

State of Oklahoma

COR415

Asset Management –
Asset Adjustments & Transfers Manual
Office of Management & Enterprise Services



OKLAHOMA

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Document History

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Cost Adjustment and Transfer Overview

Once an Asset has been added to the Asset Management system through the Purchasing/Accounts Payable Interface or manually in Asset Management, any changes to Cost, Quantity, Asset Category, or Chartfields must be made through the **Asset Adjustment** features. These types of Adjustments are all categorized as Financial Adjustments.

Asset Adjustment will often be accompanied by depreciation adjustments and/or related accounting entries. All Adjustments are tracked within the system and the history of Adjustments can be viewed through the Review pages.

Due to the accounting implications of executing the Adjustment process, these features will only be granted to those state users demonstrating the ability to successfully manage the Adjustment process.

Adjustment is used when an asset's cost or quantity is incorrect. An incorrect cost can occur when a voucher is unposted, and the Asset amount is changed on the voucher after the Load Asset Request updates the Asset financial information in Asset Management. An incorrect quantity will occur when cost rows are added to an asset ID through Accounts Payable, and each cost row increases the quantity.

When an Asset's Cost or Quantity needs to be increased, use the **Cost Addition** features. In contrast to the Asset Adjustment features, the Asset Cost Addition features generally are used to reflect an increase in the Assets Cost during the life of the Asset. For example, a P-card purchase for an item that is part of an existing Asset could require that the Asset Cost to be increased.

Do not use a Cost Addition when you need to correct an error made in the cost or quantity of an Asset. Use Asset Adjustment to correct entry errors in cost or quantity.

When an Asset's Chartfield values are not correct or need to be changed to reflect movement of the Asset within the agency, an **Asset Transfer** action must be taken on the Asset. For example, if an Asset moves from one Department in an agency to another Department (and the agency tracks and reports by Department), an Asset Transfer must be completed to correctly reflect this move.

The Transfer action will 'Transfer' the Asset from the old Chartfield combination to the new Chartfield combination. In doing so, the system creates two transactions. The first takes the Asset out of the old Chartfield combination and the second puts the Asset into its new Chartfield combination



Changes to an Asset's Category are called **Recategorization** in the system. Typically, Recategorizations are done when the Asset's Category was entered incorrectly, or Cost Type needs to be changed (to reflect a change in ACFR reporting).

Like Asset Transfers, when an Asset Recategorization is done, the system creates two transactional rows. The first represents the transfer 'Out' of the original Asset Category; the second represents the transfer 'In' to the new Asset Category.

All Financial Transactions will result in a pending transaction for Depreciation. Run the depreciation calculation process after each financial transaction to update the asset.



Key Terms

Asset Management Business Unit: Each agency has one Asset Management Business Unit. The Business Unit is the 3 digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Asset ID: Each Asset in the system has a unique Asset ID assigned automatically when the asset is added. The Asset ID is the key number used by the system to track each individual asset. Use this number to search for a particular asset in the system and view or make changes.

Tag Number: All Assets in the Asset Management system can have a Tag Number that matches the physical tag on the asset. It is a 10-digit field that will take alphanumeric characters.

Asset Financial Information: An Assets Financial information includes cost, quantity, useful life, and ChartField values.

Asset Physical Information: An Assets Physical information includes tag number, location, custodian, serial number, and Manufacturer ID.

Profile ID: Profile ID is a “template” for the Asset that defaults values into the asset used for grouping and depreciation processing. This includes Asset Category, Asset Type, Useful Life, and Depreciation Method and Convention.

Asset Category: Groups assets together by major asset type for financial reporting purposes. Categories are Land, Land Improvements, Buildings, Infrastructure, Machinery and Equipment, IT Systems, Artifacts and Treasures. Asset category is required and included in the Profile ID.

Asset Type: Classifications to report assets within an asset category. Types are IT Hardware, IT Software, Equipment, Property, Fleet, Furniture, Facility, Intangibles, and Other. Asset type is required and included in the Profile ID.

Asset Subtype: Groups assets within Asset Types at a more granular level for internal reporting purposes. Subtypes are optional in Asset Management and are not included in the Profile ID.

Asset Class: Defines assets within Asset Categories for internal reporting purposes. Asset Classes are optional in Asset Management.



ACFR Asset: A capital asset with a cost of \$25,000 or more reportable on the Annual Comprehensive Financial Report (ACFR). The cost of individual assets acquired as part of a group to be used together, but can be used as a separate asset, must individually meet the \$25,000 capitalization policy even though they are connected to other components of the group. Asset grouping is limited to individual components that cannot be used without being connected to other components. Refer to GAAP Package H, Reportable Capital Assets, under Key Terms for specific guidelines.

Cost Type: A Cost Type is used to differentiate between ACFR and non-ACFR assets. The cost type, in conjunction with category and asset transaction, will record the accounting entries needed by the ACFR group.

IT Asset: Telecommunication voice response systems and electronic information technology applications, including but not limited to mainframe computers, minicomputers, or microcomputers, word processing equipment, office automation systems, Internet, eGovernment, broadband, WI-FI or wireless networking, mobile radios, including the interoperable radio communications system for state agencies, radio towers, projectors, TV's used as IT monitors or part of audio visual conferencing systems or Global Positioning Systems (GPS).

Transaction Date: Date on the Asset that reflects the actual date the Asset transaction took place. In the case of a new Asset addition, this is the date the Asset was Acquired.

