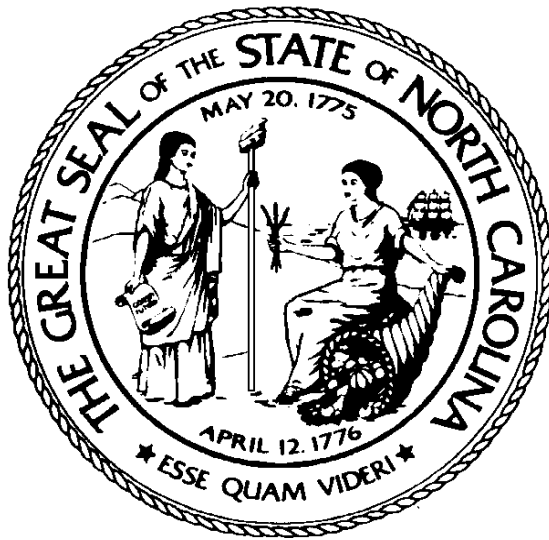


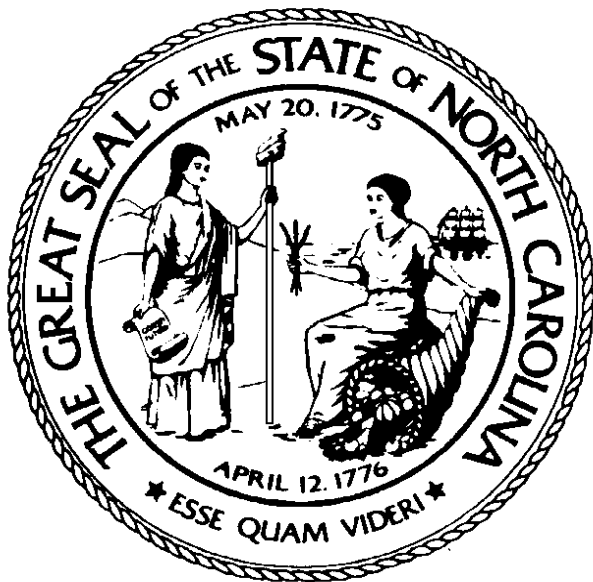
Fixed Assets Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
Fixed Assets
Training Course
Ninth Edition



David T. McCoy
State Controller
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This training was prepared by:
The Office of the State Controller
<http://www.osc.nc.gov>

Contact Information

OSC Training & Development

(919) 707-0656

NCAS Support Services

(919) 707-0795

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Introduction and Overview

Overview

This course explains how the North Carolina Accounting System (NCAS) is used as a tool to make create, maintain and track assets.

Audience

Fixed asset officers
Fixed asset clerks

Length

4 hours

Objectives

Upon successful completion of this course, participants will be able to:

- Add an asset with or without using the FA to AP interface
- Copy a master record or transaction
- Delete an item from the temporary level
- Change an asset
- Transfer an asset within an agency
- Transfer an asset between agencies
- Retire an asset
- Inquire on transactions
- Reset a transaction
- Inquire on an asset

Reports

Examples of reports used in performing tasks related to Assets are displayed in the back of this manual.

Forms

Examples of forms used in performing tasks related to Assets are displayed in the QRG section in the back of the manual.

NOTES

Policies

Policies regarding details and parameters of the Fixed Assets module and its operation are included in the back of this manual.

Procedures

Detailed process steps that describe how to complete a task or group of tasks are included in the back of this manual. These “step-by-steps” can be used after the training as a reference on how to use the NCAS to perform job functions.

Quick Reference Guides (QRGs)

Reference materials that help participants complete the tasks involved with their jobs. They are referenced throughout the walkthroughs and activities.

Assets Overview

An **asset** is a long-lived tangible item obtained or controlled as a result of past transactions, events or circumstances. An asset can be a building, equipment, or land. Its status is recorded in the North Carolina Accounting System (NCAS).

Assets are divided into two categories: inventoried assets and capitalized assets.

Inventoried assets are goods or items that are valued below \$4999.

The threshold you use to inventory assets is determined by your agency within the Fixed Assets (FA) policy.

Capitalized assets are assets whose value is greater than or equal to \$5000. Capitalized assets are classified for inclusion in financial reports such as CAFR.

When an asset has been received by your agency and paid for by Accounts Payable (AP), it must be accounted for in the Fixed Assets module (FA) in the NCAS. Each asset is entered into FA either by the interface or by manual entry.

Any changes to or transfers of the asset are documented in the NCAS on an ongoing basis.

The Assets Interface

An interface has been developed to provide a quicker and more efficient way to input assets. The interface populates the fields in the FA module by loading pertinent information into temporary assets. These temporary assets are then added to a temporary level. The temporary level exists to provide a holding area for assets until moved into a permanent level, i.e. the permanent records of your agency.

The Fixed Assets module requires that you input certain information to add an asset. The **interface** (“the Fixed Assets interface”) fills in all information essential to build an asset on a nightly basis. Payments made for invoices using asset account numbers trigger the interface. Information pertaining to the asset is collected from Accounts Payable (AP), Purchasing (PS), and General Ledger (GL) modules.

Asset expenditure accounts numbered from 534000 through 5349999999 trigger the interface to pull information from AP, PS, and GL and forward it to FA. *You still must be sure to verify all assets that should be added are added.* Specific FA expenditure account information can be found on the North Carolina Information Guide (SIG).

Building Construction and Improvements do not go through the Fixed Asset Interface (5342xx, 5343xx). For PC software (534710), refer to the Fixed Asset Policy on Revised Intangible Assets Policy.

The temporary asset is populated with the following information on the *Asset Short Form Maintenance (260)* screen:

The ACQ DATE (acquisition date) field is populated with the year and month of the invoice date in the year and period format.

The NEW/USED field is populated with an **N** for *new*.

The PER/REAL field is populated with a **P** for *personal*.

The ACQ CODE field is populated with a **P** for *purchased*.

The STATUS CODE field is populated with a **U** for *in use*.


The COND CODE field is populated with a **G** for *good*.

The ASSET DESCRIPTION is populated as follows:

- If an invoice is matched to a PO, then the ASSET DESCRIPTION field is populated from the PO.
- If an invoice is not matched to a PO, the ASSET DESCRIPTION field is populated from the item description category from the invoice.
- If there is no description on either the PO or invoice, then **NOT A STANDARD DESCRIPTION** is populated in the ASSET DESCRIPTION field.

NOTES

The DESC CODE is populated with the **first five digits of the commodity code**.

 If the standard description corresponding to the commodity code does not exist, then the DESC CODE field is populated with **00001** for *not a standard description*.

The QUANTITY field is populated with **1**.


LEVEL OF CONTROL 3 is populated with the **budget code**.

LEVELS OF CONTROL 5/6/7 and 8 is populated with the **center**.

LEVELS OF CONTROL 9/10 and 11 is populated with the **PO number** if one exists.

LEVELS OF CONTROL 12 and 13 is populated with the **check/reference number**.

LEVEL OF CONTROL 14 is populated with the **FA expenditure account number**.

 The first two digits of the account number is dropped when it displays in LEVEL 14. Thus, the FA expenditure account number always begins with a 4.

The BOOK TYPE field is populated with a **3** for capitalized items or **4** for inventoried items.

The TAX field is populated with an **N** for *no*.

The DEPR DATE field is populated with the **acquisition date**.

The DEPR METH field is populated with **SLG** for *straight line gross depreciation*.

The EST LIFE field is populated with **0000**.

The PC field is populated with a **1** for *half-year convention*.

The DEPR SW is populated with an **N** for *no*.

The COST is populated with the **total cost**, including sales tax and additional costs.

The interface also populates the following on the *Additional Description Maint (275)* screen:

- The DESCRIPTION LINE 8 field is populated with the **vendor number**, the **vendor short name**, and the **buying entity**.
- The DESCRIPTION LINE 9 field is populated with the **control number**, the **control date**, the **invoice number**, and the **paying entity**.

If any of the information that is populated in by the interface is incorrect and needs to be changed, follow the procedures for *Changing an Asset* in this handbook.

Adding An Asset

By adding an **asset** to NCAS, you make it possible for your agency and the OSC to track the status and value of a specific item or good. Doing so is important because it allows for the consistent and organized documentation of information for financial reporting purposes. Tracking assets also makes it possible for the State of North Carolina to do a physical inventory.

Adding an Asset Without the Interface

When you add an asset to the NCAS without the interface, you must supply all of the information required on the *Asset Short Form Maintenance (260)* screen. Although some fields automatically default in for you, this method requires that you manually enter more information than you would when using the interface.

1. Type **260** in the NEXT SELECTION/SPEC FUNC field of any screen in the Fixed Assets module and press Enter to access the *Asset Short Form Maintenance (260)* screen.

L1/L2: **2** _____ ASSET SHORT FORM MAINTENANCE SCREEN: 260

ASSET: **3** _____ FUNCTION: **4** ENTER KEY INFO ONLY

ACQ NEW PER/ TAX TEFRA TAX ENERGY ADR/ ACQ STAT COND OWN CRED GUIDE
 DATE USED REAL CLASS CODE CRED REHAB CLS CODE CODE CODE CODE IND CLASS

5 _____ **6** _____ **7** _____ **8** _____ **9** _____ **10** _____ **11** _____

ASSET DESCRIPTION _____ DESC CODE _____ QUANTITY INF TABLE INS: TABLE CD

LEVELS OF 3 4 5 6 7 8 9 10 11 12 13 14 VGC ACCT

CONTROL **14** _____ **15** _____ **16** _____ **17** _____ **18** _____

*** BOOK 1 *** *** BOOK 2 *** *** BOOK 3 ***

TYP / TAX _____ **19** _____ **20** _____

DEPR DATE _____ **21** _____

DEPR METHOD _____ **22** _____

EST LIFE _____ **23** _____

PRORATE CODE _____ **24** _____

DPR SW _____ **25** _____

SALVAGE **26** _____ **27** _____

COST _____ **28** _____

YEAR TO DATE _____

LIFE TO DATE _____

TAX: STATE COUNTY CITY DIST MANUFACTURE NAME MODEL NAME SERIAL NUMBER


29 _____ **30** _____ **31** _____ **32** _____

NEXT SELECTION/SPEC FUNC: **34** _____ L1/L2: _____ KEY: _____ FROM: _ TO: _


ACTION: _____


2. Type the **level of control 1** and **level of control 2** in the L1/L2 field.
 - The level of control 1 (L1) represents your agency identifier preceded by a leading zero. For example, the Office of the State Controller's agency number is 14. The Level 1 would be 014. The level of control 2 (L2) represents your fund preceded by a leading zero. In most cases, the assets pertain to the general fund; therefore, the level 2 would be 001.
3. Type the **asset number assigned by your agency** in the ASSET field.

NOTES

4. Type **A** for *add* in the FUNCTION field and press . The message **NEXT ENTER DATA** is displayed.

5. Type the **acquisition date** in the ACQ DATE field.

 The **acquisition date** is the date the good or object was invoiced by the vendor.


 The format for the acquisition date is the four digit fiscal year followed by the period. Each month is given a period number, starting with July, which is period 01. (August is period 02, September is period 03, and so on.) For example, the format for a acquisition date of December 2007 would be 200806.


Acquisition date should never change.

6. **OPTIONAL:** Type either **N** for *new* or **U** for *used* in the NEW/USED field.

 The default for this field is **N**.


7. **OPTIONAL:** Type **P** for *personal* or **R** for *real* in the PER/REAL field.

 The default for this field is **P** for *personal*.

 *Personal* assets are tangible; *real* assets include land and buildings.


8. **OPTIONAL:** Type the **acquisition code** in the ACQ CODE field.


 The default for this field is **P** for *purchased*.

 The **acquisition code** identifies the method of acquisition. The codes are **P** for *purchased*, **C** for *constructed*, **D** for *donated*, and **I** for *inventory conversion*.


Refer to **QRG 1** for CAFR memo SAD 02-12 to rely on these codes.


9. **OPTIONAL:** Type the **status code** in the STAT CODE field.

 The default for this field is **U** for *in use*.


 Status indicates the status of the asset. The codes are **U** for *in use*, **S** for *at surplus*, **M** for *missing*, **R** for *in repair*, **I** for *idle*, and **N** for *on loan*.

10. **OPTIONAL:** Type the **condition code** in COND CODE field.

 The default for this field is **G** for *good*.







 The **condition code** indicates the condition of the asset throughout its life. The codes are **G** for *good* and **P** for *poor*.

11. **OPTIONAL:** Type the **ownership code** in the OWN CODE field.














 The *ownership code* is an alphabetic code that is agency defined.

NOTES


Do not enter the asset description on the 260 screen in the ASSET DESCRIPTION field. The asset description is entered on the 275 screen.



12. Type the **first five digits of the Purchasing and Contract commodity number** in the DESC CODE field.
 -  When information is entered in the DESC CODE field, the description from the *standard description table* defaults to the ASSET DESCRIPTION field. The asset description entered moves to the ADDITIONAL DESC LINE 1 field on the *Additional Description Maint (275)* screen.
 -  If you receive the message **STANDARD DESCRIPTION NOT FOUND ON FILE**, contact the OSC Support Services Center at (919) 707-0795 and request the code be added.
13. Type the **quantity** in the QUANTITY field.
 -  If the quantity is equal to one, the QUANTITY field can be left blank.
14. Type the **five-digit budget code** in the LEVEL OF CONTROL 3 field.
15. Type the **12-digit center number** in the LEVELS OF CONTROL 5, 6, 7, and 8 fields.
 -  Enter the budget fund number in the first four positions of these fields. Enter the cost center, which is agency specific, in the last eight positions.
16. Type the **PO number** in the LEVELS OF CONTROL 9, 10, and 11 fields, if applicable.
17. Type the **check/reference number** in the LEVELS OF CONTROL 12 and 13 fields.
18. Type the **statewide account/subaccount number** in the LEVEL OF CONTROL 14 field.
 -  This is the same as the FA expenditure account number without the first two digits.
19. Type the **book type** in the TYP field.
 -  Book type indicates if an asset should be depreciated. The valid codes are **1** for *depreciable*, **2** for *fully depreciated*, **3** for *capitalized* (\$5,000 and above), and **4** for *inventoried* (\$500 to \$4,999).
20. Type **N** in the TAX field to indicate that you are *not* applying tax.
21. **OPTIONAL:** Type the **date depreciation begins** in the DEPR DATE field.

NOTES

-  If the DEPR DATE field is left blank, the acquisition date defaults in.
-  The format for the depreciation date is the four digit fiscal year followed by the period. Each month is given a period number, starting with July, which is period 01. (August is period 02, September is period 03, and so on.) For example, the format for a depreciation date of December 2007 would be 200806.
- 22. Type **SLG** for *Straight Line Gross* in the DEPR METH (depreciation method) field.
 -  Required for Book Type 1.
- 23. Type the **estimated life** in the EST LIFE field.
 -  Required for Book Type 1.
 -  Estimated life is the number of years and months that the asset is expected to have a useful life.
 -  Refer to the *S/G* for information about estimated useful lives.
- 24. Type the **prorate code** (usually 1) in the PC field.
 -  Required for Book Type 1.
 -  A prorate code of 1 indicates that the system follows the half-year convention in determining how much depreciation is taken in the first and last year of the asset's life.
 -  The default for this field is 1.
- 25. Type **N** in the DPR SW (depreciation switch) field to indicate that the depreciation method will *not* be switched at a later date.
 -  Required for Book Type 1.
- 26. If you are entering a salvage amount, type **D** or **P** in the unmarked SALVAGE CD field to the left of the SALVAGE field.
 -  The salvage CD indicates whether the value entered in the SALVAGE AMT/PERCENT field is a *percent* (P) of original cost or an otherwise *designated amount* (D).
- 27. Type the **salvage amount** in the SALVAGE AMOUNT field, if applicable.
 -  If a whole dollar amount is entered, no decimal or trailing zeros are necessary. Otherwise, enter the amount with the decimal and cents amount.
 -  The salvage amount is either a percent or an otherwise assigned amount.
- 28. Type the **original cost** of the asset in the COST field.

NOTES

-  If an agency enters an asset from a prior period or prior year and this asset is depreciable, they must manually calculate the year-to-date and life-to-date information up to that current point in time. The system then starts depreciating from the time the asset is entered.

- 29. **OPTIONAL:** Type the **10-character location code** in the STATE, COUNTY, CITY, and DIST fields.
 -  This identifies the physical location of the asset.
 -  Follow your agency's policy for entering information in these fields.

- 30. **OPTIONAL:** Type the **manufacturer name** or the **name of the product** in the MANUFACTURE NAME field.

- 31. **OPTIONAL:** Type the **model name** in the MODEL NAME field.

- 32. **OPTIONAL:** Type the **serial number of the asset** in the SERIAL NUMBER field.

- 33. Press . The message **ASSET ADD PROCESSED TXN:** with the transaction number following is displayed.

- 34. If you want to add additional descriptive information, type **275** in the NEXT SELECTION/SPEC FUNC field and press to access the *Additional Description Maintenance (275)* screen.

```

* * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2: 35  _____  FUNCTION                               SCREEN: 275
ASSET: 36  _____  CODE      DESCRIPTION




DESCRIPTION LINE 1: 37 38  _____
DESCRIPTION LINE 2:  _____
DESCRIPTION LINE 3:  _____
DESCRIPTION LINE 4:  _____
DESCRIPTION LINE 5:  _____
DESCRIPTION LINE 6:  _____
DESCRIPTION LINE 7:  _____
DESCRIPTION LINE 8: 39 40  _____  VALID FUNCTION
DESCRIPTION LINE 9: 41  _____  CODES ARE:
                                         A = ADD
                                         C = CHANGE
                                         D = DELETE


NEXT SELECTION:  _____
ACTION:  _____
  
```

- 35. Type **your level of control 1** and **level of control 2** in the L1/L2 field.

- 36. Type the **asset number** in the ASSET field.

NOTES

37. Type **A** for *add*, **C** for *change*, or **D** for *delete* in the FUNCTION CODE field of each line on which you want to enter information.
 -  **D** deletes the whole description record. To delete only a single line, type **C** and leave the line blank.
38. Type **C** for change in the FUNCTION CODE field for Description Line 1.
39. Type any **additional descriptive information** in the DESCRIPTION LINE 2-7 fields.
 -  An asset's original descriptive information is automatically entered into this field from the from the Commodity code entered in the DESC CODE field on the *Asset Short Form Maintenance (260)* screen. Any changes to the asset description should be added into the DESCRIPTION LINE 1 field.
40. Type the **vendor number* vendor short name* buying entity** in the DESCRIPTION LINE 8 field.
41. Type the **control number*control date*invoice number*paying entity** in the DESCRIPTION LINE 9 field.
42. Press . The message **ASSET ADD PROCESSED TXN=** with the transaction number following is generated.

If you want to end any transaction in the FA module without locking up a record, type **QUIT** in the NEXT SELECTION field and press . You may do this at any point during a transaction.

WALKTHROUGH: Adding an Asset Without the Interface

SCENARIO

In this scenario you will be adding an asset without the interface.

Your agency has purchased an office desk on May 5, 2008 from Nathan Office Supply for \$510.00. When accounts payable paid for the desk it was mistakenly charged to the office supplies account (533110) instead of the office furniture account (534511). You need to manually add the desk to the Fixed Asset System since it was not picked up by the interface.

Using the following information on the Asset Short Form Maintenance (260) sheet, add the asset number for the desk. You will need to complete the *Asset Short Form Maintenance (260)* screen and the *Additional Description Maint (275)* screen.

*** ASSET SHORT FORM MAINTENANCE ***

SCREEN

L1/L2: 0XX 001

A = ADD

ASSET: 00012345 00
ASSET NUMBER

FUNCTION: A

C = CHANGE

ACQ DATE	NEW/ USED	PER/ REAL	TAX CLASS	TEFRA CODE	TAX CRED	ENERGY REHAB	ALRD/ CLS	ACQ CODE	STAT CODE	COND CODE	OWN CODE	CRED IND	GUIDE CLASS
2008 11	N	P						P	U	G			

ASSET DESCRIPTION	DESC CODE	QUANTITY	INF. TABLE	INS. TABLE CD
WALNUT SECRETARY DESK	42521	0000001		

LEVELS OF CONTROLS	3	4	5	6	7	8	9	10	11	12	13	14	VGC ACCT
14500		1000	100	5		XK	0001	2345		00000	45678	4511	
BUDGET CODE		BUDGET FUND	FISCAL YEAR				PO NUMBER			CHECK/REF. NO.		NCAS STATEWIDE OBJECT/SUBACC	
		CENTER											

*** BOOK 1***

BOOK 2***

BOOK 3***

TYP / TAX	4 N
DEPR DATE	2003 11
DEPR METHOD	
EST LIFE	
PRORATE CODE	
DPR SW	
SALVAGE	
COST	510.00
YEAR TO DATE	
LIFE TO DATE	

TAX: STATE COUNTY CITY DIST	MANUFACTURE NAME	MODEL NAME	SERIAL NUMBER
Rt 210 DOBB	BUSH		TS55555

LOCATION

DO NOT COMPLETE AREAS SHADED IN

NOTES

```
*****  ***  *****  *****  *****  **
***  ***  ***  ***  ***  *****  *****
***  ***  ***  ***  ***  ***  ***  **
***  ***  ***  ***  ***  ***  ***
***  **  ***  ***  ***  *****  **  ****
***  *****  ***  ***  ***  ***  *****
***  *****  *****  ***  ***  ***  ****

NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
MAIN MENU

A - PAYROLL/PERSONNEL
B - FINANCIAL SYSTEMS
C - MANUFACTURING SYSTEMS
D - HEALTH CARE
E - INFORMATION EXPERT

ENTER THE SYSTEM TYPE YOU DESIRE: 1

ACTION _____ DCI Release 94.01.CF
```

1. Type **B** for *Financial Systems* in the ENTER THE SYSTEM TYPE YOU DESIRE field and press **Enter**.

```
*****  ***  *****  *****  *****  **
***  ***  ***  ***  ***  *****  *****
***  ***  ***  ***  ***  ***  ***  **
***  ***  ***  ***  ***  ***  ***
***  **  ***  ***  ***  *****  **  ****
***  *****  ***  ***  ***  ***  *****
***  *****  *****  ***  ***  ***  ****

NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
FINANCIAL SYSTEMS





03 - GENERAL LEDGER 12 - FOREIGN EXCHANGE
04 - ACCOUNTS RECEIVABLE 13 - PROJECT TRACKING
05 - ACCOUNTS PAYABLE AND 14 - PURCHASING
PURCHASE ORDER CONTROL 15 - ORDER PROCESSING
06 - ACCOUNTS PAYABLE 17 - SALES FORECASTING / DRP
07 - INVENTORY 21 - FINANCIAL CONTROLLER
08 - FIXED ASSETS 22 - EDI
09 - BUDGETARY CONTROL
10 - FORECASTING AND MODELING

ENTER THE SYSTEM NUMBER YOU DESIRE: 2


ACTION _____ DCI Release 94.01.CF
```

2. Type **08** for *Fixed Assets* in the ENTER THE SYSTEM NUMBER YOU DESIRE field and press **Enter**.


NOTES

8. Type **N** for *new* in the NEW/USED field.
9. Type **P** for *personal* in the PER/REAL field.
 The **P** is the default for this field. If the asset is a building or land you should type an **R** for real property.
10. Type **P** for *purchased* in the ACQ CODE field.
 The **P** is the default for this field. Other acquisition codes are **C** for constructed, **D** for donated, and **I** for inventory conversion.
11. Type **U** for *in use* in the STAT CODE field.
 The **U** is the default for this field. Other status codes are **S** for at surplus, **M** for missing, **R** for in repair, **I** for idle, and **N** for on loan.
12. Type **G** for *good* in the COND CODE field.
 The **G** is the default for this field. The other condition code is **P** for poor.

