

FA History manual

2022

v5.0

Document versions

Version	Data	Changes
4.0	2020-09	Initial version
4.3	2021-12	No changes in the user manual
4.4	2022-04	New function „Renumber Document Numbers“ in FA History Journal.

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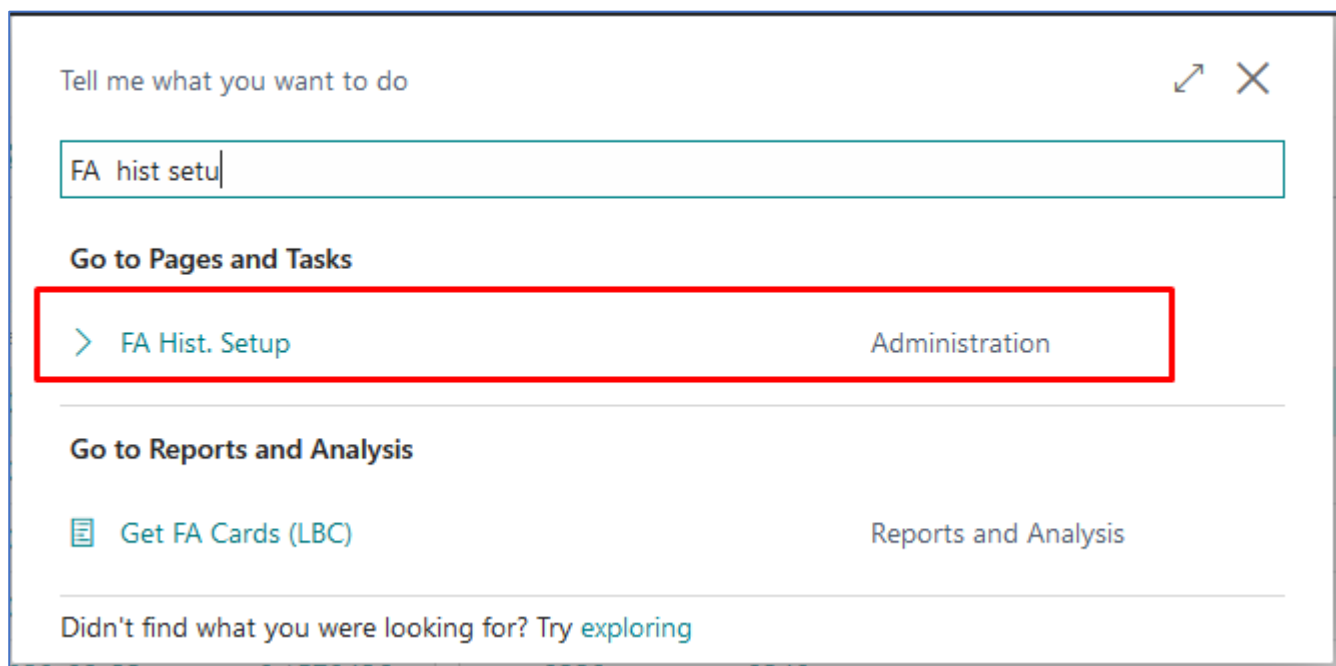
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1 FA History – how to start

