

QUICK REFERENCE GUIDE

February 20, 2024

Add Costs with a New Funding String (ADD)

This guide covers adding costs with a new funding string.

There are times when you need to add costs with a new funding string (positive amount only). The Cost Adjust/Transfer Asset page is used for these transactions.

- You will select the "Addition" (ADD) action on the Cost Adjust/Transfer Asset page and enter the new information.
- After you have completed the transaction, you can view the results on the Cost History pages.

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.

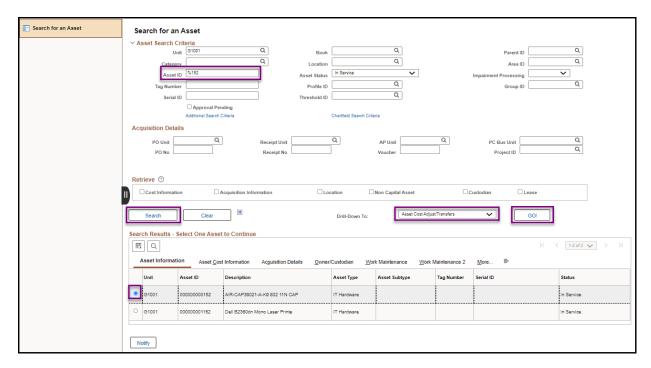
Option 1: From Search for an Asset Page

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 work with. Refer to the "<u>Use the Search for an Asset Page</u>" guide for detailed instructions.
- 3. Select the Search button.
- 4. Select the asset you want to work with by selecting the radio button for the asset in the Search Results.
- Select the "Asset Cost Adjust/Transfers" component from the Drill Down To listing.
- 6. Select 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

1. 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.

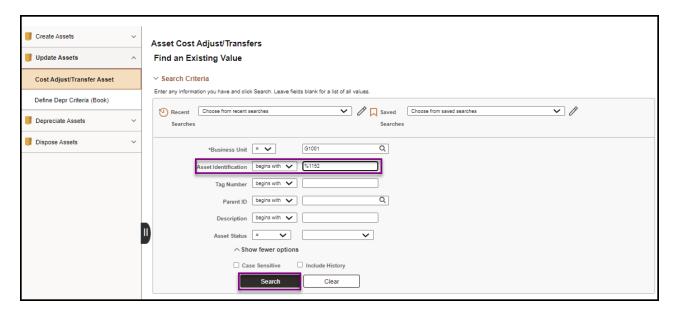
2. At the Asset Cost Adjust/Transfers page, enter search criteria to locate the asset you want to work with. Commonly used options are described below:

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



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 Asset Status from the drop-down list, such as "Loaned", "Received (Not in Service)", or "Transferred".

3. Select the Search button.



4. If more than one asset displays in the Search Results section, select the asset you want to work with. The Cost Adjust/Transfer Asset page displays.

Step 2: Enter Information on the Main Transaction Page

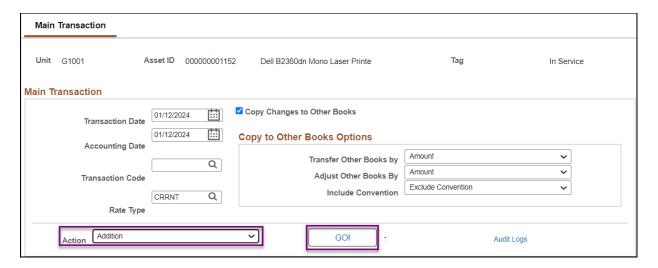
1. Complete the Main Transaction section as described below.

Field	Field Description
*Transaction Date	The Transaction Date is the date the addition 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 Accounting Date 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.