An asset's original descriptive information is automatically entered into this field from the from the Commodity code entered in the DESC CODE field on the *Asset Short Form Maintenance (260)* screen. Any changes to the asset description should be added into the DESCRIPTION LINE 1

13. Type **42521**, the five digit commodity number, in the DESC CODE field.
14. Type **1** in the QUANTITY field.
15. Type **14500**, your agency's budget code, in the LEVEL OF CONTROL 3 field.
16. Type **10001005**, your agency's center, in the LEVEL OF CONTROL 5, 6, 7, and 8 fields.
17. Type **XX00012345**, the purchase order number, in the LEVEL OF CONTROL 9, 10, and 11 fields.
18. Type **0000045678**, the check number, in LEVEL OF CONTROL 12 and 13 fields.
19. Type **4511**, the account number without the first two digits, in the LEVEL OF CONTROL 14 field. Do not right justify this field.
20. Type **4** for *inventoried item* in the TYP field.
21. Type **N** for *no tax* in the TAX field.
22. Type **200811** for the *acquisition date* in the DEPR DATE field.
 The acquisition date defaults to this field.

NOTES

-  We will not be completing the depreciation method, estimated life, prorate code, and the depreciation switch fields in this scenario. These fields are required fields only when the book type is a 1 for depreciable assets.


23. Type **510.00** in the COST field.

If the COST field is left blank when the asset is added, you will not be able to change this cost. You will have to reset the transaction or call OSC Support Services Center to have the asset number deleted.

24. Type **RM** for *room* in the STATE field.


25. Type **210** for *the room number where this desk is located* in the COUNTY field.


26. Type **DOBB** for *the building where this desk is located* in the CITY field.

-  The ten digit location fields may be used in any way by the agency to designate the location.

27. Type **Bush** for the *manufacturer of the desk* in the MANUFACTURE NAME field.

28. Type **TS55555** for *the manufacturer's serial number* in the SERIAL NUMBER field.

29. Check all fields to ensure they are correct and press . The message **ASSET ADD PROCESSED TXN =** with the transaction number following is displayed. Record the transaction number on your Transaction Number Log sheet.

-  Back in the office, you need to record the transaction number shown at the bottom of your screen onto your copy of the Asset Short Form Maintenance/260 and your Transaction Number Log sheet.

30. Type **275** in the NEXT SELECTION/SPEC FUNC field and press  to access the *Additional Description Maint (275)* screen.

NOTES

```


*** ADDITIONAL DESCRIPTION MAINT ***
L1/L2: 31 _____ FUNCTION _____ SCREEN: 275
ASSET: 32 _____ CODE _____ DESCRIPTION _____

DESCRIPTION LINE 1: 33 34 _____
DESCRIPTION LINE 2: - _____
DESCRIPTION LINE 3: - _____
DESCRIPTION LINE 4: - _____
DESCRIPTION LINE 5: - _____
DESCRIPTION LINE 6: - _____
DESCRIPTION LINE 7: - _____
DESCRIPTION LINE 8: 35 36 _____ VALID FUNCTION
DESCRIPTION LINE 9: 37 38 _____ CODES ARE:
                                     A = ADD
                                     C = CHANGE
                                     D = DELETE

NEXT SELECTION: _____
ACTION: _____

```

31. Type **0XX** in the L1 field and **001** in the L2 field.
32. Type **0001234500** in the ASSET field.
33. Type **C** for change in the FUNCTION CODE field for Description Line 1.
34. Type **Walnut Secretary Desk** in the DESCRIPTION LINE 1 field for Description Line 1.
35. Type **A** for *add* in the FUNCTION CODE field for Description Line 8.
36. Type **341573735B*NATHANOFFICESUPPL*XXBG** for the *vendor number*, *vendor short name*, and *buy entity* in the DESCRIPTION LINE 8 field.
37. Type **A** for *add* in the FUNCTION CODE field for Description Line 9.
38. Type **0123*051508*789456*XXPT** for the *control group number*, *control group date*, *invoice number*, and *pay entity* in the DESCRIPTION LINE 9 field.
39. Check all fields to ensure they are correct and press **Enter**. The message **ASSET ADD PROCESSED TXN =** with the transaction number following is displayed. Record the transaction number on your Transaction Number Log sheet.

 Back in the office, you need to record the transaction number shown at the bottom of your screen onto your copy of the Asset Short Form Maintenance/260 and your Transaction Number Log sheet.

Copy Master/Copy Transaction Feature

Occasionally, you may have to add several assets of the same kind. The NCAS has two special features to eliminate manually typing in all the required fields for multiple assets. These features are copy master and copy transaction. **Copy master** allows you to copy an asset number that already exists in the Fixed Assets module. **Copy transaction** allows you to copy a transaction number that occurred that day. Copy master is the more useful of these two features.

Copy Master

1. Type **260** in the NEXT SELECTION/SPEC FUNC field of any screen in the Fixed Assets module and press to access the *Asset Short Form Maintenance (260)* screen.

L1/L2:	2 _____	ASSET SHORT FORM MAINTENANCE	SCREEN: 260											
ASSET:	3 _____	FUNCTION:	4 ENTER KEY INFO ONLY											
ACQ DATE	NEW PER/ USED REAL	TAX CLASS	TEFRA TAX CRED											
		REHAB	ENERGY ADR/ CLS											
			ACQ STAT COND OWN											
			CRED GUIDE IND CLASS											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-bottom: 1px solid black;">ASSET DESCRIPTION</td> <td style="width: 15%; border-bottom: 1px solid black;">DESC CODE</td> <td style="width: 15%; border-bottom: 1px solid black;">QUANTITY</td> <td style="width: 15%; border-bottom: 1px solid black;">INF TABLE</td> <td style="width: 15%; border-bottom: 1px solid black;">INS</td> <td style="width: 15%; border-bottom: 1px solid black;">TABLE CD</td> </tr> </table>				ASSET DESCRIPTION	DESC CODE	QUANTITY	INF TABLE	INS	TABLE CD					
ASSET DESCRIPTION	DESC CODE	QUANTITY	INF TABLE	INS	TABLE CD									
LEVELS OF CONTROL	3	4	5	6	7	8	9	10	11	12	13	14	VGC	ACCT
				*** BOOK 1 ***					*** BOOK 2 ***			*** BOOK 3 ***		
TYP / TAX														
DEPR DATE														
DEPR METHOD														
EST LIFE														
PRORATE CODE														
DPR SW														
SALVAGE														
COST														
YEAR TO DATE														
LIFE TO DATE														
TAX:	STATE	COUNTY	CITY	DIST	MANUFACTURE	NAME	MODEL	NAME	SERIAL	NUMBER				
NEXT SELECTION/SPEC FUNC:	5 _____	10	L1/L2:	6 _____	KEY:	7 _____	FROM:	TO:						
ACTION:	_____													

2. Type **0XX**, your agency's level 1, in the L1 field and **001**, your agency's level 2, in the L2 field.
3. Type the **asset number you want to add** in the ASSET field.
4. Type **A** for *add* in the FUNCTION field and press .
5. Type **CPYMST** for *copy master* in the NEXT SELECTION/SPEC FUNC field.
6. Type **0XX**, your agency's level 1, and **001**, your agency's level 2, in the L1/L2 field.

NOTES

7. Type the **asset number you want to copy** in the KEY field and press .
8. Make the necessary changes to the fields, such as location, serial number, etc. and press to add the asset to your system.
9. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.
10. Type **275** in the NEXT SELECTION/SPEC FUNC field and press to access the *Additional Description Maintenance (275)* screen.

* * * ADDITIONAL DESCRIPTION MAINT * * *			
L1/L2:	11	FUNCTION	SCREEN: 275
ASSET:	12	CODE DESCRIPTION	
DESCRIPTION LINE 1:	13	14	
DESCRIPTION LINE 2:			
DESCRIPTION LINE 3:			
DESCRIPTION LINE 4:			
DESCRIPTION LINE 5:			
DESCRIPTION LINE 6:			
DESCRIPTION LINE 7:			
DESCRIPTION LINE 8:			
DESCRIPTION LINE 9:			
			VALID FUNCTION CODES ARE: A = ADD C = CHANGE D = DELETE
NEXT SELECTION:			
ACTION:		ASSET NUMBER CANNOT BE BLANK	


11. Type **0XX**, your agency's level 1, in the L1 field and **001**, your agency's level 2, in the L2 field.
12. Type the **asset number you want to add** in the ASSET field and press .
13. Type **C** for change in the FUNCTION CODE field for Description Line 1 to change the asset description from the asset you are copying.
14. Change any other additional information if needed for the asset you are adding and press to complete the transaction.
15. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

Copy Transaction

NOTES

1. Type **260** in the NEXT SELECTION/SPEC FUNC field of any screen in the Fixed Assets module and press to access the *Asset Short Form Maintenance (260)* screen.

L1/L2:	2 _____	ASSET SHORT FORM MAINTENANCE	SCREEN: 260
ASSET:	3 _____	FUNCTION: 4 _____	ENTER KEY INFO ONLY
ACQ DATE	NEW PER/ USED REAL	TAX CLASS CODE	TEFRA TAX CRED REHAB CLS
	ENERGY ADR/ ACQ	STAT COND OWN	CRED GUIDE
	IND CLASS		
ASSET DESCRIPTION	DESC CODE	QUANTITY	INF TABLE INS: TABLE CD
LEVELS OF CONTROL	3 4 5 6 7 8 9 10 11 12 13 14	VGC	ACCT
	*** BOOK 1 ***	*** BOOK 2 ***	*** BOOK 3 ***
TYP / TAX			
DEPR DATE			
DEPR METHOD			
EST LIFE			
PRORATE CODE			
DPR SW			
SALVAGE			
COST			
YEAR TO DATE			
LIFE TO DATE			
TAX:	STATE COUNTY	CITY DIST MANUFACTURE	NAME MODEL NAME SERIAL NUMBER
NEXT SELECTION/SPEC FUNC:	5 10 _____	L1/L2: 6 _____	KEY: 7 _____ FROM: _ TO: _
ACTION:	_____		

2. Type **0XX**, your agency's level 1, in the L1 field and **001**, your agency's level 2, in the L2 field.
3. Type the **asset number you want to add** in the ASSET field.
4. Type **A** for *add* in the FUNCTION field and press .
5. Type **CPYTXN** for *copy transaction* in the NEXT SELECTION/SPEC FUNC field.
6. Type **0XX**, your agency's level 1, and **001**, your agency's level 2, in the L1/L2 field.
7. Type the **transaction number you want to copy** in the KEY field and press .
 -  The transaction number is the six digit number that displays at the bottom of the screen after a transaction has been entered. For example, in the message **ASSET ADD PROCESSED TXN=XXXXXX**, the XXXXXX is the transaction number to be entered into the KEY field.
8. Make the necessary changes to the fields, such as location, serial number, etc. and press to add the asset to your system.
9. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

NOTES

- Type **275** in the NEXT SELECTION/SPEC FUNC field and press **Enter** to access the *Additional Description Maintenance (275)* screen.

```

* * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2: 11 _____ FUNCTION SCREEN: 275
ASSET: 12 _____ CODE DESCRIPTION

DESCRIPTION LINE 1: 13 14 _____
DESCRIPTION LINE 2: _ _____
DESCRIPTION LINE 3: _ _____
DESCRIPTION LINE 4: _ _____
DESCRIPTION LINE 5: _ _____
DESCRIPTION LINE 6: _ _____
DESCRIPTION LINE 7: _ _____
DESCRIPTION LINE 8: _ _____
DESCRIPTION LINE 9: _ _____

VALID FUNCTION
CODES ARE:
A = ADD
C = CHANGE
D = DELETE

NEXT SELECTION: _____
ACTION: _____ ASSET NUMBER CANNOT BE BLANK
    
```

- Type **0XX**, your agency's level 1, in the L1 field and **001**, your agency's level 2, in the L2 field.
- Type the **asset number you want to add** in the ASSET field and press **Enter**.
- Type **C** for change in the FUNCTION CODE field for Description Line 1 to change the asset description from the asset you are copying.
- Change any other additional information if needed for the asset you are adding and press **Enter** to complete the transaction.
- Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

WALKTHROUGH: Adding an Asset Without the Interface Using the Copy Master File Feature

NOTES

SCENARIO

In this scenario you will be adding a permanent asset number using the copy master file feature.

You have been informed there are two desks that were purchased on the same purchase order as the previous walkthrough. Add the second desk by using a special feature called the copy master file (CPYMST) feature.

You will need to access the *Asset Short Form Maintenance (260)* screen to add this desk.

1. Type **260** in the NEXT SELECTION/SPEC FUNC field and press **Enter** to access the *Asset Short Form Maintenance (260)* screen.

L1/L2:	2	ASSET SHORT FORM MAINTENANCE	SCREEN: 260
ASSET:	3	FUNCTION:	4 ENTER KEY INFO ONLY
ACQ DATE	NEW PER/ USED REAL	TAX CLASS	TEFRA TAX CRED REHAB
		CLS	ENERGY ADR/ ACQ
			STAT CODE
			COND CODE
			OWN CODE
			CRED IND
			GUIDE CLASS
ASSET DESCRIPTION	DESC CODE	QUANTITY	INF TABLE INS: TABLE CD
LEVELS OF	3 4 5 6 7 8 9 10 11 12 13 14	VGC	ACCT
CONTROL		8	
TYP / TAX	*** BOOK 1 ***	*** BOOK 2 ***	*** BOOK 3 ***
DEPR DATE			
DEPR METHOD			
EST LIFE			
PRORATE CODE			
DPR SW			
SALVAGE			
COST			
YEAR TO DATE			
LIFE TO DATE			
TAX:	STATE COUNTY	CITY DIST	MANUFACTURE NAME MODEL NAME SERIAL NUMBER
	9		10
NEXT SELECTION/SPEC FUNC:	5	L1/L2:	6 KEY: 7 FROM: _ TO: _
ACTION:			

2. Type **0XX** in the L1 field and **001** in the L2 field.
3. Type **0003456700** for the asset number you want to add in the ASSET field.
4. Type **A** for *add* in the FUNCTION field and press **Enter** in order for the system to validate that this is a new asset number.
5. Type **CPYMST** for *copy master file* in the NEXT SELECTION/SPEC FUNC field.
6. Type **0XX001** in the L1/L2 field.

NOTES

- Type **0001234500** for the *permanent asset number you want to copy* in the KEY field and press . The data for the asset number you have copied is displayed.

Remember, some of the information that has been copied needs to be changed. Some of the fields that could be different are the purchase order number, check number, location, and serial number. You need to make all these changes before you press to record this asset.

- Type **0000045683** for the *check number of the asset you are adding* in the LEVELS OF CONTROL 12 and 13 fields.
- Type **230** for the *room number of the asset you are adding* in the COUNTY field.
- Type **TS55556** for the *manufacturer serial number of the asset you are adding* in the SERIAL NUMBER field.
- Check all fields to ensure they are correct and press . The messages **ASSET ADD PROCESSED TXN=** with the transaction number following is displayed.
- Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.
- Type **275** in the NEXT SELECTION/SPEC FUNC field and press to access the *Additional Description Maintenance (275)* screen.

```

*** ADDITIONAL DESCRIPTION MAINT ***
L1/L2: 14 _____ FUNCTION _____ SCREEN: 275
ASSET: 15 _____ CODE _____ DESCRIPTION _____

DESCRIPTION LINE 1: 16 17 _____
DESCRIPTION LINE 2: _ _____
DESCRIPTION LINE 3: _ _____
DESCRIPTION LINE 4: _ _____
DESCRIPTION LINE 5: _ _____
DESCRIPTION LINE 6: _ _____
DESCRIPTION LINE 7: _ _____
DESCRIPTION LINE 8: _ _____
DESCRIPTION LINE 9: _ _____

VALID FUNCTION
CODES ARE:
A = ADD
C = CHANGE
D = DELETE

NEXT SELECTION: _____
ACTION: _____ ASSET NUMBER CANNOT BE BLANK
    
```

- Type **0XX**, your agency's level 1, in the L1 field and **001**, your agency's level 2, in the L2 field.
- Type the **0003456700** (the asset number you want to add) in the ASSET field and press .

-
16. Type **C** for change in the FUNCTION CODE field for Description Line 1 to change the asset description from the asset you are copying.
 17. Type **Walnut secretary desk** in the DESCRIPTION field and press to complete the transaction.
 18. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

NOTES

Adding an Asset Through the Interface





Adding an asset with the interface means you need to enter only essential information in the specified fields. The rest of the information is supplied via the interface.

Xport report MM132-1 AP to FA interface - displays fixed assets that have interfaced from the Accounts Payable Module.



1. Type **260** in the NEXT SELECTION/SPEC FUNC field and press **Enter** to access the *Asset Short Form Maintenance (260)* screen.

```

L1/L2: 2      ASSET SHORT FORM MAINTENANCE      SCREEN: 260
ASSET: 3      FUNCTION: 4      ENTER KEY INFO ONLY
ACQ NEW PER/ TAX TEFRA TAX ENERGY ADR/ ACQ STAT COND OWN CRED GUIDE
DATE USED REAL CLASS CODE CRED REHAB CLS CODE CODE CODE CODE IND CLASS
-----
ASSET DESCRIPTION      DESC CODE QUANTITY INF TABLE INS: TABLE CD
LEVELS OF 3 4 5 6 7 8 9 10 11 12 13 14 VGC ACCT
CONTROL
*** BOOK 1 ***      *** BOOK 2 ***      *** BOOK 3 ***
TYP / TAX
DEPR DATE
DEPR METHOD
EST LIFE
PRORATE CODE
DPR SW
SALVAGE
COST
YEAR TO DATE
LIFE TO DATE
TAX: STATE COUNTY CITY DIST MANUFACTURE NAME MODEL NAME SERIAL NUMBER
6 7 8 9
NEXT SELECTION/SPEC FUNC: 12 L1/L2: KEY: FROM: TO:
ACTION:
    
```

2. Type the **temporary level 1** and **temporary level 2** in the L1/L2 field.
 -  Your level 2 is interfaced in as CAP if the item is a *capitalized* asset (valued at \$5000 or more). It is interfaced in as INV if the item is an *inventoried* asset (valued at less than \$5000 and greater than the agency's chosen threshold amount).
3. Type the **temporary asset number** in the ASSET field.
 -  Temporary asset numbers are found on the daily **Validation Report** and on the **AP to FA Interface Reports**.
4. Type **C** for *change* in the FUNCTION field.
5. Press **Enter** and data is displayed from the interface. Verify that all information is correct.
 -  If any information populated by the interface is incorrect or has changed, change the appropriate field(s). For example, acquisition date, book type, or estimated life.
 -  If the asset is depreciable, you must change the book type to **1** and enter an estimated life.

NOTES

6. **OPTIONAL:** Type the **10-character location code** in the STATE, COUNTY, CITY, and DIST fields.
 -  This identifies the physical location of the asset.
 -  Follow your agency's policy for entering information in these fields.
7. **OPTIONAL:** Type the **manufacturer name or the name of the product** in the MANUFACTURE NAME field.
8. **OPTIONAL:** Type the **model name** in the MODEL NAME field.
9. **OPTIONAL:** Type the **serial number of the asset** in the SERIAL NUMBER field.
10. Be sure to verify all fields to ensure their accuracy.
11. Press . The message **ASSET ADD PROCESSED TXN=** with the transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

Data cannot be viewed on the 275 screen. Only input is allowed. To view the information that was interfaced, you must go to the inquiry menu to access the inquiry screens.

12. If you want to know what additional descriptive information the interface has populated for this item, type **001** in the NEXT SELECTION/SPEC FUNC field and press to access the *Fixed Assets Inquiry (001)* screen.

FIXED ASSETS INQUIRY	
002	ACTIVE ASSET INFORMATION
003	ASSET TABLES
004	COMPANY POLICY INFORMATION
005	HISTORICAL ASSET INFORMATION
006	CONSTRUCTION IN PROGRESS (CIP)
007	LEASE INFORMATION
008	REPORT OPTIONS
SELECTION: <input style="width: 50px;" type="text" value="13"/> LEVEL1/LEVEL2: <input style="width: 50px;" type="text" value="14"/>	
ACTION: <input style="width: 50px;" type="text"/>	

13. Type **002** in the SELECTION field.
14. Type **temporary level of control 1** and **temporary level of control 2** in the LEVEL1/LEVEL2 field and press to access the *Active Asset Inquiry (002)* screen.

NOTES

```

                                SCREEN 002
          * * *   FIXED ASSETS ACCOUNTING SYSTEM   * * *
            * *   ACTIVE ASSET INQUIRY             * *
              *   MENU                             *

SELECTION          SELECTION DESCRIPTION

021      ASSET RECORD INFORMATION
022      ASSET BOOK INFORMATION (BOOKS 1-3)
023      ASSET BOOK INFORMATION (BOOKS 4-7)
024      INSURANCE / CURRENT COST / CONSTANT DOLLAR
025      ADR INFORMATION
026      ASSET ADDITIONAL DESCRIPTION
027      ASSET MAINTENANCE COST AND UOP
028      ASSET CCA INFORMATION

SELECTION: 15      ASSET NUMBER: 16 _____
ACTION: _____
    
```

15. Type **026** in the SELECTION field.
16. Type the **temporary asset number** in the ASSET NUMBER field and press **Enter**. The system displays an *Asset Additional Description* screen with all of the information populated by the interface.


```

          * * *   ASSET ADDITIONAL DESCRIPTION   * * *
L1/L2: 0XX CAP                                SCREEN: 26
ASSET NUMBER: 0507000100          DESCRIPTION

DESCRIPTION LINE 1: TRUCKS, ALL CAPACITIES (PICKUP TRUC
DESCRIPTION LINE 2:
DESCRIPTION LINE 3:
DESCRIPTION LINE 4:
DESCRIPTION LINE 5:
DESCRIPTION LINE 6:
DESCRIPTION LINE 7:
DESCRIPTION LINE 8: 560857678A*MERTONAUTOGROUP
DESCRIPTION LINE 9: 0124*051597*8845756*XXPT

NEXT SELECTION: 18          ASSET NUMBER: 0507000100
ACTION: _____
    
```

17. View the screen for the information on which you are inquiring.
18. Type **275** in the NEXT SELECTION field and press **Enter**. The system displays the *Additional Description Main (275)* screen.

 If you want to add additional descriptive information, type **A** (Add) on lines 2-7. To make changes to the existing descriptive information, type **C** (Change) on line 1.

NOTES

```





* * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2: 19 CAP          FUNCTION          SCREEN: 275
ASSET: 20 7000100      CODE            DESCRIPTION

DESCRIPTION LINE 1: 21 22 _____
DESCRIPTION LINE 2: 23 24 _____
DESCRIPTION LINE 3:  _ _____
DESCRIPTION LINE 4:  _ _____
DESCRIPTION LINE 5:  _ _____
DESCRIPTION LINE 6:  _ _____
DESCRIPTION LINE 7:  _ _____
DESCRIPTION LINE 8:  _ _____
DESCRIPTION LINE 9:  _ _____

VALID FUNCTION
CODES ARE:
A = ADD
C = CHANGE
D = DELETE

NEXT SELECTION: 26 _
ACTION: _____

```



19. Type **your temporary level of control 1** and **temporary level of control 2** in the L1/L2 field. (This data usually defaults from the inquiry screens.)
20. Type the **temporary asset number** in the ASSET field. (This data usually defaults from the inquiry screens.)
21. Type **C** for *change* in the FUNCTION CODE of the ASSET DESCRIPTION LINE 1 field.
22. Type the **asset description** in the ASSET DESCRIPTION LINE 1 field.
 -  **D** deletes the whole description record. To delete only a single line, type **C** and leave the line blank.
23. Type **A** for *add*, **C** for *change*, or **D** for *delete* in the FUNCTION CODE field of each line on which you want to enter information.
24. Type any **additional descriptive information** in the DESCRIPTION LINE 2-7 fields.
 -  To change the asset description, type a **C** in the FUNCTION CODE field and any additional information in DESCRIPTION LINE 1.
 -  The DESCRIPTION LINE 8 field is filled with the necessary AP information (i.e. vendor number, vendor short name, and buying entity).
 -  The DESCRIPTION LINE 9 field is filled with the necessary AP information (i.e., control number, control date, invoice number, and the paying entity).

