

QUICK REFERENCE GUIDE

November 1, 2019

Change the Funding String for an Asset (TRF)

This guide covers changing the funding string for an asset.

There are times when you need to change the funding string for an asset. This may be necessary for many reasons, including a transfer from one department to another within the same Business Unit (an IntraUnit transfer). The *Cost Adjust/Transfer Asset* page is used for these transactions.

- You will select the “Transfer” (TRF) action on the *Cost Adjust/Transfer Asset* page and enter the changes to the funding string.
- You can also change the location for an asset from these pages.
- 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: Optionally, change the Location for the Asset
- Step 4: Edit the Funding String in the ChartFields section

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 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: %1142 | 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

Search | Clear | Drill-Down To: Asset Cost Adjust/Transfers | **GO!**

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001142	Samsung UN28H4000 - see detail	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

1. 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.

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
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.
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 "In Service", "Disposed", or "Received (Not in Service)".

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

Search
Clear
Basic Search
Save Search Criteria

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 change (Transfer) 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 “Transfer” action is used to change an existing funding string. Select “Transfer” from the **Action** drop-down listing to add a “TRF” entry for the asset that can be viewed in the *Cost History* pages.

Main Transaction

Unit G1001 Asset ID 000000001142 Samsung UN28H4000 - see detail Tag In Service

Main Transaction

Transaction Date 11/26/2018

Accounting Date 11/26/2018

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 Transfer

GO!

[Audit Logs](#)

- Click on the **GO!** button. The **Cost Information** tab displays showing the current funding string in the **Chartfields** section.

The screenshot shows the 'Cost Information' tab with the following details:

- Unit: G1001, Asset ID: 00000001142, Samsung UN28H4000 - see detail, Tag: In Service, Change Location
- Book: MINN, Minnesota State Book, Base Currency: USD, Convention: Actual Month
- Cost History: Expanded to show funding string
- Edit Cost Information: Quantity 1.0000, Cost 1,722.00, Salvage 0.00, Category SENHW, Cost Type, Unit G1001
- Chartfields (highlighted in red):

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000	G1039000	G100009					

- The **Cost History** section can be expanded to display the funding string for the asset, including the *Category* code.

Step 3: Optionally, Change the Asset Location

You can change the Location for the asset from this page, if necessary.

- Click on the *Change Location* link in the header section (on the right). The *Asset Location Transfer* page displays.

The 'Change Asset Location' dialog box shows:

- Location: 3104THFL0 x (highlighted in red)
- Area ID: (empty)
- Buttons: OK (highlighted in red), Cancel

- Click on the **Lookup** button for the *Location* and select a new location.

Note: The State of Minnesota does not use the Area ID field.

- Click on the **OK** button to return to the **Cost Information** tab.

Step 4: Edit the Funding String in the ChartFields section

Next, you will make the necessary changes to the funding string.

Note: It is recommended that you only change ChartField information during a “Transfer” action.

1. Enter changes to the funding string in the **Chartfields** section. Fields available for editing include:

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.
Financial Department ID	Click on the Lookup icon to select a valid <i>Financial Department ID</i> . 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. The <i>Fin Dept ID</i> an 8-character alphanumeric identifier.
Appropriation ID (CF3)	Click on the Lookup icon to select an <i>Appropriation ID</i> . 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. The <i>Approp ID</i> is a 7-character alphanumeric identifier.
Sub Account (Class)	Optionally, click on the Lookup icon to select a Sub Account.

Field	Field Description
Project	Optionally, click on the Lookup icon and select a <i>Project ID</i> . <i>Project IDs</i> are defined by your agency. They are used to track project and grant transactions. The <i>Project</i> is a 15-character alphanumeric identifier.
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.

Note: If you save before making changes to the ChartFields, you will receive the below error message indicating that you have selected the “Transfer” action but you have not made any change to the ChartFields. You are requested to either change the Trans type (Action) or change one of the cost row’s ChartFields.



- After making your changes, click on the **Save** button. Transfers are only saved by clicking on the **Save** button.

3. View the *Cost History* page for the asset to see the adjustment.

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.

Cost History List	Cost History Detail	Non Cap History List	Non Cap History Detail								
Unit G1001 Asset ID 00000001142 Samsung UN28H4000 - see detail Tag In Service											
Book ⓘ											
Book Name MINN Minnesota State Book Currency USD		Audit Logs									
Total Cost 1,722.00											
Asset Cost Information ⓘ											
Q											
⌵											
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail	Trans Type	In/Out	Fund	Fin DeptID	Appropriation ID (CF3)	SW Cost
1 05/11/2015	ADD		1.0000	1,722.00	Detail	ADD		1000	G1039000	G100009	
2 11/26/2018	TRF	O	-1.0000	-1,722.00	Detail	TRF	O	1000	G1039000	G100009	
3 11/26/2018	TRF	I	1.0000	1,722.00	Detail	TRF	I	5200	G1037610	G100086	

Note: There are two new transactions recorded for the asset: A negative transaction moving the cost out of the original funding string; and a positive transaction, moving the cost to the funding string recorded on the transfer.