



Deltek

Deltek Costpoint®

8.1

Import Asset Records
Preprocessor

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Import Asset Records

Use the Import Asset Records screen to facilitate the import and initialization of large numbers of Asset Master records into the Fixed Assets module of Costpoint.

There are two ways to work with input files in Costpoint:

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

Display the Import Asset Records Screen

You can access the Import Asset Records screen from the Accounting domain.

Click **Accounting » Fixed Assets » Fixed Assets Interfaces » Import Asset Records**.

Contents of the Import Asset Records Screen

Use the fields and options to configure the Import Asset Records screen.

Since an Asset Master record is one of the largest master records in Costpoint, manual data entry during initialization can be tedious and impractical when dealing with large numbers of assets. You will use this normally during the process of moving asset records from one Costpoint database to another and/or when adding or importing new records from a legacy system.

The Import Asset Records application will validate the Asset Master data before it reaches the Fixed Asset tables. These validations are not otherwise available unless you manually enter new records, one record at a time, directly into the Costpoint Asset Master record screens, or run the autocreation process.

In addition, the Import Asset Records application will allow input files marked with a fiscal year and period that match the fiscal year/period data from the Configure Posting Settings screen in Fixed Assets to be uploaded into the receiving database. More importantly, this application will not allow input files to be uploaded in which the fiscal year and period in the header row do not match the current period information on the Configure Posting Settings screen. This feature is intended to ensure that mass asset “moves” from one Costpoint database to another are uploaded into the destination database in the same Fixed Assets fiscal year and period in which the assets were downloaded from the source database.

Note: The timing of the upload is important. Each asset record contains a Timing Status that must match up an asset's age in its depreciable lifetime with the current fiscal year and period from the Configure Posting Settings screen. If the Timing Status for an asset record is not synchronized with the fiscal year and period from Configure Posting Settings, the asset will not depreciate correctly during its lifetime. This feature will be important as well for users planning to upload Asset Master data from a legacy system other than Costpoint.

This feature provides automated functionality to import asset data such that missing required data and invalid data can be identified and corrected prior to the import process and before the data is written to the permanent asset tables.

An Error Report as well as an Edit Report is available to enable a complete review of the data prior to completion of the import process.

Feature Highlights

- The Import Asset Records loads data into all the tables in which Asset Master data resides (the ASSET, ASSET_OTH_BK_DEPR, ASSET_OTHER_INFO, ASSET_BOOKS_DISP and GENL_UDEF tables) from a Delimited ASCII file or from data loaded into tables established in Costpoint for this feature.
 - The system provides a warning if you have set up an optional book in the Configure Fixed Assets Settings screen for which no Asset Master data exists in the input file or table data.
 - The system provides validation error in the circumstance that the input file includes Other Book information but there is no data for Book 1 in the data to be imported.
 - The Delimited ASCII file/import table holds a single header row with required fields that contain data for the current fiscal year and period as well as for the company ID. The system will validate the header row data against the following data fields to make sure they match:
 - The **Current Fiscal Year** from the Configure Posting Settings screen (FA_SETTINGS.CUR_FY_CD)
 - The **Current Period** from the Configure Posting Settings screen (FA_SETTINGS.CUR_PD_NO)
 - The **Company ID** from the Configure Fixed Assets Settings screen (FA_SETTINGS.COMPANY_ID)

If any part of the header row does not match, the file will fail validation and will not be imported.



- The system allows you to enable automatic numbering via a special-purpose check box on the Import Asset Records screen.
 - If you do not enable auto-numbering, all input file/table records must have valid asset numbers and item numbers. In this circumstance, invalid asset identifiers will fail validation and will not be eligible for import.
 - If you enable auto-numbering, the system will automatically assign valid asset/item numbers to all Book 1 Asset Master records without valid numbering. In addition, all records for optional Books 2 to 10, as applicable, must have asset/item numbers that match an asset/item number for Book 1.
 - The Enable automatic numbering for Asset Master records check box on Configure Fixed Assets Settings must be selected in order to use the Automatic Numbering for Asset Records check box in this application.
- The Import Asset Records allows you to load:
 - Active, Inactive and/or Disposal records

- Depreciable and/or Non-Depreciable assets
- Assets for which depreciation is based on Years, Lease Periods or Units
- The input file and tables include the Template ID in the layout.
- The system automatically populates the Entry User ID (ENTR_USER_ID) and Entry Date/Time (ENTR_DTT) fields with default data based on the user that runs the preprocessor to import the records and the data/time the process is run.
- The system automatically creates an Entry Type of **PREPRO** (ASSET.S_ENTRY_SRCE_CD) for Asset Master records that are loaded into Costpoint via the Import Asset Records feature.
- The system produces an Error Report.
- The system produces an Edit Report

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.




You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

| Field | Description |
|---------------------|---|
| Parameter ID | Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY. When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query . You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults. |
| Description | Enter, or click  to select, a parameter description of up to 30 alphanumeric characters. |

Options

Input File

Use the fields in this group box to select the file format, the file delimiter (as applicable), and the file path and name.

| Field | Description |
|-----------------------|--|
| Select Input | <p>Select the desired input file format from the drop-down list. Valid values are:</p> <ul style="list-style-type: none"> ASCII File: The system displays this as the default selection. If you select this entry, you must also accept Comma as the default delimiter or select Other in the File Delimiter drop-down list. The system displays Comma as the default selection. For this option, the system automatically disables all check boxes in the Process Table Options group box and the Allow Partial Processing check box in the Options group box. On the field to the right of ASCII File when selected, enter, or click  to select, the input file. The file that you will upload into the destination database must contain a header file with a Current Fiscal Year and Current Period that matches the year and period in the destination database's Configure Posting Settings. Tables: If you select this value for Select Input, the system automatically disables the File Delimiter drop-down list and the field to its right. For this option, the system automatically enables the Process Table Options group box and the Allow Partial Processing check box. In the unlabeled field to the right of Select Input, enter, or click  to select, the name of the input file. |
| File Location | <p>Enter the location of the input file you are importing. There are two ways to do this:</p> <ul style="list-style-type: none"> In the File Location field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen. <p>or</p> <ul style="list-style-type: none"> From the Global Menu, click Process » File Upload. On the File Upload Manager dialog box, click Browse and use the dialog box to select the file you want to import. If you select the Overwrite? check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click Upload when you are finished. If you use this method, leave the File Location field blank, and enter the name of the input file in the unlabeled field to the right of the Select Input field. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide. |
| File Delimiter | <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> Note: If you selected ASCII File from the Select Input drop-down list, this field is required. </div> <p>Select the following valid values from this drop-down list:</p> <ul style="list-style-type: none"> Comma: If you select this option, the system automatically disables the unlabeled field immediately to the right. |

| Field | Description |
|------------------|--|
| | <ul style="list-style-type: none"> Other: If you select this option to indicate a Delimiter selection other than Comma, you must enter the desired delimiter in the Delimiter field on the right of File Delimiter. |
| Delimiter | Enter the desired delimiter such as an asterisk, percent sign, and so on. <div style="border: 1px solid red; padding: 5px;"> Warning: Users should exercise care when selecting the file delimiter. If you have selected a file delimiter that occurs in any of the data records as part of the data (for example, if you have selected Comma as the file delimiter and your Asset Master records contain commas in their description data, and so on), an error will occur. The file delimiter selection should be a character that is not included in any data fields. </div> |

Fixed Asset Period

Use the display-only fields in this group box to view the Fixed Assets current Fiscal Year, period, and subperiod data that currently displays in the Costpoint destination database from the Configure Posting Settings screen.

Note: Mass asset “moves” from one Costpoint database to another must be uploaded into the destination database in the same Fixed Assets fiscal year and period in which the assets were downloaded from the source database.

These non-editable fields are for information purposes only. If the user’s Header Row does not contain a fiscal year and period that exactly match the **Fiscal Year** and **Period** on this screen, the system will reject the Input File/Table due to failed validation errors and will not import the data. Further, no other validating activity will take place until the input data’s fiscal year and period match that on the Configure Posting Settings screen in the destination database.

Note: Uploading asset records in which the timing is not synchronized could result in incorrect depreciation computed over the remaining life of the assets.

| Field | Description |
|--------------------|--|
| Fiscal Year | Use this display-only field to view the Fixed Assets current Fiscal Year data that currently displays in the destination database on the Configure Posting Settings screen. If the user’s Header Row does not contain a fiscal year and period that exactly match the Fiscal Year and Period on the Configure Posting Settings screen and the Fixed Assets Period group box on this screen, the system will reject the Input File/Table data due to failed validation errors and will not import the data. This field displays the data from FA_SETTINGS.CUR_FY_CD. |
| Period | Use this display-only field to view the Fixed Assets current period data that currently displays in the destination database on the Configure Posting Settings screen. If the user’s Header Row does not contain a fiscal year and period that exactly match the Fiscal Year and Period , on the Configure Posting Settings screen and |

| Field | Description |
|------------------|--|
| | <p>the Fixed Assets group box on this screen, the system will reject the Input File/ Table data due to failed validation errors and will not import the data.</p> <p>This field displays the data contained in data from FA_SETTINGS.CUR_PD_NO.</p> |
| Subperiod | <p>Use this display-only field to view the Fixed Assets current subperiod data that currently displays in the destination database on the Configure Posting Settings screen.</p> <p>The Subperiod field is displayed for information purposes, and is not used to validate imported data.</p> <p>This field displays the data contained in data from FA_SETTINGS.CUR_SUB_PD_NO.</p> |

Options

| Field | Description |
|--|--|
| Automatic Numbering for Asset Records | <p>Select this check box if you want the system to automatically assign numbers to records in the imported Input File that do not have an assigned asset/item number.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: Automatic numbering applies only to Book 1 (General Ledger Book) records. Records related to Books 2 through 10 that do not have asset/item numbers that correspond to a Book 1 record will fail validation.</p> </div> <ul style="list-style-type: none"> ■ If this check box is clear, the system will flag any Book 1 records in the input file or table that do not have an Asset ID or Item Number as an error during validations. ■ If you select this check box, the system will update any Book 1 records in the input file or table data that do not have an Asset ID and do not have an Item Number by assigning the next available asset number as referenced in the Last Asset Number field on the Configure Fixed Assets Settings screen. In this circumstance, the system will automatically assign 00001 as the item number if this data is missing. In addition, when adding records using table data, the third field in each table record (AUTO_NO_GRP) must be populated for each asset where the ASSET_ID AND ITEM_NO are not populated, so that the preprocessor assigns the same Asset/Item No to all records belonging to the same asset. ■ This option is only available when the Last Asset Number field on the Configure Fixed Assets Settings screen has a value, and that value can be incrementally increased by 1 for every record in the import process. If the Enable automatic numbering for Asset Master records check box on the Configure Fixed Assets Settings screen is clear or the value in the Last Asset Number field cannot be incremented by 1, the value that would be assigned to the next asset |

| Field | Description |
|---|---|
| | cannot be generated and automatic numbering for asset records will not work on the Import Asset Records process. This limitation is the same as exists when the user attempts to have new asset ID's generated during the auto-creation process for Fixed Assets. |
| Allow Partial Processing | <p>Select this check box to enable partial processing under these conditions: This check box is clear by default and is only used when importing from the application tables. This check box is not used when importing data from an ASCII file.</p> <ul style="list-style-type: none"> ■ If this check box is clear and one or more records has errors that do not allow the record(s) to be imported, the system will stop the import and produce an Error report with information on all validation errors. ■ If this check box is clear and all records pass validations that would have prevented the import of these records, the system will still produce an Error report (with any warnings that are not serious enough to prevent import) and the import can proceed. ■ If this check box is selected and at least one record passes validations, the system will produce an Error report with all validation failures and the import can proceed for those records that did not have errors that would prevent their import. ■ If this check box is selected and all records have at least one error that is serious enough to prevent their import, the system will stop the import and produce an Error report with all validation errors. |
| Continue to Process with Error Records | Select this check box to continue processing with error records. |
| Overwrite Lease Asset Information | <p>Select this check box to overwrite lease asset information, with these conditions:</p> <ul style="list-style-type: none"> ■ Only assets with a Lease Type of Operation or Finance can be overwritten; all others will be ignored. ■ If this check box is not selected, only new records will be imported. Any asset number that exist in Master Asset Master Information will be added in the error report. ■ If this check box is selected, both new and existing records will be imported and the existing record fields will be overwritten. |
| Overwrite the existing records | Select this check box to overwrite records which previously passed validations without errors that would prevent their import but had not yet been imported. Those previously validated records will be replaced. |

Process Table Options

The options in this group box are not available for use if you have selected **ASCII File** as the format in the **Input File** group box.

You can use these options if you have selected **Tables** as the selected input in the **Input File** group box.

| Field | Description |
|---------------------------------|--|
| Load Unprocessed Records | This option is selected by default. Use this option to process rows having a status of U from the tables. This option should be selected in order to process rows that have not previously been considered for import and subsequently imported or failed due to validation errors. |
| Reprocess Error Records | Use this option to re-process rows in the application's tables having a status of E (Error). Records that fall into this category were previously validated and found to contain errors that prevented their being imported. After correcting the data for these records or modifying the Fixed Assets setup data that caused the records to fail validations, select this option to have the application verify the data again. The system must re-validate this data prior to processing the records into Fixed Assets records. |
| Delete Imported Records | Use this option to delete rows from the tables that have previously been successfully imported. |

Edit Report Sort Option

Use the drop-down list selections in this group box to specify the desired sort option(s) for the system-generated edit report. Choices include sorting by the asset Account Number, by Asset/Item Number and to print the report twice in order to get both sorts.

| Field | Description |
|-----------------|--|
| 1st Sort | Select the sort option from the drop-down list. The available options are: <ul style="list-style-type: none"> ▪ Asset Account: Select this to sort the records in the system-generated edit report by asset "ownership" account/organization/project number. This sort option will help you reconcile your Fixed Assets balances by account to the General Ledger balances. ▪ Asset No/Item No: Select this to sort the records in the system-generated edit report by asset/item number. This sort option will help you verify that a specific asset record or a group of asset records was included in the import process. |

Table Information for the Import Asset Records Screen

The Import Asset Records application affects the following tables:

- ASSET
- ASSET_OTH_BK_DEPR

- ASSET_OTHER_INFO
- ASSET_BOOKS_DISP
- GENL_UDEF

Additional Information for Import Asset Records

This section contains supplementary information for the Import Asset Records screen.

Delimited ASCII File Format

You can import asset records into Costpoint using an input file that follows the ASCII file format.

| Field Name | Type and Number of Characters | Format | Notes |
|---------------------|-------------------------------|------------|--|
| HEADER Row Format | | | One row per file |
| Input Row No | Numeric 10 | 9999999999 | |
| Record Type | Character 1 | | "H" = Header |
| Current FY | Character 6 | | |
| Current Pd | Numeric 2 | 99 | |
| Company ID | Character 10 | | |
| !ASSET Row Format: | | | One row per asset |
| Input Row No | Numeric 10 | 9999999999 | |
| Record Type | Character 1 | | "A" = Asset |
| Asset ID | Character 10 | | |
| Item No | Numeric 5 | 99999 | |
| Template No | Character 30 | | |
| Template Rev No | Character 3 | | |
| Short Desc | Character 30 | | |
| Long Desc | Character 60 | | |
| Add'l Desc | Character 254 | | |
| Classification Code | Character 6 | | |
| Property Type | Character 6 | | |
| Depr Status | Character 1 | | "D" (Depreciable) or "N" (Non-Depreciable) |
| Record Status | Character 1 | | "A" (Active), "I" (Inactive), |

| Field Name | Type and Number of Characters | Format | Notes |
|---------------------------------------|-------------------------------|--------|--|
| | | | or "D" (Disposal) |
| Depr Based on | Character 1 | | "Y" (Years), "U" (Units), or "L" (Lease Pds) |
| Vendor | Character 12 | | |
| Vendor Name | Character 25 | | |
| Manufacturer ID | Character 10 | | |
| Manufacturer Name | Character 30 | | |
| Model No | Character 30 | | |
| Condition | Character 1 | | "N" (New) or "U" (Used) |
| City | Character 25 | | |
| State/Province | Character 15 | | |
| Postal Code | Character 10 | | |
| County | Character 25 | | |
| Country | Character 8 | | |
| Location Group | Character 8 | | |
| Location 1 Code | Character 8 | | |
| Location 2 Code | Character 8 | | |
| Location 3 Code | Character 8 | | |
| Accumulated Depreciation Account Code | Character 6 | | |
| Depr Expense Acct Alloc Code | Character 6 | | |
| Tag Number | Character 30 | | |
| Acquisition Date | Date 8 | | |
| Purchase Order Date | Date 8 | | |
| Purchase Order No | Character 10 | | |
| Purchase Order Rel No | Numeric 3 | 999 | |
| Purchase Order Line No | Numeric 4 | 9999 | |
| Receipt Date | Date 8 | | |

| Field Name | Type and Number of Characters | Format | Notes |
|-------------------------------|-------------------------------|-------------------|--------|
| Packing Slip | Character 15 | | |
| Invoice Date | Date 8 | | |
| Invoice No | Character 15 | | |
| Voucher Date | Date 8 | | |
| Voucher No | Numeric 9 | 999999999 | |
| Serial No | Character 20 | | |
| Acquisition Fiscal Year | Character 6 | | |
| Acquisition Period | Numeric 2 | 99 | |
| Acquisition Subperiod | Numeric 2 | 99 | |
| Units Quantity No | Numeric 4 | 9999 | |
| Unit of Measure | Character 10 | | |
| Unit Price | Numeric 14, 2 | 999999999999.99 | |
| Sales Tax | Numeric 14, 2 | 999999999999.99 | |
| Shipping/Handling | Numeric 14, 2 | 999999999999.99 | |
| Transportation | Numeric 14, 2 | 999999999999.99 | |
| Other Cost | Numeric 14, 2 | 999999999999.99 | |
| Amount Posted Curr Pd | Numeric 14, 2 | 999999999999.99 | |
| Estimated Units Useful Life | Numeric 9 | 999999999 | |
| Unit of Measure Description | Character 10 | | |
| Std Depr Rt Per Unit of Usage | Numeric 14, 4 | 999999999999.9999 | |
| Prior Units Used | Numeric 14 | 999999999999.9999 | |
| Current Units Used | Numeric 14 | 999999999999.9999 | |
| Capitalized Lease | Character 1 | | |
| Lease Start Date | Date 8 | | |
| Lease End Date | Date 8 | | |
| Total No Periods | Numeric 3 | 999 | Leases |
| Monthly Lease Payment | Numeric 14, 2 | 999999999999.99 | |
| Lease Pds Remaining | Numeric 3 | 999 | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|---|
| Disposal Date | Date 8 | | |
| Disposal Fiscal Year | Character 6 | | |
| Disposal Period | Numeric 2 | 99 | |
| Disposal Subperiod | Numeric 2 | 99 | |
| Disposal Price | Numeric 14, 2 | 999999999999.99 | |
| Disposal Description | Character 30 | | |
| (This is not displayed on screen as a field) | Character 3 | | NULL Disposal Journal Code (Column ASSET.DISP_S_JNL_CD) |
| Disposal Post Seq No | Numeric | | Post Sequence Number Assigned during Disposal Posting |
| Disposal Entry Type | Character 6 | | "MANUAL", "SYSTEM," or "PREPRO" |
| Depr Method Code | Character 6 | | |
| Useful Life | Numeric 4 | 9999 | |
| Auto Calculate Depreciation | Character 1 | | "Y" (Yes) or "N" (No) |
| Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Depr Start Date | Date 8 | | |
| In-Service Date | Date 8 | | |
| Cur Depr Year | Numeric 2 | 99 | |
| Days/Pds Remaining | Numeric 3 | 999 | |
| Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| Asset Account | Character 15 | | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-----------------------------|
| Asset Organization | Character 20 | | |
| Asset Project | Character 30 | | |
| Asset Ref 1 | Character 20 | | |
| Asset Ref 2 | Character 20 | | |
| (This is not displayed on screen as a field) | Numeric 14, 2 | 999999999999.99 | ASSET.B1_DP_DEPR_NY_AMT |
| Post Seq No | Numeric | | NULL |
| Disposal Posting Date | Date 8 | | |
| Disposal Posting User | Character 20 | | |
| Receipt | Character 10 | | |
| Voucher Line No | Numeric 5 | 99999 | |
| Non-Depr Post Disposal to G/L | Character 1 | | "Y" (Yes) or "N" (No) |
| Disposal Doc No | Character 20 | | |
| Subclass Code | Character 6 | | |
| Employee | Character 12 | | |
| Disposal Type | Character 6 | | |
| UID | Character 78 | | |
| UID Type | Character 5 | | |
| Issuing Agency Code | Character 3 | | |
| Enterprise Identifier | Character 13 | | |
| Cage ID | Character 5 | | |
| ! ASSET_OTH_BK_DEPR Row Format: | | | No row or one row per asset |
| Input Row | Numeric 10 | 9999999999 | |
| Record Type | Character 1 | | "B" = Asset Other Book |
| Asset ID | Character 10 | | |
| Item No | Numeric 5 | 99999 | |
| !BOOK2 | | | |
| Book 2 Depr Method Code | Character 6 | | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------------|-------------------------------------|
| Book 2 Useful Life | Numeric 4 | 9999 | |
| Book 2 Auto Calc Depr | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 2 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 2 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book 2 FYTD Depr | Numeric 14, 2 | 999999999999.99 | |
| Book 2 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 2 Amt To Depreciate | Numeric 14, 2 | 999999999999.99 | |
| Book 2 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 2 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 2 Depr Start Date | Date 8 | | |
| Book 2 In-Service Date | Date 8 | | |
| Book 2 Curr Depr Yr | Numeric 2 | 99 | |
| Book 2 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 2 Amt Taken Purchase YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed on screen as a field) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B2_DP_DEPR_NY_AMT |
| !BOOK3 | | | |
| Book 3 Depr Method Code | Character 6 | | |
| Book 3 Useful Life | Numeric 4 | 9999 | |
| Book 3 Auto Calc Depr | Character 1 | "Y" (Yes) or "N" (No) | |
| Book 3 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 3 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book 3 FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-------------------------------------|
| Book 3 Prior FY Depr Amount | Numeric 14, 2 | 999999999999.99 | |
| Book 3 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 3 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 3 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 3 Depr Start Date | Date 8 | | |
| Book 3 In-Service Date | Date 8 | | |
| Book 3 Curr Depr Yr | Numeric 2 | 99 | |
| Book 3 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 3 Amt Taken Purchase YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B3_DP_DEPR_NY_AMT |
| !BOOK4 | | | |
| Book 4 Depr Method Code | Character 6 | | |
| Book 4 Useful Life | Numeric 4 | 9999 | |
| Book 4 Auto Calc Depr | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 4 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 4 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 4 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 4 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 4 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 4 Total Cost | Numeric 14, 2 | 999999999999.99 | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-------------------------------------|
| Book 4 Depr Start Date | Date 8 | | |
| Book 4 In-Service Date | Date 8 | | |
| Book 4 Curr Depr Yr | Numeric 2 | 99 | |
| Book 4 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 4 Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B4_DP_DEPR_NY_AMT |
| !BOOK5 | | | |
| Book 5 Depr Method Code | Character 6 | | |
| Book 5 Useful Life | Numeric 4 | 9999 | |
| Book 5 Auto Calc Depr | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 5 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 5 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book 5 FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 5 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 5 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 5 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 5 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 5 Depr Start Date | Date 8 | | |
| Book 5 In-Service Date | Date 8 | | |
| Book 5 Curr Depr Yr | Numeric 2 | 99 | |
| Book 5 Days/Pds Remaining | Numeric 3 | 999 | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-------------------------------------|
| Book 5 Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B5_DP_DEPR_NY_AMT |
| !BOOK6 | | | |
| Book 6 Depr Method Code | Character 6 | | |
| Book 6 Useful Life | Numeric 4 | 9999 | |
| Book 6 Auto Calc Rate | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 6 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 6 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book 6 FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 6 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 6 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 6 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 6 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 6 Depr Start Date | Date 8 | | |
| Book 6 In-Service Date | Date 8 | | |
| Book 6 Curr Depr Yr | Numeric 2 | 99 | |
| Book 6 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 6 Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B6_DP_DEPR_NY_AMT |
| !BOOK7 | | | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-------------------------------------|
| Book 7 Depr Method Code | Character 6 | | |
| Book 7 Useful Life | Numeric 4 | 9999 | |
| Book 7 Auto Calc Depr | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 7 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 7 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book 7 FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 7 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 7 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 7 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 7 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 7 Depr Start Date | Date 8 | | |
| Book 7 In-Service Date | Date 8 | | |
| Book 7 Curr Depr Yr | Numeric 2 | 99 | |
| Book 7 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 7 Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B7_DP_DEPR_NY_AMT |
| !BOOK8 | | | |
| Book 8 Depr Method Code | Character 6 | | |
| Book 8 Useful Life | Numeric 4 | 9999 | |
| Book 8 Auto Calc Depr | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 8 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 8 Salvage Value | Numeric 14, 2 | 999999999999.99 | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-------------------------------------|
| Book 8 FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 8 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 8 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 8 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 8 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 8 Depr Start Date | Date 8 | | |
| Book 8 In-Service Date | Date 8 | | |
| Book 8 Curr Depr Yr | Numeric 2 | 99 | |
| Book 8 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 8 Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B8_DP_DEPR_NY_AMT |
| !BOOK9 | | | |
| Book 9 Depr Method Code | Character 6 | | |
| Book 9 Useful Life | Numeric 4 | 9999 | |
| Book 9 Auto Calc Depr | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 9 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 9 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book 9 FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 9 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 9 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-------------------------------------|
| Book 9 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 9 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 9 Depr Start Date | Date 8 | | |
| Book 9 In-Service Date | Date 8 | | |
| Book 9 Curr Depr Yr | Numeric 2 | 99 | |
| Book 9 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 9 Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B9_DP_DEPR_NY_AMT |
| !BOOK10 | | | |
| Book 10 Depr Method Code | Character 6 | | |
| Book 10 Useful Life | Numeric 4 | 9999 | |
| Book 10 Auto Calc Depr | Character 1 | | "Y" (Yes) or "N" (No) |
| Book 10 Salvage Percent | Numeric 7,6 | 9999999.999999 | Maximum value = 100 |
| Book 10 Salvage Value | Numeric 14, 2 | 999999999999.99 | |
| Book 10 FYTD Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 10 Prior FY Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 10 Current Pd Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 10 Annual Depreciation | Numeric 14, 2 | 999999999999.99 | |
| Book 10 Total Cost | Numeric 14, 2 | 999999999999.99 | |
| Book 10 Depr Start Date | Date 8 | | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|--------------------------------------|
| Book 10 In-Service Date | Date 8 | | |
| Book 10 Curr Depr Yr | Numeric 2 | 99 | |
| Book 10 Days/Pds Remaining | Numeric 3 | 999 | |
| Book 10 Amt Taken Purch YTD | Numeric 14, 2 | 999999999999.99 | |
| (This is not displayed as a field on the screen) | Numeric 14, 2 | 999999999999.99 | ASSET_OTH_BK_DEPR.B10_DP_DEPR_NY_AMT |
| ASSET OTHER INFO/ ASSET BOOKS DISPOSAL Row Format: | | | One row per asset |
| Input Row | Numeric 10 | 9999999999 | |
| Record Type | Character 1 | | "O" = Other |
| Asset ID | Character 10 | | |
| Item No | Numeric 5 | 99999 | |
| Notes | Character 254 | | |
| Year Built | Numeric 4 | 9999 | |
| Nat Stock No | Character 20 | | |
| Govt Field 1 | Character 30 | | |
| Govt Field 2 | Character 30 | | |
| Govt Field 3 | Character 30 | | |
| Govt Field 4 | Character 30 | | |
| Govt Field 5 | Character 30 | | |
| Govt Field 6 | Character 30 | | |
| Govt Field 7 | Character 30 | | |
| Govt Field 8 | Character 30 | | |
| Govt Field 9 | Character 30 | | |
| Govt Field 10 | Character 30 | | |
| Govt Field 11 | Character 30 | | |
| Govt Field 12 | Character 30 | | |
| Govt Field 13 | Character 30 | | |

| Field Name | Type and Number of Characters | Format | Notes |
|--|-------------------------------|-----------------|-----------------------------------|
| Govt Field 14 | Character 30 | | |
| Govt Field 15 | Character 30 | | |
| G/L Book Depr Adj Amount | Numeric 14, 2 | 999999999999.99 | |
| Book 2 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 3 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 4 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 5 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 6 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 7 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 8 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 9 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| Book 10 Depr Adj | Numeric 14, 2 | 999999999999.99 | |
| !UDEF (User Defined Tables) Row Format | | | No row or multiple rows per asset |
| Input Row | Numeric 10 | 9999999999 | |
| Record Type | Character 1 | | "U" = User Defined |
| Asset ID | Character 10 | | |
| Item No | Numeric 5 | 99999 | |
| Text Value | Character 30 | | GENL_UDEF.UDEF_TXT |
| Validated Text Value | Character 20 | | GENL_UDEF.UDEF_ID |
| Date Value | Date 8 | | GENL_UDEF.IDEF_DT |
| Numeric Value | Numeric 14, 2 | 999999999999.99 | GENL_UDEF.UDEF_AMT |
| Label | Character 20 | | UDEF_LBL.UDEF_LBL |

Input File Layout

Records can also be imported into Costpoint Fixed Assets via the Import Asset Records application by scripting the records into the application's tables that were established for the Import Asset Records functionality within Costpoint.

The tables include:

- FA_IMP_ASSET
- FA_IMP_ASSETB
- FA_IMP_ASSETO
- FA_IMP_ASSETU

The layout of the fields in the FA_IMP_ASSETx are as follows.

