QSSUG
Purchasing, Stores, Fixed Assets Committee

Fixed Assets – Initial Setup and Security Options

November 27, 2018
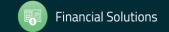
HARRIS School Solutions

Financial Solutions

QCC Fixed Assets

Feature Discussion

Feature Discussion

- Module, Task, and User Security used by the Fixed Assets module

- Master Files used by the Fixed Assets module

- Fixed Assets Import

HARRIS
School Solutions

Financial Solutions

QCC Fixed Assets

Fixed Assets Security

Module/Task Security QCC Fixed Assets

Table 3-9: MAIN task options for the FIXEDASSET module

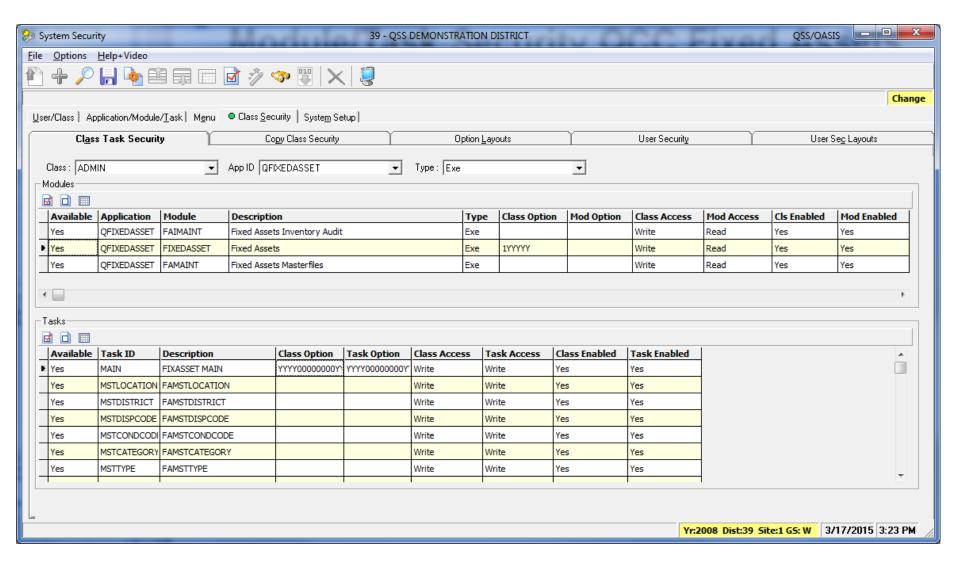| COL	CAPTION	R/O[a]	DESCRIPTION
01	Enable Masterfiles	R	Y Enable access to the *Fixed Assets Master File Maintenance* window from the *Fixed Assets* window from the **File** | **M**asterfiles command. N Disable access. The command is grayed out.
02	Enable Reports and Processes	R	Y Enable access to the **File** | **R**eport / Processes command on the *Fixed Assets* window. N Disable access. The command is grayed out.
03	Init TAG with FA# on add	R	Y Make the add option pre-fill the Tag box with the Asset number. N Do not pre-fill the Tag number.
04	Init Barcode# with FA# on add	R	Y Make the add option pre-fill the Bar Code # box with the Asset number. N Do not pre-fill the Bar Code #.
05 - 12	Max Asset Value User Can Add	R	• Type 0 (zero) for no limit on dollar value. • To assign a limit, type a maximum dollar amount up to $99,999.99. Type the limit in whole dollars with no commas. For example, type a limit of $10,000 like this: 10000
13	User Can Add Records	R	Y Can add records (default). N No add allowed. L Can add only for logon site.
14	User Can Change Records	R	Y Can change records (default). N No change allowed. L Can change only for logon site.
15	User Can Delete Records	R	Y Can change records (default). N No change allowed. L Can change only for logon site.
16 - 60	Data	n/a	Leave blank.

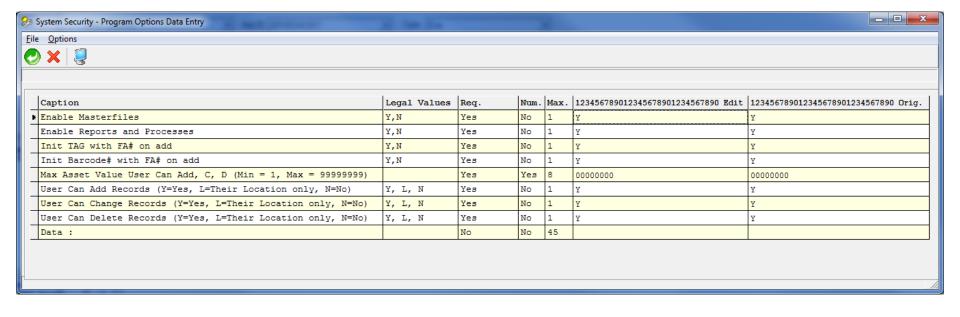a. R for required or O for optional. You must type a legal value for all required task options.

