



# Core Information System

## Fixed Assets

## Setup Guide



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# 1 Introduction

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## Objectives

This guide covers the basic setup routines for enabling users to setup Fixed Asset data.

After reading Chapter 1, you will have a better understanding about:

- The objectives of the other chapters.
- What you should know about the text.
- The document terms used throughout the guide.

## Objectives of the Other Chapters

### **Chapter 2**

Chapter 2, Overview, gives a brief description of this module and how the components work together.

After reading Chapter 2, you will have a better understanding about:

- The basic concepts and principles of the Fixed Assets Setup Module.
- Setting up the Fixed Assets database.
- Using the function buttons.
- Using the function keys.
- Using some of the other keys.

### Chapter 3

The most requirements for setting up the Fixed Assets System are covered in Chapter 3.

After reading Chapter 3, you will have a better understanding about:

- Working with Transaction Types
- Working with Asset Class
- Working with Depreciation Codes
- Working with Asset Status
- Working with Fixed Asset Company
- Working with Fixed Asset Control File

## What You Should Know About the Text

### Text Formatting

To make the text easier to read, several formatting conventions have been used throughout the step-by-step instructions:

### Bold

Aside from the headings, and the text highlighted in the displays, **bold** text is used to describe the use of keyboard keys. Example: Press **Enter**.

### Bold Italics

***Bold Italics*** are used for anytime the user is meant to key in a stream of text. Whenever bold italics are used, the characters are meant to be keyed as shown, using the same capitals or lower case letters as written in the instruction. Example: Type ***ABC***...

### Courier Font

Courier New Font is used to describe text found in the displays. This font is used as a substitute for quotation marks because sometimes there can be some confusion as to whether the quotation marks are included as part of the example or not. Example: `Processing  
Print List....`

## Document Terms

<b>Display</b>	When used as a noun, it refers to <i>the full screen image</i> . When used as a verb, it means <i>to show</i> .
<b>Functions</b>	The function keys listed at the bottom of the displays and windows. The functions are explained in <a href="#">Using the Function Buttons and Keys</a> .
<b>Notes</b>	Shared, brief comments, attached to data records, used to enhance workplace communications.
<b>Options</b>	The horizontal menu options, these usually range from 1 to 2.
<b>Panel</b>	A bordered image that partially covers the full screen image.

## Fixed Assets: Setup Guide

# 2 Overview

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## Objectives

After reading Chapter 2, you will have a better understanding about:

- The basic concept of the Fixed Assets Setup System.
- Setting up the Fixed Asset database.
- Using the function buttons and keys.
- Using some of the other keys.

## Searching

### Number Searches

When searching from a Number search field, such as Address Number, press **Field Exit**, then **Enter** to activate the search. Most of the Number search fields do not allow an **Enter** keystroke from within the field.

If the **Enter** key is pressed while the cursor is inside a Number search field, the message, `Enter key not allowed in field` appears. Press **Reset** to remove the message, then press **Field Exit**, and then **Enter**, to submit the search.

### Scan Limit Reached

In searches made through large files, the search range is restricted to avoid system congestion. If the Scan Limit Reached message appears in the bottom left, it means that the search target was not found within the immediate search range, and, the search range did not cover the entire file. Press the **Page Down** key to search the next file portion.








If the search target does not exist in the file, the message, `No data to display` appears.





## Using the Function Buttons and Keys

### Function Buttons

This is a discussion of some of the function buttons and their uses.

**Table 2-1: Common Function Buttons**

Key	Function	Description
	OK	 allows you to continue onto the next display.
	Exit	 always lets the user exit out the current display.  is used at the User Application Menu, to sign off.
	Add	 brings the user to the Add display screens, which allows the user to add new data.

Key	Function	Description
	Search	 Allows the user to Search for Specific data
	Print List	 Allows the user to print an entire Account List or an Account List specified by parameter.

**Function Keys**

This is a discussion of some of the function keys and their uses. If the users have older terminal, the function keys may be labeled as **Cmd** such as **Cmd1** or **Cmd3**. In most cases they are labeled as **F1** and **F3**.

