
DISCLAIMER STATEMENT

The information in the following examples is fictitious and is only used for training purposes. To view your agency's data in AFNS, please use your agency's account coding (fund, agency, organization code, etc) and transaction numbers.

** This manual lists basic fixed asset tables. For a complete listing of AFNS fixed asset tables, please contact the AFNS Hotline.

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SECTION ONE: COURSE OBJECTIVES

I. OBJECTIVES

- ◆ To understand the role of the fixed asset subsystem within the overall structure of AFNS.
- ◆ To gain a knowledge of the capabilities of the fixed asset subsystem.
- ◆ To understand the functional architecture of the fixed asset subsystem.
- ◆ To enable the user to update and maintain the user maintained master tables.
- ◆ To enable the user to enter data into fixed asset transactions updating system maintained master tables.
- ◆ To enable the user to view required data on system maintained master tables.
- ◆ To gain knowledge of the depreciation and purge process within the fixed asset subsystem.

SECTION TWO: SUBSYSTEM CAPABILITIES & FEATURES

I. SUBSYSTEM CAPABILITIES

What is the Fixed Asset Subsystem?

- ◆ Conforms to the requirements of the National Committee on Governmental Accounting (NCGA).
- ◆ Supports the specific accounting treatment of fixed assets mandated by Governmental Accounting, Auditing, and Financial Reporting (GAAFR) standards.
- ◆ Supports the five types of fixed assets recommended in GAAFR.
- ◆ A five level hierarchy is available for further grouping and identification.
- ◆ Maintains a record of the original asset cost as well as individual betterments.
- ◆ Depreciation can either be calculated automatically by an offline batch program or manually by the end user.
- ◆ Maintains a replacement value for each asset in addition to the acquisition cost.
- ◆ The replacement cost may be changed either manually by the end user or through an offline batch program.
- ◆ Standard reports conform to those mandated by GAAFR.

II. SUBSYSTEM FEATURES

- ◆ Transactions Are Available to Record the Following Events:
 - Acquisitions
 - Betterments
 - Modifications
 - Transfers
 - Internal Sales
 - Dispositions

- ◆ Various reference data master tables are used to verify data entered through transactions.
 - The Fixed Asset Type (FATP) table is used to verify the fixed asset type coded on a fixed asset transaction.

- ◆ Several master tables are updated once transactions are accepted.
 - The Fixed Asset Summary Inquiry (FAS1) table is used to record the results of a fixed asset acquisition transaction.

- ◆ The fixed asset ledger is used to record the results of each fixed asset transaction accepted by the system.

- ◆ The depreciation ledger is used to track depreciation recorded against each individual fixed asset.

III. RELATIONSHIP TO BASE AFNS

- ◆ Fixed assets are one of a family of subsystems interfaced with the primary financial management system.

- ◆ All codes used to classify fixed assets are consistent with the coding used in the general ledger.

- ◆ Fixed asset accounting events are also recorded in the base AFNS general ledger.

IV. GENERAL ACCOUNTING

- ◆ Records proper accounting entries for all Governmental Accounting, Auditing and Financial Reporting (GAAFR). Fund types such as Governmental vs. Proprietary.
- ◆ Supports the five types of fixed assets recommended by Governmental Accounting Standards Board (GASB):
 - 1) Land
 - 2) Buildings
 - 3) Equipment
 - 4) Construction Work in Process
 - 5) Improvements Other than Buildings
- ◆ All accepted fixed assets documents update the appropriate Fixed Assets ledgers.

The fund type determines which Detail General Ledgers are updated.
- ◆ Various accounting entries are posted using codes inferred from the type of fixed asset involved in the transaction.
- ◆ The cumulative balance of each asset type (e.g., equipment, buildings) is recorded in the balance sheet code through a pre-defined asset account.
- ◆ The cumulative balance for each asset type is also accounted for through an equity account established when the asset is acquired.
- ◆ Accounting entries for depreciation can be tracked in the general ledger or in the fixed asset depreciation ledger in memo format. This option is set on the Fund (FUN2) table.

Accounting entries to record gains or losses from the sale of a fixed asset are posted to the ledgers.

V. ROLE OF TRANSACTIONS

- ◆ Used to enter information into the fixed asset subsystem.
- ◆ An on-line method for entering, editing and processing fixed asset transactions.
- ◆ Used to update system tables and ledgers.
- ◆ Automatic generation of Fixed Asset documents (FA) are created by payment vouchers.
 - If the Fixed Asset Indicator field on the payment voucher is **Create One Shell [F]**, it will create one Fixed Asset document for each payment voucher line.
 - If the Fixed Asset Indicator field on the payment voucher is **Create Multiple Shells [Q]**, it will create one Fixed Asset Acquisition (FA) document for each item. Example: Eleven in the PV quantity field will create eleven FA documents.
 - The Generated FA Transaction Inquiry (FAPV) table shows the link between the payment voucher and the FA document. This link can be viewed two different ways:
 1. By entering the PV document number.
 2. By entering the FA document number.

VI. ACCOUNTING MODELS

A Accounting Model for Fixed Asset Acquisition (FA) Transaction

FA transactions post to the ledgers in the following ways:

1) Governmental Funds

- ◆ **Debit** appropriate **asset account** (such as vehicles, buildings, office equipment, etc.) for an amount equal to the acquisition cost. Account type is 01.
- ◆ **Credit** to each **equity account** that was entered on the acquisition transaction for the amount that was specified. Example: Balance Sheet Account Number 3020 - Investment in General Fixed Assets. Account type is 03.

2) Proprietary Funds

No accounting entry is made. It is assumed that a debit was made to the appropriate asset account in the acquiring fund at the time of purchase, as entered on the payment voucher document. In other words, the Balance Sheet code must be entered on the payment voucher.

The FA transaction performs the corresponding table updates in the Fixed Asset Subsystem.

B Accounting Model for Fixed Asset Betterment (FB) Transaction

FB transactions post to the ledgers in the following ways:

1) Governmental Funds

- ◆ **Debit** appropriate **asset account** (such as vehicles, buildings, office equipment, etc.) for an amount equal to the cost of the betterment. Account type is 01.

-
- ◆ **Credit** to each **equity account** that was entered on the betterment transaction for the amount that was specified. Example: Balance Sheet Account Number 3020 - Investment in General Fixed Assets. Account type is 03.

2) **Proprietary Funds**

No accounting entry is made. It is assumed that a debit was made to the appropriate asset account in the acquiring fund at the time of purchase, as entered on the payment voucher document.

The FB document performs the corresponding table updates in the Fixed Assets Subsystem.

C **Accounting Model for Fixed Asset Modification (FC) Transaction**

- 1) **Changing the Equity Distribution.** Entries post in the General Fixed Assets Account Group.

To Reverse the Old Equity Distribution:

- ◆ **Debit** to each of the **old equity accounts** for amounts equal to the corresponding old asset values. These are the accounts and asset values that were in the Fixed Asset Master Tables (FAS1, FAS2, FBT1, and FBT2) prior to the modification transaction.
- ◆ **Credit** to the **asset account** (inferred from the Fixed Asset Type table - FATP) for an amount equal to the sum of the old asset values.

To Record the New Equity Distribution:

- ◆ **Debit** the **asset account** for an amount equal to the sum of the new asset values.
- ◆ **Credit** each of the **new equity accounts** for amounts equal to their corresponding new asset values.

-
- 2) Correcting the Transfer Price that was previously entered on a Fixed Asset Transfer (FT) document.

or

Correcting the Selling Price that was previously entered on a Fixed Asset Disposition (FD) document.

The following events occur depending on fund type.

- ◆ No accounting entries are generated when **only Governmental Funds are involved.**

This is because transfer fees and proceeds on sale of fixed assets in governmental type funds do not have an effect on the General Fixed Assets Group Accounts (GFAGA). These changes are only entered in order to update the Fixed Asset Ledger for auditing purposes.

- ◆ No accounting entries are generated when **only Proprietary Funds are involved.**

It is assumed that the General Ledger would be adjusted by a voucher entry.

- 3) When the DISPOSING fund is a **Proprietary Fund**, the following entries are posted to the fund when the document is accepted:

For an Increase in Selling Price:

- ◆ **Debit** to the **Sale-Of-Fixed-Asset Revenue Source** for the amount of the increase.
- ◆ **Credit** to the **Gain/Loss** code for the amount of the increase.

For a Decrease in Selling Price:

- ◆ **Debit** to the **Gain/Loss** code
- ◆ **Credit** to the **Sale-Of-Fixed-Asset Revenue Source** for the amount of the decrease.

D Accounting Model for Fixed Asset Internal Sale (FS) Transaction

Losses on the sale of fixed assets post to an expenditure object code (account type 24) for a loss. The code is specified in the **Gain/Loss Account/Object** field in the System Special Accounts (SPEC) table. If this field is left blank, the loss is posted to the gain/loss revenue source code specified on System Special Accounts (SPEC) table with an account type of **31**.

Gains are posted to the revenue source code specified in the **Gain/Loss Account/Object** field in the SPEC table with an account type of 31.

1) The following entries post when a Fixed Asset Internal Sale (FS) document is processed:

- ◆ **Debit** Depreciation Expense - Calculated Depreciation (account type 24).

- ◆ **Credit** Accumulated Depreciation - Calculated Depreciation (account type 01 [Asset] or 11 [Asset Offset to Expenses]).

2) The sale from a **proprietary fund** assumes that the sale has been previously recorded on a payment voucher transaction. The entries are as follows:

- ◆ **Debit Sale-of-Fixed Asset Revenue Source** - Transfer Price (account type 31).

- ◆ **Debit Accumulated Depreciation** - Sum of Accumulated Depreciation (account type 01 or 11).

- ◆ **Debit/Credit Gain/Loss Code** (account type 31) - Difference if the **Gain-Loss Account Type** is not selected in the Fixed Asset Internal Sale (FS) document.

- ◆ **Debit/Credit Gain/Loss Object** (type 24) - Difference if the **Gain-Loss Account Type** is **Expense** in the Fixed Asset Internal Sale (FS) document.

- ◆ **Credit** Fixed Asset Account - Asset Value (account type 01)

**E Accounting Model for Fixed Asset Transfer (FT)
Transaction**

GOVERNMENTAL FUNDS

- ◆ No accounting entries are generated when transferring a fixed asset between two **governmental funds**.

This is because ownership in this instance remains within the General Fixed Assets Account Group. The only effect is the tables will record the new ownership.

Transferring an asset **from a construction type to another fixed asset type** will create accounting entries and post to GFAGA. This is a Type 1 transfer.

- ◆ **Debit** to the **new asset account** (inferred from Fixed Asset Type [FATP] using the new Type of Transfer as the key) for an amount equal to the summary Asset Value from Fixed Asset Summary Inquiry (FAS1).
- ◆ **Credit** to the **construction account** (inferred from Fixed Asset Type [FATP] using **C** as the key) for the same amount.

**F Accounting Model for Fixed Asset Disposition (FD)
Transaction**

Fixed Asset Disposition (FD) documents record the disposition of assets from a government entity.

When a partial disposition is made, all accounting entries are scaled by a factor of the number of units disposed divided by the total number of units.

When a Fixed Asset Disposition (FD) document is entered, the system calculates depreciation as of the disposition date.

1) **Governmental Fund**

The following accounting entries post to the General Fixed Asset Account Group:

- ◆ **Credit** to the **Accumulated Depreciation Account** (from FATP) for an amount equal to the current period's depreciation.
- ◆ **Debit** to each **equity account** for a proportional amount of the current depreciation.

To record the disposition of the asset, the following entries are made:

- ◆ **Debit** to the **Accumulated Depreciation Account** (from FATP) for an amount equal to total accumulated depreciation (if these assets were depreciated).
- ◆ **Debit** to each **equity account** for an amount equal to that account's net equity in the asset. (Asset Value less Accumulated Depreciation.)
- ◆ **Credit** to the **Asset Account** (from FATP) for an amount equal to the total asset value.

- 2) When an asset is transferred to a **governmental fund from a proprietary fund**, the GFAGA entries posted are the same as for an acquisition.

3) **Proprietary Fund**

These entries complement the entries made when the Sale Fixed Asset Revenue Source was credited by an amount equal to the Selling Price at the time the asset was disposed of and the cash receipt was entered.

The following transactions are posted in the proprietary fund.

To Reverse the Revenue Entry:

- ◆ **Debit** to the **Sale Fixed Asset Revenue Source** (from SPEC) for an amount equal to the **Selling Price**.

To Remove the Applicable Accumulated Depreciation:

- ◆ **Debit** the **Accumulated Depreciation Account** (from FATP) for an amount equal to summary **Accumulated Depreciation** (from fixed asset summary table).

To Zero Out the Asset:

- ◆ **Credit** the **asset account** (from FATP) for an amount equal to the summary **Asset Value** (from FAS2).

To Recognize a Gain:

Summary **Asset Value** - Summary Accumulated Depreciation is less than the Selling Price

- ◆ **Credit** the Gain/Loss code (from SPEC) for an amount equal to the Selling Price - [(summary **Asset Value**) - (summary **Accumulated Depreciation**)].
- ◆ On a loss you debit, on a gain you credit.

To Recognize a Loss:

Summary Asset Value - Summary Accumulated Depreciation is more than the Selling Price

- ◆ **Debit** the **Gain/Loss** code (from SPEC) for an amount equal to [(summary **Asset Value**) - (summary **Accumulated Depreciation**)] - Selling Price.
- ◆ On a loss you debit, on a gain you credit.

G Depreciation Accounting Model

1) Accounting for Depreciation in Proprietary Funds

When the current period depreciation is computed for assets owned by proprietary funds, the following entries are posted to those funds:

- ◆ **Debit** the **Depreciation Expense** account for an amount equal to current period depreciation. The Depreciation Expense field on the System Special Accounts (SPEC) table provides the code.
- ◆ **Credit** the **Accumulated Depreciation Account** from Fixed Asset Type (FATP) for an amount equal to current period depreciation.

2) Accounting for Depreciation in Governmental Funds

When the Depreciation program is run and current period depreciation is computed for assets owned by governmental funds; the following entries are posted to those funds:

- ◆ **Debit** the **Equity Account** on the Fixed Asset Summary Inquiry (FAS2).
- ◆ **Credit** the **Accumulated Depreciation Account** from Fixed Asset Type (FATP).

VII. TYPES AND PURPOSE OF TRANSACTIONS

A. The Fixed Asset Acquisition (FA) Transaction

- ◆ Records original acquisition of asset.
- ◆ Establishes betterment "00".
- ◆ Updates Fixed Asset Summary table (FAS1 & FAS2).

```
FUNCTION:                DOCID: FA  AGC  XAGC000001
STATUS: ACCPT           BATID:                ORG:
                        FIXED ASSET ACQUISITION INPUT FORM
TRANS DATE: 02 23 XX    ACCOUNTING PRD:                ACTION: E
CAT CODE:                FA NUMBER: 91-1013
FA TYPE: E             FA GROUP:                FA COMPLEX/BUILD: ADM    FA LOC: A23N
FUND: 1234             AGENCY: AGC            ORG: 5678 ACTIVITY:                OBJECT: 1400
ACQ DATE: 01 23 XXXX    ACQ METHOD: P
PROJECT CODE:                CIP REVERSAL FLAG:
SERIAL NUM:                MANUFACTURER: STEELCASE
VENDOR CODE: 630512658 05    MODEL NUMBER: 332
VENDOR NAME: HARBIN'S INC
SURFACE AREA:                PLAT NUM:
PURCH AUTH:                IN SERVICE DATE:
VAL DATE:                VALUATION AMT:
UNITS: 10                CLOSING COSTS:
USEFUL LIFE: 20    REPL DATE: 06 23 XXXX    SALVAGE VALUE:                0.00
DEPR METHOD: SL                MEMO DISP VALUE:
ASSET DESCRIPTION: FILE CABINET 3-DRAWER LATERAL
FUNDING SOURCE: 1234
TOTAL ASSET VALUE:                2,500.00

A--*HS60-DOCUMENT MARKED FOR READ ONLY  H--F003W-VENDOR NAME HAS BEEN INFERRED
```

The FA document has two screens and is used to record the original acquisition of the actual fixed asset. Above shows screen one.

The FA establishes two master records (FAS1 and FAS2) for the asset and the first detail record (betterment number 00).

For detail information on each field, see Appendix A on page 160.

*NOTE the messages at the bottom of the screen. The document has been accepted into the system. No further changes can be made; therefore, it is "Read only." The warning message "Vendor name has been inferred" means that the vendor code pulled the vendor name from the VEND/VEN2 table.

Fixed Asset Acquisition (FA) Transaction (Continued)

FUNCTION:	DOCID: FA	AGC	XAGC0000001	
STATUS: ACCPT	BATID:		ORG:	001-001 OF 001
FIXED ASSET ACQUISITION INPUT FORM (EQUITY DISTRIBUTION SCREEN)				
EQUITY ACCT 1:	3020	ASSET VAL 1:	2,500.00	
EQUITY ACCT 2:		ASSET VAL 2:		
EQUITY ACCT 3:		ASSET VAL 3:		
EQUITY ACCT 4:		ASSET VAL 4:		
EQUITY ACCT 5:		ASSET VAL 5:		
EQUITY ACCT 6:		ASSET VAL 6:		
EQUITY ACCT 7:		ASSET VAL 7:		
EQUITY ACCT 8:		ASSET VAL 8:		
DESCRIPTION 1:		2:		
		3:		
		4:		
		5:		
		6:		

The second screen is shown above.

The sixth DESCRIPTION field is used to create an alternate view table named Fixed Asset By Tag Number Inquiry (FBTT).

EXAMPLES:

Enter the property number (tag number) that is on the asset.

Enter the car tag number.

For detail information on each field see Appendix A page 167.

B. Fixed Asset Betterment (FB) Transaction

- ◆ Records betterments to assets that are already in place.
- ◆ Establishes a new betterment record.
- ◆ Updates the Fixed Asset Betterment (FBT1 & FBT2) summary record.

FUNCTION:	DOCID: FB	AGC	XAGC000002
STATUS: ACCPT	BATID:		ORG:
FIXED ASSET BETTERMENT INPUT FORM			
TRANS DATE: 02 23 XX	ACCOUNTING PRD:		
FA NUMBER: 91-1013	FA TYPE: E	BETTERMENT NUMBER: 01	
ACQ DATE: 01 23 XXXX	ACQ METHOD: P		
PROJECT CODE:	CIP REVERSAL FLAG:		
SERIAL NUM:	MANUFACTURER:		
VENDOR CODE: 630512658 05	MODEL NUMBER:		
VENDOR NAME: HARBIN'S INC			
SURFACE AREA:	PLAT NUM:		
PURCH AUTH:	IN SERVICE DATE:		
UNITS:	CLOSING COSTS:		
SALVAGE VALU:			
BETTERMENT DESCRIPTION: NEW TRACKS FOR CABINET			
TOTAL BETTERMENT VALUE:	50.00		
H--F003W-VENDOR NAME HAS BEEN INFERRED			

The Fixed Asset Betterment Document (FB) has two screens. It is used to record betterments to assets that have already been established in the Fixed Asset Subsystem.

The Fixed Asset Betterment Document establishes two betterment records (FBT1 and FBT2).

For detail information on each field see Appendix A page 168.

The Fixed Asset Betterment (FB) Transaction (Continued)

FUNCTION:	DOCID: FB	AGC	XAGC0000002	
STATUS: ACCPT	BATID:		ORG:	001-001 OF 001
	FIXED ASSET BETTERMENT INPUT FORM			
	(EQUITY DISTRIBUTION SCREEN)			
EQUITY ACCT 1:	3020	BETTERMENT VAL 1:		50.00
EQUITY ACCT 2:		BETTERMENT VAL 2:		
EQUITY ACCT 3:		BETTERMENT VAL 3:		
EQUITY ACCT 4:		BETTERMENT VAL 4:		
EQUITY ACCT 5:		BETTERMENT VAL 5:		
EQUITY ACCT 6:		BETTERMENT VAL 6:		
EQUITY ACCT 7:		BETTERMENT VAL 7:		
EQUITY ACCT 8:		BETTERMENT VAL 8:		
DESCRIPTION 1:		2:		
		3:		
		4:		
		5:		
		6:		

The second screen is shown above.

For detail information on each field see Appendix A page 172.

C. The Fixed Asset Disposition (FD) Transaction

- ◆ Records the disposing of an asset.

FUNCTION:	DOCID: FD	AGC	XAGC000003
STATUS: ACCPT	BATID:	ORG:	001-001 OF 001
FIXED ASSET DISPOSITION INPUT FORM			
TRANSACTION DATE: 02 23 XX	ACCOUNTING PERIOD:		
01-	FA TYPE: V	ASSET DESC: MICKEY'S MAGIC CAR	
	FA NUMBER: MICKEYSCAR	ACQ DATE: 11/24/XX	
	BETTERMENT NUMBER:		
	DISP DATE: 01 23 XXXX	ASSET VALUE:	35,000.00
	SELL PRICE:	0.00	DISP UNITS: 00000001
	DISP AUTH: KED	DISP METH: W	
	TYPE V IN FUNCTION TO VERIFY DISPOSAL OF ABOVE ASSET		
02-	FA TYPE:	ASSET DESC:	
	FA NUMBER:	ACQ DATE:	
	BETTERMENT NUMBER:		
	DISP DATE:	ASSET VALUE:	
	SELL PRICE:	DISP UNITS:	
	DISP AUTH:	DISP METH:	

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The Fixed Asset Disposition Document (FD) is used to record the disposal of a fixed asset in the Fixed Asset Subsystem. The disposal may result from a sale, destruction, obsolescence, etc. of an asset.

