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# FIXED ASSET SYSTEM (FAS)

## ACQUISITIONS: OVERVIEW

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### INTRODUCTION

An acquisition is the addition of a fixed asset to an agency. Assets are acquired either by purchase, e.g., in STARS or Payment Services, or by some non-monetary transaction (for example, self-constructing an item, acquiring a seized item, receiving a trade-in, or receiving a transfer from another fund or agency).

When entering a purchase transaction in STARS or Payment Services, etc., Capital Outlay subobjects (6000 - 6999) may require a Property and Component Number and the transaction may create a record in the FAS Hold File. Or, you may have entered the one-character Capitalization Indicator in STARS or Payment Services, etc. to create a record in the FAS Hold File. You then select the record and [enter the Asset information in the STARS to FAS Data Entry Screen S033](#).

Payment Services and P-Card transactions are uploaded to STARS in a nightly process, so the STARS process described here applies to Payment Services and P-Card. An asset can also be purchased through the Purchasing application, and the Purchase Order imported into Payment Services, and that transaction will be uploaded to STARS.

If the asset was not purchased through STARS or Payment Services, you can also [enter an asset directly in FAS using the FAS Direct Data Entry screen S035](#).

[Click here for information about donations and other capital asset acquisitions.](#)

If you need inventory tags for your assets, [click here to order inventory tags \(CPIS Tags\) from the State Records Center](#).

### SELECT A RECORD FROM THE HOLD FILE

When an asset record is created, it will be in the FAS Hold File. You will need to select it from there and then enter asset information in a FAS Data Entry screen

1. Type **32** at the FAS Main Menu and press ENTER to open the Hold File.
2. Type **R** in the FUNCTION field.
3. Type the specific **Property Number** and **Component Number**, and then press ENTER. Or press ENTER to display a list of records. Then type N in the FUNCTION field and then press ENTER to 'scroll' to the next page of records.

S032 Example of records recalled (note the S/X and SRC columns)

VERSION 3.1		FAS - HOLD FILE						S032	
FUNCTION: N (R=RECALL, F=FIRST, N=NEXT, P=PRIOR, S=SELECT)									
AGENCY: 200 PROPERTY NO: SASFSTUD07 COMPONENT NO: 00									
S/X	PROPERTY TYPE	CMP SEQ	REF PROP	CMP	CUR DOC	ADT DATE	ADT AMOUNT		
	SRC	DESCRIPTION				FAS TC	APP	STATUS	
—		SASFSTUD08 00 0001	SASFSTUD08 00		FASTRAIN	10/05/2001		2500.00	
	P	F	COMPUTER ACQ SINGLE FUND			A04	3		
X		SASFSTUD09 00 0001	SASFSTUD09 00		FASTRAIN	10/05/2001		2500.00	
	P	S	COMPUTER ACQ SINGLE FUND			A04	3		

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. (The **SRC** column will display an **'S'** if the record came from STARS or an **'F'** if the record was entered directly FAS.)
5. Type either an **S** or an **X** in the space next to the record and press ENTER to open the S033 screen or S035 screen.

## RELEASE A TRANSACTION

When an asset record is complete, the agency personnel with release authority will need to do the following:

1. Type **32** at the FAS Main Menu and press ENTER.
2. Type **R** in the **FUNCTION** field, enter the agency number (if needed), and press ENTER to recall the records. (You can enter the specific Property Number and Component Number, and then press ENTER.)
3. Type **N** in the **FUNCTION** field and then press ENTER to 'scroll' through the records.
4. Type **S** in the **FUNCTION** field then press TAB until you reach the space in the S/X column, next to the record you want.
5. Type either an **S** or an **X** next to the record and press ENTER to display the record on the data entry screen.
6. Review the selected record.
  - If the record is correct, type **Y** (Y = APPROVE) in the **FUNCTION** field and press F1 or ENTER. The **POSTING STATUS** on the record should reflect 'P' for posted.
  - If the selected record is incorrect, exit the record. Notify the data entry person of the necessary changes. Once the changes are made, bring up the record and approve it as described above.
7. Press F3 to return to the Hold File, or press F2 to return to the STARS Main Menu. If you have more than one record to release from the Hold File, type N in the **FUNCTION** field and press ENTER for the next group of records to appear.

## LOOK UP ERROR MESSAGE DESCRIPTIONS

Error messages generally indicate data elements that are missing or incorrect. To look up an error message code to get a more complete explanation:

1. Make a note of the alphanumeric portion of the error message code, e.g., AE6P.
2. While on the STARS to FAS Data Entry screen s033, press HOME, then press SHIFT+TAB to move your cursor to the **INTERRUPT** field.
3. Type 90 and press ENTER.
4. On the NEWS/HELP TABLE (S090) screen, type **R** in the **FUNCTION** field.
5. Type the error code in the **KEYWORD** field, and press ENTER. The DATA ELEMENT name and EXPLANATION will be displayed.
6. Press F4 to return to the previous screen. If needed, correct the data elements and press F5 again to review your corrections.

VERSION 3.1	STARS--NEWS/HELP TABLE	S090
<b>FUNCTION: R</b>	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PRIOR, R=RECALL)	
<b>KEYWORD: AE6P</b>	PAGE: 001	
CODE: AE6P	FUND/DT NOT=BU FUND	
DATA ELEMENT:	FUND OR FUND DETAIL	
<b>EXPLANATION:</b>	THE FUND ENTERED ON THE FAS TRANSACTION MUST BE FOUND IN THE STARS BUDGET UNIT TABLE (20) FOR THE CURRENT FISCAL YEAR.	

## DELETE AN ASSET RECORD FROM THE HOLD FILE

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.
- After the remaining amount is zero on a multiple asset process using STARS to FAS Data Entry Screen S033, you may delete the records you do not want to track in FAS.

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.