

Capital Asset Inventory System On-Line User's Guide

This guide has been developed to assist you in accessing functions in the financial module of Integrated Information for Iowa (I/3), the state accounting system. This guide provides information on entering documents in the I/3 Asset Inventory System for tracking capital assets.

Web site address for the I/3 financial module:

https://i3access.iowa.gov/webapp2/ADVFM_PROD/Advantage

Special Notes:

There are two I/3 features you may find to be different from other web applications. Please remember:

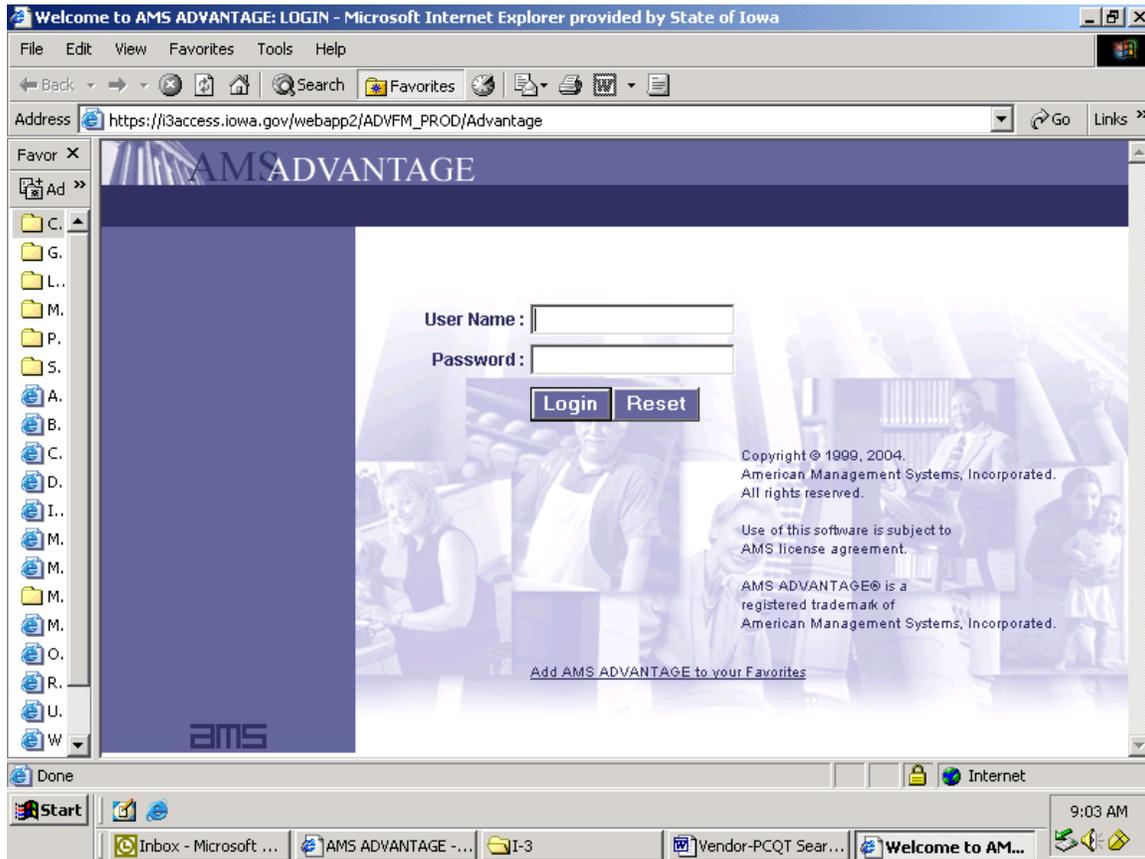
- There is no "back" key
- Always use a **single click** only

I/3 Help Desk:

Please call the I/3 Help Desk if you need to have your password reset. The telephone number is (515) 281-5703 or 1-800-532-1174.

This guide was created in the Bureau of Purchasing, Payments, and Receipts with materials from the I/3 support team.

Log-In Screen



User name: Your user name is composed of your first name and middle initial plus the first six letters of your last name in lower case.