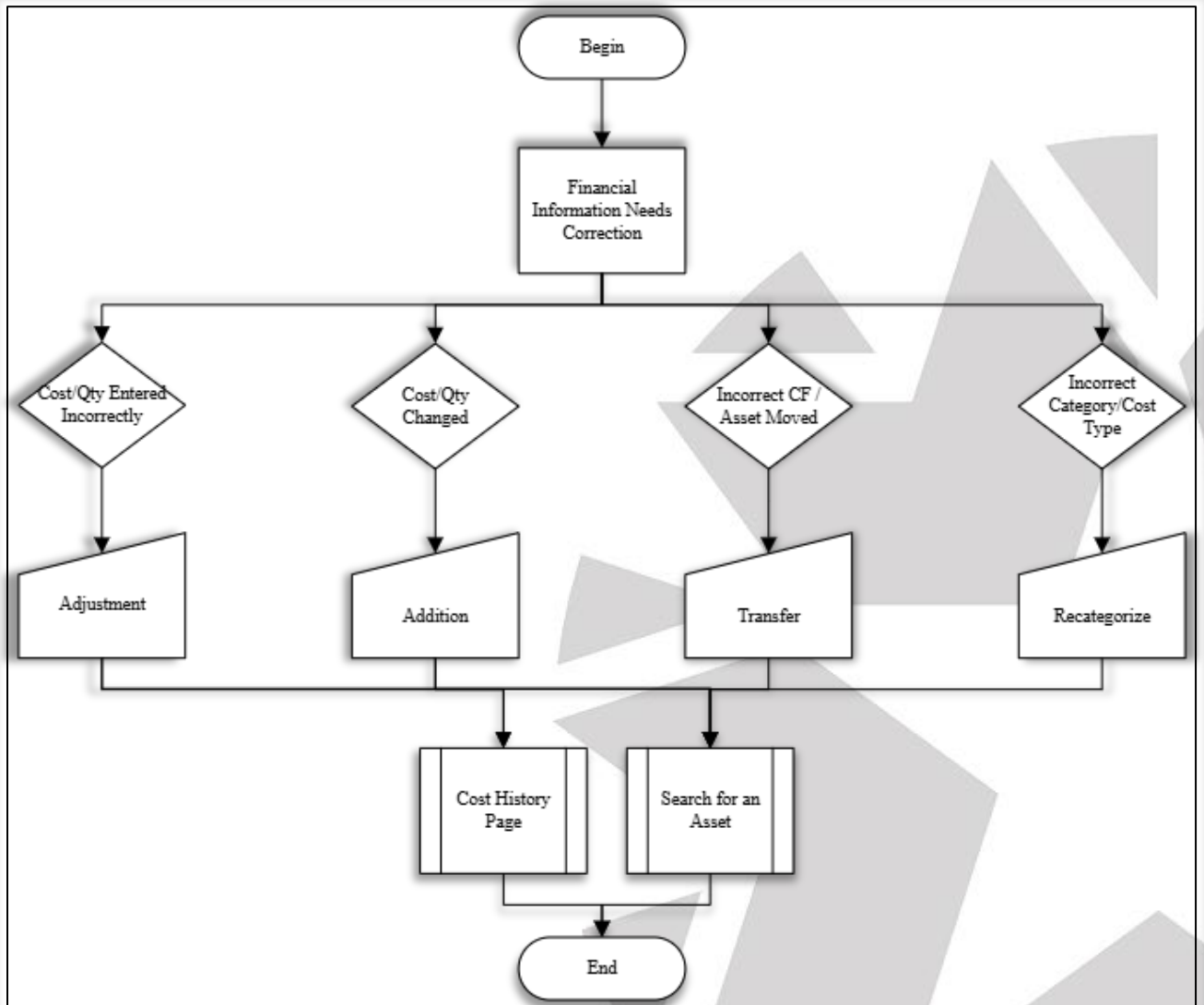
Accounting Date: Date on the Asset that will determine when the Asset transaction will be posted to the General Ledger.

Asset Management Books: Asset Books store financial information about an asset including cost, depreciation rules and retirement rules. The state will support only one book called 'STATE'.

Depreciation Calculation: Depreciation must be run to account for every transaction performed on an Asset. Assets added in AM are eligible for depreciation when they are Capitalized, either by manually keying an Asset in AM or by loading a Voucher into AM. Other financial transaction performed on an Asset, such as Adjustment, Transfer, Retirement, Reinstatement, Re-categorization, and Book Adjustment (adjustment to depreciation life), require depreciation to be recalculated



Process Flows



Asset Cost Adjustment/Transfer Process Flows

Begin Process

Financial Transaction needs correction.

If an asset cost or quantity is incorrect, perform an **Adjustment**.

If an existing asset cost or quantity needs to be added and a Cost Row was not added through the voucher, perform an **Addition**.

If an asset has an incorrect Chartfield or was moved from one department to another department and the agency tracks and reports by department, perform a **Transfer**.

If an asset has an incorrect category or cost type, perform a **Recategorization**.

Use Asset Cost History or Search for an Asset pages to view updated Financial Information online.

Run the Deprecation Calculation Process after each Financial Transaction.

End



Guidelines, Concepts, and Alternatives

What is a Capital Asset?

The term *capital assets* include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. (GASB S34, par. 19)

The State of Oklahoma's capitalization threshold for capital assets is \$25,000.

What Assets, in Addition to Capitalized Assets, Should be Included in Asset Management?

The Asset Management system will be used to track **“tangible assets” costing \$2,500 or more** to meet Department of Central Services reporting requirements per the Administrative Rule OAC 260:110-1-3. “Tangible assets” mean machinery, implements, tools, furniture, livestock, vehicles and other apparatus that an agency may use repeatedly without material impairment of its physical condition and have a calculable period of service and a value exceeding the reporting threshold the OMES establishes for the entity. [74 O.S., Section 110.1]”¹

The system will also be used to track **telecommunication and electronic information technology applications costing \$500 or more** to meet the requirements specified in Title 62, § 34.12, Subsection 6. Telecommunication and electronic information technology applications “include but are not limited to the use of mainframe computers, minicomputers, or microcomputers, word processing equipment, office automation systems, Internet, eGovernment, broadband, WI-FI or wireless networking, mobile radios, including the interoperable radio communications system for state agencies, radio towers, projectors, TV’s used as IT Monitors or part of audio visual conferencing systems or Global Positioning Systems (GPS).”²

Asset Management can also be used to track items costing **less than \$2,500 (\$500 if an electronic information technology asset) if they are sensitive** for one or more of the following reasons:

- *Items that require special attention to ensure legal compliance.* Legal or contractual provisions may require a higher than ordinary level of accountability over certain capital-type items (e.g., items acquired through grant contracts).
- *Items that require special attention to protect public safety and avoid potential liability.* Some capital-type items by their very nature pose a risk to public safety and could be the source of potential liability (e.g., police weapons).
- *Items that require special attention to compensate for a heightened risk of theft (“walk away” items).* Some capital-type items are both easily transportable and readily marketable or easily diverted to personal use (e.g., sound equipment).³



What are the State's Major Asset Categories for Owned Assets?

The State of Oklahoma uses the following major categories:

Art, Artifacts, and Treasures – This includes collections of works of art, historical treasures, and similar items. For art or a collection to be categorized as Art, Artifact, or Treasure, its purpose must be to display or research, and the collection items must be adequately maintained and preserved. Additionally, proceeds from the sale of collection items must be used to purchase other items for the collections. Such collections are often considered to have an indefinite useful life and will generally appreciate; thus, assets in this category are not depreciated.

Land – “Land is often associated with some other asset (e.g., land under a building or road). Land should be treated separately; thus, the land purchased with an existing building should not be capitalized as part of the cost of the building. The cost of the land should include the acquisition cost and the cost of initially preparing land for its intended use, provided these preparations have an indefinite useful life, like the land itself. Ownership of land can include separable elements (e.g., mineral rights). These various elements should not be treated as separate assets in their own rights unless they are acquired separately. Land, unless compromised by use, has an indefinite life and is not depreciated.”⁴

Land Improvements – This is used for permanent improvements that add value to the land but do not have an indefinite useful life. Examples include fences, retaining walls, parking lots, and most landscaping. Moveable items should be classified as furnishing and equipment.

