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STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, September 1, 1998

Property Management

FLAIR PROPERTY SUBSYSTEM

The purpose of this pamphlet is to explain the functions of the FLAIR Property Subsystem in order to assist Property Administrators in its use. The accounting and management of tangible personal property is the primary responsibility of the Property Administrators. The FLAIR Property Subsystem is the primary tool that is used to account for these items.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

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Administration

SUMMARY OF REVISED, ADDED OR DELETED MATERIAL

This pamphlet has been revised to incorporate updated information about the property system.

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Districts Distribute as Follows:

District	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
DA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
DMAS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
DGSM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
DFO	3	3	2	1	1	1	3	2	2	3	1	1	1	1	1	26
Dist./Inst.																
Prop. Staff	2	6	6	4	2	2	2	6	4	4	6	2	2	2	2	52
Total	8	12	11	8	6	6	8	11	9	10	10	6	6	6	6	123

CONTENTS

Chapter 1	INTRODUCTION	PAGE
	The FLAIR Property Subsystem	1-1
	Property Subsystem Access Procedures.....	1-1
	Program Function (PF) Keys	1-6
	HRSMENU (HACN) System	1-6
Chapter 2	PROPERTY ACCOUNTABILITY	
	Property Accountability	2-1
	Organization Codes	2-1
	Budget Entities.....	2-2
	Internal Budget Indicator	2-2
	Fund Classification.....	2-2
	General Ledger Codes.....	2-5
	Property Object Codes.....	2-5
	Categories	2-5
	State Program Components	2-6
	Other Cost Accumulators.....	2-6
	Expansion Files.....	2-6
	Current Use vs. Purchasing Codes.....	2-7
Chapter 3	PROPERTY CHAINED ITEM INQUIRY	
	Chained Item Inquiry.....	3-1
Chapter 4	PROPERTY CUSTODIAN TITLE INFORMATION	
	Custodian Title Information	4-1
	Adding Custodian Titling Information	4-1
	Custodian Titling Information Inquiry/Update	4-3
Chapter 5	PROPERTY DEPRECIATION	
	Simulated Depreciation Request.....	5-1
	Depreciation Adjustments	5-4
Chapter 6	PROPERTY MASTER FILE	
	Property Master File Inquiry/Update	6-1
	Accessing Property Master Inquiry/Update.....	6-2
	Property Master File Layouts	6-2
	Buildings.....	6-3
	Furniture and Equipment.....	6-7
	Improvements Other Than Buildings.....	6-11
	Construction Work in Progress.....	6-15
	Other Fixed Assets.....	6-17
CHAPTER 7	PROPERTY HISTORY FILE	
	Property History File - Inquiry Screen	7-1

CHAPTER 8	PROPERTY INVENTORY REQUEST	PAGE
	Property Inventory Request	8-1
	Property Inventory Request Inquiry.....	8-2
	Property Inventory Request Update.....	8-3
CHAPTER 9	PROPERTY ACCOUNTING TRANSACTION PROCEDURES	
	Issuance of Property Item Number	9-2
	Property Pending File	9-3
	Property General Accounting Transaction (TR) 16	9-8
	Property Transfers	9-10
	Property Disposition/Restoration.....	9-14
	Single Item Depreciation/Depreciation Adjustments	9-16
CHAPTER 10	PROPERTY DATA CODES	
	Property Object Codes	
	Tangible Personal Property.....	10-1
	Fixed Capital Outlay	10-3
	General Fixed Asset General Ledger Codes	10-4
	City/County Codes	10-5
	Property Subsystem Data Code Abbreviations	10-14
CHAPTER 11	DEFINITIONS OF PROPERTY TERMS	
	Definitions of Property Terms	11-1
CHAPTER 12	PROPERTY REPORTS AND DISTRIBUTION	
	Property Reports and Distribution.....	12-1
	Property Report Descriptions	12-1

CHAPTER 1

INTRODUCTION

THE FLAIR PROPERTY SUBSYSTEM. The FLAIR Property Subsystem is designed to create and maintain a property file containing detailed records for each property item under the supervision of a custodian and maintain the general ledger accounts necessary to control property activity on a fund basis.

The FLAIR Property Subsystem is made up of two functions. These are the **Fixed Assets - Accounting Function (FA)** and the **Fixed Assets - Custodial Function (FC)**. The Fixed Assets - Accounting (FA) function is used to access and maintain that portion of the subsystem that is primarily accounting in nature. Generally, as they are designated as accounting functions, these will be updated only by fiscal personnel and will not be addressed by this pamphlet.

The Fixed Assets - Custodial (FC) function is used by property personnel to access and maintain that portion of the Property Subsystem known as the Property Master File. In order to maintain this function, the property personnel must have update capabilities to this function which is assigned with access control sign-on.

The capabilities within the Custodial Function are:

- CI** Chained Item Inquiry
- CT** Custodial Title Information
- DE** Simulated Depreciation Request
- DA** Single Item Depreciation Adjustments
- NA** Non-Accounting Data Input
- PM** Property Master File Inquiry/Update
- PP** Property Pending File
- PH** Property History File
- PI** Property Inventory

PROPERTY SUBSYSTEM ACCESS PROCEDURES. Department property personnel use various methods to gain access to the FLAIR Property Subsystem. Most are connected to the DCF Data Center and accesses FLAIR through the SNA GATEWAY. If you use the GATEWAY, you must take the following steps to access FLAIR:

STEP ACTION

- (1). On the screen below enter **SAMAS** and XMIT.

```

      W E L C O M E   T O   T . R . C .   A N D   T H E

      SSS
      S   u   u   n   n   ccc   oo   m   m
      SS  u   u   nn   n   c     o   o   mm   mm
      S   u   u   n   nn   c     o   o   mm   mm
      SSS  uuuu   n   n   ccc   oo   m   m

                                     SNA Data
                                     Transport
                                     Services

      Participating Data Centers :

TRC :  Administrative Mgt. Info. Center   CORP:  Dept. of State Corporations
DNR :  Natural Resources Data Center      DOR :  Dept. of Revenue Data Center
HRS :  HRS Technology Centre              JDC :  Justice Data Center
KDC :  HSMV Kirkman Data Center           SAMAS:  Comptroller Data Center
:                                           :
:                                           :
:                                           :
:                                           :
:                                           :
:                                           :

ENTER DATA CENTER ID (or normal signon procedure):

```

(2). Enter 2 or HA on the screen shown below and XMIT.

```

      SCDC APPLICATION SELECTION           Help: 487-2627   Term: THRXXXXX
                                           Date: XX/XX/XX   Time: XX:XX:XX
                                           Group: COMPUSER

Select application or enter command.  To logoff use the LOGOFF command.

ID   Name      Status  M  B  Jump  Key  Application Description
1    NA        00:00
2    HA        00:00
3    SP        00:00
4    GETLEAN   00:00
5    NVAS      00:00
6    NASSAM    00:00
7    AP        00:00
                                SAMAS FOR NON-HRS AGENCIES
                                SAMAS FOR HRS
                                GOVERNOR'S OFFICE PBS SYSTEM
                                COMPTROLLER'S GETLEAN SYSTEM
                                OV NETVIEW ACCESS SERVICES
                                THE NVAS FOR SAMAS
                                AGENCY PRODUCTION PBS SYSTEM

COMMAND ==>
PF 1=Help   2=Lang   3=Disc   4=Keys   7=Backw   8=Form

```

- (3).** After XMIT in step 2, the following will appear. Press the CLEAR key.

WELCOME TO SAMAS....CICSHACA 08:42:29

[illegible]

- (4). Type in **HACA** and XMIT. The screen shown below is an example of the FLAIR News Screen which will appear. NOTE: If you want to read the FLAIR News, enter **Y**. If you do not want to read it, XMIT.

```

W E L C O M E   T O   H A C A
>>>>>>>>>  If you wish to see SYS? type in 'Y' : N      <<<<<<<<<<
>>>>>>>>>  Press ENTER to continue                      <<<<<<<<<<
=====
NEWSDATE:09/19/97                                           NEWS NUMBER: 00567
                                     *** NEW RDS FORM ***
PLEASE SEE SYS? FOR YOUR NEW RDS FORM FOR PAYROLL - WORKER'S COMPENSATION
RETIREMENT BENEFIT REPORT.

NEWSDATE:09/03/97                                           NEWS NUMBER: 00563
REMINDER: THE SYSTEM WILL STAY UP UNTIL 7:00 PM THRU SEPTEMBER 30TH.

NEWSDATE: 06/12/97                                           NEWS NUMBER: 00521
SEE SYS? FOR PAYROLL W-2 BULLETIN...

```

- (5). After you pass the FLAIR News screen, the following log-on screen will appear to provide access to the FLAIR system:

DAC1	ACCESS CONTROL SIGN-ON			08/24/95 11:23:36
ORGANIZATION	USER NAME	PASSWORD	NEW PASSWORD	

				TYPE: SEL:

- (6). Enter the following information on this screen to log into the system:
1. **ORGANIZATION:** This may contain either two (2), four (4) or six (6) numeric digits.
Level 1 = 60 (First and second digits) Department
Level 2 = XX (Third and fourth digits) District/Headquarters
Level 3 = XX (Fifth and Sixth digits) Institution, if applicable
NOTE: Levels 4 and 5 may be used for password security assuming the profiles are set up for such levels.
 2. **USER NAME:** Enter the user name assigned to your access control sign-on.
 3. **PASSWORD:** Enter the password assigned to your access control sign-on. The password you use is valid for 90 days, at which time it will need to be changed.
 4. **TYPE:** Enter FC to access the Fixed Asset - Custodial Function.
 5. **SEL:** Not required

If **FC** is not entered in the TYPE field on the access Control Sign-on Screen, a Menu screen resembling that shown below will appear:

MNMU				00/00/00 00:00:00	
MENU					
SEC FC	DESCRIPTION	SEC FC	DESCRIPTION	SEC FC	DESCRIPTION
I FA	FA - ACCOUNTING	U FC	FA - CUSTODIAL	I TP	TITLE - PROPERTY
I TI	TITLE - GENERAL				
				TYPE:	SEL:
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--		CONT DAC			

Enter **FC** in the TYPE field and XMIT to access the Fixed Asset - Custodial Function.

The screen shown below is used to access any one of the ten capabilities available within the Fixed Asset - Custodial Function:

FCMU				11/29/92 11:25:02	
PROPERTY CUSTODIAN MINI MENU					
TYPE	FUNCTION DESCRIPTION	SEL	OPTIONS	REQ	DATA
CI	CHAINED ITEM INQUIRY				ITEM
CT	CUSTODIAN TITLE INFORMATION	A,I,U			ORG
DE	SIMULATED DEPRECIATION REQUEST	A,I,U			
DA	DEPRECIATION ADJUSTMENTS	U			ITEM
NA	PROPERTY NON-ACCOUNTING DATA ENTRY	1,2,3,4,5,6			ORG, ITEM
PM	PROPERTY MASTER FILE INQUIRY/UPDATE	I,U			ITEM OR RTYPE
PP	PROPERTY PENDING FILE				
PH	PROPERTY HISTORY INQUIRY				ITEM
PI	PROPERTY INVENTORY	A,I,U			
SEL		NA SEL OR PM RTYPE		NA SEL OR PM RTYPE	
A	SINGLE ADD SCREEN	1 LAND		4 IMPROV /NOT BLDGS	
I	SINGLE INQUIRY SCREEN	2 BUILDING		5 CONSTRUCTION W-I-P	
U	SINGLE UPDATE SCREEN	3 FURN AND EQUIP		6 OTHER FIXED ASSETS	
TYPE	SEL	ITEM	PAGE	RTYPE	ORG
				DC	
				TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--					
CONT		MAIN RFRSH			

PROGRAM FUNCTION (PF) KEYS. When using the FLAIR Property Subsystem, a person is able to perform various specific functions by simply using the Program Function (PF) keys on the computer keyboard. The PF keys that may be used while in any particular screen will be indicated at the bottom of that screen. The following functions can be performed using the following keys:

- PF3** Processes current screen and returns to the Mini Menu.
- PF4** Processes current screen and returns to the Main Menu.
- PF5** Refreshes screen and displays screen as it appeared before any input was made.
- PF6** Returns to the first record meeting the search criteria.
- PF8** Pages forward one screen.
- PF12** Escapes and does not process the current screen.

HRSMENU (HACN) SYSTEM. HRSMENU is a system that may be used for on-line inquiry of current FLAIR data, including property subsystem data, statewide. The system was written and is maintained by the Office of Financial Management.

The access procedures for HRSMENU are similar to those for the regular property subsystem. The procedure is identical up through Step 3 in the Property Subsystem access procedure:

STEP ACTION

- (4). Type **HACN** and press XMIT. The following log on screen will then appear:

14:08:12	*** NATURAL SECURITY ***	95-08-24
	- Logon Procedures -	
NNNNNNNN	NNNNNNN	SSSSSSSSSSSSSSSSSSSS
NNNNNNNNNN	NNNNNNN	SSSSSSSSSSSSSSSSSSSS
NNNNNNNNNNNN	NNNNNNN	SSSSSS SSSSSS CCCCCC CCCCC
NNNNNNN NNN	NNNNNNN	SSSSSS CCCCCC
NNNNNNN NNN	NNNNNNN	SSSSSSSSSSSSSSSSSSSS CCCCCC
NNNNNNN NNN	NNNNNNN	SSSSSS CCCCCC
NNNNNNN NNN	NNNNNNN	SSSSSS CCCCCC
NNNNNNN NNN	NNNNNNN	SSSSSS CCCCCC CCCCC
NNNNNNN NNN	NNNNNNN	SSSSSSSSSSSSSSSSSSSS CCCCCC
NNNNNNN NNN	NNNNNNN	SSSSSSSSSSSSSSSSSSSS CCCCCC

Software AG, Darmstadt - NATURAL SECURITY		

Library ID: _____	User ID: _____	
Password: _____	New Password: _____	

- (5). Enter **H600HRS** in both the USER ID and PASSWORD fields and press XMIT. The following Main Menu screen will appear:

```

                                DEPARTMENT OF CHILDREN AND FAMILIES
                                MAIN MENU

A -- AUXILIARY FILES (ACCT DESC, EXP, TITLE, VENDOR)
B -- SCHEDULE OF ALLOTMENT BALANCE REPORTS
C -- CONTRACT INFORMATION
D -- DOWNLOAD SAMAS FILES
F -- COMPREHENSIVE FILE REPORTS
H -- INQUIRY OF TRANSACTION HISTORY FILE
P -- PROPERTY FILES
R -- REVENUE OBJECT CODE REPORT
S -- SUBSIDIARY FILES (CLR, CF, ENC, AP, RVL)

X -- TERMINATE

SELECT LETTER:  _
```

- (6). Select **P** and press XMIT. By doing this, the Property Files Mini Menu screen shown below will appear:

```

                                DEPARTMENT OF CHILDREN AND FAMILIES
                                PROPERTY FILE MINI MENU

M -- PROPERTY MASTER FILE INQUIRY
P -- PROPERTY PENDING FILE INQUIRY

SELECT LETTER:  _

-----
RETURN TO MENU:  _                TERMINATE SESSION:  _
```

- (7). Select **M** and press XMIT to view the Property Master File screen shown below. You may then select any desired data elements on the following screen and press XMIT. All data selections displayed are optional.

```

      DEPARTMENT OF C & F - PROPERTY MASTER FILE INQUIRY
OPTIONAL DATA SELECTIONS:
ORG: =====> 60 XXXXXXXXXX
ITEM: =====>  _
CLASS: =====>  _
AQ DATE (MMDDYY): ==>  _ THRU  _
AQ COST: =====>  _ THRU  _
GL CODE: =====>  _
OBJECT: =====>  _
CATEGORY: =====>  _
OCA: =====>  _
PROGRAM COMP: =====>  _
VENDOR ID: =====>  _ CID: =====>  _
PDN: =====>  _ SDN: =====>  _
SERIAL NUMBER: =====>  _
CU FUND: =====> GF:  _ SF:  _ FID:  _ BE:  _ IBI:  _
LOCATION: =====> CNTY:  _ CTY:  _ BLDG:  _ FLOOR:  _ ROOM:  _
DISPLAY ALL STATUS: =====>  _
ADDITIONAL DISPLAY OPTIONS:  PROG, OCA, PDN, SDN: =====>  _
                             DEPRECIATION DATA: =====>  _
                             NO DETAIL, TOTALS ONLY: =====>  _
-----
      MAIN MENU:  _      MINI MENU:  _      TERMINATE SESSION  _

```

CHAPTER 2

PROPERTY ACCOUNTABILITY

PROPERTY ACCOUNTABILITY. The FLAIR Property Subsystem is designed to control property activity on an accounting basis. Consequently, property staff needs to be familiar with some of the accounting terms and codes that they will need to use in order to maintain their property records correctly.

It is imperative that adequate and accurate records be maintained for property items to:

1. Specify custodial responsibilities.
2. Enable property items to be easily tracked.
3. Ensure against items being lost, misplaced or stolen.
4. Sustain an effective repair and preventative maintenance program.
5. Report information necessary for financial statements in accordance with generally accepted accounting principles.
6. Compile information for federal reporting purposes.
7. Maintain an inventory list for insurance purposes.
8. Calculate depreciation.

In order to accomplish these objectives, a number of accounting codes are included on all property records.

The FLAIR Property Subsystem contains all the accounting codes needed for budgetary, federal and financial statement reporting purposes. These codes are retrieved from FLAIR when the disbursement transaction is entered and carried over to the Property Subsystem when the item record is created. Over time, some of these codes may change as items are moved and codes changed to reflect new department structures.

Listed below are all the accounting codes that are included on property records. Property staff needs to become familiar with all of these codes and have a good understanding of how they account for and classify property items.

ORGANIZATION CODES. Organization codes are used to identify each organizational unit within the department. The codes have eleven digits in five levels:

<u>60</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>	<u>XXX</u>
L1	L2	L3	L4	L5

L1 Department standard (always 60)

L2 District/ Central Office Internal Budget Indicator

L3 Institution Internal Budget Indicator (District/Central Office use to further break down their organizational structure.)

L4-L5 Specifies the office/program/unit.

Organizational codes are established and titled in FLAIR by the district, central office or institution fiscal offices, who are responsible for their own code structure. Therefore, the organizational structure varies throughout the department as to how levels 3 through 5 are used.

BUDGET ENTITIES. Budget Entities (BEs) are the organizations and/or functions to which appropriations are made. These are eight digit codes, the first two of which will always be the departmental code of 60. Current departmental budget entities are as follows:

Central Office

60400100	Office of the Secretary
60400200	Assistant Secretary for Administration
60400300	Information Systems
60400400	Human Services Program Development
60500100	State and Local Programs

Districts

60600200	District Administration
60600400	Aging and Adult Services
60600500	Alcohol, Drug Abuse and Mental Health Services
60600700	Family Safety and Preservation
60600900	Developmental Services
60700100	Economic Self-Sufficiency Services
60700400	Adult Payment Services

Institutions

60800200	Mental Health Institutions
60800300	Developmental Services Institutions

INTERNAL BUDGET INDICATOR. Internal Budget Indicators (IBIs) identify breakdowns of appropriations beyond that of the Budget Entity. These codes have two digit which within the department identify the districts, institutions and Central Office with a separate IBI.

