

QUICK REFERENCE GUIDE

February 20, 2024

Convert an Asset with Multiple Quantity

An asset can be generated with multiple quantities in the Asset Management Module if the purchase order line has multiple quantities and the items are not “serialized” in the receipt process as instructed in the [“Receive Assets with Multiple Quantities”](#) guide.

This guide covers the steps you will need to take in the Asset Management Module to convert an asset with a multiple quantity to multiple assets, each with a quantity of one. These steps can be performed after the voucher information has been generated in the Asset Management Module and a cost record has been created for the asset.

First, you will use the Cost Adjust/Transfer Asset page to adjust the existing asset to a quantity of “1” with the cost of a single item. Next, you will copy the asset to create as many assets as you need.

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.

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”.
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3. Select the **Search** button.

The screenshot shows the 'Asset Cost Adjust/Transfers' page with the 'Find an Existing Value' section. The 'Search Criteria' section includes a 'Recent Searches' and 'Saved Searches' area. Below that, there are several search fields: '*Business Unit' (set to G1001), 'Asset Identification' (set to contains %1307), 'Tag Number' (begins with), 'Parent ID' (begins with), 'Description' (begins with), and 'Asset Status' (set to =). There are also checkboxes for 'Case Sensitive' and 'Include History'. A red box highlights the 'Asset Identification' field and the 'Search' button.

4. If more than one asset displays in the Search Results section, select the asset you want to work with.

Step 2: Enter Information on the Main Transaction Page

1. The Cost Adjust/Transfer Asset page displays. Complete the Main Transaction section as described below.

Field	Field Description
*Transaction Date	The Transaction Date is the date that 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. Select “Adjustment” from the Action drop-down listing to add an “ADJ” entry for the asset that can be viewed in the Cost History component. Adjustment is used for a positive or negative cost or quantity adjustment for an existing funding string.
3. Select the **GO!** button.

Main Transaction

Unit G1001 Asset ID 00000001307 Sensitive Asset - IT Hardware Tag In Service

Main Transaction

Transaction Date 01/17/2024 Copy Changes to Other Books
 Accounting Date 01/17/2024

Transaction Code **Copy to Other Books Options**
 Rate Type CRRNT Transfer Other Books by Amount
 Adjust Other Books By Amount
 Include Convention Exclude Convention

Action Adjustment **GO!** Audit Logs

Save Return to Search Notify Update/Display Include History

Step 3: Adjust the Quantity and Cost of the Existing Asset

Next, you will adjust the quantity and cost information of the existing asset on Cost Information tab.

1. The Cost Information tab displays. Notice the current Quantity, Cost, and Salvage amounts in the Edit Cost Information section.

Edit Cost Information

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

Quantity 5.0000 Cost 2,500.00 Salvage 150.00 Category SENHW Cost Type Unit G1001

Chartfields

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000	G1034410	G100009					

2. Overwrite the existing quantity to "1" in the **Quantity** field.
3. Overwrite the cost with the cost of one asset in the **Cost** field.
4. Select the **Save** button. Adjustments are only saved by selecting the Save button.

Edit Cost Information

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

Quantity 1.0000 Cost 500 Salvage 30.00 Category SENHW Cost Type Unit G1001

Chartfields

Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000	G1034410	G100009					

Adjust Current Row By USD Apply

Comments (0) Attachments (0)

Save Return to Search Notify Update/Display Include History

Step 4: Verify the Cost History and Run Depreciation Calc for the Asset

1. Navigate to the Cost History page to verify the adjustment. Search for and select your asset.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Review. The Asset Cost History page defaults.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left menu, Review Cost.

2. Review the adjustment in the Asset Cost Information section.

The screenshot shows the 'Asset Cost History' page. The 'Book' section displays 'MINN Minnesota State Book' with a 'Total Cost' of 500.00. The 'Asset Cost Information' section contains a table with the following data:

Cost	Chartfields	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1		07/01/2023	ADD		5.0000	2,500.00	Detail
2		01/17/2024	ADJ		-4.0000	-2,000.00	Detail

3. You must run the Depreciation Calculation process before proceeding to the next step. Refer to the instructions in the [“Run Depreciation Calculation between Transactions”](#) guide.