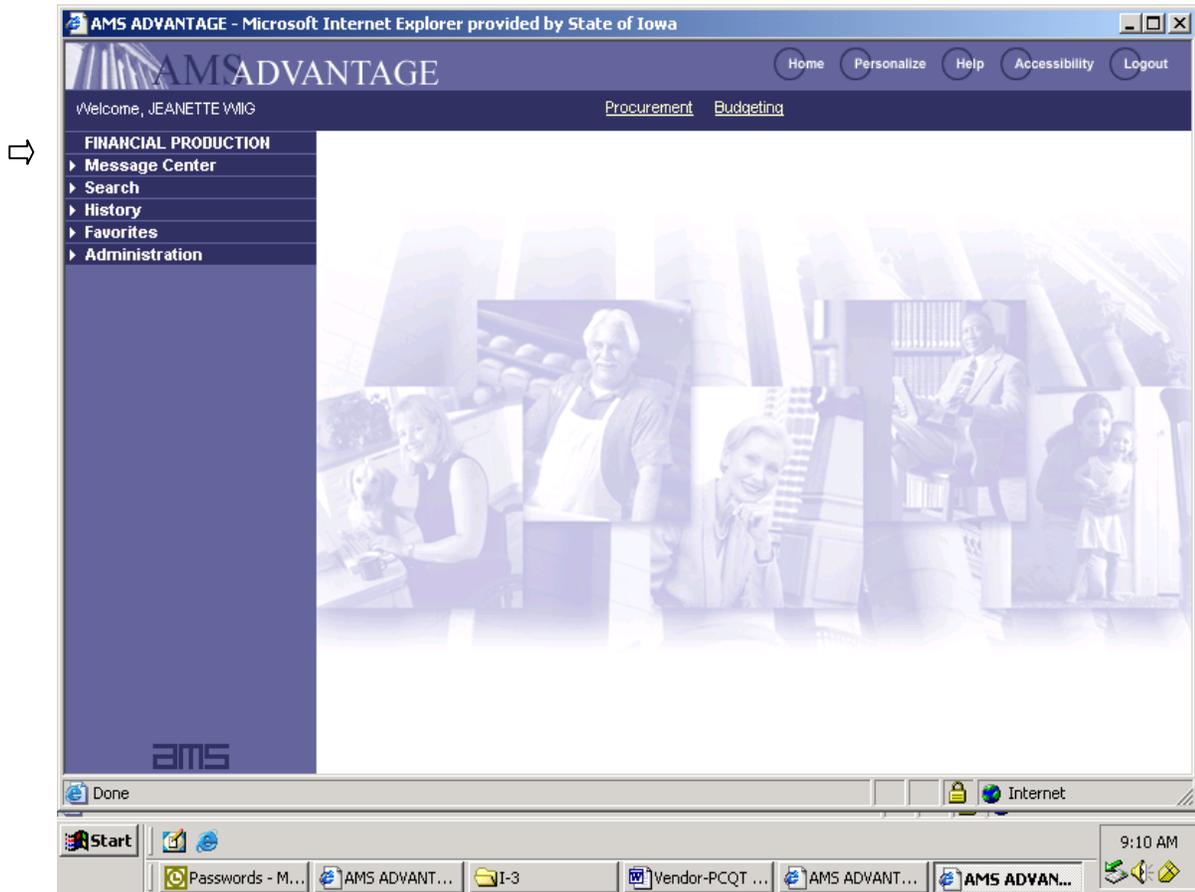
Password: You assign your password. Your password must be eight characters and must contain a combination of alphabetical and numeric characters and at least one uppercase letter.

When signing on for the first time, use the appropriate user name as outlined above and the password if assigned by the I/3 team. If you do not have your assigned password, please call Jeanette Wiig at (515) 281-5482.

Click: Login

After you login with the system-assigned password, you will be requested to assign a new password using the criteria defined above.

Home Page



Once you log in, the Home Page is displayed. It states "Welcome, [your name]" in the upper left corner. The full name of the user is displayed, based on the user identification entered.

Home Page Layout:

The Home Page is organized in the following manner:

- **Secondary navigation panel** (the menu on the left) is used to navigate within the system.
- **Business functions** are defined groupings of areas in the application available system-wide, to certain user groups, and to individuals.
- **Primary navigation panel** (four options in the upper right corner):
 - Personalize
 - Home
 - Help
 - Logout

