



State of North Carolina

Office of the State Controller

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ACTING STATE CONTROLLER

April 21, 2014

MEMORANDUM

TO: Fiscal Officers

FROM: James G. Dolan 

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, 2014 will be Friday, July 25, 2014. 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 July 25th 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 (System Ware) 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 July 25, 2014.

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 24

Fixed assets received in Fiscal Year 2014, 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. Any assets paid on or after July 25th will be interfaced to Fixed Assets as FY 2015 assets regardless of whether they are recorded with an accrual indicator or not.

June 30

Master file will be updated. Validation and Audit Ledger reports will be available July 1st 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 June 30th 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 2014 for the new asset in the "Year to Date Depreciation" and the "Life to Date Depreciation" fields on screen 260.

July 2 – July 25

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

July 2

System available for all users. Begin entering June 2014 Retirements.

July 14

All asset transfers for fiscal year 2014 must be received by OSC NCAS Helpdesk for data entry into the system.

July 25

Final day of FA data entry for Fiscal Year 2014. The final update process for Fiscal Year 2014 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

July 26 – August 13

Begin FA processing for Fiscal Year 2015. Enter July 2014 asset information. All agencies are reminded not to retire any 2015 assets until after August 13th.

July 31

Fixed assets paid in July that are Fiscal Year 2015 assets will be interfaced from AP to FA. These reports will be located in XPTR group OSCOP* FAREL Release AP Invoices.

August 13

Booked-through date set to 2015-01. July monthly production reports and depreciation run.

August 14

Fixed assets with payment dates from August 1st - August 14th 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 14 – August 29

Enter August 2014, Fiscal Year 2015 asset information. Agencies can now retire 2015 assets on or after August 14th.

August 29

Booked-through date set to 2015-02. August monthly production reports and depreciation run.

September 2

Resume normal operations schedule, begin September activities.

Consistent with OSC's routine operating procedures, NCAS will be available from 6 a.m. to 7 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 can be found on the OSC website under the following link: <http://www.osc.nc.gov/news/memos.html> - Memorandum No. SAD 14-28. 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.

Thank you.

SAD 14-28