Mass Change of Fixed Assets (FTP Upload)

The purpose of this Job Aid is to provide information regarding how to Mass Change Fixed Assets via FTP upload of an Excel spreadsheet using the Asset Update Template. Agencies now will have the ability to make mass changes to the Asset Plant, Location, County, and Additional location fields.

1) Prior to being able to load files to MAGIC for the Mass Change for Fixed Assets job, the following tasks must be completed:
    a. Gain FTP access for your agency by following the instructions at this link, http://www.dfa.ms.gov/media/1769/magic-ftp-process.pdf
    b. Once your agency has FTP access, you will need to contact the MMRS Call Center at 601-359-1343 or through the MASH email at mash@dfa.ms.gov and request that your agency be set up for the Mass Change for Fixed Assets job. To enable your agency, there are several steps and testing that must be conducted by MMRS staff which require at least a one-week turnaround time. Once all of these tasks are completed, your agency you will be contacted to access and upload your file to the MAGIC FTP server.

2) Download the **Asset Update Template** by clicking here. The link will take you to the MAGIC Finance and Grants Management page of the DFA website. From that page, you will need to select the FIGM System Documentation section. The template will be available under the "Mass Change of Fixed Assets" items.
3) Fill in the columns in the spreadsheet with the Asset information needed for the change to take place. The column names in this spreadsheet coincide with the asset fields listed below:
    a. Asset #
    b. Asset sub #
    c. Company
    d. Plant
    e. Location
    f. Personnel #
    g. County
    h. Other Employee ID
    i. Additional location
    j. Room
    k. Inventory #– Field cannot be updated for Undercover Asset Classes EQ030026 and XEQ03026
    l. Serial Number
    m. Description – Field cannot be updated for Undercover Asset Classes EQ030026 and XEQ03026
    n. Additional Description
4) You can find the information for these fields by running the following transactions (click on the link(s) below for instructions):
    a. ZFAM_Assets_BY_EMPL_Active
    b. AS02
    c. AS03

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The Plant, Location, County, and Additional location can all be changed or only the additional location, as shown in the screen below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Asset #	Asset sub #	Company cd	Plant	Location	Personnel #	County	Other Empl ID	Additional loc.	Room	Inventory #	Serial Number	Description	Additional Description
2	ANLZ-ANLN1	ANLZ-ANLN2	ANLZ-BUKRS	ANLZ-WERKS	ANLZ-STORT	ANLZ-PERNR	ANLZ-ZZCOUNTY	ANLZ-ZZEMPID	ANLZ-ZZINFRA_LOC	ANLZ-RAUMN	ANLA-INVNR	ANLA -SERNR	ANLA-TXT50	ANLA-TXA50
3	742000007507	0000	SOMS	1601				JACK	Jack Jan	852	601-0012458a			
4	742000007508	0000	SOMS	1601				JACK	Jack Jan	853	601-0012459b			
5	742000007510	0000	SOMS	1601				JACK	Jack Jan	854	601-0012460c			
6	742000007511	0000	SOMS	1601				JACK	Jack Jan	855	601-0012461d			
7	742000007576	0000	SOMS	1601				JACK	Jack Jan	856	601-0012462e			
8	742000007649	0000	SOMS	1601				JACK	Jack Jan	857	601-0012463f			
9	742000007650	0000	SOMS	1601				JACK	Jack Jan	858	601-0012463g			

<u>Please note required fields</u>: The **Asset #** and **Plant** fields are *always* required. If changing the location of the assets the **Location** and **County** columns must be completed as in the example below.

