

## FABweb Batch Uploads—New Acquisitions

Use these steps to record new equipment acquisitions through a Batch Upload file.

**NOTE:** Parent/Child fixed assets can **only** be processed directly in **FABweb**. They cannot be entered using the Batch Upload process.

Step	Task
1.	Go to the OBFS Equipment Management > Forms > website: <a href="http://www.obfs.uillinois.edu/forms/equipment-management-surplus/">http://www.obfs.uillinois.edu/forms/equipment-management-surplus/</a>
2.	Click the <b>New Acquisitions</b> link to download the template ( <b>Excel</b> format).
3.	Place your cursor in cell A2 to begin entering new acquisition data. Each new acquisition should have its own row. <b>NOTE:</b> The header row is required in its original format and should not be edited.
4.	Enter data in these <b>required</b> columns for each new acquisition: <ul style="list-style-type: none"> <li>• TransNum</li> <li>• OTag</li> <li>• PTag</li> <li>• COAResp</li> <li>• OrganizationCodeResp</li> <li>• Location</li> <li>• Commodity</li> <li>• Manufacturer</li> <li>• Model</li> <li>• Serial Nbr/VIN</li> <li>• Description</li> <li>• In-Service Date</li> </ul> <b>NOTE:</b> See the <a href="#">FABweb Batch Uploads File Requirements</a> for examples and more information.
5.	Enter data for any other columns as needed.
6.	Select <b>File</b> and click <b>Save As</b> .
7.	Choose a location to save your file.
8.	In the <b>Save as type</b> list, select <i>CSV (Comma delimited)</i> . <b>NOTE:</b> On a Mac, select <i>Windows Comma Separated</i> instead.
9.	In the <b>File name</b> field, use this naming convention ( <b>required</b> ): <i>A_MMDDYYYY_XXX.csv</i> <i>MM</i> = 2-digit month <i>DD</i> = 2-digit day <i>YYYY</i> = 4-digit year <i>XXX</i> = any 1-3 digit combination
10.	Click the <b>Save</b> button.
11.	If a pop-up window appears to confirm saving your file in CSV format, click the <b>Yes</b> button.
12.	Login to <b>FABweb</b> at <a href="https://fabweb.uillinois.edu/">https://fabweb.uillinois.edu/</a> .
13.	Click <b>Process a new acquisition for Banner Fixed Asset</b> .
14.	Click the <b>Browse</b> button under <b>Upload a File</b> .

Step	Task
15.	Locate and select the file you saved in step 9.
16.	Click the <b>Open</b> button.
17.	In the <b>Asset File</b> field, confirm that the file name is correct and the file type is CSV.
18.	Click the <b>Upload</b> button. <b>NOTE:</b> A message displays: <i>"Your file has been uploaded. You will receive an email once processing is complete."</i>
19.	Review the email thoroughly when you get it. It will summarize the status of all the new acquisitions processed. This will be the only communication sent about the status. <b>NOTE:</b> If any new acquisitions failed to process, the email will have a spreadsheet attached, with details about the error(s). The error report might contain multiple tabs.
20.	Correct any processing errors, if needed. Check the <a href="#">FABweb Batch Uploads - Common Entry Errors</a> job aid for help.