- ◆ Calculates any remaining depreciation on the asset if the asset is being depreciated.
- ◆ Marks the fixed asset "disposed" in the Fixed Asset Summary Master Table (FAS1).
- ◆ Assets with betterments can only be marked "disposed" when all its betterments are disposed.
- ◆ Betterments can be disposed independently of other betterments and the original asset.
- ◆ Remains on the online file until it is purged.
- ◆ Valid disposition reasons are defined in the Acquisition/Disposition (FADM) table.

For detail information on each field see Appendix A page 173.

D. The Fixed Asset Internal Sale (FS) Transaction

- ◆ Records the sale or transfer of a fixed asset in proprietary type funds.

FUNCTION:	DOCID: FS	AGC	XAGC0000004
STATUS: ACCPT	BATID:		ORG:
FIXED ASSET INTERNAL SALE INPUT FORM			
TRANS DATE:	GAIN/LOSS TYPE:	ACCOUNTING PERIOD:	
FA NUMBER: 91-1013	FA TYPE: E	NEW ACQ DATE: 06 23 XXXX	
NEW FUND: 2222		NEW AGENCY: AGY	
NEW ORG: 1234	NEW ACTIVITY:	NEW OBJECT: 0800	
NEW LOCATION: 0002		NEW IN SERVICE DATE: 06 23 XXXX	
NEW USEFUL LIFE: 19		NEW SALVAGE VALUE: 0	
NEW DEPR METHOD: SL		NEW COMPLEX/BUILDING: RSA	
DISPOSITION AUTH: KED		PURCHASE AUTH: EDNA	
TRANSFER PRICE: 2200.00		BETTERMENT CARRY FLAG:	
NEW EQUITY ACCT 1: 3020	ASSET VAL 1: 2200.00		
NEW EQUITY ACCT 2:	ASSET VAL 2:		
NEW EQUITY ACCT 3:	ASSET VAL 3:		
NEW EQUITY ACCT 4:	ASSET VAL 4:		
NEW EQUITY ACCT 5:	ASSET VAL 5:		
NEW EQUITY ACCT 6:	ASSET VAL 6:		
NEW EQUITY ACCT 7:	ASSET VAL 7:		
NEW EQUITY ACCT 8:	ASSET VAL 8:		

A--*HS60-DOCUMENT MARKED FOR READ ONLY

Records the sale or transfer of the asset in one fund and the purchase of the asset in another fund.

Calculates any gain or loss on the sale.

Seller's fund and buyer's fund must be in the same application.

Used when the sale or transfer involves a change in the fund number.

Use only when one of the following scenarios occur.

- ◆ Seller's fund or the buyer's fund is a proprietary fund.
- ◆ Seller's fund and buyer's fund are both proprietary funds.

Do **not** use if the following scenario exists.

- ◆ Seller's fund and buyer's fund are both governmental funds.

For detail information on each field see Appendix A page 176.

The Fixed Asset Internal Sale (FS) Transaction (Continued)

The FS document generates accounting entries.

◆ GAINS

The revenue code is inferred from the GN/LS ACCT/OBJ field in the System Special Accounts (SPEC) table.

Note: It is recommended that a revenue source code be assigned that is not valid for any other purpose.

◆ LOSSES

The expenditure object code is inferred from the GN/LS ACCT/OBJ field in the SPEC table.

Note: It is recommended that an expenditure object code be assigned that is not valid for any other purpose.

E. The Fixed Asset Transfer (FT) Transaction

- ◆ Records the transfer of construction in process asset to a final asset account.
- ◆ Transfers ownership of an asset.

FUNCTION:	DOCID: FT	AGC	XAGC0000005
STATUS: ACCPT	BATID:		ORG:
FIXED ASSET TRANSFER INPUT FORM			
TRANS DATE:	ACCOUNTING PERIOD:		
TYPE OF TRANSFER (1 OR 2): 2			
	FA NUMBER: 000000000058		FA TYPE: E
	NEW GROUP:		NEW LOCATION:
	NEW FUND: 0800		NEW AGENCY: AGY
	NEW ORG: 0800		NEW ACTIVITY:
	NEW OBJECT: 0800		NEW COMPLEX/BUILDING: RSA UNIO

A--*HS60-DOCUMENT MARKED FOR READ ONLY

The Fixed Asset Transfer (FT) is only used if the ownership transfer does not need to be recorded in the General Ledger.

EXAMPLE: The asset will continue to be accounted for in the same fund or within the General Fixed Asset Group of Accounts (GFAGA).

The FT can be used for two purposes:

- ◆ To transfer a construction in process asset to a final asset account.
- ◆ To transfer ownership of an asset.

All accounting attributes must be entered even if it is only one code that has changed.

For detail information on each field see Appendix A page 181.

F. The Fixed Asset Modification (FC) Transaction

- ◆ Records changes or adjustments to existing assets.

FUNCTION:	DOCID: FC	AGC	XAGC0000006
STATUS: ACCPT	BATID:		ORG:
FIXED ASSET MODIFICATION INPUT FORM			
TRANS DATE: 06 23 XX	ACCOUNTING PRD:		
FA NUMBER: 91-1013	FA TYPE: E		BETTERMENT NUMBER: 01
GROUP:	COMPX/BUILD:		LOCATION:
ACQ DATE:			ACQ METHOD:
PROJECT CODE:			CIP REVERSAL FLAG:
SERIAL NUM:			MANUFACTURER:
VENDOR CODE: 63051265805			MODEL NUMBER:
VENDOR NAME: HARBIN'S INC			UNITS:
SURFACE AREA:			PLAT NUM:
PURCH AUTH:			IN SERVICE DATE:
VAL DATE:			VALUATION AMT:
USEFUL LIFE: 15	REPL DATE:		SALVAGE VALUE:
DEPR METHOD: SL			CLOSING COSTS:
DISP AUTH:			MEMO DISP VALUE:
DISP METHOD:			CHANGE IN SELLING PRICE:
DISP DATE:			INCREASE/DECREASE INDICATOR:
DESCRIPTION:			
FUNDING SOURCE:			
REVISED ASSET VALUE:			

A--*HS60-DOCUMENT MARKED FOR READ ONLY H--F003W-VENDOR NAME HAS BEEN INFERRED

The Fixed Asset Modification Transaction (FC) is used to record changes or adjustments to existing assets at the individual betterment level. The FC transaction can also be used to change the description or the amount.

FC transactions are used to change (modify) data that was entered by:

- ◆ FA Transactions
- ◆ FB Transactions
- ◆ FT Transactions (To change a transfer price)
- ◆ FD Transactions (To change a selling price)

FC transactions **cannot** change the following fields:

- ◆ Fixed Asset Number
- ◆ Fixed Asset Type
- ◆ Betterment Number
- ◆ Accounting Codes
- ◆ Equity Account if any depreciation has accumulated.

For detail information on each field see Appendix A page 185.

The Fixed Asset Modification (FC) Transaction (Continued)

FUNCTION:	DOCID: FC	AGC	XAGC0000006	
STATUS:	BATID:		ORG:	000-000 OF 000
	FIXED ASSET MODIFICATION INPUT FORM (EQUITY DISTRIBUTION SCREEN)			
EQUITY ACCT 1:	3020	REVISED ASSET VAL 1:	55.00	
EQUITY ACCT 2:		REVISED ASSET VAL 2:		
EQUITY ACCT 3:		REVISED ASSET VAL 3:		
EQUITY ACCT 4:		REVISED ASSET VAL 4:		
EQUITY ACCT 5:		REVISED ASSET VAL 5:		
EQUITY ACCT 6:		REVISED ASSET VAL 6:		
EQUITY ACCT 7:		REVISED ASSET VAL 7:		
EQUITY ACCT 8:		REVISED ASSET VAL 8:		
DESCRIPTION 1:		2:		
		3:		
		4:		
		5:		
		6:		

For detail information on each field see Appendix A page 192.

SECTION THREE: FIXED ASSET MASTER TABLES

I. THE ROLE OF THE FIXED ASSET MASTER TABLES:

- ◆ To provide the system with data that is needed to validate transactions.
- ◆ To serve as the focal point for information used in report generation.
- ◆ To maintain system controls and options which dictate how transactions are processed through the system.
- ◆ To provide the user with online access to the fixed asset data records.

II. TYPES AND PURPOSE OF FIXED ASSET MASTER TABLES

A. Pre-defined

- ◆ Must be established first when initializing the fixed asset subsystem.
- ◆ Provides data used to validate subsequent table construction.
- ◆ Two pre-defined master tables are utilized:
 - Fixed Asset Acquisition/Disposition (FADM) table.
 - Fixed Asset Type (FATP) table.
- ◆ Normally no changes will occur after the initial loading of these tables.

OVERVIEW OF FIXED ASSET PRE-DEFINED MASTER TABLES

The Fixed Asset Acquisition/Disposition Table (FADM)

```
ACTION: R SCREEN: FADM USERID: AFNS
```

A C Q U I S I T I O N / D I S P O S I T I O N				
ACQ/DISP CODE =====	METHOD METHOD =====	NAME -----	SHORT NAME -----	EXPENSE/ REVENUE -----
01- A	B	BUILT/CONSTRUCTED	BUILT/CONSTR	R
02- A	C	CONTRIBUTED	CONTRIBUTED	R
03- A	G	GIFT/REQUEST	GIFT/REQ	R
04- A	L	LEASED	LEASED	R
05- A	M	LEASE/PURCHASE	LEASE/PURCH	R
06- A	O	OTHER	OTHER	R
07- A	P	PURCHASED	PURCHASED	R
08- A	R	TRANSFERRED	TRANSFERRED	R
09- A	T	TRADED	TRADED	R
10- D	D	DESTROYED	DESTROYED	E
11- D	L	LEASE TERMINATION	LEASE TERM	R
12- D	O	OTHER	OTHER	R
13- D	R	TRANSFERRED	TRANSFERRED	R

- ◆ Defines the valid acquisition and disposition codes that will be used in various fixed asset transactions.
- ◆ Codes are defined when the fixed asset subsystem is installed and normally would not need to be changed.
- ◆ Valid codes might include the following:
 - P** = PURCHASED
 - S** = SOLD

The Fixed Asset Type Table (FATP)

```
ACTION: S SCREEN: FATP USERID: AFNS

          F I X E D   A S S E T   T Y P E

FA
TYPE  NAME                                SHORT NAME      FA   ACCUM  DEPR  DATE
=====  -----  -----  ---  ---  ---  ---
01- B   BUILDINGS                          BUILDINGS       1032 1030   Y    A
02- C   CONSTRUCTION                         CONSTRUCTION    1165         N    A
03- E   MACHINERY & EQUIPMENT                 MACH & EQUIP   1031 1030   Y    A
04- I   IMPROVEMENTS OTHER THAN BLDGS         IMPROVEMENTS   1032 1030   Y    A
05- L   LAND                                    LAND            1161         N    A
06- P   AIRPLANES                              PLANES          1033 1030   Y    I
07- V   VEHICLES                                VEHICLES       1031 1030   Y    A
08-
09-
10-
11-
12-
13-
14-
08-*L008 END OF FILE
```

- ◆ Used to define the major types of fixed assets allowed by GAAFR to be recorded in the fixed asset subsystem.
- ◆ A depreciation indicator can be set to determine whether a particular type of asset will be depreciated.
- ◆ This table will be used to verify the asset type coded on various transactions.
- ◆ Asset types should be defined when the fixed asset subsystem is installed and typically will not change.

B. System Maintained Tables

- ◆ Automatically updated by the system.
- ◆ Provides on-line summary information of existing fixed assets.
- ◆ No on-line changes/modifications are allowed.
- ◆ Two system maintained master tables are provided:
 - Fixed Asset Summary (FAS1 and FAS2) table.
 - Fixed Asset Group Location Inquiry (FAGL) table - alternate view of the FAS1 table.
 - Fixed Asset Location Inquiry (FALC) table - alternate view of the FAS1 and FAS2 tables.
 - Fixed Asset Betterment (FBT1 and FBT2) table.
- ◆ System maintained master tables not currently used by an AFNS agency:
 - Fixed Asset History Inquiry (FHIS)
 - Fixed Asset By Tag Number Inquiry (FBTT)
 - Generated FA Transaction Inquiry (FAPV)

OVERVIEW OF THE SYSTEM MAINTAINED FIXED ASSET MASTER TABLES

Fixed Asset Summary Table (FAS1)

ACTION: R SCREEN: FAS1 USERID: AFNS			
FIXED ASSET SUMMARY INQUIRY (1 OF 2)			
TYPE= B	ASSET NUMBER= 123456789		
	NUMBER OF BETTERMENTS: 01		
DESCRIPTION: RSA UNION BLDG	CATALOG CD:		
USEFUL LIFE: 10	REPLACEMENT DATE:		
LAST INVT DATE: 08 XXXX	CONDITION CODE: 1		
GROUP: BLDG LOCATION: 0001	COMPLEX/BLDG:		
FUND: 1234	AGENCY: AGC	ORG: 5678	ACTIVITY: OBJECT: 0600
FUNDING SOURCE:	REORG DATE:		
ACQ METHOD: P	ACQ DATE: 08 01 XXXX	ASSET VALUE:	2,100,000.00
VALUATION AMT:	0.00	ACCUMULATED SELLING PRICE:	8,500.00
VALUATION DATE:	DEPR METHOD: SL		SALVAGE VALUE: 0.00
DEPR METHOD: SL	LAST DISP DATE: 12 16 XXXX		NET BOOK VALUE: 2,100,000.00
LAST DISP DATE: 12 16 XXXX			
AUTHORITY: KED			
METHOD: S	MEMO DISPOSITION VALUE:	0.00	

- ◆ Contains summary information for all existing fixed assets.
- ◆ Pertains to the original asset record as well as all betterments.
- ◆ FAS1 contains all information except the equity distribution.
- ◆ Entries on this table are updated when a fixed asset transaction is processed into the system.

Fixed Asset Summary Table (FAS2)

ACTION: R SCREEN: FAS2 USERID: AFNS

F I X E D A S S E T S U M M A R Y I N Q U I R Y (2 O F 2)

TYPE= B ASSET NUMBER= 123456789

EQUITY		ACCUMULATED
ACCOUNT	ASSET VALUE	DEPRECIATION
-----	-----	-----
1: 3020	2,100,000.00	534,225.10
2:		
3:		
4:		
5:		
6:		
7:		
8:		
TOTALS:	2,100,000.00	534,225.10

- ◆ FAS2 contains the equity distribution for the entire asset.
- ◆ Entries on this table are updated when a fixed asset transaction is processed into the system.

Fixed Asset Betterment Table (FBT1)

ACTION: R SCREEN: FBT1 USERID: AFNS			
FIXED ASSET BETTERMENT INQUIRY (1 OF 2)			
TYPE= B	ASSET NUMBER= 123456789	BETTERMENT NUMBER= 00	
DESCRIPTION: RSA UNION BLDG	SERIAL NO:		
MANUF NO:	MODEL NO:		
VENDOR: 600053243 00	NAME: C.W. NIELSEN MFG CORP		
PROJECT:	CIP REVERSAL FLAG:		
AREA:	PLAT NUMBER:	CLOSING COSTS:	0.00
UNITS: 00000001	LAST INVT DATE: 08 XXXX	CONDITION CODE: 1	
ACQ METHOD: P	ACQ DATE: 08 01 XXXX	BETTERMENT VALUE:	2,000,000.00
IN SERV DATE:		SELLING PRICE:	0.00
PURCHASE AUTH:		SALVAGE VALUE:	0.00
		NET BOOK VALUE:	2,000,000.00
LAST DISPOSITION DATE:			
AUTHORITY:			
METHOD:	MEMO DISPOSITION VALUE:		0.00
DESCRIPTIONS: 1:	2:	3:	
4:	5:	6:	

- ◆ Contains one entry for each fixed asset and one entry for each betterment recorded against a fixed asset.
- ◆ FBT1 contains all information pertaining to an asset except the equity distribution.
- ◆ Updated when a fixed asset transaction is processed into the system.

Fixed Asset Betterment Table (FBT2)

```
ACTION: R SCREEN: FBT2 USERID: AFNS  
  
F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 2   O F   2 )  
  
      TYPE= B   ASSET NUMBER= 123456789           BETTERMENT NUMBER= 00  
  
      EQUITY    BETTERMENT    ACCUMULATED  
      ACCOUNT   VALUE          DEPRECIATION  
      -----  
1: 3020         2,000,000.00      530,040.00  
2:  
3:  
4:  
5:  
6:  
7:  
8:  
  
      TOTALS:   2,000,000.00      530,040.00
```

- ◆ FBT2 contains the equity distribution for the original asset and the betterment.
- ◆ Updated when a fixed asset transaction is processed into the system.

C. User-maintained Master Tables

- ◆ Data maintained by the user.

- ◆ Stores data used to validate document processing.

- ◆ Five user maintained tables are provided (please see section four - page 36):
 - Fixed Asset Group (FGRP)
 - Fixed Asset Location (FLOC)
 - Fixed Asset Group Category (FGCT)
 - Fixed Asset Group Class (FGCS)
 - Fixed Asset Location Class (FLCS)

- ◆ User Maintained tables not currently used by an AFNS agency:
 - Fixed Asset Location Category (FLCT)
 - Fixed Asset Valuation (FVAL)
 - Fixed Asset Condition/Last Inventory Date Update (FADU)
 - Fixed Asset Reorganization (FARO)
 - Fixed Asset Catalog (FCLG)
 - Manual Depreciation Input (MDEP)

SECTION FOUR: WALK THROUGH EXAMPLES AND ON-LINE PRACTICE SESSION

I. EXAMPLE 1: ADDING A RECORD TO THE GROUP (FGRP) TABLE

Purpose: To learn how to add a record to the Fixed Asset Group Table (FGRP)

Illustrates: How to log-on to AFNS
Adding a record
Scanning for a record
How to log-off of AFNS

Logging into AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00863. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****
```

```
This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
Enter Logon:
d2xcics
```

Type in "**d2xcics**".

Press **ENTER**.

It is assumed that from this point on, you will remember to press the "Enter" key after completely entering the data for each screen.

NOTE: All screen data throughout the course will be in bold face for easy identification. It will not appear that way when you enter it on the computer.

The CICS Sign-On Screen

```
                SIGN-ON FOR CICS RELEASE 6.6.0                APPLID: D2XCICS
PRODUCTION CICS 4.1
-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
-----
Type your Userid and Password, then press ENTER:

      Userid . . . .
      Password . . .

      New Password . . .                (Only for Password change)

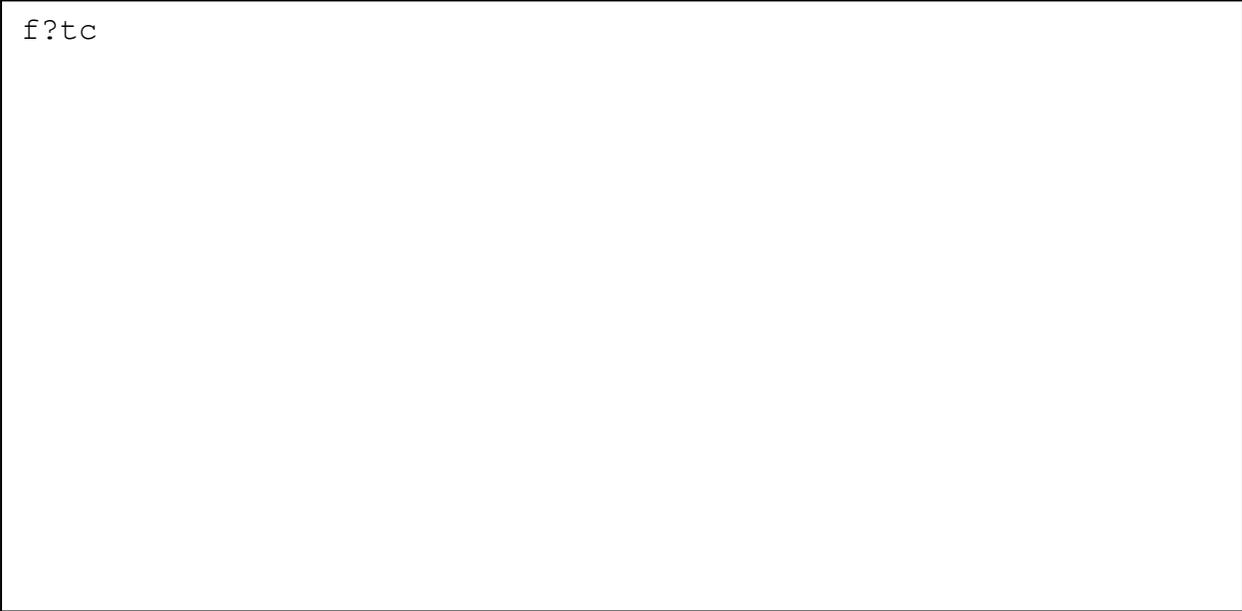
F3/CLEAR: Exit
```

Type in your RACF Userid and Password.

Press **ENTER**.

A blank screen will appear.

Blank Screen Returned



f?tc

Type in '**f?tc**' (where '**?**' is your agency's AFNS application).

Advantage Financial Menu Screen

```
ACTION: N SCREEN: FGRP USERID: afns

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAAAAA NN NN NN TT AAAAAAAAA GG GGGG EEEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAAAAA NN NN NN CC II AAAAAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
```

Type in an 'N' in the ACTION field and 'FGRP' in the SCREEN field to go directly to the Fixed Asset Group Table.

For the USER ID, please enter your AFNS UserID and password.

Press **ENTER**.

Fixed Asset Group (FGRP) Table

```
ACTION: S SCREEN: FGRP USERID: afns

                F I X E D   A S S E T   G R O U P

      TYPE  GROUP  CLASS  CATEGORY  GROUP NAME  SHORT NAME
      ====  =====  -----  -
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

This brings up a blank screen.

