
FAS USER MANUAL.....	1
ENTER MULTIPLE CURRENT YEAR ASSETS PURCHASED IN STARS OR PAYMENT SERVICES	1
INTRODUCTION	1
ENTER MULTIPLE CURRENT YEAR ACQUISITIONS IN THE STARS GENERATED TO FAS DATA ENTRY SCREEN (S033)	2

FAS USER MANUAL

ENTER MULTIPLE CURRENT YEAR ASSETS PURCHASED IN STARS OR PAYMENT SERVICES

INTRODUCTION

A multiple asset acquisition means that more than one asset in the FAS Property File will be created with the one transaction entered in STARS. Usually a multiple asset acquisition occurs when several products are purchased on one invoice.

When the same Property and Component Number is entered in STARS, STARS combines the separate asset transactions into one record. When that record reaches FAS, it must be split into separate records for each asset. In the STARS record, a generic Property and Component Number should be entered for the asset. This is referred to as either the parent record, the reference Property Number, or the trailer record.

There are two ways to process multiple asset acquisitions:

1. Process the transactions from the FAS Hold File that originated in STARS.
2. Delete the transaction from the FAS Hold File, then re-enter the information directly into FAS Data Entry screen S035.

It may help to keep track of your coding by doing the following:

1. Prepare spreadsheets to allocate Budget Unit, Fund, and Amount. For example: If you purchased 2 new computers x \$10,000 each = \$20,000:

Fund	Budget Unit	Amount
0001	SAAA	10,000
0365	SAAB	6,000
0450	SAAC	4,000

	Property Number	SAAA 0001	SAAB 0365	SAAC 0450	ORIGINAL AMOUNT
1	0000055551	10,000			10,000
2	0000055552		6,000	4,000	10,000
TOTAL		10,000	6,000	4,000	20,000

You may need to enter multiple transactions into FAS to fully allocate the asset amounts.

2. Log on to FAS.
3. Type **32** at the FAS Main Menu and press ENTER to open the Hold File.
4. Type **R** in the **FUNCTION** field and press ENTER to display a list of records.
5. Locate the asset record. To 'scroll' through the records, type **N** in the **FUNCTION** field and press ENTER.
6. Type **S** in the **FUNCTION** field then press TAB until the cursor is in the **S/X** column and next to the record.
7. Type either an **S** or an **X** in the space next to the record and press ENTER to open screen S033.

ENTER MULTIPLE CURRENT YEAR ACQUISITIONS IN THE STARS GENERATED TO FAS DATA ENTRY SCREEN (S033)

[Click here for the Quick Reference Guide](#) for many of the required data elements and the values that you will use.

Note the highlighted REM AMT, the PROP NO, and the REF PROP fields.

S033 Example - STARS GENERATED TO FAS DATA ENTRY SCREEN

VERSION 3.1	STARS GENERATED TO FAS DATA ENTRY SCREEN	S033
AGY: 200	PROP NO: PUR10COMPS	COMP NO: 00
ADT DT: 02032005	BFY: 2005	STATUS: APP LVL: 0
		ADT AMT: 20000.00
		REM AMT: 20000.00

FUNCTION: (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS, Y=APPROVE, H=HOLD)		
AGENCY : 200	PROP NO: PUR10COMPS	COMP NO: 00
FAS TC: A04	REF PROP: PUR10COMPS	SEQ NO: 0001
DSP MTH:	ADT AMT: 20000.00	AGY SFX:
DISP % : 000	ADT DATE: 02032005	REF CMP: 00
QTY : 0000001	INSRV DT:	STATUS: OWNRSHP:
QTY UNT:	RPLC AMT:	ACQ MTH: CLS CD:
LOCAT1 :	DESC: NEW COMPUTER PURCHASE	CLS SFX:
LOCAT2 :	PO NO :	ST MTH: 1
LAST NM:	FIRST :	RSK MG: COND CD:
SERIAL :	LICENSE:	AGY MTH: 1
COMMENT:		U LIFE: CAP IND: S
DEPR DT:	ST DEPR:	INS IND: SAL VAL:
INVNTY:		
		INTERRUPT:

