FIXED ASSET MANUAL ..... 1

LOGGING ON AND NAVIGATING THE SCREENS ..... 1

INTRODUCTION ..... 1

ACCESSING FAS ..... 1

IMPORTANT NOTE ABOUT AGENCY LOGONS ..... 1

IMPORTANT NOTE ABOUT KEYBOARDS ..... 1

LOGGING ON TO CICS ..... 1

LOGGING ON TO STARS ..... 5

OPENING THE FAS MAIN MENU ..... 7

USING THE KEYBOARD IN FAS SCREENS ..... 7

USING GENERAL KEYBOARD KEYS ..... 8

USING FUNCTION KEYS ..... 8

THE INTERRUPT FUNCTION ..... 9

FAS ONLINE SCREENS ..... 10

DATA ENTRY SCREENS ..... 10

DATA ENTRY COMMANDS ..... 12

MAINTENANCE/INQUIRY SCREENS ..... 12

INQUIRY SCREENS ..... 13

TABLE MAINTENANCE SCREENS ..... 13

# FIXED ASSET MANUAL

## LOGGING ON AND NAVIGATING THE SCREENS

### INTRODUCTION

In this chapter

- ✓ Logging on to FAS
- ✓ Navigating the screens using the keyboard
- ✓ Using FAS online screens

### ACCESSING FAS

Accessing FAS is a three-step process:

Log on to CICS ➡ Log on to STARS ➡ Open the FAS Main Menu

#### IMPORTANT NOTE ABOUT AGENCY LOGONS

Some agencies may implement a login script whereby once a user simply logs onto their computer, they are automatically logged on to CICS or STARS. The screens described in this document are not seen by these users. If you are one of these users and the logon to CICS or STARS fails, it might be impossible to know which of the separate logons are not working. In this case, you should contact you local IT or computer support person for assistance.

#### IMPORTANT NOTE ABOUT KEYBOARDS

Some keyboards (such as a Microsoft Natural Multimedia keyboard) have a Function Lock key, which must be "on" in order to use the function keys. However it must be "off" to use the PAUSE key.

Also, some keyboards use a different key other than PAUSE to clear the screen. If PAUSE does not clear your screen, you may have a special keyboard-mapping configuration. See your local computer support person to identify the correct key to use when you want to clear the screen. Similarly, other keys typically used in FAS or STARS may also have a different mapping on your keyboard.

### LOGGING ON TO CICS

1. At the Idaho Screen (see Figure 1 below), locate the cursor (an underline character (_) at the bottom left of the screen, below the **ENTER SELECTION BELOW** prompt).
2. Type **cicsprod**, and then press ENTER.

**Figure 1: CICS Idaho screen**

```
AU0000                                                                LGW2XR16
 I D A H O  S T A T E  C O N T R O L L E R ' S  C O M P U T E R  N E T W O R K

KEITH JOHNSON, STATE CONTROLLER
                                                              ..
                                                              ...
   ========    =====      ==       ==    ==    ====          ....
      ==      ==    =   == ==     ==    ==   =     =         .....
     ==      ==     =  =    =    ==    ==   =     =          .....
    ==      ==     =  =======   ========   =     =          .........
   ==      ==     =  ==    ==  ==    ==   =     =           .........
========  =======   ==    ==  ==    ==    =====              .........

       CICSDVLP ==> CICS V 4.1.0 DEVELOPMENT
       CICSPROD ==> CICS V 4.1.0 PRODUCTION
       CICSQUAL ==> CICS V 4.1.0 QUALITY ASSURANCE
       CICSSIMU ==> CICS V 4.1.0 SIMULATION
       TSO      ==> TIME SHARING OPTION
       HELP DESK: (208)334-4808              M-F  8A-5P MOUNTAIN
                  (208)334-3155 OR 334-2450  NIGHTS AND WEEKENDS

ENTER SELECTION BELOW:
cicsprod
```

If you need help at this point with the CICS password or CESN logon, call or email SCO COMPUTER SERVICE CENTER HELP DESK:
Phone: (208) 334-4808
Email: SCOHELPDESK@sco.idaho.gov

