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)

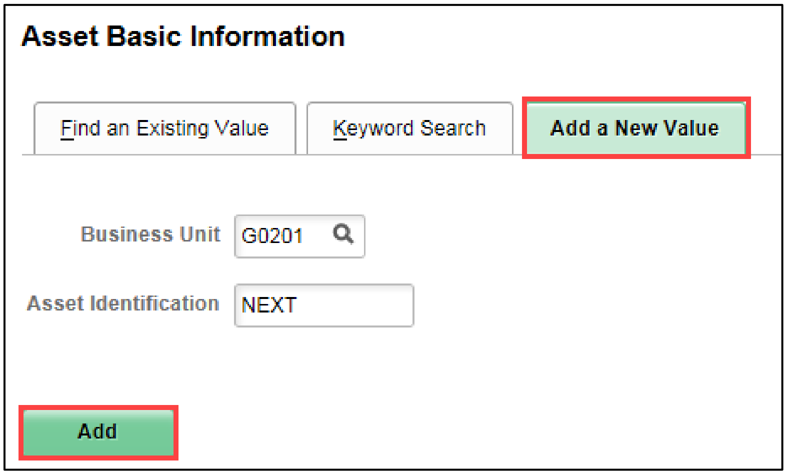
Step 1: Navigate to the Basic Add pages to Begin Creating or Updating an Asset

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.

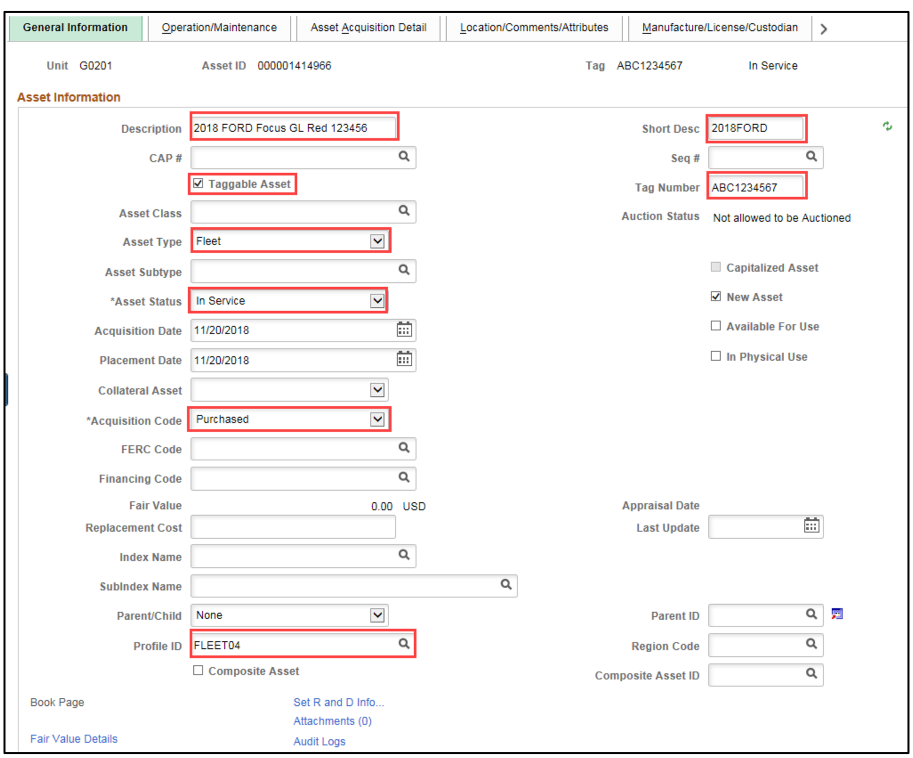


6. Click on the **Add** button and the **General Information** tab displays.

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 (*).



Field	Field Description
***Description**	Enter the Asset's description. The field length is 30 characters.
Short Desc	Optionally, enter a short description. If no value is entered, SWIFT defaults the short name to the first 10 characters of the *Description* field.
CAP #	State of Minnesota does not use.
Seq #	State of Minnesota does not use.
Taggable Asset	The *Taggable Asset* checkbox defaults to checked, depending on the *Profile ID* selected. Change the default, if necessary. This field is used to indicate that the asset will be tracked using a tag.
Tag Number	Enter a *Tag Number* if your agency uses asset tags. *Tag Numbers* must be unique within a *Business Unit*. The field length is 12 characters.
Asset Class	State of Minnesota does not use.
***Asset Type**	The *Asset Type* will populate automatically with a default based on the *Profile ID* after the asset is saved.
Asset Subtype	Optionally, click on the **Lookup** and select an *Asset Subtype.* The *Asset Type* must be entered first to see a list of appropriate *Subtype* values.
***Asset Status**	Accept the default "In Service".
Acquisition Date	Accept the default current date or enter a different date. This is the date on which the asset was acquired.
Placement Date	Accept the default current date or enter a different date. This is the date on which the asset was placed into service.
Collateral Asset	State of Minnesota does not use.
Acquisition Code	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.
FERC Code	State of Minnesota does not use.
Financing Code	State of Minnesota does not use.
Fair Value	State of Minnesota does not use.
Replacement Cost	State of Minnesota does not use.
Last Update	State of Minnesota does not use.
Index Name	State of Minnesota does not use.
SubIndex Name	State of Minnesota does not use.