Buildings – All permanent structures are included in the building category. The cost of an *improvement* will be treated as a separate asset in the Asset Management System but can be linked in a Parent-Child relationship.

Infrastructure – “Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.”⁴ Examples include roads, bridges, tunnels, drainage systems, water and power systems, dams, and lighting systems.

Machinery and Equipment – This category is used for vehicles, furnishings, and similar moveable items, but does exclude assets included in the IT Systems category. It also can be used for collections that do not appreciate (e.g., general library collections).



IT Systems – This category was set up separately from machinery and equipment to satisfy the requirements of Title 62, § 34.12. Subsection 6. Assets include telecommunication voice response systems and electronic information technology applications. See the paragraph defining information technology assets in the question on the previous page addressing which assets are tracked in the Asset Management system.

Construction in Progress – Costs incurred to construct or develop a tangible or intangible asset before it is ready to be placed in service. Construction in Progress will be tracked in the PeopleSoft Projects Module and will be classified into the appropriate asset category when the asset is placed in service. If the Projects Module is not utilized, then Construction in Progress totaling \$25,000 or more will be reported separately to the ACFR group until the asset is added to the Asset Management Module at the time the asset is placed in service.

How Should a Donated Capital Asset be Valued?

Generally accepted accounting principles state that “donated capital assets should be reported at their estimated fair value at the time of acquisition plus ancillary charges, if any.”⁴ The appropriate fair value is the amount that the agency would have had to pay to acquire the asset, not the amount for which the donated asset might be resold.

How Should Bundled Costs be Assigned to Individual Assets?

“Capital assets often are purchased or constructed in bundles (e.g., the purchase of a building and land). An appropriate portion of the cost must be assigned to each.”⁴

How Should Assets Obtained through Trade-Ins be Valued?

“If a capital asset is traded-in in the process of purchasing another similar capital asset, the newly acquired capital asset should be recorded at an amount equal to the book value of the asset that was surrendered plus any additional monetary consideration provided to seller.”⁴

What is the Acquisition Cost of Internally Generated Software?

Generally accepted accounting principles “prohibit the capitalization of any cost associated with the *preliminary project stage* of software development. Conversely, costs connected with the *application development stage* should be capitalized, but only if incurred after the completion of the preliminary project stage. Even then, capitalization is limited to situations where management authorizes and commits to funding, at least through the current period. Finally, costs incurred as part of the *post-implementation/operations* stage should never be capitalized.”⁴



How Should Significant Costs Incurred after the Asset is Acquired be Treated?

Significant costs incurred in connection with capital assets in periods after the initial acquisition need to be distinguished between improvements and repairs and maintenance.

“An **improvement provides *additional value***. Such added value is achieved either by 1) lengthening a capital asset’s estimated useful life or 2) increasing a capital asset’s ability to provide services (i.e., greater effectiveness or efficiency). In contrast to improvements, **repairs and maintenance *retain value*** rather than provide additional value.” Improvements are capitalized and repairs and maintenance are expensed.

“Often a single project will have elements of both repair and an improvement. In that case, the relative cost of each should be determined and treated separately.”⁴

The State will treat an improvement as a separate capital asset and depreciate it over its own estimated useful life. It can be linked in a Parent-Child relationship

Which Items Should be Depreciated or Amortized and How?

Capital assets that have a definite useful life are depreciated. The State of Oklahoma uses the Straight Line depreciation method, the Half Year convention, and no salvage value to compute depreciation.



How are the Useful Lives of Assets Estimated?

Straight line depreciation is calculated by dividing the asset cost by the estimated useful life in years. Each agency determines the useful life of the assets and should be the period over which services are expected to be provided by the asset based on the agency's own experience. Factors to consider when estimating a life are materials and construction, specific use, physical environment, maintenance policies, and the risk of technological obsolescence. Refer to GAAP Package H, Reportable Capital Assets, Schedule A, for common life ranges for capital assets.

For assets not meeting the ACFR threshold of \$25,000 or not subject to the federal capitalization threshold of \$5,000 for purposes of federal reimbursement, a useful life of one year has been set up in Asset Management for all categories with assets that have a definite useful life.

Estimated useful lives selected for depreciation purposes must be reviewed regularly for reasonableness. "If a change in estimates proves necessary, it should be treated prospectively (i.e., as an adjustment to future charges)." ⁴

1 DCS Administrative Rule 580:70-1-2

2 OSF Information Technology and Telecommunications Plan, Fiscal Year 2010, General Background

3 GFOA best practice on "Establishing Control over Non Capitalized Items" (2006)

4 GFOA Accounting for Capital Assets – A Guide for State and Local Governments (2008)



Asset Groupings

Asset Category: (Required Field) Groups assets together by major asset type for financial reporting purposes.

Asset Profiles: (Required Field) A template containing default values for an Asset type. Default values include asset category, life (designated by the number in the profile ID), acquisition code, and asset type.

Asset Type: (Required Field and included in profiles) PeopleSoft delivered classification to report assets within an asset category. Types are IT Hardware (010), IT Software (020), Equipment (040), Property (050), Fleet (060), Furniture (080), Facility (090), and Intangibles (100).

Useful Life: Estimated Useful Life of the Asset used in depreciation calculations.

Asset Category - Owned	Asset Profile	Asst Type	Useful Lives
ARTIF – Art and Artifacts	ART_ARTIF	Property	Non Depreciable
LAND - Land	LAND	Property	Non Depreciable
	ROW (Right of Way)	Property	Non Depreciable
LDIMP – Land Improvements	PROPERTYXX *	Property	1, 5, 10, 15, 20, 25, 30, 40, 50
INFRA – Infrastructure	INFRASTRUCTURE30	Property	30
BLDG – Building	FACILITYXX	Facility	1, 5, 10, 15, 20, 25, 30, 40, 50, 60
ITSYS – IT Systems	HARDWAREXX	IT Hardware	1, 3, 5, 10, 20
	SOFTWAREXX	IT Software	1, 3, 5, 8
MA_EQ – Machinery & Equipment	EQUPXX	Equipment	1, 4, 5, 6, 7,8, 10, 15, 20
	FLEETXX	Fleet	1, 3, 4, 5, 6, 7, 8, 10, 12, 15, 20
	FURN_EQXX	Furniture	1, 5, 7, 10, 12

* XX – represents multiple Useful Life values for a Profile ID.



Adjust Asset Cost or Quantity

Step 1 – Adjust an Asset’s Cost

Navigation: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset > Find an Existing Value

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit = 09000 Q

Asset Identification begins with 000000000223

Tag Number begins with

Parent ID begins with Q

Description begins with

Asset Status = v

Include History Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Adjusting the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be Adjusted.

Click the **Search** button to **enter** the Asset Cost Adjust/Transfer pages.



Main Transaction Tab

Transaction Date – the Transaction Date will default to current date. This value should not be changed.

Accounting Date – the Accounting Date will default to current date. This value should not be changed.