Different types of changes can also be made together in the same spreadsheet like in the example below. When completing the **County** section, use the numeric number that is associated with the **Location** (please note that the county code will always be the first two digits of the location).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Asset #	Asset sub #	Company cd	Plant	Location	Personnel #	County	Other Empl ID	Additional loc.	Room	Inventory #	Serial Number	Description	Additional Description
2	ANLZ-ANLN1	ANLZ-ANLN2	ANLZ-BUKRS	ANLZ-WERKS	ANLZ-STORT	ANLZ-PERNR	ANLZ-ZZCOUNTY	ANLZ-ZZEMPID	ANLZ-ZZINFRA_LOC	ANLZ-RAUMN	ANLA-INVNR	ANLA -SERNR	ANLA-TXT50	ANLA-TXA50
3	742000007507	0000	SOMS	1711	0817110001		08	Jack James	Print Room	852	711-0012458a	123456789		
4	742000007508	0000	SOMS	1711	0817110001		08	Jack James	Print Room	852	711-0012459b	987654321		
5	742000007509	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012460a	xyz-12345		
6	742000007510	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012461b	12345xyz		
7	742000007511	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012462a	abcdef		
8	742000007576	0000	SOMS	1711	0917110001		08	Jack James	Mail Room	999	711-0012463b	34030430		
9	742000007549	0000	SOMS	1711	0917110001		08	Jack James	Mail Room	999	711-0012464a	56506-djfdj		
10	742000007550	0000	SOMS	1711	0917110001		08	Jack James	Mail Room	999	711-0012465b	80340330		
11														
12														

5) Once the change data is entered, delete the header rows 1 & 2 as shown in the example below.

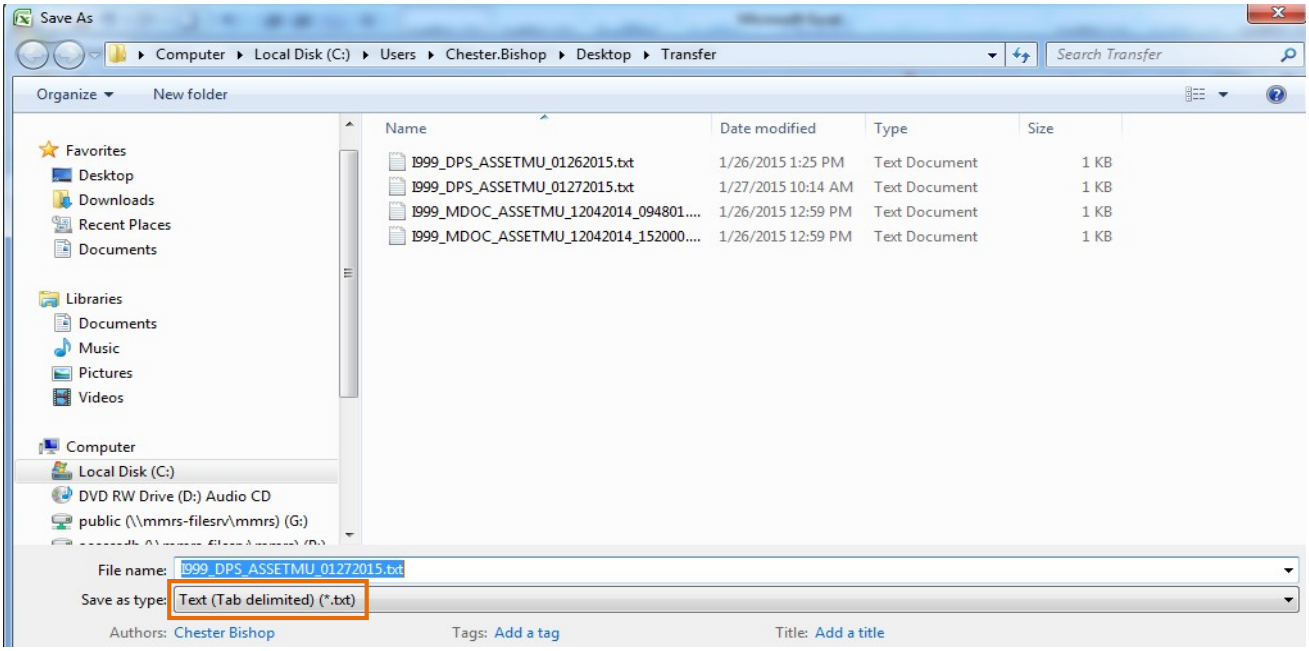
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	420000005345	0000	SOMS	1711	0817110001		08	Jack James	Print Room	852	711-0012458a	123456789		
2	430000002763	0000	SOMS	1711	0817110001		08	Jack James	Print Room	852	711-0012459b	987654321		
3	430000003338	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012460a	xyz-12345		
4	742000002117	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012461b	12345xyz		
5	742000002158	0000	SOMS	1711	0817110001		08	Jack James	Jackson Office	761	711-0012462a	abcdef		
6	742000002035	0000	SOMS					Jack James	399-008-001-CRIME LA 123490	999	711-0012463b	34030430		
7	742000004608	0000	SOMS	1711	0917110001		08	Jack James	399-008-001- CRIME LA 123491	999	711-0012464a	56506-djfdj		
8														
9														

