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# FAS USER MANUAL

## DATA ELEMENTS - ACRONYMS AND DEFINITIONS

### INTRODUCTION

This document describes the acronyms and definitions of FAS data elements (fiscal codes). Data elements entered on a given FAS record can be seen on the Property File. Which data elements you must use on a given transaction depends on the FAS Transaction Code you use. See the [DAF4640 Transaction Code Table report](#) for a list of these transactions codes and their required and optional data elements.

### DATA ELEMENTS

The following data elements are arranged in alphabetical order rather than the order that they appear on a given FAS screen. FAS Descriptor Tables are referred to by number, e.g. FD02 or FD06.

Also refer to the [FAS Quick Reference Guide](#).

DATA ELEMENT	DEFINITIONS
ADT AMT ACQUISITION DISPOSITION TRANSFER AMOUNT	Fourteen-digit transaction amount. Do not enter commas or dollar signs. Use a decimal to indicate 'cents'. This is a required element on FAS financial transactions.
ADT DATE ACQUISITION DISPOSITION TRANSFER DATE	Eight-digit date (MMDDYYYY). ADT dates on transactions that come from STARS indicate the effective date on the transaction in STARS. However, if records are not processed out of the Hold File within the same month as the STARS transactions, this date will have to be updated to the current month*. This is a required element and the date has to be in the current month before the transaction can be released.  * Current month for the ADT date is any date from the first of the current month to the first three working days into the next month. This date works under the same conditions as the effective date in STARS.

<b>DATA ELEMENT</b>	<b>DEFINITIONS</b>
ACQ MTH ACQUISITION METHOD	One-character element that serves to identify the way the asset is acquired. Acquisition method is a required State defined element maintained in FD14.
AGY AGENCY	Three-digit Agency Code.
AGY DEPR AGENCY DEPRECIATION	Fourteen-digit amount for the agency depreciation of the asset. This field cannot be updated on acquisition transactions.
AGY MTH AGENCY METHOD	One-digit element to indicate the depreciation method chosen by the agency to calculate depreciation. The three elements/methods available are:  1 - Straight-line 2 - Double-declining balance 3 - Sum-of-the-year's digits  This is a required element; however, the element should be updated automatically by the setup on the Organization Control Table 25 for your agency.
AGY SFX AGENCY SUFFIX	Two digit element of the agency number. Agency suffix is an optional, agency-defined element maintained in FAS Descriptor Table 01.
CAP IND CAPITALIZATION INDICATOR	One-character required element used to identify if the asset:  S - Statewide Capitalized Asset A - Agency Capitalized (A) I - Inventoried Asset (I) F - Send to FAS (F) for Machinery and Equipment assets only.  Only Statewide Capitalized assets are reported in the States Financial Statements.
CLS CD CLASS CODE	Four-digit element to classify the type of asset, e.g., trucks, desks, computer hardware, etc. Class Code is a required State-defined element maintained in FD02.
CLS SFX CLASS CODE SUFFIX	Three-digit element to classify the type of asset at a level lower than the Statewide class code level. Class Code Suffix is an optional Agency-defined element maintained in FD03.

<b>DATA ELEMENT</b>	<b>DEFINITIONS</b>
COMMENT COMMENTS	Thirty-character optional element used for additional information about the asset, how it was acquired, etc.
COMP NO COMPONENT NUMBER	Two-character extension of the <a href="#">property number</a> . You can use the same property number on more than one asset record if you use unique component numbers. Agencies usually start with 00. Component number is a required element.
COND CD CONDITION CODE	One-character element to identify the condition of the asset. Condition Code is a required State-defined element that is maintained in FD05.
CURR DOC CURRENT DOCUMENT	Eight-character required element from STARS. This number provides a way to trace transactions back to STARS. This element is also part of the key that determines how transactions are generated to STARS. Transactions to STARS are “rolled” together based upon common criteria of TC (Transaction Code), GL (General Ledger), BU (Budget Unit), and Current Document. Therefore, if you want to track the file postings into STARS for a particular process, make sure the current document is unique.
DEPR DT DEPRECIATION DATE	Eight-digit date (MMDDYYYY) used to identify the last date that depreciation was posted for the asset.
DESC DESCRIPTION	Forty-character element to provide a description of the asset. On extracted records from STARS, the invoice description entered in STARS will be in this Description field. This is an optional field and can be changed in data entry screen, or on the property file.
DISP MTH DISPOSITION METHOD	One-character element used to identify how an asset was disposed. Disposition Method is a required State-defined element on disposition transactions. The elements are maintained in FD22.
DISP % DISPOSITION PERCENTAGE	Three-digit element required for disposition transactions. For partial disposition transactions, the value must be less than 100. For complete dispositions, enter 100 to indicate 100% disposed. Do not use decimals, e.g., 10.5%.

<b>DATA ELEMENT</b>	<b>DEFINITIONS</b>
FAS TC FAS TRANSACTION CODE	Three-character required element used to identify individual accounting events. Transaction codes and the corresponding entries in the FAS Transaction Code Decision Table determine how accounting events are recorded in the FAS Property File. The FAS TC is maintained on FAS Table 31 (S031).
INSRV DT IN-SERVICE DATE	Eight-digit date (MMDDYYYY) indicating the date when the asset is put into service, available for use, or the date that depreciation calculations should begin. Required.
INS IND INSURANCE INDICATOR	One-character element that serves to classify the specific type of insurance that covers the asset. Insurance indicator is a required State-defined element that is maintained in FD04. NOTE: This field is key to generating Risk Management Reports.
INVNTRY INVENTORY DATE	Eight-digit date (MMDDYYYY) used to identify the last date that the asset was inventoried.
LICENSE LICENSE NUMBER	Ten-character optional element. Generally used for a motor vehicle license number.
LOCAT 1 LOCATION 1	Five-character element identifying the geographical location of an asset. Location 1 is a required element maintained on FAS Table 38 for statewide use, and on FD19 for agency specific use. This element helps prepare risk management insurance information relating to buildings and contents. The State Controller's Office (SCO) Bureau of Systems Administration assigns and maintains location 1 numbers on Table 38 FAS LOCATION1 TABLE. Table 38 also contains the data elements to define the real property.  For example, some of the elements include: COUNTY:      BLOCK:      SUBDIV : PARCEL:      TRACT:      EASEMNT: LOT NO:      INSTR:      CONS CD:
LOCAT2 LOCATION 2	Twenty-character element used to identify additional location information. For example, where Location 1 is the building location, Location 2 would be a room number. This is an optional Agency-defined element maintained by the agency on FD24.

