FIXED ASSETS SYSTEM
PROCEDURES MANUAL

SDAS PC INTERFACE

FIXED ASSET SYSTEM PROCEDURES
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In order to use SDAS applications, you must have security established by the Bureau of Finance and Management (BFM) and you will need an SDAS desktop shortcut. Your agency finance officer or other authorized personnel must enter a security request in CAPS for fixed assets in SDAS.

Most users inside the state's firewall can obtain the desktop shortcut using this link. When the folder opens, copy the SDAS Prod shortcut and paste it to your desktop. If you cannot open the link or the shortcut does not work, ask your finance officer to send the BIT Help Desk an e-mail requesting the SDAS shortcut be added to your desktop. If you are outside the state's firewall, you will need BIT to set up security for accessing SDAS through Citrix. The request should include your name, network user id and phone number.

Double-clicking the SDAS shortcut will open the SDAS PC interface. Users with a single SDAS user id have security linked to their network user id and do not see the SDAS login screen. Only users with multiple SDAS user ids need login to SDAS.
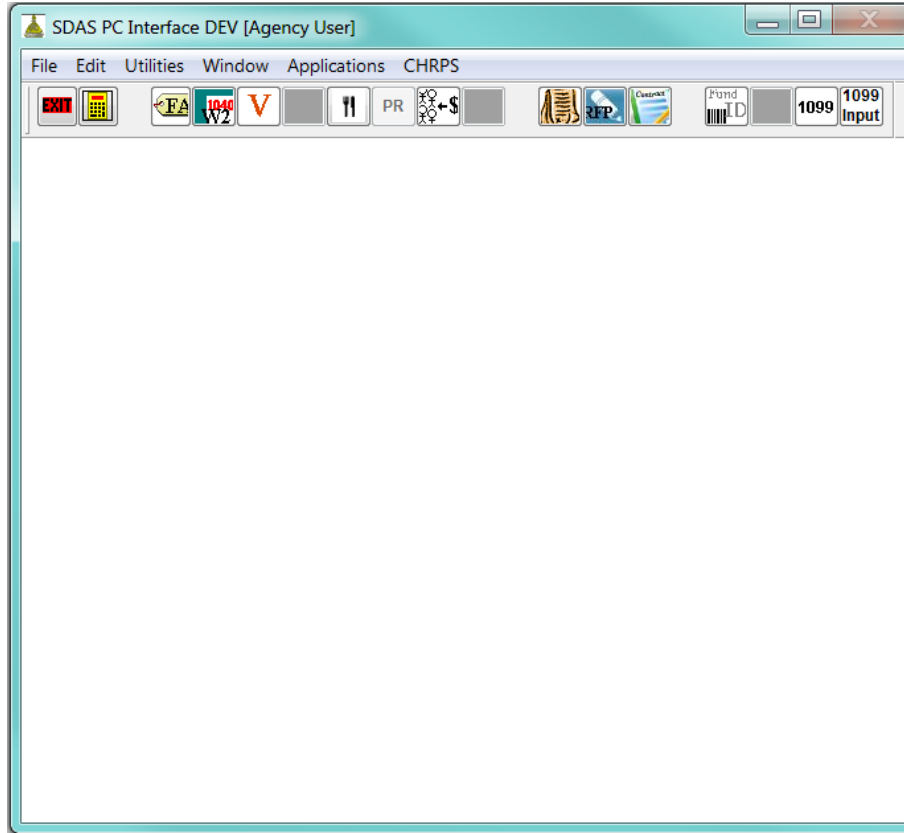
If the SDAS login screen is presented, type your assigned user id in the first field and your password in second field. User id defaults to the last one used on your computer. When typing your password you will see only asterisks displayed.
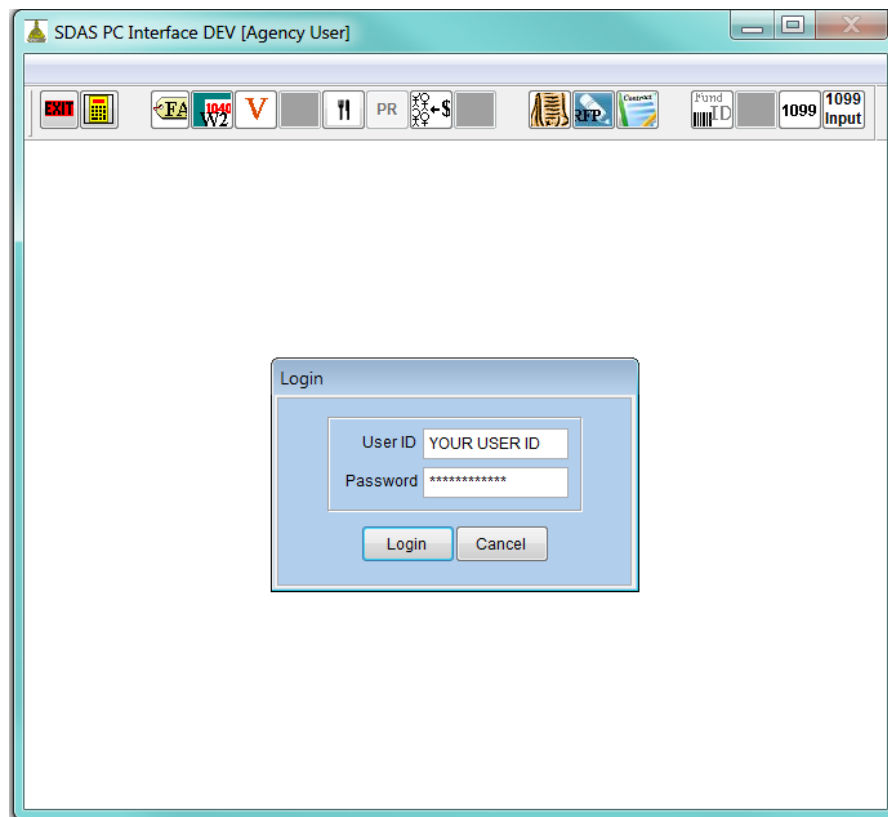
The password for a new user, or when reset, is blank and must be changed. In that case, a screen appears requiring you to enter your new password twice.