NOTES





25. Press . The message **ADDL DESC TXN COMPLETE. TXN NBR=** with the transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.
26. Type **262** in the NEXT SELECTION field and press to access the *Asset Transfer (262)* screen.

```

          * * * ASSET TRANSFER * * *
          SCREEN: 262
L1/L2: 27
ASSET: 28          ENTER KEY INFO ONLY
TRANSFER  TRANSFER DATE  NEW  NEW  NEW ASSET  EXIST  COMPONENT  ACQUISITION DATE
TYPE      YEAR    PERIOD  LVL1 LVL2  NUMBER    SW      SW          YEAR    PERIOD
29        30        30          31   32          33      34
          _____
TRANSFER  QUANTITY  YTD SURP AS OF  YTD DEPR AT  YTD BACKLOG AT
COST      _____  TRANSFER DATE   TRANSFER DATE  TRANSFER DATE
          _____
          * * * * * LEVELS OF CONTROL TRANSFERRED * * * * *
          LVL    LVL    LVL    LVL    LVL    LVL    LVL
           3     4     5     6     7     8     9
          _____
NEXT SELECTION/SPEC FUNC: _____ NBR: _____
ACTION: _____
    
```

27. Type the **temporary level of control 1** and **temporary level of control 2** in the L1/L2 field.
28. Type the **temporary asset number** in the ASSET field and press .
29. Type **C** for *complete* in the TRANSFER TYPE field.
30. If the transfer does not take place during the current period, type the **fiscal year and period in which the transfer became effective** in the TRANSFER DATE YEAR and PERIOD fields.
 -  If the transfer is to take place during the current year and period, the TRANSFER YEAR and TRANSFER PERIOD fields may be left blank.
31. Type **00X** in the NEW LVL 2 field. (**X** represents the one-digit GAAP fund number (i.e. agency) to which you are transferring the asset.)
 -  The NEW LVL 1 field should be left blank if it is the same as the temporary level 1.
32. Type the **permanent asset number assigned by your agency** in the NEW ASSET NUMBER field.

NOTES

-  The first eight characters of the permanent asset number are used as the asset base. They usually are the numbers from the tag placed on the asset. The last two characters of the permanent asset number were used to designate components. Since the state no longer uses components, the last two characters should always be zeros.
33. Type **N** in the EXIST SW field to indicate that the asset does *not* already exist at the permanent level.
-  Usually you type an **N** in the EXIST SW field because you are adding an asset for the first time.
 -  **Y** is typed in the EXIST SW field to record additional payments towards an asset already entered into the system. Because AP considers all payments against invoices to be potential assets, a temporary asset number is assigned to all payments. All temporary asset numbers that reflect payments toward a particular asset should be reassigned the same permanent asset number.
34. Type **N** in the COMPONENT SW field to indicate that components do *not* transfer.
35. Press . The message **TRANSFER TRANS SUCCESSFUL - TXN NUM =** with the transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

Once the temporary asset number has been transferred to a permanent asset number, inquiry on the permanent number is not available until after the nightly update. The temporary asset number is automatically deleted.

WALKTHROUGH: Adding an Asset Through the Interface

SCENARIO

In this scenario you will be adding an asset through the interface.

Your agency purchased a 2008 Chevrolet pickup truck from Merton Auto Group on May 1, 2008. You have received the **MM132-1 AP to FA Interface** report that gives you the temporary asset number which the system assigned to this truck.

You need to access the *Asset Short Form Maintenance (260)* screen to make the necessary changes. Then transfer the temporary asset number to a permanent asset number using the *Asset Transfer (262)* screen.

DATE: 05/06/2008

STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM

PAGE 1

GENTRANS

GENERATED FIXED ASSET TRANSACTIONS

C-AP-FA-INTERFACE

LVL1/LVL2: 0XXCAP

FOR PERIOD: 05/06/2008


LVL1	LVL2	TEMPORARY ASSET NUMBER	PERMANENT ASSET NUMBER	BD CD CENTER BUY E PAY ENTITY	PO NUMBER INVOICE	CHECK NUM	ACCOUNT STD DESC	CTR DT VENDOR	CTRL GRP	ACQ DATE	COST VENDOR NAME
0XX	CAP	05070001		99999 10001005	2300014567	000019173	4541	050108	141	0511	22,868.00
		TRUCKS, ALL CAPACITIES (PICKUP TRUC		XXBG XXPT		8845756	00001	560857678A			MERTONAUTOGROUP

NOTES

1. Type **260** in the NEXT SELECTION/SPEC FUNC field and press **Enter** to access the *Asset Short Form Maintenance (260)* screen.

```

L1/L2: 2 _____ ASSET SHORT FORM MAINTENANCE SCREEN: 260
ASSET: 3 _____ FUNCTION: 4 ENTER KEY INFO ONLY
ACQ NEW PER/ TAX TEFRA TAX ENERGY ADR/ ACQ STAT COND OWN CRED GUIDE
DATE USED REAL CLASS CODE CRED REHAB CLS CODE CODE CODE CODE IND CLASS
----- ASSET DESCRIPTION ----- DESC CODE QUANTITY INF TABLE INS: TABLE CD
LEVELS OF 3 4 5 6 7 8 9 10 11 12 13 14 VGC ACCT
CONTROL _____ *** BOOK 1 *** *** BOOK 2 *** *** BOOK 3 ***
TYP / TAX
DEPR DATE _____
DEPR METHOD _____
EST LIFE _____
PRORATE CODE _____
DPR SW _____
SALVAGE _____
COST _____
YEAR TO DATE _____
LIFE TO DATE _____
TAX: STATE COUNTY CITY DIST MANUFACTURE NAME MODEL NAME SERIAL NUMBER
NEXT SELECTION/SPEC FUNC: _____ L1/L2: _____ KEY: _____ FROM: _____ TO: _____
ACTION: _____
    
```

2. Type **0XX**, the temporary level 1, in the L1 field and **CAP**, the temporary level 2, in the L2 field.
3. Type **0507000100**, the temporary asset number, in the ASSET field.
 The interface reports only show the first 8 digits of the asset number. The **00** needs to be added at the end to make it a 10 digit asset number.
4. Type **C** to *change* in the FUNCTION field and press **Enter** to display the data for the temporary asset number.

NOTES



```

L1/L2: 0XX CAP          ASSET SHORT FORM MAINTENANCE          SCREEN: 260
ASSET: 0507000100 FUNCTION: C      NEXT ENTER DATA...
ACQ  NEW PER/ TAX  TEFRA TAX  ENERGY ADR/ ACQ  STAT COND OWN  CRED GUIDE
DATE USED REAL CLASS CODE  CRED REHAB  CLS  CODE CODE CODE CODE IND CLASS
2003 10  N  P      0      N      N      N  P  U  G      00000
ASSET DESCRIPTION          DESC CODE  QUANTITY INF TABLE INS: TABLE CD
___ A STANDARD DESCRIPTION          5 01 00000001
LEVELS OF 3 4 5 6 7 8 9 10 11 12 13 14 VGC ACCT
CONTROL 99999 1000 100 5 XX 0001 4567 00001 9173 4541
          *** BOOK 1 ***          *** BOOK 2 ***          *** BOOK 3 ***


TYP / TAX          6  N          -- --          -- --
DEPR DATE          2003 10          -- --          -- --
DEPR METHOD          SLG          -- --          -- --

EST LIFE          7  00          -- --          -- --
PRORATE CODE          1          -- --          -- --
DPR SW          N          -- --          -- --
SALVAGE          D 0000000.00          -- --          -- --
COST          00022868.00          -- --          -- --
YEAR TO DATE          00000000.00          -- --          -- --
LIFE TO DATE          00000000.00          -- --          -- --
TAX: STATE COUNTY CITY DIST MANUFACTURE NAME MODEL NAME SERIAL NUMBER
          8          9          10          11
NEXT SELECTION/SPEC FUNC: _____ L1/L2: _____ KEY: _____ FROM: _ TO: _____
ACTION: _____
    
```

The description defaults from the interface with the item description from the purchase order. If the invoice is not matched to a PO, the description from the item description category defaults. If there is no description on either the PO or invoice, then the message **NOT A STANDARD DESCRIPTION** is displayed in the ASSET DESCRIPTION field, and a 00001 is displayed in the DESC CODE field. The asset description is changed on the 275 screen.

5. Type **07080**, the standard description code for trucks, in the DESC CODE field.
 -  If you receive the message **STANDARD DESCRIPTION NOT FOUND ON FILE**, contact the OSC Support Services Center (919-707-0795) and request the code be added.
6. Type **1** for a *depreciable asset* over the 3 in the TYP field.
 -  The default for book type for the interface is **3**, for an asset \$5000 and over, or a **4**, for an asset under \$5000. You must change the book type to a **1** if the asset is depreciable.
7. Type **10 00**, the estimated life in years, in the EST LIFE field.
8. Type **ADMIN BLDG**, the location in the STATE, COUNTY, CITY, and DIST fields.
9. Type **Chevrolet** in the MANUFACTURE NAME field.
10. Type **4x4** in the MODEL NAME field.
11. Type **JVL0123456** in the SERIAL NUMBER field.

NOTES

12. Press **Enter** and write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.
 Before you transfer the temporary asset to a permanent asset, you need to view the *Additional Description (275)* screen data. Since you cannot inquire on screen 275, you must use the 026 screen.
13. Type **001** in the NEXT FUNCTION/SPEC FUNC field and press **Enter** to access the *Fixed Asset Inquiry* screen.
14. Type **002** in the SELECTION field and **0XXCAP** in the LEVEL1/LEVEL2 fields and press **Enter** to access the *Active Asset Inquiry Menu*.
15. Type **026** in the SELECTION field and **0507000100**, the temporary asset number, in the ASSET NUMBER field and press **Enter** to access the *Asset Additional Description (026)* screen.

```

* * * ASSET ADDITIONAL DESCRIPTION * * *
L1/L2: 0XX CAP                               SCREEN: 26
ASSET NUMBER: 0507000100                     DESCRIPTION
DESCRIPTION LINE 1: TRUCKS, ALL CAPACITIES (PICKUP TRUC
DESCRIPTION LINE 2:
DESCRIPTION LINE 3:
DESCRIPTION LINE 4:
DESCRIPTION LINE 5:
DESCRIPTION LINE 6:
DESCRIPTION LINE 7:
DESCRIPTION LINE 8: 560857678A *MERTONAUTOGROUP*XXBG
DESCRIPTION LINE 9: 0124*051503*             8845756*XXPT
NEXT SELECTION: 17                           ASSET NUMBER: 0507000100
ACTION: _____
```

16. Review all data displayed for errors.
17. Type **275** in the NEXT SELECTION field and press **Enter** to access the *Asset Additional Description (275)* screen.

NOTES


```

* * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2:  _____ FUNCTION CODE DESCRIPTION SCREEN: 275
ASSET:  _____

DESCRIPTION LINE 1: 18 19 _____
DESCRIPTION LINE 2:  _ _____
DESCRIPTION LINE 3:  _ _____
DESCRIPTION LINE 4:  _ _____
DESCRIPTION LINE 5:  _ _____
DESCRIPTION LINE 6:  _ _____
DESCRIPTION LINE 7:  _ _____
DESCRIPTION LINE 8:  _ _____
DESCRIPTION LINE 9:  _ _____

VALID FUNCTION CODES ARE:
A = ADD
C = CHANGE
D = DELETE

NEXT SELECTION: 21
ACTION:  _____
    
```

18. Type **C** for *change* in the FUNCTION CODE field of DESCRIPTION LINE 1.
19. Type **2008 Chevrolet Truck** in the ASSET DESCRIPTION field.
 -  You need to correct any other information as needed on the other description lines.
20. Press and write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.
21. Type **262** in the NEXT SELECTION field and press to access the *Asset Transfer (262)* screen.

```

* * * ASSET TRANSFER * * * SCREEN: 262
L1/L2: 22 CAP
ASSET: 23 7000100 ENTER KEY INFO ONLY

TRANSFER TYPE  TRANSFER YEAR  TRANSFER PERIOD  NEW LVL1  NEW LVL2  NEW ASSET NUMBER  EXIST SW  COMPONENT SW  ACQUISITION DATE YEAR  PERIOD

24  _____  _____  _____  25  26  _____  27  28  _____  _____

TRANSFER COST  QUANTITY  YTD SURP AS OF TRANSFER DATE  YTD DEPR AT TRANSFER DATE  YTD BACKLOG AT TRANSFER DATE

_____  _____  _____  _____  _____

* * * * * LEVELS OF CONTROL TRANSFERRED * * * * *
LVL  LVL  LVL  LVL  LVL  LVL  LVL
 3    4    5    6    7    8    9

_____  _____  _____  _____  _____  _____  _____

NEXT SELECTION/SPEC FUNC:  _____ NBR:  _____
ACTION:  _____
    
```

NOTES

22. Type **0XX**, the temporary level 1, in the L1 field and **CAP**, the temporary level 2, in the L2 field.
23. Type **0507000100**, the temporary asset number, in the ASSET field and press to verify that this temporary number exists. At the bottom of the screen the message **KEY VALIDATION SUCCESSFUL - ENTER DATA** is displayed.
24. Type **C** for *complete* in the TRANSFER TYPE field.
25. Type **001** for your agency's permanent level 2 in the NEW LVL 2 field.
26. Type **0005678900**, your agency's permanent asset number, in the NEW ASSET NUMBER field.
27. Type **N** for *no* in the EXIST SW field.
 Type a **Y** in this field only if the permanent number you are using already exists.
28. Type **N** for *no* in the COMPONENT SW field and press .
29. The message **TRANSFER TRANS SUCCESSFUL - TXN NBR=** with the transaction number following is displayed with a blank screen. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

Deleting an Item From the Temporary Level

Occasionally the interface provides you with information about an item that should not be categorized as an asset. This can happen for different reasons. For example, it could occur because a paid invoice has been incorrectly charged to an asset expenditure account number.

1. Type **260** in the in the NEXT SELECTION/SPEC FUNC field of any screen in the FA module and press to access the *Asset Short Form Maintenance (260)* screen.

```

L1/L2:  2  _____ ASSET SHORT FORM MAINTENANCE SCREEN: 260
ASSET:  3  _____ FUNCTION:  4  ENTER KEY INFO ONLY
ACQ NEW PER/ TAX TEFRA TAX ENERGY ADR/ ACQ STAT COND OWN CRED GUIDE
DATE USED REAL CLASS CODE CRED REHAB CLS CODE CODE CODE CODE IND CLASS

_____ ASSET DESCRIPTION _____ DESC CODE QUANTITY INF TABLE INS: TABLE CD
LEVELS OF 3 4 5 6 7 8 9 10 11 12 13 14 VGC ACCT
CONTROL _____ *** BOOK 1 *** _____ *** BOOK 2 *** _____ *** BOOK 3 ***
TYP / TAX
DEPR DATE _____
DEPR METHOD _____
EST LIFE _____
PRORATE CODE _____
DPR SW _____
SALVAGE _____
COST _____
YEAR TO DATE _____
LIFE TO DATE _____
TAX: STATE COUNTY CITY DIST MANUFACTURE NAME MODEL NAME SERIAL NUMBER

NEXT SELECTION/SPEC FUNC:  5  _____ L1/L2: _____ KEY: _____ FROM: _ TO: _
ACTION: _____
    
```

2. Type the **temporary level of control 1** and **temporary level of control 2** in the L1/L2 field.
3. Type the **temporary asset number** in the ASSET field.
4. Type **D** for *delete* in the FUNCTION field and press . The message **ENTER DELETE TO DELETE A RECORD ON FILE** is displayed.
5. Type **delete** in the NEXT SELECTION/SPEC FUNC field to *delete* this temporary number and press . The file is deleted from the NCAS. The message **ASSET RECORD SUCCESSFULLY DELETED** is displayed.

NOTES

WALKTHROUGH: Deleting an Asset from Your Temporary Asset File

SCENARIO

In this scenario you will be deleting an asset from your temporary asset file.

You have received the copy of the **MM132-1 AP to FA Interface** report. You have reviewed and determined that temporary asset 0507000200 should have been charged to the office supplies account (533110) instead of the office equipment account (534521). You need to delete this asset from the temporary file so it will not be added to the permanent file by mistake.

You will need to access the *Asset Short Form Maintenance (260)* screen.

DATE: 05/06/2008

STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM

PAGE 1

GENTRANS

GENERATED FIXED ASSET TRANSACTIONS

C-AP-FA-INTERFACE

LVL1/LVL2: 0XXINV

FOR PERIOD: 05/06/2008

LVL1	LVL2	TEMPORARY ASSET NUMBER	PERMANENT ASSET NUMBER	BD CD	CENTER BUY E PAY ENTITY	PO NUMBER INVOICE	CHECK NUM	ACCOUNT STD DESC	CTR DT VENDOR	CTRL GRP	ACQ DATE	COST VENDOR NAME
0XX	INV	05070002		99999	10001000		000019174	4521	100197	0125	0510	593.60
	STACKABLE	LETTER TRAYS			XXPT		55155112	00001		592663954B		OFFICESTOPINC

NOTES

1. Type **260** in the NEXT SELECTION field and press to access the *Asset Short Form Maintenance (260)* screen.
2. Type **0XX** in the L1 field, and **INV**, your temporary level 2, in the L2 field.
3. Type **0507000200**, the asset number you want to delete, in the ASSET field.
4. Type **D** for *delete* in the FUNCTION field and press . The message **ENTER "DELETE" TO DELETE A RECORD ON FILE** is displayed.
5. Type **delete** in the NEXT SELECTION/SPEC FUNC field and press . The message **ASSET RECORD SUCCESSFULLY DELETED** is displayed. No transaction number is given for this process.

Purging of Temporary Assets

The Accounts Payable to Fixed Assets interface was implemented to make it easier for agencies to input their assets by placing them into temporary levels, including inventoried and capitalized assets.

In order to encourage agencies to process their assets in a timely manner rather than once a year, the OSC purges all temporary inventoried item files (i.e. L2=INV) two months after they have been interfaced. The temporary capitalized asset files (L2=CAP) are not to be deleted, but instead should be converted to the permanent level as determined by the fixed asset officer on a monthly basis.

Purge cycles occur on the last processing day of each month, leaving at least two months of data available. For example, during January all the data for November and December should be available, as well as the current month's data.

Agencies may run the IE report **C-U-FA-ASSET-LIST**, located in the FAPUBLIC library, to determine what assets still remain in the temporary levels during that point in time.

Changing an Asset

If the information initially entered to describe an asset has changed or is incorrect, make changes to the asset in the NCAS. For example, when an asset's location changes within an agency, documentation of the change is necessary. The process for changing an asset follows.

1. Type **260** in the NEXT SELECTION/SPEC FUNC field of any screen in the Fixed Assets module and press . The *Asset Short Form Maintenance* screen is displayed by the system.

L1/L2:	2	ASSET SHORT FORM MAINTENANCE	SCREEN: 260
ASSET:	3	FUNCTION:	4
ENTER KEY INFO ONLY			
ACQ DATE	NEW USED	PER/REAL CLASS	TAX CODE
TEFRA	TAX	ENERGY	ADR/CLS
ACQ CODE	STAT CODE	COND CODE	OWN CODE
CRED IND	GUIDE CLASS		
ASSET DESCRIPTION DESC CODE QUANTITY INF TABLE INS: TABLE CD			
LEVELS OF CONTROL	3	4	5
		*** BOOK 1 ***	*** BOOK 2 ***
			*** BOOK 3 ***
TYP / TAX			
DEPR DATE			
DEPR METHOD			
EST LIFE			
PRORATE CODE			
DPR SW			
SALVAGE			
COST			
YEAR TO DATE			
LIFE TO DATE			
TAX:	STATE	COUNTY	CITY DIST
			MANUFACTURE NAME
			MODEL NAME
			SERIAL NUMBER
NEXT SELECTION/SPEC FUNC: L1/L2: KEY: FROM: TO: ACTION:			

2. Type the **level of control 1** and **level of control 2** in the L1/L2 field.
3. Type the **asset number** in the ASSET field.
4. Type **C** in the FUNCTION field to *change* an asset and press . The screen is populated with information about the asset number entered.
5. Type the **new information** over the information you wish to change.
6. Press after you have typed in all of the changes. The message **ASSET CHANGE PROCESSED TXN:** with the transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

NOTES

If an agency is adding an asset but presses the **Enter** key before inputting the cost information, the system does not allow them to go back later and perform a change to add that information. Instead, the OSC must delete that asset one day and let the agency re-key the asset the next day.

WALKTHROUGH: Changing Information on an Asset

SCENARIO

In this scenario you will be changing information on an existing permanent asset number.

You, the fixed asset officer, have been informed that a computer with the asset number of 0001566800 has been moved from room 100 in the Bush building to room 210. You need to make this change in the system.

You will need to access the *Asset Short Form Maintenance (260)* screen.

1. Type **260** in the NEXT SELECTION/SPEC FUNC field and press **Enter** to access the *Asset Short Form Maintenance (260)* screen.

```

L1/L2: 2 _____ ASSET SHORT FORM MAINTENANCE SCREEN: 260
ASSET: 3 _____ FUNCTION: 4 _____ ENTER KEY INFO ONLY
ACQ NEW PER/ TAX TEFRA TAX ENERGY ADR/ ACQ STAT COND OWN CRED GUIDE
DATE USED REAL CLASS CODE CRED REHAB CLS CODE CODE CODE IND CLASS
_____ ASSET DESCRIPTION _____ DESC CODE QUANTITY INF TABLE INS: TABLE CD
LEVELS OF 3 4 5 6 7 8 9 10 11 12 13 14 VGC ACCT
CONTROL _____ *** BOOK 1 *** *** BOOK 2 *** *** BOOK 3 ***
TYP / TAX
DEPR DATE _____ -- --
DEPR METHOD _____ -- --
EST LIFE _____ -- --
PRORATE CODE _____ -- --
DPR SW _____ -- --
SALVAGE _____ -- --
COST _____ -- --
YEAR TO DATE _____ -- --
LIFE TO DATE _____ -- --
TAX: STATE COUNTY CITY DIST MANUFACTURE NAME MODEL NAME SERIAL NUMBER
5
NEXT SELECTION/SPEC FUNC: _____ L1/L2: _____ KEY: _____ FROM: _____ TO: _____
ACTION: _____
    
```

2. Type **0XX** in the L1 field and **001**, your permanent level 2, in the L2 field.
3. Type **0001566800**, the asset number you want to change, in the ASSET field.

-
4. Type **C** for *change* in the FUNCTION field and press to display the data for the computer that has been relocated.
 5. Type **210** for the *new room location* in the COUNTY field and press .
 6. The message **ASSET CHANGE PROCESSED TXN:** with the transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

NOTES

Transferring an Asset within an Agency

Assets are transferred within an agency when the GAAP fund is changed.


Note that if the depreciation changes when the GAAX fund is changed, the book type must be changed on the *Asset Short Form Maintenance (260)* screen.

1. Type **262** in the NEXT SELECTION/SPEC FUNC field of any screen in the Fixed Assets module and press Enter to access the *Asset Transfer (262)* screen.

* * * ASSET TRANSFER * * *										SCREEN: 262
L1/L2:	2	_____								
ASSET:	3	_____ ENTER KEY INFO ONLY								
TRANSFER TYPE	TRANSFER YEAR	TRANSFER PERIOD	NEW LVL1	NEW LVL2	NEW ASSET NUMBER	EXIST SW	COMPONENT SW	ACQUISITION DATE		YEAR PERIOD
4	5	5	6	7	8	9	_____		_____	
TRANSFER COST	QUANTITY	YTD SURP AS OF TRANSFER DATE			YTD DEPR AT TRANSFER DATE		YTD BACKLOG AT TRANSFER DATE			
_____	_____	_____			_____		_____			
* * * * * LEVELS OF CONTROL TRANSFERRED * * * * *										
LVL	LVL	LVL	LVL	LVL	LVL	LVL	LVL			
3	4	5	6	7	8	9				
10	_____	_____	11	_____	_____	_____				
NEXT SELECTION/SPEC FUNC: _____					NBR: _____					
ACTION: _____										

2. Type the **level of control 1** and **level of control 2** in the L1/L2 field.
3. Type the **asset number** in the ASSET field and press Enter.
4. Type **C** for *complete* in the TRANSFER TYPE field.
 - When entering a transfer that is not a complete transfer, call the OSC Support Services Center at (919) 707-0795.
5. If the transfer does not take place during the current period, type the **fiscal year and period in which the transfer became effective** in the TRANSFER DATE: YEAR and PERIOD fields.
 - If the transfer is to take place during the current year and period, the TRANSFER YEAR and TRANSFER PERIOD fields may be left blank.
 - The system does not allow prior year transfers.


