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PURPOSE:

Currently, Oregon is not using the Fixed Asset Subsystem (FAS)

This chapter describes the Fixed Asset Subsystem (FAS) processes and procedures which are performed on a day-to-day basis by agency and central management accounting staff. The maintenance of the data is typically a shared responsibility whereby the operating agencies provide acquisition and disposition data and the central management controls and manages the systemwide functions/elements. This chapter is not intended as a guide to implementing the subsystem or determining which features should be utilized by a given agency. Instead, users of this subsystem should review the R★STARS Reference Manual, Chapter 15 prior to attempting to utilize this subsystem. The FAS overview chart on page 16-3, provides a detailed flow of the subsystem and may be referenced as needed.

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The Fixed Asset Subsystem (FAS) meets a variety of needs in accounting for the assets and inventory owned by governmental organizations. Among these requirements include:

- Automatically recording financial information on capitalized assets in order to provide financial statements for both governmental and proprietary funds.
- Maintaining descriptive information, such as location of the asset and the responsible organization, to support safekeeping functions. This detailed fixed asset information is available for on-line inquiry and maintenance and is also listed on hard copy reports.
- Maintaining maintenance expense amounts to provide the full cost of an asset.
- Maintaining descriptive information such as to support insurance claims for such calamities as fire and theft.
- Providing preventative maintenance scheduling capabilities to help ensure that the organization's assets are adequately maintained.

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- Providing automatic calculation and posting of depreciation to the financial tables using the straight-line method for proprietary type fund assets.
- Providing mass transfer capabilities to enable assets to be transferred between organizations, funds and locations.
- Supporting the automatic reconciliation of financial and property record information by matching financial transactions entered into R★STARS and property record transactions entered into FAS.

FAS meets these and other requirements. The remainder of this chapter describes the subsystem processes which support these requirements and the manual procedures required to utilize the subsystem. Users should review the R★STARS Reference Manual, Chapter 15, "Fixed Asset Accounting", prior to attempting to incorporate these procedures in their agencies.

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16-1 MAINTAINING FIXED ASSET TABLES AND PROFILES

There are seven descriptive profiles directly relating to FAS. They include:

- **D90 Fixed Asset Class Profile** - used to establish systemwide-defined fixed asset classes and associated title information
- **D91 Fixed Asset Subclass Profile** - used to establish the agency-defined subclasses and associated title information
- **D93 Fixed Asset Location 1 Profile** - used to establish the systemwide-defined location (by city) of a fixed asset at the most summarized level and associated title information
- **D94 Fixed Asset Location 2 Profile** - used to establish the agency-defined location of a fixed asset at a more detailed level than Location 1 and its associated title information
- **D95 Fixed Asset Location 3 Profile** - used to establish the agency-defined location of a fixed asset at a more detailed level than Location 2 and its associated title information
- **D96 Fixed Asset Funding Source Profile** - used to establish systemwide-defined funding sources and associated title information
- **D97 Preventive Maintenance Profile** - used to establish agency-defined preventative maintenance codes and associated title information

Copies of the screens are presented at the end of this section. The coding instructions are in Chapter 5.

Other non-FAS profiles that affect FAS transactions and edits are the D53 Titles Profile and the D32 Agency General Ledger Account Profile. The Titles Profile is used to provide a title for each systemwide defined Fixed Asset Category Code. The Agency General Ledger Account Profile is used to establish the detail accounts for "Investment in Fixed Assets" account in the General Fixed Asset Group of Accounts.

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The 25 Agency Control, D10 Comptroller Object and D11 Agency Object profiles determine how financial transactions are edited in R★STARS. Normally, financial transactions for acquisitions are received from ADPICS or R★STARS coded with a C/I Indicator value of 'C' or 'I'. A property number is assigned in the expenditure transaction which is then used along with the transaction amount to reconcile within FAS to the descriptive information relating to an asset. Transactions are typically recorded as purchase voucher transactions.

Whether the C/I Indicator entry is required in R★STARS is dependent on whether the agency is using FAS (as identified on the 25 profile) and how the relevant Comptroller's Object or Agency's Object classification code was established on the D10 or D11 profiles. The C/I Indicator for all Object codes that are potentially capitalizable assets will be coded "yes" on these profiles. See the 25 screen below and the D10 and D11 screens on the following pages.

Once financial transactions are posted to the R★STARS financial tables, they are extracted and recorded on the Fixed Asset Suspense File to be matched with a property record transaction. This process is described in more detail in Section 16-2.

```

S025 VER 2.0                STATE OF OREGON                05/23/94 02:01 PM
LINK TO:                    AGENCY CONTROL PROFILE                STST

      AGENCY: 100      FISCAL YEAR:
      COST      RUN IND:      RUN TYPE:      NO STEPS:      LAST STEP:
      ALLOCATION- CA BY IDX:      CA BY PROJ:      CA BY GRANT:      CA POST:
      CA RANGE FROM:      TO:      CA TYPES:
      BILLING DEF-  IDX:      PCA:      EXP COMP/AGY OBJ:
      DEFAULT-  IDX:      PCA:      REV COMP/AGY OBJ:
      REPORTING INDS-  WEEK:      MONTH:      QUARTER:      YEAR:
      ENC DOC MATCH LVL:      (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
      PRE ENC DOC MATCH LVL:      (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
      ENC INDICATOR:      PRE ENC IND:      COMP OBJ REQD ON D11:
      FIXED ASSET - IND:      THRESHOLDS - CAP:      INV:      CAPTURE:
      AGENCY OBJECT IND:      (R=REV, E=EXP, B=BOTH, N=NONE)
      LAST MONTH/YEAR CLOSED:      AGY BUD BY ORG IND:      (Y OR N)
      AE LAST MONTH/YEAR PURGED:      AGY BUD BY PGM IND:      (Y OR N)
      REPORTING MONTH/YR:      LABOR RUN IND:      (Y,N OR A)
      INTEREST CALC RUN/MONTH:      COLLECTION TRANSFER RUN:      (Y OR N)
      GRANT/PROJ BILLING RUN:      SGL ORG LVL IND:      STATUS CODE: A
      EFF START DATE: 05231994      EFF END DATE:      LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

The Fixed Asset Indicator tells R★STARS whether or not an agency will be utilizing FAS internally as the fixed asset tracking system. The thresholds determine the minimum dollar amount at which an item must be capitalized and/or inventoried. The capture code determines the point at which fixed asset property information must be captured in the ADPICS Property Capture Table.

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```

SD10 VER 2.0                STATE OF OREGON                05/23/94 02:11 PM
LINK TO:                    COMPTRROLLER OBJECT PROFILE        STST

APPROPRIATION YEAR:
COMPTRROLLER OBJECT:
  TITLE:
  OBJECT:      (MUST BE IN D01 OBJ PROFILE)
COMPTRROLLER SOURCE/GROUP: (MUST BE IN D09 COMPT SOURCE GROUP PROFILE)
PROP GAAP SOURCE/OBJECT:  (MUST BE IN D08 GAAP SOURCE/OBJ PROFILE)
GOVT GAAP SOURCE/OBJECT:  (MUST BE IN D08 GAAP SOURCE/OBJ PROFILE)
NACUBO SOURCE/OBJECT:     (MUST BE IN D34 NACUBO SOURCE/OBJ PROFILE)
CONVERTED OBJECT:        (MUST BE IN D80 OTHER SYS COMPT OBJ PROFILE)
OBJECT TYPE:             (E=EXP, R=REV, S=STAT, T=TRANS, O=OTHER)
TRANSFER TYPE:          PROG CATEGORY:          CMIA TYPE:
      1099 IND:          C/I IND:      (C=CAP, I=INV, M=MAINT, BLANK=N/A)
PROP GAAP CATEGORY:      (SYSTEM GENERATED) NACUBO CAT:      (SYSTEM GENERATED)
GOVT GAAP CATEGORY:      (SYSTEM GENERATED)

EFF START DATE: 05231994  EFF END DATE:          STATUS CODE: A
                                          LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

The C/I indicator on the D10 (above) and D11 (below) profiles is typically coded "Y" for assets which normally should be capitalized such as a truck. If the agency is using FAS, the edit will require that the C/I indicator on a transaction entry screen is coded "C", thus ensuring the capitalization of certain assets.

```

SD11 VER 2.0                STATE OF OREGON                05/23/94 02:13 PM
LINK TO:                    AGENCY OBJECT PROFILE            STST

AGENCY: 100 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR:
AGENCY OBJECT:
  TITLE:
AGENCY OBJECT GROUP:      (BLANK OR MUST BE IN D25 AGENCY OBJECT GROUP)
COMPTRROLLER OBJECT:      (BLANK OR MUST BE IN D10)
OBJECT TYPE:              (E=EXP, R=REV, S=STAT, T=TRANS, O=OTHER)
C/I IND:                  (C=CAPITALIZE, I=INVENTORY, M=MAINT, BLANK=N/A)
GAAP CATEGORY:            (SYSTEM GENERATED)
GAAP SOURCE/OBJECT:       (BLANK OR SYSTEM GENERATED)
COMP SOURCE/GROUP:        (BLANK OR SYSTEM GENERATED)
NACUBO CATEGORY:          (BLANK OR SYSTEM GENERATED)
NACUBO SOURCE/OBJ:       (BLANK OR SYSTEM GENERATED)
CMIA TYPE:

EFF START DATE: 05231994  EFF END DATE:          STATUS CODE: A
                                          LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

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D90 FIXED ASSET CLASS PROFILE

This screen establishes a systemwide fixed asset class, associated title information and related systemwide category.

S090 VER 2.0	STATE OF OREGON	05/23/94 02:14 PM
LINK TO:	NEWS/HELP TABLE	STST
KEYWORD:	PAGE: 01	
EFF START DATE: 05231994 EFF END DATE:		STATUS CODE: A
		LAST PROC DATE:
F3-DELETE	F5-NEXT RECORD	F8-NEXT ERROR
F11-SAVE/CLEAR	ENTER-INQUIRE	CLEAR-EXIT
		F9-INTERRUPT F10-SAVE

The R★STARS transaction codes for depreciating and disposing of proprietary assets are stored here. The transaction codes are categorized by class and care should be taken when assigning them, since they will be used to set up financial transactions sent back to R★STARS.

