## QSS User Group PSFA Committee

QCC Fixed Assets for End Users

#### Webinar

February 21, 2013 Presenter: Don Hemwall, **QSS** Q&A: Mike Smith, **QSS** 

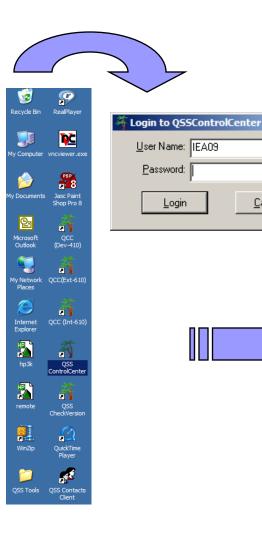
## **Feature Discussion**

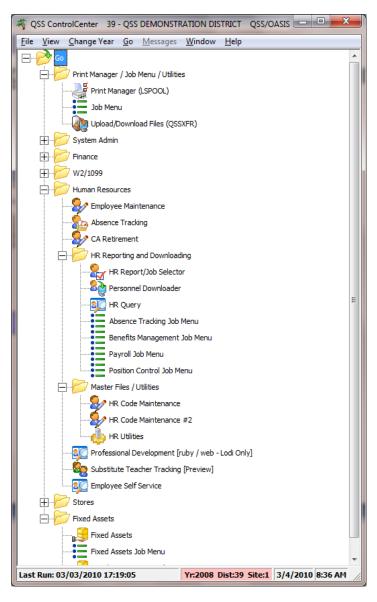
- User preferences and settings
- Searching for Fixed Assets records
- Using Grid Output feature
- Adding, Changing, Copying, Deleting Fixed Asset records
- Fixed Asset reports
- Fixed Asset Inventory
- Mass load of Fixed Assets (Discussion)

## **Accessing QCC/Fixed Assets**

X

<u>C</u>ancel





## FA Maintenance – File Dropdown

File       Options       Help         Master File Maintenance       CH+H       Inspect         Beport/Processes       CH+H       Inspect         User Preferences       CH+H       Additional info       Account Splits         Show Status       CH+F12       Egit       F12         Asset       Condition:       V       Dept. MO DEPT         Baicode Loc:       Vehicle #:       Disurance Expire:       7 /         Barcode Loc:       Waranty Expires:       7 /       V         Mig Model       Madulature Date:       7 /       V         Mig Model       Model Year:       Federal:       Slove         Vendor:       Name       Issue Date:       7 //       V         Vendor:       Name       Issue Date:       7 //       V         Unit Cost       Slove       Slove       Slove       Depreciation:       Slove         Vendor:       Name       Issue Date:       7 //       V       Depreciation:       Slove         Market Value       Sub Fund       Object:       Options/Status       Perfecture       Disposition/Status         Provice:       Auto APY?       Pott:       Options/Status       Destore       Insue:      <	😞 Fixed Assets		24 - 9	STORES DIST 24 (QSS (	DNLY)		
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Yr:2009 Dist:24 Site:1 G5: W 2/19/2013 2:06 PM					Yr:2009 Dist:24	Site:1.65:W	2/19/2013 2:06 PM

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## **FA Maintenance – Behavior Preferences**

🐂, User Prefe	rences	×
Behav	vior Navigation	_
	Add Mode Save Behavior Return to inspect mode after save Remain in Add mode after save	
	Change Mode Save Behavior Return to inspect mode after save Move to next search result after save Remain in Change mode after save	
	Change Mode Search Window Behavior Window disappears in Change mode   Window remains visible in Change mode	
	<u>O</u> k <u>C</u> ancel	

## **FA Maintenance – Navigation Preferences**

<b>1</b> 8, U	Jser Preferences	X
	Behavior Navigation	_
	Main Entry Sequence         When adding or changing records on the Main tab of the Fixed         Assets window, the Identification data area. As you complete         fields or press [TAB] the cursor moves through the remaining         data areas. Use the fields below to specify the order in which the         cursor moves through those remaining data areas.         Project:       1         Acquisition & AP Payment Info:       2         Location:       3         Cost:       4         Disposition/Status:       5	
	<u>O</u> k <u>C</u> ancel	

## FA Maintenance – Search Request Form

😞 Fixed Assets	s - Search	24 - STORES I	DIST 24 (QSS ONLY)		QSS/OASIS	_ 🗆 🗙
File Options						
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Indexed Search	Asset	Barco	ode #:			
- Search Parame	ters - All text fields support Wildcard	d search (Use * or §	?)			
Description:		Additional Desc		Tag:		
Cat:	×All	Manufacturer:		Loc Desc:		
Туре:	*All	Serial:		Barcode	Locn:	
Site :	*All	Manuf, Part#:			Dept:	
Condition:	×All 💌	Manuf, Model:		Bu	uilding:	
Invoice #:		Vehicle #:			Floor:	
Audit ID:		Color:		I	Room:	
Ins Code:		License #:		Federal P	roject:	
				State P	roject:	
Vendor:	L PO#:		Status : 💽 Active	Local P	roject:	
Vendor Name:			O Inactive	GL	Fund:	
Acq Reason:	*All	▼	<ul> <li>Both</li> </ul>	Sub	Fund:	
Acq from date:	▼ To: 77	<b>•</b>	L	C	)bject:	
Disposition :	*All	▼		User Defined F	Field(s)	
Disp from date:	▼ To: //	•	Unit cost from:	to:		
			Yr:2009 Dist	:24 Site:1 GS: W	2/19/2013	2:10 PM

