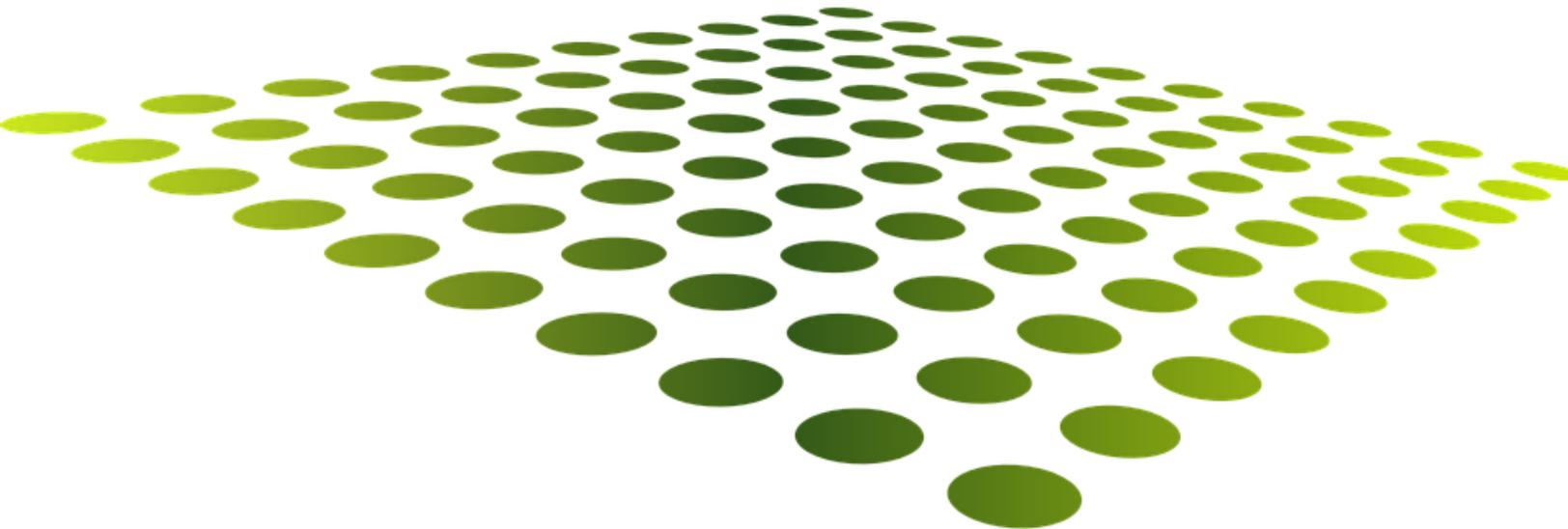


ADOA – General Accounting Office

AFIS MANUAL: ASSET MANAGEMENT



ASSET MANAGEMENT

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All activities will be displayed with an icon

ASSET MANAGEMENT

Purpose

This training guide is an introduction to the Asset Management process, which the State of Arizona will conduct in the Fixed Assets module within AFIS. AFIS provides for the management and control of both Capital fixed asset and Non-capital (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.

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. AFIS provides for the management and control of Capital fixed asset and Memo fixed asset records. This training guide focuses on how to perform asset management processes for Capital fixed assets within AFIS, but content is also provided to guide users on using AFIS to manage stewardship items.

The processes described in this training guide are the minimum standards according to state policy. Individual Departments may have additional requirements. Please contact your Department management for clarification regarding your Department's policies and procedures.

Training Guide Objectives

In this training guide, you will:

- Review the Fixed Asset Lifecycle and Fixed Asset Event Types
- Perform Fixed Asset document processing
- Research Fixed Assets using Reference and Query Tables
- Perform Fixed Asset document maintenance

Learning Objectives

In this lesson, you will:

- Identify the Fixed Asset Lifecycle
- List Fixed Asset Documents and Event Types
- Review different Fixed Asset Documents

- Navigate Fixed Asset Tables and Inquiries
- List how Fixed Asset Tables and Inquiries are updated

Overview of Asset Management

This lesson provides an overview of the asset acquisition lifecycle, from when a Department purchases equipment or property to when it is disposed through Surplus Property Management Office.

This lesson reviews the different Fixed Asset documents available in AFIS, and the associated event types used for asset management business processes. Users will gain an understanding of the Event Type (ETYP) field in AFIS, and which event types are used on Fixed Asset documents.

The most commonly used Fixed Asset document, the Fixed Asset Acquisition (FA), 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 documents in AFIS.

Fixed Asset 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 AFIS upon payment of the vendor invoice, and assigns the asset to a responsible entity. Finally, the Department updates AFIS and the Agency Inventory System with the assignment information.

Maintenance transactions used to record asset changes (such as improvements, modifications, and transfers), depreciation updates, and asset disposal are also maintained in AFIS.

Throughout the life of an asset, it may undergo a Revaluation or Reorganization process. Revaluation, which is mostly used for buildings, occurs when the valuation amount assigned to individual assets is changed using the automatic batch job, which generates Fixed Asset Modification (FM) documents. 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 (Location, Sub Location or Complex Building) or transfer Responsibility Center fields, such as Department or Unit Code. A batch process can be used to automatically create Fixed Asset Modification (FM) or Fixed Asset Transfer (FT) documents to specify the old and new account codes, as well as the type of reorganization to be performed. The Fixed Asset Modification (FM) and Fixed Asset Transfer (FT) documents can also be manually entered.

AFIS enables users to manage and control their organization's Fixed Assets throughout the asset's lifecycle.

A Fixed Asset Acquisition (FA) document can be manually created from the Document Catalog. Once the FA document is validated and submitted successfully, information about the associated Fixed Asset is stored in various tables and journals (inquiries) within AFIS. These storage locations are covered in Section 2.4, Fixed Asset Tables and Inquiries topic.

With the implementation of the new Arizona Procurement Portal (APP) system, the automated generation of Fixed Asset Shell documents (FAS) has been eliminated and those documents are no longer available for online entry in AFIS.

Fixed Asset Event Types

In **AFIS**, the Event Type code defines an event that triggers a business process. **Table 1** identifies the Event Type(s) used with each Document Code. Event types are used to signify what posting codes (PSCD) 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 AFIS documents contain an Event Type on the document Accounting component, a Fixed Asset Document’s Event Type is located on the Header component. Refer to the Fixed Asset Document Overview for information on the Fixed Asset document component components (Header, Component, Warranty, Accounting and Posting).

Table 1: Allowable Event Types for Fixed Asset Documents

Document Code	Document Name	Event Type	Fixed Asset Function
FA	Fixed Asset Acquisition	FA01 (Default)	Acquisition—Adding Fixed Asset
		FA02	Betterment
		FA27	Acquire a Fixed Asset Internally
		FA28	Better a Fixed Asset Internally
		LS23	Record Leased Capital Asset
FD	Fixed Asset Disposition	FA04	Dispose of a Fixed Asset
		FA09	Sale of a Fixed Asset Internally
		LS14	Leased Asset Disposal
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 (FP)	FA12	Change Selling Price of a Fixed Asset
FT	Fixed Asset Transfer	FA06	Transfer Fixed Asset
FI	Fixed Asset Increase / Decrease	FA07	Increase/Decrease Value of asset
FX	Fixed Asset Type Change	FA08	Fixed Asset Type Change
FC	Fixed Asset Cancellation	FA11	Cancellation

Document Code	Document Name	Event Type	Fixed Asset Function
FRM	Fixed Asset Repair and Warranty	FA15	Repairs and Warranty Modification
FS	Fixed Asset Internal Sale	FA29	Internal Sale
ME	Mass Depreciation	LS01	Authorize Leases To Be Taken
DA	Debt Accounting	LS10	Record Capital Lease Receivable – Current Portion
		LS11	Record Capital Lease Receivable – Long Term Portion
		LS12	Record Deferred Lease Principal Revenue
		LS13	Record Deferred Lease Interest Revenue
		LS20	Record Capital Lease Payable – Current Portion
		LS21	Record Capital Lease Payable – Long Term Portion
		LS22	Record Capital Lease Expense & Other Funding Sources
		LS30	Amortization of Lease Costs
		LS31	Accrue Lease Expense
		LS32	Accrue Lease Revenue

Manual FA

The Fixed Asset Acquisition (FA) document is used to record all newly acquired, contributed (donated), or memo assets. The FA document is also used to record information about improvements (betterments) or additions to existing assets.

Fixed Asset Acquisition (FA) document – This electronic document is used to manually record all fixed assets acquired by, purchases with a General Accounting Expenditure GAX (non-Commodity-based) document in Arizona Procurement Portal (APP) or AFIS system, as well other purchase methods (e.g., donated, transferred, P-Card purchase)

With the implementation of the new Arizona Procurement Portal (APP) system, the automated generation of Fixed Asset Shell documents (FAS) has been eliminated and those documents are no longer available for online entry in AFIS.

Fixed Asset Tables and Inquiries

The common tables and inquiries utilized by users to search for specific Fixed Asset information include:

- Fixed Asset Payment Request (FAPR) table
- Fixed Asset Registry, which include Header (FARHDR), Component (FARCOMP) and Accounting (FARACTG)
- Fixed Asset Journals (JFACJ and JFAAJ)
- Fixed Asset History (FAHIST)

Fixed Asset tables and inquiries are updated via the following different methods in AFIS:

- **Updates by documents** - Most tables or inquiries are updated when the documents are finalized. This means that the table will not be updated until the document Phase is Final, which occurs after the document has been fully approved in AFIS. Examples of document updates to tables or inquiries: FARHDR, FARCOMP, FARACTG, FAPR 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).

Fixed Asset Registry

The Fixed Asset Registry (FAR) table stores the current status of an asset and is updated through the use of specific Fixed Asset documents and Event Types. The FAR table is made up of three tables, described below.

Fixed Asset Registry Header

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 101 - 1.2	TRANSPORTATION BUS - PRISONER VEHICLE	101	0101	\$250,000.00

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[Search](#) 🔍

General Information

Fixed Asset Number : STU 101 - 1.2	Summary Closing Costs : \$0.00	Asset Status : 1
Summary Asset Value : \$250,000.00	Summary Salvage Value : \$25,000.00	Active
Summary Accumulated Depreciation : \$0.00	Summary Selling Price : \$0.00	
Summary Net Book Value : \$250,000.00	Historic Asset Cost : \$250,000.00	
Summary Valuation Amount : \$0.00	Asset System Number :	
Asset Description : TRANSPORTATION BUS - PRISONER VEHICLE	Asset System Description :	

▶ Responsibility Center

▶ Asset Classification

▶ Acquisition /Disposition /Valuation Details

▶ Depreciation Details

▶ Infrastructure Maintenance

▶ Fixed Asset Intent Reference

[Top](#)

[Fixed Asset Registry Component](#)
 [Fixed Asset Equity Sources](#)
 [Fixed Asset Balance Summary](#)

Fixed Asset Registry Header (FARHDR)

FARHDR is used as the central repository of AFIS Fixed Assets. The FARHDR table contains both Acquisitions and Betterments. Betterments are considered new components of a previously acquired asset. FARHDR contains the Fixed Asset Number and description, summary asset cost, and Responsibility COA elements.

FARHDR contains links to the Fixed Asset Registry Component (FARCOMP) and Fixed Asset Registry Accounting (FARACTG) pages that contain detailed information about an asset's component and Accounting Lines, respectively. A link is also provided to the Fixed Asset Balance Summary (FABALSQ) page, which summarizes and displays the details of FA budget balances by Fixed Asset Number.

Fixed Asset Registry Component (FARCOMP)

The Fixed Asset Registry Component (FARCOMP) table contains component level information for both Acquisitions and Betterments.

FARCOMP contains links to the Fixed Asset Registry Header (FARHDR) and Fixed Asset Registry Accounting (FARACTG) pages that contain detailed information about an asset's Header and Accounting Lines, respectively. A link is also provided to the Fixed Asset Component Balance Summary (FACBALSQ) page, which summarizes and displays the details of FA budget balances by Fixed Asset Component.

The screenshot displays the 'Fixed Asset Registry Component' web form. It features a search bar at the top with fields for 'Fixed Asset Number', 'Component Number', 'Component Value', and 'Commodity Code'. Below the search bar are four main sections: 'General Information', 'Asset Classification & Location', 'Asset Details', and 'Specifications'. Each section contains numerous input fields for data entry, including asset numbers, values, descriptions, and classification codes. The form is designed for detailed data capture and management of fixed asset components.

Acquisition/Disposition Details Acquisition Date : _____ Disposition Date : _____ Acquisition Method : _____ Disposition Method : _____ Purchasing Authority : _____ Disposition Authority : _____ Vendor Code : _____ Disposed Units : _____ Vendor Name : _____ Gen/Low Account Type : _____ Allow/D&A : _____ Memo Disposal Value : _____ Original Acquisition : _____ Disposal Reason : _____ Disposition Code : _____ Disposal Condition : _____ Property Survey Report ID : _____ Security Incident Report ID : _____ Police Report ID : _____	
Valuation/Reorganization Details Valuation Amount : _____ Reorganization Date : _____ Last Valuation Date : _____ Replacement Date : _____ Valuation Selection Date : _____ Appraiser Name : _____ Intra-In Credit : _____ Debt Information : _____ Appraisal Date : _____ Option to Purchase Property : _____	
Depreciation Date Indicator : _____ Declining Rate : _____ Depreciation Structure Indicator : _____ Useful Life : _____ Depreciation Method : _____ Salvage Value : _____ Depreciation Indicator : _____ Closing Code : _____ Last Depreciation Date : _____ In Service Date : _____ Replacement Type : _____ Out-of-Service Date : _____ Asset Being Replaced : _____ Received Date : _____ Replaced Asset Description : _____	
Balance Sheet Account Asset BSA : _____ C&SA : _____ Accumulated Depreciation BSA : _____ Asset S&SA : _____ Sub C&SA : _____ Accumulated Depreciation S&SA : _____	
Internal Sale Details Internal Sale Units : _____ PA Document Code : _____ Internal Sale Asset Cost : _____ PA Document Department : _____ Internal Sale Depreciation Amount : _____ PA Document ID : _____ Internal Sale Disposition Date : _____ PA Document Version Number : _____ Internal Sale Gen/Low Amount : _____ PA Commodity Line Number : _____	
Fixed Asset Inert Reference FN Doc Code : _____ FN Doc Dept : _____ FN Doc ID : _____	
Insurance NAIC Code : _____ Policy Number : _____ Insured Value : _____ Policy Term Start : _____ Policy Term End : _____ Policy Extended End : _____ Type of Coverage : _____ Coverage Limits : _____ Premium : _____	

Fixed Asset Registry Accounting (FARACTG)

The Fixed Asset Registry Accounting (FARACTG) table records the funding information, including Fund and Detailed Accounting Distributions. An FA document 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.

FARACTG contains accounting level information of both Acquisitions and Betterments. FARACTG contains links to the Fixed Asset Registry Header (FARHDR) and Fixed Asset Registry Component (FARCOMP) pages that contain detail information about an asset’s Header and component lines.

Fixed Asset Registry Accounting

Fixed Asset Number	Component Number	Accounting Line Amount
✓ FA0000026	01	50.00
STU 16 COP CAR	2	\$15,400.00
STU 18 - 1.2	1	\$250,000.00
STU 18 COP CAR	2	\$15,400.00
STU 20 COP CAR	2	\$15,400.00
STU 24 COP CAR	2	\$15,400.00
STU 25 - 6.4	1	\$21,000.00
STU 27 COP CAR	2	\$15,400.00
STU 28 - 6.3	1	\$21,000.00
STU 29 - 1.2	1	\$250,000.00

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Search

▼ General Information

Fixed Asset Number :	<input type="text"/>	Accumulated Depreciation :	<input type="text"/>
Component Number :	<input type="text"/>	Net Book Value :	<input type="text"/>
Accounting Line Amount :	<input type="text"/>	Selling Price :	<input type="text"/>
		Historic Asset Cost :	<input type="text"/>

▼ Fund Accounting

Funding AFY :	<input type="text"/>	Object :	<input type="text"/>
Funding BFY :	<input type="text"/>	Sub Object :	<input type="text"/>
Fund :	<input type="text"/>	Revenue :	<input type="text"/>
Sub Fund :	<input type="text"/>	Sub Revenue :	<input type="text"/>
Department :	<input type="text"/>	Dept Object :	<input type="text"/>
Unit :	<input type="text"/>	Dept Revenue :	<input type="text"/>
Sub Unit :	<input type="text"/>	General Capital Assets(GCA) Fund :	<input type="checkbox"/>
Appr Unit :	<input type="text"/>	Responsibility Center Posting :	<input type="checkbox"/>

▼ Detail Accounting

Location :	<input type="text"/>	Reporting :	<input type="text"/>	Major Program :	<input type="text"/>
Sub Location :	<input type="text"/>	Sub Reporting :	<input type="text"/>	Program :	<input type="text"/>
Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

▼ Document Reference

PO Document :	<input type="text"/>	PR Document :	<input type="text"/>	Disb Document :	<input type="text"/>
PO Doc Dept :	<input type="text"/>	PR Doc Dept :	<input type="text"/>	Disb Doc Dept :	<input type="text"/>
PO Doc ID :	<input type="text"/>	PR Doc ID :	<input type="text"/>	Disb Doc ID :	<input type="text"/>
PO Doc VL No :	<input type="text"/>	PR Doc VL No :	<input type="text"/>	Disb Doc VL No :	<input type="text"/>
PO Doc CL No :	<input type="text"/>	PR Doc CL No :	<input type="text"/>	Disb Doc AL No :	<input type="text"/>
PO Doc AL No :	<input type="text"/>	PR Doc AL No :	<input type="text"/>	Debt ID :	<input type="text"/>

Fixed Asset Component Journal (JFACJ)

The Fixed Asset Component Journal (JFACJ) table serves to give users a view into the journal lines from processing Fixed Asset documents. Fields on this journal are very different from those in other journals; given its input source is the component line of any Fixed Asset document, not a posting line. There are many sections on this table so they are displayed in groups below.

General Information and Responsibility Center sections:

Fixed Assets Component Journal

Run Time	Document ID	FA Number	FA Component Number	FA Type	FA Group	Final Asset Component Value
10-24-14 08:39:22	FA 101 STU 1 - 5.5	STU 1 COP CAR	1	V	1070	\$42,500.00
10-24-14 08:39:22	FA 101 STU 1 - 5.5	STU 1 COP CAR	1	E	1680	\$15,400.00
10-24-14 03:30:00	FA 101 STU 1 - 6.3	STU 1 - 6.3	1	V	1072	\$21,000.00
04-29-15 10:17:09	FA 101 STU 1 - 1.2	STU 101 - 1.2	1	V	1556	\$250,000.00
01-10-17 04:07:56	FT 108 201500000062	STU8-4.5	01	V	1070	\$16,500.00
✓ 10-02-19 05:53:54	FD 101 201500000019	STU8-4.5	01	V	1070	\$0.00

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▼ General Information

Doc Record Date: 06/01/2015	Final Asset Component Value: \$0.00	FN Doc Code: <input type="text"/>
Budget FY: 2015	Final Asset Value: \$0.00	FN Doc Dept: <input type="text"/>
Fiscal Year: 2015	Run Time: 10-02-19 05:53:54	FN Doc ID: <input type="text"/>
Fiscal Period: 12	FA Number: STU8-4.5	
Document Fiscal Quarter: <input type="text"/>	FA Component Number: 01	
Event Category: FD	Extended Document Description: <input style="width: 100%;" type="text"/>	
Event Type: FA04	Header Asset Description: MOTORCYCLE-HARLEY	
Document Name: <input type="text"/>	Memo Asset Indicator: No	
Document Description: Disposing	Asset System Number: <input type="text"/>	
Document Total Amount: \$16,500.00	Asset System Description: <input style="width: 100%;" type="text"/>	
Asset Status: <input type="text"/>		

▼ Responsibility Center

Custodian: <input type="text"/>	Appr Unit: 1010000	Task: <input type="text"/>
Fund: 9001	Object: <input type="text"/>	Sub Task: <input type="text"/>
Sub Fund: <input type="text"/>	Sub Object: <input type="text"/>	Task Order: <input type="text"/>
Government Branch: 02	Revenue: <input type="text"/>	Major Program: <input type="text"/>
Cabinet: 01	Sub Revenue: <input type="text"/>	Program: <input type="text"/>
Department: 101	Dept Object: <input type="text"/>	Phase: <input type="text"/>
Division: 101	Dept Revenue: <input type="text"/>	Program Period: <input type="text"/>
Group: <input type="text"/>	Activity: <input type="text"/>	Assignee Employee Number: <input type="text"/>
Section: <input type="text"/>	Sub Activity: <input type="text"/>	Assignee Employee Name: <input type="text"/>
District: <input type="text"/>	Function: <input type="text"/>	Use Code: <input type="text"/>
Bureau: <input type="text"/>	Sub Function: <input type="text"/>	Driver's License Number: <input type="text"/>
Unit: 0101	Reporting: <input type="text"/>	
Sub Unit: <input type="text"/>	Sub Reporting: <input type="text"/>	

Component Information, Specifications, Acquisition Detail sections:

▼ Component Information			
Location :	101A	Condition Code :	1
Sub Location :	001	Plat Number :	
Complex / Building :		Tag Number :	
Document Component Total :	\$16,500.00	Description 1 :	
Commodity Code :	07156	Description 2 :	
Component Extended Description :		Description 3 :	
Shell Generation Date :		Description 4 :	
Asset Impairment :		Description 5 :	
Surface Area :		Quantity / Units :	1.00000
Statistical Units :		Unit of Measure :	EA
Statistical UOM :		Property ID :	
Last Inventory Date :	10/01/2014	Property Description :	
Survey Data :		Parcel ID :	
Decal ID :		Floor :	
Debt ID :		Section :	
		Room :	
		Cubicle Number :	
		Altitude/Elevation :	

▼ Specifications			
Mfr Part Number :		Specification :	
Manufacturer :	HARLEY DAVIDSON	Drawing :	
Product/Category :		Piece :	
Model Number :	H6700	Supplier Part Number :	
Serial Number :		Warranty Type :	
Weight :		Industry Identification :	
Size :		Barcode :	
Vehicle Year :	2014	VIN :	VAROOM12345
Vehicle Make :		License Plate :	
Vehicle Model :		Fuel Type :	UNL Unleaded Gasoline
		Commodity Specs :	
		Hazardous Materials :	
		Permits/Certifications :	
		Disposal Restrictions :	

▼ Acquisition Details	
Asset Acquisition Date :	10/01/2014
Composite Acquisition Date :	
Acquisition Method :	PURC
Replacement Date :	
Trade-In Credit :	
Appraisal Date :	
Appraiser Name :	
Options to Purchase Property :	
Deed Information :	
Purchasing Authority :	
Vendor Customer Code :	
Vendor Name :	
Replacement Type :	
Asset Being Replaced :	
Replaced Asset Description :	

Asset Classification, Cost Valuation and Depreciation, Disposition Details, and Document Information section

▼ Asset Classification FA Classification Indicator : Adjustment FA Type : v Fixed Asset Group Category : 17 Fixed Asset Group Class : FA Group : 1070 FA Catalog : 1070-12 Base Asset Flag : Yes		Composite Indicator : No BSA : 0811 Sub BSA : OBSA : 3610 Sub OBSA : Accumulated Depreciation BSA : 0865 Accumulated Depreciation SBSA :	
▼ Cost, Valuation and Depreciation Closing Costs : 0.00 Salvage Value : \$0.00 Last Valuation Date : Valuation Amount : \$0.00 Useful Life : 5 Declining Rate : Asset In Service Date : 06/01/2015 Composite In Service Date : Out-of-Service Date : Received Date :		Depreciation Method : Straight Line Depreciation Structure Indicator : Responsibility Center Depreciation Amount : \$0.00 Accumulated Depreciation : \$784.62 Last Depreciation End Date : 06/01/2015 Depreciation End Date : 06/01/2015 Recalculate from Beginning : Estimated Amount : Actual Amount :	
▼ Disposition Details Disposition Date : 06/01/2015 Disposition Method : SOLD Disposed Units : 1.00000 Disposition Authority : Disposition Code : Property Survey Report ID : Security Incident Report ID : Police Report ID :		Memo Disposal Value : \$0.00 Selling Price : \$0.00 New Selling Price : \$0.00 Gain Loss Amount : (\$15,715.38) Gain Loss Account Type : Expense New Statistical Units : Disposal Reason : Disposal Condition :	
▼ Document Information Doc Code : FD Doc Dept : 101 Doc ID : 20150000019 Doc Commodity : 76701			

Warranty, Repairs & Maintenance, and Insurance sections

<p>▼ Warranty</p> <p>Warranty Action : <input type="text"/></p> <p>Warranty Number : <input type="text"/></p> <p>Warranty Type : <input type="text"/></p> <p>Warranty Name : <input type="text"/></p> <p>Warranty Months : <input type="text"/></p> <p>Warranty Years : <input type="text"/></p> <p>Warranty Start Date : <input type="text"/></p> <p>Expiration Date : <input type="text"/></p> <p>Warranty Agreement Number : <input type="text"/></p> <p>Warranty Description : <input type="text"/></p> <p>Active Indicator : <input type="text"/></p>		<p>Warranty Vendor Code : <input type="text"/></p> <p>Warranty Vendor Name : <input type="text"/></p> <p>Warranty Address ID : <input type="text"/></p> <p>Warranty Address 1 : <input type="text"/></p> <p>Warranty Address 2 : <input type="text"/></p> <p>Warranty City : <input type="text"/></p> <p>Warranty State Code : <input type="text"/></p> <p>Warranty State : <input type="text"/></p> <p>Warranty Zip Code : <input type="text"/></p> <p>Warranty County Code : <input type="text"/></p> <p>Warranty County : <input type="text"/></p> <p>Warranty Country : <input type="text"/></p> <p>Warranty Vendor Contact Code : <input type="text"/></p> <p>Warranty Vendor Contact Name : <input type="text"/></p> <p>Warranty Vendor Phone : <input type="text"/></p> <p>Warranty Vendor Fax : <input type="text"/></p> <p>Warranty Vendor email : <input type="text"/></p>
<p>▼ Repair & Maintenance</p> <p>Repair & Maintenance Action : <input type="text"/></p> <p>Repair & Maintenance Number : <input type="text"/></p> <p>Repair & Maintenance Type : <input type="text"/></p> <p>Repair & Maintenance Name : <input type="text"/></p> <p>Start Date of Repair & Maintenance : <input type="text"/></p> <p>End Date of Repair & Maintenance : <input type="text"/></p> <p>Labor Cost of Repair & Maintenance : <input type="text"/></p> <p>Material Cost of Repair & Maintenance : <input type="text"/></p> <p>Other Cost of Repair & Maintenance : <input type="text"/></p> <p>Total Cost of Repair & Maintenance : <input type="text"/></p> <p>Warranty Agreement Number : <input type="text"/></p> <p>Repair and Maintenance Description : <input type="text"/></p> <p>Repair & Maintenance Performed By : <input type="text"/></p> <p>Repair & Maintenance Inspected By : <input type="text"/></p>		<p>Repair & Maintenance Vendor Code : <input type="text"/></p> <p>Repair & Maintenance Vendor Name : <input type="text"/></p> <p>Repair & Maintenance Address ID : <input type="text"/></p> <p>Repair & Maintenance Address 1 : <input type="text"/></p> <p>Repair & Maintenance Address 2 : <input type="text"/></p> <p>Repair & Maintenance City : <input type="text"/></p> <p>Repair & Maintenance State Code : <input type="text"/></p> <p>Repair & Maintenance State : <input type="text"/></p> <p>Repair & Maintenance Zip Code : <input type="text"/></p> <p>Repair & Maintenance County Code : <input type="text"/></p> <p>Repair & Maintenance County : <input type="text"/></p> <p>Repair & Maintenance Country : <input type="text"/></p> <p>Repair & Maintenance Vendor Contact Code : <input type="text"/></p> <p>Repair & Maintenance Vendor Contact Name : <input type="text"/></p> <p>Repair & Maintenance Vendor Phone : <input type="text"/></p> <p>Repair & Maintenance Vendor Fax : <input type="text"/></p> <p>Repair & Maintenance Vendor email : <input type="text"/></p> <p>Repair & Maintenance Inspection Date : <input type="text"/></p>
<p>▼ Insurance</p> <p>NAIC Code : <input type="text"/></p> <p>Insured Value : <input type="text"/></p> <p>Policy Number : <input type="text"/></p> <p>Policy Term Start : <input type="text"/></p> <p>Policy Term End : <input type="text"/></p> <p>Policy Extended End : <input type="text"/></p> <p>Type of Coverage : <input type="text"/></p> <p>Coverage Limits : <input type="text"/></p> <p>Premium : <input type="text"/></p>		

Fixed Asset Accounting Journal (JFAAJ)

The Fixed Asset Accounting journal (JFAAJ) table serves to give users a view into the journal lines from processing Fixed Asset documents. It is a source of data that can be utilized for many reports and processes, in the Fixed Asset area of the application. Its input source is the accounting and posting lines of Fixed Asset documents, meaning that the journal lists the associated debits and credits for each Accounting Line. Additionally, if a disbursement document is processed for the Fixed Asset's associated

Fixed Asset History (FAHIST) Table

The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query. FAHIST records all documents 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 cancelled, the corresponding Fixed Asset number is removed from the Fixed Asset Registry tables; although, it remains on the FAHIST table.

A paper clip icon is displayed in the FAHIST grid for the associated Fixed Asset record, indicating attachments are included. 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. Therefore, to access the attachment, click the Document ID hyperlink to transition to the document and review the attachment from the document's Component line. There are many sections on this table so they are displayed in groups below.



Journal Record identification, Responsibility Center, Location, Classification Information sections:

Fixed Asset History

Component Summary

FA Number	FA Component Number	Doc Code	Doc Dept	Doc ID	Document Component Total
✓ FA0000012	0001	FA	AAA	201500000025	\$6,500.00
FA0000012	0001	FD	ADA	201500000025	\$6,500.00

First Prev Next Last

Component Details

Search

Journal Record Identification

FA Number : FA0000012 Doc Record Date : 09/24/2014 FN Doc Code :
 FA Component Number : 0001 Run Time : 09-24-14 03:58:13 FN Doc Dept :
 Doc Code : FA Fiscal Period : 3 FN Doc ID :
 Doc Dept : AAA Last User ID : rfaruki Asset Status :
 Doc ID : 201500000025 Asset System Number :
 Event Type : FA01 Asset System Description :

Responsibility Center

Custodian : Appr Unit : AD00011 Task :
 Fund : 1000 Object : Sub Task :
 Sub Fund : Sub Object : Task Order :
 Government Branch : 02 Revenue : Major Program :
 Cabinet : 01 Sub Revenue : Program :
 Department : ADA Dept Object : Phase :
 Division : 0 Dept Revenue : Program Period :
 Group : Activity : Location :
 Section : Sub Activity : Sub Location :
 District : Function : Assignee Employee Number :
 Bureau : Sub Function : Assignee Employee Name :
 Unit : 100 Reporting : Use Code :
 Sub Unit : Sub Reporting : Driver's License Number :

Location

Location : 0004
 Sub Location :
 Complex / Building :
 Parcel ID :
 Floor :
 Section :
 Room :
 Cubicle Number :
 Altitude/Elevation :

Classification Information

Header Asset Description : TEST Fixed Asset Group Category : 28
 Fixed Asset Group Class :
 Composite Indicator : No FA Group : 1020
 FA Classification Indicator : Normal FA Catalog : 1020-89
 FA Type : E



Component Details, Specifications, Cost Valuation and Depreciation, and Disposition Information section

Component Details

Commodity Code : [] Statistical Units : [] Description 3 : []
Quantity / Units : [] Statistical UOM : [] Description 4 : []
Unit of Measure : [] Plat Number : [] Description 5 : []
Base Asset Flag : [] Tag Number : [] Acquisition Method : []
Component Extended Description : [] Description 1 : [] Purchasing Authority : []
Description 2 : [] Closing Costs : []
Survey Data : [] Vendor Customer Code : []
Surface Area : [] Decal ID : [] Vendor Name : []
Asset Impairment : []
Property ID : []
Property Description : []

Specifications

Mfr Part Number : [] Specification : [] Commodity Specs : []
Manufacturer : [] Drawing : []
Product/Category : [] Piece : []
Model Number : [] Supplier Part Number : [] Hazardous Materials : []
Serial Number : [] Warranty Type : []
Weight : [] Industry Identification : [] Permits/Certifications : []
Size : [] Barcode : []
Vehicle Year : [] VIN : [] Disposal Restrictions : []
Vehicle Make : [] License Plate : []
Vehicle Model : [] Fuel Type : []

Cost, Valuation and Depreciation

Depreciation Structure Indicator : [] Composite Acquisition Date : [] Document Component Total : []
Depreciation Method : [] Asset Acquisition Date : [] Document Total Amount : []
Salvage Value : [] Composite In Service Date : [] Last Valuation Date : []
Useful Life : [] Asset In Service Date : [] Valuation Amount : []
Declining Rate : [] Out-of-Service Date : [] Received Date : []
Recalculate from Beginning : Final Asset Value : [] Replacement Date : []
Depreciation Amount : [] Final Asset Component Value : [] Replacement Type : []
Trade-In Credit : [] Asset Being Replaced : []
Appraisal Date : [] Replaced Asset Description : []
Appraiser Name : []
Options to Purchase Property : []
Deed Information : []

Disposition Information

Disposition Date : [] Disposition Authority : [] Disposal Reason : []
Disposition Method : [] New Selling Price : []
Disposed Units : [] Gain Loss Amount : []
Selling Price : [] Gain Loss Account Type : [] Disposal Condition : []
Memo Disposal Value : [] Shell Generation Date : []
Disposition Code : [] New Statistical Units : []
Property Survey Report ID : []
Security Incident Report ID : []
Police Report ID : []



Balance Sheet Codification, Warranty, Repair & Maintenance, and Insurance section

Balance Sheet Codification BSA : <input type="text"/> Sub OBSA : <input type="text"/> Sub BSA : <input type="text"/> Accumulated Depreciation BSA : <input type="text"/> OBSA : <input type="text"/> Accumulated Depreciation SBSA : <input type="text"/>	
Warranty Warranty Action : <input type="text"/> Warranty Vendor Code : <input type="text"/> Warranty Number : <input type="text"/> Warranty Vendor Name : <input type="text"/> Warranty Type : <input type="text"/> Warranty Address ID : <input type="text"/> Warranty Name : <input type="text"/> Warranty Address 1 : <input type="text"/> Warranty Months : <input type="text"/> Warranty Address 2 : <input type="text"/> Warranty Years : <input type="text"/> Warranty City : <input type="text"/> Warranty Start Date : <input type="text"/> Warranty State Code : <input type="text"/> Expiration Date : <input type="text"/> Warranty State : <input type="text"/> Warranty Agreement Number : <input type="text"/> Warranty Zip Code : <input type="text"/> Warranty Description : <input type="text"/> Warranty County Code : <input type="text"/> Active Indicator : <input type="text"/> Warranty County : <input type="text"/> Warranty Vendor Contact Code : <input type="text"/> Warranty Vendor Contact Name : <input type="text"/> Warranty Vendor Phone : <input type="text"/> Warranty Vendor Fax : <input type="text"/> Warranty Vendor Email : <input type="text"/>	
Repair & Maintenance Repair & Maintenance Action : <input type="text"/> Repair & Maintenance Vendor Code : <input type="text"/> Repair & Maintenance Number : <input type="text"/> Repair & Maintenance Vendor Name : <input type="text"/> Repair & Maintenance Type : <input type="text"/> Repair & Maintenance Address ID : <input type="text"/> Repair & Maintenance Name : <input type="text"/> Repair & Maintenance Address 1 : <input type="text"/> Start Date of Repair & Maintenance : <input type="text"/> Repair & Maintenance Address 2 : <input type="text"/> End Date of Repair & Maintenance : <input type="text"/> Repair & Maintenance City : <input type="text"/> Labor Cost of Repair & Maintenance : <input type="text"/> Repair & Maintenance State Code : <input type="text"/> Material Cost of Repair & Maintenance : <input type="text"/> Repair & Maintenance State : <input type="text"/> Other Cost of Repair & Maintenance : <input type="text"/> Repair & Maintenance Zip Code : <input type="text"/> Total Cost of Repair & Maintenance : <input type="text"/> Repair & Maintenance County Code : <input type="text"/> Warranty Agreement Number : <input type="text"/> Repair & Maintenance County : <input type="text"/> Repair and Maintenance Description : <input type="text"/> Repair & Maintenance Vendor Contact Code : <input type="text"/> Repair & Maintenance Performed By : <input type="text"/> Repair & Maintenance Vendor Contact Name : <input type="text"/> Repair & Maintenance Inspected By : <input type="text"/> Repair & Maintenance Vendor Phone : <input type="text"/> Repair & Maintenance Vendor Fax : <input type="text"/> Repair & Maintenance Vendor Email : <input type="text"/> Repair & Maintenance Inspection Date : <input type="text"/>	
Insurance NAIC Code : <input type="text"/> Insured Value : <input type="text"/> Policy Number : <input type="text"/> Policy Term Start : <input type="text"/> Policy Term End : <input type="text"/> Policy Extended End : <input type="text"/> Type of Coverage : <input type="text"/> Coverage Limits : <input type="text"/> Premium : <input type="text"/>	

Fixed Asset History (FAHIST) Table

The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query. FAHIST records all documents 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 cancelled, the corresponding Fixed Asset number is removed from the Fixed Asset Registry tables; although, it remains on the FAHIST table.



A paper clip icon is displayed in the FAHIST grid for the associated Fixed Asset record, indicating attachments are included. 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. Therefore, to access the attachment, click the Document ID hyperlink to transition to the document and review the attachment from the document's Component line.

