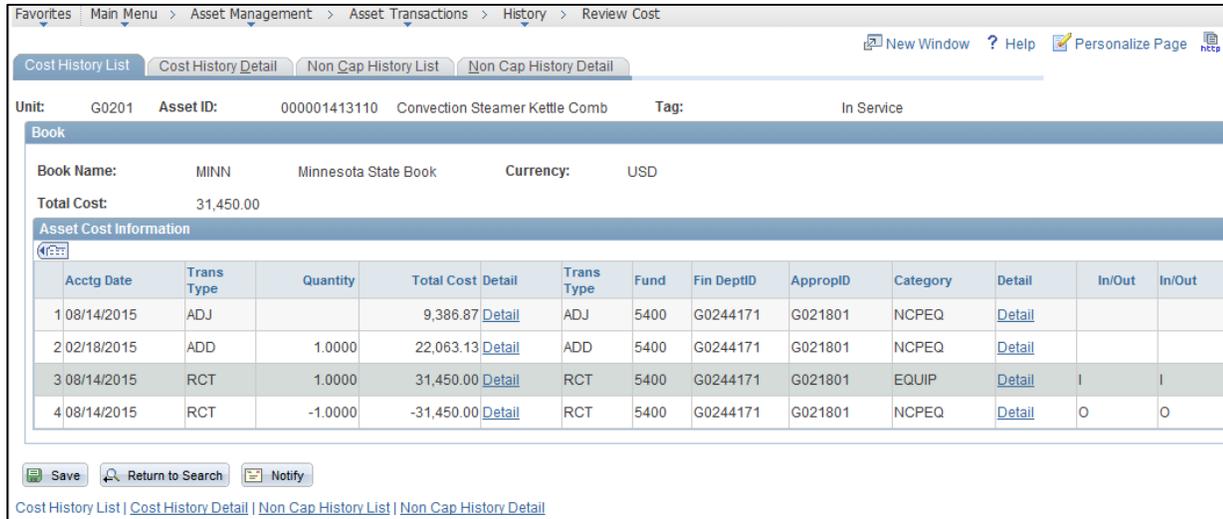
Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

Book Name: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

Quantity: 1.0000 Cost: 31,450.00 Salvage: 0.00 Category: EQUIP Cost Type: Unit: G0201

Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2
5400	G0244171	G021801			G02PMC239		

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



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

Book Name: MINN Minnesota State Book Currency: USD

Total Cost: 31,450.00

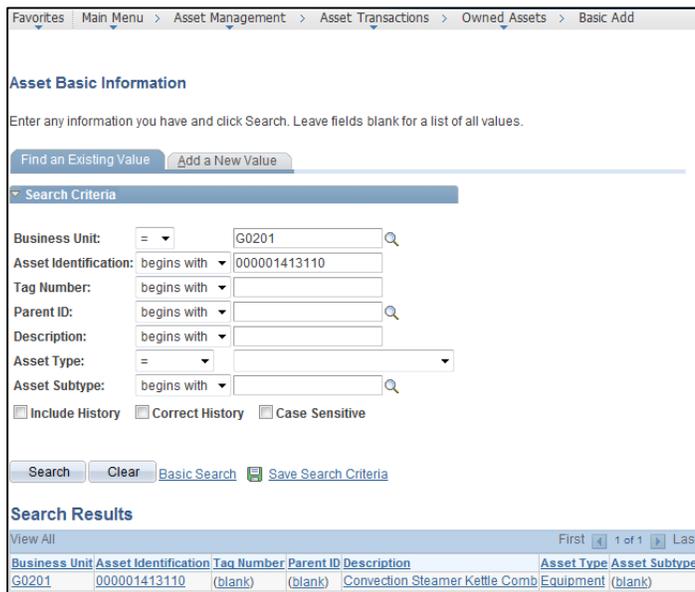
Acctg Date	Trans Type	Quantity	Total Cost	Detail	Trans Type	Fund	Fin DeptID	AppropID	Category	Detail	In/Out	In/Out
1 08/14/2015	ADJ		9,386.87	Detail	ADJ	5400	G0244171	G021801	NCPEQ	Detail		
2 02/18/2015	ADD	1.0000	22,063.13	Detail	ADD	5400	G0244171	G021801	NCPEQ	Detail		
3 08/14/2015	RCT	1.0000	31,450.00	Detail	RCT	5400	G0244171	G021801	EQUIP	Detail	I	I
4 08/14/2015	RCT	-1.0000	-31,450.00	Detail	RCT	5400	G0244171	G021801	NCPEQ	Detail	O	O

- The **Asset Cost Information** section displays two Recategorize (RCT) lines, one for the IN and one for the OUT.

Step 4: Verify that the Profile ID and Asset Type are Correct

Next, you will navigate to the *Basic Add* page and verify that the *Profile ID* and *Asset Type* are in sync with the new *Category*. Valid combinations of *Category* codes, *Profile IDs* and *Asset Types* can be viewed in the Query Viewer with the “**M_AM_GBL_ASSET_PROFILE**” query.

- Navigation Links:** Asset Management, Asset Transactions, Owned Assets, Basic Add.
- At the *Asset Basic Information* search page, search for and select the asset you want to work with.



Asset Basic Information

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit: G0201

Asset Identification: begins with 000001413110

Tag Number: begins with

Parent ID: begins with

Description: begins with

Asset Type: Equipment

Asset Subtype: begins with

Include History Correct History Case Sensitive

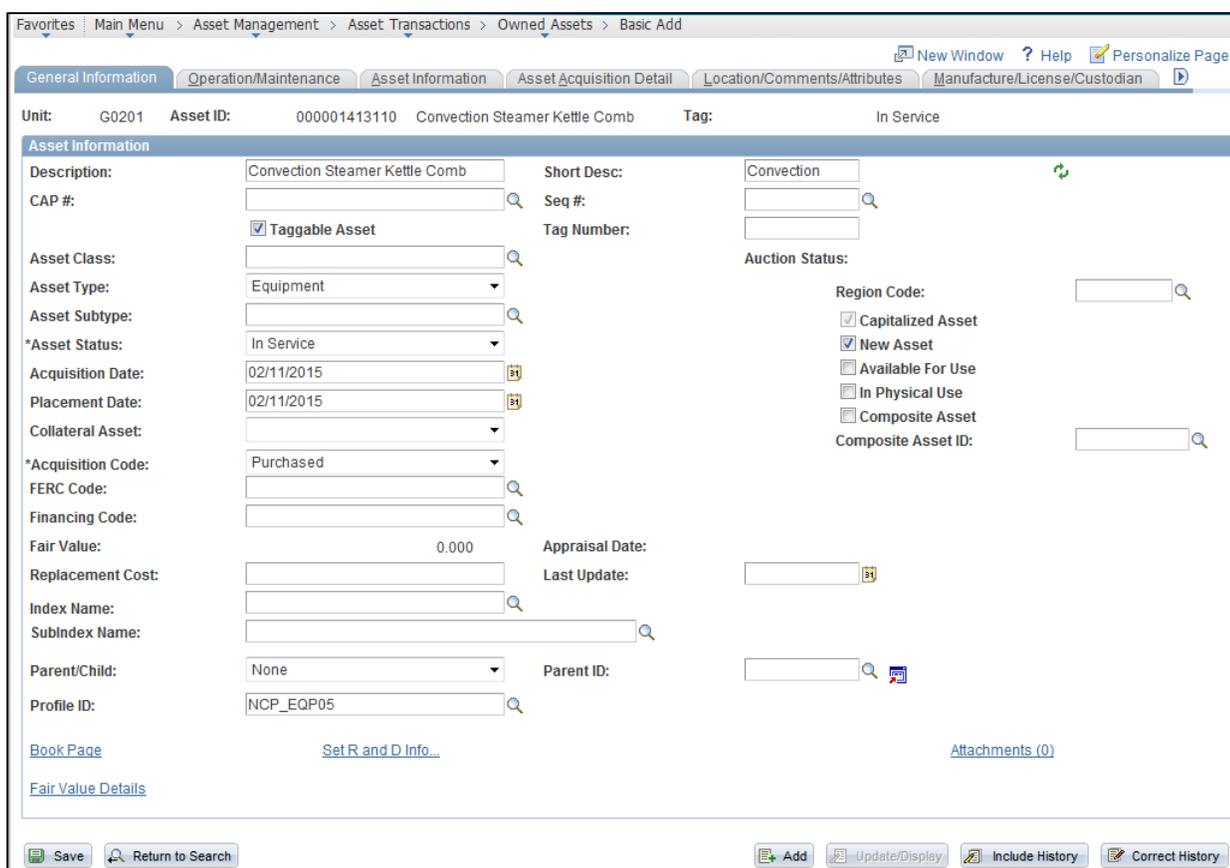
Search Clear Basic Search Save Search Criteria

Search Results

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Type	Asset Subtype
G0201	000001413110	(blank)	(blank)	Convection Steamer Kettle Comb	Equipment	(blank)

3. On the **General Information** tab, review the *Profile ID*.
 - In this example, the “NCP_EQP05” *Profile ID* must be changed to a capital equipment *Profile ID*, such as “EQUIP10”. The “M_AM_GBL_ASSET_PROFILE” query lists the following valid combination of *Profile ID*, *Asset Type*, and Life for the existing and new *Profile ID*.

Profile ID	Description	Asset Type	Life
NCP_EQP05	Non-Capital Equipment - 5 Yrs.	Equipment	60
EQUIP10	Equipment - 10 Yrs.	Equipment	120



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

Asset Information

Description: Convection Steamer Kettle Comb Short Desc: Convection

CAP #: [] Seq #: []

Taggable Asset Tag Number: []

Asset Class: [] Auction Status:

Asset Type: Equipment Region Code: []

Asset Subtype: [] Capitalized Asset

*Asset Status: In Service New Asset

Acquisition Date: 02/11/2015 Available For Use

Placement Date: 02/11/2015 In Physical Use

Collateral Asset: [] Composite Asset

*Acquisition Code: Purchased Composite Asset ID: []

FERC Code: []

Financing Code: []

Fair Value: 0.000 Appraisal Date: []

Replacement Cost: [] Last Update: []

Index Name: []

SubIndex Name: []

Parent/Child: None Parent ID: []

Profile ID: NCP_EQP05

[Book Page](#) [Set R and D Info...](#) [Attachments \(0\)](#)

[Fair Value Details](#)

Save Return to Search Add Update/Display Include History Correct History

4. Click on the **Lookup** button and select a different *Profile ID*, if necessary.
5. You will receive the Message: “Changing the *Profile ID* will not result in any other updates. Changing the *Profile ID* will not change the asset book information or category. This update will only change the *Profile ID* on the asset table.”

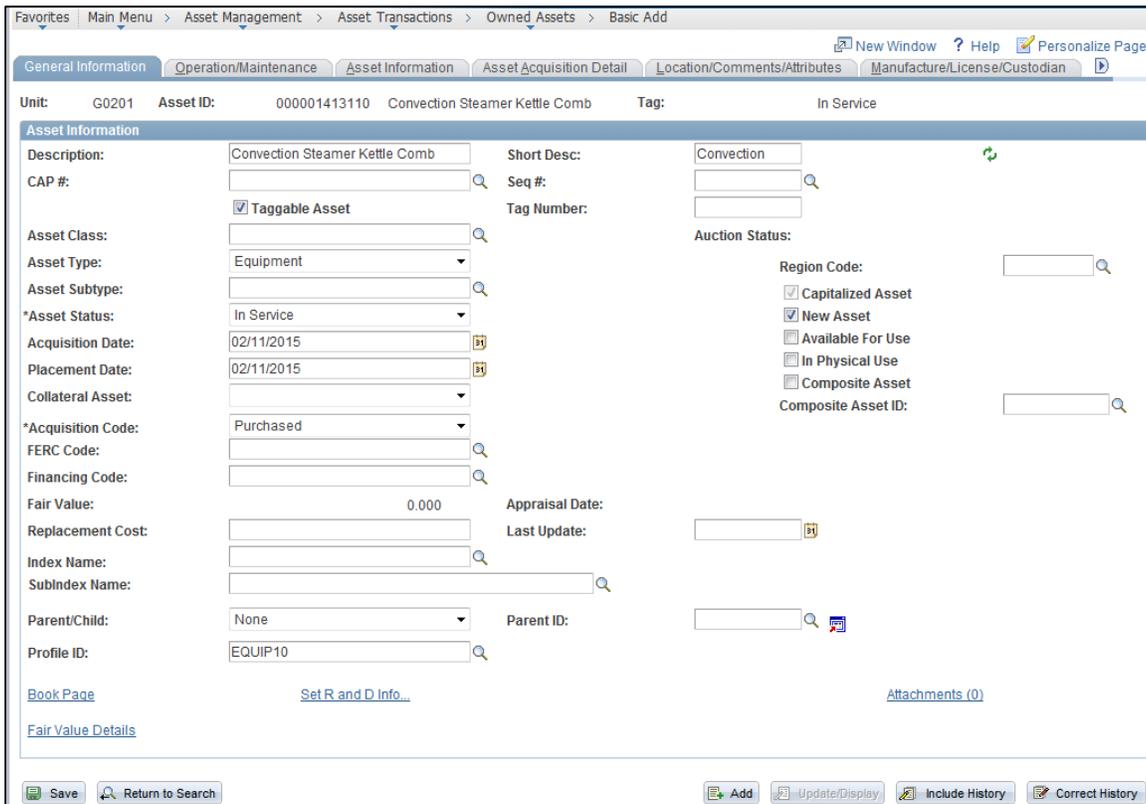
This is a reminder that you are responsible for maintaining a valid combination of *Category*, *Profile ID*, *Asset Types*, and *Depreciation Book* information.

Message

Note: Changing the profile ID will not result in any other updates (8010,330)

Changing the profile ID will not change the asset book information or category. This update will only change the profile ID on the asset table.

Click the **OK** button to return to the **General Information** tab. The *Profile ID* has been updated.



The screenshot shows the 'General Information' tab for an asset with the following details:

- Unit: G0201, Asset ID: 000001413110, Description: Convection Steamer Kettle Comb, Tag: In Service
- Asset Information:
 - Description: Convection Steamer Kettle Comb
 - Short Desc: Convection
 - Asset Class: (empty)
 - Asset Type: Equipment
 - Asset Subtype: (empty)
 - *Asset Status: In Service
 - Acquisition Date: 02/11/2015
 - Placement Date: 02/11/2015
 - *Acquisition Code: Purchased
 - Fair Value: 0.000
 - Replacement Cost: (empty)
 - Index Name: (empty)
 - SubIndex Name: (empty)
 - Parent/Child: None
 - Profile ID: EQUIP10
- Auction Status:
 - Region Code: (empty)
 - Capitalized Asset
 - New Asset
 - Available For Use
 - In Physical Use
 - Composite Asset
 - Composite Asset ID: (empty)

Buttons at the bottom include: Save, Return to Search, Add, Update/Display, Include History, and Correct History.

6. Next, verify the *Asset Type*. Select a different *Asset Type* from the drop-down menu, if necessary.
 - In this case no change is necessary.
7. Click on the **Save** button.

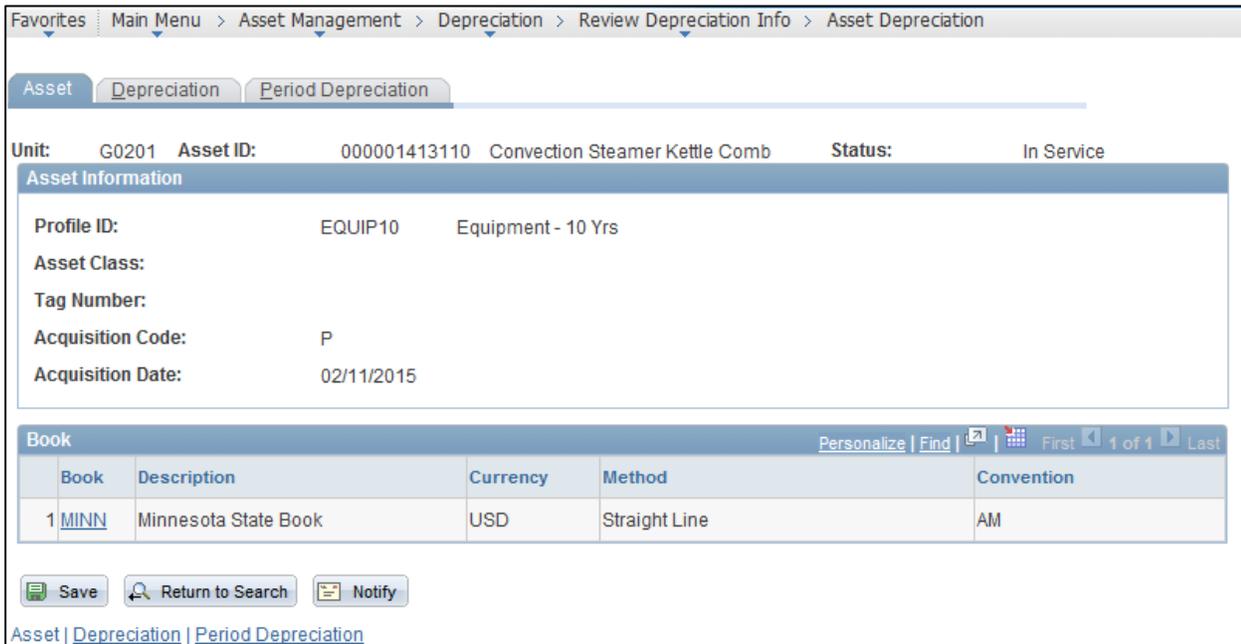
Step 5: Determine if the Depreciation Schedule Needs Updating

If the *Profile ID* for the asset was changed, you should verify that the depreciation and *Useful Life* value (part of the “Book” information) are correct and update, if necessary. In this topic example, the original *Profile ID* had a *Useful Life* of 5 years (60 months), while the new *Profile ID* has a *Useful Life* of 10 years (120 months) according to the query: “M_AM_GBL_ASSET_PROFILE”:

Profile ID	Description	Asset Type	Useful Life
NCP_EQP05	Non-Capital Equipment - 5 Yrs.	Equipment	60
EQUIP10	Equipment - 10 Yrs.	Equipment	120

First, we’ll view the *Asset Depreciation* pages to see if the asset is fully depreciated. If it is not fully depreciated, we can update the *Useful Life* of the asset to match the *Profile ID* and the system can recalculate the depreciation so that the remaining depreciation is calculated over the remaining life of the asset.

1. **Navigation Links:** Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation.
2. View the **Asset** tab which displays the *Profile ID* and *Description*.



Favorites | Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset | Depreciation | Period Depreciation

Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Asset Information

Profile ID: EQUIP10 Equipment - 10 Yrs

Asset Class:

Tag Number:

Acquisition Code: P

Acquisition Date: 02/11/2015

Book Personalize | Find | First 1 of 1 Last

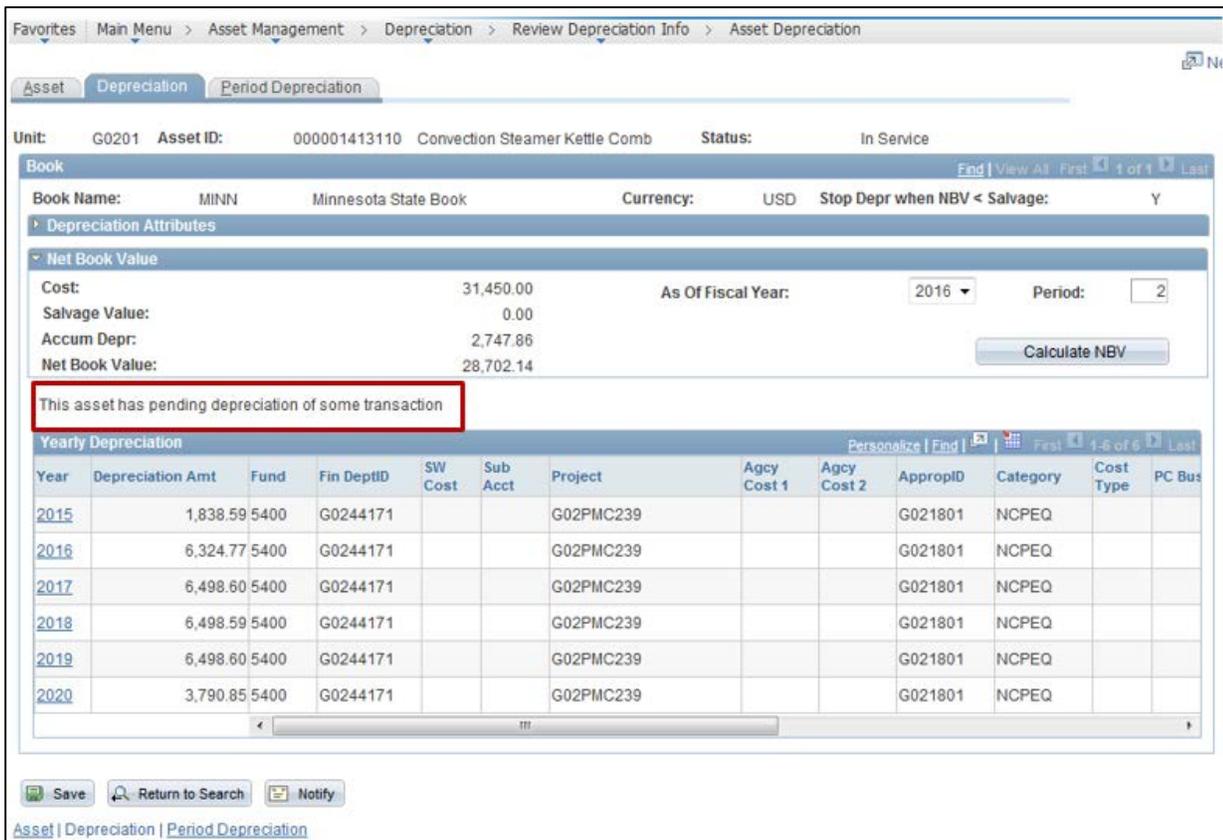
Book	Description	Currency	Method	Convention
1 MINN	Minnesota State Book	USD	Straight Line	AM

Save | Return to Search | Notify

Asset | Depreciation | Period Depreciation

- Click on the **Depreciation** tab to see if the asset is fully depreciated.

Section	Description
Net Book Value	The Net Book Value section displays the <i>Cost</i> , <i>Accumulated Depreciation</i> , and <i>Net Book Value</i> fields. You can click on the As of Fiscal Year drop-down and select a different Fiscal Year to view.
Yearly Depreciation	The Yearly Depreciation section displays the <i>Depreciation Amount</i> for each year, along with the funding string.



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Book Name: MINN Minnesota State Book Currency: USD Stop Depr when NBV < Salvage: Y

Depreciation Attributes

Net Book Value

Cost: 31,450.00 As Of Fiscal Year: 2016 Period: 2

Salvage Value: 0.00

Accum Depr: 2,747.86

Net Book Value: 28,702.14

This asset has pending depreciation of some transaction

Yearly Depreciation

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	6,324.77	5400	G0244171			G02PMC239			G021801	NCPEQ		
2017	6,498.60	5400	G0244171			G02PMC239			G021801	NCPEQ		
2018	6,498.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2019	6,498.60	5400	G0244171			G02PMC239			G021801	NCPEQ		
2020	3,790.85	5400	G0244171			G02PMC239			G021801	NCPEQ		

In this case, we can see that the asset is not fully depreciated; it still has a *Net Book Value* of \$28,702.14. If it were fully depreciated, the *Net Book Value* would be zero. The *Useful Life* field on the *Book* page should be updated so that the system can recalculate the depreciation.

- If the system message displays at the bottom of the **Net Book Value** section indicating that “This asset has pending depreciation of some transaction”, you will need to run the Depreciation Calculation process before updating the asset’s *Useful Life*. (Refer to “[Running Depreciation Calculation between Transactions](#)” topic.)
- If the *Useful Life* field for this asset needs updating, proceed to Step 6.

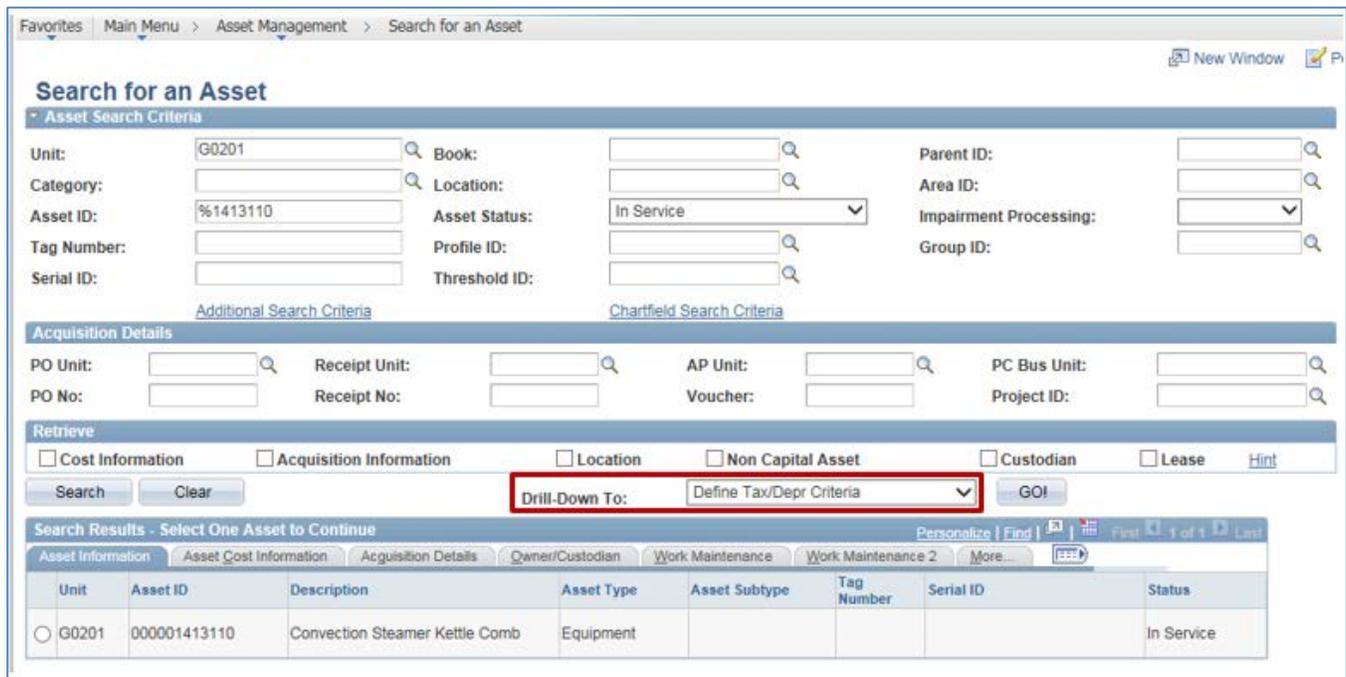
Step 6: Update the Depreciation Useful Life for the Asset, if necessary

To update the *Useful Life* of the asset, you will navigate to the *Book – Depreciation* page for the asset.

Note: As noted in the previous step, make sure to run the Depreciation Calculation process first if there is pending depreciation for the asset. (Refer to “[Running Depreciation Calculation between Transactions](#)” topic.)

This example shows navigation from the *Search for an Asset* page. You can also navigate to the *Book – Depreciation* page from the menu: Asset Management, Asset Transactions, Asset Book Information, Define Tax/Depr Criteria.

1. **Navigation:** Asset Management, Search for an Asset.
2. Enter search criteria for the asset you want to work with. (Refer to the “[Using the 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 “Define Tax/Depr Criteria” component from the **Drill Down To** listing.
6. Click on the **Go!** button. The *Define Tax/Depr Criteria* page displays with the **Book – Depreciation** tab selected.



The screenshot shows the 'Search for an Asset' page with various search criteria fields. The 'Drill-Down To' dropdown menu is highlighted with a red box, showing 'Define Tax/Depr Criteria' selected. Below the search criteria, a table of search results is visible, listing asset details such as Unit, Asset ID, Description, Asset Type, and Status.

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G0201	000001413110	Convection Steamer Kettle Comb	Equipment				In Service

7. On the **Book – Depreciation** tab, enter the correct number of months in *Useful Life* field. Normally, this is the only value that you will change on this page.
8. Click on the **Save** button.

SWIFT will re-calculate depreciation in the nightly depreciation batch run. You can optionally, run the **Depreciation Calculation** process manually. (Refer to “[Running Depreciation Calculation between Transactions](#)” topic.)

Favorites | Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation > Basic Add > Define Tax/Depr Criteria

Book - Depreciation | Book - Tax

Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

Trans Date: 08/14/2015 Accounting Date: 08/14/2015 Profile ID: EQUIP10

Depreciation Attributes Find | View All First 1 of 1 Last

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

Status: Depreciable Total Cost: 31,450.00

In Service Date: 02/11/2015 Depreciate When In Service

Begin Depr Date: 02/01/2015

Convention: Actual Month Adjust Conv: Actual Month

Retire Conv: Actual Month Retire Option: Calculate Gain/Loss

*Method: Straight Line Calculation Type: Remaining Value

Percent:

Limit Pct:

Useful Life: Monthly

Schedule: Low Limit: Low Value

UOP ID: Method ID: Depr Pass Life

End Date: *Avg Option: No Averaging

Special Depreciation Future Depr Yrs: [Special Terms](#)

Depr Limit: Cost Basis Limit:

Salvage %:

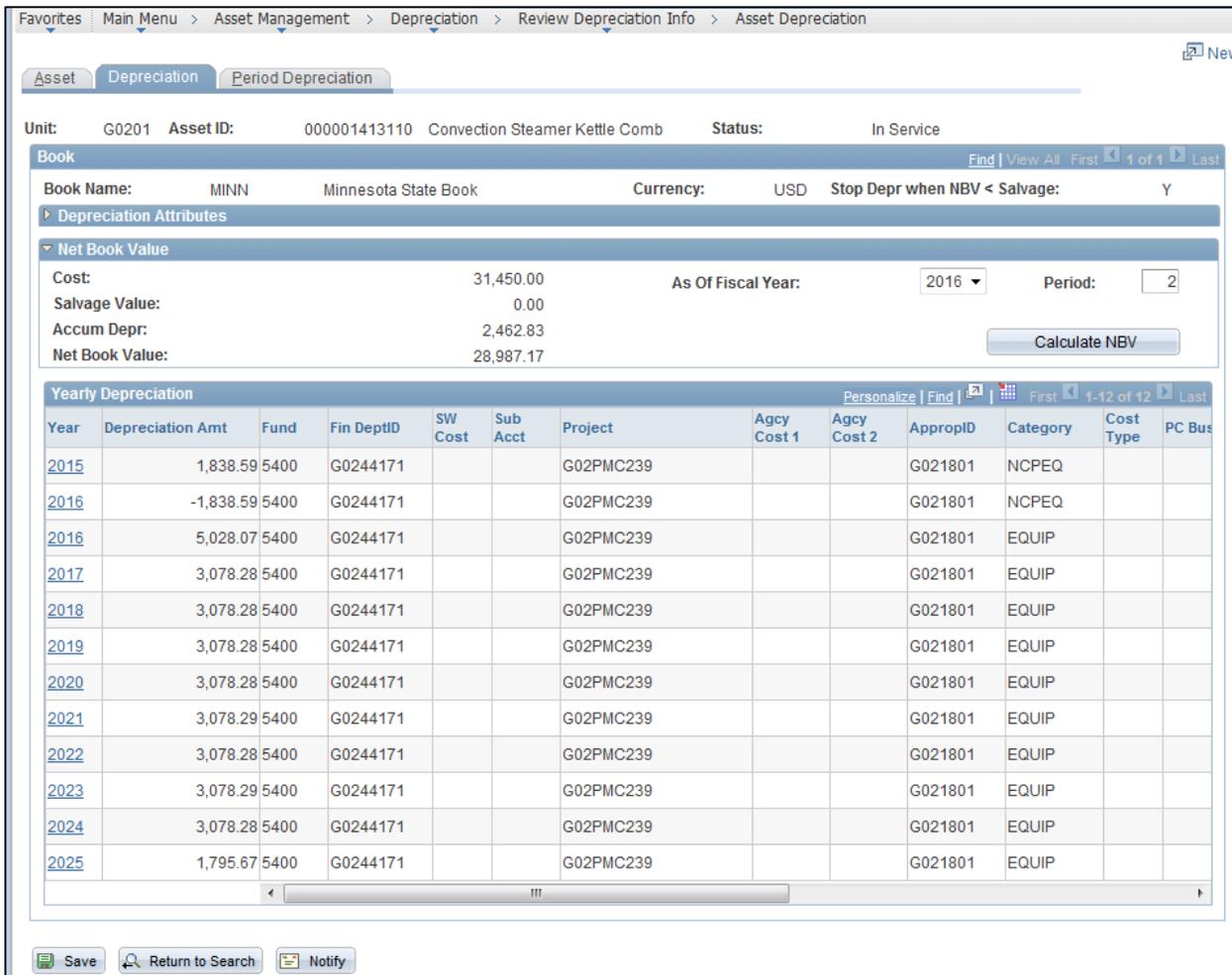
Multi-Shift Code:

Impairment Process [Go to Asset Basic Information](#)

Book - Depreciation | [Book - Tax](#)

After the **Depreciation Calculation** process has been run, the *Asset Depreciation* pages for the asset are updated as a result of the recategorizing:

- When you view the **Depreciation** tab, you will see a reversing entry for the accumulated depreciation related to the original *Category*.
- In this example, the **Yearly Depreciation** section now displays the depreciation schedule over 10 years, rather than 5 years as it had when we viewed the page earlier.
- The message indicating that there is pending depreciation is no longer displayed.