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D91 FIXED ASSET SUBCLASS PROFILE

This screen is used to establish the optional agency defined subclasses and associated title information.

```

SD91 2.0                R★STARS ACCOUNTING                08/02/93 01:31 PM
LINK TO:                FIXED ASSET SUBCLASS PROFILE        BLDV

          AGENCY:                (MUST BE IN D02 AGENCY PROFILE)
        SUBCLASS:

          TITLE:

        USEFUL LIFE:                (MUST BE STATED IN YEARS)

        CLASS CODE:                (MUST BE IN D90 FA CLASS
PROFILE)

          EFF START DATE:        EFF END DATE:                STATUS CODE:  A
                                LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-
EXIT

```

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D93 FIXED ASSET LOCATION 1 PROFILE

This screen is used to establish the systemwide defined location of a fixed asset at the most summarized level and associated title information.

SD93 2.0	R★STARS ACCOUNTING	08/02/93 01:40 PM
LINK TO:	FIXED ASSET LOCATION 1 PROFILE	BLDV
<p>LOCATION 1:</p> <p>TITLE:</p>		
EFF START DATE:	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
<p>F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT</p>		

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D94 FIXED ASSET LOCATION 2 PROFILE

This screen is used to establish the optional agency defined location of a fixed asset at a more detailed level than Location 1 and its associated title information.

SD94 2.0	R★STARS ACCOUNTING	08/02/93 01:52 PM
LINK TO:	FIXED ASSET LOCATION 2 PROFILE	BLDV
PROFILE)	AGENCY:	(MUST BE IN D02 AGENCY
PROFILE)	LOCATION 1:	(MUST BE IN D93 FA LOCATION 1
	LOCATION 2:	
	TITLE:	
EFF START DATE:	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
F1-HELP	F3-DEL	F5-NEXT
CLEAR-EXIT	F9-INT	F10-SAVE
	F11-SAVE/CLEAR	ENTER-INQ

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D95 FIXED ASSET LOCATION 3 PROFILE

This screen is used to establish the optional agency defined location of a fixed asset at a more detailed level than Location 2 and its associated title information.

```

SD95 2.0                R★STARS ACCOUNTING                08/02/93 02:03 PM
LINK TO:                FIXED ASSET LOCATION 3 PROFILE                BLDV

          AGENCY:                (MUST BE IN D02 AGENCY PROFILE)

LOCATION 1:                (MUST BE IN D93 FA LOCATION 1 PROFILE)

LOCATION 2:                (MUST BE IN D94 FA LOCATION 2 PROFILE)

LOCATION 3:

          TITLE:

EFF START DATE:                EFF END DATE:                STATUS CODE:  A
                              LAST PROC DATE:

F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ
CLEAR-EXIT

```

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D96 FIXED ASSET FUNDING SOURCE PROFILE

This screen is used to establish systemwide funding sources and associated title information.

SD96 2.0	R★STARS ACCOUNTING	08/02/93 02:10 PM
LINK TO:	FIXED ASSET FUNDING SOURCE PROFILE	BLDV
<p style="text-align: center;">FUNDING SOURCE:</p> <p style="text-align: center;">TITLE:</p> <p style="text-align: center;">AGENCY GL ACCT: (TO SUPPORT INVESTMENT IN GFAAG)</p>		
EFF START DATE:	EFF END DATE:	STATUS CODE: A LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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D97 PREVENTIVE MAINTENANCE PROFILE

This screen is used to establish agency-defined preventive maintenance codes and associated title information. This is an agency optional profile. Three character codes such as 'OIL' may be used to designate "change oil and filter" at predetermined intervals.

```

SD97 2.0                R★STARS ACCOUNTING                08/02/93 02:24 PM
LINK TO:                PREVENTATIVE MAINTENANCE PROFILE        BLDV

          AGENCY:                (MUST BE IN D02 AGENCY
PROFILE)
      PREV MAINT CODE:

          TITLE:

          STATUS CODE:  A
EFF START DATE:        EFF END DATE:        LAST PROC DATE:

F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ
CLEAR-EXIT

```

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16-2 ENTERING FINANCIAL TRANSACTIONS

When assets are acquired, financial information must be recorded in FAS to provide such information as the fund, vendor, purchase voucher number, and so on. Financial acquisition transactions may be recorded as payment vouchers extracted from ADPICS or R★STARS or as "simulated" transactions entered directly into FAS. Each of these methods is described below.

Note that financial transactions are only required for acquisitions; adjustments, transfer, depreciation and dispositions do not require the separate entry of financial data into FAS.

Normally, financial transactions for acquisitions are recorded as purchase voucher transactions by entering the Capitalize Indicator ('C' or 'I') and property number. The following displays a sample purchase voucher transaction for a pick-up truck (screen 505). Once these transactions are posted to the R★STARS financial tables, they are extracted from R★STARS and recorded on the 71 Fixed Asset Financial Suspense Profile to be matched with a property record transaction.

Entry of a voucher in R★STARS:

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```

S505 2.0                      R★STARS ACCOUNTING                08/02/93 09:47 AM
LINK TO:                      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE:          BLDV
BATCH: AGENCY AAA DATE 010294 TYPE 4 NO 001 SEQ NO 00001 MODE EDIT AND
POST
DOC DATE: 010294   EFF DATE: 010294   DUE DATE:          SERV DATE:
CUR DOC/SFX: ZA000001 001 REF DOC/SFX:          MOD:        AGENCY:
AAA
  TRANS CODE: 222
    INDEX: 10000
      PCA: 12100                                AY: 94
COMP/AGY OBJ: 5464
  AMOUNT: 5000.00          RVS:          DISC:          1099:    FO:
PDT:
DOC COUNT:          DOC AMT: 5000.00          DOC AGY: AAA CI: C  PROP #:
1122334455
  INV NO:          DT:          DESC:
VEND/MC: 2000000000 001 NM: BILL'S FORD TRUCK SALES
CONT NO:          ADDR 1:
WARR NO:          ADDR 2:
APPN NO:          ADDR 3:
  FUND: 0001      ADDR 4:
GL AC/AGY:          CITY:          ST:          ZIP:
GRANT NO/PH:          SUB GRANTEE:          PROJ NO/PH:
MPCD:          AGY CD-1:    2:    3:          DI:          RTI:

F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-
SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT

```

Recall a financial transaction in FAS (after overnight batch processes):

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```

S071 2.0                      R★STARS ACCOUNTING          01/19/94 10:35 AM
LINK TO:                      FIXED ASSET FINANCIAL SUSPENSE      BLDV

      AGENCY: AAA      PROP #: 1122334455
BATCH - AGY: AAA      DATE: 010294      TYPE: 4      #: 001      SEQ #: 00001
  DOC DATE: 010294      EFF DATE: 010294
CUR DOC/SFX: ZA000001 001      REF DOC/SFX:      AY: 94
  TRANS CODE: 222
    INDEX: 10000
      PCA: 12100
  PGM CODE:      LVL:
COMP/AGY OBJ: 5464
  AMOUNT: 5000.00      RVS:
    INV #:      INV DESC:
  CI IND: C      RETAIN FOR ACQ/DISP TRANS: Y
VENDOR NO/MC: 2000000000 001
  VENDOR NAME: BILL'S FORD TRUCK SALES
    WAR #:      APPN #:      FUND:
  GRANT #/PH:      SUB GRANTEE:      PROJ NO/PH:
    MPCD:      AGY CD-1: 2:      3:      LAST PR DT:

F1-HELP      F3-DELETE      F5-NEXT      F6-FORCE POST      F9-
INTERRUPT
F10-SAVE      F11-SAVE/CLEAR      F12-CHG/TEMP      ENTER-INQUIRE      CLEAR-
EXIT

```

Financial transactions may also be recorded directly in FAS. This may be required when the payment voucher transaction is accidentally recorded without the Capitalize Indicator (note that edits require this indicator to be a 'C' for certain types of transactions) or when assets are acquired through gifts. When financial information is recorded directly in FAS the transaction is called "simulated" because it simulates the transaction which would normally be recorded in R★STARS.

A separate on-line screen, 71 Financial Suspense Screen, is provided for entering and changing financial transactions. A picture of this screen is shown below. When financial transactions are extracted from ADPICS or R★STARS, they may be viewed or changed through the use of this screen. Following the gift acquisition example, screen 71 Coding Instructions and screen are provided.

Financial transactions for maintenance of capitalized and inventoried assets can also be tracked in the FAS. Financial transactions for maintenance are received from ADPICS or R★STARS coded with a C/I Indicator value of 'M'. If an 'M' is put in the C/I Indicator field, a property number is required for the transaction which is then used along with the transaction amount to reconcile within FAS to information relating to an asset.

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Entry of a gift acquisition in FAS:

```

S071 2.0                R★STARS ACCOUNTING                01/19/94 11:17 AM
LINK TO:                FIXED ASSET FINANCIAL SUSPENSE        BLDV

      AGENCY: AAA      PROP #: 9988776655
BATCH - AGY:           DATE:                TYPE:      #:      SEQ #:
  DOC DATE:           EFF DATE: 010194
CUR DOC/SFX:           REF DOC/SFX:           AY: 94
  TRANS CODE:
    INDEX: 10000
      PCA: 12100
    PGM CODE:         LVL:
COMP/AGY OBJ: 5464
  AMOUNT: 10000.00      RVS:
    INV #:                INV DESC:
    CI IND: C            RETAIN FOR ACQ/DISP TRANS:
VENDOR NO/MC: 2000000000 001
  VENDOR NAME: BILL'S FORD TRUCK SALES
    WAR #:                APPN #:                FUND: 0001
  GRANT #/PH:           SUB GRANTEE:           PROJ NO/PH:
    MPCD:                AGY CD-1:      2:      3:      LAST PR DT:

F1-HELP      F3-DELETE      F5-NEXT      F6-FORCE POST      F9-
INTERRUPT
F10-SAVE     F11-SAVE/CLEAR     F12-CHG/TEMP     ENTER-INQUIRE     CLEAR-
EXIT

```

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71 FIXED ASSET FINANCIAL SUSPENSE

This screen is used to match agency, property number and amount to the information extracted from the R★STARS expenditure cycle or from ADPICS. It is also used to add fixed asset financial information for non-expenditure acquisitions and for cases where the C/I indicator was accidentally not included at the time of voucher entry. After the information is reconciled, the user should go to 73 Property Record Suspense screen to add or modify the descriptive information relating to an asset.

