

## 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 “[Use the Search for an Asset Page](#)” 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.
5. 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.

**Search for an Asset**

▼ Asset Search Criteria

Unit: G1001  
 Category:   
 Asset ID: %152  
 Tag Number:   
 Serial ID:   
☐ Approval Pending  
 Additional Search Criteria

Book:   
 Location:   
 Asset Status: In Service  
 Profile ID:   
 Threshold ID:   
 Parent ID:   
 Area ID:   
 Impairment Processing:   
 Group ID:   
 Charfield Search Criteria

**Acquisition Details**

PO Unit:   
 PO No:   
 Receipt Unit:   
 Receipt No:   
 AP Unit:   
 Voucher:   
 PC Bus Unit:   
 Project ID:   
 Retrieve ⓘ

☐ Cost Information ☐ Acquisition Information ☐ Location ☐ Non Capital Asset ☐ Custodian ☐ Lease

**Search** **Clear** ⓘ

Drill-Down To: Asset Cost Adjust/Transfers **GO!**

**Search Results - Select One Asset to Continue**

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000000152	AIR-CAP36021-A-K9 802 11N CAP	IT Hardware				In Service
G1001	0000000001152	Dell B2360dn Mono Laser Printer	IT Hardware				In Service

**Notify**

**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
<b>Navigation Collection</b>	Accounting, Asset Management, Asset Lifecycle, left menu, Update Assets, Cost Adjust/Transfer page.
<b>WorkCenter</b>	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
<b>Business Unit</b>	Accept the default Business Unit or select the <b>Lookup</b> and select a different Business Unit.
<b>Asset Identification</b>	Enter an Asset ID to limit your search. The percent sign (%) can be used to replace one or more characters.
<b>Tag Number</b>	Optionally, enter a Tag Number if your agency uses asset tags.

<b>Description</b>	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.
<b>Asset Status</b>	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
<b>*Transaction Date</b>	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.
<b>*Acctg Date</b>	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.

- 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.
- Select the **GO!** button.

Main Transaction

Unit G1001    Asset ID 00000001152    Dell B2360dn Mono Laser Printe    Tag    In Service

Main Transaction

Transaction Date 01/12/2024    ☒ Copy Changes to Other Books

Accounting Date 01/12/2024    **Copy to Other Books Options**

Transaction Code    Transfer Other Books by Amount

Rate Type CRRNT    Adjust Other Books By Amount

Include Convention Exclude Convention

Action Addition

GO!

Audit Logs

- 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.
- Select the **Plus** icon to add a row in the Edit Cost Information section.

Cost History

Chartfields

	Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
1	2001	G1037050	G100102										

Edit Cost Information

Adjust All Rows By    Percent    Quantity    Cost    Curr USD    Apply    +    -

Quantity    Cost    Salvage    Category    Cost Type    Unit

1.0000    192.85    0.00    SENHW       G1001

Chartfields

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
2001	G1037050	G100102					

Adjust Current Row By    USD    Apply

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

Edit Cost Information

Adjust All Rows By
Percent
Quantity
Cost
Curr
USD
Apply
+
-

Quantity
Cost
Salvage
Category
Cost Type
Unit
1.0000
192.85
0.00
SENHW
G1001

Chartfields

Fund
Fin DeptID
Appropriation ID (CF3)
Sub Acct
SW Cost
Agency Cost 1 (CF1)
Agency Cost 2 (CF2)
Project
2001
G1037050
G100102
USD
Apply
+
-

Adjust Current Row By
USD
Apply
+
-

Quantity
Cost
Salvage
Category
Cost Type
Unit
0.0000
150.00
0.00
SENHW
G1001

Chartfields

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

Field	Field Description
<b>Fund Code</b>	Select the <b>Lookup</b> 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.
<b>Financial Department ID</b>	Select the <b>Lookup</b> 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.
<b>Appropriation ID (CF3)</b>	Select the <b>Lookup</b> icon to select an Appropriation ID.

