QSS User Group
PSFA Committee

QCC Fixed Assets for End Users

Webinar

February 21, 2013

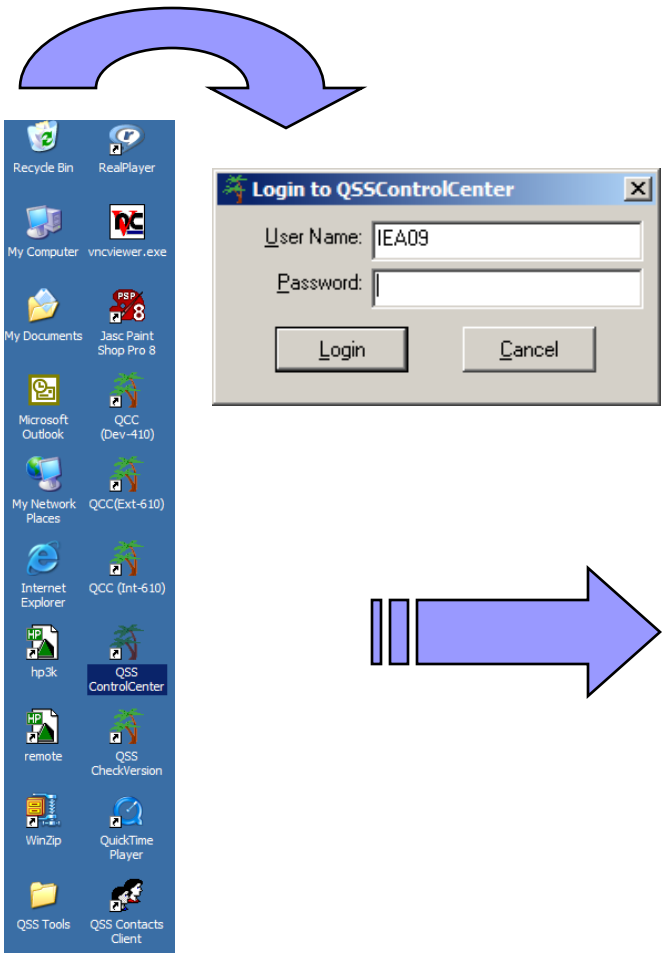
Presenter: Don Hemwall, ***QSS***

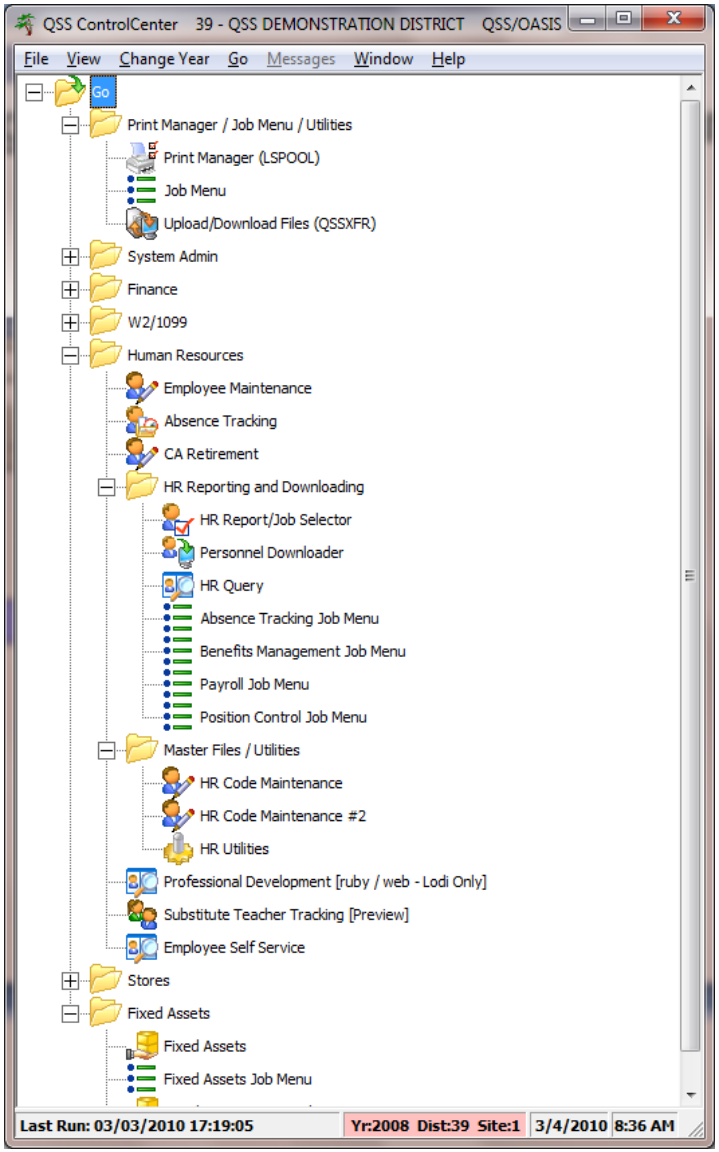
Q&A: Mike Smith, ***QSS***

Feature Discussion

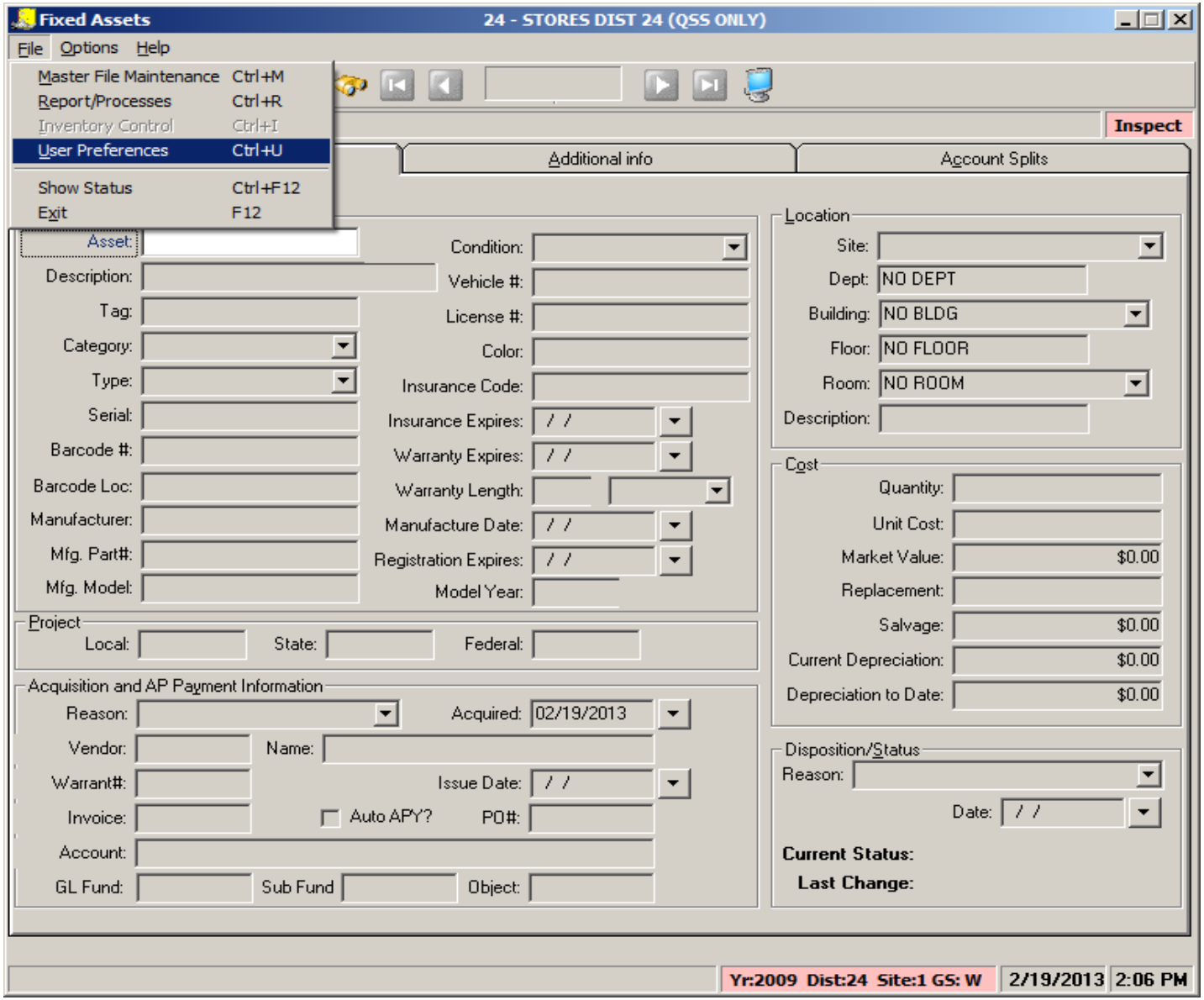
- User preferences and settings
- Searching for Fixed Assets records
- Using Grid Output feature
- Adding, Changing, Copying, Deleting Fixed Asset records
- Fixed Asset reports
- Fixed Asset Inventory
- Mass load of Fixed Assets (Discussion)

