

Fixed Assets Training Course



State of North Carolina

NC Accounting System

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North Carolina Accounting System
Fixed Assets
Training Course



Office of the State Controller
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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.

Policies

Policies regarding details and parameters of the Fixed Assets module and its operation can be found on the OSC Website: <http://www.osc.nc.gov/policy/index.html>

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 asset 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 objects that are valued below \$5,000.

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

Capitalized assets are assets whose value are greater than or equal to \$5,000. 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 53499999999 trigger the interface to pull information from AP, PS, and GL and forward it to FA. 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.

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 object 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 DATE	NEW USED	PER/REAL	TAX CLASS	TEFRA CODE	TAX CRED	ENERGY REHAB	ADR/CLS	ACQ CODE	STAT CODE	COND CODE	OWN CODE	CRED IND	GUIDE CLASS
5	6	7						8	9	10	11		
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
	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: _____		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.
4. Type **A** for *add* in the FUNCTION field and press **ENTER**. 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 acquisition date of December 2007 would be 200806.

Acquisition date should never change.

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

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

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

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

-  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. Type the **status code** in the STAT CODE field.

-  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. Type the **condition code** in COND CODE field.

-  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.

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), **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.

 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 2012 would be 201206.

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 *SIG* 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.

 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. 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 **ENTER**. 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 **ENTER** 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: _ _____ VALID FUNCTION
DESCRIPTION LINE 9: _ _____ 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.

Note: 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, modify, or delete information.

 **D** deletes the whole description record. To delete only a single line, type **C** and leave the line blank.

37. Type **A** to **add** the **asset description** in the FUNCTION CODE field for Description Line 1.

 An asset's original descriptive information is automatically entered into this field 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.

38. Type any **additional descriptive information** in the DESCRIPTION LINE 2-7 fields.

 DESCRIPTION LINES 8 and 9 are to be used **only** for fixed assets that are interfaced from the Accounts Payable module.

39. Press **ENTER**. 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 **ENTER**. 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 purchased an office desk on May 5, 2008 from Nathan Office Supply for \$510.00 using a financial system other than NCAS. You will need to manually add the desk to the Fixed Asset System since the desk was purchased out of a different system.

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.


```

*****   ***   *****   *****   *****   ***
***  ***   ***   ***   ***   *****   *****
***  ***   ***   ***   ***   ***   ***   *****   **
***   ***   ***   ***   ***   ***   ***   *****
***   **  ***   ***   *****   *****   **  *****
***   *****   ***   ***   *****   *****   *****
***   *****   *****   *****   *****   ***  *****

      NORTH CAROLINA ACCOUNTING SYSTEM - P REGION
              MAIN MENU

              A - PAYROLL/PERSONNEL

              B - FINANCIAL SYSTEMS

              E - INFORMATION EXPERT

      ENTER THE SYSTEM TYPE YOU DESIRE: 1

ACTION _____                                DCI Release 01.00 SOX
    
```

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

```

*****   ***   *****   *****   *****   ***
***  ***   ***   ***   ***   *****   *****
***  ***   ***   ***   ***   ***   ***   *****   **
***   ***   ***   ***   ***   ***   ***   *****
***   **  ***   ***   *****   *****   **  *****
***   *****   ***   ***   *****   *****   *****
***   *****   *****   *****   *****   ***  *****

      NORTH CAROLINA ACCOUNTING SYSTEM - P REGION
              FINANCIAL SYSTEMS

03 - GENERAL LEDGER                                12 - FOREIGN EXCHANGE
04 - ACCOUNTS RECEIVABLE                          13 - PROJECT TRACKING
06 - ACCOUNTS PAYABLE                             14 - PURCHASING
07 - INVENTORY                                    21 - FINANCIAL CONTROLLER
08 - FIXED ASSETS
09 - BUDGETARY CONTROL

      ENTER THE SYSTEM NUMBER YOU DESIRE: 2

ACTION _____                                DCI Release 01.00 SOX
    
```

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

```

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O N L I N E   F I X E D   A S S E T S

R E L E A S E   94.01

FAAS MASTER FILE INQUIRY:    001

FAAS ENTRY/EDIT/VALIDATION:  201

FAAS ONLINE REPORT VIEWING:  350

SELECTION:  3
ACTION:     _____
    
```

3. Type **260** in the SELECTION field and press **ENTER** to access the *Access Short Form Maintenance (260)* screen.

```

L1/L2:  4  _____ ASSET SHORT FORM MAINTENANCE SCREEN: 260
ASSET:  5  _____ FUNCTION: 6  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
7  8  9  10 11 12
ASSET DESCRIPTION  - - - - -  DESC CODE  QUANTITY INF TABLE INS: TABLE CD
- - - - -  13  14
LEVELS OF 3 4 5 6 7 8 9 10 11 12 13 14 VGC ACCT
CONTROL 15  16  17  18  19
*** BOOK 1 *** *** BOOK 2 *** *** BOOK 3 ***
TYP / TAX
DEPR DATE 22 20 21
DEPR METHOD
EST LIFE
PRORATE CODE
DPR SW
SALVAGE
COST 23
YEAR TO DATE
LIFE TO DATE
TAX: STATE COUNTY CITY DIST MANUFACTURE NAME MODEL NAME SERIAL NUMBER
24 25 26 27 28
NEXT SELECTION/SPEC FUNC: 30 L1/L2: _____ KEY: _____ FROM: _ TO: _
ACTION: _____
    
```