The screenshot shows the 'Asset Depreciation' page for Unit G0201, Asset ID 000001413110, 'Convection Steamer Kettle Comb', Status 'In Service'. The 'Book' section shows 'MINN Minnesota State Book' with a 'Currency' of 'USD'. The 'Net Book Value' section displays: Cost: 31,450.00, Salvage Value: 0.00, Accum Depr: 2,462.83, and Net Book Value: 28,987.17. The 'Yearly Depreciation' table shows a 10-year schedule from 2015 to 2025.

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	-1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	5,028.07	5400	G0244171			G02PMC239			G021801	EQUIP		
2017	3,078.28	5400	G0244171			G02PMC239			G021801	EQUIP		
2018	3,078.28	5400	G0244171			G02PMC239			G021801	EQUIP		
2019	3,078.28	5400	G0244171			G02PMC239			G021801	EQUIP		
2020	3,078.28	5400	G0244171			G02PMC239			G021801	EQUIP		
2021	3,078.29	5400	G0244171			G02PMC239			G021801	EQUIP		
2022	3,078.28	5400	G0244171			G02PMC239			G021801	EQUIP		
2023	3,078.29	5400	G0244171			G02PMC239			G021801	EQUIP		
2024	3,078.28	5400	G0244171			G02PMC239			G021801	EQUIP		
2025	1,795.67	5400	G0244171			G02PMC239			G021801	EQUIP		

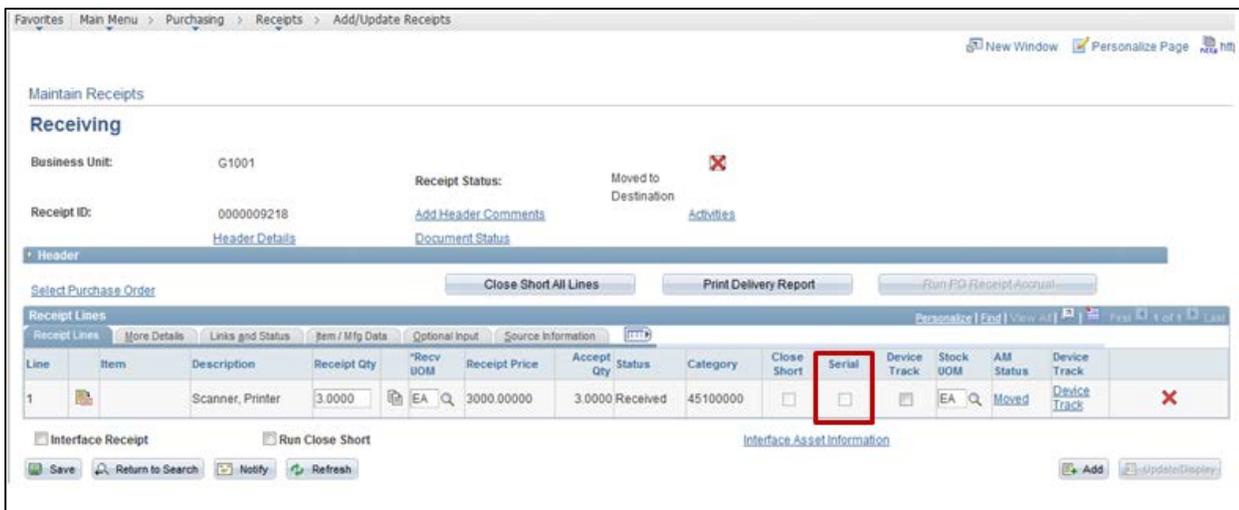
Having completed this topic, you should now be able to:

- Recategorize an Asset (RCT)

Converting an Asset with Multiple Quantity

Topic Overview

An asset can be generated with multiple quantities in the Asset Management Module if the purchase order line has multiple quantities and the items are not “serialized” in the receipt process as instructed in the “Receiving Assets with Multiple Quantities” topic in the “Purchasing an Asset” User Guide (AM1 - Part 1).



This topic covers the steps you will need to take in the Asset Management Module to convert an asset with a multiple quantity to multiple assets, each with a quantity of one. These steps can be performed after the voucher information has been generated in the Asset Management Module and a cost record has been created for the asset.

First, you will use the *Cost Adjust/Transfer Asset* page to adjust the existing asset to a quantity of “1” with the cost of a single item. Next, you will copy the asset to create as many assets as you need.

After completing this topic, you should be able to:

- Convert an Asset with Multiple Quantity

Process Steps

This topic covers the steps you will need to take in the Asset Management Module to convert an asset with a multiple quantity to multiple assets, each with a quantity of one. These steps can be performed after the voucher information has been generated in the Asset Management Module and a cost record has been created for the asset.

Steps to complete:

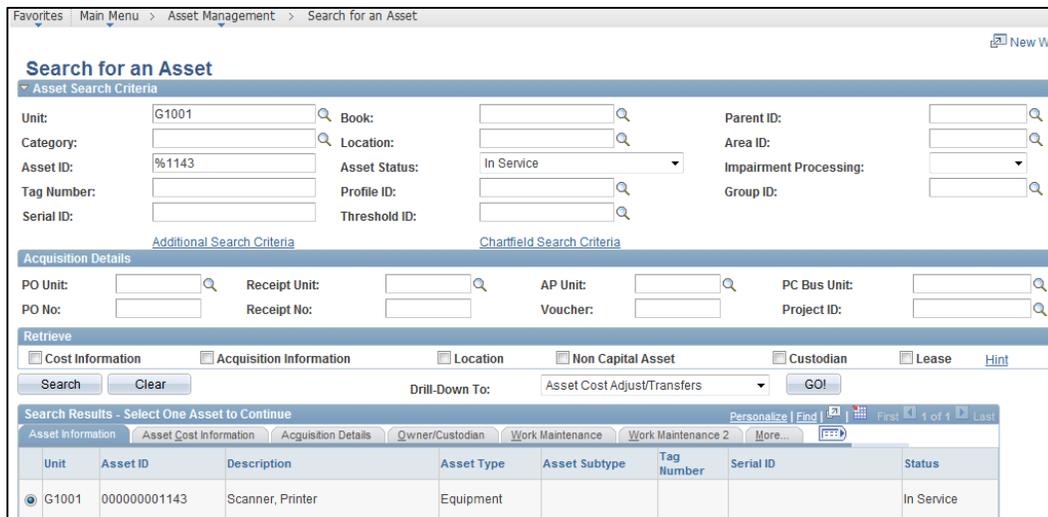
- Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset
- Step 2: Enter Information on the Main Transaction tab
- Step 3: Adjust the Quantity and Cost of the Existing Asset
- Step 4: Run Depreciation Calc for the Asset
- Step 5: Navigate to the Create Asset Copies page for the Asset you want to Copy
- Step 6: Make Copies of the Asset
- Step 7: Update the Copied Asset Records

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 described below to access the page.

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.



Search for an Asset

Asset Search Criteria

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

Category: Asset ID: %1143 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	00000001143	Scanner, Printer	Equipment				In Service

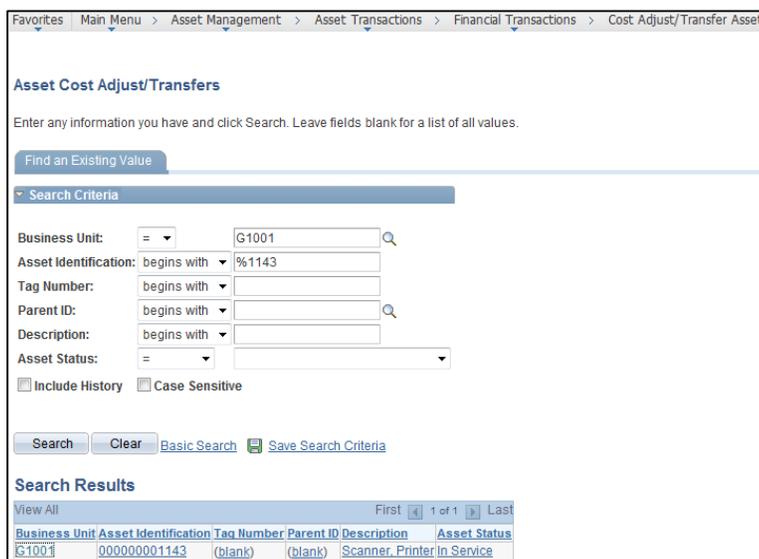
4. Select the asset you want to copy by clicking on the button for the asset in the Search Results.
5. Select the “Asset cost Adjust/Transfers” component from the **Drill Down To** listing.
6. Click on the **GO!** button. The *Asset Cost Adjust/Transfers* displays.
 - **Note:** Some converted assets 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.

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



The screenshot shows a web browser window with the following content:

- Navigation path: Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset
- Page title: **Asset Cost Adjust/Transfers**
- Instruction: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Buttons: Find an Existing Value, Search, Clear, Basic Search, Save Search Criteria
- Search Criteria section:
 - Business Unit: = [dropdown] [G1001] [lookup icon]
 - Asset Identification: begins with [dropdown] [%1143]
 - Tag Number: begins with [dropdown]
 - Parent ID: begins with [dropdown] [lookup icon]
 - Description: begins with [dropdown]
 - Asset Status: = [dropdown]
 - Include History Case Sensitive
- Search Results section:
 - View All | First | 1 of 1 | Last
 - Table with columns: Business Unit, Asset Identification, Tag Number, Parent ID, Description, Asset Status
 - Table row: G1001 | 000000001143 | (blank) | (blank) | Scanner Printer | 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.

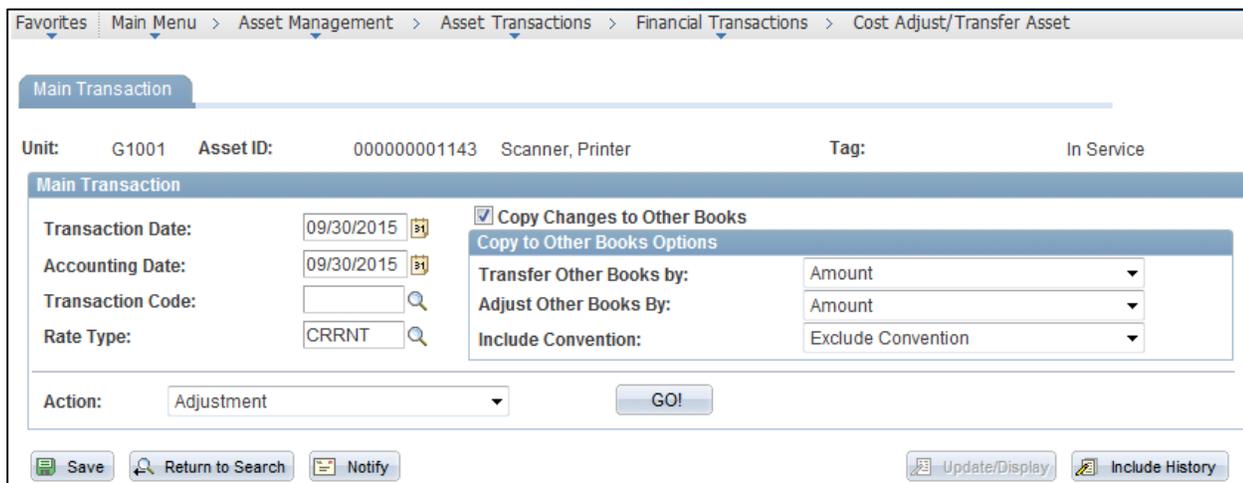
Step 2: Enter Information on the Main Transaction tab

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

Field	Field Description
*Transaction Date	The <i>Transaction Date</i> is the date that 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. Select “Adjustment” from the **Action** drop-down listing to add an “ADJ” entry for the asset that can be viewed in the Cost History component. Adjustment is used for a positive or negative cost or quantity adjustment for an existing funding string.



The screenshot shows the 'Main Transaction' tab in the SWIFT software. The breadcrumb trail at the top reads: Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset. The main transaction details are as follows:

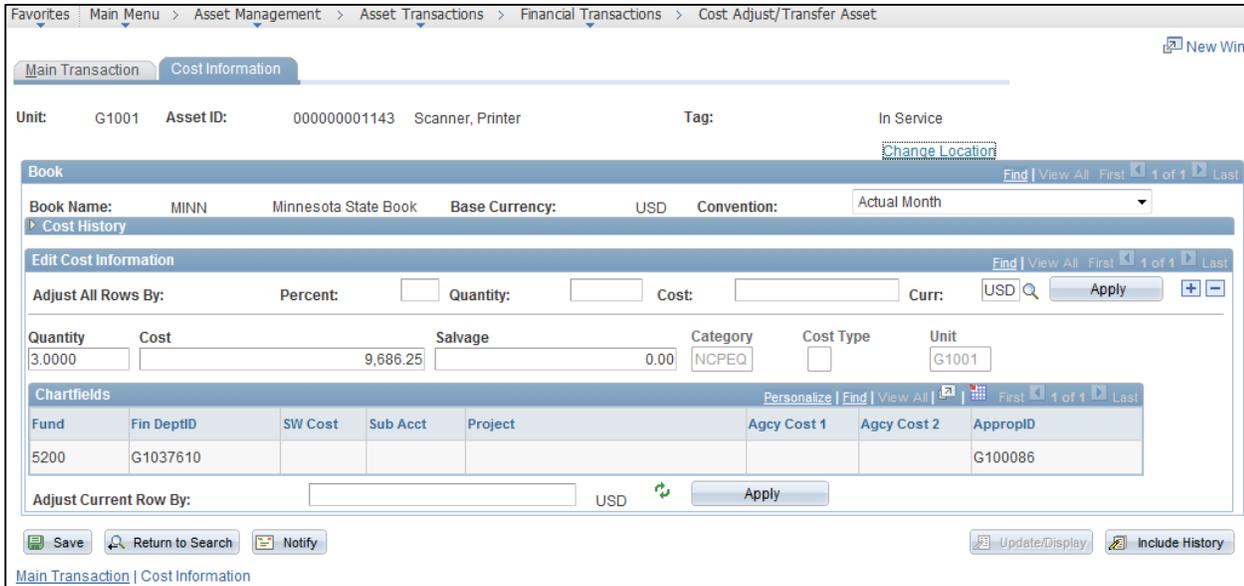
- Unit:** G1001
- Asset ID:** 00000001143
- Scanner, Printer:** Scanner, Printer
- Tag:** In Service

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

- Transaction Date:** 09/30/2015
- Accounting Date:** 09/30/2015
- Transaction Code:** (empty)
- Rate Type:** CRRNT
- Copy Changes to Other Books**
- Copy to Other Books Options:**
 - Transfer Other Books by:** Amount
 - Adjust Other Books By:** Amount
 - Include Convention:** Exclude Convention

At the bottom, the **Action:** dropdown is set to 'Adjustment', and there is a 'GO!' button. At the very bottom of the interface are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

- Click on the **GO!** button. The **Cost Information** tab displays showing the current *Quantity*, *Cost*, and *Salvage* amounts in the **Edit Cost Information** section.



Unit: G1001 Asset ID: 00000001143 Scanner, Printer Tag: In Service

Book Name: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

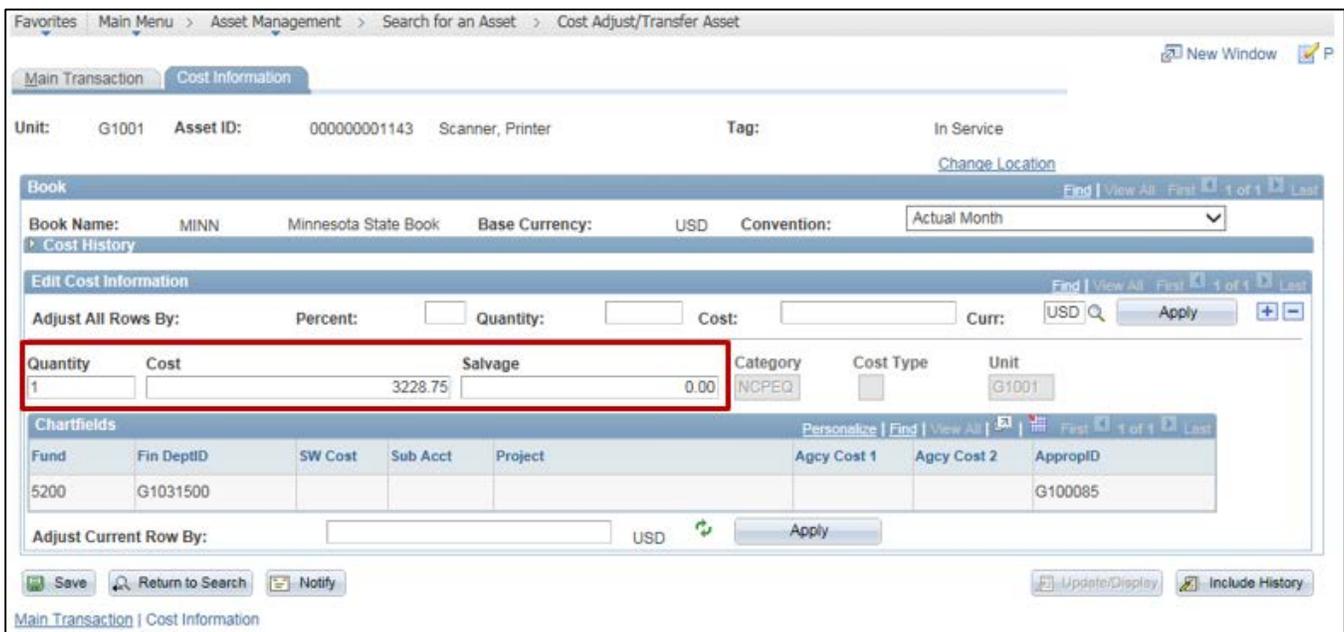
Quantity: 3.0000 Cost: 9,686.25 Salvage: 0.00 Category: NCPEQ Cost Type: Unit: G1001

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID
5200	G1037610						G100086

Step 3: Adjust the Quantity and Cost of the Existing Asset

Next, you will adjust the quantity and cost information of the existing asset on **Cost Information** tab.

- Overwrite the existing Quantity to “1” and overwrite the Cost with the cost of one asset. In this example, the total cost for three units was \$9,686.25 so we will enter a unit cost of \$3,228.75.



Unit: G1001 Asset ID: 00000001143 Scanner, Printer Tag: In Service

Book Name: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

Quantity: 1 Cost: 3228.75 Salvage: 0.00 Category: NCPEQ Cost Type: Unit: G1001

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID
5200	G1031500						G100085

- Click on the **Save** button. Adjustments are only saved by clicking on the **Save** button.

Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

[New Window](#)

Main Transaction | **Cost Information**

Unit: G1001 Asset ID: 000000001143 Scanner, Printer Tag: In Service

[Change Location](#)

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

Book Name: MINN Minnesota State Book Base Currency: USD Convention: Actual Month

Cost History

Edit Cost Information [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Adjust All Rows By: Percent: Quantity: -2.0000 Cost: -6,457.50 Curr: USD [Apply](#) [+](#) [-](#)

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	3,228.75	0.00	NCPEQ	<input type="checkbox"/>	G1001

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

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID
5200	G1037610						G100086

Adjust Current Row By: USD [Apply](#)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Main Transaction](#) | [Cost Information](#)

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

Favorites | Main Menu > Asset Management > Asset Transactions > History > Review Cost

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

Unit: G1001 Asset ID: 000000001143 Scanner, Printer Tag: In Service

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

Book Name: MINN Minnesota State Book Currency: USD

Total Cost: 3,228.75

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

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

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 09/30/2015	ADJ		-2.0000	-6,457.50	Detail
2 09/28/2015	ADD		3.0000	9,686.25	Detail

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

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

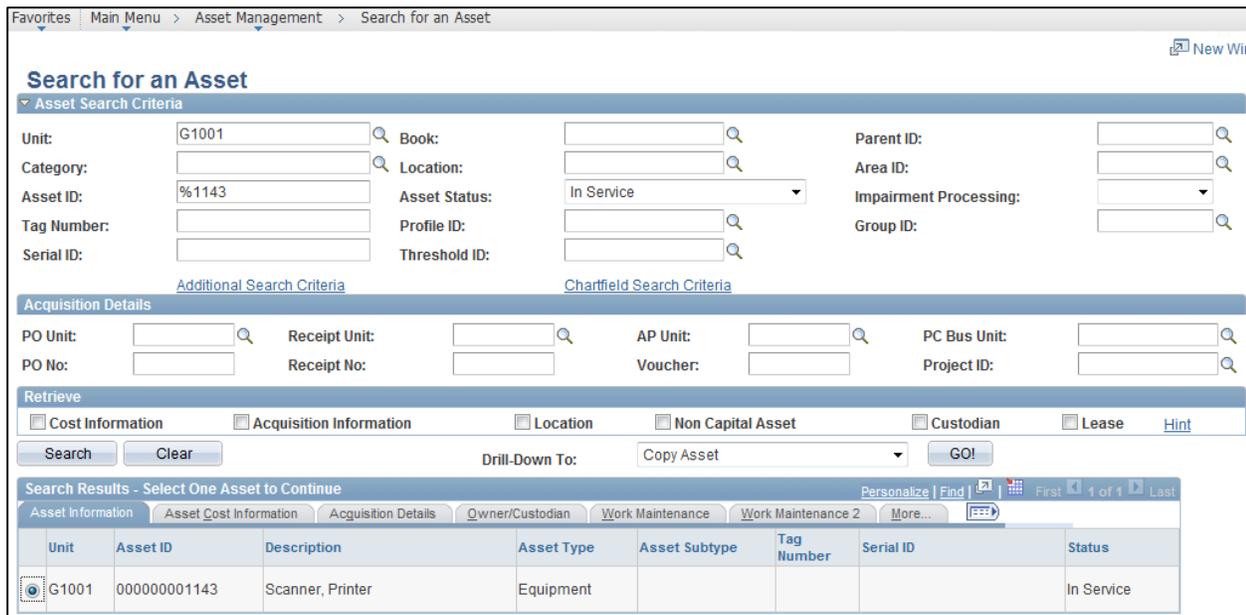
Step 4: Run Depreciation Calc for the Asset

You must run the **Depreciation Calculation** process before proceeding to the next step. Refer to the instructions in the [“Running Depreciation Calculation between Transactions”](#) topic.

Step 5: Navigate to the Create Asset Copies page for the Asset you want to Copy

Next, you will navigate to the *Create Asset Copies* page for the asset you want to copy. The *Search for an Asset* page navigation is displayed below. You can also navigate directly to the *Copy Asset* page: **Navigation:** Asset Management, Asset Transactions, Owned Assets, Copy Existing Asset.

1. **Navigation Links:** Asset Management, Search for an Asset.
2. Enter asset search criteria to search for the asset you want to copy. 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 copy by clicking on the button for the asset in the Search Results.
5. Select the “Copy Asset” component from the **Drill Down To** listing.
6. Click on the **GO!** button. The *Create Asset Copies* page displays.



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Parent ID: Location: Area ID: Impairment Processing: Group ID: Asset ID: %1143 Asset Status: In Service Profile ID: Threshold 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: Copy Asset GO!

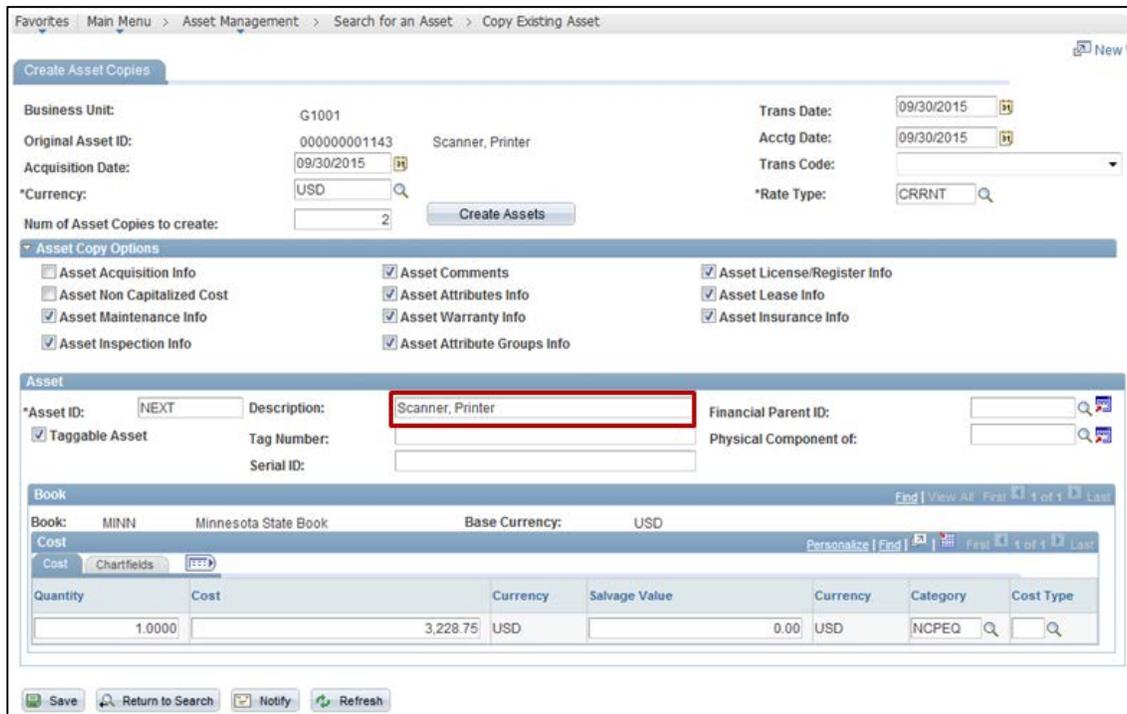
Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001143	Scanner, Printer	Equipment				In Service

Step 6: Make Copies of the Asset

On the *Create Asset Copies* page, you will enter the number of copies you want, along with some key information for the asset including *Descriptions*, *Tag Numbers*, and *Serial ID*'s.

Warning: The copies are generated when you click on the **Save** button. Make sure to review your entries before you save.



1. Complete the **Create Asset Copies** header information.

Field	Field Description
Business Unit	Verify the Business Unit.
Original Asset ID	Verify the Original Asset ID.
Acquisition Date	Accept the default current date or enter a different <i>Acquisition Date</i> .
Currency	Accept the default "USD". State of Minnesota does not use.
Num of Asset Copies to create	Accept the default "1" or enter a different number of copies to create.
Trans Date	The <i>Transaction Date</i> is the date that will be used for recording the transaction and used in the Depreciation Calculation.
Acctg Date	The <i>Accounting Date</i> is the date for the General Ledger entry. (The date must be in an open Accounting Period and cannot be before the transaction date.)
Rate Type	Accept the default "USD". State of Minnesota does not use.

Favorites | Main Menu > Asset Management > Search for an Asset > Copy Existing Asset

Create Asset Copies

Business Unit: G1001 Trans Date: 09/30/2015

Original Asset ID: 000000001143 Scanner, Printer Acctg Date: 09/30/2015

Acquisition Date: 09/30/2015 Trans Code: [Dropdown]

*Currency: USD *Rate Type: CRRNT

Num of Asset Copies to create: 2 **Create Assets**

Asset Copy Options

Asset Acquisition Info Asset Comments Asset License/Register Info

Asset Non Capitalized Cost Asset Attributes Info Asset Lease Info

Asset Maintenance Info Asset Warranty Info Asset Insurance Info

Asset Inspection Info Asset Attribute Groups Info

Asset

*Asset ID: NEXT Description: **Scanner, Printer** Financial Parent ID: [Field]

Taggable Asset Tag Number: [Field] Physical Component of: [Field]

Serial ID: [Field]

Book Find | View All | First | 1 of 1 | Last

Book: MINN Minnesota State Book Base Currency: USD

Cost Personalize | Find | First | 1 of 1 | Last

Cost Chartfields [Field]

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	3,228.75	USD	0.00	USD	NCPEQ	[Field]

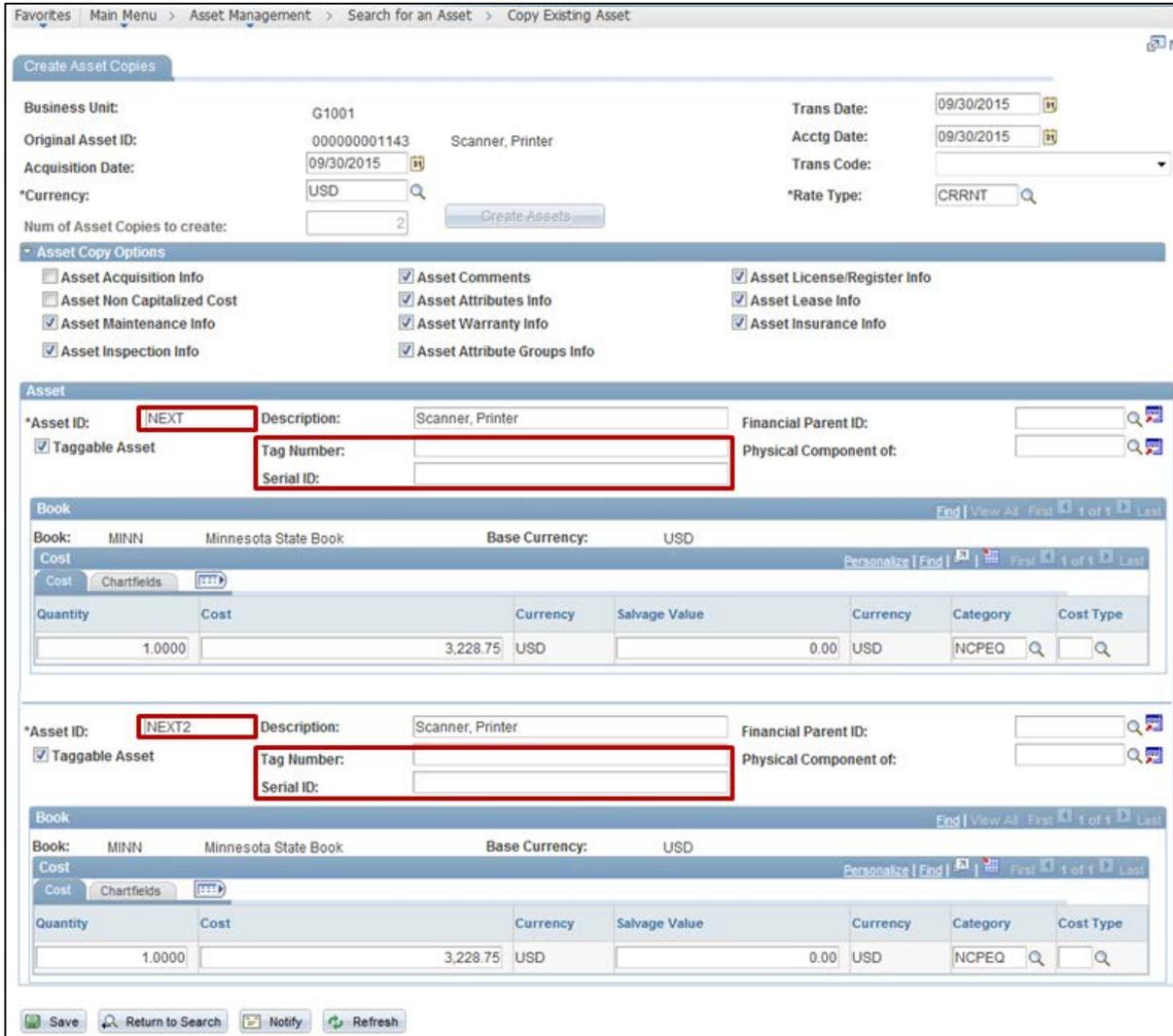
Save **Return to Search** **Notify** **Refresh**

- In the **Asset Copy Options** section, it is recommended that you uncheck the *Asset Acquisition Info* checkbox. Accept all other defaults.

Note: If the *Asset Acquisition Info* box is left checked, the original purchase details for the multiple quantities will be copied to the new asset(s) and this could create confusion. The next step covers how you can enter a description on the **Acquisition Detail** tab for the copied asset(s), indicating that the assets were split from the original asset and providing the original asset number for reference.

- By default, the **Asset** section displays one copy record. If you are making multiple copies, enter any information in this record that all of the copies have in common, such as the *Description*. When you create the additional records, information from the first record will be populated to the additional records.

- Click on the **Create Assets** button. Records are generated in the **Asset** Section for the number of asset copies you have requested.