FUND CLASSIFICATION. A fund is a fiscal and accounting entity with a self-balancing set of accounts which record cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Funds are comprised of nine digits and consist of three categories of fund types:

- (1). **Government Accounting, Auditing and Financial Reporting (GAAFR) Fund Type** The first two digits of the fund code. Identifies the type of fund as follows:

**GAAFER
FUND TYPE****DEFINITION**

10	<u>General Fund</u> Accounts for all financial resources except those accounted for in another fund.
20	<u>Special Revenue Fund</u> Accounts for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes (except for expendable trust funds or major capital projects).
30	<u>Capital Projects Fund</u> Accounts for financial resources to be used for the acquisition or construction of major capital facilities (except those financed by enterprise funds, internal service funds or trust funds).
40	<u>Debt Service Fund</u> Accounts for the accumulation of resources for and the payment of general long-term debt principal and interest.
50	<u>Enterprise Fund</u> Accounts for operations that are financed and operated in a manner similar to private business enterprises, in which the costs are financed or recovered primarily through user charges.
60	<u>Internal Service Fund</u> Accounts for the financing of goods and services provided by the department to other departments or agencies of state government, or to other governmental units, on a cost-reimbursement basis.
71	<u>Expendable Trust Fund</u> Accounts for assets in a trustee capacity whose resources, principal and earnings may be expended.
72	<u>Nonexpendable Trust Fund</u> Accounts for assets in a trustee capacity whose principal amount may not be expended.
73	<u>Pension Trust Fund</u> Provides retirement annuities to public employees.
74	<u>Agency Fund</u> Accounts for financial activity when the department acts as an agency for individuals, businesses or other governmental units.
80	<u>General Fixed Asset Account Group</u> A self-balancing group of accounts set up to account for the general fixed assets of the department.

- (2). **State Fund Type** The third digit of the fund code. Account for the financial operations of the state. The state fund types which account for property activity are:

STATE

FUND TYPE**DEFINITION**

- | | |
|---|---|
| 1 | <u>General Revenue Fund</u> Accounts for all assets and resources used for the general administration of the State and in the provision of services to the people of the state and all transactions not properly accounted for in any other fund. |
| 2 | <u>Trust Fund</u> Accounts for money and property received from various sources and held by the state in a trustee capacity for individuals, governmental entities and non-public organization. |

- (3). **Fund Identifiers (FIDs)** The last six digits of the fund code. FIDs uniquely identify state funds within a state fund type. The first three digits come from the appropriations act and the last three digits are agency unique in which they identify the particular fund.

Items on the FLAIR Property Subsystem have three separate fund code entries incorporated within the record. They are:

- | | |
|-------------------------|--|
| <u>Purchasing Fund</u> | Identifies the fund from which the moneys to purchase the item originally came from. |
| <u>Current Use Fund</u> | Identifies who is currently using the item on a fund basis. This fund code includes the Budget Entity code. |
| <u>Ownership Fund</u> | Identifies which of two funds ownership of the item is placed. This fund code is derived from and is a correlation of the current use fund. The department currently places all property items into one the following funds: |

FUND**TITLE**

80 9 130011	Governmental Operating Funds HRS -Property
60 2 792013	Working Capital Trust Fund

The Purchasing Fund information remains the same throughout the life of an item. However, as items are transferred between activities during their life or as fund codes change, the Current Use Fund information will need to be changed to correspond to the correct fund code.

GENERAL LEDGER CODES. General ledger codes (GLs) comprise the state's chart of accounts, which are used for budgeting, accounting and financial reporting activities. General ledger codes are comprised of five digits. The two expenditure general ledger codes that pertain to the purchase of property items are:

GL CODE**TITLE**

72100	Expenditures, Operating Capital Outlay
-------	--

72200 Expenditures, Fixed Capital Outlay

In order for property items to be put into the Property Master file, these purchasing general ledger codes must be updated to ones that the system will allow to update the FLAIR Property Subsystem. A complete list of these codes can be found in Chapter 10.

PROPERTY OBJECT CODES. Object codes identify the type of OCO or FCO items that is purchased or donated. Object codes have six digits and are classified as state standard or agency unique. State standard object codes should only be used when classifying vehicles and modular building structures. All other classifications have an agency unique code that should be assigned. Property object codes are usually assigned by purchasing offices and are a part of the accounting data that is used when disbursements are made for the purchase of property items. The same object code that is used in the disbursement transaction should be used for the property record. Purchasing, fiscal and property offices should work together to ensure that appropriate object codes are used when coding purchase orders and disbursement coding strips. Property staff may feel it necessary to request copies of disbursement coding strips of property items from the fiscal offices, to ensure property items are classified appropriately. A complete list of current property object codes is located in Chapter 10 of this pamphlet.

Object code 519XXX should not be used unless approved by ASFMS. If there is an unusual situation in which an item can not be classified with an existing agency unique object code, contact ASGGS or ASFMS and we will assist you in assigning an object code or ASFMS will give you written permission to assign a 519XXX object code.

CATEGORIES. Appropriation categories are unique codes that clearly define appropriations made to a budget entity and identifies a particular activity within the budget entity or major expenditure classification. Categories are six digit codes. The four categories that pertain to property activity are:

<u>CATEGORY</u>	<u>TITLE</u>
040000	Expense
060000	Operating Capital Outlay
080000	Fixed Capital Outlay
1XXXXX	Special Categories

Special Categories are unique codes that clearly define appropriations that are made for specific purposes as stipulated by the Legislature.

STATE PROGRAM COMPONENTS. State program components are established by the Executive Office of the Governor to identify departmental programs and to accumulate data on the costs and actual accomplishments of each one. These codes have sixteen digits, the first ten being state standard and the last six consisting of all zeros. Program components, along with the Budget Entity, are used by the Office of Budget Services

(ASB) to capture the total dollar amount of property for the annual legislative budget request for replacement equipment. LBRs for replacement equipment must be submitted to EOG in a required format:

- (1). **IBI** - Central Office, districts and institutions
- (2). **Budget Entity** - Must be valid current BE within the IBI.
- (3). **State Program Component** - Must be valid current use program components within the BE within the category within the IBI.
- (4). **Object Codes** - Must be classified as 511XXX (Books), 512XXX (Furniture and Equipment), 513XXX (Educational Equipment), 514XXX (Medical Equipment), 515XXX (Agricultural Property), 516XXX (Computer Equipment) and 519XXX (Other).

Financial information submitted on LBRs for replacement equipment determine the amount of future appropriations for Central Office, the districts and institutions. Therefore, to ensure that the department is appropriated the maximum amount that it is entitled to, it is imperative that all property records contain correct current Budget Entity and program component codes.

OTHER COST ACCUMULATORS. Other Cost Accumulators (OCAs) are used to capture costs of programs funded by private and federal grants, accumulate amounts of fee revenue collected, capture costs of programs with unique funding or reporting requirements and/or accumulate costs for cost allocation purposes.

EXPANSION FILES. Expansion files are auxiliary files designed to reduce the amount of input needed to record accounting transactions. There are certain accounting code relationships that are common to many accounting transactions. These established relationships may be recorded on the Expansion Files, and as transactions are entered into FLAIR, these predetermined codes are automatically retrieved from the Expansion Files and included in the transaction.

The Expansion Files consist of two files which contain different accounting code relationships that are linked together by the Set Indicator (SI), which is included in both file records. The SI incorporates Object Code, General Ledger Code and Category. The two files are:

- (1). **The Expansion Option (EO).** A two digit code that is established on the Expansion Option file. It contains user defined relationships between specific organizational units as defined by different data elements. These include:
 - Set Indicator (SI)
 - Fund (GAAFR, State Fund Type and Fund Identifier [FID])
 - Budget Entity
 - Internal Budget Indicator (IBI)
 - State Program Component
 - Other Cost Accumulator (OCA)

Grant Number and Grant Year
Contract Number and Contract Year

- (2). **The Expansion Set** . A two digit code that is established to define the relationships of the encompassed codes that the department plans to use. It includes:

Object Code
Set Indicator (SI)
Appropriation Category/Revenue Source (CAT)
General Ledger Code (GL)
Year (YR)

The combination of the organization code and expansion option determines the specific accounting codes that will be included on the property record. Although unseen, the expansion option adds nine accounting codes to a property record. An organization code may have any number of expansion options established in FLAIR, and each expansion option will contain one or more different accounting codes (i.e., SI, Fund, Budget Entity, IBI, Program Component or OCA). Therefore, it is imperative that purchasing and current use organization codes contain the correct accounting codes for each individual property item.

Items added to the Property Master file will be recorded with identical purchasing and current use information. If the item has been transferred one or more times, the purchasing information will remain the same throughout the life of the item, but the current use information may need to be updated each time the item is transferred.

CURRENT USE VS. PURCHASING CODES. The current use organization code is the organizational unit that is currently utilizing the item, whether it is the organizational unit that an item has been transferred to or the original purchasing organizational unit. The purchasing organization code is the organizational unit that actually purchases the item. If the item has not been transferred, the purchasing organization code will also be the current use organization code.

Not only are organization codes considered current use or purchasing, all accounting codes contained in the combination of the organization code and current use fund are also considered current use or purchasing. Departmental property records contain current use and purchasing information in order to establish accountability for each property item and to compile financial information for budgetary, federal and financial statement reporting purposes.

Current use information is required as follows.

- (1). **Custodial accountability:**
a. Organizational code
b. Location code
- (2). **Budgetary reporting:**
a. Internal Budget Indicator (IBI)

- b. Budget Entity (BE)
 - c. State Program Component
- (3). **Financial statement reporting:**
 - a. Internal Budget Indicator
- (4). **Medicaid/Medicare reporting:**
 - a. Organization Code

Purchasing information is required as follows:

- (1). **Federal reporting:**
 - a. GAAFR Fund type, State Fund type and Fund Identifier
 - b. Other Cost Accumulator (OCA)

CHAPTER 3

PROPERTY CHAINED ITEM INQUIRY

CHAINED ITEM INQUIRY. The Fixed Asset - Custodial function has a capability in it that allows for specific property items within the same CID to be associated or “chained” to each other. The Chained Item Inquiry capability described here permits property personnel to inquire into and identify items which are chained together in this manner.

The following data must be entered on the Property Custodian Mini Menu screen to access Property Chained Item Inquiry. Using this screen, the operator may view property item numbers on the Property Master File that have a chained item number equal to the requested number.

- | <u>STEP</u> | <u>ACTION</u> |
|--------------------|---|
| 1. | Enter <u>CI</u> in the TYPE field. |
| 2. | Enter the item number in the ITEM field. |
| 3. | Depress the XMIT key. |

Upon going through these steps the screen shown below will appear:

CII1										12/09/95		11:55:01	
PROPERTY CHAINED ITEM INQUIRY													
ITEM NUMBER		L1	L2	L3	L4	L5	AMOUNT		DESCRIPTION				
CH ITEM#		LOCATION					CLASS						
MA 123456		99	10	00	00	000	5000.00 OBM		XT PC				
MA 123456		37100000000000					4510340000						
ITEM NUMBER		L1	L2	L3	L4	L5	AMOUNT		DESCRIPTION				
MA 123456		99	10	00	00	000	1000.00		LETTER QUALITY PRINTER				
NEXT: ITEM NUMBER													
<div style="display: flex; justify-content: space-between;"> Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- TYPE SEL </div> <div style="display: flex; justify-content: space-between;"> CONT MINI MAIN RFRSH TOP FWD CAN </div>													

The following information is available on the Property Chained Item Inquiry screen:

- (1). Property Master File information (L1 L2 L3 L4 L5, AMOUNT, DESCRIPTION, CH ITEM #, LOCATION and CLASS) for the requested item number.

(2). The first ten item numbers (with L1 L2 L3 L4 L5, AMOUNT and DESCRIPTION) that have a chained item number equal to the requested item number.

(3). On the NEXT REQUEST line the operator may enter the next item number for inquiry.

(4). The operator may enter the appropriate TYPE, SEL, and PF codes to transfer to a different screen.

CHAPTER 4**PROPERTY CUSTODIAN TITLE INFORMATION**

CUSTODIAN TITLE INFORMATION. The Custodian Title Information capability is used to add the name and address of the Property Master File custodian and delegates appointed by the custodians. The property staff will only be responsible for adding and maintaining custodian delegate records. Property Master File custodian records are established and maintained for the districts and institutions by ASGGS.

ADDING CUSTODIAN TITLING INFORMATION. To record Delegate information, the custodian should enter the information listed below on the Property Custodian Mini Menu screen:

<u>STEP</u>	<u>ACTION</u>
1.	Enter <u>CT</u> in the TYPE field.
2.	Enter <u>A</u> in the SEL field.
3.	Enter the organization code within which the delegate is responsible for the control of property in the ORG field.
4.	Enter the alphanumeric code used to identify a particular delegate in the DC field.
5.	Depress the XMIT key.

After entering the information listed on the previous page the following screen will appear:

CTA1										11/29/95		11:26:03	
CUSTODIAN TITLING INFORMATION													
STATUS	L1	L2	L3	L4	L5	CID				CUSTODIAN NAME			
A	99	XX	XX	XX	XXX	10							
CUSTODIAN ADDRESS						CITY				STATE		ZIP CODE	
DELEGATE L1 L2 L3 L4 L5 DC DELEGATE NAME													
99 XX XX XX XXX						**							
DELEGATE ADDRESS						CITY				STATE		ZIP CODE	
LOCATION													
TYPE OF INVENTORY						LAST INVENTORY DATE				NEXT INVENTORY DATE			
EQUIPMENT													
BUILDING													
LAND													
IMPROVEMENTS OTHER THAN BUILDING													
CONSTRUCTION WORK-IN-PROGRESS													
OTHER FIXED ASSETS													
NEXT: SEL L1 L2 L3 L4 L5 D-CODE TYPE SEL													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--													
CONT						MINI MAIN RFRSH				CAN			

The following fields will be displayed:

STATUS

Status Codes:

A = Active (defaults when adding)

I = Inactive

D = Delete

L1, L2, L3, L4 L5

Organization Code from Access Control sign-on;
protected field.

CID

Custodian Identification Number; from Access
Control sign-on; protected field.

CUSTODIAN NAME

Blank if the CID has not been previously titled;
required field. If previously used, returns the
custodian (district/institution); protected field.

CUSTODIAN ADDRESS

Blank if the CID has not been previously used; all
fields required when adding. If CID has previously
been titled, returns all fields displayed protected.

ZIP CODE

DELEGATE

Delegate Organization Code; must be within the
L1, L2, L3, L4, L5 custodian's security clearance.

DC	Delegate Code; required if there is more than one delegate per organizational unit, otherwise optional.
DELEGATE NAME	All fields required when adding a new delegate.
DELEGATE ADDRESS	
LOCATION	This is an optional field. If used, it must be titled on the Property Title File.
TYPES OF INVENTORY	The date of the last inventory and the date of the next inventory may be entered; optional filed.

The NEXT request line, SEL, L1-L5, and D-CODE for the next desired screen within the CT type may be entered. Also the TYPE and SEL fields may be used to transfer to a different screen. Any valid TYPE and SEL may be entered.

CUSTODIAN TITLING INFORMATION INQUIRY/UPDATE. The following data must be entered on the Property Mini Menu screen to inquire or update on property custodian delegate records;

STEP ACTION

1. Enter **CT** in the TYPE field.
2. Enter **I** in the SEL field to inquire or **U** to update.
3. Enter the delegate organization code in the ORG field.
4. Enter the delegate code in the DC field.
5. Depress the XMIT key.

CTIU										11/25/92 11:28:10	
CUSTODIAN TITLING INFORMATION INQUIRY/UPDATE											
STATUS	L1	L2	L3	L4	L5	CID	CUSTODIAN NAME				
A	99	XX	XX	XX	XXX	10	JOHN CASSEY				
CUSTODIAN ADDRESS							CITY	STATE	ZIP CODE		
1900 HARRISON							TALLAHASSEE	FL	32399 0010		
DELEGATE	L1	L2	L3	L4	L5	CODE	DELEGATE NAME				
	99	XX	XX	XX	XXX	**	JOHN CASSEY				
DELEGATE ADDRESS							CITY	STATE	ZIP CODE		
1900 HARRISON							TALLAHASSEE	FL	32399 0010		
LOCATION											
TYPES OF INVENTORY						LAST INVENTORY DATE			NEXT INVENTORY DATE		
EQUIPMENT											
BUILDING											
LAND											
IMPROVEMENTS OTHER THAN BUILDING											
CONSTRUCTION WORK-IN-PROGRESS											
OTHER FIXED ASSETS											
NEXT:	L1	L2	L3	L4	L5	D-CODE		TYPE	SEL		
Entry-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10--	PF11--	PF12--
CONT	MINI		MAIN		RFRSH TOP		FWD		CAN		

On this screen, the operator may view custodian or delegate records. When the delegate information is the same as the custodian information on the screen, the operator is viewing the custodian's record. Otherwise, the screen is displaying a delegate record.

If the operator has Inquiry (I) capability on Access Control, then no changes may be made on the screen. If the operator has Update (U) capability on Access Control, then any unprotected fields may be changed as necessary. The custodian record portion of this screen is to be maintained and updated by ASGGS only.

The fields that may be changed on Delegate Record are as follows:

STATUS

A to I	From active to inactive
A to D	From active to deleted
I to A	From inactive to active, if custodian record is active
I to D	From inactive to deleted

DELEGATE L1 L2 L3 L4 L5

CODE (DELEGATE CODE)

DELEGATE NAME

DELEGATE ADDRESS, CITY, STATE, ZIP CODE

LOCATION

LAST INVENTORY DATE (All Inventory Types)

NEXT INVENTORY DATE (All Inventory Types)

CHAPTER 5

PROPERTY DEPRECIATION

The FLAIR Property Subsystem includes an automated routine that may be used to calculate depreciation on property records if you desire. Within the department, depreciation is calculated for property items related to the Working Capital or the various Welfare Trust Funds or are expensed for Medicaid/Medicare reporting purposes. In order to qualify for the automated depreciation routine, each property record must meet certain data requirements. These requirements are as follows:

- 1). Monthly Depreciation Computed field (MDC) must contain a "Y".
- 2). Only Record Types "2" (Building), "3" (Furniture and Equipment), "4" (Improvements Other than Buildings) will be considered when calculating depreciation.
- 3). Depreciation Method (DPM) must be present and = "1".
- 4). The Property Status (SC) must be blank = active.
- 5). The following additional elements are required for straight line depreciation;
 - A. Receiving Date/Acquisition Date.
 - B. Acquisition Cost.
 - C. Estimated Salvage.(may = 0.00)
 - D. Expected Life Units (ELU).
 - E. Life Units (LU; for straight line, only "1" - months is acceptable).

SIMULATED DEPRECIATION REQUEST. The Simulated Depreciation Request imitates the automated depreciation routine. It simulates the updating of all Property Master records that match the request records. It also creates simulated "03" accounting transactions. No actual updates of data or actual accounting entries are generated.

In order to request the Simulated Depreciation routine, the following data must be entered on the Property Custodian Mini Menu screen to obtain the Simulated Depreciation Request screen shown as follows:

- | <u>STEP</u> | <u>ACTION</u> |
|--------------------|---|
| 1. | Enter <u>DE</u> in the TYPE field. |
| 2. | Enter <u>A</u> in the SEL field. |
| 3. | Depress the XMIT key. |

DEAL	SIMULATED DEPRECIATION REQUEST				06/30/93	13:16:04
ORG. LVLS. 1-5		PE DATE	REPORT VERSION			
ORGANIZATIONAL REQUEST:						
<p>VERSION '1' - SORTS BY ORG, FUND & GL VERSION '2' - SORTS BY FUND & GL VERSION '3' - SORTS BY FUND, ORG & GL</p>						
<p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- CONT MINI MAIN RFRSH TOP FWD CAN</p>						

After accessing the Simulated Depreciation Request screen, the following information must be entered to request simulated depreciation:

ORG. LVLS. 1-5

Organization Code Level; depreciation can be requested by the organization code (L1 - L5), the entire district (L2), the entire institution (L3).

