
FAACS 5.1

Hold File Fundamentals

for

Fixed Assets Accounting



Contents

ABOUT FIXED ASSETS	
Accounting for fixed assets	1
What are fixed assets	1
Why account for fixed assets.....	1
Where to account for fixed assets.....	1
How to account for fixed assets	1
Valuing fixed assets	2
Physical Inventory of fixed assets.....	2
UNDERSTANDING HOLD FILE PROCESSING	
Types of Hold File transactions.....	3
Quick steps for processing Hold File transactions.....	4
UPDATING THE HOLD FILE	
Menu Structure for Hold File Processing.....	6
General information about the Processing screens	7
Types of Hold File screens.....	7
Basic information on every screen	7
Data fields.....	8
Logging in and out of FAACS	8
Step 1 - Determine the Transaction type.....	8
Step 2 - Initiate the processing by updating the financial information	11
Step 3 - Update and supplement the property & asset identification information.....	14
Step 4 - Enter the Funding Source information	17
USING THE INQUIRY SCREENS	
Inquiries menu structure.....	19
Access and view the Inquiries (FACL6000) menu	20
Access and view the Property File Inquiries (FACL6001) menu.....	20
Access and view the Property Master by Organization Inquiry (FACL6405) screen.....	21
Access and view the Property Master by Non-Financial Inquiry (FACL6410) screen	22
Access and view the Property Master Financial Data Inquiry (FACL6412) screen.....	24
Access and view the Funding Source Inquiry (FACL6413) screen.....	25
Access and view the Financial Transaction Activity Inquiry (FACL6450) screen.....	26
Access and view the Detail Financial Trans Activity Inquiry (FACL6455) screen.....	27
LOCATING THE FAACS DATA IN FAMIS	
Role of FAACS data in FAMIS.....	28
Locating information.....	28
Recognizing the FAACS Document Prefix	29
PROCESSING CONSTRUCTION - IN - PROGRESS	
Using the Projects (FAML5060) screen to identify FAACS data for CIP.....	30
APPENDIX A: USING THE MULTIPLE FEATURE	
Set up the screen to recognize multiple assets	33
Identify the first asset and its funding source	33
Identify the second (or subsequent) asset and its funding source	34
Submit the assets for posting and check for errors	34
APPENDIX B: RELATIONSHIP BETWEEN FAACS AND FAMIS TRANSACTION CODES	
FAACS Transaction Codes Table.....	35
APPENDIX C: DATA FIELDS ON THE HOLD FILE PROCESSING & INQUIRY SCREENS	
Hold File Processing Screen Data Fields.....	36

**APPENDIX D: FINANCE CORP. FAACS INPUT FORM FOR
EQUIPMENT**

Finance Corp. FAACS Input Form 41

About Fixed Assets

Accounting for fixed assets

What are fixed assets

In the context of accounting for the City and County of San Francisco, fixed assets are long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. They have more than a year of useful life and meet certain value thresholds, which are defined below. They include buildings, equipment, and improvements other than buildings and land. In the private sector, these assets usually are referred to as property, plant, and equipment.

Fixed assets are acquired through regular City department purchases, using standard requisitions and purchase orders. Fixed asset purchases must be based on a budget that was set at the beginning of the fiscal year for the item.

Why account for fixed assets

The Government Accounting Standards Board Statement #34 (GASB34) mandated that governments report all capital assets for both government and business type (proprietary) activities for periods beginning after June 15, 2001. The proprietary funds have always tracked fixed assets, but this reporting of assets was new for government activities in 2001. The City and County of San Francisco began implementing GASB34 in FY 2001.

Fixed assets factor into the City's net worth, which is used to set bond ratings. High bond ratings mean low interest due on the bonds. Since San Francisco issues bonds, compliance with the GASB34 has financial benefits that outweigh the cost of implementing the GASB34 provisions.

Where to account for fixed assets

In San Francisco, fixed assets appear in the City's **Fixed Assets Accounting and Control System (FAACS)**. FAACS is an interactive, real-time asset management system. It provides facilities for asset accounting, asset management, and reporting.

Fixed assets of a governmental fund are accounted for in the General City's Fixed Assets Fund (97FASFAC). Fixed assets of a proprietary fund are accounted for in their respective funds.

Fixed assets purchased by the Finance Corporation on behalf of City departments are accounted for in the Finance Corp. Fixed Assets Fund (97FASFCE-DDD where DDD is the City department code).

How to account for fixed assets

FAMIS collects the information it sends to FAACS throughout the day from the Purchasing system. Every night, as part of the automated overnight batch processing, FAMIS sends asset transactions to FAACS. Fixed assets purchased by the Finance Corp. must be manually input into FAACS via the Finance Corp. FAACS Input Form for Equipment (Appendix D).

During nightly batch processing FAMIS identifies transactions that have sub objects 04A01 for controlled assets and 06XXX for capital assets. It forwards all these transactions, regardless of dollar amount, to the **Hold File** in FAACS.

The transactions stay in the **Hold File** until you access them to add information to make them an asset, such as the property ID, funding source, major and minor class (which determines the life of the asset), acquisition method, quantity, ownership status, asset description, and location.

After you update the information about the asset transactions from the **Hold File**, you complete the processing by moving them to the **Property Master File**.

Valuing fixed assets

Assets are valued at their historical cost, which is the purchase price (vendor invoice) plus any other charges associated with placing the asset into service or constructing the item into a single unit, such as a desktop computer, with its CPU, monitor, keyboard, and mouse. Items of similar nature such as chairs, desks, etc. are viewed individually when determining historical cost.

To qualify as a **fixed** asset, the historical cost must exceed the capitalization thresholds in the table below. Deviation from these thresholds should be justified on the fixed asset documentation that is maintained on file by the departmental property managers.

Asset Category	Threshold
Equipment	\$5,000
Land and land improvements	All
Infrastructure	\$100,000
Building and building improvements	\$100,000
Leasehold improvements	\$100,000
Software developed internally (not licensed)	\$5,000

Physical Inventory of fixed assets

To supplement the financial information in FAACS, departments must log and maintain physical information about assets that they acquire. The inventory log can be either manual or electronic and should include the following information:

- Description
- Serial number
- Model
- Property ID
- Location of equipment, which should be updated when the asset changes location

Property ID decals can be attached to the equipment when it is first acquired to help track its physical location.

Understanding Hold File Processing

Types of Hold File transactions

FAACS uses Transaction Codes to direct most of the system's editing and posting routines. You enter some of the transaction codes. The system generates other codes.

Transaction Codes you can enter	
Acquisition type transactions	
ACQ	Acquisition Transaction — ACQ identifies the Hold File record as one to add to the Property Master File .
TCI	Transfer Construction In— TCI identifies the Hold File record as a construction acquisition to add Property Master File . It records the acquisition of a completed construction project in another asset category (e.g., buildings or equipment). Transfer transactions record a TRANSFER OUT of construction in progress and a TRANSFER IN from construction in progress. Therefore, both a transfer-in transaction (TCI) and a transfer-out transaction (TCO) are required. A TCO transaction can be performed only on a record that has a category of C for construction in progress and logically disposes of the construction in progress record.
Disposition, dispersal, or disposal type transactions	
DIS	Disposition Transaction — DIS identifies the Hold File record as a disposition of an asset currently on the Property Master File .
PDI	Partial Disposition — PDI identifies the Hold File record as a partial disposition of an asset currently on the Property Master File . A partial disposition can be processed only against records with a quantity greater than one. Enter the quantity to be disposed and the program adjusts the asset balance correspondingly. If the asset has multiple funding sources, the disposition amount is applied proportionally to the funding source amounts according to the funding source percentage.
TCO	Transfer Construction Out — TCO identifies the Hold File record as a close-out of a construction project against an existing Property Master File record. Transfer transactions are used to record a TRANSFER OUT of construction in progress and a TRANSFER IN from construction in progress. Therefore, both a transfer-in transaction (TCI) and a transfer-out transaction (TCO) are required. A TCO transaction can be performed only on a record that has a category of C for construction in progress, and logically disposes of the construction in progress record. One or several TCI transactions correspond to the acquisition records for newly constructed assets records. One TCO can create multiple TCI transactions and vice-versa.
Adjustment type transactions	
POS	Positive Adjustment —POS identifies the Hold File record that increases as asset's value in the Property Master File . The POS and NEG adjustment transactions adjust the total asset but do not affect the original cost field maintained on the Property Master record.
NEG	Negative Adjustment —NEG identifies the Hold File record that decreases an asset's value in the Property Master Files . The negative adjustment amount is subtracted from a Property Master File record. The POS and NEG adjustment transactions adjust the total asset balance but do not affect the original cost field maintained on the Property Master record.

The transactions below are system generated. You cannot use them in a manual transaction.

System Generated Transaction Codes	
DEP	Depreciation Transaction—records an increase in current period depreciation expense
DAD	Debit Accumulated Depreciated Transaction—records a decrease in an asset's accumulated depreciation
TFI	Transfer Fund In—records the movement of an asset into a new fund
TFO	Transfer Fund Out—records the movement of an asset out of an existing fund
TPI	Function/Program Transfer In—records a new function/program for an asset
TPO	Function/Program Transfer Out—records the removal of an asset from a function/program
TII	Transfer Index In—records a new index for an asset
TIO	Transfer Index Out—records the removal of an asset from an index
TSI	Transfer Source In—records the movement of an asset into a new funding source
TSO	Transfer Source Out—records the movement of an asset out of an existing funding source

Quick steps for processing Hold File transactions

Step 1 - Determine the Transaction type

On the **Main Menu**, press **F3** to go to **FACL4000** screen. You then enter a selection code based on the **Transaction Type** you want to process. Then press **Enter** to transfer to the **FACL4220** screen.

The code for the transaction type you selected appears on the **FACL4220** screen. In other words, all Hold Files Processing options (01 - 07) lead to the **same screen**. The only difference is the displayed transaction type.

Step 2 - Update and supplement the financial information

Use the **FACL4220** screen to display the information retrieved from FAMIS overnight. Financial data from FAMIS cannot be changed. You can add information not available to FAMIS. You also can enter this information manually, to simulate FAMIS transactions.

Step 3 - Update and supplement the property information

Use the **FACL4221** screen to record asset identification information. You use this screen, regardless of source of the financial data - from FAMIS or from your manual entry.

Step 4 - Enter the funding source information

Use the **FACL4222** to enter up to 999 different funding sources for a split-funded acquisition. When entering multiple funding sources, the total of the amounts on the funding source screen must equal the asset amount on the **Property Management (FACL4221)** screen.