NOTES

6. Type **00X** in the NEW LVL 2 field. (**X** represents the one-digit GAAP fund number to which you are transferring the asset.)
7. If a new asset number is being assigned, type the **new asset number** in the NEW ASSET NUMBER field.
8. If the asset number already exists in the receiving fund, type **Y** for *yes* (the asset exists) in the EXIST SW field. If it does not exist, type **N** for *no* (it does not exist) in the EXIST SW field.
9. If the asset has components that were entered into the system prior to the April 1996 conversion, type **Y** in the COMPONENT SW field to transfer all components associated with the asset. Type **N** in the COMPONENT SW field if you do not want component parts to be transferred with the asset.
10. If the budget code has changed, type the new **five-digit budget code** in the LVL 3 field.
11. If the center has changed, type the **12-digit center number** in the LVL 5, 6, 7, and 8 fields.
 -  Enter the budget fund number in the first four positions of these fields. Enter the cost center, which is agency specific, in the last eight positions.
12. Press to process the transfer.
13. The message **TRANSFER TRANS SUCCESSFUL - TXN NUM =** with the transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

Transferring an Asset Between Agencies


Assets are sometimes transferred from one agency to another. When this is done, the transfer must be documented on the form for transfers located on the SIG under NCAS Forms (http://www.osc.nc.gov/forms_policies/ncas_forms.html). This form is available in Excel or pdf formats. After submitting a ticket to OSC Support Services at 919-707-0795, email the completed form to OSC.Support.Services@osc.nc.gov.

The procedure for transferring an asset to another agency follows.

1. The agency transferring the asset completes the fields listed below on the *Asset Transfer / 262* form.
 - L1/L2
 - ASSET NUMBER
 - TRANSFER TYPE - Either **C** for a *complete* transfer or a **P** for a *partial* transfer.
 - TRANSFER DATE (Year and Period) - If this field is left blank, the current year and period defaults when entered into the system.
 -  The system does not allow prior years transfers.
 - TRANSFER COST - This field may be left blank for a complete transfer.
 - QUANTITY - If applicable. This field may be left blank for a complete transfer.
2. The transfer form and accompanying memo are sent to the agency that will receive the asset.
3. The receiving agency then completes the following fields on the form and emails the form to OSC Support Services who will open a ticket for the SAD Functional team.
 - NEW LVL1
 - NEW LVL2
 - NEW ASSET NUMBER - If you want to use the same asset number as the sending agency, leave this field blank.
 - EXIST SW - Either **Y** for *yes* or **N** for *no*. This indicates whether the new asset number entered already exists on the Fixed Assets system. It is possible to add costs to an existing asset number by entering a Y in this field.
 - LEVELS OF CONTROL TRANSFERRED - These fields may be completed if there is a change to the Budget Code or Center. LEVEL 3 is budget code. LEVEL 5,6,7, and 8 are center.

NOTES

4. After the form has been completed by both agencies and received by OSC, OSC enters the information and/or provides follow-up to ensure completion of the forms.

 If a transfer is going to an agency not on the Fixed Assets system, the transferring agency must retire the asset.

The policy for transferring an asset is located in the POLICY section under **Changing Location of Assets**. A copy of the *Asset Transfer / 262* form can be found in Quick Reference Guide section, **QRG 3: Asset Transfer (Screen 262)**.


Retiring an Asset


An asset is retired when it is scrapped, sold, traded, removed from service, or stolen.


1. Type **264** in the NEXT SELECTION/SPEC FUNC field of any screen in the Fixed Assets module and press **Enter** to access the *Asset Retirement (264)* screen.

* * * ASSET RETIREMENT * * *							SCREEN: 264
L1/L2:	2						
ASSET:	3	ENTER KEY INFO ONLY					
***** RETIREMENT *****							
TYPE	DATE	QUANTITY	DEPR :	CONSTANT DOLLAR RETIRE INDEX	COMPONENT SWITCH	ACQ DATE YR-PD	ACRS CD
4	5	6	7	8			
			RECAP :				
			RETIRE :	9			
			HALF-YR:				
		RETIRE COST	NET PROCEEDS	DEPRECIATION EXPENSE YTD	RETIRE LTD RESERVE	EST LIFE YR-PD	
BOOK 1		10	11				
BOOK 2							
BOOK 3							
BOOK 4							
BOOK 5							
BOOK 6							
BOOK 7							
NEXT SELECTION/SPEC FUNC: _____ NBR: _____							
ACTION: _____							

2. Type the **level of control 1** and **level of control 2** in the L1/L2 field.
3. Type the **asset number** in the ASSET field and press **Enter**.
4. Type **P** for *partial retirement* or **C** for *complete retirement* in the TYPE field under the RETIREMENT heading.
5. Type the **date of retirement** in the DATE YR-PD field in the RETIREMENT section.



 The format for the date of retirement is the four digit fiscal year followed by the period. Each month is given a period number, starting with July, which is period 01. (August is period 02, September is period 03, and so on.) For example, the format for a depreciation date of December 2007 would be 200806.

 If these fields are left blank, the current year and period defaults.

 The system does not allow prior year retirements. They must be in the current year.

NOTES

The retirement date cannot be greater than the booked through date. For example, if a retirement occurred during the current month of January, the retirement could not be entered into the system until the January depreciation cycle is run at the end of the month.


6. If the retirement is partial, type the **quantity** in the QUANTITY field.
 If the retirement is complete, the QUANTITY field may be left blank.
7. Type **1** in the RECAP field under the CODES heading.
8. If you need to retire components that were entered into the system prior to the 1996 conversion, type **Y** in the COMPONENT SWITCH field to retire all components associated with the asset. Type **N** if you do not want component parts to be retired with the asset.
9. Type **1** for *trade in*, **J** for *junked, canned, or scrapped*, **L** for *lost*, or **S** for *sold* in the RETIRE field.
10. If the retirement is partial, type the **amount of the asset** to be retired in the RETIRE COST field.
11. Type the **net of selling expense for book 1** in the NET PROCEEDS field.
12. Press  to record the retirement of the asset.
13. The message **RETIRE TRANS SUCCESSFULLY TXN NBR =** with a transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

WALKTHROUGH: Retiring an Existing Asset Number

SCENARIO

In this scenario you will be retiring an existing permanent asset number.

Your departmental secretary has sent documentation that a copier was traded in for a new copier on April 20, 2008. The asset number for this copier is 0000567900. Retire this copier by accessing the *Asset Retirement (264)* screen.

1. Type **264** in the NEXT SELECTION/SPEC FUNC field and press  to access the *Asset Retirement (264)* screen.

NOTES

```



*** ASSET RETIREMENT ***          SCREEN: 264
L1/L2:  2  _____
ASSET:  3  _____          ENTER KEY INFO ONLY

***** RETIREMENT *****
TYPE  DATE  QUANTITY  CODES  CONSTANT DOLLAR COMPONENT  ACQ DATE  ACRS
      YR-PD                DEPR   :  RETIRE INDEX  SWITCH  YR-PD  CD
4  5  - - - - -  6  7  - - - - -
      RETIRE :  8
      HALF-YR:  _

      RETIRE COST  NET PROCEEDS  DEPRECIATION  RETIRE  EST LIFE
      COST          EXPENSE YTD  LTD RESERVE  YR-PD
BOOK 1  _____  _____  _____  _____  _____
BOOK 2  _____  _____  _____  _____  _____
BOOK 3  _____  _____  _____  _____  _____
BOOK 4  _____  _____  _____  _____  _____
BOOK 5  _____  _____  _____  _____  _____
BOOK 6  _____  _____  _____  _____  _____
BOOK 7  _____  _____  _____  _____  _____

NEXT SELECTION/SPEC FUNC:  _____ NBR:  _____
ACTION:  _____

```

2. Type **0XX** in the L1 field and **001** in the L2 field.
3. Type **0000567900** for the *asset number you want to retire* in the ASSET field and press to validate the asset number. The message **KEY VALIDATION SUCCESSFUL - ENTER DATA** is displayed at the bottom of the screen.
4. Type **C** for *complete* in the TYPE field.
5. Type **200810** for the *retirement date* in the DATE YR-PD field.
 -  The current date defaults if left blank.
6. Type **1** in the RECAP field.
7. Type **N** for *no* in the COMPONENT SWITCH field.
8. Type **1** for *trade in* in the RETIRE field.
 -  There are four ways to retire an asset:
 - **1** for trade in
 - **J** for junked, canned or scrapped
 - **L** for lost
 - **S** for sold
9. Press .
10. The message **RETIRE TRANS SUCCESSFULLY TXN NBR:** with a transaction number following is displayed. Write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

NOTES

The QUANTITY and RETIRE COST field are required when you are retiring a partial asset.

Transaction File Inquiry

Transaction File Inquiry Overview

Almost every transaction entered into the Fixed Assets system is given a transaction number. This is a six digit number that is shown at the bottom of the screen once a transaction has been processed or entered. The *Transaction File Inquiry Menu (Screen 310)* lists the valid options for inquiring on a particular transaction that was entered on the same day.

Inquiring is useful for verifying what was input for an asset. Among the information listed on the inquiry screens are the Transaction Number, Activity Type (add, change, retire, etc.), Record Key (asset number), and the User ID of the person who entered the transaction.

Summary Inquiry

Also, these inquiry screens can be used to find a needed transaction number or asset number so that an Asset Reset can be done. The process for performing a transaction number summary inquiry follows.

1. Type **310** in the NEXT SELECTION/SPEC FUNC field of any screen in the FA Module and press to access the *Trans File Inquiry Menu (310)* screen.

```

* * * TRANS FILE INQUIRY MENU * * * SCREEN: 310

                INQUIRY
                TYPE  INQUIRY DESCRIPTION
*****
* CHOOSE A SCREEN FORMAT * 1  COMPANY POLICY
* AND ENTER IN THE      * 2  CATEGORY TABLE
* 'SELECTION FIELD'    * 3  DEPR PERCENTAGE TABLES
                        * 4  ACTIVE ASSET
* 311=SUMMARY FORMAT   * 5  REPORT OPTION
* 312=DETAIL FORMAT    * 6  G/L TABLE
*****
                        * 7  INSURANCE INDEX
                        * 8  INFLATION INDEX
                        * 9  ADDITIONAL DESCRIPTION
                        *10 STANDARD DESCRIPTION
                        *11 INQUIRY BY TRANSACTION NUMBER

SELECTION:  2
ACTION: _____
```

2. Type **311** in the SELECTION field and press to access the *Transaction Inquiry* screen.



NOTES

Note the Inquiry Types and their corresponding Inquiry Descriptions. If the asset number is known, the Inquiry Type would be a **4** and you could search for the transaction number associated with that asset. If the transaction number is known, the Inquiry Type would be an **11**, and you could search for the asset number associated with that transaction. This Inquiry Type number must be remembered from the **310** screen in order to enter it on the **311** screen.

```
*** TRANSACTION INQUIRY ***          SCREEN: 311
TYPE: 3  L1/L2: 4  _____  ** PERIOD-TO-DATE SUMMARY **
KEY: 5  _____

TRANS  ACTIVITY  RECORD TYPE  L1/L2  RECORD  TXN  STATUS
NUMBER  TYPE      UPDATED     CODE   KEY     DATE  CODE

NEXT SELECTION: _____
ACTION: _____
```

3. Type **4** in the TYPE field. This indicates that you are searching by the asset number.
 -  Type **11** in the TYPE field if the search is by transaction number.
4. Type **0XX** in the L1 field, and **001** in the L2 field.
5. Type the **asset number** which the search is done by in the KEY field and press **Enter**.
 -  If the type entered was **11**, enter the transaction number in the KEY field.

The following screen shows a transaction inquiry with type 11, Inquiring by Transaction Number.

NOTES

```

*** TRANSACTION INQUIRY ***          SCREEN: 311
TYPE: 11 L1/L2: 0XX 001          ** PERIOD-TO-DATE SUMMARY **
KEY: 000001

  TRANS  ACTIVITY  RECORD TYPE  L1/L2  RECORD  TXN  STATUS
NUMBER  TYPE        UPDATED     CODE   KEY      USERID  DATE   CODE

000002  ADD          ACTIVE ASSET  0XX 001  0001234500 000023  05/13/2003  A
000003  ADD DESC    ADDITIONAL DES 0XX 001  0001234500 000023  05/13/2003  A
000004  ADD          ACTIVE ASSET  0XX 001  0003456700 000023  05/13/2003  A
000005  CHANGE      ACTIVE ASSET  0XX CAP  0507000100 000023  05/13/2003  A
000006  TRANSFER    ACTIVE ASSET  0XX CAP  0507000100 000023  05/13/2003  A
000007  CHANGE      ACTIVE ASSET  0XX 001  0001566800 000023  05/13/2003  A
000008  RETIRE      ACTIVE ASSET  0XX 001  0000567900 000023  05/13/2003  A

NEXT SELECTION: _____
ACTION: _____ SUMMARY INQUIRY TRANSACTION COMPLETED
  
```

Detail Inquiry

The process for performing a transaction number detail inquiry follows.

1. Type **312** in the NEXT SELECTION/SPEC FUNC field and press **Enter** to access the *Transaction Inquiry Generated Transactions* screen.

```

*** TRANSACTION INQUIRY ***          SCREEN: 312
TRAN NUMBER: 2 _____          ** GENERATED TRANSACTIONS **

0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 7
1 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 9
      8 8 8
      0 5 8

| | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | |

NEXT SELECTION: _____
ACTION: _____
  
```

2. Type the **six-digit transaction number** in the TRAN NUMBER field and press **Enter**. This screen lists the details of what information was entered or changed.

Resetting a Transaction

If a transaction has been entered erroneously, the user has the opportunity to “reset” the entry before the nightly update. To use the reset function, both the asset number and transaction number must be known. If not, this information can be obtained from Screen 311, the *Transaction Inquiry* screen. Once this information is obtained, go to the *Asset Reset (266)* screen.

1. Type **266** in the NEXT SELECTION field and press to access the *Asset Reset (266)* screen.

* * * ASSET RESET * * * SCREEN: 266

L1/L2: **2** ____

ASSET: **3** _____ DESCRIPTION

NBR : **4** _____

*** CURRENT VALUES ***

	BOOK 1	BOOK 2	BOOK 3
TAX LOCATION	BOOK TYPE		
STATE:	DEPR METH		
COUNTY:	EST LIFE		
CITY:	ORIG COST		
DISTRICT	SALV AMT		
	ANN DEPR		
	LTD DEPR		
	YTD DEPR		

***VALUES PRIOR TO ***

TAX LOCATION	BOOK TYPE		
STATE:	DEPR METH		
COUNTY:	EST LIFE		
CITY:	ORIG COST		
DISTRICT:	SALV AMT		
	ANN DEPR		
	LTD DEPR		
	YTD DEPR		

NEXT SELECTION: **5** ____

ACTION:

2. Type **0XX**, your agency’s level 1, and **001**, your agency’s level 2, in the L1/L2 field.
3. Type the **asset number you want to reset** in the ASSET field.
4. Type the **transaction number you want to reset** in the NBR field and press . The message **STILL WANT TO RESET? TYPE YES IN THE SEL FLD** displays.
5. Type **yes** in the NEXT SELECTION field and press to reset the transaction.

NOTES


WALKTHROUGH: Inquiring on and Resetting a Transaction Number

SCENARIO

In this scenario, you will be inquiring on a transaction number and resetting that number.

You have made a change to asset number 0001566800 in a previous walkthrough. You have found that this change was unnecessary. You can reset the transaction number for this asset number before it gets updated since the change occurred today.

You will need to access the *Trans File Inquiry Menu (310)* screen to find the transaction number for the change. You will also need to access the *Asset Reset (266)* screen to reset this transaction.

1. Type **310** in the NEXT SELECTION field and press **Enter** to access the *Trans File Inquiry Menu* screen.
 Note the Inquiry Type number you want to use.
2. Type **311** in the SELECTION field and press **Enter** to access the *Transaction Inquiry (311)* screen.

```

* * * TRANSACTION INQUIRY * * *          SCREEN: 311
TYPE: 3 L1/L2: 4 _____ * * PERIOD-TO-DATE SUMMARY * *
KEY: 5 _____

TRANS  ACTIVITY  RECORD TYPE  L1/L2  RECORD  TXN  STATUS
NUMBER  TYPE        UPDATED     CODE   KEY      DATE  CODE

NEXT SELECTION: 7 _____
ACTION: _____
    
```

3. Type **4**, the inquiry type, in the TYPE field.
4. Type **0XX** in the L1 field and **001**, your permanent level 2, in the L2 field.

NOTES

5. Type **0001566800**, the asset number on which you wish to inquire, in the **KEY** field and press **Enter**. The transactions that have occurred for the day is displayed for the asset on which you are inquiring.
6. Record the transaction number you want to reset.

Any transaction with a TXN number greater than or equal to the TXN number entered on the reset is inactivated for that asset. For example, a location change is made for an asset with transaction number 000052. Later, another change is made to the same asset with transaction number 000567. If transaction 000052 is reset, number 000567 is automatically reset also.

7. Type **266** in the **NEXT SELECTION** field and press **Enter** to access the *Asset Reset (266)* screen.

```

          * * * ASSET RESET * * *                               SCREEN: 266
L1/L2:  8  _____
ASSET:  9  _____ DESCRIPTION
NBR : 10  _____
*** CURRENT VALUES ***          BOOK 1          BOOK 2          BOOK 3
TAX LOCATION      BOOK TYPE
STATE:            DEPR METH
COUNTY:          EST LIFE
CITY:              ORIG COST
DISTRICT          SALV AMT
                  ANN DEPR
                  LTD DEPR
                  YTD DEPR
***VALUES PRIOR TO ***
TAX LOCATION      BOOK TYPE
STATE:            DEPR METH
COUNTY:          EST LIFE
CITY:              ORIG COST
DISTRICT:         SALV AMT
                  ANN DEPR
                  LTD DEPR
                  YTD DEPR
NEXT SELECTION: 12  _____
ACTION: _____
    
```

8. Type **0XX** in the **L1** field and **001**, your permanent level 2, in the **L2** field.
9. Type **0001566800**, the asset number you are resetting, in the **ASSET** field.
10. Type the **transaction number from the 311 screen** in the **NBR** field.
11. Press **Enter**. The message **STILL WANT TO RESET? TYPE YES IN SEL FLD** is displayed.
12. Type **yes** in the **NEXT SELECTION** field and press **Enter**. The message **RESET TRANSACTION SUCCESSFULLY COMPLETED** is displayed.

Inquiring on an Asset

Inquiring on an asset is helpful when you want to access information pertaining to a field or fields used in the Fixed Assets module.

1. Type **001** in the NEXT SELECTION/SPEC FUNC field of any screen in the FA module and press to access the *Fixed Assets Inquiry (001)* screen.

F I X E D A S S E T S I N Q U I R Y	
002	ACTIVE ASSET INFORMATION
003	ASSET TABLES
004	COMPANY POLICY INFORMATION
005	HISTORICAL ASSET INFORMATION
006	CONSTRUCTION IN PROGRESS (CIP)
007	LEASE INFORMATION
008	REPORT OPTIONS

SELECTION: LEVEL1/LEVEL2: _____
ACTION: _____

2. Type **002** in the SELECTION field to inquire on an active asset.
3. Type the **level of control 1** and **level of control 2** in the LEVEL1/LEVEL2 field and press to access the *Active Asset Inquiry Menu (002)* screen.

NOTES

```

                                                                    SCREEN 002
* * *   FIXED ASSETS ACCOUNTING SYSTEM   * * *
* *   ACTIVE ASSET INQUIRY   * *
*   MENU   *
SELECTION          SELECTION DESCRIPTION
021      ASSET RECORD INFORMATION
022      ASSET BOOK INFORMATION (BOOKS 1-3)
023      ASSET BOOK INFORMATION (BOOKS 4-7)
024      INSURANCE / CURRENT COST / CONSTANT DOLLAR
025      ADR INFORMATION
026      ASSET ADDITIONAL DESCRIPTION
027      ASSET MAINTENANCE COST AND UOP
028      ASSET CCA INFORMATION

SELECTION: 4      ASSET NUMBER: 5 _____
ACTION: _____
```

4. Type the **selection number** of the screen you wish to view in the SELECTION field.
5. Type the **asset number** in the ASSET NUMBER field and press . Press to scroll through the screens that follow.
6. To return to the *Active Asset Inquiry (002)* screen, type **002** in the SELECTION field and press .



The most commonly used Fixed Assets Inquiry screens are the *Asset Record Information (21)* screen, the *Asset Book Information (22)* screen, and the *Asset Additional Description (26)* screen.

- Typing **21** in the SELECTION field displays the *Asset Record Information (21)* screen.

NOTES

```

* * * ASSET RECORD INFORMATION * * *
L1/L2: 0XX 001                               SCREEN: 21
ASSET NUMBER: 0001234500                     DESCR  ACQUISITION  QUANTITY
      ASSET DESCRIPTION                       CODE   CODE  YR-PD   ORIG  RETIRED
WALNUT SECRETARY DESK                        42521   P   2003 11   00000001 00000000

LEVELS      LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL
OF CONTROL   3   4   5   6   7   8   9  10  11  12  13  14
              14500           1000 100 5           XX 0001 2345 00000 45678 4511

CODES      TAX VALUES
NEW/USED   : N      GUIDELINE CLASS:      00000      PRODUCT INFORMATION
PERS/REAL  : P      VGC ACCOUNT   :              MANUFAC NM: BUSH
ADR/CLS    : N      TAX CREDIT AMT : 00000000.00  MODEL NAME: TS55555
TAX CREDIT: N      ESOP AMOUNT   : 00000000.00  SERIAL NBR:
CONDITION  : G      ENRG REHB AMT  : 00000000.00
STATUS     : U      BONUS AMOUNT  :      0000.00
OWNERSHIP  :        ADR SWITCH COST              TAX LOCATION
CREDIT     : N      (BOOK 2 ONLY) : 00000000.00  STATE   : RM
EXCL SALV  :        ST LINE RESERVE              COUNTY  : 210
TAX CLASS  :        (BOOK 2 ONLY) :              CITY    : DOBB
ENRG/REHB  : N      TEFFRA CODE   : 0              DISTRICT:
RETIRE OP  :
NEXT SELECTION: 22                               ASSET NUMBER: 0001234500
ACTION:

```

- Typing **22** in the SELECTION field displays the *Asset Book Information (22)* screen.

```

* * * ASSET BOOK INFORMATION (BOOKS 1-3) * * *
L1/L2: 0XX 001                               SCREEN: 22
ASSET NUMBER: 0001234500   DESCRIPTION: WALNUT SECRETARY DESK
      **** BOOK 1 ****           **** BOOK 2 ****           **** BOOK 3 ****
BOOK TYPE/TAX CODE          4 N
DEPR METHOD
ST LINE SWITCH              N
PRORATE CODE
EST LIFE (YR/PD)
REMAIN LIFE (YR/PD)
DEPR BEGIN (YR/PD)         2003 11
ORIGINAL COST              510.00
SALVAGE AMOUNT             .00
ANNUAL DEPR                .00
PERIOD DEPR
LTD DEPR                   .00
YTD DEPR                    .00
TRANSFER YTD               .00
OLD DEPR METHOD
SWITCH DATE (YR/PD)

NEXT SELECTION: 24                               ASSET NUMBER: 0001234500
ACTION:

```

- Typing **26** in the SELECTION field displays the *Asset Additional Description (26)* screen.

NOTES

```

* * * ASSET ADDITIONAL DESCRIPTION * * *
L1/L2: 0XX CAP                                SCREEN: 26
ASSET NUMBER: 0507000100                      DESCRIPTION
DESCRIPTION LINE 1: TRUCKS, ALL CAPACITIES (PICKUP TRUC
DESCRIPTION LINE 2:
DESCRIPTION LINE 3:
DESCRIPTION LINE 4:
DESCRIPTION LINE 5:
DESCRIPTION LINE 6:
DESCRIPTION LINE 7:
DESCRIPTION LINE 8: 560857678A *MERTONAUTOGROUP*XXBG
DESCRIPTION LINE 9: 0124*051597*              8845756*XXPT
NEXT SELECTION: 27                            ASSET NUMBER: 0507000100
ACTION:
```

WALKTHROUGH: Inquiring on an Asset

SCENARIO

In this scenario, you will be inquiring on a permanent asset number 0000996600.

You will need to access the inquiry screens through the *Active Asset Inquiry* menu screen.

1. Type **001** in the NEXT SELECTION/SPEC FUNC field of any screen in the FA module and press to access the *Fixed Assets Inquiry* menu screen.

