Asset Management

Training Guide

Version 4.0

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About This Training Guide

TRAINING GUIDE DESCRIPTION

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

1. Overview of Asset Management

Learning Objectives

In this lesson, you will:

- Identify the Fixed Asset Lifecycle
- List Fixed Asset Documents and Event Types
- Differentiate between Manual Fixed Asset Documents and Fixed Asset Shells
- Navigate Fixed Asset Tables and Inquiries
- List how Fixed Asset Tables and Inquiries are updated

Lesson Overview

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 documents, the Fixed Asset Acquisition (FA) and Fixed Asset Shell (FAS), are used for scenarios such as standard purchases, donations, memo assets, multiple assets, and betterments. These scenarios are covered, in addition to when the FA document needs to be manually created versus when the system will generate a Fixed Asset Shell.

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.

1.1. 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 or a Fixed Asset Acquisition – Shell Generated (FAS) document can be system-generated via the Fixed Asset Shell Generation process. Please note that these documents are the same, one is created manually while the other is system-generated. Creation of the FA or FAS document is covered in the Section2.3, Manual FA vs. Fixed Asset Shell topic.

A draft version of the FAS document is generated, via the Fixed Asset Shell Generation process in AFIS, if the Fixed Asset Commodity code referenced on the document passes threshold tests for that Commodity. These thresholds are discussed in Section3.1, Fixed Asset Setup and Thresholds topic.

Once the FA or FAS 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 Section2.4, Fixed Asset Tables and Inquiries topic.

1.2. 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 / FAS	Fixed Asset Acquisition, Fixed Asset Shell	FA01 (Default)	Acquisition—Adding Fixed Asset
		FA02	Betterment
		FA14	Unpend a Fixed Asset Shell
		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
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

Document Code	Document Name	Event Type	Fixed Asset Function
		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

1.3. Manual FA vs. Fixed Asset Shell

The Fixed Asset Acquisition (FA/FAS) document is used to record all newly acquired, contributed (donated), or memo assets. The system will generate an FAS document when payment is made for a purchase using eligible Commodity codes that are above established thresholds. The FAS document is a clone of the FA document. The document code FAS will help users to easily locate Shell documents from the Document Catalog. The FA/FAS document is also used to record information about improvements (betterments) or additions to existing assets.

A Fixed Asset Acquisition document is created either automatically or manually, in AFIS.

- **Automatically** - The system generates an FAS document for a Department using the system-generated Fixed Asset Shell. It is referred to as a Shell document because it includes some, but not all, required fields and must be processed further by users.
- **Manually** - FA documents must be created manually by the user if a Shell has not been created (for example, a donated asset) or an asset is acquired by means other than a Commodity-based payment document, such as purchases with a General Accounting Expenditure GAX document (non-Commodity based).

1.4. 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 equals 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 offline jobs** - Certain processes depend on offline jobs to update Fixed Asset tables. The offline jobs are run during the nightly cycle. Examples of offline jobs include: Fixed Asset Shell Generation and Fixed Asset Disposition Chain (mass disposals).
- **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).

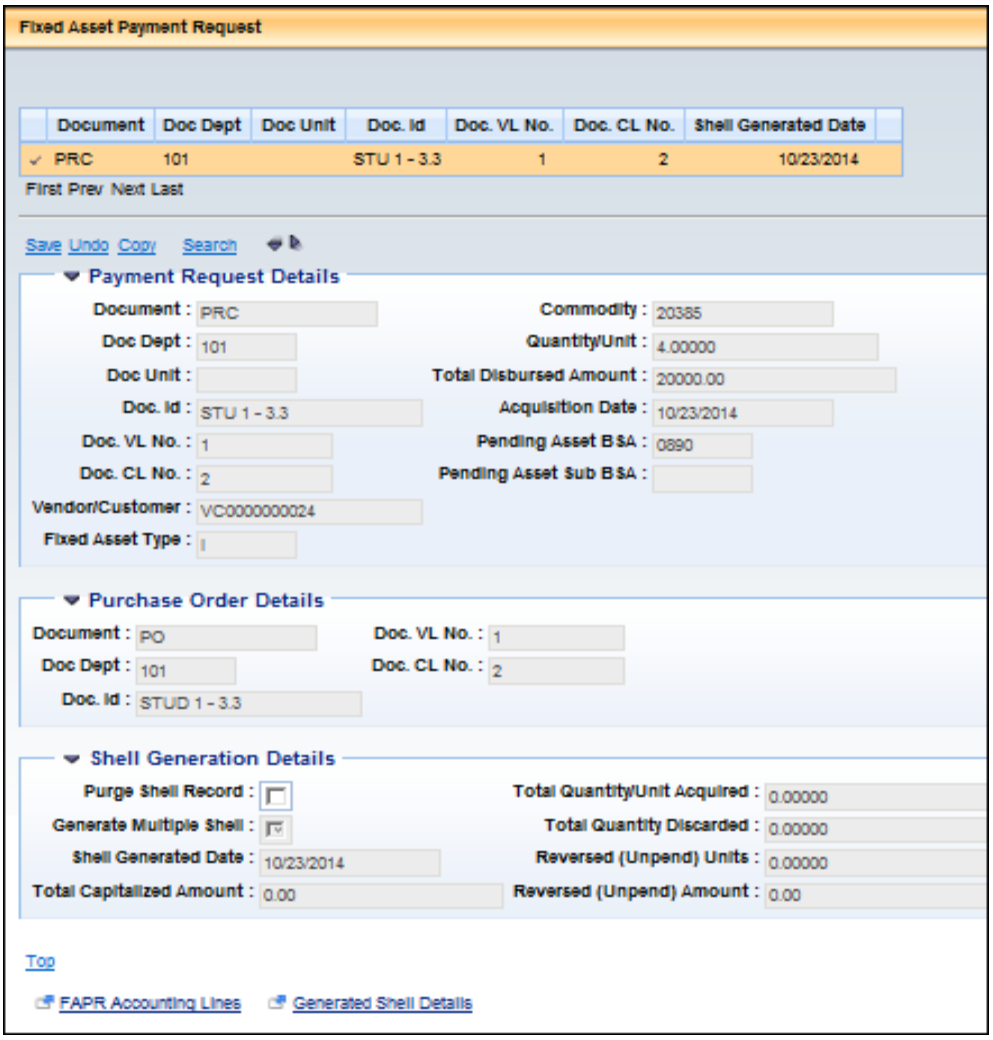
Fixed Asset Payment Request (FAPR) Table

The Fixed Asset Payment Request (FAPR) table is used when the FA Shell Generation batch process creates Fixed Asset Shell (FAS) documents.

The FAPR table is divided into the following three components:

- **Payment Request Details** – Displays all Commodity-based Payment Requests (PRC) documents that have been submitted with eligible Fixed Asset commodities and a Shell Indicator of Single Shell or Multiple and an amount equal to or greater than the Commodity Fixed Asset threshold. Once the Payment Request has been disbursed with an Electronic Funds Transfer (EFT) or Automated Disbursement (AD) document and the Disbursed Amount field is updated, the payment record is eligible for an FAS document to be created.
- **Purchase Order Details** – This component displays the Document ID, Vendor Line number and Commodity Line number of the referencing Purchase Order to the PRC.
- **Shell Generation Details** – The date that FA Shell (FAS) documents were created for the payment record is displayed. The Total Capitalized Amount and Total Quantity Acquired fields are updated when a FA Shell document is completed and submitted. The Total Quantity Discarded field displays the number of FA Shell documents that have been discarded from the system (Discarding will not be permitted)

- The Generate Multiple Shell flag is checked by default. This will generate a separate Fixed Asset Acquisition (FAS) Shell document for each unit purchased when multiple assets are bought in bulk.
- The Purge Shell Record field is used to purge a payment record from the FAPR table. This flag can only be selected and saved once all the generated Shells for an FAPR record have been completed and accepted or unpended. Once selected, the record will be purged from the table with the next running of the FAPR Purge batch process.
- There are links at the bottom of this page to review the FAPR Accounting Lines or to access the FAS document through the Generated Shell Details.



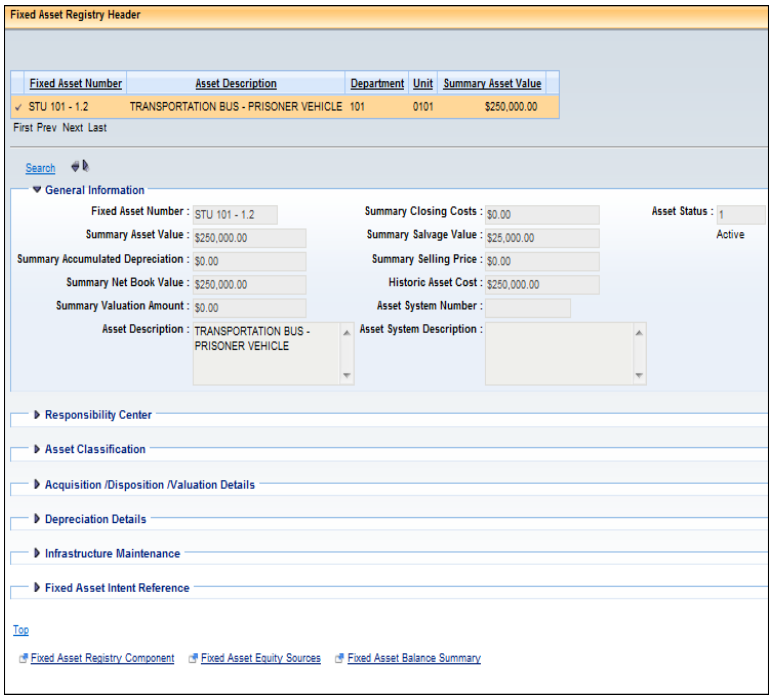
Fixed Asset Registry

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 (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.

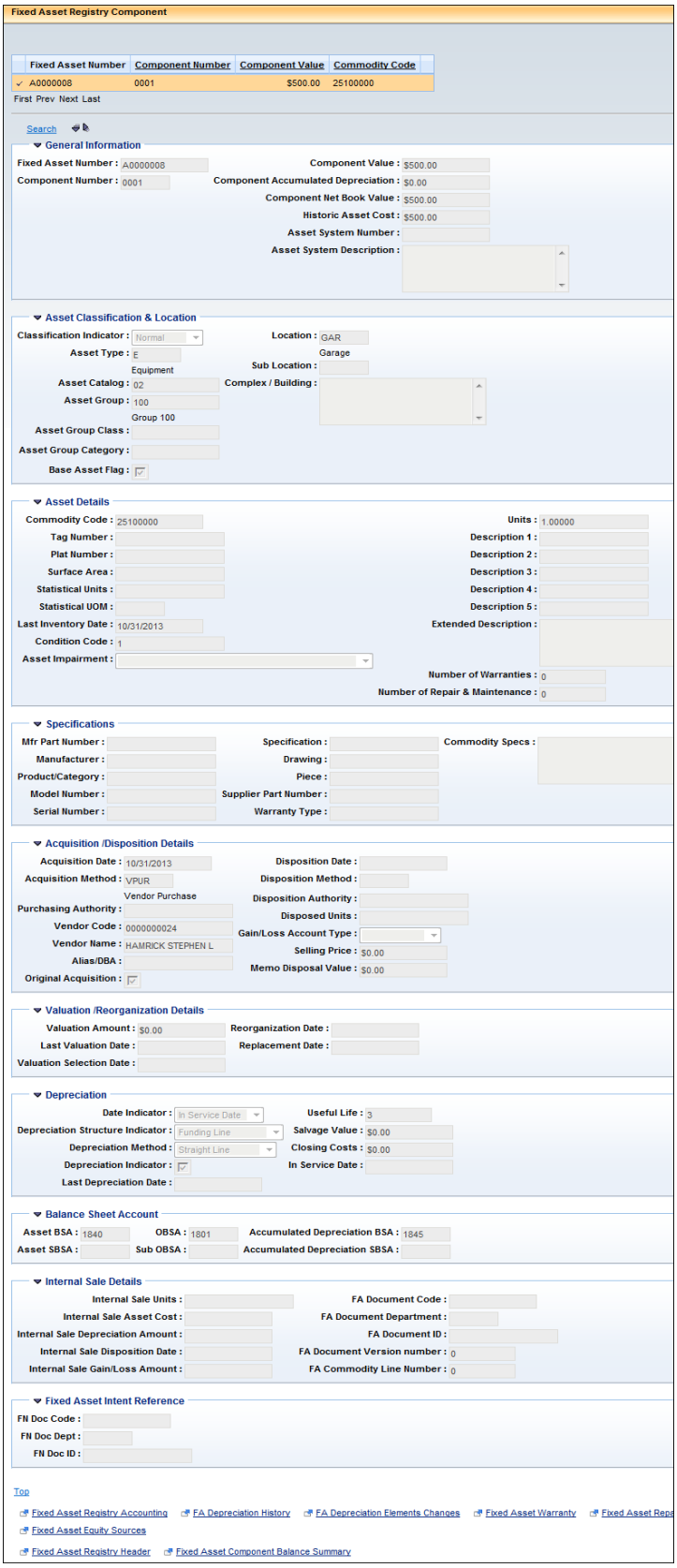
FARHDR contains links to the Fixed Asset Registry Component (FARCOMP) and Fixed Asset Registry Accounting (FARACTG) pages that contain detailed information about an asset's component and Accounting Lines, respectively. A link is also provided to the Fixed Asset Balance Summary (FABALSQ) page, which summarizes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

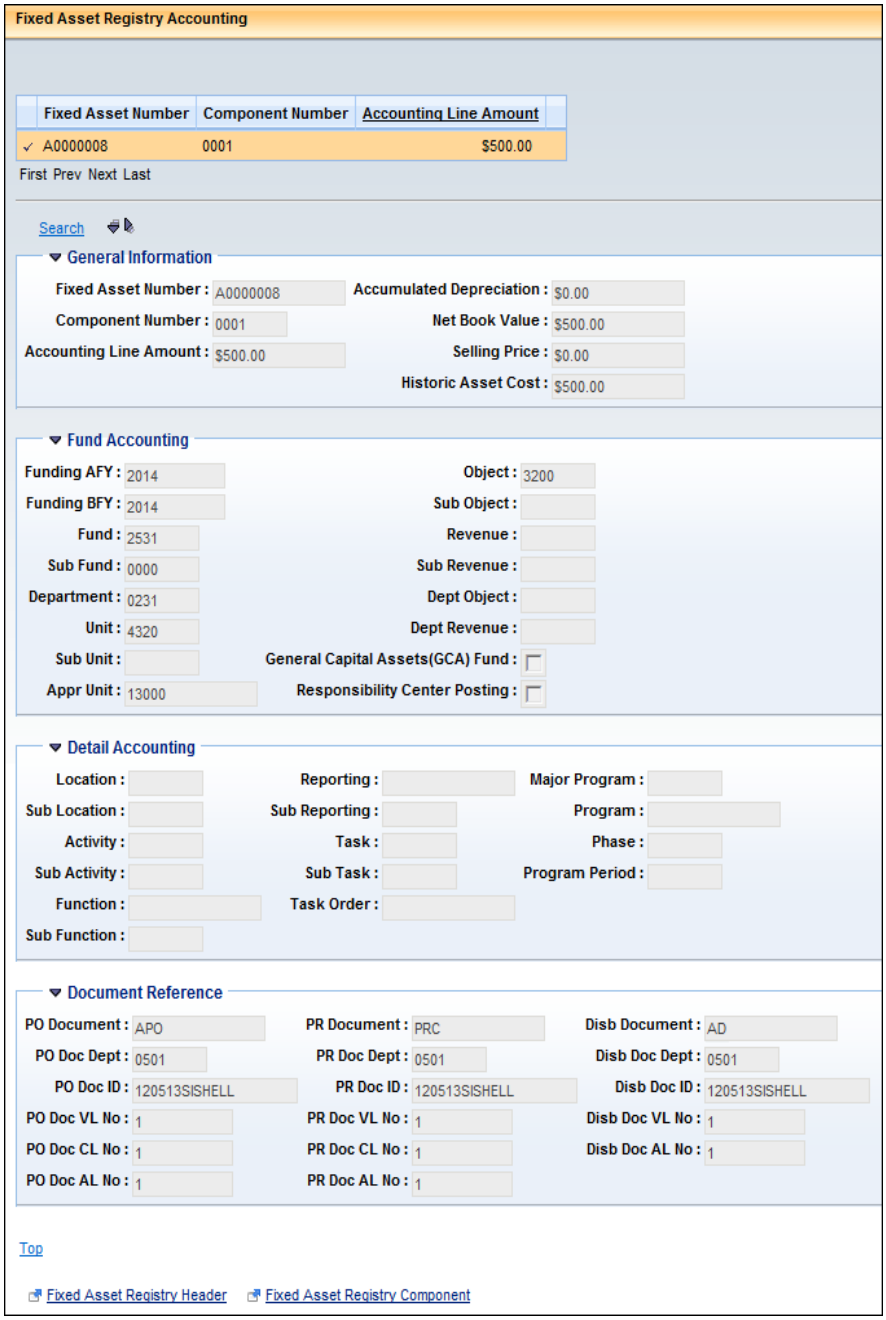
FARCOMP contains links to the Fixed Asset Registry Header (FARHDR) and Fixed Asset Registry Accounting (FARACTG) pages that contain detailed information about an asset's Header and Accounting Lines, respectively. A link is also provided to the Fixed Asset Component Balance Summary (FACBALSQ) page, which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



Fixed Asset Registry Accounting (FARACTG)

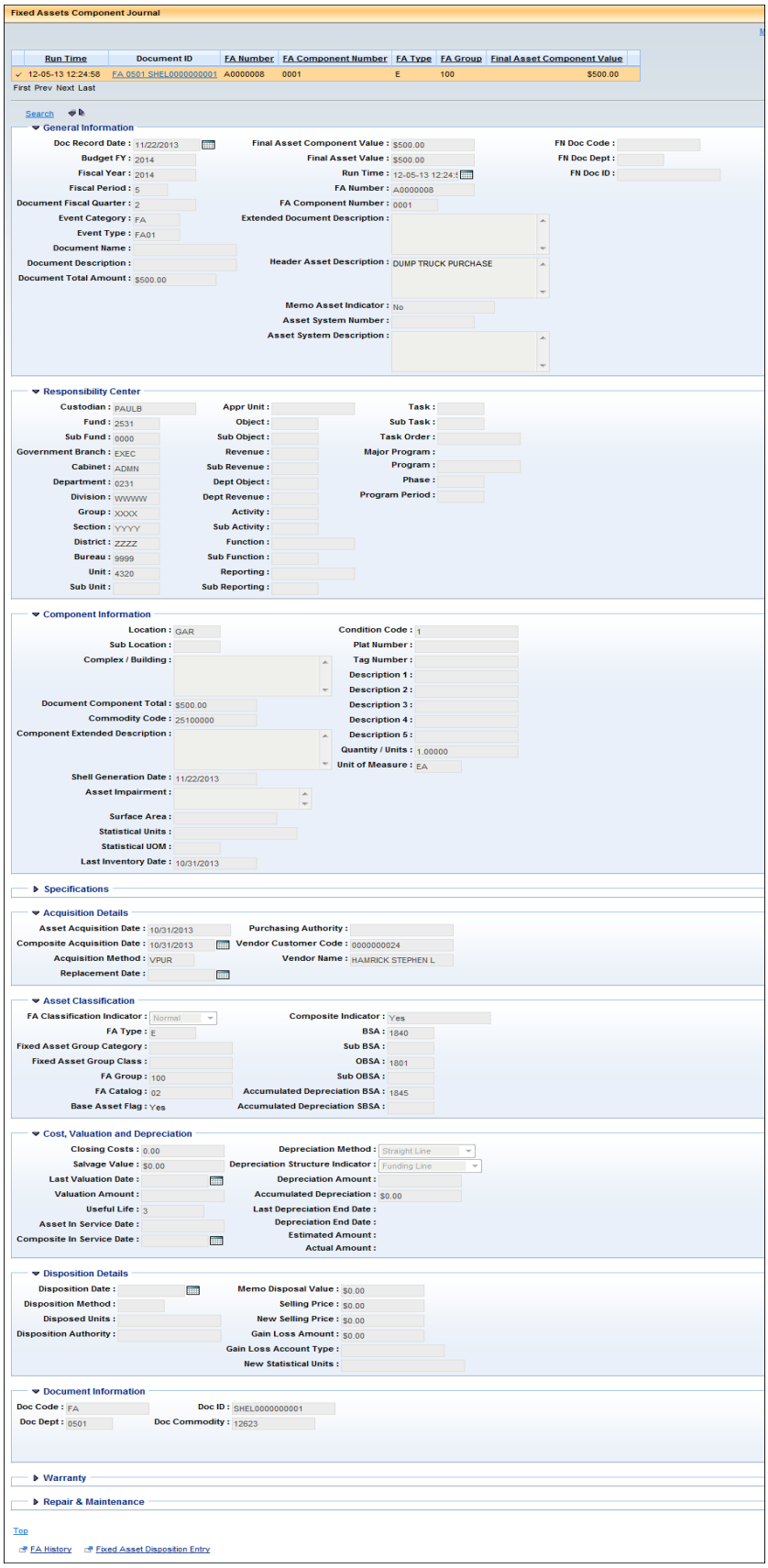
The Fixed Asset Registry Accounting (FARACTG) table records the funding information, including Fund and Detailed Accounting Distributions. An FA document can have multiple Accounting Lines to track funds by multiple sources. For example, funding sources may include both Federal and State funds such as, 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.



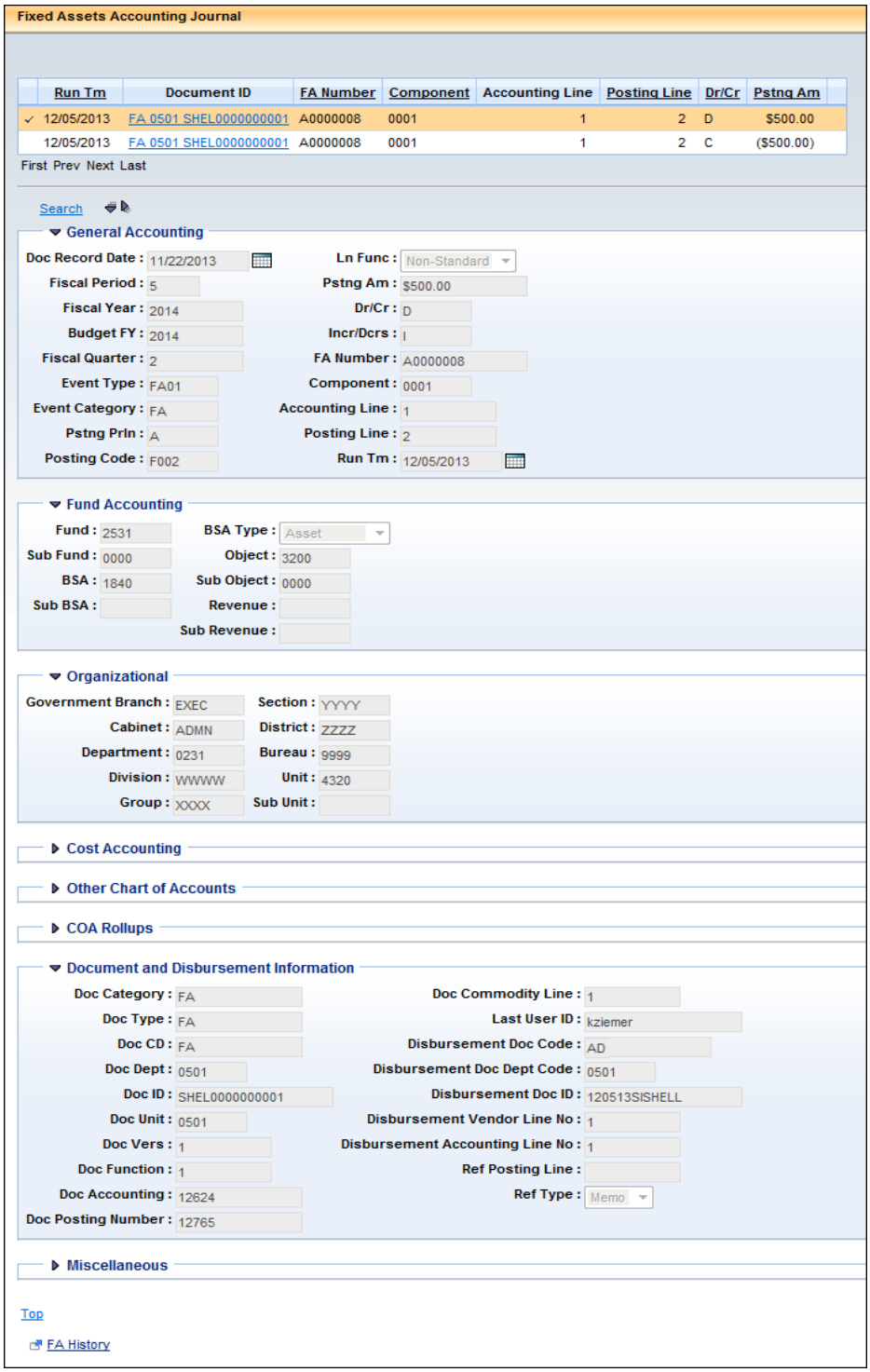
Fixed Asset Component Journal (JFACJ)

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.



Fixed Asset Accounting Journal (JFAAJ)

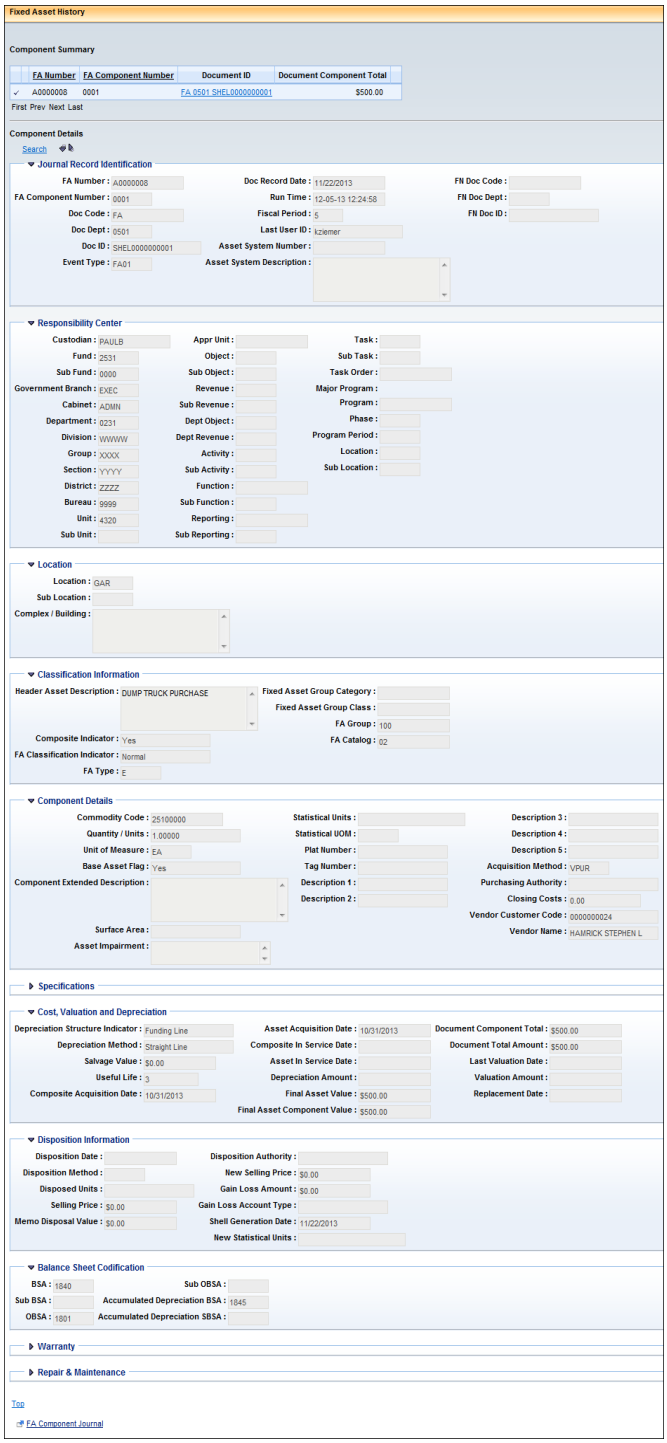
The Fixed Asset Accounting journal (JFAAJ) table serves to give users a view into the journal lines from processing Fixed Asset documents. It is a source of data that can be utilized for many reports and processes, in the Fixed Asset area of the application. Its input source is the accounting and posting 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 payment, then the disbursement document information is listed in this journal.



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.



ACTIVITY 1.4

Navigate to the Fixed Asset Registry

Scenario

You want to locate a specific Fixed Asset record on the Fixed Asset Registry Header, Fixed Asset Registry Component, and Fixed Asset Registry Accounting tables. Use the Jump to field to navigate to the Fixed Asset Registry tables.

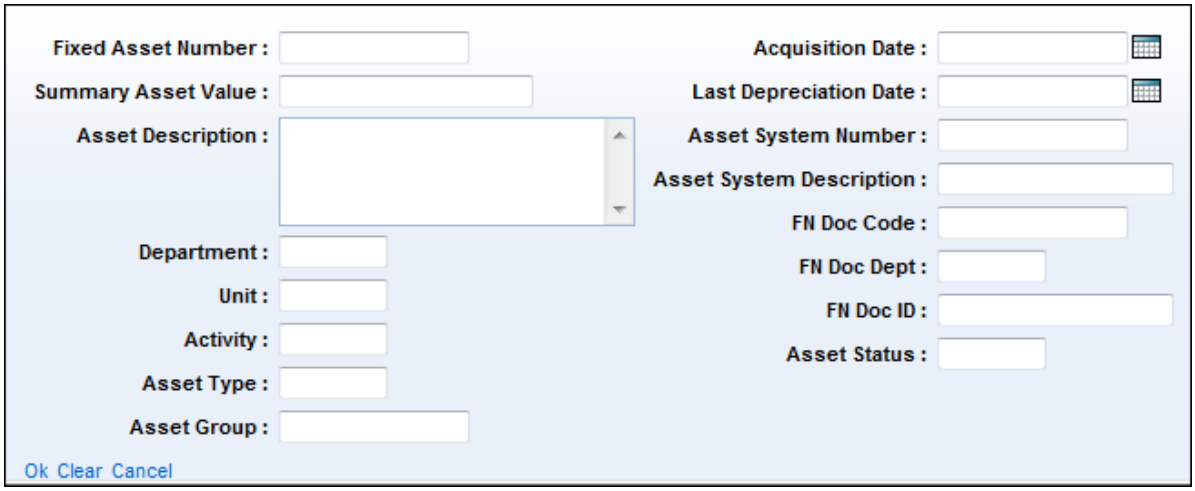
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Use the Jump to field to locate the FARHDR table.

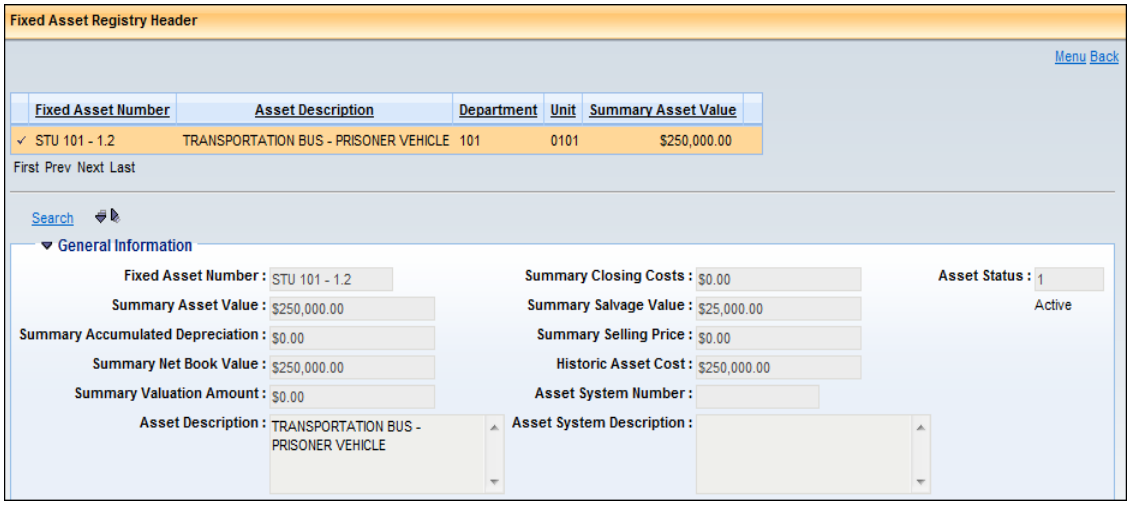
1. On the Primary Navigation Panel, in the **Jump to** field, enter ***FARHDR***.
2. Click **Go**. This will bring up the FARHDR query as well as a Search popup window that allows users to narrow down the results that are displayed. Records can be searched by Fixed Asset Number, Department, Unit, Acquisition Date, etc.



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

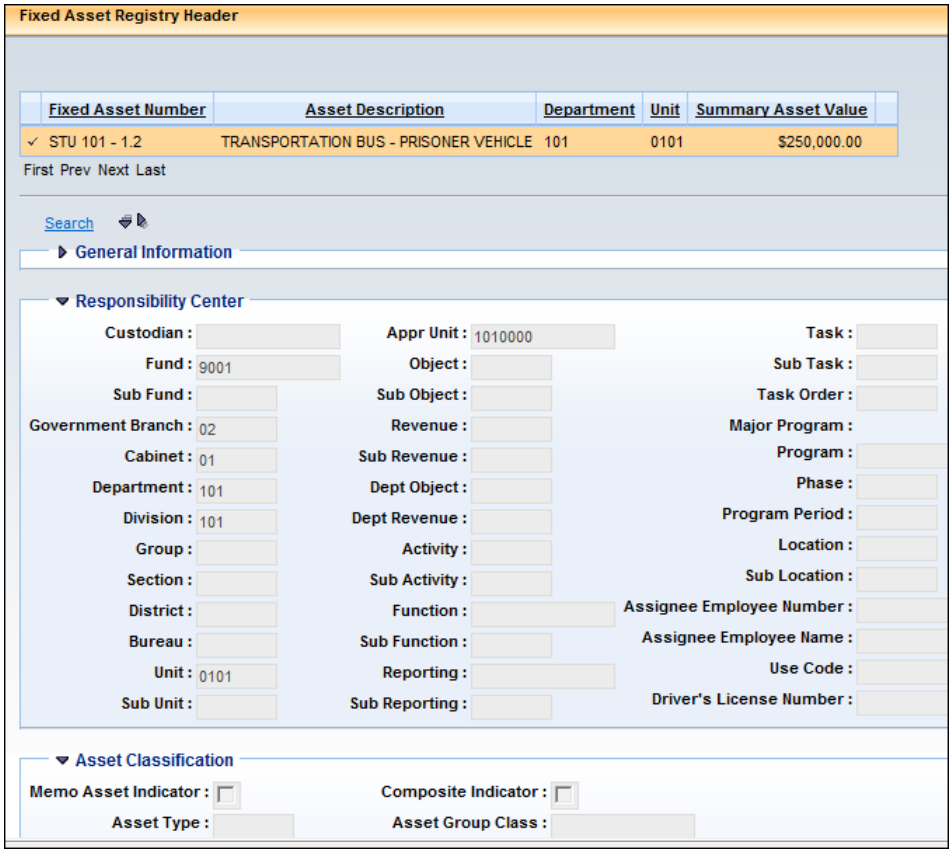
1. In the **Fixed Asset Number** field, enter the Fixed Asset Number, on ***your student data card***.

2. Click **Ok** to display the results of the search along with the details of the first result. 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.



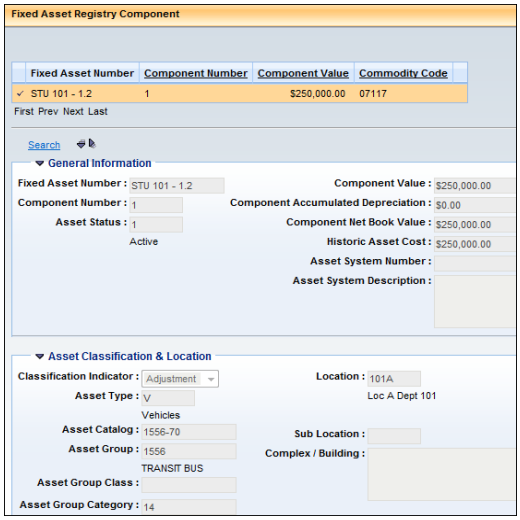
C. Open the remaining sections on FARHDR and view what information was or was not populated.

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



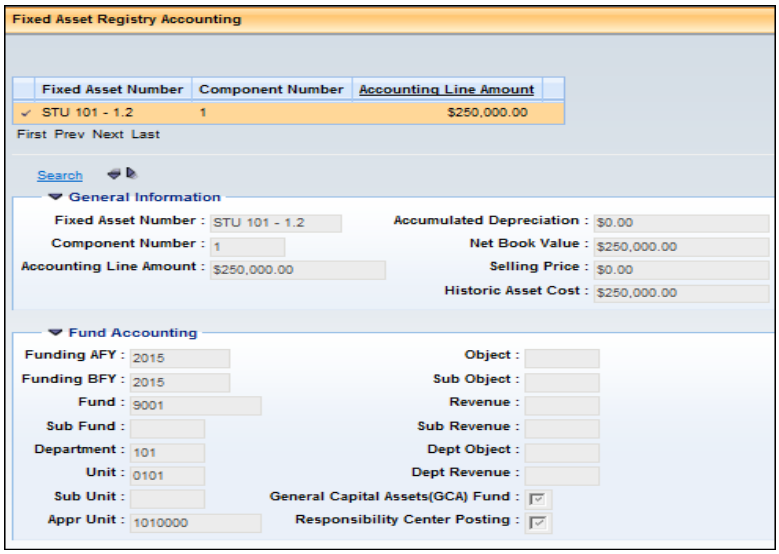
D. Use the link to navigate to the Fixed Asset Registry Component (FARCOMP).

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.



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

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



4. 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.

- **Commodity table** – Provides a list of commodity codes and whether the commodity code is flagged as a fixed asset. If the commodity code is flagged as a fixed asset, then the default fixed asset type code is entered on this page.
- **Commodity Fixed Asset Threshold (COMMFA)** - Maintains the threshold (minimum amount) for purchases to be considered a Fixed Asset for a specific Commodity code. Therefore, individual purchases less than the threshold amount would not be generate a Fixed Asset Shell (FAS) document. Individual purchases equal to or greater than the threshold amount are considered a Fixed Asset for shell generation purposes. Refer to the Fixed Asset Setup and Thresholds topic for more information.
- **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/FAS) 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.

2. The Fixed Asset Setup and Creation

Learning Objectives

In this lesson, you will:

- Identify how a Fixed Asset Acquisition document is created
- Differentiate between the Fixed Asset Setup and Threshold tables
- List the Shell Generation Process
- Search for a Fixed Asset Shell (FAS)

Lesson Overview

As mentioned in the previous lesson, the Fixed Asset document can be created manually or automatically from the Shell Generation process.

An FA can be created through one of the methods listed below.

- **Automatically** - Via the Shell Generation process.
- **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 setup (which determines Fixed Asset Shell Generation) and Shell generation process.

2.1. Fixed Asset Setup and Thresholds

The following criteria must exist in order to create a Fixed Asset Shell (FAS).

- Commodity code is flagged as a Fixed Asset on the Commodity (COMM) table
- Commodity code is setup on the Commodity FA Threshold (COMMFA) table with a dollar threshold
- Commodity Line Type is Item and not Service. The quantity determines the number of Shells.
- Shell Indicator on the payment document Commodity line is set to Multiple (default) Shell(s)

- Payment document line amount is greater than the dollar amount specified on the Commodity FA Threshold for the Commodity code used.
- Payment document has been disbursed

The Commodity FA Threshold (COMMFA) is used to determine whether a shell is generated from a purchase. The Fixed Asset Capitalization Criteria (FACC) table is used to manage thresholds that determine whether an Acquisition is a Capital (non-Memo) asset or a Memo asset.

Based on planned ProcureAZ integration, certain costs that are associated with an Item (e.g., freight) will be integrated to AFIS as a special service Commodity. This additional cost will not be part of the generated FAS document. Users need to check for additional costs not included on the FAS document that need to be manually added as an update to the value of the asset capitalized.

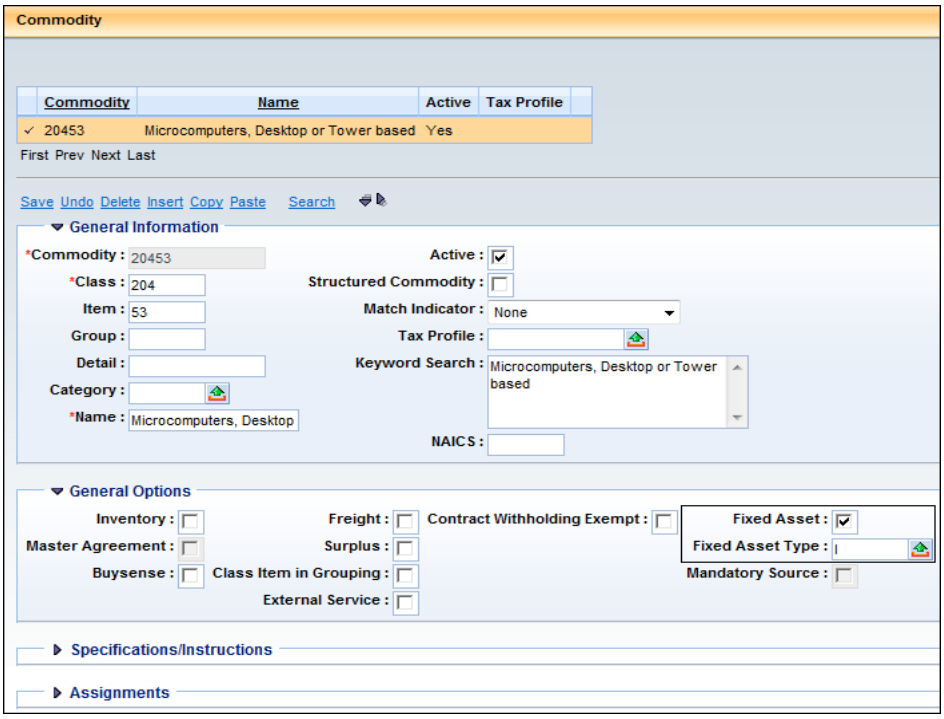
COMM Table

The COMM table is used to flag commodities that are considered Fixed Assets, as well as default the Fixed Asset Type field on the payment document. In order for an FA Shell to be generated, a Commodity that is flagged as a Fixed Asset must be selected on the purchase order and payment documents.

Follow one of the below methods to access the Commodity (COMM) table.

- In the Jump to field - enter COMM, and click Go
- From Page Search - in the Page Code field, enter COMM. Click Browse.

Users with proper security authorization can establish a Commodity code as Active and as a Fixed Asset on the COMM table.



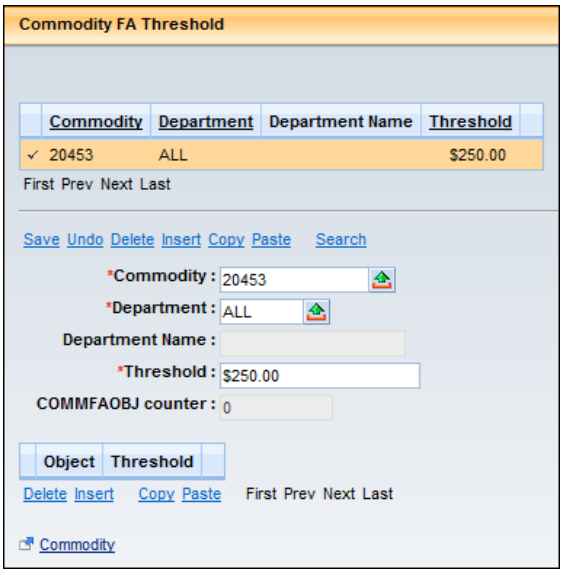
COMMFA Table

Once the Commodity code is established on the COMM table, the Commodity's dollar threshold is established on the Commodity FA Threshold (COMMFA) table. This page maintains the threshold (minimum amount) for purchases to be generate a Fixed Asset Shell (FAS) document. Individual purchases, defined at the Commodity Line's Unit Price field, under the threshold amount would not generate a Fixed Asset Shell (FAS) Document. Individual purchases greater than or equal to the threshold amount will generate a Shell For example, if the threshold is set at $5,000, yet three assets are purchased at a Unit Price of $2,000, the threshold would not be met, even though the Total Commodity Line value is greater than $5,000. Commodity dollar thresholds are set up by Commodity code, with the option to specify by Department and Object code, on the COMMFA table. A Department of ALL indicates that the dollar threshold is applicable to all State Departments.

To transition from the COMM table to the COMMFA table, click the Commodity Fixed Asset Threshold link, located on the bottom of the COMM table. Users may also navigate directly to the COMMFA table using the Jump to or Page Search fields, and search for a Commodity code on COMMFA. Please refer to the step-by-step instructions given for the COMM table above, using COMMFA instead of COMM.

To transition back from the COMMFA table to the COMM table, click Commodity at the bottom left of the COMMFA table.

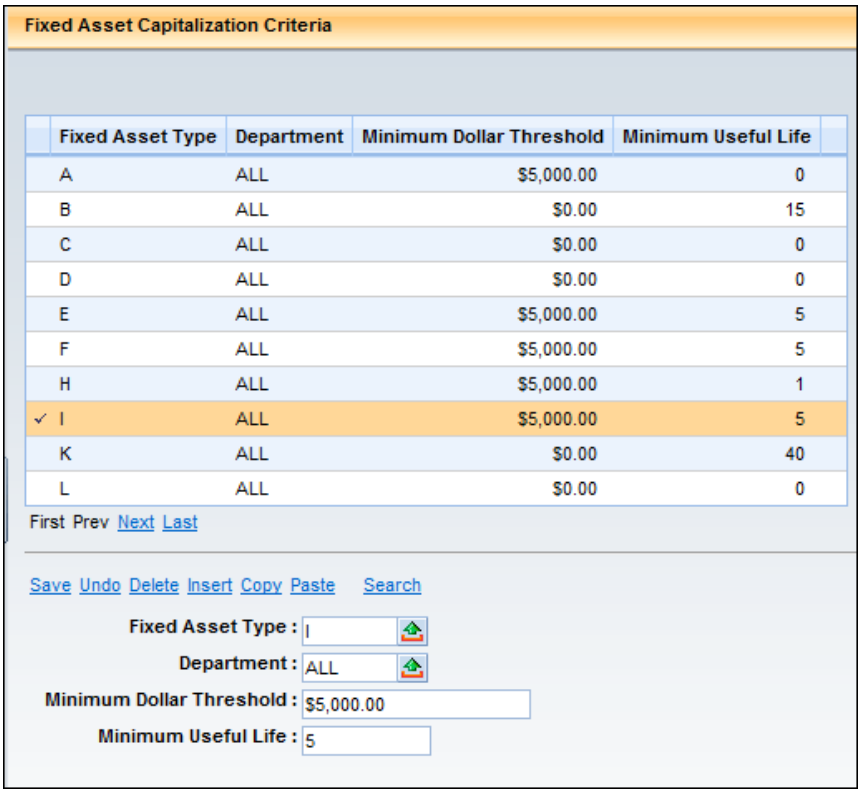
Note: If the minimum dollar value is not set for the Commodity on the COMMFA table, but the Commodity is flagged as a Fixed Asset on the COMM table, an FA Shell will be generated for all dollar values.



FACC Table

The Fixed Asset Capitalization Criteria (FACC) page defines the minimum criteria for the capitalization of a Fixed Asset Type. Once the FA or FAS are 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 is 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

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

Fixed Asset Type : I

Department : ALL

Minimum Dollar Threshold : $5,000.00

Minimum Useful Life : 5

ACTIVITY 2.1

View the Fixed Asset Setup and Threshold for a Specific Commodity

Scenario

You want to see the fixed asset setup for the Prisoner Transport Bus commodity code. Navigate to the Commodity (COMM) table and then confirm the threshold for Prisoner Transport Bus on the Fixed Asset Commodity (COMMFA) table. 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).

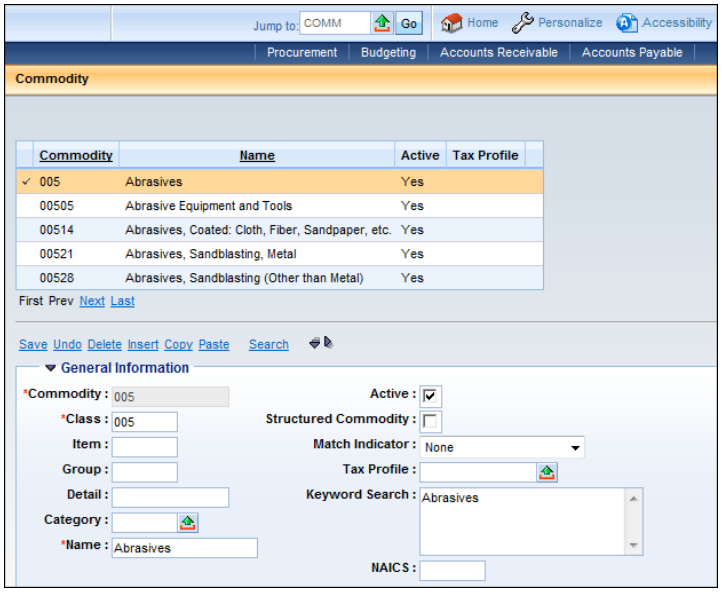
Setup

- ✓ User is logged into the AFIS Home Page.

Steps

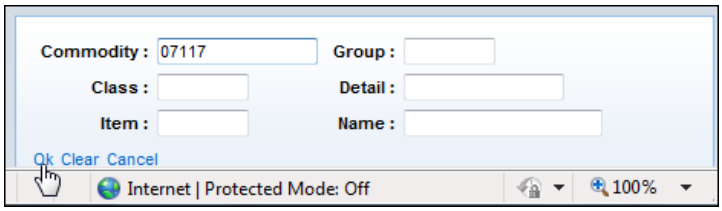
A. Use the Jump to function to open the COMM table.

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



B. Search for the commodity code.

1. Click **Search**. A window is displayed.
2. In the **Commodity** field, enter ***your student data card information***.
3. Click **OK**, or press the Enter key on your keyboard.



C. Verify the Active check box in the General Information section is checked.

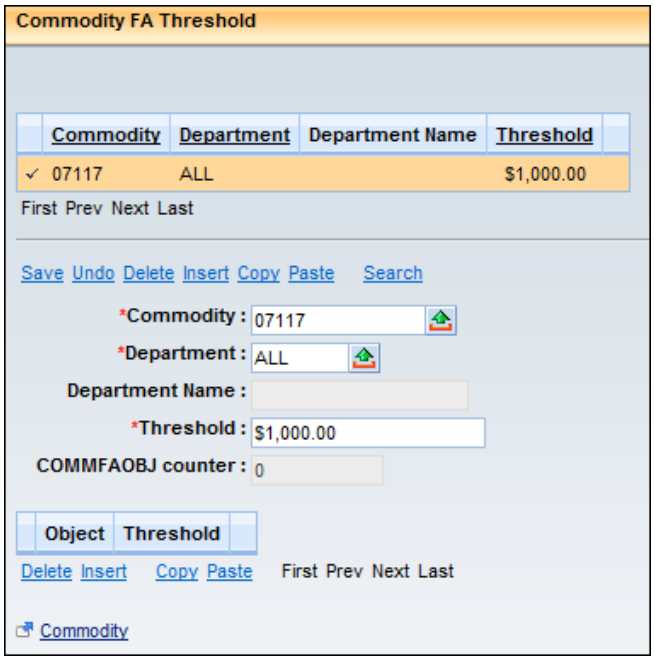
1. Click **General Options**. The section expands.
2. Verify the Fixed Asset field is checked.

3. Verify the Fixed Asset Type field is populated. Note it is set to V (Vehicle), as this is important in a later step.

4. Click **Commodity Fixed Asset Threshold** at the bottom of the page.

D. View the commodity code setup on the COMMFA table.

1. Verify the Threshold is set to $1,000, to support the State's policy.



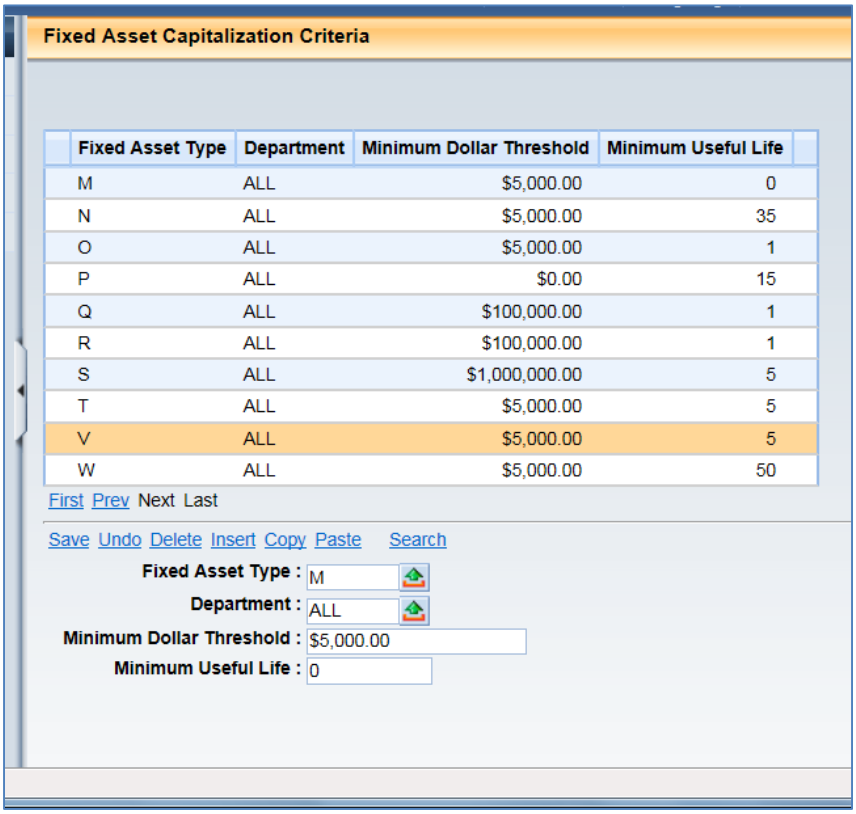
E. Use the Jump to function to open the FACC table.

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

F. Review the capitalization criteria for Fixed Asset Type V.

1. Click **Next** below the grid.
2. Click the record in the grid for Fixed Asset Type V.

3. Note the **Minimum Dollar Threshold** is set to $5,000, per Arizona State policy.
4. Note the **Minimum Useful Life** is set to 5.



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

2.2. Fixed Asset Shell Generation Process

The system generates a Fixed Asset Shell (FAS) document in AFIS for those agencies purchasing and processing payments through ProcureAZ. It is referred to as a Shell document because it does not include all required fields, and requires additional user processing before considered complete. The system's Fixed Asset Shell Generation offline process creates Fixed Asset (FAS) Shell documents, based on updates to the Fixed Asset Payment Request (FAPR) table, that result from accepted and fully disbursed Payment Request (PRCPZ1) documents.

To understand how the FA Shell Generation process is triggered, the payment document's Fixed Asset fields that trigger this process are first reviewed. After the payment document is finalized, it can be looked up on the FAPR table.

2.3. Researching a FA Shell Document

There are two ways to locate a draft FAS document.

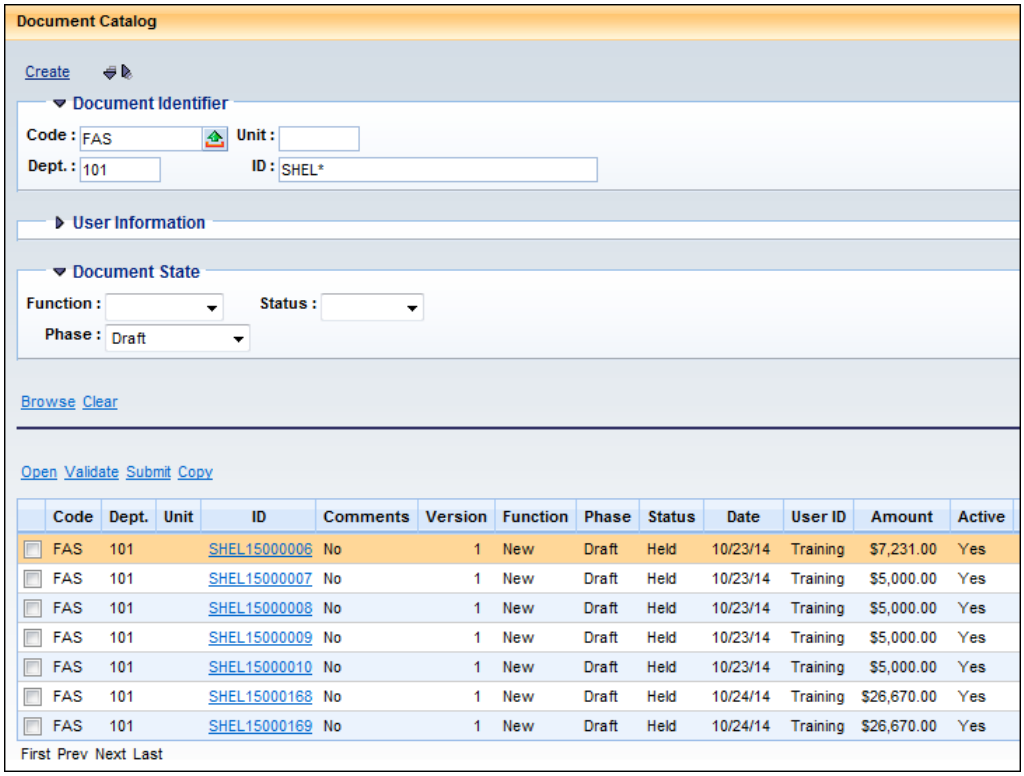
- Check the Document Catalog to search for the FAS document(s)
- Open the FAPR table and search for the payment document

Locate an FA Shell (FAS) via Document Catalog

Once a payment Commodity line is fully disbursed, the batch process creates the FA Shell, which is accessible from the Document Catalog. All created Shells are associated with one Department, which is the Department used when the payment was created, and when identifying the document on the Document Catalog.

The following are the steps to locate the FAS document through the Document Catalog.

1. Click **Search**
2. Click **Document Catalog**
3. In the Code field, enter **FAS**
4. In the Dept field, enter **Dept used when creating the payment**
5. In the ID field, **enter the document ID or the document prefix followed by the wildcard of '*', for example SHEL***
6. From the Phase drop-down list, select **Draft**
7. Click **Browse**
8. Click the **FAS document link** under the document ID column. Once the FAS has been located, proceed to Section 4.4, Complete the FA Shell (FAS) Document topic.



	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
	FAS	101		SHEL15000006	No	1	New	Draft	Held	10/23/14	Training	$7,231.00	Yes
	FAS	101		SHEL15000007	No	1	New	Draft	Held	10/23/14	Training	$5,000.00	Yes
	FAS	101		SHEL15000008	No	1	New	Draft	Held	10/23/14	Training	$5,000.00	Yes
	FAS	101		SHEL15000009	No	1	New	Draft	Held	10/23/14	Training	$5,000.00	Yes
	FAS	101		SHEL15000010	No	1	New	Draft	Held	10/23/14	Training	$5,000.00	Yes
	FAS	101		SHEL15000168	No	1	New	Draft	Held	10/24/14	Training	$26,670.00	Yes
	FAS	101		SHEL15000169	No	1	New	Draft	Held	10/24/14	Training	$26,670.00	Yes

Locate an FA Shell via FAPR

Once on the FAPR table, search for the payment document. If there is more than one Commodity line on the payment document, then more than one record will appear on FAPR. Please refer to Section 3.2 instructions to locate a payment, in the Updates to Fixed Asset Payment Request (FAPR) topic.

For each record, there are three areas on FAPR used to indicate that a Shell was generated.