To load the Fixed Asset maintenance screens, click the **FA toolbar button**, or from the menu select **Applications**, then **Asset Maintenance**.

As the screen begins to load a message will be displayed in the upper right hand corner of your screen that says "Updating Asset List". Every asset you have access to is sent to your computer across the network. How long this takes will depend on how many assets you have and the speed of your network connection.

Once the assets have been sent to your computer, the asset maintenance screen will appear.

See section 32-700 for capitalization and reporting thresholds for capital assets.

Click the **Add New** button on the bottom left part of the screen. A new asset number will be assigned and the fields that you can enter information into will activate, along with the **Save** and **Cancel** buttons. Fields that are not activated either do not apply to adding a new asset or will be filled in by the system.

Field	Description	Default	Required
Primary Information Tab			
Acquired Date	Date that the asset was acquired in valid YYYYMM format (calendar year & month)	Current year and month	Yes
Quantity	Quantity of this particular asset. Most assets should be entered with a quantity of 1.	1	Yes
Cost	Initial cost of this asset. Equipment under $5000 will require justification to remain on the system, however you may still enter them.	0	Yes
Estimated Life	Expected life of asset in years. See estimated useful life table.	3	Yes
Salvage value	Salvage amount of asset must be less than the asset cost.	0	

CAFR Reporting Group	Financial reporting group of asset for the Comprehensive Annual Financial Report. This field is set based on entry in the company field.	System calculated	Yes
Insurance table	Asset category group used for the Comprehensive Annual Financial Report. This field is set based on entry in the NIGP number field.	System calculated	Yes
Book Type	Used to differentiate between depreciable assets and inventory only assets.	System calculated	Yes
NIGP number	Code used to classify similar items based on a standard published by the National Institute of Governmental Purchasers. Type the appropriate 5-digit code in the field or select one from the pick list by clicking on the **NIGP** button. When using the pick list you can search in either numerical or alphabetical order.		Yes
Description	Enter a description for this asset. Each agency should take some care to enter descriptions that are meaningful and consistent.		Yes
Serial Number	Enter the asset's serial number. If the asset does not have a factory assigned serial number you may enter your own identifying number here such as the central asset number.		Yes
Product or Model	Enter the product or model of the asset, such as "GATEWAY E-4200" or "FORD F150".		
Purchase Order	Enter the purchase order number for this asset. If for some reason you did not purchase this asset with a PO, you must enter the invoice number in the next field.		Yes
Invoice	If you did not enter the Purchase Order you must enter the Invoice number for this item.		If no PO
New/Used	Enter an 'N' or a 'U' to denote whether this item was new or used when acquired.	N	Yes
Expense Type	Select C, D, M, or P from drop-down box to indicate what fiscal year expenditures were posted to general ledger (GL). C = current year; D = donated or no expense; M = combination current, prior, or no expense; P = prior year. Click **Expense Type** field button for explanation and examples. See also FAQ.		Yes

