CGI Advantage® 4

Fixed Assets User Guide

CGI

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Business Area Overview

Advantage Fixed Assets enables you to manage and control your organization's fixed assets throughout their life cycle with a fully integrated with the accounting functions of Advantage Financial. Advantage Fixed Assets conforms to the Generally Accepted Accounting Principles (GAAP) for fixed asset accounting, and supports financial reporting of fixed assets as mandated by the Government Accounting Standards Board (GASB).

› Key Features

Advantage Fixed Assets supports common and custom fixed asset types. For example, the system supports land, buildings, equipment, vehicles, infrastructure, and construction-in-progress as separate asset types. Within each asset type, you can define a reporting hierarchy to classify groups of related assets.

The tracking of a fixed asset begins with the acquisition of the asset, includes any maintenance transactions to record asset changes (such as improvements, modifications and transfers), depreciation updates, and ends with asset disposal. To assist you in the tracking of fixed assets, you can search for specific types of data on the Fixed Asset Registry or define custom reports using standard reporting tools. In addition, the system provides several pre-defined batch process reports.

Asset Lifecycle

The following graphic illustrates the major phases of an asset's life cycle from the time the asset is acquired to the time it is disposed. Within these phases are several business processes that you use Advantage Fixed Assets to perform.
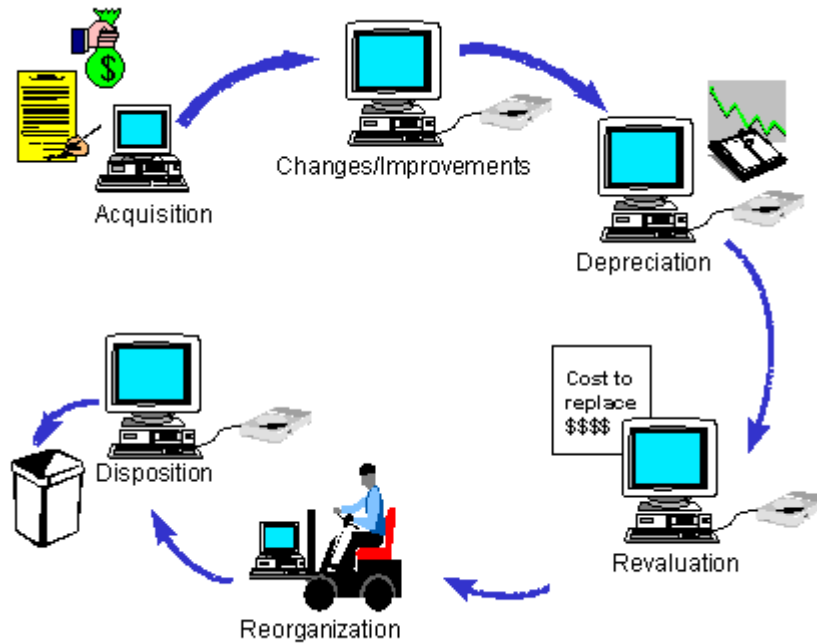
The following are the business processes supported by Advantage Fixed Assets. More details on each can be found in the "FA Transaction Type" topic and the Common Business Tasks.

› **Acquisition**

As your organization acquires new assets, you add them to the inventory of assets maintained by Advantage Fixed Assets.

There are different ways by which you can acquire a fixed asset. The acquisition of the asset can go through the process of placing the order for a fixed asset commodity, followed by a payment request and finally a disbursement. Such commodities often trigger a fixed asset shell (for example, a Fixed Asset Acquisition (FA) transaction created with all known details as of the disbursement) or the acquisition can be record by manually creating a Fixed Asset Acquisition (FA) transaction.

You can also acquire an asset by receiving a Fixed Asset commodity as donations or as grants from external agencies, you can lease them, or you can construct them. An asset can be also be acquired by the process of internal sale/acquisition. There is no limitation to the different methods of acquisition as those are defined as part of your setup data.

› **Improvement**

The system supports the recording of Improvements or "Betterments" (such as adding a larger monitor or an external drive to an existing desktop computer) to an existing asset. One form of recording improvement in an asset is the increase through the same Fixed Asset Acquisition shell mentioned above. This would be done when the improvement results in the increase of number of units of an existing component as well as its value.

You can also Increase/decrease an asset's actual cost. You can record this by processing the Fixed Asset Increase/Decrease (FI) transaction.

› **Change or Modification**

The system supports the recording of different types of changes to existing assets: modifications to non-financial information, changes of the type of fixed asset (for example, from construction in progress to building). There is also a system process available for handling mass changes in the location and other types of information of related assets.

› **Reorganization or Transfer**

During the life cycle of an asset there could be occasions when that asset is transferred from one Responsibility Center (like a department or agency) to another. If groups of related assets need to have the same changes made to their Responsibility Center, a system process is available. There are accounting restrictions that will require an internal sale instead of a transfer.

› **Depreciation**

As your organization's assets age, periodic expenses are recognized based on the residual value and useful life of the asset. You can record this expense manually or have it automatically recorded.

› **Valuation**

The cost to replace an asset (called the Valuation Amount) may change throughout the asset's life. Advantage Fixed Assets enables you to record this change manually or set up the system to record it automatically. This can be recorded either as a percentage increase in the asset value or as fixed amount.

› **Disposal**

When your organization disposes of assets, you need to record the reduction in asset balances as well as any gain or loss. Advantage Fixed Assets supports the disposal of entire assets, individual components of an asset, or a portion of a component's total units.

› **Internal Sale**

An asset is sold internally when the ownership of an asset is sold to another entity within the government on the same instance of Advantage Financial. You can record the transaction either by the two transaction model or by the single transaction model. In the two transaction model it is done by disposing of the asset and entering a new acquisition transaction. In the single transaction model only one internal sale transaction is processed to record the sale and purchase of the asset. The table below lists the salient differences between the two transaction model and single transaction model:

Two Transaction Model	One Transaction Model
A disposal transaction is processed by the seller and then the buyer processes an acquisition transaction.	The buyer alone has to process one transaction – the internal sale transaction.

Partial sales are possible.	All the components and all units of components have to be sold.
The Fixed Asset Number is changed, but that is not the Tag Number.	There is no change to the Fixed Asset Number.

Common Terminology

Below are several terms that are used throughout this User Guide for reference. Many other terms can be found in the topics discussing the Fixed Asset Transaction Type.

0-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

> Accumulated Depreciation

Each recording of a depreciation expense update is offset by a posting to an Accumulated Depreciation account.

> Acquisition

An acquisition is the process of acquiring a new fixed asset at historical cost (that is, the original cost) by an entity. Entities will report an amount for fixed assets that equals the related fund expenditures incurred to purchase or construct the fixed asset. In cases where an asset is gifted, the historical cost is typically the current market value.

> Asset Impairment

An asset that is worth less on the market than the value recorded is considered impaired. This will result in a write-down of that same asset account to the stated market price.

> Betterment

Adding value to an existing fixed asset due to improvements/additions made to the fixed asset.

> COA

A common acronym that stands for chart of accounts, which is used to refer to the collection of chart of account fields found in the Responsibility Center of Fixed Asset Headers or on the Accounting Line.

> Composite Asset

Composite assets consisting of multiple components are depreciated as single asset based on depreciation attributes established on the asset header. Individual sites policy will govern whether an asset should be defined as composite or not. Typical examples of composite assets are infrastructure assets such as highways, roads and bridges.

> Depreciation

The allocation of the net costs of the fixed asset over its estimated useful life is accomplished by decreasing the value of an asset by the amount of this allocation (depreciation).

> Disposition

An asset is considered disposed when retired due to sale, destruction, obsolescence or vandalism, etc.

> GASB

Government Accounting Standards Board

› GAAP

Generally Accepted Accounting Principles

› Historical Asset Cost

The Historic Asset Cost represents the original amount at which the fixed asset was acquired. This amount is inclusive of subsequent acquisitions, betterments, and increase/decrease adjustments. It does not include depreciation and disposition. The amount is provided as information to show the original, gross cost of the asset.

› In Service Date

The In Service Date specifies the date the asset entered into service. Depreciation can begin on this date or the Acquisition Date, which date is determined by the asset type.

› Memo Asset

Assets may be tracked as part of the asset inventory without any accounting impact with an indication that it is a Memo Asset. Memo Assets are often used to record assets that do not meet capitalization threshold requirements but should or must be tracked.

› Net Book Value

Net Book value is the difference between the historical asset and accumulated depreciation.

› Reorganization

A term used for the type of asset modification where the location, custodian, responsible employee are updated.

› Useful Life

The useful life of an asset is the estimated life, expressed in years, over which the asset will decrease with use or time to the point of equaling the salvage value, which could be zero.

› Valuation

An optional asset management tool is to maintain the current value of an asset, or valuation. When this amount is updated manually or by an application process, the term is revaluation.

Unique Fixed Asset Concepts

Refer to the following topics for information on unique Fixed Asset concepts:

- Accounts Payable Interaction

- Disbursement Interaction

- Debt Management Interaction

- Accounts Receivable Interaction

- Cost Accounting Interaction

- Procurement Interaction

- General Capital Assets Fund

- Responsibility Center Accounting

- Depreciation

Accounts Payable Interaction

In CGI Advantage Financial, the Fixed Asset tracking begins at the time of commodity purchase. The Payment Request (PR) transaction type first identifies a fixed asset purchase at the time the payment request is accepted into the system based on the commodity code specified on the commodity line. The payment request commodity line includes a Shell Indicator field that identifies whether the Fixed Asset shell should be generated or not. If yes then whether the shell generation set to process should generate a single asset shell for the complete quantity or multiple asset shells based on the quantity.

Whether to generate a single or multiple shells, the payment request will record a tracking record on the Fixed Asset Payment Request (FAPR) inquiry page to begin the tracking necessary to complete the recording of the asset. That page is covered in the Inquiries section of this guide and the system process that reads it to create the fixed asset shell is covered in the Advanced – Batch Processing section.

The last thing the payment request will do is book a debit and credit pair to record the pending fixed asset for tracking purposes from the Accounting Journal. Those accounts come from the Fixed Asset Type associated with the commodity code as define on the Commodity (COMM) reference page.

Disbursement Interaction

The automated and manual disbursement transactions (AD/MD) update the record created from the payment request on the Fixed Asset Payment Request (FAPR) inquiry page. The disbursement also updates the Disbursement Lines inquiry page, which is accessed in two Related Page steps from Fixed Asset Payment Request: Fixed Asset Payment Request Accounting Lines then Disbursement Lines. The disbursement transactions make a separate update from the payment request in the event:

- The amount of the payment request is not the final amount because of discounts, interest, or other adjustments at time of payment. Which of these amounts will count as the capitalized amount is defined on the Even Category (ECAT) reference page for the ADIS and MDIS event category.

- The funding details (COA) on the payment request are not the final ones as a Front End Split may have changed the COA at the time of disbursement.

The last thing the disbursement will do is book a debit and credit pair to record the pending fixed asset for tracking purposes from the Accounting Journal while also reversing the pair of postings from the payment request.

Debt Management Interaction

There are two interactions between Fixed Assets and Debt Management. The first is one where the funds from a bond issue or a loan can be used to fund the purchase or construction of an asset. The Debt ID field on the posting line of the disbursement is passed along to the fixed asset shell along with other COA.

The second interaction is one that will tie a Debt ID to a Fixed Asset Number and Component combination to tie a lease in Debt Management to the fixed asset. This connection can be made initiated from either record and will be pushed to the other by the system.

Accounts Receivable Interaction

When there is a sale to an external party, the accounting recorded on the disposal transaction of Fixed Assets is based on there being a cash receipt transaction being recorded in Accounts Receivable before or shortly after the sale.

Cost Accounting Interaction

Beyond just recording grants and projects used in the funding or construction of a fixed asset, there is a larger interaction with the Cost Accounting Area. The system term is Fixed Asset Program Allocation, but the feature is used to capture costs to construct an asset or prepare and asset for disposal/sale. Certain COA reference pages have an indication if a given code is eligible for this type of spending. All cash expenditures with such a code are captured and accumulated for review. When approved the costs are then automatically added to the value of a Fixed Asset and Component Number. When the event is completed, the Fixed Asset Type is then changed automatically.

Procurement Interaction

When multiple fixed assets will be purchased in the future, a feature known as Fixed Asset Intent is used to initially capture many of the attributes for the assets with a Fixed Asset Intent transaction that is then referenced on the purchase order for the assets. A system process will then create the assets instead of using the fixed asset shell process.

General Capital Assets Fund

For reporting purposes, the option exists to record all fixed asset activity for governmental funds into a clearing fund. There is no system restriction based on what types of funds can use this feature as it is configured for each individual fund on the Fund reference page with the General Capital Assets (GCA) Fund indication. This GCA fund does not appear on any part of a fixed asset record and is only pulled in at the posting line part of those fixed asset transactions that have an accounting impact. It is also pulled in for the pending asset postings on the payment request and disbursement transactions.

Responsibility Center Accounting

As many fixed assets are purchased or constructed by COA distributions that are not the one(s) used to record the asset for financial reporting purposes (separate from the General Capital Assets Fund discussed above). Recording how funded is an important fixed asset task as well as ensuring asset accounts and other accounting activity is recorded properly. To accomplish this, Fixed Assets has an accounting line indication of Responsibility Center Posting that will direct the system to use what is recorded in the Responsibility Center Accounting section of the Asset Header instead of the COA at the Accounting Line. The recording of depreciation has a separate indication: Depreciation Structure. Please refer to the "Header" topic for more details on this feature.

Depreciation

Depreciation is the process by which an asset's book value decreases over time. As capital assets age, wear, or become obsolete, the loss in value is recognized as depreciation expense. A computer, for example, that initially cost $2,000 is worth substantially less than the original cost in the third year of its useful life. Advantage Fixed Assets allows users to define the types of assets your organization will depreciate, the depreciation method employed, and the accounting structure(s) to which depreciation posts.

For additional details on the depreciation process, please refer to the Mass Depreciation run sheet in the *CGI Advantage - Fixed Assets Run Sheets* guide as well as the Advanced – Setup and the "Transaction Information" sections within this Fixed Assets user guide.

Refer to the following topics for additional information about the depreciation functionality in Advantage:

- Formulas for Depreciation

- Recalculation from Beginning

- Retrospective and Prospective Effects of a Depreciation Elements Change

Formulas for Depreciation

The calculation of depreciation is based on several pieces of information, some of which have to be calculated themselves: depreciable base, useful life, and apportionment method.

- **Partial or Full Depreciation Based on Units**: When catching up depreciation at the time of a sale, disposal, or transfer, depreciation must be adjusted if not all of the units for a component are involved. When depreciating with Mass Depreciation, all existing units are depreciated at the time of the run.

  If Mass Depreciation # Disposed Units Ratio = 1

  Else # Disposed Units Ratio = Disposed Units / Total Units

- **Transaction Depreciation by Units**: With the # Disposed Units Ratio calculated and the amount of Incremental Depreciation calculated those two are multiplied to arrive at what is commonly called 'catch up depreciation' on a disposal.

  # Disposed Units Ratio * Calculated Depreciation

- **Incremental Depreciation**: Automatic depreciation is always incremented as depreciation is based on the number of days across each year in a useful life.

  Incremental Depreciation = Incremental Fraction * Depreciation

  If Historical Cost - Salvage Value - old Accumulated Depreciation – 'new' Deprecation < $0.00

  > Then the amount of Depreciation should be set to the amount that makes Historical Cost - Salvage Value - old Accumulated Depreciation - 'rounded down' Deprecation = $0.00.

  Else 'new' Depreciation will be used

  The Incremental Fraction is a ratio of days eligible for depreciation in a given calendar year divided by the total number of days in that calendar year.

  End Date – Start Date / # days in calendar year

When the days eligible for depreciation span a calendar year (December 31st), then there are two partial ranges in a single depreciation time frame. When there is a Depreciation Elements Change (DEPEC) record for an asset that depreciates with time (not activity), there can be two or more ranges.

When there are multiple ranges of depreciation, the very last range adds 1 day to the calculation, which is a result of previous ranges not using the last day in the range. That same 1 day is also added in cases where a range should include the last day of the range. The first such situation is when a sale, transfer, or disposal occurs before the first depreciation. The next is when depreciation occurs for the first time yet the depreciation period does not span the end of a calendar year.

- o Where there is only a single range, the calculation can be any of the following:

End Date	Start Date
Depreciation End Date	Acquisition Date
Disposal Date	In Service Date
Sale Date	Last Depreciation Date
Transfer Date	

- o When the first range in a series of ranges, the calculation can be any of the following:

End Date	Start Date
Calendar Year End Date	Acquisition Date

DEPEC's Effective Date	In Service Date
Sale Date	Last Depreciation Date
Transfer Date	
Disposal Date	

o When a second or subsequent range in a series, the calculation can be any of the following:

End Date	Start Date
Depreciation End Date	Calendar Year Begin Date
DEPEC's Effective Date	DEPEC's Effective Date
Sale Date	
Transfer Date	
Disposal Date	

When validating calculated depreciation, there are two points to consider in the following formula:

End Date – Start Date / # days in calendar year

- The first is the # days in a calendar year. The application uses 365 days for all years except leap years in which case 366 is used.

- The second is whether or not the last date in a range is included. When there is only one range or it is the last range in multiple ranges, the last day is included because the application uses (End Date – Start Date + 1) / # days in calendar year. For all other ranges the formula is just (End Date – Start Date) / # days in calendar year.

Straight Line Calculation

This type of depreciation is a type based on time and not usage. This method applies a set amount of depreciation that spreads the asset's depreciable base out equally over the useful life.

Annual Depreciation = Original Asset Depreciable Base / Useful Life in Years

Where:

Original Asset Depreciable Base = (Asset Historical Cost – Salvage Value)

Declining Balance Calculation

The Declining Balance method is similar to Straight Line but accelerates the rate so that the asset is depreciated more in the beginning of the useful life and then in ever decreasing amounts after that. This method requires that a rate be entered in the Declining Rate field. This amount is used in the calculation for this method.

