

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, <u>https://www.dfa.ms.gov/magic-technical</u>
 - 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 <u>mash@dfa.ms.gov</u> 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 <u>Asset Update Template</u>. 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
 - I. 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. <u>ZFAM_Assets_BY_EMPL_Active</u>
 - b. <u>ASO2</u>
 - c. <u>ASO3</u>



The Plant, Location, County, and Additional location can all be changed or only the additional location,

as shown in the screen below.

4	A	В	с	D	E	F	G	н	1	J	K	L	м	N	0	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-ZZEMPID	ANLZ-ZZINFRA_LOC	ANLZ-RAUMN	ANLA-INVNR	ANLA -SERNR	ANLA-TXT50	ANLA-TXA50	ANLA_ANLHTXT	ANLA-IVDAI
з	742000127835	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHII					10/28/2022
4	742000127836	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIJ					10/28/2022
5	742000127837	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIK					10/28/2022
6	742000127838	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIL					10/28/2022
7	742000127839	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIM					10/28/2022
8	742000127840	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIN					10/28/2022
9	742000127841	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIO					10/28/2022
10	742000127842	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIP					10/28/2022
11	742000127843	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIQ					10/28/2022
12	742000127844	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIR					10/28/2022
13	742000127845	0	SOMS	9955				JACK	JACK FROST	601	ABCDEFGHIS					10/28/2022

<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).

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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-ZZEMPID	ANLZ-ZZINFRA_LOC	ANLZ-RAUMN	ANLA-INVNR	ANLA -SERNR	ANLA-TXT50	ANLA-TXA50	ANLA_ANLHTXT	ANLA-IVDAI
3	742000127835	5 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHII					10/28/2022
4	742000127836	5 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIJ					10/28/2022
5	74200012783	7 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIK					10/28/2022
6	742000127838	8 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIL					10/28/2022
7	742000127839	9 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIM					10/28/2022
8	742000127840	0 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIN					10/28/2022
9	742000127841	1 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIO					10/28/2022
10	742000127842	2 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIP					10/28/2022
11	74200012784	3 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIQ					10/28/2022
12	742000127844	4 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIR					10/28/2022
13	742000127845	5 0	SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIS					10/28/2022

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

1	A	В	C	D	E	E F	G	н		J	K	L	M	N	0	P
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2	742000127836 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIJ					10/28/2022
3	742000127837 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIK					10/28/2022
4	742000127838 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIL					10/28/2022
5	742000127839 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIM					10/28/2022
6	742000127840 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIN					10/28/2022
7	742000127841 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIO					10/28/2022
8	742000127842 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIP					10/28/2022
9	742000127843 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIQ					10/28/2022
10	742000127844 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIR					10/28/2022
11	742000127845 0		SOMS	9955			99	JACK	JACK FROST	601	ABCDEFGHIS					10/28/2022

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

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742000127838	0	SOMS	9955	99	JACK	JACK FROST	601	ABCDEFGHIL	10/28/2022		
742000127839	0	SOMS	9955	99	JACK	JACK FROST	601	ABCDEFGHIM	10/28/2022		
742000127840	0	SOMS	9955	99	JACK	JACK FROST	601	ABCDEFGHIN	10/28/2022		
742000127841	0	SOMS	9955	99	JACK	JACK FROST	601	ABCDEFGHIO	10/28/2022		
742000127842	0	SOMS	9955	99	JACK	JACK FROST	601	ABCDEFGHIP	10/28/2022		
742000127843	0	SOMS	9955	99	JACK	JACK FROST	601	ABCDEFGHIQ	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:



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742000005270	D###1711######001-A035-000-GREGORY B BARFIELD#	
74100000220	D###1711######001-A035-000-GREGORY B BARFIELD#	
742000046057	7###1711######001-A035-000-GREGORY B BARFIELD#	
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742000083623	3###1711######001-A035-000-GREGORY B BARFIELD#	
744000004678	B###1711######001-A035-000-GREGORY B BARFIELD#	
742000040757	7###1711######001-A035-000-GREGORY B BARFIELD#	
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- 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).

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



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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:

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

👦, Change Asset: Master data					
🔓 🔓 Asset values					
Asset 74200012784 Class XEQ02035		TRAINING EXERCISES Televisions	Company Code SOMS		
General Time-depe	ndent Allocations	Origin Deprec. Ar	eas		
Interval from 01/01/1900	to 12/31/9999				
Business Area	9955 Q	Training Services 1			
Cost Center	9955010000	Training Services 1			
Plant Location Room Personnel Number					
Fund Functional Area	2295500000 99550101	Training Services 1 Water Resources			
Grant	NRGRANT	Not Relevant Grant			
Funds Center	9955010000	Training Services 1			
More Intervals		<mark> Derive Again</mark>			
SoMS Data					
County					
Other Employee ID					
Additional Location					

After change (plant and location contain data):



set 742000127 MSS XEQ02035	0	TRAINING EXERCISES Televisions	Company Code SOMS
General Time-de	pendent Allocation	ons Origin Deprec. A	Areas
Interval from 01/01/19	00 to 12/31/9999		
Business Area	9955 Q	Training Services 1	
Cost Center	9955010000	Training Services 1	
Plant	9955	Training Consists 1	
Location	9955000000	Training Services 1 Training Services 1	
Room		Training Services 1	
Personnel Number			
	2295500000	Training Services 1	
Fund		Water Resources	
	99550101		
Fund	99550101 NRGRANT	Not Relevant Grant	