

QUICK REFERENCE GUIDE

November 1, 2019

Change or Delete Pending Cost Transaction

If you have a cost transaction that was entered incorrectly and Depreciation Calculation has not been run for the transaction, it can be changed or deleted using this page. You can determine if depreciation is pending for the transaction by viewing the *Open Transactions* page. (Refer to the “[View Open Transactions](#)” guide for instructions.)

WARNING! If you’re not sure how to use this page, please contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us.

Note: Inter-Unit Transfers (Cost Adjustments/Transfer Asset) cannot be changed or deleted with this function.

Steps to complete:

- Step 1: Search for the Cost Transaction
- Step 2: Select an Option to Perform
 - Option 1: Update to change fields of the Cost record
 - Option 2: Delete to delete the Entire Transaction
 - Option 3: Edit to Change the Dates

Step 1: Search for the Cost Transaction

1. Navigate to the Change/Delete Pending Trans page using the instructions below:

| Navigation Options | Navigation Path |
|-----------------------|---|
| Navigation Collection | Accounting, Asset Management, Asset Processes. The Change/Delete Trans page opens by default. |

2. At the *Change/Delete Pending Trans* page, enter search criteria to locate the transaction.

Change/Delete Pending Trans

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Business Unit =

Asset Identification begins with

Transaction Date =

Accounting Date =

Description begins with

Case Sensitive

[Basic Search](#)

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| 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. |
| Transaction Date | Enter a specific transaction date or leave blank to see all dates. |
| Accounting Date | Enter a specific accounting date or leave blank to see all dates. |

3. Click on the **Search** button.
4. Click on an entry in the **Search Results**, if necessary. The *Pending Trans Update/Delete* page displays.

Pending Trans Update/Delete

Unit G1001 Asset ID 00000000840 PRINTER Tag 1094554 In Service

Search: 1 of 1 | View All

| | | |
|------------------|----------------------|----------------------|
| Book Name | MINN | Minnesota State Book |
| Transaction Type | ADD | Asset Addition |
| Date/Time Stamp | 02/22/2019 1:51:29PM | |
| Transaction Date | 02/22/2019 | |
| Accounting Date | 02/22/2019 | |
| Transaction ID | 236 | |
| User ID | 01159 | |

Currency USD

[Update](#)

[Delete...](#)

[Edit Trans Info...](#)

[Audit Logs](#)

To keep books in synch, remember to make changes to all books.

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

5. View the information on the page.
 - The Header displays the Business Unit, Asset ID and description, Tag Number, and Asset Status.
 - The Transaction Type, Date/Time Stamp, Transaction and Accounting Dates, Transaction ID and User ID display of the left side of page.
 - You can click on the *Audit Logs* link to view additional information in a new window.

Step 2: Select an Option and Complete Entries

Next, you'll select the button for the action you want to take on the cost record. The three options are described below and instructions are covered in the upcoming pages.

| Option | Description |
|----------------------------------|--|
| Option 1: Update | Select the Update button to change fields of the Cost record. This option is available for the following transactions: Add (Cost Addition) ADJ (Cost Adjustment) RCT (Recategorization) TRF (Transfer between CF's) |
| Option 2: Delete | Select the Delete button to delete the entire transaction. This option is also available for the Add, ADJ, RCT, and TRF. |
| Option 3: Edit Trans Info | Select the Edit Trans Info to change dates. This option is available for the Add, ADJ, RCT, TRF, and RET (Retirement). |

Option 1: Update

If you selected Update, the page that displays and the fields available for editing vary, depending on the type of financial transaction selected. Examples for Add, Adjustment, Recategorization, and Transfer are provided below.

- Add (Cost Addition) fields: ChartFields, Category, Accumulated Depreciation, Quantity, and Cost.

