ADOA – General Accounting Office

QUICK REFERENCE GUIDE: ACQUIRE A NEW FIXED ASSET

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Overview

The Fixed Asset Acquisition (FA) transaction is used to record all newly acquired, contributed (donated), or memo assets. The user will also use a FA transaction to record information about improvements (betterments) or additions to existing assets. The user creates an FA transaction manually in AZ360 if an asset is acquired by a General Accounting Expenditure (GAX) transaction (non-Commodity based) that creates an AD or EFT transaction (warrant or ACH payment) initiated in AZ360 or Arizona Procurement Portal (APP).

| Manual (FA) | Asset Acquired (APP or AZ360 Payment) | Manually Create FA | Manually Add FA Details | Manually Add Funding |

Create a Manual Fixed Asset (FA) Transaction

The following steps provide the procedure to creating a fixed asset (FA) transaction.

Log in to the AZ360 **Home Page**. Create an FA transaction.

1. Click the **Expand** caret next to the **Global Search** field.

2. Select the **Page Code** option.

3. In the **Global Search** field, enter *FA*.

4. In the drop-down menu that generates, select **FA Fixed Asset Acquisition**. The FA Financial Transaction page will generate.

5. Click the **Create** button.

6. In the **Transaction Dept** field, enter the user's department 3-digit code.

7. Select **Auto Numbering** check box.

8. Click **Continue**.

9. A new FA transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:

   a. In the **Transaction Description** field, enter a description for the purchase.

   b. Select the **Generate Fixed Asset Number** checkbox.

   c. In the **Prefix** field, enter the first two letters of the user's 3-digit agency code.

   d. In the **Fixed Asset Description** field, enter a description of the asset.

   e. In the **Event Type** field, enter *FA01* (Acquire a Fixed Asset). This is the default value.

2. In the **Responsibility Center COA** section:

   a. In the **Fund** field, enter the user's department fund number.

   b. In the **Department** field, enter the user's department 3-digit code.

   c. In the **Unit** field, enter the user's department unit number.

   d. In the **Appr Unit** field, enter the user's department appropriation unit number.

3. Click on the **Component** tab.

Complete the **Component** tab of the transaction.

1. In the **Tab Level Actions** section, click the "**+**" icon to add a Component line.

2. On the **Component** line:

   a. In the **Fixed Asset Component Number** field, enter the number for the component.

   b. Leave the **Commodity** field blank. This field will update to the default value of 99999 when the transaction is validated.

   c. In the **Units** field, enter the number of assets purchased.

3. Click the **Expand** caret on the Component line.

4. In the **General Information** section:

   a. In the **Unit of Measure** field, enter the manner in which the asset is measured (e.g., acre, case, dozen, etc.).

5. In the **Classifications** section:

   a. In the **Fixed Asset Classification** field, select a value from the drop-down menu.

   b. In **Fixed Asset Catalog** field, select a value from the pick list that corresponds to the description of the asset.

6. In the **Location** section:

   a. In the **Location** field, select the user's department location code that corresponds to where the asset is being housed.

   b. In the **Sub Location** field, select the user's department sub location code for the asset.

7. If applicable, complete the **Specifications** section.

8. In the **Acquisition** section:

   a. In the **Acquisition Date** field, enter the date the asset was acquired or received.

   b. In the **Acquisition Method** field, enter the manner in which the asset was acquired (e.g., Construct/Built, Found, Gift/Donation, Purchase, etc.).

9. Click **Save**.

10. In the **Depreciation and Valuation** section:

    a. In the **Depreciation Structure** field, select a value from the drop-down menu.

    b. In the **Depreciation Method** field, verify that the value is inferred from the FACLG table.

    c. In the **In Service Date** field, enter the date in which the asset entered service.

11. Click **Save**. Verify that the following fields inferred from the FACLG table:

    a. **Depreciation and Valuation** section – **Useful Life** field

    b. **Classifications** section – **Fixed Asset Group** and **Fixed Asset Type** fields

12. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the "**+**" icon to add an Accounting line.