Action - Adjustments can be done for **Cost Adjustments**, **Cost Additions**, **Transfers** of Chartfields and changes in Asset Category or Cost Type called **Recategorizations**.

Use the **Action** drop down to select the Action of **Adjustment**.

Click the **Go** button to initiate the Adjustment and view the Cost Information Page.

NOTE: If the cost adjustment reduces the cost below \$25,000, then the asset must be re-categorized to a non-ACFR asset. Likewise, if the Asset cost is adjusted to over \$25,000.00, Cost Type 'C' is required.

Cost Information Tab

The Cost History can be expanded to review the Cost Rows and their associated chartfields for the Asset.

The Cost Information page allows you to define a Cost or Quantity Adjustment for the Asset. The Asset will be adjusted using the Cost information displayed in the Edit Cost Information section. The Asset can be adjusted by changing the **Quantity** or **Cost** fields directly, or by using the **Adjust Current Rows By** feature illustrated on the next page.

NOTE: The Adjust All Rows By option **ONLY** needs to be used if the Asset has multiple Cost Rows. If the Asset has only one Cost row, simply adjust the Asset by using the Quantity or Cost fields on the Cost Line for the Asset or use the Adjust Current Row By feature.

The **Adjust All Rows By** option allows you to adjust the Asset by:

- **Percentage** – define the Cost Asset adjustment by percent.
- **Quantity** – use this field to adjust the Assets Quantity.
- **Cost** – define the Cost adjustment by Amount.

If using the **Adjust All Rows By** feature, click the **Apply** button to apply the Adjustments to all rows.



Quantity – Adjust the Quantity to the desired Quantity value for the Asset.

NOTE: When an asset is partially Retired or partially Transferred in the system, the Quantity value will decrease. When a cost row is added to an existing Asset through the Voucher, the Quantity value will exceed 1. Use Quantity Adjustment to increase or decrease the Quantity to 1.

Cost – Populate the Cost with the desired Cost value for the Asset.

NOTE: When updating the Cost directly, the Cost field should be populated with the Cost of the Asset that is desired, not the amount of the Adjustment. For example, if the Cost is 5,000.00 and the desired cost is 5,500.00, the Cost field should be populated with 5,500.00 rather than 500.00.

Adjust Current Row By – Alternatively, use the **Adjust Current Row By** feature to enter the ‘Adjustment Amount’ and have the system calculate the new Asset Cost, as shown below.

The screenshot shows the 'Book' interface with the following details:

- Book Name:** STATE
- State:** State of Oklahoma
- Base Currency:** USD
- Convention:** (Invalid Value)
- Cost History:** (Collapsed)
- Edit Cost Information:**
 - Adjust All Rows By:** Percent Quantity Cost Curr USD
 - Quantity:** 1.0000
 - Cost:** 750.00
 - Salvage:** 0.00
 - Category:** ITSYS
 - Cost Type:** (Blank)
 - Unit:** 09000
- Chartfields:**
 - Oper Unit:** 1000
 - Fund Type:** (Blank)
 - Dept:** (Blank)
 - Program:** (Blank)
 - Class-Funding:** 19901
 - Bud Ref:** 09
 - Sub-Account:** (Blank)
 - Project:** (Blank)
 - CFDA#:** (Blank)
 - ChartField:** (Blank)
- Adjust Current Row By:** USD
- Comments:** (1)
- Attachments:** (0)
- Buttons:** Save, Return to Search, Notify, Update/Display, Include History

Click the **Apply** button to apply the adjustments to the Cost row and have the system calculate the new Asset Cost.

NOTE: When using the **Adjust Current Row By** feature, populate the field with a Negative number to reduce the Cost of the Asset.

NOTE: When the Asset Adjustment reduces the Cost of the Asset to below \$25,000.00 (as illustrated above), an Asset Recategorization must be done to change the Asset Cost Type from ‘C’ to no Cost Type (blank). Likewise, if the Asset Cost Adjustment increases the Cost to over \$25,000.00, the Cost Type should be Recategorized to ‘C’.

Click the **Save** button to Save your Adjustment.

Step 2 – Review the Cost Adjustment

Navigation: Asset Management > Asset Transactions > History > Review Cost > Find an Existing Value

Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Capitalized Asset =

Case Sensitive

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be reviewed.

Click the **Search** button to **enter** the Asset Cost History pages.

NOTE: Cost and Quantity Adjustments are not updated in the Asset Basic Add page. Users will need to use Asset Management reports and queries to report on Asset Financial Information. The Asset Cost History provides detail about a specific asset or transaction.



Cost History List Tab

Unit 09000 Asset ID 000000000223 Desktop Tag 5304 In Service

Book ? 1 of 1 View All

Book Name STATE State of Oklahoma Currency USD
Total Cost 740.00

Asset Cost Information ?

 1-2 of 2

Cost	Chartfields						
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail		
1 05/31/2011	ADD		1.0000	750.00	Detail		
2 08/20/2024	ADJ			-10.00	Detail		

Comments (1) Attachments (0)

[Return to Search](#) [Notify](#)

The **Cost History List** Tab displays the Cost History of the Asset. For the Adjustment, the **Transaction Type** is ADJ to represent Cost Adjustment. The **Total Cost** column should reflect the adjustment amount.

Click the **Cost History Detail** Tab to access the top of the **Cost History Detail** Tab or the [Detail](#) link to access the specific transaction row on the Cost History Detail page.

Cost History Detail Tab

Unit 09000 Asset ID 00000000223 Desktop
Tag 5304 In Service

Book
1 of 1
View All

Book Name STATE State of Oklahoma
Currency USD

Cost
1 of 2
View All


Acctg Date	05/31/2011	Trans Date	05/31/2011	Date/Time Stamp	06/30/2011 4:45:31PM
Trans Type	ADD	Asset Addition	Interunit Transfer Information		
Trans Code			Unit Asset ID Book		
Cost	750.00	USD			
Base Cost	750.00	USD			
Salvage			Exchange Rate		
Quantity	1.0000		Rate Type CRRNT Rate Effdt 05/31/2011 Exchange Rate 1.00000000		
Convention	HY				
User ID	PGARCIA				
Category	ITSYS	IT Systems			
Cost Type					

Sub-Account

Fund Type	1000	General Fund - No Divisions
Class-Funding	19901	GRF Duties
Dept		
Bud Ref	09	2009 Operating Budget
CFDA#		
Program		
PC Business Unit		
Project		
Activity		
Source Type		
Category		
Subcategory		
Operating Unit		
ChartField 2		

Return to Search
Notify

The **Cost History Detail** Tab shows the same Asset rows as are visible on the Cost History page, but with more details. The **Transaction Type** of ADD represents the original addition of the Asset.



NOTE: The row count indicates that multiple rows are available to view on this page. The page initially defaults to row 1 when selecting the Cost History Detail Tab. Row 1 will be the same row as is displayed at the top of the previous page. You will need to scroll through the rows to find the one applicable to your transaction.

