



HARRIS
School Solutions

QSSUG

Purchasing, Stores, Fixed Assets Committee

Fixed Assets Webinar
April 24, 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
- User preferences and settings
- Advanced Searching for Fixed Assets records
- Adding, Changing, Copying, Deleting Fixed Asset records
- Fixed Assets Import
- PO Receiving w/Fixed Assets Quick Add
- Fixed Asset Reports

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 <i>Fixed Assets Master File Maintenance</i> window from the <i>Fixed Assets</i> window from the File Masterfiles command. N Disable access. The command is grayed out.
02	Enable Reports and Processes	R	Y Enable access to the File Report / Processes 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"> 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.

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	MSTCONDCODE	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

User Security QCC Fixed Assets (Cont.)

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 page 3-9.</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 (Cont.)

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	

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 (Cont.)

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	N For adding a fixed asset while receiving, do not display the box on the form (default).
12	Vehicle # box	
13	License # box	Y Display the box.
14	Department, Building, and Room boxes	
15 - 16	Default category code	<p>For adding a fixed asset while receiving, do either the following.</p> <ul style="list-style-type: none"> • 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 <i>QSS Fixed Assets Manual</i>.
17 - 20	Default type code	
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 (Cont.)

COL	CONTROLS	DESCRIPTION
25	Description for cancelled receipts	<p>N On the Cancel Purchase Order Receipts form, the Description column is optional for each cancellation (default).</p> <p>Y The Description column is required.</p>
26 - 27	Disposition reason for cancellation	<p>Do either of the following.</p> <ul style="list-style-type: none"> 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	<p>N Partial cancellation allowed (default). On the Cancel Purchase Order Receipts form, the Qty cancelled can be less than the Qty Rcv column.</p> <p>Y Full cancellation only. The Qty cancelled must be the same as the Qty Rcv.</p>
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	<p>(blank) When creating fixed asset records from receipts, do not post anything to the Local, State, or Federal projects.</p> <p>F Pre-fill the Federal box with the function code in the Account box.</p> <p>S Pre-fill the State box with the function code in the Account box.</p> <p>L Pre-fill the Local box with the function code in the Account box.</p>
02 - 60	Not used	Leave blank

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 – 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	QSSHHS

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:42 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 – 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 FY Name Code

24 2009

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	DEEPPRYR	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 – 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 24 FY 2009 Name Code

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 – 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 (COND)**
- ✓ Disposition Code (DISP)
- ✓ Odometer Values (ODO)
- ✓ Room (ROOM)
- ✓ Building (BLDG)

DI 24 FY 2009 Name Code

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 – 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 (ODO)
- ✓ 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 – Odometers

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

Odometer Values District Master File

Odometer Type	Odometer Value
FA	9999000001
IN	0000000016

Yr:2009 Dist:24 Site:1 GS: W 1/18/2016 8:52 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 – 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 PORT1
WESTWING	WEST WING - HS	WSTWGS

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

QCC Fixed Assets

User Preferences / Settings

FA Maintenance – File Dropdown

Fixed Assets 24 - STORES DIST 24 (QSS ONLY)

File Options Help

Master File Maintenance Ctrl+M
Report/Processes Ctrl+R
Inventory Control Ctrl+I
User Preferences Ctrl+U
Show Status Ctrl+F12
Exit F12

Inspect

Additional info Account Splits

Asset: [] Condition: []
Description: [] Vehicle #: []
Tag: [] License #: []
Category: [] Color: []
Type: [] Insurance Code: []
Serial: [] Insurance Expires: [/ /]
Barcode #: [] Warranty Expires: [/ /]
Barcode Loc: [] Warranty Length: []
Manufacturer: [] Manufacture Date: [/ /]
Man. Part#: [] Registration Expires: [/ /]
Model: []

Location
Site: []
Dept: []
Building: []
Floor: []
Room: []
Description: []

Cost
Quantity: []
Unit Cost: []
Market Value: []
Replacement: []
Salvage: []
Current Depreciation: []
Depreciation to Date: []

Disposition/Status
Reason: []
Date: [/ /]

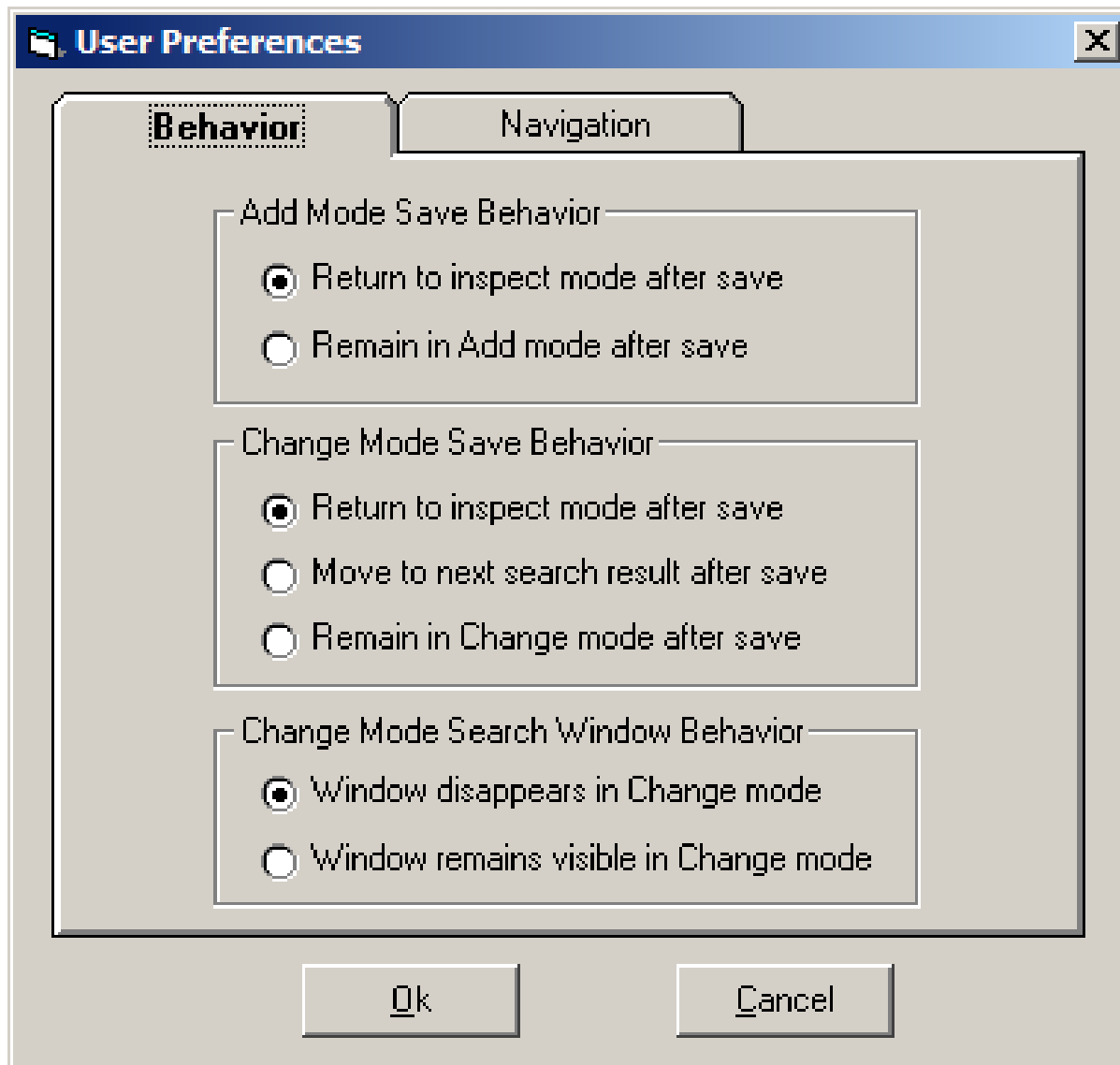
Current Status:
Last Change:

Project
Local: [] State: [] Federal: []

Acquisition and AP Payment Information
Reason: [] Acquired: [02/27/2011]
Vendor: [] Name: []
Warrant#: [] Issue Date: [/ /]
Invoice: [] ☐ Auto APY? PO#: []
Account: []
GL Fund: [] Sub Fund [] Object: []

Yr:2009 Dist:24 Site:1 GS: W 2/27/2011 8:35 AM

FA Maintenance – Behavior Preferences

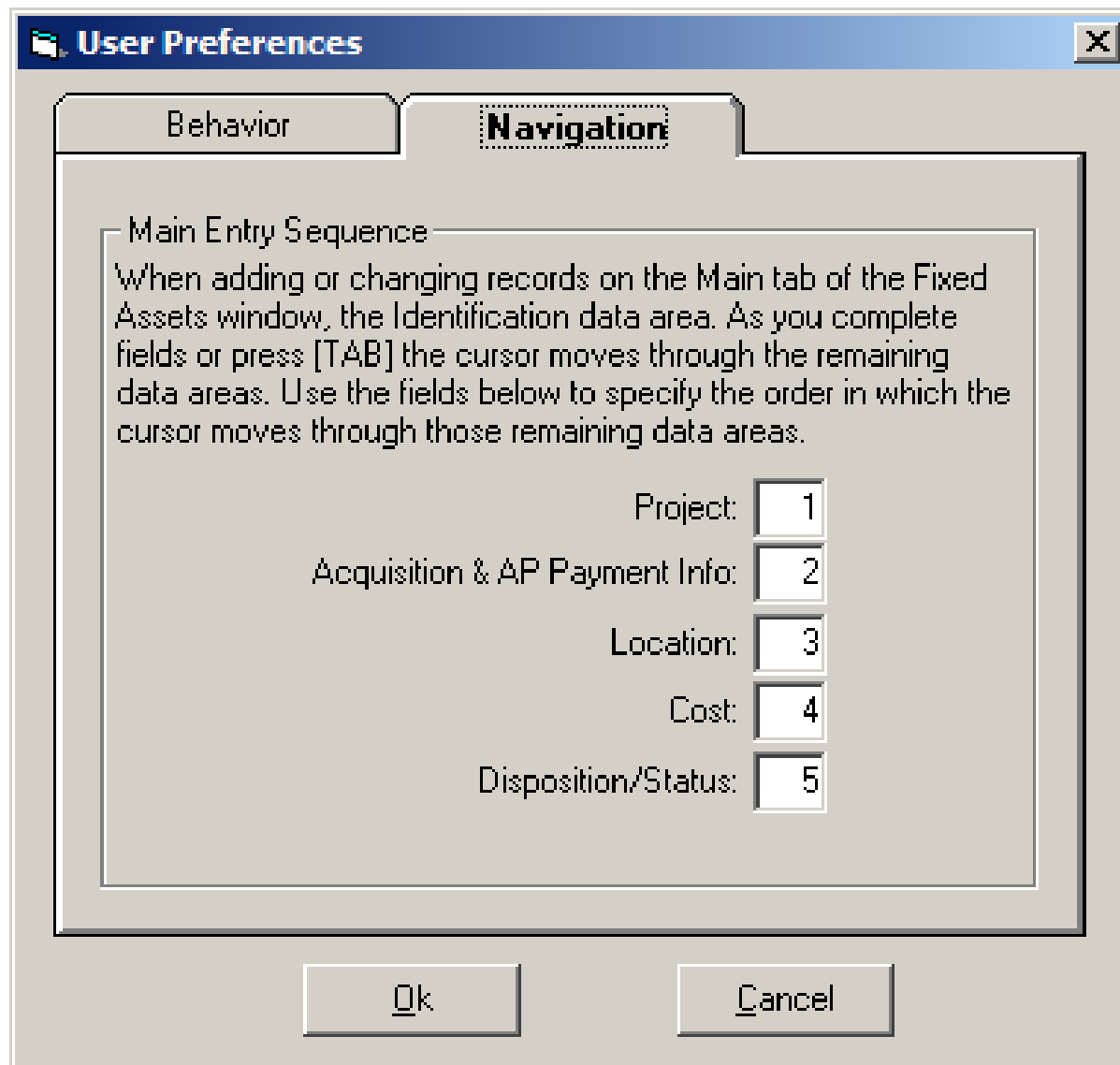


The image shows a 'User Preferences' dialog box with a blue title bar and a close button. It has two tabs: 'Behavior' (selected) and 'Navigation'. The 'Behavior' tab contains three sections, each with a title and two radio button options:

- 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

At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

FA Maintenance – Navigation Preferences



The image shows a 'User Preferences' dialog box with a blue title bar and a close button. It has two tabs: 'Behavior' and 'Navigation'. The 'Navigation' tab is selected. Inside the tab, there is a section titled 'Main Entry Sequence' with a descriptive paragraph. Below the paragraph are five labeled input fields, each containing a number from 1 to 5. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

User Preferences

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

Ok Cancel

QCC Fixed Assets

Advanced Searching

FA Maintenance – Search Request Form

Fixed Assets - Search 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Options

Indexed Search

Asset: Barcode #:

Search Parameters - All text fields support Wildcard search (Use * or ?)

Description: <input type="text"/>	Additional Desc: <input type="text"/>	Tag: <input type="text"/>
Cat: 20 - DATA PROCESSING EC	Manufacturer: <input type="text"/>	Loc Desc: <input type="text"/>
Type: *All	Serial: <input type="text"/>	Barcode Locn: <input type="text"/>
Site: *All	Manuf. part#: <input type="text"/>	Dept: <input type="text"/>
Condition: *All	Model: <input type="text"/>	Building: <input type="text"/>
Invoice #: <input type="text"/>	Vehicle #: <input type="text"/>	Floor: <input type="text"/>
Audit ID: <input type="text"/>	Color: <input type="text"/>	Room: <input type="text"/>
Ins Code: <input type="text"/>	License #: <input type="text"/>	Federal Project: <input type="text"/>
Vendor: <input type="text"/> L PO#: <input type="text"/>	Status: <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Both	State Project: <input type="text"/>
Vendor Name: <input type="text"/>		Local Project: <input type="text"/>
Acq Reason: *All		GL Fund: <input type="text"/>
Acq from date: / / To: / /		Sub Fund: <input type="text"/>
Disposition: *All		Object: <input type="text"/>
Disp from date: / / To: / /		User Defined Field(s) <input type="text"/>
	Unit cost from: <input type="text"/> to: <input type="text"/>	

Yr:2009 Dist:24 Site:1 GS: W 2/27/2011 8:40 AM

FA Maintenance – Search Request Results

Fixed Assets - Search Results

24 - STORES DIST 24 (QSS ONLY)

QSS/OASIS

File

Options

Asset ID	Description	Tag #	Location Site	Location Desc	Dept	Building	Floor	Room	Cate.	Desc	Type	Desc	Condition	Acq Date	Ac
1000088776	iPod-T1	1000088776	0097 - QSS HI		NO DE	NO BLDG	NO FL	NO ROOM	20	DATA PR	0001	MINI COM		3/12/2007	1
1877688776	iPod-T1	1877688776	0097 - QSS HI		NO DE	OAK BLDG	NO FL	NO ROOM	20	DATA PR	0001	MINI COM		3/12/2007	1
1877688777	iPod-T1	1877688777	4444 - EAST C	4 Walls Cafe	44	44	1	ADMIN	20	DATA PR	0001	MINI COM		3/12/2007	1
0000001111	iPod-T1	0000001111	0097 - QSS HI			NOBLDG		123	20	DATA PR	0001	MINI COM		2/26/2009	1