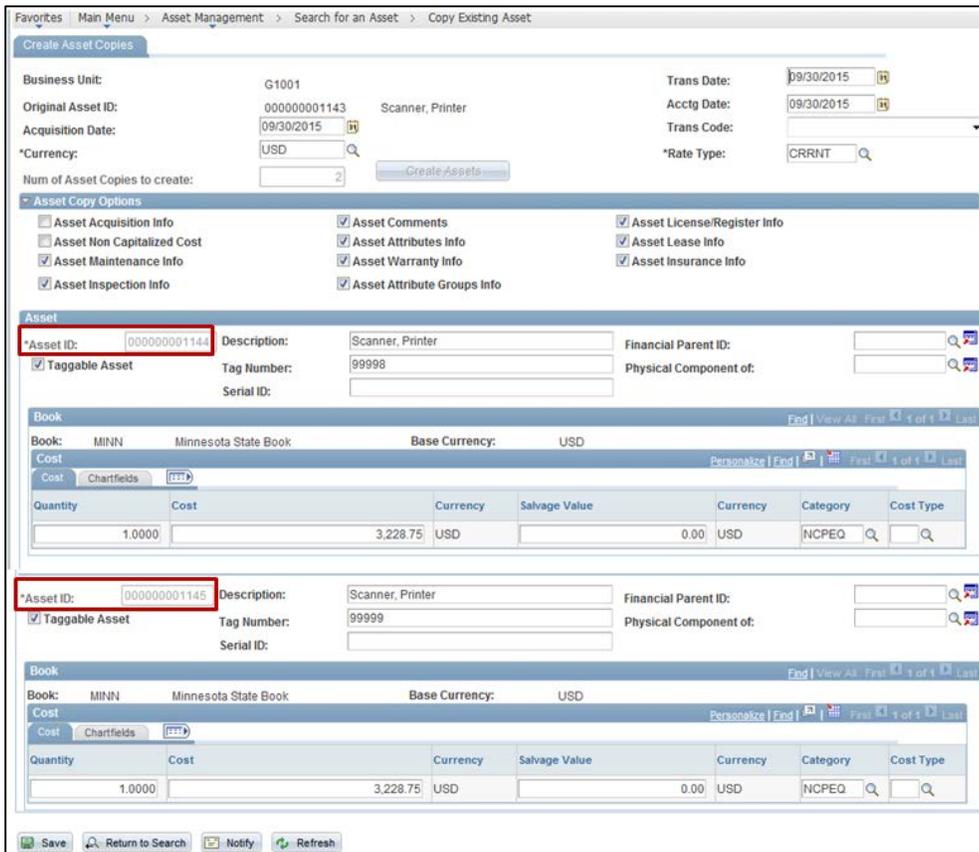


- For each record created, complete the **Asset** section as described below.

Field	Field Description
Asset ID	Accept the default of "NEXT" (NEXT2, NEXT3, etc.) in the <i>Asset Identification</i> field and SWIFT will automatically assign the next available number(s) after you save.
*Description	Enter the Asset's <i>Description</i> , if not previously entered. The field length is 30 characters. You may use the description from the original asset or enter a different description. If you do not enter a description, the default description related to the <i>Profile ID</i> will be populated and this should be avoided.

Field	Field Description
Taggable Asset	The <i>Taggable Asset</i> checkbox defaults to checked, depending on the Profile ID selected. Change the default, if necessary. This field is used to indicate that the asset will be tracked using a tag.
Tag Number	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags. Tag Numbers must be unique within a Business Unit. This information can also be entered later using the <i>Basic Add</i> pages. The field length is 12 characters.
Serial ID	Optionally, enter a <i>Serial ID</i> for the asset. Serial ID's do not have to be unique. This information can also be entered later using the Basic Add component. The field length is 20 characters.

- After entering and reviewing all of the information, click on the **Save** button. **Warning!** This cannot be reversed. You may need to scroll to the bottom of the page to locate the button.
 - The assets are created with the *Asset ID(s)* displayed in the **Asset** section. Make note of the new Asset ID(s).



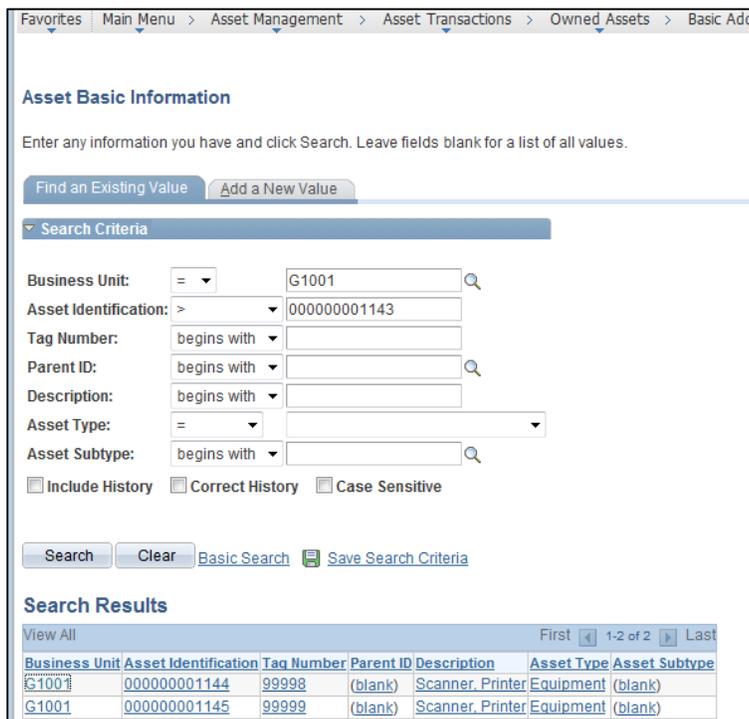
Step 6: Review and Update the Copied Assets with Basic Add

Next, you will navigate to the *Basic Add* page and review and update the copied assets. The menu navigation is shown below. You can also use the *Search for an Asset* page to search for the asset and select the “Asset Basic Information” component from the **Drill-Down To** drop-down menu (refer to the [“Using the Search for an Asset Page”](#) topic for additional instructions).

1. **Navigation Links:** Asset Management, Asset Transactions, Owned Assets, Basic Add.
2. At the *Asset Basic Information* 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.

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



The screenshot shows the 'Asset Basic Information' search interface. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Asset Basic Information'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section contains several fields: 'Business Unit' (dropdown menu), 'Asset Identification' (text input with value '000000001143'), 'Tag Number' (dropdown menu), 'Parent ID' (text input with value '000000001143'), 'Description' (dropdown menu), 'Asset Type' (dropdown menu), and 'Asset Subtype' (text input with value '000000001145'). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is a 'Search Results' section with a table showing two results. The table has columns: Business Unit, Asset Identification, Tag Number, Parent ID, Description, Asset Type, and Asset Subtype. The first result is for Business Unit 'G1001', Asset Identification '000000001144', Tag Number '99998', Parent ID '(blank)', Description 'Scanner, Printer', Asset Type 'Equipment', and Asset Subtype '(blank)'. The second result is for Business Unit 'G1001', Asset Identification '000000001145', Tag Number '99999', Parent ID '(blank)', Description 'Scanner, Printer', Asset Type 'Equipment', and Asset Subtype '(blank)'. There are navigation links for 'View All', 'First', '1-2 of 2', and 'Last'.

4. If more than one asset displays in the **Search Results** section, click on the asset you want to work with. The *Basic Add* page displays.

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | Operation/Maintenance | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian

Unit: G1001 Asset ID: 00000001144 Scanner, Printer Tag: 99998 In Service

Asset Information

Description: Scanner, Printer Short Desc: Scanner, P
 CAP #: Taggable Asset Seq #: Tag Number: 99998
 Asset Class: Asset Type: Equipment Auction Status:
 Asset Subtype: *Asset Status: In Service Region Code:
 Acquisition Date: 09/30/2015 Capitalized Asset
 Placement Date: 09/30/2015 New Asset
 Collateral Asset: Available For Use
 *Acquisition Code: Purchased In Physical Use
 FERC Code: Composite Asset
 Financing Code: Composite Asset ID:
 Fair Value: 0.000 Appraisal Date:
 Replacement Cost: Last Update:
 Index Name: SubIndex Name:
 Parent/Child: None Parent ID:
 Profile ID: NCP_EQP05

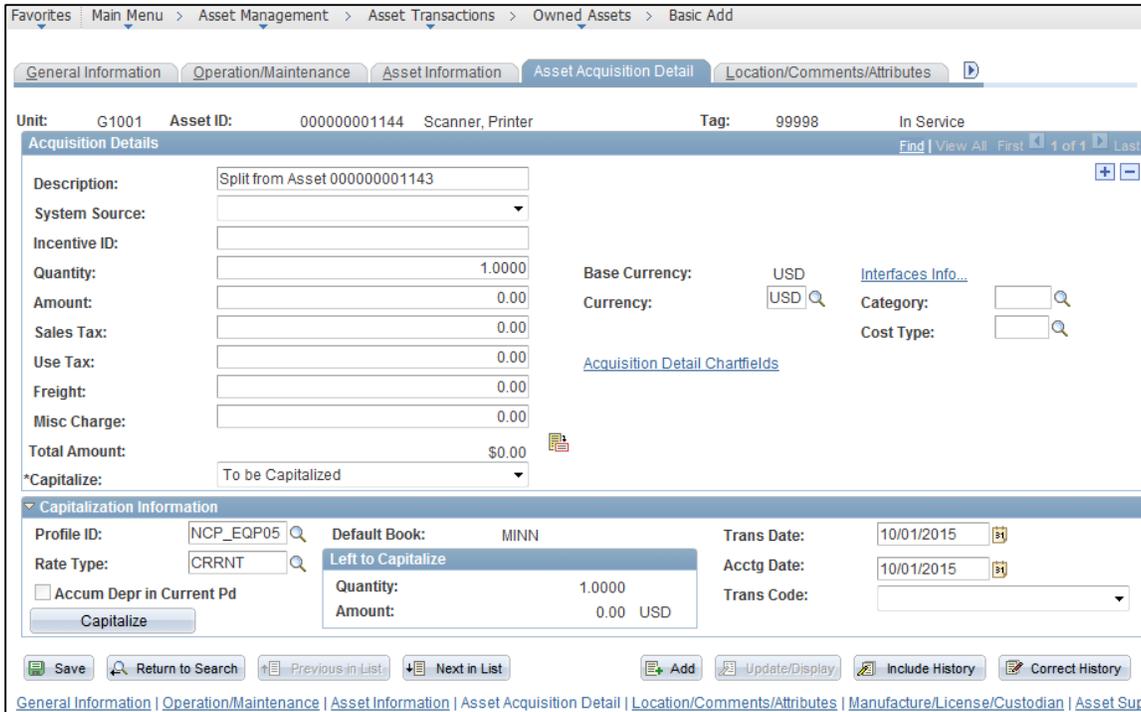
[Book Page](#) [Set R and D Info...](#) [Attachments \(0\)](#)
[Fair Value Details](#)

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data | Us

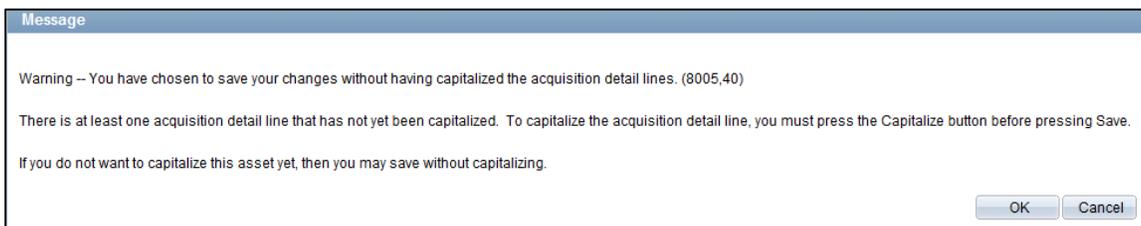
The *Basic Add*, **General Information** tab for the first copied asset shows the information copied from the original asset and entered on the *Copy Asset* page.

5. Click on the **Asset Acquisition Detail** tab or link on the bottom of the page. Because we did not copy the Asset Acquisition Detail from the original asset to the copied asset, only the quantity displays in the **Acquisition Details** section and there is no information displayed in the *Interfaces Info* or *Acquisition Detail ChartFields* pages.
6. Enter a *Description* referencing the *Asset ID* number for the original asset so that the Acquisition Details for this asset can be viewed by looking up the original asset; for example “Split from Asset 000000001143”. (This is not the same *Description* field found on the **General Information** tab.)



7. Optionally, enter the cost for this asset in the *Amount* field.
8. If you enter cost information, you must change the *Capitalize* field to “Already Capitalized” before you save. If you save before making this change, you will see a warning message indicating that you have entered acquisition detail that has not been capitalized. Click the **OK** button, if you receive the message.

WARNING! Do not press the Capitalize button. Entering cost information on this page is for reference only.



9. Make any additional updates on the *Basic Add* pages, as you would normally. (Refer to the “[Creating \(or Updating\) Assets with Basic Add](#)” topic for instructions.)
10. Click on the **Save** button to save your changes.

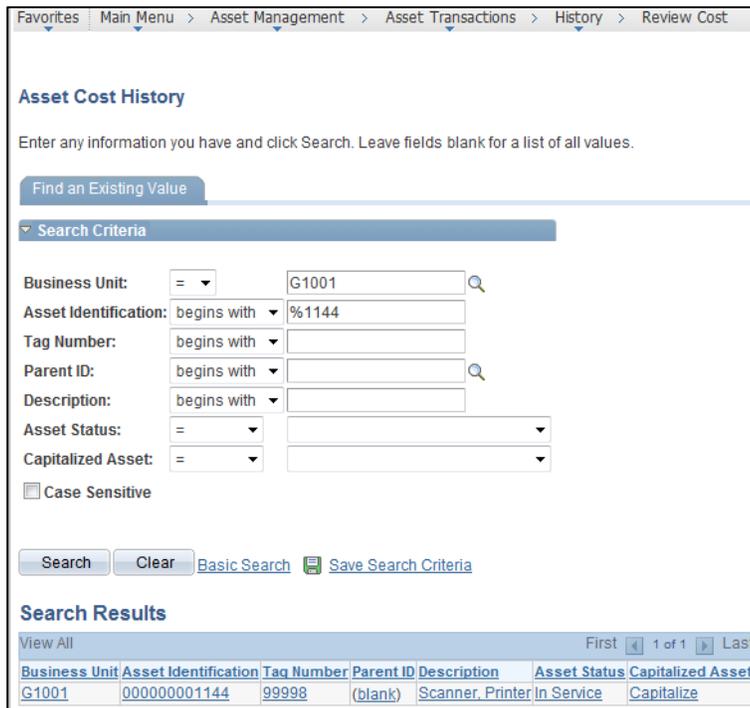
Step 7: Review the Cost History for the Copied Assets

View the *Cost History* page for the copied assets to verify the result. The menu navigation is shown below. You can also use the *Search for an Asset* page to search for the asset and select the “Asset Cost History” component from the **Drill-Down To** drop-down menu (refer to the “Using the Search for an Asset Page” topic for additional instructions).

1. **Navigation Links:** Asset Management, Asset Transactions, History, Review Cost.
2. At the *Asset Cost History* page, enter search criteria to locate the asset you want to view. 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.

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



The screenshot shows the 'Asset Cost History' search page. The breadcrumb navigation is: Favorites | Main Menu > Asset Management > Asset Transactions > History > Review Cost. The page title is 'Asset Cost History'. Below the title, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains several fields: Business Unit (dropdown with '=' and text 'G1001'), Asset Identification (dropdown 'begins with' and text '%1144'), Tag Number (dropdown 'begins with'), Parent ID (dropdown 'begins with'), Description (dropdown 'begins with'), Asset Status (dropdown with '='), and Capitalized Asset (dropdown with '='). There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is a 'Search Results' section with a table showing one result.

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status	Capitalized Asset
G1001	00000001144	99998	(blank)	Scanner, Printer	In Service	Capitalize

4. If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Review Cost* page displays.
5. Review the cost information displayed.
 - The **Cost** tab displays the Accounting Date, Quantity of “1” and Unit Cost entered on the original asset.
 - The **Chartfields** tab displays the funding string.



Unit: G1001 Asset ID: 000000001144 Scanner, Printer Tag: 99998 In Service

Book Name: MINN Minnesota State Book Currency: USD

Total Cost: 3,228.75

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
109/30/2015	ADD		1.0000	3,228.75	Detail

Refer to the “[Viewing Cost History](#)” topic for additional information on viewing these pages.

Having completed this topic, you should now be able to:

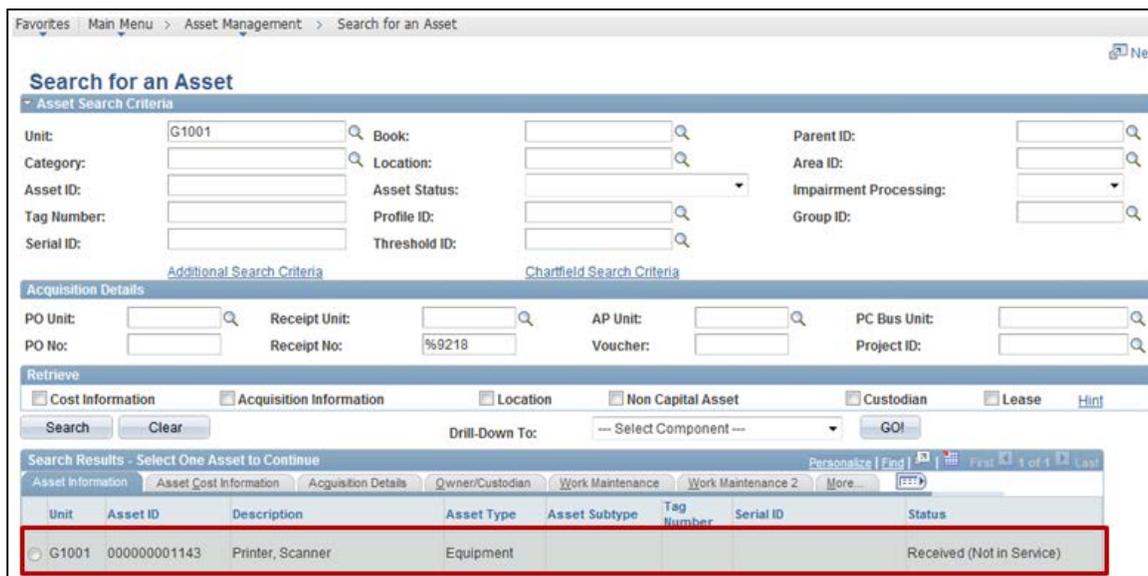
- Convert an Asset with Multiple Quantity

Resolving “Received (Not in Service)” Issues

Topic Overview

This topic covers how to identify and resolve issues with assets that have a “Received (Not in Service)” status.

Normally, assets are generated in the Asset Management Module with information entered on the Purchase Order and Receipt. The assets are created with a status of “Received – Not in Service”.



Search for an Asset

Asset Search Criteria

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

Category: Location: Asset Status: Profile ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9218 Voucher: Project ID:

Retrieve

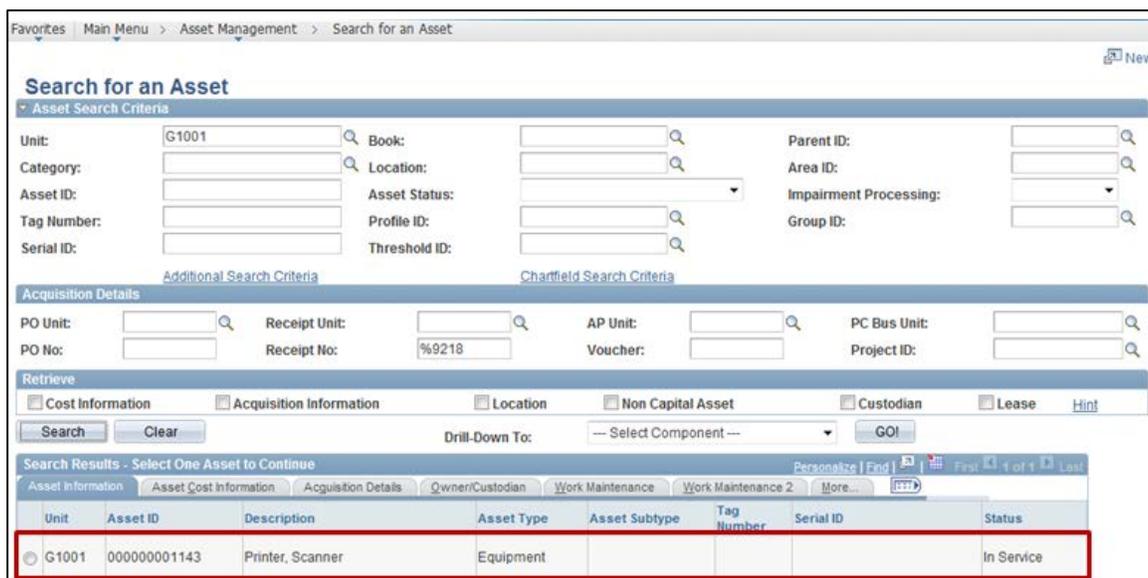
Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001143	Printer, Scanner	Equipment				Received (Not in Service)

After the voucher has been posted (paid) and the interface process completed, the status of the asset will be updated to “In Service” and it will be capitalized.



Search for an Asset

Asset Search Criteria

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

Category: Location: Asset Status: Profile ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9218 Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001143	Printer, Scanner	Equipment				In Service



It is recommended that you periodically review assets records with the “Received (Not In Service)” status to determine if the asset record was created by mistake and should be retired or if the asset record needs to be completed manually.

After completing this topic, you should be able to:

- Resolve “Received (Not in Service)” Issues

Process Steps

Resolve “Received (Not in Service)” Issues

This topic covers how to identify and resolve issues with assets that have a “Received (Not in Service)” status.

Steps to complete:

- Step 1: Identify Assets with “Received (Not in Service)” Status
- Step 2: Check on the Voucher Payment
- Step 3: Review the Asset Record to Determine Action
- Step 4: Resolve the Issue by Retiring or Completing the Asset Record Manually

Step 1: Identify Assets with “Received (Not in Service)” Status

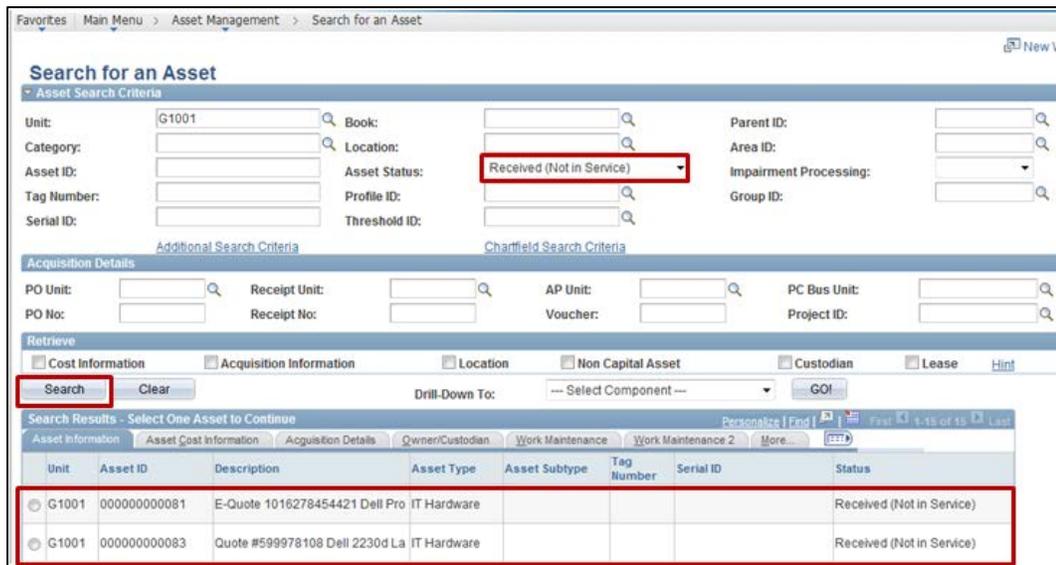
You can find assets with “Received (Not in Service)” by using the *Search for an Asset* page or by running the “M_AM_GBL_ASSET_STATUS_A” SWIFT query.

Option 1: Search for an Asset page

1. **Navigation Links:** Asset Management, Search for an Asset.
2. At the *Search for an Asset* page, enter search criteria to locate assets with the status:

Field	Field Description
Unit	Accept the default or select a different Business Unit.
Asset Status	Select “Received (Not in Service)” from the drop-down menu.

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



Search for an Asset

Asset Search Criteria

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

Asset Status: **Received (Not in Service)**

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: --- Select Component --- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000000081	E-Quote 1016278454421 Dell Pro	IT Hardware				Received (Not in Service)
G1001	000000000083	Quote #599978108 Dell 2230d La	IT Hardware				Received (Not in Service)

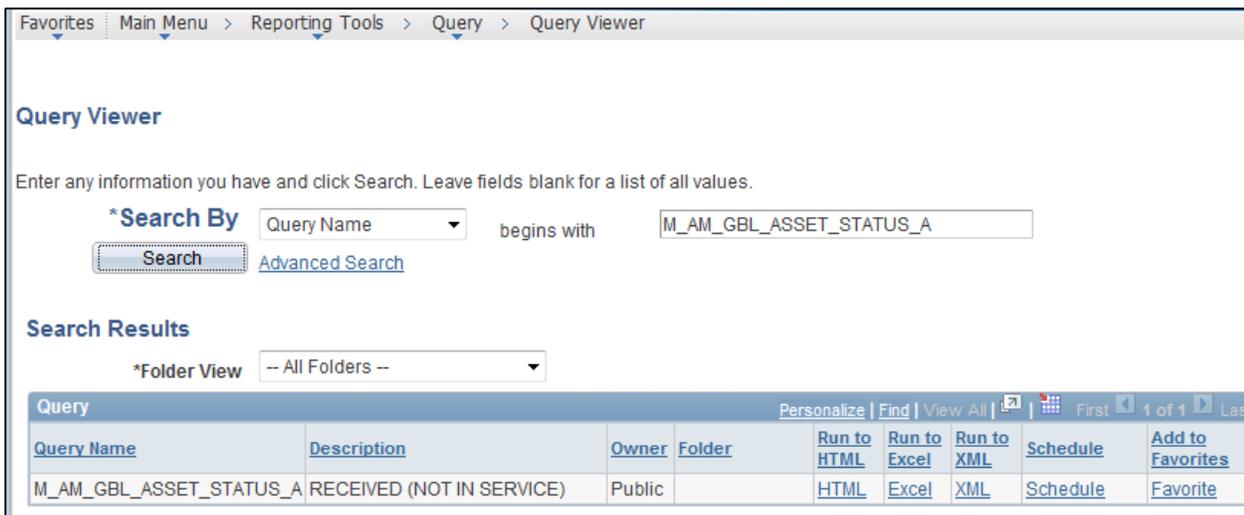
The *Search for an Asset* results will return up to 300 records.

If you need to review the asset records in more detail, you can select the asset in the search results and select the component from the **Drill-Down To** menu. Pages to review, such as the *Asset Cost History* or *Basic Add*, are discussed in Step 3.

Option 2: Run the M_AM_GBL_ASSET_STATUS_A SWIFT query

The SWIFT query “M_AM_GBL_ASSET_STATUS_A” will list all assets with *Status* “A”, “Received (Not in Service)”, along with helpful fields including the Asset ID, In Service Date, Description, PO Number, and Receipt Number.

Refer to the [“Using SWIFT Queries for Clean Up and Review”](#) topic for instructions on running the query and downloading the results to a Microsoft Excel File.



The screenshot shows the 'Query Viewer' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Reporting Tools > Query > Query Viewer'. Below this, the 'Query Viewer' title is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are set to '*Search By' with a dropdown menu showing 'Query Name', followed by 'begins with' and a text input field containing 'M_AM_GBL_ASSET_STATUS_A'. There are 'Search' and 'Advanced Search' buttons. Below the search section, the 'Search Results' section shows '*Folder View' set to '-- All Folders --'. A table displays the search results:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AM_GBL_ASSET_STATUS_A	RECEIVED (NOT IN SERVICE)	Public		HTML	Excel	XML	Schedule	Favorite

Step 2: Check on the Voucher Payment

If you think that an asset's voucher has been paid but the asset still has a Status of "Received (Not in Service)", consider the following possibilities:

1. The voucher has not been posted.
2. The voucher has only recently been posted and the integration processes have not run yet to update the asset's record with the final cost information and a status of "In Service".

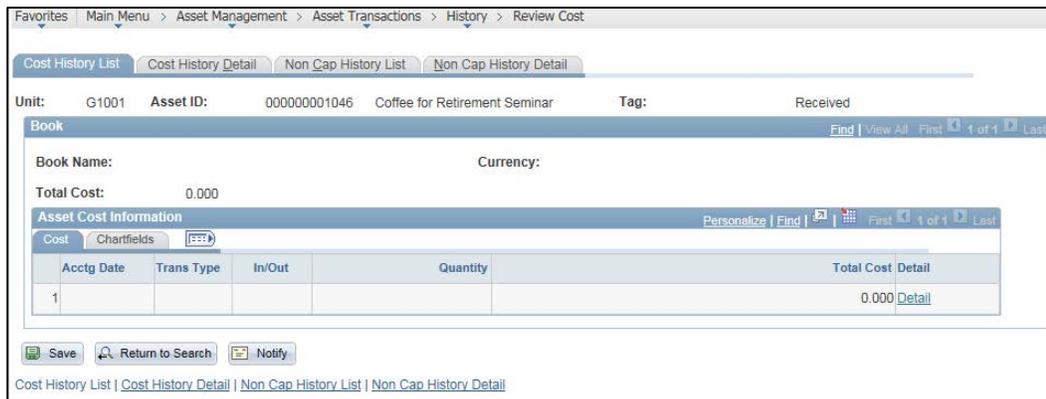
Your Accounts Payable staff may be able to assist with the research. If the above circumstances are not present, you will need to review the asset in more detail and determine the steps to take to update the asset record manually in the Asset Management Module. This is discussed in more detail in the next step.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry			
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary			
Business Unit:	G1001	Invoice Date:	09/29/2015
Voucher ID:	00014275	Invoice No:	1234567
Voucher Style:	Regular	Invoice Total:	9,000.00 USD
Contract ID:			
Vendor Name:	RICOH AMERICAS CORP A 3601 EISENHOWER AVE #400 ALEXANDRIA, VA 22304	Pay Terms:	Net 0
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched Approval History	Created:	09/29/2015
Approval Status:	Approved	Created By:	00637298
Post Status:	Posted	Modified:	09/30/2015
		Modified By:	00637298
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		
*View Related	Payment Inquiry	Go	
Save Return to Search Previous in List Next in List Notify Refresh Add			
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary			

Step 3: Review the Asset Record to Determine Action

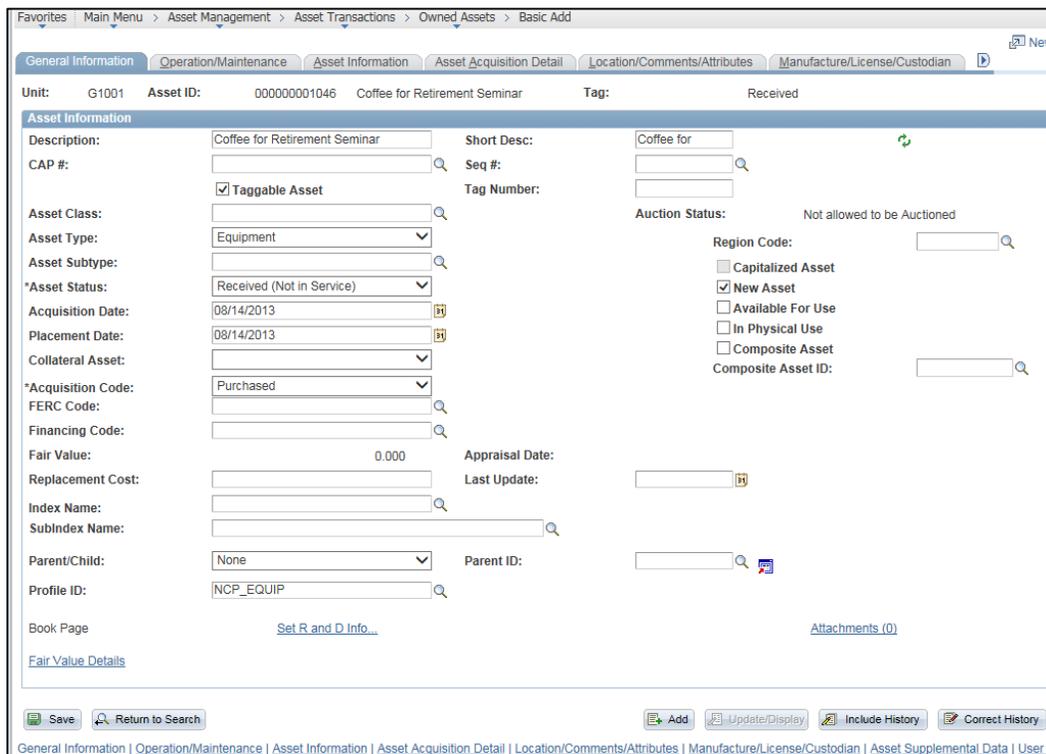
It is recommended that you periodically review assets records with the “Received (Not In Service)” status to determine if the asset record was created by mistake and should be retired or if the asset record needs to be completed manually. Pages that will help your review are discussed in this step.

1. Review *Cost History* page (**Navigation:** Asset Management, Asset Transactions, History, Review Cost.) Assets with “Received (Not in Service)” status should not have a cost record.



2. View *Basic Add* pages (**Navigation:** Asset Management, Owned Assets, Basic Add).

- a. Review the **General Information** tab entries, including the *Acquisition Date*, *Profile ID* and *Tag Number*.



- b. Review entries on the **Asset Acquisition Detail** tab. Assets with “Received (Not In Service)” status will normally:
- Only have one record on this tab with a System Source of “PO Online Entry Panel”. The *Interfaces Info* link can be used to determine the asset’s PO and Receipt information, as well as the Vendor ID.
 - Have a *Capitalize* field value of “To be Capitalized”. **WARNING!** Do not change at this time.