Notice the ACTION is "S", this is the default Action when Master Tables are accessed.

Adding a Record to the Fixed Asset Group (FGRP) Table

```
ACTION: a SCREEN: FGRP USERID: AFNS
```

	TYPE	GROUP	CLASS	CATEGORY	GROUP NAME	SHORT NAME
	====	=====	-----	-----	-----	-----
01-	e	c001	oe2	oe	canon	canon
02-						
03-						
04-						
05-						
06-						
07-						
08-						
09-						
10-						
11-						
12-						
13-						
14-						
15-						

Type in your agency's data into the FGRP table.

Type an ACTION of "a" (for Add) to add the new record to the table.

Press **ENTER**.

New Record Added

```
ACTION: S SCREEN: FGRP USERID: AFNS

                F I X E D   A S S E T   G R O U P

      TYPE  GROUP  CLASS  CATEGORY  GROUP NAME          SHORT NAME
      ====  =====  -----  -
01-  E      C001  OE2    OE      CANON              CANON
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
01-*L030 ALL LINES ADDED
```

Note the message at the bottom indicating a successful add to this table.

Now use an "s" ACTION to Scan all records in this table.*

Press **ENTER**.

* The first record shown will be the new one just added since its key is being left on the screen. The records shown after the new one will be those records whose keys are greater than the new record's key (alphabetically and/or numerically).

Scanning the Table

```
ACTION: S SCREEN: FGRP USERID: AFNS

                F I X E D   A S S E T   G R O U P

      TYPE  GROUP  CLASS  CATEGORY  GROUP NAME  SHORT NAME
      ====  =====  -----  -
01-  E      C001  OE2    OE      CANON      CANON
02-  E      P001  OE3    OE      XEROX      XEROX
03-  E      P002  OE3    OE      DESKTOP    DESKTOP
04-  E      T001  OE1    OE      LAPTOP     LAPTOP
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-

05-*L008 END OF FILE
```

Note the order of the records shown.

Fixed Asset Group (FRGP) Table

```
ACTION: E SCREEN: FGRP USERID: AFNS
```

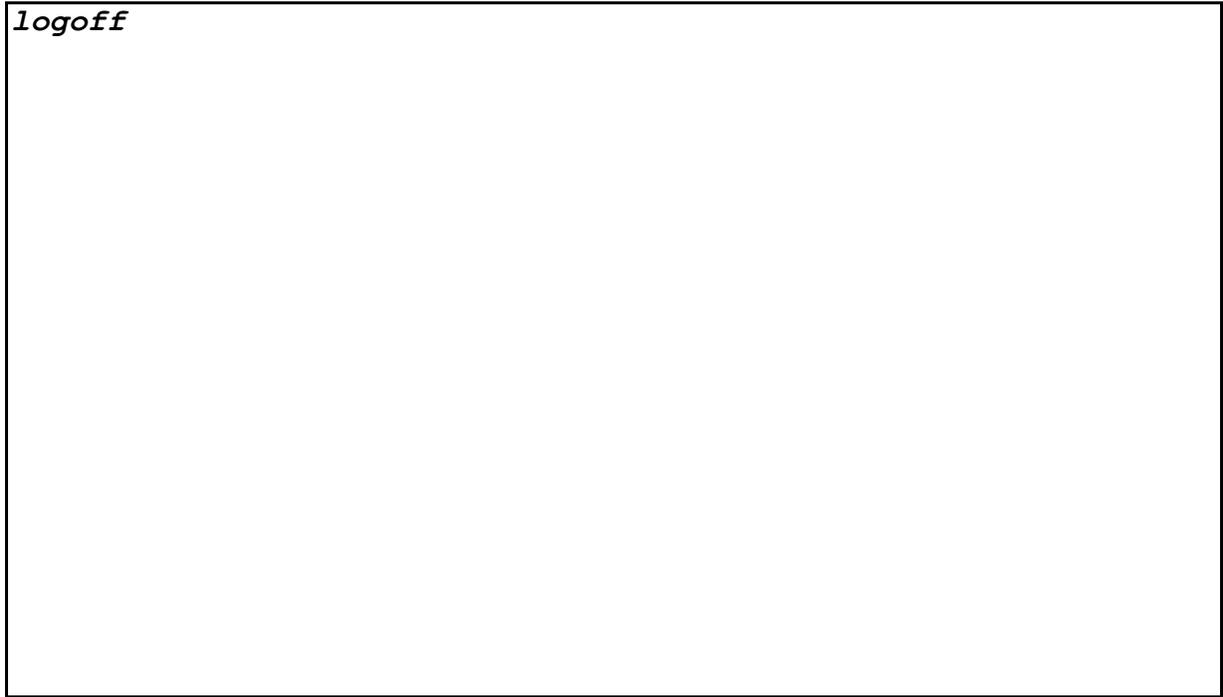
	TYPE	GROUP	CLASS	CATEGORY	GROUP NAME	SHORT NAME
	====	=====	-----	-----	-----	-----
01-	E	C001	OE2	OE	CANON	CANON
02-	E	P001	OE3	OE	XEROX	XEROX
03-	E	P002	OE3	OE	DESKTOP	DESKTOP
04-	E	T001	OE1	OE	LAPTOP	LAPTOP
05-						
06-						
07-						
08-						
09-						
10-						
11-						
12-						
13-						
14-						
15-						

05-*LOO8 END OF FILE

Type "**e**" in the ACTION field to exit this session.

Press **ENTER**.

Blank Screen



logoff

Type in "*logoff*".

Press **ENTER**.

Initial Sign-On Screen

STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION

YOUR LTERM: TCP00789. YOUR IP ADDRESS: 10.133.58.18

***** WARNING *****

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to Criminal and Civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Enter Logon:

You are completely logged off when the Initial Sign-On Screen appears.

II. EXAMPLE 2: ADDING A RECORD TO THE LOCATION (FLOC) TABLE

Purpose: To add a record to the Fixed Asset Location Table
 (FLOC)

Illustrates: How to Log-on to AFNS
 Adding a record
 Scanning for a record

Logging into AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00863. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****
```

```
This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
```

```
Enter Logon:
d2xcics
```

Type in "**d2xcics**".

Press **ENTER**.

It is assumed that from this point on, you will remember to press the "Enter" key after completely entering the data for each screen.

NOTE: All screen data throughout the course will be in bold face for easy identification. It will not appear that way when you enter it on the computer.

The CICS Sign-On Screen

```
                SIGN-ON FOR CICS RELEASE 6.6.0                APPLID: D2XCICS
PRODUCTION CICS 4.1
-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
-----
Type your Userid and Password, then press ENTER:

      Userid . . . .
      Password . . .

      New Password . . .                (Only for Password change)

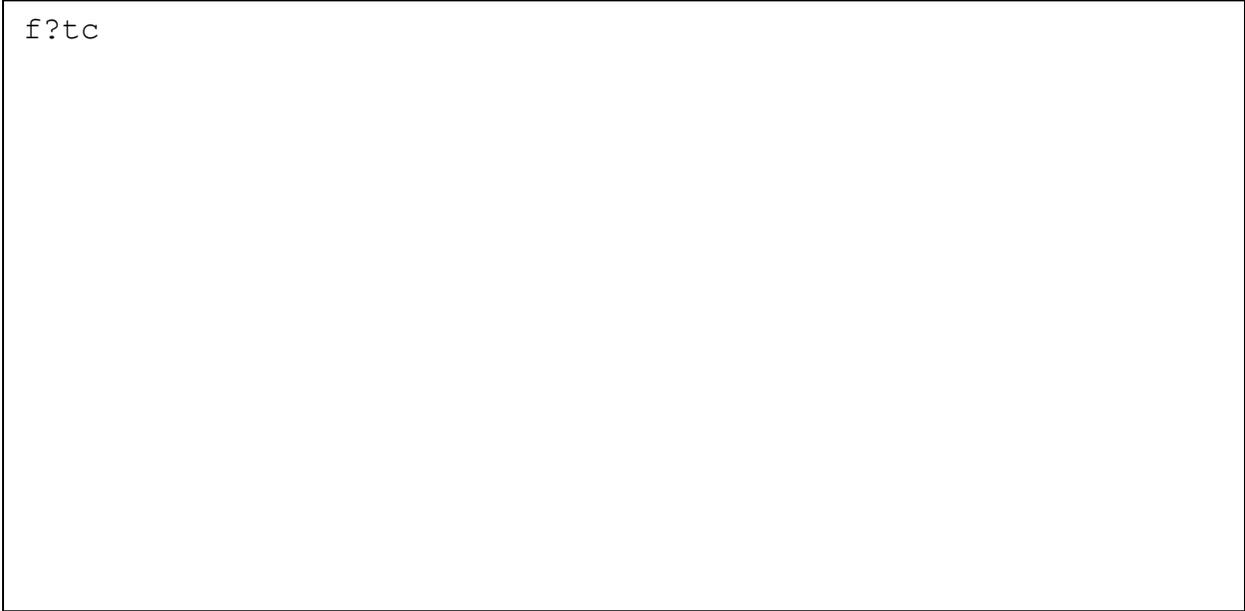
F3/CLEAR: Exit
```

Type in your RACF Userid and Password.

Press **ENTER**.

A blank screen will appear.

Blank Screen Returned



f?tc

Type in 'f?tc' (where '?' is your agency's AFNS application).

Advantage Financial Menu Screen

```
ACTION: N SCREEN: FLOC USERID: afns

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAAAAA NN NN NN TT AAAAAAAAA GG GGGG EEEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAAAAA NN NN NN CC II AAAAAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
```

Type in an 'N' in the ACTION field and 'FLOC' in the SCREEN field to go directly to the Fixed Asset Group Table.

For the USER ID, please enter your AFNS UserID and password.

Press **ENTER**.

Fixed Asset Location (FLOC) Table

```
ACTION: S SCREEN: FLOC USERID: afns

          F I X E D   A S S E T   L O C A T I O N

LOCATION  NAME                CLASS  CATEGORY  SHORT NAME
=====  -----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

This brings up an empty screen.

Note the "S" in Action is the default Action when Master Tables are accessed.

* No actions can be performed before you enter your USERID.

Adding a Record to the Fixed Asset Location (FLOC) Table

```
ACTION: a SCREEN: FLOC USERID: AFNS

                F I X E D   A S S E T   L O C A T I O N

LOCATION  NAME                                CLASS  CATEGORY  SHORT NAME
=====  -----
01- a231    adm building room 234 huntsvil  adm    hu      adm bldg hu
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Type in your agency's data into the FLOC table.

Type an ACTION of "a" (for Add) to add the new record to the table.

Press **ENTER**.

New Record Added

```
ACTION: S SCREEN: FLOC USERID: AFNS

                F I X E D   A S S E T   L O C A T I O N

  LOCATION  NAME                                CLASS  CATEGORY  SHORT NAME
  =====  -----                                ----  -
01- A231    ADM BUILDING ROOM 234 HUNTSVIL  ADM    HU        ADM BLDG HU
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
01-*L030 ALL LINES ADDED
```

Note the message at the bottom indicating a successful add to this table.

Now use an "s" ACTION to Scan all records in this table.*

Press **ENTER**.

* The first record shown will be the new one just added since its key is being left on the screen. The records shown after the new one will be those records whose keys are greater than the new record's key (alphabetically and/or numerically).

Scanning the Table

ACTION: S SCREEN: FLOC USERID: AFNS

F I X E D A S S E T L O C A T I O N

LOCATION	NAME	CLASS	CATEGORY	SHORT NAME
=====	-----	-----	-----	-----
01- A231	ADM BUILDING ROOM 234 HUNTSVIL	ADM	HU	ADM BLDG HU
02- A344	ADM BUILDING ROOM 344 BHAM	ADM	BI	ADM BLD BHAM
03- A657	ADM BUILDING ROOM 657 MONTGOM	ADM	MO	ADM BLDG MO
04- P222	G PERSON ROOM 222 MONTGOMERY	PER	MO	G PERSON MO
05- S101	STATE HOUSE ROOM 101 MONTGOM	STA	MO	ST HOUSE MO
06-				
07-				
08-				
09-				
10-				
11-				
12-				
13-				
14-				
15-				
06-*L008	END OF FILE			

Note the order of the records shown.

**III. EXAMPLE 3: CHANGING A NON-KEY FIELD IN THE FIXED ASSET
GROUP CATEGORY (FGCT) TABLE**

Purpose: To change a non-key field

Illustrates: Moving from one table to another

Getting a record

Changing a record

Moving to the Fixed Asset Group (FGCT) Table

ACTION: **n** SCREEN: **fgct** USERID: AFNS

F I X E D A S S E T L O C A T I O N

LOCATION	NAME	CLASS	CATEGORY	SHORT NAME
=====	-----	-----	-----	-----
01- A231	ADM BUILDING ROOM 234 HUNTSVIL	ADM	HU	ADM BLDG HU
02- A344	ADM BUILDING ROOM 344 BHAM	ADM	BI	ADM BLD BHAM
03- A657	ADM BUILDING ROOM 657 MONTGOM	ADM	MO	ADM BLDG MO
04- P222	G PERSON ROOM 222 MONTGOMERY	PER	MO	G PERSON MO
05- S101	STATE HOUSE ROOM 101 MONTGOM	STA	MO	ST HOUSE MO
06-				
07-				
08-				
09-				
10-				
11-				
12-				
13-				
14-				
15-				
06-*L008	END OF FILE			

Type a "**n**" in the ACTION for "new" and type "**fgct**" in SCREEN ID to move to a new table.

Note: The "**n**" action allows you to move to a new table when a new screen id is entered. When an "**n**" action is entered without a new table id, the same screen appears with no data displayed.

Fixed Asset Group Category (FGCT) Table

```
ACTION: S SCREEN: FGCT USERID: AFNS

          F I X E D   A S S E T   G R O U P   C A T E G O R Y

      GROUP
      TYPE  CATEGORY  NAME                                SHORT NAME
      ====  =====  -----                                -
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The Fixed Asset Group Table will appear.

Fixed Asset Group Category (FGCT) Table

```
ACTION: g SCREEN: FGCT USERID: AFNS

          F I X E D   A S S E T   G R O U P   C A T E G O R Y

      GROUP
      TYPE CATEGORY  NAME                                SHORT NAME
      ==== =====  - - - - - - - - - - - - - - - - - - - - - - - -
01- e   m1
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

Type in your agency's data into the FGCT table.

Press **ENTER**.

The "**g**" in the ACTION allows you to get any record on the table, but you must enter all of the key fields. Key fields are identified by equal signs (=). The key fields for FGCT are Type and Group Category.

Fixed Asset Group Category (FGCT) Table

```
ACTION: G SCREEN: FGCT USERID: AFNS

          F I X E D   A S S E T   G R O U P   C A T E G O R Y

      GROUP
      TYPE CATEGORY  NAME                                SHORT NAME
      ==== =====  -----                                -
01- E      M1        MISCELLENEOUS EQUIPMENT          MISC EQUIP
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The record appears but miscellaneous is misspelled.

Fixed Asset Group Category (FGCT) Table

```
ACTION: c SCREEN: FGCT USERID: AFNS

          F I X E D   A S S E T   G R O U P   C A T E G O R Y

      GROUP
      TYPE CATEGORY  NAME                               SHORT NAME
      ==== =====  -----
01- E      M1      MISCELLANEOUS EQUIPMENT      MISC EQUIP
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

To change the record put a "c" in ACTION, and insert an "a" in the appropriate place.

Press **ENTER**.

Fixed Asset Group Category (FGCT) Table

```
ACTION: C SCREEN: FGCT USERID: AFNS

          F I X E D   A S S E T   G R O U P   C A T E G O R Y

      GROUP
      TYPE CATEGORY NAME                                SHORT NAME
      ==== ===== - - - - - - - - - - - - - - - - - - - - - - - -
01- E      M1      MISCELLANEOUS EQUIPMENT          MISC EQUIP
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
01-*L031 ALL LINES CHANGED
```

The record has been changed without re-entering the entire record.

**IV EXAMPLE 4: CHANGING A KEY-FIELD IN THE FIXED ASSET GROUP CLASS
(FGCS) Table**

Purpose: To change a key-field

Illustrates: Moving from one table to another

Getting a record

Deleting a record

Adding a record

Moving to the Fixed Asset Group (FGCS) Table

```
ACTION: n SCREEN: fgcs USERID: AFNS

          F I X E D   A S S E T   G R O U P   C A T E G O R Y

          GROUP
          TYPE  CATEGORY  NAME                                SHORT NAME
          ====  =====  -----
01- E      M1          MISCELLANEOUS EQUIPMENT          MISC EQUIP
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
01-*L031 ALL LINES CHANGED
```

To move to the Fixed Asset Group Class Table (FGCS), place an "n" in the ACTION and "fgcs" in the SCREEN field.

Press **ENTER**.

Fixed Asset Group Class (FGCS) Table

```
ACTION: g SCREEN: FGCS USERID: AFNS

          F I X E D   A S S E T   G R O U P   C L A S S

      GROUP
      TYPE CLASS  NAME                                SHORT NAME
      ==== ===== -----
01- e   00n
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The Fixed Asset Group Class Table appears.

To get a record, place a "**g**" in the ACTION and enter the appropriate entries in the key fields.

Press **ENTER**.

Note: Remember, with a **Get** ACTION all of the key fields must be entered.

Fixed Asset Group Class (FGCS) Table

```
ACTION: G SCREEN: FGCS USERID: AFNS

          F I X E D   A S S E T   G R O U P   C L A S S

      GROUP
      TYPE CLASS NAME                                SHORT NAME
      ==== ===== - - - - - - - - - - - - - - - - - - - - - - - -
01- E     OON  CALCULATORS                          CALCULATORS
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The Group Class for this record is wrong, it should be "OEN". Since this is a key field a change cannot be done.

Turn to the next page to see how to correct the group class.

Fixed Asset Group Class (FGCS) Table

ACTION: **d** SCREEN: FGCS USERID: AFNS

```
          F I X E D   A S S E T   G R O U P   C L A S S
      TYPE  GROUP
      CLASS NAME                               SHORT NAME
      =====
01- E      OON      CALCULATORS                CALCULATORS
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

Place a "**d**" in ACTION to delete the record.

Press **ENTER**.

Fixed Asset Group Class (FGCS) Table

```
ACTION: a SCREEN: FGCS USERID: AFNS

          F I X E D   A S S E T   G R O U P   C L A S S

      GROUP
      TYPE CLASS  NAME                                SHORT NAME
      ==== =====
01- E    OeN    CALCULATORS                            CALCULATORS
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
01-*L032 ALL LINES DELETED
```

After pressing the enter key, the message displayed should be "ALL LINES DELETED".

To correct the group class, put an "a" in the ACTION and type an "e" over the "O".

Press **ENTER**.

Note: The "a" action adds the record back to the table correctly.

Fixed Asset Group Class (FGCS) Table

```
ACTION: S SCREEN: FGCS USERID: AFNS

          F I X E D   A S S E T   G R O U P   C L A S S

      TYPE  GROUP  CLASS  NAME                                SHORT NAME
      =====
01- E      OEN    CALCULATORS                                CALCULATORS
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
01-*L030 ALL LINES ADDED
```

The record has been added correctly.

