



Training Guide – Asset Management

Changing an Asset's Chartfield Values

State of Kansas

Applicable Role(s):

Agency Adjustment/Transfer/Retirement Processor

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Changing an Asset's Chartfield Values Training Guide

Statewide Management, Accounting and Reporting Tool

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Changing an Asset's Chartfield Values

Changing an Asset's Chartfields—Overview

- There are instances when asset chartfield values must be changed. This is done by utilizing the Action option of 'Transfer'—to transfer out an existing value and transfer in a desired value.
 - Several examples of when this would be required are as follows:
 - An agency enters a capital asset but forgets to enter any funding. They would need to transfer out the blank value with no funding and transfer in the correct funding.
 - The second example is if a chartfield value has been inactivated for your agency. It would be necessary to transfer out the invalid set of values and transfer in a valid set of chartfield values.
 - Lastly, it would be necessary if an agency simply made a mistake and entered an incorrect chartfield value. They would need to transfer out the incorrect set of values and transfer in the correct set of chartfield values.
- Chartfield value changes have a financial impact on the asset.
 - Depreciation will run during nightly batch.
 - Accounting Entries will be generated to the General Ledger for capital assets during the monthly batch.

Steps to Change Chartfield Values

1. Navigate to the Cost Adjust/Transfer Asset page.

Navigation

Asset Management Homepage>Asset Transactions>Cost
Adjust/Transfer Asset

Or

NavBar: Navigator>Asset Management>Asset Transactions>Financial
Transactions>Cost Adjust Transfer Asset

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2. Populate the applicable fields on the Main Transaction page.

Main Transaction Page – Transfer

Fields	Description
Transaction Date	The current date will default. If necessary, override this date to the actual date of the transaction. Note: This date cannot be greater than the Accounting Date.
Accounting Date	The current date will default. The Accounting Date field is dependent on when the General Ledger is open. Therefore, this date should not be changed.
Copy Changes to Other Books	This checkbox defaults as checked. The State of Kansas has chosen to keep all books in sync. Therefore, any changes you make are automatically copied to all books for this asset. You should not uncheck this box unless you are solely needing to adjust one book and not another. That situation should be rare.
Copy to Other Books Options	Do not change the defaults in this section.
Action	Use the Action drop-down list to choose Transfer . Note: Do NOT select an Action of InterUnit Transfer. That action is used to transfer an asset to another agency.

Main Transaction – Fields

3. Click GO! The Cost Information page will display.

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4. Select new values for the appropriate chartfield(s) that should be updated.

The screenshot shows the 'Cost Information' tab with the following details:

- Unit: [blank] Asset ID: [blank] Tag: [blank] In Service
- Book Name: CAFR CAFR Reporting Book Base Currency: USD Convention: Actual Month
- Quantity: 1.0000 Cost: 324,583.50 Salvage: 0.00 Category: EQFRN Cost Type: [blank] Unit: 17300
- Dept: 306000 Fund: 1000 Bud Unit: 0520 Program: 01031 Project: [blank] Svc Loc: [blank] Agy Use: [blank] ChartField 2: [blank]
- Adjust Current Row By: [blank] USD [Apply] [Refresh]

5. Click Save.
6. Review the Cost History page to validate the transaction.

Navigation

Asset Management Homepage>Asset Transactions>Asset History>Review Cost History

Or

NavBar: Navigator>Asset Management>Asset Transactions >History >Review Cost

- a. You should see two TRF transactions. One will be the Transfer Out of the old chartfield(s)—“O” in the In/Out column and the other will be the Transfer In to the new chartfield(s)—“I” in the In/Out column.

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

Unit: 1100 Asset ID: 00000000000000000000 Tag: 0000 In Service

Book Name: CAFR CAFR Reporting Book Currency: USD

Total Cost: 324,583.50

Cost Chartfields

	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	06/30/2010	ADD		1.0000	324,583.50	Detail
2	02/18/2013	TRF	O	-1.0000	-324,583.50	Detail
3	02/18/2013	TRF	I	1.0000	324,583.50	Detail

b. Click the Chartfields tab to view the chartfields involved in the transfer.

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

Unit: 1100 Asset ID: 00000000000000000000 Tag: 0000

Book Name: CAFR CAFR Reporting Book Currency: USD

Total Cost: 324,583.50

Cost Chartfields

	Trans Type	Dept	Fund	Bud Unit	Program	Project	Svc Loc	Qty Use	ChartField 2	Category
1	ADD	1102000	6135							EQFRN
2	TRF	O 1102000	6135							EQFRN
3	TRF	I 1306000	1000	0520	01031					EQFRN

Notice how the TRF-O line is the old funding and the TRF-I line is the updated funding.

Changing Chartfield Values for Parent-Child Assets

- Parent and Child Assets can be changed separately or together. You have the option to change chartfields on only the Parent, only the Child, or both.
 - To change a Parent and Child Asset at the same time, the Parent and Child must have the same asset profile.
 - Parent assets that are created on the Parent Asset page do not have cost; therefore, they cannot be viewed or changed in the Asset Cost/Adjust Transfer Asset page.
- A separate Child Asset tab is visible when a Parent/Child relationship has been established.
 1. Follow steps 1-4 from above to update the chartfield(s) on the Parent Asset.

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2. Click the Child Assets tab and select the appropriate Child Asset(s) to update those chartfield(s) as well.
 - a. Click Select All to select all Child Assets. Otherwise, individually select the appropriate Child Assets.
 - b. Check the Include Parent Asset checkbox if the Parent Asset should be included in the transaction.

Main Transaction
Cost Information
Child Assets

Unit: 1750 Asset ID: 00000000000000000000 Status: In Service
Tag Number: 1750

Select All

Customize Find View All									
Selected	Tag Number	Description	Child Asset ID	Asset Status	Cost	Currency	Acq Date	Child Details	
<input checked="" type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	140200.09	USD		Child Details	
<input checked="" type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	389997.68	USD		Child Details	
<input type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	488218.90	USD		Child Details	
<input type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	169540.73	USD		Child Details	
<input type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	304903.58	USD		Child Details	
<input type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	157256.70	USD		Child Details	
<input type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	652599.87	USD		Child Details	
<input type="checkbox"/>	1750-0	Net Assets 1750	00000000000000000000	In Service	178063.00	USD	06/30/2011	Child Details	

Include Parent Asset [Advanced Txn Details](#)

Child Assets Page

3. Click Save. A warning may appear about selecting Child Assets if not all were selected.
4. Review the Cost History page to validate the transaction.

Navigation

Asset Management Homepage>Asset Transactions>Asset History>Review Cost History

Or

NavBar: Navigator>Asset Management>Asset Transactions >History >Review Cost

- a. All selected assets will have a Transfer Out and Transfer In transaction to update the chartfield(s). (See step 6 from above.)