4. Type **0XX** in the L1 field and **001** in the L2 field.

5. Type **0001234500** in the ASSET field.

6. Type **A** for add in the FUNCTION field and press **ENTER**.
 7. Type **200811** in the ACQ DATE field.
 8. Type **N** for *new* in the NEW/USED field.
 9. Type **P** for *personal* in the PER/REAL field.
 -  If the asset is a building or land you should type a **R** for real property.
 10. Type **P** for purchased in the ACQ CODE 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.
 -  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 other condition code is **P** for poor.
- An asset's original descriptive information is automatically entered into this field 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.
-  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 **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.

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

```

      * * * 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:  _ _____
DESCRIPTION LINE 9:  _ _____

VALID FUNCTION
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 **A** to **add** the **asset description** 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. 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 you 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 **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: 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 **ENTER**.
5. Type **CPYMST** for *copy master* in the NEXT SELECTION/SPEC FUNC field.

6. Type **0XX**, your agency's level 1, and **00X**, your agency's level 2, in the L1/L2 field.
7. Type the **asset number** you want to copy in the KEY field and press **ENTER**.
8. Make the necessary changes to the fields, such as location, serial number, etc. and press **ENTER** 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 **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: _____

```

11. Type **0XX**, your agency's level 1, in the L1 field and **00X**, your agency's level 2, in the L2 field.
12. Type the **asset number** you want to add in the ASSET field and press **ENTER**.
13. Type **A** for **add** in the FUNCTION CODE field for Description Line 1 to add the asset description.

Note: The 275 screen is separate from the other asset screens with the exception of the AP to FA interface program. You must do an **A** (add), not a **C** (change) when using the copy master function; the system will not process the description if it is keyed with a **C** unless you are keying an AP to FA interface asset.

14. Add any other additional information if needed for the asset you are adding and press **ENTER** 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

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 From 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
CONTROL			
		*** BOOK 1 ***	*** BOOK 2 ***
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
ACTION:			KEY: 7
			FROM: _ TO: _

2. Type **0XX**, your agency's level 1, in the L1 field and **00X**, 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 **ENTER**.
5. Type **CPYTXN** for *copy transaction* in the NEXT SELECTION/SPEC FUNC field.
6. Type **0XX**, your agency's level 1, and **00X**, 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 **ENTER**.



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 **ENTER** 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 **ENTER** to access the *Additional Description Maintenance (275)* screen.

```

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

```

11. Type **0XX**, your agency's level 1, in the L1 field and **00X**, your agency's level 2, in the L2 field.
12. Type the **asset number** you want to add in the ASSET field and press **ENTER**.
13. Type **A** for **add** in the FUNCTION CODE field for Description Line 1 to add the asset description.

Note: The 275 screen is separate from the other asset screens with the exception of the AP to FA interface program. You must do an **A** (add), not a **C** (change) when using the copy transaction function; the system will not process the description if it is keyed with a **C** unless you are keying an AP to FA interface asset.

14. Add (**A**) any other additional information if needed for the asset you are adding and press **ENTER** to complete the transaction.
15. 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

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	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 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						
		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.
7. Type **0001234500** for the permanent asset number you want to copy in the KEY field and press **ENTER**. 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 **ENTER** to record this asset.

8. Type **0000045683** for the *check number of the asset you are adding* in the LEVELS OF CONTROL 12 and 13 fields.
9. Type **230** for the *room number of the asset you are adding* in the COUNTY field.
10. Type **TS55556** for the *manufacturer serial number of the asset you are adding* in the SERIAL NUMBER field.
11. Check all fields to ensure they are correct and press **ENTER**. The message **ASSET ARE PROCESSED TXN =** with the transaction number following is displayed.
12. Write the system generated transaction number on you *Asset Short Form Maintenance* form and Transaction Number Log sheet.
13. 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:  14  _____  FUNCTION
ASSET:  15  _____  CODE      DESCRIPTION
          16  17  _____
DESCRIPTION LINE 1:
DESCRIPTION LINE 2:  _
DESCRIPTION LINE 3:  _
DESCRIPTION LINE 4:  _
DESCRIPTION LINE 5:  _
DESCRIPTION LINE 6:  _
DESCRIPTION LINE 7:  _
DESCRIPTION LINE 8:  _
DESCRIPTION LINE 9:  _
NEXT SELECTION:  _____
ACTION:  _____
          VALID FUNCTION
          CODES ARE:
          A = ADD
          C = CHANGE
          D = DELETE
    