V EXAMPLE 5: CHANGING A KEY-FIELD IN THE FIXED ASSET LOCATION CLASS (FLCS) Table

Purpose: To change a key-field

Illustrates: Moving from one table to another

Getting a record

Deleting a record

Adding a record

How to log-off of AFNS

Moving to the Fixed Asset Location Class (FLCS) Table

```
ACTION: n SCREEN: flcs USERID: AFNS
```

F I X E D A S S E T G R O U P C L A S S			
	GROUP		
TYPE	CLASS	NAME	SHORT NAME
====	=====	-----	-----
01- E	OEN	CALCULATORS	CALCULATORS
02-			
03-			
04-			
05-			
06-			
07-			
08-			
09-			
10-			
11-			
12-			
13-			
14-			

To move to the Fixed Asset Location Class Table (FLCS), place an "n" in the ACTION and "flcs" in the SCREEN field.

Press **ENTER**.

Fixed Asset Location Class (FLCS) Table

```
ACTION: g SCREEN: FLCS USERID: AFNS

          F I X E D   A S S E T   L O C A T I O N   C L A S S

LOCATION
CLASS  NAME                               SHORT NAME
=====  -----  -----
01- 01
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The Fixed Asset Location Class Table appears.

To get a record, place a "**g**" in the ACTION and enter the appropriate entries in the key fields.

Press **ENTER**.

Note: Remember, with a **Get** ACTION all of the key fields must be entered.

Fixed Asset Location Class (FLCS) Table

```
ACTION: R SCREEN: FLCS USERID: AFNS

          F I X E D   A S S E T   L O C A T I O N   C L A S S

LOCATION
CLASS  NAME                                     SHORT NAME
=====
01- 01  PRODUCTS & SERVICES                       PROD & SERV
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The Location Class for this record is wrong; it should be "PS". Since this is a key field a change cannot be done.

Turn to the next page to see how to correct the location class.

Fixed Asset Location Class (FLCS) Table

```
ACTION: d SCREEN: FLCS USERID: AFNS
```

F I X E D A S S E T L O C A T I O N C L A S S		
LOCATION CLASS	NAME	SHORT NAME
=====	-----	-----
01- 01	PRODUCTS & SERVICES	PROD & SERV
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		
13-		
14-		

Place a "**d**" in ACTION to delete the record.

Press **ENTER**.

Fixed Asset Location Class (FLCS) Table

```
ACTION: A SCREEN: FLCS USERID: AFNS

          F I X E D   A S S E T   L O C A T I O N   C L A S S

LOCATION
CLASS  NAME                               SHORT NAME
=====
01- ps   PRODUCTS & SERVICES                     PROD & SERV
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
01-*L032 ALL LINES DELETED
```

After pressing the enter key, the message displayed should be "ALL LINES DELETED".

To correct the location class, put an "a" in the ACTION and type a "PS" over the "01".

Press **ENTER**.

Note: The "a" action adds the record back to the table correctly.

Fixed Asset Location Class (FLCS) Table

ACTION: S SCREEN: FLCS USERID: AFNS

F I X E D A S S E T L O C A T I O N C L A S S

LOCATION CLASS	NAME	SHORT NAME
=====	-----	-----
01- PS	PRODUCTS & SERVICES	PROD & SERV
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		
13-		
14-		

01-*L030 ALL LINES ADDED

The record has been added correctly.

Fixed Asset Location Class (FLCS) Table

```
ACTION: e SCREEN: FLCS USERID: AFNS

          F I X E D   A S S E T   L O C A T I O N   C L A S S

LOCATION
CLASS  NAME                                SHORT NAME
=====  -----
01- PS  PRODUCTS & SERVICES                   PROD & SERV
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
01-*L030 ALL LINES ADDED
```

Type "e" in the ACTION to exit this session.

Press **ENTER**.

A blank screen will appear.

logoff

Type in "*logoff*" to log off the system.

Press **ENTER**.

Initial Sign-On Screen

STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00789. YOUR IP ADDRESS: 10.133.58.18

***** WARNING *****

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to Criminal and Civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Enter Logon:

You are completely logged off when the Initial Sign-On Screen appears.

SESSION

**EXAMPLE 1: ORIGINAL ENTRY OF A FIXED ASSET ACQUISITION (FA)
DOCUMENT**

Purpose: To enter and process a FA transaction

Illustrates: Signing on to AFNS

Creating a document from a table

Performing an Edit Function

Performing a Run Function

Scanning tables updated by the accepted FA
transaction

Logging into AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00863. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****
```

```
This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
```

```
Enter Logon:
d2xcics
```

Type in "**d2xcics**".

Press **ENTER**.

It is assumed that from this point on, you will remember to press the "Enter" key after completely entering the data for each screen.

NOTE: All screen data throughout the course will be in bold face for easy identification. It will not appear that way when you enter it on the computer.

The CICS Sign-On Screen

```
                SIGN-ON FOR CICS RELEASE 6.6.0                APPLID: D2XCICS
PRODUCTION CICS 4.1
-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
-----
Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .

    New Password . . .                (Only for Password change)

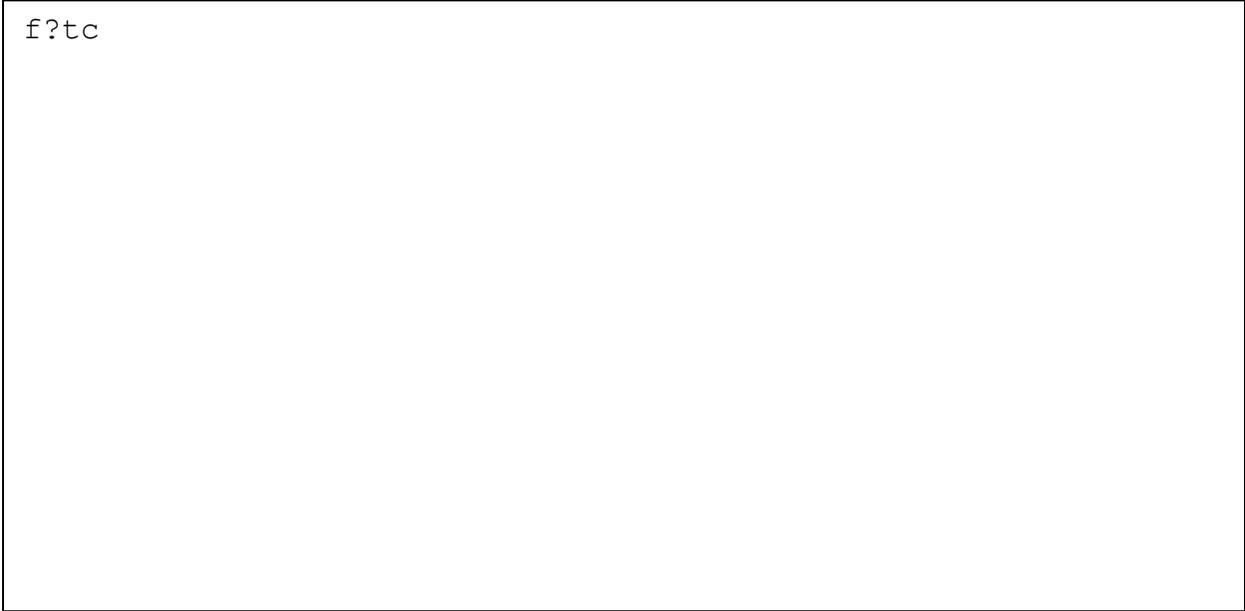
F3/CLEAR: Exit
```

Type in your RACF Userid and Password.

Press **ENTER**.

A blank screen will appear.

Blank Screen Returned



f?tc

Type in 'f?tc' (where '?' is your agency's AFNS application).

Advantage Financial Menu Screen

```
ACTION: N SCREEN: SUSF USERID: afns

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAAAAA NN NN NN TT AAAAAAAAA GG GGGG EEEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAAAAA NN NN NN CC II AAAAAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
```

Type in an 'N' in the ACTION field and 'SUSF' in the SCREEN field to go directly to the Suspense File (SUSF) screen.

For the USER ID, please enter your AFNS UserID and password.

Press **ENTER**.

NOTE: Suspense File (SUSF) screen. The SUSF screen is one place transactions can be created in AFNS. The AFNS SUSF screen is also the table where all transactions reside for a short period of time. Accepted transactions stay on the AFNS SUSF screen for five business days. Rejected, held, and pending transactions stay on the AFNS SUSF screen indefinitely until they are corrected/processed or deleted. Deleted transactions are removed from the AFNS SUSF screen during nightly cycle.

Fixed Asset Acquisition Input (FA) Form

FUNCTION: NEW	DOCID: FA	AGC	XAGC0000001
STATUS:	BATID:	ORG:	
FIXED ASSET ACQUISITION INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:	ACTION:	
CAT CODE:	FA NUMBER:		
FA TYPE:	FA GROUP:	FA COMPLEX/BUILD:	FA LOC:
FUND:	AGENCY:	ORG:	ACTIVITY:
ACQ DATE:	ACQ METHOD:	OBJECT:	
PROJECT CODE:	CIP REVERSAL FLAG:		
SERIAL NUM:	MANUFACTURER:		
VENDOR CODE:	MODEL NUMBER:		
VENDOR NAME:			
SURFACE AREA:	PLAT NUM:		
PURCH AUTH:	IN SERVICE DATE:		
VAL DATE:	VALUATION AMT:		
UNITS:	CLOSING COSTS:		
USEFUL LIFE:	REPL DATE:	SALVAGE VALUE:	
DEPR METHOD:	MEMO DISP VALUE:		
ASSET DESCRIPTION:			
FUNDING SOURCE:			
TOTAL ASSET VALUE:			

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

The fixed asset input form appears.

The word 'NEW' appears in the FUNCTION field and only the document type appears in the document ID field. Before proceeding, the document id must be assigned by entering an agency code and a unique document ID number. Agencies that use automatic numbering will type a # sign in the document number field.

Press **ENTER**.

Fixed Asset Acquisition Input (FA) Form

FUNCTION:	DOCID: FA	AGC	XAGC0000001
STATUS:	BATID:	ORG:	
FIXED ASSET ACQUISITION INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:	ACTION:	
CAT CODE:	FA NUMBER:	92-01121	
FA TYPE: e	FA GROUP: e003	FA COMPLEX/BUILD: state ho	FA LOC: s101
FUND: 1234	AGENCY: AGC	ORG: 1020	ACTIVITY: OBJECT: 1400
ACQ DATE: 06 24 XXXX	ACQ METHOD: p		
PROJECT CODE:	CIP REVERSAL FLAG:		
SERIAL NUM:	MANUFACTURER:		
VENDOR CODE: 630512658 05	MODEL NUMBER:		
VENDOR NAME:			
SURFACE AREA:	PLAT NUM:		
PURCH AUTH:	IN SERVICE DATE:		
VAL DATE:	VALUATION AMT:		
UNITS:	CLOSING COSTS:		
USEFUL LIFE: 10	REPL DATE:	SALVAGE VALUE:	
DEPR METHOD: s1	MEMO DISP VALUE:		
ASSET DESCRIPTION: canon calculator			
FUNDING SOURCE: 01234			
TOTAL ASSET VALUE: 150.00			

Enter your agency's data into the FA transaction.

The system will not edit the data until you specify a function.

Press **ENTER** to go to the next screen.

Note: Every field on the screen is not required.

Fixed Asset Acquisition Input (FA) Form

FUNCTION:	DOCID: FA	AGC	XAGC00000001	
STATUS:	BATID:		ORG:	000-000 OF 000
	FIXED ASSET ACQUISITION INPUT FORM			
	(EQUITY DISTRIBUTION SCREEN)			
EQUITY ACCT 1:	3020	ASSET VAL 1:	150.00	
EQUITY ACCT 2:		ASSET VAL 2:		
EQUITY ACCT 3:		ASSET VAL 3:		
EQUITY ACCT 4:		ASSET VAL 4:		
EQUITY ACCT 5:		ASSET VAL 5:		
EQUITY ACCT 6:		ASSET VAL 6:		
EQUITY ACCT 7:		ASSET VAL 7:		
EQUITY ACCT 8:		ASSET VAL 8:		
DESCRIPTION 1:		2:		
3:		4:		
5:		6:		

Enter your agency's data into the FA transaction.

Note: The "EQUITY ACCT" is optional. If left blank, the equity account will default to the Contribution to Fixed Assets balance sheet account code from the System Special Accounts Table (SPEC).

Fixed Asset Acquisition Input (FA) Form

Online-editing and off-line processing

FUNCTION: ed	DOCID: FA	AGC	XAGC00000001	
STATUS:	BATID:		ORG:	000-000 OF 000
	FIXED ASSET ACQUISITION INPUT FORM			
	(EQUITY DISTRIBUTION SCREEN)			
EQUITY ACCT 1:	3020	ASSET VAL 1:	150.00	
EQUITY ACCT 2:		ASSET VAL 2:		
EQUITY ACCT 3:		ASSET VAL 3:		
EQUITY ACCT 4:		ASSET VAL 4:		
EQUITY ACCT 5:		ASSET VAL 5:		
EQUITY ACCT 6:		ASSET VAL 6:		
EQUITY ACCT 7:		ASSET VAL 7:		
EQUITY ACCT 8:		ASSET VAL 8:		
DESCRIPTION 1:		2:		
	3:	4:		
	5:	6:		

To perform the on-line edits and schedule the document for off-line processing:

Enter "**ed**" in the FUNCTION field.

Press **ENTER**.

Fixed Asset Acquisition Input (FA) Form

On-line processing

FUNCTION: r	DOCID: FA	AGC	XAGC000001
STATUS: SCHED	BATID:		ORG:
FIXED ASSET ACQUISITION INPUT FORM			
TRANS DATE:		ACCOUNTING PRD:	ACTION: E
CAT CODE:		FA NUMBER: 92-01121	
FA TYPE: E	FA GROUP: E003	FA COMPLEX/BUILD: STATE HO	FA LOC: S101
FUND: 1234	AGENCY: AGC	ORG: 1020 ACTIVITY:	OBJECT: 1400
ACQ DATE: 06 24 XXXX		ACQ METHOD: P	
PROJECT CODE:		CIP REVERSAL FLAG:	
SERIAL NUM:		MANUFACTURER:	
VENDOR CODE: 630512658 05		MODEL NUMBER:	
VENDOR NAME: HARBIN'S INC			
SURFACE AREA:		PLAT NUM:	
PURCH AUTH:		IN SERVICE DATE:	
VAL DATE:		VALUATION AMT:	
UNITS:		CLOSING COSTS:	
USEFUL LIFE: 10	REPL DATE:	SALVAGE VALUE:	
DEPR METHOD: SL		MEMO DISP VALUE:	
ASSET DESCRIPTION: CANON CALCULATOR			
FUNDING SOURCE: 1234			
TOTAL ASSET VALUE:	150.00		
A--*HP01-WARNING MSGS; PLEASE REVIEW H--F003W-VENDOR NAME HAS BEEN INFERRED			

The document is scheduled for off-line processing.

Notice the status of the document is **SCHED**. This means that the document passed all of the edits and will update during the nightly cycle.

To perform on-line edits and update the tables on-line:

Enter "**r**" (run) in the FUNCTION field.

Press **ENTER**.

Note: A FUNCTION of "**r**" will perform an edit and if no errors exist, it will update the appropriate tables. The ledgers will not update until after the nightly cycle runs.

Accepted Fixed Asset Transaction (FA)

FUNCTION: e	DOCID: FA	AGC	XAGC000001
STATUS: ACCPT	BATID:	ORG:	
FIXED ASSET ACQUISITION INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:	ACTION: E	
CAT CODE:	FA NUMBER: 92-01121		
FA TYPE: E	FA GROUP: E003	FA COMPX/BUILD: STATE HO	FA LOC: S101
FUND: 1234	AGENCY: AGC	ORG: 1020	ACTIVITY: OBJECT: 1400
ACQ DATE: 06 24 XXXX	ACQ METHOD: P		
PROJECT CODE:	CIP REVERSAL FLAG:		
SERIAL NUM:	MANUFACTURER:		
VENDOR CODE: 630512658 05	MODEL NUMBER:		
VENDOR NAME: HARBIN'S INC			
SURFACE AREA:	PLAT NUM:		
PURCH AUTH:	IN SERVICE DATE:		
VAL DATE:	VALUATION AMT:		
UNITS:	CLOSING COSTS:		
USEFUL LIFE: 10	REPL DATE:	SALVAGE VALUE:	
DEPR METHOD: SL	MEMO DISP VALUE:		
ASSET DESCRIPTION: CANON CALCULATOR			
FUNDING SOURCE: 1234			
TOTAL ASSET VALUE:	150.00		
A--*HP20-DOCUMENT ACCEPTED		A--*HP01-WARNING MSGS; PLEASE REVIEW	
H--F003W-VENDOR NAME HAS BEEN INFERRED			

The document has been accepted and the corresponding tables have been updated.

Two areas inform the user the document has been accepted.

- ◆ The STATUS field has ACCPT (accepted)
- ◆ The Message Area located at the bottom of the screen gives a detailed message.

As discussed in Section One, the Fixed Asset Acquisition document updates the Fixed Asset Summary (FAS1, FAS2) tables and the Fixed Asset Betterment (FBT1, FBT2) tables.

To view the results of this transaction:

Enter "e" (end) in the FUNCTION field. This ends this document and returns to the table that was displayed before the FA transaction was created.

Press **ENTER**.

Going from SUSF screen to the Fixed Asset Summary Inquiry Master (FAS1) Table

```
ACTION: S  SCREEN: SUSF  USERID: AFNS
FUNCTION:                ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT
E -----
L TYPE AGCY NUMBER  TYPE AGCY   NUMBER   STAT  APPRV  DATE    LAST   LAST   PROCESS
-----
      (YMMDD)
```

We have returned to the SUSF table.

The password does not have to be entered again.

Please see the next page.

Going from SUSF screen to the Fixed Asset Summary Inquiry Master (FAS1) Table (continued)

```
ACTION: n SCREEN: fas1 USERID: AFNS
FUNCTION:          ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT
E -----
L TYPE AGCY NUMBER  TYPE AGCY   NUMBER   STAT  APPRV  DATE    LAST   LAST   PROCESS
-----
                (YMMDD)
```

Enter "n" (next) in the ACTION field.

Enter "fas1" in the SCREEN field.

Press **ENTER**.

Scanning the Fixed Asset Summary (FAS1) Table

```
ACTION: S SCREEN: FAS1 USERID: AFNS

  F I X E D   A S S E T   S U M M A R Y   I N Q U I R Y   ( 1   O F   2 )

      TYPE= e                               ASSET NUMBER= 92-01121
                                NUMBER OF BETTERMENTS:
DESCRIPTION:                               CATALOG CD:
USEFUL LIFE:                               REPLACEMENT DATE:
LAST INVT DATE:                           CONDITION CODE:
      GROUP:                               LOCATION:                               COMPLEX/BLDG:

      FUND:                               AGENCY:                               ORG:                               ACTIVITY:                               OBJECT:
FUNDING SOURCE:                           REORG DATE:

      ACQ METHOD:                           ACQ DATE:                               ASSET VALUE:
VALUATION AMT:                             ACCUMULATED SELLING PRICE:
VALUATION DATE:                           SALVAGE VALUE:
      DEPR METHOD:                           NET BOOK VALUE:
LAST DISP DATE:
      AUTHORITY:
      METHOD:                               MEMO DISPOSITION VALUE:
```

The "S" (scan) in the ACTION field is the default action.

Enter your agency's type* in the TYPE field.

Enter your agency' asset number in the ASSET NUMBER field.

Press **ENTER**.

*The type can be located on the Fixed Asset Type (FATP) table.

Fixed Asset Summary Inquiry Table - Screen 1 of 2 (FAS1)

ACTION: L SCREEN: FAS1 USERID: AFNS			
F I X E D A S S E T S U M M A R Y I N Q U I R Y (1 O F 2)			
TYPE= E	ASSET NUMBER= 92-01121		
	NUMBER OF BETTERMENTS: 00		
DESCRIPTION: CANON CALCULATOR	CATALOG CD:		
USEFUL LIFE: 10	REPLACEMENT DATE:		
LAST INVT DATE: 06 XXXX	CONDITION CODE: 1		
GROUP: E003	LOCATION: S101	COMPLEX/BLDG: STATE HO	
FUND: 1234	AGENCY: AGC	ORG: 1020	ACTIVITY: OBJECT: 1400
FUNDING SOURCE: 1234	REORG DATE:		
ACQ METHOD: P	ACQ DATE: 06 24 XXXX	ASSET VALUE:	150.00
VALUATION AMT:	0.00	ACCUMULATED SELLING PRICE:	0.00
VALUATION DATE:	SALVAGE VALUE:		0.00
DEPR METHOD: SL	NET BOOK VALUE:		150.00
LAST DISP DATE:			
AUTHORITY:			
METHOD:	MEMO DISPOSITION VALUE:	0.00	

This is the result of the FA transaction created in the last exercise. The fixed asset tables were updated immediately, when the document was run (updated).

Leaf to Screen 2 of 2:

Enter "**L**" in the ACTION field.

Press **ENTER**.

Fixed Asset Summary Inquiry Table - Screen 2 of 2 (FAS2)

```
ACTION: L SCREEN: fbt1 USERID: AFNS

  F I X E D   A S S E T   S U M M A R Y   I N Q U I R Y   ( 2   O F   2 )