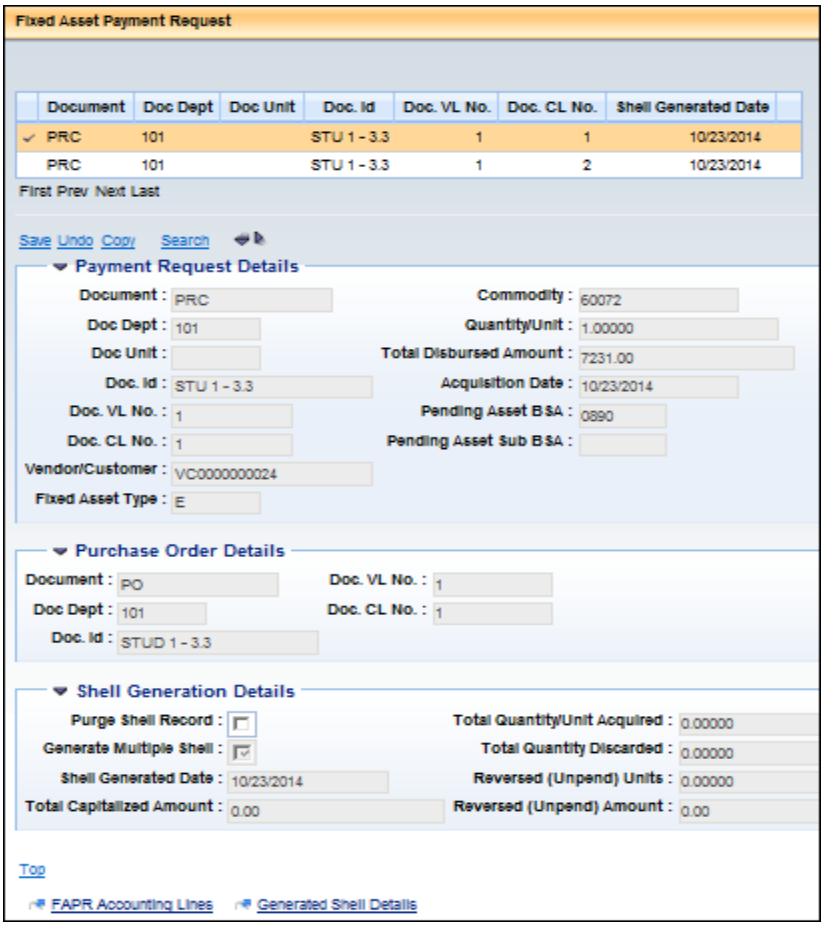
- In the grid, the Shell Generated Date field is populated
- In the Payment Request Details section, the Acquisition Date field is populated
- In the Shells Generated Details section, the Shell Generated Date field is populated

The Shells Generated Details section displays compiled information, described below, specific to the payment document, such as quantity and generation date.

- **Purge Shell Record** – This flag is used to purge a payment record from the FAPR table. Users can select the flag once all the generated Shells for a FAPR record have been completed and accepted or unpended. Once selected, the record will be purged from the table with the next running of the FAPR Purge batch process.
- **Generate Multiple Shell** – This is the default option for the State. The field is greyed out.
- **Total Capitalized Amount** and **Total Quantity Acquired** - These fields are updated when an FA Shell (FAS) document is completed and submitted.
- **Total Quantity Discarded** – This field displays the number of FA Shell documents that have been discarded from the system. This means that a user has discarded the FA document when

it is in a Draft phase. Discarding a draft FAS document will not be allowed. The unpend process will be used instead.

- **Reversed (Unpend) Units** - The quantity or units reversed on a successfully processed Fixed Asset Shell (FAS) document using the Unpend (FA14) event type.
- **Reversed (Unpend) Amount** - The dollar amount reversed on a successfully processed Fixed Asset Shell (FAS) document using the Unpend (FA14) event type.



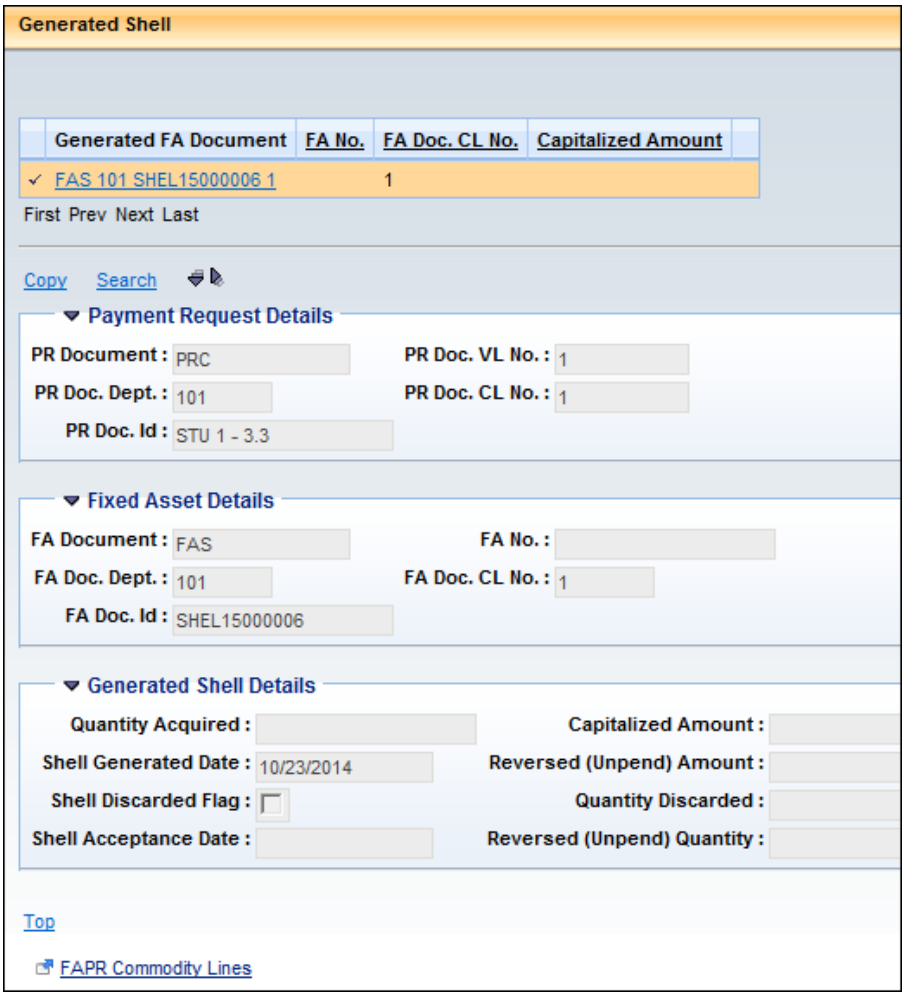
To view specific information about an FAS document Shell, click Generated Shell Details.

The sections on the Generated Shell page are listed below.

- The **Payment Request Details** section displays the payment document identifier information that created the Shell
- The **Fixed Assets Detail** section displays the generated Shell document identifier information
- The **Generated Shell Detail** section is similar to the FAPR's section that was displayed on the previous page, except that this information is specific to one Shell (FAS document), whereas FAPR provides total amounts summing all Commodity lines on a referenced PRC

Click the FAS document link, under the Generated FAS document column, to view the generated Shell.

Note: *In the scenario where there is one payment Commodity line with a Quantity of 1, only one FAS document will be created. If the quantity on the payment document is greater than 1, then several FAS documents are generated, as seen on the next page. For example, if the Quantity on the payment is 10, then 10 Shells are generated.*



ACTIVITY 2.3

View the Fixed Asset Shell and its Referenced Documents on FAPR

Scenario

You want to see if a Fixed Asset Shell has been created yet for a payment request document. Navigate to the FAPR document and search for the payment request.

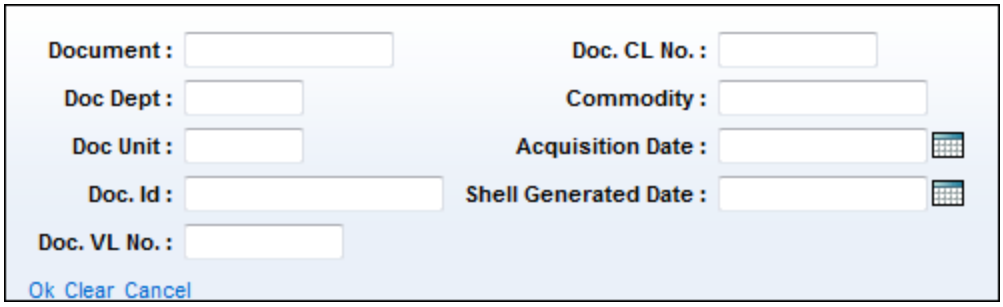
Setup

✓ User is logged into the AFIS Home Page.

Steps

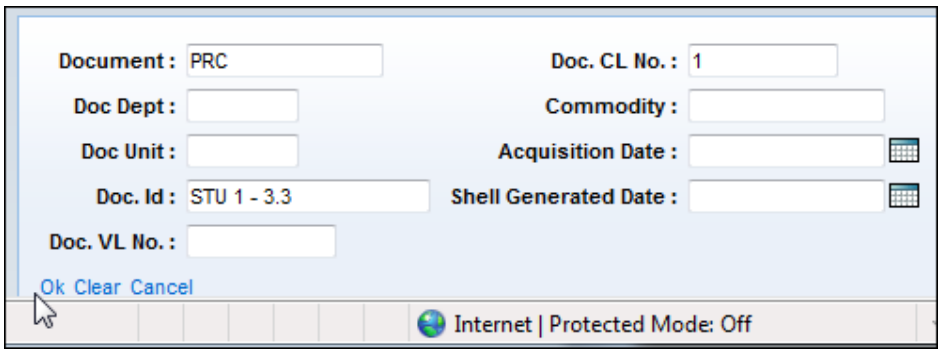
A. Use the Jump to function to open the FAPR table.

1. In the **Jump to** field, enter ***FAPR***.
2. Click **Go**. A Search window displays.



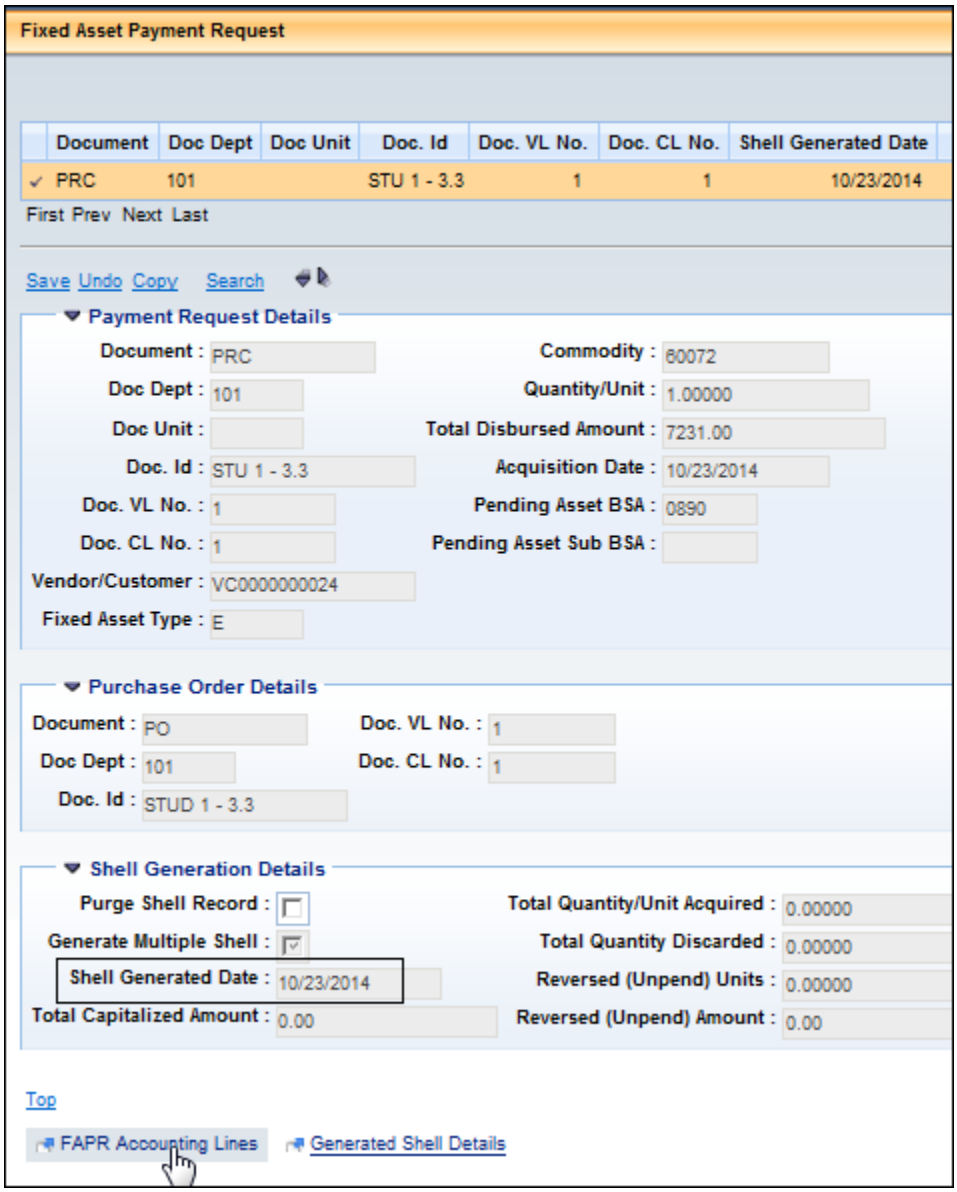
B. Search for your payment document within the table.

1. In the **Document** field, enter ***PRC***.
2. In the **Doc Dept** field, enter ***your student data card information***.
3. In the **Doc ID** field, enter ***your student data card information***.
4. In the **Doc CL No** field, enter ***1***.
5. Click **OK** or press Enter on the keyboard.



C. Review the fixed asset shell information.

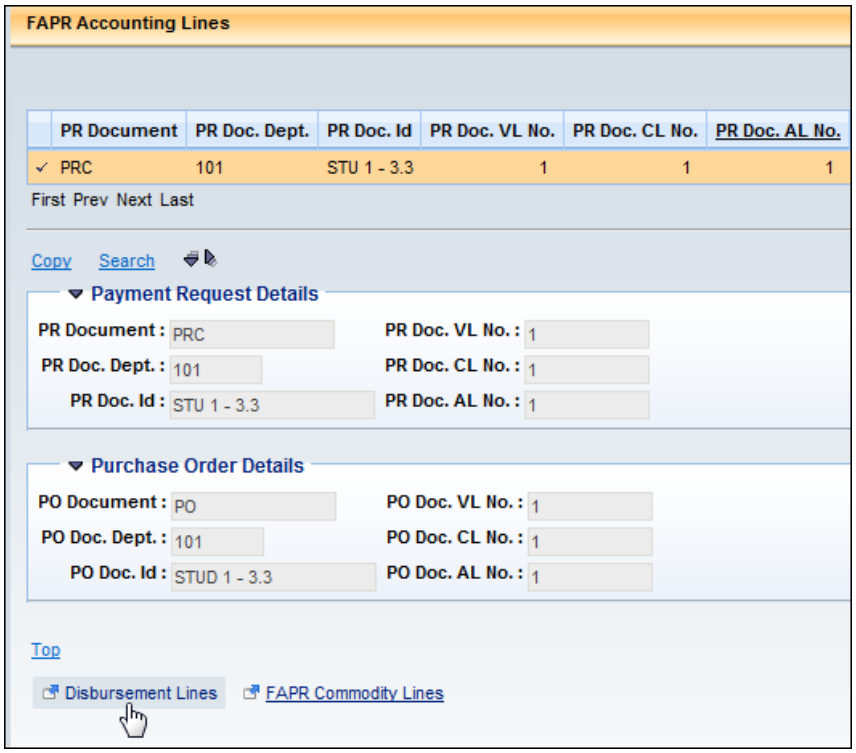
1. The payment document displays on the FAPR table. Click the **downward facing arrow** to expand all sections.
2. View the Shell Generated Date.
3. Click **FAPR Accounting Lines** to transition to the Accounting section of the FAPR table.



D. Review the referenced encumbrance and payment document information.

1. Click the **downward facing arrow** to expand all sections.
2. View the reference payment in the Payment Request Details section and purchase order document information in the Purchase Order Details section.

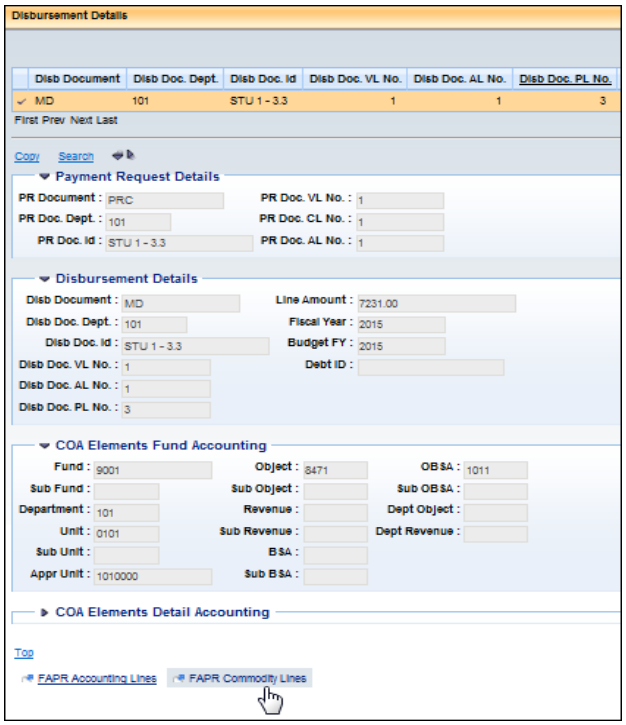
3. Click the **Disbursement Lines** link to transition to the Disbursement Details section of the FAPR table.



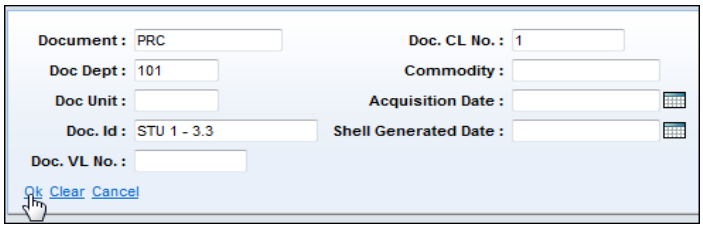
E. Review the referenced disbursement information.

1. Click the **downward facing arrow** to expand all sections.
2. View the reference disbursement document information.

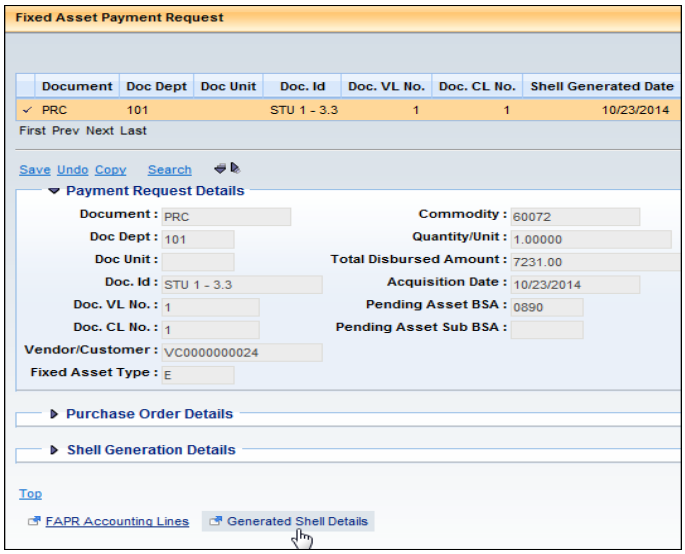
3. Click **FAPR Commodity Lines** to transition to the Commodity section of the FAPR table.



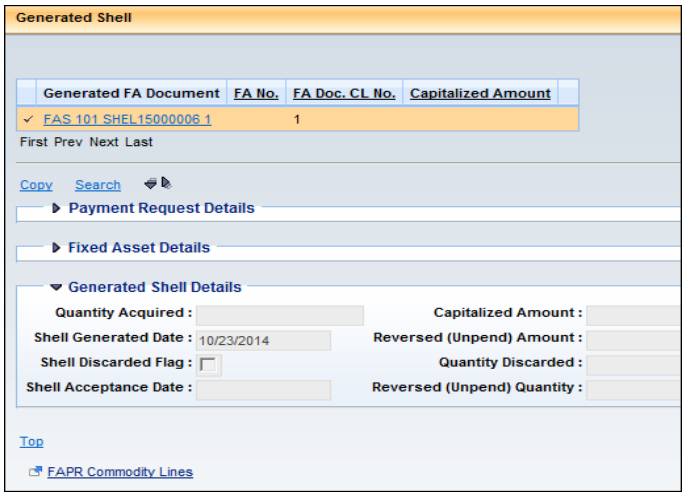
4. In the **Document** field, enter ***PRC***.
5. In the **Doc Dept** field, enter ***your student data card information***.
6. In the **Doc ID** field, enter ***your student data card information***.
7. In the **Doc CL No** field, enter ***1***.



8. Click **Generated Shell Details**.



9. An FA shell (FAS) is displayed in the grid in the Generated FA Document column.
10. Click **Generated Shell Details** to review the generated shell information.



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

3. Acquiring an Asset

Learning Objectives

In this lesson, you will:

- Identify the layout and key fields of the Fixed Asset Acquisition (FA or FAS) document
- Complete a Fixed Asset Shell (FAS) document
- Create multiple assets using the FA Shell Generation process
- 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 or FAS) document is used to record all newly acquired, contributed (donated), or memo assets. The FA or FAS documents 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, and how an FAS document is system-generated through the Fixed Asset Shell Generation process. 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.

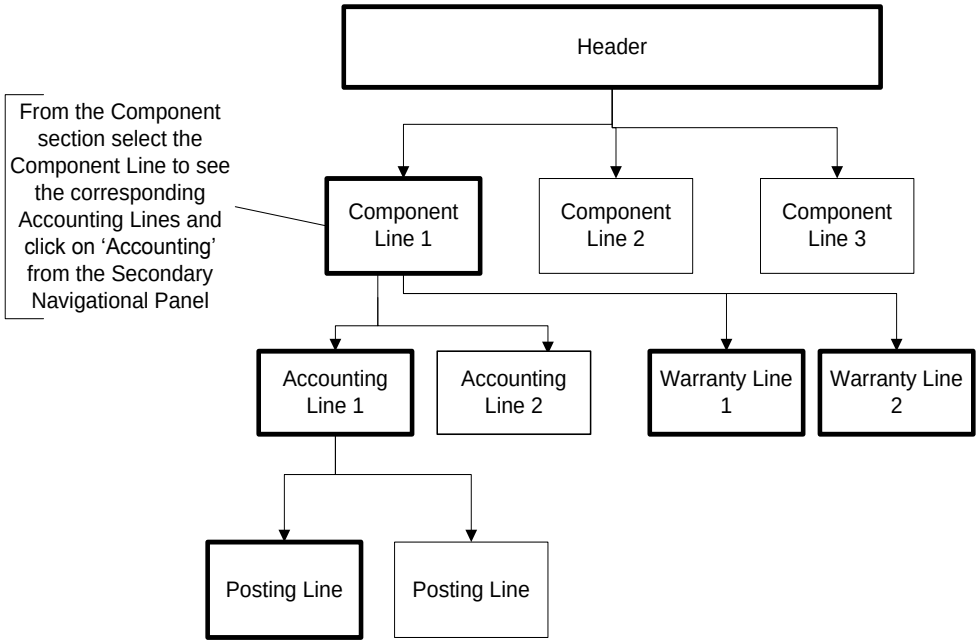
3.1. FA Document Components

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 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.

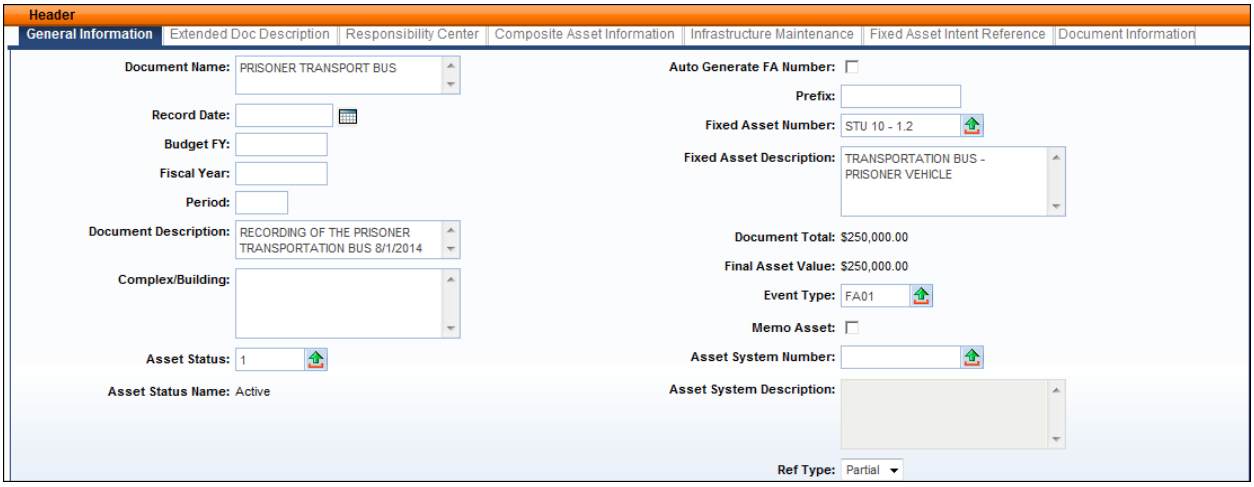
Figure 1: Fixed Asset Document Component Relationship



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

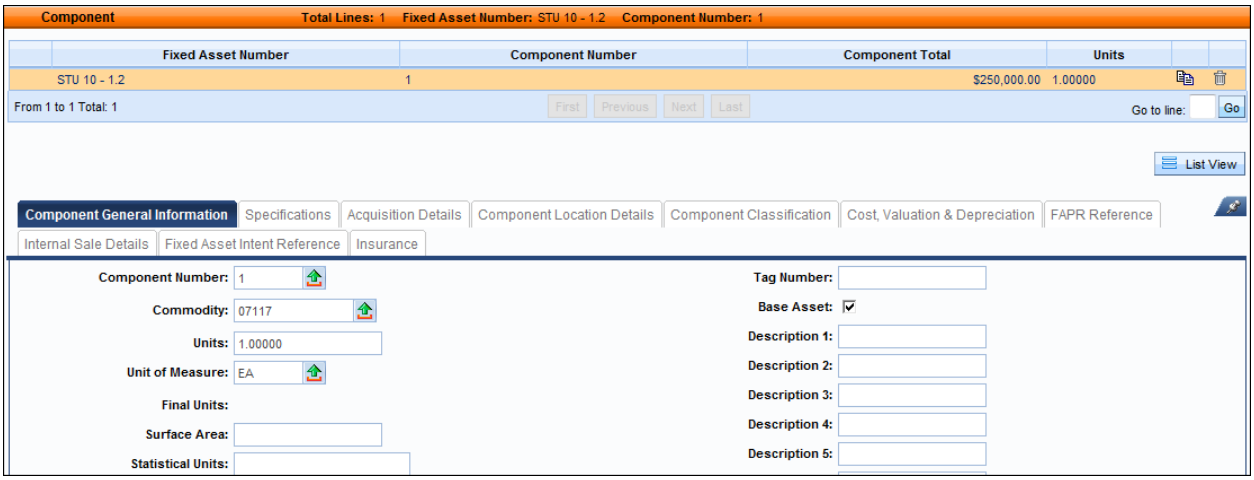
This component is common to all documents where fields are shown for who and when a document was initially created. Two additional fields record who was the last to perform a save on the document and when that occurred.

Fixed Asset Component

The Component 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.

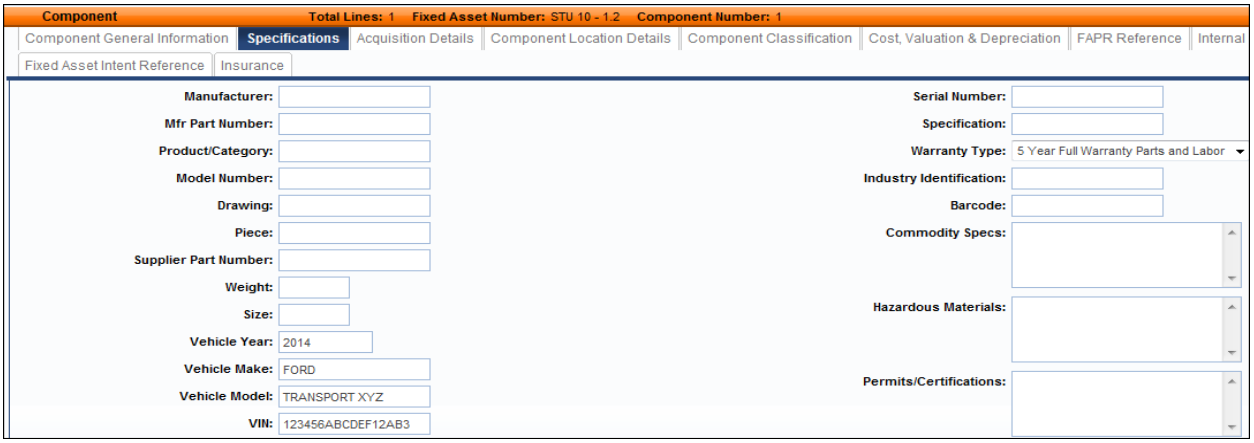
Fixed Asset Component – General Information Tab

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.



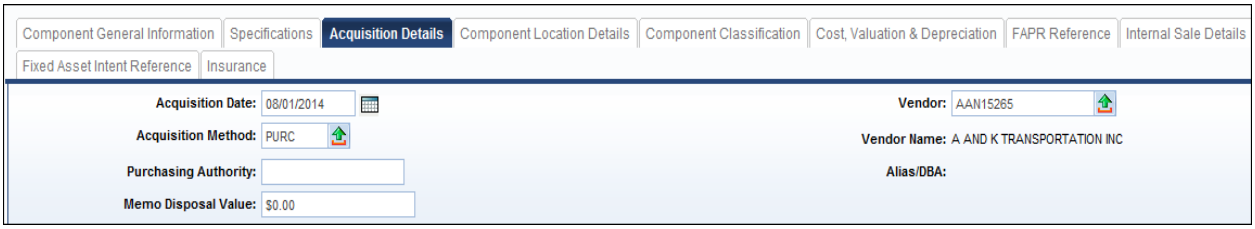
Fixed Asset Component – Specification Tab

This component contains descriptive fields regarding the Commodity selected on the Component General Information component. All the values in this component are entered with information from the referenced purchase order (POPZ1) that led to the creation of a Fixed Asset document.



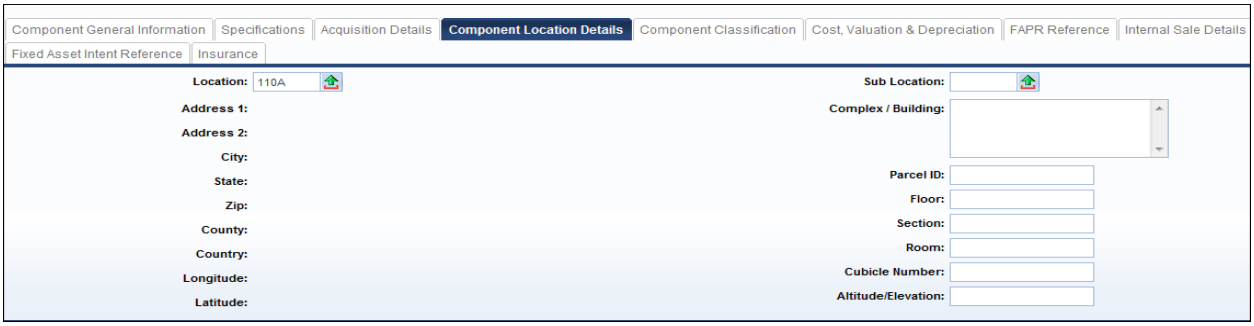
Fixed Asset Component – Acquisition Details Tab

This component contains fields to capture acquisition details. Many are pre-populated with information from the disbursement that led to the creation of a Fixed Asset Shell document. The Acquisition Method must be added manually.



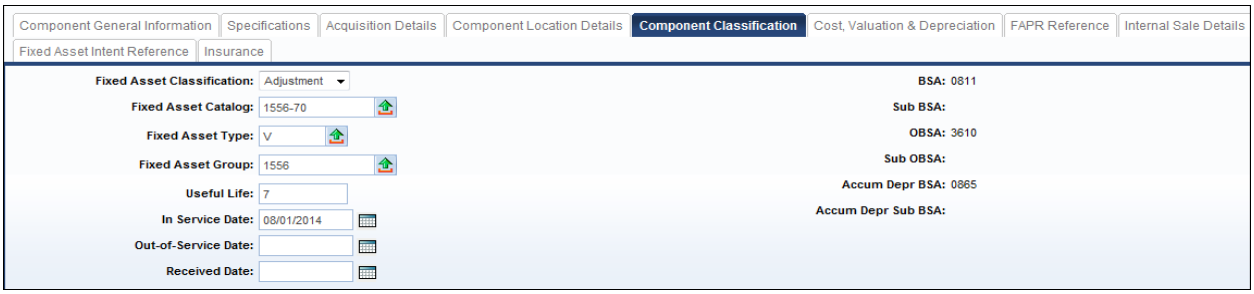
Fixed Asset Component – Component Location Details Tab

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.



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.



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.

Fixed Asset Component – Fixed Asset Payment Request Tab

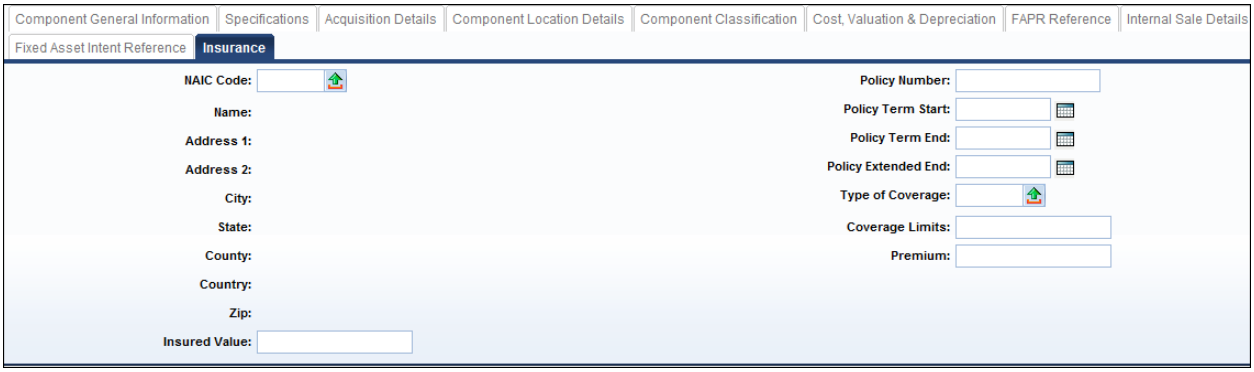
This component contains document information for the Payment Request that led to a component.

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.



Auto Apply Functionality

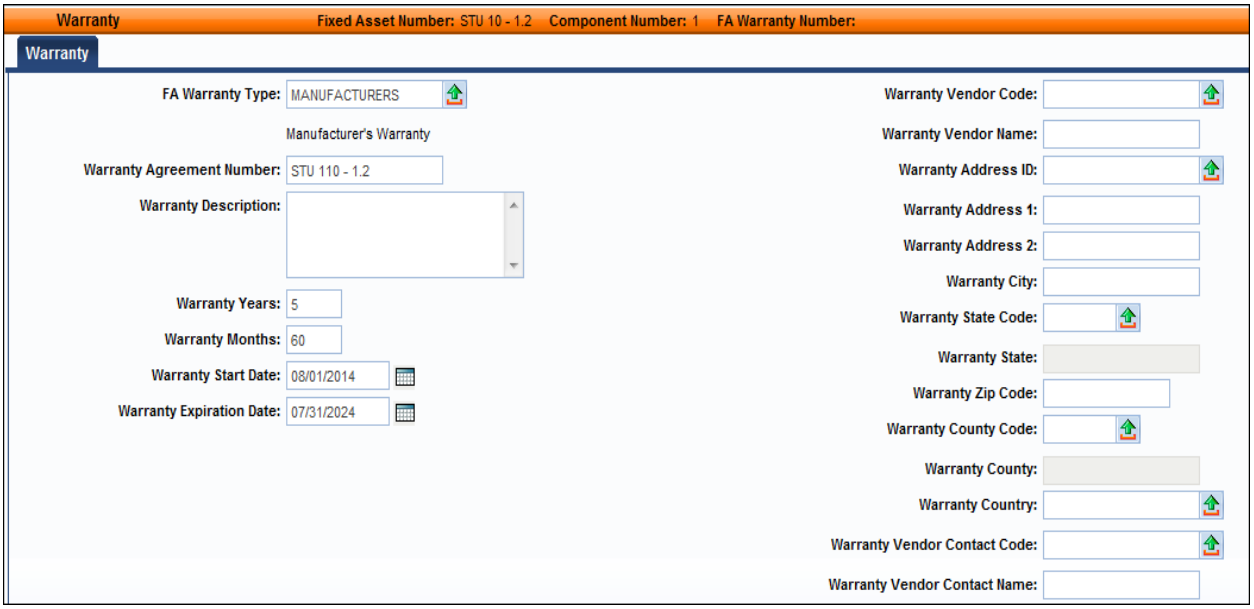
The Auto Apply button is found on all Fixed Asset documents, except the FA, FAS, and FRM documents. It is located on the Header and Component components of each document.

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.



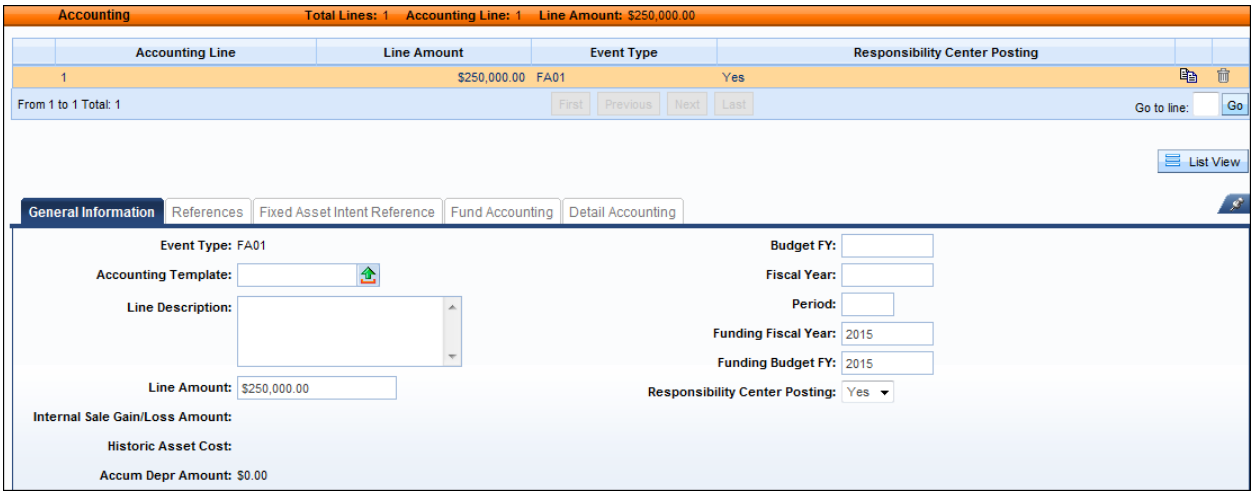
Fixed Asset Accounting

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.

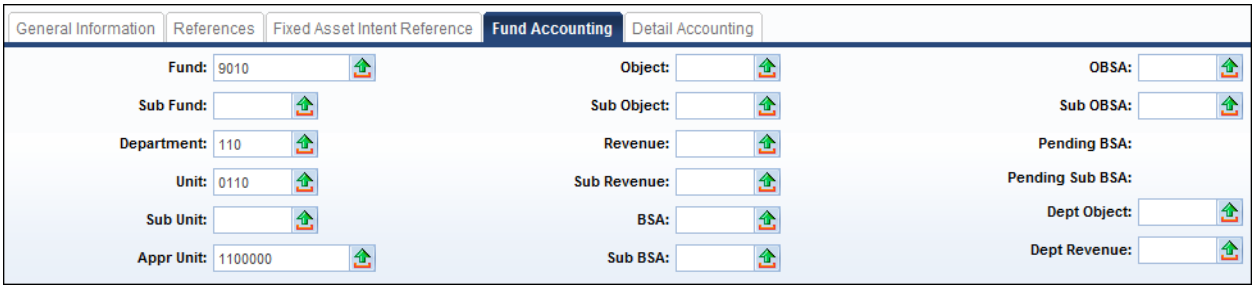


Fixed Asset Accounting – References Tab

This component includes references to a Purchase Order (POPZ1), Payment Request, and Disbursement Document that led to the acquisition of an asset. The component is automatically completed if the document is generated from the Fixed Asset Shell Generation process. When the Disbursement Document information is populated, the COA in the Fund Accounting and Detail Accounting components must match that of the Disbursement Accounting Line. The reason for this is that the Pending Asset Account recorded during the disbursement must be backed out using the same COA.

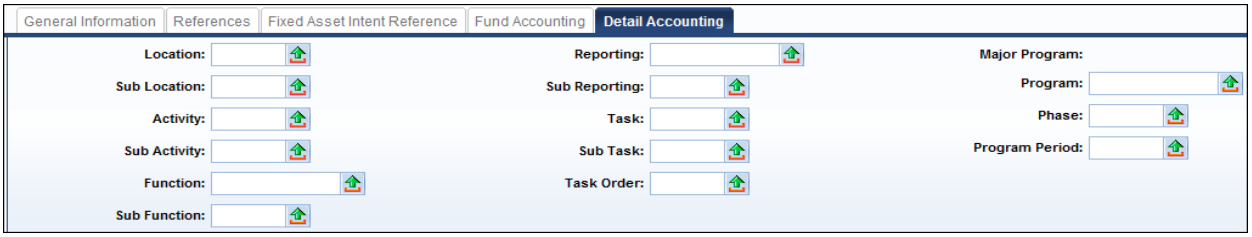
Fixed Asset Accounting – Fund Accounting Tab

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.



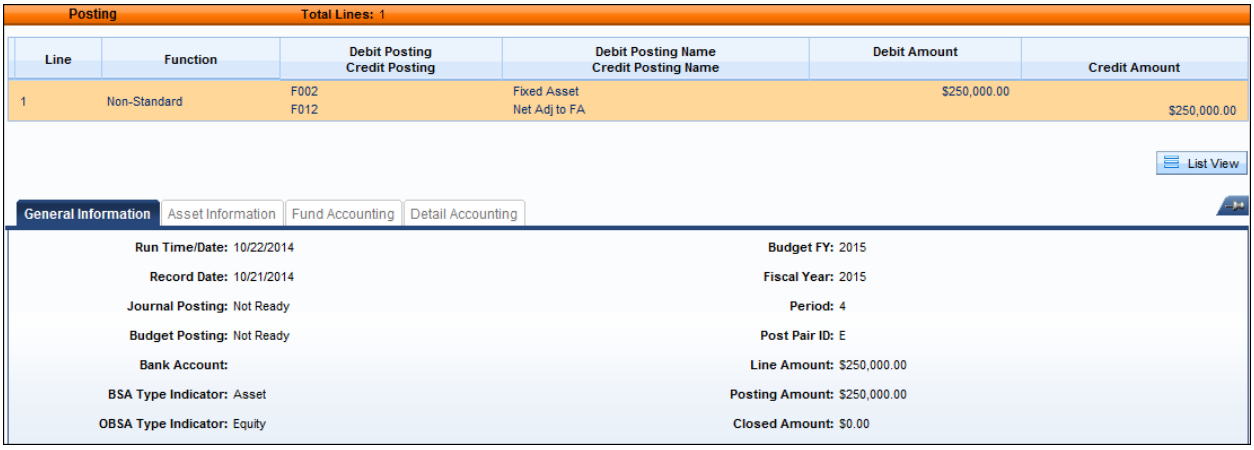
Fixed Asset Accounting – Detail Accounting Tab

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



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.



3.2. 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.

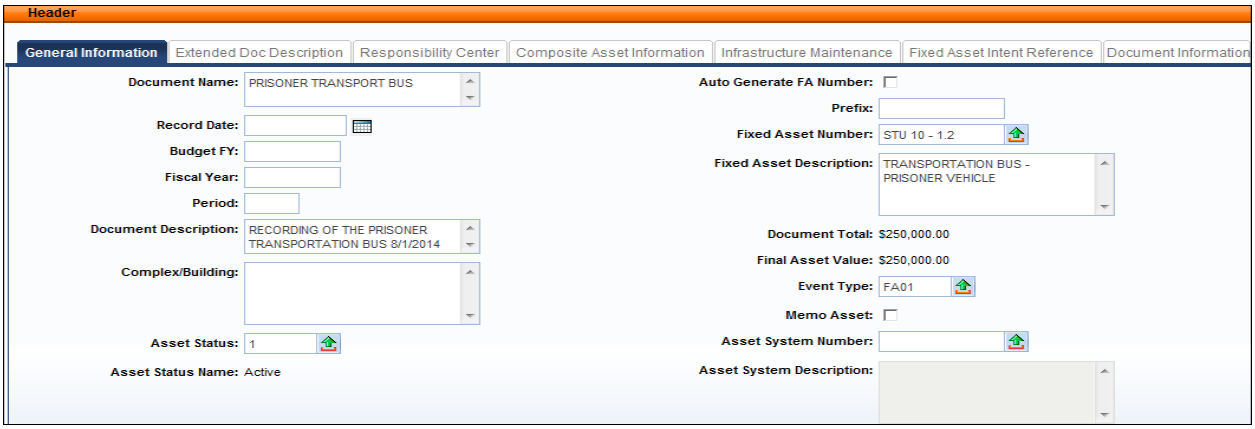
Fixed Asset Header – General Information Tab

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 required for this document.
- **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".)
- **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.
- **Fixed Asset Number** – This number is filled in, if not using the Auto Generate FA Number.
- **Fixed Asset Description** - This is an optional 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:

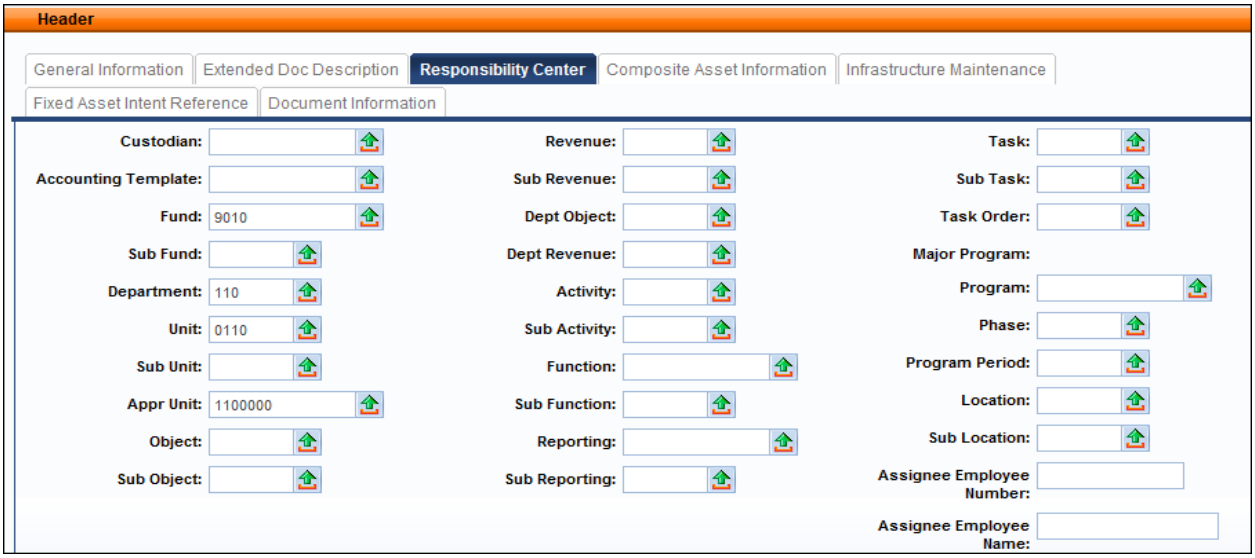
1. Responsibility for the asset in only a reporting sense
2. Actual ownership of the asset in an accounting sense

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



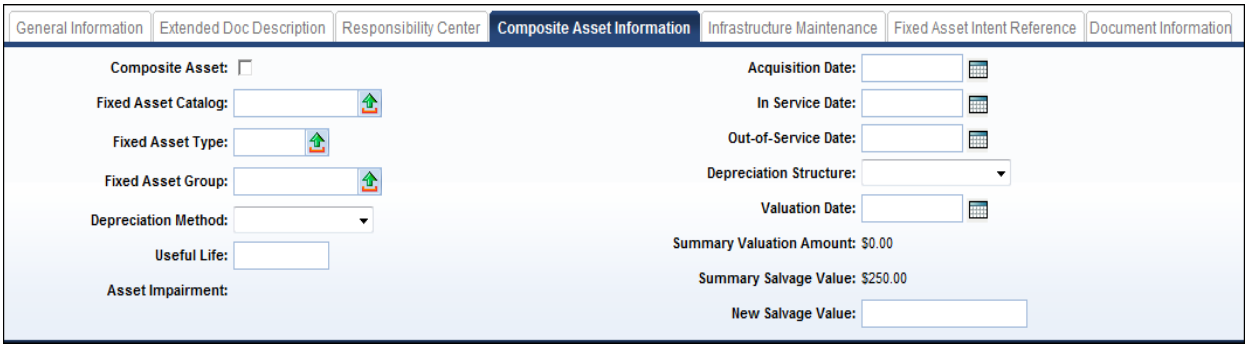
Fixed Asset Header – Composite Asset Information Tab

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.



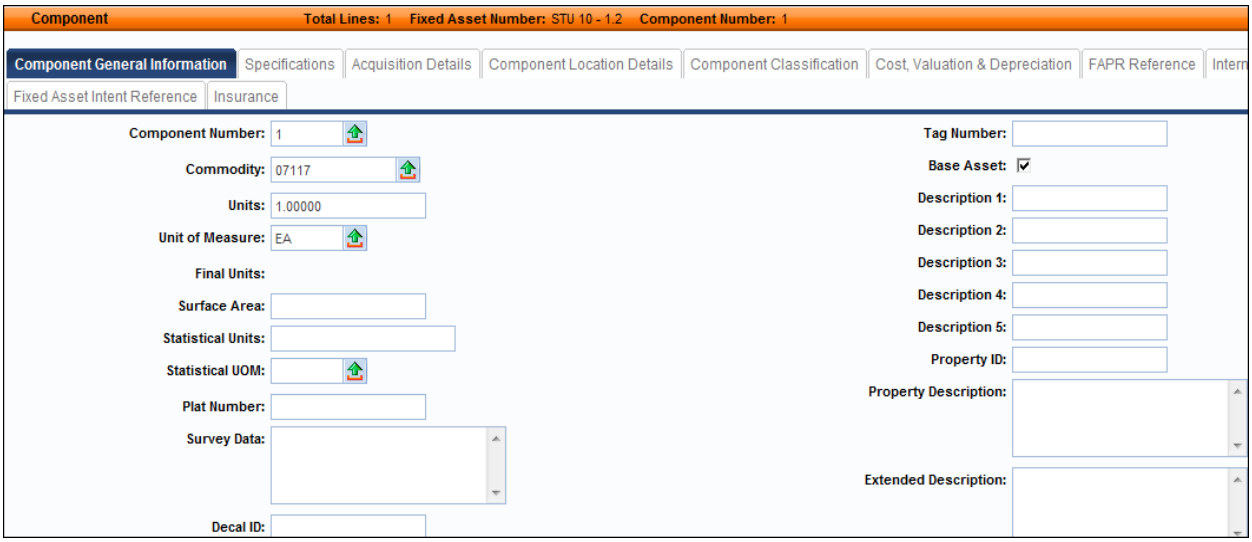
Fixed Asset

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.

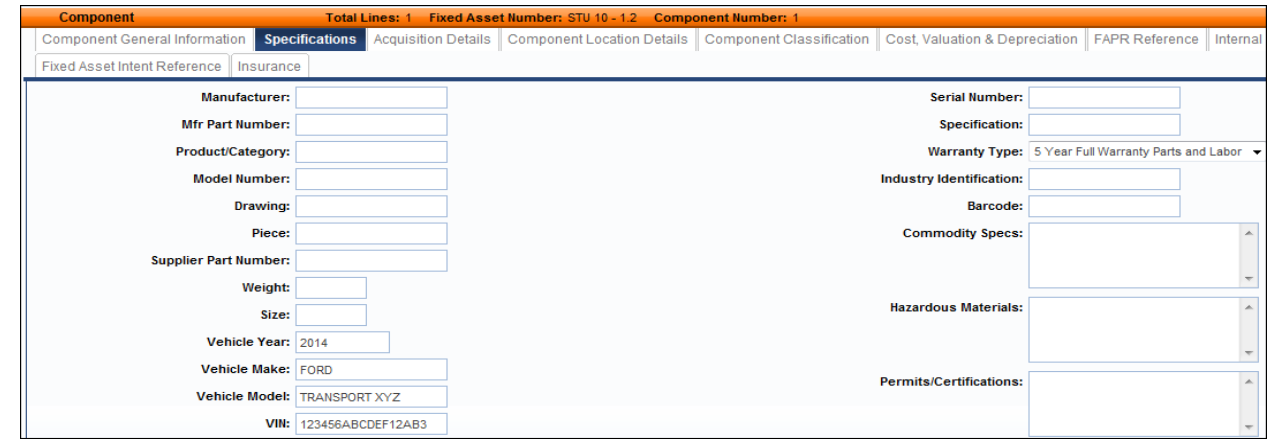
- **Component Number** - Each component line should have a unique number (for example: 0001, 0002, etc.).
- **Commodity** - The identification code is assigned to the Commodity. See the Commodity (COMM) table for valid values that are marked as Fixed Asset related.
- **Units** - The number of units being 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.



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 (POPZ1).

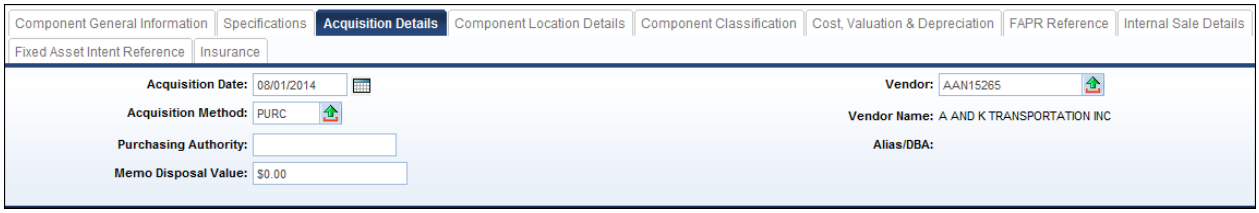
Note: *Users must complete required fields for IT assets. Please see the IT specific requirements located in the appendix.*



Fixed Asset Component – Acquisition Details Tab

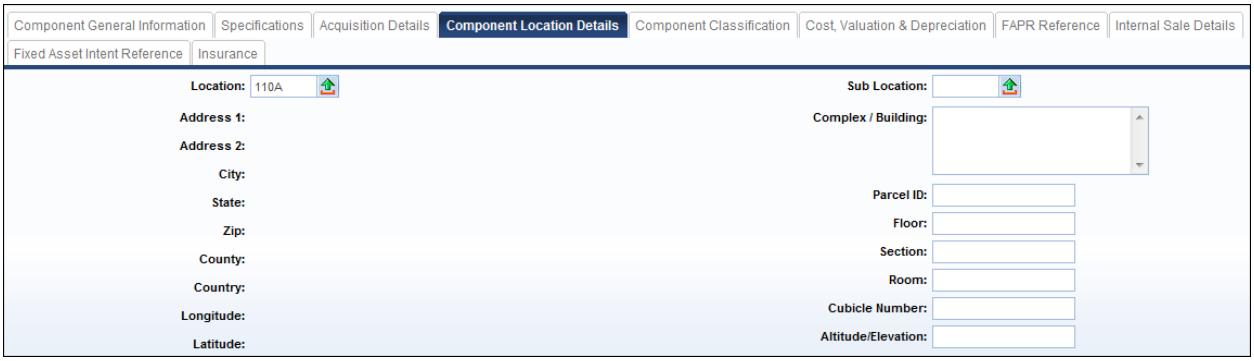
The following fields are located in the Acquisition Details tab and are used in AFIS.

- **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



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.



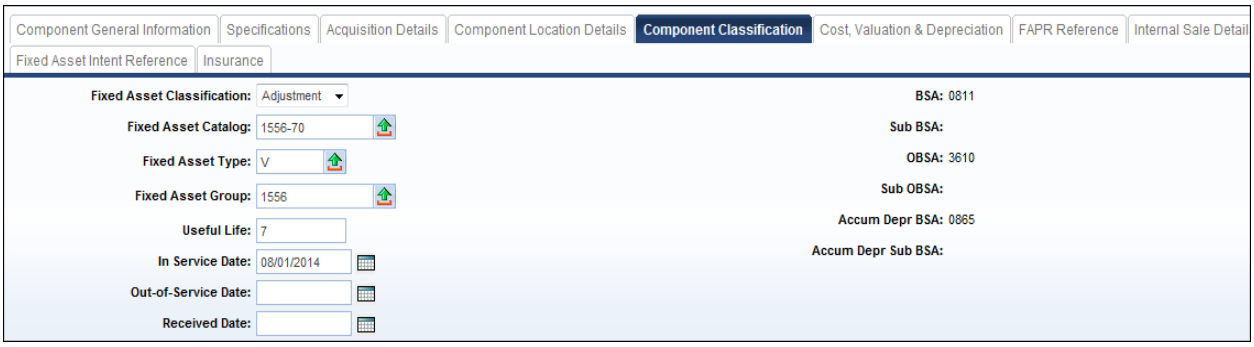
Fixed Asset Component – Component Classification Tab

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 component.

- Fixed Asset Catalog
- Fixed Asset Type – infers from the FA Catalog
- Fixed Asset Group – infers from the FA Catalog
- Useful Life – infers from the FA Catalog
- In-Service Date



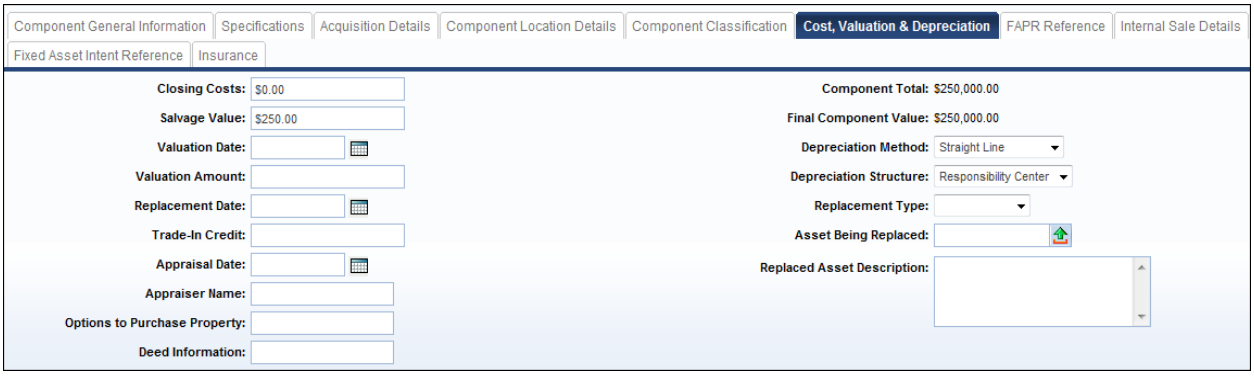
Fixed Asset Component – Cost, Valuation & Depreciation Tab

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.

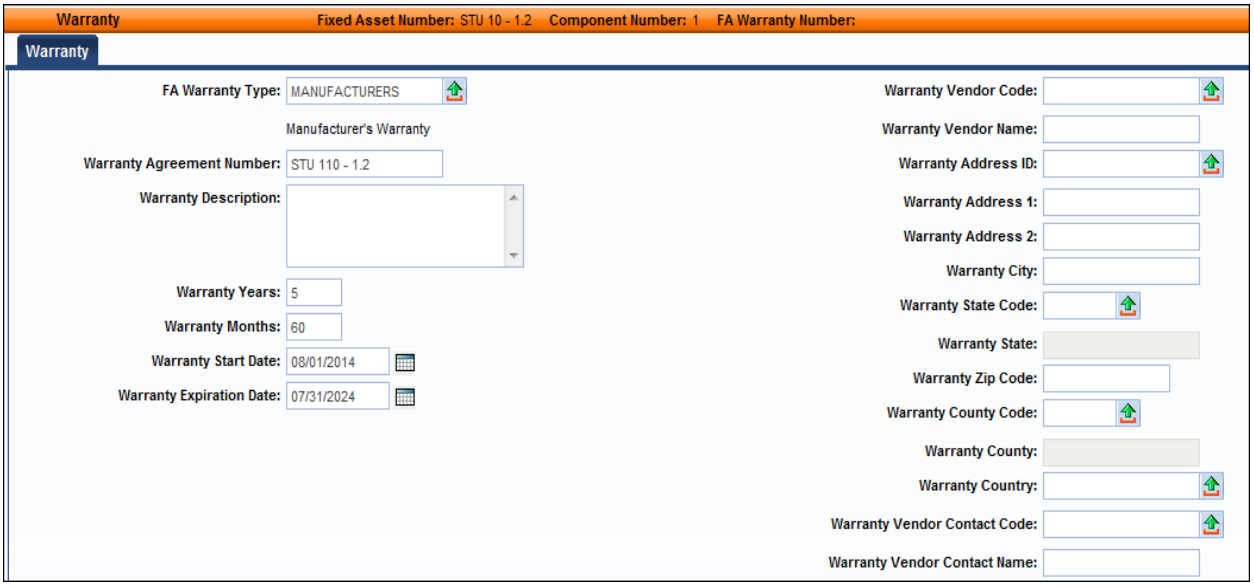
- **Salvage Value** - This is an estimate of the asset's resale or scrap value at the end of its useful life. The portion of the asset represented by Salvage Value is not subject to depreciation. This is inferred based on the applicable Fixed Asset Catalog.
- **Depreciation Method** – This field contains 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.



