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FIXED ASSET SYSTEM (FAS)

VIEW THE TRANSACTION CODE DECISION TABLE

INTRODUCTION

The TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY screen S031 shows transaction codes, their respective data field/elements and whether they are required, optional, or not allowed, and how transactions will be posted to the STARS financial files.

The same information is available in the [DAFR4640 Transaction Code Decision Table Report](#) on Online Reporting on the SCO Web site and in the FAS manual. The State Controller's Office (SCO) maintains the Transaction Code Decision Table.

TRANSACTION CODE DECISION TABLE S031

1. On the FAS Main Menu, select 31 FAS Transaction Code Decision Table.

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VERS I ON 3. 1  FAS - TRANSA CTI ON CODE DECI SI ON TABLE MAI NTENANCE/ I NQUI RY  S031
FUNCTI ON:  R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

FAS TC  AP1  TI TLE:  RECOR D THE PURCH ASE OF LAND - FAS
AGYSFX  LOCAT1 R  PRP NO R  CMP NO R  QUANTY R  QTY UN R  CLS CD R  CLSSF X
I NSI ND  CAPI ND R  CON CD R  U LI FE R  FUND R  FDTL  ACQMTH R  ST MTH R
AGYMTH  ADT DT R  DEPRDT N  ADTAMT R  ST DPR N  AGYDPR N  REP VL R  REFPRP
REFCMP  RESPNM  RMBI LL R  CDOC R  DI SPMD N  DI SP % N  OWNER R  I NSERV R
SAL VL  N  STATUS R  LOCAT2

REGI ST 2  TRANTP 1  BUDJ R  FNMTC H  RCMTC H N  APPLVL 3
GEN- GVT TC: 8GD  GEN- PRO TC: 8FD  GVTFND: 0700  GOV GL: 1701  PROP GL 1701
GEN- FAS TC:

FI LE  A/ S  FI EL D  A/ S  FI EL D
POSTI NG  ACQ/ DI SP:  +  01
          STVD ACCUM DEPR:
          AGY ACCM DEPR:
          REPLACEMENT VAL: +  08
          SALVAGE VAL:
    