I999_DPS_ASSETMU_09242018.txt - Notepad

File Edit Format View Help

```
420000005345    0000    SOMS    1711                08
430000002763    0000    SOMS    1711                08
430000003338    0000    SOMS    1711                08
742000002117    0000    SOMS    1711                08
742000002158    0000    SOMS    1711                08
742000002035    0000    SOMS                                    399-008-001-CRIME LA 123490
742000004608    0000    SOMS    1711                08          399-008-001-CRIME LA 123491
```

6) Once the spreadsheet is complete in Excel, save it as a Text (Tab delimited) (*.txt) file type.



7) Name the file in the following format: "I999_AGENCY ABBREVIATION_ASSETMU_DATE.TXT". Be sure to include the underscores (_) between file info instead of spaces.
   Examples:
   - I999_DPS_ASSETMU_01272015.TXT
   - I999_MDWFP_ASSETMU_01272015.TXT
   - I999_MDOC_ASSETMU_01272015.TXT

If multiple files are uploaded on the same day by an agency, add an underscore (_) and then some differentiating character(s) *after* the date as in the examples below:

- I999_DPS_ASSETMU_01272015_1.TXT
- I999_DPS_ASSETMU_01272015_Smith.TXT
- I999_DPS_ASSETMU_01272015_A.TXT

The date must be the current date the file is to be processed. If uploaded after the last scheduled time of that business day, the date should be set to the next business day. The upload will run daily at 10:30 a.m. and 3:00 p.m.

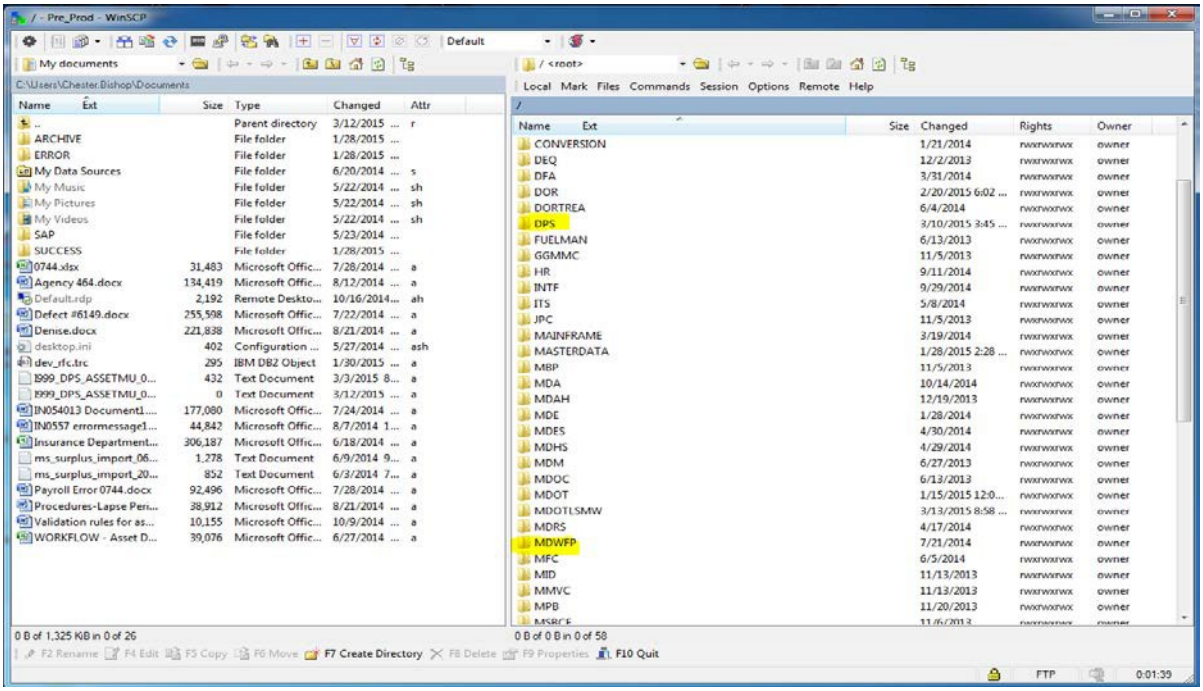
Once the file is saved, open the file and delete all blank rows below the last line that contains data as this could possibly show false errors. The blank lines will result in a false error:

SAP Directories

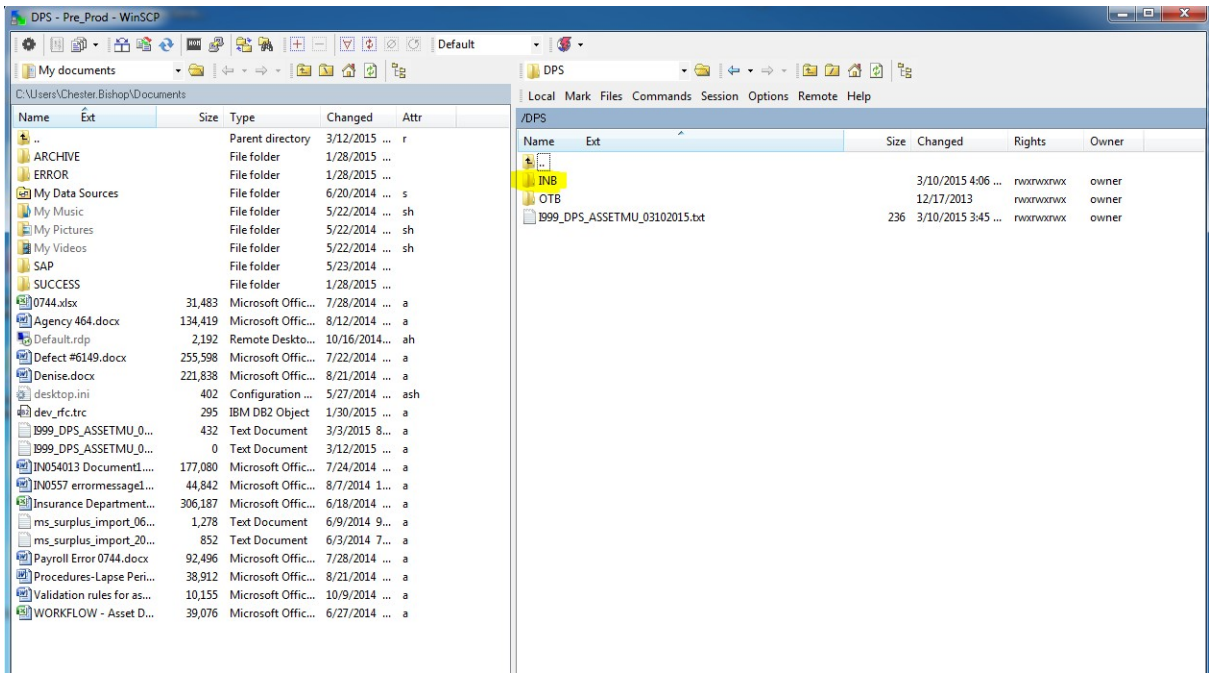
```
Directory:    /MAGIC/INTF/INB/FI/ASSETS/MASS_UPDATE/ARCHIVE
Name:         I999_DPS_ASSETMU_04012015_BARFIELD.TXT

7420000907 71###1711#####001-A035-000-GREGORY B BARFIELD#
7410000130 80###1711#####001-A035-000-GREGORY B BARFIELD#
7410000072 66###1711#####001-A035-000-GREGORY B BARFIELD#
7420000052 70###1711#####001-A035-000-GREGORY B BARFIELD#
7410000002 20###1711#####001-A035-000-GREGORY B BARFIELD#
7420000460 57###1711#####001-A035-000-GREGORY B BARFIELD#
7420000834 32###1711#####001-A035-000-GREGORY B BARFIELD#
7420000506 87###1711#####001-A035-000-GREGORY B BARFIELD#
7420000030 43###1711#####001-A035-000-GREGORY B BARFIELD#
7420000836 23###1711#####001-A035-000-GREGORY B BARFIELD#
7440000046 78###1711#####001-A035-000-GREGORY B BARFIELD#
7420000407 57###1711#####001-A035-000-GREGORY B BARFIELD#
7420001046 50###1711#####001-A035-000-GREGORY B BARFIELD#
7420001036 87###1711#####001-A035-000-GREGORY B BARFIELD#
7420001038 64###1711#####001-A035-000-GREGORY B BARFIELD#
7420000995 63###1711#####001-A035-000-GREGORY B BARFIELD#
4300000064 70###1711#####001-A035-000-GREGORY B BARFIELD#
7420001107 97###1711#####001-A035-000-GREGORY B BARFIELD#
#########
#########
#########
```

