

Transferring a Non-Capitalized Asset within a Business Unit

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Transferring a Non-Capitalized Asset within a Business Unit



Transfers of non-capitalized assets from one department to another within a business are accomplished using the **Update Non-Capitalized Cost** component.

The transfers are made by adding two new rows to the **Asset Cost Information** grid on the **Non Capitalized** page. The first row is a credit row that credits the initial ChartField string for the total non-capitalized cost of the asset. The second row is the debit row which transfers the total non-capitalized cost of the asset to the new department.

The results of the transfer display on the **Non Cap History List** and **Non Cap History Detail** tabs of the **Review Cost** component as adjustments (ADJ) transactions.

In this example a user transfers a non-capitalized asset from one department to another within a business unit and reviews the results on **Review Cost** component.

Procedure

Navigation: Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Costs

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Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost

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Update Non-Capitalized Costs

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 []

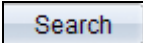
Description: begins with []

Asset Status: = []

Threshold ID: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
1.	Use the Update Non-Capitalized Costs Find an Existing Value page to locate the asset to transfer. Enter AESM1 into the Business Unit field.
2.	Enter 00000000008 into the Asset Identification field.
3.	Click the Search button. 

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Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost

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Non Capitalized

Update Non-Capitalized Cost

Unit: AESM1 Asset ID: 000000000008 COMPUTER Tag: 000000000008 In Service

Copy Changes to Other Books

Book Find | View All | First | 1 of 1 | Last


Book Name: GASB GASB34 Currency: USD Depreciable

Asset Cost Information Personalize | Find | First | 1 of 1 | Last

Cost | Chartfields |

Trans Date	Acctg Date	Trans Type	In/Out	Cost Type	Trans Code	Quantity	Rate Type	Trans Currency	Transaction Cost
10/31/2012	10/31/2012	ADD				1.0000	CRRNT	USD	500.00

Save | Return to Search | Notify

Step	Action
4.	Click the scrollbar. 

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Non Capitalized

Update Non-Capitalized Cost

Unit: AESM1 Asset ID: 000000000008 COMPUTER Tag: 000000000008 In Service

Copy Changes to Other Books

Book Find | View All | First | 1 of 1 | Last


Book Name: GASB GASB34 Currency: USD Depreciable

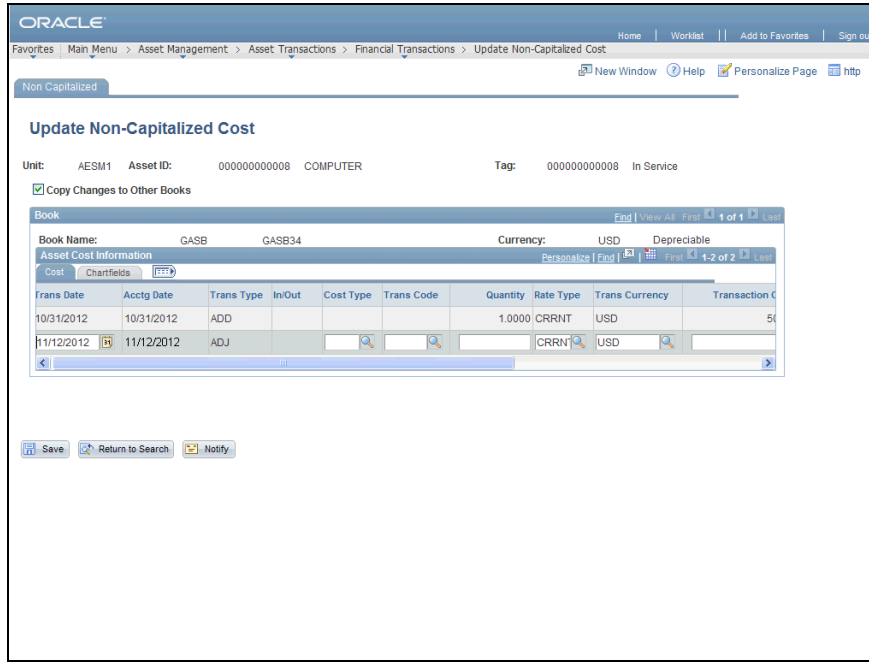
Asset Cost Information Personalize | Find | First | 1 of 1 | Last



Cost | Chartfields |

Ins Code	Quantity	Rate Type	Trans Currency	Transaction Cost	Base Cost	Salvage Value	Currency
	1.0000	CRRNT	USD	500.00	500.00	0.00	USD

Save | Return to Search | Notify

Step	Action
5.	Click the Add a new row at row 1 button to add a credit row. 



