

QUICK REFERENCE GUIDE

June 10, 2024

Recategorize an Asset (RCT)

This guide covers how to recategorize an asset and update the asset's Profile ID, Asset Type, and depreciation schedule, if necessary.

There are times when you may need to change an asset's Category code ("Recategorize"). You might need to recategorize an asset because it was assigned an incorrect asset category when it was purchased. Sometimes an asset is initially categorized as "sensitive" like a digital camera -- meaning it should be tracked and expensed but not depreciated. However, if the digital camera cost \$5,000, it needs to be depreciable asset, which would require recategorizing.

To recategorize an asset:

- Select the "Recategorize" (RCT) action on the Cost Adjust/Transfer Asset page and enter the change.
- Verify that the Profile ID and Asset Type are correct with the new Asset Category Code, and update, if
 necessary. Valid combinations of Asset Category codes, Profile IDs and Asset Types can be viewed in the
 Query Viewer with the "M_AM_GBL_ASSET_PROFILE" query. The Asset Management WorkCenter
 includes a link to this query (select the Reports/Queries tab).
- Update the Depreciation Book information for the Category / Profile ID changes, if necessary.

It is important that the Category, Profile ID, Asset Type, and depreciation are in sync.

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.

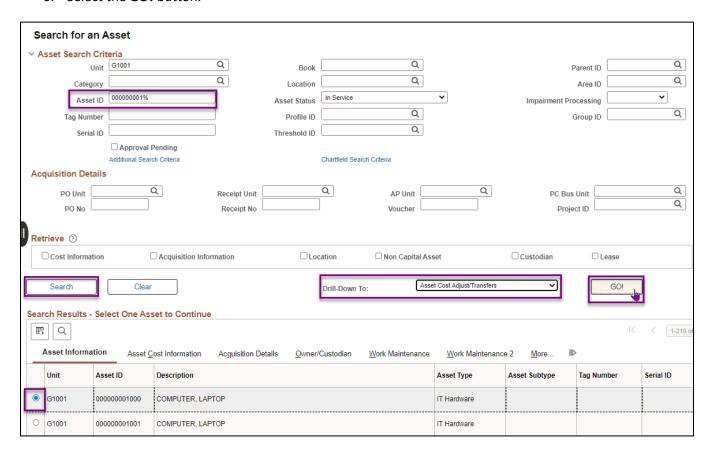
Option 1: From Search for an Asset Page

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 on the 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.



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:

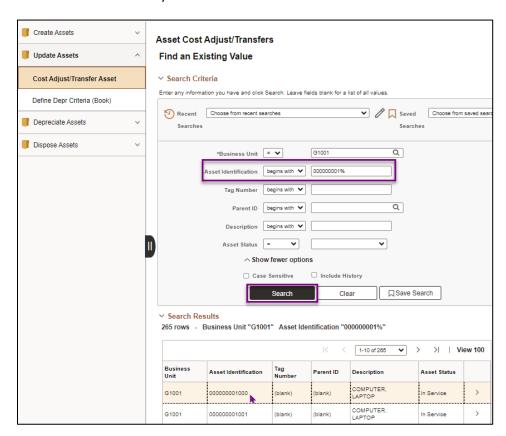
Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Lifecycle, left menu, Update Assets, Cost Adjust/Transfer page.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left menu, Links section, Manage Assets, Cost Adjust/Transfer Asset.



2. On the **Asset Cost Adjust/Transfers** page, enter search criteria to locate the asset. 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. Select the asset you want to work with in the **Search Results** section.



