



Fixed Assets

Release Notes

June 2024

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

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1 Export, Edit, and Import Voucher Data [Enhancement]

The fixed assets module in AUC has a new feature that enables exporting selected voucher data into an Excel® spreadsheet.

- In the Excel® spreadsheet, edit five columns to Select the Assets, Assign Asset Numbers, Sequence Numbers, Voucher Number to link to, and the Voucher Line to link to.
- Save the file as a .CSV and import it back into AUC.
- This feature can save time and effort using the Excel® features to simplify data entry, especially for sites that routinely add hundreds of fixed asset each year.
- Anything changed in the columns will update the voucher records, including clearing out the value if the columns for the record are blank. The changes will be visible on the Edit Selected vouchers screen to review and edit.

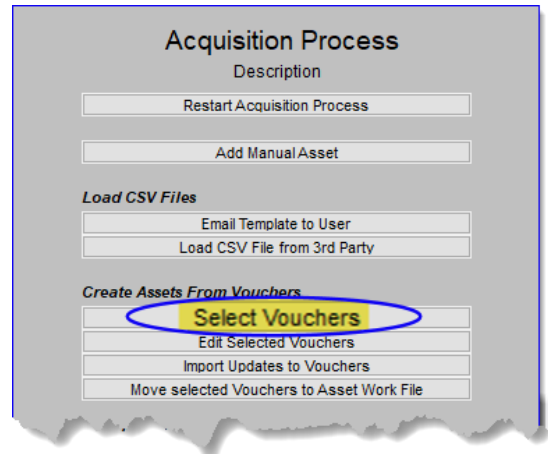
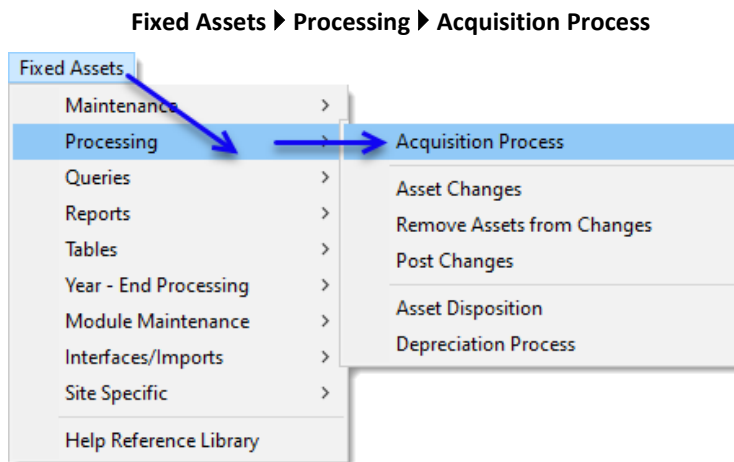


1.1 How to Use the New Feature

To use the feature, follow these steps:

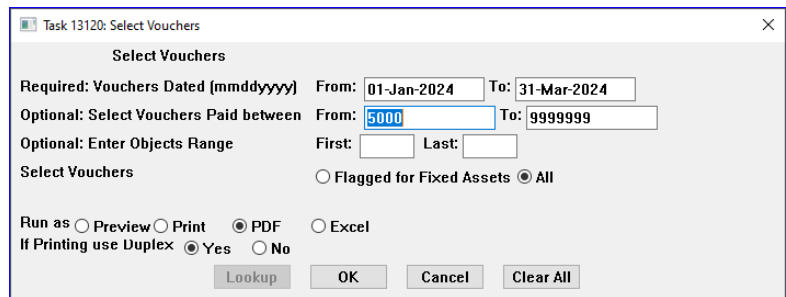
Open the fixed assets module and select the vouchers to export. To access the feature, from the menu, select:

Click on the [Select Vouchers] step:



Since this process can be run multiple times throughout the year, using a date range for a single month or quarter will make it more manageable when updating the asset records.

- **Vouchers Dated** is a required field
- Select a dollar amount range.
- Select by an “object code range” to group similar assets for updating.
- Select either vouchers **Flagged for Fixed** asset, or select **All** vouchers.





