



UPDATE FIXED ASSETS SETUP AND CONFIGURATION

FA

QUICK REFERENCE GUIDE FA-11

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Update Fixed Assets Setup and Configurations in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of updating setup and configurations for Fixed Assets in NCFS which includes updates of locations, categories, and asset books etc.



User Tip:

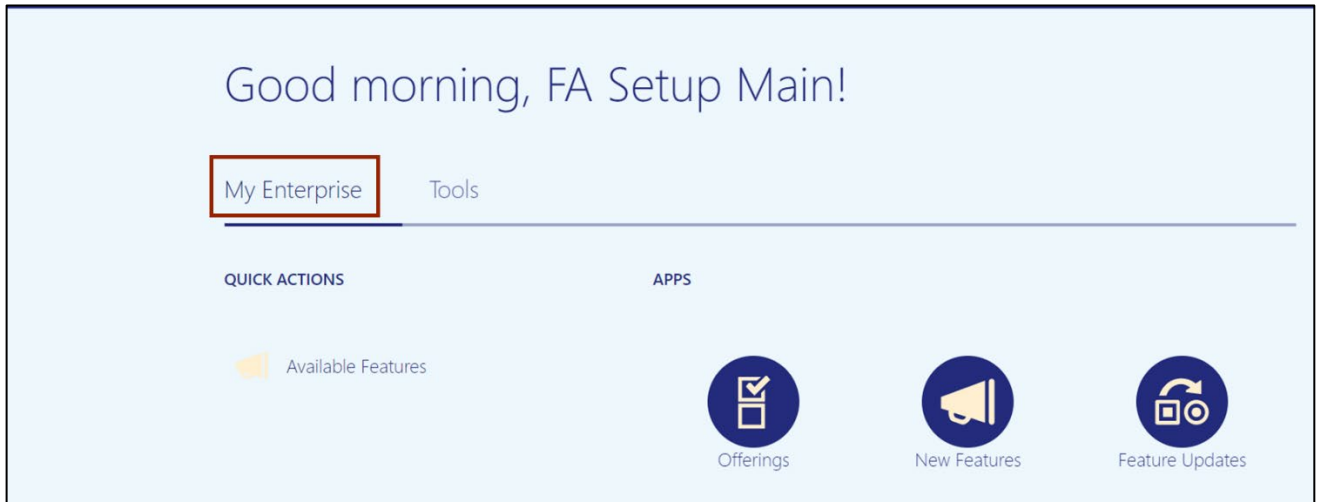
The following are prerequisites to update setup and configurations:

1. Gather all required information required for the new setup or updates to the existing configurations.

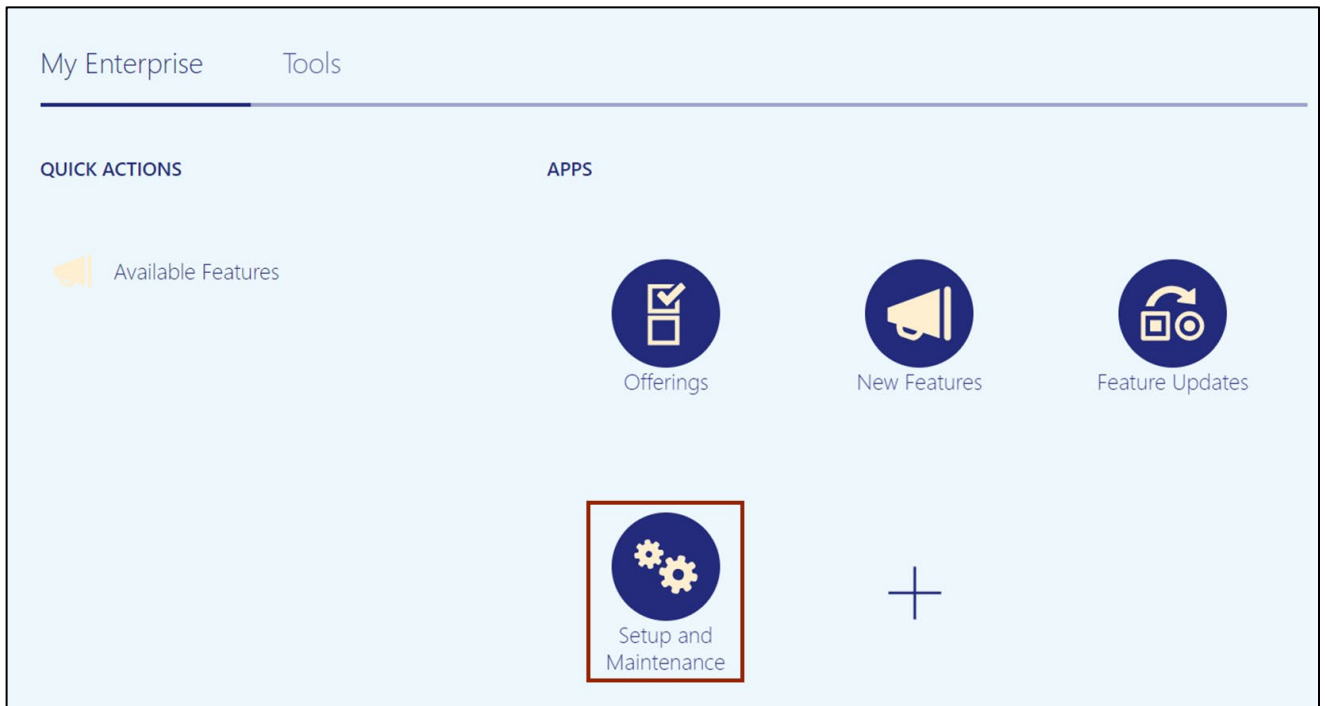
Update Fixed Assets Setup and Configurations

To update Fixed Assets Setup and Configuration in NCFS, please follow the steps below:

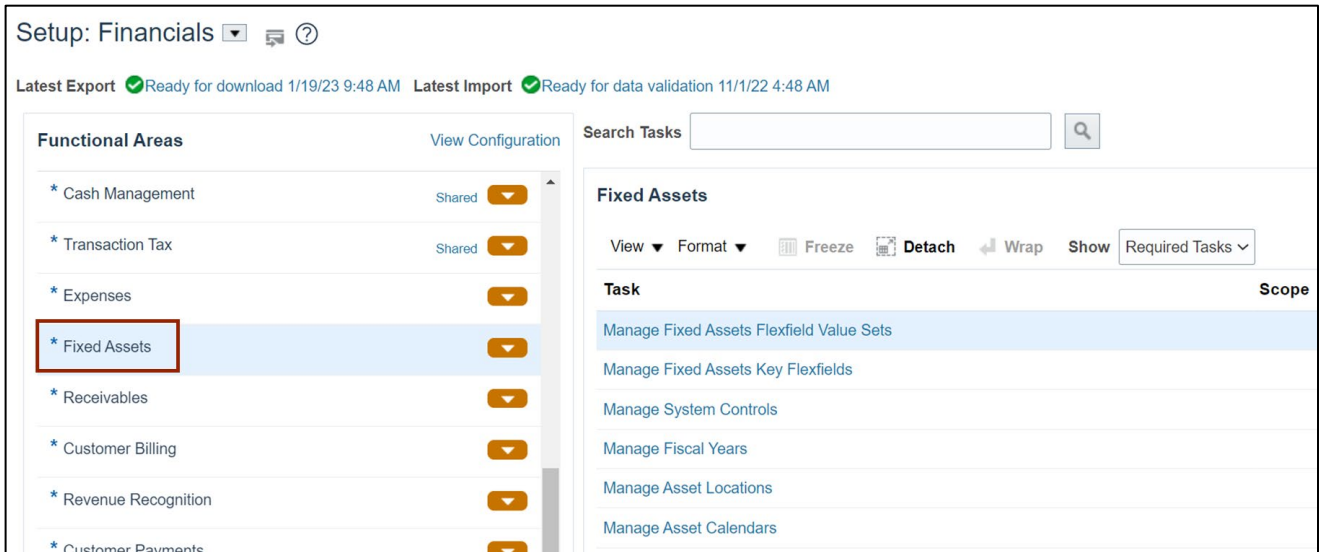
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, Click on **My Enterprise** tab.



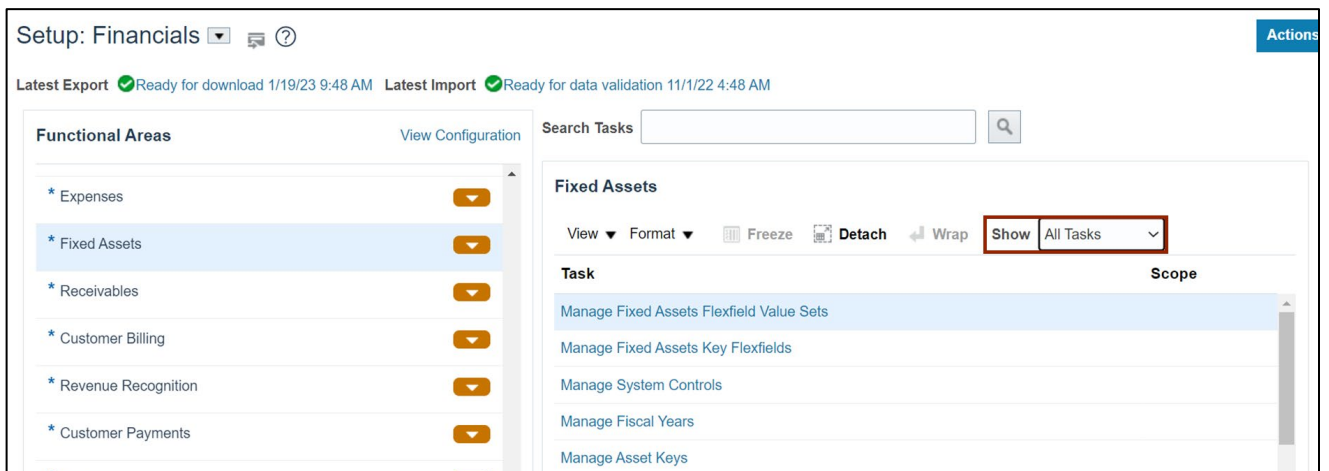
3. Click on **Setup and Maintenance** app.



- 4. On the **Setup: Financials** page, click ***Fixed Assets** under the **Functional Areas**.



- 5. On the right-hand side of the page, select **All Tasks** from the **Show** drop-down choice list.



6. The **Fixed Assets** section will show all the configuration tasks that are available for Fixed Assets.

Setup: Financials ▼ 🗨 ?

Latest Import ✔ Ready for data validation 5/2/23 11:04 AM

Functional Areas Change Feature Opt In

- * Expenses ▼
- * Fixed Assets ▼
- * Receivables ▼
- * Customer Billing ▼
- * Revenue Recognition ▼
- * Customer Payments ▼
- * Customers Shared ▼
- * Items Shared ▼
- * Collections ▼

Search Tasks

Fixed Assets

View ▼ Format ▼ 📄 Freeze 🔗 Detach ↶ Wrap Show All Tasks ▼

Task	Scope	Actions
Manage Fixed Assets Flexfield Value Sets		▼
Manage Fixed Assets Key Flexfields		▼
Manage System Controls		▼
Manage Fiscal Years		▼
Manage Asset Keys		▼
Manage Asset Locations		▼
Manage Asset Calendars		▼

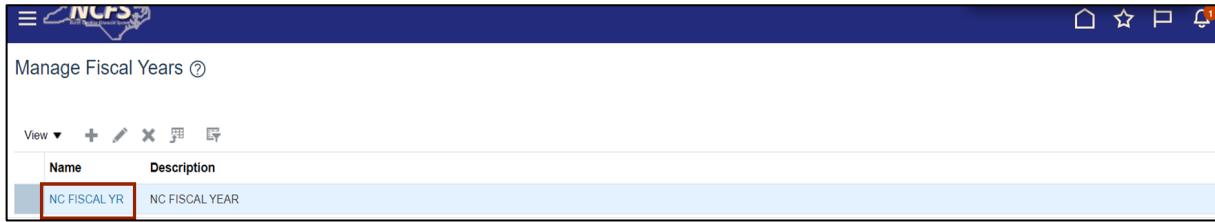
7. Click the Manage Fiscal Years link.

Fixed Assets

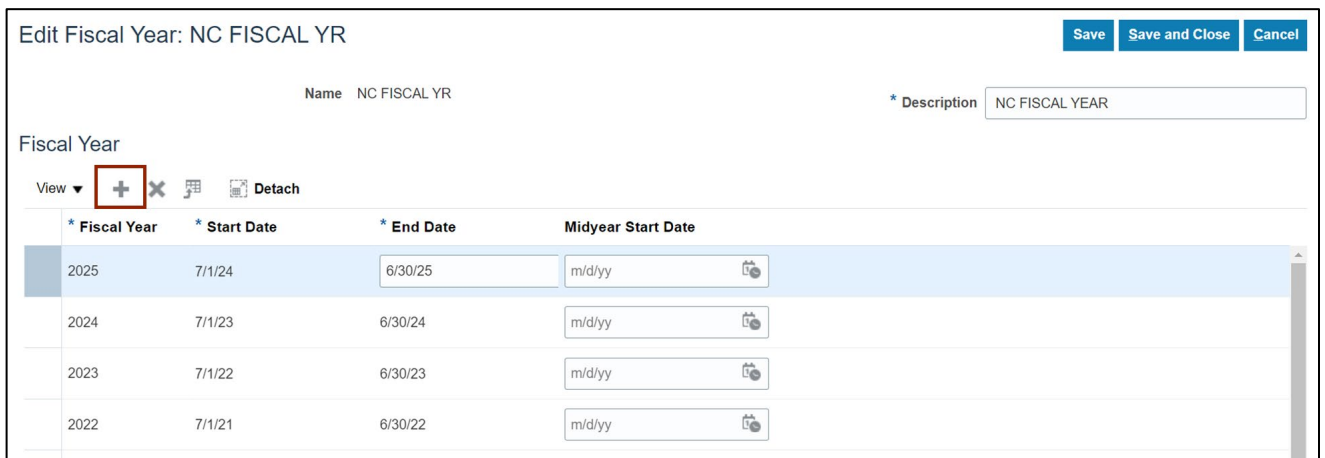
View ▼ Format ▼ 📄 Freeze 🔗 Detach ↶ Wrap Show All Tasks ▼

