

## Fixed Assets (FA)

October 28, 2013

Code	Name	Business Process Description
10	<b>Inquiry</b>	<p>Inquiry Fixed Assets and Reports  <i>User can not have both FA and CM</i>  <b>Note:</b> Transactions are within User's Range of Financial Business Units</p>
15	<b>FA Physical Count</b>	<p>Agency User recording with a hand held scanner ( no Menus )  <i>BPO - State Purchasing Bureau</i>  <i>User can not have both FA and CM</i>                      Agency BU Role is required  <b>Note:</b> 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 Surplus Property.</p>
20	<b>Agency FA Assistant</b>	<p>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.  <i>BPO - AS Surplus Property.</i>  <i>User can not have both FA and CM</i>  <b>Note:</b> 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 GL20 or 30 access</p>

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Code	Name	Business Process Description
30	<b>Primary FA Person</b> (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 Fixed Asset Training Required Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property.  <i>BPO - AS Surplus Property.</i> <i>User can not have both FA and CM</i> <b>Note:</b> 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 GL20 or 30 access
50	<b>State Accounting</b>	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) <i>BPO - AS Surplus Property.</i> <i>User can not have both FA and CM</i> <b>Note:</b> 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 GL20 or 30 access
52	<b>Materiel Division and State Building Division</b>	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 <i>BPO - AS Surplus Property.</i> <i>User can not have both FA and CM</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0016
55	<b>Statewide Inquiry</b>	Statewide Inquiry/Reporting State Auditors, Budget Office, and Legislative Fiscal Office <i>BPO - AS Surplus Property.</i> <i>User can not have both FA and CM</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access