HARRIS School Solutions

Financial Solutions

Module/Task Security QCC Fixed Assets

Module/Task Security QCC Fixed Assets

System Security - Program Options Data Entry

File   Options

Caption	Legal Values	Req.	Num.	Max.	12345678901234567890123456789 Edit	12345678901234567890123456789 Orig.
Enable Masterfiles	Y,N	Yes	No	1	Y	Y
Enable Reports and Processes	Y,N	Yes	No	1	Y	Y
Init TAG with FA# on add	Y,N	Yes	No	1	Y	Y
Init Barcode# with FA# on add	Y,N	Yes	No	1	Y	Y
Max Asset Value User Can Add, C, D (Min = 1, Max = 99999999)		Yes	Yes	8	00000000	00000000
User Can Add Records (Y=Yes, L=Their Location only, N=No)	Y, L, N	Yes	No	1	Y	Y
User Can Change Records (Y=Yes, L=Their Location only, N=No)	Y, L, N	Yes	No	1	Y	Y
User Can Delete Records (Y=Yes, L=Their Location only, N=No)	Y, L, N	Yes	No	1	Y	Y
Data :		No	No	45		

HARRIS
School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-11: FADFLTLO USESEC parameters for the FIXEDASSET module

COL	CONTROLS	DESCRIPTION
01 - 08	Default **Dept** for adding fixed assets	Type up to 8 characters. This free-form code is not attached to a master file.
09 - 16	Default **Building** for adding fixed assets	Type up to 8 characters. This free-form code is not attached to a master file.
17 - 24	Default **Floor** for adding fixed assets	Type up to 8 characters. This free-form code is not attached to a master file.
25 - 32	Default **Room** for adding fixed assets	Type up to 8 characters. This free-form code is not attached to a master file.
33 - 60	Not used	Leave blank

Table 3-2: FAI410 USERSEC parameters for the FAI410 module

COL	CONTROLS	DESCRIPTION
01	Disposition reason for lost assets	Type a 2-character code from the Disposition Code master file. When FAI410 runs in update mode, all unresolved assets in an inventory set are resolved as lost with this code.
02 - 60	Not used	Leave blank

HARRIS School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-4: FA01MF USERSEC parameters for the FAMAINT module

COL	CONTROLS	DESCRIPTION	
01	Not used	Leave blank.	
02	Not used	Leave blank.	
03	Not used	Leave blank.	
04	Use of Room master file	N	Free-form Room (default). The room for an asset is not validated against the Room master file. You can use the FAMF00 user security to make the master file Read-only to block people at your district from adding rooms.
		Y	Validate the room for an asset against the Room master file.
05	Use of Building master file	N	Free-form Building. The building for an asset is not validated against the Building master file. You can use the FAMF00 user security to make the master file Read-only to block people at your district from defining buildings.
		Y	Validate the building for an asset against the Building master file.
06 - 60	Not used	Leave blank	

HARRIS School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-5: FAMFDF USERSEC parameters for the FAMAINT module

COL	CONTROLS	DESCRIPTION
01	Default access to the master files	W Write (default). R Read. You can define the level of access for individual master files in the FAMF00 user security record.
02 - 60	Not used	Leave blank

HARRIS
School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-6: FAMF00 USERSEC parameters for the FAMAINT module

COL	CONTROLS	DESCRIPTION
01 - 06	First master file	Use the following for each master file:
07 - 12	Second master file	
13 - 18	Third master file	aaaabc
14 - 24	Fourth master file	
25 - 30	Fifth master file	aaaa = master file code from the list below. Type codes
31 - 36	Sixth master file	left justified with an extra space for 3-character codes.
37 - 42	Seventh master file	b = R for Read or W for Write access.
43 - 48	Eighth master file	c = separator, such as a semicolon (;).
49 - 54	Ninth master file	
55 - 60	Tenth master file	You can define Read or Write access for the following master file codes.

DIST = District
LOCN = Location
CAT = Category
ATYP = Asset Type
ACQR = Acquisition Reason
CONC = Condition Code
DISP = Disposition Code
ODO = Odometer Value
ROOM = Room
BLDG = Building

For example, type the following to give Read-only access to the ODO and CAT master files:

CAT^R;ODO^R   (^ = space)

HARRIS School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-7: FASRCH USERSEC parameters for the FAMAINT module

COL	CONTROLS	DESCRIPTION
01	Default option button for **Status** in the *Fixed Assets - Search* dialog box	B Both (default). A Active. I Inactive.
02 - 60	Not used	Leave blank.

