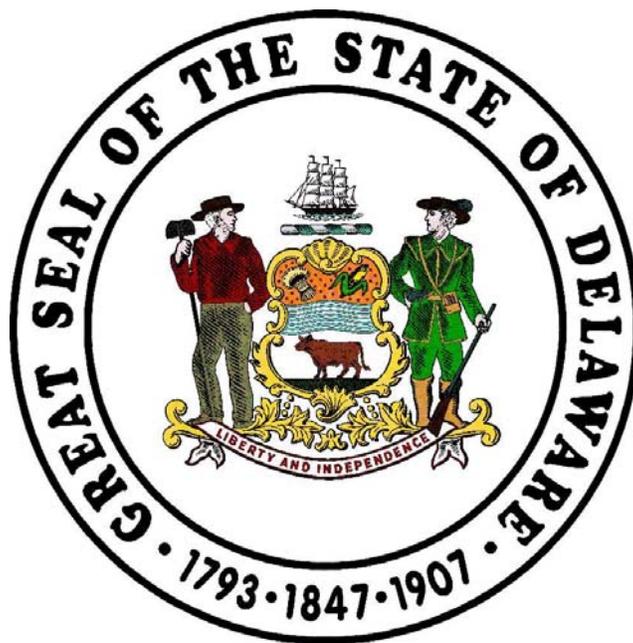


FIXED ASSET ACCOUNTING SYSTEM (FAAS)

DATA ENTRY MANUAL



DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

May 2009

---Page Intentionally Left Blank---

TABLE OF CONTENTS

OVERVIEW	4
UNDERSTANDING THE FIXED ASSET ACCOUNTING SYSTEM (FAAS).....	5
FIXED ASSET TABLES	6
FIXED ASSET TRANSACTION DOCUMENTS	21
FIXED ASSET ACQUISITIONS	22
FIXED ASSET BETTERMENTS	33
FIXED ASSET MODIFICATIONS	37
FIXED ASSET DISPOSITIONS	46
FIXED ASSET MANAGEMENT AND ACCOUNTING REPORTS	47
FIXED ASSET OFF LINE PROGRAMS	51

OVERVIEW

This manual is intended for use by personnel responsible for the financial documentation, reporting, and management of the State of Delaware Fixed Assets.

Any questions regarding this manual should be directed to:

Linda Murabito

Phone: 302-672-5527

Email: LINDA.MURABITO@state.de.us

Jennifer A. Spence, CICA

Phone: 302-672-5506

Email: Jennifer.Spence@state.de.us

Although this guide contains some policies and procedures, it is intended for use with the *State of Delaware Fixed Asset Accounting Policy Manual* which can be accessed at the following web address: <http://accounting.delaware.gov/manuals.shtml>

UNDERSTANDING THE FIXED ASSET ACCOUNTING SYSTEM (FAAS)

The Fixed Asset Accounting System (FAAS) is designed to support all control, accounting, and reporting functions of physical items management. The FAAS maintains detailed records of all land, buildings, improvements to land, betterments, equipment, software and vehicles owned by the State government.

There are four major components of the FAAS:

- **Fixed Asset Tables:** Maintained by the Division of Accounting. These tables are used by the FAAS to define valid codes and must be used when entering transaction documents into the system. There are eleven master and 4 system generated tables.

- **Transaction Documents:** For users to enter fixed asset information, the FAAS provides seven specialized transaction documents to record Asset Acquisitions, Betterments, Modification, Transfers and Dispositions. Each transaction is supported by its own data entry screen and processing (entry, correction, update, etc.).

- **Fixed Asset Management and Accounting Reports:** Once information has been entered and processed in FAAS, reports can viewed in Mobius (reported monthly) to assist both users and the Division of Accounting to track information on fixed assets.

- **Fixed Asset Off-Line Programs:** The FAAS provides four off-line programs which are used by the Division of Accounting to perform depreciation calculations, ledger entries, record purges and annual closings.

FIXED ASSET TABLES

The Fixed Asset Subsystem uses fifteen tables. There are eleven master and four system-generated tables. This is in addition to master tables shared with the Delaware Financial Management System (**DFMS**) for field validation and referencing purposes. The **FAAS** provides extensive asset classification hierarchy relationships via these fifteen tables. This hierarchical structure is as follows:

Type	Group Category	Group Class	Group
V	71	7120	712006
Vehicle	Car/s-Wagons/Otr Vehicles	Service Vehicles	Van (special purpose)

- **Master Tables**

The **FAAS** utilizes eleven master tables listed below:

- 1) **FADM**- *Fixed Asset Acquisition/Disposition*
- 2) **FATP** - *Fixed Asset Type*
- 3) **FGRP** – *Fixed Asset Group*
- 4) **FGCS** – *Fixed Asset Group Class*
- 5) **FGCT** – *Fixed Asset Category*
- 6) **FLOC**– *Fixed Asset Location*
- 7) **FLCS** – *Fixed Asset Location Class*
- 8) **FLCT** – *Fixed Asset Location Category*
- 9) **FAND** – *Fixed Asset Condition*
- 10) **FACT** – *Fixed Asset Criteria*
- 11) **FNCR** – *Fixed Asset Non- Capitalized Reason Code*

These tables are used by the **FAAS** to define valid codes and are used when a transaction document is entered into the system. These tables are further described on the following pages.

- 1.) **FADM** - *Fixed Asset Acquisition/Disposition Table* defines valid acquisition and disposition method codes. For example, valid acquisition codes may include "P" Purchased and "C" Constructed. To access the Fixed Asset Acquisition/Disposition Table, enter "**FADM**" into the Screen field of the Action line.

ACTION: R		SCREEN: FADM		USERID: FFMS	04/29/09	01:54:46 PM
FIXED ASSET ACQUISITION/DISPOSITION TABLE						
KEY IS ACQ/DISP CODE, ACQ/DISP METHOD						
CODE	METHOD	ACQ/DISP	NAME	SHORT NAME		

01-	A	C	CONSTRUCTED	CONSTRUCTED		
02-	A	G	GIFT/REQUEST	GIFT/REQUEST		
03-	A	I	ITEMS CONFISCATED	CONFISCATED		
04-	A	P	PURCHASED	PURCHASED		
05-	A	R	TRANSFERRED	TRANSFERRED		
06-	A	T	TRADED	TRADED		
07-	D	C	CONSTRUCTION WORK IN PROGRESS	CONSTRUCTION		
08-	D	D	DESTROYED	DESTROYED		
09-	D	O	OTHER	OTHER		

FADM FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
CODE	An indicator that describes if the asset was acquired or disposed. "A" = Acquired "D" = Disposed	1
METHOD	An indicator that describes how the asset was acquired or disposed.	1
ACQ/DISP NAME	A description of how the asset was acquired or disposed.	30
SHORT NAME	A shorter description of how the asset was acquired or disposed.	12

2.) **FATP** - *Fixed Asset Type* defines major types of assets, associated balance sheet and accumulated depreciation accounts, and indicates if an asset is to be depreciated. To access the Fixed Asset Type Table, enter “**FATP**” into the Screen field of the Action line.

ACTION: R		SCREEN: FATP	USERID: FFMS	04/29/09	01:55:54 PM
FIXED ASSET TYPE TABLE					
KEY IS FIXED ASSET TYPE					
FA				FA	FA DEPR FA
TYPE	TYPE NAME	SHORT NAME	ACCT	ACCUM	IND AMOUNT

E	EQUIPMENT/COMPUTER/FURNITURE	EQP/COM/FURN	1642	1643	Y 0000100
I	IMPROVE OTHER THAN BUILDINGS	IMPROVEMENTS	1612	1631	Y 0000100
L	LAND	LAND	1610		N 0000000
S	SOFTWARE	SOFTWARE	1650	1651	Y 0000100
V	VEHICLES	VEHICLES	1648	1649	Y 0000100

FATP FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
FA TYPE	An indicator that describes the type of fixed asset. Please refer to the State’s Capital Asset Policy Manual for assistance with asset classifications.	1
TYPE NAME	A description of the type of asset	30
SHORT NAME	A shorter description of the type of asset.	12
FA ACCT	A balance sheet account for the different types of assets (land, buildings, etc.).	4
FA ACCUM	A balance sheet account for the accumulated depreciation for the different types of assets (buildings, equipment, etc.).	4
DEPR IND	This indicator must be set to determine whether the type of asset may be depreciated. The indicator should be set to “N” (No) for land, improvements and construction and to “Y” (Yes) for all other types of assets.	1
FA AMOUNT	The minimum amount reported for the asset type.	7

3.) **FGRP** – *Fixed Asset Group* is used to identify and describe the kind of fixed asset on a more detailed level than the fixed asset type (comparable to the DFMS Object table). Every fixed asset must be assigned to a fixed asset group. The fixed asset group is the most detailed level of a three-level reporting hierarchy within fixed asset type. An example of the group, group class, group category and type is:

FA Type	FA Group	Group Class	Group Category
E	701012	7010	70
Equipment	Timestamp Machine	Office Equipment	Capital Outlay Equipment

- Type- major type of asset; e.g. Equipment (see *FATP* Table).
- Group- is the most detailed; e.g. the Timestamp Machine (see *FGRP* table).
- Group Class-a grouping of items in each class; e.g. Office Equipment(see *FGCS* table).
- Group Category -a collection of classes; Capital Outlay - e.g. Equipment (see *FGCT* table).