Step 5: Navigate to the Create Asset Copies Page

Next, you will navigate to the Create Asset Copies page for the asset you want to copy. The Search for an Asset page navigation is displayed below. You can also navigate directly to the Copy Asset page: **Navigation:** Accounting, Asset Management, Asset Lifecycle navigation collection, Copy Existing Asset.

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, 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 the Search for an Asset Page”](#) guide for detailed instructions.
3. Select the **Search** button.
4. Select the asset you want to copy by selecting the radio button for the asset in the Search Results.
5. Select the “Copy Asset” component from the Drill-Down To listing.
6. Select the **GO!** button. The Create Asset Copies page displays in a new window.

Search for an Asset

Asset Search Criteria

Unit: G1001

Book: []

Parent ID: []

Category: []

Location: []

Area ID: []

Asset ID: 1307

Asset Status: In Service

Impairment Processing: []

Tag Number: []

Profile ID: []

Group ID: []

Serial ID: []

Approval Pending: []

Chartfield Search Criteria

Acquisition Details

PO Unit: G1001

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 []

Search [] Clear []

Drill-Down To: Copy Asset

GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001307	Sensitive Asset - IT Hardware	IT Hardware	DESKTOP			In Service

Step 6: Make Copies of the Asset

1. On the Create Asset Copies page, you will enter the number of copies you want, along with some key information for the asset including Descriptions, Tag Numbers, and Serial ID’s. The copies are generated when you select the Save button. Make sure to review your entries before you save.
2. Complete the Create Asset Copies header information.

Field	Field Description
Business Unit	Verify the Business Unit.
Original Asset ID	Verify the Original Asset ID.
Acquisition Date	Accept the default current date or enter a different Acquisition Date.
Currency	Accept the default “USD”. State of Minnesota does not use.
Num of Asset Copies to create	Accept the default “1” or enter a different number of copies to create.
Trans Date	The Transaction Date is the date that will be used for recording the transaction and used in the Depreciation Calculation.

Acctg Date	The Accounting Date is the date for the General Ledger entry. (The date must be in an open Accounting Period and cannot be before the transaction date.)
Rate Type	Accept the default "USD". State of Minnesota does not use.

3. In the **Asset Copy Options** section, it is recommended that you uncheck the Asset Acquisition Info checkbox. Accept all other defaults.

Note: If the Asset Acquisition Info box is left checked, the original purchase details for the multiple quantities will be copied to the new asset(s) and this could create confusion. The next step covers how you can enter a description on the **Acquisition Detail** tab for the copied asset(s), indicating that the assets were split from the original asset and providing the original asset number for reference.

4. By default, the **Asset** section displays one copy record. If you are making multiple copies, enter any information in this record that all of the copies have in common, such as the Description. When you create the additional records, information from the first record will be populated to the additional records.
5. Select the **Create Assets** button.

Create Asset Copies

Business Unit: G1001
 Original Asset ID: 000000001307
 Sensitive Asset - IT Hardware
 Acquisition Date: 01/17/2024
 *Currency: USD
 Num of Asset Copies to create: 4
Create Assets

Asset Copy Options

- Asset Acquisition Info
- Asset Non Capitalized Cost
- Asset Maintenance Info
- Asset Inspection Info
- Asset Comments
- Asset Attributes Info
- Asset Warranty Info
- Asset Attribute Groups Info
- Asset License/Register Info
- Asset Lease Info
- Asset Insurance Info

Asset

*Asset ID: NEXT
 Taggable Asset
 Description: Sensitive Asset - IT Hardware
 Tag Number:
 Serial ID:
 Financial Parent ID:
 Physical Component of:
 Audit Logs

Book

Book: MINN Minnesota State Book Base Currency: USD

Cost

Quantity	Cost	Currency	Salvage Value	Currency	Category	Cost Type
1.0000	500.00	USD	30.00	USD	SENHW	

