



Asset Management Location Code Excel to CI Procedures for Agencies

Resources: Agency Coordinator / OGS-BCA members

Entity Impacted: Phase 1 Agencies

Asset Management Location Values

Asset Management (AM) Location values are stored in a shared Location table with other SFS Location values, such as Ship-To Location values. AM Locations define the physical location of a capitalized asset.

The OGS Bureau of Capital Assets (OGS-BCA) is the **only** party approved to submit Location changes to SFS. Agency requests regarding AM Locations should be directed to OGS at: OGS.sm.Fixed.Assets@ogs.ny.gov. The naming convention for Asset Management Location values was created by OGS and is identified by the format: XXXX-XXX

Directions

1. Open the Excel to CI file:
<https://www.sfs.ny.gov/files/infocenters/AssetManagementLocationCodeTemplate.xlsm>
2. Fill in all of the **Data Input** tab columns according to the following instructions for the specified Excel to CI you are using.
NOTE: It is important that all information be filled out exactly as requested, in the specified format, or the SFS pages may not function properly for your Agency.
3. Return the saved spreadsheet to the SFS Help Desk at HelpDesk@sfs.ny.gov. Contact your Agency Deployment Liaison with any questions.

AM Location Code Excel to CI Details

Field	Instructions
Location Code	Use this cell to enter the desired Location Code for the location
SetID	Always use "SHARE"
Effective Date	Always use "1/1/1901"
Status as of Effective Date	Always use "A"
Description	Describe information about the location (100 Characters maximum)
Address Lines 1, 2, 3, 4	Enter the address of the location (100 Characters maximum per cell)
City	Enter the City of the location
State	Enter the State abbreviation of the location (Example: NY)
Postal Code	Enter the Postal Code of the location
Telephone	Enter the Telephone number associated to the location (Digits Only)
Phone Extension	Enter any Phone Extension to the Telephone number provided for the location if applicable (Digits Only)
Fax Number	Enter the Fax Number for the location if applicable (Digits Only)
Latitude	Enter the Latitude
Longitude	Enter the Longitude
SWIS County	Enter the SWIS County code (if applicable)
SWIS City/Town	Enter the SWIS City/Town code (if applicable)
SWIS Village	Enter the SWIS Village code (if applicable)
Region 1	Enter the Region 1 value (if applicable)
Region 2	Enter the Region 2 value (mandatory)
Region 3	Not currently used
Region 4	Not currently used
Location Group ID	Enter Location Group ID

Location Group Description

Enter Location Group Description