**Table 2-2: Common Function Keys**

Key	Function	Description
<b>F1</b>	Help	<b>F1</b> always brings up the on-line help displays.
<b>F3</b>	Exit	<b>F3</b> always lets the user exit out the current display. <b>F3</b> is used at the User Application Menu, to sign off.
<b>F5</b>	Refresh	<b>F5</b> updates the display if the user has made a change to the data.
<b>F7</b>	Scroll Up	<b>F7</b> lets the users scroll upwards through lists.
<b>F8</b>	Scroll Down	<b>F8</b> lets the users scroll down through lists.

**Other F Keys**

There are other **F** keys used for different purposes and their uses are shown at the bottom of the displays where they are active.

**F13 Through F24**

On a PC keyboard, hold down the **Shift** key and press **F1** to activate **F13**. The table below shows how to activate the higher numbered **F** keys:

Table 2-3: Accessing High-Numbered Function Keys on a PC

Function Key	PC Key Strokes	Function Key	PC Key Strokes
F13	Shift + F1	F19	Shift + F7
F14	Shift + F2	F20	Shift + F8
F15	Shift + F3	F21	Shift + F9
F16	Shift + F4	F22	Shift + F10
F17	Shift + F5	F23	Shift + F11
F18	Shift + F6	F24	Shift + F12

## Using Some of the Other Keys

- Field Exit** This key appears as the right-hand **Ctrl** key on the PC keyboard. The **Field Exit** key is familiar to AS/400 users as a means of clearing a field to the right of the cursor location.
- Reset** This key appears as the left-hand **Ctrl** key on the PC keyboard. **Reset** is the normal response to many system error messages. Consult with the installing programmer for clarification.
- Escape** The **Esc** key brings down the Attention Key Menu, which offers short cut access to commonly used functions such as Work With Members, and Send Message. The Attention Key Menu is maintained with the Run Time Application.
- The Attention Key Menu also has a Display Message option that lets the users work with any system messages that be holding up their printing or processing jobs.
- Print Screen** The **Print Screen** key is useful for making hard copies of static displays. After each screen print, the message `Print operation complete to the default printer device file` appears, notifying the user that the screen print was successful. Press the **Reset** key to remove this message.



# 3 Setup

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# Finding the Setup Menu

## Objectives

This section shows you how to bring up the Fixed Assets Setup menu.

After reading this section, you will have a better understanding about:

- Bringing up the Fixed Assets System menu.
- Working with the functions and options listed on the menu.

## Instructions

**1. Open your AS/400 session and sign on.**

This routine can vary between organizations. Ask your system administrator for help if you have trouble signing on.

The User Application menu appears.

**2. Double click on Fixed Assets.**

The Fixed Assets menu appears.

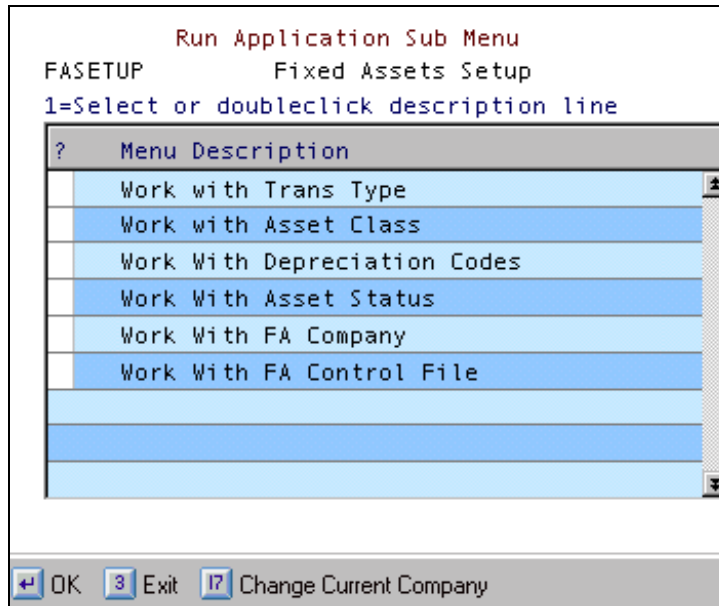
**3. Double click on Fixed Assets Setup Menu.**

The Fixed Assets Setup Menu appears. *See Figure 3-1: The Fixed Assets Setup Menu on page 3-5.*

You will be using the Fixed Assets Setup Menu as a main starting point for setting up the following:

- Transactions Types
- Asset Class
- Depreciation Codes
- Asset Status
- FA Company
- FA Control File

**Figure 3-1: The Fixed Assets Setup Menu**



# Working With Transaction Types

## Objectives

The objective of this section is to show step-by-step instructions on how to work with Transaction Type.