Step	Action
6.	Click the scrollbar. 
7.	Enter the quantity 1 to be transferred in the Quantity field.
8.	Enter the amount to be credited in the Transaction Cost field. This amount should equal the total non-capitalized cost of the asset and should be a negative number. Enter -500 into the Transaction Cost field.
9.	Click the ChartFields tab to enter ChartField information for the credit row. This information should duplicate the ChartFields on previous ADD and/or ADJ rows. 

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Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost

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Non Capitalized

Update Non-Capitalized Cost

Unit: AESM1 Asset ID: 000000000008 COMPUTER Tag: 000000000008 In Service

Copy Changes to Other Books

Book


Book Name: GASB GASB34 Currency: USD Depreciable

Asset Cost Information

Cost | Chartfields

Fund	Dept	SID	Program	ChartField 1	ChartField 2	Bud Ref	Project	Category
12051	AES48013	40255	00000			2012	AES_NONPROJECT	EQUIP
								EQUIP

Save | Return to Search | Notify

Step	Action
10.	Enter 12051 into the Fund field.
11.	Enter AES48013 into the Dept field.
12.	Enter 40255 into the SID field.
13.	Enter 00000 into the Program field.
14.	Enter 2012 into the Bud Ref field.
15.	Enter AES_NONPROJECT into the Project field.
16.	Click the Cost tab to add the debit row. 

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Favorites | Main Menu > Asset Management > Asset Transactions > Financial Transactions > Update Non-Capitalized Cost

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Non Capitalized

Update Non-Capitalized Cost

Unit: AESM1 Asset ID: 000000000008 COMPUTER Tag: 000000000008 In Service

Copy Changes to Other Books


Book

Book Name: GASB GASB34 Currency: USD Depreciable

Asset Cost Information

Trans Date	Acctg Date	Trans Type	In/Out	Cost Type	Trans Code	Quantity	Rate Type	Trans Currency	Transaction
10/31/2012	10/31/2012	ADD				1.0000	CRRNT	USD	5
11/12/2012	11/12/2012	ADJ				1.0000	CRRNT	USD	-5

Save | Return to Search | Notify

Step	Action
17.	Click the scrollbar. 

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Non Capitalized

Update Non-Capitalized Cost

Unit: AESM1 Asset ID: 000000000008 COMPUTER Tag: 000000000008 In Service

Copy Changes to Other Books



Book

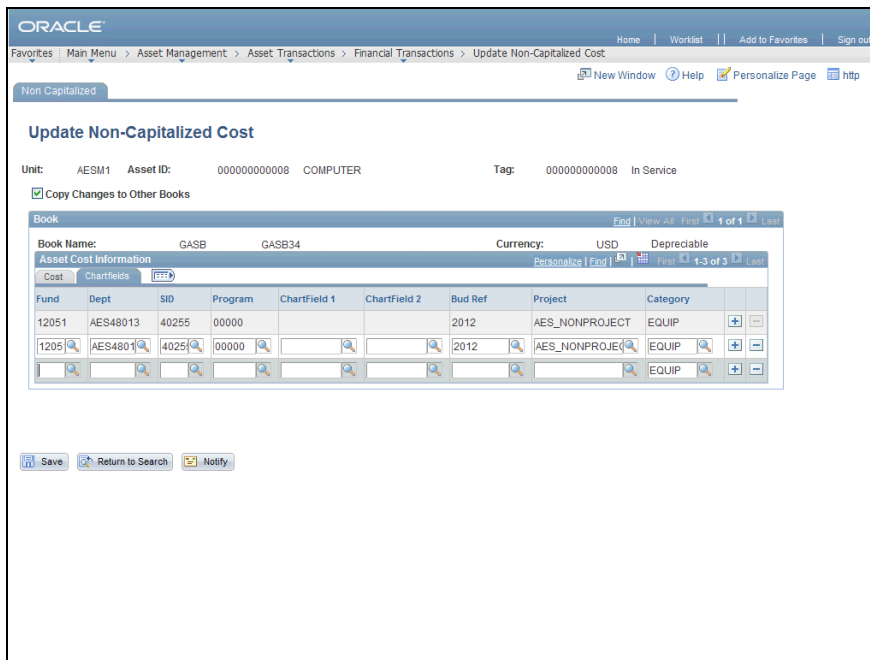
Book Name: GASB GASB34 Currency: USD Depreciable