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 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.



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.

Note: *For FAS document Shells, two Accounting Lines are created automatically if two accounting lines are provided on the payment request document. Refer to the Component 4.4, Complete the FA Shell Document topic for more information.*

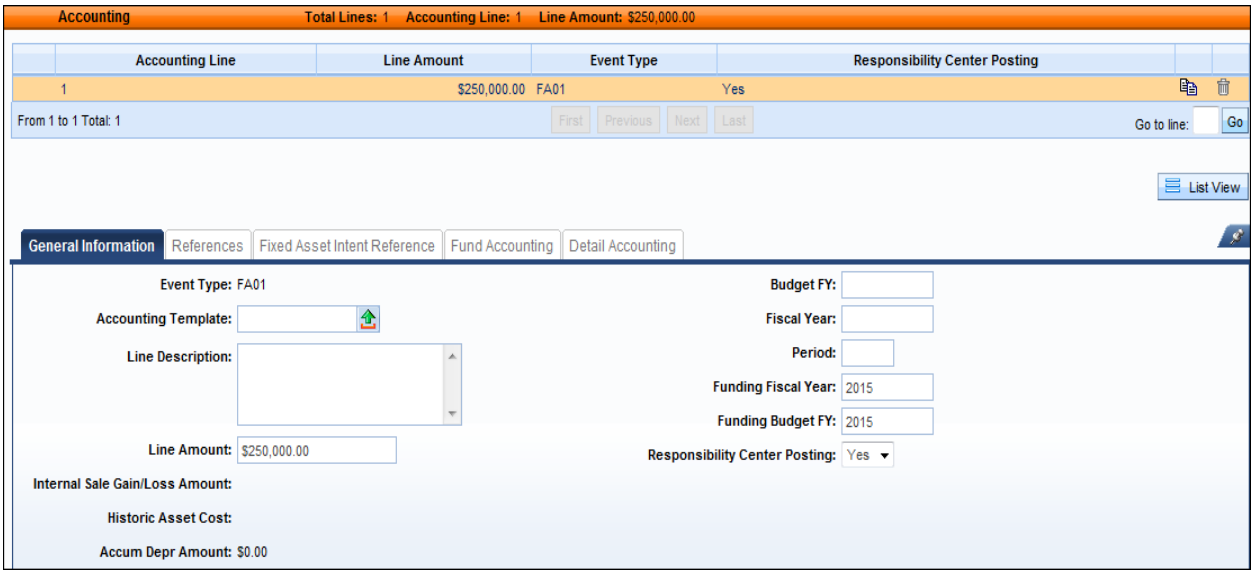
The General Information tab contains descriptive fields and date information common to most document Accounting Lines. In addition to these fields, there are fields for defining a funding fiscal year and budget year for reporting purposes.

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.

- **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.
- **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.
- **Line Amount** – This field contains the asset value in a dollar amount.
- **Funding Fiscal Year** – The Accounting Fiscal Year associated with the funding used to acquire an asset.
- **Funding Budget Fiscal Year –** The Budget Fiscal Year associated with the funding used to acquire an asset.

- **Responsibility Center Posting** – This flag indicates whether the fund can use the responsibility center posting functionality. It must be flagged if the depreciation structure is "Responsibility Center" on the component tab, Cost, Valuation and Depreciation component.

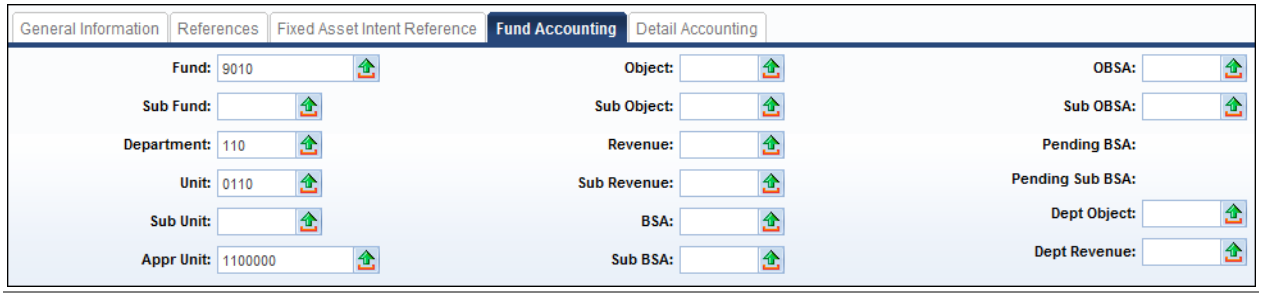


Fixed Asset Accounting – Fund Accounting Tab

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

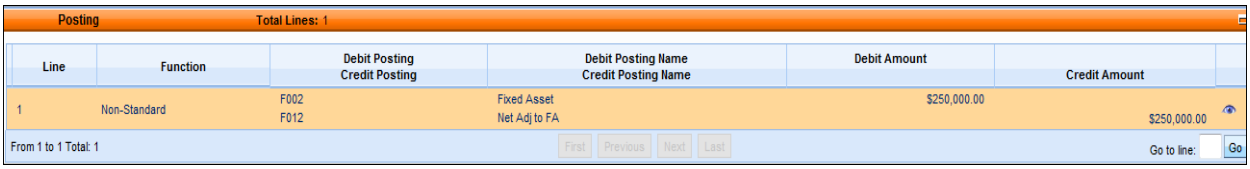


Fixed Asset Posting

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."

3.3. Standard Purchases

Standard purchases refer to the acquisition of a Fixed Asset. As previously mentioned, the Fixed Asset Acquisition (FA or FAS) documents are used to record all newly acquired Fixed Assets. In Section 4.3, we discussed the fields on the FA document. There are instances when an FA document should be created manually, outside of the Shell generation process. Such FA manual creation instances include:

- If the assets (such as assets paid for in AFIS) are not acquired through the procurement system with a payment document.
- If it is a donated/contributed asset.

- If a user needs to correct an item that came over incorrectly in the Shell process.

For these cases, a payment document is not created, which prevents the Shell Generation process from automatically creating an FAS document. To create a manual FA document, use the document catalog.

ACTIVITY 3.3
Manually Create an FA Document

Scenario

Your department records the purchase of a Harley Davidson Motorcycle for the price of $6,500. Since it is purchased using a non-commodity based document (GAX), it will not be picked up in the Shell Generation process. Create an FA manually, via the Document Catalog, and then access the Fixed Asset Registry to view your newly created asset information.

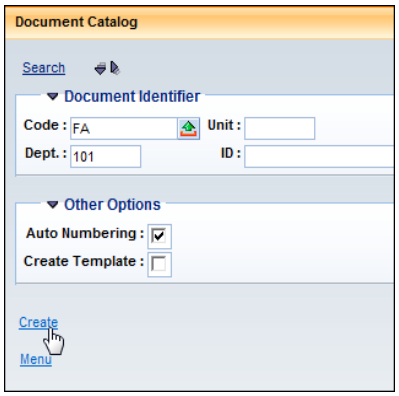
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Create an FA document from the Document Catalog.

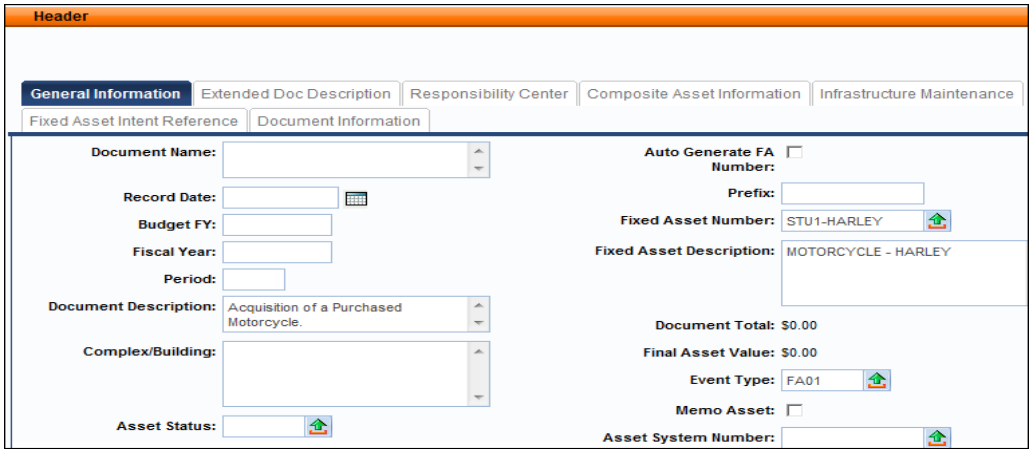
1. Click **Search** from Secondary Navigation Panel.
2. Click Document Catalog.
3. Click **Create**.
4. In the **Code** field, enter ***FA***.
5. In the **Dept**. field, enter ***your student data card information***.
6. Check the **Auto Numbering** check box.
7. Click **Create**.



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

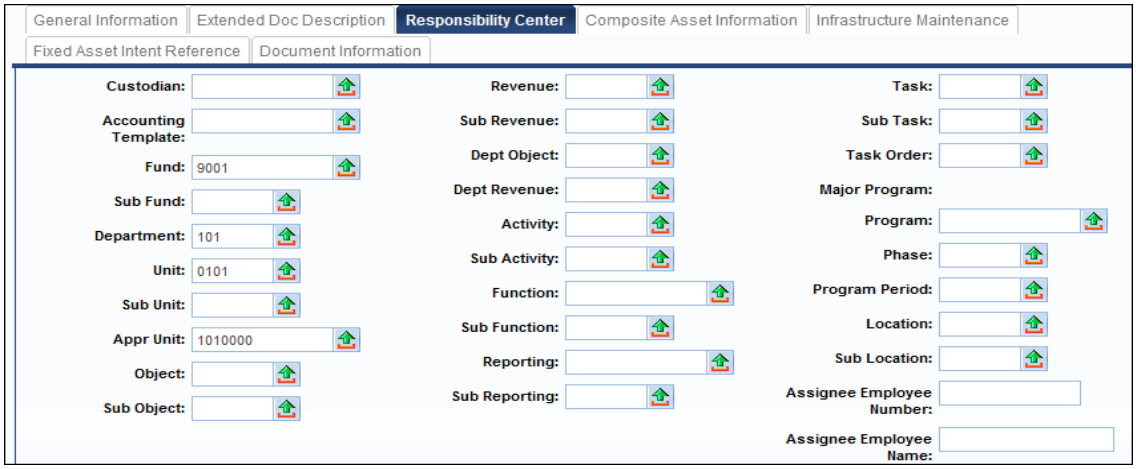
1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
   Write down the Document ID here. _____.
2. In the **Fixed Asset Number** field enter ***your student data card information***.

3. In the **Fixed Asset Description** field, enter ***Motorcycle - Harley***.
4. In the **Document Description** field, enter ***Acquisition of a Purchased Motorcycle***.
5. Ensure Event Type is set to FA01.



C. Complete the Responsibility Center tab in the Header component.

1. Click the **Responsibility Center** tab.
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 **Appr Unit** field, enter ***your student data card information***.



D. Complete the General Information tab in the Component component.

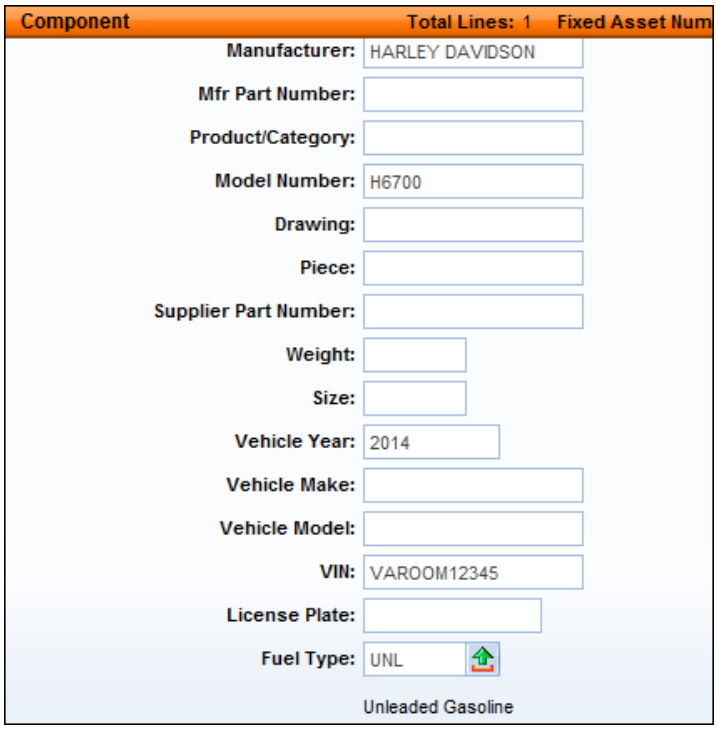
1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.
3. Click **Insert New Line**.
4. In the **Component Number** field, enter ***01***.
5. In the **Commodity Code** field, enter ***07156***.
6. In the **Units** field, enter ***1***.

7. In the **Units of Measure** field, enter **EA** (Each).

E. Complete the Specifications tab.

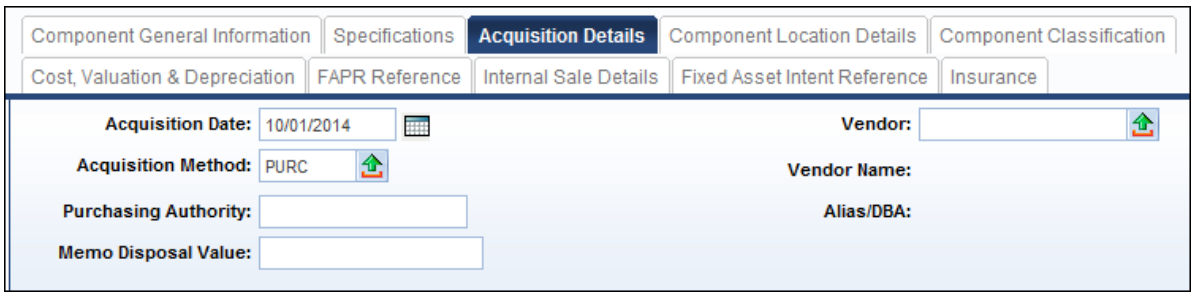
1. Click the **Specifications** tab.
2. In the **Manufacturer** field enter ***Harley Davidson*.**
3. In the **Model Number** enter ***H6700*.**
4. In the **Vehicle Year** enter ***2014***.
5. In the **VIN** enter ***VAROOM12345***.

6. From the **Fuel Type** pick list, select **UNL**.



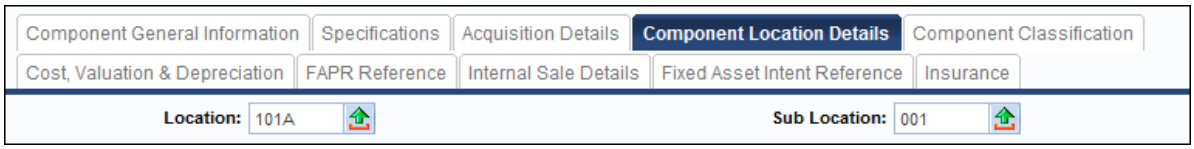
F. Complete the Acquisition Details tab.

1. Click the **Acquisition Detail**s tab.
2. In the **Acquisition Date** field, enter ***10/01/2014***.
3. In the **Acquisition Method** field, enter ***PURC*** for purchase.



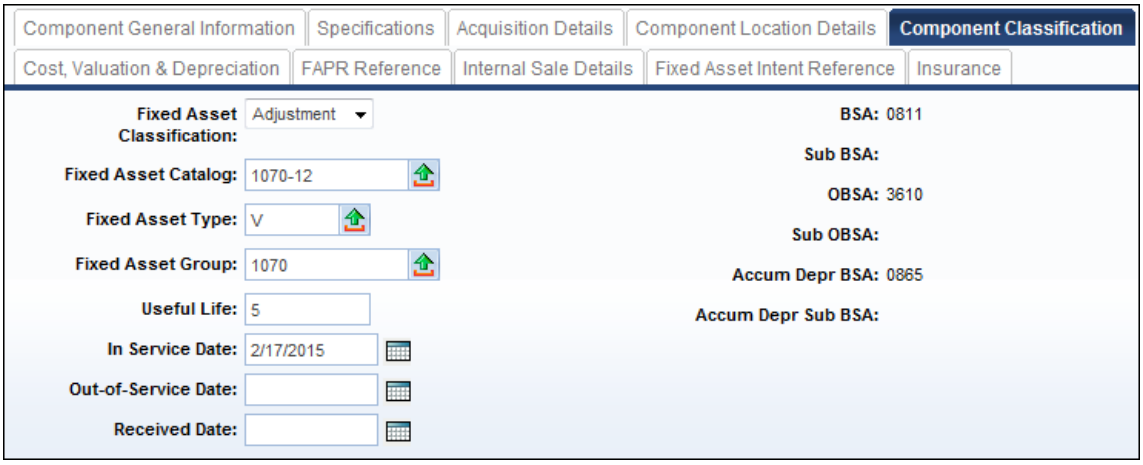
G. Complete the Component Location Details tab.

1. Click the **Component Location Details** tab.
2. In the **Location** field, select Location A ***from your student data card information***.
3. In the **Sub Location** field, select Sub Location ***001 from your student data card information.***



H. Complete the Component Classification tab.

1. Click the **Component Classification** tab.
2. From the Fixed Asset Classification drop-down list, select **Adjustment**.
3. In the **Fixed Asset Catalog** field, enter ***1070-12.***
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 ***today's date***.



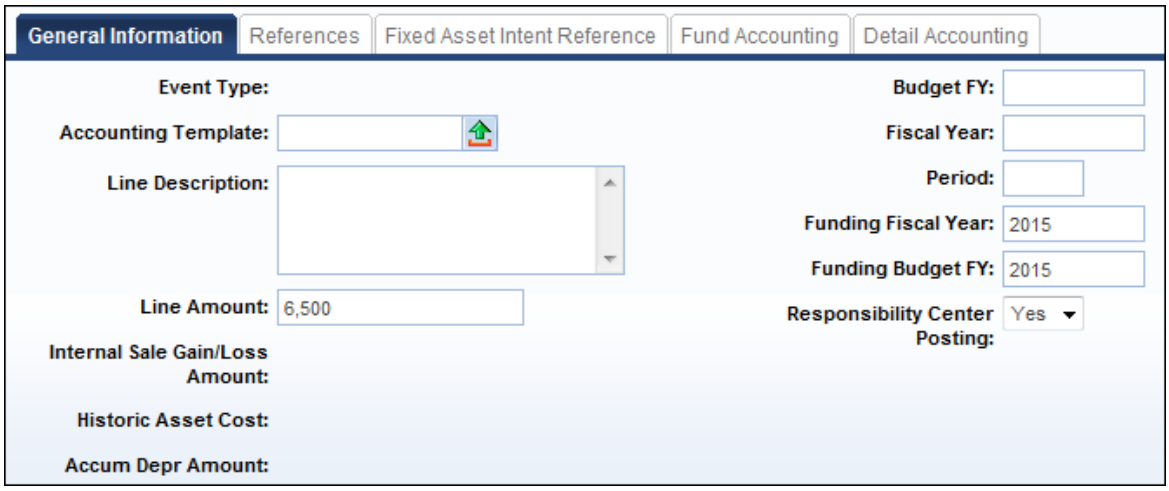
I. Complete the Cost, Valuation & Depreciation tab.

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

J. Complete the General Information tab of the Accounting information.

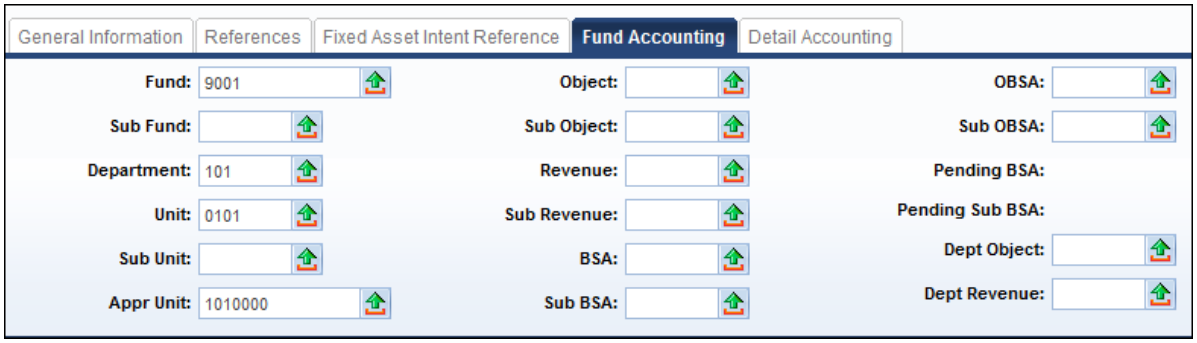
1. Click **Accounting** from the Secondary Navigation panel.
2. Click Insert New Line.
3. In the **Line Amount** field, enter ***$6,500***.
4. In the **Funding Fiscal Year** field, enter ***2015*** (current year).
5. In the **Funding Budget FY** field, enter ***2015*** (current year).

6. From the **Responsibility Center Posting** drop-down list, select **Yes**.



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

1. Click the **Fund Accounting** tab.
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 **Appr Unit** field, enter ***your student data card information***.

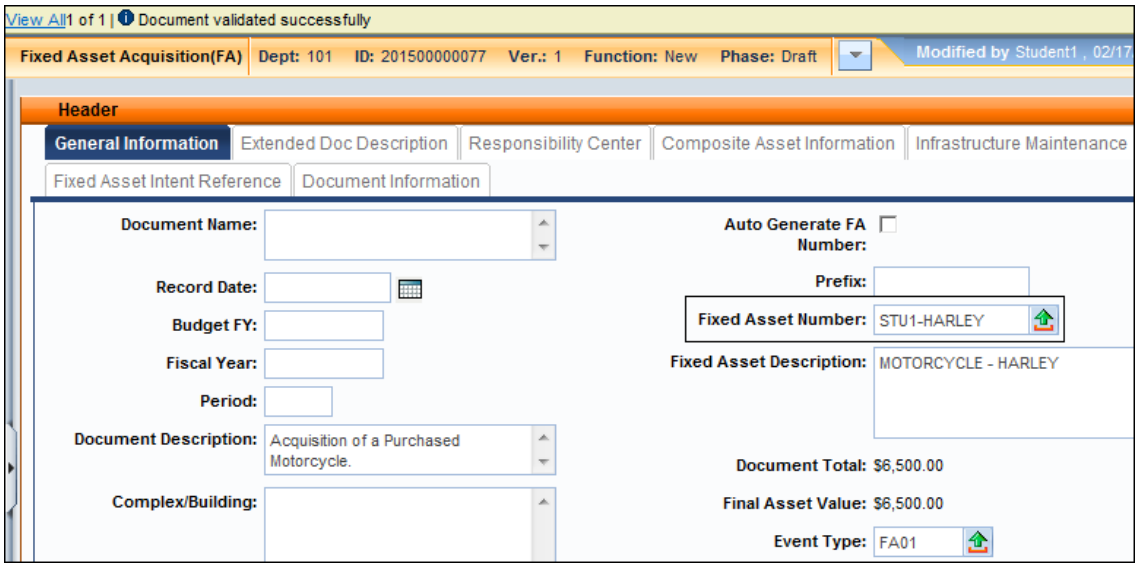


6. Click the **Validate** button to check for errors.
7. If any other errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."

L. Verify the Fixed Asset Number.

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

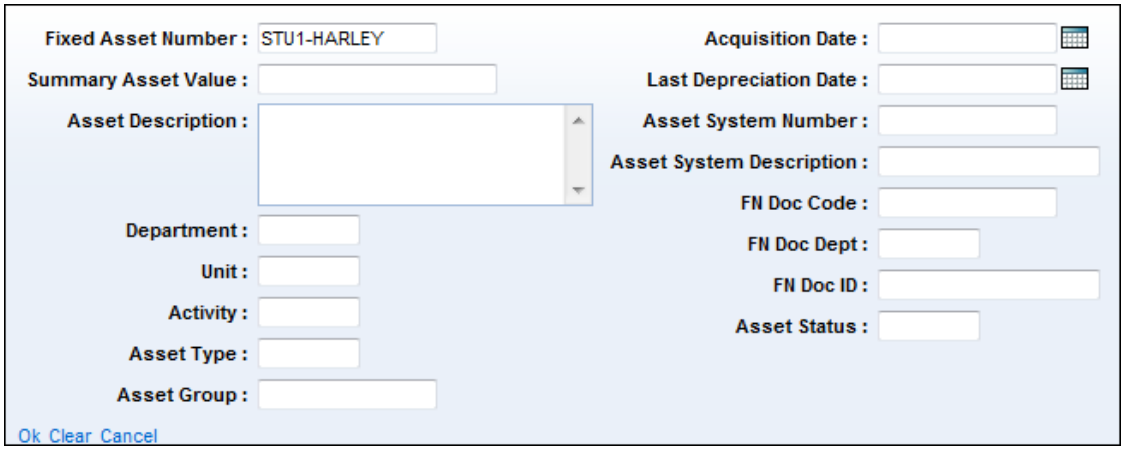
3. Verify the Fixed Asset Number on the Header. It will be used in later activities. Write it down here _____



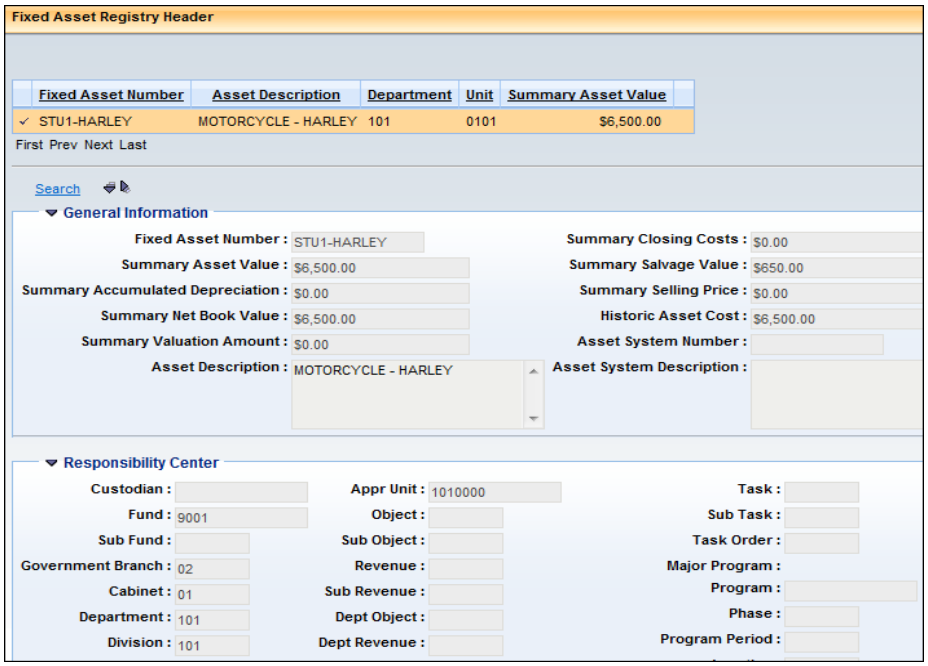
4. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully**."

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

1. In the **Jump to** field, enter ***FARHDR***.
2. Click **Go**. The FARHDR table opens. A search window displays.
3. In the **Fixed Asset Number** field, enter ***number from step L3***.
4. Click **Ok**.



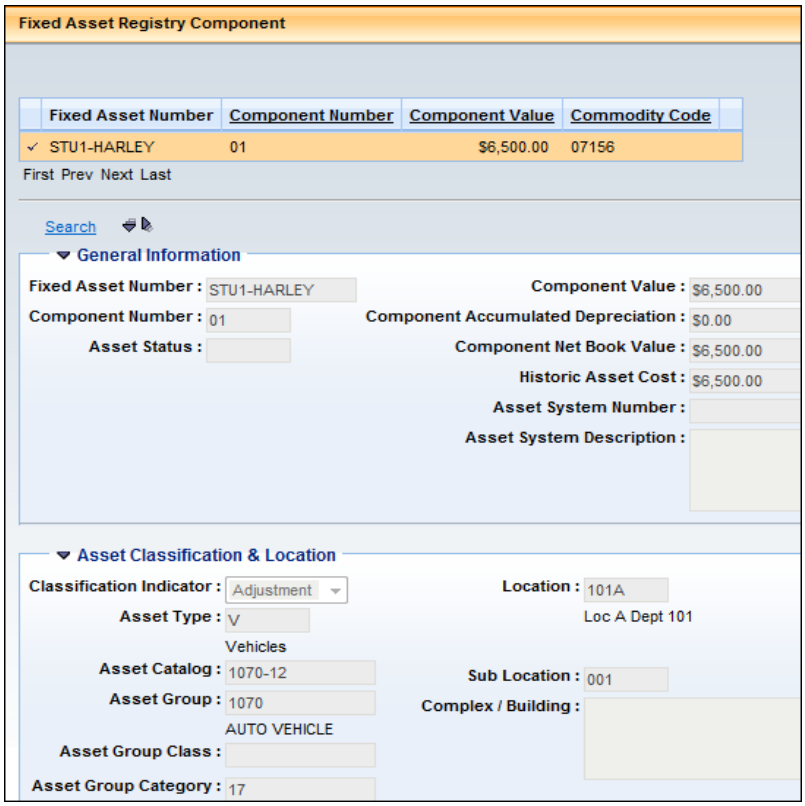
5. Click the **Expand All** arrow just below the grid to expand all sections and review all fields.



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

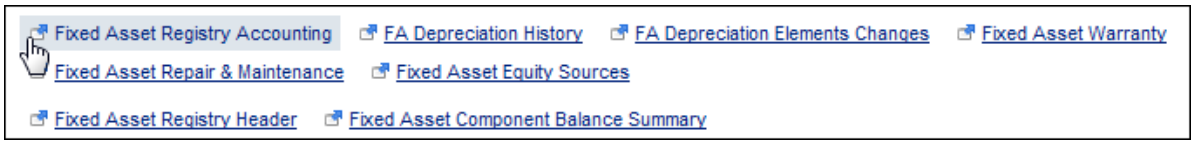
1. Click **Fixed Asset Registry Component** link at the bottom of the Fixed Asset Registry Header page.

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

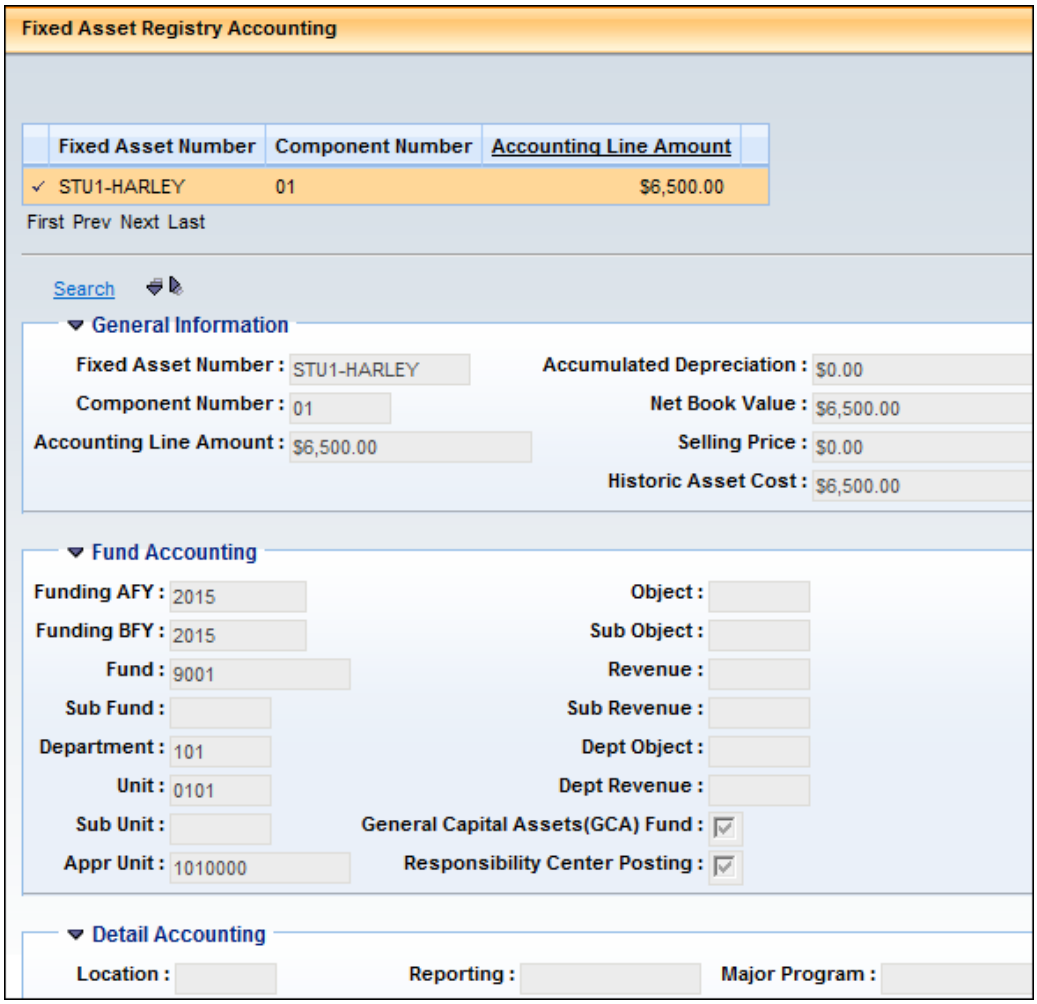


O. Navigate to Fixed Asset Registry Accounting (FARACTG) and verify that Accounting information is appropriately updated, then return to the Home page.

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



2. Click the **downward facing arrow** just below the grid to expand all sections.



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

3.4. 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.

ACTIVITY 3.4

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 relative information remains the same on both components.

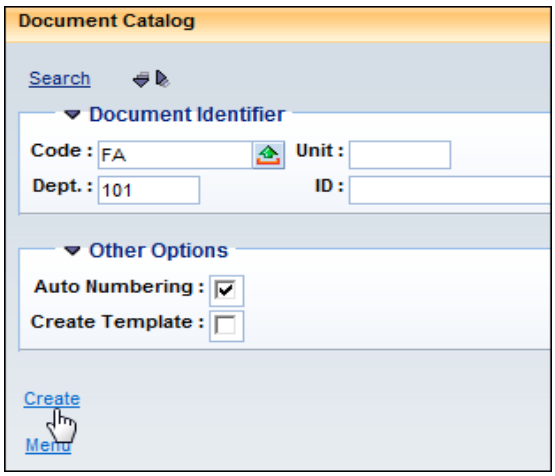
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Create an FA document from the Document Catalog.

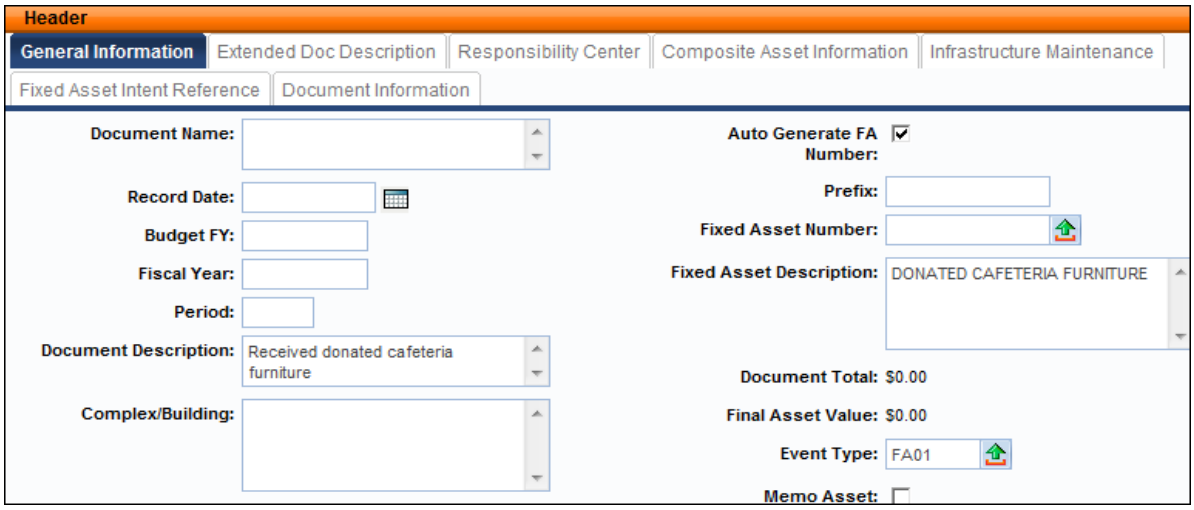
1. Click **Search** from the Secondary Navigation Panel.
2. Click Document Catalog.
3. Click **Create**.
4. In the **Code** field, enter ***FA***.
5. In the **Dept**. field, enter ***your student data card information***.
6. Check the **Auto Numbering** check box.
7. Click **Create**.



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

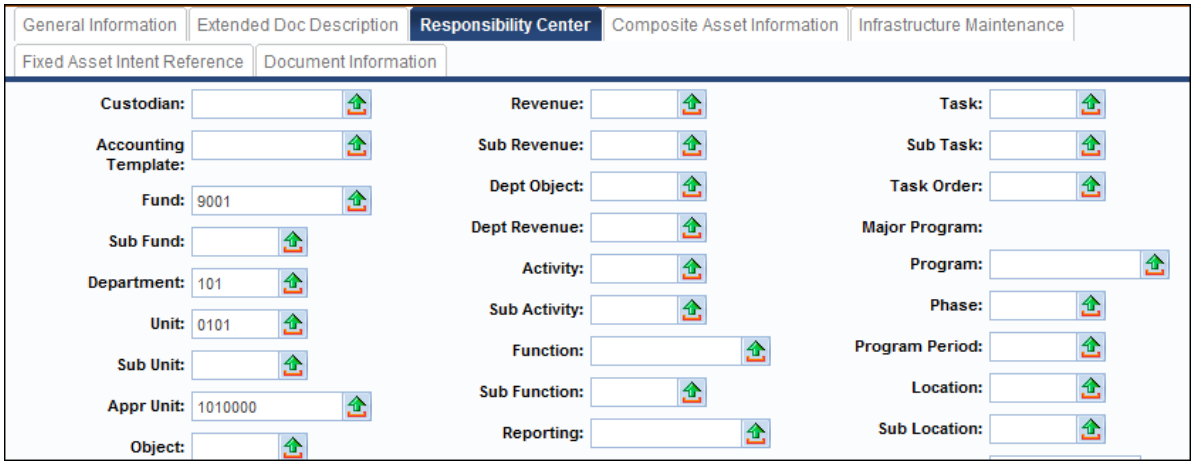
1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
   Write down the Document ID here. _____.
2. Check the **Auto Generate FA Number** check box.
3. In the **Fixed Asset Description** field, enter ***Donated Cafeteria Furniture***.
4. In the **Document Description** field, enter ***Received donated cafeteria furniture***.

5. Ensure **Event Type** is set to **FA01**.



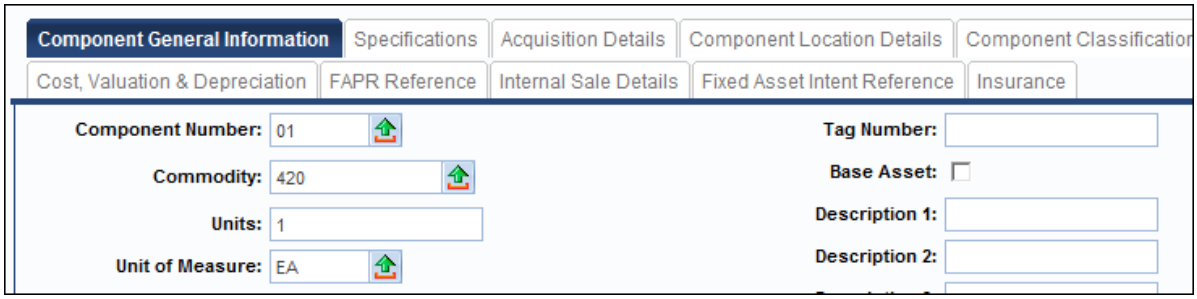
C. Complete the Responsibility Center tab in the Header component.

1. Click the **Responsibility Center** tab.
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 **Appr Unit** field, enter ***your student data card information***.



D. Complete the General Information tab in the Component 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**.
4. In the **Component Number** field, enter ***01***
5. In the **Commodity Code** field, enter ***420***.
6. In the **Units** field, enter ***1***.
7. In the **Units of Measure** field, enter **EA** (Each).

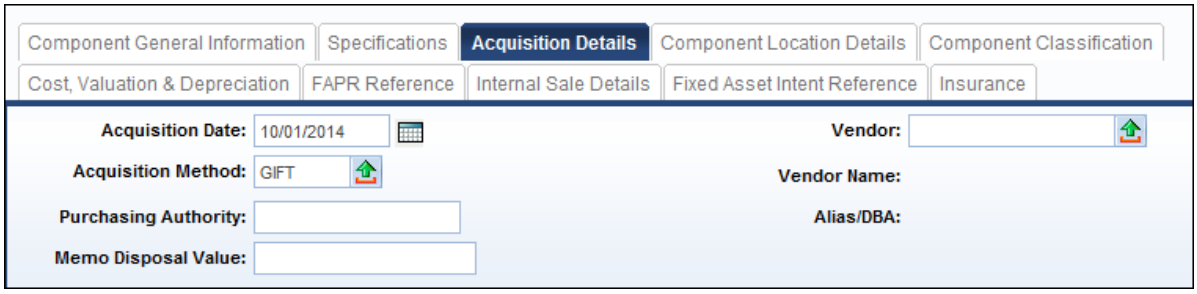


E. Complete the Specification tab.

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

F. Complete the Acquisition Details tab.

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



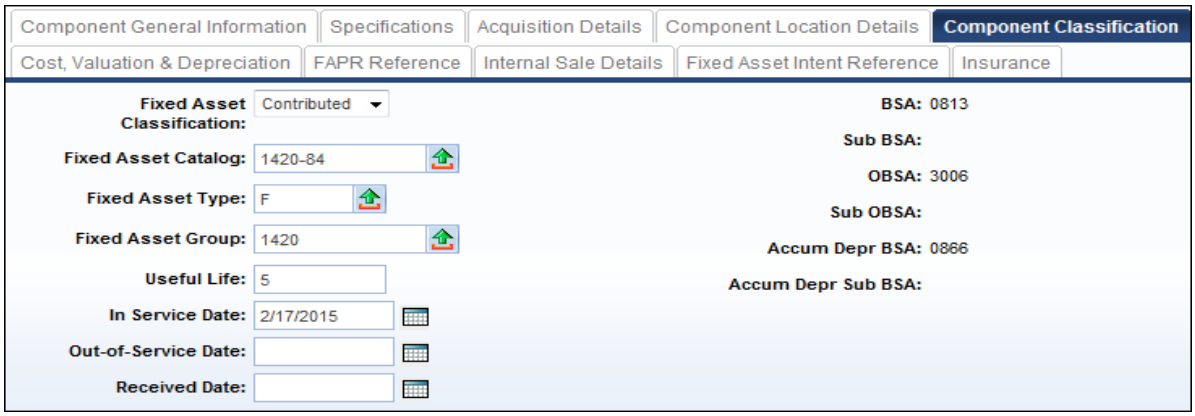
G. Complete the Component Location Details tab.

1. Click the **Component Location Details** tab.
2. In the **Location** field, enter ***Location A value from your student data card information.***
3. From the **Sub Location** field, use the picklist to select **001**.

H. Complete the Component Classification tab.

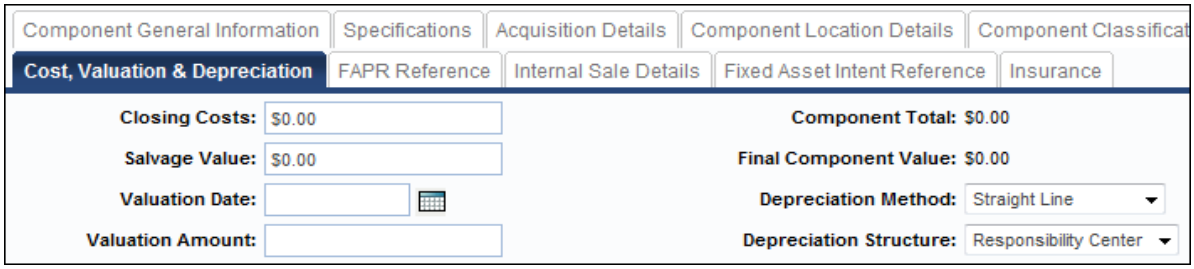
1. Click the **Component Classification** tab.
2. From the Fixed Asset Classification drop-down list, select **Contributed**.
3. In the **Fixed Asset C**atalog field, enter ***1420-84***.
4. Click **Save**. Verify that the Fixed Asset Type, Fixed Asset Group, and Useful Life fields are inferred from the Fixed Asset Catalog (FACLG) table.

5. In the **In Service Date** field, enter ***today's date.***



I. Complete the Cost, Valuation & Depreciation tab.

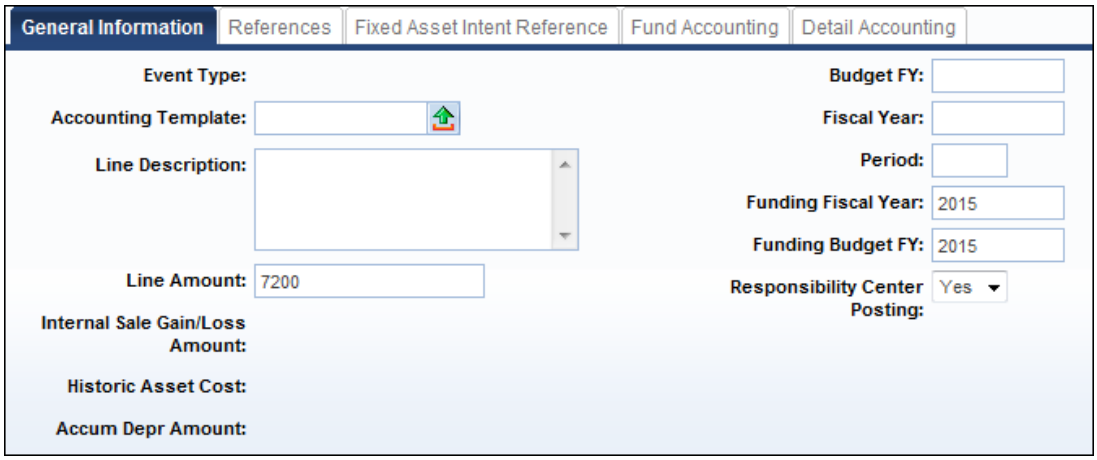
1. Click the **Cost, Valuation & Depreciation** tab.
2. Verify the Depreciation Method field is set to Straight Line.
3. In the Depreciation Structure drop-down list, select **Responsibility Center**.



J. Complete the General Information tab of the Accounting information.

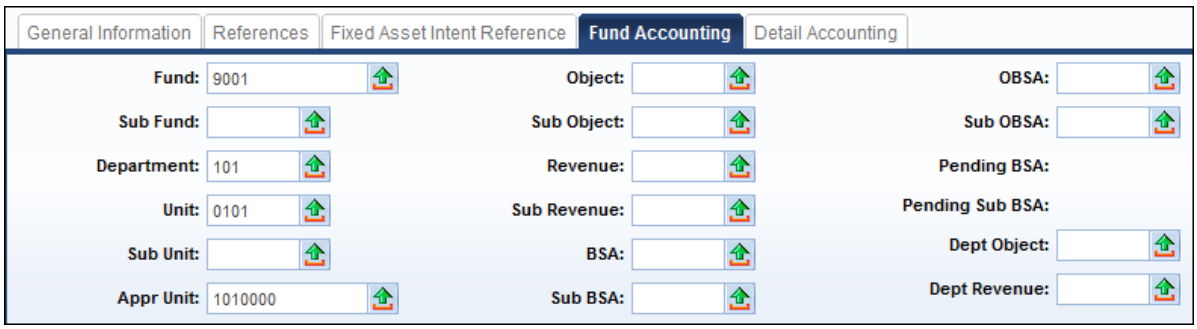
1. Click **Accounting** from the Secondary Navigation panel.
2. Click **Insert New Line**.
3. In the **Line Amount** field, enter ***7,200.00***. (Appraised Value)
4. In the **Funding Fiscal Year** field, enter ***2015*** (current year).
5. In the **Funding Budget FY** field, enter ***2015*** (current year).

6. From the **Responsibility Center Posting** drop-down list, select **Yes**.



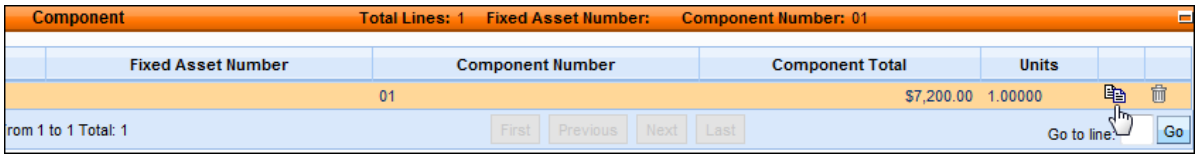
K. Complete the Fund Accounting tab of the Accounting component.

1. Click the **Fund Accounting** tab.
2. In the **Fund** field, enter the value from ***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 **Appr Unit** field, enter ***your student data card information***.

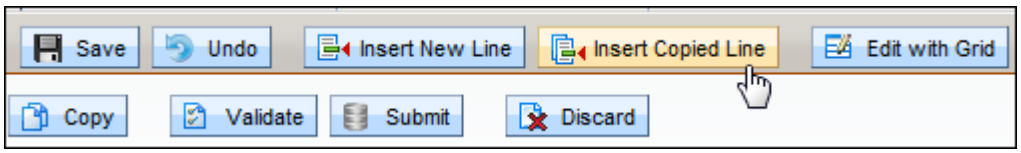


L. Complete the General Information tab in the Component component for the addition of component 02.

1. Click **Component** from the Secondary Navigation Panel.
2. Click on the **Copy Line** feature to the right of component 01 in the grid.

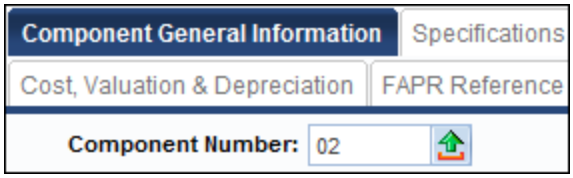


3. Click the **Insert Copied Line** button at the bottom of the window.



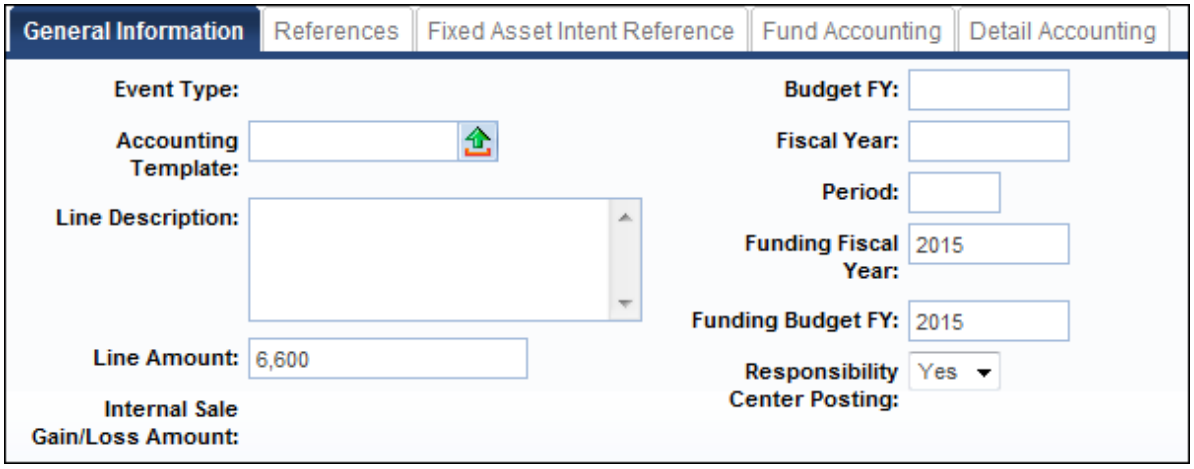
M. Complete the General Information tab in the Component component.

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



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

1. Click **Accounting** from the Secondary Navigation panel.
2. Click **Insert New Line**.
3. In the **Line Amount** field, enter ***$6,600*** (Appraised Value)
4. In the **Funding Fiscal Year** field, enter ***2015*** (current year).
5. In the **Funding Budget FY** field, enter ***2015*** (current year).
6. **From the** Responsibility **Center Posting** drop-down list, select **Yes**.



O. Complete the Fund Accounting tab of the Accounting component.

1. Click the **Fund Accounting** tab.
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 **Appr Unit** field, enter ***your student data card information***.

P. 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**."

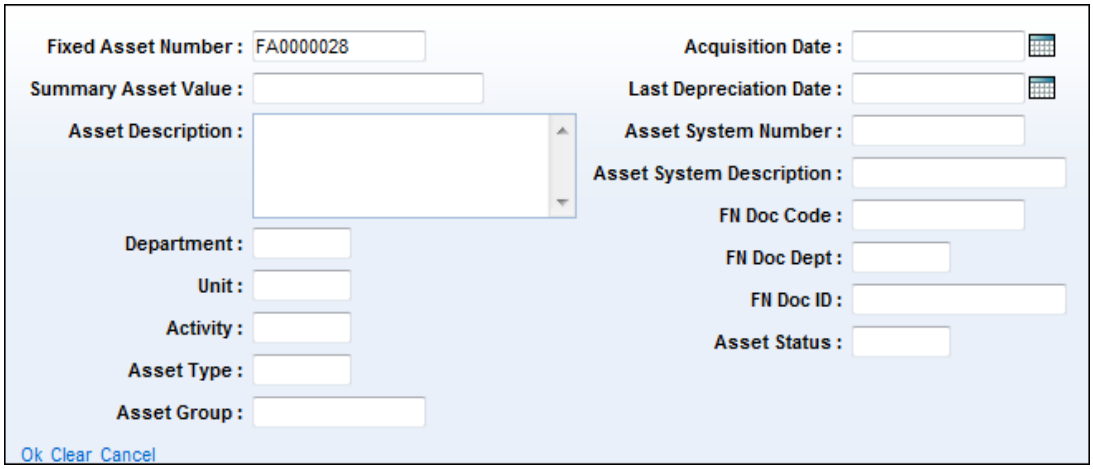
Q. Verify the generated Fixed Asset Number.

1. Click the **Header** component.
2. Click the **General Information** tab.
3. Verify that the Fixed Asset Number on the Header is auto generated and assigned. Write it here for use in later steps _____.

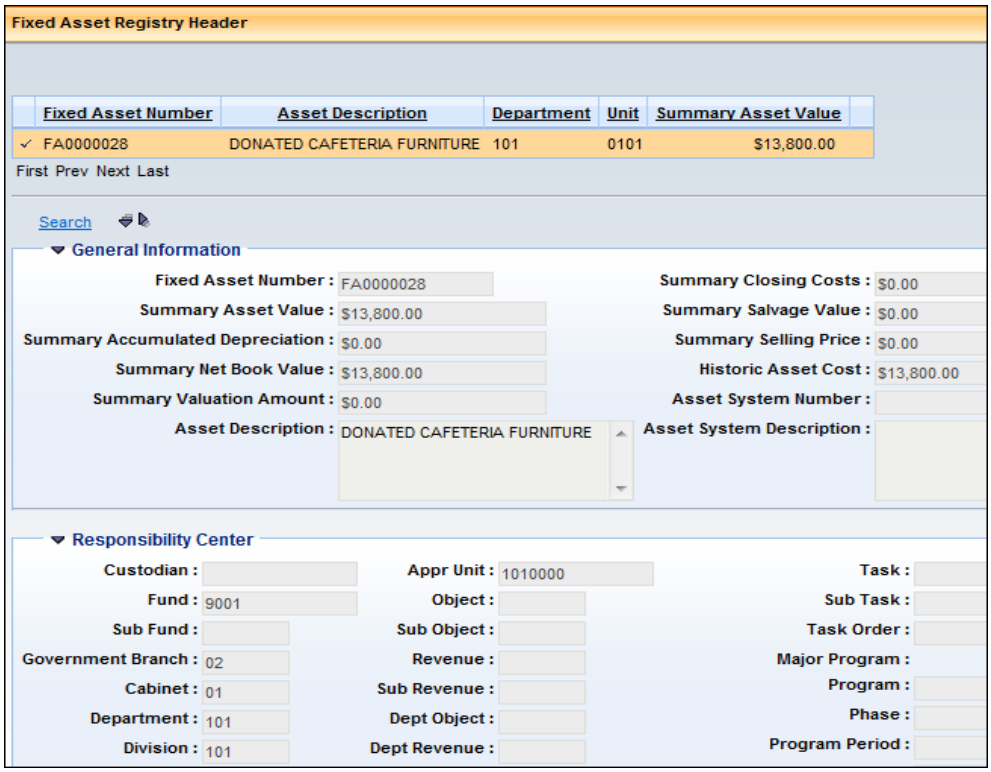
4. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully**."

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

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

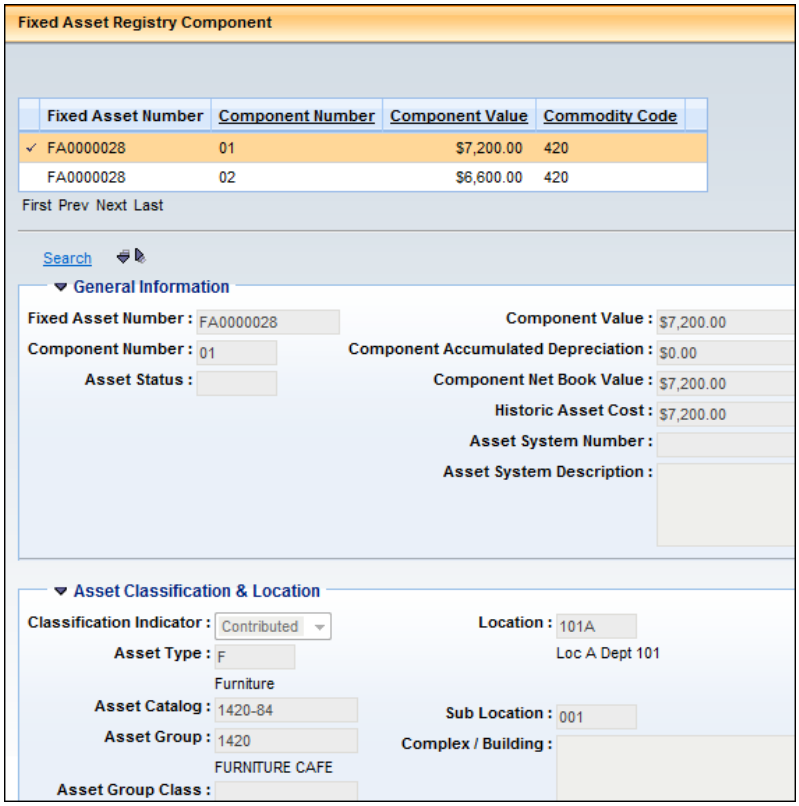


5. Click the **downward facing arrow** just below the grid to expand all sections.



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

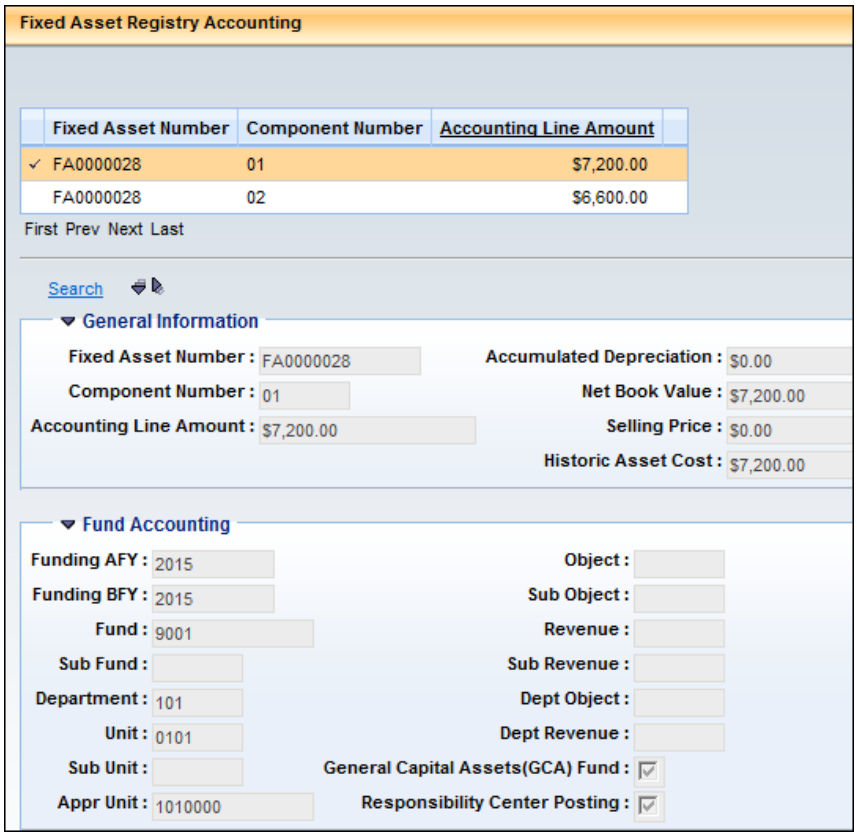
1. Click **Fixed Asset Registry Component** link from the bottom of the Fixed Asset Registry Header page.
2. Click the **downward facing arrow** just below the grid to expand all sections.