After reading this section, you will have a better understanding about:

- Creating Transaction Types
- Editing a Transaction Types
- Copying Transaction Types
- Deleting Transaction Types

## Creating a New Transaction Type

### Instructions

- 1. From the Fixed Assets Setup Menu, double click on Work Transaction Type.**

The Work with Transaction Type menu appears

- 2. Click on the  Add button.**

The Add Transaction Type panel appears. *See Figure 3-2: Add Transaction Type on page 3-7*

- 3. Fill in the Transaction Type field with a new code.**

- 4. Fill in the Description field with a meaningful description.**

- 5. Next, click on the prompt box in the FA Type Status field.**  
A status panel appears.

- 6. Choose the status by clicking on it.**

You are returned to the Add Transaction Type panel. All fields are filled in.

- 7. Click the  OK button to continue.**

A confirm prompt appears to the lower right of the screen.

- 8. Click the  OK button to confirm.**

You are returned to the Work with Transaction Type menu. The new Transaction is displayed




**Figure 3-2: Add Transaction Type**

Fill in the fields

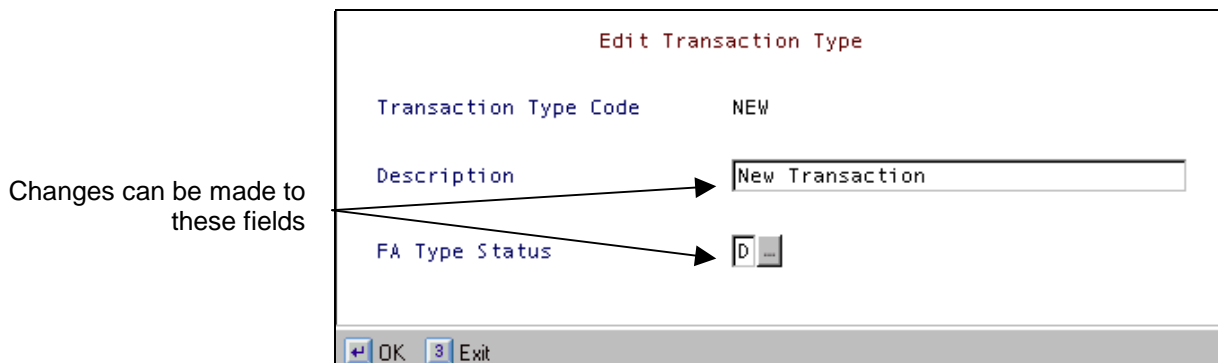
The screenshot shows a dialog box titled "Add Transaction Type". It contains three input fields: "Transaction Type" with a small square input field, "Description" with a long horizontal text input field, and "FA Type Status" with a small square input field containing a minus sign. At the bottom of the dialog box are two buttons: "OK" and "Exit".

## Editing Transaction Types

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Transaction Type.**  
The Work with Transaction Type menu appears
2. **Place a 2 in front of the Transaction Type you want to edit, and then click on the  OK button.**  
The Edit Transaction Type panel appears. *See Figure 3-3: Edit Transaction Type below.*
3. **Make changes to the required fields.**  
**Note:** The Description and the FA Type Status fields can be changed. This process is similar to adding a new Transaction.
4. **Click on the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
5. **Click on the  OK button to confirm.**  
You are returned to the Work with Transaction Type menu. The changes have been recorded.




**Figure 3-3: Edit Transaction Type**





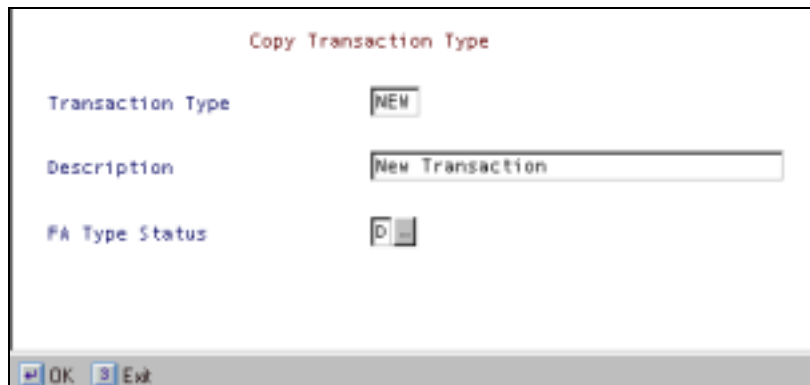
## Creating a New Transaction Type using the Copy Option.