Asset Cost Information

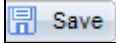
Quantity	Rate Type	Trans Currency	Transaction Cost	Base Cost	Salvage Value	Currency
1.0000	CRRNT	USD	500.00	500.00	0.00	USD
1.0000	CRRNT	USD	-500.00	-500.00	0.00	USD

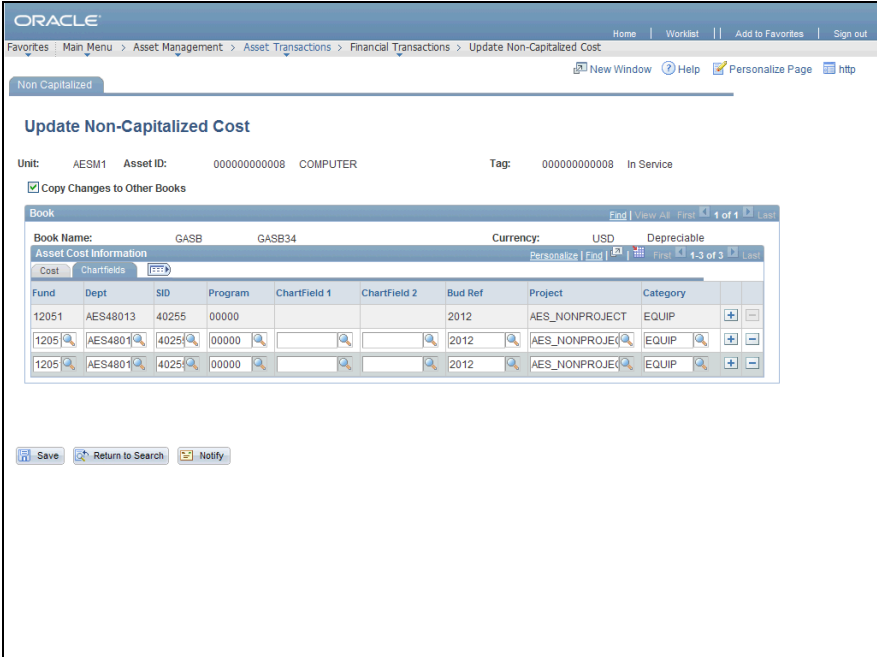
Save | Return to Search | Notify

Step	Action
18.	Click the Add a new row at row 2 button. 
19.	Enter the quantity 1 to be debited in the Quantity field.
20.	Enter the amount to be debited in the Transaction Cost field. The value should be a positive number equal to the total non-capitalized costs of the asset. It should be the opposite of the value entered in the Transaction Cost field on the credit row. Enter 500.00 into the Transaction Cost field.
21.	Click the ChartFields tab to enter ChartField information for the debit row. This information should be identical to that entered on the credit row with the exception of the Dept field. 



Step	Action
22.	Enter 12051 into the Fund field.
23.	Enter AES48011 into the Dept field. This is the department to which the asset is being transferred. It must be different from the value in the Dept field on the credit row.
24.	Enter 40255 into the SID field.
25.	Enter 00000 into the Program field.

Step	Action
26.	Enter 2012 into the Bud Ref field.
27.	Enter AES_NONPROJECT into the Project field.
28.	Click the Save button. 
29.	Use the Review Cost component to review the adjustment.



