



**HARRIS**  
School Solutions

# QSSUG

## Purchasing, Stores, Fixed Assets Committee

*Fixed Assets – Initial Setup and Security Options*  
*November 27, 2018*

# 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

# 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 <sup>a</sup>	DESCRIPTION
01	Enable Masterfiles	R	Y Enable access to the <i>Fixed Assets Master File Maintenance</i> window from the <i>Fixed Assets</i> window from the <b>File   Masterfiles</b> command. N Disable access. The command is grayed out.
02	Enable Reports and Processes	R	Y Enable access to the <b>File   Report / Processes</b> command on the <i>Fixed Assets</i> 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	<ul style="list-style-type: none"> <li>Type 0 (zero) for no limit on dollar value.</li> <li>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</li> </ul>
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.

# Module/Task Security QCC Fixed Assets

System Security 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Change

User/Class Application/Module/Task Menu  Class Security System Setup

Class Task Security Copy Class Security Option Layouts User Security User Sec Layouts

Class: ADMIN App ID: QFIXEDASSET Type: Exe

Modules

Available	Application	Module	Description	Type	Class Option	Mod Option	Class Access	Mod Access	Cls Enabled	Mod Enabled
Yes	QFIXEDASSET	FAIMAIN	Fixed Assets Inventory Audit	Exe			Write	Read	Yes	Yes
Yes	QFIXEDASSET	FIXEDASSET	Fixed Assets	Exe	1YYYYY		Write	Read	Yes	Yes
Yes	QFIXEDASSET	FAMAIN	Fixed Assets Masterfiles	Exe			Write	Read	Yes	Yes

Tasks

Available	Task ID	Description	Class Option	Task Option	Class Access	Task Access	Class Enabled	Task Enabled
Yes	MAIN	FIXASSET MAIN	YYYY00000000Y	YYYY00000000Y	Write	Write	Yes	Yes
Yes	MSTLOCATION	FAMSTLOCATION			Write	Write	Yes	Yes
Yes	MSTDISTRICT	FAMSTDISTRICT			Write	Write	Yes	Yes
Yes	MSTDISPCODE	FAMSTDISPCODE			Write	Write	Yes	Yes
Yes	MSTCONDCODI	FAMSTCONDCODE			Write	Write	Yes	Yes
Yes	MSTCATEGORY	FAMSTCATEGORY			Write	Write	Yes	Yes
Yes	MSTTYPE	FAMSTTYPE			Write	Write	Yes	Yes

Yr:2008 Dist:39 Site:1 GS: W 3/17/2015 3:23 PM

# Module/Task Security QCC Fixed Assets

System Security - Program Options Data Entry

File Options

Caption	Legal Values	Req.	Num.	Max.	123456789012345678901234567890 Edit	123456789012345678901234567890 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 = 999999999)		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		

# 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



# User Security QCC Fixed Assets

**Table 3-4: FA01MF USERSEC parameters for the FAMAJNT 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	<p>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.</p> <p>Y Validate the room for an asset against the Room master file.</p>
05	Use of Building master file	<p>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.</p> <p>Y Validate the building for an asset against the Building master file.</p>
06 - 60	Not used	Leave blank

# User Security QCC Fixed Assets

**Table 3-5: FAMFDF USERSEC parameters for the FAMAIN 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

# User Security QCC Fixed Assets

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

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

# User Security QCC Fixed Assets

**Table 3-7: FASRCH USERSEC parameters for the FAMAIN module**

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

# 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.
- ◆ ATTFSEA allows you to set a different maximum size for attachments to fixed assets.

**Table 3-8: ATTCHFA USERSEC parameters for the FAMAIN module**

COL	CONTROLS	DESCRIPTION
01	VERSION L ONLY Ability to link to attachments for the selected fixed asset	0 Disabled (default). The <b>Launch Attachments</b> command is not enabled on the <b>Options</b> menu or toolbar. 1 Inspect-only access. Users can select the <b>Launch Attachments</b> command to display attachments that are in place from the <i>Attachments Information</i> 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 <i>Attachments Information</i> dialog box.
02 - 60	Not used	Leave blank.

# 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 <i>all</i> 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: ATTFSEFA USERSEC parameters for the FAMAIN 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.