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Transaction Type.**  
The Work with Transaction Type menu appears.
2. **Place a 3 in front of the Transaction Type you want to copy, and then click on the  OK button.**  
The Copy Transaction Type panel appears. *See Figure 3-4: Copy Transaction Type below.* This display is useful when creating a new transaction with the similar details of an existing transaction type.
3. **Make changes to the required fields.**  
**Note:** All fields can be changed.
4. **Click on the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
5. **Click on the  OK button to confirm.**  
You are returned to the Work with Transaction Type menu. The new Transaction Type is listed.

**Figure 3-4: Copy Transaction Type**

All fields are editable






The screenshot shows a dialog box titled "Copy Transaction Type". It contains three input fields:

- Transaction Type:** A dropdown menu with "NEW" selected.
- Description:** A text box containing "New Transaction".
- FA Type Status:** A dropdown menu with "D" selected.


At the bottom of the dialog, there are two buttons: "OK" and "Exit".



## Deleting a Transaction Type


### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Transaction Type.**  
The Work with Transaction Type menu appears.
2. **Place a 4 in front of the Transaction Type you want to remove, and then click on the  OK button.**  
The Copy Transaction Type panel appears. *See Figure 3-5: Confirm Deletion of Type below.*
3. **Click on the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
4. **Click on the  OK button to confirm.**  
You are returned to the Work with Transaction Type menu. You will see **\*\*\*DELETED\*\*\*** in place of the transaction type.

**Figure 3-5: Confirm Deletion of Type**

Press **Enter** or the  **OK** button to delete

Confirm Deletion of Type	
Press Enter to Confirm Deletion	
Transaction Type Code	NEW
Description	New Transaction
FA Type Status	D
 OK  Exit	

The  **Exit** button allows you to leave the display without deleting



# Working With Asset Class

## Objectives




The objective of this section is to show step-by-step instructions on how to work with Asset Class.

After reading this section, you will have a better understanding about:

- Adding an Asset Class
- Editing an Asset Class
- Copying an Asset Class
- Deleting an Asset Class

## Creating a Asset Class

### Instructions

- 1. From the Fixed Asset Setup Menu, double click on Work with Asset Class.**  
The Work with Asset Class menu appears.
- 2. Click on the  Add button.**  
The Add Asset Class menu appears. *See Figure 3-6: Add Asset Class below.*
- 3. Fill in the Class/Model field with a new code.**
- 4. Fill in the Description field with a meaningful description.**
- 5. Select a Depreciation code by clicking on the drop box to the right of the field.**
- 6. Using 'years', key in an estimated life.**
- 7. Click on the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
- 8. Click on the  OK button to confirm.**

You are returned to the Work with Asset Class menu.  
The new Asset Class is listed.

**Figure 3-6: Add Asset Class**

Fill in the fields




The screenshot shows a dialog box titled "Add Asset Class" with the following fields and controls:

- Class/Model:** A single-line text input field.
- Description:** A multi-line text input field.
- Depreciation:** A text input field with a small arrow button on the right side.
- Est. Life (years):** A single-line text input field.
- Standard Cost:** A single-line text input field.

At the bottom of the dialog, there are two buttons: "OK" and "Exit".

