

QUICK REFERENCE GUIDE

November 1, 2019

Transfer Assets Between Business Units (InterUnit)

Sometimes an asset must be transferred from one Business Unit to another. This is called an InterUnit transfer. InterUnit transfers are performed centrally by Minnesota Management & Budget.

Type of Transfer	Contact/Process
CAFR asset between Business Units	If you need to transfer a CAFR asset between Business Units, contact the Financial Reporting team at MMB for assistance and guidance with the transfer transaction.
Non-CAFR asset between Business Units	If you need to transfer a Non-CAFR asset between Business Units, contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us .

Note: If you need to transfer an asset to a different department within the same Business Unit, you will follow the instructions in the [“Change the Funding String for an Asset \(TRF\)”](#) guide.

InterUnit transfers are processed on the *Cost Adjust/Transfer Asset* page.

- If the receiving Business Unit needs to make changes to their new asset record the same day, you will need to complete the Depreciation Calculation (Depr Calc) process before processing the InterUnit transfer. (Refer to the [“Run Depreciation Calculation Between Transactions”](#) guide for instructions.) Alternatively, the receiving Business Unit can wait until the next day after the Depr Calc has run automatically overnight.
- You will select the “InterUnit” (TRF) action and enter transfer information for the transaction.
- After completing the transfer, you will notify the receiving agency (Business Unit). The asset representative there can then change the funding string and Location ID.

Steps to complete:

- Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset
- Step 2: Enter Information on the Main Transaction tab
- Step 3: Complete the Enter New Business Unit Information Section
- Step 4: Verify the InterUnit Transfer Options
- Step 5: Complete Processing of the InterUnit Transfer
- Step 6: Contact the Receiving Business Unit

Step 1: Navigate to the Cost Adjust/Transfer Asset page for the Asset

Begin by navigating to the *Cost Adjust/Transfer Asset* page for the asset you want to work with. You can use the *Search for an Asset* page or navigate to the page directly as described in the options below.

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 Search for an Asset Page](#)" guide for detailed instructions.

Search for an Asset

Asset Search Criteria

Unit:

Category:

Asset ID:

Tag Number:

Serial ID:

Approval Pending Additional Search Criteria

Book:

Location:

Asset Status:

Profile ID:

Threshold ID:

Parent ID:

Area ID:

Impairment Processing:

Group ID:

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

Drill-Down To:

Search Results - Select One Asset to Continue

1-1 of 1

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status	
<input checked="" type="radio"/>	G1001	000000000880	PRINTER	IT Hardware		1589470	CHEESEBURGER	In Service

3. Click on the **Search** button.
4. Select the asset you want to work with by clicking on the button for the asset in the Search Results.
5. Select the "Asset Cost Adjust/Transfers" component from the **Drill Down To** listing.

- Click on the **GO!** button. The *Cost Adjust/Transfer Asset* page displays.
 - Note:** Some converted assets may not display in the Search Results. If you experience this issue, use Option 2.

Option 2: Navigate Directly to Cost Adjust/Transfer Page

- Navigate to the *Cost Adjust/Transfer* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Lifecycle, left-menu, Update Assets, Cost Adjust/Transfer page.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Manage Assets, Cost Adjust/Transfer Asset.

Asset Cost Adjust/Transfers

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 =

Include History Case Sensitive

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

- At the *Asset Cost Adjust/Transfers* page, enter search criteria to locate the asset you want to work with. Commonly used options are described below:

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.

Field	Field Description
Description	Optionally, enter information contained in the description of the asset you want to work with. 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.
Asset Status	Optionally, select an <i>Asset Status</i> from the drop-down list, such as "Loaned", "Received (Not in Service)", or "Transferred".

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 work with. The *Cost Adjust/Transfer Asset* page displays.

