FA History manual

2021 December

v1.0.4.3

Document versions

Version	Data	Changes		
4.0	2020-09	Initial version		
4.3	2021-12	No changes in the user manual		

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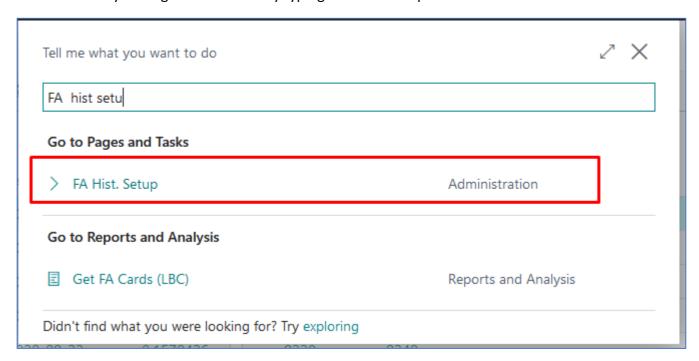
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1 FA History – how to start

This document is a user guide that describes how to perform initial setup and use the functionality of the FA History.

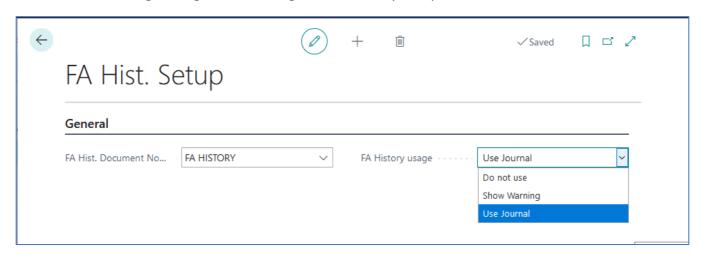
2 FA History Setup

FA History settings are accessed by typing "FA Hist. Setup" in the search:



Picture 1 FA history setup from search

The following settings can be changed in FA History Setup:



Picture 2 FA history setup

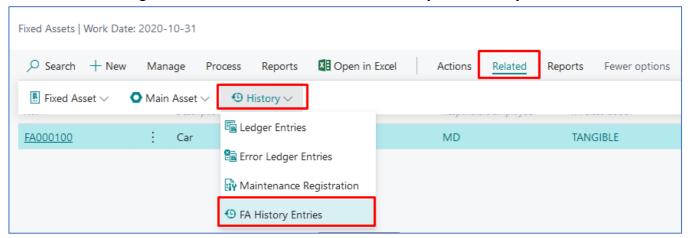
- FA Hist. Document No. Series
- FA History usage:
 - o Do not use FA fields operate as standard
 - Show warning changing the field values will display a message, but user can choose whether to continue.

 Use Journal – changing the field values will display an error message, that requires to use journal.

3 FA History Journal

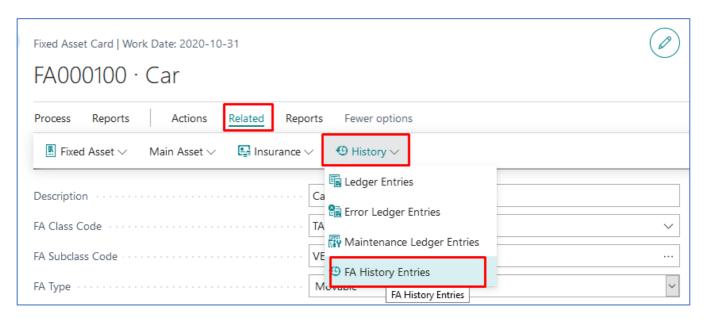
There are two ways to access FA History entries:

Through the list of fixed assets – Related -> History -> FA History Entries



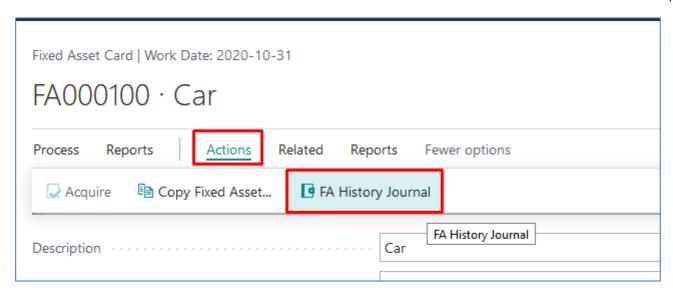
Picture 3 FA History entries from FA list

