

AM.020.101 – VIEWING COST HISTORY

Purpose	<ul style="list-style-type: none"> To define what the cost history of an asset is. To describe how an asset's cost history is generated. To identify what adjustments are accessible in the cost history inquiry panel group. To view the cost history of an asset.
Description	<p>The cost history of an asset is a permanent record of adjustments made to it during its useful life. These adjustments are also reflected in the capital ledger.</p> <p>Property Control performs adjustments to assets that create open transactions. These open transactions become accounting entries during end of month processes. Any transaction that generates an open transaction becomes a line in the asset's cost history.</p>
Security Role	BOR_AM_INQUIRY
Dependencies/ Constraints	<ul style="list-style-type: none"> Only adjustments which generate accounting entries will be accessible in the cost history inquiry panel group. Depreciation accounting entries are not included in the Cost History panel group.
Additional Information	None

Procedure

Below are step by step instructions on how to view cost history of an asset.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Asset Transactions link.
5.	Click the History link.
6.	Click the Review Cost link.
7.	Enter the institution's Business Unit in the Business Unit field.
8.	Enter the Asset ID in the Asset Identification field.
9.	Click Search .
10.	The ALLASSETS book displays first. After reviewing the Cost tab data, click the Chartfields tab.
11.	Click the View All button to review the ENTERPRISE book data.
12.	Click the Cost History Detail tab to see the detailed Chartfield data for the each book.