

## QUICK REFERENCE GUIDE

November 1, 2019

### Convert an Asset with Multiple Quantity

An asset can be generated with multiple quantities in the Asset Management Module if the purchase order line has multiple quantities and the items are not “serialized” in the receipt process as instructed in the [“Receive Assets with Multiple Quantities”](#) guide.

This guide covers the steps you will need to take in the Asset Management Module to convert an asset with a multiple quantity to multiple assets, each with a quantity of one. These steps can be performed after the voucher information has been generated in the Asset Management Module and a cost record has been created for the asset.

First, you will use the *Cost Adjust/Transfer Asset* page to adjust the existing asset to a quantity of “1” with the cost of a single item. Next, you will copy the asset to create as many assets as you need.

#### 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: Adjust the Quantity and Cost of the Existing Asset
- Step 4: Run Depreciation Calc for the Asset
- Step 5: Navigate to the Create Asset Copies page for the Asset you want to Copy
- Step 6: Make Copies of the Asset
- Step 7: Update the Copied Asset Records

### 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.

**Search for an Asset**

**Asset Search Criteria**

Unit: G0201, Book: , Parent ID: , Category: , Location: , Area ID: , Asset ID: %3650, 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: G0201, Receipt Unit: G0201, 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
G0201	000000003650	DRAWINGS	Furniture	ART_ANTIQUES	DDC00019		In Service

4. Select the asset you want to copy 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 *Asset Cost Adjust/Transfers* displays.

- **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
<b>Navigation Collection</b>	Accounting, Asset Management, Asset Lifecycle, left-menu, Update Assets, Cost Adjust/Transfer page.
<b>WorkCenter</b>	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
<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> .
<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.
<b>Description</b>	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 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  [Basic Search](#)

3. Click on the **Search** button.
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
<b>*Transaction Date</b>	The <i>Transaction Date</i> is the date that will be used for recording the transaction and used in the Depreciation Calculation. Accept the default current date or enter a different date.
<b>*Acctg Date</b>	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.
<b>Transaction Code</b>	State of Minnesota does not use.
<b>Rate Type</b>	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. Select "Adjustment" from the **Action** drop-down listing to add an "ADJ" entry for the asset that can be viewed in the Cost History component. Adjustment is used for a positive or negative cost or quantity adjustment for an existing funding string.

Main Transaction

Unit G0201      Asset ID 000000003650      DRAWINGS      Tag DDC00019      In Service

**Main Transaction**

Transaction Date 11/28/2018  Copy Changes to Other Books

Accounting Date 11/28/2018 **Copy to Other Books Options**

Transaction Code

Rate Type

Transfer Other Books by

Adjust Other Books By

Include Convention

Action Adjustment GO! [Audit Logs](#)

Save
Return to Search
Previous in List
Next in List
Notify
Update/Display
Include History

3. Click on the **GO!** button. The **Cost Information** tab displays showing the current *Quantity*, *Cost*, and *Salvage* amounts in the **Edit Cost Information** section.

Unit: G0201, Asset ID: 000000003650, DRAWINGS, Tag: DDC00019, In Service: Change Location

Book: MINN, Minnesota State Book, Base Currency: USD, Convention: Actual Month

Quantity: 10.0000, Cost: 500.00, Salvage: 0.00, Category: SENFF, Cost Type: , Unit: G0201

### Step 3: Adjust the Quantity and Cost of the Existing Asset

Next, you will adjust the quantity and cost information of the existing asset on **Cost Information** tab.

1. Overwrite the existing Quantity to “1” and overwrite the Cost with the cost of one asset.

Unit: G0201, Asset ID: 000000003650, DRAWINGS, Tag: DDC00019, In Service: Change Location

Book: MINN, Minnesota State Book, Base Currency: USD, Convention: Actual Month

Quantity: 1, Cost: 50.00, Salvage: 0.00, Category: SENFF, Cost Type: , Unit: G0201

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000	G0231081	G021100					

Adjust Current Row By: USD, Apply

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History

2. Click on the **Save** button. Adjustments 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
<b>Navigation Collection</b>	Accounting, Asset Management, Asset Review. The Asset Cost History page displays by default.
<b>WorkCenter</b>	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Asset Review, Review Cost.

Unit G0201 Asset ID 00000003650 DRAWINGS Tag DDC00019 In Service

Book ① 1 of 1 View All

Book Name MINN Minnesota State Book Currency USD

Total Cost 50.00 Audit Logs

Asset Cost Information ② 1-2 of 2

Cost	Chartfields	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
		1 07/01/2011	ADD		10.0000	500.00	<a href="#">Detail</a>
		2 11/28/2018	ADJ		-9.0000	-450.00	<a href="#">Detail</a>

## Step 4: Run Depreciation Calc for the Asset

You must run the **Depreciation Calculation** process before proceeding to the next step. Refer to the instructions in the [“Run Depreciation Calculation between Transactions”](#) guide.

