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Offline Tool User Manual

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1. GENERAL

This document presents all the functions of the GEB Offline tool, (GEB: *Gestion Electronique des Biens* or the Electronic Management of ESA assets).

The Offline tool was developed for the ESA assets Manager in order to provide, without being connected to GEB site:

- new Assets creation;
- new Disposal process initialization.

All necessary data is locally available, which allows a fast handling of data.

2. REQUIREMENT

For installation, the system configuration must comply with at least the following requirements:

- System: Windows 98 SE, Windows NT SP5, Windows2000 sp1, Windows XP or better,
- 64 Mo of RAM and 50 Mo disk space available,
- Internet connection to download and upload data from on ESA GEB server,
- For Import functions use (import model generation and data import), EXCEL application (97 at least) must be installed,
- For Offline installation, the WinZip software must be used to decompress installed file, previously downloaded from ESA GEB site.

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3. INSTALLATION PROGRAMME

3.1. Download application software

To perform the installation

- **Be connected** to the ESA GEB site,
- Click on **File** in the pull-down menu,
- Then click on **OFFLINE Tool** and download the tool;

On the download window displayed:

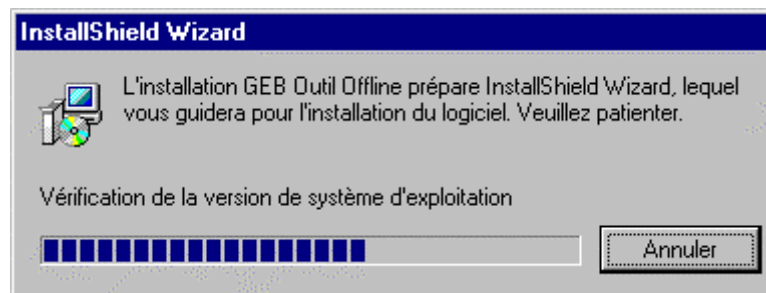
- Select **Save this file on the disk**,
- Click on **OK**.

WARNING : the downloading of Offline tool can take 10 to 60 min.

Select the directory to save the Offline tool installation file:

- Once the file **Setup.zip** is downloaded, “Unzip” it,
- Select a directory to save **Setup.exe**,
- Install Offline tool by double clicking on **Setup.exe**.

The installation shield Wizard starts.



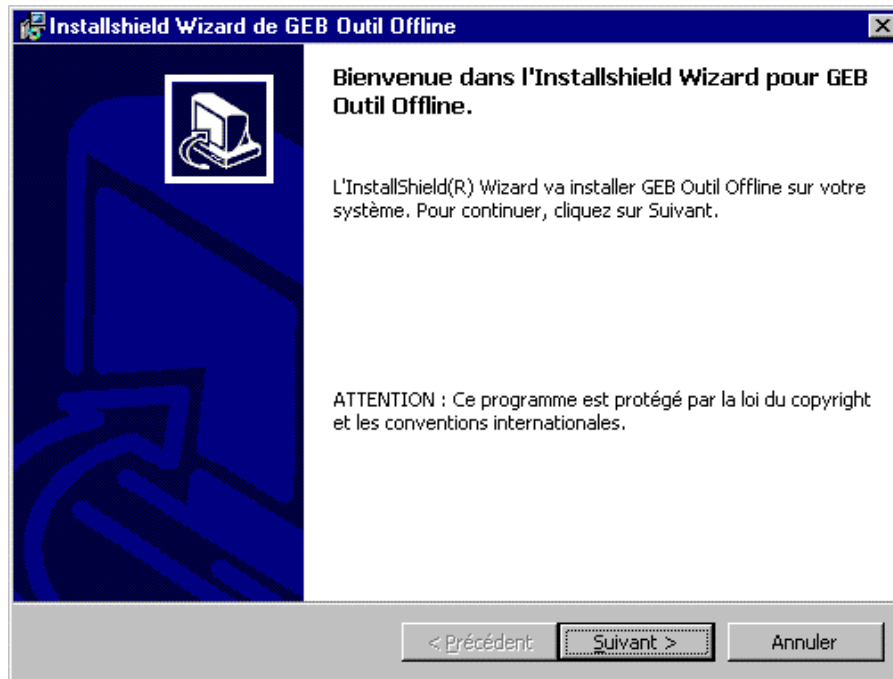
WARNING : When the installation is completed, the computer may have to be restarted.

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3.2. Installation

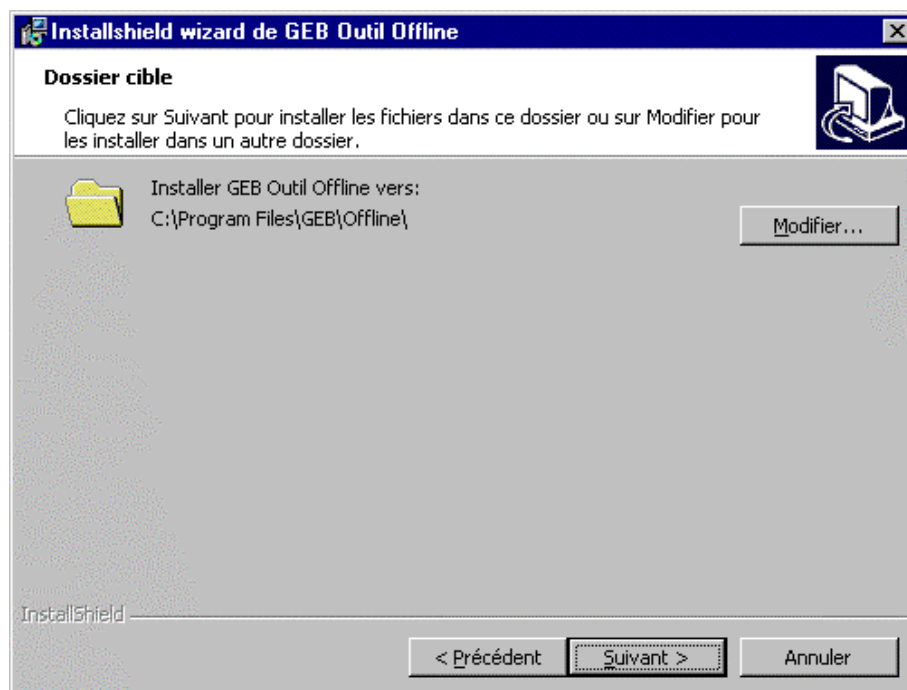
In the Offline tool installation window :

- Read carefully instructions given,
- Click on “**Suivant**” to step forward;



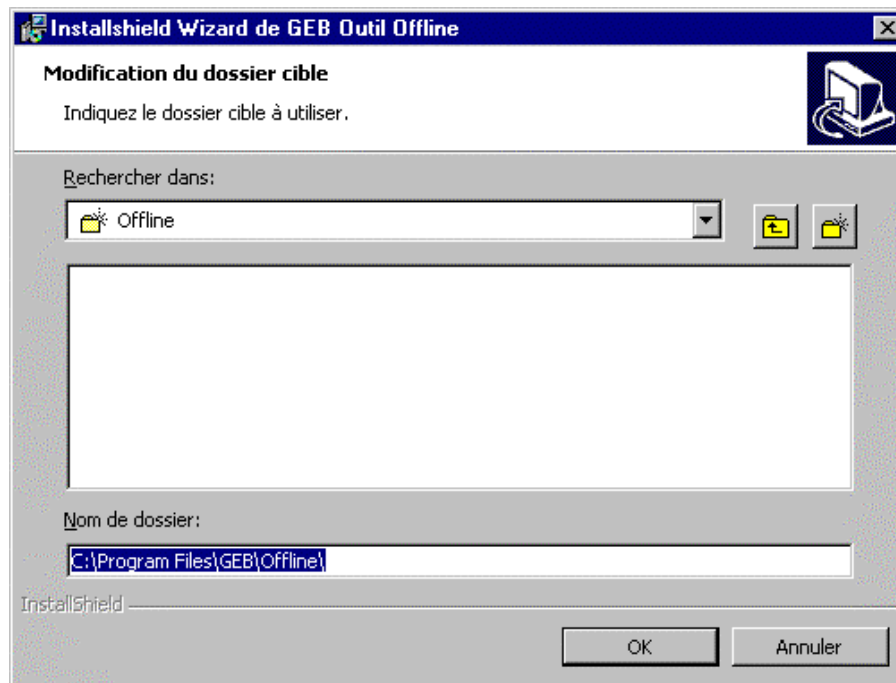
In the next window, choose a target path on the computer for the downloaded file. This default path is **C:\Program Files\GEB\Offline**.