Click the **right arrow** button to view the next row on the page.

Cost

|
 ◀ |
 ▶ |
 2 of 2 |
 ▶ |
 [View All](#)

Acctg Date	08/20/2024	Trans Date	08/20/2024	Date/Time Stamp	08/20/2024 2:21:30PM
Trans Type	ADJ	Asset Cost Adjustment		Interunit Transfer Information	
Trans Code				Unit Asset ID Book	
Cost		-10.00	USD		
Base Cost		-10.00	USD		
Salvage					
Quantity		0.0000		Exchange Rate	
Convention	AM			Rate Type CRRNT Rate Effdt 08/20/2024 Exchange Rate 1.00000000	
User ID	BBENN06				
Category	ITSYS	IT Systems			
Cost Type					
<hr/>					
Sub-Account					
Fund Type	1000	General Fund - No Divisions			
Class-Funding	19901	GRF Duties			
Dept					
Bud Ref	09	2009 Operating Budget			
CFDA#					
Program					
PC Business Unit					
Project					
Activity					

The Adjustment row on the page represents the adjustment done on the Asset. The **Transaction Type** indicates ADJ (Adjustment), and the Cost reflects the reduction in Cost.

NOTE: More detailed Asset information is available on this page including Transaction Date of the Adjustment, User ID who completed the Adjustment, and Chartfield information.

Cost or Quantity Addition

Step 1 – Add Cost to an Asset

Navigation: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset > Find an Existing Value

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Include History Case Sensitive

[Basic Search](#)

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person adding Cost to the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be changed.

Click the **Search** button to **enter** the Asset Cost Adjust/Transfer pages.



Main Transaction Tab

Main Transaction

Unit 09000
Asset ID 00000000223
Desktop
Tag 5304
In Service

Main Transaction

*Transaction Date Copy Changes to Other Books

Accounting Date

Transaction Code

Rate Type

Copy to Other Books Options

Transfer Other Books by

Adjust Other Books By

Include Convention

Action -- Select Action --

Transaction Date – the Transaction Date will default to current date. This value should not be changed.

Accounting Date – the Accounting Date will default to current date. This value should not be changed.

Action - Adjustments can be done for Cost **Adjustments**, Cost **Additions**, **Transfers** of Chartfields and changes in Asset Category called **Recategorizations**.

Use the **Action** drop down to select the Action of **Addition**.

Click the **Go** button to initiate the Cost Addition and view the Cost Information Page.



The screenshot displays the 'Cost Information' interface. At the top, it shows 'Unit 09000', 'Asset ID 000000000223', and 'Tag 5304'. The 'Book' section indicates 'Book Name STATE', 'State of Oklahoma', 'Base Currency USD', and 'Convention Half Year Convention'. The 'Edit Cost Information' section is highlighted with a red box, showing 'Quantity' set to 1.0000 and 'Cost' set to 740.00. Below this is a 'Chartfields' table with columns for Oper Unit, Fund Type, Dept, Program, Class-Funding, Bud Ref, Sub-Account, Project, and CFDA#. The 'Adjust All Rows By' section is also visible, with options for Percent, Quantity, and Cost.

The Cost History section can be expanded to review the Cost Rows and their associated chartfields for the Asset.

The Cost Information page allows you to define a Cost or Quantity Addition for the Asset. The Asset will be changed using the Cost information in the Edit Cost Information section of the page. The Asset Cost can be increased by changing the **Quantity** or **Cost** fields directly as illustrated in the next page, or by using the **Adjust Current Rows By** feature.

NOTE: The **Adjust All Rows By** option **ONLY** needs to be used if the Asset has multiple Cost Rows. If the Asset has only one Cost row, simply adjust the Asset by using the Quantity or Cost fields on the Cost Line for the Asset. Or use the **Adjust Current Row By** feature.

The **Adjust All Rows By** option allows you to adjust the Asset by:

- **Percentage** – define the Cost Asset adjustment by percent.
- **Quantity** – use this field to adjust the Assets Quantity
- **Cost** – define the Cost adjustment by Amount.

If using the **Adjust All Rows By** feature, **enter** adjustment information and **click** the **Apply** button to apply the adjustments to all rows.



Quantity – Adjust the Quantity to the desired Quantity value for the Asset.

Cost – Populate the Cost with the desired Cost value for the Asset.

NOTE: When updating the Cost directly, the Cost field should be populated with the Cost of the Asset that is desired, not the amount of the Adjustment. For example, if the Cost is 5,000.00 and the desired cost is 5,500.00, the Cost field should be populated with 5,500.00 rather than 500.00.

The screenshot displays the 'Cost Information' interface. At the top, it shows 'Unit 09000', 'Asset ID 00000000223', 'Desktop', 'Tag 5304', and 'In Service Change Location'. The 'Book' section includes 'Book Name STATE', 'State of Oklahoma', 'Base Currency USD', and 'Convention Half Year Convention'. The 'Edit Cost Information' section has 'Adjust All Rows By' options for Percent, Quantity, and Cost, with a 'Curr USD' dropdown and 'Apply' button. A table below shows 'Quantity' (1.0000), 'Cost' (750.00), 'Salvage' (0.00), 'Category' (MA_EQ), 'Cost Type', and 'Unit' (09000). The 'Chartfields' section contains a table with columns: Oper Unit, Fund Type, Dept, Program, Class-Funding, Bud Ref, Sub-Account, Project, and CFDA#. The 'Adjust Current Row By' field is set to 'USD' with an 'Apply' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include History'.

The example above illustrates updating the Cost field directly to reflect the additional Asset Cost of 750.00.

Main Transaction		Cost Information	
Unit	09000	Asset ID	00000000223
Desktop		Tag	5304
		In Service	Change Location
Book			
Book Name	STATE	State of Oklahoma	Base Currency USD
			Convention Half Year Convention
▶ Cost History			
Edit Cost Information			
Adjust All Rows By	Percent	Quantity	Cost
			Curr USD
Quantity	Cost	Salvage	Category
1.0000	740.00	0.00	ITSYS
			Cost Type
			Unit 09000
Chartfields			
Oper Unit	Fund Type	Dept	Program
	1000		
			Class-Funding 19901
			Bud Ref 09
			Sub-Account
			Project
			CFDA#
Adjust Current Row By 10 USD			

Adjust Current Row By – Alternatively, use the “Adjust Current Row By” feature to **enter** the ‘Addition Amount’ and have the system calculate the new Asset Cost. In this example, you would **enter** 10.00 in the Adjust Current Row By field and **click** the **Apply** button.

Click the **Save** button to Save your Cost Addition.

NOTE: It should be rare to use Cost Addition. Improvements incurred in connection with capital assets in periods after the initial acquisition will either be a separate asset and linked in a Parent-Child relationship, or additional Cost Rows will be added through the Voucher. Cost adjustments are used when asset costs are entered incorrectly.