FA Search Results – Grid Output

Grid Output												
File Options												
Asset ID	Description	Tag #	Location Site	Location Desc	Dept	Building	Floor	Room	Cate.	Desc	Type	Des
1000088776	iPod-T1	1000088776	0097 - QSS		NO	NO BLDG	NO	NO ROOM	20	DATA	0001	MIN
1877688776	iPod-T1	1877688776	0097 - QSS		NO	OAK BLDG	NO	NO ROOM	20	DATA	0001	MIN
1877688777	iPod-T1	1877688777	4444 - EAST	4 Walls Cafe	44	44	1	ADMIN	20	DATA	0001	MIN
0000001111	iPod-T1	0000001111	0097 - QSS			NOBLDG			123	DATA	0001	MIN

FA Grid Output to Excel

Out20110227084541.xls - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Asset ID	Descriptio	Tag #	Location S	Location C	Dept	Building	Floor	Room	Cate.	Desc	Type	Desc	Condition	Acq Date	Acq Rsn.	ACQ R
1	Asset ID	Descriptio	Tag #	Location S	Location C	Dept	Building	Floor	Room	Cate.	Desc	Type	Desc	Condition	Acq Date	Acq Rsn.	ACQ R
2	1000088776	iPod-T1	1E+09	0097 - QSS HIGH SCH	NO DEPT	NO BLDG	NO FLOOR	NO ROOM		20	DATA PRC	1	MINI COMPUTER		3/12/2007	1	NEW P
3	1877688776	iPod-T1	1.88E+09	0097 - QSS HIGH SCH	NO DEPT	OAK BLDG	NO FLOOR	NO ROOM		20	DATA PRC	1	MINI COMPUTER		3/12/2007	1	NEW P
4	1877688777	iPod-T1	1.88E+09	4444 - EAS 4 Walls Ca	44	44	1	ADMIN		20	DATA PRC	1	MINI COMPUTER		3/12/2007	1	NEW P
5	1111	iPod-T1	1111	0097 - QSS HIGH SCHOOL		NOBLDG			123	20	DATA PRC	1	MINI COMPUTER		2/26/2009	1	NEW P
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	

Out20110227084541

Import c:\users\don\appdata\roaming\qss\userfiles\svr.hp3k.qss.com.port.29410\don hemwall\temp\out20110227084541.xls into Excel.

100%

QCC Fixed Assets

Adding, Changing, Copying, Deleting

FA Maintenance – Options Dropdown

Fixed Assets 24 - STORES DIST 24 (QSS ONLY)

File Options Help

Save F9
Copy Ctrl+F7
Add Ctrl+F6
Inspect Ctrl+F5
Change Ctrl+F9
Delete/Un-Delete Ctrl+F8
Search F3
First Record Shift+F5
Previous Record F5
Next Record F6
Last Record Shift+F6
Shortcuts
Print Screen F11

Barcode #:
Barcode Loc:
Manufacturer:
Man. Part#:
Model:

Project
Local: State: Federal:

Acquisition and AP Payment Information
Reason: Acquired: 02/27/2011
Vendor: Name:
Warrant#: Issue Date: / /
Invoice: ☐ Auto APY? PO#:
Account:
GL Fund: Sub Fund Object:

Additional info
Condition:
Vehicle #:
License #:
Color:

Account Splits
Location
Site:
Dept:
Building:
Floor:
Room:
Description:
Cost
Quantity:
Unit Cost:
Market Value:
Replacement:
Salvage:
Current Depreciation:
Depreciation to Date:
Disposition/Status
Reason:
Date: / /
Current Status:
Last Change:

Yr:2009 Dist:24 Site:1 GS: W 2/27/2011 8:50 AM

FA Maintenance – Main Tab

Fixed Assets 24 - STORES DIST 24 (QSS ONLY)

File Options Help

1 of 4

Inspect

Main Additional info Account Splits

Identification

Asset: 1000088776 Condition: []

Description: iPod-T1 Vehicle #: []

Tag: 1000088776 License #: []

Category: 20 - DATA PROCESSING Color: []

Type: 0001 - MINI COMPUTER Insurance Code: []

Serial: T10002007 Insurance Expires: / /

Barcode #: [] Warranty Expires: / /

Barcode Loc: 07000101 Warranty Length: 0 Years

Manufacturer: Apple Manufacture Date: / /

Man. Part#: T10002007 Registration Expires: / /

Model: iPod-T1

Location

Site: 0097 - QSS HIGH SCHOOL

Dept: NO DEPT

Building: NO BLDG

Floor: NO FLOOR

Room: NO ROOM

Description: []

Cost

Quantity: 1

Unit Cost: \$995.00

Market Value: \$504.13

Replacement: \$995.00

Salvage: \$49.75

Current Depreciation: \$189.05

Depreciation to Date: \$756.20

Disposition/Status

Reason: AU - AUCTIONED OR SOLD

Date: 02/24/2009

Current Status: Deleted

Last Change: 02/24/2009 by DA02

Project

Local: 7011 State: 7011 Federal: 7011

Acquisition and AP Payment Information

Reason: 1 - NEW PURCHASE Acquired: 03/12/2007

Vendor: 000000 Name: []

Warrant#: 2662111 Issue Date: / /

Invoice: 170649 Auto APY? PO#: 7

Account: []

GL Fund: [] Sub Fund: [] Object: []

Yr: 2009 Dist: 24 Site: 1 GS: W 2/27/2011 8:52 AM

FA Maintenance – Additional Info Tab

Fixed Assets 24 - STORES DIST 24 (QSS ONLY)

File Options Help

3 of 4

Inspect

Main **Additional info** Account Splits

Asset Number : 1877688777 Desc: iPod-T1

Additional Description

This is a loaner iPod for any that are broken or in repair shop.

User Defined Fields

MY FIELD ONE:

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):

USER DEFINED FIELD #3 (10 CHAR):

USER DEFINED FIELD #4 (10 CHAR):

USER DEFINED FIELD #5 (10 CHAR):

Yr:2009 Dist:24 Site:1 GS: W 2/27/2011 8:54 AM

FA Maintenance – Account Splits Tab

Fixed Assets 24 - STORES DIST 24 (QSS ONLY)

File Options Help+Video

Inspect

Main Additional info **Account Splits**

Mode
☒ Percent
☐ \$ Amount

Acquisition Cost: 995.00

	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	50.0000	2110	497.50
2	01-0000-0-4300.00-0000-2110-800-820-546	50.0000	2110	497.50

Total: 100.0000 995.00

Difference: 0.0000 0.00

Yr:2008 Dist:24 Site:1 3/17/2015 3:28 PM

FA Maintenance – Copy Form

Fixed Assets 24 - STORES DIST 24 (QSS ONLY)

File Options Help

Main Additional info Account Splits

Identification

Asset: 1112131415 Condition: [Condition] Location: 0097 - QSS HIGH SCHOOL

Description: iPod-T1 Vehicle #: [Vehicle #]

Tag: 1112131415 License #: [License #]

Category: 20 - DATA PROCESSING Color: [Color]

Type: 0001 - MINI COMPUTER Insurance Code: [Insurance Code]

Serial: T10002007 Insurance Expires: [Insurance Expires]

Barcode #: [Barcode #] Warranty Expires: [Warranty Expires]

Barcode Loc: 07000101 Warranty Length: 0 Years

Manufacturer: Apple Manufacture Date: [Manufacture Date]

Man. Part#: T10002007 Registration Expires: [Registration Expires]

Model: iPod-T1

Location

Site: 0097 - QSS HIGH SCHOOL

Dept: NO DEPT

Building: NO BLDG

Floor: NO FLOOR

Room: NO ROOM

Description: [Description]

Cost

Quantity: 1

Unit Cost: \$995.00

Market Value: \$504.13

Replacement: \$995.00

Salvage: \$49.75

Current Depreciation: \$189.05

Depreciation to Date: \$756.20

Disposition/Status

Reason: [Reason]

Date: [Date]

