

## View Cost History

This guide covers how to review an asset’s cost history. After entering financial transactions for an asset, you should view the results on the Review Cost History pages to ensure that the transaction you entered had the desired results. You can view the cost history and all the asset's transactions from the Review Cost History page.

### Step 1: Navigate to the Asset Cost History Page

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

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.

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
<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.

3. Select the **Search** button.
4. Select the asset you want to view from the Search Results.

## Step 2: View the Cost History List Page

The Cost History List page displays. This page displays basic cost information for the asset and all transactions entered for the asset. The **Cost History List** and **Cost History Detail** pages are used to view cost history for a capitalized asset.

- The Header section displays the Business Unit, Asset ID, Description, Tag (if any), and Status for the asset.
- The Book section displays the Book Name and Total Cost.
- The Asset Cost Information section has two tabs. The Cost tab displays the information described below:

Cost Tab Fields	Description
<b>Number</b>	The transaction number displays in the first column.
<b>Acctg Date</b>	The Accounting Date for the transaction.
<b>Trans Type</b>	<ul style="list-style-type: none"> <li>• The Transaction Type. Common types include:</li> <li>• ADD – Asset addition</li> <li>• ADJ – Asset Adjustment</li> <li>• RET – Asset Retirement</li> <li>• REI – Asset Reinstatement</li> <li>• RCT – Asset Recategorization</li> <li>• TRF – Transfer Cost (change of funding string or transfer between Business Units)</li> </ul>

<b>In/Out</b>	Information displays in this column for Transfer and Recategorization transactions: O – Out; I – In.
<b>Quantity</b>	The Quantity for the transaction.
<b>Total Cost</b>	The Total Cost for the transaction.
<b>Detail link</b>	Select the Detail link for the transaction, brings you to the related row on the <b>Cost History Detail</b> tab.

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

Unit G1001 Asset ID 000000000413 LAPTOP Tag 1589453 In Service

**Book** 🔍 | ⏪ ⏩ 1 of 1 ⏪ ⏩

Book Name MINN Minnesota State Book Currency USD  
Total Cost 1,200.00 [Audit Logs](#)

**Asset Cost Information** 🔍 ⏪ ⏩ 1-3 of 3

**Cost** Chartfields ⏪ ⏩

	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	07/01/2011	ADD		1.0000	1,200.00	<a href="#">Detail</a>
2	07/01/2013	RET		-1.0000	-1,200.00	<a href="#">Detail</a>
3	07/01/2013	REI		1.0000	1,200.00	<a href="#">Detail</a>

- The **Chartfields** tab displays information described below:

Chartfields Tab Fields	Description
<b>Number</b>	The transaction number from the <b>Cost</b> tab displays in the first column.
<b>Trans Type</b>	The Transaction Type from the <b>Cost</b> tab displays.
<b>In/Out</b>	The In/Out information from the <b>Cost</b> tab displays.
<b>ChartFields</b>	The funding string for the transaction displays including Fund, Fin Dept ID, SW Cost, Sub Acct, Project, Agency Cost 1, Agency Cost 2, Approp ID, and Asset Category.
<b>Detail link</b>	Selecting on the Detail link for the transaction, brings you to the related row on the <b>Cost History Detail</b> tab.

Cost **Chartfields** ⏪ ⏩

	Trans Type	In/Out	Fund	Fin DeptID	Appropriation ID (CF3)	Detail ↑	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1	RET		1000	G1034410	G100009	<a href="#">Detail</a>					

### Step 3: View the Cost History Detail Page

The **Cost History Detail** page displays much of the same information as the Cost History List page, for example header and Book information. However, the **Cost** section displays additional information including, Transaction Type description, Category code, Category description, and User ID. ChartField information is also provided.

- The User ID for the person who entered the transaction is displayed on this page. A value that starts with “FIOPR” represents a batch processing transaction.
- The Date/Time Stamp indicates when the transaction was done.
- If there was an Interunit Transfer, The Interunit Transfer Information section displays the receiving or sending agency’s Business Unit and Asset ID.

Cost		3 of 3		View All	
Acq Date	07/01/2013	Trans Date	07/01/2013	Date/Time Stamp	03/13/2014 7:47:40AM
Trans Type	REI	Asset Reinstatement	<b>Interunit Transfer Information</b>		
Trans Code			Unit		
Cost		1,200.00 USD	Asset ID		
Base Cost		1,200.00 USD	Book		
Salvage			<b>Exchange Rate</b>		
Quantity		1.0000	Rate Type		CRRNT
Convention	AM		Rate Effct		07/01/2013
User ID	FHOY01		Exchange Rate		1.00000000
Category	SENHW	Sensitive Asset - IT Hardware			
Cost Type					
Fund Code	1000	General			
Financial Department ID	G1034410	Technical Services			
Appropriation ID (CF3)	G100009	Management Services			
Sub Account (Class)					
Statewide Cost (Prog)					
Agency Cost 1 (CF1)					
Agency Cost 2 (CF2)					
PC Business Unit					
Project					
Activity					
Source Type					
Category					
Subcategory					