Task	Scope
Manage Fixed Assets Flexfield Value Sets	
Manage Fixed Assets Key Flexfields	
Manage System Controls	
Manage Fiscal Years	
Manage Asset Keys	
Manage Asset Locations	
Manage Asset Calendars	
Manage Prorate Conventions	
Manage Depreciation Methods	
Manage Bonus Rules	

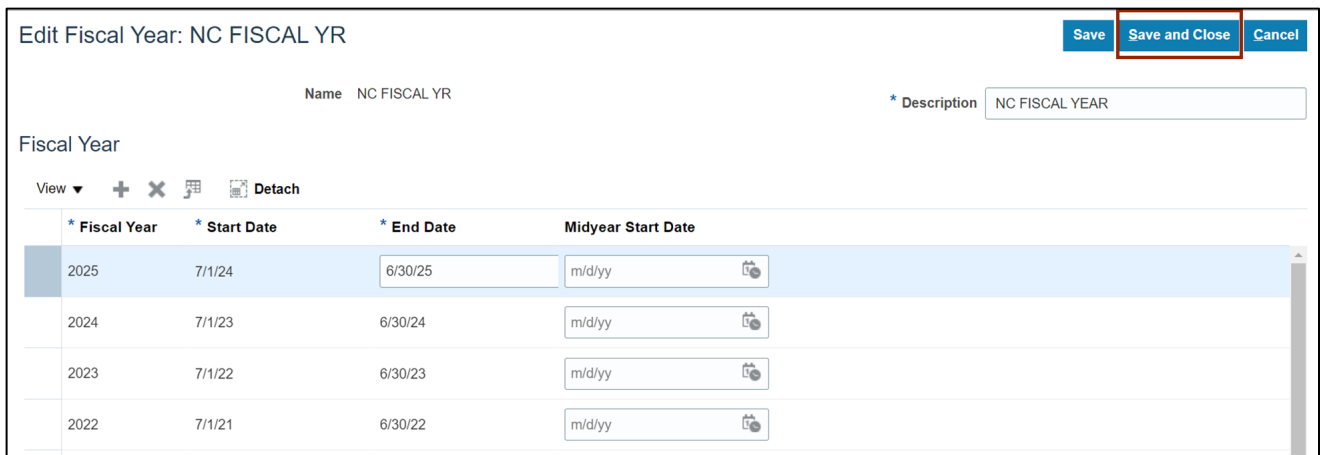
8. The **Manage Fiscal Years** page opens. Click the NC FISCAL YR link.



9. Click the **plus icon (+)** to add new fiscal year. A new row will be added automatically with the ***Start Date** and ***End Date** prefilled.



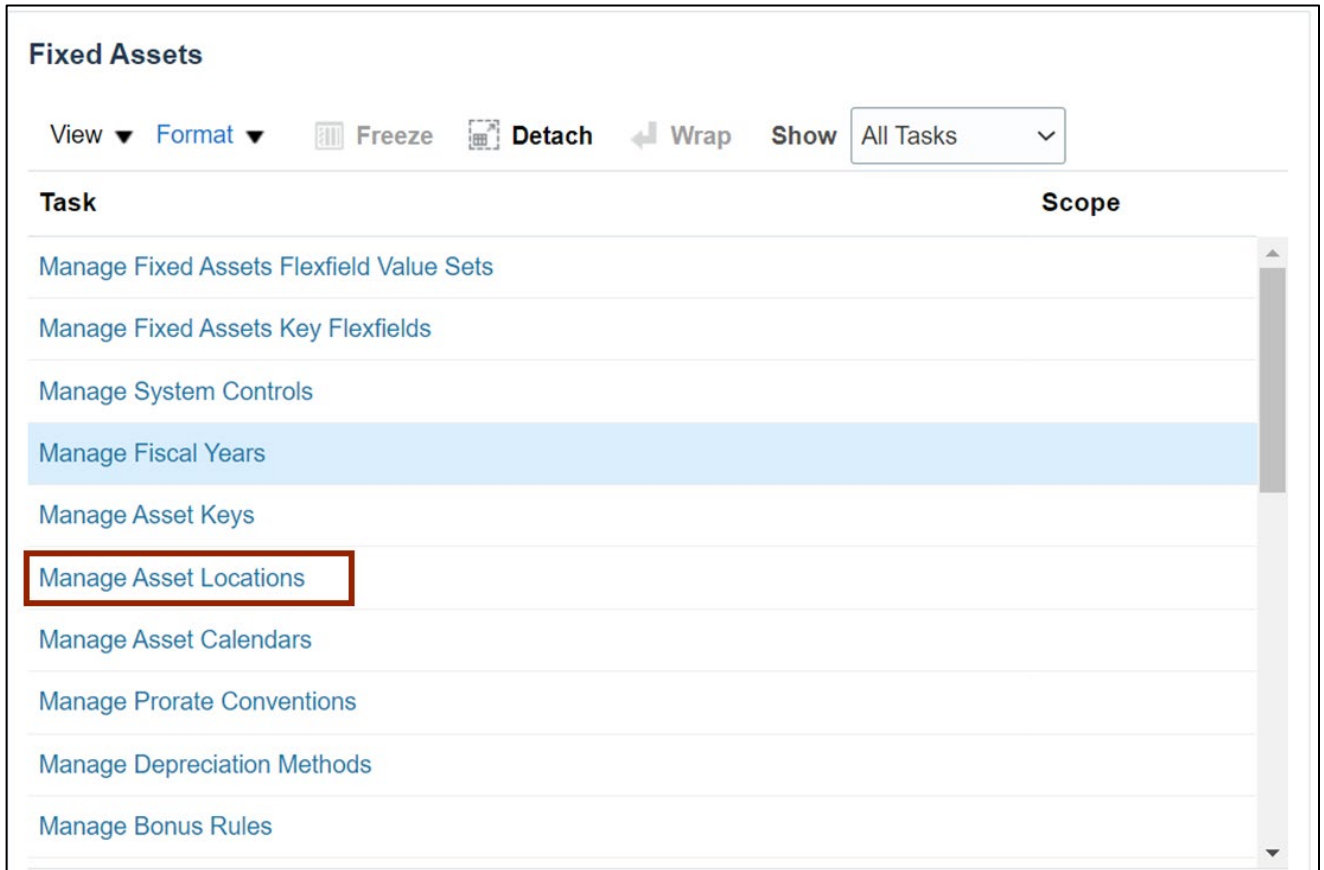
10. Click the **Save and Close** button to save the updates.