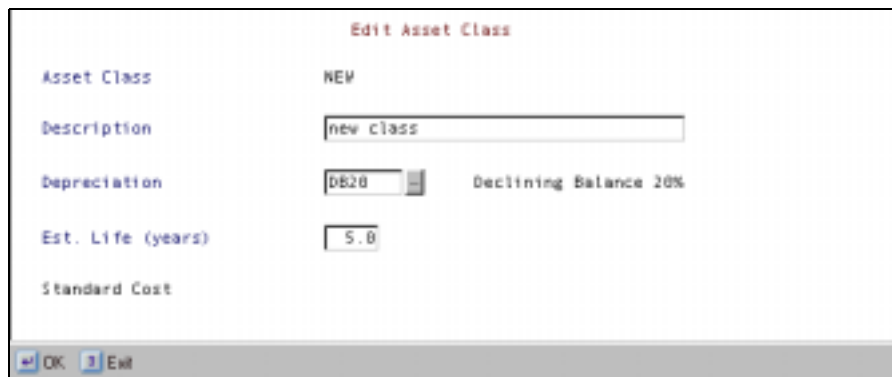
## Editing An Asset Class

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Asset Class.**  
The Work with Asset Class menu appears.
2. **Place a 2 next to the asset you want to edit, and then click the  OK button.**  
The Edit Asset Class panel appears. *See Figure 3-7: Edit Asset Class below.*
3. **Make the changes to the appropriate fields.**  
**Note:** The Description, Depreciation and the Est. Life fields can be changed. This process is similar to adding a new Asset.
4. **Click the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
5. **Click the  OK button to confirm.**  
You are returned to the Work with Asset Class menu. The changes you made have been recorded.

**Figure 3-7: Edit Asset Class**




Make changes to the appropriate fields



Edit Asset Class	
Asset Class	NEW
Description	new class
Depreciation	DB20 Declining Balance 20%
Est. Life (years)	5.0
Standard Cost	
<input type="button" value="OK"/> <input type="button" value="Exit"/>	

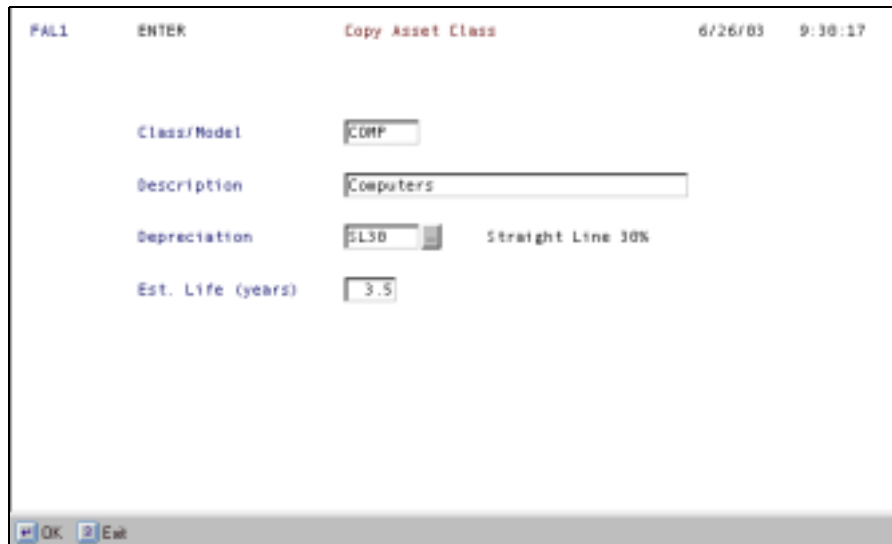
## Creating a New Asset Class using the Copy Option.

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Asset Class.**  
The Work with Asset Class menu appears.
2. **Place a 3 next to the asset you want to copy, and then click the  OK button.**  
The Copy Asset Class panel appears. *See Figure 3-8: Copy Asset Class below.* This display is useful when creating a new asset class with similar details of an existing asset class.
3. **Make the changes to the appropriate fields.**  
**Note:** You can make changes to ALL of the fields.
4. **Click the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
5. **Click the  OK button to confirm.**  
You are returned to the Work with Asset Class menu.  
The new Asset Class is listed.

**Figure 3-8: Copy Asset Class**

All fields are editable




Field	Value
Class/Model	CMP
Description	Computers
Depreciation	SL30 <span style="font-size: small;">Straight Line 30%</span>
Est. Life (years)	3.5

## Deleting an Asset Class

### Instructions

1. From the **Fixed Asset Setup Menu**, double click on **Work with Asset Class**.

The Work with Asset Class menu appears.

2. Place a **4** next to the asset you want to remove, and then click the  **OK** button.

The Delete Asset Class panel appears. See *Figure 3-9: Delete Asset Class* below.


3. Click the  **OK** button to continue.


The confirm prompt appears to the lower right of the screen.

4. Click the  **OK** button to confirm.

You are returned to the Work with Asset Class menu. You will see **\*\*\*DELETED\*\*\*** in place of the Asset Class.