Company	Enter the Company used to purchase this asset.		Yes

Center	Enter the Center (program) used to purchase this asset.		Yes
Funding Source	Enter the 3 digit Funding Source used to purchase this asset, if any.		Yes, if applicable
Sub Fund	Enter the two-digit Subfund used to purchase this asset, if any.		Yes, if applicable

NOTE: Assets should be added with company, center, funding source, and subfund used to **purchase** the asset. However, if this coding is different from company, center, funding source, and subfund that **owns** the asset, add the asset with coding used to purchase it. Then edit the asset and change coding to that of the owner (this can be done as early as the same week as the asset was added). This allows FA to retain the purchase coding in ORIGINAL fields and the owner coding in CURRENT fields. CURRENT coding is used for reporting an asset on the statewide financial statement.

Display fields for depreciation:

Period	The amount booked to depreciation in last depreciation cycle. Click on the **Period** button for further explanation of this field and when depreciation is booked.		
YTD	Depreciation booked fiscal year-to-date through the current depreciation booked-through-date.		
LTD	Depreciation booked life-to-date through the current depreciation booked-through-date.		
Booked-Thru-Date	The current calendar year and month through which depreciation has been booked, in YYYYMM format.		

Use Building Code Sort (at mid-screen) to sort building code by code, city or building name.

Additional Information Tab		Default	Required
State	The state code is SD.	SD	Yes
District	This field is not currently used.		
Building	Enter the BOA Building code. Select from drop down list, or enter five-digit code.		Yes
City/Co	Code defaults based on Building code.	System calculated	Yes
Room	Enter the room number in which the asset is located, if applicable.		
Audit #	These 5 fields have no edits at all and may be used as the agency sees fit. Each agency should maintain consistency in the way they use these fields.		
Local #			
User #			
Personnel #			
Agency Filler			
Old Funding Information	These fields are DISPLAY ONLY and are used to show the old funding information for assets from the old CA02 system.		

Click on the **Supplemental** tab on the additional information screen. The following screen is presented.

Asset Component   To mark a newer asset as the component of another asset, type the original (older) asset's asset number in this field.

Comments   Use this field for notes or comments concerning the asset.

You can add multiple similar assets, for instance a number of assets paid from the same invoice, by using the Copy Last button in the bottom left-hand corner of the primary information screen.

Click on **Add New**, then click on **Copy Last**. Most information from the last asset viewed or added will fill in those fields on the primary and additional information screens, except serial number and expense type.

Type in serial number, expense type, make any other additions or changes and click **Save**.

To change an existing asset, you must first select the asset. Do this by typing the 7-digit **Central Asset #** in the field provided (use leading zeros where necessary), or by clicking on the **Central Asset #** button. If you type the asset number, that asset's information is displayed. If you click on the **Central Asset #** button, the Pick List is displayed.

You can begin typing the asset number in the Search box or scroll through the list with your arrow keys or mouse. If you want to search through the descriptions in alphabetical order, click the drop-down list labeled **Index** in bottom right corner of Pick List and change the index order to **Descr**. You can then browse your assets by Description. You can also search assets in serial number order.

Once you find the asset you want to change, press Enter or click on **Select** button. The information for that asset will be displayed. At that time, the Edit and Print buttons will be enabled. To edit the asset, click on the **Edit** button.

When in Edit mode, only some fields on the screen will be enabled allowing you to change them. To change financial and other protected fields, you must send a completed change request form to Property Management.

Refer to the field listing in the section on adding an asset for descriptions of what each field contains. Most of the same edits in place during an add function apply to the change function.

After saving an asset, the **Print** button is enabled. Click on this button to show a preview of an Individual Asset Listing (see above). You can print this by clicking on the Printer icon at top right of SDAS toolbar. A printer dialog box will appear, allowing you to direct the output to the desired printer.