Annual Depreciation = ((Asset Depreciable Base / Useful Life in Years)* Declining Rate)

Where

Asset Depreciable Base = (Asset Historical Cost – Accumulated Depreciation)

Sum-of-the-Years'-Digits Calculation

The Sum-of-the-Years'-Digits method is a form of accelerated depreciation and has similarities with the Straight Line method.

Annual Depreciation = Asset Historical Cost * (Remaining Life in Years / Sum-of-the-Years'-Digits)

Where

Sum-of-the-Years'-Digits = Useful Life*((Useful Life + 1)/2)

Remaining Life in Years is a whole number that starts with the Useful Life and increments down 1 year with each anniversary of the Acquisition Date or In Service Date, depending on Depreciation Date Indicator from Fixed Asset Type. 1 day after the anniversary causes the increment down 1.

Recalculation from Beginning

The Fixed Asset Modification (FM) transaction is the tool for changing depreciation settings. While the transaction can change any number of depreciation settings for use in the net depreciation run, the Recalculate from Beginning indication on the Component tab of the transaction enables a user to change any depreciation setting, short of Historical Value, and have the Mass Depreciation process and Transaction Depreciation recalculate depreciation from the beginning, using all of the changed and unchanged depreciation settings. This action will carry an overrideable error message to ensure proper authorization of this event, which is 'the value was wrong from the beginning and depreciation needs to be adjusted to a level that would have resulted from the change being the initial setting.'

The indication defaults to true, if the applicable date for starting depreciation (Acquisition or In Service) is changed and the asset component has been depreciated before. Changing such a date in that situation implies a recalculation. Changes to other depreciation changes could come from a review of the condition of the asset and would only apply from the point of the change and forward.

The changing of an accelerated Depreciation Method to Straight Line is a common change made when the accelerated rate declines over time to equal the Straight Line rate. In this situation a user would not set the Recalculate from Beginning indication to *true* because the initial method was not a mistake but the

new method should be used for the remaining useful life. This type of change would normally have an effective date at the beginning of a new depreciation year.

Changes to certain other depreciation settings do not behave in the manner of those discussed above – Asset Value (or commonly called Depreciation Basis) and Depreciation Structure. When these settings are changed, the Depreciation Elements Change (DEPEC) page is updated but Mass and Transaction Depreciation will only calculate using that New Asset Value or record using the New Depreciation Structure from the Effective Date of that change forward. It is not a recalculation and reposting from the beginning. However, if one of the other depreciation settings mentioned previously is changed at a later date and the Recalculate from Beginning indication is *true*, recalculation from the beginning will use that updated Asset Value and new Depreciation Structure.

It should be noted that any amount of depreciation adjustment from a recalculation will post in the fiscal year and accounting period defaulting or specified in the Mass Depreciation job or with the values from the fixed asset transaction when recording catchup depreciation.

Retrospective and Prospective Effects of a Depreciation Elements Change

The depreciation calculation distinguishes the retrospective effect (triggers recalculation for all prior periods of depreciation) versus prospective effect (affects the current period and all future periods only) of certain changes. There can be changes to the depreciation elements in terms of useful life of asset, salvage value and asset value. The depreciation should be calculated after considering the effective dates of the changes to the depreciable elements.

Such changes to the depreciable elements are stored in the Depreciation Element Changes (DEPEC) page. When the system is calculating deprecation, it first checks whether any eligible records (Active records) exist in the Depreciable Elements Change page and uses the information ("before" and "after" values that impact depreciation) to calculate the depreciation. If no eligible records are found then the process uses the information stored on the Fixed Asset Registry (Useful Life, Acquisition Date, In Service Date, Last Depreciation Date, Asset Value, Accumulated Depreciation, and Salvage Value) to calculate depreciation updates.

There can be one or more than one active eligible records. If there are multiple matching records for the Asset Number and Component Number, the system compares the Effective Date of the records with the Depreciation End Date. The active eligible records are sorted by Effective Date so that the records with the lowest Effective Date are considered first in the calculation.

The logic for calculating the depreciation is detailed below:

- For the first record, depreciation will be calculated for the period from Last Depreciation Date from the asset record to the Effective Date using the 'old' values of the record. In this case, both the Last Depreciation Date and the Effective Date should be excluded while calculating the number of days.

- For the next record, depreciation will be calculated for the period from Effective Date of the first record to the next record's Effective Date less one day using the 'new' values of the first record. This logic will be continued until it reaches a record where the Effective Date is greater than the Depreciation End Date.

- For the record with an Effective Date greater than the Depreciation End Date, depreciation will be calculated using the 'old' values of that record for the period from the Effective Date of the last record to the Depreciation End Date. In this case both the Effective Date and the Depreciation End Date should be considered while calculating the number of days.

Transaction Information

This section provides an overview of the Advantage Fixed Assets transaction type and gives specifics on the various transaction codes available to perform the various functions of the asset lifecycle.

FA Transaction Type

All fixed asset data maintenance is performed with this single transaction type. The individual transaction codes within that type present select groups of information to perform one or more given tasks in the asset lifecycle. For this transaction type the only Transaction Function allowed is New. Modification and Cancellation are not allowed. When there needs to be a modification or cancellation, a new transaction must be created, thus there will only be Transaction Version of 1 within Fixed Assets.

› Structure

The structure of the Fixed Asset (FA) transaction type (not to be confused with the Fixed Asset Acquisition (FA) transaction code) is as follows where not all transaction codes will display each element of the structure:

- Header (only 1)

- Component (1 - n)

- Warranty (1 - n) - Also known as Repair and Maintenance

- Accounting (1 - n)

The number of fields across all of the Fixed Asset transaction codes is numerous with many being used on multiple transaction codes, others on only a few, and still others that apply to only one. Each transaction code has been delivered with a set of fields displayed to allow a user to record the different event(s) for a transaction code with a number of other fields for reference. Each tab of the transaction type contains a listing of all fields that can appear on a given transaction code. While the meaning of the field may not change, the field may appear editable on one transaction code, protected on another, and hidden on a third.

Each tab topic lists all fields in alphabetical order for easy location of information. Fields that are covered in the Header, Commodity, and Accounting topics in the *Transactions User Guide* are not listed within this Fixed Asset user guide. Any not about a field being required or conditionally required will only apply if that field is visible on a given transaction code.

Many transaction fields have a second version of the field that starts with 'New' to capture an optional or required change in values. Separate descriptions are not written for those fields as they are identical to the 'regular' field. In a few instances there is a second version of a field that starts with 'Seller' to display important information when recording an internal sale. Separate descriptions are not given for those fields as they are the same, but just protected and inferred.

› Multiple Transactions Against Same Asset

With a design that requires different specialized transactions to update different aspects about a fixed asset, the transaction type has an edit that will prevent a subsequent

transaction from validating successfully if there is already another Draft or Pending transaction against the same asset. The subsequent transaction must be discarded and the first completed, or vice versa.

› Equity Sources

Certain transaction codes will present a transaction menu option – Fixed Asset Equity Sources. This will transition to the Fixed Asset Equity Sources page where you can define one or more records to a Fixed Asset and Component Number outside of the transaction. For more information on this page, please refer to the "Fixed Asset Equity Sources" topic under Advanced – Setup for more information.

FA Delivered Transaction Codes

The Fixed Asset (FA) Transaction Type has the following delivered Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use and Special Notes
Fixed Asset Acquisition	FA	Primarily used to record information about newly acquired assets and asset components from an external or internal entity. Other uses include recording betterments, increases in the number of units, and removing the pending asset accounts when the recording of an asset was a mistake on the payment request.
Fixed Asset Cancellation	FC	Used to cancel a previously recorded fixed asset or component that was recorded in error, but has not been depreciated yet. The cancellation not only reverses accounting entries but removes the asset from the Fixed Asset Registry inquiry pages, although all history is retained in the Fixed Asset Component Journal.
Fixed Asset Correction	FACR	A transaction only created by a system process to correct accounting information recorded in error as part of a data fix.
Fixed Asset Depreciation Expense	FE	The transaction used to record depreciation when the Depreciation Method is Manual.
Fixed Asset Disposition	FD	The transaction used to record the disposition/sale of an asset and asset component to an external or internal entity. When recording an internal sale, this transaction is used with a copy forward action to

Transaction Name	Transaction Code	Intended Use and Special Notes
		create a Fixed Asset Acquisition (FA) transaction to record the internal acquisition.
Fixed Asset Increase/Decrease	FI	This transaction is used to adjust the actual cost of an existing asset or asset component.
Fixed Asset Intent	FN	When using the Intent functionality, this transaction is used to establish the attributes that will be used on all subsequent assets purchased to the intent. This transaction updates a different set of Intent registry pages instead of the typical Fixed Asset registry pages. The FN is the only fixed asset transaction that can be modified until the referenced Fixed Asset transaction is processed to final.
Fixed Asset Inter Fund Transfer	FAIT	A special type of transfer transaction where a change of Fund/Sub Fund is allowed if the asset has been setup to use Responsibility Center COA instead of Accounting Line COA.
Fixed Asset Internal Sale	FS	The single transaction that can perform both the internal sale and acquisition that is entered by the buyer. Certain restrictions must be met: • Component lines have only 1 accounting line or accounting lines all use Responsibility Center COA • Entire asset must be sold
Fixed Asset Modification	FM	The transaction used to make non-financial updates to include not just descriptive information but also depreciation terms as well as updates to assets using the Modified Depreciation Method.
Fixed Asset Repair and Warranty	FRM	The transaction used to make updates to warranty information as well as repair and maintenance information.
Fixed Asset Selling Price Change	FP	When an asset or asset component has been sold externally but recorded with the incorrect sales price, this transaction is used to adjust that sales

Transaction Name	Transaction Code	Intended Use and Special Notes
		price and adjust any gain or loss originally posted. It can also be used to adjust various disposal information fields.
Fixed Asset Transfer	FT	A special type of transfer transaction where a change of Fund/Sub Fund is not allowed that would have an accounting impact beyond catching up depreciation.
Fixed Asset Type Change	FX	The transaction used to change the Fixed Asset Type of an existing asset or component if depreciation has not been recorded (except for memo assets). A limited number of descriptive and reporting fields can be changed at the same time.
Mass Depreciation	ME	When depreciation is calculated by the Mass Depreciation system process, this transaction is created to record that activity. It is not one that can be reviewed manually.

Header

For those fields found on both the header and the component tabs, the set on the header is primarily designed to capture information for composite assets where all components within the composite asset are treated as a single asset. For times when the asset is not a composite asset, these fields serve as a default to the field by the same name at the component tab to reduce data entry (for example, all components were disposed on the same day so the Disposal Date should be the same for all component lines).

The COA found on the Header tab are available to record one of two types of information:

Responsibility for the asset in only a reporting sense

Actual ownership of the asset in an accounting sense

In both cases, Department and Unit are required. When actual ownership is being defined, Fund is also required. The decision is made for either type 1 or 2 based on the Responsibility Center Posting value found on the Accounting Line. When set to true, the values on the header will be used for recording accounting events with the asset. The application will first start with the COA on the Accounting Line when creating a Posting Line but will then overlay with values from the Header. This will not occur in all cases. Pending Asset amounts previously recorded on a disbursement will be backed out using only the COA elements from the Accounting Line, but subsequent accounting will use the overlay.

Since COA elements from the Header are overlaying COA from the Accounting Line, a special value is allowed at the Header of BLNK. When this value is used, the corresponding COA field on the Posting Line will be cleared out. COA validation errors will be issued at the posting line level if the combination of

COA from the Header and Accounting Line result in invalid codes. The most common scenario is the changing of Department at the Header without an overlay of another valid value or BLNK for COA fields keyed by Department that are used on the Accounting Line. The value of BLNK is not allowed for the fund, department and unit COA elements.

Refer to the "Accounting" topic in the *Transactions User Guide* for information on common COA fields. Refer to the following for information on fields that are unique to the Header of the Fixed Asset Transaction Type.

Based on the Transaction Code, the Header tab may contain the following actions/links/fields:

› Transaction-level Other Action

- **Fixed Asset Equity Sources** - This action transitions to the Fixed Asset Equity Sources page where information can be recorded as policy or procedure requires

› Tab-level actions/links

- **Auto Apply** - This action exists on the Header of the FC Transaction Code. Select this action to retrieve values from the Fixed Asset Registry table for all components.

› Field Information

The Header tab contains descriptive fields and date information common to most transaction headers. In addition to these common fields are fields that are unique to the FA Transaction Type. Refer to the "Header" topic file in the *Transactions User Guide* for more information.

Field Name	Required?	Description
Acquisition Date	Conditionally Required	This date represents the date the asset was acquired or received. The date can be used as the starting date for depreciation if established to on the selected Fixed Asset Type.
Asset Impairment	Optional	When a composite asset is considered impaired, there are many choices are available to record that condition that are either temporarily or permanent. Note, once set, the field can only be changed to Not Applicable if the impairment no longer exists.
Asset Status Asset Status Name	Optional	A field to indicate the status of the asset for reporting purposes. The name of the status is inferred for informational purposes. Please see the Asset Status topic under Advanced – Setup for more information.
Asset Status Name	Inferred	Displays the name of the selected Asset Status.

Field Name	Required?	Description
Asset System Number Asset System Description	Optional	A field to relate an asset to a larger collection of assets for reporting purposes. The name of the system number is inferred for informational purposes. Please see the Asset System Number topic under Advanced – Setup for more information.
Assignee Employee Name	Optional	The name of the employee to whom the asset is assigned for tracking purposes. If the Advantage Employee ID is populated, the Employee First name and Last name will be stored in the Employee Name field.
Assignee Employee Number	Optional	This employee number of the person to whom the asset is assigned for tracking purposes. The field is free-form and not validated against the third-party HR system.
Advantage Employee ID	Optional	This is an optional field to record the Advantage HRM employee to whom the asset is assigned for tracking purposes. As this field and the one above are very similar, only one of the two should be visible.
Capitalize at Percent	Conditionally Required	For those Fixed Asset Intent records where the Capitalization Trigger is Percent Complete, that percentage is specified here.
Capitalization Trigger	Optional	For Fixed Asset Intent Types that generate automated Acquisition transactions, this field defines the desired setting that will trigger the Fixed Asset Intent process to select the Fixed Asset Intent record and generate the appropriate transaction based on one of these values: • *Blank* - system processing will bypass the record • *Agreement Closed* – system processing generates transactions only when the referenced Agreement is closed. • *Percent Complete* – system processing generates transactions only when the referenced Agreements have a Closed Percentage value that is equal to the Percent Complete value defined for the intent.

Field Name	Required?	Description
		• *Anticipated In-Service Date* - The Fixed Asset Intent job generates transactions only when the Application System Date is greater than or equal to this date.
Complex/ Building	Optional	In addition to Location and Sub Location, there is the Complex/Building description field to record additional location information. Unlike the other two, this field is a free-form field to capture any type of location information desired that does not fit into another location field.
Composite Asset	Optional	Setting this indication to *true* enables the system to treat all components as a single asset for depreciation purposes. When false, each asset component is depreciated separately using the depreciation attributes defined on each component line.
Custodian	Conditionally Required	In addition to or in lieu of using the Employee fields to define who is responsible for an asset, there is a Custodian field to capture an individual established on the Custodian (CUSD) reference page (see Advanced - Setup). A choice must be made when the Custodian indication on the Fixed Asset tab of the System Options (SOPT) page is set to *Yes*. Please see the Custodian and System Options topics under Advanced – Setup for more information.
Declining Rate	Conditionally Required & Prohibited	This rate defines the depreciation acceleration rate for a composite asset when the Depreciation Method is Declining Balance. Enter 150 for a rate that is 1.5 times the Straight Line rate and 200 for what is commonly called a 'double declining rate'. This field is required if the Depreciation Method is Declining Balance and the Composite Asset indication is *true*. The field must remain blank in all other situations.
Depreciation Amount	Conditionally Required	A required amount when depreciating a composite asset. Typically entered only when the Depreciation Method is *Manually Computed*. When not a composite asset, the amount can be entered so that it can be allocated to each component line based on Net Book Value at the component.

Field Name	Required?	Description
		Please note if there is a mixture of *Manually Computed* and one or more of the automated Depreciation Methods on component lines, the header amount of depreciation will be allocated to only the *Manually Calculate*d asset components.
Depreciation Method	Conditionally Required & Prohibited	Depreciation Method determines the manner in which the depreciation of the Asset gets calculated. The only valid option for a non-depreciable Fixed Asset Type is the Not Applicable choice. When depreciable, the remaining options are only valid if the corresponding 'Allowed' indication is true for the method for the Fixed Asset Type. The other options are *Straight Line*, *Manually Computed*, *Modified*, *Declining Balance,* and *Sum-of-the-Years'-Digits*. The field is only required when the Composite Asset indication is *true*. If not checked, the field must remain blank.
Depreciation Structure	Conditionally Required	When the Depreciation Method is *Not Applicable*, so too must this field. When the Depreciation Method is any other value, there are two valid choices: • *Funding Line* - Depreciation posting lines will be generated using the COA elements entered on the Accounting Line. • *Responsibility Center* – Depreciation posting lines will be generated using the COA elements entered in the Responsibility Center.
Disposition Authority	Optional	A field to record a name or other authority that is responsible for the disposal. When not a composite asset, the value defaults to each component line.
Disposition Code	Optional	A field to add information to the Disposition Method selected for a composite asset. When not a composite asset, any value entered will default to component lines.
Disposition Condition	Optional	A description to record information on the condition of the composite asset at time of disposal. When not a composite asset, the value defaults to each component line.

