AUTHORITY:

See Section II-G-1 – Capital and Non-Capital Assets.

INTRODUCTION:

Maintaining capital asset information meets the needs of the State by accounting for the assets and inventory owned by governmental organizations. The AFIS Fixed Asset System, in accounting for capital assets, performs these functions:

- Automatically records financial information on capital assets owned by the State to provide financial statements for both governmental and proprietary funds.

- Maintains descriptive information, such as location of the asset and the responsible organization, to support safekeeping functions.

- Records maintenance expense amounts to account for the full cost of an asset.

- Keeps descriptive information to support insurance claims.

- Provides automatic calculation and posting of depreciation using straight-line depreciation for capital assets.

- Supports the automatic reconciliation of financial and property record information by matching financial transactions with property record transactions entered.

DEFINITIONS:

See Section II-G-1 – Capital and Non-Capital Assets.

CAPITAL ASSET ENTRY:

When assets are acquired, financial data and property information for the asset are recorded in AFIS. The financial information maintained in the financial file includes fund, vendor and purchase documentation, as well as other data. The property information maintained in the property file includes purchase date, class and subclass, as well as location and other data.
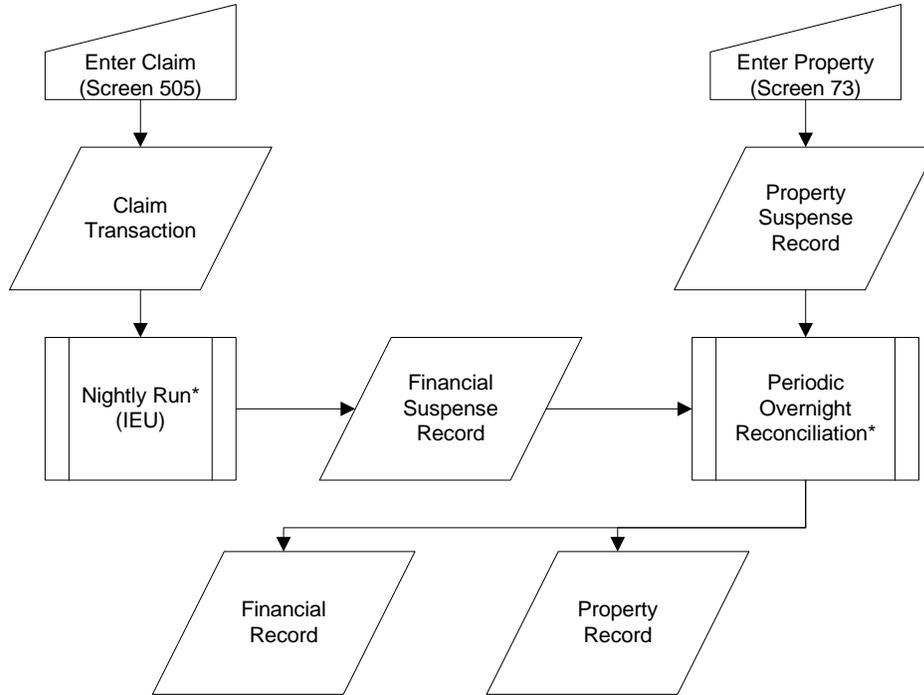
Financial information for an acquisition is recorded in the accounting system as a claim transaction, normally against an encumbrance. During the nightly IEU run, the financial transactions with property numbers create financial suspense records in FAS.

Entries of property data made by the user into FAS create Property Record Suspense transactions. The Financial and Property suspense records are then compared. Once a match has occurred during the reconciliation process, new records are created in both the permanent Financial and Property files.

```
   Enter Claim                          Enter Property
   (Screen 505)                         (Screen 73)
        │                                    │
        ▼                                    ▼
     Claim                              Property
   Transaction                          Suspense
                                        Record
        │                                    │
        ▼                                    ▼
   Nightly Run*    ───►  Financial    ───►  Periodic
     (IEU)               Suspense            Overnight
                         Record              Reconciliation*
                                    ┌─────────────┴──────────┐
                                    ▼                        ▼
                               Financial                Property
                               Record                   Record
```

The Nightly Run and the Periodic Overnight Reconciliation May Be Performed as Separate Operations as Separate Steps in a Single Operation.

CAPITAL ASSET CLAIMS:

Claims for capital assets are entered similarly to other claims; there are, however, additional fields for input of property data.

```
ARIZ   S505          UNIFORM STATEWIDE ACCOUNTING SYSTEM    08/28/95 10:43 AM
LINK TO: ____        PRE-ENC/ENC/EXPEND TRANSACTION ENTRY              CICS

BATCH: AGENCY ABH DATE 080795 TYPE 4 NO 101 SEQ NO 00001 MODE EDIT AND POST
DOC DATE : 082895  EFF DATE: 082895  DUE DATE: _____   SERV DATE: _____
  CUR DOC/SFX: 21120559 001  REF DOC/SFX: E1121479 001  MOD: F  AGENCY: ABH
   TRANS CODE: 225       CLAIMS PAYABLE- ENCUMBERED
        INDEX: 22000      SPOTTED TURTLE RESEARCH
          PCA: 22000      GRANT - SPOTTED TURTLE RESEARCH          AY: 96
COMP/AGY OBJ: 8414 ____   COMMUNICATIONS                      BETTERMENT _
       AMOUNT: 00000002869.44 RVS: _  DISC: _____  1099: _ FO: _ PDT: R
DOC COUNT:          DOC AMT: 00000002869.44 DOC AGY: ABH CI: c  PROP #: 1080770895
       INV NO: 122896 _____  DT: _____   DESC: _____
VEND/MC: 15208915260 001 NM: PACE APPLIED TECHNOLOGY
CONT NO: _____  ADDR 1: 7900 SUDLEY ROAD
WARR NO: _____     ADDR 2: _____
APPN NO: 20000        ADDR 3: _____
   FUND: 2000         ADDR 4: _____
GL AC/AGY: ____ _____    CITY: MANASSAS          ST: VA  ZIP: 22110 ____
  GRANT NO/PH: 220000 96  SUB GRANTEE: _____  PROJ NO/PH: _____ __
MPCD: _____     AGY CD-1: ____  2: ____  3: _____  DI: _____  RTI: _____
```

The additional fields that must be entered for a claim involving the acquisition of a capital are:

COMP OBJ – A Comptroller Object falling within the range of 8001 through 8599 is used to indicate the claim relates to property that should be capitalized.

CI - A code used in conjunction with FAS to identify if the purchased item is:

> Capitalized = C   Inventoried = I

All items costing $5,000 or more with useful lives of more than one year are to be capitalized. Expenditures for land or betterments should be capitalized regardless of cost. The default code for comptroller objects is determined by AFIS Table D10 - Comptroller Object Profile.

PROP # - A unique item number for each item recorded in FAS.

A property number must be entered on a claim if all three of the following conditions exist:

1. The agency uses FAS; and
2. A COBJ that falls within the range of 8001 through 8499 or the range 8501 through 8599 with "I" entered into the C/I Indicator is used (this treatment will result in the purchase being capitalized); and
3. The transaction amount is $5,000 or greater.

To avoid duplication and to increase accuracy, it is important that all persons involved in recording assets use the same property number to record a given asset.

From the perspective of claim processing, a capital asset can be acquired in one of four distinct ways:

· **A single claim purchases a single asset.** After the claim is processed, the property data can be immediately entered into the fixed asset Property Suspense Record.

