

FA History manual

2024

V7.0

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.
5.0		No changes in the user manual
6.0	2024-02	FA history journal add batch functionality
7.0	2024-10	New possibility track changes in shortcuts dimensions in fixed assets.

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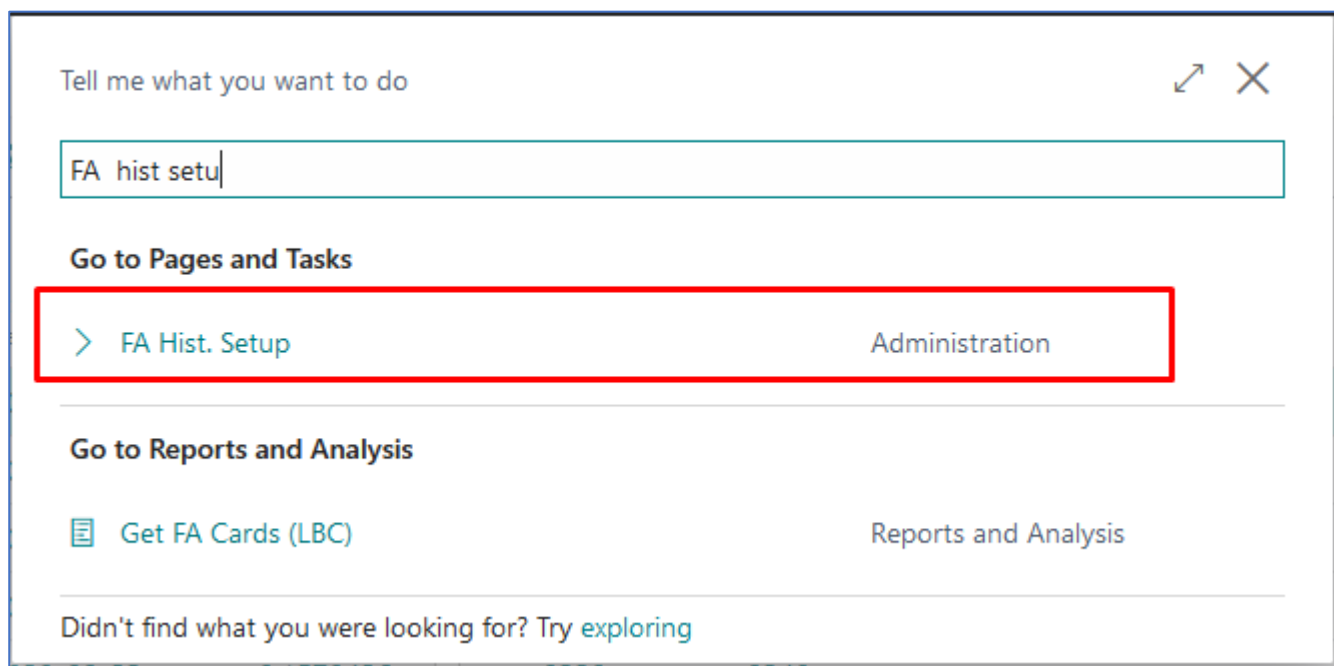
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1 FA History – how to start