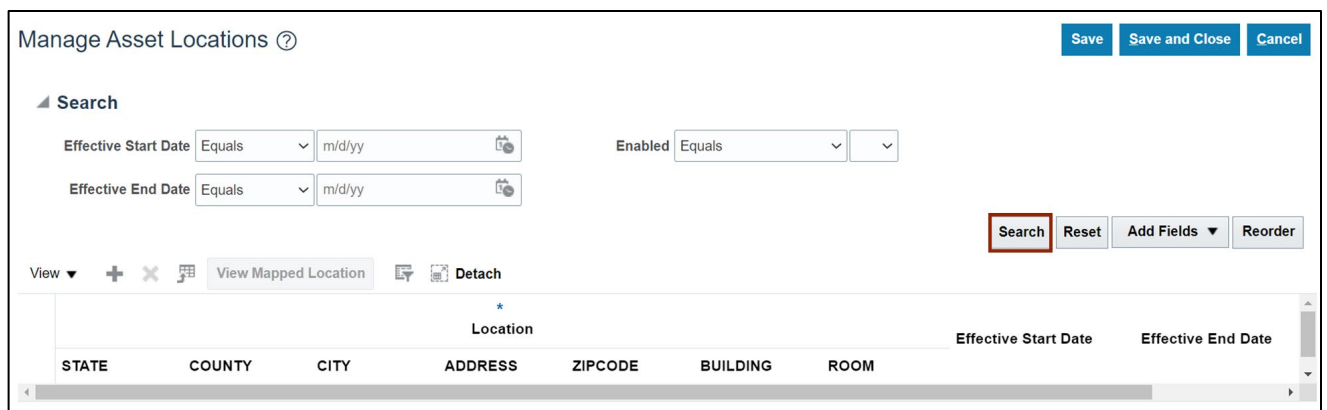
Manage Asset Locations

To manage Asset Locations in NCFS, please follow the steps below:

1. Navigate to **Setup and Maintenance (Home page > My Enterprise tab > Setup and Maintenance app)** and click the **Manage Asset Locations** link.



2. On the **Manage Asset Locations** page, click the **Search** button to query existing locations.



3. Update the **Effective Start Date**, **Effective End Date** and **Enabled** flag as required.

Manage Asset Locations ? Save Save and Close Cancel

Search

View + × 📄 View Mapped Location 🗑️ Detach

Location								Effective Start Date	Effective End Date	Enabled
STATE	COUNTY	CITY	ADDRESS	ZIPCODE	BUILDING	ROOM				
NC	ALAMANCE	ADVANCE	061 US HWY 158. W	00000	3E301	0000	<input type="text" value="m/d/yy"/>	<input type="text" value="m/d/yy"/>	<input checked="" type="checkbox"/>	
NC	WILSON	WILSON	4761 WARD BLVD	27893	MED	AD			<input checked="" type="checkbox"/>	
NC	LENOIR	KINSTON	2415 W VER AVE	28504	MED	EQU			<input checked="" type="checkbox"/>	
NC	WAKE	RALEIGH	1201 UMSTEAD DRIVE	27603	MOBILE	0000			<input checked="" type="checkbox"/>	

4. Click the **Save and Close** to save the updates.

Manage Asset Locations ? Save Save and Close Cancel

Search

View + × 📄 View Mapped Location 🗑️ Detach

Location								Effective Start Date	Effective End Date
STATE	COUNTY	CITY	ADDRESS	ZIPCODE	BUILDING	ROOM			
NC	WAKE	RALEIGH	3512 BUSH ST	27609	00000	0000	<input type="text" value="m/d/yy"/>	<input type="text" value="m/d/yy"/>	
NC	WAKE	RALEIGH	3514 BUSH STREE	27609	00000	0000			

5. Click the **plus [+]** icon to add a new asset location.

Manage Asset Locations ? Save Save and Close Cancel

Search

Effective Start Date Equals 📅 Enabled Equals

Effective End Date Equals 📅

Search Reset Add Fields Reorder

View + × 📄 View Mapped Location 🗑️ Detach

Location								Effective Start Date	Effective End Date
STATE	COUNTY	CITY	ADDRESS	ZIPCODE	BUILDING	ROOM			

- Enter the information or select the available values by clicking on the drop-down choice list for each field.

Note: If a value is not available on the drop-down choice list, follow steps 40-52 to add the *STATE, COUNTY, CITY, ADDRESS, ZIPCODE, BUILDING, and ROOM*.

Manage Asset Locations ? Save Save and Close Cancel

Search

View + × 📄 View Mapped Location 🗨️ 📄 Detach

Location							Effective Start Date	Effective End Date	Enabled
STATE	COUNTY	CITY	ADDRESS	ZIPCODE	BUILDING	ROOM			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	m/d/yy	m/d/yy	<input type="checkbox"/>

- Scroll to the right and click the **Enabled** checkbox to enable the location.

Manage Asset Locations ? Save Save and Close Cancel

Search

View + × 📄 View Mapped Location 🗨️ 📄 Detach

Location							Effective Start Date	Effective End Date	Enabled
STATE	COUNTY	CITY	ADDRESS	ZIPCODE	BUILDING	ROOM			
NC	Wal	Raleig	123 Main Street	2100	F5	99	m/d/yy	m/d/yy	<input checked="" type="checkbox"/>

- Click the **Save and Close** button to save the new location.