**Figure 3-9: Delete Asset Class**

Press **Enter** or the  **OK** button to delete

Click the  **Exit** button to leave the display without making any changes





## Fixed Assets: Setup Guide

# Working With Depreciation Codes

## Objectives


The objective of this section is to show step-by-step instructions on how to work with Depreciation Codes.



After reading this section, you will have a better understanding about:

- Adding Deprecation Codes
- Editing Deprecation Codes
- Copying Deprecation Codes
- Deleting Deprecation Codes

## Creating Depreciation Codes

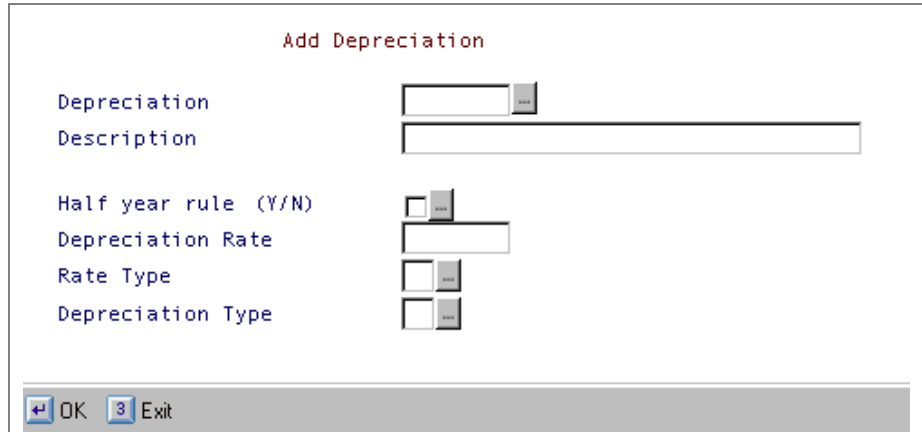
### Instructions

- 1. From the Fixed Asset Setup Menu, double click on Work with Depreciation Codes.**  
The Work with Depreciation Codes menu appears.
- 2. Click on the  Add button.**  
The Add Depreciation panel appears. *See Figure 3-6: Add Asset Class above.* All fields are required except the Half year rule and Depreciation Rate fields.
- 3. Select a Depreciation Code by clicking on the drop box to the right of the field.**
- 4. Fill in the Description field with a meaningful description.**
- 5. Select a half-year code by clicking on the drop box to the right of the field.**
- 6. Key in a Depreciation Rate.**
- 7. Select a Rate Type by clicking on the drop box to the right of the field.**

8. **Select a Depreciation Type by clicking on the drop box to the right of the field.**
9. **Click on the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
10. **Click on the  OK button to confirm.**  
You are returned to the Work with Depreciation Codes menu. The new Depreciation Code is listed.

**Figure 3-10: Add Depreciation**

Fill in the required fields



Add Depreciation

Depreciation



Description

Half year rule (Y/N)

Depreciation Rate




Rate Type

Depreciation Type

 OK  Exit

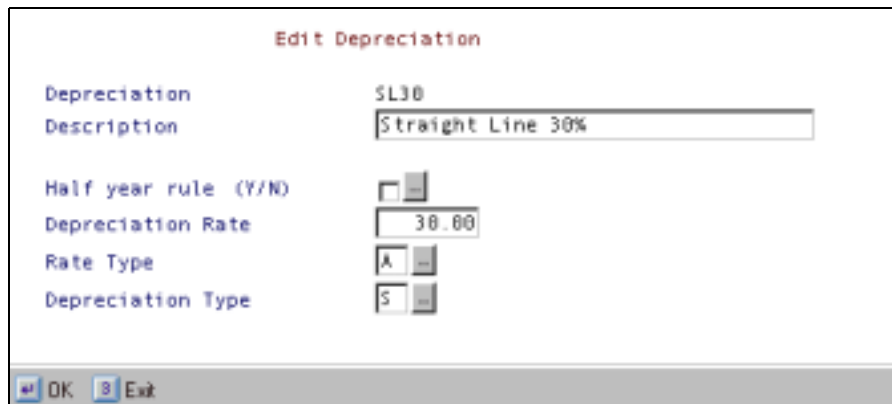
## Editing Depreciation Codes

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Depreciation Codes.**  
The Work with Depreciation Codes menu appears.
2. **Place a 2 next to the code you want to edit, and then click the  OK button.**  
The Edit Depreciation panel appears. *See Figure 3-11: Edit Depreciation below.*
3. **Make the changes to the appropriate fields.**  
**Note:** All fields can be changed except the Depreciation field. This process is similar to adding a new Depreciation Code.
4. **Click the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
5. **Click the  OK button to confirm.**  
You are returned to the Work with Asset Class menu. The changes you made have been recorded.