Step 2 – Review the Cost Addition

Navigation: Asset Management > Asset Transactions > History > Review Cost > Find an Existing Value

Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Business Unit = 09000 Q

Asset Identification begins with 000000000223

Tag Number begins with

Parent ID begins with Q

Description begins with

Asset Status =

Capitalized Asset =

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences set up for the person reviewing the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be reviewed.

Click the **Search** button to **enter** the Asset Cost History pages.

NOTE: Cost and Quantity Additions are not updated in the Asset Basic Add page. Users will need to use Asset Management reports and queries to report on Asset Financial Information. The Asset Cost History provides details about a specific asset or transaction.



Cost History List Tab

Cost History List		Cost History Detail			
Unit	09000	Asset ID	00000000223 Desktop		
Tag	5304	In Service			
Book ? <input type="text" value=""/> <input type="button" value="1 of 1"/> <input type="button" value="View All"/>					
Book Name	STATE	State of Oklahoma	Currency USD		
Total Cost	750.00				
Asset Cost Information ?					
<input type="button" value="Cost"/> <input type="button" value="Chartfields"/> <input type="button" value="1-3 of 3"/>					
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 05/31/2011	ADD		1.0000	750.00	Detail
2 08/20/2024	ADJ			-10.00	Detail
3 08/20/2024	ADD			10.00	Detail
Comments (1)		Attachments (0)		<input type="button" value="Return to Search"/> <input type="button" value="Notify"/>	

The Cost History List page displays the Cost History of the Asset. For the Asset Cost Addition, the **Transaction Type** is ADD to represent Cost Addition. The **Total Cost** column should reflect the Addition amount.

NOTE: The system has inserted an additional Cost row for the Cost Addition. This keeps the original 'ADD' row intact and the Cost Addition row separate.

Click **Cost History Detail** Tab to display the Cost History Detail page or the [Detail](#) Link to access the specific transaction row on the Cost History Detail page.



Cost History Detail Tab

Cost History List		Cost History Detail	
Unit	09000	Asset ID	000000000223 Desktop
Tag	5304	In Service	
Book			
Book Name	STATE	State of Oklahoma	Currency USD
Cost			
Acctg Date	05/31/2011	Trans Date	05/31/2011
Date/Time Stamp	06/30/2011 4:45:31PM		
Trans Type	ADD	Asset Addition	Interunit Transfer Information
Trans Code			Unit
Cost	750.00	USD	Asset ID
Base Cost	750.00	USD	Book
Salvage			
Quantity	1.0000		Exchange Rate
Convention	HY		Rate Type
User ID	PGARCIA		Rate Effdt
Category	ITSYS IT Systems		Exchange Rate
Cost Type			
Sub-Account			
Fund Type	1000	General Fund - No Divisions	
Class-Funding	19901	GRF Duties	
Dept			
Bud Ref	09	2009 Operating Budget	

The Cost History Detail page shows the same Asset rows as are visible on the Cost History page, but with more details. The **Transaction Type** of ADD represents the original Addition of the Asset.

NOTE: The row count indicates that multiple rows are available to view on this page. The page initially defaults to row 1 when selecting the Cost History Detail Tab. Row 1 will be the same row as is displayed at the top of the previous page. You will need to scroll through the rows to find the one applicable to your transaction.

Click the **right arrow** button to view the next row on the page.



Cost History List		Cost History Detail	
Unit	09000	Asset ID	00000000223 Desktop
Tag	5304	In Service	
Book		1 of 1 View All	
Book Name	STATE	State of Oklahoma	Currency USD
Cost		3 of 3 View All	
Acctg Date	08/20/2024	Trans Date	08/20/2024
		Date/Time Stamp	08/20/2024 3:05:10PM
Trans Type	ADD	Asset Addition	Interunit Transfer Information
Trans Code			Unit
Cost	10.00	USD	Asset ID
Base Cost	10.00	USD	Book
Salvage			
Quantity	0.0000		Exchange Rate
Convention	HY		Rate Type CRRNT
User ID	BBENN06		Rate Effdt 08/20/2024
Category	ITSYS	IT Systems	Exchange Rate 1.00000000
Cost Type			
Sub-Account			
Fund Type	1000	General Fund - No Divisions	
Class-Funding	19901	GRF Duties	
Dept			
Bud Ref	09	2009 Operating Budget	

The Addition row on the page represents the addition done on the Asset. The **Transaction Type** indicates ADD (Addition) and the Cost reflects the increase in Cost.

NOTE: More detailed Asset information is available on this page including Transaction Date of the Adjustment, User ID who completed the Adjustment, and Chartfield information.

Asset Transfer

Step 1 – Transfer an Asset

Navigation: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset > Find an Existing Value

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Include History Case Sensitive

[Basic Search](#)

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences set up for the person Transferring the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be Transferred.

Click the **Search** button to **enter** the Asset Cost Adjust/Transfer pages.



Main Transaction

Unit 09000
Asset ID 00000000223 Desktop
Tag 5304
In Service

Main Transaction

*Transaction Date

Accounting Date

Transaction Code

Rate Type

Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by

Adjust Other Books By

Include Convention

Action

Transaction Date – the Transaction Date will default to current date. This value should not be changed.

Accounting Date – the Accounting Date will default to current date. This value should not be changed.

Action - Adjustments can be done for Cost **Adjustments**, Cost **Additions**, **Transfers** of Chartfields and changes in Asset Category called **Recategorizations**.

Use the **Action** drop down to select the Action of Transfer.

Click the **Go** button to initiate the Transfer and view the Cost Information Page.



Cost Information Tab

The screenshot shows the 'Cost Information' tab in a software interface. At the top, there are fields for 'Unit' (09000), 'Asset ID' (00000000223), 'Desktop', 'Tag' (5304), and 'In Service' (Change Location). Below this is a 'Book' section with a search bar and navigation controls. The 'Book Name' is 'STATE' and 'State of Oklahoma'. The 'Base Currency' is 'USD' and the 'Convention' is 'Half Year Convention'. A 'Cost History' link is visible. The 'Edit Cost Information' section contains fields for 'Quantity' (1.0000), 'Cost' (750.00), 'Salvage' (0.00), 'Category' (ITSYS), 'Cost Type', and 'Unit' (09000). Below this is a 'Chartfields' section with a search bar and a table with columns: Oper Unit, Fund Type, Dept, Program, Class-Funding, Bud Ref, Sub-Account, Project, and CFDA#. The 'Class-Funding' field is currently set to '19901'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

The Cost Information page allows you to change any Chartfield values in the Edit Cost Information section of the page.

This screenshot is identical to the one above, but the 'Class-Funding' field in the 'Chartfields' table has been updated from '19901' to '20000'. All other fields and the overall layout remain the same.

Make any necessary changes to the Chartfield information to initiate the Transfer. In this example, the Class Funding value has been changed from 19901 to 20000.