```

14. Type **0XX**, your agency's level 1, in the L1 field and **001**, your agency's level 2, in the L2 field.
15. Type **0003456700** (the asset number you want to add) in the ASSET field and press **ENTER**.
16. Type **A** for **add** in the FUNCTION CODE field for Description Line 1 to add the asset description.
17. Type **Walnut Secretary Desk** in the DESCRIPTION field and press **ENTER** to complete the transaction.
18. Write the system generated transaction number on you *Asset Short Form Maintenance* form and Transaction Number Log sheet.

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.

XPTR 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 *capitalized* asset (valued at \$5000 or more). If is interfaced in as INV if the item is *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.
6. 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** of the name of the product in the MANUFACTURER 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 **ENTER**. The message **ASSET ADD PROCESSED TXN=** with the transaction number following is displayed. Write the system-generated transaction number on the *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 **ENTER** 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: 13  LEVEL1/LEVEL2: 14  _____
ACTION: _____
```

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 **ENTER** to access the *Active Asset Inquiry (002)* screen.

```

                                                                    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:                               ASSET NUMBER: 0507000100
ACTION: 13

```

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
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 DEACRIPTION LINE 1 field.
-  **D** deletes the whole description record. To delete only a single line, type **C** and leave the line blank.

```

          * * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2:  19 _____          FUNCTION          SCREEN: 275
ASSET:  20 _____          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:  _____          VALID FUNCTION
DESCRIPTION LINE 9:  _____          CODES ARE:
                                          A = ADD
                                          C = CHANGE
                                          D = DELETE

NEXT SELECTION: 26 _____
ACTION: _____
    
```

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).

25. Press **ENTER**. 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 **ENTER** 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  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 **ENTER**.

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.

 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 an 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 **ENTER**. 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: OXXCAP

FOR PERIOD: 05/06/2008

LVL1	LVL2	ASSET NUMBER	TEMPORARY	PERMANENT	BD CD	CENTER	PO NUMBER	ACCOUNT	CTR DT	CTRL	ACQ	COST
---	---	-----	-----	-----	---	-----	-----	-----	---	---	---	-----
---	---	-----	-----	-----	---	-----	-----	-----	---	---	---	-----
OXX	CAP	05070001			99999	10001005	2300014567	4541	050108	141	0511	22,868.00
		TRUCKS, ALL CAPACITIES (PICKUP TRUC			XXBG	XXPT	8845756	000019173				
								00001	560857678A			MERTONAUTOGROUP

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.

```

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 IND  CLASS
2003 10  N   P           0   N   N   N   P   U   G           00000
ASSET DESCRIPTION          DESC CODE  QUANTITY INF TABLE INS: TABLE CD
NOT A STANDARD DESCRIPTION  5          00001  00000001
LEVELS OF  3  4  5  6  7  8  9  10  11  12  13  14  VGC ACCT
CONTROL  99999          1000 100 5          11 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 to be added.

6. Type **1** for *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.
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 **OXXCAP** 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: OXX 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 *BOBBYMURRA      *XXBG
DESCRIPTION LINE 9: 0124*051503*          8845756*20PT

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.

```

          * * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2:  ___  ___      FUNCTION                               SCREEN: 275
ASSET:  _____      CODE      DESCRIPTION
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:  _  _____
NEXT SELECTION:  21  _____
ACTION:  _____
VALID FUNCTION
CODES ARE:
A = ADD
C = CHANGE
D = DELETE
    
```

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 **ENTER** 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 **ENTER** to access the *Asset Transfer (262)* screen.

```

* * * ASSET TRANSFER * * *
SCREEN: 262
L1/L2: 22 CAP
ASSET: 23 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: _____
    
```

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 **ENTER** 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 COMPONENTS SW field and press **ENTER**.

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 NEXT SELECTION/SPEC FUNC field of any screen in the FA 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								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">ASSET DESCRIPTION</td> <td style="width: 15%;">DESC CODE</td> <td style="width: 15%;">QUANTITY</td> <td style="width: 15%;">INF TABLE</td> <td style="width: 15%;">INS: TABLE</td> <td style="width: 15%;">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 _____	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 **ENTER**. 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 **ENTER**. The file is deleted from the NCAS. The message **ASSET RECORD SUCCESSFULLY DELETED** is displayed.
6. Type **275** in the NEXT SELECTION field and press **ENTER** to access the *Asset Additional Description (275)* screen.

```

          * * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2:  _ 7  _          FUNCTION          SCREEN: 275
ASSET:  _ 8  _          CODE      DESCRIPTION

DESCRIPTION LINE 1:  9  _ _____
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:  _
    
```

7. 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).
8. Type the temporary asset number in the ASSET field. (This data usually defaults from the inquiry screens).
9. Type **D** for *delete* in the FUNCTION CODE field of DESCRIPTION LINE 1.
10. Press **ENTER** and write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

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 received 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: OXXINV

FOR PERIOD: 05/06/2008

LVL1	LVL2	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
OXX	INV	05070002		99999 10001000		000019174	4521	100197	0125	0510	593.60
		STACKABLE LETTER TRAYS		XXPT		55155112	00001	592663954B			OFFICESTOPINC

1. Type **260** in the NEXT SELECTION field and press **ENTER** 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 **ENTER**. The message **ENTER "DELETE" TO DELETE A RECORD ON FILE** is displayed.
5. Type **delete** in the NEXT SELECTION/SPEC FUNC field and press **ENTER**. The message **ASSET RECORD SUCCESSFULLY DELETED** is displayed. No transaction number is given for this process.

L1/L2:	2	ASSET SHORT FORM MAINTENANCE										SCREEN: 260	
ASSET:	3	FUNCTION:	4	ENTER KEY INFO ONLY									
ACQ DATE	NEW USED	PER/REAL	TAX CLASS	TEFRA CODE	TAX CRED	ENERGY REHAB	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	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	L1/L2:		KEY:		FROM:		TO:					

6. Type **275** in the NEXT SELECTION field and press **ENTER** to access the *Asset Additional Description (275)* screen.