```

2. On the S031 screen, type R in the FUNCTION field and then type the transaction code (e.g., AP1) in the FAS TC field.
3. Press ENTER.
4. The FAS transaction code will be displayed.

DATA FIELDS/ELEMENTS AND TRANSACTION TYPE REQUIREMENTS

The following table describes the data elements and identifies the transaction types for which they are required, optional, etc.

Data Element	Description
FAS TC	The FAS transaction code
TITLE	Descriptive title of the transaction code

Below the FAS TC and TITLE are several data elements. Each will have an indicator signifying if the data element is required, optional, etc. The indicators are:

R - The data element is required on the transaction; however, it may either be manually entered or looked up based on one of the other data elements entered.

N - The data element is not allowed to be entered on the transaction.

Blank - The data element is optional and may be manually entered, looked up, or left blank.

I - The data element must be entered (“input”) when you enter the transaction in FAS.

Data Element	Description
AGY SFX	Agency Suffix is an informational field that may be used by the agencies for indexing assets.
LOCAT 1	Location 1 is used by agencies to record where an asset is located and to report to Risk Management for insurance purposes
PROP NO	Property Number is an identifier for each asset
COMP NO	Component Number uniquely identifies the Property Number
QTY	Quantity is an information field typically used with real property to define the number of units, such as how many acres, square feet, etc.
QTY UNT	Quantity Unit is an information field used to define the unit of measurement (i.e. ACRE, SQFT, etc.).
CLS CD	Class Code is used to categorize the asset and determine which general ledger asset account should be impacted by transactions against the property.
CLS SFX	Class Suffix is used by the agency to give more detail to the class codes.
INS IND	Insurance Indicator is used by to identify how an asset is to be insured and to describe the type of coverage.

Data Element	Description
CAP IND	Capital Indicator indicates if an asset is to be capitalized.
COND CD	Condition Code is an information field used by agencies to record the general condition of the asset.
U LIFE	Useful Life is a field used to calculate depreciation. It is usually looked up from the Class Code Descriptor (FD02) table.
FUND	The Fund indicator is used with interfaces to STARS and CAFR reporting.
FUND DT	Fund Detail uniquely identifies the Fund and is used with interfaces to STARS.
ACQ MTH	Acquisition Method is used to record the original method used to acquire the asset.
ST MTH	State Depreciation Method is a field used to determine the depreciation method used for the calculated statewide depreciation.
AGY MTH	Agency Depreciation Method is a field used by an agency to book depreciation using a different depreciation method than the method used for statewide depreciation.
ADT DT	The <u>A</u> cquisition, <u>D</u> isposition, <u>T</u> ransaction Date indicator is a field necessary for any transaction impacting the History File.
DEPR DT	Depreciation Date is a field used to indicate the transaction date of a depreciation expense and to populate the last depreciation date on the Property File.
ADT AMT	The ADT Amount field is used for the <u>A</u> cquisition, <u>D</u> isposition, and <u>T</u> ransaction Amount. It is required on most financial transactions other than depreciation.
ST DPR	The State Depreciation Amount is used for Statewide Depreciation. Typically, depreciation transactions will be system-generated.
AGY DPR	The Agency Depreciation amount is used for the Agency Depreciation Method. Agencies have the option to use a different depreciation method, or capitalization threshold, thereby having different depreciation amounts. Typically, depreciation transactions will be system-generated.
REP VL	Replacement Value is the field used to record the cost to replace the asset. This value is used for insurance purposes.

Data Element	Description
REF PRP	Reference Property Number contains the Property Number entered in STARS and passed to the FAS Hold File. It is typically required for all transactions processed through STARS and all system-generated transactions. It is automatically added as the same number as the Property Number when entering transactions directly into FAS
REF CMP	Reference Component Number contains the component number that was entered in STARS and passed to the FAS Hold File.
RESP NM	Responsible Last Name is that is recommended to track inventory responsibility.
RM BILL	Risk Management Bill code is required for data download to Risk Management. Agencies can accept the default of 1000, or they may choose to set up cost center codes for the insurance billing process.
CDOC	Current Document Number represents the current document number used on the original purchase transaction in STARS. Agencies can use the field to correlate a property record to the original STARS transaction.
DISP MD	Disposition Method is used to record the method used to dispose of an asset. The table entries should tie to the Board of Examiners Asset Disposal Form disposition options.
DISP %	Disposition Percentage is a field used to record the percentage of an asset being disposed. During data entry, if less than 100% is entered in the field, it is a partial disposition and transactions are generated to remove partial depreciation and potentially gains and losses.
