

Creating an FA

OPPM Job Aid



OPPM
Office of Procurement and
Property Management

Table of Contents

Introduction..... 1
Creating an FA..... 1

Introduction

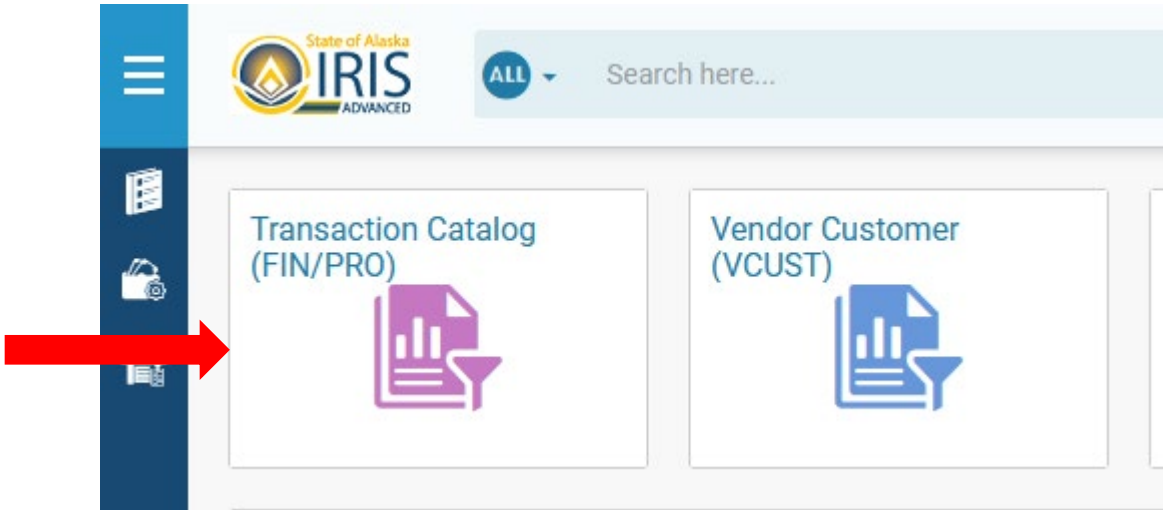
An FA is used to add property from the IRIS active register. An FA should be utilized when property is purchased or located that has a total value of or more than \$5,000 in total cost by the SOA, or as prescribed by the State Property Sensitive Item Descriptions located on the Property Management website.

Creating an FA

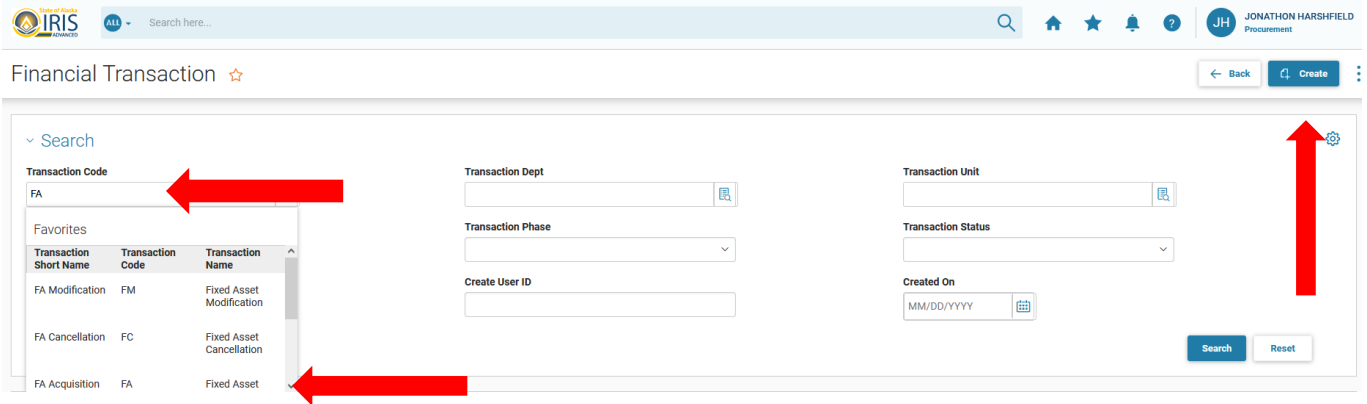
Click on your name and change your Role to "Procurement."