```

          * * * ADDITIONAL DESCRIPTION MAINT * * *
L1/L2:  7  _ _ _ _      FUNCTION                      SCREEN: 275
ASSET:  8  _ _ _ _ _    CODE      DESCRIPTION

DESCRIPTION LINE 1:  9  _ _ _ _ _
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:  _ _ _ _
    
```

7. 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).
8. Type the temporary asset number in the ASSET field. (This data usually defaults from the inquiry screens).
9. Type **D** for *delete* in the FUNCTION CODE field of DESCRIPTION LINE 1.
10. Press **ENTER** and write the system-generated transaction number on your *Asset Short Form Maintenance* form and Transaction Number Log Sheet.

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) is not 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 **ENTER**. 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 PER/ REAL CLASS	TAX TEFRA TAX CRED REHAB CLS
ADP/ ACQ DATE	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:	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 **ENTER**. 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 **ENTER** 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.

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 preform 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 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 **ENTER** 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 **ENTER**.
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.

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  CAP
ASSET:  3  _____ ENTER KEY INFO ONLY

TRANSFER TYPE  TRANSFER YEAR  TRANSFER DATE 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
  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.
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 **ENTER** 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 *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 LVL 1
 - NEW LVL 2
 - 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.
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** on the OSC Website: <http://www.osc.nc.gov/policy/AFR/index.html>. 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	CODES	CONSTANT DOLLAR	COMPONENT	ACQ DATE	ACRS
	YR-PD			RETIRE INDEX	SWITCH	YR-PD	CD
4	5	6	DEPR : _____		8		
			RECAP : 7 _____				
			RETIRE : 9 _____				
			HALF-YR: _____				

BOOK	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 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.

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 **ENTER** 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 **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   :
      YR-PD   :           RECAP   :
      _____   :           RETIRE  :
      _____   :           HALF-YR:
      _____   :           _____

          RETIRE   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 **ENTER** 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, scrapped, surplus
 - L for lost
 - S for sold
9. Press **ENTER**.

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.

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 **ENTER** 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: _____
```

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

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      USERID DATE   CODE

NEXT SELECTION: _____
ACTION: _____
    
```

- 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.

- Type **0XX** in the L1 field, and **001** in the L2 field.
- Type the **asset number** which the search is done by 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.

```

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

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 001 0507000100 000023 05/13/2003 A
000006  TRANSFER   ACTIVE ASSET  0XX 001 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:  _____
    
```

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:          * *  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

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

NEXT SELECTION: _____
ACTION:  _____
    
```


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 **ENTER** 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
BOOK TYPE
TAX LOCATION      DEPR METH
STATE:            EST LIFE
COUNTY:          ORIG COST
CITY:             SALV AMT
DISTRICT          ANN DEPR
                  LTD DEPR
                  YTD DEPR
***VALUES PRIOR TO ***
BOOK TYPE
TAX LOCATION      DEPR METH
STATE:            EST LIFE
COUNTY:          ORIG COST
CITY:             SALV AMT
DISTRICT:         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 **ENTER**. The message **STILL WANT TO RESET? TYPE YES IN THE SEL FLD** displays.
5. Type **Yes** in the NEXT SELECTION field and press **ENTER** to reset the transaction.

4. Type **0XX** in the L1 field and **001**, your permanent level 2, in the L2 field.
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
      BOOK TYPE
TAX LOCATION  DEPR METH
STATE:        EST LIFE
COUNTY:     ORIG COST
CITY:        SALV AMT
DISTRICT     ANN DEPR
              LTD DEPR
              YTD DEPR
***VALUES PRIOR TO ***
BOOK TYPE
TAX LOCATION  DEPR METH
STATE:        EST LIFE
COUNTY:     ORIG COST
CITY:        SALV AMT
DISTRICT     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 **ENTER** 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: **2** LEVEL1/LEVEL2: **3**

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 LEVEL 1/LEVEL 2 field and press **ENTER** to access the *Active Asset Inquiry Menu (002)* screen.

```

                                                                    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 **ENTER**. Press **ENTER** 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 **ENTER**.

 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.

