

CAPPS Desk Aid

Adjusting and Transferring Asset Costs

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

Adjusting and Transferring Asset Costs

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The required security role/job profile is TX_FIN_AM_MAINT_FIN_INFO.

Adjusting the Asset Cost

Navigation

Dashboard: Asset Management; **Tiles:** Asset Transactions; Asset Cost Adjustment/Transfer

1. Enter the BUSINESS UNIT.
2. Enter the ASSET IDENTIFICATION to be adjusted.
3. Select **Search**.

Asset Cost Adjust/Transfers

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

*Business Unit: [dropdown] [text field] [search icon]

Asset Identification: begins with [dropdown] [text field: 1N4D4J4]

Tag Number: begins with [dropdown] [text field]

Parent ID: begins with [dropdown] [text field] [search icon]

Description: begins with [dropdown] [text field]

Asset Status: [dropdown] [dropdown]

^ Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History

[Search] [Clear] [Save Search]

4. Select **Adjustment** from the drop-down list for the ACTION field on the *Cost Adjust/Transfer Asset* page.
5. Select **GO!**

Cost Adjust/Transfer Asset

Main Transaction

Unit [text field] Asset ID 1N4D4J4 Dell Laptop Pro 13 Plus Tag 1N4D4J4 In Service Property Number 0001N4D4J4 01

Main Transaction

*Transaction Date 04/17/2026 [calendar icon] ☒ Copy Changes to Other Books

Accounting Date 04/17/2026 [calendar icon] **Copy to Other Books Options**

Transaction Code [text field] [search icon]

Rate Type CRRNT [text field] [search icon]

Transfer Other Books by Amount [dropdown]

Adjust Other Books By Amount [dropdown]

Include Convention Exclude Convention [dropdown]

Action Adjustment [dropdown] [GO!]

[Save] [Return to Search] [Notify] [Update/Display] [Include History]

The *Cost Information* page displays.

6. Enter the additional amount in the COST field under the *Edit Cost Information* section.
For example, if \$100 is added to increase the asset cost from \$484.92, the adjusted amount is \$584.92.

7. Select **Apply** in the *Edit Cost Information* section.

Cost Adjust/Transfer Asset

Main Transaction **Cost Information**

Unit [REDACTED] Asset ID 1N4D4J4 Dell Laptop Pro 13 Plus Tag 1N4D4J4 In Service Change Location Property Number 0001N4D4J4 01

Book [REDACTED] 1 of 1 View All

Book Name CAPASSET Asset Depreciation Book Base Currency USD Convention Actual Month

>Cost History

Edit Cost Information

Adjust All Rows By Percent [REDACTED] Quantity [REDACTED] Cost 100.00 Curr USD [REDACTED] **Apply** + -

Quantity 1.0000 Cost 484.92 Salvage 0.00 Category FE Cost Type [REDACTED] Unit [REDACTED]

Chartfields

Oper Unit Fund Dept Program Appn/PCA Appn Year Agy Chartfield 1 Agy Chartfield 2 Agy Chartfield 3 Product Project

1101 [REDACTED] [REDACTED] [REDACTED] [REDACTED] 2026 [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Adjust Current Row By [REDACTED] USD **Apply**

8. Select **Save**.

Cost Adjust/Transfer Asset

Unit [REDACTED] Asset ID 1N4D4J4 Dell Laptop Pro 13 Plus Tag 1N4D4J4 In Service Change Location Property Number 0001N4D4J4 01

Book [REDACTED] 1 of 1 View All

Book Name CAPASSET Asset Depreciation Book Base Currency USD Convention Actual Month

>Cost History

Edit Cost Information

Adjust All Rows By Percent [REDACTED] Quantity [REDACTED] Cost 100.00 Curr USD [REDACTED] **Apply** + -

Quantity 1.0000 Cost 584.92 Salvage 0.00 Category FE Cost Type [REDACTED] Unit [REDACTED]

Chartfields

Oper Unit Fund Dept Program Appn/PCA Appn Year Agy Chartfield 1 Agy Chartfield 2 Agy Chartfield 3 Product Project

1101 [REDACTED] [REDACTED] [REDACTED] [REDACTED] 2026 [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Adjust Current Row By [REDACTED] USD **Apply**

Comments (0) **Attachments (0)**

Save Return to Search Notify Update/Display Include History

Nav Bar: Asset Management; Asset Transactions; History; Review Cost

- ### Asset Cost History

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

 Recent Searches

Choose from recent searches

 Saved Searches

Choose from saved searches

*Business Unit:

= ▼

Q

Asset Identification:

begins with ▼

1N4D4J4

Tag Number:

begins with ▼

Parent ID:

begins with ▼

Q

Description:

begins with ▼

Asset Status:

= ▼

▼

Capitalized Asset:

= ▼

▼

^ Show fewer options

☐ Case Sensitive

Search

Clear

- Review Cost

Cost History List

Cost History Detail

Non Cap History List

Non Cap History Detail

Unit

Asset ID

Asset Description

Tag

In Service

Property Number

0001N4D4J401

Book

Q

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1 of 1

>

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View All

Book Name

CAPASSET

Asset Depreciation Book

Currency

USD

Total Cost

584.92

Asset Cost Information

Grid

Q

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1-2 of 2

>

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Cost

Charfields

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	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1	04/15/2026	ADD		1.0000	484.92	Detail
2	04/17/2026	ADJ			100.00	Detail
- Comments (0)

Attachments (0)
- Return to Search

Notify

Revision History

Date	Description of Change	Changed By
Sept. 22, 2026	Initial document creation	M. Apolonio