  TYPE= E      ASSET NUMBER= 92-01121

  EQUITY
  ACCOUNT      ASSET VALUE      ACCUMULATED
  -----      -----      -----
1: 3020                150.00                0.00
2:
3:
4:
5:
6:
7:
8:

      TOTALS:                150.00                0.00
```

Displayed is the information, which was entered on the second screen of the FA transaction.

To view the Fixed Asset Betterment Table record, **Leaf** to the FBT1 table.

Enter "**L**" in the ACTION.

Enter "**fbt1**" in the SCREEN field.

Press **ENTER**.

Fixed Asset Betterment Inquiry Table - Screen 1 of 2 (FBT1)

```
ACTION: L SCREEN: FBT1 USERID: AFNS

  F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E      ASSET NUMBER= 92-01121      BETTERMENT NUMBER= 00
DESCRIPTION: CANON CALCULATOR      SERIAL NO:
MANUF NO:      MODEL NO:
VENDOR: 630512658 05      NAME: HARBIN'S INC
PROJECT:      CIP REVERSAL FLAG:
AREA:      PLAT NUMBER:      CLOSING COSTS:      0.00
UNITS: 00000001 LAST INVT DATE: 06 XXXX      CONDITION CODE: 1

ACQ METHOD: P      ACQ DATE: 06 24 XXXX      BETTERMENT VALUE:      150.00
IN SERV DATE:      SELLING PRICE:      0.00
PURCHASE AUTH:      SALVAGE VALUE:      0.00
      NET BOOK VALUE:      150.00

      LAST DISPOSITION DATE:
      AUTHORITY:
      METHOD:      MEMO DISPOSITION VALUE:      0.00

DESCRIPTIONS: 1:      2:      3:
                4:      5:      6:
```

The **Leaf** action brought forward the fixed asset key fields to the Betterment Table.

The FBT1 betterment record displays '00' indicating the data is from the original FA transaction.

Leaf to screen 2 of the Betterment Table:

Enter "**L**" in the ACTION field.

Press "**ENTER**"

Fixed Asset Betterment Inquiry Table - Screen 2 of 2 (FBT2)

```
ACTION: R SCREEN: FBT2 USERID: AFN7

  F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 2   O F   2 )

      TYPE= E   ASSET NUMBER= 92-01121           BETTERMENT NUMBER= 00

      EQUITY    BETTERMENT    ACCUMULATED
      ACCOUNT   VALUE          DEPRECIATION
      -----   -----
1: 3020                150.00          0.00
2:
3:
4:
5:
6:
7:
8:

      TOTALS:                150.00          0.00
```

Displayed is the information, which was entered on the second screen of the FA transaction.

**EXAMPLE 2: ORIGINAL ENTRY OF A FIXED ASSET BETTERMENT (FB)
DOCUMENT**

Purpose: Original entry of a FB document

Illustrates: Creating a document from a table

Performing a Run Function

Scanning tables updated by the accepted FB
transaction.

Fixed Asset Betterment Inquiry Table - Screen 2 of 2 (FBT2)

```
ACTION: L SCREEN: fb USERID: AFNS

FIXED ASSET BETTERMENT INQUIRY ( 2 OF 2 )

TYPE= E ASSET NUMBER= 92-01121 BETTERMENT NUMBER= 00

EQUITY BETTERMENT ACCUMULATED
ACCOUNT VALUE DEPRECIATION
-----
1: 3020 150.00 0.00
2:
3:
4:
5:
6:
7:
8:

TOTALS: 150.00 0.00
```

The FBT2 table is where the last exercise left off.

Create a FB document by **L**eaving into a new document.

Enter "**L**" in the ACTION.

Enter "**fb**" in the SCREEN ID. Space over the last two characters.

Press **ENTER**.

Fixed Asset Betterment Input (FB) Form

FUNCTION:	DOCID: FB	AGC	XAGC0000002
STATUS:	BATID:	ORG:	
FIXED ASSET BETTERMENT INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:		
FA NUMBER: 92-01121	FA TYPE: e	BETTERMENT NUMBER:	01
ACQ DATE: 06 24 XXXX	ACQ METHOD: p		
PROJECT CODE:	CIP REVERSAL FLAG:		
SERIAL NUM:	MANUFACTURER:		
VENDOR CODE: 630512658 05	MODEL NUMBER:		
VENDOR NAME:			
SURFACE AREA:	PLAT NUM:		
PURCH AUTH:	IN SERVICE DATE:		
UNITS:	CLOSING COSTS:		
SALVAGE VALU:			
BETTERMENT DESCRIPTION: new plug			
TOTAL BETTERMENT VALUE: 10.00			

Enter your agency's data into the FB transaction.

Press **ENTER** to go to the next screen.

Fixed Asset Betterment Input (FB) Form

FUNCTION: r	DOCID: FB	AGC	XAGC0000002	
STATUS:	BATID:		ORG:	000-000 OF 000
	FIXED ASSET BETTERMENT INPUT FORM			
	(EQUITY DISTRIBUTION SCREEN)			
EQUITY ACCT 1:	3020	BETTERMENT VAL 1:	10.00	
EQUITY ACCT 2:		BETTERMENT VAL 2:		
EQUITY ACCT 3:		BETTERMENT VAL 3:		
EQUITY ACCT 4:		BETTERMENT VAL 4:		
EQUITY ACCT 5:		BETTERMENT VAL 5:		
EQUITY ACCT 6:		BETTERMENT VAL 6:		
EQUITY ACCT 7:		BETTERMENT VAL 7:		
EQUITY ACCT 8:		BETTERMENT VAL 8:		
DESCRIPTION 1:		2:		
3:		4:		
5:		6:		

Enter the betterment value into the FA transaction.

To process immediately:

Enter '**r**' in the FUNCTION to edit and process the document on-line.

Press **ENTER**.

Fixed Asset Betterment Input (FB) Form

FUNCTION: e susf	DOCID: FB	AGC	XAGC0000002
STATUS: ACCPT	BATID:		ORG:
	FIXED ASSET BETTERMENT INPUT FORM		
TRANS DATE:	ACCOUNTING PRD:		
FA NUMBER: 92-01121	FA TYPE: E		BETTERMENT NUMBER: 01
ACQ DATE: 06 24 XXXX		ACQ METHOD: P	
PROJECT CODE:		CIP REVERSAL FLAG:	
SERIAL NUM:		MANUFACTURER:	
VENDOR CODE: 630512658 05		MODEL NUMBER:	
VENDOR NAME: HARBIN'S INC			
SURFACE AREA:		PLAT NUM:	
PURCH AUTH:		IN SERVICE DATE:	
UNITS:		CLOSING COSTS:	
SALVAGE VALU:			
BETTERMENT DESCRIPTION: NEW PLUG			
TOTAL BETTERMENT VALUE:		10.00	
A--*HP20-DOCUMENT ACCEPTED		A--*HP01-WARNING MSGS; PLEASE REVIEW	
H--F003W-VENDOR NAME HAS BEEN INFERRED			

The document is accepted.

To go to the SUSF screen and scan this document, please enter the following:

Enter '**e susf**' in the FUNCTION field

Press **ENTER**.

This command will **end** the document and the system will display the SUSF screen.

Scanning the Document Suspense File Table (SUSF)

ACTION: **s** SCREEN: SUSF USERID: AFNS
FUNCTION: ORG:

D O C U M E N T S U S P E N S E

S	BATCH		DOCUMENT			PROCESS				
E	-----		-----			LAST	LAST	DATE		
L	TYPE	AGCY NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
			fb	AGC	XAGC0000002					

To scan for a document:

Enter "**s**" in the ACTION.

Enter "**fb**" in the document type.

Enter your agency's code in the agency field.

Enter your agency's transaction number in the document ID.

Press **ENTER**.

Scanning the Document Suspense File Table (SUSF)

ACTION: **S** SCREEN: SUSF USERID: AFNS
FUNCTION: ORG:

```
          D O C U M E N T   S U S P E N S E  
S          BATCH          DOCUMENT  
E -----  
L TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  DATE    LAST  LAST  DATE  
-----  
          .      .      .      FB   AGC   XAGC0000002  ACCPT 00000  XX0629  AFNS
```

The document will appear at the top of the list when scanning for a specific document.

The document has an ACCPT status.

To scan the FB document:

Enter '**s**' in the ACTION.

Place the cursor anywhere on the line of the document.

Press **ENTER**.

Scanning a Document

```
FUNCTION: E FAS1          DOCID: FB   AGC   XAGC0000002
STATUS:  ACCPT          BATID:          ORG:
                        FIXED ASSET BETTERMENT INPUT FORM
TRANS DATE:          ACCOUNTING PRD:
FA NUMBER: 92-01121   FA TYPE:  E          BETTERMENT NUMBER:  01

ACQ DATE: 06 24 XXXX          ACQ METHOD: P
PROJECT CODE:          CIP REVERSAL FLAG:
SERIAL NUM:          MANUFACTURER:
VENDOR CODE: 63051265805     MODEL NUMBER:
VENDOR NAME: HARBIN'S INC
SURFACE AREA:          PLAT NUM:
PURCH AUTH:          IN SERVICE DATE:
UNITS:          CLOSING COSTS:
SALVAGE VALU:

BETTERMENT DESCRIPTION: NEW PLUG
TOTAL BETTERMENT VALUE:          10.00
```

A--*HS60-DOCUMENT MARKED FOR READ ONLY H--F003W-VENDOR NAME HAS BEEN INFERRED

Notice the message at the bottom of the screen, this document is **"read only."** This means that the document cannot be changed because it is accepted and the information on the document has updated the Fixed Asset Master Tables (FAS1, FAS2, FBT1, and FBT2). A Fixed Asset Modification Transaction (FC) must be used to change any data on an accepted document.

To view the effects of this transaction on the Fixed Asset Table:

Enter **"e fas1"** in the FUNCTION field.

Press **ENTER**.

Moving From a Document to the Fixed Asset Summary Master Tables

```
ACTION: s SCREEN: FAS1 USERID: AFNS

      F I X E D   A S S E T   S U M M A R Y   I N Q U I R Y   ( 1   O F   2 )

      TYPE= e                               ASSET NUMBER= 92-01121
                                         NUMBER OF BETTERMENTS:
DESCRIPTION:                               CATALOG CD:
USEFUL LIFE:                               REPLACEMENT DATE:
LAST INVT DATE:                           CONDITION CODE:
      GROUP:                               LOCATION:                               COMPLEX/BLDG:

      FUND:                               AGENCY:                               ORG:                               ACTIVITY:                               OBJECT:
FUNDING SOURCE:                           REORG DATE:

      ACQ METHOD:                           ACQ DATE:                               ASSET VALUE:
VALUATION AMT:                             ACCUMULATED SELLING PRICE:
VALUATION DATE:                             SALVAGE VALUE:
      DEPR METHOD:                           NET BOOK VALUE:
LAST DISP DATE:
      AUTHORITY:
      METHOD:                               MEMO DISPOSITION VALUE:
```

The FAS1 table will appear with no data displayed. If this is not the case, key an "n" in the ACTION and press **ENTER** to refresh the page.

Enter "s" in the ACTION.

Enter the "key" fields. "Key" fields are denoted by an equal sign (=).

Press **ENTER**.

Fixed Asset Summary Inquiry Table - Screen 1 of 2 (FAS1)

```
ACTION: L SCREEN: FAS1 USERID: AFNS

      F I X E D   A S S E T   S U M M A R Y   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E                               ASSET NUMBER= 92-01121
                                         NUMBER OF BETTERMENTS: 01
      DESCRIPTION: CANON CALCULATOR        CATALOG CD:
      USEFUL LIFE: 10                       REPLACEMENT DATE:
      LAST INVT DATE: 06 XXXX               CONDITION CODE: 1
      GROUP: E003  LOCATION: S101          COMPLEX/BLDG: STATE HO

      FUND: 1234  AGENCY: AGC  ORG: 1020  ACTIVITY:      OBJECT: 1400
      FUNDING SOURCE: 1234                 REORG DATE:

      ACQ METHOD: P  ACQ DATE: 06 24 XXXX  ASSET VALUE:      160.00
      VALUATION AMT:      0.00  ACCUMULATED SELLING PRICE:    0.00
      VALUATION DATE:                                SALVAGE VALUE:    0.00
      DEPR METHOD: SL                                NET BOOK VALUE:    160.00
      LAST DISP DATE:
      AUTHORITY:
      METHOD:                                MEMO DISPOSITION VALUE:    0.00
```

The Asset Value on FAS1/FAS2 increased by the amount of the FB document.

The Number Of Betterments changed to 01.

Use the FAS1 table to determine the next betterment number that should be assigned.

Leaf to Screen 2 of 2.

Enter "L" in the ACTION.

Press **ENTER**.

Fixed Asset Summary Inquiry Table - Screen 2 of 2 (FAS2)

```
ACTION: L SCREEN: fbt1 USERID: AFNS

  F I X E D   A S S E T   S U M M A R Y   I N Q U I R Y   ( 2   O F   2 )

  TYPE= E      ASSET NUMBER= 92-01121

  EQUITY
  ACCOUNT  ASSET VALUE      ACCUMULATED
  -----  -----
1: 3020           160.00           0.00
2:
3:
4:
5:
6:
7:
8:

  TOTALS:           160.00           0.00
```

The Asset Value increased from \$150.00 to \$160.00.

To scan the Fixed Asset Betterment Inquiry Table:

Enter "L" in the ACTION field

Enter "fbt1" in the SCREEN field.

Press **ENTER**.

Fixed Asset Betterment Inquiry Table - Screen 1 of 2 (FBT1)

```
ACTION: R SCREEN: FBT1 USERID: AFNS

  F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E      ASSET NUMBER= 92-01121      BETTERMENT NUMBER= 00
DESCRIPTION: CANON CALCULATOR      SERIAL NO:
MANUF NO:      MODEL NO:
VENDOR: 630512658 05      NAME: HARBIN'S INC
PROJECT:      CIP REVERSAL FLAG:
AREA:      PLAT NUMBER:      CLOSING COSTS:      0.00
UNITS: 00000001 LAST INVT DATE: 06 XXXX      CONDITION CODE: 1

ACQ METHOD: P      ACQ DATE: 06 24 XXXX      BETTERMENT VALUE:      150.00
IN SERV DATE:      SELLING PRICE:      0.00
PURCHASE AUTH:      SALVAGE VALUE:      0.00
      NET BOOK VALUE:      150.00

      LAST DISPOSITION DATE:
      AUTHORITY:
      METHOD:      MEMO DISPOSITION VALUE:      0.00

DESCRIPTIONS: 1:      2:      3:
                4:      5:      6:
```

There is no change to the initial betterment record (betterment number 00).

Notice the "R" in the ACTION. This means the screen will refill with the next available record by pressing enter.

In this case, it will be the next betterment (01) for this asset.

Press **ENTER**.

Fixed Asset Betterment Inquiry Table - Screen 1 of 2 (FBT1)

```
ACTION: L SCREEN: FBT1 USERID: AFNS

  F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E      ASSET NUMBER= 92-01121      BETTERMENT NUMBER= 01
DESCRIPTION: NEW PLUG      SERIAL NO:
MANUF NO:      MODEL NO:
VENDOR: 630512658 05      NAME: HARBIN'S INC
PROJECT:      CIP REVERSAL FLAG:
AREA:      PLAT NUMBER:      CLOSING COSTS:      0.00
UNITS: 00000001 LAST INVT DATE: 06 XXXX      CONDITION CODE: 1

ACQ METHOD: P      ACQ DATE: 06 24 XXXX      BETTERMENT VALUE:      10.00
IN SERV DATE:      SELLING PRICE:      0.00
PURCHASE AUTH:      SALVAGE VALUE:      0.00
      NET BOOK VALUE:      10.00

      LAST DISPOSITION DATE:
      AUTHORITY:
      METHOD:      MEMO DISPOSITION VALUE:      0.00

DESCRIPTIONS: 1:      2:      3:
                4:      5:      6:
```

The betterment document created a new record in the Betterment Table (betterment number "01").

To Leaf to Screen 2 of the Betterment Table (FBT1):

Enter "L" in ACTION field.

Press **ENTER**.

Fixed Asset Betterment Inquiry Table - Screen 2 of 2 (FBT2)

```
ACTION: R SCREEN: FBT2 USERID: AFNS  
  
F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 2   O F   2 )  
  
      TYPE= E      ASSET NUMBER= 92-01121      BETTERMENT NUMBER= 01  
  
      EQUITY      BETTERMENT      ACCUMULATED  
      ACCOUNT      VALUE      DEPRECIATION  
      -----      -----      -----  
1: 3020      10.00      0.00  
2:  
3:  
4:  
5:  
6:  
7:  
8:  
  
      TOTALS:      10.00      0.00
```

This table shows the betterment information for the new betterment "01".

**EXAMPLE 3: ORIGINAL ENTRY OF A FIXED ASSET TRANSFER (FT)
DOCUMENT**

Purpose: Enter and process a FT document

Illustrates: Creating a document from a table

Placing a document on hold

Performing an Edit Function

Fixed Asset Betterment Inquiry Table - Screen 2 of 2 (FBT2)

```
ACTION: L SCREEN: ft USERID: AFNS

  F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 2   O F   2 )

      TYPE= E   ASSET NUMBER= 92-01121           BETTERMENT NUMBER= 01

      EQUITY    BETTERMENT    ACCUMULATED
      ACCOUNT   VALUE          DEPRECIATION
      -----   -
1: 3020                10.00           0.00
2:
3:
4:
5:
6:
7:
8:

      TOTALS:                10.00           0.00
```

Creating a FT document (Fixed Asset Transfer) from the FBT2 table.

Enter "**L**" in the ACTION.

Enter "**ft**" in the SCREEN field. Delete the two extra characters.

Press **ENTER**.

Fixed Asset Transfer Input (FT) Form

FUNCTION: NEW	DOCID: FT	AGC	XAGC0000003
STATUS:	BATID:		ORG:
	FIXED ASSET TRANSFER INPUT FORM		
TRANS DATE:			ACCOUNTING PERIOD:
TYPE OF TRANSFER (1 OR 2):			
	FA NUMBER:		FA TYPE:
	NEW GROUP:		NEW LOCATION:
	NEW FUND:		NEW AGENCY:
	NEW ORG:		NEW ACTIVITY:
	NEW OBJECT:		NEW COMPLEX/BUILDING:

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

The fixed asset transfer document appears.

A document agency code and document id number must be assigned before entering data. Agencies that use automatic numbering can enter a # sign in the document number field.

Press **ENTER**.

Fixed Asset Transfer Input (FT) Form

FUNCTION:	DOCID: FT	AGC	XAGC0000003
STATUS:	BATID:		ORG:
	FIXED ASSET TRANSFER INPUT FORM		
TRANS DATE:		ACCOUNTING PERIOD:	
TYPE OF TRANSFER (1 OR 2):	2		
FA NUMBER:	92-01121	FA TYPE:	e
NEW GROUP:		NEW LOCATION:	0002
NEW FUND:	4321	NEW AGENCY:	AGY
NEW ORG:	4321	NEW ACTIVITY:	
NEW OBJECT:	1400	NEW COMPLEX/BUILDING:	admin

Transferring the fixed asset to a new accounting distribution.

Enter your agency's data into the FT transaction.

The system will not edit the data until an action is specified.

Please see the next page.

Fixed Asset Transfer Input (FT) Form

```
FUNCTION: h+          DOCID: FT  AGC  XAGC00000003
STATUS:              BATID:          ORG:
                    FIXED ASSET TRANSFER INPUT FORM
TRANS DATE:          ACCOUNTING PERIOD:
TYPE OF TRANSFER (1 OR 2): 2
                    FA NUMBER: 92-01121          FA TYPE: e
                    NEW GROUP:          NEW LOCATION: 0002
                    NEW FUND: 4321          NEW AGENCY: AGY
                    NEW ORG: 4321          NEW ACTIVITY:
                    NEW OBJECT: 1400        NEW COMPLEX/BUILDING: admin
```

While entering the Fixed Asset Transfer document, you notice that it is time for your meeting. There's no time to check/correct errors, so place the document on hold.

Enter **"h+"** in the FUNCTION.

Press **ENTER**.

Fixed Asset Transfer Input (FT) Form

FUNCTION: ed	DOCID: FT	AGC	XAGC0000003
STATUS: HELD	BATID:		ORG:
	FIXED ASSET TRANSFER INPUT FORM		
TRANS DATE:			ACCOUNTING PERIOD:
TYPE OF TRANSFER (1 OR 2): 2			
	FA NUMBER: 92-01121		FA TYPE: E
	NEW GROUP:		NEW LOCATION: 0002
	NEW FUND: 4321		NEW AGENCY: AGY
	NEW ORG: 4321		NEW ACTIVITY:
	NEW OBJECT: 1400		NEW COMPLEX/BUILDING: ADMIN
A--*HS25-BATCH/DOCUMENT SAVED		A--*HS33-DOCUMENT HELD	

The message at the bottom of the screen shows the document is held. The document will stay held until the agency is ready to work on it again. Remember documents can be changed and/or edited until the document is accepted.

After returning from the meeting and logging back into AFNS, you review the previously entered FT transaction. Since no changes are necessary, perform an edit on the document by:

Enter **"ed"** in the FUNCTION.

Press **ENTER**.

Fixed Asset Transfer Input (FT) Form