```

* * * 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
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  : N      ST LINE RESERVE      COUNTY     : 210
TAX CLASS  :      (BOOK 2 ONLY) :      CITY      : DOBB
ENRG/REHB  : N      TEFRA CODE    : 0      DISTRICT:
RETIRE OP  : 2
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: COMPUTERS (DIGITAL)
      **** BOOK 1 ****      **** BOOK 2 ****      **** BOOK 3 ****
BOOK TYPE/TAX CODE      4 N
DEPR METHOD              SLG
ST LINE SWITCH          N
PRORATE CODE            1
EST LIFE (YR/PD)        0000
REMAIN LIFE (YR/PD)     0000
DEPR BEGIN (YR/PD)      2003 11
ORIGINAL COST            510.00
SALVAGE AMOUNT          .00
ANNUAL DEPR             .00
PERIOD DEPR             .00
LTD DEPR                .00
YTD DEPR                .00
TRANSFER YTD           .00
OLD DEPR METHOD
SWITCH DATE (YR/PD)     0000 00

NEXT SELECTION: 24                      ASSET NUMBER: 0001234500
ACTION: _____

```

- Typing **26** in the SELECTION field displays the *Asset Additional Description (26)* 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 *MERIONAUTOGROUP*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 **ENTER** to access the *Fixed Assets Inquiry* menu 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:  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 LEVEL 1 field, and **001**, your permanent level 2, in the LEVEL 2 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**.

```

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

LEVELS      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: _____
    
```

6. 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: OXX 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: _____
    
```