Click the **Save** button to Save your Transfer.

Step 2 – Review the Asset Transfer

Navigation: *Asset Management > Asset Transactions > History > Review Cost > Find an Existing Value*

Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Capitalized Asset =

Case Sensitive

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be reviewed.

Click the **Search** button to **enter** the Asset Cost History pages.

NOTE: Changes to the ChartField Information are not updated in the Asset Basic Add page. Users will need to use Asset Management reports and queries to report on Asset Financial Information. The Asset Cost History provides details about a specific asset or transaction.



Cost History List Tab

Cost History List		Cost History Detail			
Unit	09000	Asset ID	00000000223 Desktop		
Tag	5304	In Service			
Book		View All			
Book Name	STATE	State of Oklahoma	Currency USD		
Total Cost	750.00				
Asset Cost Information					
Cost	Chartfields				
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 05/31/2011	ADD		1.0000	750.00	Detail
2 08/20/2024	ADJ			-10.00	Detail
3 08/20/2024	ADD			10.00	Detail
4 08/20/2024	TRF	O	-1.0000	-750.00	Detail
5 08/20/2024	TRF	I	1.0000	750.00	Detail
Comments (1)		Attachments (0)			
Return to Search		Notify			

The **Cost History** Tab displays the history of all Cost changes made to an Asset. With a Transfer, the system creates two transactions. The first represents the transfer out (**In/Out** column = 'O') of the old Chartfield combination, the second represents the transfer in (**In/Out** column = 'I') to the new Chartfield combination.

The Transaction Type is equal to TRF to reflect a Transfer of the Asset. The Quantity and Total Cost columns also reflect the "Out" and "In" rows for the transfer.

Click the Chartfields Tab to view the history of the Chartfield changes.



Cost History List Cost History Detail

Unit 09000 Asset ID 00000000223 Desktop Tag 5304 In Service

Book ? 1 of 1 View All

Book Name STATE State of Oklahoma Currency USD
Total Cost 750.00

Asset Cost Information ?

Cost Chartfields

	Trans Type	In/Out	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	Project
1	ADD			1000			19901	09		
2	ADJ			1000			19901	09		
3	ADD			1000			19901	09		
4	TRF	O		1000			19901	09		
5	TRF	I		1000			20000	09		

Comments (1) Attachments (0)

Return to Search Notify

The **Chartfields** Tab show the “Out” transaction that represents the old Chartfield combination - in this case, the Asset has been transferred between Department’s – and the “In” transaction representing the new Chartfield combination.

Click the **Cost History Detail** Tab to display the Cost History Detail page or the [Detail](#) Link to access the specific transaction row on the Cost History Detail page.

Cost History List		Cost History Detail	
Unit	09000	Asset ID	000000000223 Desktop
Tag	5304	In Service	
Book		1 of 1 View All	
Book Name	STATE	State of Oklahoma	Currency USD
Cost		1 of 5 View All	
Acctg Date	05/31/2011	Trans Date	05/31/2011
Date/Time Stamp	06/30/2011 4:45:31PM		
Trans Type	ADD	Asset Addition	Interunit Transfer Information
Trans Code			Unit
Cost	750.00	USD	Asset ID
Base Cost	750.00	USD	Book
Salvage			
Quantity	1.0000		Exchange Rate
Convention	HY		Rate Type CRRNT
User ID	PGARCIA		Rate Effdt 05/31/2011
Category	ITSYS IT Systems		Exchange Rate 1.00000000
Cost Type			
Sub-Account			
Fund Type	1000	General Fund - No Divisions	
Class-Funding	19901	GRF Duties	
Dept			
Bud Ref	09	2009 Operating Budget	

The **Cost History Detail** Tab shows the same Asset rows as are visible on the Cost History page, but with more details. The **Transaction Type** of ADD represents the original Addition of the Asset.

NOTE: The row count indicates that multiple rows are available to view on this page. The page initially defaults to row 1 when selecting the **Cost History Detail** Tab. Row 1 will be the same row as is displayed at the top of the previous page. You will need to scroll through the rows to find the one applicable to your transaction.

Click the **right arrow** button to scroll through the other rows on the page.



Cost History List		Cost History Detail	
Unit	09000	Asset ID	00000000223 Desktop
Tag	5304	In Service	
Book			
Book Name	STATE	State of Oklahoma	Currency USD
Cost			
Acctg Date	08/20/2024	Trans Date	08/20/2024
Date/Time Stamp	08/20/2024 3:34:09PM		
Trans Type	TRF In	Asset Transfer	Interunit Transfer Information
Trans Code			Unit
Cost	750.00	USD	Asset ID
Base Cost	750.00	USD	Book
Salvage			
Quantity	1.0000		Exchange Rate
Convention	HY		Rate Type CRRNT
User ID	BBENN06		Rate Effdt 08/20/2024
Category	ITSYS IT Systems		Exchange Rate 1.00000000
Cost Type			
Sub-Account			
Fund Type	1000	General Fund - No Divisions	
Class-Funding	20000	Revolving Fund	
Dept			
Bud Ref	09	2009 Operating Budget	

The Transfer row on the page represents the transfer into the new Department. The **Transaction Type** TRF (Transfer) reflects the transfer.

NOTE: More detailed Asset information is available on this page including Transaction Date of the Adjustment, User ID who completed the Transfer, and Chartfield information.

Asset Recategorization

Step 1 – Recategorize an Asset

Navigation: Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset > Find an Existing Value

Asset Cost Adjust/Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Include History Case Sensitive

[Basic Search](#)

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences set up for the person Recategorizing the Asset

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be Recategorized.

Click the **Search** button to enter the Asset Cost Adjust/Transfer pages.

Main Transaction Tab

Main Transaction

Unit 05500 Asset ID 00000000134 EQUIP: HP E27d G4 Advanced Doc Tag In Service

Main Transaction

^{*}Transaction Date

Accounting Date

Transaction Code

Rate Type

Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by

Adjust Other Books By

Include Convention

Action

Transaction Date – the Transaction Date will default to current date. This value should not be changed.

Accounting Date – the Accounting Date will default to current date. This value should not be changed.

Action - Adjustments can be done for Cost **Adjustments**, Cost **Additions**, **Transfers** of Chartfields and changes in Asset Category called **Recategorizations**.

Use the **Action** drop down to select the Action of **Recategorize**.

Click the **Go** button to initiate the Recategorization and view the Cost Information Page.



Cost Information Tab

For a Recategorization transaction, the Cost Information page displays the Cost Row(s) for the Asset including the current Asset Category value.

Category – change the Category field to the correct value. In this example, the Asset Category value was changed from MA_EQ to ITSYS. Computers should be reported under the ITSY Category.

Click the **Save** button to Save your Recategorization.

NOTE: Click on the Comments Link to make a comment for the reason for the adjustment.