Current Status: Deleted

Last Change: 02/24/2009 by DA02

Project

Local: 7011 State: 7011 Federal: 7011

Acquisition and AP Payment Information

Reason: 1 - NEW PURCHASE Acquired: 03/12/2007

Vendor: 000000 Name: [Name]

Warrant#: 2662111 Issue Date: [Issue Date]

Invoice: 170649 Auto APY? PO#: 7

Account: [Account]

GL Fund: [GL Fund] Sub Fund: [Sub Fund] Object: [Object]

Yr: 2009 Dist: 24 Site: 1 GS: W 2/27/2011 9:03 AM

FA Maintenance – Delete Form

Fixed Assets 24 - STORES DIST 24 (QSS ONLY)

File Options Help

Delete

Main Additional info Account Splits

Identification

Asset: 0000001111 Condition:

Description: iPod-T1 Vehicle #:

Tag: 0000001111 License #:

Category: 20 - DATA PROCESSING Color:

Type: 0001 - MINI COMPUTEF Insurance Code:

Serial: z123456 Insurance Expires: / /

Barcode #: 0009876543 Warranty Expires: / /

Barcode Loc: 45690 Warranty Length: 0 Years

Manufacturer: Apple Manufacture Date: / /

Man. Part#: T1002007 Registration Expires: / /

Model: iPod-T1

Location

Site: 0097 - QSS HIGH SCHOOL

Dept:

Building: NOBLDG

Floor:

Room: 123

Description:

Cost

Quantity: 1

Unit Cost: \$800.00

Project

Local: 7011 State: 7011 Federal: 7011

Acquisition and AP Payment Information

Reason: 1 - NEW PURCHASE Acquired: 02/26/2009

Vendor: 000000 Name:

Warrant#: 2662111 Issue Date: / /

Invoice: 170649 ☐ Auto APY? PO#: 7

Account:

GL Fund: Sub Fund: Object:

Delete Fixed Asset?

Delete Fixed Asset?

Yes No

Disposition/Status

Reason: DE - DESTROYED BEYOND REPAIR

Date: 02/28/2009

Current Status:

