



ADOA – General Accounting Office

# AZ360 MANUAL: ASSET MANAGEMENT



# Asset Management

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All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.

# Asset Management

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This manual is an introduction to the Asset Management (AM) process in AZ360, the statewide financial management system. AZ360 provides the management and control of both capital fixed asset and non-capital (e.g., memo) fixed asset records.

A fixed asset is equipment or property that is not consumed and has a useful life of more than one year. Examples of fixed assets include: land, buildings, equipment, bridges, laptops, vehicles, and other such long-standing improvements. For more information on fixed asset identification, determination of costs and capitalization thresholds, see the Arizona Accounting Manual (SAAM) Topic 25 Long-lived Resources, available at <https://gao.az.gov/state-arizona-accounting-manual-saam>.

An asset is classified as a capital fixed asset, for accounting purposes, if it is designated as one of the following:

- The asset is intended for internal use (not for resale).
- The asset has a useful life extending beyond the current fiscal year.
- The asset typically has a monetary value in excess of a specified threshold.

A memo fixed asset can be recorded for any stewardship items that need to be tracked, but do not otherwise fit the criteria to be considered a capital fixed asset. The Arizona Accounting Manual (SAAM) Topic 25, Section 35 defines stewardship as "...the responsibility for or the activity of protecting something worth care for and preserving." AZ360 provides for the management and control of capital fixed asset and memo fixed asset records. This manual focuses on how to perform asset management processes for capital fixed assets within AZ360 primarily, but instruction is also provided to guide users on using AZ360 to manage memo assets.

The processes described in this manual are the minimum standards according to state policy. Individual departments may have additional requirements. Users are advised to contact their department management for clarification regarding their department's policies and procedures.

## Manual Objectives

As a result of reading this manual, the user will be able to create and update fixed assets in AZ360 based on specific realistic scenarios.

- Review the fixed asset lifecycle and fixed asset event types.
- Perform fixed asset transaction processing.
- Research fixed assets using reference and query tables.
- Perform fixed asset transaction maintenance.

# Asset Management (AM) Basics

## Section Objectives

In this section, the following processes are introduced:

- Identify the fixed asset lifecycle.
- List fixed asset transactions and event types.
- Review different fixed asset transactions.
- Navigate to fixed asset tables and inquiries.
- List how fixed asset tables and inquiries are updated.

## Section Overview

This section provides an overview of the asset acquisition lifecycle from when a department purchases equipment or property to when it is disposed through the Surplus Property Management Office (SPMO).

This section reviews the different fixed asset transactions available in AZ360, and the associated event types used for AM business processes. Users will gain an understanding of the Event Type field in AZ360 and which event types are used on fixed asset transactions.

The most commonly used fixed asset transaction, the Fixed Asset Acquisition (FA) transaction, is used for scenarios such as standard purchases, donations, memo assets, multiple assets, and betterments.

Finally, users are introduced to the tables that are useful when searching for specific fixed asset information, in addition to how fixed asset tables and inquiries are updated by fixed asset transactions in AZ360.

## Fixed Asset (FA) Lifecycle

The lifecycle of a fixed asset begins with the acquisition of the asset. A department applies an inventory tag upon receipt of the asset and may enter the asset into its own agency inventory system, if applicable. The department enters the asset into AZ360 upon payment of the vendor invoice and assigns the asset to a responsible entity. Finally, the department updates AZ360 and the agency inventory system with the assignment information.

Maintenance transactions used to record asset changes (e.g., improvements, modifications, and transfers), depreciation updates, and asset disposal are also maintained in AZ360.

Throughout the life of an asset, it may undergo two processes: revaluation or reorganization. Revaluation, which is mostly used for buildings, occurs when the valuation amount assigned to individual assets changes using the automatic batch job which generates Fixed Asset Modification (FM) transactions. Reorganization occurs when a group of assets is updated and/or transferred to a new location and/or responsibility center. Reorganization modifies location-related fields (e.g., Location, Sub Location or Complex Building) or transfer responsibility center - related fields, such as Department or Unit Code. A batch process can be used to automatically create FM or Fixed Asset Transfer (FT) transactions to specify the old and new account codes, as well as the type of reorganization to be performed. The FM and FT transactions can also be manually entered.

AZ360 enables users to manage and control their organization’s fixed assets throughout the asset’s lifecycle.

An FA transaction can be manually created from the Financial Transaction Catalog. Once the FA transaction is submitted to Final phase, information about the associated fixed asset is stored in various tables and journals (inquiries) within AZ360. These storage locations are discussed in more detail in the Fixed Asset (FA) Tables and Inquiries section of this manual.

## Fixed Asset (FA) Event Types

In AZ360, the event type code defines an event that triggers a business process. Table 1 identifies the event types used with each transaction code. Event types are used to signify what posting codes will be used and to apply specific data entry rules for referenced transactions, vendor and customer codes, and all defined Chart of Accounts (COA) elements.

Although most AZ360 transactions contain an event type on the transaction Accounting tab, a fixed asset transaction’s event type is located on the Header tab. Refer to the Fixed Asset Transaction Tabs section of this manual for information on the fixed asset transaction tabs (e.g., Header, Component, Warranty, Accounting, and Posting).

**Table 1: Allowable Event Types for Fixed Asset Transactions**

Transaction Code	Transaction Name	Event Type	Fixed Asset Function
FA	Fixed Asset Acquisition	FA01 (Default)	Acquire a Fixed Asset
		FA02	Better a Fixed Asset
		FA27	Acquire a Fixed Asset Internally
		FA28	Better a Fixed Asset Internally
FD	Fixed Asset Disposition	FA04	Dispose of a Fixed Asset
		FA09	Sale of a Fixed Asset Internally
FE*	Fixed Asset Depreciation	FA03	Record Depreciation on an Individual Fixed Asset
FM	Fixed Asset Modification	FA05	Modify Fixed Asset Non-Accounting Attributes
FP	Fixed Asset Selling Price Change	FA12	Change Selling Price of a Fixed Asset
FT	Fixed Asset Transfer	FA06	Transfer a Fixed Asset
FI	Fixed Asset Increase/Decrease	FA07	Change Value of Fixed Asset
FC	Fixed Asset Cancellation	FA11	Cancellation of a Fixed Asset
FRM	Fixed Asset Repair and Warranty	FA15	Repair and Warranty Fixed Asset
FS	Fixed Asset Internal Sale	FA29	Internal Sale Fixed Asset

\*GAO use only

## Manual Fixed Asset (FA) Transaction

The FA transaction is used to record all newly acquired, contributed (donated), or memo assets acquired via purchases with a General Accounting Expenditure GAX (non-Commodity-based) transaction in the Arizona Procurement Portal (APP) or AZ360 systems, as well other purchase methods (e.g., donated,

transferred, P-Card purchase). The FA transaction is also used to record information about improvements (betterments) or additions to existing assets.

## Fixed Asset (FA) Tables and Inquiries

The common tables and inquiries utilized by users to search for specific fixed asset information include:

- Fixed Asset Registry tables:
  - Fixed Asset Registry Header (FARHDR) table
  - Fixed Asset Registry Component (FARCOMP) table
  - Fixed Asset Registry Accounting (FARACTG) table
  - Fixed Asset History (FAHIST) table
- Fixed Asset journals:
  - Fixed Asset Component Journal (JFACJ)
  - Fixed Asset Accounting Journal (JFAAJ)
- Accounting Journal (JACTG)

Fixed asset tables and inquiries are updated via the following different methods in AZ360:

- Updates by transactions – Most tables or inquiries are updated when the transactions are finalized. This means that the table will not be updated until the transaction phase is Final, which occurs after the transaction is fully approved in AZ360. Examples of transaction updates to tables or inquiries: FARHDR, FARCOMP, FARACTG, and FAHIST.
- Updates by users – Users with proper security authority may update some tables (usually reference). Updates by users need to be completed by saving the record on the table. Examples of tables being updated by users include: Custodian (CUSD), Location (LOC), and Fixed Asset Warranty Type (FAWTYP) tables.

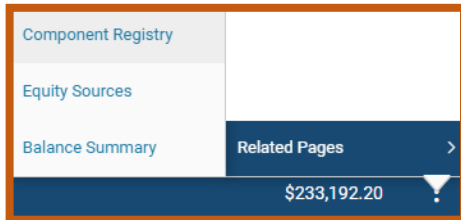
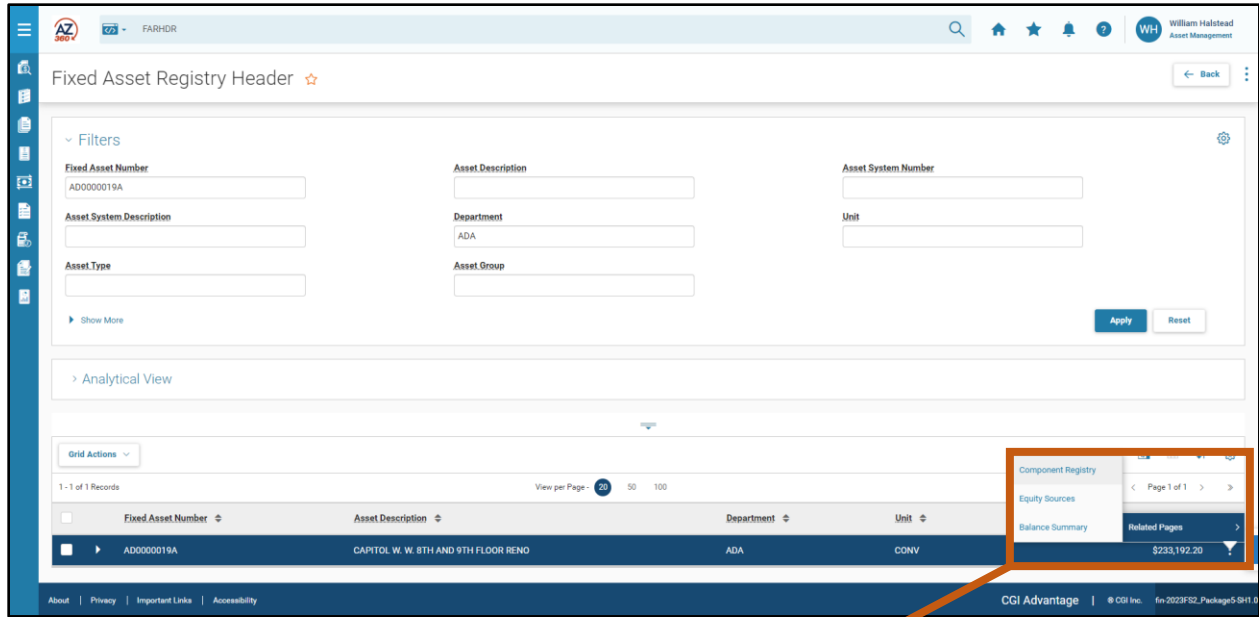
### Fixed Asset Registry Tables

Fixed Asset Registry tables store the current status of an asset and are updated through the use of specific fixed asset transactions and event types. Fixed assets are updated by the three tables described below.

#### *Fixed Asset Registry Header (FARHDR) Table*

The FARHDR table is used as the central repository of fixed assets in AZ360. The FARHDR table contains both acquisitions and betterments. Betterments are considered new components of a previously acquired asset. The FARHDR table contains the fixed asset number and description, summary asset cost, and responsibility COA elements.

The FARHDR table contains a link to the FARCOMP page which contains detailed information about an asset's Component tab. A link is also provided to the Fixed Asset Balance Summary (FABALSQ) page which summarizes and displays the details of fixed asset budget balances by fixed asset number. These links are available by clicking on the row 3-dot menu on the blue Fixed Asset Line and selecting Related Pages.

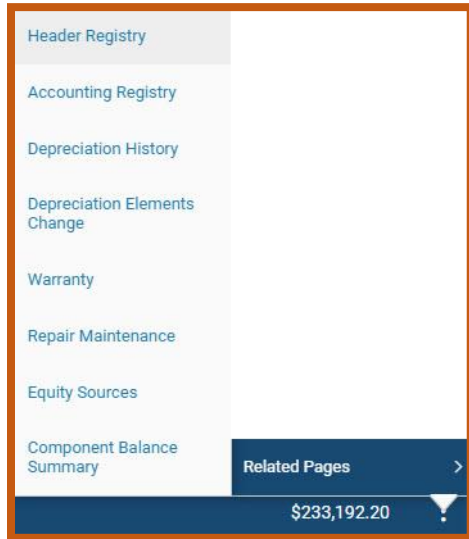
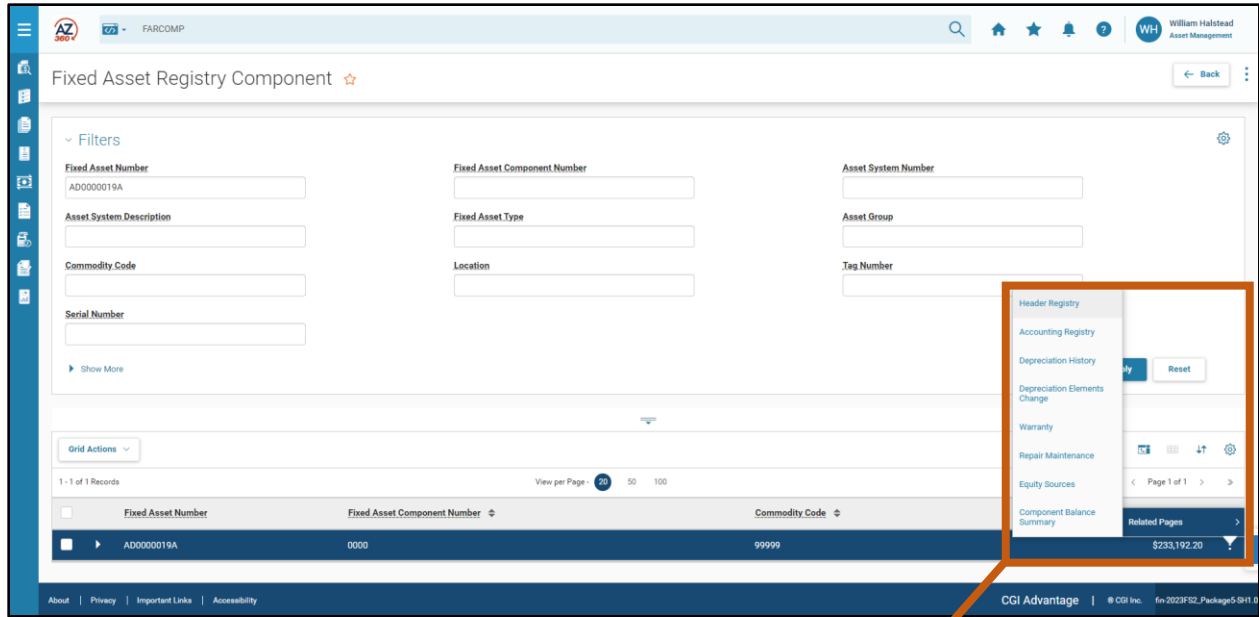


*Fixed Asset Registry Component (FARCOMP)*

The FARCOMP table contains component-level information for both acquisitions and betterments.

The FARCOMP table contains links to the FARHDR and FARACTG tables that contain detailed information about an asset’s Header and Accounting tabs, respectively. A link is also provided to the Fixed Asset Component Balance Summary (FACBALSQ) table which summarizes and displays the details of fixed asset budget balances by fixed asset component. These links are available by clicking on the row 3-dot menu on the blue Fixed Asset Line and selecting Related Pages.





Additional asset details can be viewed by clicking the Expand caret on the blue Fixed Asset line.

Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
AD0000019A	0000	99999	\$233,192.20

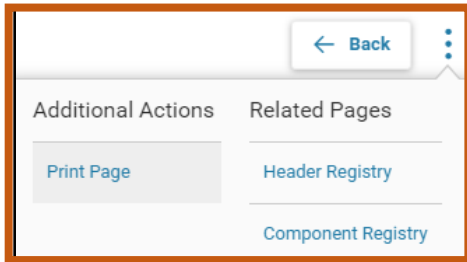
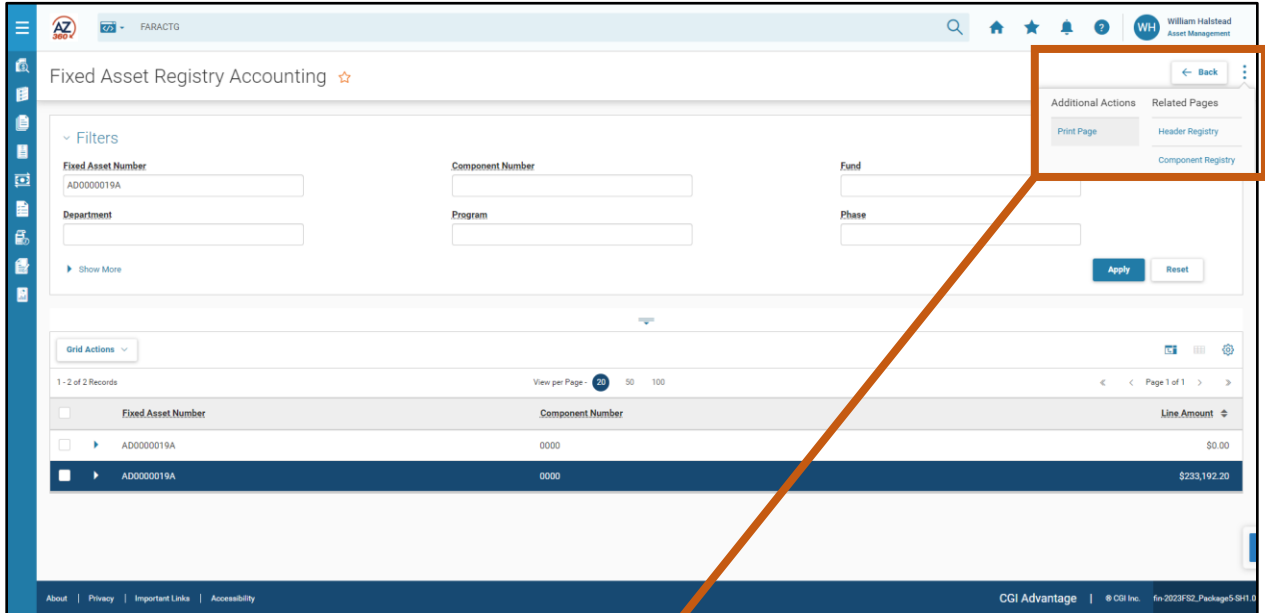
  

General Information	Classifications	Location	Descriptive Details	Specifications	Acquisition	Depreciation	Valuation and Reorganization	Disposition	Internal Sale	Insurance
Accumulated Depreciation \$233,192.20		Net Book Value \$0.00				Historic Asset Cost \$233,192.20		Closing Costs \$0.00		

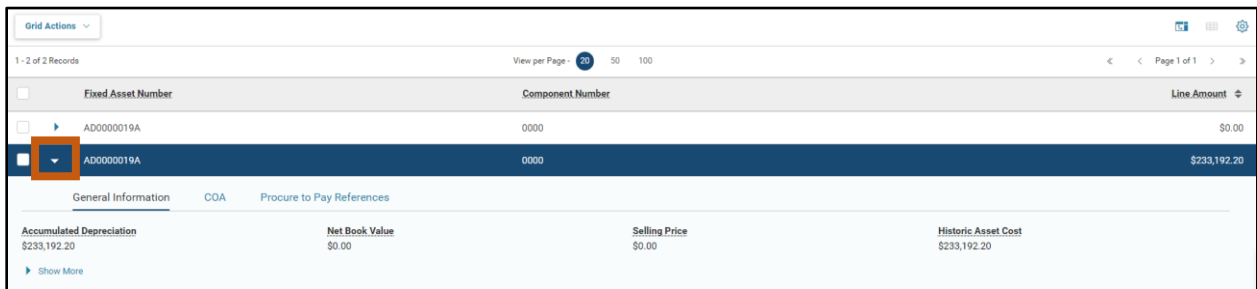
### Fixed Asset Registry Accounting (FARACTG)

The FARACTG table records the funding information, including fund and detailed accounting distributions. A fixed asset transaction can have multiple accounting lines to track funds by multiple sources. For example, funding sources may include both federal and state funds such as 20% federal and 80% state.

The FARACTG table contains accounting-level information of both acquisitions and betterments. The FARACTG table contains links to the FARHDR and FARCOMP pages that contain detail information about an asset’s Header and Component tabs respectively. These links are available by clicking the page 3-dot menu located at the top right of the page.



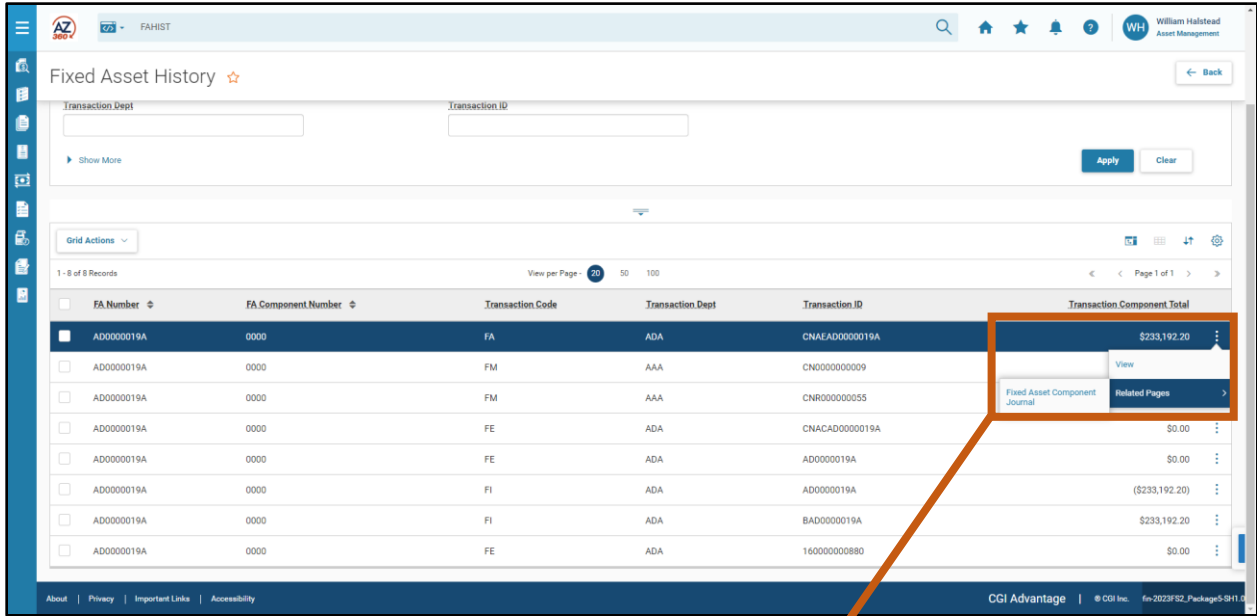
Additional asset details can be viewed by clicking the Expand caret on the blue Fixed Asset line.



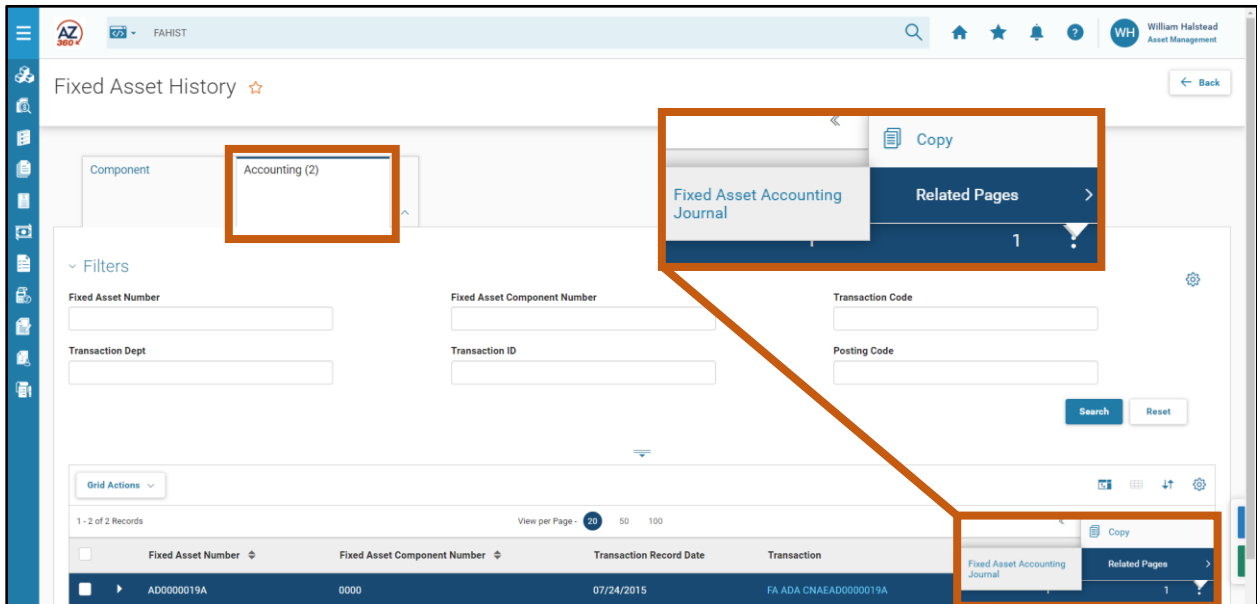
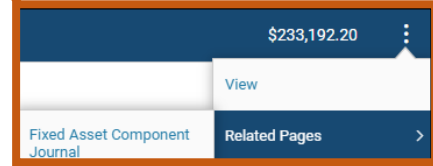
### Fixed Asset History (FAHIST) Table

The FAHIST table provides views to both JFACJ and JFAAJ journals using a single selection query. The FAHIST table records all transactions, except for ME (mass depreciation postings – by batch job) transactions, that have been processed for the asset number and provides a history of all the accounting and non-accounting transactions for each individual fixed asset record. When an asset is canceled, the corresponding fixed asset number is removed from the Fixed Asset Registry tables; although, it remains

on the FAHIST table. A link to the JFACJ is available by clicking on the row 3-dot menu on the blue Fixed Asset line and selecting Related Pages.



The JFAAJ journal can be accessed by clicking on the row 3-dot menu on the blue Fixed Asset line and selecting View. Users can then navigate to the Accounting tab, and then click the blue Fixed Asset transaction line and selecting Related Pages.

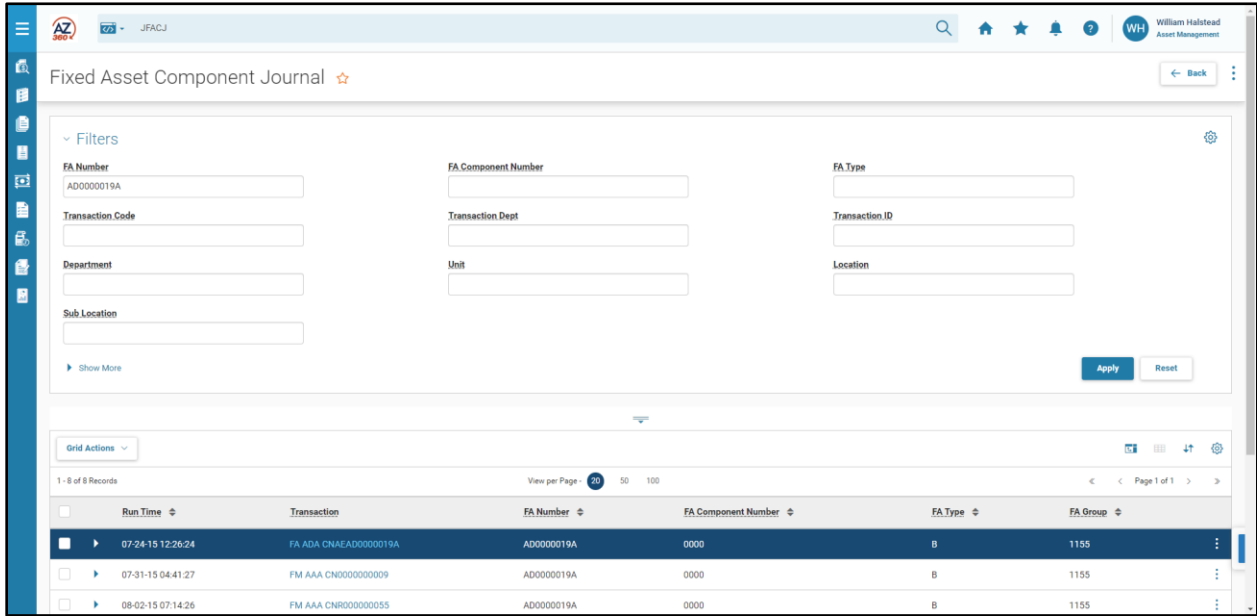


The state records and maintains detailed property information related to the acquisition of fixed assets such as special provisions, warranties, maintenance agreements, and insurance information (including insurable value, insurance company address, policy number, policy period (term), type of coverage,

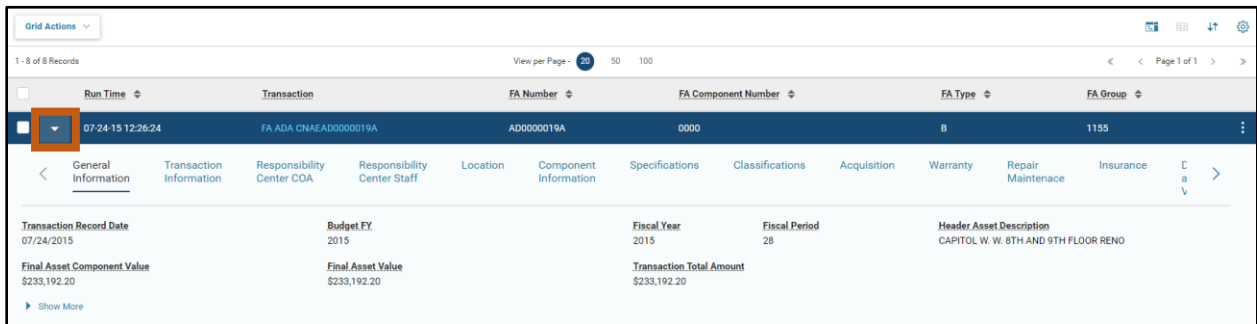
coverage limits, and premiums). The state also records additional information related to the disposition of fixed assets, such as police reports.

### Fixed Asset Component Journal (JFACJ)

The JFACJ provides users a view into the journal lines from processing fixed asset transactions. The JFACJ is comprised of fixed asset details at the Header and Component tab levels and is updated when fixed asset transactions are finalized. This journal stores the header and component line information associated with each asset. Fields on this journal are very different from those in other journals, given its input source is the component line of any fixed asset transaction, not the posting line.

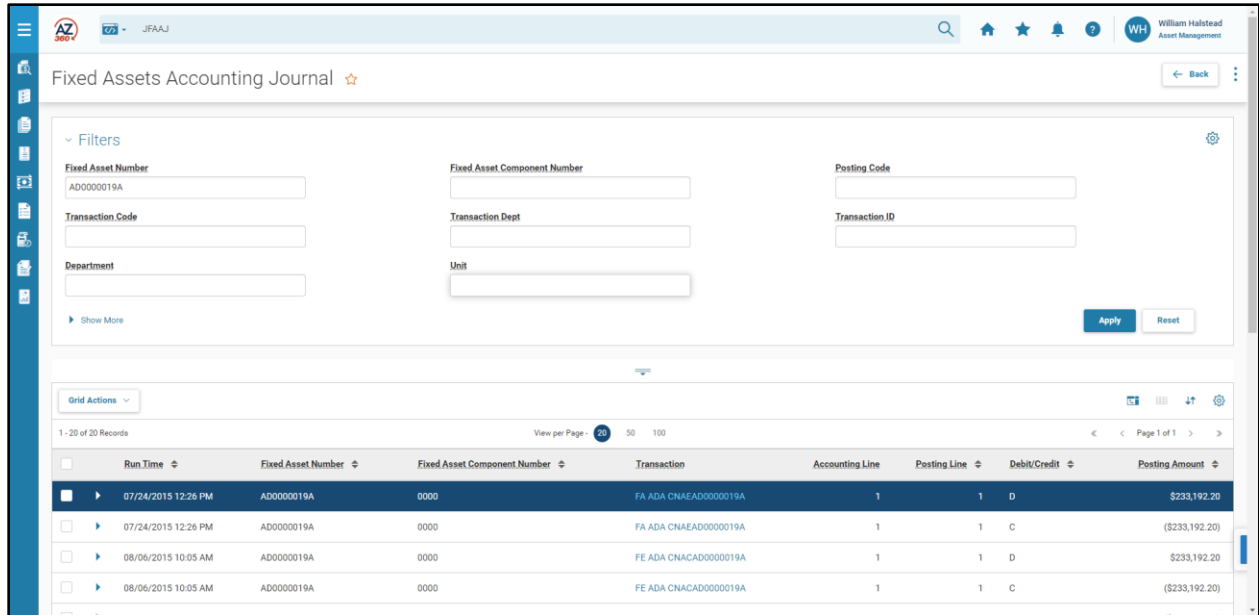


Additional asset details can be viewed by clicking the Expand caret on the blue Fixed Asset line.



### Fixed Asset Accounting Journal (JFAAJ)

The JFAAJ provides users a view into the journal lines from processing fixed asset transactions. It is a source of data that can be utilized for many reports and processes, in the FA area of the AZ360 application. Its input source is the accounting and posting lines of fixed asset transactions. That means the journal lists the associated debits and credits for each accounting line.



Fixed Assets Accounting Journal

Filters:

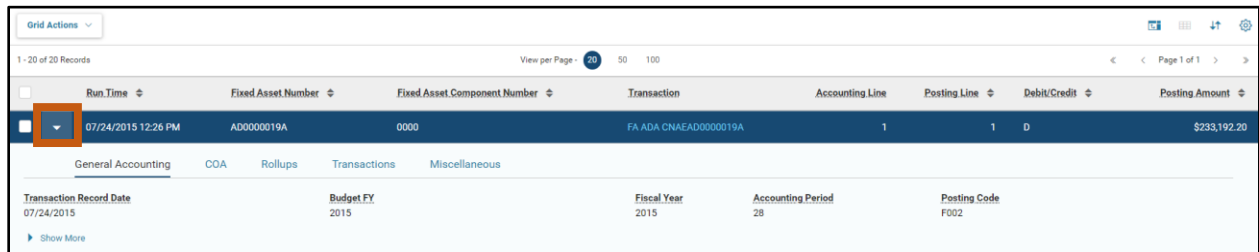
- Fixed Asset Number: ADO000019A
- Fixed Asset Component Number: [Empty]
- Posting Code: [Empty]
- Transaction Code: [Empty]
- Transaction Dept: [Empty]
- Transaction ID: [Empty]
- Department: [Empty]
- Unit: [Empty]

Grid Actions: [Dropdown]

1 - 20 of 20 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Run Time	Fixed Asset Number	Fixed Asset Component Number	Transaction	Accounting Line	Posting Line	Debit/Credit	Posting Amount
07/24/2015 12:26 PM	ADO000019A	0000	FA ADA CNAEAD0000019A	1	1	D	\$233,192.20
07/24/2015 12:26 PM	ADO000019A	0000	FA ADA CNAEAD0000019A	1	1	C	(\$233,192.20)
08/06/2015 10:05 AM	ADO000019A	0000	FE ADA CNACAD0000019A	1	1	D	\$233,192.20
08/06/2015 10:05 AM	ADO000019A	0000	FE ADA CNACAD0000019A	1	1	C	(\$233,192.20)

Additional asset details can be viewed by clicking the Expand caret on the blue Fixed Asset line.



Grid Actions: [Dropdown]

1 - 20 of 20 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Run Time	Fixed Asset Number	Fixed Asset Component Number	Transaction	Accounting Line	Posting Line	Debit/Credit	Posting Amount
07/24/2015 12:26 PM	ADO000019A	0000	FA ADA CNAEAD0000019A	1	1	D	\$233,192.20

General Accounting | COA | Rollups | Transactions | Miscellaneous

Transaction Record Date: 07/24/2015 | Budget FY: 2015 | Fiscal Year: 2015 | Accounting Period: 28 | Posting Code: F002

Show More

### General Accounting Journal (JACTG)

The JACTG is updated when fixed asset transactions with an accounting impact are finalized.

Accounting Journal

Filters

Run Time: MM/DD/YYYY hh:mm  
Transaction Record Date: MM/DD/YYYY  
Budget FY:

Fiscal Year:  Accounting Period:   
Posting Code:

Transaction Code: FA  
Transaction Dept:   
Fund:

Department: ADA  
Function:   
Transaction ID: CNAEAD0000019A

Major Program:   
Program:   
Activity:

Program Period:   
Phase:

Apply Reset

Calculated Amount:

Grid Actions

1 - 2 of 2 Records View per Page: 20 50 100 Page 1 of 1

Run Time	Transaction	Transaction Posting Line	Debit/Credit	Posting Amount
07/24/2015 12:26 PM	FA,ADA,CNAEAD0000019A,1	1	D	\$233,192.20
07/24/2015 12:26 PM	FA,ADA,CNAEAD0000019A,1	1	C	(\$233,192.20)

Run Time	Transaction	Transaction Posting Line	Debit/Credit	Posting Amount
07/24/2015 12:26 PM	FA,ADA,CNAEAD0000019A,1	1	D	\$233,192.20
07/24/2015 12:26 PM	FA,ADA,CNAEAD0000019A,1	1	C	(\$233,192.20)

### Navigate to the Fixed Asset Registry Tables

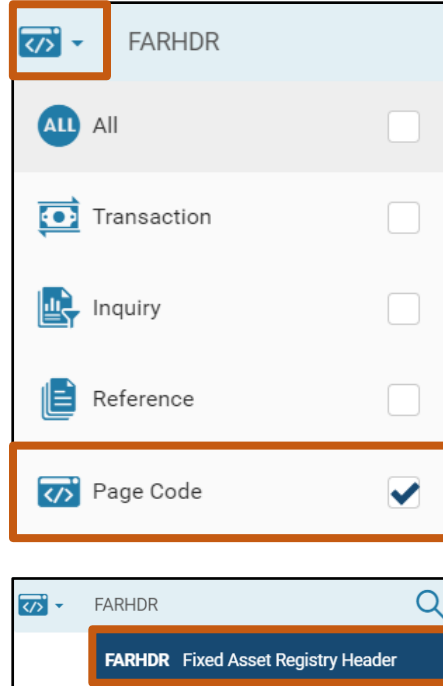


#### Scenario

Locate agency ADA's ADBC016126 asset record on the FARHDR, FARCOMP, and FARACTG tables in AZ360.

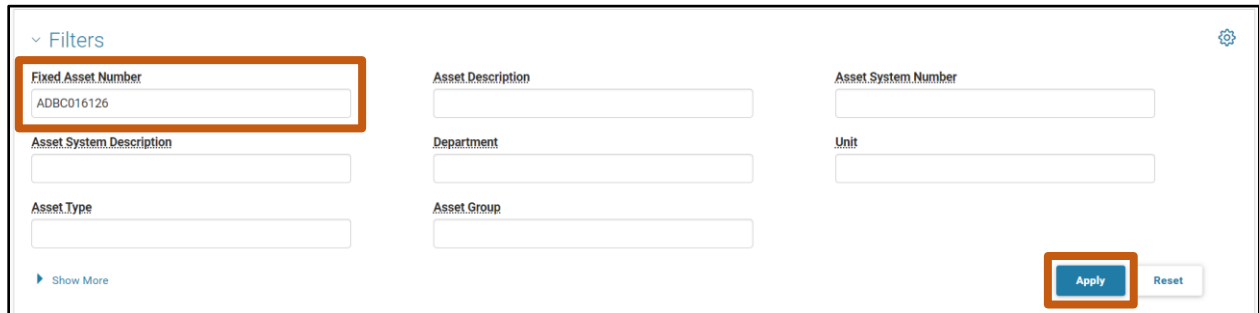
Log in to the AZ360 Home Page. Navigate to the FARHDR table.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FARHDR*.
4. In the drop down menu that generates, select **FARHDR Fixed Asset Registry Header**. The Fixed Asset Registry Header table will generate.



Explore the FARHDR table.

1. In the **Fixed Asset Number** field, enter the fixed asset number for the user’s departmental fixed asset. In this scenario, enter *ADBC016126*.
2. Click **Apply**.



Open the remaining sections on FARHDR and view additional information.

1. Click the **Expand** caret on the blue Fixed Asset line.
2. View the different sections and fields.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
ADBC016126	LENOVO THINKPAD L15 G2 LAPTOP COMPUTER	ADA	5100	\$1,451.81

General Information		Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Depreciation
Historic Asset Cost \$1,451.81	Summary Accumulated Depreciation \$365.94	Summary Net Book Value \$1,085.87	Summary Closing Costs \$0.00	Summary Salvage Value \$0.00	Summary Selling Price \$0.00	Summary Valuation Amount \$0.00

Navigate to the FARCOMP table.

1. Click on the blue Fixed Asset row 3-dot menu, select **Related Pages**, and click **Component Registry**.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
ADBC016126	LENOVO THINKPAD L15 G2 LAPTOP COMPUTER	ADA	5100	\$1,451.81

General Information		Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Component Registry	Related Pages
Historic Asset Cost \$1,451.81	Summary Accumulated Depreciation \$365.94	Summary Net Book Value \$1,085.87	Summary Closing Costs \$0.00	Summary Salvage Value \$0.00	Summary Selling Price \$0.00	Summary Valuation Amount \$0.00	Equity Sources Balance Summary

\$1,451.81	Component Registry	Related Pages
Equity Sources	Balance Summary	

Review Component-level information for the fixed asset number on the FARCOMP table.

1. Click the **Expand** caret on the blue Fixed Asset line.
2. View the different sections and fields.

Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
ADBC016126	0001	99999	\$1,451.81

General Information	Classifications	Location	Descriptive Details	Specifications	Acquisition	Depreciation	Valuation and Reorganization	Disposition
Accumulated Depreciation \$365.94	Net Book Value \$1,085.87	Historic Asset Cost \$1,451.81	Closing Costs \$0.00					

Navigate to the FARACTG table.

1. Click on the blue Fixed Asset row 3-dot menu, select **Related Pages**, and click **Accounting Registry**.



Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
ADBC016126	0001	99999	\$1,451.81

Accumulated Depreciation	Net Book Value	Historic Asset Cost
\$365.94	\$1,085.87	\$1,451.81

Accounting Registry	
Depreciation History	
Depreciation Elements Change	Component Value
Warranty	\$1,451.81
Repair Maintenance	Related Pages

Review Accounting-level information for the fixed asset number on the FARACTG table.

1. Click the **Expand** caret on the blue Fixed Asset line.
2. View the different sections and fields.

Fixed Asset Number	Component Number	Line Amount
ADBC016126	0001	\$1,451.81

Accumulated Depreciation	Net Book Value	Selling Price	Historic Asset Cost
\$365.94	\$1,085.87	\$0.00	\$1,451.81

3. Click **Home** icon to return to the home page.

### Additional Fixed Asset (FA) Tables

Some of the fixed asset reference tables used for the setup of fixed asset transaction processing in AZ360 are listed below. Users must have proper security authorization to update these tables.

- Custodian (CUSD) table – Validates who has custody of the asset. The Custodian field is limited to 10 characters, but additional fields are available to enter custodian name and other contact information.
- Fixed Asset Capitalization Criteria (FACC) table – Defines the minimum capitalization criteria for fixed asset types. The table is used in the evaluation of the FA transaction. Refer to the Fixed Asset (FA) Setup and Creation section of this manual for more information.
- Fixed Asset Catalog (FACLG) – User defined catalogs that will infer the fixed asset type, fixed asset group, useful life, and depreciation method.
- Fixed Asset Acquisition Disposition (FADM) table – Contains acquisition codes to reflect ownership, acquisition, and disposition methods.



- Fixed Asset Group (FAGRP) table – Describes fixed assets at a more detailed level than asset fixed asset type.
- Fixed Asset Group Category (FAGCT) table – Used for reporting purposes only. Fixed asset group categories are collections of related fixed asset group codes.
- Fixed Asset Type (FATP) table – Establishes specific balance sheet accounts (BSA) and options to be associated with each asset type. The FATP table is where asset types are defined as being depreciable or not.
- Location (LOC) table – A user can define location codes and associated address information related to the location.
- Sub Location (SLOC) table – Allows a user to define the valid sub-location categories for locations in AZ360. The sub location is a rollup level for the location, meaning values entered at the sub-location level are inferred on the LOC. This element is used for reporting purposes and is optional in the system.

## Fixed Asset (FA) Setup and Creation

### Section Objectives

In this section, the following processes are introduced:

- Create a Fixed Asset Acquisition transaction.
- Explore the Fixed Asset Capitalization Criteria (FACC) Table.

### Fixed Asset Acquisition (FA) Transaction Creation

As detailed in the previous section, the FA transaction must be created manually. FA transactions can be created using the Financial Transaction Catalog, from a Quicklink on the user's homepage or from the Global Search field. Scenarios detailed in this manual utilize the Global Search field method.

### Fixed Asset Capitalization Criteria (FACC) Table

The FACC table defines the minimum criteria for the capitalization of a fixed asset type. Once the FA transaction is created, the system checks the FACC table to verify whether the fixed asset should be capitalized or not. Memo assets are not capitalized. If the minimum criteria are not met, but the recording of the fixed asset is desired, then the fixed asset must be classified as a memo asset.