## Step 5: Navigate to the Create Asset Copies page for the Asset you want to Copy

Next, you will navigate to the *Create Asset Copies* page for the asset you want to copy. The *Search for an Asset* page navigation is displayed below. You can also navigate directly to the *Copy Asset* page:

**Navigation:** Accounting, Asset Management, Asset Lifecycle navigation collection, Copy Existing Asset.

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

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Asset Management, Search for an Asset.
<b>WorkCenter</b>	Accounting, Asset Management, the Search for an Asset page displays by default.

2. Enter asset search criteria to search for the asset you want to copy. 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 copy by clicking on the button for the asset in the Search Results.
5. Select the “Copy Asset” component from the **Drill Down To** listing.

6. Click on the **GO!** button. The *Create Asset Copies* page displays in a new window.

**Search for an Asset**

**Asset Search Criteria**

Unit <input type="text" value="G0201"/>	Book <input type="text"/>	Parent ID <input type="text"/>
Category <input type="text"/>	Location <input type="text"/>	Area ID <input type="text"/>
Asset ID <input type="text" value="000000003650"/>	Asset Status <input type="text" value="In Service"/>	Impairment Processing <input type="text"/>
Tag Number <input type="text"/>	Profile ID <input type="text"/>	Group ID <input type="text"/>
Serial ID <input type="text"/>	Threshold ID <input type="text"/>	

Approval Pending [Chartfield Search Criteria](#)

[Additional Search Criteria](#)

**Acquisition Details**

PO Unit <input type="text"/>	Receipt Unit <input type="text"/>	AP Unit <input type="text"/>	PC Bus Unit <input type="text"/>
PO No <input type="text"/>	Receipt No <input type="text"/>	Voucher <input type="text"/>	Project ID <input type="text"/>

**Retrieve** ?

Cost Information  Acquisition Information  Location  Non Capital Asset  Custodian  Lease

**Search**  Drill-Down To:  **GO!**

**Search Results - Select One Asset to Continue**

1-1 of 1

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input checked="" type="radio"/> G0201	000000003650	DRAWINGS	Furniture	ART_ANTIQUES	DDC00019		In Service

## Step 6: Make Copies of the Asset

1. On the *Create Asset Copies* page, you will enter the number of copies you want, along with some key information for the asset including *Descriptions*, *Tag Numbers*, and *Serial ID's*.

**Warning:** The copies are generated when you click on the **Save** button. Make sure to review your entries before you save.

2. Complete the **Create Asset Copies** header information.

Field	Field Description
<b>Business Unit</b>	Verify the Business Unit.
<b>Original Asset ID</b>	Verify the Original Asset ID.
<b>Acquisition Date</b>	Accept the default current date or enter a different <i>Acquisition Date</i> .
<b>Currency</b>	Accept the default "USD". State of Minnesota does not use.
<b>Num of Asset Copies to create</b>	Accept the default "1" or enter a different number of copies to create.
<b>Trans Date</b>	The <i>Transaction Date</i> is the date that will be used for recording the transaction and used in the Depreciation Calculation.

Field	Field Description
<b>Acctg Date</b>	The <i>Accounting Date</i> is the date for the General Ledger entry. (The date must be in an open Accounting Period and cannot be before the transaction date.)
<b>Rate Type</b>	Accept the default "USD". State of Minnesota does not use.

- In the **Asset Copy Options** section, it is recommended that you uncheck the *Asset Acquisition Info* checkbox. Accept all other defaults.

**Note:** If the *Asset Acquisition Info* box is left checked, the original purchase details for the multiple quantities will be copied to the new asset(s) and this could create confusion. The next step covers how you can enter a description on the **Acquisition Detail** tab for the copied asset(s), indicating that the assets were split from the original asset and providing the original asset number for reference.

- By default, the **Asset** section displays one copy record. If you are making multiple copies, enter any information in this record that all of the copies have in common, such as the *Description*. When you create the additional records, information from the first record will be populated to the additional records.