## FA Maintenance – Search Request Results

J	Fixed Assets	- Search Results			24 -	STOR	ES DIST 2	4 (Q5	5 ONLY)					Q55/	OASIS	
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	Asset ID	Description	Tag #	Location Site	Location Desc	Dept	Building	Floor	Room	Cate.	Desc	Туре	Desc	Condition	Acq Date	Ac
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	1877688776	iPod-T1	1877688776	0097 - QSS HI		NO DE		NO FL		20	DATA PRO	0001	MINI COM		3/12/2007	1
	1877688777	iPod-T1	1877688777	4444 - EAST C	4 Walls Cafe	44	44	1	ADMIN	20	DATA PRO	0001	MINI COM		3/12/2007	1
	0000001111	iPod-T1	0000001111	0097 - QSS HI						20	DATA PRO	0001	MINI COM		2/26/2009	1
	1112131415	iPod-T1	1112131415	0097 - QSS HI		NO DE	WESTWI	NO FL	OFFICE -	20	DATA PRO	0001	MINI COM		3/12/2007	1
	5556667771	Laptop Computer	5556667771	0025 - GOLD H		π	WESTWI	2nd	NO ROOM	20	DATA PRO	0001	MINI COM		5/24/2012	1
	7776665551	iPod-Touch	7776665551	0097 - QSS HI		NO DE		NO FL		20	DATA PRO	0001	MINI COM		3/12/2007	1
	8885552220	iPod-Touch	8885552220	0097 - QSS HI		NO DE		NO FL		20	DATA PRO	0001	MINI COM		5/24/2012	1

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## **FA Search Results – Grid Output**

Image: Second	le <u>O</u> ptions														
1000088776         Pod-Touch         1000088776         0097 · QSS         NO         NO         20         DATA         000         MINI         3/12/2007           1877688776         Pod-T1         1877688776         0097 · QSS         NO         NO         20         DATA         0001         MINI         3/12/2007           1877688777         Pod-T1         1877688777         4444 · EAST         4 Walls Cafe         44         44         1         ADMIN         20         DATA         0001         MINI         3/12/2007           0000001111         Pod-T1         1877688777         4444 · EAST         4 Walls Cafe         44         44         1         ADMIN         20         DATA         0001         MINI         3/12/2007           0000001111         Pod-T1         0000001111         0097 · QSS            20         DATA         0001         MINI         2/26/2009           1112131415         Pod-T1         1112131415         0097 · QSS         NO         VESTWIN         NO         DATA         0001         MINI         3/12/2007           5556667771         Laptop Computer         555666771         0025 · GOLD         IT         WESTWIN         NO															
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1112131415       iPod-T1       1112131415       0007 · 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       Pod-Touch       7776665551       0007 · QSS       NO       NO       20       DATA       0001       MINI       5/24/2012         7776665551       Pod-Touch       7776665551       0007 · QSS       NO       NO       20       DATA       0001       MINI       3/12/2007	0000001111	iPod-T1	0000001111	0097 - QSS						20	DATA	0001	MINI		2/26/2009
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7776665551 iPod-Touch 7776665551 0097 · QSS NO NO 20 DATA 0001 MINI 3/12/2007	5556667771	Laptop Computer	5556667771	0025 - GOLD			WESTWIN	2nd	NO ROOM	20	DATA	0001	MINI		5/24/2012
8885552220         IPod-Touch         8885552220         0007 · QSS         NO         NO         20         DATA         0001         MINI         5/24/2012	7776665551	iPod-Touch	77766655551	0097 - QSS						20	DATA	0001	MINI		3/12/2007
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## **FA Grid Output to Excel**

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## **FA Maintenance – Options Dropdown**