# User Security QCC Fixed Assets

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

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

# User Security QCC Fixed Assets

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

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



# 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	<p>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).</p> <p>[char] Type another character if that is what you want to use as the message sentinel.</p>
02 - 60	Not used	Leave blank

# User Security PO Receiving

Table 2-152: PRO002 USERSEC parameters for the PORCV module

COL	CONTROLS	DESCRIPTION
01	Processing options	<p>0 Single process -- Post both PO receipts and fixed assets (default).</p> <p>1 Multi-process step 1 -- Post PO receipts, but do not create fixed assets for receipts that are flagged as a fixed asset.</p> <p>2 Multi-process step 2 -- Create fixed assets records for receipts that have already been posted with option 1.</p> <p>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.</p>
02	Receiving options for fixed assets	<p>S Single asset. Regardless of how many units are received, the system creates only a single asset in the Fixed Asset Master File (default).</p> <p>M Multiple asset. Create a separate record in the Fixed Asset Master File for each unit received.</p>
03	Posting of fixed assets	<p>N Do not allow posting of Fixed Asset receipts (default).</p> <p>Y Allow posting of fixed asset receipts.</p>
04 - 05	Odometer code	<p>blank Do not autonumber fixed assets. Manually assign the asset number each time you add a fixed asset (default).</p> <p>[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.</p>
06	Pre-filling tag number for fixed assets	<p>N When adding fixed assets while receiving, do not pre-fill the Tag box with the Asset number (default)</p> <p>Y Pre-fill the Tag box with the Asset number.</p>
07	Quantity received	<p>N When receiving, the Qty Recv box is blank.</p> <p>Y When receiving the Qty Recv box is pre-filled with the number of items ordered, but not yet received.</p>
08	Default for Fixed Asset items	<p>N The FA Item box is blank for something that is not a fixed asset (default).</p> <p>Y The FA Item box is pre-filled to Y for receiving a fixed asset.</p>
09	Receiving of more items than quantity ordered	<p>N The maximum for the Qty Rcvd box is the number of items ordered less those already received (default).</p> <p>Y The number of items received can be more than the original number ordered.</p>

# User Security PO Receiving

COL	CONTROLS	DESCRIPTION
10	Items that can be posted as fixed assets	<p>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).</p> <p>Y Any item can be received as a fixed asset.</p>
11	Serial box	<p>N For adding a fixed asset while receiving, do not display the box on the form (default).</p> <p>Y Display the box.</p>
12	Vehicle # box	
13	License # box	
14	Department, Building, and Room boxes	
15 - 16 17 - 20	Default category code Default type code	<p>For adding a fixed asset while receiving, do either the following.</p> <ul style="list-style-type: none"> <li>• Leave blank if you do not want to assign a default category and type code (default).</li> <li>• 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 <i>QSS Fixed Assets Manual</i>.</li> </ul>
21	Pre-filling of Barcode # box	<p>N When adding a fixed asset while receiving, do not pre-fill the Barcode # box with the asset ID number (default).</p> <p>Y Pre-fill the Barcode # with the asset ID number.</p>
22	Pre-filling of Site for fixed assets	<p>N When adding a fixed asset while receiving, pre-fill the Site box with the site number from the requisition (default).</p> <p>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 <i>General Ledger Maintenance</i> 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 <i>QCC Core Financial Manual</i>.</p> <p>2 Pre-fill the Site box with spaces.</p>
23	Linking of fixed assets to the Accounts Payable System	<p>N When adding a fixed asset while receiving, clear the Auto APY check box (default).</p> <p>Y By default, select the Auto APY check box to post the asset number to the APY cross-reference file.</p>
24	Ability to cancel receipts	<p>N Disabled (default). You cannot use the Cancel Purchase Order Receipts command.</p> <p>Y You can use the Cancel Purchase Order Receipts command to cancel receipts.</p>

# User Security PO Receiving

COL	CONTROLS	DESCRIPTION
25	Description for cancelled receipts	N On the <b>Cancel Purchase Order Receipts</b> form, the <b>Description</b> column is optional for each cancellation (default). Y The <b>Description</b> column is required.
26 - 27	Disposition reason for cancellation	Do either of the following. <ul style="list-style-type: none"> <li>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.</li> <li>Leave blank if you do not wish to specify a disposition reason code.</li> </ul>
28	Partial or full cancellations	N Partial cancellation allowed (default). On the <b>Cancel Purchase Order Receipts</b> 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 <b>Local</b> , <b>State</b> , or <b>Federal</b> projects. F Pre-fill the <b>Federal</b> box with the function code in the <b>Account</b> box. S Pre-fill the <b>State</b> box with the function code in the <b>Account</b> box. L Pre-fill the <b>Local</b> box with the function code in the <b>Account</b> box.
02 - 60	Not used	Leave blank

