FAS QUICK REFERENCE GUIDE

Contact: Division of Statewide Accounting (208) 332-8827
Click here to order inventory tags (CPIS Tags) from the State Records Center.
Certain Acquisition and Disposition Method elements require specific transaction codes as indicated in parentheses and where **#** is the asset type.

ACQUISITIONS:

FD06	Status Code
U	In Use
D	Disposed *
I	Idle
S	In Storage
L	Lost

*do not use D for partial disposals

FD23	Ownership
A	Agency Owned
C	Combined w/ Other Agency
G	Grants w/ Potential Federal
F	Claim Federal Ownership &
E	Title Endowment Property
O	Other State Agency Owned

The following codes do not send data to STARS for CAFR reporting.

N	Non-State Agency Owned	No
L	Leased Property	No
X	Non-reportable - Federal Title	No

FD14	Acquisition Method
N	New Purchase
D	New Donation
U	Used Purchase
G	Used Donation
I	Interagency Transfer In (T1#)
T	Trade In from a non-state entity
L	Capitalized Lease
O	Operating Lease
F	Federal Excess
P	Federal Surplus
E	Escheat
S	Seizure
X	Other

FD05	Condition Code
E	Excellent
G	Good
F	Fair
P	Poor

The condition of the asset when added to FAS.

	Capitalization Indicator
S	Statewide
A	Agency
I	Inventoriable
F	Send to FAS (operating expense)*

*put F in CI indicator on STARS to force an operating expense to go to FAS.

FD04	Insurance Indicator
M	Major Property Insurance
I	Inland Marine Insurance*
A	Automobile Class I – load under
B	2000 lbs Automobile Class II – load
O	over 2000 lbs Other/Private
N	Insurance
	No State Insurance

*Use I to identify items that need to have a lower deductible, such as expensive items taken out in the field.

DISPOSITIONS:

FD22	Disposition Method
C	Cannibalized
D	Donated or Scrapped
I	Incorrect or Adjusted (RN# or RP#)
L	Lost or Stolen
O	Interagency Transfer Out (TO#)
S	Sold (SO# or DS#)
T	Transferred or Traded-in
V	Value Below Inventory Threshold (DV#)

QUICK REFERENCE DATA ENTRY S033 – ASSET ACQUISITION

The following illustration is a color-coded reference of the minimum required data elements to process an acquisition transaction in FAS that originated in STARS. Some of the color-coded elements correspond to the colors in the guide above.

FAS requires some data elements to be either looked up or directly entered. Automobiles, Land, and Buildings require additional elements. When adding an acquisition, press the F1 key to display a list at the bottom of the data entry screen of the additional FAS data elements required. Your agency may also require other data elements not listed here.

Required elements are indicated with an **R**. The elements in red are extracted from the STARS transaction used to record the acquisition.

FAS Data Entry Screen 33 – S033

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VERSION 3.1            STARS GENERATED TO FAS DATA ENTRY SCREEN            S033

AGY: 200 PROP NO: 0000059706 COMP NO: 00 SEQ NO: 0001 ADT AMT:       5325.00
ADT DT: 08212001 BFY:  2012   STATUS:   APP LVL: 0    REM AMT:       5325.00
--------------------------------------------------------------------------
FUNCTION: R (R=RECALL, A=ADD, C=CHANGE, D=DELETE, U=UNDO, N=NEXT, P=PREVIOUS,
          Y=APPROVE, H=HOLD)
AGENCY : 200      PROP  NO: 0000059706     COMP NO: 00 SEQ NO: 0001 AGY SFX: O
FAS  TC: A04      REF PROP: 0000059706     REF CMP: 00 STATUS: R    OWNRSHP: R
DSP MTH: N        ADT  AMT: 5325.00        ACQ MTH: R  CLS CD: R    CLS SFX: O
DISP % : 000      ADT DATE: 08212001       ST  MTH: 1  RSK MG: R    COND CD: R
QTY    : 0000001 INSRV DT: R               AGY MTH: 1  U LIFE: L     CAP IND: S
QTY UNT: C        RPLC AMT: R              INS IND: R SAL VAL: O
LOCAT1 : R           DESC:  SERVER-NOVELL(GOLLUM)-MICROWAV
LOCAT2 : O                    PO NO  : O              MODEL YR: O/A  MFR: O/A
LAST NM: O                    FIRST  : O              MID INIT: O
SERIAL : O/A                  LICENSE: O/A            ODOMETER: O
COMMENT: O                                            CURR DOC: P0208177
DEPR DT: N            ST DEPR: N                       AGY DEPR: N
INVNTRY: O                                   INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
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Indicator	Description
R	Required
O	Optional
L	Looked up or System Defaults
A	Required for Automobiles
C	Required for Asset Class 1 or 2 (Land or Building)
N	Not Allowed
O/A	Optional, but Required for Automobiles