PE DATE

Period Ending Date; the date through which depreciation will be calculated. This field cannot be changed if the period ending date is entered incorrectly with a date less than the current one; it can only be changed if the period ending date was entered incorrectly with a date greater than the correct one.

REPORT VERSION

Version "1" - Sorts by Organization code, fund and General Ledger code.

Version "2" - Sorts by fund and General Ledger code.

Version "3" - Sorts by fund, Organization code and General Ledger code.

The simulated depreciation routine will run during nightly processing. Therefore if there are any changes to be made to the request on the same day the request is made, the Simulated Depreciation Routine - Inquiry/Update screen shown below may be accessed in the following manner:

- | <u>STEP</u> | <u>ACTION</u> |
|-------------|---|
| 1. | Enter <u>DE</u> in the TYPE field |
| 2. | Enter <u>I</u> for inquiry or <u>U</u> for update in the SEL field. |
| 3. | Depress the XMIT key. |

DEIU	06/30/93 13:17:38																																																
SIMULATED DEPRECIATION REQUEST - INQUIRY/UPDATE																																																	
	<table border="0"> <tr> <td></td> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> <td>P</td> <td>E</td> <td>DATE</td> <td>REPORT</td> <td>VERSION</td> <td>DELETE</td> </tr> <tr> <td>ORGANIZATION REQUEST:</td> <td>99</td> <td>10</td> <td>**</td> <td>**</td> <td>***</td> <td>06</td> <td>30</td> <td>93</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>99</td> <td>20</td> <td>03</td> <td>**</td> <td>***</td> <td>06</td> <td>30</td> <td>93</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>99</td> <td>30</td> <td>03</td> <td>04</td> <td>321</td> <td>06</td> <td>30</td> <td>93</td> <td></td> <td></td> <td></td> </tr> </table>		L1	L2	L3	L4	L5	P	E	DATE	REPORT	VERSION	DELETE	ORGANIZATION REQUEST:	99	10	**	**	***	06	30	93					99	20	03	**	***	06	30	93					99	30	03	04	321	06	30	93			
	L1	L2	L3	L4	L5	P	E	DATE	REPORT	VERSION	DELETE																																						
ORGANIZATION REQUEST:	99	10	**	**	***	06	30	93																																									
	99	20	03	**	***	06	30	93																																									
	99	30	03	04	321	06	30	93																																									
<p>VERSION '1' - SORTS BY ORG, FUND & GL VERSION '2' - SORTS BY FUND & GL VERSION '3' - SORTS BY FUND, ORG & GL</p>																																																	
<p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- CONT MINI MAIN RFRSH TOP FWD CAN</p>																																																	

The following reports will be generated by the Simulated Depreciation Request:

- | | |
|---------------|---|
| DFCR01 | List of Fully Depreciated Property;
Life of Property Ineligible for Depreciation. |
| DFCR02 | Life of Property With the Results of the Depreciation
Calculation. |
| DFCR03 | List of Property With Potential Data Updates Coming From
the Depreciation Calculation. |

These reports are available on RDS and will not be produced by FLAIR. They must be reviewed by both property and fiscal offices. After the simulated depreciation reports have been reviewed and determined to be correct, property personnel must request actual depreciation to be calculated through ASGGS. ASGGS will coordinate the actual depreciation process with ASFMS.

DEPRECIATION ADJUSTMENTS. Depreciation adjustments update depreciation elements used to calculate depreciation during the life of an item due to the following:

- A). An increase in the item's value (i.e., renovations and capital improvements).
- B). A change in an item's salvage value.
- C). A change in the remaining life of an item.

Depreciation adjustments will result in a recalculation of the monthly depreciation amount, which is used to calculate periodic depreciation. It is recommended that property personnel coordinate depreciation adjustments with fiscal to ensure that all depreciation elements are updated correctly.

In order to request the Depreciation Adjustment capability, the following data must be input on the Property Custodian Mini Menu screen to obtain the Depreciation Adjustment screen shown below:

<u>STEP</u>	<u>ACTION</u>
1.	Enter <u>DA</u> in the TYPE field.
2.	Enter <u>U</u> in the SEL field.
3.	Enter the item number in the ITEM field.
4.	Depress the XMIT key.

When you XMIT, the Depreciation Adjustment - Single Update screen on the next page will display. The top half of the screen contains the following fields which are protected and cannot be changed;

L1 L2 L3 L4 L5
ITEM NO.
DESCRIPTION
CLASS
ACQ. COST
ACCUM. DEPREC.
YTD ACCUM. DEP
ACD-DT
M-AMOUNT

The bottom part of the screen displays the fields that are to be used to record the necessary adjustment for the item:

AMT TO BE DEPR	<u>Amount To Be Depreciated</u> ; this is the acquisition cost less the estimated salvage value and accumulated depreciation amount.
ADJ-DT	Adjustment Date; can only be entered when the amount to be depreciated is changed. If left blank and

the amount to be depreciated is changed, it will default to the current date.

PERIOD END-DT

Period Ending Date; the date through which depreciation is to be calculated.

RLU

Remaining Life Units; the unexpired units in the revised estimated life of the item.

EST. SALVAGE

Estimated Salvage Value; the estimated value of the item at the termination of it's useful life.

DAU1										06/30/93 11:47:56														
DEPRECIATION ADJUSTMENT - SINGLE UPDATE																								
L1	L2	L3	L4	L5	ITEM NO.					PROPERTY-DOC														
99	10	00	00	000	CC-042483																			
DESCRIPTION										CLASS					ACQ. COST									
FLAT-BED TRUCK / 1992										10 01 20 00 00					15000.00									
ACCUM. DEPREC.					YTD ACCUM. DEP.					ACD-DT					M-AMOUNT									
2796.00					2796.00					063092					233.00									
AMT TO BE DEPR					ADJ-DT					PERIOD END-DT					RLU					EST. SALVAGE				
14000.00					063092										46					1000.00				
NEXT: ITEM NO.																								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																								
CONT MINI MAIN RFRSH CAN																								

The Adjustment Date can only be input when the Amount To Be Depreciated is changed. If the date is not input and the Amount To Be Depreciated changes, the Adjustment Date will default to the current date.

Negative amounts will not be allowed. Any attempt to input a negative Amount To Be Depreciated, Remaining Life Units, or Estimated Salvage should result in an error.

Property History File records will be generated whenever any changes occur on the Depreciation Adjustment Screen. These records will carry a transaction type of "3".

CHAPTER 6

PROPERTY MASTER FILE

PROPERTY MASTER FILE INQUIRY/UPDATE. The Property Master File Inquiry/Update screens are used by the property custodian to inquire into existing property records and to update the non-accounting information if necessary. Property items are added to the Property Master File with only accounting information at the time the disbursement is made for the item. This is the most widely used portion of the FLAIR Property Subsystem.

Each record on the Property Master File contains four pages. A different record format is displayed for each record type code as listed below:

- 1 - Land
- 2 - Building
- 3 - Furniture and Equipment
- 4 - Improvements Other than Buildings
- 5 - Construction Work-In-Progress
- 6 - Other Fixed Assets

After the Property Master File record has been added to the Property Master File it is the custodian's responsibility to enter the non-accounting information. The Custodian Identification (CID) number is automatically assigned to the Property Master File records during nightly processing each time a record is updated. The Property Master File capability may be accessed as described as follows:

- TYPE** Enter **PM** for Property Master File Inquiry/Update; required field.
- SEL** Enter a Selection Option of **I** for Single Inquiry or **U** for Single Update; required input:
- ITEM** BPIN; required if RTYPE and ORG are left blank; otherwise, optional field.
- RTYPE** Enter a Property Record Type if ITEM is blank; otherwise optional field. Valid record types are:
- 1 = Land*
 - 2 = Building
 - 3 = Machinery and Equipment
 - 4 = Improvements Other Than Buildings
 - 5 = Construction Work-In-Progress
 - 6 = Other Fixed Assets
- * The department does not own land; therefore the record type pertaining to land will not be covered.

ORG Current Use Organization Code; optional field.

Each record type consists of two or four screens or "pages". If left blank, the system defaults to "page" or screen 1. Press XMIT to view "pages" or screens 2, 3 and 4. If

PAGE is entered, only the specified page for all records within the RTYPE INPUT in that organization code will display.

The screen displayed will depend upon the search criteria entered in the above fields. If only TYPE, SEL and RTYPE are entered, the system will display the first record on file meeting that criteria. All other fields are optional. The appropriate codes may be entered in the TYPE and SEL fields. PF codes may be used to transfer to different screens. Any valid TYPE and SEL may be entered.

Each inquiry/update screen available is described on the following pages. Any unprotected fields displayed on the inquiry/update screen may be changed as necessary, if the operator has update (U) capability in the "FC" function on Access Control. If the operator has inquiry (I) capability on Access Control, then the Property Master File records can only be viewed; no changes may be made to the property records.

ACCESSING THE PROPERTY MASTER INQUIRY/UPDATE. The data listed below must be entered on the Property Custodian Mini Menu to access the Property Master Inquiry/Update screens as shown on the following pages. Any update on these screens will carry a transaction type of "U1" or "U2" on the Property History File.

- | <u>STEP</u> | <u>ACTION</u> |
|--------------------|--|
| 1. | Enter <u>PM</u> in the TYPE field. |
| 2. | Enter <u>I</u> for inquiry or <u>U</u> for update in the SEL field. (If the operator has update capability, these commands may be used interchangeably.) |
| 3. | Enter the item number in the ITEM field or a code in the RTYPE field. RTYPE codes to use are:
2 = Building
3 = Machinery and Equipment
4 = Improvements Other Than Buildings
5 = Construction Work-In-Progress
6 = Other Fixed Assets |
| 4. | Press the XMIT key. |

PROPERTY MASTER FILE LAYOUTS. Records in the Property Master File have the following layouts: (NOTE: when adding items to the Property Master File, the Location and Class codes must be update to create a complete record.)

Buildings. Building Master File records are formatted as follows:

Screen or "page" 1 corresponds to the following;

PMB1										06/30/93		12:09:44	
BUILDING - MASTER FILE - INQUIRY/UPDATE										PAGE 1			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION		AU	CH-ITEM	AQM	VM	ORIGDT	
99	10	00	00	000	BL-214000	02 15 1000 00000000				1	1	100984	
DESCRIPTION					CLASS		IC	INS.CODE	COND	ACQ-DT			
					10 10 00 00 00		N			1			
INVEN-DT		BUILDER		BUILDING NAME			FLRS	SQFT	MARKEL		L-UPDT		
060393											100984		
BUILDING STREET ADDRESS								PROPERTY UNIQUE			CID		
											0000		
SC	PRIME-DOC		SECOND-DOC		VENDOR ID		ACQ.COST		PROPERTY-DOC				
	VA000150001				VF592176603003		525000.00						
ITEM NUM		PAGE		RTYPE		L1-L5		TYPE		SEL			
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
CONT		MINI		MAIN		RFRSH TOP		FWD		CAN			

The fields on this screen that may be updated are;

ITEM NUM**LOCATION****AU** (Agency Unique)**CH-ITEM** (Chained Item Number)**AQM** (Acquisition Method)**VM** (Value Method)**DESCRIPTION****CLASS****IC** (Idle Code)**INS. CODE** (Insurance Code)**COND** (Condition)**INVENT-DT** (Inventory Date)**BUILDER****BUILDING NAME****FLRS** (Floors)**SQFT** (Square Feet)**MARKEL** (Markel percentage)**BUILDING STREET ADDRESS****PROPERTY UNIQUE****PROPERTY-DOC** (Property Document Number)

Screen or "page" 2 presents these fields;

PMCP										06/30/93 12:10:24																			
BUILDING - MASTER FILE INQUIRY/UPDATE																				PAGE 2									
L1	L2	L3	L4	L5	ITEM NUM					LOCATION					REC-DT					CH-ITEM									
99	10	00	00	000	BL-214000					02 15 1000 00000000																			
FED. PART					STATE PART.					USE ALLOWANCE					PROPERTY-DOC														
.....DEPRECIATION.....																													
DPM		MDC		LU		RLU		C-USAGE					COST FOR DPR.					M-PCT		M-AMOUNT									
ACCUM-DPR-AMT					ACD-DT					YTD-DPR-AMT					PERIOD END-DT					AMT TO BE DEP									
EST. SALVAGE					ADJ-DT					STOP-DT																			
ITEM NUM					PAGE					RTYP					L1-L5					TYPE					SEL				
NEXT:																													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																													
CONT MINI MAIN RFRSH TOP FWD CAN																													

The fields on this screen that may be updated are;

REC-DT

FED. PART (Federal Participation)

USE ALLOWANCE

PROPERTY-DOC

DEPRECIATION

DPM (Depreciation Method)

MDC (Monthly Depreciation Calculated)

LU (Life Units)

ELU (Expected Life Units)

C-USAGE (Current Life Unit Usage)

COST FOR DPR.

M-PCT (Monthly Percent Depreciation)

ACCUM-DPR-AMT (Accumulated Depreciation Amount)

YTD-DPR-AMT (Year-To-Date Depreciation Amount)

EST. SALVAGE

STOP-DT (Depreciation Stop Date)

Screen or "page" 3 contains these fields:

PMCP										06/30/93 12:10:40																			
BUILDING - MASTER FILE - INQUIRY/UPDATE										PAGE 3																			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION				PROPERTY-DOC																			
99	10	00	00	000	BL-214000	02 15 1000 00000000																							
.....LEASE PURCHASE.....																													
TOTAL PRINCIPAL					TOTAL INTEREST					MIC					YTD PRINCIPAL					TD INTEREST									
.....																													
.....									MAINTENANCE/WARRANTY.....																			
LTD PRINCIPAL					LTD INTEREST					MWI VENDOR					EXIT WIC														
.....STATUS/DISPOSITION.....																													
SC					DISP PROCEEDS					DISP-RDOC					DISPDT					DA					DISP-VENDOR				
.....																													
ITEM NUM					PAGE					RTYPE					L1-L5					TYPE					SEL				
NEXT:																													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																													
CONT					MINI					MAIN					RFRSH TOP					FWD					CAN				

The fields that may be updated on this screen are;

PROPERTY DOC

LEASE PURCHASE

TOTAL PRINCIPAL

TOTAL INTEREST

MIC (Months in Contract)

YTD PRINCIPAL

YTD INTEREST

LTD PRINCIPAL

LTD INTEREST

MAINTENANCE/WARRANTY

MWI (Maintenance /Warranty Indicator)

VENDOR

EXDT (Expiration Date)

MWIC (Maintenance/Warranty Code)

The following fields are found on screen or "page" 4:

PMCP										06/30/93 12:11:04											
BUILDING - MASTER FILE - INQUIRY/UPDATE										PAGE 4											
										OWNERSHIP											
L1	L2	L3	L4	L5	ITEM NUM	LOCATION				GF	SF	FID	PROPERTY DOC								
99	10	00	00	000	BL-214000	02 15 1000				00000000											
CURRENT USE FUND.....										PURCHASING FUND(S).....											
GF	SF	FID	BE		IBI	GF	SF	FID	AMOUNT	DONATED VALUE				IND							
GL														CAT		YR		OBJECT		PROJECT	
CNTRT CY GRANT										GY											
EF EGL OCA										STATE PROGRAM											
					ITEM NUM	PAGE	RTYPE	L1-L5						TYPE	SEL						
NEXT:																					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--																					
CONT				MINI		MAIN		RFRSH TOP		FWD				CAN							

Update of the following fields on this screen is allowed;

PROPERTY-DOC

CURRENT USE FUND (GF, SF, FID, BE, IBI)

YR (Year)

GRANT

GY (Grant Year)

CONTRACT

CY (Contract Year)

EF (External Fund)

EGL (External General Ledger)

OCA (Other Cost Accumulator)

STATE PROGRAM

Furniture and Equipment. The records for Furniture and Equipment Master Files are formatted in the following manner.

"Page" or screen 1 contains the following information:

PMF1										06/30/93 12:11:92			
FURNITURE AND EQUIPMENT - MASTER FILE - INQUIRY/UPDATE										PAGE 1			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION			AU	CH-ITEM	AQM	VM	ORIGDT
99	10	00	00	000	ME-001001	03 19 0000 00000000					1	1	081983
DESCRIPTION						CLASS			IC	INS.CODE		COND	
						14 20 00 00 00			N				
INVEN-DT		MANUFACTURER				SERIAL NUMBER			L-UPDT		ACQ-DT		
063093									063093				
TITLE NUMBER			PROPERTY UNIQUE				CID		PROPERTY DOC				
SC		PRIME-DOC		SECOND-DOC		VENDOR ID			ACQ-COST				
		VA18010120001				VF59330031101			450.00				
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--					ITEM NUM		PAGE	RTYPE	L1-L5	TYPE		SEL	
CONT					MINI		MAIN	RFRSH	TOP	FWD		CAN	

Update is allowed of the following fields;

ITEM NUM

LOCATION

AU (Agency Unique)

CH-ITEM (Chained Item Number)

AQM (Acquisition Method)

VM (Valuation Method)

DESCRIPTION

CLASS

IC (Idle Code)

INS. CODE (Insurance Code)

COND (Condition)

INVEN-DT (Inventory Date)

MANUFACTURER

SERIAL NUMBER

TITLE NUMBER

PROPERTY UNIQUE

PROPERTY-DOC (Property Document Number)

Screen or "page" 2 contains this data;

PMF2	06/30/93 11:47:56									
FURNITURE AND EQUIPMENT - MASTER FILE - INQUIRY/UPDATE										PAGE 2
L1	L2	L3	L4	L5	ITEM NUM	LOCATION	REC-DT	CH-ITEM		
99	10	00	00	000	ME-001001	03 19 0000 00000000				
FED. PART		STATE PART.		USE ALLOWANCE		PROPERTY-DOC				
.....DEPRECIATION.....										
DPM	MDC	LU	ELU	RLU	C-USAGE	COST FOR DPR.	M-PCT	M-AMOUNT		
ACCUM-DPR-AMT		ACD-DT		YTD-DPR-AMT		PERIOD END-DT		AMT TO BE DEP		
EST. SALVAGE		ADJ-DT		STOP-DT						
ITEM NUM		PAGE		RTYP		L1-L5		TYPE		SEL
NEXT:										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--										
CONT		MINI		MAIN		RFRSH TOP		FWD		CAN

The following fields on this screen may be updated;

REC-DT

FED. PART (Federal Participation)

STATE PART (State Participation)

USE ALLOWANCE

PROPERTY-DOC

DEPRECIATION

DPM (Depreciation Method)

MDC (Monthly Depreciation Calculated)

LU (Life Units)

ELU (Expected Life Units)

C-USAGE (Current Life Unit Usage)

COST FOR DPR.

