

# 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, <https://www.dfa.ms.gov/magic-technical>
  - 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](mailto: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 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](#). 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
  - o. Asset Main Number
  - p. Last Inventory On
- 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	O	P
1	Asset #	Asset sub #	Company cd	Plant	Location	Personnel #	County	Other Empl ID	Additional loc.	Room	Inventory #	Serial Number	Description	Additional Description	Asset Main Number	Last Inventory On
2	ANLZ-ANLN1	ANLZ-ANLN2	ANLZ-BUKRS	ANLZ-WERKS	ANLZ-STORT	ANLZ-PERNR	ANLZ-ZZCOUNTY	ANLZ-ZZEMPLID	ANLZ-ZZINFRA_LOC	ANLZ-RAUMN	ANLA-INVNR	ANLA-SERNR	ANLA-TXT50	ANLA-TXA50	ANLA-ANLHTXT	ANLA-IVDA1
3	742000127835	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHII					10/28/2022
4	742000127836	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIJ					10/28/2022
5	742000127837	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIK					10/28/2022
6	742000127838	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIL					10/28/2022
7	742000127839	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIM					10/28/2022
8	742000127840	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIN					10/28/2022
9	742000127841	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIO					10/28/2022
10	742000127842	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIP					10/28/2022
11	742000127843	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIQ					10/28/2022
12	742000127844	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIR					10/28/2022
13	742000127845	0	SOMS	9955				JACK	JACK FROST	601	ABCEFGHIS					10/28/2022

**Please note required fields:** 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	O	P
1	Asset #	Asset sub #	Company cd	Plant	Location	Personnel #	County	Other Empl ID	Additional loc.	Room	Inventory #	Serial Number	Description	Additional Description	Asset Main Number	Last Inventory On
2	ANLZ-ANLN1	ANLZ-ANLN2	ANLZ-BUKRS	ANLZ-WERKS	ANLZ-STORT	ANLZ-PERNR	ANLZ-ZZCOUNTY	ANLZ-ZZEMPLID	ANLZ-ZZINFRA_LOC	ANLZ-RAUMN	ANLA-INVNR	ANLA-SERNR	ANLA-TXT50	ANLA-TXA50	ANLA-ANLHTXT	ANLA-IVDA1
3	742000127835	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHII					10/28/2022
4	742000127836	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIJ					10/28/2022
5	742000127837	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIK					10/28/2022
6	742000127838	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIL					10/28/2022
7	742000127839	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIM					10/28/2022
8	742000127840	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIN					10/28/2022
9	742000127841	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIO					10/28/2022
10	742000127842	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIP					10/28/2022
11	742000127843	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIQ					10/28/2022
12	742000127844	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIR					10/28/2022
13	742000127845	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIS					10/28/2022

