Fixed Assets Import Formatting (Linux)

(Recommended to format entire spreadsheet as text)

General Rules:

- **No quote marks (")**
- **Fields must be equal or less than maximum number of digits/characters**
- **Maximum import records 10,000 (if you have more records than that you have to split the data into two or more imports)**
- **Asset Numbers must be contiguous (no gaps between numbers)**
- **Date Formatting:**
  - **Create new column**
  - **Use formula =text(cell number, "yyyy-mm-dd") to convert normal date format to required date format**
  - **Copy this formula to all dates in the column**
  - **Copy the new column**
  - **Paste/Values the new column**
  - **Delete the old column**

Status – This is a display field that tells that status of each line. This is where error messages are displayed and where indicators of Verified and Added are displayed.

ICMD – (Required) Import Command. This field indicates what action is being done on each line. At this time only Add is allowed (A).

ASSTID – (Required) Asset ID – This is a 10-digit, Right justified with leading zeroes. If you are adding assets to existing assets in the database, you have to start with the next available number and sequence the numbers. Send 0000000000 to use the Fixed Assets odometer as defined in the FAT050 USERSEC.

DIST – (Required) District Number – this is a 3-digit right-justified with leading zeroes. You can use a 2-digit right justified with leading zero and the program will pad the 1st digit with zero.

CAT – (Required) Category Code – 2-digit right justified with leading zeroes. Must be verified in the Category Master File.

TYPE – (Required) 4-digit number right justified with leading zeroes. Must be verified in the Cat/Type Master File.

SITE – (Required) 4-digit number right justified with leading zeroes. Must be verified in the Site Master File.

The remaining fields are optional, but must be in the same order as the Configure Import screen.

DESC – Description 30-character alpha/numeric field.

SERIAL – Serial Number 10-character alpha/numeric field.

TAG – 10-digit right justified with leading zeroes tag number.

DEPT – 8-character department code.

BLDG – 8-character building code (only letters and numbers no spaces or special characters – if you use the BLDG master file the code must be verified in the database).

FLOOR – 8-character floor code.

ROOM – 8-character room code (only letters and numbers, no spaces or special characters – if you use the ROOM master file it must be verified in the database).

LOCDSC – 30-character location description.

GLFUND – 8-digit GL fund code. Right justified with leading zeroes.

GLSFND – 8-digit GL sub fund code. Right justified with leading zeroes.

GLOBJ – 8-digit GL object code. Right justified with leading zeroes.

PRJLO – 8-character local project code.

PRJST – 8-character state project code.

PRJFED – 8-character federal project code.

UNITC – Unit cost. 15 character formatted field. Right justified with leading zeroes. (nnnnnnnnnnnnn.nn).

QTY – Quantity. 15 character formatted field. Right justified zero filled (nnnnnnnnnnnnn.nn).

SLVG – Salvage. 15 character formatted field. Right justified zero filled (nnnnnnnnnnnnn.nn).

REPLV – Replacement Value. 15 character formatted field. Right justified zero filled (nnnnnnnnnnnnn.nn).

MKTV – Market Value. 15 character formatted field. Right justified zero filled (nnnnnnnnnnnnn.nn).

MODYR – 4-digit Model Year. Formatted CCYY.

COLOR – 8-character color code.

LIC – 10-character license code.

REGEXP – 10-character formatted registration expiration date. Format is CCYY-MM-DD. See date formatting instructions above.

INSEXP - 10-character formatted insurance expiration date. Format is CCYY-MM-DD. See date formatting instructions above.

VEHNO – 10-character vehicle number.

MANU – 20-character manufacturer name.

MANDT - 10-character formatted manufacture date. Format is CCYY-MM-DD. See date formatting instructions above.

MANPT – 20-character manufacture part number.

INSUR – 4-character insurance code.

ACQRSN – 2-character acquisition reason. Must be verified in the Acquisition Reason master file.

ACQDT - 10-character formatted acquisition date. Format is CCYY-MM-DD. See date formatting instructions above.

VENDOR – 6-digit vendor number Right justified with leading zeroes. Must be verified in the Vendor Master File.

VENDNM – 30-character vendor name.

WARRNO – 8-digit warrant number. Right justified with leading zeroes.

WARRDT - 10-character formatted warrant date. Format is CCYY-MM-DD. See date formatting instructions above.

PO – 6-digit PO number. Right justified with leading zeroes.

INVNO – 12-character invoice number.

ACCT – Maximum 50 characters. Can be formatted with delimiters or unformatted. Must be verified in the Acctclass master file and must be an Open account). (Do not use this field if you use the AAC/APC Accountclass and Account Split Percentage fields below).

WAREXP - 10-character formatted warranty expiration date. Format is CCYY-MM-DD.

WARYRS – 4-digit warranty years. Right justified with leading zeroes.

WARMOS - 4-digit warranty months. Right justified with leading zeroes.

WARDYS - 4-digit warranty days. Right justified with leading zeroes.

COND – 2-character condition code. Must be verified in the Condition master file.

DISPR – 2-character disposal code. Must be verified in the Disposition Reason master file.

DISPDT - 10-character formatted disposition date. Format is CCYY-MM-DD. See date formatting instructions above.

STATUS – 2-character status code.

BARCD – 10-digit barcode number.

BARLO – 8-character barcode location code.

MANMO – 20-character manufacturer model.

AAC1 – AAC20 – (1 – 20 Accountclass codes) 50 characters maximum acctclass code. Formatted with delimiters or unformatted. Must be verified in Acctclass master file.

APC1 – APC20 – (1 – 20 Accountclass split percentages). 8 characters formatted as nnn.nnnn. Right justified with leading zeroes.