Step 5 - Check the updates on the Inquiry screens

View the financial summary (**FACL6412**) and non-financial details (**FACL6410**) in the **Property Master File** to make sure that the asset posted properly. You also view the

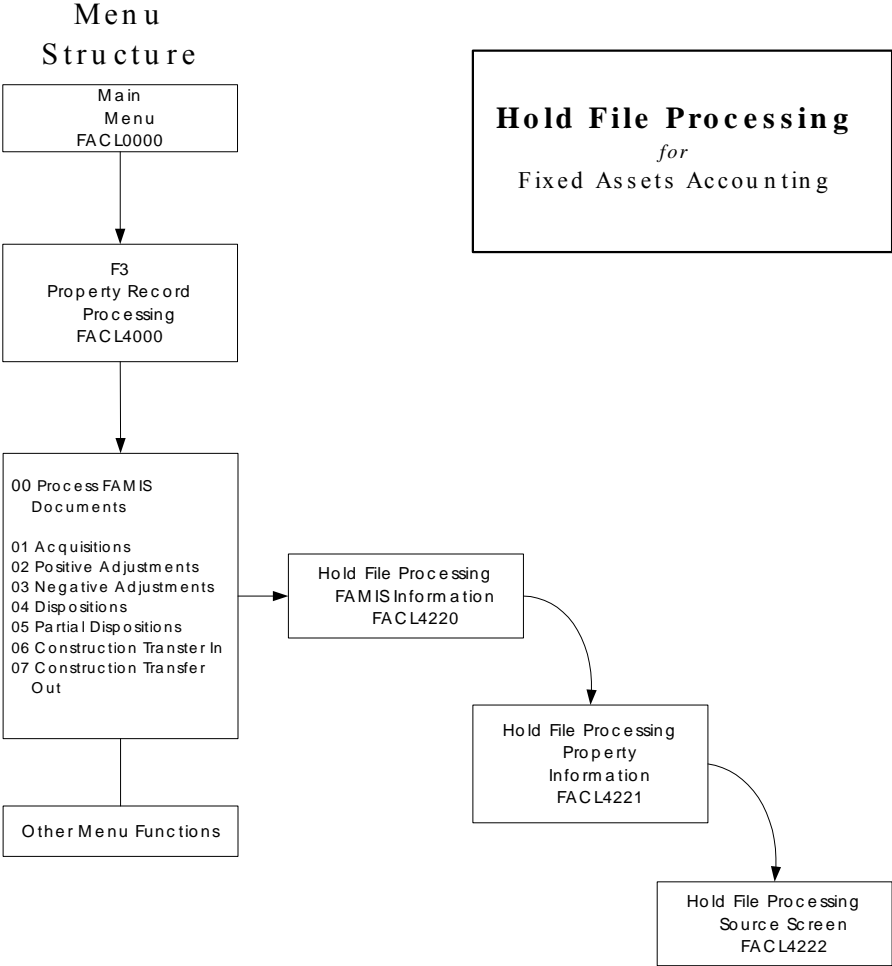
funding source data (**FACL6413**), and the financial transaction activity (**FACL6450**) and details (**FACL6455**).

Step 6 - Locate the FAACS data in FAMIS.

Asset data updates the fixed assets general ledger accounts in FAMIS. You can see the data in FAMIS after FAACS-to-FAMIS updates.

Updating the Hold File

Menu Structure for Hold File Processing



General information about the Processing screens

Types of Hold File screens

Three **Hold File** screens in FAACS collect information from you and format it for subsequent processing. Each screen collects a different category of information:

- **Financial Data – Screen 1 (FACL4220)**
Use this screen to display the information retrieved from FAMIS during the extract. You also can enter this information manually to simulate FAMIS transactions. Financial data created by the FAMIS extract can not be changed. The financial information in this section controls the funding source information entered on the third screen **FACL4222**.
- **Property Management Data – Screen 2 (FACL4221)**
Use this screen to record asset identification information. This screen must be used regardless of the origin of the financial data.
- **Funding Source Data – Screen 3 (FACL4222)**
Use this screen to enter different funding sources for a split-funded acquisition. When entering multiple funding sources, the total of the amounts on the funding source screen must equal the asset amount on the **Property Management (FACL4221)** screen.

NOTE: If the acquisition document lists more than one asset, refer to *Appendix A: Using the Multiple feature*.

Basic information on every screen

1. The same identifying data appears on all three screens. It is:

Field	Purpose
Document Number	Acts as the key to the Hold File .
Action Code	Usually blank, but can be M for multiple if special processing is required. (See Appendix A for special instructions on entering multiple assets from the same acquisition document.)
Multi Rec No	Used to split one FAMIS transaction into multiple FAACS Property Master Records . (See Appendix A for special instructions on entering multiple assets from the same acquisition document.)
Fiscal Period	Identifies fiscal month 01 to 12 . Defaults to current period unless overridden by dates entered manually through the Hold File or retrieved from a previously assigned document number passed from FAMIS. Fiscal month 13 can be used for year-end adjustments. (The FAMIS months 00 and 14 are not used in FAACS.)
Running Total	Total of the asset, which must match the FAMIS amount except when processing a multiple transaction, then the Action Code must be M in order for the record to post. (See Appendix A for special instructions on entering multiple assets from the same acquisition document.)

2. You can view table values for some data elements by placing the cursor in the desired field and pressing **F2**. Then you can select the appropriate value to populate the field by

placing the cursor by the field and pressing **F2** again. FAACS displays a message if the field is not available for selection.

3. No **Hold File** transaction is complete or ready for posting until all the required fields are entered correctly. You press **F10 – Save** to save an incomplete or incorrect transaction. Saving this way lets you stop your data entry to do research, then update with correct values at a later date. The default values for most fields can be overridden by keying over them.
4. Pressing **F12** displays descriptions of the sometimes cryptic system message codes.
5. Pressing **F4** or **F5** moves you backward or forward through the records in the **Hold File** to view those that still require your attention. Remember, you can view only those **Hold File** records for your department.

Data fields

Some fields require data entry; some are optional for data entry; some are populated by FAMIS or by a screen you used earlier. You *must* complete required fields. You *may* complete the optional fields. You *may* override some data that appears automatically. You cannot override all data.

Logging in and out of FAACS

You log onto FAACS through FAMIS. Log onto FAMIS as you usually do, then enter **FX00** instead of **F400** to display the **FAACS Main Menu (FACL0000)**.

To exit FAACS, type **QUIT** in the **Link To** field and press **F9**.

Step 1 - Determine the Transaction type

1. **Determine** whether the capitalized transaction extracted from FAMIS is an acquisition (ACQ or TCI), disposition (DIS, PDI or TCO), or adjustment (POS or NEG).

Determine the code by examining the FAMIS transaction code and the source document (e.g., voucher or journal entry) as indicated by the **Document No.** and **Document Reference No.** on the *Report of FAMIS Transactions Posted to the Hold File*.

Transaction types are:

- × **Acquisition (ACQ)** - manually records an addition to the Property Master File; i.e., a donated asset.
- × **Positive Adjustment (POS)** - manually records an increase to the asset's value; i.e., addition to an existing building.
- × **Negative Adjustment (NEG)** - manually records a decrease in the asset's value; i.e., discount taken on purchase.
- × **Dispositions (DIS)** – records a disposition from the Property Master File.
- × **Partial Dispositions (PDI)** – records a reduction in the quantity and value of a recorded asset with a quantity greater than one (enter quantity and system will calculate a prorated value).
- × **Construction Transfer In (TCI)** – records the acquisition of a completed construction project in another asset category (e.g., buildings or equipment).
- × **Construction Transfer Out (TCO)** – records the close-out of a construction

project (normally paired with a TCI transaction).

2. Press **F3** from the **FAACS System Main Menu** to display the **Property Record Processing (FACL4000)** menu.

```
FACL4000 V4.2      CITY/COUNTY OF SAN FRANCISCO TRAINING REGION      04/05/2002
LINK TO:          PROPERTY RECORD PROCESSING                        2:00 PM
ACTIVE
PLEASE SELECT PROCESSING TYPE : 00
                                00 - PROCESS FAMIS DOCUMENTS
                                01 - ACQUISITIONS
                                02 - POSITIVE ADJUSTMENTS
                                03 - NEGATIVE ADJUSTMENTS
                                04 - DISPOSITIONS
                                05 - PARTIAL DISPOSITIONS
                                06 - CONSTRUCTION TRANSFER IN
                                07 - CONSTRUCTION TRANSFER OUT
                                08 - FINANCIAL DATA UPDATE
                                09 - TRANSACTION REVERSALS
                                10 - PROPERTY MANAGEMENT
                                11 - LOCATION TRANSFERS
                                12 - LEASE MAINTENANCE
                                13 - PHYSICAL INVENTORY
                                14 - MAINTENANCE UPDATE

F1-HELP
F7-PRIOR PG  F8-NEXT PG  F9-LINK
FP01 - ALL AVAILABLE DOC TYPES DISPLAYED, SELECT A DOC TYPE, AND PRESS ENTER
```

SCREEN NOTE: The **Property Record Processing menu** includes more processing options, which you access by pressing **F8**. We don't need them for **Hold File** processing. We use only the menu options **00 - 07**.

3. Enter one of the menu options **01 – 07**, then press **Enter** to display the **Hold File Processing FAMIS Information (FACL4220)** screen.

NOTE: If you enter option 00, **Hold File (FACL4010)** screen appears before you can display the **Hold File Processing FAMIS Information (FACL4220)** screen. Options **01-07** take you directly to **FACL4220**. **FACL4220** displays the transaction code for the transaction type you select. The only difference is the displayed transaction type.

Enter **01 – 03** to process **ACQ, POS, or NEG** items that were not from the **Hold File** for which you will enter all the data manually.

Enter **04 – 07** to process **DSI, PDI, TCI, or TCO** items only in FAACS, not in FAMIS. You need to enter the Document Number, Index Code, and Sub-object. The Transaction Code appears based on your selection from the menu.

Enter **00**, then press **Enter** to display the **Hold File (FACL4010)** screen listing all the transactions from FAMIS for your Organization and fund security that have sub-object 04A01 (for controlled assets) and 06XXX (for capital assets).

Processing option **00** takes you to the **Hold File** first to select your transaction, then to **FACL4220**. For any transactions selected from the **Hold File**, all data fields are completed on **FACL4220** except for the FAACS TC, which is the only field you need to enter. Valid values are **ACQ, POS,** or **NEG**.

FACL4010	CITY/COUNTY OF SAN FRANCISCO ACCEPTANCE: FAACS				07/15/2002	
LINK TO:	FAACS HOLD FILE PROCESSING				2:58 PM	
ORGANIZATION	:	REC	RECREATION AND PARK COMMISSION			
FUND TYPE/FUND/SUBFUND	:	*	ALL FUNDS			
S	DOC	FAACS	FAMIS	INDEX CODE	SUBOBJ	AMOUNT
	NUMBER	T/C	T/C			
	VCSF01003277	01	001	205	RECNSOPENCAP 06029	34,937.00
	VCSF01004983	01	001	205	RECNSVCS 06029	34,937.00
	VCSF01005924	01	001	205	RECNSVCS 06099	17,983.88
	VCSF01025748	01	001	205	RECNSOPENCAP 06029	28,318.50
	VCSF01027050	01	001	205	RECNSVCS 06029	26,202.75
	VCSF01027051	01	001	205	RECGGP 06029	22,459.50
	VCSF01027125	01	001	205	RECNSOPEN 06029	23,110.50
	VCSF01036601	01	001	205	RECNSVCS 06099	25,482.50
	VCSF01036775	01	001	205	REC3COM 06029	25,926.36
	VCSF01036775	02	001	205	RECNSVCS 06099	25,926.36
	VCSF01037679	01	001	205	REC3COM 06099	20,773.18
F1-HELP		F2-SELECT				
F7-PRIOR PG		F8-NEXT PG		F9-LINK		
G012 - NEXT PAGE DISPLAYED						

SCREEN NOTE: If you know the number of document you want, you can type the document number over the first line that is highlighted in green and press **F2** to select it.