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | Operation/Maintenance | Asset Information | **Asset Acquisition Detail** | Location/Comments/Attributes

Unit: G1001 Asset ID: 00000001046 Coffee for Retirement Seminar Tag: Received

Acquisition Details Find | View All | First | 1 of 1 | Last

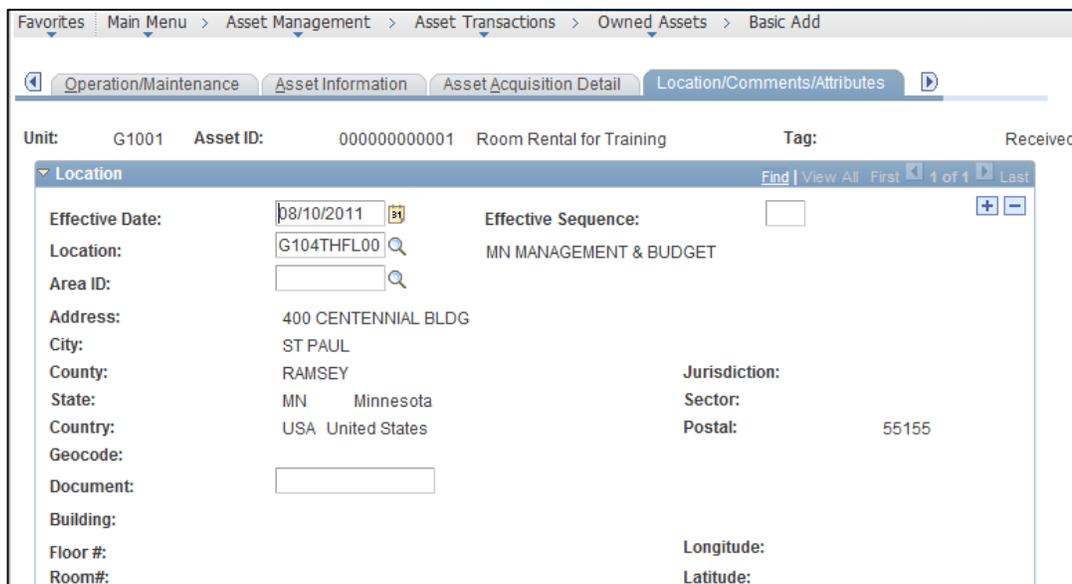
Description:	Coffee for Retirement Seminar		
System Source:	PO Online Entry Panel		
Incentive ID:			
Quantity:	1.0000	Base Currency:	USD
Amount:	154.00	Currency:	USD
Sales Tax:	11.36	Category:	
Use Tax:	0.00	Cost Type:	
Freight:	0.00	Acquisition Detail Chartfields	
Misc Charge:	0.00		
Total Amount:	\$165.36		
*Capitalize:	To be Capitalized		

Capitalization Information

Profile ID:	NCP_EQUIP	Default Book:	MINN	Trans Date:	11/09/2015
Rate Type:	CRRNT	Left to Capitalize		Acctg Date:	11/09/2015
<input type="checkbox"/> Accum Depr in Current Pd		Quantity:	1.0000	Trans Code:	
<input type="button" value="Capitalize"/>		Amount:	165.36 USD		

[General Information](#) | [Operation/Maintenance](#) | [Asset Information](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Supplier](#)

c. Review the *Location* on the **Location/Comments/Attributes** tab to ensure that it is correct.



Unit: G1001 Asset ID: 000000000001 Room Rental for Training Tag: Received

Location Find | View All First 1 of 1 Last

Effective Date: 08/10/2011 Effective Sequence:

Location: G104THFL00 MN MANAGEMENT & BUDGET

Area ID:

Address: 400 CENTENNIAL BLDG

City: ST PAUL

County: RAMSEY Jurisdiction:

State: MN Minnesota Sector:

Country: USA United States Postal: 55155

Geocode:

Document:

Building:

Floor #: Longitude:

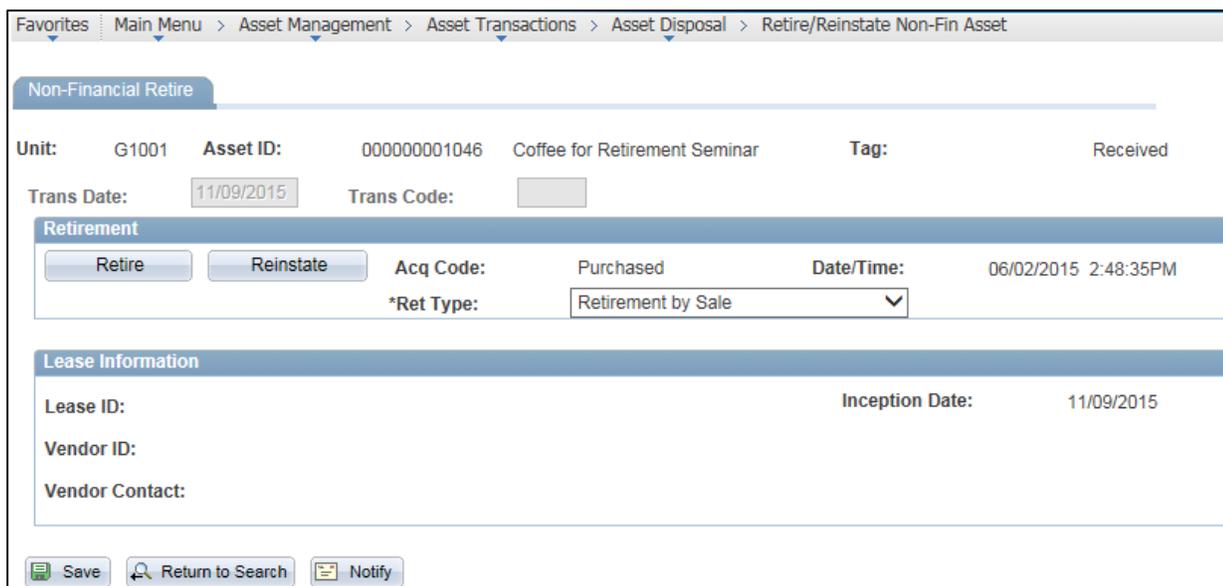
Room#: Latitude:

Step 4: Resolve the Issue by Retiring or Completing the Asset Record Manually

After reviewing the asset record, you may determine that the asset was created by mistake and needs to be retired or you may decide that the asset record must be completed manually and placed "In Service".

Option 1: Retire the Asset Record

1. If the asset record has no *Cost History* as expected for a "Received (Not in Service)" asset, you should retire the asset using the *Retire/Reinstate Non-Fin Asset* page. (Refer to the "[Retire an Asset \(Disposal\)](#)" topic for detailed instructions.)



Favorites | Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset

Non-Financial Retire

Unit: G1001 Asset ID: 000000001046 Coffee for Retirement Seminar Tag: Received

Trans Date: 11/09/2015 Trans Code:

Retirement

Acq Code: Purchased Date/Time: 06/02/2015 2:48:35PM

*Ret Type: Retirement by Sale

Lease Information

Lease ID: Inception Date: 11/09/2015

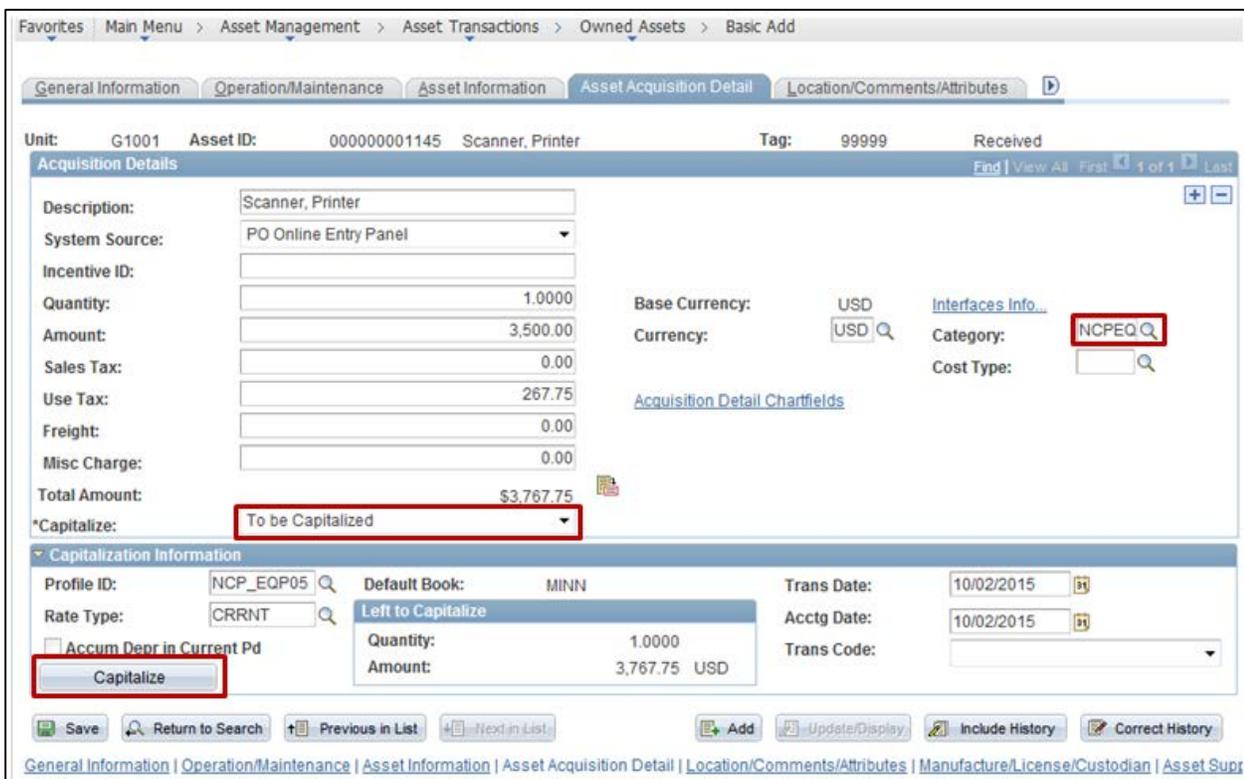
Vendor ID:

Vendor Contact:

Option 2: Manually Complete the Asset Record to Place it “In Service”

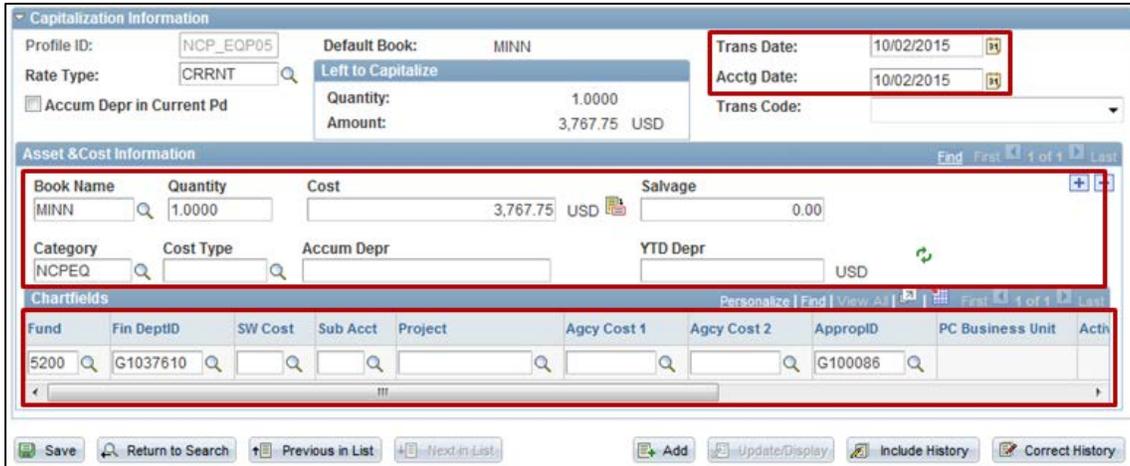
Normally, assets with this status have not been capitalized. You'll need to navigate to the *Basic Add* pages for the asset to manually capitalize the asset and place it “In Service”. There may be other information you need to do add to the record. Detailed instructions for updating assets are contained in the “[Creating \(or Updating\) Assets with Basic Add](#)” topic. The steps below are limited to show where the asset is capitalized and placed “In Service”.

1. **Navigation Links:** Asset Management, Asset Transactions, Owned Assets, Basic Add.
2. Click on the **Asset Acquisition Detail** tab and click on the **Capitalize** button to expand the **Capitalization Information** section. The **Capitalization Information** section expands.

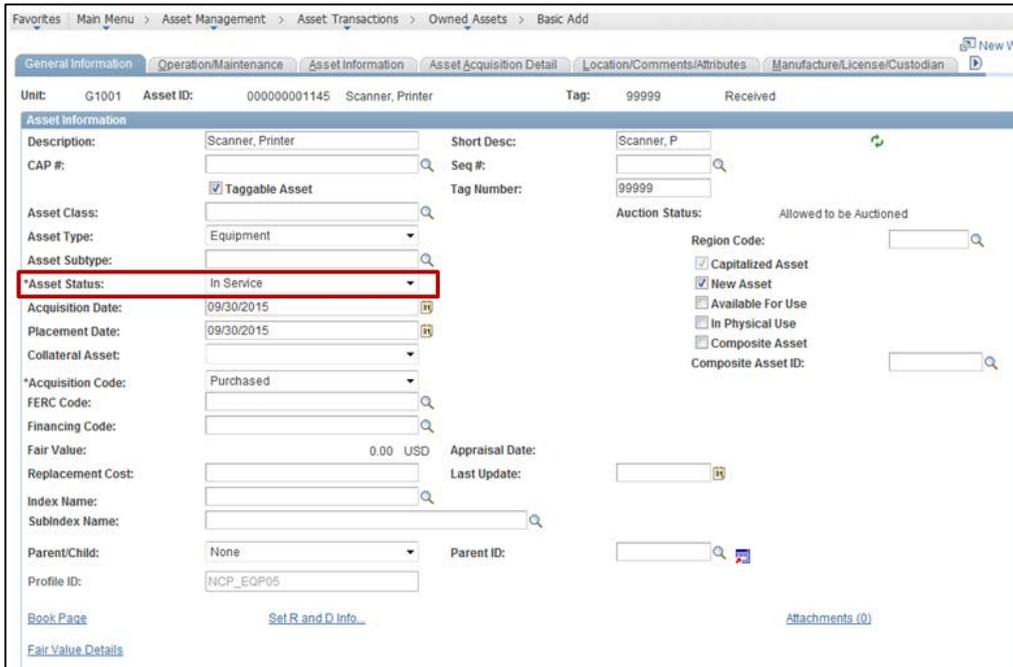


The screenshot displays the 'Asset Acquisition Detail' page in the SWIFT system. The breadcrumb trail at the top reads: Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The active tab is 'Asset Acquisition Detail'. The asset details shown are: Unit: G1001, Asset ID: 000000001145, Scanner, Printer, Tag: 99999, Received. The 'Acquisition Details' section includes fields for Description (Scanner, Printer), System Source (PO Online Entry Panel), Quantity (1.0000), Amount (3,500.00), Sales Tax (0.00), Use Tax (267.75), Freight (0.00), Misc Charge (0.00), and Total Amount (\$3,767.75). The '*Capitalize:' dropdown is set to 'To be Capitalized'. The 'Capitalization Information' section is expanded, showing Profile ID (NCP_EQP05), Rate Type (CRRNT), Default Book (MINN), and Trans Date (10/02/2015). A 'Capitalize' button is highlighted with a red box. The bottom of the page features navigation buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History.

- Review the entries, including dates (the Accounting Date must be in an open period), ChartFields, Category and Costs. Make changes if necessary.



- Click on the **Save** button to complete the Capitalization process and verify that the *Capitalization* field displays the status of “Already Capitalized”.
- Click on the **General Information** tab and change the *Asset Status* to “In Service”.



- Click on the **Save** button to save the status change.

Having completed this topic, you should now be able to:

- Resolve “Received (Not in Service)” Issues

Viewing Cost History

Topic Overview

After entering any of the financial transactions covered in this lesson, you should view the results on the *Review Cost History* pages to ensure that the transaction you entered had the desired results. You can view the cost history and all the asset's transactions from the *Review Cost History* page.

After completing this topic, you should be able to:

- View Cost History

Process Steps

View Cost History

This topic covers how to review an asset's cost history.

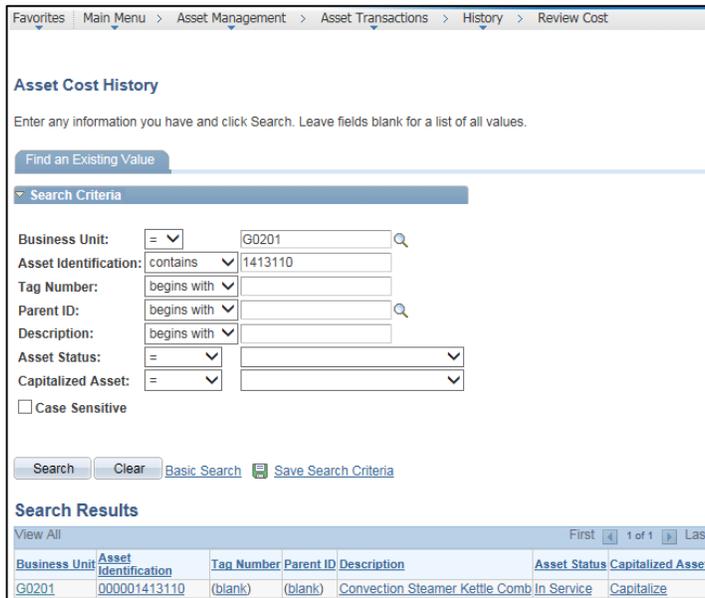
Steps to complete:

- Step 1: Navigate to the Cost History page for the Asset
- Step 2: View the Cost History List tab
- Step 3: View the Cost History Detail Tab

Step 1: Navigate to the Asset Cost History page for the Asset

Begin by navigating to the *Asset Cost History* page for the asset.

1. **Navigation Links:** Asset Management, Asset Transactions, History, Review Cost.
2. At the *Asset Cost History* page, enter search criteria to locate the asset you want to view. Commonly used options are described below:



The screenshot shows a web browser window with the following content:

- Navigation path: Favorites | Main Menu > Asset Management > Asset Transactions > History > Review Cost
- Section: **Asset Cost History**
- Text: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Search bar: Find an Existing Value
- Search Criteria section:
 - Business Unit: [dropdown] G0201 [lookup]
 - Asset Identification: contains [dropdown] 1413110 [lookup]
 - Tag Number: begins with [dropdown] [input]
 - Parent ID: begins with [dropdown] [input] [lookup]
 - Description: begins with [dropdown] [input]
 - Asset Status: [dropdown] [dropdown]
 - Capitalized Asset: [dropdown] [dropdown]
 - Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria
- Search Results section:
 - View All [dropdown] First [dropdown] 1 of 1 [dropdown] Last [dropdown]
 - Table with columns: Business Unit, Asset Identification, Tag Number, Parent ID, Description, Asset Status, Capitalized Asset
 - Table row: G0201, 000001413110, (blank), (blank), Convection Steamer Kettle Comb In Service, Capitalize

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.

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Review Cost* pages display.

Step 2: View the Cost History List tab

The *Review Cost* pages display basic cost information for the asset and all transactions entered for the asset. The **Cost History List** and **Cost History Detail** tabs are used to view cost history for a capitalized asset.

Note: The **Non Cap History List** and **Non Cap History Detail** tabs are not used in Minnesota.

1. View the **Cost History List** tab for the asset. Information provided in each section of the page is described below.



The screenshot displays the 'Review Cost' interface. At the top, there are navigation tabs: 'Cost History List', 'Cost History Detail', 'Non Cap History List', and 'Non Cap History Detail'. Below the tabs, the asset information is shown: Unit: G0201, Asset ID: 000001413110, Description: Convection Steamer Kettle Comb, Tag: In Service. The 'Book' section shows Book Name: MINN (Minnesota State Book) and Total Cost: 28,320.56. The 'Asset Cost Information' table is as follows:

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1/08/20/2015	ADJ			6,257.43	Detail
2/02/18/2015	ADD		1.0000	22,063.13	Detail

At the bottom of the screenshot, there are buttons for 'Save', 'Return to Search', and 'Notify', along with a breadcrumb trail: 'Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail'.

- The **Header** section displays the *Business Unit, Asset ID, Description, Tag* (if any), and *Status* for the asset.
- The **Book** section displays the *Book Name* and *Total Cost*.

- The **Asset Cost Information** section has two tabs. The **Cost** tab displays the information described below:

Cost Tab Fields	Description
Number	The transaction number displays in the first column.
Acctg Date	The <i>Accounting Date</i> for the transaction.
Trans Type	The <i>Transaction Type</i> . Common types include: ADD – Cost addition ADJ – Cost Adjustment TRF – Transfer Cost (change of funding string or transfer between Business Units) RCT -- Recategorization
In/Out	Information displays in this column for transfer transactions: O -- Out; I – In.
Quantity	The <i>Quantity</i> for the transaction.
Total Cost	The <i>Total Cost</i> for the transaction.
Detail link	Clicking on the <i>Detail</i> link for the transaction, brings you to the related row on the Cost History Detail tab.

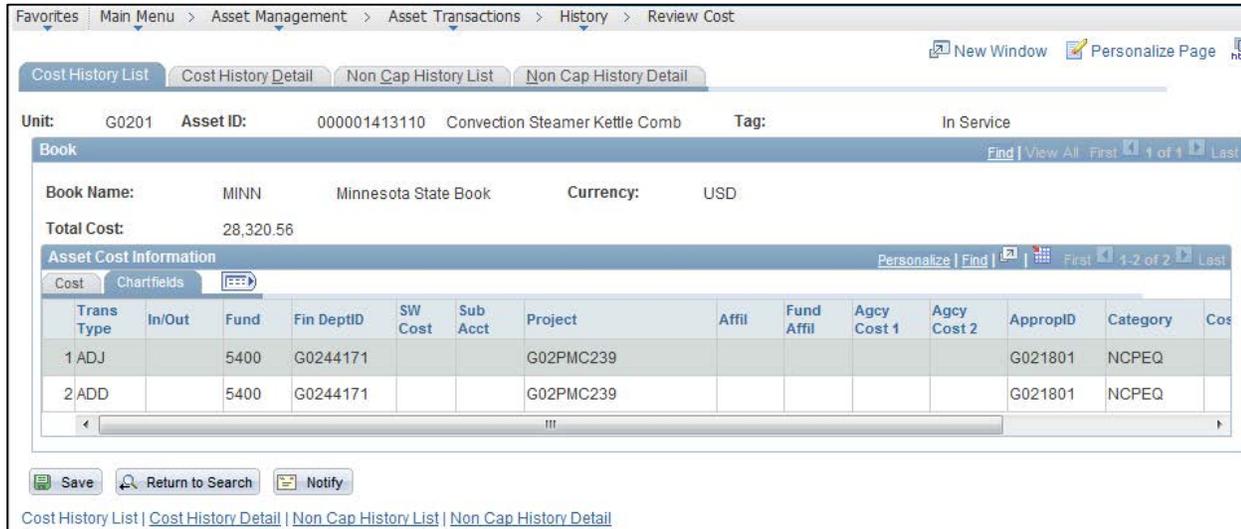


Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

Book Name: MINN Minnesota State Book Currency: USD
Total Cost: 28,320.56

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1/08/2015	ADJ			6,257.43	Detail
2/02/18/2015	ADD		1.0000	22,063.13	Detail

- The **Chartfields** tab displays information described below:



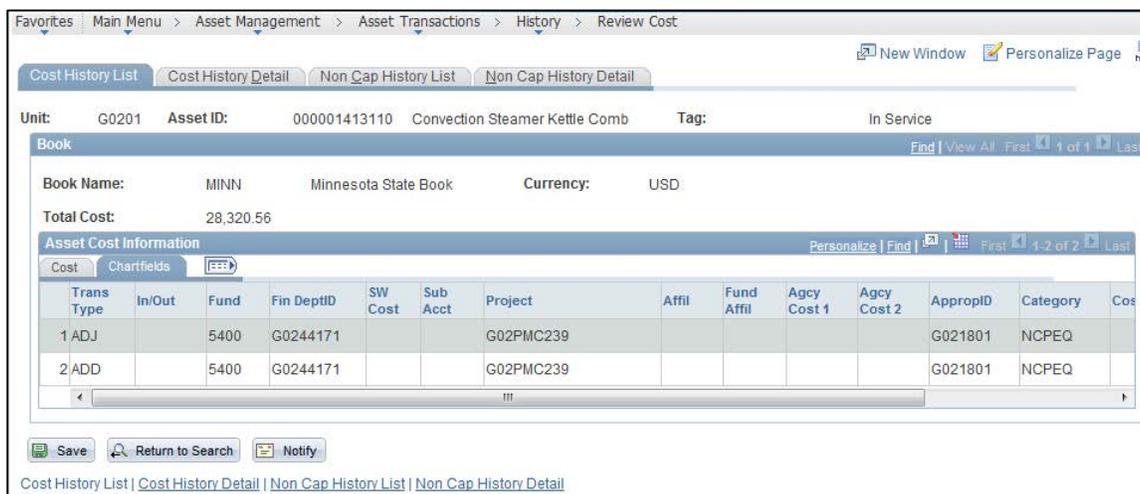
Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

Book Name: MINN Minnesota State Book Currency: USD

Total Cost: 28,320.56

Trans Type	In/Out	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Affil	Fund Affil	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost
1 ADJ		5400	G0244171			G02PMC239					G021801	NCPEQ	
2 ADD		5400	G0244171			G02PMC239					G021801	NCPEQ	

Chartfields Tab Fields	Description
Number	The transaction number displays in the first column.
Trans Type	The <i>Transaction Type</i> displays from the Cost tab displays.
In/Out	The In/Out information from the Cost tab displays.
ChartFields	The funding string for the transaction displays including <i>Fund, Fin Dept ID, SW Cost, Sub Acct, Project, Agency Cost 1, Agency Cost 2, Approp ID, and Asset Category</i> .
Detail link	Clicking on the <i>Detail</i> link for the transaction, brings you to the related row on the Cost History Detail tab.



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Tag: In Service

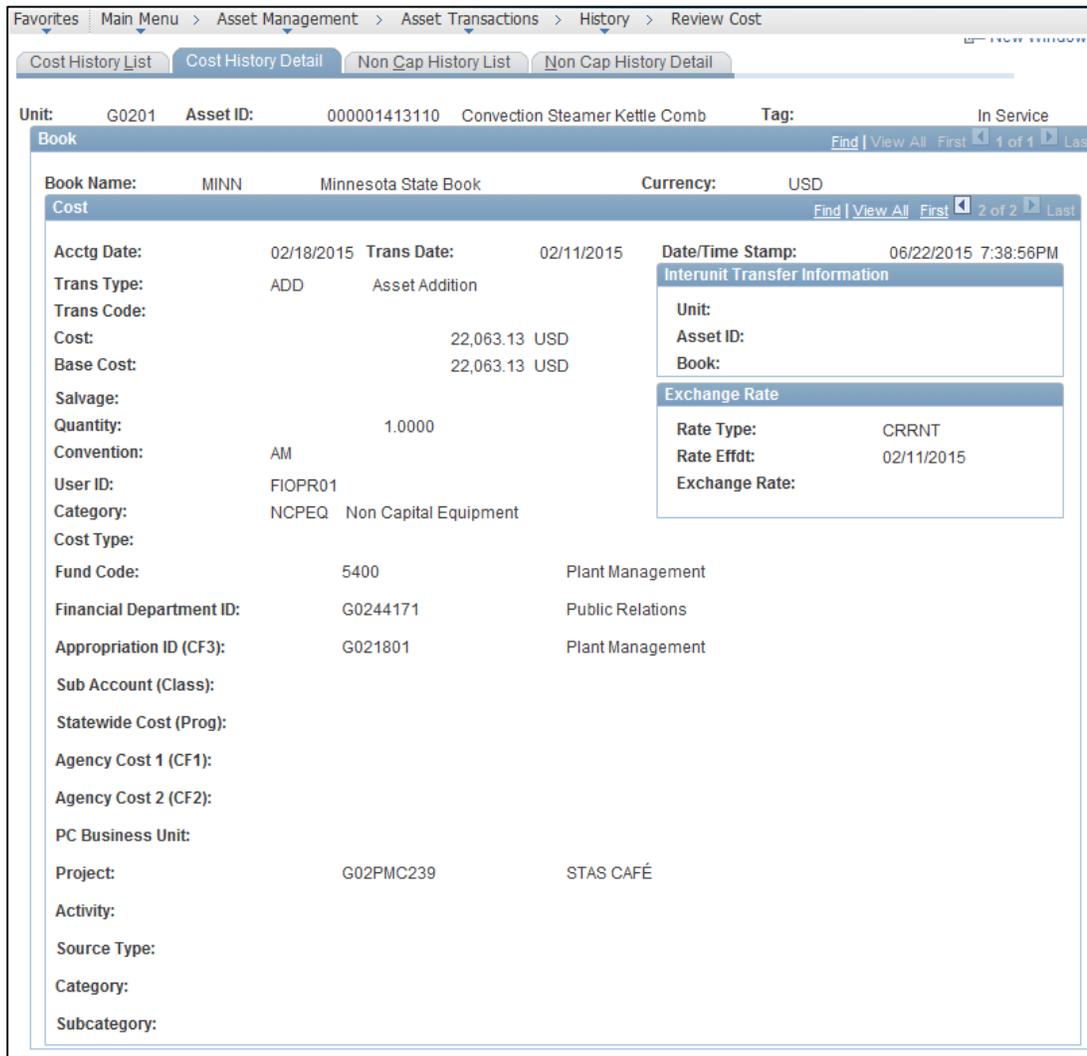
Book Name: MINN Minnesota State Book Currency: USD

Total Cost: 28,320.56

Trans Type	In/Out	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Affil	Fund Affil	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost
1 ADJ		5400	G0244171			G02PMC239					G021801	NCPEQ	
2 ADD		5400	G0244171			G02PMC239					G021801	NCPEQ	

Step 2: View the Cost History Detail tab

Many of the same fields in the **Asset Cost Information** section display on this page; however, the name/description is also supplied. For example, both the number and the name of the *Fund*, *Fin Dept ID*, *Project*, *Asset Category*, and *Approp ID* display.



Unit: G0201 **Asset ID:** 000001413110 **Convection Steamer Kettle Comb** **Tag:** In Service

Book Find | View All | First 1 of 1 | Last

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

Cost Find | View All | First 2 of 2 | Last

Acctg Date: 02/18/2015 **Trans Date:** 02/11/2015 **Date/Time Stamp:** 06/22/2015 7:38:56PM

Trans Type: ADD **Asset Addition**

Trans Code:

Cost: 22,063.13 USD

Base Cost: 22,063.13 USD

Salvage:

Quantity: 1.0000

Convention: AM

User ID: FIOPR01

Category: NCPEQ Non Capital Equipment

Cost Type:

Fund Code: 5400 **Plant Management**

Financial Department ID: G0244171 **Public Relations**

Appropriation ID (CF3): G021801 **Plant Management**

Sub Account (Class):

Statewide Cost (Prog):

Agency Cost 1 (CF1):

Agency Cost 2 (CF2):

PC Business Unit:

Project: G02PMC239 **STAS CAFÉ**

Activity:

Source Type:

Category:

Subcategory:

- The *User ID* for the person who entered the transaction is displayed on this page. A value that starts with “FIOPR” represents a batch processing transaction.
- The **Interunit Transfer Information** section displays the receiving or sending agency’s *Business Unit* and *Asset ID*, if there was an Interunit Transfer.
- The *Date/Time Stamp* indicates when the transaction was done.

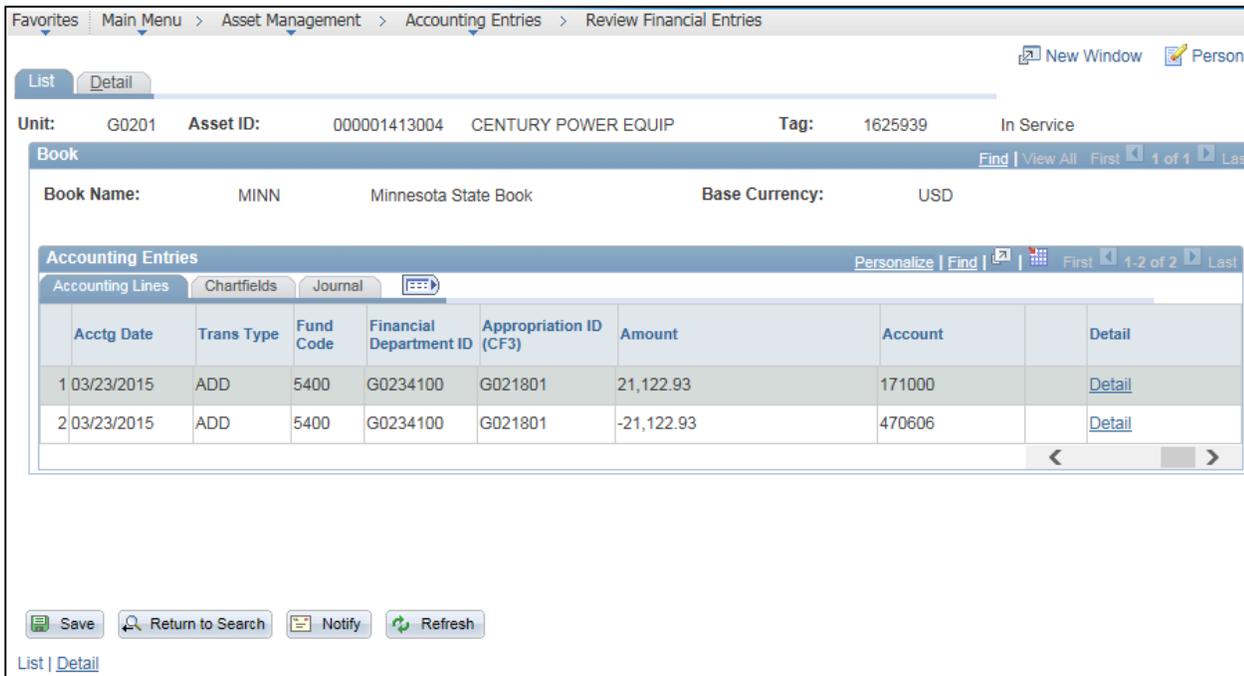
Having completed this topic, you should now be able to:

- View Cost History

Viewing Financial (Accounting) Entries

Topic Overview

This topic covers reviewing financial accounting entries created as a result of transactions entered on the *Cost Adjust/Transfer Asset* page, such as adjusting cost information. General Ledger Journal Information is supplied on these pages. You will also see this information on the Depreciation Expenses for the asset.