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	Copy	Ctrl+F7					9				-
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ſ	Inspect	Ctrl+F5	L		<u>A</u> dditional	info		ľ	A <u>c</u> cou	int Splits *	
-	<u>C</u> hange	Ctrl+F9									
⊢l <u>d</u> e	<u>D</u> elete/Un-Delete	Ctrl+F8	L					Location			
	Search	F3		Condition:			╺	Site:	0097 - QSS H	IGH SCHOOL	•
L C	Eirst Record	Shift+F5		 Vehicle #:	<u> </u>		=	Dept	NO DEPT		
	Previous Record	F5	F	License #:			—	Building:	, 		-
	Next Record	F6	H				_				
- 1	Last Record	Shift+F6	Ľ	Color:				Floor:	NO FLOOR		
	<u>S</u> hortcuts	+			nt Information	Ctrl+Y		Room:			<b>_</b>
-	Print Screen	F11		Description		Ctrl+T		Description:			
Ba	arcode #: 10000887		<u>A</u> dditional	Info		Ctrl+A			, 		
	ode Loc: 0700010		C <u>o</u> st Dispositior	/ Status		Ctrl+O Ctrl+S		- C <u>o</u> st	a		
	· · · · · · · · · · · · · · · · · · ·	1	Identificat			Ctrl+D			Quantity:		1
Man	ufacturer: Apple		Location			Ctrl+L		I	Unit Cost:		\$995.00
м	fg. Part#: T100020	07	_ <u>M</u> ain			Ctrl+N		Mark	ket Value:		\$0.00
Mf	g. Model: iPod-T1		Project			Ctrl+P		Repl	lacement:		\$995.00
<u>P</u> roje	, ct		User Defin	ied <u>F</u> ields		Ctrl+F	E.		Salvage:		\$49.75
	Local: 7011	State:	7011	- Federal:	7011		- 1				
	,		,		,			Current Dep	reciation:		\$189.05
	isition and AP Payme							Depreciation	h to Date:		\$945.25
	Reason: 1 - NEW F		<u> </u>	Acquired:	03/12/2007		L				
	Vendor: 332211	Name:	Armstrong				Γ	- Disposition/	<u>S</u> tatus		
W	/arrant#: 2662111			Issue Date:	11	-		Reason:			
1	Invoice: 170649	_	🖂 Auto APY	? PO#:	7				Date	e: 📝 /	I
<u> </u>	Account:					_		Current Sta	atus:		
G	iL Fund:	Sub Fur	nd	Object:		_		Last Cha	nge: 05/24/	2012 by DE#	A1
							Yr:20	09 Dist:24	Site:1 GS: W	2/19/201	3 2:24 PM

## FA Maintenance – Main Tab

😞 Fixed Asset	ts	24 - 9	STORES DIST 24 (QSS (	DNLY)				_ 🗆 🗵
File Options	Help							
64	• 🔎 🛍 🗙 🗇	🕨 💽 🚺 1 of 8	3 🚬 💽 💽	]				
								Inspect
	● Mai <u>n</u>		Additional info		Ϋ́	A <u>c</u> co	ount Splits *	
- Identification-					Location —			
L	1000088776	Condition:				·	HIGH SCHOOL	•
	iPod-Touch	Vehicle #:			Dept	NO DEPT		
Tag:	1000088776	License #:			Building:			•
Category:	20 - DATA PROCESSIN(	Color:			Floor:	NO FLOOR		
Type:	0001 - MINI COMPUTEF 💌	Insurance Code:		-11	Room:			•
Serial:	T10002007	Insurance Expires:			Description:			
Barcode #:	1000088776	Warranty Expires:	, 		<u> </u>	,		
Barcode Loc:	, 07000101	Warranty Length:	<u></u>	-	C <u>o</u> st	Quantity:		1
Manufacturer:						Unit Cost:		\$995.00
	T10002007	Manufacture Date:				tet Value:		\$0.00
Mig. Faitter. Mfg. Model:	·	Registration Expires:						
	Jeogen	Model Year:				acement:		\$995.00
- <u>P</u> roject Local:	7011 State: 701	Federal:	7011			Salvage:		\$49.75
	, ,		,		Current Dep	reciation:		\$189.05
	d AP Payment Information	▼ Acquired:	03/12/2007 👻		Depreciation	n to Date:		\$945.25
Vendor:	<u> </u>				Dise - 20 20			
1	· ·				Disposition/ <u>s</u> Reason:	<u>s</u> tatus		<b>_</b>
Warrant#:	,	Issue Date:				Da	te: 77	
Invoice:	170649 C A	uto APY? PO#:	J7				ie. j / /	
Account:					Current Sta			
GL Fund:	Sub Fund	Object:			Last Cha	nge: 05/24	/2012 by DE/	1
				Yr:200	9 Dist:24	Site:1 GS: W	V 2/19/201	3 2:27 PM

12

## FA Maintenance – Additional Info Tab

😞 Fixed Assets	24 - STORES DIST 24 (QSS ONLY)	_ 🗆 🗙
<u>File Options H</u> elp		
	3 of 8 💽 💽 🥘	
		Inspect
Main	<u>Additional info</u> <u>Ac</u> count Splits *	
Asset Number : 1877688777	Desc: iPod-T1	
,		
Additional Description	Line Defined Fields	
Additional Description	User Defined Fields	
This is a loaner iPod for any that are broken or in repair	MY FIELD ONE:	
shop.	MY FIELD TWO:	
	USER DEFINED FIELD #3 (2 CHAR):	
	USER DEFINED FIELD #4 (2 CHAR):	
	USER DEFINED FIELD #5 (2 CHAR):	
	USER DEFINED FIELD #1 (6 CHAR):	
	USER DEFINED FIELD #2 (6 CHAR):	
	USER DEFINED FIELD #3 (6 CHAR):	
	FIELD 9:	
	USER DEFINED FIELD #5 (6 CHAR):	
	My Field 11:	
	USER DEFINED FIELD #2 (10 CHAR):	
J	USER DEFINED FIELD #3 (10 CHAR):	
	USER DEFINED FIELD #4 (10 CHAR):	
	USER DEFINED FIELD #5 (10 CHAR):	
		0.04.01
	Yr:2009 Dist:24 Site:1 G5: W 2/19/2013	2:34 PM

