

**QUICK REFERENCE GUIDE**

*Purchasing Assets*

*Revised December 4, 2015*

**Purchasing an Asset**

This topic provides specific instructions that will help you create a Purchase Order that will generate an asset in the Asset Management Module. This topic is not designed to provide detailed Purchase Orders entry instructions. For detailed purchasing instructions, refer to the [Purchasing Reference Guides](#) page of the Minnesota Management & Budget web site.

Steps to complete:

- Step 1: Determine Description, PO Category Code, Account Code, and Asset Profile ID to use for each PO Line
- Step 2: Enter the PO Line with Correct PO Category and Description
- Step 3: Verify/Enter the Asset Information on the Distribution page
- Step 4: Complete the PO as you would normally

**Step 1: Determine Description, PO Category Code, Account Code, and Asset Profile ID to use for each PO Line**

When you create a Purchase Order (PO) for an asset, it is important to enter the correct *PO Category Code*, *Account Code*, and *Asset Profile ID*. The PO line *Description* becomes the description for the asset. The table below describes how these PO fields relate to the asset that will be created in the Asset Management Module.

Field Name	How the Field Relates to Asset Purchasing
<b>PO Line Description</b>	The first 30 characters of the <i>Description</i> field on the PO line becomes the Asset description in the Asset Management Module. The Description can be edited in the Asset Management Module at a later time, if necessary.

Field Name	How the Field Relates to Asset Purchasing
<b>Profile ID</b>	<p>The <i>Profile ID</i> tells SWIFT that this purchase is an asset that should be processed into the Asset Management Module. If a <i>Profile ID</i> is defaulted or entered for the PO line, an asset will be created.</p> <p><i>Profile IDs</i> determine values in the Asset Management Module, such as the <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><i>Profile IDs</i> for Sensitive, Non-Capital, and Donated Assets begin with the following naming convention:</p> <ul style="list-style-type: none"> <li>• Sensitive: "SEN" (SEN_EQUIP – Sensitive Asset – Equipment)</li> <li>• Non-Capital: "NCP" (NCP_EQP04 – Non-Capital Equipment – 4 Yrs)</li> <li>• Donated: "DON" (DON_EQUIP – Donated Equipment)</li> </ul>
<b>Category Code (PO)</b>	<p>The PO <i>Category</i> code describes your purchase. Some <i>Category Codes</i> relate to a default <i>Profile ID</i> that will be entered automatically. You will need to review the defaulted <i>Profile ID</i> and possibly change or remove it.</p> <p><b>Note:</b> Some agencies enter <i>Item Numbers</i>, rather than <i>Category Codes</i>. <i>Item Numbers</i> are linked to default <i>Category Codes</i> which can be linked to default <i>Profile IDs</i>.</p>
<b>Account Code</b>	<p>The default <i>Account Code</i> related to the <i>Category Code</i> you select may need to be changed for the asset you are purchasing. For example, if you are purchasing equipment that costs over \$30,000, you may need to change the default <i>Account Code</i> from "471606 Equipment- Non Capital" to "470606 Equipment-Capital".</p>

To determine the correct information to enter, you may need to contact your Asset Coordinator. You can also view queries available in the SWIFT Query Viewer. The queries listed below display available codes and defaults and can be downloaded into Microsoft Excel format. Refer to the "[Running SWIFT Queries for Asset Purchasing](#)" topic for additional information.

Query Name	Description/Use
<b>M_PO_GBL_CATEGORY_DEFAULTS</b>	List of <b>all</b> PO <i>Category Codes</i> , along with associated <i>Profile ID</i> 's (if any), default <i>Account Codes</i> , and <i>Descriptions</i> .
<b>M_CG_GBL_CATEGORIES_ASSETS (Categories with Asset Profile)</b>	List of PO <i>Category Codes</i> which are associated with Asset Management <i>Profile ID</i> 's.
<b>M_AM_GBL_ASSET_PROFILE</b>	Lists current Asset <i>Profile ID</i> 's, along with corresponding <i>Asset Category</i> and <i>Asset Type</i> .