Fixed Asset History

Component Summary

FA Number	FA Component Number	Document ID	Document Component Total
✓ A0000008	0001	FA_0501_SHEL0000000001	\$500.00

First Prev Next Last

Component Details

[Search](#)

Journal Record Identification

FA Number : A0000008 Doc Record Date : 11/22/2013 FN Doc Code :

FA Component Number : 0001 Run Time : 12-05-13 12:24:58 FN Doc Dept :

Doc Code : FA Fiscal Period : 5 FN Doc ID :

Doc Dept : 0501 Last User ID : kziemer

Doc ID : SHEL0000000001 Asset System Number :

Event Type : FA01 Asset System Description :

Responsibility Center

Custodian : PAULB Appr Unit : Task :

Fund : 2531 Object : Sub Task :

Sub Fund : 0000 Sub Object : Task Order :

Government Branch : EXEC Revenue : Major Program :

Cabinet : ADMN Sub Revenue : Program :

Department : 0231 Dept Object : Phase :

Division : WWWW Dept Revenue : Program Period :

Group : XXXX Activity : Location :

Section : YYYY Sub Activity : Sub Location :

District : ZZZZ Function :

Bureau : 9999 Sub Function :

Unit : 4320 Reporting :

Sub Unit : Sub Reporting :

Location

Location : GAR

Sub Location :

Complex / Building :



Fixed Asset Number :

Acquisition Date :

Summary Asset Value :

Last Depreciation Date :

Asset Description :

Asset System Number :

Asset System Description :

Department :

FN Doc Code :

Unit :

FN Doc Dept :

Activity :

FN Doc ID :

Asset Type :

Asset Status :

Asset Group :

Ok Clear Cancel

This will bring up the FARHDR query as well as a Search popup window that allows users to narrow down the results that are displayed. Records can be searched by Fixed Asset Number, Department, Unit, Acquisition Date, etc.

Within the Fixed Asset Registry Header (FARHDR) locate a fixed asset entry.

1. In the **Fixed Asset Number** field, enter the Fixed Asset Number, on *your student data card*.
2. Click **Ok** to display the results of the search along with the details of the first result.

Fixed Asset Registry Header [Menu Back](#)

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 101 - 1.2	TRANSPORTATION BUS - PRISONER VEHICLE	101	0101	\$250,000.00

First Prev Next Last

[Search](#)

▼ General Information

Fixed Asset Number : STU 101 - 1.2

Summary Asset Value : \$250,000.00

Summary Accumulated Depreciation : \$0.00

Summary Net Book Value : \$250,000.00

Summary Valuation Amount : \$0.00

Asset Description : TRANSPORTATION BUS - PRISONER VEHICLE

Summary Closing Costs : \$0.00

Summary Salvage Value : \$25,000.00

Summary Selling Price : \$0.00

Historic Asset Cost : \$250,000.00

Asset System Number :

Asset System Description :

Asset Status : 1 Active



The Fixed Asset Registry Header (FARHDR) contains the fixed asset number for a fixed asset transaction, as well as summary information and accounting data for the fixed asset.

Open the remaining sections on FARHDR and view what information was or was not populated.

Fixed Asset Registry Header				
Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 101 - 1.2	TRANSPORTATION BUS - PRISONER VEHICLE	101	0101	\$250,000.00

First Prev Next Last

Search

▶ General Information

▼ Responsibility Center

Custodian :	Appr Unit : 1010000	Task :
Fund : 9001	Object :	Sub Task :
Sub Fund :	Sub Object :	Task Order :
Government Branch : 02	Revenue :	Major Program :
Cabinet : 01	Sub Revenue :	Program :
Department : 101	Dept Object :	Phase :
Division : 101	Dept Revenue :	Program Period :
Group :	Activity :	Location :
Section :	Sub Activity :	Sub Location :
District :	Function :	Assignee Employee Number :
Bureau :	Sub Function :	Assignee Employee Name :
Unit : 0101	Reporting :	Use Code :
Sub Unit :	Sub Reporting :	Driver's License Number :

▼ Asset Classification

Memo Asset Indicator : <input type="checkbox"/>	Composite Indicator : <input type="checkbox"/>
Asset Type :	Asset Group Class :

1. Click the **Expand All** downward facing arrow
2. View the different sections and fields



Use the link to navigate to the Fixed Asset Registry Component (FARCOMP).

Fixed Asset Registry Component

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU 101 - 1.2	1	\$250,000.00	07117

First Prev Next Last

[Search](#)

General Information

Fixed Asset Number : STU 101 - 1.2 Component Value : \$250,000.00
 Component Number : 1 Component Accumulated Depreciation : \$0.00
 Asset Status : 1 Component Net Book Value : \$250,000.00
 Active Historic Asset Cost : \$250,000.00
 Asset System Number :
 Asset System Description :

Asset Classification & Location

Classification Indicator : Adjustment Location : 101A
 Asset Type : V Loc A Dept 101
 Vehicles
 Asset Catalog : 1556-70 Sub Location :
 Asset Group : 1556 Complex / Building :
 TRANSIT BUS
 Asset Group Class :
 Asset Group Category : 14

1. At the bottom of the page, click the **Fixed Asset Registry Component** link. Component level information for the Fixed Asset number will display.
2. Click the **Expand All** downward facing arrow
3. View the different sections and fields

Use the link to navigate to the Fixed Asset Registry Accounting (FARACTG).



At the bottom of the page, click the **Fixed Asset Registry Accounting** link. Accounting level information for the Fixed Asset number will display.

Fixed Asset Registry Accounting

Fixed Asset Number	Component Number	Accounting Line Amount
✓ STU 101 - 1.2	1	\$250,000.00

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Search ↩ ↪

▼ **General Information**

Fixed Asset Number : <input type="text" value="STU 101 - 1.2"/>	Accumulated Depreciation : <input type="text" value="\$0.00"/>
Component Number : <input type="text" value="1"/>	Net Book Value : <input type="text" value="\$250,000.00"/>
Accounting Line Amount : <input type="text" value="\$250,000.00"/>	Selling Price : <input type="text" value="\$0.00"/>
	Historic Asset Cost : <input type="text" value="\$250,000.00"/>

▼ **Fund Accounting**

Funding AFY : <input type="text" value="2015"/>	Object : <input type="text"/>
Funding BFY : <input type="text" value="2015"/>	Sub Object : <input type="text"/>
Fund : <input type="text" value="9001"/>	Revenue : <input type="text"/>
Sub Fund : <input type="text"/>	Sub Revenue : <input type="text"/>
Department : <input type="text" value="101"/>	Dept Object : <input type="text"/>
Unit : <input type="text" value="0101"/>	Dept Revenue : <input type="text"/>
Sub Unit : <input type="text"/>	General Capital Assets(GCA) Fund : <input checked="" type="checkbox"/>
Appr Unit : <input type="text" value="1010000"/>	Responsibility Center Posting : <input checked="" type="checkbox"/>

1. Click **Expand All** downward facing arrow
2. View the different sections and fields
3. Click **Home** in the Primary Navigation Panel to return to the Home Page

Additional Fixed Asset Tables

Some of the Fixed Asset reference tables used for the setup of Fixed Asset document processing in AFIS 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)** - Defines the minimum capitalization criteria for Fixed Asset types. The table is used in the evaluation of the Fixed Asset Acquisition/Betterment (FA) document. Refer to the Fixed Asset Setup and Thresholds topic 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 Disposition Method (FADM)** – This table contains acquisition codes to reflect ownership, acquisition, and disposition methods.
- **Fixed Asset Group (FAGRP)** - Describes Fixed Assets at a more detailed level than asset Fixed Asset Type.
- **Fixed Asset Group Category (FAGCT)** - Used for reporting purposes only. Fixed Asset Group categories are collections of related Fixed Asset group codes.
- **Fixed Asset Type (FATP)** – Established are specific balance sheet accounts 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)** - A user can define location codes and associated address information related to the location.
- **Sub Location (SLOC)** - Allows a user to define the valid sub-location categories for locations in your system. The sub location is a rollup level for the location. This element is used for reporting purposes and is optional in the system.



The Fixed Asset Setup and Creation

Learning Objective

In this lesson, you will:

- Identify how a Fixed Asset Acquisition document is created
- Differentiate between the Fixed Asset Setup and Threshold tables

Lesson Overview

As mentioned in the previous lesson, the Fixed Asset Acquisition (FA) document must be created manually. An FA can be created through one of the methods listed below.

- **Document Catalog** – Manually by accessing the Document Catalog, in Create mode. All data entry is performed by the user.
- **Jump to** – User enters the code FA, and clicks Go. The user will be redirected to the Document Catalog with FA populated in the Code field.
- **Document Catalog from a source document** – By copying from a previously established FA document.

Please refer to the Getting Started with AFIS training guide for more information about these document creation methods.

This lesson will discuss the Fixed Asset Acquisition process.

FACC Table

The Fixed Asset Capitalization Criteria (FACC) page defines the minimum criteria for the capitalization of a Fixed Asset Type. Once the FA is created, the system checks this 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.

Use either the Page Code or Jump to fields to access the FACC table.



Fixed Asset Capitalization Criteria				
Fixed Asset Type	Department	Minimum Dollar Threshold	Minimum Useful Life	
A	ALL	\$5,000.00	0	
B	ALL	\$0.00	15	
C	ALL	\$0.00	0	
D	ALL	\$0.00	0	
E	ALL	\$5,000.00	5	
F	ALL	\$5,000.00	5	
H	ALL	\$5,000.00	1	
✓ I	ALL	\$5,000.00	5	
K	ALL	\$0.00	40	
L	ALL	\$0.00	0	

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Fixed Asset Type :

Department :

Minimum Dollar Threshold :

Minimum Useful Life :



View the Fixed Asset Setup and Threshold for a Specific Type

Scenario

You want to see the fixed asset setup for the Prisoner Transport Bus. You remember 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).

Login to **AFIS**. On the Primary Navigation Panel, use the **Jump to** field to locate **FACC** table and use the **Jump to** field.



1. Click **Go**

Review the capitalization criteria for Fixed Asset Type V.

Fixed Asset Capitalization Criteria

Fixed Asset Type	Department	Minimum Dollar Threshold	Minimum Useful Life
M	ALL	\$5,000.00	0
N	ALL	\$5,000.00	35
O	ALL	\$5,000.00	1
P	ALL	\$0.00	15
Q	ALL	\$100,000.00	1
R	ALL	\$100,000.00	1
S	ALL	\$1,000,000.00	5
T	ALL	\$5,000.00	5
V	ALL	\$5,000.00	5
W	ALL	\$5,000.00	50

[First](#) [Prev](#) [Next](#) [Last](#)
[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Fixed Asset Type :
Department :
Minimum Dollar Threshold :
Minimum Useful Life :

1. Click **Next** below the grid
2. Click the record in the grid for **Fixed Asset Type V**
 - Note the **Minimum Dollar Threshold** is set to \$5,000, per Arizona State policy.
 - Note the **Minimum Useful Life** is set to 5.
3. Click **Home** in the Primary Navigation Panel to return to the Home Page.



Acquiring an Asset

Learning Objectives

In this lesson, you will:

- Identify the layout and key fields of the Fixed Asset Acquisition (FA) document
- Acquire a standard asset using an FA document
- Record a donated asset using an FA document
- Create a memo asset using an FA document
- Research a Fixed Asset record

Lesson Overview

The Fixed Asset Acquisition (FA) document is used to record all newly acquired, contributed (donated), or memo assets. The FA document are also used to record information about improvements (betterment) or additions to existing assets, which is covered in Lesson 5: Maintaining an Asset.

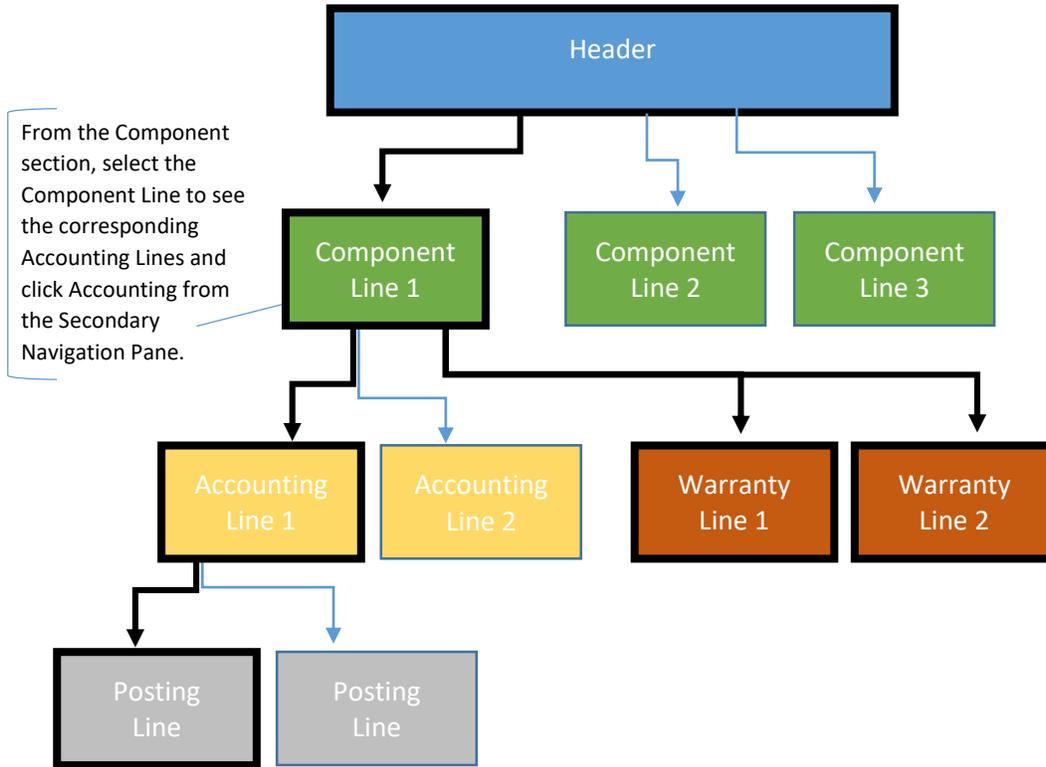
Lessons 2 and 3 reviewed how to manually create an FA document. This lesson will expand the concepts of the FA document, and will review FA documents for the standard acquisition of an asset, an asset donation, a memo asset and multiple assets.

FA Document Components

Documents in AFIS are made up of various components. The FA document contains five components that are accessible from the Secondary Navigation panel. **Figure 1** below, illustrates the relationship between these.

- **Header** - Stores text that applies to all components of the FA document.
- **Component** – Components list 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 portion of the document.
- **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 document is submitted to Final status.

Figure 2: Fixed Asset Document Component Relationship



Fixed Asset Header

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

The General Information component contains descriptive fields and date information common to most document Headers. In addition to these common fields are fields for assigning a Fixed Asset Number and Description. In contrast to other documents, there is an Event Type field in the Header because only one event type is allowed per document.



Fixed Asset Header – Extended Document Description

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

Fixed Asset Header – Responsibility Center Tab

This component contains many of the same Chart of Accounts (COA) fields found normally on the Accounting Line plus a Custodian. The Custodian field is a means to assign an individual to the asset in addition to location fields available in a later section. The COA found in this component 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

Fixed Asset Header – Composite Asset Information Tab

This component contains many asset definition fields which serve as defaults to the individual Components of the asset. A Composite Asset flag exists in this component to identify the asset as one that will have a single setting of the values and they will not differ at the component level. Many of these fields control depreciation.

Fixed Asset Header – Infrastructure Maintenance Tab

This component contains two amount fields used to define those assets that will be maintained as Infrastructure and not depreciated in the same manner as other assets.

Fixed Asset Header – Document Information Tab

This component is common to all documents where fields are shown for who and when a document was initially created. Two additional fields record who was the last to perform a save on the document and when that occurred.

Fixed Asset Component

The 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.

Fixed Asset Component – General Information Tab

This component contains descriptive field 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.



Component				
Fixed Asset Number	Component Number	Component Total	Units	
STU 10 - 1.2	1	\$250,000.00	1.00000	
From 1 to 1 Total: 1				
Go to line: <input type="text"/> <input type="button" value="Go"/>				
<input type="button" value="List View"/>				
<div style="display: flex; justify-content: space-between;"> Component General Information Specifications Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation FAPR Reference </div> <div style="display: flex; justify-content: space-between;"> Internal Sale Details Fixed Asset Intent Reference Insurance </div>				
Component Number:	<input type="text" value="1"/>	Tag Number:	<input type="text"/>	
Commodity:	<input type="text" value="07117"/>	Base Asset:	<input checked="" type="checkbox"/>	
Units:	<input type="text" value="1.00000"/>	Description 1:	<input type="text"/>	
Unit of Measure:	<input type="text" value="EA"/>	Description 2:	<input type="text"/>	
Final Units:	<input type="text"/>	Description 3:	<input type="text"/>	
Surface Area:	<input type="text"/>	Description 4:	<input type="text"/>	
Statistical Units:	<input type="text"/>	Description 5:	<input type="text"/>	

Fixed Asset Component – Specification Tab

This component contains descriptive fields selected on the Component General Information component. All the values in this component are entered with information from the referenced purchase order (GAEIV1) that led to the creation of a Fixed Asset document.

Component				
Fixed Asset Number	Component Number	Component Total	Units	
STU 10 - 1.2	1	\$250,000.00	1.00000	
From 1 to 1 Total: 1				
Go to line: <input type="text"/> <input type="button" value="Go"/>				
<input type="button" value="List View"/>				
<div style="display: flex; justify-content: space-between;"> Component General Information Specifications Acquisition Details Component Location Details Component Classification </div> <div style="display: flex; justify-content: space-between;"> Cost, Valuation & Depreciation FAPR Reference Internal Sale Details Fixed Asset Intent Reference Insurance </div>				
Manufacturer:	<input type="text"/>	Serial Number:	<input type="text"/>	
Mfr Part Number:	<input type="text"/>	Specification:	<input type="text"/>	
Product/Category:	<input type="text"/>	Warranty Type:	<input type="text"/>	
Model Number:	<input type="text"/>	Industry Identification:	<input type="text"/>	
Drawing:	<input type="text"/>	Barcode:	<input type="text"/>	
Piece:	<input type="text"/>	Commodity Specs:	<input type="text"/>	
Supplier Part Number:	<input type="text"/>			

InfoAdvantage reports have been created in order to assist your agency in reconciling between current FA documents and purchases that might still require FA creation. Refer to section 9.1 – Reports.

Fixed Asset Component – Acquisition Details Tab

This component contains fields to capture acquisition details. The Acquisition Date, Vendor and the Acquisition Method must be added manually.

Component				
Fixed Asset Number	Component Number	Component Total	Units	
STU 10 - 1.2	1	\$250,000.00	1.00000	
From 1 to 1 Total: 1				
Go to line: <input type="text"/> <input type="button" value="Go"/>				
<input type="button" value="List View"/>				
<div style="display: flex; justify-content: space-between;"> Component General Information Specifications Acquisition Details Component Location Details Component Classification </div> <div style="display: flex; justify-content: space-between;"> Cost, Valuation & Depreciation FAPR Reference Internal Sale Details Fixed Asset Intent Reference Insurance </div>				
Acquisition Date:	<input type="text" value="08/01/2014"/>	Vendor:	<input type="text" value="AAN15265"/>	
Acquisition Method:	<input type="text" value="PURC"/>	Vendor Name:	A AND K TRANSPORTATION INC	
Purchasing Authority:	<input type="text"/>	Alias/DBA:	<input type="text"/>	
Memo Disposal Value:	<input type="text" value="\$0.00"/>			



Fixed Asset Component – Component Location Details Tab

This component contains the same location information as the Header for recording such details at a component that may be located at a different location as not all components may be physically attached to one asset.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
Location:	110A	Sub Location:		Complex / Building:		Parcel ID:	
Address 1:						Floor:	
Address 2:						Section:	
City:						Room:	
State:						Cubicle Number:	
Zip:						Altitude/Elevation:	
County:							
Country:							
Longitude:							
Latitude:							

Fixed Asset Component – Component Classification Details Tab

This component contains many of the same fields found on the Header for asset definition that will control depreciation. 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 Balance Sheet Accounts that will be used for the asset.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
Fixed Asset Classification:	Adjustment	BSA:	0811	Sub BSA:		OBSA:	3610
Fixed Asset Catalog:	1556-70	Accum Depr BSA:	0865	Accum Depr Sub BSA:			
Fixed Asset Type:	V						
Fixed Asset Group:	1556						
Useful Life:	7						
In Service Date:	08/01/2014						
Out-of-Service Date:							
Received Date:							

Fixed Asset Component – Cost, Valuation, and Depreciation Tab

This component contains several information 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 accounted for.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Component Total:	\$0.00	Valuation Date:		Valuation Amount:		Replacement Date:		Replacement Type:	
Final Component Value:	\$0.00	Closing Costs:	\$0.00	Trade-In Credit:		Appraisal Date:		Appraiser Name:	
Depreciation Method:	Not Applicable	Depreciation Structure:	Not Applicable	Declining Rate:					
Salvage Value:	\$0.00								

Fixed Asset Component – Fixed Asset Payment Request Tab

This component contains document information for the Payment Request that led to a component.



Fixed Asset Component – Internal Sale Details Tab

This component contains fields identifying the previous asset number and component of a component sold internally. Amounts are also displayed to provide details on the sale that originated in the Internal Disposition.

Fixed Asset Component – Insurance Tab

This component contains fields identifying the insurance related information for the asset.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
NAIC Code:	<input type="text"/>					Policy Number:	<input type="text"/>
Name:						Policy Term Start:	<input type="text"/>
Address 1:						Policy Term End:	<input type="text"/>
Address 2:						Policy Extended End:	<input type="text"/>
City:						Type of Coverage:	<input type="text"/>
State:						Coverage Limits:	<input type="text"/>
Country:						Premium:	<input type="text"/>
Zip:							
Insured Value:	<input type="text"/>						

Auto Apply Functionality

The Auto Apply button is found on all Fixed Asset documents, except the FA and FRM documents. It is located on the Header and Component components of each document.

Once a user enters the Fixed Asset Number on the document, click Auto Apply to transfer information into the document from the Fixed Asset Registry tables. This functionality saves data entry, by auto populating fields.

A user clicks the Auto Apply button on the document 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 Auto Apply information at the Header line. If users only want to modify or cancel a component, they should Auto Apply information at the Component line.



Fixed Asset Warranty

This component captures the warranty details for the asset selected on the Component portion of the document.

Warranty		Fixed Asset Number:	Component Number:	FA Warranty Number:
Warranty				
FA Warranty Type:	MANUFACTURERS			
Manufacturer's Warranty				
Warranty Agreement Number:	<input type="text"/>	Warranty Vendor Code:	<input type="text"/>	
Warranty Description:	<input type="text"/>	Warranty Vendor Name:	<input type="text"/>	
Warranty Years:	<input type="text"/>	Warranty Address ID:	<input type="text"/>	
Warranty Months:	<input type="text"/>	Warranty Address 1:	<input type="text"/>	
Warranty Start Date:	<input type="text"/>	Warranty Address 2:	<input type="text"/>	
Warranty Expiration Date:	<input type="text"/>	Warranty City:	<input type="text"/>	
		Warranty State Code:	<input type="text"/>	
		Warranty State:	<input type="text"/>	
		Warranty Zip Code:	<input type="text"/>	
		Warranty County Code:	<input type="text"/>	
		Warranty County:	<input type="text"/>	
		Warranty Country:	<input type="text"/>	
		Warranty Vendor Contact Code:	<input type="text"/>	

Fixed Asset Accounting

The FA Accounting component lists the Chart of Accounts (COA) details for how each asset component was funded. Upon acquisition, there must be at least one Accounting Line.

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 value, found on the Accounting Line. If set to **No**, then the COA of the Accounting Line records 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 Center component of the Header are overlaid onto the Accounting Line COA at the Posting Line level to record who is responsible for the component in an accounting sense.

Fixed Asset Accounting – General Information Tab

This component contains descriptive fields and date information common to most document Accounting Lines. In addition to these common fields are fields for defining a Funding Fiscal Year and Budget Fiscal Year for reporting purposes. The Event Type field in this component is protected as it defaults from the Header. The Responsibility Center Posting field exists in this component to record the default value from



the Fund table or record a manually entered value when allowed by the Fund table.

Accounting				Total Lines: 1	Accounting Line: 1	Line Amount: \$250,000.00		
Accounting Line	Line Amount	Event Type	Responsibility Center Posting					
1	\$250,000.00	FA01	Yes					
From 1 to 1 Total: 1				First	Previous	Next	Last	Go to line: <input type="text"/> Go
List View								
<div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting </div> <div style="display: flex;"> <div style="flex: 1;"> <p>Event Type: FA01</p> <p>Accounting Template: <input type="text"/></p> <p>Line Description: <input style="height: 30px;" type="text"/></p> <p>Line Amount: <input type="text" value="\$250,000.00"/></p> <p>Internal Sale Gain/Loss Amount:</p> <p>Historic Asset Cost:</p> <p>Accum Depr Amount: \$0.00</p> </div> <div style="flex: 1;"> <p>Budget FY: <input type="text"/></p> <p>Fiscal Year: <input type="text"/></p> <p>Period: <input type="text"/></p> <p>Funding Fiscal Year: <input type="text" value="2015"/></p> <p>Funding Budget FY: <input type="text" value="2015"/></p> <p>Responsibility Center Posting: <input type="text" value="Yes"/></p> </div> </div>								

Fixed Asset Accounting – References Tab

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

Fixed Asset Accounting – Fund Accounting Tab

This component contains the COA fields common to the component as found on other documents. Two additional fields for the Pending BSA and Pending Sub BSA exist as protected fields to display the values used on the Disbursement in the References component. The document will use them to back out the pending account.

General Information			References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting		
Fund:	<input type="text" value="9010"/>		Object:	<input type="text"/>		OBSA:	<input type="text"/>	
Sub Fund:	<input type="text"/>		Sub Object:	<input type="text"/>		Sub OBSA:	<input type="text"/>	
Department:	<input type="text" value="110"/>		Revenue:	<input type="text"/>		Pending BSA:	<input type="text"/>	
Unit:	<input type="text" value="0110"/>		Sub Revenue:	<input type="text"/>		Pending Sub BSA:	<input type="text"/>	
Sub Unit:	<input type="text"/>		BSA:	<input type="text"/>		Dept Object:	<input type="text"/>	
Appr Unit:	<input type="text" value="1100000"/>		Sub BSA:	<input type="text"/>		Dept Revenue:	<input type="text"/>	

Fixed Asset Posting Component

The Posting Component of the document lists the system-generated details used to recognize the financial impact of a specific Accounting Line. If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset and General Accounting journals and other accounting tables. The fields and components on this page are like those of other documents with the addition of a component to provide the Fixed Asset Number and Component Number.



Posting					
Total Lines: 1					
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	F002 F012	Fixed Asset Net Adj to FA	\$250,000.00	\$250,000.00

General Information		Asset Information	Fund Accounting	Detail Accounting
Run Time/Date:	10/22/2014	Budget FY:	2015	
Record Date:	10/21/2014	Fiscal Year:	2015	
Journal Posting:	Not Ready	Period:	4	
Budget Posting:	Not Ready	Post Pair ID:	E	
Bank Account:		Line Amount:	\$250,000.00	
BSA Type Indicator:	Asset	Posting Amount:	\$250,000.00	
OBSA Type Indicator:	Equity	Closed Amount:	\$0.00	

FA Document Data Entry

Each FA document component requires information and/or verification. This topic describes the data entry requirements for FA documents. To create a manual Fixed Asset Acquisition document, use the Document Catalog.

Navigate Between Document Components

To navigate within a document, a user can either click the component name at the bottom of the document, or use the Document Navigator. The Document Navigator will be used in this training guide.

Fixed Asset Header

The Header component lists general information about the document, as well as information that applies to the asset as a whole, versus the individual component lines (located in the Component component) of the asset.

Fixed Asset Header – General Information Tab

The General Information tab contains descriptive fields and date information common to most document Headers. In addition to these are fields for assigning a Fixed Asset Number and description. Unlike other documents, the Event Type field is located in the Header, since only one event type is allowed per FA document.

The following fields in the General Information tab are used in AFIS.

- **Document Description** – A description is optional for this document.
- **Auto Generate FA Number** - 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.
- **Prefix** - When associated with an Auto Fixed Asset Numbering record, it is the prefix of up to 4 characters and numbers that will appear at the beginning of a generated Fixed Asset number with that prefix.



Note: The Fixed Asset number must be a unique number Statewide. Suggest prefixing agency assets with the first two letters of the agency code. When using auto numbering enter the two letter agency code in the prefix field. For example, for ADOA, enter AD.

- **Fixed Asset Number** – This number is filled in, if not using the Auto Generate FA Number.
- **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 Documents.
- **Memo Asset** - Assets that may be tracked as part of the asset inventory without any net accounting impact by flagging the asset as Memo 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 field flags the asset as a Memo on Fixed Asset tables such as FARHDR, FARCOMP and FARACTG.

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

Fixed Asset Header – Responsibility Center Tab

The Responsibility Center tab contains many of the same COA fields found on the Accounting Line, in addition to the Custodian field that is used to enter who is responsible for the asset. The COA elements found in this tab record information for either:

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

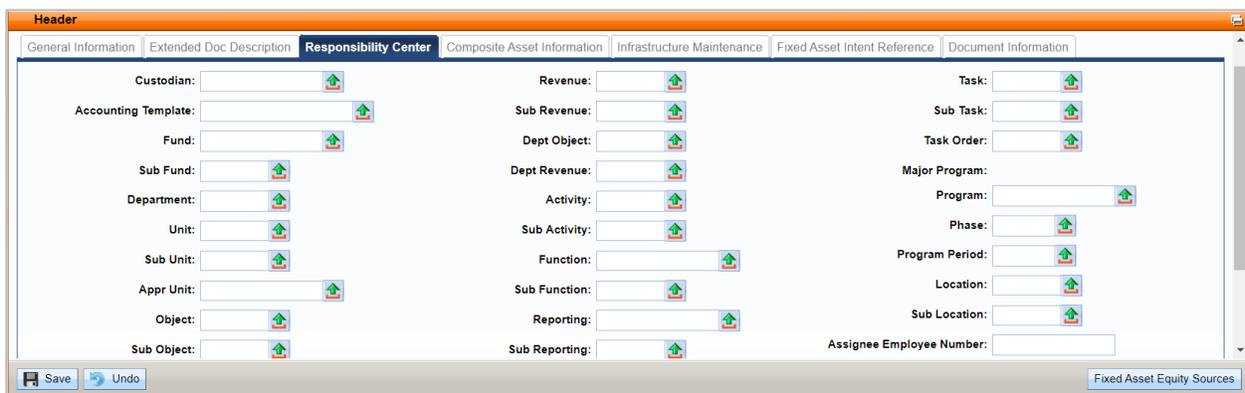
The distinction between the two is based on the Responsibility Center Posting value, found on the Accounting Line. If set to No, then the COA elements of the Accounting Line record not only the funding source of the component, but also who is responsible in an accounting sense. If set to yes, then the COA at the accounting line records only who funded an asset purchase. The COA in the Responsibility Center tab of the Header will override the Accounting Line, at the posting line level, to record who is



responsible for the component in an accounting sense. The default for the Responsibility Center Posting field is blank.

The following fields in the Responsibility Center tab are used in AFIS:

- **Fund** - the identification code associated with a fund record
- **Department** - an identification 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



Fixed Asset Header – Composite Asset Information Tab

The Composite Asset Information tab contains many asset definition fields that serve as defaults to the individual asset component lines. The Composite Asset flag 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. Many of these fields control depreciation. Do not populate this tab on the Header, if you have multiple Component lines and do not want them to depreciate from the Header level values.

The following fields in the Composite Asset Information tab are used in AFIS:

- **Composite Asset** - Value is inferred from the FA Header and identifies whether the asset should be treated as a composite asset for depreciation purposes. Composite assets are depreciated based on Header-level depreciation attributes.
- **Fixed Asset Catalog** - Upon clicking Save, the Fixed Asset Type, Fixed Asset Group, Depreciation Method and Useful Life fields to be inferred from Fixed Asset Catalog (FACLG) table.
- **Fixed Asset Type** - Examples include: Buildings, Equipment, Land, and Vehicles. These values are stored in the Fixed Asset Type (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 Fixed Asset Group (FAGRP) table.



- **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 Fixed Asset Type (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.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Infrastructure Maintenance																																								
Fixed Asset Intent Reference		Document Information																																										
<table border="0"> <tr> <td>Composite Asset:</td> <td><input type="checkbox"/></td> <td>Acquisition Date:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Fixed Asset Catalog:</td> <td><input type="text"/></td> <td>In Service Date:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Fixed Asset Type:</td> <td><input type="text"/></td> <td>Out-of-Service Date:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Fixed Asset Group:</td> <td><input type="text"/></td> <td>Valuation Date:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Depreciation Method:</td> <td><input type="text"/></td> <td>Summary Valuation Amount:</td> <td colspan="2">\$0.00</td> </tr> <tr> <td>Depreciation Structure:</td> <td><input type="text"/></td> <td>Summary Salvage Value:</td> <td colspan="2">\$0.00</td> </tr> <tr> <td>Useful Life:</td> <td><input type="text"/></td> <td>Asset Impairment:</td> <td colspan="2"></td> </tr> <tr> <td>Declining Rate:</td> <td><input type="text"/></td> <td></td> <td colspan="2"></td> </tr> </table>					Composite Asset:	<input type="checkbox"/>	Acquisition Date:	<input type="text"/>		Fixed Asset Catalog:	<input type="text"/>	In Service Date:	<input type="text"/>		Fixed Asset Type:	<input type="text"/>	Out-of-Service Date:	<input type="text"/>		Fixed Asset Group:	<input type="text"/>	Valuation Date:	<input type="text"/>		Depreciation Method:	<input type="text"/>	Summary Valuation Amount:	\$0.00		Depreciation Structure:	<input type="text"/>	Summary Salvage Value:	\$0.00		Useful Life:	<input type="text"/>	Asset Impairment:			Declining Rate:	<input type="text"/>			
Composite Asset:	<input type="checkbox"/>	Acquisition Date:	<input type="text"/>																																									
Fixed Asset Catalog:	<input type="text"/>	In Service Date:	<input type="text"/>																																									
Fixed Asset Type:	<input type="text"/>	Out-of-Service Date:	<input type="text"/>																																									
Fixed Asset Group:	<input type="text"/>	Valuation Date:	<input type="text"/>																																									
Depreciation Method:	<input type="text"/>	Summary Valuation Amount:	\$0.00																																									
Depreciation Structure:	<input type="text"/>	Summary Salvage Value:	\$0.00																																									
Useful Life:	<input type="text"/>	Asset Impairment:																																										
Declining Rate:	<input type="text"/>																																											

Fixed Asset

The Component of the FA document lists specific attributes of each asset component. Upon asset acquisition, there must be at least one component line. Components may be added during the life of the asset.

Fixed Asset Component – General Information Tab

The following fields in the General Information tab are used in AFIS. Users need to select Insert New Line, before entering information in this tab.

- **Component Number** - Each component line should have a unique number (for example: 0001, 0002, etc.).
- **Units** - The number of units being acquired is listed.
- **Unit of Measure** - The identification code is assigned to the unit of measure. See the Unit of Measure (UOM) table for valid values.
- **Base Asset** - This field is automatically selected on new assets.
- **Extended Document Description** - This is a 1,500-character text field to provide additional information about the Commodity or asset.



Component		Total Lines: 1	Fixed Asset Number: STU 10 - 1.2	Component Number: 1
Component General Information Specifications Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation FAPR Reference Internal				
Fixed Asset Intent Reference Insurance				
Component Number:	1	Tag Number:		
Commodity:	07117	Base Asset:	<input checked="" type="checkbox"/>	
Units:	1.00000	Description 1:		
Unit of Measure:	EA	Description 2:		
Final Units:		Description 3:		
Surface Area:		Description 4:		
Statistical Units:		Description 5:		
Statistical UOM:		Property ID:		
Plat Number:		Property Description:		
Survey Data:		Extended Description:		
Decal ID:				

Fixed Asset Component – Specification Tab

The Specification tab contains descriptive fields regarding the Commodity selected. All the values in this tab are entered from the referenced purchase order (GAEIV1).

Note: Users must complete required fields for IT assets. Please see the IT specific requirements located in the appendix.

Component		Total Lines: 1	Fixed Asset Number: STU 10 - 1.2	Component Number: 1
Component General Information Specifications Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation FAPR Reference Internal				
Fixed Asset Intent Reference Insurance				
Manufacturer:		Serial Number:		
Mfr Part Number:		Specification:		
Product/Category:		Warranty Type:	5 Year Full Warranty Parts and Labor	
Model Number:		Industry Identification:		
Drawing:		Barcode:		
Piece:		Commodity Specs:		
Supplier Part Number:		Hazardous Materials:		
Weight:		Permits/Certifications:		
Size:				
Vehicle Year:	2014			
Vehicle Make:	FORD			
Vehicle Model:	TRANSPORT XYZ			
VIN:	123456ABCDEF12AB3			

Fixed Asset Component – Acquisition Details Tab

The following fields are located in the Acquisition Details tab and are used in AFIS.

- **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** - inferred from the referenced payment document
- **Vendor Name** - inferred from the vendor number



Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
Acquisition Date:	08/01/2014	Vendor:	AAN15285				
Acquisition Method:	PURC	Vendor Name:	A AND K TRANSPORTATION INC				
Purchasing Authority:		Alias/DBA:					
Memo Disposal Value:	\$0.00						

Fixed Asset Component – Component Location Details Tab

The Component Location Details tab contains the location information for a component. To enter a location, enter it on the Location field or select it from the pick list.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
Location:	110A	Sub Location:					
Address 1:		Complex / Building:					
Address 2:		Parcel ID:					
City:		Floor:					
State:		Section:					
Zip:		Room:					
Country:		Cubicle Number:					
Country:		Altitude/Elevation:					
Longitude:							
Latitude:							

Fixed Asset Component – Component Classification Tab

The Component Classification tab contains many of the same fields found on the Header 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 Balance Sheet Accounts that will be used for the asset.