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

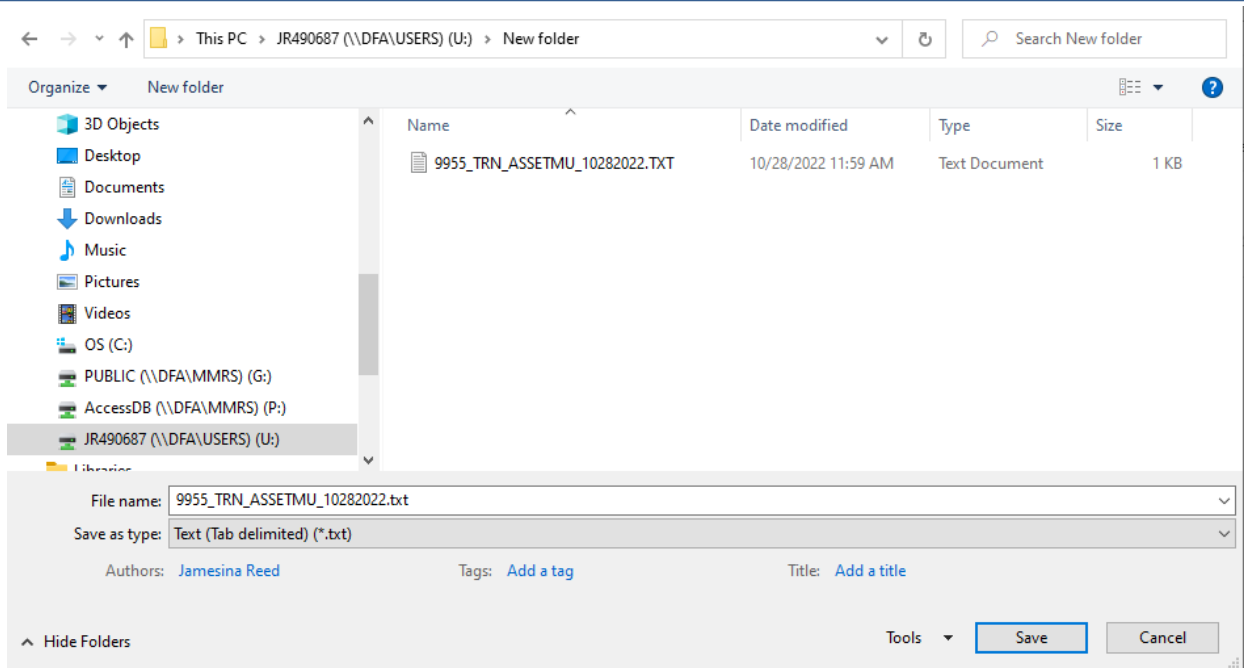
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	742000127835	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHII					10/28/2022
2	742000127836	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIJ					10/28/2022
3	742000127837	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIK					10/28/2022
4	742000127838	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIL					10/28/2022
5	742000127839	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIM					10/28/2022
6	742000127840	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIN					10/28/2022
7	742000127841	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIO					10/28/2022
8	742000127842	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIP					10/28/2022
9	742000127843	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIQ					10/28/2022
10	742000127844	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIR					10/28/2022
11	742000127845	0	SOMS	9955		99		JACK	JACK FROST	601	ABCEFGHIS					10/28/2022

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

9955\_TRN\_ASSETMU\_10282022.TXT - Notepad

File	Edit	Format	View	Help							
742000127835	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHII		10/28/2022
742000127836	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIJ		10/28/2022
742000127837	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIK		10/28/2022
742000127838	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIL		10/28/2022
742000127839	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIM		10/28/2022
742000127840	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIN		10/28/2022
742000127841	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIO		10/28/2022
742000127842	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIP		10/28/2022
742000127843	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIQ		10/28/2022
742000127844	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIR		10/28/2022
742000127845	0	SOMS	9955		99	JACK	JACK FROST	601	ABCEFGHIS		10/28/2022

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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\_**TRN**\_ASSETMU\_**01272015**.TXT
- I999\_**TRAIN**\_ASSETMU\_**01272015**.TXT
- I999\_**TNG**\_ASSETMU\_**01272015**.TXT