· **A single claim purchases multiple assets.** The extracted financial record is deleted from FAS and new financial records are entered to match each of the Property Suspense Records.

· **Multiple claims purchase a single asset.** The separate financial records will be reconciled within FAS to a single Property Suspense Record.

· **An asset is acquired by capital lease.** This is addressed in SAAM Section II-G-4, Leases.

Each of these four ways to enter claims that acquire capital assets is discussed in detail in the balance of this section.

A single claim purchases a single asset.

Once the claim transaction has been successfully written, the instructions at the bottom of the screen allow for the immediate access of FAS for entry of the property information.

```
ARIZ   S505           UNIFORM STATEWIDE ACCOUNTING SYSTEM    08/28/95 10:46 AM
LINK TO: ____         PRE-ENC/ENC/EXPEND TRANSACTION ENTRY               CICS

BATCH: AGENCY ABH DATE 080795 TYPE 4 NO 101 SEQ NO 00002 MODE EDIT AND POST
DOC DATE : 082895  EFF DATE: 082895  DUE DATE: _____  SERV DATE: _____
 CUR DOC/SFX: 21120559 001  REF DOC/SFX: E1121479 001  MOD: F  AGENCY: ABH
   TRANS CODE: 225        CLAIMS PAYABLE- ENCUMBERED
        INDEX: 22000      SPOTTED TURTLE RESEARCH
          PCA: 22000      GRANT - SPOTTED TURTLE RESEARCH          AY: 96
COMP/AGY OBJ: 8414 ____   COMMUNICATIONS                      BETTERMENT _
     AMOUNT: _____  RVS: _  DISC: _____  1099: _  FO: _  PDT: R
DOC COUNT: 00001 DOC AMT: 00000002869.44 DOC AGY: ABH CI: _  PROP #: _____
     INV NO: 122896_____  DT: _____  DESC: _____
VEND/MC: 15208915260 001 NM: PACE APPLIED TECHNOLOGY_____
CONT NO: _____  ADDR 1: 7900 SUDLEY ROAD_____
WARR NO: _____  ADDR 2: _____
APPN NO: 20000       ADDR 3: _____
   FUND: 2000        ADDR 4: _____
GL AC/AGY: ____ _____  CITY: MANASSAS_____  ST: VA  ZIP: 22110 ____
 GRANT NO/PH: 220000 96  SUB GRANTEE: _____  PROJ NO/PH: _____ __
  MPCD: _____      AGY CD-1: ____  2: ____  3: _____  DI: _____  RTI: _____
TRANSACTION SUCCESSFULLY WRITTEN
PROPERTY DATA CAN NOW BE ENTERED
F1-HELP F2-FA S073 F3-END F4-INT F5-EDIT F6-PROCESS F9-BALANCING F10-RTI
```

If immediate input of the capital asset information is desired, press [F2] to proceed to the Property Record Suspense screen (Screen 73). The user must have proper security authorization to be able to enter both claim and property information.

If it is preferred to enter capital asset information later, ignore the Fixed Asset function and proceed with claim transactions. Screen 73 may be accessed afterwards through FAS menu.

RECORDING CAPITAL ASSETS IN THE AFIS FIXED ASSET SYSTEM

A single claim purchases a single asset. (Continued.)

As stated, the Fixed Asset Property Suspense Record is accessed either by using the [F2] function on a 505 screen while entering the claim, or by selecting **73** as the Screen ID on the FAS Menu.

```
ARIZ S073              STATEWIDE FIXED ASSET SYSTEM       08/28/95 10:56 AM
LINK TO:  ____        FIXED ASSET PROPERTY RECORD SUSPENSE
ACTIVE  ACTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
       AGENCY: ABH PROP NO/SFX: 1080770895 0000 FATC: A10  RESP IND: _____  AY 96
   SHORT DESC: HAND HELD TURTLE TRACKING RADIO
       LOC - 1: 1090  2: 0091  3: RM0021     CLASS: 1725    SUBCLASS: 90
   IN SERV DT: 082895 USE LIFE: ___  AQ METH: 1      PUR/COMP DT: _____
   SERIAL NO: D1881001          MFG: _____ DEP METH 0
      MODEL YR: ____           LIC NO: _____  TTL NO: _____
       APR VAL: _____   SAL VAL: _____   REP VAL _____
        APR DT: _____        APR METH: _          EST REPL DT: _____
   SQ FT - GRS: _____        NET: _____   LAND ACRGE: _____
    PM DT/CODE: ____ ___ ____ ___ ____ ___ ___      FA REF NO: _____
      COMMENT: _____              AMT: _____
SSN:  184161315 VIN: _____            EFF DT: _____
                              DISP - DT: _____     METH: _
* * * * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * * *
 CUR DOC/SFX: 21120559 001  AGENCY: ABH  TC: 225   R:     CI: C    AF:
        INDEX 22000  PCA 22000 FUND: 2000          AMT       2869.44
VEND NO/MAIL:               NAME:
      WAR NO:              INV:            LAST UPDATE:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END  F4-INTERRUPT   F5-TEXT MAINT   F6-PROCESS   F9-FORCE POST
```

Data on the Property Record Suspense are:

   ACTION - Indicate that a new record is being added by entering an **A**.

   AGENCY - Give the required three-character code assigned to your agency or, when accessing from the claim, the system will enter automatically.

   PROP NO/SFX - The property number will carry forward from the claim entry if accessed from the claim, otherwise, enter the required property number. The suffix is a sequential number to break down the property into components, such as a computer can consist of a monitor, keyboard and CPU. Each component carries the same property number but a unique suffix.

   FATC - The required Fixed Asset Transaction Code identifies the type of transaction being processing. For an acquisition, the code is **A10**. Valid codes are set forth below:

Category	FATC	Title	Comments
Acquisitions	A10	Acquisition	Creates a new record.
Betterment	A11	Betterment	Betterments should use the Property ID of the asset to which they are added and should be uniquely identified by using a Suffix.
Adjustments	C30	Increased Adjustment	
	C31	Decreased Adjustment	
Dispositions	D10	Disposition	Records disposition of Property ID/Suffix combination.
	D12	Reversed Disposition	
Depreciation	*F14*	*Increased Depreciation*	*Generally generated by FAS, not by manual entry.*

	F11	*Decreased Depreciation*	*Generally generated by FAS, not by manual entry.*
	F12	*Depreciation Catchup (Current FY)*	*Generally generated by FAS, not by manual entry.*
	F10	*Depreciation Catchup (Prior FY)*	*Generally generated by FAS, not by manual entry.*
Maintenance	M10	Increased Maintenance	
	M11	Decreased Maintenance	

A single claim purchases a single asset. (Continued.)

RESP IND - The required index code responsible for the asset.

AY - The appropriation year will default to the current fiscal year, but can be changed. It is required.

SHORT DESC - An area to describe the capital asset - color, features, etc.

