

QUICK REFERENCE GUIDE

November 1, 2019

Add Costs with a New Funding String (ADD)

This guide covers adding costs with a new funding string.

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.

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 navigate to the page directly as described in the options below.

Option 1: From Search for an Asset Page

1. Navigate to the *Search for an Asset* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Search for an Asset.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter. The Search for an Asset page displays by default.

2. Enter asset search criteria to search for the asset you want to work with. Refer to the [“Use the Search for an Asset Page”](#) guide 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: Parent ID:

Category: Location: Area ID:

Asset ID: %1135 Asset Status: In Service Impairment Processing:

Tag Number: Profile ID: Group ID:

Serial ID: Threshold ID:

Approval Pending [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

 Drill-Down To:

Search Results - Select One Asset to Continue

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Asset Information Asset Cost Information Acquisition Details Owner/Custodian Work Maintenance Work Maintenance 2 More... ||>

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001135	Latitude E6540 BTX, Cat. No. s	IT Hardware				In Service

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

Option 2: Navigate Directly to Cost Adjust/Transfer Page

- Navigate to the *Cost Adjust/Transfer* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Lifecycle, left-menu, Update Assets, Cost Adjust/Transfer page.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Manage Assets, Cost Adjust/Transfer Asset.

- 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.

Field	Field Description
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 =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Include History Case Sensitive

[Basic Search](#)

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.

Main Transaction

Unit G1001 Asset ID 00000001135 Latitude E6540 BTX, Cat. No. s Tag In Service

Main Transaction

Copy Changes to Other Books

Transaction Date 11/26/2018

Accounting Date 11/26/2018

Transaction Code

Rate Type CRRNT

Copy to Other Books Options

Transfer Other Books by Amount

Adjust Other Books By Amount

Include Convention Exclude Convention

Action Addition

GO!

[Audit Logs](#)

- 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.

Cost Information

Unit G1001 Asset ID 00000001135 Latitude E6540 BTX, Cat. No. s Tag In Service [Change Location](#)

Book 1 of 1 View All

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

Edit Cost Information

Adjust All Rows By Percent Quantity Cost Curr USD **Apply** + -

Quantity 1.0000 Cost 2,174.15 Salvage 0.00 Category SENHW Cost Type Unit G1001

Chartfields

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000	G1037000	G100007					

Adjust Current Row By USD **Apply**

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

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

- 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.

Cost Information

Edit Cost Information

Adjust All Rows By Percent Quantity Cost Curr USD **Apply** + -

Quantity 1.0000 Cost 2,174.15 Salvage 0.00 Category SENHW Cost Type Unit G1001

Chartfields

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000	G1037000	G100007					

Adjust Current Row By USD **Apply**

Quantity 0.0000 Cost 0.00 Salvage 0.00 Category Cost Type Unit G1001

Chartfields

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project

Adjust Current Row By USD **Apply**

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> .

Edit Cost Information

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

Quantity: Cost: Salvage: Category: Cost Type: Unit:

Chartfields

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Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
<input type="text" value="1000"/> <input type="button" value="Q"/>	<input type="text" value="G1037000"/> <input type="button" value="Q"/>	<input type="text" value="G100007"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>				

Adjust Current Row By: USD Apply

Quantity: Cost: Salvage: Category: Cost Type: Unit:

Chartfields

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Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
<input type="text" value="5200"/> <input type="button" value="Q"/>	<input type="text" value="G1031500"/> <input type="button" value="Q"/>	<input type="text" value="G100085"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>				

Adjust Current Row By: USD Apply

1. 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.

Field	Field Description
Financial Department ID	<p>Click on the Lookup icon to select a valid <i>Financial Department ID</i>.</p> <p>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.</p> <p>The <i>Fin Dept ID</i> is an 8-character alphanumeric identifier.</p>
Appropriation ID (CF3)	<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 Account (Class)	Optionally, click on the Lookup icon to select a Sub Account.
Project	<p>Optionally, click on the Lookup icon and select a <i>Project ID</i>.</p> <p><i>Project IDs</i> are defined by your agency. They are used to track project and grant transactions.</p> <p>The <i>Project</i> is a 15-character alphanumeric identifier.</p>
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.

2. After making your changes, click on the **Save** button. Transactions are only saved by clicking on the **Save** button.
3. View the *Cost History* page for the asset to see the addition.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review. The Asset Cost History page displays by default.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Asset Review, Review Cost.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Cost History List

Cost History Detail

Non Cap History List

Non Cap History Detail

Unit G1001
Asset ID 00000001135
Latitude E6540 BTX, Cat. No. s
Tag
In Service

Book ?
Q | < | > | 1 of 1 | View All

Book Name MINN
Minnesota State Book
Currency USD
[Audit Logs](#)

Total Cost 2,674.15

Asset Cost Information ?

Q
< | > | 1-2 of 2 |

Cost

Chartfields

||>

	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	04/03/2015	ADD		1.0000	2,174.15	Detail
2	11/26/2018	ADD			500.00	Detail

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