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

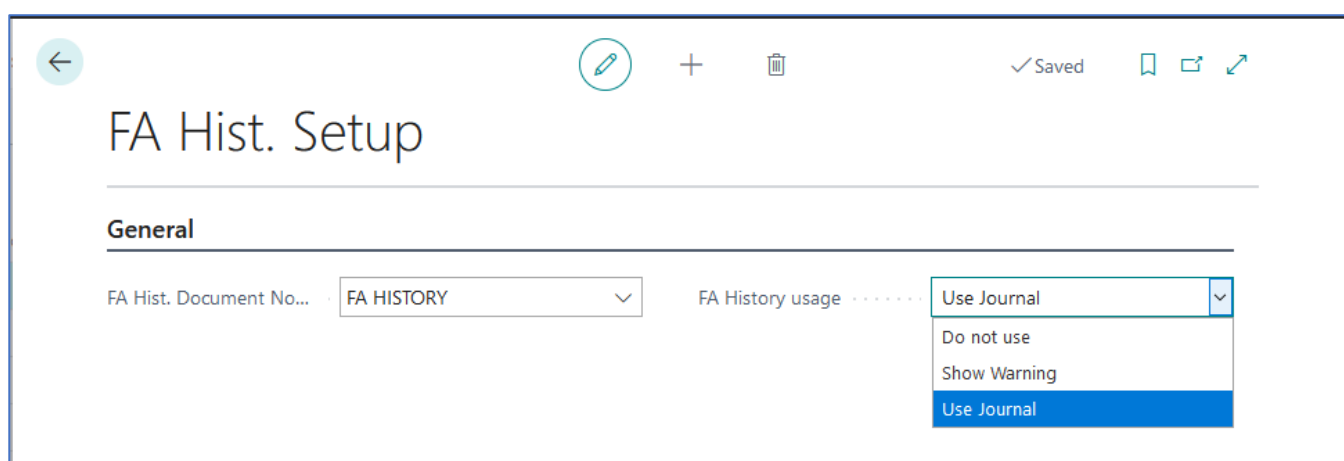
2 FA History Setup

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

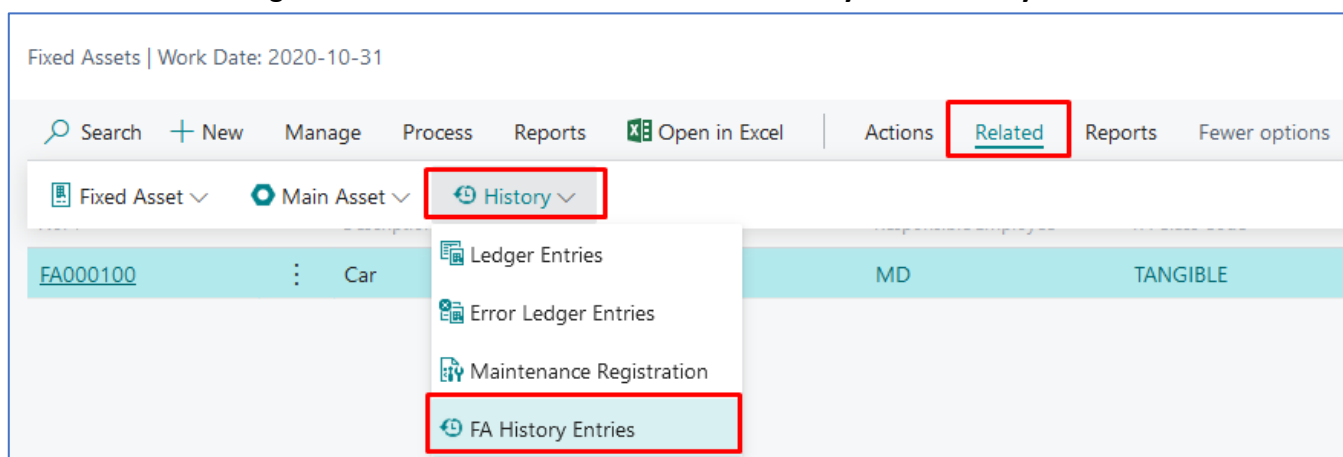
- FA Hist. Document No. Series
- FA History usage:
 - Do not use – FA fields operate as standard
 - Show warning – changing the field values will display a message, but user can choose whether to continue.

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

3 FA History Journal

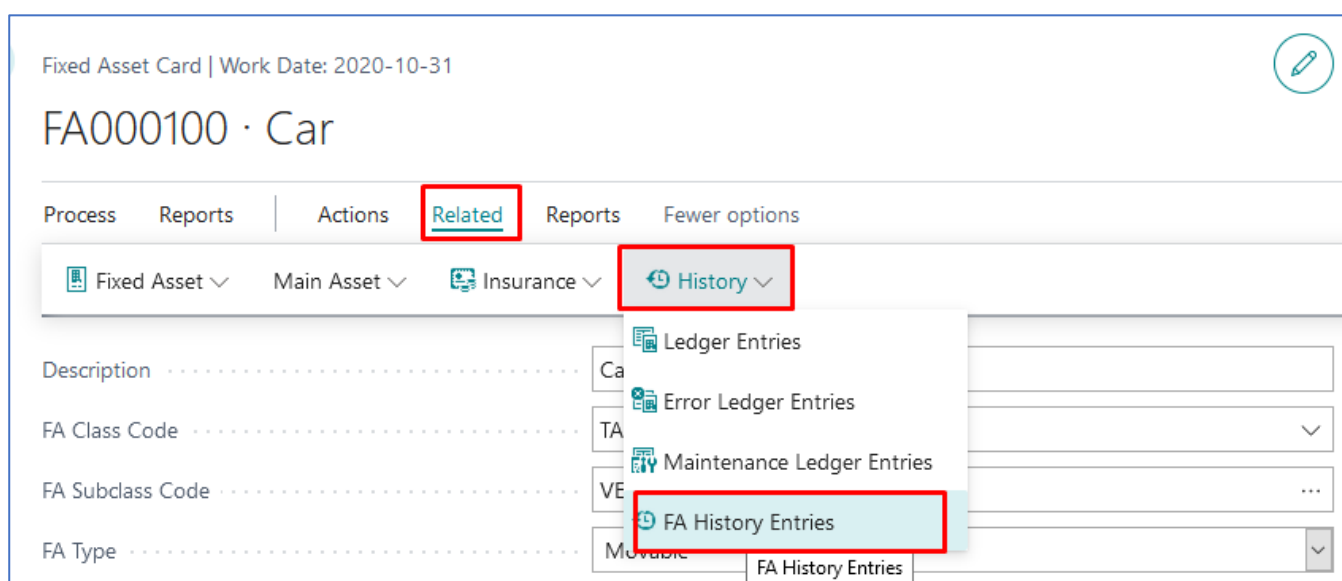
There are two ways to access FA History entries:

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



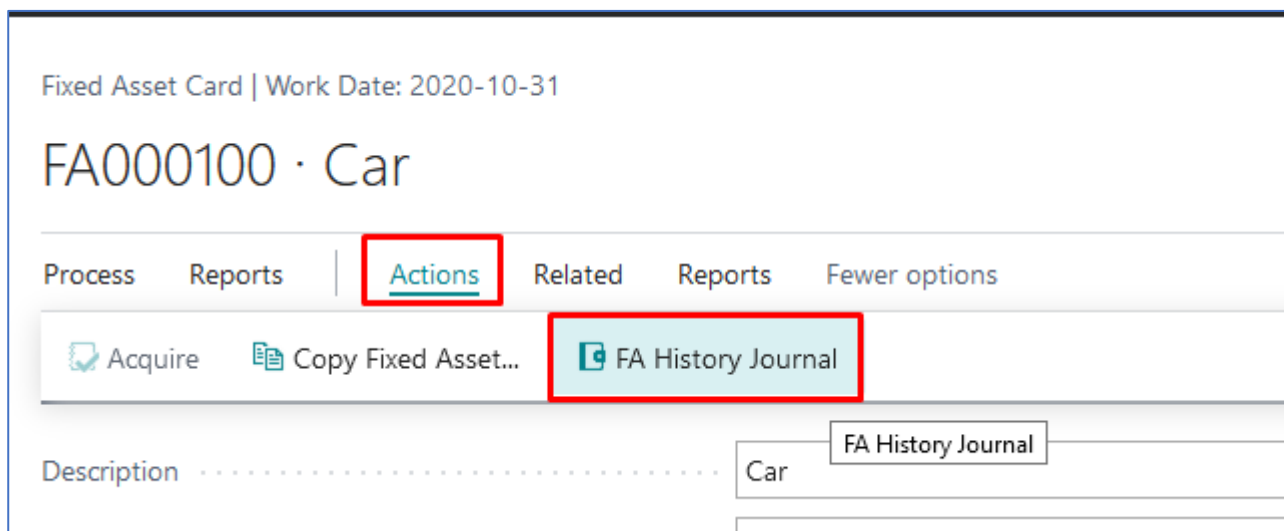
Picture 3 FA History entries from FA list

