



HARRIS
School Solutions

QSSUG PSFA Committee Webinar

Fixed Assets Import
February 12, 2020

Fixed Assets (FA) Data Import

- Introduced on the 1.45.1 release
- Allows “importing” of Fixed Assets data from a spreadsheet or “CSV” file
- HSS recommends importing from a Microsoft Excel spreadsheet
- Current version of FA Data Import will not “update” existing Fixed Assets records –it will only add new Fixed Assets records

Fixed Assets (FA) Data Import

- Fields **required** for import – these fields **MUST** be present in the import file:
 - Asset ID
 - District
 - Category
 - Type
 - Site
- All other Fixed Asset fields are optional

Fixed Assets (FA) Data Import

- Maximum number of records that can be imported is 10,000 – split the data into 2 or more import files if needed
- HSS recommends testing with a small (10-20) group of records and checking the Fixed Assets screens before importing a large number of records

Fixed Assets (FA) Data Import

- Depreciation is a calculated field and cannot be imported
- Any field not included in the import will be either blank or filled with zeros on the Fixed Asset screen

Let's Get Started!

QSS ControlCenter 07 QSS DEMONSTRATION DISTRICT linux-01/0.0.0

File View District Year Messages Window News Help+Video

Favorites

- Employee Maintenance
- Budget Development
- Demo Stuff
 - System Security
 - Print Manager
 - Upload / Download Files (QSSXFR)
 - Purchase Orders / Requisitions
 - Job Menu
 - Personnel Downloader
- Go
 - Print Manager / Job Menu / Utilities
 - Print Manager
 - Job Menu
 - Upload / Download Files (QSSXFR)
 - Queue Management
- System Admin
- Finance
- Fixed Assets / Stores
 - Fixed Assets
 - Fixed Asset Tracking / Inventory**
 - Fixed Assets Job Menu
 - Fixed Assets Masterfiles
 - Stores Maintenance and Reporting
- W2 / 1099
 - W2 / 1099 Processing
- Human Resources / Payroll
 - Employee Maintenance
 - Absence Tracking
 - Retirement
 - ACA Management
 - HR Reporting and Downloading
 - HR Report / Job Selector
 - Personnel Downloader

Last Run: 02/07/2020 13:31:07 Yr:2008 Dist:07 Site:0 GS: W 2/11/2020 11:13 AM

Click
“Fixed Asset Tracking / Inventory”

Note that your
QCC menu may
look different due
to your security
settings.

Select Import Fixed Assets

Fixed Asset Tracking / Inventory

File Options Help+Video

Double click "Import Fixed Assets" to begin the process

- Fixed Asset Tracking
 - Maintain Fixed Assets
 - Search Fixed Assets
 - Import Fixed Assets**
- Fixed Asset Tracking Master Files
 - District (DIST)
 - Location (LOCN)
 - Category (CAT)
 - Type (TYPE)
 - Acquisition Reason (ACQR)
 - Condition Code (CONC)
 - Disposition Code (DISP)
 - Odometer Values (ODO)
 - Room (ROOM)
 - Building (BLDG)
- Fixed Asset Tracking Jobs
 - Building/Room (Replace cost) (FAS135)
- Fixed Asset Inventory Master Files
 - Barcode Location Maintenance (FAI002)
 - Inventory Set Control Maintenance (FAI001)
 - Inventory Set Maintenance (FAI003)
 - Online Barcode Assignment (FAI004)
- Fixed Asset Inventory Jobs / Processes
 - 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 (FAS070)
 - Acquisition Reason (FAS270)
 - Bar Code Cross Ref (FAS260)
 - Category Master (FAS030)
 - Condition Codes (FAS280)

Yr: 2008 Dist: 07 Site: 00 GS: W 2/11/2020 1:00:43 PM

Configure the Import

The screenshot shows the 'Import Fixed Assets' application window. The title bar reads 'Import Fixed Assets'. The menu bar includes 'File', 'Options', and 'Help'. The toolbar contains icons for 'Save', 'Close', 'Verify Data', 'Import Data', and 'Clear Grid'. The main area displays a table with the following columns: Status, ICMD, ASSTID, DIST, CAT, TYPE, and SITE. A blue callout box points to the 'Status' column, stating: "Display only" field which shows error message, "Verified", or "Added" for each row. Another blue callout box points to a 'gears' icon in the top right corner of the table area, stating: Click on the "gears" to configure the additional fields to be imported.