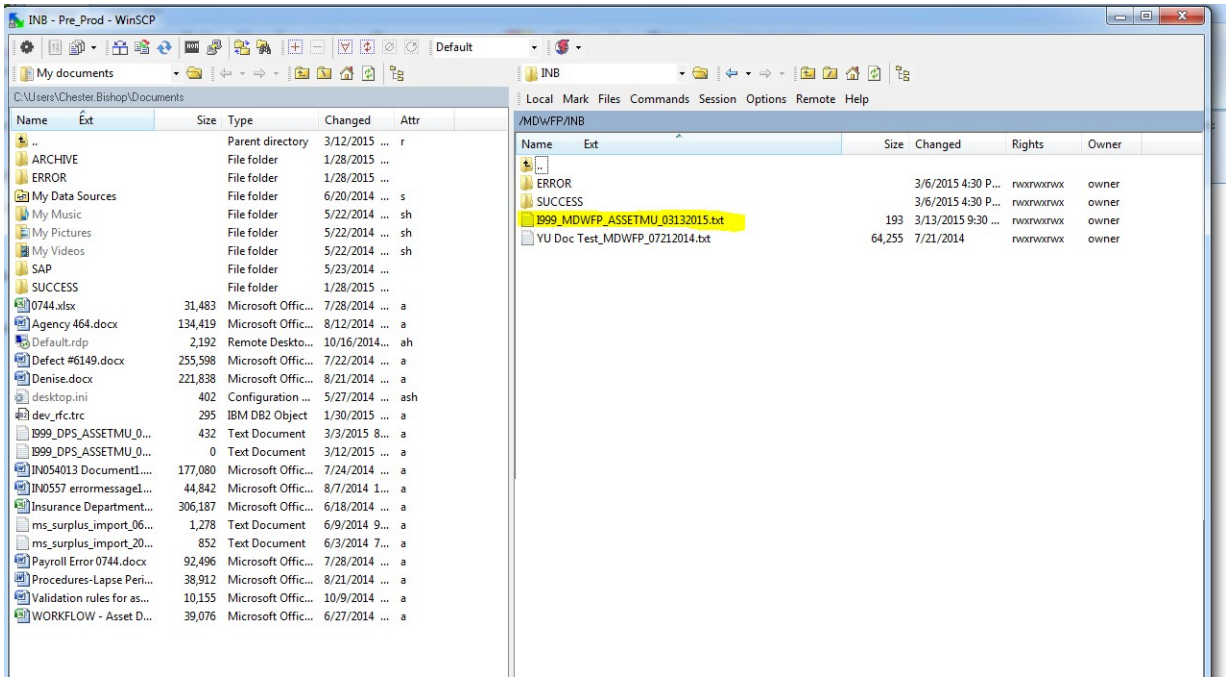
8) To upload the file to the FTP server, locate your Agency's FTP folder:

1. Double click on the agency folder (please note that depending on what software is being used to access the FTP server, the view may differ than the pictures below).



2. Select the agency INB folder, and place the transfer file in this folder.





3. Once the changes have been made, the file will no longer be displayed. Users will have to review the success and error file for complete details.