The following fields in the Component Classification tab are used in AFIS.

Fixed Asset Classification - Manually entered assets are usually entered as an Adjustment. Options include the following:

- **Contributed** - The offset balance sheet updates the Contributed Offset Balance Sheet Account defined by the Fixed Asset Type (FATP).
- **Adjustment** - The offset balance sheet updates the Net Adjustment Asset BSA defined by the posting code. If there is no reference information (payment and disbursement), then select this option.
- **Memo** - The balance sheet updates the Memo Balance Sheet Account 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 Balance Sheet Account table that are temporary.
- **Normal** – This option is only used on Shell-generated FAS documents. Do not use this option if manually creating an FA document.



The following fields are identical to those on the Header component, Composite Asset Information tab. If specifying this information for different component lines, this information should be entered on the Component.

1. Fixed Asset Catalog
2. Fixed Asset Type – infers from the FA Catalog
3. Fixed Asset Group – infers from the FA Catalog
4. Useful Life – infers from the FA Catalog
5. In-Service Date

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Detail
Fixed Asset Intent Reference		Insurance					
Fixed Asset Classification: Adjustment				BSA: 0811			
Fixed Asset Catalog: 1556-70				Sub BSA:			
Fixed Asset Type: V				OBSA: 3610			
Fixed Asset Group: 1556				Sub OBSA:			
Useful Life: 7				Accum Depr BSA: 0865			
In Service Date: 08/01/2014				Accum Depr Sub BSA:			
Out-of-Service Date:							
Received Date:							

Fixed Asset Component – Cost, Valuation & Depreciation Tab

The Cost, Valuation & Depreciation tab contains several fields for reporting needs, to control depreciation, and amount fields.

The following fields in the Cost, Valuation & Depreciation tab are used in AFIS.

- **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 Salvage Value is not subject to depreciation. This is inferred based on the applicable Fixed Asset Catalog.
- **Depreciation Method** – This field contains options including: Straight Line, Manually Computed, Modified and Not Applicable. The only depreciation method 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.
- **Depreciation Structure** - This field is required if the asset type Depreciation Indicator is selected on the Fixed Assets Type (FATP) page. This indicates which Chart of Accounts 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 tab, General Information tab.



Component		Total Lines: 1	Fixed Asset Number:	Component Number:
Component General Information		Specifications	Acquisition Details	Component Location Details
FAPR Reference		Internal Sale Details	Fixed Asset Intent Reference	Insurance
Cost, Valuation & Depreciation				
Component Total: \$0.00	Valuation Date:	<input type="text"/>	<input type="calendar"/>	
Final Component Value: \$0.00	Valuation Amount:	<input type="text"/>		
Closing Costs: <input type="text" value="\$0.00"/>	Replacement Date:	<input type="text"/>	<input type="calendar"/>	
Depreciation Method: <input type="text"/>	Replacement Type:	<input type="text"/>		
Depreciation Structure: <input type="text"/>	Trade-In Credit:	<input type="text"/>		
Salvage Value: <input type="text" value="\$0.00"/>	Appraisal Date:	<input type="text"/>	<input type="calendar"/>	
Declining Rate: <input type="text"/>	Appraiser Name:	<input type="text"/>		
	Options to Purchase Property:	<input type="text"/>		
	Deed Information:	<input type="text"/>		

Fixed Asset Warranty

The Warranty section tracks the warranty of an asset. This component captures the warranty details for the asset selected on the Component of the document. If a Warranty is already set up in AFIS on the FA Warranty Type (FAWTYP) table, use the pick list to select it. If the warranty is not already set up on the FA Warranty Type (FAWTYP) table, enter the warranty information on the FA document and submit it to final. Once it is final phase, a new record is inserted on the Fixed Asset Warranty (FAWR) table.

Warranty		Fixed Asset Number: STU 10 - 1.2	Component Number: 1	FA Warranty Number:
Warranty				
FA Warranty Type: MANUFACTURERS <input type="button" value="↑"/>	Warranty Vendor Code: <input type="text"/>			
Manufacturer's Warranty	Warranty Vendor Name: <input type="text"/>			
Warranty Agreement Number: STU 110 - 1.2	Warranty Address ID: <input type="text"/>			
Warranty Description: <input type="text"/>	Warranty Address 1: <input type="text"/>			
Warranty Years: <input type="text" value="5"/>	Warranty Address 2: <input type="text"/>			
Warranty Months: <input type="text" value="60"/>	Warranty City: <input type="text"/>			
Warranty Start Date: 08/01/2014 <input type="calendar"/>	Warranty State Code: <input type="text"/>			
Warranty Expiration Date: 07/31/2024 <input type="calendar"/>	Warranty State: <input type="text"/>			
	Warranty Zip Code: <input type="text"/>			
	Warranty County Code: <input type="text"/>			
	Warranty County: <input type="text"/>			
	Warranty Country: <input type="text"/>			
	Warranty Vendor Contact Code: <input type="text"/>			
	Warranty Vendor Contact Name: <input type="text"/>			

Fixed Asset Accounting

The Accounting component records the Chart of Accounts (COA) information used when posting the document 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 (for example, federal and state), enter multiple Accounting Lines for each source.

The General Information tab contains descriptive fields and date information common to most document Accounting Lines. In addition to these fields, there are fields for defining a funding fiscal year and budget year for reporting purposes.

Users are required to create a new Accounting Line before entering information in this component.

The following fields in the General Information tab are used in AFIS.



1. **Event Type** – Used to signify what posting codes will be used, and also bring in specific data entry rules for referenced transactions, customer codes, vendor codes, and all defined Chart of Accounts elements. The Event Type field in this component is protected as it defaults from the Header component.
2. **Accounting Template** – Simplifies accounting information entry. Accounting templates provide the ability to save frequently used COA data for use in subsequent document creation. These templates are used to populate fund and detail accounting elements on documents. If an accounting template is not used, enter the COA information in the Fund Accounting and Detail Accounting tabs of the document.
3. **Line Amount** – This field contains the asset value in a dollar amount.
4. **Funding Fiscal Year** – The Accounting Fiscal Year associated with the funding used to acquire an asset.
5. **Funding Budget Fiscal Year** – The Budget Fiscal Year associated with the funding used to acquire an asset.
6. **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, Cost, Valuation and Depreciation component.

The screenshot shows the Accounting system interface. At the top, it displays 'Accounting' with summary statistics: 'Total Lines: 1', 'Accounting Line: 1', and 'Line Amount: \$250,000.00'. Below this is a table with the following columns: 'Accounting Line', 'Line Amount', 'Event Type', and 'Responsibility Center Posting'. The table contains one row with the following data: '1', '\$250,000.00', 'FA01', and 'Yes'. Below the table are navigation buttons: 'First', 'Previous', 'Next', 'Last', and 'Go to line:'. A 'List View' button is also present. Below the table is a tabbed interface with 'General Information' selected. The 'General Information' tab contains the following fields: 'Event Type: FA01', 'Accounting Template: [dropdown]', 'Line Description: [text area]', 'Line Amount: \$250,000.00', 'Internal Sale Gain/Loss Amount:', 'Historic Asset Cost:', 'Accum Depr Amount: \$0.00', 'Budget FY: [text]', 'Fiscal Year: [text]', 'Period: [text]', 'Funding Fiscal Year: 2015', 'Funding Budget FY: 2015', and 'Responsibility Center Posting: Yes [dropdown]'. Other tabs include 'References', 'Fixed Asset Intent Reference', 'Fund Accounting', and 'Detail Accounting'.

Fixed Asset Accounting – Fund Accounting Tab

The Fund Accounting tab contains COA elements. **Table 2** describes the COA elements found in the Fund Accounting tab.

Table 2: COA Elements on Fund Accounting Tab

Chart of Accounts (COA) Element	Notes
Fund	Required COA
Object	Not required COA
Department	Required COA
Unit	Required COA
Appr Unit	Required COA



General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	
Fund:	9010	Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:	110	Revenue:		Pending BSA:	
Unit:	0110	Sub Revenue:		Pending Sub BSA:	
Sub Unit:		BSA:		Dept Object:	
Appr Unit:	1100000	Sub BSA:		Dept Revenue:	

Fixed Asset Accounting – Detail Accounting Tab

This component contains the COA fields common to the component as found on other documents.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	
Location:		Reporting:		Major Program:	
Sub Location:		Sub Reporting:		Program:	
Activity:		Task:		Phase:	
Sub Activity:		Sub Task:		Program Period:	
Function:		Task Order:			
Sub Function:					

Fixed Asset Posting

The Posting component lists the financial impact of a specific Accounting Line. User entry in this component of the document is not required. Each Accounting Line has its own posting line. Users can click the eye icon to view posting details after the document has been validated, as discussed in the Document Validation and Submission section, below.

The Fund Accounting and Detail Accounting tabs contain specific Chart of Accounts elements, for this document.

If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset, general accounting journals, and other accounting tables.

Posting						Total Lines: 1
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Non-Standard	F002 F012	Fixed Asset Net Adj to FA	\$250,000.00	\$250,000.00	

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

Document Validation and Submission

When a user clicks the Validate button, the system will check for errors on the document. If any errors exist, the user should correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**

After validation, a user may navigate back to the Header to view the auto-generated Fixed Asset Number for those FA Documents with an Event Type of FA01. Betterments (Event Type of FA02) do not generate a new Fixed Asset Number, as they are bettering an existing asset, which already has a Fixed Asset Number.



After any errors are resolved, the user should click the Submit button to submit the document for approval. If the submission is successful, the following message displays in the upper left corner:

Document submitted successfully - Pending Approval.

Standard Purchases

Standard purchases refer to the acquisition of a Fixed Asset. As previously mentioned, the Fixed Asset Acquisition (FA) document is used to record all newly acquired Fixed Assets. In the Capture Warranty, Labor and Material Costs Section., we discussed the fields on the FA document. To create a manual FA document, use the document catalog.



Manually Create a FA Document

Scenario

Your department records the purchase of a Harley Davidson Motorcycle for the amount of \$6,500. Create a FA manually, via the Document Catalog, and access the Fixed Asset Registry to view your newly created asset information.

Login to **AFIS** and create an FA document from the Document Catalog.

1. Click **Search** from Secondary Navigation Panel
2. Click **Document Catalog**

The screenshot shows the 'Document Catalog' form. It includes a search bar, a 'Document Identifier' section with fields for Code (FA), Unit, Dept. (101), and ID, and an 'Other Options' section with 'Auto Numbering' checked and 'Create Template' unchecked. The 'Create' button is highlighted with a mouse cursor.

3. Click **Create**
4. In **Code** field, enter **FA**
5. In **Dept.** field, enter ***your student data card information***
6. Check **Auto Numbering** check box



7. Click **Create**

Complete the **General Information** tab in the Header component.

When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

Write down the Document ID here. _____.

1. In **Fixed Asset Number** field enter *your student data card information*
2. In **Fixed Asset Description** field, enter *Motorcycle - Harley*
3. In **Document Description** field, enter *Acquisition of a Purchased Motorcycle*
4. Ensure **Event Type** is set to **FA01**

Complete the **Responsibility Center** tab in the Header component. Click the **Responsibility Center** tab.

1. In the **Fund** field, enter *your student data card information*
2. In the **Department** field, enter *your student data card information*



3. In the **Unit** field, enter *your student data card information*.
4. In the **Appr Unit** field, enter *your student data card information*.

Complete the **General Information** tab in the Component.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & D
FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance		
Component Number:	01		Tag Number:		
Commodity:	07156		Base Asset:	<input checked="" type="checkbox"/>	
Units:	1.00000		Description 1:		
Unit of Measure:	EA		Description 2:		
Final Units:			Description 3:		

2. Click **Component** from the Secondary Navigation panel
3. Click **Insert New Line**
4. In **Component Number** field, enter **01**
5. In **Commodity Code** field, enter **99999**
6. In **Units** field, enter **1**
7. In **Units of Measure** field, enter **EA** (Each)



Complete the **Specifications** tab. Click the **Specifications** tab.

Component	Total Lines: 1	Fixed Asset Num
Manufacturer:	HARLEY DAVIDSON	
Mfr Part Number:		
Product/Category:		
Model Number:	H6700	
Drawing:		
Piece:		
Supplier Part Number:		
Weight:		
Size:		
Vehicle Year:	2014	
Vehicle Make:		
Vehicle Model:		
VIN:	VAROOM12345	
License Plate:		
Fuel Type:	UNL	
Unleaded Gasoline		

1. In **Manufacturer** field enter *Harley Davidson*
2. In **Model Number** enter *H6700*
3. In **Vehicle Year** enter *2014*
4. In **VIN** enter *VAROOM12345*
5. From **Fuel Type** pick list, select **UNL**

Complete the **Acquisition Details** tab. Click the **Acquisition Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Acquisition Date:	10/01/2014	Vendor:		
Acquisition Method:	PURC	Vendor Name:		
Purchasing Authority:		Alias/DBA:		
Memo Disposal Value:				

1. In **Acquisition Date** field, enter *10/01/2014*
2. In **Acquisition Method** field, enter **PURC** for purchase



Complete the **Component Location Details** tab. Click the **Component Location Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Location: 101A		Sub Location: 001		

1. In **Location** field, select Location A from your student data card information
2. In **Sub Location** field, select **Sub Location 001** from your student data card information

Complete the **Component Classification** tab. Click the **Component Classification** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Fixed Asset Classification: Adjustment	BSA: 0811			
Fixed Asset Catalog: 1070-12	Sub BSA:			
Fixed Asset Type: V	OBSA: 3610			
Fixed Asset Group: 1070	Sub OBSA:			
Useful Life: 5	Accum Depr BSA: 0865			
In Service Date: 2/17/2015	Accum Depr Sub BSA:			
Out-of-Service Date:				
Received Date:				

1. From **Fixed Asset Classification** drop-down list, select **Adjustment**
2. In **Fixed Asset Catalog** field, enter **1070-12**
3. In **In Service Date** field, enter **06/01/2015**
4. Click **Save**. Verify that the Fixed Asset Type, Fixed Asset Group, Depreciation Method and Useful Life fields are inferred from the Fixed Asset Catalog (FACLG) table.

Complete the **Cost, Valuation & Depreciation** tab. Click the **Cost, Valuation & Depreciation** tab.

1. Verify the **Depreciation Method** field is set to **Straight Line**
2. In the **Depreciation Structure** drop-down list, select **Responsibility Center**



Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Component Total: \$0.00	Valuation Date:	<input type="text"/>		
Final Component Value: \$0.00	Valuation Amount:	<input type="text"/>		
Closing Costs: \$0.00	Replacement Date:	<input type="text"/>		
Depreciation Method: Straight Line	Replacement Type:	<input type="text"/>		
Depreciation Structure: Responsibility Center	Trade-In Credit:	<input type="text"/>		
Salvage Value: 650.00	Appraisal Date:	<input type="text"/>		
Declining Rate:	Appraiser Name:	<input type="text"/>		

Complete the **General Information** tab of the **Accounting** component. Click **Accounting** from the Secondary Navigation panel.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type:	Budget FY:	<input type="text"/>		
Accounting Template:	Fiscal Year:	<input type="text"/>		
Line Description:	Period:	<input type="text"/>		
Line Amount: 6,500	Funding Fiscal Year:	2015		
Internal Sale Gain/Loss Amount:	Funding Budget FY:	2015		
Historic Asset Cost:	Responsibility Center Posting:	Yes		
Accum Depr Amount:				

1. Click **Insert New Lin**
2. In **Line Amount** field, enter **\$6,500**
3. In **Funding Fiscal Year** field, enter **2015 in training only** (or current year in live production)
4. In **Funding Budget FY** field, enter **2015 in training only** (or current year in live production)
5. From **Responsibility Center Posting** drop-down list, select **Yes**



Complete the **Fund Accounting** tab of the Accounting component. Click the **Fund Accounting** tab.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	
Fund:	9001	Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:	101	Revenue:		Pending BSA:	
Unit:	0101	Sub Revenue:		Pending Sub BSA:	
Sub Unit:		BSA:		Dept Object:	
Appr Unit:	1010000	Sub BSA:		Dept Revenue:	

1. In **Fund** field, enter *your student data card* information
2. In **Department** field, enter *your student data card* information
3. In **Unit** field, enter your *student data card* information
4. In **Appr Unit** field, enter *your student data card* information
5. Click **Validate** to check for errors. If any other errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**

Verify the Fixed Asset Number. Click the **Header** component.

View All 1 of 1 | Document validated successfully

Fixed Asset Acquisition(FA) Dept: 101 ID: 201500000077 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 02/17

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Acquisition of a Purchased Motorcycle.

Complex/Building:

Auto Generate FA Number:

Prefix:

Fixed Asset Number: STU1-HARLEY

Fixed Asset Description: MOTORCYCLE - HARLEY

Document Total: \$6,500.00

Final Asset Value: \$6,500.00

Event Type: FA01

1. Click **General Information** tab
2. Verify the **Fixed Asset Number** on the Header. It will be used in later activities. Write it down here _____

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



Navigate to **Fixed Asset Registry Header** (FARHDR) and verify that Header information of the asset created above is appropriately updated.

1. In **Jump to** field, enter **FARHDR**
2. Click **Go**. The FARHDR table opens. A search window displays

3. In **Fixed Asset Number** field, enter *number from step L3*
4. Click **Ok**

Click the **Expand All** arrow just below the grid to expand all sections and review all fields.

Navigate to **Fixed Asset Registry Component** (FARCOMP) and verify that Component information of the asset created above is appropriately updated.



Click **Fixed Asset Registry Component** link at the bottom of the Fixed Asset Registry Header page.



Click the **Expand All** arrow just below the grid to expand all sections.

Fixed Asset Registry Component

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU1-HARLEY	01	\$6,500.00	07156

First Prev Next Last

Search

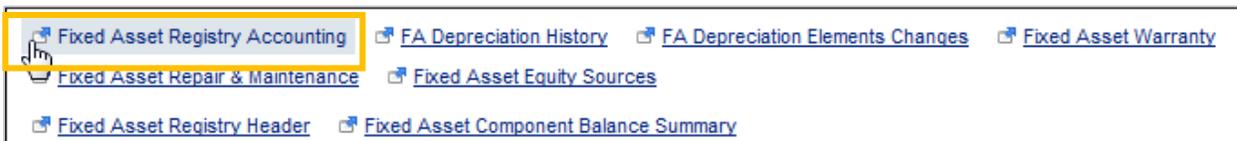
General Information

Fixed Asset Number : STU1-HARLEY Component Value : \$6,500.00
 Component Number : 01 Component Accumulated Depreciation : \$0.00
 Asset Status : Component Net Book Value : \$6,500.00
 Historic Asset Cost : \$6,500.00
 Asset System Number :
 Asset System Description :

Asset Classification & Location

Classification Indicator : Adjustment Location : 101A
 Asset Type : v Loc A Dept 101
 Vehicles
 Asset Catalog : 1070-12 Sub Location : 001
 Asset Group : 1070 Complex / Building :
 AUTO VEHICLE
 Asset Group Class :
 Asset Group Category : 17

Navigate to **Fixed Asset Registry Accounting (FARACTG)** and verify that Accounting information is appropriately updated, then return to the Home page.



1. Click **Fixed Asset Registry Accounting** link from the bottom of the Fixed Asset Registry Component page
2. Click the **Expand All** arrow just below the grid to expand all sections



Fixed Asset Registry Accounting

Fixed Asset Number	Component Number	Accounting Line Amount
✓ STU1-HARLEY	01	\$6,500.00

First Prev Next Last

Search

General Information

Fixed Asset Number :	STU1-HARLEY	Accumulated Depreciation :	\$0.00
Component Number :	01	Net Book Value :	\$6,500.00
Accounting Line Amount :	\$6,500.00	Selling Price :	\$0.00
		Historic Asset Cost :	\$6,500.00

Fund Accounting

Funding AFY :	2015	Object :	
Funding BFY :	2015	Sub Object :	
Fund :	9001	Revenue :	
Sub Fund :		Sub Revenue :	
Department :	101	Dept Object :	
Unit :	0101	Dept Revenue :	
Sub Unit :		General Capital Assets(GCA) Fund :	<input checked="" type="checkbox"/>
Appr Unit :	1010000	Responsibility Center Posting :	<input checked="" type="checkbox"/>

Detail Accounting

Location :		Reporting :		Major Program :	
------------	--	-------------	--	-----------------	--

3. Click **Home** in the Primary Navigation Panel 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 AFIS. The Department estimates the value of the donated asset, typically at fair market value. Users with appropriate security authority will create a Fixed Asset Acquisition (FA) document, to record the donation in AFIS. 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 document goes through a single level of approval within the Department, before going to a Final status.



Create an FA Document for a Donated Asset

Scenario

You acquire cafeteria furniture (metal), valued at \$13,800, through donation. Record the asset by manually creating an FA Document. There will be two components: 01 = \$7,200; 02 = \$6,600, other information remains the same on both components.

Login to **AFIS**. Create an **FA Document** from the **Document Catalog**.

1. Click **Search** from the Secondary Navigation Panel
2. Click **Document Catalog**
3. Click **Create**
4. In the **Code** field, enter **FA**
5. In the **Dept.** field, enter *your student data card information*
6. Check the **Auto Numbering** check box
7. Click **Create**

Complete the **General Information** tab in the **Header** component.

When the document is created, a new **Document ID** is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

Write down the Document ID here. _____.



Header	
General Information	Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance
Fixed Asset Intent Reference	Document Information
Document Name:	Auto Generate FA Number: <input checked="" type="checkbox"/>
Record Date:	Prefix:
Budget FY:	Fixed Asset Number:
Fiscal Year:	Fixed Asset Description: DONATED CAFETERIA FURNITURE
Period:	Document Total: \$0.00
Document Description: Received donated cafeteria furniture	Final Asset Value: \$0.00
Complex/Building:	Event Type: FA01
	Memo Asset: <input type="checkbox"/>

1. Check **Auto Generate FA Number** check box
2. In **Fixed Asset Description** field, enter *Donated Cafeteria Furniture*
3. In **Document Description** field, enter *Received donated cafeteria furniture*
4. Ensure **Event Type** is set to **FA01**

Complete the **Responsibility Center** tab in the Header component. Click **Responsibility Center** tab.

Header	
General Information	Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance
Fixed Asset Intent Reference	Document Information
Custodian:	Revenue:
Accounting Template:	Sub Revenue:
Fund: 9001	Dept Object:
Sub Fund:	Dept Revenue:
Department: 101	Activity:
Unit: 0101	Sub Activity:
Sub Unit:	Function:
Appr Unit: 1010000	Sub Function:
Object:	Reporting:
	Task:
	Sub Task:
	Task Order:
	Major Program:
	Program:
	Phase:
	Program Period:
	Location:
	Sub Location:

1. In **Fund** field, enter *your student data card information*
2. In **Department** field, enter *your student data card information*
3. In **Unit** field, enter *your student data card information*
4. In **Appr Unit** field, enter *your student data card information*



Complete the **General Information** tab in the Component.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode
2. Click **Component** from the Secondary Navigation panel
3. Click **Insert New Line**

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Component Number: 01
Commodity: 420
Units: 1
Unit of Measure: EA

Tag Number:
Base Asset:
Description 1:
Description 2:

4. In **Component Number** field, enter **01**

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation
FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance		

Component Number: 01
Commodity: 07156
Units: 1.00000
Unit of Measure: EA
Final Units:

Tag Number:
Base Asset:
Description 1:
Description 2:
Description 3:

5. In **Commodity Code** field, enter **99999**
6. In **Units** field, enter **1**
7. In **Units of Measure** field, enter **EA** (Each)

Complete the **Specification** tab. Click **Specification** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Manufacturer: NORIX
Mfr Part Number:
Product/Category:
Model Number: B200
Drawing:
Piece:

Serial Number: 13579
Specification:
Warranty Type:
Industry Identification:
Barcode:
Commodity Specs:

1. In **Manufacturer** field, enter **Norix** to record the furniture’s manufacturer
2. In **Model Number** field, enter **B200** to record the furniture’s model number
3. In **Serial Number** field, enter **13579** to record the furniture’s serial number



Complete the **Acquisition Details** tab. Click **Acquisition Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Acquisition Date: 10/01/2014
Acquisition Method: GIFT
Purchasing Authority:
Memo Disposal Value:

Vendor:
Vendor Name:
Alias/DBA:

1. In **Acquisition Date** field, enter 10/01/2014
2. From **Acquisition Method** pick list, select GIFT

Complete the **Component Location Details** tab.

3. Click **Component Location Details** tab
4. In **Location** field, enter *Location A* value from your student data card information

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Location: 101
Sub Location: 001
Address 1:
Address 2:
City:
State:
Zip:
County:
Country:
Latitude:
Longitude:

Complex / Building:
Parcel ID:
Floor:
Section:
Room:
Cubicle Number:

5. From **Sub Location** field, use the picklist to select **001**

Complete the **Component Classification** tab.

1. Click **Component Classification** tab

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Fixed Asset Classification: Contributed
Fixed Asset Catalog: 1420-84
Fixed Asset Type: F
Fixed Asset Group: 1420
Useful Life: 5
In Service Date: 2/17/2015
Out-of-Service Date:
Received Date:

BSA: 0813
Sub BSA:
OBSA: 3006
Sub OBSA:
Accum Depr BSA: 0866
Accum Depr Sub BSA:



2. From **Fixed Asset Classification** drop-down list, select **Contributed**
3. In **Fixed Asset Catalog** field, enter **1420-84**
4. Click **Save**. Verify that the Fixed Asset Type, Fixed Asset Group, and Useful Life fields are inferred from the Fixed Asset Catalog (FACLG) table
5. In **In Service Date** field, enter **06/01/2015**

Complete the **Cost, Valuation & Depreciation** tab. Click **Cost, Valuation & Depreciation** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Component Total: \$0.00
Final Component Value: \$0.00
Closing Costs:
Depreciation Method:
Depreciation Structure:
Salvage Value:
Declining Rate:

Valuation Date:
Valuation Amount:
Replacement Date:
Replacement Type:
Trade-In Credit:
Appraisal Date:
Appraiser Name:
Options to Purchase Property:
Deed Information:

1. Verify **Depreciation Method** field is set to Straight Line
2. In **Depreciation Structure** drop-down list, select Responsibility Centre

Complete the **General Information** tab of the **Accounting** information. Click **Accounting** from the Secondary Navigation panel.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
----------------------------	------------	------------------------------	-----------------	-------------------

Event Type:
Accounting Template:
Line Description:
Line Amount:
Internal Sale Gain/Loss Amount:
Historic Asset Cost:
Accum Depr Amount:

Budget FY:
Fiscal Year:
Period:
Funding Fiscal Year:
Funding Budget FY:
Responsibility Center Posting:

1. Click **Insert New Line**
2. In **Line Amount** field, enter **7,200.00**. (Appraised Value)



3. In **Funding Fiscal Year** field, enter **2015 in training only** (or current year in live production)
4. In **Funding Budget FY** field, enter **2015 in training only** (or current year in live production)
5. From **Responsibility Center Posting** drop-down list, select **Yes**

Complete the **Fund Accounting** tab of the **Accounting** component. Click **Fund Accounting** tab.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Fund: 9001	Object:	OBSA:		
Sub Fund:	Sub Object:	Sub OBSA:		
Department: 101	Revenue:	Pending BSA:		
Unit: 0101	Sub Revenue:	Pending Sub BSA:		
Sub Unit:	BSA:	Dept Object:		
Appr Unit: 1010000	Sub BSA:	Dept Revenue:		

1. In **Fund** field, enter the value from *your student data card information*
2. In **Department** field, enter *your student data card information*
3. In **Unit** field, enter *your student data card information*
4. In **Appr Unit** field, enter *your student data card information*

Complete the **General Information** tab in the **Component** for the addition of component 02.

1. Click **Component** from the Secondary Navigation Panel

Component				
Total Lines: 1		Fixed Asset Number:	Component Number: 01	
Fixed Asset Number	Component Number	Component Total	Units	
01		\$7,200.00	1.00000	

from 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

2. Click on the **Copy Line** feature to the right of component 01 in the grid

Save	Undo	Insert New Line	Insert Copied Line	Edit with Grid
Copy	Validate	Submit	Discard	

3. Click the **Insert Copied Line** button at the bottom of the window



Complete the **General Information** tab in the **Component**.

Component General Information	Specifications
Cost, Valuation & Depreciation	FAPR Reference
Component Number: 02	

1. In the **Component Number** field, change the Component to **02**



Complete the **General Information** tab of the **Accounting** information for Component 02.

1. Click **Accounting** from the Secondary Navigation panel

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type: Accounting Template: <input type="text"/>			Budget FY: <input type="text"/> Fiscal Year: <input type="text"/> Period: <input type="text"/> Funding Fiscal Year: <input type="text" value="2015"/> Funding Budget FY: <input type="text" value="2015"/> Responsibility Center Posting: <input type="text" value="Yes"/>	
Line Description: <input type="text"/>				
Line Amount: <input type="text" value="6,600"/> Internal Sale Gain/Loss Amount: <input type="text"/>				

2. Click **Insert New Line**
3. In **Line Amount** field, enter **\$6,600** (Appraised Value)
4. In **Funding Fiscal Year** field, enter **2015 in training only** (or current year in live production)
5. In **Funding Budget FY** field, enter **2015 in training only** (or current year in live production)
6. From the **Responsibility Center Posting** drop-down list, select **Yes**

Complete the **Fund Accounting** tab of the **Accounting** component. Click **Fund Accounting** tab

1. In **Fund** field, enter **your student data card information**
2. In **Department** field, enter **your student data card information**
3. In **Unit** field, enter **your student data card information**
4. In **Appr Unit** field, enter **your student data card information**

Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document Validated Successfully**

Verify the generated Fixed Asset Number. Click the **Header** component.

1. Click the **General Information** tab
2. Verify that the Fixed Asset Number on the Header is auto generated and assigned. Write it here for use in later steps _____.
3. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**



Navigate to **Fixed Asset Registry Header** (FARHDR) and verify that **Header** information of the asset created above is appropriately updated.

Fixed Asset Number :	<input type="text" value="FA0000028"/>	Acquisition Date :	<input type="text"/>
Summary Asset Value :	<input type="text"/>	Last Depreciation Date :	<input type="text"/>
Asset Description :	<input type="text"/>	Asset System Number :	<input type="text"/>
Department :	<input type="text"/>	Asset System Description :	<input type="text"/>
Unit :	<input type="text"/>	FN Doc Code :	<input type="text"/>
Activity :	<input type="text"/>	FN Doc Dept :	<input type="text"/>
Asset Type :	<input type="text"/>	FN Doc ID :	<input type="text"/>
Asset Group :	<input type="text"/>	Asset Status :	<input type="text"/>
<input type="button" value="Ok"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>			

1. In **Jump to** field, enter **FARHDR**
2. Click **Go**. The FARHDR table opens. A search window displays
3. In **Fixed Asset Number** field, enter **value written down above**
4. Click **OK**



Click the **Expand All** arrow just below the grid to expand all sections.

Fixed Asset Registry Header

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ FA0000028	DONATED CAFETERIA FURNITURE	101	0101	\$13,800.00

First Prev Next Last

[Search](#) 

▼ **General Information**

Fixed Asset Number :	FA0000028	Summary Closing Costs :	\$0.00
Summary Asset Value :	\$13,800.00	Summary Salvage Value :	\$0.00
Summary Accumulated Depreciation :	\$0.00	Summary Selling Price :	\$0.00
Summary Net Book Value :	\$13,800.00	Historic Asset Cost :	\$13,800.00
Summary Valuation Amount :	\$0.00	Asset System Number :	
Asset Description :	DONATED CAFETERIA FURNITURE	Asset System Description :	

▼ **Responsibility Center**

Custodian :	Appr Unit :	1010000	Task :
Fund :	9001	Object :	Sub Task :
Sub Fund :		Sub Object :	Task Order :
Government Branch :	02	Revenue :	Major Program :
Cabinet :	01	Sub Revenue :	Program :
Department :	101	Dept Object :	Phase :
Division :	101	Dept Revenue :	Program Period :

Navigate to **Fixed Asset Registry Component (FARCOMP)** and verify that Component information of the asset created above is appropriately updated.

1. Click **Fixed Asset Registry Component** link from the bottom of the Fixed Asset Registry Header page

[Fixed Asset Registry Component](#)
[Fixed Asset Equity Sources](#)
[Fixed Asset Balance Summary](#)

2. Click **Expand All** arrow just below the grid to expand all sections



Fixed Asset Registry Component

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ FA0000028	01	\$7,200.00	420
FA0000028	02	\$6,600.00	420

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number : FA0000028 Component Value : \$7,200.00
 Component Number : 01 Component Accumulated Depreciation : \$0.00
 Asset Status : Component Net Book Value : \$7,200.00
 Historic Asset Cost : \$7,200.00
 Asset System Number :
 Asset System Description :

▼ **Asset Classification & Location**

Classification Indicator : Contributed Location : 101A
 Asset Type : F Loc A Dept 101
 Furniture
 Asset Catalog : 1420-84 Sub Location : 001
 Asset Group : 1420 Complex / Building :
 FURNITURE CAFE
 Asset Group Class :

Navigate to **Fixed Asset Registry Accounting** (FARACTG) and verify that Accounting information is appropriately updated, then return to the Home page.

1. In **Jump to** field, enter **FARACTG** and select Go. A search window displays

[Fixed Asset Registry Accounting](#)
 [FA Depreciation History](#)
 [FA Depreciation Elements Changes](#)
 [Fixed Asset Warranty](#)
[Fixed Asset Repair & Maintenance](#)
 [Fixed Asset Equity Sources](#)
[Fixed Asset Registry Header](#)
 [Fixed Asset Component Balance Summary](#)

2. In **Fixed Asset Number** field, enter the *value written down above*



3. Click **Ok**. Two Accounting Lines are displayed for your Fixed Asset Number
4. Click **Expand All** arrow just below the grid to expand all sections
5. Click **Home** in the Primary Navigation Panel to return to the Home Page

Fixed Asset Registry Accounting

Fixed Asset Number	Component Number	Accounting Line Amount
✓ FA0000028	01	\$0.00
FA0000028	02	\$0.00

First Prev Next Last

Search

▼ General Information

Fixed Asset Number : FA0000028	Accumulated Depreciation : \$0.00
Component Number : 01	Net Book Value : \$0.00
Accounting Line Amount : \$0.00	Selling Price : \$0.00
	Historic Asset Cost : \$7,200.00

▼ Fund Accounting

Funding AFY : 2015	Object :
Funding BFY : 2015	Sub Object :
Fund : 9008	Revenue :
Sub Fund :	Sub Revenue :
Department : 108	Dept Object :
Unit : 0108	Dept Revenue :
Sub Unit :	General Capital Assets(GCA) Fund : <input checked="" type="checkbox"/>
Appr Unit : 1080000	Responsibility Center Posting : <input checked="" type="checkbox"/>

Memo Asset

Memo asset can be recorded, but don't meet the capitalization threshold (FACC).

Only certain stewardship, memo assets are required to be entered in AFIS; however, Departments can record and track memo assets in AFIS for other purposes, using the FA document. Refer to the State of Arizona Accounting Manual (SAAM) for a list of stewardship items that must be tracked on AFIS.

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 manually create an FA document.

There are two key asset logging differences between a memo asset and a standard purchase.

- Check the Memo Asset check box on the Header
- Fixed Asset Classification set to Memo



Once the memo FA document is submitted, it goes through a single level of approval within the Department, before going to Final status.

Once the memo FA document is in Final status, 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 Document for a Memo Asset

Scenario

Your department purchases four laptops at \$1,000 each. Even though the unit price is less than \$5,000, due to being IT equipment, it must be recorded as a memo asset. Create an FA Document.

Login to **AFIS**, and create an **FA Document** from the **Document Catalog**.

1. Click **Search** from Secondary Navigation Pane

2. Click **Document Catalog**
3. Click **Create**
4. In **Code** field, enter **FA**
5. In **Dept.** field, enter ***your student data card information***
6. Check **Auto Numbering** check box
7. Click **Create**

Complete the **General Information** tab in the Header component.



When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

Fixed Asset Cancellation(FC)	Dept: 101	ID: 201500000004	Ver.: 1	Function: New	Phase: Draft	Modified by Student1 , 02/17/2015
Header						

Header	
General Information	Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance
Fixed Asset Intent Reference Document Information	
Document Name: <input type="text"/> Record Date: <input type="text"/> Budget FY: <input type="text"/> Fiscal Year: <input type="text"/> Period: <input type="text"/> Document Description: Memo Asset Entry Complex/Building: <input type="text"/>	Auto Generate FA Number: <input checked="" type="checkbox"/> Prefix: <input type="text"/> Fixed Asset Number: <input type="text"/> Fixed Asset Description: MEMO ASSET Document Total: \$0.00 Final Asset Value: \$0.00 Event Type: FA01 Memo Asset: <input checked="" type="checkbox"/>

1. Check **Auto Generate FA Number** check box
2. In **Fixed Asset Description** field, enter ***Memo asset***
3. In **Document Description** field, enter ***Memo asset entry***
4. Ensure **Event Type** is set to **FA01**
5. Check **Memo Asset** check box

Complete the **Responsibility Center** tab in the Header component. Click **Responsibility Center** tab.