Click on “**Modifier...**” to change the proposed path.



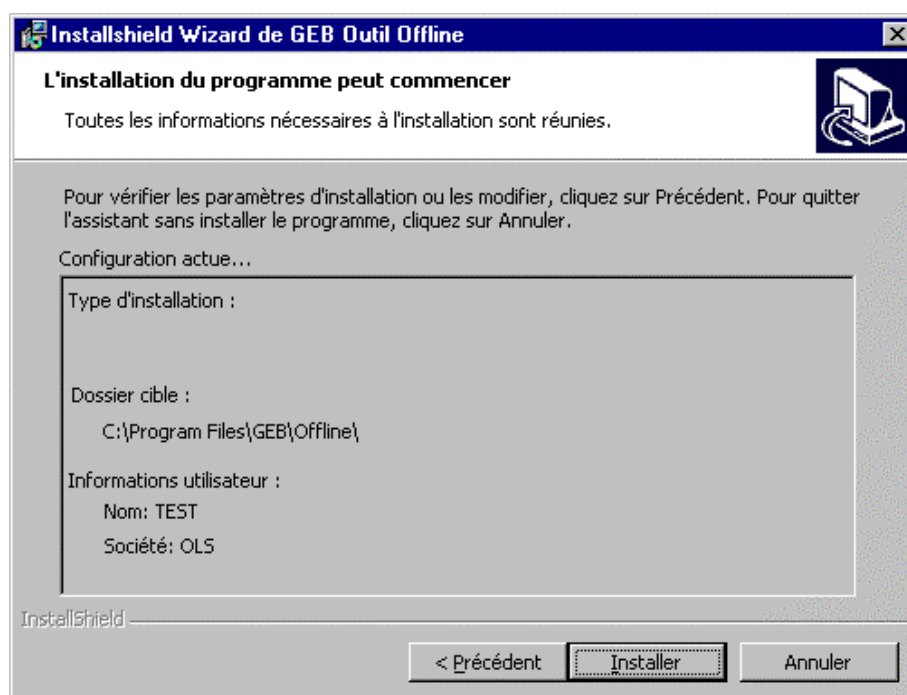
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The window of path modification is opened:



- Choose a target path for file installation;
- Click on **OK** (**Annuler** for Cancel)

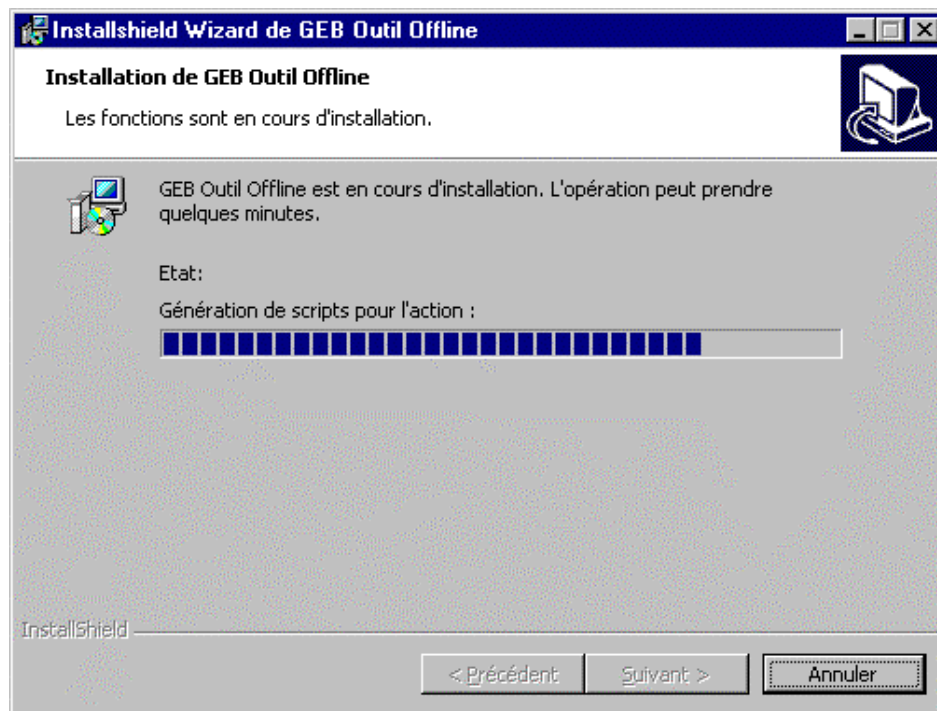
OFFLINE tool installation starts :



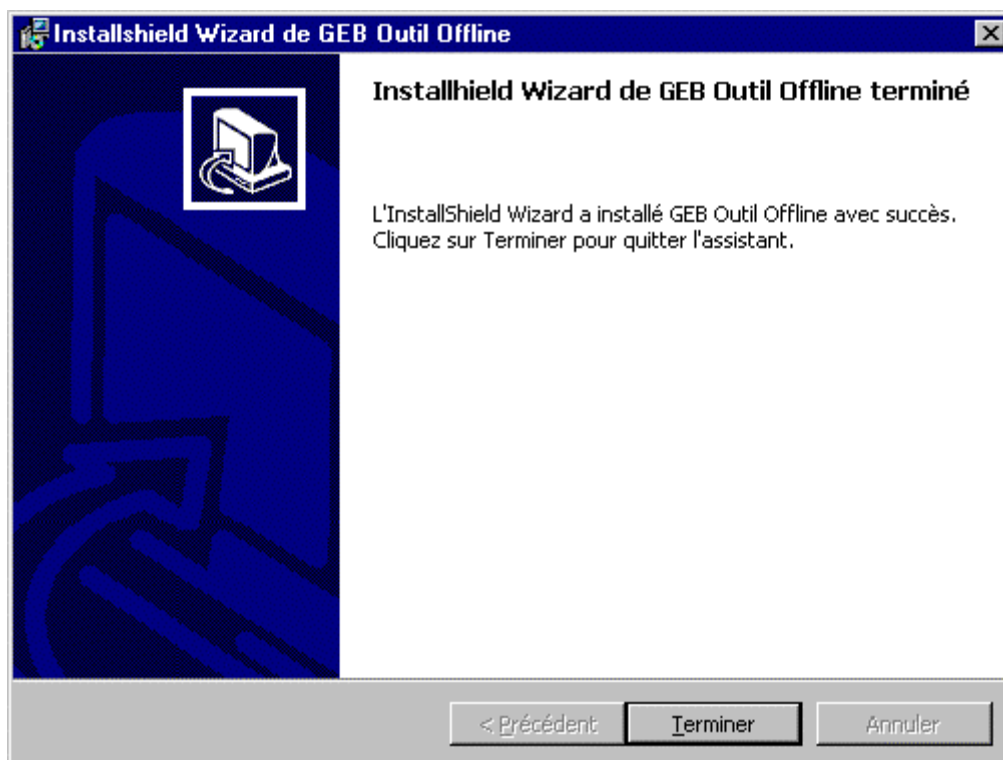
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- Read carefully instructions given,
- Click on “**Installer**” to start the installation processing.