#### View the Fixed Asset Setup and Threshold for a Specific Type

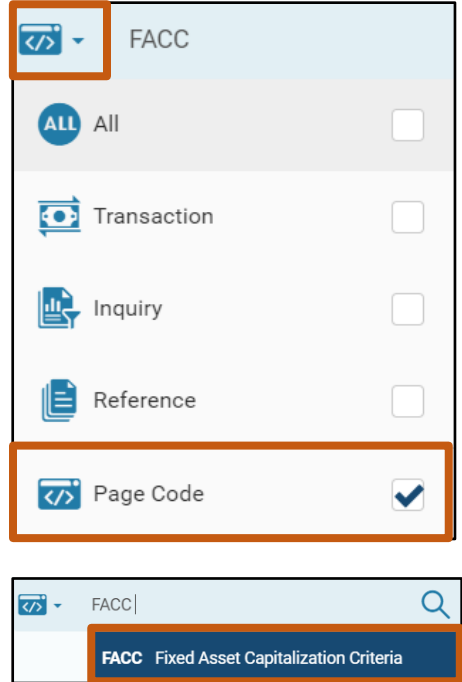


##### *Scenario*

A user wants to see the fixed asset setup for the department's prisoner transport bus. The user recalls that prisoner transport bus is part of the V (Vehicle) fixed asset type. Navigate to the FACC table to view the criteria for fixed asset type V (Vehicle).

Log in to the AZ360 **Home Page**. Navigate to the FACC table.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **FACC**.
4. In the drop down menu that generates, select **FACC Fixed Asset Capitalization Criteria**. The Fixed Asset Capitalization Criteria table will generate.



The screenshot shows the 'FACC' menu with options: ALL, Transaction, Inquiry, Reference, and Page Code. The 'Page Code' option is selected. Below, a search bar contains 'FACC' and a dropdown menu shows 'FACC Fixed Asset Capitalization Criteria' as the selected result.

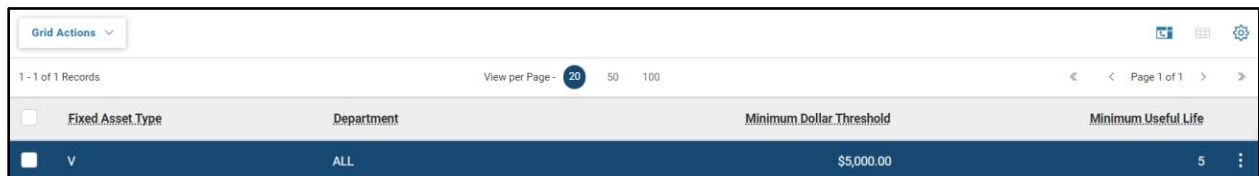
The FACC table generates. Locate the criteria for FA type V (Vehicle).

1. In the **Fixed Asset Type** field, enter **V**.
2. Click **Search**.



The screenshot shows a search form with fields for 'Fixed Asset Type' (containing 'V'), 'Department', and 'Minimum Dollar Threshold'. A 'Search' button is highlighted.

3. The criteria for Fixed Asset Type V populate in the grid at the bottom of the screen.



The screenshot shows a data grid with one record for Fixed Asset Type V.

Fixed Asset Type	Department	Minimum Dollar Threshold	Minimum Useful Life
V	ALL	\$5,000.00	5



4. Observe that the **Minimum Dollar Threshold** field is set to \$5,000.00, per Arizona State policy.

Minimum Dollar Threshold
\$5,000.00

5. Observe that the **Minimum Useful Life** field is set to 5.

Minimum Useful Life
5

6. Click **Home** icon to return to the home page.

## Creating an Asset

### Section Objectives

In this section, the following processes are introduced:

- Examine FA transaction tabs and data entry.
- Acquire a standard asset using an FA transaction.
- Record a donated asset using an FA transaction.
- Create a memo asset using an FA transaction.
- Research a fixed asset record.

### Section Overview

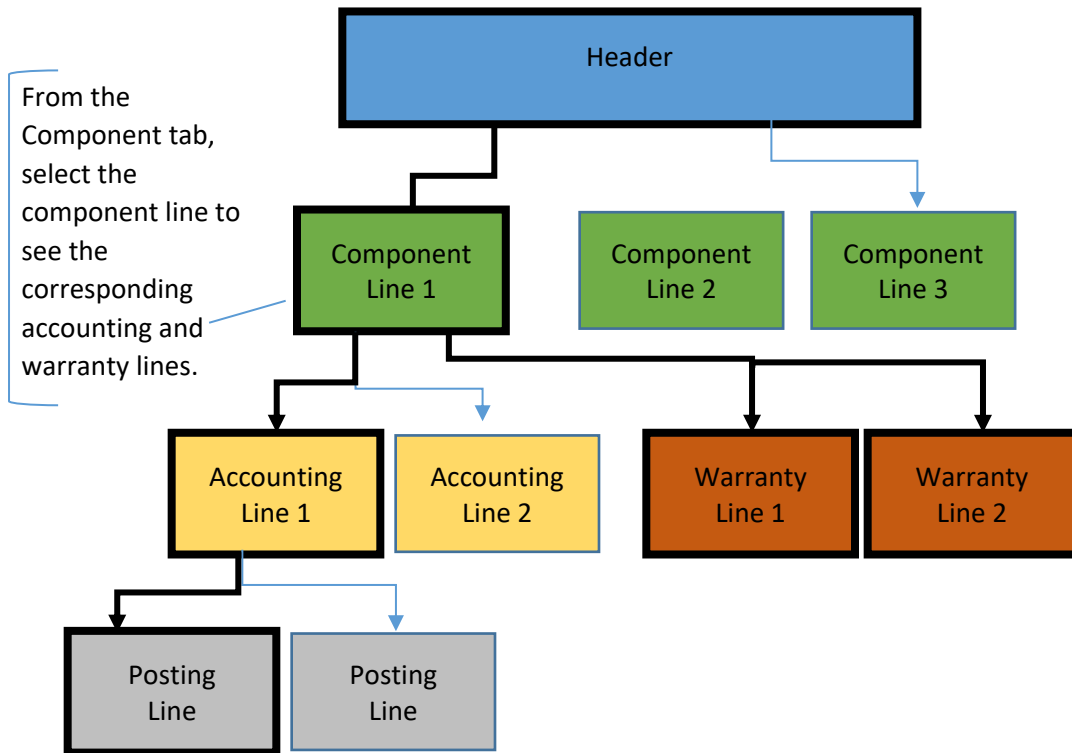
This section will detail how to manually create an FA transaction. Additionally, this section will expand on the concepts of the FA transaction and will review FA transactions for the standard acquisition of an asset, an asset donation, a memo asset, and multiple assets.

### Fixed Asset Acquisition (FA) Transaction Tabs

Transactions in AZ360 are made up of various tabs. The FA transaction contains five tabs. Figure 1 below illustrates the relationship between these.

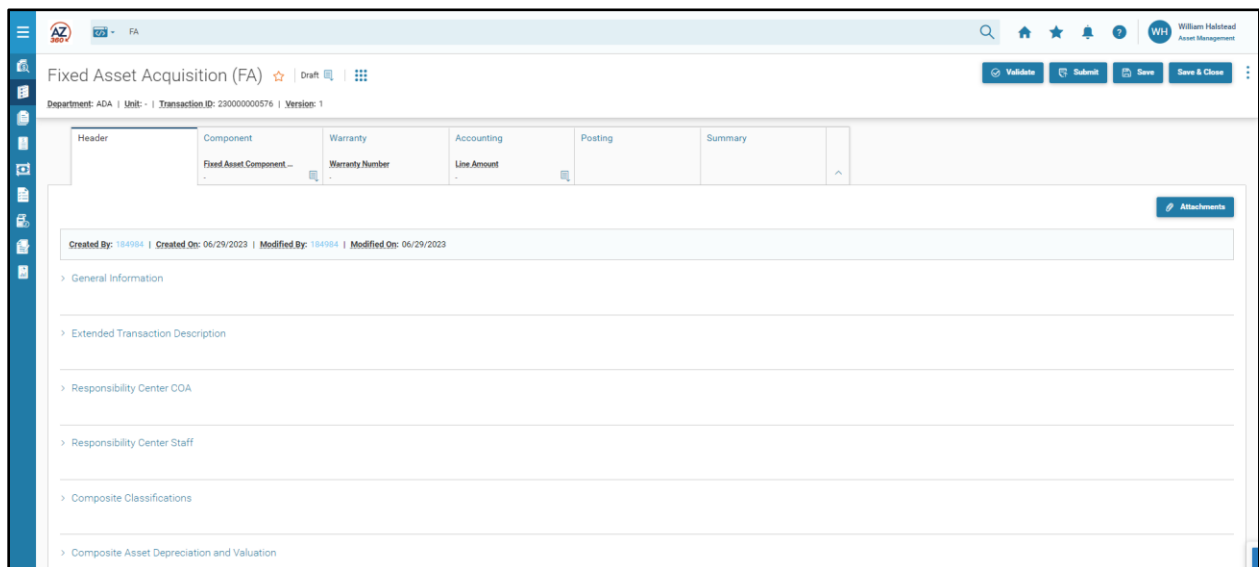
- Header – Stores text that applies to all tabs of the FA transaction.
- Component – Lists specific attributes of each asset component. Components may be added during the life of the asset. Upon acquisition, there must be at least one component line.
- Warranty – Captures the warranty details for the asset selected on the Component tab of the transaction.
- Accounting – Each accounting line belongs to a corresponding component line used to record COA elements for how each asset component was funded. Upon acquisition, there must be at least one accounting line. Each accounting line contains an event type.
- Posting – Represents the postings for each accounting line. Posting lines can be reviewed after validation, but are only updated to budgets and ledgers once the transaction is submitted to Final phase.

Figure 1: Fixed Asset Transaction Tab Hierarchy



### FA Header Tab

The Header lists general information about the transaction as well as information that applies to the asset as a whole versus the individual sections of the asset.



### Header – General Information Section

This section contains descriptive fields and date information common to most transaction Headers. In addition to these common fields are the Fixed Asset Number and Transaction Description fields. In

contrast to other transactions, there is an event type field in the Header because only one event type is allowed per transaction.

The following fields are available in the General Information section:




- Transaction Description – A description is optional for this transaction.
- Generate Fixed Asset Number checkbox – When selected, this field creates a system-generated fixed asset number with Event Type of FA01. This check box should not be selected for betterments which are added to an existing asset.
- Fixed Asset Number – This number is manually entered, if not using the Generate Fixed Asset Number checkbox.
- Prefix – When used with the Generate Fixed Asset Number checkbox, it is the prefix of up to 4 characters and numbers that will appear at the beginning of the system-generated fixed asset number.

**Note: The fixed asset number must be a unique number statewide. It is recommended to prefix agency assets with the first two letters of the agency code. When using system-generated asset numbers, enter the two letter agency code in the prefix field. For example, for ADOA, enter AD.**

- Fixed Asset Description – This is a required field used to describe the asset.
- Event Type – Will default to FA01 (Acquire a Fixed Asset). Users may override the default event type code to accommodate different business functions. Refer to Table 1: Allowable Event Types for Fixed Asset Transactions.
- Memo Asset checkbox – Assets that may be tracked as part of the asset inventory without any net accounting impact are flagged by checking the Memo Asset checkbox in the Header. Memo assets have no net accounting impact and may be used to record assets and stewardship items that do not meet capitalization threshold requirements. This checkbox flags the asset as a memo on fixed asset tables such as FARHDR, FARCOMP and FARACTG.

Several amount fields appear in the General Information section which do not require data entry. The Transaction Total field is the total dollar amount of the FA transaction. If an FA transaction updates the asset acquisition cost, the Final Asset Value field reflects the updated amount. This is the summarized amount for all asset components.

General Information

<p><b>Record Date</b> MM/DD/YYYY </p>	<p><b>Budget FY</b> <input type="text"/></p>	<p><b>Fiscal Year</b> <input type="text"/></p>	<p><b>Period</b> <input type="text"/></p>
<p><b>Transaction Description</b> <input type="text"/></p>			
<p><b>Fixed Asset Number</b> <input type="text"/> </p>			
<p><input type="checkbox"/> Generate Fixed Asset Number</p>			
<p><b>Fixed Asset Description</b> <input type="text"/></p>			
<p><b>Transaction Total</b> \$0.00</p>			
<p><input type="checkbox"/> Memo Asset</p>			
		<p><b>Prefix</b> <input type="text"/></p>	
		<p><b>Final Asset Value</b> -</p>	
<p><b>Event Type</b> FA01 </p>			



*Header – Extended Transaction Description Section*

This section contains the standard extended description field that is associated with the transaction. It is not an extended description for the asset as it is not stored on any asset information tables.

*Header – Responsibility Center COA Section*

This section contains many of the same COA fields found normally on the Accounting line. The COA found in this section are available to record one of two types of information:

- Responsibility for the asset in only a reporting sense.
- Actual ownership of the asset in an accounting sense.

The distinction between the two is based on the Responsibility Center Posting field value, found on the Accounting line. If set to No, then the COA elements of the accounting line record not only the funding source of the component, but also who is responsible in an accounting sense. If set to Yes, then the COA at the accounting line records only who funded an asset purchase. The COA in the Responsibility Center COA section of the Header tab will override the accounting line, at the posting line level, to record who is responsible for the component in an accounting sense. If the Responsibility Center field is left blank, it will default to Yes when saved or validated.

The following fields are available in the Responsibility Center COA section:

- Fund – The identification code associated with a fund record.
- Department – A 3-digit code assigned to a central-organizational-level element where the decentralized structure is set.
- Unit – An identification code assigned to the lowest organizational level in the main organizational structure.
- Appr Unit – An identification code assigned to a single appropriation unit.

▼ Responsibility Center COA

<p><b>Fund</b> <input type="text"/></p> <p><b>Department</b> <input type="text"/></p> <p><b>Unit</b> <input type="text"/></p> <p><b>Object</b> <input type="text"/></p> <p><b>Activity</b> <input type="text"/></p> <p><b>Reporting</b> <input type="text"/></p> <p><b>Major Program</b> <input type="text"/></p> <p><b>Program</b> <input type="text"/></p> <p><b>Location</b> <input type="text"/></p> <p><b>Task</b> <input type="text"/></p>	<p><b>Sub Fund</b> <input type="text"/></p> <p><b>Appr Unit</b> <input type="text"/></p> <p><b>Sub Unit</b> <input type="text"/></p> <p><b>Sub Activity</b> <input type="text"/></p> <p><b>Sub Reporting</b> <input type="text"/></p> <p><b>Program Period</b> <input type="text"/></p> <p><b>Phase</b> <input type="text"/></p> <p><b>Sub Location</b> <input type="text"/></p> <p><b>Sub Task</b> <input type="text"/></p>
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▲ Show Less



*Header – Responsibility Center Staff Section*

This section contains a custodian field. The Custodian field is a means to assign an individual to the asset in addition to location fields available in a later section.

Responsibility Center Staff		
Custodian <input type="text"/>	Assignee Employee Number <input type="text"/>	Assignee Employee Name <input type="text"/>
Driver's License Number <input type="text"/>	Use Code <input type="text"/>	

*Header – Composite Classifications and Composite Asset Depreciation and Valuation Sections*

These sections contain many asset definition fields that serve as defaults to the individual asset component lines. The Composite Asset checkbox is used to identify if the asset has a single set of values (not differing at the component level). This is typically used when processing an infrastructure asset (roads, bridges, tunnels, etc). Many of these fields control depreciation.

**Note: The Composite Asset checkbox on the Header tab is only used for rare occasions.**

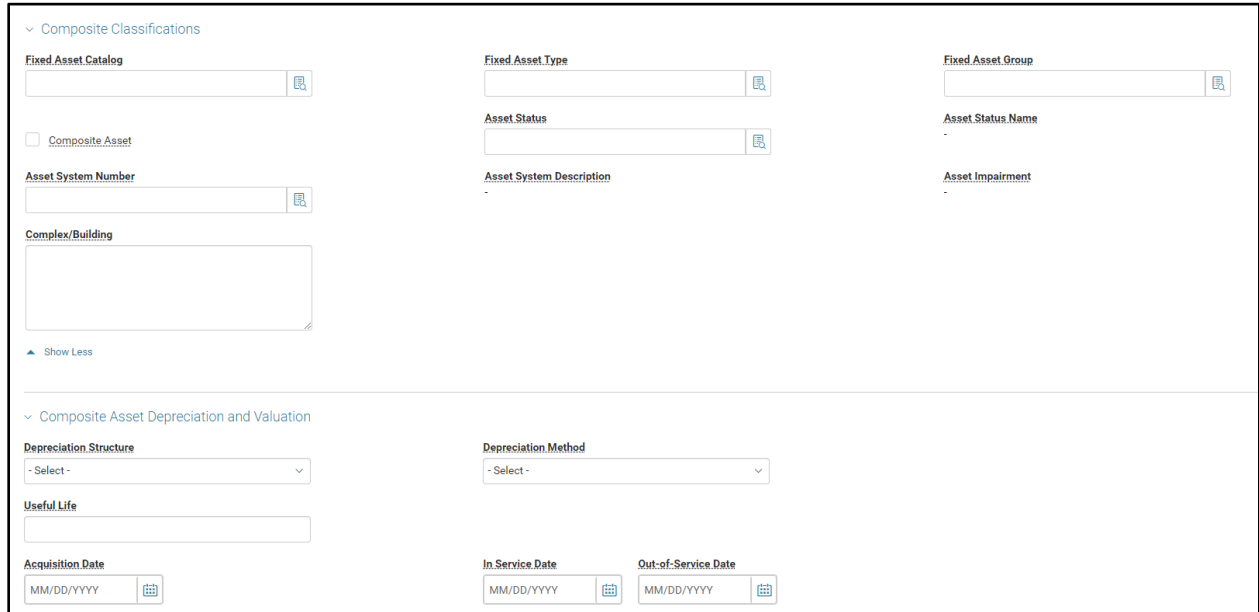
One example of when to use this feature would be used comes from the codification section of the Governmental Accounting Standards Board (GASB) website (<https://gars.gasb.org/search>), "For example, a network of infrastructure assets may be a dam composed of a concrete dam, a concrete spillway, and a series of locks."

**Note: Do not populate this section on the Header tab if there are multiple component lines that should not depreciate from their Header tab values.**

The following fields are available in these sections:

- Fixed Asset Catalog – Upon clicking Save, the Fixed Asset Type, Fixed Asset Group, Depreciation Method, and Useful Life fields are inferred from the FACLG table.
- Fixed Asset Type – Examples include: Buildings, Equipment, Land, and Vehicles. These values are stored in the FATP table.
- Fixed Asset Group – This field further classifies this asset and is filtered by the fixed asset type entered. These values are stored in the FAGRP table.
- Composite Asset checkbox – Selecting this checkbox identifies that the asset should be treated as a composite asset for depreciation purposes. Composite assets are depreciated based on Header-level depreciation attributes.
- Depreciation Method – Valid options: Not Applicable, Straight Line, Manually Computed, and Modified. If the asset type is not depreciable, select Not Applicable.
- Useful Life – This field is required if the asset type is depreciable. The depreciation indicator is selected on the FATP table. Useful Life is not allowed if the fixed asset type is not depreciable. Enter the estimated useful life of this asset as a positive integer expressed in years. Useful life is used in depreciation calculations to apportion total depreciation to each year of an asset's useful life.
- Acquisition Date – This date represents the date the capitalized goods or services were acquired or received.
- In Service Date – The date the asset was entered into service.

**Note: Users should NOT be entering the In Service Date on the Header tab, but rather in the Component tab, Depreciation and Valuation section detailed later in this section.**

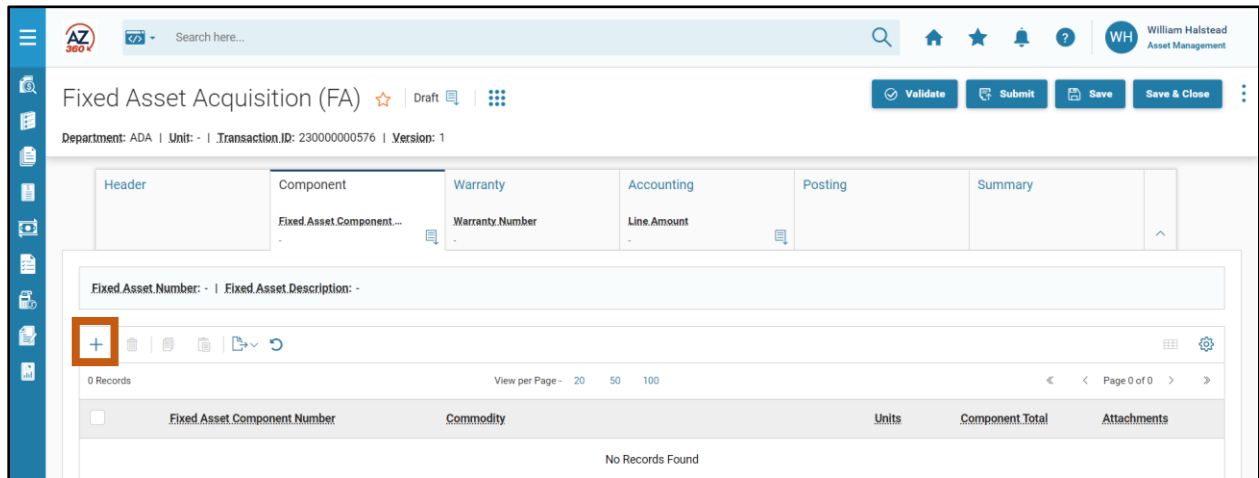


The screenshot shows two main sections in a software interface:

- Composite Classifications:** This section contains several input fields:
  - Fixed Asset Catalog (text input)
  - Fixed Asset Type (text input)
  - Fixed Asset Group (text input)
  - Asset Status (text input)
  - Asset System Number (text input)
  - Asset System Description (text input)
  - Asset Status Name (text input)
  - Asset Impairment (text input)
  - Complex/Building (text area)
  - A "Show Less" button is located below the Complex/Building field.
- Composite Asset Depreciation and Valuation:** This section contains:
  - Depreciation Structure (dropdown menu)
  - Depreciation Method (dropdown menu)
  - Useful Life (text input)
  - Acquisition Date (calendar icon)
  - In Service Date (calendar icon)
  - Out-of-Service Date (calendar icon)

### FA Component Tab

The Component tab lists specific attributes of each asset component. Components may be added during the life of the asset. Upon acquisition, there must be at least one component line. To insert a new Component line, select the “+” icon in the tab level actions section. A blue Component line then generates.



The screenshot shows the 'Fixed Asset Acquisition (FA)' interface with the 'Component' tab selected. The interface includes a top navigation bar with search and user information, and a main content area with several tabs: Header, Component, Warranty, Accounting, Posting, and Summary. The 'Component' tab is active, showing a table with columns: Fixed Asset Component Number, Warranty Number, Line Amount, Units, Component Total, and Attachments. A red box highlights a plus sign (+) icon in the table's action bar, used for adding new component lines. The table currently shows 0 records.

The Component line contains descriptive fields which are recorded for informational reporting on the component. Many fields have specific labels which correspond to descriptive information recorded for particular types of assets, while others contain a generic “Description #” label that allows for any state-specific use.

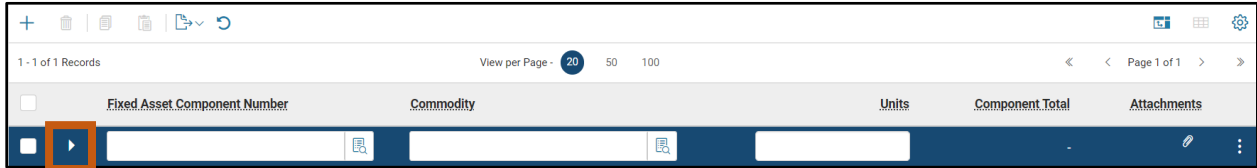
The following fields are available on the blue Component line:

- Fixed Asset Component Number – Each component line should have a unique number (e.g., 0001, 0002, etc.).
- Commodity – If left blank this field will default to Commodity Code 99999; with a status of Active and a Fixed Asset Type of “E”.

**Note: Users should not enter an alternate Commodity Code value. Entering a value other than ‘99999’ will cause the transaction to error upon validation.**

- Units – The number of units being acquired.

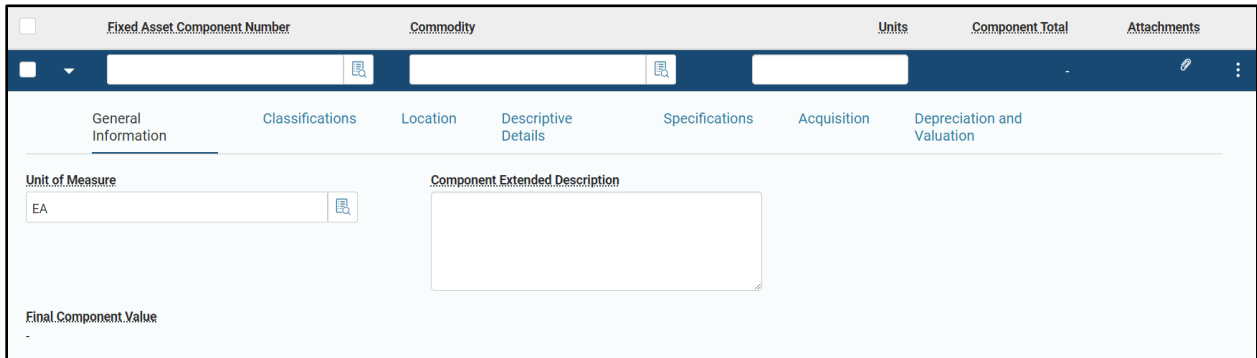
To view additional component information, click the Expand caret on the Component line.



*Component – General Information Section*

This section contains the following additional descriptive fields related to the asset:

- Unit of Measure – The identification code is assigned to the unit of measure. See the Unit of Measure (UOM) table for valid values.
- Component Extended Description – This is a 1,500-character text field to provide additional information about the commodity or asset.



*Component – Classifications Section*

This section contains many of the same fields found on the Header tab that control depreciation for composite fixed assets. Other fields include the Fixed Asset Classification field which controls how the asset is recorded for accounting purposes, as well as fields to record the BSAs that will be used for the asset.

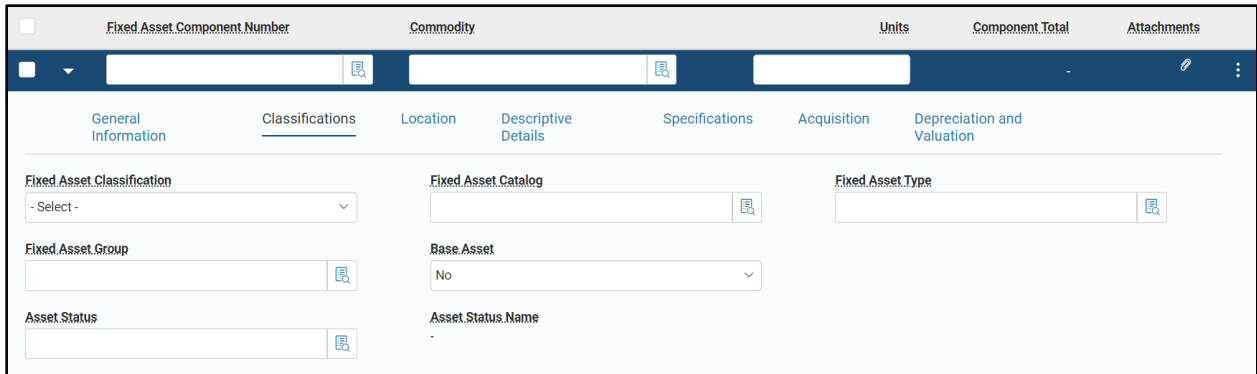
The following fields are identical to those on the Header tab’s Composite Classifications section. If specifying this information for different component lines, this information should be entered at the Component tab level.

- Fixed Asset Catalog
- Fixed Asset Type – Inferred from the FACLG table.
- Fixed Asset Group – Inferred from the FACLG table.

The following field does not appear on the Header tab:

- Fixed Asset Classification – Manually entered assets are usually entered as an adjustment. Field drop down options include the following:
  - Normal – Do not use this option if manually creating an FA transaction.
  - Memo – The balance sheet updates the Memo BSA defined by the asset type on FATP. Fixed asset memo balances are carried forward from year to year until the asset is disposed, unlike the memo accounts on the BSA table that are temporary.
  - Contributed – The offset balance sheet updates the contributed offset BSA defined by the FATP table. This option is used for donated assets.
  - Adjustment – The offset balance sheet updates the Net Adjustment Asset BSA defined by the posting code. This option is used when capital assets are purchased.

The Classifications section also contains the Base Asset field, which is automatically set to No on new assets.

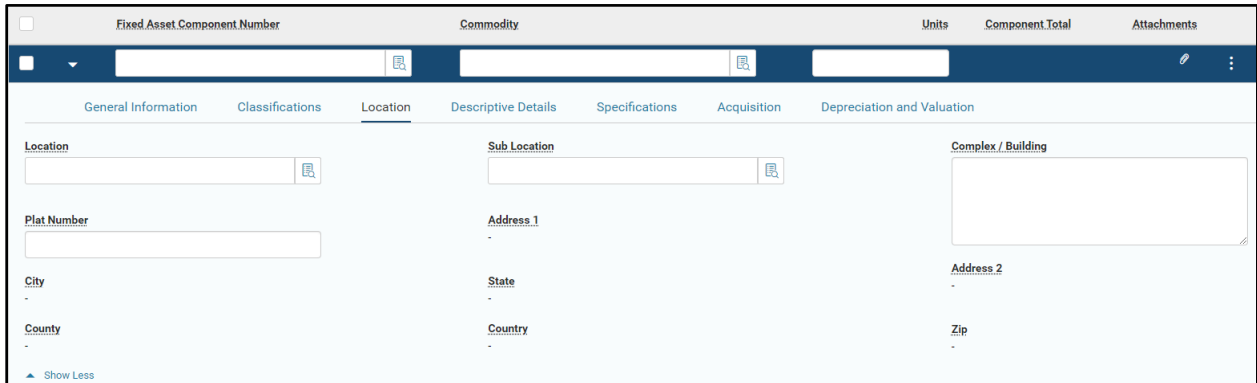


The screenshot shows the 'Classifications' tab of a software interface. At the top, there are header fields: 'Fixed Asset Component Number', 'Commodity', 'Units', 'Component Total', and 'Attachments'. Below the header, there are several tabs: 'General Information', 'Classifications', 'Location', 'Descriptive Details', 'Specifications', 'Acquisition', and 'Depreciation and Valuation'. The 'Classifications' tab is active. It contains the following fields:
 

- Fixed Asset Classification:** A dropdown menu currently showing '- Select -'.
- Fixed Asset Catalog:** A text input field with a magnifying glass icon.
- Fixed Asset Type:** A text input field with a magnifying glass icon.
- Fixed Asset Group:** A text input field with a magnifying glass icon.
- Base Asset:** A dropdown menu currently showing 'No'.
- Asset Status:** A text input field with a magnifying glass icon.
- Asset Status Name:** A text input field currently showing a hyphen '-'.

*Component – Location Section*

This section contains the same location information as the Header tab for recording such details as a component that may be located at a different location. Be aware that not all components may be physically attached to one asset. To enter a location, enter it on the Location field or select it from the pick list.



The screenshot shows the 'Location' tab of the same software interface. The tabs at the top are: 'General Information', 'Classifications', 'Location', 'Descriptive Details', 'Specifications', 'Acquisition', and 'Depreciation and Valuation'. The 'Location' tab is active. It contains the following fields:
 

- Location:** A text input field with a magnifying glass icon.
- Sub Location:** A text input field with a magnifying glass icon.
- Complex / Building:** A large text area for entering details.
- Plat Number:** A text input field.
- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Country:** A text input field.
- Zip:** A text input field.

 At the bottom left, there is a 'Show Less' link.

*Component – Specifications Section*

This section contains descriptive fields selected on the blue Component line. All the values in this section are entered with information from the referenced purchase order (GAEIV1) that led to the creation of a fixed asset transaction.

**Note:** Users must complete required fields for IT assets. See the IT specific requirements located in the Resource Section, Appendix A of this manual for more details.

*Component – Acquisition Section*

This section contains fields to capture acquisition details. The following fields are available in the Acquisition section:

- Acquisition Date – Represents the date the capitalized goods or services were acquired or received.
- Acquisition Method – Used to note how the asset was acquired.
- Vendor – User needs to enter manually.
- Vendor Name – Inferred from the vendor number.

The grayed out fields contain transaction information for the payment request that led to a component.

*Component – Depreciation and Valuation Section*

This section contains several informational fields for reporting needs, additional fields to control depreciation, and amount fields to display an amount for the component prior to and after closing costs are applied.

**Note: infoAdvantage reports exist to assist agencies in reconciling between current FA transactions and purchases that might still require FA transaction creation. Refer to the Asset Management Reporting section of this manual for more details.**

The following fields are available in the Deprecation and Valuation section:

- Depreciation Structure – This field is required if the asset type Depreciation Indicator is selected on the FATP page. This indicates which COA elements should be used on the depreciation posting lines. Valid values are Not Applicable, Funding Line, and Responsibility Center. Responsibility posting must be allowed on the Fund table for the specific fund and must be consistent with the selection in the responsibility center posting field on the Accounting section’s General Information tab.
- Depreciation Method – This field contains options including: Straight Line, Manually Computed, Modified, and Not Applicable. The only depreciation method and field value supported for automated depreciation is Straight Line. Modified can only be used when the asset is flagged as a composite asset on the Header. This will infer from the Fixed Asset Catalog.
- Salvage Value – This is an estimate of the asset's resale or scrap value at the end of its useful life. The portion of the asset represented by the Salvage Value field is not subject to depreciation. This is inferred based on the applicable Fixed Asset Catalog.
- Useful Life – Inferred from the FACLG table.
- In-Service Date – The date the asset was entered into service.

**Note: The Component tab, Depreciation and Valuation section is the correct tab and section to enter the In-Service Date. This information should NOT be entered at the Header tab.**

**Auto Apply Functionality**

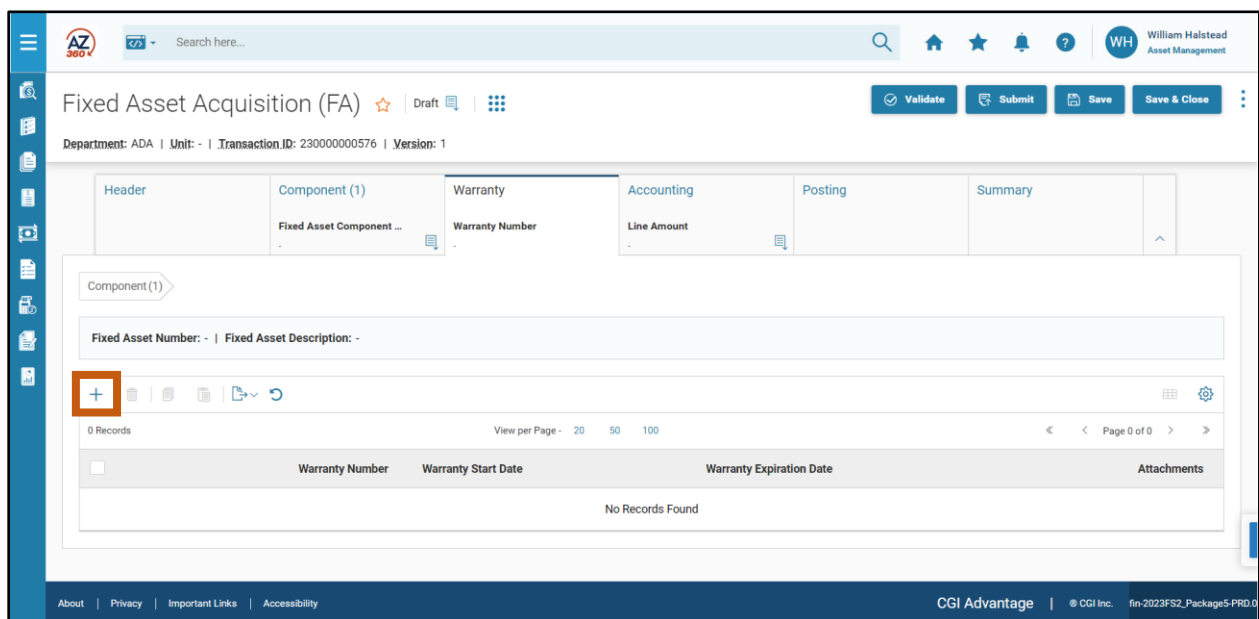
The Auto Apply button is found on all fixed asset transactions, except the FA and FRM transactions. It is located on the Header and Component tabs of each transaction by clicking the tab 3-dot menu.

Once a user enters the fixed asset number on the transaction, select Auto Apply to transfer information into the transaction from the Fixed Asset Registry tables. This functionality saves data entry, by auto populating fields.

A user selects the Auto Apply button on the transaction Header to infer the component and accounting lines associated with the selected fixed asset number. When users modify or cancel an asset, they will have the option of modifying or canceling only a single component or the entire asset, which includes all components associated with the fixed asset number. To modify or cancel the entire asset, users can automatically apply information at the Header tab level. If users only want to modify or cancel a component, they should automatically apply information on the Component tab level.

### FA Warranty Tab

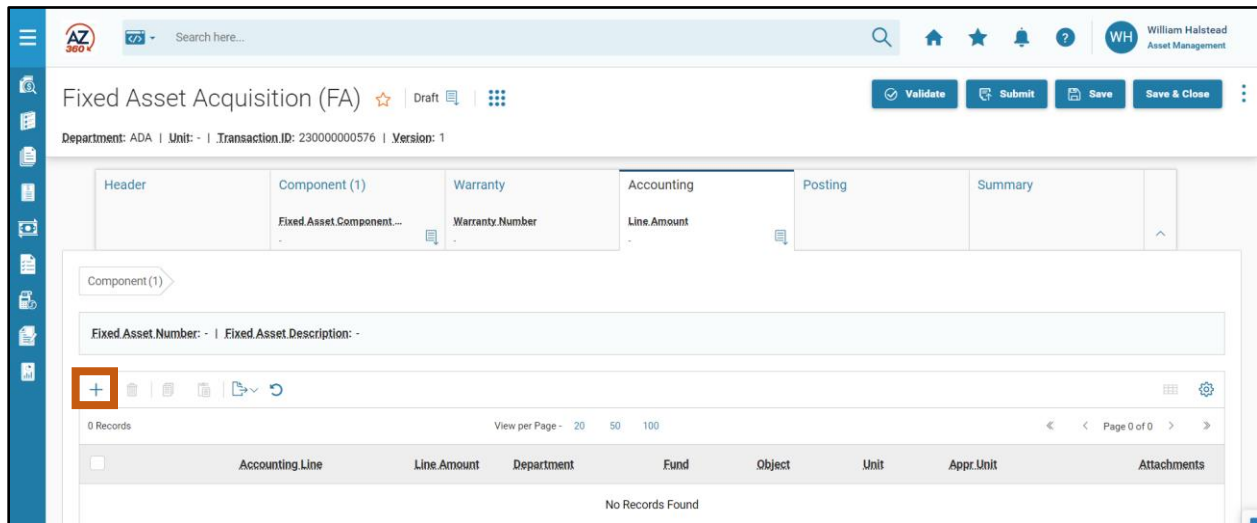
The Warranty tab tracks the warranty of an asset. This tab captures the warranty details for the asset selected on the Component tab of the transaction. If a warranty is already set up in AZ360 on the FAWTYP table, use the pick list to select it. If the warranty is not already set up on the FAWTYP table, enter the warranty information on the FA transaction and submit it to Final phase. Once it is in Final phase, a new record is inserted on the Fixed Asset Warranty (FAWR) table. To enter a new Warranty line, select the “+” icon in the tab level actions section. A blue Warranty line then generates.



### FA Accounting Tab

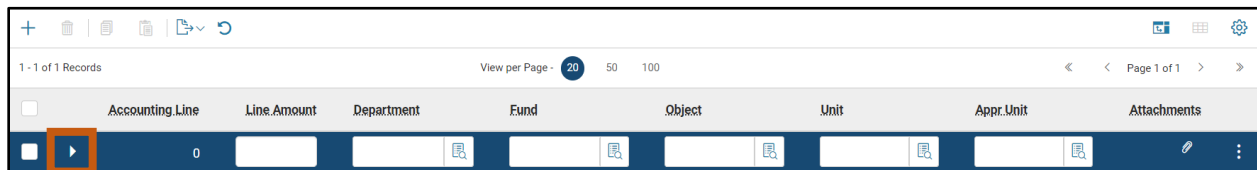
The Accounting tab records COA information used when posting the transaction to the ledgers and performs updates to the applicable budgets. Upon acquisition, there must be at least one Accounting line. If there is more than one funding source (e.g., federal and state), enter multiple Accounting lines for each source. To insert a new Accounting line, select the “+” icon in the tab level actions section. A blue Accounting line then generates.





The Accounting line contains the COA fields common to the component as found on other transactions. Two additional fields for the Pending BSA and Pending Sub BSA exist as protected fields to display the values used on the disbursement listed in the References tab. The transaction will use them to back out the pending account. The COA elements found on the Accounting line are detailed below:

- Line Amount – This field contains the asset value in a dollar amount.
- Department – Required
- Fund – Required
- Unit – Required
- Object – Not required
- Appr Unit – Required



To view additional accounting information, click the Expand caret on the Accounting line.

*Accounting – General Information Section*

This section also contains descriptive fields and date information common to most transaction accounting lines. In addition to these common fields, are fields for defining a funding fiscal year and budget fiscal year for reporting purposes. The Responsibility Center Posting field exists in this section to record the default value from the Fund table or record a manually entered value when allowed by the Fund table.

Accounting lines are not just who funded an asset, but can also be who owns or is responsible for an asset. The distinction between the two is based on the Responsibility Center Posting field’s value. If set to No, then the COA elements of the Accounting line record not only the funding source of the component, but also who is responsible in an accounting sense because the asset account is recorded with those COA. If set to Yes, then the COA at the Accounting line only records who funded an asset. The COA in the Responsibility COA section of the Header tab are overlaid onto the Accounting line COA at the posting-line level to record who is responsible for the component in an accounting sense.

The following fields are available in the General Information section:

- Funding Fiscal Year – The accounting fiscal year associated with the funding used to acquire an asset.
- Funding Budget Fiscal Year – The budget fiscal year associated with the funding used to acquire an asset.
- Responsibility Center Posting – This flag indicates whether the fund can use the responsibility center posting functionality. It must be flagged if the depreciation structure is Responsibility Center on the Component tab, Depreciation and Valuation section.

*Accounting – Procure to Pay References Section*

This section includes references to a Purchase Order (GAEIV1), Payment Request, and Disbursement transaction that led to the acquisition of an asset.

*Accounting – COA Section*

This section contains additional COA fields common to the component as found on other transactions.

Accounting Line	Line Amount	Department	Fund	Object	Unit	Appr. Unit	Attachments
1	\$0.00						

General Information   Procure to Pay References   COA

Sub.Fund	Function	Major Program
Program	Phase	Program Period
Task	Sub.Task	Reporting
Sub.Reporting	Dept.Object	Dept.Revenue
Sub.Unit	Task.Order	Activity
Sub.Activity	Location	Sub.Location
BSA	OBSA	

### FA Posting Tab

The Posting tab of the transaction lists the system-generated details used to recognize the financial impact of a specific Accounting line. If a fixed asset transaction has an accounting impact, the system uses the posting line information to update the Fixed Asset and General Accounting journals and other accounting tables.

**Fixed Asset Acquisition (FA)**   Department: ADA | Unit: - | Transaction ID: 230000000576 | Version: 1

1 of 1: Approve action completed.

Summary	Header	Component (1)	Warranty	Accounting (1)	Posting (1)
		Fixed Asset Component...	Warranty Number	Line Amount	
		01	-	\$6,500.00	

Component (1) > Accounting (1)

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	Fixed Asset	F002	Net Adj to FA	F012	\$6,500.00	Non-Standard	E

The fields and components on this page are like those of other transactions with the addition of the General Information section that provides the fixed asset number and component number. To view additional posting information after the transaction has been validated, click the Expand caret on the Posting line.

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	Fixed Asset	F002	Net Adj to FA	F012	\$6,500.00	Non-Standard	E

General Information		COA
<b>Run Time/Date</b> 06/30/2023 01:40 PM	<b>Record Date</b> 06/30/2023	<b>Fiscal Year</b> 2023
<b>Bank Account</b> -	<b>Line Amount</b> \$6,500.00	<b>Closed Amount</b> \$0.00
<b>Event Type</b> FA01	<b>Accounting Line Description</b> -	<b>Event Category</b> FA
<b>Commodity</b> 99999	<b>Debt ID</b> -	<b>Fixed Asset Number</b> AD0000006
<b>Journal Posting</b> Posted	<b>Budget Posting</b> Posted	<b>Component Number</b> 01

[Show Less](#)

**Note:** If a Fund is not posting as anticipated, see Appendix B to see how the posting Fund value is determined.

## Acquire a Standard Asset Using an FA Transaction

The acquisition of a fixed asset is referred to as a standard purchase. As previously mentioned, the FA transaction is used to record all newly acquired fixed assets. The fields on the FA transaction were discussed previously in the Fixed Asset Acquisition (FA) Transaction Tabs section. Below is an example of how an FA transaction should be created.