2. On the blue **Accounting** line:

   a. In **Line Amount** field, enter the asset cost in a dollar amount.

   b. In **Department** field, enter the user's department 3-digit code.

   c. In **Fund** field, enter the user's department fund number.

   d. In **Appr Unit** field, enter the user's department appropriation unit number.

   e. In **Unit** field, enter the user's department unit number.

Note: The user will not be allowed to use function or accounting template to infer Chart of Account elements. In addition, if an agency utilizes department object (DOBJ), the user will not be able to utilize these codes when processing FA transactions.

3. Click the **Expand** caret on the Accounting line.

4. In the **General Information** section:

   a. In **Funding Fiscal Year** field, enter the current fiscal year.

   b. In **Funding Budget FY** field, enter the current budget fiscal year.

5. In the **Responsibility Center Posting** field, select either Yes or No from the drop-down list depending on whether the user wants AZ360 to record whom is responsible for the asset in an accounting sense.

For governmental funds, regardless of selection, the asset will be recorded and depreciated in the General Capital Asset Fund (1300).

6. Click **Validate** to check for errors. If errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message displays in the upper left corner of the screen: **Transaction validated successfully**.

Verify that the fixed asset number generated.

1. Click the **Header** tab.

2. Click the **General Information** section.

3. Observe the **Fixed Asset Number** field to determine if a number generated.

4. Click **Submit** to submit the transaction for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Transaction submitted successfully - Pending Approval**.

Once the FA transaction is approved and is in Final phase, navigate to the Fixed Asset Registry Header (FARHDR) table and verify that Header information of the asset created above appropriately updated.

1. Click the **Expand** caret next to the **Global Search** field.

2. Select the **Page Code** option.

3. In the **Global Search** field, enter *FARHDR*.

4. In the drop-down menu that generates, select **FARHDR Fixed Asset Registry Header**. The Fixed Asset Registry Header table will generate.

5. In the **Fixed Asset Number** field, enter the above fixed asset number.

6. Click **Apply**.

7. After the page generates, click the **Expand** caret on the blue Fixed Asset line and observe the Header tab details entered earlier appear on the page.

Navigate to the Fixed Asset Registry Component (FARCOMP) table and verify that component information of the asset created above appropriately updated.

1. After the page generates, click the **Expand** caret on the appropriate Fixed Asset line and observe the **Component** tab details entered earlier appear on the page.

2. For additional actions, click on the blue Fixed Asset **row 3-dot** menu and select **Related Pages**. The options under Related Pages are Header Registry, Accounting Registry, Depreciation History, Depreciation Elements Change, Warranty, Repair Maintenance, Equity Sources, and Component Balance Summary.

Navigate to the Fixed Asset Registry Accounting (FARACTG) table and verify that the accounting information appropriately updated, then return to the Home page.

1. After the page generates, click the **Expand** caret on the appropriate Fixed Asset line and observe the **Accounting** tab details entered earlier.

2. Click **Home** icon to return to the home page.

Note: The transaction is handled through workflow pending the Department Approver.

Research Fixed Assets

Unlike many other transactions in AZ360, FA transactions cannot be modified. When an asset is acquired and the FA transaction is finalized, a new record is created on the Fixed Asset Registry for that asset. All further updates to the asset are done with transactions that start by pulling in the fixed asset number from the registry.

The Fixed Asset Registry has three pages:

- Fixed Asset Registry Header (FARHDR) - contains the fixed asset number and description, summary asset cost, and Responsibility COA elements.

- Fixed Asset Registry Component (FARCOMP) - contains component-level information for both acquisitions and betterments.

- Fixed Asset Registry Accounting (FARACTG) - records the funding information, including fund and detailed accounting distributions.

The FA transactions also update several inquiry tables. One that is most commonly used is the Accounting Journal. The steps to find the status of a fix asset are shown below.

1. Click the **Expand** caret next to the **Global Search** field.

2. Select the **Page Code** option.

3. In the **Global Search** field, enter *JACTG*.

4. In the drop-down menu that generates, select **JACTG Accounting Journal**. The Accounting Journal page will generate.

5. Enter the applicable department in the **Department** field.

6. Enter FA in the **Transaction Code** field.

7. Click **Apply**.