Manage Asset Locations ? Save Save and Close Cancel

Search

Effective Start Date Equals 🗨️ Enabled Equals

Effective End Date Equals 🗨️

Search Reset Add Fields Reorder

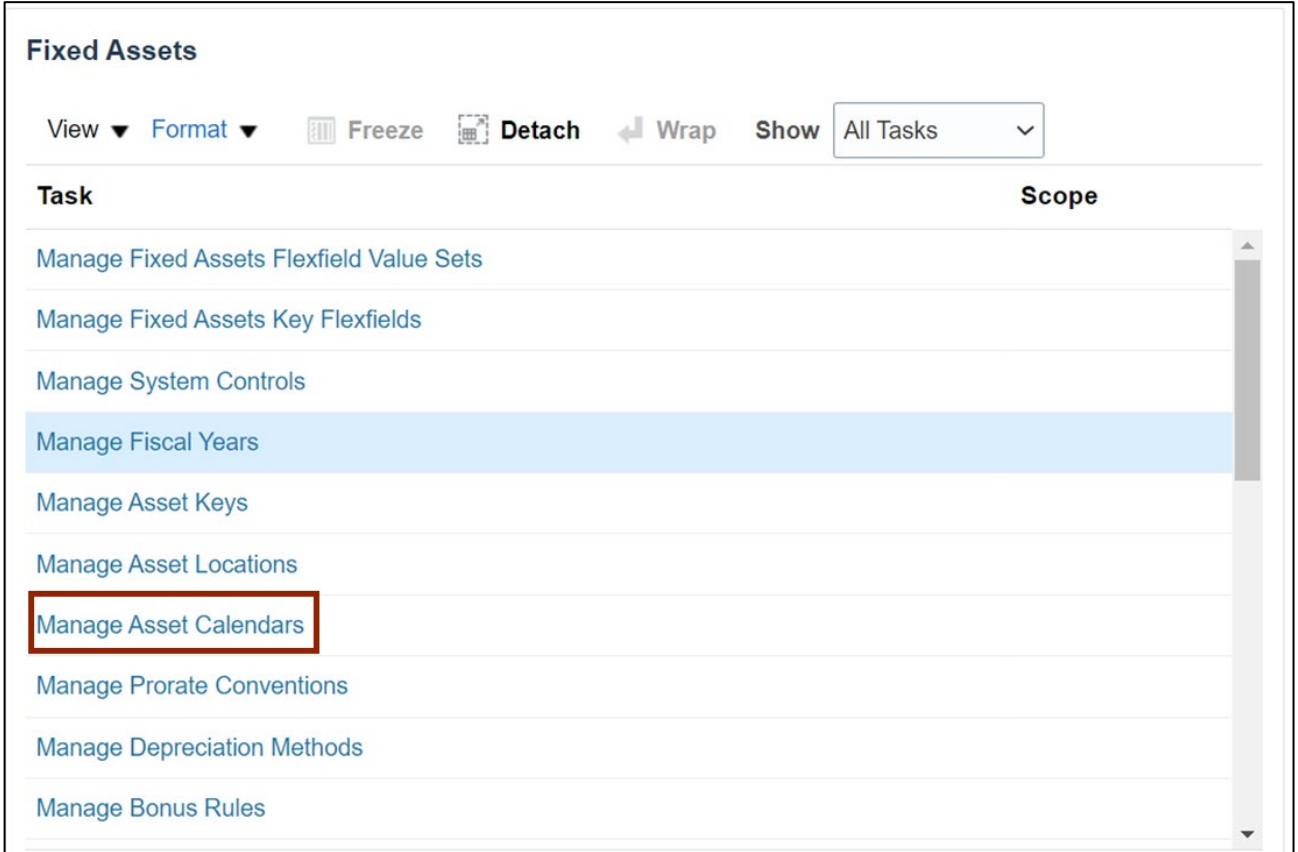
View + × 📄 View Mapped Location 🗨️ 📄 Detach

Location						Effective Start Date	Effective End Date	Enabled
COUNTY	CITY	ADDRESS	ZIPCODE	BUILDING	ROOM			
New	New	New	New	New	New	m/d/yy	m/d/yy	<input checked="" type="checkbox"/>

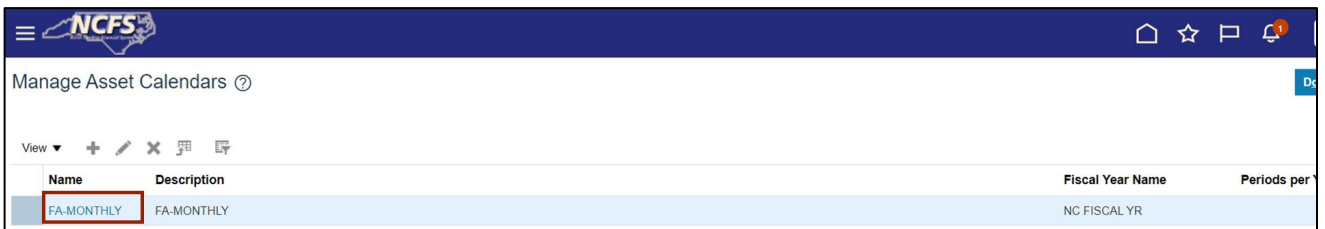
Manage Asset Calendars

To manage Asset Calendars in NCFCS, please follow the steps below:

1. Navigate to **Setup and Maintenance (Home page > My Enterprise tab > Setup and Maintenance app)** and click the **Manage Asset Calendars** link.



2. Click the **FA MONTHLY** link to open the calendar.



3. Click the **plus [+]** icon to add new period to the calendar.

Edit Calendar: FA-MONTHLY Save Save and Close Cancel

Name FA-MONTHLY Periods per Year 12

Description FA-MONTHLY Period Suffix None

Fiscal Year Name NC FISCAL YR

▲ Periods

View + × 📅 📄 📄 Detach Fiscal Year ▼

* Period Name	* Period Number	* Start Date	* End Date
Jun-24	12	6/1/24	6/30/24
May-24	11	5/1/24	5/31/24
Apr-24	10	4/1/24	4/30/24

4. Enter all the information for the period and click on **Save and Close** button when complete.

Edit Calendar: FA-MONTHLY Save Save and Close Cancel

Name FA-MONTHLY Periods per Year 12

Description FA-MONTHLY Period Suffix None

Fiscal Year Name NC FISCAL YR

▲ Periods

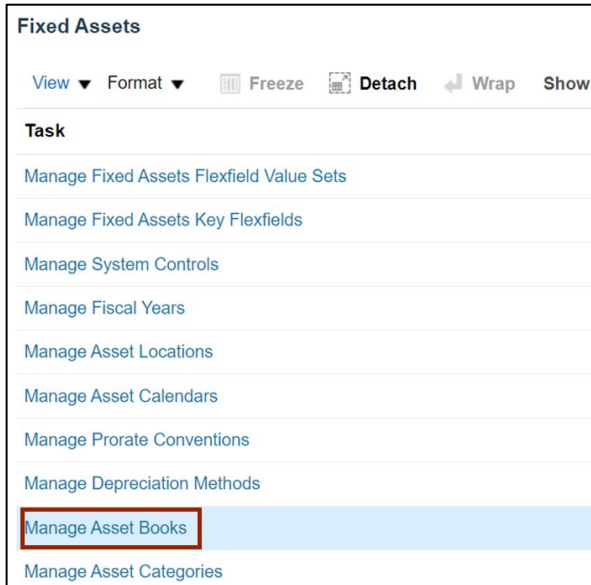
View + × 📅 📄 📄 Detach Fiscal Year ▼

* Period Name	* Period Number	* Start Date	* End Date
<input type="text" value="Jul-24"/>	<input type="text" value="1"/>	<input type="text" value="7/1/24"/>	<input type="text" value="7/31/24"/>