FA_IMP_ASSET

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|---------------------|------------------------|---------------|----------------------|
| | INPUT_ROW_NO | INT | FA_IMP_ASSET |
| | PROC_STATUS | VARCHAR (1) | FA_IMP_ASSET |
| | AUTO_NO_GRP | INT | FA_IMP_ASSET |
| Asset ID | ASSET_ID | VARCHAR (10) | FA_IMP_ASSET |
| Item No | ITEM_NO | INT | FA_IMP_ASSET |
| Current Fiscal Year | IMP_FY_CD | VARCHAR (6) | FA_IMP_ASSET |
| Current Period | IMP_PD_NO | INT | FA_IMP_ASSET |
| Company ID | IMP_COMPANY_ID | VARCHAR (10) | FA_IMP_ASSET |
| Template No | FA_TMPLT_ID | VARCHAR (30) | FA_IMP_ASSET |
| Template Rev No | FA_TMPLT_RVSN_ID | VARCHAR (3) | FA_IMP_ASSET |
| Short Desc | SHORT_DESC | VARCHAR (30) | FA_IMP_ASSET |
| Long Desc | LONG_DESC | VARCHAR (60) | FA_IMP_ASSET |
| Add'l Desc | ADDTL_DESC_NOTE S | VARCHAR (254) | FA_IMP_ASSET |
| Classification Code | FA_CLASSIF_CD | VARCHAR (6) | FA_IMP_ASSET |
| Property Type | PRPTY_TYPE | VARCHAR (6) | FA_IMP_ASSET |
| Depr Status | S_DEPR_STATUS_C D | VARCHAR (1) | FA_IMP_ASSET |
| Record Status | S_STATUS_CD | VARCHAR (1) | FA_IMP_ASSET |
| Depr Based on | S_DEPR_BASED_ON _CD | VARCHAR (1) | FA_IMP_ASSET |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|---------------------------------------|-----------------------|--------------|----------------------|
| Vendor | VEND_ID | VARCHAR (12) | FA_IMP_ASSET |
| Vendor Name | VEND_NAME | VARCHAR (25) | FA_IMP_ASSET |
| Manufacturer ID | MANUF_ID | VARCHAR (10) | FA_IMP_ASSET |
| Manufacturer Name | MANUF_NAME | VARCHAR (30) | FA_IMP_ASSET |
| Model No | MODEL_ID | VARCHAR (30) | FA_IMP_ASSET |
| Condition | S_CONDITION_CD | VARCHAR (1) | FA_IMP_ASSET |
| City | CITY_NAME | VARCHAR (25) | FA_IMP_ASSET |
| State/Province | MAIL_STATE_DC | VARCHAR (15) | FA_IMP_ASSET |
| Postal Code | POSTAL_CD | VARCHAR (10) | FA_IMP_ASSET |
| County | COUNTY_NAME | VARCHAR (25) | FA_IMP_ASSET |
| Country | COUNTRY_CD | VARCHAR (8) | FA_IMP_ASSET |
| Location Group | FA_LOC_GRP_CD | VARCHAR (10) | FA_IMP_ASSET |
| Location 1 Code | FA_LOC1_CD | VARCHAR (8) | FA_IMP_ASSET |
| Location 2 Code | FA_LOC2_CD | VARCHAR (8) | FA_IMP_ASSET |
| Location 3 Code | FA_LOC3_CD | VARCHAR (8) | FA_IMP_ASSET |
| Accumulated Depreciation Account Code | ACCUM_DEPR_ACC T_CD | VARCHAR (6) | FA_IMP_ASSET |
| Depr Expense Acct Alloc Code | DEPR_EXP_ALC_CD | VARCHAR (6) | FA_IMP_ASSET |
| Tag Number | TAG_NO_S | VARCHAR (30) | FA_IMP_ASSET |
| Acquisition Date | ACQ_DT | DATETIME | FA_IMP_ASSET |
| Purchase Order Date | PO_DT | DATETIME | FA_IMP_ASSET |
| Purchase Order No | PO_ID | VARCHAR (10) | FA_IMP_ASSET |
| Purchase Order Rel No | PO_RLSE_NO | SMALLINT | FA_IMP_ASSET |
| Purchase Order Line No | PO_LN_NO | INT | FA_IMP_ASSET |
| Receipt Date | RECPT_DT | DATETIME | FA_IMP_ASSET |
| Packing Slip | PS_ID | VARCHAR (15) | FA_IMP_ASSET |
| Invoice Date | INVC_DT | DATETIME | FA_IMP_ASSET |
| Invoice No | INVC_ID | VARCHAR (15) | FA_IMP_ASSET |
| Voucher Date | VCHR_DT | DATETIME | FA_IMP_ASSET |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|-------------------------------|-----------------------|-----------------|----------------------|
| Voucher No | VCHR_NO | INT | FA_IMP_ASSET |
| Serial No | SERIAL_ID | VARCHAR (20) | FA_IMP_ASSET |
| Acquisition Fiscal Year | ACQ_FY_CD | VARCHAR (6) | FA_IMP_ASSET |
| Acquisition Period | ACQ_PD_NO | SMALLINT | FA_IMP_ASSET |
| Acquisition Subperiod | ACQ_SUB_PD_NO | SMALLINT | FA_IMP_ASSET |
| Units Quantity No | UNITS_QTY_NO | DECIMAL (14, 2) | FA_IMP_ASSET |
| Unit of Measure | UM_S | VARCHAR (10) | FA_IMP_ASSET |
| Unit Price | PRICE_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Sales Tax | SALES_TAX_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Shipping/Handling | SHIP_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Transportation | TRANSP_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Other Cost | OTHER_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Amount Posted Curr Pd | CUR_POSTED_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Estimated Units Useful Life | UNITS_LIFE_NO | INT | FA_IMP_ASSET |
| Unit of Measure Description | USAGE_UM_S | VARCHAR (10) | FA_IMP_ASSET |
| Std Depr Rt Per Unit of Usage | UNIT_DEPR_RT_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Prior Units Used | PRIR_UNITS_USED_NO | DECIMAL (14, 2) | FA_IMP_ASSET |
| Current Units Used | CUR_UNITS_USED_NO | DECIMAL (14, 2) | FA_IMP_ASSET |
| Capitalized Lease | CAPTLZD_LEASE_FL | VARCHAR (1) | FA_IMP_ASSET |
| Lease Start Date | LEASE_START_DT | DATETIME | FA_IMP_ASSET |
| Lease End Date | LEASE_END_DT | DATETIME | FA_IMP_ASSET |
| Total No Periods | TOT_LEASE_PMTS_NO | SMALLINT | FA_IMP_ASSET |
| Monthly Lease Payment | MTH_LEASE_PMT_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Lease Pds Remaining | LEASE_PDS_REMN_NO | SMALLINT | FA_IMP_ASSET |
| Disposal Date | DISP_DT | DATETIME | FA_IMP_ASSET |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|--|-----------------------|-----------------|----------------------|
| Disposal Fiscal Year | DISP_FY_CD | VARCHAR (6) | FA_IMP_ASSET |
| Disposal Period | DISP_PD_NO | SMALLINT | FA_IMP_ASSET |
| Disposal Subperiod | DISP_SUB_PD_NO | SMALLINT | FA_IMP_ASSET |
| Disposal Price | DISP_PRICE_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Disposal Description | DISP_DESC | VARCHAR (30) | FA_IMP_ASSET |
| | DISP_S_JNL_CD | VARCHAR (3) | FA_IMP_ASSET |
| Disposal Post Seq No | DISP_POST_SEQ_NO | INT | FA_IMP_ASSET |
| Disposal Entry Type (System or Manual) | S_DISPOSAL_CD | VARCHAR (6) | FA_IMP_ASSET |
| Modified By | MODIFIED_BY | VARCHAR (20) | FA_IMP_ASSET |
| Timestamp Date/Time | TIME_STAMP | DATETIME | FA_IMP_ASSET |
| Depr Method Code | B1_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSET |
| Useful Life | B1_USEFUL_LIFE_NO | INT | FA_IMP_ASSET |
| Auto Calculate Depreciation | B1_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSET |
| Salvage Percent | B1_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSET |
| Salvage Value | B1_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| FYTD Depreciation | B1_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Prior FY Depreciation | B1_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Current Pd Depreciation | B1_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Annual Depreciation | B1_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Depr Start Date | B1_DEPR_START_DT | DATETIME | FA_IMP_ASSET |
| In-Service Date | B1_IN_SERVICE_DT | DATETIME | FA_IMP_ASSET |
| Curr Depr Yr | B1_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSET |
| Days/Pds Remaining | B1_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSET |
| Amt Taken Purch YTD | B1_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSET |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|---------------------------------|-----------------------|-----------------|----------------------|
| Asset Account | ASSET_ACCT_ID | VARCHAR (15) | FA_IMP_ASSET |
| Asset Organization | ASSET_ORG_ID | VARCHAR (20) | FA_IMP_ASSET |
| Asset Project | ASSET_PROJ_ID | VARCHAR (30) | FA_IMP_ASSET |
| Asset Ref 1 | ASSET_REF1_ID | VARCHAR (20) | FA_IMP_ASSET |
| Asset Ref 2 | ASSET_REF2_ID | VARCHAR (20) | FA_IMP_ASSET |
| | B1_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSET |
| Post Seq No | POST_SEQ_NO | INT | FA_IMP_ASSET |
| Disposal Posting Date | DISP_POST_DT | DATETIME | FA_IMP_ASSET |
| Disposal Posting User | DISP_POST_USER_I D | VARCHAR (20) | FA_IMP_ASSET |
| Receipt | RECPT_ID | VARCHAR (10) | FA_IMP_ASSET |
| Voucher Line No | VCHR_LN_NO | SMALLINT | FA_IMP_ASSET |
| Non-Depr Post Disposal to GL | ND_POST_DISP_FL | VARCHAR (1) | FA_IMP_ASSET |
| Disposal Doc No | DISP_DOC_ID | VARCHAR (20) | FA_IMP_ASSET |
| Subclass Code | FA_SUBCLASS_CD | VARCHAR (6) | FA_IMP_ASSET |
| Employee | EMPL_ID | VARCHAR (12) | FA_IMP_ASSET |
| Disposal Type | FA_DISP_TYPE | VARCHAR (6) | FA_IMP_ASSET |
| Row Version | ROW_VERSION | SMALLINT | FA_IMP_ASSET |
| UID | UID_CD | VARCHAR(78) | FA_IMP_ASSET |
| UID Type | S_UID_TYPE | VARCHAR(5) | FA_IMP_ASSET |
| Issuing Agency Code | UID_IAC_CD | VARCHAR(3) | FA_IMP_ASSET |
| Enterprise Identifier | UID_EID_CD | VARCHAR(13) | FA_IMP_ASSET |
| Cage ID | CAGE_ID_FLD | VARCHAR(5) | FA_IMP_ASSET |

FA_IMP_ASSETB Table (Books)

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|------------|-----------------------|-------------|----------------------|
| | INPUT_ROW_NO | INT | FA_IMP_ASSETB |
| | PROC_STATUS | VARCHAR (1) | FA_IMP_ASSETB |
| | AUTO_NO_GRP | INT | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|-------------------------------|-----------------------|-----------------|----------------------|
| Asset ID | ASSET_ID | VARCHAR (10) | FA_IMP_ASSETB |
| Item No | ITEM_NO | INT | FA_IMP_ASSETB |
| Current Fiscal Year | IMP_FY_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Current Period | IMP_PD_NO | INT | FA_IMP_ASSETB |
| Company ID | IMP_COMPANY_ID | VARCHAR (10) | FA_IMP_ASSETB |
| Book 2 Depr Method Code | B2_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 2 Useful Life | B2_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |
| Book 2 Auto Calc Depr | B2_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 2 Salvage Percent | B2_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 2 Salvage Value | B2_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 2 FYTD Depreciation | B2_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 2 Prior FY Depreciation | B2_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 2 Amt To Depreciate | B2_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 2 Annual Depreciation | B2_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 2 Total Cost | B2_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 2 Depr Start Date | B2_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 2 In-Service Date | B2_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |
| Book 2 Curr Depr Yr | B2_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 2 Days/Pds Remaining | B2_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 2 Amt Taken Purchase YTD | B2_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 3 Depr Method Code | B3_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 3 Useful Life | B3_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|--------------------------------|-----------------------|-----------------|----------------------|
| Book 3 Auto Calc Depr | B3_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 3 Salvage Percent | B3_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 3 Salvage Value | B3_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 3 FYTD Depreciation | B3_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 3 Prior FY Depreciation | B3_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 3 Current Pd Depreciation | B3_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 3 Annual Depreciation | B3_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 3 Total Cost | B3_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 3 Depr Start Date | B3_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 3 In-Service Date | B3_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |
| Book 3 Curr Depr Yr | B3_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Bok 3 Days/Pds Remaining | B3_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 3 Amt Taken Purchase YTD | B3_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 4 Depr Method Code | B4_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 4 Useful Life | B4_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |
| Book 4 Auto Calc Depr | B4_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 4 Salvage Percent | B4_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 4 Salvage Value | B4_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 4 FYTD Depreciation | B4_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 4 Prior FY Depreciation | B4_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|--------------------------------|-----------------------|-----------------|----------------------|
| Book 4 Current Pd Depreciation | B4_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 4 Annual Depreciation | B4_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 4 Total Cost | B4_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 4 Depr Start Date | B4_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 4 In-Service Date | B4_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |
| Book 4 Curr Depr Yr | B4_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 4 Days/Pds Remaining | B4_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 4 Amt Taken Purch YTD | B4_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 Depr Method Code | B5_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 5 Useful Life | B5_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |
| Book 5 Auto Calc Depr | B5_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 5 Salvage Percent | B5_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 5 Salvage Value | B5_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 FYTD Depreciation | B5_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 Prior FY Depreciation | B5_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 Current Pd Depreciation | B5_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 Annual Depreciation | B5_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 Total Cost | B5_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 Depr Start Date | B5_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 5 In-Service Date | B5_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|--------------------------------|-----------------------|-----------------|----------------------|
| Book 5 Curr Depr Yr | B5_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 5 Days/Pds Remaining | B5_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 5 Amt Taken Purchase YTD | B5_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 Depr Method Code | B6_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 6 Useful Life | B6_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |
| Book 6 Auto Calc Depr | B6_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 6 Salvage Percent | B6_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 6 Salvage Value | B6_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 FYTD Depreciation | B6_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 Prior FY Depreciation | B6_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 Current Pd Depreciation | B6_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 Annual Depreciation | B6_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 Total Cost | B6_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 Depr Start Date | B6_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 6 In-Service Date | B6_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |
| Book 6 Curr Depr Yr | B6_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 6 Days/Pds Remaining | B6_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 6 Amt Taken Purchase YTD | B6_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 Depr Method Code | B7_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 7 Useful Life | B7_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|--------------------------------|-----------------------|-----------------|----------------------|
| Book 7 Auto Calc Depr | B7_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 7 Salvage Percent | B7_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 7 Salvage Value | B7_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 FYTD Depreciation | B7_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 Prior FY Depreciation | B7_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 Current Pd Depreciation | B7_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 Annual Depreciation | B7_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 Total Cost | B7_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 Depr Start Date | B7_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 7 In-Service Date | B7_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |
| Book 7 Curr Depr Yr | B7_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 7 Days/Pds Remaining | B7_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 7 Amt Taken Purchase YTD | B7_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 8 Depr Method Code | B8_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 8 Useful Life | B8_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |
| Book 8 Auto Calc Depr | B8_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 8 Salvage Percent | B8_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 8 Salvage Value | B8_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 8 FYTD Depreciation | B8_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 8 Prior FY Depreciation | B8_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|--------------------------------|-----------------------|-----------------|----------------------|
| Book 8 Current Pd Depreciation | B8_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 8 Annual Depreciation | B8_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 8 Total Cost | B8_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 8 Depr Start Date | B8_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 8 In-Service Date | B8_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |
| Book 8 Curr Depr Yr | B8_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 8 Days/Pds Remaining | B8_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 8 Amt Taken Purchase YTD | B8_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 Depr Method Code | B9_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 9 Useful Life | B9_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |
| Book 9 Auto Calc Depr | B9_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 9 Salvage Percent | B9_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 9 Salvage Value | B9_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 FYTD Deprecation | B9_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 Prior FY Depreciation | B9_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 Current Pd Depreciation | B9_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 Annual Depreciation | B9_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 Total Cost | B9_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 Depr Start Date | B9_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 9 In-Service Date | B9_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|---------------------------------|-----------------------|-----------------|----------------------|
| Book 9 Curr Depr Yr | B9_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 9 Days/Pds Remaining | B9_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 9 Amt Taken Purchase YTD | B9_DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 Depr Method Code | B10_DEPR_MTHD_CD | VARCHAR (6) | FA_IMP_ASSETB |
| Book 10 Useful Life | B10_USEFUL_LIFE_NO | INT | FA_IMP_ASSETB |
| Book 10 Auto Calc Depr | B10_AUTO_CALC_FL | VARCHAR (1) | FA_IMP_ASSETB |
| Book 10 Salvage Percent | B10_SLVGE_RT | DECIMAL (7, 6) | FA_IMP_ASSETB |
| Book 10 Salvage Value | B10_SLVGE_VAL_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 FYTD Depreciation | B10_FYTD_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 Prior FY Depreciation | B10_PFY_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 Current Pd Depreciation | B10_CUR_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 Annual Depreciation | B10_ANNL_DEPR_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 Total Cost | B10_TOT_CST_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 Depr Start Date | B10_DEPR_START_DT | DATETIME | FA_IMP_ASSETB |
| Book 10 In-Service Date | B10_IN_SERVICE_DT | DATETIME | FA_IMP_ASSETB |
| Book 10 Curr Depr Yr | B10_CUR_DEPR_YR_NO | SMALLINT | FA_IMP_ASSETB |
| Book 10 Days/Pds Remaining | B10_PDS_REMAIN_NO | SMALLINT | FA_IMP_ASSETB |
| Book 10 Amt Taken Purchase YTD | B10DP_DEPR_YTD_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 2 DP Depr Next Yr Amt | B2_DP_DEPR_NY_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|-----------------------------|-----------------------|-----------------|----------------------|
| Book 3 DP Depr Next Yr Amt | B3_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 4 DP Depr Next Yr Amt | B4_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 5 DP Depr Next Yr Amt | B5_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 6 DP Depr Next Yr Amt | B6_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 7 DP Depr Next Yr Amt | B7_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 8 DP Depr Next Yr Amt | B8_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 9 DP Depr Next Yr Amt | B9_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Book 10 DP Depr Next Yr Amt | B10_DP_DEPR_NY_A MT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Modified By | MODIFIED_BY | VARCHAR (18) | FA_IMP_ASSETB |
| Timestamp | TIME_STAMP | TIMESTAMP (10) | FA_IMP_ASSETB |
| Row Version | ROW_VERSION | SMALLINT | FA_IMP_ASSET |

FA_IMP_ASSETO Table (Other & Disp)

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|--------------|-----------------------|---------------|----------------------|
| | INPUT_ROW_NO | INT | FA_IMP_ASSETO |
| | PROC_STATUS | VARCHAR (1) | FA_IMP_ASSETO |
| | AUTO_NO_GRP | INT | FA_IMP_ASSETO |
| Asset ID | ASSET_ID | VARCHAR (10) | FA_IMP_ASSETO |
| Item No | ITEM_NO | INT | FA_IMP_ASSETO |
| Notes | NOTES | VARCHAR (254) | FA_IMP_ASSETO |
| Year Built | YR_BUILT_NO | SMALLINT | FA_IMP_ASSETO |
| Nat Stock No | NSN_ID | VARCHAR (20) | FA_IMP_ASSETO |
| Govt Field 1 | GOVT_FLD1_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 2 | GOVT_FLD2_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 3 | GOVT_FLD3_DESC | VARCHAR (30) | FA_IMP_ASSETO |

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|-----------------------------|-----------------------|-----------------|----------------------|
| Govt Field 4 | GOVT_FLD4_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 5 | GOVT_FLD5_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 6 | GOVT_FLD6_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 7 | GOVT_FLD7_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 8 | GOVT_FLD8_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 9 | GOVT_FLD9_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 10 | GOVT_FLD10_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 11 | GOVT_FLD11_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 12 | GOVT_FLD12_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 13 | GOVT_FLD13_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 14 | GOVT_FLD14_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| Govt Field 15 | GOVT_FLD15_DESC | VARCHAR (30) | FA_IMP_ASSETO |
| G/L Book Depr Adj | B1_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 2 Depr Adj | B2_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 3 Depr Adj | B3_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 4 Depr Adj | B4_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 5 Depr Adj | B5_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 6 Depr Adj | B6_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 7 Depr Adj | B7_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 8 Depr Adj | B8_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 9 Depr Adj | B9_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 10 Depr Adj | B10_DEPR_ADJ_AMT | DECIMAL (14, 2) | FA_IMP_ASSETO |
| Book 10 DP Depr Next Yr Amt | B10_DP_DEPR_NY_AMT | DECIMAL (14, 2) | FA_IMP_ASSETB |
| Modified By | MODIFIED_BY | VARCHAR (18) | FA_IMP_ASSETB |
| Timestamp | TIME_STAMP | TIMESTAMP (10) | FA_IMP_ASSETB |
| Row Version | ROW_VERSION | SMALLINT | FA_IMP_ASSET |

FA_IMP_ASSETU Table (User-Defined)

| Field Name | Costpoint Column Name | Field Type | Costpoint Table Name |
|----------------------|-----------------------|-----------------|----------------------|
| | INPUT_ROW_NO | INT | FA_IMP_ASSETU |
| | PROC_STATUS | VARCHAR (1) | FA_IMP_ASSETU |
| | AUTO_NO_GRP | INT | FA_IMP_ASSETU |
| Asset ID | ASSET_ID | VARCHAR (10) | FA_IMP_ASSETU |
| Item No | ITEM_NO | INT | FA_IMP_ASSETU |
| Text Value | UDEF_TXT | VARCHAR (30) | FA_IMP_ASSETU |
| Validated Text Value | UDEF_ID | VARCHAR (20) | FA_IMP_ASSETU |
| User-Defined Date | UDEF_DT | DATETIME | FA_IMP_ASSETU |
| Numeric Value | UDEF_AMT | DECIMAL (14, 2) | FA_IMP_ASSETU |
| Label | UDEF_LBL | VARCHAR (20) | FA_IMP_ASSETU |
| Modified By | MODIFIED_BY | VARCHAR (18) | FA_IMP_ASSETB |
| Timestamp | TIME_STAMP | TIMESTAMP (10) | FA_IMP_ASSETB |
| Row Version | ROWVERSION | SMALLINT | FA_IMP_ASSET |

Input File/Table Hard Validations (Asset_Table)

When importing asset records, Costpoint validates the imported information and stores it in different tables.

Four separate tables store Asset Master data, as shown below.

| Table Name | Table Description |
|-------------------|---|
| ASSET | This table holds data for the majority of Asset Master fields. |
| ASSET_OTHER_INFO | This table holds “government” user-defined field information as well as other asset information (as an overflow from the ASSET table) for Asset Master records. |
| ASSET_OTH_BK_DEPR | This table holds optional book information for Books 2-10, as applicable, for Asset Master records. |
| ASSET_BOOKS_DISP | This table holds depreciation adjustment information for all books, as applicable, related to a disposal. |

Except for the **Input Row**, **Status** and **Record Type** record for each table’s input, the fields below belong to the ASSET table, which holds most of the data for Asset records. The fields in the

ASSET_OTHER_INFO table hold “government” user-defined field information as well as other asset information (as an overflow from the ASSET table).

When you enter and save an Asset Master record through the Costpoint Fixed Assets Manage Asset Master Information screen, the system automatically creates matching rows in the ASSET and ASSET_OTHER_INFO tables. For the input file involved with this preprocessor, you must establish a “matching” row in both the ASSET and ASSET_OTHER_INFO tables in which the **Asset ID** and **Item No** data are identical.

Contents

| Field | Description |
|--------------------|--|
| Input Row | <p>This field (INPUT_ROW) is not a field in the ASSET table, but must be included in the data to be uploaded into the ASSET table by the input file.</p> <p>This field is required. It must be numeric, and it can hold up to 10 integers.</p> <p>The value in this field will display on the Error report to help identify records that did not pass one or more validations.</p> |
| Status | <p>This field (STATUS) is not a field in the ASSET table, but must be included in the data to be uploaded into the ASSET table.</p> <p>This field is required and it can only hold one of these values—“I,” “E,” or “NULL,” as follows:</p> <ul style="list-style-type: none"> ▪ I: records have been successfully uploaded into the Fixed Assets and GENL_UDEF tables ▪ E: record that failed hard validations during a previous import attempt that can be fixed and validated for import again. ▪ U: records that have been uploaded but have not yet been imported or failed validations during a previous attempt. |
| Record Type | <p>Record Type is not a field in the ASSET table, but must be included in the data to be uploaded into the ASSET table by input row.</p> <p>This field is required and is only used for the input file. It can only hold one of the following alphabetic characters:</p> <ul style="list-style-type: none"> ▪ H: Header table ▪ A: Asset table ▪ B: Other Books table ▪ O: Other Info/Books Disposal tables ▪ U: User-Defined tables <p>The purpose of the record type designation is to indicate whether the row is a header row or whether it should be linked with the ASSET, ASSET_OTH_BK_DEPR, or other tables that store Asset</p> |

| Field | Description |
|-----------------|--|
| | Master data (such as ASSET_OTHER_INFO or ASSET_BOOKS_DISP or GEN_UDEF). |
| Asset ID | <p>This field Asset ID (ASSET_ID), together with the Item No field (ITEM_NO), supplies the unique two-part key identifier for each Asset Master record.</p> <p>Although this field in an Asset Master record will accept up to 10 alphanumeric characters, you must have previously designated the size of this field in the Length of Asset Number field on the Configure Fixed Assets Settings screen (FA_SETTINGS.ASSET_ID_LEN_NO). The designated length must exceed 3 characters and be 10 characters or less.</p> <p>The length of numeric Asset ID's must equal the length designated on the Configure Fixed Assets Settings screen and cannot exceed that number. The length on alpha-numeric Asset ID's must not exceed this number. The Asset ID/Item No combination must not already exist in the destination database, and it must be unique within the ASSET table.</p> <p>If the Asset ID and Item Number are missing and the Automatic Numbering for Asset Records has been selected on the screen, the system will automatically insert the next asset number in the sequence that displays in the Last Asset Number field on the Configure Fixed Assets Settings screen. Note that the system will increment the right-most numeric digit for that asset number and will not automatically increment alphabetic characters. You must have previously enabled the automatic numbering feature on that screen by selecting the Enable Automatic Numbering for Asset Master Records check box on that screen (Configure Fixed Assets Settings). You must enter data for the Last Asset Number field if you have selected the Enable Automatic Numbering for Asset Master Records check box.</p> <p>If the Asset ID and Item No are missing and the Automatic Numbering for Asset Records has been selected on the screen but the Enable Automatic Numbering for Asset Master Records check box on the Configure Fixed Assets Settings screen is cleared, there will be an error message saying that the check box on the Configure Fixed Assets Settings screen must be selected to use this option. Either the check box on Configure Fixed Assets Settings must be selected with a valid value in the Last Asset Number field, or the Automatic Numbering for Asset Records field must be cleared.</p> <p>When importing with an ASCII import file, the order of the rows is critical, particularly when one or more asset records will not be having asset/item numbers on the import file. The records must be arranged on the file in the following order for each asset, assuming the Header row is listed first: A (Asset table data,) B (Other Books</p> |

| Field | Description |
|-------|--|
| | <p>table data,) O (Other Info/Books Disposal table data,) and then any U (User-defined table data.)</p> <p>When importing by scripting data into the input tables, the rows for each asset must have a temporary, unique value in the AUTO_NO_GRP column in each table. This unique value will be the same for all of the records associated with an asset record, so that the import application assigns the same asset/item number to all of the asset's records.</p> <p>If the Asset ID and the Item Number are missing and you have NOT turned on the automatic numbering feature, the record will fail validations and the applicable Row Number for the record will display on the Error report.</p> <p>Each Asset ID/Item No combination must have a record with the same Asset ID/Item No for the ASSET_OTHER_INFO table with Record Type B.</p> <p>If the asset's status is D (Disposal), this Asset ID/Item No combination must have a record with the same Asset ID/Item No for the ASSET_BOOKS_DISP table with Record Type O.</p> <p>The system will not allow duplicate asset/item numbers for the same record type except for the User-Defined table data having Record Type U. (For example, in the ASSET table, record type A cannot exist more than once for the same asset/item number.)</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If Asset Number and Item type are missing, the asset number following the value in the Last Asset Number field in Configure Fixed Assets Settings (FA_SETTINGS.LAST_ASSET_ID) will be inserted if Enable Automatic Numbering is selected on the Configure Fixed Assets Settings and Automatic Numbering for Asset Records is selected on the preprocessor screen. The Last Asset Number field will be incremented by 1 when this occurs. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This numeric Asset ID length is too short per FA Settings. <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: Numeric Asset ID's can be front-loaded with zeroes so that the length of the desired asset ID value matches the Length of Asset Number value in Configure Fixed Assets Settings.</p> </div> <ul style="list-style-type: none"> ERROR MESSAGE: Asset ID is NULL and Auto numbering is not activated. |

| Field | Description |
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| | <ul style="list-style-type: none"> ERROR MESSAGE: Asset ID is less than 3 characters in length. <div> Note: Any Asset ID, whether numeric or alphanumeric, can be front-loaded with zeroes to increase the length of the value to a valid length. </div> ERROR MESSAGE: This Asset ID/Item No's ASSET_OTHER_INFO record is missing. ERROR MESSAGE: This Asset ID/Item No's ASSET_BOOKS_DISP record is missing. ERROR MESSAGE: Asset ID exceeds value from FA Settings. ERROR MESSAGE: This Asset ID/Item No already exists in the database. <div> Note: This record may have already been loaded into the database, so this validation helps to prevent duplicate asset records. If the asset represented by the record to be loaded is unique from an asset already in the destination database but is related to the existing record with the same asset number, a different item number can be assigned to the record being imported so that the asset ID doesn't have to be changed. </div> ERROR MESSAGE: This Row Type "A" asset is duplicated in the input file. <div> Note: This error occurs when two records in the input file with Row Type A have the same Asset ID/Item No combination. If the two records actually represent two different assets, consider increasing the item number so that the Asset ID/Item No combinations are unique. If you do this, remember to also modify the Item No of related records having Record Types B, O or U. </div> ERROR MESSAGE: This Asset is duplicated in the table FA_IMP_ASSET. <div> Note: This error occurs when two records in the import table data have the same Asset ID/Item No combination. If the two records actually represent two different assets, consider increasing the item number so that the Asset ID/Item No combinations are unique. If you do this, remember </div> |

| Field | Description |
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| | <p>to also modify the Item No for related records in the other import tables.</p> <ul style="list-style-type: none"> ERROR MESSAGE: AUTO_NO_GRP must be populated when Asset/Item No are blank. <p>Note: This error occurs when the Asset ID/Item No and AUTO_NO_GRP are blank when adding records using table data.</p> |
| Item No | <p>This field Item No (ITEM_NO), together with the Asset ID field (ASSET_ID), supplies the unique two-part key identifier for each Asset Master record.</p> <p>Each asset number must have a unique item number that is numeric, greater than zero, and does not exceed "99999."</p> <p>If you previously enabled the automatic numbering feature by selecting the Enable Automatic Numbering for Asset Master Records check box on the Configure Fixed Assets Settings screen, the system will automatically assign "00001" as the default item number for records in which the Asset ID and the Item No are missing.</p> <p>You must populate this required field if you have not enabled the automatic numbering feature on the Configure Fixed Assets Setting screen and selected Automatic Numbering for Asset Records on the preprocessor screen.</p> <p>Even if you have enabled the automatic numbering feature on the Configure Fixed Assets Setting screen and selected Automatic Numbering for Asset Records on the preprocessor screen, you must populate this field if the Asset ID field is populated.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> The system will assign "00001" for the Item Number if the Asset ID and Item No fields are not populated and you have enabled the automatic numbering feature on the Configure Fixed Assets Setting screen and selected Automatic Numbering for Asset Records on the preprocessor screen. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Item No must be a numeric value. ERROR MESSAGE: Item No is NULL and Auto numbering is not activated. ERROR MESSAGE: Item No exceeds 5 characters. |
| Template No | <p>This Template No field (FA_TEMPLATE_ID), together with the optional Rev No field, supplies the unique two-part key identifier for each Asset Template record.</p> |

| Field | Description |
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| | <p>The template identifier can hold up to 30 alphanumeric characters. Each user-defined template represents a set of user-specified default data that can be easily imported into Asset Master records, where it can be edited as desired.</p> <p>Template numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If a field is blank in the input file/table for which there is a corresponding template data field that is populated, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table field, even if there is a corresponding template data field that is populated, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If the FA_TMPLT_ID is NULL in the input file/table, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: This Template No exceeds 30 characters. ▪ ERROR MESSAGE: This Template No/Rev No combination does not exist. |
| Revision No | <p>This optional field (FA_TEMPLATE_REV_NO), together with the optional Template No field, supplies the unique two-part key identifier for each Asset Template record, as applicable.</p> <p>A revision number is not required when you set up an Asset Template. If you have set up a template number with an associated revision number, however, the revision number must be entered along with the template number to supply the unique Asset Template identifier.</p> <p>The revision number can hold up to a maximum of 3 numeric characters.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> If a field is blank in the input file/table for which there is a corresponding template data field that is populated, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table, even if there is a corresponding template data field that is populated, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If the FA_TMPLT_REV_NO is NULL in the input file/table, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Rev No exceeds 3 characters. |
| Short Desc | <p>This optional field (SHORT_DESC) holds up to 30 alphanumeric characters, as applicable, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the short description field is blank in the input file/table for which there is a corresponding template data field that is populated, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table for short description, even if there is a corresponding template data field that is populated, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Short Desc cannot exceed 30 alphanumeric characters. |
| Long Desc | <p>This optional field (LONG_DESC) holds up to 60 alphanumeric characters, as applicable, and can be populated by manual entry or</p> |

| Field | Description |
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| | <p>by importing data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the long description field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for long description, even if there is a corresponding template data field that is populated, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Long Desc cannot exceed 60 alphanumeric characters. |
| Addtl Desc | <p>This optional field (ADDTL_DESC_NOTES) holds up to 254 alphanumeric characters, as applicable, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the additional description field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for the additional description field, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> If this field is NULL in the input file/table and template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Addtl Desc cannot exceed 254 alphanumeric characters. |
| Classification Code | <p>This required field (FA_CLASSIF_CD) holds up to 6 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>Classification Codes are validated against user-specified data initialized on the Manage Classification Codes screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Classification Code field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table for the Classification Code field, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Class Code is a required field. ERROR MESSAGE: Class code exceeds 6 characters. ERROR MESSAGE: This Class Code does not exist. |
| Property Type | <p>This required field (PRPTY_TYPE) holds up to 6 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>Property Types are validated against user-specified data initialized on the Manage Property Types screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> If the Property Type field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table for the Property Type field, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Property Type is a required field. ERROR MESSAGE: Property Type exceeds 6 characters. ERROR MESSAGE: This Property Type does not exist. |
| Depr Status | <p>This required field (S_DEPR_STATUS_CD) holds a single-character “D” (Depreciable) or “N” (Non-Depreciable) selection. The system default for this field is “D” (Depreciable), which can be changed by manual entry or by importing data from a specified Asset Template record.</p> <p>If a record is depreciable, the system requires additional data, including the basis for depreciation, a valid depreciation method code, and codes for valid G/L depreciation expense and accumulated depreciation account combinations.</p> <p>If a record is non-depreciable, the system automatically disables access to the G/L Book and Other Book data fields in the Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the depreciation status field is blank in the input file/table for which there is a corresponding template data field, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table for the depreciation status field, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and there is no template, enter “D” or “N” as the default for this field. <p>Possible Error Messages:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> ERROR MESSAGE: Depr Status is not "D" or "N." ERROR MESSAGE: Depr Status exceeds 1 character. |
| Record Status | <p>This required field (S_STATUS_CD) holds a single-character A (Active), I (Inactive), or D (Disposal) selection. The system default for this field is A (Active), which can be changed by manual entry or by importing data from a specified Asset Template record.</p> <p>If an Asset Master record is inactive or has a disposal status, the system will automatically exclude it from depreciation calculations and from reports that do not specify its inclusion.</p> <p>If disposal data exists, the system requires that the record status must be equal to D (Disposal).</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Record Status field is blank in the input file/table and a template has been assigned, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table for Record Status, even if a template has been assigned, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and there is no template, enter "A" or "I" for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Record Status is not "A," "I," or "D." ERROR MESSAGE: Record Status exceeds 1 character. ERROR MESSAGE: Record Status must be "D" when disposal data exists. |
| Depr Based On | <p>If a record is depreciable, the system requires additional data, including the basis for depreciation, a valid depreciation method code, and codes for valid G/L depreciation expense and accumulated depreciation account combinations.</p> <p>This required field (S_DEPR_BASED_ON_CD) holds a single-character Y (Years), U (Units of Usage), or L (Lease Pds) selection, which specifies the depreciation methodology to be used for depreciable assets.</p> |

| Field | Description |
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| | <p>The system default for this field is Y (Years), which can be changed by manual entry or by importing data from a specified Asset Template record.</p> <p>Because this field is required, you should automatically enter Y (Years) for a non-depreciable asset record.</p> <p>Because each of the three base methods (Years, Units, Leases) for depreciating assets uses some specific terminology and concepts that are not mutually shared, the purpose of this selection is to ensure the display of the appropriate screen when you access the G/L Book subtask from an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Depreciation Based On field is blank in the input file/table and a template has been assigned, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for the Depreciation Based On field, even a template has been assigned, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and there is no template, enter "Y", "U" or "L" for this field. <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: When you enter a non-depreciable record through the Manage Asset Master Information screen, the system automatically populates this field with a "Y."</p> </div> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Value does not equal "Y" for a Non-Depreciable asset. ▪ ERROR MESSAGE: Depr Based On exceeds 1 character. ▪ ERROR MESSAGE: Depr Based On is not "Y," "U," or "L." |
| Vendor ID | <p>This optional field (VEND_ID) holds up to 12 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be</p> |

| Field | Description |
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| | <p>populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Vendor ID field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table for Vendor ID, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Vendor ID exceeds 12 characters. |
| Vendor Name | <p>This optional field (VEND_NAME) holds up to 25 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Vendor Name field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. In the circumstance that data exists in the input file/table for Vendor Name, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Vendor Name exceeds 25 characters. |
| Manufacturer ID | <p>This optional field (MANUF_ID) holds up to 10 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is</p> |

| Field | Description |
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| | <p>populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Manufacturer ID field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Manufacturer ID, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. ▪ <p>Possible Error Message:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: This Manuf ID exceeds 10 alphanumeric characters. |
| Manufacturer Name | <p>This optional field (MANUF_NAME) holds up to 30 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Manufacturer Name field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Manufacturer Name, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: This Manuf Name exceeds 30 alphanumeric characters. |
| Model No | <p>This optional field (MODEL_NO) holds up to 30 alphanumeric characters, and can be populated by manual entry or by importing</p> |

| Field | Description |
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| | <p>data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the model number field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for model number, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Message:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: This Model No exceeds 30 alphanumeric characters. |
| Condition Code | <p>This required field (S_CONDITION_CD) holds a single-character N (New) or U (Used) selection. The system default for this field is N (New), which can be changed by manual entry or by importing data from a specified Asset Template record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Condition Code field is blank in the input file/table for which there is a template attached, the system will use the Template No value to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Condition Code, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> |

