

## QUICK REFERENCE GUIDE

November 1, 2019

### Create (or Update) Assets with Basic Add

This guide covers how to use the *Basic Add* pages to create new assets or update existing assets.

Agencies should establish a policy regarding how optional fields on these pages should be used. Your agency may need a unique combination of available fields to maintain different types of assets. Additionally, ten user-defined fields are available to use at your agency's discretion.

- If you create an asset using the *Express Add* page, you can use this page to add more detailed Physical Information.
- The *Basic Add* page does not require you to enter Financial Information.
- If the asset has multiple funding sources, it is recommended that you use *Express Add*, rather than the *Basic Add* pages. With *Express Add*, you can enter multiple funding sources on one page.

#### Steps to complete:

- Step 1: Navigate to the Basic Add Pages to Begin Creating or Updating an Asset
- Step 2: Enter Information on the General Information tab
- Step 3: Enter information on the Location/Comments/Attributes tab
- Step 4: Enter information on the Operational/Maintenance tab (Optional)
- Step 5: Enter information on the Asset Acquisition Detail tab (includes Capitalization)
- Step 6: Enter information on the Manufacturer/License/Custodian tab (Optional)
- Step 7: Enter information on the User Defined Fields tab (Optional)

### Step 1: Navigate to the Basic Add pages to Begin Creating or Updating an Asset

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

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

2. If you are updating an existing asset, search for and select the asset to update using **Find an Existing Value** tab and proceed to Step 2.
3. If you are creating a new asset, click on the **Add a New Value** tab to begin creating a new asset.

4. Accept the default *Business Unit* or enter the **Business Unit**. This is a required field.
5. Accept the default of "NEXT" in the *Asset Identification* field and SWIFT will automatically assign the next available number after you save the asset.

### Asset Basic Information

Find an Existing Value
Keyword Search
Add a New Value

Business Unit

Asset Identification

Add

6. Click on the **Add** button and the **General Information** tab displays.

## Step 2: Enter Asset Information on the General Information tab

The **General Information** tab is used to record basic information regarding the asset.

1. Enter information for the asset on the **General Information** tab as described in the table below. Required fields are preceded with an asterisk (\*).

General Information
Operation/Maintenance
Asset Acquisition Detail
Location/Comments/Attributes
Manufacture/License/Custodian

Unit: G0201      Asset ID: 000001414966      Tag: ABC1234567      In Service

#### Asset Information

Description: 2018 FORD Focus GL Red 123456	Short Desc: 2018FORD
CAP #: <input type="text"/>	Seq #: <input type="text"/>
<input checked="" type="checkbox"/> Taggable Asset	Tag Number: ABC1234567
Asset Class: <input type="text"/>	Auction Status: Not allowed to be Auctioned
Asset Type: Fleet	<input type="checkbox"/> Capitalized Asset
Asset Subtype: <input type="text"/>	<input checked="" type="checkbox"/> New Asset
*Asset Status: In Service	<input type="checkbox"/> Available For Use
Acquisition Date: 11/20/2018	<input type="checkbox"/> In Physical Use
Placement Date: 11/20/2018	
Collateral Asset: <input type="text"/>	
*Acquisition Code: Purchased	
FERC Code: <input type="text"/>	
Financing Code: <input type="text"/>	
Fair Value: 0.00 USD	Appraisal Date: <input type="text"/>
Replacement Cost: <input type="text"/>	Last Update: <input type="text"/>
Index Name: <input type="text"/>	
Subindex Name: <input type="text"/>	
Parent/Child: None	Parent ID: <input type="text"/>
Profile ID: FLEET04	Region Code: <input type="text"/>
<input type="checkbox"/> Composite Asset	Composite Asset ID: <input type="text"/>

Book Page      [Set R and D Info...](#)  
Fair Value Details      [Attachments \(0\)](#)  
      [Audit Logs](#)

Field	Field Description
<b>*Description</b>	Enter the Asset's description. The field length is 30 characters.
<b>Short Desc</b>	Optionally, enter a short description. If no value is entered, SWIFT defaults the short name to the first 10 characters of the <i>Description</i> field.
<b>CAP #</b>	State of Minnesota does not use.
<b>Seq #</b>	State of Minnesota does not use.
<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 will be tracked using a tag.
<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> . The field length is 12 characters.
<b>Asset Class</b>	State of Minnesota does not use.
<b>*Asset Type</b>	The <i>Asset Type</i> will populate automatically with a default based on the <i>Profile ID</i> after the asset is saved.
<b>Asset Subtype</b>	Optionally, click on the <b>Lookup</b> and select an <i>Asset Subtype</i> . The <i>Asset Type</i> must be entered first to see a list of appropriate <i>Subtype</i> values.
<b>*Asset Status</b>	Accept the default "In Service".
<b>Acquisition Date</b>	Accept the default current date or enter a different date. This is the date on which the asset was acquired.
<b>Placement Date</b>	Accept the default current date or enter a different date. This is the date on which the asset was placed into service.
<b>Collateral Asset</b>	State of Minnesota does not use.
<b>Acquisition Code</b>	Accept the default of "Purchased" or select a different code from the drop-down listing. This field is used to indicate how the asset was acquired and it is used to help classify assets for reporting purposes. Other options are available from the drop-down list but they are seldom used.
<b>FERC Code</b>	State of Minnesota does not use.
<b>Financing Code</b>	State of Minnesota does not use.
<b>Fair Value</b>	State of Minnesota does not use.
<b>Replacement Cost</b>	State of Minnesota does not use.
<b>Last Update</b>	State of Minnesota does not use.
<b>Index Name</b>	State of Minnesota does not use.
<b>SubIndex Name</b>	State of Minnesota does not use.