M-PCT (Monthly Percent Depreciation)

ACCUM-DPR-AMT (Accumulated Depreciation Amount)

YTD-DPR-AMT (Year-To-Date Depreciation Amount)

EST. SALVAGE

STOP-DT (Depreciation Stop Date)

Screen or "page" 3 contains these fields:

PMF3	06/30/93 11:08:45									
FURNITURE AND EQUIPMENT - MASTER FILE - INQUIRY/UPDATE										PAGE 3
L1	L2	L3	L4	L5	ITEM NUM	LOCATION	PROPERTY-DOC			
99	10	00	00	000	ME-001001	03 19 0000	00000000			
.....LEASE PURCHASE.....										
TOTAL PRINCIPAL		TOTAL INTEREST		MIC	YTD PRINCIPAL		YTD INTEREST			
.....										
.....MAINTENANCE/WARRANTY.....										
LTD PRINCIPAL		LTD INTEREST		MWI	VENDOR		EXDT MWIC			
.....										
.....STATUS/DISPOSITION.....										
SC	DISP PROCEEDS		DISP-RDOC		DISPDT		DA		DISP-VENDOR	
.....										
ITEM NUM		PAGE	RTYP	L1-L5		TYPE		SEL		
NEXT:										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
CONT		MINI	MAIN	RFRSH	TOP	FWD		CAN		

These fields on this screen can be updated;

PROPERTY-DOC

LEASE PURCHASE

TOTAL PRINCIPAL

TOTAL INTEREST

MIC (Months in Contract)

YTD PRINCIPAL

YTD INTEREST

LTD PRINCIPAL

LTD INTEREST

MAINTENANCE/WARRANTY

MWI (Maintenance/Warranty Indicator)

VENDOR

EXDT (Expiration Date)

MWIC (Maintenance/Warranty Interval Code)

Screen or "page" 4 has these fields:

PMF4										06/30/93 11:08:45									
FURNITURE AND EQUIPMENT - MASTER FILE - INQUIRY/UPDATE										PAGE 4									
										OWNERSHIP									
L1	L2	L3	L4	L5	ITEM NUM	LOCATION				GF	SF	FID	PROPERTY-DOC						
99	10	00	00	000	ME-001001	03 19 0000 0000000													
CURRENT USE FUND.....										PURCHASE FUND(S).....									
GF	SF	FID	BE	IBI	GF SF FID AMOUNT				DONATED VALUE IND										
GL CAT YR OBJECT PROJECT																			
CNTRT CY GRANT GF																			
EF EGL OCA STATE PROGRAM																			
ITEM NUM					PAGE		RTYP		L1-L5		TYPE		SEL						
NEXT:																			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--																			
CONT				MINI		MAIN		RFRSH TOP		FWD		CAN							

These fields on this screen may be updated;

PROPERTY-DOC

CURRENT USE FUND (GF, SF, FID, BE, IBI)

YR (Year)

GRANT

GY (Grant Year)

CONTRACT

CY (Contract Year)

EF (External Fund)

EGL (External General Ledger)

OCA (Other Cost Accumulator)

STATE PROGRAM

Improvements Other Than Buildings. The records for Improvements Other Than Building Master Files are formatted as follows.

Screen or "page" 1 contains the following information:

PMI1										06/30/92		12:03:07	
IMPROVEMENTS OTHER THAN BUILDINGS - MASTER FILE - INQUIRY/UPDATE										PAGE 1			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION	AU	CH-ITEM	AQM	VM	ORIGDT		
99	10	00	00	000	IO-111111	06 29 0000 00000000			1	1	081993		
DESCRIPTION						CLASS	IC	INS.CODE	COND	ACQ-DT			
						72 01 00 00 00	N						
INVEN-DT		BUILDER		PROPERTY UNIQUE				CID		L-UPDT			
063093								PROP		063093			
PRIME-DOC		SECOND-DOC		VENDOR-ID		ACQ.COST		PROPERTY-DOC					
SC													
ITEM NUM		PAGE		RTYP		L1-L5		TYPE		SEL			
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--													
CONT		MINI		MAIN		RFRSH TOP		FWD		CAN			

The following fields on this screen can be updated;

ITEM NUM

LOCATION

AU (Agency Unique)

CH-ITEM (Chained Item Number)

AQM (Acquisition Method)

VM (Value Method)

DESCRIPTION

CLASS

IC (Idle Code)

INS. CODE (Insurance Code)

COND (Condition)

INVENT-DT (Inventory Date)

BUILDER

PROPERTY UNIQUE

PROPERT-DOC (Property Document Number)

Screen or "page" 2 displays this information:

PMCP										06/30/93		12:13:22			
IMPROVEMENTS OTHER THAN BUILDINGS - MASTER FILE - INQUIRY/UPDATE										PAGE 2					
L1	L2	L3	L4	L5	ITEM NUM	LOCATION	REC-DT	CH-ITEM							
99	10	00	00	000	IO-111111	06 29 0000 00000000									
FED. PART				STATE PART.				USE ALLOWANCE		PROPERTY-DOC					
.....DEPRECIATION.....															
DPM	MDC	LU	ELU	RLU	C-USAGE	COST FOR DPR.	M-PCT	M-AMOUNT							
ACCUM-DPR-AMT				ACD-DT		YTD-DPR-AMT		PERIOD END-DT		AMT TO BE DEP					
EST. SALVAGE				ADJ-DT		STOP-DT									
ITEM NUM					PAGE		RTYP		L1-L5		TYPE		SEL		
NEXT:															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT				MINI		MAIN		RFRSH		TOP		FWD		CAN	

The following fields on this screen can be updated;

REC-DT

FED. PART. (Federal Participation)

STATE PART. (State Participation)

USE ALLOWANCE

PROPERTY-DOC

DEPRECIATION

DPM (Depreciation Method)

MDC (Monthly Depreciation Calculated)

LU (Life Units)

ELU (Expected Life Units)

C-USAGE (Current Life Unit Usage)

COST FOR DPR

M-PCT (Monthly Percent Depreciation)

ACCUM-DPR-AMT (Accumulated Depreciation Amount)

YTD-DPR-AMT (Year-To-Date Depreciation Amount)

EST. SALVAGE

STOP-DT (Depreciation Stop Date)

Screen or "page" 3 consists of these entries:

PMCP										06/30/93 12:13:35																								
IMPROVEMENTS OTHER THAN BUILDINGS - MASTER FILE - INQUIRY/UPDATE																				PAGE 3														
L1	L2	L3	L4	L5	ITEM NUM	LOCATION										PROPERTY-DOC																		
99	10	00	00	000	IO-111111	06 29 0000 0000000																												
.....LEASE PURCHASE.....																																		
TOTAL PRINCIPAL					TOTAL INTEREST					MIC					YTD PRINCIPAL					YTD INTEREST														
.....																																		
.....									MAINTENANCE/WARRANTY.....																								
LTD PRINCIPAL					LTD INTEREST					MWI VENDOR					EXDT MWIC																			
.....																																		
.....STATUS/DISPOSITION.....																																		
SC					DISP PROCEEDS					DISP-RDOC					DISPDT					DA					DISP-VENDOR									
.....																																		
ITEM NUM					PAGE					RTYP					L1-L5					TYPE					SEL									
NEXT:																																		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																																		
CONT					MINI					MAIN					RFRSH					TOP					FWD					CAN				

The following files may be updated;

PROPERTY-DOC

LEASE PURCHASE

TOTAL PRINCIPAL

TOTAL INTEREST

MIC (Months in Contract)

YTD PRINCIPAL

YTD INTEREST

LTD PRINCIPAL

LTD INTEREST

MAINTENANCE/WARRANTY

MWI (Maintenance/Warranty Indicator)

VENDOR

EXDT (Expiration Date)

MWIC (Maintenance/Warranty Interval Code)

"Page" or screen 4 contains the following:

PMCP										06/30/93		12:13:48	
IMPROVEMENTS OTHER THAN BUILDINGS - MASTER FILE - INQUIRY/UPDATE										PAGE 4			
										OWNERSHIP			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION	GF	SF	FID	PROPERTY	DOC		
99	10	00	00	000	IO-111111	06 29 0000	00000000						
CURRENT USE FUND.....				PURCHASING FUND(S).....								
GF	SF	FID	BE	IBI	GF	SF	FID	AMOUNT		DONATED	VALUE	IND	
GL CAT YR OBJECT PROJECT													
CNTRT CY GRANT GY													
EF EGL OCA STATE PROGRAM													
ITEM NUM					PAGE	RTYP	L1-L5		TYPE		SEL		
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--													
CONT		MINI		MAIN		RFRSH		TOP		FWD		CAN	

These fields on this screen may be updated;

PROPERTY-DOC

CURRENT USE FUND (GF, SF, FID, BE, IBI)

YR (Year)

GRANT

GY (Grant Year)

CONTRACT

CY (Contract Year)

EF (External Fund)

EGL (External General Ledger)

OCA (Other Cost Accumulator)

STATE PROGRAM

Construction Work in Progress. The records for Construction Work in Progress Master Files are formatted in the following manner:

"Page" or screen 1 contains the following:

PMW1										06/30/93		12:14:09	
CONSTRUCTION WORK IN PROGRESS - MASTER FILE - INQUIRY/UPDATE										PAGE 1			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION		AQM	VM	ORIGDT	L-UPDT		
95	10	00	00	000	CP-311113	05 01 0000000000000		1	1	010493	010493		
DESCRIPTION						CLASS		IC	INS.CODE	EC-DT	REC-DT		
						04 02 12 00 00		N			010493		
FED.PART.		STATE PART.		GL		OBJECT		STATE PROGRAM		OCA			
100000.00		100000.00		27600		561000		0100000000 000000					
PRIME-DOC		SECOND-DOC		VENDOR ID		ACQ.COST		ACQ-DT		CID			
VA235620001						200000.00		010493		PROP			
SC		PROPERTY UNIQUE		PROPERTY-DOC									
ITEM NUM		PAGE		RTYP		L1-L5		TYPE		SEL			
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--													
CONT		MINI		MAIN		RFRSH TOP		FWD		CAN			

These Fields on this screen may be updated;

ITEM NUM

LOCATION

AQM (Acquisition Method)

VM (Valuation Method)

DESCRIPTION

CLASS

IC (Idle Code)

INS. CODE (Insurance Code)

EC-DT (Estimated Completion Date)

REC-DT (Receiving Date)

FED. PART (Federal Participation)

STATE PART. (State Participation)

OBJECT CODE

STATE PROGRAM

OCA (other Cost Accumulator)

PROPERTY UNIQUE

PROPERTY-DOC (Property Documentation Number)

"Page" or screen 2 contains the following:

PMW2										06/30/93		12:14:28	
CONSTRUCTION WORK IN PROGRESS - MASTER FILE - INQUIRY/UPDATE PAGE 2													
L1	L2	L3	L4	L5	ITEM NUM	LOCATION			OWNERSHIP FUND		PROPERTY-DOC		
99	10	00	00	000	CP-311113	05 01 000000000000			80 9 211947				
AU	CAT	YR	CONTRACT		CY	EF	EGL	GRANT	GY PROJECT				
.....CURRENT USE FUND.....						PURCHASING FUND(S).....						
GF	SF	FID	BE	IBI		GF	SF	FID	AMOUNT	DONATED VALUE		IND	
20	2	211423	95100000	00		20	2	010001	100000.00			A	
.....STATUS/DISPOSITION.....													
SC	DISP PROCEEDS		DISP-RDOC										
DISP-VENDOR				DISPDT DA									
ITEM NUM		PAGE	RTYP	L1-L5		TYPE		SEL					
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---[F7---PF8---PF9---PF10---PF11---PF12---													
CONT		MINI	MAIN	RFRSH	TOP	FWD		CAN					

This screen allows the updating of the following fields:

PROPERTY-DOC (Property Document Number)
AU (Agency Unique)
YR (Year)
CONTRACT
CY (Contract Year)
EF (External Fund)
EGL (External General Ledger)
GRANT
GY (Grant Year)
PROJECT
CURRENT USE FUND (GF, SF, FID, BE, IBI)

Other Fixed Assets. The records for Other Fixed Assets Master Files are formatted as follows.

Screen or "page" 1 contains this information:

PMA1										06/30/93		12:14:28	
OTHER FIXED ASSETS - MASTER FILE - INQUIRY/UPDATE										PAGE 1			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION	AU	CH-ITEM	AQM	VM	ORIGDT		
99	10	00	00	000	OA-214562	34 20 9999 99999999			1	1	081983		
DESCRIPTION					CLASS		IC	INS.CODE	COND		ACQ-DT		
					01 29 01 00 00		N						
INVEN-DT		MANUFACTURER		SERIAL NUMBER		PROPERTY UNIQUE		CID		L-UPDT			
063093								PROP		063093			
PRIME-DOC		SECOND-DOC		VENDOR ID		ACQ.COST		PROPERTY-DOC					
SC													
ITEM NUM		PAGE		RTYP		L1-L5		TYPE		SEL			
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--													
CONT		MINI		MAIN		RFRSH TOP		FWD		CAN			

This screen allows the updating of the following fields;

ITEM NUM

LOCATION

AU (Agency Unique)

CH-ITEM (Chained Item Number)

AQM (Acquisition Method)

VM (Valuation Method)

DESCRIPTION

CLASS

IC (Idle Code)

INS. CODE (Insurance Code)

COND (Condition)

INVENT-DT (Inventory Date)

MANUFACTURER

SERIAL NUMBER

PROPERTY UNIQUE

PROPERTY-DOC (Property Document Number)

"Page" or screen 2 contains this information:

PMCP										06/30/93 12:30:59																								
OTHER FIXED ASSETS - MASTER FILE - INQUIRY/UPDATE										PAGE 2																								
L1	L2	L3	L4	L5	ITEM NUM	LOCATION				REC-DT	CH-ITEM																							
99	10	00	00	000	OA-214562	34 20 9999 99999999																												
FED. PART					STATE PART.					USE ALLOWANCE					PROPERTY-DOC																			
.....DEPRECIATION.....																																		
DPM	MDC	LU	ELU	RLU	C-USAGE				COST FOR DPR.				M-PCT		M-AMOUNT																			
ACCUM-DPR-AMT					ACD-DT					YTD-DPR-AMT					PERIOD END-DT					AMT TO BE DEP														
EST. SALVAGE					ADJ-DT					STOP-DT																								
ITEM NUM					PAGE					RTYP					L1-L5					TYPE					SEL									
NEXT:																																		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																																		
CONT					MINI					MAIN					RFRSH					TOP					FWD					CAN				

The fields on this screen that can be updated are;

REC-DT

FED. PART. (Federal Participation)

STATE PART. (State Participation)

USE ALLOWANCE

PROPERTY-DOC

DEPRECIATION

DPM (Depreciation Method)

MDC (Monthly Depreciation Calculated)

LU (Life Units)

ELU (Expected Life Units)

C-USAGE (Current Life Unit Usage)

COST FOR DPR.

M-PDT (Monthly Percent Depreciation)

ACCUM-DPR-AMT (Accumulated Depreciation Amount)

YTD-DPR-AMT (Year-To-Date depreciation Amount)

EST. SALVAGE

STOP-DT (Depreciation Stop Date)

Screen or "page" 3 has the following information:

PMCP										06/30/93 12:31:15										
OTHER FIXED ASSETS - MASTER FILE - INQUIRY/UPDATE										PAGE 3										
L1	L2	L3	L4	L5	ITEM NUM	LOCATION				PROPERTY-DOC										
99	10	00	00	000	OA-214562	34 20 9999 99999999														
.....LEASE PURCHASE.....																				
TOTAL PRINCIPAL					TOTAL INTEREST					MIC		YTD PRINCIPAL					YTD INTEREST			
.....MAINTENANCE/WARRANTY.....																				
LTD PRINCIPAL					LTD INTEREST					MWI				VENDOR		EXDT MWIC				
.....STATUS/DISPOSITION.....																				
SC		DISP PROCEEDS			DISP-RDOC			DISDT		DA		DISP-VENDOR								
ITEM NUM					PAGE		RTYP		L1-L5			TYPE SEL								
NEXT:																				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																				
CONT		MINI			MAIN			RFRSH			TOP			FWD			CAN			

The fields on this screen that may be updated are;

PROPERTY-DOC

LEASE PURCHASE

TOTAL PRINCIPAL

TOTAL INTEREST

MIC (Months in Contract)

YTD PRINCIPAL

YTD INTEREST

LTD PRINCIPAL

LTD INTEREST

MAINTENANCE/WARRANTY

MWI (Maintenance/Warranty Indicator)

VENDOR

EXDT (Expiration Date)

MWIC (Maintenance/Warranty Interval Code)

Screen or "page" 4 has this data:

PMCP										06/30/93		12:31:31	
OTHER FIXED ASSETS - MASTER FILE - INQUIRY/UPDATE										PAGE 4			
										OWNERSHIP			
L1	L2	L3	L4	L5	ITEM NUM	LOCATION		GF	SF	FID	PROPERTY	DOC	
99	10	00	00	000	OA-214562	34 20 9999		99999999					
CURRENT USE FUND.....					PURCHASING FUND(S).....								
GF	SF	FID	BE	IBI	GF	SF	FID	AMOUNT	DONATED VALUE IND				
GL CAT YR OBJECT PROJECT													
CNTRT CY GRANT GY													
EF EGL OCA STATE PROGRAM													
ITEM NUM					PAGE	RTYP	L1-L5						
NEXT:													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--													
CONT		MINI		MAIN		RFRSH		TOP		FWD		CAN	

The fields that may be updated on this screen are;

PROPERTY-DOC

CURRENT USE FUND (GF, SF, FID, BE, IBI)

YR (Year)

GRANT

GY (Grant Year)

CONTRACT

CY (Contract Year)

EF (External Fund)

EGL (External General Ledger)

OCA (Other Cost Accumulator)

STATE PROGRAM

CHAPTER 7

PROPERTY HISTORY FILE

PROPERTY HISTORY FILE INQUIRY SCREEN. At the time a record is added to the Master File or a Master File record is updated, records are created and added to the Property History File. These records are maintained on the History File for up to 18 months. The Property History File has two different screens, depending on the type of transaction which updated it. If the property record has been updated by an accounting transaction, the system will generate a record type "1" and display the accounting entry screen shown at the top of the next page. If the property record has been updated by a non-accounting transaction, the system will generate record type "0" for non-accounting updates, record type "2" for organizational transfers, a record type "3" for depreciation adjustments and display the non-accounting entry screen shown at the bottom of the following page. Each non-accounting record type screen will display two columns of data. One will contain the data elements as they were before the transaction was made and the other will display the data elements as they are after the transaction is made.

A separate Property History File record is created each time a Property Master File record is updated. To view all of the records in the Property History File for a particular item number, depress the PF8 key until the subsystem displays the "End of Search" message.

The data listed below must be entered on the Property Custodian Mini Menu screen to access the Property History File - Inquiry screens as shown below and on the following page.

<u>STEP</u>	<u>ACTION</u>
1.	Enter <u>PH</u> in the TYPE field.
2.	Enter the item number in the ITEM field.
3.	Depress the XMIT key.

```

PHI1                                     12/08/92 3:49:2
                PROPERTY HISTORY FILE - INQUIRY
  L1 L2 L3 L4 L5  ITEM NUM  RT TRTYP  PROPERTY-DOC  MGDT  ETME  USERID TID
  85 20 04 00 000  JB 111111  1    16   07890          082292 102712      44EF

.....PURCH/CU Fund.....                ...OFUND...
GF SF FID      BE      IBI CATEGORY YR  GF SF FID  AU GL  OBJECT PID EF EP
50  2 000213 87200000  00   060000   50 2 050001   27600 511000

STATE PROGRAM          GRANT          GY CONTRACT CY EGL      EO  XCAT  OCA      SITE
1112110000 000000                                01

PROJECT ID      VENDOR NUMBER      VENDOR NAME      SUB-VENDOR      INVOICE
                VN323232323001      ST. BANK                                CL222

TRANS-DT  AMOUNT      NBI  PPI  DESCRIPTION      OTHER-DOC      SGL  CFI OFS
082189          10000.00    0      DONATED PAINTING          51100

STATEWIDE-DOC  W3000000119  SEC-DOC

NEXT:  ITEM NUM
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT                MINI  MAIN  RFRSH TOP                FWD

```

```

PHI2                                     12/08/92 12:49:20
                PROPERTY HISTORY FILE - INQUIRY
  L1 L2 L3 L4 L5  ITEM NUM  RT  TRTYP  PROPERTY-DOC  MGDT  ETME
  85 20 04 00 000  JB 111111  0    U3   G7891          082289 103416

...OFUND....
  GF SF FID      GL      AMOUNT      NBI  PPI  USERID  TID
                        0          987654 85E8

FIELD UPDT      FIELD BEFORE      FIELD AFTER

KEY
OLO
RTP
CLASS
AQM
VALM
LOC
DESC
IDLE
COND

NEXT:  ITEM NUM      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT                MINI  MAIN  RFRSH TOP                FWD

```

CHAPTER 8

PROPERTY INVENTORY REQUEST

PROPERTY INVENTORY REQUEST. The Property Inventory Request capability adds or updates inventory elements (i.e., inventory date, location code, class code, and/or condition) on all property records within a particular organization code or for an entire district/institution after physical inventories have been performed.