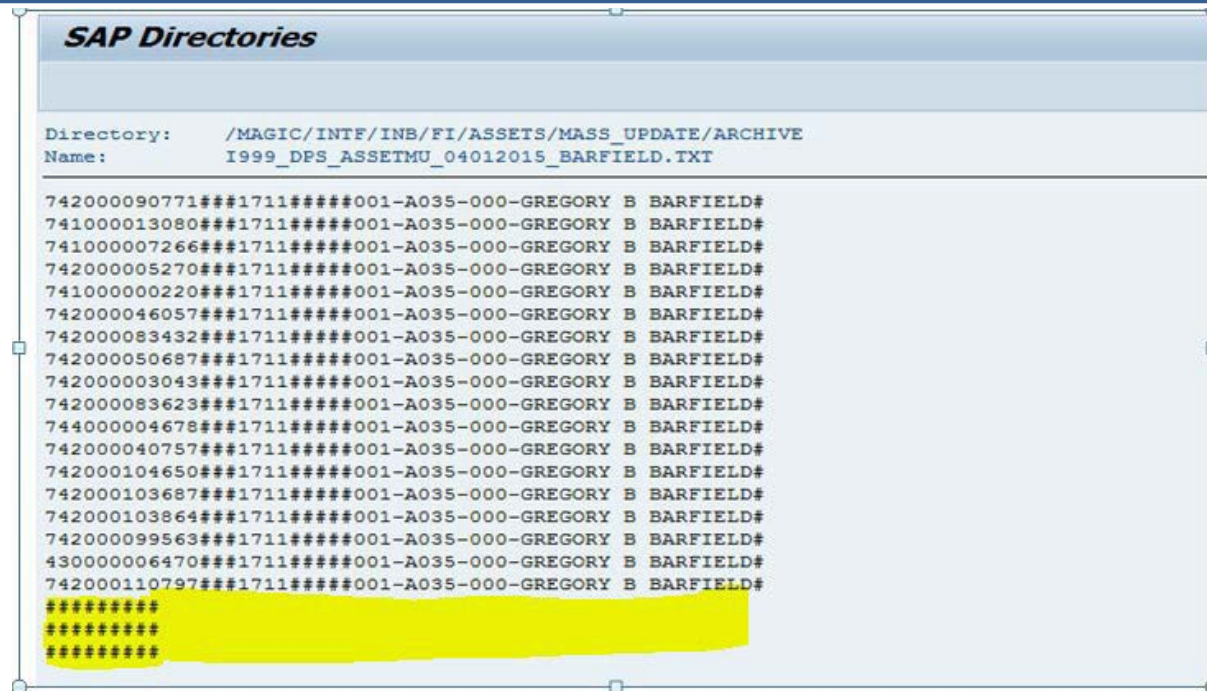
If multiple files are uploaded on the same day by an agency, add an underscore (\_) and then some differentiating character(s) *after* the date as in the examples below:

- I999\_TRN\_ASSETMU\_01272015\_**1**.TXT
- I999\_TRN\_ASSETMU\_01272015\_**Smith**.TXT
- I999\_TRN\_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.

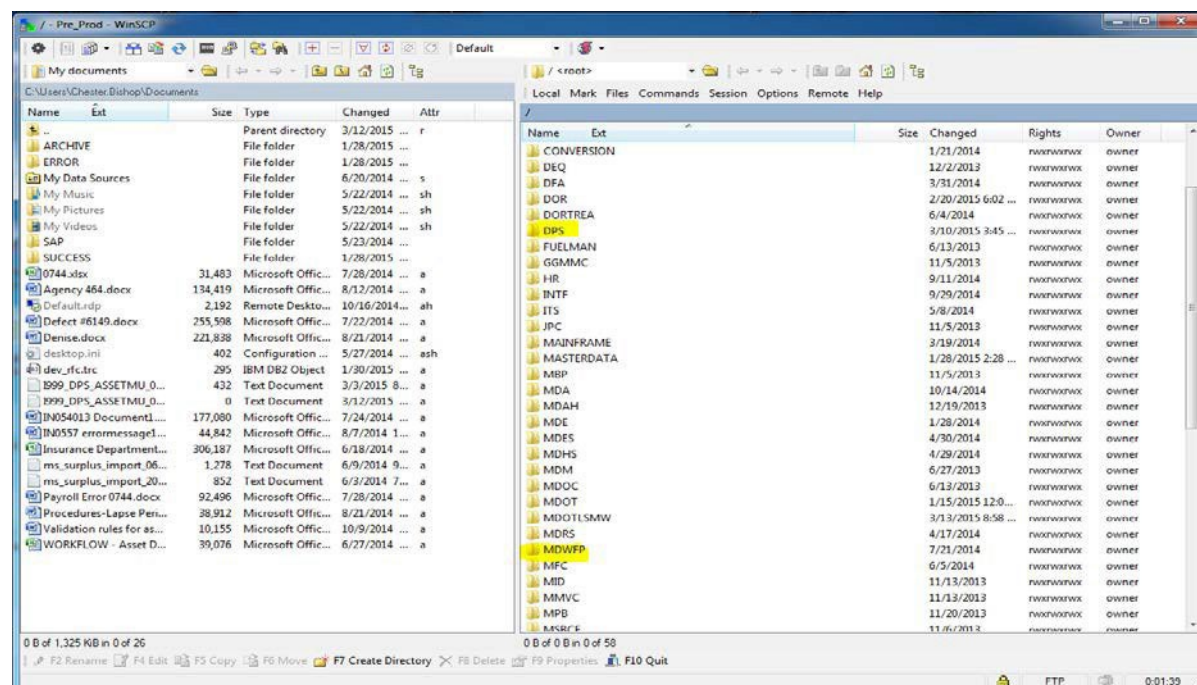
Once the file is saved, open the file and delete all blank rows below the last line that contains data as this could possibly show false errors. The blank lines will result in a false error:

# Mass Change of Fixed Assets (FTP Upload)



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

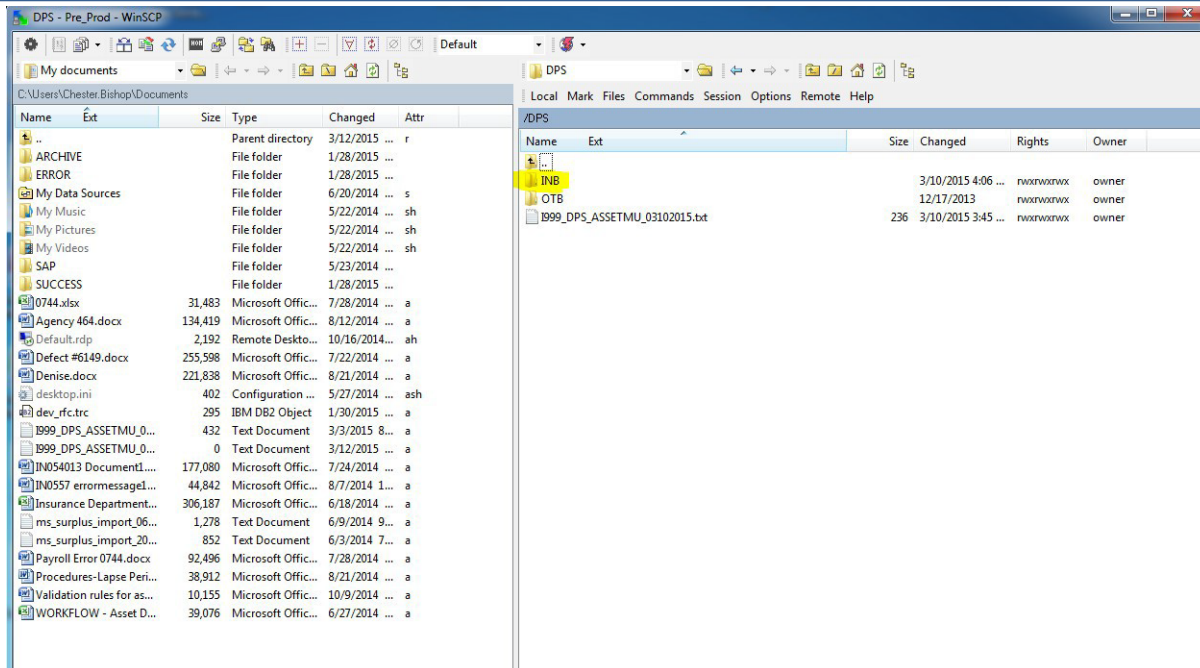
1. Double click on the agency folder (please note that depending on what software is being used to access the FTP server, the view may differ than the pictures below).