Header		
General Information	Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance	
Fixed Asset Intent Reference Document Information		
Custodian: <input type="text"/> Accounting Template: <input type="text"/> Fund: 9001 Sub Fund: <input type="text"/> Department: 101 Unit: 0101 Sub Unit: <input type="text"/> Appr Unit: 1010000	Revenue: <input type="text"/> Sub Revenue: <input type="text"/> Dept Object: <input type="text"/> Dept Revenue: <input type="text"/> Activity: <input type="text"/> Sub Activity: <input type="text"/> Function: <input type="text"/> Sub Function: <input type="text"/>	Task: <input type="text"/> Sub Task: <input type="text"/> Task Order: <input type="text"/> Major Program: Program: <input type="text"/> Phase: <input type="text"/> Program Period: <input type="text"/> Location: <input type="text"/>

1. In **Fund** field, enter ***your student data card information***



2. In **Department** field, enter *your student data card information*
3. In **Unit** field, enter *your student data card information*
4. In **Appr Unit** field, enter *your student data card information*

Complete the **General Information** tab in the Component.

1. Click **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode
2. Click **Component** from the Secondary Navigation panel

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Component Number:	01		Tag Number:	
Commodity:	20454		Base Asset:	<input type="checkbox"/>
Units:	1.00000		Description 1:	
Unit of Measure:	EA		Description 2:	
Final Units:			Description 3:	
Surface Area:			Description 4:	

Click **Insert New Line**

3. In **Component Number** field, enter **01**
4. In **Commodity** field, enter **99999**
5. In **Units** field, enter **1**
6. In **Units of Measure** field, enter **EA** (Each)

Complete the **Specifications** tab. Click the **Specifications** tab.

Component		Total Lines: 1	Fixed Asset Number:	Component Number:
------------------	--	----------------	---------------------	-------------------

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Manufacturer:	DELL	Serial Number:	12345
Mfr Part Number:		Specification:	
Product/Category:		Warranty Type:	
Model Number:	LATITUDE E6400	Industry Identification:	

1. In **Manufacturer** field, enter **Dell** to record the manufacturer
2. In **Model Number** field, enter **Latitude E6400** to record the model number
3. In **Serial Number** field, enter **12345** to record the serial number



Complete the **Acquisition Details** tab. Click the **Acquisition Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Acquisition Date:	10/01/2014	Vendor:		
Acquisition Method:	PURC	Vendor Name:		
Purchasing Authority:		Alias/DBA:		
Memo Disposal Value:				

1. In **Acquisition Date** field, enter **10/01/2014**
2. In **Acquisition Method** field, enter **PURC** (Purchase)

Complete the **Component Location** Details tab. Click the **Component Location** Details tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Location:	101A	Sub Location:	001	
Address 1:	Complex / Building:			

1. From the **Location** pick list, select Location A *your student data card information*
2. From the **Sub Location** pick list, select **Sub Location 001** *from your student data card information.*

Complete the **Component Classification** tab. Click the **Component Classification** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Fixed Asset Classification:	Memo	BSA:	0885	
Fixed Asset Catalog:	2150-04	Sub BSA:		
Fixed Asset Type:	I	OBSA:	0886	
Fixed Asset Group:	2150	Sub OBSA:		
Useful Life:	5	Accum Depr BSA:	0868	
In Service Date:	2/18/2015	Accum Depr Sub BSA:		
Out-of-Service Date:				
Received Date:				

1. From the **Fixed Asset Classification** drop-down list, select **Memo**
2. In **Fixed Asset Catalog** field, enter **2150-04**
3. Click **Save**. Verify that the **Fixed Asset Type**, **Fixed Asset Group**, **Depreciation Method** and **Useful Life** fields are inferred from the Fixed Asset Catalog (FACLG) table



4. In the **In Service Date** field, enter **06/01/2015**

Complete the **Cost, Valuation & Depreciation** tab. Click the **Cost, Valuation & Depreciation** tab.

1. Verify the **Depreciation Method** field is set to **Straight Line**
2. From **Depreciation Structure** drop-down list, select **Responsibility Center**

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Component Total: \$0.00	Valuation Date: <input type="text"/>			
Final Component Value: \$0.00	Valuation Amount: <input type="text"/>			
Closing Costs: <input type="text" value="\$0.00"/>	Replacement Date: <input type="text"/>			
Depreciation Method: <input type="text" value="Straight Line"/>	Replacement Type: <input type="text"/>			
Depreciation Structure: <input type="text" value="Responsibility Center"/>	Trade-In Credit: <input type="text"/>			
Salvage Value: <input type="text" value="\$0.00"/>	Appraisal Date: <input type="text"/>			

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Closing Costs: <input type="text" value="\$0.00"/>	Component Total: \$0.00			
Salvage Value: <input type="text" value="\$0.00"/>	Final Component Value: \$0.00			
Valuation Date: <input type="text"/>	Depreciation Method: <input type="text" value="Straight Line"/>			
Valuation Amount: <input type="text"/>	Depreciation Structure: <input type="text" value="Responsibility Center"/>			
Replacement Date: <input type="text"/>	Replacement Type: <input type="text"/>			
Trade-In Credit: <input type="text"/>	Asset Being Replaced: <input type="text"/>			

Complete the **Component Location Details** from the **Component Location Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Location: <input type="text" value="101A"/>	Sub Location: <input type="text" value="001"/>			
Address 1: <input type="text"/>	Complex / Building: <input type="text"/>			

1. From the **Sub Location** pick list, select **Sub Location 001 from your student data card information**



Complete the **Component Classification** tab. Click the **Component Classification** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Fixed Asset Classification: Memo	BSA: 0885
Fixed Asset Catalog: 2150-04	Sub BSA:
Fixed Asset Type: I	OBSA: 0886
Fixed Asset Group: 2150	Sub OBSA:
Useful Life: 5	Accum Depr BSA: 0868
In Service Date: 2/18/2015	Accum Depr Sub BSA:
Out-of-Service Date:	
Received Date:	

2. From **Fixed Asset Classification** drop-down list, select **Memo**
3. In **Fixed Asset Catalog** field, enter **2150-04**
4. Click **Save**. Verify that the **Fixed Asset Type**, **Fixed Asset Group**, **Depreciation Method** and **Useful Life** fields are inferred from the Fixed Asset Catalog (FACLG) table
5. In the **In Service Date** field, enter **06/01/2015**

Complete the **Cost, Valuation & Depreciation** tab. Click the **Cost, Valuation & Depreciation** tab.

1. Verify the **Depreciation Method** field is set to **Straight Line**
2. From the **Depreciation Structure** drop-down list, select **Responsibility Center**

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Component Total: \$0.00	Valuation Date:
Final Component Value: \$0.00	Valuation Amount:
Closing Costs: \$0.00	Replacement Date:
Depreciation Method: Straight Line	Replacement Type:
Depreciation Structure: Responsibility Center	Trade-In Credit:
Salvage Value: \$0.00	Appraisal Date:



Complete the **General Information** tab of the **Accounting** information. Click **Accounting** from the Secondary Navigation panel.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type:		Budget FY:	<input type="text"/>	
Accounting Template:	<input type="text"/>	Fiscal Year:	<input type="text"/>	
Line Description:	<input type="text"/>	Period:	<input type="text"/>	
Line Amount:	<input type="text" value="4000"/>	Funding Fiscal Year:	<input type="text" value="2015"/>	
Internal Sale Gain/Loss Amount:		Funding Budget FY:	<input type="text" value="2015"/>	
Historic Asset Cost:		Responsibility Center Posting:	Yes <input type="button" value="v"/>	
Accum Depr Amount:				

1. Click **Insert New Line**
2. In **Line Amount** field, enter **4000**
3. In **Funding Fiscal Year** field, enter **2015 in training only** (or current year in live production)
4. In **Funding Budget FY** field, enter **2015 in training only** (or current year in live production)
5. From the **Responsibility Center Posting** drop-down list, select **Yes**

Complete the **Fund Accounting** tab of the Accounting component. Click the **Fund Accounting** tab.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	
Fund:	<input type="text" value="9001"/>	Object:	<input type="text"/>	OBSA:	<input type="text"/>
Sub Fund:	<input type="text"/>	Sub Object:	<input type="text"/>	Sub OBSA:	<input type="text"/>
Department:	<input type="text" value="101"/>	Revenue:	<input type="text"/>	Pending BSA:	
Unit:	<input type="text" value="0101"/>	Sub Revenue:	<input type="text"/>	Pending Sub BSA:	
Sub Unit:	<input type="text"/>	BSA:	<input type="text"/>	Dept Object:	<input type="text"/>
Appr Unit:	<input type="text" value="1010000"/>	Sub BSA:	<input type="text"/>	Dept Revenue:	<input type="text"/>

1. In **Fund** field, enter **your student data card information**
2. In **Department** field, enter **your student data card information**
3. In **Unit** field, enter **your student data card information**
4. In **Appr Unit** field, enter **your student data card information**



Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document Validated Successfully**

Fixed Asset Acquisition(FA) Dept: 101 ID: 201500000079 Ver.: 1 Function: New Phase: Draft

Document validated successfully

Header
 Component Total Lines: 1 Fixed Asset Number: FA0000029 Component Num
 Warranty Fixed Asset Number: none Component Number: none FA Warrant
 Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$4,000.00
 1 \$4,000.00 FA01 Yes

From 1 to 1 Total: 1

General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting

Fund: 9001 Object:
 Sub Fund: Sub Object:
 Department: 101 Revenue:
 Unit: 0101 Sub Revenue:
 Sub Unit: BSA:
 Appr Unit: 1010000 Sub BSA:

Verify the generated **Fixed Asset Number**. Click the **Header** component.

1. Click the **General Information** tab
2. Verify that the **Fixed Asset Number** on the Header is auto generated and assigned. Write it here for use in later steps _____.
3. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Navigate to **Fixed Asset Registry Header (FARHDR)** and verify that Header information of the asset created above is appropriately updated.

1. In **Jump to** field, enter **FARHDR**
2. Click **Go**. The FARHDR table opens
3. In **Fixed Asset Number** field, enter **value written down above**
4. Click **OK**



Fixed Asset Registry Header

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ FA0000029	MEMO ASSET	101	0101	\$4,000.00

First Prev Next Last

[Search](#)

General Information

Fixed Asset Number :	FA0000029	Summary Closing Costs :	\$0.00
Summary Asset Value :	\$4,000.00	Summary Salvage Value :	\$0.00
Summary Accumulated Depreciation :	\$0.00	Summary Selling Price :	\$0.00
Summary Net Book Value :	\$4,000.00	Historic Asset Cost :	\$4,000.00
Summary Valuation Amount :	\$0.00	Asset System Number :	
Asset Description :	MEMO ASSET	Asset System Description :	

Responsibility Center

Custodian :		Appr Unit :	1010000	Task :	
Fund :	9001	Object :		Sub Task :	
Sub Fund :		Sub Object :		Task Order :	
Government Branch :	02	Revenue :		Major Program :	
Cabinet :	01	Sub Revenue :		Program :	
Department :	101	Dept Object :		Phase :	
Division :	101	Dept Revenue :		Program Period :	

Click the **Expand All** arrow just below the grid to expand all sections.

Navigate to **Fixed Asset Registry Component (FARCOMP)** and verify that Component information of the asset created above is appropriately updated.

1. Click **Fixed Asset Registry Component** link from the bottom of the Fixed Asset Registry Header page



Researching FA Documents

The Fixed Asset documents update several inquiry tables. This topic reviews the tables that are updated by FA documents and tracks details about a specific asset.

Fixed Asset Registry

The Fixed Asset Registry (FAR) table stores the current status of an asset and is updated through the use of specific Fixed Asset documents and Event Types. The FAR table is made up of three tables, described below. Please refer to Section 2.5 for more information.

- Fixed Asset Registry Header (FARHDR) - contains the Fixed Asset Number and description, summary asset cost, and Responsibility COA elements.
- Fixed Asset Registry Component (FARCOMP) - contains component level information for both Acquisitions and Betterments.
- Fixed Asset Registry Accounting (FARACTG)- records the funding information, including Fund and Detailed Accounting Distributions.

Fixed Asset Journals

Fixed Asset Transactions updates the following Journals.

- FA component Journal (**JFACJ**) - gets updated only by the Fixed Asset documents and the Fixed Asset Document Header and component level details. Stores the component line information associated with each asset.
- FA Accounting Journal (**JFAAJ**) - gets updated only when the document has Fixed Asset Number and Component number. This update happens at the Fixed Asset Document Accounting Line level.
- General Accounting Journal (**JACTG**) - Fixed Asset documents with an accounting impact update this standard journal.

Fixed Asset History (FAHIST) Journal

The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query. FAHIST records all documents 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 cancelled, the corresponding Fixed Asset number is removed from the Fixed Asset Registry tables; although, it remains on the FAHIST table.



Maintaining an Asset

Learning Objectives

In this lesson, you will:

1. Create a Fixed Asset betterment using the Fixed Asset Acquisition (FA) document
2. Create a simple Fixed Asset modification using the Fixed Asset Modification (FM) document
3. Capture labor and material costs using the Fixed Asset Repair and Warranty (FRM) document
4. Modify an assets value using the Fixed Asset Increase/Decrease (FI) document
5. Cancel a Fixed Asset document using the Fixed Asset Cancellation (FC) document

Lesson Overview

Fixed Asset Acquisition (FA) documents cannot be modified once they are submitted. To modify an FA document, the user must create one of the Fixed Asset adjustment documents, and then enter the Fixed Asset Number to adjust specific characteristics of the asset. This lesson will cover how to use the appropriate Fixed Asset document 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 retire an asset and how to cancel a Fixed Asset document.

These documents are created from:

1. **Document Catalog** - By accessing the Document Catalog in Create mode, all data entry is performed by the user.
2. **Jump to** - Redirected to the Document Catalog with the document code populated in the Code field. Once the document is created, all data entry is performed by the user.

Betterment

Betterment refers to the addition or improvements to existing recorded assets, such as fixed hardware upgrades (hard drive for a computer), the purchase of equipment accessories (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 AFIS using an FA document. The difference between using the FA document 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 document, 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 Document to Better an Asset

Scenario

The Prisoner Transportation Bus has recently been upgraded with a Security Package. This requires the completion of a betterment against an existing asset.

Login to **AFIS**. Open the **FA Shell** from the **Document Catalog**.

1. Click **Search** from Secondary Navigation Panel
2. Click **Document Catalo**
3. Click **Create**

The screenshot shows the 'Document Catalog' interface. At the top, there is a 'Search' button and a search icon. Below this is a 'Document Identifier' section with the following fields: 'Code' (containing 'FI'), 'Unit' (empty), 'Dept.' (containing '101'), and 'ID' (empty). There is a small icon next to the 'Code' field. Below the 'Document Identifier' section is an 'Other Options' section with two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom left of the form, there are two buttons: 'Create' and 'Menu'. A mouse cursor is pointing at the 'Create' button.

4. In **Code** field, enter **FA**
5. In **Dept.** field, enter ***your student data card information***
6. Check **Auto Numbering** check box
7. Click **Create**



Complete the **General Information** tab in the **Header** component.

1. In **Document Description** field, enter **Adding Security Package to Prisoner Transportation Bus**
2. In **Event Type** field, overwrite the existing value and enter **FA02**
3. In **Fixed Asset Number** field, *enter your student data card information*
4. Click **Save**. Notice the Fixed Asset Description and Final Asset Value fields are updated

Verify the **Responsibility Center** tab in the **Header** component. Click the **Responsibility Center** tab.

These fields are inferred from the Fixed Asset Registry.

Complete the **General Information** tab in the Component.

1. Click **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode
2. Click **Component** on the Secondary Navigation panel
3. Click **Insert New Line**



4. In **Component Number** field, enter **2**
5. In **Commodity Code** field, enter **99999**
6. In **Units** field, enter **1**
7. In **Units of Measure** field, verify **EA** (Each) defaults

Complete the **Acquisition Details** tab. Click the **Acquisition Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Acquisition Date:	2/17/2015	Vendor:		
Acquisition Method:	PURC	Vendor Name:		
Purchasing Authority:		Alias/DBA:		
Memo Disposal Value:				

1. In **Acquisition Date** field, enter **today's date**
2. From the **Acquisition Method** field, enter **PURC** for purchase

Complete the **Component Location Details** tab. Click the **Component Location Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Location:	101A	Sub Location:	001	
Address 1:		Complex / Building:		

1. From the **Location** pick list, select **Location A** from your student data card information
2. From the **Sub Location** pick list, select **Sub Location 001** from your student data card information

Complete the **Component Classification** tab. Click the **Component Classification** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Fixed Asset Classification:	Adjustment	BSA:	0815	
Fixed Asset Catalog:	1680-02	Sub BSA:		
Fixed Asset Type:	E	OBSA:	3610	
Fixed Asset Group:	1680	Sub OBSA:		
Useful Life:	5	Accum Depr BSA:	0867	
In Service Date:	02/17/2015	Accum Depr Sub BSA:		
Out-of-Service Date:				
Received Date:				

1. From **Fixed Asset Classification** drop-down list, select **Adjustment**



2. In **Fixed Asset Catalog** field, enter **1680-02**
3. In **In Service Date** field, click the calendar icon to **06/01/2015**
4. Click **Save**

Complete the **Cost, Valuation & Depreciation** tab. Click the **Cost, Valuation & Depreciation** tab.

1. Confirm the **Depreciation Method** field is set to **Straight Line**
2. From the **Depreciation Structure** drop-down list select **Responsibility Center**

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Fixed Asset Classification: Adjustment BSA: 0815
Fixed Asset Catalog: 1680-02 Sub BSA:
Fixed Asset Type: E OBSA: 3610
Fixed Asset Group: 1680 Sub OBSA:
Useful Life: 5 Accum Depr BSA: 0867
In Service Date: 02/17/2015 Accum Depr Sub BSA:
Out-of-Service Date:
Received Date:

Complete the **General Information** tab of the **Accounting** information. Click **Accounting** from the Secondary Navigation panel.

1. Click **Insert New Line**

Accounting					Total Lines: 1	Accounting Line: 0	Line Amount:
General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting			
Event Type:	<input type="text"/>	Budget FY:	<input type="text"/>				
Accounting Template:	<input type="text"/>	Fiscal Year:	<input type="text"/>				
Line Description:	<input type="text"/>	Period:	<input type="text"/>				
Line Amount:	27,500 <input type="text"/>	Funding Fiscal Year:	2015 <input type="text"/>				
Internal Sale Gain/Loss Amount:	<input type="text"/>	Funding Budget FY:	2015 <input type="text"/>				
Historic Asset Cost:	<input type="text"/>	Responsibility Center Posting:	Yes <input type="text"/>				
Accum Depr Amount:	<input type="text"/>						

2. In **Line Amount** field, enter **\$27,500**
3. In **Funding Fiscal Year** field, enter **2015 in training only** (or current year in live production)
4. In **Funding Budget FY** field, enter **2015 in training only** (or current year in live production)
5. From the **Responsibility Center Posting** drop-down list, select **Yes**



Complete the **Fund Accounting** tab of the Accounting component. Click the **Fund Accounting** tab.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Fund:	9001		Object:	OBSA:
Sub Fund:			Sub Object:	Sub OBSA:
Department:	101		Revenue:	Pending BSA:
Unit:	0101		Sub Revenue:	Pending Sub BSA:
Sub Unit:			BSA:	Dept Object:
Appr Unit:	1010000		Sub BSA:	Dept Revenue:

1. In the **Fund** field, enter *your student data card information*
2. In **Department** field, enter *your student data card information*
3. In **Unit** field, enter *your student data card information*
4. In **Appr Unit** field, enter *your student data card information*
5. Click **Validate** to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**



Click **Header**. Click **General Information** tab.

View All 1 of 1 | Document submitted successfully - Pending Approval

Fixed Asset Acquisition(FA) Dept: 101 ID: 20150000080 Ver.: 1 Function: New Phase: Pending Modified by Student1 , 02/17/2015

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name: [Field]

Record Date: [Field]

Budget FY: [Field]

Fiscal Year: [Field]

Period: [Field]

Document Description: Adding security package to prisoner transportation bus

Complex/Building: [Field]

Asset Status: 1

Asset Status Name: Active

Auto Generate FA Number:

Prefix: [Field]

Fixed Asset Number: STU 101 - 1.2

Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE

Document Total: \$27,500.00

Final Asset Value: \$277,500.00

Event Type: FA02

Memo Asset:

Asset System Number: [Field]

Note: The Document Total and Final Asset Value fields are updated by the betterment.

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

Once the FA document has been approved and is in **Final status**, navigate to **Fixed Asset Registry Component (FARCOMP)** and verify that the asset information is appropriately updated, then return to the Home Page.

1. In the **Jump to** field, enter **FARCOMP**
2. Click **Go**



- The FARRCOMP Search window opens. In the Fixed Asset Number field, enter the value from the student data card

- Click **Ok**

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU 101 - 1.2	1	\$250,000.00	07117
STU 101 - 1.2	2	\$27,500.00	07105

First Prev Next Last

Search

▼ General Information

Fixed Asset Number: STU 101 - 1.2
 Component Number: 1
 Asset Status: 1
 Active

Component Value: \$250,000.00
 Component Accumulated Depreciation: \$0.00
 Component Net Book Value: \$250,000.00
 Historic Asset Cost: \$250,000.00
 Asset System Number:
 Asset System Description:

▶ Asset Classification & Location
 ▶ Asset Details
 ▶ Specifications
 ▶ Acquisition /Disposition Details



Verify there are two lines—one for the Prisoner Transportation Bus and one for the Security Package.

1. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Simple Modification

When a Department needs to modify non-accounting attributes on a Fixed Asset, users must create a Fixed Asset Modification (FM) document in AFIS.

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

- Asset Classification Details (Fixed Asset Catalog, Fixed Asset Group)
- Asset Depreciation Details (Useful Life, In Service Date, Salvage Value, Depreciation Method, Depreciation Structure, Automatically Recalculate Depreciation)
- Valuation Details (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 Code, Replacement Date)

FM Header

The default Event Type for the FM document is FA05 (Modify Fixed Asset Non-Accounting Attributes). Once a user has entered the Fixed Asset Number and clicked Auto Apply, the existing Component information for the asset is inferred into the FM document.



FM Component

On the General Information tab, information for the Component, such as Commodity, Units, Unit of Measure, Tag Number, descriptive fields and whether the asset is a Base Asset is inferred.

After a user modifies the non-accounting attributes that need to be changed, the FM document may be validated and submitted.



Modify an Asset's Location with the FM Document

Scenario

The location of the Harley Davidson Motorcycle (created previously), has been updated to include a sub-location. Create an FM Document to update the Location and Sub Location information for this fixed asset number.

Note: This activity is linked to the previously activity, which must be completed successfully before performing the steps in this activity.

Login to **AFIS**. Create an FM Document from the Document Catalog.

1. Click **Search**



2. Click **Document Catalog**

Document Catalog

[Search](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

3. Click **Create**
4. In **Code** field, enter **FM**
5. In **Dept.** field, enter ***your student data card information***
6. Check **Auto Numbering** check box
7. Click **Create**



Complete the **General Information** tab in the Header component.

When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

1. In the **Fixed Asset Number** field, enter *your student data card information*
2. Verify the **Event Type** is set to **FA05** (Modify Fixed Asset Non-Accounting Attributes)
3. In **Document Description** enter *Update Location and Sub Location*
4. Select **Auto Apply**

Verify the asset information is inferred on the Component.



1. Click **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode
2. Click **Component**
3. Verify the **Component Number, Commodity, Units, Unit of Measure, and Base Asset** fields are inferred from the Fixed Asset Number selected

Add a new location to the Component Location/Condition tab. Click the **Component Location/Condition** tab.

1. From **New Location** pick list, select ***your student data card information***
2. From **New Sub Location** pick list, select ***your student data card information***
3. Click **Validate** to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
4. Click **Submit** to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Once approval is applied and the FM is in Final status, navigate to the FARCOMP table and verify that New Location is properly updated, and then return to the Home Page.

1. In the **Jump to** field, enter **FARCOMP**
2. Click **Go**
3. The FARCOMP Search window displays. In the **Fixed Asset Number** field, enter number from step B2



4. Click **Ok**

Asset Classification & Location

Classification Indicator: Adjustment

Asset Type: V
Vehicles

Asset Catalog: 1070-12

Asset Group: 1070
AUTO VEHICLE

Asset Group Class:

Asset Group Category: 17
Automotive

Base Asset Flag:

Location: 101B
Loc B Dept 101

Sub Location: 002

Complex / Building:

5. The record displays. Click **Asset Classification & Location** to expand the section
6. Verify that the **Location and Sub Location** fields are updated
7. Click **Home** in the Primary Navigation Panel 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 asset is not a fleet asset, a Department user can use the Fixed Asset Repair and Warranty (FRM) document. As a reminder, upon acquisition of the asset enters an FA document with warranty information by using the Warranty component.

The repair and maintenance costs of the asset are recorded at the FRM document Warranty - Repair and Maintenance component, which includes the following three tabs:

- The General Information Component tab contains the Component field.
- The Warranty tab facilitates adding and updating the Warranty information on the Fixed Asset Warranty (FAWR) table.
- The Repair & Maintenance tab facilitates recording the repair and maintenance information for the FA component. On submission of the FRM document to Final, the fields in this component will insert, update or delete a record on the Fixed Asset Repair & Maintenance (FARM) table.

The FRM goes through a single level of approval within the Department before going to Final Status.



Fixed Asset Repair and Warranty(FRM) Dept: 200 ID: 20150000009 Ver.: 1 Function: New Phase: Final Modified by gdenney , 10/23/2014

Header
Warranty - Repair and Maintenance

Component General Information Warranty **Repair & Maintenance**

Repair & Maintenance Action: Add

FA Repair & Maintenance Number:

Repair & Maintenance Type: EMERG REPAIR-EXT
External Emergency Repair

Start Date of Repair & Maintenance: 10/23/2014

End Date of Repair & Maintenance: 10/23/2014

Labor Cost of Repair & Maintenance: \$575.00

Material Cost of Repair & Maintenance: \$125.00

Other Cost of Repair & Maintenance:

Total Cost of Repair & Maintenance: \$700.00

Warranty Agreement:

Repair & Maintenance Vendor Code: 88855501

Repair & Maintenance Vendor Name: STAUFFER PLUMBING

Repair & Maintenance Address ID: AD004

Repair & Maintenance Address 1: P O BOX 1066

Repair & Maintenance Address 2:

Repair & Maintenance City: CLAYPOOL

Repair & Maintenance State Code: AZ

Repair & Maintenance State: Arizona

Repair & Maintenance Zip Code: 85532

Repair & Maintenance County Code:

Repair & Maintenance Country:

Repair and Maintenance codes are setup and maintained by users, with security authorization on the FARTYP table.

The value in the Repair and Maintenance Action field, which is in the Repair & Maintenance tab, 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

Scenario

Your department wants to track the warranty and repair of its Prisoner Transportation Bus. You have looked on the FAWR and FARM tables and found that this information has not been recorded for your asset. Create the FRM document to track the warranty and repair for this asset.

Login to **AFIS**. Create an **FRM Document** from the **Document Catalog**.

1. Click **Search**
2. Click **Document Catalog**



Document Catalog

[Search](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

4. Click **Create** link
5. In **Code** field, enter **FRM**
6. In **Dept.** field, enter ***your student data card information***
7. Check **Auto Numbering** box
8. Click **Create**

Complete the **General Information** tab in the Header component.

The FRM document opens. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

Fixed Asset Cancellation(FC) Dept: 101 ID: 201500000004 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 02/17/2015

Header

Header

[List View](#)

General Information Extended Doc Description Document Information

Document Name:

Record Date:

Fiscal Year:

Document Description:

Fixed Asset Number:

Event Type:

Asset System Number:

Asset System Description:

1. In the **Document Description** field, enter ***Track Warranty and Repairs***



2. In the **Fixed Asset Number** field, enter *your student data card information*
3. Verify the **Event Type** is set to **FA15** (Repair and Warranty Fixed Asset)

Complete the **Component General Information** tab in the Warranty-Repair and Maintenance component.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode
2. Click the **Warranty-Repair and Maintenance** component.
3. Click **Insert New Line**
4. From the **Component Number** pick list, select **1**
5. Click **Save**

The screenshot shows the 'Component General Information' tab selected. The 'Component Number' field contains the value '1' and has a small green arrow icon to its right. Below it, the 'Debt ID' field is empty.

Complete the **Repair & Maintenance** tab in the Warranty-Repair and Maintenance component. Click the **Repair and Maintenance** tab.

The screenshot shows the 'Repair & Maintenance' tab selected. The 'Repair & Maintenance Action' dropdown is set to 'Add'. The 'Repair & Maintenance Vendor Code' is 88855501. The 'Repair & Maintenance Type' is EMERG REPAIR-EXT. The 'Start Date of Repair & Maintenance' and 'End Date of Repair & Maintenance' are both 02/17/2015. The 'Labor Cost of Repair & Maintenance' is \$575.00 and the 'Material Cost of Repair & Maintenance' is \$125.00. The 'Repair & Maintenance Address ID' is empty. The 'Repair & Maintenance Address 1', 'Repair & Maintenance Address 2', and 'Repair & Maintenance City' fields are also empty. The 'Repair & Maintenance State Code' is empty.

1. In the **Repair and Maintenance Action** drop-down list, select **Add**



2. In the **Repair & Maintenance Type** pick list, select **Emerg Repair-EXT**
3. In the **Start Date of Repair & Maintenance** field, enter **today's date**
4. In the **End Date of Repair & Maintenance** field, enter **today's date**
5. In the **Labor Cost of Repair & Maintenance** field, enter **575**
6. In the **Material Cost of Repair & Maintenance** field, enter **125**
7. In the **Repair & Maintenance Vendor Code** field, enter **88855501**

Check the **FRM** document for errors.

1. Click the **Validate** button to check for errors. The vendor information infers.
2. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
3. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Once approval is applied and the FRM is in **Final** status, navigate to the FARM table and verify the repair and maintenance costs are appropriately recorded, then return to the Home Page.

1. In the **Jump to** field, enter **FARM**
2. Click **Go**
3. The FARM table displays. Click **Search**

The screenshot shows a web form with the following fields and values:

- FA Repair & Maintenance Number :
- Doc ID :
- Doc Code :
- FA Number :
- Doc Dept :
- FA Component Number :

Buttons: Ok, Clear, Cancel

Browser status bar: Internet | Protected Mode: Off

4. In the **FA Number** field, enter number from step B3
5. Click **Ok**

Once on the record, verify that the following fields are updated:

- Repair and Maintenance Type
- Repair and Maintenance Name
- Start Date of Repair & Maintenance
- End Date of Repair & Maintenance
- Labor Cost of Repair & Maintenance
- Material Cost of Repair & Maintenance
- Total Cost of Repair & Maintenance



FA Repair & Maintenance			
FA Repair & Maintenance Number	Document ID	FA Number	FA Component Number
✓ 21	FRM-101-201500000010-1	STU 101 - 1.2	1

First Prev Next Last

Search

▼ Asset Information

FA Number : STU 101 - 1.2

FA Component Number : 1

Doc Code : FRM

Doc Dept : 101

Doc ID : 201500000010

▼ Repair Details

FA Repair & Maintenance Number : 21

Warranty Agreement Number :

Repair & Maintenance Type : EMERG REPAIR-EXT

Repair and Maintenance Description :

Repair & Maintenance Name : External Emergency Repa

Start Date of Repair & Maintenance : 02/17/2015

End Date of Repair & Maintenance : 02/17/2015

Repair & Maintenance Performed By :

Labor Cost of Repair & Maintenance : \$575.00

Repair & Maintenance Inspected By :

Material Cost of Repair & Maintenance : \$125.00

Repair & Maintenance Inspection Date :

Other Cost of Repair & Maintenance :

Total Cost of Repair & Maintenance : \$700.00

Click **Home** in the Primary Navigation Panel 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 AFIS, they process the adjustment using the Fixed Asset Increase / Decrease (FI) document. 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 Fixed Asset Increase / Decrease (FI) document 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.

This document 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 Fixed Asset Capitalization Criteria (FACC) minimum for its asset type, or its accumulated depreciation. The following main events occur when processing an FA Increase/ Decrease document:



- If a new Accounting Line has been added, then FI document adds the new Accounting Line to the FA Registry accounting.
- If an existing Accounting Line has been changed (increased or decreased) the historical cost, net book value on the existing lines of the FAR accounting are updated accordingly.
- The historical cost on the FAR component and Header is also updated accordingly.
- When the value of an asset that has already been depreciated is increased or decreased a record is inserted to the DEPEC with the new historical cost.
- Records are inserted to the FA component Journal.
- Records are inserted to the FA accounting Journal.
- FI documents cannot be processed for a fully disposed asset.

Many fields are protected and not editable on this document. Only those fields used to create and record the increase or decrease postings are editable. All others are completed with the Auto Apply action found on the Header and Component Line which bring information into the document from the Fixed Asset Registry tables.

FI Header

The default Event Type for the FI document is FA07 (Increase/Decrease value of a Fixed Asset). Once a user has entered the Fixed Asset Number, and clicked Auto Apply, the existing Component information for the asset is inferred into the FI document from the Fixed Asset Registry tables.

FI Component

FI component lists specific attributes of each asset component. Only component number can be editable on this document 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 document. The Auto Apply action is available on this page to retrieve values from the Fixed Asset Registry table for only the specified components.

FI Accounting

Enter a positive or negative dollar amount to increase or decrease an existing line, or insert a new Accounting Line for the component and appropriate dollar amount in the Line Amount field. The FI document may, then, be validated and submitted.



Create a New Fixed Asset Increase (FI) Document

Scenario

While reviewing Fixed Asset Acquisitions Activity, you realize an incorrect purchase price was entered on the Harley Davidson Motorcycle Activity from the previous section. Use the FI Document to increase the purchase price from \$6,500 to \$16,500 (net increase of \$10,000).

Login to **AFIS**. Create an **FI Document** from the **Document Catalog**.



1. Click **Search**

Document Catalog

[Search](#)

▼ **Document Identifier**

Code : FI Unit :

Dept. : 101 ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

2. Click **Create** link
3. In the **Code** field, enter **FI**
4. In the **Dept** field, enter ***your student data card information***
5. Check the **Auto Numbering** check box
6. Click **Create**

Complete the **General Information** tab in the Header component. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

Fixed Asset Increase/Decrease(FI) Dept: 101 ID: 201500000012 Ver.: 1 Function: New Phase: Draft Modified by Student1 02/17/2015

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Fixed Asset Intent Reference

Document Information

Document Name: Fixed Asset Number: STU1-HARLEY

Record Date: Fixed Asset Description:

Budget FY:

Fiscal Year:

Period:

Document Description: Increasing Asset Value Document Total: \$0.00

Asset Status: Final Asset Value: \$0.00

Asset Status Name: Event Type: FA07

Memo Asset:

Asset System Number:

Asset System Description:

Save Undo Auto Apply Fixed Asset Equity Sources

Component	Total Lines: 0	Fixed Asset Number: none	Component Number: none	
Accounting	Total Lines: 0	Accounting Line: none	Line Amount: none	
Posting	Total Lines: 0	Posting Line: none		



1. In the **Fixed Asset Number** field, enter number from Activity 3.3 (Harley Davidson)
2. In the **Document Description** field, enter **Increasing Asset Value**
3. Verify the **Event Type** is set to **FA07** (Increase/Decrease value of a Fixed Asset)
4. Click the **Auto Apply** button

Verify COA elements are inferred on the **Responsibility Center** tab.

1. Click the **Responsibility Center** tab

Header		
General Information	Extended Doc Description	Responsibility Center
Document Information		
Custodian:	Revenue:	Task:
Fund: 9001	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 101	Dept Revenue:	Major Program:
Unit: 0101	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1010000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:

2. Verify the **Fund, Sub Fund, Department, and Unit** fields are inferred

Verify the values associated with the Component Number are inferred on the Component.

1. Click the **Component**

Component		Total Lines: 1	Fixed Asset Number: STU1-HARLEY	Component Number: 01
Component General Information	Acquisition Details	Component Location Details	Component Classification	
Cost, Valuation & Depreciation	Fixed Asset Intent Reference	Insurance		
Component Number: 01		Tag Number:		
Commodity: 07156		Base Asset: Yes		
Units: 1.00000		Description 1:		
Unit of Measure: EA		Description 2:		
Surface Area:		Description 3:		
Statistical Units:		Description 4:		
Statistical UOM:		Description 5:		
Manufacturer: HARLEY DAVIDSON		Extended Description:		
Model Number: H6700				

2. Verify the values associated with the **Component Number** on the tabs. They cannot be modified



3. Complete the **General Information** tab on the **Accounting** component, to increase the price of the asset

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type: FA07	Accounting Template: <input type="text"/>		Budget FY: <input type="text"/>	Fiscal Year: <input type="text"/>
Line Description: <input type="text"/>	Line Amount: <input type="text" value="10,000"/>		Period: <input type="text"/>	Funding Fiscal Year: 2015
			Funding Budget FY: 2015	Responsibility Center Posting: Yes <input type="button" value="v"/>

4. Click the **Accounting** component. It will open to the General Information tab
5. In the **Line Amount** field, enter **10,000** (This is the amount of the increase)

Note: In order to decrease the amount, use the negative (-) sign.

Verify the values associated with the Component Number are inferred on the Accounting component.

1. Verify the values associated with the Component Number on the tabs. They cannot be modified
2. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
3. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Once the FI is in Final status, navigate to the **FARHDR** table and the **Fixed Asset Accounting Journal** to view updates, and then return to the Home Page.



1. In the **Jump to** field, enter **FARHDR**

2. Click **Go**
3. The FARHDR Search window displays. In the **Fixed Asset Number** field, enter *number from step B2* (Fixed Asset Number for Harley)
4. Click **OK**

Verify a record exists for the Fixed Asset Number.

Note: The Summary Asset Value, Summary Net Book Value, and the Historic Asset Cost fields are updated.