A screenshot of a user interface showing a user profile dropdown menu. The user's name is JONATHON HARSHFIELD, role is Procurement. The dropdown menu lists roles: Employee, Manager, Financial, Procurement (highlighted with a red arrow), and HRM Advanced. There is also an Account Settings button and a Sign out button at the bottom of the menu. The background shows a list of items with IDs like 2 200003684 1.

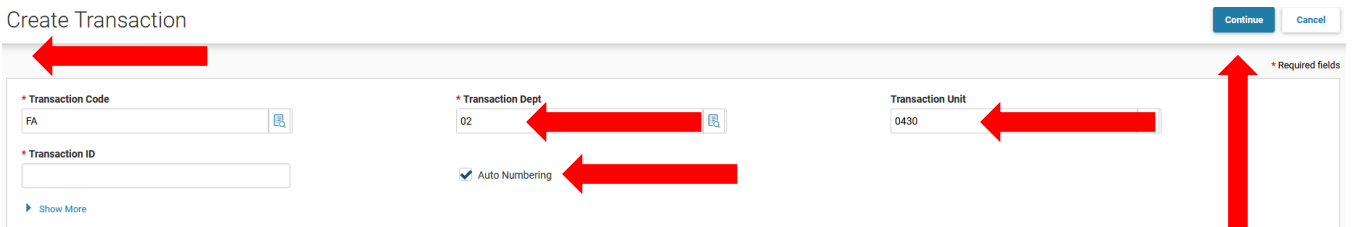
Then click on the Transaction Catalog.



In the Transaction Code box, type or locate FA. And click on Create.



Enter needed information in the Transaction Dept, Transaction Unit, and check the Auto Numbering box. Then click Continue.



Header

General Information Tab

This will take you to the Header portion of the FA. Enter the Record Date, Transaction Description, and the Fixed Asset Description. You will also need to check the Generate Fixed Asset Number box.

Fixed Asset Acquisition (FA) ☆ Draft

Department: 02 | Unit: 5066 | Transaction ID: 230000837 | Version: 1

Validate Submit Save Save & Close

Header	Component	Warranty	Accounting	Posting	Summary
	Fixed Asset Component ...	Warranty Number	Total Line Amount		

Created By: 339025 | Created On: 10/25/2022 | Modified By: 339025 | Modified On: 10/25/2022

Attachments

General Information

Record Date: 10/25/2022

Transaction Description: Dell Latitude E6440

Generate Fixed Asset Number:

Budget FY:

Event Type: FA01

Fixed Asset Number:

Fiscal Year: Period:

Transaction Total: \$0.00

Fixed Asset Description: Dell Latitude E6440

Note:

It is important that the supporting documents be uploaded into the **Header Section**. Supporting documents can include the Invoice, Purchase Order, Acceptance Memorandum, E-mail, etc. Back up to verify serial number and make and model of item.

Click on the Attachments button as shown above. A new window will open when you can either drag and drop or browse for the needed file.

Attachments

Upload Attachments History

View the uploaded attachments on Attachments tab

Drop Browse

Upload Close

Once files are added, enter any comments needed and click Upload and Close.

Attachments

Upload (1) Attachments History

View the uploaded attachments on Attachments tab

initials.jpg
3 KB

Type: Standard

Comment: 0/255

Click Upload to continue

Upload Close

Scroll down to the Responsibility Center COA part of the Header.

Enter the Department and Unit.

Responsibility Center COA

Department: 02

Unit: 5066

Show More

Scroll down to the Responsibility Center Staff

Enter Custodian, Assignee Employee Number, and Assignee Employee Name (with phone number).

Responsibility Center Staff

Custodian: DOA SSOA

Assignee Employee Number: 337217

Assignee Employee Name: Marcus Andrews 907743400

Note: Neither Assignee Employee Number nor Assignee Employee Name is viewable in current Property Listings, but the PMO is working to change that.

Scroll down to the Classifications.

Only check the Memo Asset box.

Classifications

Fixed Asset Catalog

Fixed Asset Type

Fixed Asset Group: LAPTOP

Composite Asset

Memo Asset

Scroll down to Depreciation and Valuation

Enter the Depreciation Structure (Responsivity Center), Depreciation Method (Straight Line), Acquisition Date, In Service Date, and Useful Life if known.