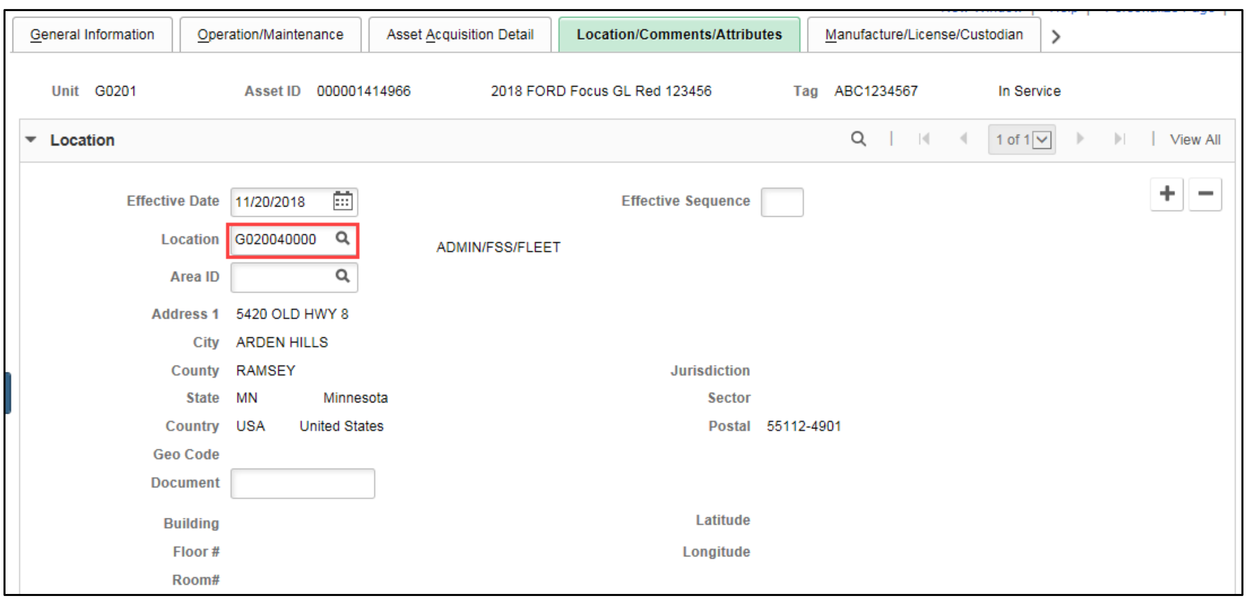
Field	Field Description
Parent/Child	Accept the default of "None" or, if the asset is part of a Parent/Child relationship, select the correct value from the drop-down list. Options include: "Parent" or "Child". Parent assets must be designated as "Parent" before the Child assets are set up.
Parent ID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

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



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
Effective Date	The *Effective Date* 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.

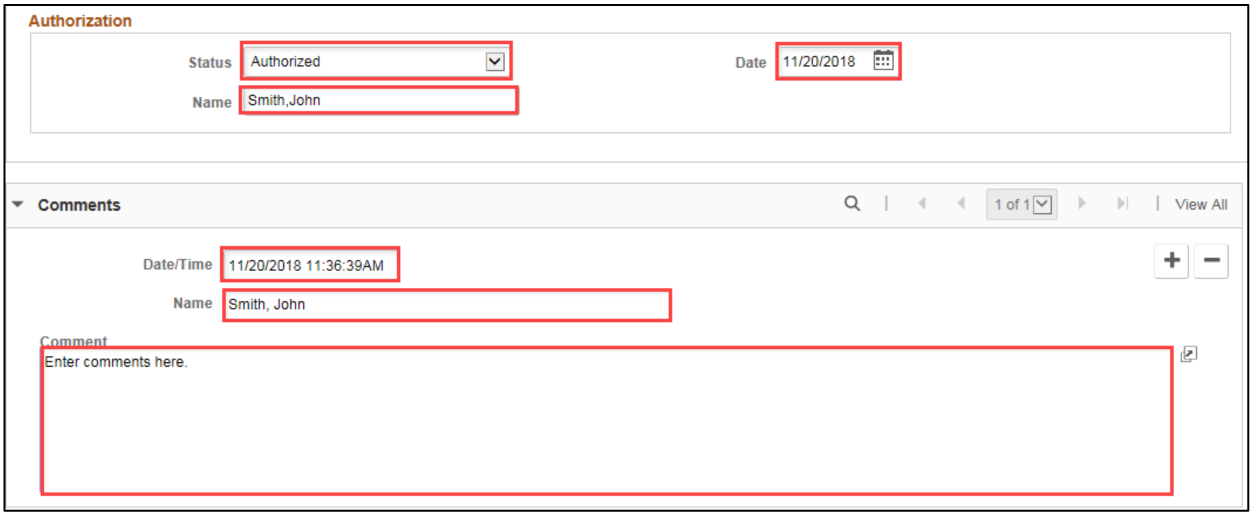
Field	Field Description
Effective Sequence	If more than one record exists for the same date, a sequence number is needed to determine the order. The system will assign this number and it should not be changed.
***Location**	Click on the **Lookup** icon and select the *Location* for the asset. After selecting the *Location*, location information will display on the page.
Area ID	State of Minnesota does not use.
Document	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
Status	Enter a *Status*. Options include: Not Authorized, Authorization Pending, Authorized.
Date	Enter the related *Status Date*.
Name	Enter a *Name* formatted: Last Name, First Name. The comma is required.