Field Name	Required?	Description
Disposition Date	Required	A field to record the date a composite asset was disposed. If left blank then it will default to the current application date, unless not a composite asset. If not a composite asset, but a date is entered, it will default to all component lines.
Disposition Method	Required	A selection that determines the type of gain or loss posting (revenue or expenditure) from the disposal of a composite asset. If not a composite asset the choice defaults to all component lines. Please see the Fixed Asset Acquisition Disposition topic under Advanced – Setup for more information.
Disposition Reason	Optional	A description to record information on the reason for the disposal of the composite asset. When not a composite asset, the value defaults to each component line.
Driver's License Number	Optional	The driver's license number of the person to whom the asset is assigned.
Final Accumulated Depreciation	Calculated	The sum of depreciation recorded as part of the current transaction and depreciation already recorded on the Fixed Asset Registry. This amount is subtracted from Historical Asset Cost to calculate Final Net Book Value.
Final Asset Value	Calculated	The sum of Final Component Value for all component lines.
Final Net Book Value	Calculated	The result of subtracting Final Accumulated Depreciation from Historical Asset Cost.
Fixed Asset Catalog	Conditionally Required	Fixed Asset Catalogs are defined to enforce or attempt to standardize values for Fixed Asset Type, Fixed Asset Group, Useful Life, and Depreciation Method attributes for similar fixed assets. A value is required if the Require Fixed Asset Catalog indication on the Fixed Asset tab of System Options (SOPT) is *Yes*. Please see the Fixed Asset Catalog and System Options topics under Advanced – Setup for more information.

Field Name	Required?	Description
Fixed Asset Description	Required except when the Event Category is Unpend	Each Fixed Asset Number must have an associated description. The field is not required if un-pending a fixed asset (see Event Type choices).
Fixed Asset Group	Optional	A further breakdown of a Fixed Asset Type for reporting purposes. Please see the Fixed Asset Group topic under Advanced – Setup for more information.
Fixed Asset Number	Required	Each Fixed Asset must be defined to a Fixed Asset Number for identification purposes. The field is not required if un-pending a fixed asset (see Event Type choices). The number can be assigned by the system by selecting the Generate Fixed Asset Number indication and entering a Prefix. When not creating a new fixed asset, an existing number must be entered or selected before taking the Auto Apply action.
Fixed Asset Quantity	Required	Represents the number of transactions the Fixed Asset Intent job will generate when Intent Type is Acquisition/Multiple Fixed Asset Transactions.
Fixed Asset Type	Required	Each asset must be assigned a Fixed Asset Type to enforce edits and enable the inference of several balance sheet accounts. Please see the Fixed Asset Type topic under Advanced – Setup for more information.
Generate Fixed Asset Number	Optional	When the generation of a Fixed Asset Number is desired, this indication must be true and a value entered in the Prefix in order for the system to retrieve the next number. Please see the Auto Fixed Asset Numbering topic under Advanced – Setup for more information.
Historic Asset Value	Inferred	When performing an internal sale, the Historic Asset Cost for the seller is displayed in this field for calculating the gain or loss for the seller.

Field Name	Required?	Description
In Service Date	Conditionally Required	A date that represents not when the composite asset was purchased but when it was put into service, which is when depreciation starts for those types of asset that depreciate because of use and not simply time. If not a composite asset the date will default to all component lines. The date will be required and used in the first calculation of depreciation of the Fixed Asset type that has *Service Date* as the Depreciation Date Indicator.
Intent Asset Action	Optional	When modifying a Fixed Asset Intent transaction, this field is displayed to define the action: Clear, Close, and Reopen.
Intent Type	Conditionally Required	A required indication on the Fixed Asset Intent (FN) transaction that controls the Fixed Asset Acquisition (FA) or Increase (FI) transactions generated by the Fixed Asset Intent system process.
Inventory Date	Optional	When an inventory of fixed assets is taken, the date of that event is recorded as this date.
Last Depreciation Date	System Set	When depreciation is recorded manually or automatically, the Depreciation Date / Depreciation End Date (respectively) is recorded as the Last Depreciation Date for use in the next depreciation.
Memo Asset	Optional	Assets may be tracked as part of the asset inventory without any accounting impact by setting this indication to true. Memo Assets have no net accounting impact and may be used to record assets that do not meet capitalization threshold requirements. When this indication is true the Fixed Asset Classification has to be Memo Asset.
Modified Method Accrual	Optional	For those composite assets with the Modified choice for Deprecation Method it is essential that the Actual Amount on the Fixed Asset Infrastructure Maintenance inquiry page is updated periodically to account for money spent to maintain a defined level of service for the asset. This amount field (also labeled New Actual Amount) is used to make that update.

Field Name	Required?	Description
Modified Method Estimation	Optional	For those composite assets with the Modified choice for Deprecation Method it is essential that the Estimated Amount on the Fixed Asset Infrastructure Maintenance inquiry page is updated periodically to estimate the amount of money required to maintain a defined level of service for the asset. This amount field (also labeled New Estimated Amount) is used to make that update.
Out-of-Service Date	Optional	An estimated date the fixed asset will be removed from service.
Police Report ID	Optional	An optional descriptive field used when a composite asset being disposed has a related police report related to the Disposal Condition. When not a composite asset, the value defaults to each component line.
Prefix	Conditionally Required	When generating a Fixed Asset Number, this field is required for the system to locate the Automatic Fixed Asset Numbering record. If a numbering record is established as the default, that prefix will default to the Fixed Asset Acquisition transaction if the field is left blank.

Please see the Auto Fixed Asset Numbering section in Advanced – Setup for more information. |
Property Survey Report ID	Optional	A descriptive field used when a piece of land is disposed to record an identification number to a survey. When not a composite asset, the value defaults to each component line.
Salvage Value	Conditionally Required	The estimated value of the composite asset at the end of the Useful Life after depreciation.
Security Incident Report ID	Optional	A descriptive field used when a composite asset being disposed has a related security incident related to the Disposal Condition. When not a composite asset, the value defaults to each component line.
Selling Price	Required	A required amount for a disposition or internal sale representing the amount received for a composite asset. When not a composite asset, an amount entered is allocated to each component line based on Net Book Value.

Field Name	Required?	Description
Summary Change in Selling Price	Calculated	The sum of Selling Price for all component lines.
Summary Salvage Value	Calculated	The sum of Salvage Value for all component lines.
Summary Valuation Amount	Calculated	The sum of Valuation Amount for all component lines.
Transaction Depreciation	Calculated	The sum of Depreciation for all component lines.
Transaction Total	Calculated	The sum of Component Total for all component lines.
Use Code	Optional	A descriptive field intended to describe how the asset is being used, whether it is being used, or any other type of usage information.
Useful Life	Conditionally Required	The time expressed in years for which the asset will be used, which is required by depreciable assets for the calculation of depreciation. The value has to be between 1 and 100. The value entered must meet or exceed any minimum capitalization criteria defined on Fixed Asset Capitalization Criteria (FACC). Useful Life is not allowed if the Asset Type is not depreciable. Please see the Fixed Asset Capitalization Criteria topic under Advanced – Setup for more information.
Valuation Amount	Optional	The estimated value of an asset as of the last Valuation Date. This type of estimate and calculation is a policy decision.
Valuation Date	Optional	This is the date on which the fixed asset was last valued. A date is required each time the asset Valuation Amount is changed.

Component

At the time of acquisition, there must be at least one component line. As many lines as necessary can exist, subject to a configured system limitation.

Based on the Transaction Code, the Component tab may contain the following actions/links/fields:

› Record-level actions/links

- **Auto Apply** - This action exists on the Component of all Fixed Asset transactions that update existing asset records to bring in existing information.

› Field Information

Field Name	Required?	Description
Acquisition Date	Required	A required date that represents the date the asset was acquired or received. If a generated Fixed Asset shell, the date is set to the payment request Service To date. The date can be used as the starting date for depreciation if established to on the selected Fixed Asset Type.
Acquisition Method	Required	A field to select an acquisition choice from defined values on Acquisition Disposition (FADM). The choice is only informational. Please see the Fixed Asset Acquisition Disposition topic under Advanced – Setup for more information.
Altitude Elevation	Optional	A descriptive field to record the altitude or elevation of where an asset is located. The format entered is open and subject to policy/procedure.
Appraisal Date	Optional	A date to record when an appraisal was last done for an asset. This could be an internal or external appraisal.
Appraiser Name	Optional	The name of the individual, group, or company that performed the last appraisal for an asset. This could be an internal or external appraisal.
Asset Being Replaced Replaced Asset Description	Conditionally Required	A field to capture the Fixed Asset Number of the previous asset that the current asset is replacing. A value is required if the Replacement Type is *Replacement*. The description of that replaced asset will be inferred.

Field Name	Required?	Description
Asset Impairment	Optional	When a component is considered impaired, there are many choices are available to record that condition that are either temporarily or permanent. Note, once set, the field can only be changed to *Not Applicable* if the impairment no longer exists.
Asset Status Asset Status Name	Optional	A field to indicate the status of the asset for reporting purposes. The name of the status is inferred for informational purposes. Please see the Asset Status topic under Advanced – Setup for more information.
Asset System Number Asset System Description	Optional	A field to relate an asset to a larger collection of assets for reporting purposes. The name of the system number is inferred for informational purposes. Please see the Asset System Number topic under Advanced – Setup for more information.
Barcode	Optional	A field to capture the barcode value assigned to the component.
Base Asset	Required	One component line must be marked as the Base Asset. The system will default the first component line added as the Base Asset. The choice of component as the base does not impact system processing or editing.
Change in Selling Price	Optional	When processing a Fixed Asset Selling Price Change transaction the delta amount of difference between the original selling price and what it should be is entered. Because the transaction can change other details about the sale, this amount is not required.
Closing Costs	Optional	For assets where cost occurred in the closing process of ownership, these can be captured. Closing costs are typically only entered for Land or Building asset types. The costs are recorded for reporting purposes only.
Commodity	Required	Each component line must be associated with a commodity code that is setup as a fixed asset commodity.

Field Name	Required?	Description
Commodity Specifications	Optional	A descriptive field to capture information about the commodity code.
Complex / Building	Optional	In addition to Location and Sub Location, there is the Complex/Building description field to record additional location information. Unlike the other two, this field is a free-form field to capture any type of location information desired that does not fit into another location field.
Component Extended Description	Optional	An extended description to provide any details necessary for the component that will not fit into another descriptive field.
Coverage Limits	Optional	When the insurance of an asset has a coverage limit, that limit is entered here.
Cubicle Number	Optional	When an asset is located in a cubicle, that very detailed location can be captured for inventory purposes.
Debt ID	Optional	When an asset component represents an asset that is leased from a lessor or leased out to a lessee, this field will tie the Fixed Asset record to the Lease that is defined in Debt Management. Connecting the two records can be done from a Fixed Asset transaction or a Lease transaction. Please note it is a 1:1 relationship so if multiple items are leased, then either that has to be a separate lease and fixed asset record for each or just a single lease and fixed asset record.
Decal ID	Optional	When an asset has an ID other than an asset tag, that ID can be captured here. Please note there are other fields that are similar that may better fit the type of asset.
Declining Rate	Conditionally Required & Prohibited	Defines the depreciation acceleration rate for a component asset when the Depreciation Method is Declining Balance. Enter 150 for a rate that is 1.5 times the Straight Line rate and 200 for what is commonly called a 'double declining rate'. This field is required if the Depreciation Method is Declining Balance. The field must remain blank in all other situations.

Field Name	Required?	Description
Deed Information	Optional	This field is used to display detailed property information required to identify, properly account for, and safeguard lands details.
Department	Inferred	The Department inferred from Responsibility Center COA indicates the department from which the asset was purchased or acquired.
Depreciation Amount	Required	A required amount when recording a disposition, internal sale, or manual depreciation when the Depreciation Method is *Manually Computed*. The amount will be allocated to each accounting line on the Net Book Value at the accounting line.
Depreciation Method	Required	Depreciation Method determines the manner in which the depreciation of the Asset gets calculated. The only valid option for a non-depreciable Fixed Asset Type is the *Not Applicable* choice. When depreciable, the remaining options are only valid if the corresponding 'Allowed' indication is *true* for the option for the Fixed Asset Type. The other options are *Straight Line*, *Manually Computed*, *Modified*, *Declining Balance*, and *Sum-of-the-Years'-Digits*. The component asset value is inferred from the Depreciation Method field on the Header if the Composite Asset indication is *true*. All components of the composite asset must have the same Depreciation Method.
Depreciation Structure	Required	When the Depreciation Method is *Not Applicable*, so too must this field. When the Depreciation Method is any other value, there are two valid choices: • *Funding Line* - Depreciation posting lines will be generated using the COA elements entered on the Accounting Line. • *Responsibility Center* – Depreciation posting lines will be generated using the COA elements entered in the Responsibility Center.
Description 1	Optional	This field is provided to store additional descriptive text. Your organization may require a specific type of information be stored in this field.

Field Name	Required?	Description
Description 2	Optional	This field is provided to store additional descriptive text. Your organization may require a specific type of information be stored in this field.
Description 3	Optional	This field is provided to store additional descriptive text. Your organization may require a specific type of information be stored in this field.
Description 4	Optional	This field is provided to store additional descriptive text. Your organization may require a specific type of information be stored in this field.
Description 5	Optional	This field is provided to store additional descriptive text. Your organization may require a specific type of information be stored in this field.
Disposal Restrictions	Optional	This field is used to display any restrictions at the time of disposal, such as those required by certain grants.
Disposed Units	Required	A number of units that are being disposed. The field will default to the total number of units.
Disposition Authority	Optional	A field to record a name or other authority that is responsible for the disposal.
Disposition Code	Optional	A field to add information to the Disposition Method selected for a component.
Disposition Condition	Optional	A description to record information on the condition of the component at time of disposal.
Disposition Date	Required	A field to record the date a component was disposed. If left blank then it will default to the current application date.
Disposition Method	Required	A field to select from a *disposition* choice from defined values on Acquisition Disposition (FADM). The method selected will determine the type of gain or loss posting. Please see the Fixed Asset Acquisition Disposition topic under Advanced – Setup for more information.

Field Name	Required?	Description
Disposition Reason	Optional	A description to record information on the reason for the disposal of the component.
Drawing	Optional	When a drawing of the asset has occurred, this field will capture an ID associated with the drawing.
Final Units	Calculated	When a transaction can adjust the Units value of a component line, this field exists to display what will be the 'final' number of units for the component line after the adjustment.
Fixed Asset Catalog	Conditionally Required	Fixed Asset Catalogs are defined to enforce or attempt to standardize values for Fixed Asset Type, Fixed Asset Group, Useful Life, and Depreciation Method attributes for similar fixed assets. A value is required if the Require Fixed Asset Catalog indication on the Fixed Asset tab of System Options (SOPT) is *Yes*. Please see the Fixed Asset Catalog and System Options topics under Advanced – Setup for more information.
Fixed Asset Classification	Required	This indication along with the Fixed Asset Type will be used to determine which balance sheet account will be used to offset the asset account. Choosing between *Contributed* and *Adjustment* is a procedure/policy decision. • *Normal* – All shells generated from procurement have this setting to infer the Expenditure Offset account from Special Accounts (SPEC). • *Contributed* – This choice will use the Contributed Offset account from Fixed Asset Type (FATP). • *Adjustment* – This choice will use the Net Adjustment account from Special Accounts (SPEC). • *Memo* – This choice must be used in conjunction with the Memo Asset Indicator being true. The account used here is the Memo Contra account from Special Accounts (SPEC).

Field Name	Required?	Description
		• *Memo Intent* – This will result in memo assets created by the Fixed Asset Intent process. • *Intent* – This choice will result in non-memo assets created by the Fixed Asset Intent Process
Fixed Asset Component Number	Required	Each asset component must be identified by a unique number. 1 will default but any numbering scheme can be used and numbers do not have to be sequential.
Fixed Asset Group	Required	A further breakdown of a Fixed Asset Type for reporting purposes. Please see the Fixed Asset Group topic under Advanced – Setup for more information.
Fixed Asset Type	Required	Each asset must be assigned a Fixed Asset Type to enforce edits and enable the inference of several balance sheet accounts. Please see the Fixed Asset Type topic under Advanced – Setup for more information.
Floor	Optional	A level of detail captured between Complex / Building and Cubicle (room) for inventory purposes.
Fuel Type	Optional	This field indicates the Fuel Type of an asset (for example, diesel, gas, natural gas and so forth.) Please see the Fuel Type topic under Advanced – Setup for more information.
Gain Loss	Calculated	The amount of gain or loss based on the difference between the selling price and new calculated net book value, which includes the amount of catch up depreciation.
Gain Loss Account Type	Inferred	A setting of *Object* or *Revenue* from the selected Disposition Method that will be used in Posting Line creation.
Hazardous Materials	Optional	This field indicates the component contains or may contain hazardous materials and any additional information about the hazardous materials.

Field Name	Required?	Description
Historic Asset Cost	Calculated	The collective amount a component costs (purchased or constructed) or was valued (contributed) that includes the original amount, betterments, and increase/decrease adjustments.
In Service Date	Conditionally Required	A date that represents not when the component was purchased but when it was put into service, which is when depreciation starts for those types of asset that depreciate because of use and not simply time. The date will be required and used in the first calculation of depreciation of the Fixed Asset type that has *Service Date* as the Depreciation Date Indicator.
Industry Identification	Optional	This field to capture any industry identification for a component for reporting purposes.
Insured Value	Optional	This field is used to capture the insured value of the asset.
Internal Disposition Date	Inferred	The disposition date of the component sold internally on the referenced internal Fixed Asset Disposal is inferred to this date to arrive at the acquisition date of the internal buyer.
Internal Sale Asset Cost	Inferred	The internal selling price of the component sold internally on the referenced internal Fixed Asset Disposal is inferred to this date to facilitate accounting for the buyer that will match that of the seller.
Internal Sale Depreciation Amount	Inferred	The accumulated depreciation of the component sold internally on the referenced internal Fixed Asset Disposal is inferred to this amount as the asset should not be depreciated twice.
Internal Sale Gain Loss	Inferred	The gain/ loss amount of the component sold internally on the referenced internal Fixed Asset Disposal to facilitate accounting for the buyer matches that of the seller.
Internal Sale Units	Inferred	The number of units of the asset component sold internally on the referenced internal Fixed Asset

Field Name	Required?	Description
		Disposal to ensure the number of units transfers from the seller to the buyer.
Latitude	Optional	A descriptive field to record the latitude of where the asset is located. This value will be inferred from the Location if recorded there; otherwise, it can be entered. Please see the Location (LOC) reference page for address information.
License Plate	Optional	This field is used to capture any license plate affixed to a fixed asset.

