# New AFIS (Advantage) Fixed Assets

# Guidance for Data Entry of IT Fixed Assets

Historically, state Budget Units have reported IT assets to ADOA-ASET annually using a system called "Information Systems Inventory Service" (ISIS). ISIS was decommissioned and beginning July 1, 2015 this information will be gathered in the New AFIS system's Fixed Asset Module (FAM). Annual ISIS reporting will be discontinued.

In the new AFIS system, Fixed Asset shells are dependent on a process whereby key information is transfered electronically from ProcureAZ. This process pre-populates some, but not all required data elements that need to be entered on the Fixed Asset shell in the new AFIS system. The additional required elements on the Fixed Asset shell must either be updated or completed manually, after the Fixed Asset shell is created. Additionally, the same required elements apply, if a Fixed Asset shell is not generated, and the Budget Unit must manually initiate the entry of the Fixed Asset in the new AFIS system.

This document provides a list of the data elements formerly used by ISIS and maps them to the corresponding elements in new AFIS. It also provides some process notes that Budget Units will need to define appropriate business processes and work flows, as well as assign responsibility to complete these items.

This document should be used by those who update Fixed Asset Shells, or for those who complete the cycle of recording new IT assets.

Please read this document in conjunction with the three companion documents listed below. In particular, the document entitled "IT Asset Data Entry Guidance.xlsx" contains a full list of fields required by the new process, and where they are located in the new AFIS system.

## Additional Documents

**IT Asset Classification Guidance.docx** – Definitions of the IT asset Type, Group and Catalog codes.

**IT Asset Classification and Commodity Codes.xlsx** – List of new AFIS Catalog Codes and a cross-reference between those and the Commodity Codes used in ProcureAZ

**Advantage IT Asset Data Entry Guidance.xlsx** – List of data elements that must be completed to satisfy the requirements of recording IT Assets.

**IT Asset Data Entry Guidance.docx** – (This document) – Field-by-field data entry process for new AFIS, describing which entries on the fixed asset shell correspond to the required data elements.

## Data entry phase: Fixed Asset Acquisition – Shell Generated (FAS) document and Fixed Asset Acquisition (FA) document completion

## IT Equipment

**Tab: Component -> Specifications**

Field: Manufacturer

Purpose: Contains the manufacturer of the equipment. The manufacturer may not be the same as the vendor.

Required: Yes

Format: Text

Contents: Use the attached list of manufacturers to ensure the field is populated with consistent information. For example: “Microsoft” is valid. Msft, MS, microsoft, micorsoft and other variants are not.

Note: The standard is to use the name of the company with initial caps, without the organizational designator and without punctuation. For example, use Hewlett Packard, rather than HP or Hewlett-Packard Company.

Field: Warranty Type

Purpose: Contains the type of warranty

Contents: Select the type of warranty that comes with the equipment. Complete other fields if known.

Required: Leave blank if there’s no warranty or maintenance agreement

Field: Model Number

Purpose: Contains the model number or ID of equipment that was purchased. This will be imported from ProcureAZ if provided. However most contracts in ProcureAZ do not have detailed information about this.

Contents: Insert the model number of the equipment as specified on the purchase documents or invoice.

Format: Text

Example: For Epson WorkfForce WF-2630 printer, Manufacturer would be Epson, model number would be WF-2630.

Required: Yes

Field: Serial Number

Purpose: contains the serial number of the equipment that was purchased and delivered.

Contents: Insert the serial number directly from the equipment or the invoice

Format: Text

Required: Yes. If the asset does not have a serial number insert the asset tracking number

Field: Barcode

Purpose: contains the asset tracking number assigned and affixed to the equipment by agency asset managers. This may be different from the Fixed Asset Number on the asset header.

Contents: If your agency’s asset tracking process creates a different bar code number than the Advantage asset number, insert that bar code or asset tracking number.

Format: Text

Required: Optional, but highly recommended if your agency’s asset tracking process requires it.

**Tab: Component -> Acquisition Details**

Field: Acquisition Method

Purpose: Contains the acquisition method (eg: purchase, lease, etc.)

Contents: Select the appropriate code from the drop-down list.

**Tab: Component -> Component Classification**

Field: Fixed Asset Type

Purpose: Contains the AFIS Fixed Asset Type

Contents: Always “I” for IT Equipment

Note: Automatically populated based on catalog code. Enter the catalog code only.

Field: Fixed Asset Group

Purpose: Contains the AFIS 4-digit Fixed Asset Type

Contents: The first 4 digits of the Catalog Code. Consult the “FA Commodity to Catalog Crosswalk” and related guidance document for details

Note: Automatically populated based on catalog code. Enter the catalog code only

Field: Fixed Asset Catalog

Purpose: Contains the AFIS 7-character fixed asset catalog code.

Contents: Take note of the Commodity code in the “Component General Information” tab and then Consult the “FA Commodity to Catalog Crosswalk” and related guidance document for details.

Note: The commodity code and the crosswalk are suggestions that should fit the majority of cases. However users are responsible for choosing the Catalog Code that correctly matches the equipment being recorded.

Field: Useful Life

Purpose: Contains the useful life of the asset. This will be used to drive depreciation calculations.

Contents: Should be populated by the entry of the Fixed Asset Catalog code. Verify that it’s correct.

## Software

**Tab: Component -> Component General Information**

**How to record quantities for software purchases**.

Multiple seats for an enterprise product (Such as AFIS/Advantage), Client Access Licenses (CALs) and copies of end-user desktop software such as Office should be entered as one asset (Units=1) with multiple users or seats. The unit of measure (users, seats, etc.) is selected on the “Statistical UOM” field, and the quantity of seats is entered in the Statistical Units field.