Status	ICMD	ASSTID	DIST	CAT	TYPE	SITE
--------	------	--------	------	-----	------	------

Configure the Import

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
LIC	License	Import
REGEXP	Registration Exp Date	Import
INSEXP	Insurance Exp Date	Import

Choose from any or all of these fields. Click "Import" to add a field to the Selected Fields list.

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

Required fields have already been selected

Yr: 2008 Dist: 07 Site: 00 GS: W 2/11/2020 1:14:16 PM

Save Your Configuration!

Configure Import

File Options

Be sure to "Save" the import preferences for the next time! Preferences are saved by user login ID and cannot be shared between users.

Available Additional Fields

Include Include All

Field Name	Description	Action
GLSFND	GL Subfund	Import
GLOBJ	GL Object	Import
PRJLO	Project Local	Import
PRJST	Project State	Import
PRJFED	Project Fed	Import
SLVG	Salvage Value	Import
MODYR	Model Year	Import
COLOR	Color	Import
LIC	License	Import
REGEXP	Registration Exp Date	Import
INSEXP	Insurance Exp Date	Import
VEHNO	Vehicle No	Import
MANU	Manufacturer	Import
MANDT	Manufacture Date	Import
MANPT	Manufacture Part No	Import
INSUR	Insurance Code	Import
ACQRSN	Acquisition Reason	Import
VENDOR	Vendor Number	Import
VENDNM	Vendor Name	Import
WARRNO	Warrant Number	Import
WARRDT	Warrant Date	Import
PO	Purchase Order No	Import
INVNO	Invoice Number	Import
WAREXP	Warranty Exp Date	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
DESC	Description	Exclude
SERIAL	Serial No	Exclude
TAG	Tag No	Exclude
BLDG	Building	Exclude
ROOM	Room	Exclude
UNITC	Unit Cost	Exclude
QTY	Quantity	Exclude
REPLV	Replacement Value	Exclude
MKTV	Market Value	Exclude
ACQDT	Acquisition Date	Exclude
ACCT	Accountclass	Exclude

In this example, "Desc", "Serial", "Tag", etc. are added to the Selected Fields list for importing. The optional fields added can be removed from the list using the "Exclude" action.

Yr: 2008 Dist: 07 Site: 00 GS: W 2/11/2020 1:26:32 PM

Excel Spreadsheet Example

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ICMD	ASSTID	DIST	CAT	TYPE	SITE	DESC	SERIAL	TAG	BLDG	ROOM	UNITC	QTY	REPLV	MKTV	AQDT	ACCT	
2	A	0000000000	07	75	1900	0001	PRINTER - HP M477	202A19875	501	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000	
3	A	0000000000	07	75	1900	0001	PRINTER - HP M477	202A19876	502	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000	
4	A	0000000000	07	75	1900	0001	PRINTER - HP M477	202A19877	503	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000	
5	A	0000000000	07	75	1900	0001	PRINTER - HP M477	202A19878	504	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000	
6	A	0000000000	07	75	1900	0001	PRINTER - HP M477	202A19879	505	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000	

The blue callout box contains the following text:

Example of a properly formatted Microsoft Excel spreadsheet. The spreadsheet matches the items selected to be imported (previous slide).