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Non Capitalized

Update Non-Capitalized Cost



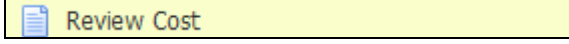
Unit: AESM1 Asset ID: 000000000008 COMPUTER Tag: 000000000008 In Service

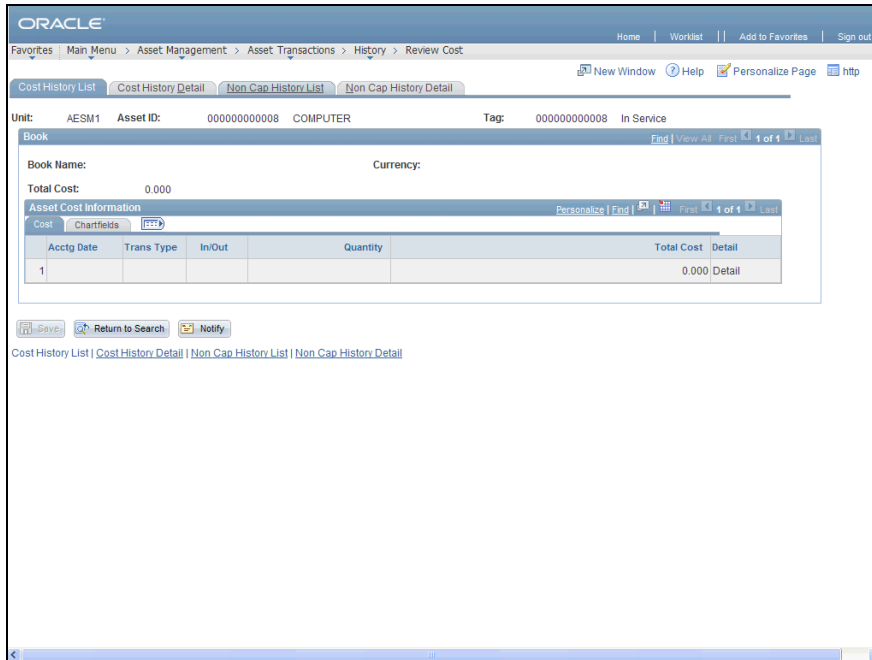
Copy Changes to Other Books

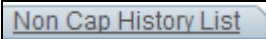
Book Name: GASB GASB34 Currency: USD Depreciable

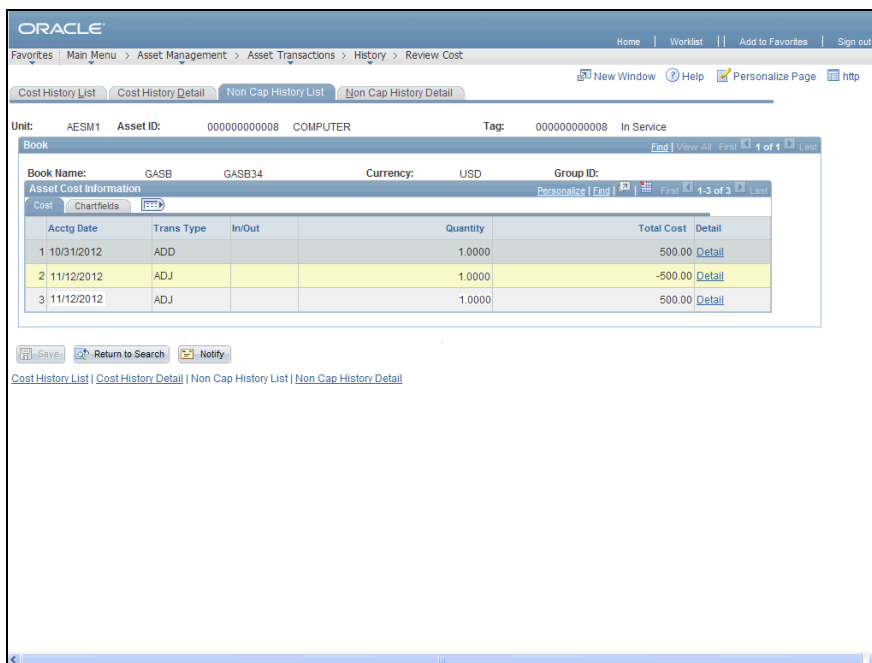
Fund	Dept	SID	Program	ChartField 1	ChartField 2	Bud Ref	Project	Category
12051	AES48013	40255	00000			2012	AES_NONPROJECT	EQUIP
1205	AES4801	4025	00000			2012	AES_NONPROJECT	EQUIP
1205	AES4801	4025	00000			2012	AES_NONPROJECT	EQUIP