To access the Property Inventory Request capability, the following fields must be entered on the Property Custodian Mini Menu screen:

<u>STEP</u>	<u>ACTION</u>
1.	Enter <u>PI</u> in the TYPE field
2.	Enter <u>A</u> for add, <u>I</u> for inquiry or <u>U</u> for update in the ITEM field.
3.	Depress the XMIT key.

Upon entry of the required data on the Custodian Mini Menu screen, the Property Inventory Request screen shown here will be displayed. Elements of the Inventory Request screen that may be added or updated are:

L1, L2, L3, L4, L5	<p><u>Organization Code</u>; required field. The specific organizational unit/district/institution to which the update will occur.</p> <p>Org Units: L1-L5 - 60110101010 Districts: L2 - 6011***** Institutions: L2-L3 - 601166*****</p> <p>When adding inventory requests for an entire district or institution, all levels below the IBI should contain asterisks.</p>
CLASS	Class Code; optional field. Updates all property records within the selected criteria with the class code that is entered.
COND	Condition Code; optional field. Updates all property records within the selected criteria with the condition code that is entered.
INVENTORY DATE	Inventory Date; required field. Updates all property records within the selected criteria with the last inventory date.
PROP-DOC	<u>Property Document Number</u> ; required field.

EXISTING: LOCATION

Location Code; optional field. This is the location code that is currently displayed on the Property Master File. Updates all property records within the specified location code range.

EXISTING: LOCATION IND

Location Indicator; optional field; only valid input is "X". Updates all property records with the same first four characters as entered in the Existing Location code field.

TRANSFER TO: LOCATION

Location Code; required when Existing: Location Code field is used. This is the location code to which the property items have been transferred to since the last inventory.

```

PIA1
PROPERTY INVENTORY REQUEST
12/02/92 13:20:05

L1 L2 L3 L4 L5 CLASS COND INVENTORY DATE PROP-DOC
85

EXISTING:
LOCATION
LOCATION IND

TRANSFER TO:
LOCATION

TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH CAN

```

PROPERTY INVENTORY REQUEST INQUIRY. Upon entry of the required data on the Property Custodian Mini Menu screen, the Property Inventory Request screen will be displayed as shown below. This screen will display inventory requests that were previously made the same day. All fields displayed are protected.

PII1										06/30/93 13:21:56									
PROPERTY INVENTORY REQUEST INQUIRY																			
L1	L2	L3	L4	L5	CLASS	COND	INVENTORY	DATE	PROP-DOC										
85	10	**	**	***			63093		RR063093										
EXISTING:										TRANSFER TO:									
LOCATION										LOCATION									
LOCATION IND																			
										TYPE SEL									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--																			
CONT										MINI MAIN RFRSH TOP FWD									

PROPERTY INVENTORY REQUEST UPDATE. Upon entry of the required data on the Custodian Mini Menu screen, the following Property Inventory Request Update screen will be displayed. This screen will allow incorrect fields on inventory requests that were previously made the same day to be corrected, updated or deleted as follows:

UPDATES Inventory requests fields may be updated by tabbing to the incorrect fields and entering the correct elements. L1 is the only field that cannot be updated. After all corrections are made, depress the XMIT key. During nightly processing, all property records within the specified criteria will be updated.

DELETIONS Inventory requests may be deleted by entering a "D" in the DELETE field and XMITTING. This will remove the request from the file.

PIU1	PROPERTY INVENTORY REQUEST UPDATE										06/30/93 13:21:56		
DELETE:													
L1	L2	L3	L4	L5	CLASS	COND	INVENTORY	DATE	PROP-DOC				
85	10	**	**	***			63093		RR063093				
EXISTING:							TRANSFER TO:						
LOCATION							LOCATION						
LOCATION IND													
										TYPE	SEL		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--													
CONT				MINI		MAIN		RFRSH		CAN			

CHAPTER 9**PROPERTY ACCOUNTING TRANSACTION PROCEDURES**

In order to properly maintain the records on the Property Master File, invariably some actions will need to be taken that are considered to be accounting functions. These include the addition of new items to the property inventory, the enacting of property transfers, the disposition and restoration of property items, the adjusting of inventory records through Transactions 16s and the adjustment of depreciation on individual items. While in many cases these functions are performed by the fiscal offices, property personnel still have some duties to perform to carry out these functions. District Managers for Administrative Services may modify these procedures if alternative procedures are in place. However, any alternative must ensure that property items are added correctly and invoices are processed promptly.

The responsibility for performing property accounting transactions are generally, but not always divided between the property personnel and the fiscal offices in the following manner:

(1). Property personnel are responsible for:

- A. Coordinating with fiscal to ensure that the appropriate transactions and/or adjustments are made.
- B. Working the Property Pending File on a regular basis to resolve all pending items.
- C. Coding TR-16s with the appropriate accounting and non-accounting information.
- D. Coding calculations of depreciation on form CF 24.
- E. Coding single item depreciation adjustments on form CF 24.
- F. Coding single item and mass transfers of form CF 1049.
- G. Coding property item dispositions and restorations on form CF 18.
- H. Notifying the fiscal office when property items are sold.

(2). Fiscal office personnel are responsible for:

- A. Coordinating with property personnel to ensure that the appropriate transactions and/or adjustments are made.
- B. Monitoring the Property Pending File on a regular basis, including coordinating with property personnel on Property Pending File item resolutions.
- C. Inputting TR-16s into FLAIR.

- D. Inputting the requests for the calculation of depreciation of single property items into FLAIR.
- E. Inputting single item depreciation adjustments into FLAIR.
- F. Inputting single item and mass transfers for specified data elements within the applicable district.
- G. Inputting property item dispositions and restorations.

ISSUANCE OF PROPERTY ITEM NUMBERS. Beginning Property Numbers (BPINs) may be issued at the time the disbursement is made, so that during nightly processing, the property records will be added to the Master File and not held in the Property Pending File. A model operating procedure is described below that ensures all required information is accurately entered into FLAIR and property records are added to the Property Master File correctly.

- (1). Upon receipt of the purchase order, receiving report and vendor invoice, vouchering personnel will code all required accounting information on a form CF 1195, SAMAS Disbursement Coding Strip or other coding document as authorized by the District Manager for Administrative Services. A photocopy of the coding document, purchase order, receiving report and invoice will be sent to the property office, to the attention of the Property Administrator.
- (2). The Property Administrator will issue the BPIN and enter it and the COUNT* (if applicable) on the coding document. After entering the BPIN, a photocopy should be made of the document for Property's use. The completed coding document will be returned to the fiscal office in a timely fashion, so that the invoice can be vouchered within the mandatory time limitations for processing invoices. The photocopies of the purchase order, receiving report and invoice should remain with the property office, along with a copy of the completed coding document.
- (3). After the completed coding document is received by the fiscal office, the disbursement should be entered into FLAIR. It is imperative that every caution be made to ensure that the coding document is coded correctly and that the transaction is entered into FLAIR correctly. During nightly processing, the property record will be created and added to the Property Master and History Files (if all required information is input correctly).

After the record is added to the Property Master File, property personnel should verify that all accounting information on the Property Master File record is the same as it appears on the coding document. If all of the information is correct, the non-accounting information should then be entered to complete the property record. If any accounting information is incorrect, the fiscal office should be notified so that the appropriate corrections can be made.

* The COUNT field is an optional field that is used in conjunction with the BPIN when making lump sum purchases for two or more items of the same type and cost. The BPIN must be entered in the BPIN field, the number of items being purchased must be

entered in the COUNT field and the total amount of the lump sum purchase must be entered in the AMOUNT field. The Property Subsystem will sequentially assign BPIN's to each item beginning with the number input in the BPIN field and divide the amount equally among the number of items purchased. During nightly processing an individual property record will be created for each item and added to the Property Master File.

PROPERTY PENDING FILE. The Property Pending File is a temporary holding file for property transactions that were rejected by the property subsystem because of missing and/or invalid information. In order for property records to be removed from the Property Pending File and added to the Property Master File or deleted, Pending File records and accounting records must be researched to determine the necessary action. It is then necessary to clear the Property Pending File record by carrying out one of the following actions:

1. Assign a valid BPIN to any transaction with a missing or duplicate BPIN along with changing the status code.
2. Update an invalid general ledger code (GLC) with the appropriate General Fixed Asset GLC as well as changing the status code.
3. Enter a status code of **A** (add) to allow the duplicate BPIN to bypass the duplicate item number edits.
4. Delete the Pending File record.

All cash receipts (TR-30, 31, 33, 34), cash receipt corrections and disbursement corrections (TR-58, 59) will be added to the Property Pending File and must be reviewed before being added to the Property Master File. Each night, updated Property Pending File records will be re-edited and if all edits are passed, the records will be added to the Property Master and History Files.

In order to access the Property Pending - Inquiry/Update Request screen shown on the following page, enter **PP** in the TYPE field of the Property Custodian Mini Menu screen. After accessing this screen, the following procedures must be followed:

<u>STEP</u>	<u>ACTION</u>
1.	Enter a SEL code of <u>L</u> , <u>M</u> or <u>U</u> .
	<u>L</u> = <u>Lump sum distribution of single transaction</u> ; This code should be selected to distribute the cost to specific property items when a single lump sum disbursement was recorded for several different items.
	<u>M</u> = Multiple; This code should be used to review line by line the disbursement/receipt transactions that are listed on the Pending File.
	<u>U</u> = Undelete; This code will reverse a deletion of a record that was previously placed in a "D", deleted status. Those

records in a deleted status will not display on the Property Pending File, but may still be undeleted. the PDN is required when using this option.

2. Enter a PDN (Primary Document Number), LINE (Primary Document Line Number), SDN (Secondary Document Number), LINE (Secondary Document Line Number) or ORG L1 L5 (Organization Code), to request specific disbursement/receipt records. (If only SEL is entered, all transactions on the Pending File within the operator's security clearance will be displayed.)

PPMM						1/23/92 12:04:32	
PROPERTY PENDING - INQUIRY/UPDATE - REQUEST							
SEL	PDN	LINE	SDN	LINE	ORG L1 - L5		
SEL CODES							
L	LUMP SUM DISTRIBUTION OF SINGLE TRANSACTION						
M	MULTIPLE						
U	UNDELETE						
						TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--							
CONT		MINI	MAIN	RFRSH			

The Property Pending file records may be updated on either of the following screens:

(1). Property Pending File - Multiple Inquiry/Update Screen

The Property Pending File - Multiple Inquiry/Update Screen displays the following fields. In order to have the records updated, the following valid Status Codes must be entered;

- A** - Transaction status changed to this to indicate that the transaction is acceptable to update the Property Master. This status bypasses the duplicate item number edits.
- D** - Delete item from Property records.
- L** - Transfer to Lump Sum screen.

```

PPM1      PROPERTY PENDING FILE-MULTIPLE INQUIRY/UPDATE      12/22/92  1:42:42
ST ERRORS  L1-L5      GF SF FID      BE      IBI TRN-DT  VENDOR ID
CS PRIME-DOC  SECOND-DOC  OTHER-DOC  TR GRANT      CNTRT      OCA      PPI
ITEM NUM  COUNT  ....AMOUNT....  GL      OBJECT      CAT      YR VENDOR NAME
PROJECT ID  AU  DESCRIPTION      PEN-DT
  B C E  8710202213  10  1 000001 87100000 00 112194  VF590000210001
  V0000130002      51
ZZ 000000      3500.00 71100 512000      060000  00 A&B OFFICE
      5 IBM ELECTRICS      112194

  B E      87100202213  10  1 000001 871000000 00 112194  VN323232323001
  V0000130002      51
ZZ 000000      325.00 27600 511000      060000  00 ST. BANK
      BOOKS      112194

                                     TYPE      SEL
NEXT:SEL M PDN      LINE      SDN      LINE      ORG L1-L5
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT      MINI  MAIN  RFRSH TOP      FWD      CAN

```

The following fields may also be updated;

CS Cash Sale Indicator; optional field. Use of this field denotes that this entry is a sales receipt to FLAIR, which then enters a delete status code of "1" (sold) in item record and records funds to it as sales proceeds. Valid input is S.

ITEM NUM Property Item Number; optional field; first two characters may be alphanumeric. Last six characters must be numeric.

COUNT Property Item Counter; If entered, generates item numbers for several items entered with a lump sum distribution.

GL General Ledger Code; if changed must be appropriate for the record type;

Record Type

1 (Land)	<u>GL</u> 27100
2 (Building)	27200 or 27300
3 (Machinery & Equipment)	27600 or 27700
4 (Improvements Other than Buildings)	27400 or 27500
5 (Construction Work-In-Progress)	27800

DESCRIPTION Optional field: may be changed as necessary.

If the FLAIR Property Subsystem detects any problems with an entry, it will remain in the Property Pending File with one of the following error codes displayed next to it. Appropriate steps will need to be made to update the record:

B - Disbursement transaction has no item number or an item number = ZZZZZZ.

C - Disbursement General Ledger Code is not valid for property.

E - Disbursement transaction has no valid Ownership Fund on the correlation table. (Contact ASFMS)

F - Disbursement transaction item number is already on Property Master with accounting data.

G - Disbursement transaction General Ledger Code does not match the record type on Master File.

H - Transaction automatically added to Pending - refers to all cash receipts and to negative disbursements.

I - General Ledger Code on transaction does not match General Ledger Code on Property Master.

J - Transaction would have reduced an amount on Property Master to a negative figure.

K - Amount could not be divided equally by COUNT.

M - Cash Receipt, or TR-16 lease purchase, or TR-16 depreciation adjustment transaction could not be posted to Property Master because Property record had no previous accounting data (only non-accounting data had been entered for the item).

N - Operating Fund does not match active Purchasing Fund.

O - Organization code on transaction does not match organization code on Property Master.

P - Ownership Fund on transaction does not match Ownership Fund on Property Master.

Q - A transaction was entered with a PPI of "Y" when the prior year had already been closed.

T - A TR-16 was entered to increase depreciation which would cause ACCUM. DEPREC. to exceed (ACQ. COST MINUS SALVAGE).

U - Property item disposed; no update allowed.

V - Input amount plus acquisition cost minus estimated salvage is less than life-to-date depreciation.

Z - Ten (10) Purchasing Funds have already been added to the file on a single record - call FLAIR to have counter increased.

(2). Property Pending File - Lump Sum Distribution

If a SEL of **L** is entered on either the pending Inquiry/Update - Request or Multiple Inquiry/Update screens, the systems displays the Property Pending File - Lump Sum Distribution screen shown below. This screen allows for multiple entries of varying values to be created from a single pending entry.

The following fields may be updated on this screen:

CS (Cash Sale Indicator)

ITEM NUM

COUNT

AMOUNT

DESCRIPTION

PPL1										12/22/92 11:42:17	
PROPERTY PENDING FILE - LUMP SUM DISTRIBUTION											
L1-L5	GF	SF	FID	BE	IBI	AU	TR	TRN-DT	VENDOR ID		
PRIME-DOC	SECOND-DOC		OTHER-DOC		GRANT		CNTRT		OCA	PPI	PROJECT ID
ORIGINAL AMOUNT		REMAINING		BALANCE		GL	OBJECT		CATEGORY	YR	VENDOR NAME
871000202213		10		1		000001	87100000		00	51	122192 VF591995868001
V0000130001		3500.00		3500.00		71100	512000		060000	00	A&B OFFICE
CS	ITEM NUM	COUNTAMOUNT....			DESCRIPTION			PPI		
			3500.00			5 IBM SELECTRICS					
NEXT:SEL L PDN											
LINE		SDN		LINE		ORG		L1-L5		TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--											
CONT		MINI		MAIN		RFRSH		TOP		FWD CAN	

PROPERTY GENERAL ACCOUNTING TRANSACTION (TR) 16. Transaction 16s are used when no other transaction type can record an activity involving a property item. These include:

1. Beginning property balances.
2. Donated property.
3. Adjustments/additions entered that do not require a disbursement.
4. Record correct purchasing funds from collocated journal transfer (CJT) transactions.

Form CF 16, Transaction 16 Coding Strip, will be completed by the property office and forwarded to the fiscal office where the coding strip will be reviewed. Any additional information will be entered or invalid information corrected, and the transaction will be entered into the property subsystem.

When preparing the coding strip enter the following required data;

ORG	<u>Organization Code</u>										
EO	<u>Expansion Option</u> ; Required unless fund data is to be entered manually. The following fields are required if an EO is not used in conjunction with the ORG code (L1-L5): <table data-bbox="662 934 1112 1123"> <tr> <td>GF</td><td>GAAFR Fund Type</td></tr> <tr> <td>SF</td><td>State Fund Type</td></tr> <tr> <td>FID</td><td>Fund Identifier</td></tr> <tr> <td>BE</td><td>Budget Entity</td></tr> <tr> <td>IBI</td><td>Internal Budget Indicator</td></tr> </table>	GF	GAAFR Fund Type	SF	State Fund Type	FID	Fund Identifier	BE	Budget Entity	IBI	Internal Budget Indicator
GF	GAAFR Fund Type										
SF	State Fund Type										
FID	Fund Identifier										
BE	Budget Entity										
IBI	Internal Budget Indicator										
	NOTE: TR-16s update the purchasing fund information on the Master File record. Therefore, always enter the correct purchasing fund information in these fields on the Transaction 16 Coding Strip.										
DOC-NO	<u>Document Number</u> ; Should be issued In a numerical sequential order.										
TRN-DT	<u>Transaction Date</u> Use the acquisition date when adding items to the Property Master File. Use the current date or leave blank and allow it to default to the current date in all other cases.										
AMOUNT	<u>Amount</u> ; Enter a positive amount when adding a Master File record or increasing the acquisition cost of a record that is already on the Master File. Enter a negative amount when reducing the acquisition cost of a record that is already on the Master File.										
OFFSET GL	<u>Offsetting General Ledger Code</u> ; Use 52100 when adding or correcting items purchased with governmental funds and 52800 when adding or correcting items donated to governmental funds. Use 53900 when adding or correcting										

items purchased with Welfare Trust Fund or Working Capital Trust Funds and 51100 for items donated to these funds.

BPIN	<u>Beginning Property Item Number</u>
SC	<u>Status Code</u> ; Valid inputs for this field are; A Adjustment to additions (default) B Adjustment to beginning balances D Adjustment to deletions If the field is left blank, it will default to A.
CAT	<u>Category</u> ; if object code is entered and GAAFR fund type is 60, otherwise optional.
GLC	<u>General Ledger Code</u> ; Valid GL codes are 27XXX and 28XXX
NOTE: Non-proprietary fund entries can not use codes 27300, 27500, 27700, 28300, 28500 or 28900	
OCA	<u>Other Cost Accumulator</u> ; Required when adding an item, otherwise this field should be left blank.