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

```

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

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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

Fixed Asset Transactions 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 05-06-2009 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	COS	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																											
00003400	00											HP LASERJET 4050T PRINTER																											
												CHANGE TAX LOCATION																											
00003525	00											MICROCOMPUTERS, DESKTOP OR TOWERBASE																											
												CHANGE TAX LOCATION																											
00004853	00											MICROCOMPUTERS, DESKTOP OR TOWERBASE																											
	ADD	11-2000	P		N	N	2	N	N	P	0	G	20453		N																								
	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																											
00071718	00											TYPEWRITERS, ELECTRONIC																											
												CHANGE TAX LOCATION																											
00072874	00											TYPEWRITERS, ELECTRONIC																											
												CHANGE TAX LOCATION																											
00072916	00											TYPEWRITERS, ELECTRONIC																											
												CHANGE TAX LOCATION																											
00073432	00											TYPEWRITERS, ELECTRONIC																											
												CHANGE TAX LOCATION																											
00074131	00											TYPEWRITERS, ELECTRONIC																											
												CHANGE TAX LOCATION																											

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	ACQ DATE	COST VENDOR NAME
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				CUSTOMBRICK
042				49770	4722		4200145790	001702276	4334	050603	0432		200310	.38
BRICKS				42BG	42PT		4003014984			363478452F				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	CD	CENTER	PO NUMBER	ACCOUNT	CTR DT	CTRL	ACQ	COST	
-----	-----	-----	-----	BUY	E	PAY ENTITY	INVOICE	CHECK NUM	STD DESC	VENDOR	GRP	DATE	VENDOR NAME
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
042	CAP	05060001		14500	13101	4430	EP4050785	001702157	4521	042403	0141	200307	5,575.36
		ENTER A DESCRIPTION FOR THIS ITEM.		42EG	42PT			436464	60038	561313968K			SYSTECHOFFICEIN
042	CAP	05060002		14500	13101	4430	EP4050785	001702157	4521	042403	0141	200306	5,575.89
		ENTER A DESCRIPTION FOR THIS ITEM.		42EG	42PT			436465	60038	561313968K			SYSTECHOFFICEIN
042	CAP	05060003		14500	13101	4430	EP4050785	001702157	4521	042403	0141	200307	5,575.36
		ENTER A DESCRIPTION FOR THIS ITEM.		42EG	42PT			436466	60038	561313968K			SYSTECHOFFICEIN
042	CAP	05060004		14500	13101	3720	EP4050919	001702166	4521	033103	0146	200307	5,757.70
		#7035 KONICA COPIER		42EG	42PT			10070786	60072	561497063A			WAKEOFFICESYSTE
042	CAP	05060005		14500	13201	2005	EP4054988	001702144	4525	033103	0146	200307	5,437.84
		ICE MAKER FOR CHARLOTTE CC.ICE 1406		42EG	42PT			0081267A	74088	561122182A			RYANREFRITERATI
042	CAP	05060006		14500	13201	2005	EP4054988	001702144	4525	033103	0146	200307	5,412.55
		ICE MAKER FOR NEW HANOVER CORR. ICE		42EG	42PT			0081267-IN	74088	561122182A			RYANREFRITERATI
042	CAP	05060007		14500	13201	2005	EP4054988	001702144	4525	033103	0146	200307	5,412.55
		ICE MAKER FOR EASTERN CI.ICE 1406 H		42EG	42PT			0081267-INE	74088	561122182A			RYANREFRITERATI
042	CAP	05060008		14500	13201	2005	EP4054988	001702144	4525	033103	0146	200307	5,412.55
		ICE MAKER FOR BLADEN CC.ICE 1406 HR		42EG	42PT			0081267-INC	74088	561122182A			RYANREFRITERATI
042	CAP	05060009		74500	71002	8322	EP4063869	001702423	4527	050503	0129	200310	17,432.42
		JOHN DEERE MODEL 1520 20' INTEGRAL		42EG	42PT			11983	02072	560849404A			LAWNPOWERINC

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:		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	PERMANENT	BD	CD	CENTER	PO NUMBER	ACCOUNT	CTR	DT	CTRL	ACQ	COST
---	---	ASSET NUMBER	ASSET NUMBER	BUY	E	PAY ENTITY	INVOICE	STD	DESC	VENDOR	GRP	DATE	VENDOR NAME
---	---	-----	-----	---	---	-----	-----	---	---	---	---	---	-----
042	INV	05060010		14500	131014445		EP4050735	4521	033103	0146		200307	4,867.32
		ENTER A DESCRIPTION FOR THIS ITEM.K		42EG	42PT		10070571	60072	561497063A				WAKEOFFICESYS
042	INV	05060011		14500	131013720		EP4050919	4521	033103	0146		200307	4,867.33
		#7025	COPIER W/SORTER	42EG	42PT		10070786	60072	561497063A				WAKEOFFICESYS
042	INV	05060012		14500	131012005		EP4078495	4522	042403	0140		200310	1,672.46
		DELL LATITUDE QUOTE # 94580901, INC		42EG	42PT		309792563	20454	A742616805A				RCCOMPUTERS
042	INV	05060013		24502	230123710		EP4045590	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	BD	CD	CENTER	PO NUMBER	CTR	DATE	CTRL	ACQ	COST	
-----	-----	ASSET NUMBER	BUY	E	PAY	INVOICE	INVOICE	GRP	DATE	VENDOR	NAME	
042		14500	111011036			EP4051450	001702125	4521	020303	0140	200306	196.83
WILSON	WPS4	Presentation Station W/	42EG	42PT		T 737785			560818892A		PROJECTINC	
042		14500	131013930			EP4074557	001702188	4521	042403	0141	200309	331.61
HEAVY	DUTY	PERSONAL SHREDDER GBC 17	42EG	42PT		1957630			561905446A		OFFICENOW	
042		14500	131013930			EP4074557	001702188	4521	042403	0141	200309	331.61
HEAVY	DUTY	PERSONAL SHREDDER GBC 17	42EG	42PT		1957630			561905446A		OFFICENOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	239.68
GEAR	NOW	LITES FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	239.68
GEAR	NOW	LITES FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	239.68
GEAR	NOW	LITES FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	239.68
GEAR	NOW	LITES FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	239.68
GEAR	NOW	LITES FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	245.76
GEAR	NOW	SOHD FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	245.76
GEAR	NOW	SOHD FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	245.76
GEAR	NOW	SOHD FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	245.76
GEAR	NOW	SOHD FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	
042		14500	143145004			EP4055853	001702241	4530	042403	0141	200309	245.76
GEAR	NOW	SOHD FOR DIVISION IV	42EG	42PT		00003045			912135239A		GEARNOW	

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 STATE OF NORTH CAROLINA FIXED ASSET SYSTEM PAGE 8
 FA755GF NC HOUSING FINANCE AGENCY C-FA-FA755-FXXX