Save Return to Search Notify

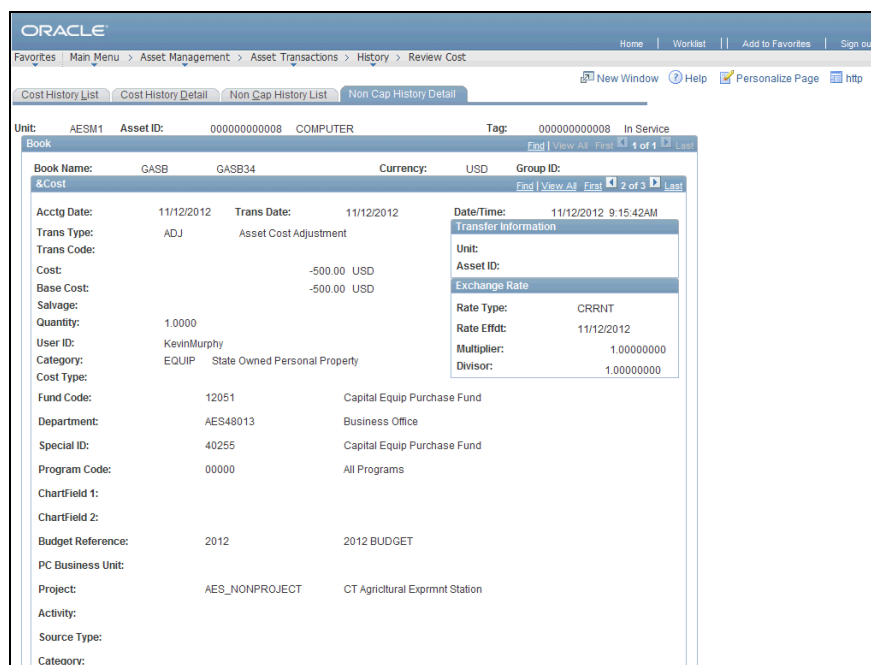
Step	Action
30.	Click the Asset Transactions button. 
31.	Click the History menu. 
32.	Click the Review Cost menu. 



Step	Action
33.	The asset that was transferred is a non-capitalized asset. This asset has no capitalized costs. Therefore no cost information displays on the Cost History List or Cost History Detail tabs.
34.	Click the Non Cap History List tab. 



Step	Action
35.	<p>The Non Cap History List tab displays three rows.</p> <p>The first row with a Trans Type of ADD represents the addition of the asset.</p> <p>The second and third rows, Trans Type of ADJ, represent the transfer.</p> <p>The second row, with a total cost of -500.00, represents the credit (transfer out) row. The third row, with a total cost of 500.00, represents the debit (transfer in) row.</p>
36.	<p>Click the Detail link.</p> 



Step	Action
37.	The Non Cap History Detail tab displays additional information about the credit (transfer out) row including ChartField information.
38.	Click the scrollbar to move to the bottom of the page.

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Favorites | Main Menu > Asset Management > Asset Transactions > History > Review Cost

End | View All | First | 2 of 3 | Last

Acctg Date:	11/12/2012	Trans Date:	11/12/2012	DateTime:	11/12/2012 9:15:42AM
Trans Type:	ADJ	Asset Cost Adjustment		Transfer Information	
Trans Code:				Unit:	
Cost:			-500.00 USD	Asset ID:	
Base Cost:			-500.00 USD	Exchange Rate:	
Salvage:				Rate Type:	CRRNT
Quantity:	1.0000			Rate Effdt:	11/12/2012
User ID:	KevinMurphy			Multiplier:	1.00000000
Category:	EQUIP	State Owned Personal Property		Divisor:	1.00000000
Cost Type:					
Fund Code:	12051	Capital Equip Purchase Fund			
Department:	AES48013	Business Office			
Special ID:	40255	Capital Equip Purchase Fund			
Program Code:	00000	All Programs			
ChartField 1:					
ChartField 2:					
Budget Reference:	2012	2012 BUDGET			
PC Business Unit:					
Project:	AES_NONPROJECT	CT Agricultural Exprmnt Station			
Activity:					
Source Type:					
Category:					
Subcategory:					

Save | Return to Search | Notify

[Cost History List](#) | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

Step	Action
39.	Click the Show next row button. 
40.	The Non Cap History Detail tab for Row 3 displays additional information about the debit (transfer in) row including ChartField information.
41.	End of Procedure.