# Asset Cost Adjustment/Transfers

1. Navigate to: Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

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1. Enter Business Unit and asset ID # that you want to adjust, click Search



1. In the ‘Action’ field on the Main Transaction page, select the adjustment from the drop down list. Click the GO button. The Cost Information page will be displayed.





1. In the ‘Edit Cost Information’ section of the page, there is a field, ‘Adjust All Rows By’. In this field, enter the additional amount you want to add. Then click Apply. In our example, we added $500.00 and the asset cost increased from $1,500 to $2,000. Save the change.



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