3. The system confirms you have connected to CICS by presenting the CICS banner screen shown below.

**Figure 2: CICS banner screen**

```
AU0100              CONTROLLER'S CICSPROD            VERSION 4.1.0   14:05:19



  ******\  ******\  ******\   ******\          *\ ********\  ******\    ****\
 ********\ ******\ ********\ ********\        **\ ********\ ********\  ******\
 **\\\\**\   **\\\ **\\\\**\ **\\\\**\       **\  **\\\\\\\ **\\\\**\ **\\\\**\
 **\    \\   **\   **\    \\ **\    \\      **\   **\       **\    \\ **\   **\
 **\         **\   **\       ********\      **\    ******\   ********\  ********\
 **\         **\   **\        *******\    **\     ******\    *******\ ********\
 **\         **\   **\         \\\\**\   **\      **\\\\\     \\\\**\ **\\\\**\
 **\   **\   **\   **\   **\ **\   **\  **\       **\       **\   **\ **\   **\
 ********\ ******\ ********\ ********\ **\        ********\ ********\ **\   **\
  ******\\ ******\  ******\\  ******\\ *\         ********\  ******\\ **\   **\
   \\\\\\   \\\\\\   \\\\\\    \\\\\\  \           \\\\\\\\   \\\\\\   \\    \\
```

4. Press PAUSE to clear the screen.
5. At the blank screen, type **cesn**, and then press ENTER.

**Figure 3: CESN logon**

```
cesn
```

The CICS Security Screen should appear:

**Figure 4: CICS Security Screen**

```
                     Signon for CICS/ESA Release 4.1.0        APPLID CICSPROD

AU0100              CONTROLLER'S CICSPROD            VERSION 4.1.0


Type your userid and password, then press ENTER:

          Userid . . . .              Groupid . . .
          Password . . .
          Language . . .

      New Password . . .


DFHCE3520 Please type your userid.
F3=Exit
```

6. Type the assigned CICS **Userid** given to you by your agency security administrator in the **Userid** (user identification) field.
7. Press TAB to move the cursor to the **Password** field, bypassing **Groupid** - group identification. (If your agency uses group identification, enter the **Groupid**.)
8. Type the CICS **Password** given to you by your agency security administrator, and then press ENTER. (For security, the screen will not display the password.)

After you type your CICS Userid and Password, the **Bill Code Screen** should appear. This screen controls the distribution of CICS costs.

**Figure 5: Bill Code Screen**

```
XA01 BILLCODE= XXXXXXXX

      BILLCODE:  THIS IS AN OPTIONAL PARAMETER TO HELP YOU
       THE USER DISTRIBUTE CICS COSTS WITHIN
       YOUR OWN AGENCY.

       THIS IS EIGHT (8) DIGITS IN LENGTH, THE FIRST
       THREE (3) MUST BE A VALID BILLING CODE IN
       THE CONTROLLER'S CURRENT BILLING SYSTEM.

       IF YOU ENTER AN INVALID BILLING CODE YOU WILL
       RECEIVE AN ERROR MESSAGE AND WILL HAVE THE OPTION
       OF CORRECTING IT OR USING YOUR DEFAULT CODE

       IF YOU DO NOT ENTER ANYTHING IN THE BILLCODE
       FIELD, IT WILL DEFAULT TO THE CODE YOU ARE
       CURRENTLY BEING ASSIGNED
```

9. Type the specific **Bill Code** (up to eight characters) at the **XA01 BILL CODE** field and then press ENTER (**Example: XXXXXXXX**).
10. Various agencies may have more than one bill code, but you can only enter one bill code per session. You could leave the **XA01 BILL CODE** field blank and press ENTER. The bill code will default to one of your agency's bill codes.
11. A confirmation of the bill code will appear on the second display screen as shown below, indicating a successful logon to CICS. If you left the bill code field blank, the default code for your agency is displayed.

