



Fixed Assets

Release Notes

MARCH 2026

This document explains new product enhancements added to the **ADMINS Unified Community (AUC) for Windows Fixed Assets** system.

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1 Fixed Assets Upload CSV File from 3rd Party [Enhancement]

Updated the FA-200 Acquiring Fixed Assets documentation to include field descriptions for the Load CSV File from 3rd Party template used in the Fixed Assets process. This update provides clearer guidance on the CSV template structure and the data expected in each column when importing assets from third-party sources.

Navigation Path: Fixed Assets > Processing > Acquisition Process - Load CSV File from 3rd Part (Task 13170)

Description	Date	Start	End	Success
Restart Acquisition Process	02-Apr-2024	13:29:13.07		<input type="checkbox"/>
Add Manual Asset				<input type="checkbox"/>
Load CSV Files				
Email Template to User	29-Dec-2025	12:51:40.85	12:55:28.69	<input checked="" type="checkbox"/>
Load CSV File from 3rd Party				<input type="checkbox"/>
Create Assets From Vouchers				
Select Vouchers	02-Apr-2024	16:33:03.31	16:33:40.25	<input checked="" type="checkbox"/>
Edit Selected Vouchers	19-Sep-2024	16:44:34.85	16:44:36.13	<input checked="" type="checkbox"/>
Import Updates to Vouchers				<input type="checkbox"/>
Move selected Vouchers to Asset Work File				<input type="checkbox"/>
Build Assets				
Maintain Asset Work File	25-Oct-2024	15:19:16.80	15:19:18.05	<input checked="" type="checkbox"/>
Asset Work Edit List				<input type="checkbox"/>
Error Check Assets				<input type="checkbox"/>
Create New Assets				<input type="checkbox"/>

A	B	C	D	E	F	G	H	I	J	K	L	M
Asset#	Seq#	Description [REQUIRED]	Class/Type [REQUIRED]	Sub-Class	Location Code	Dept Group	Address 1	Address 2	Address 3	Acquisition Method	Date Purchased [MM/DD/YYYY]	Date Received [MM/DD/YYYY]
ASSET	CSEQNUM	ITEMDESC	CLSCOD	SUBCLS	LOCCOD	DEPTCODE	1LOCDES	2LOCDES	3LOCDES	ACQMTH	XPURDAT	XRECDAT

Description [Required]	Description of the Asset.
Class/Type [Required]	Asset Classification - Fixed Assets > Tables > Asset Classification

[ADM-AUC-FA-1917]



2 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

2.1 New & Updated Documentation in the Help Reference Library

- FA – 200 Acquiring Fixed Assets (Help Reference Document)
- GL – 322 Reversing Duplicate Batch (Quick Reference Card)
- MB – 280 Transfer Credits to Pre-Payments (Help Reference Document)
- MB – 285 Apply Pre-Payments to Invoices (Help Reference Document)
- PO – 135 Quantity Based Purchase Orders (Quick Reference Card)
- PO – 215 Purchase Order Approvals (Quick Reference Card)
- PO – 510 Contract Entry (Help Reference Document)
- RC – 320 Adjustment Processing (Help Reference Document)
- RC – 450 Original Tax Taking (Help Reference Document)
- RC – 1370 Statement of Account (Quick Reference Card)

2.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.
Site Link: [Videos & Quick Tips](#)