



State of North Carolina

Office of the State Controller

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May 25, 2004

MEMORANDUM FSD Memo: 040014

TO: Fiscal Officers and Fixed Asset Users

FROM: Don Waugh, Assistant State Controller
Office of the State Controller (OSC)

SUBJECT: Fixed Asset (FA) Data Entry Deadline (08/06/2004) and Operations Schedule

The last day available for entering any fixed asset information for the year ending June 30, 2004 will be Friday, August 6, 2004. This date is final and no extensions can be granted due to the Comprehensive Annual Financial Report (CAFR) reporting requirements. **It is crucial that all temporary assets existing in the Capitalized Asset (CAP) temporary level be processed before the August 6 deadline. At the end of this business day, all temporary assets that remain in the CAP temporary level will be purged.** The Inventory (INV) temporary level will continue to be purged monthly, leaving 3 months of data available. As a reminder, please clear all assets that are appearing under the 7999 control number before year end. The 7999 control number is a 'suspense account' because the system does not recognize the account number on the 260 screen in the Fixed Asset module.

The following asset reports should be used for reconciliation:

1. C-FA-CAPITAL-ASSET-LIST
This report series replaces the C-U-FA-FA755-GE5000 report series. This new report series lists capital assets, and can be found in XPTR (Systemware) OSCOP* FA CAPITAL ASSET LIST.
2. C-U-FA-CAPITAL-ASSET-REPORTS
This report series contains multiple reports that use to be separate. This report can be run prior to year-end at the agency's discretion in Information Expert (IE). Within this report series are the following:
 - a) Capital Assets Added in the current fiscal year.
 - b) Capital Assets Retired in the current fiscal year.
 - c) Capital Assets Transferred in/out during the current fiscal year.
 - d) Capital Assets with adjustments in the current fiscal year.
 - e) Capital Assets added in the current fiscal year for a prior fiscal year.
3. C-U-FA-DEPRXX (This report can be run instead of the Expense Ledger which is not available for those agencies that depreciate for financial reporting purposes.) This report can be run prior to year-end at the agency's discretion in IE.

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LOCATION
3512 Bush Street
Raleigh, NC

These final reports will be run as part of year-end after all assets are entered on August 6.

Both a valid RACF Password and NCAS ID are required to achieve access to the NCAS Fixed Asset System. Please note that the RACF Password must be changed every 90 days or it will expire. If your user's RACF password expires, contact your agency's RACF Administrator to have this password reinstated. If your user does not know the NCAS ID, contact the OSC NCAS Helpdesk.

The following schedule has been established for the Fixed Asset end of year processing:

July 2, Fri. - July 31, Sat. - Fixed assets received in fiscal year 2004, paid in July with an accrual indicator will be interfaced from AP to FA. This activity is reflected on the daily AP to FA Interface reports in XPTR group MM132-1. All accruals paid after July 31st will need to be added manually to the Fixed Asset module.

July 2, Thurs. - Master file will be updated. Validation and Audit Ledger reports will be available July 6 at the I/O window. Maintenance and Depreciation (MAD) controls will be reset on this day and depreciation calculated. **All depreciable assets must be entered by 7:00 p.m. on July 2, 2004 for depreciation to be calculated automatically by the system. For assets entered after the monthly update depreciation cycle has been executed, the operator must manually calculate and enter the amount of applicable depreciation for fiscal year 2004 for the new asset in the "Year to Date Depreciation" and the "Life to Date Depreciation" fields on screen 260.**

July 6, Tues. - Aug. 6, Fri. - Year-end report series are available in the FAPUBLIC library to be run by each agency as needed.

July 6, Tues. - System available for all users. Begin entering June 2004 Retirements.

July 9, Fri. - All asset transfers for FY 2003/2004 must be received by OSC NCAS Helpdesk for data entry into the system.

Aug. 6, Fri. - Final day of data entry. The final update process for Y/E 2004. No more FA processing for 2004. **All remaining temporary asset numbers in the CAP temporary level will be purged.** The year-end inventory reports will be available in XPTR group FAFIN-1, FAFIN-2, and FAFIN-3. Year-end capital asset reports will be available in the following xptr groups:

**FA CAPITAL ACQ PY
FA CAPITAL ACQUISITIONS
FA CAPITAL ASSET ACTIVITY
FA CAPITAL ASSET LIST
FA CAPITAL COST ADJUST
FA CAPITAL RETIREMENTS
FA CAPITAL TRANSFERS IN
FA CAPITAL TRANSFERS OUT**

Aug. 7, Sat. - NCAS system will be available from 9 a.m to 2 p.m. with the **Fixed Asset module will not be accessible to users.**

Aug. 9, Mon. -Aug 18, Wed. - Begin FA processing for fiscal year 2005. Enter July 2004 asset information.

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Aug. 9, Mon. - Fixed assets paid in July that are not fiscal year 2004 accruals (no accrual indicator) will be interfaced from AP to FA. These reports will be located in XPTR group OSCOP* FAREL Release AP Invoices.

Aug. 18, Wed. - Booked through date set to 2005-02. July monthly production reports and depreciation run.

Aug. 19, Thurs. -Sept.2, Thurs. - Enter August 2004 asset information.

Aug. 19, Thurs. - Fixed assets with paid from August 1 thru August 19 will be interfaced. These reports will be located in XPTR group OSCOP* FAREL Release AP Invoices. Then, the nightly interface will resume.

Sept 2, Thurs. - Booked through date set to 2005-03. August monthly production reports and depreciation run.

Sept. 3, Fri. - Resume normal operations schedule, begin September activities.

To help your agency complete fixed asset processing requirements on a timely basis, the NCAS operating hours have been extended. The system will be available from 6:00 A.M. to 7:00 P.M. Mondays through Fridays (except holidays). **Please consult the SIG for the latest schedule of system availability.** Watch your CICS signon screen and the SIG for special messages concerning system operations.

A copy of this memo and Fixed Asset Year-End Report Certification can be found in the SIG under New Bulletins/Important Memos/Current Memos/Memorandum No. 040014. Any questions regarding the Fixed Asset System, including IE report questions, may be directed to the NCAS Help Desk at 875-HELP. The OSC appreciates your agency's cooperation as we once again complete the fiscal year fixed asset processing.

DW/br