

## AM.020.101 – VIEWING COST HISTORY

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To define what the cost history of an asset is.</li> <li>• To describe how an asset's cost history is generated.</li> <li>• To identify what adjustments are accessible in the cost history inquiry panel group.</li> <li>• To view the cost history of an asset.</li> </ul>
<b>Description</b>	<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>
<b>Security Role</b>	<b>BOR_AM_INQUIRY</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• Only adjustments which generate accounting entries will be accessible in the cost history inquiry panel group.</li> <li>• Depreciation accounting entries are not included in the Cost History panel group.</li> </ul>
<b>Additional Information</b>	None

## **Procedure**

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

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