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

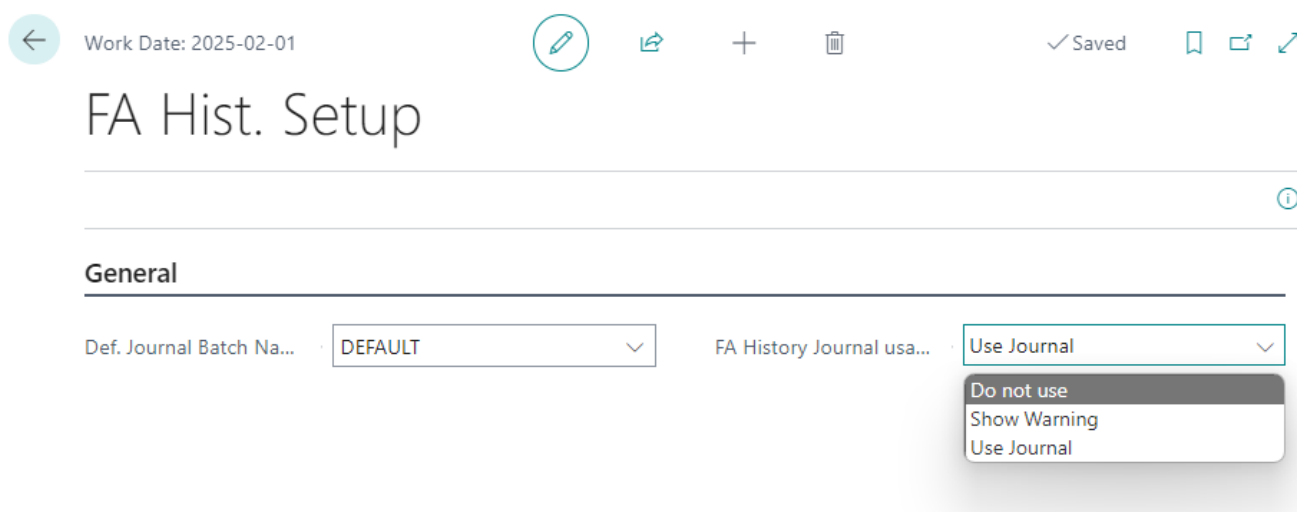
2 FA History Setup

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

- Def. Journal Batch Name – specifies FA history journal batch, that automatically creates FA history journal entry when opening from a fixed asset card.
- 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.

In the tab “Track Dimensions” shortcut dimension tracking can be enabled, they are set in "General ledger setup" in the "Dimensions" tab.

Work Date: 8/1/2026

FA Hist. Setup

General

Use in This Company FA History Journal usa... Use Journal

Def. Journal Batch Na... DEFAULT

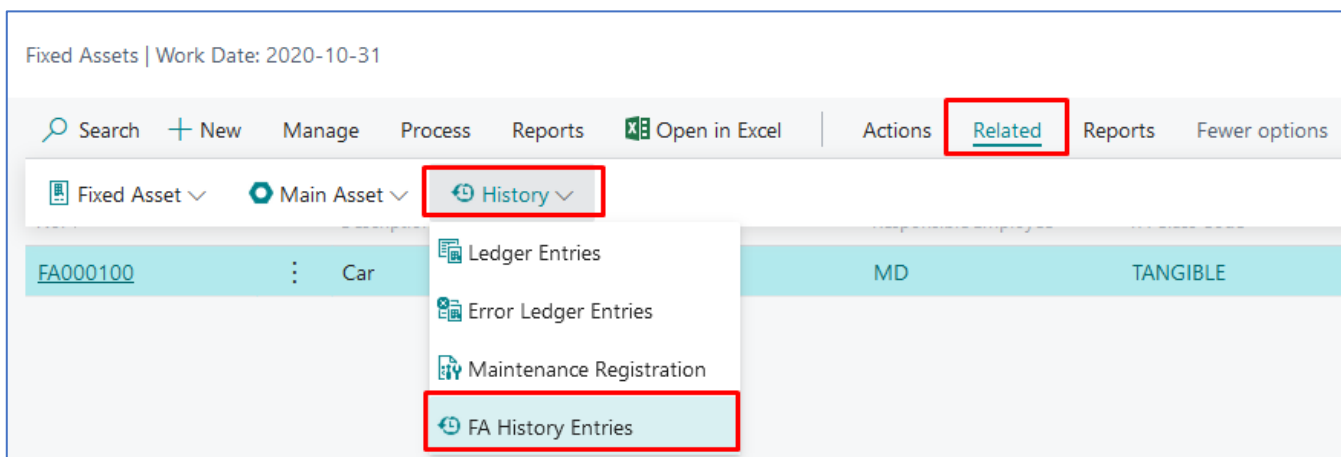
Track Dimensions

Department Code <input checked="" type="checkbox"/>	Businessgroup Code <input type="checkbox"/>
Project Code <input checked="" type="checkbox"/>	Salescampaign Code <input type="checkbox"/>
Customergroup Code <input type="checkbox"/>	Purchaser Code <input type="checkbox"/>
Area Code <input checked="" type="checkbox"/>	