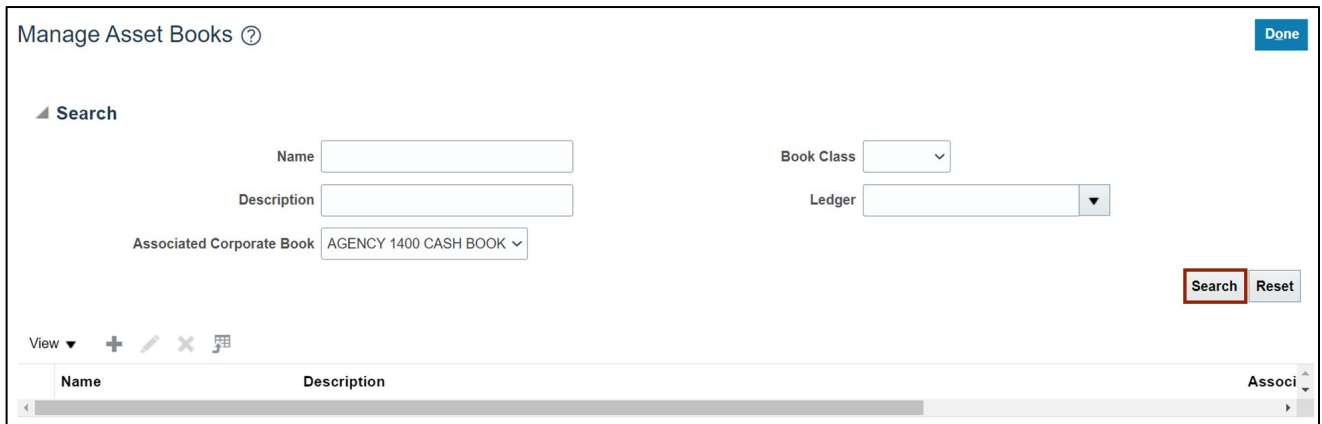
Manage Asset Books

To manage Asset Books in NCFCS, please follow the steps below:

1. Navigate to **Setup and Maintenance (Home page > My Enterprise tab > Setup and Maintenance app)** and click the **Manage Asset Books** link.





2. Enter the search parameters and click the **Search** button.



3. Click the **Edit 'pencil' icon** [].

Manage Asset Books ?

► Search

View ▼ +  ✕ 

Name	Description
AGENCY 1400 CASH BOOK	1400 ASSET REGISTER
AGENCY 1400 GASB BOOK	1400 ASSET BOOK FOR GASB

4. Edit the **Asset Book** details as needed.

Edit Book: AGENCY 1400 CASH BOOK Save Save and Close Cancel

Name AGENCY 1400 CASH BOOK

* Description

Book Class Corporate

Associated Corporate Book AGENCY 1400 CASH BOOK

Ledger NC CASH US

Depreciation Calendar FA-MONTHLY

Fiscal Year Name NC FISCAL YR

Prorate Calendar FA-MONTHLY

Current Period Apr-2023

Current Fiscal Year 2023

* Divide Depreciation

Last Depreciation 5/2/23 3:17 PM

Last Depreciation Run Status Completed

- Depreciate if retired in the first year
- Allow amortized changes
- Allow cost sign changes
- Allow impairment
- Allow ledger posting
- Allow physical inventory
- Allow leased assets
- Use NBV threshold for depreciation

Capital Gain Threshold Years Months

Inactive On m/d/yy

Annual Depreciation Rounding

5. Scroll to the bottom of the page to **Accounts** section to edit account details as needed.

Accounts

* Account Defaults 1400-000000-00002000-00000000-0000

* Net Book Value Retired Gain 44330000 ▼

* Net Book Value Retired Loss 55650000 ▼

* Proceeds of Sale Gain 44330000 ▼

* Proceeds of Sale Loss 55650000 ▼

* Proceeds of Sale Clearing 00002000 ▼

* Cost of Removal Gain 44330000 ▼

* Cost of Removal Loss 55650000 ▼

* Cost of Removal Clearing 00002000 ▼

* Deferred Depreciation Expense 55430000 ▼

* Deferred Depreciation Reserve 55430000 ▼

Rules

[Reference Data Groups](#) [Advanced Rules](#) [Invoice Rules](#)

6. Scroll down to the **Rules** section and edit the **Reference Data Groups** and **Invoice Rules** tabs as needed.

Rules

[Reference Data Groups](#) [Invoice Rules](#)

View ▼ Format ▼ Freeze Detach

Reference Data Object	Reference Data Set Code	Reference Data Set Name
Asset Bonus Rules	ENTERPRISE ▼	Enterprise Set
Asset Depreciation Ceilings	ENTERPRISE	Enterprise Set
Asset Depreciation Methods	ENTERPRISE	Enterprise Set
Asset Descriptions	ENTERPRISE	Enterprise Set

7. Scroll to the top of the page and click the **Save and Close** button to save the update.

Edit Book: AGENCY 1400 CASH BOOK Save Save and Close Cancel

Name AGENCY 1400 CASH BOOK

* Description 1400 ASSET REGISTER Depreciate if retired in the first year

Book Class Corporate Allow amortized changes

Associated Corporate Book AGENCY 1400 CASH BOOK Allow cost sign changes

8. Click the plus[+] icon to create new Asset Book.

Manage Asset Books ?

Search

Name

Description

Associated Corporate Book

View ▾ **+** ✎ ✕ 📅

9. Enter all the details as required for the new asset book.

Create Book Save Save and Close Cancel

* Name

* Description

* Book Class

Associated Corporate Book

* Ledger

* Depreciation Calendar

Fiscal Year Name

* Prorate Calendar

* Current Period

Current Fiscal Year

* Divide Depreciation

Last Depreciation 5/19/23 10:32 AM

Last Depreciation Run Status Completed

Depreciate if retired in the first year

Allow amortized changes

Allow cost sign changes

Allow impairment

Allow ledger posting

Allow physical inventory

Allow leased assets

Use NBV threshold for depreciation

Capital Gain Threshold Years Months

Inactive On

Annual Depreciation Rounding

10. Scroll to the **Accounts** section and add the account details.

Accounts

* Account Defaults

* Net Book Value Retired Gain

* Net Book Value Retired Loss

* Proceeds of Sale Gain

* Proceeds of Sale Loss

* Proceeds of Sale Clearing

* Cost of Removal Gain

* Cost of Removal Loss

* Cost of Removal Clearing

* Deferred Depreciation Expense

* Deferred Depreciation Reserve

Rules

[Reference Data Groups](#) [Invoice Rules](#)

11. Scroll down to the **Rules** section and enter the details as required in Reference Data Groups and Invoice Rules.

Rules

[Reference Data Groups](#) [Invoice Rules](#)

View ▼ Format ▼ Freeze Detach

Reference Data Object	Reference Data Set Code	Reference Data Set Name
Asset Bonus Rules	ENTERPRISE ▼	Enterprise Set
Asset Depreciation Ceilings	ENTERPRISE	Enterprise Set
Asset Depreciation Methods	ENTERPRISE	Enterprise Set
Asset Descriptions	ENTERPRISE	Enterprise Set

12. Scroll up and click the **Save and Close** button to save the new asset book.

Save **Save and Close** Cancel

Create Book

* Name

* Description

* Book Class

Associated Corporate Book

* Ledger

* Depreciation Calendar

Fiscal Year Name

* Prorate Calendar

* Current Period

Current Fiscal Year

* Divide Depreciation

Last Depreciation 5/19/23 10:32 AM

Last Depreciation Run Status Completed

Depreciate if retired in the first year
 Allow amortized changes
 Allow cost sign changes
 Allow impairment
 Allow ledger posting
 Allow physical inventory
 Allow leased assets
 Use NBV threshold for depreciation

Capital Gain Threshold Years Months

Inactive On

Annual Depreciation Rounding

Manage Asset Categories

To manage Asset Categories in NCFS, please follow the steps below:

1. Navigate to **Setup and Maintenance (Home page > My Enterprise tab > Setup and Maintenance app)** and click the **Manage Asset Categories** link.