# 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.

# 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)

# QCC Fixed Assets

## Master Files



# FA Master Files – Main Form

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- District (DIST)
- Location (LOCN)
- Category (CAT)
- Asset Type (ATYP)
- Acquisition Reason (ACQR)
- Condition Code (CONC)
- Disposition Code (DISP)
- Odometer Values (ODO)
- Room (ROOM)
- Building (BLDG)

DI	FY	Name	Code
24	2009		
		Code Range From	Code Range To

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:40 AM

# FA Master Files – District

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- District (DIST)
- Location (LOCN)
- Category (CAT)
- Asset Type (ATYP)
- Acquisition Reason (ACQR)
- Condition Code (CONC)
- Disposition Code (DISP)
- Odometer Values (ODO)
- Room (ROOM)
- Building (BLDG)

DI FY Name Code

24 2009

Code Range From Code Range To

District District Master File

Code	Name
▶ 24	QSS Fixed Assets District1

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:41 AM

# FA Master Files – District

Change District 24 - QSS DEMONSTRATION DISTRICT QSS/OASIS X

Options

Change

District Code : 024

Name: QSS Fixed Assets District

	Field Type	Report Name	Screen Name		Field Type	Report Name	Screen Name
1.	A	XX	XX	2.	N	NN	NN
3.				4.			
5.				6.	A	SIX CHR	SIX CHR
7.	N	SIX NUM	SIX NUM	8.			
9.				10.			
11.	A	TEN CHAR	TEN CHARS	12.	N	TEN NUM	10 NUMBERS
13.				14.			
15.							

Yr:2008 Dist:24 Site:0 GS: W 11/27/2018 8:54 AM

# FA Master Files – District

Fixed Assets 24 - QSS DEMONSTRATION DISTRICT

File Options Help+Video

Inspect

Main **Additional info** Account Splits

Asset:

Additional Description

User Defined Fields

XX:

NN:

USER DEFINED FIELD #3 (2 CHAR):

USER DEFINED FIELD #4 (2 CHAR):

USER DEFINED FIELD #5 (2 CHAR):

SIX CHR:

SIX NUM:

USER DEFINED FIELD #3 (6 CHAR):

USER DEFINED FIELD #4 (6 CHAR):

USER DEFINED FIELD #5 (6 CHAR):

TEN CHARS:

10 NUMBERS:

USER DEFINED FIELD #3 (10 CHAR):

USER DEFINED FIELD #4 (10 CHAR):

USER DEFINED FIELD #5 (10 CHAR):

Yr:2008 Dist:24 Site:0 11/27/2018 8:55 AM

# FA Master Files – Location (Site)

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- District (DIST)
- Location (LOCN)
- Category (CAT)
- Asset Type (ATYP)
- Acquisition Reason (ACQR)
- Condition Code (CONC)
- Disposition Code (DISP)
- Odometer Values (ODO)
- Room (ROOM)
- Building (BLDG)

DI FY Name Code

24 2009

Code Range From Code Range To

Location District Master File

Code	Name	Abbr
0001	UNA ELEMENTARY	UNA ELEM
0002	DOS ELEMENTARY	DOS ELEM
0010	QSS CAMPUS	QSS CMPS
0020	NORTH CAMPUS	NORTH
0025	GOLD HIGH SCHOOL	GOLD HS
0030	CITY HISH SCHOOL	CITYHIGH
0040	EAST CAMPUS-1	EAST 1
0041	EAST CAMPUS ED. CENTER (NEW)	ECEC NEW
0050	ADULT SCHOOL #50	ADULT
0060	STATE PARK HIGH SCHOOL	SP HS
0061	INDEPENDENT STUDIES	IND/STDS
0070	INDEPENDENT STUDY	I.D.
0071	BRAND NEW SCHOOL	BRANDNS
0080	DISTRICT OFFICE	DO
0085	MAINTENANCE	MAINT
0086	WAREHOUSE	W/H
0090	FOOD SERVICE	FOOD SER.
0097	QSS HIGH SCHOOL	QSSHS

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:42 AM

# FA Master Files – Location (Site)

Change Location      24 - QSS DEMONSTRATION DISTRICT      QSS/OASIS      X

Options

⏏ X 📁 \* X ⏪ ⏩ ⏴ ⏵ 🖨

Change

Selected Codes : 0010 : QSS CAMPUS

Code : 0010

Name : QSS CAMPUS

Abbreviation : QSS CMPS

Yr:2008 Dist:24 Site:0 GS: W      11/27/2018 8:57 AM

# FA Master Files – Category

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- ✓ District (DIST)
- ✓ Location (LOCN)
- ✓ **Category (CAT)**
- ✓ Asset Type (ATYP)
- ✓ Acquisition Reason (ACQR)
- ✓ Condition Code (CONC)
- ✓ Disposition Code (DISP)
- ✓ Odometer Values (ODO)
- ✓ Room (ROOM)
- ✓ Building (BLDG)