To access the Fixed Asset Group Table, enter “**FGRP**” into the Screen field of the Action line.

```

ACTION: R  SCREEN: FGRP  USERID: FFMS  04/29/09  01:57:03 PM
FIXED ASSET GROUP TABLE
KEY IS FIXED ASSET TYPE, FIXED ASSET GROUP
FA  FA      GROUP  GROUP    GROUP
TYPE GROUP  CLASS  CATEGORY  NAME
-----
B  820000  8200   82      BUILDINGS
B  820100  8201   82      PURCH-BLDGS OTR THAN ROW
B  820300  8203   82      PREFAB BLDGS/STORAGE TANKS
E  609800  6098   60      SUPPLIES UNDER $1000.00
E  700200  7002   70      INSTRUCTIONAL EQUIP
E  700400  7004   70      ATHLETIC EQUIP
    
```

FGRP FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>	<u>REFER TO FIXED ASSET TABLE</u>
FA TYPE	An indicator that describes the type of fixed asset.	1	FATP
FA GROUP	A unique six digit code that defines what group the asset belongs to. Includes the Group Class and Group Category number.	6	FATP
GROUP CLASS	A four-digit code that defines a grouping of like items.	4	FGCS
GROUP	A four-digit code that defines a grouping of like items.	2	FGCT
GROUP NAME	The descriptive name of the group.	30	FGCT
SHORT NAME	A short descriptive name of the group.	12	FGCT

4.) **FGCS** - *Fixed Asset Group Class* identifies collections of related FA group codes. To access the Fixed Asset Group Class Table, enter “**FGCS**” into the Screen field of the Action line.

```

ACTION: R  SCREEN: FGCS  USERID: FFMS                                04/29/09  01:57:41 PM
FIXED ASSET GROUP CLASS TABLE
KEY IS FIXED ASSET TYPE, FIXED ASSET GROUP CLASS
FA  GROUP
TYPE CLASS  GROUP CLASS NAME                                SHORT NAME
-----
01-  B      8200  BUILDINGS
02-  E      7002  INSTRUCTIONAL EQUIPMENT
03-  E      7010  OFFICE EQUIPMENT
04-  E      7020  INSTITUTIONAL EQUIPMENT
05-  E      7030  INSTRUC/LAB EQUIPMENT
06-  E      7040  AUDIO VISUAL
07-  E      7200  CUSTODIAL/MAINTENANCE EQUIP
08-  E      7210  SHOP MACHINERY/EQUIP/TOOLS
09-  E      7310  REFRIG/AIR CONDITIONING
10-  E      7411  COMMUNICATION EQUIPMENT
11-  E      7420  SAFETY/EMERG TRAIN EQUIP
12-  E      7510  CULTURAL
13-  E      7520  CREATIONAL EQUIPMENT
14-  E      7530  EDUCATIONAL EQUIPMENT
    
```

FGCS FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>	<u>REFER TO FIXED ASSET TABLE</u>
FA TYPE	An indicator that describes the type of fixed asset.	1	FATP
GROUP CLASS	A four-digit code that defines a grouping of like items.	4	FGCS
GROUP CLASS NAME	The descriptive name of the group class.	30	FGCS
SHORT NAME	A short descriptive name of the group class.	12	FGCS

5.) **FGCT** - *Fixed Asset Group Category* identifies collections of related FA group category codes. To access the Fixed Asset Group Category Table, enter “**FGCT**” into the Screen field of the Action line.

```

ACTION: R  SCREEN: FGCT  USERID: FFMS                                04/29/09  01:58:12 PM
FIXED ASSET GROUP CATEGORY TABLE
KEY IS FIXED ASSET TYPE, FIXED ASSET GROUP CATEGORY
FA      GROUP
TYPE  CATEGORY  GROUP CATEGORY NAME          SHORT NAME
-----
01-  B      82      BUILDINGS
02-  E      70      CAPITAL OUTLAY-EQUIPMENT
03-  E      72      SHOP MACHINERY/EQUIP/TOOLS
04-  E      73      RREFRIG/AIR CONDIT/HEAT
05-  E      74      COMMUNICATIONS/EMERGENCY EQUIP
06-  E      75      ED/RECR/CULTURAL EQUIP
07-  E      88      COMPUTR/WRD PROCESS/SOFTWARE
08-  I      81      LAND IMPROVEMENTS
09-  L      80      CAPITAL OUTLAY-PROPERTY
10-  V      71      CAR/S-WAGONS/OTR VEHICLES
11-
12-
13-
14-
11-*L008  END OF FILE
    
```

FGCT FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>	<u>REFER TO FIXED ASSET TABLE</u>
FA TYPE	An indicator that describes the type of fixed asset.	1	FATP
GROUP CATEGORY	A code for the group category.	2	FGCT
GROUP CATEGORY NAME	The descriptive name of the group category.	30	FGCT
SHORT NAME	A short descriptive name of the group category.	12	FGCT

6.) **FLOC** - *Fixed Asset Location* is used to describe location codes that are used to identify the location of a fixed asset; e.g. the room number for a desk, the street address for a parcel of land, the garage for a vehicle. Each organization establishes its own locations for the table. Every fixed asset must be associated with a location code. The location code is the lowest level of a three-level classification hierarchy. For example see line 14 in the following table. The Category is be "DOVER", the Class - "Thomas Collins Bldg.", and the Location - "Room 208" (The first six digits in the Location identify the department and organization). To access the Fixed Asset Group Category Table, enter "FLOC" into the Screen field of the Action line.

ACTION: R		SCREEN: FLOC		USERID: FFMS	04/23/02
03:18:51 PM					
FIXED ASSET LOCATION TABLE					
KEY IS LOCATION					
LOCATION	CLASS	CATG	LOCATION NAME		

01-	250501ASAP	SAP	DV	ACCOUNTING-ASAP	
02-	250501CLOSET	TCB	DV	ACCOUNTING-DFMS-CLOSET	
03-	250501CPBLUEHEN	BHC	DV	ACCOUNTING-CENTRAL PYRL BLUHEN	
04-	250501HALLWAY	TCB	DV	ACCOUNTING-DFMS-HALLWAY	
05-	250501IMS	BHC	DV	ACCOUNTING-IMS PROJECT	
06-	250501MAILROOM	TCB	DV	ACCOUNTING-MAILROOM	
07-	250501PARKINGLOT	TCB	DV	ACCOUNTING-TC BLDG PARKING LOT	
08-	250501RM202A	TCB	DV	ACCOUNTING-DFMS-ROOM 202A	
09-	250501RM202B	TCB	DV	ACCOUNTING-DFMS-ROOM 202B	
10-	250501RM203	TCB	DV	ACCOUNTING-DFMS-ROOM 203	
11-	250501RM205	TCB	DV	ACCOUNTING-DFMS-ROOM 205	
12-	250501RM206	TCB	DV	ACCOUNTING-DFMS-ROOM 206	
13-	250501RM207	TCB	DV	ACCOUNTING-DFMS-ROOM 207	
14-	250501RM208	TCB	DV	ACCOUNTING-DFMS-ROOM 208	
15-	250501RM208A	TCB	DV	ACCOUNTING-TRAINING ROOM-208A	

FLOC FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>	<u>REFER TO FIXED ASSET TABLE</u>
LOCATION	First 2 positions are DEPT. Next 4 positions are DIVISION and BUDGET UNIT. The remainder is a room number or other descriptive information.	16	
CLASS	Identifies the building where the Fixed Asset is located.	3	FLCS
CATG	Identifies the city where the Fixed Asset is located.	2	FLCT
LOCATION NAME	The descriptive name of the location.	30	

7.) **FLCS** - *Fixed Asset Location Class* identifies the building where the fixed asset is located. To access the Fixed Asset Location Class Table, enter “**FLCS**” into the Screen field of the Action line. The assignment of locations to location classes occurs in the Fixed Asset Location Table (FLOC).

ACTION: R SCREEN: FLCS USERID: FFMS			04/29/09 03:53:02 PM
FIXED ASSET LOCATION CLASS TABLE			
KEY IS LOCATION CLASS			
LOCATION			
CLASS	LOCATION CLASS NAME	SHORT NAME	

01-	TR	TALLEY ROAD	TALLEY RD
02-	TRL	TRAILERS LOCATED AT SCHOOLS	TRAILERS
03-	TRN	TRANSPORTATION, DOC	TRANSP DOC
04-	TUD	TUDOR PARK BLDG	TUDR PK BLDG
05-	TWH	THE WHITE HOUSE	WHITE HOUSE
06-	TWS	TRUCK WEIGHT STATION	WEIGHT STAT
07-	UNV	UNIVERSITY OFFICE PLAZA	UNIV OFF PLZ
08-	UN5	UNIT 5	UNIT 5
09-	UN6	UNIT 6	UNIT 6
10-	URC	UNDER RECORD CENTER	UN REC CTR
11-	URS	UNDERWOODS CORNER SCHOOLE	UNDERWOODS
12-	U14	SECURITY BLDG UNITS 1 THRU 4	SEC 1 TO 4
13-	VAC	VOLUNTARY ASSESSMENT CENTER	VOL ASSES CT
14-	VC	VISITORS CENTER	VISITORS CTR

FLCS FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
LOCATION CLASS	A code describing the building where the fixed asset is housed.	3
LOCATION CLASS NAME	The building name.	30
SHORT NAME	An abbreviation of the building name.	12

8.) **FLCT** - *Fixed Asset Location Category Table* identifies the cities where fixed assets are located. To access the Fixed Asset Location Category Table, enter “**FLCT**” into the Screen field of the Action line. The assignment of locations to location categories occurs in the Fixed Asset Location Table (**FLOC**).

ACTION: R		SCREEN: FLCT	USERID: FFMS	04/29/09	03:54:11 PM
FIXED ASSET LOCATION CATEGORY TABLE					
KEY IS LOCATION CATEGORY					
LOCATION					
CATEGORY	LOCATION	CATEGORY NAME	SHORT NAME		

01-	AN	ARDEN			
02-	AT	ARDENCROFT			
03-	BE	BELLEFONTE			
04-	BH	BETHANY BEACH			
05-	BL	BRIDGEVILLE			
06-	BR	BEAR			
07-	BS	BLADES			
08-	BT	BETHEL			
09-	BW	BOWERS BEACH			
10-	CA	CHRISTIANA			
11-	CD	CHESWOLD			
12-	CN	CAMDEN			
13-	CT	CLAYTON			
14-	CY	CLAYMONT			

FLCT FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
LOCATION CATEGORY	A code describing the city where the fixed asset is located	2
LOCATION CATEGORY NAME	The name of the city, town or municipality where the fixed asset is located	30
SHORT NAME	Not used.	12

9.) **FAND** - *Fixed Asset Condition Table* defines the valid codes used to describe the condition of an asset. e.g. (Antique, Excellent, Good, Fair, Poor). To access the Fixed Asset Location Condition Table, enter “**FAND**” into the Screen field of the Action line.

```

ACTION: S   SCREEN: FAND USERID: FFMS           04/29/09   03:54:34 PM
FIXED ASSET CONDITION TABLE
KEY IS COND
COND DESCRIPTION
-----
01-  A    ANTIQUE
02-  E    EXCELLENT
03-  F    FAIR
04-  G    GOOD
05-  P    POOR
    
```

FAND FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
COND	An indicator that describes the condition of the fixed asset.	1
DESCRIPTION	A description of the condition of the asset.	9

10.) **FACT** – *Fixed Asset Criteria Table* is used in the PV processor to determine if the Fixed Asset is being purchased. The State’s minimum requirement for a fixed asset to be capitalized is entered. Organizations may have a lower threshold which would be entered on the table as requested. To access the Fixed Asset Criteria Table, enter “**FACT**” into the Screen field of the Action line.

