

FA History manual

2024

V8.1

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		No changes in the user manual
8.0	2024-10	New possibility track changes in shortcuts dimensions in fixed assets.
8.1	2024-12	No changes in the user manual

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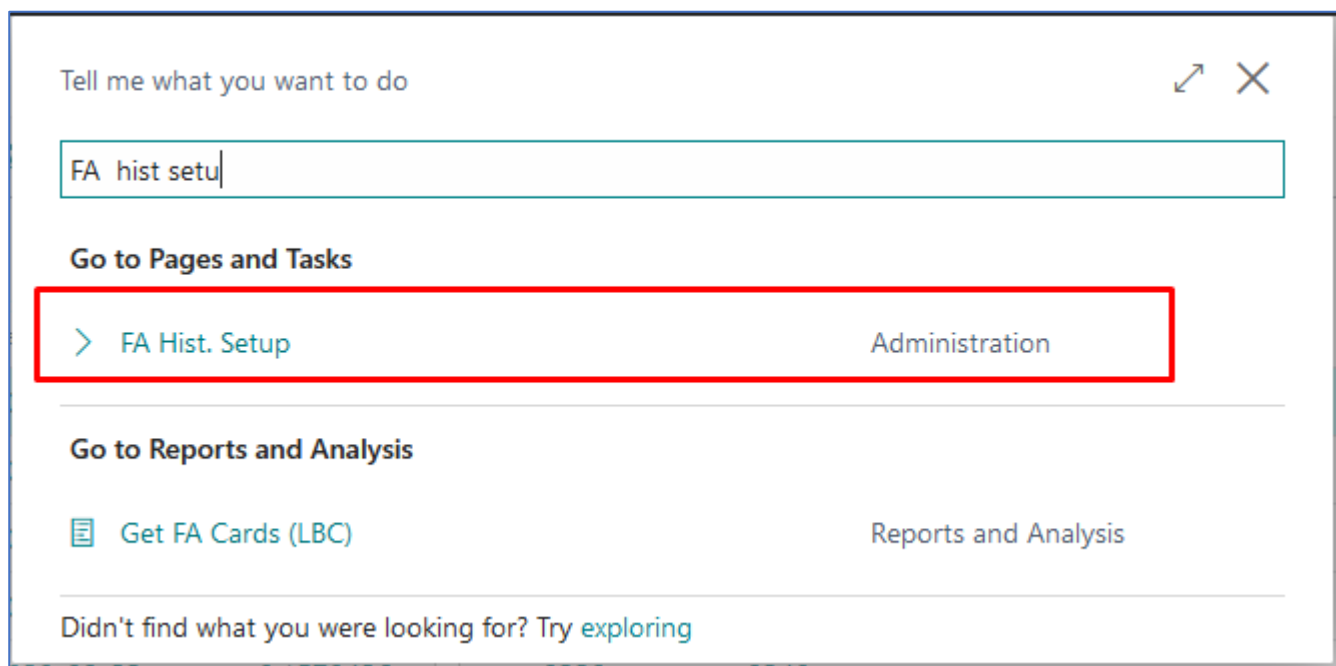
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1 FA History – how to start