Step 2: Enter Information on the Main Transaction tab

1. Complete the **Main Transaction** section as described below.

Field	Field Description
*Transaction Date	The <i>Transaction Date</i> is the date the change (Transfer) actually occurred. It will be used for recording the transaction and used in the Depreciation Calculation. Accept the default current date or enter a different date.
*Acctg Date	The <i>Accounting Date</i> is the date for the General Ledger adjustment entry. (The date must be in an open Accounting Period and cannot be before the transaction date.) Accept the default current date or enter a different date.

Field	Field Description
Transaction Code	State of Minnesota does not use.
Rate Type	State of Minnesota does not use.

Note: Accept the defaults for *Copy Changes to Other Books* checkbox and **Copy to Other Books Options** section.

2. Select “InterUnit Transfer” from the **Action** drop-down listing to add a “TRF” entry for the asset that can be viewed in the *Cost History* pages.
3. Click on the **GO!** button. The **Cost Information** tab displays showing the **Enter New Business Unit Information** section. This section only appears when you select the “InterUnit Transfer” action.

The screenshot displays the 'Cost Information' tab in the SWIFT financial tool. At the top, there are tabs for 'Main Transaction' and 'Cost Information'. Below the tabs, transaction details are shown: Unit G1001, Asset ID 000000000880, PRINTER, Tag 1589470, and In Service. The 'InterUnit Transfer' action is selected. A red box highlights the 'Enter New Business Unit Information' section, which includes fields for New Unit, New Asset ID, Profile ID, Trans Code, and a 'Use Profile' checkbox. Below this is the 'Book' section, showing 'MINN Minnesota State Book' with a base currency of USD and an 'Actual Month' convention. The 'Edit Cost Information' section contains fields for Quantity (1.0000), Cost (100.00), Salvage (0.00), Category (SENH), Cost Type, and Unit (G1001). The 'Chartfields' section features a table with columns for Fund, Fin DeptID, Appropriation ID (CF3), Sub Acct, SW Cost, Agency Cost 1 (CF1), Agency Cost 2 (CF2), and Project, with corresponding input fields for each.

Step 3: Complete the Enter New Business Unit Information Section

1. Complete the fields in the **Enter New Business Unit** section as described below.

Field	Field Description
New Unit	Click on the Lookup icon and select the new <i>Business Unit</i> .
Profile ID	After selecting the <i>New Unit</i> , the <i>Profile ID</i> is automatically populated based on the current setting for the asset. This should not be changed when the asset is transferred.
New Asset ID	Accept the default "NEXT". SWIFT will assign the new <i>Asset ID</i> after the transfer is completed.
Trans Code	State of Minnesota does not use.

The screenshot shows the 'Enter New Business Unit Information' section of a software interface. At the top, there are tabs for 'Main Transaction' and 'Cost Information'. Below the tabs, the current asset information is displayed: Unit G1001, Asset ID 00000000880, PRINTER, Tag 1589470, and In Service. The 'InterUnit Transfer' section is active. The 'Enter New Business Unit Information' form contains the following fields: 'New Unit' with value 'G0201' and a search icon; 'Profile ID' with value 'SEN_ITHW' and a search icon; 'New Asset ID' with value 'NEXT'; and 'Trans Code' with an empty field and a search icon. There are also links for 'InterUnit Transfer Options' and 'Transfer From/To Books'. A 'Use Profile' checkbox is checked. A pagination control shows '1 of 1' and a 'View All' link.

Note: The *Transfer From/To Books* link is not used.

Step 4: Verify the InterUnit Transfer Options

The *Asset Cost IU Transfer* page allows you to specify which data about the asset should be transferred over to the new Business Unit. All boxes are checked by default. You can uncheck a box if you don't want that information transferred; however, in most cases, you will leave the boxes checked.

1. Click on the *InterUnit Transfer Options* link. The *Asset Cost IU Transfer* page displays. Verify the options. All options are included by default.