NOTES

```
          F I X E D   A S S E T S   I N Q U I R Y

002          ACTIVE ASSET INFORMATION
003          ASSET TABLES
004          COMPANY POLICY INFORMATION
005          HISTORICAL ASSET INFORMATION
006          CONSTRUCTION IN PROGRESS (CIP)
007          LEASE INFORMATION
008          REPORT OPTIONS

SELECTION:  2   LEVEL1/LEVEL2:  3   ___
ACTION:  _____
```

2. Type **002** in the SELECTION field to access the *Active Asset Inquiry Menu* screen.
3. Type **0XX** in the LEVEL1 field, and **001**, your permanent level 2, in the LEVEL2 field and press **Enter**.

```
                                     SCREEN 002

* * *   FIXED ASSETS ACCOUNTING SYSTEM   * * *
* *   ACTIVE ASSET INQUIRY   * *
*   MENU   *

SELECTION          SELECTION DESCRIPTION

021      ASSET RECORD INFORMATION
022      ASSET BOOK INFORMATION (BOOKS 1-3)
023      ASSET BOOK INFORMATION (BOOKS 4-7)
024      INSURANCE / CURRENT COST / CONSTANT DOLLAR
025      ADR INFORMATION
026      ASSET ADDITIONAL DESCRIPTION
027      ASSET MAINTENANCE COST AND UOP
028      ASSET CCA INFORMATION

SELECTION:  4   ASSET NUMBER:  5   _____
ACTION:  _____
```

4. Type **021** in the SELECTION field to access the *Asset Record Information* screen.
5. Type **0000996600**, the asset number about which you want to inquire, in the ASSET NUMBER field and press **Enter**.

NOTES

```

*** ASSET RECORD INFORMATION ***
L1/L2: 0XX 001                                     SCREEN: 21
ASSET NUMBER: 0000996600                          DESC   ACQUISITION  QUANTITY
          ASSET DESCRIPTION                        CODE   CODE YR-PD   ORIG  RETIRED
PRINTERS/PLOTTERS                                25065   P  2003 01  00000001 00000000

LEVELS      LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL  LVL
OF CONTROL   3   4   5   6   7   8   9  10  11  12  13  14
          14500          1000          XX 0001 XX13 00001 24579 4522

CODES          TAX VALUES
NEW/USED : N   GUIDELINE CLASS:          00000          PRODUCT INFORMATION
PERS/REAL : P   VGC ACCOUNT :          MANUFAC NM: HEWLETT PACKARD
ADR/CLS : N   TAX CREDIT AMT : 00000000.00 MODEL NAME:
TAX CREDIT: N   ESOP AMOUNT : 00000000.00 SERIAL NBR: USCC352411
CONDITION : G   ENRG REHB AMT : 00000000.00
STATUS : U   BONUS AMOUNT : 0000.00
OWNERSHIP :   ADR SWITCH COST          TAX LOCATION
CREDIT : N   (BOOK 2 ONLY) : 00000000.00 STATE : RO
EXCL SALV : N   ST LINE RESERVE          COUNTY : OM
TAX CLASS :   (BOOK 2 ONLY) :          CITY : 215
ENRG/REHB : N   TEFRA CODE : 0          DISTRICT:
RETIRE OP : 2
NEXT SELECTION: 22                                ASSET NUMBER: 0000996600
ACTION:

```

- Notice that the next inquiry screen number is automatically displayed in the NEXT SELECTION field and press **Enter** to access the *Asset Book Information (22)* screen.

```

*** ASSET BOOK INFORMATION (BOOKS 1-3) ***
L1/L2: 0XX 001                                     SCREEN: 22
ASSET NUMBER: 0000996600  DESCRIPTION: PRINTERS/PLOTTERS
          **** BOOK 1 ****          **** BOOK 2 ****          **** BOOK 3 ****
BOOK TYPE/TAX CODE          1 N
DEPR METHOD          SLG
ST LINE SWITCH          N
PRORATE CODE          1
EST LIFE (YR/PD)          0500
REMAIN LIFE (YR/PD)          0308
DEPR BEGIN (YR/PD)          2003 01
ORIGINAL COST          5500.00
SALVAGE AMOUNT          .00
ANNUAL DEPR          .00
PERIOD DEPR          .00
LTD DEPR          2016.70
YTD DEPR          916.70
TRANSFER YTD          .00
OLD DEPR METHOD
SWITCH DATE (YR/PD)          0000 00

NEXT SELECTION: 24                                ASSET NUMBER: 0000996600
ACTION:

```

- Press **Enter** to access the *Insurance/Current Cost/Constant Dollar (24)* screen.

NOTES

```

*** INSURANCE / CURRENT COST / CONSTANT DOLLAR ***
L1/L2: 0XX 001                               SCREEN: 24
      ASSET NUMBER: 0000996600

****INSURANCE INFORMATION****                ****CURRENT COST INFORMATION****
TABLE NUMBER :                               INDEX DATE :       2003 01
INCLUDE CODE :                               TABLE NUMBER :
INS LIFE      :           05 00                BOOK NUMBER   :           1
BASE YEAR    :           2003                DIR/INDEX SW  :           I
INS COST     :           5500.00             CURRENT BASE  :           5500.00
REVALUED COST:           .00                PRIOR BASE    :           5500.00
CURRENT INDEX:           0000.0             CURRENT INDEX :           0000.0
BASE INDEX   :           0000.0             PRIOR INDEX   :           0000.0
LTD DEPR PCT:           0.00                BASE INDEX   :           0000.0

*****CONSTANT DOLLAR INFORMATION*****
INDEX TABLE BOOK   BASE YEAR   CURR   PRIOR   AVERAGE
DATE  CODE  NUMBER  INDEX  INDEX  INDEX  BASE INDEX  OF INDICES
2003 01  CD      1      0000.0  0000.0  0000.0  0000.0      0000.0

NEXT SELECTION: 25                               ASSET NUMBER: 0000996600
ACTION:

```

8. Press to access the *Asset ADR Information (25)* screen.

```

*** ASSET ADR INFORMATION ***
L1/L2: 0XX 001                               SCREEN: 25
ASSET  ADR  ACQUIRE  ---QUANTITY--  --VGC--  GDLNE  SYS  EXCL P/R N/U
NUMBER CD   YR-PD    ORIG  RETIRED  ACCOUNT  CLASS MTN SALV CD  CD
0000996600 N   2003 01      1      0      00000   N   N  P  N

* * * * * BOOK 2 INFO * * * * *
BOOK  DEPR  ST LINE  PRORATE  EST  REMAIN  DEPR  OLD  SWITCH
TYPE  METHOD  SWITCH   CODE   LIFE  LIFE   BEGIN  DEPR MTHD  DATE

ORIGINAL      SALVAGE      LIFE TO DATE      YEAR TO DATE      PROCEEDS
COST           AMOUNT      DEPRECIATION      DEPRECIATION      AMOUNT

TRANSFER YTD:
* * * * * ADR INFORMATION * * * * *
SWITCH      COST      RETIRED COST      COST      RETIRED COST
COST      FIRST HALF  FIRST HALF  LAST HALF  LAST HALF
.00      .00      .00      .00      .00
ORIGINAL  PROCEEDS  DEPR LTD  ACQ DATE
RETIRED COST  YTD  BEGINNING  RETIRED
.00      .00      .00      0000 00

NEXT SELECTION: 26                               ASSET NUMBER: 0000996600
ACTION:

```

9. Press to access the *Asset Additional Description (26)* screen.

NOTES

```

* * * ASSET ADDITIONAL DESCRIPTION * * *
L1/L2: 0XX 001                               SCREEN: 26
ASSET NUMBER: 0000996600                      DESCRIPTION

DESCRIPTION LINE 1: COMPUTER
DESCRIPTION LINE 2:
DESCRIPTION LINE 3:
DESCRIPTION LINE 4:
DESCRIPTION LINE 5:
DESCRIPTION LINE 6:
DESCRIPTION LINE 7:
DESCRIPTION LINE 8: 742485040A*DELLCOMPUTER*XXBG
DESCRIPTION LINE 9: 2513*041003*128764*XXPT
NEXT SELECTION: 27                            ASSET NUMBER: 0000996600
ACTION:
    
```

- Press to access the *Asset Maintenance Cost and UOP Information (27)* screen.

```

* * * ASSET MAINTENANCE COST AND UOP INFORMATION * * *
L1/L2: 0XX 001                               SCREEN: 27
* * * * * MAINTENANCE COST * * * * *
ASSET NUMBER:                                VENDOR NAME:

SERVICE      EXPIRATION      MAINTENANCE      TIMES      MAINTENANCE
CONTRACT NBR  DATE                INCL CODE        MAINTAINED   COST
              YR-PD

              CATEGORY 1
              CATEGORY 2
REPAIR ALLOW:      %              LIFE-TO-DATE

* * * * * UNITS OF PRODUCTION * * * * *
              TOTAL          ANNUAL          PERIOD

NEXT SELECTION: 21                            ASSET NUMBER: 0000996600
ACTION: _____ FKOACT INVALID KEY - RECORD NOT FOUND
    
```

Fixed Assets Reports

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Reports that should be viewed on a daily basis by the Fixed Asset coordinator are as follows:

1) MM132-1	AP to FA Interface
2) FA100-1	Validation
3) FA200-1	Audit Ledger

Fixed Asset Transaction Validation Report

Report Name

Fixed Asset Transaction Validation Report
FAR001

XPTR Report Group

FA100-1 VALIDATION

Frequency

Daily

Use

This report can be used to edit all transactions entered into the system, and it provides messages for those transactions that were invalid.

Content

This report contains a listing of all data entered into the system during the day and error messages for those transactions that were invalid. Each error or warning message printed is preceded by a three digit code that serves as a cross reference to the error message explanation.

Totals

N/A

RUN DATE 05-06-2003 LVL1 002 LVL2 001 FIXED ASSET TRANSACTION VALIDATION REPORT FOR ADMIN OFFICE OF THE COURTS

ASSET NUMBER	TYPE MAINT.	T B L T K N	2	2	3	3	4	4	5	5	6	6	7	7	8	8	
			0	5	0	5	0	5	0	5	0	5	0	5	0	5	*** ERROR MESSAGE ***
0008168600	ADDITION	2 D 3	REPLACES 80432 PER CSP 5/1/03														
0008168600	ADDITION	2 A 1	20400COMPUTER HARDWARE/PERIPHERAL,PC'S O200311NP N 00000000 616-ACQ DATE IS > THAN CURR DATE														
		2	NNNCHCSHPENLA12000269111000700 4530														
		3	EPSON TM270 0000000000000000N50V0005763														
		4	20														
0008168600	ADDITION	2 1	PRINTER 898-GENERATED TRANSACTION														
0008168600	ADDITION	2 1 6	N 200311 4SLG1ND000000000000005830000000000000000000														
0008168600	DELETE	1 D 1	556-ADDL DESCR DEL TRANS GENERATED														
0008170100	ADDITION	2 D 3	REPLACES 89125 PER CSP 5/5/03														
0008170100	ADDITION	2 A 1	20476PRINTERS,INKJET FOR MICROCOMPUTERS O200311NP N 00000000 616-ACQ DATE IS > THAN CURR DATE														
		2	NNNCHFAMCRT 12000249511000700 4530														
		3	HEWLETT PACKARD 3820 0000000000000000NCN2BB1B1JW														
		4	20														
0008170100	ADDITION	2 1	PRINTER 898-GENERATED TRANSACTION														
0008170100	ADDITION	2 1 6	N 200311 4SLG1ND00000000000000269240000000000000000000														
0008170100	DELETE	1 D 1	556-ADDL DESCR DEL TRANS GENERATED														
0008389900	CHANGE	3 A 2	CHCLKPAYNE 2628														
0008865300	CHANGE	3 A 2	GIBSO														
0008866300	CHANGE	3 A 2	JORDA														
0008912500	RETIRE	8 0 1	200310Y1000000000 0000026924														

Fixed Asset Transaction Validation Report Control Totals Report

Report Name

Fixed Asset Transaction Validation Report - Control Totals

XPTR Report Group

FA100-1 VALIDATION

Frequency

Daily

Use

This report provides control totals for transactions for each company in the run.

Content

This report lists by book number various control totals for each company in the run.

Totals

The report lists the following control totals: beginning cost, additions, transfers, reversals, retirements, adjustments, deletions, ending cost, BEGINNING RESERVE, ADDITIONS, TRANSFERS, REVERSALS, RETIREMENTS, ADJUSTMENTS, DELETIONS, ENDING RESERVE.

The report also gives by type, the total number of errors for the company and the total number of errors in the run.

RUN DATE 05-06-2003 LVL1 018 LVL2 001

FIXED ASSET TRANSACTION VALIDATION REPORT
FOR OFFICE OF JUVENILE JUSTICE

#2 PAGE 6
REPORT NAME FAR001

CONTROL TOTALS

	BEGINNING COST	ADDITIONS	TRANSFERS	REVERSALS	RETIREMENTS	ADJUSTMENTS	DELETIONS	ENDING COST
BK 1	55,772,162.19	1,608.02						55,773,770.21
BK 2								
BK 3								
BK 4	63,531.68							63,531.68
BK 5								
BK 6								
BK 7								

	BEGINNING RESERVE	ADDITIONS	TRANSFERS	REVERSALS	RETIREMENTS	ADJUSTMENTS	DELETIONS	ENDING RESERVE
BK 1	9,711,277.59							9,711,277.59
BK 2								
BK 3								
BK 4								
BK 5								
BK 6								
BK 7								

TOTAL ERRORS FOR THIS COMPANY- FATAL- 10 ERROR- 2 WARNING- 1

Fixed Asset Audit Ledger Report

Report Name

Fixed Asset Audit Ledger
FAR002

XPTR Report Group

FA200-1 AUDIT LEDGER

Frequency

Daily

Use

This report provides a record of those maintenance transactions that were applied to the asset records on the Master File.

Content

This report lists the details of the transactions that were posted to the Master File during the nightly update.

Totals

N/A

RUN DATE 05-06-2003 DEPT 018 LVL2 001
 CURRENT DATE 10-2003

FIXED ASSET AUDIT LEDGER
 OFFICE OF JUVENILE JUSTICE

MAINT RUN 03 #3PAGE 1
 REPORT NAME FAR002

ASSET NUMB	ACQ DT	CLS	CR ER RO	ADR NU PR TC	CN OWN DESC	VGC-NO NEG	QUANTITY	DEP	EST. DEP	P S B	C O S T	D E P R E C I A T I O N	
	BUDGT	NCAS	C O S T	PURC HASE AP	CHECK ACCT	TXCD	BGN	LIFE	MTH	C W T	B A S I S	YEAR-TO-DATE	LIFE-TO-DATE
00001806	00	PRINTERS & PLOTTERS, COMPUTER											
	CHANGE	TAX LOCATION	MISSING23										
00003400	00	HP LASERJET 4050T PRINTER											
	CHANGE	TAX LOCATION	MISSING50										
00003525	00	MICROCOMPUTERS, DESKTOP OR TOWERBASE											
	CHANGE	TAX LOCATION	DIST6B										
00004853	00	MICROCOMPUTERS, DESKTOP OR TOWERBASE											
	ADD	11-2000 P	N N 2 N	N P 0 G	20453	N		1					
	ADD	24060	2240 941 0	18 2200 0444	00003 2425 4522								
	ADD				BOOK 1			N 11-2000	00-00	SLG 1 N 4	1608.02		
00011869	00	COMPUTER HARDWARE/PERIPHERAL, PC'S											
	CHANGE	TAX LOCATION	MISSING62										
00071718	00	TYPEWRITERS, ELECTRONIC											
	CHANGE	TAX LOCATION	MISSING03										
00072874	00	TYPEWRITERS, ELECTRONIC											
	CHANGE	TAX LOCATION	MISSING03										
00072916	00	TYPEWRITERS, ELECTRONIC											
	CHANGE	TAX LOCATION	MISSING03										
00073432	00	TYPEWRITERS, ELECTRONIC											
	CHANGE	TAX LOCATION	MISSING03										
00074131	00	TYPEWRITERS, ELECTRONIC											
	CHANGE	TAX LOCATION	MISSING03										

Fixed Asset Audit Ledger - Control Totals Report

Report Name

Fixed Asset Audit Ledger - Control Totals

XPTR Report Group

FA200-1 AUDIT LEDGER

Frequency

Daily

Use

This report provides control totals for those maintenance transactions that were applied to the asset records on the Master File.

Content

This report summarizes the dollar amounts of additions, transfers, reversals, retirements, and adjustments that have been posted to the Master File during the nightly update.

Totals

Totals are printed for cost and reserve for each book. Totals are also printed for the asset count for each book. These are printed by type of asset record (depreciable assets, nondepreciable/inventory, fully reserved, audit trail records, asset totals) and include the BEGIN, ADD/ADJ, REVERSAL, RETIRE, DELETE, PURGE, TRANSFER, TOTAL.

RUN DATE 05-06-2003 DEPT 002 001
 CURRENT DATE 10-2003

FIXED ASSET AUDIT LEDGER
 ADMIN OFFICE OF THE COURTS

MAINT RUN 03 #3PAGE 4
 REPORT NAME FAR002

C O N T R O L T O T A L S

BEGINNING COST	ADD/DELETE	TRANSFERS	REVERSALS	RETIREMENTS	ADJUSTMENTS	ENDING COST
BK 1 56,955,747.63	852.24			852.24-		56,955,747.63

BEGINNING RESERVE	ADD/DELETE	TRANSFERS	REVERSALS	RETIREMENTS	ADJUSTMENTS	DEPREC. BOOKED	ENDING RESERVE
BK 1							

***** ASSET COUNT - BOOK 1*****

	BEGIN	ADD/ADJ	REVERSAL	RETIRE	DELETE	PURGE	TRANSFER	TOTAL
DEPRECIABLE ASSETS								
NON DEPRECIABLE/INVENTORY	47,876	2		2				47,876
FULLY RESERVED								
AUDIT TRAIL RECORDS	15,301			2				15,303
ASSET TOTALS	63,177	2						63,179

Fixed Asset Transactions - Account Exclusion

Report Name

Fixed Asset Transactions - Account Exclusion
C-AP-FA-INTERFACE

XPTR Report Group

MM132-1 AP TO FA INTRFACE

Frequency

Daily, when applicable

Use

This report can be used to edit the items paid through accounts payable to verify that none of the items were incorrectly coded to the wrong account and should then be recorded as an asset.

Content

This report contains all items paid in accounts payable which were coded to certain asset account numbers such as buildings or software, regardless of cost, that are not interfaced into the Fixed Assets module.

Totals

N/A

DATE: 05/06/2003

STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM

PAGE 1

ACCTEX

FIXED ASSET TRANSACTIONS - ACCOUNT EXCLUSION

C-AP-FA-INTERFACE

AGENCY : 42

FOR PERIOD: 05/06/2003

LVL1	LVL2	TEMPORARY ASSET NUMBER	PERMANENT ASSET NUMBER	BD	CD	CENTER PAY ENTITY	PO NUMBER INVOICE	CHECK NUM	ACCOUNT	CTR VENDOR	DATE GRP	CTRL DATE	ACQ DATE	COST VENDOR NAME
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK
042	BRICKS			49770	42BG	4722 42PT	4200145790 4003014984	001702276	4334	050603	0432	200310		.38 CUSTOMBRICK

Generated Fixed Asset Transactions (CAP)

Report Name

Generated Fixed Asset Transactions (CAP)
C-AP-FA-INTERFACE

XPTR Report Group

MM132-1 AP TO FA INTRFACE

Frequency

Daily, when applicable

Use

This report can be used to determine if certain items paid through accounts payable should be added to the Fixed Assets module as a capitalized asset. If the item is determined to be an asset, the assigned temporary number should be converted to a permanent asset number. If the item is not an asset, the temporary number should be deleted.

Content

The CAP report contains a listing of all items paid in accounts payable costing greater than or equal to \$5000 with an asset account number. These items, which are assigned temporary asset numbers, include some related purchasing and accounts payable information such as purchase order number, invoice number, check number, vendor number, cost, control group number, and asset description.

Totals

N/A

DATE: 05/06/2003

STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM

PAGE 1

GENTRANS

GENERATED FIXED ASSET TRANSACTIONS

C-AP-FA-INTERFACE

LVL1/LVL2: 042CAP

FOR PERIOD: 05/06/2003

LVL1	LVL2	TEMPORARY ASSET NUMBER	PERMANENT ASSET NUMBER	BD BUY	CD E	CENTER PAY ENTITY	PO NUMBER INVOICE	CHECK NUM	ACCOUNT STD DESC	CTR VENDOR	DT GRP	CTRL GRP	ACQ DATE	COST VENDOR NAME
042	CAP	05060001		14500	131014430	EP4050785	001702157		4521	042403	0141	200307	5,575.36	SYSTECHOFFICEIN
ENTER A DESCRIPTION FOR THIS ITEM.														
042	CAP	05060002		14500	131014430	EP4050785	001702157	436464	4521	042403	0141	200306	5,575.89	SYSTECHOFFICEIN
ENTER A DESCRIPTION FOR THIS ITEM.														
042	CAP	05060003		14500	131014430	EP4050785	001702157	436466	4521	042403	0141	200307	5,575.36	SYSTECHOFFICEIN
ENTER A DESCRIPTION FOR THIS ITEM.														
042	CAP	05060004		14500	131013720	EP4050919	001702166	10070786	4521	033103	0146	200307	5,757.70	WAKEOFFICESYSTE
#7035 KONICA COPIER														
042	CAP	05060005		14500	132012005	EP4054988	001702144	0081267A	4525	033103	0146	200307	5,437.84	RYANREFRITERATI
ICE MAKER FOR CHARLOTTE CC.ICE 1406														
042	CAP	05060006		14500	132012005	EP4054988	001702144	0081267-IN	4525	033103	0146	200307	5,412.55	RYANREFRITERATI
ICE MAKER FOR NEW HANOVER CORR. ICE														
042	CAP	05060007		14500	132012005	EP4054988	001702144	0081267-INB	4525	033103	0146	200307	5,412.55	RYANREFRITERATI
ICE MAKER FOR EASTERN CI.ICE 1406 H														
042	CAP	05060008		14500	132012005	EP4054988	001702144	0081267-INC	4525	033103	0146	200307	5,412.55	RYANREFRITERATI
ICE MAKER FOR BLADEN CC.ICE 1406 HR														
042	CAP	05060009		74500	710028322	EP4063869	001702423	11983	4527	050503	0129	200310	17,432.42	LAWNPOWERINC
JOHN DEERE MODEL 1520 20' INTEGRAL														

Generated Fixed Asset Transactions (INV)

Report Name

Generated Fixed Asset Transactions (INV)
C-AP-FA-INTERFACE

XPTR Report Group

MM132-1 AP TO FA INTRFACE

Frequency

Daily, when applicable

Use

This report can be used to determine if certain items paid through accounts payable should be added to the Fixed Assets module as an inventoried asset. If the item is determined to be an asset, the assigned temporary number should be converted to a permanent asset number. If the item is not a fixed asset, the temporary number can either be deleted or left alone to purge automatically.

Content

The INV report contains a listing of all items paid in accounts payable costing greater than or equal to \$500 and less than \$5000 with an asset account number. These items, which are assigned temporary asset numbers, include some related purchasing and accounts payable information such as purchase order number, invoice number, check number, vendor number, cost, control group number, and asset description.