Enter the following optional data if necessary;

VR	<u>Version</u>
OBJECT	<u>Object Code</u> ;
PPI	<u>Prior Period Indicator</u> ; Defaults to current year if left blank. This is to be used only during the dual year processing period.
LINE	<u>Line Number</u> ; Line number may be used if more than one line is used on a Transaction 16 Coding Strip.
SEC-DOC-NO	<u>Secondary Document Number</u> ; The department has established that this field will be used for the purchase order number.
O-EGL	<u>Offsetting External General Ledger Code</u>
VENDOR-ID	<u>Vendor Identification Number</u>
SUB-VENDOR-ID	<u>Sub-vendor Identification Number</u> .
COUNT	<u>Count</u> ; Not allowed without BPIN.
INVOICE	<u>Invoice Number</u>
DESCRIPTION	<u>Description</u> .
OTHER-DOC	<u>Other Document Number</u>
B	<u>Batch Character</u> .
PID	<u>Product Identifier</u>
YR	<u>Appropriation Year</u> ; Defaults to 00 if left blank.

EGL	<u>External General Ledger Code;</u>
EOB	<u>External Object Code;</u> DO NOT USE.
STATE PROGRAM	<u>State Program Number;</u> required, if an expenditure object code or GL code is entered.
EP	<u>External Program</u>
GRANT	<u>Grant Number</u>
GY	<u>Grant Year</u>
CNRT	<u>Contract Number</u>
CY	<u>Contract Year</u>
AU	<u>Agency Unique</u>
EF	<u>External Fund;</u> DO NOT USE.
OFS	<u>Original Fund Source</u>

Copy the original strip. Retain the copy and forward the original to the fiscal office.

After the coding strip has been keyed in and gone through nightly processing, verify that all information entered on the coding strip is updated correctly on the Master File record.

PROPERTY TRANSFERS. When property items are transferred from one organizational unit to another organizational unit, the Master File records must be updated to contain the correct current use organization code, location code and fund as appropriate. Property transfers fall into two categories;

- (1) ***Single Item Transfer.*** Updates the Property Master record for a single item based on the criteria selected. It can simplify the change or correction of data elements otherwise protected from update on the Property Master. The use of the single item transfer may eliminate the need for TR-16s. One or more of the following data elements may be updated:

- Organization Code
- Location Code
- CID
- Current Use Fund (GF, SF, FID, BE, IBI)
- Category General Ledger Code
- Contract Number and Year
- Grant Number and Year
- Project Number

A contract and/or grant number must be entered when a contract and/or grant year is being updated. Transfer transactions generate a transaction type of "01".

- (2) **Mass Transfer Request.** Updates the Property Master records for many items, based on the criteria selected, with one request. **Extreme care must be taken to examine possible effects to all records of the department.** One or more of the following data elements may be updated:

Organization Code
 Contract Number
 Contract Year
 Grant Number
 Grant Year
 Location Code
 CID
 Current Use Fund (GF, SF, FID, BE, IBI)

A contract and/or grant number must be entered when a contract and/or grant year is being updated. Transfer transactions generate a transaction type of "01".

There are two levels of Mass Transfers. They are:

- A. Security Organization Code Transfer - Updates all property records in which a specified contract, grant, location code, CID, and/or current use fund is to be changed to reflect the appropriate data elements. These transfers are made within the organization code as it exists on the password, as well as any other organization codes that fall under the security organization code, i.e., a L3 organization code under a L2 organization code security profile.
- B. Organization Code Transfer - Updates all property records within a specific organization code to reflect a change in the organization code. Any of the data elements listed above may be updated at the time of the organization code transfer.

Property offices are responsible for ensuring that form CF 1049, Property Transfer forms are completed and distributed to each designated office. Form CF 1049 is a five part form and should be distributed as follows:

<u>COPY</u>	<u>OFFICE</u>
White	Transferring Custodian
Yellow	Receiving Custodian
Green	ASFMS if CID changes, otherwise to the district staff office having FA function security.
Pink	Transferring Property Office
Gold	Receiving Property Office

The following procedures (or similar procedures as specified by the District Managers for Administrative Services) should be implemented to ensure each office receives their designated copy of the transfer form and that the transfer form contains all pertinent information.

(1). The transferring custodian is responsible for:

- A. Coordinating with the transferring property office in completing the property transfer form.
- B. Signing the "Property Transferred By" line on the transfer form.
- C. Maintaining a file for transferring custodian copies of the property transfer form.

(2). The transferring property office is responsible for:

- A. Assigning and entering the property transfer document number on the property transfer form.
- B. Coordinating with the receiving property office in completing the transfer form update section with the:
 - 1. Transfer document number
 - 2. Beginning property item number (BPIN).
 - 3. Organization Code (The Org code to which the item is being transferred).
 - 4. Location Code (where the item will be located after the transfer is made).
 - 5. General Ledger Code (GLC), to be changed only with approval from ASFMS.
 - 6. Custodian Identification Number (CID), only if the item is being transferred to another district/institution.
 - 7. Property Document Number (PROPERTY DOC).
 - 8. Current Use Fund (GF, SF, FID), Budget Entity (BE) and IBI for the receiving district/institution.
 - 9. Contract or Grant Number (if applicable).
 - 10. Contract Year (CY) or Grant Year (GY), only if a contract or grant number is entered.
 - 11. Estimated Life Units (ELU), can be updated only if blank.
 - 12. Estimated Salvage Value (EST. SALVAGE), should be changed only if inaccurate or blank.
 - 13. Transfer Date, date that the item is actually transferred.
 - 14. Prior Period Indicator (PPI), enter a "Y" only if it is a prior year transfer during the dual year period.

NOTE: Sometimes the transferring property custodian and/or office will not be able to obtain all necessary information for a property transfer from the receiving property custodian and/or office. The transferring property office must obtain at least the organization code and CID (if the item is being transferred out of the

district/institution) and enter them on the transfer form. After the transfer is made, the receiving property office will update the Master File record with the location code, current use fund and state program component that is accountable for the item.

- C. Entering the organization code, current use fund and CID that the item was accountable in before the transfer was made on the "Transferring: Organization Code, Current Use Fund and CID" lines at the bottom of the property transfer form.
- D. Initialing the Transfer Update "Coded By" line on the transfer form.
- E. Forwarding the green copy of the transfer form to district office with FLAIR FA function access or to ASFMS if the CID is changing and the white copy to the transferring custodian,
- F. Forwarding the yellow and gold copies of the transfer form to the receiving property custodian.
- G. Maintaining a file for copies of the property transfer form.

(3). The transferring fiscal office or office with FLAIR "FA" function is responsible for:

- A. Reviewing and updating information contained in the Transfer Update section on the transfer form and coordinating with the receiving fiscal office on elements in question.
- B. Updating the transfer elements contained in the Transfer Update section on the Property Master File - Single Item Transfer screen.
- C. Requesting single item depreciation to be calculated, if applicable.
- D. Initialing the Transfer Update "Input By" line on the transfer form.
- E. Maintaining a file for copies of the property transfer form.

(4). The receiving custodian is responsible for:

- A. Verifying that all the information on the property transfer form is correct.
- B. Signing the "Property Received By" line on the transfer form upon the receipt of the item.
- C. Forwarding the gold copy of the transfer form to the receiving property office.
- D. Maintaining a file for receiving custodian copies of the property transfer forms.

(5). The receiving property office is responsible for:

- A. Coordinating with the transferring property office in completing the Transfer Update section of the property transfer form.

- B. Verifying that all information on the transfer form is correct and reflected on the respective Property Master File record.
- C. Updating the Property Master File record with any necessary information that was not completed on the Transfer Update section.
- D. Coordinating with the receiving fiscal or budget office in determining the current use state program component and completing the Master File Update section of the transfer form.
- E. Initialing the Master File Update "Coded By" line on the transfer form.
- F. Updating the Property Master File record with the transfer elements contained in the Master File Update section.
- G. Initialing the Master File Update "Input By" line on the transfer form.
- H. Maintaining a file for copies of the property transfer forms.

Depreciation must be current prior to the transfer of ownership of Welfare Trust Fund or Working Capital Trust Fund items, or for items that are expensed for Medicaid/Medicare reporting purposes.. It is the responsibility of the transferring property custodian to initiate the request for calculation of single item depreciation on an item to be transferred, and the responsibility of the staff with FA function access to input the depreciation into FLAIR.

PROPERTY DISPOSITION/RESTORATION. The Property Disposition/Restoration is used for recording the disposal of a property item or the restoring it to active status. The Property Master and Property History files are immediately updated and the accounting entries are automated during nightly processing. Disposition/ Restoration transactions generate a transaction type of "02".

All property item records that are put in a disposed status can still be accessed by the property custodian until such time as the record is deleted from the Property Master. During that time deleted records may be restored to an active status. Deleted property records remain on the Property Subsystem until it is purged from the system at the end of the following fiscal year.

Property personnel are responsible for completing form CF 18, Disposition/Restoration form as follows:

(1). DISPOSITIONS

- A. Enter the Beginning Property Item Number (BPIN).
- B. Enter the appropriate Disposition/Restoration Status Code (SC);
 - 2 - Traded
 - 3 - Junked/Cannibalized
 - 4 - Lost or Stolen
 - 5 - Deleted

- 7 - Casualty Loss
- 8 - Lost or Stolen Items Pending Dept. of Banking and Finance Approval
- C. Enter Disposition Proceeds (DISP PROCEEDS), if applicable.
- D. Enter the Disposition/Restoration Document Number (DISP RDOC). This will be the authorization document number (i.e., surplus certification number). If you do not have an authorization document number or you are restoring a record, enter a property document code.
- E. Enter the Disposition Vendor Identification Number (DISP-VENDOR), if applicable.
- F. Enter the Disposition Date (DISPDT) otherwise will default to the current date.
- G. Enter the Disposition Authority (DA) code;
 - AS - Administrative Services Director
 - BF - Department of Banking and Finance
 - BM - Business Manager
 - DA - District Administrator or Designee
 - GS - General Services Manager
 - HQ - Office of General Services, Central Office
 - LE - Legislature
 - PA - Property Administrator
- H. Enter the Prior Period Indicator (PPI), if applicable. The PPI will be a "Y" for prior year dispositions.

NOTE: The disposition of items that are sold can be performed using transactions recorded on the Property Pending file. After determining that the cash receipt pending record should be added to the Property Master File record, a "S" will be input in the Cash Sale (CS) Indicator field along with an "A" in the Status Code (SC) field and the items BPIN. During nightly processing, the pending record will be edited again and if all edits pass, the Property Master File record will be automatically updated with a status code of "1" (disposition status code meaning sold) and disposal proceeds will be placed in the record accordingly.

Depreciation must be current before the disposing of a property record for proprietary fund assets.

(2). RESTORATIONS

- A. Enter the BPIN.
- B. Make the Status Code (SC) field blank.
- C. Enter the Restoration Document Number (DISP-RDOC).

After the form is completed, it should be initialed by the person who coded it on the "Coded By" line and forwarded to fiscal. Property offices should update Master File

records for all restored items with the current non-accounting information (i.e., organization codes, location codes, etc.).

SINGLE ITEM DEPRECIATION/ DEPRECIATION ADJUSTMENTS. At the time a property item is sold or transferred or before it is updated to a disposition status, depreciation must be calculated for Welfare Trust Fund or Working Capital Trust Fund items, or for items that are expensed for Medicaid/Medicare reporting purposes. Further, depreciation elements must be updated when these items have an increase in value, a change in salvage value or a change in remaining life units so that the calculation of depreciation will reflect these adjustments.

(1). **SINGLE ITEM DEPRECIATION**

Property personnel are responsible for coordinating the completion of form CF 24, Single Item Depreciation/Depreciation Adjustment with fiscal as follows:

- A. *Depreciation calculation for property records in which the transfer elements were not previously recorded or were recorded incorrectly.*
1. Enter the Beginning Property Item Number (BPIN).
 2. Enter the Property Document Number (PROPERTY-DOC).
 3. Enter the Received Date (REC-DT). Must be greater than or equal to the period ending date.
 4. Enter the Depreciation Method (DPM). Must be equal to "1" (straight line).
 5. Enter the Monthly Depreciation Calculated (MDC). Must be equal to "Y" (yes).
 6. Enter the Life Units (LU). Must be equal to "1" (months).
 7. Enter the Expected Life Units (ELU), if blank. This field cannot be changed if ELUs are present.
 8. Enter the Estimated Salvage Value (EST. SALVAGE) if needed.
 9. Enter the Period Ending Date (PERIOD END-DT). This is the date through which depreciation will be calculated. The period ending date is the date that the item was disposed of, sold or transferred. This field cannot be changed if the period ending date was entered incorrectly with a date less than the correct one. It can only be changed if the period ending date was entered incorrectly with a date greater than the correct one.
- B. *Depreciation calculation for property records that do not need adjustments;*
1. Enter the Beginning Property Item Number (BPIN).
 2. Enter the Property Document Number (PROPERTY DOC).

3. Enter the Period Ending Date (PERIOD END-DT). This is the date through which depreciation will be calculated.

After the form is completed, it should be initialed by the person who completed it on the "Coded By" line and forwarded to fiscal.

Depreciation will be calculated and updated on the property record at the time the single item depreciation transaction is entered into the property subsystem.

(2). DEPRECIATION ADJUSTMENTS

Property personnel are responsible for completing the depreciation adjustment fields on form CF 24, Single Item Depreciation/Depreciation Adjustment coding strip and entering the depreciation elements on the Depreciation Adjustment screen. It is recommended that property personnel coordinate depreciation adjustments with fiscal to ensure that the coding strip is completed correctly before being entered on the Depreciation Adjustment screen.

Property personnel should complete the applicable depreciation adjustment fields on the Single Item Depreciation/Depreciation Adjustment coding strip as follows:

1. Enter the Beginning Property Item Number (BPIN).
2. Enter the Property Document Number (PROPERTY DOC).
3. Enter the Amount To Be Depreciation (AMT TO BE DEPR). This is the Acquisition Cost less the Estimated Salvage Value and Accumulated Depreciation amount.
4. Enter the Adjustment Date (ADJ-DT). Can only be entered when the amount to be depreciated is changed. If left blank and the amount to be depreciated is changed, it will default to the current date.
5. Enter the Period Ending Date (PERIOD END-DT). This is the date through which depreciation will be calculated.
6. Enter the Remaining Life Units (RLU).
7. Enter the Estimated Salvage Value (EST. SALVAGE).

After the coding strip is completed, it should be initialed by the person who completed it on the "Coded By" line. The elements on the coding strip must then be entered on the Depreciation Adjustment screen and the coding strip should be initialed by the person who entered it on the "Input By" line.

CHAPTER 10**PROPERTY DATA CODES*****PROPERTY OBJECT CODES*****TANGIBLE PERSONAL PROPERTY****BOOKS AND OTHER LIBRARY RESOURCES**

511004 Books and Other Library Resources Under \$100
511006 OCO-Books and Other Library Resources Over \$100

BOOKS AND OTHER LIBRARY RESOURCES - TRAINING

511804 Books and Other Library Resources - Employee Training Under \$100
511810 OCO-Books and Other Library Resources - Employee Training Over \$100

FURNITURE AND EQUIPMENT

512002 OCO - Office Furniture & Equipment Over \$500
512003 Office Furniture and Equipment Under \$500
512004 Residential Furniture and Equipment Under \$500
512005 OCO - Furniture & Equipment - Lease/Purchase
512006 OCO - Furniture & Equipment - Lease/Purchase (County-owned CPHU)
512007 Other Furniture and Equipment \$300-\$500
512010 OCO - Household Furniture & Equipment Over \$500
512013 OCO - Maintenance Equipment Over \$500
512014 Maintenance Equipment Under \$500
512015 OCO - Computer Equipment - Lease/Purchase Over \$500
512071 SIMS Office Furniture and Equipment Under \$500
512072 SIMS Residential Furniture and Equipment Under \$500

FURNITURE AND EQUIPMENT - TRAINING

512802 Furniture and Equipment - Employee Training Under \$500
512810 OCO - Furniture and Equipment - Employee Training Over \$500
512811 OCO - Computer Equipment - Employee Training Over \$500
512812 Computer Equipment - Employee Training Under \$500

EDUCATIONAL EQUIPMENT

513001 OCO - Educational Equipment Over \$500
513004 Educational Equipment Under \$500

EDUCATIONAL - TRAINING EQUIPMENT

513804 Educational - Employee Training Equipment Under \$500
513810 OCO - Educational - Employee Training Equipment Over \$500

MEDICAL EQUIPMENT

514004 Medical Equipment Under \$500
514005 OCO - Medical Equipment - Lease/Purchase Over \$500
514006 OCO - Medical Equipment - Lease/Purchase (County-Owned CPHU)
514010 OCO - Medical Equipment Over \$500

MEDICAL - TRAINING EQUIPMENT

514804 Medical - Employee Training Equipment Under \$500
514810 OCO - Medical - Employee Training Equipment Over \$500

AGRICULTURAL EQUIPMENT

515004 Agricultural Equipment Under \$500
515010 OCO - Agricultural Equipment Over \$500

AGRICULTURAL - TRAINING EQUIPMENT

515804 Agricultural - Employee Training Equipment Under \$500
515810 OCO - Agricultural - Employee Training Equipment Over \$500

DATA PROCESSING EQUIPMENT

516005 OCO - Computer Equipment Over \$500
516006 Computer Equipment Under \$500

MOTOR VEHICLES - PASSENGER

517000 OCO - Passenger Motor Vehicles

MOTOR VEHICLES - OTHER

518000 OCO- Other Motor Vehicles

OTHER FURNITURE AND EQUIPMENT

519004 Other - Under \$500
519010 OCO - Other - Over \$500*

* To be used only when approved by Accounting Systems and Procedures (ASFMAA)

MODULAR STRUCTURES

520000 Modular Building Structures (Includes house trailers, portable structures and equipment permanently affixed thereto whether or not the intent is permanent placement.)