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

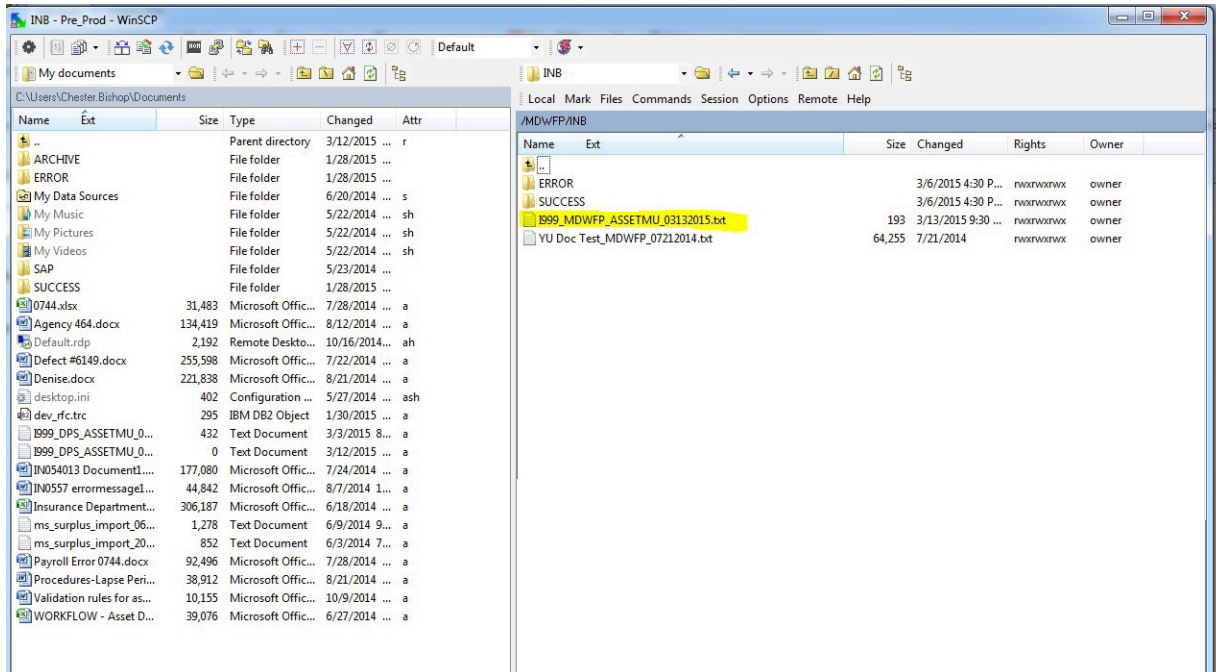


# Mass Change of Fixed Assets (FTP Upload)



Name	Ext	Size	Type	Changed	Attr
..			Parent directory	3/12/2015 ...	r
ARCHIVE			File folder	1/28/2015 ...	
ERROR			File folder	1/28/2015 ...	
My Data Sources			File folder	6/20/2014 ...	s
My Music			File folder	5/22/2014 ...	sh
My Pictures			File folder	5/22/2014 ...	sh
My Videos			File folder	5/22/2014 ...	sh
SAP			File folder	5/23/2014 ...	
SUCCESS			File folder	1/28/2015 ...	
0744.xlsx		31,483	Microsoft Office...	7/28/2014 ...	a
Agency 464.docx		134,419	Microsoft Office...	8/12/2014 ...	a
Default.rdp		2,192	Remote Desktop...	10/16/2014...	ah
Defect #6149.docx		255,598	Microsoft Office...	7/22/2014 ...	a
Denise.docx		221,838	Microsoft Office...	8/21/2014 ...	a
desktop.ini		402	Configuration ...	5/27/2014 ...	ash
dev_rfc.trc		295	IBM DB2 Object	1/30/2015 ...	a
B999_DPS_ASSETMU_0...		432	Text Document	3/3/2015 8...	a
B999_DPS_ASSETMU_0...		0	Text Document	3/12/2015 ...	a
IN054013 DocumentL...		177,080	Microsoft Office...	7/24/2014 ...	a
IN0557 errormessageL...		44,842	Microsoft Office...	8/7/2014 1...	a
Insurance Department...		306,187	Microsoft Office...	6/18/2014 ...	a
ms_surplus_import_06...		1,278	Text Document	6/9/2014 9...	a
ms_surplus_import_20...		852	Text Document	6/3/2014 7...	a
Payroll Error 0744.docx		92,496	Microsoft Office...	7/28/2014 ...	a
Procedures-Lapse Peri...		38,912	Microsoft Office...	8/21/2014 ...	a
Validation rules for as...		10,155	Microsoft Office...	10/9/2014 ...	a
WORKFLOW - Asset D...		39,076	Microsoft Office...	6/27/2014 ...	a

Name	Ext	Size	Changed	Rights	Owner
..					
INB			3/10/2015 4:06 ...	rw-rw-rw-r	owner
OTB			12/17/2013	rw-rw-rw-r	owner
B999_DPS_ASSETMU_03102015.txt		236	3/10/2015 3:45 ...	rw-rw-rw-r	owner