## FA Maintenance – Account Splits Tab

😹 Fixed Assets	24 - STORES I	)IST 24 (QSS ON	LY)		_ 🗆 🗙
<u>File Options Help</u>					
	3 of 8		<u> </u>		
					Inspect
Main	<u>A</u> dditio	nal info	` •	A <u>c</u> count Splits *	)
11-1-					
Mode • Percent					
C \$Amount			Acquisition Cost:		995.00
			Acquisition Cost.		555.00
4 🖬 🖉 🗙					
FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-	DD1	Percent	GASB-34	Amount	
1 01-0000-0-4300.00-0000-2110-800-820-	000	50.000	SOME GAS	497.50	
2 01-0000-0-4300.00-0000-2110-800-820-	546	50.0000	MORE INF	497.50	
	Total:	100.000	00		395.00
Diffe	erence:	0.000	0		0.00
		١	r:2009 Dist:24 Site:1	GS: W 2/19/201	3 2:35 PM

## **FA Maintenance – Copy Form**

👃 Fixed Asse	ts	24 - 9	STORES DIST 24 (QSS (	ONLY)				_ 🗆 ×
<u>File</u> <u>Options</u>	<u>H</u> elp							
8 4	• 🔎 🛍 🗙 👒			] 🤤				
Enter new as	set ID							Сору
	• Mai <u>n</u>		<u>A</u> dditional info		ſ	A <u>c</u>	count Splits *	
-Identification-	0000001111				Location —			
L	, ·	Condition:	<u></u>	<u> </u>		0097 - QS	S HIGH SCHOOL	
Description:	·	Vehicle #:			Dept:			
	0000001111	License #:			Building:			-
Category:	20 - DATA PROCESSIN(	Color:			Floor:			
Туре:	0001 - MINI COMPUTEF	Insurance Code:		- 11	Room:			-
Serial:	z123456	Insurance Expires:	77		Description:			
Barcode #:	0000001111	Warranty Expires:				·	· · · · · ·	
Barcode Loc:	45690	Warranty Length:		_	C <u>o</u> st	Quantity:		1
Manufacturer:		Manufacture Date:				Unit Cost:	4	800.00
	T1002007	Registration Expires:				ket Value:		658.67
Mfg. Model:		Model Year:				lacement:		800.00
- Project	J	Model Fedi.			(10p)	Salvage:		\$40.00
Local:	7011 State: 701	1 Federal:	7011					
Acquisition and	d AP Payment Information				Current Dep			101.33
	1 - NEW PURCHASE	Acquired:	02/26/2009 🔹		Depreciation	n to Date:	\$	620.67
Vendor:	000000 Name:		<u> </u>		Disposition/	Status —		
, Warrant#:	·	Issue Date:	<u>,</u> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Reason:			-
Invoice:		Auto APY? PO#:				۵	Date: 77	-
Account:			<u>.                                    </u>		Current Sta	-	,	
GL Fund:	Sub Fund	Object:					19/2013 by DEA1	
al Funa.	Sub Fund j	Object.			Luttonia	ingo: ozri		
				Yr:200	9 Dist:24	Site:1 GS:	W 2/19/2013	4:54 PM

## **FA Maintenance – Copy Form**

😞 Fixed Assets	24 - STORES DIST 24 (QSS (	ONLY)	_ 🗆 🗵
<u>File Options H</u> elp			
📙 🔓 🕂 🔎 🛍 🗙	🔷 🔽 🚺 1 of 8 💦 🚺	1 🥃	
Asset account records saved.			Inspect
• Mai <u>n</u>		A <u>c</u> count Splits *	
COPY TO	) ASSET 1357902468 FRO	DM ASSET 0000001111	
Asset: 1357902468	Condition:	Site: 0097 - QSS HIGH SCHOOL	•
Description: iPod-T1	Vehicle #:	Dept	
Tag: 1357902468	License #:	Building:	•
Category: 20 - DATA PROCESS	IN(  Color:	Floor:	
Type: 0001 - MINI COMPUT	EF Insurance Code:	Room:	⊡
Serial: z123456	Insurance Expires: 🛛 / 🗸 💌	Description:	
Barcode #: 1357902468	Warranty Expires: 🚺 🗸	Cost	
Barcode Loc: 45690	Warranty Length: 0 Years	Quantity:	1
Manufacturer: Apple	Manufacture Date: 7 7		300.00
Mfg. Part#: T1002468	Registration Expires: 7 / 👻	Market Value: \$6	558.67
Mfg. Model: iPod-T1	Model Year:	Replacement: \$8	300.00
Project		Salvage: \$	\$40.00
Local: 7011 State	e: 7011 Federal: 7011	Current Depreciation: \$1	01.33
- Acquisition and AP Payment Information		Depreciation to Date: \$6	520.67
Reason: 1 - NEW PURCHASE	Acquired: 02/26/2009		
Vendor: 000000 Name	· · · · · · · · · · · · · · · · · · ·	Disposition/ <u>S</u> tatus Reason:	<u> </u>
Warrant#: 2662111	Issue Date: / /	Date: / /	
Invoice: 170649	Auto APY? PO#: 7		
Account:		Current Status:	
GL Fund: Sub Fi	und Object:	Last Change: 02/19/2013 by DEA1	
		Yr:2009 Dist:24 Site:1 GS: W 2/19/2013	4-50 014
		Yr:2009 Dist:24 Site:1 GS: W 2/19/2013	4.03 FM