Step 2 - Initiate the processing by updating the financial information

```

FACL4220 V4.2      CITY/COUNTY OF SAN FRANCISCO ACCEPTANCE: FAACS      07/15/2002
LINK TO:          HOLD FILE PROCESSING FAMIS INFO                      3:06 PM

DOCUMENT NO      : VCSF01003277 01      ACTION CODE      :      MULTI REC NO: 001
FISCAL PERIOD   : 02 2001              RUNNING TOTAL   :
-----
FAACS TC        :
FAMIS TC        : 205F  ADPICS INTERFACE TO ESTABLISH A V/P-ENCU
DESCRIPTION     :
DOC REF/SFX     : PORP00000603 01
AMOUNT          :              34,937.00
INDEX CODE      : RECNSOPENCAP  NEIGHBORHOOD SERVICE - OPEN SPACE
SUB-OBJECT     : 06029          AUTOMOTIVE & OTHER VEHICLES
PROJECT        : CRP204        OPEN SPACE-NATURAL AREAS MGMT PLAN
PROJECT DETAIL  :
GRANT          :
GRANT DETAIL   :
USER CD        :
VENDOR NO/SFX  : 16042        01  S & C MOTORS INC

ERRORS         :
F1-HELP        F2-SELECT      F3-DELETE      F4-PRIOR      F5-NEXT      F6-PROP MGMT
                F8-PROCESS    F9-LINK        F10-SAVE

G014 - RECORD FOUND
    
```

1. **Access** this screen from the **PROPERTY RECORD PROCESSING (FACL4000)** by entering **01, 02, 03**, etc. to identify the type of FAMIS transaction you want to process. The screen displays the appropriate 3-letter **Transaction Code** based on your selection.

You also could enter **00** in the **PROPERTY RECORD PROCESSING** screen to first display the **FACL4010 Hold File Processing** screen to select the FAMIS transaction. By pressing **F2** to select, it takes you to the **FACL4220** screen without a Transaction Code. You must identify the 3-letter Transaction Code. Then you update the **Property Information (FACL4221)** and **Funding Source Information (FACL4222)**.

Usually you enter transactions manually to accommodate fixed asset disposition or dispersal or gifts and donations.

2. **Enter** missing data as defined in the table below. The required fields are listed. All other data is optional or is provided by FAMIS.

You can view table values for some data elements by placing the cursor in the desired field and pressing **F2**. Then you can select the appropriate value to populate the field by placing the cursor by the field and pressing **F2** again. FAACS displays a message if the field is not available for selection.

Required fields for FAACS Processing Type 00-03	
Field name	Description
Document No.	<p>The unique identifier for a purchase. Use the document number to locate detailed information about the asset to be edited.</p> <p>Document Type Positions 1-2 Department Identifier Positions 3-4 Fiscal Year Positions 5-6 Month-Day Positions 7-10 Sequential Doc Nbr Positions 11-12</p> <p>The Document Number could relate to a single asset or to multiple items, which may or may not meet the criteria to be capitalized in FAACS.</p> <p>The suffix is the document line item that refers to the asset.</p>
Fiscal Period	Fiscal month can be 01 to 12 . Defaults to the period retrieved from a previously assigned document number passed from FAMIS. You can change when necessary.
Amount	<p>ACQ - The acquisition cost retrieved from FAMIS.</p> <p>POS & NEG - The amount retrieved from FAMIS that the asset is to increase or decrease in value. .</p>
Index Code	Fund Type, Fund, Subfund, Organization, and additional optional elements. Defined on the FAML5300 – Index Codes Table .
Subobject Code	A FAMIS code representing a specific revenue or expenditure and incorporates the Character, Object, and the 1099 type. Defined on the FAML5200 – Subobject Table .

Required fields for FAACS Processing Type 04-07	
Field name	Description
Document No.	<p>The unique identifier for a purchase. Use the document number to locate detailed information about the asset to be edited.</p> <p>Document Type Positions 1-2 Department Identifier Positions 3-4 Fiscal Year Positions 5-6 Month-Day Positions 7-10 Sequential Doc Nbr Positions 11-12</p> <p>The Document Types for the document number are:</p> <p>DS – Disposition TC – Transfer Construction Out TI – Transfer Construction In PD – Partial Disposition</p> <p>The Document Number could relate to a single asset or to multiple items, which may or may not belong in FAACS.</p> <p>The suffix is the document line item that refers to the asset.</p>
Fiscal Period	Fiscal month can be 01 to 12 . Defaults to the period retrieved from a previously assigned document number passed from FAMIS. You can change when necessary.

Required fields for FAACS Processing Type 04-07	
Field name	Description
Amount	<p>TCI – Transfer Construction In – amount transferred out of CIP that is becoming an asset. Must correspond to a TCO.</p> <p>TCO.- Transfer Construction Out – enter amount to transfer out of CIP Property ID.</p> <p>Enter zero if you want to transfer out all of the CIP and close the CIP Property ID. If you enter zero, no more transactions will post to this Property ID. This project will be closed.</p>
Index Code	Fund Type, Fund, Subfund, Organization, and additional optional elements. Defined on the FAML5300 – Index Codes Table .
Subobject Code	A FAMIS code representing a specific revenue or expenditure and incorporates the Character, Object, and the 1099 type. Defined on the FAML5200 – Subobject Table .

3. **Do one** of the following:

- × Press **F6 Prop Mgmt** to display the **Hold File Processing Property Info (FACL4221)** screen.
- × Press **F8 Process** if all data entry is complete on all related screens and the **Hold File** record is ready to process.
- × Press **F10 Save** to save an incomplete or incorrect transaction.
 No **Hold File** transaction is complete or ready for posting until all the required fields are entered correctly. You press **F10 – Save** to save an incomplete or incorrect transaction. Saving the incomplete record lets you stop your data entry to do research, then update with correct values later. The default values for most fields can be overridden by keying over them.
- × Press **F4** or **F5** to display the prior or next **Hold File** record for processing.
- × System messages remind you to correct or store the transactions if data is missing.

Step 3 - Update and supplement the property & asset identification information

```

FACL4221 V4.2          CITY/COUNTY OF SAN FRANCISCO TRAINING REGION          04/05/2002
LINK TO:              HOLD FILE PROCESSING PROPERTY INFO                    2:20 PM

DOCUMENT NO      : VCSF00056625  01  ACTION CODE      :          MULTI REC NO: 001
FISCAL PERIOD   : 01 2001          RUNNING TOTAL   :

-----
FAACS TC        :                               ASSET AMOUNT :
PROPERTY-ID     :                               QTY:          PARENT PROPID:
ASSET DESC      :                               DEPARTMENT   : PUC04          UTILITIES ENGINEERING
DEPARTMENT     : PUC04
MAJ-MIN CLASS  :
LOC/SUB CODE   :
ACQ/DIS DATE   :                               USE LIFE:        CONTROL IND  :
ACQ/DIS METH  :                               ACQ BASIS    :
CATEGORY       :                               OWN STATUS CD:
REASON CODE    :                               CONDITION CD :
PROP CUST      :                               AVAILABILITY :
MANUFACTURER   :                               MODEL NUMBER :
SERIAL NUMBER  :                               TAX MAP NO   :
END USER       :                               SITE ORG     :
ERRORS         :                               DEPREC TYPE  :
F1-HELP        F2-SELECT          F4-PRIOR     F5-NEXT
F7-FIN DATA   F9-LINK           F10-SAVE     F11-FD SCR
G014 - RECORD FOUND
    
```

1. **Access the Hold File Processing Property Information (FACL4221)** screen by pressing **F6** from either of the following screens:
 - × **Hold File Processing FAMIS Info (FACL4220)** screen
 - × **Hold File Processing Funding Source Info (FACL4222)** screen
2. **Enter** the required data listed below. All other data is optional, is provided by FAMIS, or is carried over from the **FACL4220** screen.

You can view table values for some data elements by placing the cursor in the desired field and pressing **F2**. Then you can select the appropriate value to populate the field by placing the cursor by the field and pressing **F2** again. FAACS displays a message if the field is not available for selection.

Required Fields (Definitions below)		
ACQ & TCI	DIS, PDI & TCO	POS & NEG
Asset Amount	Asset Amount	Asset Amount
Property ID	Property ID	Property ID
Quantity	Quantity (for PDI only)	
Asset Description	Asset Description (for PDI only)	
Major/Minor Class (Code)		
Location Code	Acq/Dis Date	
Acq/Dis Date	Acq/Dis Method	
Acq/Dis Method		
Acquisition Basis		
Ownership Status		
Condition Code		
Property Custodian		
Availability Code		
Serial No. - (TCI)		
Depreciation Type		

Field Name	Description
Asset Amount	<p>You enter the asset value that must match the amount on the Hold File Processing FAMIS Info (FACL4220). It should not need to be changed for acquisition or adjustment type transactions; however, you can change it. If the asset amount is for an M code, the asset amount must equal that specific Property ID. The amount of all the Property ID's must equal the amount of FACL4220.</p> <p>For all transactions except for ACQ (Acquisition), the asset amount must equal the amount on FACL4220.</p> <p>You do not enter a plus or minus sign. The system applies the appropriate sign based on the Transaction Code.</p> <p>The sum of the amounts on the Funding Sources (FACL4222) screen must match the asset amount on Hold File Processing Property Info (FACL4221) screen.</p>
Property ID	<p>A manually assigned number that departments assign to represent a single, individual asset. The Property ID defined here represents all future transactions for this asset.</p> <p>General Fixed Assets: Department code XXX, asset category, and sequential number.</p> <p>Enterprise Departments: Department code XXX, the rest defined by the enterprise department</p>
Quantity	<p>The number of assets that belong to the Property ID and affected by the transaction. For example, PDI transactions do not affect all assets associated with the Property ID.</p>
Asset Description	<p>A meaningful description of the asset.</p> <p>You refer to this field, the Property ID (which is a code), and the Location (which also is a code) to know you are updating the correct record in FAACS when you retire the asset or perform other data maintenance.</p>
Major / Minor Class (Code) / Description	<p>A code representing and title describing a generic description of the asset. Defined on FACL5105 – Class Code Table.</p> <p>Minor class is optional, although it is strongly recommended.</p>
Location Code / Sublocation / Description	<p>A code and sub-code representing and description of the physical locality of an asset. Defined on the FACL5115 – Location Code Table.</p>
Acq Date	<p>The acquisition date of the asset.</p> <p>If the record came from FAMIS, then this is the day the transaction posted in FAMIS.</p>
Dis Date	<p>For DIS, PDI, TCO, the disposal date of the asset.</p>
Useful Life	<p>The length of time an asset is usable.</p> <p>Defaults to the useful life indicated on the Major or Minor Class code defined on the FACL5105 – Class Code Table. Used to calculate depreciation.</p> <p>Note: If you feel that the useful life should be different, e-mail the FAACS Admin with the major/minor code and the reason why the useful life should be different. Use your experience, not IRS tables to help define defaults for useful life.</p>

Field Name	Description
Acq/Dis Method / Description	The method by which an asset was acquired or disposed, (e.g., sold). Acquisitions are defined on the FACL5135 – Acquisition Method Table . Disposals are defined on the FACL5150 –Disposal Code Table . When processing a TCO, always use O for Construction Transfer Out. ForTCI, use I for Construction Transfer In.
Acquisition Basis / Description	The basis for an asset's valuation; e.g., H-Historical, E-Estimate, A-Appraisal. Defined on the FACL3850 – System Miscellaneous Table 104 . Defaults to H .
Serial No.	Required only for TCI . It points back to the CIP Property ID.
Ownership Status / Description	A code representing the owner of an asset. Defined on the FACL5155 – Ownership Status Table . Defaults to C .
Condition Code / Description	A code representing the physical condition of an asset. Defined on the FACL5130 – Asset Category Table . Defaults to F – Fully Operational . The description is defined on the FACL5145 – Condition Code Table . Defaults to "Fully Operational."
Property Custodian / Description	The individual with ultimate responsibility for an asset. Defined on the FACL3200 – User Security Table .
Availability Code / Description	A code representing the availability of an asset for use. Defined on the FACL5140 – Availability Code Table . Defaults to I - In Use .
Depreciation Type	For Governmental Use: S for straight line. For Proprietary Use – Y or H (half year) based on department (used by Laguna Honda Hospital, MUNI, and PUC only). Defined on the FACL3850 – System Miscellaneous Table 108 .
Reason Code	Use M for processing multiples.