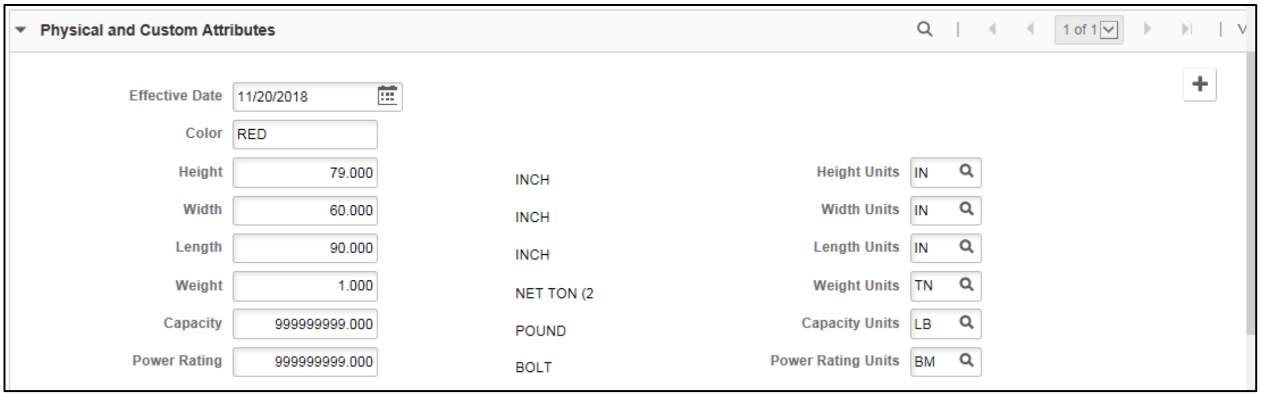
5. Optionally, enter information in the **Comments** section. This section can be used to enter extensive comments about the asset and is used at your agency's discretion. Click on the **Add Row** (Plus Sign +) to add additional comments.

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

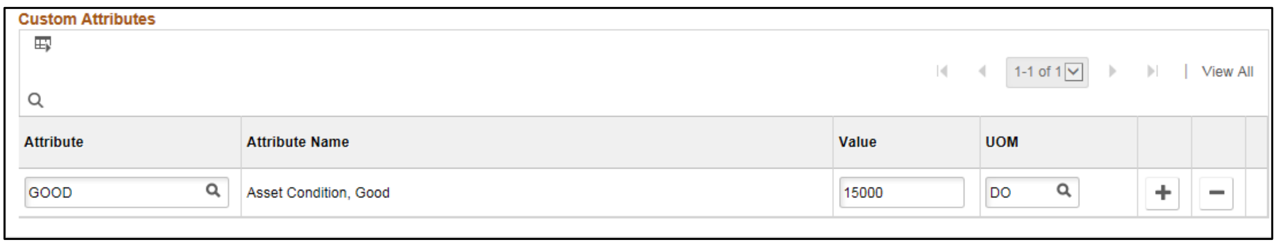


6. Optionally, enter information in the **Physical and Custom Attributes** section. This section is used at your agency's discretion. Click on the **Add Row** (Plus Sign +) to add an additional record with a new *Effective Date*.

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

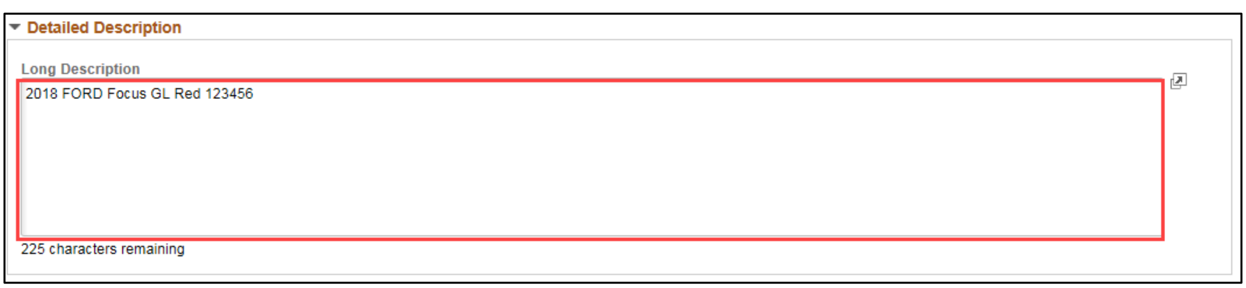


7. Optionally, enter information in the **Custom Attributes** section. A group of customer attributes is available to help define attributes. Click on the **Add Row** (Plus Sign +) to add additional attributes.



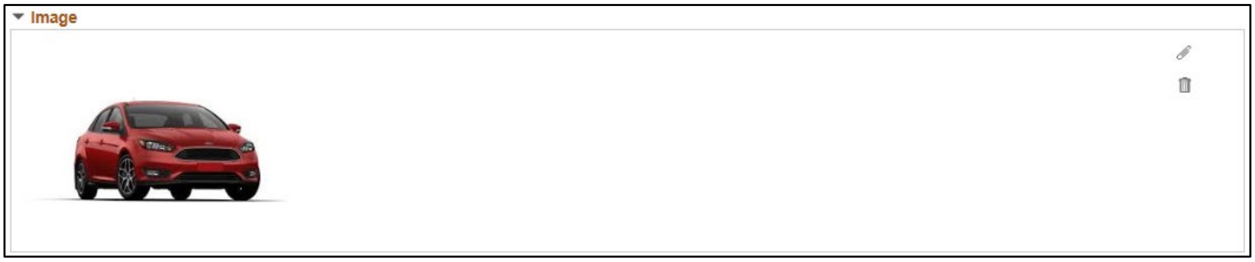
Field	Field Description
Attribute	Click on the **Lookup** icon and select an attribute.
Value	Enter the *Value*.
UOM	Click on the **Lookup** icon and select a *Unit of Measure* for the *Attribute*.

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.



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.