3 FA History Journal

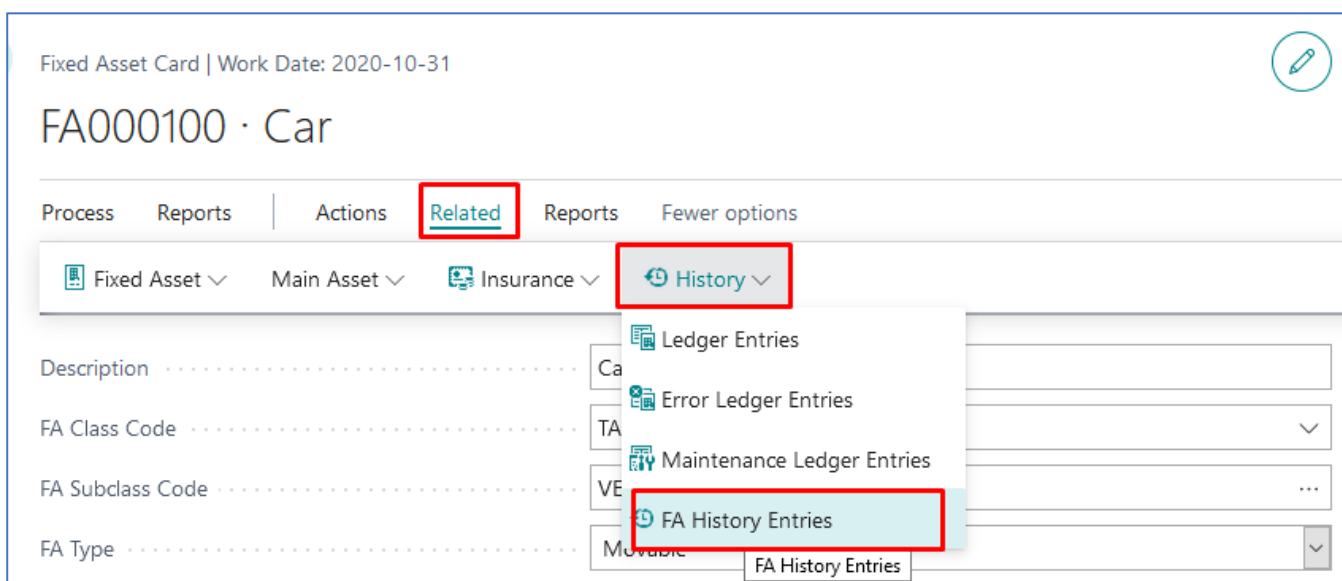
There are two ways to access FA History entries:

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



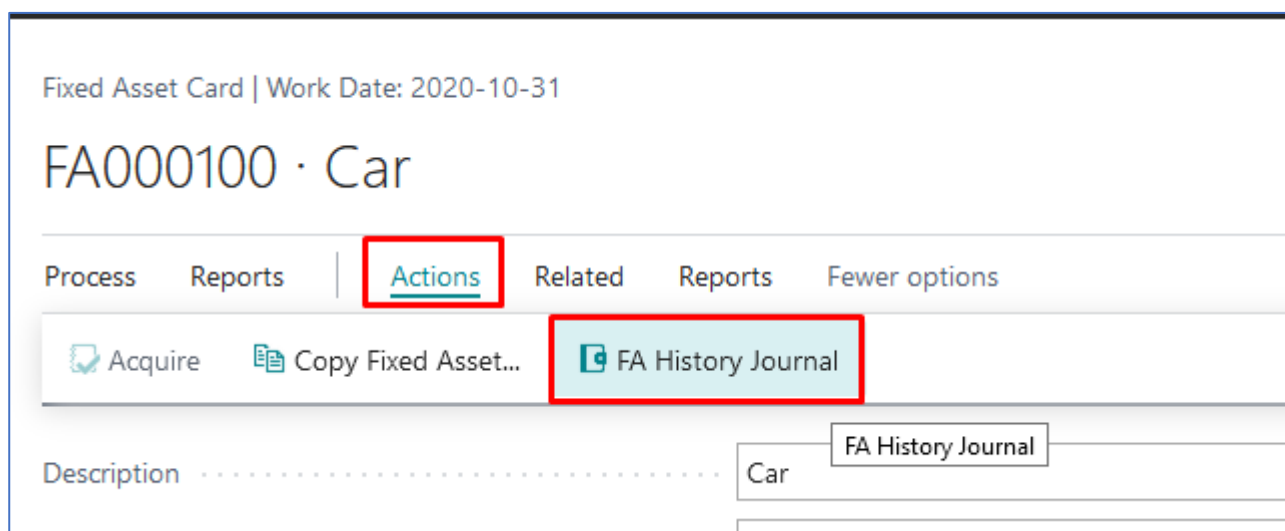
Picture 3 FA History entries from FA list

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



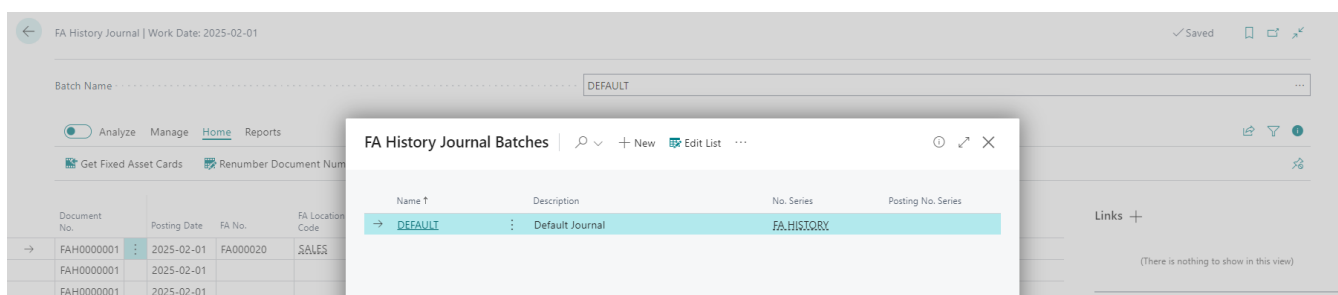
Picture 4 History entries from FA card

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



Picture 5 FA History Journal from FA card

FA history journal can have an unlimited number of batches, can be specified to them “No. Series” and “Posting No. Series”.



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

- FA Location Code
- Responsible Employee
- Global Dimension 1, if tracking is set
- Global Dimension 2, if tracking is set
- Default dimensions if tracking is set

...d Asset Card | Work Date: 2020-10-31

FA000100 · Car

Process Reports | Actions Related Reports Fewer options

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	MD
FA Location Code	PROD	Inactive	<input type="checkbox"/>
Budgeted Asset	<input type="checkbox"/>	Blocked	<input type="checkbox"/>
Serial No.	ABC123	Write-Down	<input type="checkbox"/>
Unique FA No.		Sold	<input type="checkbox"/>
Acquisition Method	Own funds	Reclassified	<input type="checkbox"/>
FA State	Own	Collateral	<input type="checkbox"/>
Acquisition Date	2020-09-18	Evaluation Method	
Use Starting Date	2020-10-01	Municipality Code	
Exploitation Docume...	D123	Average Value	0,00
Main Asset/Compone...		Acquired	<input type="checkbox"/>
Component of Main ...		Last Date Modified	2020-09-23

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	MD
FA Location Code	PROD	Inactive	<input type="checkbox"/>
Budgeted Asset	<input type="checkbox"/>	Blocked	<input type="checkbox"/>
Serial No.	ABC123	Write-Down	<input type="checkbox"/>

Validation Results
If you want to change field Responsible Employee, you must to use FA History Journal.