Through the fixed asset card – Related -> History -> FA History Entries



Picture 4 History entries from FA card

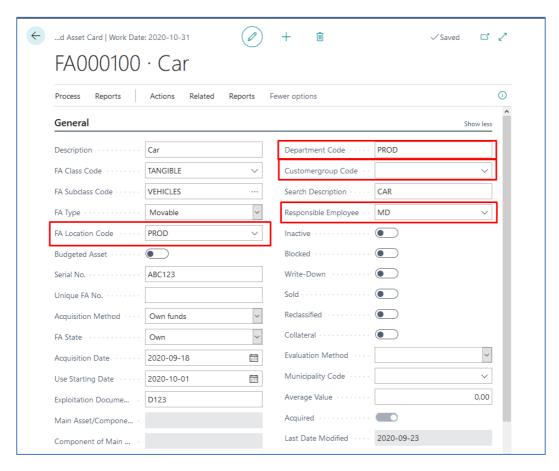
FA History Journal can be accessed through the fixed asset card - Actions -> FA History Journal



Picture 5 FA History Journal from FA card

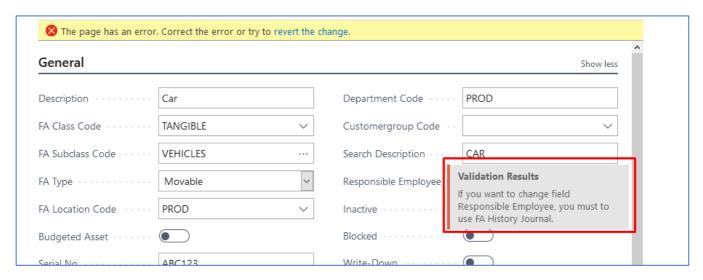
Messages (errors, warnings) are displayed when the user changes these fields, based on FA History Setup:

- FA Location Code
- Responsible Employee
- Global Dimension 1
- Global Dimension 2



Picture 6 Fixed asset card fields

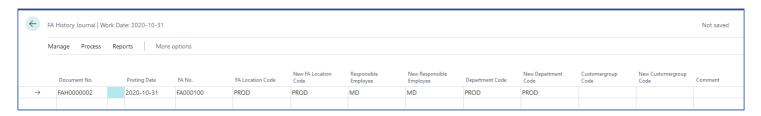
If **FA History Usage** value in the FA History Setup is "Use Journal", then in order to change the values of these fields you need to do this through the FA History Journal, otherwise an error message will be displayed.



Picture 7 Validation error

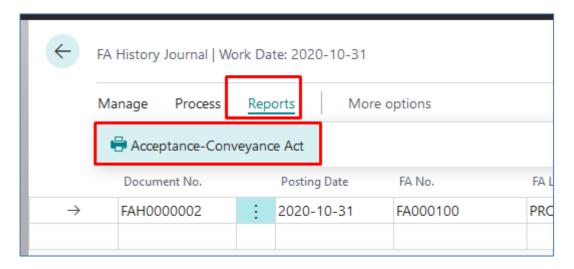
The following information is required in the FA History line:

- Document No.
- Posting Date
- FA No. when you select FA, all existing values come from the FA Card
- New field values
 - New FA Location Code
 - New Responsible Employee
 - New Global dimension code 1
 - New Global dimension code 2
- Comment will be logged into the history



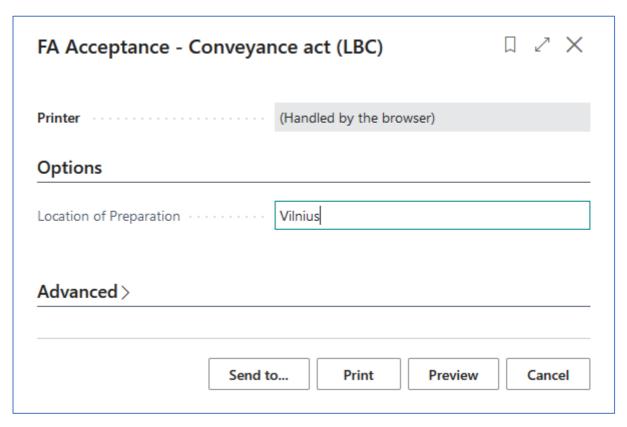
Picture 8 IT Journal line example

After filling in the lines of the FA History Journal, there is a possibility to print out an Acceptance-Conveyance Act. This act is accessible by clicking the **Report -> Acceptance-Conveyance Act.** It is printed from the FA History Journal before posting. It is also possible to print this act after posting from the FA History Entries window.