The screenshot shows the 'Review Financial Entries' page in the SWIFT system. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Accounting Entries > Review Financial Entries. The page has tabs for 'List' and 'Detail', with 'Detail' selected. The main content area displays the following information:

- Unit:** G0201 **Asset ID:** 000001413004 **CENTURY POWER EQUIP** **Tag:** 1625939 **In Service**
- Book:** MINN Minnesota State Book **Base Currency:** USD
- Accounting Entries:** A table with columns: Acctg Date, Trans Type, Fund Code, Financial Department ID, Appropriation ID (CF3), Amount, Account, and Detail.

Acctg Date	Trans Type	Fund Code	Financial Department ID	Appropriation ID (CF3)	Amount	Account	Detail
1 03/23/2015	ADD	5400	G0234100	G021801	21,122.93	171000	Detail
2 03/23/2015	ADD	5400	G0234100	G021801	-21,122.93	470606	Detail

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. A 'List | Detail' link is also present at the bottom left.

After completing this topic, you should be able to:

- View Financial Entries

Process Steps

View Financial (Accounting) Entries

This topic covers how to review financial entries for an asset.

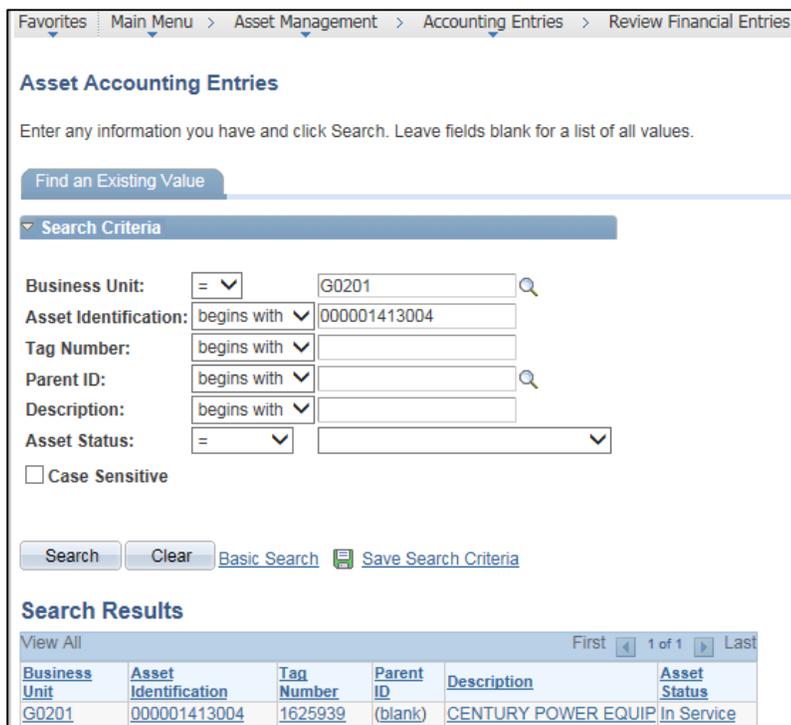
Steps to complete:

- Step 1: Navigate to the Review Financial Entries page for the Asset
- Step 2: View the List tab
- Step 3: View the Detail Tab

Step 1: Navigate to the Review Financial Entries page for the Asset

Begin by navigating to the *Review Financial Entries* page.

1. **Navigation Links:** Asset Management, Accounting Entries, Review Financial Entries.



The screenshot shows the 'Asset Accounting Entries' search interface. It includes a breadcrumb trail: Favorites > Main Menu > Asset Management > Accounting Entries > Review Financial Entries. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section contains several fields: 'Business Unit' (dropdown menu), 'Asset Identification' (dropdown menu with 'begins with' and text input '000001413004'), 'Tag Number' (dropdown menu with 'begins with' and text input), 'Parent ID' (dropdown menu with 'begins with' and text input), 'Description' (dropdown menu with 'begins with' and text input), and 'Asset Status' (dropdown menu with '=' and a dropdown menu). There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is the 'Search Results' section, which shows a table with one result. The table has columns for Business Unit, Asset Identification, Tag Number, Parent ID, Description, and Asset Status. The result row shows: G0201, 000001413004, 1625939, (blank), CENTURY POWER EQUIP, In Service.

2. At the *Asset Accounting Entries* page, enter search criteria to locate the asset you want to view. 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> .

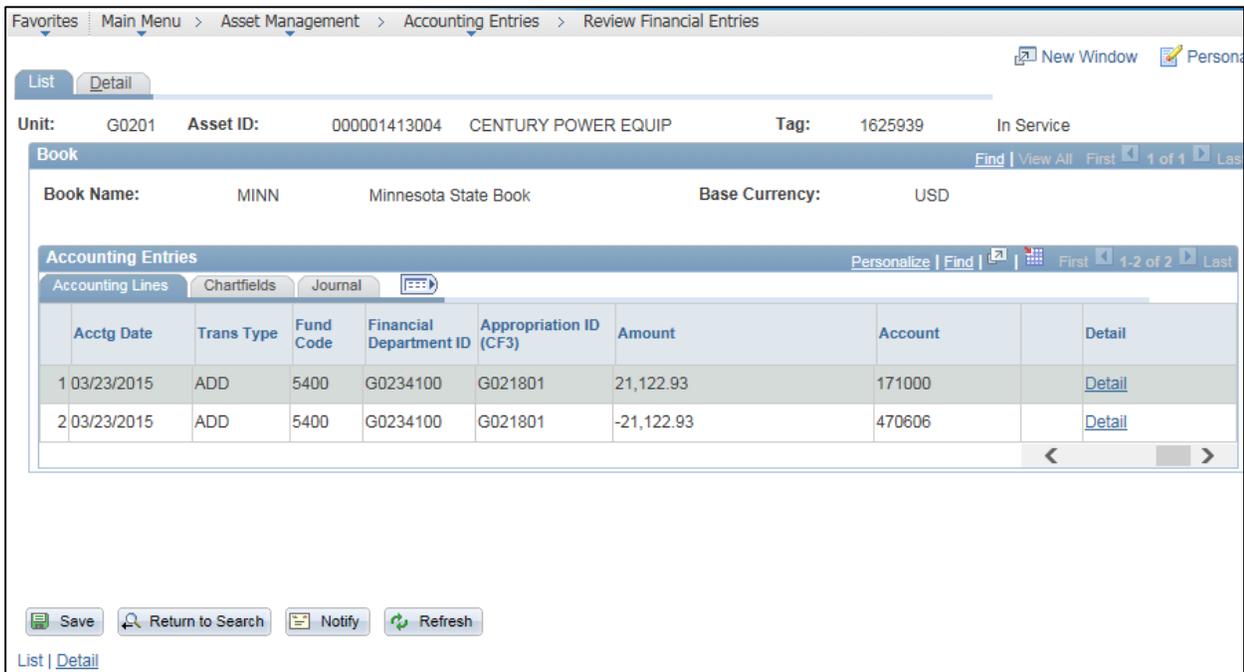
Field	Field Description
Asset Identification	Enter an <i>Asset ID</i> to limit your search. The percent sign (%) can be used to replace one or more characters.
Tag Number	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags.

- Click on the **Search** button.
- If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Review Financial Entries* pages display with the **List** tab selected.

Step 2: View the List tab

Basic information is displayed in the header of the **List** tab, including the *Business Unit*, *Asset ID* and *Description*, *Tag Number*, and *Asset Status*. Three tabs display information in the **Accounting Entries** section.

- View the **Accounting Lines** tab which includes transaction information described below.



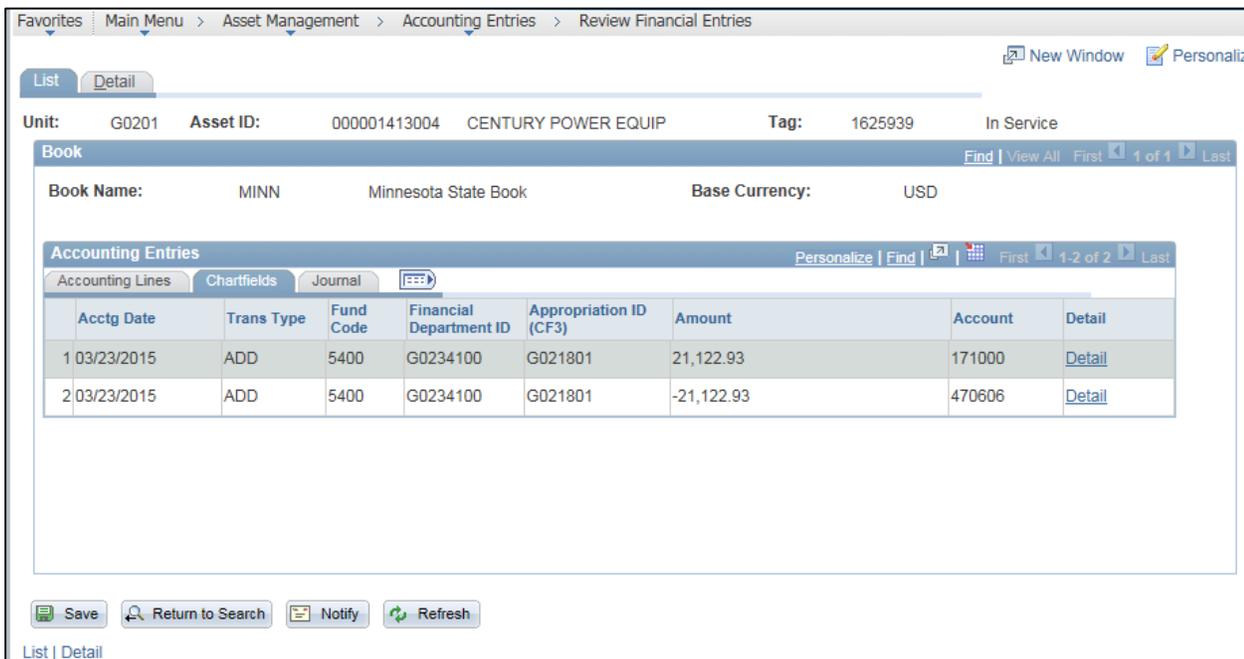
The screenshot shows the 'Review Financial Entries' page in the SWIFT system. The breadcrumb trail is 'Favorites > Main Menu > Asset Management > Accounting Entries > Review Financial Entries'. The 'List' tab is selected. The asset details are: Unit: G0201, Asset ID: 000001413004, Description: CENTURY POWER EQUIP, Tag: 1625939, Status: In Service. The 'Book' section shows 'Book Name: MINN Minnesota State Book' and 'Base Currency: USD'. The 'Accounting Entries' section has three tabs: 'Accounting Lines', 'Chartfields', and 'Journal'. The 'Accounting Lines' tab is active, displaying a table with the following data:

Acctg Date	Trans Type	Fund Code	Financial Department ID	Appropriation ID (CF3)	Amount	Account	Detail
1 03/23/2015	ADD	5400	G0234100	G021801	21,122.93	171000	Detail
2 03/23/2015	ADD	5400	G0234100	G021801	-21,122.93	470606	Detail

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'List | Detail' link is visible at the bottom left.

Fields	Description
Number	The transaction number displays in the first column.
Acctg Date	The <i>Accounting Date</i> for the transaction.
Trans Type	The <i>Transaction Type</i> . Common types include: ADD – Cost addition ADJ – Cost Adjustment DPR – Depreciation Expense TRF – Transfer Cost (change of funding string or transfer between BU's) RCT -- Recategorization
ChartFields	ChartFields for the transaction display, including Fund, Financial Department ID, Approp ID, Account, Statewide Cost, Sub Account, Agency Cost 1 & 2.
Amount	The Amount of the transaction.
Detail link	Clicking on the <i>Detail</i> link for the transaction, brings you to the related row on the Cost History Detail tab.

- The **ChartFields** tab displays the ChartFields entered for the transaction and the *Details* link brings you to the **Detail** tab for the selected row.



The screenshot shows the 'Accounting Entries' section of the SWIFT interface. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Accounting Entries > Review Financial Entries. The interface includes a 'List' and 'Detail' tab, with 'Detail' selected. The 'Unit' is G0201, 'Asset ID' is 000001413004, 'Tag' is 1625939, and 'In Service' is checked. The 'Book' section shows 'Book Name: MINN Minnesota State Book' and 'Base Currency: USD'. The 'Accounting Entries' table is displayed with the following data:

Acctg Date	Trans Type	Fund Code	Financial Department ID	Appropriation ID (CF3)	Amount	Account	Detail
1 03/23/2015	ADD	5400	G0234100	G021801	21,122.93	171000	Detail
2 03/23/2015	ADD	5400	G0234100	G021801	-21,122.93	470606	Detail

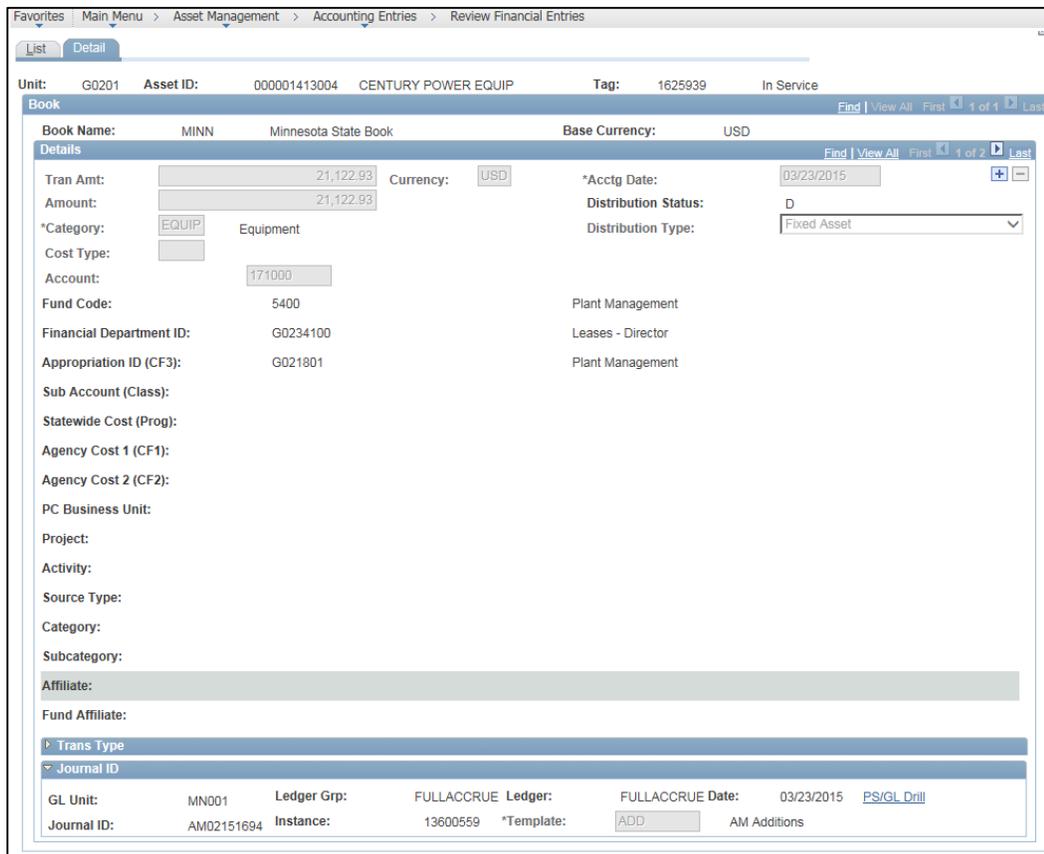
At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'List | Detail' link is also visible at the bottom left.

- The **Journal** tab displays the ChartFields as well but also includes the journal information described below.

Fields	Description
Journal ID	The Journal ID for the General Ledger entry. Asset Management entries begin with "AM".
Line #	The Line number for the Journal entry.
Journal Date	The Journal entry date.

Step 3: View the Detail tab

The same fields display as in the **List** tab on this page; however, the name/description is also supplied. For example, both the number and the name of the *Fund*, *Fin Dept ID*, *Project*, *Asset Category*, and *Approp ID* display.



The screenshot shows the 'Detail' view of a financial entry. At the top, it displays 'Unit: G0201', 'Asset ID: 000001413004', 'CENTURY POWER EQUIP', 'Tag: 1625939', and 'In Service'. Below this, the 'Book' section shows 'Book Name: MINN Minnesota State Book' and 'Base Currency: USD'. The 'Details' section contains various fields: 'Tran Amt: 21,122.93', 'Amount: 21,122.93', 'Currency: USD', '*Acctg Date: 03/23/2015', 'Distribution Status: D', '*Category: EQUIP Equipment', 'Distribution Type: Fixed Asset', 'Cost Type: [blank]', 'Account: 171000', 'Fund Code: 5400 Plant Management', 'Financial Department ID: G0234100 Leases - Director', 'Appropriation ID (CF3): G021801 Plant Management', 'Sub Account (Class):', 'Statewide Cost (Prog):', 'Agency Cost 1 (CF1):', 'Agency Cost 2 (CF2):', 'PC Business Unit:', 'Project:', 'Activity:', 'Source Type:', 'Category:', 'Subcategory:', 'Affiliate:', and 'Fund Affiliate:'. At the bottom, the 'Trans Type' is 'Journal ID' and the 'Journal ID' is 'AM02151694'. Other fields include 'GL Unit: MN001', 'Ledger Grp: FULLACCRUE', 'Ledger: FULLACCRUE', 'FULLACCRUE Date: 03/23/2015', 'PS/GL Drill', 'Instance: 13600559', and '*Template: ADD AM Additions'.

Having completed this topic, you should now be able to:

- View Financial (Accounting) Entries

Viewing Depreciation Information

Topic Overview

This topic covers viewing yearly and period depreciation for an asset using the *Asset Depreciation* page.

You can select a fiscal year and period to view. You can also calculate the net book value (NBV) for an asset for selected fiscal years and periods.

The information displayed on the *Asset Depreciation* page reflects information current as of the last time the Depreciation Calculation process was run for the asset. The Depreciation Calculation process runs each evening with batch processes.

The **Depreciation** tab will display a message indicating that the asset has pending depreciation of some transaction. To process the “pending depreciation”, you can run the Depreciation Calculation process manually using the instructions contained in the “Running Depreciation Calculation Between Transactions” topic.

After completing this topic, you should be able to:

- View Depreciation Information

Process Steps

View Depreciation Information

This topic covers viewing depreciation information for an asset.

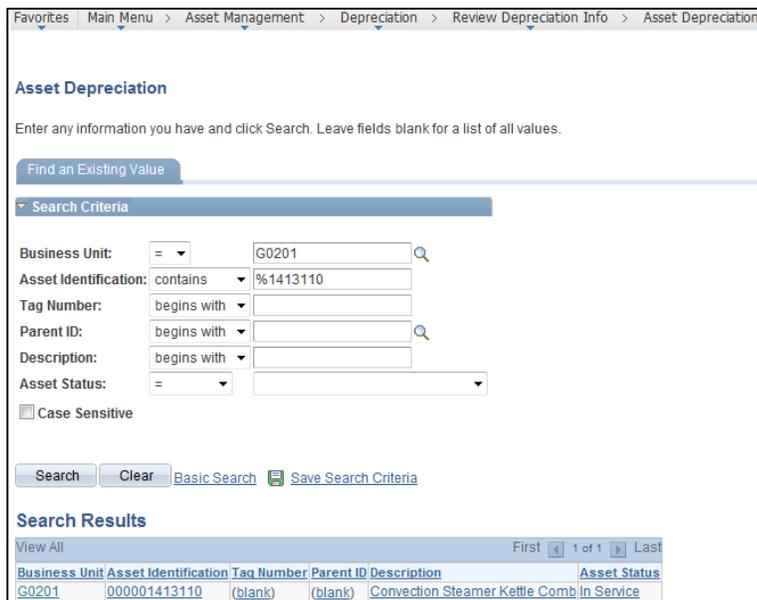
Steps to complete:

- Step 1: Navigate to the Asset Depreciation page for the Asset
- Step 2: View the Asset Tab
- Step 3: View the Depreciation Tab
- Step 4: Optionally View Net Book Value for a Different Fiscal year
- Step 5: View the Period Depreciation tab

Step 1: Navigate to Asset Depreciation page for the Asset

Begin by navigating to the *Asset Depreciation* page. Navigation from the Menu is shown in this example. You can use the *Search for an Asset* page (select “Asset Depreciation” Component). Refer to the [“Using the Search for an Asset Page”](#) topic for detailed instructions.

1. **Navigation Links:** Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation.



The screenshot shows a web browser window with the following breadcrumb trail: Favorites | Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation. The page title is "Asset Depreciation". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A button labeled "Find an Existing Value" is present. The "Search Criteria" section includes the following fields:

- Business Unit: = [G0201]
- Asset Identification: contains [%1413110]
- Tag Number: begins with []
- Parent ID: begins with []
- Description: begins with []
- Asset Status: = []

There is also a checkbox for "Case Sensitive". At the bottom of the search criteria, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the search criteria is the "Search Results" section, which shows a table with one result:

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
G0201	000001413110	(blank)	(blank)	Convection Steamer Kettle Comb	In Service

2. At the *Asset Depreciation* page, enter search criteria to locate the asset you want to view. Commonly used options are described below:

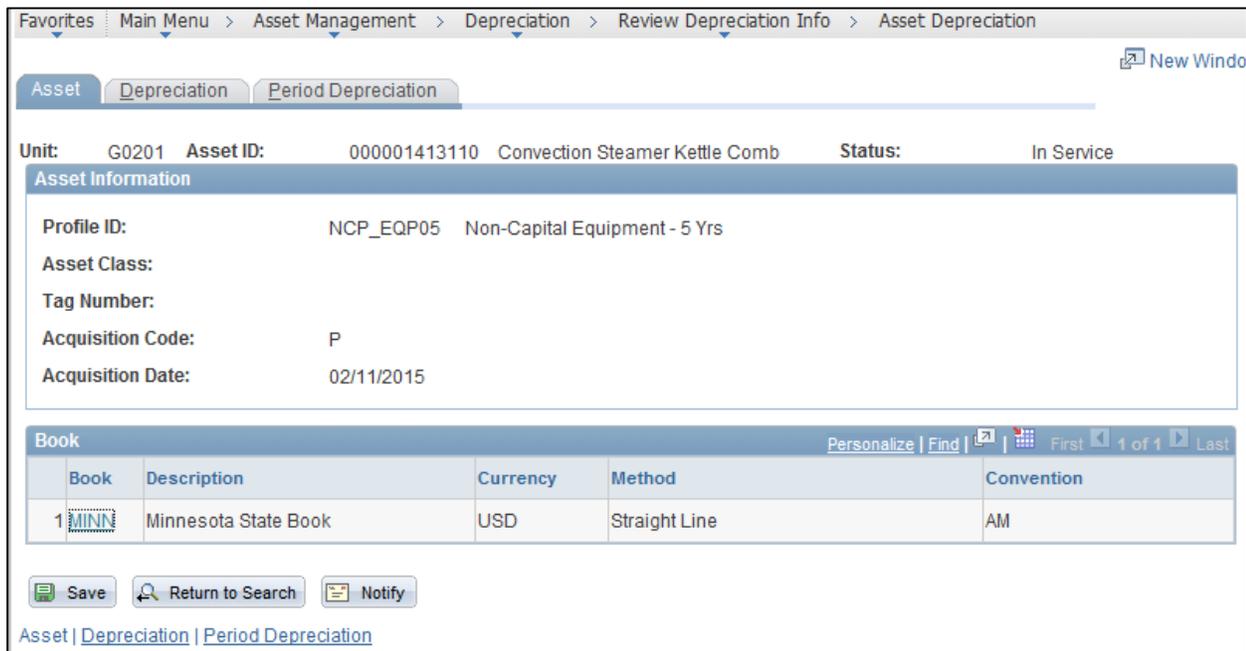
Field	Field Description
Business Unit	Accept the default <i>Business Unit</i> or click on the Lookup and select a different <i>Business Unit</i> .
Asset Identification	Enter an <i>Asset ID</i> to limit your search. The percent sign (%) can be used to replace one or more characters.
Tag Number	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags.

- Click on the **Search** button.
- If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Asset Depreciation* page displays.

Step 2: View the Asset Tab

The **Asset Tab** displays basic information about the asset, including *Unit* (Business Unit), *Asset ID*, *Description*, *Status*, *Profile ID*, *Tag Number*, *Acquisition Code*, *Acquisition Date*, *Depreciation Book* and *Method*.

There is only one book (the “MINN”, Minnesota State Book) and the “Straight Line” Method is used for all depreciable assets. If you click on the *MINN* link, you are taken to the **Depreciation** tab which is covered in the next step.



Asset Depreciation

Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Asset Information

Profile ID: NCP_EQP05 Non-Capital Equipment - 5 Yrs

Asset Class:

Tag Number:

Acquisition Code: P

Acquisition Date: 02/11/2015

Book

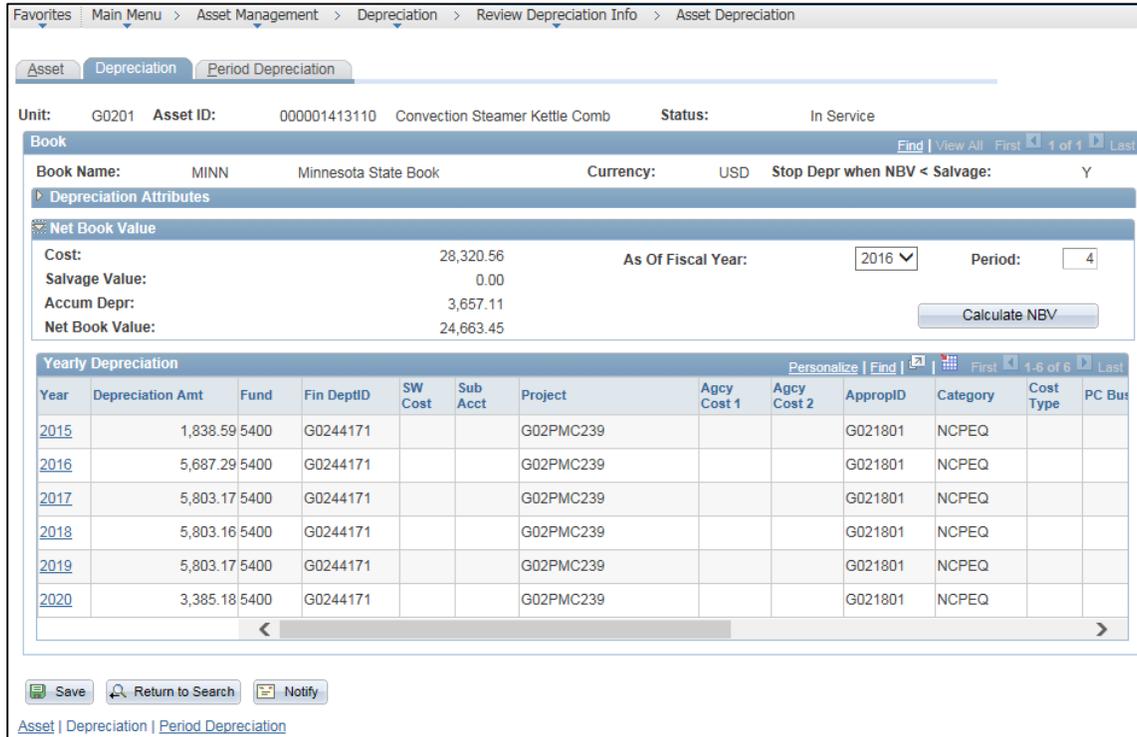
Book	Description	Currency	Method	Convention
1 MINN	Minnesota State Book	USD	Straight Line	AM

Save Return to Search Notify

Asset | Depreciation | Period Depreciation

Step 3: View the Depreciation Tab

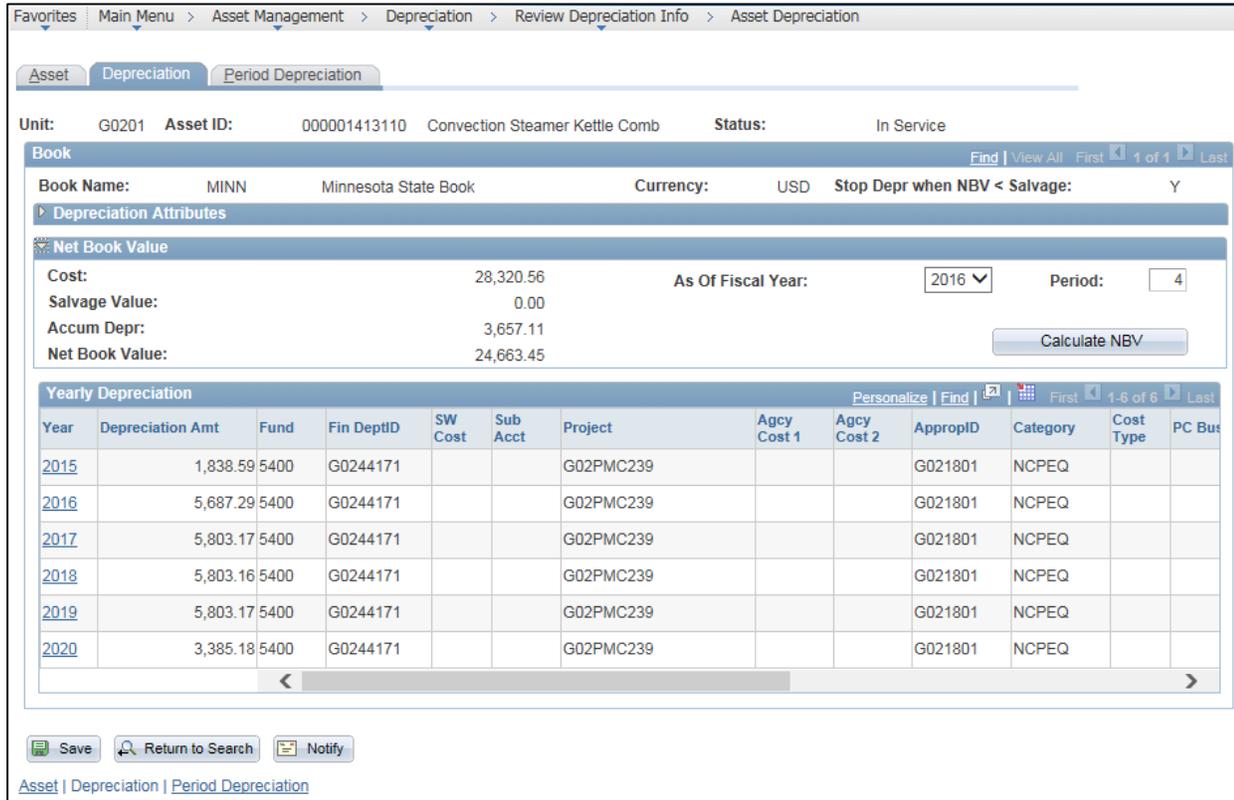
1. Click on the **Depreciation** tab. The header displays general information about the asset. (The default display is to show the **Depreciation Attributes** section closed and the **Net Book Value** section open.)



2. View the **Net Book Value** section. The fields are described below.

Field	Field Description
Cost	The cost of the asset.
Salvage Value	The <i>Salvage Value</i> of the asset (“FLEET” and “NCPFL” Asset Categories only). Other assets will normally have a <i>Salvage Value</i> of “0”.
Accum Depr	This is the depreciation already recognized.
Net Book Value	The <i>Net Book Value</i> (NBV) of an asset is the <i>Cost</i> of the asset minus the <i>Accumulated Depreciation</i> . (An asset with Salvage will depreciate down to the NBV = Salvage.)
Pending Reminder	If there is “pending” depreciation that has not been included in the displayed depreciation numbers, a reminder will display at the bottom of the Net Book Value section.
As of Fiscal Year Period	The <i>As of Fiscal Year</i> and <i>Period</i> fields initially display information for the current <i>Fiscal Year</i> and <i>Period</i> . You can view <i>Net Book Value</i> calculated for a different fiscal year and period. This is covered in Step 4.