ACTION: R			SCREEN: FACT	USERID: FFMS	04/29/09	03:55:27 PM
FIXED ASSET CRITERIA TABLE						
KEY IS FA TYPE/ORG						
FA TYPE	ORGANIZATION	AMOUNT				
----	----	-----				
01- B	****	0000000000000				
02- B	5501	9999999999999				
03- B	5502	9999999999999				
04- B	5503	9999999999999				
05- B	5504	9999999999999				
06- B	5505	9999999999999				
07- B	5506	9999999999999				
08- B	5507	9999999999999				
09- B	5508	9999999999999				
10- B	5511	9999999999999				
11- E	****	00000002500000				
12- E	2009	00000000500000				
13- E	4005	00000000500000				
14- E	5501	9999999999999				
15- E	5502	9999999999999				

FACT FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
FA TYPE	An indicator that describes the type of fixed asset.	1
ORGANIZATION	The Department and Division code	4
AMOUNT	The amount used as the criteria for which a fixed asset will be capitalized.	14

11.) FNCR – *Fixed Asset Non Capitalized Reason Code Table* defines the valid codes used to describe the reasons why a Fixed Asset should **NOT** be created when the criteria designates a Fixed Asset. To access the Fixed Asset Non Capitalized Reason Code Table, enter “**FNCR**” into the Screen field of the Action line.

ACTION: R		SCREEN: FNCR	USERID: FFMS	04/29/09	03:56:17
PM					
NON CAPITALIZED REASON CODE TABLE					
KEY IS REASON CODE					
REASON CODE		NON CAPITALIZED REASON		SHORT NAME	

01-	01	MULTIPLE ITEMS LESS THAN \$ THRESHOLD		MULTI ITEMS	
02-	02	BETTERMENT TO EXISTING ASSET		BETTERMENT	
03-	03	CONSTRUCTION WORK IN PROGRESS		CONSTRUCTION	
04-	04	INFRASTRUCTURE LESS THAN \$1,000,000		INFRA < 1MIL	
05-	05	LAND IMPROVEMENTS LESS THAN \$100,000		IMPROV<100K	
06-	06	LEASED ASSETS		LEASED ASSET	
07-	07	LEASEHOLD IMPROVEMENT LESS THAN \$100,000		LH < \$100000	
08-	08	SOFTWARE		SOFTWARE	
09-	09	VEHICLE, FURNITURE, EQUIPMENT < \$25,000		V,E < \$25000	
10-	10	WORKS OF ART AND HISTORICAL TREASURES		ART/HIST	
11-	11	SUPPLIES/MATERIALS/MAINTENANCE		SUPP/MAT/MAI	
12-	12	CHARTER SCHOOL/UNIVERSITIES		CHARTER SCH	
13-	13	MULTIPLE UNITS/OTHER FA		MULTI UNITS	
14-	14	INSTALLMENT PAYMENTS		INSTALLMENT	

FNCR FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
REASON CODE	A code describing the reason a Fixed Asset should NOT be capitalized.	2
NON CAPITALIZED REASON	A description of the reason a Fixed Asset should NOT be capitalized.	52

- **System-Generated Tables**

There are four master tables within the **FAAS** that are automatically updated by the system as a result of transaction processing. Document processing can add new records to the tables, update existing records, or delete existing records. The four system-maintained master tables are:

Fixed Asset Summary Tables (FAS1, FAS2) - The FA summary tables contain information for all existing fixed assets. The summary tables are updated when FA transactions are accepted by the system and when the off-line programs (Depreciation, Disposition, and Purge) are run.

- 1.) **FAS1** contains all data regarding the assets except the accounting distribution (line of coding and amount).

```

ACTION: R   SCREEN: FAS1 USERID: FFMS                               04/29/09   04:05:03 PM
FIXED ASSET SUMMARY TABLE                                         SCREEN 1 OF 2
KEY IS FIXED ASSET TYPE, FIXED ASSET NUMBER

FA TYPE: E   FA NUMBER: 250101150   BETTERMENT COUNT: 01
GROUP: 880000 LOC:  ASAP PROJ   TOTAL ASSET VALUE:   31187.00
PLAT NBR:           PV#: 2501010001240   PO#: 2501010000302
DESC: CMPQ PROLIANT 3000 PII SERVER
ACQUISITION DATE: 05 20 1999   ACCUMLATED DEPR:   16189.20
ACQ METHOD: P MTCE AGREEMENT: N   CURRENT DEPR:   1798.80
VENDOR NAME: AMERISTAR TECHNOLOGIES INC
VENDOR CODE: 510285063AA   USEFUL LIFE: 010
REPLACEMENT DATE:           DEPRECIATION METHOD: SL
DEPT/ORG:           DISPOSITION AUTH:
DISPOSITION METHOD:           DISPOSITION DATE:
SELLING PRICE:           0.00   MAINTENANCE DUE:
MEMO DISPOSITION VALUE:           0.00   INSPECTION DUE:
MILEAGE:           YEAR:
TRADE IN ALLOWANCE:           0.00   EXPIRATION DATE:
MODEL NUMBER: PROLIANT 3000   COND OF ASSET: E
MANUFACTURER: COMPAQ PROLIANT   CLOSING COSTS:   0.00
SERIAL NUMBER: D847BVX20497   XAREA:

```

- 2.) **FAS2** contains the accounting distribution of the original asset. It is a second screen to FAS1 and can be viewed by entering “L” in the ACTION field of the FAS1 screen to “leaf” to FAS2.

```

ACTION: R  SCREEN: FAS2  USERID: FFMS                04/29/09  04:05:51 PM
FIXED ASSET SUMMARY TABLE                          SCREEN 2 OF 2
KEY IS FIXED ASSET TYPE, ASSET NUMBER, LINE NUMBER

FA TYPE: E   FA NUMBER: 250101150           FA LINE NO: 01
BUDGET-FY: 99
PV-FUND: 100
PV-DEPT: 25
PV-ORGN: 01010000
PV-APPR: 0897
PV-OBJT: 8800
PV-SUB-OBJT: 00
PV-LINE-AMT:           13199.00

```

Fixed Asset Betterment Tables (FBT1, FBT2) - The FA betterment tables contain one entry for each fixed asset and one entry for each betterment to the asset. The betterment tables are updated when any Fixed Asset transactions are accepted by the system and the off-line programs (Depreciation, Disposition, and Purge) are run.

- 3.) **FBT1** contains all data pertaining to the assets except the accounting distribution (line of coding and amount).

```

ACTION: R  SCREEN: FBT1  USERID: FFMS                04/29/09  04:07:01 PM
FIXED ASSET BETTERMENT TABLE                      SCREEN 1 OF 2
KEY IS FIXED ASSET TYPE, FIXED ASSET NUMBER, BETT COUNT

FA TYPE: E   FA NUMBER: 250101150           BETT COUNT: 00
PV#: 2501010001240                           PO#: 2501010000302
PLAT NBR:                                     PROJECT CODE:
ACQUISITION DATE: 05 20 1999                 TRADE IN ALLOWANCE:           0.00
ACQ METHOD: P                                 IN SERVICE DATE: 03 31 1999
VENDOR CODE: 510285063AA
VENDOR NAME: AMERISTAR TECHNOLOGIES INC
XAREA:                                         CONDITION OF ASSET: E
MAINT AGREEMENT: N                           EXPIRATION DATE:
SERIAL NUMBER: D847BVX20497                   MANUFACTUER: COMPAQ PROLIANT
MODEL NUMBER: PROLIANT 3000
CLOSING COSTS:                               0.00
DESCRIPTION: CMPQ PROLIANT 3000 PII SERVER
CURR-DEPR:           0.00                     ACCUM-DEPR:           0.00
DISPOSITION DATE:

```

- 4.) **FBT2** contains the accounting distribution of the original asset and all of its betterments on individual screens. It is a second screen to FBT1 and can be viewed by entering “**L**” in the ACTION field of the FBT1 screen to “leaf” to FBT2.

```
ACTION: R   SCREEN: FBT2 USERID: FFMS           04/29/09   04:07:39 PM
FIXED ASSET BETTERTMENT TABLE                   SCREEN 2 OF 2
KEY IS FIXED ASSET TYPE, FIXED ASSET NUMBER, BETT NBR

    FA TYPE: E   FA NUMBER: 250101150           BETT COUNT: 00
    LINE-NBR: 01
    BUDGET-FY: 99
    PV-FUND: 100
    PV-DEPT: 25
    PV-ORGN: 01010000
    PV-APPR: 0897
    PV-OBJT: 8800
    PV-SUB-OBJT: 00
    PV-LINE-AMT:           13199.00
```

FIXED ASSET TRANSACTION DOCUMENTS

To enter information on fixed assets, the **FAAS** provides seven specialized transaction documents to record Asset Acquisitions, Betterments, Transfers, Modifications and Dispositions. Each transaction is supported by its own data entry screen and processing (entry, correction, update, etc.). These documents are:

- 1.) Payment Voucher (PV) – The **PV** transaction is used to create a fixed asset acquisition skeleton when the edit process determines that a Fixed Asset has been purchased. There are four fields on the PV relating to the FA process. FA skeletons are generated in Batch as requested before the PV document is processed.
- 2.) Fixed Asset Acquisition (FA) – The **FA** transaction is used to record a new fixed asset acquisition. This transaction contains both descriptive and accounting information. It establishes a master record for the asset in the system's FA Summary Table and the first detail record (betterment number 00) in the FA Betterment Table.
- 3.) Fixed Asset Betterment (FB) – The **FB** transaction is used to record betterments (improvements, renovations, or additions) to acquired assets. For each betterment to an asset, a new betterment record will be established in the FA Betterment Table and the Asset Summary record will be updated.
- 4.) Fixed Asset Modification (FF) – The **FF** transaction is used to record corrections to descriptive information to existing assets at the individual betterment level. It will update the FA Summary Tables and the FA Betterment tables.
- 5.) Fixed Asset Cost Modification (FL) – The **FL** transaction is used to record corrections to Asset Cost to existing assets at the individual betterment level. This transaction will require approval from the Division of Accounting. It will update the FA Summary Tables and the FA Betterment tables.
- 6.) Fixed Asset Transfer (FT) - The **FT** transaction is used to transfer ownership, change the physical location, or change the line of coding for a Fixed Asset. It will update the FA Summary Tables and the FA Betterment tables.
- 7.) Fixed Asset Disposition (FD) - The **FD** transaction is used to record the disposition of assets. It will update the FA Summary Table and will remain on the online file until the purge process is run when it will be archived.