Picture 7 Validation error

The following information is required in the FA History line:

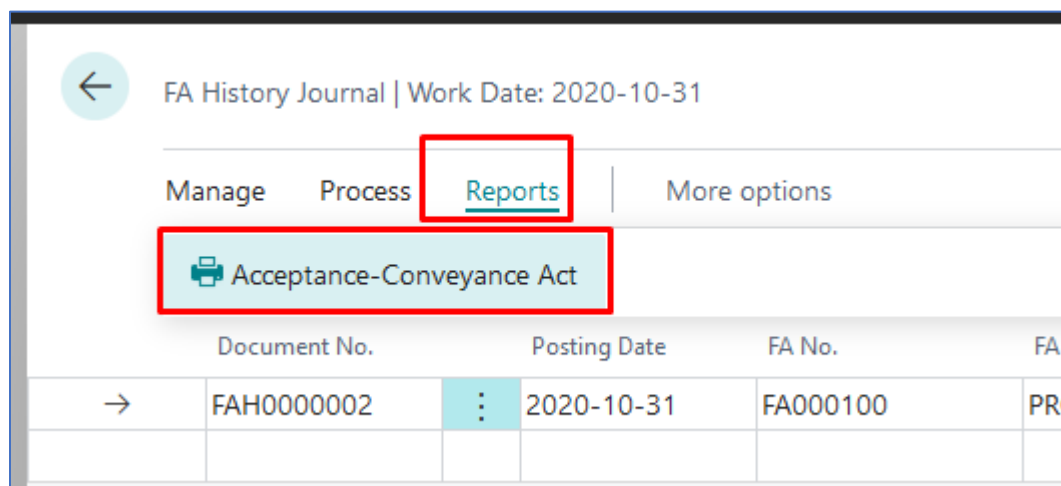
- Document No.
- Posting Date
- FA No. – when you select FA, all existing values come from the FA Card
- New field values

- 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		
→ FAH0000002	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**.

FA Acceptance - Conveyance act (LBC) 🔖 ↗ ✕

Printer (Handled by the browser)

Options

Location of Preparation

Advanced >

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)
----------------------------------	----------------------	--

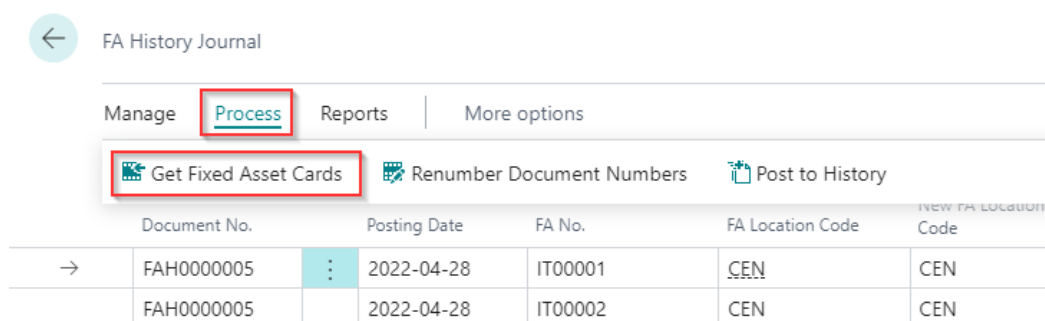
Fixed Asset received by

_____ 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' with the value 'Last used options and filters'. The window is divided into several 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 series, which is assigned to the batch.
- 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**