Steps for Entering Additions (FA) Documents

1. Log in to the I/3 Financial Application. The URL is:
https://i3access.iowa.gov/webapp2/ADVMF_PROD/Advantage
2. Select "Search."
3. Select "Document Catalog."
4. Enter FA in the Code Field.
5. Enter your department code (402 for most entries by field, child support, case management, and refugee services) in the Department field.
6. Click on "Create" at the top of the page.
7. In the ID field, enter the document number. The format is department code, location number, and asset tag number (e.g., 4027200A001234).
8. Click on "Create" at the bottom of the screen.
9. Enter the purchase document number in the Document Name field (e.g., PC401000195).
10. Enter the capital asset number in the General Information subsection, Fixed Asset Number field. The number you enter will be the tag number.
11. Enter a short description of the item in the Fixed Asset Description field.
12. Select the arrow next to the Event Type field and select "FA01." (Select FA02 only if the item you are adding is an upgrade to an existing asset.)
13. Expand the Responsibility Center sub-section and enter the department code in the Department field. (This is usually 402 for field, child support, case management, and refugee services.)
14. Enter the four-digit organization code used for the purchase in the Orgn Field.
15. Enter the two-digit suborganization code in the Sub Orgn Field.
16. Select "Component" from the Secondary Navigation panel on the left side of the screen.
17. Expand all fields in this section using the down arrow under "Component."
18. Insert a new line by selecting the icon at the top of the page that looks like two sheets of paper.
19. Enter "1" in the Component Number field unless you are adding a betterment or an asset with multiple parts. Make the most appropriate choice for betterments or assets with multiple parts.

20. Select the arrow for the Commodity field and select the applicable choice.
21. Enter "1" in the Units Field Type.
22. Enter the appropriate information in the Manufacturer, Model Number, and Serial Number fields.
23. Enter the tag number of the asset in the Tag Number field.
24. Expand the Acquisition Details section by selecting the down arrow beside Acquisition Details.
25. Select the calendar next to the Acquisition Date field. Find the acquisition date on the calendar and select that day.
26. Select the arrow next to the Acquisition Method field and select the appropriate choice (usually P).
27. Expand the Component Location Details section by selecting the down arrow beside Component Location Details.
28. Select the arrow next to the Location field and select the proper location code.
29. In the Component Classification sub-section, select the down arrow next to Fixed Asset Classification and select "Normal" if the payment document information is available. If the asset has not yet been paid for, select "Contributed."
30. Enter "E" in the Fixed Asset Type field.
31. Select the arrow for the Fixed Asset Group field and select the proper code.
32. Enter the applicable number of years in the Useful Life field. (Use 3 years for all computers, 4 years for all network equipment including servers, and 5 years for all printers.)
33. In the Cost, Valuation & Depreciation subsection, select the arrow next to the Depreciation Method field. Select "straight-line depreciation."
34. Select the arrow for the Depreciation Structure field and select "Funding Line."
35. Select "Accounting" from the Secondary Navigation Panel on the left side of the screen.
36. Expand all fields by selecting the down arrow under Accounting.
37. Insert new line by selecting the icon at the top of the page that looks like two sheets of paper.

38. In the General Information sub-section, enter the cost of the item in the Line Amount field.

39. In both Funding Fiscal Year and Funding Budget Fiscal Year fields, enter the four-digit fiscal year in which the asset was received.

If you receive an error message stating the budget fiscal year you entered is closed, you will need to enter the current fiscal year in order for the document to be approved.

Then send E-mail to the Central Office liaison indicating that the system would not accept the date initially entered, so a current date had to be used. Include the tag number for the asset and the correct acquisition date.

Attach a copy of the E-mail to the printed document for audit purposes.

40. In the Fund Accounting sub-section, enter the correct information in the following fields:

- o Fund
- o Department
- o Orgn
- o Appr Unit

41. Scroll down and select the "Validate" tab at the bottom of the screen. You should receive a message stating the document validated successfully.

If you receive an error message, you can click anywhere in the yellow bar to view the error details. After reviewing the error message, click the "X" in the upper right corner to close the error detail screen. Make any necessary corrections to the document. You will need to validate your document after correcting all the errors.

42. Select the "Submit" tab at the bottom of the screen. You should receive a message stating the document submitted successfully.

43. Print your document. You will want to print the Header, Component, and Accounting screens.

Be sure to click on the "Expand All" arrow (down arrow located in the upper right corner of the document page) located at the top of each of these screens to ensure all the information is printed. Right mouse click in any blank portion of the page to be printed and select "Print Page."

44. Your document is now ready for approval. Follow the directions under [Steps for Approving Capital Asset Documents](#).

Instructions for Entering Deletions (FD) Documents

1. Log in to the I/3 Financial Application. The URL is:
https://i3access.iowa.gov/webapp2/ADVMF_PROD/Advantage
2. Select "Search."
3. Select "Document Catalog."
4. Enter FD in the Code field.
5. Enter your department code in the Department field. (This is 402 for most entries by field, child support, case management, and refugee services.)
6. Click on "Create" at the top of the page.
7. In the ID field, enter the document number. The format is department code, location number, and asset tag number (e.g., 4027200A001234).
8. Click on "Create" on the lower portion of the screen.
9. In the Header section, General Information subsection, enter the capital asset number. The format is the department code, four zeros, and the complete tag number.
10. Select "Auto Apply" at the top of the page to populate a majority of the fields for your document.

