



## **Import/add asset items from Finance**



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## Add/import asset items from Finance

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Use the file that you previously created in Finance on the Extract to Asset Management page to import asset items. Or, manually add asset items as needed.

The screenshot shows the 'Transaction Records' tab in the 'Inventory Maintenance' section. The 'Import' button is highlighted with a black arrow. The interface includes a 'Save' button, an 'Item Nbr' field, and buttons for 'Retrieve', 'Add', and 'Directory'. Below these are tabs for 'INVENTORY RECORDS', 'TRANSACTION RECORDS', 'DEPRECIATION DISTRIBUTION RECORDS', 'BOOK RECORDS', and 'MANUFACTURER INFORMATION'. The 'TRANSACTION RECORDS' tab is active, showing a table with columns: Delete, Account Code, Account Description, PO Nbr, Check Nbr, Trans Typ, Effective Date, Vendor Nbr, Vendor Name, Amount, and Reason. The table is currently empty, displaying 'No Rows' and a 'Total: 0.00'. At the bottom, there are buttons for 'Duplicate' and 'Import', with the 'Import' button being the focus of the arrow.

Click **Import** to begin the import process.

The screenshot shows a file selection dialog. The 'Choose File' button is highlighted with a black arrow. The selected file is 'FINFA\_Current\_02212022.txt'. Below the file list are 'Submit' and 'Cancel' buttons, with the 'Submit' button being the focus of the arrow.

- Click **Choose File** to select the file that you created from Finance.
- Click **Submit** to import the selected file. A list of assets that can be moved from Finance is displayed.

The screenshot shows the 'Import File' dialog. It contains a table with columns: Select, Fnd-Fnc-Obj, So-Org-Prog, Vendor Nbr, Vendor Name, Inventory Type, Po Nbr, Check / Voucher, Invoice Nbr, Check Date, and Exp. The first row is selected, and the 'Date Acquired' field is highlighted. Below the table are input fields for 'Enter Date Acquired to save as:' and '(Optional) Enter Item Description to save as:'. At the bottom are buttons for 'OK', 'Cancel', and 'Print'.

Select	Fnd-Fnc-Obj, So-Org-Prog	Vendor Nbr	Vendor Name	Inventory Type	Po Nbr	Check / Voucher	Invoice Nbr	Check Date	Exp
<input checked="" type="checkbox"/>	199-32-6299.00-001-	38386	EDUCATION SERVICE CTR REG13	C	180529	042143	0418-DISD	04-12-	
<input type="checkbox"/>	199-32-6299.00-041-	38386	EDUCATION SERVICE CTR REG13	C	180529	042143	0418-DISD	04-12-	
<input type="checkbox"/>	199-36-6299.00-001-	38991	CECILIA MARIN	C	181728	042102	SB Game 3-	04-05-	
<input type="checkbox"/>	199-36-6299.00-001-	37063	LXINGTON INN	C	181729	042119	SB Game 3-	04-05-	

- Select the asset to extract from Finance.
- Enter the **Date Acquired to Save As** and click **OK**. The item is now displayed on the Transaction Records tab.

Click **Save** to save the item. Repeat this process to continue importing the additional asset items as only one record can be imported at a time.



For each “C” item record that is \$5,000 and over, you must complete the required fields on the Inventory Records, Depreciation Distribution Records, and Book Record tabs. You can either import all items and then return to each record and complete the fields on the various tabs **OR** complete the fields on the various tabs as you are importing each record. Either way, be sure to click **Save** after entering all data for a record to ensure that the record is updated.

If you have any inventory records that were not imported, you can manually enter those items that you will have a complete inventory for closing the year. Reference the [Enter Records in Asset Management](#) guide for additional information.

- All *C - Capital Assets* must have a Transaction, Inventory, Depr Distribution, and Book Record entered.
- All *I - Inventory Assets* must have the Transaction and Inventory tabs completed only.