

Fixed Assets (FA)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry	Inquiry Fixed Assets and Reports Note: Transactions are within User's Range of Financial Business Units
15	FA Count	Agency User recording with a hand held scanner (no NIS Menus) Note: Assign this role when end user has no other FA role and will need to conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property.
20	Agency FA Assistant	Work With Transactions Enter an Asset Master Enter an Asset Master for Personal Property Asset Master Entry With Split Codes Process a Fixed Asset Transaction Copy an Asset Master Record Post to a Fixed Asset Pass on an Unposted Fixed Asset Entry On-line Inquiries Inquire/Change an Asset Master Transfer an Asset Intra-Agency - Proof or Final Other Fixed Asset Transactions Enter Donated Personal Property or Buildings Split an Existing Asset Can create assets and change other FA information Cannot initiate disposal Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. Note: Transactions are within User's Range of Financial Business Units To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
30	Primary FA Person (in most cases, one per agency)	Includes all of Code 10 and 20 Work With Transactions Dispose of an Asset Through Surplus Process Dispose of Asset Through Surplus or Sale (initiate) Dispose of Asset Through Destruction (initiate) Change Equipment Status Other Fixed Asset Transactions Compute Depreciation at an Agency Change Depreciation at an Agency Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. Note: Transactions are within User's Range of Financial Business Units To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
50	State Accounting	Includes all of Code 10, 20, 30 and 52 Work With Transactions Dispose of an Asset Through Surplus Process Dispose of Asset Through Surplus or Sale (complete) Dispose of Asset Through Destruction (complete) Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
52	Materiel Division and State Building Division	Includes Code 10 Work With Transactions Dispose of an Asset Through Surplus Process Dispose of Asset Through Surplus or Sale (complete) Dispose of Asset Through Destruction (complete) Statewide Inquiry/Reporting Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
55	Statewide Inquiry	Statewide Inquiry/Reporting State Auditors, Budget Office, and Legislative Fiscal Office Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access