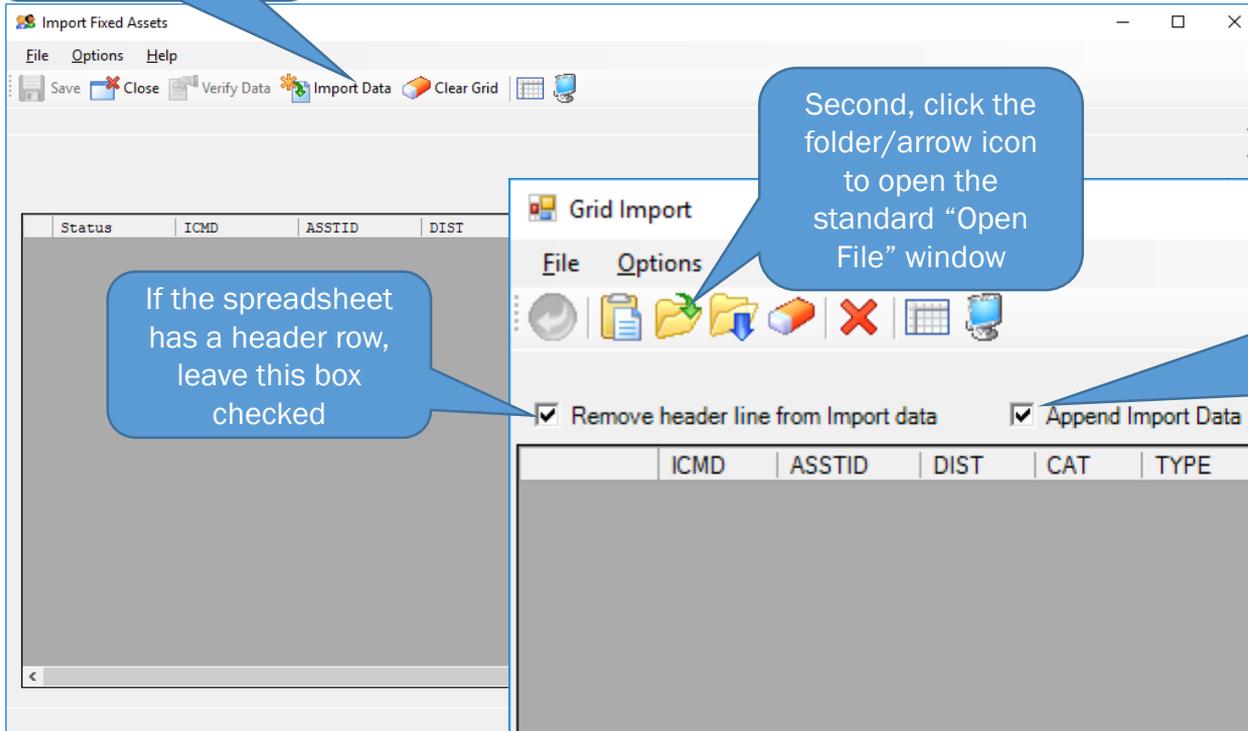
To have the import tool automatically auto number the imported assets, fill the "AssetID" column with all zeroes as shown. This assumes auto numbering is enabled using the FAT050 Usersec.

If accounts are being imported, they must