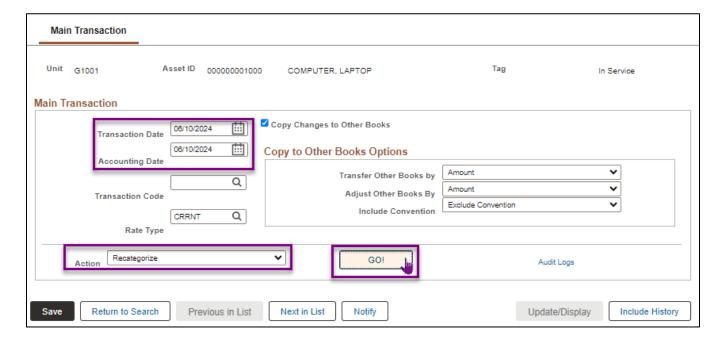


Step 2: Enter Information on the Main Transaction Page

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

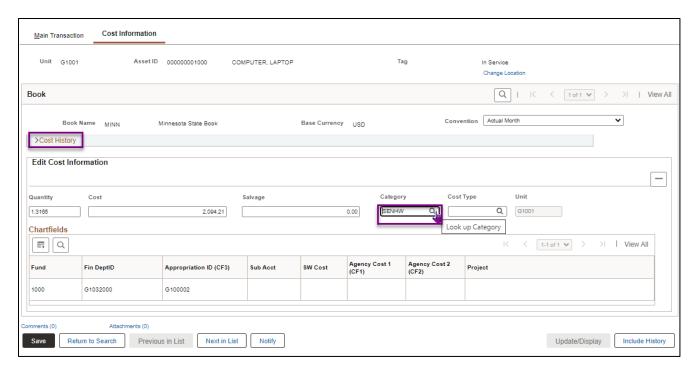
Field	Field Description
*Transaction Date	The Transaction Date is the date that is used for recording the transaction and used in the Depreciation Calculation. Accept the default current date or enter a different date.
*Acctg Date	The Accounting Date is the date for the General Ledger entry. The date must be in an open Accounting Period and cannot be before the transaction date. Accept the default current date or enter a different date.
*Action	Select "Recategorize" from the Action drop-down listing to add an "RCT" entry for the asset that can be viewed in the Cost History component.
Copy Changes to Other Books	The checkbox is automatically selected and should remain so.

- 2. Accept the defaults in the **Copy to Other Books Options** section.
- 3. Select the GO! button.



- 4. The **Cost Information** page displays showing the current Quantity, Cost, and Category for the asset in the Edit Cost Information section. Verify the funding string for the asset.
- 5. Select the **Lookup** icon in the Category field. Choose the correct category. It is important to only change the asset Category during the Recategorize transaction.
- 6. If the asset has multiple funding strings, all strings must be changed and should have the same asset Category.
- 7. Select the **Save** button.





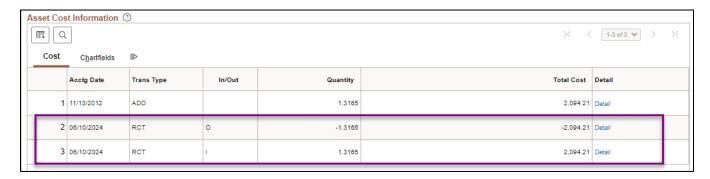
Note: The Cost History section can be expanded to display the funding string for the asset.

Step 3: Verify the transaction from the Cost History List Page

1. Navigate to the **Cost History List** 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. Verify there are two Recategorization (RCT) lines in the **Asset Cost Information** section. There should be one line for IN and one for the OUT.



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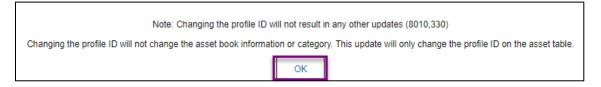
Step 4: Verify that the Profile ID and Asset Type are Correct

Next, verify that the Profile ID and Asset Type are in sync with the new Category. Valid combinations of Category codes, Profile IDs and Asset Types can be located with the "M_AM_GBL_ASSET_PROFILE" query. The Asset Management WorkCenter includes a link to this query (select the Reports/Queries tab).

1. 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.

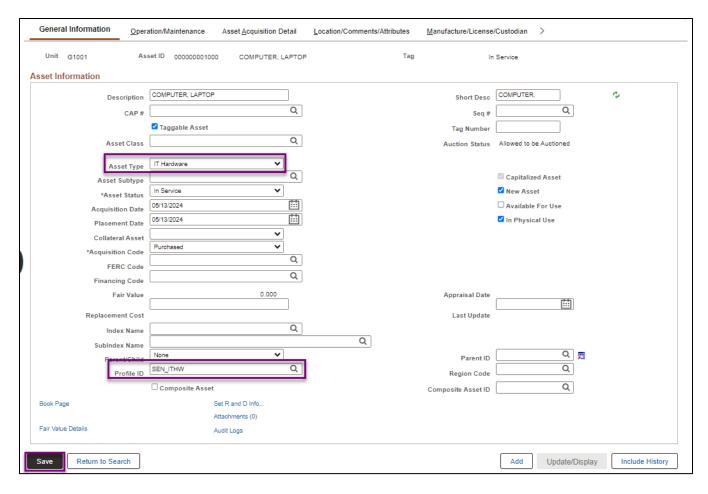
- 2. Search for and select the asset from the asset **Basic Information** search page.
- 3. The General Information page displays. Review entry in the **Profile ID**. If necessary, select the **Lookup** icon and select a different **Profile ID**.
- 4. A message displays stating, "Note: Changing the Profile ID will not result in any other updates. Changing the Profile ID will not change the asset book information or category. This update will only change the Profile ID on the asset table." Select the **OK** button.