S071 2.0	R★STARS ACCOUNTING	01/19/94 11:18 AM
LINK TO:	FIXED ASSET FINANCIAL SUSPENSE	BLDV
AGENCY:	PROP #:	
BATCH - AGY:	DATE:	TYPE: #: SEQ #:
DOC DATE:		EFF DATE:
CUR DOC/SFX:		REF DOC/SFX: AY:
TRANS CODE:		
INDEX:		
PCA:		
PGM CODE:	LVL:	
COMP/AGY OBJ:		
AMOUNT:		RVS:
INV #:		INV DESC:
CI IND:		RETAIN FOR ACQ/DISP TRANS:
VENDOR NO/MC:		
VENDOR NAME:		
WAR #:	APPN #:	FUND:
GRANT #/PH:	SUB GRANTEE:	PROJ NO/PH:
MPCD:	AGY CD-1: 2: 3:	LAST PR DT:
F1-HELP	F3-DELETE	F5-NEXT
INTERRUPT		F6-FORCE POST
F10-SAVE	F11-SAVE/CLEAR	F9-
EXIT	F12-CHG/TEMP	ENTER-INQUIRE
		CLEAR-EXIT

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71 FIXED ASSET FINANCIAL SUSPENSE INPUT CODING INSTRUCTIONS

Data Element

- **Agency** - Enter a three character AGENCY code. When entered, it must exist in the D02 Agency Profile.
- **Prop No** - Enter the 10 digit PROPERTY NUMBER.

Batch Header Elements

- Agency
- Date
- Type
- #
- Seq #

These elements are carried forward from the batch header in cases where the expenditure information is extracted from ADPICS or R★STARS. In this case, recalling agency and property number will display the information so that it may be reconciled to the Property File based on the agency, property number and amount fields. Therefore, every transaction is automatically identified by batch. When entering transactions directly into this screen, these fields are optional.

The remaining instructions are for entry of non-expenditure acquisitions and for cases where the C/I indicator was accidentally not included at the time of voucher entry.

Information Elements

- **Doc Date** - Optional. Enter the six digit DOCUMENT DATE in MMDDYY format. Identifies the date related to the DOCUMENT.
- **Eff Date** - Enter the six digit EFFECTIVE DATE in MMDDYY format. The EFFECTIVE DATE is carried forward from the batch header. A different EFFECTIVE DATE may be on each transaction within a batch. This is a required field. When entered, it must exist in the D61 Current Date Profile.

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- **Cur Doc/Sfx** - Enter the CURRENT DOCUMENT, up to eight characters. The CURRENT DOCUMENT is automatically left justified. Enter the 3 digit CURRENT DOCUMENT SUFFIX. Required when the CURRENT DOCUMENT NUMBER is entered. The first two digits of the document number must match a document type in the 33 Document Control Profile.
- **Ref Doc/SFX** - Enter the REFERENCE DOCUMENT, up to eight characters plus a three digit SUFFIX. The REFERENCE DOCUMENT is automatically left justified. The REFERENCE DOCUMENT identifies a document that has been previously entered in R★STARS. The SUFFIX is always required when the REFERENCE DOCUMENT is entered.
- **AY** - Enter a two digit APPROPRIATION YEAR. This is a required field. It defaults to the current fiscal year.
- **Trans Code** - This is an informational field only. It displays the transaction code from the expenditure transaction if record was extracted from ADPICS or R★STARS.
- **Index** - Enter the five digit INDEX code. When entered, it must exist in the 24 Index Code Profile. It is required if PCA is blank.
- **PCA** - Enter the five digit PCA code. This is an optional field. If entered, it must exist in the 26 PCA Profile. It is required if Index is blank.
- **PGM CD** - This is a protected field which is looked up from the PCA.
- **LVL** - This is a protected field which is looked up from the Program Code.
- **Comp/Agy Obj** - Optional. Enter a four digit COMPTROLLER OBJECT or a four digit AGENCY OBJECT. If COMPTROLLER OBJECT is entered it must exist in D10 Comptroller Object Profile. If AGENCY OBJECT entered, it must exist in D11 Agency Object Profile.
- **Amount** - Enter up to an eleven digit number and a two digit decimal.
- **RVS** - Optional. Enter the one character REVERSE code. A value of 'R' causes the impact of a transaction to be reversed.
- **Inv #** - Optional. Enter the 14 digit INVOICE NUMBER.
- **Description** - Optional. Enter a DESCRIPTION for the invoice up to 30 characters.

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- **C/I Cd** - Enter the one character CAPITALIZED/INVENTORIED CODE as follows:
 - C** - Capitalized - assets meeting the agency's capitalization policy.
 - I** - Inventoried - assets which do not meet the agency's capitalization policy, yet an agency needs to inventory them because they are 'liftable' in nature.
 - M** - Costs of maintenance for a Capitalized or Inventoried asset.

- **Retain For Acq/Disp Trans** - Optional. Enter the one character RETAIN FOR ACQUISITION/DISPOSITION TRANSACTION code as follows:
 - Y** - Retain this financial record for recording acquisitions and dispositions in R★STARS
 - N** - Do not retain this financial record for recording acquisitions and dispositions in R★STARS

More than one financial record may exist for one property if the asset is funded by multiple sources. When this is the case, the user can depict which financial record should be retained. If the indicator is not used, the financial record for the highest dollar amount is retained.

- **Vendor No/Mail** - Optional. Enter the eleven digit VENDOR NUMBER and the 3 digit MAIL CODE. When entered, VENDOR NUMBER and MAIL CODE must exist in 34 Agency Vendor Profile or the 51 Vendor Mail Code Profile. If Vendor Name has been entered, this field must be left blank.

- **Name** - Optional. Enter the 50 character Vendor NAME. If Vendor Number is entered, this field must be left blank.

- **War #** - Optional. Enter a 9 digit WARRANT NUMBER.

- **Appn #** - Optional. Enter the five digit APPROPRIATION NUMBER. When entered, it must exist in 20 Appropriation Profile.

- **Fund** - Optional. Enter the four digit FUND. When entered, it must exist in the D23 Fund Profile. It may be looked up from the Index or PCA.

- **Grant No/Ph** - Optional. Enter the six digit GRANT NUMBER and the two digit GRANT PHASE. When entered, they must exist in 29 Grant Number Profile.

- **Subgrantee** - Optional. Enter the 14 digit SUBGRANTEE code. If entered, it must exist in 31 Subgrantee Profile.

- **Proj No/Ph** - Optional. Enter the six digit PROJECT NUMBER and the two digit PROJECT PHASE. If entered, they must exist in 27 Project Number Profile.

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- **MP Cd** - Optional. Enter the ten character MULTIPURPOSE Code or leave blank.
- **Agy Cd 1** - Optional. Enter the four digit AGENCY CODE 1, or leave blank. If entered, it must exist in D26 Agency Code 1 Profile.
- **Agy Cd 2** - Optional. Enter the four digit AGENCY CODE 2, or leave blank. If entered, it must exist in D27 Agency Code 2 Profile.
- **Agy Cd 3** - Optional. Enter the six digit AGENCY CODE 3, or leave blank. If entered, it must exist in D36 Agency Code 3 Profile.

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16-3 ENTERING PROPERTY RECORD TRANSACTIONS

Property record transactions are recorded directly into FAS to reflect gift acquisitions, adjustments, dispositions, transfers, depreciation and maintenance. Property record acquisition transactions extracted from ADPICS can also be modified. Each of these transactions is described below:

- **Acquisitions** - These transactions cause the creation of a new property record in the Property File. Acquisition transactions include new assets and betterments to existing assets. Betterments may be tracked separately through the use of the Property Suffix.
- **Adjustments** - The asset value and accumulated depreciation of properties may be adjusted through either increase or decrease transactions.
- **Dispositions** - Dispositions may be recorded when assets are worn out, stolen, sold, traded, or otherwise disposed of. Currently there are eight disposition methods in R★STARS.
- **Transfers** - Individual transfers may be recorded to move assets from one organization to another. Other elements, such as Location, may also be changed on transfer transactions. Mass transfers are discussed in more detail in Module Six.
- **Depreciation** - Depreciation may be calculated for all assets, but will only be required for proprietary fund assets.
- **Use Allowance** - Use allowance may be calculated for all assets.
- **Maintenance** - Maintenance costs can be increased or decreased for each asset or suffix.

For acquisitions, financial and property record (PR) transactions must be matched on the Suspense File prior to posting to the Property File. Normally, this match occurs for one financial transaction and one property record transaction. However, other matches may occur as illustrated in the following examples:

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Example 1

Financial Transaction

Truck Purchase \$10,000
Freight Bill 125
(1 property number)

PR Transaction

Truck Acquisition \$10,125
(1 property number/1 suffix)

Example 2

Financial Transaction

Computer and Irma
Board Purchase \$ 5,700
(1 property number)

PR Transaction

Computer Acquisitions \$ 5,000
Irma Board Acquisition 700
(1 property number/2 suffixes)

As long as the Property Number on the financial transaction(s) is the same as the Property Number on the property record transaction(s) and the amounts equal, the transactions will match. Once a match has occurred, a new record is created in the Property File which contains both the financial and property record data.

As long as a match is not found or the property record was created with a temporary property number, the transactions will stay on the Hold File. When this occurs, accounting personnel may adjust or delete unmatched transactions.

The next two screen examples display a truck that was purchased for \$8,000. The first screen, (73A) is the result of recalling the truck's property number from the Hold File. The second screen (73B) includes all descriptive data that has been entered about the asset. Once matched and processed, all information about the truck (financial and descriptive) will be maintained in the Property File.

Coding instructions follow the above examples.

