



Fixed Asset (FM) Transfer to Surplus Quick Reference Guide

Introduction

The Fixed Asset Modification (FM) document is used to change description fixed asset information, excluding fund accounting information (description, serial number, dates, useful life, location, etc.)

There are multiple reasons for processing an FM document, but this guide provides the steps for creation of a Fixed Asset Modification (FM) document to transfer an item to Surplus.

State of Maine Policy

The FM document will notify Surplus that an asset is available for sale by changing the Location to 0000. Once the location is changed to 0000 and the document is submitted it workflows to Surplus for approval.

Surplus will contact the department to schedule a pick up or arrange for a delivery from the department. Once physically received by Surplus, they will schedule the items for sale. Once the sale is completed Surplus will process the FD document in Advantage to record the sale of the item.

In all instances of pick-ups or deliveries, whether or not fixed assets are involved, the department **MUST** submit a BP - 84 with verification by Surplus staff of all items.

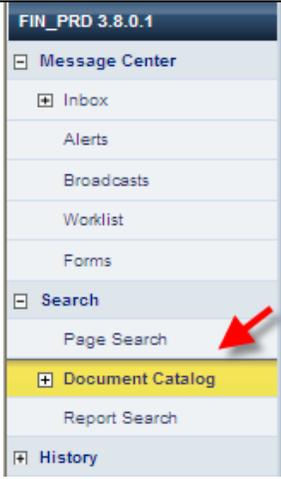
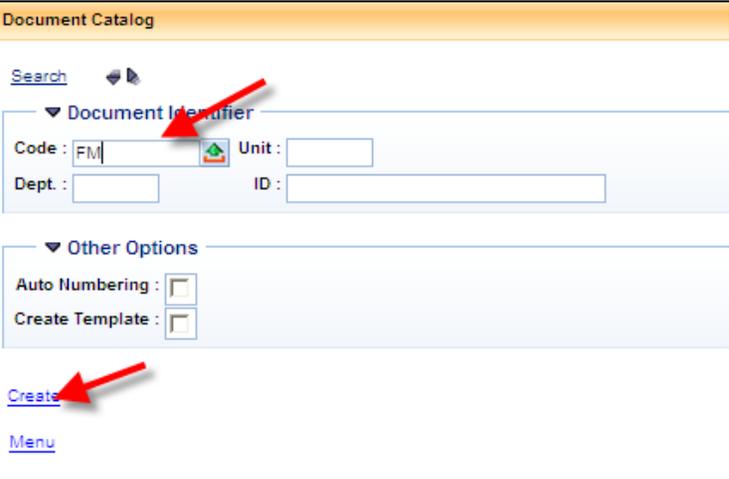
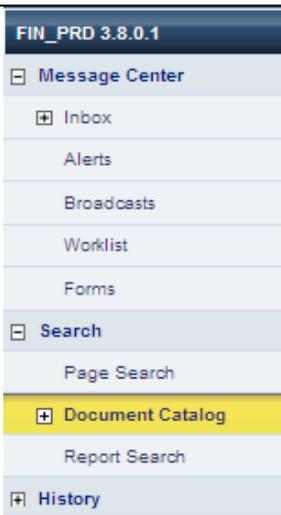
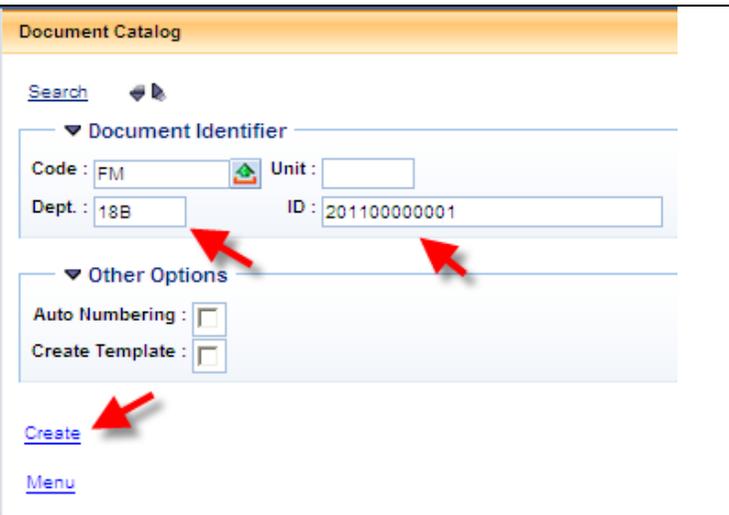
On completion of the FM document only the assets location is changed in the system. The asset still remains on the selling departments records until Surplus processes the sale in Advantage with an FD document.