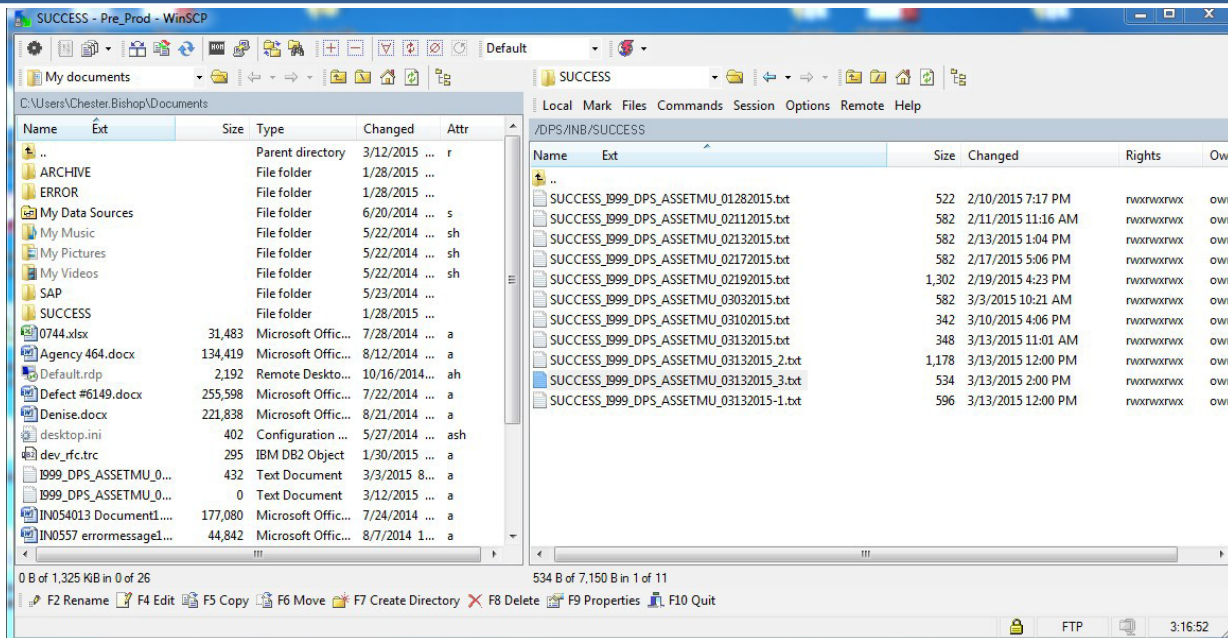


Name	Ext	Size	Type	Changed	Attr
..			Parent directory	3/12/2015 ...	r
ARCHIVE			File folder	1/28/2015 ...	
ERROR			File folder	1/28/2015 ...	
My Data Sources			File folder	6/20/2014 ...	s
My Music			File folder	5/22/2014 ...	sh
My Pictures			File folder	5/22/2014 ...	sh
My Videos			File folder	5/22/2014 ...	sh
SAP			File folder	5/23/2014 ...	
SUCCESS			File folder	1/28/2015 ...	
0744.xlsx		31,483	Microsoft Office...	7/28/2014 ...	a
Agency 464.docx		134,419	Microsoft Office...	8/12/2014 ...	a
Default.rdp		2,192	Remote Desktop...	10/16/2014...	ah
Defect #6149.docx		255,598	Microsoft Office...	7/22/2014 ...	a
Denise.docx		221,838	Microsoft Office...	8/21/2014 ...	a
desktop.ini		402	Configuration ...	5/27/2014 ...	ash
dev_rfc.trc		295	IBM DB2 Object	1/30/2015 ...	a
B999_DPS_ASSETMU_0...		432	Text Document	3/3/2015 8...	a
B999_DPS_ASSETMU_0...		0	Text Document	3/12/2015 ...	a
IN054013 DocumentL...		177,080	Microsoft Office...	7/24/2014 ...	a
IN0557 errormessageL...		44,842	Microsoft Office...	8/7/2014 1...	a
Insurance Department...		306,187	Microsoft Office...	6/18/2014 ...	a
ms_surplus_import_06...		1,278	Text Document	6/9/2014 9...	a
ms_surplus_import_20...		852	Text Document	6/3/2014 7...	a
Payroll Error 0744.docx		92,496	Microsoft Office...	7/28/2014 ...	a
Procedures-Lapse Peri...		38,912	Microsoft Office...	8/21/2014 ...	a
Validation rules for as...		10,155	Microsoft Office...	10/9/2014 ...	a
WORKFLOW - Asset D...		39,076	Microsoft Office...	6/27/2014 ...	a