Accessing QCC/Fixed Assets

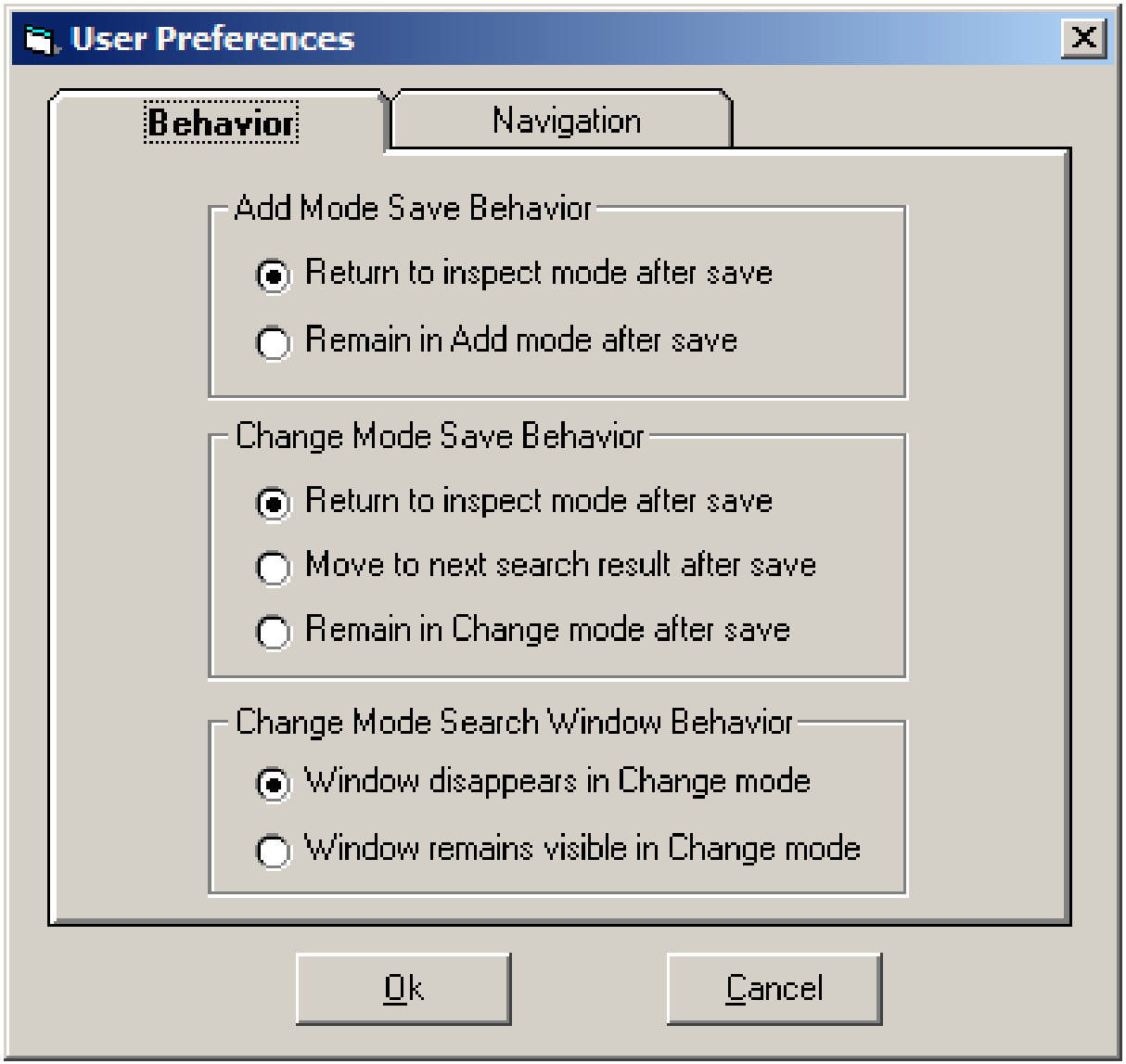




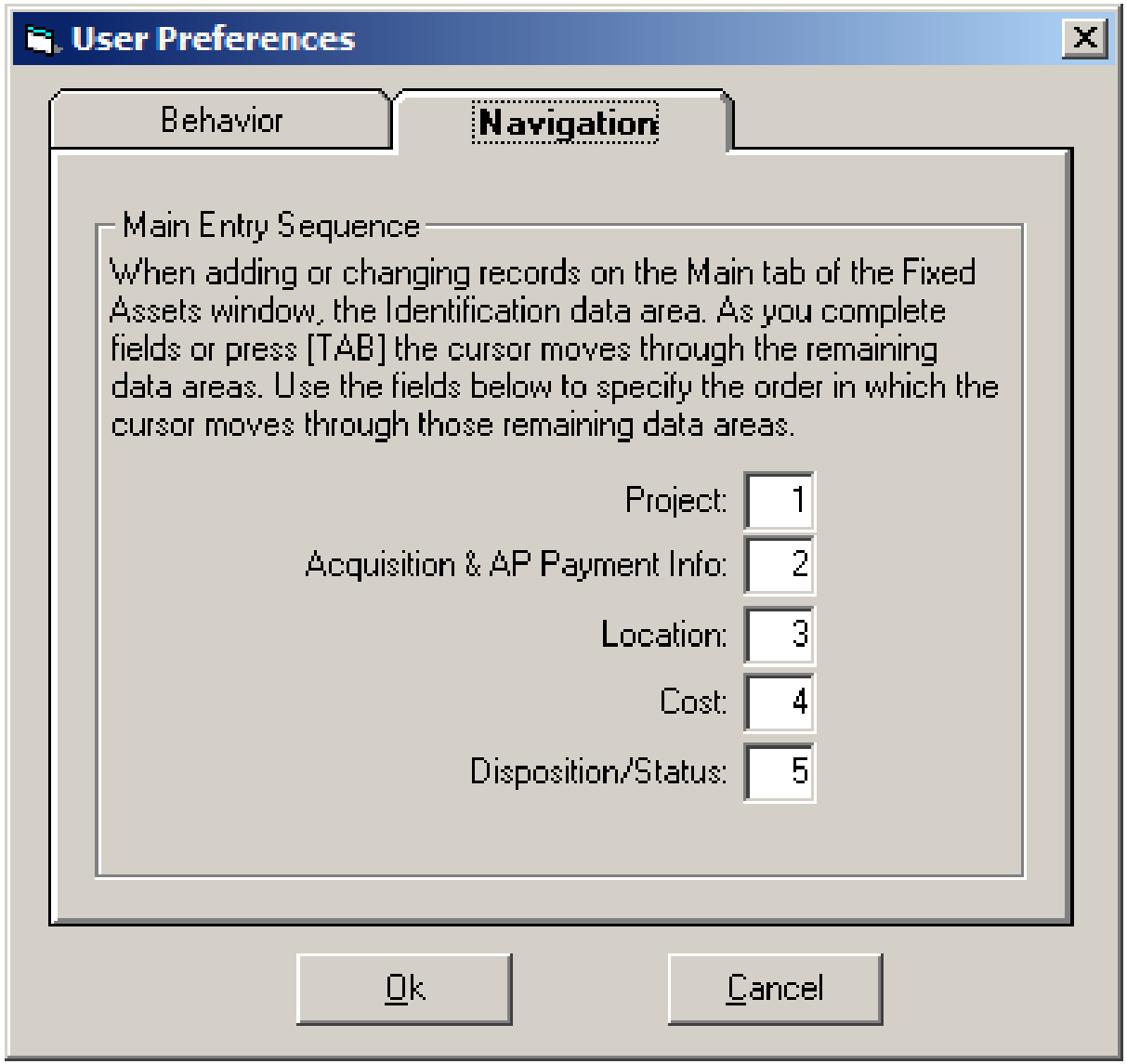
FA Maintenance – File Dropdown



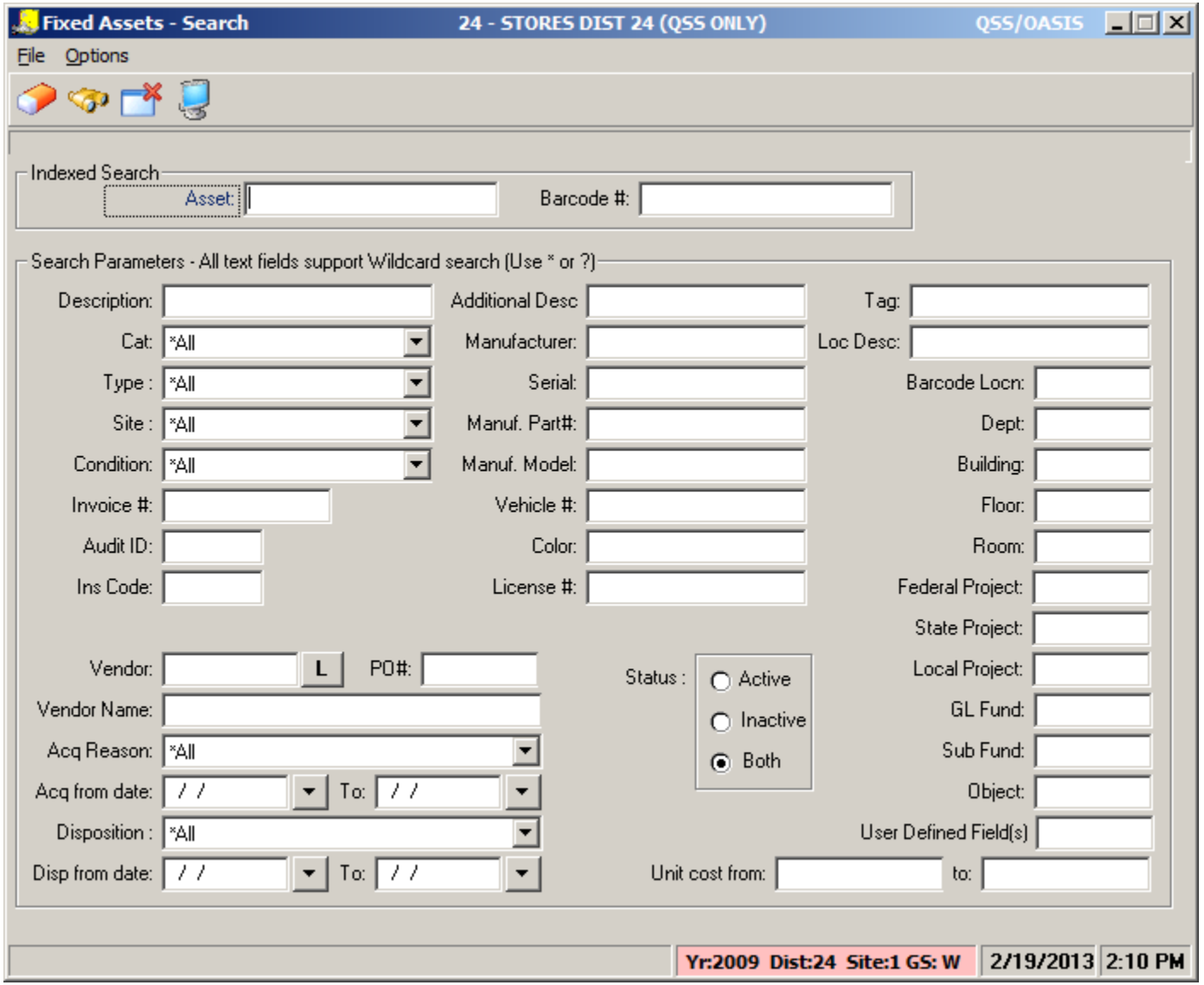
FA Maintenance – Behavior Preferences



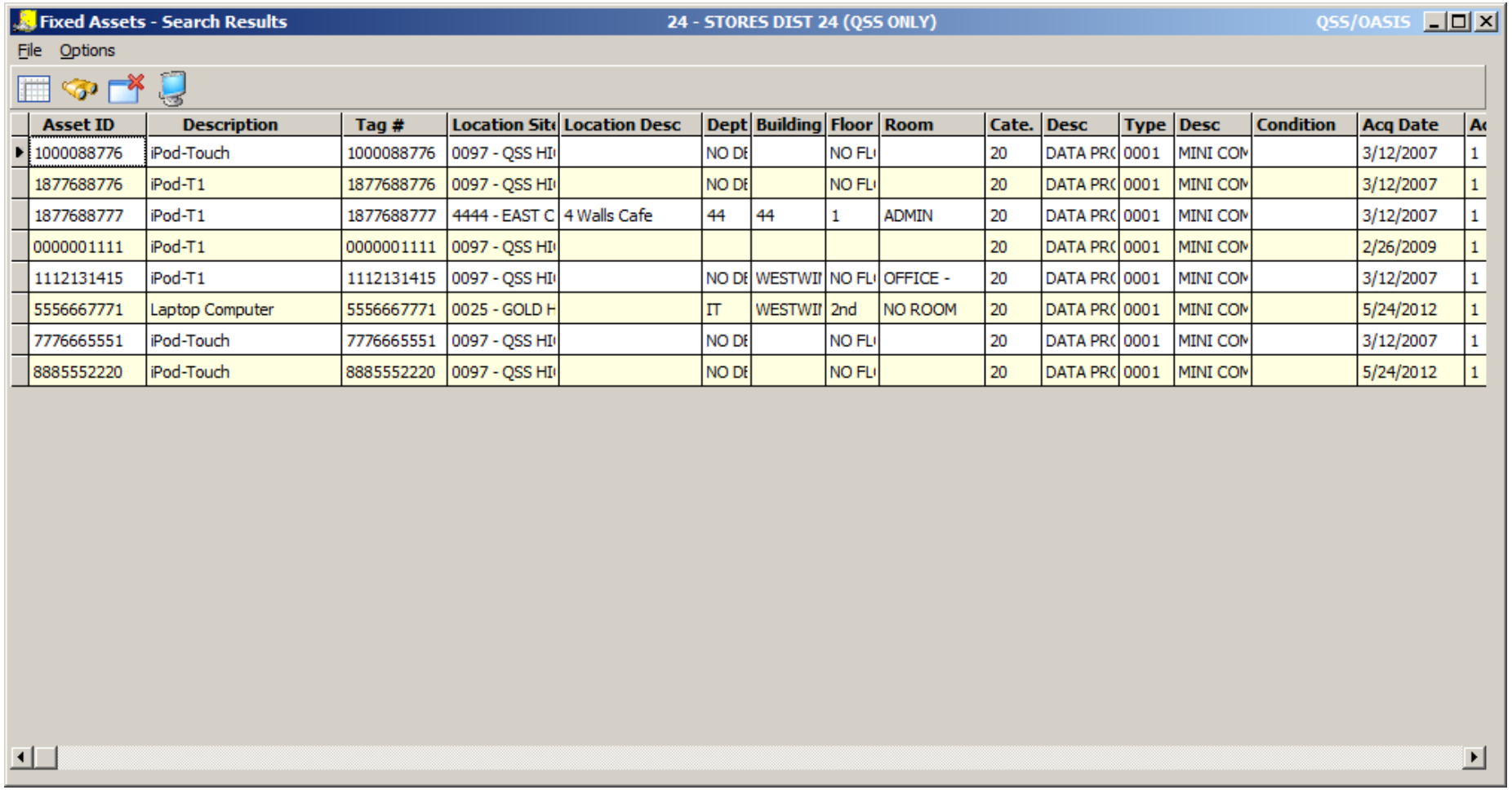
FA Maintenance – Navigation Preferences



FA Maintenance – Search Request Form

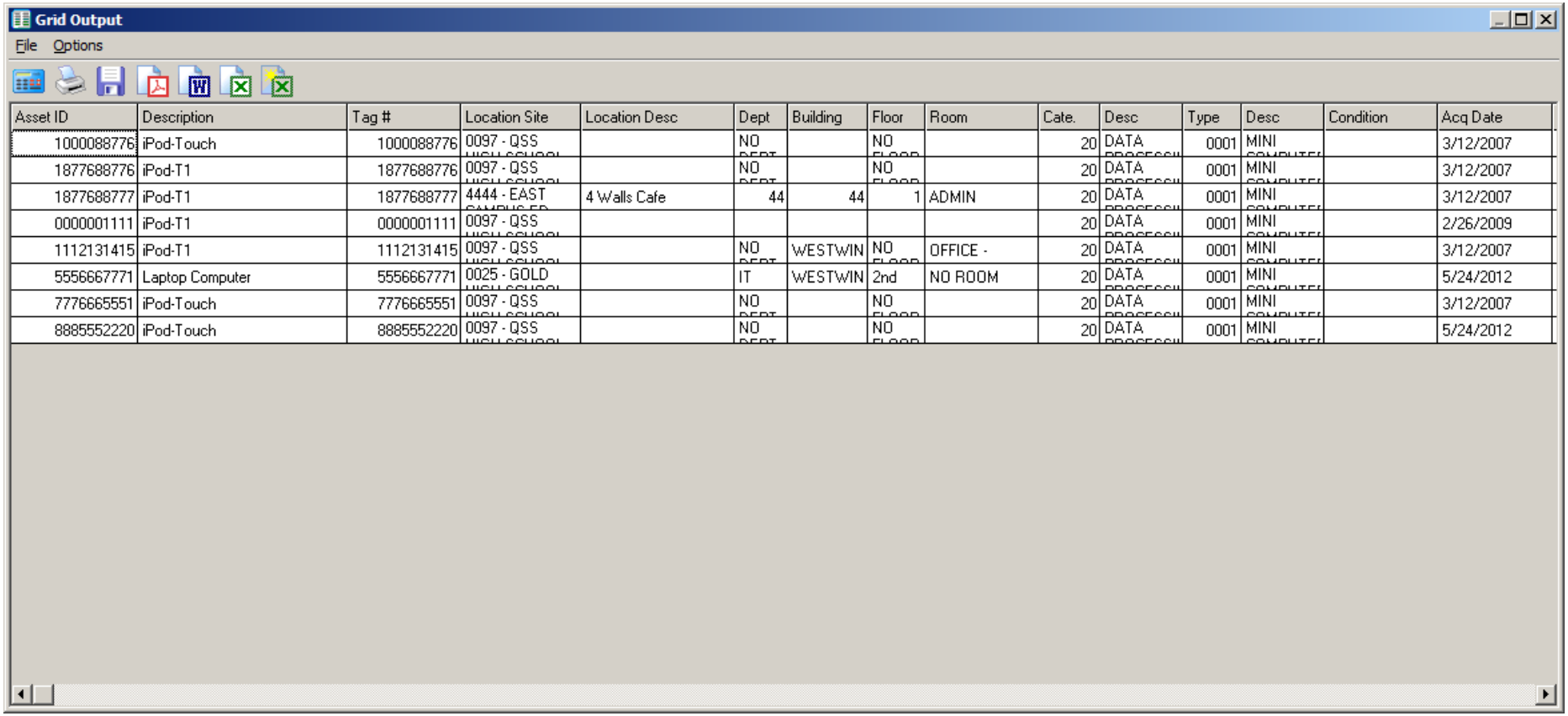


FA Maintenance – Search Request Results



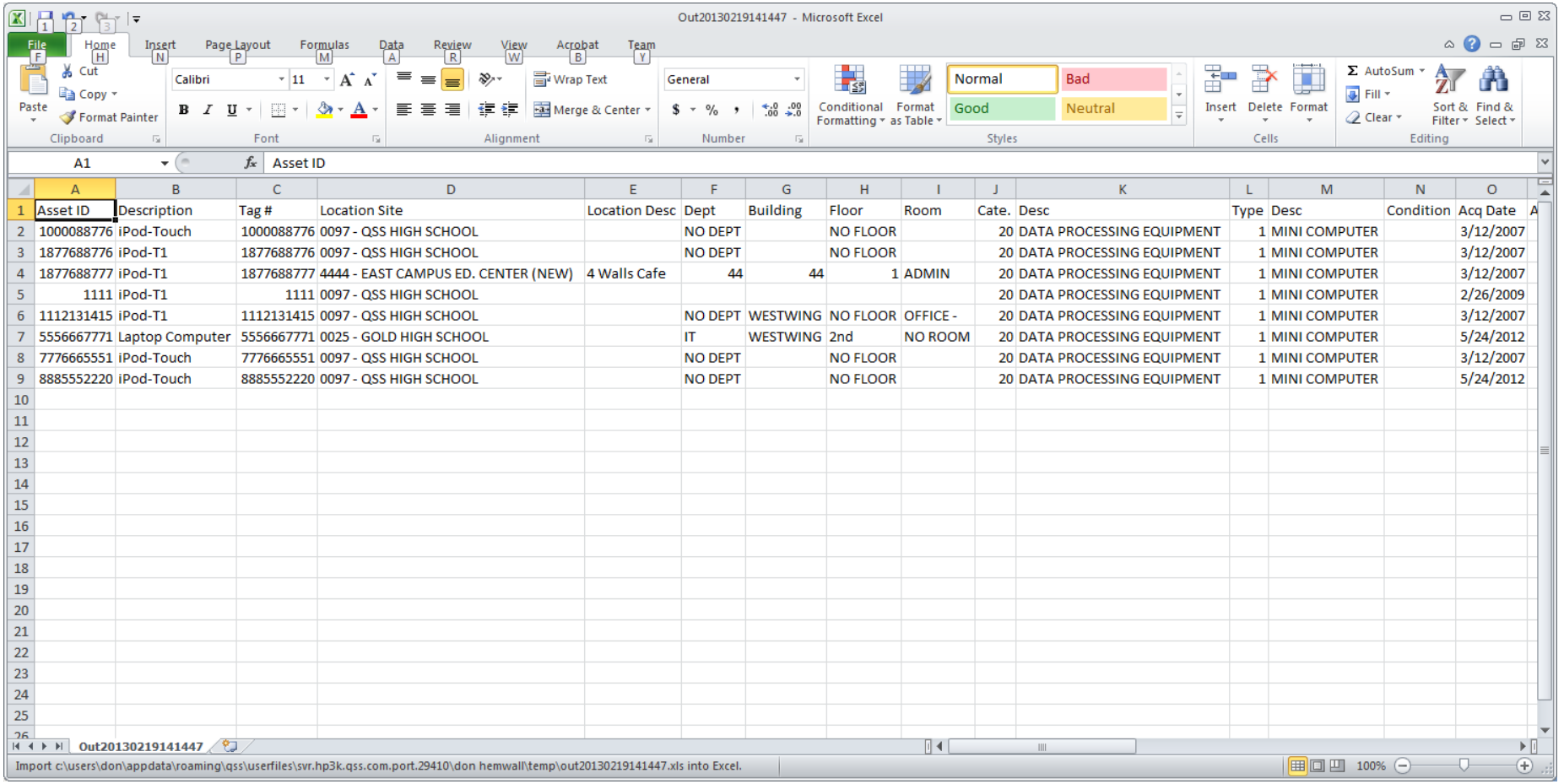
Asset ID	Description	Tag #	Location Site	Location Desc	Dept	Building	Floor	Room	Cate.	Desc	Type	Desc	Condition	Acq Date	Ac
1000088776	iPod-Touch	1000088776	0097 - QSS HI		NO DE		NO FL		20	DATA PR	0001	MINI CON		3/12/2007	1
1877688776	iPod-T1	1877688776	0097 - QSS HI		NO DE		NO FL		20	DATA PR	0001	MINI CON		3/12/2007	1
1877688777	iPod-T1	1877688777	4444 - EAST C	4 Walls Cafe	44	44	1	ADMIN	20	DATA PR	0001	MINI CON		3/12/2007	1
0000001111	iPod-T1	0000001111	0097 - QSS HI						20	DATA PR	0001	MINI CON		2/26/2009	1
1112131415	iPod-T1	1112131415	0097 - QSS HI		NO DE	WESTWI	NO FL	OFFICE -	20	DATA PR	0001	MINI CON		3/12/2007	1
5556667771	Laptop Computer	5556667771	0025 - GOLD H		IT	WESTWI	2nd	NO ROOM	20	DATA PR	0001	MINI CON		5/24/2012	1
7776665551	iPod-Touch	7776665551	0097 - QSS HI		NO DE		NO FL		20	DATA PR	0001	MINI CON		3/12/2007	1
8885552220	iPod-Touch	8885552220	0097 - QSS HI		NO DE		NO FL		20	DATA PR	0001	MINI CON		5/24/2012	1