6. Records are generated in the Asset Section for the number of asset copies you have requested.

The screenshot displays the 'Asset' section of the SWIFT system. It shows two identical asset records stacked vertically. Each record has the following fields:

- *Asset ID:** NEXT (highlighted with a red box)
- Taggable Asset:**
- Description:** Sensitive Asset - IT Hardware (highlighted with a red box)
- Tag Number:** (highlighted with a red box)
- Serial ID:** (highlighted with a red box)
- Financial Parent ID:** (with search icon)
- Physical Component of:** (with search icon)

 Below the asset records, there is a 'Book' section showing 'MINN' and 'Minnesota State Book'. A 'Cost' section shows a table with columns: Quantity (1.0000), Cost (500.00), Currency (USD), Salvage Value (30.00), Currency (USD), Category (SENHW), and Cost Type. The bottom of the form is partially visible, showing the start of another asset record.

7. For each record created, complete the Asset section as described below.

Field	Field Description
Asset ID	Accept the default of "NEXT" (NEXT2, NEXT3, etc.) in the Asset Identification field and SWIFT will automatically assign the next available number(s) after you save.
*Description	Enter the Asset's Description, if not previously entered. The field length is 30 characters. You may use the description from the original asset or enter a different description. If you do not enter a description, the default description related to the Profile ID will be populated and this should be avoided.
Taggable Asset	The Taggable Asset checkbox defaults to checked, depending on the Profile ID selected. Change the default, if necessary. This field is used to indicate that the asset can be tracked using a tag.
Tag Number	Optionally, enter a Tag Number if your agency uses asset tags. Tag Numbers must be unique within a Business Unit. This information can also be entered later using the Basic Add pages. The field length is 12 characters.
Serial ID	Optionally, enter a Serial ID for the asset. Serial ID's do not have to be unique. This information can also be entered later using the Basic Add component. The field length is 20 characters.

8. After entering and reviewing all the information, select the **Save** button. **Warning!** This cannot be reversed. You may need to scroll to the bottom of the page to locate the button.

- The assets are created with the Asset ID(s) displayed in the Asset section. Make note of the new Asset ID(s).

The screenshot displays the 'Asset' management interface. At the top, there are input fields for 'Asset ID' (containing '000000001308'), 'Description' ('Sensitive Asset - IT Hardware'), 'Tag Number' ('G1088725'), and 'Serial ID'. There are also search fields for 'Financial Parent ID' and 'Physical Component of'. Below this is a 'Book' section with a search bar and navigation controls. The 'Cost' section features a table with columns for Quantity, Cost, Currency, Salvage Value, and Category. The table contains one row with values: Quantity: 1.0000, Cost: 500.00, Currency: USD, Salvage Value: 30.00, and Category: SENHW. The interface is repeated at the bottom.

Step 6: Review and Update the Copied Assets with Basic Add

Next, you will navigate to the Basic Add page and review and update the copied assets. The menu navigation is shown below. You can also use the Search for an Asset page to search for the asset and select the “Asset Basic Information” component from the **Drill-Down To** drop-down menu (refer to the [“Use the Search for an Asset Page”](#) guide for additional instructions).

- Navigate to the Basic Add page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Life Cycle, left menu, Basic Add.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left menu, Links section, Manage Assets, Basic Add.

- At the Asset Basic Information 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.

3. Select the **Search** button.

The screenshot shows the 'Asset Basic Information' search page. On the left is a sidebar with navigation options: Create Assets, Express Add, Basic Add (highlighted), Copy Existing Asset, Update Assets, Depreciate Assets, and Dispose Assets. The main area is titled 'Find an Existing Value' and includes a search criteria form. The 'Asset Identification' field is highlighted with a purple box and contains the value '00000001308'. Below it are fields for Tag Number, Parent ID, Description, Asset Type, and Asset Subtype. At the bottom, the 'Search' button is highlighted with a purple box, along with 'Clear' and 'Save Search' buttons.

4. If more than one asset displays in the **Search Results** section, select the asset you want to work with. The General Information page displays from Basic Add. Notice the information copied from the original asset and entered on the Copy Asset page. Select the **Asset Acquisition Detail** tab.