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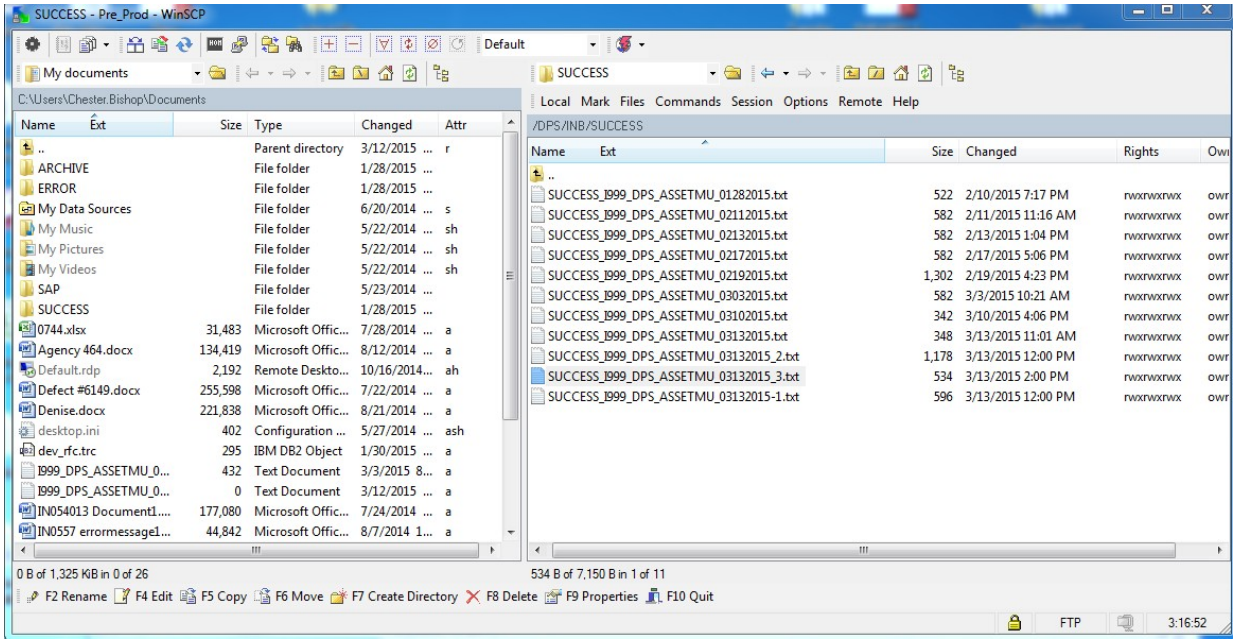
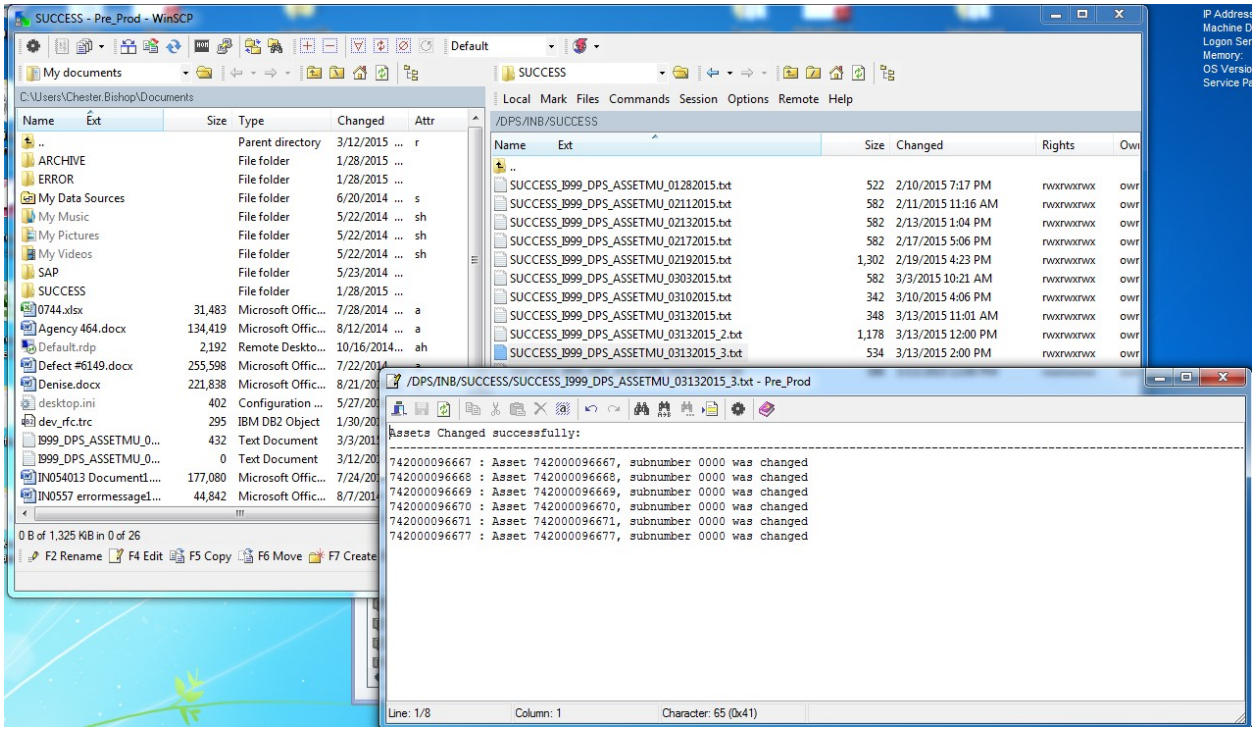
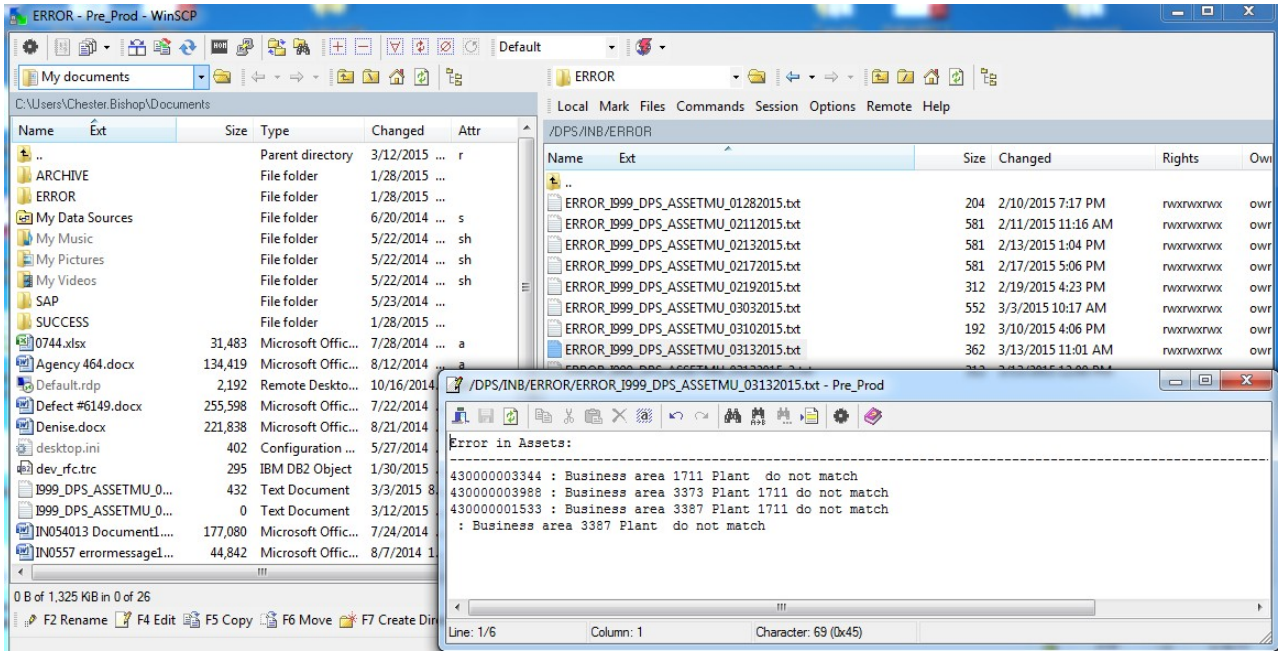