Field	Field Description
<b>Parent/Child</b>	Accept the default of “None” or, if the asset is part of a Parent/Child relationship, select the correct value from the drop-down list. Options include: “Parent” or “Child”. Parent assets must be designated as “Parent” before the Child assets are set up.
<b>Parent ID</b>	If “Child” is selected in the <i>Parent/Child</i> field, click on the <b>Lookup</b> icon and select the <i>Parent Asset ID</i> .
<b>*Profile ID</b>	<p>Select the <i>Profile ID</i> from the drop-down list.</p> <p>Profile IDs determine default values for the asset, such as <i>Asset Type, Asset Category, Useful Life, Depreciation Method / Status, and Salvage Value</i>.</p> <p>For example, the <i>Profile ID</i> “EQUIP05” is used for capital assets that should have an <i>Asset Type</i> of “Equipment”, an <i>Asset Category</i> of “EQUIP”, a <i>Useful Life</i> of 5 years (60 months), and a depreciation method of “Straight Line (SL)”.</p> <p><i>Profile IDs</i> for Sensitive, Non-Capital, and Donated Assets begin with the following naming convention:</p> <ul style="list-style-type: none"> <li>• Sensitive: “SEN” (SEN_EQUIP – Sensitive Asset – Equipment)</li> <li>• Non-Capital: “NCP” (NCP_EQP04 – Non-Capital Equipment – 4 Yrs.)</li> <li>• Donated: “DON” (DON_EQUIP – Donated Equipment)</li> </ul> <p>The SWIFT query “M_AM_GBL_ASSET_PROFILE” lists all the available <i>Profile IDs</i>. The Asset Management WorkCenter includes a link to this query (select the Reports/Queries tab).</p>
<b>Region Code</b>	State of Minnesota does not use.
<b>Capitalized Asset (Display Only)</b>	The <i>Capitalized Asset</i> box is checked when an asset has been capitalized.
<b>New Asset</b>	The <i>New Asset</i> box is checked by default.
<b>Available for Use</b>	Defaults to unchecked. Use the <i>Available for Use</i> checkbox to indicate if the asset is available for use.
<b>In Physical Use</b>	Defaults to unchecked. Use the <i>In Physical Use</i> checkbox to indicate if the asset is in physical use.
<b>Composite Asset ID</b>	State of Minnesota does not use.
<b>Book Page Link (bottom of page)</b>	The <i>Book Page</i> hyperlink will open the <i>Book - Depreciation</i> page for active assets where you can view depreciation settings for the asset. Use the <i>Go to Asset Basic Information</i> link to return to the <i>Basic Add</i> pages.

Field	Field Description
<b>Set R and D Info Link</b> (bottom of page)	State of Minnesota does not use.
<b>Attachments Link</b>	Click on the <i>Attachments</i> link to add attachments. There is a 31 KB limit for attachments.
<b>Fair Value Details Link</b>	State of Minnesota does not use.

### Step 3: Enter information on the Location/Comments/Attributes tab

You will record an asset’s location on **Location/Comments/Attributes** tab. If an asset changes location, you will need to create a new location record with a new effective date by clicking on the **Add Row** (Plus Sign +).

- After you enter the location information, you can save the asset and proceed to enter information on the other tabs.

The screenshot shows the 'Location/Comments/Attributes' tab selected. The 'Location' section is expanded, showing the following fields and values:

- Effective Date: 11/20/2018
- Location: G020040000 (highlighted with a red box)
- Area ID: [Empty]
- Address 1: 5420 OLD HWY 8
- City: ARDEN HILLS
- County: RAMSEY
- State: MN (Minnesota)
- Country: USA (United States)
- Postal: 55112-4901
- Effective Sequence: [Empty]
- Building: [Empty]
- Floor #: [Empty]
- Room#: [Empty]
- Latitude: [Empty]
- Longitude: [Empty]

1. Click on the **Location/Comments/Attributes** tab or the link at the bottom of the page.
2. If you need to change the existing Location, click on the **Add Row** (Plus Sign +) to begin a new record.
3. Complete the **Location** section as described below.

Field	Field Description
<b>Effective Date</b>	The <i>Effective Date</i> is the date the asset was placed at this location. Accept the default current date or enter a different date. This date cannot precede existing records.

Field	Field Description
<b>Effective Sequence</b>	If more than one record exists for the same date, a sequence number is needed to determine the order. The system will assign this number and it should not be changed.
<b>*Location</b>	Click on the <b>Lookup</b> icon and select the <i>Location</i> for the asset. After selecting the <i>Location</i> , location information will display on the page.
<b>Area ID</b>	State of Minnesota does not use.
<b>Document</b>	If there is a document related to this asset's placement in this location, enter the information in this field. The field length is 12 characters.

4. Optionally, enter information in the **Authorization** section. This section can be used to track information about the asset location's authorization and is used at your agency's discretion.

Field	Field Description
<b>Status</b>	Enter a <i>Status</i> . Options include: Not Authorized, Authorization Pending, Authorized.
<b>Date</b>	Enter the related <i>Status Date</i> .
<b>Name</b>	Enter a <i>Name</i> formatted: Last Name, First Name. The comma is required.