FIXED CAPITAL OUTLAYBUILDINGS AND FIXED EQUIPMENT

561001	FCO - Buildings and Fixed Equipment - Residential Facilities
561002	FCO - Buildings and Fixed Equipment - Office Buildings
561003	FCO - Buildings and Fixed Equipment - Laboratory Facilities
561004	FCO - Buildings and Fixed Equipment - Medical Facilities
561005	FCO - Buildings and Fixed Equipment - Cluster Facilities
561006	FCO - Buildings and Fixed Equipment - Juvenile Secured Facilities
561007	FCO - Buildings and Fixed Equipment - Room Additions
561008	FCO - Buildings and Fixed Equipment - Additional Fire Sprinklers
561009	FCO - Buildings and Fixed Equipment - Asbestos Abatement
561010	FCO - Buildings and Fixed Equipment - HVAC Items
561012	FCO - Buildings and Fixed Equipment - Artwork
561013	FCO - Buildings and Fixed Equipment - Supply & Construction, P.O. Capitalized
561014	FCO - Buildings and Fixed Equipment - Supply & Construction, P.O. Expensed.
561015	FCO - Buildings and Fixed Equipment - Unallocated Funds
561016	FCO - Buildings and Fixed Equipment - Contingency Funds
561069	FCO - Buildings and Fixed Equipment - Carpet

OTHER STRUCTURES AND IMPROVEMENTS

563001	FCO - Other Structures and Improvements - Paved Facilities
563002	FCO - Other Structures and Improvements - Fences
563009	FCO - Other Structures and Improvements - Inspections, Permits, Impact Fees
563010	FCO - Other Structures and Improvements - Authorizations, Drawings
563015	FCO - Other Structures and Improvements - Unallocated Funds
563016	FCO - Other Structures and Improvements - Contingency Funds

GENERAL FIXED ASSET GENERAL LEDGER CODES**PROPERTY, PLANT AND EQUIPMENT**

Land	27100
Buildings	27200
Accumulated Depreciation - Buildings	27300
Improvements Other Than Buildings	27400
Accumulated Depreciation - Improvements Other Than Buildings	27500
Furniture and Equipment	27600
Accumulated Depreciation - Furniture and Equipment	27700
Construction Work in Progress	27800
Library Resources	28200
Accumulated Depreciation - Library Resources	28300
Property Under Capital Lease	28400
Accumulated Depreciation - Property Under Capital Lease	28500
Other Fixed Assets	28800*
Accumulated Depreciation - Other Fixed Assets	28900*

* To be used only when approved by Accounting Systems and Procedures (ASFMAA)

<i>CITY / COUNTY CODES</i>

CITY	CODE	COUNTY	CODE
Alachua	5D	Alachua	01
Altamont Springs	2T	Seminole	59
Apalachicola	01	Franklin	19
Apopka	02	Orange	48
Arcadia	03	Desoto	14
Auburndale	5I	Polk	53
Avon Park	04	Highlands	28
Bartow	05	Polk	53
Belle Glade	06	Palm Beach	50
Bellevue	5J	Marion	42
Blountstown	07	Calhoun	07
Bonifay	08	Holmes	30
Bonita Springs	2V	Lee	36
Boynton Beach	3V	Palm Beach	50
Bradenton	09	Manatee	41
Brandon	10	Hillsborough	29
Bristol	11	Liberty	39
Bronson	12	Levy	38
Brooksville	13	Hernando	27
Bunnell	14	Flagler	18
Bushnell	15	Sumter	60
Callahan	16	Nassau	45
Cape Coral	5K	Lee	36
Cantonment	17	Escambia	17
Carrabelle	4T	Franklin	19
Casselberry	18	Seminole	59

CITY	CODE	COUNTY	CODE
Century	19	Escambia	17
Chattahoochee	20	Gadsden	20
Chiefland	21	Levy	38
Chipley	22	Washington	67
Clearwater	23	Pinellas	52
Clermont	5Q	Lake	35
Clewiston	24	Hendry	26
Cocoa	25	Brevard	05
Coconut Grove	3L	Dade	13
Coral Gables	3M	Dade	13
Crawfordville	26	Wakulla	65
Crescent City	5B	Putnam	54
Crestview	27	Okaloosa	46
Cross City	28	Dixie	15
Crystal River	29	Levy	38
Cutler Ridge	3N	Dade	13
Dade City	30	Pasco	51
Dania	6E	Broward	06
Davenport	6F	Polk	53
Daytona Beach	31	Volusia	64
Deerfield Beach	5U	Broward	06
Defuniak Springs	32	Walton	66
Deland	33	Volusia	64
Delray Beach	34	Palm Beach	50
Deltona	3F	Volusia	64
Dover	4N	Hillsborough	29
Dunnellon	5Y	Marion	42
Ellenton	5W	Manatee	41

CITY	CODE	COUNTY	CODE
Englewood	35	Sarasota	58
Edgewood	2W	Orange	48
Eustis	3B	Lake	35
Fellsmere	5P	Indian River	31
Fernandina Beach	36	Nassau	45
Florida City	3T	Dade	13
Fort Lauderdale	37	Broward	06
Fort Myers	38	Lee	36
Fort Pierce	39	St. Lucie	56
Fort Walton Beach	40	Okaloosa	46
Frostproof	5X	Polk	53
Gainesville	41	Alachua	01
Goulds	3Q	Dade	13
Graceville	4R	Jackson	32
Green Cove Springs	42	Clay	10
Greensboro	2P	Gadsden	20
Gretna	2Q	Gadsden	20
Gulf Breeze	43	Santa Rosa	57
Haines City	44	Polk	53
Hallandale	3E	Broward	06
Hallandale Beach	5H	Broward	06
Hastings	6D	St. Johns	55
Havana	2R	Gadsden	20
Hawthorne	5E	Alachua	01
Hialeah	3J	Dade	13
Hilliard	45	Nassau	45
Hobe Sound	46	Martin	43

CITY	CODE	COUNTY	CODE
Holly Hill	3G	Volusia	64
Hollywood	47	Broward	06
Homestead	3P	Dade	13
Hudson	3X	Pasco	51
Immokalee	48	Collier	11
Indiantown	4K	Martin	43
Interlachen	5A	Putnam	54
Inverness	49	Citrus	09
Jacksonville	50	Duval	16
Jacksonville Beach	51	Duval	16
Jasper	52	Hamilton	24
Jay	53	Escambia	17
Jupiter	2S	Palm Beach	50
Key West	54	Monroe	44
Keystone Heights	5N	Clay	10
Kissimmee	55	Osceola	49
Labelle	56	Hendry	26
Lacoochee	3D	Hernando	27
Lake Butler	57	Union	63
Lake City	58	Columbia	12
Lake Placid	5L	Highlands	28
Lake Wales	59	Polk	53
Lake Worth	60	Palm Beach	50
Lakeland	61	Polk	53
Land O' Lakes	62	Pasco	51
Lantana	63	Palm Beach	50
Largo	64	Pinellas	52

CITY	CODE	COUNTY	CODE
Lauderhill	2N	Broward	06
Lecanto	65	Citrus	09
Leesburg	4Z	Lake	35
Lehigh Acres	4P	Lee	36
Live Oak	66	Suwannee	61
Longwood	67	Seminole	59
Lutz	5R	Hillsborough	29
Macclenny	68	Baker	02
Madison	69	Madison	40
Magnolia Park	3W	Palm Beach	50
Marathon	70	Monroe	44
Margate	4A	Broward	06
Marianna	71	Jackson	32
Mary Esther	5T	Okaloosa	46
Mayo	72	Lafayette	34
Melbourne	73	Brevard	05
Merritt Island	74	Brevard	05
Miami	75	Dade	13
Miami Beach	3K	Dade	13
Milton	76	Santa Rosa	57
Mims	77	Brevard	05
Monticello	78	Jefferson	33
Moore Haven	79	Glades	22
Mulbury	5Z	Polk	53
Munson	80	Santa Rosa	57
Naples	81	Collier	11
Naranja	3R	Dade	13

CITY	CODE	COUNTY	CODE
Navarre	4Q	Santa Rosa	57
Neptune Beach	6G	Duval	16
New Port Richey	82	Pasco	51
New Smyrna Beach	83	Volusia	64
Niceville	5S	Okaloosa	46
North Fort Myers	2U	Lee	36
North Miami	3H	Dade	13
North Palm Beach	6B	Palm Beach	50
Oakland Park	4U	Broward	06
Ocala	84	Marion	42
Ocoee	85	Orange	48
Okeechobee	86	Okeechobee	47
Opa Locka	4C	Dade	13
Orange Park	87	Clay	10
Orlando	88	Orange	48
Ormond Beach	5V	Volusia	64
Pahokee	4V	Palm Beach	50
Palatka	89	Putnam	54
Palm Bay	90	Brevard	05
Palm Harbor	3Y	Pinellas	52
Palmetto	91	Manatee	41
Panama City	92	Bay	03
Panama City Beach	93	Bay	03
Pembroke Pines	4L	Broward	06
Pensacola	94	Escambia	17
Perrine	95	Dade	13
Perry	96	Taylor	62

CITY	CODE	COUNTY	CODE
Pierson	97	Volusia	64
Pinellas Park	98	Pinellas	52
Plant City	99	Hillsborough	29
Plantation	1A	Broward	05
Pompano Beach	1B	Broward	05
Port Charlotte	1C	Charlotte	08
Port Richey	1D	Pasco	51
Port St. Joe	1E	Gulf	23
Port St. Lucie	4L	St. Lucie	56
Princeton	3S	Dade	13
Punta Gorda	1F	Charlotte	08
Quincy	1G	Gadsden	20
Raiford	3A	Bradford	04
Reddick	5M	Marion	42
Riverview	4G	Hillsborough	29
Riviera Beach	34	Palm Beach	50
Rockledge	1H	Brevard	05
Rotunda	6C	Charlotte	08
Ruskin	4J	Hillsborough	29
St. Augustine	1N	St. Johns	55
St. Cloud	1P	Osceola	49
St. Petersburg	1Q	Pinellas	52
San Antonio	4W	Pasco	51
Sanford	1J	Seminole	59
Santa Rosa Beach	1K	Walton	66
Sarasota	1L	Sarasota	58
Sebring	1M	Highlands	28

CITY	CODE	COUNTY	CODE
Seffner	4E	Hillsborough	29
Sharpes	4D	Brevard	05
Sneads	4S	Jackson	32
South Miami	4M	Dade	13
Springhill	4X	Hernando	27
Starke	1R	Bradford	04
Stuart	1S	Martin	43
Sumterville	3C	Sumter	60
Tallahassee	1U	Leon	37
Tampa	1V	Hillsborough	29
Tarpon Springs	1W	Pinellas	52
Tavares	1X	Lake	35
Tavernier	1Y	Monroe	44
Titusville	1Z	Brevard	05
Trenton	2A	Gilchrist	21
Umatilla	4Y	Lake	35
Valrico	4F	Hillsborough	29
Venice	2B	Sarasota	58
Vero Beach	2C	Indian River	31
Walnut Hill	2D	Escambia	17
Wahneta	6A	Polk	53
Wauchula	2E	Hardee	25
West Palm Beach	2F	Palm Beach	50
Wewahitchka	2G	Gulf	23
White Springs	5F	Hamilton	24
Wildwood	5C	Sumter	60
Wiliston	5G	Levy	38

CITY	CODE	COUNTY	CODE
Wilton Manors	4B	Broward	06
Winter Garden	2H	Orange	48
Winter Haven	2J	Polk	53
Winter Park	2K	Orange	48
Yulee	2L	Nassau	45
Zepherhills	2M	Pasco	53



PROPERTY SUBSYSTEM DATA CODE ABBREVIATIONS

ACCUM-DPR-AMT	Accumulated Depreciation
ACD-DT	Accumulated Depreciation Date
ACQ. COST	Acquisition Cost
ACQ-DT	Acquisition Date (Date Voucher Paid)
ADJ-DT	Depreciation Adjustment Date
AMT TO BE DEPR	Amount to be Depreciated
AQM	Acquisition Method
BPIN	Beginning Property Item Number
CALC-IND	Calculation Indicator
CH-ITEM-NUM	Chained Item Number
CID	Custodian Identification Number
CNTRT	Contract Number
CODE	Delegate Code
COND	Condition
COST FOR DPR	Cost for Depreciation
CS	Cash Sale Indicator
C-USAGE	Current Usage
DA	Disposition Authority
DC	Delegate Code
DISPDT	Disposition Date
DISP-PROCEEDS	Disposition Proceeds
DISP-RDOC	Disposition Reference Document Number
DISP-VENDOR	Disposition Vendor
DPM	Depreciation Method
EC-DT	Estimated Completion Date
ELU	Expected Life Units
EST. SALVAGE	Estimated Salvage Value
EXDT	Maintenance/Warranty Expiration Date
FED. PART	Federal Participation
FLRS	Number of Floors
GL	General Ledger Code

IC	Idle Code
IND	Fund Transfer Indicator
INS. CODE	Insurance Code
ITEM-NUM	Item Number
LU	Life Units
L-UPDT	Last Update (System Generated)
M-AMOUNT	Monthly Depreciation Amount
MARKEL	Markel Percentage
MDC	Monthly Depreciation Calculated
M-PCT	Monthly Depreciation Percent
MWI	Maintenance/Warranty Indicator
MWIC	Maintenance/Warranty Interval Code
OCA	Other Cost Accumulator
ORIGDT	Original Property Date (System Generated)
OTHER-DOC	Other Document Number
PERIOD END-DT	Period Ending Date
PRIME-DOC	Primary Document Number (Normally Voucher Number)
REC-DT	Receiving Date (Date the Property Received. System Generated)
RLU	Remaining Life Units
RTYPE	Record Type
SC	Status Code
SECOND-DOC	Secondary Document Number (Normally Purchase Order Number)
STATE PART	State Participation
STOP-DT	Stop Depreciation Date
SQFT	Square Footage
UA	Use Allowance
VM	Valuation Method
YTD-DPR-AMY	Year to Date Depreciation Amount

CHAPTER 11**DEFINITIONS OF PROPERTY TERMS**

Accumulated Depreciation (ACCUM-DPR-AMT) - A valuation account to record the accumulation of periodic credits made to record the expiration of the estimated service life of fixed assets; 10.2 numeric.

Accumulated Depreciation Date (ACCUM-DT) - The date that accumulated depreciation was entered/calculated into the system; 6 numeric.

Acquisition Cost (ACQ. COST) - The amount of money or other consideration exchanged for property; 10.2 numeric.

Acquisition Date (ACQ-DT) - The date that acquired property was entered into the system; 6 numeric.

Acquisition Method (AQM) - The method under which a property item is acquired; 1 numeric. Acceptable inputs are:

- 1 = Purchased
- 2 = Donated
- 3 = Government Surplus
- 4 = Lease Purchase
- 5 = Other
- 6 = Consolidated Equipment Financing Program
- 7 = Intrafund Transfer

Amount to be Depreciated (AMT TO BE DEPR) - Refers to cost for stated value less the appropriate allowance. Generally this is the acquisition cost less the estimated salvage value and accumulated depreciation amount; 10.2 numeric.

Building Name - The name assigned to a building; 20 alphanumeric.

Capital Expenditure - The amount expended for the acquisition of an asset that is non-consumable in nature, with a cost of \$500 or more, and will benefit one or more future accounting periods (years). These transactions create property records that are added to the Property Master or Pending File.

Capitalization - The recording of capital expenditures into the General Fixed Asset Account Group or proprietary funds.

Chained Item Number (CH-ITEM NUM; CH-ITEM) - Represents a property item that one particular property item is related to or associated with; 8 characters, 1st 2 alphanumeric, last 6 numeric.

Class - Indicates the kind/type of property; Codes are formatted as follows:
 1st & 2nd characters = Major Group
 3rd & 4th characters = Minor classification within a Major Group

Condition (COND) - The physical condition of a property item; 1 numeric.
 Acceptable inputs are:
 1 = New
 2 = Good
 3 = Fair
 4 = Poor

Contract (CNTRT) - Code to identify a particular contract or grant within an agency. Any valid contract code on the agency's Title File may be used; 5 alphanumeric.

Cost for Depreciation (COST FOR DPR) - The portion of the cost of a fixed asset which is allocated for periodic expensing to reflect expiration of service life; 10.2 numeric.

Current Usage (C-USAGE) - The number of units available for service life depreciation; 5 alphanumeric.

Current Use Fund - The fund that purchases and utilizes a property item, unless the item has been transferred and then it will be the fund to which the item is transferred.

Custodian - The person who is responsible for maintaining the property subsystem and/or the accountability of property items.

Custodian Identification Number (CID) - The code that identifies a particular custodian within the department; 4 numeric (i.e. District 2's CID is 0002, South Florida State Hospital is 56.)

Depreciation - The portion of the cost of a property item that is calculated and charged as an expense, due to wear, age and other causes.

Depreciation Adjustment Date (ADJ-DT) - The date that a Depreciation Adjustment is made; 6 numeric.

Depreciation Method (DPM) - The method under which depreciation is recorded; 1 numeric. Acceptable inputs are:
 0 = No Depreciation
 1 = Straight Line
 2 = Service Life
 3 = Double Declining Balance
 4 = 1-1/2 Declining Balance

NOTE: Straight line depreciation is the only method that the department uses at this time.

Description - A description for property item; 35 alphanumeric.

Disposition - The process in which property records are placed in disposition (delete) status on the Property Master File.

Disposition Authority (DA) - The departmental code authorizing disposition of items; 2 alphanumeric. Acceptable inputs are:

AS = Administrative Services Director

BF = Department of Banking and Finance

BM = Business Manager

DA = District Administrator or Designee

GS = General Services Manager

HQ = Office of General Services, Central Office

LE = Legislature

PA = Property Administrator

Disposition Date (DISPDT) - The date the property item was disposed; 6 numeric.

Disposition Proceeds (DISP PROCEEDS) - The amount received from the sale of a property item; 10.2 numeric.

Disposition Reference Number (DISP-RDOC) - The number assigned to property disposal transactions; 6 alphanumeric.

Disposition Vendor (DISP-VENDOR) - The vendor to which the property was disposed; 16 alphanumeric.

Estimated Completion Date (EC-DT) - Target date for completion of a construction job; 6 numeric.

Estimated Salvage (EST. SALVAGE) - The estimated value of a property item at the termination of its useful life; 10.2 numeric.

Expected Life Units (ELU) - The number of units in the expected life of an item; 5 numeric. Expected life units are listed in CFOP 80-2, Chapter 10, Attachment 1.

Federal Participation (FED PART) - The amount of Federal moneys that participate in the acquisition of the fixed asset; 10.2 numeric.

Fixed Capital Outlay (FCO) - As defined in Section 216.011, F.S., Fixed Capital Outlay means "real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures etc.), including additions, replacements, major repairs and renovations to real property which materially extend its useful life or materially

improve or change its functional use and including operating capital outlay necessary to function and operate a new or improved facility.”

General Fixed Assets - Capitalized property items over \$500 (OCO and FCO) which must be recorded in the Property Subsystem.

General Fixed Asset Account Group - A group of self-balancing General Ledger accounts which account for fixed assets of a governmental unit other than those related to proprietary funds. (It has no revenue or expenditure accounts).

General Ledger Code (GL) - The accounts needed to reflect the financial position and the results of operations of an entity; 5 numeric.

Governmental Funds - Accounting entities which account for revenues and expenditures which are segregated for the purpose of maintaining activities and/or attaining objective in accordance with state regulations, restrictions or limitations.

Grant - Code to identify a particular grant within an agency; 5 alphanumeric.

Idle Code (IC) - The code which displays whether or not an item is being utilized; 1 alphanumeric. Acceptable inputs are:

Y = Yes

N = No

Insurance Code (INS. CODE) - The code that displays the insurance type and expiration date; 7 alphanumeric. Acceptable inputs are:

SPL = Special Coverage

STD = Standard Coverage

The expiration date must consist of the month and year (MMYY) that the insurance coverage expires.

Last Update (L-UPDT) - The date that the Master File record was last updated; 6 numeric.

Lease Purchase Subset - Information filed concurring relevant lease purchase data. (Cumulative amounts updated when lease purchase transactions are recorded); 91 numeric, each of the following fields consist of 13 characters each:

1 = Months

2 = Hours

3 = Miles

4 = Other

NOTE: Months is the only life unit that the department uses at this time.

Location - Identifies the location of an item; 16 numeric. Location codes should be entered as follows:

Characters

1-2

Location Field

County Code

3-4	City Code
5-8	Building Number
9-10	Floor Number
11-16	Room Number

Maintenance/Warranty Expiration Date (EXDT) - The date the maintenance/warranty contract expires; 4 numeric (MMYY).

Maintenance/Warranty Indicator (MWI) - The code that identifies if an item has a maintenance or warranty contract; 1 alphanumeric. Acceptable inputs are:

M = Maintenance

W = Warranty

Maintenance/Warranty Interval Codes (MWIC) - The interval code that applies to the maintenance/warranty contract; 1 alphanumeric. Acceptable inputs are:

M = Monthly

Q = Quarterly

S = Semi-Annual

A = Annual

O = Other

Maintenance/Warranty Vendor (VENDOR) - Identification of the Vendor for the maintenance/warranty contract; 16 alphanumeric.

Manufacturer/Builder - Identification of the vendor that manufactured or built the property item; 16 alphanumeric.

Markel Percentage (MARKEL) - Percentage which can be used to automatically appreciate buildings for insurance purposes; 2.3 numeric.