DI 24 FY 2009 Name Code

Code Range From Code Range To

Category District Master File

Code	Name	Abbr
01	MISCELLANEOUS	MISC
02	CAFETERIA SUPPLIES	CAFE SUP
03	The Third Code	CODE3
04	BAND SAW	BNSW
05	CUSTODIAL SUPPLIES	CUSTODIA
10	STRUCTURES	STRUCTUR
20	DATA PROCESSING EQUIPMENT	DP
25	INDUSTRIAL ARTS EQUIPMENT	IND. ART
30	LIGHT EQUIPMENT	LIGHT EQ
33	APPLIANCES	APPLI
35	REFRIGERATOR / FREEZER	REF/FREZ
37	SEWING MACHINE	SEWING M
38	OVEN & STOVES	OVEN
40	HEAVY EQUIPMENT	HEAVY EQ
42	hipo	hipo
43	AUDIO VISUAL EQUIPMENT	AUDIO VI
45	CAMERA	CAMERA
47	VIDEO CAMERA	VIDEO CA

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:43 AM

# FA Master Files – Category

Change Category 24 - QSS DEMONSTRATION DISTRICT QSS/OASIS X

Options

Change

Selected Codes : 20 : DATA PROCESSING EQUIPMENT

Code : 20

Name : DATA PROCESSING EQUIPMENT

Abbreviation : DP

Yr:2008 Dist:24 Site:0 GS: W 11/27/2018 8:58 AM



# FA Master Files – Type

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- ✓ District (DIST)
- ✓ Location (LOCN)
- ✓ Category (CAT)
- Asset Type (ATYP)
- ✓ Acquisition Reason (ACQR)
- ✓ Condition Code (CONC)
- ✓ Disposition Code (DISP)
- ✓ Odometer Values (ODO)
- ✓ Room (ROOM)
- ✓ Building (BLDG)

DI: 24 FY: 2009 Name: Code:

Code Range From: Code Range To:

Asset Type District Master File











Category/Type	Category/Type Name	Abbr	Life	Salvage Rate
▶ 01-0001	MISCELLANEOUS/12" RULER.	12"	11	11
01-0002	MISCELLANEOUS/YARDSTICK	36"	10	02
01-0003	MISCELLANEOUS/25-FT TAPE MEASURE	25'	10	02
01-0004	MISCELLANEOUS/FOUR	FOUR	04	04
02-0001	CAFETERIA SUPPLIES/CAFETERIA SUPPLIES	CAFE SUP	15	01
02-0003	CAFETERIA SUPPLIES/MIXER	MIXER	10	01
02-0005	CAFETERIA SUPPLIES/PREP TABLE	PREPTABL	10	01
02-0008	CAFETERIA SUPPLIES/SINK	SINK	15	01
02-0010	CAFETERIA SUPPLIES/STEAM TABLE	TABLE	10	01
02-0012	CAFETERIA SUPPLIES/STOCK CART	STK CART	10	01
02-0020	CAFETERIA SUPPLIES/ICE CREAM FREEZER	ICE CREM	10	01
02-0030	CAFETERIA SUPPLIES/BREAD RACK	RACK	20	01
02-0040	CAFETERIA SUPPLIES/MEAT SLICER	SLICER	15	01
02-0050	CAFETERIA SUPPLIES/CHOPPER	CHOPPER	15	01
02-0100	CAFETERIA SUPPLIES/ICE MACHINE	ICEMACHI	10	01
02-0200	CAFETERIA SUPPLIES/DEEP FRYER	DEEPPFRYR	10	01
02-0300	CAFETERIA SUPPLIES/BRAISER	BRAISER	10	01
02-0400	CAFETERIA SUPPLIES/SLUSH MACHINE	SLUSHMAC	10	01
02-0500	CAFETERIA SUPPLIES/CHEESE PROCESSOR	PROCHEEZ	10	01

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:46 AM

# FA Master Files – Type

Change Asset Type      24 - QSS DEMONSTRATION DISTRICT      QSS/OASIS      X

Options

**Change**

Category/Type : 20-0001

Category Name : DATA PROCESSING

Type Name : MINI COMPUTER

Name Abbr: PC

Life : 5

Salvage Rate : 5

Yr:2008 Dist:24 Site:0 GS: W      11/27/2018 9:00 AM

# FA Master Files – Acquisition

Fixed Assets Master File Maintenance      24 - STORES DIST 24 (QSS ONLY)      QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- District (DIST)
- Location (LOCN)
- Category (CAT)
- Asset Type (ATYP)
- Acquisition Reason (ACOR)
- Condition Code (CONC)
- Disposition Code (DISP)
- Odometer Values (ODO)
- Room (ROOM)
- Building (BLDG)