LOC 1 - A required 4-digit code to indicate the city in which the capital asset is located. These codes are defined on a statewide basis and are available for lookup and review on AFIS Screen D93.

```
ARIZ S073              STATEWIDE FIXED ASSET SYSTEM        08/28/95 10:56 AM
LINK TO:  ____          FIXED ASSET PROPERTY RECORD SUSPENSE
ACTIVE  ACTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
       AGENCY: ABH PROP NO/SFX: 1080770895 0000 FATC: A10  RESP IND: _____  AY 96
  SHORT DESC: HAND HELD TURTLE TRACKING RADIO _____
     LOC - 1: 1090  2: 0091  3: RM0021     CLASS: 1725    SUBCLASS: 90
  IN SERV DT: 082895 USE LIFE: ___  AQ METH: 1     PUR/COMP DT: _____
   SERIAL NO: D1881001 _____        MFG: _____ DEP METH O
    MODEL YR: ____          LIC NO: _____    TTL NO: _____
     APR VAL: _____  SAL VAL: _____    REP VAL _____
     APR DT: _____     APR METH: _      EST REPL DT: _____
 SQ FT - GRS: _____       NET: _____    LAND ACRGE: _____
  PM DT/CODE: ____ ___ ____ ___ ____ ___ ___       FA REF NO: _____
     COMMENT: _____          AMT: _____
SSN: 184161315 VIN: _____               EFF DT: _____
                              DISP - DT: _____   METH: _
* * * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * *
 CUR DOC/SFX: 21120559 001   AGENCY: ABH  TC: 225   R:     CI: C    AF:
      INDEX 22000  PCA 22000 FUND: 2000            AMT      2869.44
VEND NO/MAIL:              NAME:
      WAR NO:             INV:             LAST UPDATE:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F5-TEXT MAINT   F6-PROCESS   F9-FORCE POST
```

LOC 2 - A code to further describe the location of the capital asset, such as a building, floor, etc. This code is set up by the agency on the D94 Profile.

LOC 3 - A code defined by the agency to indicate a further breakdown of the location of the capital asset, such as room number. This code is set up by the agency on the D95 Profile.

CLASS - A required federally produced code for categories of capital asset. These codes are defined on a statewide basis on the D90 Profile.

SUBCLASS - Entered in conjunction with the Class code above. These codes are defined on a statewide basis on the D91 Profile.

IN SERV DT – A required field - the date the capital asset is put to use.

USE LIFE - The required estimated useful life of the asset in months. Values must be greater than 0 (zero) and not greater than 999 months. If no entry is made in this field, the useful life established for the subclass will be used.

AQ METH - A required code to indicate how the property was acquired. Codes are:

1 - Purchase	4 - Gift/Donation	7 - Found
2 - Lease	5 - Lease/Purch	8 - Confiscation
3 - Trade	6 - Transfer	9 - Court Award

A single claim purchases a single asset. (Continued.)

PUR/COMP DT - The date the asset is purchased.

SERIAL NO - The serial number of the property.

MFG - The name of the manufacturer. Required, if computer related.

DEP METH - A required code for the depreciation method. Codes are:

0 - none   2 - straight-line

MODEL YR - The model year of the asset, if known.

```
ARIZ S073              STATEWIDE FIXED ASSET SYSTEM        08/28/95 10:56 AM
LINK TO:  ____         FIXED ASSET PROPERTY RECORD SUSPENSE
ACTIVE  ACTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
      AGENCY: ABH PROP NO/SFX: 1080770895 0000 FATC: A10  RESP IND: _____ AY 96
  SHORT DESC: HAND HELD TURTLE TRACKING RADIO_____
    LOC - 1: 1090 2: 0091 3: RM0021    CLASS: 1725   SUBCLASS: 90
  IN SERV DT: 082895 USE LIFE: ___  AQ METH: 1      PUR/COMP DT: _____
  SERIAL NO: D1881001_____    MFG: _____ DEP METH 0
    MODEL YR: ____       LIC NO: _____  TTL NO: _____
    APR VAL: _____  SAL VAL: _____  REP VAL _____
    APR DT: _____   APR METH: _      EST REPL DT: _____
 SQ FT - GRS: _____      NET: _____  LAND ACRGE: _____
  PM DT/CODE: ____ ___ ____ ___ ____ ___ ____ ___  FA REF NO: _____
    COMMENT: _____     AMT: _____
SSN:  184161315 VIN: _____       EFF DT: _____
                            DISP - DT: _____  METH: _
* * * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * * *
 CUR DOC/SFX: 21120559 001  AGENCY: ABH  TC: 225    R:    CI: C   AF:
       INDEX 22000  PCA 22000 FUND: 2000           AMT      2869.44
VEND NO/MAIL:          NAME:
    WAR NO:        INV:            LAST UPDATE:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F5-TEXT MAINT   F6-PROCESS   F9-FORCE POST
```

LIC NO - The license number.

TTL NO - The title number for certain types of assets. If the asset is computer related, the model number is required.

APR VAL - The appraised value.

SAL VAL - The salvage value.

REP VAL - The replacement value.

APR DT - The appraisal date.

APR METH - A code for the appraisal method used.

EST REPL DT - The estimated replacement date of the asset.

SQ FT - GRS - If needed, the gross square footage of the asset.

SQ FT - NET - The net square footage of certain assets.

LAND ACRGE - Number of acres, if the asset contains land.

A single claim purchases a single asset. (Continued.)

PM DT/CODE - Several month and day dates and codes can be entered to indicate when and what type of maintenance is to be performed. The codes must first be established by the agency.

FA REF NO - An optional code to use as a capital asset reference number.

COMMENT - Area for entry of a comment, if desired.

AMT – A required field - the cost of this asset must be entered.

SSN - The social security number of the person responsible for the asset.

VIN - Entered only if the item has a vehicle identification number.

EFF DT - The date when the asset is put into service. If left blank, the current date is automatically entered.

DISP DT - When the asset is disposed of, the disposition date is required.

METH - The method used for disposition of the asset. The codes are:

1 - Sold	3 - Theft/vandalism	5 - Vehicle Accident	7 - Lost
2 - Traded	4 - Fire or Flood	6 - Written Off/Worn Out	8 - Transferred

FINANCIAL DATA - Financial information about the capital asset automatically displays if the financial data is entered from a claim and not from Screen 71. This information is available after the nightly processing.

After entering the capital asset property record, press [F6] to process. Once the record has been successfully written, return to the claim transaction entry screen by pressing the Interrupt, [F4]. Enter another claim or go to batch balancing.

To enter the capital asset property record information at a different time, do not press the [F2] key after processing the claim. The record may be entered from FAS using screen 73.

A single claim purchases multiple assets.