Acquisition Process
Description

Restart Acquisition Process

Add Manual Asset

Load CSV Files

Email Template to User

Load CSV File from 3rd Party

Create Assets From Vouchers

Select Vouchers

Edit Selected Vouchers

Import Updates to vouchers

Move selected Vouchers to Asset Work File

Build Assets

Maintain Asset Work File

Asset Work Edit List

Error Check Assets

Create New Assets

[AUC] 13126-Edit Selected Vouchers

File List Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Goto...

Actions

0 Return Steps

1 Select All

2 Deselect All

3 Edit List

4 Export to Excel

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4	Voucher	Line	E VO Date	Vendor Name	Item Desc	PO#	Line	Paid	Asset	Seq#	Link Vouch	Link Line			
13580	2	01-Mar-2023	MALEC TREE SERVICE I	N/A				5090,17							
13581	1	01-Mar-2023	MALEC TREE SERVICE I	N/A				9019,00							
14072	1	09-Mar-2023	MALEC TREE SERVICE I	N/A				6242,50							
14104	1	15-Mar-2023	MALEC TREE SERVICE I	N/A				9092,50							
14454	1	22-Mar-2023	MALEC TREE SERVICE I	N/A				11480,00							
15151	1	30-Mar-2023	MALEC TREE SERVICE I	N/A				6242,50							
11188	1	24-Jan-2023	MARK MCALLIFFE	Curriculum Connection Care	199590	1		8300,00							
504824	1	08-Sep-2022	MARKINGS INC	N/A				9734,78							
505024	1	14-Sep-2022	MARKINGS INC	N/A				22451,33							
505889	1	28-Sep-2022	MARKINGS INC	N/A				20957,03							
506890	1	28-Sep-2022	MARKINGS INC	N/A				5832,57							
500095	1	23-Jan-2023	MARSH & MCLENNAN CO	ASSET DESC: Landscapes/sno	200349	1		11000,00							
508341	1	14-Nov-2022	MARITY'S AUTO SERVICE	crusler 408 vin 31906 n22a				10574,60							
512365	1	03-Feb-2023	MARITY'S AUTO SERVICE	2019 ford explorer n23ap61				6536,01							
514567	1	10-Mar-2023	MARITY'S AUTO SERVICE	class n23ap516034 2022 for				12355,09							
503827	1	11-Aug-2022	MASC	Annual Membership FY23	198671	1		6090,00							
510198	1	13-Aug-2022	MASOCC ENTERPRISES	Credits on Final bills # 9				24233,36							
503229	1	10-Aug-2022	MASS BROKEN STONE CO	N/A				35533,56							
504857	1	08-Sep-2022	MASS BROKEN STONE CO	N/A				112266,44							
504857	2	08-Sep-2022	MASS BROKEN STONE CO	N/A				35000,00							
504857	3	08-Sep-2022	MASS BROKEN STONE CO	N/A				308000,00							
506125	1	01-Sep-2022	MATCO	N/A				20682,90							
508302	1	01-Sep-2022	MATCO	N/A				248249,74							
509189	1	01-Sep-2022	MATCO	N/A				381657,67							
513030	1	01-Sep-2022	MATCO	N/A				220478,58							
513030	1	01-Sep-2022	MATCO	N/A				21187,50							
503436	1	01-Sep-2022	MATCO	N/A				9234,00							
505311	1	01-Sep-2022	MATCO	N/A				56579,00							
510002	1	01-Sep-2022	MATCO	N/A				7418,13							
514561	1	20-Mar-2023	MASS DIVISION OF EMP	FEBRUARY 2023 UNEMPLOYMENT				5769,61							
501333	1	06-Jul-2022	MASS TEACHERS RETIRE	Payroll for checks dated 0				65654,44							

Ready

Use the new feature to update these columns

Select or exclude vouchers to be added to the Fixed Assets Work file

Click on the [Export] button to create the excel file.

Goto...