OWNRSH	The Ownership indicator is to record the ownership of the asset. The ownership information is needed for statewide reporting, federal property inventory reports, etc.
INSRV DT	In-Service Date is a field used to record the date the asset was placed in service, which is used for reporting and depreciation expense.
SAL VAL	Salvage Value is a field used when calculating depreciation expense.
STATUS	Status Code is a field used to specify if the asset is “in use”, “idle”, “stored”, or “disposed”.
LOCAT 2	Location 2 is an information field used by agencies to identify the physical location of an asset.

GENERATED TRANSACTION CODES, FUNDS, AND GLS

The next sections of the table show the generated transaction codes (if any), and the related/affected funds and general ledgers.

Data Element	Definition
REGIST	<p>The Register Number identifies transactions types (Acquisitions, Dispositions, Adjustments, etc.). It is also used to determine which subobject will be used for a STARS interface transaction. (Register 8, non-financial transactions, does not create STARS interface transactions.)</p> <p>Register 1 - Acquisition (from STARS)</p> <p>Register 2 - Acquisition (from FAS)</p> <p>Register 3 - Replacement Revaluation</p> <p>Register 4 - Gain / Loss / Depreciation Removal</p> <p>Register 5 - Disposition</p> <p>Register 6 - Depreciation</p> <p>Register 7 - Adjustment to Original Amount (230R)</p> <p>Register 8 - Non-Financial Change</p> <p>Register A - Current Year Asset Removal</p> <p>Register B - Prior Year Asset Removal</p> <p>Register C – Add a property previously Removed</p>
TRANTP	<p>Transaction Type – The transaction type identifies the origin of the transaction.</p> <p>Type “0” indicates that the transaction originated in STARS – the transaction must be processed through the S033 screen.</p> <p>Type “1” indicates the transaction originated in FAS – the transaction must be processed through the S035 screen.</p>
BUDU	<p>Budget Unit – Edit Indicator for the Funding Source Screen Budget Unit Field.</p>
FNMATCH	<p>Fund Match – Edit Indicator for Fund Match. If the transaction requires that the FAS Hold File Fund Source matches the FAS Property File Fund Source then this indicator will be a ‘M’.</p>

Data Element	Definition
RCMATCH	Record Match – Processing edit indicator for matching records to the FAS Property File. If this field is ‘M’, then the Property Number and Component Number used on the transaction must exist on the FAS Property File. This is required for transactions such as dispositions, because you cannot dispose of a property that is not on the system.
APPLVL	Approval Level – Indicates the required release approval level for posting the transaction. Generally Non-financial changes (Replacement Revaluation) transaction codes have an approval level of 2. Acquisition transaction codes have an approval level of 3. Dispositions have an approval level of 4. Inactivate Adjustments (correction to a record) transaction codes have an approval level of 7. System Generated transactions codes have an approval level of 8.
GEN-GVT-TC	Generated Governmental Transaction Code – The STARS Transaction code generated for transactions with a governmental funding source.
GEN-PRO-TC	Generated Proprietary Transaction Code – The STARS Transaction code generated for transactions with a proprietary funding source.
GVTFUND	Governmental Fund – Fund number used to post asset information in the STARS General Ledger.
GOV GL PRO GL	Governmental General Ledger Account Proprietary General Ledger Account The General Ledger account passed to STARS with the generated transaction codes. The generated transaction codes contain one general ledger account and FAS provides the offsetting entry general ledger account number.
GEN FAS TC	Generated FAS Transaction Code – A FAS Transaction Code may generate another FAS transaction code, such as removing depreciation on a disposition, gains or losses on sales, etc. FAS transaction codes may also be generated due to Register processing logic and the use of descriptor tables FD16 and/or FD02

FILE POSTINGS SECTION

There are five transaction amount fields in the File Posting section:

- ACQ/DISP - Acquisition / Disposition / Transaction Amount (ADT Amount)
- STWD ACCUM DEPR - Statewide Accumulative Depreciation
- AGY ACCUM DEPR – Agency Accumulative Depreciation
- REPLACEMENT VAL - Replacement Value
- SALVAGE VAL - Salvage Value

The A/S column indicates if the transaction amount is added or subtracted (A/S) to the bucket on the FAS Property File.

The FIELD column indicates the Property File “bucket” where the amount will be posted. The following are the Property File buckets and their “normal” balance in parentheses:

Field	Description
01	Original Amount (positive balance)
02	Agency Disposition Adjustment Amount (negative balance)
03	Not currently used
04	Salvage Amount (negative balance)
05	State Accumulated Depreciation Amount (negative balance)
06	Agency Accumulated Depreciation Amount (negative balance)
07	Disposition Amount (negative balance)
08	Replacement Amount (positive balance)
09	Gain Amount (positive balance)
10	Loss Amount (negative balance)
11	Positive Adjustment Amount (positive balance)
12	Negative Adjustment Amount (negative balance)
13	Statewide Liquidated Depreciation (positive balance)