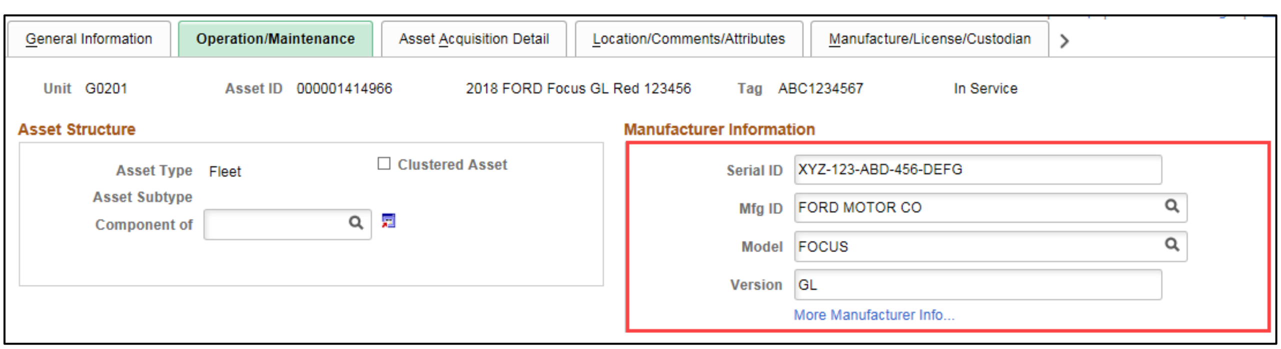
10. Click on the **Save** button. The Asset ID is automatically assigned the next available number.

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



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

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

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

5. 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

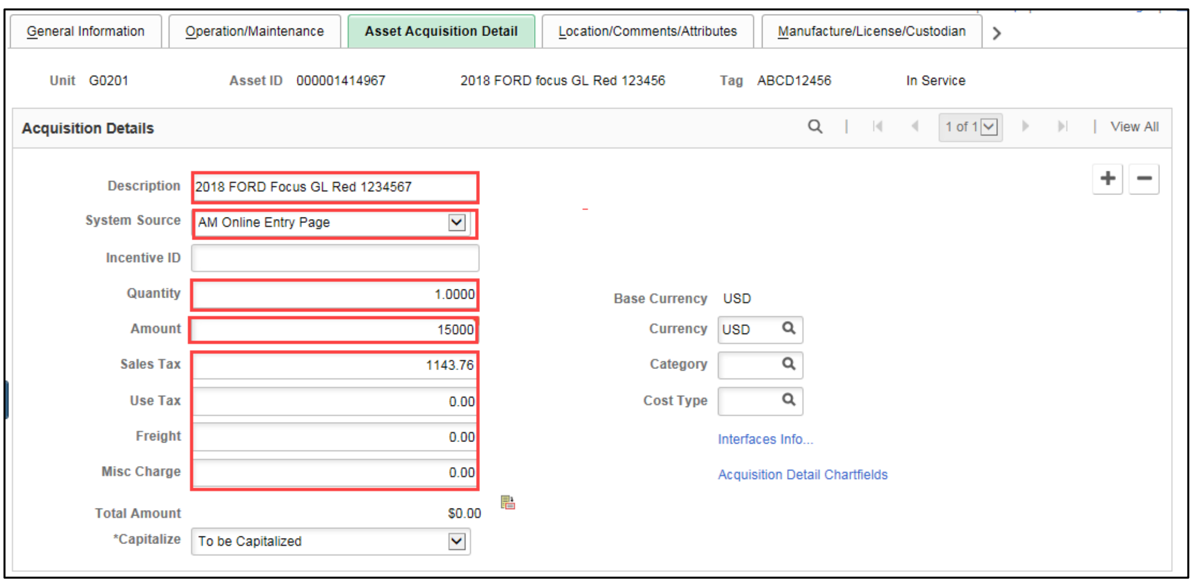
The **Asset Acquisition Detail** tab is used to record information about the **original acquisition** of the asset. The tab can have multiple records and the visible fields will be slightly different depending on the "Capitalization Status" of the asset.

- 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.