Actions

0 Return Steps

1 Select All

2 Deselect All

3 Edit List

4 Export to Excel

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4	Voucher	Line	E VO Date	Vendor Name	Item Desc	PO#	Line	Paid	Asset	Seq#	Link Vouch	Link Line			
501272	1	06-Jul-2022	NORFOLK CITY RETIREME	Payroll for checks dated 0				17037,12							
501282	1	06-Jul-2022	TOWN OF BELL-GROUP I	Payroll for checks dated 0				9935,05							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					1,00							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					1,44							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					7,50							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					5,72							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					0,00							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					0,50							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					7,20							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					2,00							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					0,00							
50113	1	06-Jul-2022	Task 13132: Export Vouchers to Excel					0,00							
1337	1	05-Jul-2022	NORFOLK CITY RETIREME	Fiscal Year 2023 Appropria				352465,00							
1399	1	05-Jul-2022	LEXPOL, LLC	FY 23 Contract				8971,76							
501404	1	05-Jul-2022	MGT	12-97-1036-2 Principal				15000,00							
501404	2	05-Jul-2022	MGT	15-97-1036-2 Principal				9992,00							
501404	3	05-Jul-2022	MGT	16-97-1036-2 Principal				12944,00							

Include All Vouchers Checked Vouchers Unchecked Vouchers

Run as Excel

Lookup OK Cancel Clear All



The Excel® file will open on the screen. Edit the following columns:

- Sel
- Asset
- Seq#
- Link_Voucher,
- Link_Line

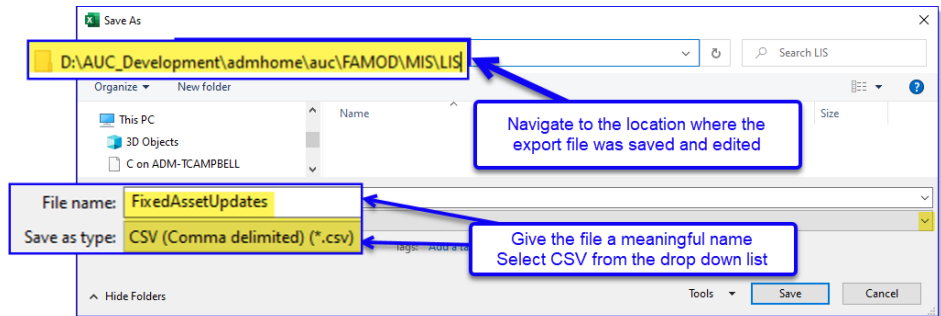
VoucherDate	Voucher	Line	Department	Item	Amount	PO#/Line	Vendor	Name	FY	SK	L	M	N	O	P
1/18/2023	511595	1	DPW	2023-0005	10,400.00		632987	MUTH RAHWERI ARCHITECTS LLP	2023						
1/27/2023	512088	1	FINANCE	Prosper Hill Estates	8,256.73		614851	BSC GROUP INC.	2023						
2/1/2023	512338	1	DPW	N/A	41,853.00		614851	BSC GROUP INC.	2023						
2/23/2023	513402	1	DPW	project 23314.29	17,256.00		614851	BSC GROUP INC.	2023						
2/23/2023	513404	1	DPW	N/A	34,256.00		632987	MUTH RAHWERI ARCHITECTS LLP	2023						
2/27/2023	515441	2	FINANCE	455 Hartford Ave	7,846.00		614851	BSC GROUP INC.	2023						
4/9/2023	516270	1	MIS	FIBER OPTIC CABLING CONNECTING DPW 215 DEPOT ST	49,940.78		63320	COMM-TRACT CORP	2023						
4/9/2023	516272	1	MIS	ARMORED FIBER INSTALLATION AT PD DUE TO DAMAGE FROM ANIMALS	9,982.28		63320	COMM-TRACT CORP	2023						
4/11/2023	516665	1	SCH-MANIT	Install New Energy Optimization Heat Pumps and integrate	152,500.00	199325/1	631978	COMPLETE ENERGY SERVICES	2023						
6/1/2023	517813	1	DPW	N/A	18,759.00		63320	COMM-TRACT CORP	2023						
6/8/2023	518422	1	DPW	N/A	29,902.42		661022	LORUSSO CORP	2023						
6/8/2023	518422	2	DPW	N/A	29,209.43		661022	LORUSSO CORP	2023						
6/15/2023	518795	1	DPW	N/A	45,288.00		632987	MUTH RAHWERI ARCHITECTS LLP	2023						
6/15/2023	518795	2	DPW	N/A	15,000.00	20037/01	631875	FLOORING SOLUTIONS	2023						

Before making any changes, save the file in a location that is accessible to you.

