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FAS USER MANUAL

ENTER A CURRENT YEAR ASSET DIRECTLY IN FAS

INTRODUCTION

An asset acquisition can be entered on the FAS Direct Data Entry screen S035. (Otherwise, assets may be put into the FAS Hold file automatically when they are purchased using STARS, Payment Services, Purchasing, or P-Card.)

When entered, the asset will be placed in the FAS Hold File and will need to be released. After it is released, it will be removed from the Hold File automatically during the nightly FAS processing.

- [Click here for information about donations and other capital asset acquisitions.](#)
- [Click here if you need to order inventory tags \(CPIS Tags\) from the State Records Center.](#)

FAS DIRECT DATA ENTRY

[Click here for the Quick Reference Guide](#) to many of the required data fields. The fields that are required will depend on the transaction code used, and the transaction code is based on the class of the asset (land, building, etc.)

1. Enter **35** at the FAS Main Menu and press ENTER.

S035 Example – FAS Direct Data Entry Screen

VERSION 3.1	FAS DIRECT DATA ENTRY	S035
FUNCTION:	(R=RECALL, A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PREVIOUS, Y=APPROVE, H-HOLD)	
AGENCY :	PROP NO:	COMP NO: SEQ NO: AGY SFX:
FAS TC:		STATUS: OWNRSHP:
DSP MTH:	ADT AMT:	ACQ MTH: CLS CD: CLS SFX:
DISP % :	ADT DATE:	ST MTH: RSK MG: COND CD:
QTY :	INSRV DT:	AGY MTH: U LIFE: CAP IND:
QTY UNT:	RPLC AMT:	INS IND: SAL VAL:
LOCAT1 :	DESC:	
LOCAT2 :	PO NO :	MODEL YR: MFR:
LAST NM:	FIRST :	MID INIT:
SERIAL :	LICENSE:	ODOMETER:
COMMENT:		INVNT DT:
CUR DOC:		
DEPR DT:	ST DEPR:	AGY DEPR:
POSTING STATUS:	REQUIRED APPROVAL LEVEL:	
		INTERRUPT:

2. Enter **A** in the **FUNCTION** field.
3. Enter your **AGENCY** number if it is not displayed.
4. Enter the **PROPERTY NO** (property number) up to ten characters, and a two-character **COMPONENT NO** (component number). This is what identifies the asset in FAS and on reports. You can use the same property number as long as you use unique component numbers (e.g., 01, 02, 03, etc.).
5. Enter the **SEQ NO** (sequence number). If this is the first record for a given asset in the FAS Hold File, use '0001'. If this is the second record on that same asset in the FAS Hold File, use '0002', and so on.
6. Enter a **FAS TC** (transaction code) for acquisitions. Determine which transaction code to use based on the class of the asset (land, building, etc.) being added. Refer to the [FAS Transaction Codes](#) document. Some common transaction codes for current year assets are:

AP1	Purchase - Land
AP2	Purchase - Buildings
AP3	Purchase - Improvements Other Than Buildings
AP4	Purchase – Machinery and Equipment
A11	Non-Monetary Acquisition - Land
A12	Non-Monetary Acquisition - Buildings
A13	Non-Monetary Acquisition - Improvements Other Than Buildings
A14	Non-Monetary Acquisition - Machinery and Equipment

7. The remaining fields that you will need to enter are based on the Transaction Code and class of asset or other information as required by your agency. See the [FAS Data Entry Fields table](#) below for descriptions of these fields.
8. After entering all other required fields, enter the funding sources:
 - a. Press F7 and enter the necessary **FUND**, **FUND DETAIL**, **BUDGET UNIT**, and **AMOUNT** information on the **FAS Direct Multiple Funding Sources (S036)** screen.
 - b. If your agency tracks assets by PCA, Index, Grant, or Project, press F8 to go to the **FAS Direct Optional Funding Sources (S36A)** screen. Fill in the fields that your agency uses.
 - c. Press F6 to return to the S035 screen.
9. Once all required information has been entered, press F1 or ENTER to save the record. The asset record will remain in the Hold File until it is released. It can be also be viewed in the FAS Property File (S040).
 - If you do not have acquisition release authority, but all error messages have been corrected, an 'INVALID APPROVAL LEVEL' message will be displayed. Exit the record and have the record released by a FAS operator with the appropriate approval level.

- If you do have acquisition release authority, the STATUS field of the record on S035 or the record in the FAS Hold File record should be 'P' for successfully posted.

RELEASE THE FAS TRANSACTION

The person with release authority will need to do the following:

1. Enter **32** (FAS Hold File) at the FAS Main Menu and press ENTER.
2. Enter **R** in the **FUNCTION** field, enter the agency number (if needed), and press ENTER to recall the records. (You can enter the specific Property Number and Component Number, and then press ENTER.)
3. Enter **N** in the **FUNCTION** field and then press ENTER to 'scroll' through the records.
4. Enter **S** in the **FUNCTION** field then press TAB until you reach the space in the S/X column, next to the record you want.
5. Enter either an **S** or an **X** next to the record and press ENTER to display the record on the data entry screen.
6. Review the selected record.
 - If the record is correct, Enter **Y** (Y = APPROVE) in the FUNCTION field and press F1 or ENTER. The POSTING STATUS on the record should reflect 'P' for posted.
 - If the selected record is incorrect, exit the record. Notify the data entry person of the necessary changes. Once the changes are made, bring up the record and approve it as described above.
7. Press F3 to return to the Hold File, or press F2 to return to the STARS Main Menu. If you have more than one record to release from the Hold File, Enter N in the FUNCTION field and press ENTER for the next group of records to appear.