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Recall a financial transaction by entering the agency and property number and pressing enter:

```

S73A 2.0                      R★STARS ACCOUNTING                01/19/94 11:35 AM
LINK TO:                      FIXED ASSET PROPERTY RECORD SUSPENSE          BLDV

      AGENCY: KT1 PROP NO/SFX: 9988776655 01 FATC: A10  RESP IND: 61000
AY: 94
SHORT DESC: 1990 FORD PICKUP TRUCK                QUANTITY: 0001
  LOC - 1: 0001 2: 0055 3:                      CLASS: 700  SUBCLASS:
ACQ METH: 1                      PUR/COMP DT: 010194          IN SERV DT: 010194
DEP METH: 0                      USEFUL LIFE: 005              SAL VAL:
0.0
SERIAL NO: R9855540087213W9L087                MFG: FORD
MODEL YR: 1990                      LIC NO: FORDTUFF          TTL/MOD NO:
99IU7765JM005328798
AMOUNT: 8000.00                      EFF DT: 010194
DISP DATE:                      DISP METH:          APPROVAL NO:
PARENT PROP NO/SFX:                      CONDITION CODE:
STEWARDSHIP - ID:                      NAME:
      FUND SOURCE/%: 01 080 02 020
* * * * * FINANCIAL DATA * * * * *
* * *
CUR DOC/SFX:                      AMT: 8000.00  AGENCY: KT1 TC: R:
CI:
      INDEX: 10000 PCA: 12100 FUND: 0001 GRANT/PH:          PROJ/PH:
VEND NO/MC: 2000000000 001  NAME: BILL'S FORD TRUCK SALES
WAR NO:                      INV:                      LAST PROC DATE:
01191994
Z01 RECORD SUCCESSFULLY ADDED

F1-HELP  F3-DEL  F4-TEXT MAINT  F5-NEXT  F6-FORCE POST  F7-73B  F8-
DEPREC
F9-INT   F10-SAVE  F11-SAVE/CLEAR  F12-CHG/TEMP  ENTER-INQ
CLEAR-EXIT

```

Enter the property record information:

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```

S73B 2.0                R★STARS ACCOUNTING                01/19/94 11:36 AM
LINK TO:                FIXED ASSET PROPERTY RECORD SUSPENSE - DETAIL        BLDV

      AGENCY: KT1 PROP NO/SFX: 9988776655 01 FATC: A10
      SHORT DESC: 1990 FORD PICKUP TRUCK

      APR VAL:           8000.00    APR METH: 1                APR DTE: 010194
      REP VAL:           8000.00                EST REPL DT: 010199

      SQ FT - GRS:                NET:                LAND ACRGE:

      CONTRACT NO: 1111111111                MAINTENANCE AGREEMENT: Y
      COMMENT:                FA REF NO:

      PM DT/CODE: 0301 OIL 0601 OIL

      UTIL CD/%:                LAST PROC DATE: 01191994

      F1-HELP    F4-TEXT MAINT    F5-NEXT    F6-FORCE POST    F7-73A    F8-
      DEPRECIATION
      F9-INTERRUPT    F10-SAVE    F11-SAVE/CLEAR    ENTER-INQUIRE    CLEAR-
      EXIT

```

Press F10 to process the transaction.

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73A FIXED ASSET PROPERTY RECORD SUSPENSE

This screen, along with 73B is used to enter descriptive information to complete an asset record prior to entry in the Property File. If the property record was extracted from ADPICS, some of the data fields will be pre-filled. Individual transfers and dispositions of assets, as well as adjusting depreciation and recording maintenance expenses can be performed through this screen.

```

S73A 2.0                      R★STARS ACCOUNTING          01/19/94 11:39 AM
LINK TO:                      FIXED ASSET PROPERTY RECORD SUSPENSE      BLDV

      AGENCY:      PROP NO/SFX:      FATC:      RESP IND:
AY:
SHORT DESC:
  LOC - 1:      2:      3:      CLASS:      QUANTITY:
ACQ METH:      PUR/COMP DT:      IN SERV DT:
DEP METH:      USEFUL LIFE:      SAL VAL:
SERIAL NO:      MFG:
MODEL YR:      LIC NO:      TTL/MOD NO:
AMOUNT:      EFF DT:
DISP DATE:      DISP METH:      APPROVAL NO:
PARENT PROP NO/SFX:      CONDITION CODE:
STEWARDSHIP - ID:      NAME:
FUND SOURCE/%:
* * * * * FINANCIAL DATA * * * * *
* * *
CUR DOC/SFX:      AMT:      AGENCY:      TC:      R:
CI:
INDEX:      PCA:      FUND:      GRANT/PH:      PROJ/PH:
VEND NO/MC:      NAME:
WAR NO:      INV:      LAST PROC DATE:
01191994

