![SWIFT - Statewide Integrated Financial Tools]

Change the Funding String for an Asset (TRF)

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).

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.

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 *Business Unit* or click on the **Lookup** and select a different *Business Unit*.
Asset Identification	Enter an *Asset ID* to limit your search. The percent sign (%) can be used to replace one or more characters.
Tag Number	Optionally, enter a *Tag Number* 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 *Asset Status* 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 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 *Transaction Date* 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 *Accounting Date* 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.

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

New Window ? He

Main Transaction

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

Main Transaction

Transaction Date: 08/13/2015 🗓   ☑ Copy Changes to Other Books

Copy to Other Books Options

Accounting Date: 08/13/2015 🗓   Transfer Other Books by: Amount ▼

Transaction Code: 🔍   Adjust Other Books By: Amount ▼

Rate Type: CRRNT 🔍   Include Convention: Exclude Convention ▼

Action: Transfer ▼   GO!

🖫 Save   🔍 Return to Search   📧 Notify   📄 Update/Display   📄 Include History

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

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

New Window ?

Main Transaction | **Cost Information**

Unit: G1001   Asset ID: 000000001142 Equipment   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

➖

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	1,722.00	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 🔍	G1039000 🔍	G100009 🔍	🔍	🔍	🔍	🔍	🔍

Adjust Current Row By: USD 🔁   Apply

🖫 Save   🔍 Return to Search   📧 Notify   📄 Update/Display   📄 Include History

Main Transaction | Cost Information

- 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.

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

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

Asset Location Transfer

Location   Find | First ◄ 1 of 1 ► Last

Location: G104THFL00 🔍   MN MANAGEMENT & BUDGET

Area ID: [_____] 🔍

[OK] [Cancel]

2. 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.

3. 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.

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

New Window ?

| Main Transaction | Cost Information |

Unit: G1001   Asset ID: 000000001142   Equipment   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

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	1,722.00	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 🔍	G1039000 🔍	G100009 🔍	🔍	🔍	🔍	🔍	🔍

Adjust Current Row By: [_____] USD ↻ [Apply]

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

Main Transaction | Cost Information

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 *Fund*. Fund is the building block of Government Accounting. All transactions in the system must have a valid Fund. The field length is 4 digits.

Field	Field Description
Financial Department ID	Click on the **Lookup** icon to select a valid *Financial Department ID*. The *Fin Dept ID* (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 *Fin Dept ID* an 8-character alphanumeric identifier.
Appropriation ID (CF3)	Click on the **Lookup** icon to select an *Appropriation ID*. The *Approp ID* represents a single appropriation account that controls the total amount of an agency's expenditures. The *Approp ID* is unique for every appropriation budget in SWIFT. The *Approp ID* 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 *Project ID*. *Project ID*s are defined by your agency. They are used to track project and grant transactions. The *Project* is a 15-character alphanumeric identifier.
Statewide Cost (Prog)	Optionally, click on the **Lookup** icon to select a *Statewide Cost* code. Typically, there will be a SWIFT communication instructing agencies when a *Statewide Cost* code should be used.
Agency Cost 1 (CF1) **Agency Cost 2 (CF2)**	Optionally, click on the **Lookup** icon and select an *Agency Cost 1* or *Agency Cost 2* code. *Agency Cost 1* and *Agency Cost 2* 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.

Message

Your trans type is transfer but you did not change any of the chartfields. (8010,76)

You have marked this transaction as a transfer (TRF) but did not change any chartfields. Either change the trans type to fit the transaction or change one of the cost row's chartfields.

OK

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

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

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

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.