Enter the data in the Excel® spreadsheet in the same way the data is entered on the [Edit Selected Vouchers] screen.

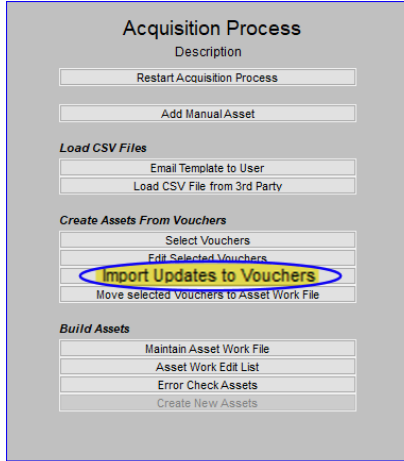
- Do not remove or add any columns.
- If any records (rows) removed from the Excel/CSV file no updates will be made to those records.
- Do not delete the column headers It is OK to remove rows that will not be updated, but it is not required. If the rows remain unchanged – then no updates to the voucher will be done.
- Only change the SEL, Asset, Seq#, Link Voucher, and Link Line field. Do not change any other fields, including the Voucher# or Line#.

Save the Excel® file as a .CSV and close it.

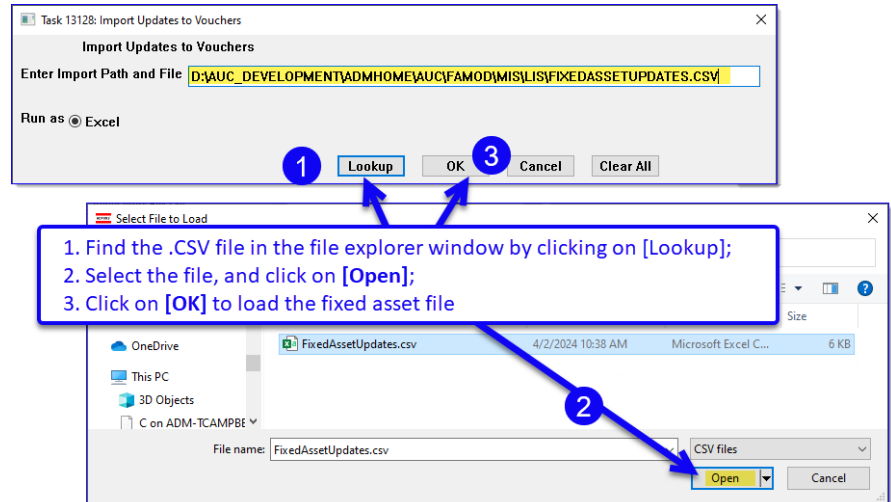




Go back to the fixed assets module Acquisition Process steps menu and click on the Import Updates to Vouchers button.



Select the .CSV file that you edited and confirm the changes.



Review the imported voucher data on the Import Voucher Changes report. If you accidentally upload incorrect data or make an unintentional change, make the change directly on the 'Edit Selected Vouchers' screen.

This report shows the Original values on the left, and the **New Values** on the right of the screen (highlighted in yellow).

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	Voucher	Line	Orig Sel	Orig Asset	Orig Seq#	Orig Link_Voucher	Orig Link_Line	New Sel	New Asset	New Seq#	New Link_Voucher	New Link_Line	Error_Message
3	501785	1	T					T	161				
4	502009	1	T					T	169				
5	504714	1	T					T	161				
6	504857	1	T					T	161		501785		
7	504857	2	T					T	162				
8	504857	3	T					T	163		504857		
9	504857	4	T					T	164		508517		
10	505024	1	T					T	176				
11	507332	1	T					T	171				
12	507425	1	T					T	171				
13	507456	1	T					T	166				

If there are errors they will be identified in Column M, Error_Message. The records with errors will not be updated.