3. **Do one** of the following:

- × Press **F7 Fin Data** to display the **Hold File Processing FAMIS Info (FACL4220)** screen if you are processing a **DIS, PDI, or TCO**.
- × Press **F11 FD Scr** to display the **Hold File Processing Funding Source (FACL4222)** screen if you are processing a **ACQ, POS, NEG or TCI**.
- × Press **F10 Save** to save an incomplete or incorrect transaction.

No **Hold File** transaction is complete or ready for posting until all the required fields are entered correctly. You press **F10 – Save** to save an incomplete or incorrect transaction. Saving the incomplete record lets you stop your data entry to do research, then update with correct values later. The default values for most fields can be overridden by keying over them.

- × Press **F4** or **F5** to display the prior or next **Hold File** record for processing.

If changes have to be made to the fixed asset variables (such as life of the asset or acquisition costs), the departments are responsible for updating FAACS on a timely basis to reflect these changes and maintaining supporting documentation for those changes. If the changes to depreciation are significant, a copy of the support and effects of the changes should be provided to the Controller's Office. If the adjustments are detected subsequent to the year of acquisition, documentation of the change should be provided to the Controller's Office because the impact of the adjustment on depreciation expense recognized in previous years should be manually computed and a journal entry should be recorded to reflect the appropriate amount of accumulated depreciation.

Step 4 - Enter the Funding Source information

You use the **Hold File Funding Source System screen (FACL4222)** to record funding identification information for the asset. You use this screen, regardless of the origin of the financial data.

This screen relates only to processing acquisitions (ACQ), Construction Transfer In (TCI) and adjustments (POS and NEG). Funding is not an issue when disposing of assets.

```

FACL4222 V4.2          CITY/COUNTY OF SAN FRANCISCO TRAINING REGION      04/05/2002
LINK TO:              HOLD FILE FUNDING SOURCE SCREEN                    2:21 PM

DOCUMENT NO   : VCSF00056625  01   ACTION CODE   :           MULTI REC NO: 001
FISCAL PERIOD : 01 2001         RUNNING TOTAL :           0.00
-----
FUND SRC LINE NO: 001          CUMM TOTAL    :
FUNDING SOURCE   :
AMOUNT           :           ROUNDED PCT   :   %
INDEX CODE       :
SUB-OBJECT       :
PROJECT          :
PROJECT DETAIL   :
GRANT            :
GRANT DETAIL     :
USER CD         :

ERRORS          :
F1-HELP         F2-SELECT   F3-DELETE   F4-PRIOR   F5-NEXT   F6-PROP MGMT
F7-FIN DATA    F9-LINK     F10-SAVE

G007 - RECORD DOES NOT EXIST, PLEASE SELECT A FUNCTION
    
```

1. **Access** this screen by pressing **F11** from either of the following screens:
 - × **Hold File Processing FAMIS Info (FACL4220)** screen
 - × **Hold File Processing Property Info (FACL4221)** screen
2. **Enter** the required data as listed below. All other data is optional, is provided by FAMIS, or is carried over from the **FACL4220** screen.

You can view table values for some data elements by placing the cursor in the desired field and pressing **F2**. Then you can select the appropriate value to populate the field by placing the cursor by the field and pressing **F2** again. FAACS displays a message if the field is not available for selection.

Field Name	Description
Funding Source Line Number	The line number of the source of funds. Defaults to 001 .
Funding Source	A code representing the source of funds by which the asset is partially or fully funded. Defined on the FACL5110 - Funding Source Table . Defaults based on the sub-fund from the index code on FACL4220
Amount	Amount of the asset associated with the above Funding Source. The amounts from all the funding sources must equal the running total of the Property ID.

Field Name	Description
Index Code	A code incorporating a defined Fund Type, Fund, Subfund, Organization, and additional optional elements. The first one is passed from FACL4220 . You add more if needed. Defined on the FAML5300 – Index Codes Table . The index code will be defaulted based on the funding source from FACL4222 – Hold File Funding Source screen.
Subobject Code	A code representing a specific revenue or expenditure and incorporates the Character, Object, and the 1099 type. The sub-object is passed from FACL4220 . You add more if needed. Defined on the FAML5200 – Subobject Table .
Project/Detail	Not allowed if Hold File transaction is not CIP.
Grant/Detail	Not allowed if Hold File transaction is not CIP.
User Code	Not allowed if Hold File transaction is not CIP.

3. **Do one** of the following:

- × Press **F6 Prop Mgmt** to display the **Hold File Processing Property Info (FACL4221)** screen.
- × Press **F7 Fin Data** to display the **Hold File Processing FAMIS Info (FACL4220)** screen.
- × Press **F10 Save** to save an incomplete or incorrect transaction.
 No **Hold File** transaction is complete or ready for posting until all the required fields are entered correctly. You press **F10 – Save** to save an incomplete or incorrect transaction. Saving the incomplete record lets you stop your data entry to do research, then update with correct values later. The default values for most fields can be overridden by keying over them.
- × Press **F4** or **F5** to display the prior or next **Funding Source** record for processing.

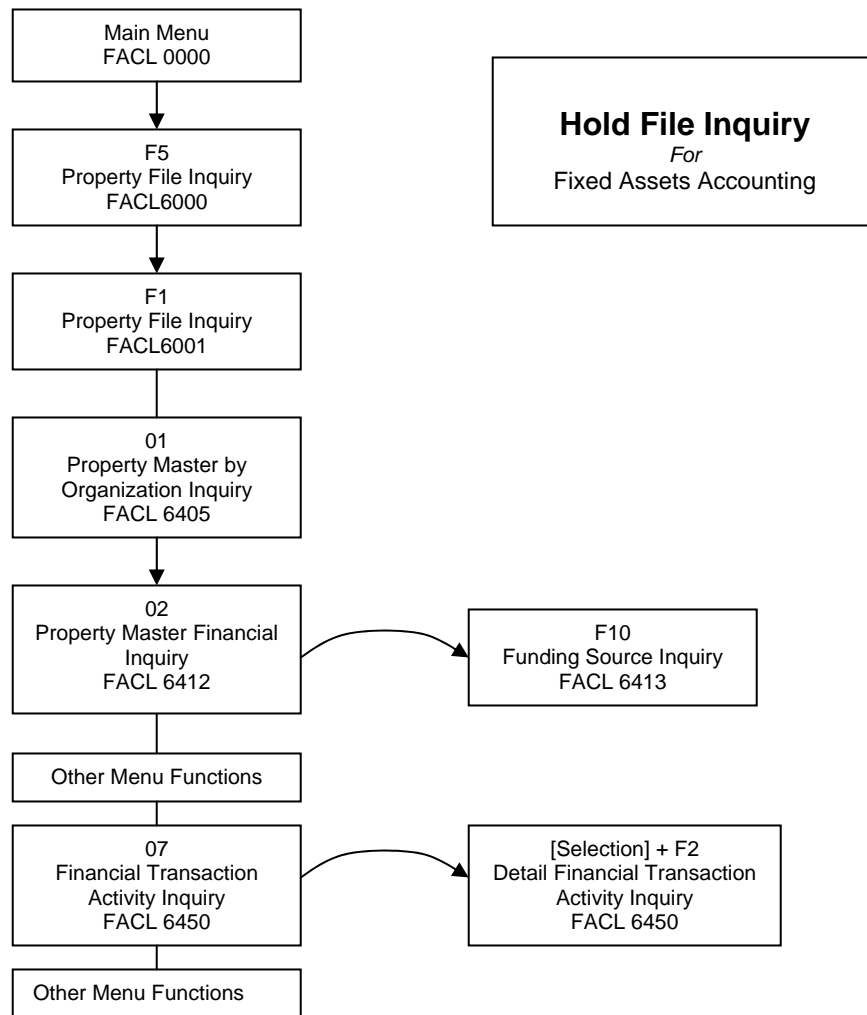
Using the Inquiry screens

The FAACS Inquiries capture a large amount of fixed asset information. Online inquiries display this information in a variety of practical ways so you can perform nearly all of your analyses online. FAACS has two primary types of inquiry screens:

- **Property File Inquiries.** Property File Inquiry screens pertain to all available property files and provide extensive non-financial, financial, management, transaction, property, lease, maintenance, and inventory information for specific property IDs.
- **Property Selection Inquiries.** Property Selection Inquiry screens pertain to all property *selection* files and provide extensive non-financial, location, class, serial number, description, property custodian, parent/component, document reference, end user, tax map number, and index code information based on a selected FAACS data element.

This section of *Fundamentals* guide discusses only some of the Inquiry screens.

Inquiries menu structure



Access and view the Inquiries (FACL6000) menu

```
FACL6000 V4.2      CITY/COUNTY OF SAN FRANCISCO PRODUCTION: FAACS      07/10/2002
LINK TO:          INQUIRIES                                           4:43 PM
ACTIVE

                PRESS THE APPROPRIATE FUNCTION KEY TO SELECT:

                (1) - PROPERTY FILE INQUIRIES
                (2) - PROPERTY SELECTION INQUIRIES
                (9) - LINK/HELP
```

Press **F5** on the **Main Menu** to display the **Inquiries (FACL6000)** menu.

You can inquire on Property File 1 or Property Selection Inquiries 2 if you have the appropriate system authorization.

The **Hold File** inquiry uses the path through the **Property File Inquiries (FACL6001)** menu, which you access by pressing **F1**.

Access and view the Property File Inquiries (FACL6001) menu

```
FACL6001 V4.2      CITY/COUNTY OF SAN FRANCISCO PRODUCTION: FAACS      07/10/2002
LINK TO: █        PROPERTY FILE INQUIRIES                             1:57 PM
ACTIVE

                PRESS THE APPROPRIATE FUNCTION KEY TO SELECT:

                (1) - PROPERTY MASTER BY ORGANIZATION INQUIRY
                (2) - PROPERTY MASTER FINANCIAL DATA INQUIRY
                (3) - FUNDING SOURCE INQUIRY
                (4) - PROPERTY MASTER MANAGEMENT DATA INQUIRY
                (5) - PROPERTY MASTER FINANCIAL REV INQUIRY
                (7) - FINANCIAL TRANSACTION ACTIVITY INQUIRY
                (8) - PROPERTY RISK INQUIRY
                (9) - LINK/HELP
                (10) - LEASE DATA INQUIRY
                (11) - MAINTENANCE DATA INQUIRY
                (12) - PHYSICAL INVENTORY DATA INQUIRY
                (CL) - EXIT
```

You access the **Property File Inquiries (FACL6001)** menu by pressing **F1** on the **Inquiries (FACL6000)** menu.