**Figure 3-11: Edit Depreciation**

Make changes to the appropriate fields






Depreciation	SL30
Description	Straight Line 30%
Half year rule (Y/N)	<input type="checkbox"/>
Depreciation Rate	30.00
Rate Type	A
Depreciation Type	S

OK Exit

## Creating a New Depreciation Code using the Copy Option.

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Depreciation Codes.**  
The Work with Depreciation Codes menu appears.
2. **Place a 3 next to the code you want to copy, and then click the  OK button.**  
The Copy Asset Class panel appears. *See Figure 3-12: Copy Depreciation below.* This display is useful when creating a new depreciation code with similar details of an existing code.
3. **Make the changes to the appropriate fields.**  
**Note:** You can make changes to ALL of the fields.
4. **Click the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
5. **Click the  OK button to confirm.**  
You are returned to the Work with Depreciation Codes menu. The new Code is listed.




**Figure 3-12: Copy Depreciation**

All fields are editable


Copy Depreciation	
Depreciation	SL30
Description	Straight Line 30%
Half year rule (Y/N)	<input type="checkbox"/>
Depreciation Rate	30.00
Rate Type	A
Depreciation Type	S
<input type="button" value="OK"/> <input type="button" value="3 Exit"/>	



## Deleting Depreciation Codes


### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Depreciation Codes.**  
The Work with Depreciation Codes menu appears.
2. **Place a 4 next to the code you want to remove, and then click the  OK button.**  
The Delete Depreciation panel appears. *See Figure 3-13: Delete Depreciation below.*
3. **Click the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
4. **Click the  OK button to confirm.**  
You are returned to the Work with Depreciation Codes menu. You will see \*\*\*DELETED\*\*\* in place of the Depreciation Code.

**Figure 3-13: Delete Depreciation**

Press **Enter** or click the  **OK** button to delete

Delete Depreciation	
Press Enter to Confirm Deletion	
Depreciation	SL30
Description	Straight Line 30%
Half year rule (Y/N)	N
Depreciation Rate	30.00
Rate Type	A
Depreciation Type	S
 OK  Exit	

Click the  **Exit** button to exit the display without making any changes



# Working With Asset Status

## Objectives




The objective of this section is to show step-by-step instructions on how to work with Asset Status Codes.

After reading this section, you will have a better understanding about:

- Creating an Asset Status
- Editing an Asset Status
- Deleting an Asset Status

## Creating Asset Status Codes

### Instructions

- 1. From the Fixed Asset Setup Menu, double click on Work with Asset Status.**  
The Work with Asset Status menu appears.
- 2. Click on the  Add Asset Status button.**  
The Add Asset Status panel appears. *See Figure 3-14: Add Asset Status below.* All fields are required to add a new Asset Status.
- 3. In the Asset Status field, key in a new asset status.**
- 4. Fill in the Description field with a meaningful description.**
- 5. Select Available? by clicking on the drop box to the right of the field.**
- 6. Click on the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
- 7. Click on the  OK button to confirm.**



You are returned to the Work with Asset Status menu. The new Asset Status is listed.

**Figure 3-14: Add Asset Status**

All fields are required to continue

Add Asset Status

Type choices, press Enter.

Asset Status




Description

Available?

OK Exit

## Editing Asset Status Codes

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Asset Status.**  
The Work with Asset Status menu appears.
2. **Place a 2 next to the status you want to edit, and then click the  OK button.**  
The Edit Depreciation panel appears. *See Figure 3-15: Edit Asset Status below.*
3. **Make the changes to the appropriate fields.**  
**Note:** All fields can be changed except the Asset Status Code field. This process is similar to adding a new Asset Status Code.
4. **Click the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
5. **Click the  OK button to confirm.**  
You are returned to the Work with Asset Status menu. The changes you made have been recorded.



**Figure 3-15: Edit Asset Status**

Make changes to the appropriate fields

Edit Asset Status




Type choices, press Enter.

