FY 2017 Real Property Inventory Observation

The attached forms should be completed for any documents that need to be entered; as a result of the FY 2017 Real Property Inventory Observation. They will be completed when the Fixed Asset Type is:

Land = L, Building = B, Improvements to land = I, Easements = M.

Fixed asset documents related to all other fixed asset types (V, E, S, G, H) should be entered in eMARS by agency personnel with the document referenced on the Inventory Observation Log Sheet.
General Instructions
Form FA
Revised 2/17

The FA form is used to record all newly acquired fixed assets or previously acquired fixed assets that have not been recorded. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L", or "M").

1 Enter the department name.

2 Enter the three character department number.

3 Enter the department unit, function and sub function if these are required for the processing of fixed asset documents in eMARS for your agency. (Responsibility Center)

   Enter the PR# (payment request document) number if the asset was purchased. The format is document prefix, three-character transaction department, document number.

4 Enter the fixed asset number including prefix assigned to your agency.

5 Enter the asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).

6 Enter the fixed asset group (insurance code). (See eMARS FAGRP table for a complete listing).

7 Enter the four character component number. (Ranges from 0001-9999)

8 Enter the description for the real property. If land please include acreage.

9 Enter the historical cost of the asset.

   Enter the sublocation code assigned to this asset. The sublocation code must be shown on the SLOC table in eMARS.

10 Enter the commodity code for this asset. (See the COMM table for a complete listing).

11 Enter the vendor or if donated enter the name of the donor.

12 Enter the deed book and page number in the Plat Number field if asset acquired by deed.

13 Enter any internal tracking number in the tag number field.

14 Enter the method used to acquire the fixed asset. (See the eMARS FADM table for a complete listing).

15 Enter the date the fixed asset was acquired. This is the date the asset was received and put into use.

16 Enter the purchasing authority. This should be a PR# or Capital Project number.

17 Enter the useful life of the asset. A range of useful lives is shown on page 110 of the eMARS Fixed Asset Training Manual - Appendix C.

   If this asset was constructed enter the fund, department, unit, function, and sub function, as well as the amount funded. If purchased enter the fund, department, unit, function, subfunction that was used to pay. (Chart of Account elements used to purchase the asset).

18 Enter "Y" if the asset was donated otherwise enter "N".

19 Enter the capital project fund.

Note: Enclose a copy of the deed if purchased.
FIXED ASSET FA
(Revised 2/17)

Department Name: __________________________ 1

Department Number: __________________________ 2

Department Unit, Function & Sub Function: __________________________ 3

PR#: __________________________ 4

Fixed asset number: __________________________ 5

Fixed asset type: __________________________ 6

Fixed Asset Group: __________________________ 7

Component number: __________________________ 8

Description: __________________________ 9

Asset cost: __________________________ 10

Sub Location code: __________________________ 11

Commodity Code: __________________________ 12

Manufacturer: __________________________ 13

Plat Number: __________________________ 14

Tag Number: __________________________ 15

Acquisition method: __________________________ 16

Acquisition date: __________________________ 17

Purchasing authority: __________________________ 18

Useful life: __________________________ 19

Event Type: FA01

Funding Source Information:

<table>
<thead>
<tr>
<th>Fund: (1)</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Dept: (1)</td>
<td></td>
</tr>
<tr>
<td>Funding Unit: (1)</td>
<td></td>
</tr>
<tr>
<td>Funding Function: (1)</td>
<td></td>
</tr>
<tr>
<td>Funding Sub Function: (1)</td>
<td></td>
</tr>
<tr>
<td>Amount Funded</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund: (2)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Dept: (2)</td>
<td></td>
</tr>
<tr>
<td>Funding Unit: (2)</td>
<td></td>
</tr>
<tr>
<td>Funding Function: (2)</td>
<td></td>
</tr>
<tr>
<td>Funding Sub Function: (2)</td>
<td></td>
</tr>
<tr>
<td>Amount Funded</td>
<td></td>
</tr>
</tbody>
</table>

Donated (yes or no): __________________________ 21

Capital Project Fund: __________________________ 22

Note: Enclose a copy of the deed if purchased.
FIXED ASSET FA
(Revised 2/17)

Department Name: ___________________________________________________________________

Department Number: __________

Department Unit, Function & Sub Function: __________________________

PR#: ____________________________________________________________________________

Fixed asset number: ______________________________________________________________

Fixed asset type: ______________________

Fixed Asset Group: __________________________________________________________________

Component number: __________

Description: ______________________________________________________________________

Asset cost: _______________________________________________________________________

Sub Location code: __________________________________________________________________

Commodity Code: ___________________________________________________________________

Manufacturer/Vendor: ____________________________________________________________________

