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# FAS USER MANUAL

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## ENTER A CURRENT YEAR ASSET THAT WAS PURCHASED IN STARS OR PAYMENT SERVICES

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### INTRODUCTION

When an asset is purchased in STARS, Payment Services, etc., FAS transactions and a record may be created in the FAS Hold File depending on certain fiscal coding elements on the STARS or Payment Services transaction. These fiscal coding elements include Capital Outlay expenditure subobjects (6000 - 6999), which may require a Property and Component Number, and the one-character Capitalization Indicator in STARS or Payment Services which, when manually entered, will send a transaction to FAS.

Once the record is in the FAS Hold file, you can select it and then enter the asset in FAS. If you do not need to enter it in FAS, you can delete it from the Hold File.

- [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.](#)

### SELECT THE RECORD FROM THE HOLD FILE

1. Type **32** (FAS Hold File) at the FAS Main Menu and press ENTER to open the Hold File.
2. Type **R** in the FUNCTION field and press ENTER.
3. Locate the asset record. To 'scroll' to the next page of records, type N in the FUNCTION field and then press ENTER.  
S032 Example of records recalled (note the S/X and SRC columns)
4. Type an **S** in the **FUNCTION** field, then press TAB until the cursor is in the **S/X** column and next to the record. (The **SRC** column will display an '**S**' if the record came from STARS or Payment Services.)
5. Type either an **S** or an **X** next to the record and press ENTER to open the S033 screen as shown in the example below.

### S033 Example - STARS Generated to FAS Data Entry Screen

VERSION 3.1	STARS GENERATED TO FAS DATA ENTRY SCREEN	S033		
AGY: 200	PROP NO: 00COM33644	COMP NO: 00	SEQ NO: 0001	ADT AMT: 21476.00
ADT DT: 02032005	BFY: 2005	STATUS:	APP LVL: 0	REM AMT: 21476.00
-----				
FUNCTION: <input type="checkbox"/> (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS, Y=APPROVE, H=HOLD)				
AGENCY : 200	PROP NO: 00COM33644	COMP NO: 00	SEQ NO: 0001	AGY
SFX:				
FAS TC: A02	REF PROP: 00COM33644	REF CMP: 00	STATUS:	
OWNSHIP:				
DSP MTH:	ADT AMT: 21476.00	ACQ MTH:	CLS CD:	CLS
SFX:				
DISP % : 000	ADT DATE: 02032005	ST MTH: 1	RSK MG:	COND
CD:				
QTY : 0000001	INSRV DT:	AGY MTH: 1	U LIFE:	CAP
IND: S				
QTY UNT:	RPLC AMT:	INS IND:	SAL VAL:	
LOCAT1 :	DESC: FOUNDATION/ERECTION 80FT TOWER			
LOCAT2 :	PO NO :	MODEL YR:	MFR:	
LAST NM:	FIRST :	MID INIT:		
SERIAL :	LICENSE:	ODOMETER:		
COMMENT:		CURR DOC: P0502015		
DEPR DT:	ST DEPR:	AGY DEPR:		
INVNTY:		INTERRUPT:		

## ENTER AN ACQUISITION 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.

1. Verify that the **Property Number** and **Component Number** are correct.
  - Type a **C** (to change/update) in the FUNCTION field if the Property and Component Numbers are correct.
  - Type an **A** in the FUNCTION field if the Property and Component Numbers are incorrect. Then enter a new Property and Component Number.
2. Review the transaction code (**FAS TC**) to be sure it matches the class of the asset (Land, Building, etc.). Only transaction codes A01 - A04 are entered on the S033 screen. If the transaction code is incorrect for the asset class, enter the correct transaction code.
3. Do not change the **REF PROP** (Reference Property) or **REF COMP** (Reference Component) number. Reference Property and Component Numbers are entered in STARS and copied to the FAS Hold File.
  - The Reference numbers are required fields for transactions processed through screen S033. The Reference Property and Component Number are sometimes referred to the 'parent' or 'trailer' record.

4. 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.
5. Press F7 to review the Funding Sources and verify the Fund/Budget Unit/Amount to be applied to this asset. There are two parts to the funding source – Required Funding Sources (S034) and Optional Funding Sources (S34A).
  - The Required Funding Sources screen S034 contains Budget Unit, Fund, Fund Detail, and Amount.
  - If your agency tracks assets by PCA, Index, Grant and Phase, or Project and Phase, press F8 and review Optional Funding Sources screen S34A. This is optional to make changes if needed.
  - If the required funding sources are incorrect, delete the record, enter expenditure adjustments in STARS and then enter the asset directly in FAS.
6. Press F6 to return to the S033 screen.
7. Once all required and agency-selected optional information has been entered, press F1 or ENTER to post the record to the FAS Property File. The asset record will remain in the Hold file until it is released. You can view it in the FAS Property File (S040) and the Hold File. If you have changed the Property or Component number, the original “parent” record will be automatically removed from the Hold file after the new Property/Component number has been released.

If you have corrected all problems related to error messages but do not have acquisition release authority, an 'INVALID APPROVAL LEVEL' message will be displayed and the STATUS field will display an 'H' for hold status. The record will require a person with the appropriate approval level to release the transaction.

If you do have acquisition release authority, the status of the FAS Hold File record will show a 'P', for successfully posted (i.e., the STATUS field in the reference area will be 'P').

## RELEASE A TRANSACTION

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

1. Type **32** (FAS Hold File) at the FAS Main Menu and press ENTER.
2. Type **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. To 'scroll' through the records, type **N** in the **FUNCTION** field and then press ENTER.
4. Type **S** in the **FUNCTION** field then press TAB until the cursor is in the **S/X** column and next to the record to release.
5. Type either an **S** or an **X** next to the record and press ENTER.

6. Review the selected record.
  - If the record is correct, type **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, type 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.

<b>FAS Field</b>	<b>Description</b>
STATUS	Enter the status code. Enter U when placing the new asset into use.
OWNSHP	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.

FAS Field	Description	
ACQ MTH See the descriptions in the <a href="#">Capital Asset Acquisition document</a>	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
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 <a href="#">Fixed Asset Class Codes</a> 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	

<b>FAS Field</b>	<b>Description</b>
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
CAP IND	The Capitalization Indicator will be <u>automatically</u> entered by FAS with the appropriate value when the record is saved.  S - The transaction amount is equal to or greater than the statewide capitalization amount on the STARS Entity Table D01.  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.  I - All others.
QTY UNT	The type of unit value. Required for Land (ACRE) and Buildings (SQFT). For personal property or machinery and equipment, leave the field blank.
RPLC AMT	The replacement amount - the amount required to replace the asset in the event of a casualty loss. Normally the same as the acquisition amount

<b>FAS Field</b>	<b>Description</b>
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	Salvage value amount is an optional field used if the asset is expected to be sold for its salvage value.
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	A 40-character 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.

<b>FAS Field</b>	<b>Description</b>
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	<p>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.</p> <p>If you use the same current document number for multiple assets, the depreciation amount will be combined under this one current document number.</p>