



Import/add 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 interface includes a 'Save' button at the top left, and a row of buttons: 'Item Nbr.', 'Retrieve', 'Add', and 'Directory'. Below these are tabs for 'INVENTORY RECORDS', 'TRANSACTION RECORDS' (which is active), 'DEPRECIATION DISTRIBUTION RECORDS', 'BOOK RECORDS', and 'MANUFACTURER INFORMATION'. A table with columns: 'Delete', 'Account Code', 'Account Description', 'PO Nbr', 'Check Nbr', 'Trans Typ', 'Effective Date', 'Vendor Nbr', 'Vendor Name', 'Amount', and 'Reason' is shown. The table currently contains 'No Rows' and a 'Total: 0.00'. At the bottom, there are 'Duplicate' and 'Import' buttons, with a black arrow pointing to the 'Import' button.

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

The screenshot shows a file selection dialog. It has a 'Choose File' button followed by the text 'FINFA_Current_02212022.txt'. Below this are 'Submit' and 'Cancel' buttons. A black arrow points to the 'Submit' button.

- 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 the following 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 with a checkmark in the 'Select' column.

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-	

Below the table, there are two input fields: 'Enter Date Acquired to save as:' and '(Optional) Enter Item Description to save as:'. At the bottom, there are 'OK', 'Cancel', and 'Print' buttons.

- 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.



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