The screenshot shows the 'Create Asset Copies' interface. Key elements include:

- Business Unit:** G0201
- Original Asset ID:** 00000003650
- Acquisition Date:** 11/28/2018
- \*Currency:** USD
- Num of Asset Copies to create:** 9
- Trans Date:** 11/28/2018
- Acctg Date:** 11/28/2018
- Trans Code:** (Dropdown menu)
- \*Rate Type:** CRRNT
- Asset Copy Options:**
  - Asset Acquisition Info
  - Asset Non Capitalized Cost
  - Asset Maintenance Info
  - Asset Inspection Info
  - Asset Comments
  - Asset Attributes Info
  - Asset Warranty Info
  - Asset Attribute Groups Info
  - Asset License/Register Info
  - Asset Lease Info
  - Asset Insurance Info
- Asset Section:**
  - \*Asset ID:** NEXT
  - Description:** DRAWINGS
  - Tag Number:** (Input field)
  - Serial ID:** (Input field)
  - Financial Parent ID:** (Input field)
  - Physical Component of:** (Input field)
- Book Section:**
  - Book: MINN, Minnesota State Book, Base Currency: USD
  - Table with columns: Quantity, Cost, Currency, Salvage Value, Currency, Category, Cost Type.
  - Table Row 1: Quantity: 1.0000, Cost: 50.00, Currency: USD, Salvage Value: 0.00, Currency: USD, Category: SENFF, Cost Type: (Input field)

- Click on the **Create Assets** button. Records are generated in the **Asset** Section for the number of asset copies you have requested.

- For each record created, complete the **Asset** section as described below.

Field	Field Description
<b>Asset ID</b>	Accept the default of “NEXT” (NEXT2, NEXT3, etc.) in the <i>Asset Identification</i> field and SWIFT will automatically assign the next available number(s) after you save.
<b>*Description</b>	Enter the Asset’s <i>Description</i> , if not previously entered. The field length is 30 characters. You may use the description from the original asset or enter a different description. If you do not enter a description, the default description related to the <i>Profile ID</i> will be populated and this should be avoided.
<b>Taggable Asset</b>	The <i>Taggable Asset</i> checkbox defaults to checked, depending on the Profile ID selected. Change the default, if necessary. This field is used to indicate that the asset can be tracked using a tag.
<b>Tag Number</b>	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags. Tag Numbers must be unique within a Business Unit. This information can also be entered later using the <i>Basic Add</i> pages. The field length is 12 characters.
<b>Serial ID</b>	Optionally, enter a <i>Serial ID</i> for the asset. Serial ID’s do not have to be unique. This information can also be entered later using the <i>Basic Add</i> component. The field length is 20 characters.

- After entering and reviewing all of the information, click on the **Save** button. **Warning!** This cannot be reversed. You may need to scroll to the bottom of the page to locate the button.
  - The assets are created with the *Asset ID(s)* displayed in the **Asset** section. Make note of the new Asset ID(s).

The screenshot displays the 'Asset' management interface. At the top, there are two asset entry forms. The first asset has an ID of 000001414971, description 'DRAWINGS', tag number 'DDC00019A', and a cost of 50.00 USD. The second asset has an ID of 000001414972, description 'DRAWINGS', tag number 'DDC00019B', and a salvage value of 0.00 USD. Below the asset forms is a 'Book' section showing 'Minnesota State Book' with a base currency of USD. A 'Cost' table is visible with columns for Quantity, Cost, Currency, Salvage Value, Currency, Category, and Cost Type. The table contains one row with a quantity of 1.0000, a cost of 50.00, and a salvage value of 0.00.

## Step 6: Review and Update the Copied Assets with Basic Add

Next, you will navigate to the *Basic Add* page and review and update the copied assets. The menu navigation is shown below. You can also use the *Search for an Asset* page to search for the asset and select the “Asset Basic Information” component from the **Drill-Down To** drop-down menu (refer to the [“Use the Search for an Asset Page”](#) guide for additional instructions).

- Navigate to the *Basic Add* page using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Asset Management, Asset Life Cycle, left-menu, Basic Add.
<b>WorkCenter</b>	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Manage Assets, Basic Add.

- At the *Asset Basic Information* page, enter search criteria to locate the asset you want to work with. 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> .
<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.

**Asset Basic Information**

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

▼ **Search Criteria**

Business Unit =

Asset Identification >=

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

Include History
  Case Sensitive

[Basic Search](#)

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to work with. The *Basic Add* page displays. The **General Information** tab for the first copied asset shows the information copied from the original asset and entered on the *Copy Asset* page.