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU1-HARLEY	MOTORCYCLE - HARLEY	101	0101	\$16,500.00

First Prev Next Last

Search

General Information

Fixed Asset Number :	STU1-HARLEY	Summary Closing Costs :	\$0.00
Summary Asset Value :	\$16,500.00	Summary Salvage Value :	\$1,650.00
Summary Accumulated Depreciation :	\$0.00	Summary Selling Price :	\$0.00
Summary Net Book Value :	\$16,500.00	Historic Asset Cost :	\$16,500.00
Summary Valuation Amount :	\$0.00	Asset System Number :	
Asset Description :	MOTORCYCLE - HARLEY	Asset System Description :	

1. Click the **Fixed Asset Registry Component** link, which is at the bottom of the page (not shown)
2. Verify the page has been updated
3. Click the **Fixed Asset Registry Accounting** link, which is at the bottom of the page (not shown)



4. Select the **Search** hyperlink located above the General Information component
5. In the **Fixed Asset Number** field, enter *number from step B2*
6. Click **OK**
7. Verify the page has been updated

Fixed Asset Registry Accounting

Fixed Asset Number	Component Number	<u>Accounting Line Amount</u>
✓ STU1-HARLEY	01	\$16,500.00

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number : STU1-HARLEY	Accumulated Depreciation : \$0.00
Component Number : 01	Net Book Value : \$16,500.00
Accounting Line Amount : \$16,500.00	Selling Price : \$0.00
	Historic Asset Cost : \$16,500.00

▶ **Fund Accounting**

▶ **Detail Accounting**

▶ **Document Reference**

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[Fixed Asset Registry Header](#) [Fixed Asset Registry Component](#)

8. Click **Home** in the Primary Navigation Panel to return to the Home Page



Cancel a Fixed Asset

When an asset record has been mistakenly entered into AFIS, a Department can delete the unnecessary asset record using the Fixed Asset Cancellation (FC) document.

It is helpful to remember the following cancellation tips.

- A component has to be cancelled completely. There is no partial cancellation of a component. Nor can only one Accounting Line of the component be cancelled. If the amount on one of the Accounting Lines of a component has to be reduced to zero, the FI document may have to be used; in which case the asset entry will not be removed from the FAR table.
- If only a component, and not a complete asset, is cancelled, entries from the FAR Component and FAR Accounting tables relevant to that component will be deleted. The Asset number will not be available to be reused.
- If the complete asset is cancelled, entries from the FAR Header, FAR Component and FAR Accounting tables will be deleted. The Asset number will be available to be reused.
- If there are any FAPR references on the document and the asset is cancelled, no FAPR updates/reversals will take place. However, the Shell generation detail are updated by removing the Shell reference from the listing on the FAPR table.
- Do not process an FC on an asset for the sole purpose of adjusting the base amount for calculating depreciation, if the asset already has been depreciated in the system; rather dispose of the asset with an FD document to properly adjust the depreciation and setup a new one with a manual FA Document. Another option may be to process an FI document to change the accounting information.
- If a user wants to create an asset with the FAPR reference that was on the cancelled document, a user manually creates a new asset with an FA document using the same information as the cancelled asset.

FC Header

The default Event Type for the FC document is FA11 (Cancellation of a Fixed Asset). Once a user has entered the Fixed Asset Number, and clicked Auto Apply, the existing Component information for the asset is inferred into the FC document from the Fixed Asset Registry tables.

FC Component and Accounting

Since the component level and accounting level information is inferred from the Fixed Asset Registry tables, no additional data entry is required. The FC document may, then, be validated and submitted.



Cancel a Fixed Asset with the FC Document

Scenario

Reviewing the acquisitions for the month you realize you incorrectly entered the Night Vision System on the police vehicle. Create an FC Document to cancel Component 2 as it is entered incorrectly.

Login to **AFIS**. **Create** an FC Document from the **Document Catalog**.

1. Click **Search**



2. Click Document Catalog
3. Click **Create** link

Document Catalog

Search

▼ Document Identifier

Code : F1 Unit :

Dept. : 101 ID :

▼ Other Options

Auto Numbering

Create Template :

Create

Menu

4. In the **Code** field, enter **FC**
5. In the **Dept.** field, enter **your student data card information**
6. Check the **Auto Numbering** check box
7. Click **Create**

Complete the **General Information** tab in the Header component. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

Fixed Asset Cancellation(FC) Dept: 101 ID: 201500000004 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 02/17/2015

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Cancel Component 2

Asset Status: 1

Asset Status Name: Active

Fixed Asset Number: STU 1 COP CAR

Fixed Asset Description: POLICE CAR

Document Total: \$57,900.00

Final Accumulated Depreciation: \$0.00

Final Asset Value: \$0.00

Final Net Book Value: \$0.00

Event Type: FA11

Memo Asset: No

Asset System Number:

Asset System Description:

Save Undo **Auto Apply**



1. In the **Document Description** field, enter **Cancel Component 2**
2. In the **Fixed Asset Number** field, enter **your student data card information**
3. Verify the **Event Type** is set to **FA11** (Cancellation of a Fixed Asset)
4. Click the **Auto Apply** button

Verify COA elements are inferred on the Responsibility Center tab.

1. Click the **Responsibility Center** tab

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Document Information
Custodian:		Revenue:		Task:
Fund: 9001		Sub Revenue:		Sub Task:
Sub Fund:		Dept Object:		Task Order:
Department: 101		Dept Revenue:		Major Program:
Unit: 0101		Activity:		Program:
Sub Unit:		Sub Activity:		Phase:
Appr Unit: 1010000		Function:		Program Period:

2. Verify the **Fund, Department, Unit, and Appr Unit** fields are inferred

Select the **Component Number** to cancel the Night Vision System only, located on **Component General Information** tab.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode

Component		Fixed Asset Number: STU 1 COP CAR		Component Number: 1	
Fixed Asset Number	Component Number	Component Total	Units		
STU 1 COP CAR	1	\$42,500.00	1.00000		
STU 1 COP CAR	2	\$15,400.00	1.00000		

From 1 to 2 Total: 2

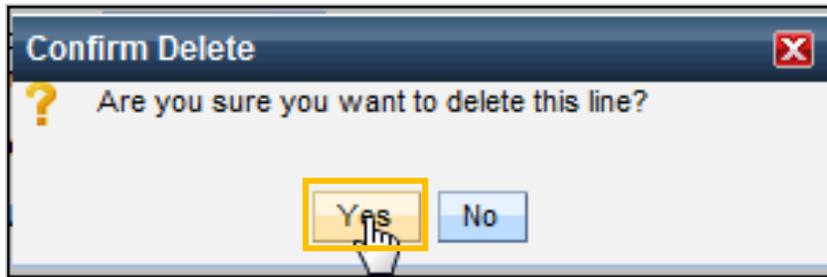
First Previous Next Last

Go to line: Go

2. Click the **Component**. Both component lines are inferred
3. **Component Number 2** is the component which has a duplicate entry
4. Select line 1 to remove the line that does not need to be cancelled
5. Click the **trash can** icon for the line (line 1) to be eliminated



A window opens confirming that you want to delete the line. Click **Yes**.



1. One component line remains (Component Number 2). Verify the values associated with the **Component Number** on this tab are inferred from the Fixed Asset Registry tables
2. Review the other tabs. This information cannot be modified

Verify the values associated with the Component Number are inferred on the Accounting component. From the Secondary Navigation Panel, click the **Accounting** component.

Verify the values associated with the Component Number on the tabs. They cannot be modified.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
2. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully.**

Once approval is applied and the FC is in Final status, navigate to the FARHDR table and verify the record for the asset remains since Component 1 still exists, then return to the Home Page.

1. In the **Jump to** field, enter **FARHDR**
2. Click **Go**

Fixed Asset Number : **STU 1 COP CAR**

Summary Asset Value :

Asset Description :

Department :

Unit :

Activity :

Asset Type :

Asset Group :

Acquisition Date :

Last Depreciation Date :

Asset System Number :

Asset System Description :

FN Doc Code :

FN Doc Dept :

FN Doc ID :

Asset Status :

Ok Clear Cancel



3. The FARHDR Search window displays. In the **Fixed Asset Number** field, enter *number from step B2*
4. Click **Ok**

Fixed Asset Registry Header

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 1 COP CAR	POLICE CAR	101	0101	\$42,500.00

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number :	STU 1 COP CAR	Summary Closing Costs :	\$0.00
Summary Asset Value :	\$42,500.00	Summary Salvage Value :	\$42.50
Summary Accumulated Depreciation :	\$558.35	Summary Selling Price :	\$0.00
Summary Net Book Value :	\$41,941.65	Historic Asset Cost :	\$42,500.00
Summary Valuation Amount :	\$0.00	Asset System Number :	
Asset Description :	POLICE CAR	Asset System Description :	

Verify a record exists for the Fixed Asset Number. Note the Summary Asset Value is \$42,500.



Fixed Asset Registry Component			
Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU 1 COP CAR	1	\$42,500.00	07105
First Prev Next Last			

1. Click the **Fixed Asset Registry Component** link, which is at the bottom of the page (not shown)
2. Confirm only one record for Component 01 exists
3. Click **Home** in the Primary Navigation Panel to return to the Home Page

Asset Transfers and Internal Sales

Learning Objectives

In this lesson, you will:

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

Lesson Overview

This lesson covers how Department users may transfer an existing asset to a different unit within their Department, known as an intra-agency transfer and how to process an internal sale of an existing asset is also reviewed.

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 document. Alternatively, the department can always use a two-step approach, of the selling agency entering a Fixed Asset Disposal (FD) document and the buying agency entering a Fixed Asset Acquisition (FA) document. Additionally, if the asset is a capital asset, functionality exists to allow the buying side to copy forward the FD (FA09 event type) to create the FA (FA27 event type) document. Fixed Asset Transfer.

A Department may transfer an existing asset to a different unit within that Department in AFIS. 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 Fixed Asset Transfer (FT) document and provide the receiving unit's information, in the Responsibility Center tab on the FT Header. The new location of the asset should also be updated on the FT Component line. After the FT document has been submitted, a Department level approver must approve the FT document, to send it to Final Phase.



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

Note: This is only if the asset is recorded at the responsibility center.



Create an Intra-Agency Transfer with an FT Document

Scenario

You need to transfer the Harley Davidson Motorcycle from the previous activity to a different unit and location. Create an FT document to record the transfer.

Note: This activity is linked to activity Manually Create an FA Document from the Standard Purchases section of the guide, which must be completed successfully before performing the steps in this activity.

Login to AFIS. Create an FT document from the **Document Catalog**.

1. Click **Search**
2. Click **Document Catalog**
3. Click **Create** link

4. In the **Code** field, enter **FT**
5. In the **Dept** field, enter **your student data card information**
6. Check the **Auto Numbering** check box
7. Click **Create**



Complete the **General Information** tab in the **Header** component.

Fixed Asset Cancellation(FC)	Dept: 101	ID: 201500000004	Ver.: 1	Function: New	Phase: Draft	Modified by Student1 02/17/2015
Header						

When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Document Information
Document Name:		Fixed Asset Number:	STU1-HARLEY	
Record Date:		Fixed Asset Description:	MOTORCYCLE - HARLEY	
Budget FY:		Document Total:	\$0.00	
Fiscal Year:		Document Depreciation:	\$0.00	
Period:		Final Accumulated Depreciation:	\$0.00	
Document Description:	Transfer Asset	Final Asset Value:	\$16,500.00	
New Complex/Building:		Final Net Book Value:	\$0.00	
Asset Status:		Event Type:	FA06	
Asset Status Name:		Memo Asset:	No	
New Asset Status:		Asset System Number:		
Save	Undo	Auto Apply	Fixed Asset Equity Sources	

1. In the **Fixed Asset Number** field, enter *your student data card* information
2. In the **Document Description** field, enter **Transfer Asset**
3. Verify the **Event Type** is set to **FA06** (Transfer a Fixed Asset)
4. Click **Auto Apply**

Complete the **Responsibility Center** tab. Click the **Responsibility Center** tab.

Fund: 9001	New Dept Object:	New Task Order:
New Fund: 9000	Dept Revenue:	Major Program:
Sub Fund:	New Dept Revenue:	New Major Program:
New Sub Fund:	Activity:	Program:
Department: 101	New Activity:	New Program:
New Department: 100	Sub Activity:	Phase:
Unit: 0101	New Sub Activity:	New Phase:
New Unit: 0100	Function:	Program Period:
Sub Unit:	New Function:	New Program Period:
New Sub Unit:	Sub Function:	Location:
Appr Unit: 1010000	New Sub Function:	New Location:
New Appr Unit: 1000000	Reporting:	



Verify that the asset values are inferred from the Fixed Asset Registry tables on the **Responsibility Center** tab.

1. In the **New Fund** picklist, select **9000**
2. In the **New Department** picklist, select ***your student data card information***
3. In the **New Unit** picklist, select ***your student data card information***
4. In the **New Appr Unit** field, enter **1000000**

Complete the **Component Location** Details tab.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode
2. Click the **Component**

Component General Information	Acquisition Details	Component Location Details
Component Classification	Cost, Valuation & Depreciation	Insurance
Location: 101B	New Location:	100A
Address 1:	New Address 1:	
Address 2:	New Address 2:	
City:	New City:	
State:	New State:	
Zip:	New Zip:	
County:	New County:	
Country:	New Country:	
Longitude:	New Longitude:	
Latitude:	New Latitude:	
Sub Location: 002	New Sub Location:	001

3. Click the **Component Location Details** tab

Verify that the asset values are inferred from the Fixed Asset Registry tables on the Component Location tab.

1. From the **New Location** pick list, select ***your student data card information***.
2. From the **New Sub Location** pick list, select ***your student data card information***.
3. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**



Verify the Depreciation Amount is appropriately calculated based on the Depreciation Method (Straight-Line).

1. Click the **Cost, Valuation & Depreciation Method** tab

Component Fixed Asset Number: STU8-4.5 Component Number: 01

Component General Information Acquisition Details Component Location Details Component Classification **Cost, Valuation & Depreciation** Insurance

Closing Costs: \$0.00	Last Depreciation Date:
Salvage Value: \$1,650.00	Valuation Date:
Depreciation Method: Straight Line	Valuation Amount: \$0.00
Depreciation Structure: Responsibility Center	Trade-In Credit:
Fixed Asset Registry Value: \$16,500.00	Appraisal Date:
Final Accum Depr: \$784.62	Appraiser Name:
Final Net Book Value: \$15,715.38	Options to Purchase Property:
Declining Rate:	Deed Information:
Depreciation Amount: <input type="text" value="\$784.62"/>	Replacement Date:
	Replacement Type:

2. Verify the **Depreciation Amount** is appropriately calculated.

Verify the accounting information is appropriately recorded on the **Accounting** component

1. Click the **Accounting** component

Accounting Total Lines: 2 Accounting Line: 1 Line Amount: \$0.00

Accounting Line	Line Amount	Event Type	Depreciation Amount
1	\$0.00	FA06	\$450.90
2	\$0.00	FA06	\$0.00

From 1 to 2 Total: 2 First Previous Next Last Go to line: Go

List View

General Information Fund Accounting Detail Accounting

Event Type: FA06	Budget FY:
Accounting Template:	Fiscal Year:
Line Description:	Period:
Line Amount: \$0.00	Responsibility Center Posting: <input checked="" type="checkbox"/>
Depreciation Amount: \$450.90	
Accum Depr Amount: \$0.00	

2. Verify there are two accounting lines
3. Verify that Accounting Line 1 is selected in the grid and the Depreciation Amount is recorded on this line



Accounting			
Accounting Line	Line Amount	Event Type	Depreciation Amount
1	\$0.00	FA06	\$450.90
2	\$0.00	FA06	\$0.00

From 1 to 2 Total: 2

Buttons: First, Previous, Next, Last, Go to line: [] Go

Buttons: List View

General Information | **Fund Accounting** | Detail Accounting

Event Type: FA06 Budget FY: []

Accounting Template: [] Fiscal Year: []

Line Description: [] Period: []

Line Amount: \$0.00 Responsibility Center []

Depreciation Amount: \$450.90 Posting: []

Accum Depr Amount: \$0.00

1. Click the **Fund Accounting** tab
2. Verify the depreciation calculated in the previous step is appropriately recorded on Accounting Line 1 against the old Unit.
3. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Once approval is applied and the FT is in **Final** status, **navigate** to the **JFAAJ** table and verify the asset information is updated.

1. In the **Jump to** field, enter **JFAAJ**
2. Click **Go**

Run Trm : []	BSA : []
Doc Record Date : []	Department : []
Fiscal Period : []	Unit : []
Fiscal Year : []	Doc CD : []
Budget FY : []	Doc Dept : []
Posting Code : []	Doc ID : []
Fund : []	FA Number : STU1-HARLEY
Object : []	Component : []

Buttons: **Ok** Clear Cancel

3. The JFAAJ Search window displays. In the **FA Number** field, enter **number from step B1**
4. Click **Ok**



Fixed Assets Accounting Journal [Menu](#) [Back](#)

Run Tm	Document ID	FA Number	Component	Accounting Line	Posting Line	Dr/Cr	Pstng Am
02/17/2015	FA 101 201500000077	STU1-HARLEY	01	1	1	D	\$6,500.00
02/17/2015	FA 101 201500000077	STU1-HARLEY	01	1	1	C	(\$6,500.00)
02/19/2015	FI 101 201500000012	STU1-HARLEY	01	1	1	D	\$10,000.00
02/19/2015	FI 101 201500000012	STU1-HARLEY	01	1	1	C	(\$10,000.00)
✓ 02/20/2015	FT 101 201500000065	STU1-HARLEY	01	1	1	D	\$450.90
02/20/2015	FT 101 201500000065	STU1-HARLEY	01	1	1	C	(\$450.90)

First Prev Next Last

[Search](#)

▼ **General Accounting**

Doc Record Date : 02/17/2015 Ln Func : Non-Standard ▼

Fiscal Period : 8 Pstng Am : \$450.90

Fiscal Year : 2015 Dr/Cr : D

Budget FY : 2015 Incr/Dcrs : I

Fiscal Quarter : 3 FA Number : STU1-HARLEY

Event Type : FA06 Component : 01

Event Category : FT Accounting Line : 1

Pstng Prln : A Posting Line : 1

Posting Code : F020 Run Tm : 02/20/2015

1. Six records display, as there are two records (debit and credit) for each document number (FA, FI and FT) that was created with this fixed asset
2. Click the first record for the FT document. Note the **Posting Am** (Amount) is the depreciation amount recorded on the FT document
3. Click **Home** in the Primary Navigation Panel to return to the Home Page

Reorganization Process

The Reorganization Process modifies Location-related fields (Location, Sub Location or Complex Building) or transfer Responsibility Center fields such as Department or Unit Code.

Create Fixed Asset Internal Sale Document

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 AFIS, the Fixed Asset Internal Sale (FS) document is used. The FS document 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 two step process discussed in the Lesson Overview of this section.

The Fixed Asset Internal Sale (FS) document allows users to sell an asset internally, and retain the asset number associated with the internally sold asset. The buying Department creates a Fixed Asset Internal Sale (FS) document that contains the selling price of the asset. Like the FT document, it is important to record the new location of the asset. However, on the FS document, there are two Responsibility Center tabs: 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 tab and the New Location field, on the Component section.

Here are some additional fields that should be populated on the FS document:

- Disposition Method
- Selling Price - enter the new value
- Fixed Asset Classification - select either Contributed or Adjustment
- Line Amount, which records the selling price on the Accounting component

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



Create a Fixed Asset Internal Sale (FS) Document

Scenario

The Department of Transportation sells a truck to your Department. In order to retain the asset number, process an FS Document to record the internal sale. The selling price is \$2,000.

Login to **AFIS**. Create an **FS** document from the **Document Catalog**.

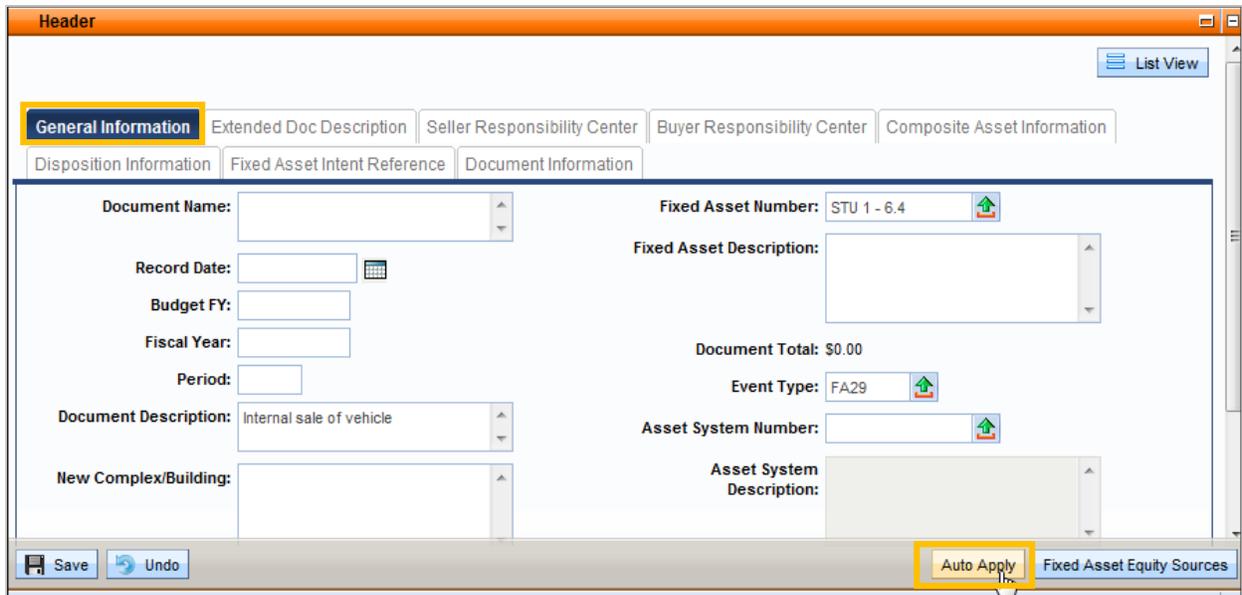
1. Click **Search**
2. Click **Document Catalog**
3. Click **Create** link

4. In the **Code** field, enter **FS**
5. In the **Dept** field, enter **your student data card information**
6. Check the **Auto Numbering** check box
7. Click **Create**



Complete the **General Information** tab in the Header component.

1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft



2. In the **Document Description** field, enter *Internal Sale of Vehicle*
3. In the **Fixed Asset Number** field, enter *your student data card information*
4. Verify the **Event Type** is set to **FA29** (Internal Sale Fixed Asset)
5. Click the **Auto Apply** button



Review the **Seller Responsibility Center** tab. Click the **Seller Responsibility Center** tab.

Header		
General Information	Extended Doc Description	Seller Responsibility Center
Disposition Information	Fixed Asset Intent Reference	Document Information
Custodian:	Revenue:	Task:
Accounting Template:	Sub Revenue:	Sub Task:
Fund: DT2031	Dept Object:	Task Order:
Sub Fund:	Dept Revenue:	Major Program:
Department: DTA	Activity:	Program:
Unit: 1910	Sub Activity:	Phase:
Sub Unit:	Function:	Program Period:
Appr Unit: DT59320	Sub Function:	Location:
Object:	Reporting:	Sub Location:
Sub Object:	Sub Reporting:	Assignee Employee Number:

1. Verify that the asset values are inferred from the Fixed Asset Registry tables on the Responsibility Center tab

Complete the **Buyer Responsibility Center** tab. Click the **Buyer Responsibility Center** tab.

Header		
General Information	Extended Doc Description	Seller Responsibility Center
Disposition Information	Fixed Asset Intent Reference	Buyer Responsibility Center
New Custodian:	New Revenue:	New Task:
New Accounting Template:	New Sub Revenue:	New Sub Task:
New Fund: 9001	New Dept Object:	New Task Order:
New Sub Fund:	New Dept Revenue:	New Major Program:
New Department: 101	New Activity:	New Program:
New Unit:	New Sub Activity:	New Phase:
New Sub Unit:	New Function:	New Program Period:
New Appr Unit: 1010000	New Sub Function:	New Location:

2. From the **New Fund** pick list, select your **Fund** from the *student data card information*
3. From the **New Department** pick list, select your **Department** from the *student data card information*
4. From the **New Unit** pick list, select your **Unit** from the *student data card information*
5. From the **New Appr Unit** pick list, select your **New Appr Unit** from your *student data card information*



Complete the **Disposition Information** tab. Click the **Disposition Information** tab.

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

Header	
General Information	Extended Doc Description
Seller Responsibility Center	Buyer Responsibility Center
Composite Asset Information	
Disposition Information	Fixed Asset Intent Reference
Document Information	
Disposition Date: 2/17/2015	Selling Price: 2000
Disposition Method: TRAN	Disposition Authority: SP101
Depreciation Amount:	Net Book Value: \$19,666.54
Document Depreciation: \$0.00	Historic Asset Value: \$21,000.00
Final Accumulated Depreciation: \$1,333.46	Final Asset Value: \$0.00
Seller Useful Life:	Final Net Book Value: (\$1,333.46)
Seller Depreciation Method:	Last Depreciation Date:
	Seller In Service Date:

2. In the **Disposition Date** field, enter *today's date*
3. In the **Disposition Method** field, enter **TRAN**
4. In the **Selling Price** field, enter **2000**
5. In the **Disposition Authority** field, enter **SP101**

Complete the **Component Acquisition Details** tab.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode
2. Click the **Component**
3. Click the **Acquisitions Details** tab

Component General Information	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	Disposition Details	Fixed Asset Intent Reference	Insurance
Acquisition Date:	Vendor:		
Acquisition Method: TRAN	Vendor Name:		
Gain/Loss Account Type:	Alias/DBA:		
	Purchasing Authority:		

4. The Acquisition Date will infer from the Disposition Date on the Header, upon validation
5. From the **Acquisition Method** pick list, select **TRAN**



Complete the **Component Location Details** tab. Click the **Component Location Detail** tab.

Component		Fixed Asset Number: STU 1 - 6.4		Component Number: 1	
Component General Information		Acquisition Details		Component Location Details	
Component Classification		Cost, Valuation & Depreciation		Disposition Details	
Fixed Asset Intent Reference		Insurance			
Location: 010	New Location:	101A			
Address 1:	New Address 1:				
Address 2:	New Address 2:				
City:	New City:				
State:	New State:				
Zip:	New Zip:				
County:	New County:				
Country:	New Country:				
Longitude:	New Longitude:				
Latitude:	New Latitude:				
Sub Location: 001	New Sub Location:	001			

1. From the **New Location** field, select Location A for your department by using the picklist
2. From the **New Sub Location** field, select Sub Location 001 for your department by using the picklist

Complete the **Component Classification** tab.

3. Click the **Component Classification** tab
4. Verify that the asset values are inferred from the Fixed Asset Registry tables

Component General Information		Acquisition Details		Component Location Details		Component Classification	
Component Classification		Cost, Valuation & Depreciation		Disposition Details		Fixed Asset Intent Reference	
Insurance							
Fixed Asset Classification:	Adjustment			BSA:			
Fixed Asset Catalog:	1072-48			Sub BSA:			
Fixed Asset Type:	V			OBSA:			
Fixed Asset Group:	1072			Sub OBSA:			
Useful Life:	4			Accum Depr BSA:		0865	
In Service Date:				Accum Depr Sub BSA:			
Out-of-Service Date:							
Received Date:							

5. From the Fixed Asset Classification pick list, select **Adjustment**



Complete the **General Information** tab on the **Accounting** component. Click the **Accounting** component.

Accounting		Total Lines: 1	Accounting Line: 1	Line Amount: \$0.00
<div style="display: flex; justify-content: space-between;"> General Information Fixed Asset Intent Reference Fund Accounting Detail Accounting </div>				
Event Type: FA29	Accounting Template: <input type="text"/>		Budget FY: <input type="text"/>	Fiscal Year: <input type="text"/>
Line Description: <input type="text"/>	Line Amount: <input type="text" value="2000"/>		Period: <input type="text"/>	Funding Fiscal Year: <input type="text" value="2015"/>
Internal Sale Gain/Loss Amount: <input type="text"/>	Depreciation Amount: \$0.00		Selling Price: \$0.00	Funding Budget FY: <input type="text" value="2015"/>
Historic Asset Cost: \$21,000.00	Accum Depr Amount: \$0.00		Responsibility Center Posting: <input checked="" type="checkbox"/>	Debt ID: <input type="text"/>

1. In the **Line Amount** field, enter **2000**
2. Confirm the **Funding Fiscal Year** field is set to **2015 in training only** (or current year in live production)
3. Confirm the **Funding Budget Fiscal Year** field is set to **2015 in training only** (or current year in live production)
4. Confirm the **Responsibility Center Posting** check box is checked

Complete the **Fund Accounting** tab. Click the **Fund Accounting** tab.

General Information			Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Fund: <input type="text" value="9001"/>	Object: <input type="text" value="8411"/>	OBSA: <input type="text"/>	Sub Fund: <input type="text"/>	Sub Object: <input type="text"/>	Sub OBSA: <input type="text"/>
Department: <input type="text" value="101"/>	Revenue: <input type="text"/>	Dept Object: <input type="text"/>	Unit: <input type="text" value="0101"/>	Sub Revenue: <input type="text"/>	Dept Revenue: <input type="text"/>
Sub Unit: <input type="text"/>	BSA: <input type="text"/>	Appr Unit: <input type="text" value="1010000"/>	Sub BSA: <input type="text"/>		

1. In the **Fund** field, enter **your student data card information**
2. In the **Department** field, enter **your student data card information**



3. In the **Unit** field, enter *your student data card information*
4. In the **Appr Unit** field, enter *your student data card information*
5. In the **Object** field, enter **8411**
6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the **following message displays in the upper left corner of the screen: Document validated successfully**
7. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Once approval is applied and the FS is in Final status, navigate to the **Fixed Asset Component Journal** and verify the asset information is updated.

1. In the **Jump to** field, enter **JFACJ**
2. Click **Go**

The screenshot shows a search window with the following fields and values:

- Department: 101
- FA Number: STU 1 - 6.4
- Unit: [Empty]
- FA Component Number: [Empty]
- Activity: [Empty]
- Acquisition Method: [Empty]
- Function: [Empty]
- FA Type: [Empty]
- Reporting: [Empty]
- Asset System Number: [Empty]
- Location: [Empty]
- Asset System Description: [Empty]
- Sub Location: [Empty]
- FN Doc Code: [Empty]
- Doc Code: [Empty]
- FN Doc Dept: [Empty]
- Doc Dept: [Empty]
- FN Doc ID: [Empty]
- Doc ID: [Empty]
- Asset Status: [Empty]

Buttons: Ok, Clear, Cancel

3. The JFACJ Search window displays. In the **Department** field, enter *your student data card information*
4. In the **FA Number** field, enter *your student data card information*
5. Click **Ok**



▼ Responsibility Center

Custodian :	<input type="text"/>	Appr Unit :	<input type="text" value="1010000"/>	Task :	<input type="text"/>
Fund :	<input type="text" value="9001"/>	Object :	<input type="text"/>	Sub Task :	<input type="text"/>
Sub Fund :	<input type="text"/>	Sub Object :	<input type="text"/>	Task Order :	<input type="text"/>
Government Branch :	<input type="text" value="02"/>	Revenue :	<input type="text"/>	Major Program :	
Cabinet :	<input type="text" value="01"/>	Sub Revenue :	<input type="text"/>	Program :	<input type="text"/>
Department :	<input type="text" value="101"/>	Dept Object :	<input type="text"/>	Phase :	<input type="text"/>
Division :	<input type="text" value="101"/>	Dept Revenue :	<input type="text"/>	Program Period :	<input type="text"/>
Group :	<input type="text"/>	Activity :	<input type="text"/>	Assignee Employee Number :	<input type="text"/>
Section :	<input type="text"/>	Sub Activity :	<input type="text"/>	Assignee Employee Name :	<input type="text"/>
District :	<input type="text"/>	Function :	<input type="text"/>	Use Code :	<input type="text"/>
Bureau :	<input type="text"/>	Sub Function :	<input type="text"/>	Driver's License Number :	<input type="text"/>
Unit :	<input type="text" value="0101"/>	Reporting :	<input type="text"/>		
Sub Unit :	<input type="text"/>	Sub Reporting :	<input type="text"/>		

6. Click the **FS** record
7. Confirm the Final Asset Component Value is \$2,000.00
8. Click **Responsibility Center** to expand the component and verify the details here
9. Click **Home** in the Primary Navigation Panel to return to the Home Page



Asset Depreciation

Learning Objectives

In this lesson, you will:

- List the depreciation process
- Record manual depreciation using the Manual Depreciation (FE) document
- Navigate to depreciation tables

Lesson 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. There are two tables: Depreciation History (DEPH) to view depreciation history and Depreciable Elements Change (DEPEC) to view depreciation-related elements (for example, useful life) that have updated throughout the year.

Researching Depreciation Documents

Two tables track depreciation and calculate depreciation in AFIS.

- Depreciable Elements Change (DEPEC) table
- Depreciation History (DEPH) table

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 status indicators (Active flag and Process Date), which identify when and if the record was already considered by depreciation logic. The depreciation calculation routine, in the FA documents and the Mass Depreciation process, reads this 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 documents with Betterment, Asset Value Increase / Decrease and Modification Event Types will insert records into this table. Fixed Assets documents with Mass Depreciation, Transfer and Disposition Event Types will update the records on this table.



FA Depreciation Elements Change

Fixed Asset Number	Component Number	Process Date	Active
AD0000001	001		No

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General Information

Fixed Asset Number : AD0000001 Creation Doc Code : FI
 Component Number : 001 Creation Doc Dept : ADA
 Component Value : \$25,651.32 Creation Doc ID : 201500000001
 Accumulated Depreciation : \$1,897.50 Effective Date : 07/29/2014
 Component Net Book Value : \$23,753.82

Depreciable Elements

Old Depreciation Method : Straight Line New Depreciation Method : Straight Line
 Old Useful Life : 8 New Useful Life : 8
 Old Acquisition Date : New Acquisition Date :
 Old In Service Date : New In Service Date :
 Old Depreciation Structure : Responsibility Center New Depreciation Structure : Responsibility Center
 Old Summary Salvage Value : \$0.00 New Salvage Value : \$0.00
 New Component Value : \$31,349.32

Modification History

Modification Doc Code : FE Active :
 Modification Doc Dept : ADA Process Date :
 Modification Doc ID : 201500000003 Last Action Date : 07/29/2014

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[FA Depreciation History](#) [Fixed Asset Registry Component](#)

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 documents with Transfer and Disposition Event Types and the Mass Depreciation process. Manual inserts are not allowed on this table.

Transition back to the DEPEC table by clicking the FA Depreciation Elements Changes link. View the asset’s component line, including depreciation amount, by clicking the Fixed Asset Registry Component link.



FA Depreciation History

Fixed Asset Number	Component Number	Depreciation Begin Date	Depreciation End Date	Depreciation Amount
✓ AD0000001	001	12/25/2013	07/29/2014	\$1,897.50
AD0000001	001	07/30/2014	03/01/2015	\$2,340.18
AD0000001	001	03/01/2015	08/30/2014	(\$1,595.14)

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General Information

Fixed Asset Number : AD0000001 **Depreciation Begin Date :** 12/25/2013
Component Number : 001 **Depreciation End Date :** 07/29/2014
DEPEC Record Number : **Depreciation Method :** Straight Line
Recalculate from Beginning : **Depreciation Amount :** \$1,897.50
Process Date : 07/29/2014



View Depreciation Tables

Scenario

You want 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.

Login to **AFIS**. Use the **Jump to** field to open the **DEPH** table.

1. In the **Jump to** field, enter **DEPH**
2. Click **Go**
3. Search for your **Fixed Asset** number within the table
4. Click **Search**
5. In the **Fixed Asset Number** field, enter *the fixed asset INST 1 - 7.3*
6. Click **Ok** or press **Enter** on the keyboard.

Review the depreciation information and access the DEPEC table.

1. The Fixed Asset record displays on the DEPH table. Note the amount in the **Depreciation Amount** field



FA Depreciation History [Menu Back](#)

	<u>Fixed Asset Number</u>	<u>Component Number</u>	<u>Depreciation Begin Date</u>	<u>Depreciation End Date</u>	<u>Depreciation Amount</u>
✓	INST 1 - 7.3	1	07/01/2014	10/01/2014	\$1,057.57
	INST 1 - 7.3	1	10/02/2014	10/26/2014	\$287.38
	INST 1 - 7.3	1	10/27/2014	10/27/2014	\$14.42

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▼ **General Information**

Fixed Asset Number :	INST 1 - 7.3	Depreciation Begin Date :	07/01/2014
Component Number :	1	Depreciation End Date :	10/01/2014
DEPEC Record Number :		Depreciation Method :	Straight Line
		Depreciation Amount :	\$1,057.57
		Process Date :	10/27/2014

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[FA Depreciation Elements Changes](#) [Fixed Asset Registry Component](#)

2. Click **FA Depreciation Elements Changes**



Review the depreciation information and changes on the DEPEC table.

1. Click the **downward facing arrow** to expand all sections
2. Review the **New Component Value** field, which resulted from the transfer to the new unit
3. Review the **Modification History** to see the last action date
4. Click **Home** in the Primary Navigation Panel to return to the Home Page

FA Depreciation Elements Change

Fixed Asset Number	Component Number	Process Date	Active
✓ INST 1 - 7.3	1	10/27/2014	No
STU 8 - 6.4	1		Yes
STU8-4.5	01	06/01/2015	No

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▼ General Information

Fixed Asset Number : INST 1 - 7.3	Creation Doc Code : FI
Component Number : 1	Creation Doc Dept : 200
Component Value : \$21,000.00	Creation Doc ID : INST 1 - 7.3
Accumulated Depreciation : \$1,057.57	Effective Date : 10/27/2014
Component Net Book Value : \$19,942.43	

▼ Depreciable Elements

Old Depreciation Method : Straight Line	New Depreciation Method : Straight Line
Old Useful Life : 5	New Useful Life : 5
Old Acquisition Date :	New Acquisition Date :
Old In Service Date :	New In Service Date :
Old Depreciation Structure : Responsibility Center	New Depreciation Structure : Responsibility Center
Old Summary Salvage Value : \$21.00	New Salvage Value : \$26.00
Old Declining Rate :	New Declining Rate :
	New Component Value : \$26,000.00
	Recalculate from Beginning : <input type="checkbox"/>

▼ Modification History

Modification Doc Code : ME	Active : <input type="checkbox"/>
Modification Doc Dept : 100	Process Date : 10/27/2014
Modification Doc ID : DEP000000006	Last Action Date : 10/27/2014

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[FA Depreciation History](#) [Fixed Asset Registry Component](#)



Asset Disposition

Learning Objectives

In this lesson, you will:

- List the Disposition Process
- Create a Fixed Asset Disposition (FD) document to SPMO
- 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

Lesson 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 have been lost/stolen. The Fixed Asset Disposition (FD) document is used to record the asset disposal. Disposal options vary, depending on the type of disposition.