Totals

N/A

DATE: 05/06/2003

STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM

PAGE 2

GENTRANS

GENERATED FIXED ASSET TRANSACTIONS

C-AP-FA-INTERFACE

LVL1/LVL2: 042INV

FOR PERIOD: 05/06/2003

LVL1	LVL2	TEMPORARY ASSET NUMBER	PERMANENT ASSET NUMBER	BD CD CENTER BUY E PAY ENTITY	PO NUMBER INVOICE	CHECK NUM	ACCOUNT STD DESC	CTR DT VENDOR	CTRL GRP	ACQ DATE	COST VENDOR NAME
042	INV	05060010		14500 131014445	EP4050735	001702166	4521	033103	0146	200307	4,867.32
		ENTER A DESCRIPTION FOR THIS ITEM.K		42EG 42PT		10070571	60072	561497063A			WAKEOFFICESYSTE
042	INV	05060011		14500 131013720	EP4050919	001702166	4521	033103	0146	200307	4,867.33
		#7025 COPIER W/SORTER		42EG 42PT		10070786	60072	561497063A			WAKEOFFICESYSTE
042	INV	05060012		14500 131012005	EP4078495	001702244	4522	042403	0140	200310	1,672.46
		DELL LATITUDE QUOTE # 94580901, INC		42EG 42PT		309792563	20454	A742616805A			RCCOMPUTERS
042	INV	05060013		24502 230123710	EP4045590	001702255	4539	050503	0781	200310	697.13
		350NF 30X72 WITH (4) PIPE POCKETS.		42EG 42PT		3123544-001	02028	520244590A			BARRYMORECO

Fixed Asset Transactions Under Threshold

Report Name

Fixed Asset Transactions Under Threshold
C-AP-FA-INTERFACE

XPTR Report Group

MM132-1 AP TO FA INTRFACE

Frequency

Daily, when applicable

Use

This report can be used to verify that items paid in accounts payable which fall below the agency's chosen threshold (usually \$500) should not be added to the Fixed Assets module. The item may have been incorrectly keyed, causing it to appear on this report rather than the Generated Fixed Asset Transactions Report. If the agency finds that the asset should be added as either a capitalized or inventoried asset, the item must be keyed in manually since the information was not interfaced into the Fixed Assets module using a temporary asset number.

Content

This report contains a listing of all items paid in accounts payable with a fixed asset account number, costing less than the agency's chosen threshold. These items, which are not assigned temporary asset numbers, include some related purchasing and accounts payable information such as purchase order number, invoice number, check number, vendor number, cost, control group number, and asset description.

Totals

N/A

DATE: 05/06/2003

STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM

PAGE 1

THRESHLD		FIXED ASSET TRANSACTIONS UNDER THRESHOLD					C-AP-FA-INTERFACE					
AGENCY : 42		FOR THRESHOLD: 500										
LVL1	LVL2	PERMANENT ASSET NUMBER	BD BUY	CD E	CENTER PAY ENTITY	PO NUMBER INVOICE	CHECK NUM	ACCOUNT	CTR DATE VENDOR	CTRL GRP	ACQ DATE	COST VENDOR NAME
042	WILSON WPS4 PRESENTATION STATION W/		14500	111011036	42EG 42PT	EP4051450	001702125	4521	020303	0140	200306	196.83 PROJECTINC
042	HEAVY DUTY PERSONAL SHREDDER GBC 17		14500	131013930	42EG 42PT	EP4074557	001702188 1957630	4521	042403	0141	200309	331.61 OFFICENOW
042	HEAVY DUTY PERSONAL SHREDDER GBC 17		14500	131013930	42EG 42PT	EP4074557	001702188 1957630	4521	042403	0141	200309	331.61 OFFICENOW
042	GEARZNOW LITES FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	239.68 GEARZNOW
042	GEARZNOW LITES FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	239.68 GEARZNOW
042	GEARZNOW LITES FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	239.68 GEARZNOW
042	GEARZNOW LITES FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	239.68 GEARZNOW
042	GEARZNOW LITES FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	239.68 GEARZNOW
042	GEARZNOW SOHO FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	245.76 GEARZNOW
042	GEARZNOW SOHO FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	245.76 GEARZNOW
042	GEARZNOW SOHO FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	245.76 GEARZNOW
042	GEARZNOW SOHO FOR DIVISION IV		14500	143145004	42EG 42PT	EP4055853	001702241 00003045	4530	042403	0141	200309	245.76 GEARZNOW

Active Asset Reconciliation Report General FA Account Group

Report Name

Active Asset Reconciliation Report General FA Account Group
C-FA-FA755-FXXX
FA755GF

XPTR Report Group

FA500-4 ACTIVE RECONCIL

Frequency

End of month

Records/Retention Requirements

ITEM 42921. Active Asset Reconciliation Report General FA Account Group Report (C-FA-FA755-FXXX). Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report can be used to reconcile all the active assets for the General FA Account Group.

Content

This report provides a detailed listing of all the active assets for the General FA Account Group.

Totals

The report gives totals for number of assets and asset acquisition cost by control, fund, group, and General FA Account Group.

Column Headings

- FUND
- ASSET ACCT
- ACQUISITION COST
- ITEM NO.
- LOCATION
- ASSET DESCRIPTION (ADDL)
- ACQ DATE
- BGT CD
- RCC
- REF NO.
- PO NO.

DATE: 12/30/2004

FA755GF

AGENCY : 0A02

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
 NC HOUSING FINANCE AGENCY
 ACTIVE ASSET RECONCILIATION REPORT
 GENERAL FA ACCOUNT GROUP
 ACTIVE DETAIL AS OF: 2005-06

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C-FA-FA755-FXXX

FUND	ACCT	ASSET ACQUISITION COST	ITEM NO.	LOCATION	ASSET DESCRIPTION (ADDL)	ACQ DTE	BGTCD	COST CENTER	REF NO.	PO NO
2100	7310	905.63	0000037000	RALEIGH	VISUAL BOARD	1987-11	23010	5162		000325
2100	7310	2,829.25	0000040500	RALEIGH	POSTAGE MACHINE	1987-12	23010	5162		000346
2100	7310	1,504.15	0000040700	RALEIGH	CONFERENCE TABLE	1988-01	23010	5162		000325
2100	7310	2,685.17	0000040800	RALEIGH	CONFERENCE TABLE	1988-01	23010	5162		000325
2100	7310	1,390.15	0000040900	RALEIGH	CREDENZA	1988-01	23010	5162		000325
2100	7310	831.60	0000041000	RALEIGH	FIREPROFF FILE LEGAL 4 DRAWER	1988-03	23010	5162		000357
2100	7310	4,630.50	0000041700	RALEIGH	COPY MACHINE	1988-05	23010	5162		000366
2100	7310	624.00	0000042000	RALEIGH	EPSON 286E PRINTER	1988-07	23010	5163		000380
2100	7310	873.18	0000043300	RALEIGH	FILE 4DR FIREPROOF LEGAL	1988-09	23010	5162		000395
2100	7310	756.00	0000044100	RALEIGH	TABLE	1988-12	23010	5162		000415
2100	7310	524.79	0000045500	RALEIGH	EXEC CHAIR	1989-02	23010	5151		000422
2100	7310	727.65	0000046000	RALEIGH	FIREPROOF FILE 4DR	1989-04	23010	5162		000442
2100	7310	727.65	0000047200	RALEIGH	FIREPROOF FILE 4DRAWER LEGAL	1990-03	23010	5200		001033
2100	7310	3,872.41	0000048100	RALEIGH	PERATIONAL CHAIR	1990-03	23010	5162		1028

TOTAL NUMBER OF ASSETS FOR ASSET ACCOUNT: 7310 = 14 FOR A TOTAL ACQUISITION COST OF 22,882.13

TOTAL NUMBER OF ASSETS FOR FUND: 2100 = 14 FOR A TOTAL ACQUISITION COST OF 22,882.13

2200	7310	712.48	0000023500	RALEIGH	NIKON FE W 28MM LENS	1982-02	23010	5400		
------	------	--------	------------	---------	----------------------	---------	-------	------	--	--

TOTAL NUMBER OF ASSETS FOR ASSET ACCOUNT: 7310 = 1 FOR A TOTAL ACQUISITION COST OF 712.48

TOTAL NUMBER OF ASSETS FOR FUND: 2200 = 1 FOR A TOTAL ACQUISITION COST OF 712.48

2300	7310	738.40	0000020300	RALEIGH	VICTOR FIREPROOF 4DR FILE	1982-11	23010	5200		000024
------	------	--------	------------	---------	---------------------------	---------	-------	------	--	--------

TOTAL NUMBER OF ASSETS FOR ASSET ACCOUNT: 7310 = 1 FOR A TOTAL ACQUISITION COST OF 738.40

TOTAL NUMBER OF ASSETS FOR FUND: 2300 = 1 FOR A TOTAL ACQUISITION COST OF 738.40

TOTAL NUMBER OF ASSETS FOR GROUP: 2XXX = 15 FOR A TOTAL ACQUISITION COST OF 23,594.61

TOTAL # OF ASSETS FOR GENERAL FA ACCT GROUP: = 15 FOR A TOTAL ACQUISITION COST OF 23,594.61

Capital Assets Acquisition Report General FA Account Group

Report Name

Capital Assets Acquisition Report - General FA Account Group
C-FA-CAPITAL-ASSET-REPORTS

XPTR Report Group

FA500-B Cap Acquisition

Frequency

End of month

Records/Retention Requirement

ITEM 42917. Capital Assets Acquisition Report - General FA Account Group (C-FA-CAPITAL-ASSETS-REPORTS). Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report can be used for monthly reconciliation of asset additions to the general ledger.

Content

This report is a detailed active asset file listing of assets with an acquisition cost greater than or equal to \$5000.

Totals

The report gives totals for number of assets and asset acquisition cost by control, fund, group, and General FA Account Group.

Column Headings

- FUND
- ASSET ACCT
- ACQUISITION COST
- ITEM NO.
- LOCATION
- ASSET DESCRIPTION (ADDL)
- ACQ DATE
- BGT CD
- COST CENTER
- REF NO.
- PO NO
- ACQ CD

DATE: 12/30/2004

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM

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FAADDGF

DEPT OF STATE AUDITOR
CAPITAL ASSETS ACQUISITION REPORT

C-FA-CAPITAL-ASSET-REPORTS

GENERAL FA ACCOUNT GROUP

AGENCY : 0601

ACTIVE DETAIL FOR 2005-01 THRU 2005-06

FUND ACCT	ASSET ACQ COST	ITEM NO	LOCATION	ASSET DESCRIPTION (ADDL)	ACQ DT	BGTC	COST CENTER	REF NO.	PO NO	ACQ CD
1210 7320	5,678.62	0000520300		POWEREDGE 1600SC 2.8GHZ/512K 533MHZ	2005-03	13300	1010	000036019	EP4212792	P
1210 7320	5,678.62	0000520400		POWEREDGE 1600SC 2.8GHZ/512K 533MHZ	2005-03	13300	1010	000036019	EP4212791	P
1210 7320	7,389.98	0000520500		DELL POWEREDGE 4600 6 GB MEMORY,3.0	2005-01	13300	1010	000036047	EP4190069	P

TOTAL NUMBER OF ASSETS FOR ASSET ACCOUNT: 7320 = 3 FOR A TOTAL ACQUISITION COST OF 18,747.22

TOTAL NUMBER OF ASSETS FOR GROUP: 1XXX = 3 FOR A TOTAL ACQUISITION COST OF 18,747.22

TOTAL NUMBER OF ASSETS FOR GEN FA ACCT GROUP: = 3 FOR A TOTAL ACQUISITION COST OF 18,747.22

Retired Asset Retirement Date Report

Report Name

Retired Asset Retirement Date Report
C-FA-RETIRED-DATE
FARETDTE

XPTR Report Group

FA500-3 RETIRED DATE

Frequency

End of Month

Records/Retention Requirements

ITEM 42922. Retired Asset Retirement Date Report (C-FA-RETIRED-DATE). Asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

Use

This report can be used for monthly reconciliation of retirement transactions.

Content

This report lists details of all current year retirements.

Totals

The report gives totals for number of assets, asset acquisition cost, depreciation amount, salvage amount, and net proceeds by department/division.

Column Headings

- ASSET NO.
- ASSET DESCRIPTION
- LOCATION
- TRN DTE
- ACQ DATE/ RET DATE
- ASSET COST/ DEPR AMT
- SALVAGE AMT/ PROCEEDS
- BUDGET/ DEPR
- ASSET ACCT
- EXP ACCT
- FUND
- RCC

DATE: 12/30/2004

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
DEPT OF ENVIRON HEALTH

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FARETDTE
AGENCY : 1602RETIRED ASSET RETIREMENT DATE REPORT
FOR RETIREMENT DATE: 2005-01 THRU 2005-06

C-FA-RETIRED-DATE

ASSET NO.	ASSET DESCRIPTION	LOCATION	ACQ DTE/ TRN DTERET DTE	ASSET COST/ DEPR AMT	SALVAGE AMT/ PROCEEDS	BUDGET/ASST DEPR ACCT	ASST ACCT	EXP FUND	COST CENTER
0010880700	PRINTERS/PLOTTERS DOT BAND PRINTER MDL 4234	SURPLUS	2005-031987-11 2005-03	6,468.00 6,468.00	.00 .00	14300 SLG	7320	4522	1685
0013313200	COMPUTERS (DIGITAL) PC 486 DX33	SURPLUS	2005-031994-02 2005-03	2,203.74 .00	.00 .00	14300 SLG	7320	4522	1685
0013887600	COMPUTERS (DIGITAL) LATTISHAB 10BASET ETHERNET HUB	SURPLUS	2005-031995-08 2005-03	568.74 .00	.00 .00	14300 SLG	7320	4522	1685
0013901800	COMPUTERS (DIGITAL) CPU PROLIANT 2000/F/SERVER	SURPLUS	2005-031995-12 2005-03	12,296.00 10,246.71	.00 .00	14300 SLG	7320	4522	1685
0014098800	COMPUTERS (DIGITAL) DIGITAL VENTURE'S 575 W/MON, KEYB	SURPLUS	2005-031996-08 2005-03	2,118.94 .00	.00 .00	14300 SLG	7320	4522	1685
0014240600	COMPUTERS (DIGITAL) MANAGED ETHERNET WORKGROUP CONCENTR	SURPLUS	2005-031997-02 2005-03	1,347.84 .00	.00 .00	14300 SLG	7320	4522	1685
0014694300	COMPUTERS (DIGITAL) TRINITRON 17" MONITOR	EH MOOR RO	2005-031999-01 2005-03	580.92 .00	.00 .00	64320 SLG	7320	4522	6497
0016177900	DESKS & TABLES, WOOD EXECUTIVE WOOD MILLER DESK	EH PWS	2005-022004-07 2005-02	953.07 .00	.00 .00	64320 SLG	7310	4511	6399
TOTAL NUMBER OF RETIRED ASSETS FOR 1602 =			8	26,537.25 16,714.71	.00 .00				

Capital Assets Reconciliation Report General FA Account Group

Report Name

Capital Asset Reconciliation Report - General FA Account Group
C-FA-CAPITAL-ASSET-LIST

XPTR Report Group

FA500-F CAP ASSET LIST

Frequency

End of Month

Records/Retention Requirement

ITEM 42917. Capital Assets Reconciliation Report - General FA Account Group (C-FA-CAPITAL-ASSETS-LIST). Asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report can be used to reconcile all the active assets for the General FA Account Group.

Content

This report provides a detailed listing of all the active assets for the General FA Account Group.

Totals

The report gives totals for number of assets and asset acquisition cost by control, fund, group, and General FA Account Group.

Column Headings

- FUND
- ASSET ACCT
- ACQUISITION COST
- ITEM NO.
- LOCATION
- ASSET DESCRIPTION (ADDL)
- ACQ DATE
- BGT CD
- COST CENTER
- REF NO.
- PO NO.
- ACQ CD

DATE: 12/30/2004

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM

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FAGF

DEPT OF STATE AUDITOR

CAPITAL ASSET RECONCILIATION REPORT

C-FA-CAPITAL-ASSET-LIST

GENERAL FUNDS

AGENCY : 0601

ACTIVE DETAIL AS OF: 200506

ASSET FUND ACCT ACQ COST	ITEM NO.	LOCATION	ASSET DESCRIPTION (ADDL)	DATE	ACQ CODE	BUDGT COST CENTER	REF NO.	PO NO	AQC CD
1210 7310	365,085.44	0000440600	ORBOPENOFF	OPEN OFFICE SYSTEM FOR ORB	1999-05	13300 1010		0640000820	
1210 7310	9,289.76	0000441500	ORB-LAN RO	NETCOM 3 FURNITURE FOR LAN ROOM	1999-09	13300 1010	000026757	0640000860	P
TOTAL NUMBER OF ASSETS FOR ASSET ACCOUNT: 7310 =					2	FOR A TOTAL ACQUISITION COST OF		374,375.20	

1210 7320	5,034.75	0000331700	IRM	COMPAC PORTABLE 3 COMPUTER	1990-08	13300	10542	909040	P
1210 7320	581,953.87	0000399500	MIS	COMPUTERS - DIGITAL	1995-01	13300			P
1210 7320	5,253.36	0000405500	RM207D	DRILL	1995-09	13300		203	P
1210 7320	28,687.78	0000416600	MIS	CUBIX DIAL-IN SERVER	1997-06	13300 1010	22196	0640000504	P
1010 7320	5,775.94	0000427400	RM437	SYSTEL COPIER	1998-12	13300	25171	0640000786	P
1010 7320	5,775.94	0000427500	RM234	SYSTEL COPIER	1998-12	13300	25171	0640000786	P
1210 7320	6,940.88	0000436300	MIS	SERVER SYSTEM: DELL POWEREDGE 2300	1999-04	13300 1010	000025785	0640000836	P
1210 7320	18,502.30	0000475000	RM216A	XEROX DC230SX	2000-01	13300 1010	000027313	0640001006	P
1210 7320	5,738.00	0000476400	THIRDFLOOR	INSTALLATION	2000-05	13300 1010	000028021	0640001077	P
1210 7320	6,014.44	0000477300	RM202A	COMPUTERS, DATA PROCESSING EQUIPME	2000-09	13300 1010	000028587	0640001158	P
1210 7320	6,014.44	0000477400	RM323A	COMPUTERS, DATA PROCESSING EQUIPME	2000-09	13300 1010	000028587	0640001158	P
1210 7320	6,566.70	0000477500	MIS	DELL POWER EDGE 2300 BASE, PIIC&)	2000-09	13300 1010	000028528	0640001129	P
1210 7320	69,944.94	0000478100	RM202A	ORB CONFERENCE/TRAINING ROOM	2000-07	13300 1010	000028346	0640001062	P
1210 7320	12,195.38	0000485900	MIS	COMPUTERS, DATA PROCESSING EQUIPME	2001-11	13300 1010	000030786	0640001378	P
1210 7320	13,002.65	0000486000	MIS	COMPUTERS, DATA PROCESSING EQUIPME	2001-11	13300 1010	000030786	0640001378	P
1210 7320	6,637.08	0000494000	RESEARCH&T	PROXIMA-LCD COMPUTER PROJECTOR- MO	2002-08	13300 1010	000031897	EP1005616	P
1210 7320	15,480.84	0000494900	MIS	POWEREDGE 2500 1.4GHZ/512K CACH (2	2002-10	13300 1010	000032338	EP4006591	P
1210 7320	15,480.84	0000495000	MIS	POWEREDGE 2500 1.4GHZ/512K CACH (2	2002-10	13300 1010	000032338	EP4006591	P
1210 7320	12,440.91	0000502700	MIS	POWEREDGE 4600 SERVER 46300-(221-2	2003-12	13300 1010	000034139	EP4098301	P
1210 7320	12,440.89	0000511800	MIS	POWEREDGE 4600 SERVER 46300-(221-2	2004-02	13300 1010	000034394	EP4114732	P
1210 7320	7,246.94	0000513400	2ND FLOOR	PANASONIC COPIER ,MODEL # DP3520.	2004-12	13300 1010	000035577	EP4190071	P
1210 7320	5,678.62	0000520300	MIS	POWEREDGE 1600SC 2.8GHZ/512K 533MH	2005-03	13300 1010	000036019	EP4212792	P
1210 7320	5,678.62	0000520400	MIS	POWEREDGE 1600SC 2.8GHZ/512K 533MH	2005-03	13300 1010	000036019	EP4212791	P
1210 7320	7,389.98	0000520500	MIS	DELL POWEREDGE 4600 6 GB MEMORY,3.	2005-01	13300 1010	000036047	EP4190069	P

TOTAL NUMBER OF ASSETS FOR ASSET ACCOUNT: 7320 = 24 FOR A TOTAL ACQUISITION COST OF 865,876.09

TOTAL NUMBER OF ASSETS FOR GROUP: 1XXX = 26 FOR A TOTAL ACQUISITION COST OF 1,240,251.29

TOTAL NUMBER OF ASSETS FOR GEN FA ACCT GROUP: = 26 FOR A TOTAL ACQUISITION COST OF 1,240,251.29

Capital Assets Retirement Report - General FA Account Group

Report Name

Capital Assets Reconciliation Report - General FA Account Group
C-FA-CAPITAL-ASSET-REPORTS

XPTR Report Group

FA500-C CAP RETIREMENT

Frequency

End of month

Records/Retention Requirement

ITEM 42917. Capital Assets Reconciliation Report - General FA Account Group (C-FA-CAPITAL-ASSETS-REPORTS). Asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report can be used for monthly reconciliation of retirement transactions on assets whose acquisition costs are greater than or equal to \$5000 in the General FA Account Group.

Content

This report lists all current yer retirements with an acquisition cost greater than or equal to \$5000 in the General FA Account Group.

Totals

The report gives totals for number of assets and asset acquisition cost by control, fund, group, and General FA Account Group.

Column Headings

- FUND
- ASSET ACCT
- ACQUISITION COST
- NET PROCEEDS
- ITEM NO.
- LOCATION
- ASSET DESCRIPTION (ADDL)
- RET
- COST DATE
- BGT CD
- REF NO.
- PO NO.

DATE: 12/30/2004

FARETGF

AGENCY : 1602

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
 DEPT OF ENVIRON HEALTH
 CAPITAL ASSETS RETIREMENT REPORT
 GENERAL FA ACCOUNT GROUP
 FOR RETIREMENT DATE: 2005-01 THRU 2005-06

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C-FA-CAPITAL-ASSET-REPORTS

ASSET FUND ACCT	ACQUISITION COST	NET PROCEEDS	ITEM NO.	LOCATION	ASSET DESCRIPTION (ADDL)	RET DATE	BGTCD CENTER	REF NO.	PO NO
1685 7320	6,468.00	.00	0010880700	SURPLUS	DOT BAND PRINTER MDL 4234	2005-03	14300	0000657404	E08689
1685 7320	12,296.00	.00	0013901800	SURPLUS	CPU PROLIANT 2000/F/SERVER	2005-03	14300	0000593734	
ACCT 7320	TOTAL		18,764.00	* ITEMS	2				

TOTAL NUMBER OF ASSETS FOR GROUP: 1XXX = 2 FOR A TOTAL ACQUISITION COST OF 18,764.00

TOTAL NUMBER OF ASSETS FOR GEN FA ACCT GROUP: = 2 FOR A TOTAL ACQUISITION COST OF 18,764.00

Current Year Cost Adjustments to Prior Year Acquisitions Report

Report Name

Current Year Cost Adjustments to Prior Year Acquisitions
C-U-FA-COST-ADJ
COSTADJ

XPTR Report Group

FA500-5 COST ADJUSTMENT

Frequency

End of Month

Records/Retention Requirements

ITEM 42925. Current Year Cost Adjustment to Prior Year Acquisitions Report (C-FA-COST-ADJ). Asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report is used to assist with the monthly reconciliation of cost adjustments made to assets.

Content

This detail report lists all current year acquisition cost adjustments made to prior year acquisitions.

Totals

The report gives totals for the number of assets transferred and the amount of acquisition cost transferred for control, fund, and company.

Column Headings

- FUND
- ASSET ACCOUNT
- FIXED ASSET NUMBER
- ADJ DATE
- ACQ DATE
- C/Y ADJ AMOUNT
- ADDITIONAL DESCRIPTION

RMDSXXX
 COSTADJ
 0201

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
 ADMIN OFFICE OF THE COURTS
 CURRENT YEAR COST ADJUSTMENTS TO PRIOR YEAR ACQUISITIONS
 ACTIVE DETAIL FROM 200501 THROUGH 200506

PAGE: 1
 C-FA-COST-ADJ
 RUN DATE: 12/30/2004

AGENCY : 0201

FUND	ASSET ACCOUNT	FIXED ASSET NUMBER	ADJ DATE	ACQ DATE	C/Y ADJ AMOUNT	ADDITIONAL DESCRIPTION
----	-----	-----	-----	-----	-----	-----
2006	7320	0008184000	2005-03	2003-08	40,000.00	UPGRADE IBM 9672 R-36 TO IBM 2064-1
TOTAL NUMBER OF ASSETS FOR BALANCE SHEET: 7320 =					1	FOR A TOTAL ADJUSTMENT COST OF 40,000.00
TOTAL NUMBER OF ASSETS FOR FUND:			2006 =	1	FOR A TOTAL ADJUSTMENT COST OF 40,000.00	
TOTAL NUMBER OF ASSETS FOR COMPANY:			0201 =	1	FOR A TOTAL ADJUSTMENT COST OF 40,000.00	

Assets Transferred-In Report

Report Name

Assets Transferred-In Report
C-U-FA-TRANSFERS-IN TRANSIN

XPTR Report Group

FA500-6 TRANSFER-IN RPT

Frequency

End of month

Records/Retention Requirement

ITEM 42917. Assets Transferred-In Report (C-U-FA-TRANSFERS-IN TRANSOUT). Asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report can be used for the monthly reconciliation of transfer transactions into an agency.