### Manually Create a FA Transaction

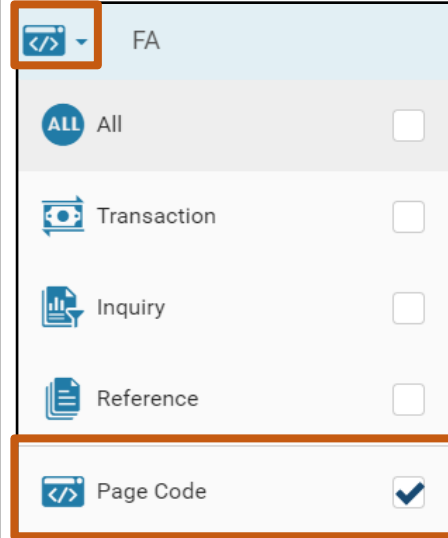


#### Scenario 1.

An agency purchases a Harley-Davidson motorcycle in the amount of \$6,500. Manually create an FA transaction and access the Fixed Asset Registry tables to view the newly created asset information.

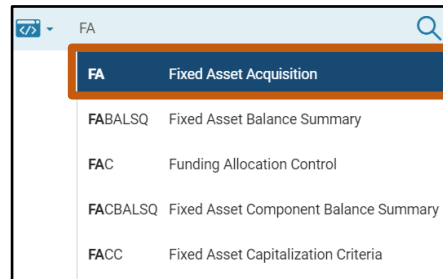
Log in to the AZ360 **Home Page**. Create an FA transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FA*.



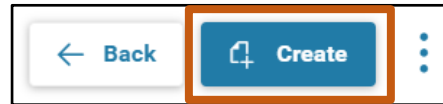
The screenshot shows a dropdown menu for the search term 'FA'. The menu items are: 'ALL' (selected), 'Transaction', 'Inquiry', and 'Reference'. Below these is a 'Page Code' section with a checkmark, indicating it is selected.

4. In the drop down menu that generates, select **FA Fixed Asset Acquisition**. The FA Financial Transaction page will generate.



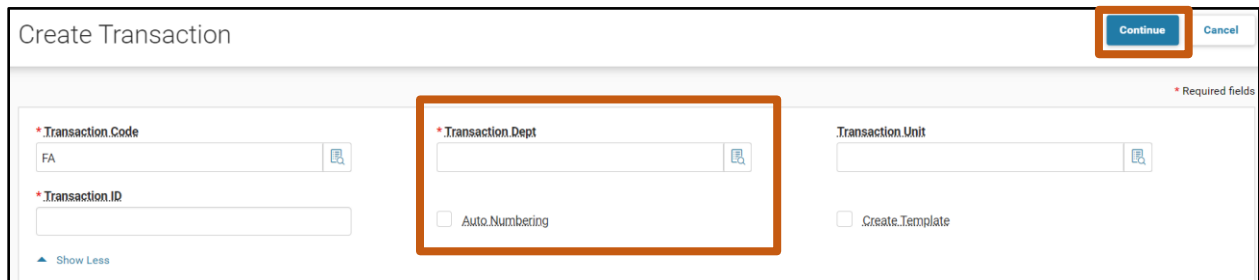
The screenshot shows the search results for 'FA'. The results are: 'FA Fixed Asset Acquisition' (highlighted), 'FABALSQ Fixed Asset Balance Summary', 'FAC Funding Allocation Control', 'FACBALSQ Fixed Asset Component Balance Summary', and 'FACC Fixed Asset Capitalization Criteria'.

5. Click the **Create** button.



The screenshot shows a navigation bar with a 'Back' button and a 'Create' button (highlighted with an orange box).

6. In the **Transaction Dept** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.



The screenshot shows the 'Create Transaction' form. The 'Transaction Dept' field is highlighted with an orange box. The 'Auto Numbering' checkbox is also checked. The 'Continue' button is highlighted with an orange box. The form includes fields for 'Transaction Code' (FA), 'Transaction ID', and 'Transaction Unit'. There are also checkboxes for 'Auto Numbering' and 'Create Template'.

9. A new FA transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.



1. In the **General Information** section:

- a. In the **Transaction Description** field, enter a description for the purchase.
- b. Select the **Generate Fixed Asset Number** checkbox.
- c. In the **Prefix** field, enter the first two letters of the user’s 3-digit agency code. In this scenario, enter *AD*.
- d. In the **Fixed Asset Description** field, enter a description of the asset.
- e. In the **Event Type** field, enter *FA01* (Acquire a Fixed Asset). This is the default value.

General Information

Record Date: MM/DD/YYYY

Budget.FY: [ ]

Fiscal Year: [ ]

Period: [ ]

Transaction Description: [ ]

Fixed Asset Number: [ ]

Generate Fixed Asset Number

Prefix: AD

Fixed Asset Description: [ ]

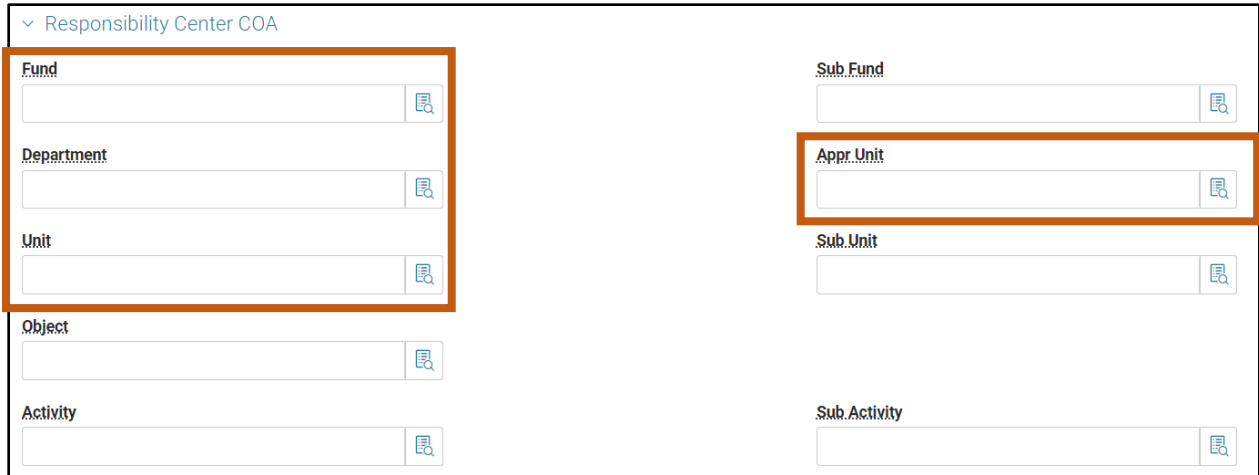
Transaction Total: \$0.00

Final Asset Value: -

Event Type: FA01

2. In the **Responsibility Center COA** section:

- a. In the **Fund** field, enter the user’s department fund number.
- b. In the **Department** field, enter the user’s department 3-digit code.
- c. In the **Unit** field, enter the user’s department unit number.
- d. In the **Appr Unit** field, enter the user’s department appropriation unit number.



Responsibility Center COA

Fund

Department

Unit

Object

Activity

Sub.Fund

Appr.Unit

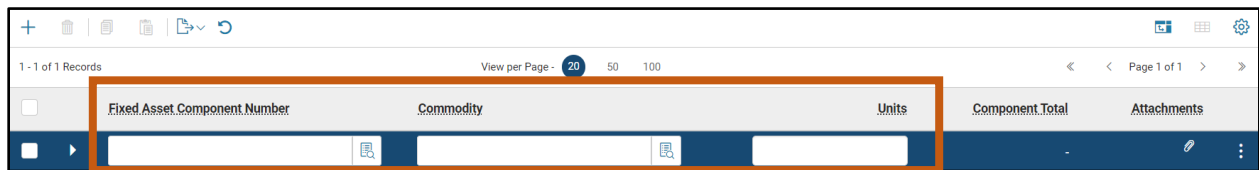
Sub.Unit

Sub.Activity

3. Click on the **Component** tab.

Complete the **Component** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Component line.
2. On the **Component** line:
  - a. In the **Component Number** field, enter the number for the component. In this scenario, enter *01*.
  - b. Leave the Commodity field blank. This field will update to the default value of 99999 when the transaction is validated.
  - c. In the **Units** field, enter the number of assets purchased. In this scenario, enter *1*.

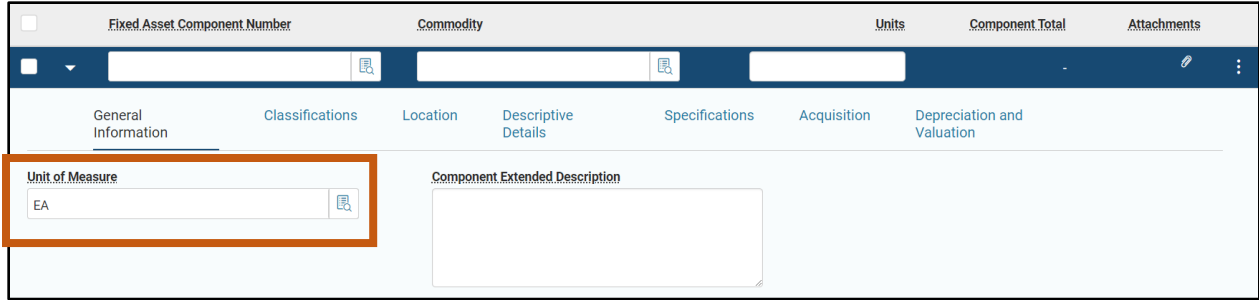


Fixed Asset Component Number	Commodity	Units	Component Total	Attachments

3. Click the **Expand** caret on the blue Component line.

4. In the **General Information** section:

- a. In the **Unit of Measure** field, enter the manner in which the asset is measured (e.g., acre, case, dozen, etc.). In this scenario, enter *EA* (Each) to signify that one motorcycle was purchased.



Fixed Asset Component Number    Commodity    Units    Component Total    Attachments

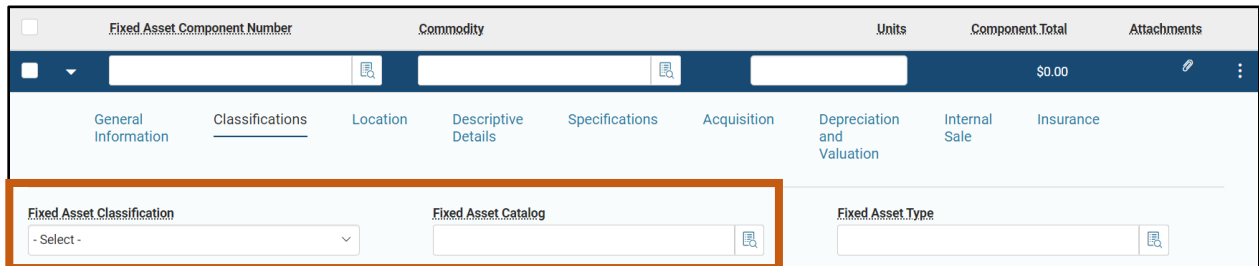
General Information    **Classifications**    Location    Descriptive Details    Specifications    Acquisition    Depreciation and Valuation

Unit of Measure  
EA

Component Extended Description

5. In the **Classifications** section:

- a. In the **Fixed Asset Classification** field, select a value from the drop down menu. In this scenario, select **Adjustment**.
- b. In **Fixed Asset Catalog** field, select a value from the pick list that corresponds to the description of the asset. In this scenario, select **1070-12 (MOTORCYCLES & ACCESSORIES)**.



Fixed Asset Component Number    Commodity    Units    Component Total    Attachments

General Information    **Classifications**    Location    Descriptive Details    Specifications    Acquisition    Depreciation and Valuation    Internal Sale    Insurance

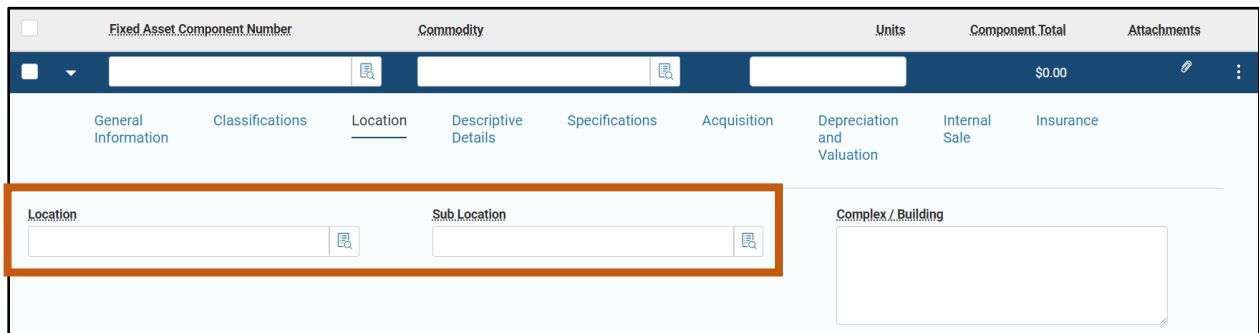
Fixed Asset Classification  
- Select -

Fixed Asset Catalog

Fixed Asset Type

6. In the **Location** section:

- a. In the **Location** field, select the user's department location code that corresponds to where the asset is being housed.
- b. In the **Sub Location** field, select the user's department sub location code for the asset.



Fixed Asset Component Number    Commodity    Units    Component Total    Attachments

General Information    Classifications    **Location**    Descriptive Details    Specifications    Acquisition    Depreciation and Valuation    Internal Sale    Insurance

Location

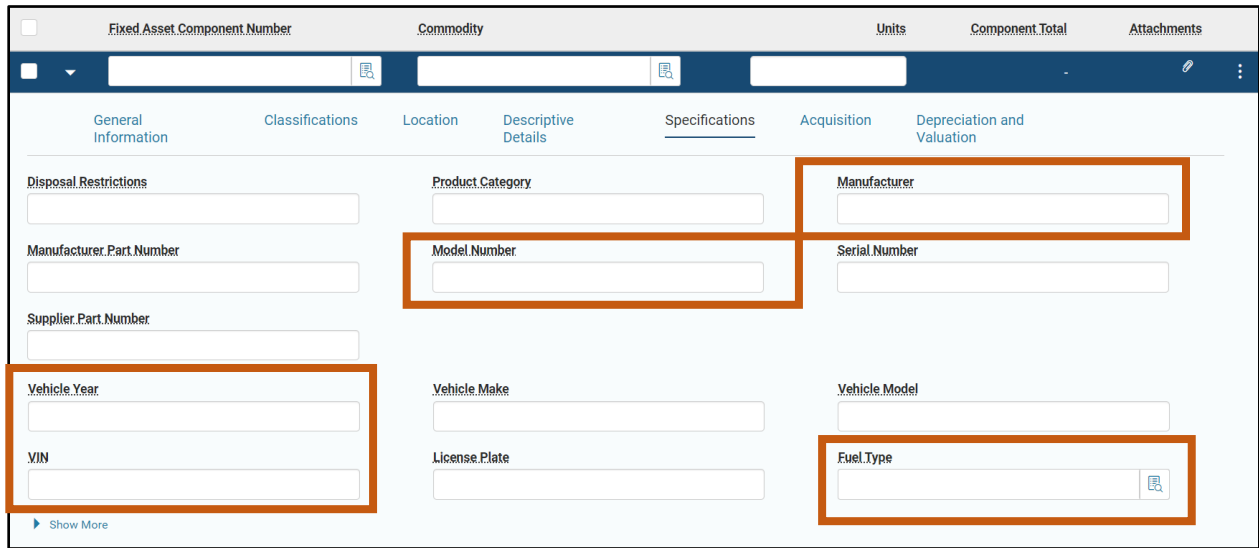
Sub Location

Complex / Building

7. In the **Specifications** section:



- a. In the **Manufacturer** field, enter the name of the entity that created the asset. In this scenario, enter *Harley Davidson*.
- b. In the **Model Number** field, enter the model number of the asset.
- c. In the **Vehicle Year** field, enter the year the vehicle was created.
- d. In the **VIN** field, enter the asset’s VIN number.
- e. In the **Fuel Type** field, select the type of gasoline the asset takes.

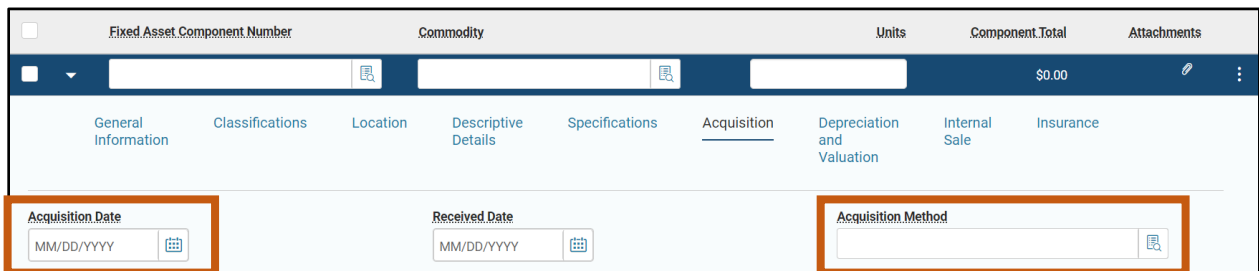


The screenshot shows the 'Specifications' tab of an asset record. The following fields are highlighted with orange boxes:

- Manufacturer**: A text input field.
- Model Number**: A text input field.
- Vehicle Year**: A text input field.
- VIN**: A text input field.
- Fuel Type**: A dropdown menu with a search icon.

8. In the **Acquisition** section:

- a. In the **Acquisition Date** field, enter the date the asset was acquired or received.
- b. In the **Acquisition Method** field, enter the manner in which the asset was acquired (e.g., Construct/Built, Found, Gift/Donation, Purchase, etc.). In this scenario, enter *PURC* as the motorcycle was purchased.



The screenshot shows the 'Acquisition' tab of an asset record. The following fields are highlighted with orange boxes:

- Acquisition Date**: A date picker field showing MM/DD/YYYY.
- Received Date**: A date picker field showing MM/DD/YYYY.
- Acquisition Method**: A dropdown menu with a search icon.

9. Click **Save**.

10. In the **Depreciation and Valuation** section:



- a. In the **Depreciation Structure** field, select a value from the drop down menu. In this scenario, select **Responsibility Center**.
- b. In the **Depreciation Method** field, verify that the value is inferred from the FACLG table. In this scenario, the inferred value should be **Straight Line**.
- c. In the **In Service Date** field, enter the date in which the asset entered service.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01	07156	1.00000	\$0.00	
<div style="display: flex; justify-content: space-between;"> <span>General Information</span> <span>Classifications</span> <span>Location</span> <span>Descriptive Details</span> <span>Specifications</span> <span>Acquisition</span> <span>Depreciation and Valuation</span> </div>				
<b>Depreciation Structure</b> - Select -		<b>Depreciation Method</b> - Select -		<b>Salvage Value</b> <input type="text"/>
<b>Useful Life</b> <input type="text"/>	<b>In Service Date</b> MM/DD/YYYY	<b>Out-of-Service Date</b> MM/DD/YYYY	<b>Replaced Asset Description</b> <input type="text"/>	

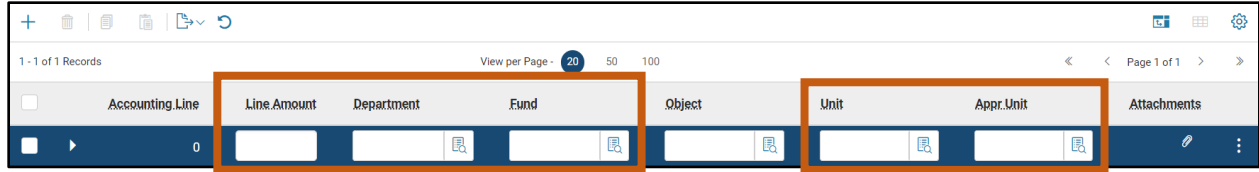
11. Click **Save**. Verify that the following fields have been inferred from the FACLG table:

- a. Depreciation and Valuation section, Useful Life field.
- b. Classifications section, Fixed Asset Group and Fixed Asset Type fields.

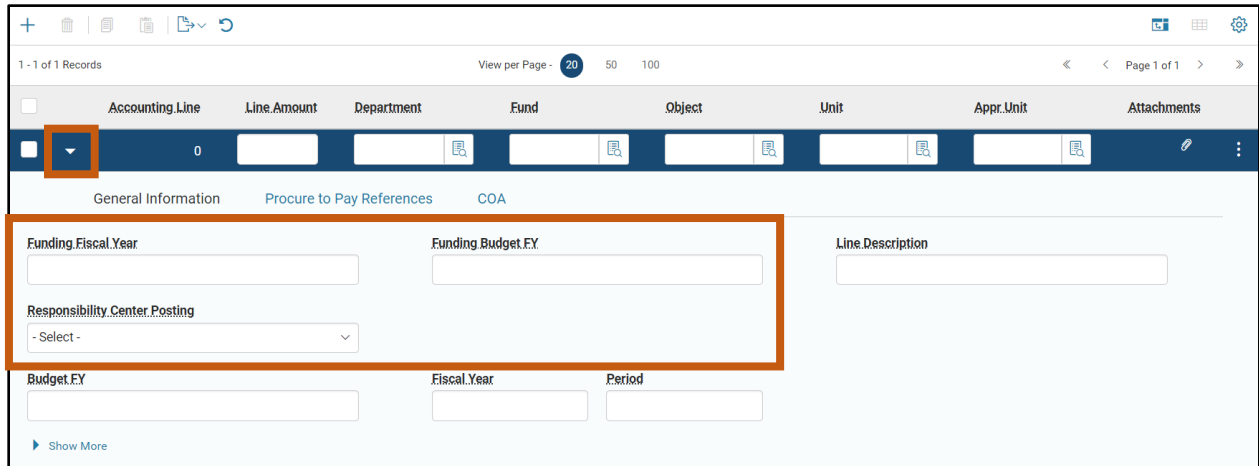
12. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

- 1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
- 2. On the blue **Accounting** line:
  - a. In **Line Amount** field, enter the asset cost in a dollar amount. In this scenario, enter *6,500*.
  - b. In **Department** field, enter the user’s department 3-digit code.
  - c. In **Fund** field, enter the user’s department fund number.
  - d. In **Unit** field, enter the user’s department unit number.
  - e. In **Appr Unit** field, enter the user’s department appropriation unit number.



3. Click the **Expand** caret on the blue Accounting line.
4. In the **General Information** section:
  - a. In **Funding Fiscal Year** field, enter the current fiscal year.
  - b. In **Funding Budget FY** field, enter the current budget fiscal year.
  - c. In the **Responsibility Center Posting** field, select either Yes or No from the drop down list depending on whether the user wants AZ360 to record whom is responsible for the asset in an accounting sense. In this scenario, select **Yes**.



5. Click **Validate** to check for errors. If errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message displays in the upper left corner of the screen: **Transaction validated successfully**.

Verify that the fixed asset number generated.

1. Click the **Header** tab.
2. Click the **General Information** section.
3. Observe the **Fixed Asset Number** field to determine if a number generated. In this scenario, the fixed asset has been assigned number **AD0000005**.



4. Click **Submit** to submit the transaction for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner:  
**Transaction submitted successfully - Pending Approval.**

Once the FA transaction is approved and is in Final phase, navigate to the FARHDR table and verify that Header information of the asset created above is appropriately updated.

1. Complete the steps from the “Navigate to the Fixed Asset Registry Tables” scenario to generate the FARHDR table.
2. In the **Fixed Asset Number** field, enter *AD0000005*.
3. Click **Apply**.
4. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Header tab details entered earlier appear on the page.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value	Asset Type	Disposition Date
AD0000005	2010 Harley Davidson motorcycle	ADA	2200	\$6,500.00	-	-

General Information	Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Depreciation
Historic Asset Cost \$6,500.00	Summary Accumulated Depreciation \$0.00	Summary Net Book Value \$6,500.00	Summary Closing Costs \$0.00	Summary Salvage Value \$650.00	Summary Selling Price \$0.00
	Summary Valuation Amount \$0.00				

Navigate to the FARCOMP table and verify that component information of the asset created above has been appropriately updated.

1. Click on the blue Fixed Asset **row 3-dot** menu, select **Related Pages**, and click **Component Registry**.
2. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Component tab details entered earlier appear on the page.

Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
AD0000005	01	99999	\$6,500.00

General Information	Classifications	Location	Descriptive Details	Specifications	Acquisition	Depreciation	Valuation and Reorganization	Disposition
Accumulated Depreciation \$0.00	Net Book Value \$6,500.00	Historic Asset Cost \$6,500.00	Closing Costs \$0.00					

Navigate to the FARACTG table and verify that the accounting information appropriately updated, then return to the Home page.

1. Click on the blue Fixed Asset **row 3-dot** menu, select **Related Pages**, and click **Accounting Registry**.
2. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Accounting tab details entered earlier appear on the page.



Fixed Asset Number	Component Number	Line Amount
AD0000005	01	\$6,500.00
<p>General Information    COA    Procure to Pay References</p>		
Accumulated Depreciation \$0.00	Net Book Value \$6,500.00	Selling Price \$0.00
		Historic Asset Cost \$6,500.00
<p><a href="#">Show More</a></p>		

3. Click **Home** icon to return to the home page.

## Donation

A private individual or organization may donate an asset to a state department, at no cost. The department has the ability to record a donated asset in AZ360. The department estimates the value of the donated asset, typically at fair market value. Users with appropriate security authority, will create an FA transaction to record the donation in AZ360. There are two key differences between a donated asset and a standard purchase:

- Acquisition Method set to Gift/Donation.
- Fixed Asset Classification set to Contributed.

The transaction goes through a single level of approval within the department before updating to a Final phase.

### Create an FA Transaction for a Donated Asset



#### Scenario 2.

An agency acquires cafeteria furniture (metal), valued at \$13,800, through donation. Record the asset by manually creating an FA transaction. There will be two components: 01 = \$7,200; 02 = \$6,600; other information is the same on both components. When complete, navigate to the Fixed Asset Registry tables to view the newly created asset information.

Log in to the AZ360 **Home Page**. Create an FA transaction.

1. Complete the steps from the “Manually Create a FA Transaction” scenario to create an FA transaction.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter a description of the asset. In this scenario, enter *Received donated cafeteria furniture*.
  - b. Select the Generate Fixed Asset Number checkbox.
  - c. In the **Prefix** field, enter the first two letters of the user’s 3-digit agency code. In this scenario, enter *AD*.

- d. In the **Fixed Asset Description** field, enter a description of the asset. In this scenario, enter *Donated Cafeteria Furniture*.
- e. In the **Event Type** field, enter *FA01* (Acquire a Fixed Asset). This is the default value.

General Information

Record.Date: MM/DD/YYYY  Budget.EY:  Fiscal.Year:  Period:

**Transaction.Description**  
Received donated cafeteria furniture

Fixed.Asset.Number:

Generate.Fixed.Asset.Number Prefix: AD

**Fixed Asset Description**  
Donated Cafeteria Furniture

Transaction.Total: \$0.00 Final.Asset.Value: - Event.Type: FA01

2. In the **Responsibility Center COA** section:

- a. In the **Fund** field, enter the user’s department fund number.
- b. In the **Department** field, enter the user’s department 3-digit code.
- c. In the **Unit** field, enter the user’s department unit number.
- d. In the **Appr Unit** field, enter the user’s department appropriation unit number.

Responsibility Center COA

**Fund**: 1600

**Department**: ADA

**Unit**: 2200

**Object**:

**Activity**:

**Sub.Fund**:

**Appr.Unit**: AD00011

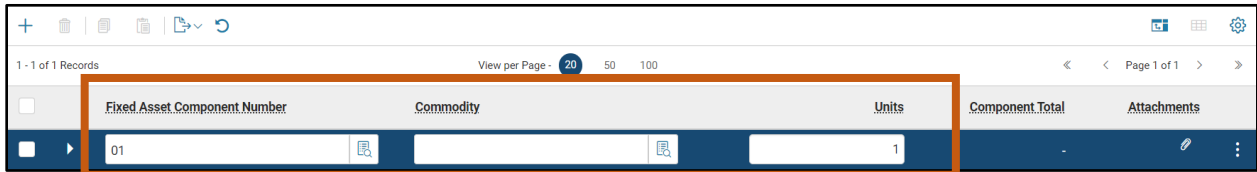
**Sub.Unit**:

**Sub.Activity**:

3. Click on the **Component** tab.

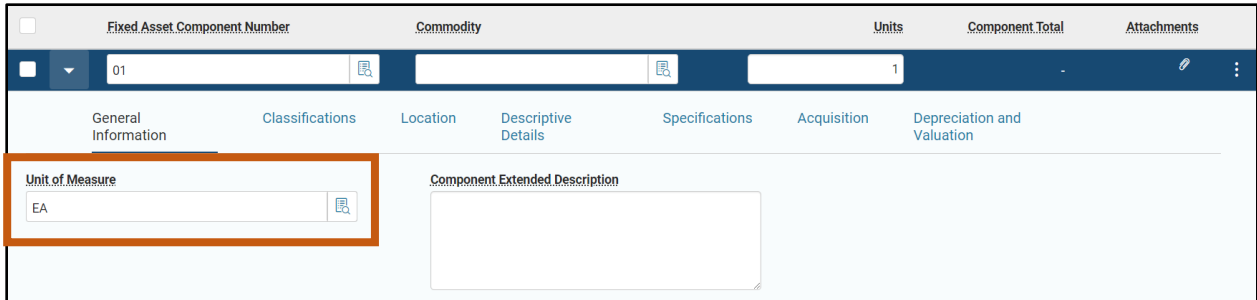
Complete the **Component** tab for component 01 of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Component line.
2. On the **Component** line:
  - a. In the **Fixed Asset Component Number** field, enter the number for the component. In this scenario, enter *01*.
  - b. Leave the Commodity field blank. This field will update to the default value of 99999 when the transaction is saved.
  - c. In the **Units** field, enter the number of assets donated. In this scenario, enter *1*.



Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01		1		

3. Click the **Expand** caret on the blue Component line.
4. In the **General Information** section:
  - a. In the **Unit of Measure** field, enter the manner in which the asset is measured (e.g. acre, case, dozen, etc.). In this scenario, enter *EA (Each)* to signify that one set of cafeteria furniture was donated.



Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01		1		
<div style="display: flex; justify-content: space-between;"> <span>General Information</span> <span>Classifications</span> <span>Location</span> <span>Descriptive Details</span> <span>Specifications</span> <span>Acquisition</span> <span>Depreciation and Valuation</span> </div> <div style="display: flex;"> <div style="flex: 1;"> <p>Unit of Measure</p> <input type="text" value="EA"/> </div> <div style="flex: 2;"> <p>Component Extended Description</p> <div style="border: 1px solid #ccc; height: 40px;"></div> </div> </div>				

5. In the **Classifications** section:
  - a. In the **Fixed Asset Classification** field, select a value from the drop down menu. In this scenario, select **Contributed**.
  - b. In **Fixed Asset Catalog** field, select a value from the pick list that corresponds to the description of the asset. In this scenario, select **1420-08 (CAFETERIA FURNITURE, CHAIRS & TABLES)**.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01		1.00000		
<p>General Information    <u>Classifications</u>    Location    Descriptive Details    Specifications    Acquisition    Depreciation and Valuation</p>				
<b>Fixed Asset Classification</b> Contributed		<b>Fixed Asset Catalog</b> 1420-84		<b>Fixed Asset Type</b> [Empty]

6. In the **Location** section:

- a. In the **Location** field, select the user’s department location code that corresponds to where the asset is being housed.
- b. In the **Sub Location** field, select the user’s department sub location code for the asset.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01		1.00000		
<p>General Information    Classifications    <u>Location</u>    Descriptive Details    Specifications    Acquisition    Depreciation and Valuation</p>				
<b>Location</b> 0054		<b>Sub Location</b> 0054		<b>Complex / Building</b> [Empty]

7. In the **Specifications** section:

- a. In the **Manufacturer** field, enter the name of the entity that created the asset. In this scenario, enter *Norix*.
- b. In the **Model Number** field, enter the model number of the asset.
- c. In the **Serial Number** field, enter the serial number of the asset.

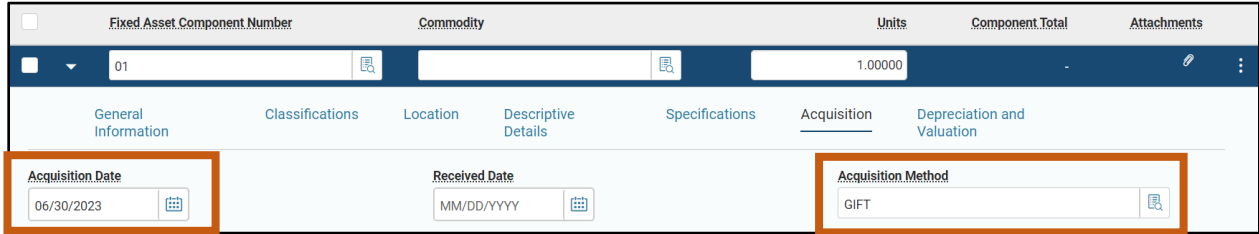
Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01		1.00000		
<p>General Information    Classifications    Location    Descriptive Details    <u>Specifications</u>    Acquisition    Depreciation and Valuation</p>				
<b>Disposal Restrictions</b> [Empty]		<b>Product Category</b> [Empty]		<b>Manufacturer</b> NORIX
<b>Manufacturer Part Number</b> [Empty]		<b>Model Number</b> B200		<b>Serial Number</b> 123456789

8. In the **Acquisition** section:

- a. In the **Acquisition Date** field, enter the date the asset was acquired or received.



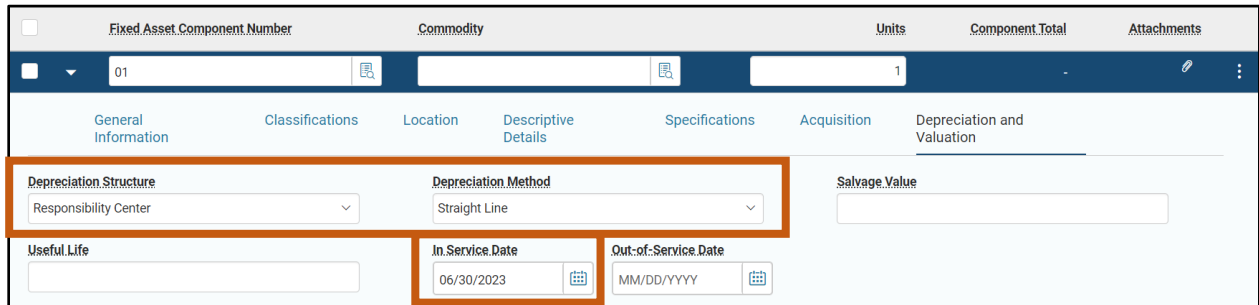
- b. In the **Acquisition Method** field, enter the manner in which the asset was acquired (e.g., Construct/Built, Found, Gift/Donation, Purchase, etc.). In this scenario, enter *GIFT* as the asset was donated.



9. Click **Save**.

10. In the **Depreciation and Valuation** section:

- a. In the **Depreciation Structure** field, select the value from the drop down menu. In this scenario, select **Responsibility Center**.
- b. In the **Depreciation Method** field, verify that the value has been inferred from the FACLG table. In this scenario, the inferred value should be **Straight Line**.
- c. In the **In Service Date** field, enter the date in which the asset entered service.



11. Click **Save**. Verify that the following fields have been inferred from the FACLG table:

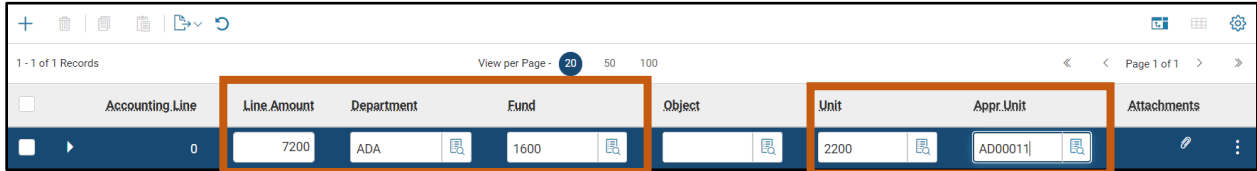
- a. Depreciation and Valuation section, Useful Life field.
- b. Classifications section, Fixed Asset Group and Fixed Asset Type fields.

12. Click on the **Accounting** tab.

Complete the **Accounting** tab for component 01 of the transaction.

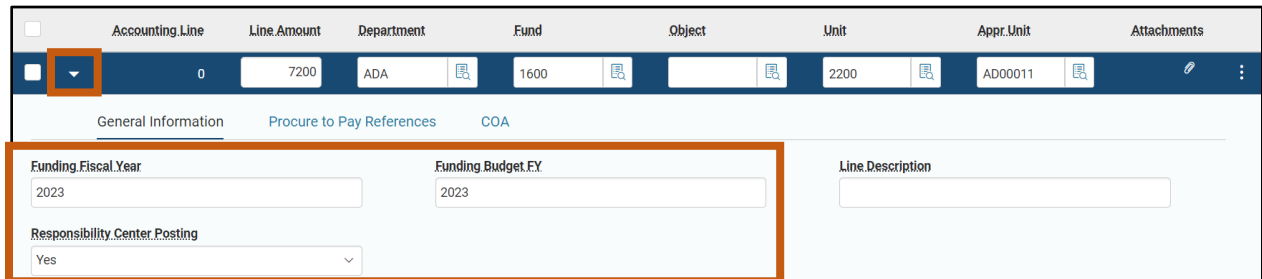
- 1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
- 2. On the blue **Accounting** line:

- a. In **Line Amount** field, enter the asset’s fair market value in a dollar amount. In this scenario, enter *7,200*.
- b. In **Department** field, enter the user’s department 3-digit code.
- c. In **Fund** field, enter the user’s department fund number.
- d. In **Unit** field, enter the user’s department unit number.
- e. In **Appr Unit** field, enter the user’s department appropriation unit number.



Accounting Line	Line Amount	Department	Fund	Object	Unit	Appr. Unit	Attachments
0	7200	ADA	1600		2200	AD00011	

3. Click the **Expand** caret on the blue Accounting line.
4. In the **General Information** section:
  - a. In **Funding Fiscal Year** field, enter the current fiscal year.
  - b. In **Funding Budget FY** field, enter the current budget fiscal year.
  - c. In the **Responsibility Center Posting** field, select either Yes or No from the drop down list depending on whether the user wants AZ360 to record whom is responsible for the asset in an accounting sense. In this scenario, select **Yes**.



Accounting Line	Line Amount	Department	Fund	Object	Unit	Appr. Unit	Attachments
0	7200	ADA	1600		2200	AD00011	

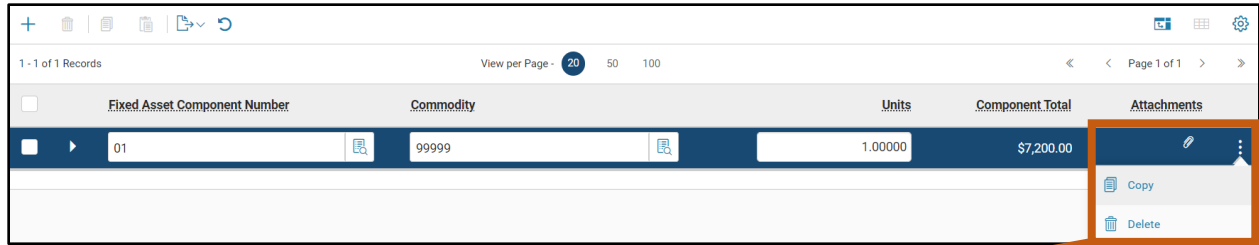
  

General Information		Procure to Pay References	COA
Funding Fiscal Year	Funding Budget FY	Line Description	
2023	2023		
Responsibility Center Posting			
Yes			

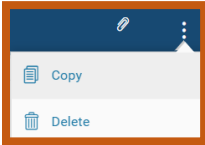
5. Click on the **Component** tab.

Complete the **Component** tab for component 02 of the transaction.

1. With **Component Line 1** selected, click the **Row 3-dot** menu and select **Copy**. The following message will display highlighted in yellow: **1 Record Copied**.



Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01	99999	1.00000	\$7,200.00	Copy Delete



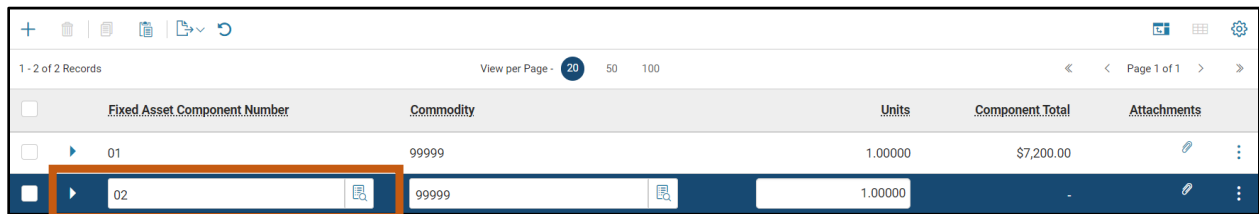
2. In the **Tab Level Actions** section, click the **Paste** icon.



3. A new Component line has been generated. Notice that all elements from the copied line have been inserted onto the copied line.

4. With the new Component line selected:

a. In the **Fixed Asset Component Number** field, enter the number for the component. In this scenario, enter **02**.



Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01	99999	1.00000	\$7,200.00	
02	99999	1.00000		

5. Click on the **Accounting** tab.

Complete the **Accounting** tab for component 02 of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.

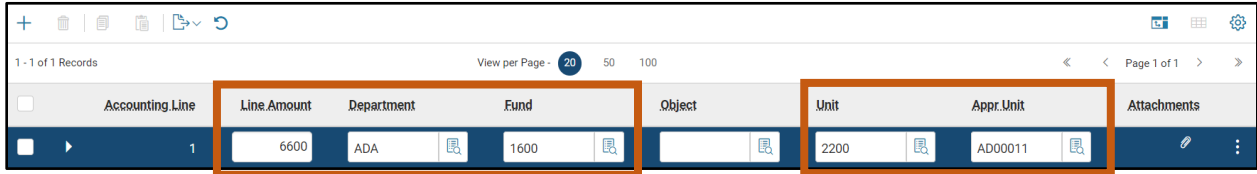
2. On the blue **Accounting** line:

a. In the **Line Amount** field, enter the asset’s fair market value in a dollar amount. In this scenario delete the existing entry and enter **6,600**.

b. In **Department** field, enter the user’s department 3-digit code.

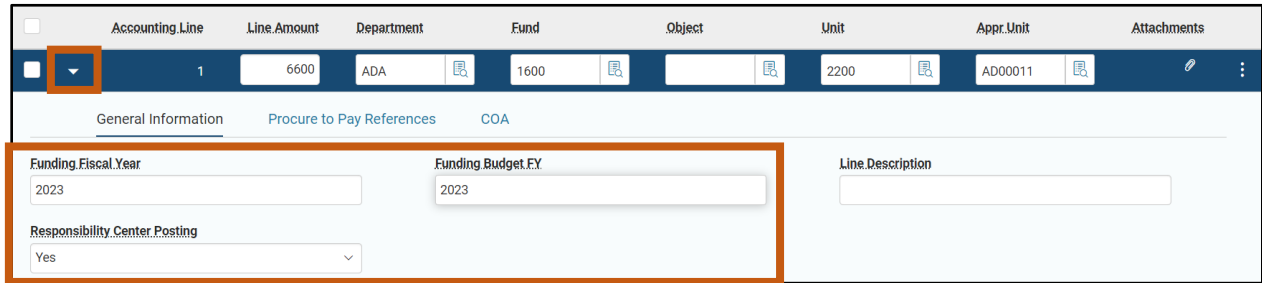
c. In **Fund** field, enter the user’s department fund number.

- d. In **Unit** field, enter the user’s department unit number.
- e. In **Appr Unit** field, enter the user’s department appropriation unit number.



Accounting.Line	Line.Amount	Department	Fund	Object	Unit	Appr.Unit	Attachments
1	6600	ADA	1600		2200	AD00011	

- 3. Click the **Expand** caret on the blue Accounting line.
- 4. In the **General Information** section:
  - a. In **Funding Fiscal Year** field, enter the current fiscal year.
  - b. In **Funding Budget FY** field, enter the current budget fiscal year.
  - c. In the **Responsibility Center Posting** field, select either Yes or No from the drop down list depending on whether the user wants AZ360 to record whom is responsible for the asset in an accounting sense. In this scenario, select **Yes**.



Funding.Fiscal.Year	Funding.Budget.FY	Line.Description
2023	2023	

Responsibility.Center.Posting: Yes

- 5. Click **Validate** to check for errors. If errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message displays in the upper left corner of the screen: **Transaction validated successfully**.

Verify that the fixed asset number generated.

- 1. Click the **Header** tab.
- 2. Click the **General Information** tab.
- 3. Observe the **Fixed Asset Number** field to determine if a number generated. In this scenario, the fixed asset has been assigned number AD0000008.



**Fixed Asset Number**  
AD0000008

4. Click **Submit** to submit the transaction for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner:  
**Transaction submitted successfully - Pending Approval.**

Once the FA transaction is approved and is in Final phase, navigate to the FARHDR table and verify that Header information of the asset created above is appropriately updated.