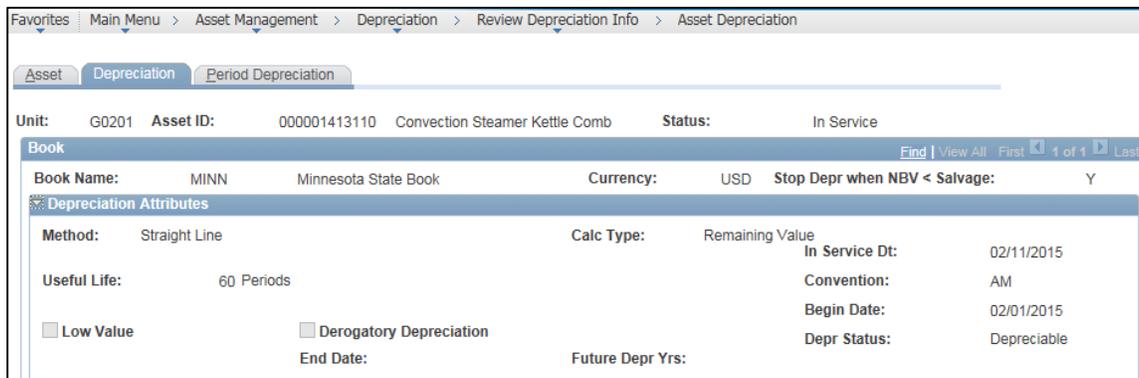
- View the **Yearly Depreciation** section. This section displays *Depreciation Amounts by Fiscal Year* and funding string. If you click on a *Fiscal Year* link, you are brought to the **Period Depreciation** tab with information for that year displayed (see Step 5).



The screenshot shows the 'Yearly Depreciation' section of the software. At the top, there are navigation tabs: 'Asset', 'Depreciation', and 'Period Depreciation'. Below the tabs, the unit and asset information are displayed: Unit: G0201, Asset ID: 000001413110, Convection Steamer Kettle Comb, Status: In Service. The 'Book' section shows Book Name: MINN, Minnesota State Book, Currency: USD, and Stop Depr when NBV < Salvage: Y. The 'Depreciation Attributes' section includes a 'Net Book Value' table with fields for Cost (28,320.56), Salvage Value (0.00), Accum Depr (3,657.11), and Net Book Value (24,663.45). The 'Yearly Depreciation' table below shows depreciation amounts for years 2015 through 2020. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify', along with a breadcrumb trail: Asset | Depreciation | Period Depreciation.

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	5,687.29	5400	G0244171			G02PMC239			G021801	NCPEQ		
2017	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2018	5,803.16	5400	G0244171			G02PMC239			G021801	NCPEQ		
2019	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2020	3,385.18	5400	G0244171			G02PMC239			G021801	NCPEQ		

- Optionally, click on the **Depreciation Attributes** section to view depreciation settings for the asset including the *Depreciation Method*, *Useful Life* of the asset, the *In Service Date*, the *Begin Date* (the date depreciation began which will be the first day of the "In Service" month), and the *Depreciation Status*.



The screenshot shows the 'Depreciation Attributes' section of the software. It displays various settings for the asset, including Method: Straight Line, Calc Type: Remaining Value, Useful Life: 60 Periods, In Service Dt: 02/11/2015, Convention: AM, Begin Date: 02/01/2015, and Depr Status: Depreciable. There are also checkboxes for 'Low Value' and 'Derogatory Depreciation', and a field for 'End Date'. The breadcrumb trail at the bottom reads: Asset | Depreciation | Period Depreciation.

Step 4: Optionally View Net Book Value for a Different Fiscal year

You can view *Net Book Value* information for a different *Fiscal Year* and *Period*.

1. Click on the **As of Fiscal Year** drop-down and select a different *Fiscal Year* to view.
2. Enter a different **Period**.
3. Click on the **Calculate NBV** button. The *Accum Depr* and *Net Book Value* fields are updated as of the selected *Fiscal Year* and *Period*. In the example shown below, the last fiscal year of the depreciation schedule was selected and the *Net Book Value* was updated to “0.00”.

Favorites | Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset | Depreciation | **Period Depreciation**

Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Book Find | View All First 1 of 1 Last

Book Name: MINN Minnesota State Book Currency: USD Stop Depr when NBV < Salvage: Y

Depreciation Attributes

Method: Straight Line Calc Type: Remaining Value In Service Dt: 02/11/2015
 Useful Life: 60 Periods Convention: AM
 Low Value Derogatory Depreciation Begin Date: 02/01/2015
 End Date: Future Depr Yrs: Depr Status: Depreciable

Net Book Value

Cost: 28,320.56 As Of Fiscal Year: 2020 Period: 12
 Salvage Value: 0.00
 Accum Depr: 28,320.56 **Calculate NBV**
 Net Book Value: 0.00

Yearly Depreciation Personalize | Find | First 1-6 of 6 Last

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	5,687.29	5400	G0244171			G02PMC239			G021801	NCPEQ		
2017	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2018	5,803.16	5400	G0244171			G02PMC239			G021801	NCPEQ		
2019	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2020	3,385.18	5400	G0244171			G02PMC239			G021801	NCPEQ		

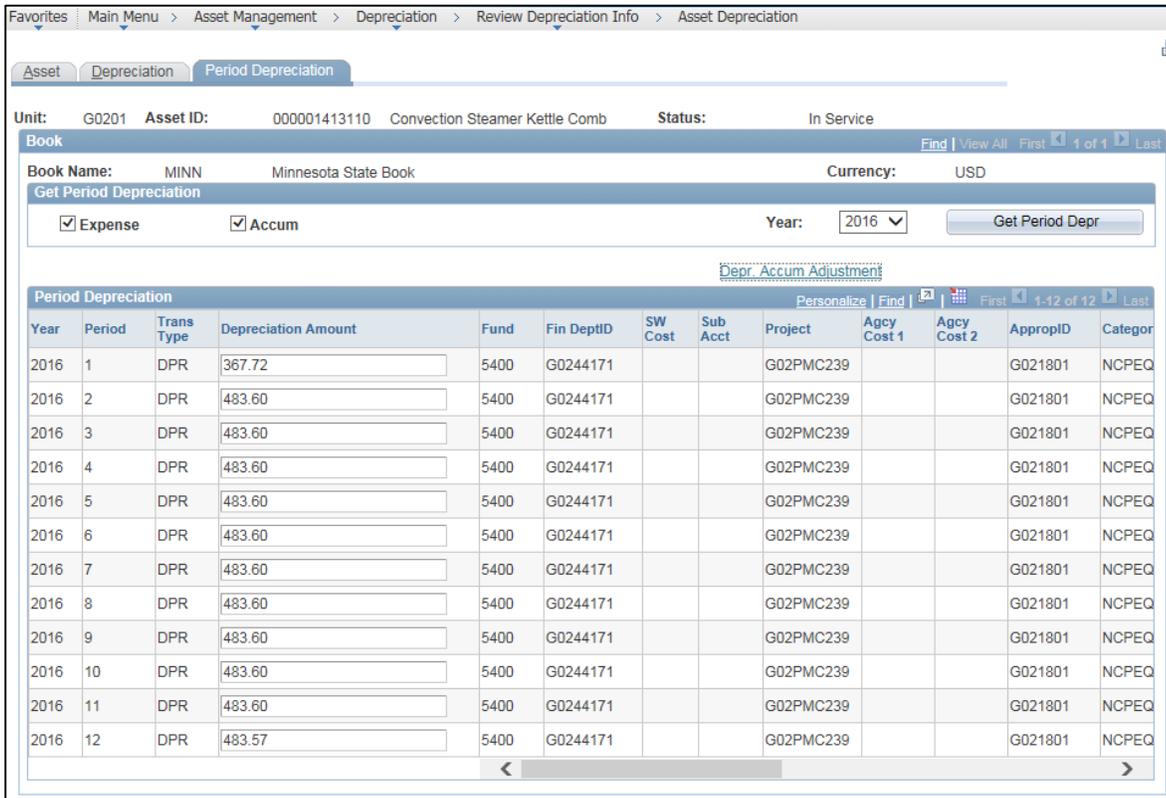
Save | Return to Search | Notify

Asset | Depreciation | Period Depreciation

Step 5: View the Period Depreciation tab

The **Period Depreciation** tab shows the depreciation by *Period* for each *Fiscal Year*.

1. Click on the **Period Depreciation** tab.
2. The **Get Period Depreciation** section is used to select the *Fiscal Year* information you want to view.



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Book Name: MINN Minnesota State Book Currency: USD

Get Period Depreciation

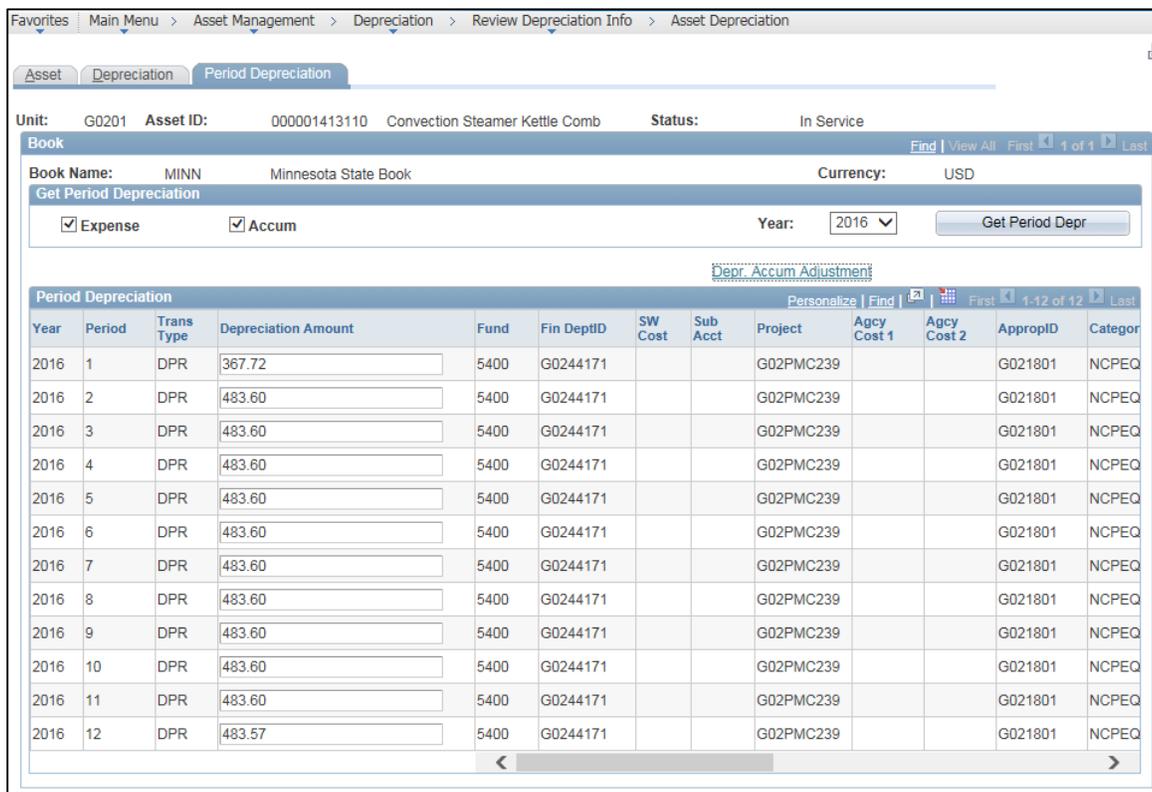
Expense Accum Year: 2016 Get Period Depr

Year	Period	Trans Type	Depreciation Amount	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropriID	Categor
2016	1	DPR	367.72	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	2	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	3	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	4	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	5	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	6	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	7	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	8	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	9	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	10	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	11	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	12	DPR	483.57	5400	G0244171			G02PMC239			G021801	NCPEQ

Field	Field Description
Expense Checkbox	<p>The <i>Expense</i> checkbox is checked by default. The <i>Depreciation Amount</i> in the Period Depreciation section includes depreciation expense for the selected year. To omit <i>Expense</i> from the display, uncheck the box and click on the Get Period button to update the display.</p> <ul style="list-style-type: none"> • If you do not select <i>Expense</i>, but you do select <i>Accum</i>, only the amounts that are for the accumulated depreciation for the year display.
Accum Checkbox	<p>The <i>Accum</i> checkbox is checked by default. The <i>Depreciation Amount</i> in the Period Depreciation section will include any Accumulated Depreciation entries for the year. If you unselect the field, click on the Get Period button to update the display without Accumulated Depreciation transactions.</p> <ul style="list-style-type: none"> • If you do not select <i>Accum</i>, but you do select <i>Expense</i>, the system displays the amounts that impacted the expense account but not the accumulated depreciation for that year.

Field	Field Description
Year	The current <i>Fiscal Year</i> is selected by default. Click on the <i>Year</i> drop-down listing and select a different year, if desired. Click on the Get Period button to update the display.
Depr Accum Adjustment Link	The <i>Depr Accum Adjustment</i> page is seldom used and limited to unique circumstances. Before using this feature, contact Agency Assistance at AgencyAssistance.MMB@state.mn.us to discuss.

- View the **Period Depreciation** section which displays *Depreciation Amounts* by funding string and period for the year selected. **Note:** There is seldom a need to change Depreciation Amounts.



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Book Name: MINN Minnesota State Book Currency: USD

Get Period Depreciation

Expense Accum Year: 2016 Get Period Depr

[Depr Accum Adjustment](#)

Year	Period	Trans Type	Depreciation Amount	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropriID	Categor
2016	1	DPR	367.72	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	2	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	3	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	4	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	5	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	6	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	7	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	8	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	9	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	10	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	11	DPR	483.60	5400	G0244171			G02PMC239			G021801	NCPEQ
2016	12	DPR	483.57	5400	G0244171			G02PMC239			G021801	NCPEQ

Having completed this topic, you should now be able to:

- View Depreciation Information

Running Depreciation Calculation between Transactions

Topic Overview

Asset depreciation is calculated automatically each evening with batch processes; however, issues can occur when you process multiple financial transactions – **against the same asset** – in the same day. To avoid this issue, you must run the depreciation calculation on assets - between transactions – any time you are doing more than one financial transaction on the same asset, on the same day.

To correctly calculate depreciation, it is important that the depreciation calculation is done on each **individual** transaction. (Multiple assets are OK, so long as there is only one transaction for each on that day.)

After completing this topic, you should be able to:

- Run Depreciation Calculation between Transactions

Process Steps

Run Depreciation Calculation Between Transactions

This topic covers running the Depreciation Calculation process manually between financial transactions.

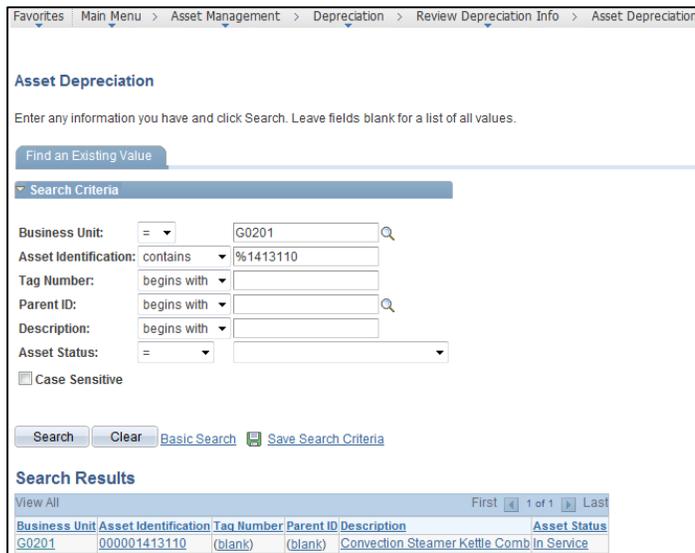
Steps to complete:

- Step 1: View the Asset Depreciation page for Pending Depreciation (Optional)
- Step 2: Run Depreciation Calculation process

Step 1: View the Asset Depreciation page for Pending Depreciation (Optional)

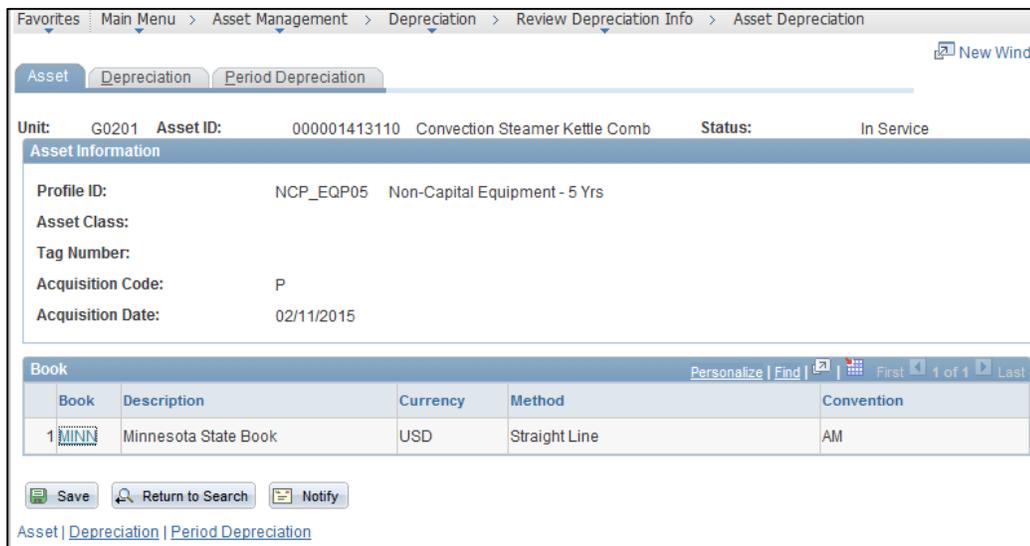
You can view a reminder that an asset has “pending” depreciation on the *Asset Depreciation* page. **Note:** When you run the Depreciation Calculation process in Step 2, only assets with pending depreciation can be selected to process.

1. **Navigation Links:** Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation.
2. At the *Asset Depreciation* page, enter search criteria to locate the asset you want to view. 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.

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to work with. The *Asset Depreciation* page displays showing basic information about the asset, including *Unit (Business Unit), Asset ID, Description, Status, Profile ID, Tag Number, Acquisition Code, Acquisition Date, Depreciation Book and Method.*



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

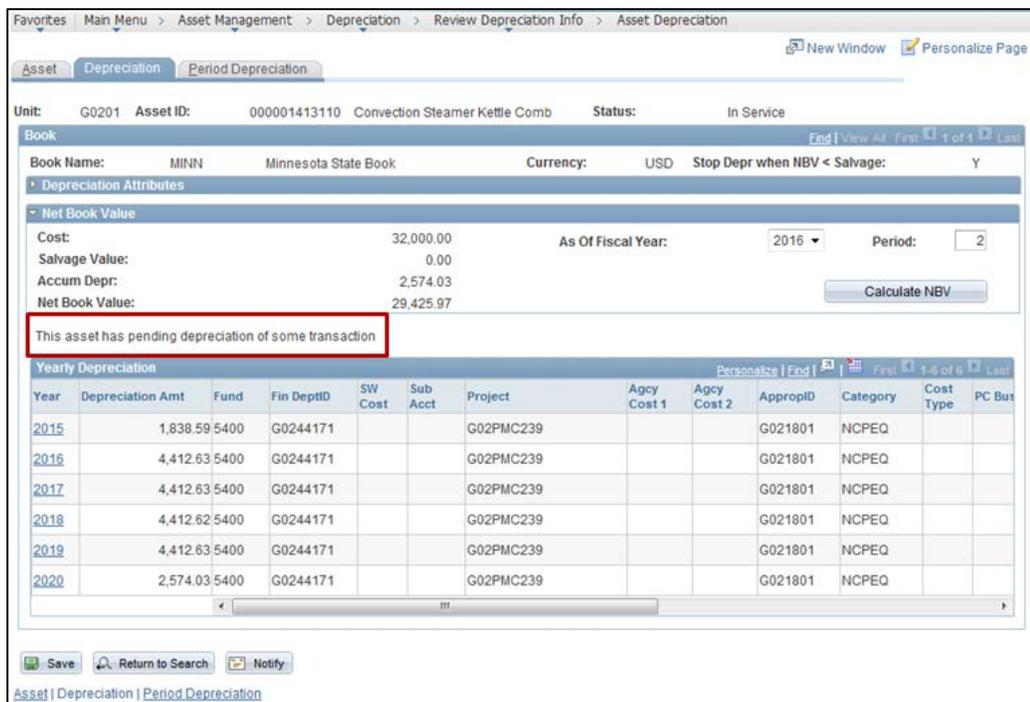
Asset Information

Profile ID: NCP_EQP05 Non-Capital Equipment - 5 Yrs
 Asset Class:
 Tag Number:
 Acquisition Code: P
 Acquisition Date: 02/11/2015

Book	Description	Currency	Method	Convention
1 MINN	Minnesota State Book	USD	Straight Line	AM

Buttons: Save, Return to Search, Notify

5. Click on the **Depreciation** tab. If there is “pending” depreciation that has not been included in the displayed depreciation numbers, a reminder will display at the bottom of the **Net Book Value** section.



Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Book Book Name: MINN Minnesota State Book Currency: USD Stop Depr when NBV < Salvage: Y

Depreciation Attributes

Net Book Value

Cost: 32,000.00 As Of Fiscal Year: 2016 Period: 2
 Salvage Value: 0.00
 Accum Depr: 2,574.03
 Net Book Value: 29,425.97

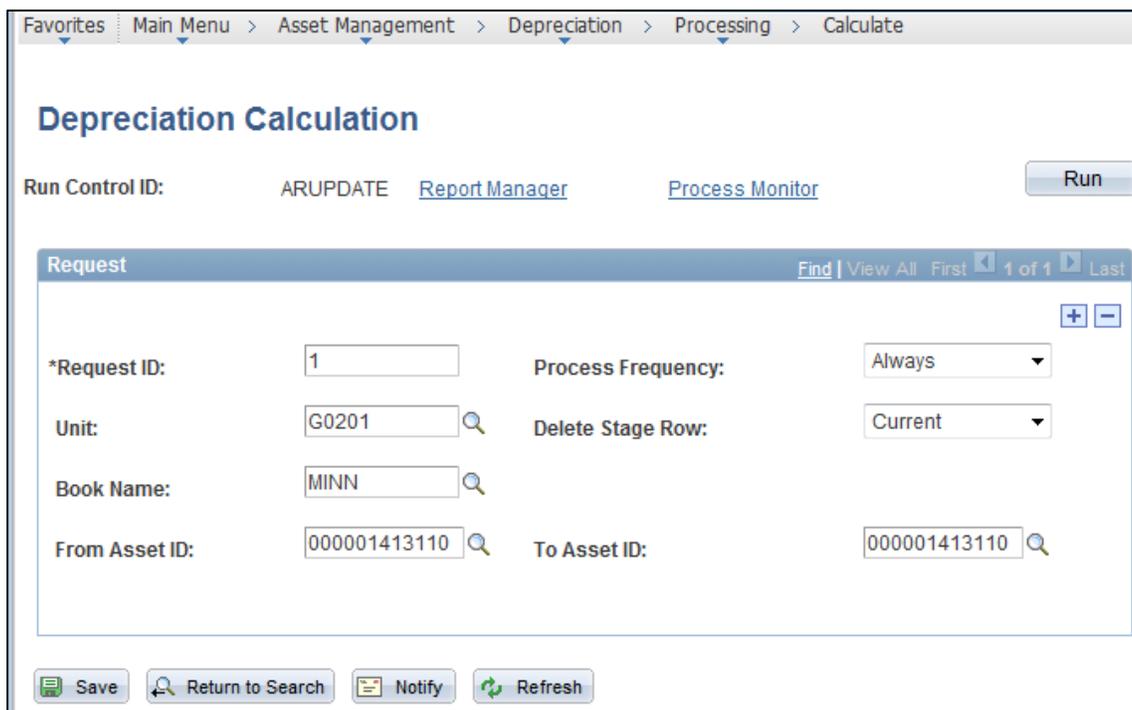
This asset has pending depreciation of some transaction

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	4,412.63	5400	G0244171			G02PMC239			G021801	NCPEQ		
2017	4,412.63	5400	G0244171			G02PMC239			G021801	NCPEQ		
2018	4,412.62	5400	G0244171			G02PMC239			G021801	NCPEQ		
2019	4,412.63	5400	G0244171			G02PMC239			G021801	NCPEQ		
2020	2,574.03	5400	G0244171			G02PMC239			G021801	NCPEQ		

Buttons: Save, Return to Search, Notify

Step 2: Run Depreciation Calculation process

1. **Navigation Links:** Asset Management, Depreciation, Processing, Calculate.



2. Select the *Depreciation Calculation* page options as described below:

Field Name	Field Description
*Request ID	Enter your <i>Request ID</i> .
Process Frequency	Select "Always" from the drop-down list.
Unit	Accept the default <i>Business Unit</i> or click on the Lookup button to select the <i>Business Unit</i> .
Book Name	Click on the Lookup button and select "MINN".
From Asset ID	When you click on the Lookup button, all of the assets with pending Depreciation Calculations will display. Make your selection or leave this field blank to run the process for all assets with pending depreciation for the selected Business Unit.
To Asset ID	If you select a "From Asset ID", the "To Asset ID" field will automatically be populated with the "From Asset ID" selection. Accept the default or click the Lookup button and make your selection.

3. After selecting the assets you want to process, click on the **Run** button. The *Process Scheduler Request* page displays with the Calculate Depreciation process checked by default.

Favorites | Main Menu > Asset Management > Depreciation > Processing > Calculate

Process Scheduler Request

User ID: 00637298 Run Control ID: ARUPDATE

Server Name: Run Date:

Recurrence: Run Time:

Time Zone: Central Time (US)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Calculate Depreciation	AM_DEPR_CALC	Application Engine	Web	TXT	Distribution

4. **Click** the **OK** button. You are returned to the *Depreciation Calculation* page.
5. Click on the *Process Monitor* link to check on the process.
6. The process is successful when both processes listed below have a *Run Status* of “Success” and a *Distribution Status* of “Posted”:
 - Process Name “AMDPCALC”, Process Type “SQR Process”
 - Process Name “AM_DEPR_CALC, Process Type “Application Engine”

Favorites | Main Menu > Asset Management > Depreciation > Processing > Calculate > Process Monitor

Process List Server List

View Process Request For

User ID Type Last Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	15045049		SQR Process	AMDPCALC	00637298	08/24/2015 1:01:45PM CDT	Success	Posted	Details
<input type="checkbox"/>	15045048		Application Engine	AM_DEPR_CALC	00637298	08/24/2015 1:01:01PM CDT	Success	Posted	Details

[Go back to Depreciation Calculation](#)

[Process List](#) | [Server List](#)

- Additional Financial transactions can now be entered for this asset.
- The *Asset Depreciation* page will be updated with new Depreciation amounts.
- Pending information no longer displays on the **Depreciation** tab.

Favorites Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset Depreciation Period Depreciation

Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Book Name: MINN Minnesota State Book Currency: USD Stop Depr when NBV < Salvage: Y

Depreciation Attributes

Method: Straight Line Calc Type: Remaining Value In Service Dt: 02/11/2015
 Useful Life: 60 Periods Convention: AM
 Low Value Derogatory Depreciation Begin Date: 02/01/2015
 End Date: Future Depr Yrs: Depr Status: Depreciable

Net Book Value

Cost: 28,320.56 As Of Fiscal Year: 2016 Period: 2
 Salvage Value: 0.00
 Accum Depr: 2,689.91
 Net Book Value: 25,630.65 Calculate NBV

Yearly Depreciation

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	5,687.29	5400	G0244171			G02PMC239			G021801	NCPEQ		
2017	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2018	5,803.16	5400	G0244171			G02PMC239			G021801	NCPEQ		
2019	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2020	3,385.18	5400	G0244171			G02PMC239			G021801	NCPEQ		

Save Return to Search Notify

Note: Depreciation cannot be run too often.

If the *Depreciation Calculation* page displays *Asset ID(s)* for your business unit, you can run the depreciation calculation on those assets.

Having completed this topic, you should now be able to:

- Run Depreciation Calculation between Transactions

Lesson Summary

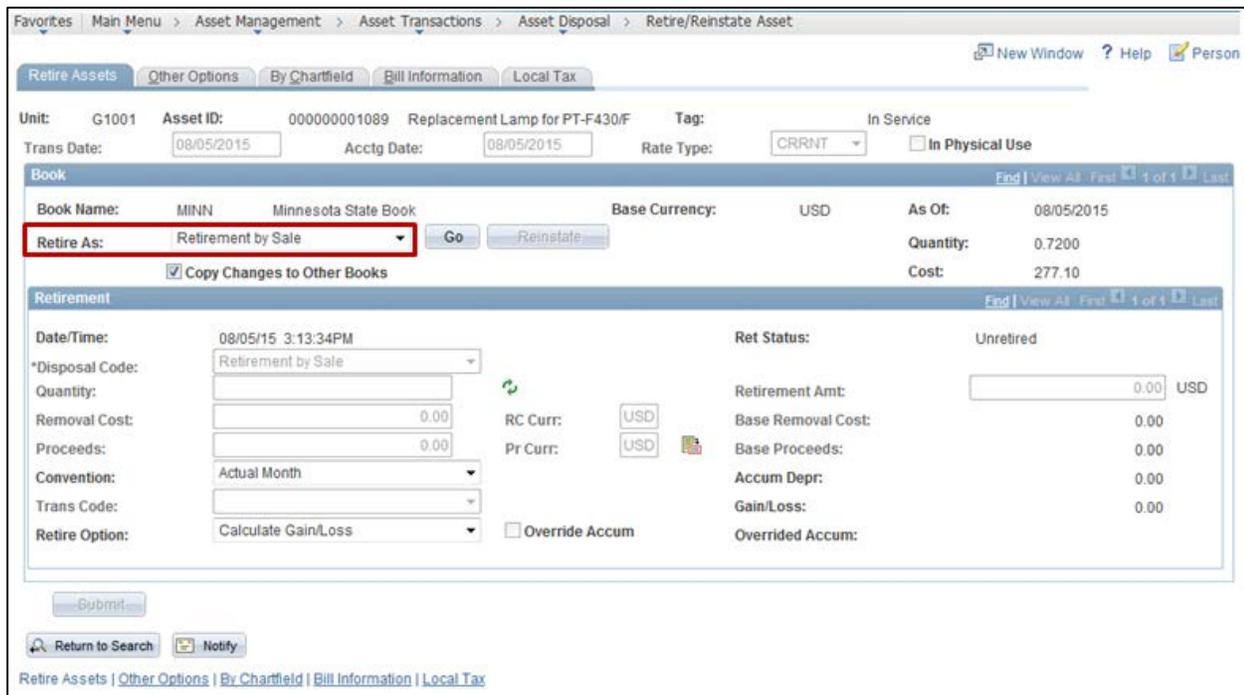
Having completed this lesson, you should now be able to:

- Adjust Cost Information (ADJ)
- Change the Funding String for an Asset (TRF)
- Add Costs with a New Funding String (ADD)
- Transfer Assets Between Business Units (TRF - InterUnit)
- Recategorize an Asset (RCT)
- Convert an Asset with Multiple Quantities
- Resolve “Received (Not in Service)” Issues
- View Cost History
- View Financial Entries
- View Depreciation Information
- Run Depreciation Calculation between Transactions

Lesson 3: Asset Disposal

Lesson Overview

From time to time, it is necessary to dispose of or retire an asset. Asset retirement can occur for several reasons, including when an asset is sold, donated, lost or stolen, traded-in for another asset, or returned to a vendor. Assets are retired using the *Retire/Reinstate Assets* page.



Retire Assets | Other Options | By Chartfield | Bill Information | Local Tax

Unit: G1001 Asset ID: 00000001089 Replacement Lamp for PT-F430/F Tag: In Service

Trans Date: 08/05/2015 Acctg Date: 08/05/2015 Rate Type: CRRNT In Physical Use

Book Name: MINN Minnesota State Book Base Currency: USD As Of: 08/05/2015

Retire As: Retirement by Sale

Copy Changes to Other Books

Quantity: 0.7200 Cost: 277.10

Retirement

Date/Time: 08/05/15 3:13:34PM Ret Status: Unretired

*Disposal Code: Retirement by Sale Retirement Amt: 0.00 USD

Quantity: Base Removal Cost: 0.00

Removal Cost: 0.00 RC Curr: USD Base Proceeds: 0.00

Proceeds: 0.00 Pr Curr: USD Accum Depr: 0.00

Convention: Actual Month Gain/Loss: 0.00

Trans Code: Retire Option: Calculate Gain/Loss Override Accum Overridden Accum:

Retire Assets | Other Options | By Chartfield | Bill Information | Local Tax

Occasionally, an asset that had been previously retired must be reinstated. You can use the *Retire/Reinstate Asset* page to reinstate a retired asset.

Every asset is submitted for approval. Retirements are not final until they have been approved.

After completing this lesson, you should be able to:

- Retire an Asset
- Reinstate an Asset

Retiring an Asset (Disposal)

Topic Overview

You will use the *Retire/Reinstate Asset* pages to dispose of an asset. SWIFT will default the asset Quantity and Cost (in negative amounts). You will need to enter the Proceeds and Removal costs, if applicable. Partial retirements can be done by entering the partial quantity and cost for the asset being retired but this is not recommended.

- Retirements require approval
- Different pages are used to retire assets with cost history and assets without cost history. Both options are included in this topic.

After completing this topic, you should be able to:

- Retire a Financial Asset (Asset with Cost History)
- Retire a Non-Financial Asset (Asset with no Cost History)

Process Steps

Retire an Asset

This topic covers retiring a Financial Asset (Asset with Cost History) and retiring a Non-Financial Asset (Asset with no Cost History).