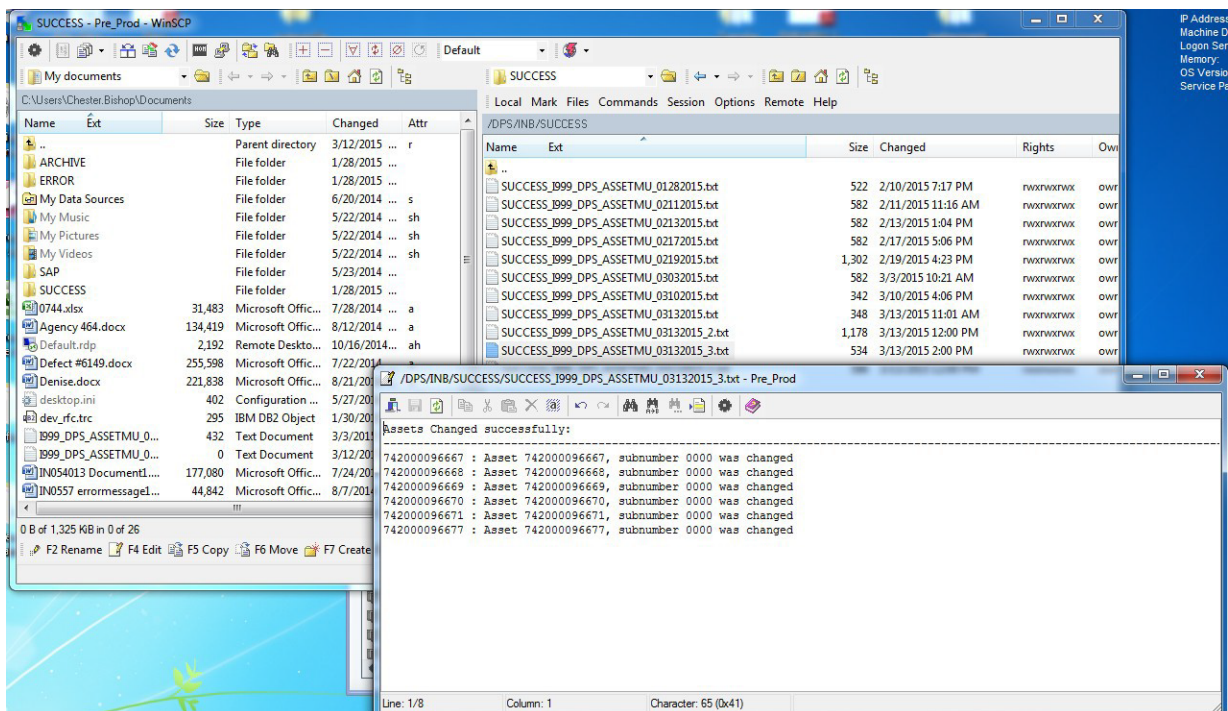
Name	Ext	Size	Changed	Rights	Owner
..					
ERROR			3/6/2015 4:30 P...	rw-rw-rw-r	owner
SUCCESS			3/6/2015 4:30 P...	rw-rw-rw-r	owner
B999_MDWFP_ASSETMU_03132015.txt		193	3/13/2015 9:30 ...	rw-rw-rw-r	owner
YU Doc Test_MDWFP_07212014.txt		64,255	7/21/2014	rw-rw-rw-r	owner