1. Complete the steps from the “Navigate to the Fixed Asset Registry Tables” scenario to generate the FARHDR table.
2. In the **Fixed Asset Number** field, enter *AD0000008*.
3. Click **Apply**.
4. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Header tab details entered earlier appear on the page.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value	Asset Type	Disposition Date
AD0000008	Donated Cafeteria Furniture	ADA	2200	\$13,800.00	-	-

General Information	Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Depreciation
Historic Asset Cost \$13,800.00	Summary Accumulated Depreciation \$0.00	Summary Net Book Value \$13,800.00	Summary Closing Costs \$0.00		
Summary Salvage Value \$0.00	Summary Selling Price \$0.00	Summary Valuation Amount \$0.00			

Navigate to the FARCOMP table and verify that component information of the asset created above has been appropriately updated.

1. Click on the blue Fixed Asset row **3-dot** menu, select **Related Pages**, and click **Component Registry**.
2. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Component tab details entered earlier appear on the page. Notice that Components 01 and 02 appear on this page.

Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
AD0000008	01	99999	\$7,200.00
AD0000008	02	99999	\$6,600.00

General Information	Classifications	Location	Descriptive Details	Specifications	Acquisition	Depreciation	Valuation and Reorganization	Disposition
Accumulated Depreciation \$0.00	Net Book Value \$7,200.00	Historic Asset Cost \$7,200.00	Closing Costs \$0.00					

Navigate to the FARACTG table and verify that the accounting information appropriately updated, then return to the Home page.

1. Click on the blue Fixed Asset row **3-dot** menu, select **Related Pages**, and click **Accounting Registry**.

- After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Accounting tab details entered earlier appear on the page. Notice that the Accounting details only populate for the Component line that was selected on the FARCOMP table. To view the other Component line, click the Back button at the top right of the screen, select the Component Number 02 Component line, and then navigate to the Accounting Registry.

Fixed Asset Number	Component Number	Line Amount
AD000008	01	\$7,200.00
<p>General Information    COA    Procure to Pay References</p>		
Accumulated Depreciation \$0.00	Net Book Value \$7,200.00	Selling Price \$0.00
		Historic Asset Cost \$7,200.00
<p><a href="#">Show More</a></p>		

- Click **Home** icon to return to the home page.

## Memo Asset

A memo asset can be recorded in AZ360, but does not meet the FACC capitalization threshold. Only certain memo assets meet stewardship criteria and are required to be entered in AZ360; however, departments can record and track memo assets in AZ360 for other purposes using the FA transaction. Refer to the SAAM 2535 for a list of stewardship items that must be tracked in AZ360.

Once the purchasing and invoicing processes are completed, a department receives a fixed asset number and a custodian is identified for the asset. A user with data entry authority can then record the fixed asset by creating an FA transaction.

There are two key specifications that differentiate a memo asset from a standard purchase:

- Memo Asset check box is selected on the Header tab.
- Fixed Asset Classification set to Memo on the Component tab.

Once the memo FA transaction is submitted, it goes through a single level of approval within the department before updating to Final phase.

Once the memo FA transaction is in Final phase, the Memo Asset Indicator flag is checked on the FARHDR table and the Classification Indicator is updated to Memo on the FARCOMP table.

### Create an FA Transaction for a Memo Asset



#### Scenario 3.

An agency purchases one laptop for \$1,000. Although the unit price is less than \$5,000, due to being IT equipment, it must be recorded as a memo asset. Create an FA transaction to reflect this purchase and access the Fixed Asset Registry tables to view the newly created asset information.

Log in to the AZ360 **Home Page**. Create an FA transaction.

1. Complete the steps from the “Manually Create a FA Transaction” scenario to create an FA transaction.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter a description of the asset. In this scenario, enter *Memo Asset Entry*.
  - b. Select the **Generate Fixed Asset Number** checkbox.
  - c. In the **Prefix** field, enter the first two letters of the user’s 3-digit agency code. In this scenario, enter *AD*.
  - d. In the **Fixed Asset Description** field, enter a description of the asset. In this scenario, enter *Memo asset*.
  - e. Select the **Memo Asset** checkbox.
  - f. In the **Event Type** field, enter *FA01* (Acquire a Fixed Asset). This is the default value.

The screenshot shows the 'General Information' section of a transaction form. The fields and their values are as follows:

- Record Date:** MM/DD/YYYY (with a calendar icon)
- Budget EY:** (empty)
- Fiscal Year:** (empty)
- Period:** (empty)
- Transaction Description:** Memo Asset Entry (highlighted with an orange box)
- Fixed Asset Number:** (empty, with a help icon)
- Generate Fixed Asset Number:**  (highlighted with an orange box)
- Prefix:** AD (highlighted with an orange box)
- Fixed Asset Description:** Memo asset (highlighted with an orange box)
- Transaction Total:** \$0.00
- Final Asset Value:** -
- Event Type:** FA01 (highlighted with an orange box)
- Memo Asset:**  (highlighted with an orange box)

2. In the **Responsibility Center COA** section:
  - a. In the **Fund** field, enter the user’s department fund number.
  - b. In the **Department** field, enter the user’s department 3-digit code.
  - c. In the **Unit** field, enter the user’s department unit number.
  - d. In the **Appr Unit** field, enter the user’s department appropriation unit number.

Responsibility Center COA

<b>Fund</b> <input type="text" value="1600"/>	<b>Sub Fund</b> <input type="text"/>
<b>Department</b> <input type="text" value="ADA"/>	<b>Appr. Unit</b> <input type="text" value="AD00011"/>
<b>Unit</b> <input type="text" value="2200"/>	<b>Sub Unit</b> <input type="text"/>
<b>Object</b> <input type="text"/>	
<b>Activity</b> <input type="text"/>	<b>Sub Activity</b> <input type="text"/>

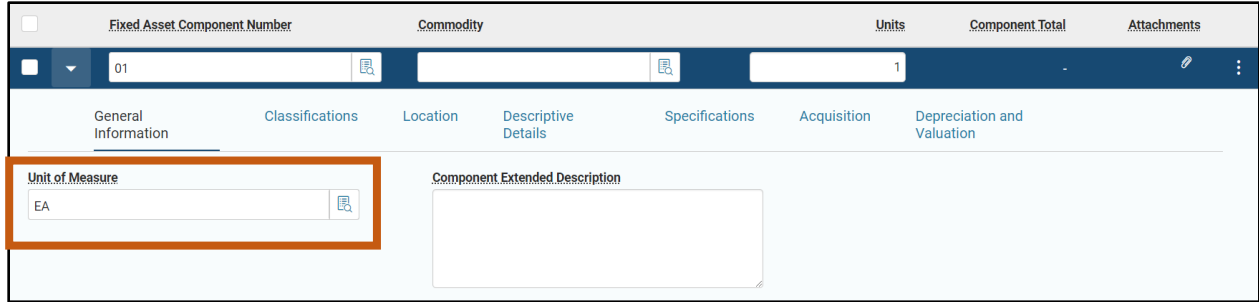
Complete the **Component** tab for component 01 for the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Component line.
2. On the **Component** line:
  - a. In the **Component Number** field, enter the number for the component. In this scenario, enter *01*.
  - b. Leave the Commodity field blank. This field will update to the default value of 99999 when the transaction is validated.
  - c. In the **Units** field, enter the number of assets purchased. In this scenario, enter *1*.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="1"/>	-	

3. Click the **Expand** caret on the blue Component line.
4. In the **General Information** section:
  - a. In the **Unit of Measure** field, enter the manner in which the asset is measured (e.g. acre, case, dozen, etc.). In this scenario, enter *EA* (Each) to signify that one computer was purchased.

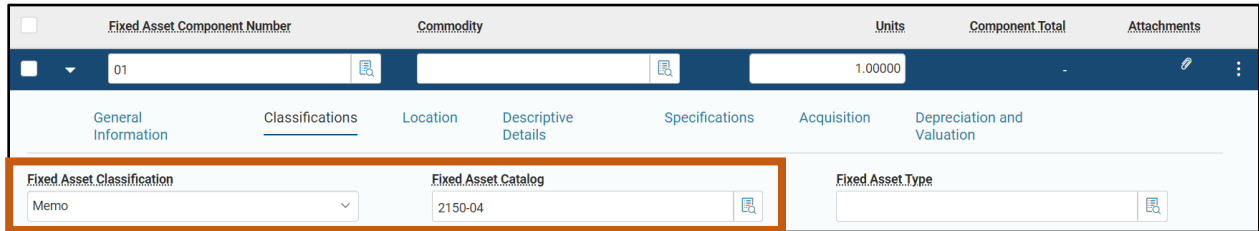




The screenshot shows the 'Classifications' section of the AZ360 system. The 'Unit of Measure' field is highlighted with an orange box and contains the value 'EA'. The 'Component Extended Description' field is empty.

5. In the **Classifications** section:

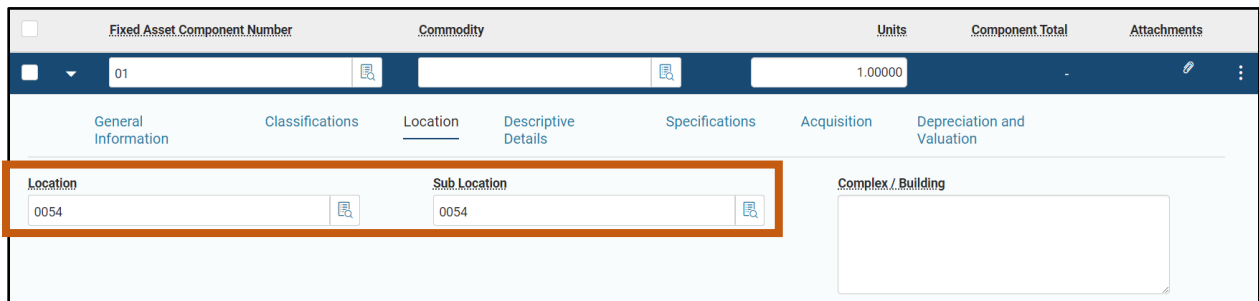
- a. In the **Fixed Asset Classification** field, select a value from the drop down menu. In this scenario, select **Memo**.
- b. In **Fixed Asset Catalog** field, select a value from the pick list that corresponds to the description of the asset. In this scenario, select **2150-04 (LAPTOP COMPUTER)**.



The screenshot shows the 'Classifications' section of the AZ360 system. The 'Fixed Asset Classification' field is set to 'Memo' and the 'Fixed Asset Catalog' field is set to '2150-04'. The 'Fixed Asset Type' field is empty.

6. In the **Location** section:

- a. In the **Location** field, select the user's department location code that corresponds to where the asset is being housed.
- b. In the **Sub Location** field, select the user's department sub location code for the asset.

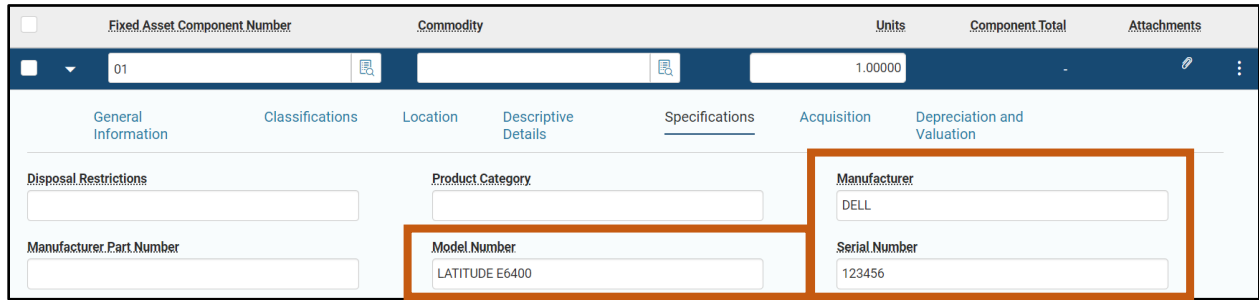


The screenshot shows the 'Location' section of the AZ360 system. The 'Location' field is set to '0054' and the 'Sub Location' field is set to '0054'. The 'Complex / Building' field is empty.

7. In the **Specifications** section:

- a. In the **Manufacturer** field, enter the name of the entity that created the asset. In this scenario, enter **Dell**.
- b. In the **Model Number** field, enter the model number of the asset.

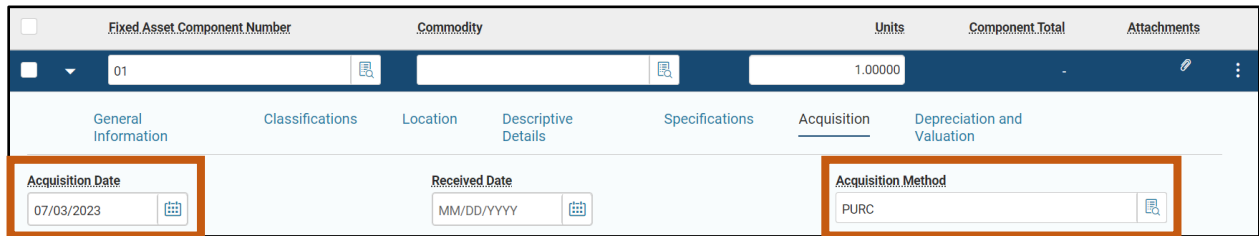
c. In the **Serial Number** field, enter the serial number of the asset.



The screenshot shows the 'Acquisition' tab of the asset management system. The 'Serial Number' field is highlighted with an orange border and contains the value '123456'. Other fields visible include 'Manufacturer' (DELL), 'Model Number' (LATITUDE E6400), and 'Product Category'.

8. In the **Acquisition** section:

- a. In the **Acquisition Date** field, enter the date the asset was acquired or received.
- b. In the **Acquisition Method** field, enter the manner in which the asset was acquired (e.g. Construct/Built, Found, Gift/Donation, Purchase, etc.). In this scenario, enter *PURC* as the laptop was purchased.

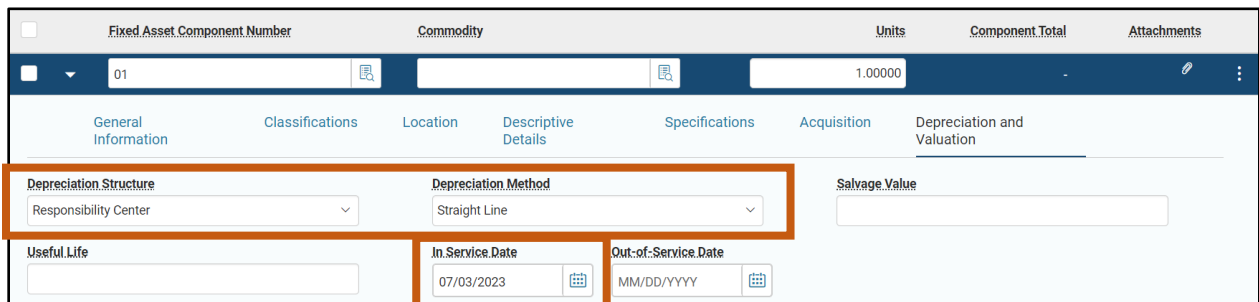


The screenshot shows the 'Acquisition' tab. The 'Acquisition Date' field is highlighted in orange and contains '07/03/2023'. The 'Acquisition Method' field is also highlighted in orange and contains 'PURC'. The 'Received Date' field is empty.

9. Click **Save**.

10. In the **Depreciation and Valuation** section:

- a. In the **Depreciation Structure** field, select the value from the drop down menu. In this scenario, select **Responsibility Center**.
- b. In the **Depreciation Method** field, verify that the value is inferred from the FACLG table. In this scenario, the inferred value should be **Straight Line**.
- c. In the **In Service Date** field, enter the date in which the asset entered service.



The screenshot shows the 'Depreciation and Valuation' tab. The 'Depreciation Structure' field is highlighted in orange and set to 'Responsibility Center'. The 'Depreciation Method' field is also highlighted in orange and set to 'Straight Line'. The 'In Service Date' field is highlighted in orange and contains '07/03/2023'. The 'Out-of-Service Date' field is empty.



11. Click **Save**. Verify that the following fields have been inferred from the FACLG table:
  - a. Depreciation and Valuation section, Useful Life field.
  - b. Classifications section, Fixed Asset Group and Fixed Asset Type fields.
12. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. On the blue **Accounting** line:
  - a. In **Line Amount** field, enter the asset cost in a dollar amount. In this scenario, enter *4,000*.
  - b. In **Department** field, enter the user’s department 3-digit code.
  - c. In **Fund** field, enter the user’s department fund number.
  - d. In **Unit** field, enter the user’s department unit number.
  - e. In **Appr Unit** field, enter the user’s department appropriation unit number.

Accounting Line	Line Amount	Department	Fund	Object	Unit	Appr. Unit	Attachments
0	4000	ADA	1600		2200	AD00011	

3. Click the **Expand** caret on the blue Accounting line.
4. In the **General Information** section:
  - a. In **Funding Fiscal Year** field, enter the current fiscal year.
  - b. In **Funding Budget FY** field, enter the current budget fiscal year.
  - c. In the **Responsibility Center Posting** field, select either Yes or No from the drop down list depending on whether the user wants AZ360 to record whom is responsible for the asset in an accounting sense. In this scenario, select **Yes**.

Accounting Line	Line Amount	Department	Fund	Object	Unit	Appr. Unit	Attachments
0	4000	ADA	1600		2200	AD00011	

General Information		Procure to Pay References	COA
Funding Fiscal Year	2023	Funding Budget FY	2023
Responsibility Center Posting	Yes	Line Description	

5. Click **Validate** to check for errors. If errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message displays in the upper left corner of the screen: **Transaction validated successfully.**

Verify that the fixed asset number generated.

1. Click the **Header** tab.
2. Click the **General Information** section.
3. Observe the **Fixed Asset Number** field to determine if a number generated. In this scenario, the fixed asset has been assigned number **AD0000009**.

**Fixed Asset Number**

AD0000009 

4. Click **Submit** to submit the transaction for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Transaction submitted successfully.**

Once the FA transaction is approved and is in Final phase, navigate to the FARHDR table and verify that Header information of the asset created above is appropriately updated.

1. Complete the steps from the “Navigate to the Fixed Asset Registry Tables” scenario to generate the FARHDR table.
2. In the **Fixed Asset Number** field, enter *AD0000009*.
3. Click **Apply**.
4. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Header tab details entered earlier appear on the page.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value	Asset Type	Disposition Date
AD0000009	Memo asset	ADA	2200	\$4,000.00	-	-

General Information		Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Depreciation	
Historic Asset Cost	\$4,000.00	Summary Accumulated Depreciation	\$0.00	Summary Net Book Value	\$4,000.00	Summary Closing Costs	\$0.00
Summary Salvage Value	\$0.00	Summary Selling Price	\$0.00	Summary Valuation Amount	\$0.00		

Navigate to the FARCOMP table and verify that component information of the asset created above has been appropriately updated.

1. Click on the blue Fixed Asset **row 3-dot** menu, select **Related Pages**, and click **Component Registry**.
2. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Component tab details entered earlier appear on the page.

Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
AD0000009	01	99999	\$4,000.00

General Information	Classifications	Location	Descriptive Details	Specifications	Acquisition	Depreciation	Valuation and Reorganization	Disposition
<b>Accumulated Depreciation</b> \$0.00	<b>Net Book Value</b> \$4,000.00	<b>Historic Asset Cost</b> \$4,000.00	<b>Closing Costs</b> \$0.00					

Navigate to the FARACTG table and verify that the accounting information appropriately updated, then return to the Home page.

1. Click on the blue Fixed Asset **row 3-dot** menu, select **Related Pages**, and click **Accounting Registry**.
2. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Accounting tab details entered earlier appear on the page.

Fixed Asset Number	Component Number	Line Amount
AD0000009	01	\$4,000.00

General Information	COA	Procure to Pay References
<b>Accumulated Depreciation</b> \$0.00	<b>Net Book Value</b> \$4,000.00	<b>Selling Price</b> \$0.00
<b>Historic Asset Cost</b> \$4,000.00		

Show More

3. Click **Home** icon to return to the home page.

## Maintaining an Asset

### Section Objectives

In this section, the following processes are introduced:

- Create a fixed asset betterment using the Fixed Asset Acquisition (FA) transaction.
- Create a simple fixed asset modification using the Fixed Asset Modification (FM) transaction.
- Capture labor and material costs using the Fixed Asset Repair and Warranty (FRM) transaction.
- Modify the value of an asset using the Fixed Asset Increase/Decrease (FI) transaction.
- Cancel a fixed asset transaction using the Fixed Asset Cancellation (FC) transaction.

### Section Overview

FA transactions cannot be modified once they are submitted. To modify an FA transaction, the user must create a fixed asset adjustment transaction, and then enter the fixed asset number to adjust specific characteristics of the asset. This section will cover how to use the appropriate fixed asset transaction to better an asset, to perform a simple asset modification, to capture labor and materials, as well as asset repair and maintenance information. Users will also review how to cancel a fixed asset transaction.

These transactions are created from using the Financial Transaction Catalog, from a Quicklink on the user's homepage or from the Global Search field. Scenarios detailed in this manual utilize the Global Search field method.

### Betterment

Betterment refers to the addition or improvements to existing recorded assets, such as fixed hardware upgrades (e.g., hard drive for a computer), the purchase of equipment accessories (e.g., communication equipment for an existing law enforcement vehicle), and the renovation or expansion of existing real property.

A fixed asset betterment, just like an acquisition, can be entered into AZ360 using an FA transaction. The difference between using the FA transaction for an acquisition versus betterment is the event type. Betterments are tracked using an existing fixed asset number, with a component number sequentially increased by one.

***Note: If multiple components for one asset are purchased at one time, these components can be added all at once on the FA transaction, with Event Type FA01 (standard purchase).***

However, when trying to add one or more components that are below the capitalization threshold to an asset marked as a capital asset, the betterment process would have to be followed for those components that are below the threshold.

Create an FA Transaction to Better an Asset



*Scenario 1.*

An agency’s prisoner transportation bus has recently been upgraded with a security package. Complete a betterment against the existing asset using an FA transaction in the amount of \$27,500. When complete, navigate to the Fixed Asset Registry tables to view the updated asset information.




Log in to the AZ360 **Home Page**. Create an FA transaction.

1. Complete the steps from the “Manually Create a FA Transaction” scenario to create an FA transaction.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter a description of the asset. In this scenario, enter *Adding Security Package to Prisoner Transportation Bus*.
  - b. In **Fixed Asset Number** field, enter the user’s department fixed asset number for the asset. In this scenario, enter *AD0000010*.
  - c. In the **Event Type** field, enter *FA02* (Better a Fixed Asset).

General Information

<p><b>Record Date</b> MM/DD/YYYY </p>	<p><b>Budget.EY</b> <input type="text"/></p>	<p><b>Fiscal Year</b> <input type="text"/></p>	<p><b>Period</b> <input type="text"/></p>
<p><b>Transaction Description</b> Adding Security Package to Prisoner Transportation Bus</p>			
<p><b>Fixed Asset Number</b> AD0000010 </p>			
<p><input type="checkbox"/> Generate Fixed Asset Number</p>	<p><b>Prefix</b> <input type="text"/></p>		
<p><b>Fixed Asset Description</b> <input type="text"/></p>			
<p><b>Transaction Total</b> \$0.00</p>	<p><b>Final Asset Value</b> -</p>	<p><b>Event Type</b> FA02 </p>	

2. Click **Save**. Notice the Fixed Asset Description field infers from the Fixed Asset Registry.
3. In the Responsibility Center COA section, notice that the COA elements inferred from the Fixed Asset Registry.

Responsibility Center COA

<b>Fund</b> <input type="text" value="1600"/>	<b>Sub Fund</b> <input type="text"/>
<b>Department</b> <input type="text" value="ADA"/>	<b>Appr. Unit</b> <input type="text" value="AD00011"/>
<b>Unit</b> <input type="text" value="2200"/>	<b>Sub Unit</b> <input type="text"/>
<b>Object</b> <input type="text"/>	
<b>Activity</b> <input type="text"/>	<b>Sub Activity</b> <input type="text"/>

4. Click on the **Component** tab.

Complete the **Component** tab for component 02 of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Component line.
2. On the **Component** line:
  - a. In the **Fixed Asset Component Number** field, enter the number for the component. In this scenario, enter *02*.
  - b. Leave the Commodity field blank. This field will update to the default value of 99999 when the transaction is validated.
  - c. In the **Units** field, enter the number of assets purchased. In this scenario, enter *1*.

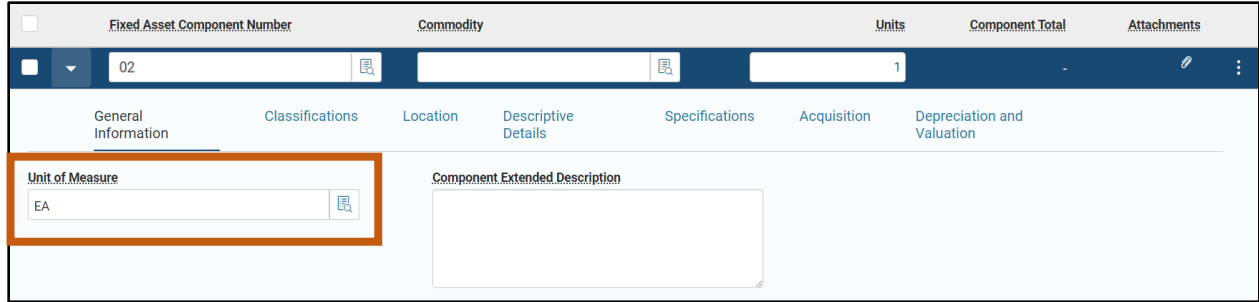
Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
<input type="text" value="02"/>	<input type="text"/>	<input type="text" value="1"/>		

3. Click the **Expand** caret on the blue Component line.

4. In the **General Information** section:

- a. In the **Unit of Measure** field, enter the manner in which the asset is measured (e.g., acre, case, dozen, etc.). In this scenario, enter *EA* (Each) to signify that one security package is applied to the agency’s prisoner transportation bus.





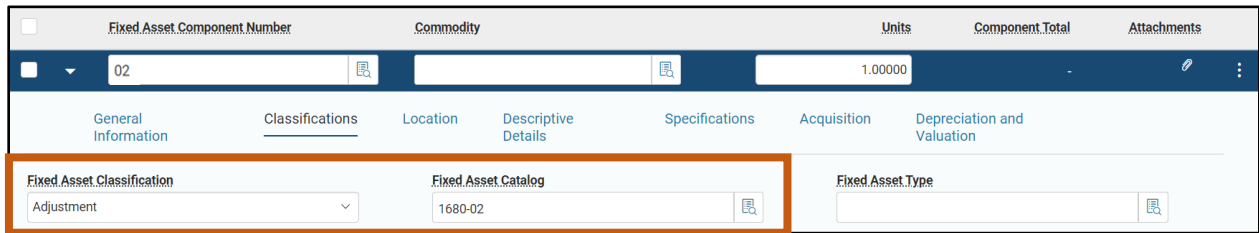
Fixed Asset Component Number: 02  
 Commodity: [Empty]  
 Units: 1  
 Component Total: -  
 Attachments: [Empty]

General Information | **Classifications** | Location | Descriptive Details | Specifications | Acquisition | Depreciation and Valuation

Unit of Measure: EA  
 Component Extended Description: [Empty]

5. In the **Classifications** section:

- a. In the **Fixed Asset Classification** field, select a value from the drop down menu. In this scenario, select **Adjustment**.
- b. In **Fixed Asset Catalog** field, select a value from the pick list that corresponds to the description of the asset. In this scenario, select **1680-02 (ACCESS CTRL SYSTEM AND SECURITY SYSTEM)**.



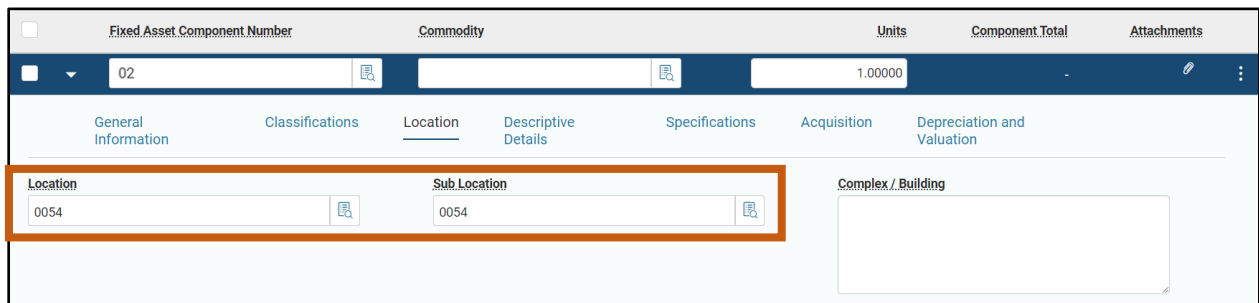
Fixed Asset Component Number: 02  
 Commodity: [Empty]  
 Units: 1.00000  
 Component Total: -  
 Attachments: [Empty]

General Information | **Classifications** | Location | Descriptive Details | Specifications | Acquisition | Depreciation and Valuation

Fixed Asset Classification: Adjustment  
 Fixed Asset Catalog: 1680-02  
 Fixed Asset Type: [Empty]

6. In the **Location** section:

- a. In the **Location** field, select the user's department location code that corresponds to where the asset is being housed.
- b. In the **Sub Location** field, select the user's department sub location code for the asset.



Fixed Asset Component Number: 02  
 Commodity: [Empty]  
 Units: 1.00000  
 Component Total: -  
 Attachments: [Empty]

General Information | Classifications | **Location** | Descriptive Details | Specifications | Acquisition | Depreciation and Valuation

Location: 0054  
 Sub Location: 0054  
 Complex / Building: [Empty]

7. In the **Acquisition** section:

- a. In the **Acquisition Date** field, enter the date the asset was acquired or received.

- b. In the **Acquisition Method** field, enter the manner in which the asset betterment was acquired (e.g. Construct/Built, Found, Gift/Donation, Purchase, etc). In this scenario, enter *PURC* as the security package was purchased.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
02		1.00000		
<div style="display: flex; justify-content: space-between;"> <span>General Information</span> <span>Classifications</span> <span>Location</span> <span>Descriptive Details</span> <span>Specifications</span> <span style="border-bottom: 1px solid black;">Acquisition</span> <span>Depreciation and Valuation</span> </div>				
<b>Acquisition Date</b> 07/03/2023		<b>Received Date</b> MM/DD/YYYY		<b>Acquisition Method</b> PURC

8. Click **Save**.

9. In the **Depreciation and Valuation** section:

- a. In the **Depreciation Structure** field, select the value from the drop down menu. In this scenario, select **Responsibility Center**.
- b. In the **Depreciation Method** field, verify that the value inferred from the FACLG table. In this scenario, the inferred value should be **Straight Line**.
- c. In the **In Service Date** field, enter the date in which the asset betterment entered service.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
02		1.00000		
<div style="display: flex; justify-content: space-between;"> <span>General Information</span> <span>Classifications</span> <span>Location</span> <span>Descriptive Details</span> <span>Specifications</span> <span style="border-bottom: 1px solid black;">Acquisition</span> <span style="border-bottom: 1px solid black;">Depreciation and Valuation</span> </div>				
<b>Depreciation Structure</b> Responsibility Center		<b>Depreciation Method</b> Straight Line		<b>Salvage Value</b> [Empty Field]
<b>Useful Life</b> [Empty Field]		<b>In Service Date</b> 07/03/2023	<b>Out-of-Service Date</b> MM/DD/YYYY	

10. Click **Save**. Verify that the following fields have been inferred from the FACLG table:

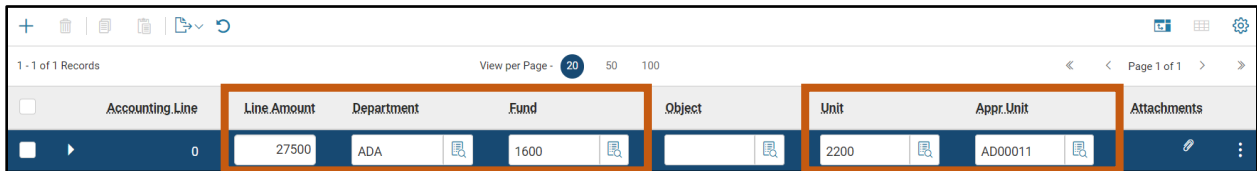
- a. Depreciation and Valuation section, Useful Life field.
- b. Classifications section, Fixed Asset Group and Fixed Asset Type fields.

11. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

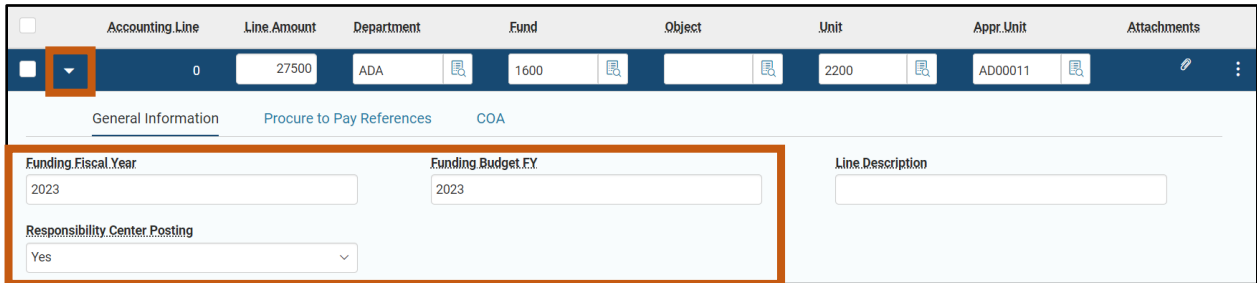
- 1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
- 2. On the blue **Accounting** line:

- a. In **Line Amount** field, enter the betterment value in a dollar amount. In this scenario, enter *27,500*.
- b. In **Department** field, enter the user’s department 3-digit code.
- c. In **Fund** field, enter the user’s department fund number.
- d. In **Unit** field, enter the user’s department unit number.
- e. In **Appr Unit** field, enter the user’s department appropriation unit number.



Accounting.Line	Line.Amount	Department	Fund	Object	Unit	Appr.Unit	Attachments
0	27500	ADA	1600		2200	AD00011	

3. Click the **Expand** caret on the blue Accounting line.
4. In the **General Information** section:
  - a. In **Funding Fiscal Year** field, enter the current fiscal year.
  - b. In **Funding Budget FY** field, enter the current budget fiscal year.
  - c. In the **Responsibility Center Posting** field, select either Yes or No from the drop down list depending on whether the user wants AZ360 to record whom is responsible for the asset in an accounting sense. In this scenario, select **Yes**.



General Information		Procure to Pay References	COA
Funding Fiscal Year	2023	Funding Budget FY	2023
Responsibility Center Posting	Yes	Line Description	

5. Click **Validate** to check for errors. If errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message displays in the upper left corner of the screen: **Transaction validated successfully**.

Verify the updated value of the fixed asset.

1. Click the **Header** tab.
2. Click the **General Information** section.

- a. Observe that the Transaction Total and Final Asset Value fields were updated by the betterment.

General Information

Record Date: MM/DD/YYYY | Budget.FY: 2023 | Fiscal Year: 2023 | Period:

Transaction Description: Adding Security Package to Prisoner Transportation Bus

Fixed Asset Number: AD0000010

Generate Fixed Asset Number | Prefix:


Fixed Asset Description: Prisoner Transport Bus

<b>Transaction Total</b> \$27,500.00	<b>Final Asset Value</b> \$277,500.00	<b>Event Type</b> FA02
---	--	---------------------------


- 3. Click **Submit** to submit the transaction for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Transaction submitted successfully - Pending Approval.**

Once the FA transaction is approved and is in Final phase, navigate to the FARCOMP table and verify that the asset information is appropriately updated, then return to the Home Page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **FARCOMP**.
4. In the drop down menu that generates, select **FARCOMP Fixed Asset Registry Component**. The Fixed Asset Registry Component table will generate.

 FARCOMP

- ALL All
- Transaction
- Inquiry
- Reference
- Page Code

 FARCOMP | FARCOMP Fixed Asset Registry Component

- In the **Fixed Asset Number** field, enter the fixed asset number for the asset. In this scenario, enter *AD0000010*.
- Click **Apply**.

Filters

Fixed Asset Number AD0000010	Fixed Asset Component Number <input type="text"/>	Asset System Number <input type="text"/>
Asset System Description <input type="text"/>	Fixed Asset Type <input type="text"/>	Asset Group <input type="text"/>
Commodity Code <input type="text"/>	Location <input type="text"/>	Tag Number <input type="text"/>
Serial Number <input type="text"/>	<input type="button" value="Apply"/> <input type="button" value="Reset"/>	

[Show More](#)

- Observe the results that populate in the grid at the bottom of the page. Note that both fixed asset components are listed; one for the prisoner transport bus and the other for the security package. Click to blue Expand carets on the Component lines to see additional details.

	Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
<input type="checkbox"/>	AD0000010	01	99999	\$250,000.00
<input type="checkbox"/>	AD0000010	02	99999	\$27,500.00

- Click **Home** icon to return to the home page.

## Simple Modification

When a department needs to modify non-accounting attributes on a fixed asset, users must create an FM transaction in AZ360.

The FM transaction may be used to record changes in an existing asset, including:

- Asset classification details (Fixed Asset Catalog, Fixed Asset Group), but only if it is within the same asset type.
- Asset depreciation details (Useful Life, In Service Date, Salvage Value, Depreciation Method, Depreciation Structure, Recalculate from Beginning).
- Valuation Details (Summary Valuation Date, Valuation Amount, Closing Costs).
- Location (Location, Sub Location, and Complex / Building).
- General Information (Commodity Code, Units, Surface Area, Manufacturer, Model Number, Plat Number, Serial Number, Tag Number, and Descriptions).
- Acquisition Details (Acquisition Date, Acquisition Method, Purchasing Authority, Memo Disposal Value, Vendor, Replacement Date).

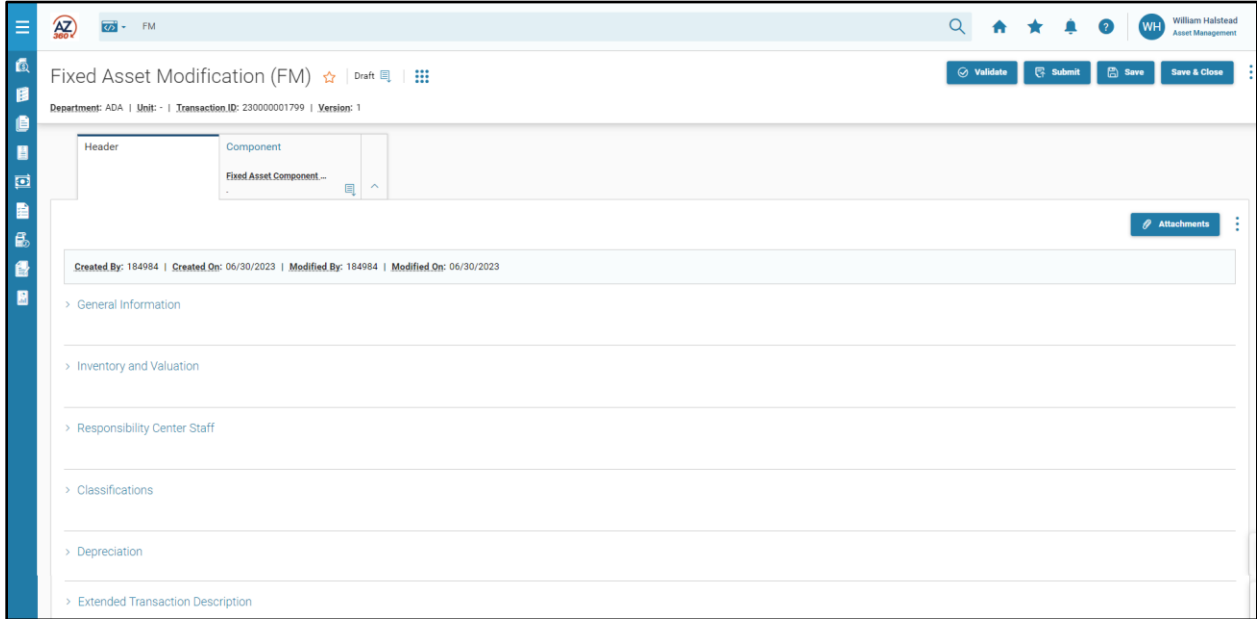
## Fixed Asset Modification (FM) Transaction Tabs

The FM transaction contains two tabs:

- Header
- Component

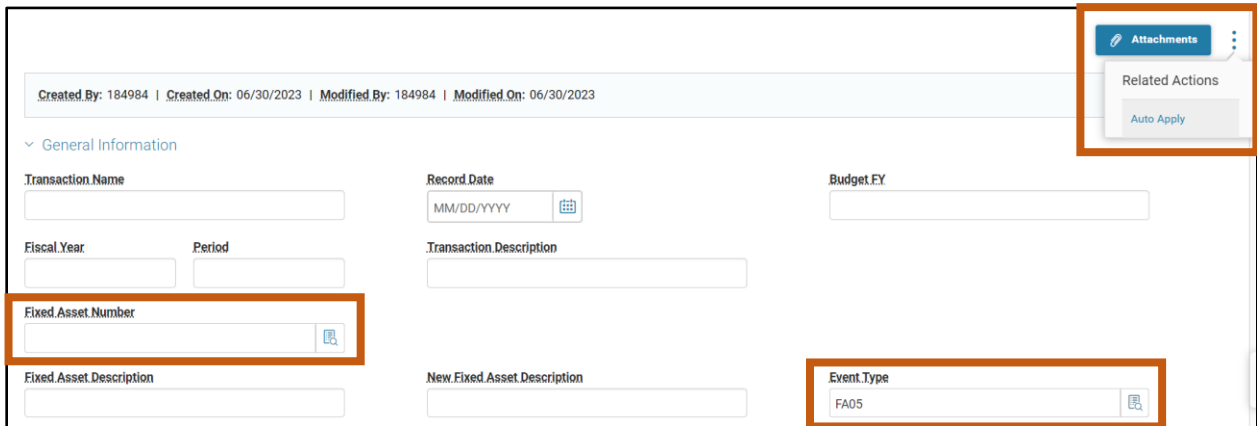
### FM Header Tab

The Header lists general information about the transaction as well as information that applies to the asset as a whole versus the individual sections of the asset.



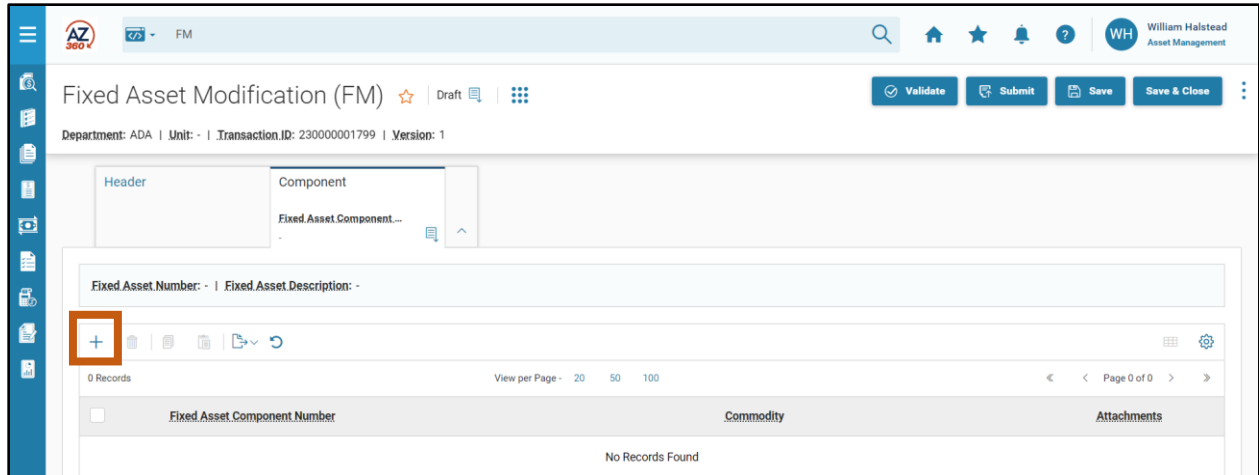
### Header – General Information Section

The default event type for the FM transaction is FA05 (Modify Fixed Asset Non-Accounting Attributes). Once a user enters the fixed asset number and selects Auto Apply via the Row 3-dot menu, Related Actions, the existing component information for the asset is inferred into the FM transaction.

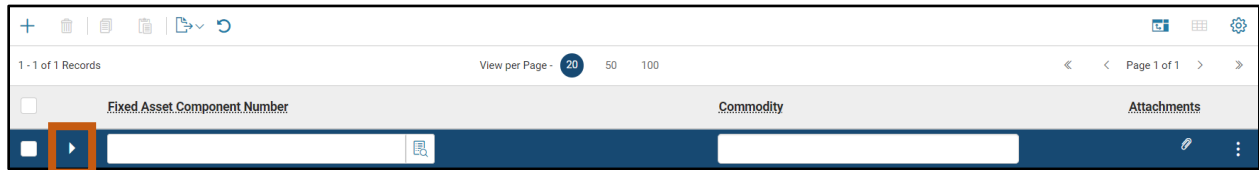


### FM Component Tab

The Component tab lists specific attributes of each asset component. Components may be added during the life of the asset. To insert a new Component line, select the “+” icon in the tab level actions section. A blue Component line then generates.