FA Search Results – Grid Output



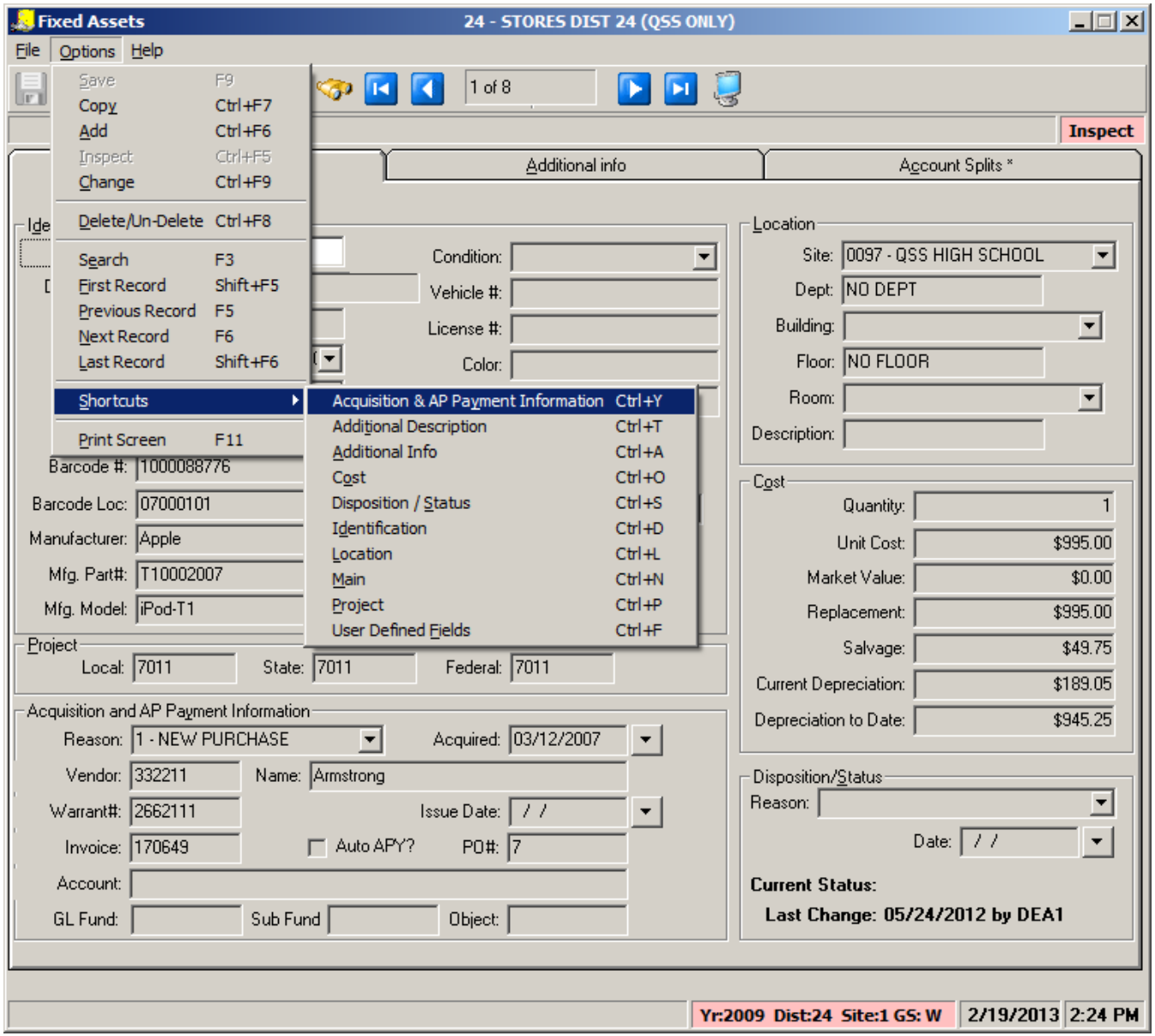
Asset ID	Description	Tag #	Location Site	Location Desc	Dept	Building	Floor	Room	Cate.	Desc	Type	Desc	Condition	Acq Date
1000088776	iPod-Touch	1000088776	0097 - QSS		NO		NO		20	DATA	0001	MINI		3/12/2007
1877688776	iPod-T1	1877688776	0097 - QSS		NO		NO		20	DATA	0001	MINI		3/12/2007
1877688777	iPod-T1	1877688777	4444 - EAST	4 Walls Cafe	44	44	1	ADMIN	20	DATA	0001	MINI		3/12/2007
0000001111	iPod-T1	0000001111	0097 - QSS						20	DATA	0001	MINI		2/26/2009
1112131415	iPod-T1	1112131415	0097 - QSS		NO	WESTWIN	NO	OFFICE -	20	DATA	0001	MINI		3/12/2007
5556667771	Laptop Computer	5556667771	0025 - GOLD		IT	WESTWIN	2nd	NO ROOM	20	DATA	0001	MINI		5/24/2012
7776665551	iPod-Touch	7776665551	0097 - QSS		NO		NO		20	DATA	0001	MINI		3/12/2007
8885552220	iPod-Touch	8885552220	0097 - QSS		NO		NO		20	DATA	0001	MINI		5/24/2012

FA Grid Output to Excel

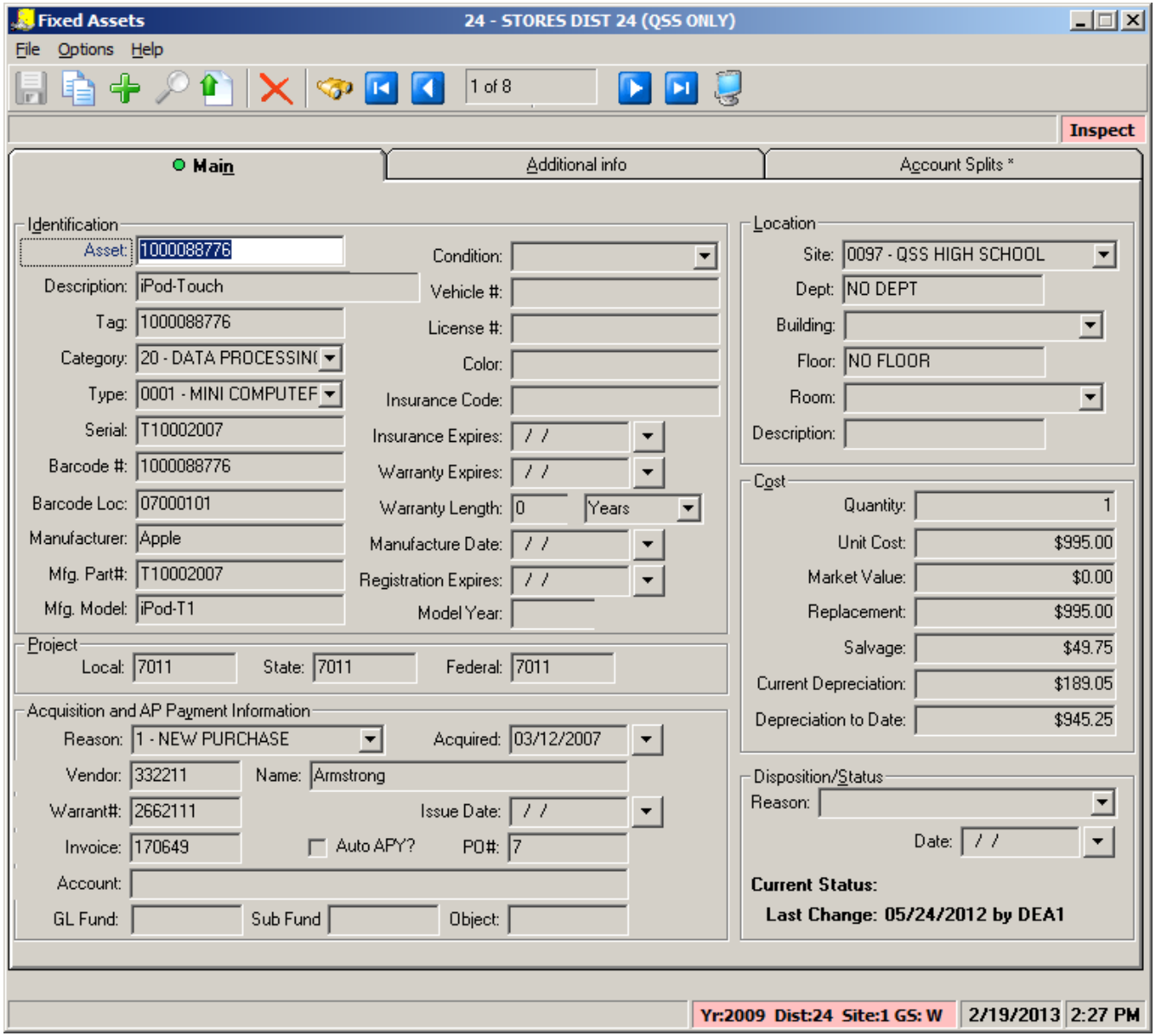


Asset ID	Description	Tag #	Location Site	Location Desc	Dept	Building	Floor	Room	Cate.	Desc	Type	Desc	Condition	Acq Date
1000088776	iPod-Touch	1000088776	0097 - QSS HIGH SCHOOL		NO DEPT		NO FLOOR		20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		3/12/2007
1877688776	iPod-T1	1877688776	0097 - QSS HIGH SCHOOL		NO DEPT		NO FLOOR		20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		3/12/2007
1877688777	iPod-T1	1877688777	4444 - EAST CAMPUS ED. CENTER (NEW)	4 Walls Cafe	44	44	1	ADMIN	20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		3/12/2007
1111	iPod-T1	1111	0097 - QSS HIGH SCHOOL						20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		2/26/2009
1112131415	iPod-T1	1112131415	0097 - QSS HIGH SCHOOL		NO DEPT	WESTWING	NO FLOOR	OFFICE -	20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		3/12/2007
5556667771	Laptop Computer	5556667771	0025 - GOLD HIGH SCHOOL		IT	WESTWING	2nd	NO ROOM	20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		5/24/2012
7776665551	iPod-Touch	7776665551	0097 - QSS HIGH SCHOOL		NO DEPT		NO FLOOR		20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		3/12/2007
8885552220	iPod-Touch	8885552220	0097 - QSS HIGH SCHOOL		NO DEPT		NO FLOOR		20	DATA PROCESSING EQUIPMENT	1	MINI COMPUTER		5/24/2012