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

1. In the **Jump to** field, enter ***FARACTG*** and select Go. A search window displays.
2. In the **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 the **downward facing** arrow just below the grid to expand all sections.



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

3.5. Memo Asset

Memo assets must meet the Commodity asset threshold (COMMFA) for the purpose of Shell generation, but not the capitalization threshold (FACC).

Only stewardship, memo assets need to be entered in AFIS; however, Departments can record and track memo assets in AFIS for other purposes, using the FA document.

Once the purchasing and invoicing processes are completed, a Department receives a Fixed Asset number and a Custodian is identified for the asset. When an asset meets the COMMFA table, a FA Shell is generated. If the asset does not meet the Commodity Shell criteria, no FA Shell is generated. 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.

ACTIVITY 3.5

Create an FA Document for a Memo Asset

Scenario

Your Department purchases four laptops at $1000 each. Even though the unit price is less than $5,000, since it is IT equipment, it will be recorded as a memo asset. Create an FA document.

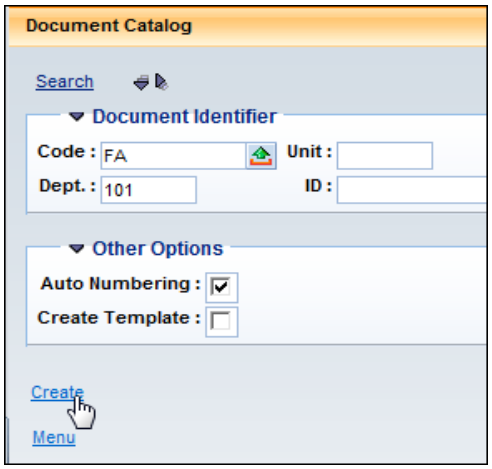
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Create an FA document from the Document Catalog.

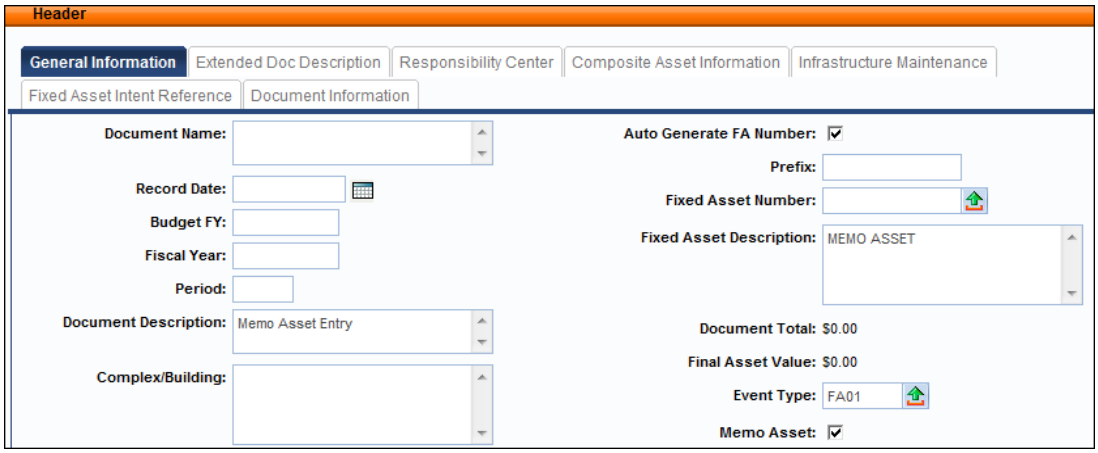
1. Click **Search** from Secondary Navigation Panel.
2. Click Document Catalog.
3. Click **Create**.
4. In the **Code** field, enter ***FA***.
5. In the **Dept**. field, enter ***your student data card information***.
6. Check the **Auto Numbering** check box.
7. Click **Create**.



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

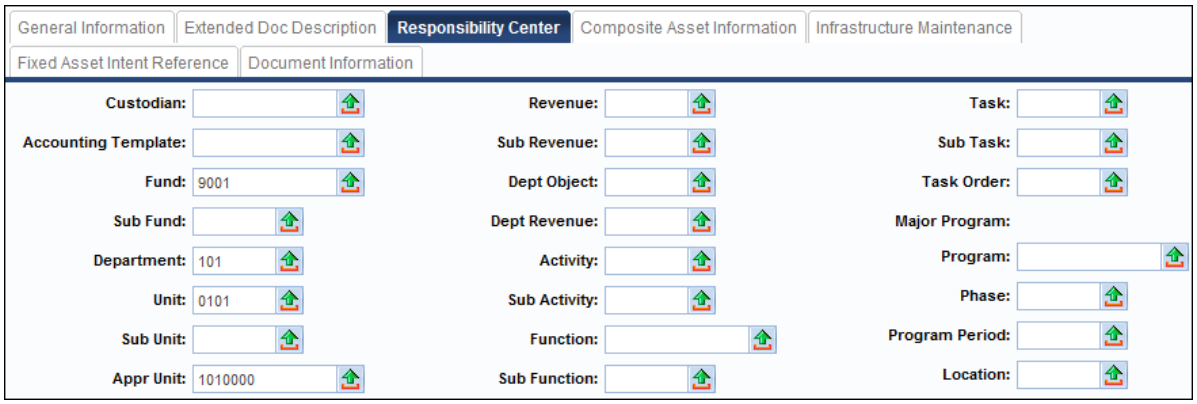
1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
2. Check the **Auto Generate FA Number** check box.

3. In the **Fixed Asset Description** field, enter ***Memo asset.***
4. In the **Document Description** field, enter ***Memo asset entry.***
5. Ensure **Event Type** is set to **FA01**.
6. Check the **Memo Asset** check box.



C. Complete the Responsibility Center tab in the Header component.

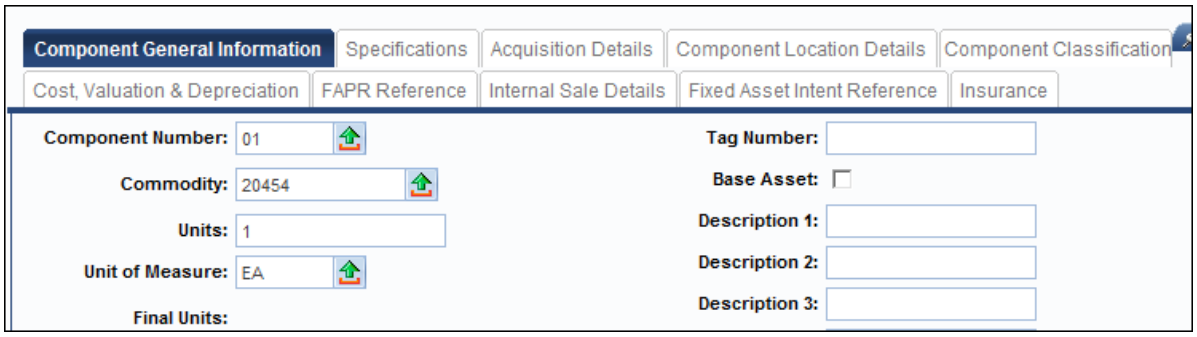
1. Click the **Responsibility Center** tab.
2. In the **Fund** field, enter ***your student data card information***.
3. In the **Department** field, enter ***your student data card information***.
4. In the **Unit** field, enter ***your student data card information***.
5. In the **Appr Unit** field, enter ***your student data card information***.



D. Complete the General Information tab in the Component component.

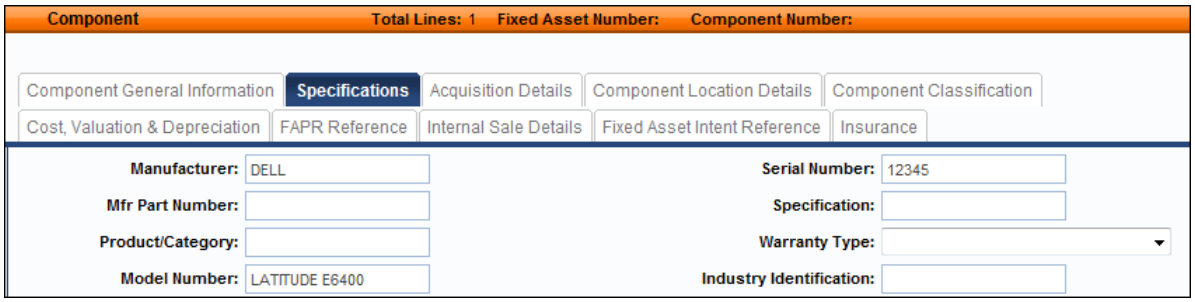
1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.
3. Click **Insert New Line**.
4. In the **Component Number** field, enter ***01***.
5. In the **Commodity** field, enter ***20454.***
6. In the **Units** field, enter ***1***.

7. In the **Units of Measure** field, enter ***EA*** (Each).



E. Complete the Specifications tab.

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



F. Complete the Acquisition Details tab.

1. Click the **Acquisition Details** tab.
2. In the **Acquisition Date** field, enter ***10/01/2014***.
3. In the **Acquisition Method** field, enter ***PURC*** (Purchase).

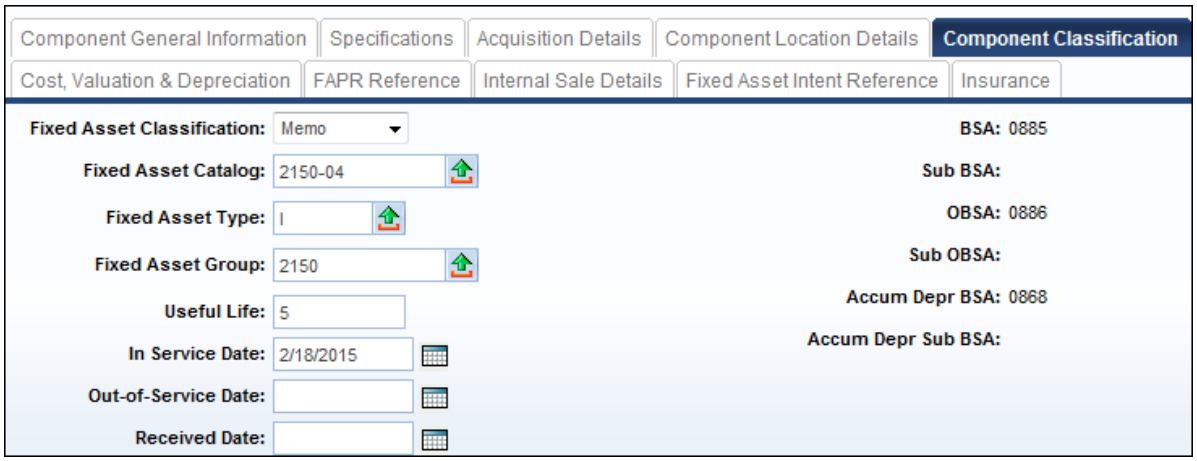
G. Complete the Component Location Details tab.

1. Click the **Component Location Details** tab.
2. From the Location pick list, select Location A ***your student data card information.***

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

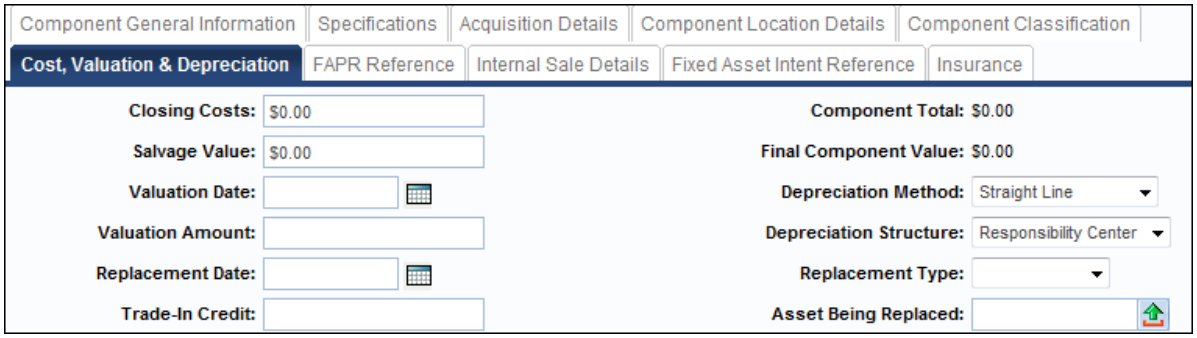
H. Complete the Component Classification tab.

1. Click the **Component Classification** tab.
2. From the **Fixed Asset Classification** drop-down list, select ***Memo.***
3. In the **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 ***today's date***.



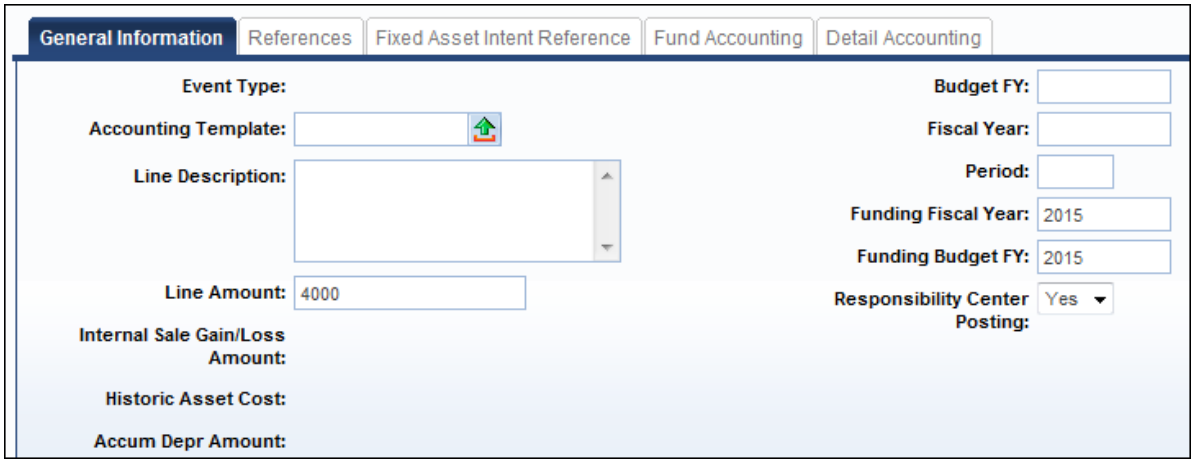
I. Complete the Cost, Valuation & Depreciation tab.

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



J. Complete the General Information tab of the Accounting information.

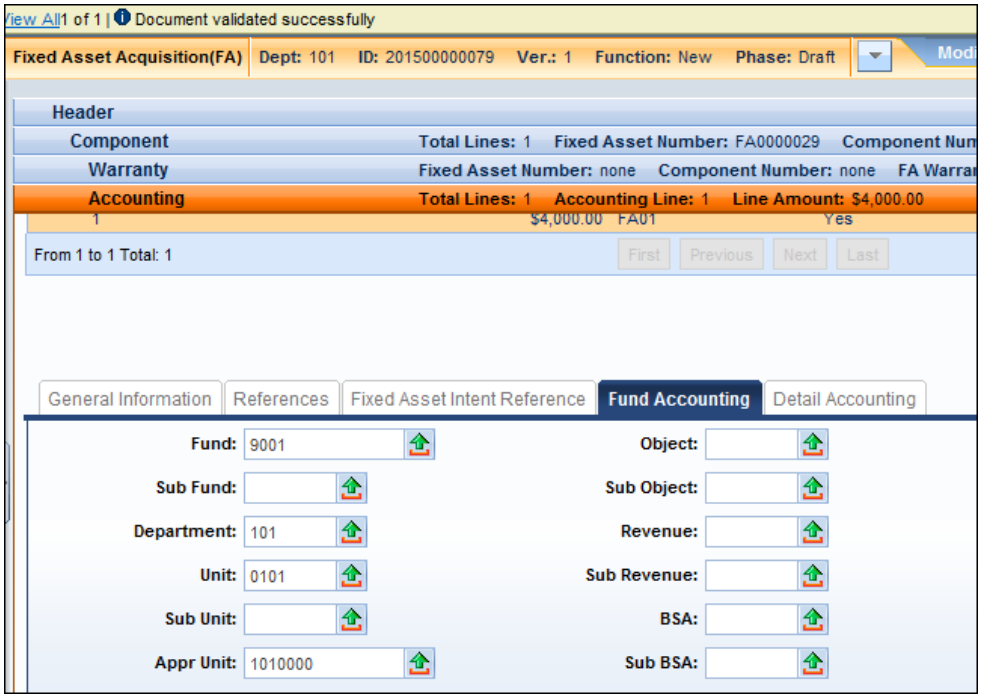
1. Click **Accounting** from the Secondary Navigation panel.
2. Click **Insert New Line**.
3. In the **Line Amount** field, enter ***4000***.
4. In the **Funding Fiscal Year** field, enter ***the current year***.
5. In the **Funding Budget FY** field, enter ***the current year***.
6. From the **Responsibility Center Posting** drop-down list, select ***Yes***.



K. Complete the Fund Accounting tab of the Accounting component.

1. Click the **Fund Accounting** tab.
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 **Appr Unit** field, enter ***your student data card information***.

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**."



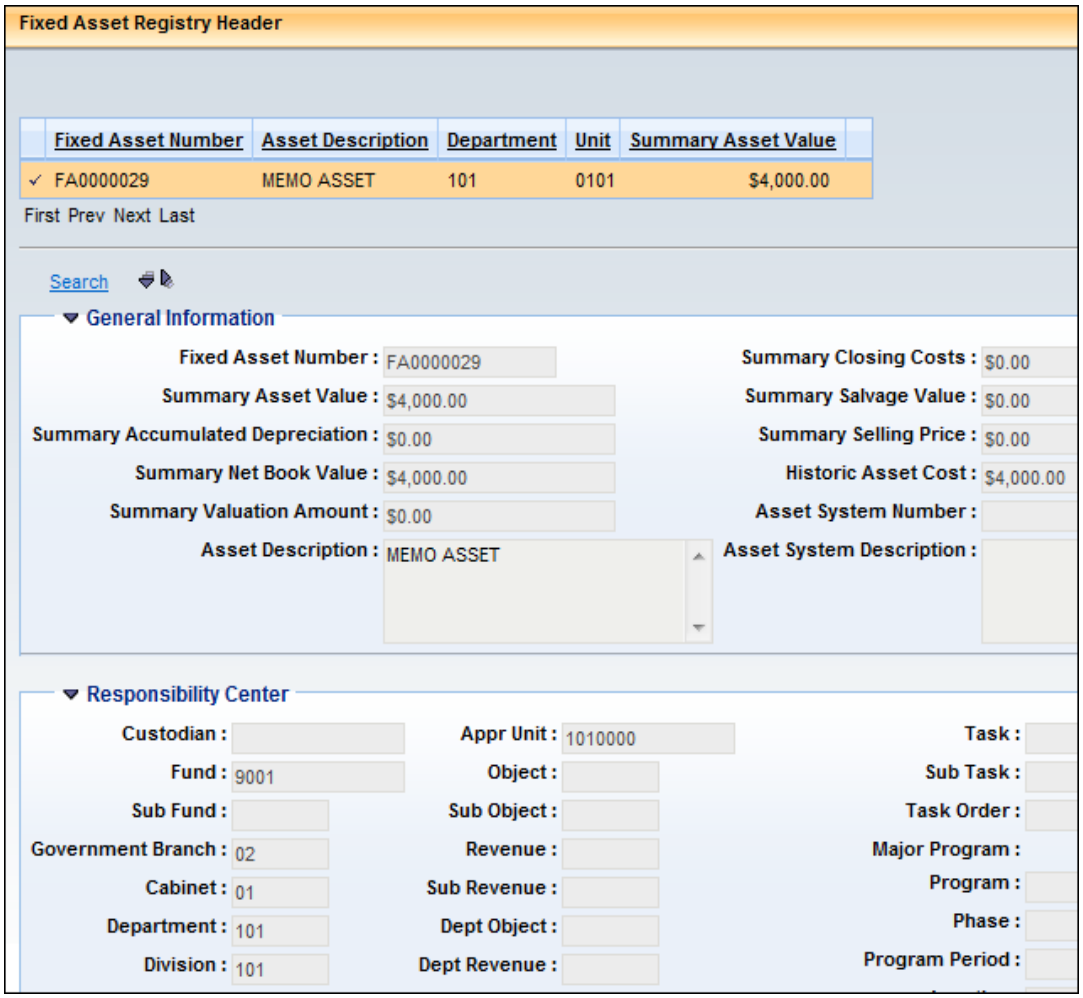
L. Verify the generated Fixed Asset Number.

1. Click the **Header** component.
2. Click the **General Information** tab.
3. Verify that the **Fixed Asset Number** on the Header is auto generated and assigned. Write it here for use in later steps _____.
4. 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**."

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

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

5. Click the **downward facing arrow** just below the grid to expand all sections.



N. 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.
2. Click the **downward facing arrow** just below the grid to expand all sections.

3. Confirm the **Classification Indicator** field is set to **Memo**.

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

3.6. 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.

4. Maintaining an Asset

Learning Objectives

In this lesson, you will:

- Create a Fixed Asset betterment using the Fixed Asset Acquisition (FA) document
- Create a simple Fixed Asset modification using the Fixed Asset Modification (FM) document
- Capture labor and material costs using the Fixed Asset Repair and Warranty (FRM) document
- Modify an assets value using the Fixed Asset Increase/Decrease (FI) document
- 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:

- **Document Catalog** - By accessing the Document Catalog in Create mode, all data entry is performed by the user.
- **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.

4.1. 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. Please note, if multiple components for one asset are purchased at one time, these components can be added all at once on the FA or FAS 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.

Alternatively, once the Purchasing and Invoicing processes are completed and the Department receives the asset, the Fixed Asset Shell Generation Process automatically generates an FA Shell (draft document). A user with data entry authority is able to edit the FA Shell document and provides the Fixed Asset Number of the existing asset to which the betterment is going to be applied to. An Event Type of FA02 (Better an Asset) is used to record the betterment.

Once the FAS is submitted, it is routed through a single level of approval within the Department before going to Final Status.

ACTIVITY 4.1

Create an FA Document to Better an Asset

Scenario

The Prisoner Transportation Bus processed in Activity 1.2 has recently been upgraded with a Security Package. This requires the completion of a betterment against an existing asset.

Note: This activity is linked to activity 1.2, which must be completed successfully before performing the steps in this activity.

Setup

- ✓ User is logged into the AFIS Home Page.

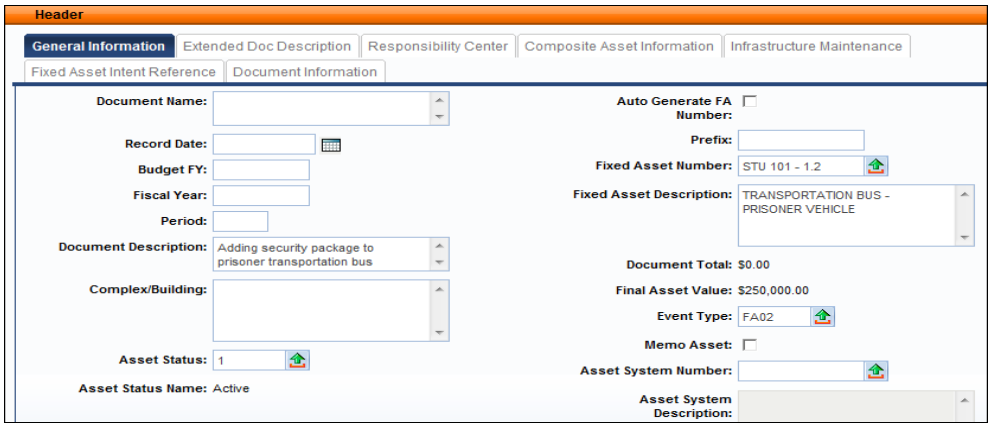
Steps

A. Open the FA Shell from the Document Catalog.

1. Click **Search** from 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**.

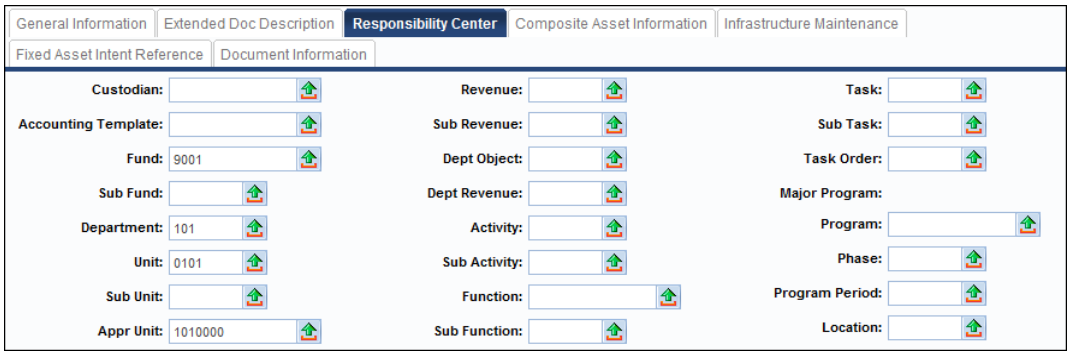
B. Complete the General Information tab in the Header component

1. In the **Document Description** field, enter ***Adding Security Package to Prisoner Transportation Bus.***
2. In the **Fixed Asset Number** field, ***enter your student data card information from Activity 1.2***.
3. In the **Event Type** field, overwrite the existing value and enter ***FA02***.
4. Click **Save.** Notice the Fixed Asset Description and Final Asset Value fields are updated.



C. Verify the Responsibility Center tab in the Header component.

1. Click the **Responsibility Center** tab.
2. These fields are inferred from the Fixed Asset Registry.

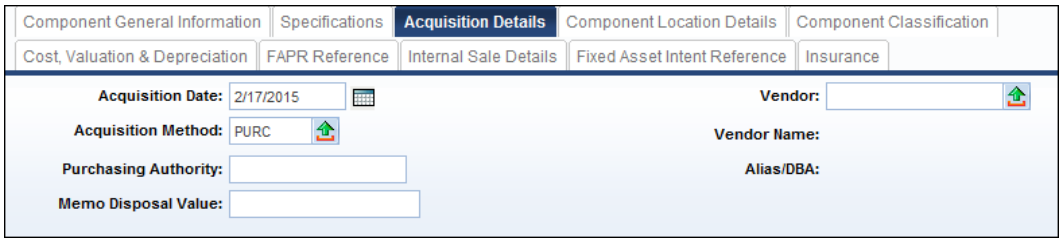


D. Complete the General Information tab in the Component component.

1. Click the **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 the **Component Number** field, enter ***2***.
5. In the **Commodity Code** field, enter ***07105***.
6. In the **Units** field, enter ***1***.
7. In the **Units of Measure** field, verify **EA** (Each) defaults.

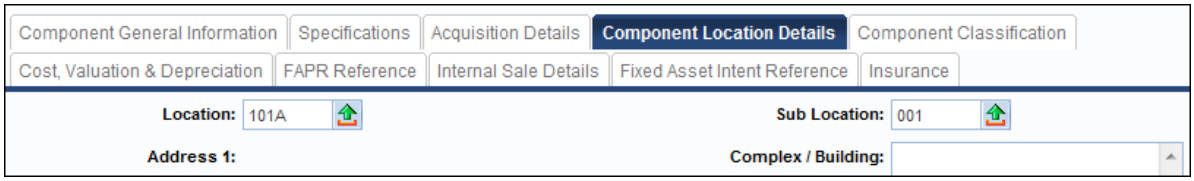
E. Complete the Acquisition Details tab.

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



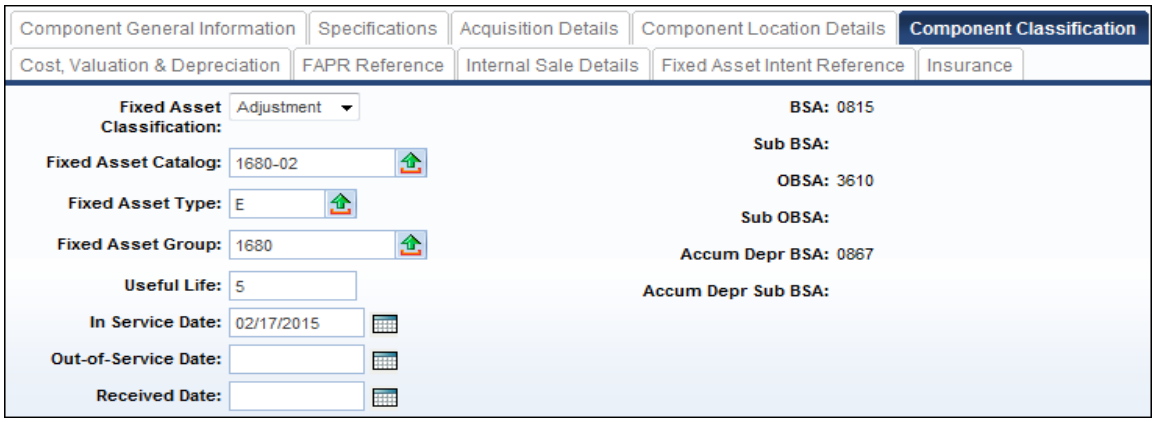
F. Complete the Component Location Details tab.

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



G. Complete the Component Classification tab.

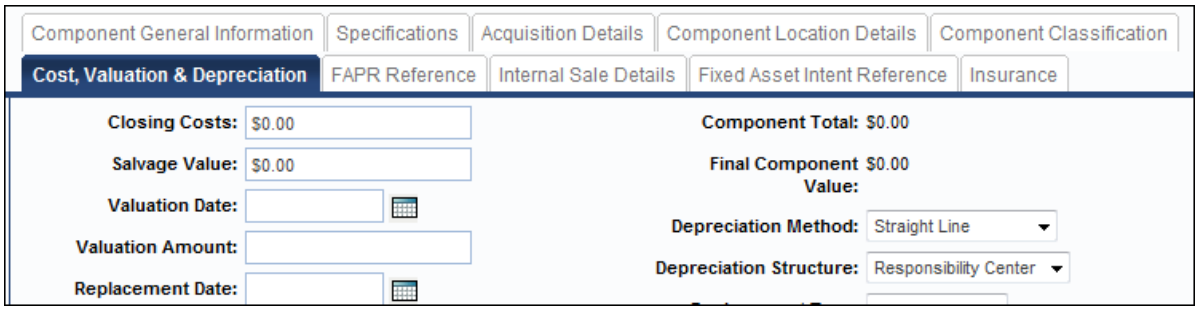
1. Click the **Component Classification** tab.
2. From the Fixed Asset Classification drop-down list, select **Adjustment**.
3. In the **Fixed Asset Catalog** field, enter ***1680-02.***
4. In the **In Service Date** field, click the calendar icon to ***select today's date***.
5. Click **Save**.



H. Complete the Cost, Valuation & Depreciation tab.

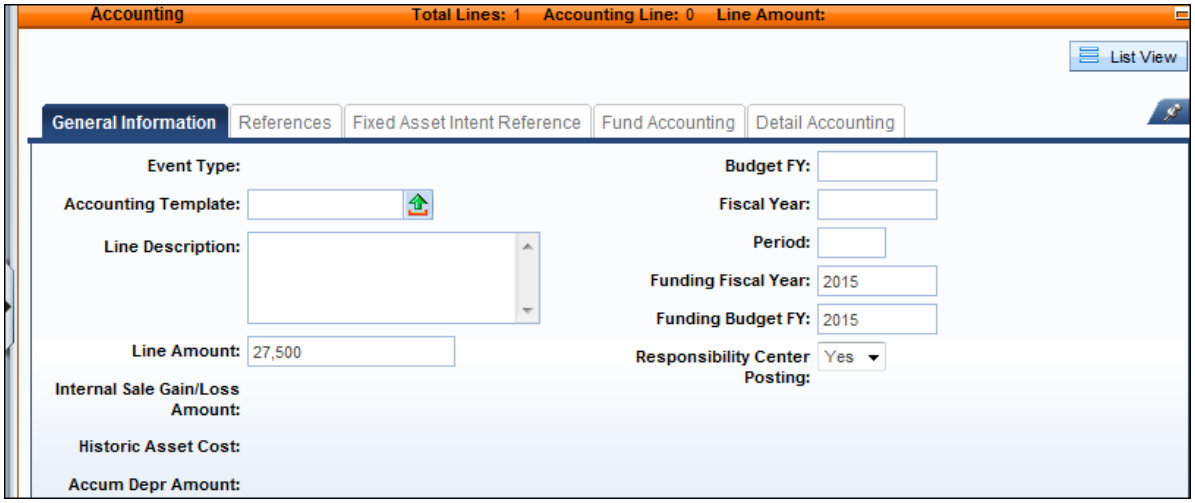
1. Click the **Cost, Valuation & Depreciation** tab.

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



I. Complete the General Information tab of the Accounting information.

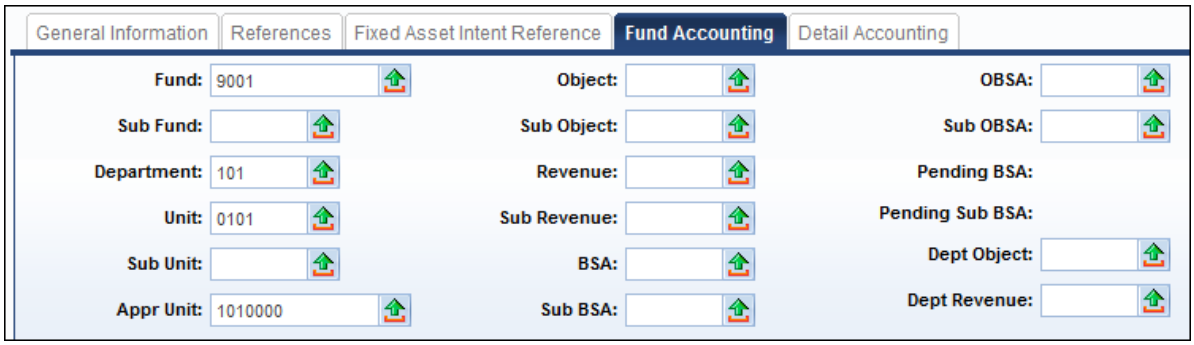
1. Click **Accounting** from the Secondary Navigation panel.
2. Click **Insert New Line**.
3. In the **Line Amount** field, enter $***27,500***.
4. In the **Funding Fiscal Year** field, enter ***2015*** (current year).
5. In the **Funding Budget FY** field, enter ***2015*** (current year).
6. From the **Responsibility Center Posting** drop-down list, select **Yes**.



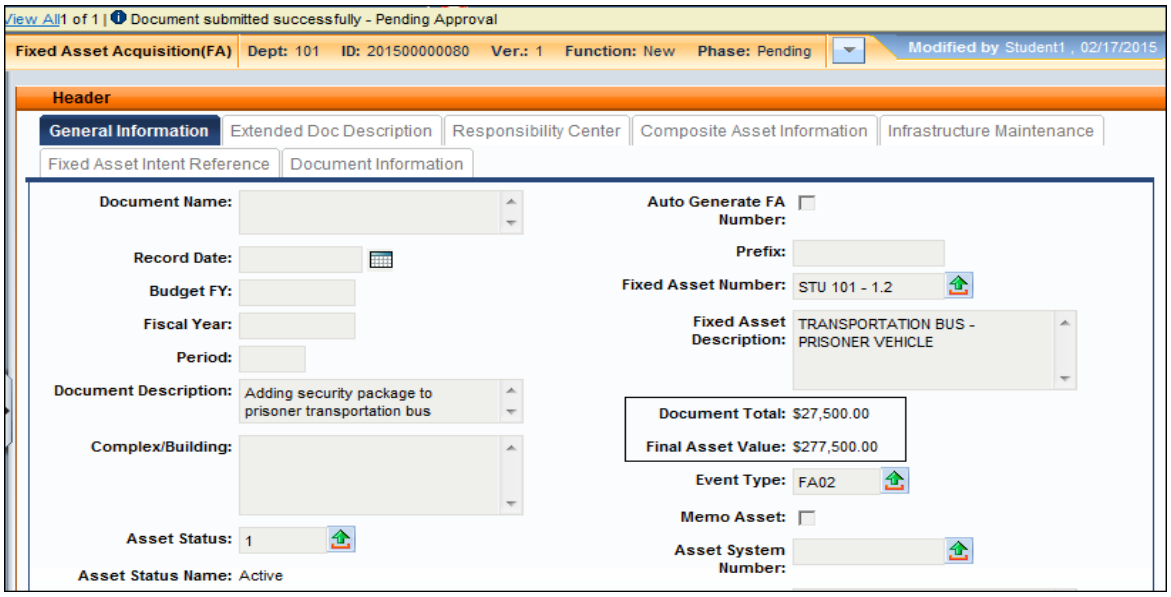
J. Complete the Fund Accounting tab of the Accounting component.

1. Click the **Fund Accounting** tab.
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 **Appr Unit** field, enter ***your student data card information.***



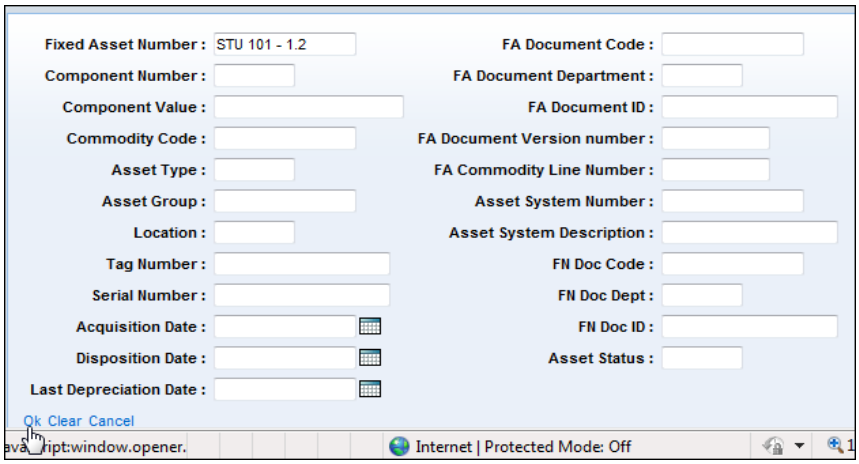
6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."
7. Click **Header**.
8. Click **General Information** tab.
9. Note the Document Total and Final Asset Value fields are updated by the betterment.
10. 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**."



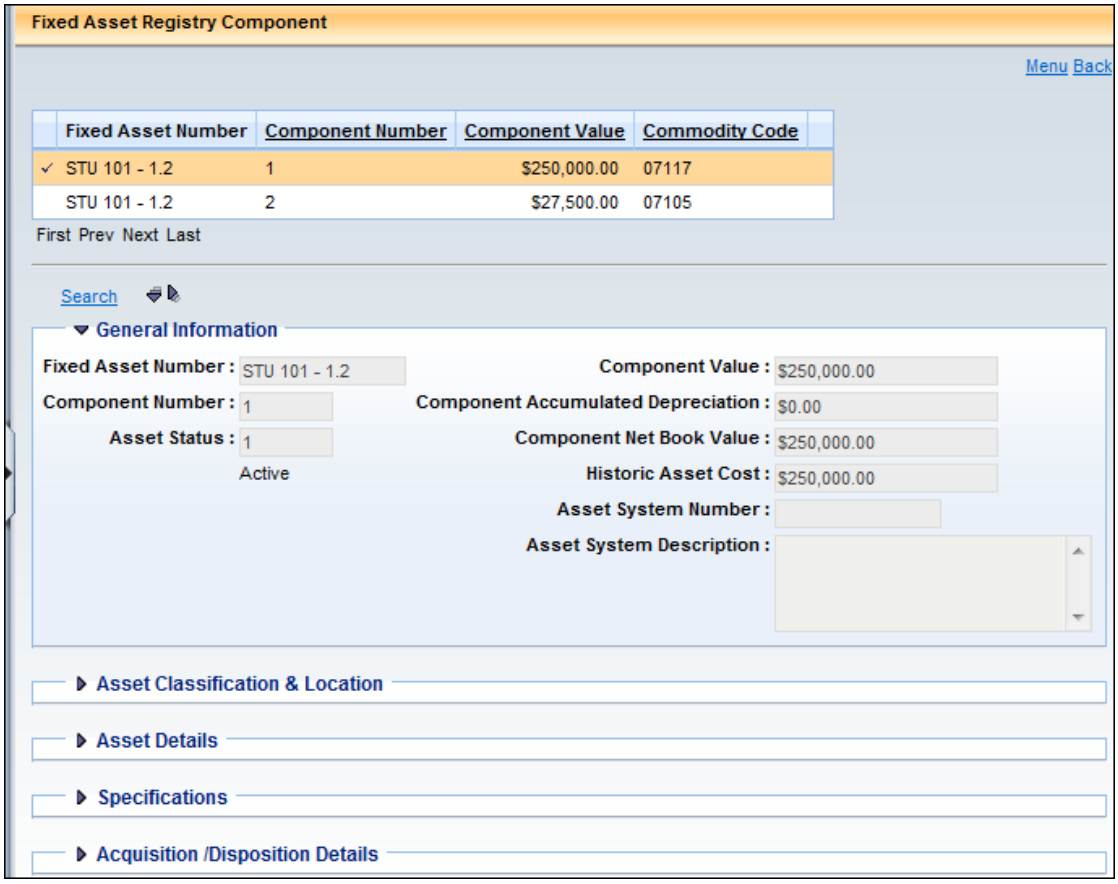
K. Once the FA document has been approved and is in Final status, navigate to Fixed Asset Registry Component (FARCOMP) and verify that the asset information is appropriately updated, then return to the Home Page.

1. In the **Jump to** field, enter ***FARCOMP***.
2. Click **Go**.
3. The FARRCOMP Search window opens. In the Fixed Asset Number field, enter the value from the student data card.

4. Click **Ok**.



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



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

4.2. Simple Modification

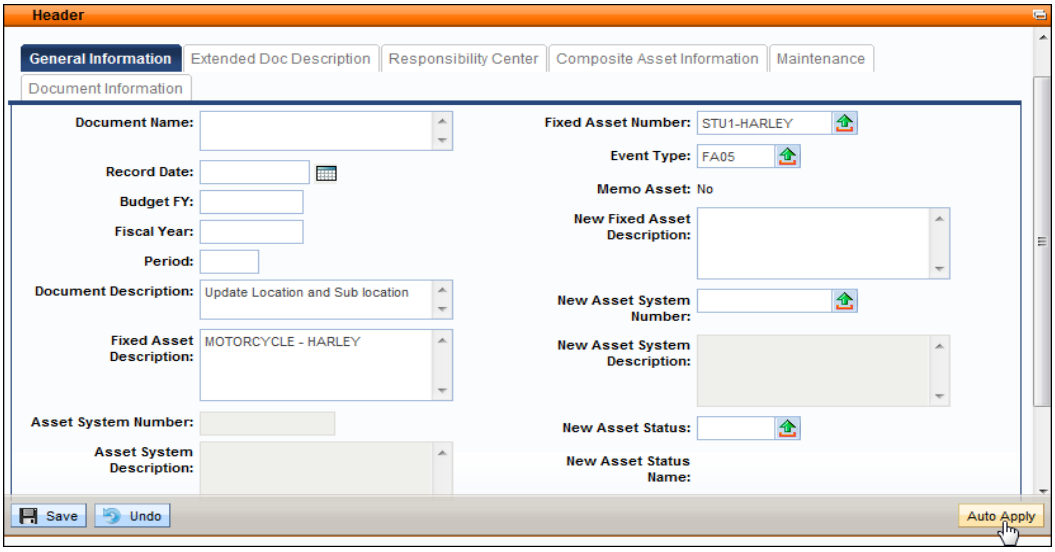
When a Department needs to modify non-accounting attributes on a Fixed Asset, users must create a Fixed Asset Modification (FM) document in AFIS.

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)
- 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

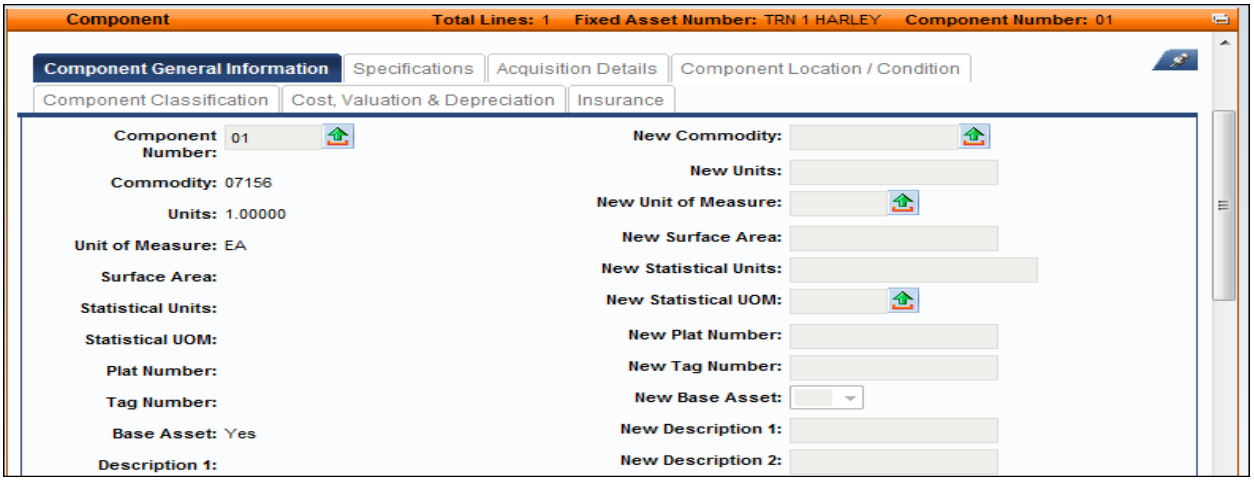
The default Event Type for the FM document is FA05 (Modify Fixed Asset Non-Accounting Attributes). Once a user has entered the Fixed Asset Number and clicked Auto Apply, the existing Component information for the asset is inferred into the FM document.



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.



ACTIVITY 4.2

Modify an Asset's Location with the FM Document

Scenario

The location of the Harley Davidson Motorcycle (created in Activity 3.3 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 activity 3.3, which must be completed successfully before performing the steps in this activity.

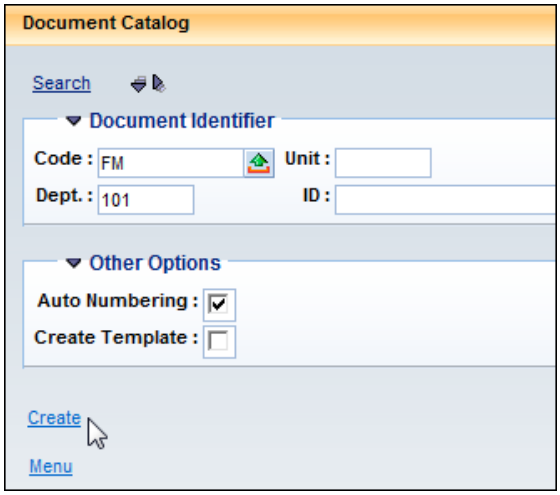
Setup

- ✓ User is logged into the AFIS Home Page.

Steps

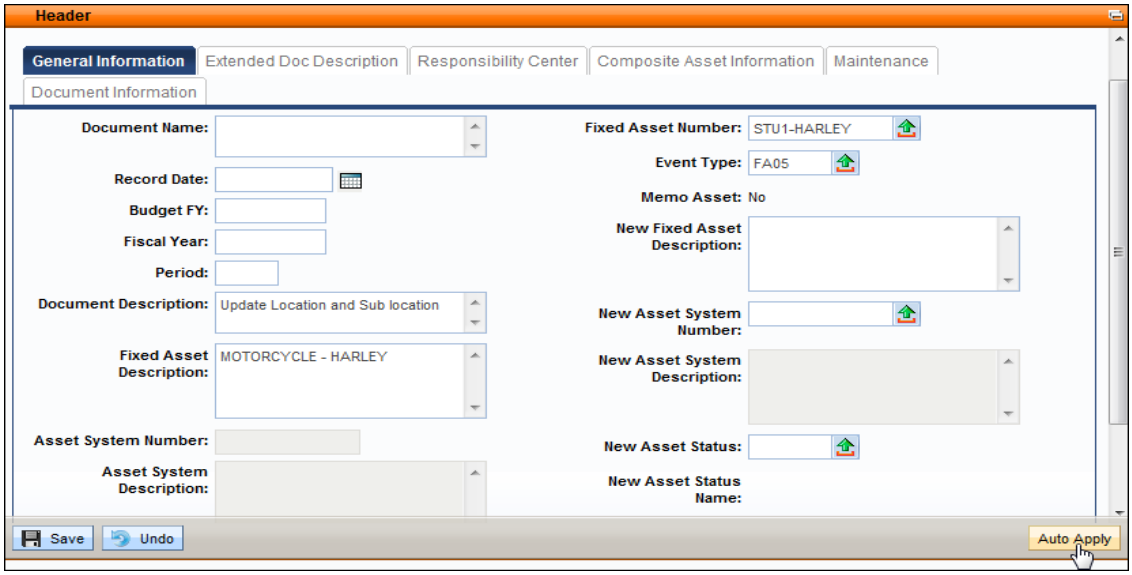
A. Create an FM document from the Document Catalog.

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



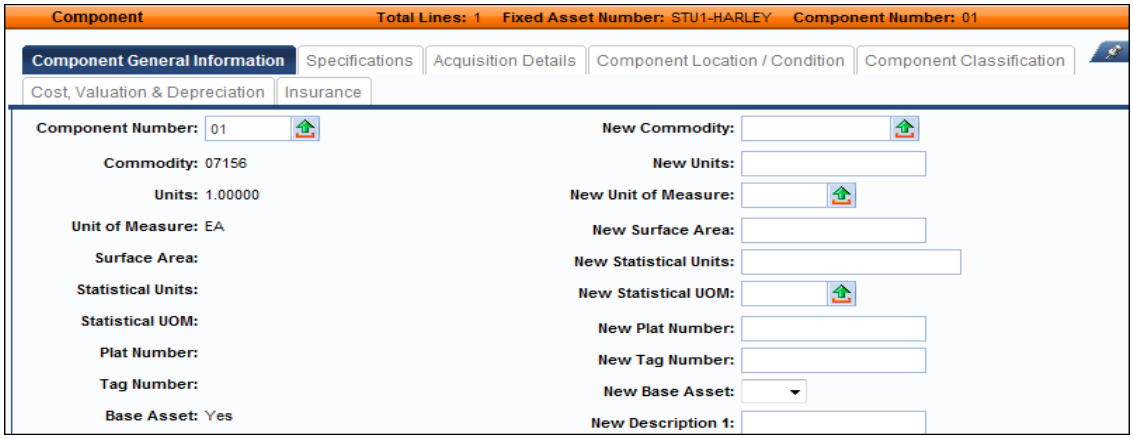
B. Complete the General Information tab in the Header component.

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



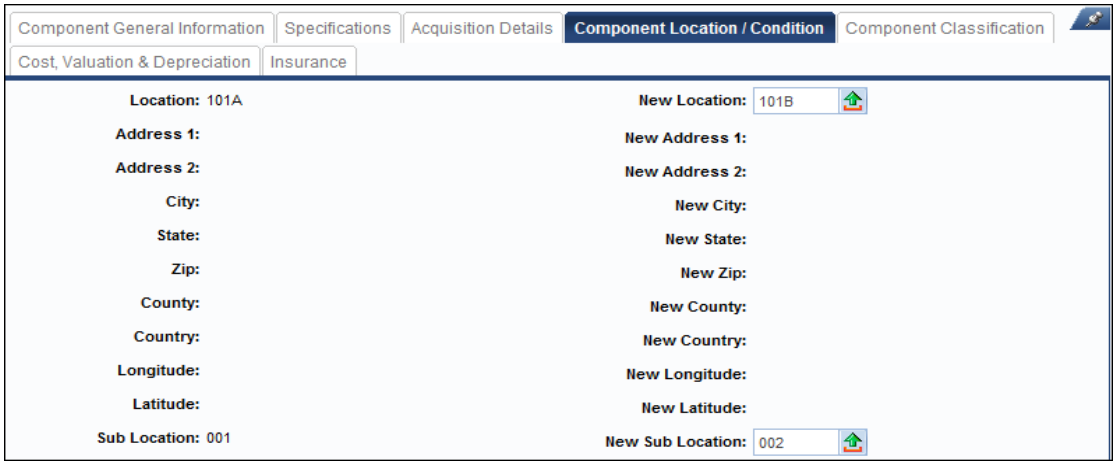
C. Verify the asset information is inferred on the Component component.

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



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

1. Click the **Component Location/Condition** tab.
2. From the New Location pick list, select ***your student data card information.***
3. From the New Sub Location pick list, select ***your student data card information***

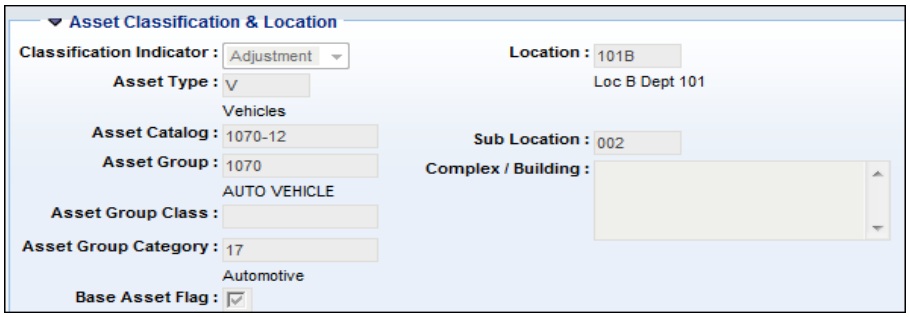


4. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."
5. Click the **Submit**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

E. 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**.

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.

4.3. 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, a user can enter an FA or FAS document with warranty information by using the Warranty component.

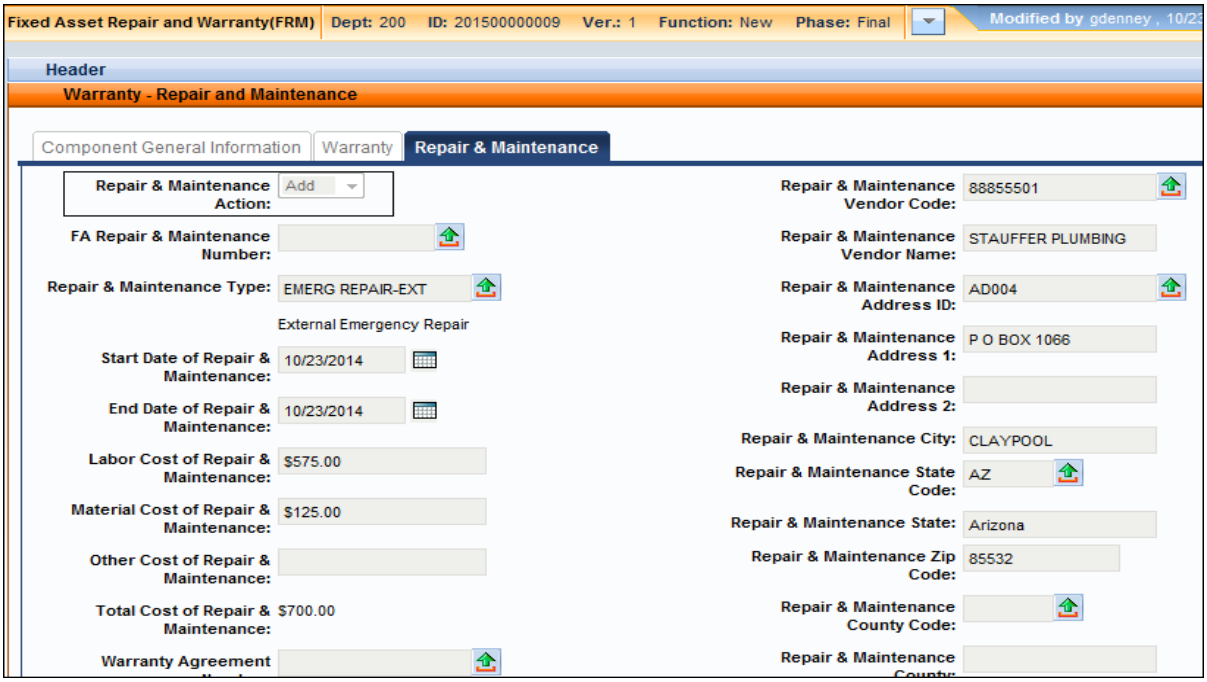
The repair and maintenance costs of the asset are recorded at the FRM document Warranty - Repair and Maintenance component, which includes the following three tabs:

- 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.

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.



ACTIVITY 4.3

Capture Labor & Materials Costs of Repairs & Maintenance

Scenario

Your department wants to track the warranty and repair of its recent Prisoner Transportation Bus purchase from Activity 2.1. You have looked on the FAWR and FARM tables and found that this information has not been recorded yet for your asset. Create the FRM document to track the warranty and repair for this asset.

Note: This activity is linked to activity 2,1, which must be completed successfully before performing the steps in this activity.

Setup

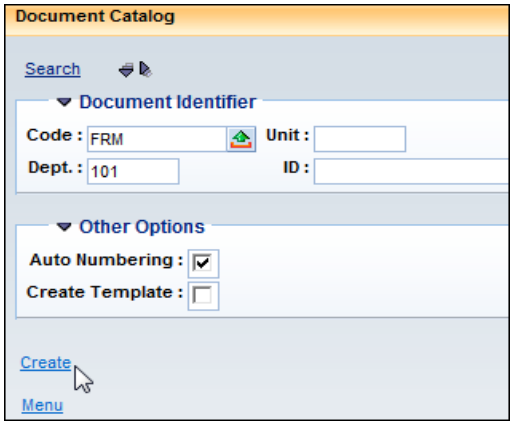
- ✓ User is logged into the AFIS Home Page.

Steps

A. Create an FRM document from the Document Catalog.

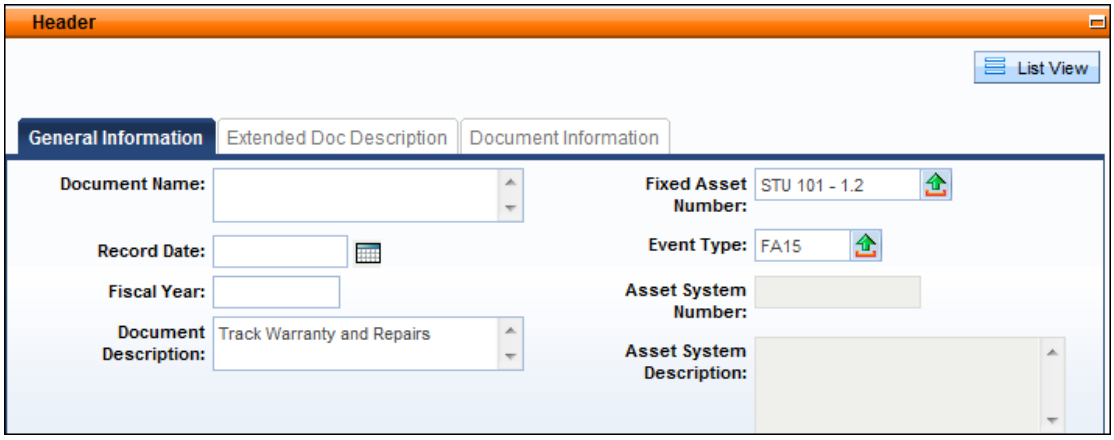
1. Click **Search**.
2. Click Document Catalog.
3. Click **Create** link.
4. In the **Code** field, enter ***FRM***.