5. Optionally, enter information in the **Comments** section. This section can be used to enter extensive comments about the asset and is used at your agency's discretion. Click on the **Add Row** (Plus Sign +) to add additional comments.

Field	Field Description
<b>Date/Time</b>	Accept the default current date or enter a different date.
<b>Name</b>	Enter a <i>Name</i> formatted: Last Name, First Name. The comma is required.
<b>Comment</b>	Enter a comment. The <i>Comment</i> field will record a large amount of information about your asset. Click on the <b>Modal Window</b> icon (  ) to see and enter the <i>Comment</i> field in the larger modal window.

**Authorization**

Status:

Date:

Name:

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**Comments** 1 of 1 | View All

Date/Time:

Name:

Comment:

6. Optionally, enter information in the **Physical and Custom Attributes** section. This section is used at your agency’s discretion. Click on the **Add Row** (Plus Sign +) to add an additional record with a new *Effective Date*.

Field	Field Description
<b>Effective Date</b>	Accept the default current date or enter a different date.
<b>Color</b>	Enter the asset’s color. The field length is 15 characters.
<b>Height</b>	Enter the asset’s height (9 digits and 3 decimal places maximum).
<b>Height Units</b>	Click on the <b>Lookup</b> icon and select the Height Units (Inches, Feet, etc.)
<b>Width</b>	Enter the asset’s width (9 digits and 3 decimal places maximum).
<b>Width Units</b>	Click on the <b>Lookup</b> icon and select the Width Units (Inches, Feet, etc.)
<b>Length</b>	Enter the asset’s length (9 digits and 3 decimal places maximum).
<b>Length Units</b>	Click on the <b>Lookup</b> icon and select the Length Units (Inches, Feet, etc.)
<b>Weight</b>	Enter the asset’s weight (9 digits and 3 decimal places maximum).
<b>Weight Units</b>	Click on the <b>Lookup</b> icon and select the Weight Units (Pounds, etc.)
<b>Capacity</b>	Enter the asset’s capacity (9 digits and 3 decimal places maximum).
<b>Capacity Units</b>	Click on the <b>Lookup</b> icon and select the asset’s capacity units.
<b>Power Rating</b>	Enter the asset’s power rating (9 digits and 3 decimal places maximum).
<b>Power Rating Units</b>	Click on the <b>Lookup</b> icon and select the Power Rating Units (Bolt, etc.)

Physical and Custom Attributes

Effective Date: 11/20/2018

Color: RED

Height: 79.000 INCH Height Units: IN

Width: 60.000 INCH Width Units: IN

Length: 90.000 INCH Length Units: IN

Weight: 1.000 NET TON (2) Weight Units: TN

Capacity: 999999999.000 POUND Capacity Units: LB

Power Rating: 999999999.000 BOLT Power Rating Units: BM

7. Optionally, enter information in the **Custom Attributes** section. A group of customer attributes is available to help define attributes. Click on the **Add Row** (Plus Sign +) to add additional attributes.

Custom Attributes

1-1 of 1 | View All

Attribute	Attribute Name	Value	UOM		
GOOD	Asset Condition, Good	15000	DO	+	-

Field	Field Description
<b>Attribute</b>	Click on the <b>Lookup</b> icon and select an attribute.
<b>Value</b>	Enter the <i>Value</i> .
<b>UOM</b>	Click on the <b>Lookup</b> icon and select a <i>Unit of Measure</i> for the <i>Attribute</i> .

8. Optionally, enter information in the **Detailed Description** section. The *Asset Description* entered on the *General Information* page is supplied by default. You can enter additional description information (256 characters total). Click on the **Modal Window** icon (🗒) to see and enter the *Long Description* field in the larger modal window.

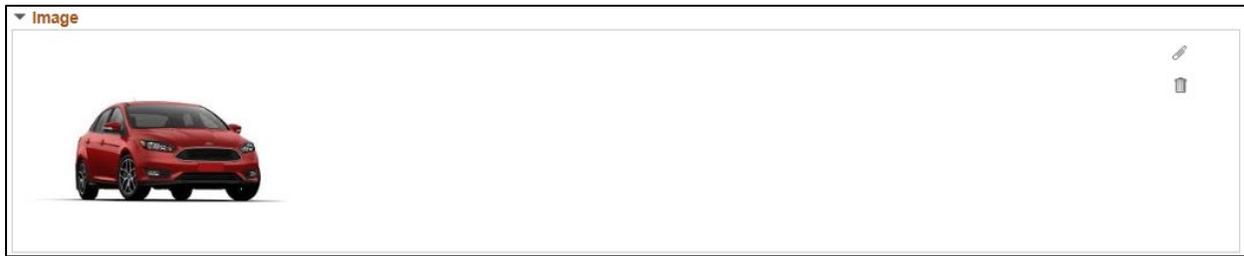
Detailed Description

Long Description

2018 FORD Focus GL Red 123456

225 characters remaining

9. Optionally, enter information in the **Image** section. Click on the **Add Image** icon (📎) to browse for and upload a JPEG image file. After the image is uploaded it displays in the image section.
- Click on the **Delete Image** icon (🗑) to delete the image.



10. Click on the **Save** button. The Asset ID is automatically assigned the next available number.

## Step 4: Enter information on the Operational/Maintenance tab

Use this tab to track the asset's Operational and Maintenance information.