	<p>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.</p> <p>The Approp ID is a 7-character alphanumeric identifier.</p>
<b>Sub Account (Class)</b>	Optionally, select the <b>Lookup</b> icon to select a Sub Account.
<b>Project</b>	<p>Optionally, select the <b>Lookup</b> icon and select a Project ID. Project IDs are defined by your agency. They are used to track project and grant transactions.</p> <p>The Project is a 15-character alphanumeric identifier.</p>
<b>Statewide Cost (Prog)</b>	Optionally, select the <b>Lookup</b> icon to select a Statewide Cost code. Typically, there will be a SWIFT communication instructing agencies when a Statewide Cost code should be used.
<b>Agency Cost 1 (CF1)</b> <b>Agency Cost 2 (CF2)</b>	Optionally, select the <b>Lookup</b> 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.

Edit Cost Information

Adjust All Rows By
Percent 
Quantity 
Cost 
Curr

Quantity 
Cost 
Salvage 
Category 
Cost Type 
Unit

Chartfields

1-1 of 1

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
<input type="text" value="2001"/>	<input type="text" value="G1037050"/>	<input type="text" value="G100102"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Adjust Current Row By

Quantity 
Cost 
Salvage 
Category 
Cost Type 
Unit

Chartfields

1-1 of 1

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
<input type="text" value="1000"/>	<input type="text" value="G1037000"/>	<input type="text" value="G100085"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Adjust Current Row By

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

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

<b>WorkCenter</b>	Accounting, Asset Management, Asset Management WorkCenter, left menu, Links section, Asset Review, Review Cost.
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5. Notice “ADD” for the **Trans Type** field.

The screenshot shows the 'Cost History List' interface. At the top, there are tabs: 'Cost History List', 'Cost History Detail', 'Non Cap History List', and 'Non Cap History Detail'. Below the tabs, there are fields for 'Unit' (G1001), 'Asset ID' (000000001152), 'Dell B2360dn Mono Laser Printe', 'Tag', and 'In Service'. A 'Book' section shows 'Book Name' (MINN), 'Minnesota State Book', and 'Currency' (USD). A 'Total Cost' of 342.85 is displayed. Below this is the 'Asset Cost Information' section, which contains a table with columns: 'Acctg Date', 'Trans Type', 'In/Out', 'Quantity', 'Total Cost', and 'Detail'. The table has two rows. The second row is highlighted with a red box, showing '01/12/2024', 'ADD', and '150.00'. A 'Detail' link is visible next to the 'Total Cost' in the second row.

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
11/10/2015	ADD		1.0000	192.85	<a href="#">Detail</a>
01/12/2024	ADD			150.00	<a href="#">Detail</a>

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

The screenshot shows the 'Cost History Detail' interface. At the top, there are tabs: 'Cost History List', 'Cost History Detail', 'Non Cap History List', and 'Non Cap History Detail'. The 'Cost History Detail' tab is highlighted with a red box. Below the tabs, there are fields for 'Unit' (G1001), 'Asset ID' (000000001152), 'Dell B2360dn Mono Laser Printe', 'Tag', and 'In Service'. A 'Book' section shows 'Book Name' (MINN), 'Minnesota State Book', and 'Currency' (USD). Below this is the 'Cost' section, which contains a table with columns: 'Acctg Date', 'Trans Date', 'Date/Time Stamp', 'Trans Type', 'Asset Addition', 'Trans Code', 'Cost', 'Base Cost', 'Fund Code', 'General', 'Financial Department ID', 'Enterprise Human Resources', 'Appropriation ID (CF3)', and 'Management Analysis Services'. The table has two rows. The second row is highlighted with a red box, showing '01/12/2024', '01/12/2024', '01/12/2024 3:36:09PM', 'ADD', 'Asset Addition', '150.00 USD', '150.00 USD', '1000', 'General', 'G1037000', 'Enterprise Human Resources', 'G100085', and 'Management Analysis Services'. An 'Interunit Transfer Information' section is also visible, showing 'Unit', 'Asset ID', and 'Book'.

Acctg Date	Trans Date	Date/Time Stamp	Trans Type	Asset Addition	Trans Code	Cost	Base Cost	Fund Code	General	Financial Department ID	Enterprise Human Resources	Appropriation ID (CF3)	Management Analysis Services
01/12/2024	01/12/2024	01/12/2024 3:36:09PM	ADD	Asset Addition		150.00 USD	150.00 USD	1000	General	G1037000	Enterprise Human Resources	G100085	Management Analysis Services