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



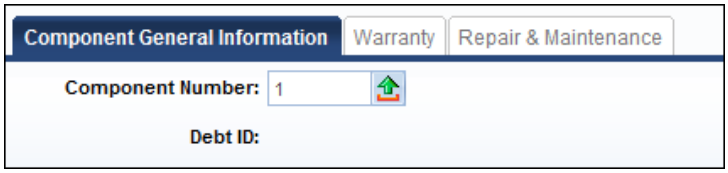
B. Complete the General Information tab in the Header component.

1. 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.
2. In the **Document Description** field, enter ***Track Warranty and Repairs***.
3. In the **Fixed Asset Number** field, enter ***your student data card information***.
4. Verify the **Event Type** is set to **FA15** (Repair and Warranty Fixed Asset).



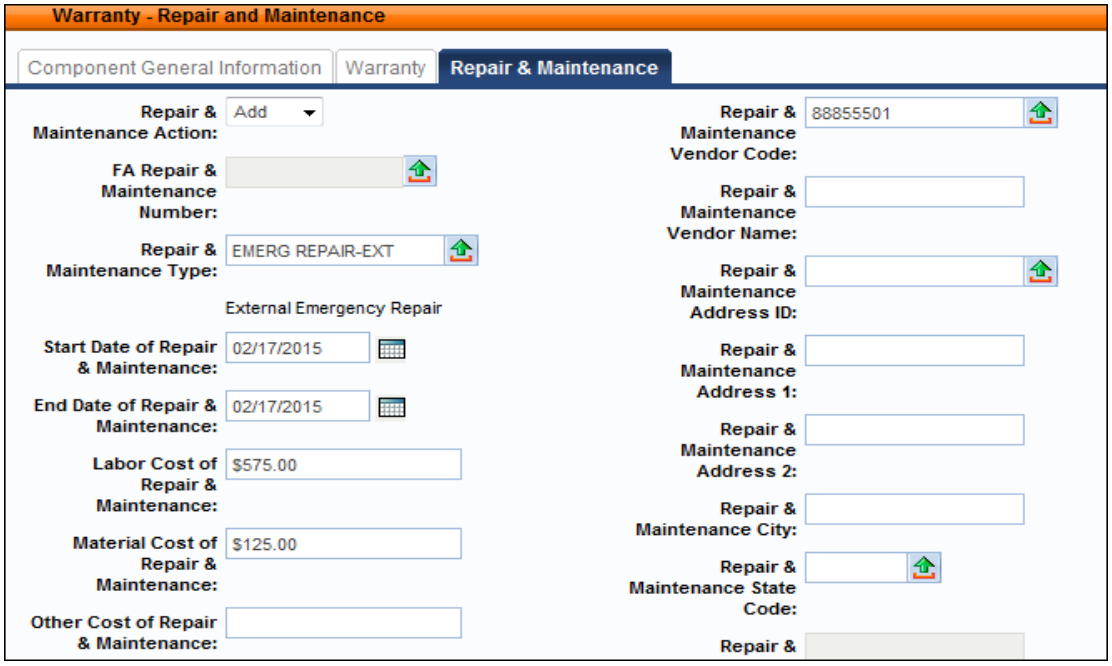
C. Complete the Component General Information tab in the Warranty-Repair and Maintenance component.

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.**



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

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

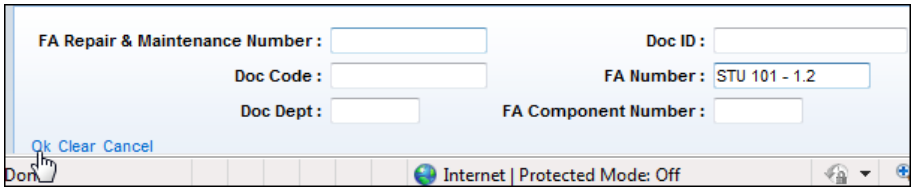


E. Check the FRM document for errors.

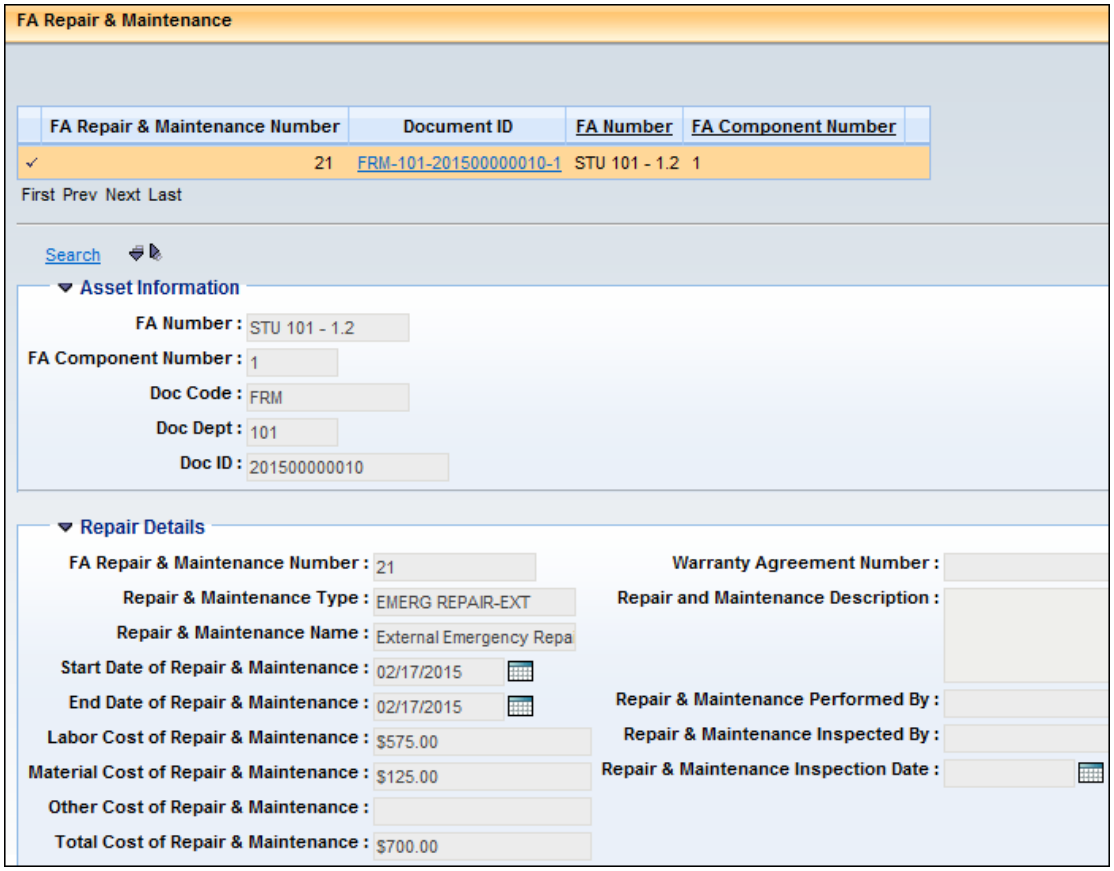
1. Click the **Validate** button to check for errors. The vendor information infers.
2. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."
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**."

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



6. 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



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

4.4. 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.

ACTIVITY 4.4
Create A New Fixed Asset Increase (FI) Document

Scenario

While reviewing Fixed Asset Acquisition Activity, you realize an incorrect purchase price was entered on the Harley Davidson Motorcycle Activity 3.3 Use the FI document to increase the purchase price from $6,500 to $16,500 (net increase of $10,000).

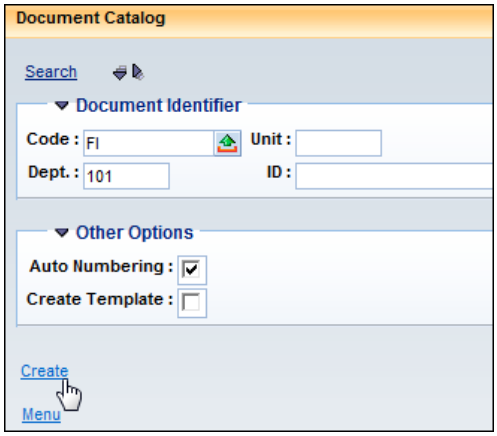
Setup

✓ User is logged into the AFIS Home Page.

Steps

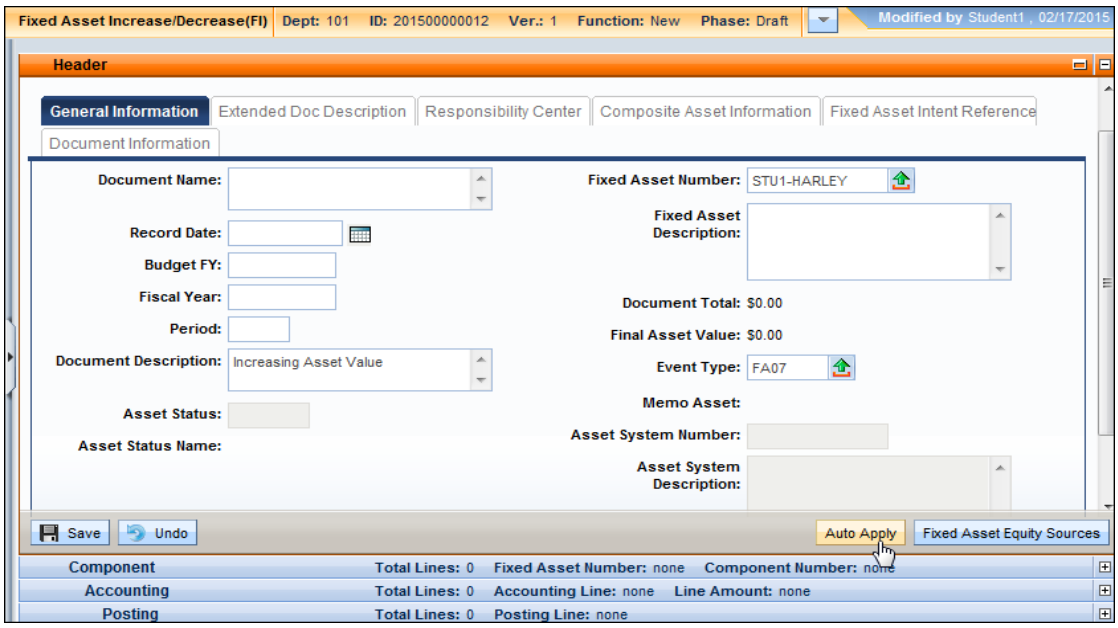
A. Create an FI document from the Document Catalog.

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



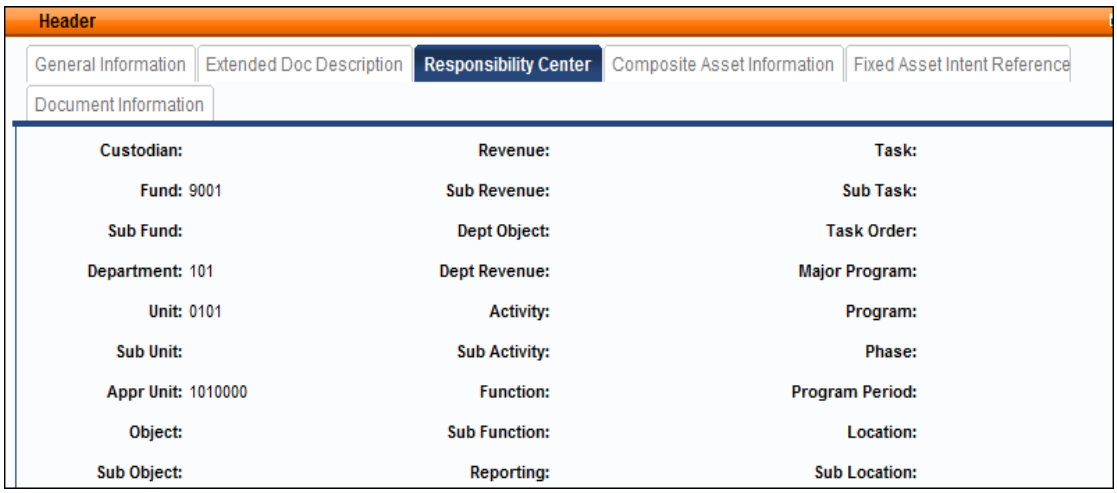
B. Complete the General Information tab in the Header component.

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



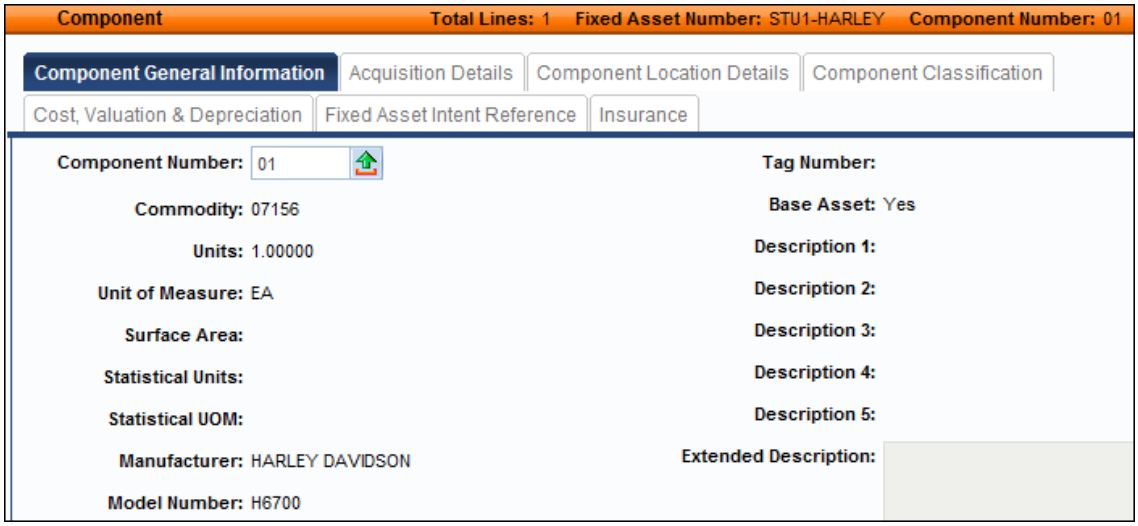
C. Verify COA elements are inferred on the Responsibility Center tab.

1. Click the **Responsibility Center** tab.
2. Verify the **Fund**, **Sub Fund**, **Department**, and **Unit** fields are inferred.



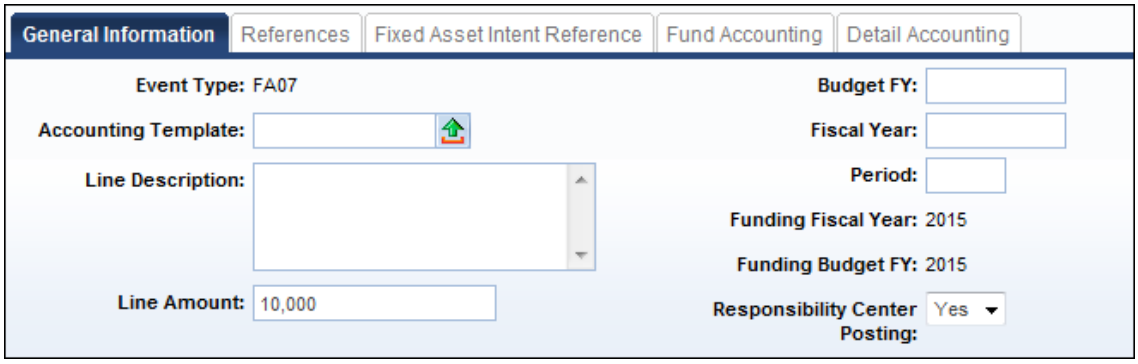
D. Verify the values associated with the Component Number are inferred on the Component component.

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



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

1. Click the **Accounting** component. It will open to the General Information tab.
2. 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.*

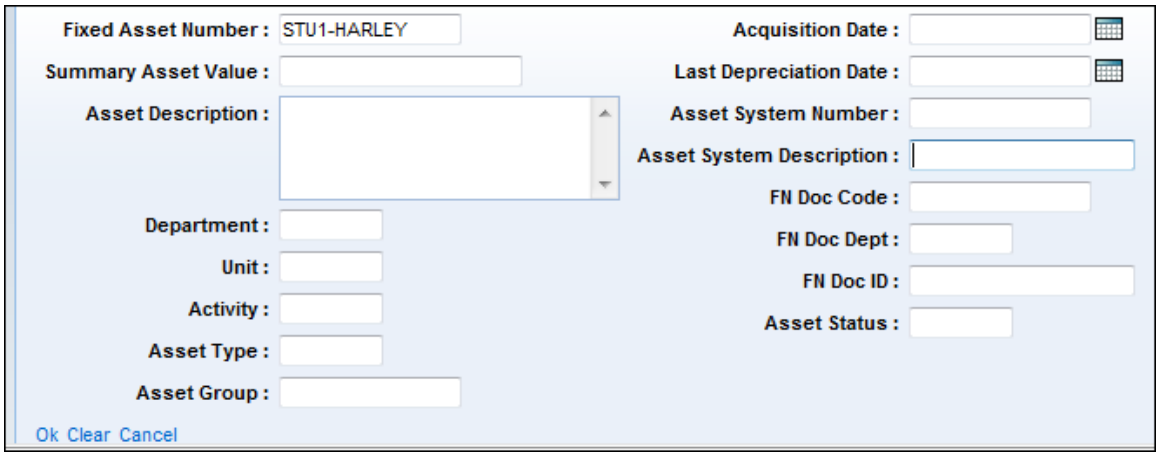
F. Verify the values associated with the Component Number are inferred on the Accounting component.

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**."

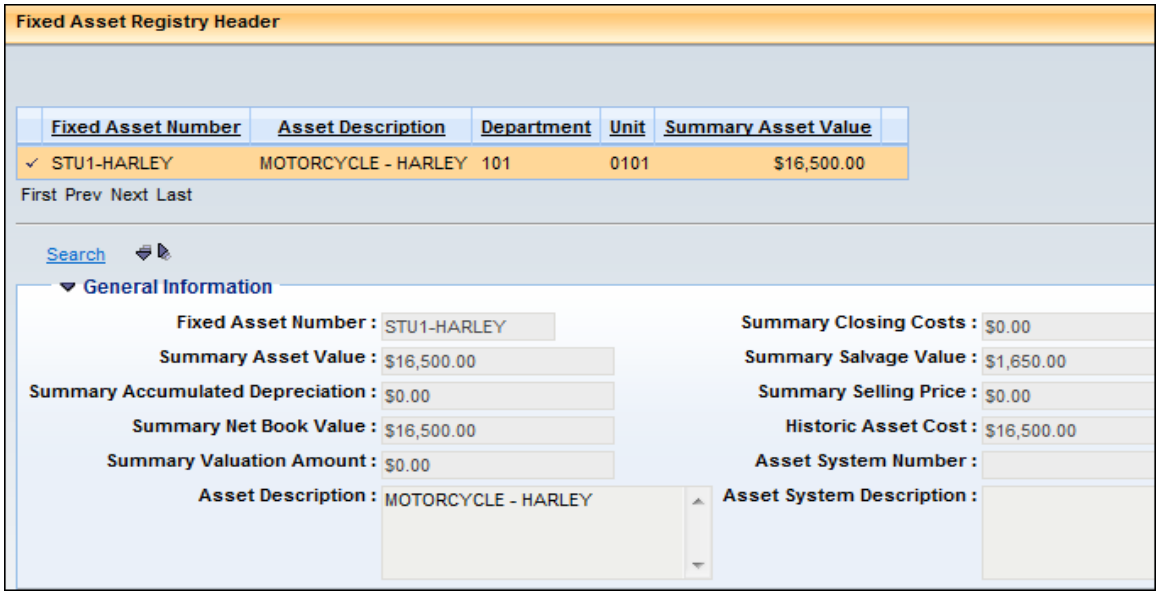
3. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully**."

G. 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**.

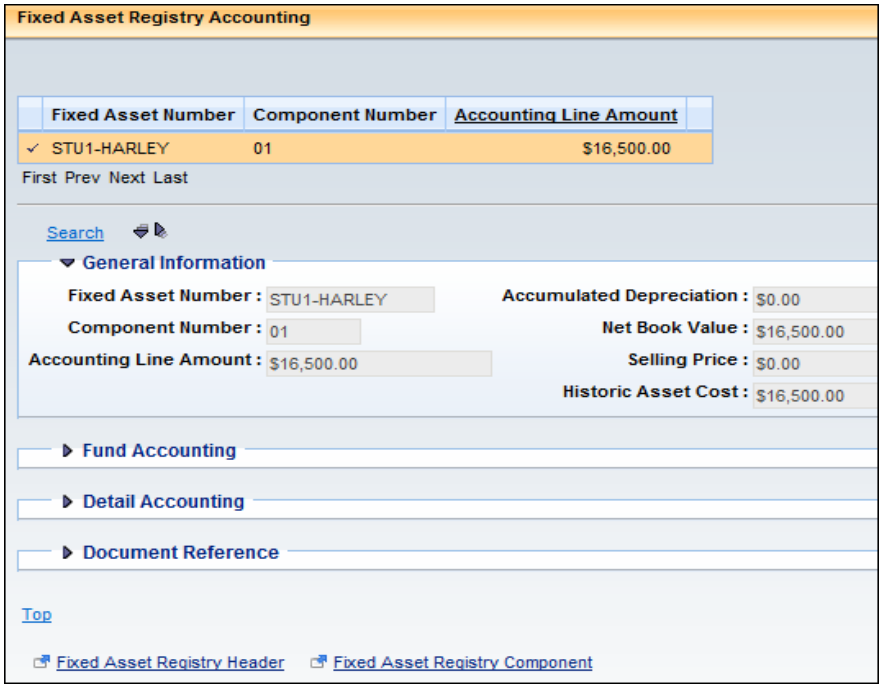


5. Verify a record exists for the Fixed Asset Number. Note the Summary Asset Value, Summary Net Book Value, and the Historic Asset Cost fields are updated.



6. Click the **Fixed Asset Registry Component** link, which is at the bottom of the page (not shown).

7. Verify the page has been updated.
8. Click the **Fixed Asset Registry Accounting** link, which is at the bottom of the page (not shown).
9. Select the **Search** hyperlink located above the General Information component.
10. In the **Fixed Asset Number** field, enter ***number from step B2*.**
11. Click **OK**.
12. Verify the page has been updated.



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

4.5. 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.

ACTIVITY 4.5

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.

Setup

- ✓ User is logged into the AFIS Home Page.

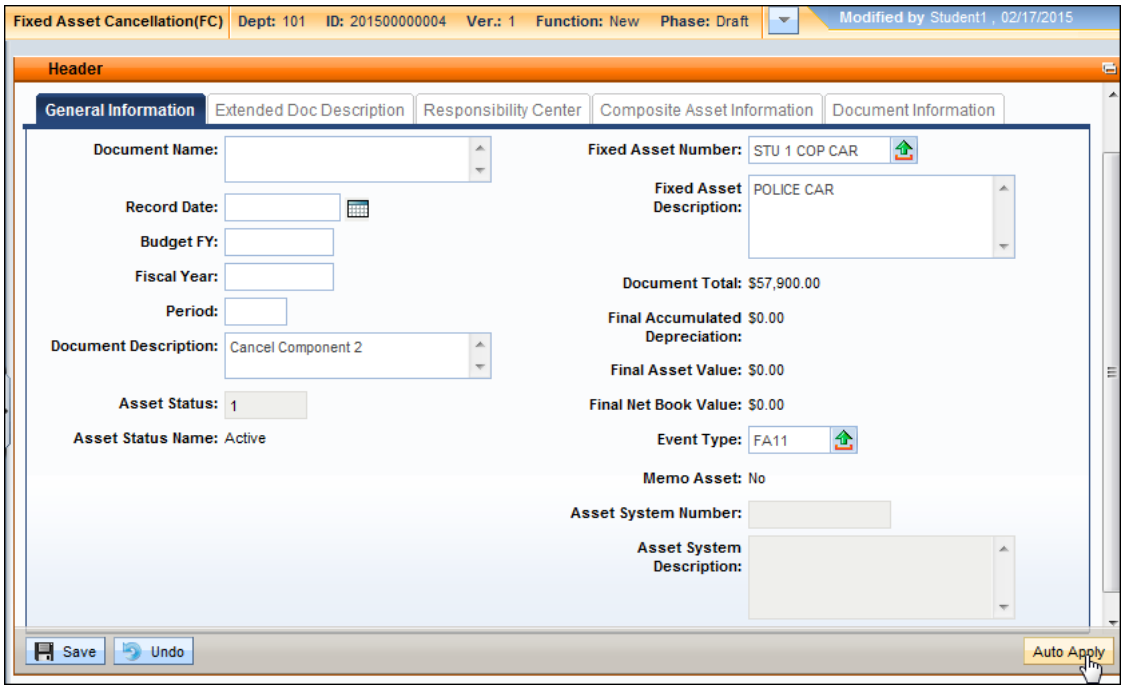
Steps

A. Create an FC document from the Document Catalog.

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

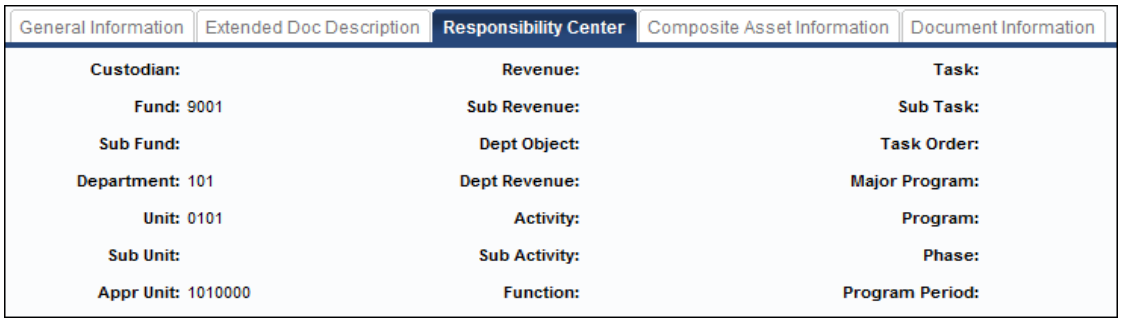
B. Complete the General Information tab in the Header component.

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



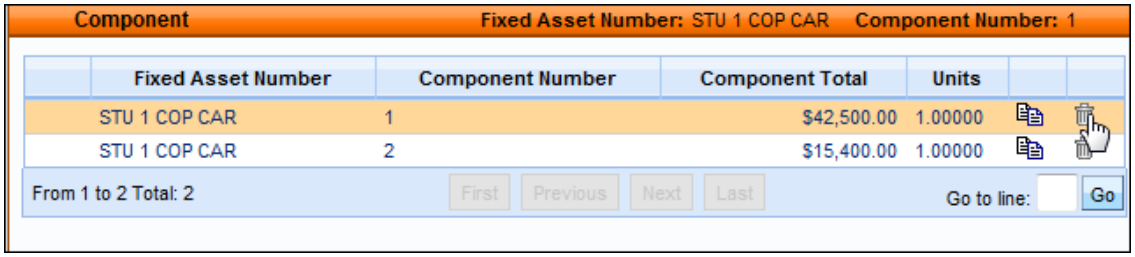
C. Verify COA elements are inferred on the Responsibility Center tab.

1. Click the **Responsibility Center** tab.
2. Verify the **Fund**, **Department**, **Unit,** and **Appr Unit** fields are inferred.

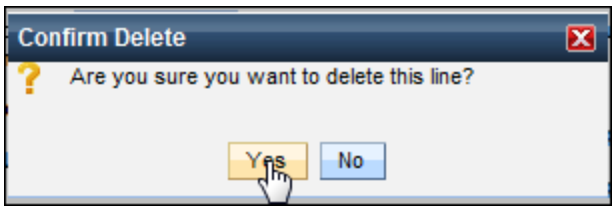


D. Select the Component Number to cancel the Night Vision System only, located on Component General Information tab.

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



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



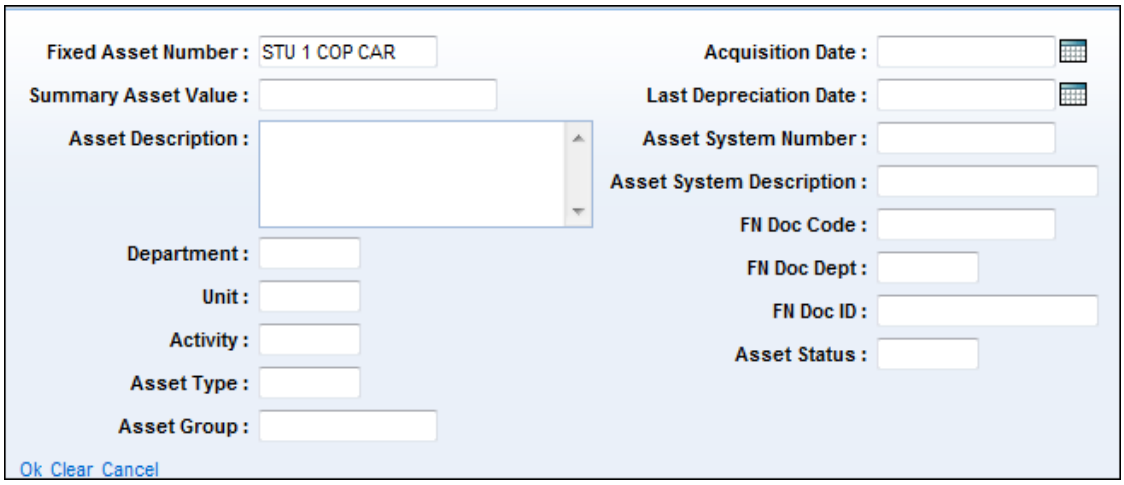
7. One component line remains (Component Number 2). Verify the values associated with the **Component Number** on this tab are inferred from the Fixed Asset Registry tables.
8. Review the other tabs. This information cannot be modified.

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

1. From the Secondary Navigation Panel, click the **Accounting** component.
2. Verify the values associated with the Component Number on the tabs. They cannot be modified.
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**."
4. 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**."

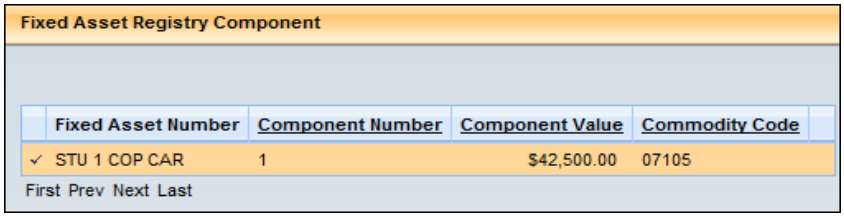
F. Once approval is applied and the FC is in Final status, navigate to the FARHDR table and verify the record for the asset remains since Component 1 still exists, then return to the Home Page.

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



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

6. Click the **Fixed Asset Registry Component** link, which is at the bottom of the page (not shown).
7. Confirm only one record for Component 01 exists.



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

5. 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. 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.*

ACTIVITY 5.1

Create an Intra-Agency Transfer with an FT Document

Scenario

You need to transfer the Harley Davidson Motorcycle from Activity 3.3 to a different unit and location. Create an FT document to record the transfer.

Note: This activity is linked to activity 3.6, which must be completed successfully before performing the steps in this activity.

Setup

✓ User is logged into the AFIS Home Page.

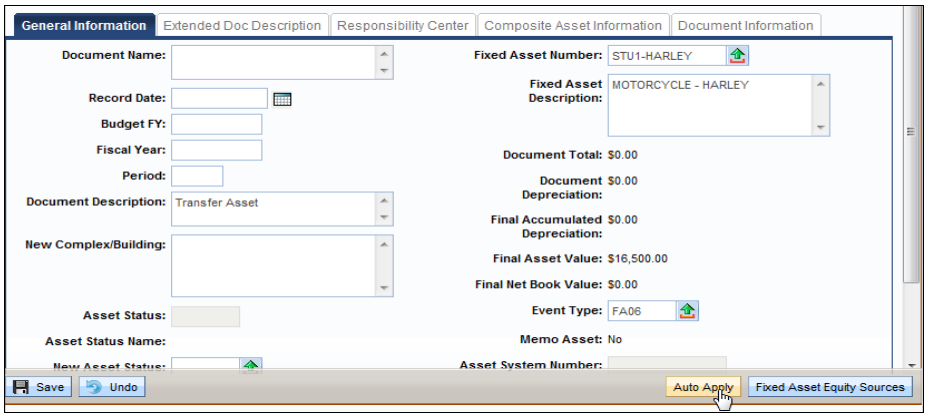
Steps

A. 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**.

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

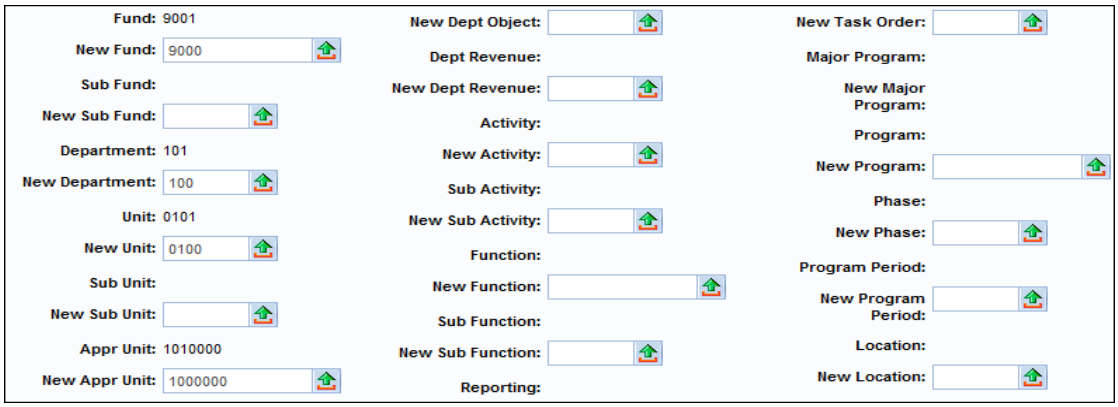
1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
2. In the Fixed Asset Number field, enter *your student data card information*.
3. In the **Document Description** field, enter ***Transfer Asset***.
4. Verify the **Event Type** is set to **FA06** (Transfer a Fixed Asset).
5. Click the **Auto Apply** button.



C. Complete the Responsibility Center tab.

1. Click the Responsibility Center tab.
2. Verify that the asset values are inferred from the Fixed Asset Registry tables on the **Responsibility Center** tab.
3. In the **New Fund** picklist, select ***9000***.
4. In the **New Department** picklist, select ***your student data card information***.
5. In the **New Unit** picklist, select ***your student data card information***.

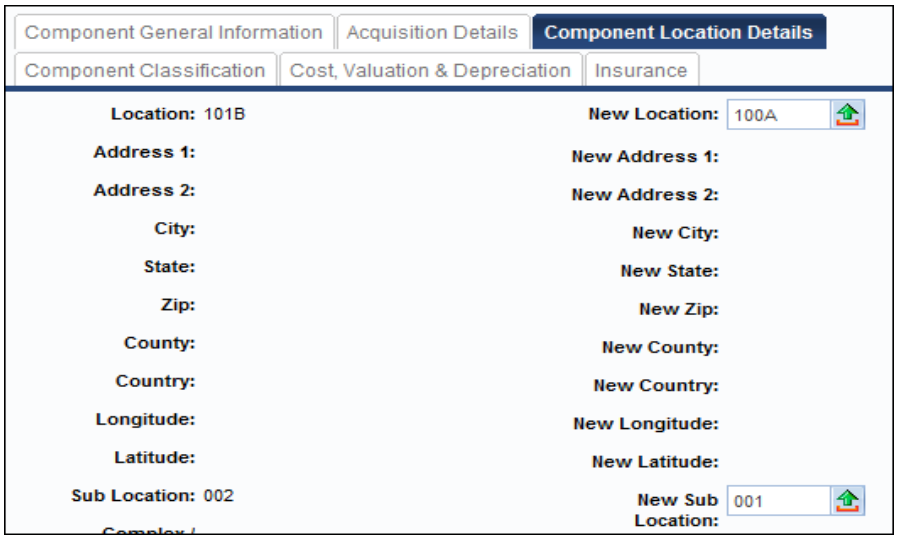
6. In the **New Appr Unit** field, enter ***1000000***.



D. 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.
3. Click the **Component Location Details** tab.
4. Verify that the asset values are inferred from the Fixed Asset Registry tables on the Component Location tab.
5. From the **New Location** pick list, select ***your student data card information***.

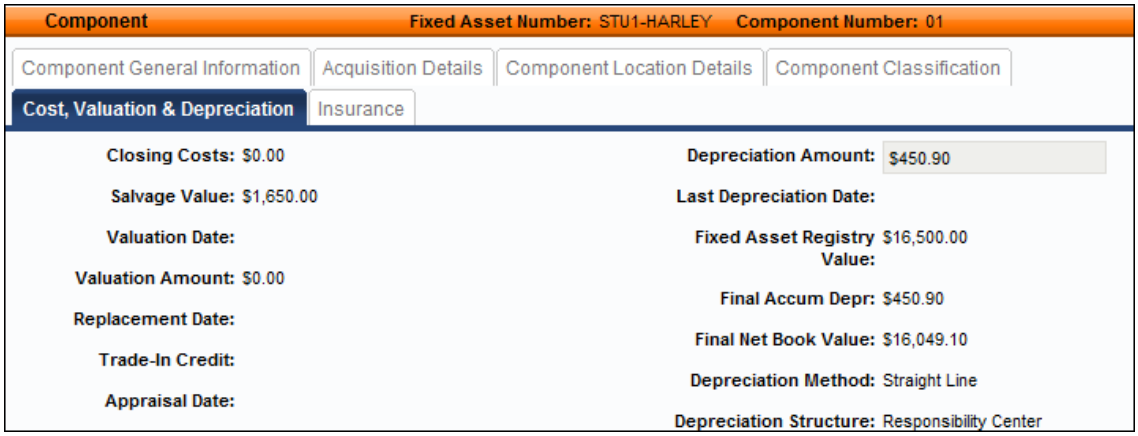
6. From the **New Sub Location** pick list, select ***your student data card information***.



7. 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**."

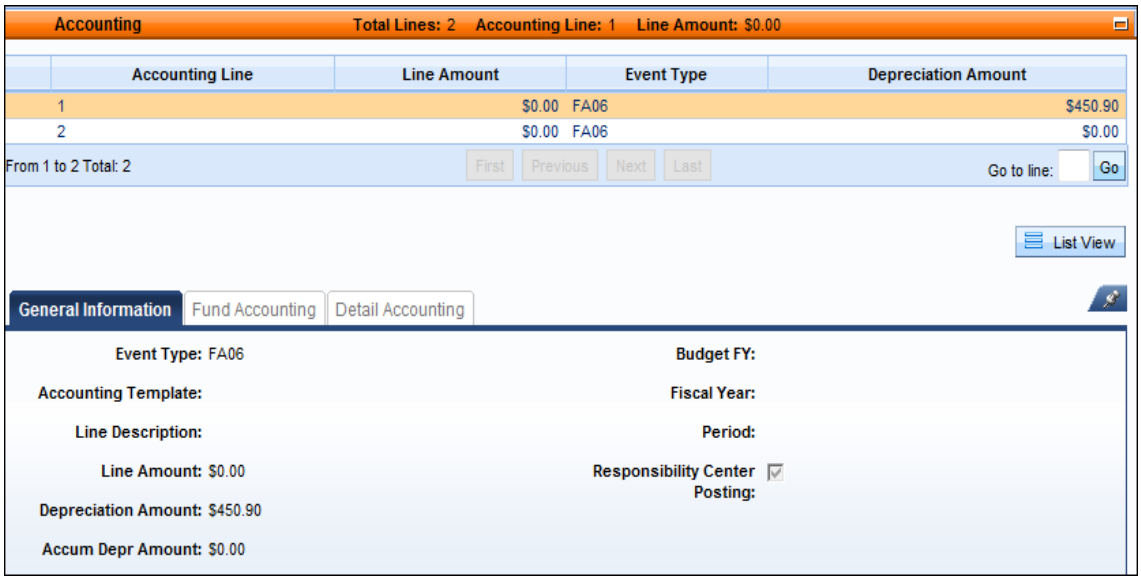
E. Verify the Depreciation Amount is appropriately calculated based on the Depreciation Method (Straight-Line).

1. Click the **Cost, Valuation & Depreciation Method** tab.
2. Verify the Depreciation Amount is appropriately calculated.



F. Verify the accounting information is appropriately recorded on the Accounting component.

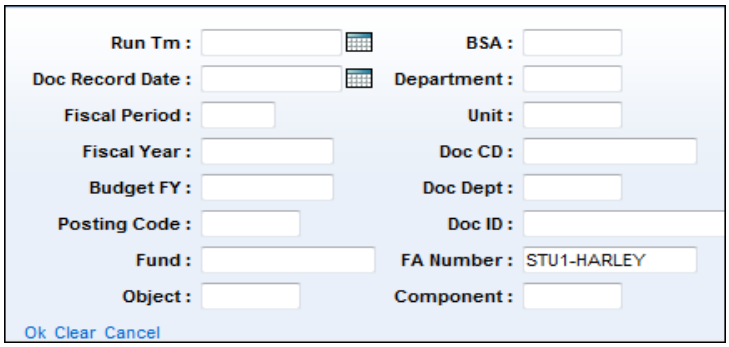
1. Click the **Accounting** component.
2. Verify there are two accounting lines.
3. Verify that Accounting Line 1 is selected in the grid and the Depreciation Amount is recorded on this line.



4. Click the **Fund Accounting** tab.
5. Verify the depreciation calculated in the previous step is appropriately recorded on Accounting Line 1 against the old Unit.
6. 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**."

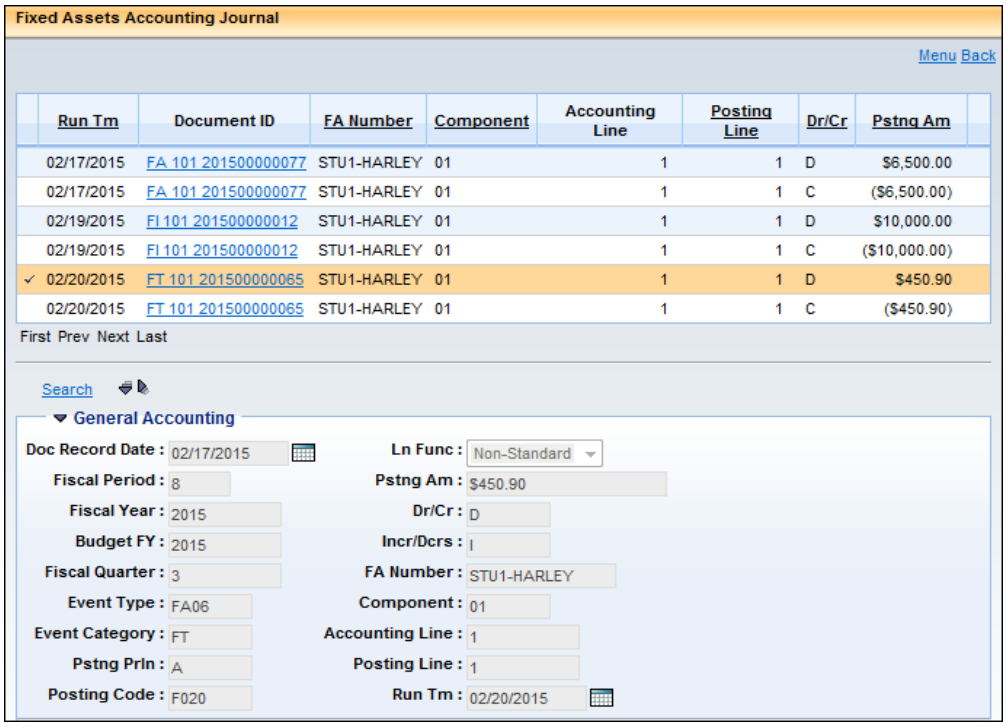
G. Once approval is applied and the FT is in Final status, navigate to the JFAAJ table and verify the asset information is updated.

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



5. 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.

6. Click the first record for the FT document. Note the **Posting Am** (Amount) is the depreciation amount recorded on the FT document.



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

5.1. 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.

5.2. 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.*

ACTIVITY 5.2

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.

Setup

✓ User is logged into the AFIS Home Page.

Steps

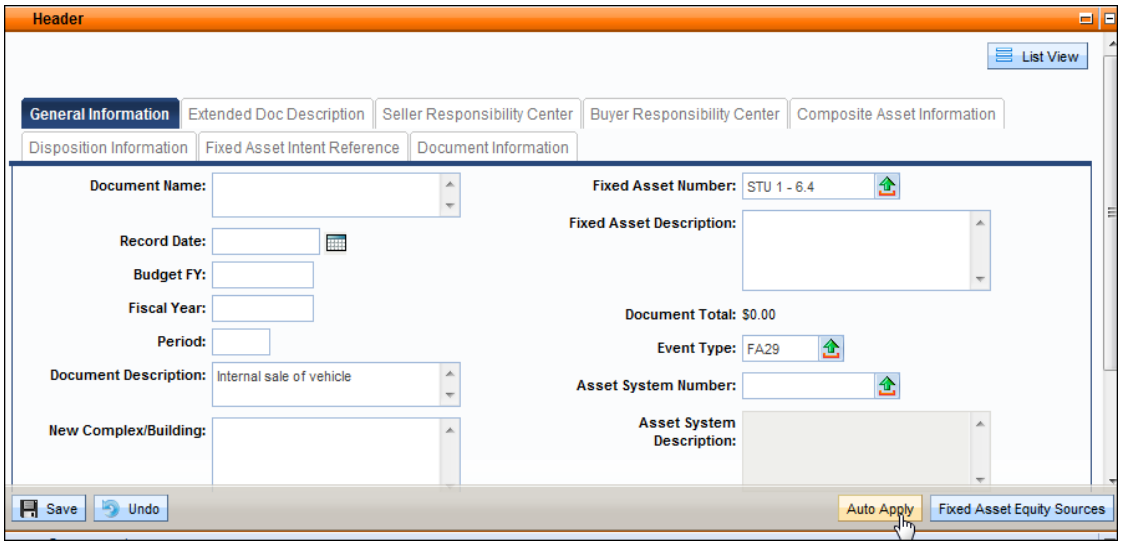
A. Create an FS document from the Document Catalog.

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**.

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

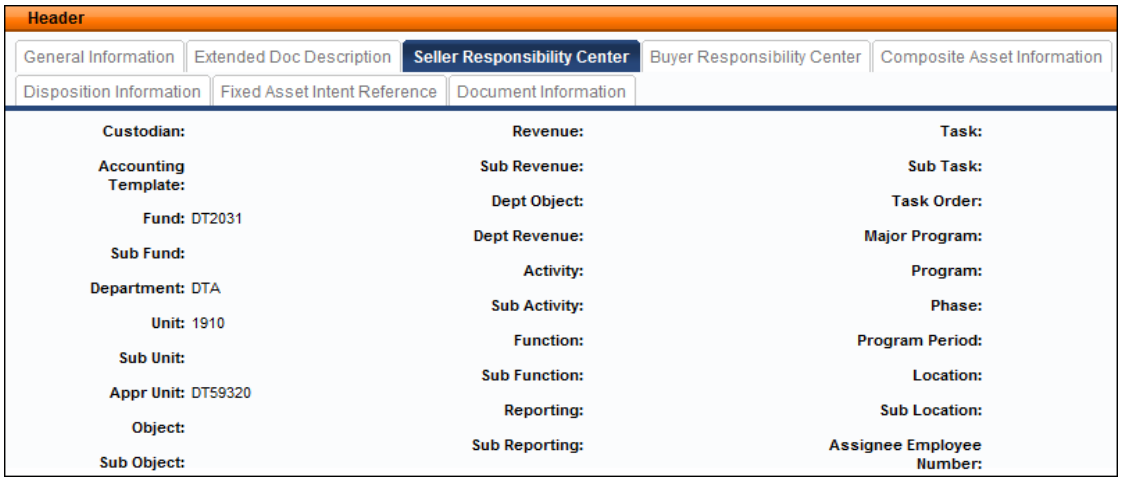
1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
2. In the **Document Description** field, enter ***Internal Sale of Vehicle*.**
3. In the **Fixed Asset Number** field, enter ***your student data card information*.**
4. Verify the **Event Type** is set to **FA29** (Internal Sale Fixed Asset).

5. Click the **Auto Apply** button.



C. Review the Seller Responsibility Center tab.

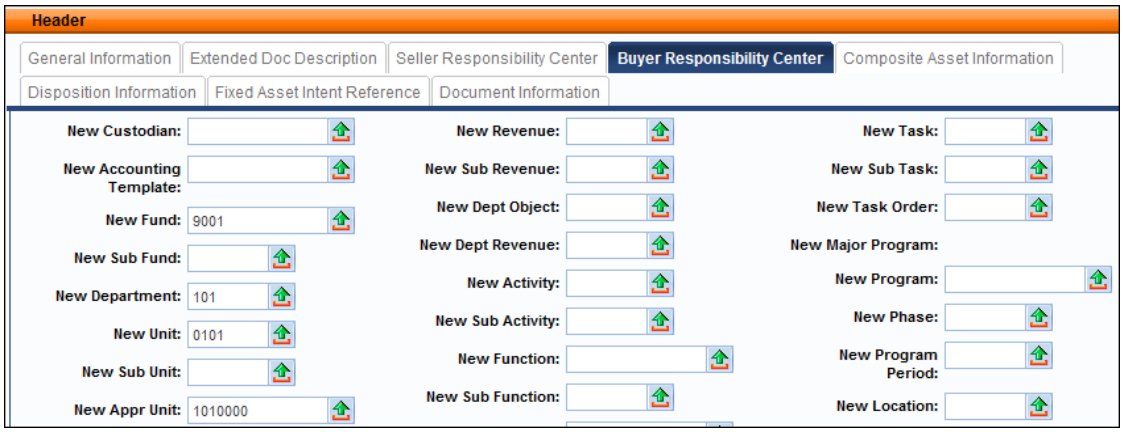
1. Click the **Seller Responsibility Center** tab.
2. Verify that the asset values are inferred from the Fixed Asset Registry tables on the Responsibility Center tab.



D. Complete the Buyer Responsibility Center tab.

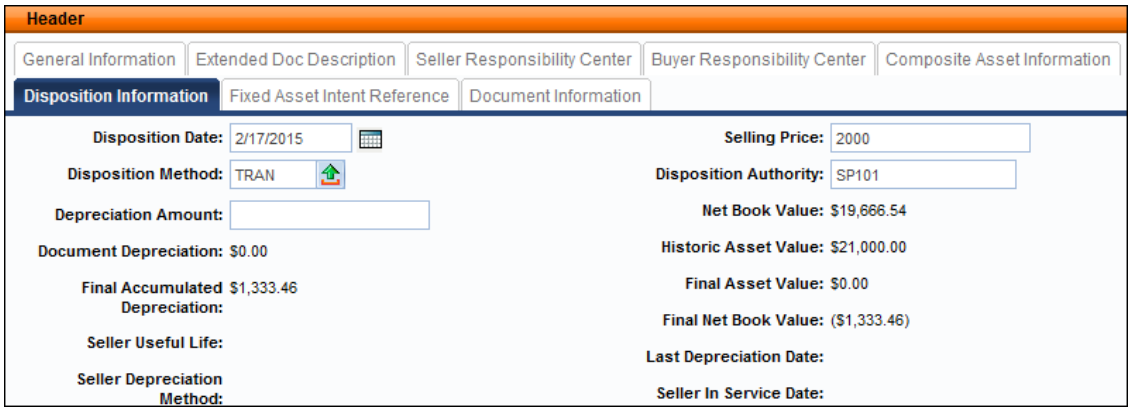
1. Click the **Buyer Responsibility Center** tab.
2. From the **New Fund** pick list, select your **Fund** from the ***student data card information***.
3. From the New Department pick list, select your Department from the *student data card information***.**
4. From the **New Unit** pick list, select your **Unit** from the ***student data card information***.

5. From the **New Appr Unit** pick list, select your New Appr Unit from the ***your student data card information.***



E. Complete the Disposition Information tab.

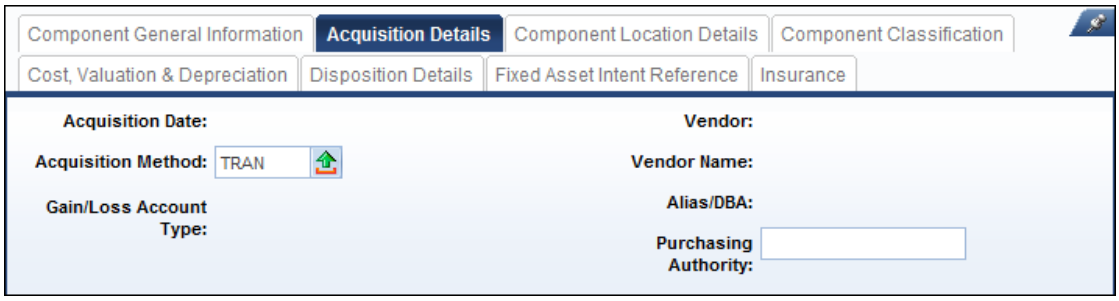
1. Click the **Disposition Information** tab.
2. Verify that the asset values are inferred from the Fixed Asset Registry tables.
3. In the **Disposition Date** field, enter ***today's date***.
4. In the **Disposition Method** field, enter ***TRAN***.
5. In the **Selling Price** field, enter ***2000.***
6. In the **Disposition Authority** field, enter ***SP101***.



F. Complete the Component Acquisition Details tab.

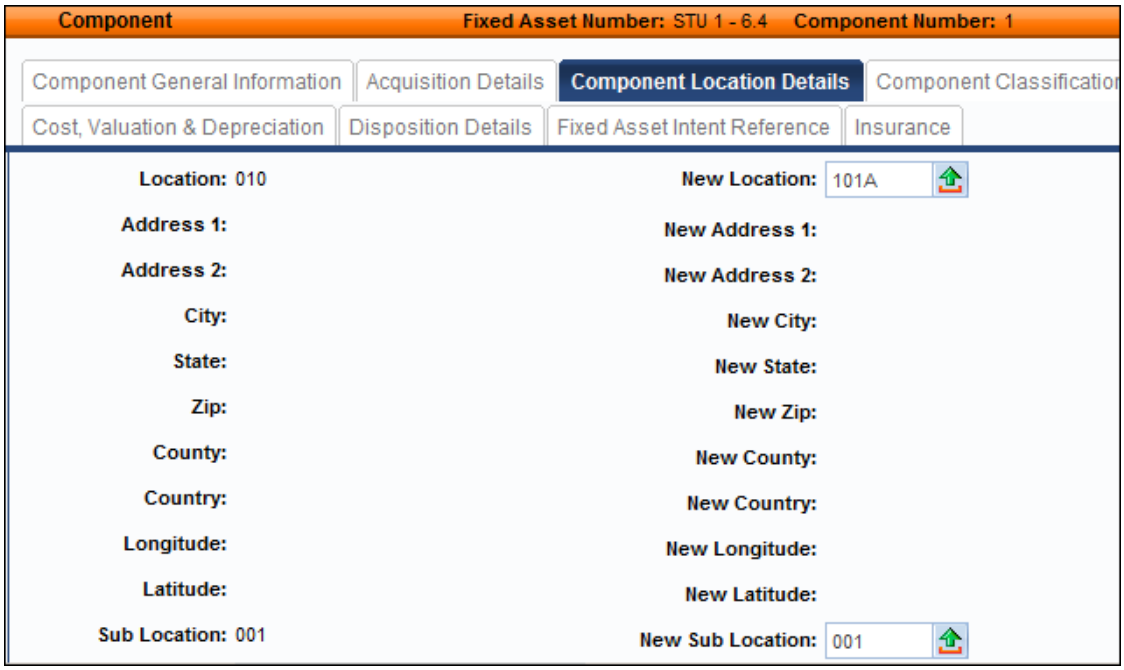
1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click the **Component** component.
3. Click the **Acquisitions Details** tab.
4. The Acquisition Date will infer from the Disposition Date on the Header, upon validation.

5. From the **Acquisition Method** pick list, select ***TRAN***.



G. Complete the Component Location Details tab.

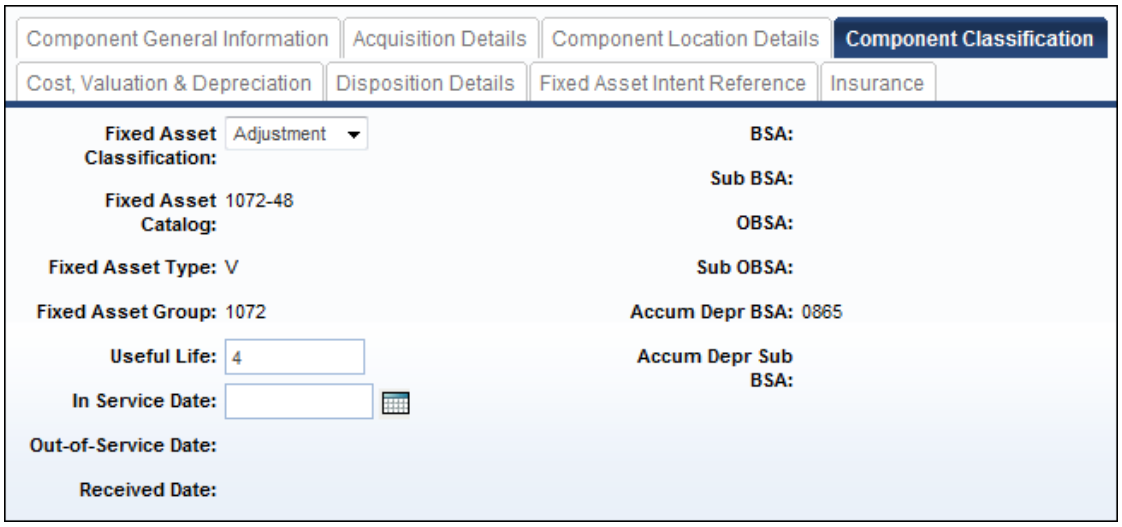
1. Click the **Component Location Detail** tab.
2. From the **New Location** field, select Location A for your department by using the picklist.
3. From the **New Sub Location** field, select Sub Location 001 for your department by using the picklist.



H. Complete the Component Classification tab.

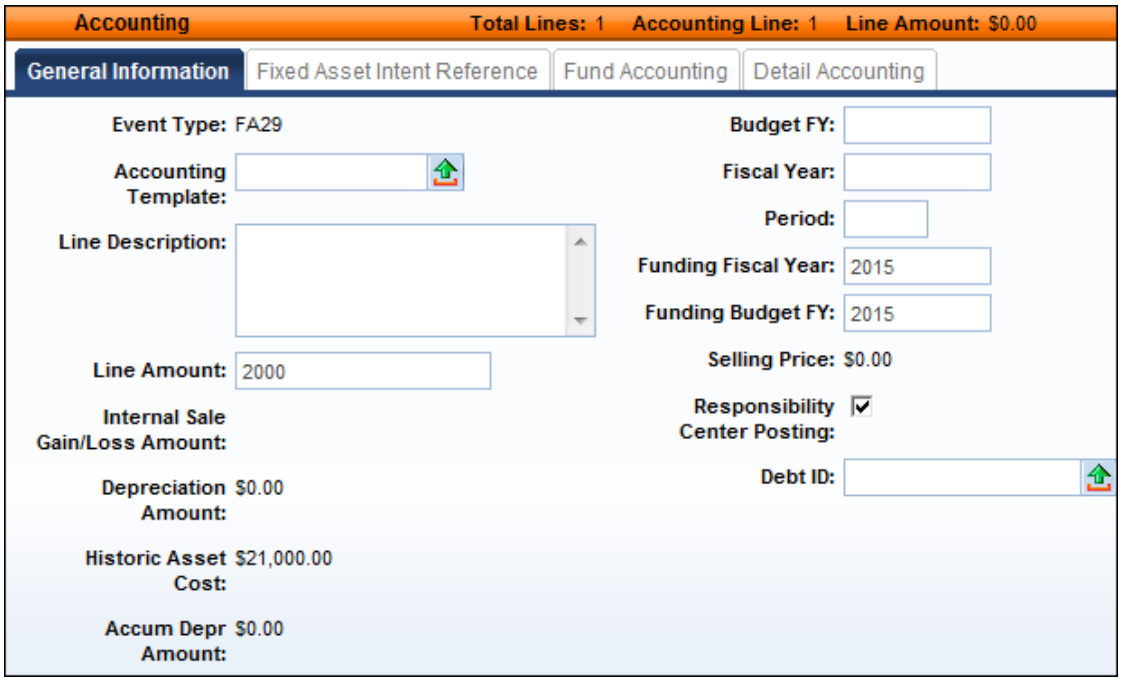
1. Click the **Component Classification** tab.
2. Verify that the asset values are inferred from the Fixed Asset Registry tables.