1. Click on the **Operation/Maintenance** tab or the link at the bottom of the page.
2. View information in the **Asset Structure** section. The *Asset Type* displays.  
**Note:** the *Clustered Asset* checkbox and *Component of* fields are not used in Minnesota.
3. Optionally, enter applicable information in the **Manufacturer Information** section.
  - These fields are the same as the corresponding fields on the **Manufacture/License/Custodian** tab. The fields can be maintained on either tab.

Field	Field Description
<b>Serial ID</b>	Enter a <i>Serial ID</i> for the asset. The field length is 20 characters.
<b>Mfg ID</b>	Click on the <b>Lookup</b> and select a Manufacturer ID. You must select an entry from the list.
<b>Model</b>	Enter <i>Model</i> information for the asset. The field length is 30 characters. You are not limited to the options available in the list.
<b>Version</b>	Enter the product <i>Version</i> for the asset. The field length is 10 characters.
<b>More Manufacturer Info link</b>	Click on the <i>More Manufacturer</i> link to display the <b>Manufacture/License/Custodian</b> tab.

A screenshot of the SWIFT software interface showing the 'Operation/Maintenance' tab. The interface includes a navigation bar with tabs: 'General Information', 'Operation/Maintenance' (selected), 'Asset Acquisition Detail', 'Location/Comments/Attributes', and 'Manufacture/License/Custodian'. Below the navigation bar, asset details are displayed: Unit G0201, Asset ID 00001414966, 2018 FORD Focus GL Red 123456, Tag ABC1234567, and In Service. The main content area is divided into two sections: 'Asset Structure' and 'Manufacturer Information'. The 'Asset Structure' section includes 'Asset Type Fleet', 'Asset Subtype', and 'Component of'. The 'Manufacturer Information' section includes 'Serial ID XYZ-123-ABD-456-DEFG', 'Mfg ID FORD MOTOR CO', 'Model FOCUS', and 'Version GL'. A red box highlights the 'Manufacturer Information' section.

**Note:** the **Asset Resource Information** and **Maintenance Information** sections are not used in Minnesota.

- Optionally, enter applicable information in the **Other Information** section.

Other Information	IT Asset Related information
<input type="checkbox"/> Hazardous Asset <a href="#">Hazardous Code Info...</a> <input type="checkbox"/> Non-Owned Asset <input type="checkbox"/> Replacement Asset <input checked="" type="checkbox"/> Asset is Available <input type="checkbox"/> Linear Asset  Asset ID <input type="text"/> <input type="button" value="Q"/> <input type="button" value="🔍"/> Contact <input type="text" value="Smith, John"/> Phone # <input type="text" value="651-222-4444"/>	IP Address <input type="text"/> CPU <input type="text"/>

Field	Field Description
<b>Hazardous Asset</b>	Click on the <i>Hazardous Asset</i> checkbox to indicate if this is a hazardous asset.
<b>Hazardous Code Info Link</b>	Click on the <i>Hazardous Code Info</i> link to select the asset's hazardous code.
<b>Non-Owned Asset</b>	If this is a non-owned asset, click on the <i>Non-Owned Asset</i> checkbox.
<b>Replacement Asset</b>	If this is a replacement, click on the <i>Replacement Asset</i> checkbox
<b>Asset ID</b>	If this is a replacement, click on the <b>Lookup</b> icon and select the replaced asset. You can also click on the <b>Asset Search</b> icon to search for the Asset. Refer to the " <a href="#">Use the Search for an Asset Page</a> " guide for assistance.
<b>Asset is Available</b>	If the asset is available, click on the <i>Asset is Available</i> checkbox. <b>Note:</b> This is not same field as the <i>Available for Use</i> field on the <b>General Information</b> tab. If you check this box, you must enter information in the <i>Contact</i> and <i>Phone #</i> fields.
<b>Contact</b>	If you checked the <i>Asset is Available</i> box, you must enter a contact using format: last name, first name. For example, enter "Smith, John". The comma is required.
<b>Phone #</b>	If you checked the <i>Asset is Available</i> box, you must enter a phone number using format: ###-###-####.
<b>Linear Asset</b>	If this is a linear asset, click on the <i>Linear Asset</i> checkbox.

- If this asset is an *Asset Type* "IT Hardware", the *IP Address* and the *CPU* (3 characters) fields are available in the **IT Asset Related Information** section. Enter the applicable information.

## Step 5: Enter information on the Asset Acquisition Detail tab

The **Asset Acquisition Detail** tab is used to record information about the **original acquisition** of the asset. The tab can have multiple records and the visible fields will be slightly different depending on the “Capitalization Status” of the asset.

- This tab should not be relied on for the Asset’s current cost information. Use the *Review Cost* page to view the current cost information. Refer to the “[View Cost History](#)” guide for instructions.

**Note:** Information for existing purchased assets will display on these pages. There may be more than one record to view, depending on the status of the purchase. The Purchase Integration process creates individual records for receipt and payment. The *System Source* field indicates if the record was generated from the Purchasing Module (“PO Online Entry Panel”) or the Accounts Payable module (“AP Online Entry Page”).

**Important!** You will use the *Cost Adjust/Transfer Asset* page to maintain financial information for the asset after its acquisition.

1. Click on the **Asset Acquisition Detail** tab or the link at the bottom of the page.
2. Enter information in the **Acquisition Details** section as described in the table below.