16

FA	Maintenance –	Delete	Form
		AU 3/	

📙 Fixed Asse	ts	24 - 5	TORES DIST 24 (QSS ONLY)		_ 🗆 X
File Options	Help				
84	F 🔎 🛍 🗙 🗠		. 💽 💽 🌷	]	
					Delete
	● Mai <u>n</u>		<u>A</u> dditional info	A <u>c</u> count Splits *	
- Identification -	1877688776				
\$		Condition:	<u> </u>	Site: 0097 - QSS HIGH SCHOOL	•
Description	·	Vehicle #:		Dept: NO DEPT	
	1877688776	License #: [		Building:	-
	20 - DATA PROCESSIN(	Color:		Floor: NO FLOOR	
Туре:	0001 - MINI COMPUTEF 💌	Insurance Code:		Room:	•
Serial	T10002008	Insurance Expires:	11 -	Description:	
Barcode #	1877688776	Warranty Expires:	77	Cast	
Barcode Loc:	07000101	Warranty Length:		Cost Quantity:	1
Manufacturer	Apple	Manufacture Date:		Unit Cost:	\$995.00
Mfg. Part#	T10002007	Registration Expires:			\$0.00
Mfg. Model:	·	Model Year:			\$995.00
- <u>P</u> roject	)	model real. ]	Delete Fixed Asse		\$49.75
Local:	7011 State: 701	1 Federal:	7011		\$189.05
L — Acquisition an	d AP Payment Information		Yes		
	1 - NEW PURCHASE	<ul> <li>Acquired:</li> </ul>			\$945.25
l Vendor:	, 000000 Name:	,		Disposition/ <u>S</u> tatus	
Warrant#:	· ·	Issue Date:	11 -	Reason: DE - DESTROYED BEYOND RE	PAIF
Invoice:	·	Auto APY? PO#: 🛛		Date: 02/20/2013	-
Account:				Current Status:	
GL Fund:	Sub Fund	Object:		Last Change: 02/20/2013 by DEA	1
	, ,	. ,			
·					

#### **FA Maintenance – Deleted Asset**

😞 Fixed Assets	24 - STORES DIST 24 (QSS	ONLY)	_ 🗆 🗙
<u>File</u> <u>Options</u> <u>H</u> elp			
📙 🔓 🕂 🔎 🎦 🗙 🔇		] 🤤	
Fixed Asset deleted successfully!			Inspect
• Mai <u>n</u>	<u>A</u> dditional info	A <u>c</u> count Splits *	
		Location	
Asset 1877688776	Condition:	Site: 0097 - QSS HIGH SCHOOL	⊡
Description: iPod-T1	Vehicle #:	Dept: NO DEPT	
Tag: 1877688776	License #:	Building:	•
Category: 20 - DATA PROCESSIN( 💌	Color:	Floor: N0 FL00R	
Type: 0001 - MINI COMPUTEF 💌	Insurance Code:	Room:	•
Serial: T10002008	Insurance Expires: 7 /	Description:	
Barcode #: 1877688776	Warranty Expires: 7 /		
Barcode Loc: 07000101		▼ Cost Quantity:	1
Manufacturer: Apple	Manufacture Date: 77	- · · ·	\$995.00
Mfg. Part#: T10002007	Registration Expires: 77	Market Value:	\$0.00
Mfg. Model: iPod-T1	Model Year:	,,	\$995.00
			\$49.75
Local: 7011 State: 70	11 Federal: 7011	Salvage:	
Acquisition and AP Payment Information		·	\$189.05
Reason: 1 - NEW PURCHASE	▼ Acquired: 03/12/2007 ▼	Depreciation to Date:	\$945.25
Vendor: 000000 Name:		Disposition/ <u>S</u> tatus	
Warrant#: 2662111	Issue Date: 77	Reason: DE - DESTROYED BEYOND RE	PAIF
· · · · · · · · · · · · · · · · · · ·	Auto APY? P0#: 7	Date: 02/20/2013	- •
Account:		Current Status: Deleted	
	Object	Last Change: 02/20/2013 by DEA	1
GL Fund: Sub Fund	Object:		
		Yr:2009 Dist:24 Site:1 GS: W 2/20/2013	8:25 AM