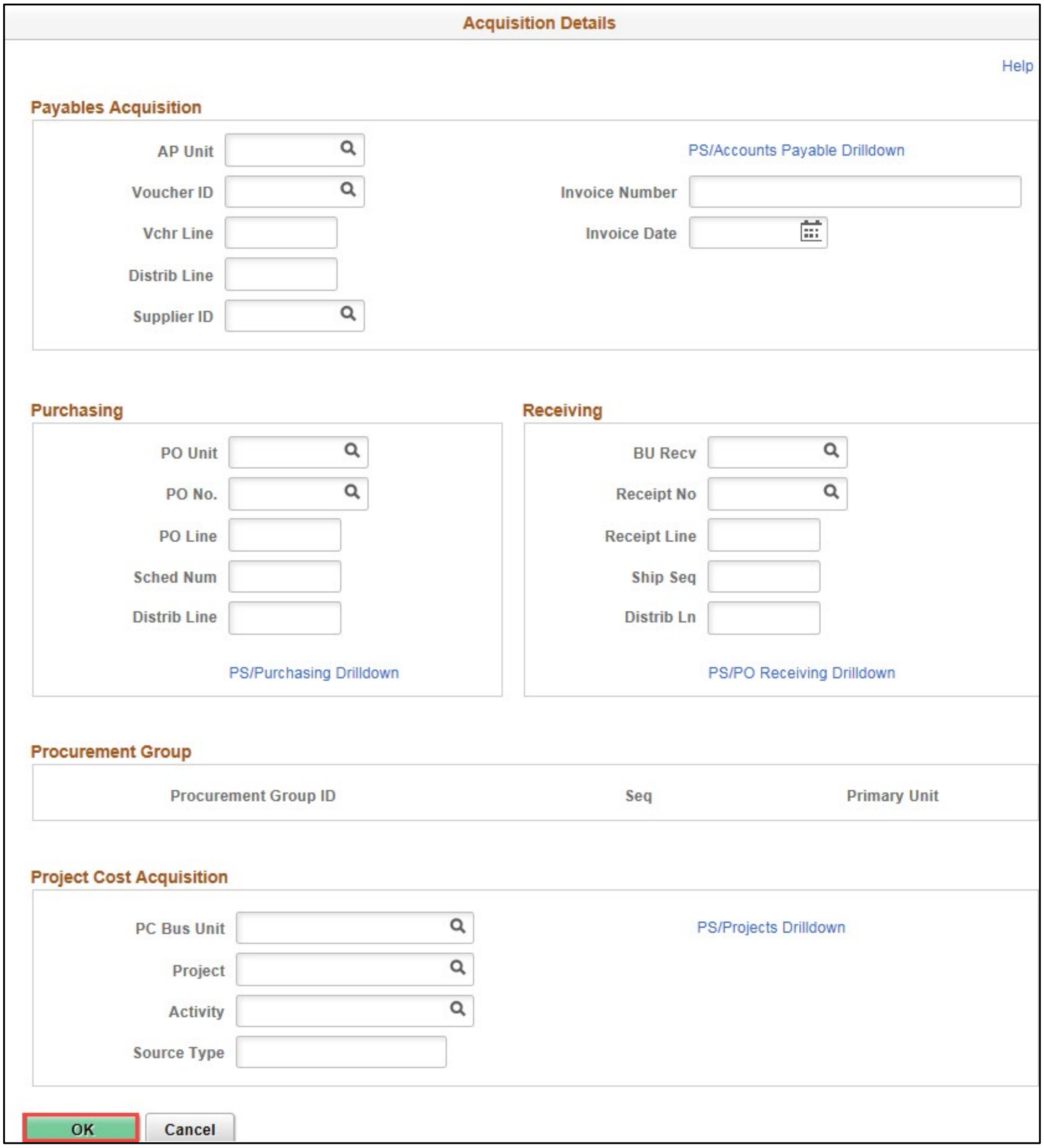
1. Click on the **Asset Acquisition Detail** tab or the link at the bottom of the page.
2. Enter information in the **Acquisition Details** section as described in the table below.



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

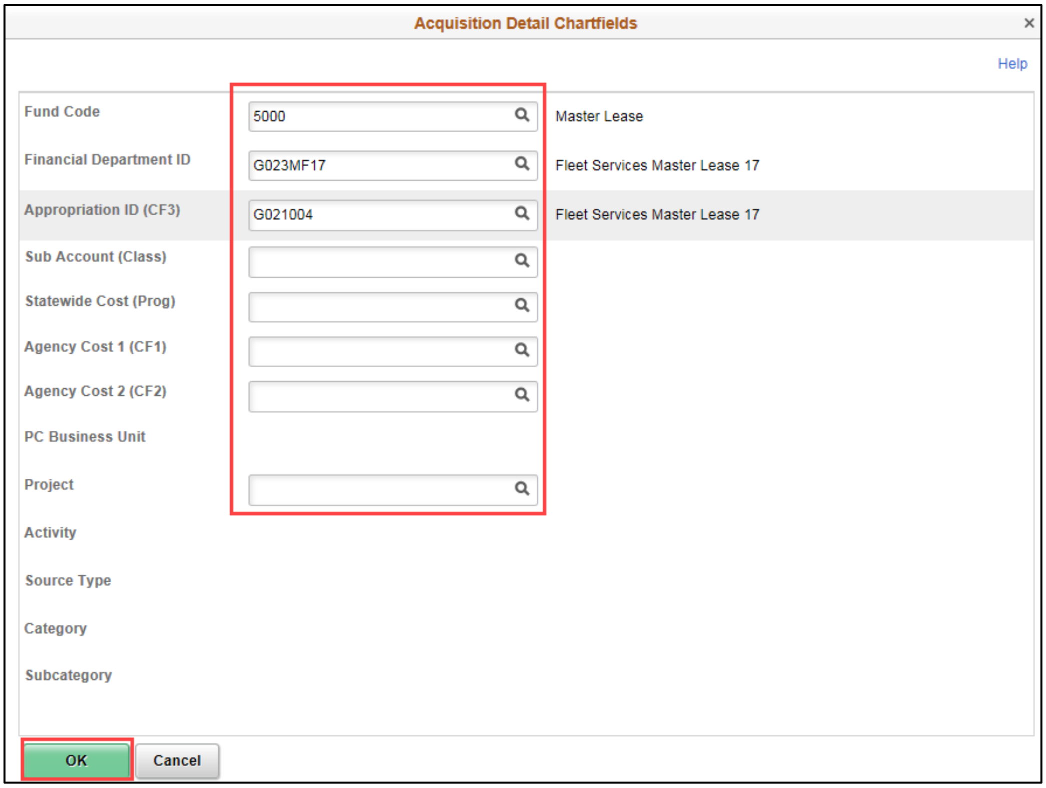
Field	Field Description
Incentive ID	State of Minnesota does not use.
Quantity	Accept the default of "1" which is correct for most assets.
Amount	Enter the cost for the asset.
Sales Tax	Enter the sales tax amount (in addition to the *Amount* field).
Use Tax	Enter the use tax amount (in addition to the *Amount* field).
Freight	Enter the freight expense (in addition to the *Amount* field).
Misc Charge	Enter any miscellaneous charges (in addition to the *Amount* field).
Total Amount (display only)	After the record is saved, the *Total Amount* will display the sum of the *Amount*, *Sales Tax*, *Use Tax*, *Freight* and *Misc Charges* fields.
***Capitalize**	The *Capitalize* 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)
Base Currency	State of Minnesota does not use.
Currency	State of Minnesota does not use.
Category	After the asset is capitalized, the Category field will populate with the default value based on the selected *Profile ID*.
Cost Type	State of Minnesota does not use.