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| | <ul style="list-style-type: none"> If this field is NULL in the input file/table and there is no template, enter “N” or “U” for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Condition is not “N” or “U.” ERROR MESSAGE: Condition exceeds 1 alphanumeric character. |
| City | <p>This optional field (CITY_NAME) holds up to 25 alphanumeric characters.</p> <p>You should enter data in this field only if you have not specified a Location Group and have not designated an Asset Template that contains a Location Group. If this field is populated for a record containing a Location Group or for a record containing an Asset Template that contains a Location Group, then the value in this field in the input file record will be ignored. The imported record will contain the value assigned to this field in the designated Location Group.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Location Group field is blank in the input file/table and a template containing a Location Group is assigned to the record, the system will use the value in the City field of the Template (if it exists) to determine the data for the City field. In the circumstance that data exists in the input file/table for Location Group, even if there is a corresponding template data field value for Location Group or City, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If the Location Group (FA_LOC_GROUP_CD) is not NULL in the input file/table, enter the City associated with the Location Group Code in the Receiving database. If the Location Group (FA_LOC_GROUP_CD) is NULL in the input file/table but not NULL in the Template, enter the City associated with the Template Location Group Code in the Receiving database. If the Location Group field is NULL in the input file/table and template and City are also NULL, insert a space (' ') for City since NULLs are not permitted by the system for this field. |

| Field | Description |
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| | <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This City exceeds 25 alphanumeric characters. ERROR MESSAGE: City cannot be entered when Location Group is used. |
| State/Province | <p>This optional field (MAIL_STATE_CD) holds up to 15 alphanumeric characters.</p> <p>You should enter data in this field only if you have not specified a Location Group or designated an Asset Template that contains a Location Group. If this field is populated for a record containing a Location Group or for a record containing an Asset Template that contains a Location Group, then the value in this field in the input file record will be ignored. The imported record will contain the value assigned to this field in the designated Location Group.</p> <p>States/provinces are validated against user-specified data initialized on the Manage Postal Codes screen.</p> <p>If you enter state/province data, you must also enter valid data in the Country field.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Location Group field is blank in the input file/table and a template containing a Location Group is assigned to the record, the system will use the value in the City field of the Template No to determine the data for that field. In the circumstance that data exists in the input file/table for location group, even if there is a corresponding template data field value for Location Group or State/Province, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If the Location Group Code (FA_LOC_GROUP_CD) is not NULL in the input file/table, enter the State/Province associated with the Location Group Code in the Receiving database. If the Location Group Code (FA_LOC_GROUP_CD) is NULL in the input file/table but not NULL in the Template, enter the State/Province associated with the Template Location Group Code in the Receiving database. <p>Possible Error Messages:</p> |

| Field | Description |
|--------------------|---|
| | <ul style="list-style-type: none"> ▪ ERROR MESSAGE: This State/Province exceeds 15 alphanumeric characters. ▪ ERROR MESSAGE: This State/Province does not exist. ▪ ERROR MESSAGE: State/Province cannot be entered when Location Group is used. |
| Postal Code | <p>This optional field (POSTAL_CD) holds up to 10 alphanumeric characters.</p> <p>You should enter data in this field only if you have not specified a Location Group or designated an Asset Template that contains a Location Group. If this field is populated for a record containing a Location Group or for a record containing an Asset Template that contains a Location Group, then the value in this field in the input file record will be ignored. The imported record will contain the value assigned to this field in the designated Location Group.</p> <p>Postal codes are validated against user-specified data initialized on the Manage Postal Codes screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Location Group field is blank in the input file/table and a template containing a Location Group is assigned to the record, the system will use the value in the Postal Code field of the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Location Group, even if there is a corresponding template data field value for Location Group or Postal Code, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If the Location Group (FA_LOC_GROUP_CD) is not NULL in the input file/table, enter the Postal Code associated with the Location Group in the Receiving database. ▪ If the Location Group (FA_LOC_GROUP_CD) is NULL in the input file/table but not NULL in the Template, enter the Postal Code associated with the Location Group in the Receiving database. ▪ If the Location Group field is NULL in the input file/table and Template No and Postal Code are also NULL, insert a space (' ') for Postal Code since NULLs are not permitted by the system for this field. |

| Field | Description |
|---------------|--|
| | <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Postal Code exceeds 10 alphanumeric characters. ERROR MESSAGE: This Postal Code does not exist. ERROR MESSAGE: Postal Code cannot be entered when Location Group is used |
| County | <p>This optional field (COUNTY_NAME) holds up to 25 alphanumeric characters, and is not system-validated in an Asset Master record. You should enter data in this field only if you have not specified a Location Group or designated an Asset Template that contains a Location Group. If this field is populated for a record containing a Location Group or for a record containing an Asset Template that contains a Location Group, then the value in this field in the input file record will be ignored. The imported record will contain the value assigned to this field in the designated Location Group.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Location Group field is blank in the input file/table and a template containing a Location Group is assigned to the record, the system will use the value in the County field of the Template No to determine the data for that field. In the circumstance that data exists in the input file/table for Location Group Code, even if there is a corresponding template data field value for Location Group Code or County, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If the Location Group (FA_LOC_GROUP_CD) is not NULL in the input file/table, enter the Postal Code associated with the Location Group in the Receiving database. If the Location Group (FA_LOC_GROUP_CD) is NULL in the input file/table but not NULL in the Template, enter the Postal Code associated with the Location Group in the Receiving database. If the Location Group field is NULL in the input file/table and Template No and Postal Code are also NULL, insert a space (' ') for Postal Code since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> |

| Field | Description |
|----------------|---|
| | <ul style="list-style-type: none"> ERROR MESSAGE: This Postal Code exceeds 10 alphanumeric characters. ERROR MESSAGE: This Postal Code does not exist. ERROR MESSAGE: Postal Code cannot be entered when Location Group is used |
| Country | <p>This optional field (COUNTRY_CD) holds up to 8 alphanumeric characters.</p> <p>You should enter data in this field only if you have not specified a Location Group or designated an Asset Template that contains a Location Group. If this field is populated for a record containing a Location Group or for a record containing an Asset Template that contains a Location Group, then the value in this field in the input file record will be ignored. The imported record will contain the value assigned to this field in the designated Location Group.</p> <p>Country data is validated against user-specified data initialized on the Manage Countries screen. In addition, Country data is also validated against any value entered for State/Province. The Country and State/Province combination is initialized on the Manage States and Provinces screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Location Group field is blank in the input file/table and a template containing a Location Group is assigned to the record, the system will use the Country field value in the Template No to determine the data for that field. In the circumstance that data exists in the input file/table for Location Group Code, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If the Location Group (FA_LOC_GROUP_CD) is not NULL in the input file/table, enter the Country associated with the Location Group in the Receiving database. If the Location Group (FA_LOC_GROUP_CD) is NULL in the input file/table but not NULL in the Template, enter the Country associated with the Template Location Group Code in the Receiving database. <p>Possible Error Messages:</p> |

| Field | Description |
|------------------------|--|
| | <ul style="list-style-type: none"> ERROR MESSAGE: Country exceeds 8 alphanumeric characters. ERROR MESSAGE: This Country Code does not exist. |
| Location Group | <p>This optional field (FA_LOC_GRP_CD) holds up to 10 alphanumeric characters.</p> <p>A location group identifies a set of pre-established location data that includes the city, state, country, and county fields, as well as any user-specified location codes data. If you do not specify a location group, you can enter city, state, country, and county data on a field-by-field basis.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If a location group is included on a record in the input file or in a template included on a record in the input file, any input file values for the City, State/Province, Country, Postal Code, and County fields will be ignored during the import process. These fields will instead be populated by the pre-established location data associated with the location group on the Manage Location Groups screen in the receiving database.</p> </div> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Location Group field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Location Group set up for the Template No (if it exists) to determine the value for Location Group. In the circumstance that data exists in the input file/table for Location Group, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Location Group exceeds 10 alphanumeric characters. ERROR MESSAGE: This Location Group does not exist. |
| Location 1 Code | <p>If you designated a value for Location 1 Label field on the Manage Asset Master Field Labels screen, your label description for Location 1 will automatically display at this field.</p> |

| Field | Description |
|------------------------|---|
| | <p>Note: It is not a system requirement that you establish a label for this field. If you did not establish a label for this field, "Location 1" displays as the default label for this field.</p> <p>This optional field (FA_LOC1_CD) holds up to 8 alphanumeric characters, and can be populated by manual entry or by assigning a Location Group or by importing data from a specified Asset Template record.</p> <p>Location 1 Codes are validated against user-specified data initialized on the Manage Location 1 Codes screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Location Group field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Location Group set up for the Template No to determine the value for that Location 1 Code. ▪ In the circumstance that data exists in the input file/table for Location Group, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>If the Asset Template does not contain data in this field from which to provide a default, you may find that this field is already populated with data from a specified Location Group on the asset record. In any case, after the Location Group value for the Location 1 Code field has been applied to the record during the import process, you can overwrite that Location 1 Code with other validated data, as desired.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Location 1 Cd exceeds 8 alphanumeric characters. ▪ ERROR MESSAGE: This Location 1 Cd does not exist. |
| Location 2 Code | <p>If you designated a value for Location 2 Label field on the Manage Asset Master Field Labels screen, your label description for "Location 2" will automatically display at this field.</p> <p>Note: It is not a system requirement that you establish a label for this field. If you did not establish a label for this field, "Location 2" displays as the default label for this field.</p> |

| Field | Description |
|------------------------|---|
| | <p>This optional field (FA_LOC2_CD) holds up to 8 alphanumeric characters, and can be populated by manual entry or by assigning a Location Group or by importing data from a specified Asset Template record.</p> <p>Location 2 Codes are validated against user-specified data initialized on the Manage Location 2 Codes screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Location Group field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Location Group set up for the Template No to determine the value for that Location 2 Code. ▪ In the circumstance that data exists in the input file/table for Location Group, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>If the Asset Template does not contain data in this field from which to provide a default, you may find that this field is already populated with data from a specified Location Group on the asset record. In any case, after the Location Group value for the Location 2 Code field has been applied to the record during the import process, you can overwrite that Location 2 Code with other validated data, as desired.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Location 2 Cd exceeds 8 alphanumeric characters. ▪ ERROR MESSAGE: This Location 2 Cd does not exist. |
| Location 3 Code | <p>If you designated a value for Location 3 Label on the Manage Asset Master Field Labels screen, your label description for Location 3 will automatically display at this field.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: It is not a system requirement that you establish a label for this field. If you did not establish a label for this field, "Location 3" displays as the default label for this field.</p> </div> <p>This optional field (FA_LOC3_CD) holds up to 8 alphanumeric characters, and can be populated by manual entry or by assigning a Location Group or by importing data from a specified Asset Template record.</p> |

| Field | Description |
|--|--|
| | <p>Location 3 Codes are validated against user-specified data initialized on the Manage Location 3 Codes screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Location Group field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Location Group set up for the Template No to determine the value for that Location 3 Code. ▪ In the circumstance that data exists in the input file/table for Location Group, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>If the Asset Template does not contain data in this field from which to provide a default, you may find that this field is already populated with data from a specified Location Group on the asset record. In any case, after the Location Group value for the Location 3 Code field has been applied to the record during the import process you can overwrite that Location 3 Code with other validated data, as desired.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Location 3 Cd exceeds 8 alphanumeric characters. ▪ ERROR MESSAGE: This Location 3 Cd does not exist. |
| Accumulated Depreciation Account Code | <p>This field (ACCUM_DEPR_ACCT_CD) is required for depreciable assets only, and cannot be entered for non-depreciable assets.</p> <p>The accumulated depreciation account code holds up to 6 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>Accumulated Depreciation Account Codes are validated against user-specified data initialized on the Manage Accumulated Depreciation Account Codes screen. An accumulated depreciation account code specifies the required General Ledger account and organization (as well as the project and reference 1 and 2 numbers, as applicable) to which accumulated depreciation will be posted for the asset record</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> |

| Field | Description |
|---|--|
| | <ul style="list-style-type: none"> If the Accumulated Depreciation Account Code field is blank in the input file/table for which there is a corresponding template data field, the system will use the Template No to determine the value for that Accumulated Depreciation Account Code. In the circumstance that data exists in the input file/table for Accumulated Depreciation Account Code, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Accum Depr Acct Cd exceeds 6 alphanumeric characters. ERROR MESSAGE: A code cannot be entered for a Non-Depreciable asset. ERROR MESSAGE: This Accum Depr Acct Code does not exist. |
| Depreciation Expense Account Allocation Code | <p>This field (DEPR_EXP_ALC_CD) is required for depreciable assets only, and cannot be entered for non-depreciable assets.</p> <p>The depreciation expense account allocation code holds up to 6 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already recorded depreciation to avoid unexpected results.</p> <p>Depreciation Expense Account Allocation Codes are validated against user-specified data initialized on the Manage Depreciation Expense Acct Allocation Codes screen. A depreciation expense account allocation code specifies the required General Ledger account and organization (as well as the project and reference 1 and 2 numbers, as applicable) to which depreciation will be posted for the asset record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Depreciation Expense Account Allocation Code field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No (if it exists) to determine the value for that Depreciation Expense Account Allocation Code. |

| Field | Description |
|-------------------------|---|
| | <ul style="list-style-type: none"> In the circumstance that data exists in the input file/table for Depreciation Expense Account Allocation Code, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. |
| Tag Number | <p>This optional field (TAG_NO_S) holds up to 30 alphanumeric characters, can be populated by manual entry, and the data is not system-validated.</p> <p>If it is your company policy to assign the physical property tag number as the unique identifier for an asset record, the data in this field will be the same as the identifier in the Asset No field.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Tag Number exceeds 30 alphanumeric characters. |
| Acquisition Date | <p>This optional field (ACQ_DT) holds date-formatted data (YYYY-MM-DD) to designate an acquisition date.</p> <p>It can be populated by manual entry and the data is not system-validated.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: The acquisition date displays in a specific field with both the Purchase Info and the Govt Info in an Asset Master record. User edits to this field in one location automatically display in both field locations.</p> </div> <p>The acquisition date is normally associated with a “purchase” date, based on how you define it. Although there is no system validation of the data in this field, you may want to develop some internal rules on its use, since there are four additional (and optional) date fields already related to Purchase Info data (PO Date, Receipt Date, Invoice Date, and Voucher Date) as well as two additional date fields related to depreciation (Depr Start Date and In-Srvc Date) in an Asset Master record.</p> <p>You will likely correlate the optional acquisition date with other required purchase-related data in the Asset Master record, such as the Fiscal Year, Acct Pd, and Subperiod information (although there is no requirement to do so).</p> <p>There is no corresponding Asset Template field.</p> |

| Field | Description |
|-------------------|--|
| PO Date | <p>This optional field (PO_DT) holds date-formatted data (YYYYMMDD) to designate a purchase order date and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: PO Date is an invalid date format. ERROR MESSAGE: PO Date exceeds 10 characters. |
| PO No | <p>This optional field (PO_ID) holds up to 10 alphanumeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This PO No exceeds 10 alphanumeric characters. |
| Rel No | <p>This optional field (PO_RLSE_NO) holds up to 3 numeric characters and can be populated by manual entry. The data for this field is not system-validated in an Asset Master record.</p> <p>The release number applies to a blanket purchase order.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: PO Rlse No exceeds 4 characters. ERROR MESSAGE: PO Rlse No is not numeric. |
| PO Line No | <p>This optional field (PO_LN_NO) holds up to 4 numeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: PO Line No exceeds 4 characters. ERROR MESSAGE: PO Line No is not numeric. |

| Field | Description |
|---------------------|--|
| Receipt Date | <p>This optional field (RECPT_DT) holds date-formatted data (YYYYMMDD) to designate a receipt date and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Receipt Date is an invalid date format. ERROR MESSAGE: Receipt Date exceeds 10 characters. |
| Packing Slip | <p>This optional field (PS_ID) holds up to 15 alphanumeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Packing Slip exceeds 15 alphanumeric characters. |
| Invoice Date | <p>This optional field (INVC_DT) holds date-formatted data (YYYYMMDD) to designate an invoice date and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Invoice Date is an invalid date format. ERROR MESSAGE: Invoice Date exceeds 10 characters. |
| Invoice No | <p>This optional field (INVC_ID) holds up to 15 alphanumeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Invoice No exceeds 15 alphanumeric characters. |

| Field | Description |
|--------------------------------|--|
| Vchr Date | <p>This optional field (VCHR_DT) holds date-formatted data (YYYYMMDD) to designate a voucher date and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Voucher Date is an invalid date format. ERROR MESSAGE: Voucher Date exceeds 10 characters. |
| Vchr No | <p>This optional field (VCHR_NO) holds up to 9 numeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Voucher No exceeds 9 numeric characters. ERROR MESSAGE: Voucher No is not numeric. |
| Serial No | <p>This optional field (SERIAL_ID) holds up to 20 alphanumeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Serial No exceeds 20 alphanumeric characters. |
| Acquisition Fiscal Year | <p>This required field (ACQ_FY_CD) holds up to 6 alphanumeric characters and can be populated by manual entry.</p> <p>There is no corresponding Asset Template field.</p> <p>You will normally enter data in this field that reflects the fiscal year related to the purchase (or acquisition) date for the Asset Master record, and not necessarily the current fiscal year.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field to avoid unexpected results.</p> <p>Possible Error Messages:</p> |

| Field | Description |
|------------------------------|---|
| | <ul style="list-style-type: none"> ERROR MESSAGE: This Acquisition Fiscal Year does not exist. ERROR MESSAGE: Invalid Acquisition Fiscal year/Period combination. ERROR MESSAGE: Acquisition Fiscal Year is required. ERROR MESSAGE: Fiscal Year exceeds 6 alphanumeric characters. |
| Acquisition Acct Pd | <p>This required field (ACQ_PD_NO) holds up to 2 numeric characters and can be populated by manual entry.</p> <p>There is no corresponding Asset Template field.</p> <p>You will normally enter data in this field that reflects the accounting period related to the purchase (or acquisition) date for the Asset Master record, and not necessarily the current accounting period.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field to avoid unexpected results.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Acq Pd No is required. ERROR MESSAGE: Acq Pd No is not numeric. ERROR MESSAGE: Invalid Fiscal Year/Period combination. ERROR MESSAGE: Acq Pd No exceeds 2 characters. |
| Acquisition Subperiod | <p>This required field (ACQ_SUB_PD_NO) holds up to 2 numeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>You will normally enter data in this field that reflects the accounting subperiod related to the purchase (or acquisition) date for the Asset Master record, and not necessarily the current accounting subperiod.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field to avoid unexpected results.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Acq Subpd No is required. ERROR MESSAGE: Acq Subpd No is not numeric. ERROR MESSAGE: Acq Pd No exceeds 2 characters. |

| Field | Description |
|------------------------|--|
| Quantity | <p>This optional field (UNITS_QTY_NO) holds up to 4 numeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>The data in this field is for information purposes only and is not used by the system for any calculations.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Quantity exceeds 4 characters. ▪ ERROR MESSAGE: Quantity is not numeric. |
| Unit of Measure | <p>This optional field (UM_S) holds up to 10 alphanumeric characters and can be populated by manual entry.</p> <p>The data for this field is not system-validated in an Asset Master record.</p> <p>The data in this field is for information purposes only and is not used by the system for any calculations.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table, insert a ' ' (space), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: This Unit of Measure exceeds 10 characters. |
| Unit Price | <p>This optional field (PRICE_AMT) holds the asset's total cost before taxes, shipping and handling and other costs associated with purchasing the asset, as applicable. The value cannot exceed 999,999,999,999.99. The unit price can be populated by manual entry and the data is not system validated.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>The system automatically adds the value from this field to the value(s) entered in any other cost component field(s), and displays the results in the Total Cost field in the Asset Master record for Book 1.</p> |

| Field | Description |
|--------------------------|---|
| | <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Price exceeds 14 characters. ERROR MESSAGE: Price is not numeric. |
| Sales Tax | <p>This optional field (SALES_TAX_AMT) holds the sales tax amount, as applicable. The value cannot exceed 999,999,999,999.99. The sales tax amount can be populated by manual entry and the data is not system-validated.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>The system automatically adds the value from this field to the value(s) entered in any other cost component field(s), and displays the results in the Total Cost field in the Asset Master record for Book 1.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Sales Tax exceeds 14 characters. ERROR MESSAGE: Sales Tax is not numeric. |
| Shipping/Handling | <p>This optional field (SHIP_AMT) holds the shipping/handling amount, as applicable. The value cannot exceed 999,999,999,999.99. The shipping/handling amount can be populated by manual entry and the data is not system-validated.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>The system automatically adds the value from this field to the value(s) entered in any other cost component field(s), and displays the results in the Total Cost field in the Asset Master record for Book 1.</p> <p>Preprocessor Default Rules:</p> |

| Field | Description |
|-----------------------|---|
| | <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Shipping/Handling exceeds 14 characters. ERROR MESSAGE: Shipping/Handling is not numeric. |
| Transportation | <p>This optional field (TRANSP_AMT) holds the transportation costs, as applicable. The value cannot exceed 999,999,999,999.99. The transportation costs can be populated by manual entry and the data is not system-validated.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>The system automatically adds the value from this field to the value(s) entered in any other cost component field(s), and displays the results in the Total Cost field in the Asset Master record for Book 1.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Transportation exceeds 14 characters. ERROR MESSAGE: Transportation is not numeric. |
| Other Costs | <p>This optional field (OTHER_CST_AMT) holds any other costs, as applicable. The value cannot exceed 999,999,999,999.99. The other costs can be populated by manual entry and the data is not system-validated.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>The system automatically adds the value from this field to the value(s) entered in any other cost component field(s), and displays the results in the Total Cost field in the Asset Master record for Book 1.</p> <p>Preprocessor Default Rules:</p> |

| Field | Description |
|------------------------------------|---|
| | <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Other Cost exceeds 14 characters. ERROR MESSAGE: Other Cost is not numeric. |
| Amount Posted Curr Pd | <p>This field (CUR_POSTED_AMT) is not available for user entry in an Asset Master record.</p> <p>For all records, both new and historical, blanks display in this field in the Asset Master record at the beginning of each accounting period.</p> <p>The system automatically populates this field when you post depreciation for the first time in the accounting period. Subsequent postings of depreciation expense (within the same accounting period) will automatically increase or decrease the value in this non-editable field, since the system displays the cumulative results of all postings for the accounting period.</p> <p>When you close the current Fixed Assets accounting period, the system automatically clears this field on the screen and sets the database value back to "0.00."</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Amt Posted Cur Pd exceeds 14 characters. ERROR MESSAGE: Amt Posted Cur Pd is not numeric. |
| Estimated Units Useful Life | <p>This field (USAGE_UM_S) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to U (Units of Usage).</p> <p>This optional field (UNITS_LIFE_NO) holds up to nine numeric characters to indicate the estimated units of useful life (such as hours or miles). This field is similar to the Total Cost field for an asset whose basis is Y (Years) or L (Lease Periods), in that it defines the maximum number of units beyond which the system should not calculate depreciation.</p> <p>The value cannot exceed 999,999.999. The estimated units of useful life can be populated by manual entry, and the data is not system-validated.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make</p> |

| Field | Description |
|---|---|
| | <p>changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Estimated Units of Useful Life field is blank in the input file/table for which there is a corresponding template data field, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Estimated Units of Useful Life, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and template, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Units Useful Life exceeds 9 characters. ▪ ERROR MESSAGE: Units Est Life is not numeric. ▪ ERROR MESSAGE: Units Useful Life must be NULL if Depr Based On is not U. |
| <p>Unit of Measure Description</p> | <p>This field (USAGE_UM_S) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to U (Units of Usage).</p> <p>This optional field holds up to 10 alphanumeric characters to indicate the type of unit for the asset, such as hours, miles, and so on. The unit of measure description can be populated by manual entry, and the data is not system-validated. The value in this field is for data purposes only, and is not used in system calculations.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Unit of Measure Description field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. |

| Field | Description |
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| | <ul style="list-style-type: none"> In the circumstance that data exists in the input file/table for Unit of Measure Description, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and template, insert a ' ' (space), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Unit of Measure cannot be used unless Depr Based On is "U." ERROR MESSAGE: Unit of Measure exceeds 10 alphanumeric characters. |
| Std Depr Rate Per Unit of Usage | <p>This field (UNIT_DEPR_RT_AMT) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to U (Units of Usage).</p> <p>The value for this optional field cannot exceed 999,999,999,999.99. The standard depreciable rate per unit of usage field can be populated by manual entry, and the data is not system-validated.</p> <p>Although this field is not system-required, depreciation calculations cannot take place if this data is missing. The system multiplies the value from this field time the value in the Current Units Used field to derive the value in the Current Pd Depreciation field.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Std Depr Rate Per Unit of Usage field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. In the circumstance that data exists in the input file/table for Std Depr Rate Per Unit of Usage, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> |

| Field | Description |
|---------------------------|--|
| | <ul style="list-style-type: none"> If this field is NULL in the input file/table and template, insert a "0" (zero), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Depr Rt Per Unit cannot be used unless Depr Based On is "U." ERROR MESSAGE: Depr Rt Per Unit is not numeric. ERROR MESSAGE: Depr Rt Per Unit exceeds 14.0 characters. |
| Prior Units Used | <p>This field (PRIOR_UNITS_USED_NO) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to U (Units of Usage).</p> <p>The value for this optional field cannot exceed 999,999,999,999.99.</p> <p>The prior units used can be populated by manual entry, and the data is not system-validated.</p> <p>You will normally populate this field only when you are initializing historical records, as the system will automatically update this field during the Fixed Assets period close process.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Prior Units Used cannot be used unless Depr Based On is "U." ERROR MESSAGE: Prior Units Used is not numeric. ERROR MESSAGE: Prior Units Used exceeds 14 characters. |
| Current Units Used | <p>This field (CUR_UNITS_USED_NO) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to U (Units of Usage).</p> <p>The value for this optional field cannot exceed 999,999,999,999.99.</p> <p>The current units used can be populated by manual entry, and the data is not system-validated.</p> |

| Field | Description |
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| | <p>You will normally populate this field each month before you compute depreciation. Although this field is not system-required, depreciation calculations cannot take place if this data is missing. The system multiplies the value from this field times the value in the Std Depr Rate Per Unit of Usage field to derive the value in the Current Pd Depreciation field.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ■ If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ■ ERROR MESSAGE: Cur Units Used cannot be used unless Depr Based On is "U." ■ ERROR MESSAGE: Cur Units Used is not numeric. ■ ERROR MESSAGE: Cur Units Used exceeds 14 characters. |
| Capitalized Lease | <p>This field (CAPTLZD_LEASE_FL) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to L (Lease Periods).</p> <p>This required one-character field will accept Y (Yes) or N (No). This field is for information purposes only and is not used in any system calculations.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ■ If the Capitalized Lease field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ■ In the circumstance that data exists in the input file/table for Capitalized Lease, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> If this field is NULL in the input file and there is no template, enter "N" as the default for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Capitalizd cannot be used unless Depr Based On is "L." ERROR MESSAGE: Capitalized Lease exceeds 1 character. ERROR MESSAGE: This Capitalized Lease Flag is not "Y" or "N." |
| Lease Start Date | <p>This field (LEASE_START_DT) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On is equal to L (Lease Periods). Data in this optional field must be in date format (YYYYMMDD).</p> <p>This field, which can be an historical, current, or future date, is for information purposes only and is not used in any system calculations. (When the system calculates amortization, it checks only the date from the Depreciation/Amortization Start Date field.)</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Lease Start Date field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. In the circumstance that data exists in the input file/table for Lease Start Date, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Lease Start Dt cannot be used unless Depr Based On is "L." ERROR MESSAGE: Lease Start Dt is an invalid date format. ERROR MESSAGE: Lease Start Dt exceeds 10 characters. ERROR MESSAGE: An invalid year was entered for Lease Start Dt. ERROR MESSAGE: The Lease Start Dt is later than the Lease End Dt. |

| Field | Description |
|--------------------------|--|
| Lease End Date | <p>This field (LEASE_END_DT) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On is equal to L (Lease Periods). Data in this optional field must be in date format (YYYYMMDD).</p> <p>This field, which can be an historical, current, or future date, is for information purposes only and is not used in any system calculations. (When the system calculates amortization, it checks only the date from the Depreciation/Amortization Start Date field.)</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Lease End Date field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Lease End Date, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Lease End Dt cannot be used unless Depr Based On is "L." ▪ ERROR MESSAGE: Lease End Dt is an invalid date format. ▪ ERROR MESSAGE: Lease End Dt exceeds 10 characters. ▪ ERROR MESSAGE: An invalid year was entered for Lease End Dt. ▪ ERROR MESSAGE: The Lease End Dt must be greater than the Lease Start Dt. |
| Total No Payments | <p>This field (TOT_LEASE_PMTS_NO) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On is equal to L (Lease Periods).</p> <p>The value (and format) for this optional field cannot exceed three numeric characters (that is, 999). The total number of payments can be populated by manual entry, and the data is not system-validated.</p> <p>The value in this field is for information purposes only and is not used in system calculations. (The system uses the value from the Lease Payments Remaining field to determine how many more accounting periods the asset should be amortized over.)</p> <p>There is no corresponding Asset Template field.</p> |