```
FUNCTION:                DOCID: FT   AGC   XAGC0000003
STATUS: SCHED            BATID:                ORG:
                        FIXED ASSET TRANSFER INPUT FORM
TRANS DATE:                ACCOUNTING PERIOD:

TYPE OF TRANSFER (1 OR 2): 2
                        FA NUMBER: 92-01121      FA TYPE: E
NEW GROUP:                NEW LOCATION: 0002
NEW FUND: 4321            NEW AGENCY: AGY
NEW ORG: 4321            NEW ACTIVITY:
NEW OBJECT: 1400        NEW COMPLEX/BUILDING: ADMIN
```

A--*HP00-NO ERRORS DETECTED

The message on the screen states no errors were found.

The document will update the tables and ledgers during nightly cycle. After nightly cycle, the status of the document will be accepted.

EXAMPLE 4: ORIGINAL ENTRY OF A FIXED ASSET MODIFICATION (FC) DOCUMENT

Purpose: To enter and process a FC document

Illustrates: Creating a document from inside another document

Performing a Run Function

Scanning tables updated by the accepted FC transaction.

Creating a FC Document from Another Document

```
FUNCTION: new          DOCID: fc   AGC XAGC0000004
STATUS: SCHED          BATID:          ORG:
                        FIXED ASSET TRANSFER INPUT FORM
TRANS DATE:          ACCOUNTING PERIOD:

TYPE OF TRANSFER (1 OR 2): 2
                        FA NUMBER: 92-01121          FA TYPE: E
NEW GROUP:          NEW LOCATION: 0002
NEW FUND: 4321          NEW AGENCY: AGY
NEW ORG: 4321          NEW ACTIVITY:
NEW OBJECT: 1400      NEW COMPLEX/BUILDING: ADMIN
```

```
A--*HP00-NO ERRORS DETECTED
```

CREATING A DOCUMENT FROM INSIDE A DOCUMENT:

Enter **"new"** in the FUNCTION.

Enter **"fc"** over the existing document type.

Agency will remain your agency's code.

Enter the document number: Agencies that use automatic numbering can enter a # sign in the document number field or agencies can manually enter in the document number.

Press **ENTER**.

Fixed Asset Modification Input (FC) Form

FUNCTION:	DOCID: FC	AGC	XAGC0000004
STATUS:	BATID:	ORG:	
FIXED ASSET MODIFICATION INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:		
FA NUMBER: 92-01121	FA TYPE: e	BETTERMENT NUMBER: 01	
GROUP: e003	COMPX/BUILD: admin	LOCATION: 0002	
ACQ DATE: 06 24 XXXX	ACQ METHOD: p		
PROJECT CODE:	CIP REVERSAL FLAG:		
SERIAL NUM:	MANUFACTURER:		
VENDOR CODE: 630512658 05	MODEL NUMBER:		
VENDOR NAME:	UNITS:		
SURFACE AREA:	PLAT NUM:		
PURCH AUTH:	IN SERVICE DATE:		
VAL DATE:	VALUATION AMT:		
USEFUL LIFE: 7	REPL DATE:	SALVAGE VALUE:	
DEPR METHOD:	CLOSING COSTS:		
DISP AUTH:	MEMO DISP VALUE:		
DISP METHOD:	CHANGE IN SELLING PRICE:		
DISP DATE:	INCREASE/DECREASE INDICATOR:		
DESCRIPTION:			
FUNDING SOURCE: 4321			
REVISED ASSET VALUE: 175.00			

Enter your agency's data into the FC transaction. Please notice that we are modifying betterment number "01".

Press **ENTER**.

Note: The REVISED ASSET VALUE field will be the sum of the asset values on screen two. This field must be entered if any of the equity accounts or asset values change.

```

FUNCTION: r          DOCID: FC   AGC   XAGC0000004
STATUS:             BATID:          ORG:          000-000 OF 000
                FIXED ASSET MODIFICATION INPUT FORM
                (EQUITY DISTRIBUTION SCREEN)

EQUITY ACCT 1: 3020      REVISED ASSET VAL 1: 175.00
EQUITY ACCT 2:          REVISED ASSET VAL 2:
EQUITY ACCT 3:          REVISED ASSET VAL 3:
EQUITY ACCT 4:          REVISED ASSET VAL 4:
EQUITY ACCT 5:          REVISED ASSET VAL 5:
EQUITY ACCT 6:          REVISED ASSET VAL 6:
EQUITY ACCT 7:          REVISED ASSET VAL 7:
EQUITY ACCT 8:          REVISED ASSET VAL 8:

DESCRIPTION 1:          2:
                3:          4:
                5:          6:

```

Enter your agency's data into the FT transaction.

Agencies may choose to perform an edit or to run the document.

EDIT DOCUMENT

Enter "ed" in the FUNCTION. The system will perform all edits on-line but will update the fixed asset tables during the nightly cycle.

RUN DOCUMENT

Enter "r" in the FUNCTION. The system will perform all edits and update the tables on-line.

For this exercise update on-line.

Enter "r" in the FUNCTION

Press Enter.

The effect of this transaction is betterment 01 is \$175.00. This makes the total asset value on FAS1 equal to 325.00 (150.00 + 175.00 = 325.00).

Fixed Asset Modification Input (FC) Form

FUNCTION: e fas1	DOCID: FC	AGC	XAGC00000004
STATUS: ACCEPT	BATID:	ORG:	
FIXED ASSET MODIFICATION INPUT FORM			
TRANS DATE:	ACCOUNTING PRD:		
FA NUMBER: 92-01121	FA TYPE: E	BETTERMENT NUMBER: 01	
GROUP: E003	COMPX/BUILD: ADMIN	LOCATION: 0002	
ACQ DATE: 06 24 XXXX	ACQ METHOD: P		
PROJECT CODE:	CIP REVERSAL FLAG:		
SERIAL NUM:	MANUFACTURER:		
VENDOR CODE: 630512658 05	MODEL NUMBER:		
VENDOR NAME: HARBIN'S INC	UNITS:		
SURFACE AREA:	PLAT NUM:		
PURCH AUTH:	IN SERVICE DATE:		
VAL DATE:	VALUATION AMT:		
USEFUL LIFE: 7	REPL DATE:	SALVAGE VALUE:	
DEPR METHOD:	CLOSING COSTS:		
DISP AUTH:	MEMO DISP VALUE:		
DISP METHOD:	CHANGE IN SELLING PRICE:		
DISP DATE:	INCREASE/DECREASE INDICATOR:		
DESCRIPTION:			
FUNDING SOURCE: 4321			
REVISED ASSET VALUE:	175.00		

H--F003W-VENDOR NAME HAS BEEN INFERRED

The document is accepted.

The information has updated the Fixed Asset Master Tables.

To see the effect of this transaction:

Enter "**e fas1**" in the FUNCTION.

Press **ENTER**.

FIXED ASSET SUMMARY INQUIRY (FAS1) TABLE

ACTION: S SCREEN: FAS1 USERID: AFNS				
FIXED ASSET SUMMARY INQUIRY (1 OF 2)				
TYPE= e		ASSET NUMBER= 92-01121		
DESCRIPTION:		NUMBER OF BETTERMENTS:		
USEFUL LIFE:		CATALOG CD:		
LAST INVT DATE:		REPLACEMENT DATE:		
GROUP:		CONDITION CODE:		
LOCATION:		COMPLEX/BLDG:		
FUND:		AGENCY:		ORG:
FUNDING SOURCE:		ACTIVITY:		OBJECT:
ACQ METHOD:		ACQ DATE:		REORG DATE:
VALUATION AMT:		ASSET VALUE:		
VALUATION DATE:		ACCUMULATED SELLING PRICE:		
DEPR METHOD:		SALVAGE VALUE:		
LAST DISP DATE:		NET BOOK VALUE:		
AUTHORITY:		MEMO DISPOSITION VALUE:		
METHOD:				

To **scan** for the fixed asset:

Enter "**s**" in the ACTION field.

Enter the key fields.

Press **ENTER**.

Fixed Asset Summary Inquiry (FAS1) Table

```
ACTION: L SCREEN: fbt1 USERID: AFNS

      F I X E D   A S S E T   S U M M A R Y   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E                               ASSET NUMBER= 92-01121
                                         NUMBER OF BETTERMENTS: 01
      DESCRIPTION: CANON CALCULATOR        CATALOG CD:
      USEFUL LIFE: 7                        REPLACEMENT DATE:
      LAST INVT DATE: 06 XXXX                CONDITION CODE: 1
      GROUP: E003  LOCATION: 0002           COMPLEX/BLDG: ADMIN

      FUND: 4321   AGENCY: AGY   ORG: 1020  ACTIVITY:      OBJECT: 1400
      FUNDING SOURCE: 4321                 REORG DATE:

      ACQ METHOD: P   ACQ DATE: 06 24 XXXX   ASSET VALUE:           325.00
      VALUATION AMT:           0.00   ACCUMULATED SELLING PRICE:      0.00
      VALUATION DATE:           SALVAGE VALUE:      0.00
      DEPR METHOD: SL           NET BOOK VALUE:      325.00
      LAST DISP DATE:
      AUTHORITY:
      METHOD:           MEMO DISPOSITION VALUE:      0.00
```

The asset value is now 325.00.

Leaf to the Fixed Asset Betterment Table.

Enter "L" in the ACTION

Enter "fbt1" in the SCREEN ID field.

Press **ENTER**.

Fixed Asset Betterment Inquiry Table (FBT1)

ACTION: R SCREEN: FBT1 USERID: AFN7			
F I X E D A S S E T B E T T E R M E N T I N Q U I R Y (1 O F 2)			
TYPE= E	ASSET NUMBER= 92-01121	BETTERMENT NUMBER= 00	
DESCRIPTION: CANON CALCULATOR	SERIAL NO:		
MANUF NO:	MODEL NO:		
VENDOR: 630512658 05	NAME: HARBIN'S INC		
PROJECT:	CIP REVERSAL FLAG:		
AREA:	PLAT NUMBER:	CLOSING COSTS:	0.00
UNITS: 00000001	LAST INVT DATE: 06 XXXX	CONDITION CODE: 1	
ACQ METHOD: P	ACQ DATE: 06 24 XXXX	BETTERMENT VALUE:	150.00
IN SERV DATE:		SELLING PRICE:	0.00
PURCHASE AUTH:		SALVAGE VALUE:	0.00
		NET BOOK VALUE:	150.00
LAST DISPOSITION DATE:			
AUTHORITY:			
METHOD:		MEMO DISPOSITION VALUE:	0.00
DESCRIPTIONS: 1:	2:	3:	
4:	5:	6:	

The record displayed is for betterment number "00." It is for the original amount of 150.00.

To display betterment number "01":

Press **ENTER**.

Fixed Asset Betterment Inquiry Table (FBT1)

ACTION: R SCREEN: FBT1 USERID: AFNS			
F I X E D A S S E T B E T T E R M E N T I N Q U I R Y (1 O F 2)			
TYPE= E	ASSET NUMBER= 92-01121	BETTERMENT NUMBER= 01	
DESCRIPTION: NEW PLUG	SERIAL NO:		
MANUF NO:	MODEL NO:		
VENDOR: 630512658 05	NAME: HARBIN'S INC		
PROJECT:	CIP REVERSAL FLAG:		
AREA:	PLAT NUMBER:	CLOSING COSTS:	0.00
UNITS: 00000001	LAST INVT DATE: 06 XXXX	CONDITION CODE: 1	
ACQ METHOD: P	ACQ DATE: 06 24 XXXX	BETTERMENT VALUE:	175.00
IN SERV DATE:		SELLING PRICE:	0.00
PURCHASE AUTH:		SALVAGE VALUE:	0.00
		NET BOOK VALUE:	175.00
LAST DISPOSITION DATE:			
AUTHORITY:			
METHOD:	MEMO DISPOSITION VALUE:		0.00
DESCRIPTIONS: 1:	2:	3:	
4:	5:	6:	

This is the betterment record which was changed by the FC document XAGC0000004. Remember that the original betterment value entered was for \$10.00.

**EXAMPLE 5: ORIGINAL ENTRY OF A FIXED ASSET DISPOSITION (FD)
DOCUMENT**

Purpose: Original entry of a FD document

Illustrates: Creating a new document from a table

Correcting errors

Verifying the transaction

Performing an Edit Function

Performing a Run Function

Scanning tables updated by the accepted FD
transaction.

How to log-off AFNS

Creating a FD Document from a Table

```
ACTION: L SCREEN: fd USERID: AFNS

  F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E      ASSET NUMBER= 92-01121      BETTERMENT NUMBER= 01
DESCRIPTION: NEW PLUG      SERIAL NO:
MANUF NO:      MODEL NO:
VENDOR: 630512658 05      NAME: HARBIN'S INC
PROJECT:      CIP REVERSAL FLAG:
AREA:      PLAT NUMBER:      CLOSING COSTS:      0.00
UNITS: 00000001 LAST INVT DATE: 06 XXXX      CONDITION CODE: 1

ACQ METHOD: P      ACQ DATE: 06 24 XXXX      BETTERMENT VALUE:      175.00
IN SERV DATE:      SELLING PRICE:      0.00
PURCHASE AUTH:      SALVAGE VALUE:      0.00
      NET BOOK VALUE:      175.00

      LAST DISPOSITION DATE:
      AUTHORITY:
      METHOD:      MEMO DISPOSITION VALUE:      0.00

DESCRIPTIONS: 1:      2:      3:
                4:      5:      6:
```

This exercise will explain how to dispose of a fixed asset.

Leaf to a FD document by:

Enter "**L**" in the ACTION

Enter "**fd**" in the Screen ID field. Be sure you space over the two extra characters in the SCREEN ID field.

Press **ENTER**.

Fixed Asset Disposition Input (FD) Form

```
FUNCTION: NEW          DOCID: FD  AGC  XAGC000005
STATUS:              BATID:                ORG:          000-000 OF 000
                    FIXED ASSET DISPOSITION INPUT FORM
TRANSACTION DATE:    ACCOUNTING PERIOD:

01-      FA TYPE:      ASSET DESC:
          FA NUMBER:    ACQ DATE:
          BETTERMENT NUMBER:
          DISP DATE:    ASSET VALUE:
          SELL PRICE:   DISP UNITS:
          DISP AUTH:    DISP METH:

02-      FA TYPE:      ASSET DESC:
          FA NUMBER:    ACQ DATE:
          BETTERMENT NUMBER:
          DISP DATE:    ASSET VALUE:
          SELL PRICE:   DISP UNITS:
          DISP AUTH:    DISP METH:

A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

The fixed asset disposition input form appears.

DOCUMENT AGCY Enter the three digit agency code

DOCUMENT NUMBER Enter '#' for automatic numbering or enter the
document number

Press **ENTER**.

Fixed Asset Disposition Input (FD) Form

FUNCTION: ed	DOCID: FD	AGC	XAGC0000005	
STATUS:	BATID:	ORG:	000-000 OF 000	
FIXED ASSET DISPOSITION INPUT FORM				
TRANSACTION DATE:		ACCOUNTING PERIOD:		
01-	FA TYPE: e	ASSET DESC:		
	FA NUMBER: 92-0112	ACQ DATE:		
	BETTERMENT NUMBER: 01			
	DISP DATE: 06 30 XXXX	ASSET VALUE:		
	SELL PRICE: 100.00	DISP UNITS:		
	DISP AUTH: jones	DISP METH: s		
02-	FA TYPE:	ASSET DESC:		
	FA NUMBER:	ACQ DATE:		
	BETTERMENT NUMBER:			
	DISP DATE:	ASSET VALUE:		
	SELL PRICE:	DISP UNITS:		
	DISP AUTH:	DISP METH:		

Enter your agency's data into the FD transaction.

Edit the document with a FUNCTION of "**ed**".

Press **ENTER**.

Note: The Fixed Asset Disposition screen allows two dispositions on one screen.

Fixed Asset Disposition Input (FD) Form

FUNCTION: ed	DOCID: FD	AGC	XAGC0000005	
STATUS: REJCT	BATID:		ORG:	001-001 OF 001
FIXED ASSET DISPOSITION INPUT FORM				
TRANSACTION DATE:		ACCOUNTING PERIOD:		
01-	FA TYPE: E	ASSET DESC:		
	FA NUMBER: 92 -0112	ACQ DATE:		
	BETTERMENT NUMBER: 01			
	DISP DATE: 06 30 XXXX	ASSET VALUE:		
	SELL PRICE: 100.00	DISP UNITS: 00000001		
	DISP AUTH: JONES	DISP METH: S		
02-	FA TYPE:	ASSET DESC:		
	FA NUMBER:	ACQ DATE:		
	BETTERMENT NUMBER:			
	DISP DATE:	ASSET VALUE:		
	SELL PRICE:	DISP UNITS:		
	DISP AUTH:	DISP METH:		
A--*HP03-DOCUMENT ERRORS DETECTED		01-F867E-BETTERMENT ENTRY NOT ON FBT1		
01-F089E-FA SUMMARY DOES NOT EXIST				

Notice the error on record "01".

The fixed asset number that was entered is wrong. Correct the error and edit (**ed**) the document.

Fixed Asset Disposition Input (FD) Form

FUNCTION: v	DOCID: FD	AGC	XAGC0000005	
STATUS: REJCT	BATID:		ORG:	001-001 OF 001
FIXED ASSET DISPOSITION INPUT FORM				
TRANSACTION DATE:		ACCOUNTING PERIOD:		
01-	FA TYPE: E	ASSET DESC: NEW PLUG		
	FA NUMBER: 92-01121	ACQ DATE: 06/24/XX		
	BETTERMENT NUMBER: 01			
	DISP DATE: 06 30 XXXX	ASSET VALUE:	175.00	
	SELL PRICE: 100.00	DISP UNITS: 00000001		
	DISP AUTH: JONES	DISP METH: S		
TYPE V IN FUNCTION TO VERIFY DISPOSAL OF ABOVE ASSET				
02-	FA TYPE:	ASSET DESC:		
	FA NUMBER:	ACQ DATE:		
	BETTERMENT NUMBER:			
	DISP DATE:	ASSET VALUE:		
	SELL PRICE:	DISP UNITS:		
	DISP AUTH:	DISP METH:		
A--*HP03-DOCUMENT ERRORS DETECTED		01-F208W-VERIFY AND RESUBMIT		

A warning message appears.

On fixed asset disposition documents, the system requires a verification of the disposition. This gives the user an opportunity to check the information. Once the FD has been accepted there is NOT a reversal FD. The purge must be run and then the fixed asset entered with a FA.

To verify the document:

Enter **"v"** in the FUNCTION.

Press **ENTER**.

Fixed Asset Disposition Input (FD) Form

FUNCTION: ed	DOCID: FD	AGC	XAGC00000005	
STATUS: REJCT	BATID:		ORG:	001-001 OF 001
FIXED ASSET DISPOSITION INPUT FORM				
TRANSACTION DATE:		ACCOUNTING PERIOD:		
01-	FA TYPE: E	ASSET DESC: NEW PLUG		
	FA NUMBER: 92-01121	ACQ DATE: 06/24/XX		
	BETTERMENT NUMBER: 01			
	DISP DATE: 06 30 XXXX	ASSET VALUE:	175.00	
	SELL PRICE:	100.00	DISP UNITS:	00000001
	DISP AUTH: JONES	DISP METH: S		
	TYPE V IN FUNCTION TO VERIFY DISPOSAL OF ABOVE ASSET			
02-	FA TYPE:	ASSET DESC:		
	FA NUMBER:	ACQ DATE:		
	BETTERMENT NUMBER:			
	DISP DATE:	ASSET VALUE:		
	SELL PRICE:	DISP UNITS:		
	DISP AUTH:	DISP METH:		
 A--*HS04-DOCUMENT VERIFIED				

The message at the bottom of the screen indicates that the document has been verified.

The document is still rejected. An edit must be done for the document to process.

To edit the document:

Enter **"ed"** in the FUNCTION

Press **ENTER**.

Fixed Asset Disposition Input (FD) Form

FUNCTION:	DOCID: FD	AGC	XAGC0000005	
STATUS: SCHED	BATID:		ORG:	001-001 OF 001
FIXED ASSET DISPOSITION INPUT FORM				
TRANSACTION DATE:	ACCOUNTING PERIOD:			
01-	FA TYPE: E	ASSET DESC: NEW PLUG		
	FA NUMBER: 92-01121	ACQ DATE: 06/24/XX		
	BETTERMENT NUMBER: 01			
	DISP DATE: 06 30 XXXX	ASSET VALUE:	175.00	
	SELL PRICE: 100.00	DISP UNITS: 00000001		
	DISP AUTH: JONES	DISP METH: S		
	TYPE V IN FUNCTION TO VERIFY DISPOSAL OF ABOVE ASSET			
02-	FA TYPE:	ASSET DESC:		
	FA NUMBER:	ACQ DATE:		
	BETTERMENT NUMBER:			
	DISP DATE:	ASSET VALUE:		
	SELL PRICE:	DISP UNITS:		
	DISP AUTH:	DISP METH:		

A--*HP00-NO ERRORS DETECTED

This document is scheduled with no errors detected.