**Figure 6: Bill code confirmation**

```
*** YOUR BILL CODE IS  XXXXXXXX

*** YOUR NETWORK NAME IS  LGW2XR56  ***
```

12. Press PAUSE to clear the screen. A blank screen should appear (see the STARS section below). You are now ready to go to the next section, "Logging on to STARS".

| | |
|---|---|
| **NOTE:** | If your logon fails three consecutive times (e.g., you have forgotten your password), your operator ID is suspended and you will not be able to log on. In order to reactivate an operator ID, your agency security administrator must call The State Controller's Office. |

# LOGGING ON TO STARS

After logging on to CICS, you are ready for the second part of logging on to STARS.

1. Type **dsys**, then press ENTER.

**Figure 7: DSYS log on**

```
dsys
```

The **STARS** banner screen will be displayed which has **OPERATOR ID** and **PASSWORD** fields, as shown in the example below.

**Figure 8: STARS banner screen**

```
* * |  |  |  |    STATE OF IDAHO - STATE CONTROLLER WELCOMES YOU     |  |  |  |*
* |  |  |  |STATE ACCOUNTING FINANCIAL REPORTING INFORMATION SYSTEM|  |  |  |*
* |  |  |  |              COPYRIGHT 1987  PMM AND CO.              |  |  |  |*
* |  |  |  |                                                       |  |  |  |*
*=======================================================================*


        @@@@@@@@@@    @@@@@@@@@@         @@@       @@@@@@@@@@    @@@@@@@@@@@
       @@                @@           @@ @@      @@       @@   @@
      @@@@@@@@@@        @@           @@   @@     @@@@@@@@@@    @@@@@@@@@@@
             @@        @@          @@@@@@@@@    @@     @@              @@
    @@@@@@@@@@        @@         @@       @@   @@       @@   @@@@@@@@@@@

*=======================================================================*
          OPERATOR ID ==> _____    PASSWORD ==> _____

         NEW PASSWORD ==>          VERIFY ==>
```

| | |
|---|---|
| **NOTE:** | If you need help at this point with the DSYS or STARS logon, contact the STARS/FAS ACOUNTING HELPLINE at:<br>Phone: (208) 332-8827<br>Email: STARS_SECURITY@sco.idaho.gov |

2. Type your **OPERATOR ID** (usually three characters) that was chosen by you or your security administrator. (If your Operator ID is less than three characters, the cursor does not advance to the password field and you will have to press TAB.)
3. Type your **PASSWORD** (up to three characters) issued to you by the security administrator. Press ENTER.
   The STARS News Display will appear, as shown in the example below:

**Figure 9: STARS News Display**

```
VERSION 3.1                 STARS--NEWS DISPLAY                          S002


                        ***** WELCOME TO STARS *****
      IGNORE X BATCHES - THEY WILL BE CLEARED BY SCO PERSONNEL
                FAS WILL RUN AGAIN ON FRIDAY, AUGUST 20
    AUGUST CLOSES FRIDAY, SEPT 3, WITH REPORTS AVAILABLE MONDAY, SEPT 6

ARE YOU GETTING YOUR AGENCY REPORTS ONLINE?  IF NOT, HAVE YOUR FISCAL OFFICER
   CONTACT THE DSA HELPLINE FOR ADDITIONAL INFORMATION OR TO GET SIGNED UP.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
TRAINING: STARS NEW USER II AUGUST 25, 2004 8:00 - NOON
STARS INTERMEDIATE PREP FOR NOMAD SEPTEMBER 8, 2004 10:00 - 3:00
NOMAD ASSISTANT SEPTEMBER 9, 2004 8:00 - NOON
CALL PATTI 332-8799.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
SCO SYSTEMS MANUALS:  HTTP://WWW.sco.idaho.gov  UNDER ACCOUNTING
ACCOUNTING HELPLINE = CALL 332-8827 OR E-MAIL: DSAHELPLINE@sco.idaho.gov
STATEWIDE ACCTG: 334-3150    STARS SECURITY: STARS_SECURITY@sco.idaho.gov

                            PRESS (ENTER) TO CONTINUE
```

4. After reviewing the News, press ENTER to go to the STARS Main Menu.

**Figure 10: STARS main menu**

```
VERSION 3.1                      STARS--MAIN MENU                        S010

  FUNCTION: F

                        D     DATA ENTRY
                        F     FIXED ASSET ACCOUNTING
                        I     ONLINE FILE INQUIRY
                        R     REPORTING
                        S     SYSTEM MANAGEMENT
                        T     TABLE MAINTENANCE
                        W     WARRANTS
                        Z     SIGN OFF
```

## OPENING THE FAS MAIN MENU

1. At the STARS Main Menu, type **F** in the **FUNCTION** field, then press ENTER**.**
2. You are ready to use the FAS menu. Type the menu number that you need in the **FUNCTION** field and press ENTER.