3. 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.



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.

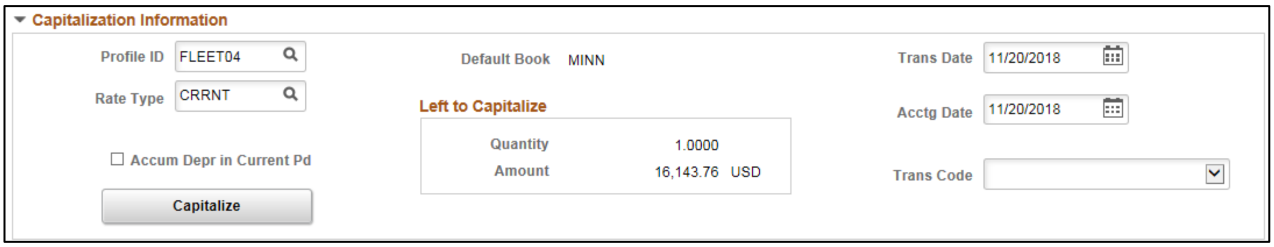
   Note: When entering the ChartField information manually, Fund, Financial Department ID and Appropriation ID should be entered. Other ChartFields can be used as appropriate and required by your Business Unit. This information cannot be changed once the asset is capitalized.



Field	Field Description
***Fund Code**	Click on the **Lookup** icon to select a valid *Fund*. 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 *Financial Department ID*. 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 *Fin DeptID* is an 8-character alphanumeric identifier.
Appropriation ID (CF3)	Click on the **Lookup** icon to select an *Appropriation ID*. The *Approp ID* represents a single appropriation account that controls the total amount of an agency's expenditures. The *Approp ID* is unique for every appropriation budget in SWIFT. The *Approp ID* is a 7-character alphanumeric identifier.
Sub Account (Class)	Optionally, click on the **Lookup** icon to select a Sub Account.
Statewide Cost (Prog)	Optionally, click on the **Lookup** icon to select a *Statewide Cost* code. Typically, there will be a SWIFT communication instructing agencies when a *Statewide Cost* code should be used.

Field	Field Description
Agency Cost 1 (CF1) **Agency Cost 2 (CF2)**	Optionally, click on the **Lookup** icon and select an *Agency Cost 1* or *Agency Cost 2* code. *Agency Cost 1* and *Agency Cost 2* are agency specific fields that are used at the agency's discretion.
Project	Optionally, click on the **Lookup** icon and select a *Project ID*. *Project IDs* are defined by your agency. They are used to track project and grant transactions. The *Project* is 15-character alphanumeric identifier.

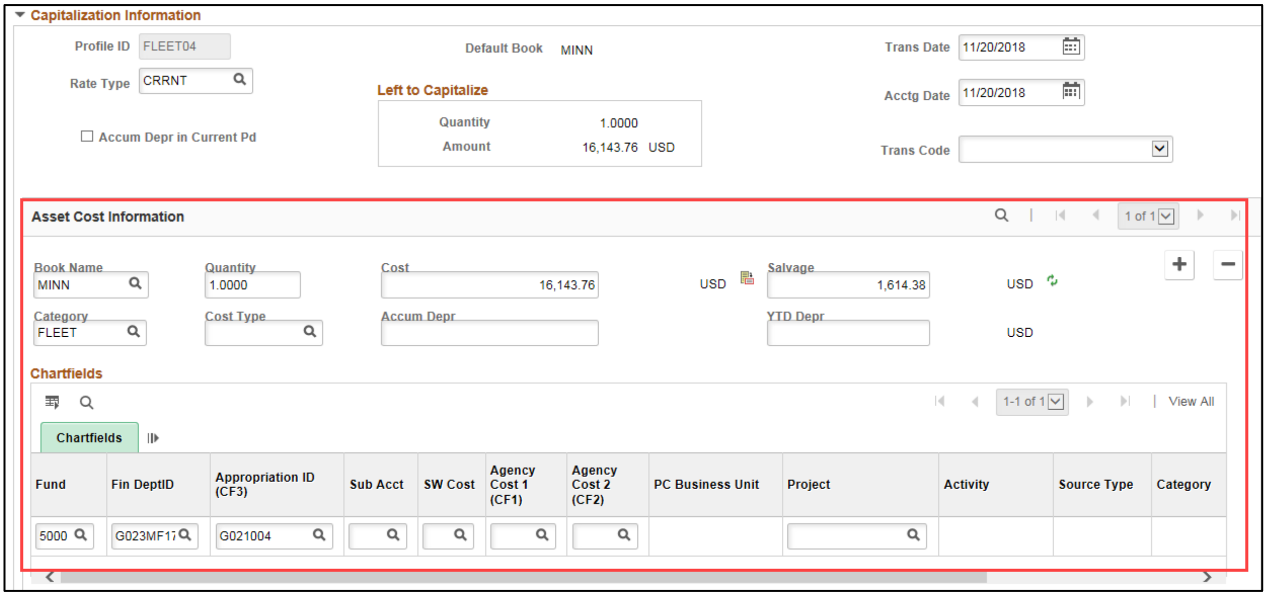
6. Click on the **OK** button to return to the **Asset Acquisition Detail** tab.
7. Review the information in the **Capitalization Information** section, and update, if necessary.