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	Voucher	Line	Orig Sel	Orig Asset	Orig Seq#	Orig Link_Voucher	Orig Link_Line	New Sel	New Asset	New Seq#	New Link_Voucher	New Link_Line	Error_Message
3	501289	1	T					T	151	1			
4	501333	1	T					T	151	2			
5	501345	1	T					T	151	3			
6	501348	1	T					T	151	4			
7	501359	1	T					T	152	1			
8	501404	1	T					T	152	1			
9	501404	2	T					T	152	1			
10													
11	The following Vouchers were not updated see Error Message												
12													
13	501359	2	T					T	152	1			Asset: 152 Seq#: 1 already assigned to Voucher: 501_359 Line: 1
14													



Return to the Edit selected vouchers screen to see the results.

Set	Voucher	Line	S VO Date	Vendor Name	Item Desc	8 PO#	Line	Paid Asset	Seq#	Link Vouch	Link Line
	504824	1	08-Sep-2022	MARKINGS INC	N/A			9734.78			
	504835	2	08-Sep-2022	FSC	N/A			7285.00			
	504857	1	08-Sep-2022	MASS BROKEN STONE CO	N/A			112266.44	161	501785	1
	504857	2	08-Sep-2022	MASS BROKEN STONE CO	N/A			35900.00	162		
	504857	3	08-Sep-2022	MASS BROKEN STONE CO	N/A			308000.00	163	504857	1
	504857	4	08-Sep-2022	MASS BROKEN STONE CO	N/A			20562.30	164	508517	1
	504861	1	14-Sep-2022	MASS TEACHERS RETIRE	Payroll for checks dated 1			80811.64			
	504862	1	14-Sep-2022	MASS TEACHERS RETIRE	Payroll for checks dated 1			6661.03			
	504857	1	08-Sep-2022		checks				161		
	504857	2	08-Sep-2022		checks				162		
	504857	3	08-Sep-2022		checks				163		
	504857	4	08-Sep-2022		checks				164		
	504915	1	08-Sep-2022	EVERGREEN CENTER, IN	tuition 7/1/22-6/30/23 sc	198662	1	5262.36			

Move the Vouchers to the Asset Work file and continue with the process as usual.

Acquisition Process

Description

Restart Acquisition Process

Add Manual Asset

Load CSV Files

Email Template to User

Load CSV File from 3rd Party

Create Assets From Vouchers

Select Vouchers

Edit Selected Vouchers

Import Updates to Vouchers

Move selected Vouchers to Asset Work File

Build Assets

Maintain Asset Work File

Asset Work Edit List

Error Check Assets

Create New Assets

Task 13130: Move selected Vouchers to Asset Work File

Move selected Vouchers to Asset Work File

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

[ADM-AUC-FA-1913]

1.2 Move Vouchers to Asset Work File Report [Enhancement]

ADMINS added the option to produce the report in Excel. To run the report, access the menu by selecting:

Fixed Assets ▶ **Processing** ▶ **Acquisition Process**

Click on the

step.

Task 13130: Move selected Vouchers to Asset Work File

Move selected Vouchers to Asset Work File

Run as Preview Print PDF Excel

If Printing use Duplex Yes No



When run as Excel, the report will look like this:

Asset#	Seq#	Vouch#	Line	VoucherDate	Description	Amount	PO#/Line#	Vendor	Vendor Name
26	161	1	501,785	1/7/11/2022	fence material delivered high st field	20,250.00		019185	CHAMPION FENCE LLC
27	161	2	504,714	1/9/8/2022	FENCE HIGH ST FEILD	20,250.00		019185	CHAMPION FENCE LLC
28	161	3	504,857	1/9/8/2022	N/A	112,266.44		016497	MASS BROKEN STONE CO DBA
29	161	4	509,893	1/12/13/2022	Mack Brass TU422L, 3/4 Bbb Tube in lacquer	5,037.00	197087/1	031050	MACK BROKEN OF VIRGINIA LLC
30	162	1	504,857	2/9/8/2022	N/A	35,000.00		016497	MASS BROKEN STONE CO DBA
31	163	1	507,767	1/11/3/2022	T5: GRILLO/35 FARM ST	26,495.00		022865	ADC SEPTIC
32	163	2	504,857	3/9/8/2022	N/A	308,000.00		016497	MASS BROKEN STONE CO DBA
33	164	1	508,517	1/11/17/2022	T5: FONTAINE/40 PAINE ST	33,450.00		022865	ADC SEPTIC
34	164	2	504,857	4/9/8/2022	N/A	20,562.90		016497	MASS BROKEN STONE CO DBA
35	165	1	510,350	1/12/22/2022	T5: MASON/205 BLACKSTONE ST	13,200.00		022865	ADC SEPTIC
36	165	2	508,302	1/11/10/2022	N/A	381,657.87		016497	MASS BROKEN STONE CO DBA
37	166	1	511,454	1/1/13/2023	T5: ELDRIDGE/6 LITTLETREE LN	28,600.00		022865	ADC SEPTIC
38	166	2	509,189	1/12/1/2022	N/A	220,478.58		016497	MASS BROKEN STONE CO DBA
39	167	1	511,455	1/1/13/2023	T5: MASON/205 BLACKSTONE ST (Final Payment)	13,850.00		022865	ADC SEPTIC
40	168	1	507,458	1/10/27/2022	N/A	229,253.75		031424	AMSTAR OF WESTERN NEW YORK INC

When run as PDF, the report looks like this:

Asset#	Seq#	Vouch#	Line	VoucherDate	Description	Amount	PO#/Line#	Vendor	Vendor Name
20	1	510875	1	04-Jan-2023	BELL/PA SYSTEM FOR MEMORIAL SCHOOL	29,438.00	198054/2	009293	OCKERS COMPANY
21	1	511083	1	05-Jan-2023	Ambulance Vin# 3c7wrcnl8ngl32481 22 Dodge Ram 5500 4x4	342,056.00	199330/1	030292	SPECIALTY VEHICLES INC
22	1	511592	1	18-Jan-2023	2022-RRVV	268,043.56		011903	SEALCOATING, INC. DBA
23	1	512268	1	01-Feb-2023	N/A	163,489.78		032014	STARGO NORTHEAST LLC
24	1	513030	1	15-Feb-2023	N/A	21,187.50		016497	MASS BROKEN STONE CO DBA
25	1	510877	1	04-Jan-2023	BELL/PA SYSTEM FOR MEMORIAL SCHOOL	8,000.00	198054/2	009293	OCKERS COMPANY

[ADM-AUC-FA-1914]

1.3 Maintain Asset Work File Excel List Button [Enhancement]

A new button has been added to the 'Maintain Asset Work File' step in the acquisition process. This button is available on the 'Classification' and 'Accounting' tabs.

The 'Edit List' button on the screens remains unchanged because it allows for a detailed version that would not be suitable to run as Excel.

Acquisition Process
Description

Restart Acquisition Process

Add Manual Asset

Load CSV Files

Email Template to User

Load CSV File from 3rd Party

Create Assets From Vouchers

Select Vouchers

Edit Selected Vouchers

Import Updates to Vouchers

Move selected Vouchers to Asset Work File

Build Assets

Maintain Asset Work File

Asset Work Edit List

Error Check Assets

Create New Assets

Maintain Asset Work File

Asset Entry [Classification] Entry Begun

Asset# 501875 Seq# 1 Description BELL/PA SYSTEM
Add Description QUOTE 70478
Asset Activity BU Asset In-Use Added via Voucher

0 Sum 1 Classification 2 Accounting Comments

Classification

Class Sub-Class Comm Item Condition Quantity Year 0000

Manufacturer Make Model Serial#/Vin# Invoice Tag# 000-0000000

Location

Location Dept Group TECHNOLOGY TECHNOLOGY
Parcel#
Address 1
Address 2
Address 3
Owner
Employee 000000
Contact Info