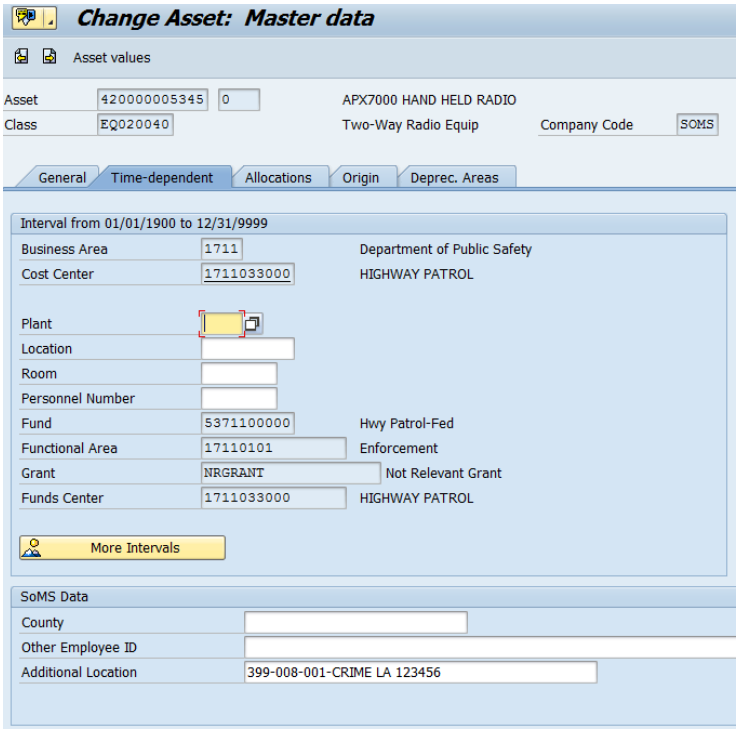
Sample success log:



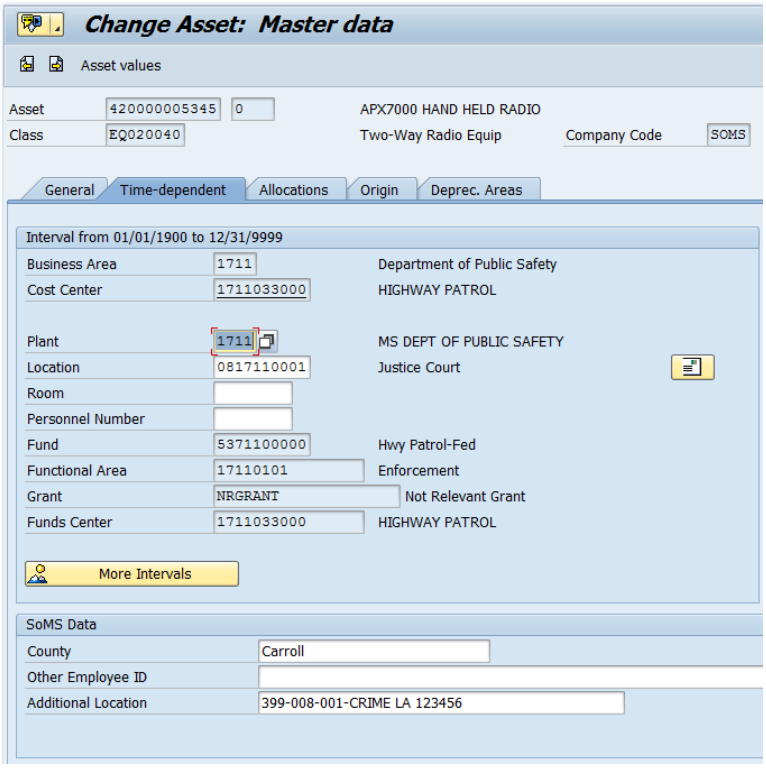
Sample error log:



Below is an asset displayed before the change (plant, location, and county are blank).



After change (plant, location, and county contain data):


Change Asset: Master data
Asset values
Asset 420000005345 0 APX7000 HAND HELD RADIO
Class EQ020040 Two-Way Radio Equip Company Code SOMS
General
Time-dependent
Allocations
Origin
Deprec. Areas
Interval from 01/01/1900 to 12/31/9999
Business Area 1711 Department of Public Safety
Cost Center 1711033000 HIGHWAY PATROL
Plant 1711 MS DEPT OF PUBLIC SAFETY
Location 0817110001 Justice Court
Room
Personnel Number
Fund 5371100000 Hwy Patrol-Fed
Functional Area 17110101 Enforcement
Grant NRGRANT Not Relevant Grant
Funds Center 1711033000 HIGHWAY PATROL
More Intervals
SoMS Data
County Carroll
Other Employee ID
Additional Location 399-008-001-CRIME LA 123456