# Office of the State Controller

## OFFICIAL MEMORANDUM

**To:** Fiscal Officers
**From:** Anne Godwin, Deputy State Controller
**Date:** 4/29/2016
**Subject:** Fixed Asset (FA) Data Entry Deadline and Operations Schedule
**CC:** None

The last day available for entering any fixed asset information for the year ending June 30, 2016 will be Friday, July 22, 2016.  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 22nd deadline.  At the end of this business day, all temporary assets that remain in the CAP temporary level <u>will be purged</u>.  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 generated 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 generated instead of the Expense Ledger which is not available for those agencies that depreciate for financial reporting purposes. It can be generated prior to year-end at the agency's discretion in IE.

4.  C-U-FA-INFORMATION-RPT-RUN
    This report will list all assets that appear in the 7999 suspense account. It is located in Information Expert (IE) and can be ran from the FAPUBLIC library. When generating this report, be sure to complete field WK-ASSET-ACCT 'XXXX' (key 7999 in place of XXXX).

These final reports will be generated as part of year-end after all assets are entered on July 22, 2016.

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:

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 30$^{th}$ 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 2016 for the new asset in the "Year to Date Depreciation" and the "Life to Date Depreciation" fields on screen 260.

July 2 – July 21
Fixed assets received in Fiscal Year 2016, 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 22$^{nd}$ will be interfaced to Fixed Assets as FY 2017 assets regardless of whether they are recorded with an accrual indicator or not.

July 2 – July 22
Year-end reports will be available in the FAPUBLIC library to be generated as needed.

July 2
System available for all users. Begin entering June 2016 Retirements.

July 12
All asset transfers for fiscal year 2016 must be received by OSC Support Services for data entry into the system.

July 22
Final day of FA data entry for Fiscal Year 2016. The final update process for Fiscal Year 2016 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 25 – August 8
Begin FA processing for Fiscal Year 2017. Enter July 2016 asset information. All agencies are reminded not to retire any 2017 assets until after August 8th.

July 29
Fixed assets paid in July that are Fiscal Year 2017 assets will be interfaced from AP to FA. These reports will be located in XPTR group OSCOP* FAREL Release AP Invoices.

August 9
Booked-through date set to 2017-01. July depreciation runs and monthly production reports are generated.

August 9
Fixed assets with payment dates from August 1st - August 9th 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 9 – August 31
Enter August 2016, Fiscal Year 2017 asset information. Agencies can now retire 2017 assets on or after August 9th.

August 31
Booked-through date set to 2017-02. August depreciation runs and monthly production reports are generated.

September 1
Resume normal operations schedule, begin September activities.

In addition to the Office of the State Controller's (OSC) routine operating hours (6 a.m. to 7 p.m. Monday through Friday, except holidays) the NCAS will be available on Saturdays beginning June 4th 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 16-16.  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.

Thank you.

SAD 16-16