#### **Fixed Assets Job Menu**

📒 Job Menu	24-STORES DIST 24 (QSS ONLY	<b>)</b>	QSS/OASIS
<u>File View Options H</u> elp			
🔳 🖘 🖽 🚱 🧵			
▼iew Tree ○ Grid Search:		1	
A Masterfile Reports			
🔤 Acquisition Reason - fas270.jobfas			
🔛 🖹 Bar Code Cross Ref - fas260.jobfas			
Category Master - fas030.jobfas			
Condition Codes - fas280.jobfas			
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □			
Location Master - ras020.jobras			
Ser Defined Fields - fas300.jobfas			
📔 🛄 Replacement Value Update - fas200.jobfa	26		
Asset Distribution by Category - fas090.job	ofas		
Assets by Project - fas110.jobfas			
Assets by Serial Number - fas108.jobfas			
Assets by Tag - fas100.jobfas			
🔤 Building (Extended cost) - fas131.jobfas			
🖺 Building (Replace cost) - fas130.jobfas			
🔚 🔤 Building/room (Extended cost) - fas136.jol	bfas		
🔚 🔤 Building/room (Replace cost) - fas135.job	fas		
🔤 Deleted Assets by Tag - fas105.jobfas			
🖳 🛅 Depreciated Assets - fas120.jobfas			
🖳 🛅 Depreciation Report - fas125.jobfas			
👘 📋 Fixed Assets - fas070.jclfas			
🔤 GASB34 Depreciation - fas127.jobfas			
📄 🧰 🛗 Manager Material Repl Reqmnts - fas160.			
🧰 🖹 Material Replacement Regmnts - fas150.j			
Material Replacement Sched - fas140.job			
📗 🖺 New and Changed Assets - fas080.jobfas			
·			
		Yr:2009 Dist:24 Site:1	2/27/2011 9:16 AM

## **FA Replacement Value Job Request**

Request Replacement Value Up	date		24	4 - STORES I	DIST 24 (	(QSS ONLY)			Q55/0A	515 <b>_ 🛛 X</b>
<u>File H</u> elp										
FAS200 - 1 Presets Submit Job										
District: 24 - Stores Dist 24 (Qss Only)			Reque	st Replaceme	nt Value U	lpdate				QSS/OASIS
Year: 09										
Category	Туре	Pct.	Туре	Pct.	Туре	Pct.	Туре	Pct.	Туре	Pct.
										II
•										
										<u> </u>
<b>_</b>										
,										
<b>•</b>										
		1	f no catego	ory is entered,	all items a	re adjusted				
				entered for cal						
		Ne	egative per	centages redu	uce replace	ement value				

## **FA Depreciation Report Request (FAS125)**

Request Depreciation Report	24 - STORES DIST 24 (QSS ONLY)	QSS/OASIS
<u>F</u> ile <u>H</u> elp		
FAS125 - 1 Presets Submit Job		
District: 24 - Stores Dist 24 (Qss Only)	Request Depreciation	QSS/DASIS
Year: 09		
Report title:		
Beginning location:		
Ending location:	<b>_</b>	
Beginning category:		
Ending category:		
Period ending date:	77 •	
Skip items less than:\$	5000	

# FA GASB34 Depreciation Report Request (FAS127)

Request GASB34 Depreciation Report	24 - STORES DIST 24 (QSS ONLY)	QSS/OASIS 📃 🗖 🗙
<u>File H</u> elp		
FAS127 - 1 Presets Submit Job		
District: 24 - Stores Dist 24 (Qss Only)	Request GASB34 Depreciation	QSS/OASIS
Year: 09		
Report title:		
Period ending date:	/ / Skip items less than:\$ 5000	
Primary sort options:		
CA = Category FN = Function Order assets by:		= Proj/State PF = Proj/Federal
FN:     ↓       LO:     ↓       GF:     ↓		
PF:		

## **Fixed Assets Inventory Audit**

🂐 QSS ControlCenter	24 - STORES DIST 24 (QSS ONLY)	QSS/OASIS	
<u>File View D</u> istrict <u>Y</u> ea	ar <u>M</u> essages <u>W</u> indow <u>N</u> ews <u>V</u> ideo <u>H</u> elp		
Personn	nel Downloader		
System	Security		
🖨 📂 Go			
🕂 📂 📂 Print Ma	anager / Job Menu / Utilities		
🕀 🗁 System	Admin		
Finance			
	R (AR, XR, RR - No invoicing)		
	R (Invoicing and Billing Management - RI, RP)		
- 🔣 Ви	udget Development		
— 🚮 Ви	udget (Transfers, Settings, Summary Rules, Ind Cost Rules)		
Fir	nance Job Menu		
ot 👸	urnals, Transfers (DC, JE, TF, TV)		
— 🎁 Ма	anual Payroll Encumbering		
	ayroll Transfers		
👩 vu	D Payment Processing		
📕 🚽 🎁 wa	arrant Management (Cancels, Hand Issues, Reconciliation)		
📄 🛛 🕀 🗁 🗛	P / Purchasing		
📗 🗁 Lo	lokups		
🗄 🗁 Se	ettings / Master Files		
Fixed As	ssets / Stores		
	xed Assets		
🔯 Fi	xed Assets Inventory Audit		
Fib	xed Assets Job Menu		
	xed Assets Masterfiles		
🚽 🚽 Sta	ores Maintenance and Reporting		
		2/20/20/2	<u> </u>
Last Run: 02/19/2013	3 17:04:41 Yr:2009 Dist:24 Site:1 GS: W	2/20/2013 8	:34 AM //