be valid accounts in the Financial System. Accounts can be formatted (see above example) or unformatted.

See Import Formatting Notes handout for specific formatting information and instructions for each field.

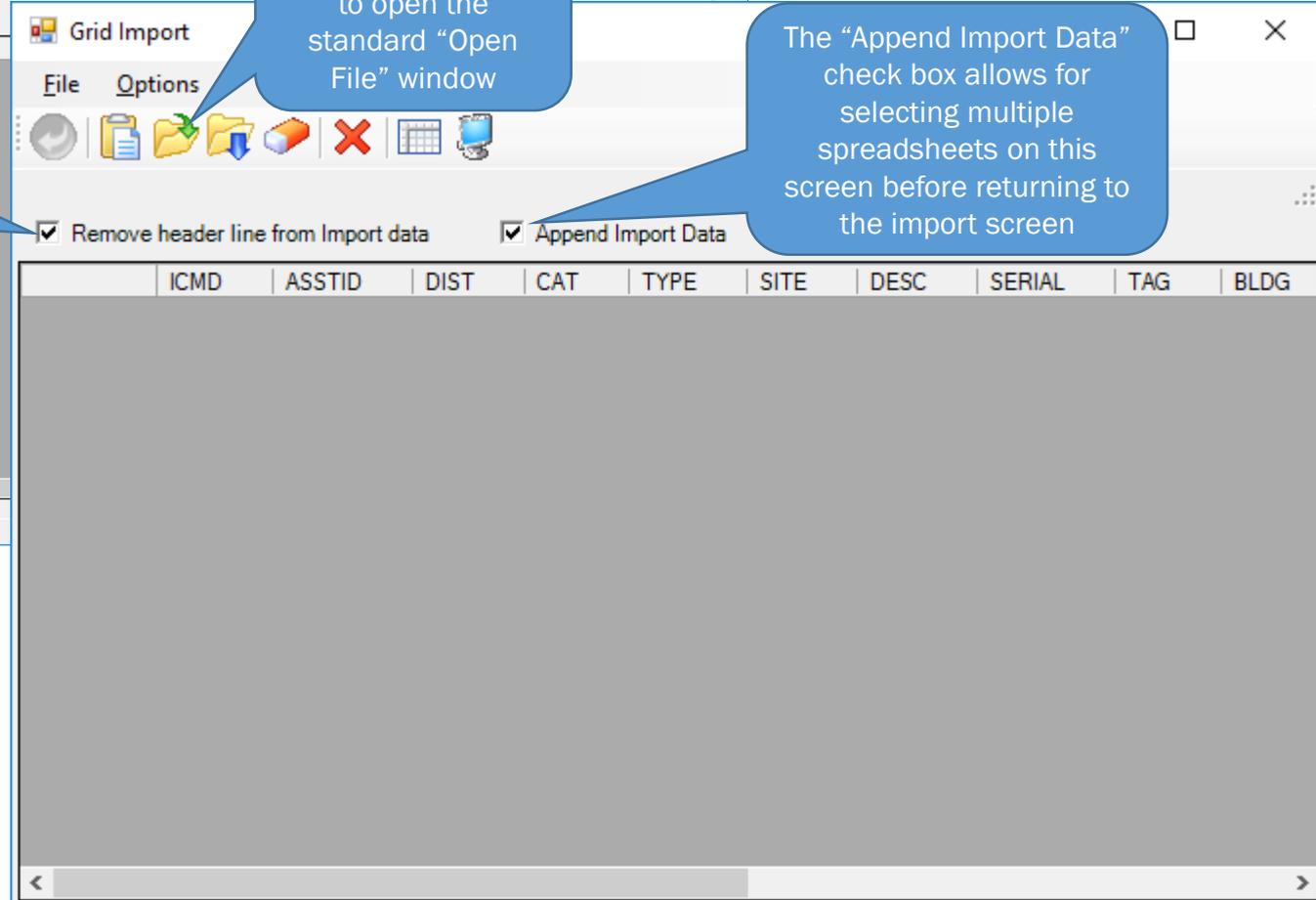
Begin the Import...

