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# FIXED ASSET MANUAL

## UPDATING THE REPLACEMENT VALUE FOR AN INDIVIDUAL ASSET

### INTRODUCTION

Use FAS Transaction Codes on the FAS Direct Data Entry screen (S035) to increase or decrease the replacement value of a single asset.

- Transaction code **C02** is used to record the amount of increase to the replacement value of an asset.
- Transaction code **C03** is used to record the amount of decrease to the replacement value of an asset.

Use these codes to record how much the replacement value will be changed, not the new replacement value itself.

### CALCULATING THE CHANGE IN REPLACEMENT VALUE

Begin by determining the difference in value between the existing replacement amount and the new replacement amount. The amount of that difference will be the replacement amount (**RPLC AMT**) to enter on the FAS Direct Data Entry screen (S035).

<u>Example</u>	<u>Existing Replacement Value</u>	<u>New Replacement Value</u>	<u>Difference</u>	<u>Change in Value</u>	<u>Use Transaction Code</u>
Example 1	100,200.00	200,000.00	increase of 99,800.00	99800.00	<b>C02</b>
Example 2	50,000.30	8,500.00	decrease of 41,500.30	41500.30	<b>C03</b>

### CHANGING THE REPLACEMENT VALUE ON THE FAS DIRECT DATA ENTRY SCREEN S035

1. Type **F** at the STARS Main Menu and press the ENTER key to open the **FAS Main Menu**.
2. Type **35** at the FAS Main Menu, and then press the ENTER key. This will open the **FAS Direct Data Entry** screen.
3. Type **A** in the **FUNCTION** field.

4. Type your **AGENCY** (agency number).
5. Type the **PROP NO** (property number). This is the 10-digit number (including leading zeros, e.g., 0000015123) that matches the Property Record you want to change.
6. Type the 2-digit **COMP NO** (component number).
7. Type the 4-digit **SEQ NO** (sequence number - usually **0001**).
8. Type the appropriate transaction code in the **FAS TC** field:
  - **C02** to record the amount of increase to the replacement value.
  - **C03** to record the amount of decrease to the replacement value.
9. Type the current month date in the **ADT DATE** field, using a mmddyyyy format.
10. Type the amount by which the replacement value will change in the **RPLC AMT** field.  
NOTE: Do not use commas or a \$ (dollar sign).
11. Press F1 to save the changes.