 AGENCY : 0A02 ACTIVE ASSET RECONCILIATION REPORT
 GENERAL FA ACCOUNT GROUP
 ACTIVE DETAIL AS OF: 2005-06

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 PAGE 9
 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

ASSET FUND ACCT	ACQ COST	ITEM NO	LOCATION	ASSET DESCRIPTION (ADDL)	ACQ DT	BGTCD	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
FARETDTTE

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 from 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
- FUND
- RCC

DATE: 12/30/2004

STATE OF NORTH CAROLINA FIXED ASSET SYSTEM
DEPT OF ENVIRON HEALTH

PAGE: 98

FAREIDTE
AGENCY : 1602

RETIRED 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	EXP ACCT	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 WORKGROUPO CONCEN	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 PAGE 40
 FAGE DEPT OF STATE AUDITOR
 CAPITAL ASSET RECONCILIATION REPORT C-FA-CAPITAL-ASSET-LIST
 GENERAL FUNDS
 AGENCY : 0601 ACTIVE DETAIL AS OF: 200506

FUND	ACCT	ACQ COST	ITEM NO.	LOCATION	ASSET DESCRIPTION (ADDL)	DATE	ACQ CODE	BUDGT 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, PIIIC6)	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		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		POWEREDGE 16008C 2.8GHZ/512K 533MH	2005-03	13300	1010	000036019	EP4212792	P
1210	7320	5,678.62	0000520400		POWEREDGE 16008C 2.8GHZ/512K 533MH	2005-03	13300	1010	000036019	EP4212791	P
1210	7320	7,389.98	0000520500		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 year 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

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

PAGE: 17

FARETGF

C-FA-CAPITAL-ASSET-REPORTS

AGENCY : 1602

FUND ACCT	ASSET ACQUISITION COST	NET PROCEEDS	ITEM NO.	LOCATION	ASSET DESCRIPTION (ADDL)	RET	COST 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 Adjustment 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 Requirements

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	TRANSFR DATE	ACQUISITION COST TRANSFERRED	ADDITIONAL DESCRIPTION	FUND	ASSET ACCOUNT
1601	0016447700	1702	0001052600	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 Requirements

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

PAGE: 3
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

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

FAPYGF

C-FA-CAPITAL-ASSET-REPORTS

AGENCY : 0501

ASSET FUND ACCT	ACQ COST	ITEM NO	LOCATION	ASSET DESCRIPTION (ADDL)	ACQ DT	COST BGTCD 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

Procedure 1: Signing on to the Fixed Assets Module

1. Type **CICSSCCP** or **CICSNC23** (whichever has been specified at your agency) at the State Sign-On Banner and press **ENTER**.
2. Type **your User ID** in the `USERID` field. (This is also called your RACF ID.)
3. Type **the billing code for your agency (XXX-XXX)** in the `BILL CODE` field.
4. Type **your password** in the `PASSWORD` field and press **ENTER**. A message is displayed across the top of the screen telling you that you are now signed on to the system. The message then disappears, leaving a blinking cursor at the top of a blank screen.
5. Type **MSAS** at the cursor and press **ENTER**. The NCAS banner screen is displayed.
6. Type **your NCAS System ID** in the `OPERATOR ID` field.
7. Type **your password** in the `PASSWORD` field and press **ENTER**. You are now signed on to the North Carolina Accounting System. The screen displays the following list of options:

A	for Payroll/Personnel
B	for Financial Systems
C	for Manufacturing Systems
D	for Health Care
E	for Information Expert
8. If you get the message **PASSWORD NOT ON FILE**, press **PAUSE**, **F2**, or **F3** twice to return to the blank screen with the flashing cursor in step 5. Repeat steps 6 through 8.
9. **TAB** to the `ACTION` field at the bottom of the screen.
10. There are two ways of entering the Fixed Assets module:
 - Type **.FA** in the `ACTION` field and press **ENTER** to begin working in the Fixed Assets module. (You must type the period.) The *Fixed Assets Module Menu* screen is displayed.

OR

 - Choose **B** for the menu and press **ENTER**. You see a list of system ID numbers and names. Enter **8** and press **ENTER**. The *Fixed Assets Module Menu* is displayed.

Procedure 2: Changing Your Password

You have a password that goes with your User ID (your RACF ID) and a password that goes with your NCAS System ID. The first time you access the system, you use passwords that have been provided for you.

These passwords should be changed immediately. You are prompted to change the password for the RACF ID every 60 days; however, once you change the password that goes with your NCAS System ID, you are not required to change it again (unless you choose to change it).

To change your password on the CICS screen:

The system prompts you to change this password every 60 days. You can change this password at any time--you do not need to wait for the system to prompt you.

1. When prompted, type a **new password**, containing six to eight characters and no spaces, in the NEW PSWD field and press **ENTER**. You see the message **RE-ENTER NEW PASSWORD FOR VERIFICATION**.
2. Type the **new password** again in the NEW PSWD field and press **ENTER** to verify it. Your new password works the next time you sign on.

To change your password on the NCAS screen:

Once you change this password, you are not required to change it again, however, you can choose to change it at anytime.

1. **TAB** to the NEW PSWD field.
2. Type a **new password** containing six to eight characters and no spaces.
3. **TAB** to the VERIFY field, type the new password again and press **ENTER** to verify it. Your new password works the next time you sign on.

Procedure 3: Signing off the Fixed Assets Module

It is very important to sign off the North Carolina Accounting System properly. If you do not follow these instructions, you will not be able to reconnect to the system until your terminal is released by the Office of the State Controller.

From any screen:

1. Type **SO** in the ACTION field and press **ENTER**.
2. Press either **PAUSE**, **F2**, or **F3** to clear your screen.
3. Type **logoff** on the blank screen and press **ENTER**.

When the State Sign-On Banner displays, you have signed off the system.

Procedure 4: Using NCAS Information Guide (SIG)