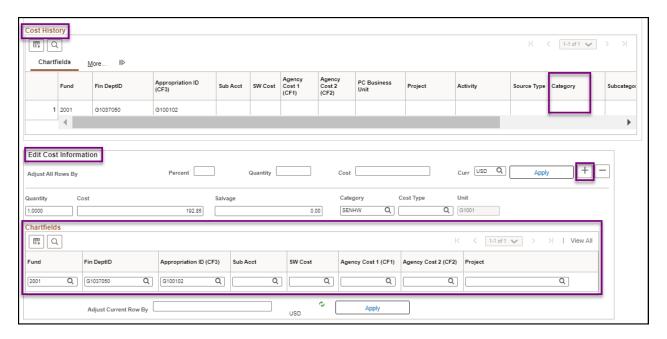
Note: Accept the defaults for Copy Changes to Other Books checkbox and Copy to Other Books Options section.



- 2. The "Addition" action is used to enter costs with a new funding string. Select "Addition" from the Action drop-down listing to add an entry for the asset that can be viewed in the Cost History pages.
- 3. Select the GO! button.



- 4. The Cost Information page displays showing the current cost and funding information. The **Cost History** can be expanded by selecting the **arrow** icon. This section will include the funding string for the asset including Category code.
- 5. Select the **Plus** icon to add a row in the Edit Cost Information section.



Step 3: Enter the New Cost and Funding Information

Next, you will enter the new cost and funding information.



1. A new row appears. Enter the cost information for the new row in the Edit Cost information section as described below.

Field	Field Description
Quantity	If you enter a quantity, this would be in addition to the existing quantity. Normally, the total quantity for an asset is "1".
Cost	Enter the cost that should be applied to the new funding string.
Salvage	Salvage is normally only used for the FLEET category. Enter the salvage value for the new funding string.
Category	Select the Lookup icon to select a Category. This should be the same as the original cost Category.

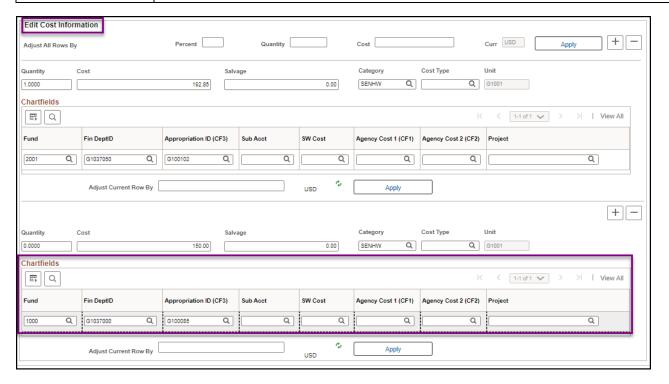


2. Enter the funding string for the new row in the ChartFields section as described below.

Field	Field Description
Fund Code	Select 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	Select 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 Fin Dept ID is an 8-character alphanumeric identifier.
Appropriation ID (CF3)	Select 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, select the Lookup icon to select a Sub Account.
Project	Optionally, select 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.
Statewide Cost (Prog)	Optionally, select 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, select 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.



- 3. After making your changes, select the **Save** button.
- 4. View the Cost History page for the asset to see the addition. Renavigate to find your asset.

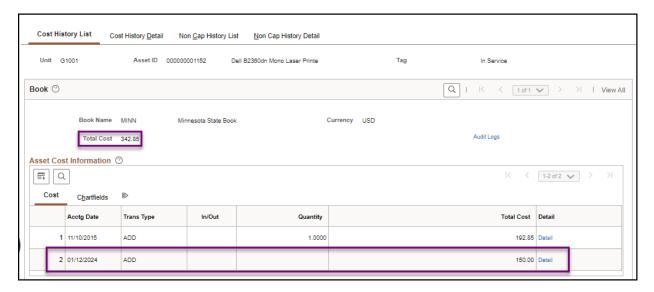
Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review. The Asset Cost History page displays by default.



WorkCenter

Accounting, Asset Management, Asset Management WorkCenter, left menu, Links section, Asset Review, Review Cost.

5. Notice "ADD" for the Trans Type field.



6. Select the **Detail** link or the **Cost History Detail** tab to view the newly added information.