Plat Number: _______________________________________________________________________

Tag Number: _______________________________________________________________________

Acquisition method: __________________________________________________________________

Acquisition date: ____________________________________________________________________

Purchasing Authority: ___________________________________________________________________

Useful life: _________________________________________________________________________

Event Type FA01

Funding Source Information:

<table>
<thead>
<tr>
<th>Fund: (1)</th>
<th>Fund: (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Dept: (1)</td>
<td>Funding Dept: (2)</td>
</tr>
<tr>
<td>Funding Unit: (1)</td>
<td>Funding Unit: (2)</td>
</tr>
<tr>
<td>Funding Function: (1)</td>
<td>Funding Function: (2)</td>
</tr>
<tr>
<td>Funding Sub Function: (1)</td>
<td>Funding Sub Function: (2)</td>
</tr>
<tr>
<td>Amount Funded</td>
<td>Amount Funded</td>
</tr>
</tbody>
</table>

Donated (yes or no) __________________

Capital Project Fund 22

Note: enclose a copy of the deed if purchased.
Form FC is used when fixed assets have been submitted successfully into the system and the record contains errors that cannot be corrected using any other adjustment forms, such as, an incorrect fixed asset number. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

1 Enter department name.

2 Enter the three-character department number.

3 Enter the fixed asset number to be cancelled, be sure to include the tag number prefix.

   Enter the fixed asset type of the asset to be cancelled. (Land = L, Building = B, Improvements 4 to land = I, Easements = M).

5 Enter the description of the asset to be cancelled as it currently appears on the eMARS report.

6 Enter the asset cost/value shown on the eMARS report for the asset being cancelled.

7 Enter the acquisition date as shown on the eMARS for the asset being cancelled.

8 Provide an explanation for the asset cancellation.
FIXED ASSET FC
(Revised 2/17)

Department Name: __________________________ 1

Department Number: ________________________ 2

Fixed asset number: _________________________ 3

Fixed asset type: ____________________________ 4

Description: ________________________________ 5

Asset cost: _________________________________ 6

Acquisition date: ____________________________ 7

Reason: ____________________________________ 8

Event Type: FA11
FIXED ASSET FC
(Revised 2/17)

Department Name: ____________________________

Department Number: ____________

Fixed asset number: __________________________

Fixed asset type: ____________

Description: ____________________________

Asset cost: ____________________________

Acquisition date: ____________________________

Reason ___________________________________________________________________________

Event Type FA11
General Instructions
Form FD
Revised (02/17)

The FD form is used to dispose of fixed assets that were previously recorded and are no longer in use by the department. Complete for changes to Real Property (when the Fixed Asset Type is "B", "L", "I" or "M").

1 Enter department name.

2 Enter the three-character department number.

3 Enter the fixed asset number to dispose of, be sure to include the tag number prefix.

4 Enter the fixed asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).

5 Enter a description of the disposed asset. If it is a partial disposal please indicate such.

6 Enter the disposal method. (See the eMARS FADM table for a complete listing).

7 Enter the Secretary's Official Order Number authorizing this disposal.

8 Enter the date of the disposal.

9 Enter the asset cost/value shown on the eMARS FARHDR table for the disposed asset.
Fixed Asset FD
(Revised 2/17)

Department Name: ________________ 1

Department Number: _____________ 2

Fixed Asset Number: ______________ 3

Fixed Asset Type: _______________ 4

Description: ____________________ 5

Disposal Method: ________________ 6

Disposition Authority: ____________ 7

Disposition Date: ________________ 8

Asset Value: ____________________ 9

Event Type: FA04
Fixed Asset FD
(Revised 2/17)

Department Name: __________________________

Department Number: ______

Fixed Asset Number: __________________________

Fixed Asset Type: ______

Description: __________________________

Disposal Method: ______

Disposition Authority: __________________________

Disposition Date: __________________________

Asset Value: __________________________

Event Type: FA04
General Instructions
Form Fl
Revised (02/17)

Form Fl is used to change/correct the fixed asset cost of an asset that has already been recorded. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

1 Enter Department name.

2 Enter the three-character department number.

3 Enter the fixed asset number to change, be sure to include the tag number prefix.

4 Enter the fixed asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).

5 Enter a description of the asset.

6 Enter the current asset value shown on the eMARS report for the asset being changed.

7 Enter the amount of the change indicating whether it is an increase or (decrease).

8 Enter the correct cost of the asset.

9 Provide an explanation of the change.
FIXED ASSET FI
(Revised 02/17)

Department Name:

Department Number: 2

Fixed asset number: 3

Fixed asset type: 4

Description: 5

Current recorded asset cost: 6

Amount of increase/decrease: 7

Correct asset cost: 8

Explanation:

Event Type FA07
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td></td>
</tr>
<tr>
<td>Department Number:</td>
<td></td>
</tr>
<tr>
<td>Fixed asset number:</td>
<td></td>
</tr>
<tr>
<td>Fixed asset type:</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Current recorded asset cost:</td>
<td></td>
</tr>
<tr>
<td>Amount of increase/decrease:</td>
<td></td>
</tr>
<tr>
<td>Correct asset cost:</td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td></td>
</tr>
<tr>
<td>Event Type</td>
<td>FA07</td>
</tr>
</tbody>
</table>
Form FM is used to change descriptive fixed asset information of an asset that has already been recorded. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

1 Enter Department name.

2 Enter the three-character department number.

3 Enter the fixed asset number to change, be sure to include the tag number prefix.

4 Enter the fixed asset type. (Land = L, Building = B, Improvements to land = I, Easements = M).

5 Enter the asset cost/value shown on the eMARS report for the asset being changed.

6 Enter the acquisition date as shown on the eMARS report for the asset being changed.

7 Enter the description of the asset as it currently appears on the eMARS report.

8 Enter the description that should be reflected for the asset.

9 Enter the sublocation code that should be reflected for the asset.

10 Enter the custodian code that should be reflected for the asset.

11 Provide any additional information that will assist fixed asset personnel in making this change.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>1</td>
</tr>
<tr>
<td>Department Number</td>
<td>2</td>
</tr>
<tr>
<td>Fixed asset number</td>
<td>3</td>
</tr>
<tr>
<td>Fixed asset type</td>
<td>4</td>
</tr>
<tr>
<td>Asset cost</td>
<td>5</td>
</tr>
<tr>
<td>Acquisition date</td>
<td>6</td>
</tr>
<tr>
<td>Current Description</td>
<td>7</td>
</tr>
<tr>
<td>Changed Description</td>
<td>8</td>
</tr>
<tr>
<td>New Sublocation</td>
<td>9</td>
</tr>
<tr>
<td>New Custodian</td>
<td>10</td>
</tr>
<tr>
<td>Additional Explanations</td>
<td>11</td>
</tr>
<tr>
<td>Event Type</td>
<td>FA05</td>
</tr>
</tbody>
</table>
FIXED ASSET FM
(Revised 02/17)

Department Name:

Department Number:

Fixed asset number:

Fixed asset type:

Asset cost:

Acquisition date:

Current Description:

Changed Description:

New Sublocation:

New Custodian:

Additional Explanations:

Event Type  FA05
General Instructions
Form FT
Revised (02/17)

Form FT is used when a fixed asset is transferred from one department to another department within the same fund type and cabinet or to correct the Responsibility Center for a fixed asset where one or more of the Chart of Accounts elements (e.g., Fund or Function) has become inactive in eMARS. Complete for changes to Real Property (when the Fixed Asset Type is "B", "I", "L" or "M").

FROM INFORMATION
1 Enter the department name that currently appears in the eMARS FARHDR table. (This should be the department that currently reports the asset).

2 Enter the three-character department number that currently appears in the eMARS FARHDR table. (This should be the department that currently reports the asset.

3 Enter the unit, function and subfunction as it appears on the eMARS FARHDR table for the asset being transferred. (This should be the department making the transfer).

4 Enter the fixed asset number to be transferred, be sure to include the tag number prefix.

   Enter the fixed asset type of the asset to be transferred. (Land = L, Building = B, Improvements to land 5 = I, Easements = M).

5 Enter the date of the transfer.

6 Provide the reason for the transfer (Executive Order number).

7 Provide the description of the asset as shown on the eMARS report.

8 Provide the asset cost as shown on the eMARS report.

9 Provide the acquisition date that is reflected on the eMARS report.

TO INFORMATION
11 Enter the department name that the asset is being transferred to. (This should be the department that is receiving the asset).

12 Enter the three-character department number that the asset is being transferred to. (This should be the department that is receiving the asset).

13 Enter the unit, function and subfunction that the asset is being transferred to. (This should be the responsible center receiving the asset).
<table>
<thead>
<tr>
<th>Field</th>
<th>From Information</th>
<th>To Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Number</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Department Unit, Function &amp; Sub Function</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fixed asset number</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Fixed asset type</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Transfer Date</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Reason Exec Order</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Asset cost</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Acquisition date</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Event Type</td>
<td>FA06</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>From Information</td>
<td>To Information</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Department Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Unit, Function &amp; Sub Function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed asset number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed asset type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason Exec Order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Type</td>
<td>FA06</td>
<td></td>
</tr>
</tbody>
</table>