| Field | Description |
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| | <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Lease Ttl Pments cannot be used unless Depr Based On is "L." ERROR MESSAGE: Lease Ttl Pments exceeds 3 characters. ERROR MESSAGE: Lease Ttl Pments exceeds maximum value allowed: 999. |
| Monthly Amount | <p>This field (MTH_LEASE_PMT_AMT) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On is equal to L (Lease Periods).</p> <p>The value for this optional field cannot exceed 999,999,999,999.99. The monthly payment amount can be populated by manual entry, and the data is not system-validated.</p> <p>You will normally populate this field at time of initialization. There will, of course, be instances in which the monthly payment changes. In this circumstance, you should enter the revised monthly payment in this field for the first month in which it is effective, before you compute monthly depreciation/amortization.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>If you have selected the Auto Calculate check box and the asset's book value does not equal zero, you must enter data in both the Monthly Amount and Lease Pds Remaining fields to save a new record. Although this field is not system-required (except in the instance previously mentioned), amortization calculations will not take place for a record if blanks display in the Monthly Amount field.</p> <p>The system does not automatically compute a value for this field (by dividing the total lease value by the total number of payments) because of inherent rounding problems and changing lease conditions. Each month when you compute depreciation/amortization, the system copies the data from this field to the Current Pd Amortization field.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Lease Mth Pment cannot be used unless Depr Based On is "L." ERROR MESSAGE: Lease Mth Pment exceeds 14.0 characters. ERROR MESSAGE: Lease Mth Pment is not numeric. |
| Lease Periods Remaining | <p>This field (LEASE_PDS_REMN_NO) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On is equal to L (Lease Periods).</p> <p>The value (and format) for this optional field cannot exceed three numeric characters (that is, 999).</p> <p>This data is not system-validated. The system uses the value from the Lease Pds Remaining field to determine how many more accounting periods the asset should be amortized over.</p> <p>If you have selected the Auto Calculate check box and the asset's book value does not equal zero, you must enter data in both the Monthly Amount and Lease Pds Remaining fields to save a new record. Although this field is not system-required (except in the instance previously mentioned), amortization calculations will not take place for a record if blanks display in the Lease Pds Remaining field.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Lease Pments Rem cannot be used unless Depr Based On is "L." ERROR MESSAGE: Lease Pments Rem exceeds 3 characters. ERROR MESSAGE: Lease Pments Rem exceeds maximum value allowed: 999. ERROR MESSAGE: Lease Pments Rem is not numeric. |

| Field | Description |
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| Disposal Date | <p>This field (DISP_DT) is only available in an Asset Master record if the Record Status for the asset is equal to D (Disposal).</p> <p>The format for this optional field must be in date format (YYYYMMDD).</p> <p>A disposal date is required on the Manage Disposal Transactions screen during data entry.</p> <p>When a disposal is posted, the system automatically moves the disposal date from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a "System-Generated" (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For an historical disposal that was not system-generated, you can manually enter the appropriate data during initialization. In this circumstance, the disposal data is treated as a "Manual" (MANUAL) disposal and manual edits are permitted.</p> <p>Although there is no system validation of the disposal date, you may find that the disposal date is a valuable selection parameter when using Query or designing custom reports. Because there are no system rules regarding the disposal date, you may want to develop some internal rules on the relationship of the date to the actual disposal and its consistency with your entries in the disposal Fiscal Year, Period, and Subperiod fields.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Date is an invalid date format. ERROR MESSAGE: An invalid year was entered for Disp Date. |
| Fiscal Year | <p>This field (DISP_FY_CD) is only available in an Asset Master record if the Record Status for the asset is equal to "D" (Disposal).</p> <p>The disposal fiscal year field holds up to 6 alphanumeric characters and the data is not system-validated.</p> <p>Disposal fiscal year data is required on the Manage Disposal Transactions screen during data entry.</p> <p>When a disposal is posted, the system automatically moves the disposal fiscal year from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a "System-Generated" (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For a historical disposal that was not system-generated, you can manually enter the appropriate disposal fiscal year during initialization. In this circumstance, the disposal data is treated as a "Manual" (MANUAL) disposal and manual edits are permitted.</p> |

| Field | Description |
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| | <p>Although there is no system validation of the disposal fiscal year, you may find that the disposal fiscal year is a valuable selection parameter when using Query or designing custom reports. Because there are no system rules regarding the disposal fiscal year, you may want to develop some internal rules on the relationship of the disposal fiscal year to the actual disposal and its consistency with your entries in the disposal Date, Period, and Subperiod fields.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Fiscal Year exceeds 6 alphanumeric characters. |
| Period | <p>This field (DISP_PD_NO) is only available in an Asset Master record if the Record Status for the asset is equal D (Disposal).</p> <p>The disposal period field holds up to 2 numeric characters and the data is not system-validated.</p> <p>Accounting period data is required on the Manage Disposal Transactions screen during data entry.</p> <p>When a disposal is posted, the system automatically moves the disposal accounting period from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a "System-Generated" (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For a historical disposal that was not system-generated, you can manually enter the appropriate disposal accounting period during initialization. In this circumstance, the disposal data is treated as a "Manual" (MANUAL) disposal and manual edits are permitted.</p> <p>Although there is no system validation of the disposal accounting period, you may find that the disposal accounting period is a valuable selection parameter when using Query or designing custom reports. Because there are no system rules regarding the disposal accounting period, you may want to develop some internal rules on the relationship of the disposal accounting period to the actual disposal and its consistency with your entries in the disposal Date, Fiscal Year, and Subperiod fields.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Pd No exceeds 2 characters. ERROR MESSAGE: Disp Pd No is not numeric. |
| Subperiod | <p>This field (DISP_SUB_PD_NO) is only available in an Asset Master record if the Record Status for the asset is equal to D (Disposal).</p> |

| Field | Description |
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| | <p>The disposal subperiod field holds up to 2 numeric characters and the data is not system-validated.</p> <p>Accounting subperiod data is required on the Manage Disposal Transactions screen during data entry.</p> <p>When a disposal is posted, the system automatically moves the disposal accounting subperiod from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a "System-Generated" (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For a historical disposal that was not system-generated, you can manually enter the appropriate disposal accounting subperiod during initialization. In this circumstance, the disposal data is treated as a "Manual" (MANUAL) disposal and manual edits are permitted.</p> <p>Although there is no system validation of the disposal accounting subperiod, you may find that the disposal accounting subperiod is a valuable selection parameter when using Query or designing custom reports. Because there are no system rules regarding the disposal accounting subperiod, you may want to develop some internal rules on the relationship of the disposal accounting subperiod to the actual disposal and its consistency with your entries in the disposal Date, Fiscal Yr, and Period fields.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Subpd No exceeds 2 characters. ERROR MESSAGE: Disp Subpd No is not numeric. |
| Price | <p>This field (DISP_PRICE_AMT) is only available in an Asset Master record if the Record Status for the asset is equal to D (Disposal).</p> <p>This optional field holds the disposal price amount, as applicable. The value cannot exceed 999,999,999.99. The disposal price amount can be populated by manual entry and the data is not system-validated.</p> <p>The disposal price amount is optional on the Manage Disposal Transactions screen during data entry. "0.00" displays in this field as a default value.</p> <p>When a disposal is posted, the system automatically moves the disposal price amount, as applicable, from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a "System-Generated" (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For a historical disposal that was not system-generated, you can manually enter the appropriate disposal price amount during</p> |

| Field | Description |
|------------------------|---|
| | <p>initialization. In this circumstance, the disposal data is treated as a “Manual” (MANUAL) disposal and manual edits are permitted.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Disp Price exceeds 14 characters. ▪ ERROR MESSAGE: Disp Price is not numeric. |
| Desc | <p>This field (DISP_DESC) is only available in an Asset Master record if the Record Status for the asset is equal to D (Disposal).</p> <p>The optional disposal description field holds up to 30 alphanumeric characters, as applicable. This field can be populated by manual entry, and the data is not system-validated.</p> <p>The disposal description is optional on the Manage Disposal Transactions screens during data entry. Blanks display in this field as a default value.</p> <p>When a disposal is posted, the system automatically moves the disposal description, as applicable, from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a “System-Generated” (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For a historical disposal that was not system-generated, you can manually enter the appropriate disposal description during initialization. In this circumstance, the disposal data is treated as a “Manual” (MANUAL) disposal and manual edits are permitted.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: This Disposal Description exceeds 30 characters. |
| DISP_S_JNL_CODE | <p>This field is only available if the Record Status for the asset is equal to D (Disposal).</p> <p>Data in this field cannot exceed 3 characters.</p> <p>Enter “FA” if the disposal was processed in Costpoint or leave as NULL.</p> |

| Field | Description |
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| | <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Jnl Cd exceeds 3 characters. ERROR MESSAGE: Disp Jnl Cd must be "NULL" or "FA." |
| Disposal Post Sequence No | <p>This field (DISP_POST_SEQ_NO) is only applicable for an Asset Master record if the Record Status for the asset is equal to D (Disposal) and holds up to 10 numeric characters, as applicable.</p> <p>The disposal post sequence number is not available for manual entry in the Asset Master record, regardless of whether the disposal was "System-Generated" or "Manual."</p> <p>The system will display the sequence number in this field from the posting that changed the record status to disposal. Identical posting sequence numbers are assigned by the system to all entries posted in a specific session. If a record has a posting sequence number, you will not be able to save any changes made to other fields in an Asset Master record.</p> <p>If the system displays "SYSTEM" in the Disposal System Code (S_DISPOSAL_CD) field for a specific Asset Master record, the system can automatically create and display a Fixed Assets posting sequence number, as applicable, when you post disposal data from the Manage Disposal Transactions screen. In the rare circumstance that a sequence number already exists, you should make sure that you record that sequence number in this field.</p> <p>If the system displays "MANUAL" in the Disposal System Code field for a specific Asset Master record, you should record no data for this field.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Post Seq No exceeds 10 characters. ERROR MESSAGE: Disp Post Seq No is not numeric. |
| Disposal System Code | <p>This field (S_DISPOSAL_CD) is only applicable for an Asset Master record if the Record Status for the asset is equal "D" (Disposal).</p> <p>This field is not available for user entry on the Manage Disposal Transactions screen or in Asset Master records.</p> <p>The only acceptable data for entry in this field, as generated automatically by the system, is SYSTEM, MANUAL, PREPRO, or NULL (' '), as follows:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> ▪ The system automatically displays SYSTEM in the Disposal System Code field for a specific Asset Master record if a disposal has been entered via the Manage Disposal Transactions screen or the Create Multiple Disposal Transactions screen, and then posted to the General Ledger. ▪ The system automatically displays MANUAL in the Disposal System Code field for a specific Asset Master record for which manual disposal data was added by the user and for which a disposal has not been posted to the General Ledger. ▪ The system automatically displays PREPRO in the Disposal System Code field for a specific Asset Master record for which disposal data was added using preprocessor disposal import functionality and the disposal record was subsequently posted. <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Disposal Code exceeds 6 alphanumeric characters. ▪ ERROR MESSAGE: Disp Sys Cd must be "SYSTEM," "MANUAL," "PREPRO," or NULL. |
| Depr Method Code | <p>This field (B1_DEPR_MTHD_CD) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On is equal to Y (Years). This field should not be populated if you have designated Depr Based On as L (Lease Periods) or U (Units of Usage).</p> <p>In the circumstance above, in which Depr Based On is equal to Y (Years), this required field for Book 1 (the General Ledger book) holds up to 6 alphanumeric characters and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>The methodology parameters that you set up with each depreciation method during initialization provide the system with the instructions for depreciation calculations.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> |

| Field | Description |
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| | <p>Depreciation Method Codes are validated against user-specified data initialized on the Manage Depreciation Methods screen.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Depr Method Code field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for the Depr Method Code, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: B1 Depr Mthd Cd exceeds 6 alphanumeric characters. ▪ ERROR MESSAGE: Cannot enter a Method when depreciation not based on years. ▪ ERROR MESSAGE: Cannot enter a method when the asset is non-depreciable. ▪ ERROR MESSAGE: B1 Depr Mthd Cd is missing. ▪ ERROR MESSAGE: B1 Depr Mthd Cd does not exist. |
| Useful Life | <p>This field (B1_USEFUL_LIFE_NO) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On is equal to Y (Years). This field should not be populated if you have designated Depr Based On as L (Lease Periods) or U (Units of Usage).</p> <p>In the circumstance above, in which Depr Based On is equal to Y (Years), this optional field for Book 1 (the General Ledger book) holds up to 4 numeric characters to specify the useful life of the asset (which may not be obvious from the G/L Book Depr Method Code you have assigned). This field can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>The data in this field is for information purposes only and is not used in system calculations. (When the system calculates depreciation, the depreciation year and percentage for that year are derived from the data in the Depr Method Code that you have assigned to the Asset Master record.)</p> <p>Depreciation Method Codes are validated against user-specified data initialized on the Manage Depreciation Methods screen.</p> |

| Field | Description |
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| | <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Useful Life field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No (if it exists) to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Useful Life, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, insert a zero ('0'), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: B1 Useful Life exceeds 4 characters. ▪ ERROR MESSAGE: This record's Depr Based On is not set to "Y" for Years. ▪ ERROR MESSAGE: Cannot enter B1 Useful Life when the asset is not depreciable. ▪ ERROR MESSAGE: B1 Useful Life is not numeric. |
| Auto Calculate Depreciation | <p>This field (B1_AUTO_CALC_FL) is available in an Asset Master record if the asset is depreciable. Depr Based On can be equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <p>This required field for Book 1 (the General Ledger book) can accept only a Y (Yes) or N (No) entry to indicate whether the auto calculation feature should be enabled. In an Asset Master record, this check box can be selected by manual entry or by importing data from a specified Asset Template record.</p> <p>The system default for this field is Y (Depreciable), which can be changed by manual entry or by importing data from a specified Asset Template record.</p> <p>If the Auto Calculate Depreciation check box is selected for an Asset Master record, the system will automatically include the record in depreciation computations (provided all other rules of eligibility for depreciation calculations are met). In addition, the system will re-set the Current Pd Depreciation field back to zero during the Fixed Assets period close process.</p> |

| Field | Description |
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| | <p>You should enter N (No) for this field if you want to disable the automatic system calculation of depreciation for this Asset Master record. In this circumstance, however, you will need to manually enter the amount of depreciation in the Current Pd Depreciation field in order to be able to post any depreciation for the record.</p> <p>In general, if you need to make a one-time adjustment to current depreciation expense, you should manually override the current period depreciation amount calculated by the system rather than change the default for this check box. If, however, you want to post a depreciation expense entry to the General Ledger as a recurring override to system calculations, you can set this field to N (No) and enter the recurring override amount in the Current Pd Depreciation field.</p> <p>You can select/clear this check box, as desired, at any time in Asset Master records. Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Auto Calculate Depreciation field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Auto Calculate Depreciation, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, insert a "Y," since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: B1 Auto Calc exceeds 1 character. ▪ ERROR MESSAGE: B1 Auto Calc is not "Y" or "N." |
| (Salvage) Percent | <p>This field (B1_SLVGE_RT) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On = "Y" (Years) or "U" (Units of Usage). This field should not be populated if you have designated Depr Based On = "L" (Lease Periods).</p> <p>This field for Book 1 (the General Ledger book) holds integers up to 100 and four decimal places (that is, 100.0000 or 99.9999) and can</p> |

| Field | Description |
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| | <p>be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>In an Asset Master record, if you enter a salvage value percentage in this field, note that the system automatically computes and displays the equivalent salvage value in the (Salvage) Value field.</p> <p>The (Salvage) Percent and (Salvage) Value fields in an Asset Master record are reciprocal in that the entry in one field automatically calculates and displays the appropriate data in the other field. The system subtracts the amount from the Value field from the amount in the Total Cost field, and automatically displays the result in the Amount to Depreciate field, which, in turn, as applicable, affects the amount of depreciation computed for the asset.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If you selected the Subtract Salvage Value Before Calculation check box on the Manage Depreciation Methods screen (the check box is selected by default), the system will subtract the salvage value from the cost of the asset before performing depreciation calculations. If you have cleared this check box, the system will ignore salvage value from the Value field when computing the amount for the Amount to Depreciate field.</p> </div> <p>The value in this field must be equal to the (Salvage) Value amount divided by the Total Cost amount for the Asset Master record.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ■ If the Salvage Percent field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ■ In the circumstance that data exists in the input file/table for Salvage Percent, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> If this field and the (Salvage) Value field are NULL in the input file/table and this field is NULL in an entered template, insert a zero ("0"), since NULLs are not permitted by the system for this field. If the (Salvage) Value field is populated and this field is not populated, compute and insert this value in the field, (Salvage) Value (B1_SLVGE_VAL_AMT) divided by Total Cost (B1_TOT_COST_AMT). <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Percent exceeds maximum value allowed: 100.0000. ERROR MESSAGE: B1 Salvage Rate is not numeric. ERROR MESSAGE: Depr Status is not set to "D" for Depreciable. ERROR MESSAGE: B1 Salvage Percent must be 0 for a Lease. |
| (Salvage) Value | <p>This field (B1_SLVGE_VAL_AMT) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to Y (Years) or U (Units of Usage). This field should not be populated if you have designated Depr Based On as L (Lease Periods).</p> <p>This field for Book 1 (the General Ledger book) holds the salvage value amount, as applicable. The value cannot exceed 999,999,999,999.99, and the salvage value amount can be populated by manual entry.</p> <p>In an Asset Master record, if you enter a salvage value amount in this field, note that the system automatically computes and displays the equivalent salvage rate in the (Salvage) Percent field.</p> <p>The (Salvage) Percent and (Salvage) Value fields in an Asset Master record are reciprocal in that the entry in one field automatically calculates and displays the appropriate data in the other field. The system subtracts the amount from the Value field from the amount in the Total Cost field, and automatically displays the result in the Amount to Depreciate field, which, in turn, as applicable, affects the amount of depreciation computed for the asset.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If you selected the Subtract Salvage Value Before Calculation check box on the Manage Depreciation Methods screen (the check box is selected by default), the system will subtract the salvage value from the cost of the asset before performing depreciation calculations. If you have cleared this check box, the system will ignore salvage value from the Value</p> </div> |

| Field | Description |
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| | <p>field when computing the amount for the Amount to Depreciate field.</p> <p>The value in this field must be equal to the (Salvage) Percent multiplied by the Total Cost amount for the Asset Master record.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field and the (Salvage) Percent field are NULL in the input file/table and this field is NULL in an entered template, insert a zero ("0"), since NULLs are not permitted by the system for this field. ▪ If the (Salvage) Percent field is populated and this field is not populated, compute and insert this value in the field, (Salvage) Percent (B1_SLVGE_RT) multiplied by Total Cost (B1_TOT_COST_AMT). <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: B1 Salvage Val exceeds 14 characters. ▪ ERROR MESSAGE: B1 Salvage Value is not numeric. ▪ ERROR MESSAGE: Depr Status is not set to "D" for Depreciable. ▪ ERROR MESSAGE: B1 Salvage Val must be 0 for a Lease. ▪ ERROR MESSAGE: B1 Salvage Val does not equal Salvage Rt time Total Cost. ▪ ERROR MESSAGE: Book 1 Salvage Val exceeds Total Cost. |
| FYTD Depreciation | <p>This field (B1_FYTD_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable.</p> <p>Depr Based On can be equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <p>Note: If Depr Based On is equal to L (Lease Periods), the label for this field will read "FYTD Amortization" in the Asset Master record.</p> <p>This field for Book 1 (the General Ledger book) holds the depreciation expense already posted for the current fiscal year for all previously-closed periods in the current fiscal year, and excludes</p> |

| Field | Description |
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| | <p>any value in the Current Pd Depreciation field. The value cannot exceed 999,999,999,999.99, and the FYTD depreciation amount can be populated by manual entry.</p> <p>The system automatically adds the value from this field to the values in the G/L Book Prior FY Depreciation and G/L Book Current Pd Depreciation fields to derive the total calculated value displayed in the G/L Book Accum Depreciation field.</p> <p>For a new Asset Master record, this field should be blank, as there has been no current fiscal year activity.</p> <p>Each accounting period except for the last period in the fiscal year, the system will automatically increase (or possibly decrease) the value in this field by the amount of depreciation posted when the Fixed Assets current period is closed and the next period exists in the same fiscal year.</p> <p>For both new and historical records that are being initialized, the system will increase or decrease the value in this field by the amount of the total depreciation posted for the period when you close the Fixed Assets current period.</p> <p>The system will also update the value in this field when you perform the Fixed Assets period close process on the last period in your current fiscal year. The system adds the value in the G/L Book FYTD Depreciation field to the value in the G/L Book Prior FY Depreciation field and then sets the value in the G/L Book FYTD Depreciation field back to zero.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If you use a "Date of Purchase" basis for the depreciation method linked to an Asset Master record, the cumulative value in this field for a historical record will normally be different from the value in the Amt Taken Purch YTD field (except when the date of purchase coincides with the start of your fiscal year). The FYTD Depreciation field displays fiscal year data, while the Amt Taken Purch YTD field displays purchase year data.</p> </div> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ■ If this field is NULL in the input file/table, insert a zero ("0"), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ■ ERROR MESSAGE: B1 FYTD Depr exceeds 14 characters. |

| Field | Description |
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| | <ul style="list-style-type: none"> ERROR MESSAGE: B1 FYTD Depr is not numeric. ERROR MESSAGE: Depr Status is not set to D for Depreciable. |
| Prior FYTD Depreciation | <p>This field (B1_PFY_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable. Depr Based On can be equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <p>If Depr Based On is equal to L (Lease Periods), the label for this field will read "Prior FY Amortization" in the Asset Master record.</p> <p>This field for Book 1 (the General Ledger book) holds the cumulative depreciation expense posted for ALL prior (and previously-closed) fiscal years. The amount in this field should exclude any posted amounts for the current fiscal year. The value cannot exceed 999,999,999,999.99, and the prior FY depreciation amount can be populated by manual entry.</p> <p>The system automatically adds the value from this field to the values in the G/L Book FYTD Depreciation and G/L Book Current Pd Depreciation fields to derive the total calculated value displayed in the G/L Book Accum Depreciation field.</p> <p>For a new Asset Master record, this field should be blank, as there has been no current fiscal year activity.</p> <p>For both new and historical records, the system will automatically update the value in this field when you perform the Fixed Assets period close process on the last period in your current fiscal year. The system will add the values from the G/L Book FYTD Depreciation and Current Pd Depreciation fields to the value in the G/L Book Prior FY Depreciation field, and will set the value in the G/L Book FYTD Depreciation field back to zero.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ("0"), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: B1 Cur Pd Depr exceeds 14 characters. ERROR MESSAGE: B1 Cur Pd Depr is not numeric. ERROR MESSAGE: Depr Status is not set to D for Depreciable. |

| Field | Description |
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| Current Pd Depreciation | <p>This field (B1_CUR_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable.</p> <p>Depr Based On can be equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: If Depr Based On is equal to L (Lease Periods), the label for this field will read "Current Pd Amortization" in the Asset Master record.</p> </div> <p>This field for Book 1 (the General Ledger book) holds the current period depreciation expense amount.</p> <p>The value cannot exceed 999,999,999,999.99, and the depreciation expense amount can be populated by manual entry.</p> <p>The system automatically adds the value from this field to the values in the G/L Book Prior FY Depreciation and G/L Book FYTD Depreciation fields to derive the total calculated value displayed in the G/L Book Accum Depreciation field.</p> <p>For a new Asset Master record, this field should be blank unless you want to overwrite the system calculation of annual depreciation and you do NOT select the G/L Book Auto Calculate Depreciation check box. If you have cleared the G/L Book Auto Calculate Depreciation check box and you manually entered a value in this field last period, this field should still display the manually-entered value.</p> <p>For both new and historical records, the system will automatically populate/update this field when you calculate depreciation for this record [if you have selected the G/L Book Auto Calculate check box and the date in the G/L Book Depr Start Date field is not a future date (later than the end of the current period)].</p> <p>(The "current" Fixed Assets period is specified on the Configure Posting Settings screen.)</p> <p>When you close the current Fixed Assets accounting period, the system sets back the value in this field to zero unless you have cleared the G/L Book Auto Calculate Depreciation check box.</p> <p>You can perform depreciation calculations multiple times within the same Fixed Assets period. If you have made no manual corrections to critical fields (such as asset cost, annual depreciation, current depreciation year, periods remaining, and so on), there is no danger that the system will post the same depreciation expense for the same asset in the same Fixed Assets period after you re-calculate depreciation.</p> <p>The system tracks monthly postings for each record and compares the value in the G/L Book Current Pd Depreciation field with the value in the G/L Book Amt Posted Curr Pd field. If these values are equal, there can be no additional postings to the G/L for the current period. Only changes to the G/L Book Current Pd Depreciation</p> |

| Field | Description |
|-------|--|
| | <p>field can generate additional positive or negative depreciation expense entries if additional postings are performed for the current Fixed Assets period.</p> <p>Changes can take place by means of manual overwrites in this field or as a result of depreciation calculations performed after changes have been made to other critical fields.</p> <p>As long as the value in the G/L Book Current Pd Depreciation field is different than the value in the G/L Book Amt Posted Curr Pd field, the system will, within the same Fixed Assets period, always post the value needed to bring the G/L Book Amt Posted Curr Pd amount up to or down to the value in the G/L Book Current Pd Depreciation field.</p> <p>For example, if you have calculated depreciation and the G/L Book Current Pd Depreciation field displays \$50.00, the value in the G/L Book Amt Posted Curr Pd field will also display \$50.00 after posting to the General Ledger. If you now change the amount in the G/L Book Current Pd Depreciation field to \$75.00 and post again within the same Fixed Assets period, the system will recognize that an additional \$25.00 is needed to bring these values to an equal condition, and will post \$25.00 more. After this second posting, the amounts in the G/L Book Current Pd Depreciation field and the G/L Book Amt Posted Curr Pd field will be equal.</p> <p>When you close the current FA accounting period, the amount displayed in the G/L Book Amt Posted Curr Pd field will be added to the amount in the G/L Book FYTD Depreciation field and the value in the G/L Book Amt Posted Curr Pd field will be set back to zero.</p> <p>Current period depreciation expense is computed as a result of the Date of Purchase or Fiscal Year basis assigned to each depreciation method (established on the Manage Depreciation Methods screen).</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <ul style="list-style-type: none"> ■ Depreciation Calculations When Depr Based On is Y (Years) <p>The basic premise for depreciation calculations in which the "catch-up" amount is to be spread among remaining periods is as follows:</p> <ul style="list-style-type: none"> ■ If you have linked a Date of Purchase depreciation basis method with the asset, the G/L Book Current Pd |

| Field | Description | | | | | | | | | | | | |
|-------------------------|--|------------------|---------------------|------------------|------------|----------|----------|---------------------|----------|----------|-------------------------|--------|--------|
| | <p>Depreciation field will display the annual depreciation expense less the amount taken this purchase year divided by the number of periods remaining in the calendar year.</p> <ul style="list-style-type: none">If you have linked a Fiscal Year depreciation method basis with the asset, the G/L Book Current Pd Depreciation field will display the annual depreciation expense less the FYTD amount divided by the number of periods remaining in the fiscal year. <p>Actual depreciation calculations may be more complex than in this simplified explanation because you may have selected to use "catch-up" depreciation calculations for the current period or to compute depreciation on a "days" basis. In the following simple example, consider the basic differences in current period depreciation calculations for a \$9,000 asset, useful life of five years, no salvage value, using straight-line depreciation, for both the FY and DP basis.</p> <p>For this example, the current fiscal year is CY 2007, the current Fixed Assets accounting period is 10, the number of accounting periods in the fiscal year is 12, and the start date is 10-01-07.</p> <table><tr><th></th><th>DP (Date-Purchased)</th><th>FY (Fiscal Year)</th></tr><tr><td>Asset Cost</td><td>\$ 9,000</td><td>\$ 9,000</td></tr><tr><td>Annual Depreciation</td><td>\$ 1,800</td><td>\$ 1,800</td></tr><tr><td>Current Pd Depreciation</td><td>\$ 150</td><td>\$ 600</td></tr></table> <p>The computed annual depreciation expense is identical for both the DP and FY basis. The current period depreciation expense, however, is different.</p> <ul style="list-style-type: none">Using the Date of Purchase basis for depreciation, the annual depreciation expense of \$1,800 is divided by the number of accounting periods remaining in the purchase year (12). One period of expense is charged for the current period, irrespective of the fiscal year. The depreciation year begins at the date in the G/L Book Depr Start Date field (10-01-2007). | | DP (Date-Purchased) | FY (Fiscal Year) | Asset Cost | \$ 9,000 | \$ 9,000 | Annual Depreciation | \$ 1,800 | \$ 1,800 | Current Pd Depreciation | \$ 150 | \$ 600 |
| | DP (Date-Purchased) | FY (Fiscal Year) | | | | | | | | | | | |
| Asset Cost | \$ 9,000 | \$ 9,000 | | | | | | | | | | | |
| Annual Depreciation | \$ 1,800 | \$ 1,800 | | | | | | | | | | | |
| Current Pd Depreciation | \$ 150 | \$ 600 | | | | | | | | | | | |

| Field | Description |
|-------|--|
| | <ul style="list-style-type: none"> Using the Fiscal Year basis for depreciation, the annual depreciation expense of \$1,800 is divided by the number of accounting periods remaining in the fiscal year. In the example above, there are only three accounting periods remaining in FY 2007 over which to spread the annual depreciation cost of \$1,800 Depreciation Calculations When Depr Based On = U (Units of Usage) The system will compute current period depreciation expense using a units of usage methodology by multiplying the value in the Current Units Used field by the value in the Std Depr Rt Per Unit of Usage field. Data must also be present in the Current Units Used field and in the Std Depr Rt Per Unit of Usage field before the system will include these records in depreciation calculations. Depreciation Calculations When Depr Based On = L (Lease Pds) Using a lease periods methodology, the system will move the value from the Monthly Amount field to this field when depreciation is calculated. The system does not compute a value for this field (by dividing the total lease value or the amount to amortize by the total number of payments) because of inherent rounding differences and changing lease terms. You must enter the desired value in the Monthly Amount field, and this value will display in the G/L Book Current Pd Depreciation field after the system calculates depreciation for the current period (and for subsequent periods as well if there are no changes). If the monthly payment amount changes, you should record the revised amount in the Monthly Amount field for the first month in which it is effective, before amortization calculations take place. <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ("0"), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: B1 Cur Pd Depr exceeds 14 characters. ERROR MESSAGE: B1 Cur Pd Depr is not numeric. |

| Field | Description |
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| | <ul style="list-style-type: none"> ERROR MESSAGE: Depr Status is not set to D for Depreciable. |
| Annual Depreciation | <p>This field (B1_ANNL_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable and the value in the Depr Based On field is equal to Y (Years). This field is not available if the value is U (Units of Usage) or L (Lease Pds).</p> <p>This field for Book 1 (the General Ledger book) holds the system-computed annual depreciation expense already posted for the current fiscal year. The value cannot exceed 999,999,999.99, and the Annual depreciation amount can be populated by manual entry.</p> <p>You can leave this field blank for both new and historical records unless you want to overwrite the system calculation of annual depreciation and you do not select the G/L Book Auto Calculate Depreciation check box.</p> <p>The system will populate this field when you calculate depreciation for this record if you have selected the G/L Book Auto Calculate Depreciation check box and the date in the G/L Book Depr Start Date field is not a future date (later than the end of the current period).</p> <p>Manual entries in an Asset Master record are always permitted in this field, regardless of the status of the G/L Book Auto Calculate Depreciation check box and the date in the G/L Book Depr Start Date field, but should be entered with caution. The timing of any manual entries to this field in an Asset Master record is especially important; if you have selected the G/L Book Auto Calculate Depreciation check box and make any manual edits to the G/L Book Annual Depreciation field, the system will re-compute and re-populate this value during the calculation and overwrite your manual edits.</p> <p>For both new and historical records, the system uses the value from this field during depreciation calculations. You can perform depreciation calculations multiple times within the same accounting period.</p> <p>If you have made no manual corrections to critical fields (such as asset cost, annual depreciation, current depreciation year, periods remaining, and so on), there is no danger that the system will calculate a different annual depreciation value for the same asset in the same accounting period.</p> <p>The system computes annual depreciation by multiplying total cost (or cost minus salvage value) times the depreciation percentage (from the depreciation method assigned to the asset) for the year specified in the G/L Book Current Depr Yr field. The system does not re-set the value in this field to zero during the period close process.</p> |

| Field | Description |
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| | <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ("0"), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: B1 Annual Depr exceeds 14 characters. ERROR MESSAGE: B1 Annual Depr is not numeric. ERROR MESSAGE: Depr Status is not set to D for Depreciable. |
| Depr Start Date | <p>This field (B1_DEPR_START DT) is only available in an Asset Master record if the asset is depreciable.</p> <p>Depr Based On can be equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: If Depr Based On is equal to L (Lease Periods), the label for this field will read "Amortization Start Date" in the Asset Master record.</p> </div> <p>Data in this optional field must be in date format (YYYYMMDD).</p> <p>Even though data entry in this field is not required to save an Asset Master record, this field is the most important date for depreciable assets because the system uses this date during depreciation calculations. Depreciation calculations will not take place if blanks display in this field, or if this date is later than the end of the current accounting period. (The Fixed Assets "current" accounting period is specified on the Configure Posting Settings screen.)</p> <p>If you anticipate a depreciation start date delay due to installation or calibration requirements, for example, you can enter a future date in this field, if desired. In this circumstance, depreciation calculations will not begin until the future date coincides with your current accounting period. The date in this field must be on or before the end of the current accounting period for depreciation calculations to take place.</p> <p>For an existing asset record, you should enter the historical date that depreciation began for this record and NOT the date that you began depreciating this record using Costpoint Fixed Assets. Because system calculations use this date to determine whether depreciation computations should take place for each record, use extreme caution if you change the depreciation start date for property records once they have begun depreciating in the system.</p> <p>The relationship between the data in this field and the values in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining</p> |

