

QUICK REFERENCE GUIDE

November 1, 2019

View Cost History

After entering financial transactions for an asset, you should view the results on the *Review Cost History* pages to ensure that the transaction you entered had the desired results. You can view the cost history and all the asset's transactions from the *Review Cost History* page.

This guide covers how to review an asset's cost history.

Steps to complete:

- Step 1: Navigate to the Cost History page for the Asset
- Step 2: View the Cost History List tab
- Step 3: View the Cost History Detail Tab

Step 1: Navigate to the Asset Cost History page for the Asset

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

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.

2. At the *Asset Cost History* page, enter search criteria to locate the asset you want to view. Commonly used options are described below:

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

[Basic Search](#)

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.

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* pages display.

Step 2: View the Cost History List tab

The *Review Cost* pages display basic cost information for the asset and all transactions entered for the asset. The **Cost History List** and **Cost History Detail** tabs are used to view cost history for a capitalized asset.

Note: The **Non Cap History List** and **Non Cap History Detail** tabs are not used in Minnesota.

1. View the **Cost History List** tab for the asset. Information provided in each section of the page is described below.

The screenshot shows the 'Cost History List' tab selected. The header section contains the following information: Unit G1001, Asset ID 000000001215, Scanner/Printer, Tag, and In Service. The Book section displays Book Name MINN, Minnesota State Book, Currency USD, and Total Cost 5,393.75. The Asset Cost Information section displays a table with the following data:

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 11/29/2018	ADD		1.0000	5,393.75	Detail

- The **Header** section displays the *Business Unit*, *Asset ID*, *Description*, *Tag* (if any), and *Status* for the asset.
- The **Book** section displays the *Book Name* and *Total Cost*.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The **Asset Cost Information** section has two tabs. The **Cost** tab displays the information described below:

Cost Tab Fields	Description
Number	The transaction number displays in the first column.
Acctg Date	The <i>Accounting Date</i> for the transaction.
Trans Type	The <i>Transaction Type</i> . Common types include: ADD – Cost addition ADJ – Cost Adjustment TRF – Transfer Cost (change of funding string or transfer between Business Units) RCT -- Recategorization
In/Out	Information displays in this column for Transfer and Recategorization transactions: O -- Out; I – In.
Quantity	The <i>Quantity</i> for the transaction.
Total Cost	The <i>Total Cost</i> for the transaction.
Detail link	Clicking on the <i>Detail</i> link for the transaction, brings you to the related row on the Cost History Detail tab.

Asset Cost Information

Cost | Chartfields

	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	11/29/2018	ADD		1.0000	5,393.75	Detail

- The **Chartfields** tab displays information described below:

Asset Cost Information

Cost | Chartfields

	Trans Type	In/Out	Fund	Fin DeptID	Appropriation ID (CF3)	SW Cost	Sub Acct	Project	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Category	Cost
1	ADD		5200	G1037610	G100086						NCPEQ	

Chartfields Tab Fields	Description
Number	The transaction number displays in the first column.
Trans Type	The <i>Transaction Type</i> displays from the Cost tab displays.

Chartfields Tab Fields	Description
In/Out	The In/Out information from the Cost tab displays.
ChartFields	The funding string for the transaction displays including <i>Fund, Fin Dept ID, SW Cost, Sub Acct, Project, Agency Cost 1, Agency Cost 2, Approp ID, and Asset Category</i> .
Detail link	Clicking on the <i>Detail</i> link for the transaction, brings you to the related row on the Cost History Detail tab.

Step 3: View the Cost History Detail tab

Many of the same fields in the **Asset Cost Information** section display on this page; however, the name/description of the codes are also supplied. For example, both the number and the name of the *Fund, Fin Dept ID, Project, Asset Category, and Approp ID* display.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The *User ID* for the person who entered the transaction is displayed on this page. A value that starts with “FIOPR” represents a batch processing transaction.
- The **Interunit Transfer Information** section displays the receiving or sending agency’s *Business Unit* and *Asset ID*, if there was an Interunit Transfer.
- The *Date/Time Stamp* indicates when the transaction was done.