

## **QUICK REFERENCE GUIDE**

### *Converting an Asset with Multiple Quantity*

*December 4, 2015*

## **Convert an Asset with Multiple Quantity**

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.

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

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.

Find an Existing Value

**Search Criteria**

Business Unit: = G1001

Asset Identification: begins with %1143

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	000000001143	(blank)	(blank)	Scanner 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.

**Step 2: Enter Information on the Main Transaction tab**

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

Field	Field Description
<b>*Transaction Date</b>	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.
<b>*Acctg Date</b>	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.
<b>Transaction Code</b>	State of Minnesota does not use.
<b>Rate Type</b>	State of Minnesota does not use.

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

- 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.

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

**Main Transaction**

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

**Main Transaction**

Transaction Date: 09/30/2015

Accounting Date: 09/30/2015

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: Adjustment     **GO!**

Save    Return to Search    Notify    Update/Display    Include History

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**    New Win

Unit: G1001    Asset ID: 00000001143    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:     Cost:     Curr: USD    **Apply**

Quantity	Cost	Salvage	Category	Cost Type	Unit
3.0000	9,686.25	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	AppropriID
5200	G1037610						G100086

Adjust Current Row By:     USD    **Apply**

Save    Return to Search    Notify    Update/Display    Include History

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

**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.

1. 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.

Favorites | Main Menu > Asset Management > Search for an Asset > Cost Adjust/Transfer Asset

Main Transaction | Cost Information

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

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

Cost History

Edit Cost Information

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

Quantity	Cost	Salvage	Category	Cost Type	Unit
1		3228.75	NCPEQ	<input type="checkbox"/>	G1001

Chartfields

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

Adjust Current Row By:  USD

Save Return to Search Notify Update/Display Include History

2. 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

Main Transaction | Cost Information

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

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

Cost History

Edit Cost Information

Adjust All Rows By: Percent:  Quantity: -2.0000 Cost: -6,457.50 Curr: USD

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

Chartfields

Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID
5200	G1037610						G100085

Adjust Current Row By:  USD

Save Return to Search Notify Update/Display Include History

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

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 | First | 1-2 of 2 | Last

Cost | Chartfields

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1/09/30/2015	ADJ		-2.0000	-6,457.50	<a href="#">Detail</a>
2/09/28/2015	ADD		3.0000	9,686.25	<a href="#">Detail</a>

Save | Return to Search | Notify

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

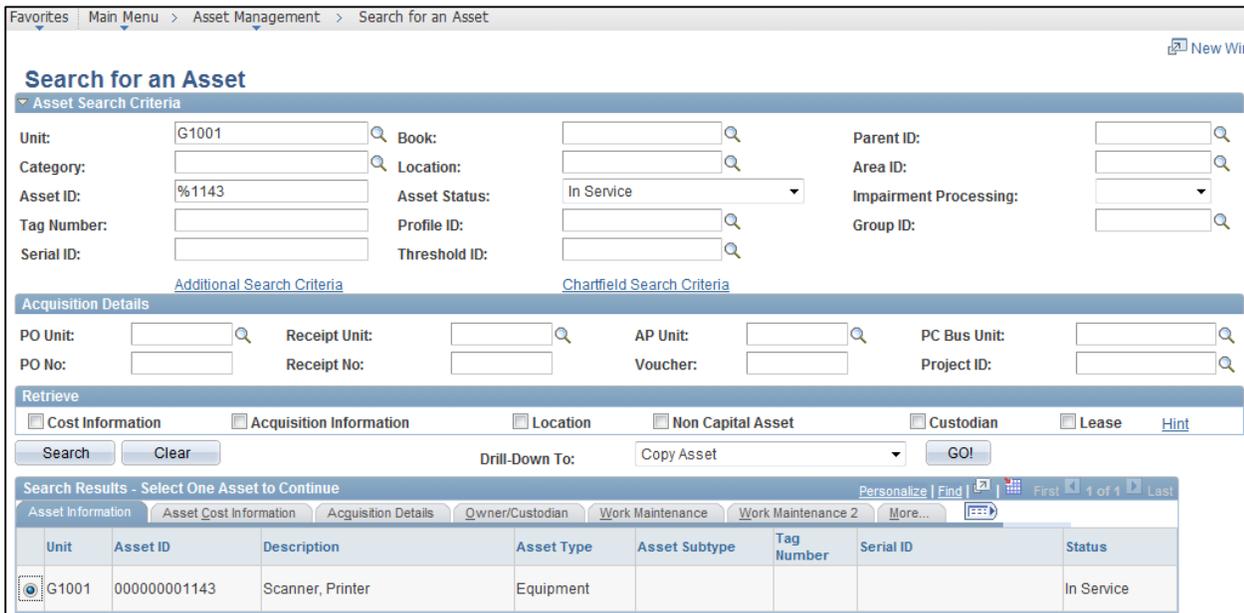
**Step 4: Run Depreciation Calc for the Asset**