This **FACL6001** menu lets you access the Property File Inquiries screens. These inquiries pertain to all property files and provide information based on the property ID you enter. The menu offers more options than you need to view the **Property Master** data.

In this *Fundamentals* guide, we look only at the Inquiry screens that display data you enter in the **Property Master**.

Program Function Keys	
Press:	To:
F1 – Property Master by Organization Inquiry screen	Link to FACL6405 – Property Master by Organization Inquiry , on which you can inquire on assets by department.
F2 – Property Master Financial Data Inquiry screen	Link to FACL6412 – Property Master Financial Data Inquiry , which displays financial data associated with a specific property.
F7 – Financial Transaction Activity Inquiry screen	Link to FACL6450 – Financial Transaction Activity Inquiry , which displays existing financial transaction activity records.

Access and view the Property Master by Organization Inquiry (FACL6405) screen

FACL6405 V4.2		CITY/COUNTY OF SAN FRANCISCO PRODUCTION: FAACS		07/10/2002			
LINK TO:		PROPERTY MASTER BY ORGANIZATION INQUIRY		2:23 PM			
ORGANIZATION: ADMAA		GENERAL ALL DIVISIONS					

S	CAT	PROP ID	MAJ/MIN	CLASS	QTY	DESCRIPTION	CURRENT COST
B		ADMB000001	E02	E1012	1	RECAST FROM CCAO	.00
B		ADMB000002	E02	E1012	1	RECAST FROM CCAO	267,634.54
B		ADMB000003	E02	E1012	1	RECAST FROM CCAO	904,714.43
C		CCA60201	C01	C0100	1	HALL OF JUSTICE	17,000.00
E		ADMB000001	E03	E0308	1	1996, 4 DOOR SED	.00
E		ADMB000002	E06	E0610	1	MICROFILM SCANNE	705.93
E		ADMB000003	E03	E0308	1	2000 TOYOTA CAMR	7,921.76
E		ADMB000004	E03	E0308	1	2000 TOYOTA CAMR	16,734.30
E		ADMB000005	E06	E0601	1	CUSTOMER TRAFFIC	16,105.50
E		ADMB000006	E03	E0308	1	2000 TOYOTA CAMR	16,734.29
E		ADMB000007	E03	E0308	1	2001 TOYOTA PRIU	14,471.73
F1-HELP		F2-SELECT		F4-PRIOR		F5-NEXT	
F7-PRIOR PG		F8-NEXT PG		F9-LINK			
G013 - LAST PAGE DISPLAYED							

This screen identifies all the assets that pertain to a specific organization.

1. **Access** the screen by pressing **F3** from the **Inquiries (FACL6000)** menu
2. **Enter** the organization for the assets you want to view, then press **Enter** to display the records.
3. You can view transaction details by moving your cursor next to the transaction or by entering an **S** in the **S[elect]** field to the left of a line item, then pressing **F2 – Select** to display the **Property Master Non Financial Inquiry (FACL6410)** screen.

4. Press **Pause/Break** to return to the **Property Master by Organization Inquiry (FACL6405)**.
5. Do the following from **FACL6405** if you want to view another record:
 - × Press **F4** or **F5** to display the prior or next record in your **Property Master File**.

Access and view the Property Master by Non-Financial Inquiry (FACL6410) screen

FACL6410 V4.2	CITY/COUNTY OF SAN FRANCISCO ACCEPTANCE: FAACS	07/15/2002
LINK TO:	PROPERTY MASTER NON FINANCIAL INQUIRY	3:28 PM
ACTIVE		
PROPERTY ID :	ADME000006 2000 TOYOTA CAMRY LE, CNG	

CATEGORY :	E MACHINERY AND EQUIPMENT	QUANTITY : 000001
DEPARTMENT :	ADMAA	GENERAL ALL DIVISIONS
MAJ/MIN CLASS :	E03 E0308	PASSENGER VEHICLES
LOC/SUBLOC :	ADM875ST 875STEVE	875 STEVENSON
VENDOR ID :	53279 01	SAN FRANCISCO TOYOTA
PROP CUST :	ADMCONV	ADMINISTRATIVE SERVICES DATA CONVERSION
MANUFACTURER :	TOYOTA	MODEL : CAMRY LE
SERIAL NUMBER :		TAX MAP NO :
OWN STATUS :	C CITY / COUNTY OWNED	CONTROL IND :
SITE ORG :		OLD PROP ID :
USEFUL LIFE :	005	TAG : N
DISPOSAL CODE :		DISP DATE :
ACQ. DATE :	10/01/2000	ORIG COST : 25,101.47
INDEX :	97FASFAC-ADM ADMINISTRATI	CURR COST : 16,734.29
SUBJECT :	06029 AUTOMOTIVE & OTHER V	DOC REF : POAD01000019 01
PROJ/PROJ DTL :	GRANT/GRT DTL :	USER CD :
F1-HELP	F2-FIN DATA	F3-MGT DATA
	F4-PRIOR	F5-NEXT
	F9-LINK	F6-REV DATA
		F11-FIN HIST
G014 - RECORD FOUND		

This screen identifies the values of all non-financial data pertaining to the specific Property ID, as well as the original and current costs.

1. **Access** the screen by pressing **F9** in the **Link To** field then selecting **Property Master File** or by putting your cursor in the **Link To** field, entering 6410 and pressing **F9**.

NOTE: This screen has no direct link from the **Property File Inquiries (FACL6001)** menu. You can access it only by using the **F9** key.

2. **Enter** the 10-character **Property ID** of the asset you want to view, then press **Enter** to display the record.
3. **Do one** of the following from **FACL6405** when you have finished reviewing data:
 - × Press **F2 Fin Data** to display the **Property Master Financial Inquiry (FACL6412)** screen.
 - × Press **F3 Data Mgmt** to display the **Property Master Management Data Inquiry (FACL6414)** screen.
 - × Press **F4** or **F5** to display the prior or next record in your **Property ID File**.
 - × Press **F11 Fin Hist** to display the **Financial Transaction Activity Inquiry (FACL6450)** screen.

Display Elements	
Field Name	Description
Description	Description of the Property.
Category Code	A code representing the category of the asset. Defined on FACL5130 – Asset Category Table .
Category Code Title	Retrieved from and defined on FACL5130 – Asset Category Table .
Quantity	The number of assets or units belonging to the given Property ID.
Organization Code	The organization embedded in the Index Code associated with the asset. Defined on FAML5100 – Organization Codes Table .
Organization Code Title	Retrieved from and defined on FAML5100 – Organization Codes Table .
Major/Minor Class	A code representing a specific grouping of assets. Defined on FACL5105 – Class Code Table .
Major/Minor Class Title	Retrieved from and defined on FACL5105 – Class Code Table .
Location/ Sublocation Code	Codes representing the physical location of the asset. Defined on FACL5115 – Location Code Table .
Location/ Sublocation Code Title	Retrieved from and defined on FACL5115 – Location Code Table .
Vendor ID	Defined on FAML5460/5461 – Vendor File .
Vendor ID Title	Retrieved from and defined on FAML5460/5461 – Vendor File .
Property Custodian	A code representing the individual with ultimate responsibility for an asset. Defined on the FACL3200 – User Security .
Property Custodian Description	Retrieved from and defined on FACL3200 – User Security .
Manufacturer	The maker of the asset.
Model	A code defined by the manufacturer identifying the product type and features of the asset.
Serial Number	A number assigned by the manufacturer to this asset.
Tax Map No	The GIS number associated with the asset.
Ownership Status	A code representing the owner of the asset. Defined on FACL5155 – Ownership Status Table .
Ownership Status Description	Retrieved from and defined on FACL5155 – Ownership Status Table .
Control Indicator	This indicator identifies an asset as Controlled. Blank value equals non-controlled. Defined on FACL3850 – System Miscellaneous Table 103 .
Control Indicator Title	Retrieved from and defined on FACL3850 – System Miscellaneous Table 103 .
Site Org	A user-defined code. Defined on FACL3850 – System Miscellaneous Table 107 .
Site Org Title	Retrieved from and defined on FACL3850 – System Miscellaneous Table 107 .
Old Property ID	The last Property ID of this asset.
Useful Life	The period of time the asset is usable.
Tag	An indicator denoting whether the asset has a tag. Retrieved from the Property Master File.
Acquisition Date	The date the asset is acquired.
Disposal Date	The date the asset is disposed.
Disposal Code	A code representing the method or reason for disposing. Defined on FACL5150 – Disposal Code Table .

Display Elements	
Field Name	Description
Disposal Code Title	Retrieved from and defined on FACL5150 – Disposal Code Table .
Index Code	A FAMIS code incorporating a defined Fund Type, Fund, Subfund, Organization, and additional optional elements. Defined on the FAML5300 – Index Codes Table .
Index Code Title	Retrieved from and defined on the FAML5300 – Index Codes Table .
Subobject	A FAMIS code that represents a specific revenue or expenditure and incorporates the Character, Object, and the 1099 type, passed from <i>FAMIS</i> or entered during alternate entry. Defined on the FAML5200 – Subobject Table .
Subobject Code Title	Retrieved from and defined on the FAML5200 – Subobject Table .
Original Cost	The original cost of the asset.
Project/Project Detail	A FAMIS code representing a specific job or task and the details of a specific job or task. Defined on FAML5060 – Projects Table .
Current Cost	The current cost of the asset. A calculated field.
Grant/Grant Detail	A code representing the monetary contribution by one governmental unit to another unit, indicating restrictions in use and the details of a specific monetary contribution. Defined on FAML5070 – Grants Table .
Document Reference	The document number of a related transaction referenced on a document transaction.
User Code	A user-defined code. Defined on FAML5600 – User Codes Table .

Access and view the Property Master Financial Data Inquiry (FACL6412) screen

```

FACL6412 V4.2      CITY/COUNTY OF SAN FRANCISCO ACCEPTANCE: FAACS      07/15/2002
LINK TO:          PROPERTY MASTER FINANCIAL DATA INQUIRY              4:27 PM

PROPERTY ID : ADM000006 2000 TOYOTA CAMRY LB, CNG
FISCAL YEAR : 2002   CATBGORY : B MACHINERY AND EQUIPMENT   GOVT/PROP IND: G
DEPARTMENT   : ADMAA           GENERAL ALL DIVISIONS
-----
                PRIOR YEAR      CURRENT YEAR      ASSET TOTALS
BEGINNING BALANCE           0.00           21,754.61           0.00
ACQ, POS ADJ, TR IN        25,101.47           0.00           25,101.47
DIS, NEG ADJ, TR OUT           0.00           0.00           0.00
CURRENT BALANCE            25,101.47           21,754.61           25,101.47
DBPRECIATION                3,346.86           5,020.32           8,367.18
CURR BOOK VALUE            21,754.61           16,734.29           16,734.29
-----
LAST DEPRECIATION DATE : 06/30/2002
DBPREC TYPE : S STRAIGHT LINE EXCLUDING FIRST MONTH OF ACQUISITION
REMAIN LIFE : 0040 MONTHS
USEFUL LIFE : 0060 MONTHS

F1-HELP          F3-MGT DATA  F4-PRIOR      F5-NEXT      F6-REV DATA
                F9-LINK       F10-FUND SRC F11-FIN HST  F12-NON-FIN

G014 - RECORD FOUND

```

The **Property Master Financial Data Inquiry (FACL6412)** screen provides information for a specific Property ID in a specific fiscal year. This inquiry provides detailed financial data for prior and current periods, including acquisitions, dispositions, and depreciation. The asset funding source and related information appear at the bottom of the screen.