If you receive an error message indicating the asset number was not found, check the number and make any necessary changes. Then select "Auto Apply" again.
11. Scroll down to the Disposition Information subsection and click on the arrow to open this subsection.
12. Select the calendar next to the disposition field. Find the asset disposal date on the calendar and select that day.
13. Click on the arrow next to the Disposition Method and select the disposition method for this asset.
14. Select "Accounting" from the Secondary Navigation Panel on the left side of the screen.
15. Select the icon that resembles two pieces of paper in the yellow bar at the top of the screen to copy the accounting information from the existing fixed asset document in the system.

16. Scroll down and select the "Validate" tab at the bottom of the screen. You should receive a message stating the document validated successfully.

If you receive an error message, you can click anywhere in the yellow bar to view the error details. After reviewing the error message, click the "X" in the upper right corner to close the error detail screen. Make any necessary corrections to the document. You will need to validate your document after correcting all errors.
17. Select the "Submit" tab at the bottom of the screen. You should receive a message stating the document submitted successfully.
18. Print your document. You will want to print the Header, Component, and Accounting screens.

Be sure to click on the Expand All arrow (down arrow located in the upper right corner of the document page) located at the top of each of these screens to ensure all the information is printed. Right mouse click in any blank portion of the page to be printed and select Print Page.
19. Your document is now ready for approval. Follow the directions in the [Steps for Approving Capital Asset Documents](#).

Instructions for Entering Fixed Asset Transfer (FT) Documents

1. Log in to the I/3 Financial Application. The URL is:
https://i3access.iowa.gov/webapp2/ADVMF_PROD/Advantage
2. Select "Search."
3. Select "Document Catalog."
4. Enter FD in the Code field.
5. Enter your department code in the Department field. (This is 402 for most entries by field, child support, case management, and refugee services.)
6. Click on "Create" at the top of the page.
7. In the ID field, enter the document number. The format is department code, location number, and asset tag number (e.g., 4027200A001234).
8. Click on "Create" on the lower portion of the screen.

9. In the Header Section, General Information subsection, enter the Capital asset number. (The format is the department code, four zeros, and the complete tag number.)
10. Select "Auto Apply" at the top of the page to populate a majority of the fields for your document.

If you receive an error message indicating the asset number was not found, check the number and make any necessary changes. Then select "Auto Apply" again.
11. Scroll down to the Responsibility Center subsection and select the New Department field. Type the three-digit department code for the area to which the asset is being transferred (401, 402, or 413).
12. Select the New Orgn field and enter the new organization code for the asset.
13. Scroll down to the Asset Location subsection and click in the New Location field. Type in the new location code. If you are unsure of the code, select the arrow next to the field and search for the proper code.
14. Scroll down and click on "Validate" on the lower portion of the screen. You should get a message indicating the document validated successfully.

If you get an error message, click anywhere in the yellow bar to view the error details. Click the "X" in the upper right corner to close the error detail screen. Make any necessary corrections to the document, and then validate the document again.
15. When the document has validated successfully, click the Submit button on the lower portion of the screen and you should receive a message that the document was submitted successfully.
16. Print the document for your records. You will print the Header, Component, and Accounting pages of the document. Click on the "Expand All" arrow located at the top of each of these screens before printing the screen. To print, right click in any blank part of the document that you want to print and then choose the print page option.
17. Your document is now ready for approval. Follow the directions in the [Steps for Approving Capital Asset Documents](#).

Steps for Approving Capital Asset Documents

1. Log in to the I/3 Financial Application. The URL is:
https://i3access.iowa.gov/webapp2/ADVMF_PROD/Advantage
2. Select "Message Center" from the Secondary Navigation Panel on the left side of the screen.
3. Select "Worklist."
4. Click on the arrow by the Select Worklist field.
5. Select the option listed below your name (402APRV). You will now see a list of documents to be approved.
6. Select the box to the left of each document you want to approve. Approve only the documents you have entered. You may select multiple documents by selecting the box beside each of them.

There may be multiple screens of documents. You can view these by using the "First," "Next," "Previous," and "Last" links at the bottom of the screen.
7. After you have selected all the documents that you want to approve, select "Take Task" at the bottom of the screen. This will add the documents you selected to your personal worklist.
8. Click the arrow next to Select Worklist. Select your name. A list of the documents that have been selected and are ready for your approval will appear.
9. Click the box to the left of each document you wish to approve.

Note: If you accidentally select a document that is not yours to approve, you can select the box next to the document and select "Return Task." The document will be returned to the general worklist.
10. Select "Approve" at the bottom of the screen to approve documents. You should see a message on the screen indicating these documents have been successfully approved.