Fixed Assets

View ▼ Format ▼ Freeze Detach Wrap

Task

- [Manage Fixed Assets Flexfield Value Sets](#)
- [Manage Fixed Assets Key Flexfields](#)
- [Manage System Controls](#)
- [Manage Fiscal Years](#)
- [Manage Asset Locations](#)
- [Manage Asset Calendars](#)
- [Manage Prorate Conventions](#)
- [Manage Depreciation Methods](#)
- [Manage Asset Books](#)
- [Manage Asset Categories](#)

2. Enter the search parameters.

Manage Asset Category ⓘ

Done

Search

Description
 Category Type
 Book AGENCY 0100 CASH BOOK
 Capitalized

Property Type
 Ownership

Advanced

Search Reset

View ▾ + ✂ ✕ 📄 📄

3. Click the **Search** button.

Manage Asset Category ⓘ

Done

Search

Description
 Category Type
 Book AGENCY 0100 CASH BOOK
 Capitalized

Property Type
 Ownership

Advanced

Search Reset

View ▾ + ✂ ✕ 📄 📄

4. Select the **Asset Category** that you would like to update.

Manage Asset Category ⓘ

Done

Search

Description BUILDING
 Category Type
 Book AGENCY 0100 GASB BOOK
 Capitalized

Property Type
 Ownership

Advanced

Search Reset

View ▾ + ✂ ✕ 📄 📄

Category			Description	Category Type	Capitalized	Property Type	Ownership
MAJOR CATEGORY	MINOR CATEGORY	FUTURE CATEGORY					
BUILDINGS	BUILDING ACQUIS	NONE	BUILDING ACQUISIT COSTS	Non-lease	✓	Real	Owned
RTU-BUILDINGS	RTU-BUILDINGS	NONE	RTU-BUILDINGS	Non-lease	✓	Real	Owned

5. Click on the **Edit icon** [].

Manage Asset Category ? Done





Search Advanced

Description Property Type

Category Type Ownership

Book Capitalized

Search Reset

View    

Category			Description	Category Type	Capitalized	Property Type	Ownership
MAJOR CATEGORY	MINOR CATEGORY	FUTURE CATEGORY					
BUILDINGS	BUILDING ACQUIS	NONE	BUILDING ACQUISIT COSTS	Non-lease	<input checked="" type="checkbox"/>	Real	Owned
RTU-BUILDINGS	RTU-BUILDINGS	NONE	RTU-BUILDINGS	Non-lease	<input checked="" type="checkbox"/>	Real	Owned

6. Update the asset category details as required and click the **Save and Close** button.

Edit Category: BUILDINGS-BUILDING ACQUISIT CO... Save Save and Close Cancel

MAJOR CATEGORY BUILDINGS * Ownership In physical inventory





MINOR CATEGORY BUILDING ACQUISIT COSTS Property Type Intangible

FUTURE CATEGORY NONE Property Class Context Value

Description Capitalized

* Category Type Enabled

Books

View    

* Book	Description	Book Class	Ledger	Currency
AGENCY 0100 CASH BO...	0100 ASSET REGISTER	Corporate	NC CASH US	USD
AGENCY 0100 GASB BO...	0100 ASSET BOOK FOR GASB	Tax	NC ACCRUAL US	USD
AGENCY 0200 CASH BO...	0200 ASSET REGISTER	Corporate	NC CASH US	USD
AGENCY 0200 GASB BO...	0200 ASSET BOOK FOR GASB	Tax	NC ACCRUAL US	USD

7. To add a new **Asset Category**, click on the plus **[+]** icon from the **Manage Asset Category** page.

8. Enter all the details or select from drop-down choice list to **Create Category** such as, **CATEGORY TYPE**, ***Ownership**, **MAJOR CATEGORY**, and **MINOR CATEGORY**. Note: If **MAJOR CATEGORY**, **MINOR CATEGORY**, and **FUTURE CATEGORY** are not available on the list, please follow steps 12-24.

9. Click the **plus** [+] icon to associate the new asset category with asset book(s) as required.

Create Category

MAJOR CATEGORY

MINOR CATEGORY

FUTURE CATEGORY

Description

* Category Type

* Ownership

Property Type

Property Class

Capitalized

Enabled

Books

View +

* Book	Description
<	

10. Select the Asset Book from the drop-down and enter the Accounting Rules details as needed.

Description Capitalized

* Category Type Enabled

Books

View +

* Book	Description	Book Class	Ledger	Currency
AGENCY 0100 CASH B	0100 ASSET REGISTER	Corporate	NC CASH US	USD

AGENCY 0100 CASH BOOK: Accounting Rules

[Accounts](#) [Default Rules](#)

* Asset Cost <input type="text"/>	CIP Cost <input type="text"/>	Revaluation Reserve Amortization <input type="text"/>
* Asset Clearing <input type="text"/>	CIP Clearing <input type="text"/>	Revaluation Loss Expense <input type="text"/>
* Depreciation Expense <input type="text"/>	Unplanned Depreciation Expense <input type="text"/>	Cost Write-off Account <input type="text"/>
* Depreciation <input type="text"/>		

11. Scroll to the top and click on **Save and Close** to save the new category.

12. The following steps are to be followed if the Asset Categories and Asset Locations values are not available on the drop-down choice list. Navigate to **Setup and Maintenance page** following steps 1-5 above.

13. Under **Fixed Assets** tasks, click on **Manage Fixed Assets Flexfield Value Sets**.

14. On the **Manage Fixed Assets Flexfield Value Sets** page, click on the ***Module** drop-down choice list.

15. Select **Assets** from the drop-down choice list.

Value Set Code	Description	LBA	FinFa	Validation Type	Value Data Type
FA_ADDRESS_LOCATI	Depreciation Parent	LBA	FinFaDepreciationTrans	Independent	Character
FA_ASSET_KEY_VALU	Depreciation Setup	LBA	FinFaDepreciationSetup	Independent	Character
FA_BUILDING_LOCATI	Mass Transactions	LBA	FinFaMassTransParent	Independent	Character