The screenshot shows the 'Asset Acquisition Detail' tab for an asset. The 'Description' field is highlighted with a purple box and contains the text 'Sensitive Asset - IT Hardware'. Other fields include 'Asset Class' (IT Hardware), 'Asset Subtype' (DESKTOP), 'Acquisition Date' (01/17/2024), and 'Asset Status' (In Service). The 'Description' field also contains the text 'Split from Asset 00000001307' as mentioned in the text. The 'Asset Information' section includes various fields for acquisition details, such as 'Acquisition Code' (Purchased), 'Fair Value' (0.000), and 'Replacement Cost'.

5. When copying the original asset, we did not copy the asset details. Due to this, only the quantity appears in the **Acquisitions Details** section, and you will find no information when selecting the Interfaces Info or Acquisition Detail ChartFields links. Enter a description referencing the original Asset ID so that the Acquisition Details for this asset can be viewed by looking up the original asset; for example, “Split from Asset 00000001307” in the **Description** field. (This is not the same Description field found on the **General Information** tab.)

6. Optionally, enter the cost for this asset in the Amount field.

Note: If you enter cost information, you must change the Capitalize field to “Already Capitalized” before you save. If you save before making this change, you will see a warning message indicating that you have entered acquisition detail that has not been capitalized. Select the **OK** button if you receive the message.

WARNING! Do not press the Capitalize button. Entering cost information on this page is for reference only.

7. Make any additional updates on the Basic Add pages, as you would normally. (Refer to the [“Create \(or Update\) Assets with Basic Add”](#) guide for instructions).
8. Select the **Save** button to save your changes.

Step 7: Review the Cost History for the Copied Assets

View the Cost History page for the copied assets to verify the result. The menu navigation is shown below. You can also use the Search for an Asset page to search for the asset and select the “Asset Cost History” component from the **Drill-Down To** drop-down menu (refer to the [“Use the Search for an Asset Page”](#) guide for additional instructions).

1. Navigate to the Asset Cost History page using one of the options below.

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.

2. At the Asset Cost History page, enter search criteria to locate the asset you want to view. 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.

3. Select the **Search** button.

The screenshot shows the 'Asset Cost History' search interface. On the left is a sidebar with navigation options: 'Asset History' (expanded), 'Review Cost' (selected), 'Review Book', 'Review Depreciation', 'Review Financial Entries', 'Print an Asset', and 'Acquisition Information'. The main area is titled 'Asset Cost History' and 'Find an Existing Value'. Under 'Search Criteria', there are instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are 'Recent Searches' and 'Saved Searches' sections. The search fields include:

- *Business Unit: dropdown menu, value: G1001
- Asset Identification: dropdown menu (set to 'begins with'), value: %1308 (highlighted with a red box)
- Tag Number: dropdown menu (set to 'begins with'), value: [empty]
- Parent ID: dropdown menu (set to 'begins with'), value: [empty]
- Description: dropdown menu (set to 'begins with'), value: [empty]
- Asset Status: dropdown menu, value: [empty]
- Capitalized Asset: dropdown menu, value: [empty]

 At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and a 'Search' button (highlighted with a red box) and a 'Clear' button.

4. If more than one asset displays in the Search Results section, select the asset you want to view. The Review Cost page displays.
5. Review the cost information displayed. The Cost tab displays the Accounting Date, Quantity of “1” and Unit Cost entered on the original asset. The ChartFields tab displays the funding string. Refer to the [“View Cost History”](#) guide for additional information on viewing these pages.

Cost History List Cost History Detail Non Cap History List Non Cap History Detail

Unit G1001 Asset ID 00000001308 Sensitive Asset - IT Hardware Tag G1086725 In Service

Book 🔍 | ⏪ ⏩ | 1 of 1 | View All

Book Name MINN Minnesota State Book Currency USD

Total Cost 500.00 [Audit Logs](#)

Asset Cost Information 🔍

📄 🔍 | ⏪ ⏩ | 1-1 of 1

Cost **Chartfields** ▶

	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	01/17/2024	ADD		1.0000	500.00	Detail