In some situations, several assets have been purchased from one source and are being paid with a single claim. In these instances, enter a fictitious property number on the claim to allow the transaction to process.

```
ARIZ   S505          UNIFORM STATEWIDE ACCOUNTING SYSTEM   08/28/95 12:37 PM
LINK TO: ____        PRE-ENC/ENC/EXPEND TRANSACTION ENTRY              CICS

BATCH: AGENCY ABH DATE 080795 TYPE 4 NO 111 SEQ NO 00002 MODE EDIT AND POST
DOC DATE : 082895  EFF DATE: 082895  DUE DATE: _____   SERV DATE: _____
CUR DOC/SFX: 21120669 001  REF DOC/SFX: E1120669 001  MOD: F  AGENCY: ABH
 TRANS CODE: 225        CLAIMS PAYABLE- ENCUMBERED
      INDEX: 22000      SPOTTED TURTLE RESEARCH
        PCA: 22000      GRANT - SPOTTED TURTLE RESEARCH            AY: 96
COMP/AGY OBJ: 8414 ____ COMMUNICATIONS                      BETTERMENT _
     AMOUNT: _____   RVS: _  DISC: _____  1099: _  FO: _  PDT: R
DOC COUNT: 00001 DOC AMT: 00000008608.32 DOC AGY: ABH CI: C  PROP #: FAKEPROP01
    INV NO: 123301        DT: _____   DESC: 3 TRACKING RADIOS
VEND/MC: 15208915260 001 NM: PACE APPLIED TECHNOLOGY
CONT NO: _____     ADDR 1: 7900 SUDLEY ROAD
WARR NO: _____     ADDR 2: _____
APPN NO: 20000         ADDR 3: _____
   FUND: 2000          ADDR 4: _____
GL AC/AGY: ____ _____ CITY: MANASSAS _____  ST: VA  ZIP: 22110 ____
 GRANT NO/PH: 220000 96  SUB GRANTEE: _____  PROJ NO/PH: _____ __
 MPCD: _____      AGY CD-1: ____ 2: ____ 3: _____ DI: _____ RTI: _____
TRANSACTION SUCCESSFULLY WRITTEN
PROPERTY DATA CAN NOW BE ENTERED
F1-HELP F2-FA S073 F3-END F4-INT F5-EDIT F6-PROCESS F9-BALANCING F10-RTI
```

A single claim purchases multiple assets. (Continued.)

After the transaction is processed during the IEU, the record is available in the Financial Suspense (screen 71) of FAS.

From the Fixed Asset Menu, access screen 71 and recall the record using the fictitious property number. Delete the record with the *Delete* Action code.

```
ARIZ   S071            STATEWIDE FIXED ASSET SYSTEM      08/29/95 10:34 AM
LINK TO: ____          FIXED ASSET FINANCIAL SUSPENSE

ACTION: D   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
    AGENCY: ABH    PROP #: FAKEPROP01
 BATCH - AGY: ABH      DATE: 080795    TYPE: 4  #: 111      SEQ #: 00001
  DOC DATE: 082895               EFF DATE: 082895
CUR DOC/SFX: 21120669 001     REF DOC/SFX: E1120669 001
 TRANS CODE: 225         CLAIMS PAYABLE- ENCUMBERED _____
      INDEX: 22000       SPOTTED TURTLE RESEARCH _____
        PCA: 22000       GRANT - SPOTTED TURTLE RESEARCH _____  AY: 96
   PGM CODE: 2200 LVL: 0  GRANT - SPOTTED TURTLE RESEARCH _____
COMP/AGY OBJ: 8414 ____  _____
     AMOUNT: 00000008608.32    RVS: _
     CI IND: C              INV #: 123301
   INV DESC: 3 TRACKING RADIOS _____
VEND NO/MAIL: 15208915260 001
  VEND NAME: PACE APPLIED TECHNOLOGY _____
      WAR #: 210916786       APPN #: 20000   APPR FUND: 2000   FUND: 2000
 GRANT #/PH: 220000 96      SUB GRANTEE: _____  PROJ #/PH: _____ __
      MPCD: _____      AGY CD-1: ____ 2: ____ 3: _____  LST PR DT:
Z04 RECORD SUCCESSFULLY DELETED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F6-PROCESS   F9-FORCE POST
```

Enter new records on screen 71 for each of the assets. Property Record Suspense transactions (screen 73) will also need to be added.

```
ARIZ   S071              STATEWIDE FIXED ASSET SYSTEM      08/29/95 11:23 AM
LINK TO: ____            FIXED ASSET FINANCIAL SUSPENSE

ACTION: A  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
       AGENCY: ABH    PROP #: 1080780895
 BATCH - AGY: ___      DATE: _____    TYPE: _  #: ___      SEQ #: _____
    DOC DATE: _____              EFF DATE: 082895
 CUR DOC/SFX: _____ ___    REF DOC/SFX: _____ ___
  TRANS CODE: 222          _____
       INDEX: _____        _____
         PCA: _____        _____    AY: 96
    PGM CODE: _____ LVL: _  _____
COMP/AGY OBJ: 8414 _____    _____
      AMOUNT: 286944_____     RVS: _
      CI IND: C             INV #: _____
    INV DESC: _____
 VEND NO/MAIL: _____ ___
   VEND NAME: _____
       WAR #: _____       APPN #: _____   APPR FUND: 2000   FUND: 2000
  GRANT #/PH: _____ __     SUB GRANTEE: _____  PROJ #/PH: _____ __
        MPCD: _____  AGY CD-1: ____  2: ____  3: _____  LST PR DT:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F6-PROCESS   F9-FORCE POST
```

Data included on the Financial Suspense record:

> **ACTION -** Use **A** as the code to add a record.
>
> **AGENCY -** The three-character agency code.
>
> **PROP # -** The property number assigned to the capital asset.
>
> **BATCH HEADER -** These elements are pulled from the batch header when the claim information is carried forward. When entering transactions directly into FAS, these fields are optional.

A single claim purchases multiple assets. (Continued.)

If the record is being recalled, the following information will automatically display. When adding a record, the following information will need to be entered.

```
ARIZ   S071              STATEWIDE FIXED ASSET SYSTEM      08/29/95 11:23 AM
LINK TO: ____            FIXED ASSET FINANCIAL SUSPENSE

ACTION: A  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
       AGENCY: ABH    PROP #: 1080780895
 BATCH - AGY: ___      DATE: _____    TYPE: _  #: ___      SEQ #: _____
    DOC DATE: _____              EFF DATE: 082895
 CUR DOC/SFX: _____ ___    REF DOC/SFX: _____ ___
  TRANS CODE: 222          _____
       INDEX: _____        _____
         PCA: _____        _____    AY: 96
    PGM CODE: _____ LVL: _  _____
COMP/AGY OBJ: 8414 _____    _____
      AMOUNT: 286944_____     RVS: _
      CI IND: C             INV #: _____
    INV DESC: _____
 VEND NO/MAIL: _____ ___
   VEND NAME: _____
       WAR #: _____       APPN #: _____   APPR FUND: 2000   FUND: 2000
  GRANT #/PH: _____ __     SUB GRANTEE: _____  PROJ #/PH: _____ __
        MPCD: _____  AGY CD-1: ____  2: ____  3: _____  LST PR DT:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F6-PROCESS   F9-FORCE POST
```

> **DOC DATE -** Optional field identifying the date related to the document.
>
> **EFF DATE -** Entry is required or is carried from the Batch Header Record.

CUR DOC/SFX - Optional and unique identification for the transaction. Numerous line items are placed under one current document number using sequential numbering for the suffix. The first character of the Current Document represents the type of document.

REF DOC/SFX - Optional Identifier for a previous document being referenced by the current document to provide data. The Reference Document requires a Suffix.

TRANS CODE - A required field. Use the TC from the original transaction.

INDEX - Optional 5-digit code.

PCA - Optional 5-digit Program Cost Account code.

AY - The appropriation year is required and will default to the current year.

PGM CODE - A protected field that can not be entered and is looked up from the PCA or Appropriation Number given.

LVL - The Level is a protected field looked up by the Program Code.

COMP/AGY OBJ - The Comp Object is required, the Agency Obj is optional.

AMOUNT - The required dollar amount of the capital asset.

RVS - Enter an 'R' if the transaction is being reversed. An optional field.

CI IND - The required code for **C**apitalized, or **I**nventoried.