DI    FY    Name    Code

24    2009       

Code Range From    Code Range To

-

Acquisition Reason District Master File

Code	Name	Abbr
▶ 1	NEW PURCHASE	NEW
8A	GAMBLING PROCEEDS	NOTAX
DO	DONATION	DONATION
GR	CATEGORICAL GRANT	GRANT
LE	LEASE	LEASE
LO	LOAN	LOAN

Yr:2009 Dist:24 Site:1 GS: W    1/18/2016 8:49 AM

# FA Master Files – Acquisition

Change Acquisition Reason    24 - QSS DEMONSTRATION DISTRICT    QSS/OASIS    X

Options

Save    X    Refresh    X    Previous    Next    Print

Change

Selected Codes : 1 : NEW PURCHASE

Code : 1

Name : NEW PURCHASE

Abbreviation : NEW

Yr:2008 Dist:24 Site:0 GS: W    11/27/2018 9:01 AM

# FA Master Files – Condition

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- ✓ District (DIST)
- ✓ Location (LOCN)
- ✓ Category (CAT)
- ✓ Asset Type (ATYP)
- ✓ Acquisition Reason (ACQR)
- Condition Code (CONC)
- ✓ Disposition Code (DISP)
- ✓ Odometer Values (ODO)
- ✓ Room (ROOM)
- ✓ Building (BLDG)

DI FY Name Code

24 2009

Code Range From - Code Range To

Condition Code District Master File

Code	Name	Abbr
1	NO SALVAGE VALUE	NO VALUE
91	91	91
BR	BEYOND REPAIR	BEYOND
GO	GOOD (NORMAL WEAR)	GOOD
MA	MARGINAL	MARGINAL
MI	MISSING/UNABLE TO FIND	MISSING
RE	MAJOR REPAIR NECESSARY	REPAIR
ST	STOLEN	STOLEN
SU	SURPLUS/OBSOLETE	SURPLUS

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:50 AM

# FA Master Files – Condition

Change Condition Code      24 - QSS DEMONSTRATION DISTRICT      QSS/OASIS      X

Options

⏏ X 📁 \* X ⏪ ⏩ ⏴ ⏵ 🖨

Change

Selected Codes : GO : GOOD (NORMAL WEAR) ▾

Code : GO

Name : GOOD (NORMAL WEAR)

Abbreviation : GOOD

Yr:2008 Dist:24 Site:0 GS: W      11/27/2018 9:02 AM

# FA Master Files – Disposition

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- ✓ District (DIST)
- ✓ Location (LOCN)
- ✓ Category (CAT)
- ✓ Asset Type (ATYP)
- ✓ Acquisition Reason (ACQR)
- ✓ Condition Code (CONC)
- ✓ **Disposition Code (DISP)**
- ✓ Odometer Values (DDO)
- ✓ Room (ROOM)
- ✓ Building (BLDG)

DI FY Name Code

24 2009

Code Range From Code Range To

Disposition Code District Master File

Code	Name	Abbr
1	SOLD	SOLD
91	1991?	91
AU	AUCTIONED OR SOLD	AUCTION
DE	DESTROYED BEYOND REPAIR	DESTROY
DI	DISPOSED OF IN GARBAGE	DISPOSED
DO	DONATED TO ANOTHER DISTRICT	DONATED
LO	LOST (2 INVENTORY SEARCHES)	LOST
PA	KEPT FOR PARTS	PARTS
ST	STOLEN (REPORT AVAILABLE)	STOLEN

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:51 AM

# FA Master Files – Disposition

Change Disposition Code    24 - QSS DEMONSTRATION DISTRICT    QSS/OASIS    X

Options

⏏   X   🗑️   \*   X   ⏪   ⏩   ⏴   ⏵   🖨️

Change

Selected Codes : AU : AUCTIONED OR SOLD

Code : AU

Name : AUCTIONED OR SOLD

Abbreviation : AUCTION

Yr:2008   Dist:24   Site:0   GS: W   11/27/2018   9:03 AM



# FA Master Files – Room

Fixed Assets Master File Maintenance 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- ✓ District (DIST)
- ✓ Location (LOCN)
- ✓ Category (CAT)
- ✓ Asset Type (ATYP)
- ✓ Acquisition Reason (ACQR)
- ✓ Condition Code (CONC)
- ✓ Disposition Code (DISP)
- ✓ Odometer Values (ODO)
- Room (ROOM)
- ✓ Building (BLDG)