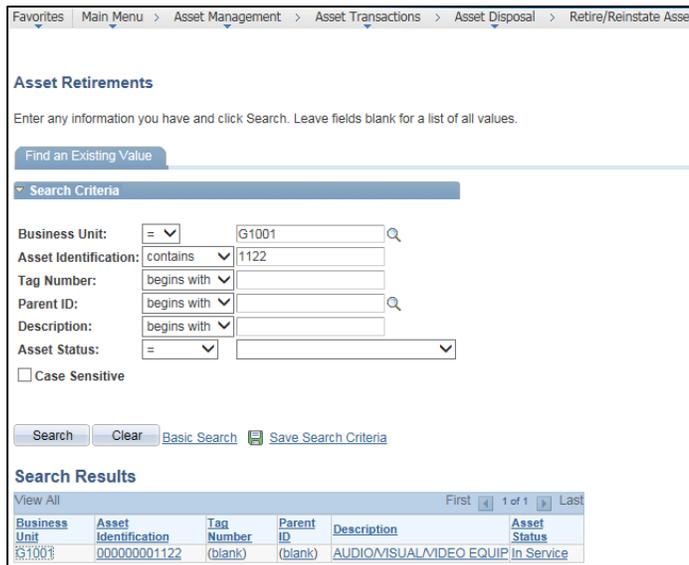
Follow the steps outlined in the appropriate option:

- Option 1: Retire a Financial Asset (Asset with Cost History)
- Option 2: Retire a Non-Financial Asset (Asset with no Cost History)

Option 1: Retire a Financial Asset (Asset with Cost History)

Begin by navigating to the *Retire/Reinstate Asset* page.

1. **Navigation Links:** Asset Management, Asset Transactions, Asset Disposal, Retire/Reinstate Asset.
2. At the *Asset Retirements* page, enter search criteria to locate the asset you want to retire. Commonly used options are described below:

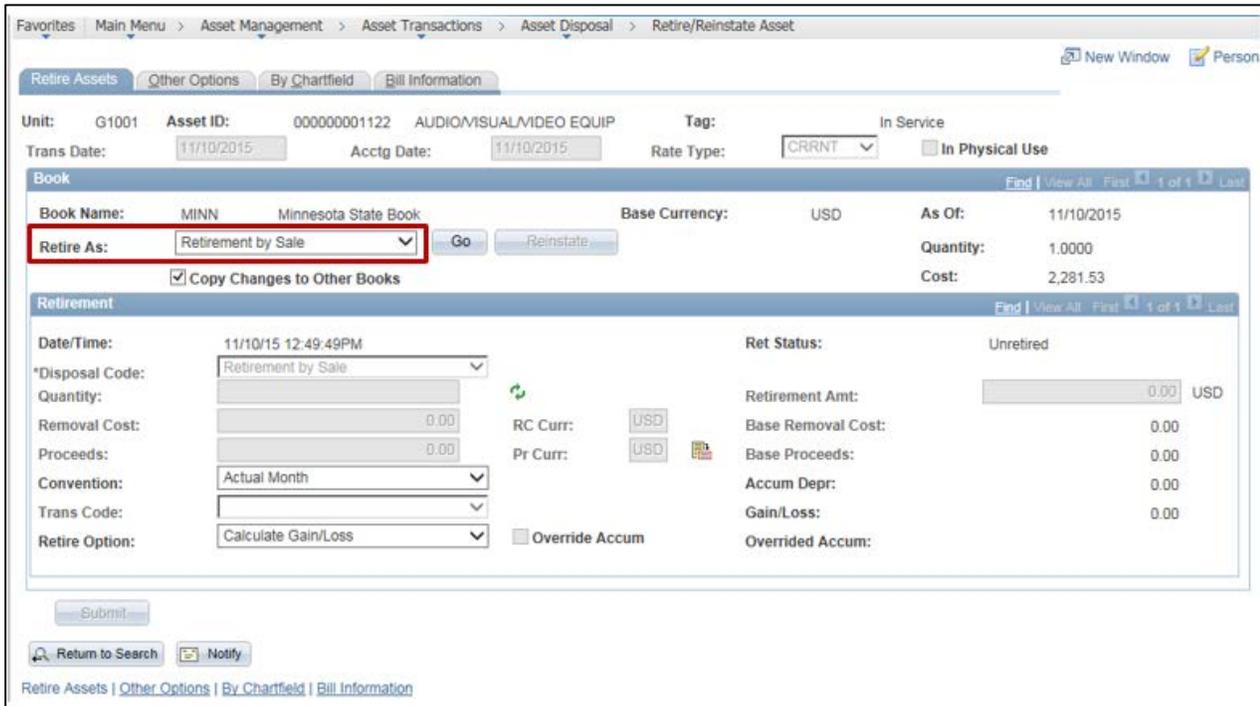


The screenshot shows the 'Asset Retirements' search page. It includes a breadcrumb trail: Favorites > Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset. Below the breadcrumb is the title 'Asset Retirements' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains several fields: 'Business Unit' (dropdown menu, value: G1001), 'Asset Identification' (dropdown menu: 'contains', text input: '1122'), 'Tag Number' (dropdown menu: 'begins with', text input: blank), 'Parent ID' (dropdown menu: 'begins with', text input: blank), 'Description' (dropdown menu: 'begins with', text input: blank), and 'Asset Status' (dropdown menu: '=', text input: blank). There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is a 'Search Results' section with a 'View All' link and a pagination indicator 'First 1 of 1 Last'. A table displays the search results:

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
G1001	000000001122	(blank)	(blank)	AUDIOVISUALVIDEO EQUIP	In Service

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	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.

- Click on the **Search** button.
- If more than one asset displays in the **Search Results** section, click on the asset you want to retire. The *Retire/Reinstate Asset* page displays. The only field available for editing at this time is the *Retire As* field.



- On the **Retire Assets** tab, click on the *Retire As* drop-down listing and select the appropriate Disposal Code. A list of codes, along with the availability of Removal Costs and Proceeds is provided below.

Note: Agencies should determine how they want to use these codes in accordance with State and Agency Policies. This will ensure consistent usage of codes.

Disposal Code	Code	Usage	Removal Costs	Proceeds
Abandonment	A	Asset has no resale value and no removal cost or Proceeds	Yes	No
Auto-Retire Fully Depr Assets	V	Asset fully Depreciated	Yes	Yes
Cannibalized for Other Assets	C	Asset needs to be partially retired, Retire Amount no longer in use	Yes	Yes
Casualty Loss	Y	Asset unintentionally destroyed	Yes	Yes
Disappeared Assets	D	Asset cannot be located, status unclear	No	No



Disposal Due to Theft	F	Asset has been Stolen	No	No
Donated to External Group	N	Asset has been Donated	Yes	Yes
Expensed	E	Asset should never have been setup in Asset Management	Yes	Yes
Like Kind Exchange	L	Like - Kind Exchange under Federal Tax Code	Yes	No
Missing Asset	M	Asset is Missing	Yes	Yes
Retirement by Sale	S	Retirement by Sale – can enter Customer info if customer is setup	Yes	Yes
Returned to Vendor	2	Asset returned to Vendor	Yes	Yes
Returned to Inventory	I	Asset returned to Inventory	Yes	Yes
Scrapped Assets	R	Asset no longer useful	Yes	Yes
Traded In for another Asset	T	Trading one Asset for another	Yes	Yes

Note: The Gain/Loss calculation is similar for all of these codes except “Traded in for another Asset”. It is calculated as follows:

$$(Cost - Accumulated Depreciation) = Net Book Value (NBV)$$

$$Gain/Loss = NBV + Proceeds - Removal Costs$$

The “Traded in for another Asset” code treats the Proceeds Amount value as a Debit to the Asset account instead of a Debit to the Gain/Loss account.

- Click the **GO** button to continue. The fields related to this code are now available for editing.

Favorites : Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset
 New Window Person

Retire Assets | Other Options | By Chartfield | Bill Information

Unit: G1001 Asset ID: 00000001122 AUDIOMVSUALMVIDEO EQUIP Tag: In Service
 Trans Date: 11/10/2015 Acctg Date: 11/10/2015 Rate Type: CRRNT In Physical Use

Book Find | View All | First | 1 of 1 | Last
 Book Name: MINN Minnesota State Book Base Currency: USD As Of: 11/10/2015
 Retire As: Scrapped Assets
 Copy Changes to Other Books Quantity: 1.0000 Cost: 2,281.53

Retirement Find | View All | First | 1 of 1 | Last
 Date/Time: 11/10/15 12:49:49PM Ret Status: Unretired
 *Disposal Code: Retirement by Sale
 Quantity: Retirement Amt: 0.00 USD
 Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00
 Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00
 Convention: Actual Month Accum Depr: 0.00
 Trans Code: Gain/Loss: 0.00
 Retire Option: Calculate Gain/Loss Override Accum Overridden Accum:

Retire Assets | Other Options | By Chartfield | Bill Information

7. Complete the **Retire Assets** tab header information described below.

Field	Field Description
*Trans Date	The <i>Transaction Date</i> is the date the asset is retired and will be used in the final depreciation calculations. Accept the default current date or enter a different date.
*Acctg Date	The <i>Accounting Date</i> is the date for the General Ledger asset retirement entry. (The date must be in an open Accounting Period.) Accept the default current date or enter a different date.
Rate Type	Accept the default "CRRNT". State of Minnesota does not use.
In Physical Use	Accept the default from the Asset record.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Asset Disposal](#) > [Retire/Reinstate Asset](#)

[New Window](#) | [Person](#)

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#) | [Bill Information](#)

Unit: G1001 Asset ID: 000000001122 AUDIO/VISUAL/VIDEO EQUIP Tag: In Service
 Trans Date: 11/10/2015 Acctg Date: 11/10/2015 Rate Type: CRRNT In Physical Use

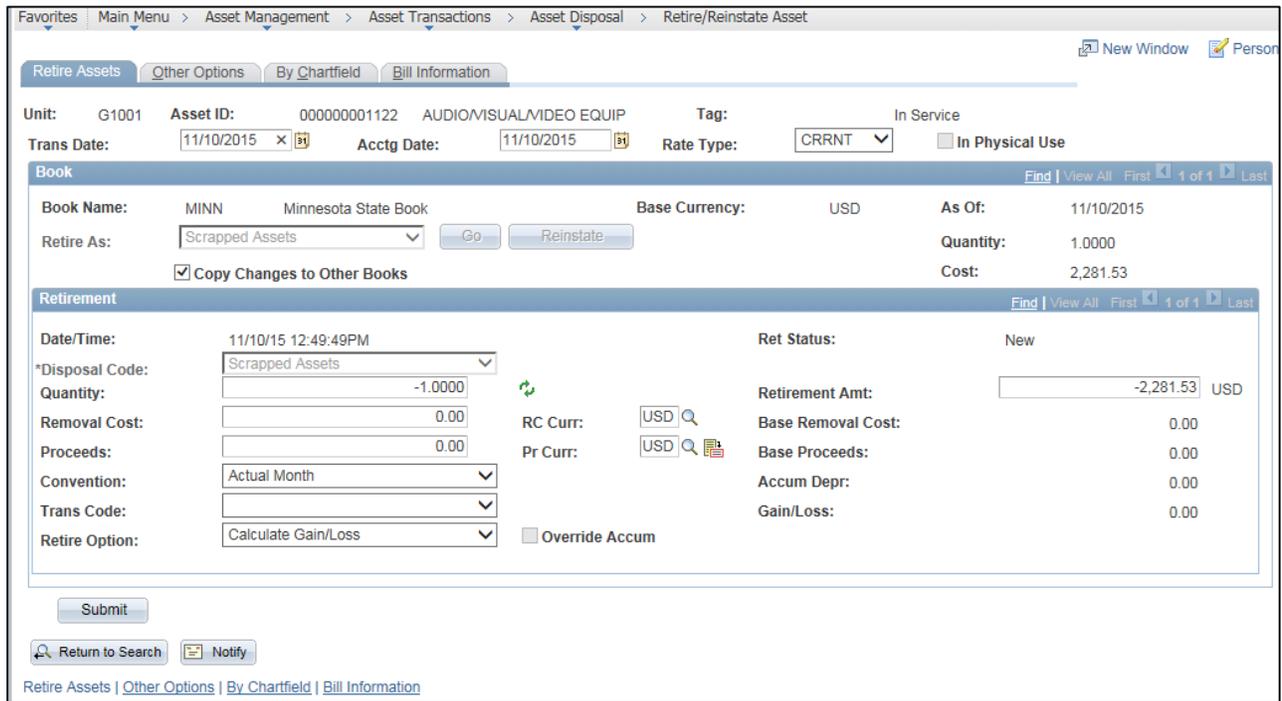
Book Find | View All | First | 4 of 1 | Last
 Book Name: MINN Minnesota State Book Base Currency: USD As Of: 11/10/2015
 Retire As: Quantity: 1.0000
 Copy Changes to Other Books Cost: 2,281.53

Retirement Find | View All | First | 4 of 1 | Last
 Date/Time: 11/10/15 12:49:49PM Ret Status: New
 *Disposal Code: Retirement Amt: USD
 Quantity: Base Removal Cost: 0.00
 Removal Cost: RC Curr: Base Proceeds: 0.00
 Proceeds: Pr Curr: Accum Depr: 0.00
 Convention: Gain/Loss: 0.00
 Trans Code: Override Accum
 Retire Option:

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#) | [Bill Information](#)

8. Complete the **Retirement** section as follows:

Field	Field Description
Quantity	The quantity of the asset being retired is normally "-1".
Retirement Amt	The cost of the asset (as a negative) defaults into the <i>Retirement Amount</i> field.
Removal Cost	Enter the <i>Removal Cost</i> associated with the Asset's retirement.
Proceeds	Enter the <i>Proceeds</i> amount associated with the Asset.
Convention	Accept the default "Actual Month".
Trans Code	State of Minnesota does not use.
Retire Option	Accept the default "Calculate Gain/Loss".
RC Curr	Accept the default "USD".
Pr Curr	Accept the default "USD".



- Click on the **Submit** button to save the transaction. The retirement transaction will not be complete until MMB staff have approved the transaction. The asset will have a *Status* of "Pending Disposal" until the retirement is approved. After the retirement is approved, the *Status* will change to "Disposed".

Special Notes on Disposition Codes

Retirements by Sale

If the "Retirement by Sale" Disposal Code is selected, the **Customer/Ship from Information** section displays at the bottom of the *Retire/Assets* page. Optionally, enter information, if desired.



Like Kind Exchange

If the "Like Kind Exchange" Disposal Code is selected, the *Like Kind Exchange* link is available in the **Retirement** section which can be used to record taxable cash that was part of the exchange, the fair market value of the new asset, and the Net Liability, Fair Market Value of Non-Like In Kind, if any. This disposition code is not commonly used. Prior to using this disposal code, contact Agency Assistance at AgencyAssistance.MMB@state.mn.us to discuss.

The **One to Many Exchange** section can be used to enter additional assets if you are receiving more than one asset in the Like Kind Exchange. Enter the quantity of the total assets in the *One to Many ID* field and add a row for each of the assets in the Trade-in List.

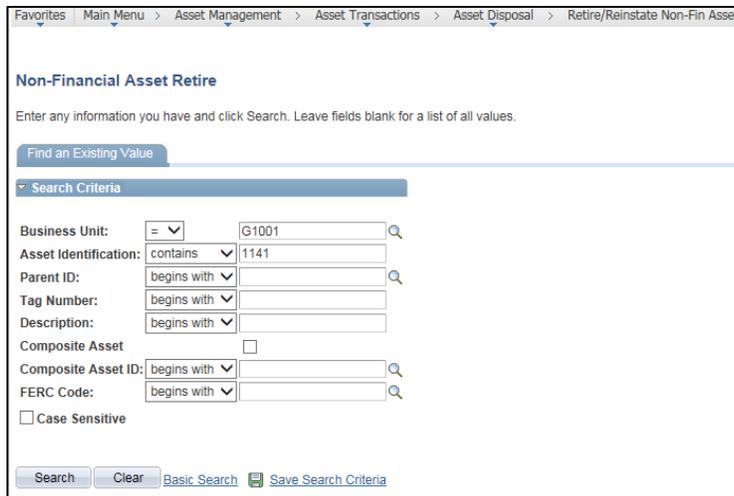
Option 2: Retire a Non-Financial Asset (Asset with no Cost History)

To retire assets that do not have cost history in SWIFT, you will use the *Non-Financial Asset Retire* page.

1. **Navigation Links:** Asset Management, Asset Transactions, Asset Disposal, Retire/Reinstate Non-Fin Asset.
2. At the *Non-Financial Asset Retirement* page, enter search criteria to locate the asset you want to retire. 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	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.

Note: State of Minnesota does not use *Composite Assets* or *FERC Code*.



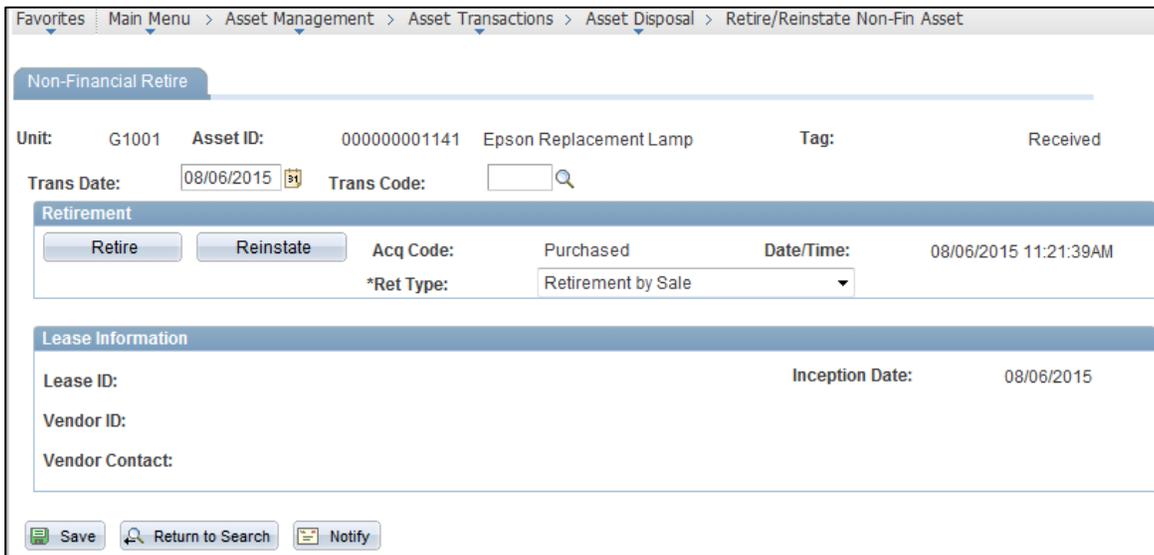
The screenshot shows the 'Non-Financial Asset Retire' search interface. It includes a breadcrumb trail: Favorites | Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section contains the following fields:

- Business Unit: dropdown menu with '=' and text input 'G1001' with a search icon.
- Asset Identification: dropdown menu with 'contains' and text input '1141' with a search icon.
- Parent ID: dropdown menu with 'begins with' and text input with a search icon.
- Tag Number: dropdown menu with 'begins with' and text input with a search icon.
- Description: dropdown menu with 'begins with' and text input with a search icon.
- Composite Asset: checkbox (unchecked).
- Composite Asset ID: dropdown menu with 'begins with' and text input with a search icon.
- FERC Code: dropdown menu with 'begins with' and text input with a search icon.
- Case Sensitive: checkbox (unchecked).

 At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to retire. The *Non-Financial Retire* page displays.
5. **Complete** the *Non-Financial Retire* page as follows:

Field	Field Description
*Trans Date	The <i>Transaction Date</i> is the date the asset is retired. Accept the default current date or enter a different date.
*Ret Type	Click on the <i>Ret Type</i> drop-down listing and select the appropriate Disposal Code, such as Abandonment, Retirement by Sale, or Scrapped Assets. A complete listing is available in Option 1 of this topic.



The screenshot shows the 'Non-Financial Retire' form in the SWIFT system. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset. The form title is 'Non-Financial Retire'. Below the title, the following information is displayed: Unit: G1001, Asset ID: 000000001141, Asset Name: Epson Replacement Lamp, and Tag: Received. The 'Trans Date' is set to 08/06/2015 and 'Trans Code' is empty. The 'Retirement' section contains a 'Retire' button, a 'Reinstate' button, 'Acq Code: Purchased', 'Date/Time: 08/06/2015 11:21:39AM', and '*Ret Type: Retirement by Sale'. The 'Lease Information' section shows 'Lease ID:', 'Vendor ID:', 'Vendor Contact:', and 'Inception Date: 08/06/2015'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

6. Click on the **Retire** button.
7. Click on the **Save** button to process the status change.

Having completed this topic, you should now be able to:

- Retire a Financial Asset (Asset with Cost History)
- Retire a Non-Financial Asset (Asset with no Cost History)

Reinstating a Retired Asset

Topic Overview

A retired asset can be reinstated using the *Retire/Reinstate Assets* page.

- Reinstatements are automatically approved.
- Different pages are used to reinstate assets with cost history and assets without cost history. Both options are included in this topic.
- Reinstatements are a financial transaction. If you need to do another financial transaction on the asset on the same day, you will need to do the depreciation calculation between the transactions. Refer to [“Running Depreciation Calculation between Transactions”](#) topic for instructions.

After completing this topic, you should be able to:

- Reinstate a Financial Asset (Asset with Cost History)
- Reinstate a Non-Financial Asset (Asset with no Cost History)

Process Steps

Reinstate a Retired Asset

This topic covers reinstating a Financial Asset (Asset with Cost History) and reinstating a Non-Financial Asset (Asset with no Cost History).

Steps to complete:

- Option 1: Reinstate a Financial Asset (Asset with Cost History)
- Option 2: Reinstate a Non-Financial Asset (Asset with no Cost History)

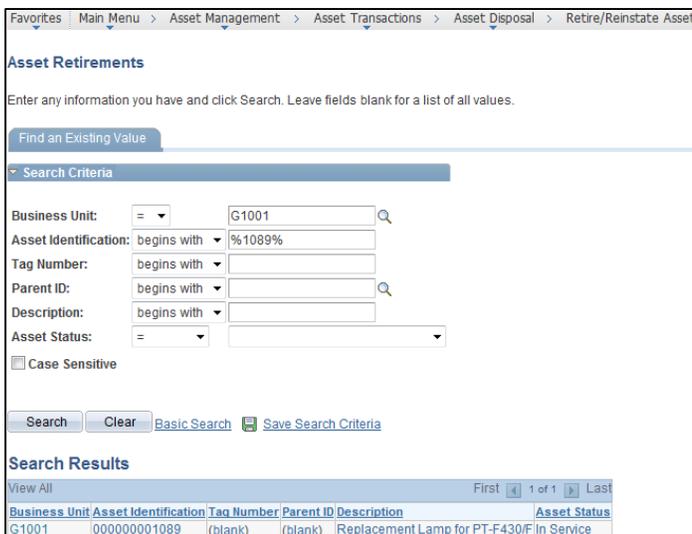
Option 1: Reinstate a Financial Asset (Asset with Cost History)

Begin by navigating to the *Retire/Reinstate Asset* page.

1. **Navigation Links:** Asset Management, Asset Transactions, Asset Disposal, Retire/Reinstate Asset.
2. At the *Asset Retirements* page, enter search criteria to locate the asset you want to retire. 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	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.

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

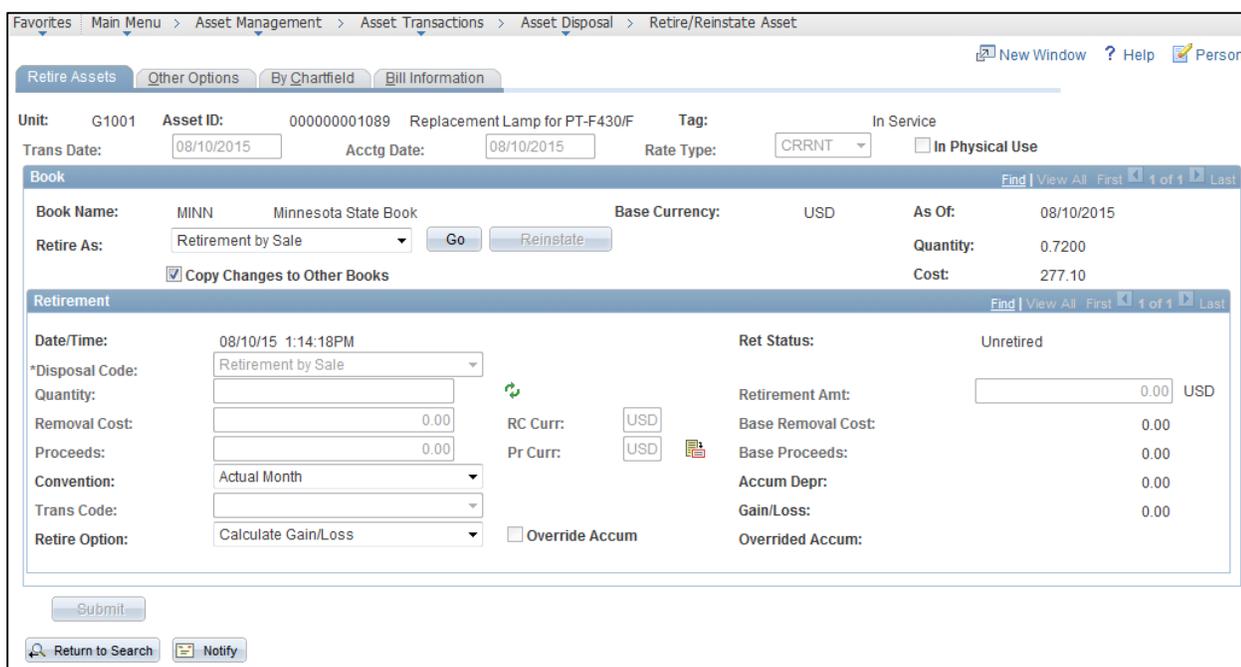


The screenshot shows a web browser window with the following content:

- Navigation path: Favorites | Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset
- Section: **Asset Retirements**
- Text: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Form: "Find an Existing Value" section with "Search Criteria" expanded. Fields include:
 - Business Unit: [=] G1001
 - Asset Identification: [begins with] %1089%
 - Tag Number: [begins with]
 - Parent ID: [begins with]
 - Description: [begins with]
 - Asset Status: [=]
- Buttons: Search, Clear, Basic Search, Save Search Criteria
- Section: **Search Results**
- Table:

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status
G1001	00000001089	(blank)	(blank)	Replacement Lamp for PT-F430E	In Service

4. If more than one asset displays in the **Search Results** section, click on the asset you want to reinstate.
5. Click on the **Search** button. The *Retire/Reinstate Asset* page displays.
6. Click on the **Reinstate** button.
7. The *Acctg Date* (Accounting Date) field is now available for editing. This is the date for the General Ledger reinstatement entry. (The date must be in an open Accounting Period.) Accept the default current date or enter a different date.
8. Click on the **Submit** button. The asset has been reinstated.



Note: Reinstatements are a financial transaction. If you need to do another financial transaction on the asset on the same day, you will need to do the depreciation calculation between the transactions. Refer to [“Running Depreciation Calculation between Transactions”](#) topic for instructions. If the Depreciation Status is suspended, contact Agency Assistance at AgencyAssistance.MMB@state.mn.us for assistance.

Option 2: Retire a Non-Financial Asset (Asset with no Cost History)

To reinstate assets that do not have any cost history in SWIFT, you will use the *Retire/Reinstate Non-Financial Asset* page.

1. **Navigation Links:** Asset Management, Asset Transactions, Asset Disposal, Retire/Reinstate Non-Fin Asset.
2. At the *Non-Financial Asset Retirement* page, enter search criteria to locate the asset you want to reinstate. 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	Enter a <i>Tag Number</i> if your agency uses asset tags.
Description	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.

Note: State of Minnesota does not use *Composite Assets* or *FERC Code*.

Favorites | Main Menu > Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Non-Fin Asset

Non-Financial Asset Retire

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 000000000002

Parent ID: begins with

Tag Number: begins with

Description: begins with

Composite Asset

Composite Asset ID: begins with

FERC Code: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Asset Identification	Parent ID	Tag Number	Description	Asset Status	Composite Asset	Composite Asset ID	FERC Code
G1001	000000000002	(blank)	(blank)	Replacement Lamp	Disposed	N	(blank)	(blank)

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to reinstate. The *Non-Financial Retire* page displays.

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Asset Disposal](#) > [Retire/Reinstate Non-Fin Asset](#)

Non-Financial Retire

Unit: G1001 **Asset ID:** 000000000002 Replacement Lamp **Tag:** Disposed

Trans Date: **Trans Code:**

Retirement

 Acq Code: Purchased **Date/Time:** 08/19/2011 10:00:17AM

***Ret Type:** Retirement by Sale

Lease Information

Lease ID: **Inception Date:** 08/10/2015

Vendor ID:

Vendor Contact:

5. Click on the **Reinstate** button.
6. Click on the **Save** button to process the status change.

Lesson Summary

Having completed this lesson, you should now be able to:

- Retire and Asset
- Reinstate an Asset

Lesson 4: Using SWIFT Queries for Clean Up and Review

Lesson Overview

This lesson contains a list of SWIFT queries that can be used to manage your assets, along with general instructions for using the SWIFT Query Viewer.

- Some queries provide listings of codes, such as Profile IDs and PO Category Codes that are linked to default Profile IDs.
- Some queries are used to review and troubleshoot your asset records.

M_AM_GBL_ASSET_PROFILE- Lists current Asset PROFILE_ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (62 kb)

[View All](#)

SetID	Profile ID	Descr	Asset Desc	Capitalize	Taggable	Acq Code	Asset Type	Threshold ID	Category	Convention	Retire Conv	Method	Life	Salvage %	Category	Eff Date
1	SHARE BLDG_DEPR	Buildings - Depreciable	Buildings - Depreciable	Y	N	P	Facility		BLDG	AM	AM	SL	420	0.0000000000000000	BLDG	01/01/1901
2	SHARE BLDG_IMP	Building Improvements	Building Improvements	Y	N	C	Facility		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
3	SHARE BLDG_LHI	Build - Leasehold Improvements	Build - Leasehold Improvements	Y	N	C	Property		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
4	SHARE BLDG_NOND	Buildings - Non Depreciable	Buildings - Non Depreciable	Y	N	P	Facility		BDNON	AM	AM	MN	0	0.0000000000000000	BDNON	01/01/1901
5	SHARE BLDG_OL	OPERATING LEASE BUILDING	OPERATING LEASE BUILDING	Y	Y	P	Facility		LBLD	AM	AM	SL	420	0.0000000000000000	LBLD	01/01/1902

After completing this lesson, you should be able to:

- Use SWIFT Queries for Clean Up and Review

Using SWIFT Queries for Clean Up and Review

Topic Overview

This topic provides a listing of SWIFT queries that can be used to manage your assets, along with general instructions for using the SWIFT Query Viewer. A list of commonly used queries, along with a description of use is provided below.

Queries to Lookup Asset Profile and Category Information

1. **M_AM_GBL_ASSET_PROFILE.**

SetID	Profile ID	Descr	Asset Desc	Capitalize	Taggable	Acq Code	Asset Type	Threshold ID	Category	Convention	Retire Conv	Method	Life	Salvage %	Category	Eff Date
1	SHARE BLDG_DEPR	Buildings - Depreciable	Buildings - Depreciable	Y	N	P	Facility		BLDG	AM	AM	SL	420	0.0000000000000000	BLDG	01/01/1901
2	SHARE BLDG_IMP	Building Improvements	Building Improvements	Y	N	C	Facility		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
3	SHARE BLDG_LHI	Build - Leasehold Improvements	Build - Leasehold Improvements	Y	N	C	Property		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
4	SHARE BLDG_NOND	Buildings - Non Depreciable	Buildings - Non Depreciable	Y	N	P	Facility		BDNON	AM	AM	MN	0	0.0000000000000000	BDNON	01/01/1901
5	SHARE BLDG_OL	OPERATING LEASE BUILDING	OPERATING LEASE BUILDING	Y	Y	P	Facility		LBLD	AM	AM	SL	420	0.0000000000000000	LBLD	01/01/1902

Query Name	M_AM_GBL_ASSET_PROFILE
Description	Lists current Asset <i>Profile ID</i> 's, along with corresponding <i>Category</i> and <i>Asset Type</i> .
Uses	Use this information to understand the setup of each of the Profile ID's. When recategorizing an asset, this query can be used to identify valid combinations of <i>Profile ID</i> , <i>Category</i> and <i>Asset Type</i> .
Prompts	This query does not have any prompts and will generate the complete list when run.
Fields	SetID; Profile ID; Descr (Description); Asset Desc (Asset Description); Capitalize; Taggable (Y/N); Acq Code (Acquisition Code); Asset Type; Threshold ID (Not Used); Category (Asset); Convention (Depreciation); Conversion (Retire); Method (Depreciation: SL – Straight line; MN – Manual); Life (Useful Life of Asset); Salvage % (Fleet); Asset Category (Duplicate); Effective Date (Category); Description (Category); Intangible (Y/N); Status (Depreciable: D – Depreciable, N – Non-Depreciable); Leased (Y/N); Prop Int (Property Interest); Inv (Investment Property).
Notes	The generated list will have some columns with duplicate information, or ancillary information. If you download the information to Excel, you can hide or delete these columns.