- 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
Profile ID **(Display only)**	The *Profile ID* entered on the **General Information** tab displays.
Rate Type	State of Minnesota does not use.
Accum Depr in Current Pd	Check this box if the Accumulated Depreciation (entered in the next step) should be reported in the current General Ledger period.
Default Book **(Display only)**	Displays the “MINN” Default Book.
Trans Date	The *Transaction Date* is the date the asset begins service. Calculated depreciation will begin on this date. This date must be the same or earlier that the *Accounting Date*. Accept the default current date or enter a different date.
Acctg Date	The *Accounting Date* 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.
Trans Code	State of Minnesota does not use.

8. 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.

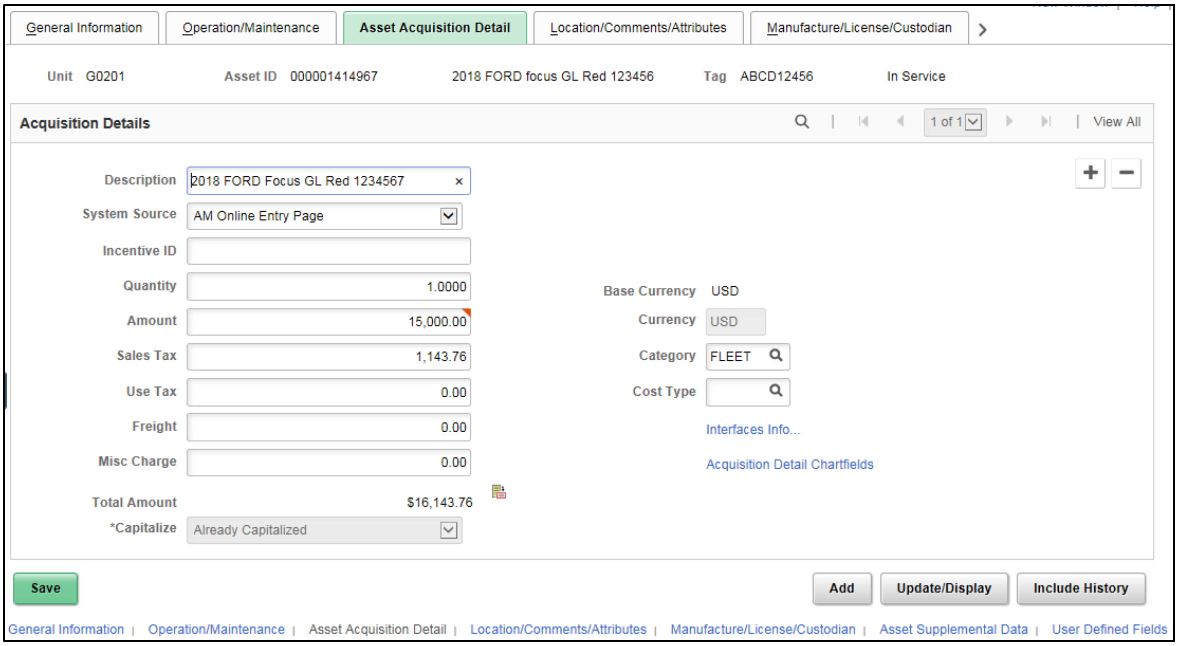


9. If applicable, enter the **Accumulated Depreciation** and **YTD Depreciation** in the **Asset & Cost Information** section. Other fields default from values entered in the **Acquisition Details** section.

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

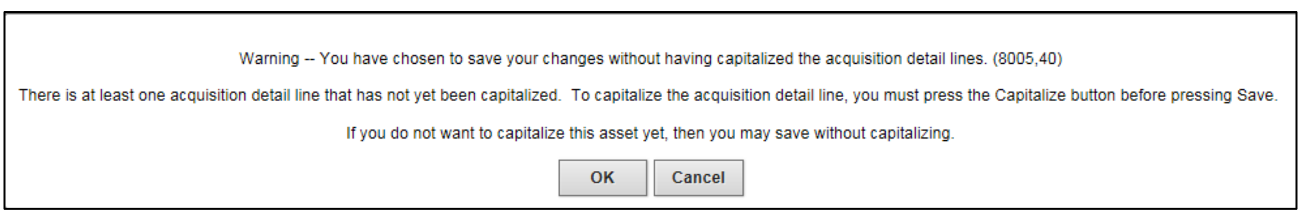
10. The **ChartFields** section displays information entered on the *Acquisition Detail ChartFields* page. If no information was entered on that page, the information can be entered in the **ChartFields** section.