Location
 	
    Address 1
 	
    Address 2
 	
    City
 	
    County
 	
    State
 	
    Zip
 	
    Country
	Required	A location is required attribute for fixed asset inventory processes. If a Location is entered as a Responsibility Center COA, this component location must be the same code.
		
		When the value entered in the Location field has address information recorded on the Location (LOC) COA reference page, this address information will be inferred.
		
		Please see the Location (LOC) topic for address information.

Longitude	Optional	A descriptive field to record the longitude of where the asset is located. This value will be inferred from the Location if recorded there; otherwise, it can be entered. Please see the Location (LOC) topic for address information.
Manufacturer	Optional	This field is used to capture the name of the manufacturer of a fixed asset for reporting purposes.
Manufacturer Part Number	Optional	This field is used to capture the manufacturer's part number of a fixed asset for reporting purposes.
Memo Disposal Value	Optional	An estimate of the value of this asset at the time of disposition can be captured here to be used for reporting instead of the salvage value.

Field Name	Required?	Description
Model Number	Optional	This field is used to capture the model number of an asset for reporting purposes.
NAIC Code Address 1 Address 2 County State Zip Country	Optional	A field to capture the insurer of the fixed asset, which is defined on the NAIC Insurance reference page. When a value is entered, address information will be inferred. Please see the NAIC Insurance (NAIC) reference page for address information.
Options to Purchase Property		When an asset is leased from a lessor, this field is used to capture any lease option to purchase the asset by name or amount. When using Debt Management to record the lease, there are similar options there with the definition of the lease.
Out-of-Service Date	Optional	The expected date that the asset will be taken out of service. This date can be used for reporting on expected replacement needs.
Parcel ID	Optional	When the asset is land, this field exists to capture the parcel ID for reporting purposes.
Payment Request Transaction: Code Department ID Vendor Line Commodity Line	Conditionally Required	When the Asset Classification is *Normal*, all of the payment request fields are required and typically populated with the Fixed Asset Shell Generation process

Field Name	Required?	Description
Permits or Certification Number	Optional	When an asset required a permit, certification, or other official permission to obtain or erect, this field captures that number (ID) for reporting purposes.
Piece	Optional	When an asset has multiple components that are numbered, this field can be used to capture that information if the Component Number is not.
Plat Number	Optional	When the asset is land, this field exists to capture the plat number for reporting purposes.
Policy Extended End	Optional	When an asset is insured, this date is used to capture the extended end date of that policy.
Policy Number	Optional	When an asset is insured, this field is used to capture the policy number.
Policy Term End	Optional	When an asset is insured, this date is used to capture the on which the policy is originally scheduled to expire.
Policy Term Start	Optional	When an asset is insured, this date is used to capture when that policy goes into effect.
Premium	Optional	When an asset is insured, this field is used to capture the cost of obtaining insurance coverage for the policy period.
Product Category	Optional	A field used to capture the product or category number or name associated with the asset.
Property Description	Optional	A field to capture a description of the component when one of the other more targeted description fields does not fit. Use of this field is by policy or procedure for certain types of assets.
Property ID	Optional	A field to capture a property ID assigned to the asset when one of the other more targeted ID fields does not fit. Use of this field is by policy or procedure for certain types of assets.

Field Name	Required?	Description
Property Survey Report ID	Optional	A descriptive field used when a piece of land is disposed to record an identification number to a survey.
Purchasing Authority	Optional	A field to record a name or other authority that is responsible for the acquisition.
Recalculate from Beginning	Optional	An indication for the next automatic depreciation run to recalculate depreciation for the component from the beginning (Acquisition or In-Service Date). When *true* there should be an accompanying change to one or more depreciation parameters: Useful Life, Salvage Value, Depreciation Method, or Declining Rate.
Received Date	Optional	A date to capture when the fixed asset was received for reporting that is separate from the Acquisition Date and In-Service Date.
Reporting 1-5	Optional	These fields capture the additional reporting information from a pre-defined list from the Fixed Asset Reporting (FARPT) page. The pick list on each fields filter records with the corresponding Reporting Number (1-5) on the Fixed Asset Reporting (FARPT) page.
Replacement Date	Optional	The expected date that the asset will be replaced. This date along with the Out-of-Service Date can be used for reporting on expected replacement needs.
Replacement Type	Optional	This field indicates the type of replacement for the component. Valid values are *blank*, *Additional* or *Replacement*.
Conditionally Required	Optional	When an asset is located in a room, that very detailed location can be captured for inventory purposes.
Salvage Value	Optional	The estimated value of the composite asset at the end of the Useful Life after depreciation.
Section	Optional	When there is a need to define a section within a location where an asset is located, this field is used to capture that information.

Field Name	Required?	Description
Security Incident Report ID	Optional	A descriptive field used when a component being disposed has a related security incident related to the Disposal Condition.
Selling Fixed Asset Number Selling Fixed Asset Component Number	Conditionally Required	When acquiring an asset internally, the asset previous disposed of must be recorded on the acquisition.
Selling Price	Required	A required amount representing the amount received for a component that is allocated to each accounting line based on Net Book Value.
Serial Number	Optional	A field provided to capture the serial number of an asset. Serial number is typically entered for equipment without a VIN (separate field). Actual use of this field is based on policy and procedure.
Size	Optional	A field to capture any sort of size measurement for an asset such as square feet, acers, etc.
Specification	Optional	A field to capture any sort of specification details when other fields are not a match (or two fields are needed).
Statistical Units	Optional	A field to define how many statistical units acquired or being retained (not disposed) for financial reporting. When fully disposing of a component, the value must be zero.
Statistical UOM	Optional	A field to define the unit of measure associated with the Statistical Units. Choices come from the Unit of Measure (UOM) reference page shared by many areas of Advantage Financial.
Sub Location	Optional	When an additional breakdown of Location is necessary, the Sub Location provides that additional detail. Valid values are defined on the Sub Location (SLOC) COA reference page.

Field Name	Required?	Description
Supplier Part Number	Optional	A field to capture information about the supplier part number of an asset that is often the result of ordering from the supplier's catalog. This information may assist in replacing the asset or ordering more of the same asset.
Surface Area	Optional	A field to capture the surface area of an asset instead of using the Size field. Actual use of each field will be governed by policy and procedure.
Survey Data	Optional	A field to capture any information about a survey done on the fixed asset or where the fixed asset is located.
Tag Number	Optional	When assets are assigned a tag number for identification, this field captures that number. While the Fixed Asset Number may be the tag number that is not always possible (internal sale or asset is comprised of multiple components that have individual tag numbers).
Trade-In Credit	Optional	When there is a trade-in option for an asset, the amount that will be credited towards the purchase of the next asset is recorded here.
Type of Coverage	Optional	When an asset is insured, the type of coverage is recorded here.
Unit of Measure	Optional	A field to define the unit of measure associated with the component. Choices come from the Unit of Measure (UOM) reference page shared by many areas of Advantage Financial.
Units	Required	The number of units associated with this fixed asset component line.
	Conditionally Required	Useful Life The time expressed in years for which the asset will be used, which is required by depreciable assets for the calculation of depreciation. The value has to be between 1 and 100. The value entered must meet or exceed any minimum capitalization criteria defined on Fixed Asset Capitalization Criteria (FACC). Useful Life is not allowed if the Asset Type is not depreciable.

Field Name	Required?	Description
		Please see the Fixed Asset Capitalization Criteria topic under Advanced – Setup for more information.
Valuation Amount	Optional	The estimated value of a component as of the last Valuation Date. This type of estimate and calculation thereof is a policy decision.
Valuation Date	Optional	This is the date on which the component was last valued. A date is required each time the asset Valuation Amount is changed.
Vehicle Make Vehicle Model Vehicle Year VIN	Optional	Fields to capture the make, model, year and identification number of a vehicle or other type of equipment.
Vendor Vendor Name Alias DBA	Optional	When the entity from which the asset was purchased or acquired should be captured, this field records that from the values established on the Vendor/Customer (VCUST) reference page. From the value chosen, the name and the alias/DBA will be inferred.
Warranty Type	Optional	If the asset was purchased with a warranty, information on that warrant can be recorded here. The Warrant tab has the capability of capturing many different warrant details.
Weight	Optional	Should the weight of a component need to be captured, this field exists to capture that in any measurement form needed.

Warranty, Repair & Maintenance

Of the four tabs of the Fixed Asset Type, this one is a tab that does not appear on many transaction codes and does not require a line exists on the tab. Information is captured on any warranty provided or purchased for an asset. It also captures each repair, and maintenance event against an asset. Each is recorded typically against the component record marked as the Base Asset, but can be recorded against other components.

The Auto Apply action does not appear on this tab as information. If performing an internal acquisition or betterment, any warranty information on the Fixed Asset Warrant inquiry page will be inferred upon the

first Validate. However, only an active warranty that has not expired before the internal Acquisition Date will infer.

In the event an existing warrant, maintenance or repair event needs to be updated or deleted, the respective number of that event must be entered and then the respective action field must then be set to *Modify* or *Delete*. The next Validate will infer the existing information.

Of note, when reading the Required column in the table below, a *required* or *conditionally required* setting only applies to the primary type of information being entered on a line: warranty or repair/maintenance. All fields for the other type are prohibited.

› Warranty Field Information

Field Name	Required?	Description
Start Date Expiration Date Months Years	Required	The length of a warranty must be defined in one of two ways. The first uses the Years and Months fields with the Start Date. The second uses the Start and Expiration Dates. If using the first method, the system will calculate the Expiration Date. If both methods are used, they must be in sync.
Warranty Action	Required	A selection that controls system updates (*Add*, *Modify*, or *Delete*) and defines the record as a Warranty record or a Repair and Maintenance record.
Warranty Address ID Warranty Address 1 Warranty Address 2 Warranty City Warranty County Warranty State Code Warranty State Warranty County Code Warranty Country	Optional	The second of three pieces of identification of the warranty provider is an address ID. From this piece of information, the system will infer a series of address fields. Unlike some transactions, the inferred information cannot be changed from that which is defined.

Field Name	Required?	Description
Warranty Zip Code		
Warranty Agreement Number	Required	Each instance of a warranty must have a unique identification number beyond the Warrant Number, which is just used to order records.
Warranty Description	Optional	A lengthy description field is a descriptive field used to capture additional details about the warranty.
Warranty Number	Required	When adding a new warranty record, this number should be left blank to be set by the application. If modifying or deleting an existing record, this field must be completed with the number of the specific record.
Warranty Type Warranty Name	Required	As there are different types of warranties, each one recorded for a fixed asset must be associated with a type. The name of the type will infer for informational purposes. Please see the Fixed Asset Warranty Type topic under Advanced – Setup for more information.
Warranty Vendor Code Warranty Vendor Name	Optional	The first of three pieces of identification of the warranty provider is a vendor code. From this piece of information, the system will the Warranty Vendor Name.
Warranty Vendor Contact Code Warranty Vendor Contact Name Warranty Vendor Email Warranty Vendor Fax Warranty Vendor Phone	Optional	The third of three pieces of identification of the warranty provider is a vendor contact ID. From this piece of information, the system will infer a series of contact fields. Unlike some transactions, the inferred information cannot be changed from that which is defined.

› Repair and Maintenance Field Information

Field Name	Required?	Description
End Date	Optional	When a repair or maintenance event took longer than one day, the duration that started with the Start Date is defined with an ending date.
Inspected By	Optional	When there was an inspection as part of the event, the individual or entity that performed the inspection is captured here.
Inspection Date	Optional	When there was an inspection as part of the event, the date of that inspection is captured here.
Labor Costs	Optional	The first of three costs that can be captured for an event is the total cost of labor. As the costs were recorded with a disbursement for financial reporting, the amount is repeated here for easier fixed asset reporting.
Material Costs	Optional	The second of three costs that can be captured for an event is the total cost of materials. As the costs were recorded with a disbursement for financial reporting, the amount is repeated here for easier fixed asset reporting.
Other Costs	Optional	The third of three costs that can be captured for an event is the total costs that were not labor or materials. As the costs were recorded with a disbursement for financial reporting, the amount is repeated here for easier fixed asset reporting.
Performed By	Optional	When the individual or entity that performed the event is not captured with the Repair Maintenance Vendor Code, this field is used. Actual use of the field is based on policy and procedure.
Repair Maintenance Action	Required	A selection that controls system updates (Add, Modify, or Delete) and defines the record as a Warranty record or a Repair and Maintenance record.

Field Name	Required?	Description
Repair Maintenance Address ID Repair Maintenance Address 1 Repair Maintenance Address 2 Repair Maintenance City Repair Maintenance County Cod Repair Maintenance County Repair Maintenance State Code Repair Maintenance State Repair Maintenance Zip Repair Maintenance County Code Repair Maintenance County	Optional	The second of three pieces of identification of the repair or maintenance provider is an address ID. From this piece of information, the system will infer a series of address fields. Unlike some transactions, the inferred information cannot be changed from that which is defined.
Repair Maintenance Description	Optional	A lengthy description field is a descriptive field used to capture additional details about the event.

Field Name	Required?	Description
Repair Maintenance Number	Required	When adding a new repair and maintenance record, this number should be left blank to be set by the application. If modifying or deleting an existing record, this field must be completed with the number of the specific record.
Repair Maintenance Type Repair Maintenance Name	Required	As there are different types of repair and maintenance events, each one recorded for a fixed asset must be associated with a type. The name of the type will infer for informational purposes. Please see the Fixed Asset Repair Maintenance Type topic under Advanced – Setup for more information.
Repair Maintenance Vendor Code Repair Maintenance Vendor Name	Optional	The first of three pieces of identification of the repair or maintenance event provider is a vendor code. From this piece of information, the system will inter the Repair Maintenance Vendor Name.
Repair Maintenance Vendor Contact Code Repair Maintenance Vendor Contact Name Repair Maintenance Vendor Phone Repair Maintenance Vendor Fax Repair Maintenance Vendor Email	Optional	The third of three pieces of identification of the repair or maintenance provider is a vendor contact ID. From this piece of information, the system will infer a series of contact fields. Unlike some transactions, the inferred information cannot be changed from that which is defined.

Field Name	Required?	Description
Start Date	Required	Each event must have at least the date it occurred recorded. A one-day event will just use the Start Date. A multi-day event will use the Start and End Dates.
Total Cost	Calculated	The sum of Labor, Materials, and Other Costs is provided for informational purposes.

Accounting

At the time of acquisition, there must be at least one accounting line. As many lines as necessary can exist, subject to a configured system limitation. Of note is the set of controls on the Fixed Asset tab of the System Options page that will consolidate the information across multiple accounting lines based on the 'primary' COA selected.

› Record-level actions/links

- **Posting** – This link is available on those Fixed Asset transactions that perform accounting to view the posting line(s) generated for an accounting line.

› Field Information

Field Name	Required?	Description
Accumulated Depreciation	Derived	When a fixed asset transaction updates depreciation, the depreciation expense is allocated to the fixed asset accounting line based on the net book value (asset cost less accumulated depreciation) of the asset component's accounting line(s). Each depreciation update is summarized as the Accumulated Depreciation Amount. This is not editable on the Acquisition / Betterment transactions. This is a display-only field.
Award: Code Department ID Vendor Line	Conditionally Required	When the Asset Classification is *Normal*, all of the award fields are required and typically populated with the Fixed Asset Shell Generation process

Field Name	Required?	Description
Commodity Line Accounting Line		
Payment Request Transaction: Code Department ID Vendor Line Commodity Line Accounting Line	Conditionally Required	When the Asset Classification is *Normal*, all of the payment request fields are required and typically populated with the Fixed Asset Shell Generation process
Disbursement Transaction: Code Department ID Vendor Line Accounting Line	Conditionally Required	When the Asset Classification is *Normal*, all of the disbursement fields are required and typically populated with the Fixed Asset Shell Generation process
Depreciation Amount	Required	A required amount that is system-calculated and used to generate the posting line for depreciation.
Funding Budget FY	Required	The budget year associated with the funding used to acquire an asset. This is often the same year as the common Budget FY field, but can be different for reporting reasons.
Funding Fiscal Year	Required	The fiscal year associated with the funding used to acquire an asset. This is often the same year as the

Field Name	Required?	Description
		common Fiscal Year field, but can be different for reporting reasons.
Historic Asset Cost	Calculated	The collective amount an accounting line funded a component that includes the original amount, betterments, and increase/decrease adjustments.
Internal Sale Gain Loss	Calculated	This is calculated in case of internal sale and purchase transactions.
Responsibility Center Posting	Required	A key indication as to whether or not accounting for a fixed asset (except depreciation) will use the COA of the accounting line or a combination of accounting line and the COA in the Responsibility Center of the asset. When false, only the accounting line is used. This field can default to true as defined for an individual fund. That inference can also be a powerful one if also defined as such for a fund. A capital project fund is an example of a fund that will not have the asset recorded to it and no user should be able to change that fact.
Selling Price	Calculated	A required amount that is system-calculated and used to generate the posting line.

› Exception Field Information

Field Name	Required?	Description
PO Number	Optional	A descriptive field to capture an external purchase order number or authorization that was part of the procurement process for an asset or asset component. The field exists only on the transaction for reporting and approval purposes and does not get written to the registry or any journal. There are no edits, so use of the field is open to any similar need.
Check Number	Optional	A descriptive field to capture a check number, not the Automatic or Manual Disbursement Transaction ID. The field exists only on the transaction for reporting and approval purposes and does not get written to the

Field Name	Required?	Description
		registry or any journal. There are no edits, so use of the field is open to any similar need.

Common Business Tasks

Select from the list of the common business tasks for detailed information:

- Acquisitions

- Improvements

- Modify Asset

- Change Asset Type

- Transfer Asset

- Cancel Asset

- Dispose/Sale Asset

- Change Selling Price & Other Details

- Record Depreciation

Acquisitions

The following tasks are all very similar and all use the Fixed Asset Acquisition (FA) transaction.