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

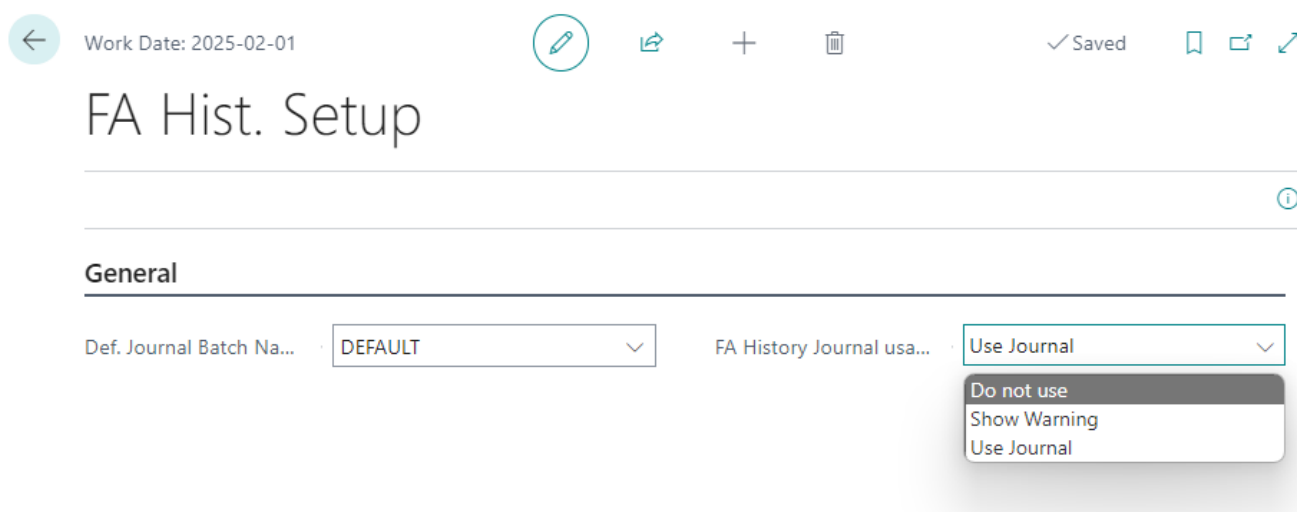
2 FA History Setup

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

- 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.

The screenshot shows the 'FA Hist. Setup' form. At the top, there is a header bar with a back arrow, 'Work Date: 8/1/2026', a pencil icon, a share icon, a plus icon, a trash icon, '✓ Saved', a bookmark icon, a copy icon, and a refresh icon. Below the header, the title 'FA Hist. Setup' is displayed. A horizontal line separates the title from the content. Below the line, the 'General' tab is active, showing 'Use in This Company' (toggle on), 'Def. Journal Batch Na...' (dropdown: DEFAULT), 'FA History Journal usa...' (dropdown: Use Journal), and a help icon. Below the 'General' tab, the 'Track Dimensions' tab is highlighted with a red box. It contains two columns of toggle switches: Department Code (on), Project Code (on), Customergroup Code (off), Area Code (on), Businessgroup Code (off), Salescampaign Code (off), and Purchaser Code (off).

Work Date: 8/1/2026

FA Hist. Setup

General

Use in This Company ☒

Def. Journal Batch Na...

FA History Journal usa...