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



I. Complete the General Information tab on the Accounting component.

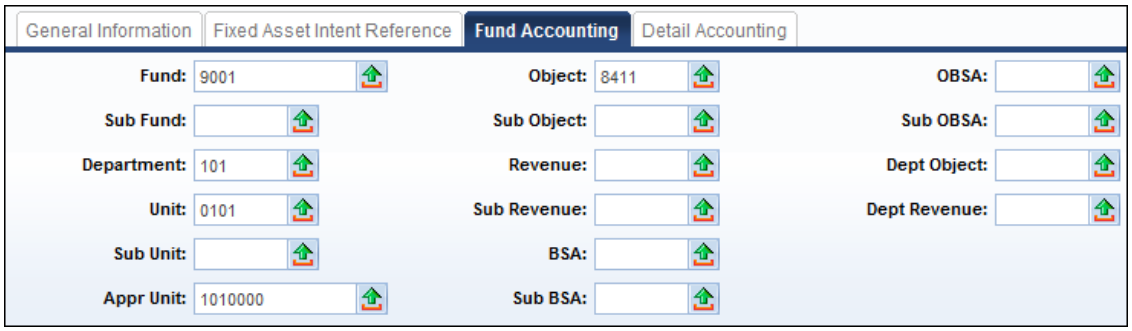
1. Click the **Accounting** component.
2. In the **Line Amount** field, enter ***2000***.
3. Confirm the **Funding Fiscal Year** field is set to ***2015***.
4. Confirm the **Funding Budget Fiscal Year** field is set to ***2015***.
5. Confirm the **Responsibility Center Posting** check box is checked.



J. Complete the Fund Accounting tab.

1. Click the **Fund Accounting** tab.
2. In the **Fund** field, enter ***your student data card information***.

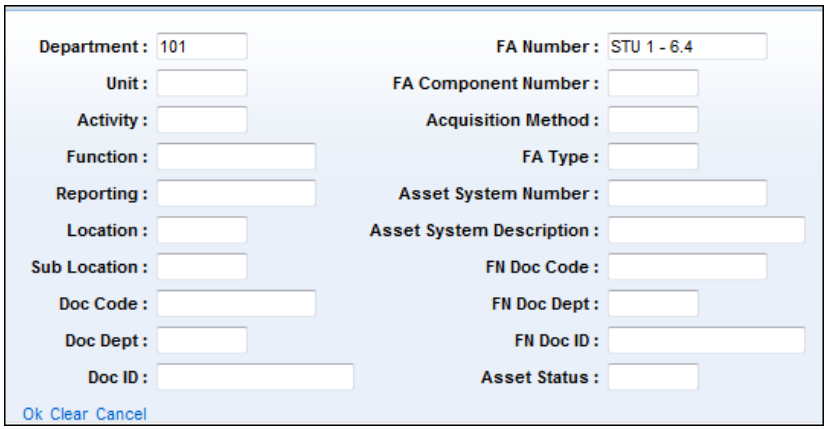
3. In the **Department** field, enter ***your student data card information***.
4. In the **Unit** field, enter ***your student data card information***.
5. In the **Appr Unit** field, enter ***your student data card information***.
6. In the **Object** field, enter ***8411.***



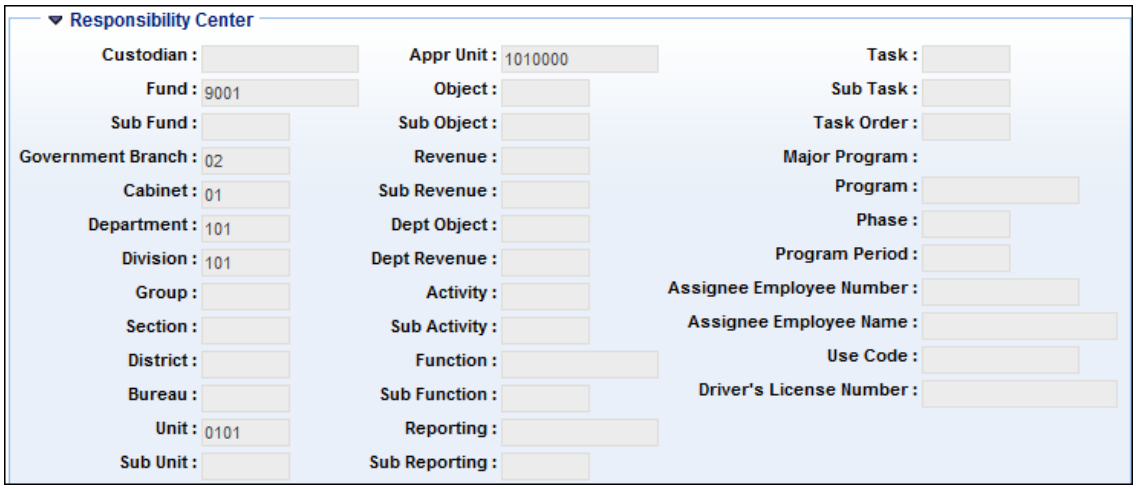
7. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the **following message displays in the upper left corner of the screen: "Document** validated successfully."
8. Click the **Submit**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

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



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.



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 :		Assignee Employee Number :	
Section :		Sub Activity :		Assignee Employee Name :	
District :		Function :		Use Code :	
Bureau :		Sub Function :		Driver's License Number :	
Unit :	0101	Reporting :			
Sub Unit :		Sub Reporting :			

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

6. 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.

6.1. Researching Depreciation Documents

Two tables track depreciation and calculate depreciation in AFIS.

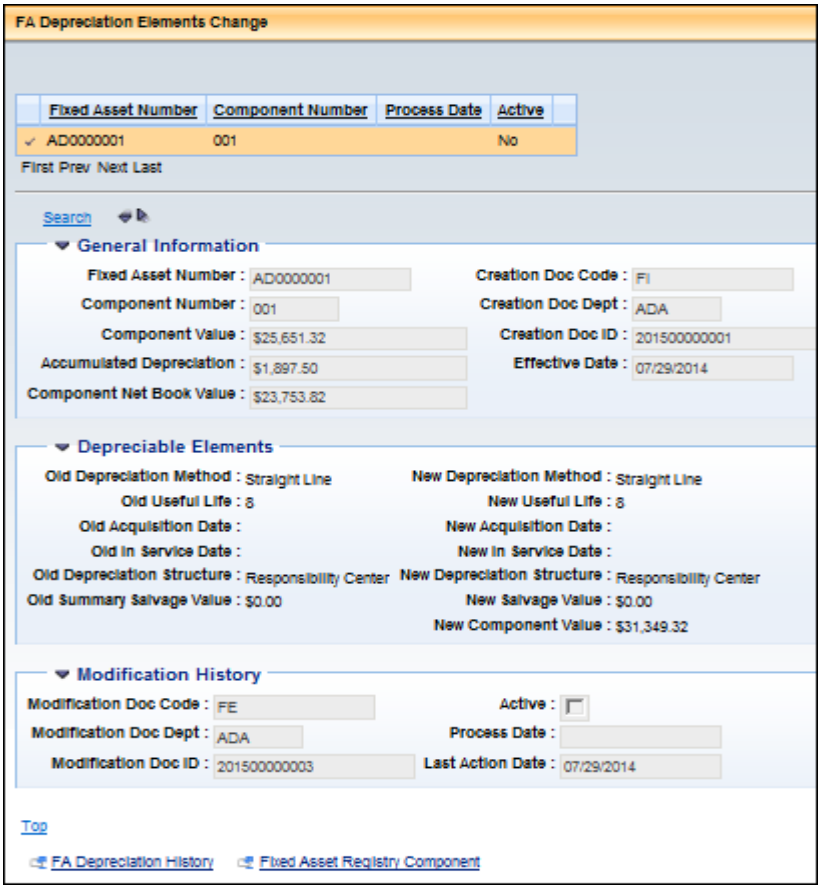
- Depreciable Elements Change (DEPEC) table
- Depreciation History (DEPH) table

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.

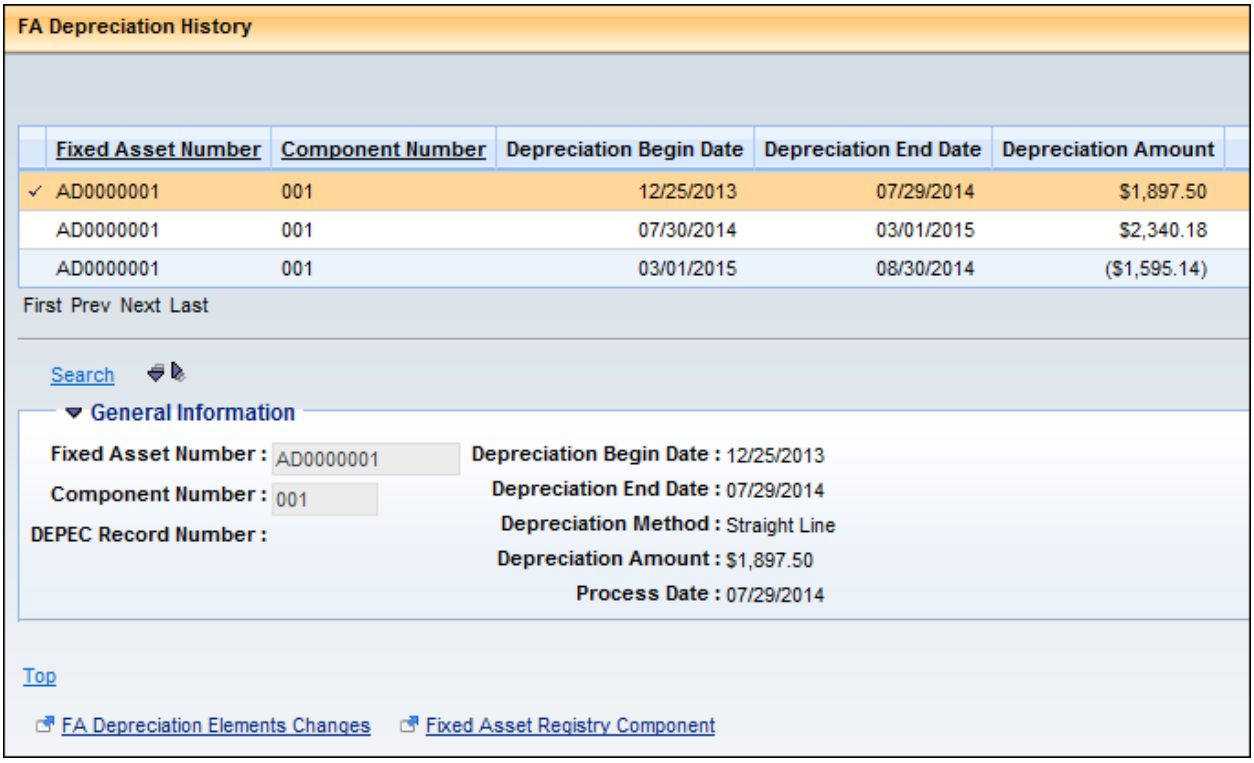
Fixed Asset documents with Betterment, Asset Value Increase / Decrease and Modification Event Types will insert records into this table. Fixed Assets documents with Mass Depreciation, Transfer and Disposition Event Types will update the records on this table.



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.



ACTIVITY 6.1

View Depreciation Tables

Scenario

You want to view the depreciation amount and changes 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.

Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Use the Jump to field to open the DEPH table.

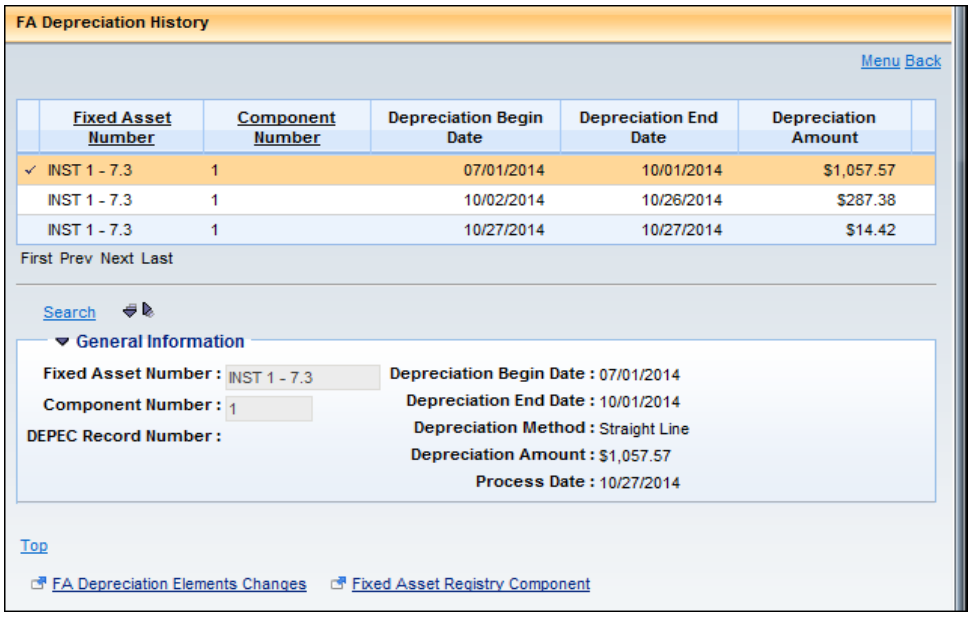
1. In the **Jump to** field, enter ***DEPH***.
2. Click **Go**.

B. Search for your Fixed Asset number within the table.

1. Click **Search**.
2. In the **Fixed Asset Number** field, enter ***the fixed asset INST 1 - 7.3.***
3. Click **Ok** or press **Enter** on the keyboard.

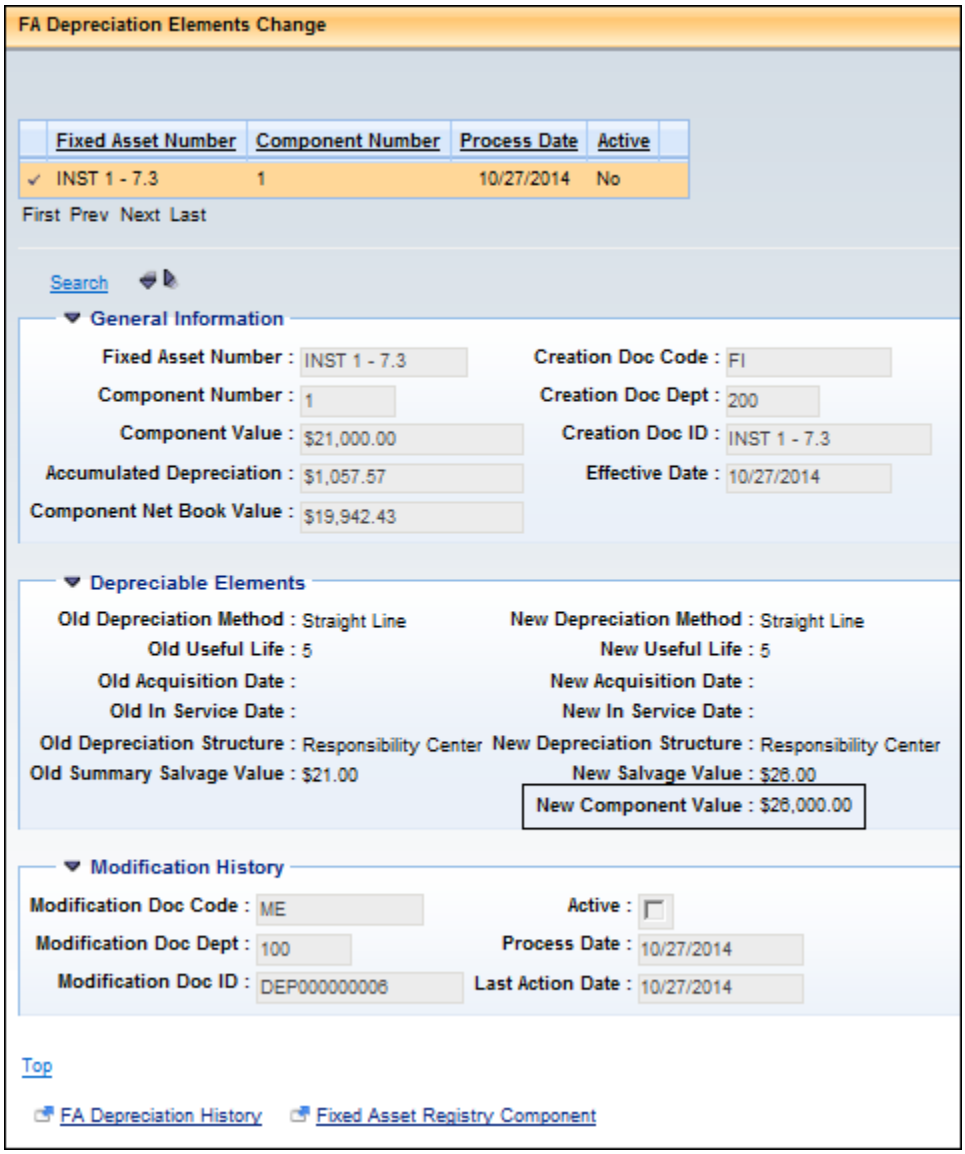
C. Review the depreciation information and access the DEPEC table.

1. The Fixed Asset record displays on the DEPH table. Note the amount in the **Depreciation Amount** field.
2. Click **FA Depreciation Elements Changes.**



D. 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.

7. 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.

7.1. 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.

7.2. 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.

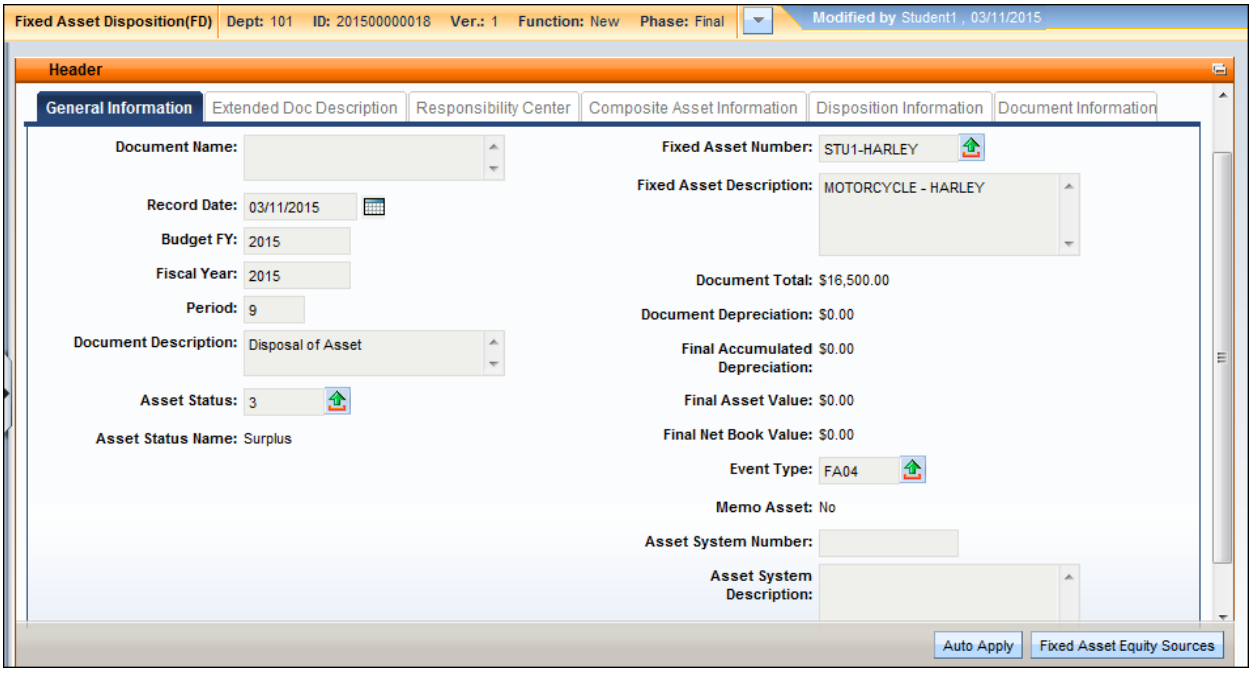
- Betterments can be disposed of independently from the original asset.
- AFIS enables a user to record:
  - The disposition of an asset and all of its components (composite or non-composite assets).
  - The disposition of individual components only for non-composite assets.
  - The disposition of a 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.

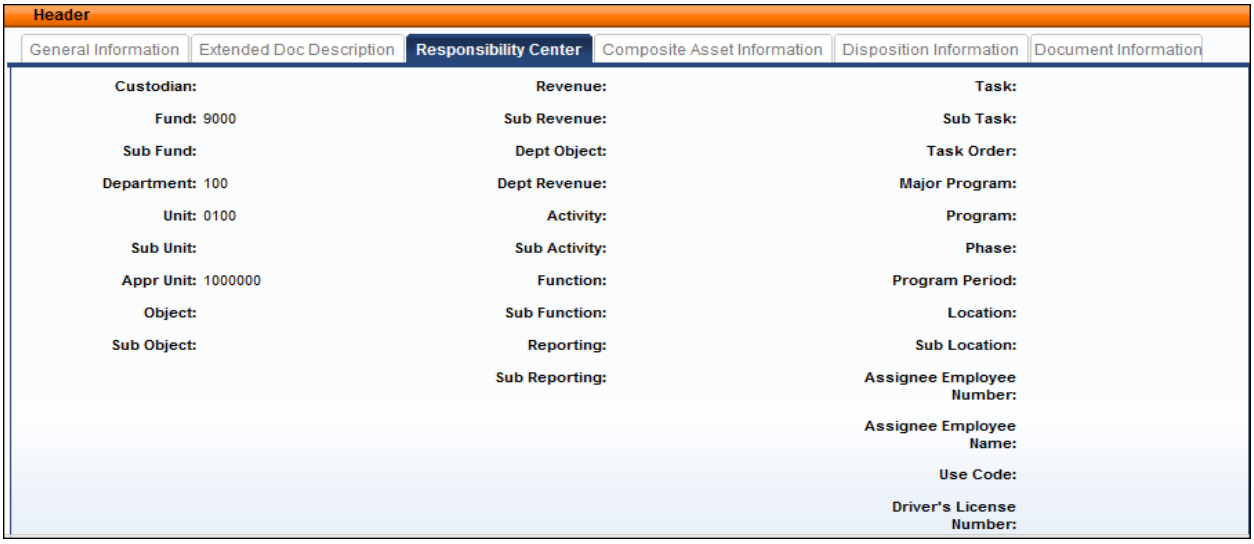


Fixed Asset Disposition - Extended Document Description Tab

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.

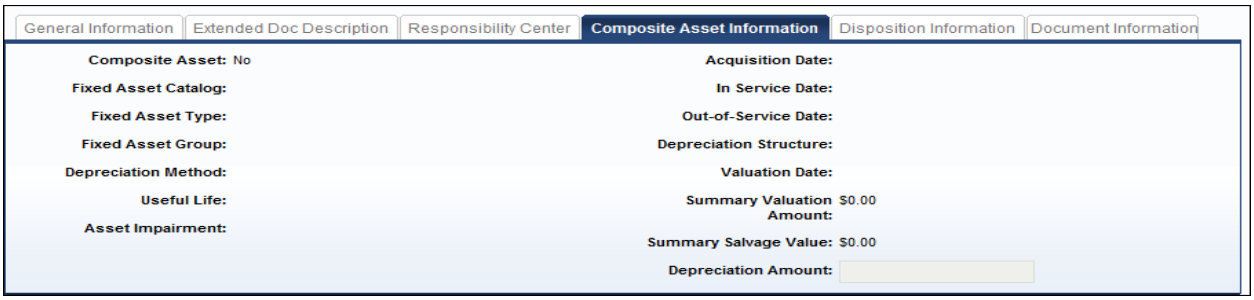
Fixed Asset Disposition - Responsibility Center Tab

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



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.



Fixed Asset Disposition - Disposition Information Tab

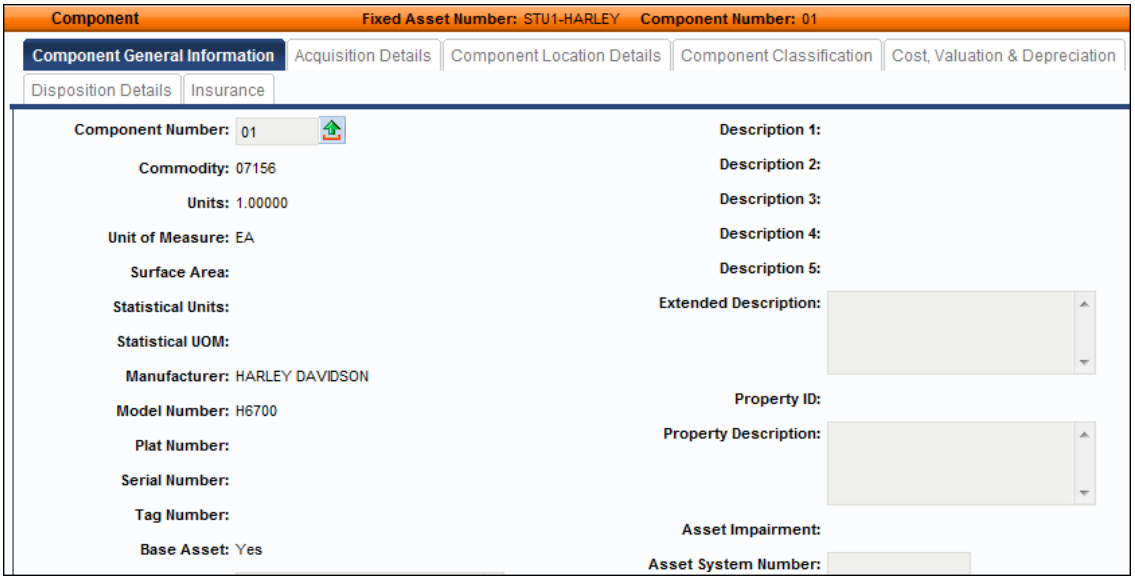
This tab contains fields that control disposition postings as well as collect information for reporting purposes.

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.



Fixed Asset Disposition - Acquisition Details Tab

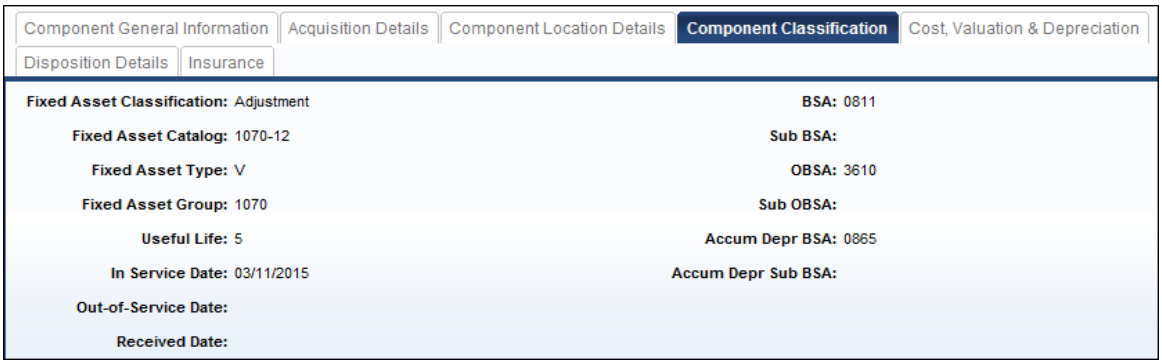
This tab contains fields captured at acquisition.

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.

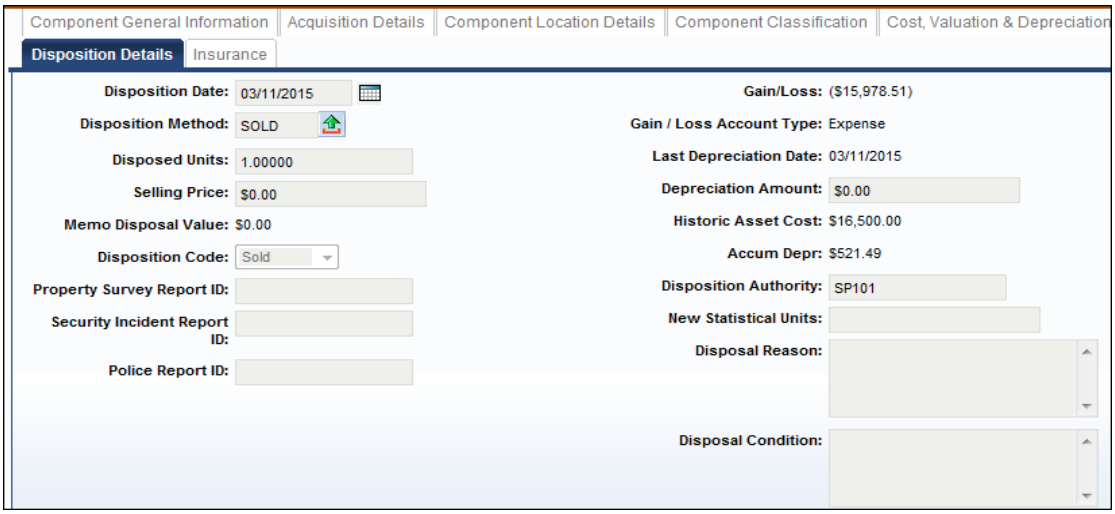


Fixed Asset Disposition - Cost, Valuation, & Depreciation

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.

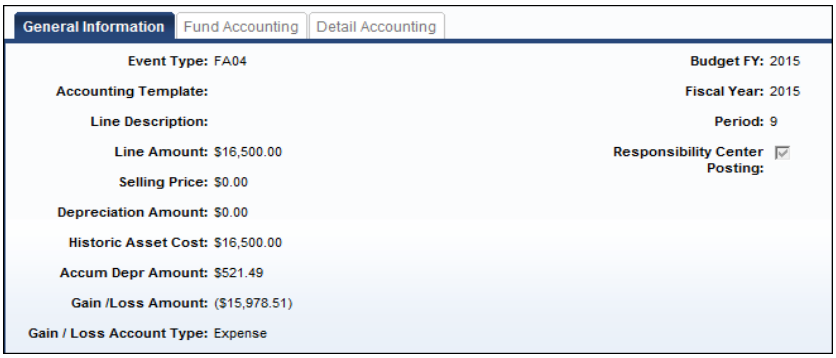


Fixed Asset Disposition Accounting Component

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 form the Fixed Asset Registry Accounting Line table or from the Disposition document Header.

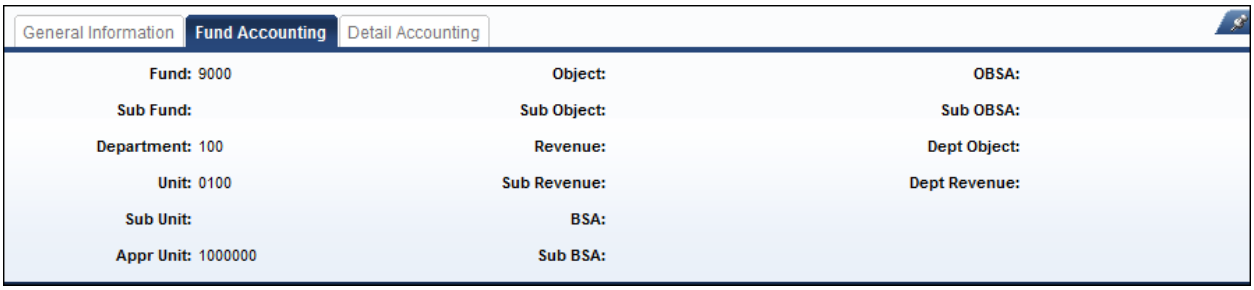
Fixed Asset Disposition - General Information Tab

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.



Fixed Asset Disposition - Fund Accounting Tab

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



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.

7.3. 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.

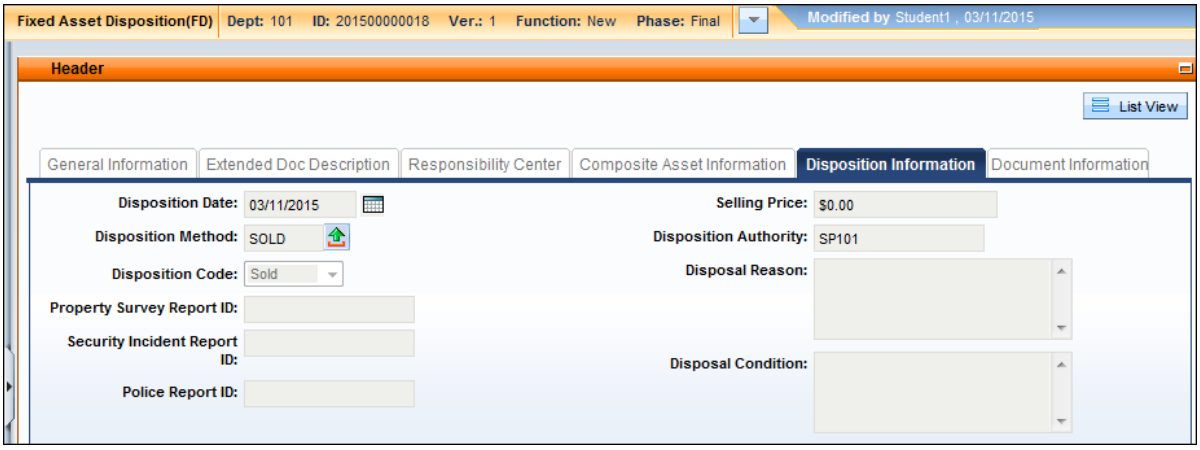
- **Fixed Asset Number** - This is the Fixed Asset Number which is located on the FARHDR table and is assigned to the asset that will be disposed of.
- **Event Type** -This will default to FA04 (Dispose of a Fixed Asset).

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 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.*



Fixed Asset Disposition Component

The Component General Information tab of the Component 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 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 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.

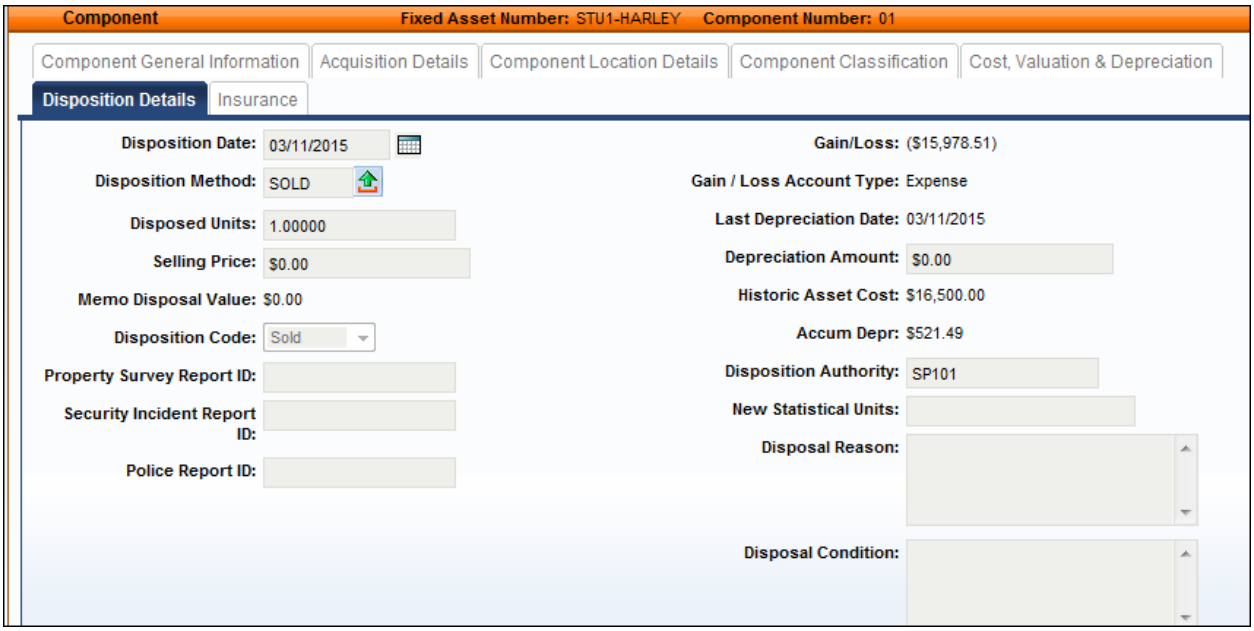
The Disposition Details tab contains fields that control disposition postings, as well as collecting information for reporting purposes. The disposition information should only be entered on the Header if it is a composite asset, or all components of the asset are being disposed of, otherwise it should be entered on the Component 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.



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).

7.4. Processing a Fixed Asset Disposition Document

Departments use the Fixed Asset Disposition (FD) document to record the sale of retired assets to the public.

ACTIVITY 7.4
Complete a Public Sale Using the FD Document

Scenario

Your Department is going to sell the motorcycle from Activity 3.3 at a public sale. Create an FD document to record the public sale.

Note: This activity is linked to activity 3.3, which must be completed successfully before performing the steps in this activity.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

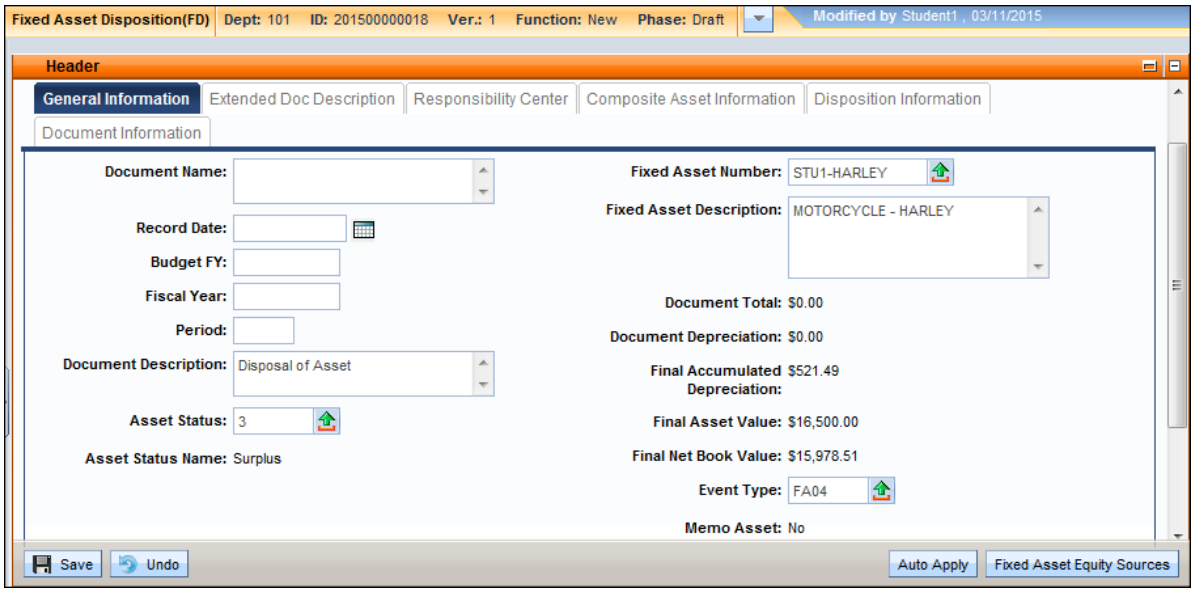
A. Create an FD document from the Document Catalog.

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**.

B. Complete General Information tab in the Header component.

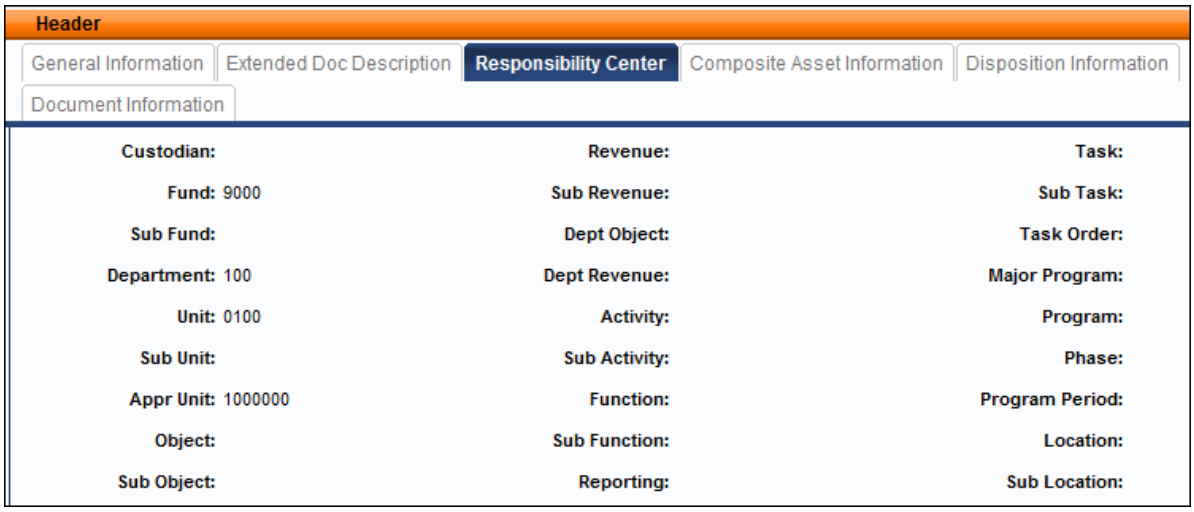
1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft. In the **Fixed Asset Number** field, enter the same number from Activity 4.7.
2. In the **Document Description** field, enter ***Disposal of Asset***.
3. From the **Asset Status** pick list, select ***Surplus.***
4. Verify the **Event Type** is set to **FA04** (Dispose of a Fixed Asset).

5. Click **Auto Apply**. This will infer the Component and Accounting Lines associated with the **Fixed Asset Number**.



C. Verify information on the Responsibility Center tab in the Header component is inferred from the Fixed Asset Registry tables.

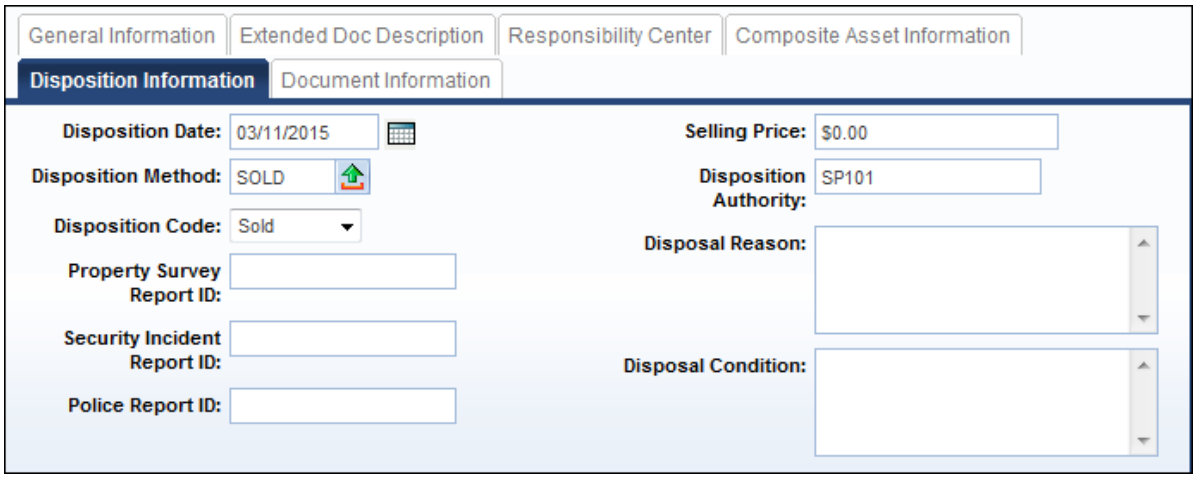
1. Click the **Responsibility Center** tab.
2. Verify the **Department**, and **Unit** fields are inferred.



D. Complete the Disposition Information tab on the Header to dispose the entire asset.

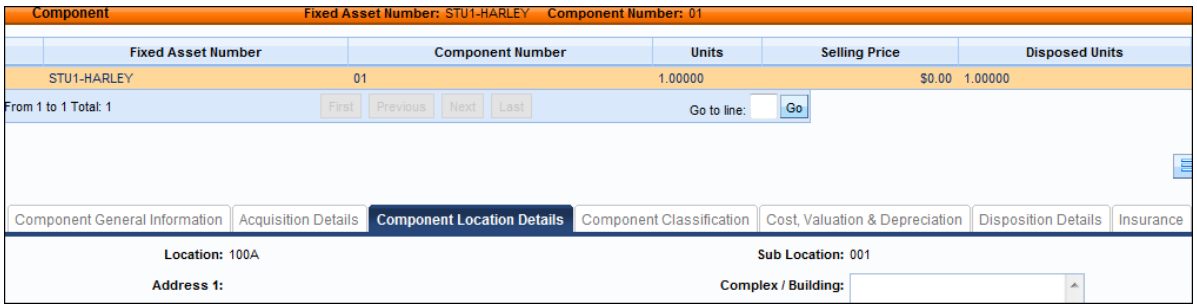
1. Click the **Disposition Information** tab.
2. In the **Disposition Date**, enter ***today's date.***
3. From the **Disposition Method** pick list, select ***SOLD***.
4. In the **Disposition Code** drop down, select ***Sold***.

5. In the **Disposition Authority** field, enter ***SP101***.



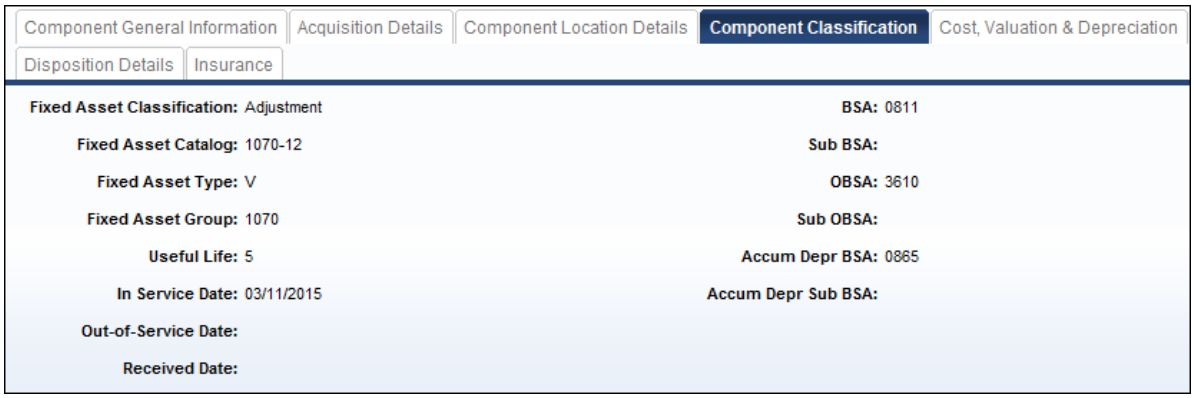
E. Verify the information on the Component Line is automatically inferred from the Registry Tables.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click the **Component** component.
3. Click the **Component Location Details** tab and verify the **Location** is inferred.

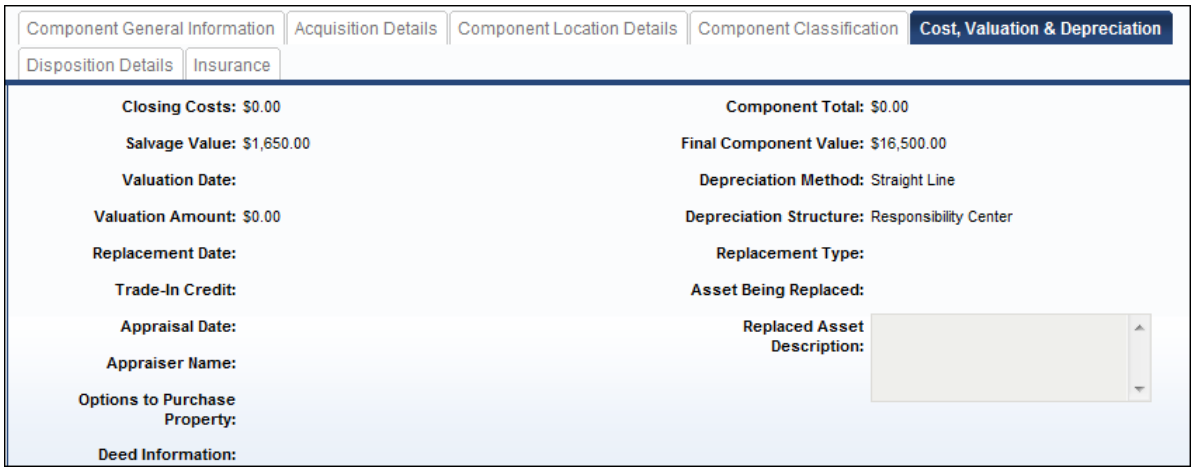


Note: *If there are any component lines that should not be disposed, use the Delete Line icon next to the component line. For this scenario all components will be sold.*

4. 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.



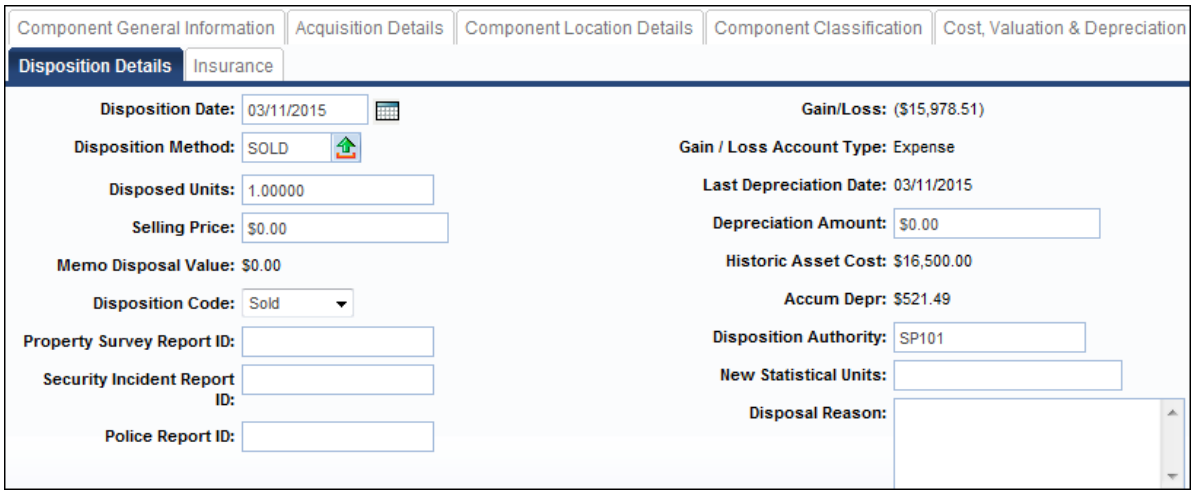
5. Click the **Cost, Value & Depreciation** tab and verify the Values, Costs, Depreciation Method and Depreciation Structure are inferred.



F. Review the Disposition Details tab.

1. Click the **Disposition Details** tab.
2. Verify the **Disposition Date** is inferred from Header.

3. Leave the **Depreciation Amount** field blank.



G. Verify that funding details are appropriately inferred on the Accounting component from the Registry table.

1. Click the **Accounting** component.
2. Click the **Fund Accounting** tab and verify the COA elements are inferred from the Fixed Asset Registry tables.

H. Check the FD document for errors and submit it.

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 any errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully**."

I. Navigate to the Header and review the changes.

1. On the General Information tab review the following:
   - **Document Total** – updated with the original purchase price of the asset
   - **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
   - **Final Accumulated Depreciation** – is zero since the asset was disposed or sold
   - **Final Asset Value** – updated with a zero since the asset was disposed or sold
   - **Final Net Book Value** – updated to zero since the asset was disposed or sold

J. Navigate to the Component component and review the changes.

1. On the Disposition Details tab review the following:
   - **Gain/Loss Amount** – original purchase price less depreciation less selling price
   - **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.

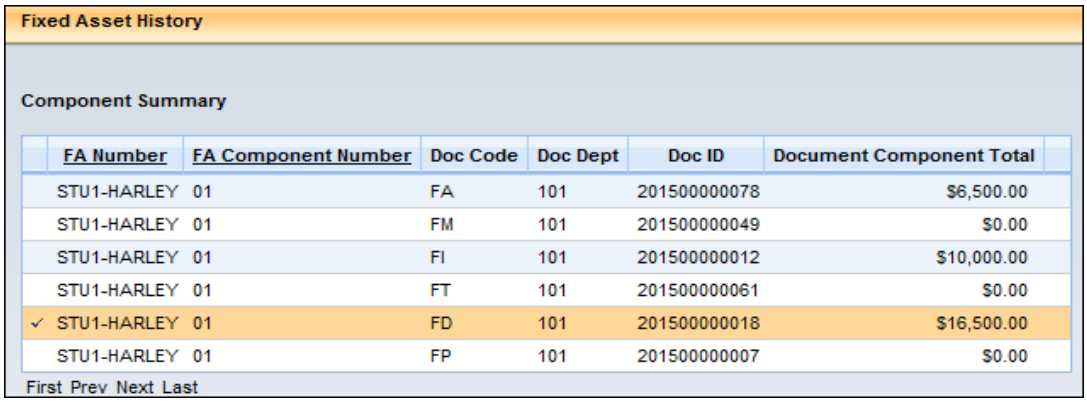
- **Depreciation Amount** – the amount of depreciation since the last mass depreciation batch job was run to the date of sale for this component
- **Accumulated Depreciation** – the total depreciation since the last mass depreciation job was run to the date of sale for this component

K. Navigate to the Accounting Component and review the changes.

1. On the General Information tab of the Accounting Component, review the following:
   - **Line Amount –** the original purchase price for the component
   - **Selling Price –** the amount this component was sold for

L. Navigate to Fixed Asset History (FAHIST) and note that the accounting information is appropriately updated, and then return to the Home Page.

- In the **Jump to** field, enter ***FAHIST***.
- Click **Go**.
- The Search window is displayed. In **FA Number** field (located in the prompt field), enter number from step B1.
- Click **Ok**.
- The documents that you've processed with this Fixed Asset number display. Click the record in the grid that corresponds to the FD document.



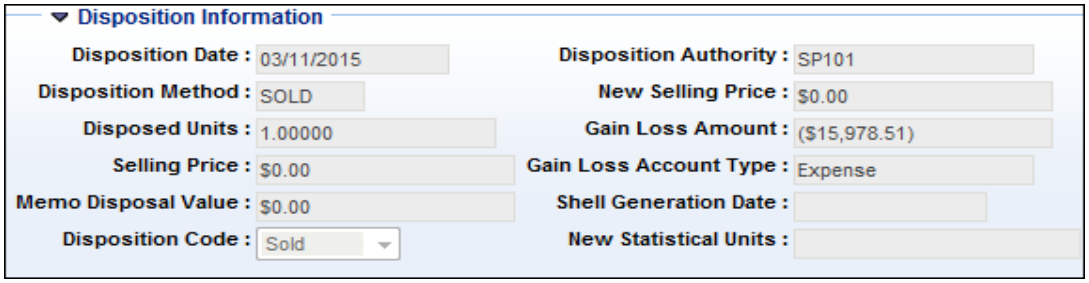
Fixed Asset History

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

First Prev Next Last

- On the record, click the arrow next to **Disposition Information** to expand the section.
- 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.

7.5. 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.

7.6. Sales Price Change Document Components

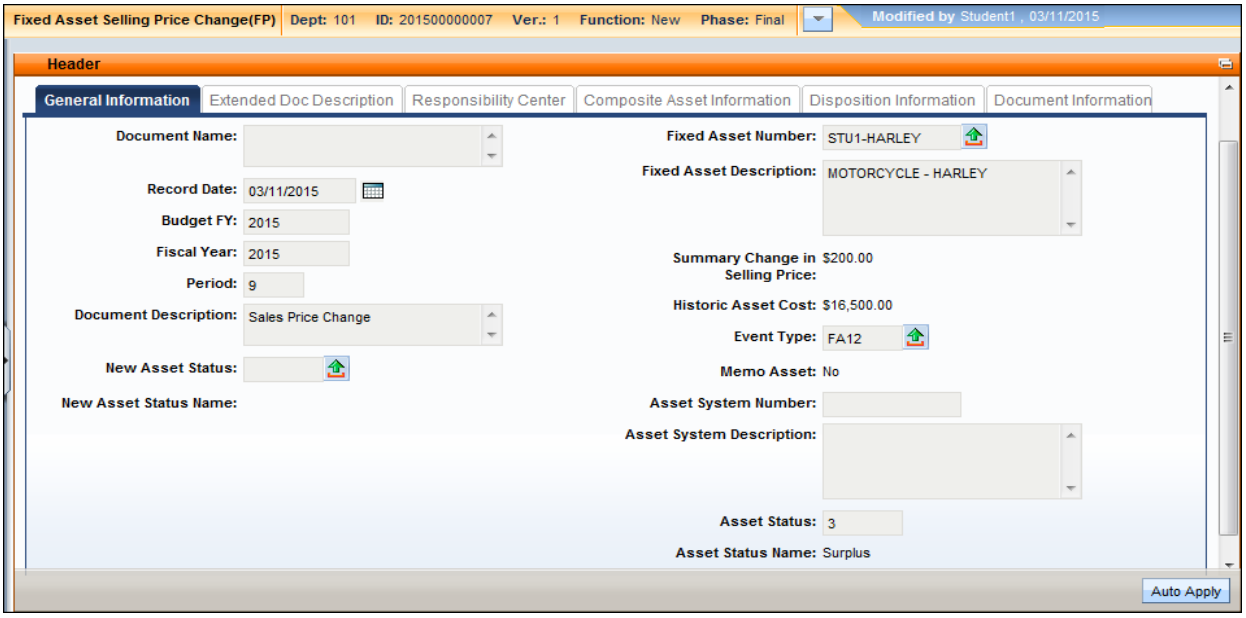
Documents in AFIS are made up of various components. The Sales Price Change (FP) document contains four components.

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.



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.

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

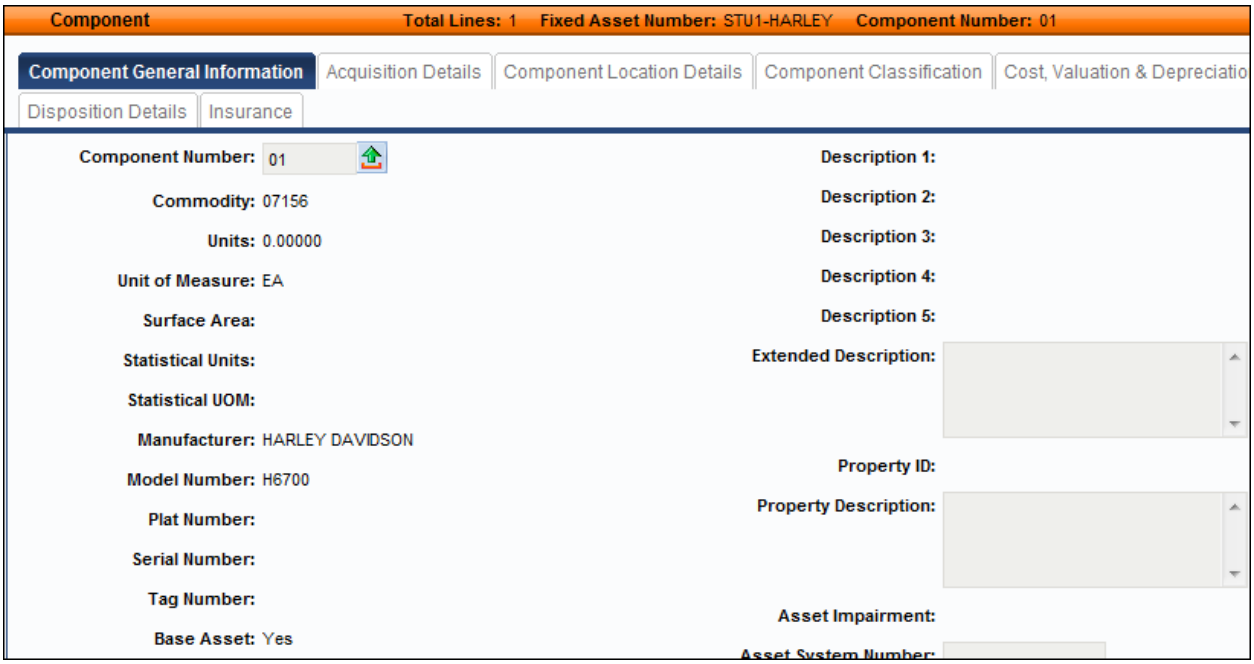
This tab contains fields that control disposition postings as well as collect information for reporting purposes.