Step 2 – Review the Asset Recategorization

Navigation: Asset Management > Asset Transactions > History > Review Cost > Find an Existing Value

Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Capitalized Asset =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

Asset Identification, Tag Number, Parent ID, Description, Asset Status – use these fields as search criteria to find the Asset that will be reviewed.

Click the **Search** button to **enter** the Asset Cost History pages.

NOTE: Recategorizations are not updated in the Asset Basic Add page. Users will need to use Asset Management reports and queries to report on Asset Financial Information. The Asset Cost History provides details about a specific asset or transaction.



Cost History List Tab

Cost History List		Cost History Detail			
Unit	05500	Asset ID	000000000134		
		EQUIP:	HP E27d G4 Advanced Doc		
		Tag			
		In Service			
Book ?					
Book Name	STATE	State of Oklahoma	Currency USD		
Total Cost	509.92				
Asset Cost Information ?					
Cost	Chartfields	1-3 of 3			
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 07/07/2022	ADD		1.0000	509.92	Detail
2 08/15/2024	RCT	O	-1.0000	-509.92	Detail
3 08/15/2024	RCT	I	1.0000	509.92	Detail

The **Cost History** Tab displays the history of all Cost changes made to an Asset. With a Recategorization, the system creates two transactions. The first represents the Recategorization out (**In/Out** column = 'O') of the old Asset Category value, the second represents the Recategorization in (**In/Out** column = 'I') to the new Asset Category value.

The **Transaction Type** will be equal to 'RCT' for Recategorization. The Quantity and Total Cost columns also reflect the "Out" and "In" rows for the transfer.

Click **Cost History Detail** Tab to display the **Cost History Detail** Tab or the [Detail](#) Link to access the specific transaction row on the **Cost History Detail** Tab.



Cost History Detail Tab

Cost History_List		Cost History Detail	
Unit	05500	Asset ID	00000000134
EQUIP: HP E27d G4 Advanced Doc		Tag	In Service
Book			
Book Name		STATE	State of Oklahoma
Currency		USD	
Cost			
Acctg Date	07/07/2022	Trans Date	06/23/2022
Date/Time Stamp		07/11/2022 9:38:03AM	
Trans Type	ADD	Asset Addition	
Trans Code			
Cost		509.92	USD
Base Cost		509.92	USD
Salvage			
Quantity		1.0000	
Convention	HY		
User ID	LWHITEMAN02		
Category	MA_EQ	Machinery & Equipment	
Cost Type			
<div style="border: 1px solid black; padding: 5px;"> <p>Interunit Transfer Information</p> <p>Unit</p> <p>Asset ID</p> <p>Book</p> </div>			
<div style="border: 1px solid black; padding: 5px;"> <p>Exchange Rate</p> <p>Rate Type CRRNT</p> <p>Rate Effdt 06/23/2022</p> <p>Exchange Rate 1.00000000</p> </div>			

The **Cost History Detail** Tab shows the same Asset rows as are visible on the Cost History page, but with more details. The **Transaction Type** of ADD represents the original Addition of the Asset.

NOTE: The row count indicates that multiple rows are available to view on this page. The page initially defaults to row 1 when selecting the **Cost History Detail** Tab. Row 1 will be the same row as is displayed at the top of the previous page. You will need to scroll through the rows to find the one applicable to your transaction.

Click the **right arrow** button to scroll through the other rows on the page.



Cost History List
Cost History Detail

Unit 05500
Asset ID 00000000134
EQUIP: HP E27d G4 Advanced Doc
Tag
In Service

Book
1 of 1
View All

Book Name	STATE	State of Oklahoma	Currency	USD
-----------	-------	-------------------	----------	-----

Cost
3 of 3
View All

Acctg Date	08/15/2024	Trans Date	08/15/2024	Date/Time Stamp	08/15/2024 5:10:17PM
Trans Type	RCT In	Asset Recategorization			
Trans Code					
Cost	509.92 USD				
Base Cost	509.92 USD				
Salvage					
Quantity	1.0000				
Convention	HY				
User ID	LWHITEMAN02				
Category	ITSYS IT Systems				
Cost Type					

Interunit Transfer Information

Unit
Asset ID
Book

Exchange Rate

Rate Type	CRRNT
Rate Effdt	08/15/2024
Exchange Rate	1.00000000

The Recategorization row on the page represents the change in the Assets Category. The **Transaction Type** indicates RCT (Recategorization), and the Cost reflects the transfer into the new Category value.

NOTE: More detailed Asset information is available on this page including Transaction Date of the Adjustment, User ID who completed the Adjustment, and Chartfield information.

Process Depreciation

The Depreciation Calculation (Depr_Calc) must be run to account for every transaction performed on an Asset. Assets added in AM are eligible for depreciation when they are Capitalized, either by manually keying an Asset in AM or by loading a Voucher into AM. Other financial transaction performed on an Asset, such as Adjustment, Transfer, Retirement, Reinstatement, Recategorization, and Book Adjustment (adjustment to depreciation life), require depreciation to be recalculated. The system creates an Open Transaction for each of these actions.

Review Open Transactions

Navigation: *Asset Management > Depreciation > Open Transaction > Review Open Transactions > Find an Existing Value*

Open Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Asset Identification begins with

Asset Book Name begins with

Transaction Date =

Accounting Date =

Transaction Type =

Depreciation Calc Status not =

Acctg Entry Creation Status =

Reporting Process Status =

Group Consolidation Status =

Enter the Business Unit and search for Open Transaction where the Depreciation Calc Status does not equal Completed Depreciation. Make note of the beginning and ending Asset ID.

NOTE: The Review Open Transaction page displays only the first 300 transactions. The query, OCP_ASSET_OPEN_TRANS_ROWS, can also be run to identify Open Transactions

NOTE: Depreciation Calculation will need to be run on Pending Transaction.



Run the Depreciation Calculation Process

Navigation: Asset Management > Depreciation > Processing > Calculate Depreciation

Depreciation Calculation

Run Control ID DEPR_CALC Report Manager Process Monitor Run

Request

*Request ID 1 Process Frequency Always

Unit 09000 Delete Stage Row Current

Book Name STATE

From Asset ID 000000000223 To Asset ID 000000000223

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Request ID – Enter 1 since only one request at a time will be run

Process Frequency – Change to Always

Delete Stage Row – Default is Current. Do not change.

Unit – Enter the Agency Business Unit

Book Name – Populate with the STATE book

From Asset ID/To Asset ID – Populate to run Depreciation for the range the Assets identified from searching the Open Transactions

Click the **Run** button to execute the job. Run on the PSUNX server or leave Server Name field blank.



Process Scheduler Request [x] Help

User ID BBENN06 Run Control ID DEPR_CALC

Server Name Run Date

Recurrence Run Time

Time Zone Central Time (US)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Calculate Depreciation	AM_DEPR_CALC	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

Click the **OK** button to go back to the Depreciation Calculation page. Click on the Process Monitor to make sure the process goes to Success.