**Figure 11: FAS Main Menu**

```
VERSION 3.1                    FAS--MAIN MENU                          S015

  FUNCTION:

      DATA ENTRY                              INQUIRY

   32 HOLD FILE                          39 NON FINANCIAL HISTORY
   33 STARS TO FAS DATA ENTRY            4C PROP BY CLASS CODE
   35 FAS DIRECT DATA ENTRY              4L PROP BY LOCATION1
                                         4P PROP BY PROPERTY NUMBER
                                         4S PROP BY AGY SFX AND PROP NUM
                                         4T PROP BY LICENSE NUMBER
                                         4U PROP BY SERIAL NUMBER

       MAINTENANCE/INQUIRY                     TABLE MAINTENANCE

   40 PROPERTY MAINT/INQUIRY             30 FAS DESCRIPTOR TABLE
   41 MASS CHANGE                        31 FAS TRANSACTION CODE DECISION TABLE
   37 REPLACEMENT VALUE ADJUSTMENTS      38 FAS LOCATION1 TABLE

                                  99 SIGN OFF
```

# USING THE KEYBOARD IN FAS SCREENS

There are some general tips that are useful when navigating and using the FAS screens:

- Use the TAB key to move around the fields in a FAS screen. If you try to make an entry in an undesignated field on the screen, the cursor will lock in that position. If the screen locks up, and you are not able to move to another field, press the ESC key.
- Use the F1 key to save your data rather than ENTER. F1 will return the screen with the data that you have just filled in.
  If you are entering multiple records, many of these fields may be the same for each of your records. Therefore after saving with F1, you will need to change only a few fields (using TAB to move to those fields) rather than having to re-enter them all over again.
- Some keyboards (such as a Microsoft Natural Multimedia keyboard) have a Function Lock key, which must be "on" in order to use the function keys. However it must be "off" to use the PAUSE key.

## USING GENERAL KEYBOARD KEYS

The keyboard keys and their functions are described below:

**Figure 12: FAS Keyboard Keys**

| Key | Function |
|---|---|
| TAB | Moves the cursor to the next field on the screen |
| SHIFT+TAB | a. Moves the cursor to the previous field<br>or<br>b. Moves to the Interrupt field when the cursor is at the FUNCTION field (HOME position). |
| HOME | Used to move to the FUNCTION field |
| DELETE | Used to delete individual characters in the cursor's location |
| END | Used to delete all characters in a field |
| ENTER (See F1 Key below) | Saves data and returns a screen with empty fields.<br>Often it is easier to use F1 to save the data since it returns the screen with all of the fields filled in. |
| ESC (Escape) | Recovers from an unresponsive or locked up screen |
| Space Bar | Removes data within a field. |
| INSERT | Used to insert characters between spaces |

## USING FUNCTION KEYS

The function keys are used to process data and to open various FAS screens. The function keys may also be referred to as PFx, seen at the bottom of a data entry screen, as in the example below.

**Figure 13: Example of the Function key references at the bottom of the FAS Direct Data Entry S035 screen**

```
ENTER = RETURN FRESH SCREEN  PF1 = RETURN FILLED SCREEN
 PF3   = GO TO HOLDING FILE   PF7 = GO TO FUNDING SOURCE  PF8 = OPTIONAL FUNDING
```

**Function Keys and their application**

| Function Key | Does this in a Data Entry Screen | Does this in a Funding Source Screen | Does this in an Inquiry/Maintenance screen |
|---|---|---|---|
| F1 | Saves data, return a filled screen | Saves data, return a filled screen | Saves data, return a filled screen |
| F2 | Returns to previous menu | Returns to previous menu | Returns to previous menu |
| F3 | Goes to hold file screen | N/A | Returns to inquiry screen |
| F4 | N/A | N/A | Returns to the screen where the first Interrupt was performed |
| F6 | N/A | Goes to data entry screen | N/A |
| F7 | Goes to required funding sources screen | N/A | N/A |
| F8 | Goes to optional funding sources screen | N/A | N/A |