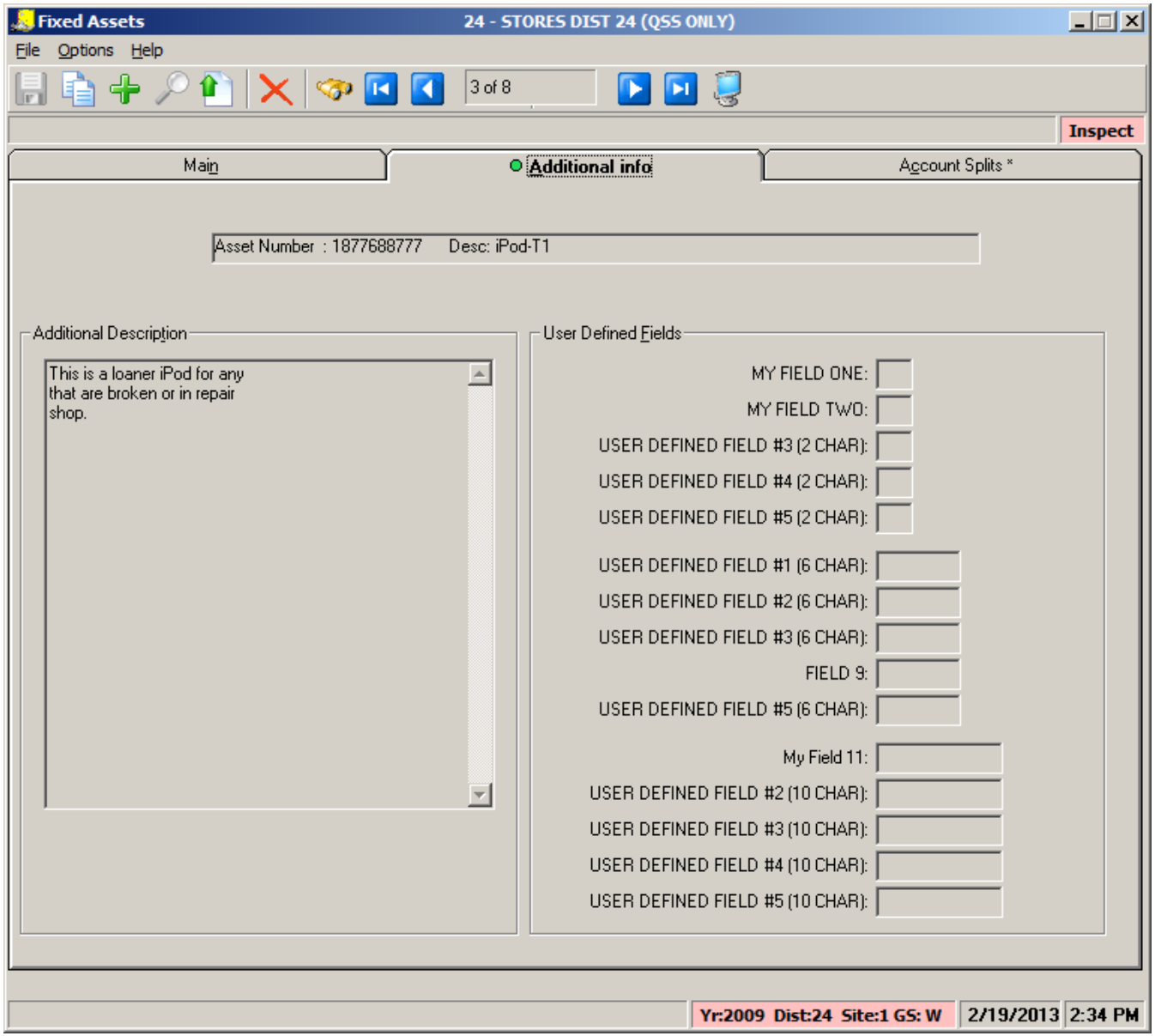
FA Maintenance – Options Dropdown



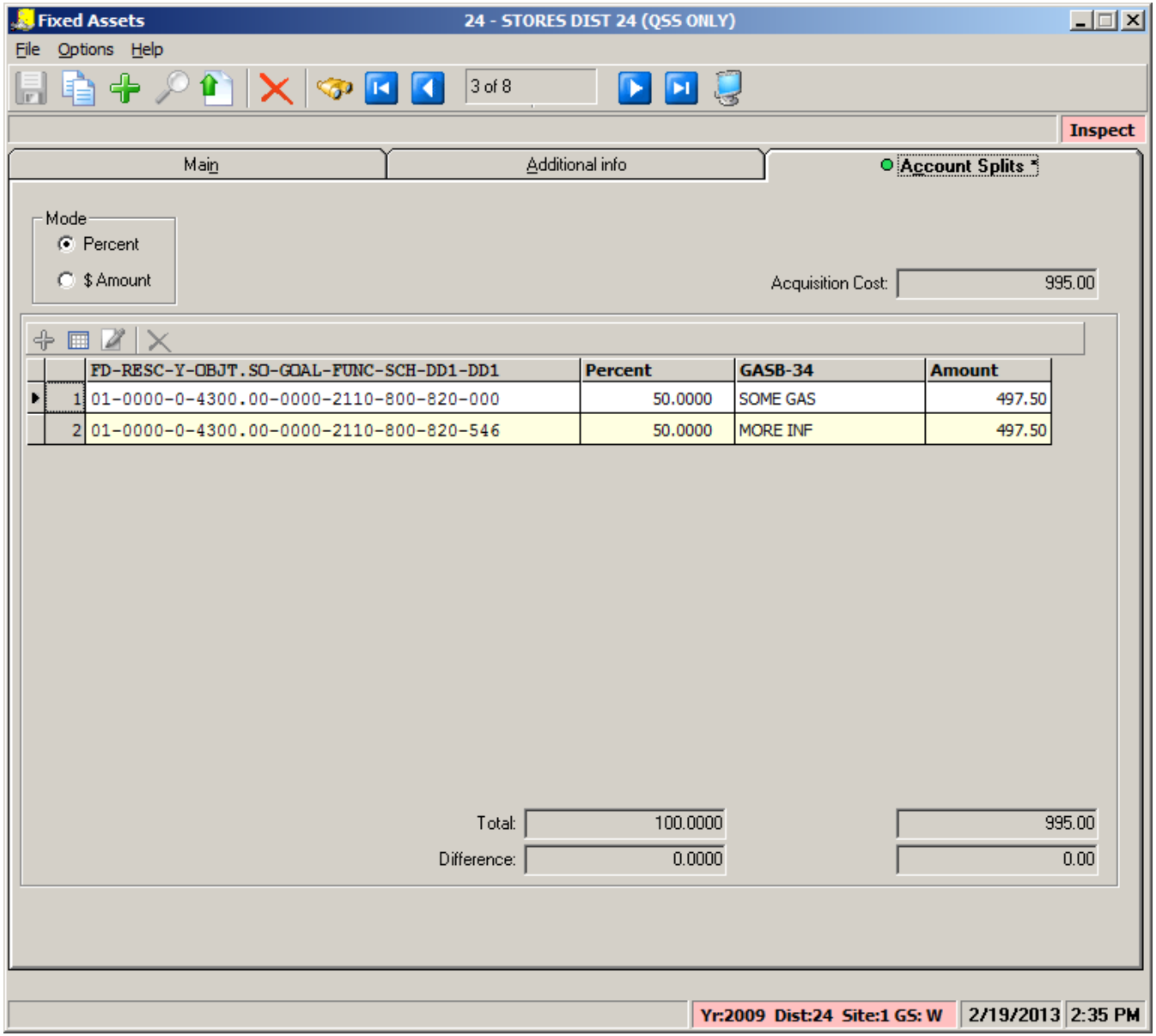
FA Maintenance – Main Tab



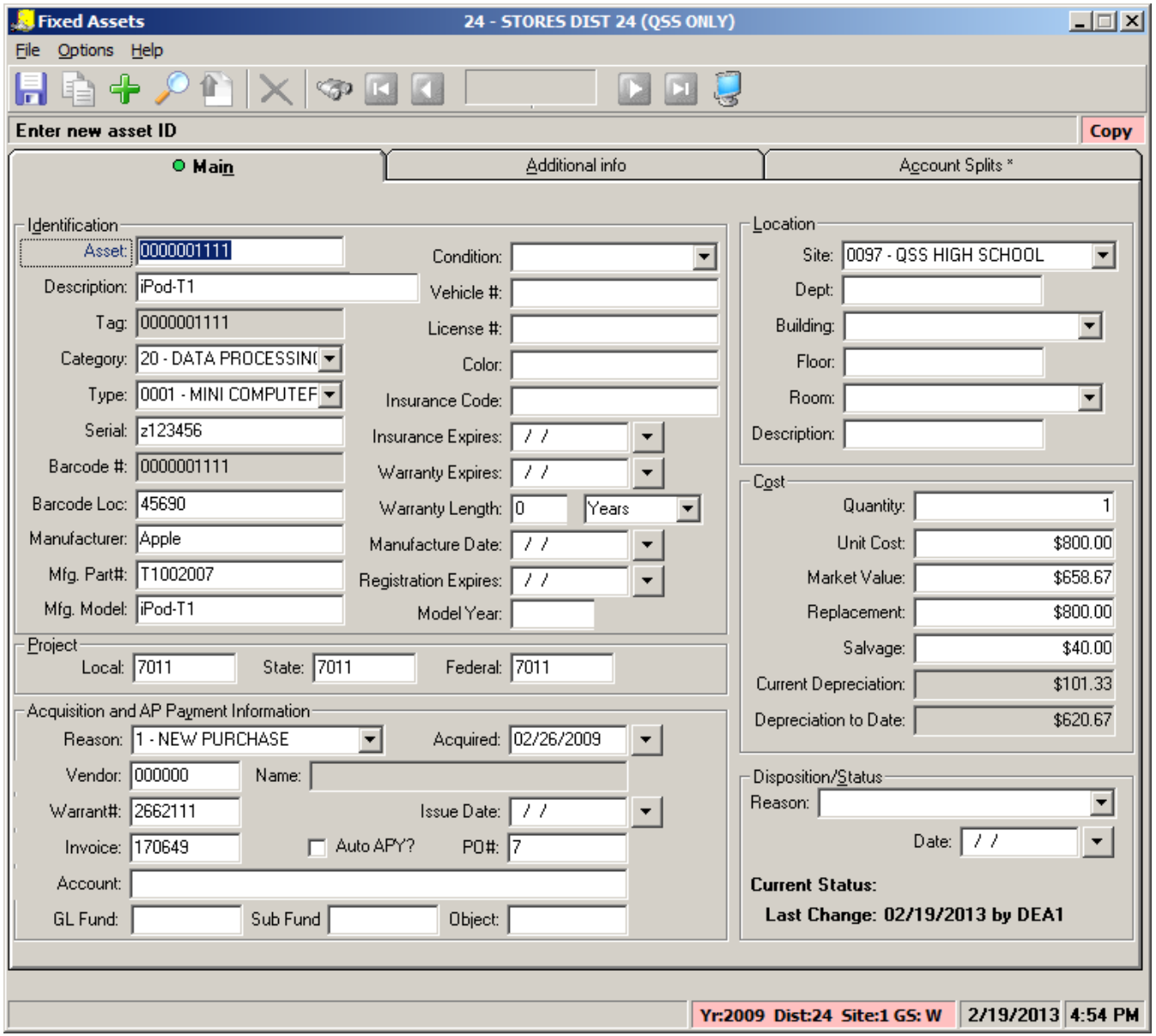
FA Maintenance – Additional Info Tab



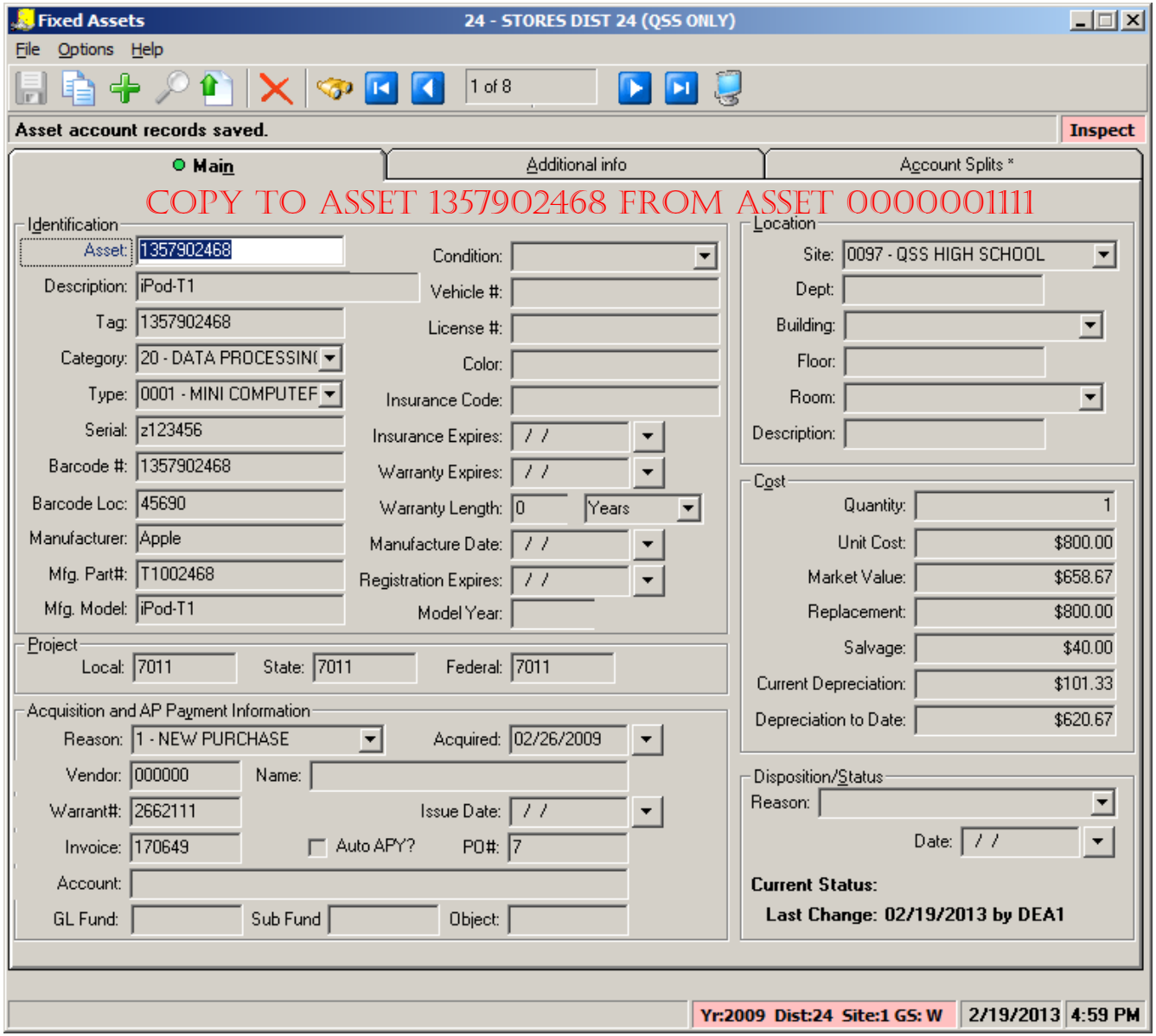
FA Maintenance – Account Splits Tab



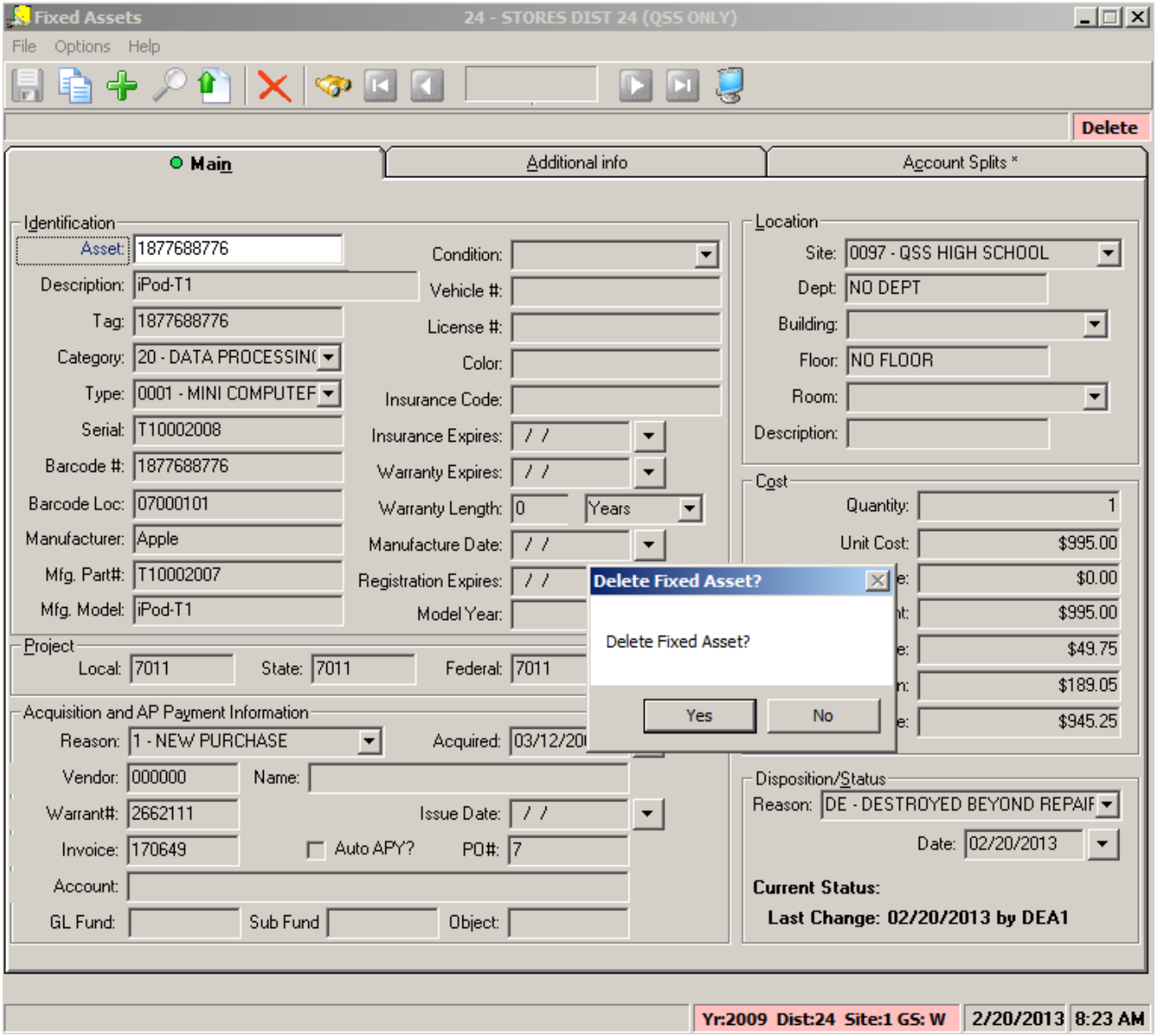
FA Maintenance – Copy Form



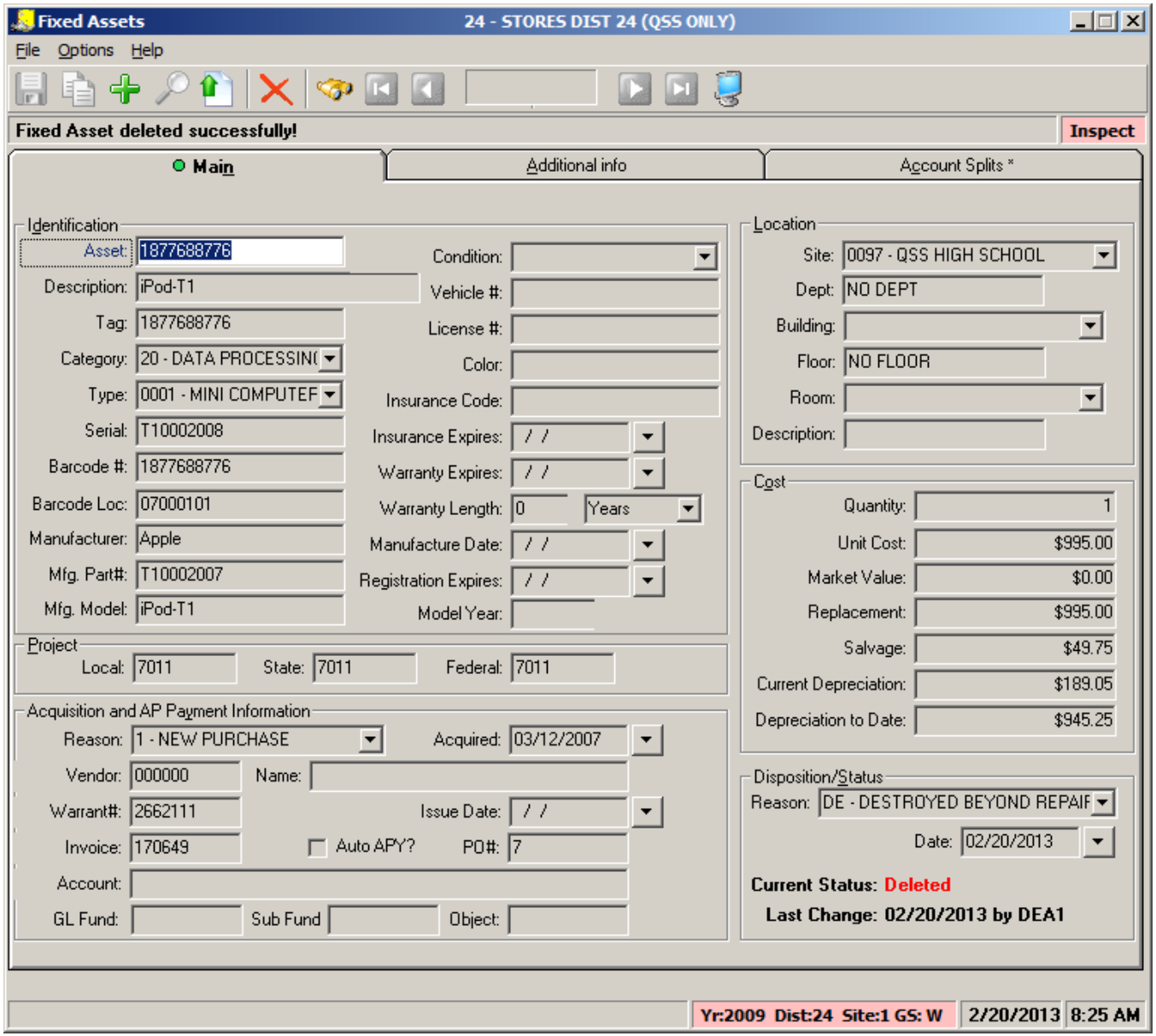