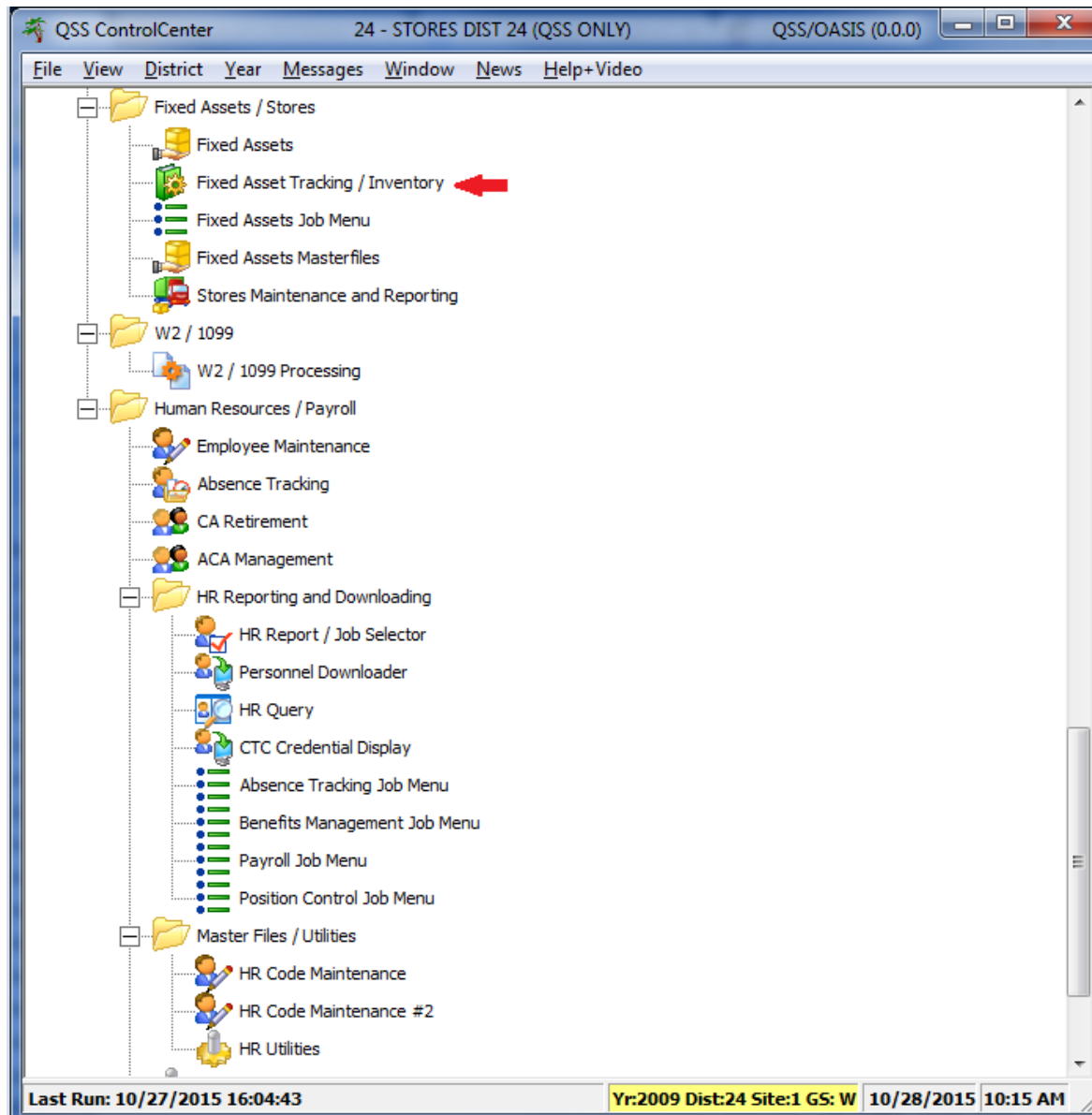
Last Change: 02/27/2009 by HMWL

Yr:2009 Dist:24 Site:1 GS: W 2/27/2011 9:13 AM

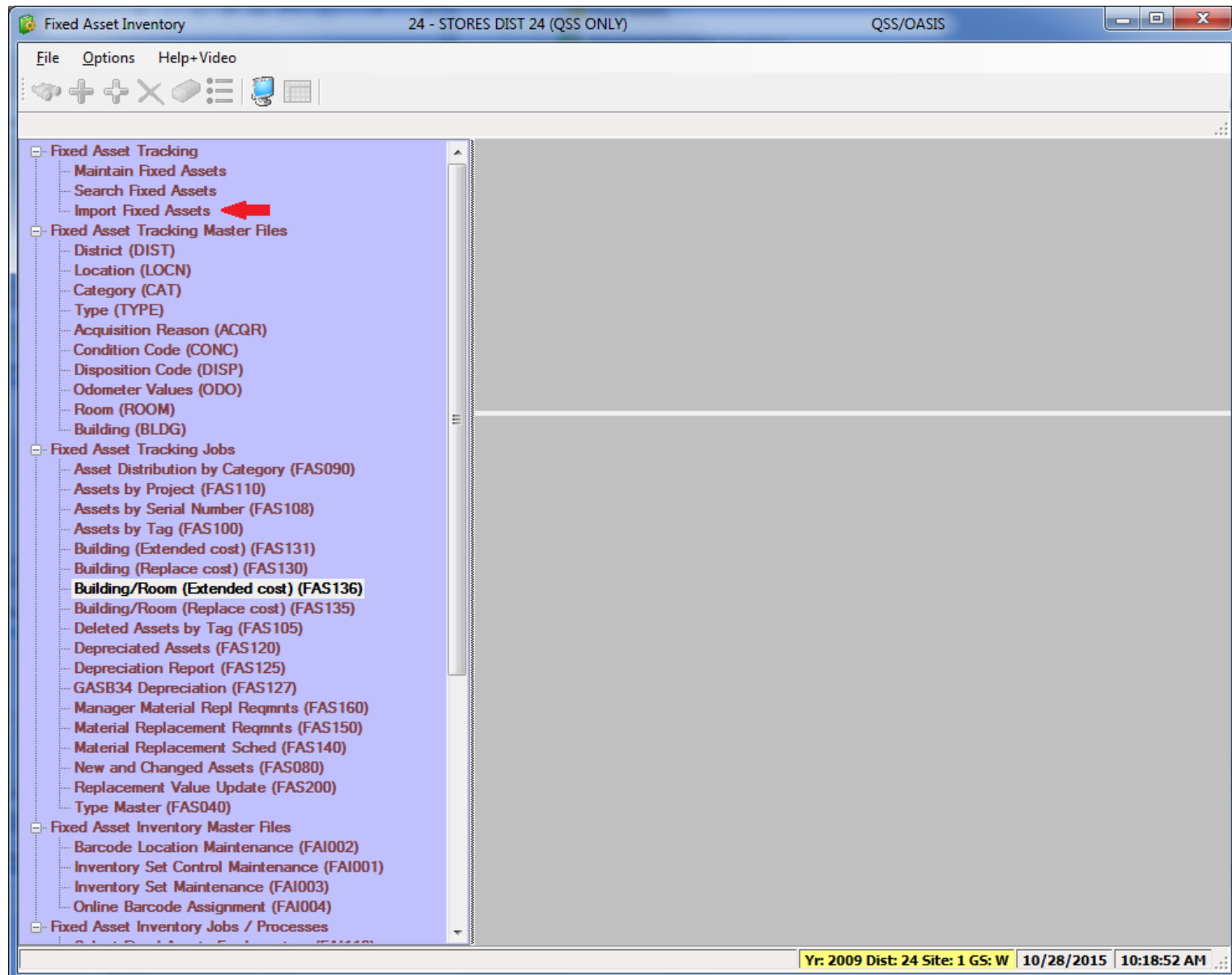
QCC Fixed Assets

Fixed Asset Import

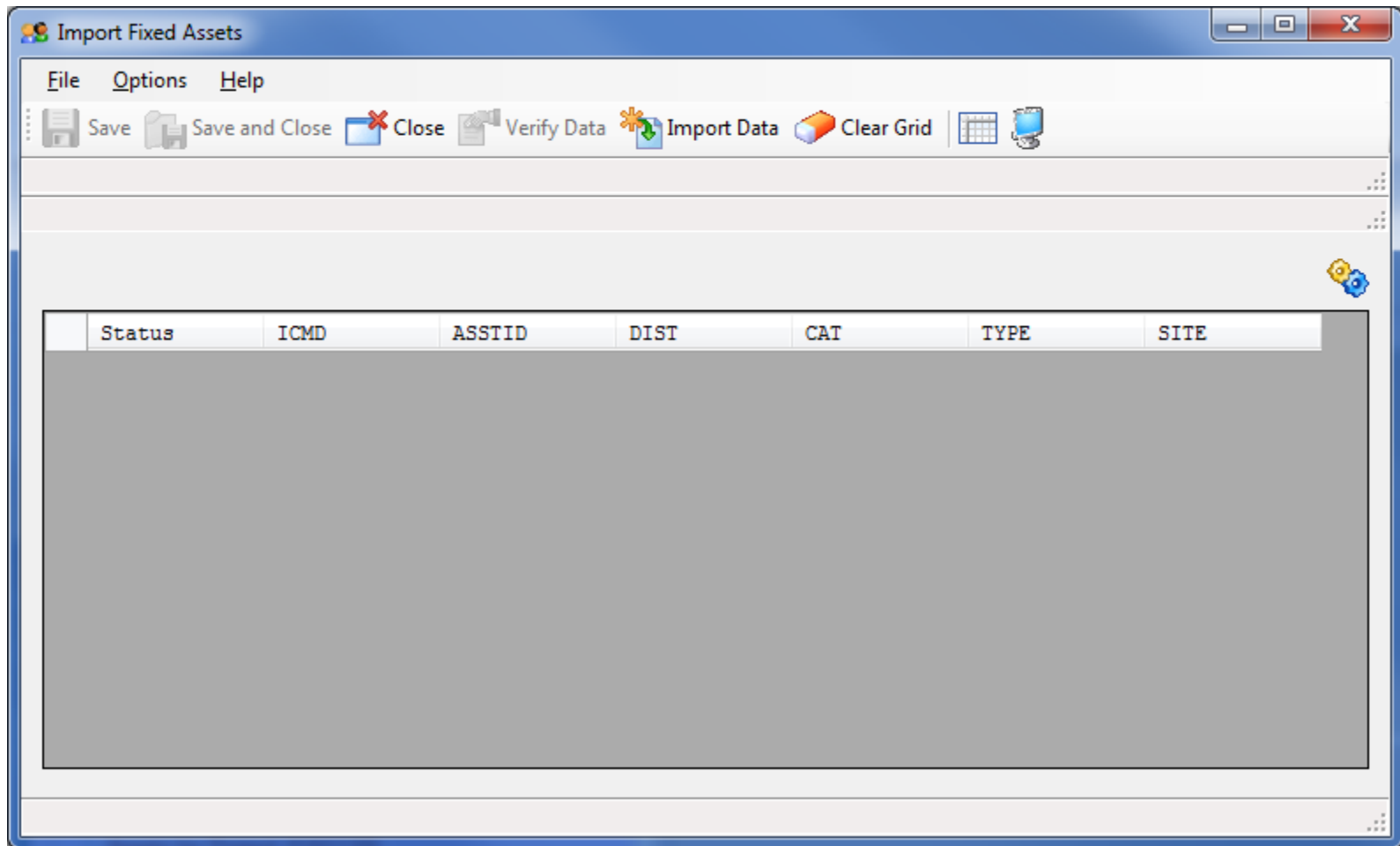
Fixed Assets Import



Fixed Assets Import (Cont.)



Fixed Assets Import (Cont.)



Fixed Assets Import (Cont.)