1. Open the Internet.
2. Type **http://www.osc.nc.gov** for the address of the OSC's web page.
3. Click on the **Systems** tab.
4. Click on **North Carolina Accounting System (NCAS)**
5. Click on the link you want to view.

Procedure 5: Glossary

Assets

Assets acquired for use in operations. These assets are generally not for resale, and have an estimated useful life to an organization of at least one year. Also known as property, plant, and equipment. Examples include land, buildings, machinery, and furniture.

Book Type

A term used by the system to define whether an asset is:

1. Depreciable
2. Fully Depreciated
3. Non-Depreciable (CAP > or = \$5000)
4. Inventory (INV < \$500)
5. Reference

Capitalized Assets

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

Components

Separate physical part of an asset that when added together with all the physical asset parts make up the whole asset. Separate physical parts no longer are classified as components. Individual items are classified as separate assets, depending upon how they were acquired.

Depreciation

The systematic expensing of original cost of fixed assets.

Depreciation Methods

Formulas used to calculate depreciation expense. The most commonly used method used in the NCAS FA module is straight line gross.

GAAP

Generally Accepted Accounting Principles - A set of uniform minimum standards and guidelines for financial accounting and reporting that govern the form and content of the financial statements of an entity.

Intangible Asset

Assets which benefit the organization through the special rights and privileges of their ownership as opposed to the physical characteristics. Examples are patents, copyrights, leases, and licenses.

Interface

Program that feeds information from AP to FA when a payment is made against an invoice received from a vendor.

Inventoried Assets

Goods or objects that are valued between \$500 and \$4999 at one of four different thresholds established by your agency: \$500, \$1000, \$2500, or \$5000.

Invoice

The invoice is a vendor's request for payment for a portion of a purchase order which has been filled.

Levels of Control

Hold user-defined information about each fixed asset.

Permanent Level

Contain information about items that have been designated fixed assets.³

Personal Assets

Tangible assets.

Real Assets

Land and buildings.

SIG

System Information Guide for the North Carolina Accounting System. FA policy can be found on the SIG.

Tangible Asset

Also known as Fixed Assets; property, plant, and equipment. The assets have a physical presence.

Temporary Level

Provide a temporary holding area for information about AP item files. Only L1/L2 exist at temporary level.

QRG 1: General Government Capital Asset Depreciation

July 3, 2001

M E M O R A N D U M NO. SAD 02-12

TO: Chief Financial Officers

FROM: Robert L. Powell
State Controller

SUBJECT: General Government Capital Asset Depreciation

GASB Statement 34 requires governmental funds to report depreciation on depreciable capital assets in the governmental-wide statements for the 2002 Comprehensive Annual Financial Report (CAFR). The Office of the State Controller (OSC) will calculate the depreciation for the governmental funds who are using the North Carolina Fixed Asset System (FAS). It is imperative that the data in this system be accurate. When entering an asset into the fixed assets system, one of the fields needing close attention is the ACQ CODE (acquisition code) field. The following are the choices for this field: P for purchased; C for constructed; D for donated; or I for inventory conversion. If a user does not fill in the ACQ CODE (acquisition code) field, P for purchased defaults in this field. Other fields, which OSC will rely on, are the ACQ date (acquisition date) field, the retirement date field, and the cost field. Please review the data in this system periodically to ensure correctness.

OSC will require agencies not using the FAS system to report detail asset information including accumulated depreciation by asset caption beginning for the fiscal year-ending June 30, 2002. A financial worksheet will be included in the 2002 year-end close package to report this information.

Any inquiries regarding this matter should be directed to your OSC analyst. Thank you for your attention to this matter.

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
State Courier: 56-50-10 3512
Fax Number: (919) 981-5560
Website: www.osc.state.nc.us

LOCATION
Bush Street
Raleigh, NC

An Equal Opportunity/Affirmative Action/Americans With Disabilities Employer

Web Site: http://www.osc.state.nc.us/sigdocs/sig_docs/prev_memos/2002/Memo-SAD02-12.html

QRG 2: Asset Short Form Maintenance (Screen 260)

QRG 3: Asset Transfer (Screen 262)

*** ASSET TRANSFER ***

SCREEN 262

L1/L2 :
 ASSET:
ASSET NUMBER

Please include contact information in case questions arise.
 TRANSFER FROM agency contact : _____ Phone #: _____
 TRANSFER TO agency contact : _____ Phone #: _____

TRANSFER TYPE	TRANSFER YEAR	DATE PERIOD	NEW LVL1	NEW LVL2	NEW ASSET NUMBER	EXIST SW	COMPONENT SW	ACQUISITION YEAR	DATE PERIOD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TRANSFER COST	QUANTITY	YTD SURP AS OF TRANSFER DATE	YTD DEPR AT TRANSFER DATE	YTD BACKLOG AT TRANSFER DATE					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

****LEVELS OF CONTROL TRANSFERRED****

LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8	LEVEL 9
<input type="text"/>						
BUDGET CODE		BUDGET FUND				
CENTER						

DO NOT COMPLETE AREAS SHADED IN

QRG 4: Asset Retirement (Screen 264)

QRG 5: Additional Description Maintenance (Screen 275)

*** ADDITIONAL DESCRIPTION MAINTENANCE ***

SCREEN 275

L1/L2 :
 ASSET:
ASSET NUMBER

FUNCTION
CODE

DESCRIPTION

- DESCRIPTION LINE 1 :
DO NOT ENTER ANYTHING ON THIS LINE
- DESCRIPTION LINE 2 :
ADDITIONAL DESCRIPTION
- DESCRIPTION LINE 3 :
ADDITIONAL DESCRIPTION
- DESCRIPTION LINE 4 :
BUILDING = SQUARE FOOTAGE/LAND = ACREAGE
- DESCRIPTION LINE 5 :
STATE PROPERTY CONTROL COMPLEX AND ASSET NUMBER
- DESCRIPTION LINE 6 :
PLAT BOOK (COUNTY/BOOK/PAGE)
- DESCRIPTION LINE 7 :
ADDITIONAL DESCRIPTION
- DESCRIPTION LINE 8 : ##
VENDOR NUMBER VENDOR SHORT NAME BUY ENTITY
- DESCRIPTION LINE 9 : ###
AP CONTROL CONTROL INVOICE NUMBER PAYING
GROUP DATE ENTITY
NUMBER

A = ADD
C = CHANGE