

**QUICK REFERENCE GUIDE**

*Viewing Cost History*

December 4, 2015

**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:

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> .

Field	Field Description
<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.

- 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 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.

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

- 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
<b>Number</b>	The transaction number displays in the first column.
<b>Acctg Date</b>	The <i>Accounting Date</i> for the transaction.
<b>Trans Type</b>	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
<b>In/Out</b>	Information displays in this column for transfer transactions: O -- Out; I – In.
<b>Quantity</b>	The <i>Quantity</i> for the transaction.
<b>Total Cost</b>	The <i>Total Cost</i> for the transaction.
<b>Detail link</b>	Clicking on the <i>Detail</i> link for the transaction, brings you to the related row on the <b>Cost History Detail</b> tab.

The screenshot shows the 'Asset Cost Information' section for a 'Convection Steamer Kettle Comb' (Asset ID: 000001413110). The interface includes tabs for 'Cost History List', 'Cost History Detail', 'Non\_Cap History List', and 'Non\_Cap History Detail'. The 'Cost' tab is active, displaying a table with columns for 'Acctg Date', 'Trans Type', 'In/Out', 'Quantity', and 'Total Cost'. Each row includes a 'Detail' link. The total cost for the asset is 28,320.56 USD.

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 08/20/2015	ADJ			6,257.43	<a href="#">Detail</a>
2 02/18/2015	ADD		1.0000	22,063.13	<a href="#">Detail</a>

- 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
<b>Number</b>	The transaction number displays in the first column.
<b>Trans Type</b>	The <i>Transaction Type</i> displays from the <b>Cost</b> tab displays.
<b>In/Out</b>	The In/Out information from the <b>Cost</b> tab displays.
<b>ChartFields</b>	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> .
<b>Detail link</b>	Clicking on the <i>Detail</i> link for the transaction, brings you to the related row on the <b>Cost History Detail</b> tab.

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

Book Name: MINN Minnesota State Book Currency: USD  
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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.

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

Book

Book Name: MINN Minnesota State Book Currency: USD

Cost

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:

Interunit Transfer Information

Unit:

Asset ID:

Book:

Exchange Rate

Rate Type: CRRNT

Rate Effdt: 02/11/2015

Exchange Rate:

- 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.