DI FY Name Code

24 2009

Code Range From - Code Range To

Room District Master File

Code	Name	Abbr
101	ROOM 101 - HIGH SCHOOL	HS RM101
222	ROOM 222 - HIGH SCHOOL	HS RM222
333	ROOM 333 - HIGH SCHOOL	HS RM333
BANDROOM	Band Room - West Wing	BANDROOM
OFFICE	MAIN OFFICE - HIGH SCHOOL	HS OFFCE

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:53 AM

# FA Master Files – Room

+ Add Room      24 - QSS DEMONSTRATION DISTRICT      QSS/OASIS      X

Options

Options toolbar: Save, Cancel, Refresh, Add, Close, Previous, Next, Home, End, Print

**Add**

Selected Codes :

Code :       Code length: 8 Type: Alpha/Numeric

Name :

Abbreviation :

Yr:2008 Dist:24 Site:0 GS: W      11/27/2018 9:06 AM

# FA Master Files – Building

Fixed Assets Master File Maintenance      24 - STORES DIST 24 (QSS ONLY)      QSS/OASIS

File View Options Help+Video

Inspect

Fixed Assets

- District (DIST)
- Location (LOCN)
- Category (CAT)
- Asset Type (ATYP)
- Acquisition Reason (ACQR)
- Condition Code (CONC)
- Disposition Code (DISP)
- Odometer Values (ODO)
- Room (ROOM)
- Building (BLDG)

DI    FY    Name    Code

24    2009       

Code Range From    Code Range To

-

Building District Master File

Code	Name	Abbr
▶ PORT1	PORTABLE #1 - HIGH SCHOOL	HS PORT 1
WESTWING	WEST WING - HS	WSTWG HS

Yr:2009 Dist:24 Site:1 GS: W    1/18/2016 8:54 AM

# FA Master Files – Building

+ Add Building      24 - QSS DEMONSTRATION DISTRICT      QSS/OASIS      X

Options

Options toolbar: Save, Cancel, Refresh, Add, Close, Previous, Next, Home, End, Print

**Add**

Selected Codes :

Code :       Code length: 8 Type: Alpha/Numeric

Name :

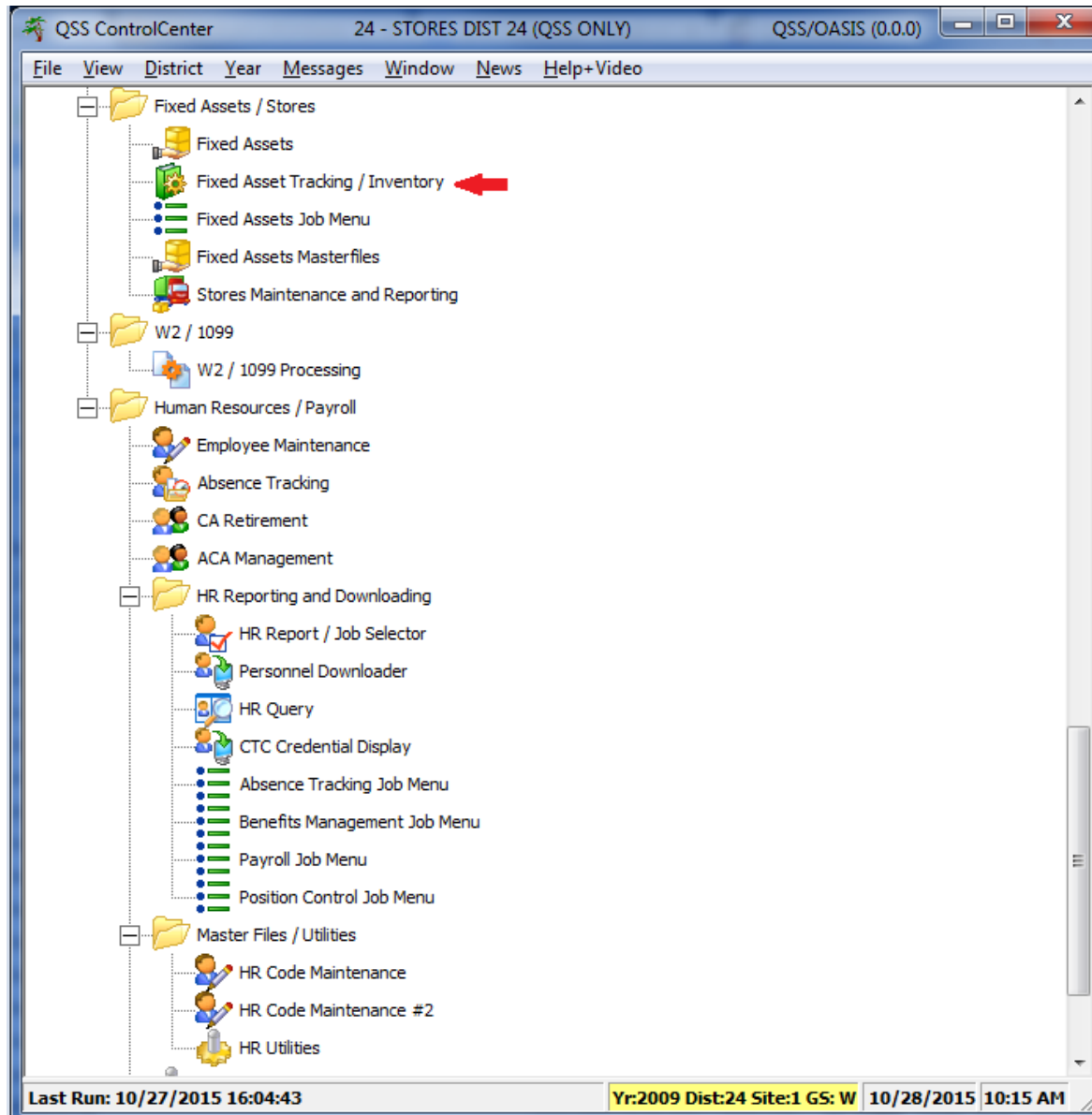
Abbreviation :

