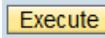


## Asset Classes

Assets under Construction (AuC)	Asset number begins with 5
CAFR	Asset class begins with BLDG, LAND, IMPR, INFR, or EQ  Asset number begins with 1 - 6
OSA	Asset class begins with XBLDG, XIMPR, XINFR, or XEQ  Asset number begins with 7
Agency Optional	Asset class begins with ZACH or ZEQ  Asset number begins with 8

## Shortcuts

- Right-click on any blank area of the screen in any t-code to get a list of shortcuts.
- Press F1 within any field for field level help.
- Press F8 instead of  or .
- Press F4 instead of .
- Press Enter instead of  or .
- Press Ctrl+S instead of Save.
- Press F3 instead of  or .

## More Tips

- To relate an asset that is a betterment or upgrade to another asset, use the asset super number field on the Allocations tab of the Master Data record. Copy and paste the asset number of the main asset into the asset super number field of both the main asset and the betterment or upgrade asset. Add U1, U2, etc. to the end of the inventory number of the betterment/upgrade to distinguish it from the main inventory number. De-select "include asset in inventory list" on the General tab of the Master Data record if you do not want the betterment or upgrade listed for audit purposes.
- Sub-assets require unique asset and inventory numbers. Add A, B, etc. to the end of the inventory number of the sub-asset to distinguish it from the main inventory number. De-select "include asset in inventory list" on the General tab of the Master Data record if you do not want the sub-asset listed for audit purposes.
- Parent/child relationships are also established using the asset super number field (tip 7 above). Use the asset main number text field on the General tab of the Master Data record to describe the relationship, e.g. "assigned to vehicle 130-0012457".
- MAGIC requires the VIN for a vehicle to be entered in the manufacturer field on the Master Data record, not the serial number field. The Agency Fleet Coordinator will manually update the equipment record to copy and paste the VIN from the manufacturer field to the VIN field. This manual update will populate the manufacturer, model, and other vehicle-related information on both the asset and equipment records.
- To search by inventory number, click the search icon next to the asset number field. Select the inventory number tab. Enter the inventory number in the search field, using the wildcard \* as needed. Hit the binoculars and select the appropriate result.



## Fixed Assets

### Job Aid



For Customer Support Information go to <http://www.dfa.ms.gov/dfa-offices/mmrs/>

## Transaction Codes

AS01	Create Asset
AS02	Change Asset
AS03	Display Asset
AS06	Delete Unposted Asset
ABZON	Acquire Asset with Automatic Offsetting Entry (asset acquired without purchase order)
ABNAN	Post-capitalization of Asset
ABUMN	Transfer Asset (within agency)
AB08	Reverse Asset Line Items
ABAVN	Retire Asset by Scrapping
AR01	Create Worklist
ZFAA_SAGY	Sending Agency – Inter-Agency Transfer
ZFAA_ASSET_WL_STATUS	Worklist Status Report

## Useful Reports

S_ALR_87012056	Display Directory of Unposted Assets
ZFAM_ASSETS_BY_EMPL	Active Assets by Employee
AR01	Display Asset Balances
S_ALR_87012050	Display Asset Acquisitions
S_ALR_87012052	Display Asset Retirements

## Tips

1. Create multiple, similar asset shells using the “number of similar assets” field on the initial screen of AS01 when receiving donated/confiscated assets. When ready to save, choose the option to **maintain** the assets to assign individual inventory numbers. Enter the inventory numbers line by line, or copy and paste a list of inventory numbers from an Excel spreadsheet.
2. To search for the appropriate NIGP code on the purchase order (PO), click the Search icon. Click “Restrictions” to open. Change maximum number of hits to 9999. Enter case-sensitive search text in the Text field, using \* as the wildcard, e.g. \*Credenza\*. Hit the binoculars at the **bottom** of the search window. Narrow your results using the search box and binoculars at the **top** of the search window. The first result matching your criteria will be highlighted.
3. Post value to multiple asset shells using the “multiple assets” button on the initial screen of ABZON. Enter the asset numbers and acquisition costs line by line, or copy and paste from an Excel spreadsheet (include a blank column between asset number and acquisition cost for the sub-asset number).
4. Use the “Room” and “Additional Location” fields on the **time-dependent** tab of Master Data record to further define the physical location of your assets.
5. To add to a worklist before it is released (e.g. list of assets for surplus), use Menu -> edit -> worklist -> add to worklist.
6. To print a worklist (e.g. list of assets for surplus), use Menu -> list -> print after it has been added to the queue.

## Transaction Types/Offsetting Accounts for posting value using ABZON

Acquisition Method	Transaction Type	Offsetting Account
Donation or confiscation	X10 CAFR Assets Only	42400000
	X 16 Non-CAFR assets	82000000
Shop-made equipment	X11 OSA & Agency optional Only	82000000
Non-Treasury acquisition	X12	10110000 (with document type AS)
Lease Purchase	X13	10150000 (with document type AS)

## Transactions Requiring Adjusting Accounting Entries

ABUMN	Current year transfer within an agency
ABNAN	Post-capitalization of an asset
CJ88	Settlement of an asset
ABZON	Posting value to asset acquired without purchase order
AR01	Sale of current or prior year asset