

Helpful Hints for AM: Updating Asset ChartFields

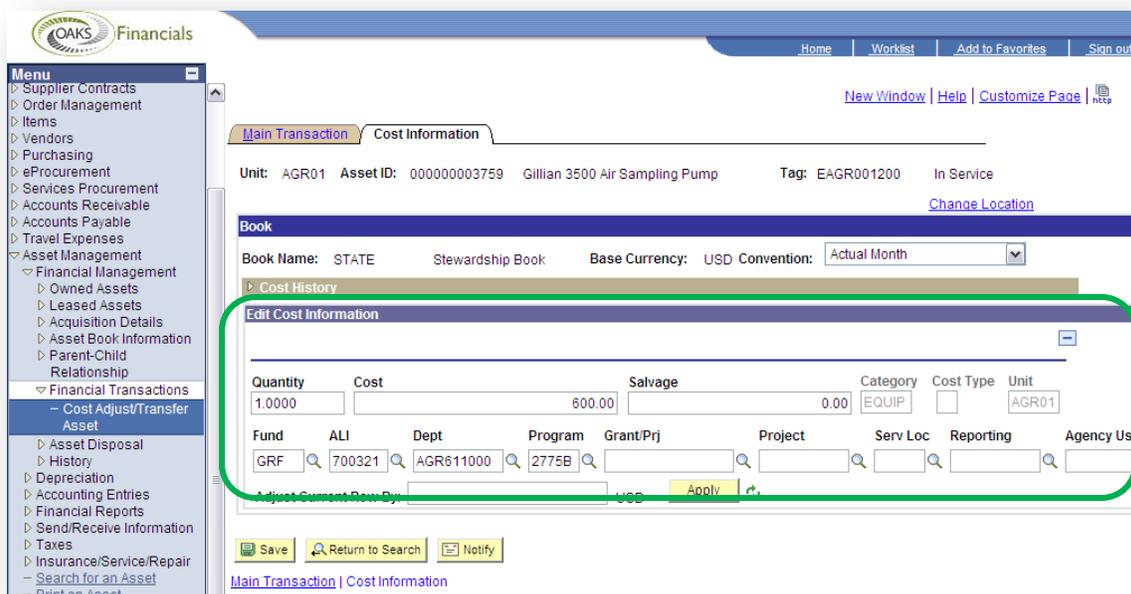
Sometimes it becomes necessary, due to an incorrect entry or the movement of an asset, to update an asset's ChartFields. This can be accomplished by performing a Transfer.

In OAKS, navigate to the Cost Adjust/Transfer page (**Asset Management > Financial Management > Financial Transactions > Cost Adjust/ Transfer Asset**) and search for your asset. Then use the Main Transaction page to perform the transaction.

- Enter the **Transaction Date**, which is the date the incorrect information was originally entered. This can be found on the **Asset Cost History** page. The **Accounting Date** will default to the current date and cannot be changed.
- Click the **Action** dropdown field and select **Transfer**.
- Click the **Go** button to go to the Cost Information page.

The screenshot shows the OAKS Financials interface. On the left is a navigation menu with 'Financial Transactions > Cost Adjust/Transfer Asset' selected. The main area is titled 'Main Transaction' and displays asset details: Unit: AGR01, Asset ID: 000000003759, Gillian 3500 Air Sampling Pump, Tag: EAGR001200, In Service. The 'Transaction Date' and 'Accounting Date' are both set to 05/12/2010. The 'Rate Type' is CRRNT. A 'Copy Changes to Other Books' checkbox is checked, with a sub-section for 'Copy to Other Books Options' containing dropdowns for 'Transfer Other Books by:' (Amount), 'Adjust Other Books by' (Amount), and 'Include Convention:' (Exclude). The 'Action' dropdown is set to 'Transfer' and the 'GO' button is highlighted with a green box. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

Use the **Edit Cost Information** field area to update any of the ChartFields for this asset. You can only Transfer assets to Fund, ALL, Department and Program ChartFields that are not "Budgetary Only." Budgetary Only ChartFields can be used for budget purposes only and are not available for recording actual transactional entries. Also, never remove a required ChartField and leave it blank. Doing so will flag the record as invalid and an additional transfer transaction must be performed to correct the error.



Once all updates have been made, click the **Save** button to save the changes. You may then go to the **Asset Cost History** page to view the Transfer you made.

Questions regarding **Updating Asset ChartFields** can be directed to the OAKS Help Desk by sending an e-mail to oaks.helpdesk@oaks.state.oh.us or by calling 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625).