The screenshot shows the 'Asset Acquisition Detail' tab selected. The form contains the following fields and values:

- Unit: G0201
- Asset ID: 000001414967
- Description: 2018 FORD focus GL Red 123456
- Tag: ABCD12456
- In Service: In Service
- Acquisition Details:
  - Description: 2018 FORD Focus GL Red 1234567
  - System Source: AM Online Entry Page
  - Incentive ID: (empty)
  - Quantity: 1.0000
  - Amount: 15000
  - Sales Tax: 1143.76
  - Use Tax: 0.00
  - Freight: 0.00
  - Misc Charge: 0.00
  - Total Amount: \$0.00
  - \*Capitalize: To be Capitalized

Field	Field Description
<b>Description</b>	Enter a description for this asset. Normally, you would enter the same description entered on the <b>General Information</b> tab but it can be different. The field length is 30 characters.
<b>System Source</b>	Select “AM Online Entry Page” if you are entering the asset acquisition information manually in the Asset Management module.

Field	Field Description
<b>Incentive ID</b>	State of Minnesota does not use.
<b>Quantity</b>	Accept the default of "1" which is correct for most assets.
<b>Amount</b>	Enter the cost for the asset.
<b>Sales Tax</b>	Enter the sales tax amount (in addition to the <i>Amount</i> field).
<b>Use Tax</b>	Enter the use tax amount (in addition to the <i>Amount</i> field).
<b>Freight</b>	Enter the freight expense (in addition to the <i>Amount</i> field).
<b>Misc Charge</b>	Enter any miscellaneous charges (in addition to the <i>Amount</i> field).
<b>Total Amount</b> (display only)	After the record is saved, the <i>Total Amount</i> will display the sum of the <i>Amount</i> , <i>Sales Tax</i> , <i>Use Tax</i> , <i>Freight</i> and <i>Misc Charges</i> fields.
<b>*Capitalize</b>	The <i>Capitalize</i> field displays information about this record's Capitalization Status. It defaults to "To be Capitalized". Other statuses include: To Capitalize Later Already Capitalized Never Capitalize (DO NOT USE THIS OPTION) Already Non-Capitalize (DO NOT USE THIS OPTION)
<b>Base Currency</b>	State of Minnesota does not use.
<b>Currency</b>	State of Minnesota does not use.
<b>Category</b>	After the asset is capitalized, the <i>Category</i> field will populate with the default value based on the selected <i>Profile ID</i> .
<b>Cost Type</b>	State of Minnesota does not use.

- Clicking on the **Interfaces Info** link displays the *Acquisition Details* page. This information can be updated as needed.
  - For interfaced records, this page will automatically display information from the Purchasing, Accounts Payable, and Project Costing modules. You can click on the *Drilldown* links in each section to go to the related Purchase Order, Receipt, and Voucher.
  - When using the *Search for an Asset* page, you can search by information entered on this page. If this area is not populated, the search tool will have less utility. Refer to the "[Use the Search for an Asset Page](#)" guide for more information.

Acquisition Details
Help

**Payables Acquisition**

<input type="text" value="AP Unit"/> <input type="button" value="Q"/> <input type="text" value="Voucher ID"/> <input type="button" value="Q"/> <input type="text" value="Vchr Line"/> <input type="text" value="Distrib Line"/> <input type="text" value="Supplier ID"/> <input type="button" value="Q"/>	<p style="text-align: right; font-size: small; color: #4F81BD;">PS/Accounts Payable Drilldown</p> <input type="text" value="Invoice Number"/> <input type="text" value="Invoice Date"/> <input type="button" value="Calendar"/>
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**Purchasing**

<input type="text" value="PO Unit"/> <input type="button" value="Q"/>
<input type="text" value="PO No."/> <input type="button" value="Q"/>
<input type="text" value="PO Line"/>
<input type="text" value="Sched Num"/>
<input type="text" value="Distrib Line"/>

PS/Purchasing Drilldown

**Receiving**

<input type="text" value="BU Recv"/> <input type="button" value="Q"/>
<input type="text" value="Receipt No"/> <input type="button" value="Q"/>
<input type="text" value="Receipt Line"/>
<input type="text" value="Ship Seq"/>
<input type="text" value="Distrib Ln"/>

PS/PO Receiving Drilldown

**Procurement Group**

Procurement Group ID	Seq	Primary Unit

**Project Cost Acquisition**

<input type="text" value="PC Bus Unit"/> <input type="button" value="Q"/> <input type="text" value="Project"/> <input type="button" value="Q"/> <input type="text" value="Activity"/> <input type="button" value="Q"/> <input type="text" value="Source Type"/>	<p style="text-align: right; font-size: small; color: #4F81BD;">PS/Projects Drilldown</p>
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OK	Cancel
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4. Click on the **OK** button to return to the **Asset Acquisition Detail** tab.
5. Click on the **Acquisition Detail ChartFields** link and enter a valid funding string for the asset.

**Note:** When entering the ChartField information manually, Fund, Financial Department ID and Appropriation ID should be entered. Other ChartFields can be used as appropriate and required by your Business Unit. This information cannot be changed once the asset is capitalized.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Field	Field Description
<b>*Fund Code</b>	Click on the <b>Lookup</b> 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.
<b>Financial Department ID</b>	Click on the <b>Lookup</b> icon to select a valid <i>Financial Department ID</i> .  The 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 DeptID</i> is an 8-character alphanumeric identifier.
<b>Appropriation ID (CF3)</b>	Click on the <b>Lookup</b> 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.
<b>Sub Account (Class)</b>	Optionally, click on the <b>Lookup</b> icon to select a Sub Account.
<b>Statewide Cost (Prog)</b>	Optionally, click on the <b>Lookup</b> 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.