Monthly Depreciation Amount (M-AMOUNT) - The depreciation expense computed for a one month period; 10.2 numeric.

Monthly Depreciation Calculated - Identifies if a property item is to be depreciated on a monthly basis; 1 alphanumeric. Acceptable inputs are:

Y = Yes

N = No

Monthly Depreciation Percentage (M-PCT) - A numeric value (%) used on a monthly basis to compute depreciation; 3 numeric, assumes a leading decimal.

Next Physical Inventory Date - The date of the next expected physical inventory; 6 numeric.

Number of Floors (FLRS) - The number of floors contained in the building; 2 numeric.

Operating Capital Outlay (OCO) - as defined in Section 216.011, F.S., Operating Capital Outlay means "equipment, fixtures, and other tangible personal property of a nonconsumable and nonexpendable nature, the value or cost of which is \$500 or more and the normal expected life of which is 1 year or more, and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is \$25 or more, and hardback-covered bound books, the value or cost of which is \$100 or more."

Operating Level - The operating level at which fiscal records are kept and financial statements produced.

ORG. Level 1-5 - The organization code designates the line of authority structure within an entity. There are five levels of organization; 11 numeric.

Original Property Date (ORIGDT) - The date an item was first added to the Property Master File; 6 numeric.

Other Cost Accumulator (OCA) - Used to accumulate costs which are unique to an organization and have not been previously classified; 5 numeric. DCF uses this field to identify the source of funds used to purchase items. The original purchasing OCA must be maintained on the Master File throughout the life of the item. Therefore this field should never be updated.

Other Document Number (OTHER-DOC) - Any document number other than those established in FLAIR; 11 alphanumeric.

Ownership Fund - The "fund" (account group) that represents the entity in which fixed assets are maintained.

Page - The screen number within the Property Master File (PM) function; 1 numeric.

Period Ending Date (PERIOD END-DT) - The date the period ends for accounting purposes; 6 numeric.

Primary Document Number (PRIME-DOC) - The sequential number of the voucher that purchased the property item; 11 alphanumeric.

Program Functions (PF) - Refers to performing various specific functions on or from a screen using certain keys on the keyboard.

PF3 - Processes current screen and returns to the Mini Menu.

PF4 - Processes current screen and returns to the Main Menu.

PF5 - Refreshes screen and displays screen as it appeared before any input was made.

PF6 - Returns to the first record meeting the search criteria.

PF8 - Pages forward one screen.

PF12 - Escapes and does not process the current screen.

Project Identifier (PROJECT/PROJECT ID) - An assigned number to identify projects; 11 alphanumeric.

Property Item Number (BPIN) - The sequential number that identifies an item; 8 alphanumeric with the first two digits (prefix) being the last two digits of the CID and the last six digits being the assigned number.

Property Unique - A unique code that may be used in any manner; 20 alphanumeric.

Proprietary Funds - Enterprise funds which account for operations that are financed and operated in a manner similar to private enterprise and expenses are recovered primarily through user fees.

Purchasing Fund(s) - The accounting entity representing the source of funds or the legal right issued to disburse money; 36 numeric. Up to ten purchasing funds can be listed on Master File Record. The purchasing fund(s) field consists of the GAAFR Fund Type, State Fund Type and Fund Identifier for each fund that participated in the acquisition of the item.

Receiving Date (REC-DT) - The date the property was physically received by the department. (MMDDYY).

Record Type (RTYPE/RTYP) - The type of fixed asset defined in GAAFER under the major property classification; Acceptable inputs are:

- 1 = Land
- 2 = Building
- 3 = Machinery and Equipment
- 4 = Improvements Other Than Buildings
- 5 = Construction Work in Progress
- 6 = Other Fixed Assets

Remaining Life Units (RLU) - Unexpired units in revised estimated life of the property item; 5 numeric.

Restoration - The process for which property records in disposition status are restored to active status on the Property Master File.

Secondary Document Number (SECOND-DOC) - The sequential number (purchase Order) that the property item was purchased on; 11 alphanumeric.

Serial Number - Item serial number assigned by the manufacturer; 12 alphanumeric.

Square Footage (SQFT) - The floor area of building; 8 alphanumeric..

State Participation (STATE PART) - The amount of state moneys that participated in the acquisition of the fixed asset; 10.2 numeric.

State Program Component - Used to record a plan for the organization and/or use of resources to meet specified objectives as promulgated by the Executive Office of Governor and presented in the state program structure. Acceptable inputs are:

1st 10 characters = State Standard

Last 6 characters = Optional

(Note: The last 6 characters will always be "000000".)

Status Code (SC)

1). Indicates action taken when updating a property record. Acceptable inputs are:

Blank = Active

1 = Sold

2 = Traded

3 = Junked

4 = Lost or Stolen

5 = Deleted

7 = Casualty loss

8 = Lost or Stolen items pending Dept. of Banking and Finance approval

2). Indicates type of TR-16 (Property General Accounting) entry input. Acceptable inputs are:

A = Adjustment to Additions

B = Adjustments to Beginning Balances

D = Adjustments to Deletions

Stop Depreciation Date (STOP-DT) - Refers to the last date of projected depreciation for a property item; 4 numeric (MMYY)

Title Number - The vehicle title number; 15 alphanumeric.

Use Allowance (UA) - Represents percentage of the amount reimbursed by the Federal Government when using state-owned property for a federal project; 4 numeric.

Valuation Method (VM) - Refers to the basis for acquisition cost of an item; 1 numeric. Acceptable inputs are:

1 = Cost

2 = Appraised Historical

3 = Appraised Fair Market Value

4 = Assigned Value

5 = Book Value

9 = Other

Vendor - Identifies persons or firms the organization may make payments to or receive payments from; 21 alphanumeric.

Vendor Name - Short name associated with the above Vendor ID Number; 10 alphanumeric.

Year-To-Date Depreciation Amount (YTD-DPR-AMT) - The accumulated depreciation amount for the current year; 10.2 numeric.

CHAPTER 12

PROPERTY REPORTS AND DISTRIBUTION

PROPERTY REPORTS AND DISTRIBUTION. FLAIR property reports requests should be coordinated through the district fiscal office with the Office of Accounting Systems and Procedures (ASFMS) in accordance with the procedures and forms outlined in Volume 35, Chapter 1 of the Accounting Procedures Manual. ASFMS also has overall responsibility for the maintenance and modification of all HRS FLAIR reports.

FLAIR reports are available in three forms. All FLAIR reports when requested are placed into the Report Distribution System or RDS, which allows on-line viewing of reports. RDS also permits users to perform searches within, attach notes to and print all or parts of reports as well as the ability to change the viewing of it. Reports may also be obtained in a hard copy form as well as on microfiche. All reports are distributed by the district fiscal office.

The district fiscal offices are responsible for maintaining FLAIR report logs to ensure receipt of all reports. If reports are missing, incomplete or inaccurate, property personnel should advise the district fiscal office so that the problem can be corrected.

District fiscal offices should immediately distribute FLAIR property reports and the corresponding microfiche to district and institution property offices.

PROPERTY REPORT DESCRIPTIONS

PR01DT

<i>Report Title:</i>	<u>List of Incomplete Property Master Records</u>
<i>Description:</i>	Identifies property records that have not had the non-accounting information manually added and that have not been updated with an accounting transaction.
<i>Sort:</i>	L2, Sort L3, L4-L5, Custodian Identification Number, Item
<i>Input Parameters:</i>	None
<i>Totals:</i>	None
<i>Frequency:</i>	Monthly

PR02ADD

<i>Report Title:</i>	<u>Property Items Added to Master File</u>
<i>Description:</i>	Lists property records added to the Property Master File by accounting transactions only. Does not include transfers. Selects records for current date only unless a date range is specified.
<i>Sort:</i>	L2, Sort L3, L4-L5

Input Parameters: Beginning Date (MMDDYY), Ending Date (MMDDYY)

Totals: None

Frequency: Daily and Monthly

PR04DTY

Report Title: **Listing of Non-Accounting Property History By Item Number**

Description: Lists all non-accounting changes made to property records during the past fiscal year by the date made and item number.

Sort: L2, Sort L3, L4-L5, Item, Transaction Type, Date, Time

Input Parameters: Date (MMDDYY), Item (8)

Totals: None

Frequency: Yearly

PR05VEX

Report Title: **SAMAS Property Pending File Transactions Deleted**

Description: Lists transactions deleted from the Property Pending File. Used to reconcile differences between the SAMAS Detail and the Property Master File.

Sort: L2, Sort L3, Primary Document Number, Secondary Document Number, Other Document Number

Input Parameters: Date (YYMMDD)

Totals: None

Frequently: Monthly

PR06DELG

Report Title: **Property Custodian's Inventory List**

Description: List property records in Item Number sequence by Organization Code within Delegate Code.

Sort: L2, Sort L3, Custodian Identification Number, Delegate, Report Type, Item

Input Parameters: CID (3)

Totals: Delegate code, L2, Sort L3

Frequency: Upon Request

PR06FIRE

Report Title: **Fixed Asset Subsidiary Fire Insurance Report**

Description: Lists Item Number by Floor, Room and Acquisition Date within Organization Code for Fire Insurance Reporting Purposes

Sort: L2, Sort L3, Building Number, Object, Item

Input Parameters: None

Totals: Object within Building

Frequency: Upon Request

PR06INV

Report Title: **Property Subsidiary Custodian's Inventory List**

Description: Lists Property Items by Building within Organization Code, Floor and Room for conducting annual inventories.

Sort: L2, Sort L3, L3-L5, Building Number, Item

Input Parameters: None

Totals: Building

Frequency: Upon Request

PR06INVB

Report Title: **Property Subsidiary Custodian's Inventory List**

Description: Lists Property Items by Organization Code within Building, Floor and Room for conducting annual inventories

Sort: L2, Sort L3, Building Number, L3-L5, Item

Input Parameters: None

Totals: Organization within Building

Frequency: Upon Request

PR07CLAS

Report Title: **List of Property by Class in Item Number Sequence**

Description: Lists property records by Item Number within class codes within sort level 3. Page breaks are at change of sort level 3.

Sort: L2, Sort L3, Item

Input Parameters: None

Totals: None

Frequency: Upon Request

PR07ITEM

Report Title: **List of Property in Item Number Sequence**

Description: Lists property records in Item Number sequence within sort level 3. Page breaks are at change of sort level 3.

Sort: L2, Sort L3, Item

Input Parameters: None

Totals: Cost/Donations

Frequency: Upon Request

PR07SPC

Report Title: **List of Property in Item Number Sequence**

Description: Lists property records by Item Number within Org. Code within State Program Component within Current Use Fund.

Sort: L2, Sort L3, Current Use Fund, Item

Input Parameters: None

Totals: Cost/Donations

Frequency: Upon Request

PR08PPVO

Report Title: **SAMAS Property Pending File List by Voucher Number**

Description: Lists records on the Property Pending File by voucher number within Org. Code.

Sort: L2, Sort L3, L3-L5, Primary Document Number, Secondary Document Number, Other Document Number

Input Parameters: None

Totals: None

Frequency: Monthly

PR09CORR

Report Title: **List of Ownership Funds with Correlated Purchasing Funds**

Description: Lists Correlated Purchasing Funds within Ownership Funds

Sort: Ownership Fund, Purchasing Fund

Input Parameters: Sort-Type (3)

Totals: None

Frequency: Upon Request

PR10OGB

Report Title: **Fixed Asset GL Balances by Fund for Requested Organization for Property Acquired Before: XX/XX/XX**

Description: Produces a report that shows Org. Code balances by General Ledger code within Budget Entity within Ownership Fund.

Sort: L2, Sort L3, Ownership Fund, General Ledger Code, Object

Input Parameters: Date (MMDDYY)

Totals: Internal Budget Indicator

Frequency: Upon Request

PR10PBG

Report Title: **SAMAS Property General Ledger Balances**

Description: Produces a report that shows Org. Code balances by General Ledger Code within Budget Entity within Purchasing Fund.

Sort: L2, Sort L3, Purchasing Fund, Budget Entity, General Ledger Code

Input Parameters: Date (MMDDYY)

Totals: Internal Budget Indicator

Frequency: Upon Request

PR12TB

Report Title: **SAMAS Property Master File Trial Balance**

Description: Produces a report that shows Org. Code balances by Object Code within General Ledger Code within Budget Entity within Purchasing Fund.

Sort: L2, Sort L3, Ownership Fund, Purchasing Fund, General Ledger Code, Object

Input Parameters: None

Totals: Ownership Fund

Frequency: Upon Request

PR14DTO

Report Title: **Detail List of Adjustments by Budget Entity/Purchasing Fund**

Description: Lists items by General Ledger Code within Purchasing Fund

Sort: L2, Sort L3, Budget Entity/Internal Budget Indicator, Purchasing Fund, Primary Document Number, Acquisition Method, General Ledger Code, Item

Input Parameters: Beginning Date (YYMMDD), Ending Date (YYMMDD)

Totals: General Ledger, Purchasing Fund, Budget Entity, Acquisition Method

Frequency: Monthly

PR14DTP

Report Title: **Detail List of Adjustments by IBI Code/Purchasing Fund**

Description: Lists items by Object Code within Purchasing Fund

Sort: L2, Sort L3, L3, Internal Budget Indicator, Budget Entity, Fund Identifier, General Ledger Code, Object, Item, Primary Document Number

Input Parameters: Beginning Date (YYMMDD), Ending Date (YYMMDD)

Totals: Object, General Ledger, Purchasing Fund, L1-L3

Frequency: Monthly

PR162

Report Title: **Listing of Accounting Property History at Level X**

Description: Produces a detail listing of property transactions by Item Number within transaction type and organization code.

Sort: L2, Sort L3, L4-L5, Transaction Type, Item, Transaction Date, General Ledger Code

Input Parameters: Transaction Code (3), Level (2), Cycle (1), Date (1)

Totals: Transaction Type within Organization Code.

Frequency: Monthly

PR16ITEM

Report Title: **Listing of the Property History File by Item/Transaction**

Description: Produces a detail listing of property transactions by Item Number within Transaction Type within Category within Ownership Fund.

Sort: L2, Sort L3, Ownership Fund, General Ledger Code, Category, Transaction Type

Input Parameters: RPT Option (1), TR Code, (3), Item #/Fund/Date (20)

Totals:

Frequency: Upon Request

PR18TTLE

Report Title: **Listing of Property Title Records**

Description: Lists location codes and class codes recorded on the FLAIR Property Title File.

Sort: Code IA, IB

Input Parameters: Record Type(s) (4)

Totals: None

Frequency: Quarterly

PR20DPIN

Report Title: **Depreciation for Inactive Items**

Description: Reads the Property Master File for the date range entered to the program (if no date range is entered, current fiscal year is used) and reports all items with a non-blank status code. It flags acquisition cost - estimated salvage value - accumulated depreciation life-to-date = amount to be depreciated.

Sort: L2, Sort L3, Ownership Fund, L2-L5, Item

Input Parameter: Beginning Date (YYMMDD), Ending Date (YYMMDD)

Totals: Org, Ownership Fund

Frequency: Yearly

PR20LOST

Report Title: **List of Items Lost or Stolen**

Description: Reads the Property Master File for only status "8" records. It is used to determine lost or stolen property items to request approval from the Department of Banking and Finance for deletion.

Sort: L2, Sort L3, Ownership Fund, Disposition Fiscal Year, L2-L5, Object Code, Item

Input Parameters: Beginning Date (YYMMDD). Ending Date (YYMMDD)

Totals: Object Code, L2-L5, Disposition Fiscal Year, Ownership Fund

Frequency: Yearly

PR20ODT

Report Title: **List of Property in Ownership Fund/Organization Code/Item Number Order**

Description: Reflects acquisition cost, monthly depreciation, accumulated depreciation life-to-date and year-to-date, received date, and last depreciation period ending date.

Sort: L2, Sort L3, Ownership Fund, L1-L5, Item

Input Parameters: None

Totals: Ownership Fund, Organization Code.

Frequency: Quarterly

PR24FAM1

Report Title: **Report of Changes in General Fixed Assets at Level X**

Description: Produces a month-to-date report of beginning balances, additions, deletions and ending balances by general ledger code. Adjustments to beginning balances, additions and deletions are detailed by transaction type.

Sort: L2, Sort L3, L3-L5, Fund, General Ledger Code

Input Parameters: Level (2), State Standard Indicator (2)

Totals: General Ledger Code, Fund within Org

Frequency: Monthly

PR24FAY1

Report Title: **Report of Changes in General Fixed Assets at Level X**

Description: Produces a year-to-date report of beginning balances, additions, deletions, and ending balances by general ledger code. adjustments to beginning balances, additions and deletions are detailed by transaction type.

Sort: L2, Sort L3, L3-L5, Fund, General Ledger Code

Input Parameters: Level (2), State Standard Indicator (2)

Totals: General Ledger Code, Fund within Org.

Frequency: Yearly

PR25TGD

Report Title: **List of ORG Transfers**

Description: Lists property items that have been transferred from one organization code to another organization code.

Sort: Input Parameter Sort Indicator = "blank" or "1"
L2, Sort L3, L1-L5, General Ledger Code, Item, Machine Date, Ownership Fund with totals by Organization Code.

Input Parameter Sort Indicator = "2"
L2, Sort L3, Ownership Fund, General Ledger Code, Item, Machine Date, L1-L5 with totals by Ownership Fund.

Input Parameters: Sort (1), Beginning Date (MMDDYY), Ending Date (MMDDYY)
Totals: General Ledger Code, Organization or Ownership Fund, Grand Total
Frequency: Monthly

PR26DT1

Report Title: **Detail Listing of Changes in General Fixed Assets at Level X**
Description: Produces a detail listing of changes in general fixed assets at the organization level input to program.
Sort: L2, Sort L3, Organization Code, Fund, General Ledger code, Transaction Type, Item, Transaction Date, Document Number
Input Parameters: Level (2), Cycle (1), Dates (12)
Totals: Transaction Type
Frequency: Monthly

PRCHAIN

Report Title: **Property Chained Item Number Listing**
Description: Reads the Property Master file and produces a listing of all chained items
Sort: L2, Sort L3, Chained Item Number, Item, L3-L5
Input Parameters: None
Totals: Chained Item
Frequency: Upon Request

PRDT26-1

Report Title: **Detail Listing of Changes in General Fixed Assets at Level X**
Description: Produces a detail listing of changes in general fixed assets at the organization level input to program.
Sort: L2, Sort L3, Current Use Fund, General Ledger Code, Category, Transaction Type, Item, Date, Document Number
Input Parameters: Level (2), Cycle (1), Dates (12)
Totals: Transaction Type
Frequency: Yearly

PRDTGL1

Report Title: **Listing of General Fixed Assets by Department**
Description: Lists Property items by Item Number within Org. Code within General Ledger code within Fund.
Sort: L2, Fund, General Ledger Code, L2-L5, Item, Description, Amount, Prime Document Number, Secondary Document Number
Input Parameters: Date (MMDDYY)
Totals: General Ledger, Fund

Frequency: Upon Request

PRINBEPC

Report Title: **Property Inventory by Budget Entity/Program Component**

Description: Lists object code totals within Internal Budget Indicator within State Program Components within Budget Entity.

Sort: Budget Entity, State Program Component, Internal Budget Indicator, Object Code

Input Parameters: Date (MMDDYY)

Totals: Internal Budget Indicator within State Program Component within Budget Entity

Frequency: Upon Request

PRLT500

Report Title: **List of Property Costing Under \$500.00**

Description: Lists all items on the Property Master File recorded with a value of less than \$500.00.

Sort: L2. Sort L3, Item

Input Parameters: None

Totals: Sort L3, L2

Frequency: Upon Request