**Be careful to specify the Units purchased in ProcureAZ as 1 (one). Otherwise the system will create a shell for each unit purchased.**

Multiple copies of server software such as databases destined for more than one physical server should be entered as separate assets (Units=n) and Statistical Units =1 for each copy.

Field: Statistical UOM (Unit of Measure)

Purpose: Software may be purchased by the unit (Each), number of seats or users, CPU’s or servers. This field contains the unit of measure and the next field contains the number of those units purchased.

Contents: Select the unit of measure corresponding to how this software is licensed.

Required: Yes, for software

Field: Statistical Units

Purpose: For software, this field contains the number of seats, number of CPU’s or number of licenses purchased.

Format: Whole number

Contents: Insert the number corresponding to the Statistical UOM selected.

Required: Yes, for software

**Tab: Component -> Specifications**

Field: Manufacturer

Purpose: Contains the manufacturer of the equipment. The manufacturer may not be the same as the vendor.

Required: Yes

Contents: Use the attached list of manufacturers to ensure the field is populated with consistent information. For example: “Microsoft” is valid. Msft, MS, microsoft, micorsoft and other variants are not.

Field: Warranty Type

Purpose: Contains the type of warranty

Contents: Select the type of warranty or maintenance agreement. Complete other warranty-related fields if known.

Required: Leave blank if there’s no warranty or maintenance agreement

Field: Model Number

Purpose: Contains the model number of equipment that was purchased. This will be imported from ProcureAZ if known. However most contracts in ProcureAZ do not have detailed information about this.

Contents: Insert the model number of the equipment as specified on the purchase documents or invoice.

Required: Yes

Field: Serial Number

Purpose: Contains the software serial number or activation key.

Contents: Insert the serial number or activation key provided with the software

Format: Text

Required: Yes. If the asset does not have a serial number, insert the asset tracking number

Field: Barcode

Purpose: contains the asset tracking number assigned and affixed to the equipment by agency asset managers.

Contents: If your agency’s asset tracking process creates a different bar code number than the Advantage asset number, insert that bar code or asset tracking number. If your agency does not assign bar code numbers to software this may be left blank.

Format: Text

Required: Optional but recommended if your agency assigns tracking numbers to software

Field: Product/Category

Purpose: This field is used to store the software version information. For example, in the case of Microsoft Office Professional 2013, the version is 2013. In the case of Oracle database version 11d, the version is 11d.

Contents: enter the version in the text box

Format: Text

Required: Yes, for software

Additional: Details of service packs, patches and minor updates are not required.

**Tab: Component -> Acquisition Details**

Field: Acquisition Method

Purpose: Contains the acquisition method (eg: purchase, lease, etc.)

Contents: Select the appropriate code from the drop-down list.

Required: Yes

**Tab: Component -> Component Classification**

Field: Fixed Asset Type

Purpose: Contains the AFIS Fixed Asset Type

Contents: Always “S” for Software

Note: The Fixed Asset Catalog code will automatically populate this field. Users should confirm that the Type is correct but it should normally not be changed.

Field: Fixed Asset Group

Purpose: Contains the AFIS 4-digit Fixed Asset Type

Contents: The first 4 digits of the Catalog Code. Consult the “FA Commodity to Catalog Crosswalk” and related guidance document for details.

Note: The Fixed Asset Catalog code will automatically populate this field. Users should confirm that the Group is correct but it should normally not be changed.

Field: Fixed Asset Catalog

Purpose: Contains the AFIS 7-character fixed asset Catalog Code.

Contents: Take note of the Commodity Code in the “Component General Information” tab and then Consult the “FA Commodity to Catalog Crosswalk” and related guidance document for details.

Note: The Commodity Code and the crosswalk are suggestions that should fit the majority of cases. However, users are responsible for choosing the Catalog Code that correctly matches the software being recorded and its intended usage.

Field: Useful Life

Purpose: Contains the useful life of the asset. This will be used to drive depreciation calculations.

Contents: Should be populated by the entry of the Fixed Asset Catalog code. Verify that it’s correct.

**Examples:**

Product: Microsoft Office Professional 2013 - 100 end-user licenses

Manufacturer=Microsoft

Model = Office Professional

Version (Product/Category)=2013

Statistical UOM = Users

Statistical units: 100

Units: 1

Asset type: S (Computer Software)

Asset Group: 2250 (Desktop, laptop, mobile software)

Asset Catalog: 2250-12 (Desktop productivity & office automation software)

Product: Microsoft SQL Server 2012 Enterprise Edition – 10 Server Licenses

Manufacturer: Microsoft

Model: SQL Server Enterprise

Version: 2012

Statistical UOM: Server

Statistical units: 1

Units: 10

Asset type: S

Asset group: 2200 (Server software)

Asset Catalog: 2200-06 (Server databases and data management tools)

Product: 100 Client Access Licenses (CAL) for Microsoft SQL Server 2012

Manufacturer: Microsoft

Model: SQL Server CAL

Version: 2012

Statistical UOM: Seats

Statistical units: 100

Units: 1

Asset type: S

Asset group: 2200 (Server software)

Asset catalog: 2200-06 (Server databases and data management tools)

Note: In this case CALs are associated with the server and are not allocated to specific identifiable users.

**Revision Histor**y

10-21-2015 - Added clarification of how to record units, seats and user counts for software.