- Complete Shell

- Record Contributed Asset

- Record Memo Asset

- Record Composite Assets

- Unpend an Asset

Complete Shell

To record a fixed asset through a generated shell, perform these steps that will have followed the creation of a Fixed Asset Payment Request record updated by a payment request, disbursement, and the Fixed Asset Shell Generation process:

1. Navigate to and open the Fixed Asset Payment Request inquiry page and locate the payment request that created the payment.

2. Choose the **Generated Shell Details** related page from the payment request record-level menu.

3. Open the shell by selecting the link to the transaction and choose the **Edit** action.

4. Enter or generate a Fixed Asset Number and complete the other required header fields and any optional ones desired.

5. Navigate to the Component tab and complete all required fields and any optional ones desired.

6. **Validate** the completed Fixed Asset Acquisition.

7. If errors exist, fix the errors and repeat Step 6. If no errors exist, then continue with Step 8.

8. **Submit** the transaction.

Record Contributed Asset

1. Create an instance of the Fixed Asset Acquisition.

2. Enter or generate a **Fixed Asset Number** and complete the other required Header fields and any optional ones desired.

3. Navigate to the Component tab and complete all required fields and any optional ones. Ensure the **Asset Classification** field is set to *Contributed*. Enter as many lines as necessary.

4. Navigate to the Accounting tab and insert one or more lines to match each component line total with the COA desired.

5. **Validate** the completed Fixed Asset Acquisition.

6. If errors exit, fix the errors and repeat step 5. If no errors exist, then continue with Step 7.

7. **Submit** the transaction.

Record Memo Asset

Whether the memo asset is purchased and a shell created or the asset is recorded on a transaction created from scratch, the steps are similar to Complete Shell and Record Contributed Asset except the **Memo Asset** indication on the Header tab should be set to *true* and the **Fixed Asset Classification** to *Memo*.

Record Composite Assets

Whether the composite asset is purchased and a shell created or the asset is recorded on a transaction created from scratch, the steps are similar to Complete Shell and Record Contributed Asset. On the Header, the **Composite Asset** indication must be *true*. The depreciation parameters and asset classifications are the easiest to enter on the Header and let default to the component line(s) so the amount of data entry on the Component tab will be less.

Unpend an Asset

In the event a shell was generated in error or generated but an individual created an acquisition transaction manually instead of using the shell, the records on Fixed Asset Payment Request need to be updated and the pending asset accounts removed from the books. The shell should not be discarded, as this will leave data in both places.

1. Navigate to and open the Fixed Asset Payment Request inquiry page and locate the payment request that created the payment

2. Choose the **Generated Shell Details** related page from the payment request record-level menu.

3. Open the shell by selecting the link to the transaction and choose the **Edit** action.

4. Enter or select **Event Type** of *FA14* on the Header.

5. **Validate** the completed Fixed Asset Acquisition.

6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.

7. **Submit** the transaction.

Improvements

Improvements come in two forms: the addition of a new component or the increase in value of an existing component.

- Record a Betterment

- Record an Increase

Record a Betterment

When your organization improves an existing asset, the system provides the ability to track that change by recording a "betterment" or additional component line under that existing asset. Examples include the purchase of a new external hard drive for an existing computer or the addition of a new lighting system to an existing building.

Betterments can be created with a generated shell or from the Transaction Catalog. Both use the Fixed Asset Acquisition (FA) transaction code. With either method the first step is to enter (or select) the existing **Fixed Asset Number** for the asset you are improving. Next, the **Event Type** of *FA02* should be entered. Then a save or validate action will bring in all information about the asset. At this point entering the betterment is just like the Complete Shell task starting at Step 5 or like the Record Contributed Asset task starting at Step 3.

Record an Increase

The primary method to recording an increase is to gather what was spent and create the special Fixed Asset Increase (FI) transaction.

1. Create an instance of the Fixed Asset Increase transaction.

2. Enter or select the **Fixed Asset Number** on the Header you are increasing and take the **Auto Apply** action.

3. Navigate to the Component tab and select the component line you wish to increase.

4. Navigate to the Accounting tab and enter the new amount in **Line Amount** (not the delta but increased amount). Alternatively, a new accounting line can be entered for the increase.

5. Repeat Step 4 if there are multiple accounting lines (likely spreading the increase proportionately over the lines).

6. Repeat Steps 3, 4, and 5 if increasing multiple components.

7. **Validate** the completed Fixed Asset Increase.

8. If errors exist, fix the errors and repeat Step 7. If no errors exist, then continue with Step 9.

9. **Submit** the transaction.

An alternate method to record an increase is as a result of a purchasing event so that a fixed asset shell has been generated. Steps 1 – 3 are the same as Complete Shell but at step 4 they differ:

4. On the Header choose **Event Type** *FA10*.

5. Enter or select the existing **Fixed Asset Number** and take the **Auto Apply** action.

6. Navigate to the Component tab and enter or select the existing **Component Number**.

7. Complete the component with any increase in Units and any other required or optional fields needed.

8. **Validate** the completed Fixed Asset Increase.

9. If errors exist, fix the errors and repeat Step 8. If no errors exist, then continue with Step 10.

10. **Submit** the transaction.

Modify Asset

Changes to an existing asset's Header or Component attributes are processed using the Fixed Assets Modification (FM) transaction code for changes such as:

- Classifications

- Impairment Information

- Depreciation Details

- Inventory

- Valuation and Replacement

- Location

- Responsibility Center Staff

- Descriptions and Specifications

- Insurance

- Acquisition or Disposition Details

The general steps required to process the FM transaction are highlighted below:

1. Create an instance of the Fixed Asset Modification.

2. Enter or select the **Fixed Asset Number** on the Header you are increasing and take the **Auto Apply** action.

3. Make any necessary changes to Header information by completing one or more 'new' fields.

4. Navigate to the Component tab and make any necessary changes to one or more component lines by completing one or more 'new' fields.

5. **Validate** the completed Fixed Asset Modification.

6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.

7. **Submit** the transaction.

Change Asset Type

There are situations in which assets that have been defined as one Asset Type (for example, Construction-in-Progress) need to be redefined as another Asset Type when completed. . It also serves to change Asset Types recorded in error. To modify the Asset Type, of a specific asset, the Fixed Asset Type Change (FX) transaction code is processed. The transaction can only be used to change the asset type of non-memo assets that have not been previously depreciated. Once an asset is depreciated, the Asset Type may not be changed.

The general steps required to process the FX transaction are highlighted below:

1. Create an instance of the Fixed Asset Type Change transaction.

2. Enter or select the **Fixed Asset Number** on the Header you are changing and take the **Auto Apply** action.

3. If a composite asset, change the **New Asset Type** field on the Header to the correct value. Optionally adjust any of the other classification and depreciation information required with the change in asset type.

4. If not a composite asset, navigate to the Component tab and change the **New Asset Type** to the correct value on all components that need the change. Optionally change any of the other classification and depreciation information required with the change in asset type.

5. Make any necessary changes to Header information by completing one or more 'new' fields.

6. **Validate** the completed Fixed Asset Type Change.

7. If errors exist, fix the errors and repeat Step 6. If no errors exist, then continue with Step 8.

8. **Submit** the transaction.

Transfer Asset

There are times when groups of related assets need to be transferred to a different location or organizational entity. There are several different methods to make the transfer, each has to satisfy system edits to match the method.

Recall the system restrictions surrounding an asset transfer where the asset balance sheet account would be changing sub funds within a fund or changing funds. That type of transfer has to use the Internal Sale task when the accounting for an asset is done by the Accounting Line and those lines do not use the General Capital Assets fund. For transfers where the Responsibility Center COA are used to record the asset, that is the Fixed Asset Internal Transfer task. When the Responsibility COA are only used for tracking ownership outside of the accounting aspect or they are only used for depreciation purposes that is the Change Responsibility Centers task.

- Change Responsibility Centers

- Internal Transfer

- Internal Sale – Single Transaction

- Internal Sale – Two Transactions

Change Responsibility Centers

This task is a true transfer and not a sale because the change is only 'responsibility' instead of 'ownership'. Here all Accounting Lines of an asset must have the **Responsibility Center Posting** indication of *false*.

1. Create an instance of the Fixed Asset Transfer.

2. On the Header:

   a. Enter or select the **Fixed Asset Number** on the Header you are transferring and take the **Auto Apply** action.

   b. Update one or more of the 'new' COA fields.

   c. If a composite asset

      i. Optionally update any of the new custodian and employee fields to complete the transfer.

      ii. If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

3. Navigate to the Component tab and update any of the new location fields to complete the transfer if the asset is not a composite asset.

   a. If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

4. **Validate** the completed Fixed Asset Transfer.

5. If errors exist, fix the errors and repeat Step 4. If no errors exist, then continue with Step 6.

6. **Submit** the transaction.

Internal Transfer

This task is a transfer of 'responsibility,' but also transfers over asset accounts from the seller (transfer out) to the buyer (transfer in). Here all Accounting Lines of an asset must have the **Responsibility Center Posting** indication of *true*. There is no gain or loss recorded and the net book value of the asset does not change.

1. Create an instance of the Fixed Asset Internal Transfer.

2. On the Header:

   a. Enter or select the **Fixed Asset Number** on the Header you are transferring and take the **Auto Apply** action.

   b. Update one or more of the 'new' COA fields.

    c.   If a composite asset

- Optionally update any of the new custodian and employee fields to complete the transfer.

- If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

3. Navigate to the Component tab and update any of the new location fields to complete the transfer if the asset is not a composite asset.

- If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

4. **Validate** the completed Fixed Asset Internal Transfer.

5. If errors exist, fix the errors and repeat Step 4. If no errors exist, then continue with Step 6.

6. **Submit** the transaction.

Internal Sale – Single Transaction

This task is both a transfer of responsibility and ownership where there could be a gain or loss recorded if the selling price does not equal the net book value of the asset, including catch up depreciation. There is a limitation to this method in that there can only be a single accounting line per component or all accounting lines have the Responsibility Center Posting indication of true.

1. Create an instance of the Fixed Asset Internal Sale.

2. On the Header:

    a.   Enter or select the **Fixed Asset Number** on the Header you are transferring and take the **Auto Apply** action.

    b.   Update one or more of the 'new' COA fields.

    c.   If a composite asset

        i.   Optionally update any of the new custodian and employee fields to complete the transfer.

        ii.   If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

    d.   Enter the **Selling Price** and other disposition details as necessary.

3. Navigate to the Component tab and update any of the new location fields to complete the transfer.

    a.   Enter acquisition details, new location details, and depreciation criteria.

    b.   If the asset is not a composite asset and the **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

4. **Validate** the completed Fixed Asset Internal Transfer.

5. If errors exist, fix the errors and repeat Step 4. If no errors exist, then continue with Step 6.

6. **Submit** the transaction.

Internal Sale – Two Transactions

Two transactions must record any internal sale that does not meet the criteria for the Fixed Asset Sale transaction.

The first transaction in this task is created by the selling (or transfer out) entity – Fixed Asset Disposition (FD).

1. Create an instance of the Fixed Asset Disposition.

2. On the Header:

   a. Enter or select the **Fixed Asset Number** on the Header you are transferring and take the **Auto Apply** action.

   b. Choose **Event Type** *FA09*.

   c. If a composite asset

      i. If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

      ii. Enter the **Selling Price** and other disposition details as necessary.

3. Navigate to the Component tab and enter the following, if the asset is not a composite asset:

   a. If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

   b. Populate **Selling Price** and other disposition details as necessary

3. **Validate** the completed Fixed Asset Disposition.

4. If errors exist, fix the errors and repeat Step 3. If no errors exist, then continue with Step 5.

5. **Submit** the transaction.

The second transaction in this task is created by the buying (or transfer in) entity – Fixed Asset Acquisition (FA).

1. Open the Fixed Asset Disposition created by the seller and copy it forward into a Fixed Asset Acquisition.

2. On the Header:

   a. Enter or generate the Fixed Asset Number on the header.

   b. Choose **Event Type** *FA27*.

3. From this point this task is the same as the Record Contributed Asset task.

Cancel Asset

The Fixed Asset Cancellation (FC) transaction is used to cancel (undo) a wrongly entered Fixed Asset. A component has to be cancelled completely. There is no partial cancellation of a component, that is, some units of the component cannot be cancelled. Nor can only one accounting line of the component be cancelled. If the amount on one of the accounting lines of a component has to be reduced to zero, the Fixed Asset Increase (Decrease) transaction is the tool; in which case the asset entry will not be removed from the Fixed Asset Registries.

The steps in this task follow the path of cancelling an entire asset. If only one component needs to be cancelled, then after the **Auto Apply** on the Header the component lines that should remain should be deleted from the transaction. The alternative is to choose the Asset Component and use the **Auto Apply** on the Component tab.

1. Create an instance of the Fixed Asset Cancellation.

2. On the Header, enter or select the **Fixed Asset Number** you are transferring and take the **Auto Apply** action.

3. **Validate** the completed Fixed Asset Cancellation.

4. If errors exist, fix the errors and repeat Step 3. If no errors exist, then continue with Step 5.

5. **Submit** the transaction.

Dispose/Sale Asset

Part of maintaining an inventory of assets is to record the disposition of assets, and, if applicable, the selling price of the disposed asset. Assets may be disposed of due to several reasons: your organization may replace certain types of assets on a regular basis, the asset may be worn and completed its useful life, or the asset may have been lost, stolen, and so forth. Advantage Fixed Assets enables you to record the disposition of an asset and all of its components, to record the disposition of individual components, or to dispose a portion of the available units for components with multiple units.

1. Create an instance of the Fixed Asset Disposal transaction.

2. On the Header:

    a. Enter or select the **Fixed Asset Number** and take the **Auto Apply** action.

    b. Enter **Event Type** of *FA04*.

    c. If a composite asset enter **Selling Price** and other disposal details

    d. If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

3. On the Component tab, if the asset is not a composite asset:

    a. Enter **Selling Price** and other disposal details.

    b. If **Depreciation Structure** is *Manual*, enter the amount of depreciation since the **Last Depreciation Date** into the **Depreciation Amount**.

4. **Validate** the transaction.

5. If errors exit, fix the errors and repeat step 4. If no errors exist, then continue with Step 6.

6. **Submit** the transaction.

Change Selling Price & Other Details

When a Fixed Asset Disposal has processed but information on the selling price or other disposal details were wrong or have since changed, the original disposal transaction cannot be modified. A Fixed Asset Price Change (FP) must be processed to make the updates. In the event it was an internal sale and the selling price has changed, a journal voucher will need to be processed to adjust the accounting for the buyer from the Fixed Asset Acquisition transaction.

1. Create an instance of the Fixed Asset Price Change transaction.

2. On the Header:

   a. Enter or select the **Fixed Asset Number** and take the **Auto Apply** action.

   b. If a composite asset enter **Selling Price** and other disposal details in a 'new' field.

3. On the Component tab, if the asset is not a composite asset:

   a. Enter **Selling Price** and other disposal details in a 'new' field.

4. **Validate** the transaction.

5. If errors exit, fix the errors and repeat step 4. If no errors exist, then continue with Step 6.

6. Submit the transaction.

Record Depreciation

For those composite assets or asset components with a **Depreciation Method** of *Manual*, the Fixed Asset Depreciation (FE) transaction is used to record depreciation.

1. Create an instance of the Fixed Asset Depreciation transaction.

2. On the Header:

   a. Enter or select the **Fixed Asset Number** and take the **Auto Apply** action.

   b. If a composite asset enter **Depreciation Amount**.

3. On the Component tab, if the asset is not a composite asset:

   a. Enter **Depreciation Amount** and other disposal details in a 'new' field.

4. **Validate** the transaction.

5. If errors exit, fix the errors and repeat step 4. If no errors exist, then continue with Step 6.

6. Submit the transaction.

Inquiries

The following are the inquiries for Fixed Assets in CGI Advantage:

Name	Page Code	Description
Depreciation Elements Change	DEPEC	This page stores the old and new values for fields that impact depreciation; along with status indicators to identify when and if the record was already considered by depreciation logic.
Depreciation History	DEPH	This page is the repository for the depreciation recorded by the system.
Fixed Asset Accounting Journal	JFAAJ	This detail accounting journal contains all debits and credits for fixed asset activity for targeted inquiry and reporting.
Fixed Asset Balance Summary	FABALSQ	This page displays several asset balances at the Fixed Asset Number level.
Fixed Asset Component Balance Summary	FACBALSQ	This page displays several asset balances at the Fixed Asset Component level.
Fixed Asset Component Journal	JFACJ	The journal contains a record from each Component line on a Fixed Asset transaction.
Fixed Asset History	FAHIST	This page provides views to both journals using a single selection query.
Fixed Asset Infrastructure Maintenance	FAIM	This page allows you to forecast and track costs related to the maintenance of infrastructure assets using the Modified Depreciation Method.
Fixed Asset Intent Header Fixed Asset Intent Component Fixed Asset Intent Accounting	FAINTHDR FAINTCOM FAINTAL FADIR	These inquiries are a series of pages that are linked together by the Fixed Asset Intent (FN) Transaction ID. The Fixed Asset Intent inquires include the Capitalization Trigger established on the FN transaction. The Capitalization Trigger are used to define the desired setting that will trigger the Fixed Asset Intent system process to

Name	Page Code	Description
Fixed Asset Intent Reference		select the Fixed Asset Intent records and generate the appropriate transaction. All the Fixed Asset Intent transactions generated by batch processing or manually which reference Fixed Asset Intent will appear on FADIR.
Fixed Asset Payment Request Fixed Asset Payment Request Accounting Lines Fixed Asset Payment Request Disbursement Line Generated Shell Details	FAPR	This set of inquiry pages are used when creating Fixed Asset transaction shells through the Fixed Asset Shell Generation system process. Related Page choices allow you to transition between the four pages.
Fixed Asset Registry Header Fixed Asset Registry Component Fixed Asset Registry Accounting	FARHDR FARCOMP FARACTG	This set of inquiry pages are used as the central repository of Advantage Fixed Assets, reflecting the most current information at all three levels.
Fixed Asset Repair Maintenance	FARM	This page stores details of repairs and maintenance carried out for a Fixed Asset at the Component Level.
Fixed Asset Warranty	FAWR	This page stores details of warranties for a Fixed Asset at the Component Level.

