Review Book History

This guide covers how to review an asset’s depreciation setup on the Review Book History page.

- The initial Book values are defined by the Profile ID used when the asset was built. Other historical values are generated from Asset Management transactions.
- You can view whether an asset is depreciable or not, the asset’s Useful Life, and important dates, such as the “In Service” and Accounting Dates.
- If you think an asset’s depreciation setup should be changed, please contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us to discuss.

Steps to complete:

- Step 1: Navigate to the Review Book page
- Step 2: View the Book History List tab
- Step 3: View the Book History Detail Tab

Step 1: Navigate to the Review Book page for the Asset

1. Navigate to the Review Book page using one of the options below.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>

2. At the Review Book (Asset Book History) page, enter search criteria to locate the asset you want to view. Commonly used options are described below.
## Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Accept the default Business Unit or click on the Lookup and select a different Business Unit.</td>
</tr>
<tr>
<td>Asset Identification</td>
<td>Enter an Asset ID to limit your search. The percent sign (%) can be used to replace one or more characters.</td>
</tr>
<tr>
<td>Tag Number</td>
<td>Optionally, enter a Tag Number if your agency uses asset tags.</td>
</tr>
</tbody>
</table>

3. Click on the Search button.

4. If more than one asset displays in the Search Results section, click on the asset you want to view. The Review Book pages display.

### Step 2: View the Book History List tab

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

- The **Header** section displays the Business Unit, Asset ID, Description, and Tag (if any).
- The **Book** section displays the Book Name and Description. (MINN is the only BOOK used.)
- The **Book History List** section displays the Date/Time Stamp, Trans Date, Acctg Date, Change Type, Status (Depreciable/Not Depreciable), Method (Straight Line for all State of MN assets that depreciate). Change Types include:
  - Change Types
  - ADD – New Addition (Most Common)
  - OTH – Other
  - LFE – Life Change
  - RES – Resume
Step 3: View the Book History Detail Tab

1. Click on the Detail tab or the Detail link in the Book History List section.

- The Header and Book sections display with the same information contained on the List tab.
- The Details section displays the In Service Date, Convention (all depreciable assets will have AM for “Actual Month”, Useful Life, along with the Date/Time Stamp, Trans Date, and Acctg Date.
- If the asset has more than one Book History record, use the drop-down (1 of 2) or Show Next Row (▼) options to select another record.