FA Maintenance – Copy Form



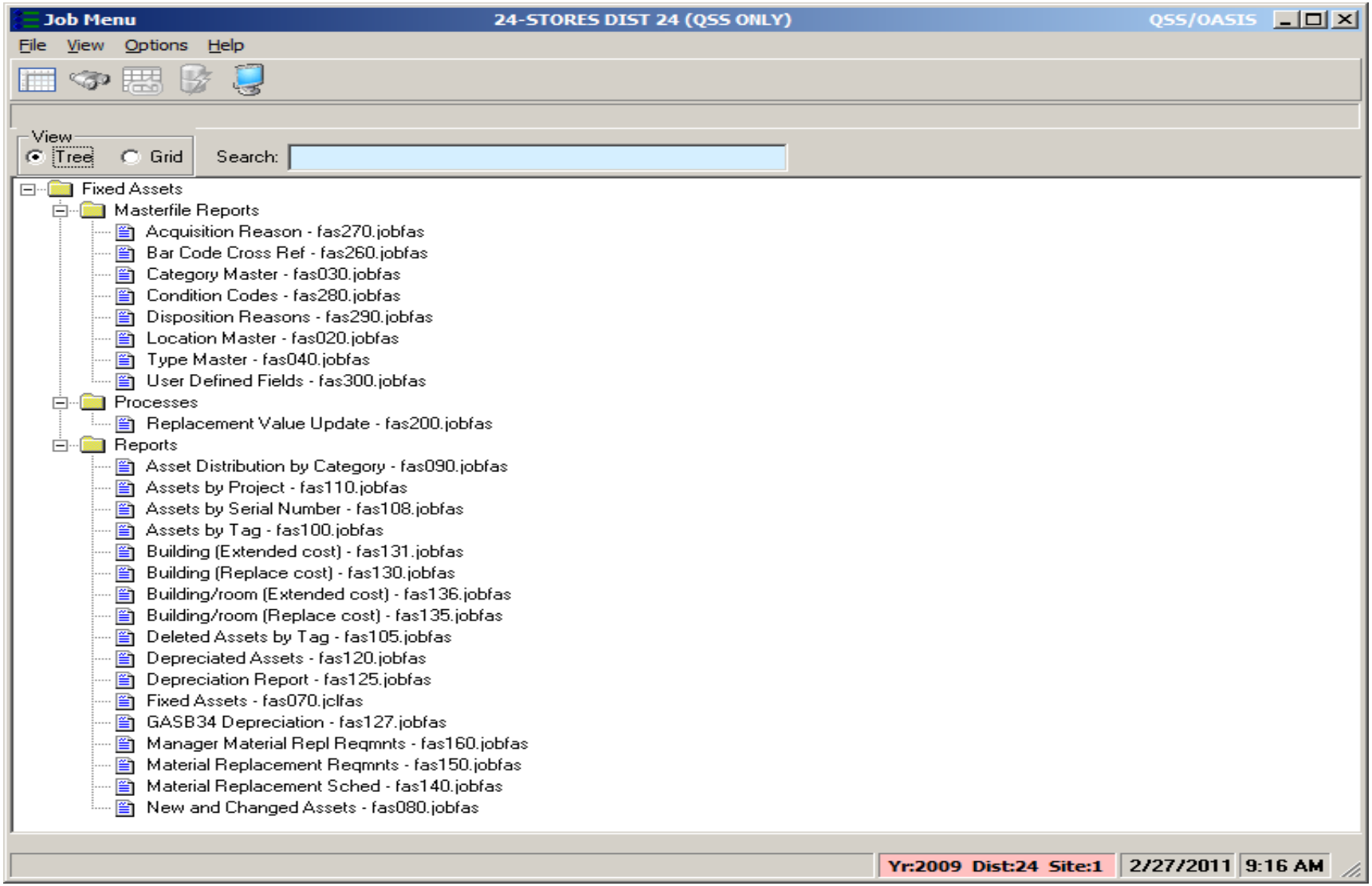
FA Maintenance – Delete Form



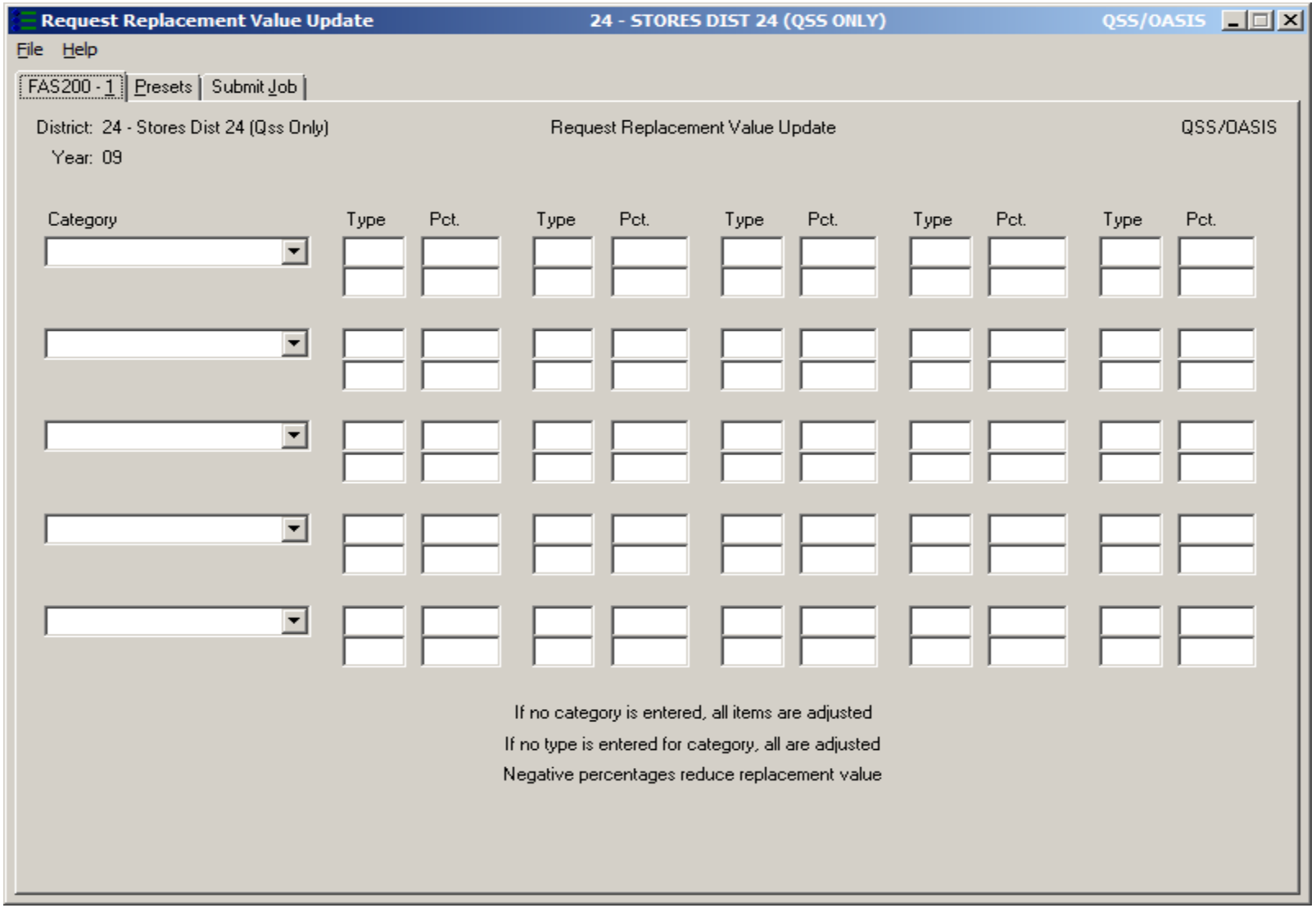
FA Maintenance – Deleted Asset



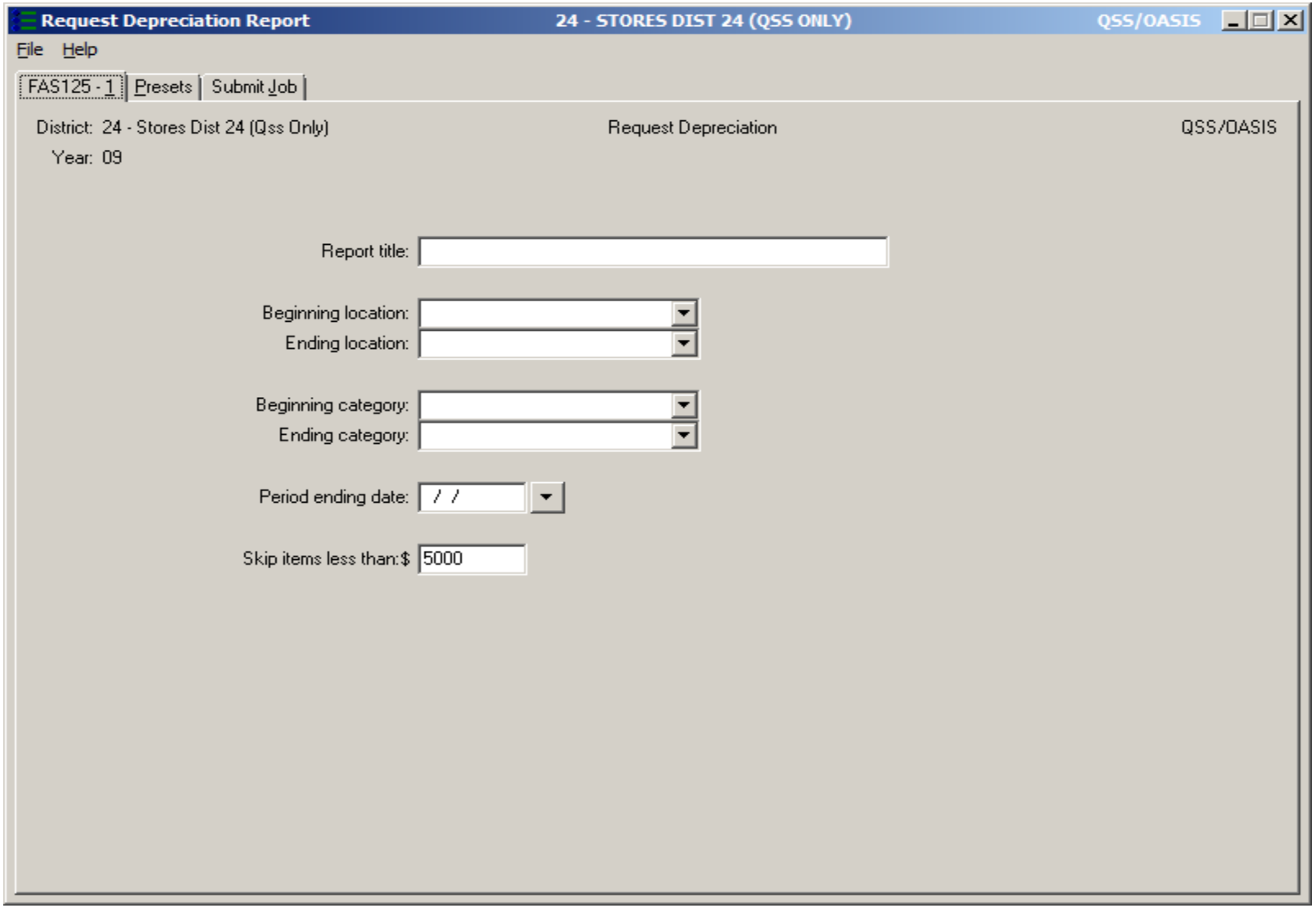
Fixed Assets Job Menu



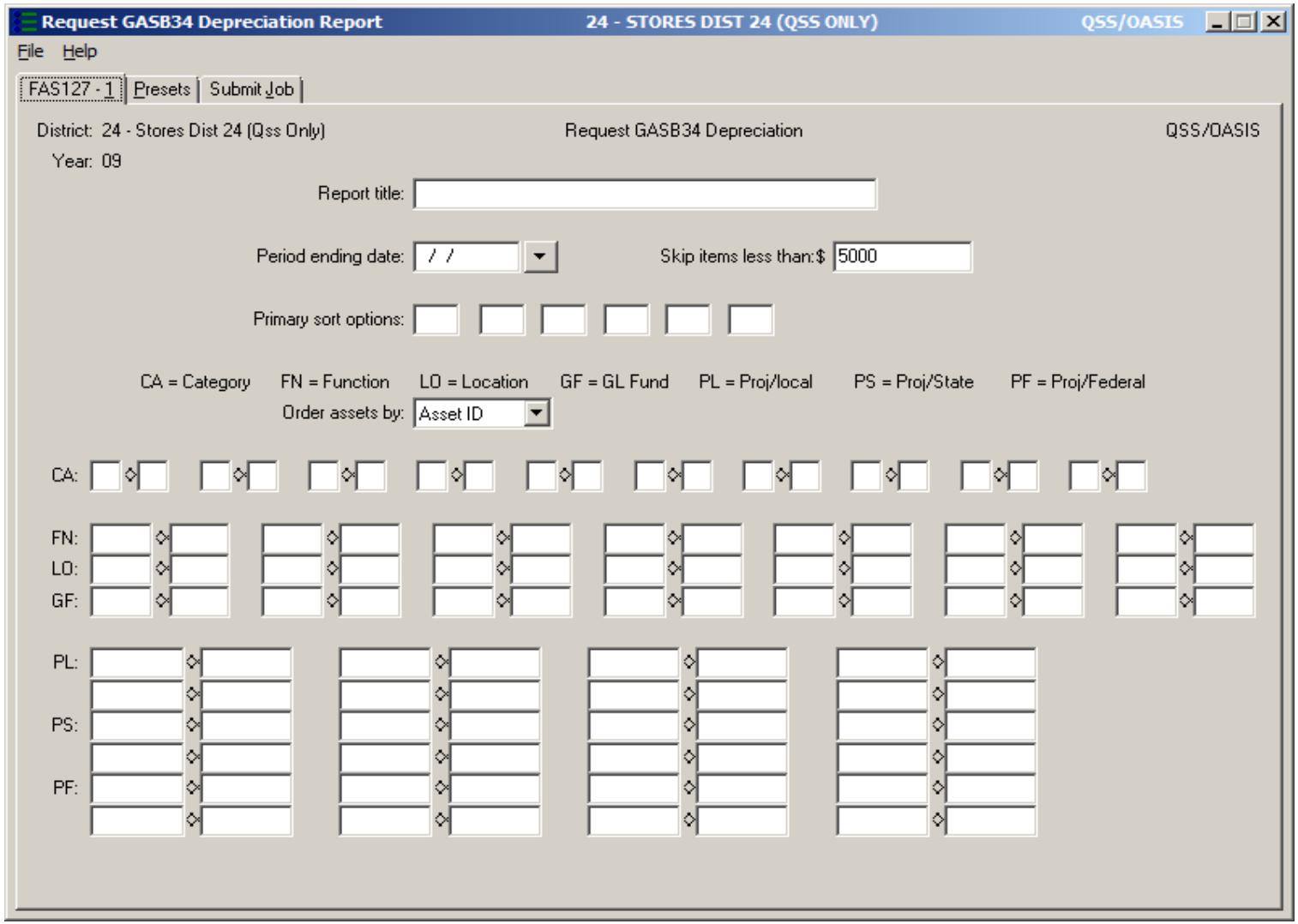
FA Replacement Value Job Request



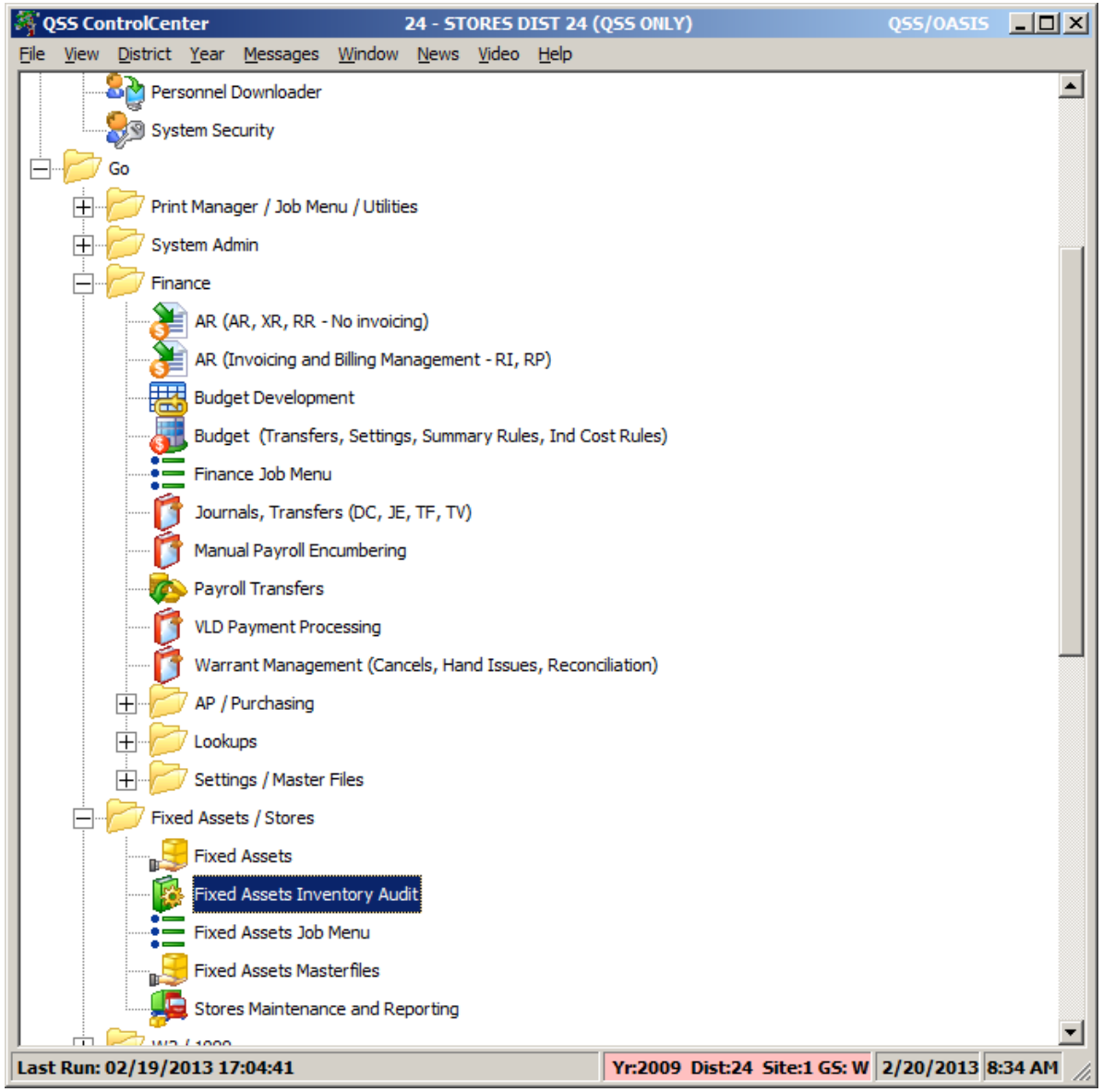
FA Depreciation Report Request (FAS125)