1. For this topic example, we will use the *Category Code* "45100000" for printing and publishing equipment. The purchase price is \$9,000, below the Capital Equipment threshold of \$30,000, so we will accept the

default *Account Code* “471606” and the default *Profile ID* “NCP\_EQP05” for non-capital equipment with a useful life of five years.

- If we were purchasing printing and publishing equipment that costs \$30,000 or more, we would change the *Account Code* to “470606” for capital equipment, and we would change the *Profile ID* to “EQUIP05” for capital equipment with a useful life of five years.

Ex.	PO Category Code	Available Account Codes	Profile ID
1.	45100000 - Printing and publishing equip	<b>Default:</b> 471606 - Equipment-Non Capital	<b>Default:</b> NCP_EQP05 - Non-Capital Equipment - 5 Yrs
2.	45100000	470606 - Equipment-Capital	Change default to “EQUIP05”
	45100000	413001 - Supplies, Materials, And Parts	Remove default because supplies are not an asset.
	45100000	414004 - Equipment Rental	Remove default because rentals are not an asset.

**Step 2: Enter the PO Line with Correct PO Category and Description**

When you create a Purchase Order (PO) for an asset, you will enter the PO as you would normally, but be aware that the first 30 characters of the PO Line *Description* becomes the *Asset Description* and the *PO Category Code* you select may or may not bring in a default *Asset Profile ID*.

- Navigation Links:** Purchasing, Purchase Orders, Add/Update PO.
- Complete the Add a New Value tab as you would normally. The *Maintain Purchase Order* page displays.**

The screenshot displays the 'Maintain Purchase Order' interface. Key fields include: Business Unit: G1001, Origin: 513, Management Analysis & Developmt, PO Status: Open, Budget Status: Not Ch'kd, PO ID: NEXT, Approval Exception, Copy From: [dropdown], PO Date: 09/24/2015, Vendor ID: 0000205972, Vendor: RICOH AMER-001, Buyer: 00637298, Anderson-Moser, Brenda Annette, PO Reference: [blank], Billing Location: G104THFL00. The Amount Summary shows Merchandise: 9,000.00, Freight/Tax/Misc.: 0.00, Total Amount: 9,000.00 USD. The Lines table has one entry: Line 1, Item [blank], Description: Scanner, Printer, PO Qty: 1.0000, UOM: EA, Category: 45100000, Price: 9,000.00000, Merchandise Amount: 9,000.00, Status: Open.

- Complete the *Maintain Purchase Order* page as you would normally, making sure to enter the correct coding for each PO Line that should generate an asset as described below:

Field Name	Field Description
<b>PO Line Description</b>	The first 30 characters of the <i>Description</i> field on the PO line becomes the asset <i>Description</i> in the Asset Management Module. The <i>Description</i> for the Asset can be edited in the Asset Management Module after the asset is created.
<b>Category Code (PO)</b>	Select the PO <i>Category Code</i> that describes the purchase as you would normally. The <i>Category Code</i> may or may not relate to a default <i>Profile ID</i> that you will verify in the next step.  <b>Note:</b> Some agencies enter <i>Item</i> numbers, rather than <i>Category Codes</i> . <i>Item</i> numbers are linked to <i>Category Codes</i> which can be linked to default <i>Profile IDs</i> .

- WARNING! The *Receiving Required* field on **Receiving** Tab should be set to “Required” (the default). You should use the receiving process to create an asset in the Asset Management module.