First, click "Import Data" to open the Grid Import window



Second, click the folder/arrow icon to open the standard "Open File" window

If the spreadsheet has a header row, leave this box checked



The "Append Import Data" check box allows for selecting multiple spreadsheets on this screen before returning to the import screen

Select the Excel File

Open

← → ↑ ↓ This PC > DATA (D:) > HSS > QSSUG > Search QSSUG

Organize ▾ New folder

Name	Date modified	Type	Size
2019_Conference	2/11/2020 4:20 PM	File folder	
2020_Conference	2/11/2020 9:56 AM	File folder	
BDE_Import.xlsx	3/6/2019 4:14 PM	Microsoft Excel W...	15 KB
Emp_Import.xlsx	1/28/2020 8:46 AM	Microsoft Excel W...	11 KB
FA_Import.xlsx	2/11/2020 3:46 PM	Microsoft Excel W...	12 KB

File name:

Open Cancel

To open the file containing the data to import, double click the filename in the list presented OR select the file by single clicking, then...

...click "Open" to import the data

Initial Data Import

Grid Import

File Options

Row processed:5 Errors:0 - Complete.

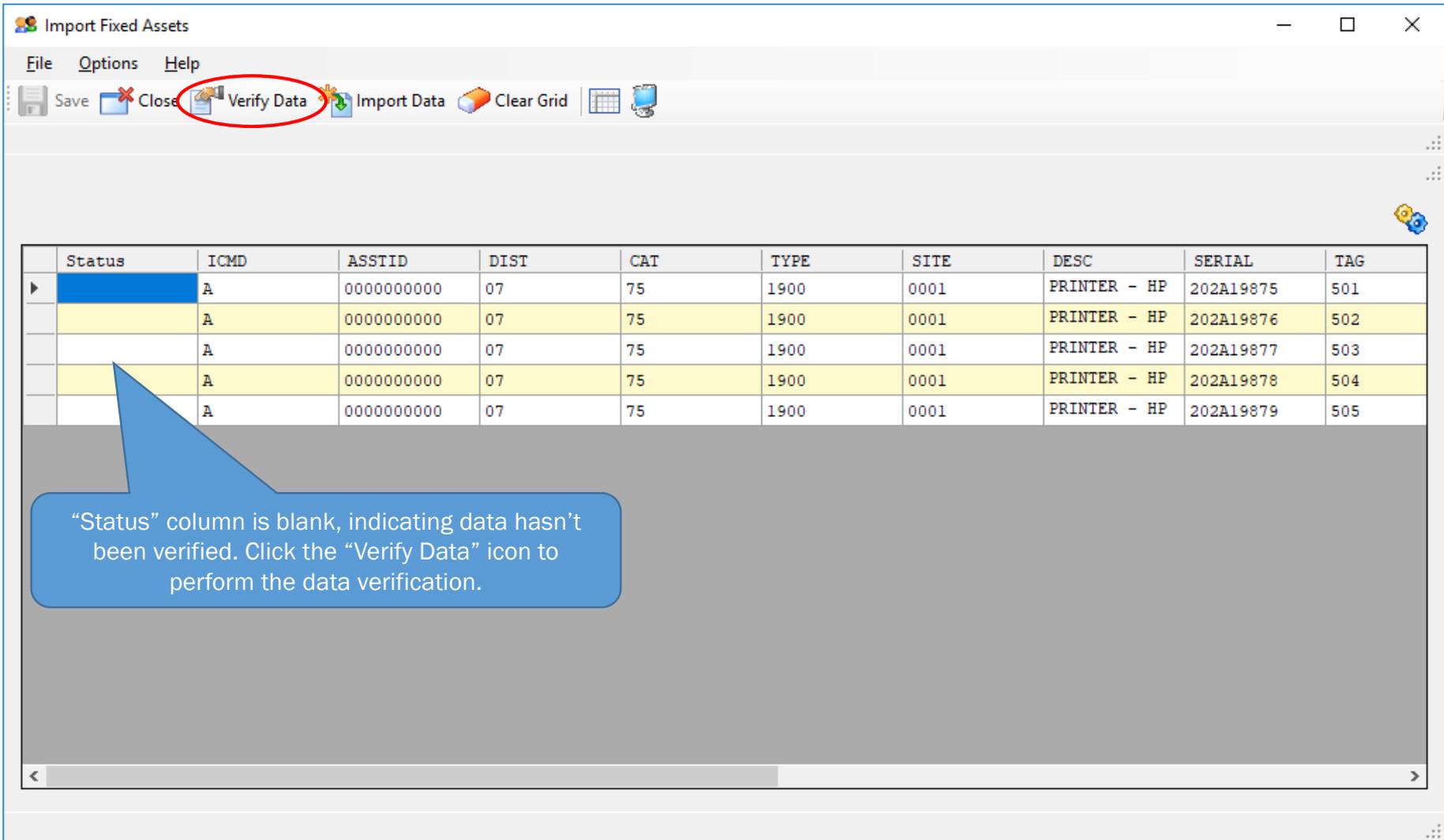
Remove header line from Import data Append Import Data

	ICMD	ASSTID	DIST	CAT	TYPE	SITE	DESC	SERIAL	TAG	BLDG	ROOM	UNITC	QTY	REPLV	MKTV	ACQDT	ACCT
1	A	0000000000	07	75	1900	0001	PRINTER - HP M477	202A19875	501	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000
2		0000000000	07	75	1900	0001	PRINTER - HP M477	202A19876	502	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000
3		0000000000	07	75	1900	0001	PRINTER - HP M477	202A19877	503	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000
4		0000000000	07	75	1900	0001	PRINTER - HP M477	202A19878	504	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000
5		0000000000	07	75	1900	0001	PRINTER - HP M477	202A19879	505	ANNEX	SERVER	379.99	1	0	0	2019-11-01	01-000-400-0000-0-1110-1000-4200-0000

Wait... it's not quite finished! This message means no errors were found during the physical import. The actual data imported hasn't been verified yet!

To open the file containing the data to import, double click the filename in the list presented OR select the file by single clicking, then...

Verify the Data



Import Fixed Assets

File Options Help

Save Close Verify Data Import Data Clear Grid

Status	ICMD	ASSTID	DIST	CAT	TYPE	SITE	DESC	SERIAL	TAG
	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19875	501
	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19876	502
	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19877	503
	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19878	504
	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19879	505

"Status" column is blank, indicating data hasn't been verified. Click the "Verify Data" icon to perform the data verification.

Data Has Been Verified

Import Fixed Assets

File Options Help

Save Close Verify Data Import Data Clear Grid

No Errors during validation. Total Records Validated: 5

Status	ICMD	ASSTID	DIST	CAT	TYPE	SITE	DESC	SERIAL	BLDG
Verified	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19875	ANNEX
Verified	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19876	ANNEX
Verified	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19877	ANNEX
Verified	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19878	ANNEX
Verified	A	0000000000	07	75	1900	0001	PRINTER - HP	202A19879	ANNEX