For information on the Construction Expenditure Reconciliation (FACPER), Construction Expenditure Detail Reconciliation (FACPERD) or the Construction Expenditure Accumulation (FACPEA) inquiry pages, refer to the *Cost Accounting User Guide*.

Depreciation Elements Change

The Depreciation Elements Change (DEPEC) stores the old and new values for fields that impact depreciation, along with status indicators. The depreciation logic both inside the Fixed Asset Transaction Type and the Mass Depreciation system process read this information before calculating the depreciation. Fixed Asset transactions with performing betterments, increasing or decreasing asset value, or modifying depreciation criteria will insert records. Transactions recording depreciation, transfers, or disposals will update records. The Mass Depreciation process will also update the records used in the calculation of depreciation.

› Field Information

Details on the depreciation criteria fields can be found in the "Component" topic under FA Transaction Type. Only those fields unique to the page that do not exist on the transaction are covered here alphabetically.

Field Name	Description
Change Code Change Department Change ID	Each record contains these three pieces of identification, recording the transaction that created the record to change depreciation criteria.
Depreciation Code Depreciation Department Depreciation ID	Each record contains these three pieces of identification, recording the transaction that processed the record when recording depreciation.
Effective Date	When a record is inserted by a transaction, the Record Date of that transaction is recorded as the Effective Date.
Last Action Date	When a record processed by the application the Server Date at the time of processing is recorded as the Last Action Date.
Process Date	When a record is processed by the Mass Depreciation system process, the Application Date at the time of processing is recorded as the Process Date. If processed by a Fixed Asset transaction, the Record Date of that transaction is recorded as the Process Date.

Depreciation History

Depreciation History (DEPH) stores a record of each instance of depreciation either by a Fixed Asset transaction or Mass Depreciation. Depreciation History stores this information for reporting and audit trail purposes. Manual inserts are not allowed.

› Field Information

Details on the depreciation criteria fields can be found in the "Component" topic under FA Transaction Type. Only those fields unique to the page that do not exist on the transaction are covered here alphabetically.

Field Name	Description
DEPEC Record Number	When a Depreciation Elements Change record was used in the calculation of depreciation there will be a separate history record created for the portion of depreciation that was calculated from that change record. The internal record number of that change record is recorded for audit reporting purposes.
Depreciation Begin Date Depreciation End Date	For much more information on the calculation of these dates, please refer to the "Depreciation" topic.
Process Date	When a record is created by the Mass Depreciation system process, the Application Date at the time of processing is recorded as the Process Date. If created by a Fixed Asset transaction, the Record Date of that transaction is recorded as the Process Date.

Fixed Asset Accounting Journal

The Fixed Asset Accounting Journal is one of the sub journals that contain a portion of debit and credit records created in Advantage Financial for target inquiry and reporting purposes. The journal contains all postings where the posting code has the **Fixed Asset Type Journal** indication set to *true*. Posting to this journal is a fixed asset transaction function and not a result of the journal posting routine shared by all other accounting transactions.

> › Field Information
>
> Many fields on this journal are common and found on other journals, except a few that are fixed asset specific. Details on fields can be found in the sub topics under "FA Transaction Type".

Fixed Asset Accounting Ledger

The Fixed Asset Accounting Ledger (LAPDFA) stores the summarized records of Fixed Asset transactions from the Fixed Asset Accounting Journal. In addition to the regular summarization options on the Journal Ledger Control (JLCTRL) page, this LAPDFA ledger looks at two specialized summarization options: Fixed Asset Type and Fixed Asset Number. The recommended settings for these fields are Fixed Asset Type of *true* and Fixed Asset Number to *Fixed Asset Number* or *Fixed Asset Component Number*. This ledger will be balanced and is used in generating balances of fixed asset components on the Fixed Asset Balance Summary (FABALSQ) and Fixed Asset Component Balance Summary (FACBALSQ) pages.

> › Field Information
>
> Fields on this ledger are common and found on all other ledgers except for Fixed Asset Number, Fixed Asset Component Number, and Fixed Asset Type.

Fixed Asset Balance Summary

The Fixed Asset Balance Summary (FABALSQ) displays Fixed Asset balances at the Fixed Asset Number level. The Fixed Asset Accounting Ledger records are summarized by Fiscal Year into several amounts based on the Posting Code, Event Category and whether or not the Fiscal Year of the ledger record is prior to the displayed record.

At least two of the following search criteria must be provided when searching for records on this page:

- Fiscal Year
- Department
- Fixed Asset Number
- Fixed Asset Type
- Fund
- BSA

The page does not allow the use of wildcard values, special characters (>, <, and so forth.) or multiple values separated by a comma (,) in any of the search fields.

> Row-level actions/links

- **Fixed Asset Component Balance Summary** - This related page transitions you to the Fixed Asset Component Balance Summary inquiry for the selected asset record.

> Field Information

The selection criteria for each amount is based on posting code and event category combinations in the Fixed Asset Balance Summarization Code Crosswalk, discussed under Advanced – Setup. Each amount has a three or four-character code in the definition below that ties to the crosswalk table.

Name	Description
Opening Asset Balance	The Opening Asset Balance provides a value as of the beginning of the selected Fiscal Year and possibly Accounting Period. (OPBL)
Opening Accumulated Depreciation	The Opening Accumulated Depreciation provides the amount of depreciation as of the beginning of the selected Fiscal Year and possibly Accounting Period. (OPDP)
Additions	The Additions amount provides any additions to the asset in the selected Fiscal Year and possibly Accounting Period from the addition of a new component or acquisition. (CYAD)
Modifications	The Modifications amount provides any increases or decreases in value to an asset in the selected Fiscal Year and possibly Accounting Period from an increase/decrease adjustment, disposal, or internal sale. (CYMD)

Name	Description
Depreciation	The Depreciation During Year amount provides any update to depreciation in the current Fiscal Year and possibly Accounting Period. (CYDP)
Closing Asset Balance	The Closing Asset Balance represents the Opening Asset Balance plus Additions plus Modifications to represent the balance of an asset at the end of the selected Fiscal Year and possibly Accounting Period. (CLBL)
Closing Accumulated Depreciation	The Closing Accumulated Depreciation amount represents the Opening Accumulated Depreciation plus any Depreciation to represent the new Accumulated Depreciation as of the selected Fiscal Year and possibly Accounting Period. (CLDP)
Net Book Value	The Net Book Value amount represents the Closing Asset Balance minus the Closing Accumulated Depreciation as of the selected Fiscal year and possibly Accounting Period. (NBV)

Fixed Asset Component Balance Summary

The Fixed Asset Component Balance Summary (FACBALSQ) provides the same features as the Fixed Asset Balance Summary except at the added Component Number level of detail.

› Field Information

There are no new unique fields on this inquiry.

Fixed Asset Component Journal

This page serves to give users a view into the component lines from processing fixed asset transactions. It is a source of data that can be utilized for many reports and processes in the fixed asset area of the application. The sources of input for this journal are the Fixed Asset transaction Header and Component Lines.

› Field Information

There are no new unique fields on this inquiry and the topics under the FA Transaction Type covers all fields that are not common.

Fixed Asset History

Advantage includes two Fixed Asset Journals to maintain information associated with each asset. These are the Fixed Asset Component Journal (JFACJ) and the Fixed Asset Accounting Journal (JFAAJ). The Fixed Asset History (FAHIST) inquiry provides views to both journals using a single selection query. Whereas the Fixed Asset Registry pages give the current state of each Fixed Asset and Asset

Component, this inquiry serves to provide details on previous data, what transaction added or changed data, and the users that processed that transaction.

› Field Information

There are no new unique fields on this inquiry and the topics under the FA Transaction Type covers all fields that are not common.

Fixed Asset Infrastructure Maintenance

The Fixed Asset Infrastructure Maintenance (FAIM) page allows you to forecast and track costs related to the maintenance of infrastructure assets and others that use the Modified Depreciation Method. Infrastructure assets may reasonably be expected to continue to function indefinitely if they are adequately preserved and maintained. As a result, GASB 34 allowed governments to forego the standard reporting of depreciation infrastructure assets provided the government has made a commitment to maintain those assets in a predetermined condition. Governments that elect to follow the maintenance method are said to be using the "modified approach" to infrastructure depreciation reporting.

Users cannot insert/modify/delete records directly on this page. Only the Fixed Asset transactions can update/insert records into this inquiry.

› Field Information

There are no new fields on this inquiry that are not common or not already covered in the topics under FA Transaction Type.

Fixed Asset Intent Inquiries

The Fixed Asset Intent inquires include a series of four pages that are all updated by the Fixed Asset Intent (FN) Transaction ID. The Fixed Asset Intent inquires include a Header, Component, and Accounting inquiry as well as a Capitalization Trigger. This Capitalization Trigger is used to define the desired setting that will trigger the Fixed Asset Intent system process to select the Fixed Asset Intent records and generate the appropriate transaction.

The inquiry pages are:

- Fixed Asset Intent Header

- Fixed Asset Intent Component

- Fixed Asset Intent Accounting

- Fixed Asset Intent Reference

Fixed Asset Intent Header

The Fixed Asset Intent Header (FAINTHDR) inquiry includes basic asset attributes as well as summarized information from the Fixed Asset Intent Component and Fixed Asset Intent Accounting inquires. This page is updated upon the submission of the Fixed Asset Intent transaction or a modification to an Intent transaction.

› Row-level actions/links

- Fixed Asset Intent Component - This related page link transitions you to the Fixed Asset Intent Component inquiry for the selected Header record.

Fixed Asset Intent Component

The Fixed Asset Intent Component (FAINTCOM) inquiry displays the Purchase Order (for example, Agreement) commodity lines representing the components that comprise the fixed asset. This page is updated upon submission of procurements that reference a Fixed Asset Intent transaction.

> › Row-level actions/links

- Fixed Asset Intent Header - This related page link transitions you to the Fixed Asset Intent Header inquiry for the selected record.

- Fixed Asset Intent Accounting - This related page link transitions you to the Fixed Asset Intent Accounting inquiry for the selected record.

Fixed Asset Intent Accounting

The Fixed Asset Intent Accounting (FAINTAL) inquiry displays asset funding information. It displays the posting lines from the payment request or disbursement transactions (dependent upon the Application Parameter of Transaction Type(s) for the Capitalization) funding the individual asset component(s). These posting lines become the accounting lines on the fixed asset transactions created by the Fixed Asset Intent system process. This page is updated upon submission of payment request or disbursement transactions that reference a Purchase Order (PO)/Fixed Asset Intent (FN) transaction.

> › Row-level actions/links

- Fixed Asset Intent Header - This related page link transitions you to the Fixed Asset Intent Header inquiry for the selected record.

- Fixed Asset Intent Component - This related page link transitions you to the Fixed Asset Intent Component inquiry for the selected record.

> › Page-level actions/links

- Fixed Asset Transaction Intent Reference - This links transitions you to the Fixed Asset Intent Reference page to display references for the selected record.

Fixed Asset Intent Reference

The Fixed Asset Intent Reference (FADIR) inquiry displays the Transaction ID from the Fixed Asset Acquisition/Betterment or Fixed Asset Increase transactions and the referenced Intent ID for any Draft, Held, or Pending transactions. All the Fixed Asset Intent transactions generated by batch processing or manually which reference Fixed Asset Intent will appear on FADIR. When the Fixed Asset Intent system process runs, it creates records on this page to identify the transactions generated for a given Intent.

> › Page-level actions/links

> The following related page links transition you to the indicated page for the selected intent:

- Intent Header

- Intent Component

- Intent Accounting

Fixed Asset Payment Request

The Fixed Asset Payment Request (FAPR) inquiry page is used to not only track the Accounts Payable to Disbursement to Fixed Asset Shell generation flow, but is also used to locate those shells for the completion of data and to either capitalize the assets or record them as memo assets. Each record is created by a payment request processed with the Shell Indicator of Single Shell or Multi-Shell. Edits on the payment request have ensured either of those two values are only allowed for commodities marked on the Commodity reference page with a Fixed Asset Type are used and the total commodity line amount is greater than any applicable threshold set on the Commodity Fixed Asset Threshold or Commodity Fixed Asset Object Threshold reference page.

Records are then updated by the Fixed Asset Shell Generation system process with the population of the Shell Generated Date. When the shell is completed and processed to final, the Capitalized Amount and the Total Quantity/Unit Acquired are updated. If it was found that the shell was created in error and it was processed to 'unpend' the pending asset accounts, the Reversed Units and Reversed Amount fields are updated. In the event the shell was incorrectly discarded, the Total Quantity Discarded is updated. When this is the case, a journal voucher will be required to remove the pending fixed asset posting left from the disbursement.

Only one field is editable on this inquiry page – Purge Shell Record. This indication is made when once all the generated shells for a FAPR record have been completed and accepted, discarded or unpended. Upon the next run of the Fixed Asset Payment Request Purge process, this record and supporting ones on the related will be purged.

› Row-level actions/links

- Accounting Line - This related page link transitions you to the Fixed Asset Payment Request Accounting Lines page for the selected record.

- Generated Shell Details - This related page link transitions you to the Generated Shell Details page for the selected record. From here you can open the shell for completion or review.

› Field Information

Individual field helps are not provided as many fields are self-explanatory. Those that are not have been covered in the description above.

Fixed Asset Payment Request Accounting Lines

The Fixed Asset Payment Request Accounting Lines page displays the Accounting Lines associated with the payment request transaction from the Fixed Asset Payment Request page. The amount of information on a record is limited by design. The intended use of the page is to transition you to the Disbursement Details

› Row-level actions/links

- **Disbursement Line** - This related page link transitions you to the Disbursement Details page for the select record.

Disbursement Details

The Disbursement Details page displays the details of the disbursement transaction that disbursed the payment request at a level of COA detail equal to the expenditure posting lines. It is these COA that are used to create the accounting lines on the generated shell.

Generated Shell Details

The Generated Shell Details page displays each Fixed Asset Acquisition transaction shell created for a specific Fixed Asset Payment Request record. The Shell Generated Date displays the date the shell was created and the Shell Acceptance Date displays the date the shell was completed and submitted. The Quantity Acquired and Capitalized Amount fields are updated when a shell transaction is completed and submitted. The Shell Discarded and Quantity Discarded fields are updated when the shell transaction is discarded. The Reversed (Unpend) Amount and Reversed (Unpend) Quantity fields are updated when a shell is unpended.

> › Row-level actions/links
>
>> • Commodity Lines - This related page link transitions you to the Fixed Asset Payment Request page for the selected record.

Fixed Asset Registry Inquiries

The Fixed Asset Registry inquiries are a series of three pages that serve as the central repository of Advantage Fixed Asset current inception-to-date information. Data on each is only maintained by the Fixed Asset Transaction.

> › Field Information
>
> Individual field details are not provided for each inquiry page as most fields are discussed in the topics under FA Transaction Type, or are summary amounts of fixed asset activity.

The inquiry pages are:

• Fixed Asset Registry Header

• Fixed Asset Registry Component

• Fixed Asset Registry Accounting

Fixed Asset Registry Header

The Fixed Asset Registry Header (FARHDR) inquiry is used to review details at the Fixed Asset Number level of detail. All fixed assets are displayed including those that have been disposed. Only those Fixed Asset Numbers that have had a Fixed Asset Cancellation processed against the entire asset are removed from the inquiry.

> › Row-level actions/links
>
>> • Component Registry - This related page link transitions you to the Fixed Asset Registry Component to inquire into the components of the asset selected.

- Equity Sources – This related page link transitions you to the Fixed Asset Equity Sources page to review any such records created for the asset selected.

- Balance Summary – This related page link transitions you to the Fixed Asset Balance Summary page to inquire into beginning, period, and ending balances for the asset selected.

Fixed Asset Registry Component

The Fixed Asset Registry Component (FARCOMP) inquiry is used to view details at the Fixed Asset Component Number level of detail. All asset components are displayed including those that have been disposed. Only those Fixed Asset Component Numbers that have had a Fixed Asset Cancellation processed against the entire asset or just an individual component are removed from the inquiry.

› Row-level actions/links

- Accounting Registry - This related page link transitions you to the Fixed Asset Registry Accounting page to inquire into the accounting lines (or funding sources) of the asset component selected.

- Depreciation History – This related page link transitions you to the Depreciation page to review each instance of depreciation recorded for the asset component selected.

- Depreciation Elements Change – This related page link transitions you to the Depreciation Elements Change page to review any future or past depreciation parameter changes for the asset component selected.

- Warranty – This related page link transitions you to the Fixed Asset Warranty page to review any warranties recorded for the asset component selected.

- Repair Maintenance – This related page link transitions you to the Fixed Asset Repair Maintenance page to review each repair and maintenance event recorded for the asset component selected.

- Equity Sources – This related page link transitions you to the Fixed Asset Equity Sources page to review any such records created for the parent asset selected.

- Component Balance Summary – This related page link transitions you to the Fixed Asset Component Balance Summary page to inquire into beginning, period, and ending balances for the asset component selected.

Fixed Asset Registry Accounting

The Fixed Asset Registry Accounting (FARACTG) inquiry is used to review details at the accounting line (or funding source) level of each asset component. Multiple accounting lines can be displayed as one line if Registry Summary options on the Fixed Asset tab of the System Options reference page have been configured so that certain details are not displayed. As with the other two pages, a successful cancellation removed records from view.

› Row-level actions/links

- Header Registry - This related page link transitions you to the Fixed Asset Registry Header to inquire into the parent Fixed Asset Number of the accounting record selected.

- Component Registry - This related page link transitions you to the Fixed Asset Registry Component to inquire into the parent Fixed Asset Component Number of the accounting record selected.