A single claim purchases multiple assets. (Continued.)

```
ARIZ   S071              STATEWIDE FIXED ASSET SYSTEM       08/29/95 11:23 AM
LINK TO: ____            FIXED ASSET FINANCIAL SUSPENSE

ACTION: A  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
     AGENCY: ABH   PROP #: 1080780895
 BATCH - AGY: ___     DATE: _____   TYPE: _  #: ___        SEQ #: _____
    DOC DATE: _____            EFF DATE: 082895
 CUR DOC/SFX: _____ ___       REF DOC/SFX: _____ ___
   TRANS CODE: 222        _____
       INDEX: _____       _____
         PCA: _____       _____    AY: 96
    PGM CODE: _____ LVL: _   _____
 COMP/AGY OBJ: 8414 ____     _____
      AMOUNT: 286944_____      RVS: _
      CI IND: C              INV #: _____
     INV DESC: _____
 VEND NO/MAIL: _____ ___
   VEND NAME: _____
       WAR #: _____        APPN #: _____   APPR FUND: 2000   FUND: 2000
  GRANT #/PH: _____ __     SUB GRANTEE: _____   PROJ #/PH: _____ __
        MPCD: _____  AGY CD-1: ____  2: ____  3: _____  LST PR DT:
 Z01 RECORD SUCCESSFULLY ADDED
 PLEASE ENTER FUNCTION
 F1-HELP   F3-END   F4-INTERRUPT   F6-PROCESS   F9-FORCE POST
```

INV # - The optional invoice number.

INV DESC - An optional description of the asset.

VEND NO/MAIL - The optional vendor number and Mail Code of the vendor.

VEND NAME - The name of the vendor. The field is optional.

WAR # - The optional number of the warrant used to pay the vendor.

APPN # - The optional appropriation number used for purchase.

APPR FUND - The appropriated fund used for the purchase is required.

FUND - The fund used to account for the purchase. The field is required.

GRANT #/PH - Optional information, if a grant and phase are involved.

SUB GRANTEE - Optional data when a sub grantee is involved.

PROJ #/PH - The project number and phase for this asset, if needed.

MPCD - The multipurpose code, if needed.

AGY CD 1 2 3 - If used, the agency codes.

After entering Financial Suspense Records for each of the property items, remember to create Property Suspense Records on screen 73 for the same items. See page 4 for description.

Multiple claims purchase a single asset.

In some situations, several claim transactions have been recorded for the purchase of a single capital asset, possibly to account for different funding sources. For these situations, the claims are entered carrying the same property number.

```
ARIZ   S505              UNIFORM STATEWIDE ACCOUNTING SYSTEM      08/28/95 01:23 PM
LINK TO: ____           PRE-ENC/ENC/EXPEND TRANSACTION ENTRY                   CICS

BATCH: AGENCY ABH DATE 080795 TYPE 4 NO 020 SEQ NO 00004 MODE EDIT AND POST
DOC DATE : 082895  EFF DATE: 082895  DUE DATE: _____   SERV DATE: _____
 CUR DOC/SFX: 20060895 003  REF DOC/SFX: E0040895 003  MOD: P  AGENCY: ABH
   TRANS CODE: 225        CLAIMS PAYABLE- ENCUMBERED
        INDEX: 40000      TURTLE RESEARCH MAGAZINE
          PCA: 11000      LICENSE & REGISTRATION                    AY: 96
COMP/AGY OBJ: 8483 ____   OFFICE FURNITURE AND EQUIPMENT       BETTERMENT _
      AMOUNT: _____      RVS: _  DISC: _____    1099: _ FO: _ PDT: R
DOC COUNT: 00003 DOC AMT: 00000011915.25 DOC AGY: ABH CI: _   PROP #: _____
     INV NO: XE089510026 ____  DT: 081595    DESC: LASER COPIES 3000X_____
VEND/MC: 11604680200 002 NM: XEROX CORP_____
CONT NO: _____  ADDR 1: 701 S AVIATION BLVD XC1-16W_____
WARR NO: _____      ADDR 2: _____
APPN NO: 40000       ADDR 3: _____
   FUND: 3000        ADDR 4: _____
GL AC/AGY: ____ _____  CITY: EL SEGUNDO_____ ST: CA  ZIP: 90245 ____
 GRANT NO/PH: _____ __   SUB GRANTEE: _____ PROJ NO/PH: _____ __
 MPCD: _____    AGY CD-1: ____ 2: ____ 3: _____ DI: _____ RTI: _____
TRANSACTION SUCCESSFULLY WRITTEN
PROPERTY DATA CAN NOW BE ENTERED
F1-HELP F2-FA S073 F3-END F4-INT F5-EDIT F6-PROCESS F9-BALANCING F10-RTI
```

During the processing of one of the transactions, usually, either the first or last, proceed to screen 73 by pressing [F2] to enter the property information, if desired.

```
ARIZ S073              STATEWIDE FIXED ASSET SYSTEM       08/28/95 01:31 PM
LINK TO:   ____       FIXED ASSET PROPERTY RECORD SUSPENSE
ACTIVE  ACTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
       AGENCY: ABH PROP NO/SFX: 1010800795 0000 FATC: A10  RESP IND: _____ AY 96
   SHORT DESC: XEROX LASER COPIER 3000X_____
      LOC - 1: 1000  2: 0001  3: RMO216     CLASS: 1600   SUBCLASS: 42
  IN SERV DT: 082895 USE LIFE: ___  AQ METH: 1      PUR/COMP DT: _____
   SERIAL NO: XE0895100026_____  MFG: _____ DEP METH O
    MODEL YR: 1995           LIC NO: _____  TTL NO: _____
     APR VAL: _____  SAL VAL: _____  REP VAL _____
      APR DT: _____        APR METH: _      EST REPL DT: _____
  SQ FT - GRS: _____        NET: _____   LAND ACRGE: _____
   PM DT/CODE: ____ ___ ____ ___ ____ ___ ____ ___   FA REF NO: _____
      COMMENT: _____         AMT: 11915.25_____
SSN: _____ VIN: _____           EFF DT: _____
                         DISP - DT: _____   METH: _
* * * * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * * * *
CUR DOC/SFX: 20060895 003   AGENCY: ABH  TC: 225    R:     CI: C   AF:
       INDEX 40000   PCA 11000 FUND: 3000            AMT      2978.81
VEND NO/MAIL:           NAME:
      WAR NO:           INV:                LAST UPDATE:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F5-TEXT MAINT   F6-PROCESS   F9-FORCE POST
```

Multiple claims purchase a single asset. (Continued.)

