




# Office of the State Controller

## OFFICIAL MEMORANDUM

To: Fiscal Officers

From: Troy Scoggins, Deputy State Controller 

Date: May 3, 2022

Subject: Fixed Asset (FA) Data Entry Deadline and Operations Schedule

The last day available for entering any fixed asset information for the year ending June 30, 2022 is Wednesday, July 20, 2022. This is the final day OSC will accept an agency submission, and no extensions will be granted due to the Annual Comprehensive Financial Report (ACFR) data requirements. It is crucial that all temporary assets existing in the Capitalized (CAP) asset temporary level be processed before the July 20, 2022 deadline. At the end of this business day, all temporary assets that remain in the CAP temporary level will be purged. The Inventory (INV) temporary level will continue to be purged monthly, leaving three months of data available. As a reminder, please clear all assets that appear under the 7999-asset account number before year-end. The 7999-asset account number is a “suspense account” where the system does not recognize the expense number on the 260 screen in the Fixed Asset module.

The following asset reports should be used for reconciliation:

### **C-FA-CAPITAL-ASSET-LIST**

This report series lists capital assets and can be found in XPTR/NCxCloud (Systemware) OSCOP\* FA CAPITAL ASSET LIST.

### **C-U-FA-CAPITAL-ASSET-REPORTS**

This report series contains multiple reports that previously were separate. These reports can be generated in Information Expert (IE) prior to year-end at the agency’s discretion. Within this report series are the following:

- Capital Assets added in the current fiscal year.
- Capital Assets retired in the current fiscal year.
- Capital Assets transferred in/out during the current fiscal year.
- Capital Assets with adjustments in the current fiscal year.
- Capital Assets added in the current fiscal year for a prior fiscal year.



### **C-U-FA-ASSET-LIST- RUN**

This report series contains temporary assets that have not been converted to permanent assets. This report can be generated in Information Expert (IE) in FAPUBLIC library.

### **FA500-9 INVALID EXPEND and C-U-FA-INFORMATION-RPT-RUN**

These reports will list all assets that appear in the 7999-suspense account.

- The FA500-9 INVALID EXPEND report is in XPTR/NCxCloud and is generated at the end of each month. **This report can be accessed through June 30<sup>th</sup> for Fiscal Year 22 assets.**
- The C-U-FA-INFORMATION-RPT-RUN report is in Information Expert (IE) and can be generated from the FAPUBLIC library. When generating this report, be sure to complete field WK-ASSET-ACCT 'XXXX' (key 7999 in place of XXXX). **You will need to run this report only if after June 30<sup>th</sup>.**

### **FA500-H CAP ASSET ERR REP**

This report will list all assets that have an invalid acquisition date. The report is in XPTR/NCxCloud and is generated each month.

The final reports will be generated as part of year-end after all assets are entered on July 20, 2022.

The following schedule has been established for the Fixed Asset end-of-year processing:

#### **June 30**

The Master file will be updated. Validation and Audit Ledger reports will be available July 1st in XPTR/NCxCloud. Maintenance and Depreciation (MAD) controls will be reset, and depreciation calculated. All depreciable assets must be entered by 7:00 p.m. for depreciation to be calculated automatically by the system. For assets entered after the monthly update depreciation cycle has been executed, the operator must manually calculate and enter the amount of applicable depreciation for fiscal year 2022 for the new asset in the "Year to Date Depreciation" and the "Life to Date Depreciation" fields on screen 260.

#### **July 5 – July 20**

Fixed assets received in Fiscal Year 2022, paid in July with an accrual indicator, will be interfaced from AP to FA. This activity is reflected on the daily AP to FA Interface reports in XPTR/NCxCloud group MM132-1. Any assets paid on or after July 20<sup>th</sup> will be interfaced to Fixed Assets as FY 2023 assets regardless of whether they are recorded with an accrual indicator or not.

#### **July 5 – July 20**

Year-end reports will be available in the FAPUBLIC library to be generated as needed.

#### **July 5**

System available for all users. Begin entering June 2022 retirements.

#### **July 8**

All asset transfers for fiscal year 2022 must be received by OSC Support Services for data entry into the system.



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**July 20**

Final day of FA data entry for Fiscal Year 2022. The final update process for Fiscal Year 2022 will be run that evening. All remaining temporary asset numbers in the CAP temporary level will be purged. The year-end inventory reports will be available in XPTR/NCxCloud group FAFIN-1 and FAFIN-2.

Year-end capital asset reports will be available in the following XPTR/NCxCloud groups:

- FA CAPITAL ACQ PY
- FA CAPITAL ACQUISITIONS
- FA CAPITAL ASSET ACTIVITY
- FA CAPITAL ASSET LIST
- FA CAPITAL COST ADJUST
- FA CAPITAL DEPRECIATION
- FA CAPITAL RETIREMENTS
- FA CAPITAL TRANSFERS IN
- FA CAPITAL TRANSFERS OUT

**July 22 – August 10**

Begin FA processing for Fiscal Year 2023. Enter July 2022 asset information. All agencies are reminded not to retire any 2023 assets until after August 10<sup>th</sup>.

**July 29**

Fixed assets paid in July that are Fiscal Year 2023 assets will be interfaced from AP to FA. These reports are located in XPTR/NCxCloud group OSCOP\* FAREL Release AP Invoices.

**August 10**

Booked-through date set to 2023-01. July depreciation runs and monthly production reports are generated.

**August 10**

Fixed assets with payment dates from August 1<sup>st</sup> - August 10<sup>th</sup> will be interfaced. These reports will be in XPTR/NCxCloud group OSCOP\* FAREL Release AP Invoice, then the nightly interface from AP to FA module will resume.

**August 11 – August 31**

Enter August 2022, Fiscal Year 2023 asset information. Agencies can retire 2023 assets on or after August 11<sup>th</sup>.

**August 31**

Booked-through date set to 2023-02. August depreciation runs and monthly production reports are generated.

**September 1**

Resume normal operations schedule and begin September activities.

In addition to the North Carolina Accounting System (NCAS) routine operating hours (6 a.m. to 7 p.m. Monday through Friday, except holidays) NCAS will be available on Saturdays beginning June 1<sup>st</sup> for your



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agency to complete its fixed asset processing requirements. Please consult the [OSC website for the latest schedule of system availability](#). Watch your CICS sign on screen and the OSC website for special messages concerning system operations.

A copy of this memo can be found on the OSC website under the following link:  
<https://www.osc.nc.gov/state-agency-resources/statewide-accounting-memos/2022-memos> -  
Memorandum No. SAD 22-22. Any questions regarding the Fixed Asset System, including IE report questions, can be directed to the OSC Support Services Center at (919) 707-0795 or [osc.support.services@osc.nc.gov](mailto:osc.support.services@osc.nc.gov).

My staff and I appreciate your agency's cooperation as we once again complete the Fiscal Year Fixed Asset processing.

Thank you.

SAD 22-22