The screenshot shows the 'Asset Addition' form. At the top, it displays 'Book Name MINN Minnesota State Book' and 'Currency USD'. Below this, there are radio buttons for 'Depreciation Status' with 'Non Depreciable' selected, and a checkbox for 'Accum Depr in Current Pd'. The 'In Service Date' is set to '06/07/1999'. The 'Asset Transaction Detail' section contains a table with one row highlighted in red:

| Fund | Fin DeptID | Appropriation ID (CF3) | Project | Category | Cost Type | Accum Depr | Quantity | Cost | Cu |
|-------|------------|------------------------|---------|----------|-----------|------------|----------|--------|----|
| \$200 | G1031500 | G100085 | | SENHW | | 0.000 | 0.0000 | 300.00 | US |

At the bottom of the form are 'OK', 'Cancel', and 'Refresh' buttons.

- ADJ (Cost Adjustment): Quantity and Cost.

Asset Adjustment

Book Name MINN Minnesota State Book Currency USD

In Service Date 06/07/1999

Depreciation Status
 Depreciable
 Non Depreciable
 Accum Depr in Current Pd

Asset Transaction Detail

Chartfields

| Fund | Fin DeptID | Appropriation ID (CF3) | Project | Category | Cost Type | Accum Depr | Quantity | Cost | Cur |
|------|------------|------------------------|---------|----------|-----------|------------|----------|--------|-----|
| 2000 | G1034410 | G100095 | | SENHW | | 0.000 | 0.0000 | 400.00 | USD |

OK Cancel Refresh

- RCT (Recategorization): Category.

Asset Recategorization

Book Name MINN Minnesota State Book Currency USD

Asset Transaction Detail

Chartfields

| IN/OUT | Fund Code | Financial Department ID | SW Cost | Sub Account (Class) | Project | Agency Cost 1 (CF1) | Agency Cost 2 (CF2) | Appropriation ID (CF3) | Category | Cost Type | Quantity | Cost |
|--------|-----------|-------------------------|---------|---------------------|---------|---------------------|---------------------|------------------------|----------|-----------|----------|--------|
| In | 2000 | G1034410 | | | | | | G100095 | IT_HW | | 1.0000 | 100.00 |

OK Cancel Refresh

- TRF (Transfer between CF's): ChartFields

Asset Transfer

Book Name MINN Minnesota State Book Currency USD

Asset Transaction Detail

Chartfields

| IN/OUT | Fund Code | Financial Department ID | SW Cost | Sub Account (Class) | Project | Agency Cost 1 (CF1) | Agency Cost 2 (CF2) | Appropriation ID (CF3) | Category | Cost Type | Quantity | Co |
|--------|-----------|-------------------------|---------|---------------------|---------|---------------------|---------------------|------------------------|----------|-----------|----------|--------|
| In | 1000 | G1034410 | | | | | | G100095 | SENHW | | 1.0000 | 100.00 |