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



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

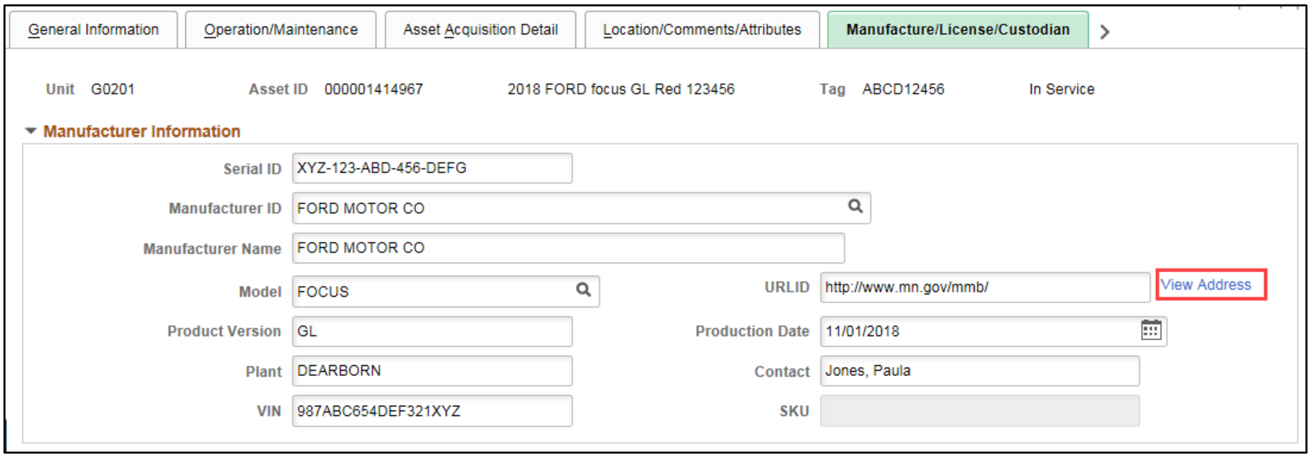
Note: If you try to save the asset record before capitalizing it, you will receive an error message indicating that "you have chosen to save your changes without having capitalized the acquisition detail lines." You can click on the **OK** button at this message but make sure that you capitalize the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



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.



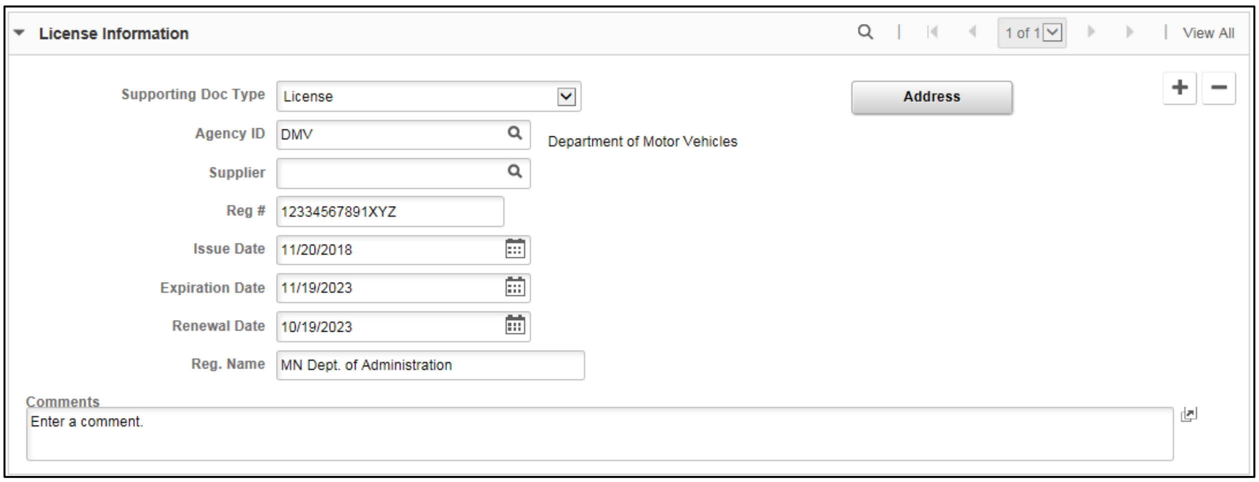
2. Enter applicable information in the **Manufacturer Information** section.

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

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



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

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

Field	Field Description
Expiration Date	Enter an Expiration Date.
Renewal Date	Enter a Renewal Date.
Reg. Name	Enter a name associated with the Registration.
Comment	Enter a comment. Click on the **Modal Window** icon ( ) to see and enter the comment field in the larger modal window.
Address Button	Click on the **Address** button to enter an address associated with the asset's license. After selecting the *Country* field, the *Address* 1, 2, 3, *City*, *County*, *Postal*, and *State* fields are available for entry. Click on the **OK** 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
Effective Date	Accept the default current date or enter a different *Effective Date* for the Custodian. This date cannot precede existing records.
Effective Sequence	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.
This Asset is Offsite	Check this box if the asset is located offsite.
Custodian	If you select an *Employee ID*, the Custodian will be entered automatically. If not, enter the Custodian name formatted "Last Name, First Name". The comma is required.
Empl ID	Click on the **Lookup** icon and select an *Employee ID*.

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

Field	Field Description
Status	Click on the **Lookup** 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
Name	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.
Date	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.

Field	Field Description
Fund Code	Click on the **Lookup** icon to select a valid *Fund*. 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 *Financial Department ID*. The *Fin Dept ID* (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.
Appropriation ID (CF3)	Click on the **Lookup** icon to select an *Appropriation ID*. The *Approp ID* represents a single appropriation account that controls the total amount of an agency's expenditures. The *Approp ID* is unique for every appropriation budget in SWIFT. The *Approp ID* is a 7-character alphanumeric identifier.

Field	Field Description
Sub Account (Class)	Optionally, click on the **Lookup** icon to select a Sub Account.
Statewide Cost (Prog)	Optionally, click on the **Lookup** icon to select a *Statewide Cost* code. Typically, there will be a SWIFT communication instructing agencies when a *Statewide Cost* code should be used.
Agency Cost 1 (CF1) **Agency Cost 2 (CF2)**	Optionally, click on the **Lookup** icon and select an *Agency Cost 1* or *Agency Cost 2* code. *Agency Cost 1* and *Agency Cost 2* are agency specific fields that are used at the agency's discretion.
Project	Optionally, click on the **Lookup** icon and select a *Project ID*. *Project IDs* are defined by your agency. They are used to track project and grant transactions. The *Project* 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.