**Yr:2008 Dist:24 Site:0 GS: W      11/27/2018 9:07 AM**

# QCC Fixed Assets

## Fixed Asset Import

# Fixed Assets Import



# Fixed Assets Import

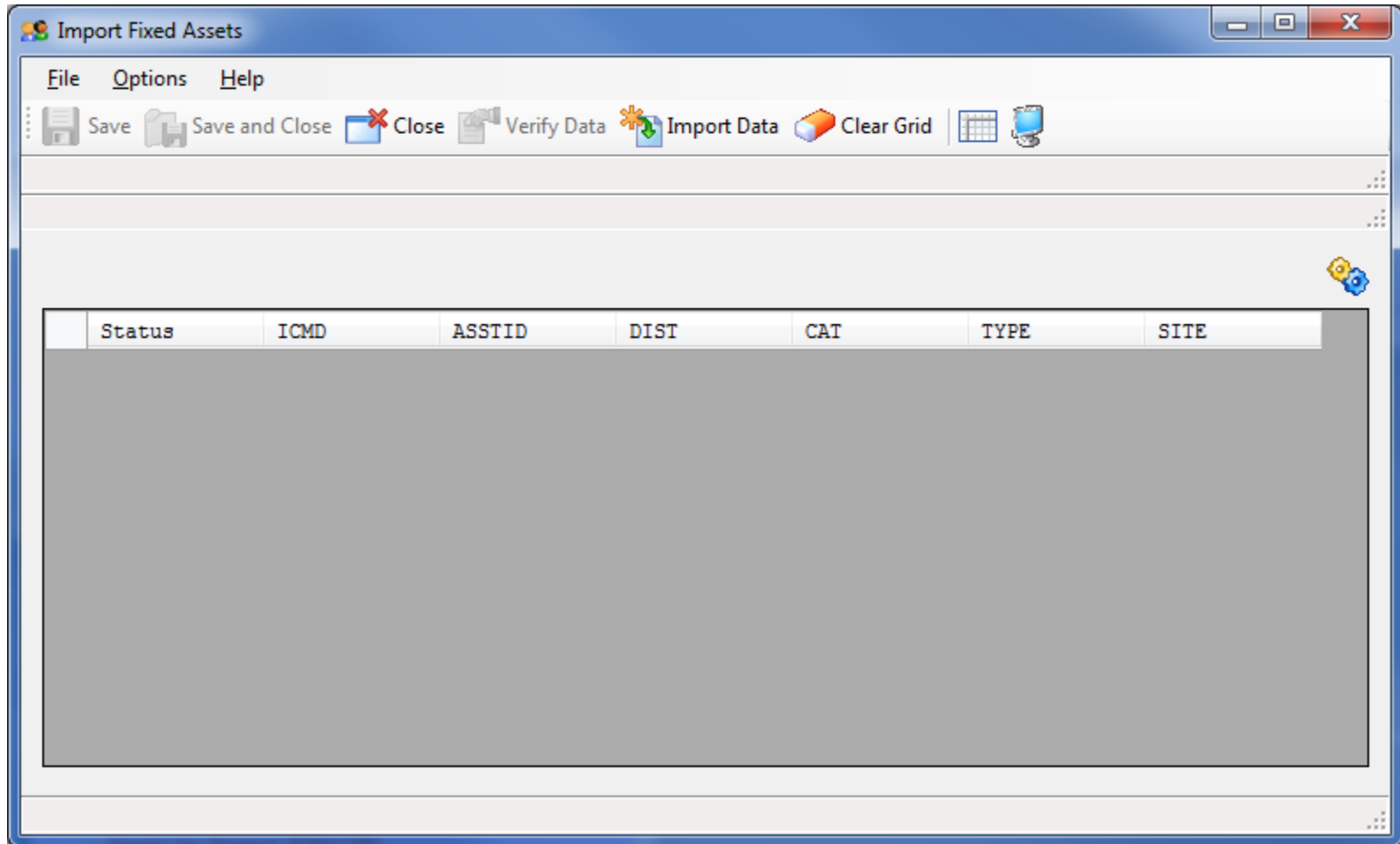
Fixed Asset Inventory 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Options Help+Video