Configure Import

File Options

Available Additional Fields

Include Include All

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

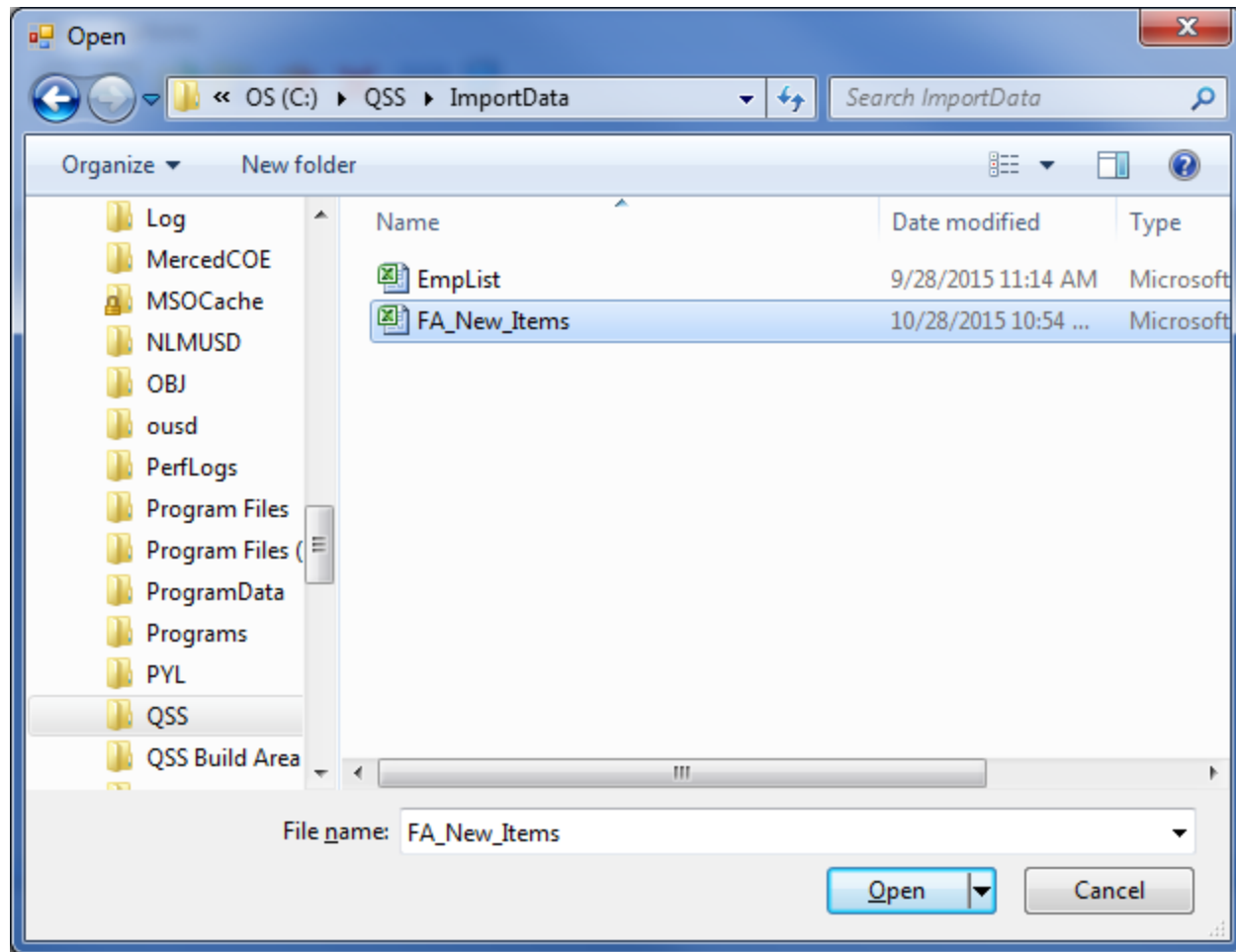
Selected Fields

Move Top Move Up Move Down Move Bottom Exclude

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

Fixed Assets Import (Cont.)



Fixed Assets Import (Cont.)

Grid Import

File Options

Rows processed:5 Errors:0 - Complete.

☒ Remove header line from Import data ☒ Append Import Data

	ICMD	ASSTID	DIST	CAT	TYPE	SITE
▶ 1	A	2222233331	24	20	0001	0097
2	A	2222233332	24	20	0001	0097
3	A	2222233333	24	20	0001	0097
4	A	2222233334	24	20	0001	0097
5	A	2222233335	24	20	0001	0097

Fixed Assets Import (Cont.)

Import Fixed Assets

File Options Help

Save Save and Close Close Verify Data Import Data Clear Grid

Status	ICMD	ASSTID	DIST	CAT	TYPE	SITE
Verified	A	2222233331	24	20	0001	0097
Verified	A	2222233332	24	20	0001	0097
Verified	A	2222233333	24	20	0001	0097
Verified	A	2222233334	24	20	0001	0097
Verified	A	2222233335	24	20	0001	0097

QCC Fixed Assets

PO Receiving w/Fixed Assets Quick Add

PO Receiving w/Fixed Assets

Post Purchase Order Receipts 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Options

Save Close Show Receipts

ChangeMode

PO Number: 080001
 Req Number: 080001
 Date Received: 03/18/2015
 Stores Order:
 Vendor: 112233 - ACME TNT

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	10	0	EA	126.0000		10	F	Y	Y	A	1	Computer Tables
2	2	20	0	EA	86.5200		20	F	Y	Y	A	2	Secretary Chairs

Yr: 2008 Dist: 24 Site: 1 GS: W 3/18/2015 10:04:14 AM

PO Receiving w/Fixed Assets

Post Purchase Order Receipts 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Options

Save Close Grouped Item Description

ChangeMode

Identification

Asset: Condition:
 Description: Computer Tables Vehicle #:
 Tag: License #:
 Category: Color:
 Type: Insurance Code:
 Serial: Insurance Expires:
 Barcode #: Warranty Expires:
 Barcode Loc: Warranty Length: 0 Y
 Manufacturer: Manufacture Date:
 Mfg. Part#: Registration Expires:
 Mfg. Model: Model Year:

Acquisition and AP Payment Information

Reason: Acquired: 03/18/2015
 Vendor: 112233 ACME TNT
 Warrant#: 00000000 Issue Date:
 Invoice: Auto APY? PO#: 080001
 FD-RESC-Y-OBJT.SG-GOAL-FUNC-SCH-DD1-DD1
 Account: 01-0000-0-4200.00-3300-1000-220-500-220
 GL Fund: 00000001 Sub Fund: 00000000 Object: 00004200

Location

Site: 0001 Department: NO DEPT
 Building:
 Floor: NO FLOOR
 Room:
 Desc:

Cost

Quantity: 2
 Unit Cost: \$299.04
 Market Value: \$0.00
 Replacement: \$0.00
 Salvage: \$20.93

Project

Local: State: Federal:

Assets

Ln	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
1		Computer Tables			2	\$299.04	112233	ACME TNT
2		Computer Tables			2	\$299.04	112233	ACME TNT
3		Computer Tables			2	\$299.04	112233	ACME TNT
4		Computer Tables			2	\$299.04	112233	ACME TNT
5		Computer Tables			2	\$299.04	112233	ACME TNT
6		Computer Tables			2	\$299.04	112233	ACME TNT
7		Computer Tables			2	\$299.04	112233	ACME TNT
8		Computer Tables			2	\$299.04	112233	ACME TNT
9		Computer Tables			2	\$299.04	112233	ACME TNT
10		Computer Tables			2	\$299.04	112233	ACME TNT

Yr: 2008 Dist: 24 Site: 1 GS: W 3/18/2015 10:09:16 AM

PO Receiving w/Fixed Assets

Post Purchase Order Receipts 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Options

Main

ChangeMode

Grouped Asset Information

Ln	Description	Serial	Tag
1	Computer Table w/2 Chairs		2223334440
2	Computer Table w/2 Chairs		2223334441
3	Computer Table w/2 Chairs		2223334442
4	Computer Table w/2 Chairs		2223334443
5	Computer Table w/2 Chairs		2223334444
6	Computer Table w/2 Chairs		2223334445
7	Computer Table w/2 Chairs		2223334446
8	Computer Table w/2 Chairs		2223334447
9	Computer Table w/2 Chairs		2223334448
10	Computer Table w/2 Chairs		2223334449
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Yr: 2008 Dist: 24 Site: 1 GS: W 3/18/2015 10:16:00 AM

PO Receiving w/Fixed Assets

Post Purchase Order Receipts 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Options

Save Close Grouped Item Description

ChangeMode

Identification

Asset: 2223334440 Condition: GO

Description: Computer Table w/2 Chairs Vehicle #:

Tag: 2223334440 License #:

Category: 60 Color:

Type: 0600 Insurance Code:

Serial: Insurance Expires:

Barcode #: 2223334440 Warranty Expires:

Barcode Loc: Warranty Length: 0 Y

Manufacturer: Manufacture Date:

Mfg. Part#: Registration Expires:

Mfg. Model: Model Year:

Project

Local: State: Federal:

Acquisition and AP Payment Information

Reason: Acquired: 03/18/2015

Vendor: 112233 ACME TNT

Warrant#: 00000000 Issue Date:

Invoice: Auto APY? PO#: 080001

FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD1

Account: 01-0000-0-4200.00-3300-1000-220-500-220

GL Fund: 00000001 Sub Fund: 00000000 Object: 00004200

Location

Site: 0001 Department: NO DEPT

Building: PORT1

Floor: NO FLOOR

Room: 222

Desc:

Cost

Quantity: 2

Unit Cost: \$299.04

Market Value: \$281.25

Replacement: \$299.04

Salvage: \$2.99

Assets

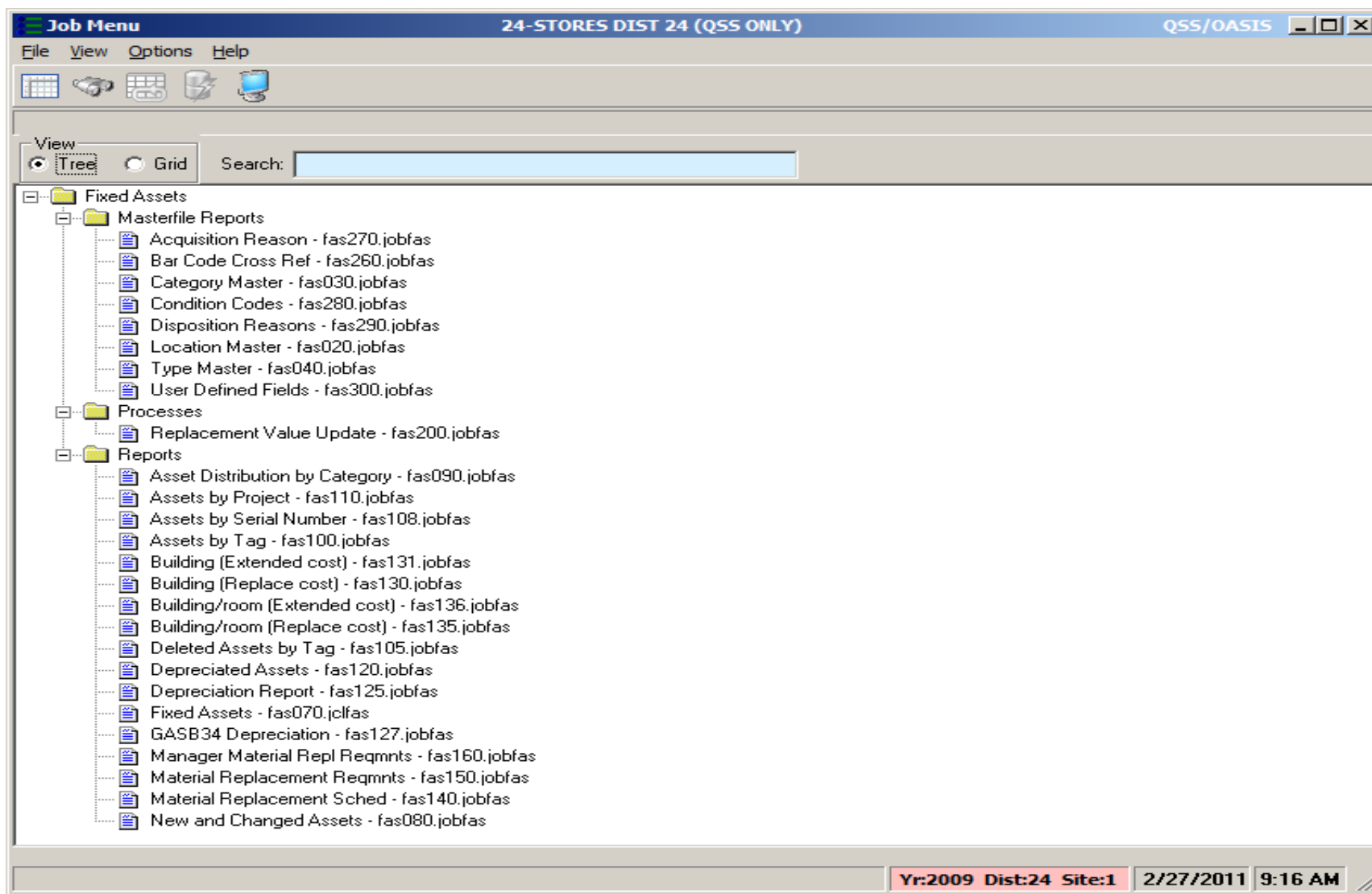
Ln	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
1	2223334440	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
2	2223334441	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
3	2223334442	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
4	2223334443	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
5	2223334444	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
6	2223334445	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
7	2223334446	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
8	2223334447	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
9	2223334448	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT
10	2223334449	Computer Table w/2 Chairs	60	0600	2	\$299.04	112233	ACME TNT

Yr: 2008 Dist: 24 Site: 1 GS: W 3/18/2015 10:30:44 AM

QCC Fixed Assets

Fixed Assets Reports

Fixed Assets Job Menu



FA Depreciated Assets Job Request

Request Aged Asset Master Report (LJ: #J2893) 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Help

FAS120 - 1 Presets Submit Job

District: 24 - Stores Dist 24 (Qss Only) Request Depreciated Assets QSS/OASIS

Year: 08

Report title: Webinar Sample

Beginning location:

Ending location:

Beginning category:

Ending category:

Period ending date: 06/30/2008

FA Depreciated Assets Job Request

Purpose of Report

The Depreciated Asset Report (FAS120) lists the scheduled replacement year and cost, salvage value, remaining value, and fair market value of assets acquired on or before a specified date. By default, the report includes all assets in the district. However, you can narrow the range of the report by selecting locations or asset categories.

The report groups assets by location. Within each location, assets are sorted by category and type. The location and category numbers appear in the headings of the report. The report begins a new page whenever the category changes.

The detail lines of the report include the following information about each asset:

- ◆ Asset type and type description
- ◆ Life and salvage percentage for each type
- ◆ Asset description
- ◆ Serial number
- ◆ Tag number
- ◆ Building
- ◆ Room
- ◆ Quantity
- ◆ Year acquired
- ◆ Year asset's service life expires
- ◆ Replacement cost
- ◆ Salvage value
- ◆ Remaining value of asset
- ◆ Fair market value of asset (salvage value plus remaining value)

FA Depreciated Assets Job Request

24 STORES DIST 24 (QSS ONLY) DEPRECIATED ASSET REPORT J2893 FAS120 H.00.01 03/17/15 PAGE 1
Webinar Sample

SITE 0025 GOLD HIGH SCHOOL

CATEGORY 71 CALCULATORS

PERIOD ENDING 06/30/2008

TYPE	DESCRIPTION	SERIAL NUMBER	TAG #	BLDG	ROOM	QTY	ACQ DATE	EXP. YEAR	REPLACE- MENT COST	SALVAGE VALUE	REMAINING VALUE	FAIR MARKET VALUE
200 CANNON LIFE 15 YRS SALVAGE 1%	CALCULATOR ELER	474504	10200	C	204	1	01/01/01	2016	202.00	2.02	102.12	104.14

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24 STORES DIST 24 (QSS ONLY) DEPRECIATED ASSET REPORT J2893 FAS120 H.00.01 03/17/15 PAGE 2
Webinar Sample

SITE 0000

CATEGORY 05 CUSTODIAL SUPPLIES

PERIOD ENDING 06/30/2008

TYPE	DESCRIPTION	SERIAL NUMBER	TAG #	BLDG	ROOM	QTY	ACQ DATE	EXP. YEAR	REPLACE- MENT COST	SALVAGE VALUE	REMAINING VALUE	FAIR MARKET VALUE
1900 WEED EATER LIFE 10 YRS SALVAGE 1%	testing			0	0	1	01/01/08	2018	500.00	5.00	479.17	484.17
	testing add			0	0	5	01/01/08	2018	500.00	5.00	479.17	484.17

FA Depreciation Report Request (FAS125)

Request Depreciation Report 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Help

FAS125 - 1 Presets Submit Job

District: 24 - Stores Dist 24 (Qss Only) Request Depreciation QSS/OASIS
Year: 09

Report title:

Beginning location:
Ending location:

Beginning category:
Ending category:

Period ending date: / /

Skip items less than:\$

FA Depreciation Report Request (FAS125)

Purpose of Report

The Depreciation Report (FAS125) lists the scheduled replacement year and the depreciated value of assets acquired on or before a specified date. By default, the report includes all assets in the district. However, you can narrow the range of the report by selecting locations or asset categories.

