



State of North Carolina

Office of the State Controller

DAVID T. MCCOY
STATE CONTROLLER

April 23, 2010

MEMORANDUM

TO: Fiscal Officers

FROM: David McCoy

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, 2010 will be Friday, August 6, 2010. This date is the final day this office will accept an agency submission and **no extensions can be granted** due to the Comprehensive Annual Financial Report (CAFR) data requirements. **It is crucial that all temporary assets existing in the Capitalized (CAP) Asset temporary level be processed before the August 6th 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 3 months of data available. As a reminder, please clear all assets that are appearing under the 7999 control number before year end. The 7999 control number is a “suspense account” where the system does not recognize the account number on the 260 screen in the Fixed Asset module.

The following asset reports should be used for reconciliation:

1. C-FA-CAPITAL-ASSET-LIST

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

2. C-U-FA-CAPITAL-ASSET-REPORTS

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

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

3. C-U-FA-DEPRXX

This report can be run instead of the Expense Ledger which is not available for those agencies that depreciate for financial reporting purposes. This report can be run prior to year-end at the agency's discretion in IE.

These final reports will be run as part of year-end after all assets are entered on August 6, 2010.

Both a valid RACF User id/Password and NCAS Operator ID are required to access the NCAS Fixed Asset (FA) System. Please note that the RACF Password and NCAS Operator ID must be changed every 90 days or it will expire. If your user's RACF password expires, contact your agency's RACF Administrator to have this password reinstated. If the NCAS Operator ID is unknown or has expired, contact the OSC Support Services Center at (919) 707-0795.

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

July 2 - July 30

Fixed assets received in Fiscal Year 2010, 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 group MM132-1. All accruals paid after July 30th must be added manually to the Fixed Asset module.

July 2

Master file will be updated. Validation and Audit Ledger reports will be available July 6th in XPTR. Maintenance and Depreciation (MAD) controls will be reset on this day and depreciation calculated. **All depreciable assets must be entered by 7:00 p.m. on July 2nd 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 2010 for the new asset in the "Year to Date Depreciation" and the "Life to Date Depreciation" fields on screen 260.**

July 6 - August 6

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

July 6

System available for all users. Begin entering June 2010 Retirements.

July 9

All asset transfers for fiscal year 2010 must be received by OSC NCAS Helpdesk for data entry into the system.

August 6

Final day of FA data entry for Fiscal Year 2010. The final update process for Fiscal Year 2010 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 group FAFIN-1 and FAFIN-2. Year-end capital asset reports will be available in the following XPTR 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**

August 9 – August 20

Begin FA processing for Fiscal Year 2011. Enter July 2010 asset information. **All agencies are reminded not to retire any 2011 assets until after August 23rd.**

August 9

Fixed assets paid in July that are not Fiscal Year 2010 accruals (no accrual indicator) will be interfaced from AP to FA. These reports will be located in XPTR group OSCOP* FAREL Release AP Invoices.

August 20

Booked through date set to 2011-01. July monthly production reports and depreciation run.

August 20

Fixed assets with payment dates from August 1st - August 20th will be interfaced. These reports will be located in XPTR group OSCOP* FAREL Release AP Invoice, then the nightly interface from AP to FA module will resume.

August 23 – September 3

Enter August 2010, Fiscal Year 2011 asset information. **Agencies can now retire 2011 assets after August 23rd.**

September 3

Booked through date set to 2011-02. August monthly production reports and depreciation run.

September 7

Resume normal operations schedule, begin September activities.

Consistent with OSC's routine operating procedures, the NCAS system will be available from 6:00 a.m. to 7:00 p.m. Monday through Friday (except holidays) for your 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 and Fixed Asset Year-End Report Certification can be found on the OSC website at the following link: http://www.osc.nc.gov/sigdocs/sig_docs/sigCurrent_Memos.html - Memorandum No. SAD 10-26. Any questions regarding the Fixed Asset System, including IE report questions, may be directed to the OSC Support Services Center at (919) 707-0795.

My staff and I appreciate your agency's cooperation as we once again complete the Fiscal Year Fixed Asset processing. Please let us know if we can be of assistance or if you have any questions or suggestions.

Thank you.

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