The screenshot shows the 'InterUnit Transfer Options' dialog box. At the top, there is a title bar with the text 'InterUnit Transfer Options' and a close button (X). Below the title bar, the current asset information is displayed: Unit G1001, Asset ID 00000000880, PRINTER, Tag 1589470, and In Service. The 'InterUnit Transfer Options' section contains a list of 10 options, all of which are checked by default. The options are: Asset Acquisition Info, Asset Attributes Info, Asset Comments, Asset Lease Info, Asset Insurance Info, Asset Component History, Asset Maintenance Info, Asset Warranty Info, Asset Non Capitalized Cost, Asset License/Register Info, Asset Inspection Info, and Asset Attribute Groups Info. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

Checkboxes are supplied for:

- Asset Acquisition Info
- Asset Attributes Info
- Asset Comments
- Asset Lease Info
- Asset Insurance Info
- Asset Component History
- Asset Maintenance Info
- Asset Warrant Info
- Asset License/Register Info
- Asset Inspection Info
- Asset Attribute Groups Info

2. Click on the **OK** button to return to the **Cost Information** tab.

Step 5: Complete Processing of the InterUnit Transfer

Next, you finish processing the transfer.

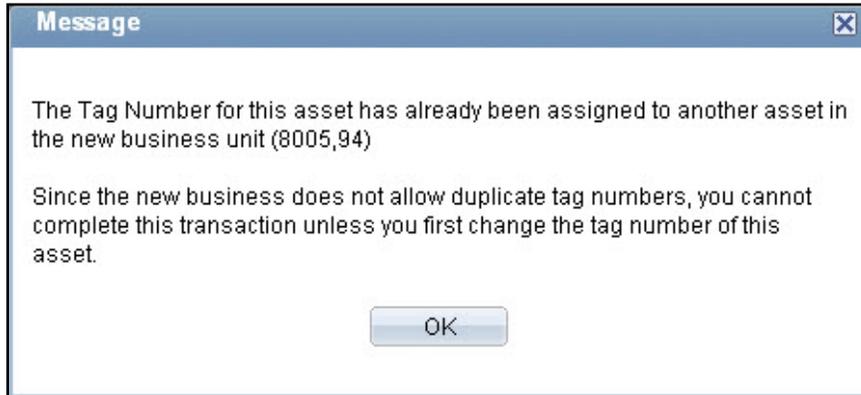
1. Click on the **Save** button. The *New Asset ID* is now assigned.

The screenshot displays the 'Cost Information' tab of the SWIFT financial tool. At the top, it shows 'Main Transaction' and 'Cost Information' tabs. Below this, the 'InterUnit Transfer' section contains fields for Unit (G1001), Asset ID (00000000880), PRINTER, Tag (1589470), and In Service. The 'Enter New Business Unit Information' section includes fields for New Unit (G0201), New Asset ID (NEXT), Profile ID (SEN_JTHW), and Trans Code. A 'Book' section shows Book Name (MINN), Minnesota State Book, Base Currency (USD), and Convention (Actual Month). The 'Edit Cost Information' section has fields for Quantity (1.0000), Cost (100.00), Salvage (0.00), Category (SENHW), Cost Type, and Unit (G0201). A 'Chartfields' table is visible at the bottom with columns for Fund, Fin DeptID, Appropriation ID (CF3), Sub Acct, SW Cost, Agency Cost 1 (CF1), Agency Cost 2 (CF2), and Project. At the bottom left, the 'Save' button is highlighted in red.

2. If the tag number for the asset already exists in the receiving Business Unit, you will see the below error message: "The tag number for this asset has already been assigned to another asset in the new Business Unit. Since the new business does not allow duplicate tag numbers, you

cannot complete this transaction unless you first change the tag number of this asset.” Click on the **OK** button.

