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# FIXED ASSET MANUAL

## MAKE CHANGES TO AN ASSET IN THE PROPERTY FILE (S040)

### INTRODUCTION

Some data elements can be changed on an active asset in the Property File, but others cannot. However, see these documents to make corrections to a [current year asset](#) or a [prior year asset](#).

### DATA ELEMENTS THAT CAN BE CHANGED

The example below shows which data elements can be changed on the **FAS Property Record Maintenance/Inquiry** screen. See the descriptions below.

**Example of the Property Record Maintenance/Inquiry screen**

VERSION 3.1	FAS PROPERTY RECORD MAINTENANCE/INQUIRY	S040
FUNCTION:	(N=NEXT, P=PREVIOUS, R=RECALL, C=CHANGE)	
AGENCY:	PROPERTY NUMBER:	COMPONENT NUMBER:
CM: PM:	CP: PP: PY: CUM:	ACTV:
AGY SFX:	STATUS:	OWNRSH: CAP IND: ACQ DT:
INSRV DT:	RSK MG:	DSP MTH: ACQ MTH: DISP DT:
CLASS CD:	CL SFX:	AGY MTH: ST MTH: DEPR DT:
INVNT DT:	U LIFE:	COND CD: QTY: QTY UNT:
LOCAT 1:	DISP %:	DESC:
INS IND:	CURR DOC:	PO NO: MODEL YR: MFR:
LAST NM:		FIRST: MID INIT:
SERIAL:		LICENSE: ODOMETER:
LOCAT 2:		COMMENT:
ORIGINAL AMOUNT:		POSITIVE ADJ:
STWD ACCUM DEPR:		NEGATIVE ADJ:
DISPOSITIONS:		SALVAGE VALUE:
GAIN AMOUNT:		REPLCMNT VALUE:
LOSS AMOUNT:		AGY DISP ADJ:
STWD LQDTD DEPR:		AGY ACCUM DEPR:
STWD BOOK VALUE:		AGY BOOK VALUE:
	LAST-PROC-DATE:	INTERRUPT:

### UPDATE THE ASSET IN THE FAS PROPERTY RECORD MAINTENANCE SCREEN (S040)

1. Type **40** at the FAS Main Menu, and then press ENTER. This will open the **FAS Property Record Maintenance/Inquiry** screen.
2. Type **R** in the **FUNCTION** field.
3. Type your **AGENCY** number if the Agency field is blank. (Most users will not have to do this.)
4. Type the **PROPERTY NO** (property number) and then press ENTER.  
You can leave the property number field blank and press ENTER. This will bring up the

first record in your agency's list of records. Type **N** in the **FUNCTION** field and press ENTER. Press ENTER again to scroll through each record.

5. When the record is located, type **C** in the **FUNCTION** field.
6. Press TAB to move the cursor to the fields that need to be changed.
7. Delete the existing information and type in the new information as needed. Press the END key to delete all the information in a field or use the DELETE key to delete the information one character at a time.
8. When finished, press F1 to save the record.

## DATA ELEMENTS DESCRIPTIONS

[Click here for expanded descriptions of FAS data elements.](#)

<u>Data Element</u>	<u>Description</u>
AGY SFX	Agency Suffix. Two digit element of the agency number. Agency suffix is an optional, agency-defined element.
STATUS	One-character element used to specify if the asset is 'idle', 'in-use,' 'stored,' 'lost,' or 'disposed'.
OWNRSH	Ownership. One-character element used to determine if an asset is capitalized, and/or reportable on the Statewide Financial Statements. Ownership code can be changed; however, changing the ownership code will not automatically update the Capital Indicator code. For example: A \$7,000 capital lease record has an ownership code L (Leased) and a capital indicator I (Inventory). If the terms of the lease are met, the agency now owns a statewide reportable asset. Changing the ownership code to A (Agency) will not update the capital indicator to S (Statewide Capitalized) and no financial data will update to STARS.
INSRV DT	In-service Date. Eight-digit (MMDDYYYY) element identifies when the asset is put into service, is available for use, or the date that depreciation calculations should begin.
RSK MG	Risk Management Indicator. Four-character element for data downloads to Risk Management. Enter the default code 1000 or you may set up cost center codes for your insurance billing process.
CLASS CD	Class Code. Four-digit element to classify the specific type of asset. CLASS CODE can be changed; however, the U LIFE (Useful Life) will not automatically update. If the new class has a different Useful Life, you can manually update the U LIFE field or leave it as is.
CL SFX	Class Code Suffix

