

**DAFR4560** ACTIVE PROPERTY BY CLASS CODE, AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME

<p><b>Category:</b> Inventory; Financial</p> <p><b>Type:</b> Requestable</p> <p><b>Design:</b> Flexible</p> <p><b>Data Source:</b> Property file; descriptor tables</p>	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>Inventory report with design flexibility for identifying assets by class code and it includes acquisition amount.</li> <li>Descriptive information of asset condition, location, and ownership.</li> <li>Reports for active assets only.</li> </ul> <p><b>Totals by:</b> Subtotals by requested page breaks. Totals agency active property records.</p>
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**Period Options:**

Current Month (CM)	Prior Month (PM)	Current Period (CP)	Prior period (PP)	Prior year (PY)
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*Note: This is a required field; all indicators will produce the same report.*

**Frequency Options:**

One-time	Daily	Weekly	Monthly	Period	Quarterly	Yearly
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**Report Generate Date:** Format: (MMDDYY) | *Note: The generate date must match a FAS processing date for the report to generate.*

**DESIGN OPTIONS**

**REPORT LEVEL – PAGE BREAKS:**

AGENCY SUFFIX	LOCATION	RESPONSIBLE NAME	CLASS CODE
0 No agency suffix	0 No location	0 No names	0 No class code
1 Agency suffix	1 Location 1	1 Last name	1 Class code
	2 Location 1 & 2	2 Last and first name	2 Class code & suffix

*Note: This report cannot be ordered by Responsible Last Name without also requesting it by Class Code. Additionally, to report Responsible First Name you must also request Class Code Suffix.*

**FILTERS – REDUCE THE REPORT SIZE:**

Special Selection 1 (SS1)

**Class code**      
4- digits, or A L L

Special Selection 2 (SS2)

**Class code**      
4- digits, or A L L

**Input required! If no filtering is requested, enter A L L in SS1 and SS2**

**How to request a range of class codes:**

Use SS1 and SS2 together to indicate a class code range. SS1 is the **from** class code; SS2 is the **to** class code. The report will include records starting with the 4-digits entered in SS1 and will include records between and including the 4-digit class code in SS2.

**How to request only one class code:**

Enter the requested class code in both SS1 and SS2.

Agency Suffix Range (ASX)

**A S X**      
*Input optional*

- Note:* In the list below, one blank space is represented by b.
- b b b b Only records with ASX of space ( ) included.
  - b b x x ASX range starting with space, space and includes through xx.
  - x x b b ASX of xx only.
  - x x y y ASX range starting with xx and includes through yy.
  - A L L All agency suffixes (ASX).

### STATIC ELEMENTS IN THE REPORT

- Property number
- Description
- Manufacturer
- License number
- Acquisition Date
- In-service date
- Ownership
- Acquisition Amount
- Component number
- Serial number
- Model year
- Quantity
- Comments
- Status
- Condition

*SEE [DAFR4560](#) FOR AN EXAMPLE OF THIS REPORT*

## Making a report request

To make a report request you may:



ACCOUNTING HELPLINE  
(208) 332-8827

E-MAIL

[DSAHHELPLINE@SCO.IDAHO.GOV](mailto:DSAHHELPLINE@SCO.IDAHO.GOV)

The information required making a report request include:

### Report Request Options

- ⇒ Report number
- ⇒ Reporting period
- ⇒ Request frequency
- ⇒ Report levels
- ⇒ Filters

### Report Distribution Options

Who the report goes to:

- Agency name
- Agency contact
- Special instructions

Where the report will print or be viewed?

How many copies?