Field	Field Description
<b>Agency Cost 1 (CF1) Agency Cost 2 (CF2)</b>	Optionally, click on the <b>Lookup</b> 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.
<b>Project</b>	Optionally, click on the <b>Lookup</b> 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 15-character alphanumeric identifier.

- Click on the **OK** button to return to the **Asset Acquisition Detail** tab.
- Review the information in the **Capitalization Information** section, and update, if necessary.

**Capitalization Information**

Profile ID: FLEET04

Rate Type: CRRNT

Accum Depr in Current Pd

Default Book: MINN

Trans Date: 11/20/2018

Acctg Date: 11/20/2018

Trans Code:

**Left to Capitalize**

Quantity	1.0000
Amount	16,143.76 USD

- This section only displays for records that **have not** been capitalized.
- Commonly, just the dates are updated and the asset is ready to be capitalized.

Field	Field Description
<b>Profile ID (Display only)</b>	The <i>Profile ID</i> entered on the <b>General Information</b> tab displays.
<b>Rate Type</b>	State of Minnesota does not use.
<b>Accum Depr in Current Pd</b>	Check this box if the Accumulated Depreciation (entered in the next step) should be reported in the current General Ledger period.
<b>Default Book (Display only)</b>	Displays the "MINN" Default Book.
<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.
<b>Trans Code</b>	State of Minnesota does not use.

- After verifying the dates and other fields in the **Capitalization Information** section, click on the **Capitalize** button. The **Asset & Cost Information** and **ChartFields** sections display.

The screenshot displays the SWIFT software interface. At the top, the 'Capitalization Information' section includes fields for Profile ID (FLEET04), Default Book (MINN), Trans Date (11/20/2018), Rate Type (CRRNT), and Acctg Date (11/20/2018). A 'Left to Capitalize' box shows Quantity (1.0000) and Amount (16,143.76 USD). Below this is the 'Asset Cost Information' section, which contains fields for Book Name (MINN), Quantity (1.0000), Cost (16,143.76 USD), Salvage (1,614.38 USD), Category (FLEET), Cost Type, Accum. Depr., and YTD Depr. At the bottom is the 'Chartfields' section, which is a table with columns for Fund, Fin DeptID, Appropriation ID (CF3), Sub Acct, SW Cost, Agency Cost 1 (CF1), Agency Cost 2 (CF2), PC Business Unit, Project, Activity, Source Type, and Category. The first row of the table contains values: 5000, G023MF17, G021004, and several empty fields.

- If applicable, enter the **Accumulated Depreciation** and **YTD Depreciation** in the **Asset & Cost Information** section. Other fields default from values entered in the **Acquisition Details** section.

Field	Field Description
<b>Book Name</b>	Displays "MINN".
<b>Quantity</b>	Defaults to the <i>Quantity</i> entered in the Acquisition Details record.
<b>Cost</b>	Defaults to the amount entered in the Acquisition Details record.
<b>Salvage</b>	The <i>Salvage</i> field is an automatically calculated amount for "FLEET" and "NCPFL" Asset Categories only.
<b>Category</b>	Defaults to the <i>Category</i> associated with the <i>Profile ID</i> .
<b>Cost Type</b>	State of Minnesota does not use.
<b>Accum Depr</b>	This field is not commonly used. It is the depreciation already recognized – expensed – prior to the <i>Transaction Date</i> . This amount will be deducted from the COST before period depreciation is calculated. Enter the <i>Accumulated Depreciation</i> for the asset, if any.
<b>YTD Depr</b>	This field is not commonly used. It is the amount of the <i>Accumulated Depreciation</i> that was recognized in the current year. This amount does not affect the period depreciation calculation. The amount cannot be larger than the <i>Accumulated Depreciation</i> amount. Enter the <i>Year to Date Depreciation</i> for the asset, if any.

10. The **ChartFields** section displays information entered on the *Acquisition Detail ChartFields* page. If no information was entered on that page, the information can be entered in the **ChartFields** section.

11. After verifying your entries, click on the **Save** button to complete the Capitalization Process.

The screenshot shows the 'Asset Acquisition Detail' tab selected. The form contains the following data:

- Unit: G0201, Asset ID: 000001414967, Description: 2018 FORD focus GL Red 123456, Tag: ABCD12456, In Service
- Acquisition Details:**
  - Description: 2018 FORD Focus GL Red 1234567
  - System Source: AM Online Entry Page
  - Incentive ID: (empty)
  - Quantity: 1.0000
  - Amount: 15,000.00
  - Sales Tax: 1,143.76
  - Use Tax: 0.00
  - Freight: 0.00
  - Misc Charge: 0.00
  - Total Amount: \$16,143.76
  - \*Capitalize: Already Capitalized
- Base Currency: USD, Currency: USD, Category: FLEET, Cost Type: (empty)

Buttons at the bottom include Save, Add, Update/Display, and Include History.

The *Capitalize* field now displays “Already Capitalized” and is read only. The **Capitalization Information** section no longer displays.

**Note:** If you try to save the asset record before capitalizing it, you will receive an error message indicating that “you have chosen to save your changes without having capitalized the acquisition detail lines.” You can click on the **OK** button at this message but make sure that you capitalize the record before completing entry of the asset.