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.



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

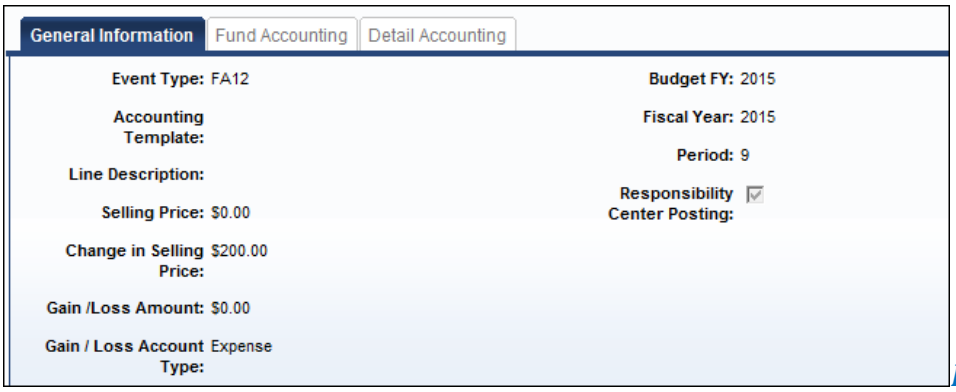
This tab contains fields that control disposition postings as well as collect information for reporting purposes.

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 form 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.



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.

7.7. 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 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.*

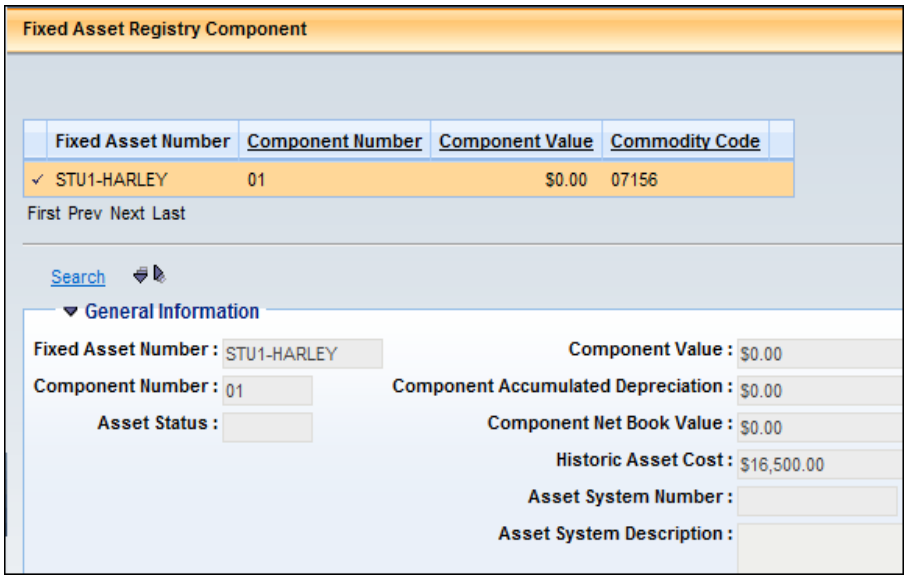
Sales Price Change Accounting Component

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 form the Fixed Asset Registry Accounting Line table or from the Disposition document Header.

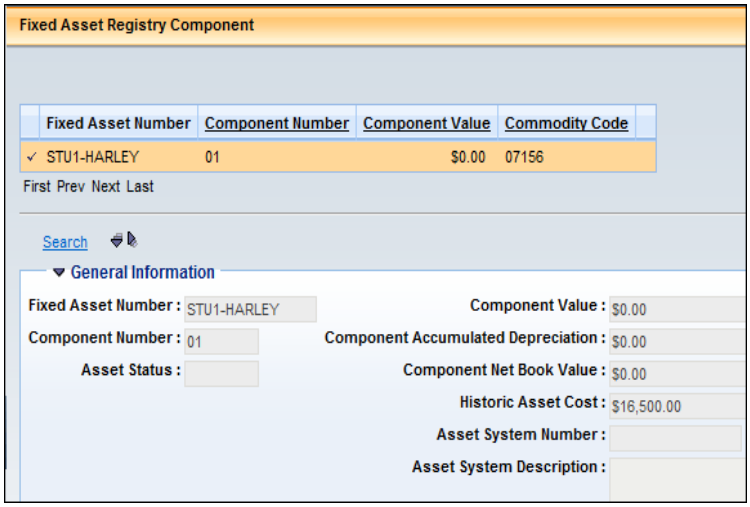
Sales Price Change Posting Component

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.

2. Click **Ok**.



3. Click the **downward facing arrow** to expand all sections.
4. Review the updated information.



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

7.8. 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.

7.9. 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.

7.10. 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.

8. Construction Work in Progress

Learning Objectives

In this lesson, you will:

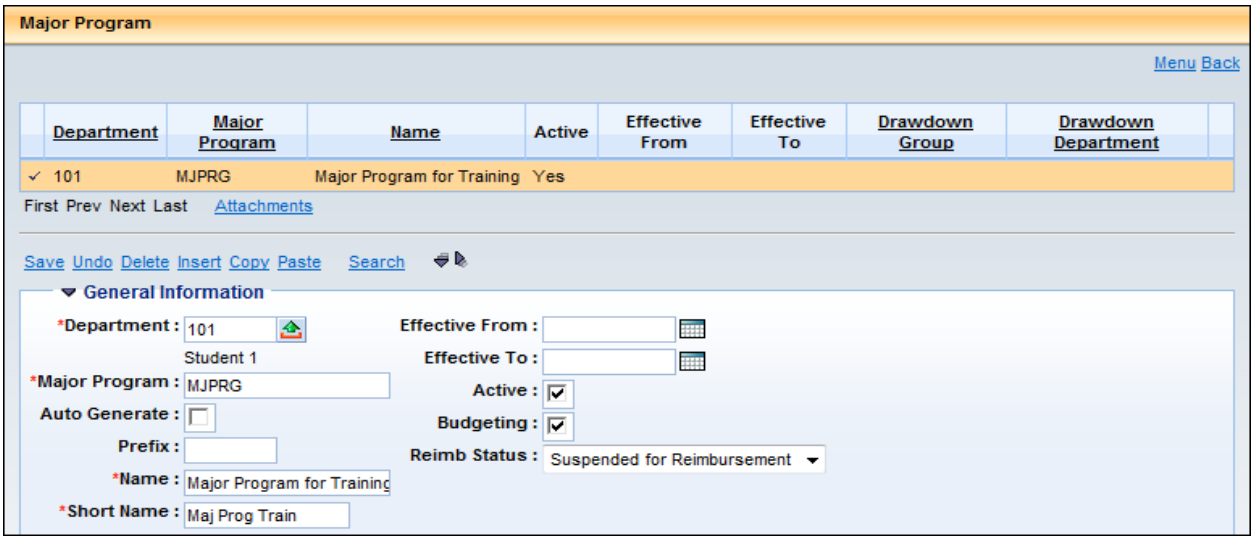
- Identify the Construction Work in Progress Process
- List the Construction Work in Progress Documents
- Research the Construction Work in Progress Process
- Review the Program Asset Generation process

Lesson Overview

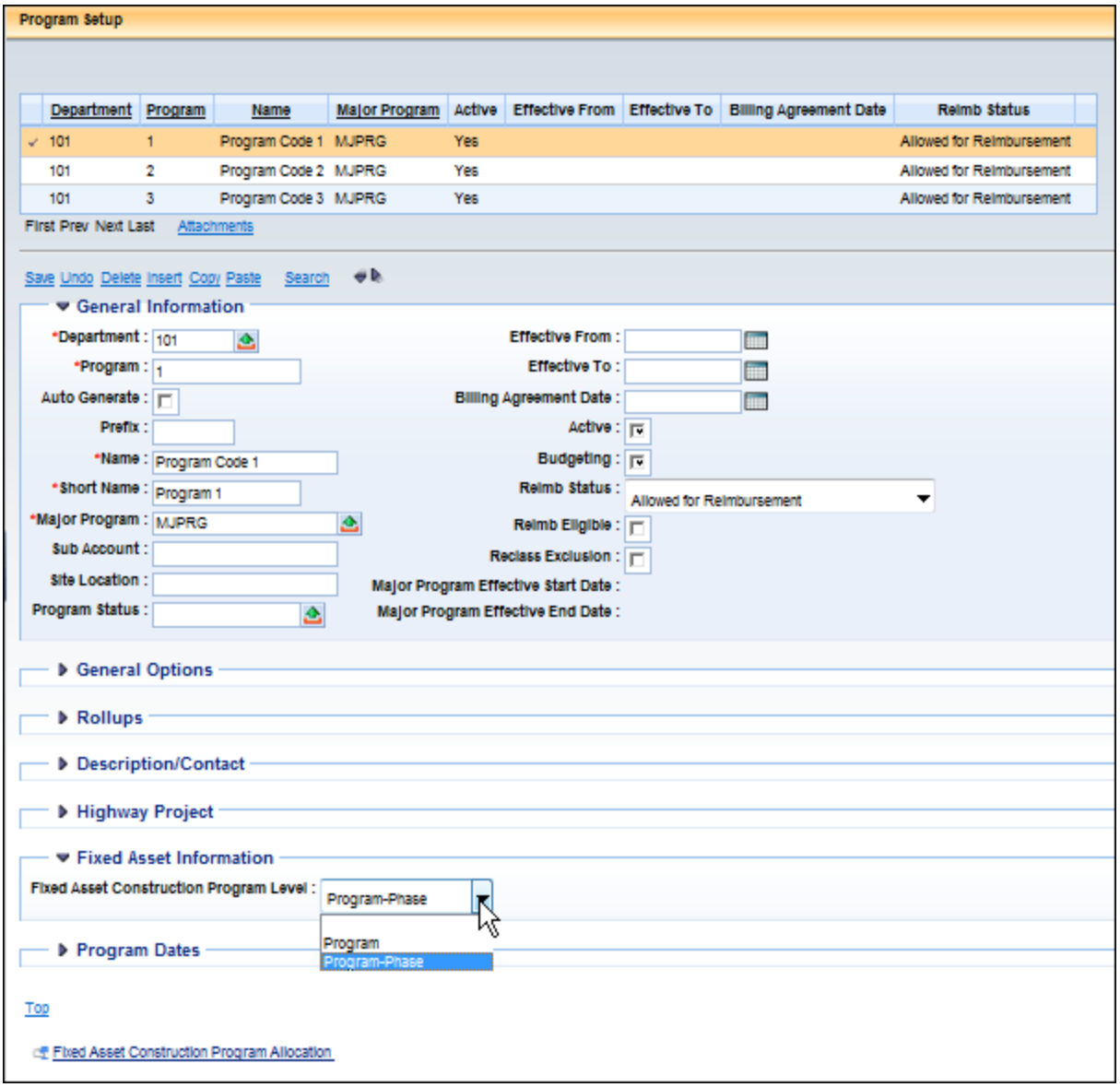
The Asset Construction business process occurs when a Department constructs an asset. The business process includes the capture of construction-in-progress, such as buildings and highways, and then ultimately the capitalization of the asset. This lesson details the Construction Work in Progress process, including the tables and document involved in changing an asset from Construction Work in Progress to either Building or Infrastructure.

8.1. The Construction in Progress Process

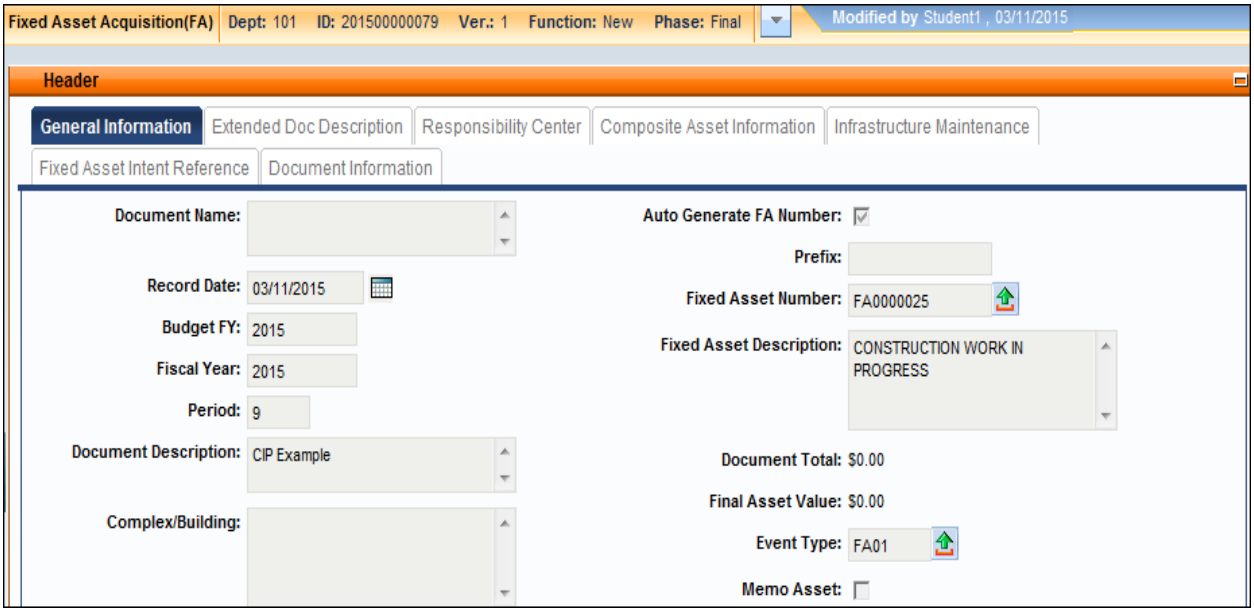
The construction process commences when a Major Program is established in AFIS.



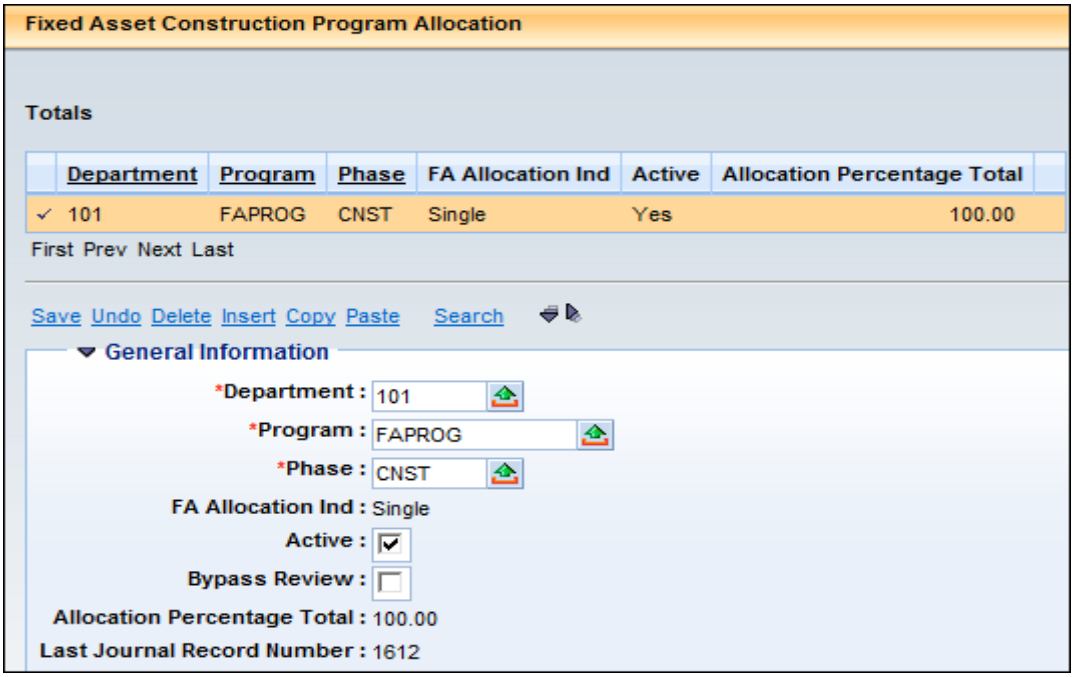
A program is also established in AFIS with a Fixed Asset Construction Program Level, as Program or Program-Phase. Refer to the Cost Accounting training guide for information on establishing Major Program and Program in AFIS.



The Fixed Asset group creates a Fixed Asset Acquisition (FA) document to establish the Construction Work in Progress asset in AFIS.

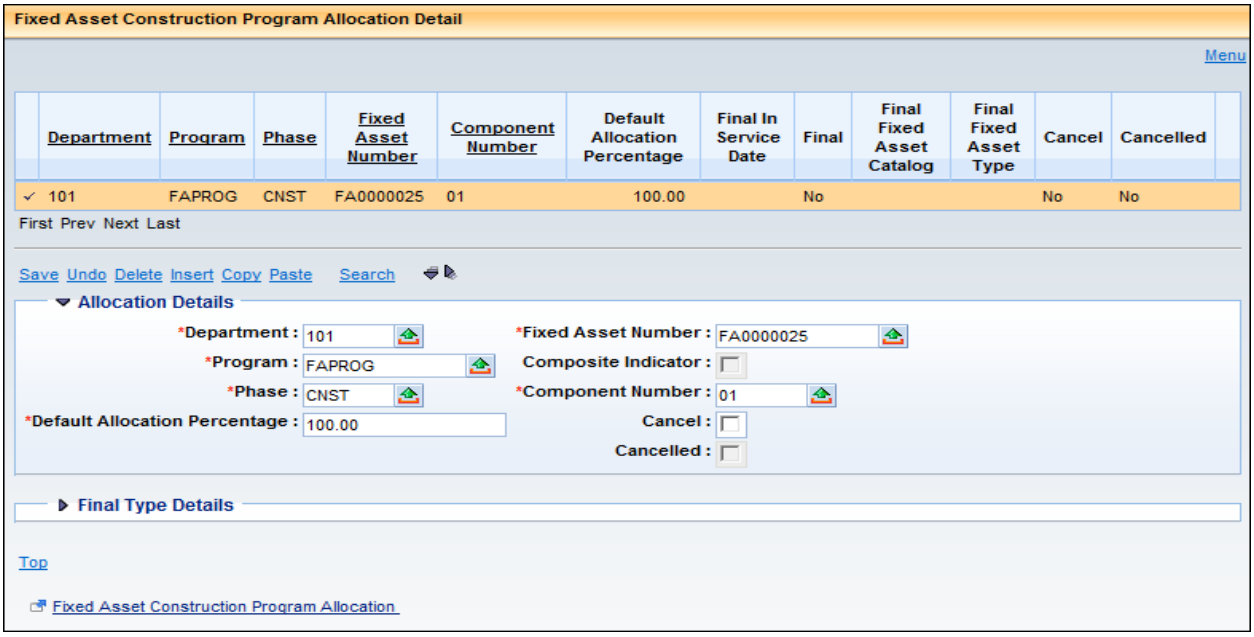


The Department enters the Asset Information on the Fixed Asset Construction Program Allocation (FACPA) table. An entry is already created for the Department and Program combination when the Fixed Asset Construction Program Level is set to Program on PROG table.



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.



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.

8.2. 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, than 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

ACTIVITY 8.2

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.

Setup

✓ User is logged into the AFIS Home Page.

Steps

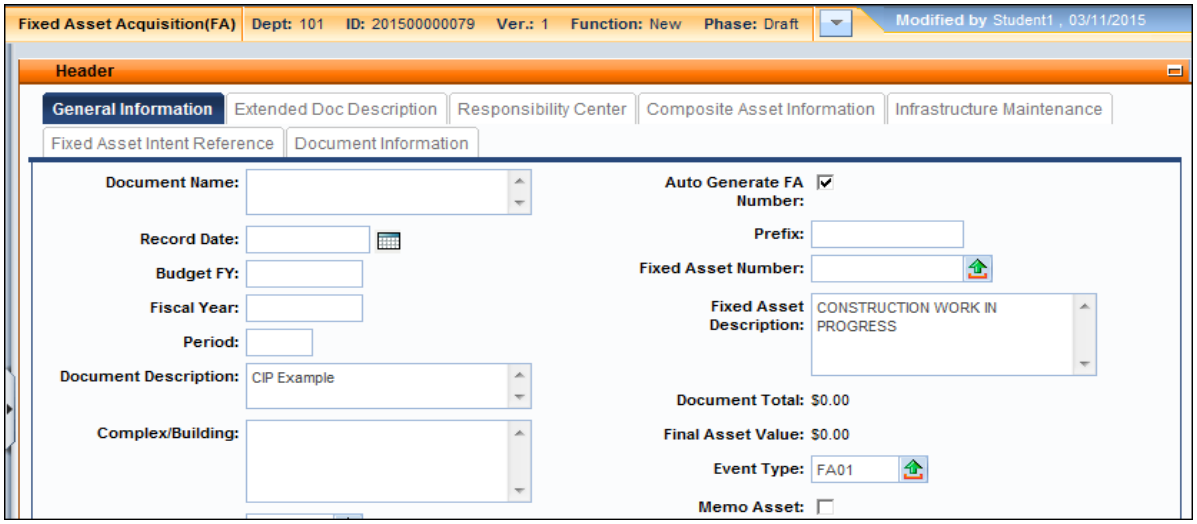
A. Create an FA document from the Document Catalog.

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

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

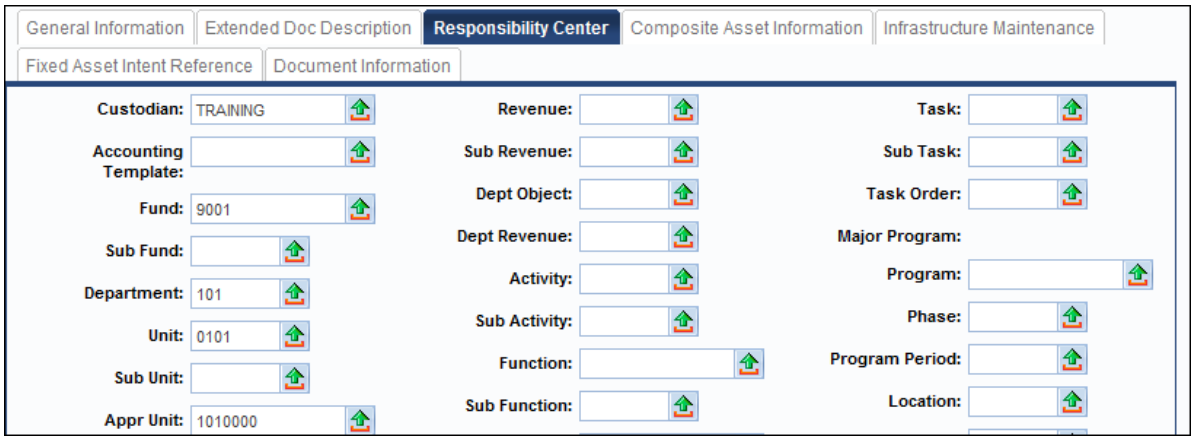
1. Check the **Auto Generate FA Number** check box.

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***.



C. Complete the Responsibility Center tab in the Header component.

1. Click the **Responsibility Center** tab.
2. In the **Custodian** field, enter ***Training.***
3. In the **Fund** field, enter ***your student data card information.***
4. In the **Department** field, enter ***your student data card information.***
5. In the **Unit** field, enter ***your student data card information.***
6. In the **App Unit** field, enter ***your student data card information.***



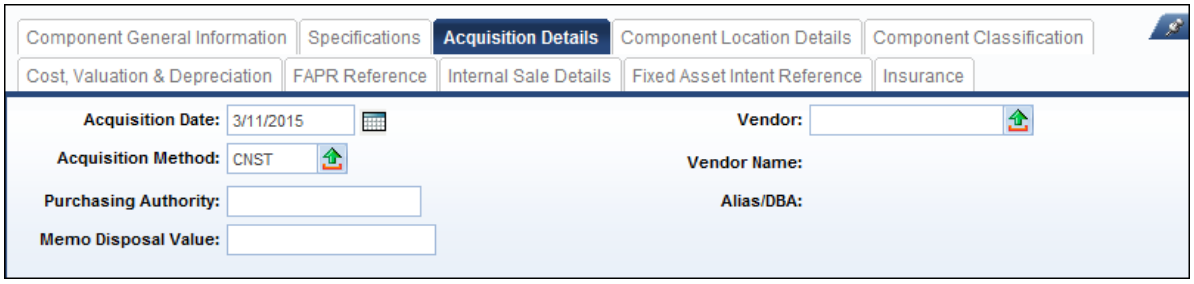
D. Complete the General Information tab in the Component component.

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.
4. In the **Component Number** field, enter ***01***.
5. In the **Commodity Code** field, enter ***54531***.
6. In the **Units** field, enter ***1.***

E. Complete the Acquisition Details tab in the Component component.

1. Click the **Acquisition Details** tab.
2. In the **Acquisition Date** field, enter ***today's date***.
3. From the **Acquisition Method** field, enter ***CNST***(Constructed/built).

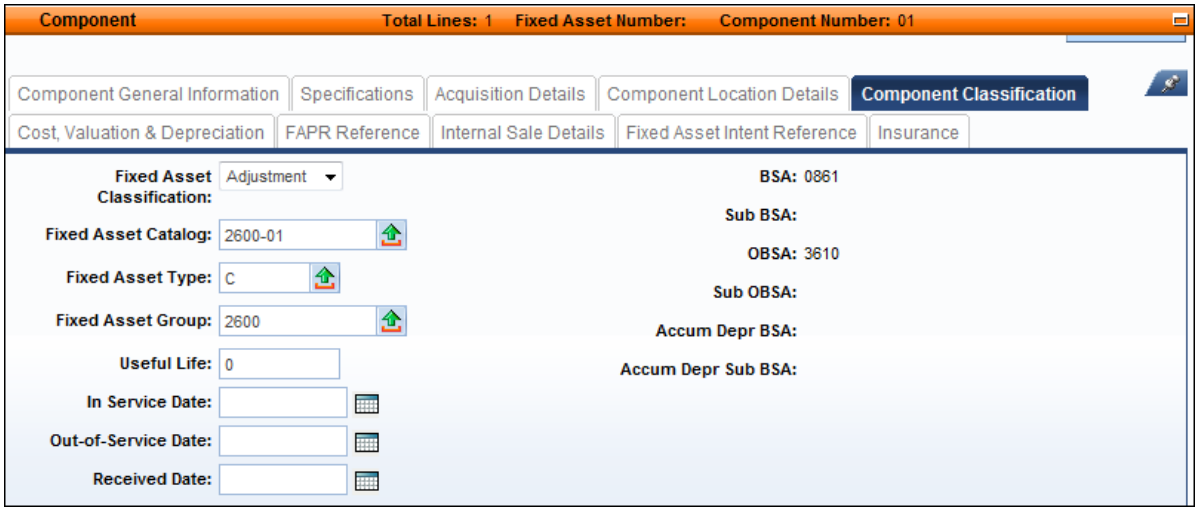


F. Complete the Component Location Details tab in the Component component.

1. Click the **Component Location Details** tab.
2. In the **Location** field, enter ***Location A for your department by using the picklist***.

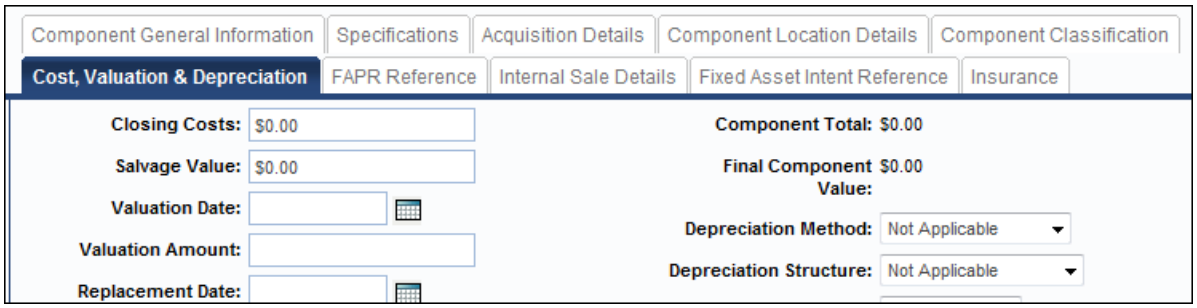
G. Complete the **Component Classification** tab in the Component component.

1. Click the **Component Classification** tab.
2. In the **Fixed Asset Classification** drop-down list, select ***Adjustment.***
3. In the **Fixed Asset Catalog** field, enter ***2600-01 (Construction in Progress)***.
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. Click the **Cost, Valuation & Depreciation** tab.



H. Complete the Cost, Valuation & Depreciation tab from the Component component.

1. Confirm the **Depreciation Method** drop-down list is set to ***Not Applicable***.
2. In the Depreciation Structure drop-down list, select ***Not Applicable***.

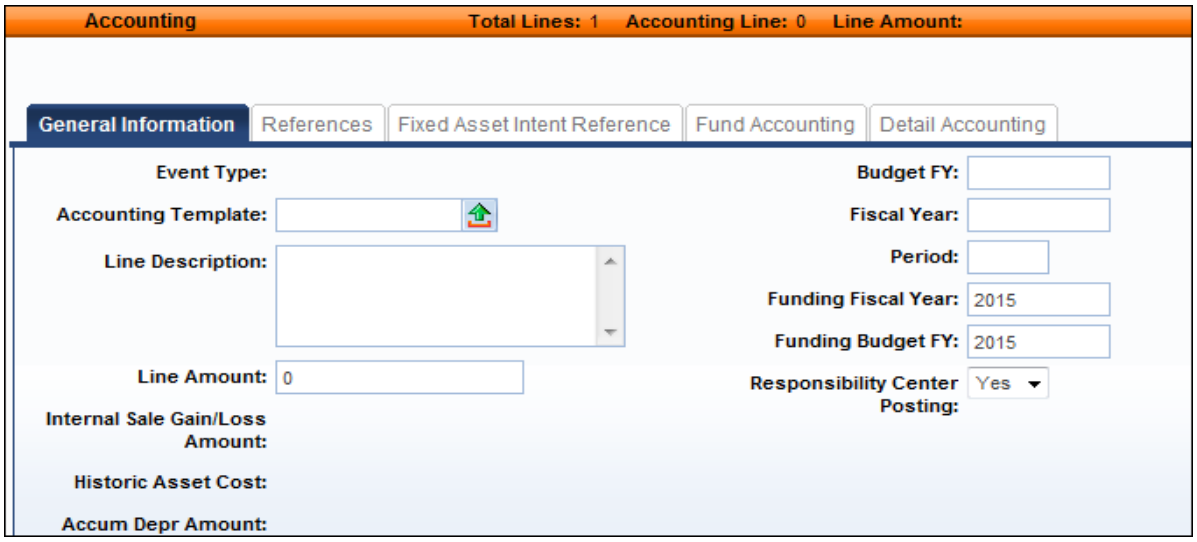


3. Click **Accounting** from the Secondary Navigation panel.

I. Complete the General Information tab of the Accounting information.

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.

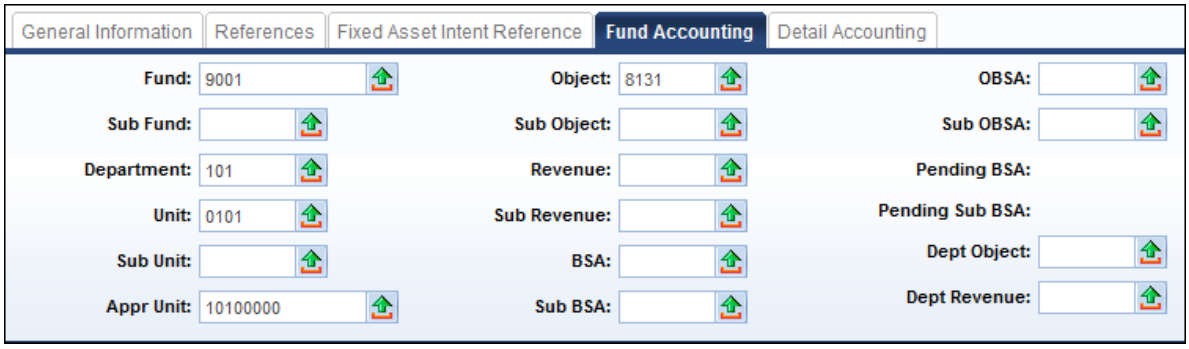
5. From the **Responsibility Center Posting** drop-down list, select ***Yes***.



6. Click the **Fund Accounting** tab.

J. Complete the Fund Accounting tab of the Accounting component.

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***.

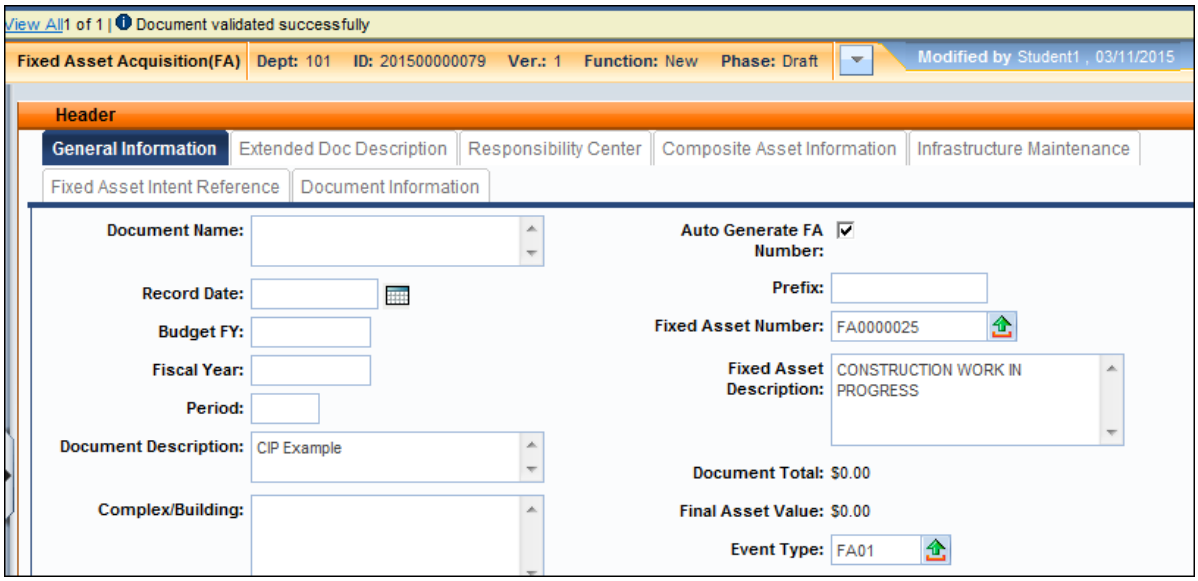


6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully**."

K. Verify the generated Fixed Asset Number.

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

3. Verify that the **Fixed Asset Number** on the Header is auto generated and assigned. Write it here for use in the next activity _____.



4. 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**."
5. 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.

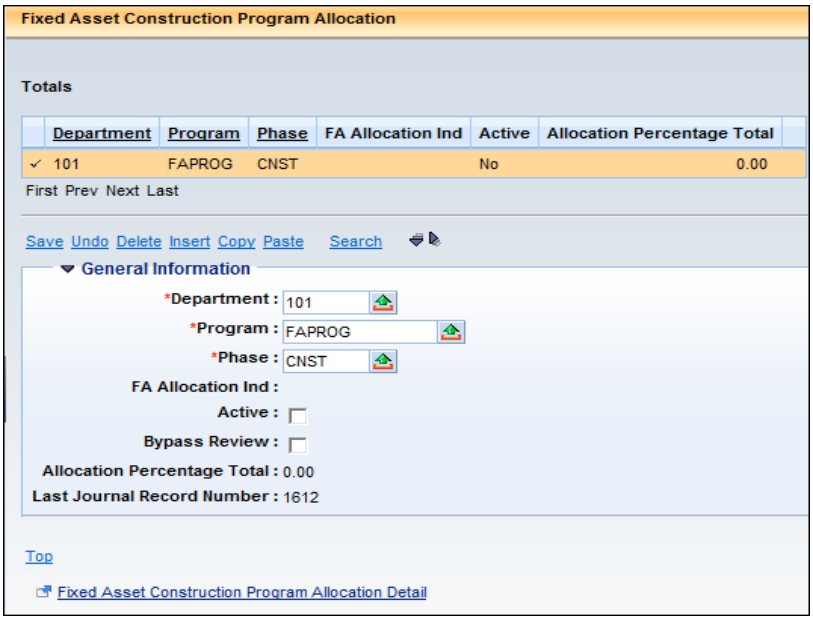
8.3. Research the Construction Work in Progress Process

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)

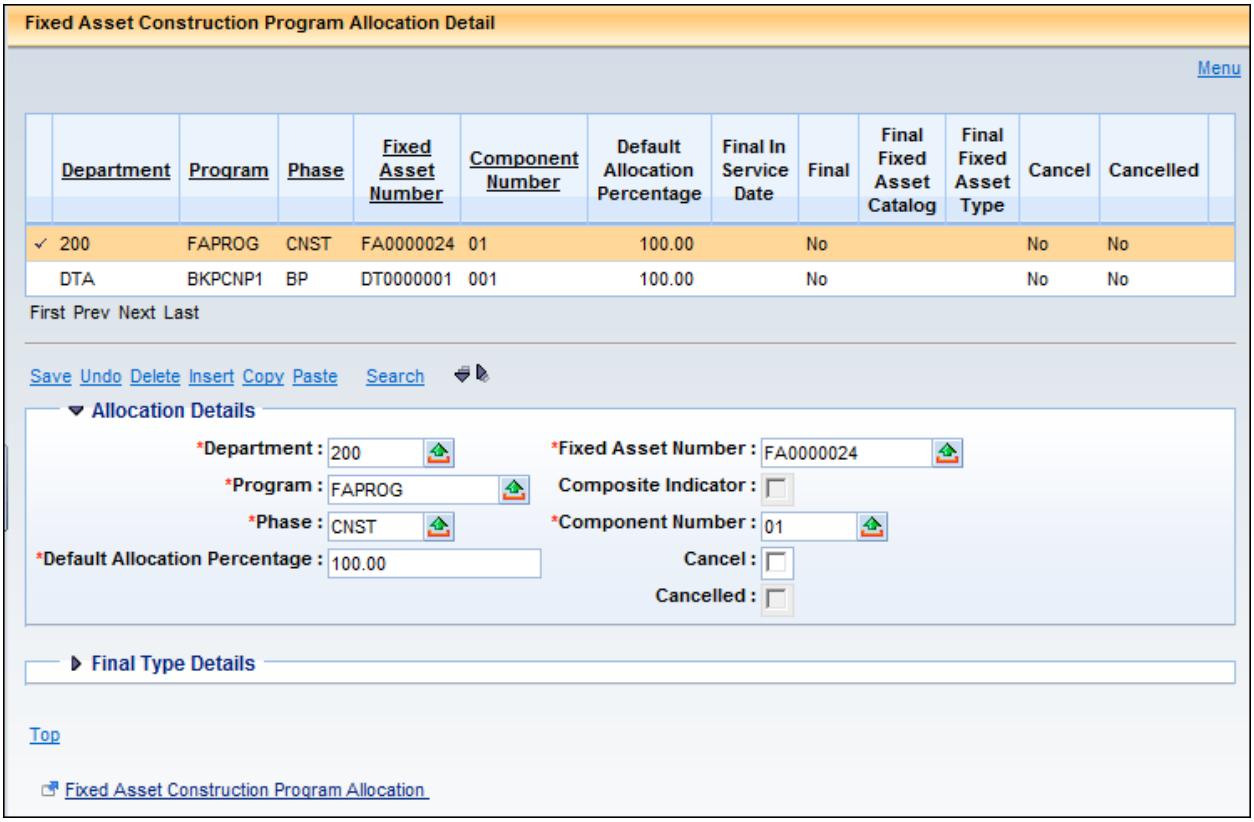
The FACPA table establishes that a Program/Phase is linked to one or more Fixed Asset numbers and corresponding components, including attributes such as whether the Program/Phase is active and if records on the FACPERD table should have the default reviewed indicator overridden. The Allocation Indicator 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 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.

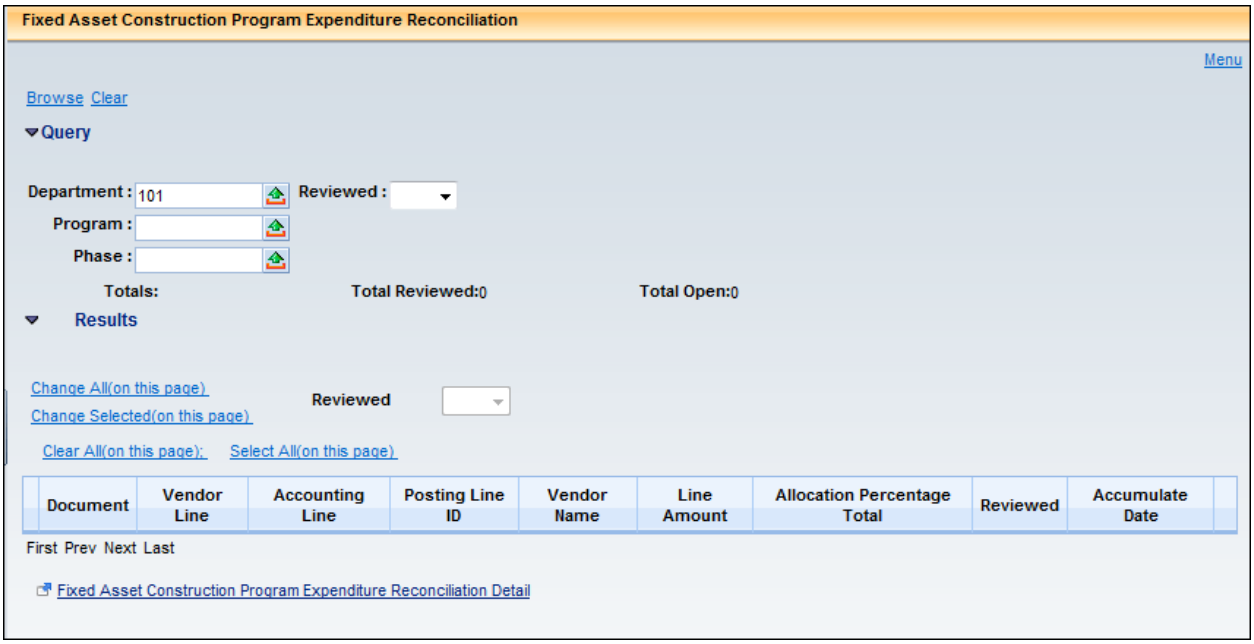
When the Final In Service Date is reached, the Program Asset Generation chain job creates an FX document for the Fixed Asset component referenced. The fields in the Final Type Details section can no longer be modified, once the batch process runs. Alternatively, if the construction project is cancelled the Cancel checkbox should be selected and the batch job will generate an FC document.



Fixed Asset Construction Program 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.



ACTIVITY 8.3

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.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Use the Jump to field to open the FACPA table.

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

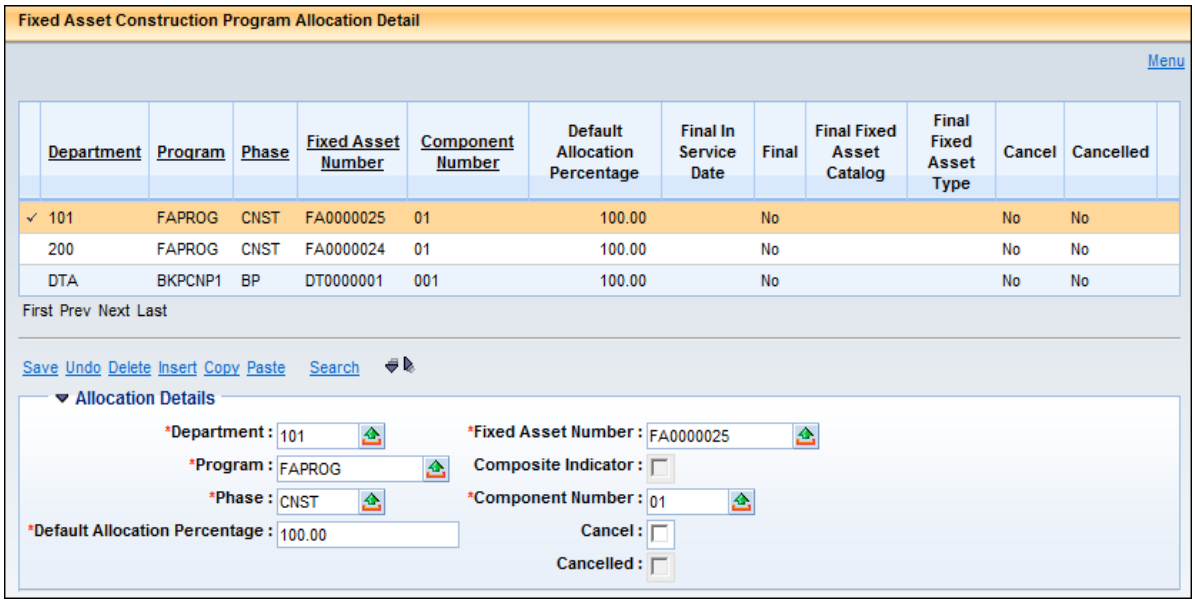
B. Search for your construction program and phase within the table.

1. Click **Search**.
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.

C. 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***.
7. In the **Default Allocation Percentage** field, enter ***100***.
8. In the **Fixed Asset Number** field, enter ***number from Activity 9.3***.
9. In the **Component Number** field, enter ***01***.

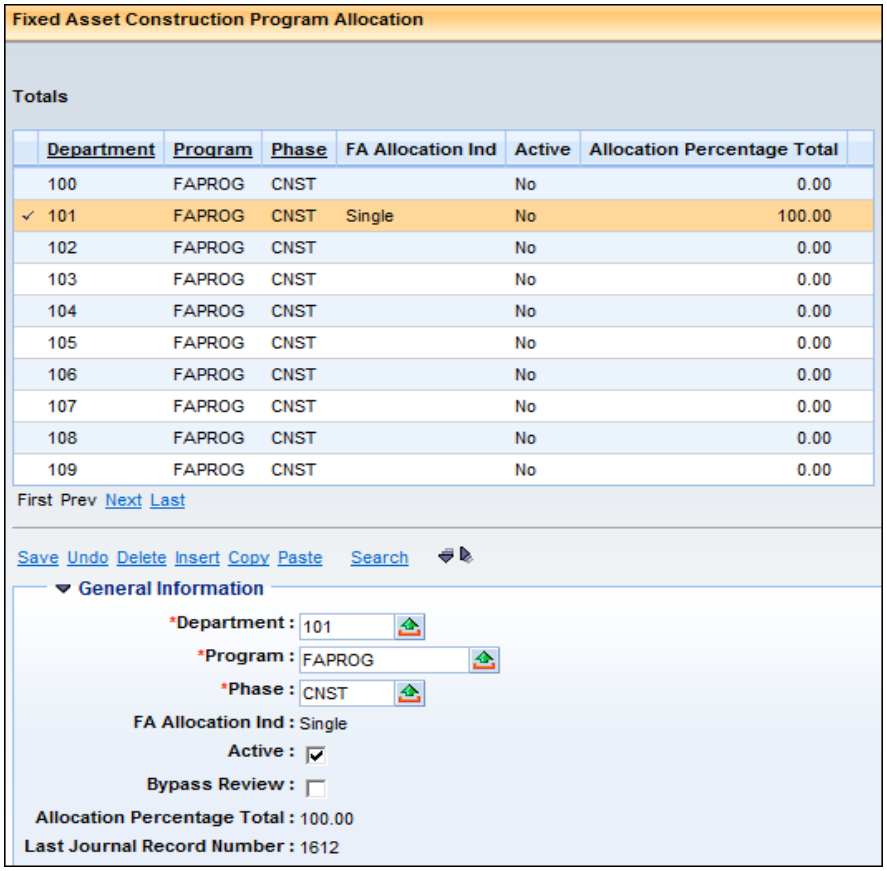
10. Click **Save**.



11. Click the **Fixed Asset Construction Program Allocation** link.
12. Select your record in the grid.

D. Verify record is activated on FACPA, and then return to the Home Page.

1. Click **Active**.



***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.*

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

8.4. 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.

8.5. 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.

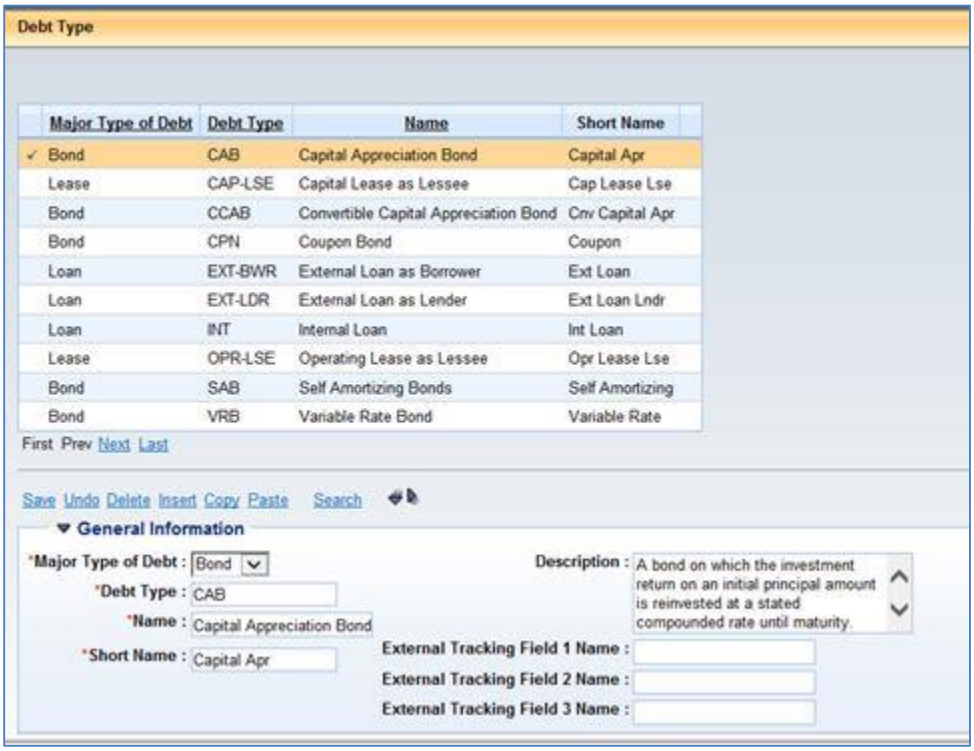
Debt Type

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.



8.6. 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.

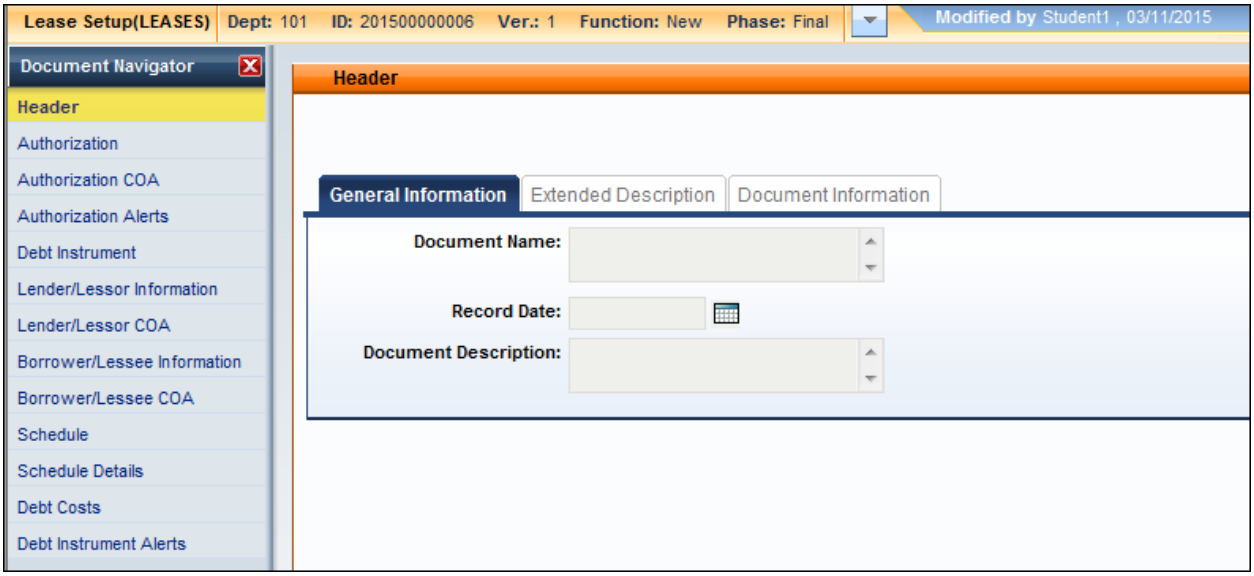
Only one authorization can be created on a document. That can be the only activity, or there could be one or more leases created along with the authorization. With the most common scenario being a 1:1 authorization to lease relationship, the Authorization component requires two main fields: Authorization 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

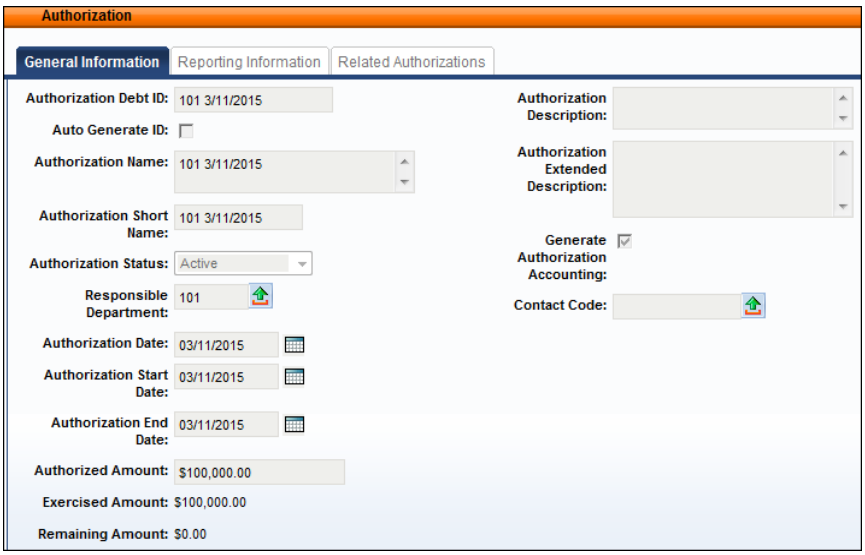
This component records general information about the document. The fields on the Header do not update the Lease Registry page.



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.



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.

- 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.

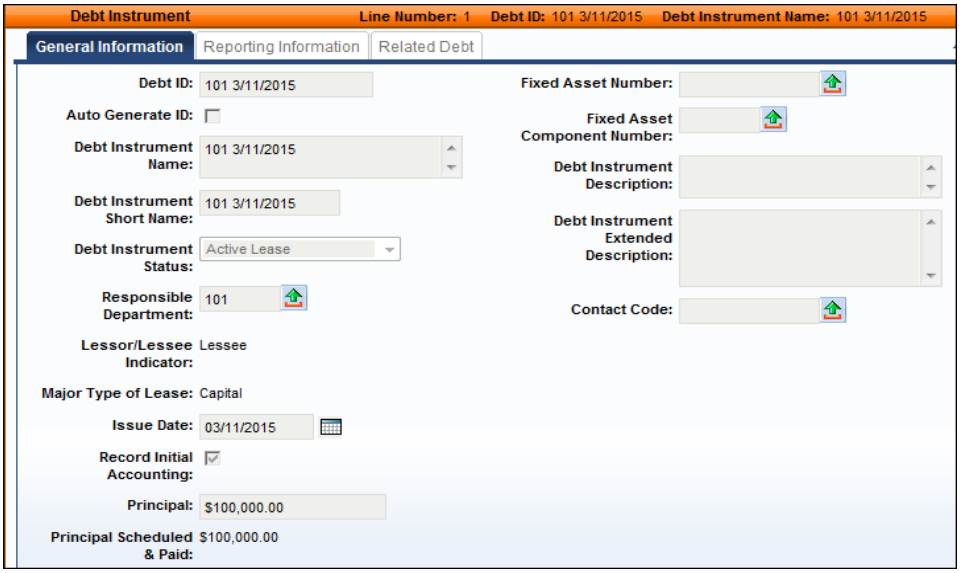
LEASES Authorization Alerts Component

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).

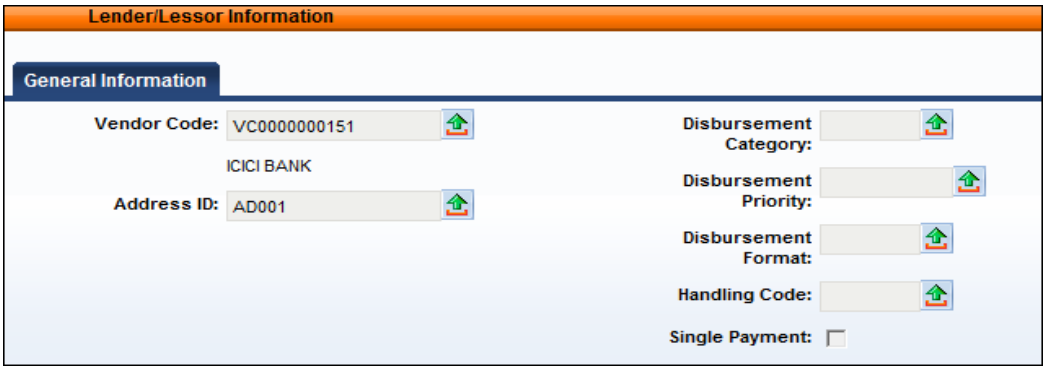


- This section records identification, control, and reporting information for one or more leases. A limited number of fields are required for a record with the others being optional reporting information. Among the most critically required fields are the Debt Instrument Status, Issue Date, Principal, 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.
- 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 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.

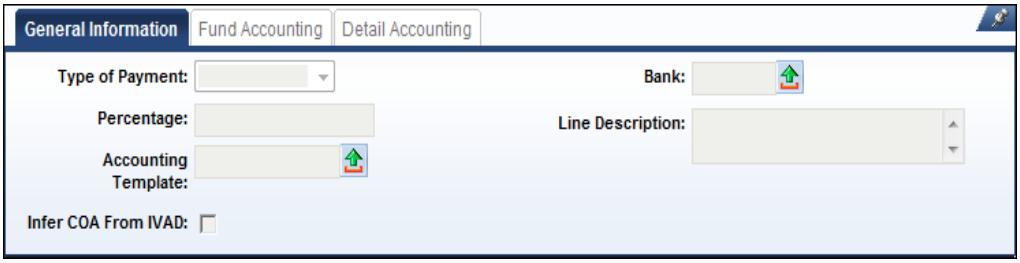
- When the Lessee/Lessor Indicator is ***Lessee***, then only an external Vendor Code (bank or other financial institution) and an Address ID (payment type) are required (any default address can be inferred). The inferred address can be changed as long as the Address Type is *Payment*. A miscellaneous vendor is not allowed to be the lender.
- When the Lessee/Lessor Indicator is ***Lessor***, then this component is not required.



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.*



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 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.