Content

This detail report lists all transferred into an agency.

Totals

The report gives totals for the number of assets transferred and the total amount of acquisition cost transferred by department/division.

Column Headings

- COMPANY TRANSFER TO
- ASSET NUMBER TRANSFERRED IN
- COMPANY TRANSFER FROM
- ASSET NUMBER TRANSFERRED FROM
- TRNSFR DATE
- ACQUISITION COST TRANSFERRED
- ADDITIONAL DESCRIPTION
- FUND
- ASSET ACCOUNT

RMDSXXX
 TRANSIN
 ASSETS TRANSFERRED-IN REPORT

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
 DEPT OF ENVIRON HEALTH & N.R.
 RUN DATE: 12/30/2004
 ACTIVE DETAIL FROM 200501 THRU 200506

PAGE: 1
 C-FA-TRANSFERS-IN

AGENCY : 1601

COMPANY TRANSFER TO	ASSET NUMBER TRANSFERRED IN	COMPANY TRANSFER FROM	ASSET NUMBER TRANSFERRED FROM	TRNSFR DATE	ACQUISITION COST TRANSFERRED	ADDITIONAL DESCRIPTION	FUND	ASSET ACCOUNT
1601	0016447700	1702	0001053600	2005-02	900.00	1986 LOWES 16 FT JON BOAT	1210	7330
1601	0016447800	1702	0001053700	2005-02	800.00	1986 EVINRUDE 25HP O/B MOTOR	1210	7320
1601	0016782900	1702	0001966400	2005-01	1,539.12	MINOLTA EP1085 COPIER	1120	7320
1601	0016833400	1602		2005-05	1,695.75	VWR #58799-950 BARNSTEAD /LAB-LIN	1690	7320

=====

TOTAL COST OF ASSETS TRANSFERRED TO: 4,934.87

TOTAL NUMBER OF ASSETS TRANSFERRED IN FOR 1601 IS 4

Assets Transferred-Out Report

Report Name

Assets Transferred-Out Report
C-U-FA-TRANSFERS-OUT TRANSOUT

XPTR Report Group

FA500-7 TRANSFERS OUT RPT

Frequency

End of month

Records/Retention Requirement

ITEM 42917. Assets Transferred-Out Report (C-U-FA-TRANSFERS-OUT TRANSOUT). Asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report can be used for the monthly reconciliation of transfer transactions out of an agency.

Content

This detail report lists all transfers out of an agency.

Totals

The report gives totals for the number of assets transferred and the total amount of acquisition cost transferred by department/division.

Column Headings

- COMPANY TRANSFER FROM
- ASSET NUMBER TRANSFERRED OUT
- COMPANY TRANSFER TO
- ASSET NUMBER TRANSFERRED TO
- TRNSFR DATE
- ACQUISITION COST TRANSFERRED
- ADDITIONAL DESCRIPTION
- FUND
- ASSET ACCOUNT

RMDSXXX
TRANSOUT
ASSETS TRANSFERRED-OUT

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
NC WILDLIFE RESOURCE COMM
RUN DATE: 12/30/2004
ACTIVE DETAIL FROM 200501 THROUGH 200506

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C-FA-TRANSFERS-OUT

AGENCY : 1702

COMPANY TRANSFER FROM	ASSET NUMBER TRANSFERRED OUT	COMPANY TRANSFER TO	ASSET NUMBER TRANSFERRED TO	TRNSFR DATE	ACQUISITION COST TRANSFERRED	ADDITIONAL DESCRIPTION	FUND	ASSET ACCOUNT
1702	0001053600	1601	0016447700	2005-02	900.00-	1986 LOWES 16 FT JON BOAT	2141	7330
1702	0001053700	1601	0016447800	2005-02	800.00-	1986 EVINRUDE 25HP O/B MOTOR	2141	7320
1702	0001966400	1601	0016782900	2005-01	1,539.12-	OFFICE EQUIPMENT, FILING SYSTEMS, E	2133	7320

=====

TOTAL COST OF ASSETS TRANSFERRED OUT : 3,239.12-

TOTAL NUMBER OF ASSETS TRANSFERRED OUT FOR 1702 IS 3

Capital Assets Prior Year Acquisition Report General FA Account Group

Report Name

Capital Assets Prior Year Acquisition Report General FA Account Group
C-FA-CAPITAL-ASSET-REPORTS

XPTR Report Group

FA500-G CAP PRIOR YR ACQ

Frequency

End of month

Records/Retention Requirement

ITEM 42917. Capital Assets Prior Year Acquisition Report General FA Account Group (C-FA-CAPITAL-ASSET-REPORTS) Asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

Use

This report shows summary totals for the number of acquisitions and total acquisition cost of prior fiscal year acquisitions in the General Fund.

Content

This report gives only the totals by fund group the number of acquisitions and the total acquisitions costs for prior fiscal year acquisitions in the General Fund.

Totals

The report gives a total of assets and acquisition cost by control, fund, and fund group by dept/div.

Column Headings

- FUND GROUP
- ASSET ACCT
- ACQ COST
- ITEM NO
- LOCATION
- ASSET DESCRIPTION
- ACQ DATE
- BUDGET CODE
- COST CENTER
- REF NO
- PO NO
- ACQ CD

DATE: 12/30/2004

FAPYGF

AGENCY : 0501

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
 DEPARTMENT OF SEC OF STATE
 CAPITAL ASSETS PRIOR YEAR ACQUISITION REPORT
 GENERAL FA ACCOUNT GROUP
 ACTIVE DETAIL FOR 2005-01 THRU 2005-06

PAGE 2
 C-FA-CAPITAL-ASSET-REPORTS

ASSET FUND ACCT	ACQ COST	ITEM NO	LOCATION	ASSET DESCRIPTION (ADDL)	ACQ DT	COST BGICD CENTER	REF NO.	PO NO	AQC CD
1000 7320	31,265.79	0000387200		DUAL SERVER/STORAGE CONTROLLER	2004-11	13200	001118199	EP4185037	P
1000 7320	31,291.15	0000387300		DUAL STORAGE SERVER	2004-11	13200	001118199	EP4181631	P
1000 7320	11,188.55	0000387400		OPEN BAY SERVER RACK	2004-11	13200	001118199	EP4181631	P
1000 7320	11,147.13	0000387600		OPEN BAY SERVER RACK	2004-11	13200	001118199	EP4185037	P

TOTAL NUMBER OF ASSETS FOR ASSET ACCOUNT: 7320 = 4 FOR A TOTAL ACQUISITION COST OF 84,892.62

TOTAL NUMBER OF ASSETS FOR GROUP: 1XXX = 4 FOR A TOTAL ACQUISITION COST OF 84,892.62

TOTAL NUMBER OF ASSETS FOR GEN FA ACCT GROUP: = 4 FOR A TOTAL ACQUISITION COST OF 84,892.62

Assets Policies

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Additions Policy

Effective Date:

7/1/95

6/29/98, Revised

1/22/07, Revised

Policy:

An addition represents a new asset. It increases the physical size or operating capabilities of an asset through expansion or extension. Additions do not involve renovations. A new wing to a building or the addition of an air conditioning system to a building are examples of additions.

Additions are considered separate assets.

Addition costs are different from maintenance costs. Additions add future benefits. Maintenance costs are incurred to keep the original asset in normal operating condition (see [Maintenance](#)).

Buildings Policy

Effective Date:

7/1/95

6/29/98, Revised

1/22/07, Revised

Policy:

Buildings are structures that are permanent in nature and have an asset life of two or more years. They are subject to depreciation (see [Depreciation](#)).

Buildings are valued at the purchase price or construction cost. Cost should include all charges necessary to put the building or structure in its intended state of operation (i.e. professional fees for brokers, attorneys, architects, appraisers, financial advisors, interest during the period of construction, etc.). Permanently attached fixtures to the building (i.e. heating and ventilation systems, roofs, plumbing, carpet, and electrical systems) should be included in the cost of the building (see [Capitalization](#)).

Donated buildings should be capitalized at the appraised fair market value at the time the building was donated.

If using in-house resources such as labor, materials, and supplies from General Services to construct or add on to the building, the costs are to be included as part of the cost of the asset. Capitalize the costs as if outside sources were used.

When an addition that exceeds the agency's inventory/capitalization threshold, is constructed, it is capitalized as a separate asset. For leased buildings, the type of lease dictates whether a building is capitalized (see [Lease Agreements](#)).

Maintenance expenses are incurred to keep assets in normal operating condition and to help maintain the original use of the building. Maintenance expenses do not extend the life of the building beyond the expected useful life at acquisition, nor do they increase the future service potential of the building. Maintenance costs are expensed and not capitalized. The costs are charged to repairs and maintenance (see [Maintenance](#)).

When a renovation/improvement is constructed, it is as a separate asset if it exceeds the capitalization threshold. Renovation and improvement costs are incurred to restore or improve buildings or other capitalized assets. Normally, these costs take place over an extended period. Care must be taken to distinguish between maintenance and renovation/improvement costs.

The buildings are to be included in the annual inventory of the controlling agency. The inventory ensures that the controlling agency has the buildings recorded in its records.

The long-term construction costs of buildings are paid from Capital Improvements (CI) budget codes. Costs are expensed from CI budget codes while the building is under construction. Such costs would include architect fees, plumbing and electrical contracts, contractor fees, etc. Annually, the project to date expenditures (on the accrual basis) in the CI funds, less items capitalized, are recorded in the Construction in Progress account.

After a building is inspected by the State Construction Office, the agency receives a Letter of Acceptance from the State Construction Office (For form example contact the State Construction Office). After receipt of this letter and when the building is ready for occupancy, the building is considered complete. The agency within 30 days of completion reclassifies the amount from the Construction in Progress account to the fixed asset building account and issues the building a fixed asset number. This should be done regardless of whether the total Budget Code accounting for the asset has been closed out. A Building Update Form (For form example contact the State Property Office) is sent to the State Property Office upon completion of the building, including such information as total cost, square footage, acquisition date, etc. **Each agency should reconcile their records annually with the State Property Office to ensure that all buildings have been correctly reported.**

Capitalization/Classification Policy

Effective Date:

7/1/95

6/29/98, Revised

3/1/07, Revised

7/1/09 Revised

Policy:

A capital asset is property, such as land, land improvements, easements, buildings, equipment, works of art and historical treasures, and infrastructure, with a cost equal to or greater than \$5,000 and a useful life of two or more years. Capital assets are acquired for use in normal operations and are not for resale. These assets may be subject to depreciation (see [Depreciation](#)). Exceptions to the \$5,000 capitalization threshold will require written approval by the Office of the State Controller (OSC).

Assets costing below \$5,000 are expensed; they are not capitalized nor depreciated for financial reporting purposes. A physical inventory will be taken of inventoried assets at least once a year at the same time the capitalized fixed assets are inventoried (Physical Inventory).

Intangible assets, which are generally classified as capital assets, have a separate capitalization threshold (see [Intangible Assets Policy](#)).

Accounting Guidance:

Costs incurred to keep a fixed asset in its normal operating condition that do not extend the original useful life of the asset or increase the asset's future service potential, are not capitalized. These costs are expensed as repairs/maintenance (see [Maintenance](#)).

According to GAAP, capital assets should be recorded at historical cost or estimated historical cost. Cost includes purchase price or cost of construction plus any other charges incurred to place the asset in its intended location and condition for use. Examples of other charges include, but are not limited to:

- legal and title fees
- appraisal and negotiation fees
- surveying fees
- other closing costs
- damage payments
- land-preparation costs
- demolition cost
- architect and accounting fees
- insurance premiums during the construction phase
- transportation charges
- interest cost incurred during construction of the asset

Donated assets should be recorded at their fair market value on the date donated. The fair market value is the estimated amount at which the asset would be exchanged between a willing buyer and seller when neither is forced into the exchange. Both parties should have knowledge of all facts and consider it an equitable exchange.

In-house resources such as labor, materials, and supplies used from General Services should also be included as part of the cost of the asset. Capitalize the costs as if outside sources were used.

Once capital assets are recorded, any adjustment to the values or useful lives requires management authorization.

Classification:

According to the Governmental Accounting Standards Board (GASB), the classification of capital assets depends upon the funds used to purchase them:

"A clear distinction should be made between general capital assets and capital assets of proprietary and fiduciary funds. Capital assets of proprietary funds should be reported in both the government-wide and fund financial statements. Capital assets of fiduciary funds (and similar component units) should be reported only in the statement of fiduciary net assets. All other capital assets of the governmental unit are general capital assets. They should not be reported as assets in governmental funds but should be reported in the governmental activities column in the government-wide statement of net assets" (prepared by OSC). (GASB Sec 1400)

Changing Location of Assets Policy

Effective Date:

7/1/95

1-22-07 Revised

Policy:

Change in Location Within Agency

Prior to changing the assigned location of equipment within an agency, Part A of Form [FAS-1](#) (or equivalent agency form, Fixed Asset Form) must be completed. The fixed asset number, description, current building and room number, and the reassigned building and room number must be included on this form. The form must be signed by the Division/Section Manager and transmitted to the Fixed Asset Officer.

The Fixed Asset Officer should approve all location changes. Upon approval, the Fixed Asset Officer will enter the location changes into the Fixed Asset System. Also, a copy of this form will be signed and returned indicating that inventory records have been adjusted.

Transfers Between Agencies

Assets are transferred when they are permanently moved out of one department to another. If the move is temporary, it is treated as an asset on loan to another agency.

No State department, institution, or agency shall transfer any personal property owned by the State between departments without written authorization of the Auxiliary Services Director at State Surplus Property. The sale will be based, where possible, on previous sales of similar products in the open market. If assets are to be transferred to another department due to legislative action, approval does not have to be obtained from Surplus Property.

If the item was transferred, State Surplus Property will notify the original agency as to which agency received the item.

Removal of Equipment

When requesting removal of equipment from inventory records, complete Part C of Form [FAS-1](#) (or equivalent agency form) indicating the fixed asset inventory number, description of item, present location, and the reason number (indicated on form) for the request. The form must be signed by the Division/Section Manager and transmitted to the Fixed Asset Officer.

UNDER NO CIRCUMSTANCES CAN STATE-OWNED EQUIPMENT BE DONATED, TRADED-IN, OR GIVEN TO ANOTHER ENTITY WITHOUT APPROVAL OF THE STATE SURPLUS PROPERTY OFFICE.

Obsolete, Unserviceable and Unnecessary Equipment

Prior to surplusizing equipment, agency personnel must complete Part C of Form [FAS-1](#) (or equivalent agency form). The Fixed Asset Officer will enter the location change into the Fixed Asset System to indicate surplus (status code - S) for equipment which is obsolete, unserviceable or no longer needed. This is required whether the asset is physically moved to the State Surplus Property facility in Raleigh or maintained at the agency. The Fixed Asset Officer will approve and sign the form.

Agency personnel must complete an equipment disposal form in duplicate when an item is being sent to State Surplus Property for sale. The new location will be Surplus. One copy of the equipment disposal form will be sent to State Surplus Property, and one copy will remain with the Fixed Asset Officer. The Fixed Asset Officer will update the Fixed Asset System.

If another agency needs the surplus property, State Surplus will transfer the asset at a value determined to be reasonable. If other agencies have no need for the asset, State Surplus Property attempts to sell the asset at the highest price possible. This is generally done by offering the asset to the public through sealed competitive bids, or a way determined to be preferable by State Surplus Property. Due to the time it takes to receive the asset, prepare it for sale, and process bids for a large number of items, it can take 3 to 6 months to sell the asset.

The State Surplus Property Office will notify the agencies accounting office in writing when an item is scrapped, junked, cannibalized, or sold. If sold, a check is sent to the Accounting office. The Fixed Asset Officer will remove items from the Fixed Asset System based on notifications from State Surplus Property, and will maintain notification on file as documentation. The Fixed Asset Officer will also complete the required Fixed Asset Maintenance forms to remove an item from the inventory.

Replacement of defective equipment under warranty

If an equipment item becomes defective while under warranty and the item is replaced by the vendor/manufacturer, complete Part D of Form [FAS-1](#), indicating the Fixed Asset number of the item to be replaced, description of item, serial number, serial number of the replacement equipment, location, and vendor/manufacturer name. The Fixed Asset Officer will assign a new tag to the replacement equipment.

Trade-Ins

Many times, it is more economical to trade-in an asset than to sell it as surplus property. Where a division/section requests bids for the purchase of a new item and it appears that a trade-in may be advantageous, the solicitation must contain a provision requesting that a trade-in allowance be offered and prior approval by the Director of Auxiliary Services at State Surplus Property is required. The owning Division Director/Manager must obtain authorization in writing from the fixed asset officer before a trade-in can be arranged. After authorization is obtained, attach a copy to Form [FAS-1](#) (or equivalent form) and proceed with the Removal of equipment procedure.

[FAS-1 Form](#) - Request for Adjustment of Fixed Asset Inventory

[FAS-2 Form](#) - Request for Transfer of Fixed Asset Inventory

Collections Policy (Works of Art, etc.)

Authority:

GASB 34, paragraph 27

Effective Date:

7/1/01

Policy:

Except as discussed below, works of art, historical treasures, and similar assets should be capitalized at their historical cost or fair value at date of donation (estimated if necessary) whether they are held as individual items or in a collection.

Agencies are encouraged, but not required, to capitalize a collection (and all additions to that collection) whether donated or purchased that meets all of the following conditions. The collection is:

- A Held for public exhibition, education, or research in furtherance of public service, rather than financial gain
- B Protected, kept unencumbered, cared for, and preserved
- C Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

Collections already capitalized at June 30, 1999 should remain capitalized and all additions to those collections should be capitalized, even if they meet the conditions for exemption from capitalization.

Depreciation Policy

Effective Date:

7/1/95
7/18/02, Revised
5/29/03, Revised
1-22-07 Revised
3/1/07, Revised
8-16-07 Revised
7-1-08 Revised
7-1-09 Revised
7-1-10 Revised

Policy:

The straight-line and units of output methods of depreciation, with an assumed salvage value of zero, are the recommended methods of depreciation. It is also recommended that depreciation for partial periods be computed using either the half-year convention or on the basis of the nearest full month. Straight-line is a time-based method used when the service life of the asset is affected primarily by the passage of time. Units of output should be used when the service life of the asset is affected primarily by the amount the asset is used. See table below for depreciation method guidelines.

Useful Life Ranges:

Description	Method	<u>Range</u>	
		Low	High
State Highway System	Composite	50	50
General Infrastructure ¹	Straight-line	10	75
Buildings	Straight-line	10	100
Additions/Renovations	Straight-line	10	100
Leasehold Improvements	Straight-line	5	40
Machinery and Equipment	Straight-line or Units of Output	2	30
Automobiles	Straight-line or Units of Output	2	20
Computers	Straight-line or Units of Output	2	20
Art, Other Artifacts and Literature - Depreciable	Straight-line	2	25
Computer Software	Straight-line	2	30
Other Intangible Assets	Straight-line	2	100
Library Books	Expense	0	0

¹ General Infrastructure includes amounts previously classified as “Other Structures and Improvements.”

Accounting Guidance:

Depreciation is the allocation of the total acquisition cost of a capital asset over its estimated useful life. Capital asset depreciation should not be recorded at the fund level in the accounts of governmental funds. Depreciation of capital assets accounted for in a proprietary fund should be recorded in the accounts of that fund.

Land, certain land improvements, construction-in-progress, and inexhaustible works of art, historical treasures and similar assets are not depreciated. Land is considered to have an unlimited useful life and its salvage value is unlikely to be less than its acquisition cost. Certain land improvements may be considered to have an unlimited useful life and therefore not be depreciated. An example of a non-depreciable land improvement would include the movement or grading of dirt to prepare the land for its intended use. A non-depreciable land improvement should have permanent benefits.

Straight-line depreciation is calculated by dividing total asset cost by estimated useful life in years. Total asset cost includes purchase price or cost of construction plus any other charges incurred to place the asset in its intended location and condition for use. Donated assets are valued at their fair market value at date of acquisition. The estimated useful life of a depreciable capital asset is the period over which services are expected to be rendered by the asset. An asset's estimated useful life may differ from agency to agency. An agency's maintenance policy will affect the longevity of a depreciable asset. See table above for estimated useful life guidelines. Periodically, the estimated useful lives of depreciable capital assets should be re-evaluated for reasonableness. An estimated useful life is not reasonable if the associated capital asset is near full depreciation but will remain in use significantly longer than originally estimated. The general rule is that **careful** estimates of useful lives that later prove to be incorrect based on new information should be considered changes in estimates. Changes in estimates must be handled prospectively (i.e., restatement of prior years is prohibited). However, estimates of useful lives that are computed incorrectly because of lack of historical useful life experience or failure to use available information should be considered accounting errors. Corrections of errors must be treated as prior period adjustments (i.e., restatements).

Units of output depreciation are calculated by dividing total asset cost by the assets total lifetime number of hours worked or output produced. The calculation of depreciation rate per hour or per output produced is then multiplied by the number of hours used or units produced per period. For example, if a \$100,000 asset has an expected lifetime production of 20,000 units, the depreciation rate is \$5 per unit produced. The \$5 depreciation rate is then multiplied by the units produced in the period to calculate depreciation expense.

Intangible Assets are classified as capital assets. For additional guidance on amortization of intangible assets, see the Intangible Assets Policy.

Fully Depreciated Capital Assets

Because depreciation is intended to allocate the cost of a capital asset over its entire useful life, it normally is not appropriate to report assets still in service as fully depreciated. However, because differences may occur between estimated useful lives used for depreciation computations and actual useful lives, agencies may, in limited cases; report capital assets that are fully depreciated, but only if such balances are immaterial. If the balances of fully depreciated capital assets that remain in use are material, the related estimated useful lives should be changed. Buildings are not considered fully depreciated if renovations and improvements have been capitalized as separate assets and the combined amounts (initial costs plus renovations/improvements) are not fully depreciated.

Fixed Asset Grants Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

Capital assets acquired with Federal financial assistance are subject to property management standards set by the Federal government. These standards are found in the Common Grants Management Rule (Common Rule) of revised OMB Circular A-102 (1997). Additional property management standards may be included in the grant agreement. All Federal property requirements must be met in addition to the requirements set forth in this manual.

When the State does not hold title to property acquired with Federal funds, the property should not be capitalized. (Possession does not equal ownership). The property can be inventoried for tracking purposes. However, all inventoried assets acquired with Federal funds must be flagged to ensure that Federally funded assets will not be sold or transferred without following Federal property disposition guidelines. When Federally funded assets are no longer needed for the grant program, the state must dispose of the assets according to these property disposition guidelines.

Impairment of Capital Assets Policy

Requirement:

GASB Statement 42

Effective Date:

July 1, 2005

Policy:

References:

Implementation guidance on GASB Statement 42 provided in the following OSC memorandums:

- College and Universities - [Memorandum # SAD 06-17](#) and [attached summary](#)
- State agencies/other component units - [Memorandum # SAD 06-25](#) and [attached summary](#)

Policy:

State Agencies

State agencies should assess their capital assets at least annually to determine if they have any impaired capital assets with **material carrying values** (Note: OSC Implementation guidance referenced above includes a *Checklist for Assessing Capital Asset Impairments* that should assist with this determination -- see Appendix A.). OSC will request information relating to capital asset impairments in the year-end CAFR package. Based on the information provided, OSC will determine if the impairment needs to be recognized in the State CAFR. OSC will calculate any impairment losses and will make entries in NCAS (or will provide entries to agencies) to report any such losses. In addition, OSC will notify state agencies of the adjustment amount that should be recorded in the fixed asset system to reduce the carrying value of impaired capital assets. State agencies should post these adjustments to the fixed asset system during the next fiscal year as a prior period adjustment.