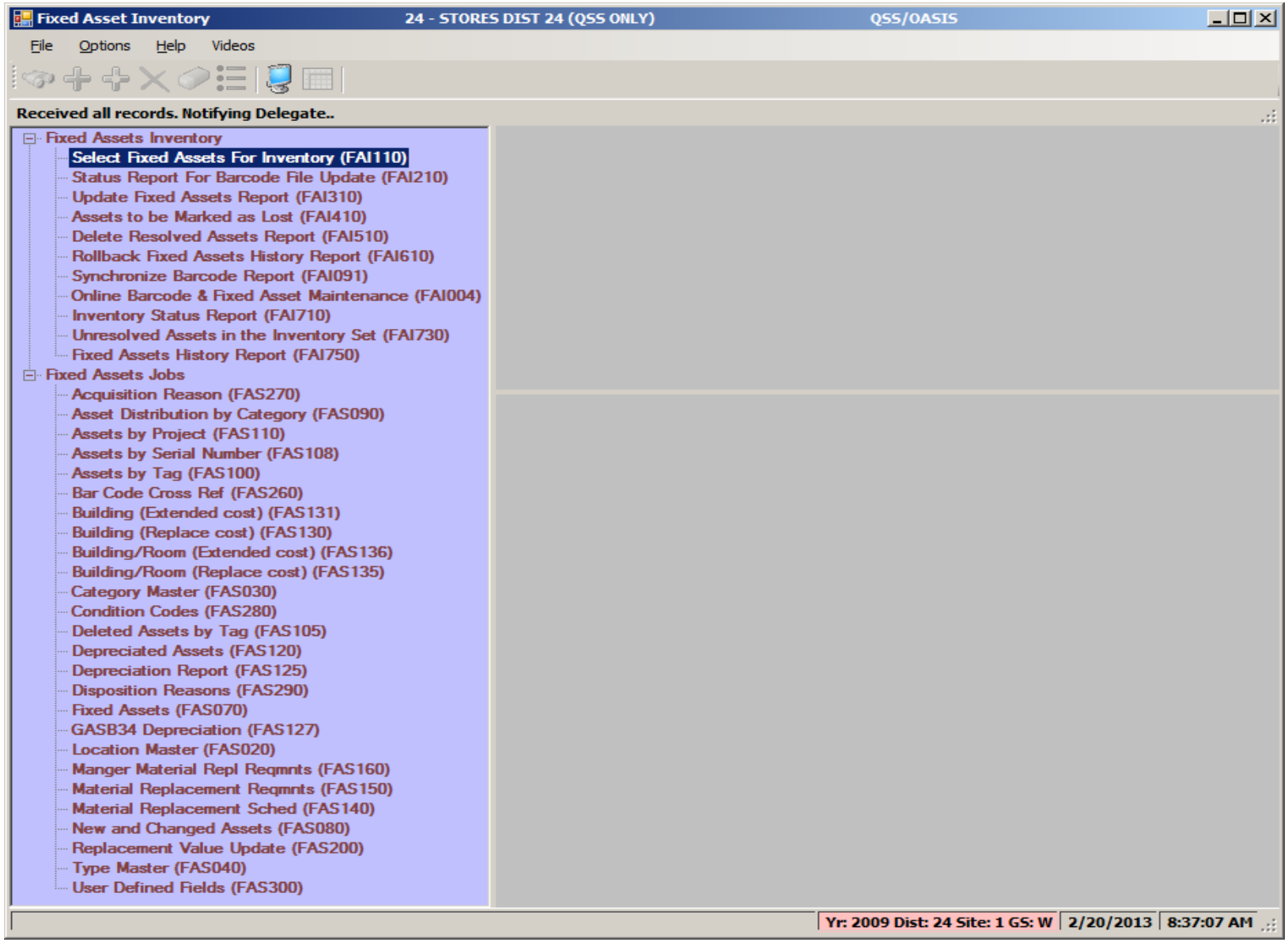
FA GASB34 Depreciation Report Request (FAS127)



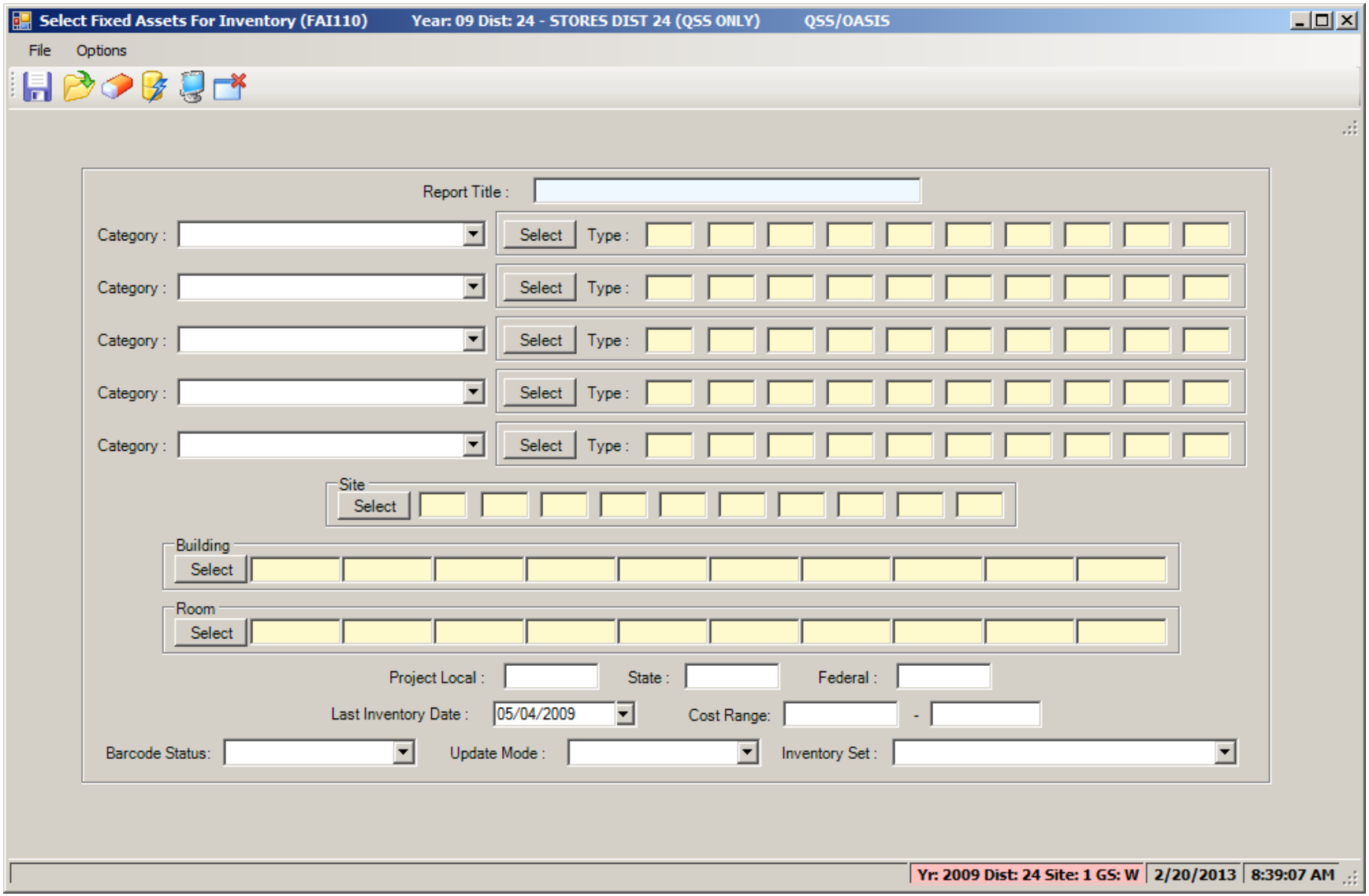
Fixed Assets Inventory Audit



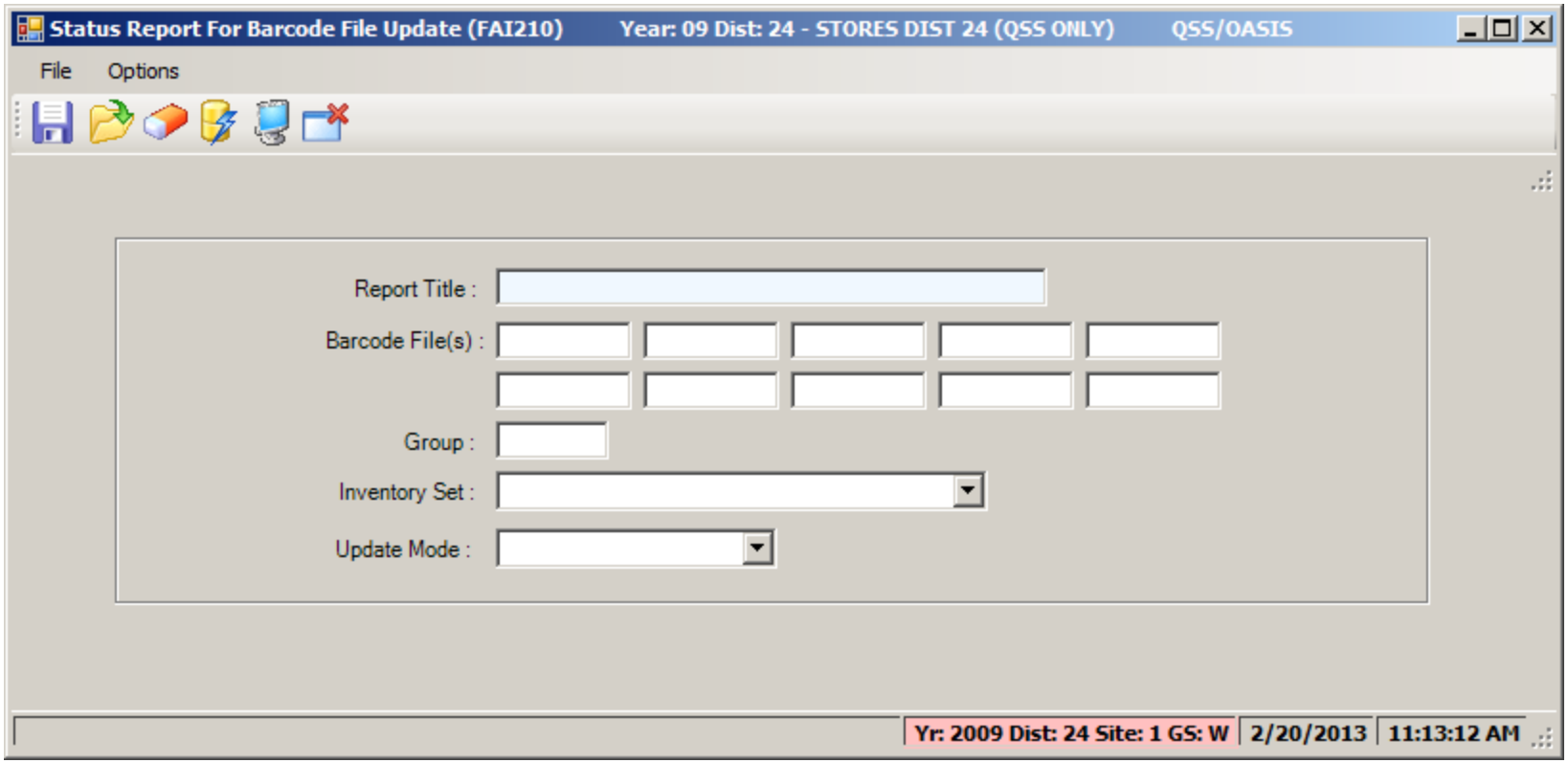
Fixed Assets Inventory Audit



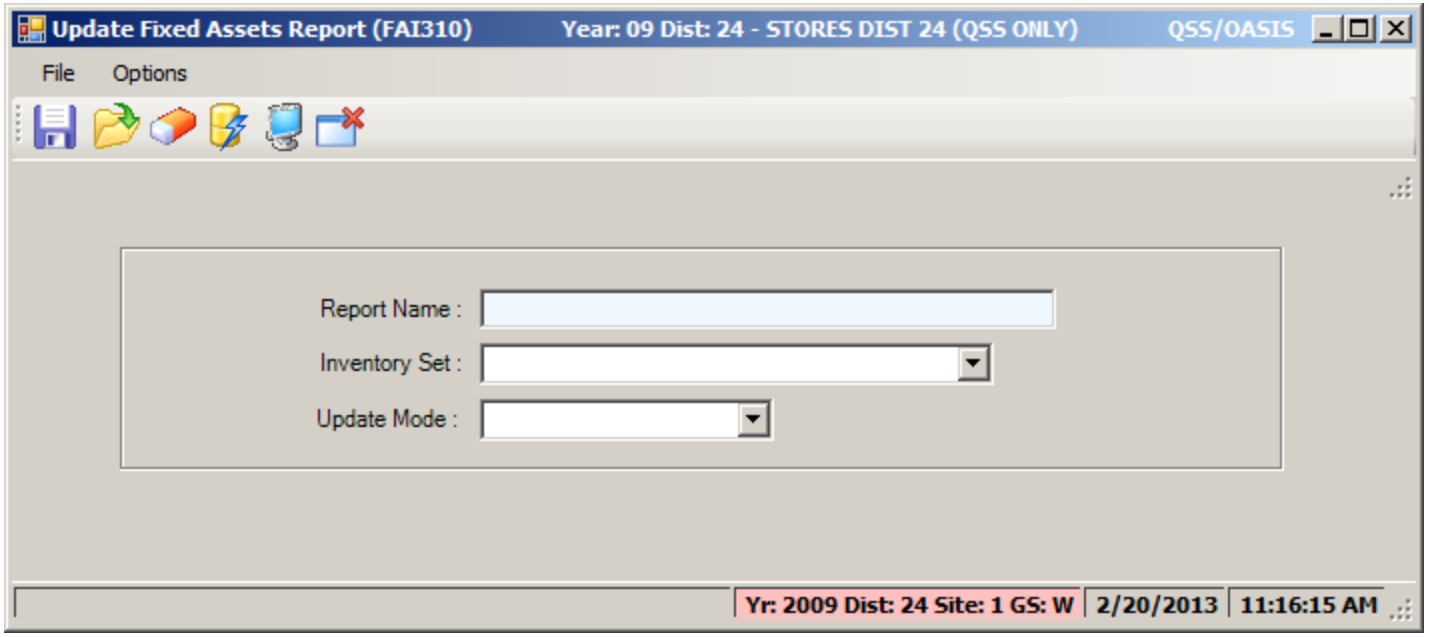
Select Fixed Assets For Inventory (FAI110)



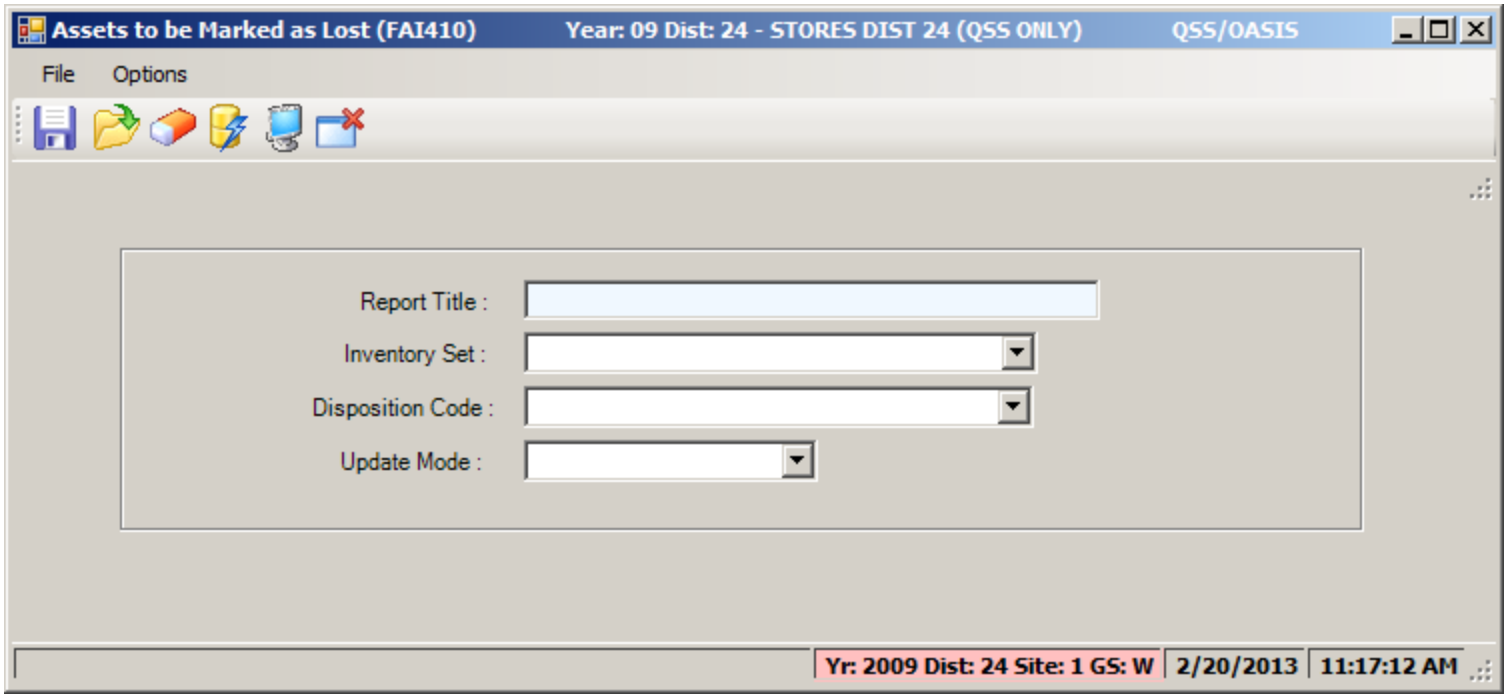
Status Report For Barcode File Update (FAI210)