The screenshot shows the 'Maintain Purchase Order' page with the following details:

- Business Unit:** G1001
- Origin:** 513 Management Analysis & Developmt
- PO Status:** Open
- Budget Status:** Not Chk'd
- PO ID:** NEXT
- Vendor:** RICOH AMER-001
- Buyer:** Anderson-Moser, Brenda Annette
- PO Date:** 09/21/2015
- Vendor ID:** 0000205972
- PO Reference:**
- Billing Location:** G104THFL00
- Doc Tol Status:** Valid
- Agency Reference:**
- Receipt Status:** Not Recvd
- Doc Type:** DPO-Departmental Purchase Order
- Dispatch Method:** Email
- Amount Summary:** Merchandise: 0.00, Freight/Tax/Misc.: 0.00, Total Amount: 0.00 USD

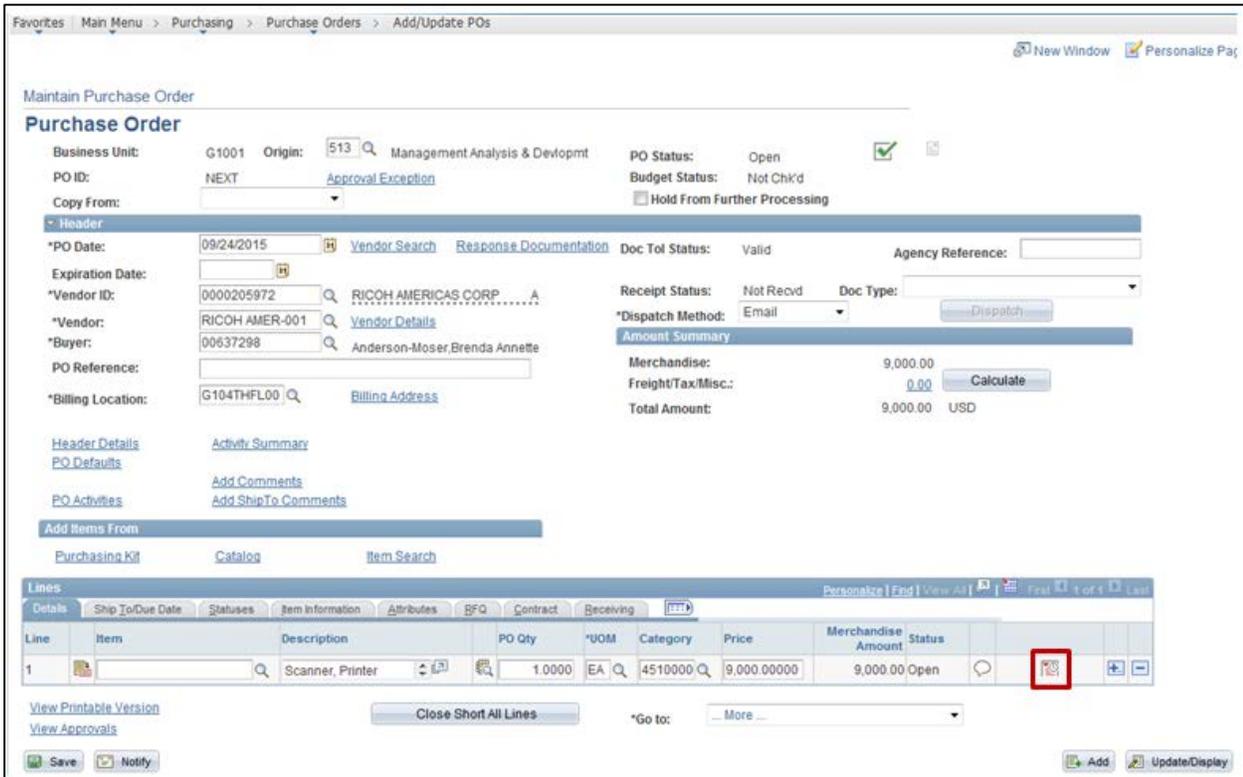
In the **Receiving** tab, the table below shows the 'Receiving Required' field for line 1 is set to 'Required':

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1		Scanner, Printer	Required			

### Step 3: Verify/Enter the Asset Information on the Distribution page

You'll need to review the *Account Code* and the asset information for each distribution of the PO line.