<b>Data Element</b>	<b>Description</b>
AGY MTH	Agency Method. One-digit element to indicate the depreciation method. Options are: 1 - Straight-line, 2 - Double-declining balance, 3 - Sum-of-the-year's digits. NOTE: Changing this field is not recommended.
INVNT DT	Inventory Date. Eight-digit (MMDDYYYY) date used to identify the last date physical inventory was performed for the asset.
U LIFE	Useful Life. Three-digit element used in the calculation of depreciation. It is an estimate of the number of years that an asset is expected to last. Automatically calculated based on the class code, but may be overridden.
COND CD	Condition Code. One-character element to identify the condition of the asset.
QTY	Quantity.
QTY UNT	Quantity Unit.
LOCAT 1	Location 1. Five-character element identifies the geographical location of an asset.
DESC	Description. Forty-character element to provide a short description of the asset. Do not use commas.
INS IND	Insurance Indicator. One-character element identifies the specific type of insurance that covers the asset.
CURR DOC	Current Doc Number. Eight-character required element from STARS.
PO NO	PO Number. Ten-character optional data element on the property file. The purchase order entered on a STARS transaction will extract to the Hold file.
MODEL YR	Model Year. Four-digit element identifies the year the asset was manufactured.
MFR	Manufacturer. Three-character element identifies the manufacturer of personal property assets.
LAST NM	Responsible Last Name. Twenty-character table-driven element used to track inventory responsibility.
FIRST	Responsible First Name. Ten-character optional element used to track inventory responsibility.
MID INIT	Responsible Middle Initial. One-character element.
SERIAL	Serial Number. Twenty-character element identifies the manufacturer's serial number or vehicle identification number (VIN)

<u>Data Element</u>	<u>Description</u>
LICENSE	License Number. Ten-character optional element generally used for a motor vehicle license.
ODOMETER	Odometer Reading. Seven-digit optional element.
LOCAT 2	Location 2. Twenty-character, table-driven element for additional location information.
COMMENT	Comments. Thirty-character optional element used for additional information.

## DATA ELEMENTS THAT CANNOT BE CHANGED

Financial information and funding source information (F7) cannot be changed in the Property File. However, see these documents to make corrections to a [current year asset](#) or a [prior year asset](#). The example below shows which data elements cannot be changed on the **FAS Property Record Maintenance/Inquiry** screen:

VERSION 3.1	FAS PROPERTY RECORD MAINTENANCE/INQUIRY	S040
FUNCTION:	(N=NEXT, P=PREVIOUS, R=RECALL, C=CHANGE)	
AGENCY:	PROPERTY NUMBER:	COMPONENT NUMBER:
CM: PM:	CP: PP: PY: CUM:	ACTV:
AGY SFX:	STATUS:	OWNRSH: CAP IND: ACQ DT:
INSRV DT:	RSK MG:	DSP MTH: ACQ MTH: DISP DT:
CLASS CD:	CL SFX:	AGY MTH: ST MTH: DEPR DT:
INVNT DT:	U LIFE:	COND CD: QTY: QTY UNT:
LOCAT 1:	DISP %:	DESC:
INS IND:	CURR DOC:	PO NO: MODEL YR: MFR:
LAST NM:		FIRST: MID INIT:
SERIAL:		LICENSE: ODOMETER:
LOCAT 2:		COMMENT:
ORIGINAL AMOUNT:		POSITIVE ADJ:
STWD ACCUM DEPR:		NEGATIVE ADJ:
DISPOSITIONS:		SALVAGE VALUE:
GAIN AMOUNT:		REPLCMNT VALUE:
LOSS AMOUNT:		AGY DISP ADJ:
STWD LQD TD DEPR:		AGY ACCUM DEPR:
STWD BOOK VALUE:		AGY BOOK VALUE:
	LAST-PROC-DATE:	INTERRUPT:

Replacement Value can be changed with one of two different screens in FAS:

- Use the **FAS Direct Data Entry** screen (S035) to change the replacement value of one asset at a time.
- Use the **FAS Replacement Value Adjustment Request** screen (S037) to increase or decrease the replacement value of ranges of class codes. Unlike other FAS transactions that update the files immediately, replacement value adjustments update through a batch process. [Click here for instructions using the Replacement Value screen \(S035\) in FAS.](#)

## DATA ELEMENT DESCRIPTIONS

[Click here for expanded descriptions of FAS data elements.](#)

<u>Data Element</u>	<u>Description</u>
PROPERTY NUMBER	Property Number
COMPONENT NUMBER	Component Number
CAP IND	Capitalization Indicator
ACQ DT	Acquisition Date
DSP MTH	Disposition Method
ACQ MTH	Acquisition Method
DISP DT	Disposition Date
ST MTH	State method
DEPR DT	Depreciation Date
ORIGINAL AMOUNT	Original amount
POSITIVE ADJ	Positive Adjustment
STWD ACCUM DEPR	Statewide Accumulative Depreciation
NEGATIVE ADJ	Negative Adjustment
DISPOSITIONS	Dispositions
SALVAGE VALUE	Salvage Value
GAIN AMOUNT	Gain Amount
REPLCMNT VALUE	<a href="#">Replacement Value</a>
LOSS AMOUNT	Loss Amount
AGY DISP ADJ	Agency Disposition Adjustment
STWD LQTD DEPR	Statewide Liquidation Depreciation
AGY ACCUM DEPR	Agency Accumulative Depreciation
STWD BOOK VALUE	Statewide Book Value
AGY BOOK VALUE	Agency Book Value