Fixed Asset Repair Maintenance

The Fixed Asset Repair Maintenance (FARM) inquiry stores details of repair and maintenance events carried out for a fixed asset component as recorded by the Fixed Asset Repair and Warranty transaction. That transaction can add, update and even delete records recorded in error to this inquiry.

> Field Information

Individual field details are not provided for each inquiry page as most fields are discussed in the topics under FA Transaction Type, or are summary amounts of fixed asset activity.

Fixed Asset Warranty

The Fixed Asset Warranty (FAWR) page stores details of warranties for a fixed asset component as recorded by the Fixed Asset Acquisition and the Fixed Asset Repair and Warranty transaction. The Fixed Asset Cancellation and the Fixed Asset Repair and Warranty transaction can remove records from this inquiry.

> Field Information

Individual field details are not provided for each inquiry page as most fields are discussed in the topics under "FA Transaction Type", or are summary amounts of fixed asset activity.

Advanced - Setup

Before any assets can be managed with CGI Advantage Fixed Assets, the following types of reference pages must be configured, some of which are often considered the reference pages of other business areas such as Chart of Accounts and Procurement. This list of reference pages is large and there are only a few where setup on one must precede that of the other.

- Reference Pages outside of Fixed Assets

- References Pages within Fixed Assets

Reference Pages outside of Fixed Assets

This topic includes the reference pages used in other areas outside of Fixed Assets. Pages for security, workflow, accounting, and transaction configuration are not included.

- Commodity

- Fund

- Location and Sub Location

- Special Accounts and Special Fund Accounts – Fixed Assets

- System Options

Commodity

The Procurement reference page for Commodity (COMM) is used to define the following Fixed Asset controls:

Field Name	Description
Fixed Asset	An indication that has several impacts when set to true: - The Fixed Asset Type must be completed - Only those commodity codes set to true can be entered on a Fixed Asset transaction - The Shell Indicator field on a payment request should be Single Shell or Multiple Shells given other edits for thresholds.
Fixed Asset Type	The default type of asset for a commodity code that will infer to payment request transactions, where it can be overridden if necessary.

Fund

The Chart of Accounts reference page for (FUND) is used to define the following Fixed Asset controls:

Field Name	Description
General Capital Assets (GCA) Fund	An indication to signify a fund will use the General Capital Assets fund (defined on Special Accounts) to record all asset information instead of in the individual fund.
Responsibility Center Posting	An indication to signify the fund should use the Responsibility Center Posting functionality.
Allow Override Responsibility Center Posting	An indication to signify the fund must use the Responsibility Center Posting functionality.
Fixed Asset Intent Fund	An Indication that a fund can be used on a Fixed Asset Intent transaction.

Location and Sub Location

The Chart of Account reference pages for Location and Sub Location are used to define where assets are located beyond or in lieu of the Complex/Building, Floor, Office, and Cubical location fields within Fixed Assets. The rollups defined on the Location reference page can also be used to group fixed assets for reporting.

Of special note are the address fields and the fields for Longitude and Latitude that will default from locations selected for a fixed asset component.

> › Field Information
>
> Individual field details are not provided for each page as all are common or self-explanatory.

Special Accounts and Special Fund Accounts - Fixed Assets

The Fixed Asset tab on the Special Accounts (SPEC) and Special Fund Accounts (SPECFUND) reference pages contains the following defaults used in the various accounting events of the Fixed Asset Transaction Type. For more information on the accounts, please see the Fixed Asset section for Special Accounts in the Financial Administration User Guide.

System Options

This section describes the system-wide options and controls associated with the setup of Advantage Fixed Assets.

Field Name	Description
Automatic Shell Generation	This option controls the default value of the Shell Indicator field of the payment request Commodity Line. • *Off – No Shell Process*: The Fixed Asset Shell Generation system process will not be used and the only value allowed on the payment request will be *No Shell*. • *On – No Shell (Default)*: The Fixed Asset Shell Generation system process is a possibility only if the defaulting value of *No Shell* on a payment request is manually changed to either 'shell' choices. • *On – Single Shell (Default)*: The default on the payment request, given other edits passed, will be *Single Shell*, even if the quantity is greater than 1. • *On – Multiple Shells (Default)*: The default on the payment request when the quantity is greater than 1, given other edits passed, will be *Multiple Shell*. *Single Shell* being the default when 1.
Program Fixed Asset Linking	An indication that the Program Asset Generation functionality shared between Cost Accounting and Fixed Assets is used.
Require Fixed Asset Catalog	An indication that when *Yes* will require entry of the Fixed Asset Catalog field on the Header tab for a composite asset. If not a composite asset, then the field must be entered on the Component tab.
Custodian Required	An indication that when *Yes* will require the entry of a custodian for all composite assets on the Header tab or on the Component tab if not a composite asset.
Catalog Powerful Inference	An indication that when *Yes* makes any settings defined for a Fixed Asset Catalog a powerful inference to the Fixed Asset Transaction, where they cannot be changed. This will enforce consistency for assets within the same catalog.
Allow Memo Classification of	An indication that when *Yes* will allow the Memo Asset indication to be true even if the asset meet or surpassed the Fixed Asset

Field Name	Description
Capitalization Criteria Assets	Capitalization Criteria for Minimum Dollar Threshold and Minimum Useful Life.
Valid Location Custodian Combination Validation	An indication that when *Yes* enables the Valid Location Custodian Combination (VLOCC) page to edit the combination of Custodian, Department and Location to ensure accurate fixed asset information.
Valid Fund Dept Unit Custodian Combination Validation	An indication that when *Yes* enables the Valid Fund Department Unit Custodian Combination (VFDUCC) page to edit the combination of Custodian, Fund, Department and Unit to ensure accurate fixed asset information.
Registry Summarization	The two Funding Year fields and the twenty-seven COA fields have a separate indication that when *Yes* means that the value for the field will be retained for display (no data is summarized off) on the Fixed Asset Registry Accounting inquiry page. Those fields that must be retained for display are protected. These settings can be modified at any time and when the next time the page is accessed the display summarization will reflect the new settings.
Responsibility Center Requirements	The twenty-seven COA fields have a separate rule for the respective Responsibility Center COA field. Those that must be entered are protected. The rules only apply to when the Responsibility Center COA are being used for posting (for example, Responsibility Center Posting indication at the Accounting Line is set to *true*). When that is true, Fund is always required in addition to Department and Unit, which are required at all times.
	The common values for requirements exist: *Optional*, *Prohibited* and *Required*. However, there is a fourth value that is unique to this set of rules: *Infer Blank*. If this value, the system defaults a hard inference of BLNK to that designated COA element so that it will clear out any value in the respective Accounting Line field. Program, Phase, and Program Period are common COA for this *Infer BLNK* setting because they have a definite end date that will likely be before the asset is disposed.

References Pages within Fixed Assets

This topic includes the reference pages used exclusively within Fixed Assets.

- Asset Status
- Fixed Asset Type

- Asset System Number
- Auto Fixed Asset Numbering
- Commodity Fixed Asset Threshold
- Custodian
- Fixed Asset Acquisition Disposition
- FA Balance Summarization Code Crosswalk
- Fixed Asset Intent Exception
- Fixed Asset Repair Maintenance Type
- Fixed Asset Reporting
- Fixed Asset Reorganization Parameter
- Fixed Asset Revaluation

- Capitalization Criteria
- Fixed Asset Catalog
- Fixed Asset Disposition Entry
- Fixed Asset Equity Sources
- Fixed Asset Group
- Fixed Asset Group Category
- Fixed Asset Group Class
- Fixed Asset Warranty Type
- Fuel Type
- Valid Fund Department Unit Custodian Combination
- Valid Location Custodian Combination

Asset Status

The Asset Status (FAST) reference page allows you to define various asset status values for reporting. A status can represent any state, condition, or other needed measurement. Use of this descriptive feature is optional.

> Field Information

Individual field details are not provided for each page as all are common or self-explanatory.

Asset System Number

The Asset System Number (ASYS) reference page is used to define groups of related fixed assets that are considered a much larger asset for tracking and reporting purposes. Use of this descriptive feature is optional.

> Field Information

Individual field details are not provided for each page as all are common or self-explanatory.

Auto Fixed Asset Numbering

Fixed asset numbers can be manually entered or automatically generated when entering a new fixed asset. The Asset numbers can be characters, numbers or the combination of both. On the Header of the Fixed Asset Acquisition transaction, three fields are used in the automatic generation of an asset number: Generate Fixed Asset Number, Prefix, and Fixed Asset Number.

Use of the numbering feature is optional.

› Field Information

Field Name	Description
Prefix	Unlike Automatic Transaction Numbering, each fixed asset numbering sequence requires a prefix. That prefix can be up to four characters and numbers in length. Typically prefixes have a meaning such as being tied to an asset type, department, location, use, etc.
Default Prefix	One record on Auto Fixed Asset Numbering can be marked as the default prefix so that if the Prefix field is left blank on a Fixed Asset Acquisition transaction the default will be pushed to the transaction.
Next Available Asset Number	When adding a record, this number is entered to be the first assigned Fixed Asset Number. If the desire to start numbering at 1, then enter 0 in the field. Depending on the length of the prefix, the first assigned number will be the prefix followed by as many zeros and a 1 to make a number 15 in length.

Commodity FA Threshold

The Commodity Threshold (COMMFA) reference page identifies the minimum dollar threshold to be capitalized. The threshold can be set for a commodity code and department combination or for the commodity, department, and object combination. If a commodity code specified on a payment request has the **Fixed Asset** indication of *true* and the **Fixed Asset Shell Indicator** is <u>not</u> equal to *No Shell*, then the minimum threshold limit check will be checked against the Unit Price. The department used for the check will be the one in the Payment Request Transaction ID (not the one on the accounting line).

Use of this reference page is optional.

› Field Information

Individual field details are not provided as all are common or self-explanatory.

Custodian

The Custodian (CUSD) reference page is used to set up individuals, groups, or other organizational entities that will be charged with the responsibility of a fixed asset. Use of this descriptive feature is optional unless the Custodian Required indication on the Fixed Asset System Options is *Yes*.

If a restriction by department and unit are desired, then the Valid Fund Department Unit Custodian page must be used, but it does mean replicating the department and unit combination for each possible combination of Responsibility Center Fund.

› Field Information

The fields that are not self-explanatory are listed below:

Field Name	Description
Inventory Officer	An optional field to capture the name of the individual responsible for the custodian.
Inventory Area	An optional free-form text field to capture any details about the custodian or where the custodian is located for reporting and asset inventory purposes.
Department	An optional field to associate custodian with a specific department to prevent associating a custodian with an asset component where the custodian doesn't belong to the Responsibility Center Department for the asset component. When not populated, there is no such limitation.

Fixed Asset Acquisition Disposition

The Fixed Asset Acquisition Disposition (FADM) reference page defines the valid methods of acquisition and disposal available to the Fixed Asset Acquisition and Disposal transactions. Use of this descriptive feature is required.

› Field Information

The fields that are not self-explanatory are listed below:

Field Name	Description
Acquisition Disposition	Each record must be defined as either an acquisition or a disposition record. Acquisition records are just for reporting purposes, but disposition records are used to determine postings (see below).
Method	Each acquisition and disposition method is defined by a unique identifier within the complete set of both acquisition and disposition methods, not just within one of the two classifications.
Gain Loss Posting	Acquisition records must have the *Not Selected* value for this indication because it applies only to dispositions. For dispositions, the choice of *Expense* will invoke the Gain/Loss Expense posting pair (D) and trigger the inference of the Gain/Loss Object from Special Accounts. The choice of *Revenue* will invoke the Gain/Loss Revenue posting pair (E) and trigger the inference of the Gain/Loss Revenue Source from Special Accounts.

	Having a disposal method of both types is not required.

Fixed Asset Balance Summarization Code Crosswalk

The Fixed Asset Balance Summarization Code Crosswalk does not have a reference page online. The database table (R_FA_BAL_SUMM_XWK) contains records that control the selection and summarization of ledger records into the amounts on the Fixed Asset Balance Summary and Fixed Asset Component Balance Summary inquiry pages. Updates are not required to this data unless a custom posting code is created for Fixed Asset Use of any of the following: F002, F040, M001, and M003.

Fixed Asset Capitalization Criteria

The Fixed Asset Capitalization Criteria (FACC) reference page defines the minimum amount for capitalization and minimum useful life criteria for fixed asset types by department. Evaluation of this reference page is by the Fixed Asset Acquisition transaction. The Historic Asset Cost at the Header tab is evaluated for composite assets and the same amount on the Component tab is evaluated for non-composite assets. The same is true for Useful Life.

> › Field Information

   Individual field details are not provided as all are common or self-explanatory.

Fixed Asset Catalog

The Fixed Asset Catalog (FACLG) reference page establishes an optional rollup for assets that can be used to also provide several default values at the time of acquisition. When the Catalog Powerful Inference indication is true on the Fixed Asset tab of System Options, those defaults cannot be changed. Use of Fixed Asset Catalog codes promotes consistency within asset classifications.

> › Field Information

   All fields are either defined in the topics under "FA Transaction Type" or are self-explanatory.

Fixed Asset Disposition Entry

The Fixed Asset Disposition Entry (FADE) reference page is not one that is referenced on any Fixed Asset transaction, but is used by the Fixed Asset Disposition system process. The disposal of a single asset is typically an event completed by a single user with the Fixed Asset Disposition transaction. When multiple assets are being disposed, the Fixed Asset Disposition Entry page facilitates that process by recording a system asset, multiple assets, or multiple asset components for disposal of with the most common disbursement details specified. From this data the system process will create the Disposal transactions.

> › Row-level actions/links

   • Component Journal – A related page link that transitions you to the Fixed Asset Component Journal to view the Disposal transaction created.

> › Field Information

The fields that are not already discussed in the topics under "FA Transaction Type" are listed below:

Field Name	Description
Processed	When the system process selects a record this indication is set to true so the record will not be selected a second time.
Process Date	When the system process selects a record the system date is recorded here for informational and aging purposes.
Marked for Deletion	An optional indication that a record should be deleted in the next run of the system process because it has been processed and the disposal verified.

Fixed Asset Equity Sources

The Fixed Asset Equity Sources (FAES) reference page provides a breakdown of multiple equity sources for a fixed asset component. The Equity Sources Component Value balances to the Component Value on the Fixed Asset Registry Component inquiry page.

› Field Information

The fields that are not already discussed in the topics under the "FA Transaction Type" are listed below:

Field Name	Description
Equity Account 1 through 8	Each equity source requires with the association to an equity balance sheet account.
Component Value 1 through 8	For each equity account identified, a portion of the Historical Asset Value of the component must be assigned to the account.
Fund 1 through 8	For each equity account identified, a fund must be associated.

Fixed Asset Group

The Fixed Asset Group (FGRP) reference page is a required field on fixed asset acquisition transactions as a classification.

› Field Information

The fields are listed below:

Field Name	Description
Fixed Asset Type	Each Fixed Asset Group must be defined to a Fixed Asset Type, as groups are a further breakdown of a Fixed Asset Type. However, it could be a 1:1 relationship.
Fixed Asset Group	Each Fixed Asset Group needs an identification code that is unique within the Fixed Asset Type.
Fixed Asset Group Class	An optional rollup of Fixed Asset Group Class that will be inferred with the Fixed Asset Group.
Fixed Asset Group Category	An optional rollup of Fixed Asset Group Category that will be inferred with the Fixed Asset Group.
Fixed Asset Group Name	Each Fixed Asset Group must be assigned a 'long' name for reporting as space permits.
Fixed Asset Group Short Name	Each Fixed Asset Group must be assigned a 'short' name for reporting when space is limited.

Fixed Asset Group Category

The Fixed Asset Group Category (FAGCT) reference page defines a level of reporting hierarchy that is above Fixed Asset Group and beneath Fixed Asset Group Class. Use of this reporting hierarchy level is optional.

› Field Information

The fields are listed below:

Field Name	Description
Fixed Asset Type	Each Fixed Asset Group Category must be defined to a Fixed Asset Type.
Fixed Asset Group Category	Each Fixed Asset Group Category needs an identification code that is unique within the Fixed Asset Type.
Fixed Asset Group Category Name	Each Fixed Asset Group Category must be assigned a 'long' name for reporting as space permits.

Fixed Asset Group Category Short Name	Each Fixed Asset Group Category must be assigned a 'short' name for reporting when space is limited.

Fixed Asset Group Class

The Fixed Asset Group Class reference page defines a level of reporting hierarchy that is above Fixed Asset Group Category and is the highest rollup classification.

› Field Information

The fields are listed below:

Field Name	Description
Fixed Asset Type	Each Fixed Asset Group Class must be defined to a Fixed Asset Type.
Fixed Asset Group Class	Each Fixed Asset Group Class needs an identification code that is unique within the Fixed Asset Type.
Fixed Asset Group Class Name	Each Fixed Asset Group Class must be assigned a 'long' name for reporting as space permits.
Fixed Asset Group Class Short Name	Each Fixed Asset Group Class must be assigned a 'short' name for reporting when space is limited.

Fixed Asset Intent Exception

The Fixed Asset Intent Exception (FAIE) page serves to identify COA codes or groups of codes that should not be included in the Fixed Asset Intent process nor trigger the pending fixed asset postings on payment requests and disbursements. When recording updates to the Fixed Asset Intent Accounting page, those accounting lines with an exception identified will have the **Exception** indicator set to *true*.

› Field Information

The fields that are not common or self-explanatory are listed below:

Field Name	Description
Exact Match	Exception COA records can be read in transaction processing in two ways. When the **Exact Match** indication is *true*, an accounting line

	must match all of the exception COA. When *false*, an accounting line only has to match one of the exception COA.

Fixed Asset Repair Maintenance Type

The Fixed Asset Repair Maintenance Type (FARTYP) reference page defines the set of repair and maintenance events for classifying an event when recorded to an asset. The recording of such events is an optional step in the Fixed Asset Lifecycle, but if used each must be recorded with a type.

> › Field Information
>
>   All fields on the page are self-explanatory.