1. Access the screen by pressing **F2** from the **Property File Inquiries (FACL6001)** menu.
2. **Enter** the 10-character **Property ID**, then press **Enter** to display financial data relating to the asset.
3. **Do one** of the following when you have finished reviewing data:
 - × Enter a different year, then press **Enter** to display data from a different fiscal year for the same Property ID.
 - × Press **F3 Mgt Data** to display the **Property Master Management Data Inquiry (FACL6414)** screen.
 - × Press **F4** or **F5** to display the prior or next record in your **Property Master File**.
 - × Press **F10 Fund Src** to display the **Funding Source Inquiry (FACL6413)** screen.
 - × Press **F11 Fin Hist** to display the **Financial Transaction Activity Inquiry (FACL6450)** screen.
 - × Press **F12 Non-Fin** to display the **Property Master Non Financial Inquiry (FACL6410)** screen

Access and view the Funding Source Inquiry (FACL6413) screen

FACL6413 V4.2	CITY/COUNTY OF SAN FRANCISCO TRAINING REGION	04/05/2002
LINK TO:	FUNDING SOURCE INQUIRY	2:23 PM
PROPERTY ID : ADME000001 1996, 4 DOOR SEDAN, FORD CONTOUR, GL, BI-FUEL COMP		
FISCAL YEAR : 2001	CATEGORY: E MACHINERY AN CUR BK VALUE:	1,222.43
DEPARTMENT : ADMAA	TITLE NOT ON FILE	

SRC	AMOUNT PCT INDEX CODE	SUBOBJ PROJ PRJDTL GRANT GRTDTL USERCD
90	1,222.43 100 97FASFAC-ADM 06029	PCAC01 09
F1-HELP	F2-FIN DATA	F3-MGT DATA
F4-PRIOR	F5-NEXT	F6-REV DATA
F7-PRIOR PG	F8-NEXT PG	F9-LINK
F10-SAVE	F11-FIN HST	F12-NON-FIN
G011 - FIRST PAGE DISPLAYED		

The **Funding Source Inquiry (FACL6413)** screen displays the funding source of the asset. It serves as a “drill-down” from the **FACL6412** screen.

1. Access the screen by pressing **F10** from the **Property Master Financial Inquiry (FACL6412)** screen.

The 10-character **Property ID** and descriptive details of the asset are carried over from the FACL6412 screen.

2. **Do one** of the following when you have finished reviewing data:
 - × Press **F2 Fin Data** to display the **Property Master Financial Inquiry (FACL6412)** screen.
 - × Press **F3 Mgt Data** to display the **Property Master Management Data Inquiry (FACL6414)** screen.
 - × Press **F4** or **F5** to display the prior or next record in your **Hold File**.
 - × Press **F11 Fin Hist** to display the **Financial Transaction Activity Inquiry (FACL6450)** screen.
 - × Press **F12 Non-Fin** to display the **Property Master Non Financial Inquiry (FACL6410)** screen

Access and view the Financial Transaction Activity Inquiry (FACL6450) screen

FACL6450 V4.2	CITY/COUNTY OF SAN FRANCISCO TRAINING REGION	04/05/2002		
LINK TO:	FINANCIAL TRANSACTION ACTIVITY INQUIRY	2:24 PM		
PROPERTY ID : ADME000001 1996, 4 DOOR SEDAN, FORD CONTOUR, GL, BI-FUEL COMP				
DEPARTMENT	: ADMAA	TITLE NOT ON FILE		
CATEGORY	: E MACHINERY AND EQUIPMENT	SPLIT FUNDED : N		

S LN	-----ACTIVITY-----	SEQ TRANS FISCAL	AMOUNT	FND INDEX
NO	DATE TIME	NUM CODE YEAR		SRC CODE
001	04/01/2002 09:42:13	01 ACQ 2001	18,336.50	90 97FASFAC-ADM
001	04/01/2002 09:42:13	02 DEP 2001	17,114.07	90 97FASFAC-ADM
F1-HELP F2-SELECT F4-PRIOR F5-NEXT				
F7-PRIOR PG F8-NEXT PG F9-LINK				
G014 - RECORD FOUND				

This screen displays financial transaction activity for a specific Property ID. This inquiry lets you review, at a summary level, all existing financial transaction activity records for the selected asset.

1. **Access** the screen by pressing **F7** from the **Property File Inquiries (FACL6001)** menu.
2. **Enter** the 10- character **Property ID** of the asset you want to view, then press **Enter** to display the record.
 You can view transaction details by moving your cursor next to the transaction or by entering an **S** in the **S[elect]** field to the left of a line item, then pressing **F2 – Select** to display the **Detail Financial Transaction Activity Inquiry (FACL6455)** screen.
3. **Do one** of the following when you have finished reviewing data:
 - × Press **F4** or **F5** to display the prior or next record in your **Hold File**.

Access and view the Detail Financial Trans Activity Inquiry (FACL6455) screen

```
FACL6455 V4.2          CITY/COUNTY OF SAN FRANCISCO TRAINING REGION          04/05/2002
LINK TO:              DETAIL FINANCIAL TRANS ACTIVITY INQUIRY              2:24 PM
ACTIVE
PROPERTY ID : ADME000001 1996, 4 DOOR SEDAN, FORD CONTOUR, GL, BI-FUEL COMP
SPLIT FUNDED: N                GOVERNMENT                AMOUNT :          18,336.50
-----
FUND SOURCE : 90          GENERAL FIXED ASSETS AS OF 6/30/2000
FAACS T/C   : ACQ          ACQUISITION
FAMIS T/C   : FAM
INDEX      : 97FASFAC-ADM  TITLE NOT ON FILE
FUNCTION    : FAC
PROJECT/DTL : PCAC01 09    TITLE NOT ON FILE
GRANT/DTL  :
USER CODE   :
SUBJECT     : 06029        AUTOMOTIVE & OTHER VEHICLES
DOCUMENT NO : VCSF97031092 01 DOC REF NO : POCA96000297 01
ACTIVITY DTE: 04/01/2002    ACTIVITY TIME: 09:42:13    FSCL YR/MO : 2001/12
POST DTE FAM: 06/30/01     LINE NUMBER : 001          EVENT SEQ NO : 01
REV POST DTE: / /         REVERSAL DTE : / /         REVERSAL FLAG :
REV COMMENT :
USER       :
F1-HELP   :
F9-LINK   :
F4-PRIOR  :
F5-NEXT   :
G014 - RECORD FOUND
```

Enter an **S** or any other non-blank character in the **S**[elect] column to the left of the asset summary on **Financial Transaction Activity Inquiry (FACL6450)**, then press **F2** to display the details of the selected transaction.

When you have finished reviewing data, press CLR to exit this screen.

Locating the FAACS data in FAMIS

Role of FAACS data in FAMIS

FAACS data updates the FAMIS fixed asset general ledger accounts in Fund Type / Fund / Sub-funds 97FASFAC and 5XAAAFAC (X representing the various enterprise fund types; i.e., 5M for MTA-MUNI Railway Funds).

Locating information

In FAMIS, the interfaced data posts to the Fund Type/Fund/Sub-funds **97FASFAC** and **5XAAAFAC**. If you enter the Fund Type/Fund/Sub-fund on the FAMIS Screen **FAML6400 – Trial Balance**, you see the following general ledger accounts for fixed assets. Select the general ledger account you want (see listing below) and press **F2** to drill down to the detail transactions.

- **GL 171** – Land
- **GL 172** – Building, Structures, and Improvements
- **GL 173** – Equipment
- **GL 174** – Property Held Under Lease
- **GL 176** – Construction in Progress

You also see the depreciation general ledger account for all of the fixed assets:

- **GL 179** – Accumulated Depreciation

Depreciation expense is included in the GAAP (Generally Accepted Accounting Principles) expenses:

- **GL 433** – Actual Uses – GAAP Only

Example of Trial Balance Inquiry FAML6400:

FAML6400 V4.2	CITY/COUNTY OF SAN FRANCISCO	PRODUCTION: FAMIS	07/11/2002
LINK TO: █	TRIAL BALANCE INQUIRY		4:01 PM
ACTIVE			
FISCAL MO/YEAR : 11 2002		CURRENCY CODE :	
FUND TYPE : 5M	MTA-MUNICIPAL RAILWAY FUNDS		
FUND : AAA	MUNI-OPBRATING FUND		
SUBFUND : FAC	5M FIXED ASSETS ACCOUNTS-FAACS		

S ACCT	DESCRIPTION	MAY 2002	BALANCE
171	LAND	0.00	18,480,881.00
172	BLDGS STRUCTURES & IMPROVEME	6,762,544.50	842,379,740.67
173	EQUIPMENT	46,545,480.61	643,120,909.24
176	CONSTRUCTION IN PROGRESS-OTH	-46,096,702.10	485,374,905.99
179	ACCUMULATED DBPRECIATION	-4,296,188.25	-455,518,306.47
339	UNRESERVED-GAAP ONLY-N/A FOR	-7,204,170.46	-1,585,161,383.75

Recognizing the FAACS Document Prefix

All FAACS to FAMIS documents are identified by the Document Prefix – **FASF**. Here is a sample of an interface document:

DOCUMENT	--	POST PERIOD	--	POST DATE	-----	POSTED BY	-----	UNIT
FASF 02079540	01	11	2002	MAY	2002	06/07/2002	FAACS TO FAMIS	INTERFACE

FAACS and FAMIS transaction codes both appear on the screen. The Relationship between them is displayed in the table in Appendix B.

TRANS CODE	:	373	INCREASE TO FIXED ASSETS AND CAPITALIZD EXPEND - FAACS
DOCUMENT REF	:		
TRANS DESC.	:	FIXED ASSETS - ACQ	EQUIP PURCH - DPTTC05441
AMOUNT	:	7,144.00	DUE DATE : SINGLE CHECK :
VENDOR NUMBER	:		
INDEX CODE	:	*DPT5MAAAFAC	5M FIXED ASSETS ACCOUNTS-FAACS
SUB-OBJECT	:	CAP60	EQUIPMENT PURCHASE
USER CD	:		
GRANT / GR DTL	:		
PROJ / PJDTL	:	CPT401 014C	EQUIPMENT
START DATE	:		END DATE :
G/L / SUBSID	:	173	EQUIPMENT
BANK NUMBER	:		
TREAS NUM	:		
CURRENCY CODE	:	CONV DATE :	FOREIGN CURR AMT :

Processing Construction-In-Progress

A Construction-In-Progress (CIP) asset provides for constructing a new building or structure, adding to or expanding an existing building or structure, or for improving an existing building or structure to increase its efficiency or utility. The project often may span fiscal years. For all General Fund requests, a Construction-In-Progress project has an estimated budgetary project cost of \$50,000 or greater.

An exception to departments recording CIP is when the CIP project is financed directly by the Finance Corporation. In that case, the bank pays the vendor separately for the Finance Corp. Therefore, the Finance Corp. provides the payment information to the Controller's Office to book the CIP entry into FAACS. (Refer to Appendix D: Finance Corp. FAACS Input Form for Equipment.) A separate funding source and index code is used for the Finance Corp. (Index Code: 97-FASFCF-DDD where FCF stands for Finance Corp. Fund Fixed Assets and DDD stands for the department involved.)