In this example, the data in all 5 rows has been successfully verified
~~~~~  
What if there ARE errors?

Validate Records

**i** No Errors occurred during validation  
Total Records Validated: 5

OK

# Import with Errors

Import Fixed Assets

File Options Help

Save Close Verify Data Import Data Clear Grid

| Status        | ICMD | ASSTID     | DIST | CAT | TYPE | SITE | DESC         | SERIAL    | BLDG  |
|---------------|------|------------|------|-----|------|------|--------------|-----------|-------|
| Category code | A    | 0000000000 | 07   | 65  | 1900 | 0001 | PRINTER - HP | 202A19875 | ANNEX |
| Verified      | A    | 0000000000 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19876 | ANNEX |
| Category code | A    | 0000000000 | 07   | 65  | 1900 | 0001 | PRINTER - HP | 202A19877 | ANNEX |
| Category code | A    | 0000000000 | 07   | 65  | 1900 | 0001 | PRINTER - HP | 202A19878 | ANNEX |
| Verified      | A    | 0000000000 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19879 | ANNEX |

Validate Records

Errors occurred during validation, do you want to allow a save? (Lines with errors will not be updated.)

Total Records Validated: 8  
Error Count: 6

Yes No

When errors are detected in the imported data, the Status column indicates the nature of the problem. An error dialog box appears asking if lines without errors should be saved.

# Save the Imported Data

Import Fixed Assets

File Options Help

Save Close Verify Data Import Data Clear Grid

No Errors during validation. Records Validated: 5

Use the "Save" icon to update the imported data to the Fixed Assets table in the database.

| Status   | ICMD | ASSIID     | DIST | CAT | TYPE | SITE | DESC         | SERIAL    | BLDG  |
|----------|------|------------|------|-----|------|------|--------------|-----------|-------|
| Verified | A    | 0000000000 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19875 | ANNEX |
| Verified | A    | 0000000000 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19876 | ANNEX |
| Verified | A    | 0000000000 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19877 | ANNEX |
| Verified | A    | 0000000000 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19878 | ANNEX |
| Verified | A    | 0000000000 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19879 | ANNEX |

# The Imported Data has been Added!

Import Fixed Assets

File Options Help

Save Close Verify Data Import Data Clear Grid

No Errors during validation. Total Records Validated: 5

| Status | ICMD | ASSTID     | DIST | CAT | TYPE | SITE | DESC         | SERIAL    | BLDG  |
|--------|------|------------|------|-----|------|------|--------------|-----------|-------|
| Added  | A    | 0000000580 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19875 | ANNEX |
| Added  | A    | 0000000581 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19876 | ANNEX |
| Added  | A    | 0000000582 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19877 | ANNEX |
| Added  | A    | 0000000583 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19878 | ANNEX |
| Added  | A    | 0000000584 | 07   | 75  | 1900 | 0001 | PRINTER - HP | 202A19879 | ANNEX |

With Autonumbering enabled...  
...the Asset ID has been updated.

The Status column indicates data has been added to the database.

# Verify the Newly Added Assets

Fixed Assets 07 QSS DEMONSTRATION DISTRICT

File Options Help+Video

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Inspect

Main Additional info Account Splits

Identification

Asset: 0000000580

Description: PRINTER - HP M477

Tag:

Category: 75 - COMPUTER EQUIP

Type: 1900 - PRINTERS

Serial: 202A19875

Barcode #:

Barcode Loc:

Manufacturer:

Mfg. Part#:

Mfg. Model:

Condition:

Vehicle #:

License #:

Color:

Insurance Code:

Insurance Expires: / /

Warranty Expires: / /

Warranty Length: 0 Years

Manufacture Date: / /

Registration Expires: / /

Model Year:

Location

Site: 0001 - CENTRAL ADMII

Dept:

Building: ANNEX

Floor:

Room: SERVER

Description:

Cost

Quantity: 1

Unit Cost: \$379.99

Market Value: \$341.36

Replacement: \$0.00

Salvage: \$7.60

Current Depreciation: \$31.03

Depreciation to Date: \$24.83

Disposition/Status

Reason:

Date: / /

Current Status:

Last Change: 02/11/2020 by DA11

Project

Local: State: Federal:

Acquisition and AP Payment Information

Reason:

Vendor: 000000 Name:

Warrant#: 00000000 Issue Date: / /

Invoice: Auto APY? PO#:

Account: 01-000-400-0000-0-1110-1000-4200-0000

GL Fund: Sub Fund: Object:

Yr:2008 Dist:07 Site:0 2/12/2020 7:46 AM

# Module/Task Security QCC Fixed Assets

Table 3-13: MAIN task options for the FIXEDASSET module

| COL     | CAPTION                       | R/O <sup>a</sup> | DESCRIPTION                                                                                                                                                                                                                                                                          |
|---------|-------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01      | Enable Masterfiles            | R                | Y Enable access to the <i>Fixed Assets Master File Maintenance</i> window from the <i>Fixed Assets</i> window from the <b>File   Masterfiles</b> command.<br>N Disable access. The command is grayed out.                                                                            |
| 02      | Enable Reports and Processes  | R                | Y Enable access to the <b>File   Report / Processes</b> command on the <i>Fixed Assets</i> window.<br>N Disable access. The command is grayed out.                                                                                                                                   |
| 03      | Init TAG with FA# on add      | R                | Y Make the add option pre-fill the <b>Tag</b> box with the <b>Asset</b> number.<br>N Do not pre-fill the <b>Tag</b> number.                                                                                                                                                          |
| 04      | Init Barcode# with FA# on add | R                | Y Make the add option pre-fill the <b>Bar Code #</b> box with the <b>Asset</b> number.<br>N Do not pre-fill the <b>Bar Code #</b> .                                                                                                                                                  |