The document is now ready for processing. Processing can be done immediately with online processing or let it process overnight during Nightly Cycle (NCYC).

Fixed Asset Disposition Input (FD) Form

FUNCTION: r	DOCID: FD	AGC	XAGC0000005	
STATUS: SCHED	BATID:		ORG:	001-001 OF 001
FIXED ASSET DISPOSITION INPUT FORM				
TRANSACTION DATE:		ACCOUNTING PERIOD:		
01-	FA TYPE: E	ASSET DESC: NEW PLUG		
	FA NUMBER: 92-01121	ACQ DATE: 06/24/XX		
	BETTERMENT NUMBER: 01			
	DISP DATE: 06 30 XXXX	ASSET VALUE:	175.00	
	SELL PRICE: 100.00	DISP UNITS: 00000001		
	DISP AUTH: JONES	DISP METH: S		
	TYPE V IN FUNCTION TO VERIFY DISPOSAL OF ABOVE ASSET			
02-	FA TYPE:	ASSET DESC:		
	FA NUMBER:	ACQ DATE:		
	BETTERMENT NUMBER:			
	DISP DATE:	ASSET VALUE:		
	SELL PRICE:	DISP UNITS:		
	DISP AUTH:	DISP METH:		

A--*HP00-NO ERRORS DETECTED

To run the document for online (immediate) processing:

Enter **"r"** in the FUNCTION
Press **ENTER**.

The document now has the status of ACCPT and has updated the FAS1 and FBT1 tables.

Fixed Asset Disposition Input (FD) Form

FUNCTION: L fas1	DOCID: FD	AGC	XAGC0000005	
STATUS: ACCPT	BATID:		ORG:	001-001 OF 001
FIXED ASSET DISPOSITION INPUT FORM				
TRANSACTION DATE:		ACCOUNTING PERIOD:		
01-	FA TYPE: E	ASSET DESC: NEW PLUG		
	FA NUMBER: 92-01121	ACQ DATE: 06/24/XX		
	BETTERMENT NUMBER: 01			
	DISP DATE: 06 30 XXXX	ASSET VALUE:	175.00	
	SELL PRICE: 100.00	DISP UNITS: 00000001		
	DISP AUTH: JONES	DISP METH: S		
	TYPE V IN FUNCTION TO VERIFY DISPOSAL OF ABOVE ASSET			
02-	FA TYPE:	ASSET DESC:		
	FA NUMBER:	ACQ DATE:		
	BETTERMENT NUMBER:			
	DISP DATE:	ASSET VALUE:		
	SELL PRICE:	DISP UNITS:		
	DISP AUTH:	DISP METH:		

A--*HS60-DOCUMENT MARKED FOR READ ONLY

Leaf to the Fixed Asset Summary Inquiry Table.

Enter "**L fas1**" in the FUNCTION field.

Press **ENTER**.

Fixed Asset Summary Inquiry Table - (FAS1)

```
ACTION: L SCREEN: FBT1 USERID: AFNS

      F I X E D   A S S E T   S U M M A R Y   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E                               ASSET NUMBER= 92-01121
                                         NUMBER OF BETTERMENTS: 00
      DESCRIPTION: CANON CALCULATOR        CATALOG CD:
      USEFUL LIFE: 10                       REPLACEMENT DATE:
      LAST INVT DATE: 06 XXXX               CONDITION CODE: 1
      GROUP: E003  LOCATION: S101          COMPLEX/BLDG: STATE HO

      FUND: 4321  AGENCY: AGY  ORG: 1020  ACTIVITY:      OBJECT: 1400
      FUNDING SOURCE: 4321                REORG DATE:

      ACQ METHOD: P  ACQ DATE: 06 24 XXXX  ASSET VALUE:      160.00
      VALUATION AMT:      0.00  ACCUMULATED SELLING PRICE:    0.00
      VALUATION DATE:                SALVAGE VALUE:          0.00
      DEPR METHOD: SL                NET BOOK VALUE:         160.00
      LAST DISP DATE: 06 30 XXXX
      AUTHORITY: JONES
      METHOD: S                        MEMO DISPOSITION VALUE: 0.00
```

The following fields were updated/changed:

- Number Of Betterments - changed to 00
- LAST DISP DATE - updated with date of disposition entered on the FD transaction (06 30 XXXX)
- AUTHORITY - updated with the information keyed in the authority field on the FD transaction
- METHOD - updated with the method in which the asset/betterment was disposed - in this example it was sold

Leaf to the Fixed Asset Betterment Inquiry Table.

Enter "L" in the ACTION field.

Enter "FBT1" in the SCREEN field.

Press **ENTER**.

Fixed Asset Betterment Inquiry Table - Screen 1 of 2 (FBT1)

```
ACTION: R SCREEN: FBT1 USERID: AFNS

  F I X E D   A S S E T   B E T T E R M E N T   I N Q U I R Y   ( 1   O F   2 )

      TYPE= E      ASSET NUMBER= 92-01121      BETTERMENT NUMBER= 01
DESCRIPTION: NEW PLUG      SERIAL NO:
MANUF NO:      MODEL NO:
VENDOR: 630512658 05      NAME: HARBIN'S INC
PROJECT:      CIP REVERSAL FLAG:
AREA:      PLAT NUMBER:      CLOSING COSTS:      0.00
UNITS: 00000001 LAST INVT DATE: 06 XXXX      CONDITION CODE: 1

ACQ METHOD: P      ACQ DATE: 06 24 XXXX      BETTERMENT VALUE:      10.00
IN SERV DATE:      SELLING PRICE:      0.00
PURCHASE AUTH:      SALVAGE VALUE:      0.00
      NET BOOK VALUE:      10.00

      LAST DISPOSITION DATE: 06 30 XXXX
      AUTHORITY: JONES
      METHOD: S      MEMO DISPOSITION VALUE:      0.00

DESCRIPTIONS: 1:      2:      3:
              4:      5:      6:
```

The following fields were updated:

- LAST DISP DATE - updated with date of disposition entered on the FD transaction (06 30 XXXX)
- AUTHORITY - updated with the information keyed in the authority field on the FD transaction
- METHOD - updated with the method in which the asset/betterment was disposed - in this example it was sold

Signing off of AFNS

logoff

Signing off AFNS.

DOCUMENTS

Enter "e" in the FUNCTION field.

Press **ENTER**.

TABLE

Enter "e" in the ACTION field.

Press **ENTER**.

On the blank screen:

Enter "*logoff*".

Press **ENTER**.

Initial Sign-on Screen

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00547. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****

This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
Enter Logon:
```

The STATE OF ALABAMA LOGON screen appears.

**SECTION SIX: OVERVIEW OF DEPRECIATION, PURGES, SUMMARY
LEDGER, ANNUAL CLOSING, AND REVALUATION
PROGRAMS**

I. DEPRECIATION

- ◆ Computed using one of four methods:
 - Straight line
 - Sum of the years digits
 - Variable declining
 - Double declining balance

- ◆ The specific method used is set for each asset at the time of acquisition.

- ◆ The user has the option of specifying which assets are included in the depreciation process.

- ◆ An indicator in the Fund table (FUN2) determines whether depreciation accounting entries are posted to the general ledger or whether they are maintained in memo format in the fixed asset depreciation ledger.

- ◆ Depreciation can be run upon request through an offline batch program.

- ◆ Depreciation can also be updated manually using the Manual Depreciation Input (MDEP) screen. This method will not post any accounting entries to the general ledger.

I. DEPRECIATION CONTINUED

A Fixed Asset Depreciation

The Fixed Assets Subsystem calculates depreciation offline for each depreciable fixed asset. The offline depreciation program also updates the online balance sheet, the general ledger (if chosen), and Fixed Asset Summary Inquiry (FAS1 and FAS2) table and Fixed Asset Betterment Inquiry (FBT1, FBT2) table.

B Fixed Asset Depreciation Program (AFINFADP)

The fixed asset depreciation program automatically computes depreciation. Assets to be depreciated are selected by fund, which is determined by the parameter set on the LDAT entry. See the next page for LDAT instructions.

I. DEPRECIATION CONTINUED

```

ACTION: R SCREEN: LDAT USERID: AFNS

                A P P L I C A T I O N   D A T E S

PROGRAM ID= FADP

FROM DATE: 10 01 XX                                TO DATE:

CURR ACCTG PERIOD: XX 2 04                          PREVIOUS ACCTG PERIOD:
CURR PLAN PERIOD:                                       NEXT PLAN PERIOD:

BUDGET FY:                PRIOR FY:                BUDGET PREP YEAR:

USER NAME:  NAME OF THE DEPARTMENT

MISC PARAMETERS:
      8           9           0           1           2           3           4
23456789012345678901234567890123456789012345678901234567890
  
```

The **LDAT** table should have the following entries:

PROGRAM ID FADP

***FROM DATE** MMDDYY (Ex: 10 01 XX)

CURR ACCTG PRD YYQMM (Ex: XX 2 04)
 Year, Quarter, Fiscal Month

USER NAME Enter the agency's name. Name prints on the report.

MISC PARM Key the fund number or fund numbers (fund numbers are four digits) that should be depreciated. Up to ten funds can be depreciated at one time. Do not enter a space between the fund numbers.

 Leave blank for all funds to be depreciated.

LDAT must be set by the user agency before the first working day of the month the program needs to be run. Example: if the program needs to run in April, the LDAT needs to be set on or before March 31st.

For Stand Alone agencies, the FAPD program can be ran by the AFNS technical staff or by the user agency's technical staff.

*Note: The FADP program will calculate the depreciation based on the date from the acquisition date, found on Fixed Asset Betterment (FBT1), to the date keyed into the from date column listed above.

I. DEPRECIATION (CONTINUED)

C Automatically Computed Depreciation

All four methods use the following to compute current period depreciation.

- Latest Values of Useful Life
- Acquisition Date
- Asset Value
- Accumulated Depreciation
- Salvage Value

The depreciation program computes the depreciation from acquisition or in-service date (including all of its betterments) to the date specified on the LDAT.

Fixed Asset Depreciation can be run:

- **Monthly**
- **Quarterly**
- **Annually**

Current period depreciation is computed by subtracting the previous accumulated depreciation (FAS2 and FBT2) from the newly computed total depreciation.

The asset is depreciated only to its salvage value for the last period of its useful life.

II. FIXED ASSET DISPOSITION PURGE (AFINFAPD)

The Fixed Asset Disposition Purge process deletes records off of Fixed Asset Inquiry (FAS1 and FAS2) table and Fixed Asset Betterment Inquiry (FBT1 and FBT2) table. When an asset is disposed, it remains in the fixed asset tables.

Before the Disposition Purge process is run, the Asset Disposition Report should be run. This report lists the disposed assets that currently exist in the fixed assets tables.

The Fixed Asset Disposition Purge (FAPD) must be run to delete the disposed assets and/or their betterments. The records for the disposed assets file are placed in a history file.

Selection Criteria

Records on Fixed Asset Summary (FAS1, FAS2) table are purged along with their associated betterments on Fixed Asset Betterment (FBT1, FBT2) table when the disposition date is prior to the date parameter specified on Application Dates (LDAT). Instructions for setting the LDAT are on the next page.

If an 00 betterment (original fixed asset record on FBT1) meets the selection criteria specified, then all betterments associated with the fixed asset are deleted.

II. DISPOSITION PURGE CONTINUED

ACTION: R SCREEN: LDAT USERID: AFNS

A P P L I C A T I O N D A T E S

PROGRAM ID= **FAPD**

FROM DATE:

TO DATE:

CURR ACCTG PERIOD:

PREVIOUS ACCTG PERIOD:

CURR PLAN PERIOD:

NEXT PLAN PERIOD:

BUDGET FY:

PRIOR FY:

BUDGET PREP YEAR:

USER NAME: **DEPARTMENT'S NAME**

MISC PARAMETERS: **20XX**

8 9 0 1 2 3 4
23456789012345678901234567890123456789012345678901234567890

The following parameters are required in **LDAT**:

PROGRAM ID FAPD

USER NAME Enter the agency's name. Name prints on the report.

MISC PARM CCYMMDD; where "CC" equals the first two digits of the year. (i.e., in the date 20XX "CC" equals 20.)

LDAT must be set by the user agency before the first working day of the month the program needs to be run. Example: if the program needs to run in April, the LDAT needs to be set on or before March 31st.

For Stand Alone agencies, the FAPD program can be ran by the AFNS technical staff or by the user agency's technical staff.

III. FIXED ASSET SUMMARY LEDGER (AFINFALSD)

The Fixed Asset Summary Ledger process summarizes the Depreciation Ledger (DPFALED) that is created by Fixed Assets Depreciation (AFINFADP) into current year's Year-To-Date Fixed Asset Depreciation Ledger (DPYTDLED) and assigns all transactions a transaction code of F1. Detail records supporting the summarized records are written to the Depreciation Closed Ledger (DPCLSLED). Any records with a fiscal year not equal to the input fiscal year will remain on the Fixed Asset Depreciation Ledger.

After the Deprecation process is run, the Asset Summary Ledger program should be run, but cannot be ran during Year End. The Fixed Asset Summary Ledger program will not generate a report.

Selection Criteria

Records are chosen based on the date inputted into the LDAT.

III. FIXED ASSET SUMMARY LEDGER CONTINUED

```
ACTION: R SCREEN: LDAT USERID: AFNS

          A P P L I C A T I O N   D A T E S

PROGRAM ID= FALS

FROM DATE:                                TO DATE:

CURR ACCTG PERIOD: XX 3 07                PREVIOUS ACCTG PERIOD:
CURR PLAN PERIOD:                                NEXT PLAN PERIOD:

BUDGET FY:                PRIOR FY:                BUDGET PREP YEAR:

USER NAME:

MISC PARAMETERS:
      8      9      0      1      2      3      4
      23456789012345678901234567890123456789012345678901234567890
```

The following parameters are required in **LDAT**:

PROGRAM ID FALS

CURR ACCTG PERIOD YYQMM (Ex: XX 3 07)
 Year, Quarter, Fiscal Month

LDAT must be set by the user agency before the first working day of the month the program needs to be run. Example: if the program needs to run in April, the LDAT needs to be set on or before March 31st.

For Stand Alone agencies, the FALS program can be ran by the AFNS technical staff or by the user agency's technical staff.

IV. FIXED ASSET ANNUAL CLOSING (AFINFACP & AFINFACL)

The FACP program is run the last day of the fiscal year. The program clears out the Fixed Asset Ledger (FALED) and stores the cleared information in a file until the actual annual closing program is run.

The FACL program applies year-end adjustment entries from the Fixed Asset Ledger (FALED) file and the Depreciation Ledger (DPFALED) field to AFNS, creating the Inception-to-Date Ledger (FAITLED). All year-end adjustment entries are removed from the Fixed Asset Closed Year-to-Date Ledger (FACLSYTD), clearing the fixed asset ledgers so that only new year entries remain.

The FACP and FACL programs are ran by the AFNS technical staff on the last working day of the fiscal year. The FARPT5 (Fixed Asset Sequenced by Fund and Organization) report is created when these two programs are ran.

V. FIXED ASSET HISTORY TABLE PURGE (AFINFAPH)

Disposed assets and their betterments that are no longer maintained on the Fixed Assets Summary (FAS1 and FAS2) table are purged from the FHIS table.

Currently no AFNS agency uses this feature.

VI. FIXED ASSET MASS REVALUATION (AFINFAMR)

Assets may be revalued by a specified dollar amount (increased or decreased) or by a specified percentage.

Currently no AFNS agency uses this feature.

SECTION SEVEN: OVERVIEW OF FIXED ASSET LEDGERS AND REPORTING

I. FIXED ASSET LEDGERS

- ◆ Fixed asset ledgers are divided into two broad categories:
 - those containing information from processed fixed asset transactions;
 - those containing data related to depreciation.

- ◆ Each set of ledgers contains files holding detailed current year data as well as summary year-to-date and inception-to-date information.

- ◆ The fixed asset ledger (FALED) is updated each time a fixed asset transaction is processed into the system (e.g., a fixed asset acquisition transaction).

- ◆ The summary and historical files are updated through monthly and annual closings.

FIXED ASSET LEDGERS

Closed Depreciation Year-to-Date Ledger (DPCLSYPD)

Holds summarized depreciation records representing accumulated year-to-date depreciation by asset and betterment number.

Current Year Fixed Asset Ledger (FALED)

Accumulates detail fixed asset documents, except depreciation, throughout the year.

Current Year Depreciation Ledger (DPCLSLED)

Contains any detail depreciation posted since the last ledger summary.

Depreciation Closed Detail Ledger (DPFALED)

Contains detail depreciation records for closed periods in the current year.

Depreciation Closed Year-to-Date Detail Ledger (DPCLSDET)

Contains the closed year's detail depreciation records.

Depreciation Year-to-Date Ledger (DPYTDLED)

Contains F1 transactions are stored in this ledger.

Fixed Asset Closed Ledger (FACLSYPD)

Temporarily contains information removed from the FALED.

Fixed Asset Disposition Ledger (FDLED)

Contains detail information on Fixed Asset Disposition (FD) documents.

Fixed Asset Inception-to-Date Ledger (FAITDLED)

Represents a statement of fixed asset values and accumulated depreciation from the day the asset was acquired.

II. FIXED ASSET REPORTS

- ◆ Supports both the financial and property management aspects of fixed asset management.
- ◆ Several standard reports are available with the fixed asset subsystem.
- ◆ Custom reports can be designed and written by your agency using any information from the base AFNS system as well as any of the ledgers and tables from the fixed asset subsystem.
- ◆ Advantage DS can be used to access any of the fixed asset ledgers or tables to obtain detailed listings or transaction reports.

Fixed Assets Subsystem Reports

<u>Report Name</u>	<u>Report ID</u>
Fixed Asset Reorganization Report	FARO
Fixed Asset Sequenced by Fund & Organization Report	FARPT5
Fixed Asset Depreciation Report with Group Information	X000
Fixed Asset Depreciation Report without Group Information	X001
Fixed Asset Transaction Detail Report	X002
Fixed Asset Depreciation Report	X003
Statement of Fixed Assets and Depreciation	X004
Statement of Changes in FA by Agency and Organization	X005
Fixed Asset Inventory by Location Report	X006
Fixed Asset Replacement Forecast	X009
Disposed Assets Report	X010
Statement of Fixed Assets by Agency and Organization	X011
Fixed Asset Disposition Report	X012
Fixed Asset Revaluation Report	X013
Fixed Asset Transfer Detail Report	X015
General Fixed Assets by Equity Breakdown	X020
General FA by Fund Type, Fund, and Equity Breakdown	X021
Fixed Assets Current Year Accumulated Depreciation	X025

APPENDIX

FIXED ASSET TRANSACTIONS

FIXED ASSET ACQUISITION (FA) TRANSACTION

REQUIRED FIELDS - The system requires that data be entered. These fields are in bold print and underlined to make them easier to identify.

DEFAULT FIELDS - Default fields that are left blank, will automatically be populated by the system. Data that is entered will override the default data.

OPTIONAL FIELDS - The system administrator decides if the optional fields will be used for his/her agency.

CONDITIONAL FIELDS - The Fixed Asset Type determines if the conditional fields are populated.

Transaction Date DEFAULTS to current date. This is the date of the transaction not the date the asset was purchased.

Accounting Period DEFAULTS to the period in which the transaction date falls.

Action Valid codes are 'E' and 'X'

 DEFAULTS to 'E' (original entry)

 'X' is for cancellation.
 Reversing an incorrectly entered fixed asset.

Catalog Code OPTIONAL. Must be valid on Fixed Asset Catalog (FCLG) table.

FIXED ASSET NUMBER REQUIRED. Fifteen position field.

 System Administrator of the agency will chose the numbering scheme.

EXAMPLE:

- 1) Enter the State Auditor property number.

Agencies would assign a Fixed Asset Number for any property that the State Auditors do not assign a number.

- 2) Agencies may develop a numbering scheme for their department. The 6th Description field must be used to record the property tag number.

FIXED ASSET TYPE

REQUIRED. Code must be valid on the Fixed Asset Type (FATP) table.

DEFAULT

If Catalog is entered Fixed Asset Type will default from Fixed Asset Catalog (FCLG) table.

Fixed Asset Group

OPTIONAL. Must be valid on Fixed Asset Group Location Inquiry (FAGL) table.

FA Compx/Building

OPTIONAL. Eight position field. The State of Alabama changed this field from required to optional.

FIXED ASSET LOCATION

REQUIRED. Code must be valid on Fixed Asset Location (FLOC) table.

FUND

REQUIRED. Code must be valid on FUND table.

DEFAULT

If fund code is entered on Organization (ORG2) table the fund number will default to the FA transaction.

AGENCY

REQUIRED. Code must be valid on Agency (AGC2) table.

Organization

CONDITIONAL. Required if the Expense Budget Organization Option on Fund Agency (FGY2) table is 'Y' or 'A'. Code must be valid on Organization (ORG2) table.

In Service Date OPTIONAL. Enter mm dd ccyy (date) that the fixed asset was entered into service.

Valuation Date OPTIONAL. Enter mm dd ccyy (date) that the fixed asset was valued.

Valuation Amount CONDITIONAL. Required if Valuation Date is entered. Enter the insurance or estimated value of the fixed asset.

Units DEFAULT is one.

 Allows capitalizing several identical fixed assets acquired at the same time in one entry. If this field is used enter the number of fixed assets recorded in this transaction.

Closing Costs OPTIONAL.

 Fixed Asset Type 'E' or 'V'
 Equipment (E) or vehicle (V)
 types of Fixed Asset leave
 blank.

 All Other Fixed Asset Types
 Enter the portion of the
 acquisition cost that is
 associated with legal fees,
 commissions, etc.

Useful Life CONDITIONAL. The depreciation process uses this number.

 REQUIRED if Depreciation Method is entered and Fixed Asset Type is NOT 'L' (land) or 'C' (construction), enter the useful life.

 DEFAULT. Inferred from Fixed Asset Catalog Table (FCLG) if Catalog is entered.

LEAVE BLANK if Depreciation Method is entered and Fixed Asset Type is 'C' (construction) or 'L' (Land).

Replacement Date OPTIONAL. If a depreciation method is specified on the fixed asset, the expected replacement date (mm dd cyy) can be entered.

Salvage Value OPTIONAL. Enter the salvage value of the asset. The depreciation process uses this number.

 LEAVE BLANK
 If Fixed Asset Type is 'C' (construction) or 'L' (land) leave blank.

Depreciation Method DEFAULTS to NA if left blank.

 Enter the depreciation method.

 1. SL Straight Line
 2. SY Sum of the Years Digits
 3. DD Double Declining Balance
 4. MC Manually Computed
 5. NA Not Applicable.
 6. Enter a declining balance rate (for example: 200 for a double declining balance rate).

 DEFAULT
 Inferred from Fixed Asset Catalog (FCLG) table if catalog is entered.

 LEAVE BLANK
 If Fixed Asset Type is 'C' (construction) or 'L' (land).

Memo Disposition Value OPTIONAL. Enter the estimated value of the asset at the time of disposal.

Asset Description

OPTIONAL. Enter a description of the fixed asset. Thirty position field.

DEFAULT. Inferred from Fixed Asset Catalog (FCLG) table if catalog is entered.

Funding Source

OPTIONAL. Enter a description of the funding source. Thirty position field.

TOTAL ASSET VALUE

REQUIRED. Enter the sum of the asset values from the next screen.

**FIXED ASSET ACQUISITION (FA)
TRANSACTION
SCREEN TWO**

Equity Account
(one through eight)

DEFAULT. Infers the Contribution of FA code from the System Special Account (SPEC) table.

OR

Enter a balance sheet account code representing the ownership of the asset. The BS account must be valid on Balance Sheet Account (BAC2) table with an account type 03.

ASSET VALUE
(one through eight)

REQUIRED. Enter the proportion of the total asset value associated with each equity account.

Description
(one through five)

OPTIONAL. Enter descriptive text in the five description fields. Each field has twelve positions.

Description
(six)

OPTIONAL. Enter a tag number or tag name in this field. This field has twelve positions.

The field is used to create Fixed Asset by Tag Number Inquiry (FBTT) table. It is an alternate view of Fixed Asset Betterment Inquiry (FBT1) table.

Project Code	OPTIONAL.
Construction in Progress Reversal Flag Entry	DEFAULT is blank (N - No). Select yes (Y) if the system needs to make a CIP reversal entry.
Serial Number	CONDITIONAL. Fixed Asset Type 'E' or 'V' Equipment (E) or vehicle (V) types of Fixed Asset should have a serial number entered. All Other Fixed Asset Types Leave this field blank.
Manufacturer	CONDITIONAL. Fixed Asset Type 'E' or 'V' Equipment (E) or vehicle (V) types of Fixed Asset should have a Manufacturer. All Other Fixed Asset Types Leave this field blank.
Vendor Code	OPTIONAL. Code must be valid on the CAS Vendor (VEN2) table.
Model Number	CONDITIONAL. Fixed Asset Type 'E' or 'V' Equipment (E) or vehicle (V) types of Fixed Asset should have a Model number. All Other Fixed Asset Types Leave this field blank.
Vendor Name	DEFAULTS. Name is inferred from the CAS Vendor (VEN2) table.

Surface Area

CONDITIONAL.

Fixed Asset Type 'L', 'B', 'I' or 'C'.

Land (L), Building (B),
Improvements (I), or
Construction (C) types of
Fixed Assets should have a
Surface Area. Ten position
field.

For example: 200 sq ft

All Other Fixed Asset Types
Leave this field blank.

Plat Number

CONDITIONAL.

Fixed Asset Type 'L', 'B', 'I' or 'C'.

Land (L), Building (B),
Improvements (I), or
Construction (C) types of
Fixed Assets should have a
Plat Number.

All Other Fixed Asset Types
Leave this field blank.

Purchasing Auth

OPTIONAL. Enter the purchase
order number used to purchase the
betterment.

In Service Date

OPTIONAL. Enter mm dd ccyy (date)
that the betterment was put into
service.

Units

DEFAULT is one.

Allows capitalizing several
identical fixed assets acquired at
the same time in one entry. If
this is used enter the number of
fixed assets recorded in this
transaction.

Closing Costs

OPTIONAL.

Fixed Asset Type 'E' or 'V'
Equipment (E) or vehicle (V)
types of Fixed Asset leave
blank.

All Other Fixed Asset Types
Enter the portion of the
acquisition cost that is
associated with legal fees,
commissions, etc.

Salvage Value

OPTIONAL.

Enter the salvage value of the
betterment.

LEAVE BLANK

If Fixed Asset Type is 'C'
(construction) or 'L' (land).

Betterment Description

OPTIONAL. Enter a description of
the betterment. Thirty position
field.

DEFAULT. Inferred from Fixed Asset
Catalog (FCLG) table if catalog is
entered.

TOTAL BETTERMENT VALUE

REQUIRED. Enter the sum of the
betterment values from the next
screen.

FIXED ASSET BETTERMENT (FB) TRANSACTION (SCREEN TWO)

Equity Account
(one through eight)

DEFAULT. Infers the Contribution of FA code from the System Special Account (SPEC) table.

OR

Enter a balance sheet account code representing the ownership of the asset. The BS account must be valid on Balance Sheet Account (BAC2) table with an account type 03.

BETTERMENT VALUE
(one through eight)

REQUIRED. Enter the proportion of the total betterment value associated with each equity account.

Description
(one through five)

OPTIONAL. Enter up to twelve characters of descriptive text in 1-5 description fields.

Description
(six)

OPTIONAL. Enter a tag number or Tag name in this field. This field has twelve positions.

The field is used to create Fixed Asset by Tag Number Inquiry (FBTT) table. It is an alternate view of Fixed Asset Betterment Inquiry (FBT1) table.

Betterment Number

CONDITIONAL.

Must be blank to dispose of the asset and all the betterments.

Betterments Only

Enter the betterment number (01 through 99) to dispose of an individual betterment.

NOTE: Always enter a two-digit number; for example 05, 08, 12.

DISPOSITION DATE

REQUIRED. Enter MM DD CCYY (date) that the fixed asset is disposed.

Asset Value

Display Only. Displays the value of the fixed asset that is disposed.

Selling Price

CONDITIONAL.

PROPRIETARY FUND

REQUIRED if the fund in the fixed asset summary record is a proprietary type fund. The amount is used to calculate a gain or loss.

ALL OTHER FUNDS

OPTIONAL.

Disposed Units

OPTIONAL. Enter the number of units disposed.

Allows capitalizing several identical fixed assets acquired at the same time in one entry. If this is used enter the number of fixed assets recorded in this transaction.

DISPOSITION AUTHORITY

REQUIRED.
Information pertaining to the disposal of the asset. Fifteen position field.

Examples:

Name of person authorizing the disposal.

A disaster such as a hurricane, the agency may choose to enter the name of the hurricane.

DISPOSITION METHOD

REQUIRED.
Code must be valid on the Acquisition/Disposition (FADM) table.

ALL OTHER FUNDS

DEFAULTS to Blank. The system identifies Blank as Revenue. The system infers the revenue source code from the Gain/Loss Account/Object field on System Special Account (SPEC) table.

'E' is NOT a valid code.

Accounting Period

DEFAULTS to the period in which the transaction date falls.

FIXED ASSET NUMBER

REQUIRED. Enter the fixed asset number of the fixed asset that is sold or transferred.

FIXED ASSET TYPE

REQUIRED. Enter the fixed asset type of the fixed asset that is sold or transferred.

NEW ACQUISITION DATE

REQUIRED. Enter the new date (MM DD CCYY) of acquisition for this fixed asset.

NEW FUND

REQUIRED. Enter the new fund that is primarily responsible for the fixed asset. Code must be valid on FUND (FUN2) table.

GOVERNMENTAL FUND

If both (old and new funds) are governmental funds the FS transaction cannot be used.

NEW AGENCY

REQUIRED. Enter the new agency that is primarily responsible for the fixed asset. Code must be valid on Agency (AGC2) Table.

New Organization

CONDITIONAL. Required if the Expense Budget Organization Option on Fund Agency (FGY2) table is 'Y' or 'A'. Code must be valid on Organization (ORG2) table.

	Enter the new organization that is primarily responsible for the fixed asset.
New Activity	OPTIONAL. Enter the new activity that is primarily associated with the fixed asset. Code must be valid on Activity (ACT2) table.
New Object	OPTIONAL. Code must be valid on Object (OBJ2) table.
<u>NEW LOCATION</u>	REQUIRED. Enter the new location of the fixed asset. Code must be valid on Fixed Asset Location Inquiry (FALC) table.
New In Service Date	OPTIONAL. Enter the new In Service Date (mm dd cyy).
New Useful Life	CONDITIONAL. The depreciation process uses this number. REQUIRED if Depreciation Method is entered and Fixed Asset Type is NOT 'L' (land) or 'C' (construction) enter the useful life. LEAVE BLANK if Depreciation Method is entered and Fixed Asset Type is 'C' (construction) or 'L' (Land).
New Salvage Value	OPTIONAL. Enter the salvage value of the asset. The depreciation process uses this number. LEAVE BLANK If Fixed Asset Type is 'C' (construction) or 'L' (land) leave blank.

New Depr Method

DEFAULTS to NA.

Enter the depreciation method.

1. SL Straight Line
2. SY Sum of the Years Digits
3. DD Double Declining Balance
4. MC Manually Computed
5. NA Not Applicable.
6. Enter a declining balance rate
(for example: 200 for a double
declining balance rate).

LEAVE BLANK

If Fixed Asset Type is 'C'
(construction) or 'L' (land) leave
blank.

New Complex/Building

DEFAULTS to the original entry.

Enter the new complex or building
that is associated with this fixed
asset.

DISPOSITION AUTH

REQUIRED. Information pertaining
to the disposal of the asset.
Fifteen position field.

Example:

Name of person authorizing
the disposal.

Purchasing Auth

OPTIONAL. Enter the purchase
order number used to purchase the
fixed asset.

TRANSFER PRICE

REQUIRED. Enter the selling or
transfer price of the fixed asset.

Betterment Carry Flag

DEFAULT is blank (N - No). All
the betterment records associated
with this asset will be deleted.

'Y' (Yes) if the betterment
records will not be deleted, but
all amount fields are changed to
zero.

Equity Account
(one through eight)

DEFAULT. Infers the Contribution of FA code from the System Special Account (SPEC) table.

OR

Enter a balance sheet account code representing the ownership of the asset. The BS account must be valid on Balance Sheet Account (BAC2) table with an account type 03.

ASSET VALUE
(one through eight)

REQUIRED. Enter the proportion of the total asset value associated with each equity account.

FIXED ASSET TRANSFER (FT) TRANSACTION

REQUIRED FIELDS - The system requires that data be entered. These fields are in bold print and underlined to make them easier to identify.

DEFAULT FIELDS - Default fields that are left blank, will automatically be populated by the system. Data that is entered will override the default data.

OPTIONAL FIELDS - The system administrator decides if the optional fields will be used for his/her agency.

CONDITIONAL FIELDS - The Fixed Asset Type determines if the conditional fields are populated.

Transaction Date **DEFAULTS** to current date. The date entered should be date the asset was transferred.

Accounting Period **DEFAULTS** to the period in which the transaction date falls.

TYPE OF TRANSFER

REQUIRED.

1 (One)

Only use to transfer an Asset in Construction to a Building asset or an Improvement asset.

2 (Two)

Transfer an asset from one account code to another within the same proprietary funds or between two governmental funds.

Use the FS transaction if the asset is transferring between proprietary funds.

FIXED ASSET NUMBER

REQUIRED. Enter the fixed asset number of the fixed asset that is transferred.

FIXED ASSET TYPE

REQUIRED.

Type of Transfer - 1 (One)
Enter 'B' (building) or
Enter 'I' (improvement)

Type of Transfer -2 (Two)
Enter the appropriate Fixed
Asset Type for the fixed
asset. Do not use 'B'
(building) or 'I'
(improvement) for transfer
type 2.

New Group

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
REQUIRED. Enter the fixed
asset group. Must be valid
on Fixed Asset Group Location
(FAGL) table.

New Location

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
REQUIRED. Enter the fixed
asset location. Must be valid
on Fixed Asset Location
(FALC) table.

New Fund

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
REQUIRED. Enter the fixed
asset fund number. Must be
valid on Fund (FUN2) table.

New Agency

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
REQUIRED. Enter the agency
code. Must be valid on Agency
(AGC2) table.

New Organization

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
REQUIRED. Enter the
organization code. Must be
valid on Organization (ORG2)
table.

New Activity

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
OPTIONAL. Enter the activity
code. Must be valid on
Activity (AGC2) table.

New Object

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
OPTIONAL. Enter the object
code. Must be valid on Object
(OBJ2) table.

New Complex/Building

CONDITIONAL.

Type of Transfer - 1 (One)
Leave Blank

Type of Transfer - 2 (Two)
OPTIONAL. Enter the complex
or building that is primarily
associated with the fixed
asset.

FIXED ASSET MODIFICATION (FC) TRANSACTION

REQUIRED FIELDS - The system requires that data be entered. These fields are in bold print and underlined to make them easier to identify.

DEFAULT FIELDS - Default fields that are left blank, will automatically be populated by the system. Data that is entered will override the default data.

OPTIONAL FIELDS - The system administrator decides if the optional fields will be used for his/her agency.

CONDITIONAL FIELDS - The Fixed Asset Type determines if the conditional fields are populated.

Transaction Date	DEFAULTS to current date.
Accounting Period	DEFAULTS to the period in which the transaction date falls.
<u>FIXED ASSET NUMBER</u>	REQUIRED. Enter the fixed asset number that is being modified.
<u>FIXED ASSET TYPE</u>	REQUIRED. Enter the appropriate type for this fixed asset.
<u>BETTERMENT NUMBER</u>	REQUIRED. Enter the number of the betterment that is being modified. Original Assets - Enter 00 as the betterment number.
Fixed Asset Group	OPTIONAL. Enter the correct fixed asset group. Must be valid on Fixed Asset Group Location Inquiry (FAGL) table.
Compx/Building	OPTIONAL. Eight position field. Enter the correct Complex/Building. DEFAULTS to original.

Location	OPTIONAL. Enter the correct location of the fixed asset. Code must be valid on Fixed Asset Location (FLOC) table.
Acquisition Date	OPTIONAL. Enter the correct Acquisition Date (MM DD CCYY).
Acquisition Method	OPTIONAL. Enter the correct Acquisition Methods. Code must be valid on the Acquisition/Disposition (FADM) table.
Project Code	OPTIONAL.
Construction in Progress Reversal Flag Entry	DEFAULT is blank (N - No). Select yes (Y) if the system needs to make a CIP reversal entry.
Serial Number	CONDITIONAL. Fixed Asset Type 'E' or 'V' ONLY Equipment (E) or Vehicle (V) types of Fixed Asset enter the correct serial number. All Other Fixed Asset Types Leave this field blank.
Manufacturer	CONDITIONAL. Fixed Asset Type 'E' or 'V' ONLY Equipment (E) or vehicle (V) types of Fixed Asset enter the correct Manufacturer. All Other Fixed Asset Types Leave this field blank.
Vendor Code	OPTIONAL. Enter the correct vendor code. Code must be valid on the CAS Vendor (VEN2) table.

Model Number

CONDITIONAL.

Fixed Asset Type 'E' or 'V'
ONLY Equipment (E) or Vehicle
(V) types of Fixed Asset
enter the correct Model
number.

All Other Fixed Asset Types
Leave this field blank.

Vendor Name

DEFAULTS. Name is inferred from
the CAS Vendor (VEN2) Table.

Units

OPTIONAL. Enter the number of
items that should have been
recorded. The data in the unit
field will be replaced with the
correct information from the FC.

Surface Area

CONDITIONAL.

Fixed Asset Type 'L', 'B', 'I' or
'C'.

Land (L), Building (B),
Improvements (I), or
Construction (C) types of
Fixed Assets should have a
Surface Area. Ten position
field.

For example: 200 sq ft.

Enter the correct Surface Area.

All Other Fixed Asset Types
Leave this field blank.

Salvage Value

OPTIONAL. Enter the correct Salvage Value of the asset. The depreciation process uses this number.

LEAVE BLANK

If Fixed Asset Type is 'C' (construction) or 'L' (land) leave blank.

Depreciation Method

OPTIONAL.

Enter the correct depreciation method.

1. SL Straight Line
2. SY Sum of the Years Digits
3. DD Double Declining Balance
4. MC Manually Computed
5. NA Not Applicable.
6. Enter a declining balance rate (for example: 200 for a double declining balance rate).

LEAVE BLANK

If Fixed Asset Type is 'C' (construction) or 'L' (land).

Closing Costs

OPTIONAL.

Fixed Asset Type 'E' or 'V'
Equipment (E) or vehicle(V)
types of Fixed Asset LEAVE
BLANK.

All Other Fixed Asset Types

Enter the correct portion of the acquisition cost that is associated with legal fees, commissions, etc.

Disposition Authority

OPTIONAL. Only use if the fixed asset is disposed.

Information pertaining to the disposal of the asset. Fifteen position field.

Examples:

Name of person authorizing the disposal.

A disaster such as a hurricane, the agency may choose to enter the name of the hurricane.

Enter the correct disposition authorization.

Memo Disposition Value

OPTIONAL. Enter the correct estimated value at the time of disposal.

Disposition Method

OPTIONAL. Only use if the fixed asset is disposed.

Enter the correct disposition method. Code must be valid on the Acquisition /Disposition (FADM) table.

Change In Selling Price

OPTIONAL. Only use if the fixed asset is disposed.

PROPRIETARY FUND

If the fund in the fixed asset summary record is a proprietary type fund this amount is used to calculate a gain or loss.

ALL OTHER FUNDS

OPTIONAL.

Enter the difference between the selling price recorded on the Fixed Asset Summary (FAS1) table and the correct Selling Price.

Disposition Date	OPTIONAL. Only use if the fixed asset is disposed. Enter the correct date (MM DD CCYY) that the fixed asset is disposed.
Increase/Decrease Indicator	DEFAULT is blank. REQUIRED is if a change in selling price is entered. Valid values are: 'I' is Increase 'D' is Decrease
Description	OPTIONAL. Enter the correct description of the fixed asset. Thirty position field.
Funding Source	OPTIONAL. Enter the correct description of the funding source. Thirty position field.
Revised Asset Value	CONDITIONAL. Enter the sum of the asset values from screen two when equity accounts or asset values change.

FIXED ASSET MODIFICATION (FC) TRANSACTION SCREEN TWO

Equity Account
(one through eight)

Enter a balance sheet account code representing the ownership of the asset. The BS account must be valid on Balance Sheet Account (BAC2) table with an account type 03.

ASSET VALUE
(one through eight)

CONDITIONAL. Asset Value is required if the equity account is entered. Enter the proportion of the total asset value associated with each equity account.

The entire equity distribution must be entered.

EXAMPLE: Asset is split over four equity accounts and only the third asset value is changed, all four equity accounts and asset values must be entered.

If zeros are entered and there is no depreciation for the equity line, the equity line is deleted.

Description
(one through five)

OPTIONAL. Enter the correct descriptive text in the five description fields. Each field has twelve positions.

Description
(six)

OPTIONAL. Enter the correct tag number or tag name in this field. This field has twelve positions.

The field is used to create Fixed Asset by Tag Number Inquiry (FBTT) table. It is an alternate view of the Fixed Asset Betterment (FBT1) table.