Asset Disposition with SPMO Approval

Asset Disposition business process commences when a Department decides that an asset is ready for retirement. The Department will secure an SP101 Number from the Surplus Property Management Office. Department users then create a Fixed Asset Disposition (FD) documents to retire assets that are entered in AFIS.

The Department user disposing the asset specifies the applicable disposition method as the method of disposition on the FD document. All possible Disposition methods are found on the Fixed Asset Disposition Method (FADM) table.

No Selling Price is entered on the FD document, and the document is submitted.

The FD document 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, or theft/vandalism then the document subsequently also routes to the GAO. Following State policies and procedures, SPMO conducts the required business operations, i.e., auctions. The SPMO then determines if the Department is eligible to receive proceeds. If the Department is eligible for proceeds, the SPMO will distribute a transfer.

Once the sales price is known, the Department then processes an FP to enter the new selling price. The status is changed to inactive and the associated tables and journals are updated upon final submission.

Fixed Asset Disposition Document Components

The Fixed Asset Disposition (FD) document 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 action, found on the Header and Component components. Clicking Auto Apply brings information into the document from the Fixed Asset Registry tables, using the already



existing Fixed Asset number. If the asset has more than one component and not all will be disposed of, then simply delete those component lines by clicking the trash can icon. This is only available for non-composite assets.

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

When using the FD document, it is helpful to remember the following points.

- Betterments can be disposed of independently from the original asset.
- AFIS 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 document updates Fixed Asset tables with the disposition results, where it remains until it is archived.
- For a lost or stolen Fixed Asset, an FD document 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 Fixed Asset /Acquisition Disposition Method (FADM) table.
- The FD recognizes a gain or loss and generates the appropriate accounting (including depreciation) to dispose the asset from the tables and Accounting Lines of AFIS.

Fixed Asset Disposition Header Component

The Fixed Asset Disposition Header Component lists general information about the document as well as information that apply to the asset as a whole versus the individual components of the asset.

Fixed Asset Disposition - General Information Tab

This tab contains descriptive fields and date information common to most document Headers. In addition to these common fields are ones for identifying a Fixed Asset Number and Event Type.



Fixed Asset Disposition(FD) Dept: 101 ID: 20150000018 Ver.: 1 Function: New Phase: Final Modified by Student1 , 03/11/2015

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Disposition Information | Document Information

Document Name:

Record Date: 03/11/2015

Budget FY: 2015

Fiscal Year: 2015

Period: 9

Document Description: Disposal of Asset

Asset Status: 3

Asset Status Name: Surplus

Fixed Asset Number: STU1-HARLEY

Fixed Asset Description: MOTORCYCLE - HARLEY

Document Total: \$16,500.00

Document Depreciation: \$0.00

Final Accumulated Depreciation: \$0.00

Final Asset Value: \$0.00

Final Net Book Value: \$0.00

Event Type: FA04

Memo Asset: No

Asset System Number:

Asset System Description:

Auto Apply Fixed Asset Equity Sources

Fixed Asset Disposition - Extended Document Description Tab

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

Fixed Asset Disposition - Responsibility Center Tab

This tab contains Chart of Accounts (COA) fields defined as being responsible for the asset.

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Disposition Information | Document Information

Custodian:	Revenue:	Task:
Fund: 9000	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 100	Dept Revenue:	Major Program:
Unit: 0100	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1000000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:
	Sub Reporting:	Assignee Employee Number:
		Assignee Employee Name:
		Use Code:
		Driver's License Number:

Fixed Asset Disposition - Composite Asset Information Tab

This tab contains many asset definition fields which serve as defaults to the individual Components of the asset. Many of these fields control depreciation. The Depreciation Amount field exists to record an amount of depreciation to record at disposition of a Composite Asset when that asset contains a Depreciation Method of Manual.



General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Disposition Information	Document Information
Composite Asset: No			Acquisition Date:		
Fixed Asset Catalog:			In Service Date:		
Fixed Asset Type:			Out-of-Service Date:		
Fixed Asset Group:			Depreciation Structure:		
Depreciation Method:			Valuation Date:		
Useful Life:			Summary Valuation \$0.00		
Asset Impairment:			Amount:		
			Summary Salvage Value: \$0.00		
			Depreciation Amount: <input type="text"/>		

Fixed Asset Disposition - Disposition Information Tab

This tab contains fields that control disposition postings as well as collect information for reporting purposes.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Disposition Information	Document Information
Disposition Date: 03/11/2015		Selling Price: \$0.00			
Disposition Method: SOLD		Disposition Authority: SP101			
Disposition Code: Sold		Disposal Reason: <input type="text"/>			
Property Survey Report ID: <input type="text"/>		Disposal Condition: <input type="text"/>			
Security Incident Report ID: <input type="text"/>					
Police Report ID: <input type="text"/>					

Fixed Asset Disposition Component

The Fixed Asset Disposition Component 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. The Auto Apply action is also available on this page to retrieve values from the Fixed Asset Registry table for only the specified components.

Fixed Asset Disposition - Component General Information Tab

This tab contains descriptive fields which are recorded for informational reporting on the component. Only Component Number is editable in case a user wishes to specify a specific component to dispose of instead of disposing of them all.



Component		Fixed Asset Number: STU1-HARLEY		Component Number: 01	
Component General Information		Acquisition Details		Component Location Details	
Disposition Details		Insurance			
Component Number:	01	Description 1:			
Commodity:	07156	Description 2:			
Units:	1.00000	Description 3:			
Unit of Measure:	EA	Description 4:			
Surface Area:		Description 5:			
Statistical Units:		Extended Description:			
Statistical UOM:		Property ID:			
Manufacturer:	HARLEY DAVIDSON	Property Description:			
Model Number:	H6700	Asset Impairment:			
Plat Number:		Asset System Number:			
Serial Number:					
Tag Number:					
Base Asset:	Yes				

Fixed Asset Disposition - Acquisition Details Tab

This tab contains fields captured at acquisition.

Fixed Asset Disposition - Component Location Details Tab

This tab contains the same location information as the Header for recording such details at a component that may be located at a different location as not all components may be physically attached to one asset.

Fixed Asset Disposition - Component Classification Tab

This tab contains many of the same fields found on the Header for asset definition that will control depreciation. 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 Balance Sheet Accounts that will be used for the asset.

Component General Information		Acquisition Details		Component Classification		Cost, Valuation & Depreciation	
Disposition Details		Insurance					
Fixed Asset Classification:	Adjustment	BSA:	0811				
Fixed Asset Catalog:	1070-12	Sub BSA:					
Fixed Asset Type:	V	OBSA:	3610				
Fixed Asset Group:	1070	Sub OBSA:					
Useful Life:	5	Accum Depr BSA:	0865				
In Service Date:	03/11/2015	Accum Depr Sub BSA:					
Out-of-Service Date:							
Received Date:							

Fixed Asset Disposition - Cost, Valuation, & Depreciation

This tab contains several information fields for reporting needs as well as various amounts accumulated to date before the disposal.



Fixed Asset Disposition - Disposition Details Tab

This tab contains fields that control disposition postings as well as collect information for reporting purposes. A field exists to record an amount of depreciation to record at disposition of a Component when that Component contains a Depreciation Method of Manual. A value is automatically populated in this field by the application when the Depreciation Method is Straight Line.

Component General Information		Acquisition Details		Component Location Details		Component Classification		Cost, Valuation & Depreciation	
Disposition Details					Insurance				
Disposition Date: 03/11/2015		Disposition Method: SOLD		Disposed Units: 1.00000		Selling Price: \$0.00		Memo Disposal Value: \$0.00	
Disposition Code: Sold		Property Survey Report ID:		Security Incident Report ID:		Police Report ID:		Gain/Loss: (\$15,978.51)	
Gain / Loss Account Type: Expense		Last Depreciation Date: 03/11/2015		Depreciation Amount: \$0.00		Historic Asset Cost: \$16,500.00		Accum Depr: \$521.49	
Disposition Authority: SP101		New Statistical Units:		Disposal Reason:		Disposal Condition:			

Fixed Asset Disposition Accounting Component

The Fixed Asset Disposition Accounting Component lists the Chart of Accounts (COA) details for how each asset component was funded. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the Disposition Document Header.

Fixed Asset Disposition - General Information Tab

This tab contains descriptive fields and date information common to most document Accounting Lines. The Event Type field in this tab is protected as it defaults from the Header. Different amounts are displayed that will be used in the various Posting Lines created for the Accounting Line.

General Information		Fund Accounting		Detail Accounting	
Event Type: FA04		Accounting Template:		Budget FY: 2015	
Line Description:		Line Amount: \$16,500.00		Fiscal Year: 2015	
Selling Price: \$0.00		Depreciation Amount: \$0.00		Period: 9	
Historic Asset Cost: \$16,500.00		Accum Depr Amount: \$521.49		Responsibility Center Posting: <input checked="" type="checkbox"/>	
Gain /Loss Amount: (\$15,978.51)		Gain / Loss Account Type: Expense			



Fixed Asset Disposition - Fund Accounting Tab

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

General Information	Fund Accounting	Detail Accounting
Fund: 9000	Object:	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department: 100	Revenue:	Dept Object:
Unit: 0100	Sub Revenue:	Dept Revenue:
Sub Unit:	BSA:	
Appr Unit: 1000000	Sub BSA:	

Fixed Asset Disposition - Detail Accounting Tab

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

Fixed Asset Disposition Posting Component

The Fixed Asset Disposition Posting Component lists the system-generated details used to recognize the financial impact of a specific Accounting Line. If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset, General Accounting journals and other accounting tables. The fields and components on this page are like those of other documents with the addition of a component to provide the Fixed Asset Number and Component Number.

Fixed Asset Disposition Document Data Entry

Each FD document component requires information and/or verification. This topic describes the data entry requirements for FD documents.

Fixed Asset Disposition Header

The Header component of the FD document lists general information about the document, as well as, information that apply to the asset as a whole versus the individual components of the asset.

The General Information tab contains descriptive fields and dates common to most document Headers. In addition to these common fields, there 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 will be disposed of.
- **Event Type** -This will default to FA04 (Dispose of a Fixed Asset).

The Disposition Information 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, otherwise it should be entered on the Component.

The following Disposition fields are used in AFIS.

- **Disposition Date** - enter date asset was disposed or sold.
- **Disposition Method** –determines whether the gain or loss on a sales posts to an expense object or revenue source. See valid values in the pick list or on the FADM table.
- **Disposition Authority** – enter the State surplus SP101 number here.



Note: The system automatically copies the values entered in the Header component to the component lines when the document is validated or processed, overwriting any values on the component lines.

The screenshot shows the 'Fixed Asset Disposition(FD)' system interface. At the top, it displays 'Dept: 101 ID: 20150000018 Ver.: 1 Function: New Phase: Final' and 'Modified by Student1 03/11/2015'. Below this is a 'Header' section with a 'List View' button. The main area contains several tabs: 'General Information', 'Extended Doc Description', 'Responsibility Center', 'Composite Asset Information', 'Disposition Information' (which is selected), and 'Document Information'. The 'Disposition Information' tab contains the following fields:

- Disposition Date: 03/11/2015
- Disposition Method: SOLD
- Disposition Code: Sold
- Property Survey Report ID: [Empty]
- Security Incident Report ID: [Empty]
- Police Report ID: [Empty]
- Selling Price: \$0.00
- Disposition Authority: SP101
- Disposal Reason: [Empty]
- Disposal Condition: [Empty]

Fixed Asset Disposition Component

The Component General Information tab of the Component 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 a unique 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 Acquisition Details tab, in the Component, captures information about the acquisition of the asset. Many of these fields are inferred from the registry tables, with the Auto Apply action.

The Component Location Details tab, in the Component, contains the asset location at a component level. Not all components may be physically attached to one asset, and may have a different location. The Location field is inferred from the Fixed Asset Registry tables with the Auto Apply action.

The Component Classification tab contains many of the same fields found on the Header that control depreciation. 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 Balance Sheet Accounts that will be used for the asset. These fields are inferred from the Fixed Asset Registry tables, with the Auto Apply action.

The Cost, Valuation & Depreciation tab 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, with the Auto Apply action.

The Disposition Details tab contains fields that control disposition postings, as well as collecting information for reporting purposes. The disposition information should only be entered on the Header if



it is a composite asset, or all components of the asset are being disposed of, otherwise it should be entered on the Component.

The following Disposition Details fields are used in AFIS.

- **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 sales 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** - The amount will be calculated by the system and the Gain/Loss Account Type will be inferred based on the Disposition Method.
- **Depreciation Amount** - The FD document records disposition of a Fixed Asset and also generates ledger postings to record depreciation expense for the period between the asset's Last Depreciation Date, if not already depreciated then it will start from the depreciation date specified for the asset type, and the provided Disposition Date.
- **Disposition Authority** - Use this text field used to describe the disposition authorization. This is where the surplus property SP101 form number is entered.
- **Accum Depr** (Accumulated Depreciation) - This field will automatically calculate once the document is submitted.

Component		Fixed Asset Number: STU1-HARLEY		Component Number: 01	
Component General Information		Acquisition Details		Component Location Details	
Component Classification		Cost, Valuation & Depreciation			
Disposition Details		Insurance			
Disposition Date:	03/11/2015	Gain/Loss:	(\$15,978.51)		
Disposition Method:	SOLD	Gain / Loss Account Type:	Expense		
Disposed Units:	1.00000	Last Depreciation Date:	03/11/2015		
Selling Price:	\$0.00	Depreciation Amount:	\$0.00		
Memo Disposal Value:	\$0.00	Historic Asset Cost:	\$16,500.00		
Disposition Code:	Sold	Accum Depr:	\$521.49		
Property Survey Report ID:		Disposition Authority:	SP101		
Security Incident Report ID:		New Statistical Units:			
Police Report ID:		Disposal Reason:			
		Disposal Condition:			

Fixed Asset Disposition Accounting

The Accounting component lists the COA details for each asset. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the FD document Header.



Once all of the data is entered into the Header, Component, and Accounting components, the debits and credit postings should be reviewed prior to submission of the FD document, to ensure that they are posted to the appropriate accounts.

Fixed Asset Disposition Posting

There is no user entry on the Posting component of the FD document. The Posting component lists the system-generated details used to recognize the financial impact of a specific Accounting Line.

After document validation, users can click the Posting component to review the posting information, and the Eye icon to view posting details located in the Fund Accounting and Detail Accounting tabs.

Once the FD has been submitted, the Department approver either approves or rejects the document. Once the FD document has been finalized, there are updates that occur to the Fixed Asset Registry Header (FARHDR), Fixed Asset Registry Component (FARCOMP) and Fixed Asset Registry Accounting (FARACTG).

Processing a Fixed Asset Disposition Document

Departments use the Fixed Asset Disposition (FD) document to record the sale of retired assets to the public.



Complete a Public Sale Using the FD Document

Scenario

Your Department is going to sell the motorcycle public sale. Create an FD Document to record the public sale.

Login to **AFIS**. Create an **FD** document from the **Document Catalog**.

1. Click **Search**
2. Click **Document Catalog**

3. In the **Code** field, enter **FD** or select it from the pick list
4. In the **Dept.** field, enter **your student data card information**
5. Click **Create**
6. Check the **Auto Numbering** check box
7. Click **Create**

Complete **General Information** tab in the Header component.

When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft. In the **Fixed Asset Number** field, enter the same number from Activity 4.7.



Fixed Asset Disposition(FD) Dept: 101 ID: 201500000018 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 03/11/2015

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Disposition Information

Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Disposal of Asset

Asset Status: 3

Asset Status Name: Surplus

Fixed Asset Number: STU1-HARLEY

Fixed Asset Description: MOTORCYCLE - HARLEY

Document Total: \$0.00

Document Depreciation: \$0.00

Final Accumulated Depreciation: \$521.49

Final Asset Value: \$16,500.00

Final Net Book Value: \$15,978.51

Event Type: FA04

Memo Asset: No

Save Undo **Auto Apply** Fixed Asset Equity Sources

1. In the **Document Description** field, enter *Disposal of Asset*
2. From the **Asset Status** pick list, select *Surplus*
3. Verify the **Event Type** is set to **FA04** (Dispose of a Fixed Asset)
4. Click **Auto Apply**. This will infer the Component and Accounting Lines associated with the **Fixed Asset Number**

Verify information on the **Responsibility Center** tab in the Header component is inferred from the Fixed Asset Registry tables.

1. Click the **Responsibility Center** tab

Header

General Information | Extended Doc Description | **Responsibility Center** | Composite Asset Information | Disposition Information

Document Information

Custodian:	Revenue:	Task:
Fund: 9000	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 100	Dept Revenue:	Major Program:
Unit: 0100	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1000000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:

2. Verify the **Department**, and **Unit** fields are inferred



Complete the **Disposition Information** tab on the Header to dispose the entire asset. Click the **Disposition Information** tab.

1. In the **Disposition Date**, enter **06/01/2015**
2. From the **Disposition Method** pick list, select **SOLD**
3. In the **Disposition Code** drop down, select **Sold**
4. In the **Disposition Authority** field, enter **SP101**

Verify the information on the **Component Line** is automatically inferred from the Registry Tables.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode

Fixed Asset Number	Component Number	Units	Selling Price	Disposed Units
STU1-HARLEY	01	1.00000	\$0.00	1.00000

From 1 to 1 Total: 1

Component Location Details: Location: 100A, Sub Location: 001

2. Click the **Component**
3. Click the **Component Location Details** tab and verify the **Location** is inferred

Note: If there are any component lines that should not be disposed, use the Delete Line icon next to the component line. For this scenario all components will be sold.

Click the **Component Classification** tab and verify the Fixed Asset Classification, Fixed Asset Category, Fixed Asset Type, Fixed Asset Group, Useful Life, and BSA information is inferred.



Component General Information	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation
Disposition Details Insurance				
Fixed Asset Classification: Adjustment		BSA: 0811		
Fixed Asset Catalog: 1070-12		Sub BSA:		
Fixed Asset Type: V		OBSA: 3610		
Fixed Asset Group: 1070		Sub OBSA:		
Useful Life: 5		Accum Depr BSA: 0865		
In Service Date: 03/11/2015		Accum Depr Sub BSA:		
Out-of-Service Date:				
Received Date:				

Click the **Cost, Value & Depreciation** tab and verify the Values, Costs, Depreciation Method and Depreciation Structure are inferred.

Component General Information	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	Disposition Details
Insurance					
Component Total: \$6,500.00			Valuation Date:		
Final Component Value: \$0.00			Valuation Amount: \$0.00		
Closing Costs: \$0.00			Trade-In Credit:		
Salvage Value: \$0.00			Appraisal Date:		
Depreciation Method: Straight Line			Appraiser Name:		
Depreciation Structure: Responsibility Center			Options to Purchase Property:		
Declining Rate:			Deed Information:		
Replacement Date:					

Review the **Disposition Details** tab. Click the **Disposition Details** tab.

1. Verify the **Disposition Date** is inferred from Header
2. Leave the **Depreciation Amount** field blank

Verify that funding details are appropriately inferred on the **Accounting** component from the Registry table

Component General Information	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation
Disposition Details Insurance				
Disposition Date: 03/11/2015		Gain/Loss: (\$15,978.51)		
Disposition Method: SOLD		Gain / Loss Account Type: Expense		
Disposed Units: 1.00000		Last Depreciation Date: 03/11/2015		
Selling Price: \$0.00		Depreciation Amount: \$0.00		
Memo Disposal Value: \$0.00		Historic Asset Cost: \$16,500.00		
Disposition Code: Sold		Accum Depr: \$521.49		
Property Survey Report ID:		Disposition Authority: SP101		
Security Incident Report ID:		New Statistical Units:		
Police Report ID:		Disposal Reason:		



1. Click the **Accounting** component
2. Click the **Fund Accounting** tab and verify the COA elements are inferred from the Fixed Asset Registry tables
3. Check the FD document for errors and submit it
4. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
5. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully.**

Navigate to the **Header** and review the changes. On the **General Information** tab review the following:

1. **Document Total** – updated with the original purchase price of the asset
2. **Document Depreciation** – updated with the total amount of depreciation which reflects the period from the last mass depreciation batch job to the date of sale
3. **Final Accumulated Depreciation** – is zero since the asset was disposed or sold
4. **Final Asset Value** – updated with a zero since the asset was disposed or sold
5. **Final Net Book Value** – updated to zero since the asset was disposed or sold

Navigate to the **Component** and review the changes. On the **Disposition Details** tab review the following:

1. **Gain/Loss Amount** – original purchase price less depreciation less selling price
2. **Gain/Loss Account Type** – set up as a Revenue or Expense for each type of Disposition Method in the FADM table. In this example, the sale is set up as revenue.
3. **Depreciation Amount** – the amount of depreciation since the last mass depreciation batch job was run to the date of sale for this component
4. **Accumulated Depreciation** – the total depreciation since the last mass depreciation job was run to the date of sale for this component
5. Navigate to the **Accounting Component** and review the changes. On the **General Information** tab of the Accounting Component, review the following:
6. **Line Amount** – the original purchase price for the component
7. **Selling Price** – the amount this component was sold for

Navigate to **Fixed Asset History** (FAHIST) and note that the accounting information is appropriately updated, and then return to the Home Page.

1. In the **Jump to** field, enter **FAHIST**



2. Click **Go**
3. The Search window is displayed. In **FA Number** field (located in the prompt field), enter number from step B1
4. Click **Ok**
5. The documents that you've processed with this Fixed Asset number display. Click the record in the grid that corresponds to the FD document

Fixed Asset History						
Component Summary						
FA Number	FA Component Number	Doc Code	Doc Dept	Doc ID	Document Component Total	
STU1-HARLEY	01	FA	101	201500000078	\$6,500.00	
STU1-HARLEY	01	FM	101	201500000049	\$0.00	
STU1-HARLEY	01	FI	101	201500000012	\$10,000.00	
STU1-HARLEY	01	FT	101	201500000061	\$0.00	
✓ STU1-HARLEY	01	FD	101	201500000018	\$16,500.00	
STU1-HARLEY	01	FP	101	201500000007	\$0.00	

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6. On the record, click the arrow next to **Disposition Information** to expand the section
7. Verify the **Disposition Date** and **Disposition Method** fields are update appropriately

▼ Disposition Information

Disposition Date : 03/11/2015	Disposition Authority : SP101
Disposition Method : SOLD	New Selling Price : \$0.00
Disposed Units : 1.00000	Gain Loss Amount : (\$15,978.51)
Selling Price : \$0.00	Gain Loss Account Type : Expense
Memo Disposal Value : \$0.00	Shell Generation Date :
Disposition Code : Sold	New Statistical Units :

1. Click **Home** in the Primary Navigation Panel to return to the Home Page



Sale Price Change

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: your 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. AFIS enables you 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, you may use a Fixed Asset document with the FP (Price change) document code to correct Selling Price and adjust the associated gain or loss.

Sales Price Change Document Components

Documents in AFIS are made up of various components. The Sales Price Change (FP) document contains four components.

Sales Price Change Header Component

Lists general information about the document as well as information that apply to the asset as a whole versus the individual components of the asset.

FP Header - General Information Tab

This tab contains descriptive fields and date information common to most document Headers. In addition to these common fields are ones for identifying a Fixed Asset Number and Event Type.

The screenshot shows the 'Fixed Asset Selling Price Change(FP)' form with the following data:

- Dept: 101 ID: 201500000007 Ver.: 1 Function: New Phase: Final Modified by Student1 03/11/2015
- Document Name: (empty)
- Record Date: 03/11/2015
- Budget FY: 2015
- Fiscal Year: 2015
- Period: 9
- Document Description: Sales Price Change
- New Asset Status: (empty)
- New Asset Status Name: (empty)
- Fixed Asset Number: STU1-HARLEY
- Fixed Asset Description: MOTORCYCLE - HARLEY
- Summary Change in Selling Price: \$200.00
- Historic Asset Cost: \$16,500.00
- Event Type: FA12
- Memo Asset: No
- Asset System Number: (empty)
- Asset System Description: (empty)
- Asset Status: 3
- Asset Status Name: Surplus

FP Header - Extended Document Description Tab

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



FP Header - Responsibility Center Tab

This tab contains Chart of Accounts (COA) fields defined as being responsible for the asset.

Header		
General Information	Extended Doc Description	Responsibility Center
Custodian:	Revenue:	Task:
Fund: 9000	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 100	Dept Revenue:	Major Program:
Unit: 0100	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1000000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:
	Sub Reporting:	Assignee Employee Name:
		Assignee Employee Number:
		Use Code:
		Driver's License Number:

FP Header - Composite Asset Information Tab

This tab contains many asset definition fields which serve as defaults to the individual Components of the asset. Many of these fields control depreciation.

FP Header - Disposition Information Tab

This tab contains fields that control disposition postings as well as collect information for reporting purposes.

Sales Price Change Component

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 Auto Apply action is also available on this page to retrieve values from the Fixed Asset Registry table for only the specified components.

FP Component - Component General Information Tab

This tab contains descriptive fields which are recorded for informational reporting on the component. Only Component Number is editable in the case a user wishes to specify a specific component to change a sales price instead of all components.



Component		Total Lines: 1	Fixed Asset Number: STU1-HARLEY	Component Number: 01
Component General Information Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation				
Disposition Details Insurance				
Component Number:	01	Description 1:		
Commodity:	07156	Description 2:		
Units:	0.00000	Description 3:		
Unit of Measure:	EA	Description 4:		
Surface Area:		Description 5:		
Statistical Units:		Extended Description:		
Statistical UOM:		Property ID:		
Manufacturer:	HARLEY DAVIDSON	Property Description:		
Model Number:	H6700	Asset Impairment:		
Plat Number:		Asset System Number:		
Serial Number:				
Tag Number:				
Base Asset:	Yes			

FP Component - Acquisition Details Tab

This tab contains fields captured at acquisition.

FP Component - Component Location Details Tab

This tab contains the same location information as the Header for recording such details about a component that may be located at a different location as not all components may be physically attached to one asset.

FP Component - Component Classification Tab

This tab contains many of the same fields found on the Header for asset definition that will control depreciation. 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 Balance Sheet Accounts that will be used for the asset.

FP Component - Cost, Valuation, & Depreciation Tab

This tab contains several information fields for reporting needs as well as various amounts accumulated to date before the disposal.

FP Component - Disposition Details Tab

This tab contains fields that control disposition postings as well as collect information for reporting purposes.

Sales Price Change Accounting Component

Lists the Chart of Accounts (COA) details for how each asset component was funded. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the Disposition Document Header.



FP Accounting - General Information Tab

This tab contains descriptive fields and date information common to most document Accounting Lines. The Event Type field in this tab is protected as it defaults from the Header. Different amounts are displayed that will be used in the various Posting Lines created for the Accounting Line.

General Information	Fund Accounting	Detail Accounting
Event Type: FA12		Budget FY: 2015
Accounting Template:		Fiscal Year: 2015
Line Description:		Period: 9
Selling Price: \$0.00		Responsibility <input checked="" type="checkbox"/>
		Center Posting:
Change in Selling Price: \$200.00		
Gain /Loss Amount: \$0.00		
Gain / Loss Account Expense Type:		

FP Accounting - Fund Accounting Tab

This tab contains the COA field's common to the component as found on other documents.

FP Accounting - Detail Accounting Tab

This tab contains the COA fields common to the component as found on other documents.

Sales Price Change Posting Component

Lists the system-generated details used to recognize the financial impact of a specific Accounting Line. If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset and general accounting journals and other accounting tables. The fields and components on this page are like those of other documents with the addition of a component to provide the Fixed Asset Number and Component Number.

Sales Price Change (FP) Data Entry

Each FP document component requires information and/or verification. This topic describes the data entry requirements for FP documents. To create an FP document, use the Document Catalog.

Sales Price Change Header Component

The FP document opens to the Header component, General Information tab. The following fields require data entry:

- **Fixed Asset Number** – Enter the Fixed Asset Number of the Asset
- **Event Type** – Defaults to FA12



Sales Price Change Component

The FP component 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 Auto Apply action retrieves values from the Fixed Asset Registry and infers values into many of the fields in the Component.

Sales Price Change Component - Disposition Details Tab

- **Change in Selling Price** – Enter the Change in Selling Price. This is the delta amount to correct the Selling Price. This amount can be positive or negative.
-

Note: the user can also change the Disposition Date, Disposition Method, or the Disposition Authority on an FP document. However, these changes are optional.

Sales Price Change Accounting Component

Lists the Chart of Accounts (COA) details for how each asset component was funded. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the Disposition Document Header.

Sales Price Change Posting Component

FP posting lines will automatically be populated with information based on the information in the other components. The information on the FP posting lines cannot be modified.

Navigate to **Fixed Asset Registry Component** (FARCOMP) and verify that Component information of the asset created above is appropriately updated.

1. Click **Search**
2. Enter **Fixed Asset Number**
3. Click **Ok**

The screenshot shows the 'Fixed Asset Registry Component' window. At the top is a title bar. Below it is a table with the following data:

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU1-HARLEY	01	\$0.00	07156

Below the table are navigation buttons: 'First', 'Prev', 'Next', 'Last'. Below that is a search section with a 'Search' button and a dropdown arrow. Underneath is a 'General Information' section with the following fields:

- Fixed Asset Number: STU1-HARLEY
- Component Value: \$0.00
- Component Number: 01
- Component Accumulated Depreciation: \$0.00
- Asset Status: [Empty]
- Component Net Book Value: \$0.00
- Historic Asset Cost: \$16,500.00
- Asset System Number: [Empty]
- Asset System Description: [Empty]

4. Click the **downward facing arrow** to expand all sections



5. Review the updated information

Fixed Asset Registry Component

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU1-HARLEY	01	\$0.00	07156

First Prev Next Last

Search

▼ General Information

Fixed Asset Number : STU1-HARLEY Component Value : \$0.00

Component Number : 01 Component Accumulated Depreciation : \$0.00

Asset Status : Component Net Book Value : \$0.00

Historic Asset Cost : \$16,500.00

Asset System Number :

Asset System Description :

6. Click **Home** in the Primary Navigation Panel to return to the Home Page

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 section 8.2 with the following two distinctions:

- The final sales price can be entered on the FD document so a separate FP is not needed.
- Approval is not needed from SPMO.

Loss or Theft

Departments use the Fixed Asset Disposition (FD) document 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.

After a Department submits documentation of the loss or accident, with a letter signed by the Department head or designee, they also file and submit a police report for the vehicle accident or stolen assets and additionally submit an incident report to the State of Arizona Risk Management Office. For stolen assets, it is helpful to take an employee affidavit and attach a copy of police report, on the Header component of the FD document.

For these disposition methods, the General Accounting Office also approves the FD document to complete the disposition in AFIS.

Researching Fixed Asset Dispositions

The Fixed Asset documents update several inquiry tables. This topic reviews the tables that are updated by FA documents and tracks details about a specific asset.



Fixed Asset Registry

The Fixed Asset Registry (FAR) table stores the current status of an asset and is updated through the use of specific Fixed Asset documents and Event Types. The FAR table is made up of three tables, described below. Please refer to Section 2.4 for more information.

- Fixed Asset Registry Header (**FARHDR**) - contains the Fixed Asset Number and description, summary asset cost, and Responsibility COA elements.
- Fixed Asset Registry Component (**FARCOMP**) - contains component level information for both Acquisitions and Betterments.
- Fixed Asset Registry Accounting (**FARACTG**)- records the funding information, including Fund and Detailed Accounting Distributions.

Fixed Asset Journals

Fixed Asset Transactions updates the following Journals.

- FA component Journal (**JFACJ**) - gets updated only by the FA documents and the Fixed Asset Document Header and component level details. Stores the component line information associated with each asset.
- FA Accounting Journal (**JFAAJ**) - gets updated only when the document has Fixed Asset Number and Component number. This update happens at the FA document Accounting Line level.
- General Accounting Journal (**JACTG**) - Fixed Asset documents with an accounting impact update this standard journal.

Fixed Asset History (FAHIST) Journal

The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query. FAHIST records all documents 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 cancelled, the corresponding Fixed Asset number is removed from the Fixed Asset Registry tables; although, it remains on the FAHIST table.



Construction Work in Progress

Learning Objectives

In this lesson, you will:

- Identify the Construction Work in Progress Process
- List the Construction Work in Progress Documents
- Research the Construction Work in Progress Process
- Review the Program Asset Generation process

Lesson Overview

The Asset Construction business process occurs when a Department constructs an asset. The business process includes the capture of construction-in-progress, such as buildings and highways, and then ultimately the capitalization of the asset. This lesson details the Construction Work in Progress process, including the tables and document involved in changing an asset from Construction Work in Progress to either Building or Infrastructure.

The Construction in Progress Process

The construction process commences when a Major Program is established in AFIS.

The screenshot shows the 'Major Program' form in AFIS. At the top, there is a header 'Major Program' and a 'Menu Back' link. Below this is a table with columns: Department, Major Program, Name, Active, Effective From, Effective To, Drawdown Group, and Drawdown Department. The first row contains the values: 101, MJPRG, Major Program for Training, Yes. Below the table are navigation links: First, Prev, Next, Last, and Attachments. A toolbar contains: Save, Undo, Delete, Insert, Copy, Paste, Search, and a refresh icon. The 'General Information' section is expanded, showing fields for:

- *Department: 101 (with a dropdown arrow)
- Student 1
- *Major Program: MJPRG
- Auto Generate:
- Prefix:
- *Name: Major Program for Training
- *Short Name: Maj Prog Train
- Effective From: (with a calendar icon)
- Effective To: (with a calendar icon)
- Active:
- Budgeting:
- Reimb Status: Suspended for Reimbursement (with a dropdown arrow)

A program is also established in AFIS with a Fixed Asset Construction Program Level, as Program or Program-Phase. Refer to the Cost Accounting training guide for information on establishing Major Program and Program in AFIS.



Program Setup

Department	Program	Name	Major Program	Active	Effective From	Effective To	Billing Agreement Date	Reimb Status
101	1	Program Code 1	MJPRG	Yes				Allowed for Reimbursement
101	2	Program Code 2	MJPRG	Yes				Allowed for Reimbursement
101	3	Program Code 3	MJPRG	Yes				Allowed for Reimbursement

First Prev Next Last [Attachments](#)

Save Undo Delete Insert Copy Paste Search

General Information

*Department: 101
 *Program: 1
 Auto Generate:
 Prefix:
 *Name: Program Code 1
 *Short Name: Program 1
 *Major Program: MJPRG
 Sub Account:
 Site Location:
 Program Status:

Effective From:
 Effective To:
 Billing Agreement Date:
 Active:
 Budgeting:
 Reimb Status: Allowed for Reimbursement
 Reimb Eligible:
 Reclass Exclusion:
 Major Program Effective Start Date:
 Major Program Effective End Date:

General Options
 Rollups
 Description/Contact
 Highway Project

Fixed Asset Information

Fixed Asset Construction Program Level: Program-Phase
 Program
 Program-Phase

Program Dates

[Top](#)
[Fixed Asset Construction Program Allocation](#)

The Fixed Asset group creates a Fixed Asset Acquisition (FA) document to establish the Construction Work in Progress asset in AFIS.

Fixed Asset Acquisition(FA) Dept: 101 ID: 20150000079 Ver.: 1 Function: New Phase: Final Modified by Student1, 03/11/2015

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance

Fixed Asset Intent Reference Document Information

Document Name:
 Record Date: 03/11/2015
 Budget FY: 2015
 Fiscal Year: 2015
 Period: 9
 Document Description: CIP Example
 Complex/Building:

Auto Generate FA Number:
 Prefix:
 Fixed Asset Number: FA0000025
 Fixed Asset Description: CONSTRUCTION WORK IN PROGRESS
 Document Total: \$0.00
 Final Asset Value: \$0.00
 Event Type: FA01
 Memo Asset:



The Department enters the Asset Information on the Fixed Asset Construction Program Allocation (FACPA) table. An entry is already created for the Department and Program combination when the Fixed Asset Construction Program Level is set to Program on PROG table.

Fixed Asset Construction Program Allocation

Totals

Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
✓ 101	FAPROG	CNST	Single	Yes	100.00

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ General Information

*Department : 101

*Program : FAPROG

*Phase : CNST

FA Allocation Ind : Single

Active :

Bypass Review :

Allocation Percentage Total : 100.00

Last Journal Record Number : 1612

A record is then added to the Fixed Asset Construction Program Allocation Detail (FACPAD) line to link the Program to the Construction in Progress asset, as created above with the FA document. Provide the Fixed Asset Number along with the Component Number. The Default Allocation Percentage for all child records must total up to 100. The Final Type Details information can be entered later when the asset will be put in service. Save the record.



Fixed Asset Construction Program Allocation Detail											
Department	Program	Phase	Fixed Asset Number	Component Number	Default Allocation Percentage	Final In Service Date	Final	Final Fixed Asset Catalog	Final Fixed Asset Type	Cancel	Cancelled
✓ 101	FAPROG	CNST	FA0000025	01	100.00		No			No	No

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ Allocation Details

*Department: 101 *Fixed Asset Number: FA0000025
 *Program: FAPROG Composite Indicator:
 *Phase: CNST *Component Number: 01
 *Default Allocation Percentage: 100.00 Cancel:
 Cancelled:

► Final Type Details

Top

Fixed Asset Construction Program Allocation

Navigate back to the **FACPA** table. **Click Active** on FACPA and save the record.