F1-HELP  F3-DEL  F4-TEXT MAINT  F5-NEXT  F6-FORCE POST  F7-73B  F8-
DEPREC
F9-INT   F10-SAVE  F11-SAVE/CLEAR  F12-CHG/TEMP  ENTER-INQ
CLEAR-EXIT

```

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73B FIXED ASSET PROPERTY RECORD SUSPENSE-DETAIL

This screen shows optional detail property information that can be added to the property. For example, if a truck is added to FAS, the preventative maintenance information can be added here when initially entering the property.

S73B 2.0	R★STARS ACCOUNTING	01/19/94 11:36 AM
LINK TO:	FIXED ASSET PROPERTY RECORD SUSPENSE - DETAIL	BLDV
AGENCY:	PROP NO/SFX:	FATC: A10
SHORT DESC:		
APR VAL:	APR METH:	APR DTE:
REP VAL:		EST REPL DT:
SQ FT - GRS:	NET:	LAND ACRGE:
CONTRACT NO:		MAINTENANCE AGREEMENT:
COMMENT:		FA REF NO:
PM DT/CODE:		
UTIL CD/%:		LAST PROC DATE:
F1-HELP	F4-TEXT MAINT	F5-NEXT
F6-FORCE POST	F7-73A	F8-
DEPRECIATION		
F9-INTERRUPT	F10-SAVE	F11-SAVE/CLEAR
ENTER-INQUIRE	CLEAR-	
EXIT		

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73A FIXED ASSET PROPERTY RECORD SUSPENSE INPUT CODING INSTRUCTIONS

Control Key

- **Agency** - Required. Enter the three character AGENCY code. When entered, it must exist in the D02 Agency Profile.
- **Prop No/SFX** - Enter up to a ten character PROPERTY NUMBER and two digit SUFFIX number.

Information Elements

- **FATC** - Enter the three character FIXED ASSET TRANSACTION CODE. The FATC indicates the action being performed (e.g., an acquisition). It is not required for recalling a record. See the FATC Decision Table for valid Fixed Asset Transaction Codes.
- **Resp Ind** - Required. Enter the five character required RESPONSIBILITY INDEX. It is used to identify the organization responsible for asset safekeeping. When entered, it must exist in the 24 Index Code Profile.
- **AY** - Enter the 2 digit appropriation year. If left blank it will default to current fiscal year.
- **Short Desc** - Optional. Enter up to a 40 character SHORT DESCRIPTION.
- **Quantity** - Optional. Enter up to a four character QUANTITY code. It identifies the number of items for that property number/suffix (i.e., There may be one property number/suffix for a set of books, and the QUANTITY field would identify how many books there were.). If left blank it will default to one.
- **Loc 1** - Enter the four character required LOCATION 1 Code. This field must exist in D93 Fixed Asset Location 1 Profile, which is systemwide defined. Location 1 references a specific type of location for an asset, such as a county. It is required for an acquisition transaction (A10).
- **Loc 2** - Optional. Enter the four character LOCATION 2 Code. When entered, this field must exist in the D94 Fixed Asset Location 2 Profile for the control key agency and Location 1. It is agency-defined at a more detailed level than Location 1, such as a city within a county.

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- **Loc 3** - Optional. Enter the six character LOCATION 3 Code. When entered, this field must exist in the D95 Fixed Asset Location 3 Profile for the Agency, Location 1 and Location 2 entered. It is agency-defined at a more detailed level than Location 2, such as a specific building within a city.
- **Class** - Enter a three digit required Fixed Asset Class, which identifies the asset by type (e.g., buildings or land). This is a required field for an acquisition. When entered, it must exist in the D90 Fixed Asset Class Profile. If left blank, it will default to the Class defined in the D91 Subclass Profile if Subclass is entered.
- **Subclass** - Optional. Enter the three digit SUBCLASS Code which further classifies an asset. When entered, this field must exist in D91 Fixed Asset Subclass Profile for the entered Class.
- **Acq Meth** - Enter a one character ACQUISITION METHOD to identify how the asset was acquired. Examples are as follows:
 - 1 - Purchase
 - 2 - Lease
 - 3 - Trade
 - 4 - Gift/Donation
 - 5 - Lease/Purchase
 - 6 - Transfer
 - 7 - Other
- **Pur/Comp Dt** - Optional. Enter the six digit PURCHASE/COMPLETION DATE in MMDDYY format. This date is the date the asset was purchased or completed (e.g., of a construction project).
- **In Serv Dt** - Required. Enter the six digit IN SERVICE DATE in MMDDYY format, which identifies the date the asset is placed into service.
- **Dep Meth** - Enter a one character DEPRECIATION METHOD code as follows:
 - 0 - None
 - 1 - Straight-line
- **Useful Life** - Enter the three digit ESTIMATED USEFUL LIFE with a value greater than 0 and less than 101. The ESTIMATED USEFUL LIFE is the number of years the asset is expected to be used before disposition. If left blank, it will default to the Useful Life in the D91 Subclass Profile if Subclass is entered.

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- **Sal Val** - Optional. Enter up to an 11 digit SALVAGE VALUE with a two digit decimal place. This is the value of the asset at the end of its useful life.
- **Serial No** - Optional. Enter up to the 20 character SERIAL NUMBER of the asset.
- **Mfg** - Enter up to a 25 character MANUFACTURER Name. Manufacturer is required if the asset class is computer or vehicle related.
- **Model Yr** - Enter up to a four digit MODEL YEAR. Model Year is required if the asset class is vehicle related.
- **Lic No** - Optional. Enter up to a 10 character LICENSE NUMBER.
- **Ttl/Mod No** - Enter up to a ten digit TITLE/MODEL NUMBER. Title/Model Number is required if the asset class is computer or vehicle related.
- **Amount** - Enter up to an eleven digit number and a two digit decimal that indicates the amount of the transaction taking place(e.g., the purchase price of a fixed asset).
- **Eff Dt** - Optional. The six digit effective date is required for maintenance transactions (adjustments and other). It will default to current system date if left blank.
- **Disp Date** - Enter a six digit DISPOSITION DATE in MMDDYY format. Required on disposition transactions to record the date the asset is disposed of.
- **Disp Meth** - Enter a one character DISPOSITION METHOD on disposition transactions. Examples are as follows:
 - 1 - Sold
 - 2 - Traded
 - 3 - Theft or Vandalism
 - 4 - Fire or Flood
 - 5 - Vehicle Accident
 - 6 - Written Off or Worn Out
 - 7 - Lost
 - 8 - Transferred
- **Approval No** - Enter the 15 character DISPOSAL APPROVAL NUMBER. This code is required for a D10 Disposition.
- **Parent Prop No/Sfx** - Optional. Enter up to a ten character PARENT PROPERTY NUMBER and two digit SUFFIX. This field is used as a reference if the asset is a component (e.g., a monitor , CPU and keyboard may be three separate assets with

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three distinct Property Numbers/Sfx; however, they may reference the Parent Property No/Sfx for computer).

Note: A property cannot be defined as both a parent and a component.

- **Condition Code** - Optional. Enter the one character condition code, which describes the condition the asset is in. If entered, it must exist in the D53 Title Profile 'FACC'.

Examples are:

G - Good

F - Fair

P - Poor

- **Stewardship** - This is a more specific identification of who is responsible for the safekeeping of the asset.

-**ID** - Enter the ten character IDENTIFICATION NUMBER of the person/position responsible for the safekeeping of the asset. If Stewardship Name is entered, Stewardship ID is required.

-**Name** - Enter the 25 character name of the person/position responsible for the safekeeping of the asset. If Stewardship ID is entered, Stewardship Name is required.

- **Fund Source** - Enter a two digit Fixed Asset FUNDING SOURCE. If entered, FUND SOURCE must exist in the D96 Fixed Asset Funding Source Profile. Fund source is required for governmental funds and optional for proprietary funds. Enter a three digit Fixed Asset FUND PERCENTAGE. This is a required field if FUND SOURCE is entered. Total of all FUND SOURCE PERCENTAGES must equal 100%.

The screen also contains financial data that was input on the financial transaction entry screen. This is informational only, and the data cannot be changed on this screen. The elements carried over consist of: Current Document/Suffix, Agency, Transaction Code, Index and PCA, Fund, Amount, Reverse Indicator, C/I Indicator, Vendor Number/Mail Code, Vendor Name, Warrant Number, Invoice Number and Last Update Date.

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FAS TRANSACTION CODES

ACQUISITIONS

A10 Acquisition/Betterment - Creates a new record. Betterments are identified by the Property ID Suffix.

ADJUSTMENTS

C30 Increased Adjustment
C31 Decreased Adjustment

DISPOSITIONS

D10 Disposition - Records disposition of Property ID/Suffix combination.
D12 Reversed Disposition

TRANSFERS

C20 Transfer - System generated by FAS for transfers within agency and fund.

DEPRECIATION

F14 Increased Depreciation
F11 Decreased Depreciation
F12 Depreciation Catch-up (Current FY)
F10 Depreciation Catch-up (Prior FY)
F15 Use Allowance

MAINTENANCE

M10 Increased Maintenance
M11 Decreased Maintenance

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73B FIXED ASSET PROPERTY RECORD SUSPENSE INPUT CODING INSTRUCTIONS

This screen provides additional detail about an asset prior to entry in the Property File. This screen is used at the time of acquisition only. Appraisal and replacement detail information can be found on this screen, as well as maintenance information.

Control Key

- **Agency** - Required. Enter the three character AGENCY code. When entered, it must exist in the D02 Agency Profile.
- **Prop No/SFX** - Enter up to a ten character PROPERTY NUMBER and two digit SUFFIX number.

Information Elements

- **FATC** - Enter the three character FIXED ASSET TRANSACTION CODE. See the FATC Listing and Decision Table for valid Fixed Asset Transaction Codes.
- **Short Desc** - This is a protected field. It is displayed when a record is recalled.
- **Apr Val** - Optional. Enter up to an eleven digit APPRAISED VALUE with a two digit decimal place.
- **Apr Meth** - Optional. Enter a one character APPRAISAL METHOD.
- **Apr Dte** - Optional. Enter the six digit APPRAISAL DATE in MMDDYY format.
- **Rep Val** - Optional. Enter up to an eleven digit REPLACEMENT VALUE with a two digit decimal place.
- **Est Repl Dt** - Optional. Enter a six digit ESTIMATED REPLACEMENT DATE in MMDDYY format.
- **Sq Ft Grs** - Optional. Enter up to a ten digit GROSS SQUARE FOOT amount, if applicable to the asset.
- **Net** - Optional. Enter up to a ten digit NET SQUARE FOOT amount, if applicable to the asset.

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- **Land Acrge** - Optional. Enter up to a ten digit LAND ACREAGE amount, if applicable to the asset.
- **Contract No** - Optional. Enter up to a ten character service CONTRACT NUMBER if there is a service agreement associated with the asset. If entered it must exist in the 30 Contract Profile.
- **Maintenance Agreement** - Optional. Enter the one character MAINTENANCE AGREEMENT Indicator. Valid values are:
Y - Yes, there is a maintenance agreement
N - No, there is not a maintenance agreement
Blank - Unknown
- **PM Dt/Code** - Optional. The PREVENTATIVE MAINTENANCE field identifies any scheduled maintenance for a particular asset (e.g., a car having its oil changed every three months). Enter a four digit PREVENTATIVE MAINTENANCE DATE in MMDD format. If Preventative Maintenance (PM) Date is entered, PM Code must be entered. Enter a three character PM Code. If entered, it must exist in the D97 Preventative Maintenance Profile.
- **Comment** - Optional. Enter up to 30 characters of comments.
- **FA Ref No** - Optional. Enter a six character FIXED ASSET REFERENCE NUMBER. This field can be agency defined at the option of each agency.
- **Util Cd/%** - Enter up to three pairs of two digit UTILIZATION CODES and three digit UTILIZATION CODE PERCENTAGES. UTILIZATION CODE PERCENTAGE is a required field if UTILIZATION CODE is entered. Total of all utilization percentages must equal 100%. This field is not currently in use.

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FIXED ASSET TRANSACTION CODE DECISION TABLE

This chart identifies which Balance Type is posted and which elements are required, optional or not allowed for each Fixed Asset Transaction Code (FATC).

FATC	ACQ A10	INC ADJ C30	DEC ADJ C31	PFY DEP F10	DEC DEP F11	CFY DEP F12	INC DEP F14	USE ALL F15	DISP D10	REV DISP D12	TRS OUT C20	TRS IN C21	INC MAINT M10	DEC MAINT M11
BALANCE TYPE:	01	02	02	04	04	04	04	06	03	03	03	01	05	05
+/-	+	+	-	+	-	+	+	+	+	-	+	+	+	-
PF MATCH (M,N)	N	M	M	M	M	M	M	M	M	M	M	N	M	M
FIN MATCH (M,N)	M	N	N	N	N	N	N	N	N	N	N	N	b	b
UPDATE INFO (Y,b)	b	b	b	b	b	b	b	b	b	b	Y	b	b	b
EDIT IND (R,N,b):														
RESP IND	R	N	N	N	N	N	N	N	N	N	b	N	N	N
SOURCE	R	N	N	N	N	N	N	N	N	N	N	b	N	N
SHORT DESC	b	N	N	N	N	N	N	N	N	N	N	b	N	N
ACQ METH	R	N	N	N	N	N	N	N	N	N	N	R	N	N
DISP METH	N	N	N	N	N	N	N	N	R	R	N	N	N	N
USE LIFE	R	N	N	N	N	N	N	N	N	N	N	R	N	N
LOC 2	b	N	N	N	N	N	N	N	N	N	b	b	N	N
LOC 3	b	N	N	N	N	N	N	N	N	N	b	b	N	N
IN SERV DT	R	N	N	N	N	N	N	N	N	N	N	R	N	N
CLASS	R	N	N	N	N	N	N	N	N	N	N	N	N	N
PURCH DT	b	N	N	N	N	N	N	N	N	N	N	b	N	N
DEP METH	R	N	N	N	N	N	N	N	N	N	N	R	N	N
DISP DT	N	N	N	N	N	N	N	N	R	R	N	N	N	N
SERIAL #	b	N	N	N	N	N	N	N	N	N	N	b	N	N
PREV MAINT CD	b	N	N	N	N	N	N	N	N	N	N	b	N	N
LOC 1	R	N	N	N	N	N	N	N	N	N	N	N	N	N

BALANCE TYPES

- 01 ACQUISITIONS
- 02 ADDITIONS
- 03 DISPOSITIONS
- 04 DEPRECIATION
- 05 MAINTENANCE
- 06 USE ALLOWANCE

LEGEND - Edit Indicators

- R REQUIRED
- N NOT ALLOWED
- b BLANK-OPTIONAL

This chart identifies:

- which Balance Type is posted,
- if the Balance Type is to be increased or decreased,
- if a Property File Match is required or not allowed,
- if a Financial Match is required or not allowed,
- if update information is required, and
- which elements are required, optional or not allowed for each FATC

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16-4 ENTERING MASS TRANSFERS AND DISPOSITIONS

When agencies, funds and locations change, the effort to "move" the assets can be extensive. Therefore, FAS provides a mass transfer capability. The following elements may be changed through a mass or a single property transfer on screen 74:

- Agency
- Responsible Index
- Fund
- Location 1, 2 or 3
- Stewardship ID/Name

The transfer can impact all suffixes and components for a property or all properties for the selection criteria.

Mass transfer and disposition transactions are entered into FAS with specific disposition transactions being sent to R★STARS. "From" elements are entered to define the criteria for selecting the assets to transfer. "To" elements are entered to define to which classification the assets are to be recorded. FAS changes the properties which match the "from" criteria to the "to" elements entered.

The mass transfer capability substantially reduces the effort to update large quantities of property records when location or other changes occur.

Intra-agency transfers will be handled by the agency involved while inter-agency transfers will be controlled centrally. This feature is controlled through security edits in FAS.

Four examples of transfers and disposals of assets utilizing the 74 Mass Transfer Entry Screen are included on the upcoming pages. These examples are followed by coding instructions for this screen.

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Transfer all suffixes for a property to a new location:

```

S074 2.0                R★STARS ACCOUNTING                01/19/94 11:43 AM
LINK TO:                FIXED ASSET MASS TRANSFER ENTRY        BLDV

AGENCY: AAA  TRANSFER NUMBER: 00001  DOC NO/SFX: ZA000002 001
                TRANSFER FROM                TRANSFER TO
                AGENCY: AAA                AAA
                PROPERTY NO: 1122334455        1122334455
                RESP INDEX:
                FUND:
                LOCATION 1: 0001                0001
                LOCATION 2: 0055                5200
                LOCATION 3: 120085            520042
                STEWARDSHIP ID:
                STEWARDSHIP NAME:

DISPOSITION METHOD:        INCLUDE COMPONENTS:
DISP EFFECTIVE DATE:        APPROVAL NO:

                EFF START DATE: 01191994  EFF END DATE:        STATUS CODE: A
                Z01 RECORD SUCCESSFULLY ADDED        LAST PROC DATE:

F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ
CLEAR-EXIT

```

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Press F10.

Transfer all properties from one Responsible Index/Location to another:

S074 2.0	R★STARS ACCOUNTING	01/19/94 11:48 AM
LINK TO:	FIXED ASSET MASS TRANSFER ENTRY	BLDV
AGENCY: AAA	TRANSFER NUMBER: 00002	DOC NO/SFX: ZA000003 001
	TRANSFER FROM	TRANSFER TO
AGENCY: AAA		AAA
PROPERTY NO:		
RESP INDEX: 61000		10000
FUND:		
LOCATION 1: 0001		0001
LOCATION 2: 0055		5200
LOCATION 3: 120085		520042
STEWARDSHIP ID:		
STEWARDSHIP NAME:		
DISPOSITION METHOD:	INCLUDE COMPONENTS:	
DISP EFFECTIVE DATE:	APPROVAL NO:	
EFF START DATE: 11231993	EFF END DATE:	STATUS CODE: A
11231993		LAST PROC DATE:
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED		
F1-HELP	F3-DEL	F5-NEXT
F9-INT	F10-SAVE	F11-SAVE/CLEAR
CLEAR-EXIT		ENTER-INQ

Press F10.

Dispose of all suffixes for a property:

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DATA ENTRY GUIDE FIXED ASSETS	16-40 8/94

