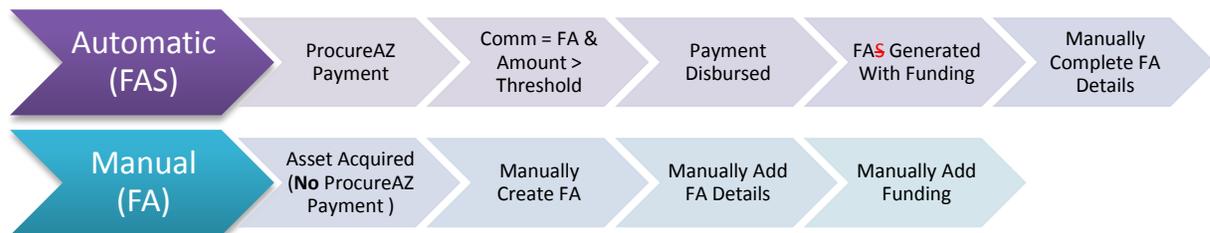


Acquiring a New Fixed Asset

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

- **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).
- **Automatically** - AFIS generates an FAS document after a payment for an item with an eligible Commodity Code and Line Amount is disbursed. It is referred to as a Shell document because it includes the funding lines, but not the rest of the required fields that must be provided by users to complete the acquisition.



Procedure – Creating a manual Fixed Asset (FA) document

- A. Log into AFIS
- B. **Navigate** to the Document.
 1. In the Jump to field, enter **FA**.
 2. Click **Go** or **Enter**.
- C. **Create** new auto numbered FA document.
 1. Click **Create**.
 2. In the **Dept.** field, enter **your department code**.
 3. Click **Auto Number** checkbox to generate a unique ID, or enter a unique ID.
 4. Click **Create**. A new document is generated.

Acquiring a New Fixed Asset

D. Complete the **Header** section.

1. At a minimum, enter the following information:
 - Fixed Asset Number (or Auto Generate FA Number) – Select Auto Generate FA Number, and enter the first two letters of your agency code for a prefix (e.g. ADOA as AD), to generate your Fixed Asset Number. Alternatively, this number must be filled in, if not using the Auto Generate FA Number. If the number is manually filled in, add the two letters of your agency code to the front of your Fixed Asset Number.
 - Fixed Asset Description.
 - Event Type = FA01 (will default). Bettered assets, internally acquired assets and leased assets will require the use of another event type.
 - If the asset is a non-capital asset, select the Memo Asset checkbox. (AFIS will return an error if the Memo Asset flag is set incorrectly according to the capitalized amount of the asset.)
 - Responsibility Center: Fund, Department, Unit and Appropriation Unit.

E. Complete the **Component** section.

1. At a minimum, enter the following on the **General** Tab:
 - Component Number (e.g., “0001”)
 - Commodity Code that describes asset. The commodity code must be listed as “Yes” for Fixed Asset, when searching through the pick list, in order to use a commodity code on an FA document.
 - Units (typically “1”)
 - Unit of Measure (defaults to EA)
 - Property Description
 - Specification fields are optional, except in the case of IT assets. Refer to Table 6 in the Appendix of the AFIS Asset Management Training guide.
2. At a minimum, enter the following on the **Acquisition Details** Tab:
 - Acquisition Date
 - Acquisition Method (e.g. GIFT Gift/Donation)
3. At a minimum, enter the following on the **Component Location Details** Tab:
 - Location

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4. At a minimum, enter the following on the **Component Classification** Tab:
 - Component Classification = Adjustment. Enter Memo, if the asset is a non-capital asset or Contributed if the asset is donated.
 - Fixed Asset Catalog that describes the asset. The Fixed Asset Type, Fixed Asset Group and Useful Life will populate as a soft inference, once the document is saved. Ensure that these values are correct.
 - In Service Date. This must be a date that is on or after the acquisition date.
 5. At a minimum, enter the following on the **Cost, Valuation & Depreciation** Tab:
 - Depreciation Structure. Choose Funding Line to record and depreciate the asset to the chart of account elements used to purchase the asset. Choose Responsibility Center to record and depreciate the asset to the chart of account elements provided on the Header section, Responsibility Center Tab. For governmental funds, regardless of what is selected here, the asset will be recorded and depreciated in the General Capital Asset Fund (Fund 1300).
 6. For additional Components use the same list as for the first Component. Alternatively, use the Copy icon to copy the first Component Line and then use Insert Copied Line to start the next one. In this case, make the following additions or changes:
 - Component Number = (e.g., "0002")
 - Change any Specifications from the copied Component
- F. Complete the **Accounting** section.
1. At a minimum, enter on the General Information Tab:
 - Line Amount
 - Funding Fiscal Year
 - Funding Budget FY
 - Responsibility Center Posting will equal **Yes**, if the value for the Depreciation Structure is Responsibility Center on the Component section of the FA document and **No**, if the value here equals Funding Line.
 2. At a minimum, enter on the Fund and Accounting Detail tabs or enter the Function on the **Detail Accounting** tab:
 - Fund
 - Department
 - Unit
 - Appropriation Unit
 - Object
- Note:** You can use Function or Accounting Template to infer chart of account elements. To add multiple lines, insert or copy new lines.

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3. If the funding is likely to be the same for each component of the new asset, copy the first line and use it to Insert Copied Line for each of the other Component's Accounting Lines, as follows:
 - Copy Accounting Line.
 - Go to the second Component's Accounting component, and Insert Copied Line.
 - Modify copied values or add new values as needed.
4. Alternatively, to enter each Accounting Line manually:
 - For each Component line, go to the Accounting component, and Insert New Line.

G. **Validate** FA document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

H. **Submit** FA document

Note: The document will be handled through workflow and will be pending the Department Approver.

Procedure – Updating a Fixed Asset Shell (FAS) Document

When updating a fixed asset shell (FAS) document, the primary difference relates to the fact some of the document information is inferred.

Upon opening the FAS document, be sure to click Edit in order to complete the required fields on the FAS document.

The fields required in a Fixed Asset Shell are the same as those fields required when manually creating an FA document. However, some fields on the Fixed Asset Shell are inferred from the payment, and will not need to be entered. Do not change the fields that are automatically populated on the Accounting Lines.

Acquiring a New Fixed Asset

Researching Fixed Assets

Unlike many other documents in AFIS, Fixed Asset documents cannot be modified. When an asset is acquired and the FA or FAS document has been finalized, a new record is created on the Fixed Asset Registry for that asset. All further updates to the asset are done with documents that start by pulling in the Fixed Asset Number from the registry.

The Fixed Asset Registry has 3 pages:

- 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.

The FA/FAS documents also update several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your fix asset are shown below.

- A. Navigate to the **Page Search** table
 - In the **Description** field enter – Accounting Journal
- B. Select Accounting Journal - JACTG
 - Click **Search**
 - Enter the applicable **Department** and **Doc CD=FA or FAS**
 - You can view a list of documents