- 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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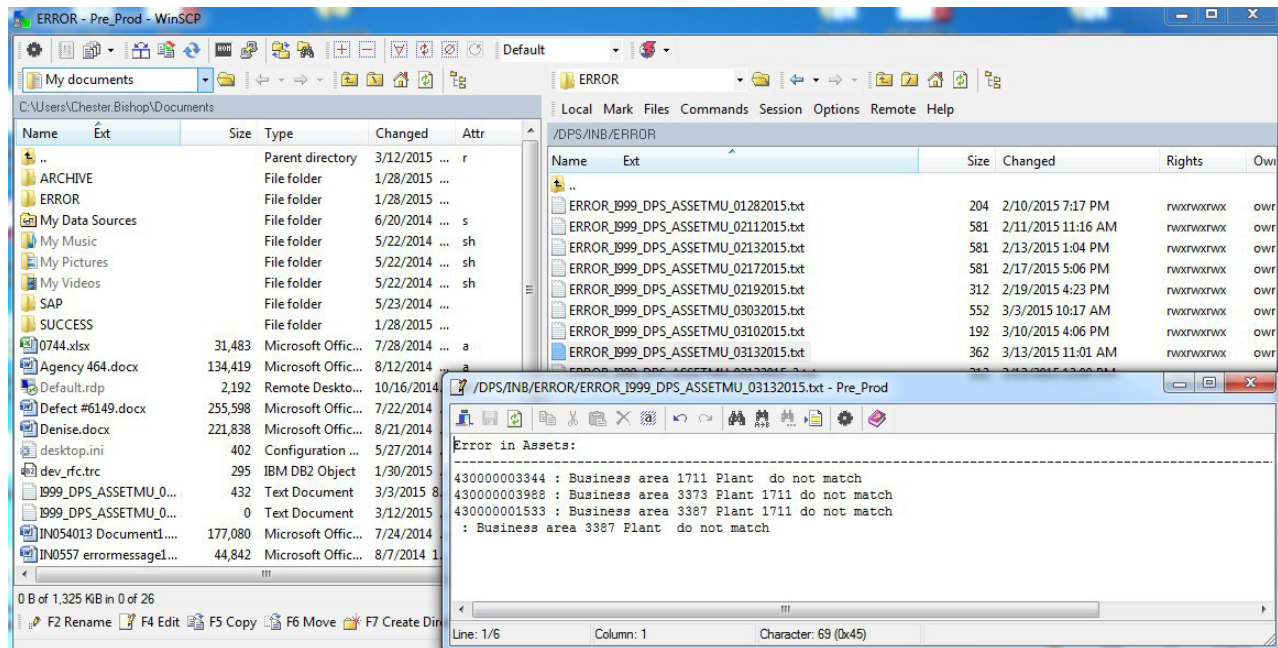


Sample success log:



# Mass Change of Fixed Assets (FTP Upload)

Sample error log:



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

**Change Asset: Master data**

Asset values

Asset: 742000127845 0 TRAINING EXERCISES

Class: XEQ02035 Televisions Company Code: SOMS

General Time-dependent Allocations Origin Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Business Area: 9955 Training Services 1

Cost Center: 9955010000 Training Services 1

Plant:

Location:

Room:

Personnel Number:

Fund: 2295500000 Training Services 1

Functional Area: 99550101 Water Resources

Grant: NRGRANT Not Relevant Grant

Funds Center: 9955010000 Training Services 1

More Intervals Derive Again

SoMS Data


County:


Other Employee ID:

Additional Location:

After change (plant and location contain data):

# Mass Change of Fixed Assets (FTP Upload)


**Change Asset: Master data**




 Asset values

Asset:   TRAINING EXERCISES  
 Class:  Televisions Company Code:

General Time-dependent Allocations Origin Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Business Area	<input type="text" value="9955"/>	Training Services 1
Cost Center	<input type="text" value="9955010000"/>	Training Services 1
Plant	<input type="text" value="9955"/>	Training Services 1
Location	<input type="text" value="9955000000"/>	Training Services 1
Room	<input type="text"/>	
Personnel Number	<input type="text"/>	
Fund	<input type="text" value="2295500000"/>	Training Services 1
Functional Area	<input type="text" value="99550101"/>	Water Resources
Grant	<input type="text" value="NRGRANT"/>	Not Relevant Grant
Funds Center	<input type="text" value="9955010000"/>	Training Services 1

 More Intervals
  Derive Again