This Individual Asset Listing can be sent to the State Auditor's office along with the invoice for payment of the asset.

```
                        SD Fixed Asset System
                        Individual Asset Listing

    Central Asset Number 0342647

    Aquired              200411      NIGP           07053    TRUCKS (WITH SPECIALIZED BODIES - A
    Quantity                  1      Description              1991 FORD F800
    Cost          $    9,210.00
    Est. Life                 5      Serial Number            1FDXK84A0MVA06430
    Salvage       $      921.00      Product or Model
                                     Purchase Order  N/A
                  Depreciation       Invoice         FP51016
    Period        $        0.00      New/Used        U
    YTD           $        0.00
    LTD           $    8,289.00                 Company   Program  Fund Src  SubFund
                                       Current   6008     0123915    626

                                       Original  6008     0123915    626


    CAFR Reporting Group   600     Internal Service Funds
    Insurance Table        05      Vehicles
    Book Type               2

      Location                   Agency Defined                Old Funding
     State        SD            Audit #                          Fund   Sfnd   Perc
     District                   Local #                       1
     City/Co      3204          User #         DB 214         2
     Building     00016         Personnel                    3
     Room                       Agency Filler
```

Click on **Applications** in the main menu, then click on **Asset Reports**. The following screen will appear:
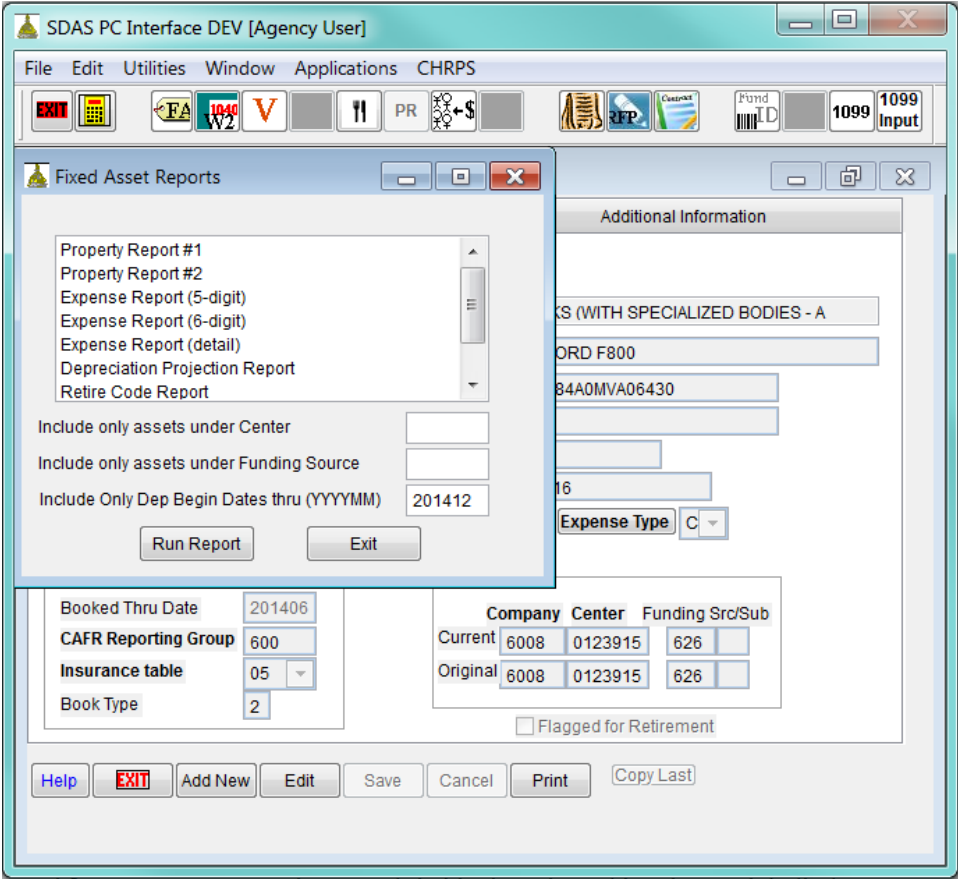
Select the report you want from the available list. You can optionally enter a center and/or a specific funding source to print only the assets assigned to that center and/or funding source. These reports reflect information about the assets through the last depreciation booked-through-date (see primary information screen).

You can perform ad hoc queries and build reports from any of the fields on the Fixed Asset system without using the Fixed Asset PC Interface. Any user who has had security set up for them by BFM can use Microsoft Excel (and Microsoft Query) to view the assets in read-only mode. Contact BFM for further information.

For assets with a five-digit building code, FA query views now have information about the buildings in which assets are located. For most buildings, this data includes building name, address, city, state, and zip code.