1. For each PO Line, click on the **Schedule** () icon in the Line **Details** tab.

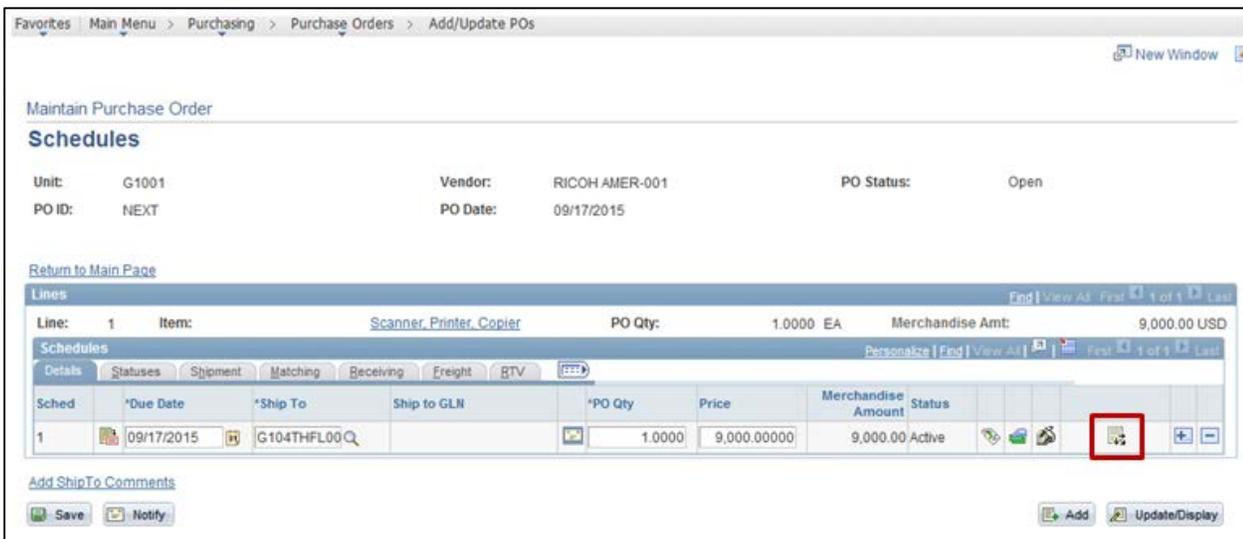


The screenshot shows the 'Maintain Purchase Order' interface. The 'Purchase Order' header includes fields for Business Unit (G1001), PO ID (NEXT), and Vendor (RICOH AMERICAS CORP). The 'Lines' table below has the following data:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Scanner, Printer	1.0000	EA	4510000	9,000.00000	9,000.00	Open

The 'Schedule' icon in the 'Lines' table is highlighted with a red box.

2. On the *Schedules* page, click on the **ChartFields** () icon on Schedules **Detail** tab. The *Distributions for Schedule 1* page displays.



The screenshot shows the 'Schedules' page. The 'Schedules' table below has the following data:

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	09/17/2015	G104THFL00		1.0000	9,000.00000	9,000.00	Active

The 'ChartFields' icon in the 'Schedules' table is highlighted with a red box.

3. Enter the ChartFields as you would normally, making sure to verify the default *Account Code* and change, if necessary.

Field Name	Field Description
Account Code	Verify that the default <i>Account Code</i> is correct for the asset. Change the code, if necessary. For example, if you are purchasing equipment that costs over \$30,000, you may need to change the default <i>Account Code</i> from “471606 Equipment-Non Capital” to “470606 Equipment-Capital”.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

### Distributions for Schedule 1

Unit: G1001 Vendor: RICOH AMER-001  
 PO ID: NEXT Item: Scanner Printer  
 Line: 1  
 Schedule: 1 Status: Active

\*Distribute By: Quantity Schedule Qty: 1.0000  
 Merchandise Amount: 9,000.00 USD  
 Doc. Base Amount: 9,000.00 USD

SpeedChart: Multi-SpeedCharts

Dist	Status	Percent	PO Qty	Merchandise Amount	Budget Status	Budg Dt	*GL Unit	Fund	Fin DeptID	AppropID	*Account	SW Cost	Agcy Cost
1	Open	100.0000	1.0000	9,000.00	Not Ch'k'd	09/24/2015	MN001	5200	G103761	G100086	471606		