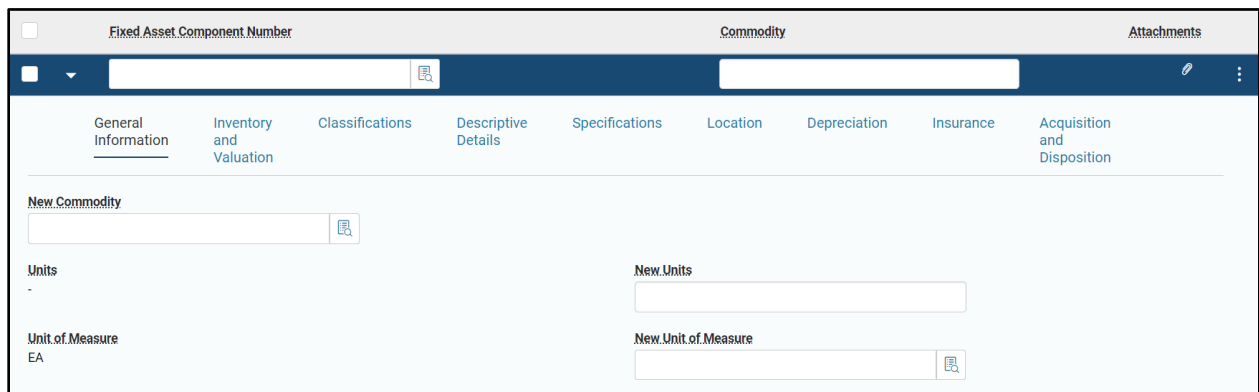


The blue Component line contains the Fixed Asset Component Number and Commodity fields. To view additional component information, click the Expand caret on the Component line.



*Component – General Information Section*

On the Component tab, General Information section, information for the component (e.g., Units, Unit of Measure, and descriptive fields) are inferred. Additional component information (e.g., Base Asset status, Tag Number) is inferred on the Classifications and Descriptive Details sections respectively. After a user modifies the non-accounting attributes that need to be changed, the FM transaction may be validated and submitted.



Modify an Asset’s Location with an FM Transaction 

*Scenario 2.*

The location of an agency’s Harley-Davidson motorcycle needs to be updated. Create an FM transaction to update the Location and Sub Location field information for the fixed asset number associated with this asset. When complete, navigation to the FARCOMP table to view the updated asset details.

Log in to the AZ360 **Home Page**. Create an FM transaction.

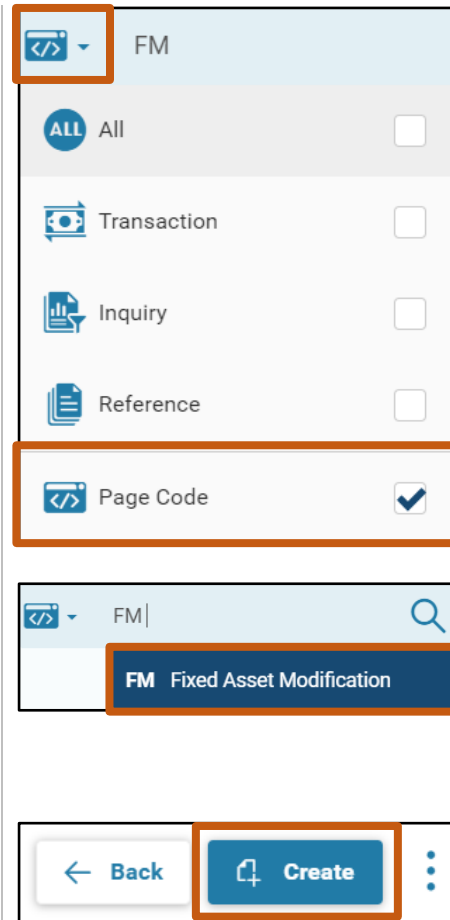
1. Click the **Expand** caret next to the **Global Search** field.

2. Select the **Page Code** option.

3. In the **Global Search** field, enter *FM*.

4. In the drop down menu that generates, select **FM Fixed Asset Modification**. The FM Financial Transaction page will generate.

5. Click the **Create** button.



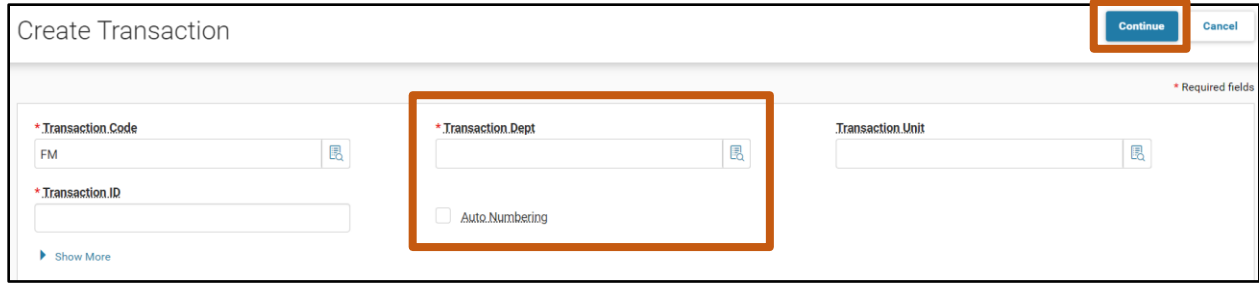
The screenshot shows the AZ360 interface. At the top, there is a search bar with a dropdown arrow and the text 'FM'. Below this is a list of options: 'ALL All', 'Transaction', 'Inquiry', and 'Reference'. The 'Page Code' option is selected, indicated by a checkmark. Below the list, there is a search bar with the text 'FM|' and a search icon. A dropdown menu is open, showing 'FM Fixed Asset Modification' as the selected option. At the bottom, there is a navigation bar with a 'Back' button and a 'Create' button, which is highlighted with an orange box.

6. In the **Transaction Dept** field, enter the user’s department 3-digit code.

7. Select **Auto Numbering** check box.

8. Click **Continue**.





Create Transaction Continue Cancel

\* Required fields

\*Transaction.Code: FM

\*Transaction.Dept: [Empty]

Transaction.Unit: [Empty]

\*Transaction.ID: [Empty]

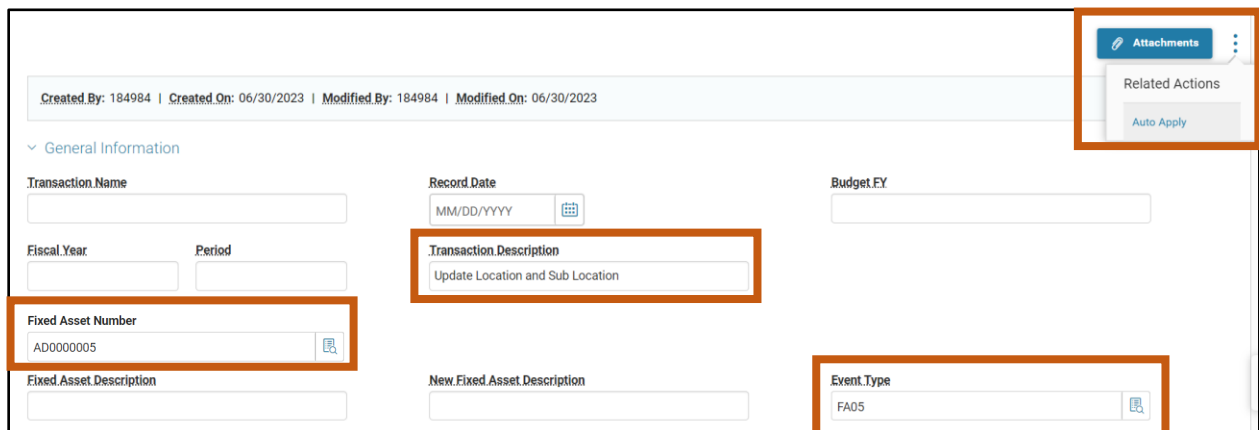
Auto.Numbering

Show More

9. A new FM transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter the reason for the FM transaction. In this scenario, enter *Update Location and Sub Location*.
  - b. In the **Fixed Asset Number** field, enter the user's department fixed asset number for the motorcycle. In this scenario, enter *AD0000005*.
  - c. In the **Event Type** field, enter *FA05* (Modify Fixed Asset Non-Accounting Attributes). This is the default value.
  - d. Click the row **3-dot** menu, and under **Related Actions**, click the **Auto Apply** button.



Created By: 184984 | Created On: 06/30/2023 | Modified By: 184984 | Modified On: 06/30/2023

General Information

Transaction.Name: [Empty]

Record.Date: MM/DD/YYYY

Budget.EY: [Empty]

Fiscal.Year: [Empty] Period: [Empty]

Transaction.Description: Update Location and Sub Location

Fixed Asset Number: AD0000005

Fixed.Asset.Description: [Empty]

New.Fixed.Asset.Description: [Empty]

Event.Type: FA05

Attachments

Related Actions

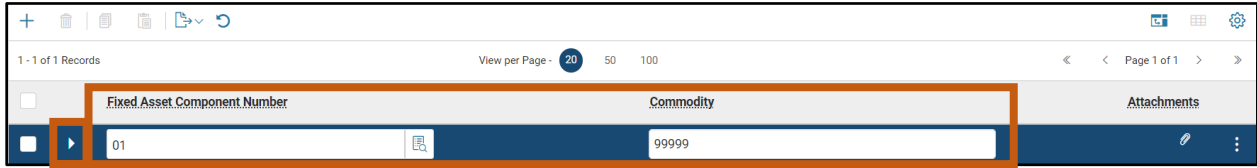
Auto Apply

2. Click on the **Component** tab.

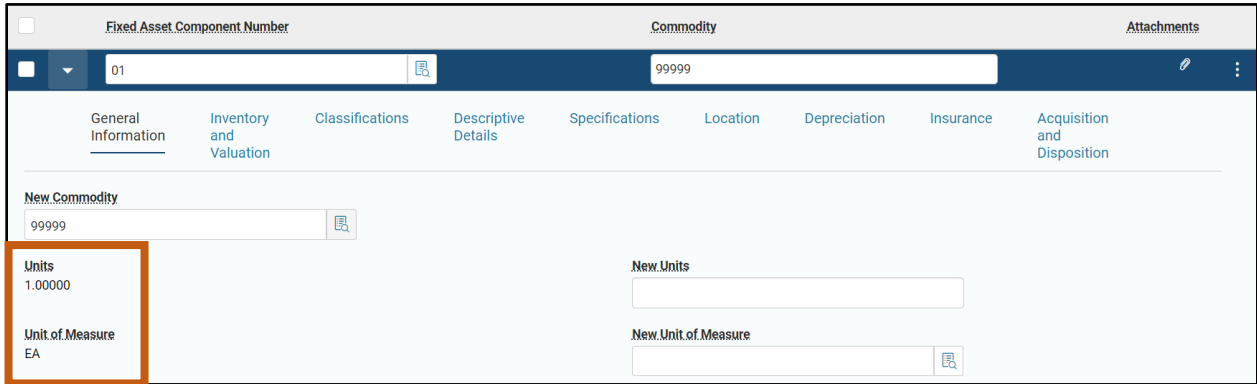
Complete the **Component** tab of the transaction.

1. Verify that the Fixed Asset Component Number and Commodity fields have inferred from the fixed asset number that was entered on the Header tab in the previous step.

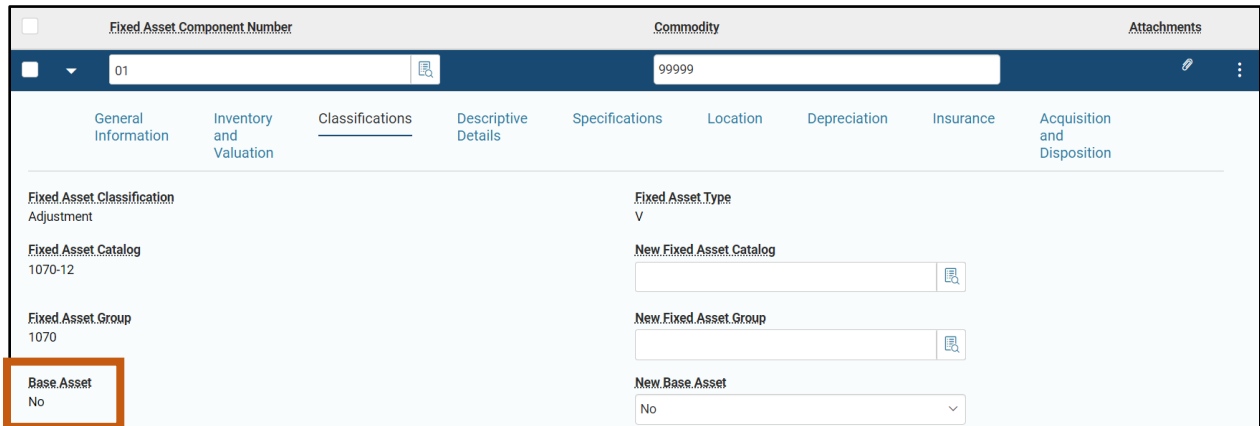
2. Click the **Expand** caret on the blue Component line.



3. In the **General Information** section, verify that the Units and Unit of Measure fields have inferred.

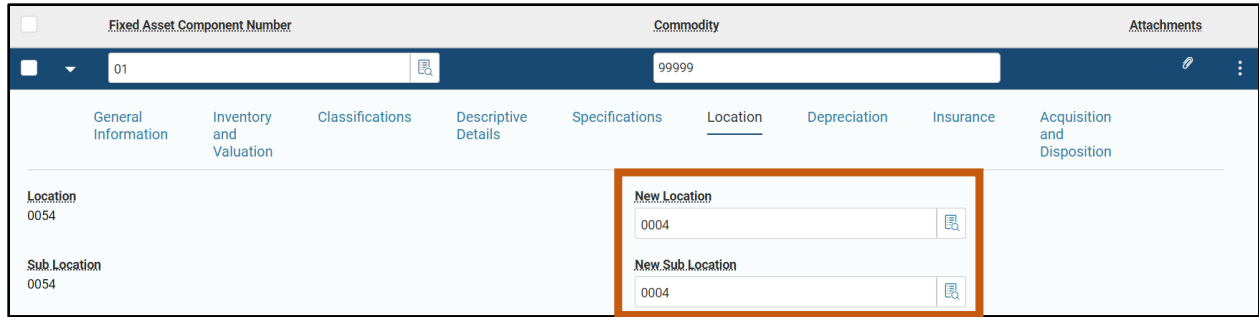


4. In the **Classifications** section, verify that the Base Asset field value has inferred.



5. In the **Location** section:

- a. In the **New Location** field, enter the user’s department new location code for the asset.
- b. In the **New Sub Location** field, enter the user’s department new sub location code for the asset.



Fixed Asset Component Number: 01  
Commodity: 99999

Location: 0054  
Sub.Location: 0054

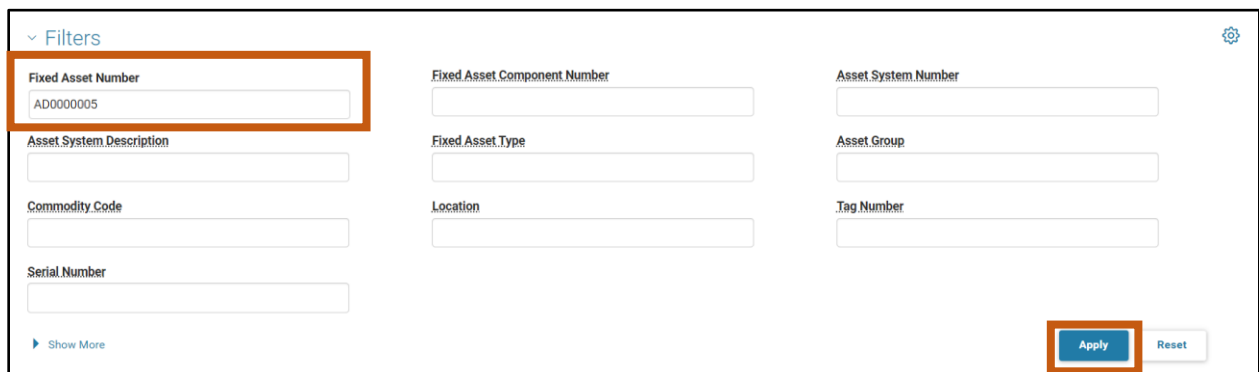
New Location: 0004  
New Sub.Location: 0004

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**

Once the FM transaction is approved and is in Final phase, navigate to the FARCOMP table and verify that the asset information is appropriately updated, then return to the Home Page.

1. Complete the step from the “Create an FA Transaction to Better an Asset” scenario to navigate to the FARCOMP table.
2. In the **Fixed Asset Number** field, enter the fixed asset number for the asset. In this scenario, enter *AD0000005*.
3. Click **Apply**.



Filters

Fixed Asset Number: AD0000005  
Fixed Asset Component Number:   
Asset System Number:   
Asset System Description:   
Fixed Asset Type:   
Asset Group:   
Commodity Code:   
Location:   
Tag Number:   
Serial Number:   
Show More   
Apply   
Reset

4. Click the **Expand** caret on the blue Fixed Asset line.
5. Click the **Location** section.
6. Observe that the updated Location and Sub Locations values now appear.



Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
AD0000005	01	99999	\$6,500.00

Location	Sub Location	Complex./Building	Floor
0004 CG-1-0011040 1740 W Adams St Phoenix AZ 85007 MAR	0004		-

7. Click **Home** icon to return to the home page.

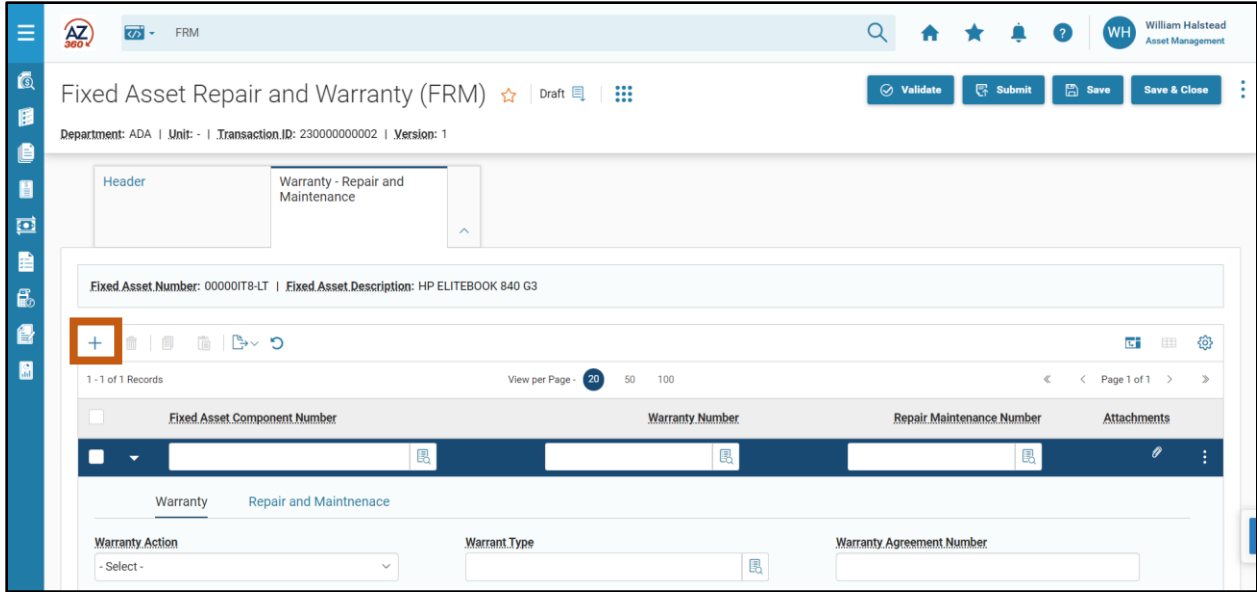
## Capture Warranty, Labor and Material Costs

A department may capture labor and maintenance costs associated with asset repair, maintenance and warranty information. When the need to modify an asset that is not a fleet asset, a department user can use the Fixed Asset Repair and Warranty (FRM) transaction. The default event type for the FRM transaction is FA15 (Repair and Warranty Fixed Asset).

The repair and maintenance costs of the asset are recorded at the FRM transaction’s Warranty - Repair and Maintenance tab. To record these costs, insert a new Warranty line by selecting the “+” icon in the tab level actions section. A blue Warranty line then generates. This tab consists of the following sections:

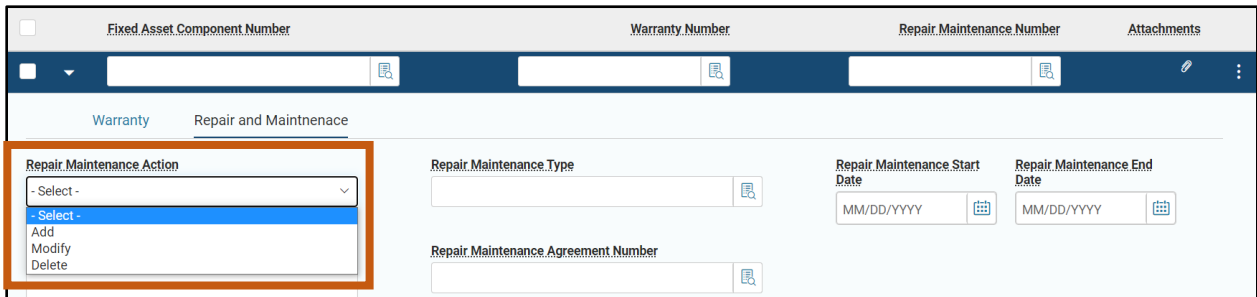
- Warranty blue line– Contains the Component Number, Warranty Number and Repair Maintenance Number fields.
- Warranty section – Facilitates adding and updating the warranty information on the FAWR table.
- Repair & Maintenance section – Facilitates recording the repair and maintenance information for the FA component. On submission of the FRM transaction to Final phase, the fields in this section will insert, update, or delete a record on the Fixed Asset Repair & Maintenance (FARM) table.

The FRM transaction goes through a single level of approval within the department before updating to Final phase.



Repair and maintenance codes are setup and maintained by users with security authorization on the FA Repair & Maintenance Type (FARTYP) table.

The value in the Repair and Maintenance Action field, which is in the Repair & Maintenance section, determines whether new records are added to the FARM table or existing records are modified or deleted.



### Capture Labor & Material Costs for Repairs and Maintenance Using an FRM Transaction



#### Scenario 3.

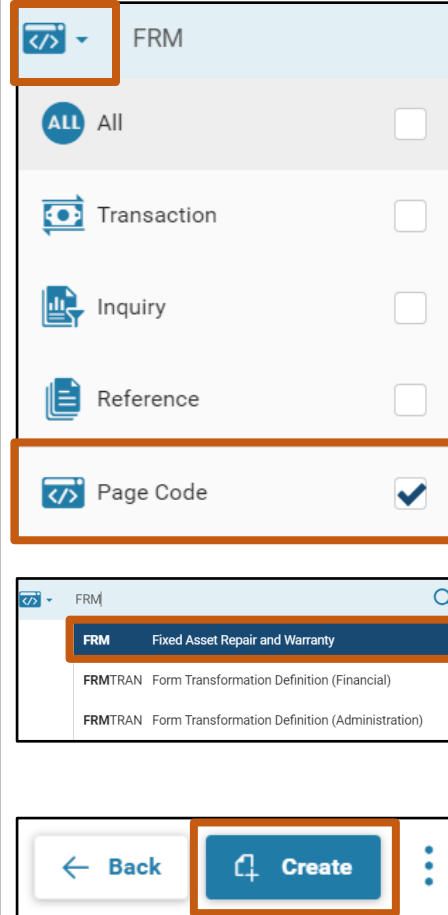
An agency wants to start tracking the labor and repair costs for its prisoner transportation bus. Create an FRM transaction to track the labor and repair for this asset and access the FAWR and FARM tables to view the updates.

Labor and Repair Costs = \$700.00

- Labor = \$575.00
- Material = \$125.00

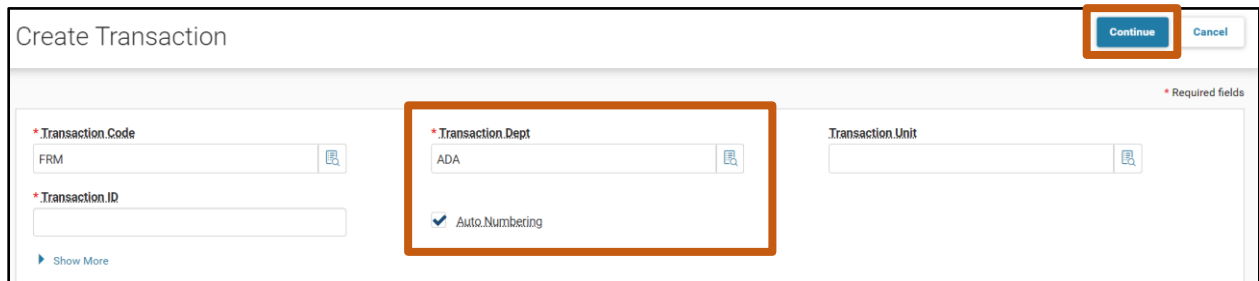
Log in to the AZ360 **Home Page**. Create an FRM transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FRM*.
4. In the drop down menu that generates, select **FRM Fixed Asset Repair and Warranty**. The FRM Financial Transaction page will generate.
5. Click the **Create** button.



The screenshot shows a search interface for 'FRM'. At the top, there is a dropdown menu with 'FRM' selected. Below it, there are four filter options: 'ALL', 'Transaction', 'Inquiry', and 'Reference', each with an unchecked checkbox. Below these is the 'Page Code' option, which is checked. A search results dropdown is open, showing 'FRM Fixed Asset Repair and Warranty' as the selected item, with two other options: 'FRMTRAN Form Transformation Definition (Financial)' and 'FRMTRAN Form Transformation Definition (Administration)'. At the bottom, there are three buttons: 'Back', 'Create', and a three-dot menu icon. The 'Create' button is highlighted.

6. In the **Transaction Dept** field, enter the user’s department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.



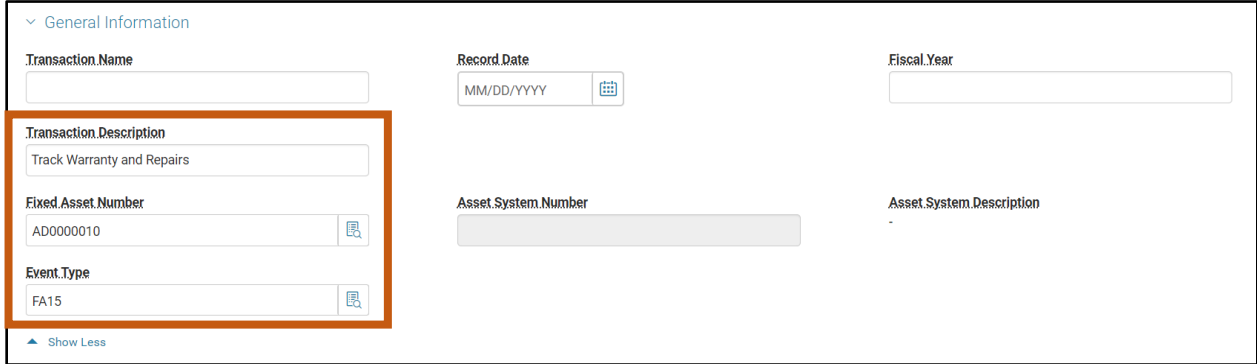
The screenshot shows the 'Create Transaction' form. At the top right, there are 'Continue' and 'Cancel' buttons. The form has several fields: '\* Transaction Code' (with 'FRM' entered), '\* Transaction Dept' (with 'ADA' entered and highlighted), and 'Transaction Unit'. Below the 'Transaction Dept' field, there is a checked checkbox for 'Auto Numbering'. There is also a 'Show More' link at the bottom left. A red asterisk indicates required fields.

9. A new FRM transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:

- a. In the **Transaction Description** field, enter the reason for the FRM transaction. In this scenario, enter *Track Warranty and Repairs*.
- b. In the **Fixed Asset Number** field, enter the user’s department fixed asset number for the prisoner transportation bus. In this scenario, enter *AD0000010*.
- c. In the **Event Type** field, enter *FA15* (Repair and Warranty Fixed Asset). This is the default value.



The screenshot shows a 'General Information' form with the following fields:

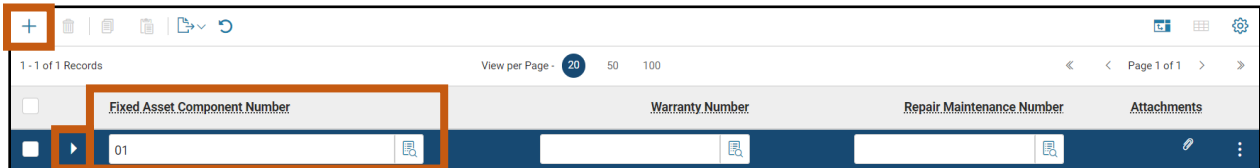
- Transaction Name**: (Empty)
- Record Date**: MM/DD/YYYY (Calendar icon)
- Fiscal Year**: (Empty)
- Transaction Description**: Track Warranty and Repairs (Highlighted with a red box)
- Fixed Asset Number**: AD0000010 (Lookup icon) (Highlighted with a red box)
- Asset System Number**: (Empty)
- Asset System Description**: -
- Event Type**: FA15 (Lookup icon) (Highlighted with a red box)

At the bottom left, there is a 'Show Less' link with an upward arrow.

2. Click the **Warranty - Repair and Maintenance** tab.

Complete the **Warranty - Repair and Maintenance** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Warranty line.
1. On the blue Warranty line, in the **Fixed Asset Component Number** field, select the user’s department component number for the asset component having labor and repairs applied. In this scenario, enter *01*.
2. Click the **Expand** caret on the blue Warranty line.



The screenshot shows a table with the following columns: Fixed Asset Component Number, Warranty Number, Repair Maintenance Number, and Attachments. The first row has the value '01' in the Fixed Asset Component Number field. A red box highlights the '+' icon in the top left corner and the '01' entry in the table.

3. In the **Repair and Maintenance** section:

- a. In the **Repair and Maintenance Action** field, select the action related to the labor and repair of the asset from the drop down menu. In this scenario, select **Add**.
- b. In the **Repair & Maintenance Type** field, select the type of labor and repair performed on the asset from the pick list. In this scenario, select **EMERG REPAIR-EXT** (External Emergency Repair).

- c. In the **Start Date of Repair & Maintenance** field, enter the date the labor and repair was started on the asset.
- d. In the **End Date of Repair & Maintenance** field, enter the date the labor and repair was completed on the asset.
- e. In the **Labor Costs** field, enter the labor portion of the asset’s labor and repair costs. In this scenario, enter 575.
- f. In the **Material Costs** field, enter the material portion of the asset’s labor and repair costs. In this scenario, enter 125.
- g. In the **Repair Maintenance Vendor Code** field, enter the code for the vendor performing the labor and repair on the asset. In this scenario, enter IV000002556.

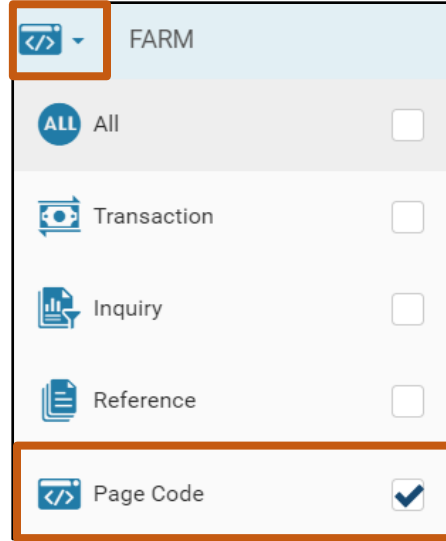
Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**

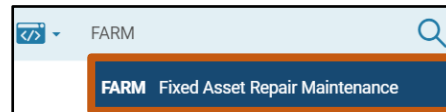
Once the FRM transaction is approved and is in Final phase, navigate to the FARM table and verify the repair and maintenance costs are appropriately recorded, then return to the Home Page.



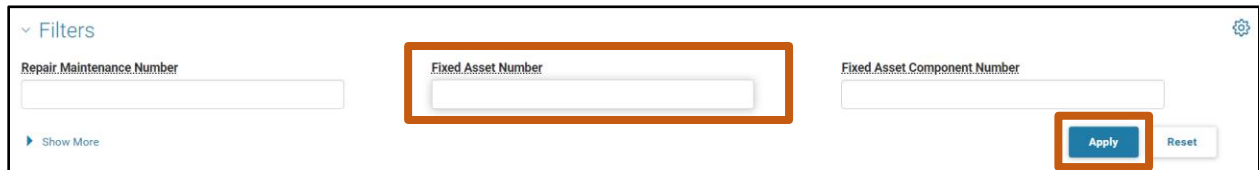
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FARM*.



4. In the drop down menu that generates, select **FARM Fixed Asset Repair Maintenance**. The Fixed Asset Repair Maintenance table will generate.



5. In the **Fixed Asset Number** field, enter the fixed asset number for the asset being repaired. In this scenario, enter *AD0000010*.
6. Click **Apply**.



7. In the Asset line that generates, click the **Expand** caret.
8. Click the **Repair Maintenance Details** tab. Observe the following repair details appear that were entered previously on the FRM transaction:
  - Repair and Maintenance Type
  - Repair and Maintenance Name
  - Start Date
  - End Date
  - Labor Cost
  - Material Cost
  - Total Cost



Repair Maintenance Number	Fixed Asset Number	Fixed Asset Component Number	Transaction
2132	AD0000010	01	FRM-ADA-230000000002-1
<p>General Information    Repair Maintenance Details    Vendor</p>			
Repair Maintenance Type EMERG REPAIR-EXT	Repair Maintenance Name External Emergency Repair	Start Date 07/05/2023	End Date 07/05/2023
Warranty Agreement Number -	Performed By -	Repair Maintenance Description	
Inspected By -	Inspection Date -	Labor Costs \$575.00	Materials Costs \$125.00
Other Costs -	Total Cost \$700.00		
<a href="#">Show Less</a>			

9. Click **Home** icon to return to the home page.

## Modify Asset Value

When users need to record accounting adjustments (increases or decreases) to an existing asset’s accounting lines in AZ360, they process the adjustment using the Fixed Asset Increase/Decrease (FI) transaction. Adjustments may be necessary to account for additional expenditures, accounting adjustments, or accounting reclassifications related to the expense recorded for a specific asset. Such adjustments may be entered using the FI transaction code. Any existing line may be increased or decreased by entering a positive or negative dollar amount. New lines may be introduced and existing lines decreased to zero.

An FI transaction can be used only to increase or decrease the value of the asset and will not record the increase or decrease of the quantity to change any other value of the asset. Finally, users cannot decrease an asset below the established FACC minimum for its asset type or its accumulated depreciation. The following main events occur when processing an FI transaction:

- If a new accounting line is added, then FI transaction adds the new accounting line to the FARACTG table.
- If an existing accounting line is changed (increased or decreased), the historical cost or net book value on the existing lines of the FARACTG table are updated accordingly.
- The historical cost on the FARHDR and FARCOMP are also updated accordingly.
- When the value of an asset that was already depreciated is increased or decreased, a record is inserted to the DEPEC table with the new historical cost.
- Records are inserted to the JFACJ journal.
- Records are inserted to the JFAAJ journal.
- FI transactions cannot be processed for a fully disposed asset.

Many fields are protected and not editable on an FI transaction. Only those fields used to create and record the increase or decrease postings are editable. All others are completed using the Auto Apply button accessed via the Row 3-dot menu, under Related Actions. Auto Apply brings information into the transaction from the fixed asset registry tables.

## Fixed Asset Increase / Decrease (FI) Transaction Tabs

The FI transaction contains four tabs:

- Header
- Component



- Accounting
- Posting

### FI Header Tab

The default event type for the FI transaction is FA07 (Change Value of Fixed Asset). Once a user enters the fixed asset number and selects Auto Apply, the existing component information for the asset is inferred into the FI transaction from the Fixed Asset Registry tables.

### FI Component Tab

The Component tab lists specific attributes of each asset component. Only the component number can be changed on this transaction in the case a user wishes to specify a specific component to change in value instead of all components. All other fields are protected on this transaction.

### FI Accounting Tab

Enter a positive or negative dollar amount in the Line Amount field to increase or decrease an existing line. Alternatively, a user can insert a new Accounting line for the component using the “+” icon in the tab level actions section, along with the appropriate dollar amount in the Line Amount field. The FI transaction can then be validated and submitted.

### FI Posting Tab

Represents the postings for each Accounting line. Posting lines can be reviewed after validation, but are only updated to budgets and ledgers once the transaction is submitted to Final phase.

## Create an FI Transaction

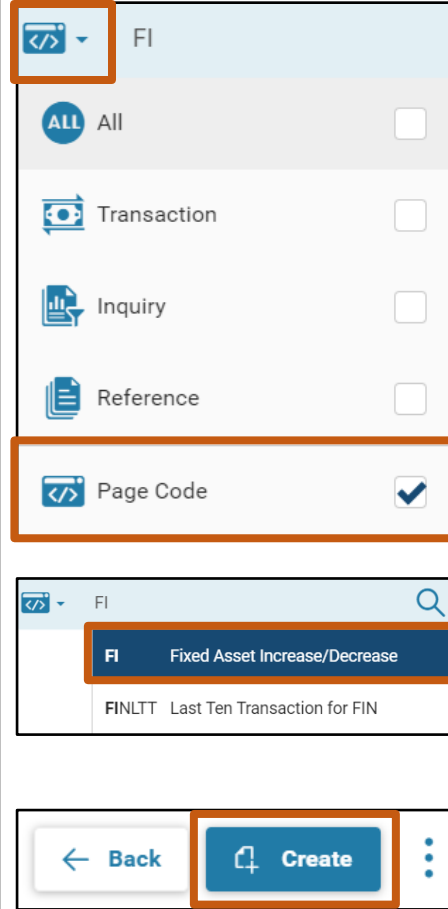


### *Scenario 4.*

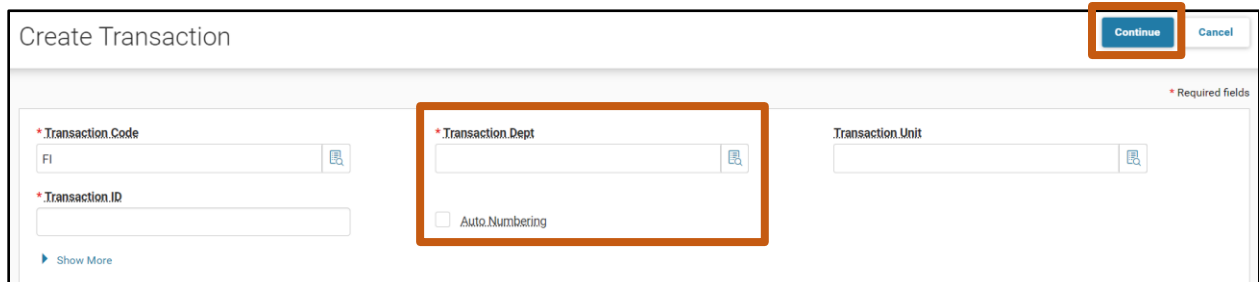
A user realizes an incorrect purchase price was entered for one of the agency’s Harley-Davidson motorcycles. Create an FI transaction to increase the purchase price from \$6,500 to \$16,500 (net increase of \$10,000). When complete, navigate to the Fixed Asset Registry tables to view the updated purchase price.

Log in to the AZ360 **Home Page**. Create an FI transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FI*.
4. In the drop down menu that generates, select **FI Fixed Asset Increase/Decrease**. The FI Financial Transaction page will generate.
5. Click the **Create** button.



6. In the **Transaction Department** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.

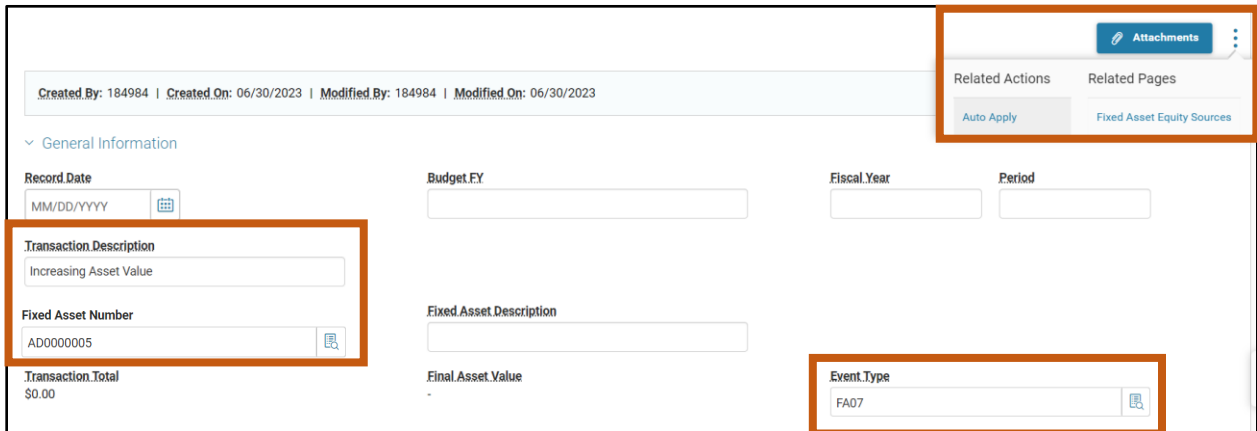


9. A new FI transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:

- a. In the **Transaction Description** field, enter a reason for the FI transaction. In this scenario, enter *Increasing Asset Value*.
- b. In the **Fixed Asset Number** field, enter the user’s department fixed asset number for the purchased motorcycle. In this scenario, enter *AD0000005*.
- c. In the **Event Type** field, enter *FA07* (Increase/Decrease value of a Fixed Asset). This is the default value.
- d. On the **Row 3-dot** menu, under **Related Actions**, click the **Auto Apply** button.



Created By: 184984 | Created On: 06/30/2023 | Modified By: 184984 | Modified On: 06/30/2023

General Information

Record Date: MM/DD/YYYY

Budget FY:

Fiscal Year:

Period:

Transaction Description:

Fixed Asset Number:

Fixed Asset Description:

Transaction Total: \$0.00

Final Asset Value: -

Event Type:

Related Actions: Auto Apply

Related Pages: Fixed Asset Equity Sources

2. In the **Responsibility Center** section:

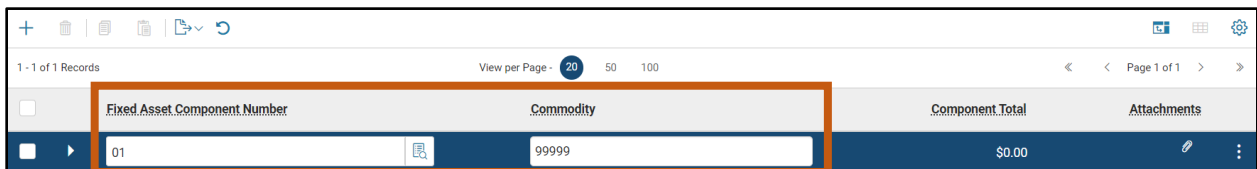
- a. Verify that the asset COA elements have been inferred.



Responsibility Center	
Fund	Sub.Fund
1600	-
Department	Appr.Unit
ADA	AD00011
Unit	Sub.Unit
2200	-
Object	-
Activity	Sub.Activity
-	-
<a href="#">Show More</a>	

3. Click the **Component** tab.

- a. Verify on the blue Component line that the Fixed Asset Component Number and Commodity fields have inferred.



Fixed Asset Component Number	Commodity	Component Total	Attachments
01	99999	\$0.00	

4. Click on the **Expand** caret on the blue Component line.

5. In the Component General Information section, verify that that values associated with the component number have generated.

Fixed Asset Component Number	Commodity	Component Total	Attachments
01	99999	\$0.00	

Component General Information

Units 1.00000	Unit of Measure EA
Component Extended Description	Final Component Value \$6,500.00

*Note: The fields associated with the component number are inferred and cannot be modified.*

6. Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. On the blue **Accounting** line, in the **Line Amount** field, enter the amount of the increase in the asset purchase price. In this scenario, enter **10,000**.

Accounting Line	Line Amount	Department	Function	Fund	Sub.Fund	Budget.EY	Appr.Unit	Unit
1	10000	ADA		1600			AD00011	2200

*Note: When decreasing an asset purchase price, use a negative (-) sign before the dollar value.*

2. Click on the **Expand** caret on the blue Accounting line.
3. Click on the various tabs on the Accounting tab to verify values associated with the component number generated.

