

## QUICK REFERENCE GUIDE

November 1, 2019

### Create Assets with Copy Asset

You can create an asset by copying an existing asset that has financial and physical information similar to the new asset that you want to create. After the asset is created you can use the *Basic Add* page to add or change physical information for the asset.

#### Steps to complete:

- Step 1: Navigate to the Create Asset Copy page
- Step 2: Enter Information on the Create Asset Copies page
- Step 3: Review the Copied Assets and Update, if Necessary

#### Step 1: Navigate to the Create Assets Copy page

Begin by navigating to the *Create Assets Copy* page for the asset you want to copy. You can use the *Search for an Asset* page or the *Copy Asset* page options described below to access the page.

#### 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 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" page from the **Drill Down To** listing.
6. Click on the **GO!** button. The **Create Asset Copies** tab displays.

### Search for an Asset

**Asset Search Criteria**

Unit:  Book:  Parent ID:

Category:  Location:  Area ID:

Asset ID:  Asset Status:  Impairment Processing:

Tag Number:  Profile ID:  Group ID:

Serial ID:  Threshold ID:

Approval Pending 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  Drill-Down To:

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

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status	
<input checked="" type="radio"/>	G0201	000001414818	2018 Ford Fusion SE	Fleet		1828782	10201	In Service

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

## Option 2: From Copy Existing Asset page

1. Navigate to the *Copy an Existing Asset* page using the instructions below:

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Asset Management, Asset Life Cycle, left-menu, Copy Existing Asset.

2. At the *Copy Asset* page, enter search criteria to locate the asset you want to copy. 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>	Enter the <i>Tag Number</i> of the asset you want to copy.
<b>Description</b>	Optionally, enter information contained in the description of the asset you want to copy. 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.

Field	Field 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)".

**Copy Asset**

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 =

Threshold ID begins with

Case Sensitive

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

Search Results

View All 1-1 of 1

Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Status	Threshold ID
G0201	000001414818	1828782	(blank)	2018 Ford Fusion SE	In Service	(blank)

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 copy. The **Create Asset Copies** tab displays.

## Step 2: Enter Information on the Create Asset Copies page

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

**Create Asset Copies**

Business Unit: G0201

Original Asset ID: 000001414818      2018 Ford Fusion SE

Acquisition Date:

\*Currency: USD

Num of Asset Copies to create:  [Create Assets](#)

Trans Date:

Acctg Date:

Trans Code:

\*Rate Type: CRRNT

[Audit Logs](#)

**Asset Copy Options**

**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> (Display Only)	Displays the <i>Business Unit</i> selected on the <i>Copy Asset</i> page.
<b>Original Asset ID</b> (Display Only)	Displays the <i>Asset ID</i> selected on the <i>Copy Asset</i> page.
<b>Acquisition Date</b>	Accept the default current date or enter a different <i>Acquisition Date</i> . This is date on which the asset was acquired.
<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 the asset begins service. Calculated depreciation will begin on this date. This date must be the same or earlier that the <i>Accounting Date</i> . 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 entry. It determines the period in the General Ledger to which the transaction is to be posted. (The date must be in an open Accounting Period.) Accept the default current date or enter a different date.

**Note:** The *Trans Code* and *Rate Type* fields are not used in Minnesota.

The screenshot displays the 'Create Asset Copies' interface. At the top, there are input fields for Business Unit (G0201), Original Asset ID (000001414818), Acquisition Date (11/20/2018), \*Currency (USD), and Num of Asset Copies to create (2). A 'Create Assets' button is visible. Below this, there are fields for Trans Date (11/20/2018), Acctg Date (11/20/2018), Trans Code, and \*Rate Type (CRRNT). The 'Asset Copy Options' section includes fields for Asset ID (NEXT), Description (2018 Ford Fusion SE), Tag Number, Serial ID, Financial Parent ID, and Physical Component of. The 'Book' section shows 'MINN' and 'Minnesota State Book' with a 'Base Currency' of 'USD'. The 'Cost' section features a table with columns for Quantity, Cost, Currency, Salvage Value, Currency, Category, and Cost Type. The table contains one row with values: Quantity 1.0000, Cost 26,472.96 USD, Salvage Value 9,265.54 USD, and Category FLEET. At the bottom, there are 'Save', 'Return to Search', 'Notify', and 'Refresh' buttons.