HARRIS
School Solutions

Financial Solutions

User Security QCC Fixed Assets

3.4.3.2 User Security for Access to Attachments (Version L Only)

The following user security records apply to attachments for fixed assets:

- ATTCHFA enables access to attachments for fixed assets.
- ATTFS defines the default for the maximum size of attachments.
- ATTFSFA allows you to set a different maximum size for attachments to fixed assets.

Table 3-8: ATTCHFA USERSEC parameters for the FAMAINT module

COL	CONTROLS	DESCRIPTION
01	VERSION L ONLY Ability to link to attachments for the selected fixed asset	0 Disabled (default). The **Launch Attachments** command is not enabled on the **Options** menu or toolbar. 1 Inspect-only access. Users can select the **Launch Attachments** command to display attachments that are in place from the *Attachments Information* dialog box. 2 Ability to add, change, and delete links. Users can add links to an existing file and create comments about the linked file with the *Attachments Information* dialog box.
02 - 60	Not used	Leave blank.

HARRIS School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-9: ATTFS USERSEC parameters for all integrated attachments

COL	CONTROLS	DESCRIPTION
01 - 06	VERSION L ONLY The maximum size of individual attachments	Type a 6-digit number to indicate the number of kilobytes, such as 000222 for 222 KB or 001024 (1024KB or 1MB). To get the number of bytes, multiply the number of KB by 1024. This maximum applies to *all* types of attachments that do not have their own ATTFSxx user security records. You can use the ATTCHFA user security below to specify a different limit for attachments to fixed assets.
07 - 60	Not used	Leave blank.

Table 3-10: ATTFSFA USERSEC parameters for the FAMAINT module

COL	CONTROLS	DESCRIPTION
01 - 06	VERSION L ONLY The maximum size for attachments to fixed assets	Type a 6-digit number to indicate the number of kilobytes, such as 000222 for 222 KB or 001024 (1024KB or 1MB). To get the number of bytes, multiply the number of KB by 1024.
07 - 60	Not used	Leave blank.

HARRIS School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-11: FAS127 USERSEC parameters for the FAS127 module

COL	CONTROLS	DESCRIPTION
01	Ignoring deleted fixed assets	N Do not ignore (default). Y ignore deleted fixed assets on the report.
02 - 60	Not used	Leave blank.

HARRIS School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-12: FAT050 USERSEC parameters for the FIXEDASSET module

COL	CONTROLS	DESCRIPTION	
01 - 02	Autonumbering of fixed assets	blank	Autonumbering is disabled (default).
		[code]	Enable autonumbering. Type a 2-character code. The district number and these characters combine to create the key (CODE-X value) You can use any code except for BC and IN. BC is reserved for autonumbering bar codes, and IN is reserved for autonumbering inventory sets. For instructions on adding an odometer, see "Odometer for Fixed Assets" on page 3-9.
03	Account checking for adding and changing assets	Y N A C	Enable account checking. When adding and changing assets, the account that you type in the *Fixed Assets* window must be a valid account (default). Disable account checking for both adding and changing assets. Disable account checking only for adding assets. Disable account checking for both adding and changing assets.
04	Copying assets	0 1	Disable the Copy Option command for copying assets (default). Enable the Copy Option command.
05	Automatic filling of tag number	0 1	Manually assign the Tag number to each asset (default). When adding an asset, automatically fill in the **Tag** field with the **Asset** number.
06	Not used	Leave blank.	
07	Access options for maintaining assets	0 1 2	Super user. Ability to add, change, delete, and inspect assets for any site in the district on the *Fixed Assets* window (default). Site user. Ability to add or change assets only for a QCC user's logon site. Site users can inspect assets for any site. Inspect-only user who can view assets for any site.
08	Pre-slug Barcode #	0 1	Do not pre-slug Barcode # (default). When adding an asset, pre-slug the Barcode # with the asset's ID number.
09	Disposition and status options	N B R D	The entire Disposition/Status area is optional (default). Require both a Reason and Date. Require a Reason code for disposition. Require a Date for disposition.
10 - 60	Not used	Leave blank.	