#### **Fixed Assets Inventory Audit**

🔡 Fixed Asset Inventory	24 - STORES DIST 24 (QSS ONLY)	QSS/0ASIS	
<u>File Options H</u> elp Videos			
	III		
Received all records. Notifying Delegat	2		
<ul> <li>Fixed Assets Inventory</li> <li>Select Fixed Assets For Inventor</li> <li>Status Report For Barcode File</li> <li>Update Fixed Assets Report (FA</li> <li>Assets to be Marked as Lost (FA</li> <li>Delete Resolved Assets Report</li> <li>Rollback Fixed Assets History File</li> <li>Synchronize Barcode Report (FAI)</li> <li>Online Barcode &amp; Fixed Assets M</li> <li>Inventory Status Report (FAI)</li> <li>Unresolved Assets History Report (FAI)</li> <li>Fixed Assets Jobs</li> </ul>	Update (FAI210) I310) AI410) (FAI510) (FAI510) AI091) aintenance (FAI004) )) ory Set (FAI730)		
<ul> <li>Acquisition Reason (FAS270)</li> <li>Asset Distribution by Category (</li> <li>Assets by Project (FAS110)</li> <li>Assets by Serial Number (FAS11)</li> <li>Assets by Tag (FAS100)</li> <li>Bar Code Cross Ref (FAS260)</li> <li>Building (Extended cost) (FAS13)</li> <li>Building (Replace cost) (FAS13)</li> <li>Building/Room (Extended cost) (FAS13)</li> <li>Building/Room (Replace cost) (</li> <li>Category Master (FAS030)</li> <li>Condition Codes (FAS280)</li> <li>Deleted Assets by Tag (FAS105)</li> <li>Depreciated Assets (FAS120)</li> <li>Depreciation Report (FAS125)</li> <li>Disposition Reasons (FAS290)</li> <li>Fixed Assets (FAS070)</li> <li>GASB34 Depreciation (FAS127)</li> <li>Location Master (FAS020)</li> <li>Manger Material Repl Requirts</li> <li>Material Replacement Requirts</li> <li>Material Replacement Sched (FAS120)</li> <li>Replacement Value Update (FAS120)</li> <li>User Defined Fields (FAS300)</li> </ul>	18) 31) 0) (FAS136) FAS135) ) (FAS160) (FAS160) (FAS150) AS140) 180)		

#### **Select Fixed Assets For Inventory (FAI110)**

🔡 Sele	Fixed Assets For Inventory (FAI110) Year: 09 Dist: 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS	- D ×
	ptions	
	) 🧈 📴 📑 🚽	
		.::
	Report Title :	
	Category : Select Type : Select Type :	
	Category : Select Type : Select Type :	
	Category : Select Type : Select Type :	
	Category : Select Type : Select Type :	
	Category : Select Type : Select Type :	
	Select Select	
	Building Select	
	Room	
	Select Select	
	Project Local : State : Federal :	
	Last Inventory Date : 05/04/2009  Cost Range: -	
	Barcode Status: Update Mode : Inventory Set :	
	Yr: 2009 Dist: 24 Site: 1 GS: W 2/20/2013 8:39	

#### **Status Report For Barcode File Update (FAI210)**

🔜 Status Report For Barcode File Update (FAI2	10) Year: 09 Dist: 24 - STORES DIST 24 (QSS ONLY) QS5/0ASIS
File Options	
i 🔚 📂 🥟 🚱 🥘 🜁	
Report Title :	
Barcode File(s) :	
Group :	
Inventory Set :	<b>•</b>
Update Mode :	▼
	Yr: 2009 Dist: 24 Site: 1 GS: W 2/20/2013 11:13:12 AM

#### **Update Fixed Assets Report (FAI310)**

🔡 Upo	date Fixed	Assets Rep	ort (FAI310)	Year: 09	Dist: 24	- STORES I	DIST 24 (Q	55 ONLY)	Q55/	DASIS	
File	Options										
	P 🥠	😼 🍔 🕻	×								
											.::
		F	Report Name :								
		I	nventory Set :				•	]			
		ι	pdate Mode :			•					
						Yr: 2009 Di	st: 24 Site:	1 G5: W	2/20/2013	11:16:	15 AM

#### Assets to be Marked as Lost (FAI410)

🔡 Asse	ts to be Marked as Lost (FAI410)	Year: 09 Dist: 24 - STORES DIST 24 (QSS ONLY)	QSS/0ASIS	
File	Options			
i 🔒 🛛	🦻 🥟 🚱 🥃 📥			
				.::
	Report Title :			
	Inventory Set :	<b>•</b>		
	Disposition Code :			
	Update Mode :	<b>•</b>		
		Yr: 2009 Dist: 24 Site: 1	G5: W 2/20/2013 11	:17:12 AM 🤢

#### **Delete Resolved Assets Report (FAI510)**

🛃 De	lete Resolved Ass	ets Report (FAI510)	Year: 09 Dist: 24	- STORES DIST 24 (QSS ONLY)	QSS/OASIS	
File	Options					
	🖻 🥟 😼 🎚	2 📑				
		-				.::
		All assets must be resolve	ed and must have bee e deleting all records	n updated in the fixed assets master	file	
		Deloi	e deleting all records	in an inventory set.		
		Report Title	:		_	
		Inventory Set :		•		
		Update Mode :		-		
		·	,	_		
				Mar 2000 Dist. 24 City 4 CC. 1		10.10 414
1				Yr: 2009 Dist: 24 Site: 1 GS: V	N   2/20/2013   11:	18:10 AM