FIXED ASSET ACQUISITIONS

Fixed assets are added to the FAAS in 2 ways:

- 1.) The **Payment Voucher (PV)** with a system generated **Fixed Asset Skeleton** that must be processed.
- 2.) Manual entry of a **Fixed Asset Acquisition (FA)** document.

These transactions contain both descriptive and accounting information. They establish a master record for the asset in the system and the first detail record (betterment number 00).

1.) Payment Voucher and Fixed Asset Skeleton Transaction Documents

DFMS will create batched Fixed Asset skeletons for Payment Vouchers that meet the criteria of a Fixed Asset from the Fixed Asset Criteria Table (FACT). The **PV cannot process** until the FA has processed.

- A REJECT status with error messages will appear.
- Enter the number of fixed asset units, whether or not the purchase is to be capitalized, and if the item is not to be capitalized, enter the reason code from the Non Capitalized Reason Code table (FNCR). This would be used in a situation where a Fixed Asset Skeleton has been created automatically but all costs associated with the PV are not to be capitalized. (Example: A vendor charges for multiple items on an invoice and some of the items do not meet the capitalization threshold.)
- DFMS will create batched FIXED ASSET skeletons based on the number of units entered on the PV.

In the following example, a piece of equipment meets the criteria to be capitalized. **Notice the error messages on PV Screen 1.**

PAYMENT VOUCHER(PV)INPUT FORM

PV SCREEN 1

FUNCTION:	DOCID: PV 25 123456	01/29/04 07:24:36
STATUS:	BATID:	ORG:
B-	PAYMENT VOUCHER	
BATCH DATE:	NUM DOCS:	NET:
H- PV DATE: 01 28 04 ACCTG PRD:	G/S REC DATE: 01 04	
ACTION: E	PV TYPE: 1	SCH PAY DATE:
	COMMENTS: FA	FA UNITS:
	VENDOR INVOICE NUMBER: 123	CAPITALIZE:
	DOCUMENT TOTAL: 26000.00	REASON CODE:
VENDOR CODE: 222002581 AB	CONSOL/SNGL CHECK: S	FA BATCH:
VENDOR NAME: GRAPHIC SYS INC		
ADDRESS: PO BOX 23519		
SELLER: FY:	FUND:	DEPARTMENT:
ORG:		REV SRC:
SUB REV:	APPR:	PROG:
JOB/PROJ NO:	REPT CAT:	OFF REC ACCT:
H-F162E-INVALID UNITS		H-F163E-FA SKELETON MUST BE PROCESSED

PV SCREEN 2

FUNCTION:	DOCID: PV 25 123456	01/29/04 07:24:36
STATUS: REJCT	BATID:	ORG: 001-002 OF 002
LN	REFERENCE PO	APPR SUB JOB
NO	CODE DEPT NUMBER LINE	BFY FUND DEPT ORGN CODE OBJ OBJ PROG PROJECT

REPT CATG	BS ACCT VENDOR INVOICE	G/S REC DESCRIPTION

		AMOUNT P/F

01- 01	04 100 25 0601	8300 8800
	07 03	
		26000.00
02-	25	

03-	25	

The preceding PV will cause the system to automatically create the following **FA Skeleton**: (The appropriate fields are automatically populated from the PV. The FA type, number, etc. will need to be keyed in.)

FIXED ASSET (FA) SKELETON INPUT FORMS

FA SKELETON BATCH SCREEN:

FUNCTION:	DOCID: FA	25	123456	01/29/04 08:58:16
STATUS:	BATID: FA	25	123456	ORG:
FIXED ASSET ACQUISITION FORM				
BATCH DATE: 01 28 04 NUM DOCS: 0001				

FA SKELETON SCREEN 1

FUNCTION:	DOCID: FA	25	123456	01/29/04 09:00:39
STATUS:	BATID: FA	25	123456	ORG:
FIXED ASSET ACQUISITION INPUT FORM				
TRANS DATE:	ACCOUNTING PRD:	PV #: 25 123456		
CAPITALIZE: Y	REASON CODE:	UNITS: 01		
FA TYPE:	FA NUMBER:	REPL DATE:		
FA GROUP: 880000	LOCATION:	TRADE:		
DEPT/ORG:	TRADE IN ALLOWANCE:			
MAINT/AGREE: N	EXPIRATION DATE:			
ACQ METHOD: P	ACQUISITION DATE: 01 28 2004			
SERIAL NUM:	MANUFAC/MAKE:			
MODEL NUM:				
ACQUISITION PRICE:	26000.00	PROJECT CODE:		
VENDOR CODE: 222002581	AB	AREA:		
VENDOR NAME: GRAPHIC SYS INC	PLAT NUM:			
PO #:	IN SERVICE DATE:			
USEFUL LIFE:	CLOSING COSTS:			
DEPR METHOD: SL	MEMO DISP VALUE:			
CONDITION OF ASSET: E				
ASSET DESCRIPTION :	YEAR:			
INSPECTION DUE:	MAINT DUE:	MILEAGE:		

FA SKELETON DATA ENTRY FIELD DEFINITIONS:*FA SKELETON SCREEN 1:*

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ALLOWED</u>
DOC ID	Required. Follow procedures for defining document number within your office. FA skeletons will use the PV DOCID. If multiple units are requested, the skeleton ids will include transaction date and consecutive numbers.	11
TRANS DATE	Optional. Enter the date of the transaction in MMDDYY format. If left blank, the default is today's date. A prior fiscal year date cannot be entered.	6
ACCOUNTING PRD.	Protected. Equals the accounting period to which the transaction will be posted. Default is the accounting period in which the transaction date falls.	4
PV	Protected. System defaults the PV number from the payment voucher.	15
CAPITALIZE	The system will default a "Y" (Yes) when skeleton is created. If purchase should not be capitalized, enter "N" (No) and REASON CODE (below).	2
REASON CODE	Required if CAPITALIZE field has N. Must be valid in the Non Capitalized Reason Code (FNCR) table.	2
FA TYPE	Required. Enter the appropriate type for this fixed asset. Must be valid on the Fixed Asset Type (FATP) Table.	1
FA NUMBER	Required. In combination with the FA type, this forms the unique identifier for the fixed asset. This number is usually unique to each department or division.	15
REPL DATE	Optional. Enter the expected date of replacement of the fixed asset in MMDDYYYY format.	8
FA GROUP	Required. Enter the fixed asset group. Must be valid in the Fixed Asset Group (FGRP) table. This is the object and sub-object code on the PV. If no sub-object code, use the two numbers "00".	6
LOCATION	Required. The location of the fixed asset must be entered and valid in the Fixed Asset Location (FLOC) Table. Do not enter the first 6 numbers from the FLOC table. This is the Department and Organization, which is derived from the DEPT/ORG field entry.	10

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ALLOWED</u>
TRADE	Optional. Enter "Y" (Yes) if the asset was purchased with a trade. Enter "N" (No) if the asset did not have a trade or leave field blank. If "Y", add a line #99 to screen 2 for the amount of the TRADE IN ALLOWANCE, using the same coding as the asset.	1
DEPT/ORG	Required. The department and organization code that owns the asset must be entered.	6
TRADE IN ALLOWANCE	Required if the TRADE field has "Y". Enter the amount of the trade in allowance. Do not use dollar signs or commas. Decimal points and two places for cents must be used.	14
MAINT/AGREE	Optional. Enter "Y" (Yes) if there is a maintenance agreement. If "Y" is entered, the Expiration Date is required. If left blank, will default to "N" (No).	1
EXPIRATION DATE	Required if Maint/Agree is "Y". Enter the expiration date of maintenance agreement in MM YY format.	
ACQ METHOD	Required. Enter data from the Fixed Asset Acquisition/Disposition Method (FADM) Table. (See Chapter VIII-2)	1
ACQUISITION DATE	Required. Enter the date the fixed asset was acquired in MMDDYYYY format. For depreciable assets, this is the date the depreciation process recognizes as the first day of an asset's useful life.	8
SERIAL NUM	Required for fixed assets with a type of "E" (Equipment) or "V" (Vehicle). Enter the serial number. This field must be blank for all other types of fixed assets.	22
MANUFAC/MAKE	Required for fixed assets with a type of "E" (Equipment) or "V" (Vehicle). Enter the manufacturer or make. This field must be blank for all other types of fixed assets.	20
MODEL NUM	Required for fixed assets with a type of "E" (Equipment) or "V" (Vehicle). Enter the model number. This field must be blank for all other types of fixed assets.	15
ACQUISITION PRICE	Required. Enter the Total Purchase Price of the asset (cost before any trade-in allowance or cost after any discount is subtracted) plus any closing costs. Price includes shipping and installation charges but does NOT include maintenance agreements. Do not use dollar signs or commas. Decimal points and two places for cents must be used.	14
PROJECT CODE	Optional. Enter the code from the APPR table for which the project is associated.	8
VENDOR CODE	Defaults from the Payment Voucher header screen.	11

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ALLOWED</u>
AREA	Optional. For a fixed asset with a type of "L" (Land) or "B" (Building) or "I" (Improvement), enter the area (e.g. 200 sq ft). This field must be blank for all other types of fixed assets.	10
VENDOR NAME	Protected. No entry is necessary for this field. If a valid vendor code is entered in the vendor code field, the vendor name will be inferred from the Vendor (VEND) Table.	30
PLAT NUM	Optional. For a fixed asset with a type of "L" (Land) or "B" (Building) or "I" (Improvements) enter the plat number. This field must be blank for all other asset types.	10
PO #	Optional. Enter the purchase order number used to purchase the fixed asset.	15
IN/SERVICE DATE	Required. Enter the date that the fixed asset was put into service in MMDDYYYY format.	8
USEFUL LIFE	Required for hospitals. For other organizations, the useful life is defaulted based on the fixed asset type.	3
CLOSING COSTS	Optional. For a fixed asset with a type of "E" (Equipment) or "V" (Vehicle), this field must be blank. For all other types, enter the portion of the acquisition cost that is associated with legal fees, commissions, etc. This amount must be included in the purchase price.	14
DEPR METHOD	Protected. The State uses the Straight Line depreciation method.	3
MEMO DISP VALUE	Optional. Enter the estimated value of the asset at time of disposal.	14
CONDITION OF ASSET	Optional. Inferred "E" (Excellent) for new purchases. Must be valid on the Fixed Asset Condition (FAND) Table.	1
ASSET DESCRIPTION	Description of the asset type and gray file, enter as CABINET FILE 4 DR Electric typewriter, electric II, enter as TYPEWRITER SEL.II.	18
YEAR	Optional. Enter year of vehicle in YYYY format.	4
INSPECTION	Optional. Enter the month and year the asset is due to be inspected. Enter as MM YY.	2 space 2
MAINT DUE	Optional. Enter the month and year the asset is scheduled for maintenance. Enter as MM YY.	2 space 2
MILEAGE	Optional. Enter mileage (as shown on odometer) at time of acquisition.	6