- Fixed Asset Tracking
  - Maintain Fixed Assets
  - Search Fixed Assets
  - Import Fixed Assets
- Fixed Asset Tracking Master Files
  - District (DIST)
  - Location (LOCN)
  - Category (CAT)
  - Type (TYPE)
  - Acquisition Reason (ACQR)
  - Condition Code (CONC)
  - Disposition Code (DISP)
  - Odometer Values (ODO)
  - Room (ROOM)
  - Building (BLDG)
- Fixed Asset Tracking Jobs
  - Asset Distribution by Category (FAS090)
  - Assets by Project (FAS110)
  - Assets by Serial Number (FAS108)
  - Assets by Tag (FAS100)
  - Building (Extended cost) (FAS131)
  - Building (Replace cost) (FAS130)
  - Building/Room (Extended cost) (FAS136)**
  - Building/Room (Replace cost) (FAS135)
  - Deleted Assets by Tag (FAS105)
  - Depreciated Assets (FAS120)
  - Depreciation Report (FAS125)
  - GASB34 Depreciation (FAS127)
  - Manager Material Repl Reqmnts (FAS160)
  - Material Replacement Reqmnts (FAS150)
  - Material Replacement Sched (FAS140)
  - New and Changed Assets (FAS080)
  - Replacement Value Update (FAS200)
  - Type Master (FAS040)
- Fixed Asset Inventory Master Files
  - Barcode Location Maintenance (FAI002)
  - Inventory Set Control Maintenance (FAI001)
  - Inventory Set Maintenance (FAI003)
  - Online Barcode Assignment (FAI004)
- Fixed Asset Inventory Jobs / Processes
  - ...

Yr: 2009 Dist: 24 Site: 1 GS: W 10/28/2015 10:18:52 AM

# Fixed Assets Import





# Fixed Assets Import

Configure Import

File Options

Available Additional Fields

Selected Fields

Include Include All Move Top Move Up Move Down Move Bottom Exclude

Field Name	Description	Action
DESC	Description	<a href="#">Import</a>
SERIAL	Serial No	<a href="#">Import</a>
TAG	Tag No	<a href="#">Import</a>
DEPT	Department	<a href="#">Import</a>
BLDG	Building	<a href="#">Import</a>
FLOOR	Floor	<a href="#">Import</a>
ROOM	Room	<a href="#">Import</a>
LOCDSC	Location Desc	<a href="#">Import</a>
GLFUND	GL Fund	<a href="#">Import</a>
GLSFND	GL Subfund	<a href="#">Import</a>
GLOBJ	GL Object	<a href="#">Import</a>
PRJLO	Project Local	<a href="#">Import</a>
PRJST	Project State	<a href="#">Import</a>
PRJFED	Project Fed	<a href="#">Import</a>
UNITC	Unit Cost	<a href="#">Import</a>
QTY	Quantity	<a href="#">Import</a>
SLVG	Salvage Value	<a href="#">Import</a>
REPLV	Replacement Value	<a href="#">Import</a>
MKTV	Market Value	<a href="#">Import</a>
MODYR	Model Year	<a href="#">Import</a>
COLOR	Color	<a href="#">Import</a>

Field Name	Description	Action
Status	Status	Required
ICMD	Import Command	Required
ASSTID	Asset ID	Required
DIST	District	Required
CAT	Category	Required
TYPE	Type	Required
SITE	Site No	Required

Yr: 2009 Dist: 24 Site: 1 GS: W 10/28/2015 10:33:32 AM