HARRIS School Solutions

Financial Solutions

User Security QCC Fixed Assets

Table 3-13: PRO2FA USERSEC parameters for the FIXEDASSET module

COL	CONTROLS		DESCRIPTION
	Sentinel character for Additional Description on Additional Info tab	blank	When you are entering the description for a PO line item, use the @ as the sentinel character for entering a message code defined in Message Library Maintenance (MSGMUP) for Accounts Payable / Purchasing (default).
		[char]	Type another character if that is what you want to use as the message sentinel.
02 - 60	Not used		Leave blank

HARRIS School Solutions

Financial Solutions

User Security PO Receiving

Table 2-152: PROOO2 USERSEC parameters for the PORCV module

COL	CONTROLS	DESCRIPTION
01	Processing options	0 Single process -- Post both PO receipts and fixed assets (default). 1 Multi-process step 1 -- Post PO receipts, but do not create fixed assets for receipts that are flagged as a fixed asset. 2 Multi-process step 2 -- Create fixed assets records for receipts that have already been posted with option 1. Options 1 and 2 allow a site to separate the job of posting PO receipts and creating fixed assets. Thus, one person can post the receipts. Later on, a second person can create the fixed asset records for the goods that were received.
02	Receiving options for fixed assets	S Single asset. Regardless of how many units are received, the system creates only a single asset in the Fixed Asset Master File (default). M Multiple asset. Create a separate record in the Fixed Asset Master File for each unit received.
03	Posting of fixed assets	N Do not allow posting of Fixed Asset receipts (default). Y Allow posting of fixed asset receipts.
04 - 05	Odometer code	blank Do not autonumber fixed assets. Manually assign the asset number each time you add a fixed asset (default). [code] To autonumber fixed assets, type a 2-character odometer code that corresponds to an odometer that is set up. You can use the same odometer as that for the QSS/OASIS Fixed Asset System, or you can use a separate odometer for assets created with PR0002. *QSS* recommends that you autonumber fixed assets.
06	Pre-filling tag number for fixed assets	N When adding fixed assets while receiving, do not pre-fill the Tag box with the **Asset number** (default) Y Pre-fill the **Tag** box with the **Asset** number.
07	Quantity received	N When receiving, the Qty Recv box is blank. Y When receiving the Qty Recv box is pre-filled with the number of items ordered, but not yet received.
08	Default for Fixed Asset items	N The **FA Item** box is blank for something that is not a fixed asset (default). Y The **FA Item** box is pre-filled to Y for receiving a fixed asset.
09	Receiving of more items than quantity ordered	N The maximum for the Qty Rcvd box is the number of items ordered less those already received (default). Y The number of items received can be more than the original number ordered.

HARRIS School Solutions

Financial Solutions

User Security PO Receiving

COL	CONTROLS	DESCRIPTION
10	Items that can be posted as fixed assets	N For an item to be posted as a fixed asset, it must be set up as a fixed asset on the requisition used to order it (default). Y Any item can be received as a fixed asset.
11 12 13 14	Serial box Vehicle # box License # box Department, Building, and Room boxes	N For adding a fixed asset while receiving, do not display the box on the form (default). Y Display the box.
15 - 16 17 - 20	Default category code Default type code	For adding a fixed asset while receiving, do either the following. • Leave blank if you do not want to assign a default category and type code (default). • To set up defaults for adding, type a 2-digit category code and a 4-digit type code defined in the Fixed Assets System. Make sure that the category and type codes are a valid pairing of codes. For details, see the *QSS Fixed Assets Manual*.
21	Pre-filling of Barcode # box	N When adding a fixed asset while receiving, do not pre-fill the Barcode # box with the asset ID number (default). Y Pre-fill the Barcode # with the asset ID number.
22	Pre-filling of Site for fixed assets	N When adding a fixed asset while receiving, pre-fill the Site box with the site number from the requisition (default). 1 Pre-fill the Site box from the account in the Acct field with account field that identifies the location or site associated with the account. When a district defines its account string with the Account Structure (GLMT02) tab on the *General Ledger Maintenance* window, The tab allows a district to associate a field on the account with the location or site. For more information, see Chapter 3 the *QCC Core Financial Manual*. 2 Pre-fill the Site box with spaces.
23	Linking of fixed assets to the Accounts Payable System	N When adding a fixed asset while receiving, clear the Auto APY check box (default). Y By default, select the Auto APY check box to post the asset number to the APY cross-reference file.
24	Ability to cancel receipts	N Disabled (default). You cannot use the Cancel Purchase Order Receipts command. Y You can use the Cancel Purchase Order Receipts command to cancel receipts.