## THE INTERRUPT FUNCTION

FAS contains a feature called the Interrupt function. The Interrupt function allows you to interrupt whatever data entry you are doing on a particular screen, view a different information screen, and then return to the data entry screen.
NOTE: From FAS, you might interrupt to STARS and other FAS informational screens. From STARS you can interrupt to the FAS Menu using interrupt MF.

To use the Interrupt function, do the following on the FAS screen in which you are working:

1. Press HOME. Make sure the cursor in the **FUNCTION** field.
2. Press SHIFT+TAB to go to the **INTERRUPT** field.
3. Another method is to use the mouse pointer to place the cursor in the **INTERRUPT** field at the bottom right of any FAS screen (other than the Main Menu screen).
4. Enter the number of the screen that you need. (The number should be entered as it appears on the FAS Main Menu.)
   NOTE: You cannot interrupt to S033 or S035, which are data entry screens.
5. Press ENTER. The word 'ACTIVE' will display in the **INTERRUPT** field on the returned screen.

6. At this point you may interrupt to additional screens by repeating these steps or by press the F4 key to return to the original screen.
   Example: While entering data in the FAS Direct Data Entry screen S035, you want to check if you have the correct property and component number on an asset that is being disposed.
7. Press HOME. Make sure the cursor is in the **FUNCTION** field.
8. Press SHIFT+TAB to go to the **INTERRUPT** field.
9. Type **40** in the **INTERRUPT** field and press ENTER.
10. The Property Maintenance/Inquiry screen (S040) will open and the word 'ACTIVE' will display in the **INTERRUPT** field on this screen.
11. Press F4 to return to the FAS Direct Data Entry S035 screen.

# FAS ONLINE SCREENS

FAS has four basic types of screens:

- Data Entry
- Maintenance/Inquiry
- Inquiry
- Table Maintenance

## DATA ENTRY SCREENS

Within FAS Data Entry, there are three types of screens:

- S032 – FAS Hold File
- S033 – STARS to FAS Data Entry
- S035 – FAS Direct Data Entry

Asset transactions that begin in STARS are placed into the FAS Hold File to be processed. (Refer to the STARS to FAS Extract Process chapter for more detail on how this occurs.) Asset transactions that begin in FAS are entered in the S035 screen and the record is stored in the FAS Hold File, until it has successfully processed.

To view records in the FAS Hold File, do the following:

1. Type **32** at the FAS Main Menu and press ENTER.
2. Type an **R** in the **FUNCTION** field.
3. Enter the agency number and press ENTER to display a list of records, shown in the example below.

**Figure 14: FAS Hold File Screen Example**

```
VERSION 3.1                        FAS - HOLD FILE                          S032
FUNCTION: R (R=RECALL, F=FIRST, N=NEXT, P=PRIOR, S=SELECT)

AGENCY: 200  PROPERTY NO: EXTRA25     COMPONENT NO: 00

S/X PROPERTY   CMP SEQ   REF PROP   CMP   CUR DOC     ADT DATE     ADT AMOUNT
    TYPE  SRC  DESCRIPTION                           FAS TC   APP       STATUS
-----------------------------------------------------------------------------
_   EXTRA03    00  0001  EXTRA03    00    EXTRA03     08/05/1999      21900.00
    R     S    MULTI FUND                            A02      3             P
_   EXTRA25    00  0001  EXTRA25    00    TST230R3    08/10/1999      18000.00
    P     S    TC 230 REVERSAL                       A04      3
_   PARDIS02   02  0001  PARDIS02   02                06/30/2000          0.00
    P     F                                          D03      8             E
_   PARDIS02   03  0003  PARDIS02   03                09/15/1999      60750.00
          F    PARTIAL DISPOSITION - MULTI           DS4      4             H
_   PARDIS04   04  0004  PARDIS04   04                09/05/1999          0.00
          F                                          D03      8             H
_   PARDIS09   09  0009  PARDIS09   09                09/15/1999       4500.00
          F                                          DS4      4             D
_   PARDIS18   18  0018  PARDIS18   18                09/15/1999       5750.00
          F    PARTIAL DISPOSITION 18                DS4      4             H

                                              INTERRUPT:
```