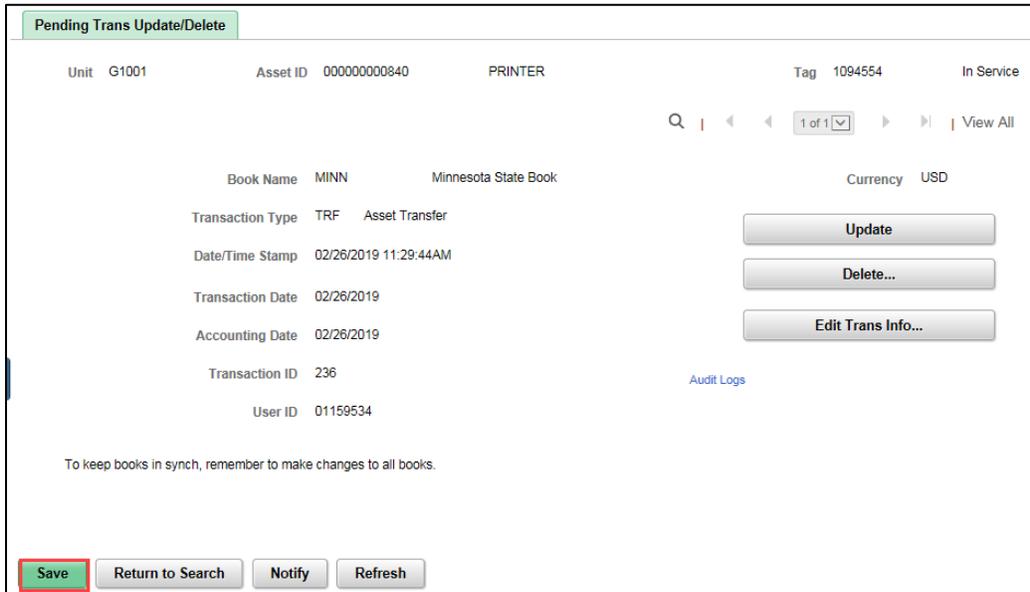
OK Cancel Refresh

1. Make changes to the fields as desired.
2. Click on the **OK** button.

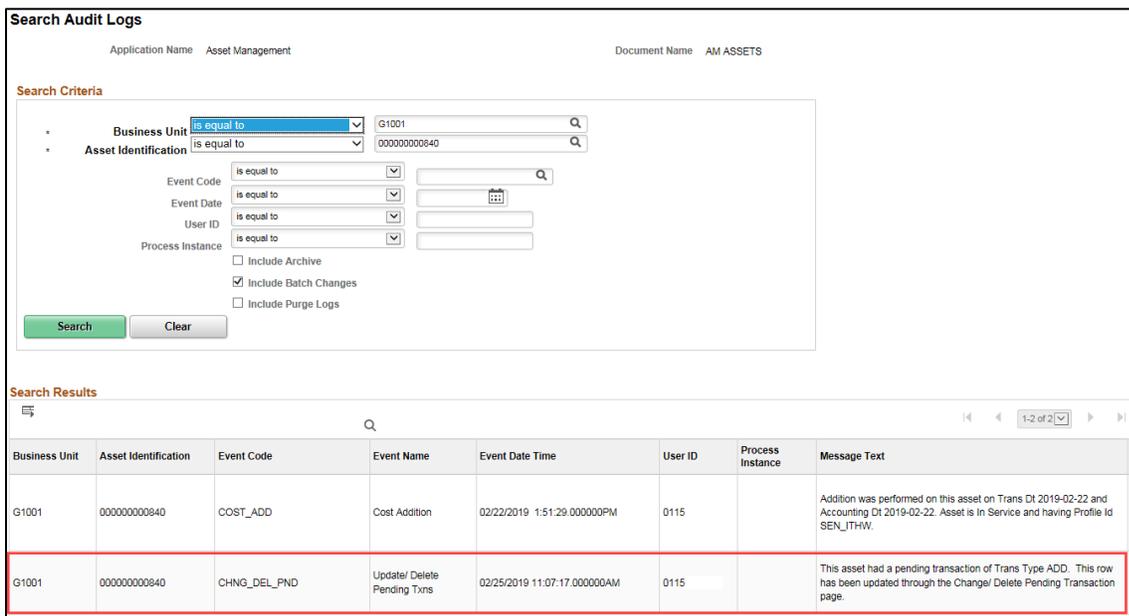
3. A message displays indicating that you have updated the pending transaction and instructing you to save the transaction to commit the change. Click on the **OK** button.



4. At the *Pending Trans Update/Delete* page, click on the **Save** button.



5. If you click on the *Audit Logs* link, the information is updated to display a row with the Event Code "CHNG_DEL_PND" and Event Name "Update Delete Pending Trans". The message text indicates that the asset had a pending transaction which has been updated by the *Change/Delete Pending Transaction* page.



Option 2: Delete

If you selected the **Delete** option, the entire transaction will be deleted. No other changes can be done.

1. When you select **Delete**, the *Cost/Adjust* page related to the financial transaction displays. Click on the **OK** button.