#### **Rollback Fixed Assets History Report (FAI610)**

🔜 Rollback Fixed Assets History Report (FAI610)	Year: 09 Dist: 24 - STORE5 DIST 24 (QSS ONLY) 📕	
File Options		
i 🔚 📂 🥟 👺 🥘 📥		
		.::
Report Title :		
Date Range ://	▼ · _/_/ ▼	
Update Mode :	<b>•</b>	
L		
	Yr: 2009 Dist: 24 Site: 1 GS: W 2/20/2013 11:19:06 A	AM

#### Synchronize Barcode Report (FAI091)

🔜 Synchronize Barcode Report (FAI091)	Year: 09 Dist: 24 - STORES DIST 24 (QSS ONLY	') QSS/OASIS	
File Options			
i 🔚 🤌 🥟 💱 🥘 🜁			
			.::
Report Title :			
Update	Mode :	]	
	Yr: 2009 Dist	24 Site: 1 GS: W 2/20/2013 11:2	0:12 AM

#### **Online Barcode & Fixed Asset Maintenance (FAI004)**

🔡 Onlin	e Barcode	e & Fixed As	set Maintena	nce (FAI004)	Year: 09 Dist: 24 - 5T(	ORES DIST 24 (	Q55 💶 🗙
File	Options						
	ا 🔷 🕙	😼 🍔 🗖	¥				
							.::
		Select O	1 - Res 2 - Res	rnch barcode with rnch barcode with et fixed asset inve			
				Yr: 2	009 Dist: 24 Site: 1 GS: W	/ 2/20/2013	11:21:46 AM

#### **Inventory Status Report (FAI710)**

🛃 Inve	ntory Status Report (FAI710)	Year: 09 Dist: 24 - STORES DIST 24	(QSS ONLY) QSS/	OASIS
File	Options			
	🦻 🥟 📴 💐 🔶 🔶			
				.::
	Report			
	Sort Sequ	ence :	•	
	Inventory Sets			
	Select			
			7	
		Assets Added :	·	
	As	sets Resolved :	·	
	Asse	ts Transferred :	-	
		Assets Lost :	- -	
			_	
		Yr: 2	009 Dist: 24 Site: 1 GS: W	2/20/2013 11:23:40 AM;

#### **Unresolved Assets in the Inventory Set (FAI730)**

🔜 Unresolved Assets in the Inventory Se	et (FAI730) Year: 09 Dist: 24	- STORES DIST 24 (QSS ONLY)	QSS/OASIS	
File Options				
📙 🖻 🥟 🐓 🥘 📥				
				.::
	Report Title :			
Category :	Selec	ct Type:		
Category :	▼ Selec	ct Type:		
Category :	▼ Selec	ct Type:		
Category :	▼ Selec	ct Type:		
Category :	▼ Selec	ct Type:		
	Site Select			
	Disposition Reasons			
	Inventory Sets			
Inventory Date :	05/04/2009 Ch	ange Date : 05/04/2009	Disposition Date : 05/04/	2009
			Yr: 2009 Dist: 24 Si	te: 1 G5: W 2/20/2013 11:25:07 AM 🚊

#### **Fixed Assets History Report (FAI750)**

🔜 Fixed Assets History Rep	oort (FAI750) Year: 09	Dist: 24 - STORES DIST 24 (QSS ONLY)	QSS/OASIS	
File Options				
i 🔚 🤌 🧇 🍃 🕻	×			
	Re	ort Title :		
Category :		Select Type :		
Category :		Select Type :		
Category :		Select Type :		
Category :		Select Type :		
Category :		Select Type :		
	Site			
	Disposition Rea			
	Inventory Sets			
	Select			
Inv	ventory Date : 05/04/2009	Change Date : 05/04/2009	Disposition Date : 05/04/2009	
			Yr: 2009 Dist: 24 Site: 1 G	<mark>:S: W</mark> 2/20/2013 11:26:45 AM;

#### **Fixed Assets Inventory Scan (Setup)**

GSSNETFAIScan - Version 1.2	
Eile	
Setup File Maintenance Scan Assets	
Data File Folder: C:\Users\don\AppData\Roaming\qss\scandata	
,	
	Set Data File Folder
	Open Data File
	Folder

#### **Fixed Assets Inventory Scan (File Maintenance)**

Reference of the second	
Eile	
Setup File Maintenance Scan Assets	
Data Files	
	Close Current Scanned Asset' File and Create Data File File Create Upload File from Selected Data File File(s)
Show Archive Files	

#### **Fixed Assets Inventory Scan (Scan Assets)**

Reference of the second	
Eile	
Setup File Maintenance Scan Assets	
Contents of the 'Current' Scan Data File	
Asset:1877688776 Asset:0000001111	
Loc:LOC1	Add Asset
User:DON	C Set Current Location
	C Set Current User
	Add Asset
	Current User: DON
	Current Location: LOC1
	Assets in file: 2
	Remove Last Change from File