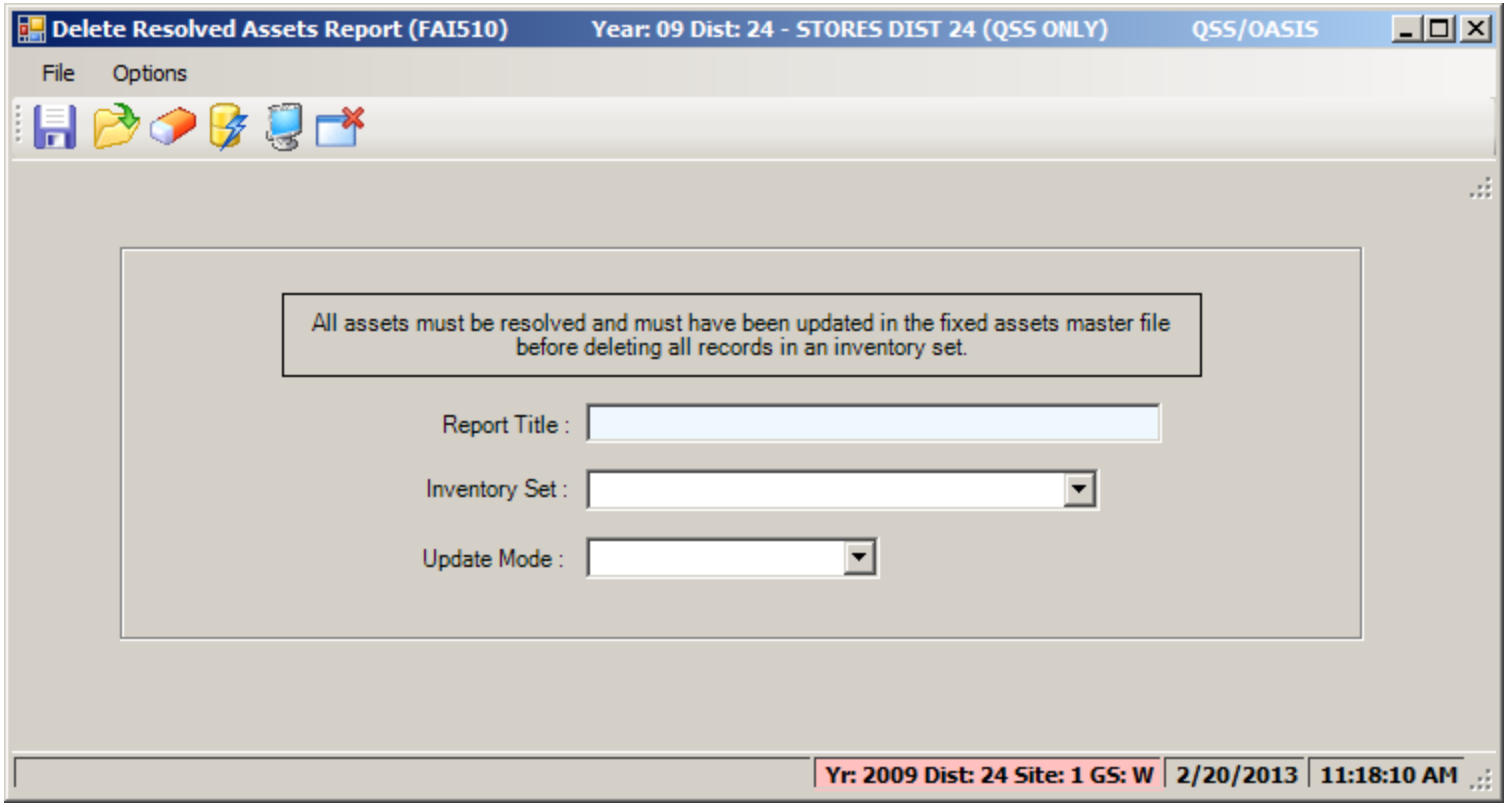
Update Fixed Assets Report (FAI310)



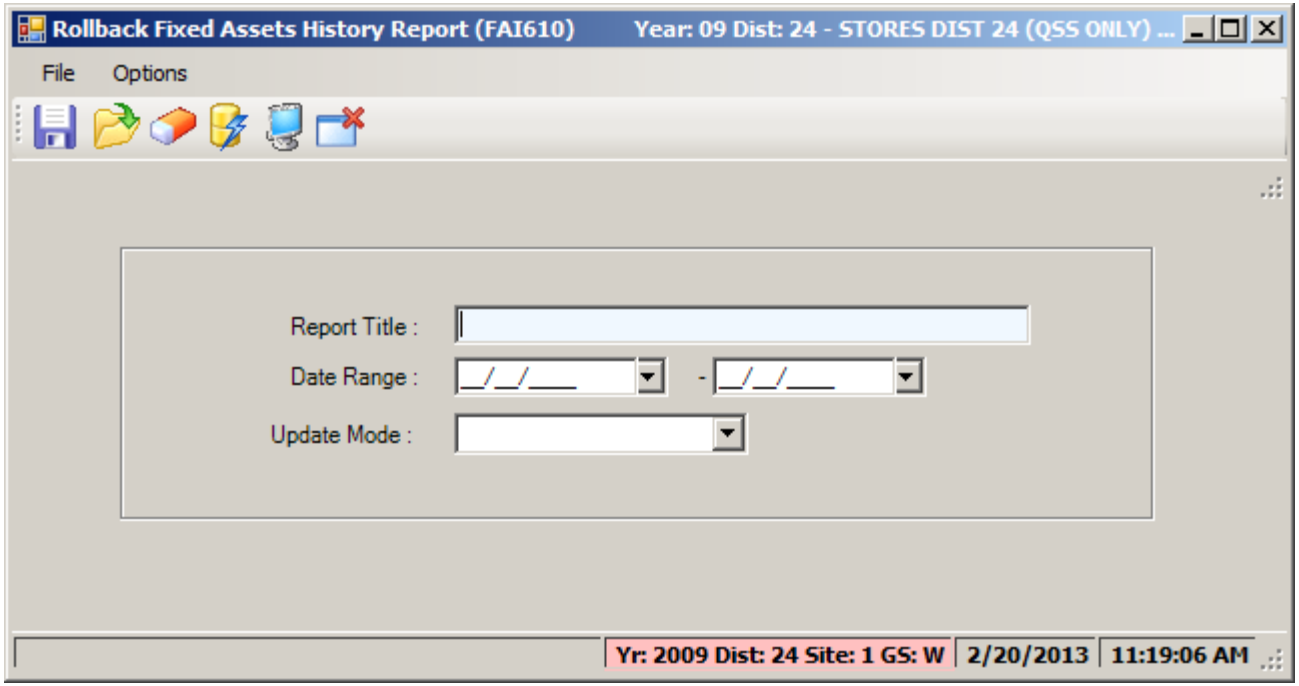
Assets to be Marked as Lost (FAI410)



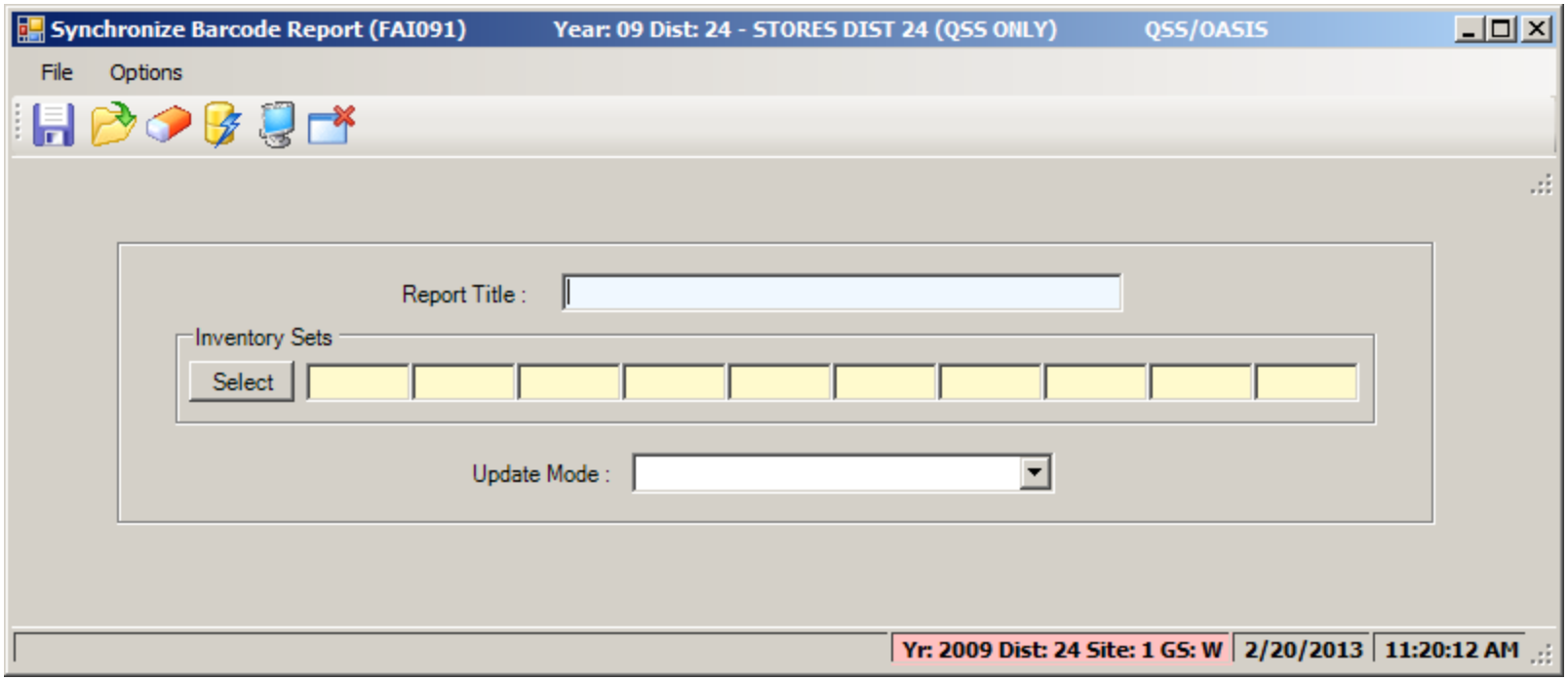
Delete Resolved Assets Report (FAI510)



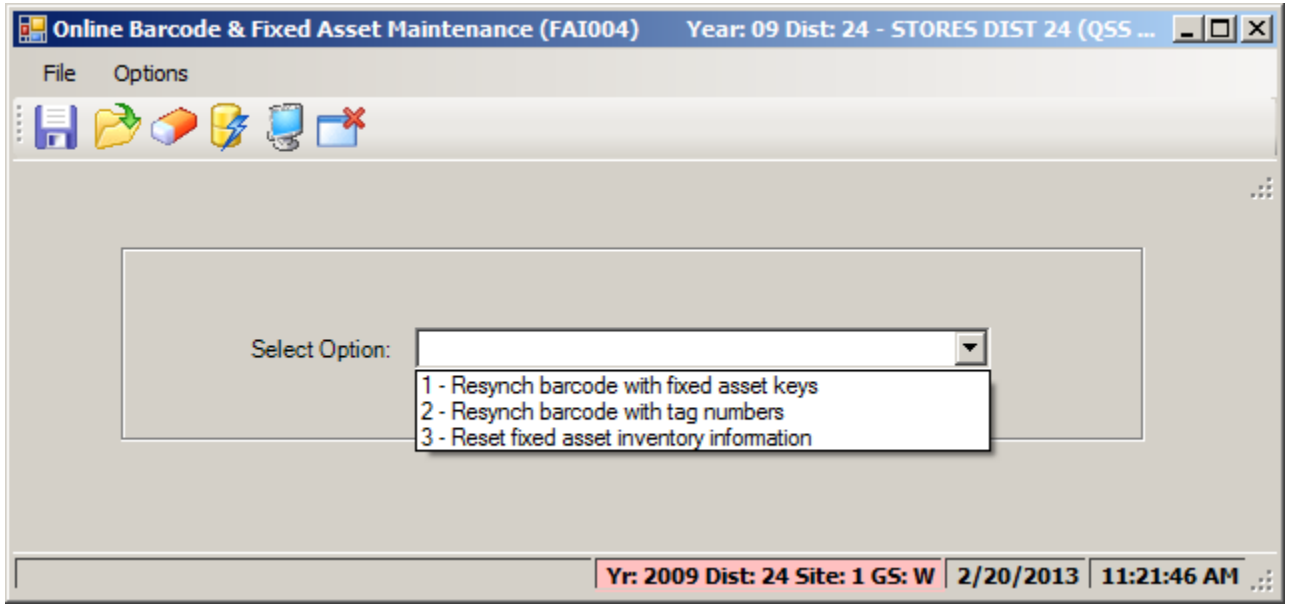
Rollback Fixed Assets History Report (FAI610)



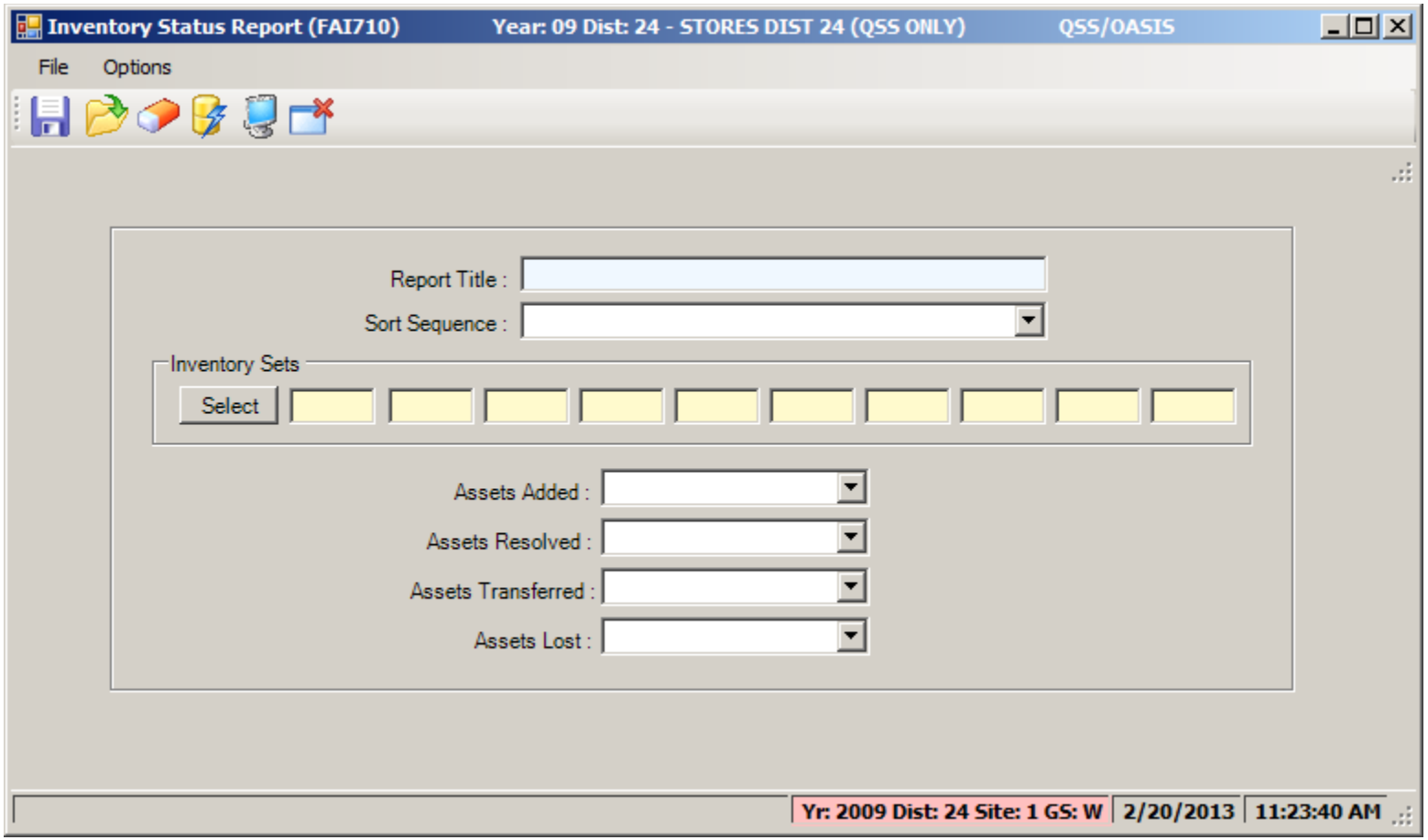
Synchronize Barcode Report (FAI091)