```

S074 2.0                R★STARS ACCOUNTING                01/19/94 11:48 AM
LINK TO:                FIXED ASSET MASS TRANSFER ENTRY        BLDV

AGENCY: AAA  TRANSFER NUMBER: 00003  DOC NO/SFX: ZA000004 001
                TRANSFER FROM                TRANSFER TO
                AGENCY: AAA
                PROPERTY NO: 1234567890
                RESP INDEX:
                FUND:
                LOCATION 1:
                LOCATION 2:
                LOCATION 3:
                STEWARDSHIP ID:
                STEWARDSHIP NAME:

DISPOSITION METHOD: 1      INCLUDE COMPONENTS: Y
DISP EFFECTIVE DATE: 010194      APPROVAL NO: 0000001
                STATUS CODE: A
EFF START DATE: 11231993  EFF END DATE:                LAST PROC DATE:
11231993
Z01 RECORD SUCCESSFULLY ADDED

F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ
CLEAR-EXIT

```

Press F10.

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Dispose of all assets for a location:

```

S074 2.0                R★STARS ACCOUNTING                01/19/94 11:50 AM
LINK TO:                FIXED ASSET MASS TRANSFER ENTRY        BLDV

AGENCY: AAA  TRANSFER NUMBER: 00004  DOC NO/SFX: ZA000005 001
                TRANSFER FROM                TRANSFER TO
                AGENCY: AAA
                PROPERTY NO:
                RESP INDEX:
                FUND:
                LOCATION 1: 0001
                LOCATION 2: 5200
                LOCATION 3: 120085
                STEWARDSHIP ID:
                STEWARDSHIP NAME:

DISPOSITION METHOD: 2          INCLUDE COMPONENTS: N
DISP EFFECTIVE DATE: 010194    APPROVAL NO: 0000000002
                                STATUS CODE: A
                                LAST PROC DATE:
EFF START DATE: 11231993    EFF END DATE:
11231993
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ
CLEAR-EXIT

```

Press F10.

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DATA ENTRY GUIDE FIXED ASSETS	16-42 8/94

74 FIXED ASSET MASS TRANSFER ENTRY

This screen is used to transfer a large number of property items or a single asset with a single entry. This screen may also be used for mass dispositions within an agency.

```

S074 2.0                R★STARS ACCOUNTING                01/19/94 11:48 AM
LINK TO:                FIXED ASSET MASS TRANSFER ENTRY    BLDV

AGENCY:                 TRANSFER NUMBER:                 DOC NO/SFX:
                        TRANSFER FROM                   TRANSFER TO
AGENCY:
PROPERTY NO:
RESP INDEX:
FUND:
LOCATION 1:
LOCATION 2:
LOCATION 3:
STEWARDSHIP ID:
STEWARDSHIP NAME:

DISPOSITION METHOD:     INCLUDE COMPONENTS:
DISP EFFECTIVE DATE:   APPROVAL NO:
EFF START DATE: 01191994  EFF END DATE:                 STATUS CODE: A
                                                                LAST PROC DATE:

F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ
CLEAR-EXIT

```

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DATA ENTRY GUIDE FIXED ASSETS	16-43 8/94

74 FIXED ASSET MASS TRANSFER ENTRY INPUT CODING INSTRUCTIONS

Data Element

- **Agency** - Enter a three character AGENCY code. It must exist in the D02 Agency Profile.
- **Transfer Number** - Enter a five digit TRANSFER NUMBER. This is agency defined.
- **Doc No/Sfx** - Enter the ten character DOCUMENT NUMBER and the three digit DOCUMENT SUFFIX. The first two digits of the DOCUMENT NUMBER must be valid in the 33 Document Control Profile. An example of a Fixed Assets' valid FAS first characters for a DOCUMENT NUMBER is:
ZA - Fixed Assets

The next fourteen elements define the transfer or disposition criteria. If the Effective Date and Disposition Method are entered, it is assumed to be a disposition and the "To" elements must be left blank. Alternately, if the Effective Date and Disposition Method are blank, the profile entry represents a transfer and the following "To" elements are required if the corresponding "From" elements are entered: Agency, Property #, Responsible Index, Location 1 and Stewardship ID.

- **Agency Transfer From** - Enter a three character AGENCY TRANSFER FROM Code. Intra-agency transfers will be controlled centrally. It must be in the D02 Agency Code profile. This element is always required.
- **Agency Transfer To** - Enter a three character AGENCY TRANSFER TO Code for transfers. It must exist in the D02 Agency Profile.
- **Property # Transfer From** - Optional. Enter a ten character PROPERTY NUMBER TRANSFER FROM. If PROPERTY NUMBER TRANSFER TO is entered, PROPERTY NUMBER TRANSFER FROM is required.
- **Property No Transfer To** - Optional. Enter a ten character PROPERTY NUMBER TRANSFER TO.
- **Resp Idx Transfer From** - Optional. Enter a five digit RESPONSIBILITY INDEX TRANSFER FROM. Required on interagency transfers. If entered, it must be in the 24 Index Code Profile for the Agency defined in Item 4.

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- **Resp Idx Transfer To** - Optional. Enter a five digit RESPONSIBILITY TRANSFER TO. Required for interagency transfers. If entered, it must be in the 24 Index Code Profile for the Agency defined in Item 5.
- **Fund Transfer From** - Optional. Enter a four character FUND TRANSFER FROM. Required on interagency transfers. If entered, it must be in the D23 FUND Profile for the Agency defined in Item 4.
- **Fund Transfer To** - Optional. Enter a four character FUND TRANSFER TO. Required on interagency transfers. If entered, it must be in the D23 FUND Profile for the Agency defined in Item 4 or 5.
- **Location 1 Transfer From** - Optional. Enter a four character LOCATION 1 TRANSFER FROM. When entered, LOCATION 1 TRANSFER FROM must exist in the D93 Location 1 Profile.
- **Location 1 Transfer To** - Optional. Enter a four character LOCATION 1 TRANSFER TO. When entered, LOCATION 1 TRANSFER TO must exist in the D93 Location 1 Profile.
- **Location 2 Transfer From** - Optional. Enter a four character LOCATION 2 TRANSFER FROM. When entered, LOCATION 2 TRANSFER FROM must exist in the D94 Location 2 Profile.
- **Location 2 Transfer To** - Optional. Enter a four character LOCATION 2 TRANSFER TO. When entered, LOCATION 2 TRANSFER TO must exist in the D94 Location 2 Profile.
- **Location 3 Transfer From** - Optional. Enter a six character LOCATION 3 TRANSFER FROM. When entered, LOCATION 3 TRANSFER FROM must exist in the D95 Location 3 Profile.
- **Location 3 Transfer To** - Optional. Enter a six character LOCATION 3 TRANSFER TO. When entered, LOCATION 3 TRANSFER TO must exist in the D95 Location 3 Profile.
- **Stewardship ID From** - Optional. Enter the ten digit STEWARDSHIP ID FROM. If Stewardship ID To is entered and it is not a disposal transaction, Stewardship ID From is required.

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DATA ENTRY GUIDE FIXED ASSETS	16-45 8/94

- **Stewardship ID To** - Optional. Enter the 10 digit STEWARDSHIP ID TO. If stewardship ID From is entered and it is not a disposal transaction, Stewardship ID To is required.
- **Stewardship Name To** - Optional. Enter the 25 character STEWARDSHIP NAME TO. If Stewardship ID From is entered and it is not a disposal transaction, Stewardship Name To is required.
- **Disposition Method** - Enter the one character DISPOSITION METHOD. This field is required if the transaction is a disposition. Examples are as follows:
 - 1 - Sold
 - 2 - Traded
 - 3 - Theft or Vandalism
 - 4 - Fire or Flood
 - 5 - Vehicle Accident
 - 6 - Written off or Worn out
 - 7 - Lost
 - 8 - Transferred
- **Include Components** - Optional. Enter the one character INCLUDE COMPONENTS INDICATOR when disposing of a parent property. Valid values are:
 - Y - Yes, include component assets for disposition
 - N - No, do not include component assets for disposition
 If component assets are not included for disposition of a parent, the relationship between the parent and components must first be removed.
- **Disp Effective Date** - Enter a six digit DISPOSITION EFFECTIVE DATE in MMDDYY format. Required on dispositions.
- **Approval No** - Enter the fifteen digit APPROVAL NUMBER. This field is required if the transaction is a disposition.

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DATA ENTRY GUIDE FIXED ASSETS	16-46 8/94

16-5 MAINTAINING PROPERTY RECORDS

Once financial and property records are recorded in FAS, unique property records are maintained in the Property Profile for each property ID and suffix. This profile may be maintained on-line through the use of the Property Profile Maintenance Screens.

The detailed information recorded for properties may change frequently. Elements such as Location 1, 2 or 3, Preventative Maintenance Codes, Salvage Value and so on, may be changed through the FAS on-line file maintenance procedures. This process eliminates the need to dispose and re-enter assets when informational elements change.

The 72A Fixed Asset Descriptive Information Screen and the 72B Fixed Asset Descriptive Information-Detail Screen may be accessed by system users who have security clearance to do so. Elements which may be changed include:

- Short Description
- Acquisition Method
- Useful Life
- Location 1, 2 and 3
- Model Year
- License Number
- In-Service Date
- PM Dates and Codes
- Insurance Value
- Salvage Value
- Subclass (within Class)
- Depreciation Method
- Disposition Method
- Estimated Replacement Value and Date
- Serial Number
- Title Number
- Purchase/Completion Date
- Insurance Valuation Date
- Replacement Value
- Responsible Index (only within agency)
- C/I Indicator (only centrally)
- Stewardship ID
- Stewardship Name
- Condition Code
- Use Allowance Indicator
- Use Allowance Amount
- Parent Property No/Sfx

Information regarding how depreciation and use allowance are allocated among different coding blocks is maintained on the 72C Depreciation Information Screen. Users may define up to six coding blocks for allocation purposes. Data may be entered for a property while it is on the Hold File or the Property File. However, depreciation and use allowance cannot be run until the asset exists on the Property File.

The 72A Fixed Asset Descriptive Information Screen, 72B Detail Screen, 72C Depreciation Information Screen, as well as the 75 Fixed Asset Text screen are illustrated on the following pages. Included with each screen are respective coding instructions.

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DATA ENTRY GUIDE FIXED ASSETS	16-47 8/94

72A&B FIXED ASSET DESCRIPTIVE INFORMATION

This screen is used to inquire on and update property descriptive information of assets in the property file.