In some cases, the department may have purchased the asset and was reimbursed by the Finance Corp. The department should *not* post the corresponding voucher that purchased the asset into FAACS. The Finance Corp. and/or the department should notify the Controller's Office to post an alternate entry into FAACS.

Using the Projects (FAML5060) screen to identify FAACS data for CIP

For construction projects set up in FAMIS on the **Projects (FAML5060)** screen, part of the project set-up procedure requires you to identify FAACS data so that the Construction-In-Progress (CIP) information from FAMIS is recorded in FAACS. This applies to all projects with the **Project Type = C** for Capital Projects.

FAML5060 V4.2	CITY/COUNTY OF SAN FRANCISCO	ACCEPTANCE: FAMIS	07/15/2002
LINK TO:	PROJECTS		2:34 PM
PROJECT	: CATES1	1989 EARTHQUAKE SAFETY BOND - PH1	
PROJECT DETAIL	: AA70	ASIAN ART MUSEUM	
TITLE	: ASIAN ART MUSEUM		
LOWER LVL REQUIRED	: Y		
PROJECT TYPE	: C	CAPITAL PROJECT	
CONTROL TYPE	:		
LOCATION	:		
RESPON PERSON	:		
DONOR AGENCY	:		
FEDERAL CATALOG	:		
INT DIST BY PRJ	:	IDC REIMBURSMNT :	
BILLING IND	:	PRIORITY 1 :	
PRJ COMPL IND	: N	PRIORITY 2 :	
PLAN DATES	START :	END :	
ACTUAL DATES	START :	END :	
DESCRIPTION:			
F1-HELP	F2-SELECT	F4-PRIOR	F5-NEXT
F7-FAACS INFO	F9-LINK	F10-SAVE	

On **FAML5060**, you press **F7 FAACS INFO** to display an over laying pop-up window where you enter the input elements listed below. After you enter the elements, you press **F10 to Save**.

```

FAML5060 V4.2      CITY/COUNTY OF SAN FRANCISCO ACCEPTANCE: FAMIS      07/15/2002
LINK TO:          PROJECTS                                           2:34 PM

PROJECT           : CATES1           1989 EARTHQUAKE SAFETY BOND - PH1
PROJECT DETAIL    : AA70             ASIAN ART MUSEUM
TITLE            : ASIAN ART MUSEUM
LOWER LVL REQUIRED : Y
PROJECT TYPE     : C                 CAPITAL PROJECT
CONTROL TYPE     :
LOCATION          : *****
RESPON PERSON    : * -----*
DONOR AGENCY     : *                 FAACS DATA                       *
FEDERAL CATALOG : * -----*
INT DIST BY PRJ : *   FAACS IND       : C                               *
BILLING IND      : *   PROPERTY ID    : CATES1AA70                       *
PRJ COMPL IND    : *   FUND TYPE      : G                               *
PLAN DATES START : *   INDEX CODE     : 97FASFAC-DPW                       *
ACTUAL DATES START : *   INTERFACE DATE : 6/30/2002                           *
DESCRIPTION:     :
                  *   F2-SELECT      F10-SAVE      CL-EXIT                *
                  *
                  *****

```

Input Elements	
Field	Description
FAACS Ind	<p><i>FAACS IND is not a required field.</i> Valid inputs for this field are C, D, E, F, and N. They can be input at any level of project.</p> <ul style="list-style-type: none"> × If you select C and a Property ID is assigned, then all detail level project transactions post to the Property ID assigned as CIP. × If you select D, then all transactions are for CIP-Infrastructure Assets. × If you select E, then all non-equipment transactions post to the Property ID as CIP and all equipment transactions do not post to the CIP asset, but are added to the Hold File without a Property ID for posting as equipment. × If you select F, then all transactions are for CIP-Infrastructure that has equipment capitalized separately. × If you select N, then no transactions for this project and its project details post to the Property ID through the project summary process
Property ID	A manually defined number defining the CIP project.
Fund Type	<p>The fund type is "P" or "G".</p> <ul style="list-style-type: none"> × If you enter G, then the index code must be a governmental index code × If you enter P, then the index code must be a proprietary index code
Index Code	<p>The default index code used for the FAACS Project Summary Process (FACB1220). Must exist on the Index Code table and it should be the index code of the department managing the project.</p> <ul style="list-style-type: none"> × When the index code is populated, the value replaces the index codes on transactions coming from the FAMIS Transaction Data File. But the FAACS funding source coming from the subfund on the index codes is retrieved from the original index code. × The index code is populated for all transactions posted to lower level projects if this project is flagged at any level above the lowest level.
Interface Date	The field is updated when the Project Summary Process runs and any transactions were read from the FAMIS Transaction Data File for the project. The Interface Date is retrieved from the system date when the batch process ran (normally monthly) and is a protected field. The Interface Date is updated only when the FAACS indicator is C, D, E, or F.

Note: All project detail transactions post to the Property ID assigned at the level of project indicated. You can capitalize a lower level of project to a different Property ID, then all detail transactions for that lower level post to the lower level Property ID.

- The following table is an example of a project:

<i>FAMIS Project / Project Detail</i>	<i>FAACS Indicator / Property ID</i>	<i>Posted FAACS Asset Prop Id</i>
PROJECT 0101	C / CIP0000001	
PROJECT 010101		CIP0000001
PROJECT 010102		CIP0000001
PROJECT 010103		CIP0000001
PROJECT 0102	C / CIP0000002	
PROJECT 010201		CIP0000002
PROJECT 010202	E	CIP0000002
PROJECT 010203		CIP0000002
PROJECT 010204		CIP0000002
PROJECT 0103	N	
PROJECT 010301		<i>none</i>
PROJECT 010301		<i>none</i>
PROJECT 0201	C / CIP0000003	
PROJECT 020101		CIP0000003

Appendix A: Using the Multiple feature

FAACS processing assumes that all items on an acquisition document should appear in FAACS. This may not be true. The Multiple feature lets you separate individual assets that appear as a lumped group on an acquisition document. For example, Central Shops can use one voucher to buy two automobiles. The Multiple feature allows you to split the voucher into two asset property ID's.

To create multiple assets within one acquisition document, the first thing you **must** do is enter an **M** for Multiple record in the **Action Code** field on **FACL4220**. The **Action Code** states the action to be taken against the **Hold File**. Follow the step-by-step process below.

Set up the screen to recognize multiple assets

1. From the **Property Record Processing FACL4000**, select **00** to display the **Hold File (FACL4010)** screen.
2. Press **F2** to select the document and to display the **Hold File Processing FAMIS Info (FACL4220)** screen and displays the details of the document you selected.
3. Enter **M** in the **Action Code** field which is to the right of the **Document No.**
4. Press **F10** to **Save** and then press **F6** to go to the **Hold File Processing Property Info (FACL4221)** screen.

Identify the first asset and its funding source

1. Enter the following data for the first asset:
 - × **Asset Amount** for the cost of the first asset you want to identify
 - × **Property-ID**
 - × **Description** of the individual asset
 - × **Maj-Min Class** (Major-Minor Class) (Move the cursor to the field. Press **F2** to display a list and **F2** again to select the class.)
 - × **Location** (Move the cursor to the field. Press **F2** to display a list and **F2** again to select the location.)
 - × **ACQ/DIS Date**
 - × **Reason Code** as **M** for Multiple (This is *very important* because it tells the system that you have multiple asset records for this document.)
 - × **Deprec Type** as **S** (Straightline for Governmental) or **Y** or **H** (Year or Half-Year for Proprietary) depending on department requirements
2. Press **F10** to **Save**.
3. Press **F11** to display the **Hold File Funding Source (FACL4222)** screen, where you identify the funding source for this separate asset.
4. Enter the amount for this separate asset in the **Amount** field
5. Press **F10** to **Save**.
6. Press **F7** to return to the **Hold File Processing FAMIS Info (FACL4220)** screen.

7. On **FACL4220**, go to the **Multi Rec No.** field that now says **001** and change it to **002** to tell the system that you will enter the second separate asset record.
8. **Press F10 to Save.**

Identify the second (or subsequent) asset and its funding source

1. **Press F6** to return to the **Hold File Processing Property Info (FACL4221)** screen.
2. **Enter** the second separate **Asset Amount** and the **Property ID**.
3. **Press F10 to Save.**
Note that all of the other information about the asset has been filled in for you.
4. **Press F11** to display the **Hold File Funding Source (FACL4222)** screen, where you identify the funding source for this second separate asset.
5. **Press F10 to Save** and press **F7** to return to the **Hold File Processing FAMIS Info (FACL4220)** screen.
6. **Repeat** the steps until each separate asset on this document is entered.

Note: After the last asset is entered, **be sure to check** that the total of all the detail matches the **Running Total** above the dotted line or the entries for all the detail cannot be submitted.

Submit the assets for posting and check for errors

1. **Press F8 to Process** and submit the assets from the document for posting.
2. **Check for Errors** (located just above 1 Help).

Make this a habit, especially if you have several assets for one document. Multiple records with **M** reason codes and unmatched FAMIS and FAACS amounts do not post to the **Master File**.

To check to see if your entry posted, enter **6410** in the **Link to** field and press **F9** to display details of the **Property-ID**.

Note: If one or more of the multiple assets is below the threshold and you do not wish to capture it, you need to enter it in the steps above so your FAMIS and FAACS amounts for the acquisition document and your running totals balance. Once it is posted from FAACS to FAMIS, then do a NEG (negative) adjustment to take it out. For internal control purposes, this is the proper way to do it.

Appendix B: Relationship between FAACS and FAMIS Transaction Codes

The FAACS Transaction Codes are three digit alpha codes; e.g.; ACQ, POS, etc. Each code, when interfaced to FAMIS, represents a FAMIS Transaction Code. The table below describes both sets of Transaction Codes. .

FAACS Transaction Codes Table

FAACS TC	Role	FAMIS TC	T/C Debit G/L Account	T/C Credit G/L Account
ACQ POS TCI	Increase fixed assets and capitalized expenditures	373	899 -OTHER MEMORANDUM-CONTRA ACCOUNTS +GL ACCOUNT ENTERED IN GL FIELD (for type of asset, i.e. 173 for Equipment)	833 -CAPITALIZED EXPENDITURES 339 - UNRESERVED-GAAP ONLY-N/A FOR APPN
NEG TCO	Decrease fixed assets and capitalized expenditures	374	833 -CAPITALIZED EXPENDITURES 339 - UNRESERVED-GAAP ONLY-N/A FOR APPN +GL ACCOUNT ENTERED IN GL FIELD (for type of asset)	899 -OTHER MEMORANDUM-CONTRA ACCOUNTS +GL ACCOUNT ENTERED IN GL FIELD (for type of asset)
DEP	Depreciation expense of fixed assets	369	433 - ACTUAL USES-GAAP ONLY 339 - UNRESERVED-GAAP ONLY-N/A FOR APPN	339 - UNRESERVED-GAAP ONLY-N/A FOR APPN 179 - ACCUMULATED DEPRECIATION
DAD	Decrease in accumulated depreciation upon sale or disposal of fund fixed asset s	377	339 - UNRESERVED-GAAP ONLY-N/A FOR APPN 179 - ACCUMULATED DEPRECIATION	433 - INVESTMENT IN GENERAL FIXED ASSETS 339 - UNRESERVED-GAAP ONLY-N/A FOR APPN
DIS	Decrease in fixed assets upon sale or disposal	378	433 - ACTUAL USES-GAAP ONLY 339 - UNRESERVED-GAAP ONLY-N/A FOR APPN	339 - UNRESERVED-GAAP ONLY-N/A FOR APPN +GL ACCOUNT ENTERED IN GL FIELD 9(for type of asset)

Appendix C: Data Fields on the Hold File Processing & Inquiry Screens

While many screens display the same fields, every screen does not display all the fields in the table below. Only fields related to the category of information on the screen appear. For example, Equipment does not need a Tax Map Nbr, a Building has no Manufacturer's model number, and Land displays no depreciated value.