Fixed Asset Reporting

The Fixed Asset Reporting (FARPT) page provides enhanced reporting capabilities for fixed asset management, enabling users to generate more detailed and customized reports for tracking fixed asset performance, depreciation, and allocation. The reporting records can be classified into 5 high-level categorizations using the Reporting Number CVL.

Five Reporting fields, Reporting 1 through 5, are available on the Component Tab of Fixed Asset transactions to select the appropriate Reporting classification on transactions. The Reporting values are also stored on Registry, Journals, and History pages.

> › Field Information

Field Name	Description
Reporting Number	A required CVL field with values Reporting Number 1 to 5, which is used to classify reporting codes into categories.
Reporting Code	An identification code that is unique within the Reporting Number.
Reporting Name	A 'long' name to describe the Reporting Code.
Reporting Short Name	A 'short' name to describe the Reporting Code used on reports.

Fixed Assets Reorganization Parameter

The Fixed Asset Reorganization Parameter (FARO) reference page is not one that is referenced on any Fixed Asset Transaction, but it is used by the Fixed Asset Reorganization system process. The transfer of a single asset is typically an event completed by a single user with the Fixed Asset Modification or Fixed Asset Transfer transaction. When multiple assets are being transferred, the Fixed Asset Reorganization Parameter page facilitates that process by defining combinations of old and new values. From this data the system will create the appropriate transaction.

All selection for this system process is based on department, and it is the Department field in the Responsibility Center COA fields (FT, FAIT, and FS), the system process will generate Fund/Sub Fund Edits Report when run in *report* or *update* mode to list any assets that cannot be processed with the system process and must be transferred manually.

› Field Information

The fields that are not already discussed in the topics under "FA Transaction Type" or are not common COA fields are listed below:

Field Name	Description
Reorganization Type	An indication that will control edits on the parameter page to ensure a record is established correctly and controls how the system process will read a record. Valid values include: • *Responsibility* – required only values in the responsibility center set of fields and will lead to the creation of a Fixed Asset Transfer transaction. • *Location* – requires only values in the location set of fields and will lead to the creation of a Fixed Asset Modification transaction. • *Both* – allows for values in both sets of fields and will lead to the creation of a Fixed Asset Transfer transaction to change both types of information.
Process Sequence Number	Each record must be assigned a unique number to define the processing order.
Process Date	When the system process selects a record the system date is recorded here for informational and aging purposes.

Fixed Asset Revaluation

The Fixed Asset Revaluation (FAVAL) reference page is not one that is referenced on any Fixed Asset Transaction, but is used by the Fixed Asset Mass Revaluation system process. The update to the Valuation Amount and Valuation Date of a single fixed asset is typically an event completed by a single user with the Fixed Asset Modification transaction. When multiple assets need to be updated, the Fixed Asset Mass Revaluation page facilitates those updates by defining selection criteria at one or more levels of detail and controls to update valuation information.

› Field Information

The fields that are not already discussed in the topics under "FA Transaction Type" or are self-explanatory are listed below. Of the three fields that define the method of updating the Valuation Amount, only one can be specified on a record.

Field Name	Description
Process Sequence Number	Each record must be assigned a unique number to define the processing order.
Years Since Last Valuation	Valuation is a yearly exercise or every other year or every five years and so forth, depending on the type of asset. As such, a number of years selection parameter is needed along with a process parameter of Valuation Date. Together a date range is calculated for selection. For example, the process parameter is 1/1/2020 and the Years Since Last Evaluation is 1. The date range for selection would be 1/1/2019 to 1/1/2018.
Replacement Amount	The first of three different methods of updating the Valuation Amount is to use this field to set that amount to a specified amount.
Valuation Factor	The second of three different methods of updating the Valuation Amount is to use this field to define a percentage that is multiplied against the existing Valuation Amount.
Valuation Change Amount	The third of three different methods of updating the Valuation Amount is to use this field to define a delta amount to be added (positive amount) or subtracted (negative amount) to/from the existing Valuation Amount.

Fixed Asset Type

The Fixed Asset Type (FATP) reference page establishes the primary rollup of fixed assets for reporting and system processing selection. The page also defines several balance sheet accounts and control options.

› Field Information

The fields that are not self-explanatory are listed below:

Field Name	Description
Construction Program Eligible	An indication that when *true* allows the Fixed Asset Type to be used on an asset component tied to a program to collect construction in progress costs on the Fixed Asset Construction Program Allocation Detail reference page.

Field Name	Description
Fixed Asset Capitalization Criteria Enforced	An indication that when *true* will enforce rules for minimum useful life and dollar amount thresholds defined on the Fixed Asset Capitalization Criteria reference page for the Asset Type. If false, those settings will serve only as defaults.
Depreciation Indicator	An indication that when *true* requires the selection of at least one allowable depreciation method and entry of an Accumulated Depreciation Account. The indication should be *false* for Asset Types that should not depreciate (for example, land and construction in progress).
Allow Manually Computed	When the Depreciation Indicator is *true* this indication should also be *true* if users should be allowed to manually calculate and record depreciation. An asset depreciated based on activity is one example that would use this method.
Allow Straight Line	When the Depreciation Indicator is *true* this indication should also be *true* if assets should have depreciation calculated in this manner, which is the most common method of depreciation.
Allow Declining Balance	When the Depreciation Indicator is *true* this indication should also be *true* if assets should have depreciation calculated in this manner, which accelerates depreciation over straight line.
Allow Sum-of-the-Years'-Digits	When the Depreciation Indicator is *true* this indication should also be *true* if assets should have depreciation calculated in this manner, which records more depreciation in the early years and less in the later years as compared to straight line.
Allow Modified	When the Depreciation Indicator is *true* this indication should also be *true* if assets should not have depreciation manually or automatically calculated but rather use the Infrastructure Maintenance page to track estimated and actual amounts spent to maintain capacity along with a condition rating.
Depreciation Date Indicator	When an Asset Type is subject to depreciation, with the exception of the Modified Method, a starting date is needed in the first calculation of depreciation. Choices include *Acquisition Date* and *In Service Date*. If the Depreciation Indicator is *false*, then the only valid choice is *Not Applicable*. Assets that start depreciation at the time of purchase and not usage should use Acquisition Date as a general rule. Assets that are constructed, assembled, or take a significant amount of time to install

Field Name	Description
	should use In Service Date. There is no limitation for recording both for an asset.
	For acquisitions, betterments, internal acquisitions, internal betterments, internal sales, fixed asset type changes (FA, FB, FIA, FIB, FAIS and FX event categories, respectively) or a fixed asset intent; the any In Service Date available is conditionally required when the Depreciation Date Indicator is set to *In Service Date* for the respective asset type. The In Service Date field can be the In Service Date, New In Service Date, or Anticipated In Service Date (depending on the transaction).
	The conditional requirement means that the system will not have to default back to an acquisition date for depreciation. There is no restriction for setting the In Service and Acquisition dates to the same date, but an Acquisition date should not be after the In Service Date.
Pending Asset BSA Pending Asset Sub BSA	The asset balance sheet account used by payment requests and disbursements of commodities where either the Shell Indicator was *Single Shell* or *Multi-Shell* to track a balance for the asset until the Fixed Asset Acquisition transaction has been processed. The account is used for reporting purposes to see the dollar amount of assets that have been purchased but not yet capitalized. Use of the sub balance sheet account is optional for tracking purposes.
Memo BSA Memo Sub BSA	The asset balance sheet account used if the Memo Asset indication is set to *true* for a fixed asset. Note that the fixed asset use of the term "Memo" does not correspond to the Memo Account indication on the Balance Sheet Account reference page. That indication cannot be *true* if the balance sheet is entered here. Use of the sub balance sheet account is optional for tracking purposes.
Asset BSA Asset Sub BSA	A required asset balance sheet account that will be used to track the Historical Asset Cost of an asset. Use of the sub balance sheet account is optional for tracking purposes.
Accumulated Depreciation Account	The asset offset (or asset) account used to record the total of depreciation recorded against an asset component, which is required if the Depreciation Indicator is *true*. Otherwise, it is prohibited for an Asset Type.

Field Name	Description
Accumulated Depreciation Sub BSA	Use of the sub balance sheet account is optional for tracking purposes.
Contributed Offset BSA Contributed Offset Sub BSA	The equity balance sheet account used to offset the Asset BSA when the Fixed Asset Classification is *Contributed* for an asset component. The Contributed indication must be *true* on the Balance Sheet Account reference page for this account. Use of the sub balance sheet account is optional for tracking purposes.

Fixed Asset Warranty Type

The Fixed Asset Warranty Type (FAWTYP) reference page defines the different types of warranties available for assets. The recording of warranties is an optional step in the Fixed Asset Lifecycle, but if used each must be recorded with a type.

> › Field Information

> All fields on the page are self-explanatory.

Fuel Type

The Fuel Type (FUELTYP) reference page defines the choices available for those Asset Types that burn fuel. The recording of such information is optional within Fixed Assets.

> › Field Information

> The fields that are not self-explanatory are listed below:

Field Name	Description
Alternative Fuel	An indication used for reporting purposes to select assets that do not use the regular types of fuel: gas or diesel.

Valid Fund Department Unit Custodian Combination

The Valid Fund Department Unit Custodian Combination (VFDUCC) page is an optional page used to ensure the accuracy of fixed asset information when it comes to custodians based on the Responsibility Center COA of Fund, Department, and Unit. The only transactions to edit the page are those where Custodian is an editable field. Use of this page is turned on with the Valid Fund Department Unit Custodian Combination Validation setting of *Yes* on the Fixed Assets System Options. It also requires

that the Fund field in the Responsibility Center must be entered to invoke the edit as the Accounting Line Fund field is not used.

If restriction by only department is desired but not unit, then the Department field on the Custodian reference page should be made visible and populated to enforce a restriction at that level.

> › Field Information

    All fields on the page are self-explanatory.

Valid Location Custodian Combination

The Valid Location Custodian Combination (VLOCC) page is an optional page used to ensure the accuracy of fixed asset information when it comes to custodians based on where the asset is located for a department. The only transactions to edit the page are those where Custodian is an editable field. Use of this page is turned on with the Valid Location Custodian Combination Validation setting of *Yes* on the Fixed Assets tab of System Options.

> › Field Information

    All fields on the page are self-explanatory.

Advanced - Batch Processing

Batch Processing for Fixed Assets include the following categories:

- Chain Jobs

- Report Jobs

There are no batch jobs for Fixed Assets only Chain Jobs and Report Jobs.

Chain Jobs

The chain jobs are listed alphabetically in the table below. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following guide: *CGI Advantage - Fixed Assets Run Sheets.*

Job Name	Description
Fixed Asset Disposition	This process reads the Fixed Asset Disposition Entry (FADE) page and generates Fixed Asset Disposition transactions.
Fixed Asset Intent	This process selects authorized records from the Fixed Asset Intent Registry pages to generate the Fixed Asset Acquisition and Increase transactions.
Fixed Asset Shell Generation	This process generates draft Fixed Asset Acquisition shells with information captured from payment requests and disbursements that require manual data entry to later complete.
Reorganization Process	This process reads the Fixed Asset Reorganization (FARO) page for instructions to modify one or more location fields or transfer Responsibility Center COA and Staff fields. With a Fixed Asset Modification or Fixed Asset Transfer transaction.
Revaluation Process	This process reads the Fixed Asset Revaluation Parameters (FAVAL) page and generates Fixed Asset Modification (FM) transactions to update valuation details.

Report Jobs

The report jobs are listed alphabetically in the table below. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage - Fixed Assets Run Sheets.*

Report Name	Description
Mass Depreciation	The process creates Mass Depreciation transactions to record depreciation for eligible assets.
Fixed Asset Payment Request Purge Process	The process purges records that have been processed and the Purge Shell Record indication is *true* from the Fixed Asset Payment Request (FAPR) set of pages that are older than a date specified in the process.
Fixed Assets Suspect After Encumbrance Correction	A report to identify those Fixed Asset records where the Award referenced on the record has had a correction where the Reference Type was *Inverse*. Although the referenced Award details cannot be removed from the Fixed Asset if the wrong Award was referenced, a Fixed Asset Increase (Decrease) can be processed to correct the Historic Asset Value.

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information.

- CGI Advantage Financial Reports

- CGI infoAdvantage

- CGI Advantage Insight

CGI Advantage Financial Reports

Beyond the reports generated in the table of Report Jobs above, the standard listing of generated transactions that did not submit successfully, and those generated in a report mode to list records matching selection criteria, the following reports are generated. To learn more about the job that generates a specific report, refer to the *CGI Advantage - Fixed Assets Run Sheets* guide.

Report Name	Description
Depreciation Report	This report is generated by the Mass Depreciation process to list assets that could not have depreciation calculated or recorded.
Fixed Assets to be Disposed Report	The Fixed Asset Disposition process will produce a report when run in Report Mode only. It will list the assets on the Fixed Asset Disposal Entry page to be deleted with the next Update Mode of the Fixed Asset Disposal system process.
Fund/Sub Fund Edits Exception Depreciation Edits Exception	Listings of the assets that could not be transferred with the Fixed Asset Transfer transaction and will require a manual Fixed Asset Internal transaction or Fixed Asset Internal Sale transaction.

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.

- Reports - The sample reports and templates can be found under the CGI Resource Library link: https://sdc.cgi.com/aal/

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Frequently Asked Questions

This topic contains a list of frequently asked questions and answers for the Fixed Asset area.

> › How can we capitalize a commodity for which a payment request and disbursement has been created?
>
> This can be done using the Fixed Asset Shell Generation process. Please refer to the "Complete Shell" topic in this user guide for details on how to capitalize a commodity for which the payment request and disbursement has been created.
>
> › How to establish the threshold for an asset?
>
> The dollar threshold limit to capitalize a commodity purchased can be established on the Commodity Fixed Asset Threshold reference page. Also, refer to the "Commodity Fixed Asset Threshold" topic on where to establish the dollar threshold limit for the Fixed Asset commodity.
>
> The user can also establish capitalization criteria on the minimum dollar value and minimum useful life of an asset. Please refer to the "Fixed Asset Capitalization Criteria" topic for information on where the capitalization criteria can be established.
>
> › How to view the Fixed Asset Acquisition transactions generated by the Shell Generation process?
>
> The details of the Fixed Asset transactions (shells) are stored on the Generated Shell Details page. Please refer to the "Generated Shell Details" topic in this user guide for details on how to view the Fixed Asset transactions generated by the Shell Generation process.
>
> › How to record Infrastructure Assets?
>
> Infrastructure assets may reasonably be expected to continue to function indefinitely if they are adequately preserved and maintained. Please refer to the "Fixed Assets Infrastructure Maintenance" topic in this user guide for details on how Infrastructure assets are stored.
>
> Infrastructure assets need to be recorded as Composite Assets with the **Depreciation Method** of *Modified*. Estimated Amount and Actual Amount need to be provided. Please refer to the "Record Composite Assets" topic in this user guide for details on how to record Composite Assets.
>
> › How to unpend a generated Fixed Asset shell transaction?
>
> Please refer to the "Unpend an Asset" topic in this user guide for details on how to unpend a generated Fixed Asset shell transaction.
>
> › What is Responsibility Center Posting?
>
> Please refer to the "Responsibility Center Accounting" topic in this user guide for details on Responsibility Center Accounting.
>
> › How can we record a Memo Asset?
>
> Please refer to the "Record Memo Asset" topic in this user guide for details on how to record a Memo Asset.
>
> › How to record assets received as donations or as a grant from an external agency?

Contributed classification is used when the asset was received as a donation or a grant from an external agency. Please refer to the "Record Contributed Asset" topic in this user guide for details on how to record assets received as donations or as a grant from an external agency. The **Classification Indicator** on the component line of such assets must be set to *Contributed*.

› How can we record improvements made to an asset?

Improvement to an asset can be by way of increase in value of the asset or by addition of a new component to the Asset. Please refer to the "Record Improvements" topic in this user guide for details on how to record different types of improvements to an asset.

› How can we record a change in asset cost?

A change in asset value can be by way of increase or decrease in cost of the asset due to accounting adjustments. Please refer to the "Record an Increase" topic in this user guide for details on how to record a change in the cost of an asset.

› How is Depreciation calculated?

Please refer to the "Depreciation" topic in this user guide for details on how Depreciation is calculated.

› How to rectify an asset entered incorrectly?

An asset was entered incorrectly, that is, it should not have been recorded as an asset but was inadvertently entered as an asset. The asset must be cancelled and a new asset must be entered. Please refer to the "Cancel Asset" and "Acquisitions" topics in this user guide for details on how to cancel or record a new Fixed Asset.

An asset can also require descriptive (non-accounting) changes or adjustments to existing details of assets. Please refer to the "Modify Asset" topic on how to record descriptive changes or adjustments to existing details of assets. However, if the Asset Type needs changed then please refer to the "Change Asset Type" topic on how to record changes to the Asset Type.

› How can we record the transfer of responsibility of an asset from one department to another department?

This can be done using the Fixed Asset Reorganization Process. Please refer to the "Transfer Asset" topic in this user guide for details on how to transfer the responsibility of an asset from one department to another department.

› How to record the disposal of an asset?

Disposal of an asset can be to an external entity or between two funds. Please refer to the "Dispose/Sale Asset" topic on how to record the disposal of an asset as a sale to an external entity.

Disposal of an asset between two funds can be done either by adopting the Two-Transaction approach or by creating a FS transaction. Please refer to the "Transfer Asset" topic on how to record disposal of an asset between two funds by changing the Fixed Asset Number.

› How to record Construction work in progress assets?

Program Asset Generation is the process to automate the management and recognition of capital balances with regard to construction in progress. Please refer to the "Program Asset Generation" topic in the *Cost Accounting User Guide* for details on how to record Construction work in progress assets.

› How to change the construction work in progress assets into actual assets?

A Construction work in progress asset is changed into an actual asset by changing the Fixed Asset Type of the asset. The Program Asset Generation job has the capability to generate a Fixed Asset Type Change transaction to change the asset type.