Accounting Line	Line Amount	Department	Function	Fund	Sub.Fund	Budget.EY	Appr.Unit	Unit
1	10000	ADA		1600			AD00011	2200

General Information    COA    Procure to Pay References

Funding Fiscal Year 2023	Funding Budget.EY 2023	Line Description
Responsibility Center Posting Yes	Fiscal Year	Period
		Debt ID

*Note: The fields associated with the component number are inferred and cannot be modified.*

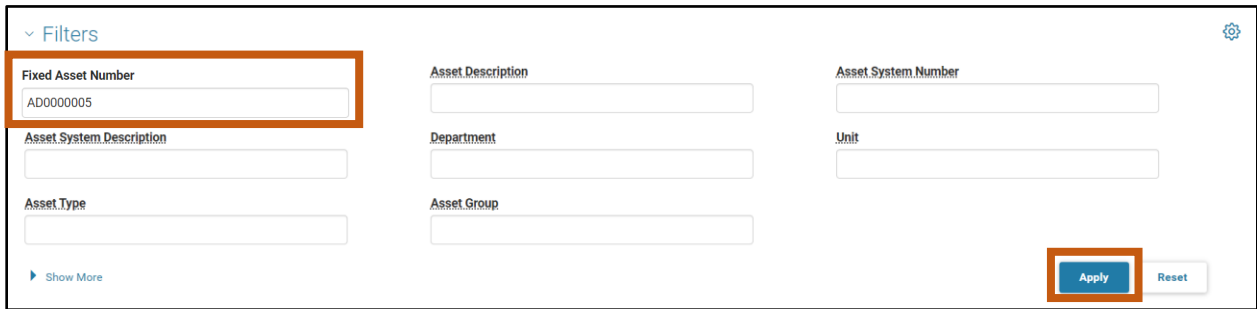
Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**

2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**

Once the FI transaction has been approved and is in Final phase, navigate to the Fixed Asset Registry tables to view updates, and then return to the Home Page.

1. Complete the steps from the “Navigate to the Fixed Asset Registry Tables” scenario to generate the FARHDR table.
2. In the **Fixed Asset Number** field, enter *AD0000005*.
3. Click **Apply**.



Filters

Fixed Asset Number: AD0000005

Asset System Number: [Empty]

Asset System Description: [Empty]

Department: [Empty]

Asset Type: [Empty]

Asset Group: [Empty]

Unit: [Empty]

Show More

Apply Reset

4. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe that the Summary Asset Value, Historic Asset Cost and Summary Net Book Value fields have been updated.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value	Asset Type	Disposition Date
AD0000005	2010 Harley Davidson motorcycle	ADA	2200	\$16,500.00	-	-

General Information	Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Depreciation
Historic Asset Cost \$16,500.00	Summary Accumulated Depreciation \$0.00	Summary Net Book Value \$16,500.00	Summary Closing Costs \$0.00	Summary Salvage Value \$1,650.00	Summary Selling Price \$0.00
		Summary Valuation Amount \$0.00			

5. Complete the steps from the “Manually Create a FA Transaction” scenario to generate the FARCOMP page.
6. In the Asset line that generates, verify that Component tab details have updated. Additional component details can be viewed by clicking the Expand caret.

Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
AD0000005	01	99999	\$16,500.00

General Information	Classifications	Location	Descriptive Details	Specifications	Acquisition	Depreciation	Valuation and Reorganization	Disposition
Accumulated Depreciation \$0.00	Net Book Value \$16,500.00	Historic Asset Cost \$16,500.00	Closing Costs \$0.00					



- Complete the steps from the “Manually Create a FA Transaction” scenario to generate the FARACTG page.
- In the Asset line that generates, verify that Accounting section details have updated. Additional accounting details can be viewed by clicking the **Expand** caret.

Fixed Asset Number	Component Number	Line Amount
AD000005	01	\$16,500.00
<p>General Information   COA   Procure to Pay References</p>		
Accumulated Depreciation \$0.00	Net Book Value \$16,500.00	Selling Price \$0.00
Historic Asset Cost \$16,500.00		
<a href="#">Show More</a>		

- Click **Home** icon to return to the home page.

## Fixed Asset Cancellation (FC) Transaction

When an asset record is mistakenly entered into AZ360, a department can delete the unnecessary asset record using the Fixed Asset Cancellation (FC) transaction.

**Note: The use of an FC transaction is used rarely and should only be used as a last resort. Assets canceled after the fiscal year they were added in AZ360 will cause fixed asset reporting discrepancies.**

It is helpful to remember the following cancellation tips:

- A component has to be canceled completely. There is no partial cancellation of a component. Nor can only one accounting line of the component be canceled. If the amount on one of the accounting lines of a component has to be reduced to zero, the FI transaction may have to be used; in which case the asset entry will not be removed from the fixed asset registry tables.
- If only a component, and not a complete asset, is canceled, entries from the FARCOMP and FARACTG tables relevant to that component will be deleted. The asset number will not be available to be reused.
- If the complete asset is canceled, entries from the FARHDR, FARCOMP, and FARACTG tables will be deleted. The Asset number will be available to be reused.
- If the asset already is depreciated in the system, do not process an FC transaction on an asset for the sole purpose of adjusting the base amount for calculating depreciation. Instead, dispose of the asset with an FD transaction to properly adjust the depreciation and setup a new asset with a manual FA transaction. Another option is to process an FI transaction to change the accounting information.

### FC Header Tab

The default Event Type for the FC transaction is FA11 (Cancellation of a Fixed Asset). Once a user has entered the fixed asset number and selected Auto Apply, the existing component information for the asset is inferred into the FC transaction from the Fixed Asset Registry tables. The FC transaction Header tab also contains the Cancellation Reason section. Users should enter a reason for the cancellation of a fixed asset in the Cancellation Reason field.



### FC Component and Accounting Tabs

Since the Component and Accounting tab information is inferred from the Fixed Asset Registry tables, no additional data entry is required. The FC transaction can then be validated and submitted.

#### Cancel a Fixed Asset with an FC Transaction

##### Scenario 5.

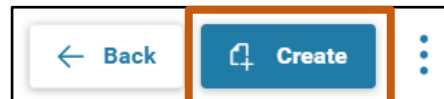
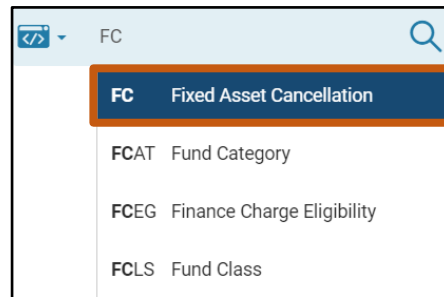
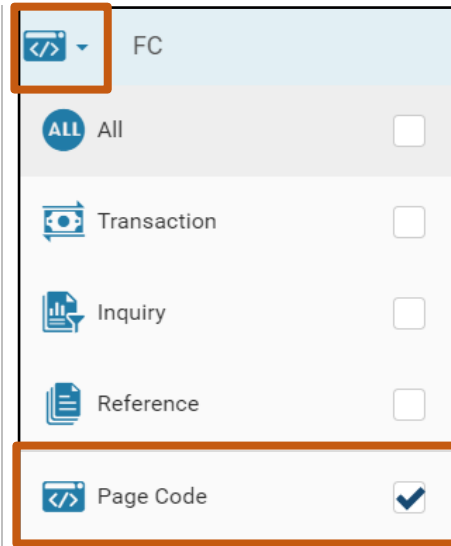
In reviewing the acquisitions for the month, a user realizes they incorrectly entered the security package on the agency’s prisoner transportation bus. Create an FC transaction to delete Component 2 as it was entered incorrectly. When complete, navigate to the FARHDR table to view the correction.

Total asset value = \$277,500

- Component 01 = \$250,000
- Component 02 = \$27,500

Log in to the AZ360 **Home Page**. Create an FC transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FC*.
4. In the drop down menu that generates, select **FC Fixed Asset Cancellation**. The FC Financial Transaction page will generate.
5. Click the **Create** button.





6. In the **Transaction Dept** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.

The screenshot shows the 'Create Transaction' form. The 'Transaction Dept' field is highlighted with an orange box, and the 'Auto Numbering' checkbox is also highlighted with an orange box. The 'Continue' button is highlighted with an orange box. The form includes fields for Transaction Code (FC), Transaction ID, Transaction Dept, and Transaction Unit. A 'Show More' link is visible at the bottom left.

9. A new FC transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter a reason for the FC transaction. In this scenario, enter *Cancel Component 02*.
  - b. In the **Fixed Asset Number** field, enter the user's department fixed asset number for the department's prisoner transportation bus. In this scenario, enter *AD0000010*.
  - c. In the **Event Type** field, enter *FA11* (Cancellation of a Fixed Asset). This is the default value.
  - d. Click the row **3-dot** menu, and under **Related Actions**, click the **Auto Apply** button.

Created By: 184984 | Created On: 07/05/2023 | Modified By: 184984 | Modified On: 07/05/2023

General Information

Record Date: MM/DD/YYYY

Budget.EY: [ ] Fiscal Year: [ ] Period: [ ]

Transaction Description: Cancel Component 02

Fixed Asset Number: AD000010

Fixed Asset Description: [ ]

Transaction Total: \$0.00

Final Accumulated Depreciation: \$0.00

Final Asset Value: -

Final Net Book Value: -

Event Type: FA11

Attachments

Related Actions

Auto Apply

2. In the **Cancellation Reason** section:

- a. In the **Cancellation Reason** field, enter a reason for the transaction. In this scenario, enter *Cancelling component as it was incorrectly added.*

Cancellation Reason

Cancellation Reason

Cancelling component as it was incorrectly added.

49/1500

3. In the **Responsibility Center** section:

- a. Verify that the asset COA elements have been inferred.

Responsibility Center

Fund	Sub.Fund
1600	-
Department	Appr. Unit
ADA	AD00011
Unit	Sub. Unit
2200	-
Object	
-	
Activity	Sub. Activity
-	-




Show More

4. Click the **Component** tab.

Complete the **Component** tab of the transaction.

1. Click on the component line for **Component 01** to select it.
2. Click on the row **3-dot** menu and select **Delete** in order to delete the line for Component 02.


**Note:** Component 01 is being selected and deleted as it does not need to be canceled. Leaving Component 02 on the FC transaction with Event Type FA11 will remove Component 02 from the fixed asset.

Fixed Asset Component Number	Commodity	Component Total	Attachments
01	99999	\$250,000.00	
02	99999	\$27,500.00	  <a href="#">Related Actions</a>

3. On the **Delete Confirmation** page, click **Yes** to permanently delete the record.

Delete Confirmation ×


**Are you sure you want to delete this record?**

 Clicking Yes will permanently delete the selected record.  
Also, any data that is unsaved will also be deleted.

Yes
No

4. Only the component line for Component 02 remains. Verify that the values associated with this component on this tab are inferred from the Fixed Asset Registry tables.

5. Click on **General Information** section and verify the values associated with the component number have inferred. This information cannot be modified.

Fixed Asset Component Number	Commodity	Component Total	Attachments
02	99999	\$27,500.00	

**General Information**


Units: 1.00000      Unit of Measure: EA

Component Extended Description

6. Click on the **Accounting** tab.

Review the **Accounting** tab for this transaction.

1. Click on the various sections on the Accounting tab to verify values associated with the component number inferred. They cannot be modified.

Accounting Line	Line Amount	Department	Function	Fund	Sub.Fund	Budget.FY	Appr.Unit	Unit	Object	Attachments
1	\$27,500.00	ADA	-	1600	-	-	AD00011	2200	-	 <span style="border: 1px solid blue; padding: 2px 5px;">Copy</span>

**General Information**      COA

Line Description	Accumulated Depreciation	Responsibility Center Posting	Fiscal Year	Period
-	\$0.00	Yes	-	-

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**



2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**

Once the FC transaction is approved and is in Final phase, navigate to FARHDR table and verify the record for the asset remains since Component 01 still exists, then return to the Home Page.

1. Complete the steps from the “Navigate to the Fixed Asset Registry Tables” scenario to generate the FARHDR table.
2. In the **Fixed Asset Number** field, enter *AD0000010*.
3. Click **Apply**.
4. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe that the Summary Asset Value, Historic Asset Cost and Summary Net Book Value fields have been updated. The Summary Asset Value reflects \$250,000, which is the value of Component 01.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value	Asset Type	Disposition Date																		
AD0000010	Prisoner Transport Bus	ADA	2200	\$250,000.00	-	-																		
<table border="1"> <thead> <tr> <th>General Information</th> <th>Responsibility Center COA</th> <th>Responsibility Center Staff</th> <th>Classifications</th> <th>Disposition and Valuation</th> <th>Depreciation</th> </tr> </thead> <tbody> <tr> <td>Historic Asset Cost \$250,000.00</td> <td>Summary Accumulated Depreciation \$0.00</td> <td></td> <td>Summary Net Book Value \$250,000.00</td> <td>Summary Closing Costs \$0.00</td> <td></td> </tr> <tr> <td>Summary Salvage Value \$25,000.00</td> <td>Summary Selling Price \$0.00</td> <td></td> <td>Summary Valuation Amount \$0.00</td> <td></td> <td></td> </tr> </tbody> </table>							General Information	Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Depreciation	Historic Asset Cost \$250,000.00	Summary Accumulated Depreciation \$0.00		Summary Net Book Value \$250,000.00	Summary Closing Costs \$0.00		Summary Salvage Value \$25,000.00	Summary Selling Price \$0.00		Summary Valuation Amount \$0.00		
General Information	Responsibility Center COA	Responsibility Center Staff	Classifications	Disposition and Valuation	Depreciation																			
Historic Asset Cost \$250,000.00	Summary Accumulated Depreciation \$0.00		Summary Net Book Value \$250,000.00	Summary Closing Costs \$0.00																				
Summary Salvage Value \$25,000.00	Summary Selling Price \$0.00		Summary Valuation Amount \$0.00																					

5. Click **Home** icon to return to the home page.

# Asset Transfers and Internal Sales

## Section Objectives

In this section, the following processes are introduced:

- Transfer an asset to a different unit using the Fixed Asset Transfer (FT) transaction.
- Review the reorganization process.
- Process an internal sale using the Fixed Asset Internal Sale (FS) transaction.

## Section Overview

This section covers how department users may transfer an existing asset to a different unit within the department, known as an intra-agency transfer, and how to process an internal sale of an existing asset.

The transfer and internal sale processes covered in this section allow the department to enter the buying and selling information in one step and on one transaction. Alternatively, the department can use a two-step approach which is comprised of the selling agency entering a Fixed Asset Disposition (FD) transaction and the buying agency entering an FA transaction. Additionally, if the asset is a capital asset, system functionality exists to allow the buying agency to copy forward the FD with an event type FA09 (Sale a Fixed Asset Internally) to create an FA transaction using event type FA27 (Acquire a Fixed Asset Internally).

**Note: The two-step process will only work if the book value of the asset is \$0.00. If there is a book value on the asset, users should contact [finoperations@azdoa.gov](mailto:finoperations@azdoa.gov) for instructions.**

## Create a Fixed Asset Transfer (FT) Transaction

A department may transfer an existing asset to a different unit within that department in AZ360. Additionally, a department may transfer an existing asset to a different fund within the department, if both funds are marked for General Capital Assets Fund posting (Fund 1300). To record this change, a user from the sending unit must create an FT transaction and provide the receiving unit's information, in the Responsibility Center COA section on the FT Header tab. The new location of the asset should also be updated on the FT Component tab. After the FT transaction is submitted, a department-level approver must approve the FT transaction, to send it to Final phase.

The FT transaction depreciation is calculated up until the reorganization date (Record Date of the FT transaction) and is charged to the sending unit's Responsibility Center.

**Note: The FT transaction depreciation is only charged to the sending unit's Responsibility Center if the asset's Depreciation Structure is set to Responsibility Center on the Component tab.**

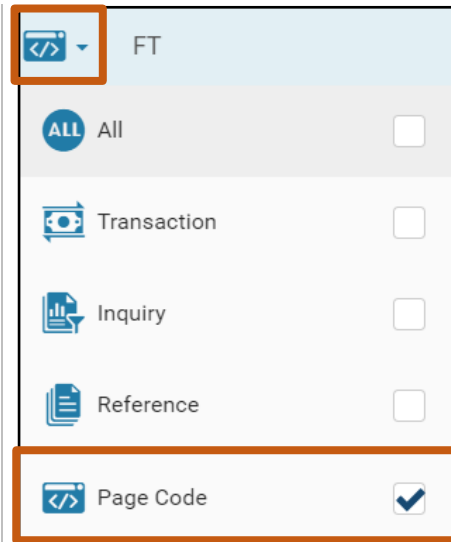
Create an Intra-Agency Transfer with an FT Transaction 

*Scenario 1.*

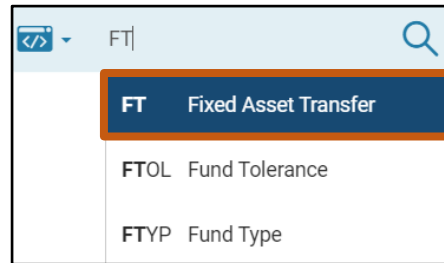
A user needs to transfer a Harley-Davidson motorcycle to a different unit and location within the same department. Create an FT transaction to record the transfer and access the JFAAJ to view the update.

Log in to the AZ360 **Home Page**. Create an FT transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FT*.
4. In the drop down menu that generates, select **FT Fixed Asset Transfer**. The FT Financial Transaction page will generate.

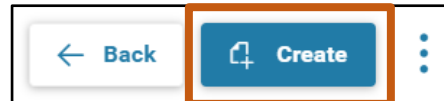


A screenshot of a dropdown menu for the 'FT' search term. The menu items are: 'ALL All' (unchecked), 'Transaction' (unchecked), 'Inquiry' (unchecked), 'Reference' (unchecked), and 'Page Code' (checked and highlighted with an orange box).



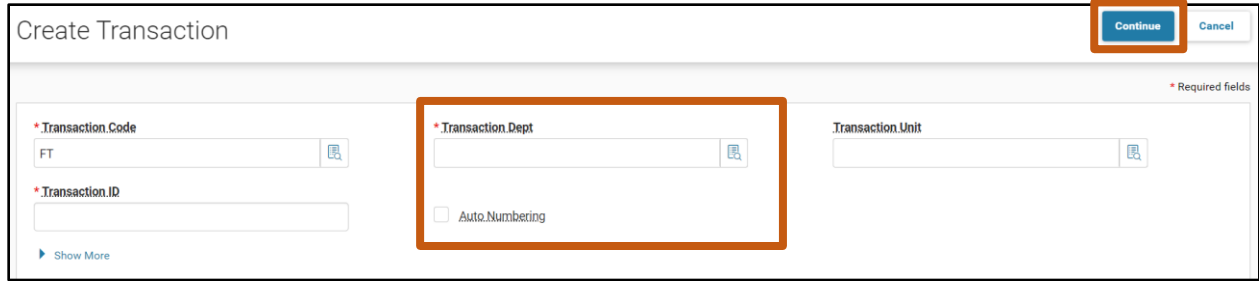
A screenshot of search results for 'FT'. The results are: 'FT Fixed Asset Transfer' (highlighted with an orange box), 'FTOL Fund Tolerance', and 'FTYP Fund Type'.

5. Click the **Create** button.



A screenshot of a navigation bar with three buttons: 'Back' (with a left arrow), 'Create' (with a plus icon and highlighted with an orange box), and a three-dot menu icon.

6. In the **Transaction Dept** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.



Create Transaction [Continue](#) [Cancel](#)

\* Required fields

\* Transaction Code: FT

\* Transaction Dept:  

Transaction Unit:  

\* Transaction ID:  

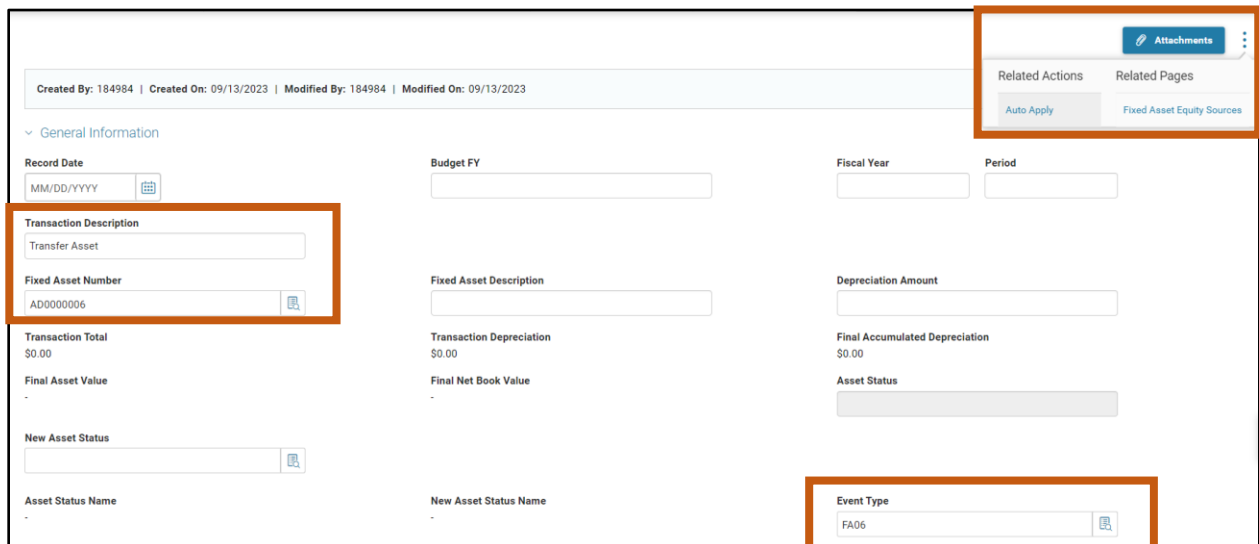
Auto Numbering

[Show More](#)

9. A new FT transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter the reason for the FT transaction. In this scenario, enter *Transfer Asset*.
  - a. In the **Fixed Asset Number** field, enter the user’s department fixed asset number for the motorcycle. In this scenario, enter *AD0000005*.
  - b. In the **Event Type** field, enter *FA06* (Transfer a Fixed Asset). This is the default value.
  - c. Click the row **3-dot** menu, and under **Related Actions**, click the **Auto Apply** button.



Created By: 184984 | Created On: 09/13/2023 | Modified By: 184984 | Modified On: 09/13/2023

General Information

Record Date: MM/DD/YYYY

Budget FY:  

Fiscal Year:  

Period:  

Transaction Description  
Transfer Asset

Fixed Asset Number  
AD0000006

Fixed Asset Description:  

Depreciation Amount:  

Transaction Total: \$0.00

Transaction Depreciation: \$0.00

Final Accumulated Depreciation: \$0.00

Final Asset Value: -

Final Net Book Value: -

Asset Status:  

New Asset Status:  

Asset Status Name: -

New Asset Status Name: -

Event Type  
FA06

Attachments

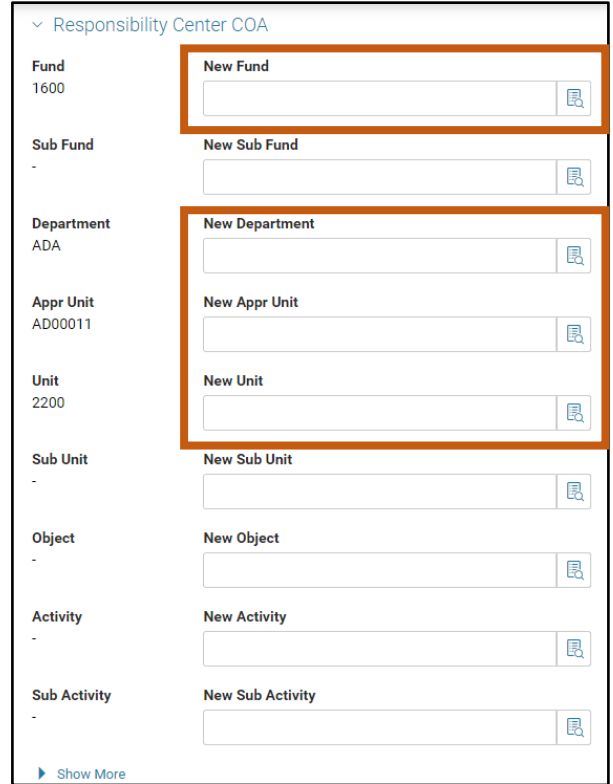
Related Actions: [Auto Apply](#)

Related Pages: [Fixed Asset Equity Sources](#)



2. In the **Responsibility Center COA** section:

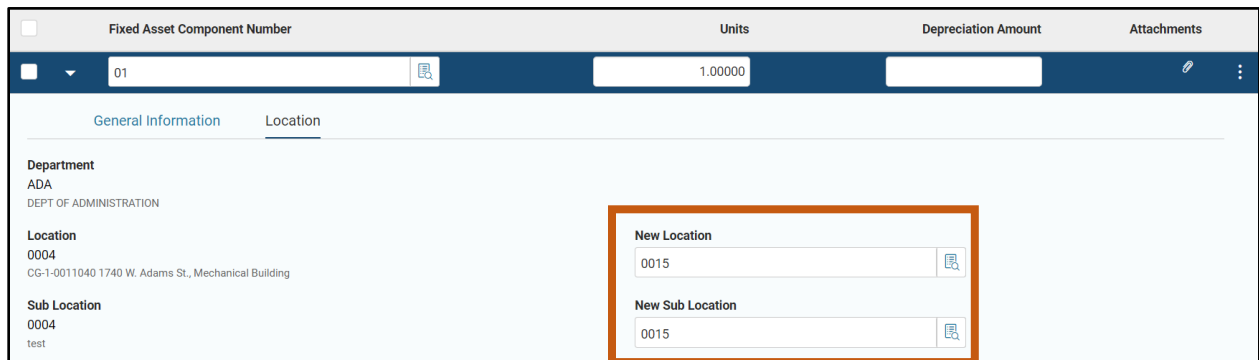
- a. Verify that the asset values inferred from the Fixed Asset Registry tables.
- b. In the **New Fund** field, enter the user’s department fund number for where the motorcycle is being transferred.
- c. In the **New Department** field, enter the user’s department 3-digit code.
- d. In the **New Unit** field, enter the user’s department unit number for where the motorcycle is being transferred.
- e. In the **New Appr Unit** field, enter the user’s department appropriation unit number for where the motorcycle is being transferred.



3. Click the **Component** tab.

Complete the **Component** tab of the transaction.

1. Click the **Expand** caret on the blue Component line.
2. In the **Location** section:
  - a. In the **New Location** field, enter the location number where the asset is being transferred. In this scenario, enter *0015*.
  - b. In the **New Sub Location** field, enter the sub location number where the asset is being transferred. In this scenario, enter *0015*.





3. Click **Validate** to check for errors. If errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message displays in the upper left corner of the screen: **Transaction validated successfully.**
4. Observe that an amount has populated in the Depreciation Amount field on the blue Component line.
5. Verify the **Depreciation Amount** is appropriately calculated based on the Depreciation Method (Straight-Line).

*Note: As a reminder, the FT transaction depreciation is calculated up until the reorganization date (Record Date of the FT transaction) and is charged to the sending unit's Responsibility Center.*

Fixed Asset Component Number	Units	Depreciation Amount	Attachments
01	1.00000	\$349.89	

6. Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **General Information** section:
  - a. Verify there are two accounting lines.
  - b. Verify that **Accounting Line 1** is selected in the grid and the **Depreciation Amount** is recorded on this line.
  - c. Verify the depreciation calculated in the previous step is appropriately recorded on **Accounting Line 1** against the old Unit. In this scenario, the old Unit is 2200.

Accounting Line	Line Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	Attachments
1	\$0.00	ADA	-	1600	-	-	AD00011	2200	-	
2	\$0.00	ADA	-	1600	-	-	AD00011	2200	-	

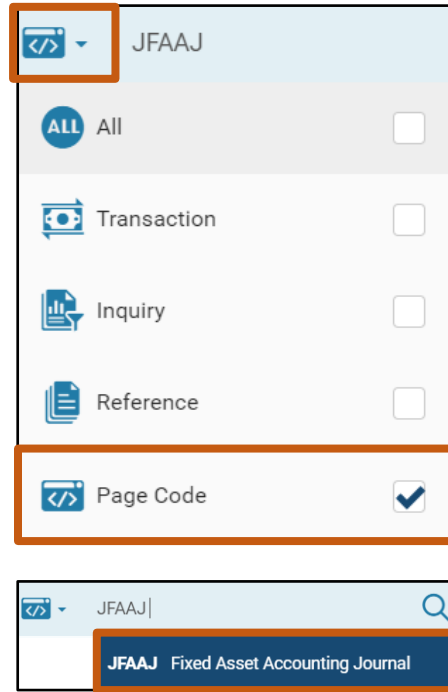
  

General Information		COA
Fiscal Year	Period	Line Description
-	-	-
Accumulated Depreciation \$0.00	Responsibility Center Posting Yes	Depreciation Amount \$349.89

2. Click the **Submit** button to submit the transaction for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Transaction submitted successfully.**

Once the FT transaction is approved and is in Final phase, navigate to JFAAJ table and verify the asset location and unit information have been updated, then return to the Home Page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *JFAAJ*.
4. In the drop down menu that generates, select **JFAAJ Fixed Asset Accounting Journal**. The Fixed Asset Accounting Journal table will generate.



5. In the **Fixed Asset Number** field, enter the fixed asset number for the asset. In this scenario, enter *AD0000005*.
6. Click **Apply**.

Filters ⚙️

Fixed Asset Number <input style="width: 95%;" type="text" value="AD0000005"/>	Fixed Asset Component Number <input style="width: 95%;" type="text"/>	Posting Code <input style="width: 95%;" type="text"/>
Transaction Code <input style="width: 95%;" type="text"/>	Transaction Dept <input style="width: 95%;" type="text"/>	Transaction ID <input style="width: 95%;" type="text"/>
Department <input style="width: 95%;" type="text"/>	Unit <input style="width: 95%;" type="text"/>	

Show More
Apply
Reset

7. Observe the results that populate in the grid at the bottom of the page. Six records display in the grid, as there are two records (debit and credit) for each transaction number (FA, FI, and FT) that were created with this fixed asset.
8. Note that the Posting Amount on the first record for the FT transaction matches the depreciation amount recorded on the FT transaction.

	Run Time	Fixed Asset Number	Fixed Asset Component Number	Transaction	Accounting Line	Posting Line	Debit/Credit	Posting Amount
<input type="checkbox"/>	09/13/2023 08:55 AM	AD0000005	01	FA ADA 240000001594	1	1	D	\$6,500.00
<input type="checkbox"/>	09/13/2023 08:55 AM	AD0000005	01	FA ADA 240000001594	1	1	C	(\$6,500.00)
<input type="checkbox"/>	09/13/2023 09:13 AM	AD0000005	01	FI ADA 240000002541	1	1	D	\$10,000.00
<input type="checkbox"/>	09/13/2023 09:13 AM	AD0000005	01	FI ADA 240000002541	1	1	C	(\$10,000.00)
<input checked="" type="checkbox"/>	09/13/2023 10:14 AM	AD0000005	01	FT ADA 240000002690	1	1	D	\$349.89
<input type="checkbox"/>	09/13/2023 10:14 AM	AD0000005	01	FT ADA 240000002690	1	1	C	(\$349.89)

9. Click **Home** icon to return to the home page.

## Create Fixed Asset Internal Sale (FS) Transaction

A department may be required to process an internal sale of an existing asset, if the asset is moving to another fund. To complete this process in AZ360, the FS transaction is used. The FS transaction can only be used for capital assets and will not allow the asset number to be changed. If the asset is a memo asset, or the fixed asset number must be changed, use the FD and FA transaction two-step process discussed in the Section Overview of this section.

The FS transaction allows users to sell an asset internally and retain the asset number associated with the internally sold asset. The buying department creates an FS transaction that contains the selling price of the asset. Like the FT transaction, it is important to record the new location of the asset. However, on the FS transaction header tab, there are two Responsibility Center sections: one is for the seller, in which the fields are inferred; the other is for the buyer. Update the new fund, department, and unit in the Buyer Responsibility Center COA section and the New Location field, on the Component tab.

Below are additional fields that should be populated on the FS transaction:

- Disposition Method – The method by which the asset has come into the user’s department’s possession (e.g. SOLD, TRAN).
- Selling Price – Enter the new value.
- Fixed Asset Classification – Select either Contributed or Adjustment.
- Line Amount – Records the selling price on the Accounting tab.

**Note: The Component and Accounting lines must equal the same value.**

### Create an FS Transaction

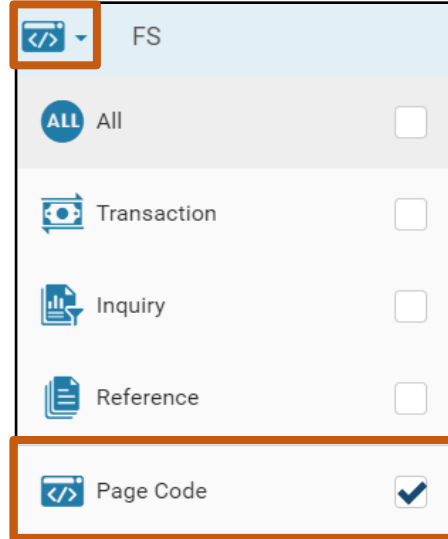


#### Scenario 2.

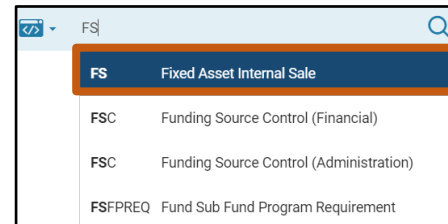
A unit is selling their prisoner transportation bus to another unit and fund within the same department. In order to retain the asset number, process an FS Transaction to record the internal sale. The selling price is \$225,000. When completed, access the JFACJ table to view the updates.

Log in to the AZ360 **Home Page**. Create an FS transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FS*.



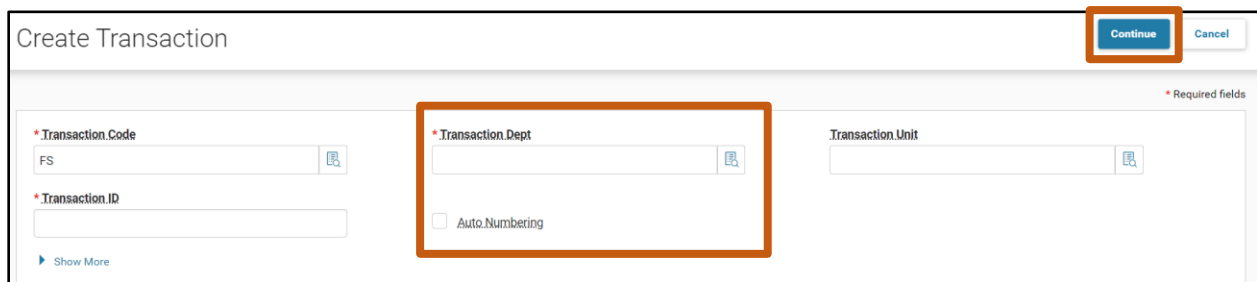
4. In the drop down menu that generates, select **FS Fixed Asset Internal Sale**. The FS Financial Transaction page will generate.



5. Click the **Create** button.



6. In the **Transaction Dept** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.



9. A new FS transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:



- a. In the **Transaction Description** field, enter the reason for the FS transaction. In this scenario, enter *Internal Sale of Vehicle*.
- a. In the **Fixed Asset Number** field, enter the fixed asset number for the prisoner transportation bus being sold. In this scenario, enter *AD0000010*.
- b. In the **Event Type** field, enter *FA29* (Internal Sale Fixed Asset). This is the default value.
- c. Click the row **3-dot** menu, and under **Related Actions**, click the **Auto Apply** button

Created By: 184984 | Created On: 06/30/2023 | Modified By: 184984 | Modified On: 06/30/2023

Attachments

Related Actions Related Pages

Auto Apply Fixed Asset Equity Sources

General Information

Transaction Name

Record Date

Budget FY

Fiscal Year

Period

Transaction Description

Internal Sale of Vehicle

Fixed Asset Number

AD0000010

Fixed Asset Description

Historic Asset Value

Final Asset Value

Transaction Total

\$0.00

Final Net Book Value

Transaction Depreciation

\$0.00

Final Accumulated Depreciation

\$0.00

Summary Salvage Value

Summary Valuation Amount

Event Type

FA29

2. Verify that the asset values inferred from the Fixed Asset Registry tables.

General Information

Transaction Name

Record Date

Budget FY

Fiscal Year

Period

Transaction Description

Internal Sale of Vehicle

Fixed Asset Number

AD0000010

Fixed Asset Description

Prisoner Transport Bus

Historic Asset Value

\$250,000.00

Final Asset Value

Transaction Total

\$0.00

Final Net Book Value

Transaction Depreciation

\$0.00

Final Accumulated Depreciation

\$0.00

Summary Salvage Value

Summary Valuation Amount

Event Type

FA29



3. In the **Seller Responsibility Center COA** section:

- a. Verify that the asset values inferred from the Fixed Asset Registry tables.

Seller Responsibility Center COA	
Fund	Sub.Fund
1600	-
Department	Appr.Unit
ADA	AD00011
Unit	Sub.Unit
2200	-
Object	
-	
Activity	Sub.Activity
-	-
<a href="#">Show More</a>	

4. In the **Buyer Responsibility Center COA** section:

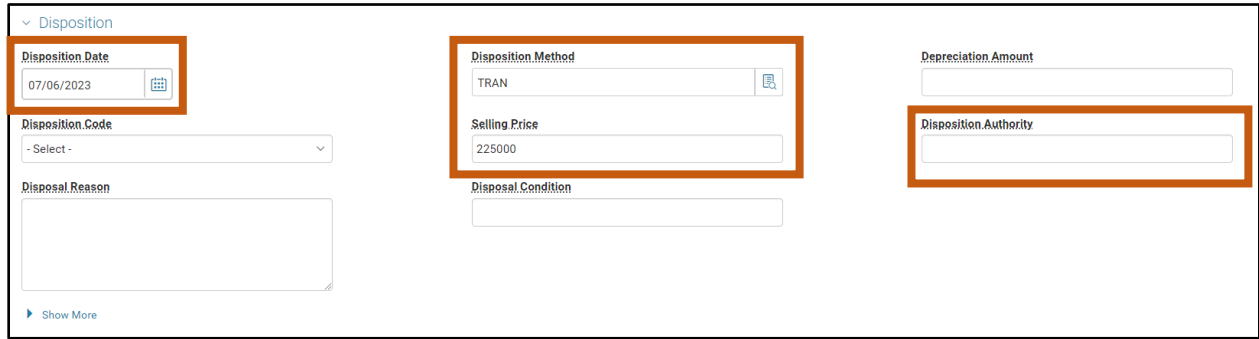
- a. In the **New Fund** field, enter the user’s department fund number that is purchasing the prisoner transportation bus.
- b. In the **New Department** field, enter the user’s department 3-digit code.
- c. In the **New Unit** field, enter the user’s department unit number that is purchasing the prisoner transportation bus.
- d. In the **New Appr Unit** field, enter the user’s department appropriation number that is purchasing the prisoner transportation bus.

Buyer Responsibility Center COA	
<b>New.Fund</b>	<b>New.Sub.Fund</b>
AD4204	
<b>New.Department</b>	<b>New.Appr.Unit</b>
ADA	AD00001
<b>New.Unit</b>	<b>New.Sub.Unit</b>
0100	
<b>New.Object</b>	<b>New.Sub.Activity</b>
<b>New.Activity</b>	
<a href="#">Show More</a>	

5. In the **Disposition** section:

- a. In the **Disposition Date** field, enter the date the fixed asset was sold.
- b. In the **Disposition Method** field, enter the method by which the asset has come into the user’s department unit’s possession. In this scenario, enter *TRAN* (Transfer).

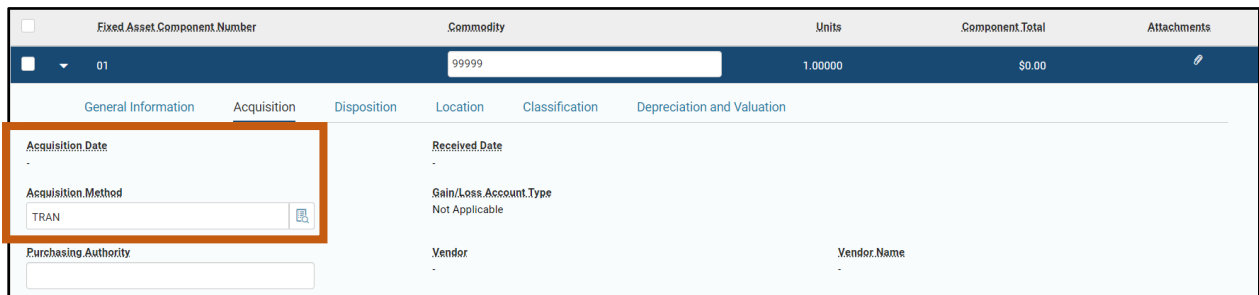
- c. In the **Selling Price** field, enter the asset cost in a dollar amount. In this scenario, enter *225,000*.
- d. In the **Disposition Authority** field, enter the Surplus Property Request Number issued by the Surplus Property Management Office (SPMO). This is a number issued by SPMO in the format of FY-XXXX and is unique for each request. For more information on this topic, see the “Asset Disposition” section of this manual.



6. Click the **Component** tab.

Complete the **Component** tab of the transaction.

- 1. Click the **Expand** caret on the blue Component line.
- 2. In the **Acquisition** section:
  - a. Note the **Acquisition Date** field is blank. This field will update from the Disposition Date on the Header tab upon transaction validation.
  - b. In the **Acquisition Method** field, enter the method by which the asset was acquired by the purchasing unit within the department. In this scenario, enter *TRAN* (Transfer).

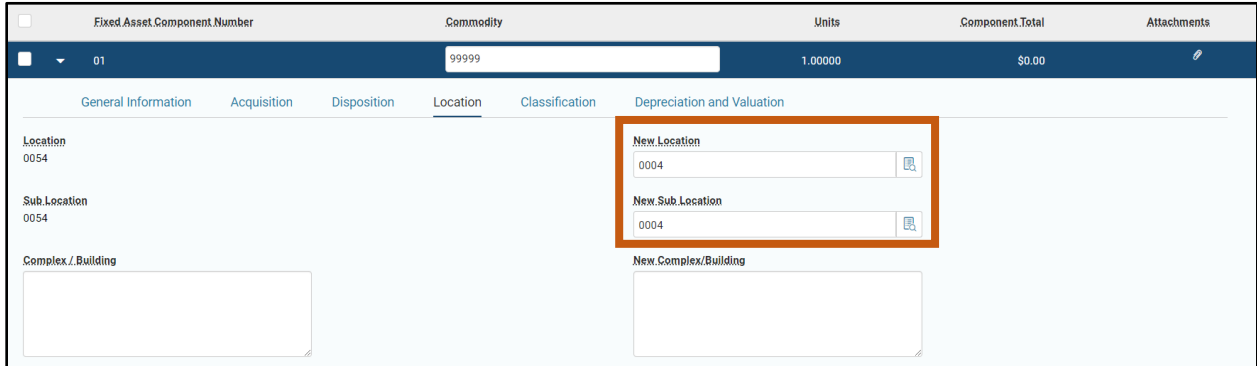


3. In the **Location** section:

- a. In the **New Location** field, enter the user’s department new location code for the asset.



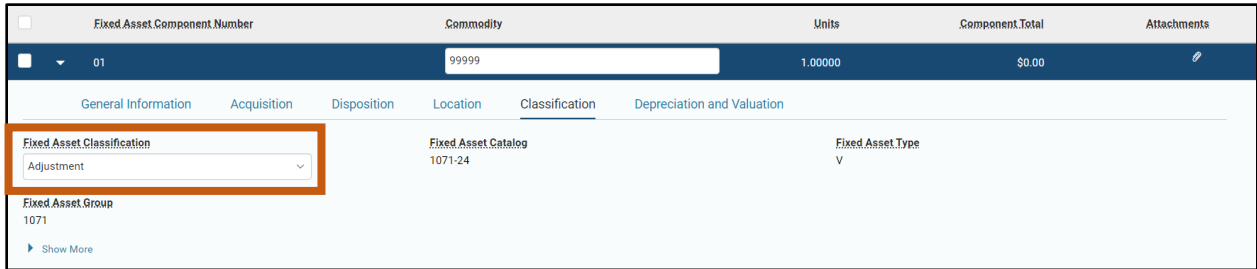
- b. In the **New Sub Location** field, enter the user’s department new sub location code for the asset.



The screenshot shows the 'Location' tab in the AZ360 system. The 'New Location' and 'New Sub Location' fields are highlighted with a red box, both containing the value '0004'. Other fields include 'Location' (0054), 'Sub Location' (0054), and 'Complex / Building'.

4. In the **Classification** section:

- a. In the **Fixed Asset Classification** field, select a value from the drop down menu that corresponds to how the asset is being recorded for accounting purposes. In this scenario, select **Adjustment**.
- b. Verify that the asset values are inferred from the Fixed Asset Registry tables.



The screenshot shows the 'Classification' tab in the AZ360 system. The 'Fixed Asset Classification' dropdown menu is highlighted with a red box and set to 'Adjustment'. Other fields include 'Fixed Asset Catalog' (1071-24) and 'Fixed Asset Type' (V).

5. Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

- 1. On the blue **Accounting** line:
  - a. In the **Line Amount** field, enter the selling price for the asset. In this scenario, enter **225,000**.
  - b. In **Department** field, enter the user’s department 3-digit code.
  - c. In **Fund** field, enter the user’s department fund number that is purchasing the truck.
  - d. In **Unit** field, enter the user’s department unit number that is purchasing the truck.

- e. In **Appr Unit** field, enter the user’s department appropriation unit number that is purchasing the truck.