1. Type **A** in the **FUNCTION** field and enter the 'new' **Property and Component Number** for the asset being added.

VERSION 3.1	STARS GENERATED TO FAS DATA ENTRY SCREEN	S033
AGY: 200	PROP NO: PUR10COMPS	COMP NO: 00
ADT DT: 02032005	BFY: 2005	STATUS: APP LVL: 0
		ADT AMT: 20000.00
		REM AMT: 20000.00

FUNCTION: A (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS, Y=APPROVE, H=HOLD)		
AGENCY : 200	PROP NO: 0000055551	COMP NO: 00
FAS TC: A04	REF PROP: PUR10COMPS	REF CMP: 00
		SEQ NO: 0001
		AGY SFX: OWNRSHP:

2. Review the **FAS TC** (Transaction Code) to be sure it reflects the asset class of the asset. Only the transaction codes A01-A04 are used on screen S033. If the Transaction Code is incorrect, change it by typing in the correct transaction code.
3. Do not change the **REF PROP** (Reference Property) number and the **REF COMP** (Reference Component) number.
 - Reference Property and Component numbers are the numbers entered in STARS that are passed to the FAS Hold File. They help persevere the audit trail from the monies spent in STARS (e.g., REM AMT on the record – see below) to the values allocated to records in FAS.
 - The Reference Numbers are required fields for transactions processed through S033 and are critical when processing multiple asset records. Note: The Reference Property and Component Number combination is also called the 'parent' or 'trailer' record.

VERSION 3.1	STARS GENERATED TO FAS DATA ENTRY SCREEN	S033
AGY: 200	PROP NO: PUR10COMPS	COMP NO: 00
ADT DT: 02032005	BFY: 2005	STATUS: APP LVL: 0
		ADT AMT: 20000.00
		REM AMT: 20000.00

FUNCTION: A (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS, Y=APPROVE, H=HOLD)		
AGENCY : 200	PROP NO: 0000055551	COMP NO: 00
FAS TC: A04	REF PROP: PUR10COMPS	REF CMP: 00
		SEQ NO: 0001
		AGY SFX: OWNRSHP:

4. Type **U** in the **STATUS** field.
5. Type the ownership code in the **OWNRSHP** field.
6. Press **TAB** to go to **ADT AMT** and enter the acquisition amount.
Type the amount for each computer on each individual record, so that the entire remaining amount (**REM AMT**) on the record is not posted to just one asset.
7. Type the acquisition method in the **ACQ MTH** field.
8. Type the class code in the **CLS CD** field.
9. Type the current date in the **ADT DATE**. (Use the 'mmddyyyy' format.)
10. Type a value (usually 1000) in the **RSK MG** field. (Refer to FAS Descriptor Table 21 for details about the Risk Management Bill Code.)
11. Type the condition code in the **COND CD**.

12. Type a quantity in the **QTY** field.
13. Type the date that the asset was placed into service in the **INSRV DT** field. (Use the 'mmddyyyy' format.) NOTE: This could be the original acquisition date as long as it is in the current fiscal year.
14. The **AGY MTH** field will default to the method shown for your agency once the record is saved. Press TAB to move to the next field.
15. The **U LIFE** will be automatically generated with a default value based upon the class code. To change this, simply enter a value within the useful life range for the class as defined in FAS Descriptor Table 16.
16. Verify that the **CAP IND** (capital indicator) is correct. The capital indicator will be 'S' (Statewide when the ADT AMT is greater than \$5,000 and the asset is owned by the State.), 'A' (Agency), or 'I' (Inventorial).
17. Type a **QTY UNT** (e.g., ACRE, SQFT, etc.) for *real property*, such as land, building, and improvements other than buildings. For *personal property* – machinery and equipment leave the **QTY UNT** field blank.
18. Type the replacement amount value in the **RPLC AMT** field. (For new purchases, the replacement value could be the same as the acquisition amount.).
19. Type the insurance indicator code in the **INS IND** field.
20. If needed, enter an amount for salvage value in the **SAL VAL** field. Salvage value is an optional field used if the item is expected to be sold for its salvage value. Salvage value is used in the calculation of statewide depreciation (on assets with an acquisition cost exceeding \$5,000) - the overall depreciable value of the asset will be reduced by the amount of the salvage value. The asset's book value will not fall below the salvage amount entered.
21. Type the Location 1 code in the **LOCAT1** field. (Refer to FAS Descriptor Table 19 for your agency's five-digit codes.)
22. Type a description in the **DESC** field if desired.
23. Fill in any other required fields (based on the Transaction Code entered). For example, vehicles require the **SERIAL**, **LICENSE**, **MODEL YR**, and **MFR** fields. You may also enter optional information as determined by your agency, such as responsible name fields.
24. Type up to eight characters in the **CUR DOC** field. (You may enter the current document number from the original STARS transaction.)
25. Press F7 to review the STARS to FAS Multiple Funding Sources (S034) screen and verify the Fund, Budget Unit, and Amount for the asset.