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



Picture 4 History entries from FA card

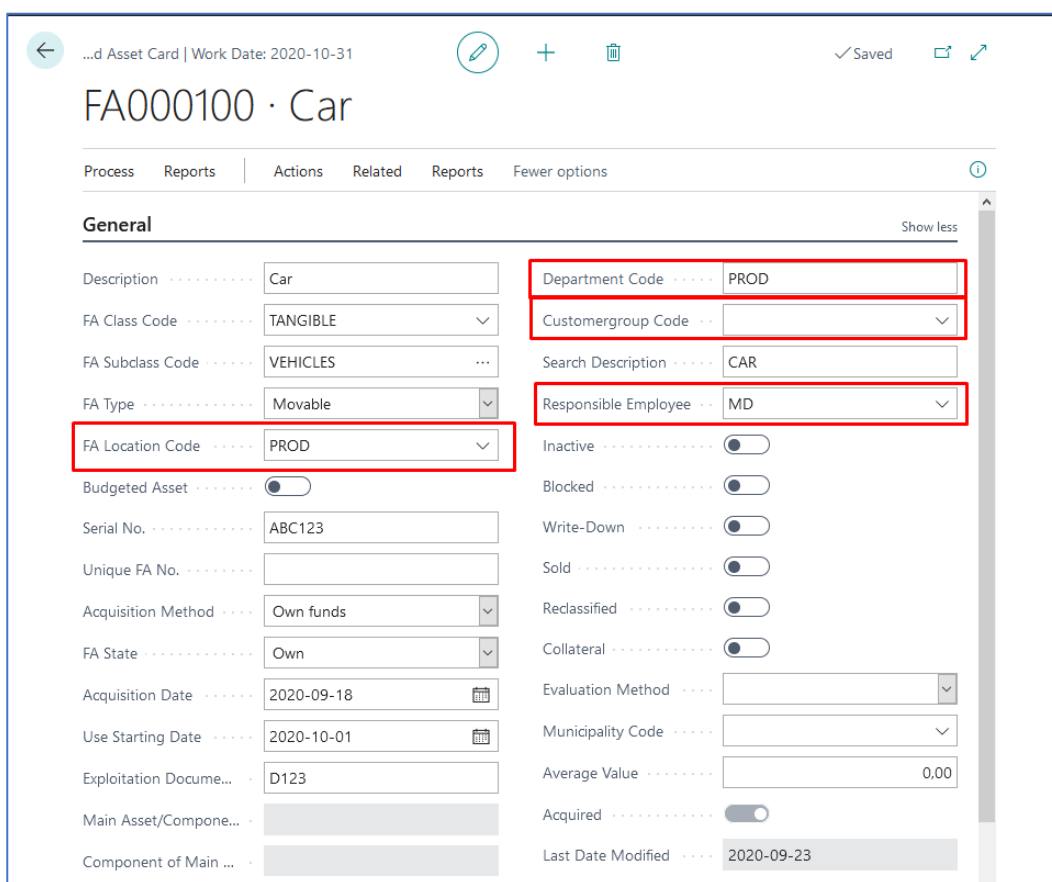
FA History Journal can be accessed through the fixed asset card – **Actions** -> **FA History Journal**



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.

The page has an error. Correct the error or try to [revert the change](#).

General Show less

Description Car Department Code PROD

FA Class Code TANGIBLE Customergroup Code ...

FA Subclass Code VEHICLES Search Description CAR

FA Type Movable Responsible Employee **Validation Results**

FA Location Code PROD Inactive If you want to change field Responsible Employee, you must to use FA History Journal.

Budgeted Asset Blocked

Serial No. ABC123 Write-Down

Picture 7 Validation error

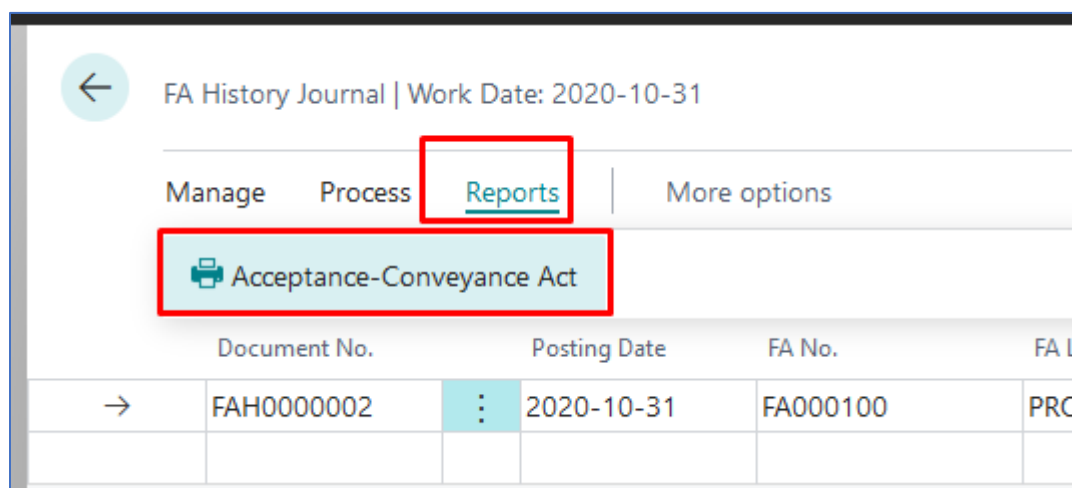
The following information is required in the FA History line:

- 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

FA History Journal Work Date: 2020-10-31												Not saved
Manage Process Reports More options												
Document No.	Posting Date	FA No.	FA Location Code	New FA Location Code	Responsible Employee	New Responsible Employee	Department Code	New Department Code	Customergroup Code	New Customergroup Code	Comment	
→ FAH000002	2020-10-31	FA000100	PROD	PROD	MD	MD	PROD	PROD				

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**.