Asset Status Code	NEW
Description	<input style="width: 90%;" type="text" value="New"/>
Available?	<input style="width: 20px;" type="text" value="1"/> <input style="width: 20px;" type="text" value="..."/>


 OK
 Exit


## Deleting an Asset Status Code

### Instructions

1. **From the Fixed Asset Setup Menu, double click on Work with Asset Status.**  
The Work with Asset Status menu appears.
2. **Place a 4 next to the status you want to remove, and then click the  OK button.**  
The Delete Asset Status panel appears. *See Figure 3-16: Delete Asset Status below.*
3. **Click the  OK button to continue.**  
The confirm prompt appears to the lower right of the screen.
4. **Click the  OK button to confirm.**  
You are returned to the Work with Asset Status menu.  
You will see **\*\*\*DELETED\*\*\*** in place of the Asset Status.

**Figure 3-16: Delete Asset Status**

Press **Enter** or click the  **OK** button to delete

Click the  **Exit** button to leave the display without making any changes

Delete Asset Status	
Type choices, press Enter.	
Asset Status Code	NEW
Description	New
Available?	1
 OK  Exit	

# Editing an FA Company



## Objectives

The objective of this section is to show step-by-step instructions on how to edit the details of an FA company.

## Instructions

- 1. From the Fixed Asset Setup Menu, double click on Work With FA Company.**

The Work With FA Company menu appears.

- **Option 2** – allows you to make changes to FA company details.
-  **Print List** – lets you print a list of the companies displayed.
-  **Exit** – allows you to exit without making any changes.

- 2. Place a 2 in front of a Company Code you would like to edit, and then click on the  OK button.**

The Edit Company Details display appears. *See Figure 3-17: on page 3-29.*

- 3. Make changes to the appropriate fields.**

Note: Click on the right of each field to bring up the selection panels.

- 4. Click on the  OK button to continue**

The confirm prompt appears to the lower right of the screen.

- 5. Click on the  OK button to confirm.**

You are returned to the Work With FA Company menu. The changes you made have been recorded.

**Figure 3-17: Edit Company Details**

Make the appropriate changes using the drop boxes to the right of each field

FALD CHANGE Edit Company Details 5/27/03 13:00:17

Year

Period

GL Company

GL number

CM Company

Transaction Type

OK Exit

# Working with the FA Control File

## Objectives




The objective of this section is to show step-by-step instructions on how to work with the FA Control File.

After reading this section, you will have a better understanding about:

- Creating a FA Control File
- Editing FA Control File

## Creating an FA Control File

### Instructions

- 1. From the Fixed Asset Setup Menu, double click on Work With FA Control File.**  
The Work With FA Control File menu appears.
- 2. Click on the  Add to FA Control File button.**  
The Add FA Control File panel appears. *See Figure 3-18: Add FA Control File below.*
- 3. Fill in the FA Control field with a new code.**  
**Note:** The New Code can be up to 10 characters long
- 4. Fill in the Description field with a meaningful description.**
- 5. Select a Yes / No Status by clicking on the drop down box.**
- 6. Click on the  OK button to continue.**  
A confirm prompt appears to the lower right of the screen.
- 7. Click on the  OK button to confirm.**  
You are returned to the Work with FA Control File menu. The new Control File has been added.


**Figure 3-18: Add FA Control File**



Add FA Control File

Type choices, press Enter.

FA Control

Description

Yes / No Status  

 OK  Exit

## Editing an FA Control File

### Instructions

1. **From the Fixed Assets Setup Menu, double click on Work with AR Terms.**

The Work with AR Terms menu appears.

2. **Place a 2 in front of a Control File, and then click on the  OK button.**

The Edit FA Control File panel appears. *See Figure 3-19: Edit FA Control File below.*

3. **Make the appropriate changes.**

Make changes to the appropriate fields.

4. **Click on the  OK button to continue.**

The confirm prompt appears to the lower right of the screen.

5. **Click on the  OK button to confirm.**

You are returned to the Work with FA Control File menu. The changes you made have been recorded.



**Figure 3-19: Edit FA Control File**

Make your changes to the appropriate fields

Edit FA Control File

Type changes, press Enter.

FA Control	NEW
Description	<input style="width: 90%;" type="text" value="new"/>
Yes / No Status	<input type="checkbox"/> Y <input type="checkbox"/>

 OK
 Exit





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