| Field | Description |
|-------|---|
| | <p>fields are critical to the accurate calculation of depreciation for new records in which Depr Based On is equal to Y (Years).</p> <p>You can use the Compute/Update Depreciation Computation Data utility to assist you in verifying the relationship of the G/L Book Depr Start Date field to the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields.</p> <p>Using the value in the G/L Book Depr Start Date field, the system prints a report by asset/item number, by book, that includes a side-by-side comparison of both the current values displayed in the Asset Master record AND the values that the system would have computed for the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields.</p> <p>Although you can print this report for all selected records, you can also print the report for exceptions only, which may make discrepancies easier to identify. After the report has printed, you can activate the option in this utility that applies the system-computed values to your asset records. This process updates the existing data in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields by replacing your data and writing the system-computed values to these fields.</p> <div data-bbox="589 1003 1333 1129" style="border: 1px solid red; padding: 5px;"> <p>Warning: Always carefully review and agree with the reported results on a record-by-record basis, using the Compute/Update Depreciation Computation Data utility, before performing the update process.</p> </div> <p>You should run this utility to verify (and optionally update) your data after you initialize your historical records and reconcile the detail Asset Account and Accumulated Depreciation Account values with your General Ledger and before you compute depreciation for the first time.</p> <p>After initialization, you may want to run this utility on a regular basis each period as part of your company's standard procedures, to confirm that your period additions have been initialized correctly.</p> <p>When you enter data for new records or for historical records during the initialization process, there are no system restrictions regarding the appropriateness and/or accuracy of the start date. Because of the important relationship between the start date and the data in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields, however, in most cases you should enter the date at which depreciation originally began for this record.</p> <div data-bbox="589 1671 1357 1822" style="border: 1px solid blue; padding: 5px;"> <p>Note: Regardless of the Date of Purchase or Fiscal Year basis assigned to any depreciation method, to ensure the accurate calculation of depreciation, you must set up all Fiscal Year/Period data in Costpoint Fixed Assets for the current fiscal year and one future fiscal year. Use the Manage Fixed Assets Fiscal Years and</p> </div> |

| Field | Description |
|---------------------|--|
| | <p>Manage Fixed Assets Accounting Periods screens to manually enter this data or use the Update FA FY/Pd Information from GL FY/Pd Information screen to copy existing GL data into Costpoint Fixed Assets. It is imperative that you set up this data as part of your initialization procedures before you compute depreciation for the first time.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: B1Depr Start exceeds 10 characters. ERROR MESSAGE: B1Depr Start is an invalid date format. ERROR MESSAGE: An invalid year was entered for B1 Depr Start Dt. ERROR MESSAGE: Depr Status is not set to D for Depreciable. |
| In-Srvc Date | <p>This field (B1_IN_SERVICE_DT) is only available in an Asset Master record if the asset is depreciable.</p> <p>Depr Based On can only be equal to Y (Years) or U (Units of Usage) methodology.</p> <p>This field is not available if the depreciation is based on L (Lease Pds) methodology.</p> <p>Data in this optional field must be in date format (YYYYMMDD).</p> <p>This date is for information purposes only and is not used in system calculations. (When the system calculates depreciation, the system checks only the date from the G/L Book Depr Start Date field.) The optional date in this field can be a historical, current, or future date.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: B1In-Srv Dt exceeds 10 characters. ERROR MESSAGE: B1In-Srv Dt is an invalid date format. ERROR MESSAGE: An invalid year was entered for B1 In-Srv Dt. ERROR MESSAGE: B1 In-Srvce Dt must be null for a Lease. ERROR MESSAGE: Depr Status is not set to "D" for Depreciable. |

| Field | Description |
|------------------------|---|
| Current Depr Yr | <p>This field (B1_CUR_DEPR_YR_NO) is only available in an Asset Master record if the asset is depreciable and you have designated Depr Based On equal to Y (Years). This field should not be populated if you have designated Depr Based On as U (Units of Usage) or L (Lease Periods).</p> <p>This field for Book 1 (the General Ledger book) holds the current depreciation year for the Asset Master record. The format cannot exceed 2 numeric characters (99) and the data can be populated by manual entry.</p> <p>The current depreciation year, along with data in the G/L Book Days/Pds Remaining and G/L Book Depr Start Date field, plays an integral role in the system calculation of depreciation. The value in this field signifies which depreciation year of the asset's useful life is current. As a result of this data, the system can use the appropriate percentage for the current year of life from the depreciation method linked with this record. (Years of useful life and percentages for each year are set up on the Manage Depreciation Methods screen.)</p> <p>For a new asset record, blanks normally display in this field as a default. You can leave this field blank, if desired, because the system will insert "1" in this field for a new blank record the first time that depreciation is calculated for this asset. Alternately, you can manually enter the depreciation year (which should be 1 for a new record), if desired. If you enter a value in this field, however, you must also enter a value in the G/L Book Days/Pds Remaining field, or you will not be able to save the asset record.</p> <p>This field must be blank for the system to populate it with a "1" the first time that depreciation is calculated for this record. If you have entered any number in this field, the system will not replace your entry during depreciation calculations. Although this field is not required, system calculations cannot take place if you have overwritten the system-populated value in this field with blanks. The reason for this is that the system cannot find the appropriate percentage to use from the Manage Depreciation Methods screen if the current depreciation year is not specified.</p> <p>During the initialization of your historical records, you will need to enter the correct current depreciation year for each asset. If, for example, you have an asset for which you have defined a depreciation method with a useful life of five years (the Manage Depreciation Methods screen), you should enter the current year of that life (for example, 1, 2, 3, 4, or 5). In this way, the proper depreciation percentage for the current depreciation year can be used during system calculations.</p> <p>For both new and historical records, once this field is initialized, the system increases the value in this field when required during the appropriate Fixed Assets period close process. The current year increments during the closing process if there are additional years of</p> |

| Field | Description |
|-------|--|
| | <p>useful life remaining for the record, and the G/L Book Days/Pds Remaining field displays a 1 (for assets using period-based depreciation) or if the number of days remaining is less than or equal to the number of days in the Fixed Assets period being closed (for assets using a Date of Purchase basis with depreciation calculated based on the number of days owned). At the same time, the value in the G/L Book Days/Pds Remaining field will also change appropriately.</p> <div data-bbox="589 594 1369 888" style="border: 1px solid blue; padding: 10px;"> <p>Note: Because manually-entered data in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields is especially prone to user error and misinterpretation, you can use the Compute/Update Depreciation Computation Data screen to assist you in verifying the relationship of these two data fields with the G/L Book Depr Start Date field. You can access the Compute/Update Depreciation Computation Data screen from the Fixed Assets Utilities menu. You can run it for any range of asset/item numbers.</p> </div> <p>The utility produces a report, based on the depreciation start date, which shows a side-by-side comparison of both the current values displayed in the Asset Master and the system-computed values for the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields. You can print the report for all selected records or for exceptions only, which makes discrepancies easier to identify.</p> <p>After printing the report, you can activate the option in this utility that applies the system-computed values to your asset records. This process updates the existing data in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields by replacing the existing data with the system-computed values. If you do not apply the system-computed values to your data, you may need to manually adjust some values in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields (or, in some cases, the G/L Book Depr Start Date field) to ensure the accuracy of depreciation calculations.</p> <p>Because the Update portion of this utility will overwrite your existing data with system-generated data, you should always carefully review and agree with the reported results on a record-by-record basis before performing the Update process. The Update process is similar to posting routines in that the report must first be printed before you can continue with the Update process. Never run the Update process as a matter of routine unless you agree with the system data changes that will take place in each Asset Master record.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> |

| Field | Description |
|---------------------------|--|
| | <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: B1Cur Depr Yr exceeds 2 characters. ERROR MESSAGE: B1Cur Depr Yr is not numeric. ERROR MESSAGE: Depr Based On is not set to "Y" for Years. ERROR MESSAGE: Depr Status is not set to "D" for Depreciable. |
| Days/Pds Remaining | <p>This field (B1_PDS_REMAIN_NO) is only available in an Asset Master record if the asset is depreciable.</p> <p>Depr Based On can only be equal to Y (Years) methodology. This field is not available if the depreciation is based on L (Lease Pds) or U (Units of Usage) methodology.</p> <p>This field for Book 1 (the General Ledger book) holds the number of periods or days remaining, as applicable, in the current depreciation year for the Asset Master record. The value (and format) cannot exceed 3 numeric characters (999) and the data can be populated by manual entry.</p> <p>The days/periods remaining field, along with the G/L Book Current Depr Yr and G/L Book Depr Start Date fields, plays an integral role in the system calculation of depreciation. The value in this field indicates the number of days or periods remaining in the current depreciation year of the asset's useful life. (Years of useful life and percentages for each year are set up on the Manage Depreciation Methods screen.)</p> <p>For a new asset record, blanks display in this field as a default. You can leave this field blank, if desired, because the system will insert the correct value in this field for a new blank record the first time that depreciation is calculated for this asset. Alternately, you can manually enter the days or periods remaining in this field. If you enter a value in this field, however, you must also enter a value in the G/L Book Current Depr Yr field, or you will not be able to save the asset record. The value in this field will depend on the Date of Purchase or Fiscal Year basis assigned to the depreciation method for this asset.</p> <ul style="list-style-type: none"> If you have linked a Date of Purchase basis for depreciation method with this record, the value in this field should reflect the number of days or periods remaining in the current purchase year, depending on the option you selected in the System-Wide Configuration for DP Basis Depreciation Methods group box on the Configure Fixed Assets Settings screen. |

| Field | Description |
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| | <ul style="list-style-type: none"> If you have linked a Fiscal Year basis for depreciation method with this record, the value in this field should reflect the number of periods remaining in the current fiscal year. The number of periods remaining cannot be more than 18. <p>This field must be blank for the system to populate it the first time that depreciation is calculated for this record. If you have entered any number in this field, the system will not replace your entry during depreciation calculations. Although this field is not required, if you have over-written the system-populated value in this field with blanks, system calculations cannot take place. The reason for this is that the system cannot depreciate correctly for the current period if the G/L Book Days/Pds Remaining field is not specified.</p> <p>For both new and historical records, once this field is initialized, the system changes this value, as required, during the Fixed Assets period close process. The system increments the current year during the closing process if there are additional years of useful life remaining for the record, and the G/L Book Days/Pds Remaining field displays a 1 (for assets using period-based depreciation) or if the number of days remaining is less than or equal to the number of days in the Fixed Assets period being closed (for assets using a Date of Purchase basis with depreciation calculated based on the number of days owned).</p> <p>At the same time, when the value in the current year increases, the value in the G/L Book Days/Pds Remaining field will also change appropriately for the basis used (Date of Purchase or Fiscal Year).</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: Because manually entered data in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields are especially prone to user error and misinterpretation, you can use the Verify/Update Depr Computation Data screen to assist you in verifying the relationship of these two data fields with the G/L Book Depr Start Date field. You can access this screen from the Fixed Assets Utilities menu.</p> </div> <p>The utility produces a report, based on the depreciation start date, which shows a side-by-side comparison of both the current values displayed in the Asset Master and the system-computed values for the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields. You can print the report for all selected records or for exceptions only, which makes discrepancies easier to identify.</p> <p>After printing the report, you can activate the option in this utility that applies the system-computed values to your asset records. This process updates the existing data in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields by replacing the existing data with the system-computed values. If you do not apply the system-computed values to your data, you may need to manually</p> |

| Field | Description |
|--------------------------------------|---|
| | <p>adjust some values in the G/L Book Current Depr Yr and G/L Book Days/Pds Remaining fields (or, in some cases, the G/L Book Depr Start Date field) to ensure the accuracy of depreciation calculations.</p> <p>Because the Update portion of this utility will overwrite your existing data with system-generated data, you should always carefully review and agree with the reported results on a record-by-record basis before performing the Update process. The Update process is similar to posting routines in that the report must first be printed before you can proceed with the Update process. Never run the Update process as a matter of routine unless you agree with the system data changes that will take place in each Asset Master record.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ■ ERROR MESSAGE: B1Days/Pds Rem exceeds 3 characters. ■ ERROR MESSAGE: B1Days/Pds Rem is not numeric. ■ ERROR MESSAGE: Days/Pds Rem exceeds maximum value allowed: 366. ■ ERROR MESSAGE: Depr Based On is not set to "Y" for Years. ■ ERROR MESSAGE: Depr Status is not set to "D" for Depreciable. |
| <p>Amt Taken Purchase YTD</p> | <p>This field (B1_DP_DEPR_YTD_AMT) is only available in an Asset Master record if the asset is depreciable.</p> <p>Depr Based On can only be equal to Y (Years) methodology. This field is not available if the depreciation is based on L (Lease Pds) or U (Units of Usage) methodology.</p> <p>This field for Book 1 (the General Ledger book) holds the dollar amount of depreciation posted for the current purchase year, exclusive of any amounts posted during the current accounting period. The value cannot exceed 999,999,999,999.99, and the data can be populated by manual entry.</p> <p>This field is available only for depreciation methods that use the Date of Purchase basis. (You must select a Date of Purchase or Fiscal Year basis on the Manage Depreciation Methods screen when you set up each depreciation method.)</p> |

| Field | Description |
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| | <ul style="list-style-type: none"> ▪ If the method from the G/L Book Depr Method Code field on this screen references a method that uses a Date of Purchase basis, this field is available. ▪ If the method from the G/L Book Depr Method Code field on this screen references a method that uses a Fiscal Year basis, this field is not available. <p>The amount taken purchase YTD, along with data in the G/L Book Current Depr Yr and the G/L Book Days/Pds Remaining fields, plays an integral role in the system calculation of depreciation for methods using the Date of Purchase basis.</p> <p>For a new asset record, no data should display in this field. You should leave this field blank for a new record because the system will increase (or possibly decrease) the value in this field by the amount of depreciation posted each time you close the Fixed Assets period.</p> <p>The value in this field will be different from the value in the G/L Book FYTD Depreciation field except when the date of purchase coincides with the start of your fiscal year. The G/L Book Amt Taken Purch YTD field displays purchase year data, while the G/L Book FYTD Depreciation field displays fiscal year data.</p> <p>During the initialization of your historical records, for records linked to depreciation methods that use the Date of Purchase basis for depreciation, you should enter the correct value in this field for the current purchase year of the asset.</p> <p>For both new and historical records, once this field is initialized, the system will automatically change the value in this field by the total amount of depreciation posted for the current accounting period when you perform the Fixed Assets Period Close process. Once each purchase year is complete, the system automatically resets the value in this field to zero, as appropriate.</p> <div> <p>Note: Because-manually entered data in the Amt Taken Purchase YTD field is especially prone to user error and misinterpretation of the system “rules” for this field, you can use the Compute/Update Amount Taken Purchase Year-To-Date screen to assist you in verifying the relationship of this data field with the G/L Book Depr Start Date, G/L Book Current Depr Yr, and G/L Book Days/Pds Remaining fields. This utility generates data based on the premise that no depreciation adjustments were posted in the current asset year prior to the asset’s initialization into Costpoint. You can access this screen from the Fixed Assets Utilities menu.</p> <p>This utility will verify/update Asset Master data only for books in which the assigned depreciation method uses a Date of Purchase basis and whose depreciation start date is prior to the current</p> </div> |

| Field | Description |
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| | <p>Fixed Assets posting Fiscal Year, Period, and subperiod. (For assets in the first period of a purchase year, the G/L Book Amt Taken Purchase YTD value will be set to zero.)</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ■ If this field is NULL in the input file/table, insert a zero ("0"), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ■ ERROR MESSAGE: B1Amt Taken PYTD exceeds 14 characters. ■ ERROR MESSAGE: B1Amt Taken PYTD is not numeric. ■ ERROR MESSAGE: Depr Based On is not set to "Y" for Years. ■ ERROR MESSAGE: Depr Status is not set to "D" for Depreciable. |
| Asset Account | <p>This field (ASSET_ACCT_ID) is required for both depreciable and non-depreciable Asset Master records, regardless of the depreciation basis methodology, that is, Depr Based On is equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <p>This field holds up to 15 alphanumeric characters to designate the asset account, is system-validated, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>Asset accounts denote "ownership" and can include balance sheet combinations, expense account combinations (to track items not capitalized), and/or project combinations for property that should be identified with a contract.</p> <p>The asset account combination specifies the General Ledger asset Account, Organization, Project, Reference 1, and Reference 2 numbers, as applicable, that should be linked with the ownership of an Asset Master record. The Account and Organization are always required; Project, Reference 1, and Reference 2 numbers are always optional (unless a project has been designated as required for the combination). There are no special rules regarding the types of Account/Organization/ Project/Reference 1/Reference 2 combinations that can be used as an asset account.</p> |

| Field | Description |
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| | <p>Note: If you enter a project account abbreviation in the Proj Acct Abbrev field in an Asset Master record, the system will populate the Asset Account field with the account previously associated with the project account abbreviation. To use this feature, you must have previously set up optional project account abbreviations codes on the Manage Project Account Groups screen in Costpoint Project Setup. For additional information about this feature, please refer to specific documentation for the Manage Project Account Groups screen and Projects related topic , Project Account Groups.</p> <p>When you save an Asset Master record, the system will validate that the account is a detail account and that it is active. If the account fails one of these validations, you will need to either make corrections to the account or enter a different account number. [Additional validations regarding the Account/Organization/Project/Reference 1/Reference 2 data, as applicable, will also be performed before the record can be saved. The system will validate that the account is valid for the organization and, if project-required, is also valid for the project. If a project has been associated with the account, it must allow charges and be active for the PAG (Project Account Group). Additionally, if "Limit Accounts" applies to the project, the related account must have been linked to the project on the Link Projects/Accounts application.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ■ If the Asset Account field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No (if it exists) to determine the data for that field. ■ In the circumstance that data exists in the input file/table for Asset Account, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. |
| Asset Organization | <p>This field (ASSET_ORG_ID) is required for both depreciable and non-depreciable Asset Master records, regardless of the depreciation basis methodology, that is, Depr Based On is equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> |

| Field | Description |
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| | <p>This field holds up to 20 alphanumeric characters to designate the asset organization, is system-validated, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>Asset organizations, as with accounts, denote "ownership" and can include balance sheet combinations, expense account combinations (to track items not capitalized), and/or project combinations for property that should be identified with a contract.</p> <p>The asset account combination specifies the General Ledger asset Account, Organization, Project, Reference 1, and Reference 2 numbers, as applicable, that should be linked with the ownership of an Asset Master record. The Account and Organization are always required; Project, Reference 1, and Reference 2 numbers are always optional (unless a project has been designated as required for the combination). There are no special rules regarding the types of Account/Organization/ Project/Reference 1/Reference 2 combinations that can be used as an asset account.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If you enter a project account abbreviation in the Proj Acct Abbrev field in an Asset Master record, the system will populate the Asset Organization field with the organization previously associated with the project account abbreviation. To use this feature, you must have previously set up optional project account abbreviations codes on the Manage Project Account Groups screen in Costpoint Project Setup. For additional information about this feature, please refer to specific documentation for the Project Account Groups screen and Projects related topic, Project Account Groups.</p> </div> <p>When you save an Asset Master record, the system will validate that the organization is active. If the organization fails this validation, you will need to either make corrections to the organization or enter a different organization. Additional validations regarding the Account/Organization/Project/Reference 1/Reference 2 data, as applicable, will also be performed before the record can be saved. The system will validate that the organization is valid for use with the account and, if project-required, is also valid for the project. If "Limit Orgs" applies to the project, the related organization must be included on the Link Projects/Organizations screen.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be</p> |

| Field | Description |
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| | <p>populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Asset Organization field is blank in the input file/table for which there is a corresponding template data field, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Asset Organization, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. |
| Asset Project | <p>This field (ASSET_PROJ_ID) is optional for both depreciable and non-depreciable Asset Master records (unless a project has been designated as required for the account/org combination). It can be used regardless of the depreciation basis methodology, that is, Depr Based On is equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <p>This field holds up to 30 alphanumeric characters to designate the asset project, as applicable, is system-validated, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>Asset projects, as with accounts and organizations, denote "ownership" and can include balance sheet combinations, expense account combinations (to track items not capitalized), and/or project combinations for property that should be identified with a contract.</p> <p>The asset account combination specifies the General Ledger asset Account, Organization, Project, Reference 1, and Reference 2 numbers, as applicable, that should be linked with the ownership of an Asset Master record. The Account and Organization are always required; Project, Reference 1, and Reference 2 numbers are always optional (unless a project has been designated as required for the combination). There are no special rules regarding the types of Account/Organization/ Project/Reference 1/Reference 2 combinations that can be used as an asset account.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If you enter a project account abbreviation in the Proj Acct Abbrev field in an Asset Master record, the system will populate the Asset Project field with the project previously associated with the project account abbreviation. To use this feature, you must have previously set up optional project account abbreviations codes on the Manage Project Account Groups screen in Costpoint Project Setup. For additional information about this feature, please refer to specific documentation for the Project Account Groups screen and Projects relate topic, Project Account Groups.</p> </div> |

| Field | Description |
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| | <p>When you save an Asset Master record, the system will validate that the project is active. If the project fails this validation, you will need to either make corrections to the project or enter a different project. Additional validations regarding the Account/Organization/Project/Reference 1/Reference 2 data, as applicable, will also be performed before the record can be saved. The system will validate that the project is valid for use with the account. The project must allow charges and be active for the PAG (Project Account Group).</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Asset Project field is blank in the input file/table for which there is a corresponding template data field, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Asset Project, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. |
| Ref 1 (or your label) | <p>If you designated a different label for Reference 1 on the Configure General Ledger Settings screen in Costpoint General Ledger, your label displays at this field. If you did not set up a different label for Reference 1, "Asset Ref 1" displays as the label for this field.</p> <p>This field (ASSET_REF1_ID) is optional for both depreciable and non-depreciable Asset Master records, regardless of the depreciation basis methodology, that is, Depr Based On is equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <p>This field holds up to 20 alphanumeric characters to designate the optional asset Reference 1 data for this record, as applicable, is system-validated, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>The asset account combination specifies the General Ledger asset Account, Organization, Project, Reference 1, and Reference 2 numbers, as applicable, that should be linked with the ownership of an Asset Master record. The Account and Organization are always required; Project, Reference 1, and Reference 2 numbers are always optional (unless a project has been designated as required for the combination). There are no special rules regarding the types</p> |

| Field | Description |
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| | <p>of Account/Organization/ Project/Reference 1/Reference 2 combinations that can be used as an asset account.</p> <p>When you save an Asset Master record, the system will validate that the reference 1 designation is active and valid, as applicable. If the validation fails, you will need to make corrections to the reference number, enter a different reference number, or delete the reference number.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Asset Ref1 field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Asset Ref1, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Ref 1 cannot exceed 20 characters. ▪ ERROR MESSAGE: Ref1 ID does not exist for this company. |
| Asset Ref 2 (or your label) | <p>If you designated a different label for Reference 2 on the Configure General Ledger Settings screen in Costpoint General Ledger, your label displays at this field. If you did not set up a different label for Reference 2, "Asset Ref 2" displays as the label for this field.</p> <p>This field (ASSET_REF2_ID) is optional for both depreciable and non-depreciable Asset Master records, regardless of the depreciation basis methodology, that is, Depr Based On is equal to Y (Years), U (Units of Usage), or L (Lease Periods).</p> <p>This field holds up to 20 alphanumeric characters to designate the optional asset Reference 2 data for this record, as applicable, is system-validated, and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>The asset account combination specifies the General Ledger asset Account, Organization, Project, Reference 1, and Reference 2 numbers, as applicable, that should be linked with the ownership of</p> |

| Field | Description |
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| | <p>an Asset Master record. The Account and Organization are always required; Project, Reference 1, and Reference 2 numbers are always optional (unless a project has been designated as required for the combination). There are no special rules regarding the types of Account/Organization/ Project/Reference 1/Reference 2 combinations that can be used as an asset account.</p> <p>When you save an Asset Master record, the system will validate that the Reference 2 designation is active and valid, as applicable. If the validation fails, you will need to make corrections to the reference number, enter a different reference number, or delete the reference number.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Asset Ref2 field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Asset Ref2, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Ref2 cannot exceed 20 characters. ▪ ERROR MESSAGE: Ref2 ID does not exist for this company. |
| B1_DP_DEPR_NY_AMT | <p>This field exists only in the ASSET table and is hidden from view in an Asset Master record.</p> <p>This field (B1_DP_DEPR_NY_AMT) only applies if:</p> <ul style="list-style-type: none"> ▪ You have designated that the system should compute current period depreciation based on Actual number of days "owned" in the System-Wide Configuration for DP Basis Depreciation Methods group box on the Configure Fixed Assets Settings screen. ▪ The asset is depreciable. |

| Field | Description |
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| | <ul style="list-style-type: none"> You have designated Depr Based On as Y (Years). You have enabled the system-wide configuration for Date of Purchase basis depreciation calculations based on actual number of days “owned” (rather than the number of periods is a purchase year) on the Configure Fixed Assets Settings screen. The depreciation method you have assigned to the Asset Master records uses a Date of Purchase basis. You are initializing this data for a historical record with actual history. <p>This field for Book 1 (the General Ledger book) holds any applicable “next year” amount taken purchase YTD needed to true up the “leftover” amount for an Asset Master record that does not coincide with the end of the actual purchase year.</p> <p>The value cannot exceed 999,999,999.99.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero (“0”), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: B1 DP Depr NY exceeds 14 characters. ERROR MESSAGE: B1 DP Depr NY is not numeric. ERROR MESSAGE: Depr Based On is not set to “Y” for Years. ERROR MESSAGE: Depr Status is not set to “D” for Depreciable. |
| Post Seq No | <p>This field (POST_SEQ_NO) is only temporarily assigned to asset master records. The value should be NULL at the point at which an asset record is to be imported into Costpoint.</p> <p>The post sequence number is not available for manual entry in the Asset Master record.</p> <p>The system will display a sequence number in this field for entries that were unsuccessfully posted or if the system is currently in the process of posting an entry for another Asset Master record. Identical posting sequence numbers are assigned by the system to all entries posted in a specific session. If a record has a posting sequence number, you will not be able to save any changes made to other fields in an Asset Master record. After the entry has been</p> |

| Field | Description |
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| | <p>successfully posted for the asset, the sequence number will no longer display in this field.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Post Seq No must be NULL. ERROR MESSAGE: Post Seq No is not numeric. ERROR MESSAGE: Post Seq No exceeds 10 characters. |
| Disposal Post Date | <p>This field (DISP_POST_DT) is only applicable for an Asset Master record if the Record Status for the asset is equal to D (Disposal).</p> <p>This field is not available for user entry on the Manage Disposal Transactions screen or in Asset Master records, whether the disposal was system-generated as a result of a posted disposal or manually entered.</p> <p>The field holds the system-generated disposal posted date in date format (YYYYMMDD) for SYSTEM and PREPRO disposal system codes. If the disposal system code is MANUAL, the system displays blanks in this non-editable field.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Post Date is an invalid date format. ERROR MESSAGE: An invalid year was entered for Disp Post Dt. ERROR MESSAGE: Disp Post Date exceeds 10 characters. |
| User ID | <p>This field (DISP_POST_USER_ID) is only applicable for an Asset Master record if the Record Status for the asset is D (Disposal).</p> <p>This field is not available for user entry on the Manage Disposal Transactions screen or in Asset Master records, whether the disposal was system-generated as a result of a posted disposal or manually entered.</p> <p>The field holds up to 20 alphanumeric characters to identify the user ID that ran the disposal posting process for SYSTEM and PREPRO disposal entry types. If the disposal entry type is MANUAL, the system displays blanks in this non-editable field.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Disp Post User does not exist. ERROR MESSAGE: Disp Post User exceeds 20 alphanumeric characters. |

| Field | Description |
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| Receipt ID | <p>This optional field (RECPT_ID) holds up to 10 alphanumeric characters to record the receipt identifier for this record, as applicable.</p> <p>This field can be populated by manual entry and is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Receipt ID exceeds 10 alphanumeric characters. |
| Vchr Line No | <p>This optional field (VCHR_LN_NO) holds up to 5 numeric characters and can be populated by manual entry. The data for this field is not system-validated in an Asset Master record.</p> <p>There is no corresponding Asset Template field.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Voucher Ln No exceeds 5 characters. ERROR MESSAGE: Voucher Ln No is not numeric. |
| Post Disposal to G/L | <p>This required field (ND_POST_DISP_FL) holds a single-character Y (Yes) or N (No) selection. The system default for this field is Y (Yes), which can be changed by manual entry or by importing data from a specified Asset Template record.</p> <p>This check box is available only if you have specified that the Asset Master record is non-depreciable (Depr Status is Non-Depreciable). The default for this check box is selected.</p> <p>If you select this check box for a non-depreciable asset, you can post a future disposal entry for this record to the General Ledger. In the case of non-depreciable assets (for example, land), the G/L entry on disposal can consist only of debits and credits, as appropriate, to the Cost and the Gain/Loss on Sale of Fixed Assets account(s) because there is no accumulated depreciation associated with a non-depreciable asset.</p> <p>You cannot clear this check box for depreciable assets because disposal entries will always be posted to the General Ledger for depreciable assets.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> If the Post Disposal to G/L field is blank in the input file/table for which there is a corresponding template data field |

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| | <p>value, the system will use the Template No to determine the data for that field.</p> <ul style="list-style-type: none"> In the circumstance that data exists in the input file/table for Post Disposal to G/L, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file and there is no template, enter "Y" as the value for this field. If S_DEPR_STATUS_CD = "D," enter "Y" as the default for this field. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Post Disp to G/L exceeds 1 alphanumeric character. ERROR MESSAGE: Non-Depreciable Post Disp to GL is not Y or N. |
| Disposal Document No | <p>This optional field (DISP_DOC_NO) is only available in an Asset Master record if the Record Status for the asset is D (Disposal). The optional disposal document number (or other data) field holds up to 20 alphanumeric characters, as applicable. This field can be populated by manual entry, and the data is not system-validated. The disposal document number is optional on the Manage Disposal Transactions screen during data entry. Blanks display in this field as a default value.</p> <p>When you post a disposal, the system automatically moves the data, as applicable, from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a "System-Generated" (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For a historical disposal that was not system-generated, you can manually enter the appropriate disposal description during initialization. In this circumstance, the disposal data is treated as a "Manual" (MANUAL) disposal and manual edits are permitted.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and in the Template, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Possible Error Messages:</p> |