Wait for the installation completion.



Once the installation is completed, click on “**Terminer**”.



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Once the installation is completed, an icon is created in the start menu and on the computer desktop.



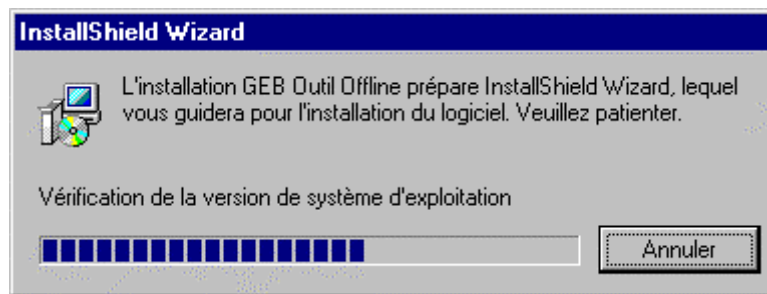
GEB Offline tool

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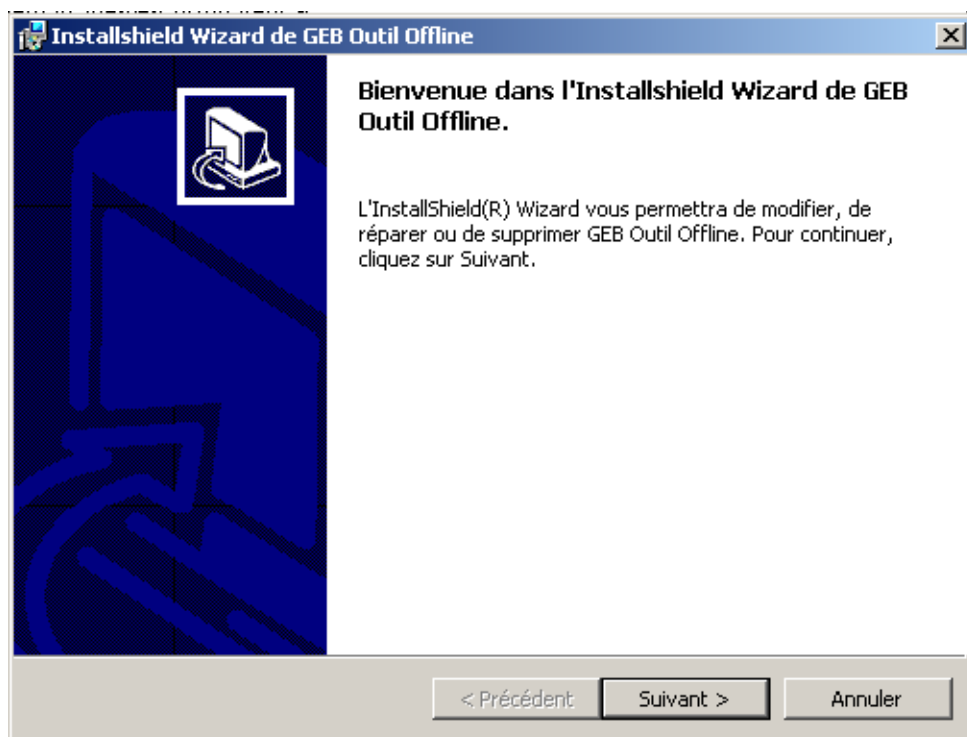
4. DE-INSTALLATION

To de-install GEB Offline Tool, 2 solutions:

- Go to **Add/Remove Programs applet** of the **Control panel**;
- Double click on **Setup.exe** .



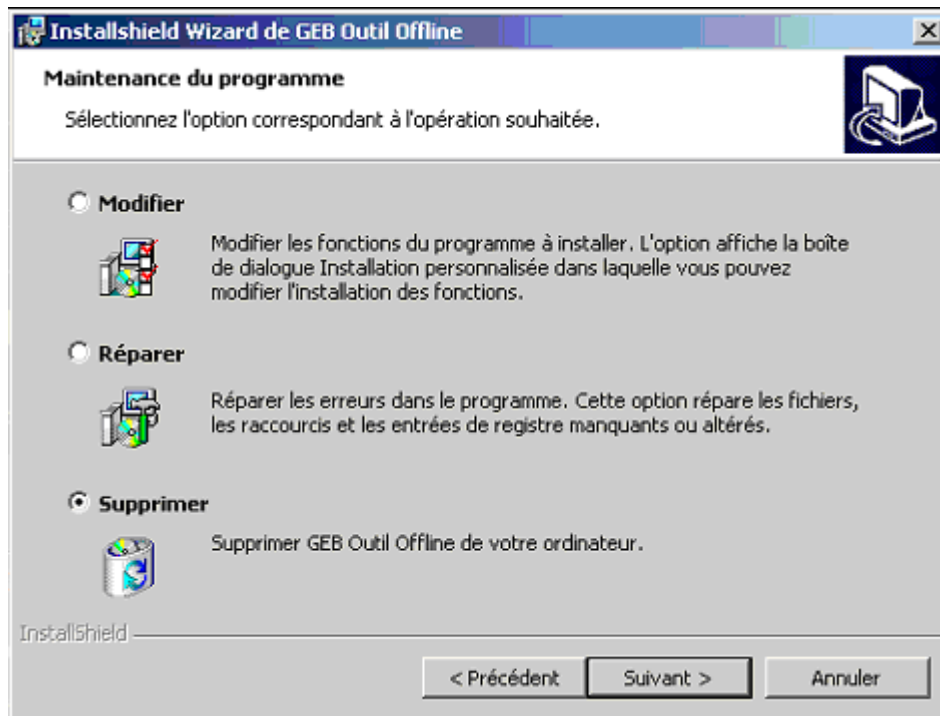
GEB OFFLINE tool installation window displays : **Installshield Wizard de GEB Outil Offline**



- Read carefully the instructions
- Click on “**Suivant**” to step forward.