The system, during nightly processing, reconciles the multiple Financial Suspense Records with the single Property Suspense to create multiple Descriptive Information records (screen 72).

```
ARIZ   S072          STATEWIDE FIXED ASSET SYSTEM        08/29/95 01:10 PM
LINK TO: ____        FIXED ASSET DESCRIPTIVE INFORMATION

ACTION: R   (C=CHANGE, N=NEXT, R=RECALL)
    AGENCY: ABH   PROP NO/SFX: 1010800795 0000
SHORT DESC: XEROX LASER COPIER 3000X
    CI IND: C (SPGSC ONLY)            RESP IDX: 40000 (WITHIN SAME AGY)
    LOC - 1: 1000  2: 0001  3: RM0216   SUBCLASS: 42 (WITHIN CLASS ONLY)
IN SERV DT: 082895    USE LIFE: 005   ACQ METH: 1   PUR/COMP DT: _____
  SERIAL NO: XE0895100026    MFG: _____ DEPR METH 0
   MODEL YR: 1995  LIC NO: _____   TTL/MOD NO: _____
   APR VAL: 00000000000.00    SALV: 00000000000.00   REPL: 00000000000.00
    APR DT: _____   METH: _              EST REPL DT: _____
SQ FT - GRS: _____        NET: _____   LAND ACRGE: _____
     MPCD: _____       AGY CD - 1: ____   2: ____  3: _____
 PM DT/CODE: ____ ___ ____ ___ ____ ___ _____       FA REF NO: _____
  COMMENT: _____   SSN: _____   UTL: N MFS IND: Y
VIN: _____   ACQ COST: 00000011915.25
IDX: 12000 PCA: 11000 AY: 96 APPN #: 12000 FND: 1000 CR DOC/SFX: 20060895 001
AMOUNT: 00000004766.10   COMP/AGY OBJ 8483 ____  APPR FUND 1000   CLASS 1600
 DISP - DATE: _____  METH: _  CREATE DATE: 08081995 LST PROC DATE: 08081995
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F5-TEXT MAINT F6-PROCESS F7-SCROLL BWD F8-SCR FWD
```

Notice that when there are multiple records, functional options [F7] Scroll Backwards and [F8] Scroll Forward are available. This allows you to scroll through all records for the property.

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<u>RECORDING NON-CAPITAL ASSETS:</u>

In some situations, items not meeting the $5,000 capitalization threshold need to be tracked. These are considered non-capital assets. An inventory of non-capital assets can be maintained on FAS.

To track an inventoried non-capital asset, enter a claim for the item.

```
ARIZ   S505            UNIFORM STATEWIDE ACCOUNTING SYSTEM    08/29/95 02:41 PM
LINK TO: _____          PRE-ENC/ENC/EXPEND TRANSACTION ENTRY              CICS

BATCH: AGENCY ABH DATE 082995 TYPE 4 NO 001 SEQ NO 00002 MODE EDIT AND POST
DOC DATE : 082995  EFF DATE: 080895  DUE DATE: _____   SERV DATE: _____
  CUR DOC/SFX: 21122660 001  REF DOC/SFX: _____   MOD: _  AGENCY: ABH
   TRANS CODE: 222       CLAIMS PAYABLE-NOT ENCUMBERED
        INDEX: 12000     ALL OTHER EXPENSES
          PCA:                                                   AY: 96
COMP/AGY OBJ: 8414 ____  COMMUNICATIONS                      BETTERMENT _
      AMOUNT: _____           RVS: _   DISC: _____   1099: 7 FO: _ PDT: R
DOC COUNT: 00001 DOC AMT: 00000000468.83 DOC AGY: ABH CI: _   PROP #: _____
      INV NO: 1021          DT: _____    DESC: FAX MACHINE
VEND/MC: 12303344000 004 NM: INFINCOM INC
CONT NO: _____   ADDR 1: P.O. BOX 52583
WARR NO: _____   ADDR 2: _____
APPN NO: _____        ADDR 3: _____
   FUND: _____        ADDR 4: _____
GL AC/AGY: ____ _____   CITY: PHOENIX_____    ST: AZ ZIP: 85072 ____
 GRANT NO/PH: _____ ____   SUB GRANTEE: _____   PROJ NO/PH: _____ __
      MPCD: _____     AGY CD-1: ____  2: ____  3: _____  DI: _____  RTI: ____
TRANSACTION SUCCESSFULLY WRITTEN
PROPERTY DATA CAN NOW BE ENTERED
F1-HELP F2-FA S073 F3-END F4-INT F5-EDIT F6-PROCESS F9-BALANCING F10-RTI
```

Include for the non-capital asset:

  COMP OBJ - The Comptroller Object can be in the range of 8501 through 8599.

  CI - Indicate that the property is inventory by entering **I**.

  PROP # - Enter a unique property number.

Process the record by pressing [F6].

Press [F2] to go to screen 73.

Include a Property Record Suspense entry on screen 73. Enter the FATC as **A10** for the acquisition of a non-capital asset to be inventoried.

```
ARIZ S073              STATEWIDE FIXED ASSET SYSTEM        08/29/95 02:58 PM
LINK TO: _____          FIXED ASSET PROPERTY RECORD SUSPENSE
ACTIVE  ACTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
     AGENCY: ABH PROP NO/SFX: 1011900895 0000 FATC: A10 RESP IND: _____ AY 96
  SHORT DESC: _____
     LOC - 1: 1000  2: 0001  3: _____    CLASS: 1725   SUBCLASS: 21
  IN SERV DT: 082995 USE LIFE: ___  AQ METH: 1       PUR/COMP DT: _____
   SERIAL NO: _____    MFG: _____             DEP METH 0
    MODEL YR: ____        LIC NO: _____   TTL NO: _____
     APR VAL: _____   SAL VAL: _____     REP VAL _____
      APR DT: _____      APR METH: _       EST REPL DT: _____
  SQ FT - GRS: _____      NET: _____   LAND ACRGE: _____
    PM DT/CODE: ____ ____ ____ ____ __ ____ ___ ___    FA REF NO: _____
     COMMENT: _____         AMT: 468.83 _____
SSN: 461841315 VIN: _____              EFF DT: _____
                         DISP - DT: _____    METH: _
* * * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * * *
  CUR DOC/SFX: 21122660 001   AGENCY: ABH   TC: 222    R:    CI: C    AF:
        INDEX 12000  PCA 11000 FUND: 1000          AMT       468.83
VEND NO/MAIL:                  NAME:
     WAR NO:               INV:              LAST UPDATE:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F5-TEXT MAINT   F6-PROCESS   F9-FORCE POST
```

SUBJECT

RECORDING CAPITAL ASSETS IN THE AFIS FIXED ASSET SYSTEM

RECORDING A BETTERMENT:

In some cases, an asset will be enhanced by certain types of additions called betterments. The value of the betterment should be recorded using the property number of the asset to which the betterment is added.

Records are added to FAS to account for such betterments.

When entering a claim for representing a betterment, include the following entries.

```
ARIZ    S505              UNIFORM STATEWIDE ACCOUNTING SYSTEM    08/30/95 08:21 AM
LINK TO: ____             PRE-ENC/ENC/EXPEND TRANSACTION ENTRY                CICS

BATCH: AGENCY ABH DATE 083095 TYPE 4 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE : 083095  EFF DATE: 080895  DUE DATE: _____   SERV DATE: _____
 CUR DOC/SFX: 21011333 001  REF DOC/SFX: _____ ___  MOD: _  AGENCY: abh
   TRANS CODE: 222
        INDEX: 21000
          PCA: _____                                       AY: 96
COMP/AGY OBJ: 8495 ____                                BETTERMENT y
      AMOUNT: 449._____  RVS: _  DISC: _____ 1099: _ FO: _ PDT: __
DOC COUNT:       DOC AMT: 449._____ DOC AGY: ABH CI: _ PROP #: 1010200795
      INV NO: 908_____    DT: _____    DESC: special radio_____
VEND/MC: 18604961660 001 NM: _____
CONT NO: _____  ADDR 1: _____
WARR NO: _____   ADDR 2: _____
APPN NO: _____      ADDR 3: _____
   FUND: ____       ADDR 4: _____
GL AC/AGY: ____ _____  CITY: _____ ST: __  ZIP: _____ ____
 GRANT NO/PH: _____ __   SUB GRANTEE: _____  PROJ NO/PH: _____ __
 MPCD: _____   AGY CD-1: ____ 2: ____ 3: _____  DI: _____ RTI: _____


F1-HELP F3-END F4-INT F5-EDIT F6-PROCESS F9-BALANCING F10-RTI
```

COMP OBJ - Use the appropriate Comptroller Object (i.e., the COBJ originally used for the asset to which the betterment is added) to record the betterment.