▼ Depreciation and Valuation

Depreciation Structure

Responsibility Center ←

Useful Life

5

Acquisition Date

10/25/2022 ←

▶ Show More

Depreciation Method

Straight Line ←

Declining Rate

In Service Date

10/25/2022 ←

Out-of-Service Date

MM/DD/YYYY

Scroll down to the Extended Transaction Description

Enter as much information as you feel necessary.

▼ Extended Transaction Description

Extended Transaction Description

←

0/1500

Click Save

Validate Submit Save ← Close

Scroll to the top of the page and click on the Component tab

Component tab, click on the blue + sign.

In the new Component line, enter Fixed Asset Component Number (1, 2, 3... according to how many components the item has), Commodity code, and Units. Ensure the Unit of Measure is "EA".

Then click on the right facing arrow in the component line.

A new list of tabs will open under the Component Line.

Click on the Classifications Tab (second from the left).

In the Classifications Tab enter Fixed Asset Classification (Memo), Fixed Asset Catalog code, Fixed Asset Type code, and the Fixed Asset Group code.

Click Save

Click on the Location Tab

In the Location Tab enter the Location code and Complex / Building (enter the full address).

Fixed Asset Number: - | Fixed Asset Description: Dell Latitude E6440

Fixed Asset Component Number	Commodity	Units	Unit of Measure	Component Total
1	2045446	1.00000	EA	\$0.00

Location: 0430

Sub Location:

Complex / Building: Surplus Property Warehouse, 2400 Viking Drive, Anchorage AK 99501

Note: The Complex/Building information currently does not show up on the Property Listing, but the PMO is working to change that.

Click Save

Validate Submit Save Close

Click on the Specifications Tab

Under the Specifications Tab enter SOA Tag Number and the Serial Number at a minimum.

Fixed Asset Number: - | Fixed Asset Description: Dell Latitude E6440

Fixed Asset Component Number	Commodity	Units	Unit of Measure	Component Total
1	2045446	1.00000	EA	\$0.00

SOA Tag Number: 10196092

Model Number: E6440

Manufacturer: DELL

Serial Number: 3FZWWY21

Manufacturer Part Number:

Commodity Specifications:

Click Save

Validate Submit Save Close

Click on the Acquisition Tab

Enter the Acquisition Date and Method.

Header: Component (1), Warranty, Accounting, Posting, Summary

Fixed Asset Number: - | Fixed Asset Description: Dell Latitude E6440

Fixed Asset Component Number	Commodity	Units	Unit of Measure	Component Total
1	2045446	1.00000	EA	\$0.00

Acquisition Date: 10/25/2022

Acquisition Method: PRCH

Click Save

Click on the Depreciation and Valuation Tab

Enter In Service Date

Header: Component (1), Warranty, Accounting, Posting, Summary

Fixed Asset Number: - | Fixed Asset Description: Dell Latitude E6440

Fixed Asset Component Number	Commodity	Units	Unit of Measure	Component Total
1	2045446	1.00000	EA	\$0.00

Depreciation Structure: Funding Line

Depreciation Method: Straight Line

Useful Life: 5

In Service Date: 10/25/2022

Click Save

Move up to the top tier of tabs and click on the Accounting Tab and click the blue + sign.

Header	Component (1) Fixed Asset Component ... 1	Warranty Warranty Number -	Accounting Total Line Amount -	Posting	Summary
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Component (1)
Fixed Asset Number: - | Fixed Asset Description: Dell Latitude E6440

0 Records

Accounting Line	Total Line Amount	Department	Unit	Fund	Appr Unit	Object	Attachments
No Records Found							

General Information Tab

Enter the Funding Fiscal Year and the Funding Budget FY.

Header	Component (1) Fixed Asset Component ... 1	Warranty Warranty Number -	Accounting (1) Total Line Amount \$1,500.00	Posting	Summary
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Component (1)
Fixed Asset Number: - | Fixed Asset Description: Dell Latitude E6440

1 - 1 of 1 Records

Accounting Line	Total Line Amount	Department	Unit	Fund	Appr Unit	Object	Attachments
1	\$1,500.00	02	5066	1004	MEMOASSET		

General Information Procure to Pay References Fixed Asset Intent Reference COA

Funding Fiscal Year 2023	Funding Budget FY 2023	Responsibility Center Posting No
Budget FY	Fiscal Year Period	Line Description
Event Type FA01	Accounting Template	

Click Validate and then click Submit