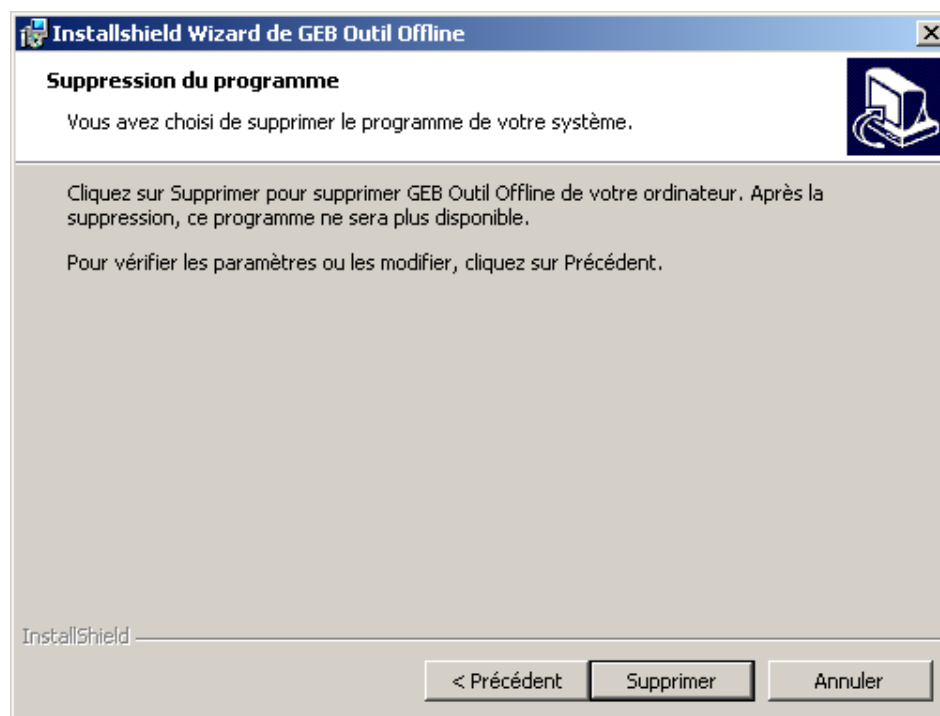
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The following window displays.



In this window choose between **Modifier**, **Réparer** or **Supprimer** (Modify, Repair or Delete) Offline tool : choose **Supprimer** and **Suivant**.

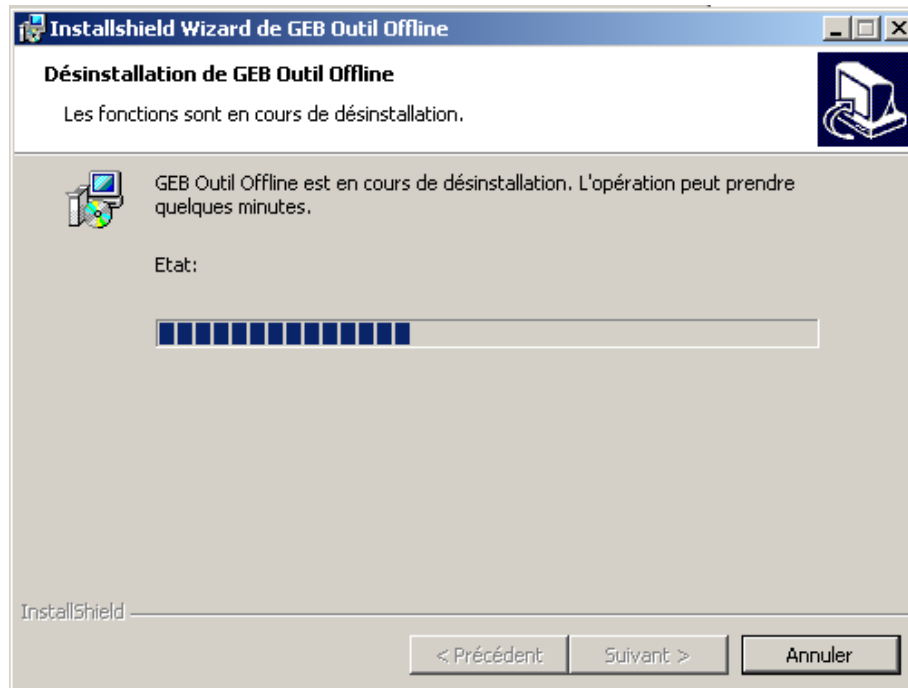
The following window displays.



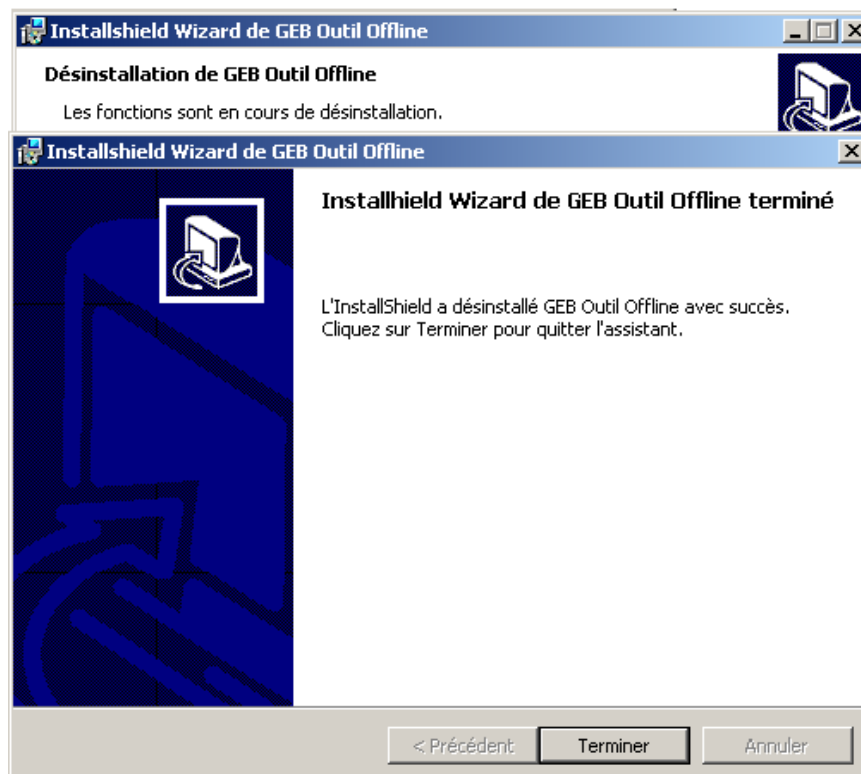
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- Read carefully the instructions,
- Click on “**Supprimer**” to de-install the application.

The following window displays, de-installation of Offline tool is processing...



Wait for the de-installation completion, a new window displays (see below).



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Click on **Terminer**, to complete the de-installation.

Once the de-installation is completed, the icon is deleted from the computer desktop and the Start menu.

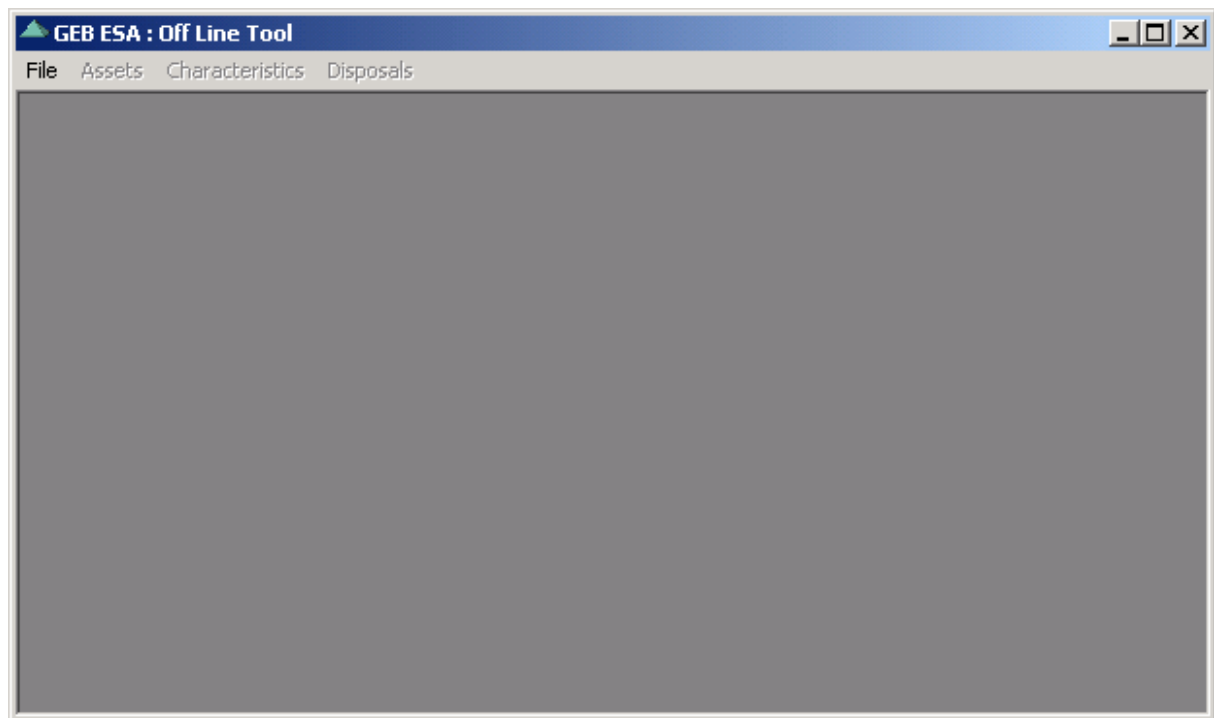
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5. GUIDE