The screenshot shows the 'FA Acceptance - Conveyance act (LBC)' options window. The window title is 'FA Acceptance - Conveyance act (LBC)'. Below the title, there is a 'Printer' field with the value '(Handled by the browser)'. Under the 'Options' section, the 'Location of Preparation' field contains the text 'Vilnius'. At the bottom of the window, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'.

Picture 10 Acceptance-Conveyance Act parameters page

Example of Acceptance-Conveyance Act:

My Company
(Company Name)

(Company Registration No.)

TANGIBLE FIXED ASSET CONSIGNMENT NOTE OF COMPANY INSIDE TRANSFER

2020 y. October 31 d. No. FAH0000002

Vilnius
(Location of Preparation)

Sender		Receiver	
_____ Designer Mary Dempsey (Name, Surname)		_____ Designer Mary Dempsey (Name, Surname)	
_____ Production, Building 2 (Location of Fixed Asset)		_____ Production, Building 2 (Location of Fixed Asset)	

Object		Unit Value, LCY	Quantity		Amount, LCY
description, size, brand, date of manufacture	inventory no.		sent	received	
Car	FA000100	80 000,00	1,00	1,00	80 000,00

Fixed Asset sent by

_____ Designer (Job Title)	_____ (Signature)	_____ Mary Dempsey (Name, Surname)
----------------------------------	----------------------	--

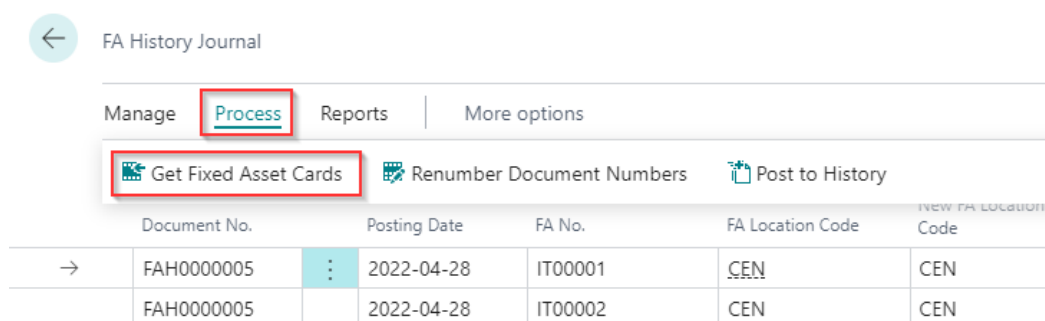
Fixed Asset received by

_____ Designer (Job Title)	_____ (Signature)	_____ Mary Dempsey (Name, Surname)
----------------------------------	----------------------	--

Picture 11 Acceptance - Conveyance Act

FA History Journal functions:

- Get Fixed Asset Cards



Picture 12 Get Fixed Asset Card

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

The screenshot shows the 'Get FA Cards (LBC)' options window. The window has a title bar with a close button (X) and a refresh button. Below the title bar, there is a dropdown menu for 'Use default values from' set to 'Last used options and filters'. The main content is divided into three sections:

- Options:**
 - Posting Date: 2020-10-31
 - Document No.: FAH0000002
- New Values:**
 - New FA Location Code: SALES
 - New Responsible Employee: PS
 - New Department Code: SALES
 - New Customergroup Code: MEDIUM
- Filter: Fixed Asset:**
 - × No.:
 - × FA Location Code:
 - × Responsible Employee:
 - × Department Code:
 - × Customergroup Code:

At the bottom of the window, there is a '+ Filter...' button and two buttons: 'OK' and 'Cancel'.

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.