Acquisition Information

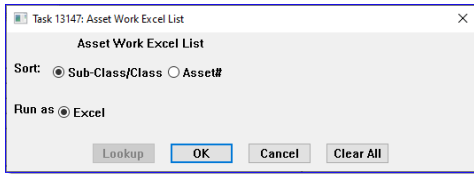
Acquisition Method PU Purchase
Date Purchased 04-Jan-2023
Date Received 07-Oct-2022
PO# 198054
Voucher/Invoice 510877
Vendor 009293 01
PO BOX 849512
BOSTON MA 02284-9512

Asset Notes
No text available 4 Edit Note

Maintenance Information

Scheduled Replacement Date
Next Maintenance Date

5 Return to Steps 6 Error Check 7 Edit List 8 Excel List 9 Delete Asset



There is only one 'Run as' option available, and the report will generate rapidly with the output appearing as shown.

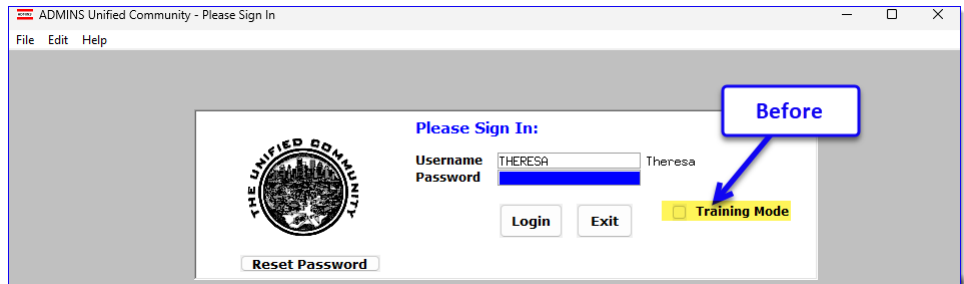
Asset#	Desc	Class	SubCls	Original Cost	Salvage Value	Basis	Accum. Deprec	Book Value	Entry	Status
20	1 BELLIPA SYSTEM FOR MEMORIAL SCHOOL			29,438.00		29,438.00		29,438.00	Entry Began	
21	1 Ambulance Vintf 3c7wnc8ng132481 22 Dodge Ram 5500 4x4			342,058.00		342,058.00		342,058.00	Entry Began	
22	1 2022 RRVV			268,043.56		268,043.56		268,043.56	Entry Began	
23	1 NIA			163,489.78		163,489.78		163,489.78	Entry Began	
24	1 NIA			21,187.50		21,187.50		21,187.50	Entry Began	
25	1 BELLIPA SYSTEM FOR MEMORIAL SCHOOL			9,000.00		9,000.00		9,000.00	Entry Began	
Total By Class				833,216.84		833,216.84		833,216.84		
Total By Sub-Class				833,216.84		833,216.84		833,216.84		
Grand Total				833,216.84		833,216.84		833,216.84		

[ADM-AUC-FA-1915]

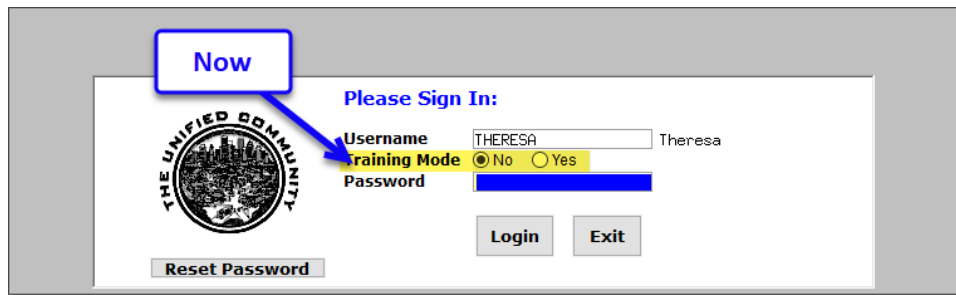
2 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. *(The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)* See [SY-175 Copy Live to Training](#) in the Help Reference Library for details.