FA SKELETON SCREEN 2:

FUNCTION:	DOCID: FA	25	123456	01/29/04	09:01:20
STATUS:	BATID: FA	25	123456	ORG:	000-000 OF 000
LN	APPR	SUB		REASON	
NO	BFY	FUND	DEPT	ORGN	CODE
					OBJ OBJ AMOUNT CAPITALIZE CODE

01-	01	04	100	25	0601
					8300 8800
					26000.00
					Y
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					
12-					
13-					
14-					
15-					
16-					

FA SKELETON DATA ENTRY FIELD DEFINITIONS:

FA SKELETON SCREEN 2:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ALLOWED</u>
LN NO.	Required field, defaults from the Payment Voucher line screen.	2
BFY	Required field, defaults from the Payment Voucher line screen.	2
FUND	Required field, defaults from the Payment Voucher line screen.	3
DEPT	Required field, defaults from the Payment Voucher line screen.	2
ORGN	Required field, defaults from the Payment Voucher line screen.	4
APPR CODE	Defaults from the Payment Voucher line screen.	4
OBJ	Defaults from the Payment Voucher line screen.	4
SUB OBJ	Defaults from the Payment Voucher line screen.	2
AMOUNT	Required field, defaults from the Payment Voucher line screen.	14
CAPITALIZE	Required. If purchase is for a Fixed Asset, then enter "Y" (Yes), if not enter "N" (No).	1

2.) Fixed Asset Acquisition (FA) Transaction Document

This method is used when there is no system generated fixed asset skeleton from the entry of a PV. **Manual entry of the asset into FAAS is required.**

In the following example, we will add a building to the FAAS system. The information for the example is as follows:

A building that was constructed by a vendor named ABC123 and belongs to department 25-05-01. The asset is located in Dover, was acquired and placed in/service December 31, 2008. The price was \$12,345,678.00. The condition of the asset is excellent and is described as "NEW BUILDING 1234 ROAD". This asset was purchased with FY09 authorized fund 300 monies from appropriation 1234.

Note:

-All descriptive fields are not used in this example; if this were a vehicle the other informational fields would be utilize; e.g. serial number, model number, etc.

-Be very specific in the description field. This will assist users of the FAAS when making any modifications to the asset in the future.

FIXED ASSET ACQUISITION (FA) INPUT FORM

FA SCREEN 1:

FUNCTION:	DOCID: FA 25	TEST	04/29/09 16:08:57
STATUS:	BATID:	ORG:	
FIXED ASSET ACQUISITION INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:	PV #:	
CAPITALIZE: Y	REASON CODE:		
FA TYPE: B	FA NUMBER: BUILDING2	REPL DATE:	
FA GROUP: 8200	LOCATION: DOVER	TRADE:	
DEPT/ORG: 25 0501	TRADE IN ALLOWANCE:		
MAINT/AGREE:	EXPIRATION DATE:		
ACQ METHOD: C	ACQUISITION DATE: 12 31 08		
SERIAL NUM:	MANUFAC/MAKE:		
MODEL NUM:			
ACQUISITION PRICE: 1234567800	PROJECT CODE:		
VENDOR CODE: ABC123	AREA:		
VENDOR NAME: ABC CONTRACTORS	PLAT NUM:		
PO #:	IN SERVICE DATE: 12 31 08		
USEFUL LIFE:	CLOSING COSTS:		
DEPR METHOD:	MEMO DISP VALUE:		
CONDITION OF ASSET: E			
ASSET DESCRIPTION : NEW BUILDING 1234 ROAD	YEAR:		
INSPECTION DUE:	MAINT DUE:	MILEAGE:	

FA DATA ENTRY FIELD DEFINITIONS:*FA SCREEN 1:*

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
DOC ID	Required. Follow procedures for defining document number within your office. FA skeletons will use the PV DOCID. If multiple units are requested, the skeleton ids will include transaction date and consecutive numbers.	11
TRANS DATE	Optional. Enter the date of the transaction in MMDDYY format. If left blank, the default is today's date. A prior fiscal year date cannot be entered.	6
ACCOUNTING PRD	Protected. Equals the accounting period to which the transaction will be posted. Default is the accounting period in which the transaction date falls.	4
PV	Protected. System defaults the PV number from the payment voucher.	15
CAPITALIZE	The system will default a "Y" (Yes) when skeleton is created. If purchase should not be capitalized, enter "N" (No) and REASON CODE (below).	2
REASON CODE	Required if CAPITALIZE field has N. Must be valid in the Non Capitalized Reason Code (FNCR) table. This would be used in a situation where a Fixed Asset Skeleton has been created automatically but all costs associated with the PV are not to be capitalized.	2
FA TYPE	Required. Enter the appropriate type for this fixed asset. Must be valid on the Fixed Asset Type (FATP) Table.	1
FA NUMBER	Required. In combination with the FA type, this forms the unique identifier for the fixed asset. This number is usually unique to each department or division.	15
REPL DATE	Optional. Enter the expected date of replacement of the fixed asset in MMDDYYYY format.	8
FA GROUP	Required. Enter the fixed asset group. Must be valid in the Fixed Asset Group (FGRP) table. This is the object and sub-object code on the PV. If no sub-object code, use the two numbers "00".	6
LOCATION	Required. The location of the fixed asset must be entered and valid in the Fixed Asset Location (FLOC) Table. Do not enter the first 6 numbers from the FLOC table. This is the Department and Organization, which is derived from the DEPT/ORG field entry.	10
TRADE	Optional. Enter "Y" (Yes) if the asset was purchased with a trade. Enter "N" (No) if the asset did not have a trade or leave field blank. If "Y", add a line #99 to screen 2 for the amount of the TRADE IN ALLOWANCE, using the same coding as the asset.	1
DEPT/ORG	Required. The department and organization code that owns the asset must be entered.	6
TRADE IN ALLOWANCE	Required if the TRADE field has "Y". Enter the amount of the trade in allowance. Do not use dollar signs or commas. Decimal points and two places for cents must be used.	14
MAINT/AGREE	Optional. Enter "Y" (Yes) if there is a maintenance agreement. If "Y" is entered, the Expiration Date is required. If left blank, will default to "N" (No).	1
EXPIRATION DATE	Required if Maint/Agree is "Y". Enter the expiration date of maintenance agreement in MM YY format.	2 space 2
ACQ METHOD	Required. Enter data from the Fixed Asset Acquisition/Disposition Method (FADM) Table.	1

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
ACQUISITION DATE	Required. Enter the date the fixed asset was acquired in MMDDYYYY format. For depreciable assets, this is the date the depreciation process recognizes as the first day of an asset's useful life. Note: This date must match the In- Service date entered below.	8
SERIAL NUM	Required for fixed assets with a type of "E" (Equipment) or "V" (Vehicle). Enter the serial number. This field must be blank for all other types of fixed assets.	22
MANUFAC/MAKE	Required for fixed assets with a type of "E" (Equipment) or "V" (Vehicle). Enter the manufacturer or make. This field must be blank for all other types of fixed assets.	20
MODEL NUM	Required for fixed assets with a type of "E" (Equipment) or "V" (Vehicle). Enter the model number. This field must be blank for all other types of fixed assets.	15
ACQUISITION PRICE	Required. Enter the Total Purchase Price of the asset (cost before any trade-in allowance or cost after any discount is subtracted) plus any closing costs. Price includes shipping and installation charges but does NOT include maintenance agreements. Do not use dollar signs or commas. Decimal points and two places for cents must be used.	14
PROJECT CODE	Optional. Enter the code from the APPR table for which the project is associated.	8
VENDOR CODE	Defaults from the Payment Voucher header screen.	11
AREA	Optional. For a fixed asset with a type of "L" (Land) or "B" (Building) or "I" (Improvement), enter the area (e.g. 200 sq ft). This field must be blank for all other types of fixed assets.	10
VENDOR NAME	Protected. No entry is necessary for this field. If a valid vendor code is entered in the vendor code field, the vendor name will be inferred from the Vendor (VEND) Table.	30
PLAT NUM	Optional. For a fixed asset with a type of "L" (Land) or "B" (Building) or "I" (Improvements to Land) enter the plat number. This field must be blank for all other asset types.	10
PO #	Optional. Enter the purchase order number used to purchase the fixed asset.	15
IN/SERVICE DATE	Required. Enter the date that the fixed asset was put into service in MDDYYYYY format.	8
USEFUL LIFE	Required for hospitals. For other organizations, the useful life is defaulted based on the fixed asset type.	3
CLOSING COSTS	Optional. For a fixed asset with a type of "E" (Equipment) or "V" (Vehicle), this field must be blank. For all other types, enter the portion of the acquisition cost that is associated with legal fees, commissions, etc. This amount must be included in the purchase price.	14
DEPR METHOD	Protected. The State uses the Straight Line depreciation method.	3
MEMO DISP VALUE	Optional. Enter the estimated value of the asset at time of disposal.	14
CONDITION OF ASSET	Optional. Inferred "E" (Excellent) for new purchases. Must be valid on the Fixed Asset Condition (FAND) Table.	1
ASSET DESCRIPTION	Description of the asset type and identifying features. Example: Red Truck four door extended cab	18
YEAR	Enter year of vehicle in YYYY format.	4
INSPECTION DATE	Enter the month and year the asset is due to be inspected. Enter as MM YY.	2 space 2
MAINT DUE	Enter the month and year the asset is scheduled for maintenance. Enter as MY YY	2 space 2
MILEAGE	Optional. Enter mileage (as shown on odometer) at time of acquisition.	6

FA SCREEN 2:

FUNCTION:	DOCID: FA	25	TEST	04/29/09 16:13:28
STATUS:	BATID:		ORG:	001-001 OF 001
LN	APPR	SUB	REASON	
NO	BFY	FUND	DEPT	ORGN
	CODE	OBJ	OBJ	AMOUNT
				CAPITALIZE
				CODE

01-	01	09	300	25
				0501
				1234
				8200
				00
				1234567800
				Y
02-				
03-				
04-				

FA DATA ENTRY FIELD DEFINITIONS:

FA SKELETON SCREEN 2:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
LN NO.	Enter corresponding line number 01-99.	2
BFY	Enter the Budget Fiscal Year of funds used to pay for the asset.	2
FUND	Enter the Fund number used to pay for the asset.	3
DEPT	Enter your Department code.	2
ORGN	Enter your Organization code.	4
APPR CODE	Enter the Appropriation used to pay for the asset.	4
OBJ	Enter the Object code used to pay for the asset.	4
SUB OBJ	Enter the Sub-Object code used to pay for the asset.	2
AMOUNT	Enter the Total Purchase Price of the asset. Must use decimal points for cents, do not use commas. (XXXX.XX)	14
CAPITALIZE	Enter "Y"	2
REASON CODE	Required if CAPITALIZE field has N. Must be valid in the Non Capitalized Reason Code (FNCR) table. This would be used in a situation where a Fixed Asset Skeleton has been created automatically but all costs associated with the PV are not to be capitalized. (Example: A builder charges for equipment on the same invoice as a building. In this case one line item on screen two will be reduced to reflect the cost of the equipment; a separate FA will be needed if the equipment meets the capitalization threshold).	2

FIXED ASSET BETTERMENTS

FIXED ASSET BETTERMENT(FB) TRANSACTION DOCUMENT

The Fixed Asset Betterment (FB) Transaction Document is used to record betterments (e.g. improvements, renovations, or additions) to assets that are already in place. You must record the asset before you can enter a betterment. This transaction document is very similar to the acquisition form; it also contains both accounting and descriptive information. It will establish a new betterment record and update the asset summary record. The original asset is automatically coded as betterment number 00. Subsequent betterments to existing assets should be entered in chronological order e.g. (betterment number 01, betterment number 02, etc.)

In the following example, we will add a betterment to BUILDING2 referenced in the previous example for a FA document. The information for the betterment is as follows:

Renovations to second floor offices performed by XYZ Contractors in the amount of \$250,000 and placed in/service June 30, 2009.

Note:

*-The FB document should **NEVER be entered for Land**. Any improvements to Land will be entered as a new FA document with the code I- Improvement other than building. Refer to the State's Capital Asset Policy Manual to determine if the improvement meets the State's definition of a land improvement.*

FIXED ASSET BETTERMENT (FB) INPUT FORM

FB SCREEN 1:

FUNCTION:	DOCID: FB 25	AGENCYSDOC#	04/30/09 11:03:29
STATUS:	BATID:	ORG:	
FIXED ASSET BETTERMENT INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:		
FA TYPE: B	FA NUMBER: BUILDING2	BETT COUNT: 01	
PROJECT CODE:		PV #:	
ACQUISITION DATE: 06 30 2009		ACQ METHOD: C	
SERIAL NUM:		MANUFACTURER:	
VENDOR CODE: XYZ345		MODEL NUMBER:	
VENDOR NAME: XYZ CONTRACTORS		PLAT NUM:	
AREA:			
PO #:		IN SERVICE DATE: 06 30 2009	
		CLOSING COSTS:	
		MAINTENANCE AGREE:	
EXPIRATION DATE:		CONDITION OF ASSET: E	
ACQUISITION PRICE: 250000.00			
BETTERMENT DESCRIPTION: RENOVATIONS 2 ND FLOOR OFFICES			

FB DATA ENTRY FIELD DEFINITIONS:*FB SCREEN 1:*

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
DOC ID	Required. Follow procedures for defining the document number within your office.	11
TRANS DATE	Optional. Enter the date of the transaction in MMDDYY format. If left blank, the default is today's date. A prior fiscal year date cannot be entered.	6
ACCOUNTING PRD	Protected. Equals the accounting period to which the transaction will be posted. Default is the accounting period in which the transaction date falls.	4
FA TYPE	Required. Enter the appropriate type for this betterment. Must be valid on the FATP table.	1
FA NUMBER	Required. Enter the fixed asset number of the fixed asset with which the betterment will be associated in conjunction with the fixed asset type. Must be valid on the FAS1 table.	15
BETT COUNT	Required. Enter a number between 01 and 99. This number, along with FA type and FA number, uniquely identify each betterment. NOTE: always enter a two-digit, sequential number. For example: 01, 02, 03, etc. The original asset is designated 00.	2
PROJECT CODE	Optional. Enter the code from the APPR table for the project with which the fixed asset betterment is associated.	8
PV #	Optional. Enter the department number followed by the payment voucher number.	13
ACQUISITION DATE	Required. Enter the date the betterment was acquired in MMDDYYYY format. For depreciable assets, this is the date the depreciation process recognizes as the first day of a betterment's useful life.	8
ACQ METHOD	Required. Enter the method of acquisition of the betterment. Must be valid on Fixed Asset Acquisition/Disposition Method Table (FADM).	1
SERIAL NUM	Required. For a betterment with a fixed asset type of "E" (Equipment) or "V" (Vehicle), enter the serial number. This field must be blank for all other types of betterments.	22
MANUFACTURER	Required. For a betterment with a fixed asset type of "E" (Equipment) or "V" (Vehicle) enter the manufacturer. This field must be blank for all other types of betterments.	20
VENDOR CODE	Required. Enter the Vendor Code of the vendor from whom the betterment was purchased. Must be valid in the Vendor Table (VEND).	11

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
MODEL NUMBER	Required. For a betterment of a fixed asset with a type of "E" (Equipment) or "V" (Vehicle), enter the model number. This field must be blank for all other types of betterments.	15
VENDOR NAME	Protected. No entry is necessary for this field. If a valid vendor code is entered in the vendor code field, the vendor name will be brought forward from the Vendor Table (VEND).	30
PLAT NUM	Optional. For a fixed asset with a type of "L" (Land) or "B" (Building) or "I" (Improvements) or "C" (Construction), enter the plat number. This field must be blank for all other types of fixed assets.	10
AREA	Optional. For a betterment with a fixed asset type of "L" (Land) or "B" (Buildings) or "I" (Improvements) or "C" (Construction in Progress), enter the area (e.g. 200 sq. ft.). This field must be blank for all other types of betterments.	10
PO #	Optional. Enter the purchase order number used to purchase the betterment.	13
IN SERVICE DATE	Required. Enter the date that the betterment was put into service in MMDDYYYY format.	8
CLOSING COSTS	Optional. For a fixed asset with a type of "E" (Equipment) or "V" (Vehicle), this field must be blank. For all other types, enter the portion of the acquisition cost that is associated with legal fees, commissions, etc. (This amount must be included in purchase price.)	14
MAINTENANCE AGREE	Optional. Enter "Y" (Yes) if there is a maintenance agreement for this betterment. If "Y" is entered, the expiration date is required. If left blank, will default to "N" (No).	1
EXPIRATION DATE	Required if Maintenance Agreement is "Y". Format is MM YY.	2 space 2
CONDITION OF ASSET	Required for Federal Funds. Enter "E" for Excellent, "G" for Good, "F" for Fair, or "A" for Antique. Must be valid on FAND table.	1
PURCHASE PRICE	Required. Enter the Total Purchase Price of the betterment (cost before any trade-in allowance or cost after any discount is subtracted). This amount includes shipping and installation charges but NOT maintenance agreements. The user must enter the decimal point.	14
BETTERMENT DESCRIPTION	Enter a description of the betterment (type and any identifying features).	30

FB SCREEN 2:

FUNCTION:		DOCID: FB	25	AGENCYSDOC#	04/30/09 11:14:44			
STATUS:		BATID:		ORG:	000-000 OF 000			
LN		APPR		SUB				
NO	BFY	FUND	DEPT	ORGN	CODE	OBJ	OBJ	AMOUNT

01-	01	09	270	25	0501	6789	8200 00	25000000
02-								
03-								
04-								
05-								
06-								
07-								
08-								
09-								
10-								
11-								
12-								
13-								
14-								
15-								
16-								

FB DATA ENTRY FIELD DEFINITIONS:

FB SCREEN 2:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
LN NO.	Line Number Required. Enter line number (from 01-99).	2
BFY	Budget Fiscal Year - Required. Enter the Fiscal Year.	2
FUND	Required. Enter the FUND for the bettered fixed asset.	3
DEPT	Required. Enter the 2 digit Department number.	2
ORGN	Required. Enter the Organization for the bettered fixed asset.	8
APPR CODE	Enter the appropriation code from the FB document line.	4
OBJ	Enter the 4-digit object code from the FB document line.	4
SUB OBJ	Enter the 2-digit sub-object code from the FB document line.	2
AMOUNT	Required. Enter the amount of the FB document line to be invested in the Fixed Asset.	14

FIXED ASSET MODIFICATIONS

There are 3 transaction documents (discussed on the following pages) that will make modifications to existing assets in FAAS:

- 1.) The Fixed Asset Modification Document (**FF**) (used for descriptive fields only)
- 2.) The Fixed Asset Cost Modification Document (**FL**) (used for cost of asset fields only)
- 3.) The Fixed Asset Transfer Document (**FT**) (used for changes of agency ownership, physical location of the asset, or lines of coding)

1.) FIXED ASSET MODIFICATION (FF) TRANSACTION DOCUMENT:

The Fixed Asset Modification (FF) Transaction Document is used to record corrections to the initial information on existing assets at the individual betterment level. The user can use this transaction to change any of the descriptive data. This form is **NOT** used to modify the accounting codes, asset cost or line amounts. A transfer document (FT) is used to modify accounting codes and a cost modification document (FL) is used to modify asset costs or line amounts.

In the following example, a correction to descriptive data for BUILDING2 (referenced in the previous example for a FA document) is needed. The information for the modification needed is as follows:

The description of BUILDING2 was originally entered as “NEW BUILDING 1234 ROAD”. However, the description should be “NEW BUILDING 1010 WEST ROAD”.