HARRIS School Solutions

Financial Solutions

User Security PO Receiving

COL	CONTROLS	DESCRIPTION
25	Description for cancelled receipts	N On the Cancel Purchase Order Receipts form, the **Description** column is optional for each cancellation (default). Y The **Description** column is required.
26 - 27	Disposition reason for cancellation	Do either of the following. • For cancelling fixed assets, type a 2-character disposition reason code to use for cancelled assets. Use a valid code defined in the Fixed Asset System. • Leave blank if you do not wish to specify a disposition reason code.
28	Partial or full cancellations	N Partial cancellation allowed (default). On the Cancel Purchase Order Receipts form, the Qty cancelled can be less than the Qty Rcv column. Y Full cancellation only. The Qty cancelled must be the same as the Qty Rcv.
29 - 60	Not used	Leave blank.

Table 2-153: GASB34 USERSEC parameters for the PORCV module

COL	CONTROLS	DESCRIPTION
01	Account function code posted to Project boxes	(blank) When creating fixed asset records from receipts, do not post anything to the **Local**, **State**, or **Federal** projects. F Pre-fill the **Federal** box with the function code in the **Account** box. S Pre-fill the **State** box with the function code in the **Account** box. L Pre-fill the **Local** box with the function code in the **Account** box.
02 - 60	Not used	Leave blank

Financial Solutions

Module/Task/User Security Fixed Assets Required/Optional

- Module/Task Security – Module:FIXEDASSET/Task ID:MAIN – Required
- User Security – FADFLTLO – Optional
- User Security – FAI410 – Optional
- User Security – FA01MF – Optional
- User Security – FAMFDF – Optional | Recommended
- User Security – FAMF00 – Optional | Recommended
- User Security – FASRCH – Optional | Recommended
- User Security – ATTCHFA – Optional
- User Security – ATTFS – Optional
- User Security – ATTFSFA – Optional
- User Security – FAS127 – Optional
- User Security – FAT050 – Required
- User Security – PR02FA – Optional
- User Security – PR0002 – Optional | Recommended | Required if using PO Receiving
- User Security – GASB34 – Optional | Recommended if using PO Receiving

Odometer for Fixed Assets

3.6.5 Odometer for Fixed Assets

3.6.5.1 Purpose

The fixed assets odometer is required if your site is autonumbering assets as they are added. To enable this option, type a 2-character code in col 01 - 02 of the FAT050 user security on page 3-11. You can use any code except the reserved ones of BC (barcodes) or IN (inventory sets). Each district has its own odometer.

3.6.5.2 Adding Odometers for Version L

The odometers for autonumbering fixed assets are in the finance database. Use the INSERT INTO command to create the DP odometer for each district.

To set up the DP odometer:

1 Gain access to your site's database server, then open the finance database with DbVisualizer, psql, or your favorite database utility.

HARRIS School Solutions

Financial Solutions

Odometer for Fixed Assets

2 For each district, execute the following INSERT INTO command to create its odometer.

```
INSERT INTO fa-odometer (di_no, type, number,
audit_id, audit_date, audit_time) VALUES
('ddd','tt','nnnnnnnnnn','audit-id','yyyy-mm-dd',
'hh:mm:ss');
```

ddd = A district number up to 3 digits long

tt = The 2-character odometer code from col 01 - 02 of the FAT050 user security

nnnnnnnnnn = A starting number for fixed assets up to 10 digits long

audit-id = A 4-character audit ID to record who added the odometer (and to avoid a null value in the audit_id column)

yyyy-mm-dd = A date stamp for the audit_date, such as 2017-07-01 for July 1, 2017, to record when the odometer was created (and to avoid null values in the audit_date column)

hh:mm:ss = A time stamp to record the audit_time, such as 08:13:18 (and to avoid a null value for the audit_time column)

HARRIS School Solutions

Financial Solutions

QCC Fixed Assets

Master Files

HARRIS
School Solutions

Financial Solutions

FA Master Files – Main Form

FA Master Files – District

FA Master Files – District

FA Master Files – District

FA Master Files – Location (Site)

FA Master Files – Location (Site)

Financial Solutions

FA Master Files – Category

FA Master Files – Category

FA Master Files – Type

FA Master Files – Type

HARRIS School Solutions

Financial Solutions

FA Master Files – Acquisition

FA Master Files – Acquisition

Financial Solutions

FA Master Files – Condition

FA Master Files – Condition

HARRIS
School Solutions

Financial Solutions

FA Master Files – Disposition

FA Master Files – Disposition

Financial Solutions

FA Master Files – Room

FA Master Files – Room

FA Master Files – Building

Financial Solutions

FA Master Files – Building

QCC Fixed Assets

Fixed Asset Import

Fixed Assets Import

Fixed Assets Import

Fixed Assets Import

Fixed Assets Import