Recategorizing Assets

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Main Transaction** page.  
      Click the *vertical* scrollbar. |
| 2.   | Click the **Asset Management** link.  
      ![Asset Management](image) |
| 3.   | Click the **Asset Transactions** link. |
| 4.   | Click the **Cost Adjust/Transfer Asset** link.  
      ![Cost Adjust/Transfer Asset](image) |
| 5.   | Click in the **Asset Identification** field. |
| 6.   | Enter the desired information into the **Asset Identification** field. Enter a valid value e.g. "00000000091". |
| 7.   | Click the **Search** button.  
      ![Search](image) |
| 8.   | Use the **Main Transaction** page to perform an action on an asset. |
| 9.   | Use the **Action** field to select the financial transaction to be performed.  
      Click the **Action** list.  
      ![Action List](image) |
| 10.  | The following actions can be performed to assets from the **Main Transaction** page:  
      • **Addition** adds an adjustment cost line with transaction type of ADD as a result of alternate or multiple funding sources, and so on.  
      • **Adjustment** adjusts the cost or quantity of an existing row and adds a line with a transaction type of ADJ.  
      • **Fixed Price MarkUp** applies a markup to the asset that you are transferring.  
      • **InterUnit Transfer** transfers an asset from one business unit to another with different legal entities.  
      • **Recategorize** changes an asset category or cost type.  
      • **Revaluation** revalues an asset by percentage.  
      • **Transfer** will transfer an asset within the same business unit. |
| 11.  | Click the **Recategorize** list item.  
      ![Recategorize](image) |
| 12.  | Click the **GO!** button.  
      ![GO!](image) |
<p>| 13.  | Use the <strong>Cost Information</strong> page to enter or adjust cost information that is required by the transaction that you initiated from the <strong>Main Transaction</strong> page. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 14.  | Use the **Category** field to define the category assigned to this asset. Category assignment will impact depreciation.  

Click in the **Category** field. |
| 15.  | In this example, the asset was incorrectly categorized as AUTO (automobile). The correct category should be LAUTO (leased automobile).  

Enter the desired information into the **Category** field. Enter a valid value e.g. "**LAUTO**". |
| 16.  | Click the **Save** button. |
| 17.  | Next, you can review the asset cost history.  

Click the **History** link. |
| 18.  | Click the **Review Cost** link. |
| 19.  | Click the **Cost History Detail** tab. |
| 20.  | Use the **Cost History Detail** page to review asset cost history. Changes to assets are saved by transaction date. |
| 21.  | Each cost accounting transaction is stored in a separate record. Use the **Previous Row** and **Next Row** buttons to navigate to different cost records.  

Click the **Next Row** button. |
| 22.  | Notice the transaction information is displayed for the asset recategorization. |
| 23.  | You have successfully recategorized an asset.  

**End of Procedure.** |