BETTERMENT - Enter a 'Y' to indicate that the claim amount increases the value of a capital asset.

PROP # - Give the property number of the asset incurring an increased value.

After entering all the pertinent information for the claim, press [F6] to process. The system will allow the immediate entry of the Property Suspense Record, or the entry can be made later.

Create a record on the Property Suspense Record (screen 73) for the betterment.

```
ARIZ S073              STATEWIDE FIXED ASSET SYSTEM        08/30/95 09:08 AM
LINK TO:  ____        FIXED ASSET PROPERTY RECORD SUSPENSE
ACTIVE  ACTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
       AGENCY: ABH PROP NO/SFX: 1010200795 0003 FATC: A11  RESP IND: _____  AY 96
   SHORT DESC: SPECIAL TRACKING FREQUENCY RADIO
       LOC - 1: 1000  2: 0002  3: GAR002    CLASS: 1725   SUBCLASS: 47
   IN SERV DT: 082995 USE LIFE: ___   AQ METH: 1      PUR/COMP DT: _____
    SERIAL NO: T777485220W       MFG: _____ DEP METH 0
     MODEL YR: 1995            LIC NO: _____  TTL NO: _____
      APR VAL: _____  SAL VAL: _____   REP VAL _____
       APR DT: _____         APR METH: _       EST REPL DT: _____
   SQ FT - GRS: _____        NET: _____    LAND ACRGE: _____
    PM DT/CODE: ____ ___ ___ ___ ___ ___ ___ ___  FA REF NO: _____
      COMMENT: _____        AMT: _____
SSN: _____  VIN: _____          EFF DT: _____
                            DISP - DT: _____    METH: _
* * * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * * *
  CUR DOC/SFX: 21011338 001  AGENCY: ABH  TC: 222    R:    CI: C   AF:
      INDEX 21000  PCA 21000 FUND: 2000            AMT      449.00
VEND NO/MAIL:              NAME:
    WAR NO:            INV:                 LAST UPDATE:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F5-TEXT MAINT   F6-PROCESS   F9-FORCE POST
```

The required fields are:

FATC - Use **A11** as the FATC.

RESP IND - Enter the Index that is responsible for this asset.

AQ METH - Use '**1**' to indicate a purchase.

USE LIFE - The number of years for useful life can be either entered or left blank. If left blank, the useful life years entered for the Subclass is used.

LOC 1 - The Location 1 indicator for the capital asset gaining a betterment needs to be entered. Locations 2 and 3 or optional.

IN SERV DT - Enter the date the betterment was put into service.

CLASS - Enter the Class category for the betterment.

DEP METH - Enter a '**0**' (zero) to indicate that no depreciation will be taken. For proprietary funds use **'2'** to indicate straight-line depreciation.

Other fields are optional.

Press [F6] to process.

RECORDING GIFTS

When assets are acquired through gifts or non-expenditure means, the property still needs to be recorded as a capital asset. For this purpose, financial transactions may be recorded directly in FAS bypassing the financial system.

Access the Financial Suspense recording screen (screen 71) from FAS menu to record the transaction.

```
ARIZ   S071              STATEWIDE FIXED ASSET SYSTEM        08/30/95 10:38 AM
LINK TO: ____           FIXED ASSET FINANCIAL SUSPENSE

ACTION: A   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
     AGENCY: ABH    PROP #: 9900350895
 BATCH - AGY: ___       DATE: _____   TYPE: _  #: ___        SEQ #: _____
    DOC DATE: _____            EFF DATE: 083095
 CUR DOC/SFX: _____ ___      REF DOC/SFX: _____ ___
  TRANS CODE: 558           _____
       INDEX: _____         _____
         PCA: _____         _____  AY: 96
    PGM CODE: _____ LVL: _   _____
COMP/AGY OBJ: 8443 ____     _____
      AMOUNT: 11695.00____      RVS: _
      CI IND: C               INV #: _____
    INV DESC: _____
 VEND NO/MAIL: _____ ___
   VEND NAME: _____
       WAR #: _____       APPN #: _____   APPR FUND: 1000   FUND: 1000
  GRANT #/PH: _____ __     SUB GRANTEE: _____  PROJ #/PH: _____ __
        MPCD: _____ AGY CD-1: ____ 2: ____ 3: _____ LST PR DT:
Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
F1-HELP   F3-END   F4-INTERRUPT   F6-PROCESS   F9-FORCE POST
```

The required fields are:

ACTION - Enter the Action code to add a record.

AGENCY - Give the 3-character agency code.

PROP # - Enter the Property Number assigned to the asset.

CUR DOC/SFX – Enter a document number and suffix. (In this case, the document number and suffix are fictitious numbers entered merely to allow the transaction to be recorded.)

EFF DATE - Enter the date when the transaction took effect.

TC - Enter a Transaction Code of 558 for a gift.

AY - Input the 2-character Appropriation Year.

COMP OBJ - Enter the appropriate COBJ.

AMOUNT - Enter the value of the gift.

CI - Enter the code for either Capitalized or Inventoried.

APPR FUND - Give the Appropriated Fund associated with the gift.

FUND - Enter the fund associated with the gift.

The remainder of the fields are optional and may be entered, if desired.

Press [F6] to process the transaction.

Access the Property Record Suspense (screen 73) for property information.

```
ARIZ S073              STATEWIDE FIXED ASSET SYSTEM       08/30/95 12:56 PM
LINK TO: ____          FIXED ASSET PROPERTY RECORD SUSPENSE
         ACTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
   AGENCY: ABH PROP NO/SFX: 9900350895 0000 FATC: A10  RESP IND: 12000 AY 96
  SHORT DESC: BULLDOZER DONATED
     LOC - 1: 1000  2: ____   3: _____    CLASS: 1755   SUBCLASS: __
  IN SERV DT: 083095 USE LIFE: 010  AQ METH: 4     PUR/COMP DT: ____
     SERIAL NO: _____      MFG: _____ DEP METH 0
      MODEL YR: ____         LIC NO: _____   TTL NO: _____
       APR VAL: _____   SAL VAL: _____   REP VAL _____
        APR DT: _____       APR METH: _       EST REPL DT: _____
   SQ FT - GRS: _____        NET: _____   LAND ACRGE: _____
    PM DT/CODE: ____ ___ ____ ___ ____ ___ ____ ___    FA REF NO: _____
       COMMENT: _____          AMT: 11695.00_____
   SSN: _____  VIN: _____          EFF DT: _____
                              DISP - DT: _____   METH: _
* * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * *
  CUR DOC/SFX:            AGENCY: ABH  TC: 558    R:    CI: C  AF: 1000
     INDEX        PCA        FUND: 1000         AMT        0.00
  VEND NO/MAIL:             NAME:
     WAR NO:              INV:             LAST UPDATE: 08301995
  Z01 RECORD SUCCESSFULLY ADDED
  PLEASE ENTER FUNCTION
  F1-HELP   F3-END   F4-INTERRUPT   F5-TEXT MAINT   F6-PROCESS   F9-FORCE POST
```

The <u>required</u> fields are:

FATC - Use **A10** as the FATC.