FIXED ASSET MODIFICATION (FF) INPUT FORM

FUNCTION:	DOCID: FF 25	AGENCYDOC#	04/30/09 11:27:30
STATUS:	BATID:	ORG:	
FIXED ASSET MODIFICATION INPUT FORM			
TRANS DATE:	ACCOUNTING PERIOD:		
FA TYPE : B	FA NUMBER: BUILDING2	BETT COUNT: 00	
FA GROUP :	PV#:	PO#:	
DESC : NEW BUILDING 1010 WEST ROAD	UNITS:		
	ACQ METH :	ACQ DATE :	
DISP METH :	DISP DATE :	DISP AUTH:	
	DISP VALUE:	SALE PRICE:	
	VEND CODE :	VEND NAME:	
MANUFACTURER:		MODEL NBR:	
	SERIAL NBR :		
COND OF ASSET:	IN SERV DATE:	PROJ CODE:	
PLAT NUMBER :	XAREA :	CLOSING COSTS:	
INSPECT DUE :	MAINT DUE:	MILEAGE:	YEAR:
MAINT AGRMT :	EXPIR DATE:	REPLACEMENT DATE:	
	USEFUL LIFE:	DEPR METHOD:	

FF DATA ENTRY FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
DOCID	Follow procedures for defining the document number within your office.	11
TRANS DATE	Enter the date of the transaction in MMDDYY format. If left blank, today's date will be used as the default. A prior fiscal year date cannot be used.	6
ACCOUNTING PERIOD	Protected. Equals the accounting period to which the transaction will be posted. The default is the accounting period in which the transaction date falls.	4
FA TYPE	Required as input or inference from the fixed asset catalog. To input, enter the appropriate type for this fixed asset. Must be valid on the FATP table.	1
FA NUMBER	Enter the fixed asset number of the betterment to be modified. This number is usually unique to each department or division.	15
BETT COUNT	Required if modifying a Betterment. Enter the betterment number of the betterment that is going to be modified; i.e., 01, or greater.	2
FA GROUP	Enter the new fixed group. Must be valid in the Fixed Asset Group (FGRP) Table. This is the object and sub-object code of the PV. If no sub-object code, use the two numbers "00".	6
PV #	Enter the number from the payment voucher.	13
PO #	Enter the purchase order number used to purchase the fixed asset.	15
DESC	Enter up to 18 characters of the description of the asset type and identifying features.	18
ACQ METH	Enter the method of acquisition. Must be valid in the Fixed Asset Acquisition/ Disposition Method (FADM) Table.	1
ACQ DATE	Enter the new acquisition date of the betterment in MMDDYYYY format. (NOTE: since the depreciation process uses this date, a change here will affect the next depreciation run.)	8
DISP METH	Enter the new disposition method. Can only be entered if the asset has been disposed. Must be valid in the Fixed Asset Acquisition/ Disposition Method (FADM) Table.	1
DISP DATE	Enter the new disposition date in MMDDYYYY format. Can only be entered if the asset has been disposed.	8
DISP VALUE	Enter the new estimated value of the asset when it will be disposed.	14
SALE PRICE	Enter the change in selling price. Can only be entered if that asset has been disposed.	14

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
VEND CODE	Enter the new vendor code. Must be valid in Vendor (VEND) Table.	11
VEND NAME	Protected. No entry is necessary for this field. If a valid vendor code is entered in the vendor code field, the vendor name will be brought forward from the Vendor (VEND) Table.	30
MANUFACTURER	For a fixed asset with a type of "E" (Equipment) or "V" (Vehicle), enter the manufacturer. This field must be blank for all other types of fixed assets.	20
MODEL NBR	For a fixed asset with a type of "E" (Equipment) or "V" (Vehicle), enter the model number. This field must be blank for all other types of fixed assets.	15
SERIAL NBR	For a fixed asset with a type of "E" (Equipment) or "V" (Vehicle), enter the serial number. This field must be blank for all other types of fixed assets.	22
COND OF ASSET	Enter "E" for Excellent, "G" for Good, "F" for Fair, or "A" for Antique. Must be valid on the FAND table.	1
IN SERV DATE	Enter the date that the fixed asset was put into service in MMDDYYYY format.	8
PROJ CODE	Enter the code from the APPR table for which the project is associated.	8
PLAT NUMBER	For a fixed asset with a type of "L" (Land) or "B" (Building) or "I" (Improvements), or "C" (Construction), enter the plat number. This field must be blank for all other types of fixed assets.	10
XAREA	For a fixed asset with a type of "L" (Land) or "B" (Building) or "I" (Improvements) or "C" (Construction) enter the area (e.g. 200 sq. ft). This field must be blank for all other fixed asset types.	10
CLOSING COSTS	For a fixed asset with a type of "E", (Equipment) or "V" (Vehicle), this field must be blank. For all other types, enter the portion of the acquisition cost that is associated with legal fees, commissions, etc. (This amount must be included in purchase price.)	14
INSPECT DUE	Enter the month and year the asset is due to be inspected. Enter as MM YY.	2 space 2
MAINT. DUE	Enter the month and year the asset is scheduled for maintenance. Enter as MM YY.	2 space 2
MILEAGE	Enter mileage (as shown on odometer) at time of acquisition.	6
YEAR	Enter the Year of the vehicle in YYYY format.	4
MAINT AGRMT	Enter "Y" Yes, or "N" No.	1
EXPIR DATE	Required if Maintenance Agreement is "Y". Enter as Month (space) Year as MM YY.	2 space 2
REPLACEMENT DATE	Enter the expected date of replacement of the fixed asset in MMDDYYYY format	8

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
USEFUL LIFE	Optional for hospitals. For the other organizations, the useful life is defaulted based on the fixed asset type.	3
DEPR METHOD	Protected. Automatically calculates using the SL (Straight Line) depreciation method.	3

2.) FIXED ASSET COST MODIFICATION (FL) TRANSACTION DOCUMENT:

The **FL** transaction is used to record corrections to the cost of the existing asset or asset betterment. This transaction will require approval from the Division of Accounting.

In the following example, a correction to the cost for BUILDING2 (referenced in the above example for a FA document) is needed. The information for the modification needed is as follows:

The cost of BUILDING2 was originally entered as \$12,345,678.00. However, the cost should have been entered as \$12,333,333.00.

Note: The "BETT COUNT", "FA TYPE", and "FA NUMBER" fields correspond to the asset that was originally entered. Users must be cognizant of exactly which asset betterment needs to be modified prior to entering this transaction document.

FIXED ASSET (FL) INPUT FORM

FUNCTION: 15:09:58	DOCID: FL 25 TEST	05/04/09
STATUS: 000	BATID:	ORG: 000-000 OF
FIXED ASSET COST MODIFICATION INPUT FORM		
TRANS DATE:	ACCOUNTING PERIOD:	
FA TYPE : B	FA NUMBER: BUILDING2	BETT COUNT: 00
ASSET COST: 12333333.00		
COMMENT: ADJUST COST TO ACTUAL DUE TO KEYING ERROR		
LINE NBR	LINE AMOUNT	
-----	-----	
01- 01	12333333.00	
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		

FL DATA ENTRY FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
DOCID	Follow procedures for defining the document number within your office.	11
TRANS DATE	Enter the date of the transaction in MMDDYY format. If left blank, today's date will be used as the default. Cannot use a prior fiscal year date.	6
ACCOUNTING PERIOD	Protected. Equals the accounting period to which the transaction will be posted. Default is the accounting period in which the transaction date falls.	4
FA TYPE	Required. Must correspond to the originally entered asset type. To input, enter the appropriate type for this fixed asset. Must be valid on the FATP table.	1
FA NUMBER	Required. Must correspond to the originally entered asset. To input, enter the appropriate type for this fixed asset.	15
BETT COUNT	Only Required if modifying a Betterment. Enter the betterment number of the betterment that is going to be modified; i.e., 01, or greater. MUST MATCH the specific betterment you are attempting to modify. If you are modifying the original asset (betterment 00), this field is not required.	2
ASSET COST	Enter the sum of the asset value.	14
COMMENT	Enter the reason for the change to the asset value.	22

3.) FIXED ASSET TRANSFERS (FT) TRANSACTION DOCUMENT

The Fixed Asset Transfer (FT) Document is used to:

- transfer ownership of a Fixed Asset between organizations
- change the physical location of an asset.
- make changes to the line of coding of a Fixed Asset

In the following example, an asset's location needs to be changed. The information is as follows:

Fixed asset number SERVER1 is being moved to the location 250501ERP.

FIXED ASSET TRANSFER INPUT FORM

FUNCTION:	DOCID: FT 25	AGENCYDOC#	04/30/09 11:55:21
STATUS:	BATID:	ORG:	
FIXED ASSET TRANSFER INPUT FORM			
TRANS DATE:	ACCOUNTING PERIOD:		
REASON (C OR L):	L		
FA NUMBER:	SERVER1	FA TYPE:	E
LINE NUMBER:		BETTERMENT NUMBER:	
		NEW LOCATION:	ERP
NEW FUND:		NEW DEPT:	25
NEW ORG:	0501	NEW FA NUMBER:	
NEW APPR CODE:		NEW OBJECT:	
NEW SUB-OBJECT:		NEW FISCAL YEAR:	

FT DATA ENTRY FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
DOC ID	Required. Follow the procedures for defining the document number within your office.	11
TRANS DATE	Optional. Enter the date of the transaction in MMDDYY format. If left blank, default is today's date.	6
ACCOUNTING PERIOD	Protected. Equals the accounting period to which the transaction will be posted. Default is the accounting period in which the transaction date falls.	4

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
REASON	Required. Enter "C" for changes to the coding and "L" for location changes.	1
FA NUMBER	Required. Enter the fixed asset number of the fixed asset that is going to be transferred. This number is usually unique to each department or division.	15
FA TYPE	Required as input or inference from the fixed asset catalog. To input, enter the appropriate type for this fixed asset. Must be valid on the FATP table.	1
LINE NUMBER	Optional, for betterment coding change. Enter line number from FB document line.	2
BETTERMENT NUMBER	Optional, for coding change. Enter the betterment number.	2
NEW LOCATION	Required if REASON = L. Enter the new location of the fixed asset. Must be valid in the Fixed Asset Location (FLOC) Table.	4
NEW FUND	Required if REASON = C. Enter the new fund which is primarily responsible for this fixed asset. Code must be valid in the FUND table.	3
NEW DEPT	Required. Enter the code for the new Department which is primarily responsible for the fixed asset. Code must be valid in the DEPT table.	2
NEW ORG	Required. Enter the new organization which is primarily responsible for the fixed asset. Must be valid in the ORGN Table.	4
NEW FA NUMBER	Optional. Enter the new Fixed Asset Number of the transferred fixed asset.	15
NEW APPR CODE	Required if REASON = C. Enter the new appropriation which is primarily responsible for the fixed asset. Must be valid in the APPR table.	4
NEW OBJECT	Required if REASON = C. Enter the new object which is primarily responsible for the fixed asset. Must be valid on the OBJT Table.	4
NEW SUB OBJECT	Required if REASON = C. Enter the new 2-digit sub object code. Must be valid on the SOBJ Table.	2

FIXED ASSET DISPOSITIONS

FIXED ASSET DISPOSITION(FD) TRANSACTION DOCUMENT

The Fixed Asset Disposition (FD) transaction is used to record the disposal of assets from State government. Valid disposal reasons are defined in the Acquisition/Disposition Master Table (FADM) and may include sale, obsolescence, etc. When a user enters a disposition document into the system, the system will calculate depreciation, post entries to the general ledger (GENLED) and mark the asset as having been disposed.