3. You will normally accept the default selections in the **Asset Copy Options** section.

**Asset Copy Options**

<input checked="" type="checkbox"/> Asset Acquisition Info	<input checked="" type="checkbox"/> Asset Comments	<input checked="" type="checkbox"/> Asset License/Register Info
<input type="checkbox"/> Asset Non Capitalized Cost	<input checked="" type="checkbox"/> Asset Attributes Info	<input checked="" type="checkbox"/> Asset Lease Info
<input checked="" type="checkbox"/> Asset Maintenance Info	<input checked="" type="checkbox"/> Asset Warranty Info	<input checked="" type="checkbox"/> Asset Insurance Info
<input checked="" type="checkbox"/> Asset Inspection Info	<input checked="" type="checkbox"/> Asset Attribute Groups Info	

4. 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.

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

**Asset**

\*Asset ID  Description  Financial Parent ID

Taggable Asset Tag Number  Physical Component of

Serial ID

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

Book MINN Minnesota State Book Base Currency USD

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**Cost** Q | << 1-1 of 1 >> |

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
<input type="text" value="1.0000"/>	<input type="text" value="26,472.96"/>	USD	<input type="text" value="9,265.54"/>	USD	<input type="text" value="FLEET"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>

\*Asset ID  Description  Financial Parent ID

Taggable Asset Tag Number  Physical Component of

Serial ID

---

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

Book MINN Minnesota State Book Base Currency USD

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**Cost** Q | << 1-1 of 1 >> |

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
<input type="text" value="1.0000"/>	<input type="text" value="26,472.96"/>	USD	<input type="text" value="9,265.54"/>	USD	<input type="text" value="FLEET"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>

6. Complete the **Asset** section as described below.

Field	Field Description
*Asset ID	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.

Field	Field Description
<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 <i>Profile ID</i> selected. Change the default, if necessary. This field is used to indicate that the asset can be tracked using a tag. This information can also be entered later using the <i>Basic Add</i> page.
<b>Tag Number</b>	Enter a <i>Tag Number</i> if your agency uses asset tags. <i>Tag Numbers</i> must be unique within a <i>Business Unit</i> . This information can also be entered later using the <i>Basic Add</i> page. The field length is 12 characters.
<b>Serial ID</b>	Optionally, enter a <i>Serial ID</i> for the asset. <i>Serial ID's</i> do not have to be unique. This information can also be entered later using the <i>Basic Add</i> page. The field length is 20 characters.
<b>Financial Parent ID</b>	State of Minnesota does not use.
<b>Physical Component of:</b>	State of Minnesota does not use.

7. Normally, you will not change information in the **Cost** section.
8. After entering and reviewing all of the information, click on the **Save** button. 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. This action cannot be reversed. Make note of the new *Asset ID(s)* for future reference.

**Asset**

\*Asset ID 000001414964 Description 2018 Ford Fusion SE Financial Parent ID

Taggable Asset Tag Number  Physical Component of

Serial ID

**Book** 1 of 1

Book MINN Minnesota State Book Base Currency USD

**Cost** 1-1 of 1

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	26,472.96	USD	9,265.54	USD	FLEET <input type="button" value="Q"/>	<input type="button" value="Q"/>

\*Asset ID 000001414965 Description 2018 Ford Fusion SE Financial Parent ID

Taggable Asset Tag Number  Physical Component of

Serial ID

**Book** 1 of 1

Book MINN Minnesota State Book Base Currency USD

**Cost** 1-1 of 1

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	26,472.96	USD	9,265.54	USD	FLEET <input type="button" value="Q"/>	<input type="button" value="Q"/>

### Step 3: Review the Copied Assets and Update, if Necessary

It is a good idea to navigate to other pages in Asset Management to ensure that the assets were created as expected and determine if additional entries are necessary. For example, you can view the copied assets in *Basic Add* and change or add any additional information for the copied asset(s), if desired. (Refer to the [“Create \(or Updating\) Asset with Basic Add”](#) guide.) You could also review cost and depreciation information using the instructions provided in Lesson 2: “Maintaining Asset Financials”.