16. Click the **Search** button.

Manage Fixed Assets Flexfield Value Sets ? Save Save and Close Cancel

Search

** At least one is required

** Value Set Code

** Validation Type

** Value Data Type

** Module Assets

** Description

Search Reset

Search Results

Actions View Format + - Freeze Detach Wrap Manage Values

17. Search results are displayed.

** Module Assets

** Description

Search Reset

Search Results

Actions View Format + - Freeze Detach Wrap Manage Values

Value Set Code	Protected	Description	Module	Validation Type	Value Data Type
FA_ADDRESS_LOCATION	—	FA Address Location Value Set	Assets	Independent	Character
FA_ASSET_KEY_VALUE_SET	—	FA Asset Key Value Set	Assets	Independent	Character
FA_BUILDING_LOCATION	—	FA Building Location Value Set	Assets	Independent	Character
FA_CITY_LOCATION	—	FA City Location Value Set	Assets	Independent	Character
FA_COUNTY_LOCATION	—	FA County Location Value Set	Assets	Independent	Character
FA_FUTURE_CATEGORY_VALUE_SET	—	FA Future Asset Category Value Set	Assets	Independent	Character
FA_MAJOR_CATEGORY_VALUE_SET	—	FA Major Asset Category Value Set	Assets	Independent	Character
FA_MINOR_CATEGORY_VALUE_SET	—	FA Minor Asset Category Value Set	Assets	Dependent	Character
FA_ROOM_LOCATION	—	FA Room Location Value Set	Assets	Independent	Character

18. The ***Description** of the value set states where the value will be added.

For Example: Adding values to **FA City Location Value Set** will make the new value available in the **City** field in step 17. Similarly, adding values to **FA Major Asset Category Value Set** will make the new value available in the **Major Category**.

** Module: Assets

** Description:

Search Results

Actions View Format + ✎ ✕ 📄 Freeze Detach ↶ Wrap Manage Values

Value Set Code	Protected	Description	Module	Validation Type	Value Data Type
FA_ADDRESS_LOCATION	—	FA Address Location Value Set	Assets	Independent	Character
FA_ASSET_KEY_VALUE_SET	—	FA Asset Key Value Set	Assets	Independent	Character
FA_BUILDING_LOCATION	—	FA Building Location Value Set	Assets	Independent	Character
FA_CITY_LOCATION	—	FA City Location Value Set	Assets	Independent	Character
FA_COUNTY_LOCATION	—	FA County Location Value Set	Assets	Independent	Character
FA_FUTURE_CATEGORY_VALUE_SET	—	FA Future Asset Category Value Set	Assets	Independent	Character
FA_MAJOR_CATEGORY_VALUE_SET	—	FA Major Asset Category Value Set	Assets	Independent	Character
FA_MINOR_CATEGORY_VALUE_SET	—	FA Minor Asset Category Value Set	Assets	Dependent	Character
FA_ROOM_LOCATION	—	FA Room Location Value Set	Assets	Independent	Character

19. To add new values to the value set code, click the specific **Value Set Code**.

** Module: Assets

** Description:

Search Results

Actions View Format + ✎ ✕ 📄 Freeze Detach ↶ Wrap Manage Values




Value Set Code	Protected	Description	Module	Validation Type	Value Data Type
FA_ADDRESS_LOCATION	—	FA Address Location Value Set	Assets	Independent	Character
FA_ASSET_KEY_VALUE_SET	—	FA Asset Key Value Set	Assets	Independent	Character
FA_BUILDING_LOCATION	—	FA Building Location Value Set	Assets	Independent	Character
FA_CITY_LOCATION	—	FA City Location Value Set	Assets	Independent	Character
FA_COUNTY_LOCATION	—	FA County Location Value Set	Assets	Independent	Character
FA_FUTURE_CATEGORY_VALUE_SET	—	FA Future Asset Category Value Set	Assets	Independent	Character
FA_MAJOR_CATEGORY_VALUE_SET	—	FA Major Asset Category Value Set	Assets	Independent	Character
FA_MINOR_CATEGORY_VALUE_SET	—	FA Minor Asset Category Value Set	Assets	Dependent	Character
FA_ROOM_LOCATION	—	FA Room Location Value Set	Assets	Independent	Character

20. Click the **Edit** [] icon.

** Module: Assets

** Description:

Search Results

Actions View Format +    Freeze Detach Wrap Manage Values

Value Set Code	Protected	Description	Module	Validation Type	Value Data Type
FA_ADDRESS_LOCATION	—	FA Address Location Value Set	Assets	Independent	Character
FA_ASSET_KEY_VALUE_SET	—	FA Asset Key Value Set	Assets	Independent	Character
FA_BUILDING_LOCATION	—	FA Building Location Value Set	Assets	Independent	Character
FA_CITY_LOCATION	—	FA City Location Value Set	Assets	Independent	Character
FA_COUNTY_LOCATION	—	FA County Location Value Set	Assets	Independent	Character
FA_FUTURE_CATEGORY_VALUE_SET	—	FA Future Asset Category Value Set	Assets	Independent	Character
FA_MAJOR_CATEGORY_VALUE_SET	—	FA Major Asset Category Value Set	Assets	Independent	Character
FA_MINOR_CATEGORY_VALUE_SET	—	FA Minor Asset Category Value Set	Assets	Dependent	Character
FA_ROOM_LOCATION	—	FA Room Location Value Set	Assets	Independent	Character

21. On the **Edit Value Sets** page, click the **Manage Values** button.

Edit Value Set: FA_ADDRESS_LOCATION ⓘ

Manage Values Save Save and Close Cancel

Value Set Code: FA_ADDRESS_LOCATION

Description:

* Module: Assets

Validation Type: Independent

Value Data Type: Character

Security enabled

Data Security Resource Name:

Definition

Value Subtype: Text

* Maximum Length:

22. On **Manage Values** page, click the **Plus [+]** icon.

Manage Values ?

Value Set Code FA_ADDRESS_LOCATION
Description FAAddress Location Value Set

Search

Value
Description

Search Results

Actions View Format **+** X Freeze Detach Wrap

* Value	Description	Enabled	Start Date	End Date	Sort Order
Columns Hidden 1					

23. Enter the ***Value** as needed.

Manage Values ?

Value Set Code FA_ADDRESS_LOCATION
Description FAAddress Location Value Set

Search

Value
Description

Search Results

Actions View Format + X Freeze Detach Wrap

* Value	Description	Enabled	Start Date	End Date	Sort Order
123 Main Street	123 Main Street	<input checked="" type="checkbox"/>	m/d/yy	m/d/yy	

Columns Hidden 1

24. Click the **Save and Close** button to save the updates. You must click on **Save and Close** button multiple times to return to **Manage Fixed Assets Flexfield Value Sets** page.

Manage Values ?

Value Set Code FA_ADDRESS_LOCATION
Description FAAddress Location Value Set

Search

Value
Description

Search Results

Actions View Format + X Freeze Detach Wrap

* Value	Description	Enabled	Start Date	End Date	Sort Order
123 Main Street	123 Main Street	<input checked="" type="checkbox"/>	m/d/yy	m/d/yy	

Columns Hidden 1

25. Follow steps 12 - 24 to add values to any of the value sets listed in step 12.

Wrap-Up

Update the Fixed Assets Setup and Configuration using the steps above. This provides you the ability to add new configuration items as well as update existing configuration items based on business needs.

Additional Resources

Virtual Instructor-Led Training (vILT)

- FA101: Asset Management