



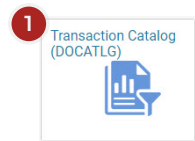
Fixed Asset Increase/Decrease (FI) creation FINET quick reference guide

Introduction

The Fixed Asset Increase/Decrease (**FI**) transaction is used to adjust the cost and accounting codes associated with a fixed asset. These changes will have an impact on the depreciation process and should be used with caution. FI transactions require approval from the Fixed Asset Accountant before it becomes effective.

Creating a FI

1. From the home page, click on the **Transaction Catalog**.



2. Click the **Create** button in the upper-right corner.



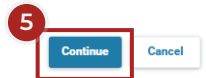
3. Enter the following:

- **Transaction Code** field: FI
- **Transaction Department**: enter the department for which the FI is created.
- **Transaction Unit**: optional, but used for routing purposes.
- **Transaction ID** field: (Prefix or last two digits of the Fiscal Year)

4. Check **Auto Numbering**.

5. Click **Continue** in upper-right corner.

Create Transaction



3

* Required fields

* Transaction Code FI	* Transaction Dept 150	Transaction Unit
* Transaction ID 25	<input checked="" type="checkbox"/> Auto Numbering	

Show More

Header tab

- FINET opens the new FI in the Header tab, and the **Budget FY, Fiscal Year**, and **Period** and should be entered. This is usually only required when two years are open, however it's best practice to enter them all year.

Under the **General Information** section:

1. Enter the original **Fixed Asset Number**.
2. Click on the **3-dot menu**.
3. Select **Auto Apply** to bring over all relevant information.

Fixed Asset Increase/Decrease (FI) ☆ | Draft | ☰

Validate Submit Save Save & Close

Department: 150 | Unit: - | Transaction ID: 250000 | Version: 1

Header	Component	Accounting	Summary
	Fixed Asset Component ...	Line Amount	

Created By: yourname2 | Created On: 12/27/2024 | Modified By: yourname2 | Modified On: 12/27/2024

Attachments

Related Actions: Auto Apply

Related Pages: Fixed Asset Equity Sources

General Information

Transaction Name:

Record Date: MM/DD/YYYY

Budget FY: 2025

Fiscal Year: 2025 | Period: 5

Fixed Asset Number:

Transaction Description:

Fixed Asset Description:

Asset System Number:

Asset System Description:

Transaction Total: \$0.00

Final Asset Value:

Show More

Component tab

1. **Expand** the line. Here you'll see the current **Final Component Value**.

Fixed Asset Increase/Decrease (FI) ☆ | Draft | ☰

Validate Submit Save Save & Close

Department: 150 | Unit: - | Transaction ID: 25000 | Version: 1

Header	Component (1)	Accounting (1)	Summary
	Fixed Asset Component ...	Line Amount	

Fixed Asset Number: | Fixed Asset Description:

1 - 1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Fixed Asset Component Number	Commodity	Component Total	Attachments
<input type="text"/>	<input type="text"/>	\$0.00	

Component General Information

Units: 1.00000 | Unit of Measure: EA

Component Extended Description:

Asset System Number: | Asset System Description: | Final Component Value: \$1,528.77

Accounting tab

1. Enter a new value for the **Line Amount**.
2. **Validate** to check for errors.

Fixed Asset Increase/Decrease (FI) ☆ | Draft | [Menu] | [Grid]

Department: 150 | Unit: - | Transaction ID: 250000 | Version: 1

Header | Component (1) | Accounting (1) | Summary

Fixed Asset Component ... | Line Amount

1000 | \$0.00

Component (1)

Fixed Asset Number: | Fixed Asset Description:

1-1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Accounting Line	Line Amount	Fund	Department	Unit	Object	Activity	Attachments
1	\$0.00	1000	150	0015	6615		

General Information | COA | Procure to Pay References

Funding Fiscal Year 2007 | Funding Budget FY 2007 | Accounting Template

Line Description | Responsibility Center Posting No | Debt ID

Budget FY | Fiscal Year | Period

Show Less

Return to **Component** tab

1. Check to verify that the **Final Component Value** has changed by the amount you altered.
2. **Submit** if there are no errors.

Fixed Asset Increase/Decrease (FI) ☆ | Draft | [Menu] | [Grid]

Department: 150 | Unit: - | Transaction ID: 250000 | Version: 1

Header | Component (1) | Accounting (1) | Summary

Fixed Asset Component ... | Line Amount

1000 | \$4,500.00

Fixed Asset Number: | Fixed Asset Description:

1-1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Fixed Asset Component Number	Commodity	Component Total	Attachments
		\$4,500.00	

Component General Information

Units 1.00000 | Unit of Measure EA

Component Extended Description

Asset System Number | Asset System Description

Final Component Value \$6,028.77

Any changes to the accounting page will require approval. This must be approved by the State Fixed Asset Accountant before it becomes final.