The report groups assets by location. Within each location, assets are sorted by category and type. The report heading includes site number and name, category number and name, period ending date. The report begins a new page whenever the category changes.

The detail lines of the report include the following information about each asset:

- ◆ Asset type and type description
- ◆ Life and salvage percentage for each type
- ◆ Asset description
- ◆ Serial number
- ◆ Tag number
- ◆ Building
- ◆ Room
- ◆ Year acquired
- ◆ Quantity
- ◆ Acquisition cost
- ◆ Salvage value
- ◆ Accumulated depreciation
- ◆ Net value
- ◆ Current depreciation

FA Depreciation Report Request (FAS125)

24 STORES DIST 24 (QSS ONLY)			DEPRECIATION REPORT			J2894	FAS125	H.01.03 03/17/15	PAGE	3
Webinar Sample			ITEMS OVER \$5,000.00							
SITE 0010 QSS CAMPUS			CATEGORY 25 INDUSTRIAL ARTS EQUI			PERIOD ENDING 06/30/2008				
TYPE	ASSET-ID	SERIAL#	DESCRIPTION	ACQ-DATE	QTY	ACQ-COST	SALVAGE	ACCUM DEPR	NET VALUE	CUR DEPR
200	BRAKE - METEL		LIFE	30 YRS	SALVAGE	1%				
	18956		95" BOX & PAN BRAKE	02/07/1994	1	12,321.93	123.22	5,862.16	6,459.77	406.62
	TOTAL	200	BRAKE - METEL			12,321.93	123.22	5,862.16	6,459.77	406.62
800	MILLING MACHINE		LIFE	10 YRS	SALVAGE	1%				
	4350 004822		MILLING MACHINE VERT	06/01/1964	1	10,500.00	105.00	10,395.00	105.00	0.00
	4351 18828		MILLING MACHINE VERT	06/01/1971	1	10,500.00	105.00	10,395.00	105.00	0.00
	TOTAL	800	MILLING MACHINE			21,000.00	210.00	20,790.00	210.00	0.00
1200	LATHE		LIFE	20 YRS	SALVAGE	1%				
	4345 001487		LATHE METAL CLUASING	06/01/1964	1	7,500.00	75.00	7,425.00	75.00	0.00
	4346 603518		LATHE METAL CLAUSING	06/01/1964	1	10,500.00	105.00	10,395.00	105.00	0.00
	4347 603517		LATHE METAL CLAUSING	06/01/1964	1	10,500.00	105.00	10,395.00	105.00	0.00
	TOTAL	1200	LATHE			28,500.00	285.00	28,215.00	285.00	0.00
1450	PLANER		LIFE	10 YRS	SALVAGE	1%				
	4272 98052		PLANER OLIVER 299	06/01/1970	1	8,800.00	88.00	8,712.00	88.00	0.00
	TOTAL	1450	PLANER			8,800.00	88.00	8,712.00	88.00	0.00
1950	SAW TABLE		LIFE	10 YRS	SALVAGE	1%				
	4231 204704		SAW TABLE OLIVER 200	06/01/1979	1	7,500.00	75.00	7,425.00	75.00	0.00
	4270 97570		SAW TABLE OLIVER 88D	06/01/1970	1	7,500.00	75.00	7,425.00	75.00	0.00
	TOTAL	1950	SAW TABLE			15,000.00	150.00	14,850.00	150.00	0.00
TOTAL CATEGORY 25 INDUSTRIAL ARTS EQUI						85,621.93	856.22	78,429.16	7,192.77	406.62

FA GASB34 Depreciation Report Request (FAS127)

Request GASB34 Depreciation Report 24 - STORES DIST 24 (QSS ONLY) QSS/OASIS

File Help

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 LO = Location GF = GL Fund PL = Proj/local PS = Proj/State PF = Proj/Federal

Order assets by: Asset ID

CA:

FN:

LO:

GF:

PL:

PS:

PF:

FA GASB34 Depreciation Report Request (FAS127)

Purpose of Report

This report is for users who wish comply with the reporting requirements of statement 34 of the Governmental Accounting Standards Board. The GASB34 Depreciation Report (FAS127) lists the acquisition date and depreciated value of assets acquired on or before a specified date.


The report header includes the function and state project. The detail lines of the report include the following information about each asset:

- ◆ Asset ID and description
- ◆ Serial number
- ◆ Acquisition date
- ◆ Category number
- ◆ Type number and description
- ◆ Life
- ◆ Salvage percent
- ◆ Quantity
- ◆ Cost
- ◆ Salvage Value
- ◆ LTD Depreciation
- ◆ Net value
- ◆ Current Depreciation

FA GASB34 Depreciation Report Request (FAS127)

24 STORES DIST 24 (QSS ONLY)			DEPRECIATION REPORT		J2895 FAS127 H.01.01 03/17/15 PAGE 1			
Webinar Sample			ITEMS OVER \$5,000.00		PERIOD ENDING 06/30/2008			
LOCAL PROJ:								
ASSET-ID	DESCRIPTION		SERIAL#	ACQ-DATE	CA TYPE		LIFE	SALVAGE
	QTY	COST	SALVAGE	LTD-DEP		NET VALUE	CUR-DEP	
1	craig is testing NEW			10/17/2006	01-0001 12" RULER.		11 YRS	11%
1		100,000.00	11,000.00	14,159.09		85,840.91	8,090.90	
67	craig is testing NEW			10/17/2006	01-0001 12" RULER.		11 YRS	11%
1		100,000.00	11,000.00	14,159.09		85,840.91	8,090.90	
68	craig is testing NEW			10/17/2006	01-0001 12" RULER.		11 YRS	11%
1		100,000.00	11,000.00	14,159.09		85,840.91	8,090.90	
1003	PROJECTOR 16MM SOUNDBELL & HOW		8034006-00098	06/01/2006	49-0300 BELL & HOWELL		10 YRS	1%
5		4,055,750.00	40,557.50	836,498.45		3,219,251.55	401,519.25	
1288	LATHE METAL SOUTHBEND		3176FKL16	06/01/1958	25-1200 LATHE		20 YRS	1%
1		8,500.00	85.00	8,415.00		85.00	0.00	
1289	LATHE METAL CLAUSING 1		24904	06/01/1958	25-1200 LATHE		20 YRS	1%
1		7,000.00	70.00	6,930.00		70.00	0.00	
1290	LATHE METAL CLAUSING 1		512647	06/01/1979	25-1200 LATHE		20 YRS	1%
1		7,000.00	70.00	6,930.00		70.00	0.00	
1365	LATHE CLAUSING 1		504573	06/01/1969	25-1200 LATHE		20 YRS	1%
1		7,000.00	70.00	6,930.00		70.00	0.00	
1369	LATHE SOUTHBEND		11953HKR15	06/01/1963	25-1200 LATHE		20 YRS	1%
1		8,500.00	85.00	8,415.00		85.00	0.00	
1567	PLANER OLIVER 299		96741	06/01/1965	25-1450 PLANER		10 YRS	1%
1		8,800.00	88.00	8,712.00		88.00	0.00	
TOTAL	LOCAL PROJ	10,651,087.63	340,459.23	5,332,833.67		5,318,253.96	620,485.38	

Fixed Assets – Give Feedback

Date and Time (Pacific)	Workshop Title & Announcement Flyer Links	Sponsor, Workshop Type, Location	Presenter / Q/A for Webinars	QSSUG Member <u>or</u> HSS-sponsored Reg. Cost	QSSUG Non-Member Reg. Cost	Status (See Legend Below)
Tuesday April 24, 2018 10am-12 Noon	Fixed Assets Download flyer 	QSSUG PSFA Webinar Give Feedback	Don Hemwall	\$0.00	\$250.00	Open