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# FAS USER MANUAL

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## DELETE AN ASSET RECORD IN THE HOLD FILE

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The following are examples of when it might be necessary to delete an asset record that is in the FAS Hold File:

- The asset is less than the \$2,000 inventorial amount.
- You inadvertently added a record twice for the same asset.
- The wrong funding sources were used when the transaction was entered into STARS or Payment Services and it needs to be deleted rather than processed.
- An asset purchased through STARS/Payment Services needs to be split into separate records.

If an asset record has a transaction code AD1, AD2, AD3, or AD4, send an email to [dsahelp@scs.idaho.gov](mailto:dsahelp@scs.idaho.gov) to request that the asset be deleted.

To delete an asset record from the FAS Hold File:

1. Type **32** at the FAS Main Menu and press ENTER to open the Hold File.
2. Type **R** in the **FUNCTION** field.
3. Locate the asset record you need to delete. If necessary, type **N** in the **FUNCTION** field and then press ENTER to 'scroll' through the records.
4. Type an **S** in the **FUNCTION** field then press TAB until you reach the ' \_ ' space in the **S/X** column, next to the record you want to delete. Notice that the **SRC** column will have an **S** if the acquisition came from STARS, Payment Services, or an **F** if it was entered directly in FAS.
5. Type either an **S** or an **X** in the space next to the record and press ENTER.
6. Either the STARS to FAS Data Entry screen S033 or FAS Direct Data Entry Screen S035 will open, depending on if the acquisition transaction was created in STARS, Payment Services, etc. or entered directly in FAS.
7. Type **D** in the **FUNCTION** field and press F1 or ENTER. The **POSTING STATUS** (located in the bottom left corner) on the record should reflect 'D' for deleted. The status of the record will change from a 'P' to a 'D' in the FAS Hold File.

If you need to need to “re-add” the asset in FAS with correct funding or other property information, you can do so in the FAS Direct Data Entry screen S035. [Click here for more information.](#)