Document No.	Posting Date	FA No.	FA Location Code	New FA Location Code	Responsible Employee	New Responsible Employee	Department Code	New Department Code	Customergroup Code	New Customergroup Code	Comment
→ FAH0000002	2020-10-31	FA000100	PROD	PROD	MD	MD	PROD	PROD			
FAH0000002	2020-10-31	FA000100	PROD	SALES	MD	PS	PROD	SALES		MEDIUM	

Picture 14 FA History Journal lines

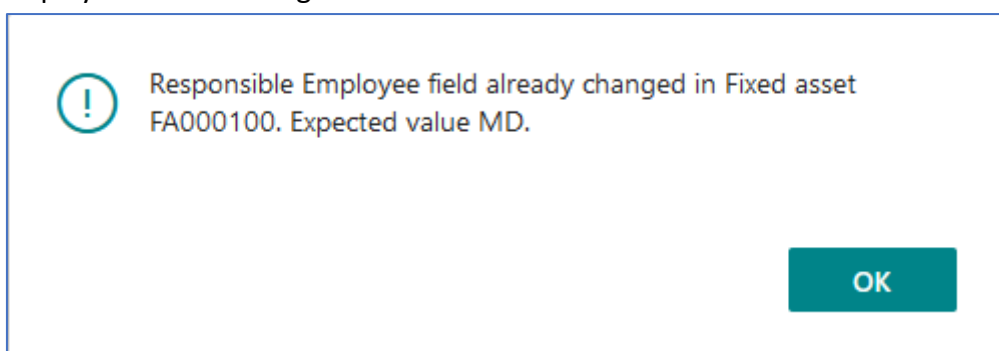
- **Renumber Document Numbers**

Document No.	Posting Date	FA No.	FA Location Code	New FA Location Code
→ FAH0000005	2022-04-28	IT00001	CEN	CEN
FAH0000005	2022-04-28	IT00002	CEN	CEN

This function is used to renumber the journal entry field “Document No.”; to all lines will be assigned next number from series of numbers listed in the “FA Hist. Document No. Series” field on the “FA Hist. Setup” page.

- **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.
- 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:

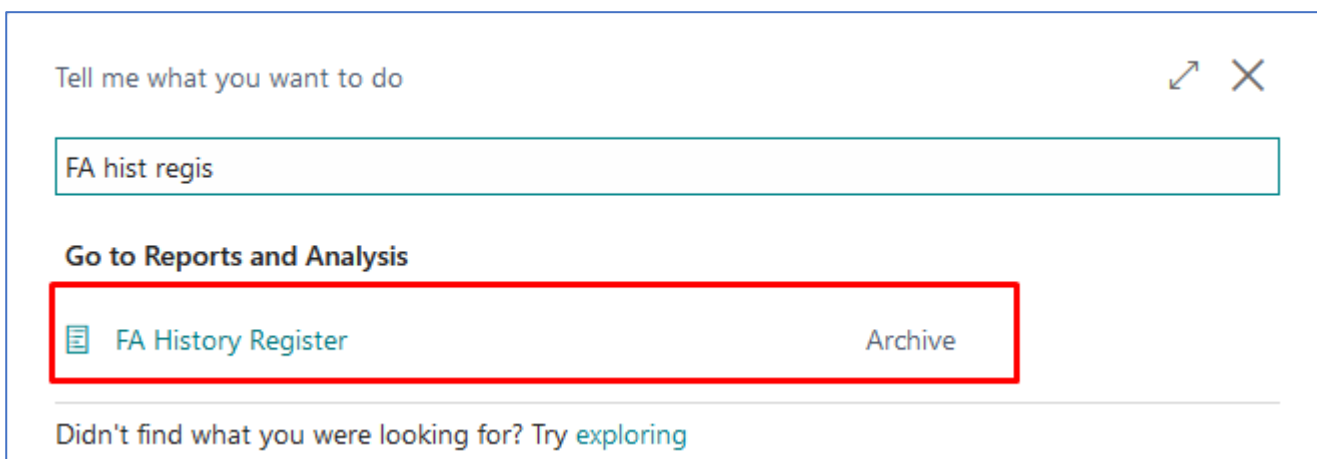
FA Hist. Entries | Work Date: 2020-10-31

Entry No.	Document No.	Posting Date	FA No.	FA Location Code	New FA Location Code	Responsible Employee	New Responsible Employee	Department Code	New Department Code	Customergroup Code	New Customergroup Code
1	FAH0000001	2020-10-31	FA000100		PROD	NS1	MD		PROD		
2	FAH0000002	2020-10-31	FA000100	PROD	SALES	MD	PS	PROD	SALES		MEDIUM

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.

FA History Register | Work Date: 2020-10-31

FA History Entries Open in Excel

No. ↓	Creation Date	Creation Time	User ID	Journal Batch Name	From Entry No.	To Entry No.
2	2020-09-23	16:54:23	MSAB		2	2
1	2020-09-23	16:26:32	MSAB		1	1

Picture 18 FA History Entries from FA History Register

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