The following table shows the thresholds for adding capital assets to the fixed asset system and for reporting those assets in the state's comprehensive annual financial report (CAFR).

Description	Cost	Level-2 (Fund type)
Equipment	$ 5,000	All
Land*	$ 0	All
Land Improvements	$ 50,000	All
Buildings & Improvements	$ 100,000	All
Infrastructure & Improvements	$ 1,000,000	100, 860 & 890
Infrastructure & Improvements	$ 50,000	600 & 650
Intangible Assets**	$ 250,000	All

 * All land is reported regardless of cost or level-2.
** See the CAFR policies and procedures manual for examples of items included in intangible assets.

Level-2 Table

Level-2	Level-2 Description
100	Governmental Funds
600	Internal Service Funds
650	Enterprise Funds
860	Fiduciary Funds
890	Pension Trust Funds

For policies on fixed assets and depreciation, refer to the capital assets section in [CAFR policies and procedures manual](#).

See the [Property Management internet site](#) for FA maintenance forms.

How do I get access to the SD Fixed Asset system?

Ask your agency's finance officer or other authorized individual to request access by completing a security request in CAPS. Also, if you do not have the SDAS shortcut on your desktop, send a request to BIT Help Desk to have one added. They will need your name, phone number and network user ID.

How should the 'description' field be used?

The 'description' field on each asset should contain detailed information describing the asset (ex. HP P5-400 LAPTOP). It should not be used to contain the name of the person to whom the asset is assigned or any other location information. Descriptions rarely change over time, whereas the assignee or location may change over time.

I clicked on 'ADD', then canceled by mistake. When I hit 'ADD' again it gave me a different asset number. How come?

The SD Fixed Asset system assigns the next sequential asset number each time a user begins to add an asset. If that addition is not completed that number is discarded. You may see other 'holes' in your number sequence as you are entering assets which could be caused by another department getting the next asset number in the sequence. The important thing to realize is that it does not matter what asset numbers your items are assigned, only that the numbers are unique.

How may I use the "Agency Defined" fields on the Additional Information tab?

Agencies may use the 'agency defined' fields on the additional information tab as they see fit. Information that some agencies maintained on the old capital asset system was brought forward to this system and stored in these fields. These items were neither required fields nor were they utilized consistently between departments. There will be no edits performed on these fields and each agency is responsible for their own reporting of these elements.

I have several identical assets to add to the FA system. What is the easiest way to do this?

Enter the first asset as you would any other new asset. When you want to add the next one, click the *Add* button, then click the *Copy Last* button. All information from the previous asset will be copied to this asset except the serial number.

I forgot my password to the SDAS Interface.

Send an email to bfm.accounting.system@state.sd.us requesting that your password be reset. Somebody will email you when this has been completed. Your password is encrypted so we cannot tell you what it was, we can only reset it.

How do I determine the original funding for an asset?

For "old" assets that were converted at the beginning of FY2000 from the CA02 system, the original "BA coding" that had to be converted to accounting codes was brought over with the assets. You can see that original coding on the Additional Information tab of each asset.

For new assets that have been added since FY2000, the Company and Center that are first entered on the asset are stored in separate fields from where the current company and center are stored. If an agency *absolutely* needs to know the fund split, they should be able to tell what the matching funds were from the funding source and sub-fund entered on the asset. Better yet, they should look on the invoice that the asset was purchased on and see exactly how the payments were coded.

Another possibility is using the Comments field to show multiple funding splits. See the Supplemental button on the Additional Information screen.

What is Expense Type and what value should I use?

Expense type indicates the relationship between the fiscal year expenditures for an asset posted in GL and the fiscal year of the asset's acquisition. If an asset was acquired in FY2015 and the related expenditures posted to GL in FY2015, then the expense type is C for current year. Here are the valid values for expense type and some more examples.

```
                Expense Type
-------------------------------------------------------------
   = Assets acquired prior to 07/01/2001
C = Current year only
D = Donated (No expenditures posted)
M = Mixture of current, prior years
    and/or donation
P = Prior year(s) only
```

Examples:

FY of Acq	FY Exp Posted to GL	Exp Type
2000	2000	
2010	2010	C
2011	2011	C
2012	2011	P
2012	2011 & 2012	M
2013	None	D
2013	2013	C
2014	2012, 2013 & 2014	M
2014	2014	C
2015	2015	C