Accounting Line	Line Amount	Department	Fund	Sub Fund	Budget FY	Unit	Appr Unit	Attachments
1	\$225,000.00	ADA	AD4204			0100	AD0001	

2. Click the **Expand** caret on the blue Accounting line.
3. In the **General Information** section:
  - a. In **Funding Fiscal Year** field, enter the current fiscal year.
  - b. In **Funding Budget FY** field, enter the current budget fiscal year.
  - c. In the **Responsibility Center Posting** field, select either Yes or No from the drop down list depending on whether the user wants AZ360 to record whom is responsible for the asset in an accounting sense. In this scenario, select **Yes**.

Accounting Line	Line Amount	Department	Fund	Sub Fund	Budget FY	Unit	Appr Unit	Attachments
1	\$225,000.00	ADA	AD4204			0100	AD0001	

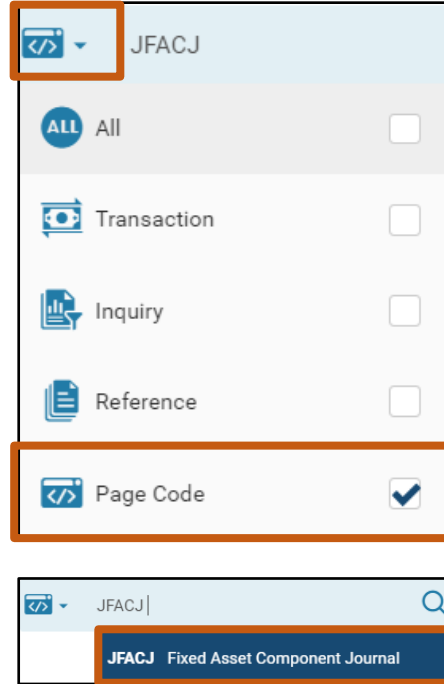
General Information		COA
<b>Funding Fiscal Year</b>	2023	<b>Funding Budget FY</b>
<b>Accounting Template</b>		
<b>Line Description</b>		
<b>Historic Asset Cost</b>	\$250,000.00	<b>Depreciation Amount</b>
<b>Selling Price</b>	\$0.00	<b>Internal Sale Gain Loss</b>
<b>Debt ID</b>		<b>Fiscal Year</b>
		<b>Period</b>
		<b>Accumulated Depreciation</b>
		<b>Responsibility Center Posting</b>
		Yes

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.

Once the FS transaction is approved and is in Final phase, navigate to the JFACJ table and verify that the asset information is appropriately updated, then return to the Home Page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *JFACJ*.
4. In the drop down menu that generates, select **JFACJ Fixed Asset Component Journal**. The Fixed Asset Component Journal will generate.



5. In the **FA Number** field, enter the fixed asset number for the asset. In this scenario, enter *AD0000010*.
6. In the **Transaction Code** field, enter *FS*.
7. In the **Department** field, enter the user's department 3-digit code.
8. Click **Apply**.

Review the records that generate at the bottom of the screen.

1. Notice that there are 2 records that appear. The first record is for the unit selling the fixed asset while the second record is for the unit buying the fixed asset.

Run Time	Transaction	FA Number	FA Component Number	FA Type	FA Group
07-06-23 03:03:34	FS ADA 230000000002	AD0000010	01	V	1071
07-06-23 03:03:34	FS ADA 230000000002	AD0000010	01	V	1071

2. Click the **Expand** caret on the blue Fixed Asset line.

3. In the **General Information** section, notice that the total amount of the transfer and value of the fixed asset are reflected:

*Seller Unit:*

Run Time	Transaction	FA Number	FA Component Number	FA Type	FA Group															
07-06-23 03:03:34	FS ADA 230000000002	AD0000010	01	V	1071															
<div style="display: flex; justify-content: space-between;"> <span>&lt;</span> <span>General Information</span> <span>Transaction Information</span> <span>Responsibility Center COA</span> <span>Responsibility Center Staff</span> <span>Location</span> <span>Component Information</span> <span>Specifications</span> <span>Classifications</span> <span>Acquisition</span> <span>Warranty</span> <span>Repair Maintenance</span> <span>&gt;</span> </div> <hr/> <table border="0" style="width: 100%;"> <tr> <td>Transaction Record Date 06/30/2023</td> <td>Budget FY 2023</td> <td>Fiscal Year 2023</td> <td>Fiscal Period 12</td> <td>Header Asset Description Prisoner Transport Bus</td> </tr> <tr> <td>Final Asset Component Value \$0.00</td> <td>Final Asset Value \$0.00</td> <td style="border: 2px solid orange;">Transaction Total Amount \$225,000.00</td> <td>Transaction Fiscal Quarter 4</td> <td></td> </tr> <tr> <td>Event Category FAIS</td> <td>Event Type FA29</td> <td></td> <td></td> <td></td> </tr> </table> <p><a href="#">Show Less</a></p>						Transaction Record Date 06/30/2023	Budget FY 2023	Fiscal Year 2023	Fiscal Period 12	Header Asset Description Prisoner Transport Bus	Final Asset Component Value \$0.00	Final Asset Value \$0.00	Transaction Total Amount \$225,000.00	Transaction Fiscal Quarter 4		Event Category FAIS	Event Type FA29			
Transaction Record Date 06/30/2023	Budget FY 2023	Fiscal Year 2023	Fiscal Period 12	Header Asset Description Prisoner Transport Bus																
Final Asset Component Value \$0.00	Final Asset Value \$0.00	Transaction Total Amount \$225,000.00	Transaction Fiscal Quarter 4																	
Event Category FAIS	Event Type FA29																			
07-06-23 03:03:34	FS ADA 230000000002	AD0000010	01	V	1071															

*Buyer Unit:*

Run Time	Transaction	FA Number	FA Component Number	FA Type	FA Group															
07-06-23 03:03:34	FS ADA 230000000002	AD0000010	01	V	1071															
07-06-23 03:03:34	FS ADA 230000000002	AD0000010	01	V	1071															
<div style="display: flex; justify-content: space-between;"> <span>&lt;</span> <span>General Information</span> <span>Transaction Information</span> <span>Responsibility Center COA</span> <span>Responsibility Center Staff</span> <span>Location</span> <span>Component Information</span> <span>Specifications</span> <span>Classifications</span> <span>Acquisition</span> <span>Warranty</span> <span>Repair Maintenance</span> <span>&gt;</span> </div> <hr/> <table border="0" style="width: 100%;"> <tr> <td>Transaction Record Date 06/30/2023</td> <td>Budget FY 2023</td> <td>Fiscal Year 2023</td> <td>Fiscal Period 12</td> <td>Header Asset Description Prisoner Transport Bus</td> </tr> <tr style="border: 2px solid orange;"> <td>Final Asset Component Value \$225,000.00</td> <td>Final Asset Value \$225,000.00</td> <td>Transaction Total Amount \$225,000.00</td> <td>Transaction Fiscal Quarter 4</td> <td></td> </tr> <tr> <td>Event Category FAIS</td> <td>Event Type FA29</td> <td></td> <td></td> <td></td> </tr> </table> <p><a href="#">Show Less</a></p>						Transaction Record Date 06/30/2023	Budget FY 2023	Fiscal Year 2023	Fiscal Period 12	Header Asset Description Prisoner Transport Bus	Final Asset Component Value \$225,000.00	Final Asset Value \$225,000.00	Transaction Total Amount \$225,000.00	Transaction Fiscal Quarter 4		Event Category FAIS	Event Type FA29			
Transaction Record Date 06/30/2023	Budget FY 2023	Fiscal Year 2023	Fiscal Period 12	Header Asset Description Prisoner Transport Bus																
Final Asset Component Value \$225,000.00	Final Asset Value \$225,000.00	Transaction Total Amount \$225,000.00	Transaction Fiscal Quarter 4																	
Event Category FAIS	Event Type FA29																			

4. Click **Home** icon to return to the home page.

# Asset Depreciation

## Section Objectives

In this section, the following processes are introduced:

- Review the depreciation process.
- Navigate to depreciation tables.

## Section Overview

Depreciation is a loss or decrease in the value of an asset due to time, wear, or market value. The state uses the Straight Line method on its depreciable assets. Users can research and track depreciation using the tables detailed in this section, but the actual depreciation process is performed by GAO as part of the Mass Depreciation batch process. For more information on this process see the “Mass Depreciation Process” section of this manual.

## Researching Depreciation Transactions

Two tables track depreciation and calculate depreciation in AZ360:

- Depreciable Elements Change (DEPEC) table – Use to view depreciation-related elements (e.g., useful life) that have updated throughout the year.
- Depreciation History (DEPH) table – Use to view depreciation history.

Depreciation is calculated by taking into account the effective date from the above tables.

### Depreciable Elements Change (DEPEC) Table

The DEPEC table stores the old and new values for fields that impact depreciation, along with the Process Date status indicator, which identifies when and if the record was already considered by depreciation logic. The depreciation calculation routine, in the FA transactions and the Mass Depreciation process, reads the DEPEC table before calculating the depreciation and uses the data from this table in the depreciation calculation. Manual updates are not allowed on this table.

Fixed asset transactions with Betterment, Asset Value Increase/Decrease and Modification event types will **insert records** into this table. Fixed assets transactions with Mass Depreciation, Transfer, and Disposition event types will **update the records** on this table.

### Depreciation History (DEPH) Table

The DEPH table stores the depreciation amount calculated using the DEPEC table’s values. The Depreciation History table stores this information for reporting and audit trail purposes. Records are inserted by FA transactions with Transfer and Disposition event types and the Mass Depreciation process. Manual inserts are not allowed on this table.

Users can transition back to the DEPEC table by clicking on the row 3-dot menu on the blue Fixed Asset Line, selecting Related Pages, and then clicking on Depreciation Elements Changes.

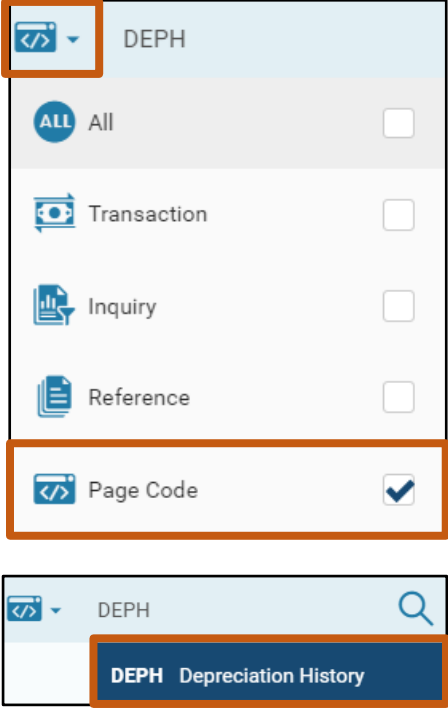
View Depreciation Tables 

*Scenario*

A user wants to view the depreciation amount and charges on the depreciation tables for an asset that subsequently was increased in value. Open the DEPH table to view the depreciation amount and navigate to the DEPEC table to view the change in depreciation fields.

Log in to the AZ360 **Home Page**. Navigate to the DEPH table.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *DEPH*.
4. In the drop down menu that generates, select **DEPH Depreciation History**. The Depreciation History table will generate.



The screenshot shows the DEPH table interface. At the top, there is a dropdown menu with a blue expand icon and the text 'DEPH'. Below this, there are four options: 'ALL All', 'Transaction', 'Inquiry', and 'Reference', each with a checkbox. The 'Page Code' option is selected, indicated by a blue checkmark in its checkbox. Below the options, there is a search bar with the text 'DEPH' and a magnifying glass icon. A search result is displayed below the search bar, showing 'DEPH Depreciation History' in a blue box.

The DEPH table generates along with a search popup window that allows users to narrow down the results that are displayed. Records can be searched by fixed asset number or component number.

1. In the **Fixed Asset Number** field, enter the fixed asset number for the asset in question. In this scenario, enter *AD001BLG*.
2. In the **Component Number** field, enter the component number for the asset in question. In this scenario, enter *619A*.
3. Click **Apply**.

Filters

Fixed Asset Number: AD001BLG      Component Number: 619A

Apply    Reset

4. The fixed asset records display at the bottom of the page. Note the amounts in the Depreciation Amount fields.

Fixed Asset Number	Component Number	Begin Date	Depreciation Amount	End Date	Process Date	Straight Line Annual Depreciation
AD001BLG	619A	06/01/2020	\$343,174.29	03/31/2022	04/02/2022	-
AD001BLG	619A	04/01/2022	\$43,191.28	06/23/2022	07/02/2022	-
AD001BLG	619A	06/24/2022	\$3,802.60	06/30/2022	07/02/2022	-

Depreciation Amount

\$343,174.29
\$43,191.28
\$3,802.60

5. Navigate to the DEPEC table by clicking on the row 3-dot menu on the blue Fixed Asset Line, selecting **Related Pages**, and then clicking on **Depreciation Elements Changes**.

Fixed Asset Number	Component Number	Begin Date	Depreciation Amount	End Date	Process Date	Straight Line Annual Depreciation
AD001BLG	619A	06/01/2020	\$343,174.29	03/31/2022	04/02/2022	-
AD001BLG	619A	04/01/2022	\$43,191.28	06/23/2022	07/02/2022	-
AD001BLG	619A	06/24/2022	\$3,802.60	06/30/2022	07/02/2022	-

Depreciation Elements Changes

Related Pages

Component Registry

Review the depreciation information and changes on the DEPEC table.

1. Click the **Expand** caret on the blue Asset line.
2. In the **Depreciable Elements** section:
  - a. Review the New Component Value field. This value resulted from transactions processed against this asset.





Fixed Asset Number	Component Number	Process Date
AD001BLG	619A	07/02/2022
<b>General Information</b>   Depreciable Elements   Modification History		
Old Depreciation Method Straight Line	New Depreciation Method -	
Old Depreciation Structure Funding Line	New Depreciation Structure -	
Old Acquisition Date 06/01/2020	New Acquisition Date -	
Old In Service Date 06/01/2020	New In Service Date -	
Old Useful Life 10	New Useful Life -	
Old Salvage Value \$0.00	New Salvage Value -	
Old Declining Rate -	New Declining Rate -	
<b>New Component Value</b> \$1,982,781.81		
Recalculate from Beginning No		

3. In the **Modification History** section:

a. Review the Last Action Date field.

Fixed Asset Number	Component Number	Process Date	
AD001BLG	619A	07/02/2022	
<b>General Information</b>   Depreciable Elements   <b>Modification History</b>			
Depreciation Code ME	Depreciation Department BAT	Depreciation ID 220000003482	<b>Last Action Date</b> 07/02/2022

**Last Action Date**  
07/02/2022

4. Click **Home** icon to return to the home page.

# Asset Disposition

## Section Objectives

In this section, the following processes are introduced:

- Review the Disposition process.
- Create a Fixed Asset Disposition (FD) transaction.
- Process the disposal of an asset with a change in sale price.
- Review the disposal of an asset with no SPMO approval required.
- Research fixed asset dispositions.

## Section Overview

Assets may be disposed of due to several reasons: a department may replace certain types of assets on a regular basis; the asset may be worn and completed its useful life; or the asset may be lost/ stolen. The FD transaction is used to record the asset disposal. Depending on the type of disposition, disposal options vary.

### Asset Disposition with SPMO Approval

The Asset Disposition business process commences when a department decides that an asset is ready for retirement. The department will secure a Surplus Property Request from the SPMO. This is a number issued by SPMO in the format of FY-XXXX and is unique for each request. Department users then create FD transactions to retire assets that are entered in AZ360.

The department user disposing the asset specifies the applicable disposition method as the method of disposition on the FD transaction. All possible disposition methods are found on the FADM table. The appropriate selling price is entered on the FD transaction and the transaction is submitted.

**Note: If any amount is received (e.g. settlement amount received from Risk Management claim), it must be entered in the Selling Price for capitalized assets. A selling price cannot be entered for memo assets.**

The FD transaction requires approval from an authorized department-level approver prior to being finalized. If there is a Disposition Method of Vehicle Accident, Fire or Flood, Lost, Theft/Vandalism or Written Off/Worn, then the transaction subsequently also routes to the General Accounting Office (GAO) for approval. The Disposition Method selected determines the Disposition Code and Selling Price field values. These dependencies are illustrated in the table below.

**Table 2: Disposition Method Field Dependencies**

Disposition Method	Action
WO (Written off)	Disposition Code required
ACCD (Veh Accident)	Selling Price > 0
Other aside from ACCD	Selling Price > or = 0 (cannot be blank)

Following state policies and procedures, SPMO and/or the Arizona Department of Transportation (ADOT) conducts the required business operations (e.g., auctions). The SPMO and/or ADOT then

determines if the department is eligible to receive proceeds. If the department is eligible for proceeds, the SPMO and/or ADOT will distribute a transfer.

Once the sales price is known, the department then processes a Fixed Asset Selling Price Change (FP) transaction to enter the new selling price. The status is changed to inactive and the associated tables and journals are updated upon final submission.

## Loss or Theft

Departments use the FD transaction to record the sale of retired assets. For assets with a disposition method of vehicle accident, fire or flood, lost, theft/vandalism, additional steps are involved:

1. Agency obtains a police report for the vehicle accident or stolen asset.
  - a. For stolen assets, it is helpful to take an employee affidavit.
2. Agency submits a Surplus Property Request to the SPMO containing:
  - a. Employee affidavit and/or police report.
  - b. A letter signed by the department head or designee.
3. SPMO reviews the form for completeness and forwards to the GAO.
4. GAO reviews and approves the form and returns the request to the SPMO.
5. SPMO updates the request to complete and notifies the agency.
6. Agency then submits an FD transaction with the final approved Surplus Property Request, along with other documentation, attached on the Header tab.
7. GAO final approves the FD transaction to complete the disposition in AZ360.

All lost, stolen, or missing assets **must** be submitted to SPMO for approval. Some requests may also need to be submitted to Risk Management. See the SPMO, Risk Management, SAAM Topic 25, and GAO quick reference guide (QRG) **Dispose of a Fixed Asset** for additional information and guidance.

## Fixed Asset Disposition (FD) Transaction Tabs

The FD transaction allows a user to record the disposition of existing assets. Examples of assets included are those that are destroyed, traded-in, sold, written-off, worn, and vandalized. Only those fields used to create and record the disposition postings are editable. All others are completed with the Auto Apply button found on the Header tab. Once a user enters the fixed asset number on the transaction, select Auto Apply to transfer information into the transaction from the Fixed Asset Registry tables. If the asset has more than one component and not all will be disposed of, then simply delete those Component lines by clicking the row 3-dot menu and then selecting Delete. This is only available for non-composite assets.

An FD transaction must be processed with the appropriate disposition method, disposal reasons, comments, and asset description.

When using the FD transaction, it is helpful to remember the following points:

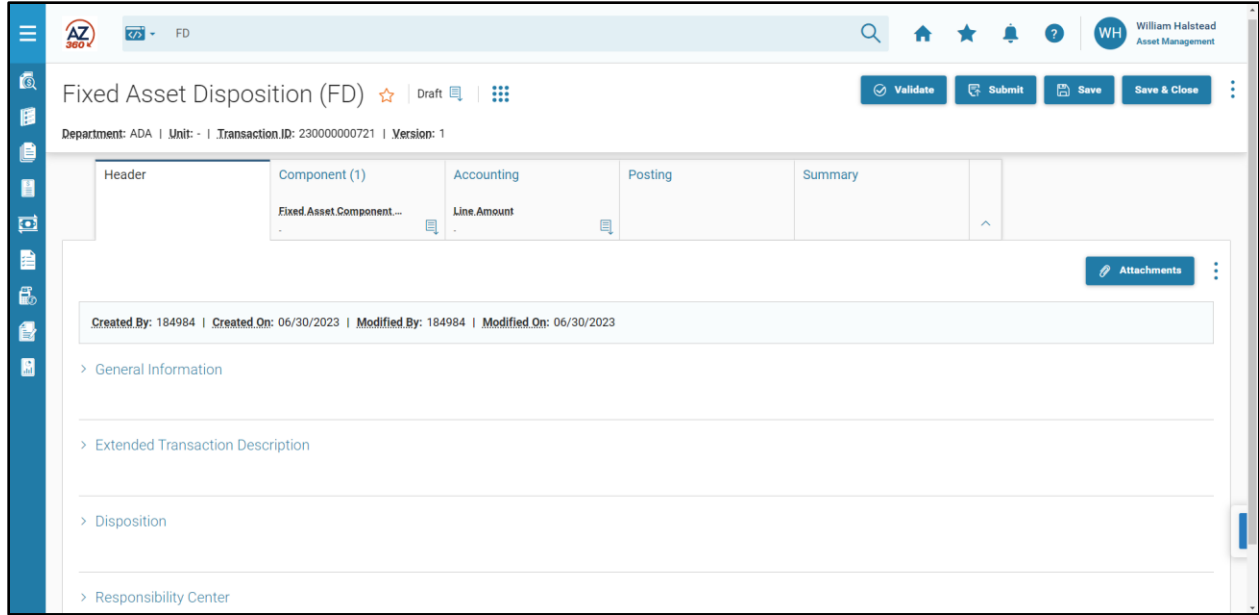
- Betterments can be disposed of independently from the original asset.
- AZ360 enables a user to record:
  - The disposition of an asset and all of its components (composite or non-composite assets).
  - The disposition of individual components only for non-composite assets.
  - The disposition of a portion of the available units for components with multiple units, only for non-composite assets.
- The FD transaction updates fixed asset tables with the disposition results, where it remains until it is archived.
- For a lost or stolen fixed asset, an FD transaction should only be processed after the department has exhausted its recovery options.
- For composite assets, the disposition method is required for each disposed asset. Valid disposition methods are defined on the FADM table.
- The FD transaction recognizes a gain or loss and generates the appropriate accounting (including depreciation) to dispose the asset from the tables and accounting lines of AZ360.

Transactions in AZ360 are made up of various tabs. The FD transaction contains four tabs:

- Header
- Component
- Accounting
- Posting

#### FD Header Tab

The Header tab lists general information about the transaction as well as information that applies to the asset as a whole versus the individual components of the asset.



*Header – General Information Section*

This section contains descriptive fields and date information common to most transaction Header tabs. In addition to these common fields are ones for identifying a fixed asset number and event type.

- Fixed Asset Number – This is the fixed asset number which is located on the FARHDR table and is assigned to the asset that is to be disposed.
- Event Type – This will default to FA04 (Dispose of a Fixed Asset).

**Note: The approved Surplus Property Request and all other supporting documentation should be attached to the Header.**

*Header – Extended Transaction Description Section*

This section contains the standard extended description field that is associated with the transaction. It is not an extended description for the asset as it is not stored on any asset information tables.



### Header – Disposition Section

This section contains many asset definition fields which serve as defaults to the individual components of the asset. Many of these fields control depreciation. Additionally, this tab contains fields that control disposition postings as well as collect information for reporting purposes. When disposing the entire asset, enter the disposition information in the Header tab, otherwise it should be entered on the Component tab.

The following fields are available in the Disposition section:

- Disposition Date – Enter date asset was disposed or sold.
- Disposition Method – Determines whether the gain or loss on a sale posts to an expense object or revenue source. See valid values in the pick list or on the FADM table.
- Disposition Authority – Enter the SPMO's Surplus Property Request Number, FY-XXXX, in this field.
- Depreciation Amount – Record an amount of depreciation to record at disposition of a composite asset when that asset contains a manual depreciation method.

**Note: The system automatically copies the values entered in the Header tab to the Component lines when the transaction is validated or processed, overwriting any values on the Component lines.**

Disposition		
Disposition Date MM/DD/YYYY	Disposition Method <input type="text"/>	Disposition Code - Select -
Selling Price \$0.00	Depreciation Amount <input type="text"/>	Disposition Authority <input type="text"/>
Disposition Reason <input type="text"/>	Disposition Condition <input type="text"/>	Property Survey Report ID <input type="text"/>
Security Incident Report ID <input type="text"/>	Police Report ID <input type="text"/>	

### Header – Responsibility Center Section

This section contains COA fields defined as being responsible for the asset.

▼ Responsibility Center

<b>Fund</b>	<b>Sub.Fund</b>
-	-
<b>Department</b>	<b>Appr.Unit</b>
-	-
<b>Unit</b>	<b>Sub.Unit</b>
-	-
<b>Object</b>	
-	
<b>Activity</b>	<b>Sub.Activity</b>
-	-

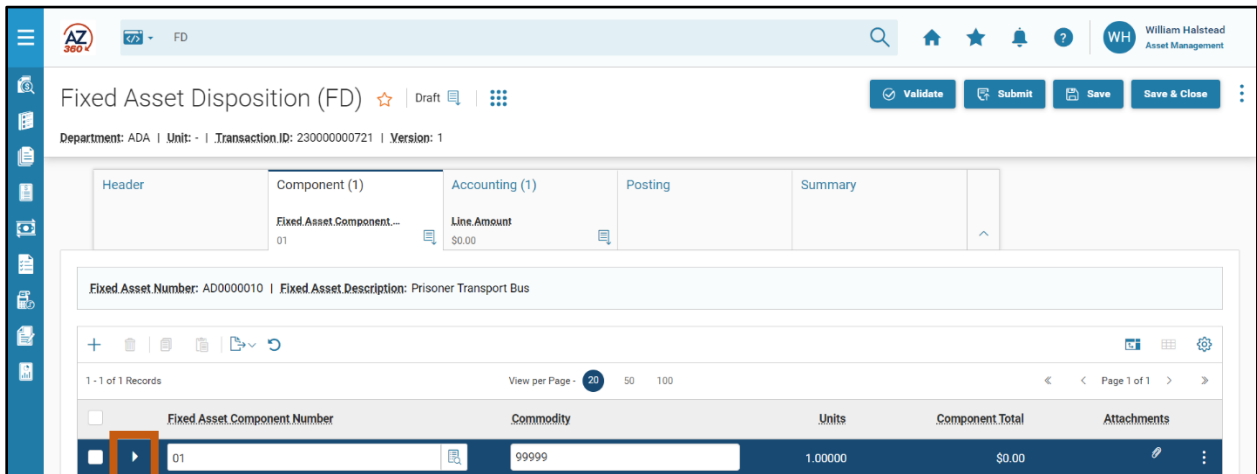
▶ Show More

### FD Component Tab

The Component tab lists specific attributes of each asset component. Components may be added during the life of the asset but cannot be added at time of disposition.

Each asset component has an assigned Fixed Asset Component Number. On reference or inquiry tables, this code represents the specific component of the related fixed asset. When recording the disposition of individual component(s), a user must make the changes on the asset’s Component lines. This action is performed by going to the Component line and ensuring the correct component number is selected. The Fixed Asset Component Number field is editable in case a user wishes to specify a specific component to dispose of instead of disposing of all of them.

Additional asset details can be viewed by clicking the Expand caret on the blue Component line.



Header	Component (1)	Accounting (1)	Posting	Summary
	Fixed Asset Component... 01	Line Amount \$0.00		

Fixed Asset Number: AD0000010 | Fixed Asset Description: Prisoner Transport Bus

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01	99999	1.00000	\$0.00	

**Note:** The Component tab will initially appear blank on a new FD transaction. After a user applies the Auto Apply feature on the Header tab, values are then inferred on the Component tab.

### Component – General Information Section

This section contains descriptive fields which are recorded for informational reporting on the component. This section also contains several information fields for reporting needs as well as various

amounts accumulated to date before the disposal. These fields are inferred from the Fixed Asset Registry tables after the user selects the Auto Apply button. The Accumulated Depreciation field will automatically calculate once the transaction is submitted.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01	99999	1.00000	\$0.00	

General Information		Disposition	
<b>Unit of Measure</b> EA			
<b>Component Extended Description</b> <div style="border: 1px solid gray; height: 40px;"></div>			
<b>Historic Asset Cost</b> \$225,000.00	<b>Final Component Value</b> \$225,000.00	<b>Accumulated Depreciation</b> \$0.00	
<b>Gain/Loss</b> \$0.00			

### Component – Disposition Section

This section contains fields that control disposition postings as well as collect information for reporting purposes. A value is automatically populated in this field by the application when the depreciation method is Straight Line. The disposition information should only be entered on the Header tab if it is a composite asset, or all components of the asset are being disposed of, otherwise it should be entered on the Component tab.

The following disposition-detail fields are used in AZ360:

- Disposition Date – Enter the date asset was disposed or sold. This defaults to the current date.
- Disposition Method – This required field is used to determine whether the gain or loss on a sale posts to an expense object or revenue source. See valid values in the pick list or the on FADM table.
- Disposed Units – The number of disposed units is entered here.
- Gain/Loss Account Type – Inferred based on the disposition method.
- Depreciation Amount – The FD transaction records disposition of a fixed asset and also generates ledger postings to record depreciation expense. The depreciation expense is for the period between the asset’s Last Depreciation Date and the provided Disposition Date. However, if the asset is not already depreciated, then the depreciation expense period will start from the in-service date specified for the asset type and the provided disposition date. The depreciation expense will automatically populate when a transaction is validated.
- Disposition Authority – Enter the SPMO's Surplus Property Request Number, FY-XXXX, in this field.



Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
01	99999	1.00000	\$0.00	

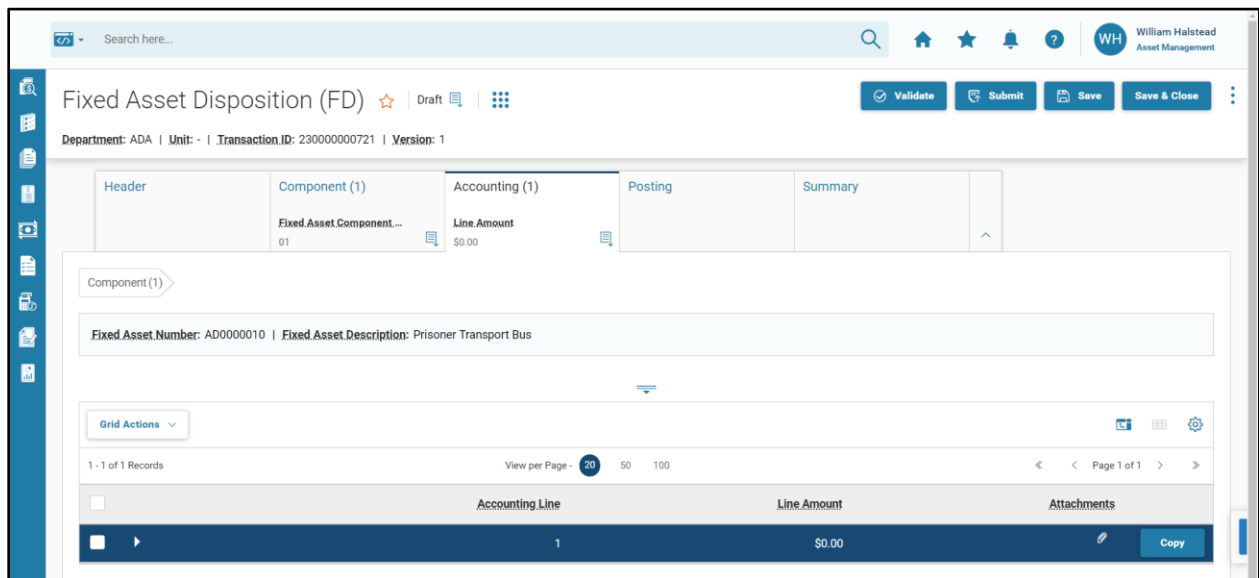
General Information		Disposition	
Disposition Date 06/30/2023	Disposition Method	Gain Loss Account Type -	
Disposed Units 1.00000	Memo Disposal Value \$0.00	Disposition Authority	
Disposition Code - Select -	Selling Price \$0.00	Depreciation Amount	
Disposal Reason	Disposal Condition	Last Depreciation Date -	

[Show More](#)

### FD Accounting Tab


The Accounting tab lists the COA details for how each asset component was funded. All information at this level is protected and will be brought in from the FARACTG table or from the FD transaction's Header tab.

**Note: The Accounting tab will initially appear blank on a new FD transaction. After a user applies the Auto Apply feature on the Header tab, values are then inferred on the Accounting tab.**




### Accounting – General Information Section

This section contains descriptive fields and date information common to most transaction accounting lines. Different amounts are displayed that will be used in the various posting lines created for the accounting line. The Gain Loss field amount is calculated by the system.

Accounting Line		Line Amount	Attachments
1		\$0.00	
General Information COA			
Line Description	Historic Asset Cost	Depreciation Amount	Accumulated Depreciation
-	\$225,000.00	\$0.00	\$0.00
Selling Price	Gain/Loss	Responsibility Center Posting	Budget FY
\$0.00	\$0.00	Yes	-
Fiscal Year	Period		
-	-		

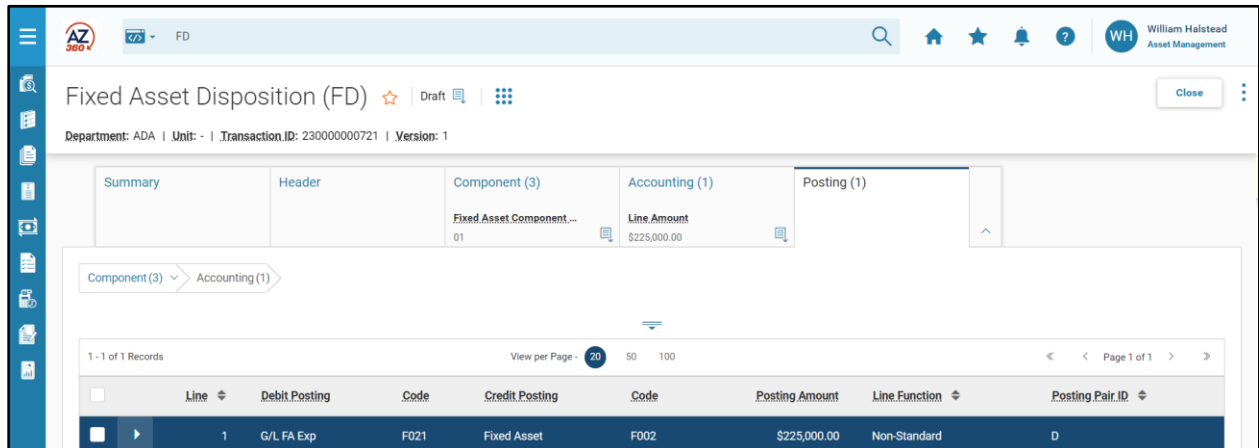
*Accounting – COA Section*

This tab contains the same COA fields as found on other transactions.

Accounting Line		Line Amount	Attachments
1		\$0.00	
General Information COA			
Fund	Sub.Fund		
AD4204	-		
Department	Appr. Unit		
ADA	AD00001		
Unit	Sub. Unit		
0100	-		
Object	Sub. Object		
-	-		
Activity	Sub. Activity		
-	-		
Function	Sub. Function		
-	-		

**FD Posting Tab**

Once all of the data is entered into the Header, and Component tabs, the debits and credit postings should be reviewed on the Posting tab prior to submission of the FD transaction to ensure that they are posted to the appropriate accounts. There is no user entry on the Posting tab of the FD transaction. This tab lists the system-generated details used to recognize the financial impact of a specific accounting line. If a fixed asset transaction has an accounting impact, the system uses the posting line information to update the fixed asset and general accounting journals as well as other accounting tables.



Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	G/L FA Exp	F021	Fixed Asset	F002	\$225,000.00	Non-Standard	D

After transaction validation, users can click the Expand caret on the blue Posting line to review the posting information in the General Information and COA sections.

The fields and components on this tab are like those of other transactions with the addition of the following fields on the General Information section: Fixed Asset Number and Component Number.

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	G/L FA Exp	F021	Fixed Asset	F002	\$225,000.00	Non-Standard	D

General Information		COA	
Run Time/Date	Record Date	Fiscal Year	Period
07/13/2023 02:53 PM	06/30/2023	2023	12
Bank Account	Line Amount	Closed Amount	Event Category
-	\$225,000.00	\$0.00	FD
Event Type	Accounting Line Description		
FA04	-		
Commodity	Debt ID	Fixed Asset Number	Component Number
99999	-	AD0000010	01
Journal Posting	Budget Posting		
Posted	Posted		

Once the FD has been submitted, the department approver either approves or rejects the transaction. Once the FD transaction has been finalized, there are updates that occur to the FARHDR, FARCOMP, and FARACTG tables.

## Processing a Fixed Asset Disposition (FD) Transaction

Departments use the FD transaction to record the sale of retired assets to the public.

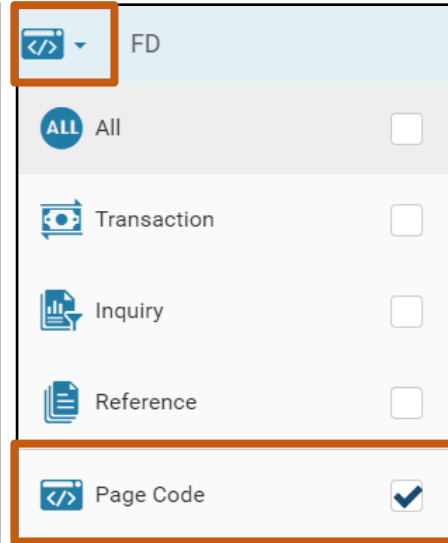
### Complete a Public Sale Using an FD Transaction

*Scenario*

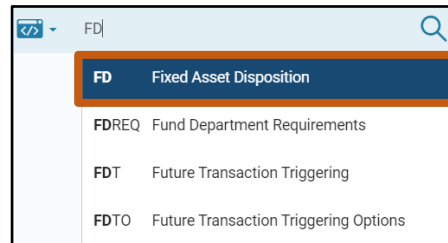
A user's department is going to sell a piece of equipment via public sale. Create an FD transaction to record the public sale and verify the result on the FAHIST table.

Log in to the AZ360 **Home Page**. Create an FD transaction.


1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FD*.



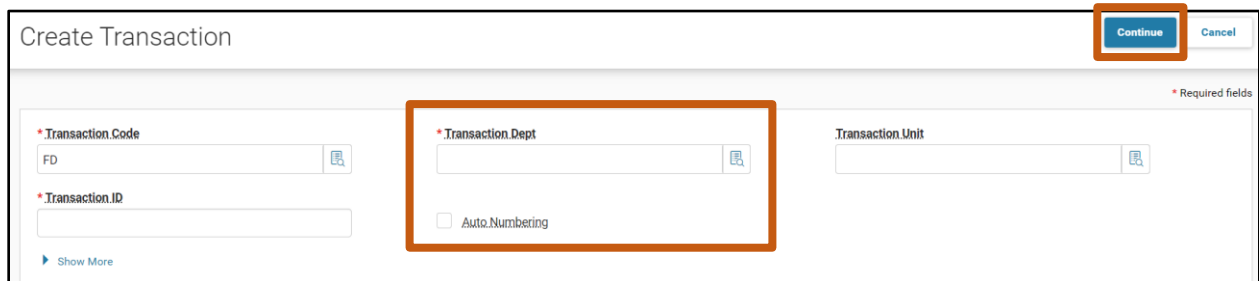
4. In the drop down menu that generates, select **FD Fixed Asset Disposition**. The FD Financial Transaction page will generate.



5. Click the **Create** button.



6. In the **Transaction Dept** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.



9. A new FD transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.



1. In the **General Information** section:

- a. In the **Transaction Description** field, enter a reason for the FD transaction. In this scenario, enter *Disposal of Asset*.
- b. In the **Fixed Asset Number** field, enter the user’s department fixed asset number for the motorcycle that is being sold. In this scenario, enter *ADCA501150*.
- c. In the **Asset Status** field, select **3 (Surplus)** from the pick list.
- d. In the **Event Type** field, enter *FA04* (Dispose of a Fixed Asset). This is the default value.

Created By: 32585 | Created On: 06/06/2023 | Modified By: 42167 | Modified On: 06/06/2023

Attachments

Related Actions Related Pages

Auto Apply Fixed Asset Equity Sources

General Information

Record Date MM/DD/YYYY

Budget FY

Fiscal Year

Period

Transaction Description  
Disposal of Asset

Fixed Asset Number  
ADCA501150

Asset Status  
3

Transaction Total  
\$0.00

Final Asset Value  
-

Event Type  
FA04

Fixed Asset Description

Asset Status Name  
Surplus

Transaction Depreciation  
\$0.00

Final Net Book Value  
-

Final Accumulated Depreciation  
\$0.00

Memo Asset  
No

2. In the **Disposition** section:

- a. In the **Disposition Date** field, enter the date the asset was disposed.
- b. In the **Disposition Method** field, select the reason for the assets disposal from the pick list. In this scenario, select **SOLD**.
- c. In the **Disposition Code** field, select **Sold** from the drop down menu.
- d. In the **Disposition Authority** field, enter the disposition authorization. In this scenario, enter the Surplus Property Request Number issued by the SPMO in the format of FY-XXXX.

Disposition

Disposition Date: 06/06/2023

Disposition Method: SOLD

Disposition Code: Sold

Selling Price: \$0.00

Disposal Reason: [Text Area]

Depreciation Amount: [Text Field]

Disposal Condition: [Text Field]

Disposition Authority: [Text Field]

Property Survey Report ID: [Text Field]

Security Incident Report ID: [Text Field]

Police Report ID: [Text Field]

3. Click the tab **3-dot** menu, and under **Related Actions**, click the **Auto Apply** button.
4. In the **Responsibility Center** section:
  - a. Verify the asset COA have inferred.
  - b. Verify the Location is inferred from the registry tables.
5. Click the **Component** tab.

Responsibility Center

Fund	AD2566	Sub Fund	-
Department	ADA	Appr Unit	ADA1803
Unit	3800	Sub Unit	-
Object	-		
Activity	INNETH	Sub Activity	-
Reporting	-	Sub Reporting	-
Major Program	3INITIATIVES	Program Period	3IN18
Program	INT8NETW	Phase	-
Location	-	Sub Location	-
Task	600000	Sub Task	610000

Complete the **Component** tab of the transaction.

1. Click the **Expand** caret on the blue Component line.
2. In the **Disposition** section:
  - a. Review the disposition details that inferred from the header tab.
  - b. Leave the Depreciation Amount field blank.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
0001	287	1.00000	\$0.00	

General Information | Disposition

Disposition Date: 06/06/2023

Disposition Method: SOLD

Gain Loss Account Type: Expense

Disposed Units: 1.00000

Memo Disposal Value: \$0.00

Disposition Authority: [Text Field]

Disposition Code: Sold

Selling Price: \$0.00

Depreciation Amount: [Text Field]

Disposal Reason: [Text Area]

Disposal Condition: [Text Field]


Last Depreciation Date: 09/30/2023

**Note: If there are any component lines that should not be disposed, use the Component line row 3-dot menu and select Delete to remove them. For this scenario, there is only one component line and it is being disposed.**

3. Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **COA** section:
  - a. Review the COA elements that inferred from the Fixed Asset Registry tables.

Accounting Line	Line Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	Attachments
1	\$175,987.50	ADA	IN18NETW	AD2566	-	2023	ADA1803	3800	-	 Copy

General Information		COA	
Major Program	3INITIATIVES	Program	IN18NETW
Task	600000	Sub Task	610000
Dept Object	-	Dept Revenue	-
Activity	INNETH	Sub Activity	-
BSA	-	OBSA	-

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**

After the transaction has been approved and is in a Final phase, verify the updated value of the fixed asset.

1. Click the **Header** tab.
2. In the **General Information** section:
  - a. Verify that the Transaction Total field is updated with the original purchase price of the asset.
  - b. Verify that the Transaction Depreciation field is updated with the total amount of depreciation which reflects the period from the last mass depreciation batch job to the date of sale.
  - c. Verify that the Final Accumulated Depreciation field is updated to \$0.00 since the asset was disposed or sold.



- d. Verify that the Final Asset Value field is updated to \$0.00 since the asset was disposed or sold.
- e. Verify that the Final Net Book Value field is updated to \$0.00 since the asset was disposed or sold.

General Information			
<b>Record Date</b> 06/06/2023	<b>Budget FY</b> 2023	<b>Fiscal Year</b> 2023	<b>Period</b> 12
<b>Transaction Description</b> ASET Dispose Security Appliance			
<b>Fixed Asset Number</b> ADCA501150	<b>Fixed Asset Description</b> COMMVAULT HYPERSCALE DATA MANAGEMENT APPLIANCE		
<b>Asset Status</b> 3	<b>Asset Status Name</b> Surplus		
<b>Transaction Total</b> \$175,987.50	<b>Transaction Depreciation</b> \$6,460.91	<b>Final Accumulated Depreciation</b> \$0.00	
<b>Final Asset Value</b> \$0.00	<b>Final Net Book Value</b> \$0.00	<b>Memo Asset</b> No	
<b>Event Type</b> FA04			

3. Click on the **Component** tab.

4. In the **General Information** section:

- a. Verify the Accumulated Depreciation field reflects the total amount of accumulated depreciation for the asset.
- b. Verify that the Gain/Loss field reflects the Historic Asset Cost less the Accumulated Depreciation.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
0001	20664	1.00000	\$175,987.50	

General Information			
<b>Unit of Measure</b> EA			
<b>Component Extended Description</b>	<b>Asset Status Name</b> Surplus	<b>Accumulated Depreciation</b> \$167,308.70	
<b>Historic Asset Cost</b> \$175,987.50	<b>Final Component Value</b> \$0.00	<b>Gain Loss</b> (\$2,217.89)	
<b>Asset Status</b> 3			

5. In the **Disposition** section:

- a. Verify that the Gain/Loss Account Type is listed as Expense.