Hold File Processing Screen Data Fields

Field	Comments/Special Instructions
Accumulated Depreciation Balance	(Difference in months between the Acquisition Date and 6/30/2000) * ((Original Cost – Salvage Cost) / Useful Life in months)
Acq/Dis Date	The acquisition date of the asset.
Acq/Dis Method / Description	The method by which an asset was acquired. Acquisitions are defined on the FACL5135 – Acquisition Method Table . Disposals are defined on the FACL5150 – Disposal Code Table .
Acquisition Basis / Description	The basis for the asset's valuation; e.g., H-Historical, E-Estimate, A-Appraisal. Defined on the FACL3850 – System Miscellaneous Table 104 . Defaults to H.
Acquisition, Current Year / Prior Year / Total Asset	Retrieved from the Financial Transaction Activity File .
Action Code	The intended action to be performed. Used for M-Multiples and C-Combines. Defaults to blank on FACL4220 . Passed from FACL4220 to other screens.
Activity Date / Time	The date and time the Transaction Code was posted. Retrieved from the Financial Transaction Activity File .
Amount	The dollar sum of the transaction. Amount can be cost, proceeds, or an adjustment, depending on the transaction. ACQ & TCI - The acquisition cost. DIS, DPI, & TCO - Proceeds from the disposal or transfer of construction out. Leave blank if they have no proceeds. POS & NEG - The amount the asset is to increase or decrease in value. On FACL4222 , the amount of the total cost of the asset associated with the specific funding source. If the asset has multiple funding sources, the total of all funding sources should match the Original Cost of the asset (on the Edit and Add screens.)
Asset Description	A meaningful description of the asset. You refer to this field, the Property ID (which is a code), and the Location (which also is a code) to know you are updating the correct record in FAACS when you retire the asset or perform other data maintenance.
Asset Sequence Nbr on Document	The number of a record on a Document line that includes multiple items and, therefore, multiple records.
Availability Code / Description	A code representing the availability of an asset for use. Defined on the FACL5140 – Availability Code Table .
Beginning Balance, Current Year / Prior Year / Total Asset	The beginning balance of the current year based on the fiscal year selected. Retrieved from the Financial Transaction Activity File .

Field	Comments/Special Instructions
Condition Code / Description	A code representing the physical condition of an asset. Defined on the FACL5130 – Asset Category Table . Defaults to G. The description is defined on the FACL5145 – Condition Code Table . Defaults to “Fully Operational.”
Control Indicator / Description or Title	This indicator identifies an asset as Controlled for inventory purposes only. Controlled assets do not affect the financial statements. Defined on the FACL3850 – System Miscellaneous Table 103 .
Current Cost	Original Cost + improvements - depreciation.
Department / Description	The organization embedded in the Index Code entered on FACL4220 . Defined on the FAML5100 – Organization Codes Table .
Depreciation, Current Year / Prior Year / Total Asset	Retrieved from the Financial Transaction Activity File .
Disposal Code / Title	A code representing and descriptive title of the method or reason for disposing. Defined on FACL5150 – Disposal Code Table .
Disposal Date	The date the asset is disposed.
Disposition, Current Year / Prior Year / Total Asset	Retrieved from the Financial Transaction Activity File .
Doc Ref / SFX	A previously posted FAMIS Document No or a department-specific number that is associated with the posted transaction.
Document No / [2-digit suffix following the Document Number]	The unique identifier for a purchase. Use the document number to locate detailed information about the asset to be edited. Document Type Positions 1-2 Department Identifier Positions 3-4 Fiscal Year Positions 5-6 Sequential Doc Nbr Positions 7-12 The Document Number could relate to a single asset or to multiple items, which may or may not belong in FAACS. The suffix is the document line item that refers to the asset.
Document Total	The total value of all items identified by the Document Number and Line number.
End User / Description	A code representing the physical user of an asset. Defined on the FACL5160 – End User Table .
Ending Balance, Current Year / Prior Year / Total Asset	Retrieved from the Property Master Financial File .
Event Seq Number	Retrieved from the Financial Transaction Activity File .
FAACS TC / Description	A transaction code. Defaults to the code associated with the option you select from the FACL4000 menu. Defined on the FACL3850 – System Miscellaneous Table 102 .
FAMIS Index Code	A code incorporating a defined Fund Type, Fund, Subfund, Organization, and additional optional elements retrieved from the transactions in FAMIS. Defined in the FAML5300 - Index Codes Table .
FAMIS TC / Description	A transaction code representing the processing performed in FAMIS. Defined on the FAML5400 – Transaction Codes Table .
Fiscal Period	Fiscal year and month in which the transaction will post, where: <ul style="list-style-type: none"> • July is month 01 and June is month 12 • Year is the 2nd calendar year in the fiscal year; i.e., fiscal year 1999/2000 appears here as 2000 The FAMIS months 00 and 14 are not used in FAACS.

Field	Comments/Special Instructions
Fiscal Year	The Fiscal Year the transaction was posted. Retrieved from the Financial Transaction Activity File .
Function	Defined on the FAML5260 – Department Activity Table .
Funding Source / Description	A code representing the source of funds from which the asset is partially or fully funded. Defined on FACL5110– Funding Source Table .
Grant / Grant Detail / Description	A code representing and details about the monetary contribution by one governmental unit to another unit that indicates restrictions in use. Defined on FAML5070 – Grants Table .
Improvements	The total cost of all improvements to the building or land put into service after 1980 and still in service as of 6/30/00. Building improvements are additions or changes (other than maintenance) made to prolong the building's life. Land improvements include betterments, site preparation, and site improvements (other than buildings) that ready land for its intended use. Land and land improvements are inexhaustible assets that do not depreciate.
Index Code / Title	A code incorporating a defined Fund Type, Fund, Subfund, Organization, and additional optional elements. Defined on the FAML5300 – Index Codes Table .
Last Depreciation Date	The last date the depreciation is posted, OR The acquisition date, if the depreciation is not posted.
Last Inventory Date	The date the asset was last recorded in a formal, physical inventory (not the date you saw it last). When you enter the date, you must separate the month, day and year using spaces, slashes, or hyphens. You may enter the year as YY or YYYY.
Line No	The Line Number associated with the transaction. Appears as the suffix to the Document No. on some screens.
Location / Sublocation Code	A code representing and description of the physical locality of an asset. Defined on the FACL5115 – Location Code Table .
Major/Minor Class / Title	A code representing and title describing a generic description of the asset. Defined on FACL5105 – Class Code Table . Minor class is optional.
Manufacturer	The maker of the asset.
Model Number	A code defined by manufacturers identifying the product and features of an asset.
Multi Rec No	The number of any specific record in a multiple transaction. Defaults to 001 on FACL4220 . Passed from FACL4220 to other screens.
Old Property ID	The last Property ID of this asset.
Organization Code / Title	The organization Code embedded in the Index Code associated with the asset. Defined on FAML5100 – Organization Codes Table .
Original Cost	The purchase price of the asset.
Ownership Status / Description	A code and description representing the owner of the asset. Defined on FACL5155 – Ownership Status Table .
Parent Property ID	A manually assigned unique identifier of related assets representing the main piece of property of which additional pieces are connected. Must exist on the Property Master File . For example, if you enter a roof as an asset that is separate from the building (instead of entering it as part of the "lump sum" improvements"), then the Parent Property ID would be that of the building. FAACS can track parent/child relationships for assets.

Field	Comments/Special Instructions
Percent	The portion of the asset funded by this particular fund source. Automatically calculated based on the amount. The total of all funding sources must bel 100%.
Posting Date to FAMIS	The date the transaction is posted to FAMIS.
Program	Defined on the FAML5250 – Programs Table .
Project / Project Detail / Description	A code representing and details about a specific job or task. Defined on the FAML5060 – Projects Table .
Property Custodian / Description	The individual with ultimate responsibility for the asset. Defined on the FACL3200 – User Security Table .
Property-ID	A manually assigned number that departments assign to represent a single, individual asset. The Property ID defined here represents all future transactions for this asset. General Fixed Assets: Department code XXX, asset category, and sequential number. Enterprise Departments: Department code XXX, the rest defined by the enterprise department
Quantity	The number of assets belonging to the Property ID and affected by the transaction.
Reason Code / Description	A code representing the reason for which the FAMIS asset amount and the FAACS running total do not match. The code M is used for processing multiple assets. The code N is used for difference not applicable. Defined on the FACL3850 – System Miscellaneous Table 105 .
Reversal Date / Flag	Indicator denoting that the transaction is reversed and the system date of the reversal transaction.
Running Total	The accumulating sum of the assets you separate from a single Document / SFX (Line). The Running Total must match the FAMIS amount in order for the record to post. From the FACL4221 – Hold File Processing Property Info Table asset amount.
Selection Indicator	The system recognizes the cursor position or any alphanumeric character as a valid entry for selection of an entry
Sequence Number	The sequence number of the posted transaction. Retrieved from the Financial Transaction Activity File .
Serial Number <i>[or vehicle VIN]</i>	A number a manufacturer assigns to each individual product produced.
Site Org / Title	A user-defined code representing and descriptive title of a specific organizational site. Defined on FACL3850 – System Miscellaneous Table 107 .
Split-Funded Flag	Indicates if the asset is split-funded.
Subobject / Title	A code representing and a descriptive title of a specific revenue or expenditure. It incorporates the Character, Object, and the 1099 type. Defined on the FAML5200 – Subobject Table .
Tag	An indicator denoting whether the asset has a inventory ID tag.
Tax Map No.	The ID number of the Assessor's map that displays the land or the land on which the building sits.
Trans Code	The Trans Code of the posted transaction. Defined on FACL3850 – System Miscellaneous Table 102 .

Field	Comments/Special Instructions
Useful Life (Years)	<p>The length of time an asset is usable.</p> <p>Defaults to the useful life indicated on the Major or Minor Class code defined on the FACL5105 – Class Code Table. Used to calculate depreciation.</p> <p>Note: If you feel that the useful life should be different, e-mail the FAACS Admin with the major/minor code and the reason why the useful life should be different. Use your experience, not IRS tables to help define defaults for useful life.</p>
User Code / Description	A code defined by the department. Defined on FAML5600 – User Codes Table .
User ID / Name	Defined on the FAML3200 – User Security Table .
Vendor ID / Title	Defined on FAML5460/5461 – Vendor File .
Vendor No / SFX / Vendor Name	A unique identifier for the vendor. Formatted with up to 10 characters as the base number, plus a 2-character suffix. Defined on the FAML5460/5461 – Vendor File .

Appendix D: Finance Corp. FAACS Input Form for Equipment

Finance Corp. FAACS Input Form

The Finance Corporation must use this FAACS Input Form for Equipment when they purchase equipment for departments. This form may be obtained from the Controller's Office FAACS Administrator. It is self-explanatory with notes provided for each column. The Finance Corp. will complete all columns except for the following:

- Property ID
- Asset Category
- Major Class
- Minor Class
- Location Code
- Sub-location Code