

FIXED ASSET MASS ADDITIONS

To add multiple items that have duplicate information for each item. This screen is especially helpful for adding computer where that are all purchased and paid on the same PO and check.

- * From the Facilities Management Menu, enter "5" to get to the Fixed Asset screen
- * Type the fixed asset number (key element) and press ENTER

DIST: 99		FY: 04		2. FIXED ASSETS		TIME: 16:24	
				NUMB: 00010001			
ITEM	CODE-----	-----DESCRIPTION				-----SERIAL #-----	
	4110101	PERSONAL COMPUTER				E1211HMM0441LL/A	
	TAGGED?	MODEL #	VDR:	V 000000269		CHIPLEY APPLIANCE	
	Y	M0350	MFG:				
			VEH:			TAG: _____ TITLE: _____	
LOCATED	CNTR: 0000	GATEWAY TEST DISTRICT			DEPT: __	BLD: 3	RM: 301D
ACQUIRED	DATE	P.O.#	CHECK#	OLG OWN	CNTR-OBJ-FND-PROJECT-----	AMOUNT	
	070102	001449		O	0201 __ 100	1,500.00	
MAINT CONTRACT:							
COMMENTS	1-1-I MACINTOSH CPU,K-BRD,MONITOR				TOTAL COST:	1,500.00	
STATUS	INV DT	CN	----DISPOSITION----		DISP DT	LIF	ACCUM DEPR: 1,500.00
	032103	G 01	ACTIVE			5	CURR VAL: ___/___/___
							SALVAGE: ___/___/___
IF SOLD	DATE:	RECEIPT NO:			SOLD FOR: ___/___/___		
FIXED ASSET RECORD DISPLAYED. NEXT?						TERML: 8AAG	

4-©	3	TEST	199.44.72.2			2/41	

- * From the Facilities Management Menu, enter '5' to get the Fixed Asset screen.
- * Type the New fixed asset number (key element) and press ENTER. This will verify the item doesn't already exist.
- * Proceed to enter data.
- * Refer to FM02 for a description of each field.
- * Press ENTER to add the first record.
- * Enter the second (etc.) fixed asset number (key element) and press ENTER. The system will verify the item doesn't already exist but will leave all the information from the previous item on the screen except the serial number. Enter the serial number (and change any other information) and press ENTER. Repeat this step for additional items.