5.1. First launching of the tool

To start locally Offline tool, **Double click** on “**GEB Offline tool**” icon on your computer desktop or in the Start menu.

For the first use, several menus are inactive because no reference data is locally available (not imported or not downloaded yet).

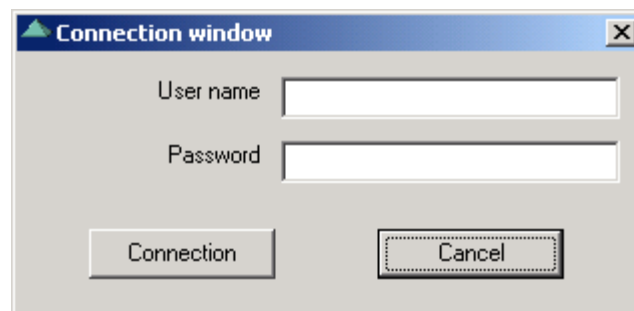


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5.2. Recovery of the data

It is required to download the data for the local use.

- Click on **File** in the pull-down menu,
- Click on **Recovery of the data**,
- Open the connexion window;



This window is used to get connected to ESA GEB site. Enter the user name and the password, then click on the “**Connexion**” button.

Search for assets on ESA GEB site, then download on the computer the assets selected or Offline processes.

Only assets for which the user is the Manager or Holder can be downloaded (for ESA GEB wording, see User Manual available on the site).

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The screenshot shows a software window titled "Connection window" with a tab labeled "Asset search criteria". The window contains several input fields for searching assets:

- ESA index: *
- Serial number: *
- Description: */**
- Product code: ▼
- Acquisition value: Min Max
- Update date: Between And
- Asset manager index: *
- Remarks : *
- Programme code: ▼
- Programme type : Actual programme ▼
- Owner: ▼

After entering selection criteria, click on **Validate**.

The monitoring process window displays and indicates the data downloading processing.

The screenshot shows the same "Connection window" but now displaying the status "Processus Offline en cours" (Offline process in progress). In the center, there is a small globe icon and a grey box with the following text:

- Data base creation.
- Data base compressing.
- Post-download data base compression.
- Data base downloading.

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NOTE1: The database is installed on the local hard disk.

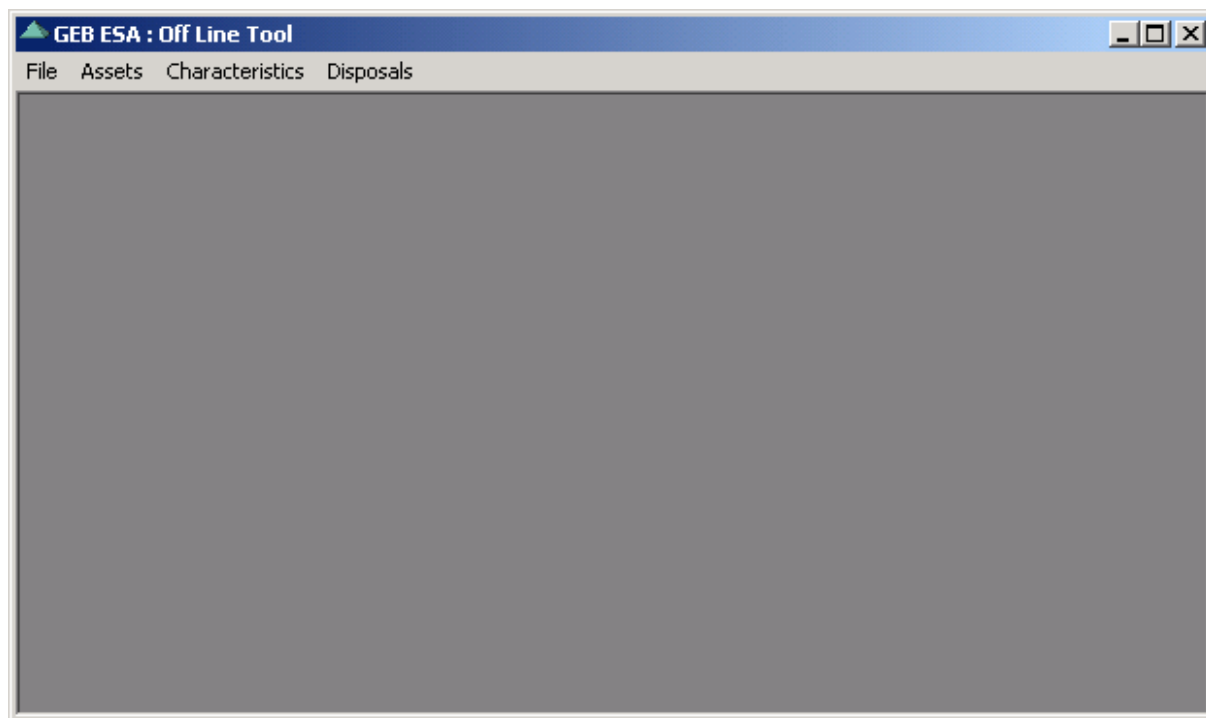
The user can work on it without being connected to the GEB web site.

NOTE2 : Each downloading creates a new Database, erasing the previous one.

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5.3. Use of the data

Once the database is downloaded, all the functions are available.



The logic of the **Assets** and **Characteristics** menus is the same than the ESA GEB site, except that only locally created assets can be modified.

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5.3.1. ASSETS AND CHARACTERISTICS

5.3.1.1. Creating an asset

The creation of an asset requires recording a new asset and its characteristics in the Offline tool. Remember one asset has at least one characteristic.

To initialize asset creation, select **Assets** in the main menu bar then **Creation** in the drop-down menu bar.

2 choices for creation :

- New asset; (see §a- Creating a new asset)
- From an existing asset. (see §b- Creating an asset from an existing asset)

a. Creating a new asset

On the **ASSET CREATION** page, fill in the proposed fields to record the asset to be created in the GEB Offline tool.