ADMINS changed the location of the **Training Mode** option to be **above** the Password field, to help users select it before entering the password.



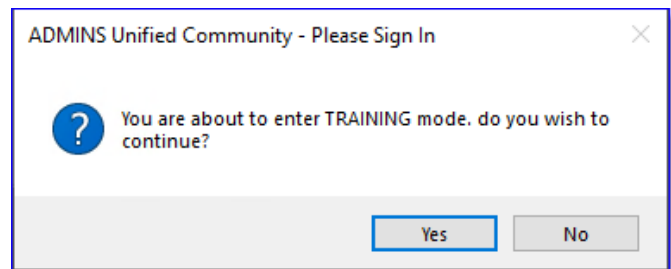
To access the Training area, select the **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.



*(The default is **No**; typing the password and {Enter} will go to Live).*

To proceed to Training mode, click on **Yes**. The prompt will default to **Yes** if the Training mode radio button is **Yes**, and will go straight to training by pressing **{Enter}** *(without clicking on any button)*.

Press **No** to log in to live.



[ADM-AUC-SY-8323]



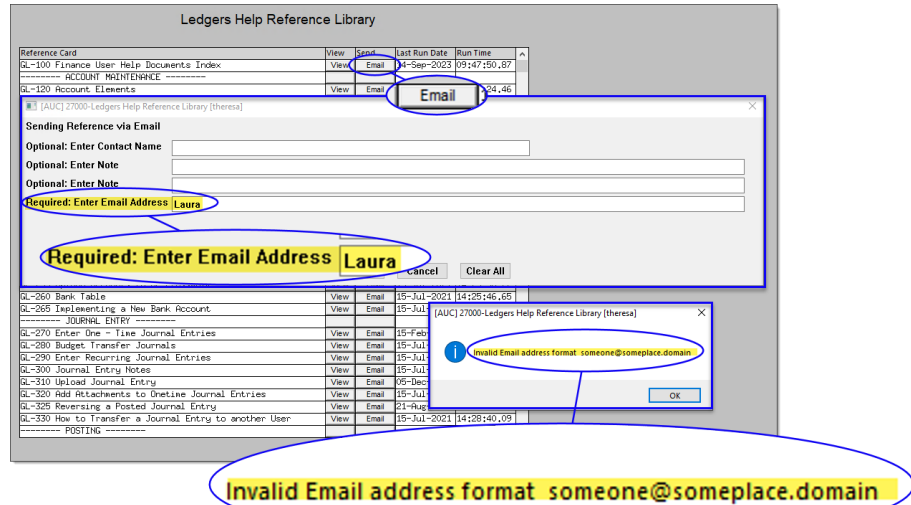
3 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

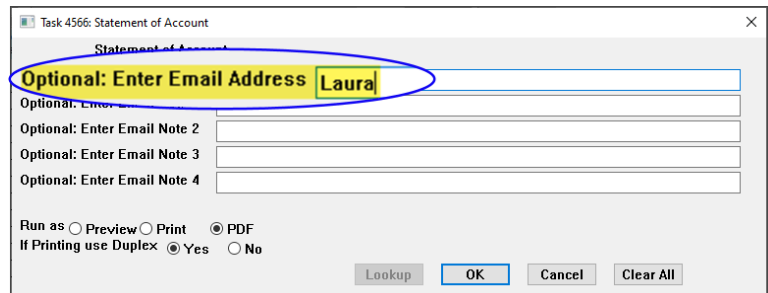
For example, "xxx@ccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click on the prompt and enter a valid email address on the Required field.



The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.



[ADM-AUC-SY-8331]

4 Help Reference Library New & Updated Content

Processing System

FA-200 Acquiring Assets
[SY-170 System Administration Requirements Kit](#)

[Updated]
[Updated]

4.1 New & Updated Content on ADMINS.com

[SY-170 System Administration Requirements Kit](#)

[Updated]