```

S72A 2.0                      R★STARS ACCOUNTING          01/19/94 11:53 AM
LINK TO:                      FIXED ASSET DESCRIPTIVE INFORMATION      BLDV

      AGENCY:                PROP NO/SFX:                RESP IDX:                CI
IND:
  SHORT DESC:                QUANTITY:
  LOC - 1:                   2:                3:                CLASS:                SUBCLASS:
  ACQ METH:                PUR/COMP DT:                IN SERV DT:
  DEPR METH:                USEFUL LIFE:                SALVAGE VAL:
USE ALL IND:                USE ALLOWANCE AMT:
  SERIAL NO:                MFG:
  MODEL YR:                LIC NO:                TTL/MOD NO:
  PARENT PROP NO/SFX:        CONDITION CODE:
  STEWARDSHIP - ID:        NAME:
  DISP - DATE:                METHOD:                APPROVAL NO:
* * * * * FINANCIAL DATA * * * * *
* *
FUND:                GRANT/PH:                PROJECT/PH:                CR DOC/SFX:
  IDX:                PCA:                AY:                APPN #:                COMP/AGY OBJ:
FUND SRC/%:                VENDOR NO/MC:
MPCD:                AGY CD - 1:                2:                3:
ACQ COST:                CREATE DATE:                LAST PROC DATE:

F1-HELP                F4-TEXT MAINT    F5-NEXT                F7-72B                F8-
DEPRECIATION
F9-INTERRUPT    F10-SAVE                F11-SAVE/CLEAR    ENTER-INQUIRE    CLEAR-
EXIT

```

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DATA ENTRY GUIDE FIXED ASSETS	16-48 8/94

```

S72B 2.0                R★STARS ACCOUNTING                08/02/93 12:31 PM
LINK TO:                FIXED ASSET DESCRIPTIVE INFORMATION        BLDV

      AGENCY:                PROP NO/SFX:
SHORT DESC:

      APR VAL:                APR METH:                APR DTE:
      REP VAL:                EST REPL DT:
LAST INVENTORY DATE:

SQ FT - GRS:                NET:                LAND ACRGE:

      COMMENT:                FA REF NO:
CONTRACT NO:                MAINTENANCE AGREEMENT:

      PM DT/CODE:

      UTIL CD/%:

                                CREATE DATE:
                                LAST PROC DATE:

F1-HELP                F4-TEXT MAINT                F5-NEXT                F7-72A                F8-
DEPRECIATION
F9-INT                F10-SAVE                F11-SAVE/CLEAR                ENTER-INQ                CLEAR-EXIT

```

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DATA ENTRY GUIDE FIXED ASSETS	16-49 8/94

72A FIXED ASSET DESCRIPTION INFORMATION INPUT CODING INSTRUCTIONS

Control Key

- **Agency** - Enter the three character AGENCY code. When entered, it must exist in the D02 Agency Profile.
- **Prop No/SFX** - Enter up to a ten character PROPERTY NUMBER and two digit SUFFIX number.

Information Elements

- **Resp Idx** - Enter the five character RESPONSIBILITY INDEX. This is a required field. It is used to identify the organization responsible for asset safekeeping. When entered, it must exist in the 24 Index Code Profile. It defaults to the Index from the transaction entry screen.
- **CI Ind** - Enter the one character CAPITALIZED INDICATOR. This is a required field. If the asset meets the capitalization requirements it is considered a fixed asset. If the asset does not meet the capitalization requirements but is "liftable" in nature it becomes an inventoried item. Valid values are:
 - C - Capitalized
 - I - Inventoried
 - M - Maintenance
- **Short Desc** - Optional. Enter up to a 40 character SHORT DESCRIPTION.
- **Quantity** - Optional. Enter up to a four character QUANTITY code. It identifies the number of items for that property number (i.e., There may be one property number for a set of books, and the QUANTITY field would identify how many books there were.). If left blank it will default to one.
- **Loc 1** - Enter the four character required LOCATION 1 Code. This field must exist in D93 Fixed Asset Location 1 Profile, which is systemwide defined. Location 1 references a specific type of location for an asset, such as county. It is required if the asset class is computer related.

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- **Loc 2** - Optional. Enter the four character LOCATION 2 Code. When entered, this field must exist in the D94 Fixed Asset Location 2 Profile for the control key agency. It is agency defined at a more detailed level than Location 1, such as a city within a county.
- **Loc 3** - Optional. Enter the six character LOCATION 3 Code for the control key agency. When entered, this field must exist in the D95 Fixed Asset Location 3 Profile. It is agency defined at a more detailed level than Location 2, such as a specific building within a city.
- **Class** - This is a protected field that identifies the asset by type, which can be looked up on the D90 Class Profile.
- **Subclass** - Optional. Enter the three digit SUBCLASS Code which further classifies an asset. When entered, this field must exist in D91 Fixed Asset Subclass Profile.
- **Acq Meth** - Enter a one character ACQUISITION METHOD. Examples are:
 - 1 - Purchase
 - 2 - Lease
 - 3 - Trade
 - 4 - Gift/Donation
 - 5 - Lease/Purchase
 - 6 - Transfer
 - 7 - Other
- **Pur/Comp Dt** - Optional. Enter the six digit PURCHASE/COMPLETION DATE in MMDDYY format. This date is the date the asset was purchased or completed (i.e. of a construction project).
- **In Serv Dt** - Required. Enter the six digit IN SERVICE DATE in MMDDYY format, which identifies the date the asset is placed into service.
- **Depr Meth** - Enter a one character DEPRECIATION METHOD code as follows:
 - 0 - None
 - 1 - Straight Line
- **Useful Life** - Enter the three digit ESTIMATED USEFUL LIFE with a value greater than 0 and less than 101. The ESTIMATED USEFUL LIFE is the number of years the asset is expected to be used before disposition. If left blank, it will default to the Useful Life in the D91 Subclass Profile if Subclass is entered.

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- **Salvage Val** - Optional. Enter up to an 11 digit SALVAGE VALUE with a two digit decimal place. This is the value of the asset at the end of its useful life.
 - **Use All Ind** - Enter the one character USE ALLOWANCE INDICATOR. Valid values are:
Y - Yes, run Use Allowance for this asset
N - No, do not run Use Allowance for this asset.
 - **Use Allowance Amt** - Enter the USE ALLOWANCE AMOUNT, up to eight digits.
 - **Serial No** - Optional. Enter up to the 20 character SERIAL NUMBER of the asset.
 - **Mfg** - Enter up to a 25 character MANUFACTURER name. Manufacturer is required if the asset class is computer or vehicle related.
 - **Model Yr** - Optional. Enter the four digit MODEL YEAR. The Model Year is required if the asset class is vehicle related.
 - **Lic No** - Optional. Enter up to a ten digit LICENSE NUMBER.
 - **Ttl/Mod No** - Enter up to a ten digit TITLE/MODEL NUMBER. The Title/Model Number is required if the asset class is computer or vehicle related.
 - **Parent Prop/SFX** - Optional. Enter up to a ten character PARENT PROPERTY NUMBER and two digit SUFFIX. This field is used as a reference if the asset is a component (i.e., A computer may be considered a parent asset, and the keyboard and mouse for the computer may be the component assets).
Note: An asset cannot be both a parent and a component.
 - **Condition Code** - Optional. Enter the one character condition code, which describes the condition the asset is in. Examples are as follows:
G - Good
F - Fair
P - Poor
 - **Stewardship** - This is a more specific identification of who is responsible for the safekeeping of the asset.
- ID** - Enter the ten character IDENTIFICATION NUMBER of the person/position responsible for the safekeeping of the asset.

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Name - Enter the 25 character NAME of the person/position responsible for the safekeeping of the asset.

- **Disp** - The following are protected informational fields displayed for assets that have been disposed:

Date - Identifies the DATE the asset was disposed

Meth - Identifies the disposition METHOD. Examples are:

- 1 - Sold
- 2 - Traded
- 3 - Theft or Vandalism
- 4 - Fire or Flood
- 5 - Vehicle Accident
- 6 - Written off or Worn Out
- 7 - Lost
- 8 - Transferred

Approval No - Identifies the disposal APPROVAL NUMBER.

The screen also contains financial data that was input on the financial transaction entry screen. This is informational only, and the data cannot be changed on this screen. The elements contained in this area are: Fund, Grant Number and Phase, Project Number and Phase, Current Document Number and Suffix, Index and PCA, Appropriation Year, Appropriation Number, Comptroller/Agency Object, Fund Source and Percent, Vendor No/MC, Multipurpose Code, Agency Code 1, 2, and 3, Acquisition Cost, Create Date and Last Process Date.

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DATA ENTRY GUIDE FIXED ASSETS	16-53 8/94

72B FIXED ASSET DESCRIPTIVE INFORMATION INPUT CODING INSTRUCTIONS

This screen provides additional details about an asset, including appraisal, replacement and maintenance information. Inquiries and updates are allowed for existing assets.

Control Key

- **Agency** - Enter the three character AGENCY code. When entered, it must exist in the D02 Agency Profile.
- **Prop No/SFX** - Enter up to a ten character PROPERTY NUMBER and two digit SUFFIX number.

Information Elements

- **Short Description** - This is a protected field displaying the description of the asset when recalling a record.
- **Apr Val** - Optional. Enter up to an eleven digit APPRAISED VALUE with a two digit decimal place.
- **Apr Meth** - Optional. Enter a one character APPRAISAL METHOD.
- **Apr Dte** - Optional. Enter the six digit APPRAISAL DATE in MMDDYY format.
- **Rep Val** - Optional. Enter up to an eleven digit REPLACEMENT VALUE with a two digit decimal place.
- **Est Repl Dt** - Optional. Enter a six digit ESTIMATED REPLACEMENT DATE in MMDDYY format.
- **Last Inventory Date** - Optional. Enter the LAST INVENTORY DATE in MMDDYY format.
- **Sq Ft Grs** - Optional. Enter up to a ten digit GROSS SQUARE FOOT amount, if applicable to the asset.
- **Sq Ft Net** - Optional. Enter up to a ten digit NET SQUARE FOOT amount, if applicable to the asset.

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- **Land Acrege** - Optional. Enter up to a ten digit LAND ACREAGE amount, if applicable to the asset.
- **Comment** - Optional. Enter up to 30 characters of comments.
- **FA Ref No** - Optional. Enter a six character FIXED ASSET REFERENCE NUMBER. This field can be agency defined at the option of each agency.
- **Contract No** - Optional. Enter up to a ten character service CONTRACT NUMBER if there is a service agreement associated with the asset. If entered it must exist in the 30 Contract Profile.
- **Maintenance Agreement** - Optional. Enter the one character MAINTENANCE AGREEMENT INDICATOR. Valid values are:
Y - Yes, there is a maintenance agreement
N - No, there is not a maintenance agreement, or
Blank
- **PM Dt/Code** - Optional. The PREVENTATIVE MAINTENANCE field identifies any scheduled maintenance for a particular asset (e.g., a car having its oil changed every three months). Enter a four digit PREVENTATIVE MAINTENANCE DATE in MMDD format. If Preventative Maintenance (PM) Date is entered, PM code must be entered. Enter a three character PREVENTATIVE MAINTENANCE (PM) CODE. If PM Code is entered it must exist in the D97 Preventative Maintenance Profile.
- **Util Cd/%** - Enter up to three pairs of two digit UTILIZATION CODES and three digit UTILIZATION CODE PERCENTAGES. Utilization Code Percentage is a required field if Utilization Code is entered. Total of all utilization percentages must equal 100%. This field is not currently in use.

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DATA ENTRY GUIDE FIXED ASSETS	16-55 8/94

72C FIXED ASSET DEPRECIATION INFORMATION INPUT CODING INSTRUCTIONS

Data may be entered for a property on this screen while the asset is in the Hold File or the Property File. However, depreciation and use allowance cannot be run until the property exists in the Property File.

Control Key

- **Agency** - Enter the three character AGENCY Code. When entered, it must exist in the D02 Agency Profile.
- **Prop No/SFX** - Enter up to a ten character PROPERTY NUMBER and two digit SUFFIX number.

Information Elements

- **Short Desc** - This is a protected field that displays the DESCRIPTION of the asset when recalling a record.

The first occurrence of Fund, Index, PCA, Grant/PH, and Project/PH is protected and is displayed upon recalling a record. The data displayed is the financial data that was retained from the Financial Suspense screen (071) upon original entry of the data. The percent of the first coding block will default to 100, and may be changed on this screen. The additional coding blocks may be defined as follows:

- **Percent** - Enter up to a six digit percent with no more than two decimal places that defines the percent of the depreciation expense allocated to an area defined by index, PCA, grant/ph and project/ph. Up to six entries can be made, and the percents must add up to 100%.
- **Fund** - Enter the four digit FUND code, which must exist in the D23 Fund Profile. If the Percent field is entered, this field is required.
- **Index** - Enter the five digit INDEX code which must exist in the 24 Index Code Profile. If PCA is blank, Index is required.
- **PCA** - Enter the five digit PCA code which must exist in the 26 Program Code profile. If Index is blank, PCA is required.

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DATA ENTRY GUIDE FIXED ASSETS	16-58 8/94

**75 FIXED ASSET TEXT
INPUT CODING INSTRUCTIONS**

Data Element

- **Agency** - Enter a three character AGENCY code. This field will be protected if this screen was accessed from the S072 Fixed Asset Descriptive Information Screen or the S073 Fixed Asset Property Record Suspense Screen. When entered, it must exist in the D02 Agency Profile. Required.

- **Property #/Suffix** - Enter a ten digit PROPERTY NUMBER and two digit PROPERTY SUFFIX. This field will be protected if this screen was accessed from the S072 Fixed Asset Descriptive Information Screen or the S073 Fixed Asset Property Record Suspense Screen. When entered, it must exist in the Property Master File for the Agency identified above.

- **Detail Desc** - Enter up to 120 characters of freeform asset DETAIL DESCRIPTION.

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16-6 FIXED ASSET FORM TO SCREEN RELATIONSHIP

The chart below summarizes the purpose of each of the screens in FAS and the appropriate form to use for each activity. The coding instructions for the FAS screens were covered in the previous sections. These instructions should be used when completing the FAS forms, which are found in Appendix A. R★STARS screen coding instructions are included in Chapter 3.

Form	Purpose	Screen
Purchase Voucher or Journal Voucher	Record expenditure for asset, Inventoried item, or maintenance expense.	50X (R★STARS) or ADPICS 71(FAS)
Property Record (FAS)	Record descriptive information for new asset or inventoried item, or record maintenance expense not originally identified in R★STARS.	73A&B (FAS)
Mass Transfer/ Disposition Form (FAS)	Transfer or disposition of a single Property Number/Suffix.	73A (FAS)
	Transfer or disposition of many Property Numbers.	74 (FAS)
Disposition Form (FAS)	Disposition of a single Property Number/Suffix.	73A (FAS)
	Disposition of many Property Numbers	74 (FAS)
N/A	Change in descriptive information not affecting accounting balances.	72A&B (FAS)
N/A	Add, change or delete FAS profiles data.	D90 - D97 (FAS)

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16-7 REPORTING AND INQUIRY

The reporting features of R★STARS provide on-line inquiries, system-generated reports and user-requestable reports to access fixed asset related information. These features are described below.

Many reports are generated by R★STARS which reflect asset and depreciation information. Some reports are automatically generated (control reports) each time the FAS processes. The reports used by the agencies are requested through the standard Report Request process.

System-Generated Reports

- **DAFR4400 Fixed Asset Financial Transaction Extract & Post Report** - The purpose of this report is to display total counts of transactions extracted from R★STARS and recorded on the Hold File.
- **DAFR4451 Fixed Asset Suspense Activity** - This report is generated each time the Suspense File reconciliation process is run, normally each night. This report serves as an error activity and posted transaction activity report.
- **DAFR4480 Fixed Asset Mass Transfers** - This report displays the property records on the Property File which were changed as a result of the mass transfer and mass disposition records which were entered on the Mass Transfer Screen.
- **DAFR4570 Fixed Asset Depreciation Report** - This report provides a detailed listing of depreciation and use allowance transactions as calculated and posted to the Property File.
- **DAFR4580 Fixed Asset Generated R★STARS Accounting Transactions** - The purpose of this report is to display FAS transactions that are to be recorded in R★STARS.

User-Requestable Reports

The FAS includes approximately 15 reports which are requestable using the procedures covered in Chapter 11.

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Inquiry Screens

The on-line inquiry capabilities of FAS include three inquiry screens which are directly related to fixed asset accounting and control.

- **76 Fixed Assets by Location** - This screen is used to inquire by location on assets. This screen uses a selection feature which may then be used to link to screen 73 for the descriptive information relating to the asset or to screen 83 for financial information inquiry.
- **76A Fixed Assets Component Assets** - This screen is used to inquire on component assets. This screen uses a selection feature which may then be used to link to screen 72A for the descriptive information relating to a component asset or to screen 83 for financial information relating to a component asset.
- **83 Fixed Asset Financial Information Inquiry** - This screen is used to inquire on fixed asset financial information and may also be linked to/from screen 76 Inquiry by Location.

Examples of these inquiry screens and their respective coding instructions follow.

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76 FIXED ASSET LOCATION INQUIRY

This screen is used to inquire on assets by location. This screen uses a selection feature which may then be used to link to screen 73 for the descriptive information relating to the asset (using F2) or screen 83 for financial information inquiry relating to the asset (using F4).

To retrieve information on this screen, Agency is required and the three Location fields are optional but must be entered in the order shown if entered. For example, if Location 2 is entered, Location 1 is required.

Tab to the desired record and enter a one character 'S' (Select) for inquiry on a particular record. Only one record may be selected at a time if Descriptive Maintenance (F2) or Financial Inquiry (F4) functions are desired.

S076 2.0	R★STARS ACCOUNTING	08/02/93 01:12 PM
LINK TO:	FIXED ASSET BY LOCATION INQUIRY	BLDV
AGENCY	LOC - 1: 2: 3:	
PROP #	SFX SHORT DESCRIPTION	CL SCL MP CODE BOOK
VALUE		
F1-HELP F2-DESC MAINT F4-FIN INQ F8-NEXT F9-INT ENTER-INQUIRE CLEAR-EXIT		

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76A FIXED ASSET COMPONENT ASSET INQUIRY

This screen is used to inquire on component assets by parent property number/suffix. This screen uses a selection feature which may then be used to link to 72A for the descriptive information relating to a component asset or to screen 83 for financial information relating to a component asset.

To retrieve information on this screen, Agency, Parent Property Number and Suffix are required.

Tab to the desired record and enter a one character 'S' (SELECT) for inquiry on a particular record. Only one record may be selected at a time if Descriptive Information (F2) or Financial Inquiry (F4) functions are desired.

S76A 2.0	R★STARS ACCOUNTING	01/19/94 11:54 AM
LINK TO:	COMPONENT ASSET INQUIRY	BLDV
AGENCY:	PARENT PROPERTY NO/SFX:	
DESC:		
S	PROP NO SFX SHORT DESCRIPTION CL SCL LOC1 LOC2 LOC3	BOOK
VALUE		
F1-HELP F2-72A F4-83 F5-NEXT F8-NEXT PAGE F9-INT ENTER-INQUIRE CLEAR-EXIT		

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83 FIXED ASSET FINANCIAL INFORMATION INQUIRY

This screen is used to inquire on fixed asset financial information and may also be linked from screen 76, Inquiry by Location. To retrieve information, Agency and Property Number are required. Suffix is optional. Valid inquiry types are:

- MA** - Current Month minus Prior Month
- YA** - Prior Year minus Prior Prior Year
- MY** - Current Month minus Prior Year
- YY** - Prior Prior Year
- MC** - Current Month
- YC** - Prior Year

S083 2.0	R★STARS ACCOUNTING	08/02/93 01:16 PM										
LINK TO:	FIXED ASSET FINANCIAL INFORMATION INQUIRY	BLDV										
AGENCY:	PROPERTY #/SFX:											
SHORT DESC:												
FUND:												
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)											
INQ YEAR:	INQ MONTH:	BOOK VALUE:										
BT	TITLE	AMOUNT BT TITLE										
AMOUNT												
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">F1-HELP</td> <td style="width: 20%;">F5-NEXT</td> <td style="width: 20%;">F9-INTERRUPT</td> <td style="width: 20%;">ENTER-INQUIRE</td> <td style="width: 20%;">CLEAR-</td> </tr> <tr> <td>EXIT</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-	EXIT				
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-								
EXIT												

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