These fields include:

- Fields for definition of an asset:
 - Description / Serial number / Remarks: keyboard entry,
 - Programme / Product: "select" button,
 - Asset holder / Asset manager: "select" button,
 - Fixed assets: check box;

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Assets creation/modification

Asset | **Characteristic**

Description: [Redacted] Serial number: [Empty]

Programme: [Redacted]

Product: [Empty]

Holder

Company: [Redacted]

Location: [Redacted]

Building: [Redacted]

Manager

Company: [Redacted]

Location: [Redacted]

Fixed asset

☒ Movable asset

☐ Fixed asset

Observation

[Empty text area]

Cancel Accept

- Fields for definition of a characteristic:
 - Description / Work package number / (sub-) Contract / (sub-) Contractor / Rider / CE date /Holding department / Asset manager index / Remarks: keyboard entry,
 - Budget / Property: pull-down window,
 - Value on acquisition / Direct cost / Indirect cost: keyboard numerical entry.

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NOTE :

1. the default CE date (Date of Economic Conditions) is the current date;
2. the default numerical values are zero

When an asset is recorded, it is compulsory to fill in the red fields.

b. Creating an asset from an existing asset

In **Creation** click on **From an existing asset: then the Search criteria** window appears.

To perform this function on existing assets, the user must be either manager or holder of those assets. Only if it is the case, the user is allowed to locally modify those assets.

To create an asset from an existing asset (or by copying an existing asset):

- Search for the existing asset through the **Asset search criteria** page, then the selected assets are automatically copied;
- **List of assets** window is displayed.

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List of assets

Number of assets matching the criteria :358

Number of copies : Programme code :

European Space Agency=>Programme ARIANE 5=>CNES-DEVELOPPEMENT

ESA Index	Description	Holder company	Holder location	Holder buildingr	Last update
A5-00008702	ENERGIE A...	CNES-DEVELOP...	CNES - DEVELOPPEMEN...	PCE POSTE DE CONDUI...	7/6/2002
A5-00009102	UC PROLIN...	CNES-DEVELOP...	CNES - DEVELOPPEMEN...	ZONE TECHNIQUE ORC...	7/6/2002
A5-00009302	IMPRIMANT...	CNES-DEVELOP...	CNES - DEVELOPPEMEN...	ZONE TECHNIQUE ORC...	7/6/2002
A5-00009502	GROUPE E...	CNES-DEVELOP...	CNES - DEVELOPPEMEN...	ZONE TECHNIQUE ORC...	7/6/2002
A5-00010102	CASQUE R...	CNES - EVRY	EVRY	SALLE PROJET EVRY	7/6/2002
A5-00010802	MULTIPLEX...	CNES - EVRY	EVRY	SALLE PROJET EVRY	7/6/2002
A5-00011802	VENTILO C...	ARIANESPACE	ARIANESPACE KRU	TABLE AR5 N° 2	7/6/2002

Cancel Accept

- From the **List of assets** meeting the search criteria, the user may define :
 - The number of copies of the existing asset,
 - The program code of the asset(s) to be created,
 - The existing asset to be copied.
- Then **Accept**;
- The **List of duplicated assets** window is then displayed.

List of duplicated assets.

ESA Index	Description
OFFLINE-11	ENERGIE ARMOIRE ELECTRIQUE CLIMATISATION

Cancel Accept

To open the **Asset detail index** of a duplicated asset, select the asset in the list and **Accept**.

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5.3.1.2. Asset modification

The modification function applies only to assets currently created through the Offline Tool.

To modify an asset:

- Select **Assets** in the main menu bar then **Modification** in the pull-down menu bar,
- Search for the asset to be modified.

On the **Asset detail index**, 4 kinds of modification are available:

- Modifying the asset,
- Modifying the attributes of an asset characteristics,
- Deleting a characteristic from the list of an asset characteristic,
- Adding a characteristic;

5.3.1.3. Asset deletion

The deletion function applies to assets created through the Offline tool :

To delete an asset:

- Select **Asset** in the main menu bar then **Deletion** in the pull-down menu,
- Search for the asset to be deleted,
- Select the **Delete** button;

The asset will be deleted after acceptance of the confirmation message.

5.3.1.4. Search for an asset or a characteristic

The Asset search function applies to assets (or Characteristics) created through the Offline tool

To search for an asset (or Characteristics) :

- Select **Assets (Characteristics)** in the main menu bar then **Search** in the pull-down menu,;
- Search for the asset (or characteristics) through the **Search criteria** window ;
- Click on **Validate** button.

The list of assets (or characteristics) is displayed:

- Select an asset (or characteristics) then **Validate** ;
- **The Asset detail index** window of the selected asset (or asset of characteristic) is displayed;
- In Page 2 of the **Asset detail index** are listed all the characteristics of the asset, **Double click** on characteristics to display the **Characteristic description** window ;
- **Cancel, to close** this window to return to the **Asset detail index** window;
- **Cancel, to close** this window to return to the **List of assets (or characteristics)**;
- **Cancel, to close** this window to return to the **Search criteria** window ;
- **Cancel, to close** this window.

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5.3.2. DISPOSAL

The Disposal process applies to one or more accepted assets.

This process allows to submit the asset disposal proposal to a committee for a particular reason.

3 functions are available for the Disposal process:

- Initialization;
- In progress;
- Cancellation.

The concept of “transferring” an asset to a **New programme** is also allowed through the Disposal process. To perform that specific function the user must choose **New programme** as **Reason of disposal**. This choice lets appear a pull-down menu bar to select the new programme required.

5.3.2.1. Initialization

This process can be initialised or cancelled by the asset Managers.

To initialize the disposal of one or more assets:

- Select **Disposal** in the main menu bar then **Initialization** in the pull-down menu bar;
- On the **Disposal creation process** page:
 - Specify the information for creating the process (Reason and Proposal),
 - Search for the asset(s) to be disposed of belonging to the same asset holder, the same asset manager and the same owner;
- **Validate**

The process is then recorded with signature to be checked in the in progress status.

NB: In the case of a Transfer to a new programme, the choice of the new programme of assignment is mandatory.

5.3.2.2. In progress

This menu allows the user to modify a Disposal process created through the Offline tool.

5.3.2.3. Cancellation

This menu allows the user to cancel a Disposal process created through the Offline tool.

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5.3.3. IMPORT OF DATA

This function allows the users to create assets in an easy way, with MS EXCEL model file. Once fulfilled the MS Excel file is imported in the Offline Tool local Data Base.

5.3.3.1. Generate a file

To generate a “blank” data file, “ready for importation”:

- Click on **File** in the pull-down menu,
- Click on **Import data**,
- Click on **Generate a file**,
- Then a MS Excel “blank” file is created locally (recorded on local disk), and is ready to be filled.

5.3.3.2. Use of the file

Double click on MS Excel file generated (see above).

This file is displayed. The user can see on the first sheet the import table, and then different Reference Data on the following sheets. This reference data is:

- Import data,
- Asset Manager,
- Asset Holder,
- Product,
- Programme,
- Owner,
- Budget Code.

To fill the Import table(first sheet) the user must put a Reference Data in each of the columns assigned to a Reference Data..