Warning -- You have chosen to save your changes without having capitalized the acquisition detail lines. (8005,40)

There is at least one acquisition detail line that has not yet been capitalized. To capitalize the acquisition detail line, you must press the Capitalize button before pressing Save.

If you do not want to capitalize this asset yet, then you may save without capitalizing.

Buttons: OK, Cancel

## Step 6: Enter information on the Manufacture/License/Custodian tab

This tab records Manufacture and License information. Also, Custodian Information can be recorded to allow agencies to track the users responsible for an asset.

1. Click on the **Manufacture/License/Custodian** tab or the link at the bottom of the page.

The screenshot shows the 'Manufacture/License/Custodian' tab selected. At the top, there are navigation tabs: General Information, Operation/Maintenance, Asset Acquisition Detail, Location/Comments/Attributes, and Manufacture/License/Custodian (highlighted). Below the tabs, asset details are displayed: Unit G0201, Asset ID 000001414967, 2018 FORD focus GL Red 123456, Tag ABCD12456, and In Service. The 'Manufacturer Information' section is expanded, showing the following fields:

- Serial ID: XYZ-123-ABD-456-DEFG
- Manufacturer ID: FORD MOTOR CO (with a search icon)
- Manufacturer Name: FORD MOTOR CO
- Model: FOCUS (with a search icon)
- Product Version: GL
- Plant: DEARBORN
- VIN: 987ABC654DEF321XYZ
- URL ID: http://www.mn.gov/mmb/ (with a search icon and a red 'View Address' link)
- Production Date: 11/01/2018 (with a calendar icon)
- Contact: Jones, Paula
- SKU: (empty field)

2. Enter applicable information in the **Manufacturer Information** section.
  - **Note:** *Serial ID, Manufacturer ID, Model and Product Version* fields are also on the **Operational/Maintenance** tab in the **Manufacturer Information** section. These fields can be maintained on either tab.

Field	Field Description
<b>Serial ID</b>	Enter a <i>Serial ID</i> for the asset. Serial ID's do not have to be unique. The field length is 20 characters.
<b>Manufacturer ID</b>	Click on the <b>Lookup</b> and select a <i>Manufacturer ID</i> .
<b>Manufacturer Name</b>	The <i>Manufacturer Name</i> will entered automatically when the <i>Manufacturer ID</i> is selected. You can also enter information manually. The field length is 60 characters.
<b>Model</b>	Enter <i>Model</i> information for the asset. The field length is 30 characters. You are not limited to the options available in the list.
<b>URL ID</b> <b>View Address</b>	Enter a URL associated with the asset in the <i>URL ID</i> field. The field length is 254 characters.
<b>Product Version</b>	Enter the <i>Product Version</i> for the asset. The field length is 10 characters.
<b>Production Date</b>	Enter the <i>Production Date</i> for the asset.
<b>Plant</b>	Enter manufacturing <i>Plant</i> information. The field length is 10 characters.

Field	Field Description
<b>Contact</b>	Enter a <i>Contact</i> formatted: Last Name, First Name. The comma is required.
<b>VIN</b>	Enter a <i>VIN</i> (Vehicle Identification Number) for the asset. <b>Note:</b> This field is only available for Fleet Assets and must be unique. The field length is 18 characters.
<b>SKU</b>	Enter a <i>SKU</i> (Stock Keeping Unit). <b>Note:</b> This field is only available for IT Software Assets. The field length is 50 characters.

3. Click on the **License Information** section arrow and enter applicable.

The screenshot shows the 'License Information' section of a software interface. It features a search bar at the top right with '1 of 1' and a 'View All' link. Below the search bar, there are several input fields: 'Supporting Doc Type' (a dropdown menu set to 'License'), 'Agency ID' (a text box with 'DMV' and a search icon, with 'Department of Motor Vehicles' displayed below it), 'Supplier' (a text box with a search icon), 'Reg #' (a text box with '12334567891XYZ'), 'Issue Date' (a date picker set to '11/20/2018'), 'Expiration Date' (a date picker set to '11/19/2023'), 'Renewal Date' (a date picker set to '10/19/2023'), and 'Reg. Name' (a text box with 'MN Dept. of Administration'). To the right of these fields is an 'Address' button and expand/collapse icons. At the bottom, there is a 'Comments' section with a text area and a 'Enter a comment.' prompt.

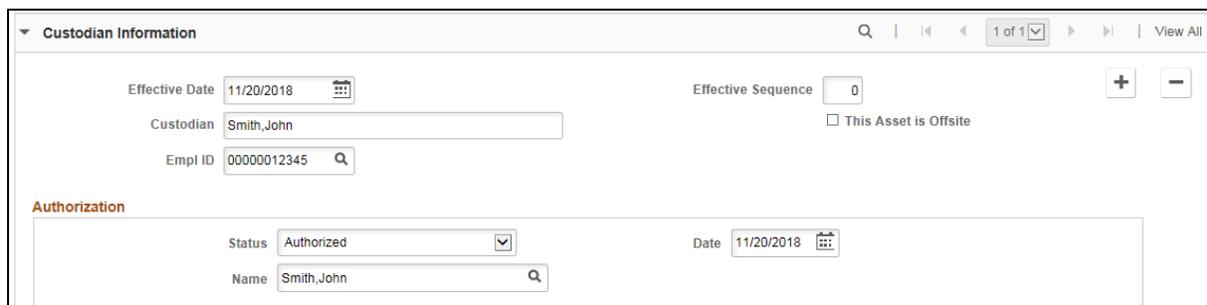
**Note:** For each License record, you can select the “DMV” *Agency ID* or a *Vendor*, but not both.