FA History Journal

Manage **Process** Reports | More options

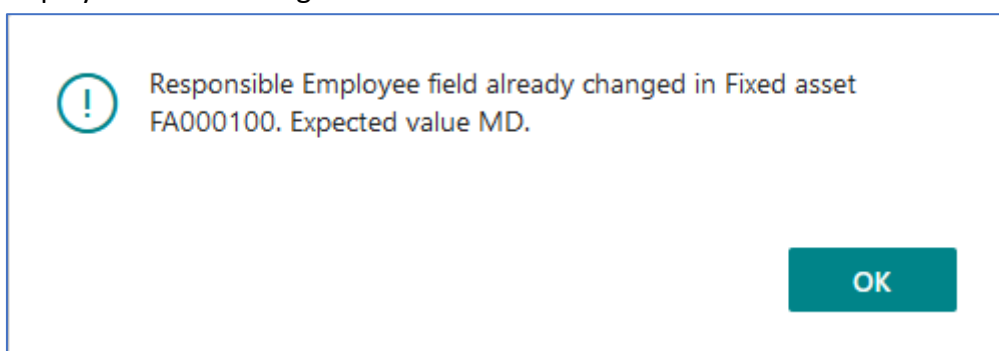
Get Fixed Asset Cards **Renumber Document Numbers** Post to History

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 which is assigned to the batch.

- **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:

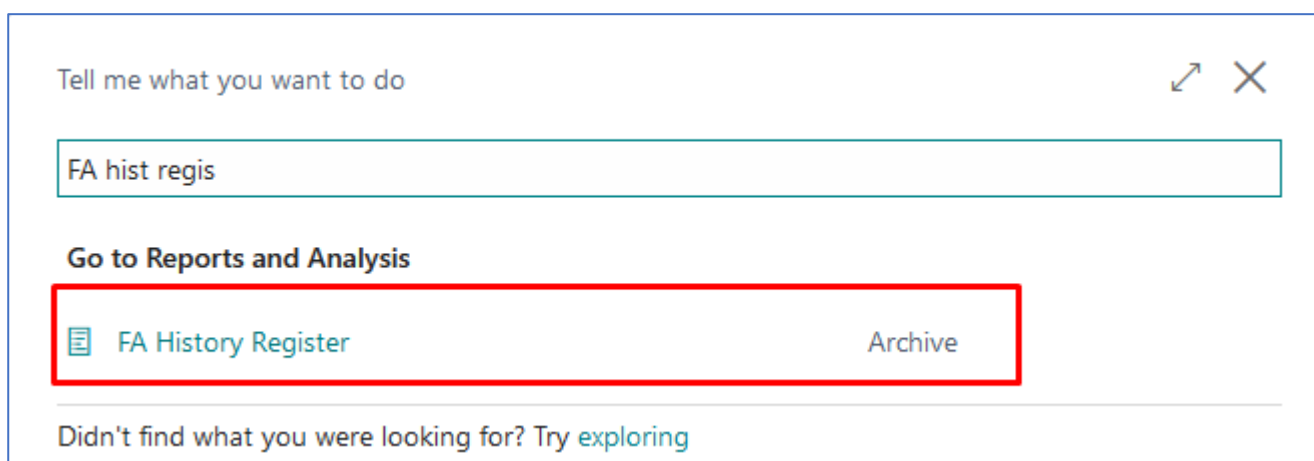
FA Hist. Entries | Work Date: 2020-10-31

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.

The screenshot shows the 'FA History Register' interface. At the top, there is a navigation bar with a back arrow and the text 'FA History Register | Work Date: 2020-10-31'. Below this is a search bar with 'FA History Entries' entered and highlighted by a red box. To the right of the search bar is an 'Open in Excel' button. Below the search bar is a table with the following columns: 'No. ↓', 'Creation Date', 'Creation Time', 'User ID', 'Journal Batch Name', 'From Entry No.', and 'To Entry No.'. The table contains two rows of data.

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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