FAS DATA ENTRY FIELDS

[Click here for the Quick Reference Guide](#) to many of the required data fields.

FAS Field	Description	
STATUS	Enter the status code. Enter U when placing the new asset into use.	
OWNRSHIP	The ownership code: A - Agency Owned C - Combined w/ Other Agency G - Grants w/ Potential Federal Claim F - Federal Ownership & Title E - Endowment Property O - Other State Agency Owned	
DISP MTH DISP %	The disposition method and disposition percentage are not used when acquiring an asset.	
ADT AMT	Enter the amount, generally: For purchased assets, enter the amount paid. For Non-Monetary Acquisitions, enter the Fair Market Value as of the in-service date.	
ACQ MTH See the descriptions in the Capital Asset Acquisition Methods	Enter the acquisition method: N - New Purchase D - New Donation U - Used Purchase G - Used Donation I - Interagency Transfer In E - Escheat T - Trade In from a non-state entity	L - Capitalized Lease O - Operating Lease F - Federal Excess P - Federal Surplus E - Escheat S - Seizure X - Other

FAS Field	Description
CLS CD	Enter the class code Use a class code range that matches the transaction code. Generally: 0000-0199 – Land 1000-6999 – Machinery, Equipment, and Other 0400-0499 – Buildings 0500-0599 – Improvements Other Than Buildings Refer to the Fixed Asset Class Codes document.
ADT DATE	Enter the date (mmddyyyy) you enter the asset <u>into FAS</u> . This must be in the current month.
RSK MG	Enter a risk management bill code (usually 1000). However, if your agency gets multiple bills from Risk Management, refer to FAS Descriptor Table 21 to determine the appropriate code.
COND CD	Enter the condition code to indicate the condition of the asset E - Excellent G - Good F - Fair P - Poor
QTY	Quantity must be a whole number greater than 0. Decimals are not allowed. For Land - enter the number of acres For Buildings - enter the number of square feet
INSRV DT	Enter the in-service date in 'mmddyyyy' format. Use the date that you took title of the asset or placed the asset into service. This cannot be a future date.
AGY MTH	The agency depreciation method. FAS will default to the method assigned to your agency in the STARS Organizational Control Table (25). To override the default, enter an appropriate code: 1 - straight-line 2 - double declining balance 3 - sum of the years digits
U LIFE	Useful life of the asset. Should be automatically entered based upon the Class Code. To change this, enter a value within the useful life range for the class as defined in FAS Descriptor Table 16

FAS Field	Description
CAP IND	<p>The Capitalization Indicator will be <u>automatically</u> entered by FAS with the appropriate value when the record is saved.</p> <p>S - The transaction amount is equal to or greater than the statewide capitalization amount on the STARS Entity Table D01.</p> <p>A - The transaction amount is less than the statewide amount, but equal to or more than the agency capitalization amount on the Organization Control Table 25.</p> <p>I - All others.</p>
QTY UNT	<p>The type of unit value. Required for Land (ACRE) and Buildings (SQFT). For personal property or machinery and equipment, leave the field blank.</p>
RPLC AMT	<p>The replacement amount - the amount required to replace the asset in the event of a casualty loss. Normally the same as the acquisition amount</p>
INS IND	<p>Enter the insurance indicator code for how the asset will be covered by insurance. If the asset is an automobile, 'A', 'B', or 'O' should be entered.</p> <p>M - Major Property Insurance</p> <p>I - Inland Marine Insurance – Items that need to have a lower deductible that tend to be easily stolen or lost, such as expensive items taken out in the field.</p> <p>A - Automobile Class I – load under 2000 lbs.</p> <p>B - Automobile Class II – load over 2000 lbs.</p> <p>O - Other/Private Insurance</p> <p>N - No State Insurance</p>
SAL VAL	<p>Salvage value amount is an optional field used if the asset is expected to be sold for its salvage value.</p>
LOCAT1	<p>Location 1 identifies the location of the asset, such as a building, etc. and is required on all assets.</p> <p>Refer to FAS Descriptor Table 19 or IBIS statewide report your agency's five-digit codes. The same Location 1 can be used by multiple agencies.</p>
DESC	<p>A 40-character description.</p>

FAS Field	Description
LOCAT2	Location 2 is optional. 20-character field identifies Location 1 in more detail, such as floors, groups of people, etc. Must be set up in FAS Descriptor Table 24.
PO NO	A ten-digit purchase order number or DPW number if it is a result of a DPW project.
MODEL YR	The model year in YYYY format - Required on automobiles.
MFR	Three-digit manufacturer code is required on automobiles. The code must be set up in FAS Descriptor Table 13.
LAST NM	Twenty-character last name of the individual to who is responsible for the asset. Must be set up in FAS Descriptor Table 20.
FIRST	Ten-character first name of the individual who is responsible for the asset.
MID INIT	Middle Initial of the individual who is responsible for the asset.
SERIAL	Twenty-character serial number - Required on automobiles for the VIN number, but can be used for other assets.
LICENSE	Ten-character license number.
ODOMETER	A vehicle's seven-digit odometer reading.
COMMENT	Up to thirty characters.
CUR DOC	If you can, use the document number that you used in STARS when you paid for it. This is the number that will go to STARS as the current document number when an asset over \$5,000.00 is depreciating. If you use the same current document number for multiple assets, the depreciation amount will be combined under this one current document number.