




# Office of the State Controller

## OFFICIAL MEMORANDUM

To: Fiscal Officers

From: Anne Godwin, Deputy State Controller

Date: April 26, 2018 

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, 2018 is Friday, July 20, 2018. This is the final day OSC will accept an agency submission, and no extensions will 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 20<sup>th</sup> 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 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:

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

This report series lists capital assets and can be found in XPTR (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.



### **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/XTND and is generated at the end of each month. **This report can be accessed through June 30<sup>th</sup> for Fiscal Year 18 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 only need to run this report 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/XTND and is generated each month.

The final reports will be generated as part of year-end after all assets are entered on July 20, 2018.

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. 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 2018 for the new asset in the "Year to Date Depreciation" and the "Life to Date Depreciation" fields on screen 260.

#### **July 3 – July 19**

Fixed assets received in Fiscal Year 2018, 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 20<sup>th</sup> will be interfaced to Fixed Assets as FY 2019 assets regardless of whether they are recorded with an accrual indicator or not.

#### **July 3 – July 20**

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

#### **July 3**

System available for all users. Begin entering June 2018 retirements.



### **July 10**

All asset transfers for fiscal year 2018 must be received by OSC Support Services for data entry into the system.

### **July 13**

The **Capital Asset Reconciliation package** is due to OSC. The package should be emailed to [CAFR@OSC.NC.GOV](mailto:CAFR@OSC.NC.GOV). Please refer to memo **SAD 18-36** for instructions on completing this package.

### **July 20**

Final day of FA data entry for Fiscal Year 2018. The final update process for Fiscal Year 2018 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 23 – August 7**

Begin FA processing for Fiscal Year 2019. Enter July 2018 asset information. All agencies are reminded not to retire any 2019 assets until after August 7<sup>th</sup>.

### **July 31**

Fixed assets paid in July that are Fiscal Year 2018 assets will be interfaced from AP to FA. These reports will be located in XPTR group OSCOP\* FAREL Release AP Invoices.

### **August 7**

Booked-through date set to 2019-01. July depreciation runs and monthly production reports are generated.

### **August 7**

Fixed assets with payment dates from August 1st - August 7<sup>th</sup> will be interfaced. These reports will be in XPTR group OSCOP\* FAREL Release AP Invoice, then the nightly interface from AP to FA module will resume.

### **August 8 – August 31**



Enter August 2018, Fiscal Year 2019 asset information. Agencies can retire 2019 assets on or after August 9th.

### **August 21**

Tier 2 agencies must have the capital asset ending balance entry for Fiscal Year 2018 keyed into NCAS. The entry should be dated June 30, 2018 (13<sup>th</sup> period).

### **August 28**

All other agencies must have the capital asset ending balance entry for Fiscal Year 2018 keyed into NCAS. The entry should be dated June 30, 2018 (13<sup>th</sup> period).

### **August 31**

Booked-through date set to 2019-02. August depreciation runs and monthly production reports are generated.

### **September 1**

Resume normal operations schedule, 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 2<sup>nd</sup> 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: <https://www.osc.nc.gov/documents/2018-memos> - Memorandum No. SAD 18-38. 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 18-38