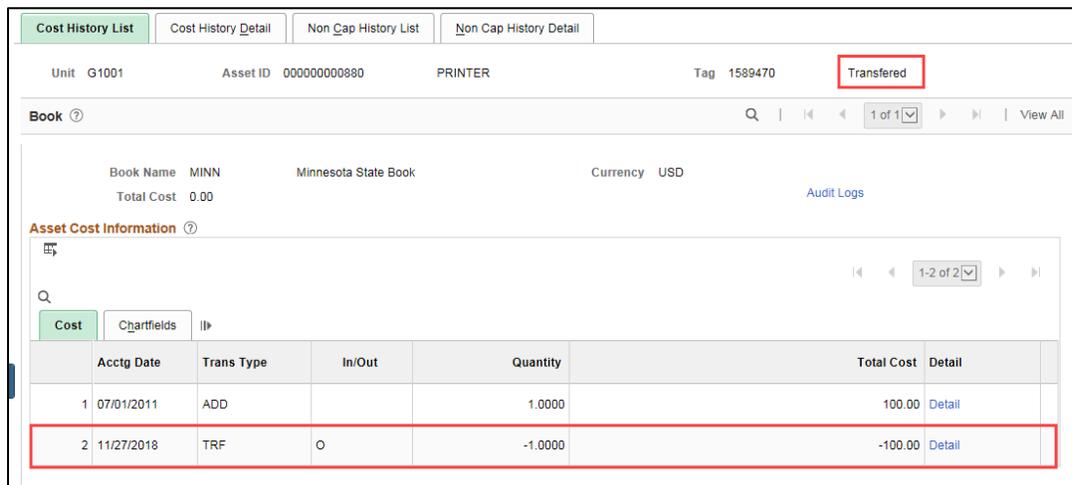
To resolve this issue, open a new window and navigate to the *Basic Add* page where you can either delete the tag number or edit the tag number by adding a suffix letter. Then, return to this window and click on the **Save** button once again.



3. View the *Cost History* page for the asset to see the transfer.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review. The Asset Cost History page displays by default.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Asset Review, Review Cost.

- The InterUnit transfer (TRF) transaction is listed in the **Asset Cost Information** section with the negative quantity and cost.



- The Asset Status is changed to “Transferred”.
- The **Cost History Detail** tab for the transfer record displays the **InterUnit Transfer Information** section which shows the receiving agency’s *Business Unit* and *Asset ID*.

Cost History List | **Cost History Detail** | Non_Cap History List | Non Cap History Detail

Unit G1001 Asset ID 000000000880 PRINTER Tag 1589470 **Transferred**

Book 1 of 1 View All

Book Name MINN Minnesota State Book Currency USD

Cost 2 of 2 View All

Acctg Date 11/27/2018 Trans Date 11/27/2018 Date/Time Stamp 11/27/2018 10:15:09AM

Trans Type TRF Out Asset Transfer

Trans Code

Cost -100.00 USD

Base Cost -100.00 USD

Salvage

Quantity -1.0000

Convention AM

User ID 00637298

Category SENHW Sensitive Asset - IT Hardware

Cost Type

Interunit Transfer Information

Unit G0201

Asset ID 000001414969

Book

Exchange Rate

Rate Type CRRNT

Rate Effdt 01/01/1990

Exchange Rate 1.00000000

Step 6: Contact the Receiving Business Unit

After completing the InterUnit transfer, contact the receiving agency and let them know the new Asset ID. The receiving agency can then open the new asset record and make any necessary changes, such as:

- Change the funding string to associate the financial record with the new agency
- Change the Location if the asset was physically moved to a new location
- Enter a Cost Adjustment if the agency incurred removal or transportation costs to move the new asset to a new location

Remember, if the receiving business unit needs to make changes to their new asset record the same day, you will need to complete the Depreciation Calculation (Depr Calc) process before processing the InterUnit transfer. (Refer to the [“Run Depreciation Calculation Between Transactions”](#) guide for instructions.) Alternately, the receiving business unit can wait until the next day after the Depr Calc has run automatically overnight.