Track Dimensions

Department Code ☒

Project Code ☒

Customergroup Code ☐

Area Code ☒

Businessgroup Code ☐

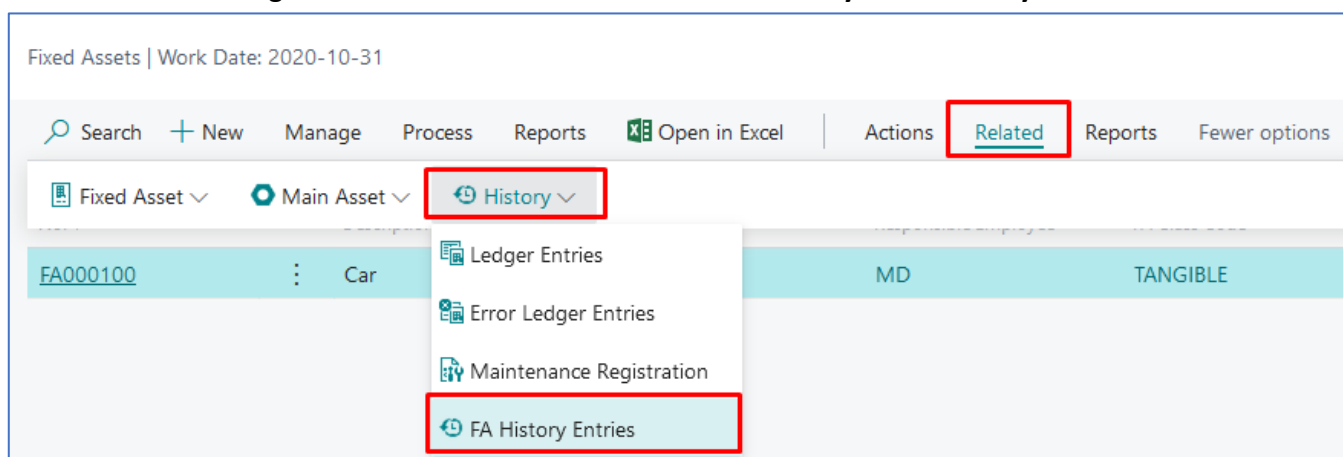
Salescampaign Code ☐

Purchaser Code ☐

3 FA History Journal

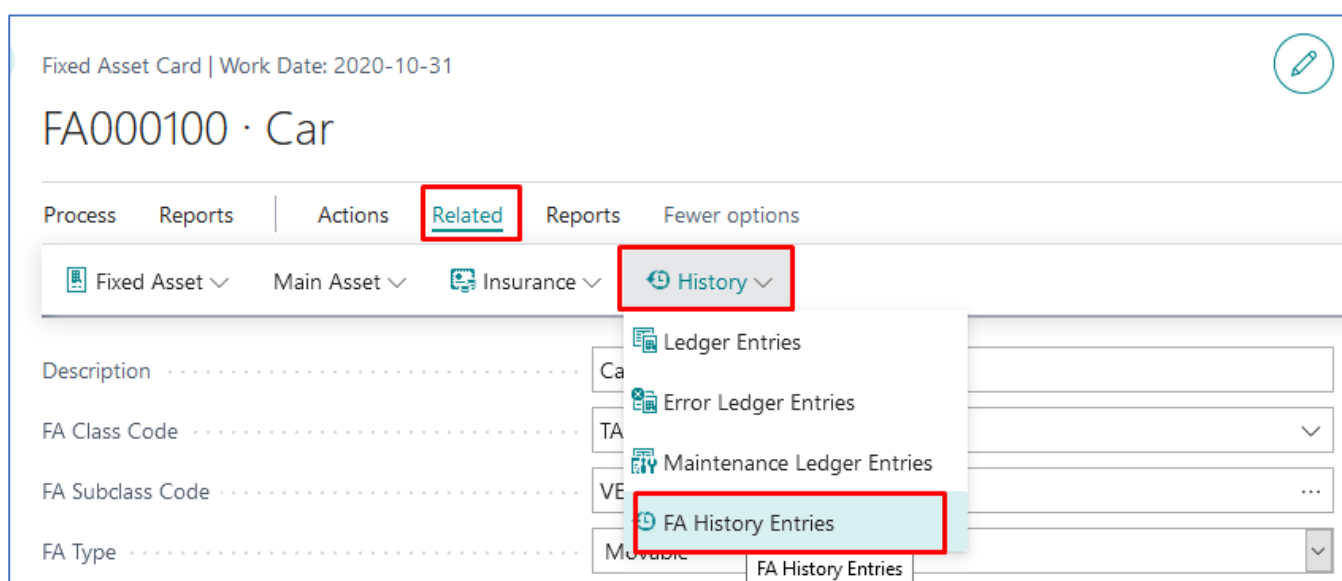
There are two ways to access FA History entries:

- 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**

Fixed Asset Card | Work Date: 2020-10-31

FA000100 · Car

Process Reports **Actions** Related Reports Fewer options

Acquire Copy Fixed Asset... **FA History Journal**

Description Car 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”.

FA History Journal | Work Date: 2025-02-01

Batch Name DEFAULT

Analyze Manage **Home** Reports

Get Fixed Asset Cards Renumbr Document Num

Document No.	Posting Date	FA No.	FA Location Code
→ FAH0000001	2025-02-01	FA000020	SALES
FAH0000001	2025-02-01		
FAH0000001	2025-02-01		

FA History Journal Batches

Name T	Description	No. Series	Posting No. Series
→ DEFAULT	Default Journal	FA HISTORY	

Links +

(There is nothing to show in this view)

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	☐
Budgeted Asset	☐	Blocked	☐
Serial No.	ABC123	Write-Down	☐
Unique FA No.		Sold	☐
Acquisition Method	Own funds	Reclassified	☐
FA State	Own	Collateral	☐
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	☐
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	
FA Location Code	PROD	Inactive	☐
Budgeted Asset	☐	Blocked	☐
Serial No.	ABC123	Write-Down	☐

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:

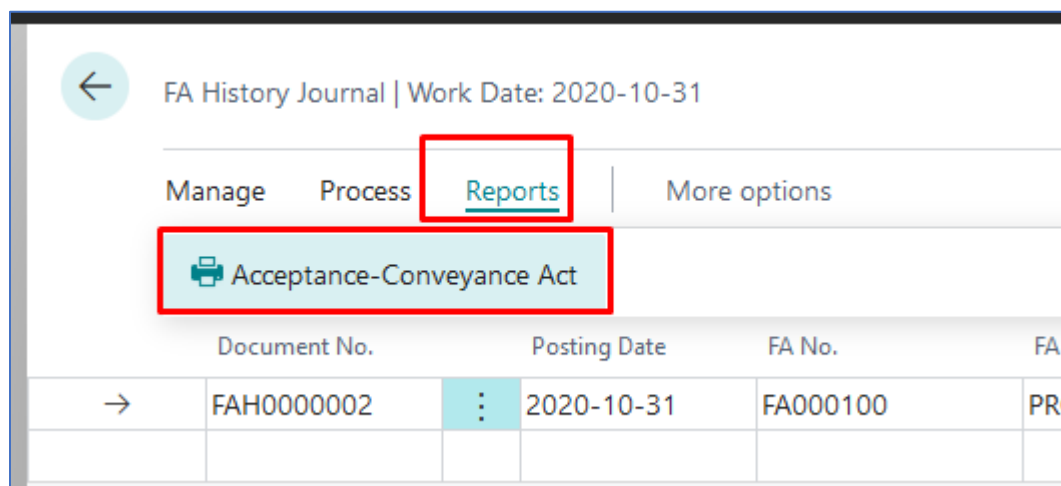
- Document No.
- Posting Date
- FA No. – when you select FA, all existing values come from the FA Card
- New field values

- 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 Vilnius

Advanced >

Send to...

Print

Preview

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

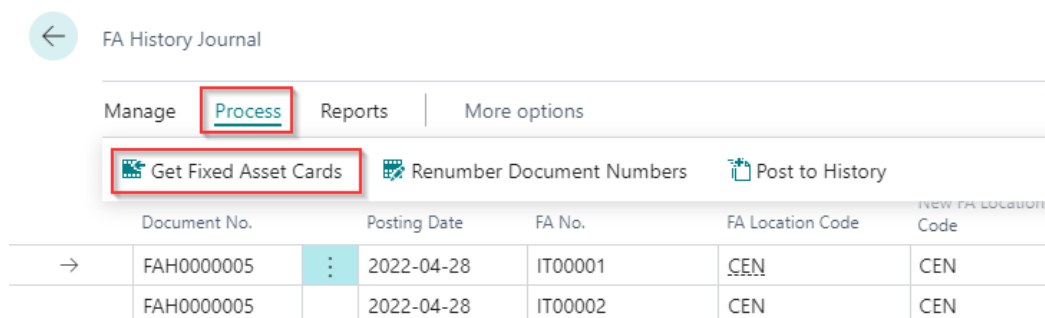
Fixed Asset received by

_____ 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)' window. It has a title bar with a maximize icon and a close icon. The window contains the following sections:

- Use default values from**: A dropdown menu with 'Last used options and filters' selected.
- Options**:
 - Posting Date**: A date field with '2020-10-31' and a calendar icon.
 - Document No.**: A text field with 'FAH0000002'.
- New Values**:
 - New FA Location Code**: A dropdown menu with 'SALES' selected.
 - New Responsible Employee**: A dropdown menu with 'PS' selected.
 - New Department Code**: A dropdown menu with 'SALES' selected.
 - New Customergroup Code**: A dropdown menu with 'MEDIUM' selected.
- Filter: Fixed Asset**:
 - × No.**: A dropdown menu.
 - × FA Location Code**: A dropdown menu.
 - × Responsible Employee**: A dropdown menu.
 - × Department Code**: A dropdown menu.
 - × Customergroup Code**: A dropdown menu.
- + Filter...**: A button to add more filters.
- OK** and **Cancel** buttons at the bottom right.

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.

FA History Journal Work Date: 2020-10-31 ✓ 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			
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:

!

Responsible Employee field already changed in Fixed asset FA000100. Expected value MD.

OK

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	PROD	NS1	MD	PROD	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:

Tell me what you want to do

FA hist regis

Go to Reports and Analysis

FA History Register

Archive

Didn't find what you were looking for? Try [exploring](#)

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							
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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