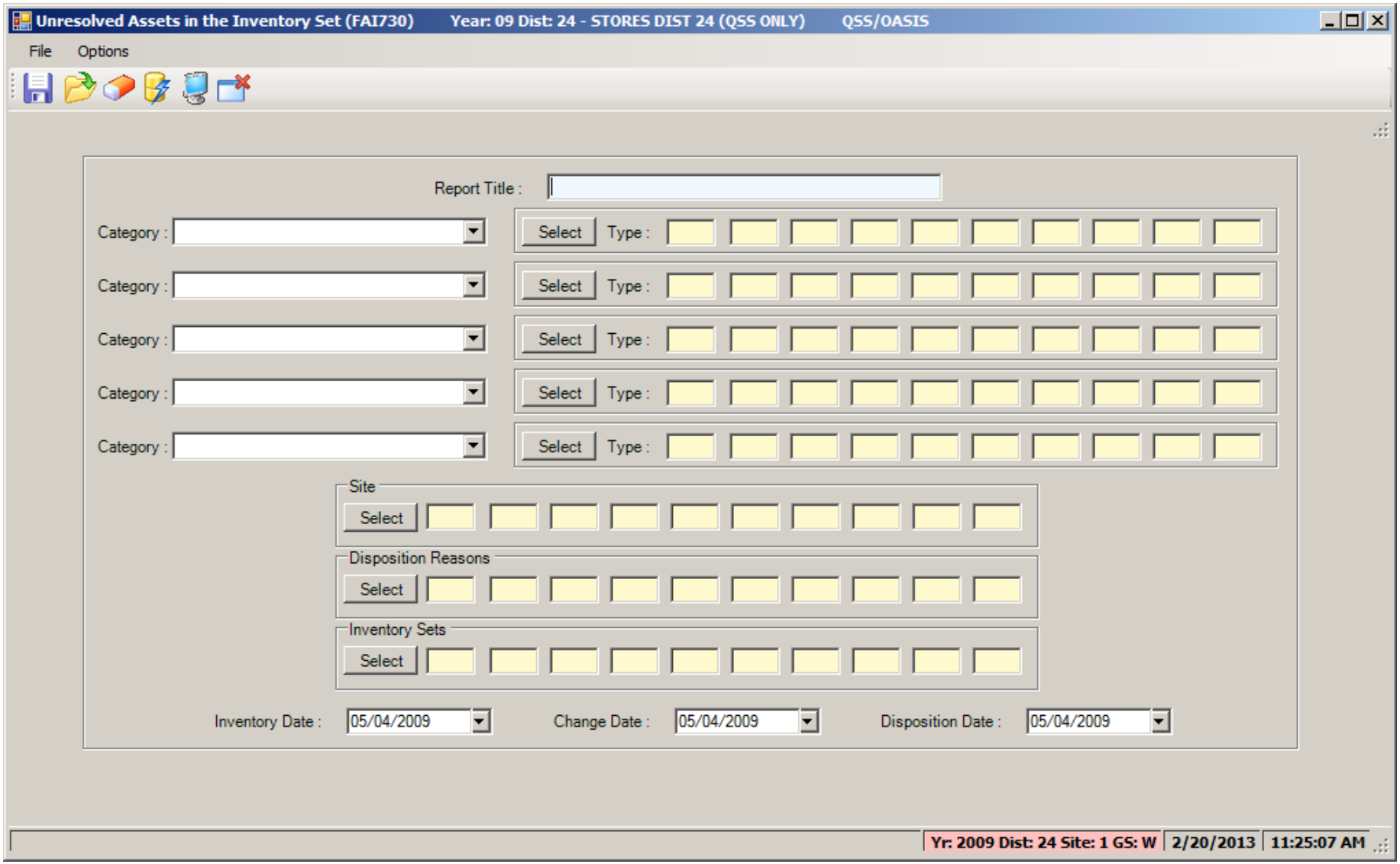
Online Barcode & Fixed Asset Maintenance (FAI004)



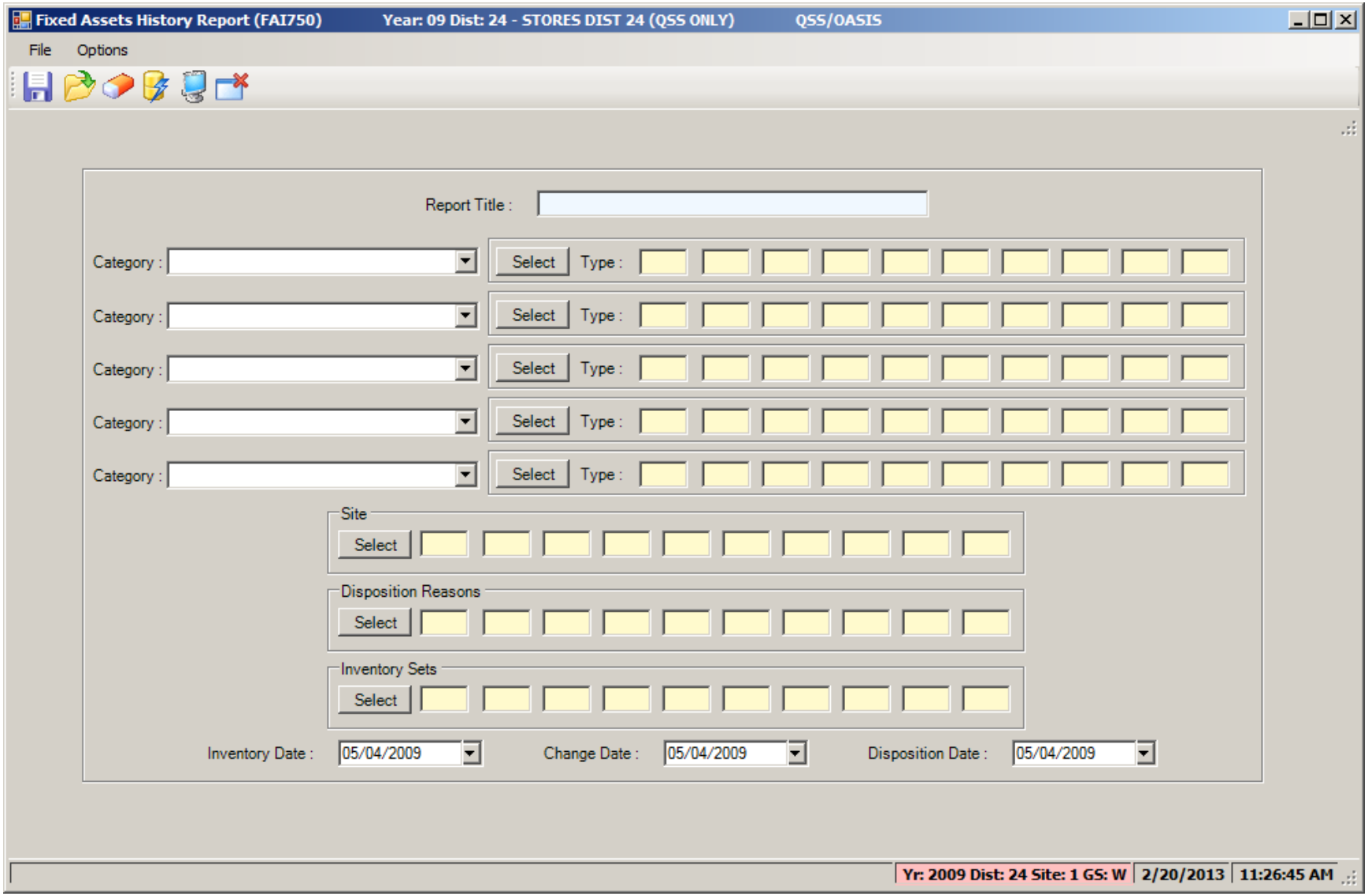
Inventory Status Report (FAI710)



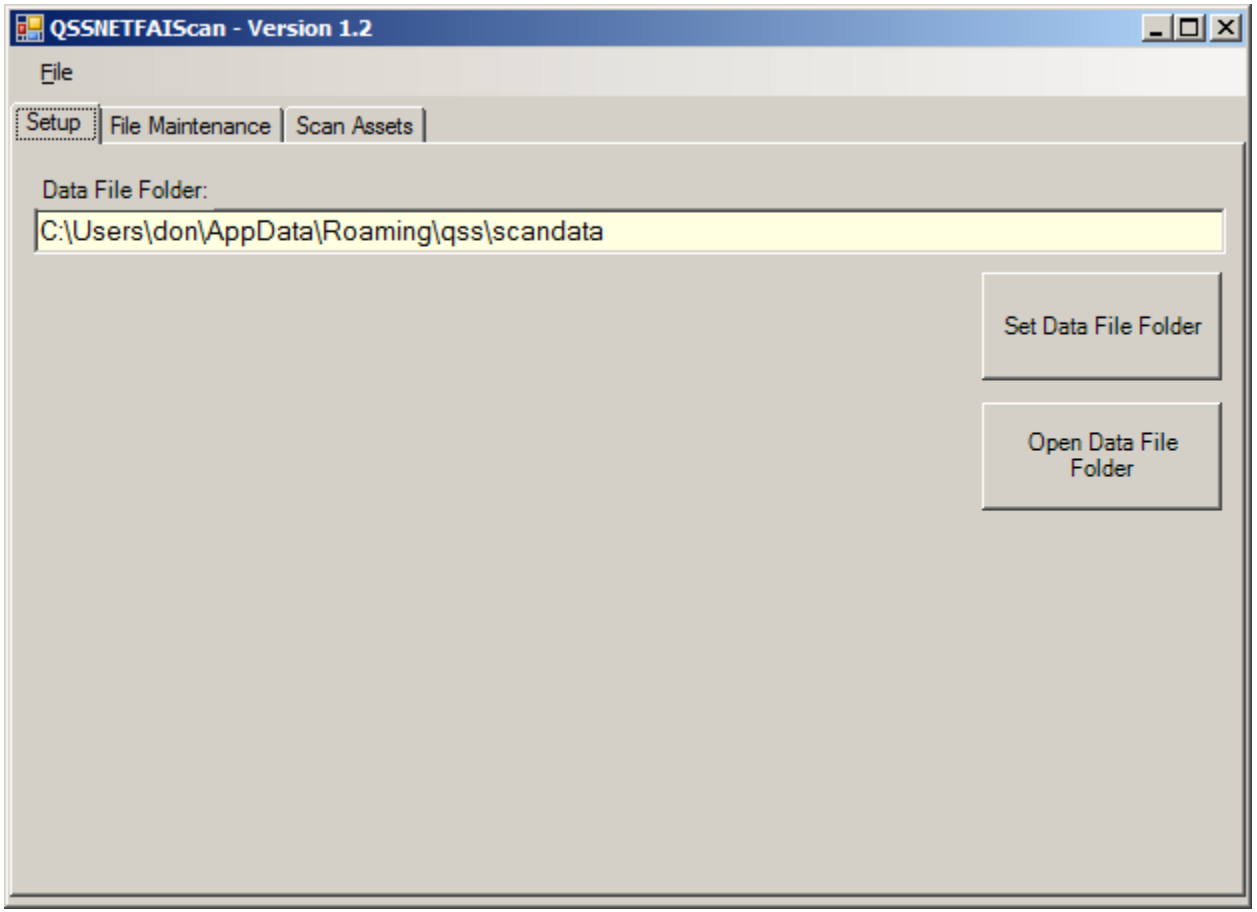
Unresolved Assets in the Inventory Set (FAI730)



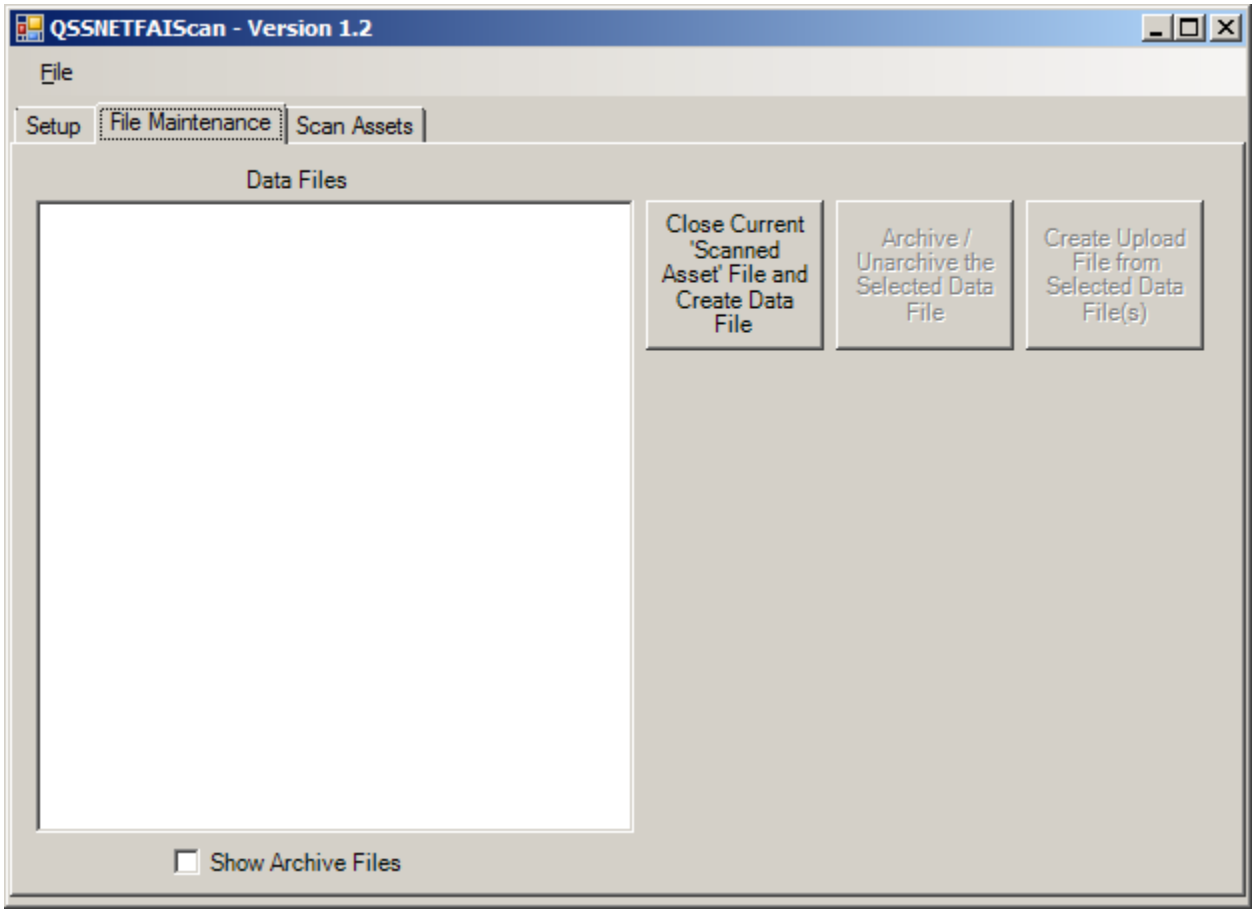
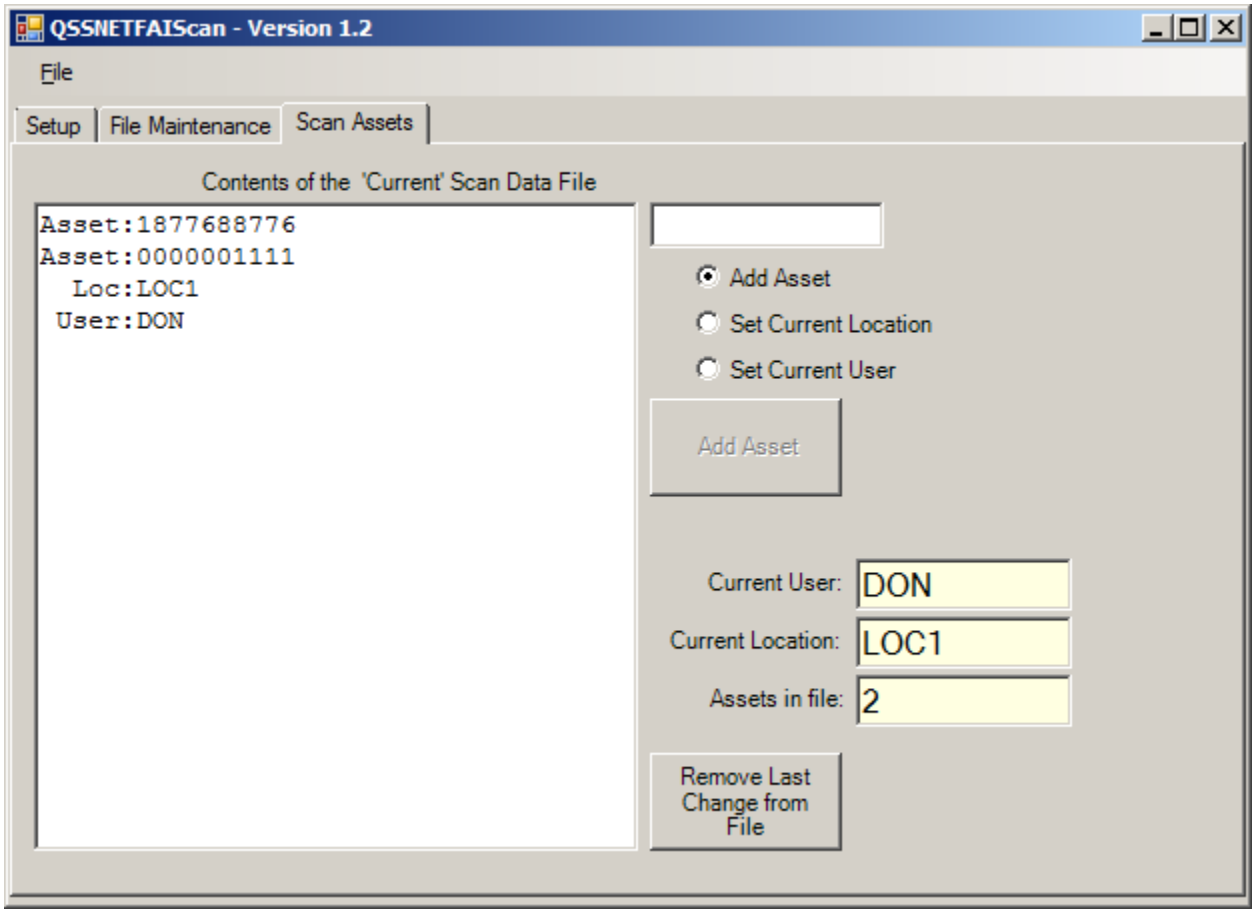
Fixed Assets History Report (FAI750)



Fixed Assets Inventory Scan (Setup)



Fixed Assets Inventory Scan (File Maintenance)



Fixed Assets Inventory Scan (Scan Assets)