Main rules to fill the import sheet:

- each line is an asset characteristic, with the Asset attributes in the first columns, and the Characteristic attributes in the other columns.
- An asset with only one Characteristic will be described on only one line
- An asset with X characteristics will be described on X lines

Compulsory fields:

- For an asset:
 - Description,
 - Programme,
 - Asset holder company,
 - Asset manager company;
 - Fixed asset (put "TRUE" for an immovable asset, and "FALSE" for a movable asset)

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- For a characteristic:
 - Description,
 - Value on Acquisition,
 - Currency,
 - Budget Code,
 - Date CE, (day date by default)
 - Owner;

Requirements:

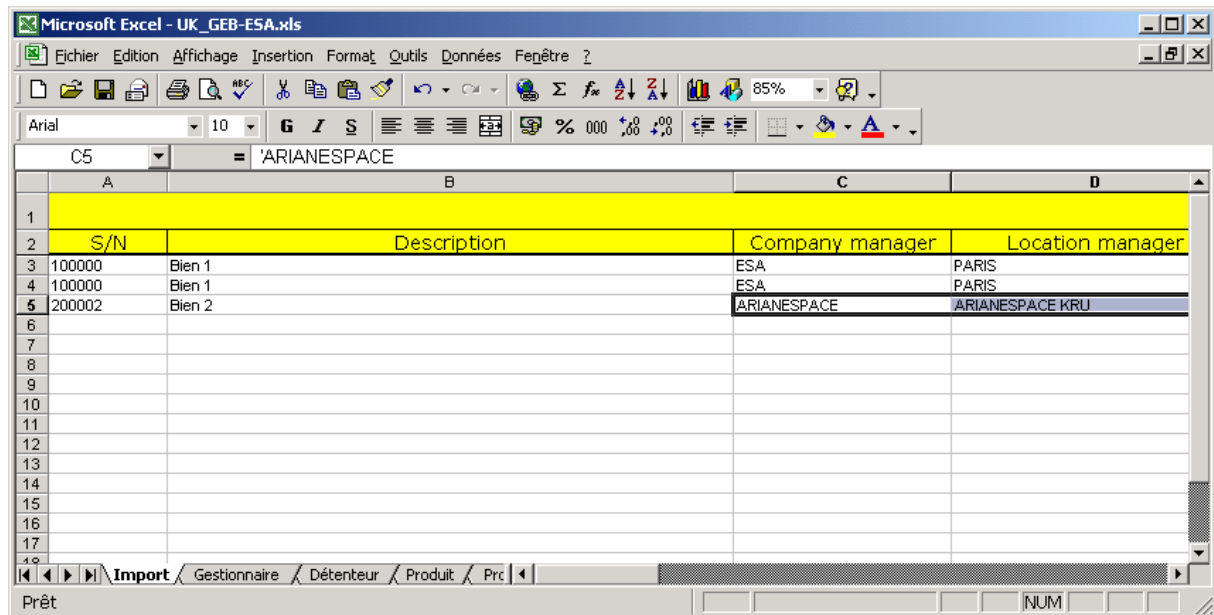
1. Each line stands for one asset and one of its characteristic.
The same asset attributes must be repeated at the beginning of each characteristic.
2. For each compulsory fields, the user must refer to the correct Reference Data sheet.
It is strongly suggested to perform copy/paste of the reference data in order to avoid syntax error.
3. NOTE: Yellow cell concerns an asset attribute
Green cell concerns a characteristics attribute
4. No cell in the MS Excel file (yellow, green and white) can be modified except the white lines of the **Import** sheet.
5. The import process will stop at the first empty line found: for this reason it is strictly forbidden to insert empty line in between assets.

Example: to fill in the Manager columns go to the Manager reference data sheet and select the correct cell to copy. (CTRL+C).

	A	B
1	Company manager	Location manager
17	ALJO	BREMEN
18	AMES	HORTEN
19	ANDRITZ	GRAZ
20	ARIANESPACE	ARIANESPACE KRU
21	ARIANESPACE	ELA 2
22	ARIANESPACE	EVRY
23	ARIANESPACE	EVRY
24	ASCENSION	ASCENSION
25	ASCENSION	EX-AKAKRO
26	ASL	HAMBURG
27	ASTRIUM GMBH	BREME
28	ASTRIUM GMBH	BREMEN
29	ASTRIUM GMBH	FRIEDH
30	ASTRIUM GMBH	FRIEDRICHSHAF

Return to **Import** tab, select the Manager cells and make paste (CTRL+V).

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Once all compulsory fields are filled in, please record the modifications of your “ready to be imported” MS Excel file. Then close MS Excel software.

Please perform like this for each reference data.

See annex below for asset keyboarding example.

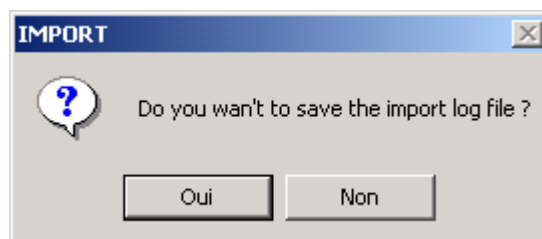
5.3.3.3. Import the data

When the assets were created:

- Click on **File** in the pull-down menu,
- Click on **Import**,
- Click on **Import the data**,
- **Journal** window is displayed.

Select MS Excel file and **Open** it.

The **IMPORT** window is displayed:



The **Journal** contains the summary report of importation process.

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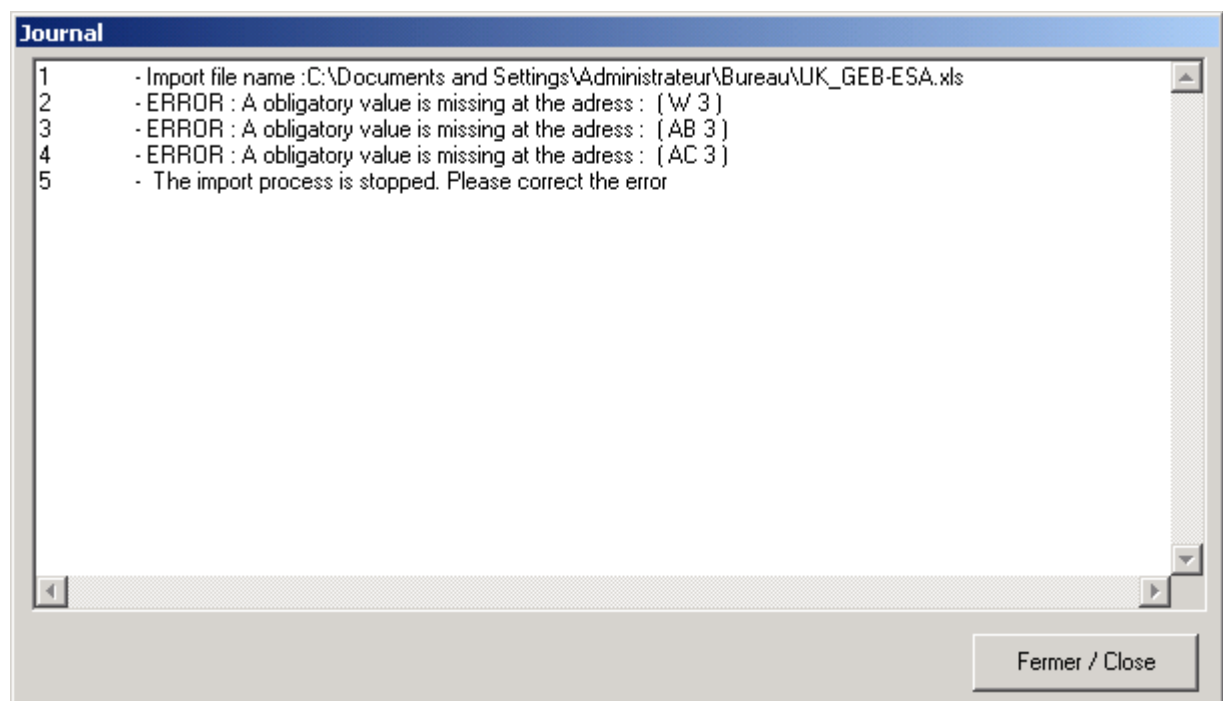
To record it, click on **Yes**.