| 05 - 12 | Max Asset Value User Can Add  | R                | <ul style="list-style-type: none"> <li>• Type 0 (zero) for no limit on dollar value.</li> <li>• To assign a limit, type a maximum dollar amount up to \$99,999.99. Type the limit in whole dollars with no commas. For example, type a limit of \$10,000 like this: 10000</li> </ul> |
| 13      | User Can Add Records          | R                | Y Can add records (default).<br>N No add allowed.<br>L Can add only for logon site.                                                                                                                                                                                                  |
| 14      | User Can Change Records       | R                | Y Can change records (default).<br>N No change allowed.<br>L Can change only for logon site.                                                                                                                                                                                         |
| 15      | User Can Delete Records       | R                | Y Can delete (inactivate) records (default).<br>N No change allowed.<br>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.

# User Security QCC Fixed Assets

**Table 3-15: FADFLTLO USERSEC parameters for the FIXEDASSET module**

| COL     | CONTROLS                                        | DESCRIPTION                                                                    |
|---------|-------------------------------------------------|--------------------------------------------------------------------------------|
| 01 - 08 | Default <b>Dept</b> for adding fixed assets     | Type up to 8 characters. This free-form code is not attached to a master file. |
| 09 - 16 | Default <b>Building</b> for adding fixed assets | Type up to 8 characters. This free-form code is not attached to a master file. |
| 17 - 24 | Default <b>Floor</b> for adding fixed assets    | Type up to 8 characters. This free-form code is not attached to a master file. |
| 25 - 32 | Default <b>Room</b> 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 3-16: FAT050 USERSEC parameters for the FIXEDASSET module

| COL     | CONTROLS                                        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 - 02 | Autonumbering of fixed assets                   | <p>blank Autonumbering is disabled (default).</p> <p>[code] Enable autonumbering. Type a 2-character code. The district number and these characters combine to create the key (CODE-X value) You can use any code except for BC and IN. BC is reserved for autonumbering bar codes, and IN is reserved for autonumbering inventory sets.</p> <p>For instructions on adding an odometer, see "Odometer for Fixed Assets" on <a href="#">page 3-14</a>.</p> |
| 03      | Account checking for adding and changing assets | <p>Y Enable account checking. When adding and changing assets, the account that you type in the <i>Fixed Assets</i> window must be a valid account (default).</p> <p>N Disable account checking for both adding and changing assets.</p> <p>A Disable account checking only for adding assets.</p> <p>C Disable account checking for both adding and changing assets.</p>                                                                                 |
| 04      | Copying assets                                  | <p>0 Disable the Copy Option command for copying assets (default).</p> <p>1 Enable the Copy Option command.</p>                                                                                                                                                                                                                                                                                                                                           |
| 05      | Automatic filling of tag number                 | <p>0 Manually assign the <b>Tag</b> number to each asset (default).</p> <p>1 When adding an asset, automatically fill in the <b>Tag</b> field with the <b>Asset</b> 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 <b>Barcode #</b>                       | <p>0 Do not pre-slug <b>Barcode #</b> (default).</p> <p>1 When adding an asset, pre-slug the <b>Barcode #</b> with the asset's ID number.</p>                                                                                                                                                                                                                                                                                                             |
| 09      | Disposition and status options                  | <p>N The entire <b>Disposition/Status</b> area is optional (default).</p> <p>B Require both a <b>Reason</b> and <b>Date</b>.</p> <p>R Require a <b>Reason</b> code for disposition.</p> <p>D Require a <b>Date</b> for disposition.</p>                                                                                                                                                                                                                   |
| 10 - 60 | Not used                                        | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                              |

# User Security QCC Fixed Assets (Cont.)

Table 3-17: PRO2FA USERSEC parameters for the FIXEDASSET module

| COL     | CONTROLS                                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01      | 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).<br>[char] Type another character if that is what you want to use as the message sentinel.                                                                                                                                                                                                                                                                                        |