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| | <ul style="list-style-type: none"> ERROR MESSAGE: This Disp Doc No exceeds 20 alphanumeric characters. |
| Subclass Code | <ul style="list-style-type: none"> This optional field (FA_SUBCLASS_CD) holds up to 6 alphanumeric characters, and can be populated by manual entry or by importing data from a specified Asset Template record. Subclass codes are validated against user-specified data initialized on the Manage Subclass Codes screen. Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the destination database, as follows: <ul style="list-style-type: none"> If the Subclass Code field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. In the circumstance that data exists in the input file/table for Subclass Code, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. |
| Employee | <p>This optional field (EMPL_ID) holds up to 12 alphanumeric characters to designate a valid employee ID "owner" for the Asset Master record. The system validates employee data entered in this field against employee data from the Manage Employee Information screen.</p> <p>If you need to enter data for custodians that are not valid employees (or if you do not want to use this field), you can use the other non-validated user-defined "government" fields and/or the user-defined fields to accept and hold this data.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the destination database, as follows:</p> <ul style="list-style-type: none"> If the Employee field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. |

| Field | Description |
|----------------------|---|
| | <ul style="list-style-type: none"> In the circumstance that data exists in the input file/table for Employee, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Employee ID exceeds 12 alphanumeric characters. ERROR MESSAGE: This Employee ID does not exist. |
| Disposal Type | <p>This optional field (FA_DISP_TYPE) holds up to 6 alphanumeric characters to designate a valid disposal type for the Asset Master record (such as "Scrapped," "Obsolete," "Sold," and so on), as applicable. This field can be populated by manual entry.</p> <p>Disposal types are validated against user-specified data initialized on the Manage Disposal Types screen.</p> <p>The disposal type is optional on the Manage Disposal Transactions screen during data entry. Blanks display in this field as a default value.</p> <p>When you post a disposal, the system automatically moves the data, as applicable, from the appropriate disposal entry screen to this field. Disposal data that displays in Asset Master records as a result of G/L postings is treated as a "System-Generated" (SYSTEM) disposal for which manual edits are not permitted.</p> <p>For an historical disposal that was not system-generated, you can manually enter the appropriate disposal description during initialization. In this circumstance, the disposal data is treated as a "Manual" (MANUAL) disposal and manual edits are permitted.</p> <p>There is no corresponding Asset Template field.</p> |
| UID | <p>This field (UID_CD) holds up to 78 alphanumeric characters to designate a valid Unique Item Identifier (UID) for the Asset record.</p> <p>If data originated in Costpoint Purchasing and/or Receiving (regardless of whether the data was captured at the time of receipt or at time of posting), this column on the Manage Autocreation Transactions screen may display optional data entered in the UID field in the Fixed Assets tab during the Receiving function. The subtask is available for data entry or edits (using the Fixed Assets link) from both the Manage Purchase Order Receipts and Manage Quality Control Inspections screens of Costpoint Receiving if the account combination charged on the PO Line has been set up as an Autocreation Account and if the account does not have an inventory abbreviation.</p> <div> <p>Note: The system requires receipt identification data in order to establish linkage when copying Fixed Assets data entered in the</p> </div> |

| Field | Description |
|-----------------|---|
| | <p>Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving) to this column on the Manage Autocreation Transactions screen. (To enable the system to write optional Fixed Assets data entered in the subtask to the Manage Autocreation Transactions screen, you must also enter receipt identification data in the normally optional Rcpt field on the Manage Purchase Order Vouchers screen in Costpoint Accounts Payable.)</p> <p>If data originated in Costpoint Accounts Payable (on either the Manage Purchase Order Vouchers or the Manage Accounts Payable Vouchers screen), this column on the Manage Autocreation Transactions screen will be blank, because this field is not available on those screens.</p> <p>You can make changes to this column, but exercise caution. The UID field is intended to be a unique identifying value for an asset record. Although there are controls to ensure that duplicate UID values do not exist in the Costpoint database, the system cannot prevent you from entering an invalid UID value, either using an invalid UID construct method or using a value duplicated outside the database.</p> <p>This column is not duplicated in a template.</p> <p>When you run the final autocreation process, the system populates the UID field on the Govt Info tab of the Manage Asset Master Information screen (and to the Manage Asset Government Information screen) with data from this column. You can make changes to the UID field after autocreation, but exercise caution.</p> <p>The auto-generate UID capability is not available after the record on the Manage Autocreation Transactions screen is converted into a Fixed Assets record.</p> |
| UID Type | <p>This field (S_UID_TYPE) holds up to 5 alphanumeric characters to designate a valid UID type that indicates what construction method was for the UID code.</p> <p>If data originated in Costpoint Purchasing and/or Receiving (regardless of whether the data was captured at the time of receipt or at time of posting), this column on the Manage Autocreation Transactions screen may display optional data entered or populated when a UID value was auto-generated on the Fixed Assets tab during the Receiving function. The subtask is available for data entry or edits (using the Fixed Assets link) from both the Manage Purchase Order Receipts and Manage Quality Control Inspections screens of Costpoint Receiving if the account combination charged on the PO Line has been set up as an Autocreation Account and if the account does not have an inventory abbreviation.</p> |

| Field | Description |
|-------|---|
| | <p>Note: The system requires receipt identification data in order to establish linkage when copying Fixed Assets data entered in the Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving) to this column on the Manage Autocreation Transactions screen. (To enable the system to write optional Fixed Assets data entered in the subtask to the Manage Autocreation Transactions screen, you must also enter receipt identification data in the normally optional Rcpt field on the Manage Purchase Order Vouchers screen in Costpoint Accounts Payable.)</p> <p>If data originated in Costpoint Accounts Payable (on either the Manage Purchase Order Vouchers or the Manage Accounts Payable Vouchers screen), this column on the Manage Autocreation Transactions screen will be blank, because this field is not available on those screens.</p> <p>You can make changes to this column, but exercise caution. The UID Type is used in the auto-generation of a UID value. The UID Type tells the auto-generation process what data should be used in the construction of the UID. If a UID was auto-generated either on the Manage Autocreation Transactions screen or in the Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving), then the UID Type that was used to generate the UID will appear in this column. Changing the UID Type value that was used to generate the UID for an asset will cause a miss-match between the UID value and the record of the method used to create the UID value.</p> <p>If the UID Type field was populated when a UID was auto-generated, then that UID Type value was used to determine the construction of the UID. If the UID Type column was empty when the UID auto-generation was performed, then a default UID Type that is visible on the Configure Autocreation Settings screen was used to create the UID. As part of the UID auto-generation process, when the default UID Type is used, the default UID Type value is entered into the UID Type column for the asset(s) as part of the auto-generation process. See the Help for the Generate UID button on the Manage Autocreation Transactions screen for additional information about the UID auto-generation process.</p> <p>This field is not duplicated in a template.</p> <p>When you run the final autocreation process, the system populates the UID Type field on the Govt Info tab of the Manage Asset Master Information screen (and to the Manage Asset Government Information screen) with data from this column on the Manage Autocreation Transactions screen. You can make changes to the UID Type field after autocreation, but exercise caution.</p> |

| Field | Description |
|----------------------------|--|
| Issuing Agency Code | <p>This field (UID_IAC_CD) holds up to 3 alphanumeric characters that identify the issuing agency code who assigned the enterprise identifier for the UID.</p> <p>If data originated in Costpoint Purchasing and/or Receiving (regardless of whether the data was captured at the time of receipt or at time of posting), this column on the Manage Autocreation Transactions screen may display optional data entered in the UID Issuing Agency field or populated when a UID value was auto-generated on the Fixed Assets tab during the Receiving function. The subtask is available for data entry or edits (using the Fixed Assets link) from both the Manage Purchase Order Receipts and Manage Quality Control Inspections screens of Costpoint Receiving if the account combination charged on the PO Line has been set up as an Autocreation Account and if the account does not have an inventory abbreviation.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: The system requires receipt identification data in order to establish linkage when copying Fixed Assets data entered in the Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving) to this column on the Manage Autocreation Transactions screen. (To enable the system to write optional Fixed Assets data entered in the subtask to the Manage Autocreation Transactions screen, you must also enter receipt identification data in the normally optional Rcpt field on the Manage Purchase Order Vouchers screen in Costpoint Accounts Payable.)</p> </div> <p>If data originated in Costpoint Accounts Payable (on either the Manage Purchase Order Vouchers or the Manage Accounts Payable Vouchers screen), this column on the Manage Autocreation Transactions screen will be blank, because this field is not available on those screens.</p> <p>You can make changes to this column, but exercise caution. The UID Issuing Agency is a component of the UID Prefix used in the auto-generation of a UID value when the UID Type value is UID1 or UID2. In both cases, the UID Issuing Agency (as the first part of the UID Prefix,) becomes the first part of the UID value. If a UID was auto-generated either on the Manage Autocreation Transactions screen or in the Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving), then the UID Issuing Agency value that was part of the UID Prefix used to generate the UID will appear in this column. Changing the UID Issuing Agency value that was used as part of the UID Prefix to generate the UID for an asset will cause a miss-match between the UID value and the components that make up the UID value.</p> |

| Field | Description |
|------------------------------|--|
| | <p>If the UID Issuing Agency field was populated for a record when a UID was auto-generated, then the UID Issuing Agency on the record was NOT used to determine the construction of the UID. The UID Issuing Agency column should be empty when the UID auto-generation is performed. At that time, the default UID Issuing Agency visible on the Configure Autocreation Settings screen will be used to construct the UID. (This assumes that the UID Prefix set up on the Configuration screen correctly includes the default UID Issuing Agency as the first part of the UID Prefix.) As part of the UID auto-generation process, the default value is entered into the UID Issuing Agency column for the asset as long as the record's UID Issuing Agency column is empty. See the Help for the Generate UID button on the Manage Autocreation Transactions screen for additional information about the UID auto-generation process.</p> <div data-bbox="586 787 1365 1041" style="border: 1px solid blue; padding: 5px;"> <p>Note: If an incorrect value has been entered into the UID Issuing Agency field either before or after the UID auto-generation is performed, that incorrect UID Issuing Agency will not match the UID Issuing Agency value that was part of the UID Prefix used to create the new UID value, and there will be a mismatch on the screen between the UID value and the UID Issuing Agency. As a business practice, the UID Issuing Agency field should be empty when the auto-generation of UID values takes place.</p> </div> <p>This field is not duplicated in a template.</p> <p>When you run the final autocreation process, the system populates the UID Issuing Agency field on the Govt Info tab of the Manage Asset Master Information screen (and to the Manage Asset Government Information screen) with data from this column on the Manage Autocreation Transactions screen. You can make changes to the UID Issuing Agency field after autocreation, but exercise caution.</p> <p>The auto-generate UID capability is not available after the record on the Manage Autocreation Transactions screen is converted into a Fixed Assets record.</p> |
| Enterprise Identifier | <p>This field (UID_EID_CD) holds up to 13 alphanumeric characters that designates the code that was assigned by the issuing agency to the manufacturer, vendor, contractor or other entity responsible for creating the UID.</p> <p>If data originated in Costpoint Purchasing and/or Receiving (regardless of whether the data was captured at the time of receipt or at time of posting), this column on the Manage Autocreation Transactions screen may display optional data entered in the UID Enterprise Identifier field or populated when a UID value was auto-generated on the Fixed Assets tab during the Receiving function. The subtask is available for data entry or edits (using the Fixed</p> |

| Field | Description |
|-------|--|
| | <p>Assets link) from both the Manage Purchase Order Receipts and Manage Quality Control Inspections screens of Costpoint Receiving if the account combination charged on the PO Line has been set up as an Autocreation Account and if the account does not have an inventory abbreviation.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: The system requires receipt identification data in order to establish linkage when copying Fixed Assets data entered in the Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving) to this column on the Manage Autocreation Transactions screen. (To enable the system to write optional Fixed Assets data entered in this subtask to the Manage Autocreation Transactions screen, you must also enter receipt identification data in the normally optional Rcpt field on the Manage Purchase Order Vouchers screen in Costpoint Accounts Payable.)</p> </div> <p>If data originated in Costpoint Accounts Payable (on either the Manage Purchase Order Vouchers or the Manage Accounts Payable Vouchers screen), this column on the Manage Autocreation Transactions screen will be blank, because this field is not available on those screens.</p> <p>You can make changes to this column, but exercise caution. The UID Enterprise Identifier is a component of the UID Prefix used in the auto-generation of a UID value when the UID Type value is UID1 or UID2. In both cases, the UID Enterprise Identifier (as the second part of the UID Prefix,) becomes the second part of the UID value. If a UID was auto-generated either on the Manage Autocreation Transactions screen or in the Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving), then the UID Enterprise Identifier value that was part of the UID Prefix used to generate the UID will appear in this column. Changing the UID Enterprise Identifier value that was used to generate the UID for an asset will cause a miss-match between the UID value and the components that make up the UID value.</p> <p>If the UID Enterprise Identifier field was populated on a record when a UID was auto-generated, then that UID Enterprise Identifier was NOT used to determine the construction of the UID. The UID Enterprise Identifier should be empty when the UID auto-generation is performed. At that time, the default UID Enterprise Identifier on the Configure Autocreation Settings screen will be used to construct the UID. As part of the UID auto-generation process, when the default UID Enterprise Identifier is used and the Enterprise Identifier column is empty, the default value is entered into the UID Enterprise Identifier column for the asset as part of the auto-generation process. See the Help for the Generate UID button on</p> |

| Field | Description |
|----------------|--|
| | <p>the Manage Autocreation Transactions screen for additional information about the UID auto-generation process.</p> <div data-bbox="581 401 1377 709" style="border: 1px solid blue; padding: 5px;"> <p>Note: If an incorrect value has been entered into the UID Enterprise Identifier column either before or after the UID auto-generation is performed, that incorrect UID Issuing Agency will not match the UID Issuing Agency value that was part of the UID Prefix used to create the new UID value, and there will be a mismatch on the screen between the UID value and the UID Enterprise Identifier. As a business practice, the UID Enterprise Identifier field should be empty when the auto-generation of UID values takes place.</p> </div> <p>This field is not duplicated in a template.</p> <p>When you run the final autocreation process, the system populates the UID Enterprise Identifier field on the Govt Info tab of the Manage Asset Master Information screen (and to the Manage Asset Government Information screen) with data from this column on the Manage Autocreation Transactions screen. You can make changes to the UID Enterprise Identifier field after autocreation, but exercise caution.</p> <p>The auto-generate UID capability is not available after the record on the Manage Autocreation Transactions screen is converted into a Fixed Assets record.</p> |
| CAGE ID | <p>This field (CAGE_ID_FLD) holds up to 5 alphanumeric characters that designates the Commercial and Government Entity (CAGE) ID which identifies the government contractor for the Asset record.</p> <p>If data originated in Costpoint Purchasing and/or Receiving (regardless of whether the data was captured at the time of receipt or at time of posting), this column on the Manage Autocreation Transactions screen may display optional data entered in the CAGE ID field on the Fixed Assets tab during the Receiving function. This subtask is available for data entry or edits (using the Fixed Assets link) from both the Manage Purchase Order Receipts and Manage Quality Control Inspections screens of Costpoint Receiving if the account combination charged on the PO Line has been set up as an Autocreation Account and if the account does not have an inventory abbreviation.</p> <div data-bbox="581 1575 1377 1814" style="border: 1px solid blue; padding: 5px;"> <p>Note: The system requires receipt identification data in order to establish linkage when copying Fixed Assets data entered in the Fixed Assets subtask (on the Manage Purchase Order Receipts and/or Manage Quality Control Inspections screens in Costpoint Receiving) to this column on the Manage Autocreation Transactions screen. (To enable the system to write optional Fixed Assets data entered in this subtask to the Manage Autocreation</p> </div> |

| Field | Description |
|-------|---|
| | <p>Transactions screen, you must also enter receipt identification data in the normally optional Rcpt field on the Manage Purchase Order Vouchers screen in Costpoint Accounts Payable.)</p> <p>If data originated in Costpoint Accounts Payable (on either the Manage Purchase Order Vouchers or the Manage Accounts Payable Vouchers screen), this column on the Manage Autocreation Transactions screen will be blank, because this field is not available on those screens.</p> <p>You can make changes to this field.</p> <p>This field is not duplicated in a template.</p> <p>When you run the final autocreation process, the system populates the CAGE ID field on the Govt Info tab of the Manage Asset Master Information screen (and to the Manage Asset Government Information screen) with data from this column on the Manage Autocreation Transactions screen. You can make changes to the CAGE ID field after autocreation.</p> <ul style="list-style-type: none"> Lease Type (S_LEASE_TYPE_CD: Should be O (Operating) or F (Finance) for Capitalize, S (Straight Line) for Depreciable Lease and NULL for others (Depreciable Years, Depreciable Units and Non Depreciable) Commencement Start Date (COMM_START_DT) First Payment Date (FIRST_PYMT_DT) Interest Rate (INT_RATE) B1 Lease Liability Amount (B1_LEASE_LIABL_AMT) |

Input File/Table Hard Validations (Asset Other Info Table)

When importing asset records, Costpoint validates the imported information and stores it in different tables.

Four separate tables store Asset Master Data, as follows:

| Table Name | Table Description |
|-------------------|---|
| ASSET | This table holds data for the majority of Asset Master fields. |
| ASSET_OTHER_INFO | This table holds “government” user-defined field information as well as other asset information (as an overflow from the ASSET table) for Asset Master records. |
| ASSET_OTH_BK_DEPR | This table holds optional book information for Books 2 to 10, as applicable, for Asset Master records. |

| Table Name | Table Description |
|------------------|---|
| ASSET_BOOKS_DISP | This table holds depreciation adjustment information for all books, as applicable, related to a disposal. |

When you save an Asset Master record, the system automatically creates matching rows in the ASSET and ASSET_OTHER_INFO table. For the input file involved with this preprocessor, you must establish a “matching” row in both the ASSET and ASSET_OTHER_INFO tables in which the **Asset ID** and **Item No** data are identical.

The fields below belong to the ASSET_OTHER_INFO table, which holds “government” user-defined field information as well as other asset information (as an overflow from the ASSET table).

You cannot add data to this table without first establishing the Asset Master record and thereby automatically creating data in the ASSET table. All data fields in the ASSET_OTHER_INFO tables are optional, other than the required **Asset ID** and **Item No** fields.

Even if you have no other information from the fields in this table for your Asset Master records, you must establish a matching row in the ASSET_OTHER_INFO table, populated with the required **Asset ID** and **Item No** data to match each row in the ASSET table.

Contents

| Field | Description |
|--------------------|---|
| Input Row | <p>This field (INPUT_ROW) is not a field in the ASSET_OTHER_INFO table, but must be included in the data to be uploaded into the ASSET_OTHER_INFO table.</p> <p>This field is required, it must be numeric, and it can hold up to 10 integers.</p> <p>The purpose for this row is to serve as an identifier on the Error report for records that fail validations.</p> |
| Record Type | <p>Record Type is not a field in the ASSET_OTHER_INFO table, but must be included in the data to be uploaded into the ASSET_OTHER_INFO table by input row.</p> <p>This field is required and is only used for the input file. It can only hold one of the following alphabetic characters:</p> <ul style="list-style-type: none"> ■ H (Header table) ■ A (Asset table) ■ B (Other Books table) ■ O (Other Info/Books Disposal tables) ■ U (User-Defined tables) <p>The purpose of the record type designation is to indicate whether the row is a header row or whether it should be linked with the ASSET, ASSET_OTH_BK_DEPR, or other tables that store Asset Master data (such as ASSET_OTHER_INFO or ASSET_BOOKS_DISP or GEN_UDEF).</p> |
| Asset ID | <p>This field (ASSET_ID), together with the Item No field (ITEM_NO), supplies the unique two-part key identifier for each Asset Master record.</p> |

| Field | Description |
|-------|--|
| | <p>Although this field in an Asset Master record will accept up to 10 alphanumeric characters, you must have previously designated the size of this field in the Length of Asset Number field on the Configure Fixed Assets Settings screen (FA_SETTINGS.ASSET_ID_LEN_NO). The designated length must be no less than 3 characters.</p> <p>The length of a numeric Asset ID must equal the length designated on the Configure Fixed Assets Settings screen and cannot exceed that length. The length of an alphanumeric Asset ID must equal or exceed 3 characters and be equal to or less than the length indicated on the Configure Fixed Assets Settings screen. The Asset ID/Item No combination must not already exist in the destination database, and it must be unique within the ASSET_OTHER_INFO table.</p> <p>If the Asset ID and Item Number are missing and the Automatic Numbering for Asset Records check box has been selected on the screen, the system will automatically insert the next asset number in the sequence that displays in the Last Asset Number field on the Configure Fixed Assets Settings screen. If the Enable Automatic Numbering for Asset Master Records check box is clear on the Configure Fixed Assets Settings screen and you select the Automatic Numbering for Asset Records check box on the Import Asset Records screen, there will be an error message saying that the check box on the Configure Fixed Assets Settings screen must be selected.</p> <p>When importing with an ASCII import file, the order of the rows is critical, particularly when one or more asset records will not be having asset/item numbers on the import file. The records must be arranged on the file in the following order for each asset, assuming the Header row is listed first: A (Asset table data,) B (Other Books table data,) O (Other Info/Books Disposal table data,) and then any U (User-defined table data.)</p> <p>When importing by scripting data into the input tables, the rows for each asset must have a temporary, unique value in the AUTO_NO_GRP column in each table. This unique value will be the same for all of the records associated with an asset record, so that the import application assigns the same asset/item number to all of the asset's records.</p> <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p>Note: The system will increment the right-most numeric digit for that asset number and will not automatically increment alphabetic characters. You must have previously enabled the automatic numbering feature on that screen by activating the Enable Automatic Numbering for Asset Master Records check box on that screen (Configure Fixed Assets Settings).</p> </div> <p>If only the Asset ID or only the Item Number is missing and the other value is present for the record, then that record will fail validations irregardless of whether or not the Enable Automatic Numbering for Asset Records check box is selected.</p> <p>If the Asset ID is missing and you have NOT turned on the automatic numbering feature, the record will fail validations and will be displayed on the Error report. The record can be identified by the Row Number that will display on the Error report.</p> <p>Every Asset ID/Item No combination must have a record with the same Asset ID/Item No in the ASSET_OTHER_INFO table.</p> |

| Field | Description |
|---------|---|
| | <p>If the asset's status is D (Disposal), this Asset ID/Item No combination must have a record with the same Asset ID/Item No in the ASSET_BOOKS_DISP table.</p> <p>The system will not allow duplicate asset/item numbers for the same row type except for the User Defined table data having Record Type U. (For example, the ASSET table, record type A cannot exist more than once for the same asset/item number.)</p> <p>The data in this field must exactly match the data entered for the same Asset Master record in the ASSET table.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Numeric Asset ID length does not equal the Length of Asset Number in Fixed Assets Settings. ERROR MESSAGE: This Asset ID length exceeds the Length of Asset Number in Fixed Assets Settings. ERROR MESSAGE: This Asset ID/Item No combination is already being used. Please select another combination. ERROR MESSAGE: This Asset ID/Item No combination is a duplicate of another record in this input file. |
| Item No | <p>This field (ITEM_NO), together with the Asset ID field (ASSET_ID), supplies the unique two-part key identifier for each Asset Master record.</p> <p>Each asset number must have a unique item number that is numeric, greater than zero, and does not exceed 99999.</p> <p>If you previously enabled the automatic numbering feature by activating the Enable Automatic Numbering for Asset Master Records check box on the Configure Fixed Assets Settings screen, the system will automatically assign 00001 as the default item number for records where the Asset ID and the Item No fields do not have values. The data in this field must exactly match the data entered for the same Asset Master record in the ASSET table.</p> <p>You must populate this required field if you have not enabled the automatic numbering feature on the Configure Fixed Assets Setting screen and selected Automatic Numbering for Asset Records on the Import Asset Records screen or if the Asset ID has a value.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> 00001 will be assigned for Item No if the Asset ID and Item number are not populated. <p>Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Item No is null and auto-numbering is not activated. ERROR MESSAGE: Item No must have a value when Asset ID has a value. ERROR MESSAGE: This Asset ID/Item No combination is already being used. Please select another combination. ERROR MESSAGE: This Asset ID/Item No combination is a duplicate of another record in this input file. |

| Field | Description |
|---------------------|--|
| Notes | <p>This field is available for both depreciable and non-depreciable records.</p> <p>This optional field (NOTES) holds up to 254 alphanumeric characters in a list-box format, as applicable, for user notes or additional information, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Notes field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Notes, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rule:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table, insert a space (' '), since NULLs are not permitted by the system for this field. |
| Year Built | <p>This field is available for both depreciable and non-depreciable records.</p> <p>This optional field (YR_BUILT_NO) holds up to four numeric characters in year format (for example, 1983) to provide the year the asset was built (or any other relevant year data that you choose). The format cannot exceed 9999 and this field can be populated by manual entry or by importing data from a specified Asset Template record. Data for this field is not system-validated in an Asset Master record.</p> <p>This date is for information purposes only and is not used in system calculations. Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Year Built field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Year Built, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. |
| Nat Stock No | <p>This field is available for both depreciable and non-depreciable records.</p> <p>This optional field (NSN_ID) holds up to 20 alphanumeric characters for the national stock number for this Asset Master record, as applicable, and can be populated by manual entry or by importing data from a specified Asset Template record. This field is not system-validated in an Asset Master record.</p> |

| Field | Description |
|----------------------------------|---|
| | <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Nat Stock No field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Nat Stock No, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Nat Stock No exceeds 20 characters. |
| Govt1 (Or Your Label) | <p>This field is available for both depreciable and non-depreciable records.</p> <p>This optional field (GOVT_FLD1_DESC) holds up to 30 alphanumeric characters to record "government" or other information. The system default labels reference "government" only as a matter of convenience and organization. Because the field labels are user-defined, you can use these fields to hold data for any asset type, including either company-owned property or "non-government" property, as desired. You can edit the field label on the Manage Asset Master Field Labels screen from the Fixed Assets Controls menu.</p> <p>This field can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>This field is not system-validated in an Asset Master record.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: This user-defined field can be used independently from each of the other 14 user-defined government information fields.</p> </div> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Govt1 field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for the Govt1 field, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> |

| Field | Description |
|---|---|
| | <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a space (' '), since NULLs are not permitted by the system for this field. <p>Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Govt1 exceeds 30 characters. |
| Govt2 to Govt15 (Or Your Labels) | Please refer to the documentation for the Govt1 (Or Your Label) field. |

Input File/Table Hard Validations (Asset OTH_BK_DEPR Table)

When importing asset records, Costpoint validates the imported information and stores it in different tables.

Four separate tables store Asset Master Data, as listed below.

| Table Name | Table Description |
|-------------------|---|
| ASSET | This table holds data for the majority of Asset Master fields. |
| ASSET_OTHER_INFO | This table holds “government” user-defined field information as well as other asset information (as an overflow from the ASSET table) for Asset Master records. |
| ASSET_OTH_BK_DEPR | This table holds optional book information for Books 2 to 10, as applicable, for Asset Master records. |
| ASSET_BOOKS_DISP | This table holds depreciation adjustment information for all books, as applicable, related to a disposal. |

When you save an Asset Master record, the system automatically creates matching rows in the ASSET and ASSET_OTHER_INFO table. For the input file involved with this preprocessor, you must establish “matching” rows in both the ASSET and ASSET_OTHER_INFO tables in which the **Asset ID** and **Item No** data are identical.

Unlike the ASSET and ASSET_OTHER_INFO tables, however, you do not need to populate any fields in this table unless you have data for optional Books 2 to 10. In this circumstance, the data in the **Asset ID** and **Item No** fields, as applicable for the ASSET_OTH_BK_DEPR table, should exactly match the **Asset ID** and **Item No** fields for the ASSET and ASSET_OTHER_INFO table.

The fields below belong to the ASSET_OTH_BK_DEPR table, which hold optional book depreciation information and parameters for Books 2 to 10, as applicable, for Asset Master records. This table is only available for depreciable assets (Depr Status is **D** (Depreciable)).

There can only be one depreciation status (depreciable or non-depreciable) for a single Asset Master record, and the depreciation status automatically applies across all books.

For a depreciable Asset Master record, you must assign a depreciation base methodology for the G/L Book. (This data may have been edited on the Manage Asset Description Information screen.) The available options are **Years**, **Units of Usage**, or **Lease Pds**. The system default is **Years**. For any optional books (2 to 10) used, the system applies only the **Years** base methodology in its computations, **Units of Usage** and **Lease Pds** base methods are not available for optional books 2 to 10.

You cannot add other book data without first establishing the Asset Master record, for which all other book data is optional.

Book 1, which is designated by the system as the "G/L Book," is the **ONLY** book that interfaces with the General Ledger by means of depreciation and disposal posting entries. No postings to the General Ledger take place for optional books. The system re-computes and re-displays data as a result of the Close Fixed Assets Accounting Period process, however, just as if a posting had taken place.

The final, cumulative, "booked" amount for the optional books for the accounting period is written to a permanent history file when you perform the Close Fixed Assets Accounting Period process.

To enter data for optional books 2 to 10, as applicable, you must first initialize and name each book that you plan to use on the Configure Fixed Assets Settings screen. Each optional book can be set up and used independently for purposes such as tax depreciation or to review the results of a change in depreciation method. There is no interface with the General Ledger for Books 2 to 10 and no postings can occur. The results of depreciation calculations display for all optional books used, however, and reports are available to print data by book and compare the book data in a number of different formats.

For all optional other books used, the system records the monthly computed depreciation expense in the permanent tables when you **CLOSE** the current Fixed Assets accounting period.

Once you have added **Depr Method Code** data for any book, you will not be able to delete that book from the setup until you have deleted the data from the **Depr Method Code** field in the Asset Master record (and in the Asset Template records, as applicable) for all asset records you have created for that book.

When manually adding Asset Master records, data entry for all the other book fields is optional relative to saving the record. In order for the system to calculate depreciation for the applicable other book(s), you must assign a validated depreciation method in the (Your Book Label) **Depr Method Code** field and enter data in the (Your Book Label) **Depr Start Date** field.

Contents

| Field | Description |
|------------------|---|
| Input Row | <p>This field (INPUT_ROW) is not a field in the ASSET_OTH_BK_DEPR table, but must be included in the import for data to be uploaded into the ASSET_OTH_BK_DEPR table.</p> <p>This field is required, it must be numeric, and it can hold up to 10 integers.</p> <p>The purposes for this row are to match this row with the ASSET (A) row and to serve as an identifier on the Error report for records that fail validations.</p> <p>Possible Error Message:</p> |

| Field | Description |
|----------------------|--|
| | <ul style="list-style-type: none"> ERROR MESSAGE: Input Row is not numeric. |
| Import Status | <p>This field (STATUS) is not a field in the ASSET_OTH_BK_DEPR table, but must be included in the data to be uploaded into the ASSET_OTH_BK_DEPR table.</p> <p>This field is required and it can only hold one of these values:</p> <ul style="list-style-type: none"> I: records have been successfully uploaded into the Fixed Assets and GENL_UDEF tables Fixed Assets Asset Preprocessor 100 E: record previously uploaded and failed validations U: records that have not yet been uploaded or that have been validated and passed validations such that the records may be imported but have not yet been imported. |
| Record Type | <p>Record Type is not a field in the ASSET_OTH_BK_DEPR table, but must be included in the data to be uploaded into the ASSET_OTH_BK_DEPR table by input row.</p> <p>This field is required and it can only hold one of the following alphabetic characters:</p> <ul style="list-style-type: none"> H (Header table) A (Asset table) B (Other Books table) O (Other Info/Books Disposal tables) U (User-Defined tables) <p>The purpose of the record type designation is to indicate whether the row is a header row or whether it should be linked with the ASSET, ASSET_OTH_BK_DEPR, or other tables that store Asset Master data (such as such as ASSET_OTHER_INFO or ASSET_BOOKS_DISP or GEN_UDEF).</p> <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Row Type exceeds 1 character. |
| Asset ID | <p>To enter data for optional books 2 to 10 in the ASSET_OTH_BK_DEPR table, as applicable, you must first initialize each book that you plan to use on the Configure Fixed Assets Settings screen.</p> <p>This non-editable field holds the previously-established asset identifier assigned to this record when the Asset Master record was originally created and saved. The data in this field must exactly match the data entered for the same Asset Master record in the ASSET table and the ASSET_OTHER_INFO table.</p> |
| Item No | <p>To enter data for optional books 2 to 10 in the ASSET_OTH_BK_DEPR table, as applicable, you must first initialize each book that you plan to use on the Configure Fixed Assets Settings screen.</p> <p>This non-editable field holds the previously-established asset item number assigned to this record when the Asset Master record was originally created and</p> |

| Field | Description |
|--|--|
| | <p>saved. The data in this field must exactly match the data entered for the same Asset Master record in the ASSET table and the ASSET_OTHER_INFO table.</p> |
| Book 2 (Or Your Label) Depr Method Code | <p>This required field (B2_DEPR_MTHD_CD) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years. As a result, this field is always required for system depreciation calculations to take place.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> </div> <p>Since depreciation is always and automatically based on “Years” methodology for this optional book, this required field holds up to 6 alphanumeric characters and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>The methodology parameters that you set up with each depreciation method during initialization provide the system with the instructions for depreciation calculations.</p> <p>Depreciation Method Codes are validated against user-specified data initialized on the Manage Depreciation Methods screen. Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Depr Method Code field for Book 2 is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for the Depr Method Code field for Book 2, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established “Tax” as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display “Tax Depr Method Code” as the label for this Asset Master record field.</p> </div> |
| Book 2 (Or Your | <p>This optional field (B2_USEFUL_LIFE_NO) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> |

| Field | Description |
|-----------------------------------|--|
| Label) Useful Life | <p>This optional field (B2_USEFUL_LIFE_NO) holds up to 4 numeric characters to specify the useful life of the asset (which may not be obvious from the Book 2 Depr Method Code you have assigned). This field can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>The data in this field is for information purposes only and is not used in system calculations. (When the system calculates depreciation, the depreciation year and percentage for that year are derived from the data in the Book 2 Depr Method Code that you have assigned to the Asset Master record.)</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Book 2 Useful Life field is blank in the input file for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file for Book 2 Useful Life, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, and any Other Book's Depreciation Method Code is not NULL, (i.e., Bx_DEPR_MTHD_CD is not NULL), insert a zero ('0'), since NULLs are not permitted by the system for this field. <div> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Useful Life" as the label for this Asset Master record field.</p> </div> |

| Field | Description |
|---|--|
| Book 2 (Or Your Label) Auto Calc | <p>This required field (B2_AUTO_CALC_FL) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <div> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10</p> </div> |