The **Journal** window is displayed with :

1. The name of the import file,
2. The errors recorded : with missing compulsory fields.

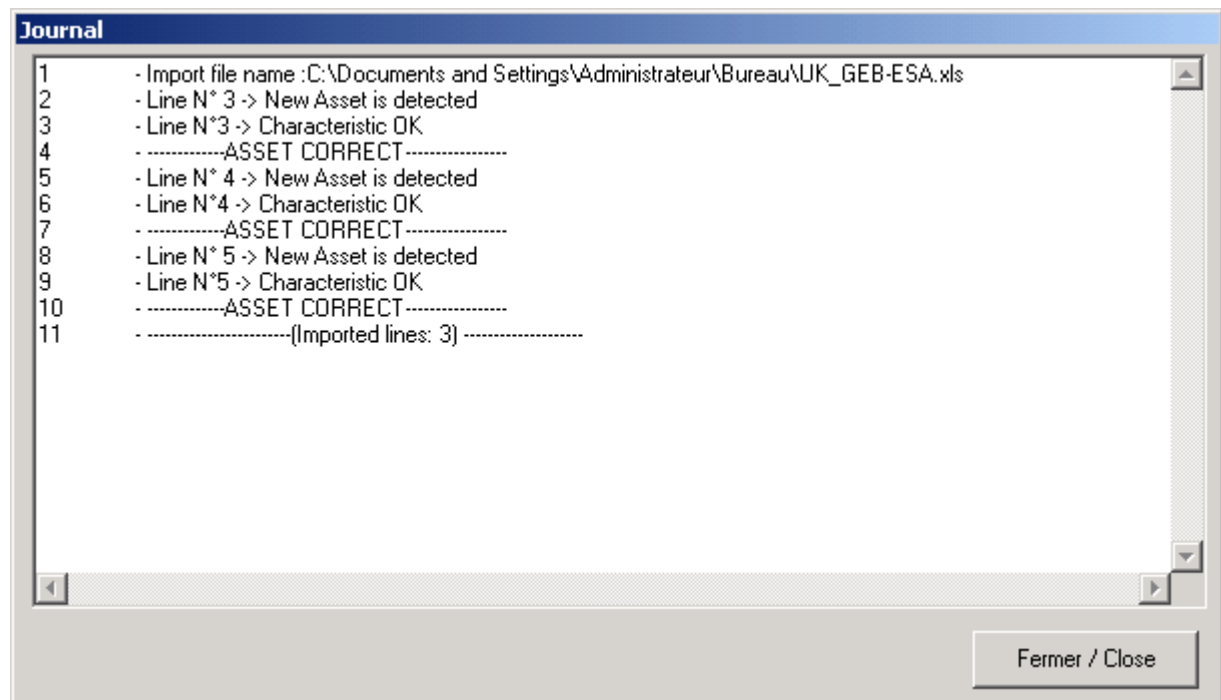
As long as errors appear, assets won't be imported. The **Journal** asks the user to correct the errors.

The MS Excel file should be open again and errors modified. To do so, please follow the instructions in the "journal" (lines and columns references)



When the assets import capture occurred well, the message in **Journal** window is : **ASSET CORRECT**.

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Then click on **Fermer/Close** to close the **Journal** window.

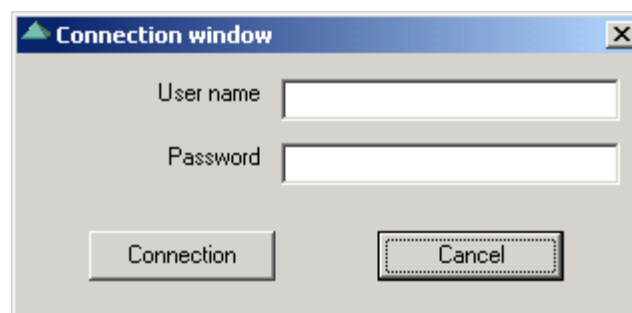
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5.4. Upload of data

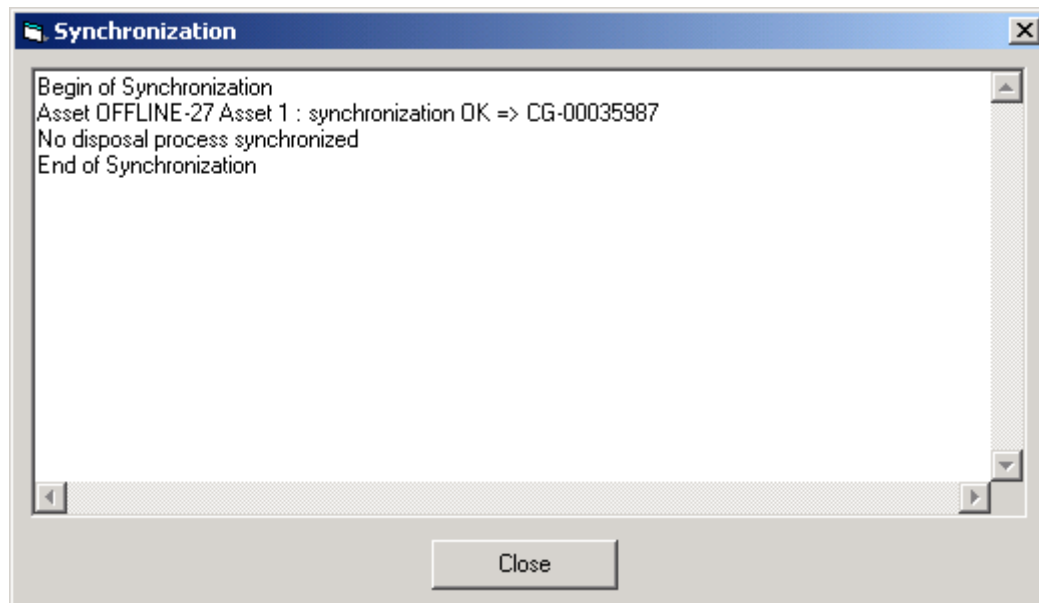
Once use of Offline tool completed on its computer, the user must upload data on the GEB ESA site.

The connection with the GEB ESA site is performed like this:

- Select **File/Synchronization DB**,
- **Open** the next window,
- Enter **user name** and **password**,
- Click on **Connection**.



The next window provides the list of modifications performed off line.



This window monitors all the synchronizations performed with the tool. It displays all the uncompleted process and details

ANNEX

Import file filling in example :

Here, Asset 1 has two characteristics, then all the 2 first fields are identically filled in.

N/S	Description	Company manager	Location manager	Company holder	Holder location	Holder building	Product CodeOT	Value on acquisition	Remarks
100000	Bien 1	ESA	PARIS	ESA	PARIS	BUREAUX ESA PARIS	1243000	10000	
100000	Bien 1	ESA	PARIS	ESA	PARIS	BUREAUX ESA PARIS	1243000	10000	
200002	Bien 2	ARIANESPACE	ARIANESPACE KRU	ARIANESPACE	ARIANESPACE KRU	AIRE DE LANCEMENT ELA1	7591	1500000	

Programme code	Fixed asset	Replacement value	Description	Value on acquisition	Sub contract	Contract	Contractor	Sub contractor	Rider	Work package number	Date EC	...
A5	1	10000	Attribute 1	150	1111a	1111					01/02/2004	
A5	1	10000	Attribute 2	850	1111a	1111					01/02/2004	
A5	0	1500000	Attribute 3	1500000	2222a	2222					01/01/2004	

NOTE 1 : For Fixed asset field, put "1" for an immovable asset, and "0" for a movable asset.

NOTE 2 : Some cells are not filled because the data is not compulsory.