The accounting group performs the work and charges expenses (for example, GAX document) to the appropriate Major Program and Program. Refer to the Accounts Payable training guide for information on payment processing.

The General Accounting Office runs the Program Asset Generation chain job to capitalize the completed construction. When the construction is fully completed, update the Final Type Details on the Fixed Asset Construction Program Allocation Detail table. The General Accounting Office runs the Program Asset Generation chain job to:

- Update the Fixed Asset Construction Program Expenditure Reconciliation (FACPER) table, which stores expenditure posting line records that reference Programs/Phases on the FACPA table.
- Increase the value of the asset by the expense amount indicated in the disbursement document, with the FI document.
- Change the Fixed Asset type from Construction Work in Progress to either Building/Improvement or Infrastructure (for highways), IT Equipment, with the FX document.
- If the Cancel button is checked on the FACPAD table, in order to cancel the Construction Work in Progress asset for those projects that will not go forward, FC documents are processed.



Review Construction Work in Progress Documents

Four documents are involved in the Construction Work in Progress process.

- Fixed Asset Acquisition (FA)
- Fixed Asset Increase/Decrease (FI)
- Fixed Asset Type Change (FX)
- Fixed Asset Cancellation (FC)

To easily access these documents for a given Fixed Asset number, navigate to the Fixed Asset History (FAHIST) table.

Fixed Asset Acquisition (FA)

The FA document records the acquisition of the asset. For information about this document, refer to the Acquisition lesson.

The following fields should be entered differently on the FA, then entered in previous FA scenarios:

- Acquisition Method – set to Construction
- Fixed Asset Classification – set to Adjustment
- Fixed Asset Catalog – set to 2600-01(Construction in Progress)
- Depreciation Method – set to Not Applicable
- Depreciation Structure – set to Not Applicable
- Line Amount – set to \$0



Create an FA Document for Construction Work in Progress

Scenario

A request to construct a highway has been approved. Create an asset (FA Document) with a \$0 value.

Login to **AFIS**. **Create** an **FA** document from the **Document Catalog**.

1. Click **Search** from the Secondary Navigation Panel
2. Click Document Catalog



3. Click **Create**

Document Catalog

Search

▼ Document Identifier

Code : F1 Unit :

Dept. : 101 ID :

▼ Other Options

Auto Numbering :

Create Template :

Create

Menu

4. In the **Code** field, enter **FA**
5. In the **Dept.** field, enter ***your student data card information***
6. Check the **Auto Numbering** check box

Click **Create**. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

Fixed Asset Cancellation(FC) Dept: 101 ID: 201500000004 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 02/17/2015

Header

complete the **General Information** tab in the **Header** component.

Fixed Asset Acquisition(FA) Dept: 101 ID: 2015000000079 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 03/11/2015

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance

Fixed Asset Intent Reference Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: CIP Example

Complex/Building:

Auto Generate FA Number:

Prefix:

Fixed Asset Number:

Fixed Asset Description: CONSTRUCTION WORK IN PROGRESS

Document Total: \$0.00

Final Asset Value: \$0.00

Event Type: FA01

Memo Asset:



1. Check the **Auto Generate FA Number** check box
2. In the **Document Description** field, enter **CIP Example**
3. In the **Fixed Asset Description** field, enter **Construction Work in Progress**
4. Ensure **Event Type** is set to **FA01**

Complete the **Responsibility Center** tab in the Header component. Click the **Responsibility Center** tab.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Infrastructure Maintenance
Fixed Asset Intent Reference	Document Information			
Custodian: TRAINING	Revenue:	Task:		
Accounting Template:	Sub Revenue:	Sub Task:		
Fund: 9001	Dept Object:	Task Order:		
Sub Fund:	Dept Revenue:	Major Program:		
Department: 101	Activity:	Program:		
Unit: 0101	Sub Activity:	Phase:		
Sub Unit:	Function:	Program Period:		
Appr Unit: 1010000	Sub Function:	Location:		

1. In the **Custodian** field, enter **Training**
2. In the **Fund** field, enter **your student data card information**
3. In the **Department** field, enter **your student data card information**
4. In the **Unit** field, enter **your student data card information**
5. In the **App Unit** field, enter **your student data card information**

Complete the **General Information** tab in the **Component**.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode
2. Click **Component** from the Secondary Navigation panel
3. Click **Insert New Line**



Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation
FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance		

Component Number: 01	Tag Number:
Commodity: 54531	Base Asset: <input checked="" type="checkbox"/>
Units: 1.00000	Description 1:
Unit of Measure: EA	Description 2:
Final Units:	Description 3:
Surface Area:	Description 4:
Statistical Units:	Description 5:
Statistical UOM:	Property ID:
Plat Number:	Property Description:

4. In the **Component Number** field, enter **01**
5. In the **Commodity Code** field, enter **99999**
6. In the **Units** field, enter **1**

Complete the **Acquisition Details** tab in the **Component**. Click the **Acquisition Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Acquisition Date: 3/11/2015	Vendor:
Acquisition Method: CNST	Vendor Name:
Purchasing Authority:	Alias/DBA:
Memo Disposal Value:	

1. In the **Acquisition Date** field, enter **today's date**
2. From the **Acquisition Method** field, enter **CNST**(Constructed/built)
3. Complete the **Component Location Details** tab in the **Component**.
4. Click the **Component Location Details** tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Location: 101A	Sub Location:
Address 1:	Complex / Building:
Address 2:	
City:	

5. In the **Location** field, enter **Location A for your department by using the picklist**
6. Complete the **Component Classification** tab in the **Component**



1. Click the **Component Classification** tab

Component Classification

Fixed Asset Classification: Adjustment

Fixed Asset Catalog: 2600-01

Fixed Asset Type: C

Fixed Asset Group: 2600

Useful Life: 0

In Service Date: [Calendar]

Out-of-Service Date: [Calendar]

Received Date: [Calendar]

BSA: 0861

Sub BSA:

OBSA: 3610

Sub OBSA:

Accum Depr BSA:

Accum Depr Sub BSA:

2. In the **Fixed Asset Classification** drop-down list, select **Adjustment**

In the **Fixed Asset Catalog** field, enter **2600-01 (Construction in Progress)**

Click **Save**. Verify that the **Fixed Asset Type**, **Fixed Asset Group**, and **Useful Life** fields are inferred from the Fixed Asset Catalog (FACLG) table.

1. Click the **Cost, Valuation & Depreciation** tab
2. Complete the **Cost, Valuation & Depreciation** tab from the **Component**
3. Confirm the **Depreciation Method** drop-down list is set to **Not Applicable**

Cost, Valuation & Depreciation

Component Total: \$0.00

Final Component Value: \$0.00

Closing Costs: \$0.00

Depreciation Method: Not Applicable

Depreciation Structure: Not Applicable

Salvage Value: \$0.00

Declining Rate: [Field]

Valuation Date: [Calendar]

Valuation Amount: [Field]

Replacement Date: [Calendar]

Replacement Type: [Dropdown]

Trade-In Credit: [Field]

Appraisal Date: [Calendar]

Appraiser Name: [Field]

Options to Purchase Property: [Field]

4. In the Depreciation Structure drop-down list, select **Not Applicable**.



Click **Accounting** from the Secondary Navigation panel. Complete the **General Information** tab of the Accounting information.

Accounting		Total Lines: 1	Accounting Line: 0	Line Amount:
<div style="display: flex; justify-content: space-between;"> General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting </div>				
Event Type:		Budget FY:	<input type="text"/>	
Accounting Template:	<input type="text"/>	Fiscal Year:	<input type="text"/>	
Line Description:	<input type="text"/>	Period:	<input type="text"/>	
Line Amount:	<input type="text" value="0"/>	Funding Fiscal Year:	<input type="text" value="2015"/>	
Internal Sale Gain/Loss Amount:		Funding Budget FY:	<input type="text" value="2015"/>	
Historic Asset Cost:		Responsibility Center Posting:	Yes ▾	
Accum Depr Amount:				

1. Click **Insert New Line**
2. In the **Line Amount** field, enter **0**
3. In the **Funding Fiscal Year** field, enter the current year
4. In the **Funding Budget FY** field, enter the current year
5. From the **Responsibility Center Posting** drop-down list, select **Yes**
6. Click the **Fund Accounting** tab

Complete the **Fund Accounting** tab of the **Accounting** component.

General Information		References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Fund:	<input type="text" value="9001"/>	Object:	<input type="text" value="8131"/>	OBSA:	<input type="text"/>
Sub Fund:	<input type="text"/>	Sub Object:	<input type="text"/>	Sub OBSA:	<input type="text"/>
Department:	<input type="text" value="101"/>	Revenue:	<input type="text"/>	Pending BSA:	
Unit:	<input type="text" value="0101"/>	Sub Revenue:	<input type="text"/>	Pending Sub BSA:	
Sub Unit:	<input type="text"/>	BSA:	<input type="text"/>	Dept Object:	<input type="text"/>
Appr Unit:	<input type="text" value="10100000"/>	Sub BSA:	<input type="text"/>	Dept Revenue:	<input type="text"/>

1. In the **Fund** field, enter *your student data card information*
2. In the **Department** field, enter *your student data card information*
3. In the **Unit** field, enter *your student data card information*
4. In the **Appr Unit** field, enter *your student data card information*
5. In the **Object** field, enter **8131**



6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
7. Verify the generated **Fixed Asset Number**
8. Click the **Header** component
9. Click the **General Information** tab. Verify that the **Fixed Asset Number** on the Header is auto generated and assigned. Write it here for use in the next activity

The screenshot shows a web application interface for 'Fixed Asset Acquisition (FA)'. At the top, a yellow banner displays the message 'Document validated successfully'. Below this, a navigation bar shows 'Fixed Asset Acquisition(FA)' with details: Dept: 101, ID: 201500000079, Ver.: 1, Function: New, Phase: Draft, and Modified by Student1, 03/11/2015. The main content area is titled 'Header' and contains several tabs: 'General Information' (selected), 'Extended Doc Description', 'Responsibility Center', 'Composite Asset Information', and 'Infrastructure Maintenance'. Under 'General Information', there are sub-tabs for 'Fixed Asset Intent Reference' and 'Document Information'. The form fields are arranged in two columns. The left column includes: Document Name (text box), Record Date (calendar icon), Budget FY (text box), Fiscal Year (text box), Period (text box), Document Description (text box with value 'CIP Example'), and Complex/Building (text box). The right column includes: Auto Generate FA Number (checkbox checked), Prefix (text box), Fixed Asset Number (text box with value 'FA0000025' and an up arrow icon), Fixed Asset Description (dropdown menu with value 'CONSTRUCTION WORK IN PROGRESS'), Document Total (\$0.00), Final Asset Value (\$0.00), and Event Type (text box with value 'FA01' and an up arrow icon).

1. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document validated successfully**
2. Click **Home** in the Primary Navigation Panel to return to the Home Page

Fixed Asset Increase/Decrease (FI)

The FI document increases the value of the asset to its actual price, since the cost of construction is included upon capitalization of the asset. This document is automatically generated in the batch job and not updated by the user. Refer to the Modify Asset Value (Section 5.4) for more information about the FI.

Fixed Asset Type Change (FX)

There are situations when assets that have been defined as one asset type (for example, Construction-in-Progress) need to be redefined as another asset type. The FX document can only be used to change the asset type of non-memo assets that have not been previously depreciated. Once an asset is depreciated, the asset type may not be changed. The processing of FX documents is appropriate to



correct the asset type of an asset that was incorrectly entered, or to reclassify an asset from an asset type that is not subject to depreciation to a depreciable asset type. To modify the asset type, of a specific asset, the Fixed Asset Type Change (FX) document code is processed with the default Event Type of FA08 (Fixed Asset Type Change).

For example, the typical use of the FX is to change the asset type of records associated with a construction project from Construction Work in Progress to Buildings or Infrastructure. During the construction phase, payments are capitalized as Construction-in-Progress assets. Once the construction project is substantially complete, the Program Asset Generation job reclassifies the Construction-in-Progress type, which is found on the FX Component Asset Type Change Detail tab and originated from the FACPAD entry. The user is able to open the Final version of the FX document.

Fixed Asset Cancellation (FC)

The FC document cancels the asset, if the construction will not go forward. This document is automatically generated in the batch job and not updated by the user. Refer to the Cancel a Fixed Asset (Section 5.5) for more information about the FC.

Research the Construction Work in Progress Process

Three tables are important in the Construction Work in Progress process.

- Fixed Asset Construction Program Allocation (FACPA)
- Fixed Asset Construction Program Allocation Detail (FACPAD)
- Fixed Asset Construction Program Expenditure Reconciliation (FACPER)



Fixed Asset Construction Program Allocation (FACPA)

The FACPA table establishes that a Program/Phase is linked to one or more Fixed Asset numbers and corresponding components, including attributes such as whether the Program/Phase is active and if records on the FACPERD table should have the default reviewed indicator overridden. The Allocation Indicator is inferred by AFIS. If there is a single child record on FACPAD, the Allocation Indicator is Single. If there are multiple child records on FACPAD, the Allocation Indicator is Multiple.

Fixed Asset Construction Program Allocation

Totals

Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
✓ 101	FAPROG	CNST		No	0.00

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Information

*Department: 101

*Program: FAPROG

*Phase: CNST

FA Allocation Ind:

Active:

Bypass Review:

Allocation Percentage Total: 0.00

Last Journal Record Number: 1612

[Top](#)

[Fixed Asset Construction Program Allocation Detail](#)

Fixed Asset Construction Program Allocation Detail (FACPAD)

Fixed Asset Construction Programs / Program Phases are mapped to the Fixed Asset components to which they are related. The table stores attributes such as a default allocation percentage that is used to allocate costs from a single Program/Phase to multiple Fixed Asset components. The FACPAD table also contains fields that indicate the Final Type Details of the asset, once construction is complete and capitalized.

When the Final In Service Date is reached, the Program Asset Generation chain job creates an FX document for the Fixed Asset component referenced. The fields in the Final Type Details section can no longer be modified, once the batch process runs. Alternatively, if the construction project is cancelled the Cancel checkbox should be selected and the batch job will generate an FC document.



Fixed Asset Construction Program Allocation Detail [Menu](#)

Department	Program	Phase	Fixed Asset Number	Component Number	Default Allocation Percentage	Final In Service Date	Final	Final Fixed Asset Catalog	Final Fixed Asset Type	Cancel	Cancelled
✓ 200	FAPROG	CNST	FA0000024	01	100.00		No			No	No
DTA	BKPCNP1	BP	DT0000001	001	100.00		No			No	No

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **Allocation Details**

*Department : 200 *Fixed Asset Number : FA0000024

*Program : FAPROG Composite Indicator :

*Phase : CNST *Component Number : 01

*Default Allocation Percentage : 100.00 Cancel :

Cancelled :

▶ **Final Type Details**

[Top](#)

[Fixed Asset Construction Program Allocation](#)

Fixed Asset Construction Program Expenditure Reconciliation (FACPER)

This table stores expenditure posting line records that reference Programs/Phases on the FACPA table. It is updated once the Program Asset Generation job is run. FACPER supports the cost accumulation batch processes that add value to construction-in-progress assets. The costs from these records are not accumulated toward the asset unless the reviewed flag is yes. This flag will be overridden to yes, if the bypass review flag is selected on the FACPA table.

The Details section displays the allocated expenditure posting line records from the Totals section (click on the triangle next to Results, to view the details). The expenditures are allocated according to the Default Allocations Percentages defined on the FACPAD table. The Allocation Percentage field can be adjusted if the Reviewed flag on the Totals section is not selected. The allocation percentage is changed on the FACPERD table.



Fixed Asset Construction Program Expenditure Reconciliation [Menu](#)

[Browse](#) [Clear](#)

▼ **Query**

Department: Reviewed:

Program:

Phase:

Totals: Total Reviewed:0 Total Open:0

▼ **Results**

[Change All\(on this page\)](#) Reviewed

[Change Selected\(on this page\)](#)

[Clear All\(on this page\)](#) [Select All\(on this page\)](#)

Document	Vendor Line	Accounting Line	Posting Line ID	Vendor Name	Line Amount	Allocation Percentage Total	Reviewed	Accumulate Date
First Prev Next Last								
Fixed Asset Construction Program Expenditure Reconciliation Detail								



Research the Construction-in-Progress Process

Scenario

Navigate to the FACPA page and view the record that corresponds to the program. To update the asset information to reflect that a highway will be constructed, navigate to FACPAD and insert a record. Next, provide the Fixed Asset Number, along with the Component Number. Finally, set the Default Allocation Percentage to 100, and provide Final Type Details of the asset.

Login to **AFIS**. Use the Jump to field to open the **FACPA** table.

1. In the **Jump to** field, enter **FACPA**
2. Click **Go**

Search for your construction program and phase within the table.



1. Click **Search**

Fixed Asset Construction Program Allocation

Totals

	Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
✓	101	FAPROG	CNST		No	0.00

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
Search

▼ **General Information**

***Department :**

***Program :**

***Phase :**

FA Allocation Ind :
Active :

Bypass Review :

Allocation Percentage Total : 0.00

Last Journal Record Number : 1612

[Top](#)

[Fixed Asset Construction Program Allocation Detail](#)

2. In the **Department** field, enter *your student data card information*
3. In the **Program** field, enter **FAPROG**
4. In the **Phase** field, enter **CNST**
5. Click **Ok**
6. The record displays on the FACPA table.

Enter information on the FACPAD table.

1. Click the **Fixed Asset Construction Program Allocation Detail link**
2. Click the **downward facing arrow** to expand all sections
3. Click **Insert**
4. In the **Department** field, enter *your student data card information*
5. In the **Program** field, enter **FAPROG**
6. In the **Phase** field, enter **CNST**



Fixed Asset Construction Program Allocation Detail												
Department	Program	Phase	Fixed Asset Number	Component Number	Default Allocation Percentage	Final In Service Date	Final	Final Fixed Asset Catalog	Final Fixed Asset Type	Cancel	Cancelled	
✓ 101	FAPROG	CNST	FA0000025	01	100.00		No			No	No	
200	FAPROG	CNST	FA0000024	01	100.00		No			No	No	
DTA	BKPCNP1	BP	DT0000001	001	100.00		No			No	No	

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ Allocation Details

*Department: 101 *Fixed Asset Number: FA0000025
 *Program: FAPROG Composite Indicator:
 *Phase: CNST *Component Number: 01
 *Default Allocation Percentage: 100.00 Cancel:
 Cancelled:

- In the **Default Allocation Percentage** field, enter **100**
- In the **Fixed Asset Number** field, enter **number from Activity 8.3**
- In the **Component Number** field, enter **01**
- Click **Save**

Fixed Asset Construction Program Allocation					
Totals					
Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
100	FAPROG	CNST		No	0.00
✓ 101	FAPROG	CNST	Single	No	100.00
102	FAPROG	CNST		No	0.00
103	FAPROG	CNST		No	0.00
104	FAPROG	CNST		No	0.00
105	FAPROG	CNST		No	0.00
106	FAPROG	CNST		No	0.00
107	FAPROG	CNST		No	0.00
108	FAPROG	CNST		No	0.00
109	FAPROG	CNST		No	0.00

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ General Information

*Department: 101
 *Program: FAPROG
 *Phase: CNST
 FA Allocation Ind: Single
 Active:
 Bypass Review:
 Allocation Percentage Total: 100.00
 Last Journal Record Number: 1612



11. Click the **Fixed Asset Construction Program Allocation link**

12. **Select your record in the grid**

Verify record is activated on FACPA, and then return to the Home Page.

1. Click **Active**
2. Click **Home** in the Primary Navigation Panel to return to the Home Page

Note: The FA Allocation Ind field updates from Single to Multiple when there are multiple records on the FACPAD table. All records must sum to 100; the Allocation Percentage Total is then updated to 100 upon saving the records.

Program Asset Generation

Asset Generation is the process to automate the management and recognition of capital balances with regard to construction in progress. The process will generate Fixed Asset documents that increase, change the Fixed Asset Type, and cancel Fixed Asset Components.

The following highlight some of the key features in relation to the Program Asset Generation business process:

- Provide a relationship between a construction project and a capital Fixed Asset, including betterments.
- Automatically load accumulated costs using the original funding information to the value of the Fixed Asset (i.e., capitalize) on a periodic basis.
- Accumulate only eligible project costs based on object code, activity code, and posting code.
- Provide the ability to distribute a single eligible expenditure line across multiple Fixed Assets.
- Provide the ability to see the accumulated project costs associated with a Fixed Asset.
- Provide the ability to review project costs and adjust if necessary prior to posting to the Fixed Asset.
- Provide the ability to see all Fixed Assets and accumulated costs associated with a project.
- Limit the process to certain asset types only (e.g., building and infrastructure)
- Provide the ability to capture eligible project costs retroactively (that is, eligible costs entered prior to the establishment of a relationship to a Fixed Asset).
- Transfer balance from CIP to correct account on project completion.
- Provide the ability to manually continue accumulating project costs to a Fixed Asset after project completion.
- Provide the ability to back out project costs if any from a Fixed Asset or betterment if the project is cancelled. Capital Leases.



Learning Objectives

In this lesson you will:

- Navigate to Capital Lease tables and inquiries
- Create a Capital Lease Asset
- Modify a Capital Lease Asset
- Review the Run Debt Payment and Billing Job
- Review the Generate Initial Debt Accounting Documents process

Lesson Overview

The Capital Lease process begins when a Department needs to enter a Capital Lease into AFIS in order to secure a Fixed Asset. This is done through the integration of the Debt Management Module and the Fixed Assets Module within AFIS. After the user processes the Lease Setup document and establishes a Debt ID, they will enter that Debt ID on the Fixed Asset Acquisition document. Finally, periodic batch jobs are run to accrue, amortize, or reclassify current and long-term debt.

Debt Management is a large functional area within AFIS consisting of documents for the definition and maintenance of debt, inquiry pages to view that debt, and automatic processes to perform accounting for that debt. This functional area is tied into almost every other functional area within AFIS through the use of a Debt ID, which is very similar to a Chart of Accounts (COA) code in many respects.

Debt Management is structured into two hierarchical levels: Authorizations and Debt Instruments. Use of the Authorization level is not optional, but the amount of information required at that level is minimal with many of those fields having default values.

The Debt Identification Number (DEBT ID) will be entered on the Fixed Asset Acquisition (FA) document to keep track of running balances on the Debt Instrument Registry. A DEBT ID is required for FA documents processed with an even type of LS23.

Lease Overview

Lease functionality starts with two determinates: The Major Type of Lease and the Lessor/Lessee Indicator. These two fields result in four different sub type combinations for leases, which are delivered as Debt Type codes (parenthetical codes below).

All Fixed Asset documents have a Debt ID field. Those asset documents with Accounting Lines have Debt ID to record how the construction or purchase of an asset was funded. Component lines also have a Debt ID to link a leased asset in Fixed Assets to a Lease in Debt Management. The Fixed Asset Accounting Journal (JFAAJ), Fixed Asset Component Journal (JFACJ), Fixed Asset Component Registry (FARCOMP), and Fixed Asset Accounting Registry (FARACTG) have had Debt ID added for inquiry and reporting purposes.

Lease schedules can be generated the following ways:

- Downloading an excel file, filling it out appropriately, attaching it, importing the file, and then generating the schedule.



- Specifying the terms on the LEASES document and then generating the schedule.

The Debt Management area's functionality will handle the management and accounting associated with both Operating leases, and Capital leases. Depreciation on Capital Lease assets is handled by Fixed Assets and not within the Debt Management area of AFIS.

The different types of leases and possible scenarios are listed below.

- **Capital as Lessee** -a lease meeting one or more capital criteria from an external lessor (vendor) with you as the lessee.
- **Operating Lease as Lessee** – a lease not meeting the capital criteria from an external lessor (vendor) with you as the lessee.

Debt Type

The Debt Type (DEBTTYPE) page allows you to establish Debt Types that must be assigned to debt authorizations and debt instruments. A Debt Type not only provides classification for reporting and workflow purposes but it provides all major characteristics necessary for proper accounting treatment and Debt Document editing.

Each Debt Type record must be assigned to one of the three values in the Major Type of Debt field. This assignment allows documents in Debt Management to present (and edit) only Debt Type values that match the Major Type of Debt of the document.

The Debt Type page contains the following sections:

- **General Information** – This section defines the Major Type of Debt (Bond, Lease or Loan) and establishes the unique identification for the Debt Type record.
- **Loan Controls** – This section defines the various event types and control fields necessary for automatic loan accounting. This section can only be populated if the Major Type of Debt field in the General Information section is Loan.
- **Bond Controls** – This section defines the various event types and control fields necessary for automatic bond accounting. This section can only be populated if the Major Type of Debt field in the General Information section is Bond.
- **Lease Controls** - This section defines the various event types and control fields necessary for automatic lease accounting. This section can only be populated if the Major Type of Debt field in the General Information section is Lease.



Major Type of Debt	Debt Type	Name	Short Name
✓ Bond	CAB	Capital Appreciation Bond	Capital Apr
Lease	CAP-LSE	Capital Lease as Lessee	Cap Lease Lse
Lease	CAP-LSR	Capital Lease as Lessor	Cap Lease Lsr
Bond	CCAB	Convertible Capital Appreciation Bond	Cnv Capital Apr
Bond	CPN	Coupon Bond	Coupon
Loan	EXT-BWR	External Loan as Borrower	Ext Loan
Loan	EXT-LDR	External Loan as Lender	Ext Loan Lndr
Loan	INT	Internal Loan	Int Loan
Lease	OPR-LSE	Operating Lease as Lessee	Opr Lease Lse
Lease	OPR-LSR	Operating Lease as Lessor	Opr Lease Lsr

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

*Major Type of Debt : Description :

*Debt Type :

*Name :

*Short Name :

External Tracking Field 1 Name :

External Tracking Field 2 Name :

External Tracking Field 3 Name :

Lease Setup (LEASES) Document Components

The Lease Setup (LEASES) document allows the creation of capital leases, operational leases, and lease authorizations. The LEASES document cannot be modified or cancelled once it has been submitted. Instead, a Lease Modification (LEASEM) document is required to change or cancel what was created by the LEASES. The LEASEM often adds new leases to a lease authorization created on the LEASES. Refer to Component 10.5, Modify Capital Leases.

Only one authorization can be created on a document. That can be the only activity, or there could be one or more leases created along with the authorization. With the most common scenario being a 1:1 authorization to lease relationship, the Authorization component requires two main fields: Authorization Debt ID and Debt Type.

When a LEASES document goes to final there are three possible pages updated: Lease Authorization (LSAUTH), Lease Registry (LEASE), and the Lease History (LSEHIST). The LEASE page is not always updated, as the LEASES document does not always require a lease record.

There are thirteen components found on the Lease Setup (LEASES) document in the secondary navigation panel. Each is broken down into various sub components (tabs) that contain groups of related fields.



LEASES Header Component

This component records general information about the document. The fields on the Header do not update the Lease Registry page.

This section records general information about the document. The fields on the Header do not update the Lease Registry page.

LEASES Authorization Component

This component records identification, control, and reporting information for a single lease authorization; defining the authority for establishing the current and any future leases along with other reporting and control settings. This is a required component for the Lease document, yet this component may be created with very little detail. Only one record is allowed on this component. If an existing Authorization Debt ID is entered on this component, the document will issue an error as the LEASEM should be used instead to modify a lease authorization.



Authorization	
General Information	Reporting Information
Authorization Debt ID: 101 3/11/2015	Authorization Description:
Auto Generate ID: <input type="checkbox"/>	Authorization Extended Description:
Authorization Name: 101 3/11/2015	Generate Authorization Accounting: <input checked="" type="checkbox"/>
Authorization Short Name: 101 3/11/2015	Contact Code:
Authorization Status: Active	
Responsible Department: 101	
Authorization Date: 03/11/2015	
Authorization Start Date: 03/11/2015	
Authorization End Date: 03/11/2015	
Authorized Amount: \$100,000.00	
Exercised Amount: \$100,000.00	
Remaining Amount: \$0.00	

This section records identification, control, and reporting information for a single lease authorization; defining the authority for establishing the current and any future leases along with other reporting and control settings. This is a required section for the Lease document, yet this section may be created with very little detail. Only 1 record is allowed on this section. If an existing Authorization Debt ID is entered on this section, the document will issue an error as the LEASEM should be used instead to modify a lease authorization.

LEASES Authorization COA Component

This component records COA for authorization accounting or informational purposes. If the Debt Type selected for the authorization does not have an Authorization Accounting Event Type set up or the Generate Authorization Accounting flag is unchecked, then no records are required.

General Information	Fund Accounting	Detail Accounting
Percentage: 100.0000	Line Description:	
Accounting Template:		
Event Type: LS01		

- This section records COA for authorization accounting or informational purposes. If the Debt Type selected for the authorization does not have an Authorization Accounting Event Type set up or the Generate Authorization Accounting flag is unchecked, then no records are required.
- A limited amount of COA editing occurs so knowledge of what is needed for authorization accounting is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. All



inferences and other edits will not take place until the first accounting for the authorization takes place.

LEASES Authorization Alerts Component

Optional component that records email alerts scheduled for an authorization. This component records email alerts scheduled for an authorization. This component is optional. Records update the Record-Specific Alerts (RSALRT) page. Any maintenance needed must be done directly on RSALRT.

LEASES Debt Instrument Component

This component records identification, control, and reporting information for one or more leases. A limited number of fields are required for a record with the others being optional reporting information. Among the most critically required fields are the Debt Instrument Status, Issue Date, Principal, Record Initial Accounting, and Debt Type. The Lessor/Lessee Indicator and the Major Type of Lease are inferred from the Debt Type chosen and control the requirement of lessor and lessee information.

Two fields of particular interest are the optional Fixed Asset Number and Fixed Asset Component Number fields allow you to tie the Debt Management record with a Fixed Asset record. If the Fixed Asset Number and Component Number exist at the time of the lease (common when the State is the lessor) then the asset information can be entered on the lease document. However, when the State is the lessee, the lease document will likely precede the Fixed Asset document. In which case, you can enter a LEASEM once the asset information is known or you can enter the Debt ID of the lease on the Fixed Asset (FA) document recording the leased asset (at the component part or on the accounting section, reference tab).

Debt Instrument		Line Number: 1	Debt ID: 101 3/11/2015	Debt Instrument Name: 101 3/11/2015
General Information Reporting Information Related Debt				
Debt ID:	101 3/11/2015	Fixed Asset Number:	<input type="text"/>	
Auto Generate ID:	<input type="checkbox"/>	Fixed Asset Component Number:	<input type="text"/>	
Debt Instrument Name:	101 3/11/2015	Debt Instrument Description:	<input type="text"/>	
Debt Instrument Short Name:	101 3/11/2015	Debt Instrument Extended Description:	<input type="text"/>	
Debt Instrument Status:	Active Lease	Contact Code:	<input type="text"/>	
Responsible Department:	101			
Lessor/Lessee Indicator:	Lessee			
Major Type of Lease:	Capital			
Issue Date:	03/11/2015			
Record Initial Accounting:	<input checked="" type="checkbox"/>			
Principal:	\$100,000.00			
Principal Scheduled & Paid:	\$100,000.00			

This section records identification, control, and reporting information for one or more leases. A limited number of fields are required for a record with the others being optional reporting information. Among



the most critically required fields are the Debt Instrument Status, Issue Date, Principal, Record Initial Accounting, and Debt Type. The Lessor/Lessee Indicator and the Major Type of Lease are inferred from the Debt Type chosen and control the requirement of lessor and lessee information.

- To tie the Debt Management record with a Fixed Asset record. If the Fixed Asset Number and Component Number exist at the time of the lease (common when the Advantage Site is the lessor) then the asset information can be entered on the lease document. However, when the Advantage Site is the lessee, the lease document will likely precede the fixed.

LEASES Lender/Lessor Information Component

This component records information for the internal or external lender/lessor. Only one record is allowed on this component and that record is automatically created by AFIS.

- When the Lessee/Lessor Indicator is **Lessee**, then only an external Vendor Code (bank or other financial institution) and an Address ID (payment type) are required (any default address can be inferred). The inferred address can be changed as long as the Address Type is *Payment*. A miscellaneous vendor is not allowed to be the lender.
- When the Lessee/Lessor Indicator is **Lessor**, then this component is not required.

Lender/Lessor Information	
General Information	
Vendor Code: VC0000000151	Disbursement Category:
ICICI BANK	Disbursement Priority:
Address ID: AD001	Disbursement Format:
	Handling Code:
	Single Payment: <input type="checkbox"/>

LEASES Lender/Lessor COA Component

This component records one or more COA strings and an associated percentage for the lender that will be used by Debt batch programs. Type of Payment is the most critical field on this component. If all accounting should use the same string(s) then the 'All' value is used. If one type of accounting should use different COA, then 'All' cannot be used and there has to be a record for each Type of Payment that will be used (see Schedule).

Note: If the State is a Lessor then the Lessor COA component is filled out. If the State is the Lessee, then the Lessee COA component is filled out.



General Information		Fund Accounting	Detail Accounting
Type of Payment:	<input type="text"/>	Bank:	<input type="text"/>
Percentage:	<input type="text"/>	Line Description:	<input type="text"/>
Accounting Template:	<input type="text"/>		
Infer COA From IVAD:	<input type="checkbox"/>		

This section records one or more COA strings and an associated percentage for the lender that will be used by Debt batch programs. Type of Payment is the most critical field on this section. If all accounting should use the same string(s) then the All value is used. If one type of accounting should use different COA, then All cannot be used and there has to be a record for each Type of Payment that will be used (see Schedule). The Debt tab of the Special Accounts (SPEC) page contains default object and revenue COA so these codes are not necessary on a Lender/Lessor COA record unless the SPEC values need to be overridden.

- A limited amount of COA editing occurs so knowledge of what is needed for various accounting events is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. All other edits will not take place until the first accounting for the lease takes place.
- A record is not allowed on this section if the Lessee/Lessor Indicator is Lessee. A record is required on this section if the Lessee/Lessor Indicator is Lessor. That record reflects the COA used for recording revenue. Even if manual or interfaced accounting is done for payments and initial accounting, a record is still required for other accounting done automatically.

The Generate Lines action assists with data entry by doing the following:

LEASES Borrower/Lessee Information Component

This component records information for the internal or external borrower.

- This section records information for the internal or external borrower. More than one record is allowed in this section.
- When the Lessee/Lessor Indicator is Lessor, then only an external Customer Account (external borrower) and an Address ID (billing type) are required (any default address can be inferred). The inferred address can be changed as long as the Address Type is Billing. A miscellaneous customer is not allowed to be the borrower/lessee.
- When the Lessee/Lessor Indicator is Lessee, then this section does not have to be populated. If a Customer Code is specified it must be an internal one to record the internal party that took the lease. Although not required, this information can provide more details than found in the Borrower COA information.

LEASES Borrower/Lessee COA Component

This component records one or more COA strings for the borrower that will be used by Debt batch programs. The COA string can be specified by payment type.



- This section records one or more COA strings for the borrower that will be used by Debt batch programs. Type of Payment is the most critical field on this section. If all accounting should use the same string(s) then the All value should be used. If one type of accounting should use different COA, then All cannot be used and there has to be a record for each Type of Payment that will be used (see Schedule). The Debt tab of the Special Accounts (SPEC) page contains default object and revenue COA so these codes are not necessary on a Borrower/Lessee COA record unless the SPEC values need to be overridden.
- A limited amount of COA editing occurs so knowledge of what is needed for various accounting events is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. All other edits will not take place until the first accounting for the lease takes place.
- A record is required on this section if the Lessee/Lessor Indicator is Lessee. That record reflects COA used to record expenditures. This section is prohibited when the Lessee/Lessor Indicator is Lessor. Even if manual or interfaced accounting is done for payments and initial accounting, a record is still required for other accounting done automatically.
- The Reference tab allows the recording of an encumbrance that reserves budget availability to cover lease payments. COA between the referenced document lines and that of the Borrower COA lines should follow precedence rules.
- On Lease documents, any document entered must be a valid document in the ABS or PO Document Types. If the referenced document is final, there will be no error. If the referenced document is valid but there is not a version with a Document Phase of Final, then an override error will be issued. The procurement professional or lease manager will override the error and submit the Lease document. The procurement professional will then enter the Debt ID for the lease on the encumbrance document and submit the encumbrance. If for some reason steps are not followed in this manner, the encumbrance document can be modified later and a Lease Modification document can be processed to add the referenced document information.
- While the Purchase Order could have multiple commodity lines, it is strongly recommended that the number be kept low as data entry on the Lessee COA document component becomes complex with more than one commodity line. For each commodity line and accounting line combination there would have to be a different Lessee COA record with a Percentage set to match the commodity and accounting line's share of the total encumbrance.
- The Generate Lines action assists with data entry.

LEASES Schedule Component

This component records identification, control, and reporting information about one or more sets of detail records that outline a payment and possibly an amortization plan for a lease. A schedule is always required and multiple schedules are allowed for evaluation purposes, but only one can be marked as the Selected Schedule.

- The **Generate Schedule** action generates Schedule Detail records based on values entered on the Schedule. This action performs many steps.
- The **Get Template** action provides a formatted Excel spreadsheet for uploading Schedule Detail records. This template should be used as the starting point for any file selected in the Import Details field. When another tool is used besides the Generate Schedule action to define the schedule, data from that tool is then transferred to this template.



- The **Import Details** action imports the file in the Import File field.

Note: Attaching files by the same name to the schedule is not recommended as the system will select the first attached file when there are multiple files with the same name.

The fields on the Schedule Details Summary component are automatically calculated upon a **Validate** or **Submit** action.

