

QUICK REFERENCE GUIDE

November 1, 2019

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.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review, Review Book.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Asset Review, Review Book.

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.

Asset Book History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Case Sensitive

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

3. Click on the **Search** button.
4. If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Review 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 screenshot shows the following data:

Unit	G1001	Asset ID	00000001111	Description	SWIFT-Statewide Integrated Fin	Tag	SWIFT-BZ
Book Name	MINN	Description	Minnesota State Book	Currency	USD	Audit Logs	

	Date/Time Stamp	Trans Date	Acctg Date	Change Type	Status	Method	Detail
1	08/01/2014 2:47:54PM	08/01/2014	08/01/2014	Life Ext.	Depreciable	Straight Line	Detail
2	08/01/2014 2:43:54PM	07/01/2011	06/30/2014	Add	Depreciable	Straight Line	Detail

- 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

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- SUS – Suspend
 - RCL – Recalculation
 - MTH - Method
 - TRF – Transfer
 - MUL – Multi-change
- If you click on the *Detail* link, you will be brought to the **Detail** tab discussed in the next step.

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 screenshot displays the 'Detail' tab of the Book History List section. The interface is organized into three main sections: Header, Book, and Details. The Header section shows Unit G1001, Asset ID 00000001111, SWIFT-Statewide Integrated Fin, and Tag SWIFT-BZ. The Book section shows Book Name MINN, Minnesota State Book, and Currency USD. The Details section shows Date/Time 08/01/14 2:47:54PM, Trans Date 08/01/2014, Acctg Date 08/01/2014, Change Type Life Ext., Status Depreciable, In Service Dt 07/01/2011, Convention AM, Method Straight Line, Useful Life 120 Periods, Calc Type Remaining Value, and Depr Pass Life. The interface also includes navigation controls like search, back, forward, and view all buttons.

- 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** () or **Show Next Row** () options to select another record.