Note: This is a reminder that you are responsible for maintaining a valid combination of Category, Profile ID, Asset Types, and Depreciation Book information.

- 5. Verify the Asset Type. If necessary, select a different **Asset Type** from the drop-down menu.
- 6. Select the Save button.





Step 5: Determine if the Depreciation Schedule Needs Updating

If the Profile ID for the asset was changed, verify that the depreciation and Useful Life value (part of the "Book" information) are correct and update, if necessary.

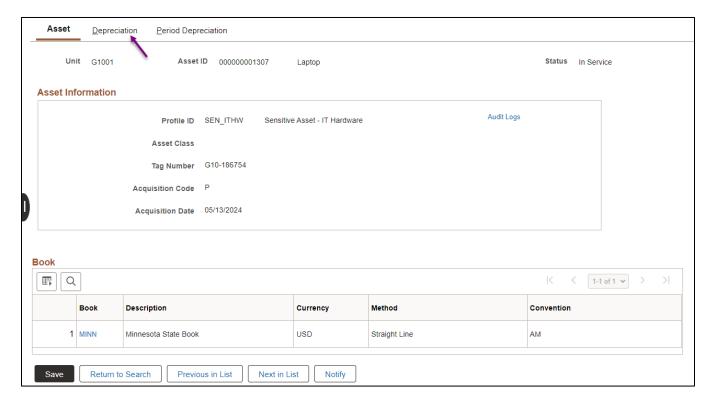
View the Asset Depreciation pages to see if the asset is fully depreciated. If it is not fully depreciated, update the Useful Life of the asset to match the Profile ID and the system can recalculate the depreciation so that the remaining depreciation is calculated over the remaining life of the asset.

1. Navigate to the **Asset Depreciation** page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Life Cycle, left menu, Depreciate Assets, Review Depreciation.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left menu, Links section, Asset Review, Asset Depreciation.



- 2. Search for and select the asset.
- 3. View the **Asset** page which displays the Profile ID and Description.
- 4. Select the **Depreciation** tab to see if the asset is fully depreciated.

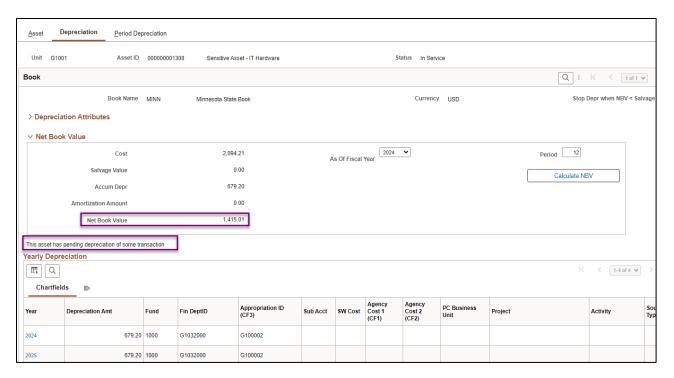


5. Review the **Depreciation** page.

Section	Description
Net Book Value	The Net Book Value section displays the Cost, Salvage Value, Accumulated Depreciation, and Net Book Value fields. You can select the As of Fiscal Year dropdown and select a different Fiscal Year to view.
Yearly Depreciation	The Yearly Depreciation section displays the Depreciation Amount for each year, along with the funding string.