**Note: The Gain/Loss Account Type field is set up as a Revenue or Expense for each type of disposition method in the FADM table. In this scenario, the sale is set up as Expense.**



- b. Verify the Depreciation Amount field reflects the amount of depreciation from when the last mass depreciation batch job was run since the date of sale for this component.

Fixed Asset Component Number	Commodity	Units	Component Total	Attachments
0001	20664	1.00000	\$175,987.50	

General Information		Disposition	
Disposition Date 06/06/2023	Disposition Method SOLD	Gain Loss Account Type Expense	Disposed Units 1.00000
Memo Disposal Value \$0.00	Disposition Authority S22-1604-230-1	Disposition Code Sold	Selling Price \$0.00
Depreciation Amount \$6,460.91	Disposal Reason EOL	Disposal Condition -	Last Depreciation Date 03/31/2023
Property Survey Report ID -	Security Incident Report ID -	Police Report ID -	

6. Click the **Accounting** tab.

7. Click the **General Information** tab.

- a. Verify that the Line Amount field reflects the original purchase price for the component.
- b. Verify the Selling Price field is updated to \$0.00 since the asset was sold.

*Note: The selling price on an FD transaction will be listed as \$0.00. The SPMO will conduct the required business operations and will determine if the agency is eligible to receive proceeds. If proceeds are due, the department can then submit an FP transaction to enter the updated selling price. If proceeds are applied to the fixed asset, they will affect the overall Gain/Loss field value.*

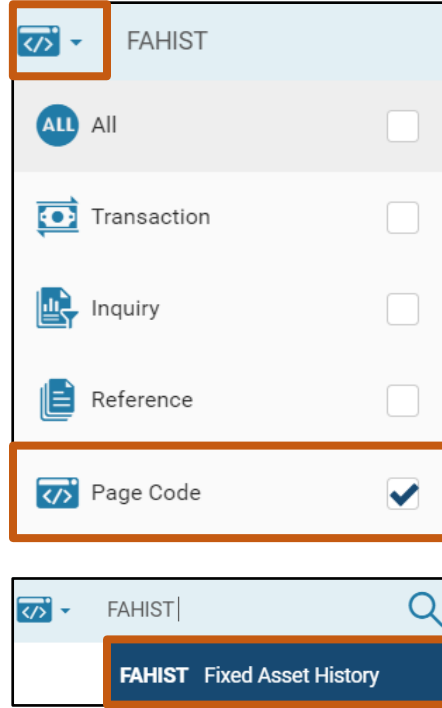
Accounting Line	Line Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	Attachments
1	\$175,987.50	ADA	IN18NETW	AD2566	-	2023	ADA1803	3800	-	Copy

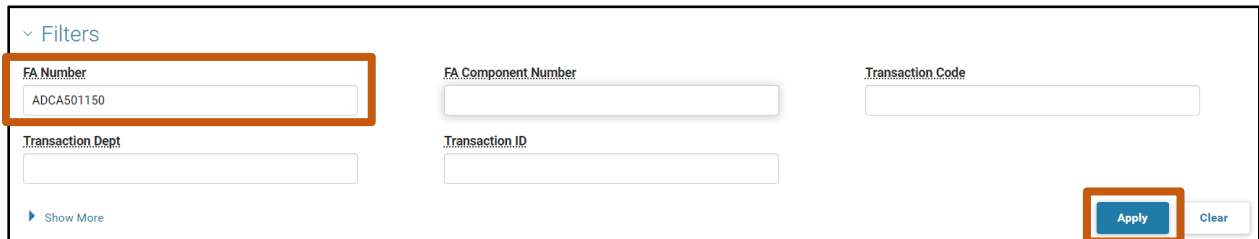
General Information		COA	
Line Description	Historic Asset Cost \$175,987.50	Depreciation Amount \$6,460.91	Accumulated Depreciation \$167,308.70
Selling Price \$0.00	Gain Loss (\$2,217.89)	Responsibility Center Posting Yes	Fiscal Year 2023
			Period 12

Navigate to the FAHIST table and verify that the asset information is appropriately updated, then return to the home page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FAHIST*.
4. In the drop down menu that generates, select **FAHIST Fixed Asset History**. The Fixed Asset History table will generate.



5. In the **Fixed Asset Number** field, enter the fixed asset number for the user’s departmental fixed asset. In this scenario, enter *ADCA501150*.
6. Click **Apply**.



7. The transactions processed with the fixed asset number appear. Click the record in the grid that corresponds to the FD transaction completed in the steps above.
8. Click the row **3-dot** menu and select **View**.

FA Number	FA Component Number	Transaction Code	Transaction Dept	Transaction ID	Transaction Component Total
ADCA501150	0001	FA	ADA	190000000510	\$175,987.50
ADCA501150	0001	FM	ADA	190000001997	\$0.00
ADCA501150	0001	FE	AAA	1813R0020177	
ADCA501150	0001	FM	ADA	220000009395	
ADCA501150	0001	FD	ADA	230000009426	\$175,987.50



9. In the **Disposition Information** section:

- a. Verify that the Disposition Date and Disposition Method updated correctly.

Disposition Information		
Disposition Date 06/06/2023	Disposition Method SOLD	Disposed Units 1.00000
Disposition Authority	Disposition Code Sold	Selling Price \$0.00
Gain Loss Amount (\$2,217.89)	Gain Loss Account Type Expense	Disposal Reason EOL
Disposal Condition -	New Statistical Units -	
<a href="#">▶ Show More</a>		

10. Click **Home** icon to return to the home page.

## Sales Price Change (FP) Transaction Overview

Part of maintaining an inventory of assets is to record the disposition of assets, and, if applicable, the selling price of the disposed asset. Assets may be disposed of due to several reasons: an organization may replace certain types of assets on a regular basis, the asset may be worn and completed its useful life, or the asset may have been lost, stolen, etc. AZ360 enables users to record the disposition of an asset and all of its components, to record the disposition of individual components, or to dispose a portion of the available units for components with multiple units.

If the selling price for the disposed asset was entered incorrectly, users may use an FP transaction to correct the selling price and adjust the associated gain or loss.

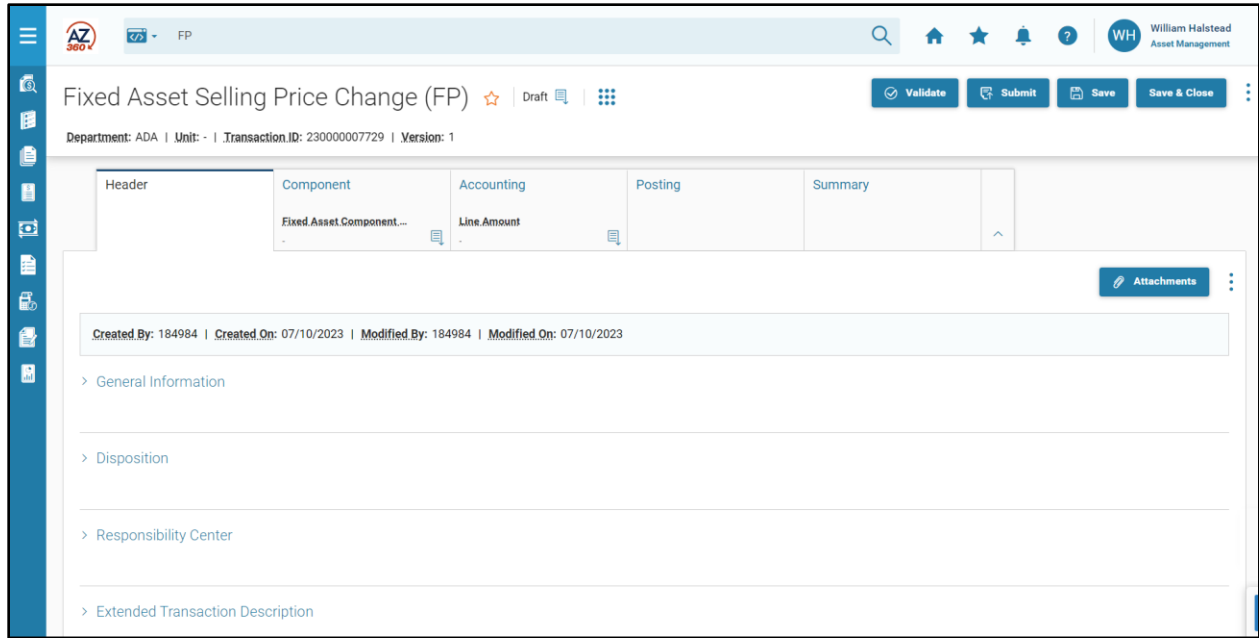
## Sales Price Change (FP) Transaction Tabs

The FP transaction contains four tabs:

- Header
- Component
- Accounting
- Posting

### FP Header Tab

Lists general information about the transaction as well as information that apply to the asset as a whole versus the individual components of the asset.

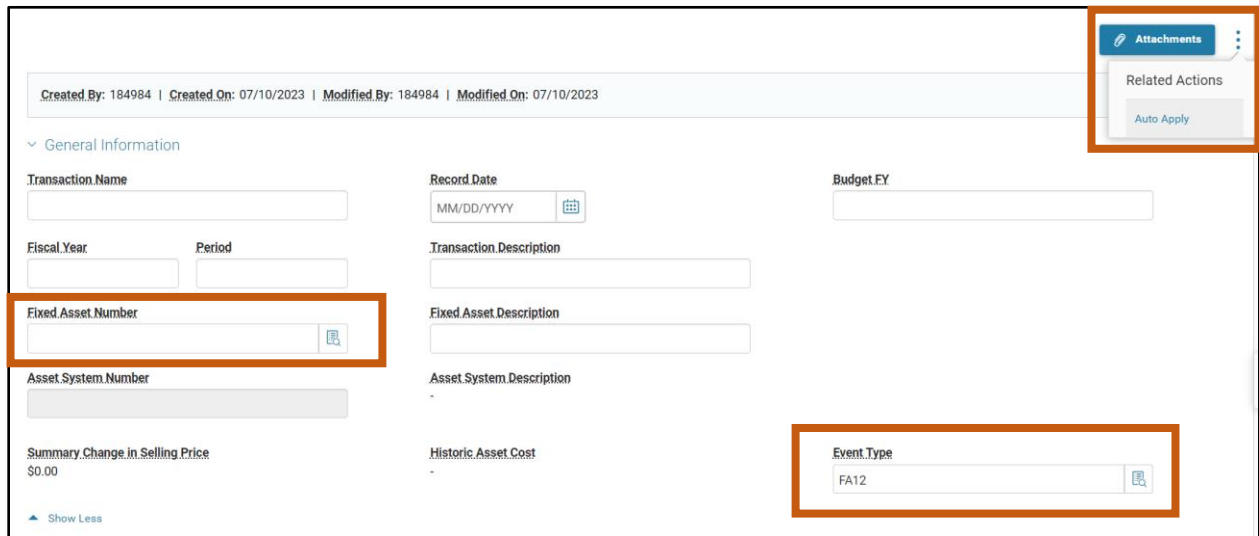


*Header – General Information Section*

This section contains descriptive fields and date information common to most transaction Header tabs. Once a user enters the fixed asset number and selects Auto Apply via the Row 3-dot menu, Related Actions, the existing component information for the asset is inferred into the FP transaction.

The following fields require data entry:



- Fixed Asset Number – Enter the fixed asset number of the asset.
- Event Type – Defaults to FA12 (Change Selling Price of a Fixed Asset).



*Header – Disposition Section*

This section contains fields that control disposition postings as well as collect information for reporting purposes.

▼ Disposition

<p><b>Disposition.Date</b> -</p> <p><b>Selling.Price</b> \$0.00</p> <p><b>Disposition.Code</b> -</p> <p><b>Disposal.Condition</b> <input type="text"/></p> <p><b>Security.Incident.Report.ID</b> -</p> <p><b>New.Disposition.Date</b> <input type="text" value="MM/DD/YYYY"/> </p> <p><b>Change.in.Selling.Price</b> <input type="text"/></p> <p><b>New.Disposition.Code</b> - Select - ▼</p> <p><b>New.Disposal.Condition</b> <input type="text"/></p> <p><b>New.Security.Incident.Report.ID</b> <input type="text"/></p>	<p><b>Disposition.Method</b> -</p> <p><b>Disposition.Authority</b> -</p> <p><b>Disposal.Reason</b> <input type="text"/></p> <p><b>Property.Survey.Report.ID</b> -</p> <p><b>Police.Report.ID</b> -</p> <p><b>New.Disposition.Method</b> <input type="text"/> </p> <p><b>New.Disposition.Authority</b> <input type="text"/></p> <p><b>New.Disposal.Reason</b> <input type="text"/> <small>0/250</small></p> <p><b>New.Property.Survey.Report.ID</b> <input type="text"/></p> <p><b>New.Police.Report.ID</b> <input type="text"/></p> <p><b>New.Police.Report.ID</b> <input type="text"/></p>
---	--

*Header – Responsibility Center Section*

This section contains COA fields defined as being responsible for the asset.

*Header – Extended Transaction Description Section*

This section contains the standard extended description field that is associated with the transaction. It is not an extended description for the asset as it is not stored on any asset information tables.

**FP Component Tab**

Lists specific attributes of each asset component. Components may be added during the life of the asset but cannot be added at time of sales price changes.

The blue Component line contains the following features:

- Fixed Asset Component Number - Editable in the case a user wishes to specify a specific component to change a sales price instead of all components.

**Note: If a user needs to specify a specific component to change a sales price instead of all components, they should use the row 3-dot menu, Delete option to remove any components whose sales price is not being updated.**

▼ Responsibility Center

<b>Fund</b>	<b>Sub.Fund</b>
-	-
<b>Department</b>	<b>Appr.Unit</b>
-	-
<b>Unit</b>	<b>Sub.Unit</b>
-	-
<b>Object</b>	
-	
<b>Activity</b>	<b>Sub.Activity</b>
-	-

[▶ Show More](#)



- Change in Selling Price – Enter the change in selling price. This is the amount needed to correct the selling price. This amount can be positive or negative.

Fixed Asset Selling Price Change (FP) | Department: ADA | Unit: - | Transaction ID: 230000007729 | Version: 1

Fixed Asset Component Number	Commodity	Selling Price	Change in Selling Price	Attachments
01	99999	\$0.00	\$0.00	
02	99999	\$0.00	\$0.00	

### Component – General Information Section

This section contains descriptive fields which are recorded for informational reporting on the component. Fields in this section are not editable.

Fixed Asset Component Number	Commodity	Selling Price	Change in Selling Price	Attachments
01	99999	\$0.00	\$0.00	
02	99999	\$0.00	\$0.00	

**General Information** | Disposition

Units 0.00000	Unit of Measure EA	Fixed Asset Registry Value \$0.00
Component Extended Description		

### Component – Disposition Section

The user can change the Disposition Authority, Disposition Date, Disposition Method, in addition other the fields on an FP transaction in this section. However, these changes are optional.

**General Information**

Disposed Units: 1.00000

Disposition Date: 07/11/2023

Disposition Method: SOLD

Disposition Code: Sold

Disposal Reason:

Disposal Condition:

Gain/Loss Account Type: Expense

[Show More](#)

**Disposition**

New Disposition Authority:

New Disposition Date: MM/DD/YYYY

New Disposition Method:

New Disposition Code: - Select -

New Disposal Reason:

New Disposal Condition:

### FP Accounting Tab

Lists the COA details for how each asset component was funded. All information at this level is protected and will be brought in from the FARACTG table or from the FP transaction Header tab.

Fixed Asset Selling Price Change (FP) | Draft

Department: ADA | Unit: - | Transaction ID: 230000007729 | Version: 1

Accounting Line	Selling Price	Change in Selling Price	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	Attachments
1	\$0.00	\$0.00	ADA	-	1600	-	-	AD00011	2200	-	

### Accounting – General Information Tab

This tab contains descriptive fields and date information common to most transaction accounting lines. amounts are displayed that will be used in the various posting lines created for the accounting line.

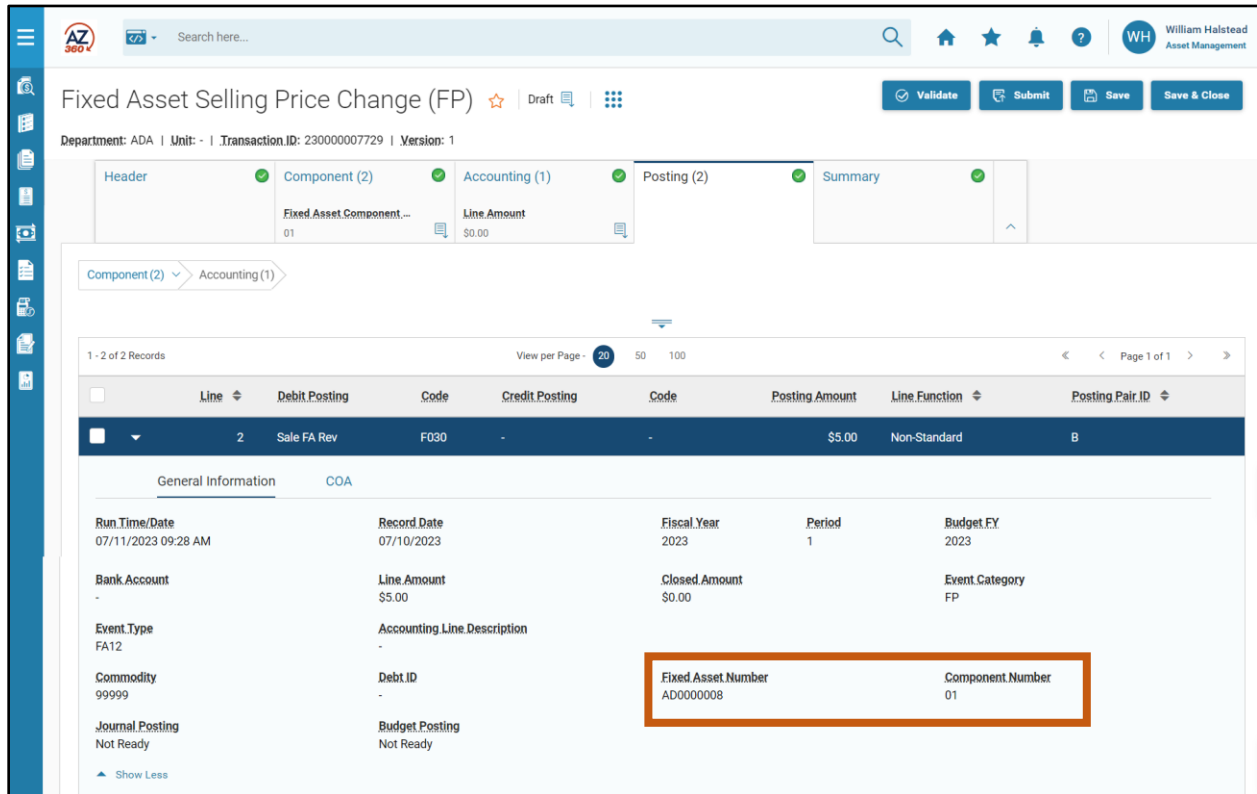
### Accounting –COA Section

This tab contains the COA fields common to the component as found on other transactions.

### FP Posting Tab

Lists the system-generated details used to recognize the financial impact of a specific accounting line. If a fixed asset transaction has an accounting impact, the system uses the posting line information to update the fixed asset and general accounting journals as well as other accounting tables. The information on the FP transaction posting lines cannot be modified.

The fields and components on this page are like those of other transactions with the addition fields on the General Information section: Fixed Asset Number and Component Number.



Fixed Asset Selling Price Change (FP) | Draft

Department: ADA | Unit: - | Transaction ID: 23000007729 | Version: 1

Header	Component (2)	Accounting (1)	Posting (2)	Summary
	Fixed Asset Component... 01	Line Amount \$0.00		

Component (2) > Accounting (1)

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
2	Sale FA Rev	F030	-	-	\$5.00	Non-Standard	B

General Information | COA

Run Time/Date 07/11/2023 09:28 AM	Record Date 07/10/2023	Fiscal Year 2023	Period 1	Budget FY 2023
Bank Account -	Line Amount \$5.00	Closed Amount \$0.00	Event Category FP	
Event Type FA12	Accounting Line Description -			
Commodity 99999	Debt ID -	Fixed Asset Number AD0000008	Component Number 01	
Journal Posting Not Ready	Budget Posting Not Ready			

### Disposal – No SPMO Approval Required

The process to dispose of an asset where the agency is exempt from going through SPMO approval is the same as the disposal outlined in the Asset Disposition with SPMO Approval section with the following two distinctions:

- The final sales price can be entered on the FD transaction so a separate FP is not needed.
- Approval is not needed from SPMO.



# Asset Management Reporting

## Section Objectives

In this section, the following process is introduced:

- Review reports available for asset management tracking.

## Section Overview

AZ360 includes several reports for monitoring asset management.

## AZ360 Report

The key report needed to support the AZ360 Asset Management business processes is listed below:

- **Mass Depreciation Report** – This report generates a listing of the depreciation to be applied to each selected asset based on the input parameters and each asset’s depreciation attributes. The report is sorted and summarized by department and fixed asset type.

## Interactive infoAdvantage Reports

The key reports needed to support the AZ360 Asset Management business processes are listed below and can be found in the infoAdvantage, 1-Statewide Reports folder. Included with some of the reports are the data elements (prompts) that are available. The reports listed are current as of the publication of this manual and may no longer be available.

- **FIN-AZ-AM-C052** – *Physical Inventory Sheet* – The report lists fixed assets and their locations for use in conducting physical inventory.
- **FIN-AZ-AM-C053a** – *Fixed Asset Transfers by Fiscal Year* – The report lists fixed asset transfers by asset type for a fiscal year or accounting period. The Transfers Tab shows sales (FS transactions) and transfers (FT transactions) within a department. The 2-Step Internal Sale Tab shows assets sold from one department (FD transaction) and acquired by another department (FA transaction) using a new fixed asset number.
- **FIN-AZ-AM-C062** – *Age of Assets* – The report lists all fixed assets for a given department and asset status and calculates their age by comparing the acquisition date to the current date.
- **FIN-AZ-AM-N067** – *Fixed Assets by CFDA number* – The report provides fixed assets by CFDA and other funding sources.
- **FIN-AZ-AM-N341** – *Disposed Assets by Acquisition Fund* – The report includes disposed fixed assets by department and fund for the purpose of federal reporting.
- **FIN-AZ-AM-N358** – *Fixed Asset by Location and Sub-Location* – The report captures fixed assets by location and sub-location.
- **FIN-AZ-AM-N538** – *Fund 1300 Fixed Assets by Type* – The report lists the details of transactions for each fixed asset and component for a given timeframe.
- **FIN-AZ-AM-N542** – *Asset Expenditures by Period* – The report shows cash expenditures for object class 8100, 8400, and 8500 by fiscal year, accounting period, department, and fund, object category, object class, and object.
- **FIN-AZ-AM-N599** – *Fixed Assets Acquisitions* – The report summarizes the assets that comprise Additions for Fiscal Year-End Fixed Asset Closing Package.



- **FIN-AZ-AM-N602** – *Fixed Asset Disposals* – The report is used to capture fixed asset disposals for Annual Comprehensive Financial Report (ACFR) reporting.
- **FIN-AZ-AM-N603** – *Fixed Asset Accumulated Depreciation* – The report is designed to facilitate both year-end financial reporting and interim review of depreciation postings.
- **FIN-AZ-AM-N607** – *Fixed Asset Transaction Register* – The report is designed to provide a listing and baseline information on all fixed asset transactions.
- **FIN-AZ-AM-N608** – *Fixed Asset Activity Report for Monthly Financial Review* – The monthly financial review requires an independent review of fixed asset transactions. The report provides a high level review of fixed asset activities for the selected fiscal year and accounting period.
- **FIN-AZ-AM-N609** – *Fixed Asset Reconciliation to General Ledger* – The report shows the actual posting fund for fixed asset. Fund 1300 (the Statewide Capital Asset Fund) is the fund to which most department asset activity is posted.
- **FIN-AZ-AM-N610** – *Asset Listing* – The report lists fixed assets and memo assets according to their fixed asset type.
- **FIN-AZ-AM-614** – *Assets Purchased through APP* – The report provides accounting information for payments for assets that originated as GAXIV1 transactions in the APP system.
- **FIN-AZ-AM-N623** – *Incorrect Depreciation Expense* – The report shows all ME (depreciation) transactions that processed with any object other than object 7912. Memo assets are excluded from this report.
- **FIN-AZ-AM-N626** – *Fixed Assets Summary Snapshot* – The report is designed to provide a point-in-time snapshot summary of fixed asset balances within AZ360 for the fiscal year. Departments can use this report as part of their monthly fixed asset reconciliation, before the end of the fiscal year, to ensure that AZ360 is up to date for gross fixed assets and accumulated depreciation.
- **FIN-AZ-AM-N627** – *Fixed Asset Federal Exp* – This report shows fixed assets purchased with Federal dollars when the AD or EFT is referenced on the corresponding FA transaction. This report shows two values: the actual disbursement amount and the historic asset cost for all assets that have a CFDA number associated to them. For agencies using the front-end split functionality, the amounts may be inflated by non- federal expenditures. Input controls allow dynamic filtering of the data on the Detail report tab.
- **FIN-AZ-AM-N657** – *Asset Management* – A robust asset management report that will show the fixed assets by agency with columns for asset type/catalog, various funding elements, descriptions, identifiers such as serial & tag numbers, acquisition/disposition dates and amounts. Optional prompts allow users to run the report by asset type, location, memo or capital, disposed or active, unit, main asset or component, acquisition & disposition dates, custodian, major program, fund and the last inventory date. This report can be used for a variety of purposes including analysis, tracking, inventory and reporting.

## InfoAdvantage Baseline Reports

- **FIN-FA-0003** – *Fixed Asset By Dept and Fund* – The report lists the details of transactions for each fixed asset and component for a given time frame. The transactions are grouped by fund, department, unit, fixed asset type, and fixed asset number. Total are generated for fund, department, unit, fixed asset type, and fixed asset number. The transaction identifier for each transaction is also included in the report to allow for easy tracking back to the original transaction in CGI Advantage Financial. Transactions with posting code F001, F004,

F005, F010, F020 and F040 are excluded from this report. If additional equivalent posting codes are created the report filters must be updated.

## Mass Depreciation Process

Depreciation is the process by which an asset's book value decreases over time. As capital assets age, wear, or become obsolete, the loss in value is recognized as depreciation expense. A server, for example, that initially costs \$5,000 is worth substantially less than the original cost in the third year of its useful life.

This section provides a detailed description of the Asset Depreciation business process, performed by the GAO. The Straight Line method is identified as the depreciation method which is going to be used by the state. The scenario below describes how the GAO to depreciates assets in AZ360, using the Straight Line method of Depreciation for ACFR reporting.

The following Fixed Asset Catalogs in AZ360 are identified as non-depreciable by the state:

- Land
- Construction in Progress
- Works of Art Non-Depreciable
- Infrastructure Non-depreciable
- Intangible Capital Asset - Development in Progress
- Tangible Rights of Way - Land Held for Future Development

All the other asset types are subject to Straight Line depreciation. Users may check whether a specific asset type is subject to depreciation by reviewing the records on FATP table.

The Mass Depreciation process may be run in two modes: Report Mode or Update Mode.

- Report Mode – Generates a report listing the depreciation to be applied to each selected asset based on the input parameters and each asset's depreciation attributes. The report is sorted and summarized by department and fixed asset type. No depreciation updates are made in the system when the process is run in this mode.
- Update Mode – The process calculates the depreciation and updates journals and the Fixed Asset Registry with Mass Depreciation (ME) transactions. End users are not able to open these transactions though they do appear as a record on these tables. The ME transaction does not appear on the Financial Transaction Catalog, but users are able to view it on the JFAAJ and JACTG tables. The Mass Depreciation job also inserts the calculated depreciation amount in the DEPH table for each asset record in AZ360.

The GAO runs the Mass Depreciation Process in Update Mode quarterly. The batch process only selects assets subject to depreciation, and automatically computes depreciation using the Straight Line method.

Any asset changes made between depreciation runs will be included in depreciation calculations, during the next process run.

Once the Mass Depreciation process is run in Update Mode, infoAdvantage tables are also updated which will then be used to generate ACFR Reports.

Record Manual Depreciation Using an FE Transaction 

*Scenario*

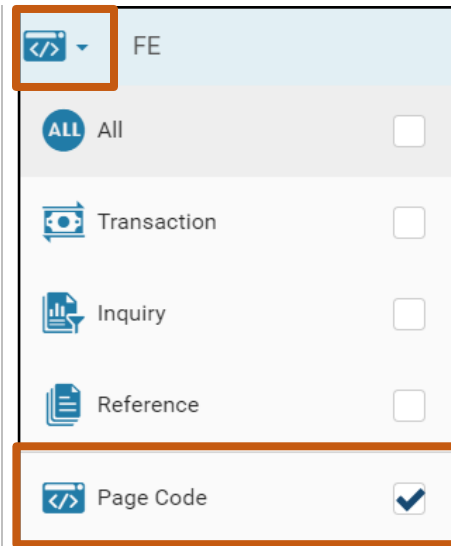
The GAO noticed that a prisoner transportation bus depreciation was not picked up in the Mass Depreciation process. Use an FE transaction to manually depreciate the asset.

Total amount of depreciation = \$4,660

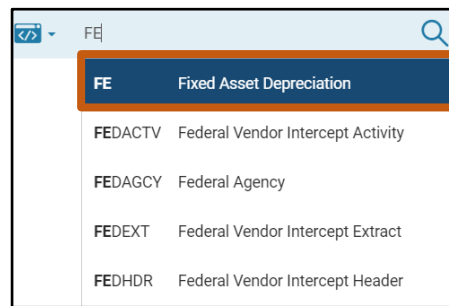
- Component 01 = \$4,200
- Component 03 = \$460

Log in to the AZ360 **Home Page**. Create an FE transaction.

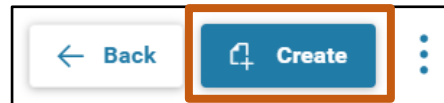
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FE*.



4. In the drop down menu that generates, select **FE Fixed Asset Depreciation**. The FE Financial Transaction page will generate.



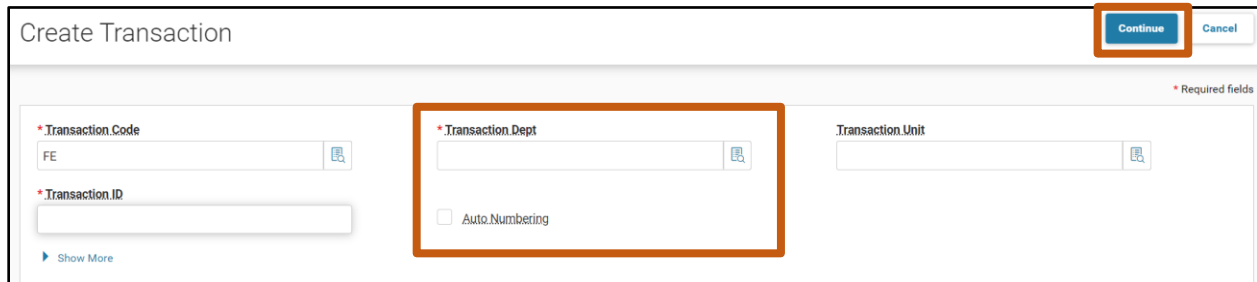
5. Click the **Create** button.



6. In the **Transaction Dept** field, enter the user's department 3-digit code.

7. Select **Auto Numbering** check box.

8. Click **Continue**.



The screenshot shows a 'Create Transaction' form with the following fields and elements:

- Transaction.Code**: Text input field containing 'FE'.
- Transaction.ID**: Text input field.
- Transaction.Dept**: Text input field, highlighted with an orange box.
- Transaction.Unit**: Text input field.
- Auto Numbering**: A checkbox that is currently unchecked.
- Buttons**: 'Continue' and 'Cancel' buttons are located in the top right corner, with 'Continue' highlighted by an orange box.
- Other**: A 'Show More' link is located at the bottom left.

9. A new FE transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter the reason for the FE transaction. In this scenario, enter *Manual Depreciation*.
  - b. In the **Fixed Asset Number** field, enter the fixed asset number for the prisoner transportation bus that is manually being depreciated. In this scenario, enter *AD0000010*.
  - c. In the **Event Type** field, enter *FA03* (Record Depreciation on an Individual Fixed Asset). This is the default value.
  - d. Click the row **3-dot** menu, and under **Related Actions**, click the **Auto Apply** button.

2. In the **Responsibility Center** section:
3. Verify that the asset COA elements have been inferred.
4. Click the **Component** tab.
  - a. Verify on the blue Component line that the Fixed Asset Component Numbers and Commodity fields have inferred.

Fixed Asset Component Number	Commodity	Depreciation Amount	Attachments
01	99999		
03	99999		

5. Select **Component 01** line from the grid.
  - a. In the **Depreciation Amount** field, enter the amount of the depreciation. In this scenario, enter *4,200*.
6. Select **Component 02** line from the grid.
  - a. In the **Depreciation Amount** field, enter the amount of the depreciation. In this scenario, enter *460*.

Fixed Asset Component Number	Commodity	Depreciation Amount	Attachments
01	99999	\$4,200.00	
03	99999	460.00	

Depreciation Amount
\$4,200.00
460.00

7. Click **Validate**.
8. Click the **Accounting** tab.

Observe the **Accounting** tab of the transaction.

1. Verify on the blue Accounting line that the depreciation amount for the 01 Component line is \$4,200.

Accounting Line	Depreciation Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	Attachments
1	\$4,200.00	ADA	-	AD4204	-	-	AD00001	0100	-	<a href="#">Copy</a>

Depreciation Amount
\$4,200.00

2. Verify on the blue Accounting line that the depreciation amount for the 02 Component line is \$460.

Accounting Line	Depreciation Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	Attachments
1	\$460.00	ADA	-	AD4204	-	-	AD00001	0100	-	<a href="#">Copy</a>

Depreciation Amount
\$460.00

Verify that the depreciation amount has generated.

1. Click the **Header** tab.
2. In the **General Information** section:



- a. Observe that the Transaction Depreciation and Final Accumulated Depreciation fields now total the amount of the manual depreciation completed in the previous steps. In this scenario, both fields are \$4,660.

<p>Transaction Name</p> <input type="text"/>			<p>Record Date</p> <input type="text" value="MM/DD/YYYY"/>	<p>Budget FY</p> <input type="text"/>
<p>Fiscal Year</p> <input type="text"/>	<p>Period</p> <input type="text"/>	<p>Transaction Description</p> <input type="text" value="Manual Depreciation"/>		
<p>Fixed Asset Number</p> <input type="text" value="AD0000010"/>		<p>Fixed Asset Description</p> <input type="text" value="Prisoner Transport Bus"/>		
<p>Depreciation Amount</p> <input type="text"/>		<p>Depreciation Method</p> <input type="text" value="-"/>		
<p>Transaction Depreciation</p> <p>\$4,660.00</p>		<p>Final Accumulated Depreciation</p> <p>\$4,660.00</p>		<p>Final Asset Value</p> <p>\$277,500.00</p>
<p>Final Net Book Value</p> <p>\$272,840.00</p>				

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**

*Note: Upon submittal, users will see a warning message: "Depreciation Method should be MANUAL." This is expected and can be bypassed as it is a warning and not a blocking error message.*

**1 of 2:** Depreciation Method should be MANUAL (A2217)

2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**



## Resource Section

### Appendix A – Required Fields for IT Equipment

Table 3: Required Fields for IT Equipment

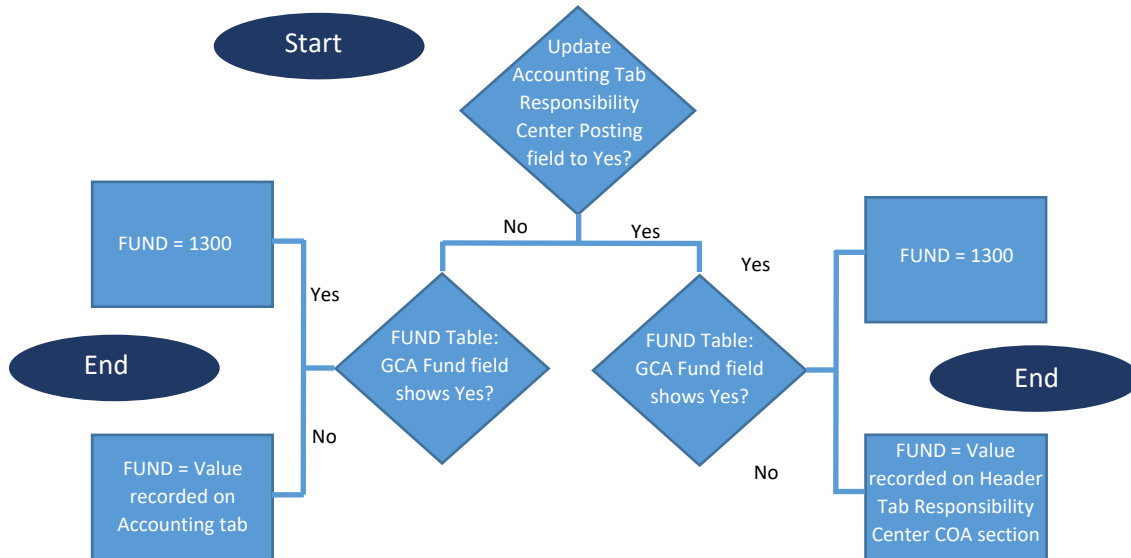
ISIS Asset Inventory Field	AZ360 Field	AZ360 Transaction	Transaction Section
Asset Tag Number	Fixed Asset Number	FA	Header Tab / General Information Section
Unit Cost	Component Total		Component Tab (calculated as total of accounting lines for each component)
N/A	Commodity		Component Tab / Component Line
Number of Seats	Statistical Unit of Measure (UOM)		Component Tab / General Information Section
	Statistical UOM (select a Statistical UOM of 'users', 'cpu' or 'devices')		
Comments	Data in the following fields: Description 1 through 5, and Property Description		Component Tab / Descriptive Details Section
Comments	Component Extended Description		Component Tab / General Information Section
Manufacturer Name	Manufacturer		Component Tab / Specifications Section
Version Name / Number (Software)	Product Category		Component Tab / Specifications Section
Model Name / Number (Hardware or Software)	Model Number		Component Tab / Specifications Section
Serial / License Number	Serial Number		Component Tab / Specifications Section
Acquisition Date	Acquisition Date		Component Tab / Acquisition Section
Status	Acquisition Method		Component Tab / Acquisition Section
Location	Location		Component Tab / Location Section
City	Provided through rollup to Location Name		Component Tab / Location Section
Asset Group	Fixed Asset Group - Defaults from FA Catalog		Component Tab / Classifications Section
Asset Type	Fixed Asset Type - Defaults from FA Catalog		Component Tab / Classifications Section
Asset Code	Fixed Asset Catalog		Component Tab / Classifications Section

N/A	Useful life		Component Tab / Depreciation and Valuation Section
Agency AZ360 Code	Department		Accounting Tab / Accounting Line
Sub Organization	Unit		Accounting Tab / Accounting Line
N/A	Last Inventory Date	FM	Component Tab / Inventory and Valuation Section
Maintenance Type	Repair Maintenance Type (if applicable)	FRM	Warrant - Repair and Maintenance Tab / Repair and Maintenance Section
Maintenance Vendor	Repair Maintenance Vendor Name (if applicable)		Warrant - Repair and Maintenance Tab / Repair and Maintenance Section
Maintenance Cost	Total Cost (if applicable)		Warrant - Repair and Maintenance Tab / Repair and Maintenance Section
Disposition Date	Disposition Date	FD	Component Tab / Disposition Section
Disposition	Disposition Method		Component Tab / Disposition Section

## Appendix B – Fixed Asset Posting Funds

The posting Fund for a fixed asset is determined by several fields; the Responsibility Center Posting field value on the General Information section of the Accounting tab, the Fund field value on the Accounting tab, the Fund field value on the Responsibility Center COA section of the Header Tab, and the General Capital Assets (GCA) Fund field value on the FUND table. A breakdown of how these fields affect the posting Fund for a fixed asset is detailed in the figure below.

Figure 2: Fixed Asset Posting Funds



**Note: When No is selected on the Accounting tab, Responsibility Center Posting field, AZ360 looks at the Accounting line Fund. When Yes is selected on the Accounting tab, Responsibility Center Posting field, AZ360 looks at the Responsibility Center COA Fund.**

## Appendix C – Terminology

Table 4 lists some of the terms used in this manual.

**Table 4: Terminology**

Term	Description
Agency	A state agency is a department in AZ360. The Dept field in AZ360 is used to capture agency information.
Asset Management	Process the State of Arizona uses to manage assets.
Auto Apply	Button located on the Header and Component tabs of fixed asset transactions. When selected, this feature populates certain fields, which are pulled in from the Fixed Asset Registry pages using the existing fixed asset number.
Balance Sheet Account (BSA)	Used to define values for asset, asset offset, liability, and equity accounts.
Base Asset	This field will be selected on the Acquisition (FA) transaction automatically and cannot be changed. All components added on an FA transaction through a process other than as a Betterment (FA02 event type), will need to meet the capitalization threshold. Assets added on an FA transaction through the Betterment process (FA02 Event Type) will not be classified as a base asset, and, therefore will not need to meet the capitalization threshold.
Betterment	An addition or improvement to an existing asset. In AZ360, Betterments are processed with an Event Type of FA02, using the Fixed Asset Acquisition (FA) transaction.
Capitalization	Costs to acquire an asset that exceed the threshold for the Asset Type as defined on Fixed Asset Capitalization Criteria (FACC) must be capitalized using the Fixed Asset Acquisition (FA) transaction.
Chart of Accounts (COA) elements	An account structure to classify financial information, which captures the dimensional structure for documenting and reporting on budget data.
Component	A Fixed Asset consists of one or more components that represent separate valuations of the asset. Each component has its own location, cost history, and specifications. Components may be added as Betterments during the life of the asset.
Composite Asset	Assets with multiple inseparable components may be established as a Composite Asset and depreciated as one single asset based on Header tab attributes.
Construction in Progress (CIP)	Construction costs for an asset that is not yet in service, such as a building or highway, may be captured in a C-Type Asset through the Program Asset Generation process. When the asset is ready to go into service, the Program Asset Generation process converts the Asset Type to the appropriate type.

Contributed Asset/Donated Asset	A contributed asset, also referred to as a donated asset, is an asset that is not purchased but given to an entity. There is no payment record in AZ360 linked to a contributed or donated asset.
Custodian (CUSD) Table	The Custodian (CUSD) table is used to set up Custodians that can be selected on Fixed Asset transactions. It represents the individual who has custody of the asset.
Department	One element in the AZ360 Chart of Accounts structure. This element is associated with a state agency. In this manual, unless otherwise defined, department and agency are interchangeable.
Depreciation	A reduction in the value of an asset with the passage of time, due in particular to wear and tear. Depreciation is calculated using In Service Date for most assets.
Disbursement	Liquidates the payable, and generates payment. The payment may be in the form of a Warrant or Electronic Funds Transfer (EFT).
Transaction Phase	A point in time within the transaction processing lifecycle. Common phases are Draft, Pending, and Final.

## Appendix D – List of Acronyms

Table 5 lists the acronyms used in this manual.

**Table 5: List of Acronyms**

Acronym	Definition
ACFR	Annual Comprehensive Financial Report
APP	Arizona Procurement Portal
BSA	Balance Sheet Account
COA	Chart of Accounts elements
CUSD	Custodian table
DA	Debt Accounting transaction
DEPEC	Depreciable Elements Change table
DEPH	Depreciation History table
EFT	Electronic Funds Transfer
FA	Fixed Asset Acquisition Transaction
FABALSQ	Fixed Asset Balance Summary page
FACBALSQ	Fixed Asset Component Balance Summary page
FACC	Fixed Asset Capitalization Criteria
FACLG	Fixed Asset Catalog
FADM	Fixed Asset Disposition Method
FAGCT	Fixed Asset Group Category
FAGRP	Fixed Asset Group
FAHIST	Fixed Asset History table
FAR	Fixed Asset Registry tables
FARACTG	Fixed Asset Registry Accounting table
FARCOMP	Fixed Asset Registry Component table
FARHDR	Fixed Asset Registry Header table
FARM	Fixed Asset Repair & Maintenance table
FARTYP	FA Repair & Maintenance Type table
FATP	Fixed Asset Type table



FAWR	Fixed Asset Warranty table
FAWTYP	Fixed Asset Warranty Type table
FC	Fixed Asset Cancellation transaction
FD	Fixed Asset Disposal transaction
FE	Manual Depreciation transaction
FI	Fixed Asset Increase / Decrease transaction
FM	Fixed Asset Modification transaction
FP	Sales Price Change transaction
FRM	Fixed Asset Repair and Warranty transaction
FS	Fixed Asset Internal Sale transaction
FT	Fixed Asset Transfer transaction
FX	Fixed Asset Type Change transaction
GAO	General Accounting Office
JACTG	General Accounting Journal
JFAAJ	Fixed Asset Accounting Journal
JFACJ	Fixed Asset Component Journal
LOC	Location
RSALRT	Record-Specific Alerts page
SLOC	Sub Location
SPEC	Special Accounts page
SPMO	Surplus Property Management Office
UOM	Unit of Measure