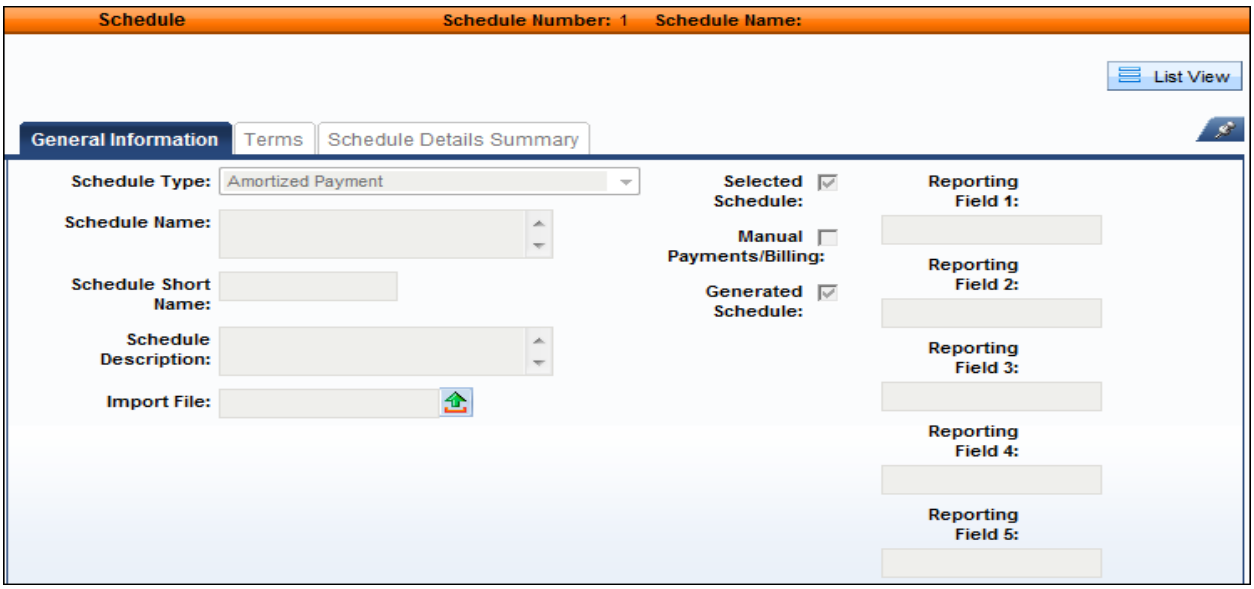
- The **Generate Schedule** action generates Schedule Detail records based on values entered on the Schedule. This action performs many steps.
- The **Get Template** action provides a formatted Excel spreadsheet for uploading Schedule Detail records. This template should be used as the starting point 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
Schedule Line: 1
Scheduled Date: 03/15/2015
Processed On:

Principal: $1,470.45
Interest: $55.56
Other Amount 1:

Gross Payment: $1,526.01
Net Payment: $1,526.01
Unpaid Principal: $98,529.55

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.

8.7. 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)

8.8. 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.

ACTIVITY 8.8
Create a Capital Lease Asset

Scenario

Create a Capital Lease debt instrument for $100,000, which will be used to purchase a capital asset.

Setup

✓ User is logged into the AFIS Home Page.

Steps

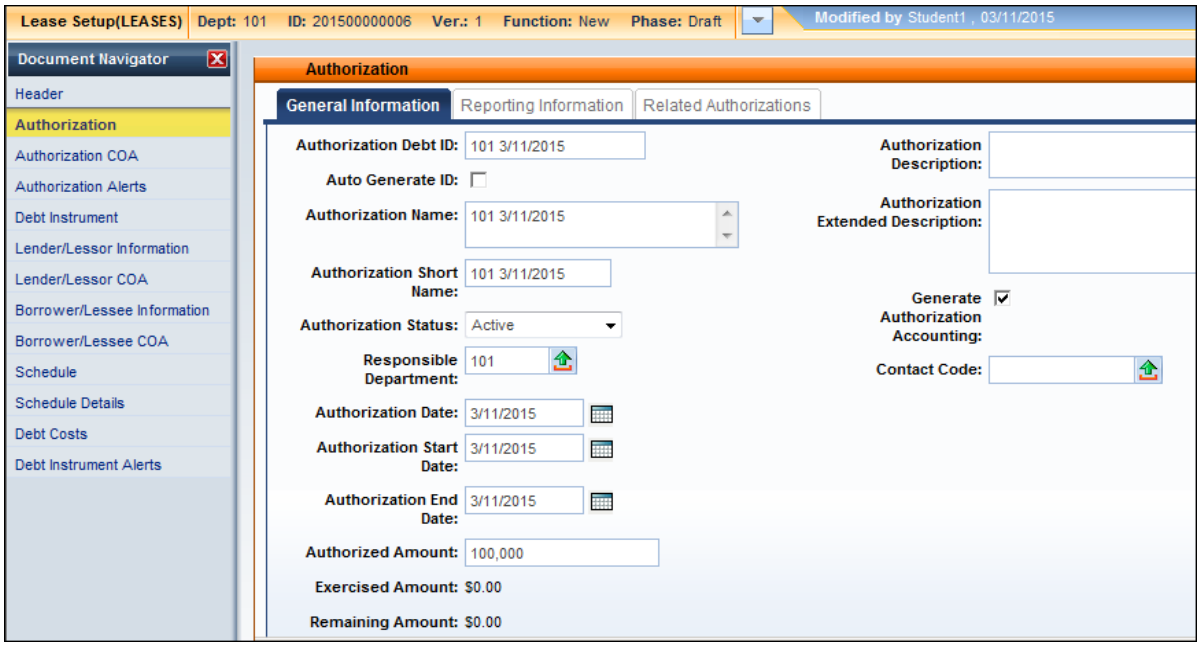
A. Create a LEASES document from the Document Catalog.

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

B. Complete the General Information tab in the Authorization 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. From the Secondary Navigation Panel, select the **Authorization** component.
3. In the **Authorization Debt ID** field, enter ***your Department and current date***.
4. In the **Authorization Name** field, enter ***your Department and current date*.**
5. In the **Authorization Short Name** field, enter ***your Department and current date*.**
6. From the **Authorization Status** drop down, select **Active**.
7. In the **Authorization Date** field, enter ***today's date*.**
8. In the **Authorization Start Date** field, enter ***today's date***.
9. In the **Authorization End Date** field, enter ***today's date***.

10. In the **Authorization Amount** field, enter ***100,000.***
11. Verify that the **Generate Authorization Accounting** checkbox is checked.



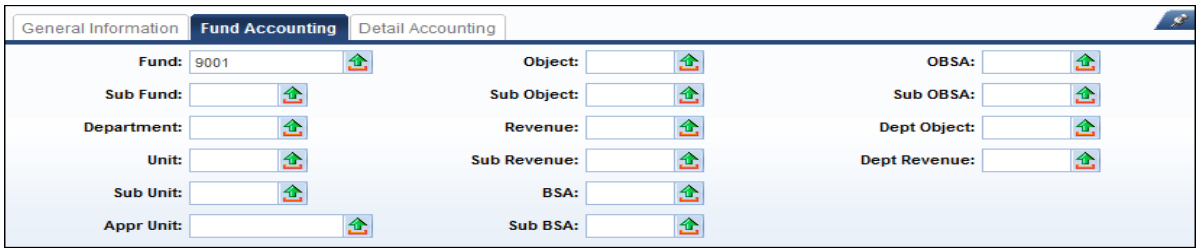
C. Complete the Reporting Information tab in the Authorization component.

1. Click the **Reporting Information** tab.
2. From the Debt Type pick-list, select ***CAP-LSE (Capital Lease as Lessee)***.

D. Complete the Fund Accounting tab in the Authorization COA component.

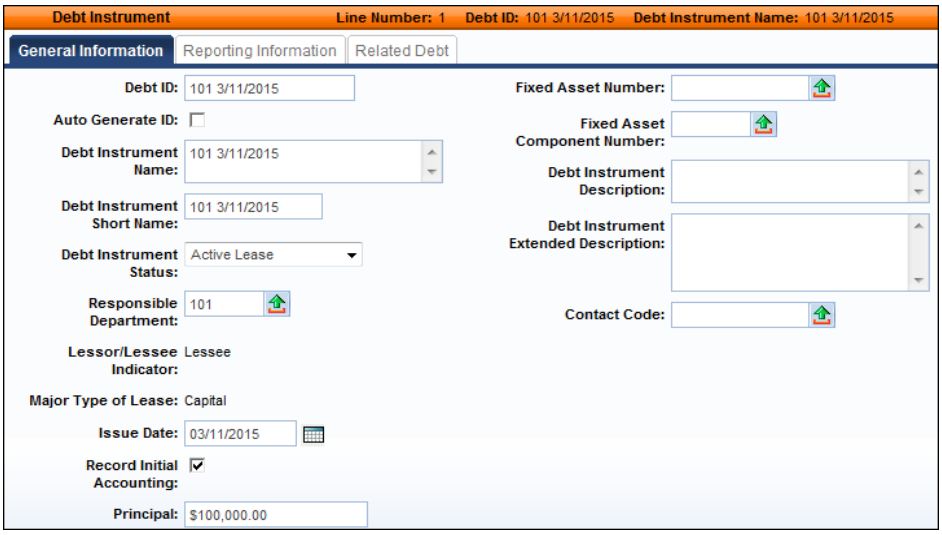
1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Select the **Authorization COA** component.
3. Click the **Fund Accounting** tab.

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



E. Complete the General Information tab of the Debt Instrument component.

1. Click **Debt Instrument**.
2. Click **Insert New Line**.
3. In the **Debt ID** field, enter ***your Department and current date.***
4. In the **Debt Instrument Name** field, enter ***your Department and current date***.
5. In the **Debt Instrument Short Name** field, **enter *your Department and current date*.**
6. From the **Debt Instrument Status** drop-down, select **Active Lease**.
7. In the **Responsible Department** field, enter ***your student data card information.***
8. In the **Issue Date** field, enter ***today's date***.
9. In the **Principal** field, enter ***100,000***.
10. Click **Save.**
11. Verify that the Lessor/Lessee Indicator and Major Type of Lease were populated.



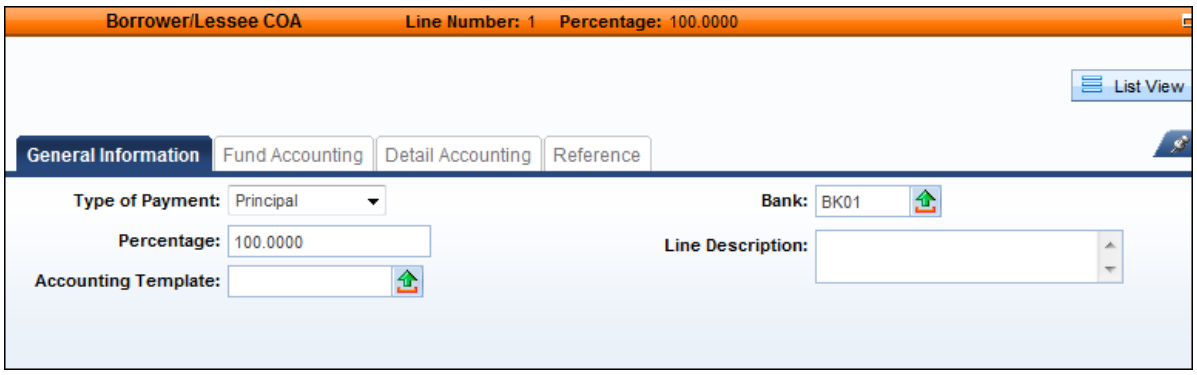
F. Complete the General Information tab in the Lender / Lessor Information component.

1. Click **Lender/Lessor Information**.
2. From the **Vendor Code** pick-list, select ***VC0000000151***.

3. From the **Address ID** pick-list, select ***AD001***.

G. Complete the General Information tab in the Borrower/Lessee COA component.

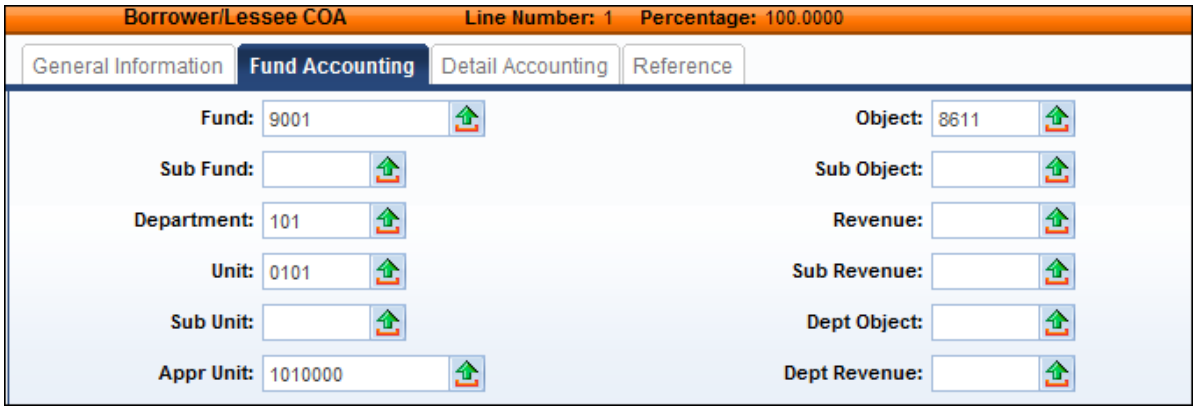
1. Select the **Borrower/Lessee COA** component.
2. From the **Type of Payment** drop-down, select **Principal**.
3. In the **Percentage** field, enter ***100***.
4. From the **Bank** pick-list, select ***BK01***.



H. Complete the Fund Accounting tab in the Borrower/Lessee COA component.

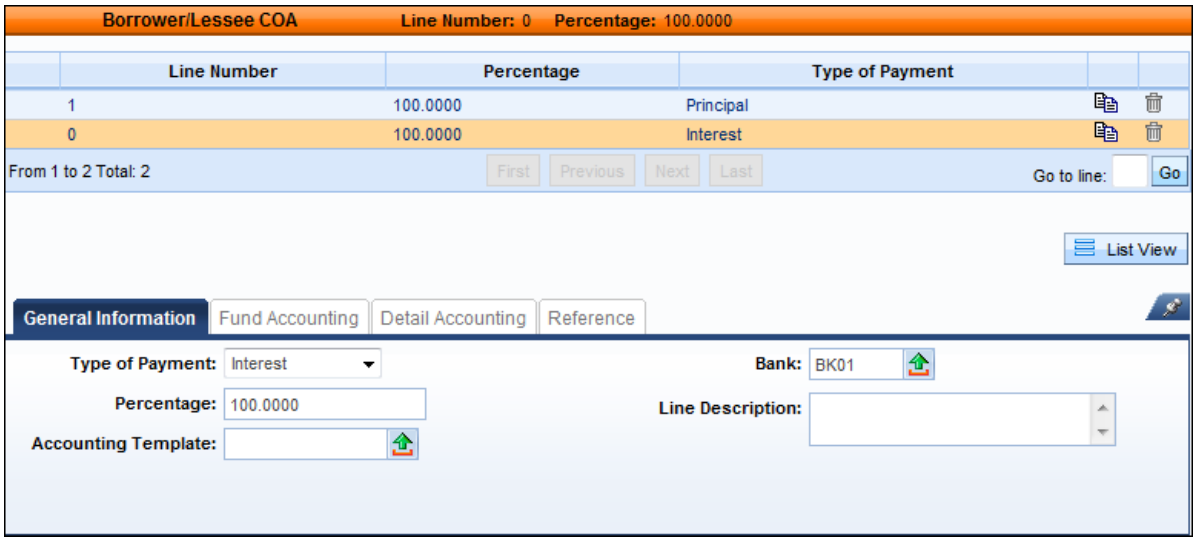
1. Click the **Fund Accounting** Tab.
2. In the **Fund** field, enter ***your student data card information***.
3. In the **Department** field, enter ***your student data card information***.
4. In the **Unit** field, enter ***your student data card information***.
5. In the **Appr Unit** field, enter ***your student data card information.***

6. In the **Object** field, enter ***8611***.



I. Return to the General Information tab in the Borrower/Lessee COA component.

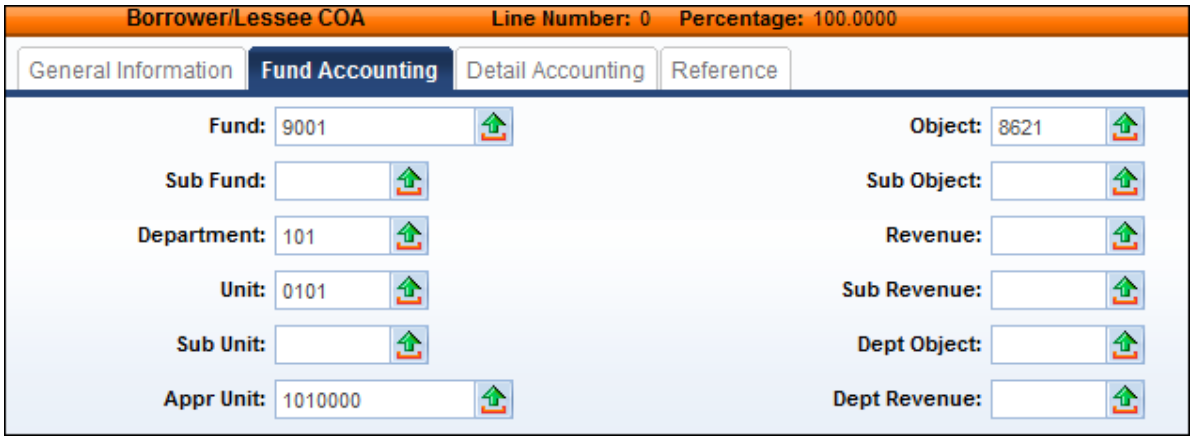
1. Select the **General Information** tab.
2. Click the **Insert New Line** button.
3. From the **Payment Type** drop-down, select **Interest**.
4. In the **Percentage** field, enter ***100***.
5. From the **Bank** pick-list, select ***BK01***.



J. Complete the Fund Accounting tab in the Borrower/Lessee COA component.

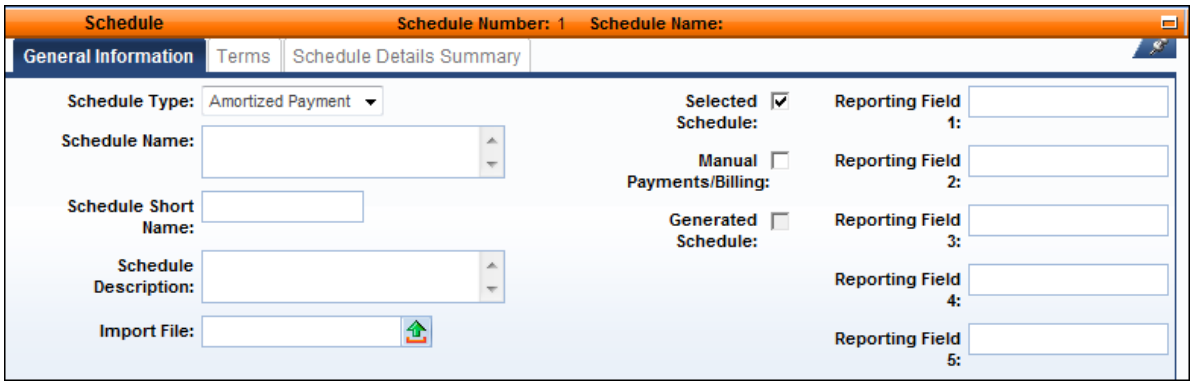
1. Click the **Fund Accounting** tab.
2. In the **Fund** field, enter **<u>your student data card information</u>**.
3. In the **Department** field, enter ***your student data card information.***
4. In the **Unit** field, enter ***your student data card information***.
5. In the **Appr Unit** field, enter ***your student data card information***.

6. In the **Object** field, enter ***8621***.



K. Complete the General Information tab in the Schedule component.

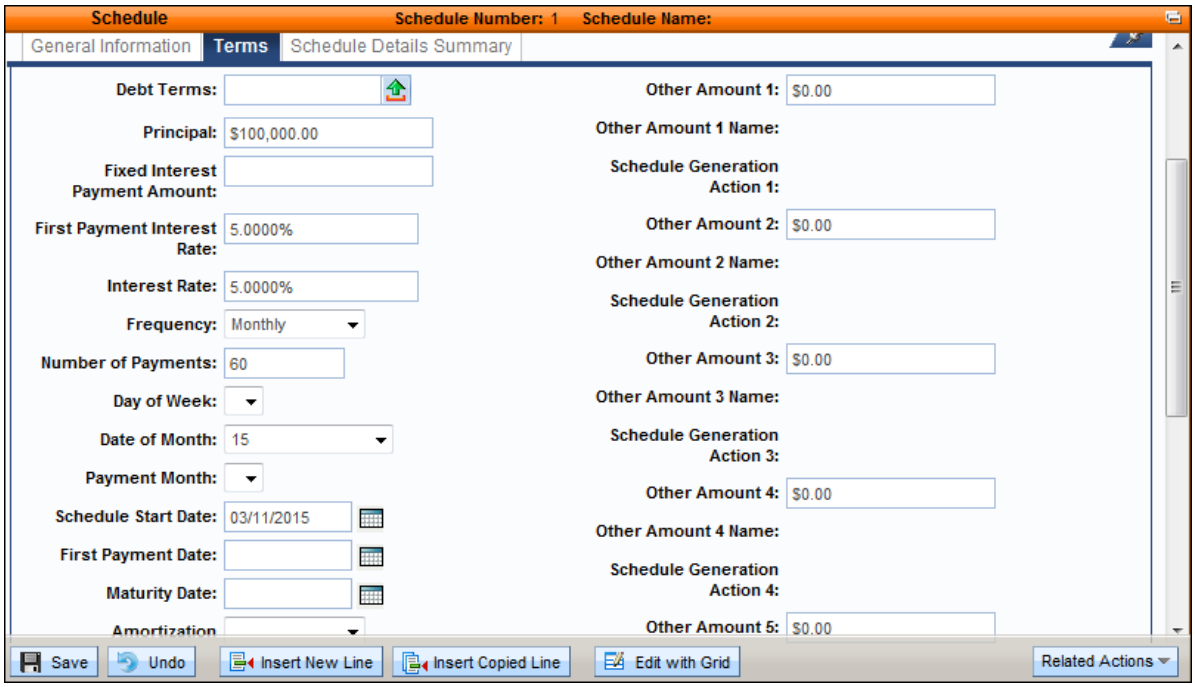
1. Click Schedule.
2. From the Schedule Type drop down, select **Amortized Payment**.
3. Check the **Selected Schedule** checkbox.



L. Complete the Terms tab in the Schedule component.

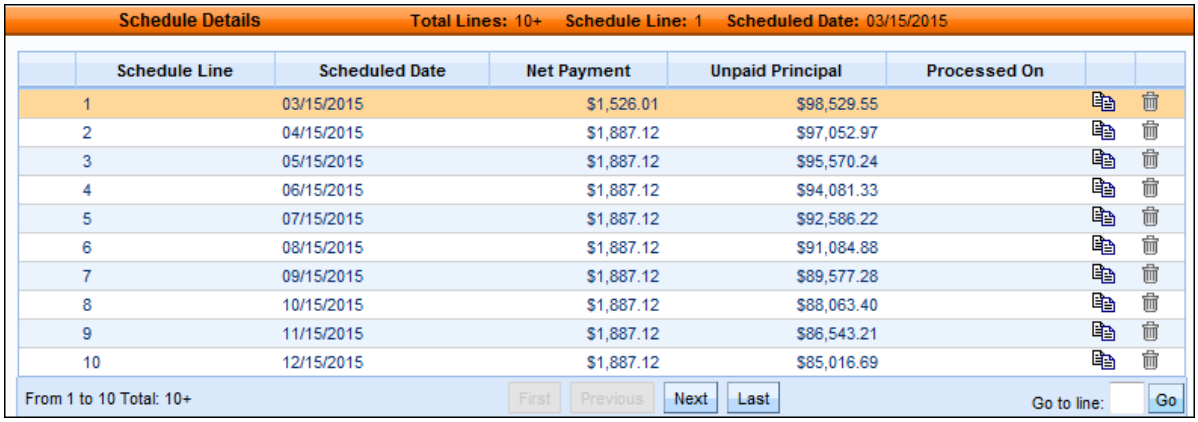
1. Click the **Terms** tab.
2. In the **First Payment Interest Rate** field, enter ***5***.
3. In the **Interest Rate** field, enter ***5***.
4. From the **Frequency** drop down, select ***Monthly***.
5. In the **Number of Payments** field, enter ***60***.
6. From the **Date of Month** drop down, select ***15***.
7. In the **Schedule Start Date** field, enter ***today's date.***
8. Select the **Related Actions** button, located in the lower right hand corner.

9. Select **Generate Schedule**.



M. Navigate to the Schedule Details component and review the populated payment schedule.

1. Click **Schedule Details** from the Secondary Navigation panel.
2. Review the populated payment schedule.



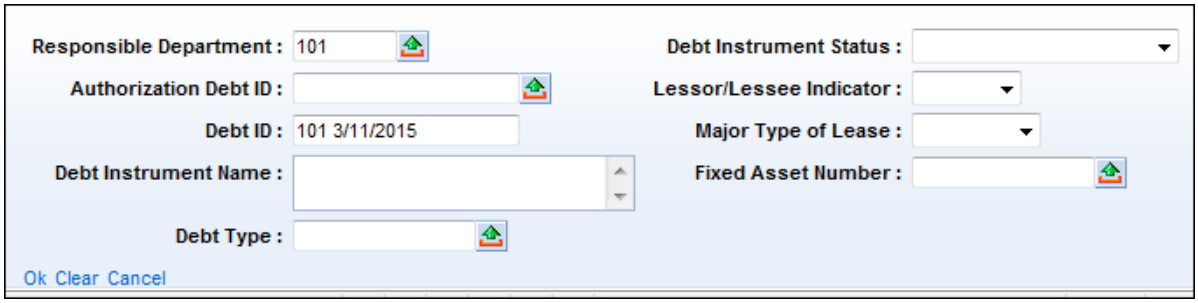
Schedule Line	Scheduled Date	Net Payment	Unpaid Principal	Processed On
1	03/15/2015	$1,526.01	$98,529.55	
2	04/15/2015	$1,887.12	$97,052.97	
3	05/15/2015	$1,887.12	$95,570.24	
4	06/15/2015	$1,887.12	$94,081.33	
5	07/15/2015	$1,887.12	$92,586.22	
6	08/15/2015	$1,887.12	$91,084.88	
7	09/15/2015	$1,887.12	$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	

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**."
4. 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**."

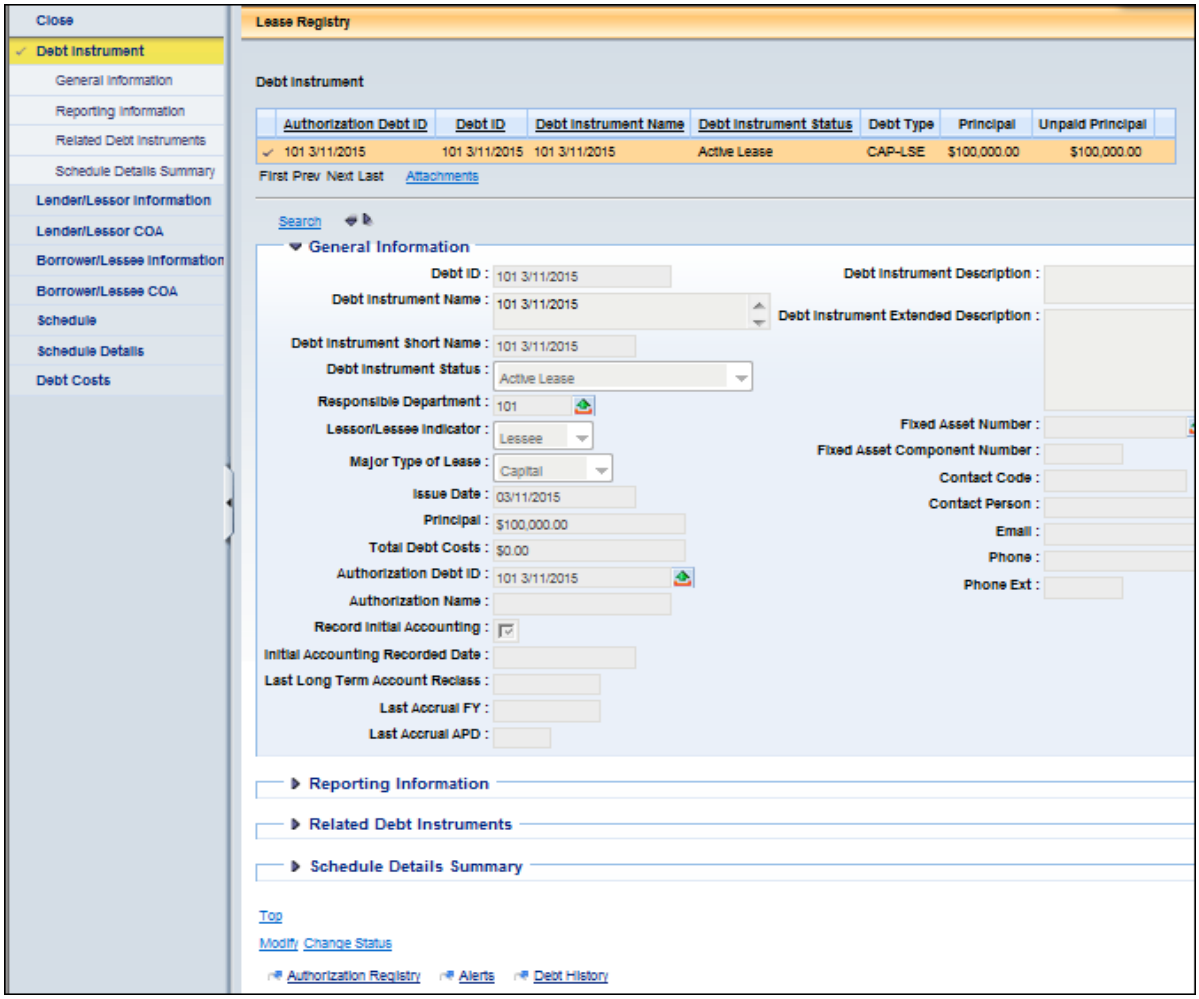
N. Navigate to the Lease Registry (LEASE) and review the lease information.

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***.
6. Click **Ok**.



7. Click the **downward facing arrow** just below the grid to expand all sections.



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

8.9. Research Capital Lease Tables and Inquiries

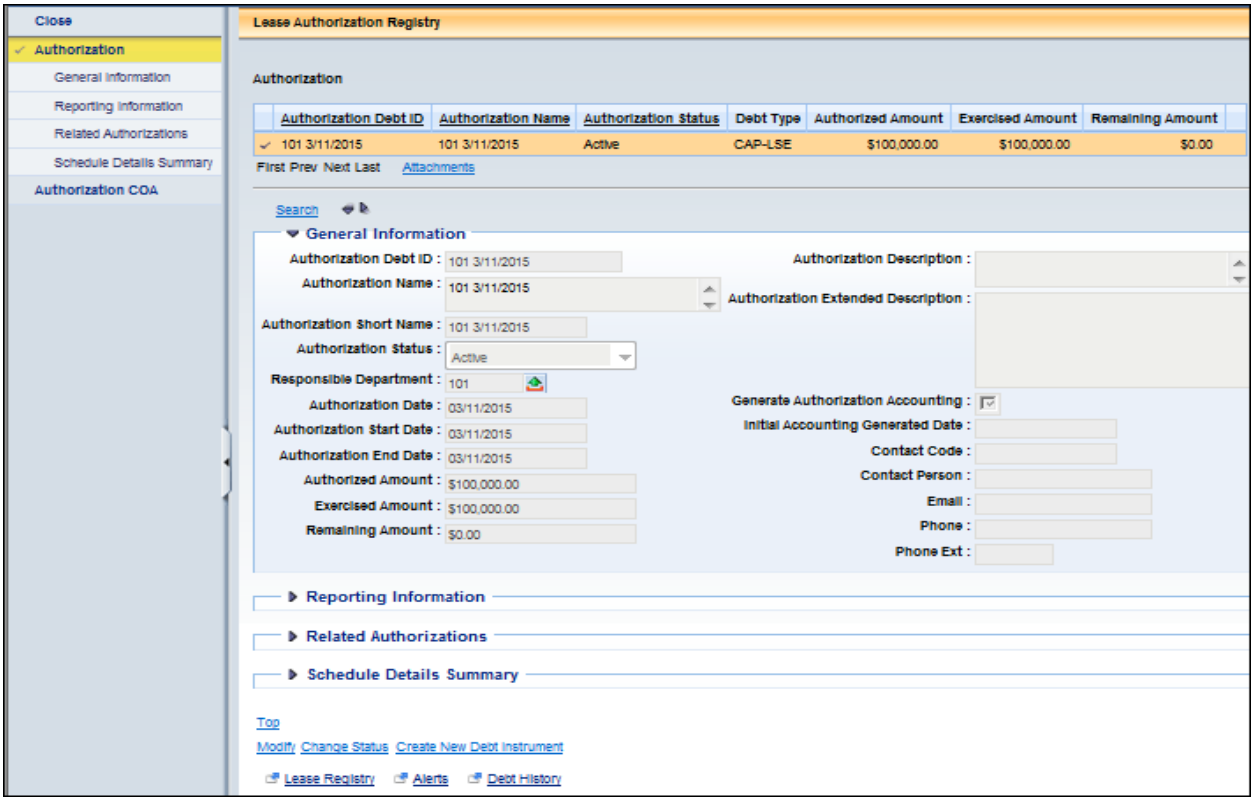
The common tables and inquiries utilized by users for Capital Leases include:

- 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

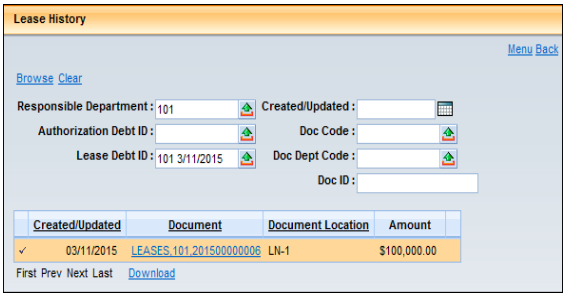
The Lease Authorization Registry (LSAUTH) page displays the Authorization and Authorization COA records from processed Lease documents. Updates cannot be made directly to registry data. The Lease Setup (LEASES), Lease Modification (LEASEM), and Debt Status Change (DEBTSC) documents make all the additions 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.



Lease History

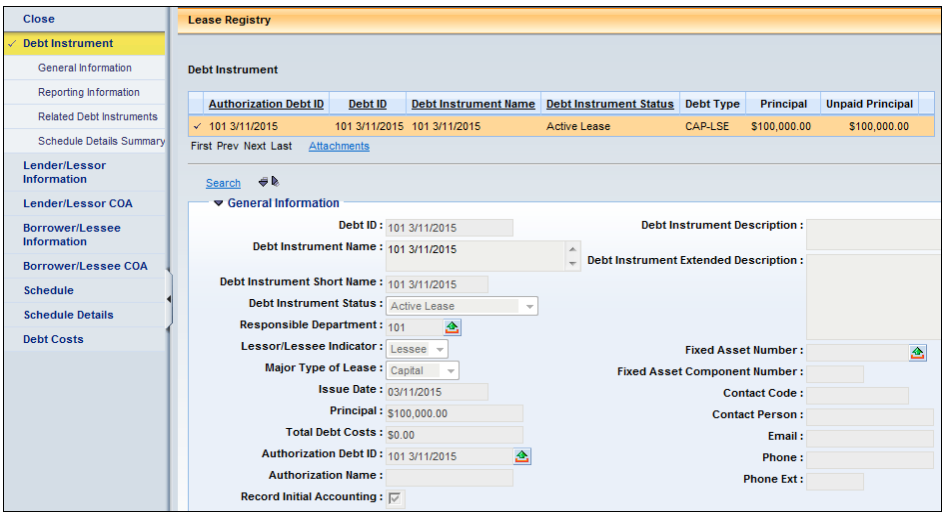
The Lease History (LSEHIST) page provides a means to query on, review, and download the debt, accounting, and budgeting documents that have processed against a Debt ID with Major Type of Debt of *Lease*. This page requires a minimum of information be entered before selecting the Browse link:

- 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 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.



8.10. **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.

ACTIVITY 8.10

Modify a Capital Lease Asset

Scenario

You want to modify the interest rate on the lease from the previous activity.

Setup

✓ User is logged into the AFIS Home Page.

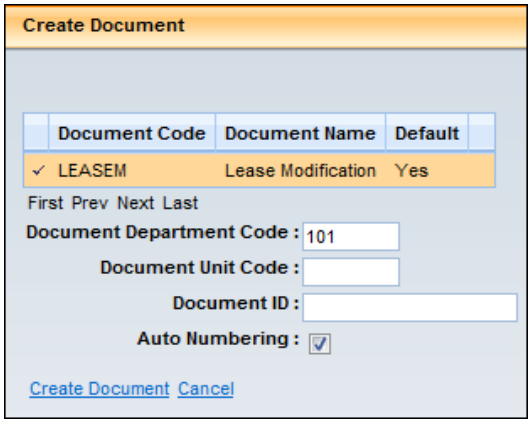
Steps

A. 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 10.5).***
6. Click **Ok**.
7. Click the **Modify** link at the bottom of the page.

B. Create a LEASEM document.

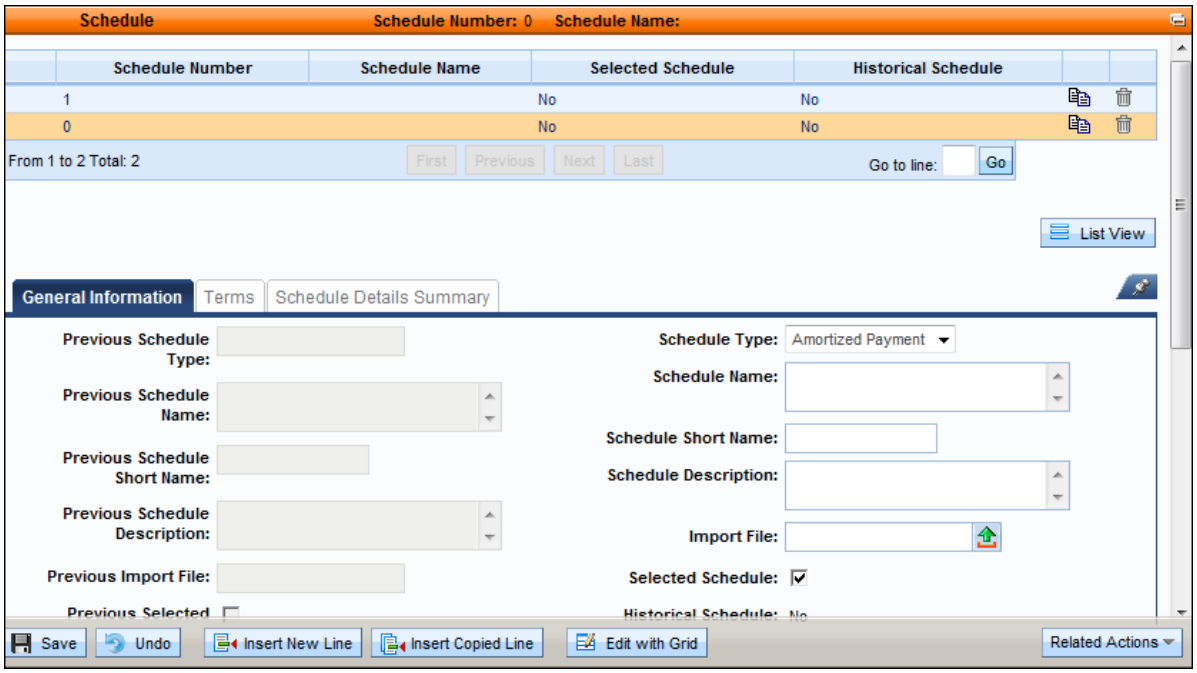
1. In the **Dept**. field, enter ***your student data card information.***
2. Check the **Auto Numbering** check box.
3. Click **Create Document**.



C. Go to the Schedule component.

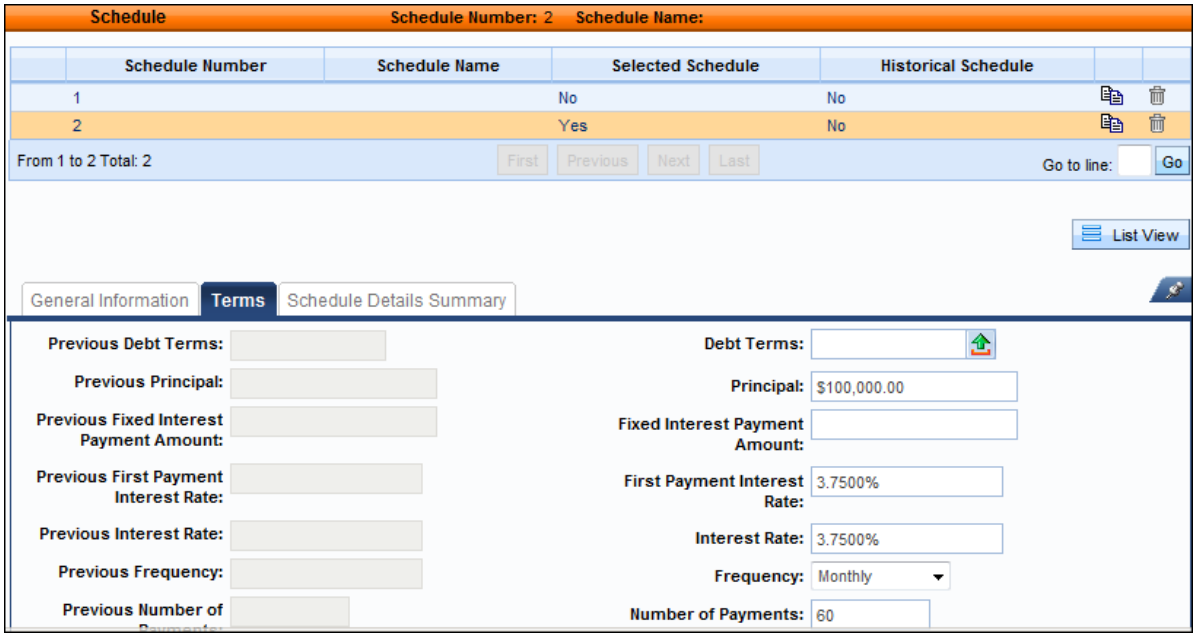
1. Click on the **Schedule** component.
2. Uncheck the Selected Schedule box
3. In the grid at the top, click on the **Copy Line** feature.
4. Click the **Insert Copied Line** button.

5. Check the **Selected Schedule** box on this new schedule.



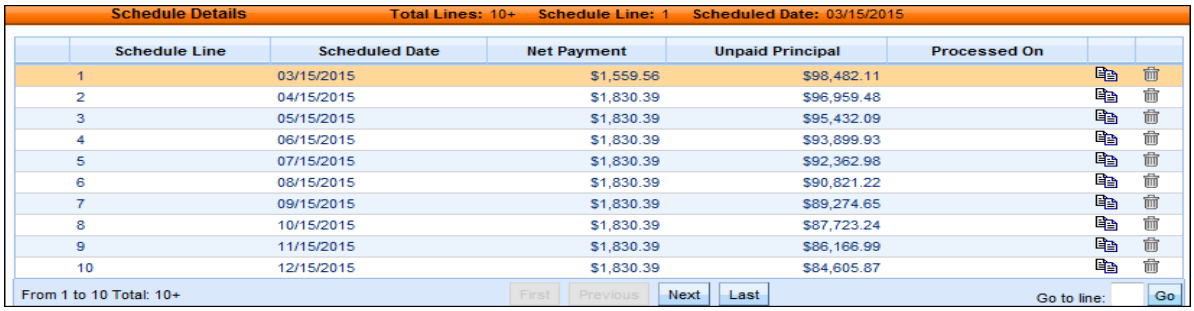
D. Go to the Terms tab in the Schedule component.

1. Click on the **Terms** tab.
2. Change the First Payment Interest Rate to ***3.75***.
3. Change the Interest Rate to ***3.75***.
4. Click on the **Related Actions** button and select the option, **Generate Schedule**.
5. In the grid at the top, make sure that you have selected the new schedule line.



E. Go to the Schedule Details component.

1. Click on the **Schedule Details** component.
2. 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	

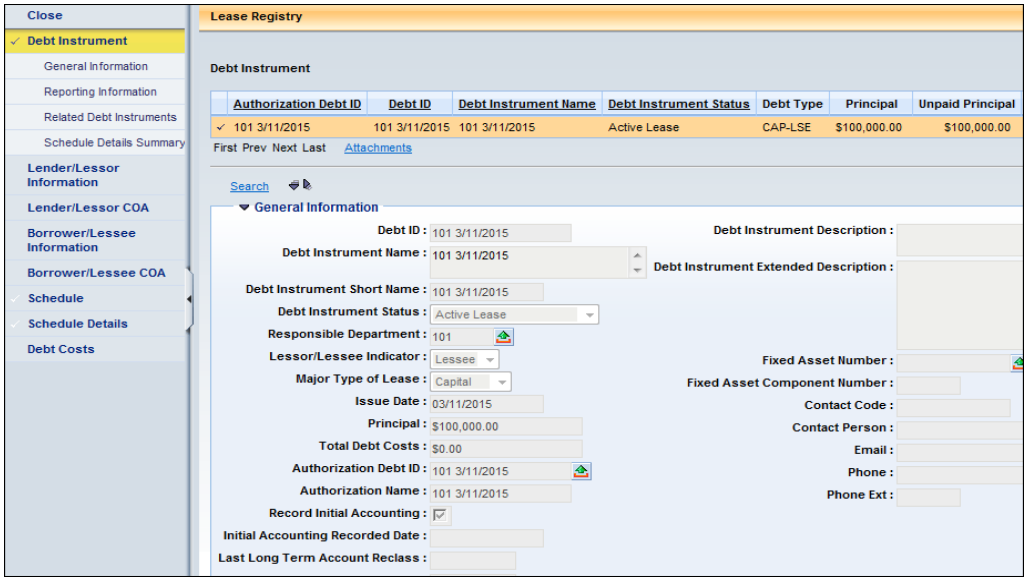
From 1 to 10 Total: 10+ First Previous Next Last Go to line: Go

F. 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**."

G. 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**.
7. Click the **downward facing arrow** just below the grid to expand all sections.



Close
Debt Instrument
General Information
Reporting Information
Related Debt Instruments
Schedule Details Summary
Lender/Lessor Information
Lender/Lessor COA
Borrower/Lessee Information
Borrower/Lessee COA
Schedule
Schedule Details
Debt Costs

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 Name : 101 3/11/2015
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 :
Debt Instrument Description :
Debt Instrument Extended Description :
Fixed Asset Number :
Fixed Asset Component Number :
Contact Code :
Contact Person :
Email :
Phone :
Phone Ext :

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

8.11. **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.

8.12. **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.

9. 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.

9.1. 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.
- **FAPR Purge Process Report -** This report captures a list of records on the FAPR table where the Fixed Asset Acquisition Shell document has been successfully submitted or the shell has been discarded and the Ready To Purge flag is true.

infoAdvantage Reports

- **FIN-AZ-AM-C048 Transaction Register by Department-** This report lists fixed assets by department.
- **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-FA-N385-Fixed Asset 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. The fixed assets are grouped by Fixed Asset Type. Totals are generated for Fixed Asset Type.
- **FIN-AZ-AM-N332 Pending Fixed Asset Shell Transactions by Department -** This report captures Pending Fixed Asset Shell Transactions for FAS Documents not in Final Phase.
- **FIN-AZ-AM-C049a Fixed Asset Purchases by Department and Funding Source-** This report captures a total amount of fixed asset purchases by department and funding source.
- **FIN-AZ-AM-C049b Fixed Asset Purchases by Department and Funding Source-** This report captures a total amount of fixed asset purchases by department and funding source.

- **FIN-AZ-AM-C050B-Gain/Loss on Disposition of Assets by Fund and Asset Type-** This report captures the Gain/Loss on disposition of Assets by Asset Type, Fund and Location.
- **FIN-AZ-AM-C053a Fixed Asset Transfers by Fiscal Year-** This report captures Fixed Asset Transfers by Fiscal Year for FS documents.
- **FIN-AZ-AM-C050a Fixed Asset Dispositions by Asset Type, Fund and Location-** This report captures Fixed Asset Dispositions by Asset Type, fund and Location.
- **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-N067-Fixed Assets by CFDA number-** This report provides fixed assets by CFDA and other funding sources.
- **FIN-AZ-AM-N357-Fixed Asset Accumulated Depreciation by Fund-** This report provides the FA accumulated depreciation by Fund and Balance Sheet Account.
- **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-C056- Parent Child Relationship by Asset Type-** This report provides the parent child relationship by Asset Type and Locations.
- **FIN-AZ-AM-N358-Fixed Asset by Location and Sub-Location-** This report captures Fixed Assets by Location and Sub-Location**.**

InfoAdvantage Baseline Reports:

- **FIN-FA-0001 Fixed Asset Property Accounting Addition**
- **FIN-FA-0002 Fixed Asset by Type – Detail**
- **FIN-FA-0003 Fixed Asset Transaction Detail**
- **FIN-FA-0004 Fixed Asset Replacement Forecast**
- **FIN-FA-0005 Statement of Fixed Assets by Department and Unit**

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 monthly 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.

ACTIVITY
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.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

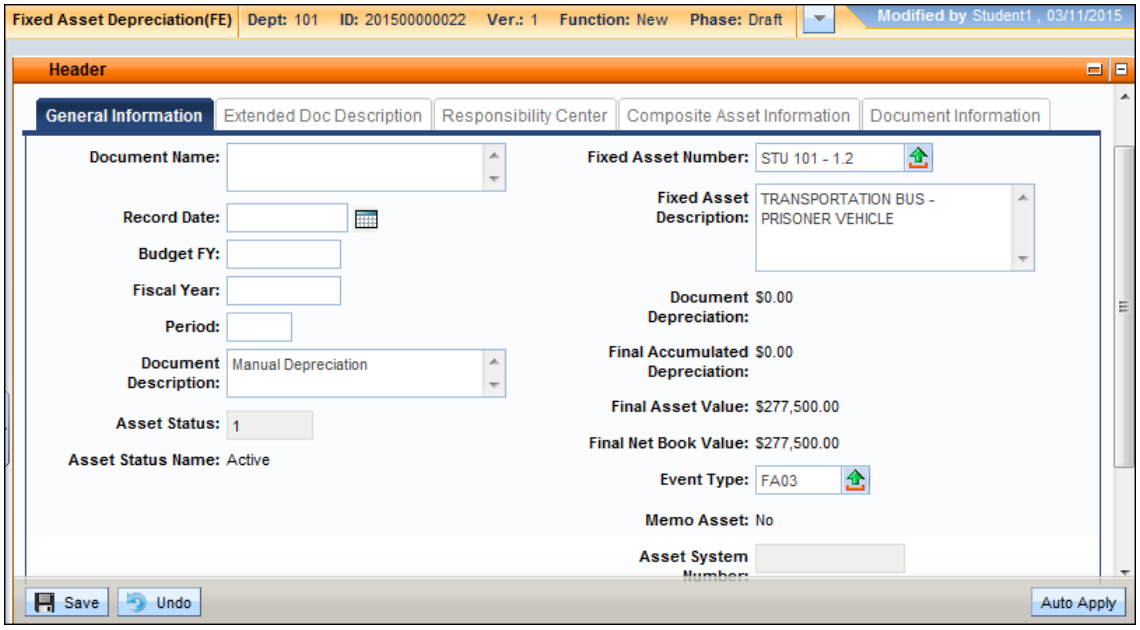
A. Create an FE document from the document catalog.

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**.

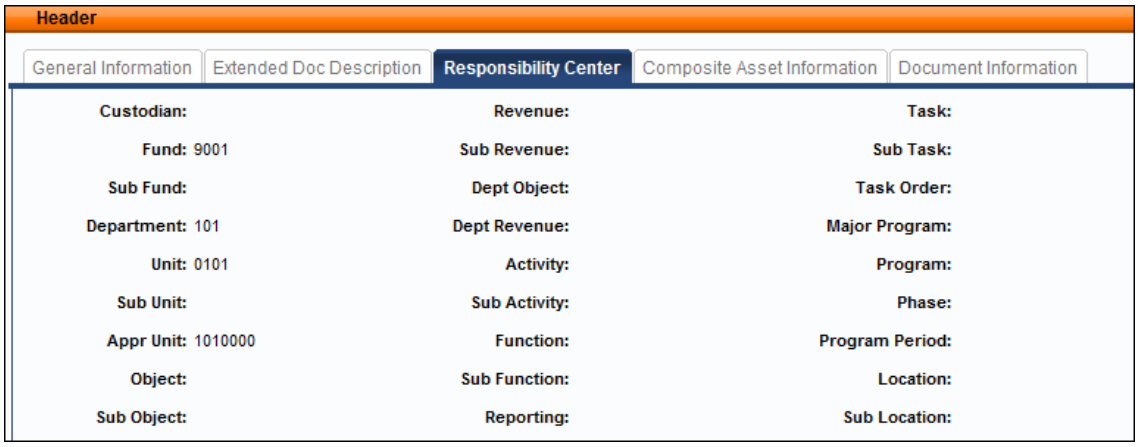
B. Complete the General Information tab in the Header component.

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 ***Manual Depreciation***.
3. In the **Fixed Asset Number** field, enter ***your student data card information from Activity 2.1***
4. Verify the **Event Type** is set to **FA03** (Record Deprecation of an Individual Fixed Asset).
5. Click the **Auto Apply** button.



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

1. Click the **Responsibility Center** tab.
2. Verify the Fund, Department, Unit, and Appropriation Unit fields are inferred.



D. Verify the values associated with Component Number 01 are inferred on the Component component.

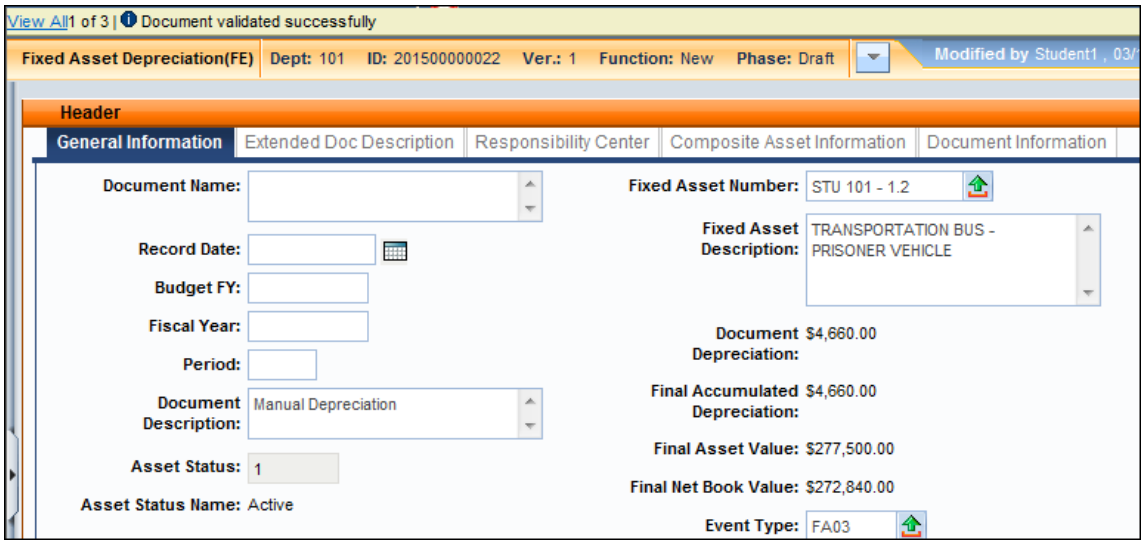
1. Click the **Component** component from the Secondary Navigation Panel.
2. Verify the values with the Component Number on the tabs.
3. Click the **Cost, Valuation and Depreciation** tab.
4. In the **Depreciation Amount** field, enter ***4,200.00.***

E. Verify the values associated with Component Number 02 are inferred on the Component component.

1. Click on **Component 02** in the grid at the top.
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 ***460.00*.**

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

1. Click the **Accounting** component.
2. Verify the values associated with the **Component Number** on the tabs. They cannot be modified.
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**."



4. 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.'*

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

Fixed Asset Shell (FAS) Pre-Populated Fields

Table 3: FAS Pre-Populated Fields

Fields in FAS Document	Source
Header Tab / General Information Section	
Document Total	Calculated field
Final Asset Value	Calculated field
Event Type	Defaults to FA01
Header Tab / Composite Asset Information Section	
Acquisition Date	Date Shell Generation Batch process run
Component Tab / Component General Information Section	
Component Number	Defaults to 0001
Commodity	ProcureAZ
Units	Defaults to 1.00000
Unit of Measure	Defaults to EA (Each)
Base Asset	Defaults to checked
Component Tab / Specifications Section	
Manufacturer	ProcureAZ if provided
Commodity Specs	Property Number from Items tab in ProcureAZ, if provided

Commodity Tab / Acquisition Details Section	
Acquisition Date	Date Shell Generation Batch process run
Vendor	ProcureAZ
Commodity Tab / Component Classification Section	
Fixed Asset Classification	For shell generation process, defaults to 'Normal'
Fixed Asset Type	Defaulted from COMM table in Advantage, based on commodity code used in ProcureAZ
BSA	Defaults from FATP table in Advantage, based on Fixed Asset Type defaulted
OBSA	Defaults from FATP table in Advantage, based on Fixed Asset Type defaulted
Accum Depr BSA	Defaults from FATP table in Advantage, based on Fixed Asset Type defaulted
Commodity Tab / Cost, Valuation & Depreciation Section	
Component Total	Calculated field
Final Component Value	Calculated field
Commodity Tab / FAPR Reference Section	
PR Doc Code	ProcureAZ Interface
PR Doc Dept	ProcureAZ Interface
PR Doc ID	ProcureAZ Interface
PR Doc Vendor Line	ProcureAZ Interface
PR Doc Commodity Line	ProcureAZ Interface
Accounting Tab / General Information Section	
Accounting Template	ProcureAZ if provided
Line Amount	ProcureAZ
Funding Fiscal Year	ProcureAZ
Funding Budget Fiscal Year	ProcureAZ
Accounting / References Section	
PO Doc Code	ProcureAZ Interface
PO Doc Dept Code	ProcureAZ Interface
PO Doc ID	ProcureAZ Interface
PO Doc Vendor Line	ProcureAZ Interface
PO Doc Commodity Line	ProcureAZ Interface
PO Doc Accounting Line	ProcureAZ Interface
PR Doc Code	ProcureAZ Interface
PR Doc Dept Code	ProcureAZ Interface
PR Doc ID	ProcureAZ Interface
PR Doc Vendor Line	ProcureAZ Interface
PR Doc Commodity Line	ProcureAZ Interface

PR Doc Accounting Line	ProcureAZ Interface
Disb Doc Code	ProcureAZ Interface
Disb Doc Dept Code	ProcureAZ Interface
Disb Doc ID	ProcureAZ Interface
Disb Doc Vendor Line	ProcureAZ Interface
Disb Doc Accounting Line	ProcureAZ Interface
Accounting / Fund Accounting Section	
Fund	ProcureAZ
Sub Fund	ProcureAZ if provided
Department	ProcureAZ
Unit	ProcureAZ
Sub Unit	ProcureAZ if provided
Appr Unit	ProcureAZ
Object	ProcureAZ
Sub Object	ProcureAZ if provided
Dept Object	ProcureAZ if provided
Location	ProcureAZ if provided
Sub Location	ProcureAZ if provided
Activity	ProcureAZ if provided
Sub Activity	ProcureAZ if provided
Function	ProcureAZ if provided
Sub Function	ProcureAZ if provided
Reporting	ProcureAZ if provided
Sub Reporting	ProcureAZ if provided
Task	ProcureAZ if provided
Sub Task	ProcureAZ if provided
Task Order	ProcureAZ if provided
Program	ProcureAZ if provided
Phase	ProcureAZ if provided
Program Period	ProcureAZ if provided

REQUIRED FIELDS FOR IT EQUIPMENT

Table 4: 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

Error! Reference source not found. lists the acronyms used in this training guide.

Table 5: List of Acronyms

Acronym	Definition
AD	Automated Disbursement document
BSA	Balance Sheet Account
CAFR	Comprehensive Annual Financial Report
COA	Chart of Accounts
COMM	Commodity
COMMFA	Fixed Asset Commodity Threshold
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

Key terms and definitions used throughout this training guide are listed in Table 1.

Table 6: 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.
TRIRIGA Asset Type	The TRIRIGA Asset Type can be selected from a menu on Fixed Asset documents and inquiries. This Type will be used to identify Assets/Locations that are going to be interfaced to TRIRIGA. It will also identify what type of record will be created in TRIRIGA.
Auto Apply	Button located on the Header and Component sections of Fixed Asset documents. When selected, this feature populates certain

Term	Description
	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.
Commodity Code	The identification code assigned to the commodity.
Commodity-based Encumbrance	Several documents that can be used for various types of vendor agreements (Purchase Order, POPZ1, integrated from ProcureAZ).

Commodity Fixed Asset Threshold (COMMFA) Table	Maintains the threshold (minimum amount) for specific commodity purchases to generate a pending Fixed Asset. Individual purchases (defined at the Unit Price) under the threshold amount do not generate a Fixed Asset record (FAS document) through the Shell Generation process. Individual purchases equal to or greater than the threshold amount will generate a pending Fixed Asset record (FAS document) through the Shell Generation process. If an FAS document is not generated through the Shell Generation process, but a Fixed Asset needs to be recorded, it can be recorded manually with the Acquisition (FA) document.
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.