<b>DATA ELEMENT</b>	<b>DEFINITIONS</b>
MODEL YR MODEL YEAR	Four-digit year (YYYY) to designate the year the asset was manufactured. A required field when the Class Code represents a vehicle.
MFR MANUFACTURER	Three-character element that identifies the manufacturer of personal property assets. A required field when the Class Code represents a vehicle. Otherwise, it is an optional agency-defined element that is maintained on FD13.
ODOMETER ODOMETER READING	Seven-digit optional element available to record a vehicle's odometer reading. This element can be updated in data entry or on the property file.
OWNRSHIP OWNERSHIP	One-character element used to determine if an asset is capitalized, and/or reportable on the Statewide Financial Statements. Ownership code is used as an edit on the Capitalization Indicator to identify if the asset is reportable or not reportable. Assets with an ownership code that is not reportable will not allow a Capitalization Indicator of 'S' (statewide capitalized). Only Statewide Capitalized assets are reported on the States financials. Ownership is a required State-defined element that is maintained on FD23.
PROP NO PROPERTY NUMBER	Ten-character element assigned by the agency for asset identification. Some agencies use the tag number issued by the <a href="#">Department of Administration</a> . Property numbers for land or buildings can be an abbreviation of the property name. You can use the same property number on more than one asset record if you use unique component numbers. Property number is required.
PO NO PURCHASE ORDER NUMBER	Ten-character optional data element on the property file. The purchase order entered on a STARS transaction will extract to the hold file. This element can be updated in data entry, or on the property file.

<b>DATA ELEMENT</b>	<b>DEFINITIONS</b>
REF PROP REFERENCE PROPERTY NUMBER	Ten-character element that is normally the tag number issued by the State and assigned by the agency. It is entered in STARS and passed to the FAS Hold File. Reference property number is a required field for transactions processed through STARS and all system generated transactions. Reference property number is a critical element when processing multiple-asset records. This number is also called the 'parent,' or 'trailer' record. It is not allowed on transactions directly input in FAS.
RPLC AMT REPLACEMENT AMOUNT	Fourteen-digit estimated amount for the replacement of the asset. This is a required element used for insurance purposes and may be re-valued each year by Risk Managements recommendations. Do not enter commas or dollar signs. A decimal may be used to indicate cents.  NOTE: This value can be updated in 'mass' using the FAS 37 Screen – Replacement Value Adjustments.
FIRST RESPONSIBLE FIRST NAME	Ten-character optional element providing the first name of person responsible for the asset.
LAST NM RESPONSIBLE LAST NAME	Twenty-character, table-driven element providing the last name of person responsible for the asset. This is an optional element that is maintained by the agency on the FD20.
MID INIT RESPONSIBLE MIDDLE INITIAL	One-character optional element providing the middle initial of person responsible for the asset.
RSK MG RISK MANAGEMENT	Four-character element for data downloads to Risk Management. Enter the default code 1000 or you may choose to set up cost center codes for your insurance billing process. Risk management code is a required Agency-defined element that is maintained on FD21.
SAL VAL SALVAGE VALUE	Fourteen-digit estimated amount for the salvage value of the asset. This is an optional element. Salvage value is used in depreciation calculations. The assets book value will never fall below the salvage amount entered. Do not enter commas or dollar signs. A decimal may be used to indicate cents.

<b>DATA ELEMENT</b>	<b>DEFINITIONS</b>
SEQ NO SEQUENCE NUMBER	Four-digit element used as an extension to the property and component number when an asset record is added to the hold file. Extracted records from STARS are automatically assigned a sequence number. Records added directly into FAS require a sequence number to be entered manually, usually 0001.
SERIAL SERIAL NUMBER	Twenty-character element used to record the manufacturer's assigned serial number or vehicle identification number (VIN). FAS online inquires support searches by serial number. Serial number is a required element when the Class Code represents a vehicle. Otherwise it is optional.
ST DEPR STATE DEPRECIATION	Fourteen-digit amount for the state depreciation of the asset. This field cannot be updated on acquisition transactions.
ST MTH STATE METHOD	One-character element indicating the Statewide depreciation method. The statewide depreciation method indicator is '1'. The '1' represents straight-line depreciation. This is a required element that will normally be entered by the system automatically a record is saved.
STAT STATUS	One-character element used to specify if the asset is 'idle', 'in-use,' 'stored,' 'lost,' or 'disposed'. Status is a required State-defined element that is maintained in FD06.
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. FAS automatically calculates the useful life for all assets based on their class code, but this life may be overridden at your agency's discretion. Useful life is a required field. Default values are maintained on table FD02. You can override the defaults as long as the life falls within the following ranges:  Buildings and Improvements to Buildings: 03-50 years Improvements Other Than Buildings: 05-50 years Machinery, Equipment, & Other: 03-40 years