For more information on this topic, please refer to the 601 Fixed Assets Manual on the OSC website.



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Creating a FA (manual) document

<ol style="list-style-type: none">1. Login to Advantage (step not shown).2. Go to the <u>Document Catalog</u> from the Search menu.3. Enter FM in the Code field4. Click on <u>Create</u>.		
<ol style="list-style-type: none">5. The Document Catalog opens in order to create the document.a. Enter your document department in the Dept field.b. Manually enter your own ID (such as the asset number) or Select Auto Numbering.6. Click <u>Create</u>.		



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7. The FM document opens (step not shown).
8. Populate the following fields in the **General Information** tab (Header):
 - a. Enter Fixed Asset Number
 - b. Document Description
9. Select the **Auto Apply** button – this pulls in the Asset information

Fixed Asset Modification(FM) Dept: 18B ID: 201100000001 Ver.: 1 Function: New Phase: Draft Modified by khali_ 03/04/2013

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Maintenance Document Information

Document Name: [] Fixed Asset Number: 20110000001

Record Date: [] Event Type: PAGE

Budget FY: [] Fiscal Year: [] Memo Asset: []

Period: [] New Fixed Asset Description: []

Document Description: TRANSFERRING ASSET TO SURPLUS

Fixed Asset Description: []

Save Undo Auto Apply

10. Click the **Component** accordion bar.
 - a. In the **Component Location/Condition** tab add the Location 0000.

Fixed Asset Modification(FM) Dept: 18B ID: 201100000001 Ver.: 1 Function: New Phase: Draft Modified by khali_ 03/04/2013

Header

Component No. of Lines: 1 Fixed Asset Number: 20110000001 Component Number: 0001

Fixed Asset Number	Component Number
20110000001	0001

From 1 to 1 Total: 1

Component General Information Acquisition Details **Component Location / Condition** Component Classification Cost, Valuation & Depreciation

Location: 2574 New Location: 0000

Sub Location: [] New Sub Location: []

Complex / Building: 28 Edison Drive New Complex/Building: []

Condition: 1 New Condition: []

Last Inventory Date: 05/05/2010 New Inventory Date: []



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11. Click **Validate**.

12. Click **Submit**.

View All 1 of 1 | Document validated successfully

Fixed Asset Modification(FM) | Dept: 18B | ID: 201100000001 | Ver.: 1 | Function: New | Phase: Draft | Modified by khall, 03/04/2011

Component	No. of Lines: 1	Fixed Asset Number: 201100000001	Component Number
		Fixed Asset Number	
		201100000001	0001

From 1 to 1 Total: 1

Component General Information | Acquisition Details | Component Location / Condition | Component Classification

Component Number: 0001

Commodity: 20687

Units: 1.00000

Unit of Measure: EA

Surface Area:

Statistical Units: Surface Area

Statistical UOM:

Manufacturer:

Model Number:

Plat Number:

Serial Number: 2UX00300K1

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard

13. The document workflows to Surplus for approval. The asset will continue to show on the Departments reports until Surplus records the sale in Advantage with an FD document.

View All 1 of 1 | Document submitted successfully - Pending Approval

Fixed Asset Modification(FM) | Dept: 18B | ID: 201100000001 | Ver.: 1 | Function: New | Phase: Pending | Modified by khall, 03/04/2011

Component	No. of Lines: 1	Fixed Asset Number: 201100000001	Component Number: 0001
		Fixed Asset Number	
		201100000001	0001

From 1 to 1 Total: 1

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard



Verification Tables

To view your Fixed Asset information (using the Fixed Asset number, located on the Header of the FA document), navigate to the Fixed Asset Registry (FAR) table. The FAR table is updated through the use of specific Fixed Asset Documents and Event Types, stores the current status of an asset and is made up of the following three tables:

- Fixed Asset Registry Header (FARHDR) —contains the Fixed Asset Number and Description, summary asset cost and Responsibility Chart of Account elements.
- Fixed Asset Registry Component (FARCOMP) —contains the Acquisition/Betterment details for each Fixed Asset Component
- Fixed Asset Registry Accounting (FARACTG)—records the funding information including Fund and Detailed Accounting Distributions; an FA document can have multiple accounting lines to track funds by multiple sources, e.g., 20% federal, 80% state

Fixed Asset History table (FAHIST) - records all documents which have been processed for the asset number and provides a history of all the accounting and non-accounting transactions for each individual Fixed Asset record