Overview
Changes to the asset cost, quantity, categorization, transfer (CSUEB uses manual Add and Retire for Transfers) and depreciation convention are considered changes to financial information and are initiated through the Asset Cost Adjust/Transfer pages. Only ONE financial update (Action Type) can be made to an asset at a time. These allow you to increase the cost of the asset at any time. The cost adjustments will be recorded in the current month and processed during that month's derivation processing.
Update Asset Financial Information

Navigate to Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

1. Enter **Business Unit:** HW001

2. Enter the **Asset ID** or Tag Number in need of Adjustment

3. Click **Search**

The Main Transaction page displays.

4. Enter the **Transaction Date**

5. Enter the **Accounting Date**

**Note**

- The accounting and transaction dates should be the same.
- Changes can only be made to open periods. No Prior Period Changes are permitted.
6. Select either **Adjustment** or **Addition** as an action type

**Note**
- **Addition** - Adds a new cost line
- **Adjustment** - Adjusts Cost or Quantity

7. Click **Go**!

**Note:** This brings up the **Cost Information** tab. Depending on your Action selection the page will display slightly differently.

The Cost Information page displays.

Make changes to overall cost by updating all lines by specific percent, or by increasing all quantities updating the total cost of all lines OR make a change directly to a specific row (Override) OR insert a row to record the additional input.

8. Click **Apply**
9. Click **Save**

**Note:** After all changes have been made, **Depreciation Calculation and Accounting Entries** must be run for the system to generate these entries.

**Whom to Contact for Help?**
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).