Unit G0201    Asset ID 000001414971    DRAWINGS    Tag DDC00019A    In Service

**Asset Information**

Description     Short Desc

CAP #      Seq #

Taggable Asset    Tag Number

Asset Class      Auction Status

Asset Type Furniture

Asset Subtype ART\_ANTIQUES      Art and Antiques Collections     Capitalized Asset

\*Asset Status In Service

Acquisition Date 11/28/2018      New Asset

Placement Date 11/28/2018      Available For Use

Collateral Asset

\*Acquisition Code Purchased      In Physical Use

FERC Code

Financing Code

Fair Value 0.000    Appraisal Date

Replacement Cost     Last Update

Index Name

SubIndex Name

Parent/Child None

Profile ID SEN\_FURN      Parent ID

Composite Asset    Region Code

Composite Asset ID

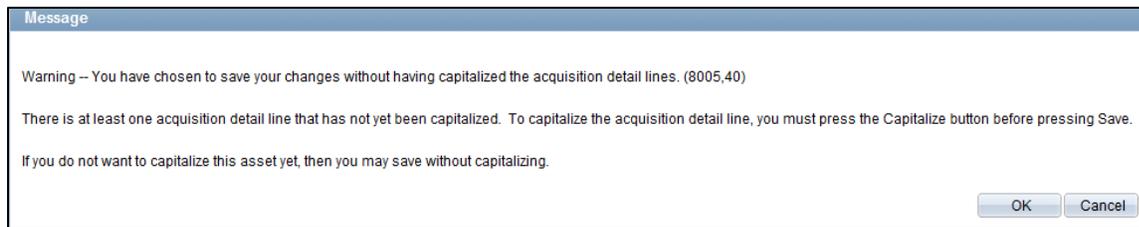
- Click on the **Asset Acquisition Detail** tab or link on the bottom of the page. Because we did not copy the Asset Acquisition Detail from the original asset to the copied asset, only the quantity displays in the **Acquisition Details** section and there is no information displayed in the *Interfaces Info* or *Acquisition Detail ChartFields* pages.
- Enter a *Description* referencing the *Asset ID* number for the original asset so that the Acquisition Details for this asset can be viewed by looking up the original asset; for example “Split from Asset 00000003650”. (This is not the same *Description* field found on the **General Information** tab.)

The screenshot shows the 'Asset Acquisition Detail' form in the 'Asset Lifecycle' application. The form is divided into several sections:

- Acquisition Details:** Contains fields for Description (Split from 00000003650), System Source, Incentive ID, Quantity (1.0000), Amount (0.00), Sales Tax (0.00), Use Tax (0.00), Freight (0.00), Misc Charge (0.00), Total Amount (\$0.00), and \*Capitalize (To be Capitalized).
- Capitalization Information:** Includes Profile ID (SEN\_FURN), Rate Type (CRRNT), Default Book (MINN), Trans Date (11/28/2018), Acctg Date (11/28/2018), and a 'Capitalize' button. A summary table shows 'Left to Capitalize' with a quantity of 1.0000 and an amount of 0.00 USD.
- Buttons:** A 'Save' button is highlighted in green at the bottom left. Other buttons include 'Return to Search', 'Previous in List', 'Next in List', 'Add', 'Update/Display', and 'Include History'.

- Optionally, enter the cost for this asset in the *Amount* field.
- If you enter cost information, you must change the *Capitalize* field to “Already Capitalized” before you save. If you save before making this change, you will see a warning message indicating that you have entered acquisition detail that has not been capitalized. Click the **OK** button, if you receive the message.

**WARNING! Do not press the Capitalize button.** Entering cost information on this page is for reference only.



9. Make any additional updates on the *Basic Add* pages, as you would normally. (Refer to the [“Create \(or Update\) Assets with Basic Add”](#) guide for instructions.)
10. Click on the **Save** button to save your changes.

## Step 7: Review the Cost History for the Copied Assets

View the *Cost History* page for the copied assets to verify the result. The menu navigation is shown below. You can also use the *Search for an Asset* page to search for the asset and select the “Asset Cost History” component from the **Drill-Down To** drop-down menu (refer to the [“Use the Search for an Asset Page”](#) guide for additional instructions).

1. Navigate to the *Asset Cost History* page using one of the options below.

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

### Asset Cost History

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 =

Capitalized Asset =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Review Cost* page displays.
5. Review the cost information displayed. The **Cost** tab displays the Accounting Date, Quantity of "1" and Unit Cost entered on the original asset. The **ChartFields** tab displays the funding string. Refer to the "[View Cost History](#)" guide for additional information on viewing these pages.

Cost History List	Cost History Detail	Non Cap History List	Non Cap History Detail		
Unit G0201	Asset ID 000001414971	DRAWINGS	Tag DDC00019A In Service		
<b>Book</b> <span>?</span> <input type="text"/>   <input type="button" value="1 of 1"/>   <a href="#">View All</a>					
Book Name MINN	Minnesota State Book	Currency USD	<a href="#">Audit Logs</a>		
Total Cost 50.00					
<b>Asset Cost Information</b> <span>?</span> <input type="text"/>   <input type="button" value="1-1 of 1"/>					
<a href="#">Cost</a>	<a href="#">Chartfields</a>	▶			
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 11/28/2018	ADD		1.0000	50.00	<a href="#">Detail</a>