| Field | Description |
|-------|---|
| | <p>will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This required field for Book 2, as applicable, can only be selected (Y in the import data) (Yes) or cleared (N in the import data) to indicate whether the auto calculation feature should be enabled. In an Asset Master record, this check box can be activated by manual entry or by importing data from a specified Asset Template record.</p> <p>The system default for this field is Y (Depreciable), which can be changed by manual entry or by importing data from a specified Asset Template record.</p> <p>If the Book 2 Auto Calculate Depreciation check box is selected for an Asset Master record, the system will automatically include the record in depreciation computations (providing all other rules of eligibility for depreciation calculations are met). In addition, the system will re-set the Book 2 Current Pd Depreciation field back to zero during the Fixed Assets period close process.</p> <p>You should clear the Book 2 Auto Calculate Depreciation check box (or enter N in the import data) for this field if you want to disable the automatic system calculation of depreciation for this book for this Asset Master record. In this circumstance, however, you will need to manually enter the amount of depreciation in the Book 2 Current Pd Depreciation field in order to be able to record any depreciation for the record.</p> <p>In general, if you need to make a one-time adjustment to current depreciation expense, you should manually override the current period depreciation amount calculated by the system rather than change the default for this check box. If, however, if you want to record the monthly depreciation expense for this book as a recurring override to system calculations, you can set this field to cleared (or N in the import data) and enter the recurring override amount in the Book 2 Current Pd Depreciation field.</p> <p>You can select/clear this check box, as desired, at any time in Asset Master records.</p> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Auto Calc" as the label for this Asset Master record field.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> |

| Field | Description |
|---|---|
| | <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Book 2 Auto Calc field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Book 2 Auto Calc, even if there is a corresponding template data field value, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, and any Other Book's Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a 'Y, since NULLs are not permitted by the system for this field. |
| Book 2 (Or Your Label) (Salvage) Percent | <p>This optional field (B2_SLVGE_RT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> </div> <p>This optional field for Book 2, as applicable, holds up to three integers and four decimal places (that is, 100.0000 or 99.9999) and can be populated by manual entry or by importing data from a specified Asset Template record.</p> <p>In an Asset Master record, if you enter a salvage value percentage in this field, note that the system automatically computes and displays the equivalent salvage value in the Book 2 (Salvage) Value field.</p> <p>The Book 2 (Salvage) Percent and Book 2 (Salvage) Value fields in an Asset Master record are reciprocal in that the entry in one field automatically calculates and displays the appropriate data in the other field.</p> <p>The system subtracts the amount from the Book 2 (Salvage) Value field from the amount in the Book 2 Total Cost field, and automatically displays the result in the Book 2 Amount to Depreciate field, which, in</p> |

| Field | Description |
|-------|---|
| | <p>turn, as applicable, affects the amount of depreciation computed for the asset.</p> <div> <p>Note: If you selected the Subtract Salvage Value Before Calculation check box on the Manage Depreciation Methods screen (the check box is selected by default), the system will subtract the salvage value from the cost of the asset before performing depreciation calculations. If you have cleared this check box, the system will ignore salvage value from the Book 2 Value field when computing the amount for the Book 2 Amount to Depreciate field.</p> </div> <p>The value in this field must be equal to the Book 2 (Salvage) Value amount divided by the Book 2 Total Cost amount for the Asset Master record.</p> <div> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Percent" as the label for this Asset Master record field.</p> </div> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If the Book 2 (Salvage) Percent field is blank in the input file/table for which there is a corresponding template data field value, the system will use the Template No to determine the data for that field. ▪ In the circumstance that data exists in the input file/table for Book 2 (Salvage) Percent, even if there is a corresponding template data field, the system will bypass any reference to the Template No. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, and any Other Book's Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero ('0'), since NULLs are not permitted by the system for this field. |

| Field | Description |
|---|--|
| | <ul style="list-style-type: none"> If the (Salvage) Value field is populated and this field is not populated, compute and insert this value in the field: (Salvage) Value (B2_SLVGE_VAL_AMT) divided by Total Cost (B2_TOT_COST_AMT). |
| B2 (Or Your Label) (Salvage) Value | <p>This optional field (B2_SLVGE_VAL_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> </div> <p>This optional field for Book 2, as applicable, holds the salvage value amount, as applicable. The format cannot exceed 999,999,999,999.99, and the salvage value amount can be populated by manual entry.</p> <p>In an Asset Master record, if you enter a salvage value amount in this field, note that the system automatically computes and displays the equivalent salvage rate in the Book 2 (Salvage) Percent field.</p> <p>The Book 2 (Salvage) Percent and Book 2 (Salvage) Value fields in an Asset Master record are reciprocal in that the entry in one field automatically calculates and displays the appropriate data in the other field.</p> <p>The system subtracts the amount from the Book 2 (Salvage) Value field from the amount in the Book 2 Total Cost field, and automatically displays the result in the Book 2 Amount to Depreciate field, which, in turn, as applicable, affects the amount of depreciation computed for the asset.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If you selected the Subtract Salvage Value Before Calculation check box on the Manage Depreciation Methods screen, the system will subtract the salvage value from the cost of the asset before performing depreciation calculations. If you have cleared this check box, the system will ignore salvage value from the Book 2 (Salvage) Value field when computing the amount for the Book 2 Amount to Depreciate field.</p> </div> <p>The value in this field must be equal to the Book 2 (Salvage) Percent multiplied by the Book 2 Total Cost amount for the Asset Master record.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings</p> </div> |

| Field | Description |
|---|---|
| | <p>screen as part of the label for this field. For example, if you established “Tax” as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display “Tax Value” as the label for this Asset Master record field.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, and any Other Book’s Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero (‘0’), since NULLs are not permitted by the system for this field. ▪ If the Book 2 (Salvage) Percent field is populated and this field is not populated, compute and insert this value in the field: Book 2 (Salvage) Percent (B2_SLVGE_RT) multiplied by Book 2 Total Cost (B2_TOT_COST_AMT). |
| Book 2 (Or Your Label) FYTD Depreciation | <p>This optional field (B2_FYTD_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This optional field for Book 2, as applicable, holds the depreciation expense already recorded for the current fiscal year for all previously-closed periods in the current fiscal year, and excludes any value in the Book 2 Current Pd Depreciation field. The value cannot exceed 999,999,999,999.99, and the FYTD depreciation amount can be populated by manual entry.</p> <p>The system automatically adds the value from this field to the values in the Book 2 Prior FY Depreciation and Book 2 Current Pd Depreciation fields to derive the total calculated value displayed in the Book 2 Accum Depreciation field.</p> <p>For a new Asset Master record, this field should be blank, as there will have been no current fiscal year activity. Each accounting period, the system will automatically increase (or possibly decrease) the value in this</p> |

| Field | Description |
|---|--|
| | <p>field by the total amount of current period depreciation when you close the Fixed Assets period.</p> <p>For both new and historical records that are being initialized, the system will increase or decrease the value in this field by the total amount of current period depreciation when you close the Fixed Assets current period.</p> <p>The system will also update the value in this field when you perform the Fixed Assets period close process on the last period in your current fiscal year. The system adds the value in the Book 2 FYTD Depreciation field to the value in the Book 2 Prior FY Depreciation field and then sets the value in the Book 2 FYTD Depreciation field back to zero.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: If you use a “Date of Purchase” basis for the depreciation method linked to an Asset Master record, the cumulative value in this field for a historical record will normally be different from the value in the Book 2 Amt Taken Purchase YTD field (except when the date of purchase coincides with the start of your fiscal year). The Book 2 FYTD Depreciation field displays fiscal year data, while the Book 2 Amt Taken Purchase YTD field displays purchase year data.</p> </div> <p>There is no corresponding Asset Template field.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established “Tax” as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display “Tax FYTD Depreciation” as the label for this Asset Master record field.</p> </div> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, and any Other Book’s Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero (‘0’), since NULLs are not permitted by the system for this field. |
| Book 2 (Or Your Label) Prior FY Depreciation | <p>This optional field (B2_PFY_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> |

| Field | Description |
|-------|---|
| | <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This optional field for Book 2, as applicable, holds the cumulative depreciation expense recorded for ALL prior (and previously-closed) fiscal years. The amount in this field should exclude any recorded amounts for the current fiscal year. The value cannot exceed 999,999,999,999.99, and the prior FY depreciation amount can be populated by manual entry.</p> <p>The system automatically adds the value from this field to the values in the Book 2 FYTD Depreciation and Book 2 Current Pd Depreciation fields to derive the total calculated value displayed in the Book 2 Accum Depreciation field.</p> <p>For a new Asset Master record, this field should be blank, as there would have been no activity in prior fiscal years.</p> <p>For both new and historical records, the system will automatically update the value in this field when you perform the Fixed Assets period close process on the last period in your current fiscal year. The system will add the value from the Book 2 FYTD Depreciation and Book 2 Current Pd Depreciation fields to the value in the Book 2 Prior FY Depreciation field, and will set the values in the Book 2 FYTD Depreciation and Book 2 Current Pd Depreciation fields back to zero.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Prior FY Depreciation" as the label for this Asset Master record field.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ■ If this field is NULL in the input file/table and in the Template, and any Other Book's Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero ('0'), since NULLs are not permitted by the system for this field. |

| Field | Description |
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| Book 2 (Or Your Label) Current Pd Depreciation | <ul style="list-style-type: none"> This optional field (B2_CUR_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen. Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years. <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on "Y" (Years) methodology.</p> </div> <p>This optional field for Book 2, as applicable, holds the current period depreciation expense amount. The amount in this field should exclude any recorded amounts for prior periods in the current fiscal year. The value cannot exceed 999,999,999,999.99, and the depreciation expense amount can be populated by manual entry.</p> <p>The system automatically adds the value from this field to the values in the Book 2 Prior FY Depreciation and Book 2 FYTD Depreciation fields to derive the total calculated value displayed in the Book 2 Accum Depreciation field.</p> <p>For a new Asset Master record, this field should be blank unless you want to overwrite the system calculation of annual depreciation and you clear the Book 2 Auto Calculate Depreciation check box. If you have cleared the Book 2 Auto Calculate Depreciation check box and you manually entered a value in this field last period, this field should still display the manually-entered value.</p> <p>For both new and historical records, the system will automatically populate/update this field when you calculate depreciation for this record (if you have selected the Book 2 Auto Calculate check box and the date in the Book 2 Depr Start Date field is not a future date which is later than the end of the current period).</p> <p>(The "current" Fixed Assets period is specified on the Configure Posting Settings screen.)</p> <p>When you close the current Fixed Assets accounting period, the system sets back the value in this field to zero unless you have cleared the Book 2 Auto Calculate Depreciation check box.</p> <p>You can perform depreciation calculations multiple times within the same Fixed Assets period. If you have made no manual corrections to critical fields (such as asset cost, annual depreciation, current depreciation year, periods remaining, and so on), there is no danger that the system will record the same depreciation expense for the same asset in the same Fixed Assets period after you re-calculate depreciation.</p> |

| Field | Description | | | | | | | | | | | | |
|-------------------------|--|------------------|---------------------|------------------|------------|----------|----------|---------------------|----------|----------|-------------------------|--------|--------|
| | <p>When you close the current Fixed Assets accounting period, the system will add the amount displayed in this field to the amount in the Book 2 FYTD Depreciation field (or to the Book 2 Prior FY Depreciation, if appropriate) and will re-set the value in this field back to zero.</p> <p>Current period depreciation expense is computed as a result of the Date of Purchase or Fiscal Year basis assigned to each depreciation method (established on the Manage Depreciation Methods screen).</p> <ul style="list-style-type: none">▪ Depreciation Calculations when Depr Based On is Y (Years) The basic premise for depreciation calculations in which the "catch-up" amount is to be spread among remaining periods is as follows:<ul style="list-style-type: none">▪ If you have linked a Date of Purchase depreciation basis method with the asset, the Book 2 Current Pd Depreciation field will display the annual depreciation expense less the amount taken this purchase year divided by the number of periods remaining in the purchase year.▪ If you have linked a Fiscal Year depreciation method basis with the asset, the Book 2 Current Pd Depreciation field will display the annual depreciation expense less the FYTD amount divided by the number of periods remaining in the fiscal year. <div><p>Note: Actual depreciation calculations may be more complex than in this simplified explanation because you may have selected to use "catch-up" depreciation calculations for the current period or to compute depreciation on a "days" basis.</p></div> <p>In the following simple example, consider the basic differences in current period depreciation calculations for a \$9,000 asset, useful life of five years, no salvage value, using straight-line depreciation, for both the Fiscal Year and Date Purchased basis.</p> <p>For this example, the current fiscal year is CY 2007, the current Fixed Assets accounting period is 10, the number of accounting periods in the fiscal year is 12, and the start date is 10-01-07.</p> <table><tr><th></th><th>DP (Date-Purchased)</th><th>FY (Fiscal Year)</th></tr><tr><td>Asset Cost</td><td>\$ 9,000</td><td>\$ 9,000</td></tr><tr><td>Annual Depreciation</td><td>\$ 1,800</td><td>\$ 1,800</td></tr><tr><td>Current Pd Depreciation</td><td>\$ 150</td><td>\$ 600</td></tr></table> | | DP (Date-Purchased) | FY (Fiscal Year) | Asset Cost | \$ 9,000 | \$ 9,000 | Annual Depreciation | \$ 1,800 | \$ 1,800 | Current Pd Depreciation | \$ 150 | \$ 600 |
| | DP (Date-Purchased) | FY (Fiscal Year) | | | | | | | | | | | |
| Asset Cost | \$ 9,000 | \$ 9,000 | | | | | | | | | | | |
| Annual Depreciation | \$ 1,800 | \$ 1,800 | | | | | | | | | | | |
| Current Pd Depreciation | \$ 150 | \$ 600 | | | | | | | | | | | |

| Field | Description |
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| | <p>Note: The computed annual depreciation expense is identical for both the DP and FY basis. The current period depreciation expense, however, is different.</p> <ul style="list-style-type: none"> Using the Date of Purchase basis for depreciation, the annual depreciation expense of \$1,800 is divided by the number of accounting periods remaining in the purchase year (12). One period of expense is charged for the current period, irrespective of the fiscal year. The depreciation year begins for the month based on the date in the Book 2 Depr Start Date field (10-01-2007). Using the Fiscal Year basis for depreciation, the annual depreciation expense of \$1,800 is divided by the number of accounting periods remaining in the fiscal year. In the example above, there are only three accounting periods remaining in FY 2007 over which to spread the annual depreciation cost of \$1,800. <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Current Pd Depreciation" as the label for this Asset Master record field.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and in the Template, and any Other Book's Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero ('0'), since NULLs are not permitted by the system for this field. |
| B2 (Or Your Label) Annual Depreciation | <p>This optional field (B2_ANNL_DEPR_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> |

| Field | Description |
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| | <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This field for Book 2, as applicable, holds the system-computed annual depreciation expense amount. The value cannot exceed 999,999,999.99 and this field can be populated by manual entry.</p> <p>You can leave this field blank for both new and historical records unless you want to overwrite the system calculation of annual depreciation and you clear the Book 2 Auto Calculate Depreciation check box.</p> <p>The system will populate this field when you calculate depreciation for this record if you have selected the Book 2 Auto Calculate Depreciation check box and the date in the Book 2 Depr Start Date field is not a future date (later than the end of the current period).</p> <p>Manual entries in an Asset Master record are always permitted in this field, regardless of the status of the Book 2 Auto Calculate Depreciation check box and the date in the Book 2 Depr Start Date field, but should be entered with caution. The timing of any manual entries to this field in an Asset Master record is especially important; if you have selected the Book 2 Auto Calculate Depreciation check box and make any manual edits to the Book 2 Annual Depreciation field, the system will re-compute and repopulate this value during the calculation and overwrite your manual edits.</p> <p>For both new and historical records, the system uses the value from this field during depreciation calculations. You can perform depreciation calculations multiple times within the same accounting period.</p> <p>If you have made no manual corrections to critical fields (such as asset cost, annual depreciation, current depreciation year, periods remaining, and so on), there is no danger that the system will calculate a different annual depreciation value for the same asset in the same accounting period.</p> <p>The system computes annual depreciation by multiplying total cost (or cost minus salvage value) times the depreciation percentage (from the depreciation method assigned to the asset) for the year specified in the Book 2 Curr Depr Yr field. The system does not re-set the value in this field to zero during the period close process.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after you have begun depreciating this record to avoid unexpected results.</p> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established</p> |

| Field | Description |
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| | <p>“Tax” as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display “Tax Annual Depreciation” as the label for this Asset Master record field.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and in the Template, and any Other Book’s Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero (‘0’), since NULLs are not permitted by the system for this field. |
| B2 (Or Your Label) Total Cost | <p>This optional field (B2_TOT_CST_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This field for Book 2, as applicable, holds the optional total cost amount entered for this record. The value cannot exceed 999,999,999.99 and this field can be populated by manual entry. Although this field is optional to save an Asset Master record, the system cannot compute depreciation if cost data is missing.</p> <p>There is no system requirement that the cost for any optional books used be identical to the cost value used for Book 1 (the G/L Book). You can always assign a different cost basis for each optional book (for purposes of stepped-up depreciation basis, and so on). Because system depreciation calculations use this data, however, use caution if you change the cost for a record once it has begun depreciating in the system.</p> <p>When you first add and save an Asset Master record, the G/L Book Total Cost value displays as the default total cost for all optional books. If you add, edit, or delete the G/L Book Total Cost value, the system will display a message that will ask if you want to update the Total Cost of the Other Book(s) whose cost matched the original cost. If you specify Yes, the system will copy the G/L Book Total Cost value and display this amount as the cost for all applicable optional books. The purpose of this default feature is to save you some data entry because, for the majority of users, the G/L Book cost amount is normally the same for the optional books.</p> |

| Field | Description |
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| | <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Total Cost" as the label for this Asset Master record field.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table and in the Template, and any Other Book's Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero ('0'), since NULLs are not permitted by the system for this field. |
| Book 2 (Or Your Label) Depr Start Date | <p>This optional field (B2_DEPR_START_DT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This field for Book 2, as applicable, holds the optional depreciation start date for this record. Data in this optional field must be in date format (YYYYMMDD) and can be populated by manual entry.</p> <p>Even though data entry in this field is not required to save an Asset Master record, this field is the most important date for depreciable assets because the system uses this date during depreciation calculations. Depreciation calculations will not take place if blanks display in this field, or if this date is later than the end of the current accounting period. (The Fixed Assets "current" accounting period is specified on the Configure Posting Settings screen.)</p> <p>If you anticipate a depreciation start date delay due to installation or calibration requirements, for example, you can enter a future date in this field, if desired. In this circumstance, depreciation calculations will not begin until the future date coincides with your current accounting period. The date in this field must be on or before the end of the current accounting period for depreciation calculations to take place.</p> <p>For an existing asset record, you should enter the historical date that depreciation began for this record and NOT the date that you began depreciating this record using Costpoint Fixed Assets. Because system</p> |

| Field | Description |
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| | <p>calculations use this date to determine whether depreciation computations should take place for each record, use extreme caution if you change the depreciation start date for property records once they have begun depreciating in the system.</p> <p>The relationship between the data in this field and the values in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields are critical to the accurate calculation of Book 2 depreciation. You can use the Compute/Update Depreciation Computation Data utility to assist you in verifying the relationship of the Book 2 Depr Start Date field to the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields.</p> <p>Using the value in the Book 2 Depr Start Date field, the system prints a report by asset/item number, by book, that includes a side-by-side comparison of both the current values displayed in the Asset Master record AND the values that the system would have computed for the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields.</p> <p>Although you can print this report for all selected records, you can also print the report for exceptions only, which may make discrepancies easier to identify. After the report has printed, you can activate the option in this utility that applies the system-computed values to your asset records. This process updates the existing data in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields by replacing your data and writing the system-computed values to these fields.</p> <div data-bbox="516 1052 1377 1178" style="border: 1px solid red; padding: 5px;"> <p>Warning: Always carefully review and agree with the reported results on a record-by-record basis, using the Compute/Update Depreciation Computation Data utility, before performing the update process.</p> </div> <p>You should run this utility to verify (and optionally update) your data after you initialize your historical records before you compute depreciation for the first time. After initialization, you may want to run this utility on a regular basis each period as part of your company's standard procedures, to confirm that your period additions have been initialized correctly.</p> <p>When you enter data for new records or for historical records during the initialization process, there are no system restrictions regarding the appropriateness and/or accuracy of the start date. Because of the important relationship between the start date and the data in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields, however, in most cases you should enter the date at which depreciation originally began for this record.</p> <div data-bbox="516 1591 1377 1829" style="border: 1px solid blue; padding: 5px;"> <p>Note: Regardless of the Date of Purchase or Fiscal Year basis assigned to any depreciation method, to ensure the accurate calculation of depreciation, you must set up all Fiscal Year/Period data in Costpoint Fixed Assets for the current fiscal year and one future fiscal year. Use the Manage Fixed Assets Fiscal Years and Manage Fixed Assets Accounting Periods screens to manually enter this data or use the Update FA FY/Pd Information from GL FY/Pd Information screen to copy</p> </div> |

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| | <p>existing Book 2 data into Costpoint Fixed Assets. It is imperative that you set up this data as part of your initialization procedures before you compute depreciation for the first time. In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Depr Start Date" as the label for this Asset Master record field.</p> <p>There is no corresponding Asset Template field.</p> |
| Book 2 (Or Your Label) In-Srv Date | <p>This optional field (B2_IN-SERVICE_DT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This field for Book 2, as applicable, holds the optional in-service date entered for this record and data in this optional field must be in date format (YYYYMMDD), and this field can be populated by manual entry.</p> <p>This date is for information purposes only and is not used in system calculations. (When the system calculates depreciation, the system checks only the date from the G/L Book Depr Start Date field.) The optional date in this field can be a historical, current, or future date.</p> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax In-Service Date" as the label for this Asset Master record field.</p> <p>There is no corresponding Asset Template field.</p> |
| Book 2 (Or Your Label) Current Depr Yr | <p>This optional field (B2_CUR_DEPR_YR_NO) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> |

| Field | Description |
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| | <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This field for Book 2, as applicable, holds the current depreciation year for the Asset Master record. The value (and format) cannot exceed 2 numeric characters (99) and the data can be populated by manual entry.</p> <p>The current depreciation year, along with data in the Book 2 Days/Pds Remaining and Book 2 Depr Start Date field, plays an integral role in the system calculation of depreciation. The value in this field signifies which depreciation year of the asset's useful life is current. As a result of this data, the system can use the appropriate percentage for the current year of life from the depreciation method linked with this record. (Years of useful life and percentages for each year are set up on the Manage Depreciation Methods screen.)</p> <p>For a new asset record, blanks normally display in this field as a default. You can leave this field blank, if desired, because the system will insert 1 in this field for a new blank record the first time that depreciation is calculated for this asset. Alternately, you can manually enter the depreciation year (which should be 1 for a new record), if desired. If you enter a value in this field, however, you must also enter a value in the Book 2 Days/Pds Remaining field, or you will not be able to save the asset record.</p> <p>This field must be blank for the system to populate it with a 1 the first time that depreciation is calculated for this record. If you have entered any number in this field, the system will not replace your entry during depreciation calculations. Although this field is not required, system calculations cannot take place if you have overwritten the system-populated value in this field with blanks. The reason for this is that the system cannot find the appropriate percentage to use from the Manage Depreciation Methods screen if the current depreciation year is not specified.</p> <p>During the initialization of your historical records, you will need to enter the correct current depreciation year for each asset. If, for example, you have an asset for which you have defined a depreciation method with a useful life of five years (on the Manage Depreciation Methods screen), you should enter the current year of that life (for example, 1, 2, 3, 4, or 5). In this way, the proper depreciation percentage for the current depreciation year can be used during system calculations.</p> <p>For both new and historical records, once this field is initialized, the system increases the value in this field when required during the appropriate Fixed Assets period close process. The current year increments during the closing process if there are additional years of useful life remaining for the record, and the Book 2 Days/Pds Remaining field displays a 1 (for assets using period-based depreciation) or if the</p> |

| Field | Description |
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| | <p>number of days remaining is less than or equal to the number of days in the Fixed Assets period being closed (for assets using a Date of Purchase basis with depreciation calculated based on the number of days owned). At the same time, the value in the Book 2 Days/Pds Remaining field will also change appropriately.</p> <div data-bbox="516 489 1377 772" style="border: 1px solid black; padding: 5px;"> <p>Note: Because manually-entered data in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields is especially prone to user error and misinterpretation, you can use the Compute/Update Depreciation Computation Data screen to assist you in verifying the relationship of these two data fields with the Book 2 Depr Start Date field. You can access the Compute/Update Depreciation Computation Data screen from the Fixed Assets Utilities menu. You can run it for any range of asset/item numbers.</p> </div> <p>The utility produces a report, based on the depreciation start date, which shows a side-by-side comparison of both the current values displayed in the Asset Master and the system-computed values for the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields. You can print the report for all selected records or for exceptions only, which makes discrepancies easier to identify.</p> <p>After printing the report, you can activate the option in this utility that applies the system-computed values to your asset records. This process updates the existing data in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields by replacing the existing data with the system-computed values. If you do not apply the system-computed values to your data, you may need to manually adjust some values in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields (or, in some cases, the Book 2 Depr Start Date field) to ensure the accuracy of depreciation calculations.</p> <p>Because the Update portion of this utility will overwrite your existing data with system-generated data, you should always carefully review and agree with the reported results on a record-by-record basis before performing the Update process. The Update process is similar to posting routines in that the report must first be printed before you can proceed with the Update process. Never run the Update process as a matter of routine unless you agree with the system data changes that will take place in each Asset Master record.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <div data-bbox="516 1686 1377 1829" style="border: 1px solid black; padding: 5px;"> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings</p> </div> |

| Field | Description |
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| | <p>screen, the system will display "Tax Current Depr Yr" as the label for this Asset Master record field.</p> <p>There is no corresponding Asset Template field.</p> |
| Book 2 (Or Your Label) Days/Pds Remaining | <p>This optional field (B2_ PDS_REMAIN_NO) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Settings screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> <p>This field for Book 2, as applicable, holds the number of periods or days remaining, as applicable, in the current depreciation year for the Asset Master record. The format cannot exceed 3 numeric characters (999) and the data can be populated by manual entry.</p> <p>The days/periods remaining field, along with the Book 2 Curr Depr Yr and Book 2 Depr Start Date fields, plays an integral role in the system calculation of depreciation. The value in this field indicates the number of days or periods remaining in the current depreciation year of the asset's useful life. (Years of useful life and percentages for each year are set up on the Manage Depreciation Methods screen.)</p> <p>For a new asset record, blanks display in this field as a default. You can leave this field blank, if desired, because the system will insert the correct value in this field for a new blank record the first time that depreciation is calculated for this asset. Alternately, you can manually enter the days or periods remaining in this field. If you enter a value in this field, however, you must also enter a value in the Book 2 Curr Depr Yr field, or you will not be able to save the asset record. The value in this field will depend on the Date of Purchase or Fiscal Year basis assigned to the depreciation method for this asset.</p> <ul style="list-style-type: none"> If you have linked a Date of Purchase basis for depreciation method with this record, the value in this field should reflect the number of days or periods remaining in the current purchase year, depending on the option you selected in the System-Wide Configuration for DP Basis Depreciation Methods group box on the Configure Fixed Assets Settings screen. |

| Field | Description |
|-------|--|
| | <ul style="list-style-type: none"> If you have linked a Fiscal Year basis for depreciation method with this record, the value in this field should reflect the number of periods remaining in the current fiscal year. The number of periods remaining cannot be more than 18. <p>This field must be blank for the system to populate it the first time that depreciation is calculated for this record. If you have entered any number in this field, the system will not replace your entry during depreciation calculations. Although this field is not required, system calculations cannot take place if you have overwritten the system-populated value in this field with blanks. The reason for this is that the system cannot depreciate correctly for the current period if the Book 2 Days/Pds Remaining field is not specified.</p> <p>For both new and historical records, once this field is initialized, the system changes this value, as required, during the Fixed Assets period close process. The system increments the current year during the closing process if there are additional years of useful life remaining for the record, and the Book 2 Days/Pds Remaining field displays a 1 (for assets using period-based depreciation) or if the number of days remaining is less than or equal to the number of days in the Fixed Assets period being closed (for assets using a Date of Purchase basis with depreciation calculated based on the number of days owned).</p> <p>At the same time, when the value in the current year increases, the value in the Book 2 Days/Pds Remaining field will also change appropriately for the basis used (Date of Purchase or Fiscal Year).</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: Because manually entered data in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields are especially prone to user error and misinterpretation, you can use the Compute/Update Depreciation Computation Data screen to assist you in verifying the relationship of these two data fields with the Book 2 Depr Start Date field. You can access this screen from the Fixed Assets Utilities menu.</p> </div> <p>The utility produces a report, based on the depreciation start date, which shows a side-by-side comparison of both the current values displayed in the Asset Master and the system-computed values for the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields. You can print the report for all selected records or for exceptions only, which makes discrepancies easier to identify.</p> <p>After printing the report, you can activate the option in this utility that applies the system-computed values to your asset records. This process updates the existing data in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields by replacing the existing data with the system-computed values. If you do not apply the system-computed values to your data, you may need to manually adjust some values in the Book 2 Curr Depr Yr and Book 2 Days/Pds Remaining fields (or, in some</p> |

| Field | Description |
|--|--|
| | <p>cases, the Book 2 Depr Start Date field) to ensure the accuracy of depreciation calculations.</p> <p>Because the Update portion of this utility will overwrite your existing data with system-generated data, you should always carefully review and agree with the reported results on a record-by-record basis before performing the Update process. The Update process is similar to posting routines in that the report must first be printed before you can proceed with the Update process. Never run the Update process as a matter of routine unless you agree with the system data changes that will take place in each Asset Master record.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Days/Pds Remaining" as the label for this Asset Master record field.</p> </div> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already posted depreciation to the G/L to avoid unexpected results.</p> <p>re is no corresponding Asset Template field.</p> |
| Book 2 (Or Your Label) Amt Taken Purchase YTD | <p>This optional field (B2_ DP_DEPR_YTD_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book in the Fixed Assets Setting screen.</p> <p>Unlike the G/L Book (Book 1), in which you can designate that depreciation be based on Y (Years), L (Lease Periods), or U (Units of Usage), depreciation methodology for this optional book can only be based on years.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: You can have Depr Based On equal to U (Units of Usage) or L (Lease Periods) for the G/L Book, but all usage of optional books 2 to 10 will only and automatically utilize depreciation that is based on Y (Years) methodology.</p> </div> <p>This field for Book 2, as applicable, holds the dollar amount of depreciation recorded for the current purchase year, exclusive of any amounts recorded during the current accounting period. The value cannot exceed 999,999,999,999.99, and the data can be populated by manual entry.</p> <p>This field is available only for depreciation methods that use the Date of Purchase basis. (You must select a Date of Purchase or Fiscal Year basis on the Manage Depreciation Methods screen when you set up each depreciation method.)</p> |

| Field | Description |
|-------|--|
| | <p>If the method from the Book 2 Depr Method Code field on this screen references a method that uses a Date of Purchase basis, this field is available.</p> <p>If the method from the Book 2 Depr Method Code field on this screen references a method that uses a Fiscal Year basis, this field is not available.</p> <p>The amount taken purchase YTD, along with data in the Book 2 Curr Depr Yr and the Book 2 Days/Pds Remaining fields, plays an integral role in the system calculation of depreciation for methods using the Date of Purchase basis.</p> <p>For a new asset record, no data should display in this field. You should leave this field blank for a new record because the system will increase (or possibly decrease) the value in this field by the amount of depreciation recorded to history each time you close the Fixed Assets period.</p> <p>The value in this field will be different from the value in the Book 2 FYTD Depreciation field except when the date of purchase coincides with the start of your fiscal year. The Book 2 Amt Taken Purchase YTD field displays purchase year data, while the Book 2 FYTD Depreciation field displays fiscal year data.</p> <p>During the initialization of your historical records, for records linked to depreciation methods that use the Date of Purchase basis for depreciation, you should enter the correct value in this field for the current purchase year of the asset.</p> <p>r both new and historical records, once this field is initialized, the system will automatically change the value in this field by the total amount of depreciation recorded for the current accounting period when you perform the Fixed Assets Period Close process. Once each purchase year is complete, the system automatically resets the value in this field to zero, as appropriate.</p> <div style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <p>Note: Because-manually entered data in the Amt Taken Purchase YTD field is especially prone to user error and misinterpretation of the system “rules” for this field, you can use the Compute/Update Amount Taken Purchase Year-To-Date screen to assist you in verifying the relationship of this data field with the Book 2 Depr Start Date, Book 2 Curr Depr Yr, and Book 2 Days/Pds Remaining fields. This utility generates data based on the premise that no depreciation adjustments were posted in the current asset year prior to the asset’s initialization into Costpoint. You can access this screen from the Fixed Assets Utilities menu.</p> </div> <p>This utility will verify/update Asset Master data only for books in which the assigned depreciation method uses a Date of Purchase basis and whose depreciation start date is prior to the current Fixed Assets posting Fiscal Year, Period, and subperiod. (For assets in the first period of a purchase year, the Book 2 Amt Taken Purchase YTD value will be set to zero.)</p> |

| Field | Description |
|--|--|
| | <p>In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Amt Taken Purchase YTD" as the label for this Asset Master record field.</p> <p>Although the system permits you to edit the data in this field in an Asset Master record as you choose, use caution if you make changes to this field after the system has already recorded depreciation to the history table to avoid unexpected results.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ If this field is NULL in the input file/table and in the Template, and any Other Book's Depreciation Method Code is not NULL, (that is, Bx_DEPR_MTHD_CD is not NULL), insert a zero ('0'), since NULLs are not permitted by the system for this field. |
| Books 3 to 10 (Or Your Label) Depr Method Code | Please refer to the documentation for the Book 2 (Or Your Label) Depr Method Code field. |
| Books 3 to 10 (Or Your Label) Useful Life | Please refer to the documentation for the Book 2 (Or Your Label) Useful Life field. |
| Books 3 to 10 (Or Your Label) Auto Calc | Please refer to the documentation for the Book 2 (Or Your Label) Auto Calc field. |
| Books 3 to 10 (Or Your Label) Salvage Percent | Please refer to the documentation for the Book 2 (Or Your Label) Salvage Percent field. |
| Books 3 to 10 (Or Your Label) Salvage Value | Please refer to the documentation for the Book 2 (Or Your Label) Salvage Value field. |
| Books 3 to 10 (Or Your Label) FYTD Depreciation | Please refer to the documentation for the Book 2 (Or Your Label) FYTD Depreciation field. |

| Field | Description |
|--|--|
| Books 3 to 10 (Or Your Label) Prior FY Depreciation | Please refer to the documentation for the Book 2 (Or Your Label) Prior FY Depreciation field. |
| Books 3 to 10 (Or Your Label) Current Pd Depreciation | Please refer to the documentation for the Book 2 (Or Your Label) Current Pd Depreciation field. |
| Books 3 to 10 (Or Your Label) Annual Depreciation | Please refer to the documentation for the Book 2 (Or Your Label) Annual Depreciation field. |
| Books 3 to 10 (Or Your Label) Total Cost | Please refer to the documentation for the Book 2 (Or Your Label) Total Cost field. |
| Books 3 to 10 (Or Your Label) Depr Start Date | Please refer to the documentation for the Book 2 (Or Your Label) Depr Start Date field. |
| Books 3 to 10 (Or Your Label) In-Srv Date | Please refer to the documentation for the Book 2 (Or Your Label) In-Srv Date field. |
| Books 3 to 10 (Or Your Label) Curr Depr Yr | Please refer to the documentation for the Book 2 (Or Your Label) Curr Depr Year field. |
| Books 3 to 10 (Or Your Label) Days/Pds Remaining | Please refer to the documentation for the Book 2 (Or Your Label) Days/Pds Remaining field. |
| Books 3 to 10 (Or Your Label) Amount Taken Purchase YTD | Please refer to the documentation for the Book 2 (Or Your Label) Amount Taken Purchase YTD field. |

Input File/Table Hard Validations (Asset_Books_DISP Table)

When importing asset records, Costpoint validates the imported information and stores it in different tables.