Required Fields for an Acquisition or Disposition

1=LAND
2=BUILDINGS
3=IMPROVEMENT OTHER THAN BLDGS
4=MACHINERY & EQUIPMENT

ACQUISITIONS:

	screen 33 comes from STARS:	*screen 35 agency does direct entry into FAS:*			(re-add assets previously inactivated or PY purchase not added)		
Field	CY Purchase thru STARS $	CY monetary purchase $	CY non-monetary	Interagency Transfer In	CY inactivate monetary re-add $	CY inactivate non-monetary re-add	PY purchase or inactivate re-add
FAS TC	A01-A04	AP1-AP4	A11-A14	T11-T14	AS1-AS4	AR1-AR4	AT1-AT4
Seq No	populated	start 0001	start 0001	start 0001	start 0001	start 0001	start 0001
Status	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer
Ownrshp	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer
ADT Amt	Amt paid plus trade-in	Amt paid plus trade-in	Fair Market Value as of in-service date	Orig amt from transfer in agency	Amt paid plus trade-in	Fair Market Value as of in-service date	Amt paid plus trade-in
Acq Mth	see quick refer	see quick refer	see quick refer		see quick refer	see quick refer	see quick refer
Cls Cd	see class codes	see class codes	see class codes	see class codes	see class codes	see class codes	see class codes
Cond Cd	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer
Qty	required	required	required	required	required	required	required
Insrv Dt	date put in service	date put in service	date put in service	Orig Insrv date	date put in service	date put in service	date put in service
U Life	populated-can chg	populated-can chg	populated-can chg	Orig U Life	populated-can chg	populated-can chg	populated-can chg
Cap Ind	populated-can chg	populated-can chg	populated-can chg	populated-can chg	populated-can chg	populated-can chg	populated-can chg
Qty Unit	req'd A01 & A02	req'd AP1 & AP2	req'd A11 & A12	req'd T11 & T12	req'd AS1 & AS2	req'd AR1 & AR2	req'd AT1 & AT2
Rplc Amt	required	required	required	required	required	required	required
Ins Ind	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer	see quick refer
Locat1	required	required	required	required	required	required	required
Desc	populated-can chg	fill in	fill in	fill in	fill in	fill in	fill in
Cur Doc	populated	required	required	required	required	required	required
SCO Release	no	no	no	yes	no	no	no

DISPOSITIONS:

	screen 33 comes from STARS:	*screen 35 agency does direct entry into FAS:*				(for assets entered erroneously)	
Field	Sale thru STARS TC 027 monetary $	disposal monetary $	disposal non-monetary	Interagency Transfer Out	Remove asset less than $2000 orig amt	inactivate CY Asset (Insrv Dt is cur year)	inactivate PY Asset (Insrv Dt is prior year)
FAS TC	S01-S04	DS1-DS4	DD1-DD4	T01-T04	DV4	RN1-RN4	RP1-RP4
Seq No	populated	start 0001	start 0001	start 0001	start 0001	start 0001	start 0001
Status	D	D	D, L	D	D	D	D
Dsp Mth	S	S	C, D, L, T	O	V	I	I
ADT Amt	Amt sold for without trade-in	Amt sold for without trade-	0.00	Stwd Book Value	Orig amt should be same as book value	Orig amt	Orig amt
Disp %	100 or partial #	100 or partial #	100 or partial #	100 or partial #	100 or partial #	100 or partial #	100 or partial #
Qty	see F40 screen	see F40 screen	see F40 screen	see F40 screen	see F40 screen	none	none
SCO Release	no	no	no	yes	no	yes, entered by SCO	yes, entered by SCO

Connie Worksheet