Picture 9 Acceptance-Conveyance Act

In the options window that opens, specify the location where the act was prepared and press **OK**.



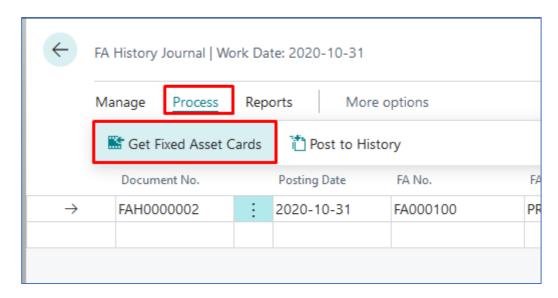
Picture 10 Acceptance-Conveyance Act parameters page

Example of Acceptance-Conveyance Act:

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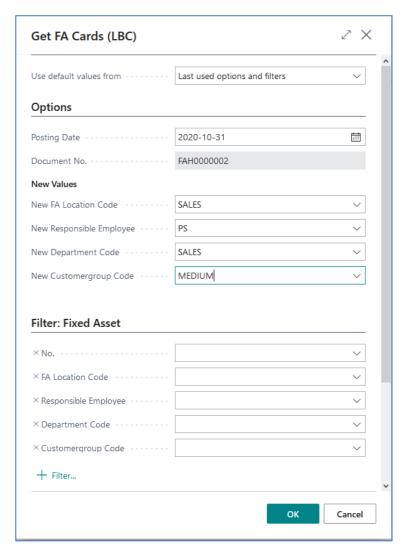
FA History Journal functions:

Get Fixed Asset Cards



Picture 12 Get Fixed Asset Card

In the options window that opens, the user can specify:



Picture 13 Get FA cards function parameters page

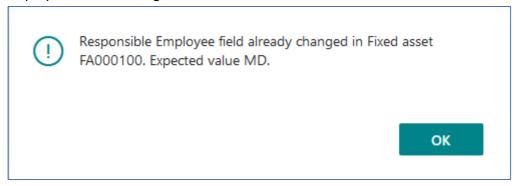
- Posting Date
- Document No. this values comes from the settings
- New field values (if any value is not specified, it will not be changed)
- FA filters

Press **OK** when all information is filled in and all fixed asset cards will be logged with new values.



Picture 14 FA History Journal lines

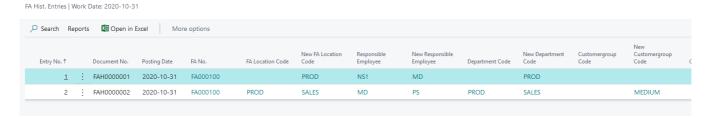
- Post to History
 - When posting to history, the journal values and the FA Card values will be checked.
 If the FA Card value was changed during the posting to history, the system will display an error message:



Picture 15 Error message example

- After posting to history, the system will create FA History Entries, update the FA Card and create FA History Register.
- o If errors occur during a posting to history, the posting will be terminated.

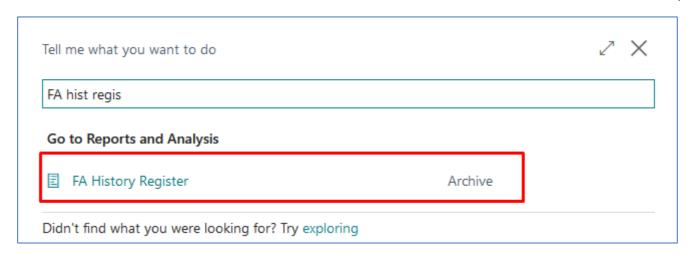
After posting to FA History, the FA History Entry will be created:



Picture 16 FA history entries

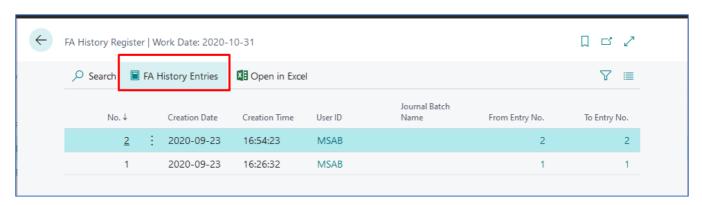
FA History Register

FA History Register is accessed by typing "FA History Register" in the search:



Picture 17 FA history register via search

FA History Register records all FA History registrations. Press the "FA History Entries" button to see what entries have been recorded.



Picture 18 FA History Entries from FA History Register

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