Four separate tables store Asset Master Data, as follows:

| Table Name | Table Description |
|-------------------|---|
| ASSET | This table holds data for the majority of Asset Master fields. |
| ASSET_OTHER_INFO | This table holds “government” user-defined field information as well as other asset information (as an overflow from the ASSET table) for Asset Master records. |
| ASSET_OTH_BK_DEPR | This table holds optional book information for Books 2 to 10, as applicable, for Asset Master records. |
| ASSET_BOOKS_DISP | This table holds depreciation adjustment information for all books, as applicable, related to a disposal. |

When you save an Asset Master record, the system automatically creates matching rows in the ASSET and ASSET_OTHER_INFO table. For the input file involved with this preprocessor, you must establish a “matching” row in both the ASSET and ASSET_OTHER_INFO tables in which the **Asset ID** and **Item No** data are identical.

The fields below belong to the ASSET_BOOKS_DISP table, which holds depreciation adjustment information for all books, as applicable, related to a disposal.

You cannot add data to this table without first establishing the Asset Master record and thereby automatically creating data in the ASSET table. All data fields in the ASSET_BOOKS_DISP table are optional, other than the required Asset ID and Item No fields.

Contents

| Field | Description |
|----------------------|--|
| Input Row | <p>This field (INPUT_ROW) is not a field in the ASSET_BOOKS_DISP table, but must be included in the data to be uploaded into the ASSET_BOOKS_DISP table.</p> <p>This field is required, it must be numeric, and it can hold up to 10 integers.</p> <p>The value in this field will display on the Error report to help identify records that did not pass one or more validations.</p> <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Input Row is not numeric. |
| Import Status | <p>This field (STATUS) is not a field in the ASSET_BOOKS_DISP table, but must be included in the data to be uploaded into the ASSET_BOOKS_DISP table. This field is required and it can only hold one of these values:</p> |

| Field | Description |
|--------------------|--|
| | <ul style="list-style-type: none"> I: records have been successfully uploaded into the Fixed Assets and GENL_UDEF tables E: record previously uploaded and failed validations U: records that have not yet been uploaded or that have been validated and passed validations such that the records may be imported but have not yet been imported. |
| Record Type | <p>Record Type is not a field in the ASSET BOOKS DISP table, but must be included in the data to be uploaded into the different tables. This field is required and it can only hold one of these values:</p> <ul style="list-style-type: none"> H (Header table) A (Asset table) B (Other Books table) O (Other Info/Books Disposal tables) U (User Defined table) <p>The purpose of the record type designation is to indicate whether the row is a header row or whether it should be linked with the ASSET, ASSET_OTH_BK_DEPR, or other tables that store Asset Master data (such as such as ASSET_OTHER_INFO or ASSET_BOOKS_DISP or GENL_UDEF).</p> <p>Possible Error Message:</p> <ul style="list-style-type: none"> ERROR MESSAGE: Row Type exceeds 1 character. |
| Asset ID | <p>This field (ASSET_ID), together with the Item No field (ITEM_NO), supplies the unique two-part key identifier for each Asset Master record.</p> <p>Although this field in an Asset Master record will accept up to 10 alphanumeric characters, you must have previously designated the size of this field in the Length of Asset Number field on the Configure Fixed Assets Settings screen (FA_SETTINGS.ASSET_ID_LEN_NO). The designated length must be no less than 3 characters.</p> <p>The length of the Asset ID must equal the length designated on the Configure Fixed Assets Settings screen and cannot exceed that number. The length of an alphanumeric Asset ID must equal or exceed 3 characters and be equal to or less than the length indicated on the Configure Fixed Assets Settings screen. The Asset ID/Item No combination must not already exist in the "Receiver" database, and it must be unique within the ASSET BOOKS DISP table.</p> <p>If the Asset ID and Item Number are missing and the Automatic Numbering for Asset Records has been selected on the screen, the system will automatically insert the next asset number in the sequence that displays in the Last Asset Number field on the Configure Fixed Assets Settings screen. If the Numbering for Asset Master Records check box is clear on the Configure Fixed Assets Settings screen and you select the Automatic Numbering for Asset Records check box on the</p> |

| Field | Description |
|---------|--|
| | <p>Import Asset Records screen, there will be an error message saying that the check box on the Configure Fixed Assets Settings screen must be selected.</p> <p>When importing with an ASCII import file, the order of the rows is critical, particularly when one or more asset records do not have asset/item numbers on the import file. The records must be arranged on the file in the following order for each asset, assuming the Header row is listed first: A (Asset table data,) B (Other Books table data,) O (Other Info/Books Disposal table data,) and then any U (User-defined table data.)</p> <p>When importing by scripting data into the input tables, the rows for each asset must have a temporary, unique value in the AUTO_NO_GRP column in each table. This unique value will be the same for all of the records associated with an asset record, so that the import application assigns the same asset/item number to all of the asset's records.</p> <p>Note that the system will increment the right-most numeric digit for that asset number and will not automatically increment alphabetic characters. You must have previously enabled the automatic numbering feature on that screen by activating the Enable Automatic Numbering for Asset Master Records check box on that screen (Configure Fixed Assets Settings).</p> <p>If only the Asset ID or only the Item Number is missing and the other value is present for the record, than that record will fail validations irregardless of whether or not the Enable Automatic Numbering for Asset Records check box is selected.</p> <p>If the Asset ID is missing and you have NOT turned on the automatic numbering feature, the record will fail validations and will be displayed on the Error report. The record can be identified by the Row Number that will display on the Error report.</p> <p>The data in this field must exactly match the data entered for the same Asset Master record in the ASSET table.</p> <p>Possible Error Messages:</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Numeric Asset ID length does not equal the Length of Asset Number in Fixed Assets Settings. ERROR MESSAGE: This Asset ID length exceeds the Length of Asset Number in Fixed Assets Settings. ERROR MESSAGE: This Asset ID/Item No combination is already being used. Please select another combination. ERROR MESSAGE: This Asset ID/Item No combination is a duplicate of another record in this input file. |
| Item No | <p>This field (ITEM_NO), together with the Asset ID field (ASSET_ID), supplies the unique two-part key identifier for each Asset Master record.</p> <p>Each asset number must have a unique item number that is numeric, greater than zero, and does not exceed 99999.</p> <p>If you previously enabled the automatic numbering feature by activating the Enable Automatic Numbering for Asset Master Records check box on the Configure Fixed Assets Settings screen, the system will automatically assign 00001 as the</p> |

| Field | Description |
|------------------------------|---|
| | <p>default item number for records where the Asset ID and the Item No fields do not have values.</p> <p>The data in this field must exactly match the data entered for the same Asset Master record in the ASSET table.</p> <p>You must populate this required field if you have not enabled the automatic numbering feature on the Configure Fixed Assets Setting screen and selected Automatic Numbering for Asset Records on the Import Asset Records screen or if the asset ID field is populated.</p> <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> ▪ 00001 will be assigned for Item No if the Asset ID and Item number are not populated. <p>Error Messages:</p> <ul style="list-style-type: none"> ▪ ERROR MESSAGE: Item No is null and auto-numbering is not activated. ▪ ERROR MESSAGE: Item No must have a value when Asset ID has a value. ▪ ERROR MESSAGE: This Asset ID/Item No combination is already being used. Please select another combination. ▪ ERROR MESSAGE: This Asset ID/Item No combination is a duplicate of another record in this input file. |
| G/L Book Depr Adj Amt | <p>This optional field (B1_DEPR_ADJ_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> <p>This optional field for the General Ledger Book (Book 1), as applicable, holds the optional depreciation adjustment amount, as applicable, that may have been manually-entered as associated with a disposal entry. The value cannot exceed 999,999,999,999.99.</p> <p>When you enter disposal data on the Manage Disposal Transactions screen, you can also enter positive or negative value(s) in the Depr Adj Amt field(s). A depreciation adjustment is an optional, manually-entered value that is used by the system during its computation of the gain or loss on a disposal for each book.</p> <p>Timing issues often require depreciation adjustment entries. This type of entry is designed to add to or reduce depreciation expense by debiting and crediting depreciation expense and accumulated depreciation, as appropriate. One of the most frequently encountered situations requiring a depreciation adjustment occurs when disposal data is communicated "after-the-fact." If, for example, you learn that an asset was disposed of two months ago, you may want to use the depreciation adjustment to reverse two months of depreciation posted to the General Ledger.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: Additional depreciation expense as an adjustment displays as a POSITIVE value in this field because it increases (debits) the depreciation expense account(s) and increases (credits) the accumulated depreciation account during posting. Reduced depreciation expense as an adjustment displays as a NEGATIVE value in this field because it decreases (credits) the depreciation</p> </div> |

| Field | Description |
|-------|--|
| | <p>expense account(s) and decreases (debits) the accumulated depreciation account during posting.</p> <p>When you post a disposal entry, the system writes the value from the Manage Disposal Transactions screen to the Depr Adj Amt field for this book. For the G/L Book, the system actually posts the depreciation adjustment entry to the General Ledger. For all books, you will need to net any applicable depreciation adjustment against the net book value of the asset to determine the actual gain/loss on disposal.</p> <p>You can make a depreciation adjustment to make up for too little or too much depreciation previously booked before you post a disposal. Rather than returning to the Asset Master screen to enter and post this type of depreciation adjustment, you can choose to enter a depreciation adjustment directly on the Manage Disposal Transactions screen.</p> <p>Currently, a depreciation adjustment entered on a disposal screen does not have any effect on the gain/loss posted as a result of the disposal. To preserve the audit trail for a depreciation adjustment made on a disposal screen, the depreciation adjustment only debits or credits the depreciation expense and accumulated depreciation accounts, as in a standard depreciation posting. Currently, if you have entered a depreciation adjustment on the Manage Disposal Transactions screen, you will need to manually make a final G/L entry to move the balance created in the accumulated depreciation account to the gain/loss account.</p> <p>Note: As a result of the G/L entry requirement in the preceding circumstances, a cleaner audit trail will result if you enter a change to depreciation (positive or negative) directly in the Current Pd Depreciation field and then post depreciation, rather than enter a depreciation adjustment and post it as a disposal.</p> <p>Disposal data written back to Asset Master records as a result of postings is considered to be a "System-Generated" (SYSTEM) disposal, and you cannot edit the data. If no postings are involved and you enter the data directly in Asset Master records, the disposal data is treated as a "Manual" (MANUAL) disposal and you can edit the data.</p> <p>The "Manual" disposal entry function was designed primarily for entering historical disposal data during initialization. In the rare circumstance that such an entry or edit is necessary in this field for a "Manual" disposal, enter the desired value. Although you can modify this value at any time for any book in this subtask, the edit function was designed primarily for use in entering historical disposal data during initialization, and not for altering system-generated data. You should make certain that data entered on the Manage Disposal Transactions screen is accurate before you select the record for processing and posting. Edits to the depreciation adjustment in an Asset Master record for posted disposals are strongly discouraged because these changes alter the audit trail upon which the gain or loss on the disposal was originally calculated.</p> <p>There is no corresponding Asset Template field.</p> <p>Preprocessor Default Rules:</p> |

| Field | Description |
|--|--|
| | <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. |
| Book 2 (Or Your Label) Depr Adj Amt | <p>This optional field (B2_DEPR_ADJ_AMT) is only available in an Asset Master record if the asset is depreciable and you have already initialized this book on the Configure Fixed Assets Setting screen.</p> <p>This optional Book 2 field holds the optional depreciation adjustment amount, as applicable, that may have been manually-entered as associated with a disposal entry. The value cannot exceed 999,999,999,999.99.</p> <p>When you enter disposal data on the Manage Disposal Transactions screen, you can also enter positive or negative value(s) in the Depr Adj Amt field(s) by book. A depreciation adjustment is an optional, manually-entered value that is used by the system during its computation of the gain or loss on a disposal for each book.</p> <p>Timing issues often require depreciation adjustment entries. This type of entry is designed to add to or reduce depreciation expense and accumulated depreciation, as appropriate. One of the most frequently encountered situations requiring a depreciation adjustment occurs when disposal data is communicated "after-the-fact." If, for example, you learn that an asset was disposed of two months ago, you may want to use the depreciation adjustment to reverse two months of recorded depreciation.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Note: Additional depreciation expense as an adjustment displays as a POSITIVE value in this field because it increases the depreciation expense and increases the accumulated depreciation. Reduced depreciation expense as an adjustment displays as a NEGATIVE value in this field because it decreases depreciation expense and decreases accumulated depreciation.</p> </div> <p>You can make a depreciation adjustment to make up for too little or too much depreciation previously booked before you post a disposal. Rather than returning to the Asset Master/Other Books Info screen to enter this type of depreciation adjustment, you can choose to enter a depreciation adjustment directly on the Manage Disposal Transactions screen.</p> <p>Depreciation adjustments for books 2 through 10 do not post to the GL, so there are no follow-up entries required as is the case for GL Book depreciation adjustments.</p> <p>At the time that you post a disposal entry, the system writes the value from the Manage Disposal Transactions screen to the Depr Adj Amt field for this book. For the G/L Book, the system actually posts the depreciation adjustment entry to the General Ledger. For all books, you will need to net any applicable depreciation adjustment against the net book value of the asset to determine the actual gain/loss on disposal.</p> <p>Disposal data written back to Asset Master records as a result of postings is considered to be a "System-Generated" (SYSTEM) disposal, and you cannot edit the data. If no postings are involved and you enter the data directly in Asset Master records, the disposal data is treated as a "Manual" (MANUAL) disposal and you can edit the data.</p> |

| Field | Description |
|--|---|
| | <p>The "Manual" disposal entry function was designed primarily for entering historical disposal data during initialization. In the rare circumstance that such an entry or edit is necessary in this field for a "Manual" disposal, enter the desired value. Although you can modify this value at any time for any book in this subtask, the edit function was designed primarily for use in entering historical disposal data during initialization, and not for altering system-generated data. You should make certain that data entered on the Manage Disposal Transactions screen is accurate before you select the record for processing and posting. Edits to the depreciation adjustment in an Asset Master record for posted disposals are strongly discouraged because these changes alter the audit trail upon which the gain or loss on the disposal was originally calculated.</p> <div> <p>Note: In the Asset Master record, the system displays the Book Name that you established for this book on the Configure Fixed Assets Settings screen as part of the label for this field. For example, if you established "Tax" as the name for Book 2 on the Configure Fixed Assets Settings screen, the system will display "Tax Depr Adj Amt" as the label for this Asset Master record field.</p> <ul style="list-style-type: none"> There is no corresponding Asset Template field. <p>Preprocessor Default Rules:</p> <ul style="list-style-type: none"> If this field is NULL in the input file/table, insert a zero ('0'), since NULLs are not permitted by the system for this field. </div> |
| Books 3 to 10 (Or Your Labels) Depr Adj Amt | Please refer to the documentation for the Book 2 (Or Your Label) Depr Adj Amt field. |

Input File/Table Hard Validations (GENL_UDEF_Table)

When importing asset records, Costpoint validates the imported information and stores it in different tables.

Four separate tables store Asset Master Data, as follows:

| Table Name | Table Description |
|------------------|---|
| ASSET | This table holds data for the majority of Asset Master fields. |
| ASSET_OTHER_INFO | This table holds "government" user-defined field information as well as other asset information (as an overflow from the ASSET table) for Asset Master records. |

| Table Name | Table Description |
|-------------------|---|
| ASSET_OTH_BK_DEPR | This table holds optional book information for Books 2 to 10, as applicable, for Asset Master records. |
| ASSET_BOOKS_DISP | This table holds depreciation adjustment information for all books, as applicable, related to a disposal. |

An additional Costpoint table (GENL_UDEF) stores specialized user-defined field data for an Asset Master record as well as for a number of other screens in other modules throughout Costpoint. Labels are established for these fields in the UDEF_LBL table. In addition, if you have added validated text for use with this functionality, the system stores this data in the UDEF_VALID_VALUES table.

The system tracks which user-defined data belongs with the Fixed Assets (FA) module by assigning the table ID (S_TABLE_ID) as "FA" in the GENL_UDEF and UDEF_LBL tables and assigning a unique table key (UDEF_LBL_KEY) for linkage purposes. The system links FA validated data with the appropriate FA user-defined fields and their labels (from the UDEF_LBL table) by using the same table ID (S_TABLE_ID) and table key (UDEF_LBL_KEY).

The fields below belong to the GENL_UDEF table, which holds specialized user-defined data for Asset Master records.

Note: You must also populate the UDEF_LBL table appropriately if you have user-defined data in the provider database. You will also need to populate the UDEF_VALID_VALUES table if you have validated text associated with your user-defined fields.

You cannot add data to this table without first establishing the Asset Master record and thereby automatically creating data in the ASSET table. You must also establish the user-defined labels and any applicable validated text data in the destination database in the Manage Asset Master User-Defined Labels screen prior to running this preprocessor. Setup includes the label type, the label name, the sequence number that controls the order of the label display, a short description for the label, and whether data entry for the label should be required. If none of the labels has been designated as required in the provider database, user-defined data entry in the "Receiver" on this screen will be optional. You can also designate during setup whether the label should accommodate validated text or access the designated field from the selected Costpoint validation table. If you have selected the validated text option for the label, you must also establish the data to be validated against.

Three types of optional user-defined information must be user-specified in these user-defined fields:

- **D:** Date
- **N:** Numeric
- **T:** Text

The system automatically stores this information in the **Data Type** field (S_DATA_TYPE) in the UDEF_LBL table.

You can use this special-purpose user-defined data functionality to record additional information that may be specific to your company for which there are no system-defined standard fields with

the desired terminology. The primary advantage in using validated text data lies in the consistency of the entry format and the subsequent ability to print reports that use this consistent data format. When setting up validated text, you can define your own valid entries or you can select a field from an existing Costpoint table as the source for data validation.

Note: "Government" (or for any other purpose you choose) user-defined fields are also available for use with an Asset Master record. These are optional, non-validated text fields, and the system stores this data, as applicable, in the ASSET_OTHER_INFO table. You can use any combination of user-defined functionality in an Asset Master record.

Contents

| Field | Description |
|----------------------|---|
| Input Row | <p>This field (INPUT_ROW) is not a field in the GENL UDEF table, but must be included in the data to be uploaded into the GENL_UDEF table.</p> <p>This field is required, it must be numeric, and it can hold up to 10 integers.</p> <p>Its purpose is to be an identifier on the error report for records that fail validations.</p> <p>Possible Error Message</p> <ul style="list-style-type: none"> ERROR MESSAGE: Input Row is not numeric. |
| Import Status | <p>The status field is only used for Table data. This field does not exist in the input file format.</p> <p>This field (STATUS) is not a field in the GENL UDEF table, but must be included in the data to be uploaded into the GENL UDEF table.</p> <p>This field is required and it can only hold one of these values:</p> <ul style="list-style-type: none"> I: Records have been successfully uploaded into the Fixed Assets and GENL_UDEF tables E: Record previously uploaded and failed validations U: Records that have not yet been uploaded or that have been validated and passed validations such that the records may be imported but have not yet been imported |
| Record Type | <p>Record Type is not a field in the GENL UDEF table, but must be included in the data to be uploaded into the different tables.</p> <p>This field is required and it can only hold one of the following alphabetic characters:</p> <ul style="list-style-type: none"> H (Header table) A (Asset table) B (Other Books table) O (Other Info/Books Disposal tables) U (User Defined table) |

| Field | Description |
|-----------------|--|
| | <p>The purpose of the record type designation is to indicate whether the row is a header row or whether it should be linked with the ASSET, ASSET_OTH_BK_DEPR, or other tables that store Asset Master data (such as ASSET_OTHER_INFO or ASSET_BOOKS_DISP or GENL_UDEF).</p> <p>Possible Error Message</p> <ul style="list-style-type: none"> ERROR MESSAGE: Row Type exceeds 1 character. |
| Asset ID | <p>The data in this field must exactly match the Asset ID data entered for the same Asset Master record in the ASSET table.</p> <p>This field (which is normally stored as the Asset ID in the ASSET, ASSET_OTHER_INFO, ASSET_OTH_BK_DEPR, and ASSET_BOOKS_DISP tables), is stored in the GENL_UDEF table in the GENL_ID field.</p> <p>The Asset ID (GENL_ID), together with the Item No (GENL1_ID), supplies the unique two-part key identifier for each Asset Master record in the GENL_UDEF table.</p> <p>Although this field in an Asset Master record will accept up to 10 alphanumeric characters, you must have previously designated the size of this field in the Length of Asset Number field on the Configure Fixed Assets Settings screen (FA_SETTINGS.ASSET_ID_LEN_NO). The designated length must be no less than 3 characters.</p> <p>The length of a numeric Asset ID must equal the length designated on the Configure Fixed Assets Settings screen and cannot exceed that number. The length of an alpha-numeric Asset ID must equal or exceed 3 characters and be equal to or less than the length indicated on the Configure Fixed Assets Settings screen. The Asset ID/Item No combination must not already exist in the "Receiver" database, and it must be unique within the ASSET BOOKS DISP table.</p> <p>Possible Error Messages</p> <ul style="list-style-type: none"> ERROR MESSAGE: This Numeric Asset ID length does not equal the Length of Asset Number in Fixed Assets Settings. ERROR MESSAGE: This Asset ID length exceeds the Length of Asset Number in Fixed Assets Settings. ERROR MESSAGE: This Asset ID/Item No combination is already being used. Please select another combination. ERROR MESSAGE: This Asset ID/Item No combination is a duplicate of another record in this input file. |
| Item No | <p>The data in this field must exactly match the Item No data entered for the same Asset Master record in the ASSET table.</p> <p>This field (which is normally stored as the Item No in the ASSET, ASSET_OTHER_INFO, ASSET_OTH_BK_DEPR, and ASSET_BOOKS_DISP tables), is stored in the GENL_UDEF table in the GENL1_ID field.</p> |

| Field | Description |
|---|---|
| | <p>The Asset ID (GENL_ID), together with the Item No (GENL1_ID), supplies the unique two-part key identifier for each Asset Master record in the GENL_UDEF table.</p> <p>Each asset number must have a unique item number that is numeric, greater than zero, and does not exceed "99999." The Asset ID/Item No combination must not already exist in the destination database when the record is imported. However, for the GENL UDEF table alone, there may be multiple records having the same asset/item number combination. Any asset record having multiple GENL_UDEF rows would have a different User Defined Field Label value for each of its GENL UDEF records.</p> <p>Possible Error Messages</p> <ul style="list-style-type: none"> ERROR MESSAGE: Item No is null and auto-numbering is not activated. ERROR MESSAGE: Item No must have a value when Asset ID has a value. ERROR MESSAGE: This Asset ID/Item No combination is already being used. Please select another combination. ERROR MESSAGE: This Asset ID/Item No combination is a duplicate of another record in this input file. |
| Date User-Defined Fields (UDEF_DT) | <p>If the label has been set up as type D (Date) on the Manage Asset Master User-Defined Labels screen, enter the user-defined data in date format (YYYYMMDD) in the UDEF_TXT field.</p> <p>If you have specified on the Manage Asset Master User-Defined Labels screen that data for this field is required for this user-defined field, you must enter a date before you can save the Asset Master record. The Validated Text field will automatically display N for a D type label in the Asset Master user-defined field entry screen.</p> |
| Numeric User-Defined Fields (UDEF_AMT) | <p>If the label has been set up as type N (Numeric) on the Manage Asset Master User-Defined Labels screen, enter the user-defined data in numeric format. You can enter up to 12 numeric characters and two decimal characters (999,999,999,999.99) in the UDEF_AMT field.</p> <p>If you have specified on the Manage Asset Master User-Defined Labels screen that data for this field is required for this user-defined field, you must enter numeric data before you can save the Asset Master record.</p> <p>(Although only a single numeric character entered in this field fulfills the system requirement for data entry, you will find it more beneficial to supply meaningful data because your entry will display in the Asset Master record as well as in reports that use this field.) The Validated Text field will automatically display N for an N type label in the Asset Master user-defined field entry screen.</p> |

| Field | Description |
|---|---|
| Text User-Defined Fields (UDEF_TXT) | <p>If the label has been set up as type T (Text) on the Manage Asset Master User-Defined Labels screen and the label does not require validated data, enter up to 30 alphanumeric characters of data in text format for a new asset record.</p> <p>If the Validated Text field for this label displays N and the Costpoint Validation Field is empty AND the Required column displays N for this label, you can enter text data of your choice that is not system-validated.</p> <p>If the Required field for this label displays Y, you must enter text for this field before you can save the Asset Master record.</p> <p>(Although only a single character entered in this field fulfills the system requirement for data entry, you will find it more beneficial to supply meaningful data because your entry will display in the Asset Master record and in reports that use this field.)</p> |
| Validated Text User-Defined Fields (UDEF_ID) | <p>The user-defined text label may have been set up to accept validated data only. In this circumstance, one of two sources for validated text was already designated during setup on the Manage Asset Master User-Defined Labels screen of the “Giver” database, and should be manually set up to exactly match on the Manage Asset Master User-Defined Labels screen of the “Receiver” database.</p> <ul style="list-style-type: none"> <p>If the Validated Text field for this label displays Y on the Manage Asset Master User Defined Labels screen, you must add the same validated data in the UDEF_VALID_VALUES table (via the Manage Asset Master User Defined Labels screen) in the “Receiver” database to match this data that already exists in the “Giver” database. This field is stored in the table as Y (Yes) or N (No) in the VALIDATE_FL field of the UDEF_LBL table.</p> <p>You will need to supply both a validated text name of up to 20 alphanumeric characters (UDEF_ID) and a description of up to 30 alphanumeric characters (UDEF_DESC) in the UDEF_VALID_VALUES table to satisfy system requirements for validated text.</p> <p>If a Costpoint field name displays in the Costpoint Validation Field, you must add the same Costpoint table data field (via the Manage Asset Master User-Defined Labels screen) in the “Receiver” database to match this data that already exists in the “Giver” database.</p> <p>The Costpoint validation field that you select is stored in the UDEF_LBL table in the Costpoint Validation Field (S_CASE_LBL field, which can hold up to 15 system-designated alphanumeric characters. You can must select from system-provided data only.</p> |
| Label (UDEF_LBL) | <p>If there is user-defined data in the provider database to be processed to the destination database, you must first set up labels on the Manage Asset Master User-Defined Labels screen of the “Giver” database to exactly match the labels on the Manage Asset Master User-Defined Labels screen of the “Receiver” database.</p> |

| Field | Description |
|-------|---|
| | <p>Template Numbers (along with any applicable revision numbers) are permitted in the input file/table. If the Template No/Rev No is populated on an input file/table record, the asset record will be populated with the values associated with the Template No/Rev No as they exist in the Receiving database, as follows:</p> <ul style="list-style-type: none"> ▪ If a field is blank in the input file/table for which there is a corresponding template data field, the system will use the Template No (if it exists) to determine the data for that field. ▪ In the circumstance that data exists in the input file/table, even if there is a corresponding template data field, the system will bypass any reference to the Template No. |

Fields Derived/Populated by The Import Asset Records Application

When you import asset records, Costpoint automatically adds information that are not included in the input file.

The fields below are not part of the input file. Costpoint populates these fields automatically when you run the Import Asset Records application:

| Field | Assignment Rules |
|------------------------|---|
| ASSET.ENTR_USER_ID | Defaults to user who runs the process and date/time process is run for the record |
| ASSET.S_ENTRY_SRCE_CD | Preprocessor will assign "PREPROC" |
| ASSET.S_FA_LOC1_TYPE | Preprocessor will assign "1" |
| ASSET.S_FA_LOC2_TYPE | Preprocessor will assign "2" |
| ASSET.S_FA_LOC3_TYPE | Preprocessor will assign "3" |
| ASSET.B1_TOT_CST_AMT | Preprocessor will add Price, Sales Tax, Shipping/Handling, Transportation and Other |
| ASSET.ASSET_REF1_CO_ID | Preprocessor will assign value from receiving database related to Ref 1 in Input file/table |
| ASSET.ASSET_REF2_CO_ID | Preprocessor will assign value from receiving database related to Ref 2 in Input file/table |
| GENL_UDEF.S_TABLE_ID | Processor will assign "FA" |
| GENL_UDEF.UDEF_LBL_KEY | Preprocessor will assign value based on Input file UDEF_LBL with S_TABLE_ID = "FA" and found in the UDEF_LBL table. |

The fields/tables below will not be part of the input file. The system will populate these fields in multiple tables automatically as a result of running the Import Asset Records application:

| Field | Table | Default/Assignment Rules |
|-------------|-------------------|--|
| COMPANY_ID | ASSET | Defaults to Company in which the Preprocessor is run |
| ROWVERSION | ASSET | Assigned by Preprocessor |
| MODIFIED_BY | ASSET | Defaults to user running the Preprocessor |
| TIME_STAMP | ASSET | Defaults to time Preprocessor is run for the record |
| COMPANY_ID | ASSET_OTH_BK_DEPR | Defaults to Company in which the Preprocessor is run |
| ROWVERSION | ASSET_OTH_BK_DEPR | Assigned by Preprocessor |
| MODIFIED_BY | ASSET_OTH_BK_DEPR | Defaults to user running the Preprocessor |
| TIME_STAMP | ASSET_OTH_BK_DEPR | Defaults to time Preprocessor is run for the record |
| COMPANY_ID | ASSET_OTHER_INFO | Defaults to Company in which the Preprocessor is run |
| ROWVERSION | ASSET_OTHER_INFO | Assigned by Preprocessor |
| MODIFIED_BY | ASSET_OTHER_INFO | Defaults to user running the Preprocessor |
| TIME_STAMP | ASSET_OTHER_INFO | Defaults to time Preprocessor is run for the record |
| COMPANY_ID | ASSET_BOOKS_DISP | Defaults to Company in which the Preprocessor is run |
| ROWVERSION | ASSET_BOOKS_DISP | Assigned by Preprocessor |
| MODIFIED_BY | ASSET_BOOKS_DISP | Defaults to user running the Preprocessor |
| TIME_STAMP | ASSET_BOOKS_DISP | Defaults to time Preprocessor is run for the record |
| COMPANY_ID | GENL_UDEF | Defaults to Company in which the Preprocessor is run |
| ROWVERSION | GENL_UDEF | Assigned by Preprocessor |
| MODIFIED_BY | GENL_UDEF | Defaults to user running the Preprocessor |
| TIME_STAMP | GENL_UDEF | Defaults to time Preprocessor is run for the record |

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