- 6. In this case, we can see that the asset is not fully depreciated; it still has a Net Book Value. If it were fully depreciated, the Net Book Value would be zero. The Useful Life field on the **Define Depr Criteria (Book)** page should be updated so that the system can recalculate the depreciation.
- 7. If the system message displays at the bottom of the Net Book Value section indicating that "This asset has pending depreciation of some transaction," run the Depreciation Calculation process **before**updating the asset's Useful Life. Refer to Run Depreciation Calculation between Transactions guide.





Step 6: Update the Depreciation Useful Life for the Asset

If you discover that you need to update the Useful Life of the asset, navigate to the **Define Tax/Depr Criteria** (Book) page for the asset.

Note: As noted in the previous step, make sure to run the Depreciation Calculation process first if there is pending depreciation for the asset. Refer to <u>Run Depreciation Calculation between Transactions</u> guide.

1. Navigate directly to the **Define Tax/Depr Criteria** (Book) page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Lifecycle, left menu, Update Assets, Define Depr Criteria (Book).
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, Links section, Define Tax/Depr Criteria.

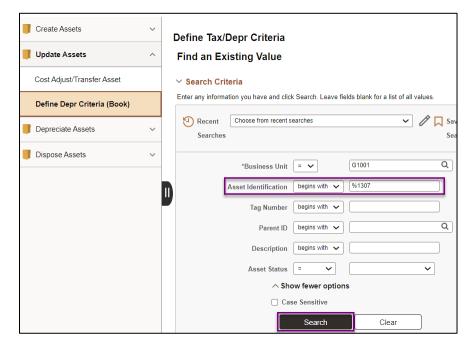
Note: You can also navigate from the **Search for an Asset** page. Refer to the <u>Use the Search for an Asset Page</u> guide for detailed instructions.



2. Enter Search Criteria to help you locate the asset.

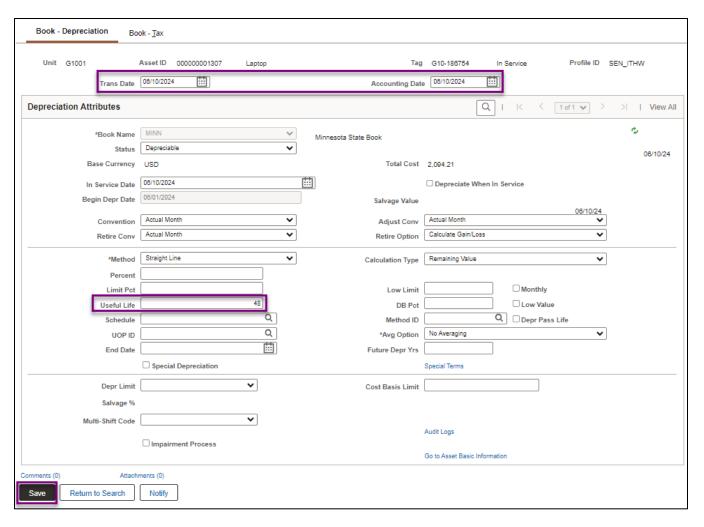
Field	Description
*Business Unit	Accept default Business Unit or enter a different Business Unit.
Asset Identification	Enter an Asset ID to limit your search. The percent sign (%) can be used to replace one or more characters.
Tag Number	Optionally, enter a Tag Number if your agency uses asset tags.
Parent ID	Optionally, enter a Parent ID if a Parent/Child relationship exists.
Description	Optionally, enter information contained in the description of the asset you want to copy. The percent sign (%) can be used to replace one or many characters.
Asset Status	Optionally, select an Asset Status from the drop-down list, such as "In Service," "Disposed," or "Received (Not in Service)."

3. Select the Search button.



- 4. The **Book Depreciate** page displays. Verify the dates in the header match the dates of the Recategorize (RCT) Transaction.
- 5. Enter the correct number of months in **Useful Life** field. Normally, this is the only value you change on this page.
- 6. Select the **Save** button.





- 7. SWIFT re-calculates depreciation in the nightly depreciation batch run. Optionally, you can run the Depreciation Calculation process manually. Refer to <u>Run Depreciation Calculation between Transactions</u> guide.
 - After the Depreciation Calculation process has been run, the Asset Depreciation pages for the asset are updated as a result of the recategorizing:
 - On the **Depreciation** page, notice a reversing entry for any accumulated depreciation related to the original Category.
 - The message indicating that there is pending depreciation no longer displays.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