- Records *generated by STARS* transactions have an **S** in the **SRC** field, in the FAS Hold File. When one of these records is selected, the system transfers you to the S033 - STARS to FAS Data Entry screen displaying the record information.
- Records *manually entered into FAS* have an **F** in the **SRC** field, in the FAS Hold File. When one of these records is selected, the system transfers you to the S035 - FAS Direct Data Entry screen displaying the record information.

The STATUS column indicates the current status of each record. Status codes that may be seen are:

- **P** - Purge. A record posted to the FAS Property File and it will be purged from the FAS Hold File during the nightly processing.
- **H** - Hold. A record placed on hold during processing. Usually held because of approval level limitations.
- **D** - Delete. A record will be deleted from the FAS Hold File during nightly processing.
- **E** - Error. An error has been detected and the record will remain in the FAS Hold File until corrected.
- **_** - A blank space indicates a record, which has not been processed and needs action.

Records awaiting agency action, with an 'E' (error) or a 'blank' (no status) in the STATUS column will remain in the FAS Hold File until they are successfully processed.

## DATA ENTRY COMMANDS

The following commands can be used on all data entry screens:

| Command | Function |
|---|---|
| R | Recall: View a specific property transaction currently in the FAS Hold File. |
| A | Add: Add a new record to the FAS Hold File and the FAS Property File. These additions include posting a new asset to or removing an asset from the FAS Property File. |
| C | Change: Update information on an existing FAS Hold File record before nightly processing. A FAS Hold File record may be updated multiple times during the day, and each time the new information replaces the old data. |
| D | Delete: Delete a record from the FAS Hold File. Records may be deleted from the FAS Hold File for various reasons. A common example is the deletion of records sent from STARS, which are valued below the inventoriable amount specified by your agency. NOTE: Delete is also used to subtract the funding information from the remaining amount when a portion of the invoice paid for non-inventoriable assets. |
| U | Undo: Reverses an entry you just made. The amount you had processed will be added back to the REM AMT field and you can reprocess the asset. |
| Y | Approve: Approve a record to post from the FAS Hold File |
| H | Hold: Place a record on Hold in the FAS Hold File. |

## MAINTENANCE/INQUIRY SCREENS

FAS contains three maintenance/inquiry screens:

**S040 – Property/Maintenance Inquiry**: Screen S040 is used to retrieve information on processed assets. From this screen, you can view the information and non-financial changes can be made to the asset record. For more detailed information on this and other FAS inquiry screens, refer to the Online Inquiry chapter. FAS allows you to view posted assets through different online inquiry screens.
**S041 – Mass Change**: The Mass Change Screen – S041 enables allows you to quickly change selected fields for multiple assets at one time rather than having to retrieve each record and make changes.
**S037 – Replacement Value Adjustment**: The Replacement Value Adjustment Screen – S037 is used to change the replacement value percentages for specified class code ranges. This screen saves you time since you do not have to recall each individual record to make changes.

## INQUIRY SCREENS

The inquiry section has seven following screens available:

**S039 –** Non Financial History
**S04C –** Property By Class Code
**S04L –** Property By Location 1
**S04P –** Property By Property Number
**S04S –** Property By Agency Suffix and Property Number
**S04T –** Property By License Number
**S04U –** Property By Serial Number

## TABLE MAINTENANCE SCREENS

The table maintenance section has three screens available:

**S030 –** FAS Descriptor Table
**S031 –** FAS Transaction Code Decision Table
**S038 –** FAS Location 1 Table

The titles and descriptive information for all codes contained in FAS are located in the FAS Descriptor Tables. The FAS tables serve as the master list of the valid codes contained in the system. Each time a code is entered (whether as a part of an accounting transaction or as a part of a table-maintenance transaction), a check is automatically made to ensure that the code is present in the table(s). Using an incorrect code will result in an error.