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: Asset Status: In Service Impairment Processing: Group ID: 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
<b>Business Unit</b>	Verify the Business Unit.
<b>Original Asset ID</b>	Verify the Original Asset ID.
<b>Acquisition Date</b>	Accept the default current date or enter a different <i>Acquisition Date</i> .
<b>Currency</b>	Accept the default "USD". State of Minnesota does not use.
<b>Num of Asset Copies to create</b>	Accept the default "1" or enter a different number of copies to create.
<b>Trans Date</b>	The <i>Transaction Date</i> is the date that will be used for recording the transaction and used in the Depreciation Calculation.
<b>Acctg Date</b>	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.)
<b>Rate Type</b>	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 New

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

Original Asset ID: 00000001143 Scanner, Printer Acctg Date: 09/30/2015

Acquisition Date: 09/30/2015 Trans Code:

\*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:

Taggable Asset Tag Number: Serial ID: Physical Component of:

**Book** End | View All First 1 of 1 Last

Book: MINN Minnesota State Book Base Currency: USD

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

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

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
<b>Asset ID</b>	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.
<b>*Description</b>	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.
<b>Taggable Asset</b>	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.

Field	Field Description
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
<b>Business Unit</b>	Accept the default <i>Business Unit</i> or click on the <b>Lookup</b> and select a different <i>Business Unit</i> .
<b>Asset Identification</b>	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. It includes a breadcrumb trail: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. 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 (operator '=', value 'G1001'), Asset Identification (operator '>', value '000000001143'), Tag Number (operator 'begins with'), Parent ID (operator 'begins with'), Description (operator 'begins with'), Asset Type (operator '=', dropdown), and Asset Subtype (operator 'begins with'). There are also checkboxes for 'Include History', 'Correct 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 a 'Search Results' section with a table showing two results.

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Type	Asset Subtype
G1001	000000001144	99998	(blank)	Scanner, Printer	Equipment	(blank)
G1001	000000001145	99999	(blank)	Scanner, Printer	Equipment	(blank)

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: Auction Status:  
 Asset Type: Equipment Region Code:  
 Asset Subtype: Capitalized Asset  
 \*Asset Status: In Service New Asset  
 Acquisition Date: 09/30/2015 Available For Use  
 Placement Date: 09/30/2015 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 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.)

The screenshot shows the 'Acquisition Details' form in the SWIFT software. The 'Description' field is populated with 'Split from Asset 000000001143'. The 'Amount' field is 0.00. The 'Capitalize' dropdown is set to 'To be Capitalized'. The 'Capitalization Information' section is expanded, showing 'Profile ID: NCP\_EQP05', 'Rate Type: CRRNT', and 'Default Book: MINN'. The 'Trans Date' and 'Acctg Date' are both set to 10/01/2015. A 'Capitalize' button is visible at the bottom left of the section.

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.

The screenshot shows a warning message dialog box. The message reads: "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." The dialog has "OK" and "Cancel" buttons.

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

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: 00000001144 Scanner, Printer Tag: 99998 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 | First 1 of 1 Last

Cost | Chartfields

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
109/30/2015	ADD		1.0000	3,228.75	<a href="#">Detail</a>

Save | Return to Search | Notify

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

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