2. M_CG_GBL_CATEGORIES_ASSETS.

M_CG_GBL_CATEGORIES_ASSETS- Categories with Asset Profile

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (41 kb)

[View All](#) First Last

	SetID	Category Code	Asset Profile	Descript
1	SHARE	21101701	NCP_EQP10	Mowers > Agricultural machiner
2	SHARE	21101703	FLEET10	Harvesters > Agricultural mach
3	SHARE	21101704	FLEET10	Combine harvesters > Agricultu
4	SHARE	21101705	NCP_EQUIP	Threshing machines > Agricultu
5	SHARE	21101706	EQUIP10	Crop dividers > Agricultural m
6	SHARE	21101800	NCP_EQP10	Dispensing and spraying applia
7	SHARE	21101900	NCP_EQUIP	Poultry and livestock equipmen

Query Name	M_CG_GBL_CATEGORIES_ASSETS
Description	List of current Purchasing Category Codes which are associated with Asset Profile ID's.
Uses	Identify Purchasing Category Codes that are linked to an Asset Profile ID. When these Purchase Category Codes are entered for a Purchase Order (PO) Line item, a default Asset Profile ID is automatically entered for the Line. When a Profile ID is entered, an asset will be created in the Asset Management module from the Receipt and Voucher records.
Prompts	This query does not have any prompts and will generate the complete list when run.
Fields	SetID (Share); Category Code (Purchasing), Asset Profile, Descript (Purchasing Category Description).

Queries to Run Regularly to Manage your Assets

1. M_AM_GENERAL_INFO

M_AM_GENERAL_INFO - ASSET, COST, LOCATION, DESCRIP

Business Unit:
 Profile ID OR %:
 Asset Status I, A, D, %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (957 kb)

[View All](#)

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt
1	G1001	000000000001	Room Rental for Training	Room Renta	D	LSE_BLDG	N	P	08/10/2011						N		08/10/2011
2	G1001	000000000002	Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011
3	G1001	000000000003	Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011

Query Name	M_AM_GENERAL_INFO
Description	List of assets with summary (total) cost, summary (total) quantity, and Location. (To view detailed asset information, view the M_AM_GENUSER_INFO query.)



Query Name	M_AM_GENERAL_INFO
Uses	<p>For assets with Status “In Service”, use the fields listed below to identify issues:</p> <p>Cost: Review assets with small costs and verify that they should be assets.</p> <p>Quantity: Normally, the asset Quantity should be “1”. Verify any other Quantity.</p> <p>Tag Numbers: If your agency requires Tag Numbers, review for missing Tag Numbers.</p> <p>Location: Review for invalid Locations.</p> <p>Profile ID’s: Profile ID’s should relate to the cost of the asset. You can select each Profile ID (or Group of Profile ID’s) and review the associated costs to find any anomalies. If you find issues, you will need to verify that the Asset Type, Category, Profile ID and Useful Life are correct for the asset. Refer to the “Recategorizing an Asset (RCT)” topic for assistance.</p> <p>Blank Profile ID’s: All assets should have a Profile ID. When using the Wildcard (%) for the Profile ID, assets with blank Profile ID’s will be included in the list and will need to be verified. Please enter missing Profile ID’s.</p>
Prompts	Business Unit, Profile ID or Wildcard (%), Asset Status or Wildcard (%).
Fields	<p>Most fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to Creating (or Updating) Assets with Basic Add” topic.</p> <p>General Info tab: Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Capitalize, Acquisition Code, Acquisition Date</p> <p>Operation / Maintenance tab and Manufacturer/License/Custodian tab: Manufacturing ID, Model, Serial ID, Date Made, Hazardous Asset, VIN</p> <p>Location/Comments/Attributes tab Location, Description, Location Status (not available for viewing)</p> <p>Asset Acquisition Detail tab System Source, Purchase Order Unit, Purchase Order Number.</p> <p>Book page Link on General Info tab In Service Date</p> <p>Cost History page (refer to “Viewing Cost History” topic). Quantity, Cost.</p>
Notes	<p>Common Asset Status Codes:</p> <p>I – In service</p> <p>D- Disposed (Retired)</p> <p>A – Received (Not in Service)</p> <p>System Source: Will only display “PAP” (AP Online Entry page) or blank by design.</p>

Query Name	M_AM_GENERAL_INFO
	<p>Location Status (is not available for viewing in Basic Add)</p> <p>A – Active</p> <p>I -- Inactive</p>

2. M_AM_GENUSER_INFO.

M_AM_GENUSER_INFO																	
Business Unit: <input type="text" value="G1001"/>																	
<input type="button" value="View Results"/>																	
Download results in : Excel Spreadsheet CSV Text File XML File (2908 kb)																	
View All																	
Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt
1	G1001	0000000000004	SOFTWARE LICENSE FEES/RENTALS/	SOFTWARE L	I	SEN_SOFT	Y	P	07/11/2011						N		07/11/2011
2	G1001	0000000000005	Quotation #4709700 - Adobe Acr	Quotation	I	SEN_SOFT	Y	P	08/03/2011						N		08/03/2011
3	G1001	0000000000008	InstallShield Professional Mai	InstallShi	I	NCP_SOFT	Y	P	08/17/2011						N		08/17/2011

Query Name	M_AM_GENUSER_INFO
Description	List of assets with general information and detailed cost information, along with <i>User Defined</i> fields. This query provides a separate line for each “Cost” record of an asset. Some assets will have multiple cost records and will have corresponding number of lines for the asset.
Uses	<p>For assets with Status “In Service”, use the fields listed below to identify issues:</p> <p>Profile ID’s / Category Combination: Verify that the Profile ID and Category from the most recent Cost record is a valid combination. The “M_AM_GBL_ASSET_PROFILE” provides a listing of valid combinations. If you find issues, you will need to verify that the Asset Type, Category, Profile ID and Useful Life are correct for the asset. Refer to the “Recategorizing an Asset (RCT)” topic for assistance.</p> <p>Custodian: If your agency tracks Custodians for assets, review for missing or invalid records.</p> <p>User Fields 1-10: If your agency tracks information in these User-defined fields, review for missing or invalid records.</p>
Prompts	Prompt for Business Unit.
Fields	<p>Most fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to Creating (or Updating) Assets with Basic Add” topic.</p> <p>General Info tab:</p> <p>Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Capitalize, Acquisition Code, Acquisition Date, Asset Subtype.</p>

Query Name	M_AM_GENUSER_INFO
	<p>Operation / Maintenance tab and Manufacturer/License/Custodian tab: Manufacturing ID, Model, Serial ID, Date Made, Hazardous Asset, VIN, Sequence, Custodian.</p> <p>Book page Link on General Info tab In Service Date</p> <p>Location/Comments/Attributes tab Location, Description, Location Status (not available for viewing). Address 1, Address 2, City, Street, Postal Code.</p> <p>Asset Acquisition Detail tab System Source, Purchase Order Unit, Purchase Order Number.</p> <p>User Defined Fields tab User Fields 1 through 10.</p> <p>Cost History page (refer to "Viewing Cost History" topic). Accounting Date, Fund, Fin Dept ID, Agency Cost 1, Agency Cost 2, Approp ID, Asset Category, Project, Transaction Type, Quantity, Cost, Activity (Project), Analysis Type (Project), Source Type (Project), Sub Account</p>
<p>Notes</p>	<p>Common Asset Status Codes:</p> <p>I – In service D- Disposed (Retired) A – Received (Not in Service)</p> <p>System Source: Will only display "PAP" (AP Online Entry page) or blank by design.</p> <p>Location Status (is not available for viewing in Basic Add)</p> <p>A – Active I -- Inactive</p>

3. M_AM_GENERAL_LOCATION3

M_AM_GENERAL_LOCATION3 - VARIABLE INPUT OF LOCATION																			
Location % OK: <input type="text" value="1%"/>																			
Business Unit: <input type="text" value="G1001"/>																			
Status I, D, A, P OR %: <input type="text" value="I"/>																			
<input type="button" value="View Results"/>																			
Download results in : Excel Spreadsheet CSV Text File XML File (913 kb)																			
View All																			
Unit	Location	Asset ID	Status	Tag Number	Serial ID	Descr	Short Desc	Manufacturer	Model	Eff Date	User Fld 1	User Fld 2	User Fld 3	User Fld 4	User Fld 5	User Fld 6	User Fld 7	User Fld 8	Asset Type
1	G1001	G104THFL00	000000000004	I		SOFTWARE LICENSE FEES/RENTALS/	SOFTWARE L			07/11/2011									020
2	G1001	G104THFL00	000000000005	I		Quotation #4709700 - Adobe Acr	Quotation			08/03/2011									020
3	G1001	G104THFL00	000000000008	I		InstallShield Professional Mail	InstallShi			08/17/2011									020
4	G1001	G104THFL00	000000000010	I		Ricoh SP 3410SF w/additional p	Ricoh SP 3			07/25/2011									040

Query Name	M_AM_GENERAL_LOCATION3
Description	List of assets by Business Unit and Location with physical information, along with <i>User Defined</i> fields.
Uses	Review asset records for specific location and status.
Prompts	Prompts for Location, Business Unit, and Status.
Fields	<p>Most fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to Creating (or Updating) Assets with Basic Add topic).</p> <p>General Info tab: Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Asset Subtype.</p> <p>Operation / Maintenance tab and Manufacturer/License/Custodian tab: Manufacturing ID, Model, Serial ID.</p> <p>Location/Comments/Attributes tab Location, Effective Date.</p> <p>User Defined Fields tab User Fields 1 through 10.</p>
Notes	<p>Common Asset Status Codes:</p> <p>I – In service D- Disposed (Retired) A – Received (Not in Service)</p> <p>Location Status (is not available for viewing in Basic Add)</p> <p>A – Active I -- Inactive</p>

4. M_AM_BU_CAT_STATUS.

M_AM_BU_CAT_STATUS - ASSETS BY BU, CATEGORY, STATUS

Business Unit:
 Category Or %:
 Beginning Acctg Date:
 Ending Acctg Date:
 Status I, D or %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First Last

Unit	Asset ID	Tag Number	Descr	Short Desc	Category	Profile ID	Fin DeptID	AppropID	Fund	Trans Type	Cost	Status	Acctg Date	In Service Dt	Quantity	Serial ID	VIN
1	G1001	000000001137	Epson PowerLite 1985 WU Projec	Epson Powe	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	ADD	1893.020	I	06/08/2015	06/10/2015	1.0000		
2	G1001	000000001138	AUDIO/MISUAL/MIDEO SUPPLIES -	AUDIO/MISU	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	ADD	323.700	I	06/08/2015	06/10/2015	1.0000		
3	G1001	000000001139	Delivery	Delivery	FLEET	FLEET10	G1031500	G100085	5200	ADD	29.000	I	06/23/2015	06/16/2015	1.0000		
4	G1001	000000001140	Dell Venue 11 Pro (7140) (210-	Dell Venue	SENHW	SEN_ITHW	G1031200	G100001	1000	ADD	1130.060	I	06/30/2015	06/29/2015	1.0000		



Query Name	M_AM_BU_CAT_STATUS
Description	List of asset transactions (Additions, Retirements, etc.) by Business Unit, Asset ID, Category, Transaction Type, and Status.
Uses	View list of assets for a specific Asset Category or Asset Status.
Prompts	Prompts for Business Unit, Category, Beginning Accounting Date and Ending Accounting Date, Status. Note: You must provide dates. To include all transactions, use 06/30/2011 for the Beginning Date and the current date as the Ending Date.
Fields	Many fields in this query can be found on the Basic Add page tabs (Refer to Creating (or Updating) Assets with Basic Add topic). General Info tab: Business Unit, Asset ID, Tag Number, Description, Short Description, Profile ID. Book page Link on General Info tab In Service Date Operation / Maintenance tab and Manufacturer/License/Custodian tab: Serial ID, VIN. Cost History page (refer to Viewing Cost History topic). Accounting Date, Fund, Fin Dept ID, Approp ID, Asset Category, Project, Transaction Type, Quantity, Cost.
Notes	<ul style="list-style-type: none"> • Results do not include assets with Status of “Received (Not in Service)”. Use the M_AM_GBL_ASSET_STATUS_A query to view the assets with the “Received (Not in Service)” status. • Query results can be incomplete if assets are missing cost records; for example, staff could have incorrectly changed the status of an asset. • View M_AM_GBL_ASSET_PROFILE for listing of asset Categories. <p>Common Asset Status Codes: I – In service D -- Disposed (Retired)</p>

5. M_AM_GBL_ASSET_STATUS_A.

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Sys Source	PO No.	PO Line	Sched Num	Vendor ID	Vendor Name	Receipt No	Receipt Line	RecvDistLn	Dist Seq	Invoice	Amount
1	G1001	000000000081	E-Quote 1016278454421 Dell Pro	E-Quote 10	A	PPO	3000000452	1	2	1	0000212415	0000000386	1	2	1		121.531
2	G1001	000000000083	Quote #599978108 Dell 2230d La	Quote #599	A	PPO	3000000453	1	2	1	0000212415	0000000387	1	2	1		101.786
3	G1001	000000000122	E-Quote 1005761171139 OptiPlex	E-Quote 10	A	PPO	3000000594	1	2	1	0000212415	0000000772	1	2	1		2074.413

Query Name	M_AM_GBL_ASSET_STATUS_A
Description	List of assets with a <i>Status</i> of “A”, (Received not in Service).
Uses	This <i>Status</i> should only be applied to assets that are recently received and awaiting payment. If an asset record has not been updated to “In Service” after an appropriate period of time, Asset Managers need to review the records for issues. Refer to the “Resolving “Received (Not in Service)” topic for instructions.
Prompts	Prompt for <i>Business Unit</i> .
Fields	<p>Many fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to Creating (or Updating) Assets with Basic Add” topic.</p> <p>General Info tab: Business Unit, Asset ID, Tag Number, Description, Short Description, Asset Status, Acq Date (Acquisition Date).</p> <p>Book page Link on General Info tab In Service Date</p> <p>Asset Acquisition Detail tab System Source, all Purchase Order, Receipt, and Vendor fields, Amount, Quantity and ChartFields.</p>
Notes	Results only include assets with Status of “Received (Not in Service).



6. M_AM_GENUSER_INFO_CAFR_NULL.

M_AM_GENUSER_INFO_CAFR_NULL - ASSETS NOT INCLUDED IN CAFR QU

BUSINESS UNIT INCL %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First Last

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	In Service Dt	Acctg Date	Fund	Fin DeptID	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Qty	Cost
1	G1001	000000001143	rrrrrrrrrr	rrrrrrrrrr	I	EQUIP04	10/06/2015									

Query Name	M_AM_GENUSER_INFO_CAFR_NULL
Description	List of assets with Asset Status "In Service" that do not have a complete cost record. Assets not included in CAFR.
Uses	Identify assets with incomplete cost records. All assets in SWIFT should have cost records. When cost records are missing, the asset should be reviewed to determine the reason for the missing records. Refer to the "Resolving "Received (Not in Service)" topic for assistance.
Prompts	Prompt for Business Unit.
Fields	<p>Many fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to Creating (or Updating) Assets with Basic Add" topic.</p> <p>General Info tab: Business Unit, Asset ID, Tag Number, Description, Short Description, Asset Status, Profile ID.</p> <p>Book page Link on General Info tab In Service Date</p> <p>Cost History page (refer to "Viewing Cost History" topic). Accounting Date, Fund, Fin Dept ID, Agency Cost 1, Agency Cost 2, Approp ID, Asset Category, Quantity, Cost.</p>
Notes	This query will only display assets with Status of "In Service" by design.



7. M_AM_GENUSER_INFO_CAFR_ORDER.

M_AM_GENUSER_INFO_CAFR_ORDER - ASSET FIN,TAG,LOC,PURCH,PROJ

Unit OR %:

Category OR %:

Status OR %:

Fund OR %:

Beginning Accounting DT:

Ending Accounting DT:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

[View All](#)

Unit	Asset ID	Tag Number	Descr	Category	Profile ID	Fin DeptID	AppropID	Fund	Cost	Trans Type	Status	Acctg Date	In Service Dt	Acq Date	Location	Description
1	G1001	000000001137	Epson PowerLite 1985 WU Projec	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	1893.020	ADD	I	06/08/2015	06/10/2015	06/10/2015	G104THFL00	MN MANAGEMEN & BUDGET
2	G1001	000000001138	AUDIOMISUAL/VIDEO SUPPLIES -	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	323.700	ADD	I	06/08/2015	06/10/2015	06/10/2015	G104THFL00	MN MANAGEMEN & BUDGET
3	G1001	000000001139	Delivery	FLEET	FLEET10	G1031500	G100085	5200	29.000	ADD	I	06/23/2015	06/16/2015	06/16/2015	G104THFL00	MN MANAGEMEN & BUDGET
4	G1001	000000001140	Dell Venue 11 Pro (7140) (210-	SENHW	SEN_ITHW	G1031200	G100001	1000	1130.060	ADD	I	06/30/2015	06/29/2015	06/29/2015	G104THFL00	MN MANAGEMEN & BUDGET

Query Name	M_AM_GENUSER_INFO_CAFR_ORDER
Description	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence.
Uses	Generates asset information similar to the CAFR worksheet, for use in reviewing CAFR assets.
Prompts	Prompts for Business Unit, Category, Status, Fund, and Accounting Dates.
Fields	See M_AM_GENUSER_INFO.
Notes	This query will not return asset information for assets that do not have cost records. Before running this query, you should first view the results for the below queries which will provide information about assets with missing COST information: M_AM_GENUSER_CAFR_NULL M_AM_GBL_ASSET_STATUS_A

8. M_AM_GENUSER_INFO_CAFR_ASSETID.

M_AM_GENUSER_INFO_CAFR_ASSETID - ASSET FIN,TAG,LOC,PURCH,PROJ

Unit OR %:

Category OR %:

Status OR %:

Fund OR %:

Beginning Accounting DT:

Ending Accounting DT:

Beginning Asset ID:

Ending Asset ID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

Unit	Asset ID	Tag Number	Descr	Category	Profile ID	Fin DeptID	AppropID	Fund	Cost	Trans Type	Status	Acctg Date	In Service Dt	Acq Date	Location	Description	Address
1	G1001	000000001137	Epson PowerLite 1985 WU Projec	NCPAQ	NCP_EQUIP	G1039000	G100009	1000	1893.020	ADD	I	06/08/2015	06/10/2015	06/10/2015	G104THFL00	MN MANAGEMENT & BUDGET	400 CENTENN BLDG

Query Name	M_AM_GENUSER_INFO_CAFR_ASSETID
Description	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence. (Includes Asset ID prompts to limit assets included.)
Uses	Generates asset information similar to the CAFR worksheet for use in reviewing CAFR assets
Prompts	Prompts for Business Unit, Category, Status, Fund, Accounting Dates, and Beginning Asset ID, and Ending Asset ID.
Fields	See No. 4 M_AM_GENUSER_INFO.
Notes	Has a prompt for Asset ID. This query will not return asset information for assets that do not have cost records. Before running this query, you should first view the results for the below queries which will provide information about assets with missing COST information: M_AM_GENUSER_CAFR_NULL M_AM_GBL_ASSET_STATUS_A

After completing this topic, you should be able to:

- Run SWIFT Queries for Clean Up and Review

Process Steps

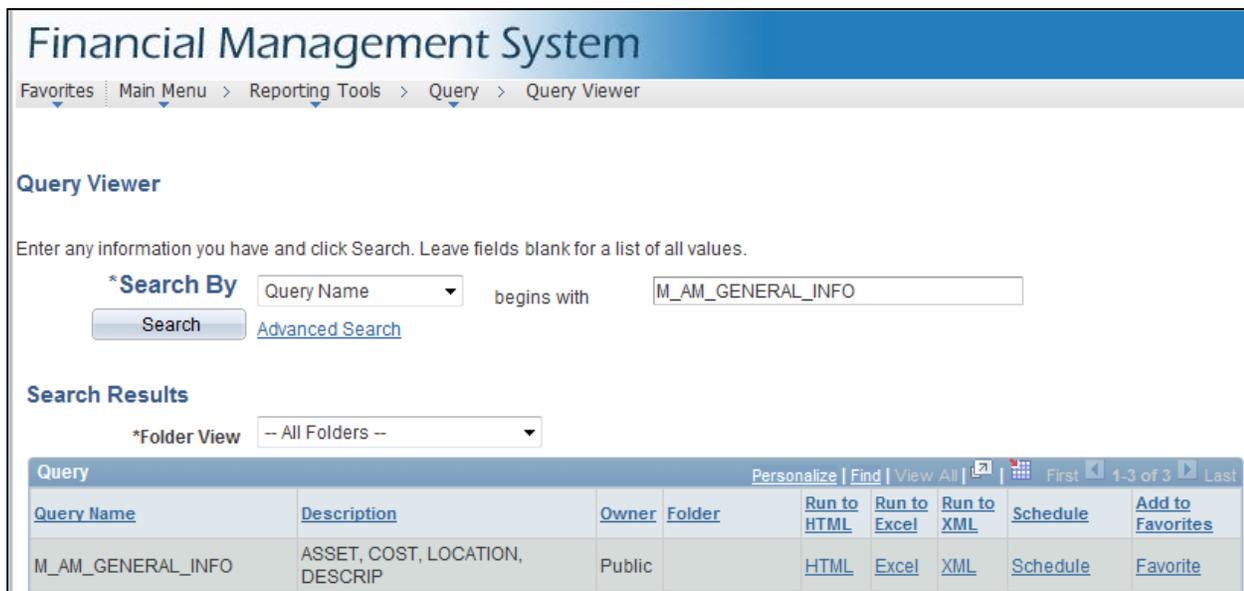
Run Swift Queries for Clean Up and Review

This topic covers running SWIFT queries that can be used to manage your assets. A listing of commonly used queries, along with a description of use is provided in the Overview section of this topic.

Step 1: Run SWIFT Queries for Clean Up and Review

Begin by navigating to the *Query Viewer* page to run the queries.

1. **Navigation Links:** Reporting Tools, Query, Query Viewer.
2. Enter your Search criteria, such as the name of the query you want to. The names of frequently used queries are provided in the table below. Detailed descriptions of the queries are provided in the Topic Overview section.



Financial Management System

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

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

*Search By: Query Name (dropdown) begins with: M_AM_GENERAL_INFO (text input)

Search | [Advanced Search](#)

Search Results

*Folder View: -- All Folders -- (dropdown)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AM_GENERAL_INFO	ASSET, COST, LOCATION, DESCRIP	Public		HTML	Excel	XML	Schedule	Favorite

Query Name	Description
M_AM_GBL_ASSET_PROFILE	List of current Asset Management <i>Profile ID</i> 's, along with corresponding <i>Category</i> and <i>Asset Type</i> .
M_CG_GBL_CATEGORIES_ASSETS	List of current Purchasing Category codes which are associated with Asset Management <i>Profile ID</i> 's.
M_AM_GENERAL_INFO	List of assets with summary (total) cost, summary (total) quantity, and <i>Location</i> .
M_AM_GENUSER_INFO	List of assets with general information and detailed cost information, along with <i>User Defined</i> fields. This query provides a separate line for each "Cost" record for an asset.

Query Name	Description
M_AM_GENERAL_LOCATION3	List of assets by Business Unit and Location with physical information, along with <i>User Defined</i> fields.
M_AM_BU_CAT_STATUS	List of asset transactions (Additions, Retirements, etc.) by Business Unit, Asset ID, Category, Transaction Type, and Status.
M_AM_GBL_ASSET_STATUS_A	List of assets with a <i>Status</i> of “A” (Received not in Service).
M_AM_GENUSER_INFO_CAFR_NULL	List of assets with <i>Status</i> “In Service” that do not have a complete cost record.
M_AM_GENUSER_INFO_CAFR_ORDER	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence.
M_AM_GENUSER_INFO_CAFR_ASSETID	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence and has a prompt for Asset ID.

3. **Click** on the **Search** button. Queries display in the **Search Results** listing.
Tip: Click on the *Add to Favorite* link to add these queries to your *My Favorites Queries* listing so you won't have to search for them again.
4. **In** the *Search Results* listing, select the option you want for the output: select “HTML” to view the query results on the screen; or select “Excel” to download the results in a Microsoft Excel file. A new tab opens to run the query.

M_AM_GENERAL_INFO - ASSET, COST, LOCATION, DESCRIP

Business Unit:

Profile ID OR %:

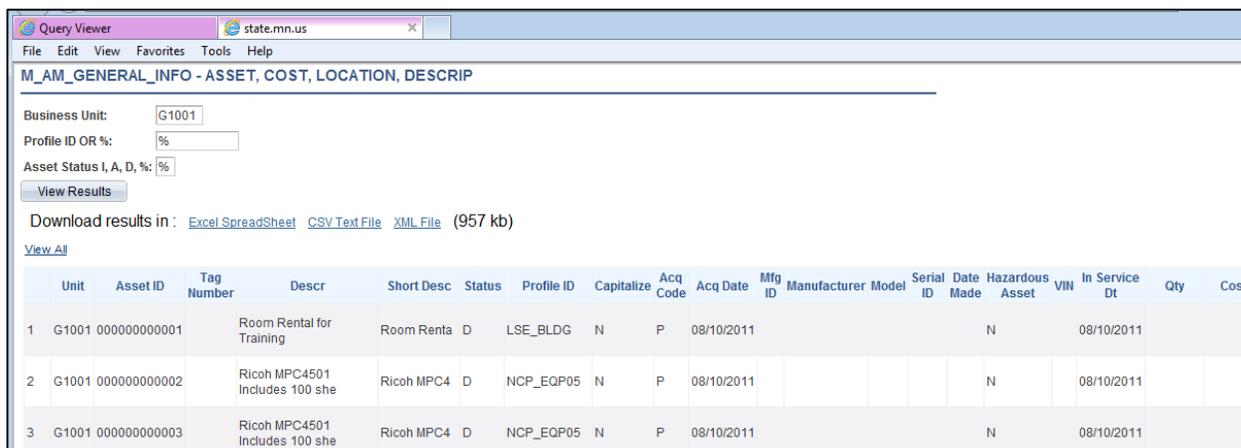
Asset Status I, A, D, %:

No matching values were found.

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt	Qty	Cost	Location	Description	Status	Sys Source	PO Unit No.	PO No.
------	----------	------------	-------	------------	--------	------------	------------	----------	----------	--------	--------------	-------	-----------	-----------	-----------------	-----	---------------	-----	------	----------	-------------	--------	------------	-------------	--------

5. Enter the prompt information which will vary, depending on which query you chose to run. Use the percent sign (%), when noted, as a Wild Card.
6. **Press** the **View Results** button.

- If you chose “HTML” for the output, the results will display on the page.



Query Viewer | state.mn.us

M_AM_GENERAL_INFO - ASSET, COST, LOCATION, DESCR

Business Unit: G1001
 Profile ID OR %: %
 Asset Status I, A, D, %: %

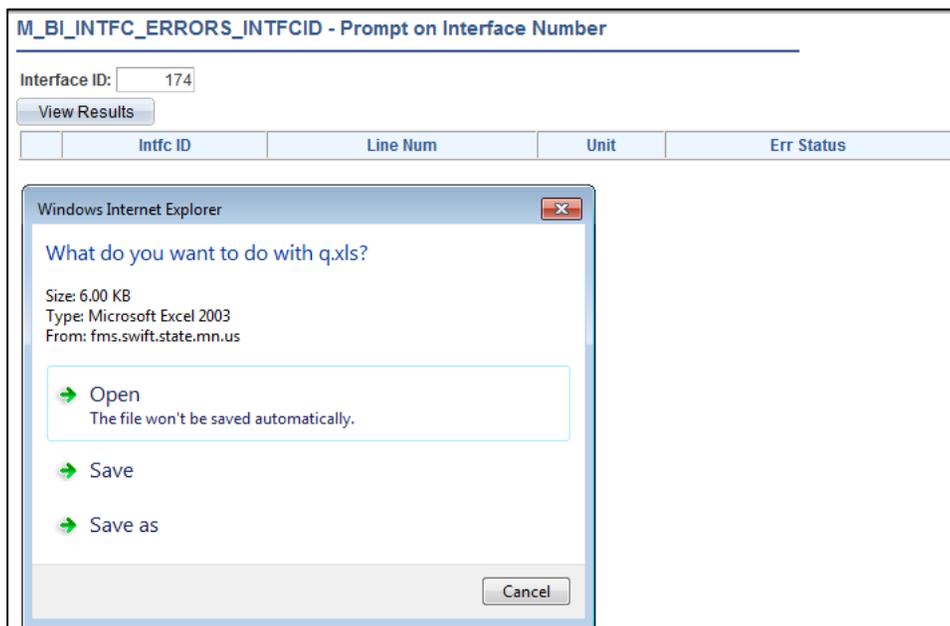
View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (957 kb)

View All

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt	Qty	Cost
1	G1001 0000000000001		Room Rental for Training	Room Renta	D	LSE_BLDG	N	P	08/10/2011						N		08/10/2011		
2	G1001 0000000000002		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011		
3	G1001 0000000000003		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011		

- If you chose “Excel”, a prompt appears asking what you want to do with the Excel file. Options include: “Open”, “Save”, or “Save As”.



M_BI_INTFC_ERRORS_INTFCID - Prompt on Interface Number

Interface ID: 174

View Results

Intfc ID	Line Num	Unit	Err Status

Windows Internet Explorer

What do you want to do with q.xls?

Size: 6.00 KB
 Type: Microsoft Excel 2003
 From: fms.swift.state.mn.us

Open
 The file won't be saved automatically.

Save

Save as

Having completed this topic, you should now be able to:

- Run SWIFT Queries for Clean Up and Review



Course Summary

After completing this course, you should be able to:

- Create Assets in the Asset Management
- Maintain Asset Financials
- Retire and Reinstate Assets
- Run SWIFT Queries for Clean Up and Review

Key Asset Management (AM1) Terms

Term	Term Definition
Accounting Date	The <i>Accounting Date</i> is the date for the General Ledger entry. It determines the period in the General Ledger to which the transaction is to be posted. (The date must be in an open Accounting Period.) For assets created through the Purchasing Integration process, the Accounting Date comes from the Payment Voucher.
Acquisition Code	Acquisition Codes are used to indicate how an asset was acquired. The most commonly used is "Purchased". Options are available include: N – Confiscated C – Constructed D – Donated E – Eminent Domain G – Gift L – Leased P – Purchased T - Transferred
Acquisition Date	This is date on which the asset was acquired. For assets created through the Purchasing Integration process, the Acquisition Date comes from the Invoice Date on the Payment Voucher.
Asset Category	Asset Categories are grouped by the overall type of asset and, except for the CAFR capital assets, begin with naming conventions, such as "NCP" for Non-CAFR assets, and "SEN" for sensitive assets. Asset Categories are not the same as PO Category Codes (See PO Category Codes.)
Asset Status	Asset Status codes describe where the asset is in its life cycle and include: I -- In Service D -- Disposed (Retired) A – Received (Not in Service) M – Suspended P – Pending Disposal R – Requisitioned S – Surplused T -- Transferred" (Interunit – between Business Units) W – Work in Progress
Asset Type	Asset Type codes are the highest level of asset groupings in SWIFT and include: 010 - IT Hardware

Term	Term Definition
	020 - IT Software 040 - Equipment 050 - Property 060 - Fleet 070 - Machinery 080 - Furniture 090 - Facility 100 - Intangible 999 - Other
CAFR	CAFR stands for Comprehensive Annual Financial Report. See Minnesota Management & Budget Statewide Operating Policies 0106-01 through 0106-09 at http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-01-capital-asset-reporting-policy.pdf . These policies provide guidance on the requirements for the State of Minnesota’s CAFR activity in accordance with Generally Accepted Accounting Principles (GAAP).
ChartField	The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are: Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are: SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are: PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.
PO Category Code	The PO Category Code is entered on the PO Line and describes the purchase. This is a grouping of similar goods or services for reporting purposes and spending analysis. The category follows the standard classification of products and services represented by the UNSPSC. For a list of PO Category Codes that are linked to default Asset Profile IDs, run the SWIFT query: M_CG_GBL_CATEGORIES_ASSETS. Refer to the “Using SWIFT Queries for Clean Up and Review” topic.
Placement Date	The Placement Date is the date the asset was in service. For assets created through the Purchasing Integration process, the Placement Date comes from the Invoice Date on the Payment Voucher.
Profile ID	<p><i>Profile ID’s</i> determine default values for the asset, such as <i>Asset Type</i>, <i>Asset Category</i>, <i>Useful Life</i>, <i>Depreciation Method / Status</i>, and <i>Salvage Value</i>. For example, the <i>Profile ID</i> “EQUIP05” is used for capital assets that should have an <i>Asset Type</i> of “Equipment”, an <i>Asset Category</i> of “EQUIP”, a <i>Useful Life</i> of 5 years (60 months), and a depreciation method of “Straight Line (SL)”.</p> <p>If a <i>Profile ID</i> is entered for the PO line, an asset will be created in the</p>



Term	Term Definition
	Asset Management Module. For a list of current Profile ID's, run the SWIFT query: M_AM_GBL_ASSET_PROFILE. See the " Using SWIFT Queries for Cleanup and Review ".
Purchasing Integration	Assets can be generated from information entered during the Purchasing, Receiving, and Vouchering processes. This is referred to as the "Asset Integration from Purchasing".
Recategorize	The process for changing an asset's category code ("Recategorize"). See the " Recategorizing an Asset (RCT) " topic for additional information.
Transaction Date	The Transaction Date is the date the asset begins service. Calculated depreciation will begin on this date. This date must be the same or earlier that the Accounting Date.