

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

Step	Task
15.	Locate and select the file you saved in step 9.
16.	Click the Open button.
17.	In the Asset File field, confirm that the file name is correct and the file type is CSV.
18.	Click the Upload button. NOTE: 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. NOTE: 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 FABweb Batch Uploads - Common Entry Errors job aid for help.