OK Cancel

4. Click on the **Asset Information** tab.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

### Distributions for Schedule 1

Unit: G1001 Vendor: RICOH AMER-001  
 PO ID: NEXT Item: Scanner Printer Copier  
 Line: 1  
 Schedule: 1 Status: Active

\*Distribute By: Quantity Schedule Qty: 1.0000  
 Merchandise Amount: 9,000.00 USD  
 Doc. Base Amount: 9,000.00 USD

SpeedChart: Multi-SpeedCharts

Dist	Status	Percent	PO Qty	Merchandise Amount	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Des
1	Open	100.0000	1.0000	9,000.00	G1	NCP_EQP05C							

OK Cancel

5. For each Distribution, verify and update the asset information, if necessary, as described below.

Field Name	Field Description
<b>AM Unit</b>	<p>The <i>AM Unit</i> will be entered automatically if the <i>PO Category Code</i> you selected related to a default <i>Profile ID</i>.</p> <ul style="list-style-type: none"> <li>If you need to add a <i>Profile ID</i>, enter the <i>AM Unit</i> first. This is the same as the <i>Business Unit</i>.</li> <li>If the PO Line <b>should not generate an asset</b>, remove the <i>AM Unit</i> and the <i>Profile ID</i> information.</li> </ul>
<b>Asset Profile ID</b>	<p>The <i>Asset Profile ID</i> identifies the purchase as an asset that should be generated into the Asset Management Module. <i>Profile IDs</i> also determine values in the Asset Management Module, such as the asset's <i>Asset Type</i>, <i>Asset Category</i>, <i>Useful Life</i> and <i>Depreciation Method</i>.</p> <ul style="list-style-type: none"> <li>A default <i>Profile ID</i> may be defaulted automatically based on the <i>PO Category Code</i> you selected.</li> <li>If the <i>Profile ID</i> is incorrect, change it. For example, if you are purchasing equipment that has a useful life of five years, you may need to change the <i>Profile ID</i> from "NCP_EQP10: Non-capital Equipment – 10 Yrs" to "NCP_EQP05: Non-capital Equipment – 5 Yrs".</li> <li>If you need to add a <i>Profile ID</i>, you'll need to enter that <i>AM Unit</i> first.</li> <li>If the PO Line <b>should not generate an asset</b>, remove the <i>AM Unit</i> and the <i>Profile ID</i> information.</li> </ul>
<b>Cap #</b>	State of Minnesota does not use.
<b>Sequence</b>	State of Minnesota does not use.

Field Name	Field Description
Tag Number	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags. Check with your Asset Coordinator for your agency's policy. <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.
Empl ID	Optionally, click on the <b>Lookup</b> icon and select an <i>Employee ID</i> of the custodian for this asset. This information can also be entered later using the <i>Basic Add</i> page.

**Step 4: Complete the Purchase Order as you would normally.**

Submit the Purchase Order for approval, Budget Check, and Dispatch the Purchase Order as you would normally.

The Asset record will be created in the Asset Management Module after the purchase has been received. Refer to the "[Receiving Assets Decision Process](#)" topic for additional information on the Receiving Process that should be used.

The screenshot shows the 'Maintain Purchase Order' interface. Key sections include:

- Business Unit:** G1001, Origin: 513, Management Analysis & Developmt
- PO ID:** 3000003300, Approval Exception
- PO Status:** Dispatched
- Budget Status:** Valid
- Header Section:**
  - \*PO Date: 09/17/2015
  - \*Vendor ID: 0000205972, RICOH AMERICAS CORP
  - \*Vendor: RICOH AMER-001
  - \*Buyer: 00637298, Anderson-Moser, Brenda Annette
  - \*Billing Location: G104THFL00
- Amount Summary Table:**

Merchandise:	9,000.00	
Freight/Tax/Misc.:	686.25	
Total Amount:	9,686.25	USD
Encumbrance	9,686.25	USD
Balance:		
- Lines Table:**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Scanner, Printer, Copier	1.0000	EA	45100000	9,000.00000	9,000.00	Approved