RESP IND - Enter the Index that is responsible for this asset.

AQ METH - Use '**4**' to indicate a gift or donation.

USE LIFE - The number of years for Useful Life can be either entered or left blank. If left blank, the useful life years entered for the Subclass is used.

LOC 1 - The Location 1 indicator for where the gift is located needs to be entered. Locations 2 and 3 are optional.

IN SERV DT - Enter the date the gift or donation was put into service.

CLASS - Enter the Class category for the gift.

DEP METH - Enter a '**2**' for straight line.

Other fields are optional.

Press [F6] to process.

With both records available, during nightly processing, the system will match the records and create new records in both the financial and property files.

<u>DISPOSAL OF AN ASSET:</u>

When a property is excess or surplus, the disposal of the property follows procedures as established by the Surplus Property Administrator. After obtaining authorization for disposal from the Surplus Property Administrator using form SP101, dispose of the property in the accounting system using the following procedure.

Access the Property Record Suspense screen (screen 73) from FAS.

```
LINK TO: ____      FIXED ASSET PROPERTY RECORD SUSPENSE
          ACTION: a (A=ADD, C=CHANGE, D=DELETE, R=RECALL, N=NEXT PROPERTY RECORD
        AGENCY: abh PROP NO/SFX: 1010900795 0000 FATC: d10  RESP IND: _____  AY __
   SHORT DESC: _____
      LOC - 1: ____   2: ____  3: _____   CLASS: _____   SUBCLASS: __
   IN SERV DT: _____  USE LIFE: ___  AQ METH: _   PUR/COMP DT: _____
    SERIAL NO: _____  MFG: _____  DEP METH _
     MODEL YR: ____         LIC NO: _____   TTL NO: _____
      APR VAL: _____  SAL VAL: _____  REP VAL _____
       APR DT: _____      APR METH: _     EST REPL DT: _____
 SQ FT - GRS: _____      NET: _____   LAND ACRGE: _____
   PM DT/CODE: ____ __ ____ __ ____ __ ____ __   FA REF NO: _____
      COMMENT: _____       AMT: _____
 SSN: _____  VIN: _____       EFF DT: _____
                            DISP - DT: 081595   METH: 5
 * * * * * * * * * * * * * * FINANCIAL DATA * * * * * * * * * * * * * * * *
   CUR DOC/SFX:           AGENCY:    TC:     R:     CI:    AF:
       INDEX       PCA     FUND:              AMT
 VEND NO/MAIL:             NAME:
       WAR NO:        INV:              LAST UPDATE:
```

Enter the following information:

ACTION - Enter the code to **A**dd a new record.

FATC - The Fixed Asset Transaction Code identifies the type of transaction being processed. Use **D10** as the valid code to record the disposition of an asset. If a disposition needs to be reversed, use **D12** to undispose the asset and code **D13** to undispose depreciation that was disposed, if any.

DISPOSAL % - Enter the percentage of the asset to be disposed. To dispose the whole asset, type in '100'. To dispose a portion of the asset, type in a whole number from 1 to 99.

FA REF NO - Enter the authorization number assigned to the disposal action. This number can be the same as the number from the SP101 form or can be from an agency created numbering system.

DISP DT - Give the date when the asset was disposed of.

METH - Enter the code for the method used for disposition of the asset. The codes are:

1 - Sold	3 - Theft/vandalism	5 - Vehicle Accident	7 - Lost
2 - Traded	4 - Fire or Flood	6 - Written Off/Worn Out	8 - Transferred

Press [F6] to process the record. The disposal will post to FAS after a successful reconciliation run. The property record remains on the system, but the property will be marked as having been disposed of.

TRACKING DISPOSAL AUTHORIZATION NUMBER:

To track the authorization number given on the SP101 form, access the Fixed Asset Descriptive Information.

From the Fixed Asset menu go to screen 72. Recall the record for the property number and suffix by placing **R** in ACTION, giving the property number/suffix and pressing [Enter].

```
ARIZ   S072            STATEWIDE FIXED ASSET SYSTEM        08/15/95 02:06 PM
LINK TO: ____          FIXED ASSET DESCRIPTIVE INFORMATION

ACTION: c   (C=CHANGE, N=NEXT, R=RECALL)
     AGENCY: ABC   PROP NO/SFX: 1010900795 0000
 SHORT DESC: DODGE RAM 3/4 T PICKUP TRUCK RED
      CI IND: C (SPGSC ONLY)            RESP IDX: 22000 (WITHIN SAME AGY)
     LOC - 1: 1090  2: 0091  3: _____  SUBCLASS: 48 (WITHIN CLASS ONLY)
 IN SERV DT: 070195    USE LIFE: 005   ACQ METH: 1  PUR/COMP DT: _____
  SERIAL NO: 1SR34589ZLT        MFG: CHRYSLER              DEPR METH O
   MODEL YR: 1995  LIC NO: AZ23467   TTL/MOD NO: _____
    APR VAL: 00000000000.00    SALV: 00000000000.00   REPL: 00000000000.00
     APR DT: _____   METH: _                   EST REPL DT: _____
SQ FT - GRS: _____        NET: _____   LAND ACRGE: _____
       MPCD: _____        AGY CD - 1: ____  2: ____  3: ____
 PM DT/CODE: 0801 001 1001 002 0201 003 ____ ____      FA REF NO: _____
    COMMENT: _____    SSN: _____   UTL: N MFS IND: N
        VIN: _____  ACQ COST: 00000009375.00
IDX: 22000 PCA: 22000 AY: 96 APPN #: 20000 FND: 2000 CR DOC/SFX: ____ ___
AMOUNT: 00000009375.00   COMP/AGY OBJ 8433 ____  APPR FUND 2000   CLASS 1070
  DISP - DATE: _____   METH: _  CREATE DATE: 08021995 LST PROC DATE: 08021995
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F5-TEXT MAINT F6-PROCESS
```

Enter the following information:

ACTION - Enter the code to **C**hange the record.

FA REF # - Enter the authorization number returned on the SP101 form as the Fixed Asset Reference Number.

Press [F6] to process the change. Return to the Fixed Asset menu.

TRANSFERS BETWEEN AGENCIES:

The considerations involved in transferring an asset are set forth in SAAM Section II-G-1 – Capital and Non-Capital Assets, Subsection IV.Q – Transfer of Assets. To properly record this transaction in FAS, follow the steps discussed below:

Losing Agency

Produce a DAFR 8370. Delete the asset from FAS. Use the procedures described in Subsection IX – Disposal of an Asset. Record the disposal using Method 8 – Transferred. Communicate the asset's original cost, accumulated depreciation, net book value, date of disposal, original useful life and remaining useful life to the gaining agency.

Gaining Agency

Record the net book value as the asset's cost in FAS. The asset's useful life should be recorded as its remaining (not its original) useful life. The acquisition date is the same as the losing agency's disposal date. Use the procedures described in Subsection VII – Recording

Gifts. Use Acquisition Method 4 – Gift/Donation; do <u>not</u> use Acquisition Method 6 - Transfer. (The use of Acquisition Method 4 and its related TCs will, when appropriate, result in the contribution of capital being accurately reported on the State's financial statements.)