Two screens reflect the funding source - REQUIRED FUNDING SOURCES (S034) and OPTIONAL FUNDING SOURCES (S34A). Screen S034 contains Budget Unit, Fund, Fund Detail, and Amount, which are the only items you are required to use to reconcile when you split an extracted record into multiple property records.

Continuing with [the example above](#), the S034 Funding Source screen for the purchase of two computers is shown below:

VERSION 3.1		STARS TO FAS MULTIPLE FUNDING SOURCES			S034
AGY/SFX: 100	PROP NO: PUR10COMPS	COMP NO: 00	SEQ: 0001	AMT: 10000.00	
FAS TC: A04	DESCRIPTION: FISCAL ASST FILE CABINETS				
	FUND DT	BUDG UNIT	AMOUNT		

SOURCE 1:	0001	SAAA	10000.00		
SOURCE 2:	0365	SAAB	6000.00		
SOURCE 3:	0450	SAAC	4000.00		
SOURCE 4:	_____	_____			

In this example, you would change the funding information to reflect the cost of each computer. Below is the example of the updated Funding Source screen for the purchase of one computer - Property Number 0000055551. Note that the information in the Source 2 and Source 3 fields has been deleted. (Use the DELETE or END key to delete the information in the fields.)

VERSION 3.1		STARS TO FAS MULTIPLE FUNDING SOURCES			S034
AGY/SFX: 100	PROP NO: 0000055551	COMP NO: 00	SEQ: 0001	AMT: 10000.00	
FAS TC: A04	DESCRIPTION: FISCAL ASST FILE CABINETS				
	FUND DT	BUDG UNIT	AMOUNT		

SOURCE 1:	0001	SAAA	10000.00		
SOURCE 2:	_____	_____			
SOURCE 3:	_____	_____			

NOTE: If your agency tracks assets by PCA, Index, Grant and Phase, or Project and Phase, press F8 and review the information on screen S34A. Screen S34A does not require reconciliation when splitting an extracted record into multiple property records. This is an optional screen where you may make changes if needed. Press F6 to return to the S033 screen.

26. Once all of the required and agency-selected optional information has been entered, press F1 or ENTER to post the record.
 - If you do not have acquisition release authority, an 'INVALID APPROVAL LEVEL' message will display in the message section.
 - If you have acquisition release authority, the 'REMAIN AMT NOT ZERO' message should display in the message section of the data entry, indicating that the amounts have not yet been fully allocated.
 - With either message, the status of the FAS Hold File record will display an 'E' for error, until all transactions are entered (i.e., the remaining amount is fully allocated).
27. Repeat these steps for the remaining assets and funding source information.

Continuing [the example above](#), the remaining amount (REM AMT) is \$10,000 after Property Number 0000055551 is updated. This is the remaining amount for the second computer.

VERSION 3.1	STARS GENERATED TO FAS DATA ENTRY SCREEN	S033
AGY: 200	PROP NO: PUR10COMPS	COMP NO: 00
SEQ NO: 0001	ADT AMT: 20000.00	
ADT DT: 02032005	BFY: 2005	STATUS: E
APP LVL: 0	REM AMT: 10000.00	

28. Once the **REM AMT** field is \$0 and all Fund/Budget Unit remaining amounts are \$0, you have successfully posted the last record. The FAS Hold File status will reflect '**P**' for posted.

VERSION 3.1	STARS GENERATED TO FAS DATA ENTRY SCREEN	S033
AGY: 200	PROP NO: PUR10COMPS	COMP NO: 00
SEQ NO: 0001	ADT AMT: 20000.00	
ADT DT: 02032005	BFY: 2005	STATUS: P
APP LVL: 0	REM AMT: 00.00	

NOTE: If you do not have acquisition release authority you will see an 'INVALID APPROVAL LEVEL' message. Exit the record and have the record released by a person with the appropriate approval level.