Component Units

Component units should assess their capital assets at least annually to determine if they have any impaired capital assets with **material carrying values** (Note: OSC Implementation guidance referenced above includes a *Checklist for Assessing Capital Asset Impairments* that should assist with this determination -- see Appendix A.). If any such impaired capital assets are identified, component units should calculate the related impairment losses and make entries in their accounting system to report any such losses. In addition, adjustments should be recorded in the fixed asset system to reduce the carrying value of impaired capital assets. Colleges and universities should post any adjustments to fixed assets by June 30.

Accounting Guidance:

A capital asset is considered impaired when its service utility has declined significantly and unexpectedly. The events or changes in circumstances affecting a capital asset that may indicate impairment should be prominent (i.e., conspicuous or known to the unit). That is, the events or circumstances that may indicate impairment generally are expected to have already been the subject of discussion by the governing board or management or would otherwise have been the topic of press coverage.

Common indicators that a capital asset may be impaired are:

- Evidence of *physical damage*. Examples would include a building damaged in a natural disaster (e.g., hurricane or tornado) or a fire, or a building facing the costs associated with mold remediation or asbestos removal.
- Changes in *legal or environmental factors*. Examples would include underground storage tanks or water treatment plants that cannot meet new EPA requirements.
- Technological *change or obsolescence*. Examples would include magnetic resonance imaging (MRI) equipment of the enclosed type following the introduction of the more popular open models or other diagnostic or research equipment that is rarely used because newer equipment provides better service
- Changes in *manner or duration of use*. Examples would include a school building now used as a warehouse, the closure of a street prior to the end of its useful life for safety reasons, or the closure of a school prior to the end of its useful life because of a decline in enrollment.
- *Permanent construction* stoppage. Examples include the halting of building construction due to a lack of funding or a stoppage following the discovery of an endangered species at a construction site.

Infrastructure Policy

Authority:

GASB Statement No. 34

Effective Date:

7/1/01

Policy:

Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

The Statewide chart of accounts has been updated to account for infrastructure assets (see [Capital Assets Noncurrent](#)).

Account classification changes for infrastructure are only required to be applied prospectively. Infrastructure assets acquired prior to July 1, 2001 may be classified as part of other capital assets (e.g., buildings).

Intangible Assets Policy

Authority:

GASB Statement 51
GASB Comprehensive Implementation Guide

Effective Date:

7/1/2009; Revised 3/31/2010; Revised 6/30/2010

Policy:

Intangible assets of State agencies and component units should be capitalized according to the following thresholds:

- \$1,000,000 – Internally generated computer software (application development costs only)
- \$100,000 – All other intangible assets (including purchased or licensed computer software)

Intangible assets with a cost equal to or greater than the threshold and a useful life of two or more years should be capitalized. Assets costing below the threshold should be expensed (Note: For entities with separately issued financial statements, if the application of the above thresholds would result in the financial statements being materially misstated, lower thresholds may need to be considered and established by the individual entity). When an internally generated computer project spans more than one year, the total application development costs of the project should be considered when applying the capitalization threshold, not the outlays incurred in individual years (Note: a project would include a modification to existing software).

- Example: An agency completed an internally generated computer project in two years. The application development outlays were \$700,000 and \$600,000 in year one and year two, respectively. The agency should capitalize these outlays, beginning in year one, since the total application development costs exceed the threshold. At the end of year two, the agency should have capitalized \$1,300,000 as computer software in development.
- Example: An agency has an internally generated computer software program that was placed into service in 2006. The program had total application development costs of \$2.5 million. The program was not capitalized since retroactive application was not required. In 2010, the agency modified the program to increase its functionality. The application development outlays of the modification were \$600,000. The agency should not capitalize the modification since it is below the threshold (Note: if the outlays were \$1.1 million, the agency would capitalize the modification).

Agencies that acquire a site license to install software on multiple computers (e.g., Microsoft Office) should apply the capitalization threshold on a per unit basis (i.e., cost of the site license divided by the number of authorized users). The capitalization threshold for internally generated computer software should not be applied on a per unit basis.

Retroactive Reporting

Retroactive reporting is required for intangible assets, except as follows. Retroactive reporting is not required for 1) internally generated intangible assets, including those in development as of the effective date of this policy and 2) intangible assets with an indefinite estimated useful life as of the effective date of this policy.

Intangible assets are considered internally generated if they are created or produced by the government or an entity contracted by the government, or if they are acquired from a third party but require more than minimal incremental effort on the part of the government to begin to achieve their expected level of service capacity.

Computer software is a common type of intangible asset that is often internally generated. Computer software should be considered internally generated if it is developed in-house by the government's personnel or by a third-party contractor on behalf of the government. Commercially available software that is purchased or licensed by the government and modified using more than minimal incremental effort before being put into operation also should be considered internally generated. Any of the following activities would satisfy the "*modified using more than minimal incremental effort*" criterion: changing code, changing fields, adding special reporting capabilities, and testing any changes.

Accounting Guidance:

Intangible assets should be classified as capital assets, except that intangible assets acquired or created primarily for the purpose of directly obtaining income or profit should be classified as investments (e.g. copyright donated to a university to generate income). Existing authoritative guidance related to the accounting and financial reporting for capital assets should be applied to intangible assets, as applicable. Additionally, before an intangible asset can be recognized in the financial statements, it must meet one or both of the following criteria:

- The asset is separable, that is, the asset is capable of being separated or divided from the government and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, asset, or liability.
- The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.

If the types of intangible assets reported by a government differ in nature and usage, then they should not be reported collectively as a single major class of capital assets (e.g., intangible assets). For example, the nature and usage of patents differs from that of right-of-way easements such that they should not be aggregated in the same major class of capital assets.

Internally Generated Intangible Assets

Capitalization of internally generated capital assets can only occur after ALL of the following conditions have been met:

- Determination of the specific objective of the project and the nature of the service capacity that is expected to be provided by the intangible asset upon the completion of the project,
- Demonstration of the technical or technological feasibility for completing the project so that the intangible asset will provide its expected service capacity, and
- Demonstration of the current intention, ability, and presence of effort to complete or, in the case of a multiyear project, continue development of the intangible asset.

Only outlays incurred subsequent to meeting the above criteria should be capitalized. Outlays incurred prior to meeting those criteria should be expensed as incurred.

Specific Application to Computer Software

The activities involved in developing and installing internally generated computer software can be grouped into the following stages:

-
- *Preliminary Project Stage.* Activities in this stage include the conceptual formulation and evaluation of alternatives, the determination of the existence of needed technology, and the final selection of alternatives for the development of the software.
 - *Application Development Stage.* Activities in this stage include the design of the chosen path, including software configuration and software interfaces, coding, installation to hardware, testing, including the parallel processing phase, and data conversion needed to make the software operational.
 - *Post-Implementation/Operation Stage.* Activities in this stage include application training, data conversion that is beyond what is strictly necessary to make the software operational, and software maintenance.

All outlays associated with activities in the preliminary project stage should be expensed as incurred.

All outlays related to activities in the application development stage should be capitalized, provided the following conditions are met: 1) the outlays were incurred subsequent to the completion of the preliminary project stage and 2) management authorizes and commits to funding (either implicitly or explicitly), at least through the current period. (Note: When these two conditions are satisfied, the above criteria for internally generated intangible assets are considered to be met). For commercially available software that will be modified to the point that it is considered internally generated, these two conditions generally are met at the time a government makes the commitment to purchase or license the computer software. Capitalization of such outlays should cease once the software is substantially complete and operational (i.e., ready for use).

All outlays associated with activities in the post-implementation/operation stage should be expensed as incurred.

The activities within the three stages of development may occur in a different sequence. The recognition guidance for outlays associated with internally generated computer software should be applied based on the nature of the activity, not the timing of its occurrence. For example, outlays associated with application training activities that occur during the application development stage should be expensed as incurred.

If an agency is developing an enterprise resource planning (ERP) system with multiple modules, the guidance for reporting outlays based on the stages of software development should be applied for each individual module of the system rather than the system as a whole.

An improvement to existing computer software must do at least one of the following to qualify for capitalization:

- Increase the software's functionality,
- Increase the software's efficiency, or
- Extend the software's estimated useful life.

If the modification does not result in any of the above outcomes, the modification should be considered maintenance, and the associated outlays should be expensed as incurred. If a maintenance contract covers all required maintenance and any unspecified upgrades issued during the year by the vendor, the unspecified upgrades should be considered maintenance.

For commercially available software acquired through a licensing agreement requiring multi-year payments, a long-term liability representing the agency's obligation to make payments under the contract should also be reported. If no interest rate is stated in the licensing agreement, the long-term liability does not have to be discounted. The provisions of FASB Statement 13, *Accounting for Leases*, do not apply to licensing agreements.

Amortization

An intangible asset should be considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset (e.g., permanent right-of-way easement). Intangible assets with indefinite useful lives should not be amortized.

Intangible assets with limited useful lives (e.g., by legal or contractual provisions) should be amortized over their estimated useful lives. Amortization of computer software should begin when the program is placed into service. Renewal periods related to such provisions may be considered in determining the useful life of the intangible asset if the government expects to exercise the renewal option and any anticipated outlays to be incurred as part of achieving the renewal are nominal (in relation to the level of service capacity obtained through the renewal).

Impairment Indicator

A common indicator of impairment for internally generated intangible assets is development stoppage, such as stoppage of development of computer software due to a change in the priorities of management. Internally generated intangible assets impaired from development stoppage should be reported at the lower of carrying value or fair value, assuming the stoppage was considered to be permanent (see GASB Statement 42).

Common Types of Intangible Assets

- Computer software
 - Purchased or licensed
 - Internally generated
 - Websites
- Easements
- Land use rights (e.g., water, timber, and mineral rights)
 - Note: land use rights associated with property already owned by an agency should not be reported as intangible assets separate from the property*
- Patents, copyrights, and trademarks

Internal Policy/Procedure Books Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

Each agency is required to have an Internal Policy/Procedure Book to detail the agency's capital asset requirements. This book will not replace the requirements set forth in this manual, but will individualize the policies/procedures for each agency.

The Internal Policy/Procedure Book should be issued to all persons in the agency dealing with capital assets. This includes, but is not limited to, the fixed assets officer, the entry clerks, and the chief fiscal officer.

The Internal Policy/Procedure Book must be kept up to date with any changes in the agency, or the agency philosophy. The changes are to be updated in the Book as they occur.

The following are examples of fixed asset requirements which may need additional detail policies/procedures recorded.

- 1. Inventory items** - Agency management has the option of tracking capital assets valued between \$500 and \$4999.99. Management must document the threshold level chosen (see [Capitalization](#)).
- 2. Depreciation** - What depreciation method is used, how it is calculated, when it is recorded and any other information pertinent to the depreciation calculation (see [Depreciation](#)).
- 3. Inventory** - Inventory methods, when inventory is to be taken, inventory procedures and how exceptions are to be handled. Detail policies and procedures for the inventories taken when there is a change in management (see [Physical Inventory](#)).
- 4. Separation of Duties** - Each department will document the position responsible for each capital asset duty (see [Separation of Duties](#)).

Land Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

Land is the real estate property held by the State. It can be purchased or donated. Since land is considered not to have a limited useful life and its salvage value is unlikely to be less than its acquisition cost, land is not depreciated.

Purchased land should be entered at its cost. The cost includes its purchase price and any other charges necessary to purchase the land. The other charges include costs such as site preparation expenditures, professional fees, and legal claims directly attributable to the land acquisition. If land and building are acquired as a single parcel, the value of the land should be determined separately from the building and recorded in the land account. If land and a building are acquired together with the intent to raze the building, the cost of razing the building would be capitalized as part of the cost of the land.

Donated land should be capitalized at the appraised market value at the time of donation.

After ownership is established, the State Property Office should be notified with a Land Update Form (For form example contact the State Property Office).

Lease Obligations Policy

Authority:

- GASB Codification Section L20
- FASB Statement of Financial Accounting Standards Number 13

Effective Date:

7/1/06

References:

See Chart of Accounts: [Capital Leases Payable 214100](#), [Capital Leases Payable-Non Current 224100](#) and [Rentals/Leases 5325AA](#)

Policy:

A lease is an agreement between a lessor and a lessee that gives the lessee the right to use property, plant, or equipment for a specific period of time in return for stipulated cash payments. Leases are classified as either capital or operating. A capital lease is an agreement that meets one or more of the criteria set forth in FASB Statement 13 for lease capitalization. A capital lease essentially transfers the benefits and risks of ownership of the leased asset to the lessee. Leases which do not meet any of the criteria set forth in FASB Statement 13 are operating leases.

GASB Codification Section L20 provides that, subject to the distinctions of governmental fund accounting, FASB Statement No. 13, Accounting for Leases, as amended and interpreted, should be the guidelines for accounting and financial reporting for lease agreements, except for operating leases with scheduled rent increases.

GASB Codification Sec. L20 .104 - .108 contains the guidelines for operating leases with scheduled rent increases. These guidelines are set forth below.

Operating Leases with Scheduled Rent Increases

This section establishes standards of accounting and financial reporting by state and local governmental entities for operating leases with scheduled rent increases. It applies to all state and local governmental entities, including public benefit corporations and authorities, public employee retirement systems, and governmental utilities, hospitals [and other healthcare providers], colleges, and universities. Scheduled rent increases are increases that are fixed by contract. They take place with the passage of time and are not contingent on future events. The rent increases may, for example, be based on such factors as anticipated increases in costs or anticipated appreciation in property values, but the amount of the increase is specified in the lease agreement. In contrast, in leases with contingent rentals, the changes in lease payments are based on changes in specific economic factors, for example, future sales volume, future inflation (for example, tied to a specific economic indicator), and so forth.

Capital Leases

According to FASB Statement 13, a lease is considered a capital lease if it meets any **one** of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease contains an option to purchase the leased property at a bargain price.

-
- The lease term is equal to or greater than 75% of the estimated life of the leased property (for example, the lease term is six years and the estimated life is eight years).
 - The present value of rental and other minimum lease payments equals or exceeds 90% of the fair value of the leased property less any investment tax credit retained by the lessor (for example, the present value of the rental and other minimum lease payments equals \$9,000 and the fair value is \$10,000).

Operating Leases

To determine whether a lease is an operating lease, the criteria listed above for capital leases must be applied. If it does not meet any of the criteria, the lease is considered to be an operating lease.

Operating lease payments are recorded as expenditures or expenses of the related funds when paid or incurred. Neither an asset nor an obligation is recorded for operating leases. Accordingly, rental payments are recorded as rental expenditure/expense in the operating statement.

The disclosure requirements of FASB Statement 13 should be included in the notes to the financial statements. Disclosures are required for both capital and operating leases.

Libraries Policy

Effective Date:

7/1/95

7/1/01, Revised

1/22/07, Revised

Policy:

A library is a repository for literary and artistic materials such as books, periodicals, newspapers, pamphlets, videos, etc. kept for reading or reference. Books and other library materials should be inventoried if the books/library materials have a useful life of 2 or more years and have a cumulative cost of \$5,000 or more. This threshold is applied at each library level and not the agency level. ***All agencies should expense library books and other library materials in the year of acquisition.***

The net amount of book and library material additions and retirements for each year will be added/subtracted to/from the original asset by assigning the net amount the same asset number as the original asset.

Subscription services that are replaced every year (i.e. legal/tax services) are deemed to have a useful life of less than two years and would not be capitalized.

Periodicals must be housed in the library for reference to be classified as library materials. CD ROMs are considered software and should be expensed (see [Software](#)).

Maintenance Policy

Effective Date:

7/1/95

6/29/98 Revised

6/15/06 Revised

Policy:

Maintenance expenses are incurred to keep assets in normal operating condition and to help maintain the original use of the asset. Maintenance expenses do not extend the life of the asset beyond the expected useful life at acquisition or increase the future service potential of the asset. Maintenance costs are incurred to keep the asset operational throughout its useful life. Therefore, the replacement of roofs, plumbing and carpet are typically classified as maintenance costs. Other examples are engines on the ferries which are rebuilt after each season. This was an expected cost at the time of purchase. It does not extend the life of the asset longer than originally intended, so the costs are expensed.

Regardless of the dollar amount, maintenance costs are expensed and not capitalized. The costs are charged to repairs and maintenance expense.

It is recommended that management review the maintenance account at least once a year to consider:

1. Replacing an asset with higher maintenance costs than other similar assets;
2. Reducing maintenance costs by signing a service contract;
3. Comparing the costs of a service contract with a repair-as-needed program;
4. Verify that costs were for maintenance rather than amounts that should be capitalized

Missing/Stolen Assets Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

Missing Assets

Management is responsible for implementing procedures for maintaining control over and the safeguarding of assets. Physical security measures over facilities and authorized personnel must be established and documented.

Capital assets are considered missing when an inventory is taken and assets on the Physical Inventory Worksheet are not found. This can occur because an asset is moved to another location but the new location is not recorded on the system before Physical Inventory Worksheets are run, or the asset could be lost.

During a physical inventory, missing assets are noted on the Physical Inventory Worksheets. After the sheets are completed, they are given to the fixed asset officer for reconciliation to the system. The fixed asset officer compares assets listed as missing on the Physical Inventory Worksheets at one location/division with assets found at other locations/divisions that were not listed on that locations Physical Inventory Worksheets. If there are any matches, location changes are made to the Fixed Asset System to list it properly.

If there are any missing assets after this process, the Missing Asset Form is completed by the person responsible for the asset. The form is routed through proper management levels as determined by each agency for signatures.

A fixed asset report, listing missing assets, will be available upon request for the fixed asset officer. The listing will be sent to the person responsible for the asset, who then will be required to document all the efforts made to find the missing assets. After one year, if the asset is not found, it is retired as a lost asset. The number of reviews of the missing asset listing (after the physical inventory and before the next year's physical inventory) is left to management's discretion.

Stolen Assets

According to G.S. 114-15.1, if any state property has been stolen, the employee discovering the theft must report the theft to his/her supervisor. This is to be done as soon as possible, but no later than three days from the day of discovery. The supervisor is then to notify the head of the department , agency, or institution immediately.

NOTE: For agencies located in the downtown Raleigh complex, notify the Capital Police.

The head of the department, agency, or institution must notify the Director of the State Bureau of Investigation in writing within ten (10) days of being notified. The State Bureau of Investigation will then investigate the theft, if necessary. If the investigation reveals a violation of criminal laws, the district attorney will be contacted for further legal action.

The fixed asset would be retired on the Fixed Asset system with a Retirement Code of "L". Also, the General Ledger would reflect an entry to reduce the fixed asset account, if the asset was capitalized.

Physical Inventory Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

A physical inventory of capitalized and inventoried fixed assets is taken to verify that assets recorded are physically located in an agency. Inventories are taken at least annually.

The inventory is taken by someone who does not have custody of the assets, nor responsibility for receiving, checking in, tagging, and recording the assets (see [Separation of Duties](#)).

If a capitalized or inventoried asset is missing at inventory, the Missing Asset Form is completed to document the reason for the missing asset (see [Missing/Stolen Assets](#)).

It is recommended that a physical inventory of capitalized assets and inventoried items be taken each time there is a change at a management or supervisory level that has responsibility for the assets. The out-going and in-coming supervisor/manager should sign the Physical Inventory Worksheets. The signatures indicate they both know where the assets are located and that the count is accurate. It is kept on file in accordance with internal policies.

Renovation/Improvements Policy

Effective Date:

7/1/95

6/29/98, Revised

1/22/07, Revised

6/15/07, Revised

7/01/09, Revised

Policy:

Renovation and improvement costs are incurred to restore or improve buildings or other capitalized assets. These costs involve the substitution of old parts for new ones and increase the economic benefits to be derived from the asset.

In order to capitalize a renovation or improvement cost, certain criteria must be met. First, the cost must equal or exceed the \$5,000 capitalization threshold established for all capital assets (see [Capitalization](#)) Second, the renovation or improvement must either: a) significantly extend the useful life of the original asset, or b) increase the future service potential of the asset. If both of these criteria are met, the expenditure must be capitalized and recorded separately at total purchase or construction cost. Expenditures not meeting both of these criteria should be classified as a maintenance expense (see [Maintenance](#)) Care must be taken when distinguishing between maintenance costs and renovation and improvement costs. For example, energy conservation projects that guarantee energy savings to exceed costs should generally be capitalized since these projects increase the efficiency and future service potential of the asset and are not routine maintenance.

If parts of an asset are removed during a renovation/improvement project, the original cost (less depreciation if applicable) of the part of the asset being removed should be retired. Because of the difficulty of measurement or of immateriality, this may not be possible. The removal costs associated with the renovation should be expensed. The remaining cost of adding the renovation would be the cost of the new asset.

A modification/upgrade to existing internally generated computer software should be capitalized if the following criteria are met: First, the outlays associated with the modification must equal or exceed the \$1,000,000 capitalization threshold for internally generated computer software (see [Intangible Assets Policy](#)). Second, the modification must result in at least one of the following: a) an increase in the software's functionality, b) an increase the software's efficiency, or 3) an extension of the software's estimated useful life. All other modifications are considered maintenance. A modification/upgrade may have activities that can be grouped into the following three stages: preliminary planning stage, application development stage, and post-implementation/operation stage (see [Intangible Assets Policy](#)). Only outlays related to activities in the application development stage should be capitalized.

Separation of Duties Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

Although the organization of each department is unique, the capital asset responsibilities should be distributed among several positions. This separation is necessary for adequate internal control. The following policies are recommended.

The chief fiscal officer has the custodial and supervisory duties of the system. He/she assigns both supervisory and clerical positions to control the assets. In general, the separation of duties should be:

Where possible, the fixed asset officer makes the entries system. He/she also tags the asset and records the number in the system. If it is not possible for the fixed asset officer to perform these duties, a responsible person should be designated to perform them.

Another position in each office receives the assets and checks them in. This is usually an office supervisor, manager, or their designee. He/she routes the receiving tickets to the accountant. The accountant approves them, makes entries to the statewide accounting system, and sends them to the fixed assets officer for appropriate system entries.

A position separate from the above mentioned positions performs the annual inventory. After inventory, this position researches any missing assets. The responsible supervisor and chief fiscal officer approve the Physical Inventory Worksheets before the fixed asset officer makes changes to the status code (see [Transferring Assets](#)).

It is recommended that each department have the above duties in place at a minimum. This allows for a clear separation of duties among positions responsible for capital assets.

Not all offices have the positions needed for this clear separation of duties. If so, the duties are to be assigned to allow as much separation as possible. Even if it is necessary for an outside party to perform the inventory, separation of duties is necessary.

Each department must document the position responsible for each capital asset duty. This should be kept on file and updated as changes are made.

Tagging Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

Maintaining a positive identification of assets is the primary purpose of tagging. Tagging is important to:

- Provide an accurate method of identifying individual assets,
- Aid in the taking of physical inventory,
- Control the location of all physical assets,
- Aid in maintenance of fixed assets, and
- Provide a common ground of communication for both the accounting department and the assets' users.

Generally, all capital assets (capitalized and inventory) are tagged. The tag number is entered in the asset record at the point of tagging. The color and type of tag is determined by each agency.

Some assets are not tagged. The asset number is still recorded in the system, but not physically attached to the asset. A description of the property is recorded, including address and plat location found in the Register of Deeds. Items not needing a tag are:

- Buildings (record legal description in asset record),
- Land (record legal description in asset record),
- Mainframe Software (record description in asset record).

Consistently place asset tags in the same location on each similar type asset. For example, personal computers should be tagged consistently on the left-hand side of the central processing unit (CPU). If possible, **the tags should be accessible for viewing**. Place the tag where the number can be seen easily and identified without disturbing the operation of the item. This aids in taking inventory.

Transfers of Capital Assets Policy

Authority:

GASB 48, paragraph 15

Effective Date:

7/1/2007

Policy:

Capital assets should not be revalued when transferred between funds and/or component units of the State's financial reporting entity. In these circumstances, the transferee should recognize the capital assets at the transferor's carrying value. These intra-entity transfers include donations or purchases/sales of capital assets between any combination of the funds and/or component units of the State's financial reporting entity including State agencies, universities, community colleges, and all other component units of the State.

(Note: Intra-entity donations of capital assets should not be reported at fair value as of the date of donation, as was previously required.)

Example

Component Unit A donated a building with an original cost of \$400,000 and accumulated depreciation of \$150,000 to Component Unit B. The building had a fair value as of the date of donation of \$1.2 million.

Component Unit B would make the following accounting entry:

Caption	Debit	Credit
Building	\$400,000	
Accumulated Depreciation		\$150,000
Capital Gift Revenue		\$250,000

Component Unit A would also recognize a corresponding expense of \$250,000.