Asset Addition

Book Name: MINN Minnesota State Book Currency: USD

In Service Date: 06/07/1999

Depreciation Status: Depreciable Non Depreciable Accum Depr in Current Pd

Asset Transaction Detail

| Fund | Fin DeptID | Appropriation ID (CF3) | Project | Category | Cost Type | Accum Depr | Quantity | Cost | Cu |
|------|------------|------------------------|---------|----------|-----------|------------|----------|--------|----|
| 5200 | G1031500 | G100085 | | SENHW | | 0.000 | 0.0000 | 300.00 | US |

Buttons: **OK** (highlighted), Cancel, Refresh

2. A message displays indicating that you have updated the pending transaction and instructing you to save the transaction to commit the change. Click on the **OK** button.

Save confirms this pending transaction update. (8010,115)

You have updated this pending open transaction. Pressing Save commits this change to the database. If there are multiple books that you want to affect, be sure to update the other books before saving.

Buttons: **OK** (highlighted)

3. The *Pending Trans Update/Delete* page displays. Only the **Delete** button displays and is disabled.
4. Click on the **Save** button. The transaction is deleted.

Pending Trans Update/Delete

Unit: G1001 Asset ID: 000000000840 PRINTER Tag: 1094554 In Service

Book Name: MINN Minnesota State Book Currency: USD

Transaction Type: ADD Asset Addition

Date/Time Stamp: 02/22/2019 1:51:29PM

Transaction Date: 02/25/2019

Accounting Date: 02/25/2019

Transaction ID: 236 Audit Logs

User ID: 01159534

To keep books in synch, remember to make changes to all books.

Buttons: **Save** (highlighted), Return to Search, Notify, Refresh

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- The transaction will no longer display in Cost History; however, the activity will display in the *Audit Logs*. When you click on the *Audit Logs* link, the history will show entries for the original adjustment entry and the deletion. The deletion entry will have the Event Code “CHNG_DEL_PND” and Event Name “Update Delete Pending Trans”. The message text will indicate that the asset had a pending transaction which has been deleted by the *Change/Delete Pending Transaction* page.

Search Audit Logs

Application Name: Asset Management Document Name: AM ASSETS

Search Criteria

Business Unit: is equal to G1001

Asset Identification: is equal to 000000000840

Event Code: is equal to

Event Date: is equal to

User ID: is equal to

Process Instance: is equal to

Include Archive

Include Batch Changes

Include Purge Logs

Search Results

| Business Unit | Asset Identification | Event Code | Event Name | Event Date Time | User ID | Process Instance | Message Text |
|---------------|----------------------|--------------|-----------------------------|------------------------------|---------|------------------|---|
| G1001 | 000000000840 | COST_ADD | Cost Addition | 02/22/2019 1:51:29.000000PM | 0115 | | Addition was performed on this asset on Trans Dt 2019-02-22 and Accounting Dt 2019-02-22. Asset is in Service and having Profile Id SEN_JTHW. |
| G1001 | 000000000840 | CHNG_DEL_PND | Update/ Delete Pending Trns | 02/25/2019 11:07:17.000000AM | 0115 | | This asset had a pending transaction of Trans Type ADD. This row has been updated through the Change/ Delete Pending Transaction page. |

Option 3: Edit Trans Info

If you selected the **Edit Trans Info** button, the *Transaction Information* page displays.

- Change the *Transaction* and/or *Accounting Date*.

Transaction Information

Trans Date: 02/22/2019

Acctg Date: 02/22/2019

Trans Code: [Dropdown]

OK Cancel Refresh

- Click on the **OK** button. The *Pending Trans Update/Delete* page displays.
- Click on the **Save** button to finish the change.

Note: When updating dates on a Retirement record, the change of the *Transaction* and/or *Accounting Date(s)* are recorded on the Cost and Open TRANS tables when saved. The Retirement table record will be updated when the Depreciation Calculation process runs.