| 02      | Repeat <b>Description</b> box                                        | Col 02 - 25 are the "repeat" options. Do the following for each selected box in the Main tab of the <i>Fixed Assets</i> window.<br><br>N Do not repeat the contents of the box when adding multiple fixed assets for an item received on the <i>Post Purchase Order Receipts</i> form of the <i>Purchase Order Receipts</i> window (default).<br>Y For each selected box, repeat the value for the first received asset in subsequent assets created from the receipt.                                                                                                                                        |
| 03      | Repeat <b>Manufacturer</b> box                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 04      | Repeat <b>Mfg Part#</b> box                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 05      | Repeat <b>Mfg Model</b> box                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 06      | Repeat <b>Category</b> box                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 07      | Repeat <b>Type</b> box                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 08      | Repeat <b>Site</b> box                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 09      | Repeat <b>Dept</b> box                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10      | Repeat <b>Building</b> box                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11      | Repeat <b>Room</b> box                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12      | Repeat <b>Local</b> box in <b>Project</b> area                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 13      | Repeat <b>State</b> box in <b>Project</b> area                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 14      | Repeat <b>Federal</b> box in <b>Project</b> area                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 15      | Repeat <b>Condition</b> box                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 16      | Repeat <b>Current Status</b> display                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 17      | Repeat <b>Vendor</b> box                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 18      | Repeat <b>Account</b> box                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 19      | Repeat <b>GL Fund</b> box                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 20      | Repeat <b>Sub Fund</b> box                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 21      | Repeat <b>Object</b> box                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 22      | Repeat <b>Acquired</b> box                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 23      | Repeat <b>Unit Cost</b> box                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 24      | Repeat <b>Quantity</b> box                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 25      | Repeat <b>Auto APY?</b> box                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 26      | Prorating shipping cost                                              | N Do not prorate shipping cost (default).<br>Q Prorate by quantity. The total shipping amount will be prorated by total quantity shipped (shipping total / qty). That amount will be added to the cost of the Ship Item if found; otherwise, the amount will be added to the total cost of the item that is prorated.<br>D Pro-rate by total item amount. The total shipping amount will be prorated by total item amount (shipping total / item total). That amount will be added to the cost of the Ship Item if found; otherwise, the amount will be added to the total cost of the item that is prorated. |
| 27      | Creating asset account entries for receiving from PO/Receiving       | N Do not create multiple accounts (default).<br>Y Create multiple accounts when creating fixed assets while receiving goods with the <i>Post Purchase Orders Requisition</i> form of the <i>Purchase Order Receipts</i> window. When you are creating a fixed asset, the <i>Fixed Assets</i> form has one account for each on the PO in the Account Splits tab.<br><br><b>IMPORTANT:</b> For this option to work, you must also set up the GASB34 user security to assign a function code to the <b>Local</b> , <b>State</b> , or <b>Federal</b> project. For details, see <a href="#">page 2-251</a> .       |
| 28 - 60 | Not used                                                             | Leave blank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

# FA Master Files – Bldg/Room Security

Table 3-3: Summary of user security for the FAMAIMT module

| USER SECURITY | CONTROLS                                                                               | PAGE |
|---------------|----------------------------------------------------------------------------------------|------|
| FA01MF        | Whether to make room and building free-form or controlled by master files.             | 3-5  |
| FAMFDF        | Default level of access to master files. The default is Write access.                  | 3-5  |
| FAMF00        | Read or Write access to individual master files.                                       | 3-6  |
| FASRCH        | Default option button for <b>Status</b> in the <i>Fixed Assets - Search</i> dialog box | 3-6  |

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

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

# Import Formatting Notes Handout

Formatting various import fields in the Excel spreadsheet can be tricky:

- many fields have length restrictions and must be either right- or left-justified
- date fields must be formatted a certain way
- numeric fields must have leading zeros
- some fields allow dollars and cents

Sooooooooooooo...

...included with the Presentation handout is the Fixed Assets Import Formatting handout which gives you a handy tool that lists each import field to save you time. You won't have to guess how to format each field, and you now have the latest information at your fingertips!

# Highlights

- The Fixed Assets Data Import software allows bulk importing of new Fixed Assets from an Excel spreadsheet or an external Comma-Separated Value (CSV) file
- You can populate the Fixed Assets record with as little or as much data as you want
- The software checks certain fields against the Fixed Assets master files to validate the imported data
- You can save your import configuration and reuse it