

ZFAHR Tutorial

Fixed Asset History Report

Overview

ZFAHR is a custom transaction provided to users with the role of Agency Asset Management Specialist or Agency Asset Management Technician. The purpose for developing this report was to provide a tool where the user could execute a single transaction that would provide a report showing all asset changes. The Fixed Asset History Report can be generated using either the minimal required search data entries or by combining with other optional asset master data in the report to refine the user search. The Fixed Asset History Report generated shows all changes to asset master data for a range of assets based on the user's specific Business Area, a specific Change Date/Range specified and based on any optional search criteria selected. This tutorial is intended to provide basic instruction, should there be questions please do not hesitate to contact the Help Desk at 501-683-2255 for assistance.

Transaction ZFAHR

Initial Screen

-Type ZFAHR in the Command field



<Enter> 

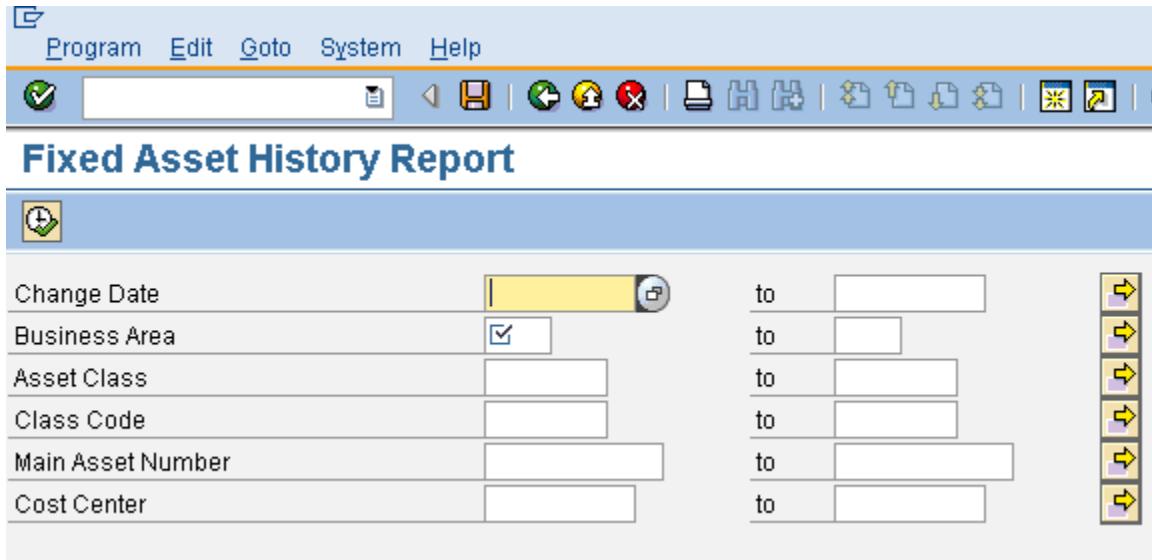
ZFAHR Tutorial

Fixed Asset History Report

Required fields:

-Change Date (specific day or date range)

-Business Area

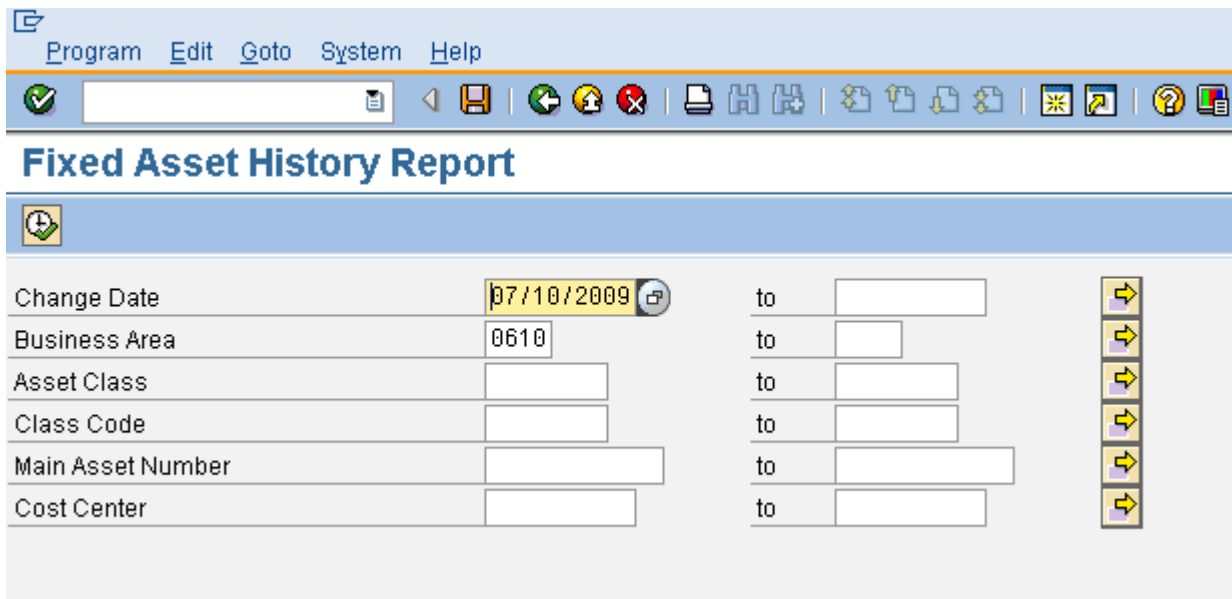


The screenshot shows the 'Fixed Asset History Report' window. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The form has the following fields:

Change Date	<input type="text"/>	to	<input type="text"/>	
Business Area	<input checked="" type="checkbox"/>	to	<input type="text"/>	
Asset Class	<input type="text"/>	to	<input type="text"/>	
Class Code	<input type="text"/>	to	<input type="text"/>	
Main Asset Number	<input type="text"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	

-An entry into the Change Date field is required, typing in a date range in the Change Date fields limits the report narrowing the search results.

-An entry into the Business Area field is required, type in your business area.



The screenshot shows the 'Fixed Asset History Report' window with the following fields filled:

Change Date	07/10/2009	to	<input type="text"/>	
Business Area	0610	to	<input type="text"/>	
Asset Class	<input type="text"/>	to	<input type="text"/>	
Class Code	<input type="text"/>	to	<input type="text"/>	
Main Asset Number	<input type="text"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	

<Execute> 

ZFAHR Tutorial

Fixed Asset History Report

Fixed Asset History Report results are based on the Change Date or date range the user entered and the user's applicable Business Area.

Fixed Asset History Report

Arkansas Administrative Statewide Information System
Program: ZMMIMR0011_FIXED_ASSET_HISTORY
System: ECQ **Client:** 100
Date: 07/21/2009 **Time:** 12:19:43
From Date: 07/10/2009 **To Date:** 00/00/0000

Business Area	Asset Class	Class Code	Asset Number	Asset Sub Number	Cost Center	Room	Lice
0610	00002000	212001	000200061642	0000	0000383210	15150IA	RIC
0610	00002000	212001	000200061642	0000	0000383210	15150IA	RIC
0610	00002000	212001	000200061642	0000	0000383210	15150IA	RIC
0610	00002000	212001	000200061642	0000	0000383210	15150IA	RIC
0610	00002000	212001	000200061642	0000	0000383210	15150IA	RIC
0610	00002000	212001	000200061687	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061687	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061687	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061687	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061687	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061689	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061689	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061689	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061689	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061689	0000	0000383245	1509ACCT	PAL
0610	00002000	212001	000200061731	0000	0000383245	1509SB	MEL
0610	00002000	212001	000200061731	0000	0000383245	1509SB	MEL
0610	00002000	212001	000200061731	0000	0000383245	1509SB	MEL
0610	00002000	212001	000200061731	0000	0000383245	1509SB	MEL
0610	00002000	212001	000200061796	0000	0000383245	1509ACCT	PAL

ZFAHR Tutorial

Fixed Asset History Report

The report will provide the following data:

Business Area

Asset Class

Asset Class Code

Asset Main Number

Asset Sub Number

Cost Center

Room

License Plate

Description

Serial Number

Inventory Number

Last Inventory on

Inventory Note

Personnel Number

Manufacturer

Changed By

Changed On

Time






Original value

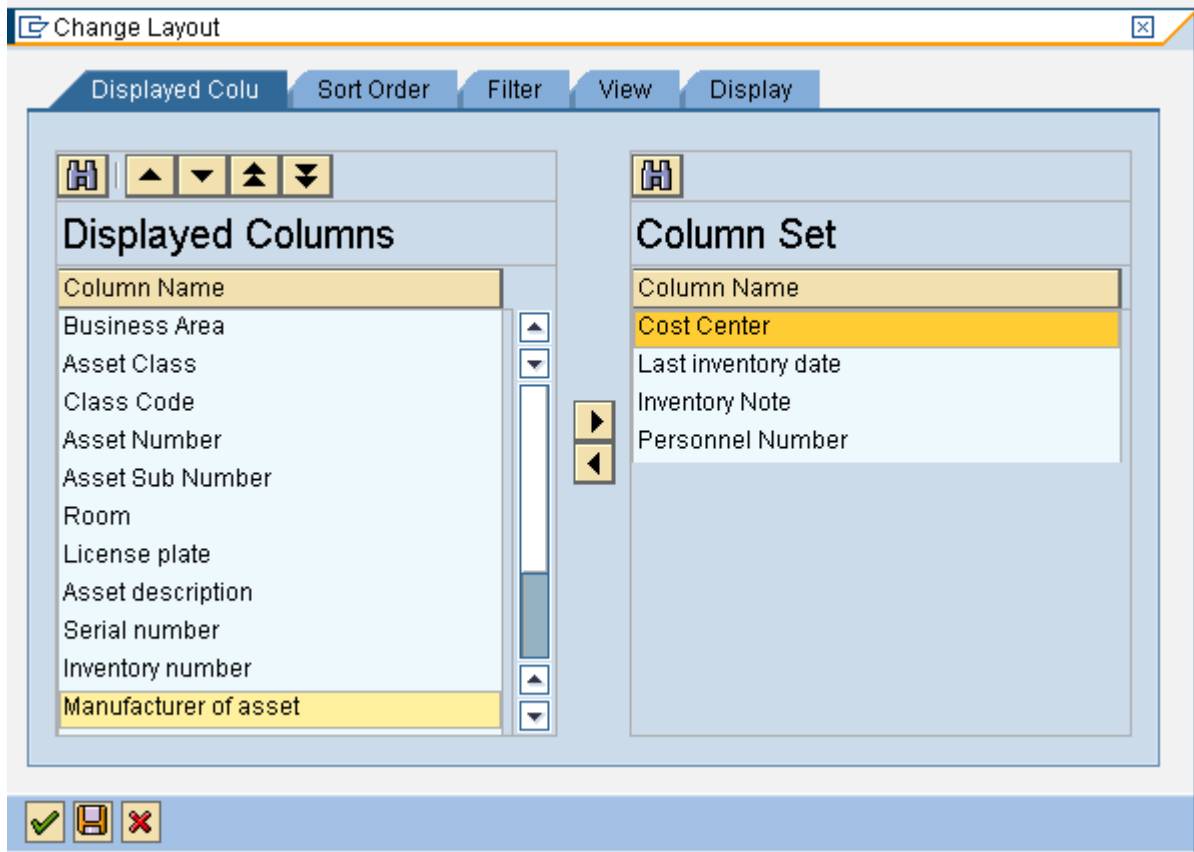
New value

Note: If there has been is more than one change in the asset master data the report provides a separate line for each change.

ZFAHR Tutorial

Fixed Asset History Report

From here columns can be hidden and rearranged to your desired layout. Simply by highlighting the Column Name and clicking the arrow pointing to the right  will hide that column from view. The order of the Column Names in which the way they appear on the report can be changed by simply highlighting the Column Name and clicking on the up arrow  or down arrow . Column Names can be moved all the way to the top or bottom by clicking the double up arrow  or double down arrow .

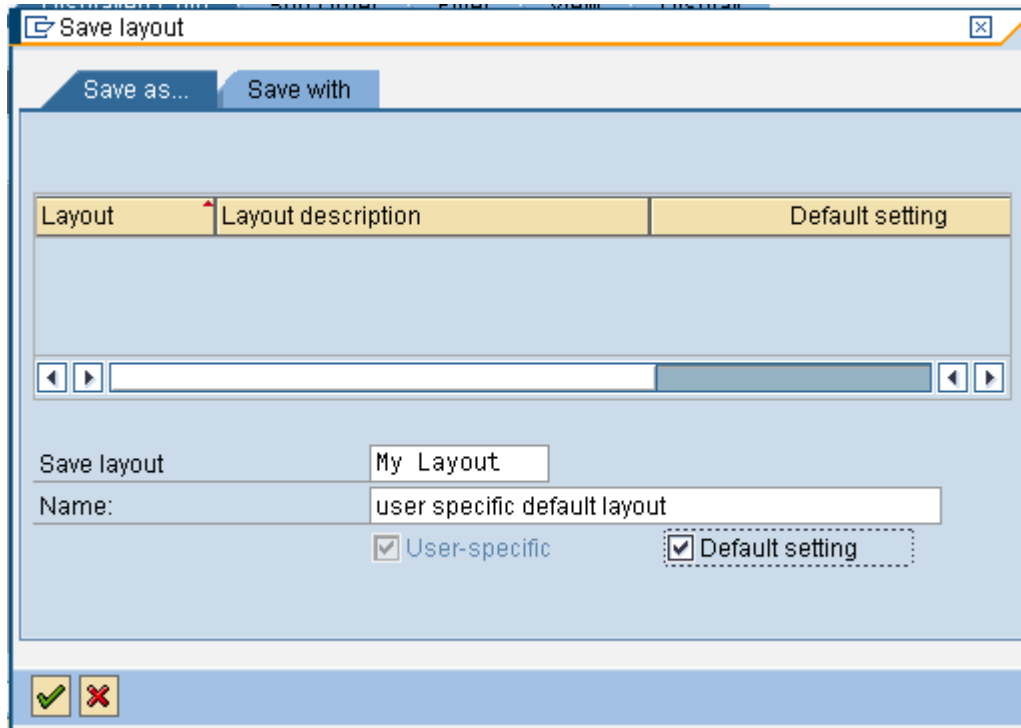


Click the green check  <Transfer (Enter)> to make the changes on the report.

ZFAHR Tutorial

Fixed Asset History Report

Clicking the  <Save layout> icon a Save layout window appears



Saving a layout requires naming the layout using the Save layout field and checking the Default setting box as indicated above.

Note: The User-specific box should be display only and default checked

A user specific layout is viewable by the user only.

Note: Use the Default setting if you want the report to display with this layout every time otherwise do not select this option