LEASES Schedule Details Component

This component records the details of one or more planned payment schedules and any amortizations necessary. This data drives automatic processing for payments/billings, accruals, and year end processing. You can add records to the Schedule Details component in multiple ways:

- Use the **Insert New Line** action to manually insert records. Populate all required fields.
- Use the **Import Details** action on the Schedule component to upload from a spreadsheet specified in the Import File field on the Schedule component.
- Use the **Generate Schedule** action on the Schedule component to generate Schedule Detail records based on values entered on the Schedule component.
- Use either method for creating multiple lines and then modify, delete, or add records as necessary.



Schedule Details					
		Total Lines: 10+	Schedule Line: 1	Scheduled Date: 03/15/2015	
Schedule Line	Scheduled Date	Net Payment	Unpaid Principal	Processed On	
1	03/15/2015	\$1,526.01	\$98,529.55		
2	04/15/2015	\$1,887.12	\$97,052.97		
3	05/15/2015	\$1,887.12	\$95,570.24		
4	06/15/2015	\$1,887.12	\$94,081.33		
5	07/15/2015	\$1,887.12	\$92,586.22		
6	08/15/2015	\$1,887.12	\$91,084.88		
7	09/15/2015	\$1,887.12	\$89,577.28		
8	10/15/2015	\$1,887.12	\$88,063.40		
9	11/15/2015	\$1,887.12	\$86,543.21		
10	12/15/2015	\$1,887.12	\$85,016.69		

From 1 to 10 Total: 10+ First Previous Next Last Go to line: Go

General Information

Schedule Number: 1	Principal: \$1,470.45	Gross Payment: \$1,526.01
Schedule Line: 1	Interest: \$55.56	Net Payment: \$1,526.01
Scheduled Date: 03/15/2015	Other Amount 1:	Unpaid Principal: \$98,529.55
Processed On:		

LEASES Debt Costs Component

Optional component that records the costs of entering into a lease or other amounts for tracking purposes.

LEASES Debt Instrument Alerts Component

Optional component that records email alerts scheduled for a lease.

Leases Data Entry

Some of the LEASES document components require information and/or verification. This topic describes the data entry requirements for LEASES documents. To create a LEASES document, use the Document Catalog.

LEASES Authorization Component

The following fields must be completed on the General Information tab of the Authorization Component.

- Authorization Debt ID (required – if Auto Generate ID is not selected)
- Auto Generate ID (required – if Authorization Debt ID is not entered)
- Authorization Amount (required)
- Authorization Name
- Authorization Short Name
- Authorization Status (defaults to – Ready to Exercise)



- Responsible Department
- Authorization Start Date

LEASES Authorization Component – Reporting Information Tab

- Debt Type (required – Capital Lease as Lessee)

LEASES Authorization COA Component

On the Fund Accounting tab, the following COA fields are required:

- Fund

LEASES Authorization Alerts Component

Optional component that records email alerts scheduled for an authorization. On the General Information tab of the Authorization Alerts component select Insert New Line, and enter the following information:

- User ID (required – if Contact Code is not entered)
- Contact Code (required – if User ID is not entered)
- Email Title
- Email Text
- Alert Date

Note: if any alerts are to be generated AFIS will automatically send the emails out on the alert date.

LEASES Debt Instrument Component

This component records identification, control, and reporting information for one or more leases. On the General Information tab, enter:

- Debt ID (required – if Auto Generate is not selected)
- Auto Generate ID (required – if Debt ID is not entered)
- Debt Instrument Name
- Debt Instrument Short Name
- Debt Instrument Status (required – Active Lease)
- Responsible Department
- Select Record Initial Accounting (Recommended)
- Issue Date
- Principal

Note: The Lessor/Lessee and Major Type of Lease indicator fields were populated.



LEASES Lender/Lessor Information Component

This component records information for the internal or external lender/lessor. On the General Information tab in the Lender / Lessor Information and enters the following information:

- Vendor Code
- Address ID

LEASES Borrower/Lessee Information Component

This component records information for the internal or external borrower. On the General Information tab enter:

- Customer Code
- Address ID

LEASES Borrower/Lessee COA Component

On the General Information tab of the Borrower Lessee Information COA enters the following information:

- Bank (required)
- Type of Payment (required – defaults to ALL)
- Percentage (must total up to 100)

LEASES Borrower/Lessee COA Component – Fund Accounting Tab

Fund

- Department
- Unit
- Appr Unit
- Object

LEASES Schedule Component

On the General Information tab, enter:

- Schedule Type (required – Amortized Payment)
- Selected Schedule (required – Checked)

LEASES Schedule Component – Terms Tab

- Interest Rate (required)
- Frequency (required)
- Number of Payments (required)
- Day of The Week (depends on Frequency)
- Date of The Month (depends on Frequency)



- Payment Month (depends on Frequency)
- Schedule Start Date
- Down Payment Amount (optional)

Entering a Capital Lease Asset

The Lease Setup (LEASES) document allows the creation of capital leases, operational leases, and lease authorizations. The LEASES document cannot be modified or cancelled once it has been submitted.



Create a Capital Lease Asset

Scenario

Create a Capital Lease debt instrument for \$100,000, which will be used to purchase a capital asset.

Login to **AFIS**. Create a **LEASES** document from the **Document Catalog**.

1. Click **Search** from the Secondary Navigation Panel
2. Click Document Catalog
3. Click **Create**

The screenshot shows the 'Document Catalog' form. Under the 'Document Identifier' section, the 'Code' field contains 'FI' and the 'Dept.' field contains '101'. Under the 'Other Options' section, the 'Auto Numbering' checkbox is checked, and the 'Create Template' checkbox is unchecked. At the bottom left, the 'Create' button is highlighted with a yellow box, and a mouse cursor is pointing at it.

4. In the **Code** field, enter **LEASES**
5. In the **Dept.** field, enter **your student data card information**
6. Check the **Auto Numbering** check box
7. Click **Create**

Complete the **General Information** tab in the **Authorization** component.

When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.



1. From the Secondary Navigation Panel, select the **Authorization** component

2. In the **Authorization Debt ID** field, enter *your Department and current date*
3. In the **Authorization Name** field, enter *your Department and current date*
4. In the **Authorization Short Name** field, enter *your Department and current date*
5. From the **Authorization Status** drop down, select **Active**
6. In the **Authorization Date** field, enter *today's date*
7. In the **Authorization Start Date** field, enter *today's date*
8. In the **Authorization End Date** field, enter *today's date*
9. In the **Authorization Amount** field, enter **100,000**
10. Verify that the **Generate Authorization Accounting** checkbox is checked

Complete the **Reporting Information** tab in the Authorization component. Click the **Reporting Information** tab.

1. From the Debt Type pick-list, select **CAP-LSE (Capital Lease as Lessee)**



2. Complete the **Fund Accounting** tab in the Authorization COA component.
3. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode

General Information	Fund Accounting	Detail Accounting			
Fund:	9001	Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:		Revenue:		Dept Object:	
Unit:		Sub Revenue:		Dept Revenue:	
Sub Unit:		BSA:			
Appr Unit:		Sub BSA:			

4. Select the **Authorization COA** component
5. Click the **Fund Accounting** tab
6. In the **Fund** field, enter *your student data card information*
7. Complete the **General Information** tab of the **Debt Instrument** component
8. Click **Debt Instrument**
9. Click **Insert New Line**



Debt Instrument		Line Number: 1	Debt ID: 101 3/11/2015	Debt Instrument Name: 101 3/11/2015
General Information		Reporting Information	Related Debt	
Debt ID:	101 3/11/2015	Fixed Asset Number:	<input type="text"/>	
Auto Generate ID:	<input type="checkbox"/>	Fixed Asset Component Number:	<input type="text"/>	
Debt Instrument Name:	101 3/11/2015	Debt Instrument Description:	<input type="text"/>	
Debt Instrument Short Name:	101 3/11/2015	Debt Instrument Extended Description:	<input type="text"/>	
Debt Instrument Status:	Active Lease	Contact Code:	<input type="text"/>	
Responsible Department:	101			
Lessor/Lessee Indicator:	Lessee			
Major Type of Lease:	Capital			
Issue Date:	03/11/2015			
Record Initial Accounting:	<input checked="" type="checkbox"/>			
Principal:	\$100,000.00			

1. In the **Debt ID** field, enter *your Department and current date*
2. In the **Debt Instrument Name** field, enter *your Department and current date*
3. In the **Debt Instrument Short Name** field, enter *your Department and current date*
4. From the **Debt Instrument Status** drop-down, select **Active Lease**
5. In the **Responsible Department** field, enter *your student data card information*
6. In the **Issue Date** field, enter *today's date*
7. In the **Principal** field, enter **100,000**
8. Click **Save**
9. Verify that the Lessor/Lessee Indicator and Major Type of Lease were populated.

Complete the **General Information** tab in the **Lender / Lessor Information** component.

Lender/Lessor Information	
General Information	
Vendor Code:	VC0000000151
Address ID:	AD001
Disbursement Category:	<input type="text"/>
Disbursement Priority:	<input type="text"/>
Disbursement Format:	<input type="text"/>
Handling Code:	<input type="text"/>
Single Payment:	<input type="checkbox"/>



Click **Lender/Lessor Information**.

1. From the **Vendor Code** pick-list, select **VC0000000151**
2. From the **Address ID** pick-list, select **AD001**

Complete the **General Information** tab in the **Borrower/Lessee COA** component.

1. Select the **Borrower/Lessee COA** component

2. From the **Type of Payment** drop-down, select **Principal**
3. In the **Percentage** field, enter **100**
4. From the **Bank** pick-list, select **BK01**

Complete the **Fund Accounting** tab in the **Borrower/Lessee COA** component. Click the **Fund Accounting** Tab.

1. In the **Fund** field, enter *your student data card information*
2. In the **Department** field, enter *your student data card information*
3. In the **Unit** field, enter *your student data card information*
4. In the **Appr Unit** field, enter *your student data card information*
5. In the **Object** field, enter **8611**
6. Return to the **General Information** tab in the **Borrower/Lessee COA** component
7. Select the **General Information** tab



8. Click the **Insert New Line** button

Borrower/Lessee COA				Line Number: 0		Percentage: 100.0000	
Line Number	Percentage	Type of Payment					
1	100.0000	Principal					
0	100.0000	Interest					

From 1 to 2 Total: 2 First Previous Next Last Go to line: Go

List View

General Information Fund Accounting Detail Accounting Reference

Type of Payment: Bank:

Percentage: Line Description:

Accounting Template:

1. From the **Payment Type** drop-down, select **Interest**
2. In the **Percentage** field, enter **100**
3. From the **Bank** pick-list, select **BK01**

Complete the **Fund Accounting** tab in the **Borrower/Lessee COA** component. Click the **Fund Accounting** tab.

Borrower/Lessee COA				Line Number: 0		Percentage: 100.0000	
General Information		Fund Accounting		Detail Accounting		Reference	
Fund:	<input type="text" value="9001"/>	Object:	<input type="text" value="8621"/>				
Sub Fund:	<input type="text"/>	Sub Object:	<input type="text"/>				
Department:	<input type="text" value="101"/>	Revenue:	<input type="text"/>				
Unit:	<input type="text" value="0101"/>	Sub Revenue:	<input type="text"/>				
Sub Unit:	<input type="text"/>	Dept Object:	<input type="text"/>				
Appr Unit:	<input type="text" value="1010000"/>	Dept Revenue:	<input type="text"/>				

1. In the **Fund** field, enter *your student data card information*
2. In the **Department** field, enter *your student data card information*
3. In the **Unit** field, enter *your student data card information*
4. In the **Appr Unit** field, enter *your student data card information*
5. In the **Object** field, enter **8621**
6. Complete the **General Information** tab in the **Schedule** component.
7. Click **Schedule**



8. From the Schedule Type drop down, select **Amortized Payment**
9. Check the **Selected Schedule** checkbox

Complete the **Terms** tab in the **Schedule** component. Click the **Terms** tab.

1. In the **First Payment Interest Rate** field, enter **5**
2. In the **Interest Rate** field, enter **5**
3. From the **Frequency** drop down, select **Monthly**
4. In the **Number of Payments** field, enter **60**
5. From the **Date of Month** drop down, select **15**
6. In the **Schedule Start Date** field, enter **today's date**
7. Select the **Related Actions** button, located in the lower right hand corner
8. Select **Generate Schedule**



Navigate to the **Schedule Details** component and review the populated payment schedule. Click **Schedule Details** from the Secondary Navigation panel.

Schedule Details						
		Total Lines: 10+	Schedule Line: 1	Scheduled Date: 03/15/2015		
Schedule Line	Scheduled Date	Net Payment	Unpaid Principal	Processed On		
1	03/15/2015	\$1,526.01	\$98,529.55			
2	04/15/2015	\$1,887.12	\$97,052.97			
3	05/15/2015	\$1,887.12	\$95,570.24			
4	06/15/2015	\$1,887.12	\$94,081.33			
5	07/15/2015	\$1,887.12	\$92,586.22			
6	08/15/2015	\$1,887.12	\$91,084.88			
7	09/15/2015	\$1,887.12	\$89,577.28			
8	10/15/2015	\$1,887.12	\$88,063.40			
9	11/15/2015	\$1,887.12	\$86,543.21			
10	12/15/2015	\$1,887.12	\$85,016.69			

From 1 to 10 Total: 10+ First Previous Next Last Go to line: Go

1. Review the populated payment schedule
2. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
3. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Navigate to the Lease Registry (LEASE) and review the lease information.

1. In the **Jump to** field, enter **LEASE**
2. Click **Go**. The LEASE table opens
3. Click **Search**

Responsible Department:

Debt Instrument Status:

Authorization Debt ID:

Lessor/Lessee Indicator:

Debt ID:

Major Type of Lease:

Debt Instrument Name:

Fixed Asset Number:

Debt Type:

4. In the **Responsible Department** field, enter **your student data card information**
5. In the **Debt ID** field, **enter your Department and current date**
6. Click **Ok**



7. Click the **downward facing arrow** just below the grid to expand all sections

The screenshot shows the 'Lease Registry' interface. On the left is a navigation menu with options like 'Debt Instrument', 'Lender/Lessor Information', and 'Schedule Details'. The main area displays a table of debt instruments:

Authorization Debt ID	Debt ID	Debt Instrument Name	Debt Instrument Status	Debt Type	Principal	Unpaid Principal
101 3/11/2015	101 3/11/2015	101 3/11/2015	Active Lease	CAP-LSE	\$100,000.00	\$100,000.00

Below the table is a 'Search' field and a 'General Information' section with various input fields for details like 'Debt ID', 'Debt Instrument Name', 'Status', 'Responsible Department', 'Issue Date', and 'Principal'.

8. Click **Home** in the Primary Navigation Panel to return to the Home page.

Research Capital Lease Tables and Inquiries

The common tables and inquiries utilized by users for Capital Leases include:

- Lease Authorization Registry (LSAUTH)
- Lease History (LSEHIST)
- Lease Registry (LEASE)

These tables are updated when users process Debt Management documents in AFIS.

Lease Authorization Inquiry

The Lease Authorization Registry (LSAUTH) page displays the Authorization and Authorization COA records from processed Lease documents. Updates cannot be made directly to registry data. The Lease Setup (LEASES), Lease Modification (LEASEM), and Debt Status Change (DEBTSC) documents make all the additions and modifications to the registry. Certain Debt Management batch programs make minor



updates to the registry for tracking purposes as well as the accounting documents created from those programs. The Attachments action allows user to create new attachments, modify editable information on existing attachments, open and review existing attachments, or delete attachments. Once an attachment is loaded to the registry, all maintenance of that attachment has to be done from the registry. Lease Modification documents will not bring in any existing attachments into a document with the Auto Apply action. The archive of a Lease document will not remove the attachment from the registry.

The screenshot displays the 'Lease Authorization Registry' interface. On the left is a navigation menu with options like 'Authorization', 'General Information', 'Reporting Information', etc. The main area shows a table with columns: Authorization Debt ID, Authorization Name, Authorization Status, Debt Type, Authorized Amount, Exercised Amount, and Remaining Amount. A single record is highlighted with a checkmark in the first column. Below the table is a search bar and a 'General Information' section with various input fields for details like dates, amounts, and contact information.

Authorization Debt ID	Authorization Name	Authorization Status	Debt Type	Authorized Amount	Exercised Amount	Remaining Amount
101 3/11/2015	101 3/11/2015	Active	CAP-LSE	\$100,000.00	\$100,000.00	\$0.00

Lease History

The Lease History (LSEHIST) page provides a means to query on, review, and download the debt, accounting, and budgeting documents that have processed against a Debt ID with Major Type of Debt of *Lease*. This page requires a minimum of information be entered before selecting the Browse link:

- A Debt ID must be entered/selected in one of the Debt ID browse fields. Only one Debt ID can be entered in these fields and wildcard values are not allowed.
- The other browse fields (Created/Updated, Doc Code, Doc Dept Code, and Doc ID) are optional. Wildcard values and multiple values separated by commas are allowed in these fields.
- This page contains a Download link that allows for the downloading of selected records from a search for research purposes.



Lease History [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Responsible Department : 101 Created/Updated :

Authorization Debt ID : Doc Code :

Lease Debt ID : 101 3/11/2015 Doc Dept Code :

Doc ID :

<u>Created/Updated</u>	<u>Document</u>	<u>Document Location</u>	<u>Amount</u>
✓ 03/11/2015	LEASES_101_201500000006	LN-1	\$100,000.00

First Prev Next Last [Download](#)

Lease Registry

The Lease Registry (LEASE) page displays the Debt Instrument, Lender, Lender COA, Borrower, Borrower COA, Schedule, Schedule Details, and Debt Costs records from processed Lease documents. The Lease Setup (LEASES), Lease Modification (LEASEM), and Debt Status Change (DEBTSC) documents make all the additions and modifications to the registry. Certain Debt Management batch programs make minor updates to the registry for tracking purposes as well as the accounting documents created from those programs.

Lease Registry

Debt Instrument

Authorization Debt ID	Debt ID	Debt Instrument Name	Debt Instrument Status	Debt Type	Principal	Unpaid Principal
✓ 101 3/11/2015	101 3/11/2015	101 3/11/2015	Active Lease	CAP-LSE	\$100,000.00	\$100,000.00

First Prev Next Last [Attachments](#)

[Search](#)

General Information

Debt ID : 101 3/11/2015 Debt Instrument Description :

Debt Instrument Name : 101 3/11/2015 Debt Instrument Extended Description :

Debt Instrument Short Name : 101 3/11/2015

Debt Instrument Status : Active Lease

Responsible Department : 101

Lessor/Lessee Indicator : Lessee

Major Type of Lease : Capital

Issue Date : 03/11/2015

Principal : \$100,000.00

Total Debt Costs : \$0.00

Authorization Debt ID : 101 3/11/2015

Authorization Name :

Record Initial Accounting :

Fixed Asset Number :

Fixed Asset Component Number :

Contact Code :

Contact Person :

Email :

Phone :

Phone Ext :



Modify Capital Lease Asset

The Lease Modification (LEASEM) document allows the modification of a lease or lease authorization while also allowing for the creation of a new lease under an existing lease authorization. Lease Authorizations can only be created with a LEASES document. The LEASEM cannot be modified or cancelled once it has been submitted. Another LEASEM is required if a mistake was made on the first LEASEM.

When a LEASEM document goes to final there are three possible pages updated: Lease Authorization (LSAUTH), Lease Registry (LEASE), and Lease History (LSEHIST). The LSAUTH and LEASE pages are not always updated as the LEASEM does not always have to change both or add a new lease.

A Lease Modification (LEASEM) document can be created and completed by a couple of methods that are not common to all documents.

- The LSAUTH page has a Modify action that will create a LEASEM with the Authorization and Authorization COA components completed with data.
- The LSAUTH page has a Create New Debt Instrument action that will create a LEASEM with the Authorization and Authorization COA components completed with data and place the user on the Debt Instrument component to create a new lease.
- The LEASE page has a Modify action that will create a LEASEM with data in all components, except the Alert components are blank.
- The LEASEM document has an Auto Apply action on the Authorization and Debt Instrument components that allow the entry of the respective Debt ID and the action brings in registry information to the document.

When processing a LEASEM, you are presented with two columns of data. When records are being added in the LEASEM, the data in both columns will be blank or have initial default values. Only the second column will be completed when creating new records. When records are being modified, the first column is a protected set of 'previous' fields displaying what already exists on the registry and the second column is the same data displayed fields. In some cases, the field in the second column will not allow a change for an existing record with edits.



Modify a Capital Lease Asset

Scenario

You want to modify the interest rate on the lease from the previous activity.

Login to **AFIS**. Navigate to the **Lease Registry (LEASE)**.

1. In the **Jump to** field, enter **LEASE**
2. Click **Go**. The LEASE table opens
3. Click **Search** to open the Search window
4. In the Responsible Department field, enter ***your student data card information***
5. In the **Debt ID** field, enter ***your Department and current date (lease from activity)***



6. Click **Ok**
7. Click the **Modify** link at the bottom of the page
8. Create a **LEASEM** document
9. In the **Dept.** field, enter *your student data card information*

Document Code	Document Name	Default
✓ LEASEM	Lease Modification	Yes

First Prev Next Last

Document Department Code : 101

Document Unit Code :

Document ID :

Auto Numbering :

[Create Document](#) [Cancel](#)

10. Check the **Auto Numbering** check box
11. Click **Create Document**
12. Go to the **Schedule** component. Click on the **Schedule** component
13. Uncheck the Selected Schedule box
14. In the grid at the top, click on the **Copy Line** feature
15. Click the **Insert Copied Line** button



Schedule Schedule Number: 0 Schedule Name:

Schedule Number	Schedule Name	Selected Schedule	Historical Schedule
1		No	No
0		No	No

From 1 to 2 Total: 2

General Information Terms Schedule Details Summary

Previous Schedule Type: Schedule Type: Amortized Payment

Previous Schedule Name: Schedule Name:

Previous Schedule Short Name: Schedule Short Name:

Previous Schedule Description: Schedule Description:

Previous Import File: Import File:

Previous Selected: Selected Schedule: Historical Schedule: No

Save Undo Insert New Line Insert Copied Line Edit with Grid Related Actions

2. Check the **Selected Schedule** box on this new schedule

Go to the **Terms** tab in the **Schedule** component. Click on the **Terms** tab.

Schedule Schedule Number: 2 Schedule Name:

Schedule Number	Schedule Name	Selected Schedule	Historical Schedule
1		No	No
2		Yes	No

From 1 to 2 Total: 2

General Information **Terms** Schedule Details Summary

Previous Debt Terms: Debt Terms:

Previous Principal: Principal: \$100,000.00

Previous Fixed Interest Payment Amount: Fixed Interest Payment Amount:

Previous First Payment Interest Rate: First Payment Interest Rate: 3.7500%

Previous Interest Rate: Interest Rate: 3.7500%

Previous Frequency: Frequency: Monthly

Previous Number of Payments: Number of Payments: 60

1. Change the First Payment Interest Rate to **3.75**
2. Change the Interest Rate to **3.75**
3. Click on the **Related Actions** button and select the option, **Generate Schedule**
4. In the grid at the top, make sure that you have selected the new schedule line



Go to the **Schedule Details** component. Click on the **Schedule Details** component. **Review** the schedule details.

Schedule Details						Total Lines: 10+		Schedule Line: 1		Scheduled Date: 03/15/2015	
Schedule Line	Scheduled Date	Net Payment	Unpaid Principal	Processed On							
1	03/15/2015	\$1,559.56	\$98,482.11								
2	04/15/2015	\$1,830.39	\$96,959.48								
3	05/15/2015	\$1,830.39	\$95,432.09								
4	06/15/2015	\$1,830.39	\$93,899.93								
5	07/15/2015	\$1,830.39	\$92,362.98								
6	08/15/2015	\$1,830.39	\$90,821.22								
7	09/15/2015	\$1,830.39	\$89,274.65								
8	10/15/2015	\$1,830.39	\$87,723.24								
9	11/15/2015	\$1,830.39	\$86,166.99								
10	12/15/2015	\$1,830.39	\$84,605.87								

From 1 to 10 Total: 10+ First Previous Next Last Go to line: Go

Finalize the Lease document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**
2. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully**

Navigate to the **Lease Registry** (LEASE) and review the lease information.

1. In the **Jump to** field, enter **LEASE**
2. Click **Go**. The LEASE table opens
3. Click **Search**
4. In the **Responsible Department** field, enter **your student data card information**
5. In the **Debt ID** field, enter **your Department and current date** (lease from activity 10.5)
6. Click **Ok**



Lease Registry

Debt Instrument

Authorization Debt ID	Debt ID	Debt Instrument Name	Debt Instrument Status	Debt Type	Principal	Unpaid Principal
101 3/11/2015	101 3/11/2015	101 3/11/2015	Active Lease	CAP-LSE	\$100,000.00	\$100,000.00

First Prev Next Last [Attachments](#)

Search 

General Information

Debt ID: 101 3/11/2015 Debt Instrument Description:

Debt Instrument Name: 101 3/11/2015 Debt Instrument Extended Description:

Debt Instrument Short Name: 101 3/11/2015

Debt Instrument Status: Active Lease

Responsible Department: 101

Lessor/Lessee Indicator: Lessee

Major Type of Lease: Capital

Issue Date: 03/11/2015

Principal: \$100,000.00

Total Debt Costs: \$0.00

Authorization Debt ID: 101 3/11/2015

Authorization Name: 101 3/11/2015

Record Initial Accounting:

Initial Accounting Recorded Date:

Last Long Term Account Reclass:

Fixed Asset Number:

Fixed Asset Component Number:

Contact Code:

Contact Person:

Email:

Phone:

Phone Ext:

1. Click the **downward facing arrow** just below the grid to expand all sections
2. Click **Home** in the Primary Navigation Panel to return to the Home Page

Run Debt Payment and Billing Job

This chain job consists of a group of jobs that work together to create payment or billing documents that record the payment or billing for a debt instrument. This chain job will be run for a lease, if the manual payments/billing option is not selected on the Schedule / General Information section of the LEASE or LEASEM documents for a Lease.

Once the job has run successfully, it will create a General Accounting Expense (GAX) document for payments to a lender, or a Receivable (RE) document, for receipts owed from a borrower. This document can be reviewed by navigating to the Document Catalog.

Generate Initial Debt Accounting Documents

This chain job consists of a group of jobs that work together to create accounting documents that record the initial accounting for debt authorizations and debt instruments.

When authorizations and instruments are set up and activated users have a choice to record the initial accounting manually or allow this chain job to record the accounting. By leaving the Record Initial Accounting flag checked (true) for the selected debt instrument, the system will automatically generate documents for a debt instrument. This is the recommended approach.

Once the job has run successfully, it will create a Debt Accounting (DA) document. This document can be reviewed by navigating to the Document Catalog.



Asset Management Reporting

Learning Objectives

In this lesson, you will review reports available in Asset Management.

Lesson Overview

AFIS includes several reports for monitoring Asset Management.

Reports

The key reports needed to support the AFIS Asset Management business processes are listed below. Included with some of the reports are the data elements (prompts) that are available.

AFIS Reports

- **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.

infoAdvantage Reports

- **FIN-AZ-AM-C052 Physical Inventory Sheet**- This report lists the Fixed Assets and their locations for use in conducting physical inventory
- **FIN-AZ-AM-C053a Fixed Asset Transfers by Fiscal Year**- This report lists Fixed Asset Transfers by Asset Type for a Fiscal Year or Accounting Period. The Transfers Tab shows sales (FS) and transfers (FT) within a Department. The 2-Step Internal Sale Tab shows assets sold from one department (FD) and acquired by another department (FA) using a new Fixed Asset Number.
- **FIN-AZ-AM-C056- Assets With Multiple Components By Department and Asset Type**- This report provides a listing of multiple component assets by Department and Asset Type. An Asset with multiple Asset Types (such as V, E, B, etc.) will be represented within the appropriate Asset Type grouping.
- **FIN-AZ-AM-C062 Age of Assets**- This 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**- This report provides fixed assets by CFDA and other funding sources.
- **FIN-AZ-AM-N341- Disposed Assets by Acquisition Fund**- This 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**- This report captures Fixed Assets by Location and Sub-Location.
- **FIN-AZ-AM-N538-Fixed Asset by Type-Fund 1300**-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-N593 - Fixed Assets by Type - Detail** - The report lists fixed assets and components according to their fixed asset type. For each fixed asset the manufacturer, serial number, model number, asset location and value are included in the report.
- **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 document is used to capture fixed asset disposals for CAFR reporting.
- **FIN-AZ-AM-N603 - Fixed Asset Accumulated Depreciation** - This report is designed to facilitate both Year-end financial reporting and interim review of depreciation postings.
- **FIN-AZ-AM-N607 - Fixed Asset Transaction Register** - This report is designed to provide a listing and some baseline information on all fixed asset documents
- **FIN-AZ-AM-N608 - Fixed Asset Activity Report for Monthly Financial Review** - The monthly financial review requires an independent review of fixed asset transactions This 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** - This 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** - This report lists fixed assets and memo assets according to their fixed asset type.
- **FIN-AZ-AM-614 - Assets Purchased through APP** - This report provides accounting information for payments for assets that originated as GAXIV1 documents in the Arizona Procurement Payment (APP) system.
- **FIN-AZ-AM-617 – Capital Outlay Review** - The report provides a list of Asset Expenditures and a list of FA documents entered. The purpose of this document is to assist Departments in reconciling their assets entered with their asset expenditures for the period(s) shown.
- **FIN-AZ-AM-N623 - Incorrect Depreciation Expense** - This Report shows all ME (depreciation) documents that processed with any object other than object 7912. Memo Assets are excluded from this report.
- **FIN-AZ-AM-N626 - Fixed Assets Summary Snapshot** - This report is designed to provide a point-in-time snapshot summary of Fixed Asset Module (FAM) balances 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 FAM is up to date for gross fixed assets and accumulated depreciation.

InfoAdvantage Baseline Reports:

- **FIN-FA-0003** - Fixed Asset Transaction Detail
- **FIN-FA-0004** - Fixed Asset Replacement Forecast



Appendix

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 \$5000 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 General Accounting Office. The Straight Line method is identified as the depreciation method which is going to be used by the State. This scenario describes the ability for the General Accounting Office to depreciate assets in AFIS, using the Straight Line method of Depreciation for CAFR Reporting.

The following asset types ("Fixed Asset catalogs" in AFIS) are identified as non-depreciable by the State:

- Land
- Construction in Progress
- Works of art Non-Depreciable
- Infrastructure Non-depreciable
- Development in Progress – Intangible capital assets
- 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 Fixed Asset Type (FATP) Table in AFIS.

The Mass Depreciation process may be run in two modes: Report Mode or Update Mode.

- The 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.
- In Update Mode, the process calculates the depreciation and updates Journals and the Fixed Asset Registry with Mass Depreciation (ME) documents. End users are not able to open these documents though they do appear as a record on these tables. The ME document does not appear on the Document Catalog, but users are able to view it on the Fixed Asset Accounting Journal (JFAAJ) and Accounting Journal (JACTG) tables. The Mass Depreciation job also inserts the calculated Depreciation Amount in the Depreciation History (DEPH) table for each asset record in AFIS.

The General Accounting Office runs the AFIS Mass Depreciation Process in update mode quarterly and during the annual close each year. 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 CAFR Reports.



Record Manual Depreciation

Scenario

The GAO noticed that the Prisoner Transportation Bus (Activity 2.1) was not picked up in the Mass Depreciation Process. Use a Manual Depreciation (FE) document to manually depreciate the asset.

Note: This activity is linked to Activity 2.1, which must be completed successfully before performing the steps in this activity

Login to **AFIS**. Create an **FE** document from the **document catalog**.

1. Click **Search** from the Secondary Navigation Panel
2. Click Document Catalog
3. Click **Create**

4. In the **Code** field, enter **FE**
5. In the **Doc Dept** field, enter **your student data card information**
6. Check the **Auto Numbering** check box
7. Click **Create**

Complete the **General Information** tab in the **Header** component.

When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.



Fixed Asset Depreciation(FE) Dept: 101 ID: 20150000022 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 03/11/2015

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Document Information

Document Name: Fixed Asset Number: STU 101 - 1.2

Record Date: Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE

Budget FY: Document Depreciation: \$0.00

Fiscal Year: Final Accumulated Depreciation: \$0.00

Period: Final Asset Value: \$277,500.00

Document Description: Manual Depreciation Final Net Book Value: \$277,500.00

Asset Status: 1 Event Type: FA03

Asset Status Name: Active Memo Asset: No

Asset System Number:

Save Undo Auto Apply

1. In the **Document Description** field, enter *Manual Depreciation*
2. In the **Fixed Asset Number** field, enter *your student data card information*
3. Verify the **Event Type** is set to **FA03** (Record Depreciation of an Individual Fixed Asset)
4. Click the **Auto Apply** button

Verify COA elements are inferred on the **Responsibility Center** tab. Click the **Responsibility Center** tab. **Verify** the Fund, Department, Unit, and Appropriation Unit fields are inferred.

Header

General Information Extended Doc Description **Responsibility Center** Composite Asset Information Document Information

Custodian:	Revenue:	Task:
Fund: 9001	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 101	Dept Revenue:	Major Program:
Unit: 0101	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1010000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:

Verify the values associated with **Component Number 01** are inferred on the **Component**.

1. Click the **Component** from the Secondary Navigation Panel
2. Verify the values with the Component Number on the tabs



3. Click the **Cost, Valuation and Depreciation** tab
4. In the **Depreciation Amount** field, enter **4,200.00**
5. Verify the values associated with **Component Number 02** are inferred on the Component.
6. Click on **Component 02** in the grid at the top
7. Verify the values with the Component Number on the tabs
8. Click the **Cost, Valuation and Depreciation** tab
9. In the **Depreciation Amount** field, enter **460.00**

Verify the values associated with each **Component Number** are inferred on the **Accounting** component. Click the **Accounting** component.

1. Verify the values associated with the **Component Number** on the tabs. They cannot be modified
2. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the

Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**

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

Note: Upon submittal, users will see a Warning message 'Depreciation Method should be MANUAL.'



Required Fields for IT Equipment

Table 3: Required Fields for IT Equipment

ISIS Asset Inventory Field		AFIS Field	AFIS Document	Document Section
Asset Tag Number	Fixed Asset Number		FA or FAS	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 General Information Section
Number of Seats	Statistical Unit			Component Tab / Component General Information Section
	Statistical UOM (select a Statistical UOM of 'users', 'cpu' or 'devices')			
Lease Number	Debt ID			Component Tab / Component General Information Section
Comments	Data in the following fields: Description 1 through 5, Property Description and Extended Description			Component Tab / Component 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 Details Section
Status	Acquisition Method			Component Tab / Acquisition Details Section
Location	Location			Component Tab / Component Location Details Section
City	Provided through rollup to Location Name			Component Tab / Component Location Details Section



Asset Group	Fixed Asset Group Category - Defaults from FA Catalog		Component Tab / Component Classification Section
Asset Type	Fixed Asset Group - Defaults from FA Catalog		Component Tab / Component Classification Section
Asset Code	Fixed Asset Catalog		Component Tab / Component Classification Section
N/A	Useful life		Component Tab / Component Classification Section
Agency AFIS Code	Department		Accounting Tab / Fund Accounting Section
Sub Organization	Unit		Accounting Tab / Fund Accounting Section
N/A	Last Inventory Date	FM	Component Tab / Component Location / Condition Section
Maintenance Type	Repair & Maintenance Type (if applicable)	FRM	Warrant - Repair and Maintenance Tab / Repair & Maintenance Section
Maintenance Vendor	Repair & Maintenance Vendor Name (if applicable)		Warrant - Repair and Maintenance Tab / Repair & Maintenance Section
Maintenance Cost	Total Cost of Repair & Maintenance (if applicable)		Warrant - Repair and Maintenance Tab / Repair & Maintenance Section
Disposition Date	Disposition Date	FD	Component Tab / Disposition Details Section
Disposition	Disposition Method		Component Tab / Disposition Details Section



List of Acronyms

Table 4: List of Acronyms

Acronym	Definition
AD	Automated Disbursement document
BSA	Balance Sheet Account
CAFR	Comprehensive Annual Financial Report
COA	Chart of Accounts
CR	Cash Receipt
CUSD	Custodian Table
DA	Debt Accounting document
DEPEC	Depreciable Elements Change
DEPH	Depreciation History
EFT	Electronic Funds Transfer
ETYP	Event Type
FA	Fixed Asset Acquisition
FABALSQ	Fixed Asset Balance Summary
FACC	Fixed Asset Capitalization Criteria
FACLG	Fixed Asset Catalog
FACPA	Fixed Asset Construction Program Allocation
FACPAD	Fixed Asset Construction Program Allocation Detail
FACPER	Fixed Asset Construction Program Expenditure Reconciliation
FADM	Fixed Asset Disposition Method



Terminology

Table 5: Terminology

Term	Description
Agency	A State agency is a 'Department' in AFIS. The Dept field in AFIS 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 sections of Fixed Asset documents. When selected, this feature populates certain fields, which are pulled in from the Fixed Asset Registry page 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) or Acquisition – Shell Generated (FAS) documents automatically and cannot be changed. All components added on the FA or FAS documents through a process other than as a Betterment (FA02 event type), will need to meet the capitalization threshold. Assets added on an FA or FAS documents 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 AFIS, Betterments are processed with an Event Type of FA02, using the Acquisition (FA) or Acquisition – Shell Generated (FAS) document codes.
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 an Acquisition (FA) or Acquisition – Shell Generated (FAS) document.
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 level 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 AFIS 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 documents. It represents the individual who has custody of the asset.



Debt Accounting (DA) document	The Debt Accounting (DA) document performs all one-party debt accounting that is not part of a specific functional area such as Accounts Payable or Accounts Receivable.
Department	One element in the AFIS Chart of Accounts structure. This element is associated with a State agency. In this document, 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).
Document Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.