In the following example, an asset that has become obsolete and is being disposed will be entered. The information is as follows:

The fixed asset number, COPIER1 is being disposed. The asset will be written off on December 31, 2008.

FIXED ASSET DISPOSITION INPUT FORM

FUNCTION:	DOCID: FD 25	AGENCYDOC#	04/30/09 12:08:34
STATUS:	BATID:	ORG:	
FIXED ASSET DISPOSITION INPUT FORM			
TRANSACTION DATE:	ACCOUNTING PERIOD:		
FA TYPE: E	FA NUMBER: COPIER1	DISP. METHOD: W	
DISPOSITION DATE: 12 31 2008	SELLING PRICE:		

FD DATA ENTRY FIELD DEFINITIONS:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>MAXIMUM CHARACTERS ACCEPTED</u>
DOCID	Required. Follow the procedures for defining document numbers within your office.	11
TRANSACTION DATE	Optional. Enter the date of the transaction in MMDDYY format. If left blank, the system date is defaulted.	6
ACCOUNTING PERIOD	Protected. Equals the accounting period to which the transaction will be posted. If left blank, the default is the accounting period in which the transaction date falls.	4
FA TYPE	Required. Enter the fixed asset type to be disposed. Code must be valid on the Fixed Asset Type (FATP) Table.	1
FA NUMBER	Required. Enter the unique fixed asset number of the fixed asset that is to be disposed.	15
DISP. METHOD	Required. Enter the method of disposition. Code must be valid in the Acquisition/Disposition (FADM) Table.	1
DISPOSITION DATE	Required. Enter the date that the fixed asset is to be disposed in MMDDYYYY format.	15
SELLING PRICE	Required if Disposition Method is "S" or "T". Used to calculate a gain or loss.	14

FIXED ASSET MANAGEMENT AND ACCOUNTING REPORTS

The FAAS includes four management and accounting reports that provide detail and summary information. Following is a list of the reports and the purpose of each. The first two reports are available for agencies to view in Mobius.

- 1.) Fixed Asset Transaction Detail Report - this monthly report shows a complete detail of all fixed asset transactions that were entered for the month. (Report # F25F0205)

RUN DATE: 05/31/08		STATE OF DELAWARE				REPORT PAGE : 8	
RUN TIME: 07:11 AM		FIXED ASSET TRANSACTION DETAIL REPORT				REPORT ID: F25F0205	
D.T.I. DOVER		FROM 05/01/08 TO 05/31/08					
DEPT : 25		FINANCE					
ORGN : 0501		ACCOUNTING					
FUND : 100		GENERAL FUND					
FA TYPE: E		EQUIPMENT/COMPUTER/FURNITURE					
FIXED ASSET NUMBER	BETTERMENT NUMBER	TRANSACTION ID	ACCEPTANCE DATE	TRANSACTION DATE	DESCRIPTION	LOCATION	ASSET VALUE
FA-228	00	FT/FA-228	05/23/08	05/23/08		RM260	1,449.00
FA-228	00	FT/FA-228	05/23/08	05/23/08		COMPRM	1,449.00
FA-236	00	FT/FA-236	05/23/08	05/23/08		RM230	1,733.00
FA-236	00	FT/FA-236	05/23/08	05/23/08		COMPRM	1,733.00
FA-356	00	FA/FA-356	05/13/08	03/07/08		IMS	1,173.90
FA-360	00	FA/FA-360	05/22/08	08/24/07	VIDEO CONF EQUIP	RM230	1,739.00
FA-361	00	FA/FA-361	05/22/08	08/24/07	VIDEO CONF EQUIP	RM230	1,739.00
FA-362	00	FA/FA-362	05/22/08	02/04/08	VIDEO CONF EQUIP	RM230	1,739.00
FA-363	00	FA/FA-363	05/22/08	08/30/07	VIDEO CONF EQUIP	RM230	149.00
FA-364	00	FA/FA-364	05/22/08	07/30/07	VIDEO CONF EQUIP	RM230	11,685.00
FA-365	00	FA/FA-365	05/22/08	08/24/07	VIDEO CONF EQUIP	RM230	3,999.00
FA-366	00	FA/FA-366	05/22/08	07/30/07	VIDEO CONF EQUIP	RM230	3,896.14
FA-367	00	FA/FA-367	05/22/08	02/04/08	VIDEO CONF EQUIP	RM230	3,896.14
TYPE TOTAL:							36,380.18
FA TOTAL :							30,016.18
FB TOTAL :							0.00
FD TOTAL :							0.00
FF TOTAL :							0.00
FL TOTAL :							0.00
FT TOTAL :							0.00
F1 TOTAL :							0.00
FUND TOTAL:							36,380.18
FA TOTAL :							30,016.18
FB TOTAL :							0.00
FD TOTAL :							0.00
FF TOTAL :							0.00
FL TOTAL :							0.00
FT TOTAL :							0.00
F1 TOTAL :							0.00
ORGN TOTAL:							36,380.18
FA TOTAL :							30,016.18
FB TOTAL :							0.00
FD TOTAL :							0.00
FF TOTAL :							0.00
FL TOTAL :							0.00
FT TOTAL :							0.00
F1 TOTAL :							0.00
DEPT TOTAL:							36,380.18
FA TOTAL :							30,016.18

2.) Fixed Asset Inventory by Location - this monthly report identifies each asset by location and fixed asset type by the Department and Organization (Report # F25F0905).

RUN DATE: 05/02/09		STATE OF DELAWARE				REPORT PAGE: 416		
RUN TIME: 07:12:41		FIXED ASSET INVENTORY BY LOCATION				REPORT ID: F25F0905		
D.T.I. DOVER		AS OF 04/30/2009				SYSTEM: DFMS		
DEPARTMENT	: 25	FINANCE						
ORGANIZATION	: 0501	ACCOUNTING						
LOCATION	: ERP	DOVER						
		PLAYTEX BLDG						
		ACCOUNTING-ERP						
FA TYPE/NUMBER	FUND-DEPT-ORGANZTN	ACQ DATE	BETT CNT	LIFE	ACCUM DEPR		ASSET VALUE	
DESCRIPTION			MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	EXPIRATION DATE		
E FA-325	100-25-05010101	06/16/2006	00	10			.00	1,136.09
			DELL	OPTIPLEX GX620	8ZXJ5B1	/		
E FA-326	100-25-05010101	06/16/2006	00	10			.00	1,136.09
			DELL	OPTIPLEX GX620	BZXJ5B1	/		
E FA-327	100-25-05010101	06/16/2006	00	10			.00	1,136.09
			DELL	OPTIPLEX GX620	DZXJ5B1	/		
E FA-350	100-25-05010101	07/02/2007	00	10			.00	1,485.26
			DELL	OPTIPLEX 745	FWF45D1	/		
LOCATION ERP	TOTAL:						.00	40,841.53

3.) Fixed Asset Disposed Asset Report - this monthly report shows all disposed assets still on the Summary Table as of the date of the report (Report # F25F1005).

RUN DATE: 05/02/09		STATE OF DELAWARE				REPORT PAGE: 16	
RUN TIME: 07:13:55		FIXED ASSET DISPOSED ASSET REPORT				REPORT ID: F25F1005	
O.I.S. DOVER		AS OF 04/30/2009				SYSTEM: DFMS	
DEPT : 25 FINANCE							
ORGN : 05010101 ACCOUNTING							
FA TYPE : E EQUIPMENT/COMPUTER/FURNITURE							
FA NUMBER	DISP METHOD	FUND-DEPT-ORGANZTN	GROUP	ACQ DATE	DISP DATE	ASSET DESCRIPTION	
QUANTITY	ASSET VALUE	ACCUM DEPR	SALVAGE VALUE	VALUATION AMOUNT	MEMO DISP VALUE	SELLING PRICE	
FA-231	WRITTEN OFF, WO	100 25 05010101	701000	06/26/2002	09/22/2008		
1	2,587.00	.00	.00	.00	.00	.00	.00
FA-229	WRITTEN OFF, WO	100 25 05010101	701000	06/26/2002	09/22/2008		
1	2,587.00	.00	.00	.00	.00	.00	.00
FA-225	WRITTEN OFF, WO	100 25 05010101	701000	06/17/2002	09/22/2008		
1	2,587.00	.00	.00	.00	.00	.00	.00
FA-185	WRITTEN OFF, WO	100 25 05010101	880000	08/01/2000	09/22/2008		
1	1,915.00	.00	.00	.00	.00	.00	.00
FA-207	WRITTEN OFF, WO	100 25 05010101	880000	07/25/2000	09/22/2008		
1	1,351.00	.00	.00	.00	.00	.00	.00
FA-157	WRITTEN OFF, WO	100 25 05010101	880000	11/13/1997	09/22/2008		
1	2,308.00	.00	.00	.00	.00	.00	.00
FA-153	WRITTEN OFF, WO	100 25 05010101	880000	11/13/1997	09/22/2008		
1	2,308.00	.00	.00	.00	.00	.00	.00
TYPE TOTAL:	15,643.00	.00	.00	.00	.00	.00	.00
ORGN TOTAL:	15,643.00	.00	.00	.00	.00	.00	.00
DEPT TOTAL:	88,084.00	.00	.00	.00	.00	.00	.00

FIXED ASSET OFF LINE PROGRAMS

The FAAS provides four off-line programs to perform depreciation calculations, record purges and annual closing. Following is a brief summary of the function of each of the off-line programs:

- 1.) Depreciation Program - this annual job runs the depreciation program.
- 2.) Ledger Summary Program - this job is run after the depreciation calculation is performed. It updates the ledgers with the new depreciation amounts.
- 3.) Disposition Purge - this annual job deletes and archives assets that have been disposed. When this job runs, the asset record in the FA Summary Table and all the betterment records in the FA Betterment Table are purged.
- 4.) Annual Closing - this job consists of two parts: a pre-processing routine that performs a year-end backup of the ledgers and database; and the actual closing routine which clears the FA and Depreciation ledgers of closed records to create a new work area for new year records only.



STATE OF DELAWARE

DEPARTMENT OF FINANCE DIVISION OF ACCOUNTING

**FIXED ASSET ACCOUNTING SYSTEM
DATA ENTRY MANUAL**

MAY 2009