Field	Field Description
<b>Supporting Doc Type</b>	Select a <i>Supporting Doc Type</i> from the drop-down list. Options include: License, Certificate, or blank.
<b>Agency ID</b>	Click on the <b>Lookup</b> icon and select “DMV”, the only option. <b>Note:</b> For each License Information record, you can select the “DMV” <i>Agency ID</i> or a <i>Supplier</i> , but not both.
<b>Supplier</b>	Click on the <b>Lookup</b> icon and select a <i>Supplier</i> . <b>Note:</b> For each License record, you can select the “DMV” <i>Agency ID</i> or a <i>Supplier</i> , but not both.
<b>Reg #</b>	Enter a Registration Number. The field length is 25 characters.
<b>Issue Date</b>	Enter an Issue Date.

Field	Field Description
<b>Expiration Date</b>	Enter an Expiration Date.
<b>Renewal Date</b>	Enter a Renewal Date.
<b>Reg. Name</b>	Enter a name associated with the Registration.
<b>Comment</b>	Enter a comment. Click on the <b>Modal Window</b> icon (  ) to see and enter the comment field in the larger modal window.
<b>Address Button</b>	Click on the <b>Address</b> button to enter an address associated with the asset's license. After selecting the <i>Country</i> field, the <i>Address 1, 2, 3, City, County, Postal, and State</i> fields are available for entry.  Click on the <b>OK</b> button to return to the Manufacturer/License/Custodian tab.

4. Enter applicable information in the **Custodian Information** section.

**Note:** If the custodian for the asset changes, click on the **Add New Row (Plus +)** button and create a new custodian record with a new *Effective Date*.



Field	Field Description
<b>Effective Date</b>	Accept the default current date or enter a different <i>Effective Date</i> for the Custodian. This date cannot precede existing records.
<b>Effective Sequence</b>	If more than one record exists for the same date, a sequence number is needed to determine the order. The system will assign this number and it should not be changed.
<b>This Asset is Offsite</b>	Check this box if the asset is located offsite.
<b>Custodian</b>	If you select an <i>Employee ID</i> , the Custodian will be entered automatically. If not, enter the Custodian name formatted "Last Name, First Name". The comma is required.
<b>Empl ID</b>	Click on the <b>Lookup</b> icon and select an <i>Employee ID</i> .

5. Enter applicable information in the **Authorization** section.

Field	Field Description
<b>Status</b>	Click on the <b>Lookup</b> icon and select the status of the authorization for this asset to be assigned to this custodian. Options include: Authorized, Authorization Pending, Not Authorized, Blank
<b>Name</b>	Enter the name of the person who has authorized this asset to be assigned to this custodian. Enter the name formatted “Last Name, First Name”. The comma is required.
<b>Date</b>	Enter the date of the authorization.

6. Optionally, enter **ChartFields** information.

**Note:** New ChartFields must exist in the drop-down list but ChartField strings do not have to be valid in this section. The original acquisition cost string for purchased assets will be populated automatically by the Purchasing Integration process.

**Chartfields**

Fund Code

Financial Department ID

Appropriation ID (CF3)

Sub Account (Class)

Statewide Cost (Prog)

Agency Cost 1 (CF1)

Agency Cost 2 (CF2)

Project

Field	Field Description
<b>Fund Code</b>	Click on the <b>Lookup</b> 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.
<b>Financial Department ID</b>	Click on the <b>Lookup</b> 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 field length is 8-character alphanumeric identifier.
<b>Appropriation ID (CF3)</b>	Click on the <b>Lookup</b> 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.

Field	Field Description
<b>Sub Account (Class)</b>	Optionally, click on the <b>Lookup</b> icon to select a Sub Account.
<b>Statewide Cost (Prog)</b>	Optionally, click on the <b>Lookup</b> 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.
<b>Agency Cost 1 (CF1) Agency Cost 2 (CF2)</b>	Optionally, click on the <b>Lookup</b> 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.
<b>Project</b>	Optionally, click on the <b>Lookup</b> 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.

**Note:** The **Asset Supplemental Data** tab is not used in Minnesota.

## Step 7: Enter information on the User Defined Fields tab (Optional)

Ten fields are available to use at the agency’s discretion. The field length is 30 characters. Agencies can determine the best use of these fields for agency assets. Information in these fields is available and searchable in SWIFT queries. If you have questions about these fields, contact SWIFT Module Support at [AgencyAssistance.MMB@state.mn.us](mailto:AgencyAssistance.MMB@state.mn.us).

The screenshot shows the 'User Defined Fields' tab in the SWIFT interface. At the top, there are three tabs: 'Manufacture/License/Custodian', 'Asset Supplemental Data', and 'User Defined Fields' (which is selected). Below the tabs, the following information is displayed: Unit G0201, Asset ID 000001414967, 2018 FORD focus GL Red 123456, Tag ABCD12456, and In Service. The main area contains ten 'User Defined Fields' labeled 'User Field 1' through 'User Field 10', each with an empty text input box. At the bottom, there are four buttons: 'Save', 'Add', 'Update/Display', and 'Include History'.